


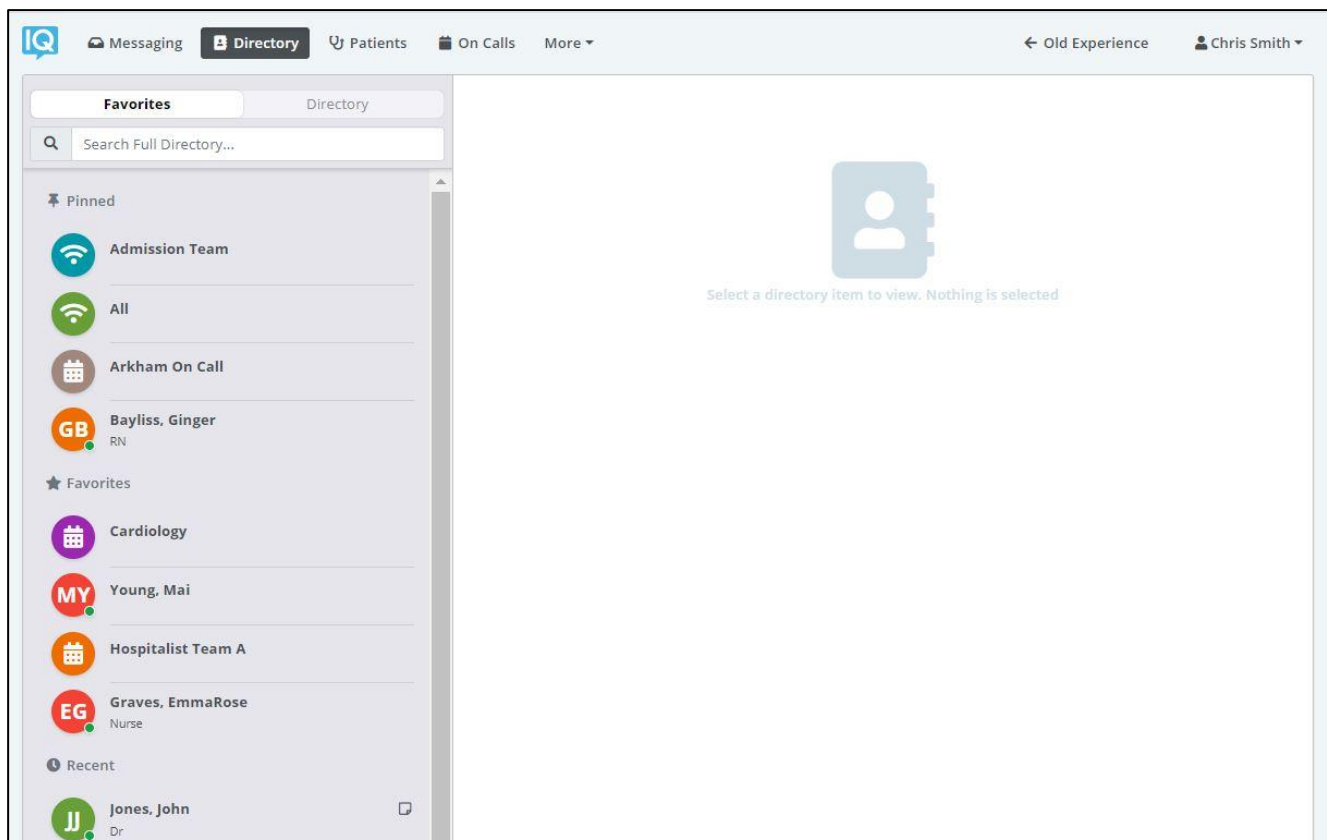



## Directory

The Directory tab is where all contacts and groups can be accessed.

- Select **Directory** to see the full list.
- Along the left side of each contact are icons that designate the type of contact.

Icon	Message Status
	Schedule Paging Group
	Broadcast Paging Group
	Group



- **Pinned Contacts** are contact favorites indicated for an individual, a specific department, or assignable role.
- **My Favorites** are contacts marked as favorites from inside the directory tab by the user.
- **Local Group** are personal groups created by the user and are only seen in the directory tab of their mobile application.
- **Recently Contacted** are contact you recently contacted either through message or call.
- **Notes** are indicated on the far right of each contact with a  icon, if there are any.
- **Click** on a contact to preview the contact's details.

## Contact details

Inside the contact's detail you can review the following:

- Title
- Organization affiliation
- Department(s) the user belongs to, if any
- Contact methods and notes

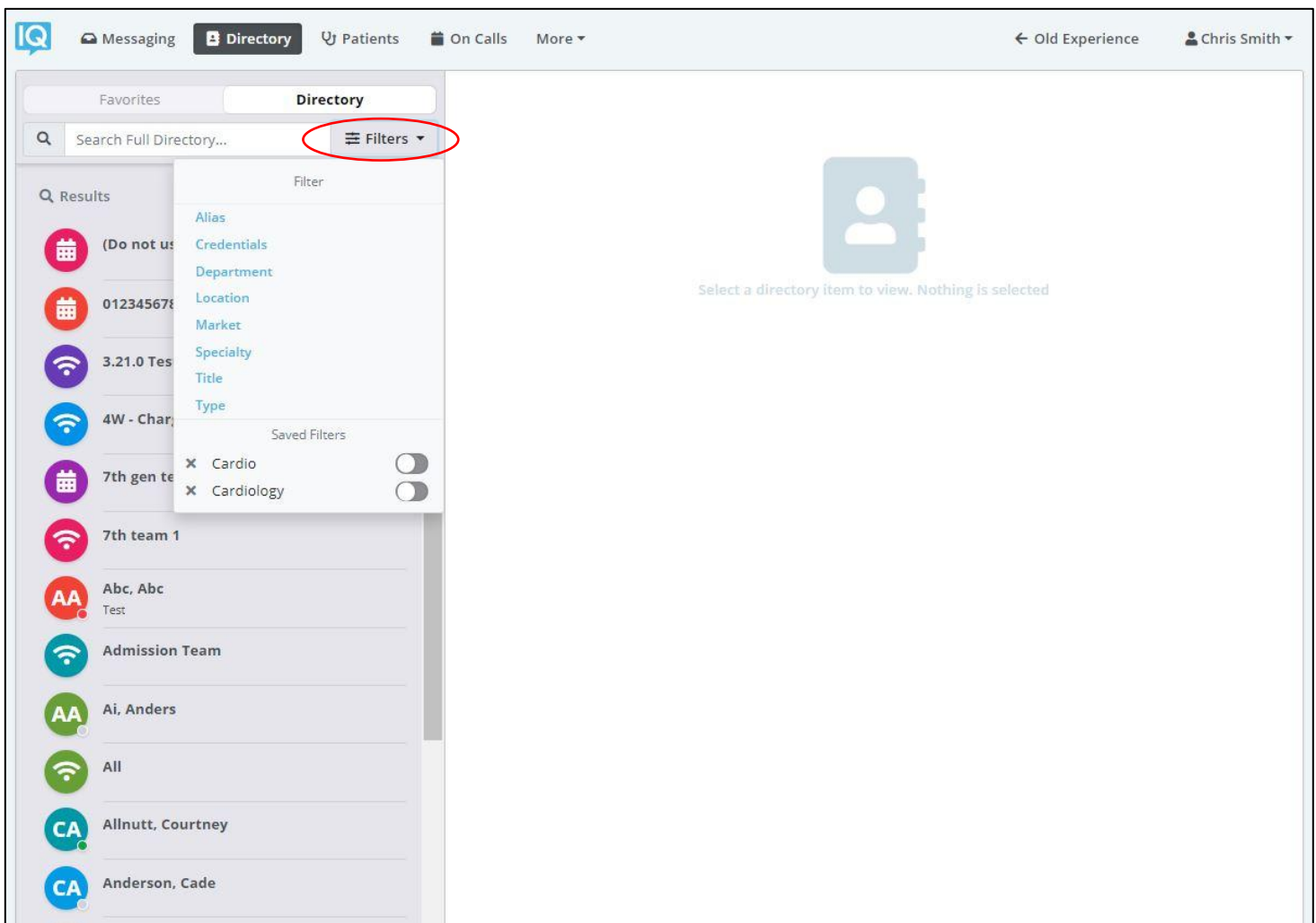
Select **message** to begin composing a message to the contact.

The screenshot displays the Telmediq Web Console interface. At the top, there are navigation tabs for Messaging, Directory (selected), Patients, On Calls, and More. The user's name, Chris Smith, is visible in the top right corner. The main content area is divided into two sections. On the left is a sidebar with a search bar labeled 'Search Full Directory...' and a list of contacts categorized into 'Pinned', 'Favorites', and 'Recent'. The 'Recent' list is highlighted, showing 'Jones, John Dr' as the selected contact. The main right-hand pane shows the contact details for John Jones, Dr. It includes a profile picture with the initials 'JJ', a 'Message' button, and sections for 'Contact Methods' (listing a work email: john.jones@telmediq.com) and 'Notes' (containing a support note: 'TelmediQ Support Never call after 9pm on weekdays.').

## Searching and Filtering Options

Find a contact you need quickly and easily with search and filters. You can use any of these features independently, or you can combine them.

1. Select Directory so that the Filter option will appear; select Filter.
2. **Select** filter(s) to narrow results by Alias, Credentials, Department, Location, Market, Specialty, Title, or Type.
3. Continue to add as many additional filters as needed.
4. Click **Save** once all filters have been selected.
5. **Name** the new filter so that it can be used easily in the future.
6. When finished, click **Save**.
7. The filter will appear under the search bar when in use.
8. When the filter is not needed, click the filter; toggle the saved filter off.



## Adding a Favorite

Favorites allows you to create a shorter list of your most frequently contacted. To add a favorite:

1. Within **Directory**, search for the contact.
2. Click on the **contact** to open the contact's details.
3. Click the **star** icon in the top right corner.
4. To view and contact a Favorite, scroll to the **Favorites** in the Directory tab.

The screenshot displays the Telmediq Web Console interface. At the top, there are navigation tabs for Messaging, Directory, Patients, On Calls, and More. The user is logged in as Chris Smith. The main content area is divided into two sections: Favorites and Directory. The Favorites section is currently active, showing a search bar and a list of pinned and favorite contacts. The pinned contacts include Admission Team, All, Arkham On Call, and Bayliss, Ginger (RN). The favorite contacts include Cardiology, Young, Mai, Hospitalist Team A, Graves, EmmaRose (Nurse), and Jones, John (Dr). The contact details for John Jones, Dr. are displayed on the right, including a profile picture, name, title, and a Message button. A star icon in the top right corner of the contact details is circled in red, indicating the step to click it to add the contact as a favorite. Below the contact details, there are sections for Contact Methods (Work: john.jones@telmediq.com) and Notes (TelmedIQ Support: Never call after 9pm on weekdays, dated Jul 14, 2021).

## Schedule Group

On Call gives you access to view who is covering call. You may have one or many schedules to choose from and all changes are applied immediately

- **Message** – Message current member(s) on-call
- **On-Call** – Indicates who is covering call
- **Members**– A list of all members that cover call.
- **View Schedule** – See a view of the current schedule.
- **Favorite** – Mark the schedule group as a favorite so that it appears in your **Favorites** of your Directory tab.

The screenshot displays the Telmediq Web Console interface. The top navigation bar includes 'Messaging', 'Directory', 'Patients', 'On Calls', and 'More'. The user is logged in as 'Chris Smith'. The left sidebar shows a 'Favorites' section with a search bar and a list of pinned items: 'Admission Team', 'All', 'Arkham On Call', and 'Bayliss, Ginger RN'. The 'Cardiology' group is highlighted in the 'Favorites' section. The main content area shows the 'Cardiology' group details, including a 'Message' button, 'On Call / Members' section with 'Potter, Sherman Dr.', 'Contact Methods' (No contact methods), and 'Notes' (No notes). A blue star icon in the top right corner indicates the group is a favorite. Red circles highlight the star icon, the 'Message' button, and the 'View Schedule' link.

## Broadcast Group

Broadcast Group is a paging group with a list of members to whom the message(s) can be sent at once. It works like a distribution list in any Enterprise email account

- **Message** – Message all members in the broadcast group
- **Join** – Allows you to join the broadcast group
- **Members** – A full list of all contacts currently in the broadcast group.
- **Favorite** – Mark the broadcast group as a favorite so that it appears in your **Favorites** of your Directory tab.

The screenshot displays the Telmediq Web Console interface. The top navigation bar includes 'Messaging', 'Directory', 'Patients', 'On Calls', and 'More'. The user is logged in as 'Chris Smith'. The left sidebar shows a 'Favorites' section with a search bar and a list of pinned and favorite groups, including 'Admission Team', 'All', 'Arkham On Call', 'Bayliss, Ginger', 'Cardiology', 'Young, Mai', 'Hospitalist Team A', 'Graves, EmmaRose', and 'Recent' contacts like 'Jones, John' and 'Young, Mai'. The main content area shows the 'Admission Team' broadcast group with a Wi-Fi icon, a 'Message' button, and a 'Join' button. Below this is a 'Members' list with names and roles: Barber, Charles (PM), Bayliss, Ginger (RN), Blake, Henry (Dr.), Chelsea On Call, Ellis, Shane (PT), Furstenau, Steve (Imprivata), Houlihan, Margaret (RN), and Jones, John (Dr.). There are also sections for 'Contact Methods' (showing 'No contact methods.') and 'Notes'.