

DIAGNOTES USER GUIDE:



Using Schedules with Diagnotes

For Mobile and Browser Users

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DIAGNOTES SCHEDULES

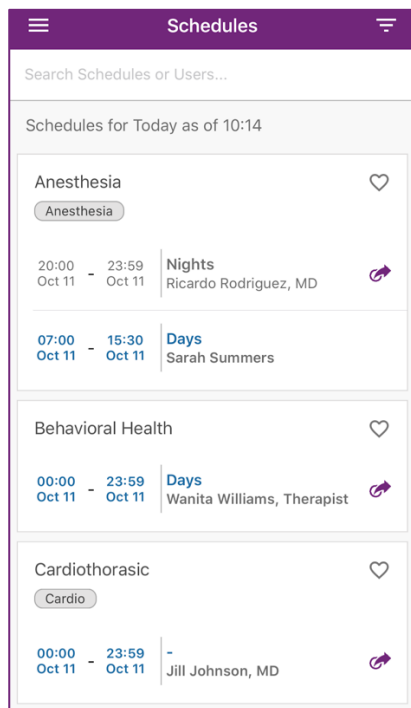
Diagnotes Schedules make it simple for users to view and communicate with on-call users. View Schedules created in Diagnotes or integrated via a third-party app. On-call users can be contacted directly from a Schedule or found quickly in the directory.


VIEW SCHEDULES

Users can view Schedules in both the mobile and browser apps.

→ **Select the Schedules**  **icon.** Schedules will display alphabetically by name.

Mobile Users:













- On-call users are in bold, with dates and times in bold blue text next to their name.
- **Click the**  **icon** to Favorite regularly viewed Schedules.
- **Tap on Tags** below Schedule names to filter. *Note: Tags help describe and quickly sort Schedules, e.g. "Cardiology." The filter will remain until the Tag filter is removed.*




Browser Users:

You will see all current Schedules, with a default 24-hour view of **Today**.

October 11th 2019 Today Tomorrow Tags ▾ Hide Empty Favorites On Call Search Schedules Clear

☒ Auto Refresh    New Schedule

SCHEDULE	ENTRY	TIME	NAME	TAGS
♥ ANESTHESIA	 Days	 10/11 7a - 10/11 3p	Sarah Summers	Anesthesia
	Nights	10/11 8p - 10/11 11p	Ricardo Rodriguez, MD	
♥ BEHAVIORAL HEALTH	Days	 10/11 12a - 10/11 11p	Wanita Williams, Therapist 	
♥ CARDIOTHORASIC	-	10/11 12a - 10/11 11p	Jill Johnson, MD 	Cardio
♥ OBSTETRICS & GYNECOLOGY	 Labor - Days	10/11 8a - 10/11 8p	Patrick Peters, MD 	OBGYN
♥ RHEUMATOLOGY	Empty			


- Boldface type in the TIME column indicates current on-call shifts. If a Schedule has no entries, the ENTRY column will display the word Empty in red.
- **Hover over or click sticky note icons** to view any Schedule Notes, e.g. "No Weekend Coverage."
- **Click the**  **icon** to Favorite regularly viewed Schedules. *Tip: Filter by Favorites to find regularly used Schedules quickly.*
- **Click**  **to view all Tags** for that Schedule entry.
- **Click the**  **icon to refresh** Schedule data.

→ **Select a Schedule** OR **use the search capabilities** to find a Schedule.

SEARCH & FILTER SCHEDULES

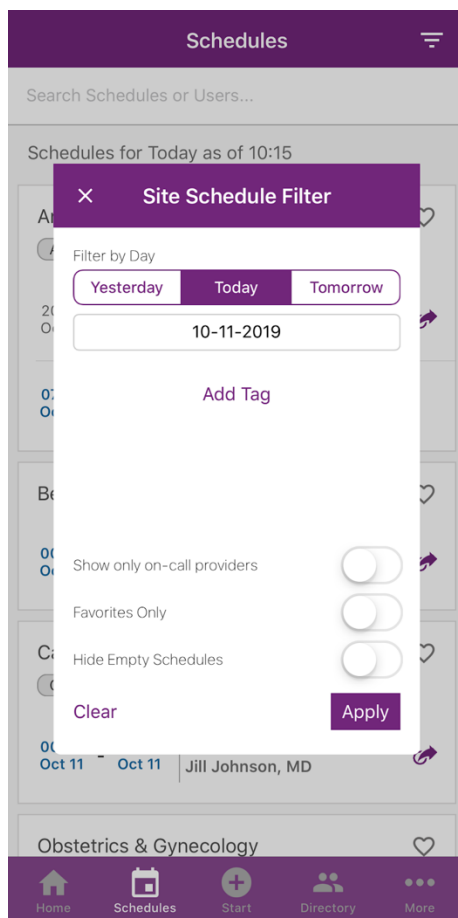
Easily find Schedules by using the search and filter options.

→ **Select the Schedules**  icon.

→ Use the **search field** to find Schedules by name or by an on-call user. **Tap the**  **icon** to apply filters, if you are a mobile user, or use the **buttons and check boxes** at the top of the screen, if you are a browser user.

Possible filters include **on-call users, Tags, Favorites, Yesterday, Today, Tomorrow** or a **specific date**. *Note: Select Hide Empty Schedules (schedules with no entries) for a more concise view.*

Mobile Users:



Browser Users:

October 11th 2019

Today

Tomorrow

Tags

Hide Empty

Favorites

On Call

Search Schedules

Clear

☒ Auto Refresh


+

New Schedule

SCHEDULE	ENTRY	TIME	NAME	TAGS
<div> ANESTHESIA</div>	<div><div></div>Days</div>	<div><div></div>10/11 7a - 10/11 3p</div>	Sarah Summers	<div>Anesthesia</div> <div></div>
	Nights	10/11 8p - 10/11 11p	Ricardo Rodriguez, MD	
<div> BEHAVIORAL HEALTH</div>	<div>Days</div>	<div><div></div>10/11 12a - 10/11 11p</div>	Wanita Williams, Therapist	

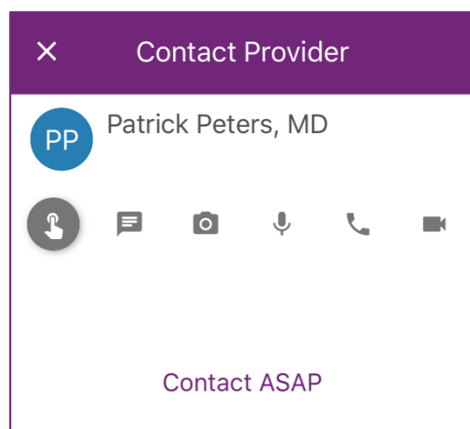
CONTACT A USER FROM A SCHEDULE



→ Select the Schedules  icon.




→ Select the  icon next to the name of the on-call user you would like to communicate with.

Note: If a provider has not yet logged into Diagnotes, a caution triangle displays next to their name.

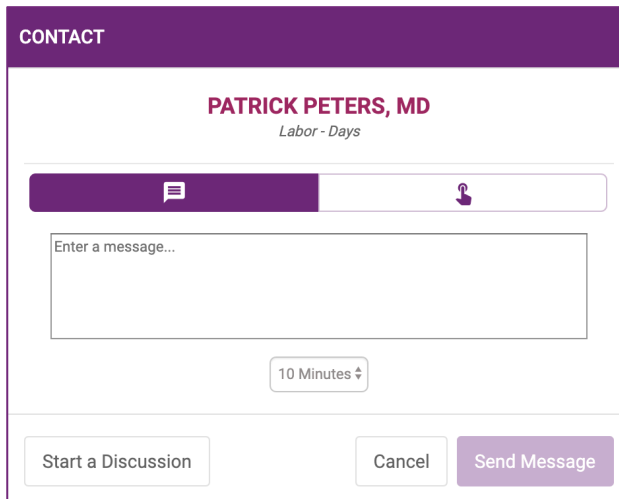
Mobile Users:



- Select the  icon to initiate a Discussion.
- Select the  icon to send a photo.

- Select the  icon to send a recorded message.
- Select the  icon to initiate an audio chat.
- Select the  icon to initiate a video chat.
- Select **Contact ASAP** to send the message “Please contact me ASAP.”

Browser Users:



- **Type a message** into the popup that appears and select **Send Message** to initiate a Message, close the popup and return to the Schedule or select **Start a Message** to initiate a Message and navigate into that Message.
- **Tap the page icon** , followed by **Contact ASAP** to quickly contact the provider with the message “**Please contact me ASAP.**”

PRINT A SCHEDULE – BROWSER ONLY




→ **Select the Schedules**  icon.

→ **Open a Schedule** and **select Print View** to print.

Anesthesia Schedule Entries

Schedule Note:



Anesthesia

PRINT VIEW






OCTOBER 2019
Today
Month
Week
<
>

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	
6	7	8	9	10	11	12
	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	
13	14	15	16	17	18	19
	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	
20	21	22	23	24	25	26
	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	
27	28	29	30	31	1	2
	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	
3	4	5	6	7	8	9
	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun	7A - 3:30P Sarah Sun 8P - 11:59P Ricardo F	

Days

Sarah Summers
3-22 - 3-22
7:00 AM 3:30 PM



Nights

Ricardo Rodriguez, MD
3-22 - 3-22
8:00 PM 11:59 PM



For questions about this schedule, please contact Ricardo Rodriguez.