

Alert Community

Installation Manual

ScanAlert Support Software

Version 1.1011.2

October 2010

Revision Sheet

Release No.	Date	Revision Description
Rev. 1.704.4	22/04/07	User's Manual with installation Detail
Rev 1.708.4	04/08/07	Additions and Modifications
		- Allow an importing/exporting function of Call Points
		- Ensure CAP CODES can be any length (within reason (up to 20 chars))
		- Alter the Personalised Notification to allow one database entry to be able to be attached to multiple Personalised Notification tags.
		- Introduce the ability to play a wav file when a new call comes in.
		+ (New) Added a simple report listing the Call Point Number, Name and the Resident that it is connected to.
		Make the reporting function similar to Tracker and has the ability to export to Excel
		Can see Call duration in the reports with a final average time taken per call
		Fix bug with screen presentation when screen passes 5 active calls
		Introduce a watchdog where we monitor the stack – if there is a call present and there has been no reply pulses for a set time – then clear the stack as there are no calls present and something has gone wrong.
Rev 1.708.7	7/8/07	Call point description length increased to 25 Characters with improved scripting
		Custom pages displayed for 15 Seconds then automatically removed
		Ability to set call wav file to occur (None / Once per call / Every DSD cycle)
		Ability to Import and Export Residence database
Rev 1.908.1	1/8/09	Installation Manual separate from Users manual Add a radio button to disable pages from incoming IDs that are not in the database.
Rev 1.909.1	3/9/2009	Introduce scheduled paging
Rev 1.909.6	1/10/2009	Bug Fixes and enhance reporting
Rev 1.1011.2	31/10/1020	Add feature to enable paging to POCSAG paging receiver by having the ability to build paging MACROS. Also enhance the multiple page function to make it a little more snappy in operation.



Installation Manual

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1.0 System Overview

Alert Community is a computer based reporting system designed to be of assistance to caring staff in charge of groups of residence in a nursing facility. Opening with a comprehensive residence database, *Alert Community* will display location and call activity of all resident in your establishment.

The opening screen is clean and welcoming to the user. Clearly labeled function buttons provide quick access to the structure of the programme. Information found below the Alert Window Logo provides feed back of Licence information and current version information. As enhancements to the programme become available, this version number will assist any technical support provided during an upgrade.

🔄 C:\Program Files\Alert Community				
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp				
🚱 Back 🝷 🌍 🖌 🏂 🔎 Search 🛛	Folders			
Address 🛅 C:\Program Files\Alert Community				🛩 🄁 Go
Folders	× Name 🔺	Size	Туре	Date Modified
 Program Files 3 DMP3 Sound Recorder G2 AC3Filter activePDF adminpak Adobe Ahead Ahead Alert Community Backup Alert Tracker Analog Devices Apple Software Update AVS4YOU BEL Belkin Bonjour CA CheckPoint Cisco Systems 	Backup Backup AlertCommunity.exe AlertCommunity.exe.manifest AlertCommunity.exe.manifest AlertCommunity.exe.manifest arpro2.dll COMDLG32.OCX exclexpt.dll htmlexpt.dll fogo.jpg MSCOMCT2.OCX MSCOMCT2.OCX MSCOMM32.OCX MSCOMM32.OCX MSCOMM32.OCX MSCOMM32.OCX MSCOMM32.OCX pdfexpt.dll m Reg.dat vrifexpt.dll m Tracker.ldb Tracker.ldb Tracker.ldb m unins000.dat junins000.exe	712 KB 1 KB 1,794 KB 150 KB 350 KB 542 KB 4 KB 647 KB 1,057 KB 102 KB 366 KB 1 KB 206 KB 1 KB 544 KB 2 KB 680 KB	File Folder Application MANIFEST File Application Extension ActiveX Control Application Extension Application Extension IrfanView JPG File ActiveX Control ActiveX Control ActiveX Control Application Extension Video CD Movie Application Extension Access.LoddFile.9 Microsoft Access Ap Video CD Movie Application	12/08/2009 14:40 01/08/2009 20:17 20/02/2003 4:12 19/01/2006 17:10 09/03/2004 0:00 19/01/2006 17:10 19/01/2006 17:10 02/02/2007 21:00 09/03/2004 0:00 09/03/2004 0:00 24/06/1998 0:00 19/01/2006 17:10 10/08/2009 16:44 19/01/2006 17:10 12/08/2009 16:44 10/08/2009 14:40 12/08/2009 14:40 12/08/2009 16:27 10/08/2009 16:02
< · · · · · · · · · · · · · · · · · · ·				D
19 objects (Disk free space: 8.24 GB)			7.10 MB	My Computer

1.1 File Structure

Above is a typical outline of files after Alert Community is installed on your system. Alert Community is installed under " Program Files " of your Windows XP operating System.

1.2 Initial Installation



There are two methods used for installation. 1 - Place the programme CD in your CD tray and follow the instructions offered once the CD boots.

2 - Go to

http://www.harbourvision.com.au/downloads/ And download the installation file.

The above splash screen is the first screen shown when you successfully boot the installation Programme.

👘 Setup - Alert Community 1.908.1	×
Information Please read the following important information before continuing.	3
When you are ready to continue with Setup, click Next.	
Please note! If you're updating Alert Community please ensure that you backup the database. Version 1.908.1 Reintroduces 'Play all sounds' feature though will not play sound on ignored Call Points.	
< <u>B</u> ack Next > Cancel	נ

This screen offers some valuable advice if there was previous version of *Alert Community* installed on your machine. A backup will place the current database in a backup folder in your Program Files Directory. This ensures you have a recovery path incase there is a power interruption while your proceed with the installation. Exit install and backup NOW if necessary.

🖞 Setup - Alert Community 1.908.1
Select Destination Location Where should Alert Community 1.908.1 be installed?
Setup will install Alert Community 1.908.1 into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\Alert Community Browse
At least 7.0 MB of free disk space is required.
< Back Next > Cancel

The default location for the programme can be changed if required





Once the progress bar runs through, clicking the finish button will complete the installation. The programme installation is now complete and a booting icon will be placed on your desktop.



Double click the programme icon and *Alert Community* will run.

If this is the first time the programme has been initialized, the following

screen shots will appear to register the programme and to customize the setup to the communications ports available.

Register
This appears to be the first time you have run this application. Please enter the Site Name and registration code exactly as it appears on the registration form issued to you.
Site Name
Registration Code
<u>O</u> K <u>C</u> ancel

Part of the purchase of *Alert Community* is the release of the Site Name and associated Registration Code to enable the product to run.

This information IS CASE SENSITIVE and should be entered exactly as supplied at time of purchase. The Site Name is used on the Home Page of *Alert Community* as a valid license indicator.



If you have loaded the information correctly, the above splash screen will appear.

AlertCor	nmunity
?	This application has not been configured for use. During the configuration process you will be asked to set the Administrator Password and the COM port setting. Would you like to configure these settings now?
	Yes No

Click yes to proceed

1.3 Administrator Password

Configure Administrator Password	c a
Decement	
Passworu	r
Confirm Doceword	e r
	s b
	C
	ч р
Cancel Ok	v r
	ť

The staff in charge of making parameter hanges to the software should have ccess to this password. Under normal peration conditions, after the initial set is omplete, the password will not be equired. It is because of this, it may asily be forgotten, and so it is ecommended that the password be tored in a safe place. The password can e changed after setup is finished if esired. It is not possible to retrieve the assword after it is committed at this oint. If you are unsure how the key staff vill protect this password, then it is ecommended that Admin be added at nis point and changes can be made later.

Remember passwords are CASE SENSITIVE!

1.4 Setting of Communication Ports

Set COM Ports	
Select the COM Port for DSD communications	8
Select the COM Port for Pager communications	4
	Cancel Ok

It is a requirement that two serial ports be available for this installation.

If you are using USB to Serial adaptors, it is imperative that these devices have the ability to have their ports altered by the installation technician, and also that they be tested to ensure the com port assigned to the USB device does not alter if it is unplugged and re inserted at a later time. The DSD is a Digital System Driver supplied by Alert Call Systems. This device communicates directly to this software. It supplies the level of call security and call identification to allow the software to operate correctly.

The pager COM port will plug directly into the paging transmitter, commonly buffered by a serial to POCSAG encoder.



Your installation is now complete.

2.0 <u>Configuring Alert Community</u> Installation Techniques to be configured in Administrator Mode

2.1 Enter Administrator Mode

🤹 🗚	lert Con	n <mark>munity</mark>			
<u>F</u> ile	<u>S</u> ettings	<u>W</u> indow	Repor	ts	Ther
Acti	Setting	JS			conf adm
	Admini reset r	strator Mo esi Seed	de		

here are some settings necessary to configure, and this can only be done in administrator mode

Enter the Administrator password for Alert Community OK Cancel	Password to activate Admin Mode	×
	Enter the Administrator password for Alert Community	OK Cancel

Enter the administrator password nominated during time of installation



A check will now appear next to Administrator mode and the settings can now be set.

2.2 Settings

About Settings Communications Messaging Pager Macros Alert Community 1.1011.2
Alert Community 1.1011.2
Alert
Alert
Alert
Alert
Ok Close Apply

About	Settings	Communications	Messag	jing Pag	er Macro	os	
Admin	istrator Pa	issword					
Cha	nge administ	rator password					
Norma	l Call Soun	d					
🔿 No s	ound						
🔿 Sour	nd on new c	alls					
💿 Sour	nd every cal	I					
Use Wir sound	ndows 'Excla	mation'					
Misc	re Unnamed	d Call Points					
Auto-\	olume						
Volu	me Down at	txtScheduleVc					
End ti	me (hh:mm)	txtScheduleVc					

The computer terminal sound can be turned off if required.

OR

Sound will chime only when a new call arrives from the system

OR

Sound can be repeated every cycle of the ScanAlert system

With regard to the Misc. Group, "Ignore Unnamed Call Points" will be used if after installation the user does not wish to hear calls not entered in the database.

During initial installation and during fault finding, it may become necessary to uncheck this box to allow identification of call point id's that are not entered in the database.

S Alert Community
About Settings Communications Messaging Pager Macros
Commuications DSD Commuications Port 1
Pager Commuications Port 4
Ok Close Apply

The communication ports are set to connect the System Driver and Paging Transmitter to Alert Community.

Ports 1through to 10 are available, and USB to serial adaptors should be configured within this range.

2.3 Messaging Configuration

The messages presented to the computer screen and pager can be pre programmed in

About Settings Communication	ons Messaging Pager Macros
Workstation Pager Message	e
Respond to %CN: %RF %RS	
Automatically remove Calls af	fter 30 minutes
Pager Message	
Go to %CN Patient %RF %RS	
Callpoint cancelled Pager M	essage
Cancelled: %CN	
%CN - Call Point name	
%C# - Call Point number %PU - Current Pager user	
%P# - Physical Pager number	
%PC - Count of pages sent	
%RF - Resident firstname	
%RS - Resident surname	
	Reset to defaults

this menu location. Once again, you must be in "Administrator" mode to gain control of this feature. The "%" symbol is shown in a list and when set correctly, will help to format your message. For Example

You may wish you're on screen message to look like this: -

" Respond to: Bed 1 patient Will Robertson"

Bed 1 would have been the title previously configured to the operating call point. Will Robertson would have been а resident previously entered in the patient database and assigned to the room "Bed 1"

To achieve this the "work station

pager message" would look like this.

Respond to %CN: patient %RF %RS

Where %CN is the call point name currently operating, %RF is the residents first name, and %RS is the residents last name.

Note:

You will be presented with the patient name only if the call point was personalised.

2.4 Control Macros via GP Paging

The Technician configuring Alert Community has the ability to programme a Control Sequence which can be transmitted via a Paging Transmitter to control peripheral devices. This control sequence is termed a Macro and can be triggered from the Alert Community Computer or by a Call Point linked to the Macro.

An alternate option is to configure a Control Sequence that is passed to the DSD port to control extended functions of the Harbour Vision Multi Coloured Display Device. These may be to dim the display, drop the display volume, disable or enable a display zone, or silence all displays.

Below is an example to communicate with the Salcom 12-84 POCSAG receiver.



The Technician can build a control sequence to work with the 12-84 as outlined below.

COMMANDE

The OUTPUT Relay of the 12-84 controlled by a series of numeric commands sent in the form of a numeric or alphanumeric pager message.

Note: For best sensitivity and range, it is better to send the command as a numeric paging message, as this uses the least number of characters.

Command Format: UUX..X0Y..Y9

UU Unit number

This must be entered as 2 digits 00 - 99.

x Relay to go ON.

The standard relay in the 12-84 is designated as channel 1. Therefore the command should carry "1" in this position. If a second relay is fitted to the unit, this digit can be 1 or 2 or both. Any combination of Digits 1or 2 can be entered in any order. If none are entered then the function has no effect.

0 End entry of Output ON values

This terminates the list of outputs to turn on. This character in mandatory.

y Relay to go OFF.

As per "Relay to go ON" above, but this designates the relay to go OFF instead.

8 End entry of Outputs OFF values & ignore rest of entry. This terminates the list of outputs to turn OFF and informs the 12-84-0000 to ignore the rest of the message. This allows a text message to follow the command.

(All examples are for latching relay control, so "Hold Time" is set to 0. Examples

Action	Message Received
To close relay 1	11109
To open relay 1	11019
To close relay 2	11209
To open relay 2	11029
To close relay 1 and relay 2 together	111209
To open relay 1 and relay 2 together	110129

Examples:

ix

Alert Community About Settings Communications Messaging Control Macros									
Col	ntrol Macros Display as	COMM Port	Pager No.	Call Point	Call Type	6	Macro 1		
	Gate Open	Pager Port 💉	0000008	250	Call	~	11109		
	Display as	COMM Port	Pager No.	Call Point	Call Type		Macro 1		
	Gate Closed	Pager Port 💌	0000008	250	Call	~	11209		
	Display as	COMM Port	Pager No.	Call Point	Call Type		Macro 1		
	Volume Up	Pager Port 💌			Call	~			
	Display as	COMM Port	Pager No.	Call Point	Call Type		Macro 1		
	Volume Down	Pager Port 🔽			Call	~			
Please restart the app after making Control Macro changes.									
Ok Close Apply									

1 – By checking the controlling macro, makes the macro visible on screen and can be controlled by the mouse.

2 – Label the macro for screen presentation.

3 – Select the communication port the serial information is passed to.

4 – When used with a paging transmitter, select the cap code nominated by the paging receiver.

5 – Nominate the call point ID you wish to fire macro 1. This example is sending a control sequence to Salcom 12-84 POCSAG receiver with ID 11. Relay 1 will go on. Alert Community will log the call point operation, which can be and Assist or Normal Call.

6 – Call Type allows the Macro to be tied to a call function, or the clearing of that call. If CANCEL is selected in this pull down, string 11019 will release relay 1 when Call Point 250 is cancelled.

7 – Is the text string required by the receiving device. Example 2 (Gate Closed) control sequence to Salcom 12-84 POCSAG receiver with ID 11 operating relay 2.

Below shows the on screen display of the controlling macros.



2.5 Importing and Exporting

Residents		
Q	Resident Details	
Firstname, surname	Firstname	First
Second Person	Surname	Person
	Date of Birth	12/08/2009
	Religion	
	Contact Doctor	
	Allergies	
	Medical Condition	
A	Special Condition	
	Notes	

This is a typical list of entries for two residents and how the database is presented when exported to a *.CSV file.

A look at the exported data below in Excel.

~~ E		L DA #80	v D-		10 ~	0	5 7	ALA	• »	Vordana			7	n	7	m	= =	= == =	5 m	0/	+.0	zi= rm	A.	
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	Firstname	Surname	DOB	Beligion	ContactDoctor	Allernie	Medical	Condition	Special	Medication	Notes	NextOfKinA	Jame N	leutOfK	ь inAddre	essi A	lest∏fKir	≁i hAddress≨	NextOfKin	Phone N	extΩfKir	PhoneMobi	P	-
	First	Person	12/08/2009																					
	2 Second	Person	12/08/2009																				3	
	-		-			1										_			5				9	
	-												-			-			-					
			-			1			2							-			-				- 2	
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If Changes or additions are now made in the Excel file (as seen below) then we can readily see how an existing database can be added to or appended into *Alert Community* database. To ensure there are no duplications to the database, all existing entries in the database will need to be manually removed before re-importing. Hence it is important to have done a backup of any existing database before any importing is done.

As shown below, the existing entries were exported and two more entries added to the data fields. NOTE the syntax error with the date of birth for the fourth person. This import would fail until the error is corrected

	MICLOSO	IL EXCEL	- Aller C	.ommunicy	.037												
8	<u>File</u> <u>E</u> di	t <u>V</u> iew <u>I</u>	nsert F <u>o</u>	rmat <u>T</u> ools	<u>D</u> ata <u>W</u>	indow <u>H</u> e	lp										
	🗩 📙	🔒 🗧	b 🖪 💖	′ <mark>%</mark> ⊫≙ I	🏷 🗈	$\mathbf{N} + \mathbf{O}$	(v 🍓	Σf_{s}	24 🛍	°, Ve	rdana		- 7 -	B /	U	≣≣	111 日本
	A1	-	= 'ID														
	А	В	С	D	E	F	G	н		J	К	L	M	N	0	Р	Q
1	'ID	Firstname	Surname	DOB	Religion	ContactDo	Allergies	MedicalCo	SpecialMe	Notes	NextOfKinf	NextOfKin.	NextOfKin/	NextOfKinf	NextOfk	(inPhoneMo	obile
2		First	Person	12/08/2009													
3	2	2 Second	Person	12/08/2009													
4		Third	Person	13/08/2009													
5		Fourth	Person	13.08/2009													
6																	
						-					-						
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10		-									-						
11																	
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33	4 F FI	Alert C	ommuni	ty/									•				
Re	adv	`		~ ~													

 OK – It is now fine so the import is done with the existing data plus the additional two entries

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D	🗅 📂 🔚 🚔 🎒 🗟 🖤 👗 🖻 🛍 🝼 🗠 - 🗠 - 🍓 Σ)									
	A1	-	= 'ID							
	A	В	С	D	E	F	G	ŀ		
1	'ID	Firstname	Surname	DOB	Religion	ContactDo	Allergies	Medi		
2	ſ	First	Person	12/08/2009						
3	2	Second	Person	12/08/2009						
4	3	Third	Person	13/08/2009						
5	4	Fourth	Person	13/08/2009						
6										
7										
8										
9										

Now clean the *Alert Community* Database if this is to be imported and proceed with importing the modified *.csv file and observe the changes below.

Data is looking good!

🍓 Residents			
Q	Resident Details		HINT:
Firstname, surname	Firstname	First	To build a new database using Excel
Fourth Person	Surname	Person	1 – Within Alert Community export
Second Person Third Person	Date of Birth	12/08/2009	the existing empty Database from the fresh install. This will give you a
			clean *.csv file to open in Excel wit
	Religion		all necessary fields included. =2 – Import or add data in Excel as
	Contact Doctor		necessary.
	Allergies		3 – Import the ↑.csv into Alert =Community.
	Medical Condition		,
	Special Condition		=

To Append to an existing database.

1 – Backup Existing database

2 – Export Existing database to *.csv file.

3 – Make additions to the *.csv file and save and make safe.

4 – Empty the existing database by clearing all data using the Mark all feature in *Alert Community*

5 – Import the merged database into *Alert Community*.

<u>3.0 - Assigning Call Points to Pagers and groups</u>

3.1 Naming Call Points

Call Point Configuration File Report Search		Initially there will be no call point location assigned to the call point ID.
Call Point Number Bathroom 1 0034 35 0035 36 0036 37 0037 38 0038 39 0039 40 0040 41 0041	Personaised Notification	By left clicking once on the Call Point you wish to edit, a name or location can be assigned to the call point ID.
42 0042 43 0043 44 0044 45 0045 46 0046 47 0047 48 0049 50 0050 51 0051 52 0052 53 0053 54 0054 55 0055 56 0056 57 0057 58 0058	LODGC/200:00 AM -> 7:30:00 PM) SERVAPTS (7:00:00 AM -> 5:00:00 PM) MAINTENANCE (7:00:00 AM -> 4:00:00 PM) NURSING HOME (7:30:00 PM -> 7:00:00 AM) EVENING (5:00:00 PM -> 7:30:59 PM)	Once the call point has been given a location identity, it can be personalised. This means that a person previously entered in the resident database is assigned to this call point. A resident can be assigned to a number of call points.
59 0059 60 0060 v	port Save Close	You may wish to enter a common and repeating name to a series of call points. This can be achieved by

left clicking the Call Point you wish to begin the running series from, and while holding the Ctrl key click on the " + ". Lets say Bathrooms 1 to Bathroom 10 starting from ID034.

AlertCommunity 👂	AlertCommunity		AlertCommunity	X
Call Point Number Start. eg. 0001	Enter the number of call points required	ОК	Name of the Call Points eg. Bathroom	OK
Cancel		Cancel		Cancel
34	10		Bathroom	

The new Call Points can now have Residents associated to them.

🕌 Call Point Config	guration		
File Report			
Call Point Nu Call Point Nu VILLA 14 00 VILLA 15 00 VILLA 16 00 VILLA 17 00 Bathroom 34 00 Bathroom 36 00 Bathroom 37 00 Bathroom 37 00 Bathroom 37 00 Bathroom 37 00 Bathroom 34 00 Bathroom 37 00 Bathroom 40 00 Bathroom 41 00 Bathroom 43 00	umber Image: Constraint of the second s	Personalised Notification (A resident can belong to a CallPoint) Current resident ALDERMAN, Bill AUDET, Virginia BAILNY, Ross BAIN, Mary BALDWIN, Eileen BALNAVES, John F BANKS, Alan & Gloria BARBER, Patricia	By checking the Personal Notification tab a pull down list of residents will appear. If the sort order is by Christian name, and you wish the last sorted by Surname, navigate back to Residents tab (F2), and click on the Surname tab. This will alternate the sort order between Christian and Surname.

3.2 Naming a Group of Call Points

鵗 Call Point Cor	figuration				
Call Point Cor File Report Call Point Call Point VILLA 13 VILLA 13 VILLA 14 VILLA 14 PENDA VILLA 15 VILLA 15 VILLA 16 VILLA 16 VILLA 16 VILLA 17 Bathroom 34 Bathroom 34 Bathroom 37 Bathroom 38 Bathroom 39 Bathroom 42 Bathroom 43 44 45 50 50 51 51	figuration Number 0025 0027 0028 0029 0031 0032 0034 0035 0036 0037 0036 0037 0038 0039 0040 0041 0042 0043 0044 0045 0046 0047 0046 0047 0048 0049 0050 0050 0051 005 00 0		Pager Groups ✓ LODGE (7:00:00 AM -> 7:30:00 PM) SERVAPTS (7:00:00 AM -> 5:00:00 PM) MINITENANCE (7:00:00 AM -> 4:00:00 PM) ✓ NURSING HOME (7:30:00 PM -> 7:00:00 AM) EVENING (5:00:00 PM -> 7:30:59 PM)	Step through the associated Call P which paging gro allocated the Cal HINT: You may have a paging groups fo string of Call Poin the first Call Poin holding the shift last in the seque now in blue), the shift key and che groups common Points. Now click Tabbing up and o show the same p	e newly oints and check oup you wish I Point location. similar set of r a consecutive nts. By clicking ot, and while key, click the nce (high lighted en release the eck the paging to this list of Call on save. down this list will paging groups
53	0053				leu.
+ -		Export	mport Save C	e	

The same can be achieved jumping up and down the list while holding the Ctrl Key.

4.0 Configuring Pagers and Paging Groups

4.1 Pagers and Groups

(To be completed in Administrator Mode)

Pagers			
Group 1	Group 1		
	Interval between repeating pages	60 seco	onds
	Maximum number of repages	0	
	Pager Group active between (ir	nclusive)	
	Start time (hh:mm)	7:00:00	
	End time (hh:mm)	2:00:00	
+ Group + Pager -		<u>S</u> ave	<u>C</u> lose

All pagers must reside in a group. If there is only one pager used, then a specific group must be added first. By clicking +Group you are presented with a window requesting the entry of a title that explains this group of pagers. Numerous pagers may be added to this group. The same pager may also be a member of another group.

	🍯 Pagers				
ot xo	Group 1	Number that Pager Please enter a Number for th	iis Pager	ок весоп	ids
		1	Ca	ancel	
•					
	+ Group +	Pager -		Save	Close

Once the Group name is entered, it is time to add the individual pagers to that group. Highlight the new group title and click +Pager. Each pager is given a numeric number and Current User title. This title will appear on screen when the page is made to this group.

🕌 Pagers			
Group 1	Pager #1		
	Current User	Nightngale	~
	Notes	After office hours attendance	
	Capcode	0000111	
+ Group + Pager -		Save	<u>C</u> lose

By highlighting the new pagers numeric value (seen below), a Current User and Cap code entry screen will appear. Pull down and select from a list of current users or enter a new user. The Notes will only appear here and may be used to give a brief description of the pagers serial number, date of purchase, Users Nick Name etc

The Cap code assigned to the pager is entered. The pagers Cap code and the Cap code entered here must be the same.

4.1 A Paging Scenario with scheduling to Suit You

A typical Scenario below

I have four pagers and wish to cover a 24hr period. There is a relief pager from a different section of the building that can cover lunch. The morning and evening staff have staff relief and will not require re paging. Lunch period is shared and may require re paging. Dinner is covered by an overlap of afternoon and evening staff. We also have repeater test equipment that does not require a pager, however needs to be shown in the reporting system as a logged incoming call.

🍹 Pagers	
Morning	Morning Interval between repeating pages 60 seconds Maximum number of repages 0
	✓ Pager Group active between (inclusive) Start time (hh:mm) 7:00:00 End time (hh:mm) 12:00:00
+ Group + Pager -	Save Qose

Add the required number of groups and assign scheduling to the groups by ticking the check box provided.

Commence building your groups and assign the appropriate pagers and active time periods for these groups.



The lunch period is one hour and the staff is shared. They may require a second page. The schedule coverage is showing we have the total 24hr period covered.

🗧 Pagers			
✓ Morning ✓ 1 ✓ Lunch ✓ 2 ✓ Afternoon ✓ 1 ✓ Evening ✓ 4 ✓ Night ✓ 5	Afternoon Interval between repeating Maximum number of r Pager Group active bet Start time (hh:mm) End time (hh:mm) 0:00 6:00 Noon	pages 60 sec epages 0 0 tween (inclusive) 13:00:00 0 19:00:00 19:00:00 0 18:00 24 0	onds
0:00 6:00	Noon	18:00	24
+ Group + Pager		Save	Close

Afternoon schedule is similar to the morning with no need to re page.



Afternoon and evening overlap between 16:00 and 17:00.

Both groups will receive paging during this period

 ✓ Morning ↓ 1 ✓ Lunch ↓ 2 ✓ Afternoon ↓ 1 ✓ Evening ↓ 4 ✓ Night ↓ 5 		Night Interval between rep Maximum numb V Pager Group act Start time (h End time (h	beating pages 60 ber of repages 1 tive between (inclusive h:mm) 23:30:00 h:mm) 7:00:00] seconds])
Schedule Cove	erage		inn 18'00 2	4
0.00	6.00	Noon	18:00	2

Night staff may require a re page.

(Morning	
	Repeater
Lunch	Interval between repeating pages 30 seconds
≥ ZAfternoon	Maximum number of repages 0
✓ 1 ✓ Evening	Pager Group active between (inclusive)
	Start time (hh:mm) 0:00:00
	End time (hh:mm) 23:59:59
Repeater	
Schedule Coverage	
Schedule Coverage	
Schedule Coverage	Noon 18:00 24

The system has several repeater test units attached that report in on a regular basis. It is not necessary to page so no pager is attached. This however will enable logging and report sorting functions to be carried out.