## Using the On Line On Call Scheduler

1. Go to WWW.centratel.com



2. Click "client login" on the top right hand corner of the page



3. Enter your Username and Password

•	centratel telephone answering service	
	IntelliSite	
	Username	
	Password	
Username	e and Password are case sensitive	

4. Click the "OnCall" icon

Home OnCall Messages		bestha
		Otent 7540-8051 MAG
Client ID	Name	Account #
7540	BEST HVAC	7540
	Tools	
		Second Se

5. Click on the date you would like to enter the on call information for

Home OnCal Messages						besthvac
centratel	View one Member's(on call person's) schedule			OnCall Schedule	ei 7540 - 8657 HVAC	•
Member: All	• Canego	ng: All	• Q Query Member	View the calendar		Calendar Settings
K > today Y		Nove	ember 2017	day, week, month Multiple days	day week	month Timeline Multi-day
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29			1 Nov	2	1	4
Imm MOORE 10/28 8:00 AM - 10/29 8:00 AM - O/C		JOE SMITH 10/31 8:00 AM - 11/1 8:00 AM - 0	< I			JOE SMITH 11/4 8:00 AM - 11/5 8:00 AM - 0/C
JOE SMITH 10/29 8:00 AM - 10/30 8:00 AM - 0	ovc					,
5	6	7	8	9	10	11
4 JOE SMITH 11/4 8:00 AM - 11/5 8:00 AM - 0/C			*JIM* MOORE 11/8 8:00 AM - 11/9 8:00 AM - 0	xc		
12	13	14	15	16	17	18
		*JIM* MOORE 11/14 8:00 AM - 11/15 8:00 AM	1-0/0	OE SMITH 11/16 8:00 AM - 11/17 8:00 AM - 0/	c	"JASON" 11/18 8:00 AM - 11/19 8:00 AM -
						o/c
			*JIM* MOORE 11/15 E:00 AM - 11/16 E:00 AM	- O/C	KELLY* 11/17 E:00 AM - 11/18 E:00 AM - 0	c .
19	20	21	22	23	24	25
4 "JASON" 11/18 8:00 AM - 11/19 8:00 AM - C/C						

## 6. Add the Assignment:

a. From the first drop down menu, select the "Member" you want to be on call (Members are your On Call Personnel)

b. From the second drop down menu, select the shift you want them to work

- If the shift the Member is working is not listed use the "Start" and "End" date/time fields to enter their shift. Do not exceed 24 hours here.

- If the Member is on call for longer than 24 hours, enter the first portion of their shift on the date you selected and then move to the next day to enter the remainder of their shift.

- c. From the third drop down menu, select the correct "Category"
- d. Click "Save"

dd Onca	ll Assignment					
				Сору	Delete	OTF
Member:	*JASON*	۳				
Shift:	8A-8A	٠	<ul> <li>Filter Filled Shifts</li> </ul>			
Start:	11/20/2017 8:00 AM	Ħ				
End:	11/21/2017 8:00 AM	Ħ	Until Further Notic	e		
Ordinal:	0					
Category:	0/C	•				
Color:	•					
					Close	e Save

7. Repeat steps 5 & 6 with each "Member", "Shift", or "Category" combination until the on call schedule is entered.

8. To Copy the same "Member" and shift to multiple days: (after you've saved the first entry)

a. Click on the member you just entered b. Click copy 2( \*JASON\* 11/ View/Edit 27 Copy Delete 21 OTF

c. Simply click on each day you wish to copy that member to

d. Click copy when finished

<		Nove	ember 20	017		> »
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
	4	5	6	7	8	ç
Override						

10. When finished, click on your company name at the top right of the screen

				besthvac
				v
			Cal	endar Settings
day	week	month	Timeline	Multi-day

11. Your User Profile box will appear, click "sign out."

User Profile	×
Theme: yeti	
Sign Out	