Using the On Line On Call Scheduler

1. Go to WWW.centratel.com
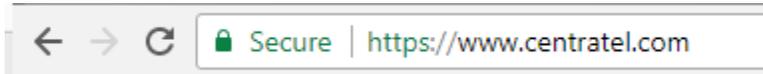
2. Click "client login" on the top right hand corner of the page
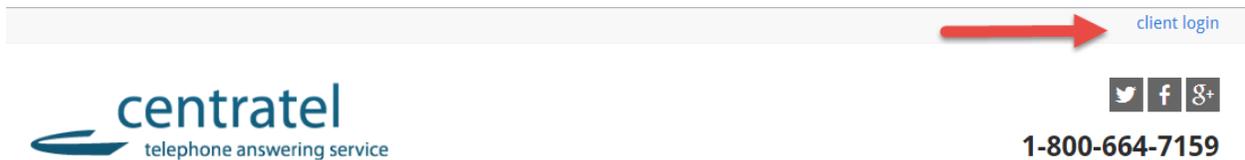
3. Enter your Username and Password

4. Click the "OnCall" icon
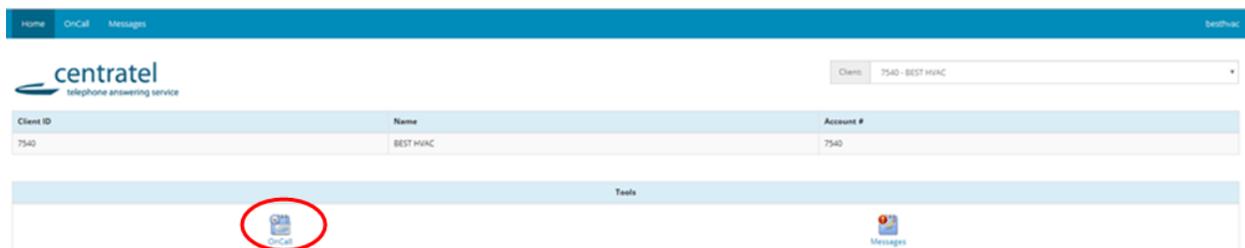
5. Click on the date you would like to enter the on call information for
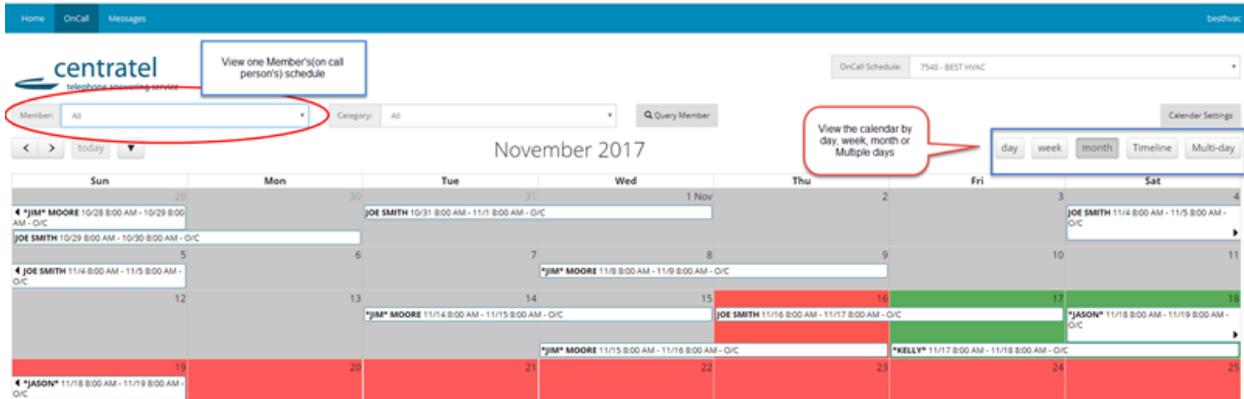
6. Add the Assignment:
   a. From the first drop down menu, select the "Member" you want to be on call (Members are your On Call Personnel)
    b. From the second drop down menu, select the shift you want them to work
       - If the shift the Member is working is not listed use the "Start" and "End" 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"

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
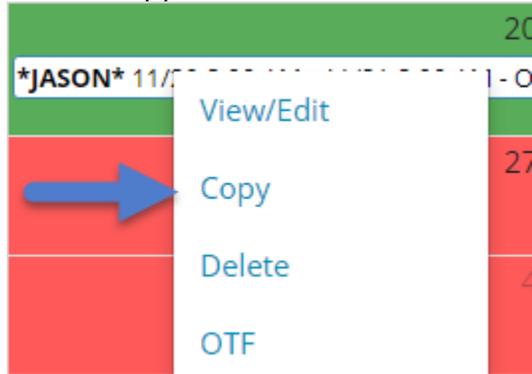
c. Simply click on each day you wish to copy that member to
d. Click copy when finished
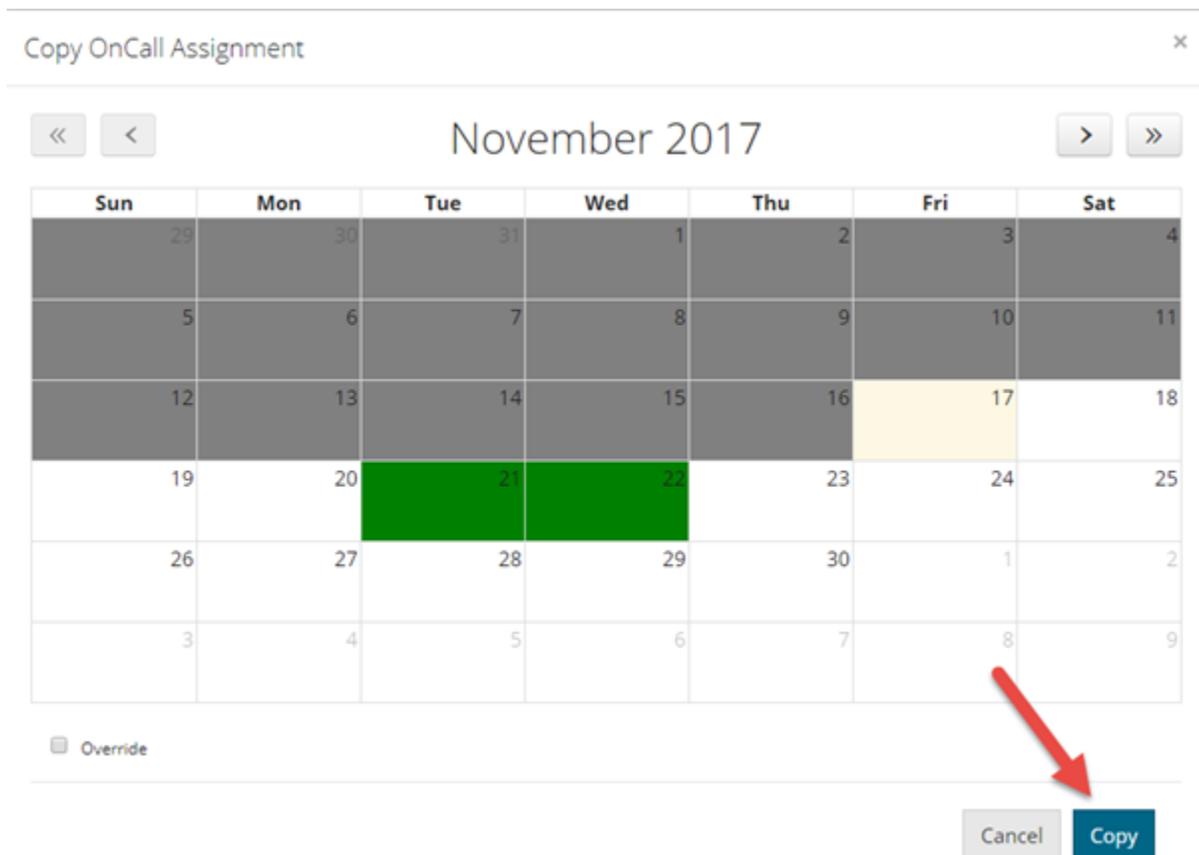
10. When finished, click on your company name at the top right of the screen

Updated by: Jason Hoan
Updated on: 11/17/2017 1:56 PM
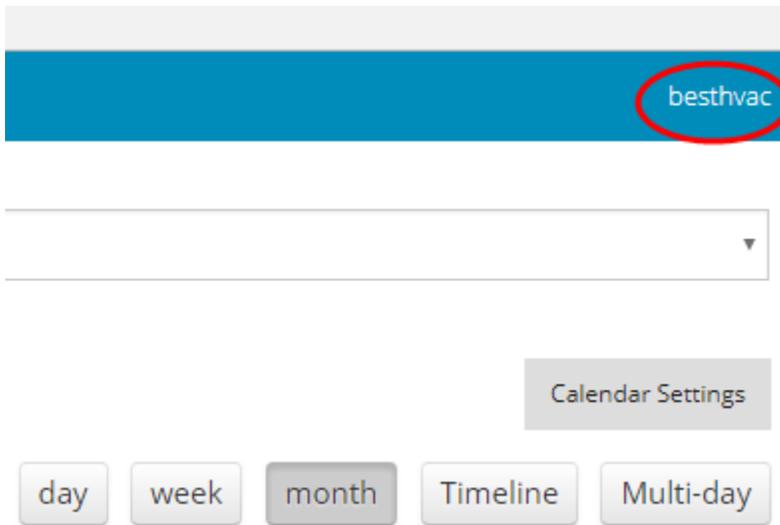
11. Your User Profile box will appear, click "sign out."