

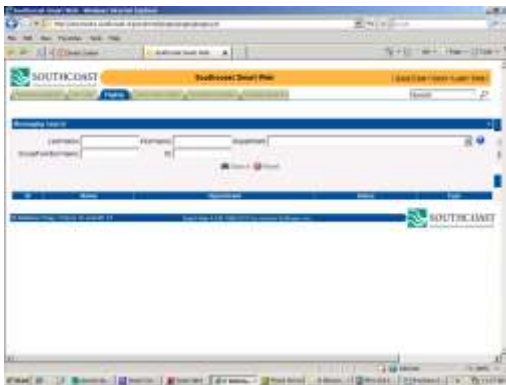
# HOW TO USE AMCOM SMART WEB?

The navigation window appears on the top of the Smart Web window.

This menu remains visible at all times. It contains links to Smart Web's functions. Clicking on the text or the graphic next to the text activates the links.

## PAGING

When Smart Web is selected from your desktop, Paging will automatically be presented.



## WHAT IS AMCOM SMART WEB?

Amcom Smart Web combines a number of database applications into one web-based product. Amcom Smart Web allows you to perform directory lookups, oncall lookups and text messaging to an individual or a group.

## WHAT IS THIS DOCUMENT?

This document is designed as a quick reference guide for users of Amcom Smart Web. It describes the most commonly used functions. It is not a complete reference guide to all Amcom Smart Web functionality.



**Charlton Memorial Hospital**  
363 Highland Ave, Fall River  
**St. Luke's Hospital**  
101 Page Street, New Bedford  
**Tobey Hospital**  
43 High Street, Wareham  
**Soutcoast Business Center**  
200 Mill Road, Fairhaven  
**Southcoast Cancer Center Fairhaven**  
206 Mill Road, Fairhaven



## QUICK REFERENCE GUIDE

## *Amcom Smart Web*

## TELEPHONE DIRECTORY & PAGING SYSTEM



The Paging screen allows you to page by pager ID# or by name. The search is NOT case-sensitive.

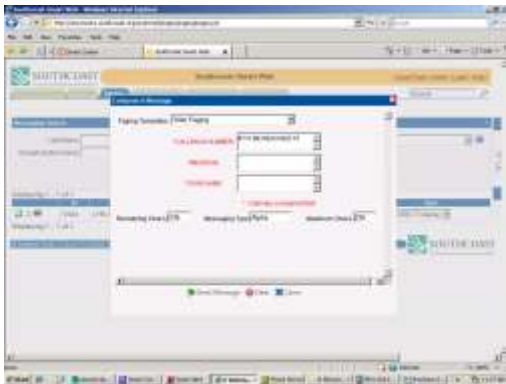
### Page By ID #:

1. In the ID field, type the ID #.
2. Press **[ENTER]** or click **Search**.
3. To erase your entry click **Reset**.

### Page by Name:

1. In the Name field, type a partial or complete spelling of the last name of the person you wish to page.
2. Press **[ENTER]** or click **Search**.

Numeric pagers will only display numbers. Alpha pagers will display both text and numbers. Enter telephone number and/or text message here:

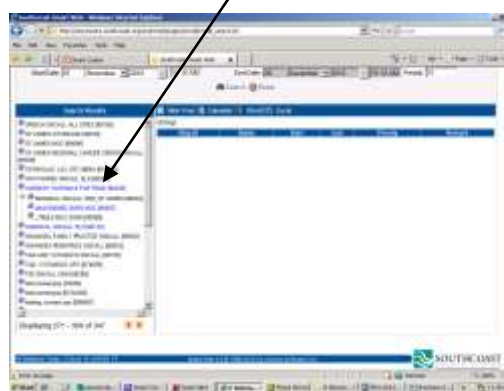


**STATUS FIELD** contains instructions for paging. Always check the status field especially when paging a physician.

If the status field instructs you to see a certain Oncall group, click on **ONCALL tab** at the top of the screen.

1. In the Group Name field, type the name of the group you wish to search.
2. Press **[ENTER]** or click **Search**.
3. Click on the appropriate Oncall group to open.

**NOTE:** Some Oncall groups follow different rules such as timeframes, hospital site coverage, weekend and holiday coverage. Double click on any plus sign “+” that appears with your search for more information.



**WILDCARDS:** Entering % as a wildcard before or after your search entry will display a greater number of results.

Name: %JANE

This entry will display a list of all employees with a first name of Jane.

### Directory Search

This Directory includes all Southcoast Departments

1. Type a partial or complete spelling of a last name or department.
2. Press **[ENTER]** or click Search

### Methods of Searching

There are two ways to search for information:

1. Exact match
2. Use of Wildcards to broaden your search

NAME: PAL

This entry will result in a list of employees' last names that begin with PAL. Names will include **Palmer, Palmeiri, Palumbo**

Click **Send**. Click **Reset** to erase your entry or **Cancel** to exit Paging.