Room to Caregiver Pager Assignment Instructions

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Clinical Training
January 2015
Assigning Pagers using the Basic Assignment Client (BAC)
Connexall BAC Desk Top Icon

"Double Left Click" on this Icon to start the Assignment Process
Assigning Rooms/Roles to Caregivers

“Left Click” on the User Group Assignments tab to access the Assignment task.
Assigning Rooms/Roles to Caregivers

Each RN, CP will be listed by unit. Float staff can easily be added. “Left Click” on a Resource Pool to see a list of people.

2 user roles (Escalations) to choose from: RN, Care Partner
Assigning Rooms/Roles to Caregivers

In the next few steps, you will assign Rooms to the Caregiver.
Assigning Rooms/Roles to Caregivers

Select a Caregiver that you will be assigning by “Left Clicking” on their name.
Assigning Rooms/Roles to Caregivers

Next, Select the Rooms that will be assigned to the Caregiver by “Left Clicking” on The RN or Care Partner roles in each room.
Assigning Rooms/Roles to Caregivers

“Left Click” on each room to be assigned for the Caregiver.

Then...

“Left Click” on one of the highlighted Rooms at the top that was selected for assignment and “Drag” them down beside the Name of the Caregiver
Assigning Rooms/Roles to Caregivers

“Double Left Click” on one of the Rooms that was dragged down from the top that was selected for assignment and all of the Rooms will be highlighted.
Assigning Rooms/Roles to Caregivers

Next, “Left Click” on the Set Range button to select a shift for the assignments.
Assigning Rooms/Roles to Caregivers

Next, “Left Click” on one of the shifts for this assignment (7AM-7PM or 7PM-7AM)
Assigning Rooms/Roles to Caregivers

Next, “Left Click” on the OK button.
Assigning Rooms/Roles to Caregivers

The assignments and shifts are now complete. Next you will assign a Pager.
Assigning Rooms/Roles to Caregivers

Next, “Right Click” on the Caregiver’s name and a Popup menu window will appear.
Assigning Rooms/Roles to Caregivers

Next, “Left Click” on the Easy Edit User Device Assignments button and the list of Pagers will appear.
Next, “Left Click” on the Pager that will be assigned to the Caregiver and Drag it to the Right.

NOTE: Please ensure that you chose a Day or Night Pager depending on the shift being assigned.
Assigning Rooms/Roles to Caregivers

Next, “Left Click” on the OK Button to save the assignment.
Assigning Rooms/Roles to Caregivers
If a Pager is "Greyed Out", it means that it has been assigned to another Caregiver. If you still want to assign that Pager, simply Drag it to the right as normal........
Assigning Rooms/Roles to Caregivers

When you drag the “Greyed Out” Pager to the right, a Popup will appear telling you that it has been assigned to (in this case Cameray Hart). If Cameray is not working this shift then select YES and that pager will transfer to the new Caregiver. If Cameray is working this shift, then you must select another Pager to assign.
Assigning Rooms/ Roles to Caregivers

The assignments and shift with Pager are now complete.

NOTE: Don’t forget to “Click” Save
Downtime Protocol

**NOTE:** In the event that the system goes down, maintain standard practices used with the primary alert notification system and contact the HELP desk.
Adding Users to the Unit Resource Pool
Adding Users to the Unit Resource Pool

Next, “Right Click” on the Resource Pool name and a Popup menu window will appear.
Adding Users to the Unit Resource Pool

Next, “Left Click” on the **Add User to Pool** and the Master Directory will appear.
Adding Users to the Unit Resource Pool

Next, "Double Left Click" on the Name of the Person to be added.
Adding Users to the Unit Resource Pool

That Person will now appear in the Resource Pool and will be available for assignments.