



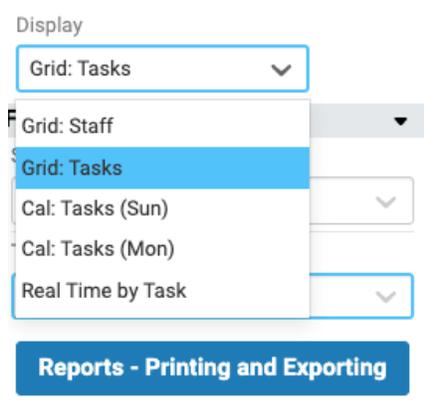
Navigating Miami Valley QGenda On-Call

Landing Page Link

<https://app.qgenda.com/landingpage/miamivalleycall>

Displays

When you click any of the links on the landing page, the associated schedule will load. There are a few different display options available depending on the specific link. You can change your display view using the Display dropdown in the top left.



Important Links

Who's On Call Right Now? - live look at all upcoming Miami Valley call assignments

MVH Providers - all Miami Valley Hospital schedules

MVHN Providers - all Miami Valley Hospital North schedules

MVHS Providers - all Miami Valley Hospital South schedules

Department Schedules - full schedules for departments/divisions

Other Services - full schedules for individual services

On-Call Services - full on-call schedules for departments/divisions

QGenda Resources - links to helpful resources within QGenda



Filtering

All links can be filtered by department or division on the left side panel under Filters.

FILTERS

Staff ?

Q Show Only...

Tasks ?

Q Show Only...

Reports - Printing and Exporting

Staff Filtering: This can be used to search for a specific department/division's staff group or a specific provider's name. Please note that if they are not on the schedule for the date in your view, no schedule will display for that provider.

Task Filtering: This can be used to search for a specific department/division's tasks or a specific task name. A task is QGenda's term for an assignment on the schedule.

Home

Display

Grid: Tasks

FILTERS

Staff ?

Division - 911 Group x

Tasks ?

Division - 911 Group x

Reports - Printing and Exporting

11/2/2022 1 Months Go

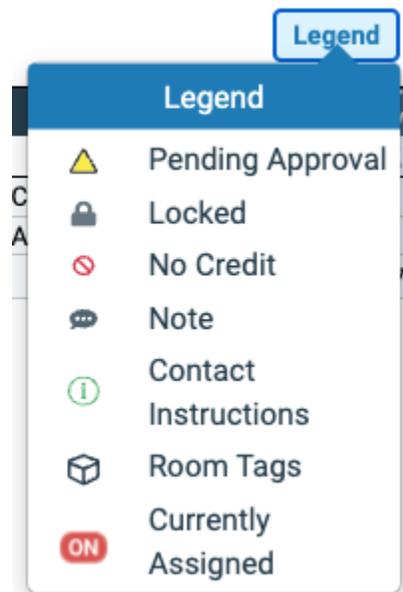
	WED NOV 2	
911 Group_ MVH_ Day 8a-5p ⓘ	Consult 8a-5p ⓘ	Cor
911 Group_ MVH_ Night 5p-8a ⓘ	AfterHours 5p-8a ⓘ	Aft
911 Group_ MVH_ Weekend 7a-7a ⓘ		

In order to view everything on the schedule, please make sure you click the "X" in the Filters boxes if any filters are applied to get rid of them.

Legend

There is a Legend located in the top right corner of all links. This displays what the icons on the schedule mean. For more detailed information, see below:

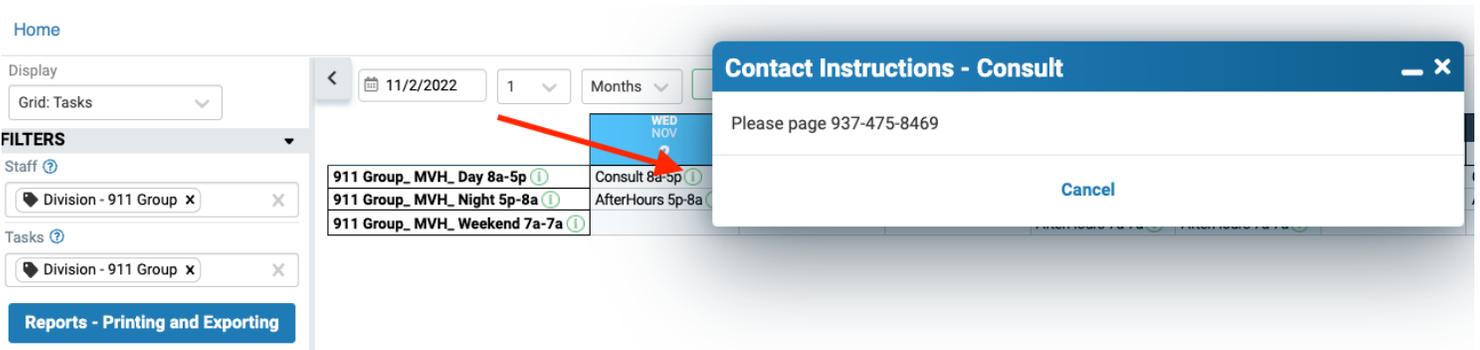
- **Pending Approval:** This will never display on the schedule.
- **Locked:** This is a scheduler function that limits the ability to move the shift around on the schedule. This symbol does not impact the on-call assignments and can be ignored.
- **No Credit:** This will never display on the schedule.
- **Note:** This is a scheduler function that will display the assigned note if you hover over the icon. These notes will also show up in the Real Time display view under the "Schedule Notes" column.
- **Contact Instructions:** By clicking on the green "i" icons, you will get more information about the assignment. These can display information for both the task and staff assigned.
- **Room Tags:** This will never display on the schedule.
- **Currently Assigned:** This will display next to the names of providers who are currently on-call. Providers that ended their shift earlier today or start their shift later today will not have "ON" by their names.



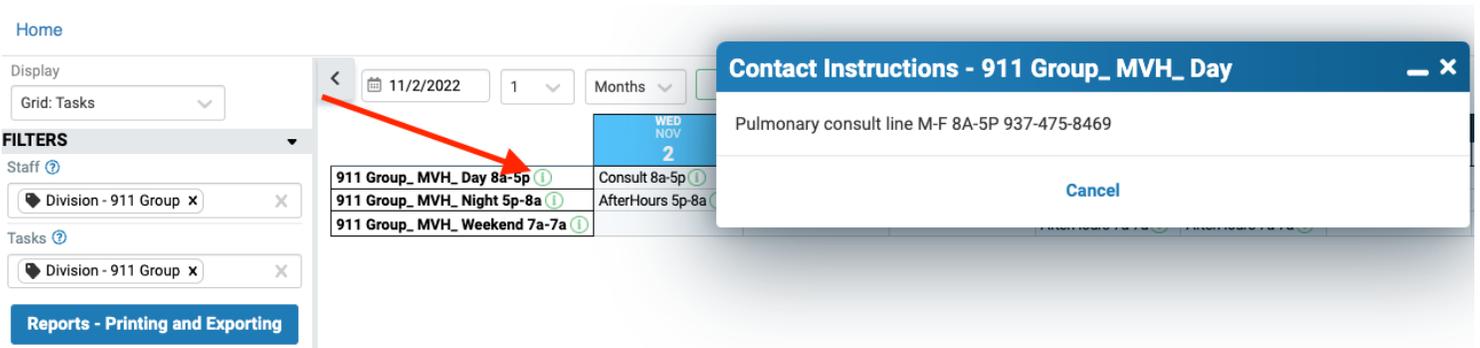


Contact Instructions

If you see the green “i” icon, it is highly recommended to click on it and read the notes for important contact information about that on-call assignment. These can display next to a specific provider’s name for contact information/phone or pager numbers specific to them:



These can also display next to specific task names for contact information/phone or pager numbers specific to the task:



In the Real Time view, the schedule contact instructions will show in a separate column in addition to clicking on the green “i”:





Reporting/Printing

If you need to export or print the schedule, you can do so by clicking on the Reports - Printing and Exporting button. Once clicked, you can select your desired criteria and Run Report to download the file. If any filters are applied to your current view, those filters will also be applied to the report.

FILTERS ▼

Staff ?

🔍 Show Only... ▼

Tasks ?

🔍 Show Only... ▼

Reports - Printing and Exporting