Using the Calendar & Events List

The Calendar offers you an easy way to view a monthly calendar and see at a glance which days of the month include videoconference events. From the Calendar, you can select a specific date and view a daily list of your telemedicine events. Use the daily ‘Events List’ to drill down and view individual event details.

The Events List also includes a ‘Connect to...’ button, enabling you to search for another eVisit (Videoconference) user or room-based system on the OTN network and then start an unscheduled video call with that system or set up an OTNinvite event.

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For further assistance and technical support, contact OTN Technical Support

Phone: 1-855-654-0888  Email: techsupport@otn.ca
Using the Calendar

The Calendar displays a month at a time. Days that contain one or more video events appear highlighted. The date highlighted with a green circle indicates which date appears in the Events List.

1. Sign in at otnhub.ca and access the Videoconference service. The home page includes both a monthly calendar and an Events List.
   - The calendar displays the current month and the Events List displays today's telemedicine events.
   - When the calendar first appears, the current date is highlighted with a green circle. (If you select a different date in the month, the selected date is highlighted with a green circle.)
   - Days that include a videoconference appear in bold blue text.

2. To change the date for the Events List, do the following:
   i. To move forwards or backwards one day at a time use the navigation links at the top of the Events List.
      - To view the next day, click >.
      - To view the previous day, click <.
   ii. To move forwards or backwards one month at a time use the navigation links at the top of the Calendar.
      - To view the next month, click >.
      - To view the previous month, click <.
      - To view an events list for a specific day in a month, click the desired date. (The selected date appears highlighted with a green circle.)
   iii. While viewing an Event Details panel, to return to the monthly calendar view, click the date title in the Events List.

3. To print a report of the day's events, click Print Events List in the top-right of the Events List panel (Figure 3).
Using the Events List

The Events List displays, by day, all of your pre-scheduled telemedicine events. From this list you can start a direct video call, change the date or drill down to see an event’s details.

Each event entry in the calendar displays information similar to that shown below. However, depending on whether it is a clinical, learning or meeting event, the details might differ.

An event appears in the Events list if:

• It is a scheduled event that involves your eVisit (Videoconference) system or you are a consultant, organizer, requestor or presenter in the event.
• You made a direct call using your eVisit (Videoconference) system.
• You scheduled an OTNinvite event on behalf of another person.

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**Call button**
- Click to start a call with the scheduled system. You will not have to fill out a call settings panel because all settings were supplied when the event was scheduled.
- For one-on-one calls, the button appears on the scheduled date of the event and is active throughout that day.
- For multi-point calls, the button appears on the scheduled date of the event but is active only for the duration of the event (that is, between the event’s start and end times).
- If the button is grey, the event is not yet fully scheduled and is ‘pending’ (e.g., requires system approvals or requires patient confirmation).

**Connect to... button**
- Click to open a call settings pop-up, where you can search for a system and start an unscheduled video call or set up an email invitation event.
- After you complete the call, it will appear in your Events List.

**Delegate-scheduled OTNinvite event**
- Indicates that you scheduled the event on behalf of another person.
- For information about delegated OTNinvite events, see the OTNinvite by Delegate quick reference guide.

**Print Events List link**
- Click to print a formatted report that lists all of the day’s events.

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**Summary event details**

**Event category**
- Clinical ( ), meeting ( ), or learning ( ).

**Start and end times**
- In 24 hour format.
- For scheduled events, the time includes setup time.

**Event title**
- For meeting and learning events, the title supplied by the event organizer.
- For clinical events, an organizer supplied title (or the default ‘clinical event’) and the number of patients to be seen or discussed.
- An active link - click to view Event Details.

**Event status & connection method**
- Scheduled, cancelled, pending, or complete (no status).
- If it is a one-on-one call, the other system is listed.
- If it is set to auto-connect, a note to that affect appears. (If it is a multi-point call, you should wait for the auto-connect. If it is a one-on-one call, you can wait for the auto-connect or self-connect using the call button.)
- If it was created as an invitation event, the status is “Scheduled to call via OTNinvite” or “Scheduled to call via OTNinvite with multiple participants”.

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Print Events List link

Call button

Delegate-scheduled OTNinvite event

An event appears in the Events list if:

- It is a scheduled event that involves your eVisit (Videoconference) system or you are a consultant, organizer, requestor or presenter in the event.
- You made a direct call using your eVisit (Videoconference) system.
- You scheduled an OTNinvite event on behalf of another person.

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Summary event details

Event category
- Clinical ( ), meeting ( ), or learning ( ).

Start and end times
- In 24 hour format.
- For scheduled events, the time includes setup time.

Event title
- For meeting and learning events, the title supplied by the event organizer.
- For clinical events, an organizer supplied title (or the default ‘clinical event’) and the number of patients to be seen or discussed.
- An active link - click to view Event Details.

Event status & connection method
- Scheduled, cancelled, pending, or complete (no status).
- If it is a one-on-one call, the other system is listed.
- If it is set to auto-connect, a note to that affect appears. (If it is a multi-point call, you should wait for the auto-connect. If it is a one-on-one call, you can wait for the auto-connect or self-connect using the call button.)
- If it was created as an invitation event, the status is “Scheduled to call via OTNinvite” or “Scheduled to call via OTNinvite with multiple participants”.

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Using the Calendar & Events List
Viewing Event Details

The Event Details page is where you can review the details and access more information about the event as described below:

- Learning or Meeting Videoconference on page 5.
- Clinical Videoconference on page 7.

Note: OTNinvite events have slightly different event details. For more information about invitation events, see the Using OTNinvite user guide.

Learning and Meeting Events

Learning events involve a speaker and an audience, such as conferences, workshops, interest group sessions, training programs, or lunch and learn sessions.

Meeting events involve organizational, operational, or management content such as committees, working groups, project status reports, or interviews.

Clinical Events

A clinical event is a videoconference that directly or indirectly discloses patient information.

A patient might be present or might not be present, but their medical condition is discussed for purposes of determining care.
3.1 Learning or Meeting Videoconference

<table>
<thead>
<tr>
<th>Field (in order of appearance)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Information</td>
<td></td>
</tr>
<tr>
<td>Print Event Details</td>
<td>Click to print a formatted report that contains all of the event details.</td>
</tr>
<tr>
<td>Category</td>
<td>Identifies whether the videoconference is a: • Meeting / administrative (회의) event, or • Learning / educational (교육) event.</td>
</tr>
<tr>
<td>Time</td>
<td>The event’s scheduled start and end times. The time includes Setup time, which occurs before the event’s official start time. For example, if an event starts at 8:00 a.m. with 10 minutes setup time, the reservation on your system begins at 7:50 a.m.</td>
</tr>
<tr>
<td>Event Title</td>
<td>If provided by the event organizer, the event’s title. On the day the event is scheduled to start a Call (Call) button* appears beside the title.</td>
</tr>
<tr>
<td>Additional Indicators:</td>
<td>If the event will be <strong>webcast</strong>, an indicator appears beside the title (웹시청). • Click the webcast indicator to open the OTN Webcast Centre in a new browser window. • Available only for multi-point events. If the event will be <strong>auto-connected</strong>, a text message appears to the right of the title. • If you missed the auto-connect call, you can try reconnecting yourself by using the event’s Call (Call) button*.</td>
</tr>
<tr>
<td>Presenter, Speaker, or Chair</td>
<td>The name of the person (or people) who will conduct the meeting/teach the course/host the event and present to the participants.</td>
</tr>
</tbody>
</table>

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* For **one-on-one** calls, the Call button is active throughout the day of the event. For **multi-point** calls, the Call button is active only for the duration of the event (that is, between the event’s start and end times).
### Field Description

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Information</strong></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>If provided by the event organizer, this is additional information about the event. For example, a brief explanation about the event's subject, its goals, and intended audience.</td>
</tr>
<tr>
<td>Support Materials</td>
<td>Displays any files that the event requestor has attached to the event, such as document or graphic files. Each file name is an active link so you can view or download the file.</td>
</tr>
<tr>
<td><strong>Organizer Contact</strong></td>
<td></td>
</tr>
<tr>
<td>Name, Phone, and Email</td>
<td>The organizer (or requestor) is the person who created and scheduled the event in Ncompass. This is who you should contact if you: • Need more information or have questions about an event. • Want to register a system that does not appear in your list of available systems. Click the email address to open a new email message within your default email client (e.g., Outlook).</td>
</tr>
<tr>
<td><strong>Event Details</strong></td>
<td></td>
</tr>
<tr>
<td>Event ID</td>
<td>A unique number assigned to every event. If you need to contact the event's organizer or OTN Customer Care Centre, quote this number to identify the event. Click the linked number to open the event's Ncompass calendar in a new browser tab/window.</td>
</tr>
<tr>
<td>Host System</td>
<td>The system hosting the event's presenter. • For personal systems, the contact's preferred name appears (e.g., Dr. Smiley Robinson). • For room-based systems, the system name appears (e.g., TOR_OTN_1234_01). Click the linked name to open the Directory in a new browser tab/window. • For personal systems, the system contact's profile. • For room-based systems, the system's site profile.</td>
</tr>
<tr>
<td>Participant System(s)</td>
<td>A list of systems registered for the event. • For personal systems, the contact's preferred name appears (e.g., Dr. Smiley Robinson). • For room-based systems, the system name appears (e.g., TOR_OTN_1234_01). Click the linked name to open the Directory in a new browser tab/window. • For personal systems, the system contact's profile. • For room-based systems, the system's site profile.</td>
</tr>
<tr>
<td>Audio/Video Access Number</td>
<td>A dial-in phone number appears here if an additional audio line is required (e.g., because a participant is unable to join over video).</td>
</tr>
</tbody>
</table>
3.2 Clinical Videoconference

<table>
<thead>
<tr>
<th>Field (in order of appearance)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Information</td>
<td></td>
</tr>
<tr>
<td>Print Event Details</td>
<td>Click to print a formatted report that contains all of the event details.</td>
</tr>
<tr>
<td>Category</td>
<td>Identifies that the videoconference is a clinical event.</td>
</tr>
<tr>
<td>Time</td>
<td>The event's scheduled start and end times. The time includes Setup time, which occurs before the event's official start time. For example, if an event starts at 8:00 a.m. with 10 minutes setup time, the reservation on your system begins at 7:50 a.m.</td>
</tr>
<tr>
<td>Title &amp; number of patients</td>
<td>If provided by the event organizer, the event's title. If not provided, the title is ‘Clinical Event’. Also shows how many confirmed/scheduled patients will be seen and/or discussed during the event. On the day the event is scheduled to start a Call button* appears beside the title.</td>
</tr>
<tr>
<td>Event Type (or Therapeutic Area of Care)</td>
<td>Identifies the event's general subject matter. For example, cardiology or mental health.</td>
</tr>
<tr>
<td>Consultant</td>
<td>The name of the medical professional that the patient will see.</td>
</tr>
<tr>
<td>Support Materials</td>
<td>Displays any files that the event requestor has attached to the event, such as document or graphic files. Each file name is an active link so you can view or download the file.</td>
</tr>
<tr>
<td>Schedule time, name, date of birth and phone number</td>
<td>Demographic information for patients involved, who are confirmed/scheduled in the event (i.e., who are not pending or cancelled).</td>
</tr>
<tr>
<td></td>
<td>• If you are the consultant, you will see all the patient information listed.</td>
</tr>
<tr>
<td></td>
<td>• If you are at the patient site, only patients scheduled for your specific system appear. Other scheduled patients appear as *****.</td>
</tr>
<tr>
<td></td>
<td>• Cancelled or pending patients do not appear.</td>
</tr>
</tbody>
</table>

Continued on next page...

* For one-on-one calls, the Call button is active throughout the day of the event. For multi-point calls, the Call button is active only for the duration of the event (that is, between the event's start and end times).
<table>
<thead>
<tr>
<th>Field (in order of appearance)</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Details</strong></td>
<td>A unique number assigned to every event. If you need to contact the event's organizer or OTN Customer Care Centre, quote this number to identify the event. If you are registered for Ncompass, click the linked number to open the event's <a href="#">Ncompass</a> event details in a new browser tab/window.</td>
</tr>
</tbody>
</table>
| **Host System**               | The system used by the healthcare professional providing the consultation.  
- For personal systems, the contact's preferred name appears (e.g., Dr. Smiley Robinson).  
- For room-based systems, the system name appears (e.g., TOR_OTN_1234_01).  
Click the linked name to open the [Directory](#) in a new browser tab/window.  
- For personal systems, the system contact's profile.  
- For room-based systems, the system's site profile |
| **Patient System**            | The system at the patient's location.  
- For personal systems, the contact's preferred name appears (e.g., Dr. Smiley Robinson).  
- For room-based systems, the system name appears (e.g., TOR_OTN_1234_01).  
Click the linked name to open the [Directory](#) in a new browser tab/window.  
- For personal systems, the system contact's profile.  
- For room-based systems, the system's site profile |
| **Audio/Video Access Number** | A dial-in phone number appears here if an additional audio line is required (e.g., because a participant is unable to join over video). |