Ncompass Features

Ncompass Features

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How to Mark Time in the Calendar

Modify View

Select Date:

Jun ▼   2014 ▼

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→	9	10	11	12	13	14	15
→	16	17	18	19	20	21	22
→	23	24	25	26	27	28	29
→	30						

1

[Mark a Time]   [Print Calendar]

My Systems:

All Systems ▼

[View]

All OTN Systems:

[View Other Systems]

[1] Ncompass users can communicate whether their system is or is not available by marking time in their calendar. The "Mark a Time" button allows you to write any notes on your calendar regarding a specific system.

By selecting a date on the calendar and clicking on the "Mark a Time" button, you are able to provide a subject title, time, status and notes for a specific system on a given day and time.

How to Mark Time in the Calendar

CREATE A MARKED TIME

SUBJECT:

OTN Training Meeting

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☐ **SYSTEM:**
☐ TOR_OTN_0099_OTN_10
☑ TOR_OTN_0099_TRNG_01

MARKED TIME STATUS: ❓

Reserved ▼

DATE: **START TIME:**   **END TIME:**

18-06-2014 📅   1600   1700

dd-mm-yyyy   24 hour format: hhmm

PUBLIC NOTES:

I intend to use both the training room and videoconference system at this time.

PRIVATE NOTES :

Please contact Hugh and Andrew.

MAKE REOCURRING :   ☐

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→ Submit Marked Time

[2] Complete the subject field and select the system that you want to write a note for. Mark the status of the system and complete the start and end time fields.

If you write a note in the Public note field, anyone will be able to read the note. Private Notes are visible only to you, those attached to your system and to any member of the OTN Scheduling team.

If you click on the "Make Recurring" checkbox, you have some additional fields to complete. Select how often the note will recur. The choices are daily, weekly or monthly. You will also need to Input the amount occurrences you want before the notes stop. **[3]** Click the "Submit Marked Time" to finalize.

Slide 2

How to Mark Time in the Calendar

Marked Time Status

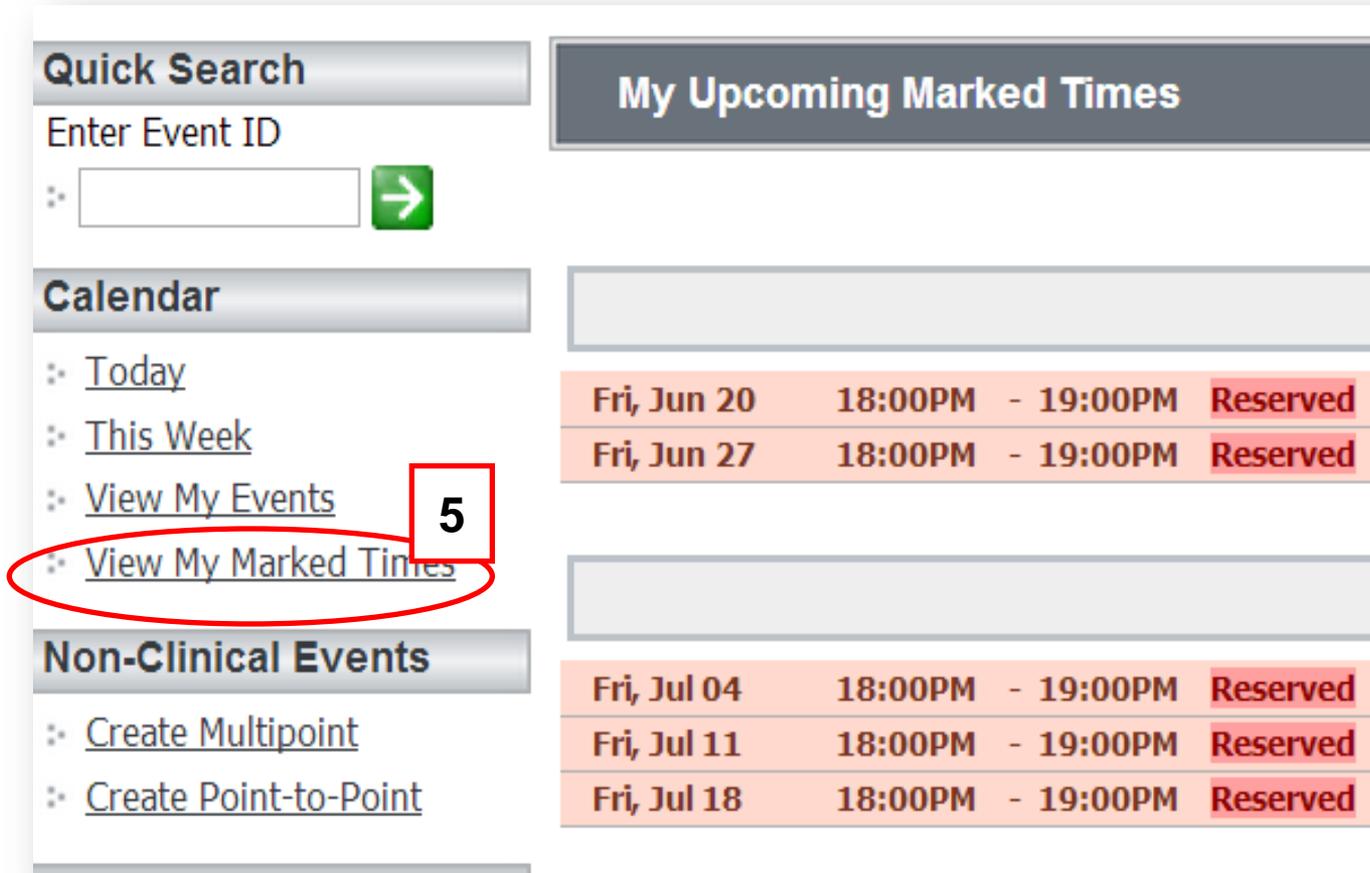| Status	Description
Available	System is available for clinical, educational and administrative events.
Available for Non-Clinical Events	System is available only for administrative or educational events.
System Closed	System is not available for any events (i.e. system broken, system not in use for specific period of time, etc.). Note: If you mark a system this way, no one else can book this system into an event.
Reserved	System is reserved for use (i.e. "on hold" for an event). Note: If you mark a system this way, another user can still schedule this system into another event. If you see this label on a system, please check with the user who marked this system as "reserved" before booking this system into another event.
Resources Unavailable	System is available, but there are no human resources available for use with this system (i.e. no nurse or telemedicine coordinator resources available).

How to Mark Time in the Calendar

Time	
8 am	
9 am	
10 am	**10:00 AM - 11:00 AM** **Reserved** TOR_OTN_0099_TRNG_01
11 am	
12 pm	
1 pm	
2 pm	
3 pm	
4 pm	**4:00 PM - 5:00 PM** **Reserved** TOR_OTN_0099_TRNG_01
5 pm	
6 pm	
7 pm	
8 pm	
9 pm	
10 pm	
11 pm	

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[4] If you go back to your specific system calendar, you will see that the time has been marked. Click on the marked component to view specific notes.

Slide 4

How to Mark Time in the Calendar

[5] By clicking the View My Marked Time link a page appears listing your marked times chronologically for the month. You can search through your marked times notes using the Marked Times Finder.

Reports and Documents

Resources

- Public Events **6**
- Reports
- Documents

Message of the day

What's New: Effective June 4th, 2010 the cutoff time for users creating, modifying and/or registering for multipoint events will be extended to 3p.m.

[There are several reports available to you in Ncompass. These include both session lists and utilization reports.

[6] To select the reports click on "Reports" under the "Resource" heading in your Main navigational toolbar.

The Document section of Ncompass is where we house our manuals and other important links to various areas on our website. We will also direct you to this section when upgrade training is required. To select the documents section click on "Documents".

Below the Resources heading is a "Message of the day" to keep

Reports and Documents

[7] The first type of report is called a Session List. To create a Session List, select the system and provide the date range. **[8]** Click the "View Session List" button to generate the report. The Session List provides specific details such as the time and date of the event, as well as the participating systems. Selecting it from the bar graph will display all events that all of your systems are participating in on that day. All systems will be included and all details about the events will appear with the exception being actual patient names.

Reports and Documents
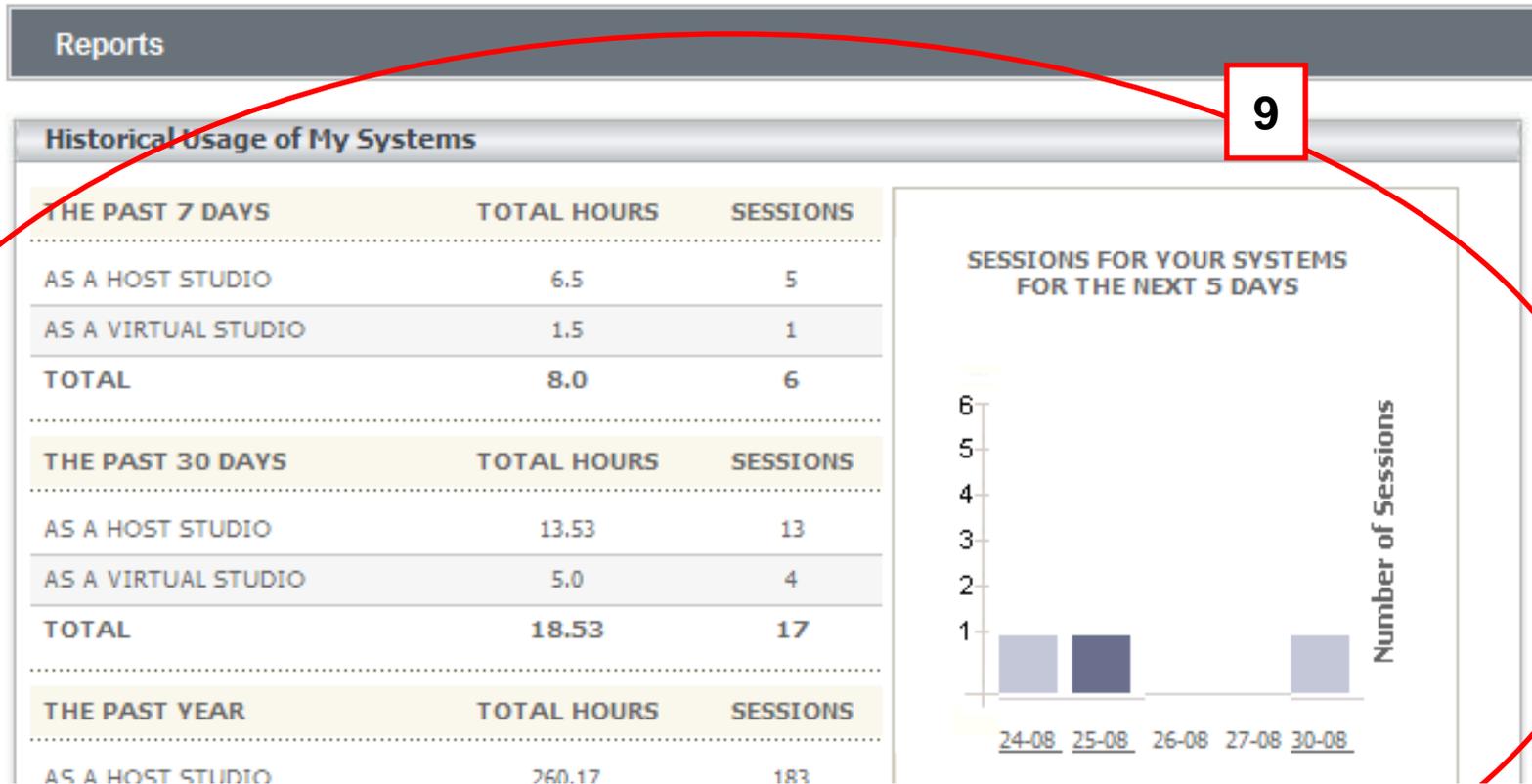
[9] The "Historical Usage of My System" section in the centre of the screen provides a snapshot of all of the videoconferences in which you have participated. The Historical Usage report is broken down by the last 7 days, the last 30 days and the last year. It displays both the number of hours and number of sessions in which your systems have participated in videoconferences. This report will change daily.

Reports and Documents

Session List

Studios:
TOR_OTN_0099_TRNG_01, TOR_OTN_0099_OTN_10, rkenchington

Time of Printing: August 24, 2010 10:59 AM

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For August 24, 2010 Through August 31, 2010

02:00 PM - 03:30 PM	12708548	Educational	Scheduled	Roger Kenchington		August 24, 2010
OTN Training		Start Times Below Include Setup Time.				
Unknown Non-Clinical		Setup Time	Start	End		
TOR_OTN_0099_TRNG_01 (Host Studio)		0	02:00 PM	03:30 PM		
Participating Studios:						
BAR_CCAC_0498_NSM_01		0	same	same		

01:00 PM - 02:30 PM	12628097	Educational	Scheduled	Roger Kenchington		August 25, 2010
OTN Training		Start Times Below Include Setup Time.				
Unknown Non-Clinical		Setup Time	Start	End		
TOR_OTN_0099_TRNG_01 (Host Studio)		0	01:00 PM	02:30 PM		
Participating Studios:						
HAM_HHSC_0147_HC_02		0	same	same		
LON_OTN_0271_OTN_02		0	same	same		

09:00 AM - 10:30 AM	11167952	Administrative	Scheduled	kristina murray		August 30, 2010
Weekly Training Team Meeting		Start Times Below Include Setup Time.				
Unknown Non-Clinical		Setup Time	Start	End		
OTT_OTN_0272_OTN_01 (Host Studio)		0	09:00 AM	10:30 AM		
Participating Studios:						
TOR_OTN_0099_OTN_10		0	same	same		

[10] The Session List provides specific details such as the time and date of the event, as well as the participating systems.

Reports and Documents

[11] The other type of report is called a Utilization Report. This type of report provides fewer details and more statistical information. To create this report, choose Service from the "Report By" drop-down menu. This selection allows you to view all the videoconferencing activity. Select the system that you want to report on, as well as the specific date range. **[12]** Click on the "Generate Report" button. This will launch a new page with the statistical information for the selected system and time period.

Reports and Documents

Clinical Services At Your St...

Source: TSM-RMSS
Period: August 01, 2010 Through August 24, 2010

Time of Printing: August 24, 2010 11:02 AM

Services At Studios TOR_OTN_0099_TRNG_01, TOR_OTN_0099_OTN_10, rkenchington
August 01, 2010 To August 24, 2010

	Patients Seen	Events Scheduled	Group Clinics	Total Event Duration
Administrative				
Internal				
Admin		1		60
Unknown Non-Clinical				
Unknown Non-Clinical		3		270
Administrative Total		4	0	330
Educational				
		9		600
Educational Total		9		600
Overall Total	0	13	0	930

[13] The Utilization Report provides statistical information for the selected system and time period.

Reports and Documents
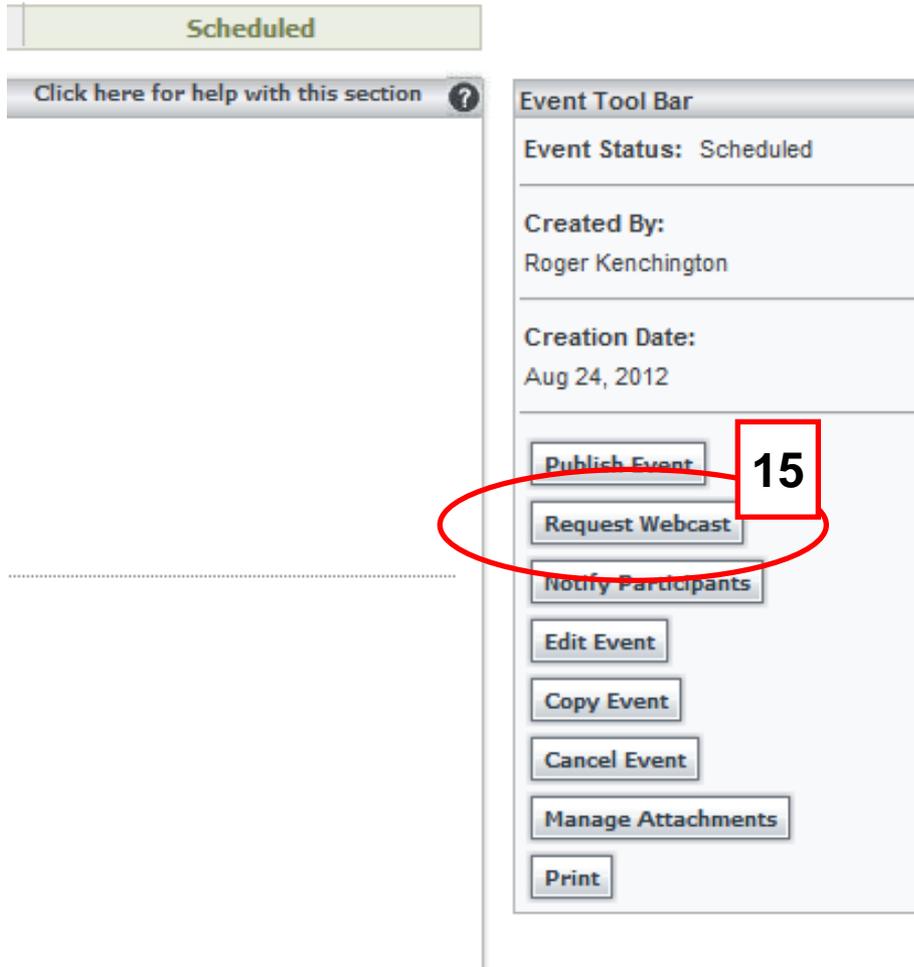

[14] We have two manuals for your reference; The Ncompass User guide and the Self Registration and Self Scheduling Guide. When software modifications are made, we update these guides and put them on the documents section for your perusal. You can open and/or save these guides to your own computer if desired.

The "Latest known Software Issues" is a document that contains a description of current software bugs. You do not need to reference this list when experiencing a problem, as it there for your information only. Please contact either the Service desk or ncompass@otn.ca if support is required.

Webcasting an Event

[15] After scheduling your non-clinical multipoint events, you will now notice an option in the menu to request a webcast. Once selected you will see a "Webcast Request Form Details" page which will auto-populate with event information, including date, time, event title and presenter name or names. All webcasts require a 15 minute set-up time.

* Webcasts are for purely educational purposes. Do not webcast an event that includes patients or discloses patient information.

Webcasting an Event

Event Details   Click here for help with this section

Date: Oct 31, 2012 - 10:00 to 11:00 (no setup time)
Event Title: Hay Fever Seminar
Host Site TOR_OTN_0099_TRNG_01
Event Type: Other

Webcast Request Form Details   Click here for help with this section

Webcast Event Time

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1000   24 Hour Format, HHMM   1100
Start Time*:   End Time*:

Event Requestor Roger Kenchington
Email: rkenchington@otn.ca
Phone Number: 4164464110x4192
Webcast Organizer:
(if different from Requestor)
Organizer Email:
Name Of Organization*:

Presenter Informa   Click here for help with this section

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Add Presenter

Presenter Name   Email:
Tim Cooke

Additional Webcast Details   **18**   Click here for help with this section

Type Of Webcast: ● Live Only ○ Live and Archived ○ Archived Only
Will you also have a slide ● Yes ○ No
presentation?:
Password Protection Required: ○ Yes ● No
Create a new Username?: ○ Yes ● No

[16] On this page you will be able to complete the Webcast Request details and adjust the times if necessary.

[17] You have the ability to add multiple presenters to your event. Each time you click on "Add Presenter" a new field will appear for you to type in the name and email address of the presenter.

[18] You can choose to have the webcast live, archived or a combination of both. Further you'll also be able to choose whether you want the webcast public or private.

Webcasting an Event

[19] When you have entered all necessary information, please click on "Submit Request".

[20] Once a Webcast Request has been submitted you will receive a real-time system response. All archived webcasts require that the presenters complete a webcast agreement form.

Webcast Considerations:

• **If you choose to webcast the event, please ensure that you request it at least one business day before the scheduled event. A webcast event must occur during standard business hours from 7:00 AM – 7:00 PM Monday to Friday.**

• **Presenters participating in archived webcasts will also receive an email which will include a hyperlink to the Webcast Agreement Form. From this online form, they can provide their consent to have the webcast archived.**

Webcasting an Event

[21] Once a Webcast Request has been submitted, you will notice that the "Request Webcast" button will be replaced with a "Manage Webcast Request" button
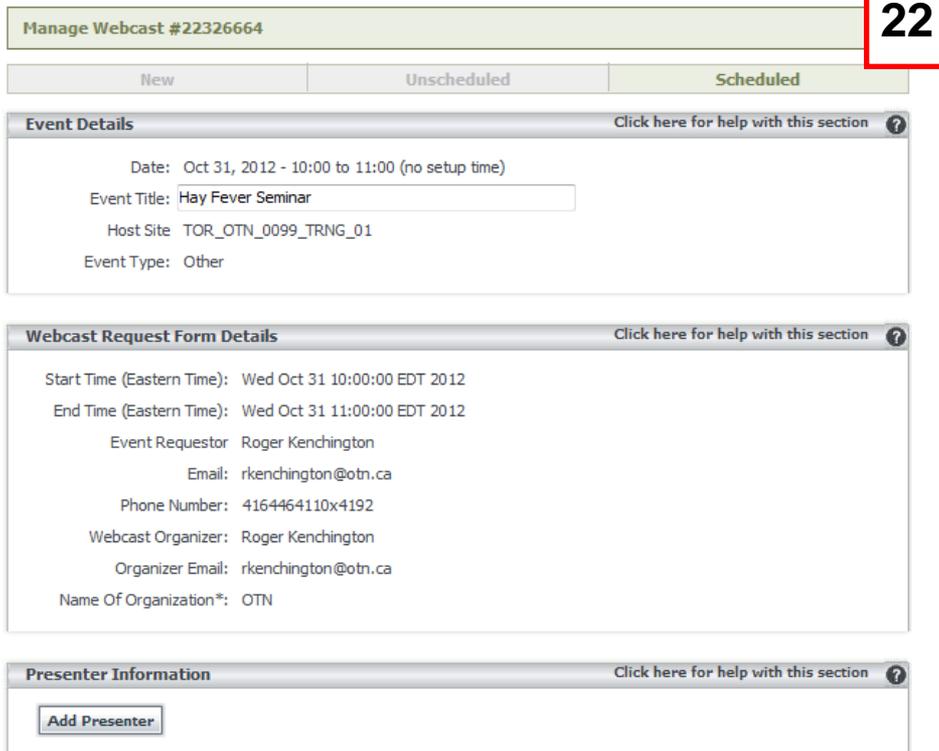
[22] Once selected, the "Webcast Request Form Details" page will appear and you will only be able to make changes to the following fields: Event Title, Presenter Information and Comments. Once you have made the necessary changes, click "Update Webcast Request" for the modifications to take effect.

[22] At any time you can cancel a webcast. To do so, navigate to the event and select "Manage Webcast Request". You will see a "Cancel Webcast Request".

[23] Once selected, you will be prompted to confirm the cancellation. In the Event Summary you will notice that "Webcast Status" has changed to "Cancelled". You will also receive an email confirming the cancelation of your webcast request.

Auto Initiate	An Ncompass feature that enables events to start and end automatically without manual intervention. This means that if you schedule an event to start at 8:00 AM, the systems involved will automatically connect at that time, provided the videoconferencing systems have been turned on.
Clinical Event	An event that directly or indirectly discloses patient information.
Clinic Frame	The actual scheduled videoconference event which contains all the details regarding the video call and includes the: date, start and end times as well as the systems involved.
Multipoint	An event that involves more than three sites in the videoconferencing. Any multipoint event requires a bridge. A bridge acts like the hub of a wheel, bringing together the spokes or in this case the individual sites, in a videoconference. All multipoint events have a clearly defined start and end time and must be scheduled at least 30 minutes before they are to occur.

Ncompass Terminology

Ncompass	Ncompass is an online scheduling tool designed for OTN Members to schedule and manage videoconferencing events. It's simple to use, secure and gives OTN Members access to the same scheduling information as OTN Scheduling.
Patient Appointment	An optional component which allows the clinical scheduler to add details such as the start and end time of an patient's appointment, the patient name, contact information as well as any particulars regarding the appointment. Please note, you will not be able to add patient appointment information if your clinic is a multipoint event. To do this you will need to contact OTN Scheduling.
Point-to-point	An event that takes place between two videoconference systems and do not require the involvement of a bridge. Consequently, point-to-point calls can be scheduled at any time. Furthermore, point-to-point events provide users with portal calling features.