



How Schedule & Manage a Point-to-Point Event

© OTN 2014



Table of Contents:

Definition.....	Slide 3
Off-Net IP Gateway Systems.....	Slide 4
Scheduling a Point-to-Point Event.....	Slides 5 - 11
Managing Events	Slides 12 - 15
Finding Events	Slide 16
Click-to Call	Slide 17
Terminology.....	Slides 18 - 19

Definition

- **Point-to-point events take place between two videoconference systems and do not require the involvement of a bridge.**
- **Point-to-point calls can be scheduled at any time.**
- **Point-to-point events provide users with portal calling features.**



Off-Net IP Gateway Systems

- **When scheduling a Point-to point event there are some systems that require a Bridge - for instance OTN members that have off net systems. Events including these type of systems need to be scheduled by 3 pm the day prior to the event occurring. Furthermore, the event has to be scheduled within OTN business hours. If you attempt to schedule the day of the event, Ncompass will display a message indicating that a Bridge is required. In this case, please contact OTN scheduling services for assistance.**

Scheduling a Point-to-Point Event

The screenshot shows the Ncompass web interface. At the top left, a grey header bar contains the text "Welcome to Ncompass, roger kenchington". A red circle highlights this header area, with a red box containing the number "1" pointing to it. Below the header is a navigation menu with several sections: "Calendar" (with sub-links for Today, This Week, View My Events), "Non-Clinical Events" (with sub-links for Create Multipoint and Create Point-to-Point), "Clinical Events", "Requests" (with sub-links for Create Clinical, Create Non-Clinical, View Saved Requests, View Sent Requests), "Resources" (with sub-links for Public Events, Reports, Documents), and "Message of the day". The "Create Point-to-Point" link is highlighted with a red circle, and a red box containing the number "2" points to it. To the right of the navigation menu is a calendar grid for Friday, July 10, 2009, showing time slots from 12 am to 11 pm. A small "About Ncompass" link is visible in the top right corner.

[1] Once you have logged into Ncompass you will be brought to this main welcome page. At the top left of the screen, in the main toolbar, there is a heading entitled Non-Clinical Events.

[2] Point-to-point events are events that are scheduled with only two cameras involved. Click on the Create Point-to-Point link.

Scheduling a Point-to-Point Event

The screenshot shows the Otn scheduling interface. The main form is titled 'Requestor and Speaker/Chair' and has three tabs: 'New (Unsaved)', 'Unscheduled', and 'Scheduled'. The 'Unscheduled' tab is active. The form contains the following fields and elements:

- Organizer:** A text input field with a 'Select Contact' button next to it. A red circle highlights the 'Select Contact' button, and a red box with the number '3' is placed above it.
- Speaker/Chair:** A text input field.
- Search Contact:** A popup window with a 'Create New Contact' button and a search form. The search form includes:
 - Name:** A text input field containing 'jennings'. A red circle highlights this field, and a red box with the number '4' is placed above it.
 - Contact Type:** A dropdown menu with options: Allied Health Professional, Chair, Local IS Support, OTN Support, and Physician.
 - Region:** A dropdown menu set to 'All'.
 - City:** A text input field.
 - Phone or Fax:** A text input field with a placeholder 'e.g. 416-555-5555'.
 - Buttons:** 'Reset' and 'Search' buttons.
- Search Results:** A table with the following data:

#	Name	City	Phone	Type
1.	Jennings, Susan Ms.	Barrie	705-725-4930x4937	Chair, Speaker, Telehealth Coordinator

A red circle highlights the first row of the table, and a red box with the number '5' is placed above it.

[3] You are the organizer of the event. You will need to select your name from a registry of organizers. This will bring up a new window.

[4] Enter a few characters from your first and last name and click search. A list of names will appear at the bottom of the screen.

[5] Select yourself by clicking on your name.

Scheduling a Point-to-Point Event

The screenshot shows a web form for scheduling an event. It is divided into three main sections. The top section, titled 'Event Details', contains a message 'Please select yourself as the event's organizer.' and an 'Organizer' dropdown menu with 'Ms. Susan Je' selected. A red box with the number '6' is placed over the dropdown. The middle section, titled 'Date of Event', has a date input field with '31-07-2009' and a calendar icon. A red oval highlights the date field. Below it, the 'Event Start and End Times' section has a 'Scheduled Event:' label and a '24 Hour Format, HHMM' label. A red oval highlights the '1200' input field for the start time. A red box with the number '7' is placed over the 'Event Start and End Times' section. The bottom section, titled 'Event Category*', has radio buttons for 'Administrative' (selected) and 'Educational'. Below it, the 'Event Type*' dropdown has 'Other' selected. A red oval highlights the 'Event Type*' dropdown and the 'Event Title*' input field which contains 'Ontological Proof Discussion'. A red box with the number '8' is placed over the 'Event Type*' dropdown.

[6] Enter the Date of Event by clicking on the calendar icon () and selecting a date from the calendar. You may also type the date, using the format dd-mm-yyyy (e.g. '31-07-2009' for July 31, 2009).

[7] Include the Start and End Times of the event in 2400 hour format.

[8] Indicate the Event Category. If you select Administrative the Event Type will be auto filled as Other and the Other field will be auto filled as Administrative. Manually type in the Event Title.

Scheduling a Point-to-Point Event

The screenshot shows the OTN scheduling interface. On the left, there are fields for 'End Time*', 'Administrative' (radio buttons for Administrative and Educational), 'Biological Proof Discussion', 'Item: Participant' (radio buttons for Participant and Host), 'Daily?: Yes' (radio buttons for Yes and No), and a list of systems with 'Select System' buttons. A 'Schedule Event' button is at the bottom left. On the right, a search form is shown with fields for Name (0099), Site or system name, Type (OTN), OTN ID, Address, Postal Code, Region (All), City, Connection Speed (All), Kbps, ISDN Number, Studio Status (Being Tested, Certified, Failed Certified), and Notes contain. There are 'Reset' and 'Search' buttons. Below the search form, a table lists 16 systems found. Annotations 9, 10, and 11 are present: 9 points to the 'Select System' buttons, 10 points to the search form, and 11 points to the search results table.

#	Name	City
1.	Ontario Telemedicine Network (OTN) - Toronto	Toronto
1.	TOR_OTN_0099_OTN_01, room: 1103	Toronto
2.	TOR_OTN_0099_OTN_02, room: 1148	Toronto
3.	TOR_OTN_0099_OTN_03, room: 1135	Toronto
4.	TOR_OTN_0099_OTN_04, room: 1102	Toronto
5.	TOR_OTN_0099_OTN_05, room: 1154	Toronto
6.	TOR_OTN_0099_OTN_07, room: 1124	Toronto
7.	TOR_OTN_0099_OTN_08, room: 1132	Toronto
8.	TOR_OTN_0099_OTN_09, room: 1112	Toronto
9.	TOR_OTN_0099_OTN_10, room: 1003	Toronto
10.	TOR_OTN_0099_OTN_11, room: Dr. Brown's Office	Toronto
11.	TOR_OTN_0099_OTN_13	Toronto
12.	TOR_OTN_0099_OTN_SERVICEDESK_06, room: Service Desk	Toronto
13.	TOR_OTN_0099_SD_07	Toronto
14.	TOR_OTN_0099_SD_27	Toronto
15.	TOR_OTN_0099_TRNG_01, room: Room 1005	Toronto

[9] The Host system is usually the system where the Organizer is located. Click on Select System button and a new window appears.

[10] In the new window, type the site number and click search. Select the appropriate address from the list.

[11] The system participating in your event needs to be selected. Follow the same process when finding the host.

Scheduling a Point-to-Point Event

The screenshot shows a web form for scheduling a point-to-point event. It includes sections for event details, system selection, and notes. A red oval highlights the 'Notes for All Participants' and 'My Private Notes' fields, with a red box labeled '12' pointing to the 'Notes for All Participants' header. Another red oval highlights the 'Schedule Event' button at the bottom, with a red box labeled '13' pointing to it.

Event Category: Administrative Educational
Event Title*:

Initiating System: Participant Host Host
Start Call Automatically?: Yes No Yes

Host System Name:
Participant System Name:

Notes

Notes for All Participants:
My Private Notes (Visible to RMSS):

[12] Notes for all Participants will be visible to anyone viewing your event. The Private Notes are only visible to you, those attached to your system and to any member of the OTN Scheduling Team.

[13] Click on “Schedule Event” and review the message at the top of the screen for any errors. If there are errors, or missing fields, please enter and/or correct them, then click on the schedule button. Once you receive the ‘Congratulations’ message, you will notice that your meeting has been scheduled on the calendar.

Scheduling a Point-to-Point Event

The screenshot shows the OTN event management interface. At the top, there are navigation links: '<< Back to Last Calendar View' and 'Refresh This Page'. Below this is a header bar for the event: 'Non-Clinical Event #11536849'. A red circle highlights the event title, with a red box containing the number '15' next to it. To the right of the event title, there is a status bar with three buttons: 'New', 'Unscheduled', and 'Scheduled'. A red circle highlights the 'Scheduled' button, with a red box containing the number '14' next to it. Below the status bar is the 'Event Details' section, which includes a link: 'Click here for help with this section'. The event details are as follows:

Date: Jul 31, 2009 - 11:00 to 12:00 (no setup time)
Title: **Ontological Proff Discussion**

Chair / Presenter: roger kenchington
Organizer: Roger Kenchington ⓘ
Org. Contact: 4164464110x4192, rkenchington@otn.ca
Initiating System: Host
Start Call Automatic: No

Access: Only the Organizer can register systems
Category: Educational
Conference Mode: Participant View: Full Screen Layout
Host View: Full Screen Layout
Event URL: [Event URL](#)

Notes for all Participants:

Continuation of Dualism.

Private Notes:

[14] The status of the event should have changed from New (Unsaved) to a Scheduled status.

[15] Ncompass also generates an event number that can be used to manage the videoconference. If you have any technical problems during your video conference, you can phone OTN's Service Desk and provide the event number.

Scheduling a Point-to-Point Event

The screenshot displays the event management interface. At the top, there are navigation links: '<< Back to Last Calendar View' and 'Refresh This Page'. Below this is a header bar for 'Non-Clinical Event #11536849' with a 'Private Event' indicator. A tabbed interface shows 'New', 'Unscheduled', and 'Scheduled' tabs, with 'Scheduled' being the active tab. The main content area is titled 'Event Details' and includes a link 'Click here for help with this section'. The event details are as follows:

- Date: Jul 31, 2009 - 11:00 to 12:00 (no setup time)
- Title: **Ontological Proff Discussion**
- Chair / Presenter: roger kenchington
- Organizer: Roger Kenchington
- Org. Contact: 4164464110x4192, rkenchington@otn.ca
- Initiating System: Host
- Start Call Automatic: No
- Access: Only the Organizer can register systems
- Category: Educational
- Conference Mode: Participant View: Full Screen Layout, Host View: Full Screen Layout
- Event URL: [Event URL](#)

Below the details is a section for 'Notes for all Participants' with a text area containing 'Continuation of Dualism.' and a 'Private Notes' section below it.

On the right side, there is an 'Event Tool Bar' with the following information:

- Event Status: Completed
- Created By: roger kenchington
- Creation Date: May 03, 2010

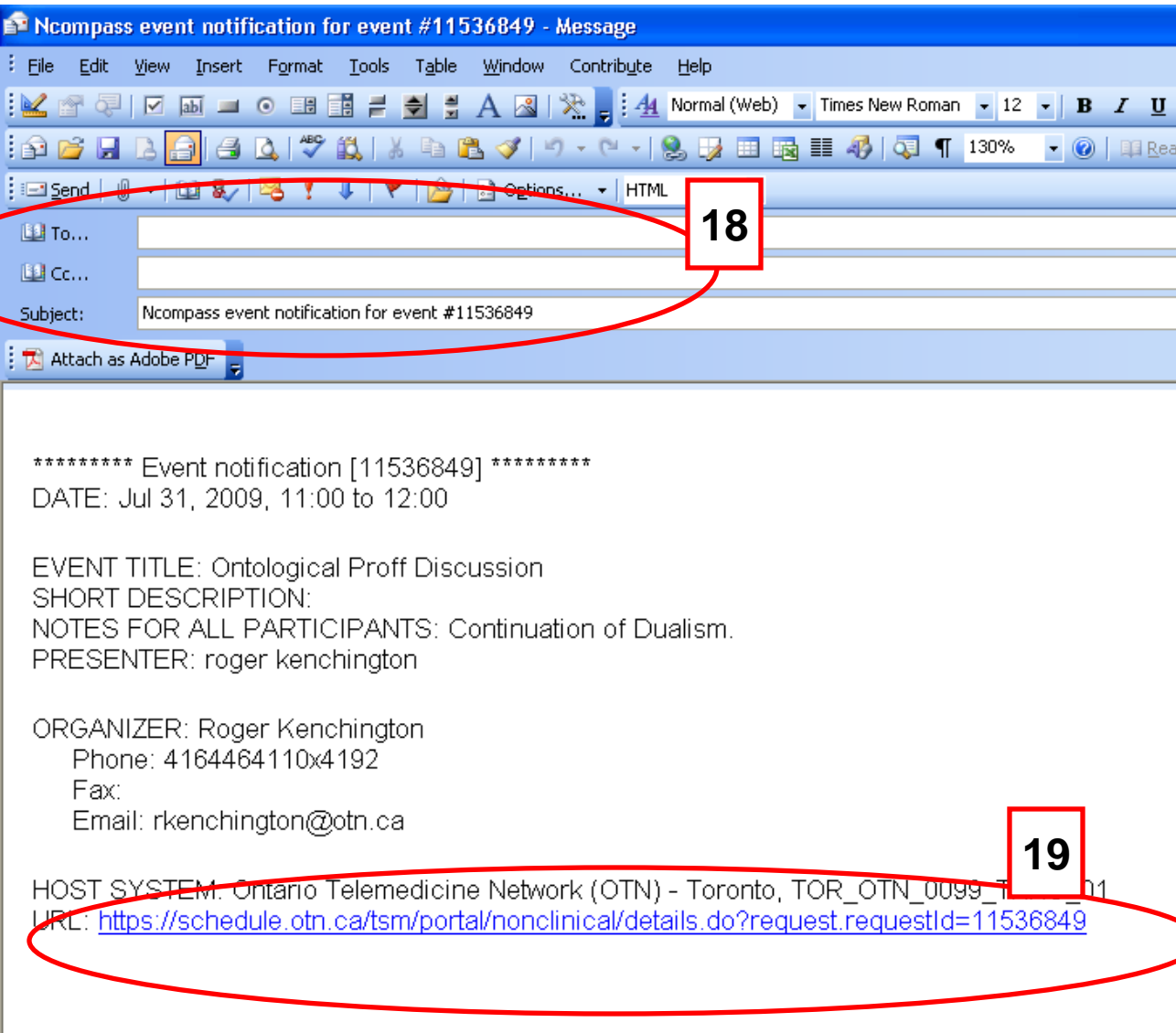
The tool bar contains five buttons: 'Notify Participants', 'Edit Event', 'Copy Event', 'Cancel Event', and 'Print'.

Red circles and boxes highlight specific areas: a red circle around the 'Event Details' section is labeled '16', and a red circle around the 'Event Tool Bar' buttons is labeled '17'.

[16] The top portion of the screen will display all of the event details - such as the date, title, chairperson and organizers contact details

[17] Once a point-to-point event has been scheduled the following options appear. They include: Notify Participants, Edit Event, Copy Event and Cancel Event. Each of these functionalities will be explained in the upcoming pages.

Managing Events – Notify Participants



Ncompass event notification for event #11536849 - Message

File Edit View Insert Format Tools Table Window Contribute Help

Normal (Web) Times New Roman 12 B I U

130%

Options... HTML

To... **18**

Cc...

Subject: Ncompass event notification for event #11536849

Attach as Adobe PDF

***** Event notification [11536849] *****
DATE: Jul 31, 2009, 11:00 to 12:00

EVENT TITLE: Ontological Proff Discussion
SHORT DESCRIPTION:
NOTES FOR ALL PARTICIPANTS: Continuation of Dualism.
PRESENTER: roger kenchington

ORGANIZER: Roger Kenchington
Phone: 4164464110x4192
Fax:
Email: rkenchington@otn.ca

HOST SYSTEM: Ontario Telemedicine Network (OTN) - Toronto, TOR_OTN_0099_7
URL: <https://schedule.otn.ca/tsm/portal/nonclinical/details.do?request.requestId=11536849> **19**

[18] To notify participants of the event, click on the Notify Participants button. This will launch MS Outlook or any other type of Email based application. You will notice that the “subject” line contains the event number. Add the participants email address in the “To” field

[19] Within the body of the email is a link that Ncompass Users can click to view the event in Ncompass.

Managing Events – Editing Events

Point-to-Point Non-Clinical Event #11536849 Private Event

New **Unscheduled** Scheduled

Details [Click here for help with this section](#) ?

Please select yourself as the event's organizer.

Organizer: Roger Kenchington

Event Date: 31-07-2009

Start and End Times:

Scheduled Event:

1100 Start Time* 1200 End Time* 24 Hour Format, HHMM

Event Category: Administrative Educational

Event Title*:

Initiating System: Participant Host

Call Automatically?: Yes No

Host System Name:

Participant System Name:

Event Tool Bar

Event Status: **Unscheduled**

Created By: roger kenchington

Creation Date: 03-05-2010

[20] Once you click the Edit Event button it is important to realize that the event has now moved to an unscheduled status.

[21] Make the necessary changes to the event. To finalize the event, click on the Schedule Event button. It is worth noting that if you do not click the Schedule Event button; your event will still be an unscheduled event.

Managing Events – Copying Events

Point-To-Point Non-Clinical Event #11537617 Private Ev

New **Unscheduled** Scheduled

Event Details [Click here for help with this section](#) ?

Please select yourself as the event's organizer.

Organizer: Roger Kenchington

Date of Event: 31-07-2009 dd-mm-yyyy

Event Start and End Times:

Scheduled Event:

1100 24 Hour Format, HHMM 1200
Start Time* End Time*

Event Category: Administrative Educational

Event Title*:

Initiating System: Participant Host

Start Call Automatically?: Yes No

Host System Name:

The system schedule conflicts with Request ID# 11536849

Event Tool Bar

Event Status: Unsche

Created By: roger kenchington

Creation Date: 03-05-2010

[22] When you click the Copy Event button, you will notice that the event will now have conflicts, indicated by the red text below each of the systems names. If you click on the red text, the system calendar will appear displaying the conflict.

[23] Make the necessary changes to the event and click the Schedule Button. Please note that Ncompass will generate a new event number for your copied event.

Managing Events – Cancelling Events

The screenshot displays the 'Event Management' interface for a 'Private Event'. At the top, there are tabs for 'New', 'Unscheduled', and 'Completed'. The 'Event Details' section shows the event date as 'Jul 31, 2009', time as '11:00 to 12:00', and title as 'Ontological Proff Discussion'. The 'Cancellation Details' section is highlighted with a red circle and a box labeled '24'. It contains a 'Reason *:' dropdown menu with 'Actual rooms unavailable' selected, and a 'Log:' text area. To the right, the 'Event Tool Bar' is visible, with a red circle and a box labeled '25' around the 'Save Changes' button. Below the cancellation details, there is a note and organizer information: 'Organizer Name: Roger Kenchington', 'Organizer Email: rkenchington@otn.ca', 'Organizer Fax:', and 'Organizer Telephone: 4164464110x4192'.

[24] Click on the Cancel Event button. This brings up a page where you can select the reason why you are cancelling the event. Find the most suitable reason for cancellation from the dropdown menu. You can write additional comments in the Log field.

[25] Now click on the Save Changes button and confirm that the status has been changed to a cancelled status. Remember that it is important to cancel events to avoid security breaches.

Finding Events

Welcome to Ncompass, roger kennington

Calendar

- Today
- This Week
- View My Events**

Non-Clinical Events

- Create Multipoint
- Create Point-to-Point

Clinical Events

Requests

- Create Clinical
- Create Non-Clinical
- View Saved Requests
- View Sent Requests

Resources

- Public Events
- Reports
- Documents

Message of the day

What's New: Finding it slow opening certain fields in Ncompass? [Click here](#) to see how you can resolve known Internet Explorer performance issues.

Coming Non-Clinical Events

JULY 2009

Private Event	Scheduled
EVENT DATE: Thu, Jul 30 12:00-14:00	EVENT #: 4872197
PRESENTER: roger kennington	EVENT CATEGORY: EDUCATIONAL
EVENT TITLE: test	
YOUR SYSTEM(S):	

Private Event	Scheduled
EVENT DATE: Fri, Jul 31 12:00-13:00	EVENT #: 4872206
PRESENTER: roger kennington	EVENT CATEGORY: ADMINISTRATIVE
EVENT TITLE: Ontological Proof Discussion	
YOUR SYSTEM(S):	

Event Find

Print Cal

Associati

Event C

Event H

Event P

Site

All asso

Date range

From: 17 Ju

To: 17 Au

Event Cate

Clinical

Non-clinical

Either

Event Status:

[26] Click on the View My Events link, that is under the Calendar heading. This will list all events in which one of your associated systems has been registered.

[27] To open the details page, hover your mouse over the event and click the event.

Portal Calling

Click here for help with this section ?

Event Tool Bar

Event Status: In Progress

Created By:
Roger Kenchington

Creation Date:
Jul 08, 2014

Make Multipoint

Notify Participants

Edit Event

Copy Event

Cancel Event

Print

Place Call

Drop Call

[28] The click to call feature enables Ncompass users to connect and disconnect scheduled point-to-point events from within Ncompass. In order for the click to call feature to appear for your point-to-point events, the event must be scheduled that day, and include only authorized systems *

[29] Click on the place call button at the bottom right of the screen to launch the call. A green progress bar will indicate the connection status.

* This feature is not available for Off-Net IP Gateway systems

Ncompass Terminology

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, providing the videoconferencing systems have been turned on
Clinical Event	An event that directly or indirectly discloses patient information.
Event Access	A field in Ncompass that determines whether participants can register/deregister their own systems for the event.
Multipoint	An event involves more than three sites involved 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's Scheduling Services.
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. In addition, point-to-point events provide users with portal calling features.
Private Event	The host registers the sites that will attend the event. It is also the host's responsibility to contact all the participants that are registered.
Public Event	The event is published in Ncompass and participants can register their own system to the event.