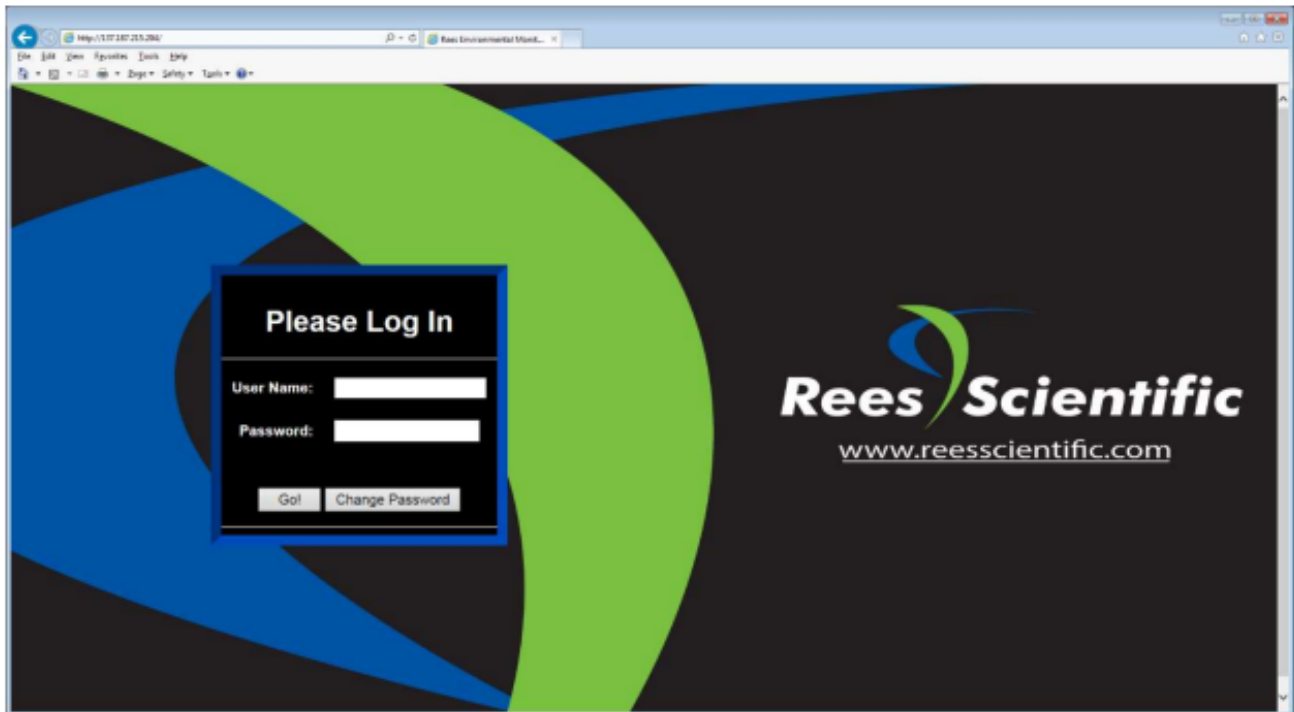


Rees Presidio “On the Go” Web Browser

Adding Departments for Call List

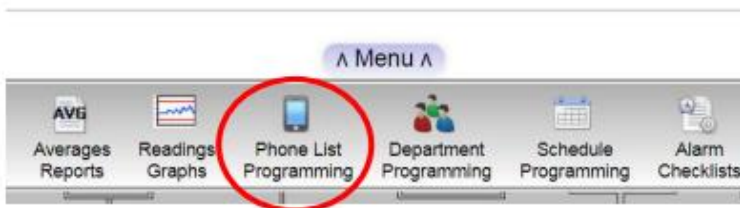
1. To access the Rees system, you must be on the Cleveland Clinic network (either onsite or VPN). Type in your URL into the bar at the top of any web browser. i.e. <http://cc-clrees57> (Pharmacy).
2. Log in to the Rees system with your department’s user name and password.



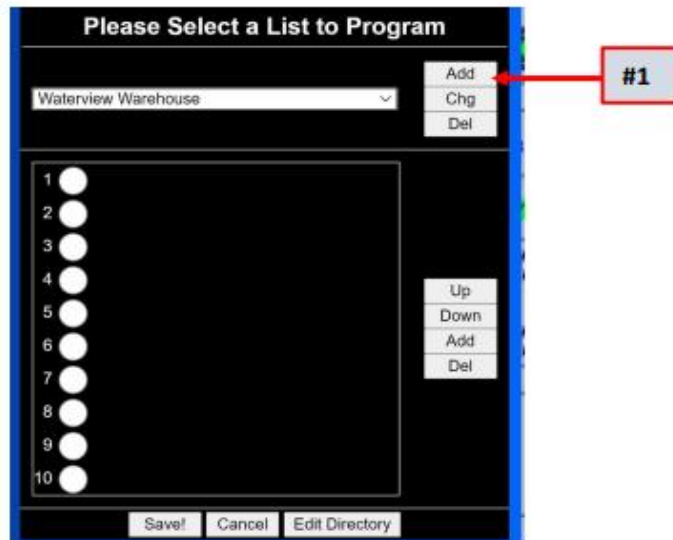
3. Select menu on the top of the status page screen.



4. From the menu option select "Phone List Programming".



5. Select "Add" at top of menu

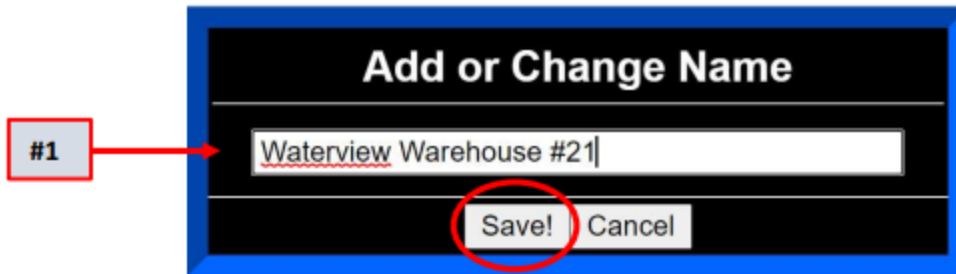


6. Add or Change calling list name will appear



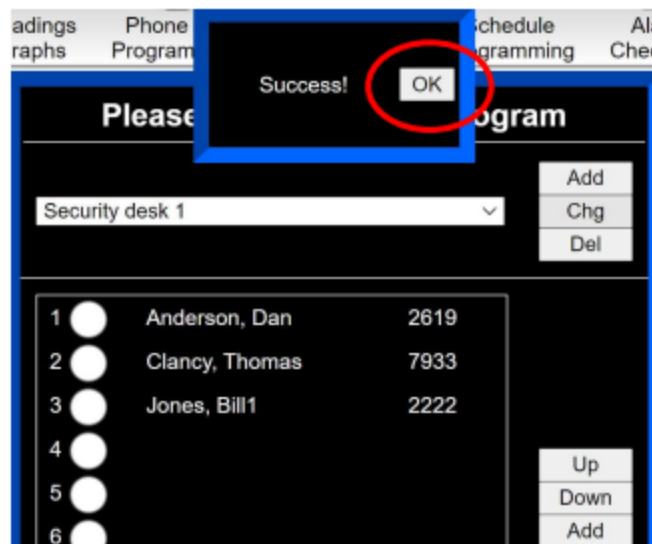
A screenshot of a dialog box titled "Add or Change Name". The dialog has a black background with a blue border. At the top, the title "Add or Change Name" is displayed in white. Below the title is a white rectangular input field. At the bottom of the dialog, there are two buttons: "Save!" and "Cancel", both in white text on a black background.

7. Type in calling list name, then select Save!



A screenshot of the "Add or Change Name" dialog box. The input field now contains the text "Waterview Warehouse #21". A red box labeled "#1" with an arrow points to the input field. The "Save!" button is circled in red.

8. System will show Success! on your newly created call list. Hit OK



A screenshot of a software interface. At the top, a "Success!" message is displayed in a white box with a black border. The "OK" button in this message is circled in red. Below the message, the interface shows a "Please" label and a "Program" dropdown menu set to "Security desk 1". To the right of the dropdown are buttons for "Add", "Chg", and "Del". Below this is a list of items with radio buttons and text:

1	<input type="radio"/>	Anderson, Dan	2619
2	<input type="radio"/>	Clancy, Thomas	7933
3	<input type="radio"/>	Jones, Bill1	2222
4	<input type="radio"/>		
5	<input type="radio"/>		
6	<input type="radio"/>		

To the right of the list are buttons for "Up", "Down", and "Add".

9. From main menu select drop down to find your new call list.

The screenshot shows a software interface titled "Please Select a List to Program". At the top, there is a dropdown menu currently displaying "Security desk 1". A red circle highlights the dropdown arrow. To the right of the dropdown are three buttons: "Add", "Chg", and "Del". Below the dropdown is a list of ten numbered slots, each with a radio button. The first three slots are populated with the following data:

Slot	Name	Number
1	Anderson, Dan	2619
2	Clancy, Thomas	7933
3	Jones, Bill1	2222
4		
5		
6		
7		
8		
9		
10		

To the right of this list are four buttons: "Up", "Down", "Add", and "Del". At the bottom of the interface are three buttons: "Save!", "Cancel", and "Edit Directory".

10. Scroll down until you find your new call list. Once located, select "Add" to populate names and numbers from the Master directory.

The screenshot shows the same software interface as above, but the dropdown menu now displays "Waterview Warehouse #21", which is circled in red. The list of ten slots is currently empty. The "Add" button in the right-hand column is highlighted with a red box labeled "#1". The rest of the interface, including the "Up", "Down", "Del" buttons and the bottom "Save!", "Cancel", and "Edit Directory" buttons, remains the same.

11. Scroll down until you find the names and numbers of personnel you want to receive you calls for this list during alarm conditions. Repeat steps 10 & 11 until you have all the names listed for that specific call list.

