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 eVisit events. From the Calendar, you can select a specific date and view a daily list of your eVisit 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.

Table of Contents

For further assistance and technical support, contact OTN Technical Support

Phone: 1-855-654-0888 **Email:** techsupport@otn.ca

① Using the Calendar

The Calendar displays a month at a time. Days that contain one or more eVisit 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 the current day's eVisit 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 an eVisit 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 **Calendar** link in the top-left of the Event Details panel or click the date title in the Events List.

3. To view patients (or guests) attending the eVisit, click **Show Patients** at the top of the list within the Events List.

4. If you are a delegate, to view a delegator's Events List, click the **Delegator** drop-down field and select a name. (Delegator drop-down names are sorted alphabetically by last name.)

5. To print a report of the day's events, click **Print Events List** in the top-right of the **Events List** panel.

6. To check the most recent status for all listed OTNinvite events, click the **Refresh OTNinvite Status** link at the top of the list. (Appears only on the current date - not on past or future dates.)
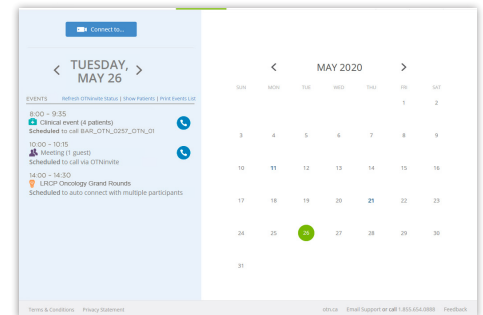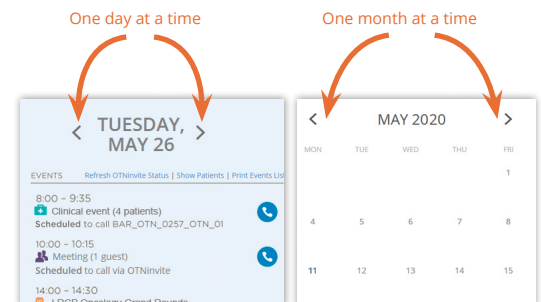

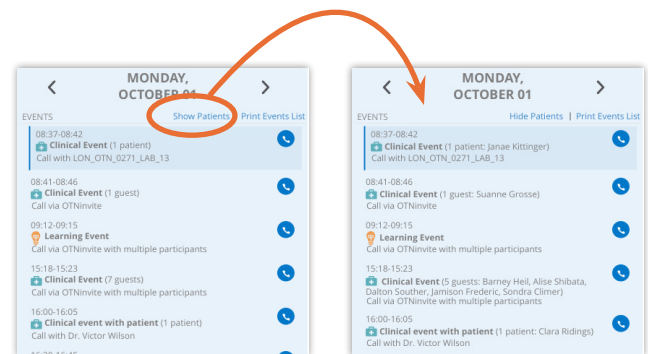**Figure 1:** Calendar and events list

Figure 2: Date change options

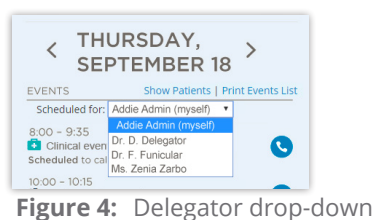**Figure 3:** Show/hide patients in events list
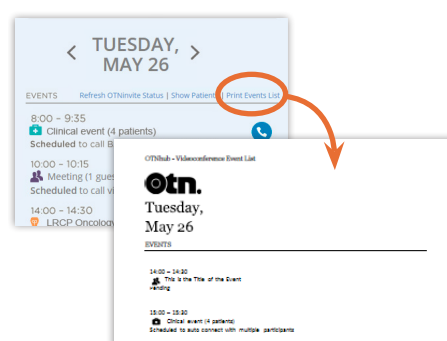

Figure 4: Delegator drop-down

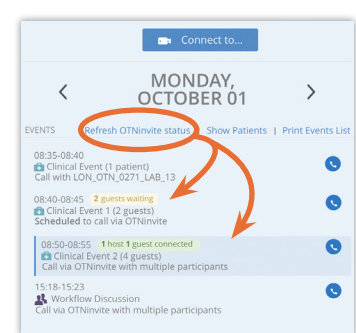**Figure 5:** Print events list report

Figure 6: Refresh OTNinvite status

2 Using the Events List

The Events List displays, by day, all of your pre-scheduled eVisit 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.

If you are a delegate, you can view an associated delegator's Events List.

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 OTNinvite events
- Appears only for delegates.
- Click to select and view the Events List of any delegator with whom the delegate is associated.

Refresh OTNinvite Status
- Appears only on the current date. (That is, not on past or future dates.)

Click to view participant status for OTNinvite events (the number of guests waiting or participants connected).

Show / Hide Patient Names
- Click to show or hide the patient/guest names within the Events List. (By default, patient names are hidden each time you log in to OTNhub.)

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

Call button
- Appears only on the scheduled date of an event. (That is, not on past or future events.)
- 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).

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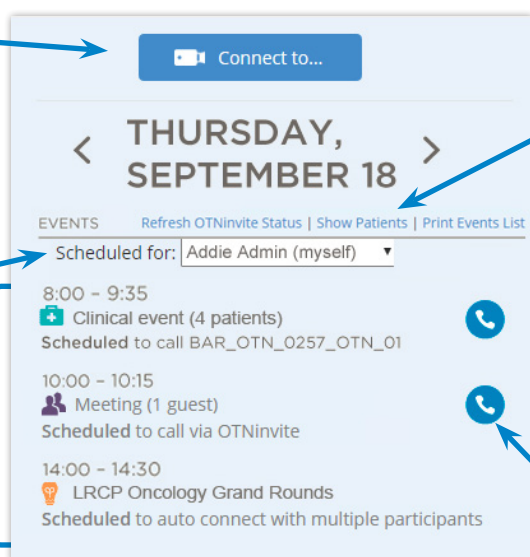
Event title
- For *meeting and learning* events, the title supplied by the event organizer.
- For *clinical* events, an organizer supplied title (or the default 'clinical event') and the **number of patients** to be seen or discussed.
- An active link - click to view Event Details.

Patient Names
- By default, names are hidden. You can show all patient names within the event by using the Show/Hide link at the top of the list.

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*".

③ 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.*

While viewing an Event Details panel, to return to the monthly calendar view, click the **Calendar** link in the top-left of the Event Details panel or click the date title in the Events List.

> ✔ **Note**: **OTNinvite** events have 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**

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

Field (in order of appearance)	Description
Event Information	
🖨 Print Event Details	Click to print a formatted report that contains all of the event details.
Category	Identifies whether the videoconference is a: • Meeting / administrative (👥) event, or • Learning / educational (💡) event.
Time	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.
Event Title	If provided by the event organizer, the event's title. On the day the event is scheduled to start a Call (📞) button* appears beside the title.
Additional Indicators: • Webcast • Auto connect	If the event will be **webcast**, an indicator appears beside the title (⦗((●))⦘ WEBCAST). • Click the webcast indicator to open the OTN Webcast Centre ⬚ n a new browser window. • Available only for multi-point events. If the event will be **auto-connected**, 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 (📞) button*.
Presenter, Speaker, or Chair	The name of the person (or people) who will conduct the meeting/teach the course/host the event and present to the participants.

Continued next page...

Calendar › Event Detail

💡 Learning Event

10:30 - 11:00
An Edifying Event

Presenter / Speaker / Chair:	Dr. Florence Nightingale
Description:	Learn about interesting things from an expert in the field..
Support Materials:	presentation-handouts.pdf

Organizer Contacts

Name:	Ms. Anu Alpha
Phone:	416 555 9876
Email:	aa@hospital.org

Event Details

Event ID:	1234567
Host System:	Dr. Florence Nightingale
Participant System(s):	TOR_OTN_PCVC_TEST_01
Audio / Video Number:	416 555 1234

Figure 7: Learning event details

💡 Learning Event

14:00 - 14:30
LRCP Oncology Grand Rounds   ⦗((●))⦘ WEBCAST   Call will be auto connected
Missed call? Call 1-866-454-6861.

Figure 8: Webcast and auto-connect multi-point

💡 Learning Event

14:00 - 14:30
LRCP Oncology Grand Rounds   📞   Call will be auto connected

Figure 9: Auto-connect one-on-one

* 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 (in order of appearance)	Description
Event Information	
Description	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.
Support Materials	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.
	Support materials are applicable only to events scheduled using Ncompass or TSM.
Organizer Contact	
Name, Phone, and Email	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).
Event Details	
Event ID	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.
Host System	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.
Participant System(s)	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.
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).

3.2 Clinical Videoconference

> **Note**: **OTNinvite** events have slightly different event details. For more information about invitation events, see the [Using OTNinvite](#) ⧉ user guide.

Field (in order of appearance)	Description
Event Information	
🖨 Print Event Details	Click to print a formatted report that contains all of the event details.
Category	Identifies that the videoconference is a clinical event (🩹).
Time	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.
Title & number of patients	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.
Event Type (or Therapeutic Area of Care)	Identifies the event's general subject matter. For example, cardiology or mental health.
Consultant	The name of the medical professional that the patient will see.
Support Materials	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.
	Support materials can be added only via Ncompass
Patient Info	
Schedule time, name, date of birth and phone number	Demographic information for patients involved, who are confirmed/scheduled in the event (*i.e.*, who are not pending or cancelled).
	• If you are the consultant, you will see all the patient information listed.
	• If you are at the patient site, only patients scheduled for your specific system appear. Other scheduled patients appear as ***** .
	• Cancelled or pending patients do not appear.

Continued next page...

Figure 10: Clinical Consult Details

---

* 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 (in order of appearance)	Description
Event Details	
Event ID	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 [Ncompass](#) ⊡ event details in a new browser tab/window.
Host System	The system used by the health care 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).