



# White List

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## Chapter Overview

This chapter explains how to view and manage White lists.

The topics in this chapter include the following:

- [Introduction](#)
- [Viewing A White List](#)
- [Managing A White List](#)

## Introduction

The White List feature enables you to add phone numbers that overrides the **Do Not Disturb** settings. You can create and apply white lists based on the room type and the departments. This feature enables the care team, the attending doctor, and the attending nurse to make calls to the patients, guests or people working in a department without having to be restricted by the **Do Not Disturb** settings configured at each their respective end points.

## Viewing A White List

Click on the **White List** tab listed under the **Content Management** menu to view the White List page.

To search for a white list, type the name in the **Search** text box.

Select the type of room for which the white list applies from the **Patient Room** pull down menu.

Click on the **All** tab to view all the white lists added in the system. Click on the individual white lists to view the following details:

- Role of the person who creates the white list.
- Name of the white list.
- Phone number from where the call originates.
- Department to which the white list applies.
- Room types for which the white list applies.

## Managing A White List

To add a new white list, complete the following steps:

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- Step 1** Click on the **Add New White List** tab.
- Step 2** Select the category of user from the **Select a Role** pull down menu. It lists out the following user roles:
- Attending Nurse
  - Attending Doctor
  - Care Team
- Step 3** Enter the name of the white list in the **Name** text field.
- Step 4** Enter the number from which the call originates in the **White List Number** text field.
- Step 5** Enter the name of the department for which the white list applies in the **Departments** text field.
- Step 6** Enter the type or room for which the white list applies in the **Room Types** text field.
- Step 7** Click the save icon in the **Action** menu.
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To edit or delete a white list, complete the following steps:

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- Step 1** Select the white list that you want to edit or delete.
- Step 2** Click on the edit icon in the **Action** menu.
- Step 3** Complete [Step 3 - Step 7](#).
- Step 4** Click on the delete icon in the Action menu to delete a white list.
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