White List

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 overwrites 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 **RoomType** drop 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:

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.

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> **Note**   If you leave this field blank, the default value will be *All*. If this white list is only for a specific department, select it from the drop down list.

Step 6   Enter the type or room for which the white list applies in the **Room Types** text field.

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> **Note**   If you leave this field blank, the default value will be *All*. If this white list is only for a specific room, select it from the drop down list. Patient Room, Waiting Room, and Guest Room are the available values for your selection.

Step 7   Click the save icon in the **Action** menu.

To edit or delete a white list, complete the following steps:

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.