



N.A.S.

Newtown Answering Service

How to access and use the Web Portal

Enter <http://www.newtownanswering.com/webportal>

Click on "Click Here to Login"

Enter your login ID and passcode

You are now logged in to NAS's Web Portal!

Powered by AMTELCO NEWTOWN ANSWERING SERVICE

LOGIN ID: LOGIN

PASSCODE:

User ID - Admin ID -
User Pass - Admin Pass -

*You must login in with the user ID first only when you make changes will the system ask you for the admin ID and Pass

Web OnCall

Click the "OnCall" tab at the top of the page

If you have multiple schedules, use the drop down menu to choose the correct OnCall schedule

From the calendar, click on the date you would like to view - A listing of who is OnCall will appear

NEWTOWN ANSWERING SERVICE

ONCALL MESSAGES MESSAGING LOGOUT Dr Moss Witte

9000 Select a Schedule 9000

ADD EDIT DELETE COPY

Newtown Office
Yardley Office

Time Rank

September, 2009

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

✓ Full Schedule
 *pt Partial Schedule
 x Empty Schedule

Add, Edit, Delete OnCall

(Only account administrators have the ability to add, edit or delete OnCall schedules)

Choose the date you would like to work with

From the top of the page click Add, Edit or Delete

NEWTOWN ANSWERING SERVICE

ONCALL MESSAGES MESSAGING LOGOUT Dr Moss Witte

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| | | 1 | 2 | 3 | 4 | 5 |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

✓ Full Schedule
 *pt Partial Schedule
 x Empty Schedule

Adding an OnCall

Click **Add** and Input the following:

Start Time - Enter the start date and time for the person OnCall

End Time - Enter the End date and time for the person OnCall

Rank - Only if multiple employees are OnCall for the same time period

Comment - How to reach the OnCall (ie, Cell, Home, Text Msg, etc)

Resource - Who from your staff is OnCall

Click **Save**

You have now scheduled that person to be OnCall at that time!

The screenshot shows the 'NEWTOWN ANSWERING SERVICE' interface. At the top, there are navigation buttons: ONCALL, MESSAGES, MESSAGING, and LOGOUT, along with the user name 'Dr Moss Witte' and the number '9000'. The main heading is 'OnCall Assignment' with a sub-instruction: 'Please provide the following information describing the OnCall Schedule entry.'

The form is divided into several sections:

- Enter schedule dates and time:** Includes fields for Shift (N/A), Start Time (September 30, 2009, 12:00 AM), and End Time (October 1, 2009, 12:00 AM).
- Determine the order of the schedule:** Includes a Rank field (0) and a Comment field.
- Select the person to schedule:** Includes a Resource dropdown menu (SCOTT, SCOTT, SUE, THERAN) and a detailed view for SCOTT LAST WITTE, including phone number (215-962-0342), text message number (.17S."2159620342".188S), email, and account number (90052).

Editing an OnCall

To edit an already scheduled OnCall, first choose the date and then choose the scheduled OnCall you want to edit

Click **Edit**

Make the necessary changes to the OnCall by following the "Adding an OnCall" directions above

The screenshot shows the 'NEWTOWN ANSWERING SERVICE' interface with a calendar view for October 2009. The calendar highlights the date Thursday, October 01, 2009. A table below the calendar shows the scheduled OnCall entry for that date:

| Time | Rank | Resource |
|---|------|----------|
| Thu 10:01 12:00 AM - Fri 10:02 12:00 AM | 0 | SUE |

Deleting an OnCall

First choose the date and then click on the OnCall

Click **Delete**

Click **OK** to confirm

The screenshot shows the 'NEWTOWN ANSWERING SERVICE' interface with a calendar view for October 2009. The calendar highlights the date Friday, October 02, 2009. A table below the calendar shows the scheduled OnCall entry for that date:

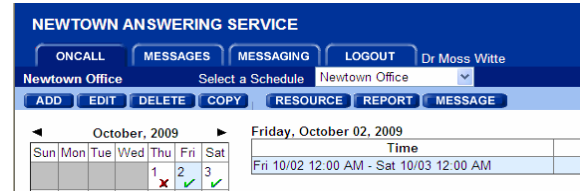
| Time | Rank | Resource |
|---|------|----------|
| Fri 10:02 12:00 AM - Sat 10:03 12:00 AM | 0 | SUE |

A 'Windows Internet Explorer' dialog box is open, asking to 'Delete schedule' with 'OK' and 'Cancel' buttons.

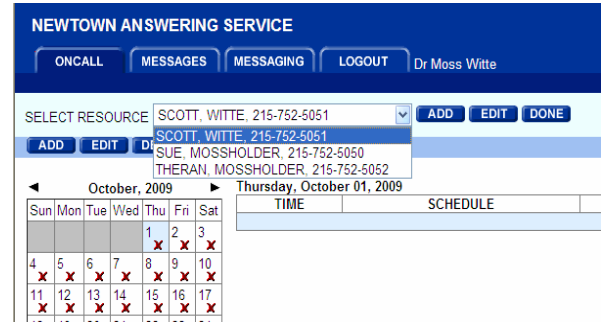
Adding, Changing, Editing Resources

(Only account administrators have the ability to add, edit or delete OnCall resources)

From the top of the page click Resource

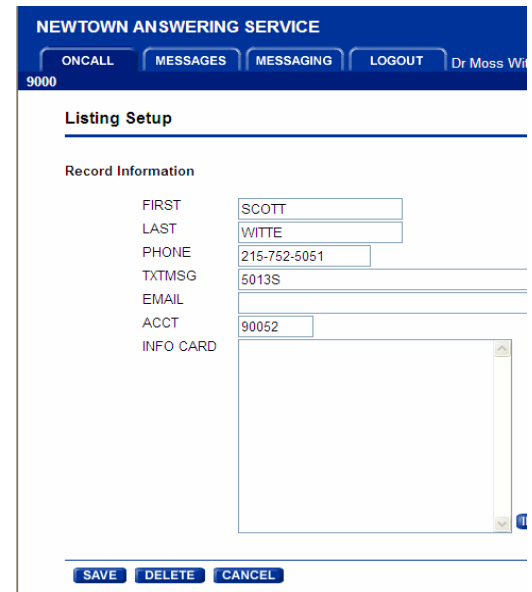


Select the resource you would like to edit from the drop down box - Click edit or delete - If the resource does not exist in the box, click add



Input that resource's information into the proper spaces and then click save

When done, click Save

The screenshot shows the 'Listing Setup' form for a resource. The form is titled 'NEWTOWN ANSWERING SERVICE' and includes the user name 'Dr Moss Witte' and the number '9000'. The 'Record Information' section contains the following fields:

- FIRST: SCOTT
- LAST: WITTE
- PHONE: 215-752-5051
- TXTMSG: 5013S
- EMAIL: (empty)
- ACCT: 90052
- INFO CARD: (empty text area)

Buttons for 'SAVE', 'DELETE', and 'CANCEL' are located at the bottom of the form.

VERY IMPORTANT - DO NOT add, edit, or delete Beeper #'s, Alpha Pagers, or Text Messages as these are programmed dial strings that our system recognizes - Once they are changed or deleted, we can no longer retrieve them - If there are changes or additions, please call NAS and ask to speak with an office staff member