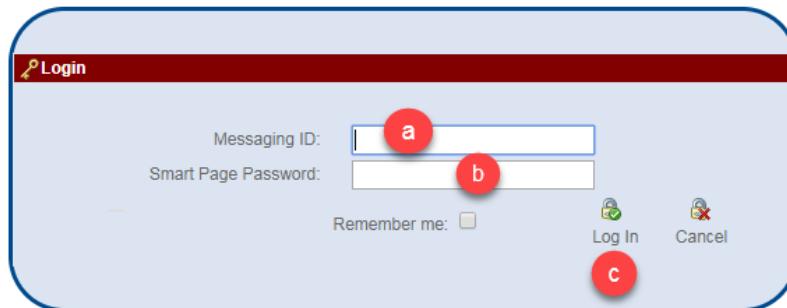


Smart Page – Adding an Exception Coverage to Page Profile

1. Go to Smart Page website: <https://smartpage.stanford.edu/>
2. Sign into Smart Page
 - a. Enter Messaging ID
 - b. Smart Page password
 - c. Click on Login

NOTE: Reset Smart Page password at <https://mypager.stanford.edu/app/f?p=201:1>

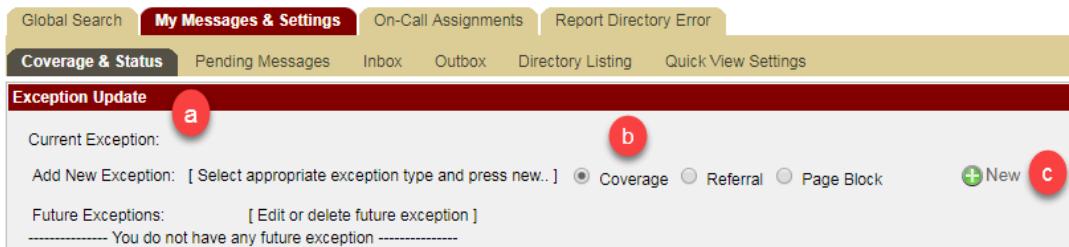


The image shows the Smart Page login interface. It features a red header with the text 'Login'. Below the header is a 'Messaging ID' input field (labeled 'a') and a 'Smart Page Password' input field (labeled 'b'). Underneath these fields are 'Remember me:' checkboxes, a 'Log In' button with a lock icon, and a 'Cancel' button. The entire form is enclosed in a blue rounded rectangle.

3. Click on My Messages & Settings tab



4. Smart Page Exception update - Coverage
 - a. Current Exception is provided if one is in place
 - b. Click on Coverage radio dial
 - c. Click on +New to open Exception Scheduler



The image shows the 'Exception Update' section of the Smart Page interface. It has a red header with the text 'Exception Update'. Below the header, there is a 'Current Exception' field (labeled 'a'). A note says 'Add New Exception: [Select appropriate exception type and press new..]'. There are three radio buttons: 'Coverage' (selected), 'Referral', and 'Page Block'. To the right of these buttons is a 'New' button with a plus sign (labeled 'c'). Below the radio buttons, there is a 'Future Exceptions' section with a note 'Edit or delete future exception' and a message 'You do not have any future exception'.

5. Coverage to ID with no end date
 - a. Enter Covering Messaging ID (Start date and Time fields)
 - b. Click Save
 - c. Current Exception update confirmation

New COVERAGE Exception

a Messaging ID:	26478						
Start:	07	December	2017	...	02	:45	PM
End:				...			
Time Zone:	<input type="button" value="Remark"/>						
b <input type="button" value="Save"/> <input type="button" value="Cancel"/>							

Exception Update

c Current Exception:						
<table border="1"> <thead> <tr> <th>Type</th> <th>Covered By</th> <th>Start</th> </tr> </thead> <tbody> <tr> <td>COVERAGE</td> <td>RIVERA, MISTY (ID: 26478)</td> <td>07-Dec-2017 02:45 PM</td> </tr> </tbody> </table>	Type	Covered By	Start	COVERAGE	RIVERA, MISTY (ID: 26478)	07-Dec-2017 02:45 PM
Type	Covered By	Start				
COVERAGE	RIVERA, MISTY (ID: 26478)	07-Dec-2017 02:45 PM				

6. Coverage to ID with scheduled start and/or end date

- Enter Covering Messaging ID
- Adjust Start Date and Enter End Date (Remark may be added)
- Click Save
- Exception update confirmation in Current or Future

New COVERAGE Exception

a Messaging ID:	26478						
Start:	13	December	2017	...	7	:30	AM
End:	17	December	2017	...	5	:00	PM
Time Zone:	<input type="button" value="Remark"/>						
b <input type="button" value="Save"/> <input type="button" value="Cancel"/>							

Exception Update

Current Exception:								
Add New Exception: [Select appropriate exception type and press new..] <input type="radio"/> Coverage <input type="radio"/> Referral <input type="radio"/> Page Block <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>								
Future Exceptions: d [Edit or delete future exception]								
<table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Message</th> <th>Start</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>COVERAGE</td> <td>RIVERA, MISTY (ID: 26478)</td> <td>13-Dec-2017 07:30 AM</td> </tr> </tbody> </table>	Select	Type	Message	Start	<input type="checkbox"/>	COVERAGE	RIVERA, MISTY (ID: 26478)	13-Dec-2017 07:30 AM
Select	Type	Message	Start					
<input type="checkbox"/>	COVERAGE	RIVERA, MISTY (ID: 26478)	13-Dec-2017 07:30 AM					

7. Make edit to Current or Future Exception

- Click on Exception (line) in Select column
- Click on Edit for Exception Scheduler
- Make adjustments to dates and/or times
- Click Save

Exception Update

Current Exception:										
Add New Exception: [Select appropriate exception type and press new..] <input type="radio"/> Coverage <input type="radio"/> Referral <input type="radio"/> Page Block <input type="button" value="New"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>										
Future Exceptions: [Edit or delete future exception]										
<table border="1"> <thead> <tr> <th>Select</th> <th>Type</th> <th>Message</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>a <input checked="" type="checkbox"/></td> <td>COVERAGE</td> <td>RIVERA, MISTY (ID: 26478)</td> <td>13-Dec-2017 07:30 AM</td> <td>17-Dec-2017 05:00 PM</td> </tr> </tbody> </table>	Select	Type	Message	Start	End	a <input checked="" type="checkbox"/>	COVERAGE	RIVERA, MISTY (ID: 26478)	13-Dec-2017 07:30 AM	17-Dec-2017 05:00 PM
Select	Type	Message	Start	End						
a <input checked="" type="checkbox"/>	COVERAGE	RIVERA, MISTY (ID: 26478)	13-Dec-2017 07:30 AM	17-Dec-2017 05:00 PM						

New COVERAGE Exception

Messaging ID: 

c Start: December 2017 07 AM
End: December 2017 05 PM

Time Zone: Remark:

d  Save  Cancel