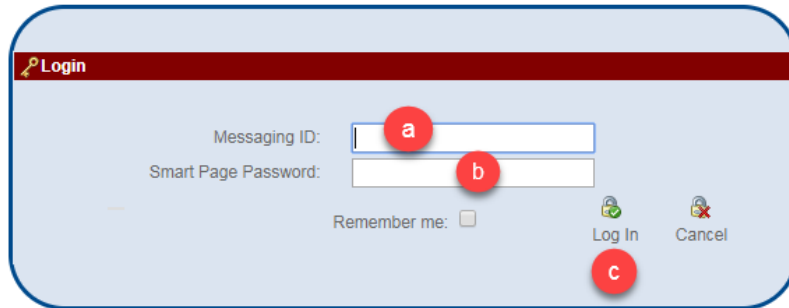


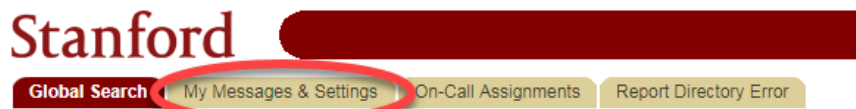
## Smart Page – Adding an Exception Coverage to Page Profile

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

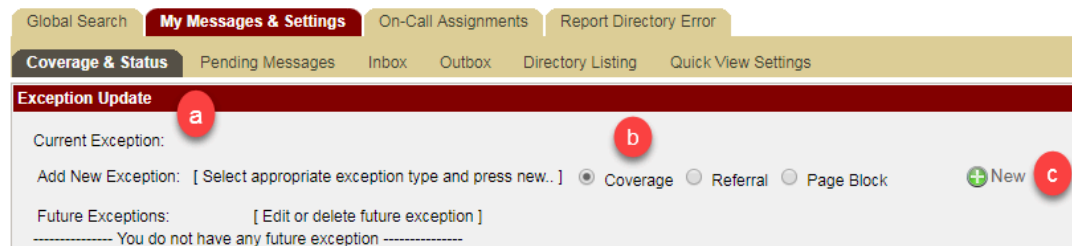
**NOTE:** Reset Smart Page password at <https://mypager.stanford.edu/app/f?p=201:1:>

A screenshot of the Smart Page login form. It features a red header bar with a 'Login' button. Below the header, there are two input fields: 'Messaging ID:' and 'Smart Page Password:'. A red circle labeled 'a' is over the 'Messaging ID' field, and a red circle labeled 'b' is over the 'Smart Page Password' field. Below these fields is a 'Remember me:' checkbox. To the right of the password field are 'Log In' and 'Cancel' buttons. A red circle labeled 'c' is over the 'Log In' button.

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

A screenshot of the Smart Page Exception Update form. It features a red header bar with the text 'Exception Update'. Below the header, there are several tabs: 'Global Search', 'My Messages & Settings', 'On-Call Assignments', and 'Report Directory Error'. The 'My Messages & Settings' tab is highlighted. Below the tabs, there are several sections: 'Current Exception:', 'Add New Exception:', and 'Future Exceptions:'. A red circle labeled 'a' is over the 'Current Exception:' section. A red circle labeled 'b' is over the 'Add New Exception:' section. A red circle labeled 'c' is over the '+New' button. The 'Add New Exception:' section includes a text input field and three radio buttons: 'Coverage', 'Referral', and 'Page Block'. The 'Future Exceptions:' section includes a text input field 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:

Start: 07 December 2017 02:45 PM

End:

Time Zone:  Remark:

**b**

**Exception Update**

Current Exception:

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

**New COVERAGE Exception**

Messaging ID:  **a**

Start: 13 December 2017 7:30 AM **b**

End: 17 December 2017 5:00 PM **b**

Time Zone:  Remark:

**c**

**Exception Update**

Current Exception:

Add New Exception: [ Select appropriate exception type and press new.. ] ☒ Coverage ☐ Referral ☐ Page Block

Future Exceptions: **d** [ Edit or delete future exception ]

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

**Exception Update**

Current Exception:

Add New Exception: [ Select appropriate exception type and press new.. ] ☒ Coverage ☐ Referral ☐ Page Block

Future Exceptions: [ Edit or delete future exception ]

Select	Type	Message	Start	End
<input checked="" type="checkbox"/> <b>a</b>	COVERAGE	RIVERA, MISTY ( ID: 26478 )	13-Dec-2017 07:30 AM	17-Dec-2017 05:00 PM

**b**

New COVERAGE Exception

c

Messaging ID: 26478

Start: 13 December 2017 07:30 AM

End: 17 December 2017 05:00 PM

Time Zone: PACIFIC

Remark:

d

Save

Cancel