


# OnCall Physician Scheduling

## Downloading Personal Schedules to a Palm PDA or Outlook

Website: [www.amion.com](http://www.amion.com)

Once a schedule is completed and published to [Amion.com](http://Amion.com), the user can download their personal schedule directly to either their Palm or Outlook Calendar. Schedules are typically downloaded on a monthly basis. The user can choose the current month or any future month if available.

**Step 1:** Login to [Amion.com](http://Amion.com)

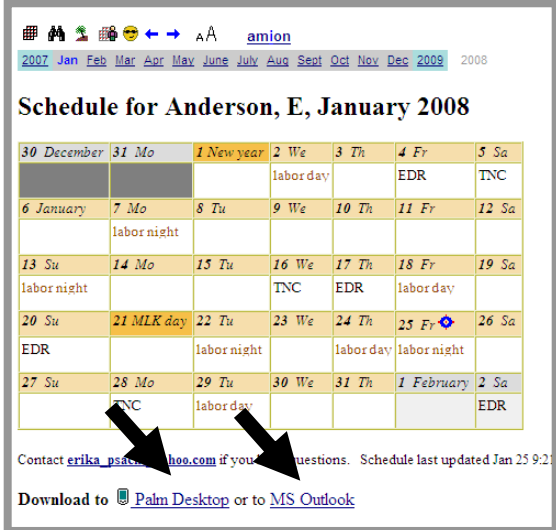
**Step 2:** To view your OnCall schedule for the current month, click on the "My Schedule" icon found at the top within the toolbar. 

You should now see your schedule for the current month (figure 1).

At the bottom of the page are two links to download the schedule either to a Palm PDA or MS Outlook Calendar.

**Step 3:** Select either Palm Desktop or MS Outlook to begin download process. (Note; you will be downloading the schedule you are currently viewing at the time.). If you transfer the same month more than once, you will get **duplicate calendar entries**.

Figure 1 – Personal Schedule at Amion.com



Schedule for Anderson, E, January 2008

30 December	31 Mo	1 New year	2 We	3 Th	4 Fr	5 Sa
			labor day		EDR	TNC
6 January	7 Mo	8 Tu	9 We	10 Th	11 Fr	12 Sa
	labor night					
13 Su	14 Mo	15 Tu	16 We	17 Th	18 Fr	19 Sa
labor night			TNC	EDR	labor day	
20 Su	21 MLK day	22 Tu	23 We	24 Th	25 Fr	26 Sa
EDR		labor night		labor day	labor night	
27 Su	28 Mo	29 Tu	30 We	31 Th	1 February	2 Sa
TNC	labor day					EDR

Contact [erika\\_psalter@amion.com](mailto:erika_psalter@amion.com) if you have any questions. Schedule last updated Jan 25 9:21

Download to [Palm Desktop](#) or to [MS Outlook](#)

## Download to Palm PDA

**Only Version 4.x** of the Palm Desktop can import OnCall schedule data. If you're running an older version, [get the latest Palm Desktop software](#).

After clicking on the Palm Desktop Link, you will be directed to the screen to the right (figure 2).

**Step 1:** Click on the blue text that reads, "Click here to download your XXX schedule."

**Step 2:** Choose "Open it" or "Open this file from its current location."

**Step 3:** Choose "Yes" to import the event into Palm Datebook.

The Desktop asks you to confirm the first entry in the calendar but it will load all assignments for the month. The service name and time range will automatically populate within the Palm Desktop Calendar.

## Download to MS Outlook

Downloading to Outlook first involves saving the schedule file to either your desktop or other location on your pc and then "Importing" the information from within Outlook. In addition, **Only Outlook 200X and XP** can import iCalendar schedule data from OnCall.

**Step 1:** From your personal schedule page, click on Download to MS Outlook (figure 1). Click on the blue text that reads, "Click here to download your XXX Schedule." (figure 3)

**Step 2:** Follow the instructions on the screen.

- Choose "Save file" or "Save this file to disk".
- Change the ocs file name to XXX.ics, such as January.ics... Save the file in a location where you'll be able to find it later.
- Go to MS Outlook and choose "Import and Export" from the File Menu.
- Choose Import as iCalendar or vCalendar file (.vcs).
- Open the .ics file you saved to disk. The schedule will automatically populate into the month selected.

Figure 2 – Download Instructions for Palm

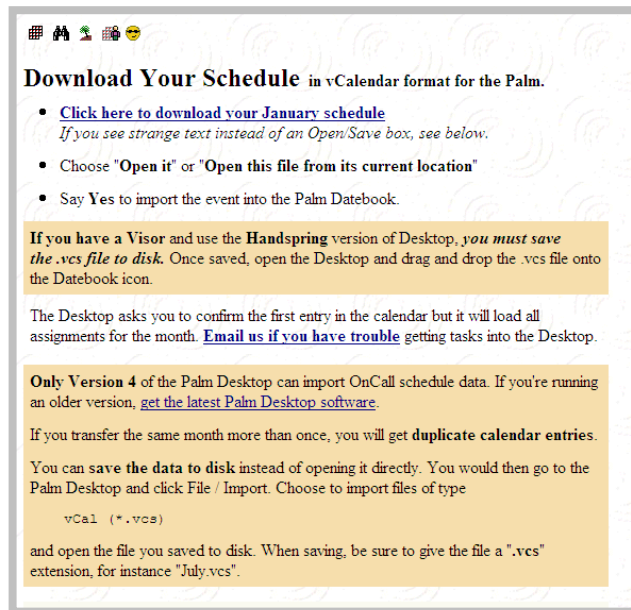
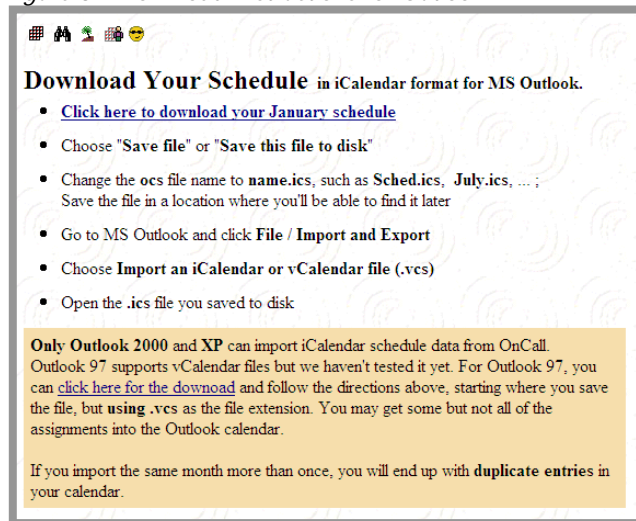


Figure 3 – Download Instructions for Outlook



Outlook 97 supports vCalendar files but they haven't been fully tested yet. For Outlook 97, you can [click here for the download](#) and follow the directions above, starting where you save the file, but **using .vcs** as the file extension. You may get some but not all of the assignments into the Outlook calendar.

**Palm PDA and MS Outlook Download Troubleshooting:** Still having trouble?  
Check some of the problem/solution suggestions below for an answer.

1. **If you have a Visor** and use the **Handspring** version of Desktop, ***you must save the .vcs file to disk***. Once saved, open the Desktop and drag and drop the .vcs file onto the Datebook icon.
2. The schedule won't open directly to the PDA or Outlook Calendars. You can first **save the data to disk** instead of opening it directly. You would then go to the Palm Desktop and click File / Import. Choose to import files of type vCal (\*.vcs) and open the file you saved to disk. When saving, be sure to give the file a **".vcs"** extension, for instance "July.vcs".
3. The shift times downloaded in either the Outlook or Palm Calendars don't match the shift times created in OnCall. Solution: make sure that the time zone setting on the computer matches that of the computer the schedule was created on.
4. If you use **Netscape** and get **strange text** instead of an Open/Save box, or if the Palm Desktop opens but does not import the events, click **Edit / Preferences** in Netscape and select **Applications** in the upper left. Scroll to **vCal Document** and click on it. Select Edit in the upper-right. In the **MIME Type** box, enter text/x-vCalendar. Click OK and try downloading again following the instructions above.
5. If you get strange text, [click here to download the schedule](#) and **save to disk**. Replace the OCS file name with something like "July.vcs". **Give the file a .vcs file extension** and save it. Find the file you saved on the Desktop or in Windows Explorer and double click on it. Or go to the Palm Desktop and click File / Import. Choose to open files of type **vCal (\*.vcs)** and find the file you downloaded.
6. Open the Palm Desktop. Go to the Tools menu and choose Options. Under the General tab there's a checkbox under "vCard/vCal File Association" that says "At startup, check to see if Palm Desktop is the default hander". Make sure that's checked and, if needed, click the "Make Default" button. You can now go ahead and go back to Step 1 to download the schedule and select "open it".
7. Go to the My Computer folder, open the Tools menu and choose Folder Options. Select the File Types tab and then scroll down to the vCal (.vcs) file type (all files types are listed in alphabetical order). Make sure that it opens with the Palm Desktop Application. If not, click on the Change Button and select Palm Desktop Application. Or you can click Advanced, choose the Open action, and click Edit. Under the "Application used to perform action", you will need to enter: "C:\Program Files\palmOne\Palm.exe".