



Printing Schedules

Website: www.amion.com

Contacts

Stuart Karon

Founder
Vermont Office
Product Development, Support,
Training

Email: stuart@amion.com

Tel: 802.649.1911

Carol Philips Cumming

Marketing Director
Maryland Office
Licensing, Sales, Implementation,
Support, Training

Email: carol@amion.com

Tel: 301.767.1675

OnCall's printing feature offers many options and flexibility for printing schedules and tables either directly from the **OnCall software** or from the [Amion.com website](http://www.amion.com). This guide will review each of the options for printing as well as provide examples of how formatting can enhance and customize the look of your printed schedules.

OnCall Software Printing Options:

Once your call schedule is complete, you may need to print the most current week, month or year. There are a few basic formatting functions that are necessary to customize before printing the schedule.

I. Schedule Content :


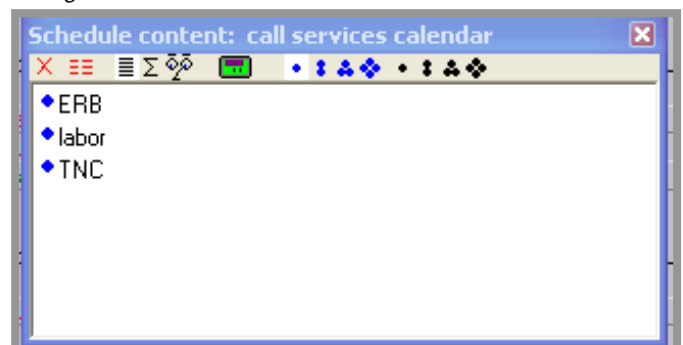
Each schedule includes a great deal of information that you may or may not want included in the printout. Or, you might find that there is too much information to fit on one page. The Schedule Content feature allows you to choose which rows of a schedule to display or hide. To activate the Schedule Content feature, click on the  icon in the toolbar. You will notice the box to the right appear (figure 1).

Figure 1 – Schedule Content Box



Along the top of the Content box, there are 8 buttons made up of 4 blue and 4 black dots • • • • • • • •. They represent 8 pages or subsets that you can configure. Each page you customize displays a subset of the full schedule. The page sets at amion.com are based on the pages you configure in the Content box.

Select Setup #1, the first single blue dot. This will be the default content display for the online schedules. It includes all of the services. Then click on Setup #2 (the double blue circle). You will notice that all the services reappear in the list. Click on the call services until you have the group of services you would like included in subset 2.

Hint: Remember to keep saving the file as you work through customizing your settings.

If you want all services to be displayed as the default, leave Setup #1 showing everything and configure the other page setups for your other services. The table and calendar formats have their own page content setups. If you want the same groupings for calendar and table format, switch the call schedule from calendar to table view and go through the same steps with the Content box.

In the first example below (figure 2), the setup content box for subset 1 includes all services. Likewise, the Calendar schedule also includes all services. If you were to print this schedule now, it would include all services available. Once saved and published, this view will also be an option for users to select at Amion.com.

In the next example (figure 3), the Setup Content subset 2 only includes two services, Labor Day and Labor Night. This configuration has been set using the 2nd subset (two blue dots). Every time you need to print or view just those services, you would select the two blue dots in Schedule Content.

Figure 2 – Setup #1 Example

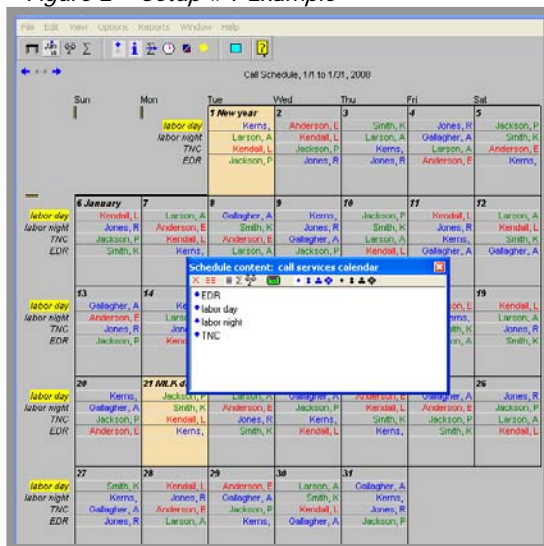
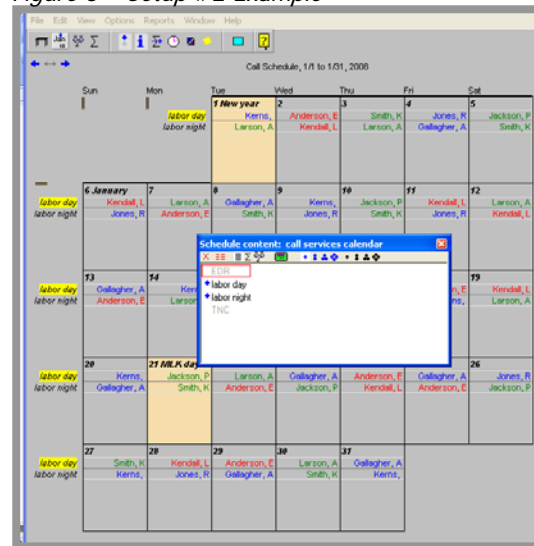


Figure 3 – Setup #2 Example



II. Set Day Range View Span


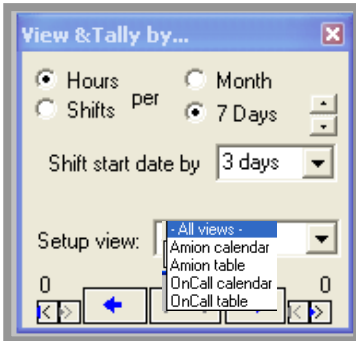
In addition to selecting which services to be displayed in the calendar or table view, you can also select which time range to be included. Click on the  icon at the in the toolbar. Or, you can select "View Span Settings" within the Window menu. The below box will appear (figure 4).

Figure 4 – View and Tally by....



The default calendar and table view in OnCall is the full calendar month. However, you may just want to view or print a week or two week span (figure 5). In addition, you can select the setup view to be all views, Amion.com Calendar, Amion.com Table, OnCall Calendar or OnCall Table.

Figure 5 – Sunday through Saturday View

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>labar day</i>	2 December Jackson, P	3 Smith, K	4 Jones, R	5 Anderson, E	6 Jones, R	7 Anderson, E	8 Kendall, L
<i>labar night</i>	Kerns,	Gallagher, A	Kerns,	Gallagher, A	Jackson, P	Gallagher, A	Kerns,
<i>TNC</i>	Larson, A	Larson, A	Larson, A	Kerns,	Larson, A	Larson, A	Jones, R
<i>EDR</i>	Kendall, L	Anderson, E	Kendall, L	Smith, K	Kendall, L	Jackson, P	Smith, K

III. Customize Titles

You can customize the title of any schedule or view, including subset views, in OnCall. Custom titles created in OnCall will appear at amion.com once published. Once you customize a title, amion.com uses the first 15 or 20 characters to label the page in the drop-down selector that lets people choose which page to display.

Open your schedule in OnCall and select the subset within the schedule content box page you want to title. Above the schedule and below the main toolbar, you should see the default title (figure 6). If you don't, go to the View menu and turn on Page title onscreen. Once saved and published, the title will also appear at Amion.com (figure 7).

Click on the title to customize it. When editing, note that the dates appear as %1, %2 and %y. You should use these date macros in your new title as though they are real dates. Hit Enter or click outside the title area when you've finished editing, and OnCall will replace the date macros with information from the current schedule. Here's a list of all the available date macros:

- %1 Begin date of the schedule
- %2 End date of the schedule
- %y Year
- %m Month name (January, February, etc.)
- %r Rotation / block # (only applies to resident schedules)

If you edit a title and later want to return to the default, click on the text and delete every character. Hit Enter and OnCall restores the default title to the page.

Figure 6 – Customized Title in OnCall

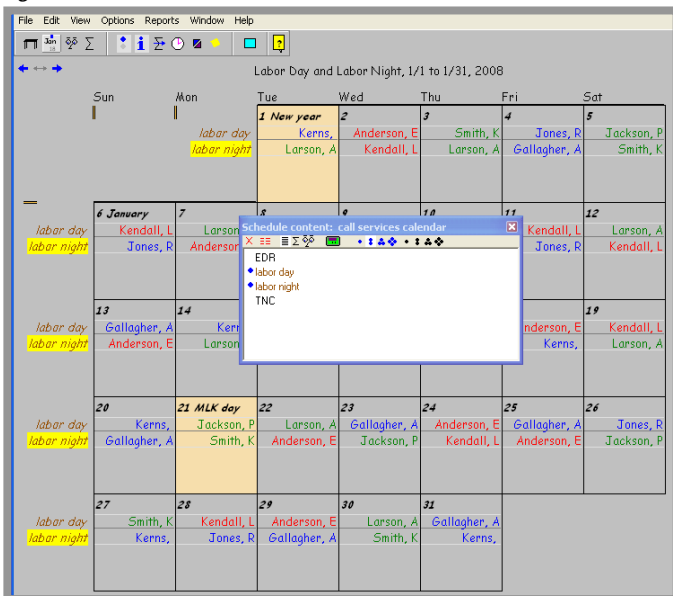
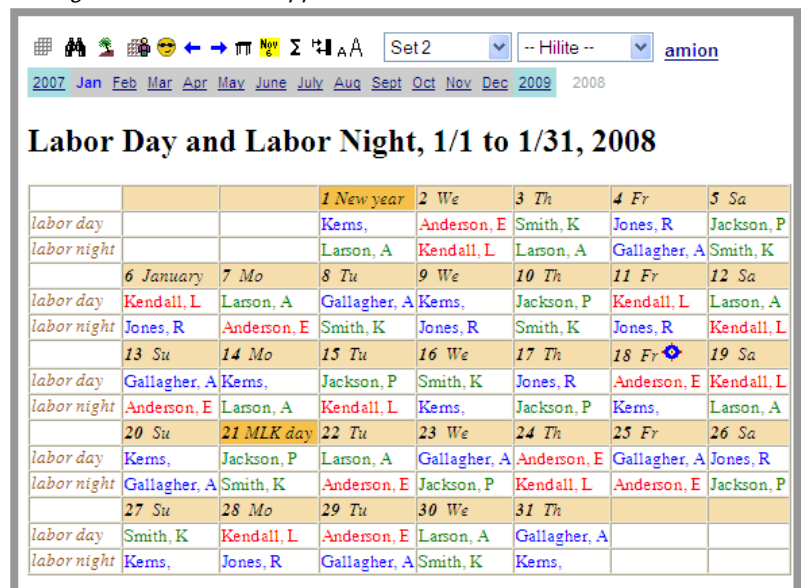


Figure 7 – How Title Appears at Amion.com



IV. Change Font Style and Text Size

The font style and text size can be customized for calendar or table views. Once you change the font and/or text size it will change for all views. The font style and text size you select will also be represented in the printouts. However, they will not be displayed at amion.com, rather a standard font style and size will be displayed.

Within the "Window" Menu, select "Font". Below are two examples of different font types selected for both Calendar and Table formats (figures 8 and 9).

Figure 8 – Font Style Change to Comic Sans MS

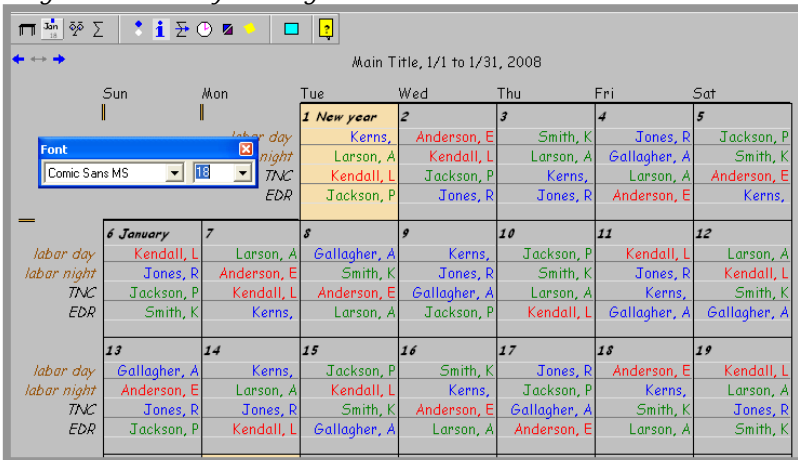


Figure 9 – In Table Format

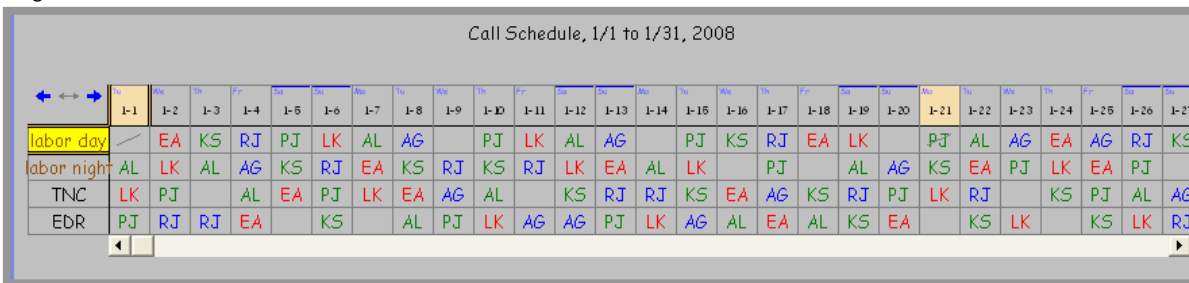
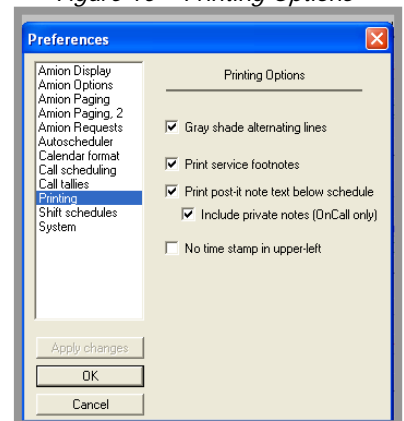


Figure 10 – Printing Options



V. Printing Calendars and Tables from OnCall

General Preferences: Once you have customized your schedule or table, you are ready to print. OnCall has a series of printing options available in the "Preferences" option found within the "File" Menu (figure 10). The printing options include (1) Gray Shading for Alternative Lines, (2) Print Service Footnotes, (3) Print Post-It-Notes below Schedule, and (4) Time Stamp. Select that options that apply and click "OK".

Print Preview: Before you print, click on "Print Preview" within the File Menu. Here, you can Enlarge or Shrink the size of your schedule or table. Below is an example of the difference in appearances between a "shrunk" view (figure 11) versus one that was "enlarged" (figure 12). The examples will print exactly as they are seen on the screen.

Figure 11 – Shrunk Print View

Figure 12 – Enlarged Print View

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New year	2	3	4	5
	labor day	Kerns, Anderson, E	Smith, K	Jones, R	Jackson, P	
	labor night	Larson, A	Kendall, L	Larson, A	Gallagher, A	Smith, K
	TNC	Kendall, L	Jackson, P	Larson, A	Anderson, E	Anderson, E
	EDR	Jackson, P	Jones, R	Jones, R	Anderson, E	Kerns,
6 January	7	8	9	10	11	12
labor day	Kendall, L	Larson, A	Gallagher, A	Kerns,	Jackson, P	Kendall, L
labor night	Jones, R	Anderson, E	Smith, K	Jones, R	Smith, K	Jones, R
TNC	Jackson, P	Kendall, L	Anderson, E	Gallagher, A	Larson, A	Kerns,
EDR	Smith, K	Kerns,	Larson, A	Jackson, P	Kendall, L	Gallagher, A
13	14	15	16	17	18	19
labor day	Gallagher, A	Kerns,	Jackson, P	Smith, K	Jones, R	Anderson, E
labor night	Anderson, E	Larson, A	Kendall, L	Kerns,	Jackson, P	Kerns,
TNC	Jones, R	Smith, K	Anderson, E	Gallagher, A	Smith, K	Jones, R
EDR	Jackson, P	Kendall, L	Gallagher, A	Larson, A	Anderson, E	Larson, A
20	21 MLK day	22	23	24	25	26
labor day	Kerns,	Jackson, P	Larson, A	Gallagher, A	Anderson, E	Gallagher, A
labor night	Gallagher, A	Smith, K	Anderson, E	Jackson, P	Kendall, L	Anderson, E
TNC	Jackson, P	Kendall, L	Jones, R	Kerns,	Smith, K	Jackson, P
EDR	Anderson, E	Kerns,	Smith, K	Kendall, L	Kerns,	Smith, K
27	28	29	30	31		
labor day	Smith, K	Kendall, L	Anderson, E	Larson, A	Gallagher, A	
labor night	Kerns,	Jones, R	Gallagher, A	Smith, K	Kerns,	
TNC	Gallagher, A	Anderson, E	Jackson, P	Kendall, L	Jones, R	
EDR	Jones, R	Larson, A	Kerns,	Gallagher, A	Jackson, P	

Each page calendar or table needs to be printed separately. So, if you have 3 months of schedules to print, you will need to print the first month, second month and third month separately.

V. Printing Calendars and Tables from Amion.com

As with OnCall, there are a number of different options for printing online schedules at Amion.com. Before printing, the user can select (1) calendar or table view, (2) the subset or services to view, (3) name to highlight and (4) the font size. Below is the Amion.com toolbar that the formatting options (figure 13). Any of the options can be printed (i.e. table, calendar, subsets, who's on call, month, etc.).

Figure 13 – Amion.com Toolbar

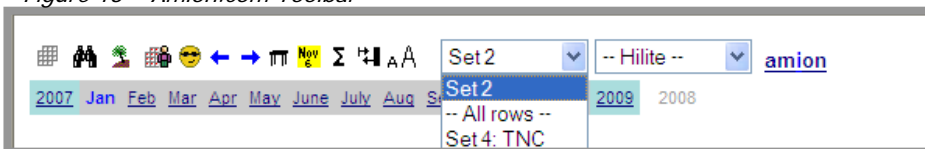


Figure 14 – Subset 1

2007 Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec 2009 2008

Set 1 -- Hilite -- amion

ALL SERVICES, 1/1 to 1/31, 2008

	1 New year	2 We	3 Th	4 Fr	5 Sa
labor day	Kerns,	Anderson, E	Smith, K	Jones, R	Jackson, P
labor night	Larson, A	Kendall, L	Larson, A	Gallagher, A	Smith, K
TNC	Kendall, L	Jackson, P	Kerns,	Larson, A	Anderson, E
EDR	Jackson, P	Jones, R	Jones, R	Anderson, E	Kerns,
6 January	7 Mo	8 Tu	9 We	10 Th	11 Fr
labor day	Kendall, L	Larson, A	Gallagher, A	Kerns,	Jackson, P
labor night	Jones, R	Anderson, E	Smith, K	Jones, R	Kendall, L
TNC	Jackson, P	Kendall, L	Anderson, E	Gallagher, A	Larson, A
EDR	Smith, K	Kerns,	Larson, A	Jackson, P	Kendall, L
13 Su	14 Mo	15 Tu	16 We	17 Th	18 Fr
labor day	Gallagher, A	Kerns,	Jackson, P	Smith, K	Jones, R
labor night	Anderson, E	Larson, A	Kendall, L	Kerns,	Jackson, P
TNC	Jones, R	Jones, R	Smith, K	Anderson, E	Gallagher, A
EDR	Jackson, P	Kendall, L	Gallagher, A	Larson, A	Anderson, E
20 Su	21 MLK day	22 Tu	23 We	24 Th	25 Fr
labor day	Kerns,	Jackson, P	Larson, A	Gallagher, A	Anderson, E
labor night	Gallagher, A	Smith, K	Anderson, E	Jackson, P	Kendall, L
TNC	Jackson, P	Kendall, L	Jones, R	Kerns,	Smith, K
EDR	Anderson, E	Kerns,	Smith, K	Kendall, L	Kerns,
27 Su	28 Mo	29 Tu	30 We	31 Th	
labor day	Smith, K	Kendall, L	Anderson, E	Larson, A	Gallagher, A
labor night	Kerns,	Jones, R	Gallagher, A	Smith, K	Kerns,

In the example to the left (figure 14), Subset #1 was selected (which includes all services).

In the below example left (figure 15), Subset #2 was selected (which includes 2 services), and a name was highlighted (R. Jones). In addition, the font size was reduced. In the below example right (figure 16), the schedule for K. Smith in January was selected. Each of these options can be printed.

Figure 15 – Subset 2

2007 Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec 2009 2008

Set 2 Jones, R amion

Labor Day and Labor Night, 1/1 to 1/31, 2008

	1 New year	2 We	3 Th	4 Fr	5 Sa
abor day	Kerns,	Anderson, E	Smith, K	Jones, R	Jackson, P
abor night	Larson, A	Kendall, L	Larson, A	Gallagher, A	Smith, K
6 January	7 Mo	8 Tu	9 We	10 Th	11 Fr
abor day	Kendall, L	Larson, A	Gallagher, A	Kerns,	Jackson, P
abor night	Jones, R	Anderson, E	Smith, K	Jones, R	Kendall, L
13 Su	14 Mo	15 Tu	16 We	17 Th	18 Fr
abor day	Gallagher, A	Kerns,	Jackson, P	Smith, K	Jones, R
abor night	Anderson, E	Larson, A	Kendall, L	Kerns,	Jackson, P
20 Su	21 MLK day	22 Tu	23 We	24 Th	25 Fr
abor day	Kerns,	Jackson, P	Larson, A	Gallagher, A	Anderson, E
abor night	Gallagher, A	Smith, K	Anderson, E	Jackson, P	Kendall, L
27 Su	28 Mo	29 Tu	30 We	31 Th	
abor day	Smith, K	Kendall, L	Anderson, E	Larson, A	Gallagher, A
abor night	Kerns,	Jones, R	Gallagher, A	Smith, K	Kerns,

abor night 6:00 pm - 7:30 am

Figure 16 – Schedule for Individual

2007 Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec 2009 2008

amion

Schedule for Smith, K, January 2008

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

VI. Print Preview Options for Calendars and Tables from Amion.com

There are also numerous printing options within the Print Preview feature at Amion.com. In the below example (figure 17), the page is set to landscape and the print size is 150%.

