

Access and understand the On Call Providers page - Admin Panel

Purpose: Help you reach the On Call Providers screen and understand what is on it.

Where to find this

1. Sign in to the **Phone Copilot** Admin.
2. In the left menu, under **Organization Settings**, select **On Call Providers**.

What you see

- A table with columns for **No.**, **Name**, **Email**, and **Mobile**.
- A **Search** box at the top of the table to quickly find a provider.
- A **Select Organization** dropdown to switch the organization context.
- An **Add New** button on the top right to create a provider.
- For each row, two action icons on the right:
 - A **green Edit** icon to update a provider.
 - A **red Delete** icon to remove a provider.

Result

You are ready to add, edit, delete, or search for on-call providers.

Tips / Good practices

- Confirm you are on the correct organization using **Select Organization** before making changes.
- Use the **Search** box to avoid editing the wrong person.
- Review the list after any change to confirm the update is visible.

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