Create a Recurring On-call Schedule - Admin Panel

Purpose: Automate repeating coverage such as weekdays or weekends.

Steps

1. Open **Default Schedules** and select **Recurring Schedule**.
2. Select **From Date** and **To Date** to define the period where the pattern applies.
3. Enter **From Time** and **To Time** for each day the pattern runs.
4. Set **Repetition** (Daily, Weekly pattern, or similar options shown in the list).
5. Choose **Send Alert To** and **Alert Preferences**.
6. Select **Select Call Type** to target the right categories.
7. Select **Save Recurring Schedule**.

Examples

- Weekdays 09:00 to 17:00 covered by Team A.
- Weekends 09:00 to 17:00 covered by Team B.
- Nights 17:00 to 09:00 covered by Hospitalist rotation.

Tips and good practices

- Use multiple recurring entries to model different day parts.
- Keep the date range aligned with staffing rosters.
- Review the Calendar to confirm the recurring pattern fills all required days.

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