Verify On-call Coverage Using Calendar and Table View - Admin Panel

Purpose: Provide a quick checklist to ensure every after-hours call is routed.

Steps

1. In **Calendar** view, scan each day and night band for entries. Hover items to confirm the right person, call type, and alert group.
2. In **Table** view, sort by **From Date Time** and **Call Type** to look for missing periods.
3. Confirm that **Fallback Schedule** is present and active.
4. If you find a gap, create a one-time schedule or adjust a recurring schedule.
5. After changes, refresh the view and recheck.

Tips and good practices

- Review the next four weeks each Friday.
- Keep a visible checklist of required call types for your practice.
- Use recurring entries to prevent common gaps such as weekends and nights.

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