

# SimboDIYAS Workflow Customization: Manage the Doctor List for Announcements - Admin Panel

## Purpose

Add and maintain the doctors that the Copilot can announce or route to.

## Steps

1. Open **Admin** → **Answering Service Management** → **Configurations** → **Edit**.
2. When you enable any of the "doctors taking their own calls" -> In **Doctor List**, enter the following for each doctor:
  - First name
  - Last name
  - Email
  - Phone number
3. Use the add button to include additional doctors or the remove button to delete one.
4. Click **Save**.

## Notes

- The list powers the **Own Calls Providers** announcements.
- Only include doctors who are available to take calls according to your on-call policy.

## Tips and good practices

- Review and update the list before each new on-call rotation.
- Verify phone numbers and escalation preferences with each doctor.
- Remove inactive doctors to keep menus short for callers.

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