1. **SimonWeb**

   1.1. **SimonWeb Users - A to Z Training**

   - **Paging** 11:14 How to send a page
   - **Page Logs** 1:12 How to view pages that you have sent to others via SimonWeb
   - **Active Messages** 1:29 How to view your own "stored messages"
   - **Archived Messages** 1:08 How to view your own "pages" (messages that have been sent to your pager)
   - **Change Status** 1:51 How to change your status
   - **Exception and Referral** 5:40 How to refer your pages to a cell phone or another phone type
   - **On Call Today** 3:23 How to view a list of who is currently on call for department
   - **Search** 7:24 How to access quick search options
   - **Global Search** 8:14 How to search for people, departments and on call calendars all at once
   - **Directory** 3:30 How to update your Emory issued cell phone number
   - **Directory Search** How to search for data in Emory corporate directories, page and/or email from SimonWeb

   1.2. **On Call Calendar Schedulers - A to Z Training**

   - **Person Assignment** 2:36 How to assign a single person to multiple calendars
   - **Scheduler Assignment** 8:04 How to schedule on call assignments in a list format
   - **Multiple Assignments** 4:49 How to assign multiple people to multiple calendars at one time
   - **Block Assignment** 11:20 How to schedule on call assignments in a calendar format
   - **Calendar Assignment** 5:58 How to schedule on call assignments
   - **On Call History** 2:01 How to view a history of on call assignments

   1.3. **SimonWeb Bridge Training**

   - **Smart Web Directory Search** 5:53 How to search for data in Emory corporate directories, page and/or email from SimonWeb
Smart Web Global Search 3:36 How to search for people, departments and on call calendars all at once

Smart Web On Call Admin - Calendar Assignment 4:22 How to schedule on call assignments

Smart Web On Call Admin - Person Assignment 3:04 How to assign a single person to multiple calendars

Smart Web On Call Admin - Block Assignment 6:12 How to schedule on call assignments in a calendar format

Smart Web On Call Admin - Multiple Assignment 2 2:50 How to assign multiple people to multiple calendars at one time

Smart Web On Call Admin - Scheduler Assignment 5:03 How to schedule on call assignments in a list format

Smart Web Overall Information 2:01 SimonWeb Overview

Smart Web Personal Profile 3:30 How to view logs of pages sent and received, update Emory issued cell number, update status, coverage and/or referral

Smart Web Paging 4:34 How to send a page

Smart Web On Call Users 9:20 How to view on call calendars

1.4. SimonWeb: PDF User Guide

Tip Sheet: On Call Calendar Admin

Tip Sheet: Smart Web 4.7

Tip Sheet: Smart Speech and VRU

Smart Web Pocket Guide

QR Smart Web Paging

Smart Web Personal Profile

Users Guide Smart Web 4.7

Smart Web Mobile Wireless