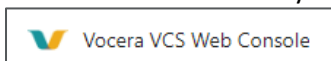# Web Console

Web Console enables you to communicate using Vocera on a computer with all of the same functionality available on a mobile device.

Launch the Software

1. On NMI, click on the waffle in the top left corner to access the apps.

2. Click on the shortcut on your apps to launch Vocera VCS.

3. Log into the Web Console with your NM user name and password.

4. Or visit **https://vcs.nm.org/.**

Send and Receive Secure Messages to Individuals or Groups

1. Go to Secure Messages.
2. Use the search box to search for messages by sender, recipient, subject or keyword (in the message subject).
3. Click the pencil icon to compose a message.
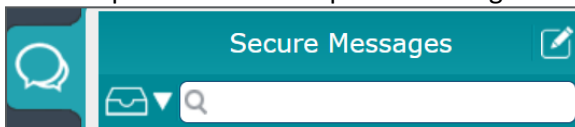
4. Select New Text or a template name to start a new text.
5. Type the recipient's name in the To field, or select Add Participant to select a user or group from Contacts.

   NOTE: If a recipient is having messages forwarded to another contact, that contact is automatically added to the list of recipients when the message is sent.

6. Adding a subject line is helpful.
7. Type your message in message field (required for the message to send).

Additional Message Options
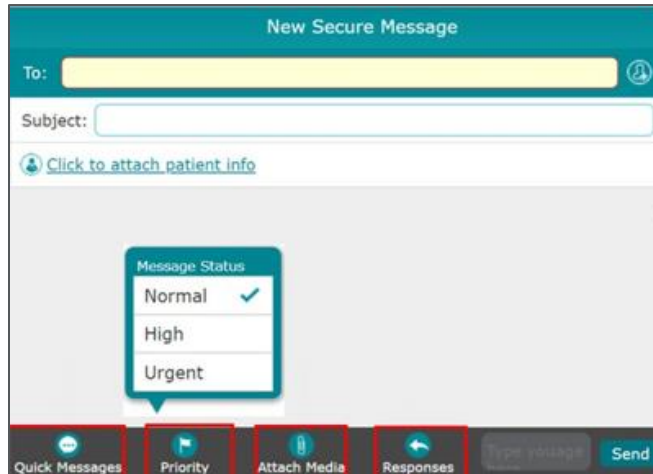
- Attach media to message: Image files can be attached from existing files on your computer. A Thumbnail appears in the conversation.
- Set response options: You can request the system to send a message to you if no one has responded within a time you specify. If the sender has specified a time limit for a response, and the time limit has expired, this will be indicated in the conversation.
- Quick message: You can create a quick message for use in the message conversations. You can also edit a quick message that you have created.

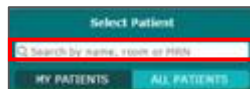## Attach Patient Information to a Message

- Select **Click to attach patient info** to see the patients list.

- Choose from **My Patients** or **All Patients**.

- Use the search bar to eliminate the need to scroll.

- Patient information shows **Name, Location, DoB,** and **Calculated age**.
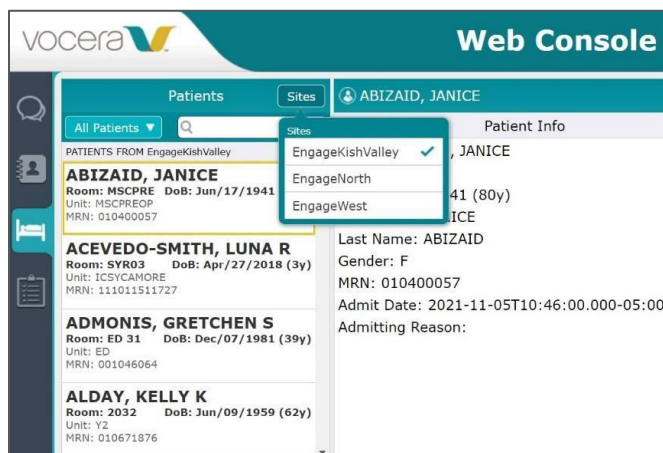

- Once a message is sent with patient information, it cannot be removed from the message.

## Add Someone to an Existing Text String

1. Click the information button ⓘ.
2. Click Add Participant. The Select Recipients dialog box appears.
3. Select the Favorites tab to display favorites only, or select the Contacts tab to display all contacts.

The Patient Tab

- Make sure you are connected to the correct server to see you patients.
- The SITES link to look up patients is different from the SITES link to look up Contacts.
- Select "All Patients."
- Select EngageKishValley for patients at Kishwaukee Hospital and Valley West Hospital, EngageNorth for Lake Forest Hospital, and EngageWest for Central DuPage Hospital and Delnor Hospital.
- Choose an alternate region by tapping it, then tap the back arrow and retry your search.
- The patient list will appear in the left column. The care team appears in the right column.
- You can send a text to individual care team members or select "Text Care Team" to reach all of a patient's care team at once.

View Alarms that Contain Patient Information
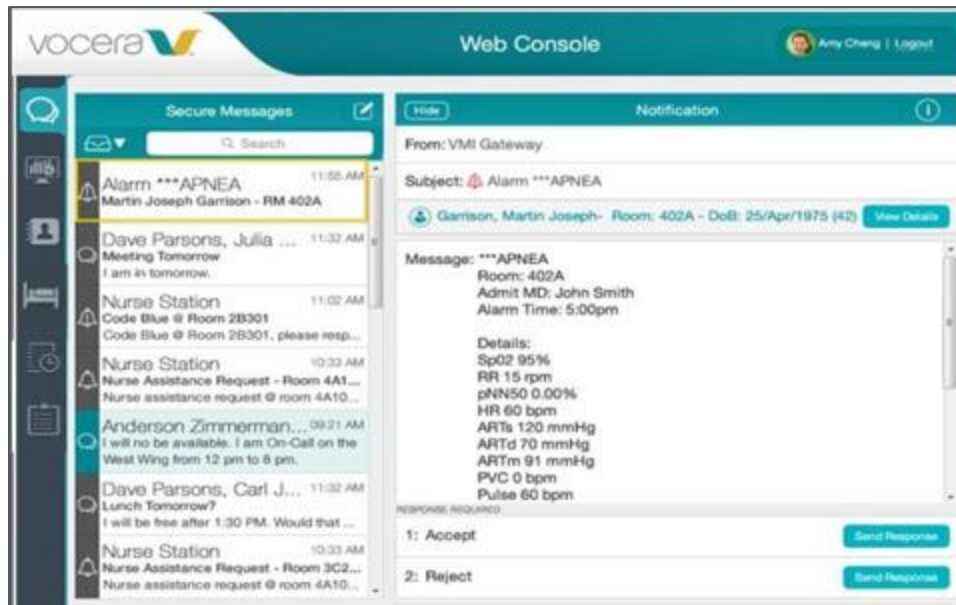
- Select the **alarm** in the left pane to display details in the right pane.
- View patient information such as name, location, DoB, age and vitals.
- A response is required: choose Accept or Reject.
- Messages and alarms that appear in the Web Console are the same ones you will see in the Vocera app.