

# Scheduler Management Console


The Scheduler Management Console allows you to remotely schedule a data collection and upload for one or more practices in your catchment. At the moment, we have two different types of schedules that we can create on MyPEN.

- Bulk Configuration - for PHN staff
- Practice Level Schedule - for PEN CS support

Bulk Configuration is for one or more practices at a time where as Practice Level Schedule is created when Scheduler is installed by PEN CS support staff. Please note that the practice level schedule is not visible in the scheduler console and can only be configured/changed by PEN CS support staff.



If you are planning to create a bulk configuration please contact PEN CS support prior to applying it, as it may conflict with an existing schedule created by PEN CS. Also please note that you can disable bulk schedules you created, but you can't delete them, so there will be a history of your bulk schedules.



### Sign In

Username: \*

vamsi.madala@pencs.com

Password: \*

\*\*\*\*\*

Log In

[Create new account](#)

[Account recovery/password reset](#)

Login in to [My PEN Portal](#) and this will by default will show your organisation page on My PEN.

## Organisation - PHN-Test-A

[Up to Parent Organisation](#)

Warning! You do not belong directly to this Organisation

[Go to Primary Health Network Portal](#)  
[Go to SMS Portal](#)

Organisation Name *	<input type="text" value="PHN-Test-A"/>
Cross Reference Number	<input type="text" value="ref number"/>
Street Address *	<input type="text" value="Street A"/>
Suburb *	<input type="text" value="Suburb A"/>
State *	<input type="text" value="New South Wales"/>
Postcode *	<input type="text" value="2000"/>
Phone *	<input type="text" value="02 9506 3200"/>
Fax	<input type="text" value="fax"/>
Clinical Software *	<input type="text" value="None"/> <span>Not verified</span>
Billing/Appointment Software *	<input type="text" value="None"/> <span>Not verified</span>
Parent Organisation	<input type="text" value="PEN CS Pty Ltd"/>
Status ?	<input checked="" type="checkbox"/> Is Active

[Save changes](#)

[Delete Organisation](#)

Click on "Go to Primary Health Network Portal "and this will take you to your organisations scheduler management console on MY PEN.

[Up to Parent Organisation](#)












Warning! You do not belong directly to this Organisation

[Go to Primary Health Network Portal](#)  
[Go to SMS Portal](#)

Organisation Name *	<input type="text" value="PHN-Test-A"/>
Cross Reference Number	<input type="text" value="ref number"/>
Street Address *	<input type="text" value="Street A"/>
Suburb *	<input type="text" value="Suburb A"/>
State *	<input type="text" value="New South Wales"/>
Postcode *	<input type="text" value="2000"/>
Phone *	<input type="text" value="02 9506 3200"/>
Fax	<input type="text" value="fax"/>
Clinical Software *	<input type="text" value="None"/> <span>Not verified</span>
Billing/Appointment Software *	<input type="text" value="None"/> <span>Not verified</span>
Parent Organisation	<input type="text" value="PEN CS Pty Ltd"/>
Status ?	<input checked="" type="checkbox"/> Is Active






[Save changes](#)

[Delete Organisation](#)

<div> <div>MyPEN</div> <div> <a href="#">Store</a> <a href="#">My Orgs</a> <a href="#">QSearch</a> <a href="#">Support</a> <a href="#">Reports</a> <a href="#">Dashboard</a> <a href="#">Schedule Setup</a> </div> </div>				
Practice Dashboard - PHN-Test-3.3-A				
<div> <div>Search Practice</div> <div>Q</div> </div>				
Practice Name	X Offline	Last Month	Current Month	Next Month
Totals		8	4	2
Success 		4	2	
Pending 			2	
Failed 		4		
Started 				
Not Yet Due				2
Offline 		30		
1.Jyoti_Practice	0		 Offline	
AFTestTopbar	2		 Offline	
Arthi BP Test Org	3			
Arthi HCH Test	0			
Arthi MD Clinic	0			
arthi md loc	0			
Arthi Sky	0			
Arthi Sky org	0			
Arthi Support org	0			
Arthi Test 2	8	 14/01/2019	 14/02/2019  Offline	
Arthi Zedmed Clinic	0			
Arthi Zedmed Test Org	3	 01/01/2019		

#### Dashboard:

This screen is called Practice Dashboard or Dashboard and in here you will be able to see all of your licensed practices, the number of practices who have successfully completed the collection, how many are pending, started, failed and offline.

Practice Dashboard - PHN-Test-3.3-A				
<div> <div>Search Practice</div> <div>Q</div> </div>				
Practice Name	X Offline	Last Month	Current Month	Next Month
Totals		8	4	2
Success 		4	2	
Pending 			2	
Failed 		4		
Started 				
Not Yet Due				2
Offline 		30		

Practice Dashboard: A view by practice of the schedule submission status for

- Last Month
- Current Month
- Next Month
- Number of times a practice has gone Offline

- **Totals:** will display the number of practices with Scheduler for Last Month, Current Month and Next Month.
- **Success:** will display the number of practices with Scheduler and out of those that successfully performed the collection for Last Month, Current Month and Next Month.

- **Pending:** will display the number of practices with Scheduler and out of those that are still pending or awaiting for collect to complete but started the collect.
- **Failed:** will display the number of practices with Scheduler and out of those that started to collect but failed to complete the collect.
- **Started:** will display the number of practice with Scheduler and out of those that started the collect.
- **Not Yet Due:** will display the number of practices with Scheduler and out of those that are not yet due for a collect.
- **Offline:** will display the number of practices with Scheduler and the number of times it has been offline since scheduler installation.

Any practices that are offline will not run any collects scheduled as part of Bulk Schedule created on MyPEN or as individual schedules.  
The traffic light system is used to display

**Success (green)**















**Pending (orange)**

**Failure (red)**

**Warning (where offline)**

**Practices not submitting greyed out**

If you have lot of practices, you can scroll down and can select the next page count to view the list of practices.

Practice Name	X Offline	Last Month	Current Month	Next Month
Totals		8	4	2
Success 		4	2	
Pending 			2	
Failed 		4		
Started 				
Not Yet Due				2
Offline 		30	How many time a prticular practice went offline	
1Jyoti_Practice	0		 Offline	
AFtestTopbar	2		 Offline	
Arthi BP Test Org	3			
Arthi HCH Test	0			
Arthi MD Clinic	0			
arthi md loc	0			
Arthi Sky	0			
Arthi Sky org	0			
Arthi Support org	0			
Arthi Test 2	8	 14/01/2019	 14/02/2019  Offline	
Arthi Zedmed Clinic	0			
Arthi Zedmed Test Org	3	 01/01/2019		
Ash Test Sch Clinic	0			
ash.bp	0			
ash.md	1		 Offline	
Ash.sched	0		 Offline	
ash.sky	0		 Offline	

#### Schedule Setup:

To schedule a collection/upload click on the 'Schedule Setup' tab on top of your screen:

Store	My Orgs	Search	Support	Reports	Dashboard	Schedule Setup
-------	---------	--------	---------	---------	-----------	----------------

Practice Dashboard - PHN-Test-3.3-A				
<input type="text" value="Search Practice"/> <input type="button" value="Q"/>				
Practice Name	X Offline	Last Month	Current Month	Next Month
Totals		8	4	2
Success		4	2	
Pending			2	
Failed		4		
Started				
Not Yet Due				2
Offline		30		
1.Jyoti_Practice	0		Offline	
AFtestTopbar	2		Offline	
Arthi BP Test Org	3			
Arthi HCH Test	0			
Arthi MD Clinic	0			
arthi md loc	0			
Arthi Sky	0			
Arthi Sky org	0			
Arthi Support org	0			
Arthi Test 2	8	14/01/2019	14/02/2019  Offline	

The 'Schedule Setup' tab will show you a list of practices not submitting are greyed out, also practices without Scheduler will be shown as Not Deployed and greyed out.

Practice Name	Schedules
	<div>Status</div> <div>Custom</div>
AF.Topbar	
AFMDtopbar	
Ash bp prac	Not Deployed
Ash Bp Win10	Not Deployed
Ash Topbar test - BP	
Ash Zedmed version 26	Not Deployed
Ashwini Test Dental Clinic	Not Deployed
audit	Not Deployed
BP LinkedEHR Test Clinic	
BP.prac Topbar	Not Deployed
bp.zedmed	Not Deployed
BP_Prac_Jo	
deepti.test2	Not Deployed
Eph Organisation	Not Deployed
Eph Organisation A	Not Deployed
Eph Organisation B	Not Deployed
Eph Organisation C	Not Deployed
Eph Organisation D	Not Deployed
Jo.Sky_TestClinic	





Once the schedule is saved, the dashboard will be present the created bulk schedule/schedules.

Schedule Setup - PHN-Test-A

Search Practice

Q

Show Disabled Schedules

ON

Add Schedule

Practice Name

Schedules

	Status	Custom	<div>PHN Monthly Schedule</div> <div>Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec</div> <div>1st at 03:04 AM</div> <div>EditPractices</div>
AF:Topbar			
AFMDtopbar			
Ash bp prac	Not Deployed		
Ash Bp Win10	Not Deployed		
Ash Topbar test - BP			
Ash Zedmed version 26	Not Deployed		
Ashwini Test Dental Clinic	Not Deployed		
audit	Not Deployed		
BP LinkedEHR Test Clinic			
BP.prac Topbar	Not Deployed		
bp.zedmed	Not Deployed		
BP_Prac_Jo			

You can click on Edit on the newly created bulk schedule to modify or for update.

When you click on "Practices" link, you will see a list of all the practices with their scheduler status. Practices who are doing a manual submission will be listed as such only if PEN CS support is aware of their manual submission. Support can set the status to 'manual' which will be reflected here.



## Practices

<input type="checkbox"/>	Artni Zedmed Clinic	Not Deployed
<input type="checkbox"/>	Arthi Zedmed Test Org	Scheduled Submission
<input type="checkbox"/>	Ash Test Sch Clinic	Not Deployed
<input type="checkbox"/>	ash.bp	Not Deployed
<input type="checkbox"/>	ash.md	Scheduled Submission
<input type="checkbox"/>	Ash.sched	No Collection
<input type="checkbox"/>	ash.sky	Scheduled Submission
<input type="checkbox"/>	Ash.zedmedv24	Scheduled Submission
<input type="checkbox"/>	Ash_new clinic	Not Deployed
<input type="checkbox"/>	ash_reg.bp	Scheduled Submission
<input type="checkbox"/>	Ashwini Diet Practice	Not Deployed
<input type="checkbox"/>	Ashwini Test Clinic	Not Deployed
<input type="checkbox"/>	Ashwini Test D Clinic	Scheduled Submission
<input type="checkbox"/>	Ashwini Win12 Clinic	Scheduled Submission
<input type="checkbox"/>	Ashwini Yoga Practice	Manual Submission
<input type="checkbox"/>	Ashwini ZM Win12 Clinic	Scheduled Submission
<input type="checkbox"/>	BP LinkedEhr backup org	Not Deployed
<input type="checkbox"/>	BPnew	Not Deployed
<input type="checkbox"/>	Chanel_MD	Not Deployed
<input type="checkbox"/>	ChanelMd	Not Deployed

Save

Cancel

**Status:** It defines the current state of Scheduler at practice level and as per the image we have few different status

**Scheduled Submission:** Practice is on V3 and is scheduled for submission via bulk schedule created on MY PEN.

**Not Deployed:** Practice is currently don't have Scheduler installed

**No Collection:** Practice / PHN informed that the practice choose not to submit the data and hence practice is marked as not submitting data.

**Manual Submission:** Practice / PHN informed that the practice choose to submit the data manually and they have either scheduler installed/not installed.

**Note:** Currently, Scheduler is compatible with only MD3, BP, Zedmed, Communicare and soon Genie (April 2019). Where the practice uses any other CIS apart from those mentioned, they need to submit the data manually.

**Offline:** Currently, Scheduler installed at the practice is offline and this needs to be investigated and get it turned back on.



**Note to PHN planning to use this document to create a bulk schedule:**

Currently, all your practices on Scheduler will have practice level schedule scheduled by PEN CS based on the PHN request. Before you can create any bulk schedule on MyPEN using the Scheduler Management Console all the practice level schedules need to be made inactive. Please advise the PEN CS support team in writing to [support@pencs.com.au](mailto:support@pencs.com.au) about the planned schedule and you can request have all practice level schedules disabled. Once the practice level schedules are disabled you can go ahead and create a bulk schedule to Collect/Submit.