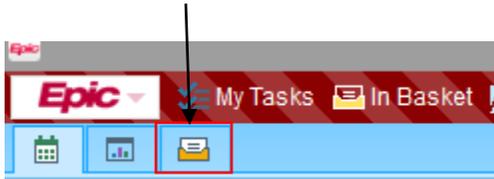


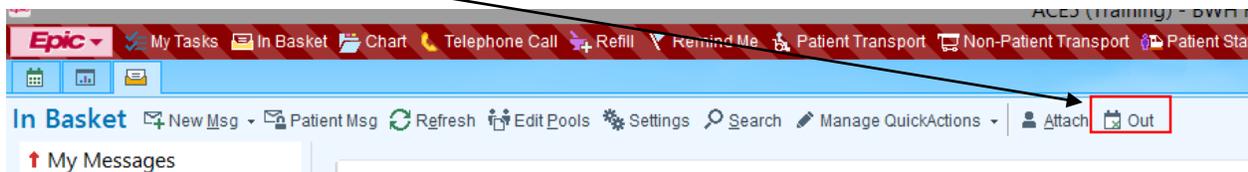
Ambulatory Nurse 300

Out of Office (In-Basket)

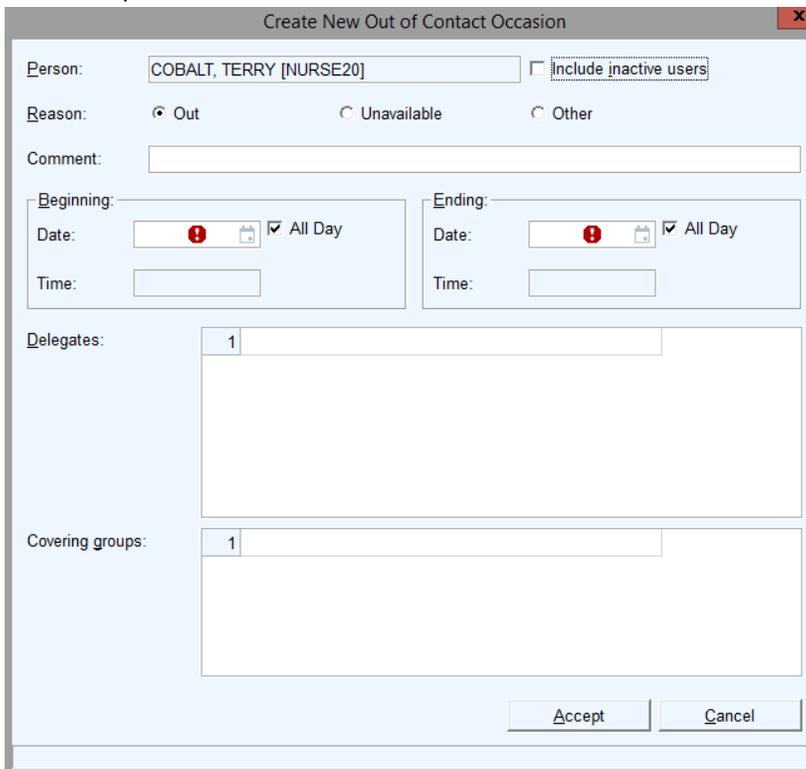
1. Click on your In-basket activity, top left corner under the Epic button



2. Click on **Out** from your in-basket toolbar



3. Click **+New** bottom left to create a new out of office message.
4. Complete the red hard stops (red are required fields) **Beginning Date**, **Ending Date**
5. Add a Delegates and/or Covering group/s
6. Click Accept when done

A screenshot of the 'Create New Out of Contact Occasion' dialog box. The dialog has a title bar with a close button. It contains the following fields and options:

- Person: COBALT, TERRY [NURSE20] (with a dropdown arrow) and an unchecked checkbox for 'Include inactive users'.
- Reason: Radio buttons for 'Out' (selected), 'Unavailable', and 'Other'.
- Comment: A text input field.
- Beginning: A section with 'Date' (input field with a red exclamation mark and a calendar icon), 'Time' (input field), and a checked 'All Day' checkbox.
- Ending: A section with 'Date' (input field with a red exclamation mark and a calendar icon), 'Time' (input field), and a checked 'All Day' checkbox.
- Delegates: A list box containing the number '1'.
- Covering groups: A list box containing the number '1'.
- Buttons: 'Accept' and 'Cancel' at the bottom right.

7. Close the workspace, click exit bottom right.