

Scheduling Solution User Guide: Google Calendar (Funeral Service Providers and Crematoriums)

This guide will demonstrate how to access the Google Calendar (GC) to view which Coroner is scheduled to receive Cremation/Out of Province body Shipment (C/OP) Certificate request. The GC will be used in conjunction with the Service Ontario Online Coroners' Certificate Solution.

Certificates must be assigned to the indicated Coroner on the schedule unless otherwise informed.

The GC will maintain the names of the Coroners for assignment of C/OP certificates via the Service Ontario portal. No phone numbers, email addresses, or other personal information pertaining to the Coroners will be available within the scheduling solution.

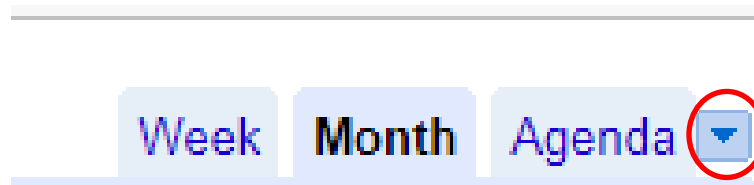
Effective Date: October 1, 2023

Intended Stakeholders:

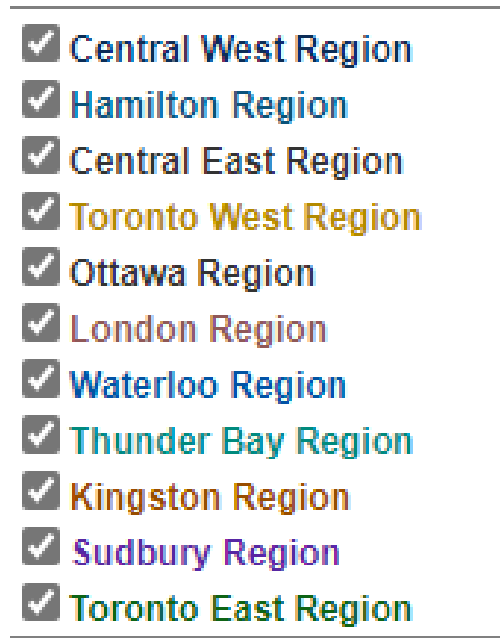
- Funeral Service Providers and Crematoriums

How to Access the Schedule:

1. Click on the read-only link: [OCC Coroner Schedule \(google.com\)](#).
 - a. It is recommended that you refresh the page regularly to ensure you are viewing the most up-to-date schedule.
2. Once the calendar opens, it will automatically set to the month view.
3. Select the drop-down button on the right-hand side to toggle between all OCC regions.

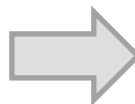
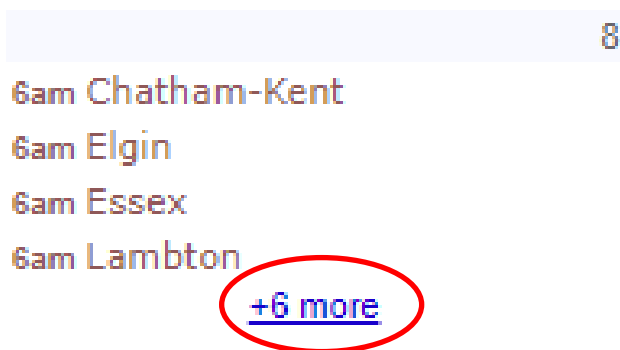


4. Deselect the non-applicable regions by selecting the checkmarks beside the corresponding region.



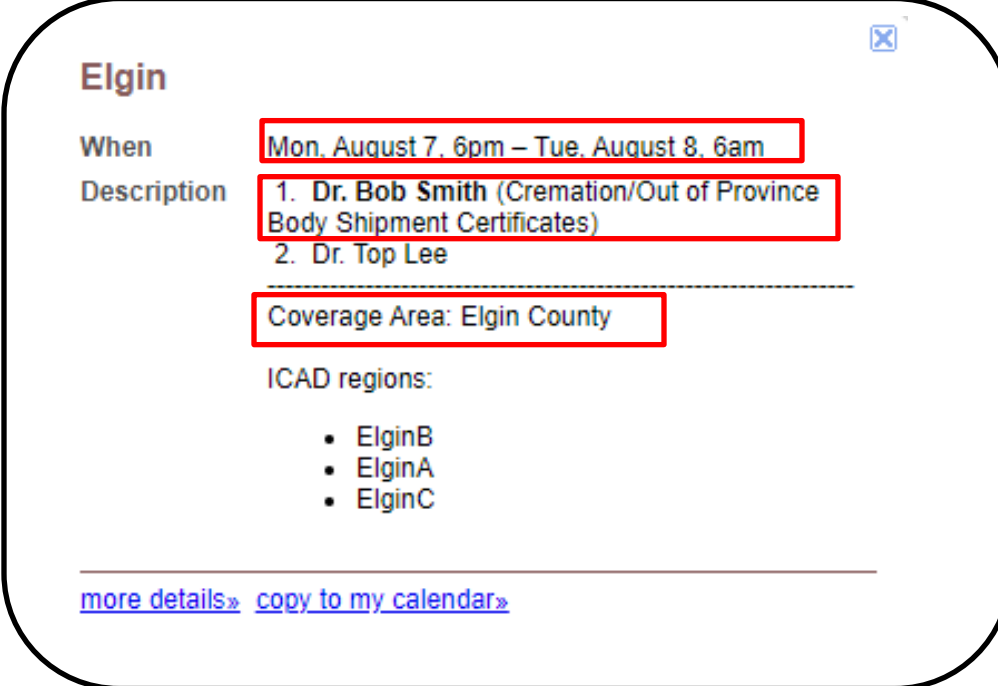
To see the Coroner responsible for C/OP certificates in a specific subregion:

1. Ensure the applicable region(s) is selected.
2. The applicable region and subregions can be found on the attached maps.
3. On the month view, go to the corresponding date and select the subregion and the shift time. Depending on how many subregions are in a particular region, you may need to select the hyperlinked “[+x more](#)” to view all the subregions and shift times for that day.



Note: **6am** denotes a day shift from 6am – 6pm and **6pm** denotes a night shift from 6pm – 6am

4. Once the applicable shift time and subregion have been selected, a window will be displayed providing additional details of the shift. The additional details include:
- Date and time of the shift
 - Coroner for certificate assignment – this is denoted in the parenthesis after the Coroner name. This is the coroner who should be selected on the Service Ontario portal
 - Approximate geographic area covered within the subregion



The screenshot shows a window titled "Elgin" with a close button in the top right corner. The window contains the following information:

When	Mon. August 7. 6pm – Tue. August 8. 6am
Description	1. Dr. Bob Smith (Cremation/Out of Province Body Shipment Certificates) 2. Dr. Top Lee

	Coverage Area: Elgin County
	ICAD regions:
	<ul style="list-style-type: none">• ElginB• ElginA• ElginC

At the bottom of the window, there are two links: [more details»](#) and [copy to my calendar»](#).

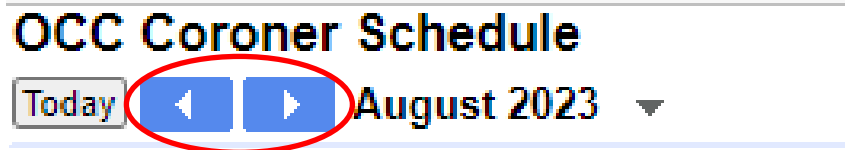
Contact Us:

Questions regarding the GC functionality and C/OP certificate assignment can be directed to OCC.Inquiries@ontario.ca.

Other Navigation Tools

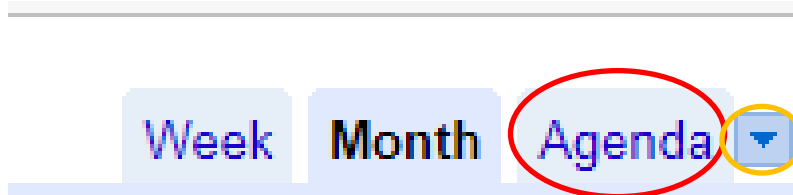
To Toggle Between Months:

1. On the month view, select the forward or back button on the left-hand side of your screen. Alternatively, you can select the month from the adjacent dropdown menu.



Using the Agenda View:

1. Select Agenda on the right-hand side of your screen to access a different view of the GC.



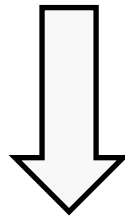
2. Ensure the correct region(s) are displayed by selecting the drop-down option icon beside Agenda.
3. Select a specific day by using the forward or back buttons or by selecting the drop-down icon to see the full calendar view of the specified month.



4. Once you select the shift by clicking on the subregion, a window will open below outlining details of the shift.

Tuesday, August 8	
» 6:00am	Chatham-Kent
» 6:00am	Elgin
» 6:00am	Essex
» 6:00am	Lambton
» 6:00am	Middlesex
6:00am	Chatham-Kent
6:00am	Elgin
6:00am	Essex
6:00am	Lambton
6:00am	Middlesex
6:00pm	Chatham-Kent
6:00pm	Elgin
6:00pm	Essex
6:00pm	Lambton
6:00pm	Middlesex

“>” found beside some of the “am” shifts indicate a shift that began the previous day.



Tuesday, August 8	
» 6:00am	Chatham-Kent
» 6:00am	Elgin
When	Mon, August 7, 6pm – Tue, August 8, 6am
Description	1. Dr. Bob Smith (Cremation/Out of Province Body Shipment Certificates) 2. Dr. Top Lee

Coverage Area: Elgin County	
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<ul style="list-style-type: none">• ElginB• ElginA• ElginC	
more details» copy to my calendar	

5. To hide shift details, re-select the shift again.