emsCharts.com

emsCharts Tablet

Quick Start Guide

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Introduction

Welcome to emsCharts Tablet! This quick start guide is intended to provide information on how to quickly and easily configure your emsCharts account for use with emsCharts Tablet. Included is instruction on how to download, install, and manage your tablet product.

Please pay close attention to the system requirements for emsCharts Tablet as the performance of tablet may be adversely affected if your device does not meet the minimum specifications for emsCharts Tablet installation.

Bug Reporting

emsCharts provides in the support ticketing system a category for any bugs that need to be reported in emsCharts Tablet. When reporting bugs, there is some information that will make troubleshooting easier and more expeditious, please include the following in the ticket if possible:

- Crew members experiencing the bug
- Approximate Date and Time the bug had appeared
- Steps taken to try to resolve (if any)
- Version of Tablet you are using (Found by clicking the “i” icon in the top left corner)
- A brief, but detailed description of the bug as it relates to Tablet
- Any other information that could be useful in identifying and reproducing the bug

Installation Pre-Requisites

emsCharts Tablet does require specific minimum requirements as it pertains to device selection. If these pre-requisites are not met, there may be significant performance issues with Tablet utilization and/or inability to utilize Tablet. This could be freezing of the device, poor performance, inability to capture signatures, and more.

Please note the difference of RAM vs STORAGE. RAM is the place where an application loads its data during processing, while storage is usually the place where data is stored for retention.

iOS Devices:

- Minimum of **2GB of RAM*** in the Device
  - iPad Pro (9” and 12” Model)
  - iPad Air 2
  - iPad Mini 4
  - iPad 5th Generation
- iOS Version of 9.3.5 or greater

Android Device:

- Minimum of **2GB of RAM*** in the Device
- Android Version 5.1.1 or greater

Initial Configuration

The initial configuration of emsCharts Tablet must be completed by setting up a few code tables in emsCharts.com. The following steps should be taken to complete this setup:

1. Security Roles
2. Mobile/Tablet Custom Forms (Optional)
3. Mobile/Tablet Standard Signatures (Optional)
4. Mobile/Tablet PDF Custom Forms (Optional)

Security Roles

From the emsCharts homepage on the service login:

- *Configuration >> Code Tables Tab >> Security Roles*

It is recommended that a new security role is created and labeled “Tablet Administrator”.

- Locate the *New Role* field and type in “Tablet Administrator” and click *Add*
- Locate the new role in the list above, click on it and the list of security permissions will load
- Scroll to the bottom of the list and select the permission “Tablet Administrator” (See Figure 1).

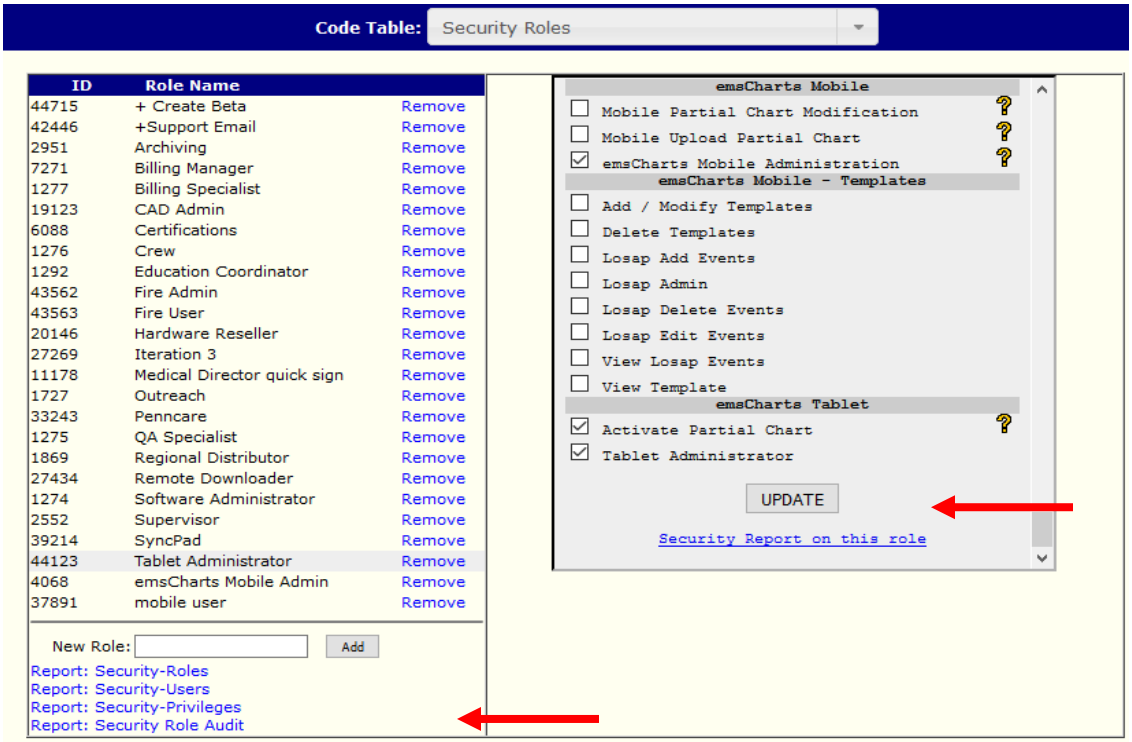

Figure 1

Synchronization

emsCharts Tablet configuration changes synchronize every hour on the hour. Anytime a configuration change is made in the emsCharts.com configuraton that drives the tablet configuration, it will then appear the next hour.

If a configuratoin change is made, the crew member will need to logout of emsCharts Tablet and then login again in order for the device to allow for the synchronization.

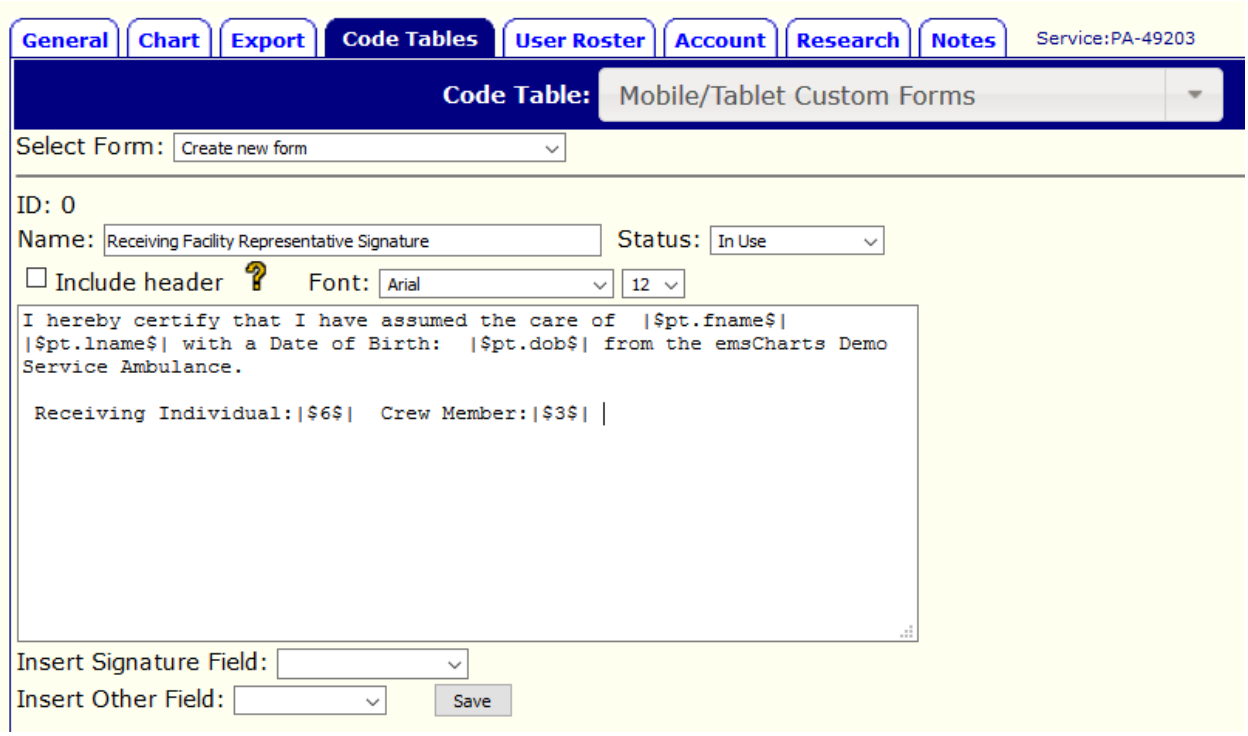

Figure 1

Mobile/Tablet Custom Forms

The custom form signature page allows the creation of signature pages with customized verbiage. There can be as many custom forms as needed and they may be configured to collect signatures from multiple individuals as well as insert patient demographic information in the body of the text. To setup the Mobile/Tablet Custom Forms one must have the proper security privileges as mentioned in Figure 1 on their profile.

- *Configuration >> Code Tables Tab >> Mobile/Tablet Custom Forms*

For configuration of these forms, *Select Form: Create new form* and begin creation of the form(s). See Figure 2 below for an example, fields may be inserted throughout the body of the text and signatures will appear as tabs in the signature section.

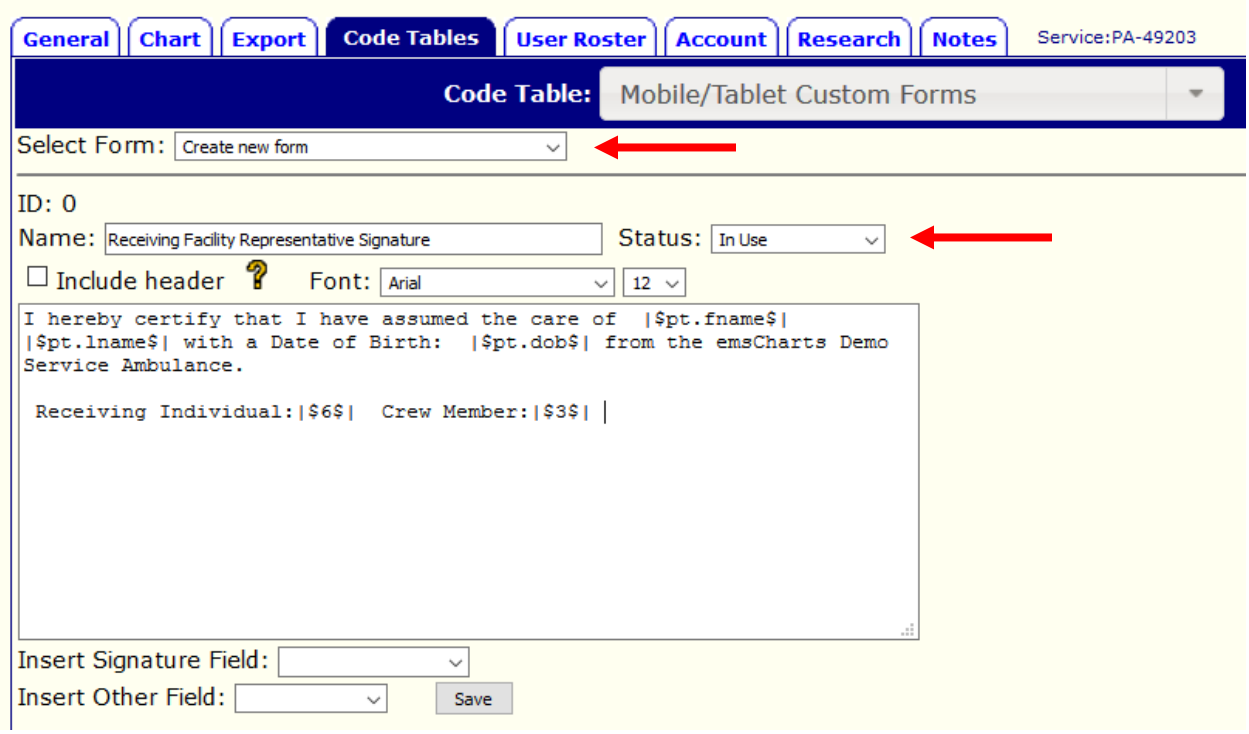

Figure 2

The custom signatures created in this table will synchronize with the tablet device, provided the status is listed as "In Use". Included in the header if requested will be the Dispatched or At Pt Date, Service Name and Address Information, Referring, Receiving, Local/Dispatch ID, Patient Age/DOB.

Signatures: (All will be present as tabs across the signature section)

The signature capture section has the ability to place different tabs to collect signatures for the following:

- Crew
- Guardian
- Patient
- Receiving Doctor
- Receiving Individual
- Custom(ability to customize a datapoint to collect custom information, i.e. cell number, email, etc.)

Mobile/Tablet Standard Signatures

The Mobile/Tablet Standard Signatures page is designed to allow signature collecting using the standard three-part signature form whereas the patient, patient representative, or receiving facility sign. This form is specifically designed to only allow one section to be completed as the form instructions include.

There is a Technote that guides the setup of this code table and is available here.

Mobile/Tablet PDF Custom Forms

The Mobile/Tablet PDF Custom Forms allows you to use a PDF document and make it writeable to collect information and signatures. It is recommended that this form be created by using a clean copy of a typed document and converting it to a PDF document before uploading. By using this document, the entire form becomes writeable just as you would write on a piece of paper. There are no map-able fields in this particular custom form.

- *Configuration >> Code Tables Tab >> Mobile/Tablet PDF Custom Forms*

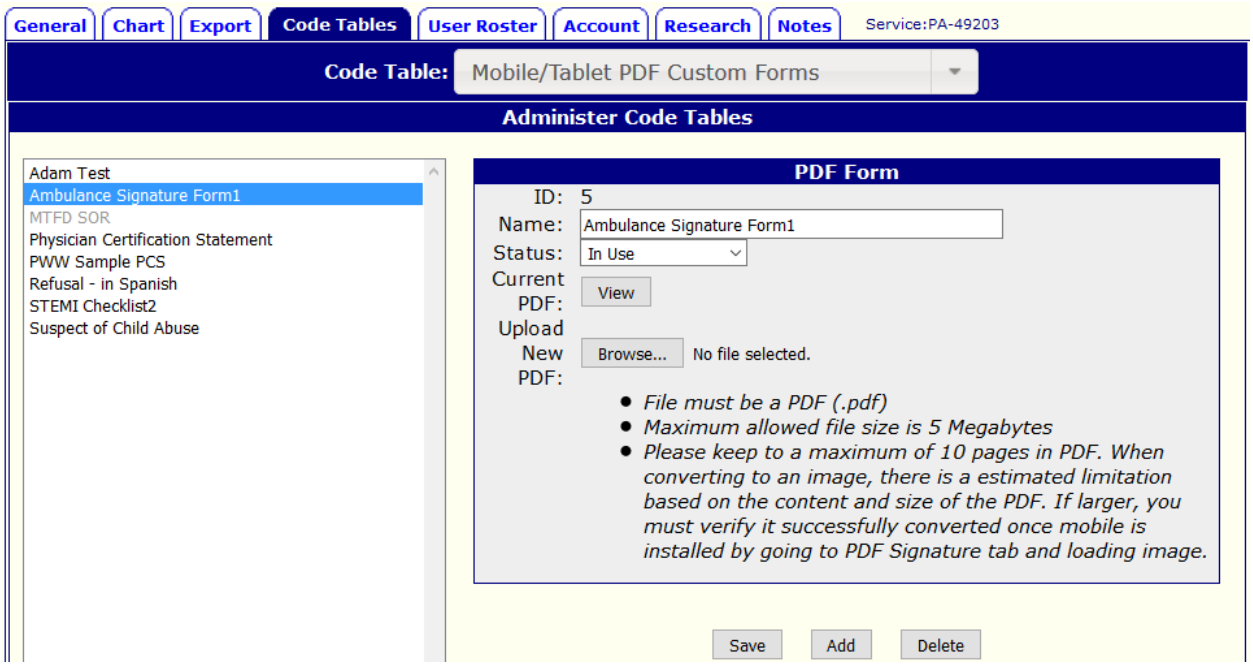

Figure 3

There are requirements that must be followed in order for this form to work properly:

- File must be a .PDF file type
- Maximum size is 5Mb
- Maximum of 10 pages in the PDF document

When the status is “In Use”, the forms will automatically synchronize with the emsCharts Tablet.

Download and Install

For iOS and Android, you can download the app through the iTunes App Store or Google Play Store

For iOS and Android downloads, please access through the app stores, you can search keyword emsCharts to locate. It's also very import to verify that each device meets the prerequisites of having at least **2GB of RAM.** Using devices that do not meet the hardware requirements are at risk of receiving errors and loss of functionality. Please reference the model number to confirm, if in doubt please contact emsCharts Support for assistance.

Initial Login and Synchronization

Once the security exceptions have been made and the application is downloaded and installed, emsCharts Tablet requires a user to login with the proper credentials as explained in Figure 1. With these security privileges, the user can login and download a snapshot of the database from emsCharts.com, which allows emsCharts Tablet to function with the same fields from its respective pages and data validation that exists on emsCharts.com.

1. Launch the application on the tablet device
2. Enter username and password (must have tablet administrator privilege) (Figure 4)
3. Select service to download (Figure 12)
4. Await the synchronization process** (Figure 6)

***Note: The initial synchronization process may take an extended period of time, please do not let the tablet go to sleep during this time period. This will depend on the connection speed of the internet the device is connected to. If your account is not fully provisioned, please wait until the next day to launch Tablet.*

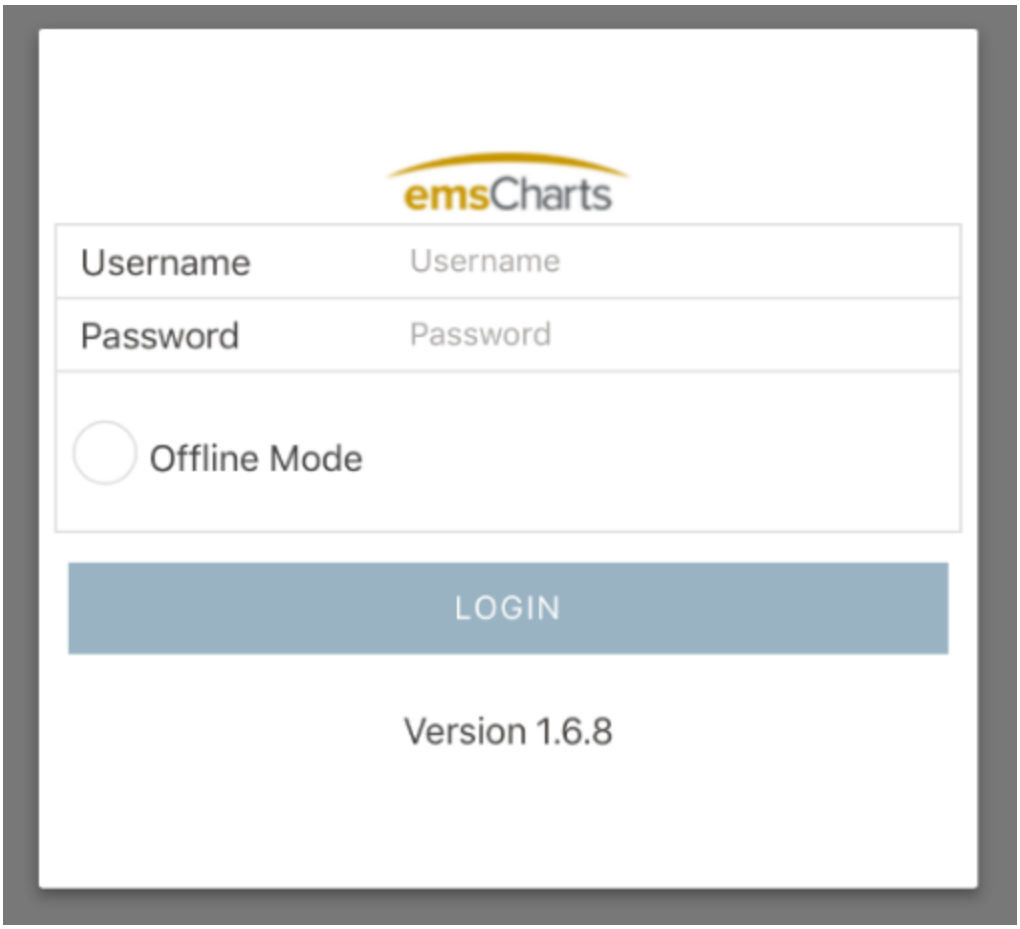
emsCharts
Username
Username
Password
Password
Offline Mode
LOGIN
Version 1.6.8

Figure 4

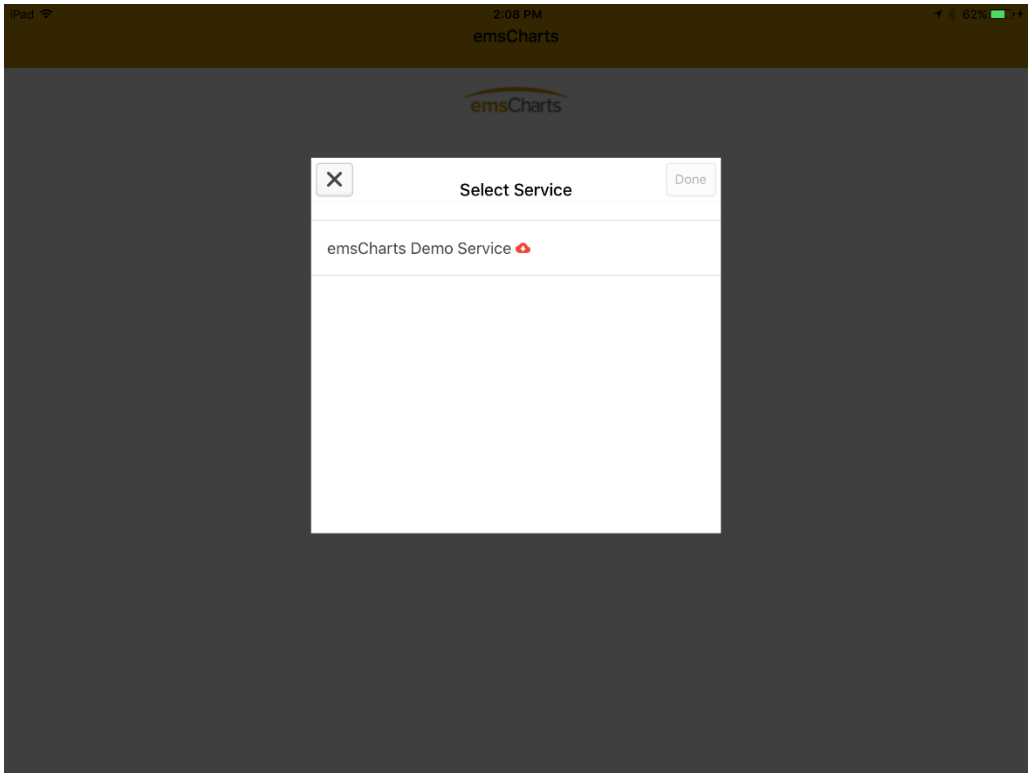

Figure 5

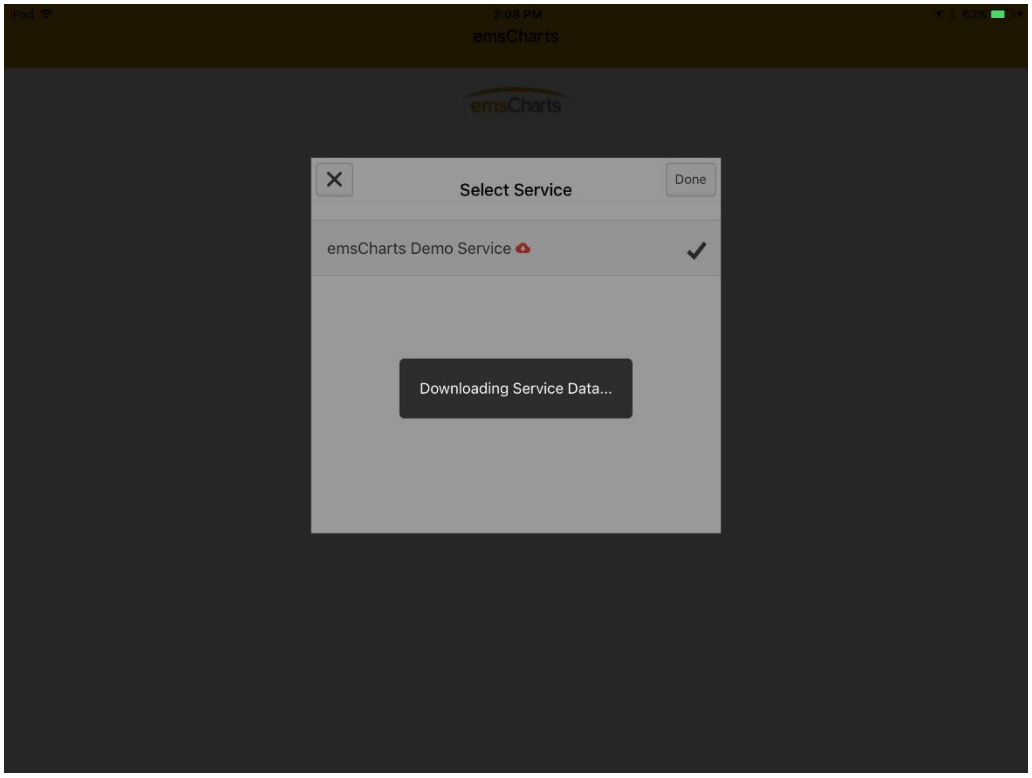

Figure 6

Upon completion of the download the application will now direct you to the home screen (Figure 7) of emsCharts Tablet. From here a user may begin by entering standard information such as base, unit, crew, staffing level, shift, etc. Clicking the "+" sign will allow a user to create a new chart.

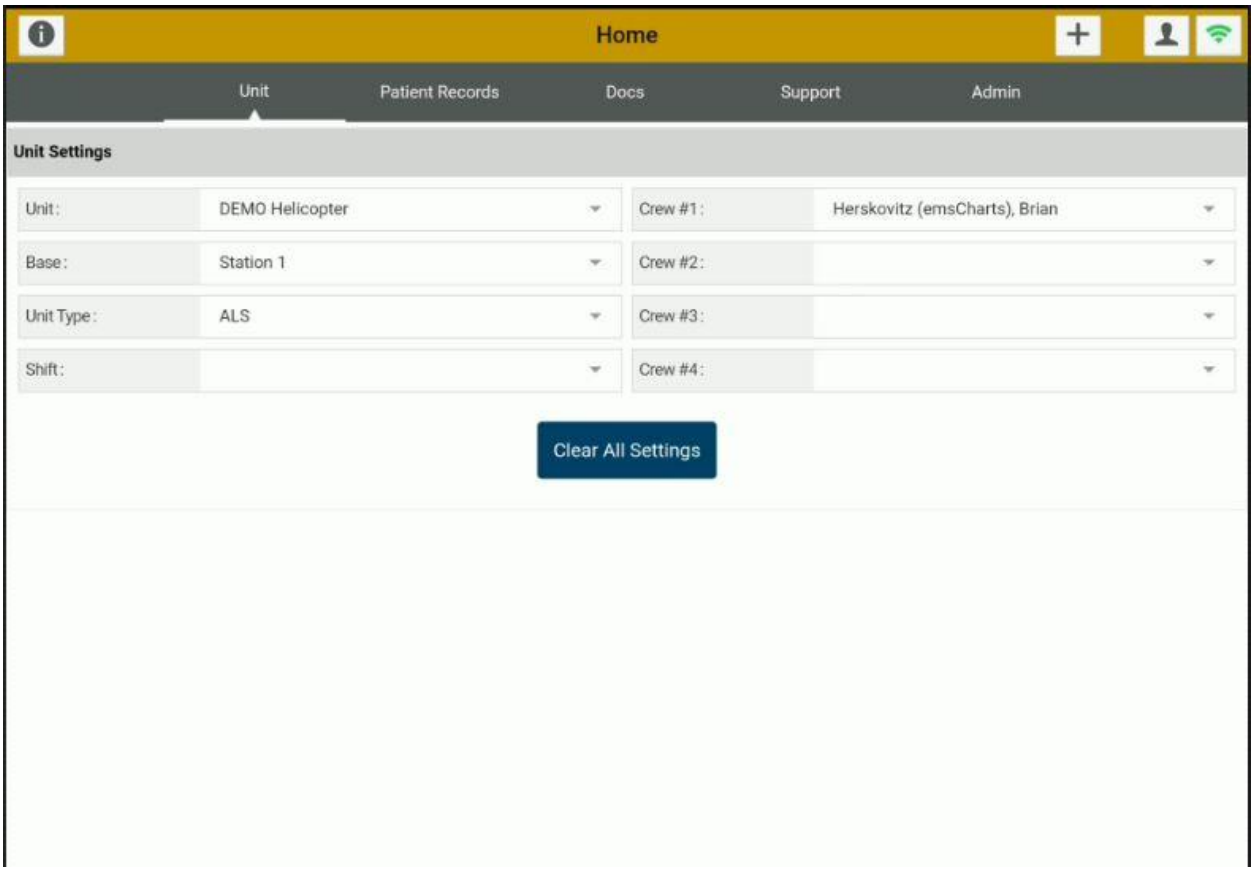

Figure 7