



emsCharts.com

emsCharts Tablet

Quick Start Guide

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Frequently Asked Questions:	Error! Bookmark not defined.

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).

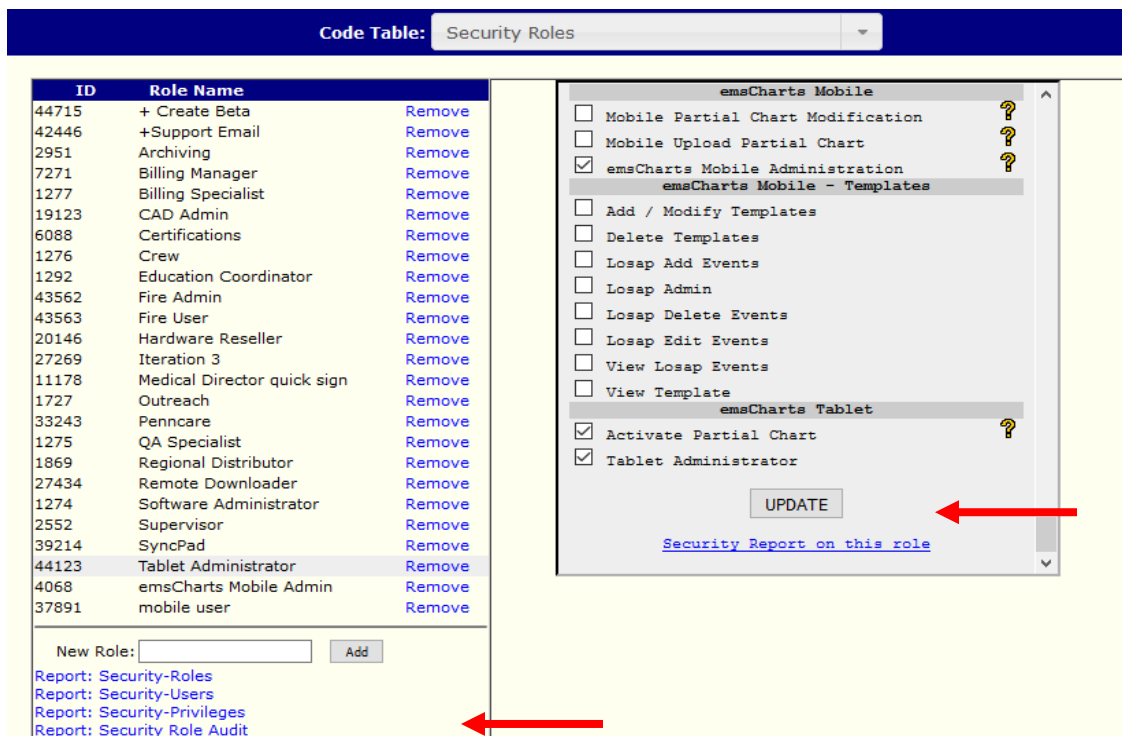


Figure 1

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.

The screenshot shows the 'Code Tables' configuration page for 'Mobile/Tablet Custom Forms'. The interface includes a navigation bar with tabs for 'General', 'Chart', 'Export', 'Code Tables', 'User Roster', 'Account', 'Research', and 'Notes'. The 'Code Tables' tab is active, and the service ID is 'PA-49203'. Below the navigation bar, there is a 'Code Table:' dropdown menu set to 'Mobile/Tablet Custom Forms'. A 'Select Form:' dropdown menu is set to 'Create new form'. The form configuration details include: ID: 0, Name: 'Receiving Facility Representative Signature', Status: 'In Use', 'Include header' checkbox (unchecked), Font: 'Arial', and size: '12'. The main text area contains a pre-defined signature block: 'I hereby certify that I have assumed the care of |\$pt.fname\$| |\$pt.lname\$| with a Date of Birth: |\$pt.dob\$| from the emsCharts Demo Service Ambulance. Receiving Individual:|\$6\$| Crew Member:|\$3\$| |'. At the bottom, there are dropdown menus for 'Insert Signature Field:' and 'Insert Other Field:', and a 'Save' button.

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.

The screenshot shows the 'Code Tables' section of the emsCharts interface. At the top, there are navigation tabs: General, Chart, Export, Code Tables (selected), User Roster, Account, Research, and Notes. The service ID is PA-49203. The main heading is 'Code Table: Mobile/Tablet Custom Forms'. Below this, there is a 'Select Form:' dropdown menu with 'Create new form' selected. A red arrow points to this dropdown. The form details are as follows:

- ID: 0
- Name: Receiving Facility Representative Signature
- Status: In Use (with a red arrow pointing to it)
- Include header ?
- Font: Arial, size 12
- Form content:


```
I hereby certify that I have assumed the care of |$pt.fname$|
|$pt.lname$| with a Date of Birth: |$pt.dob$| from the emsCharts Demo
Service Ambulance.

Receiving Individual:|$6$| Crew Member:|$3$|
```
- Insert Signature Field: (empty dropdown)
- Insert Other Field: (empty dropdown) with a Save button.

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*

The screenshot shows the 'Administer Code Tables' interface. At the top, there are navigation tabs: General, Chart, Export, Code Tables (selected), User Roster, Account, Research, and Notes. The service ID is PA-49203. The 'Code Table' dropdown is set to 'Mobile/Tablet PDF Custom Forms'. The main area is titled 'Administer Code Tables' and contains a list of code tables on the left and a 'PDF Form' configuration panel on the right. The list includes 'Adam Test', 'Ambulance Signature Form1' (selected), 'MTFD SOR', 'Physician Certification Statement', 'PWW Sample PCS', 'Refusal - in Spanish', 'STEMI Checklist2', and 'Suspect of Child Abuse'. The 'PDF Form' panel shows: ID: 5, Name: Ambulance Signature Form1, Status: In Use, Current PDF: View, Upload New PDF: Browse... No file selected. Below the panel are instructions: 'File must be a PDF (.pdf)', 'Maximum allowed file size is 5 Megabytes', and 'Please keep to a maximum of 10 pages in PDF. When converting to an image, there is a estimated limitation based on the content and size of the PDF. If larger, you must verify it successfully converted once mobile is installed by going to PDF Signature tab and loading image.' At the bottom are Save, Add, and Delete buttons.

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 important 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.*

The image shows a login interface for emsCharts. At the top center is the emsCharts logo, which consists of the text 'emsCharts' in a sans-serif font with a yellow arc above the 's'. Below the logo is a form with three sections: a 'Username' field with a placeholder 'Username', a 'Password' field with a placeholder 'Password', and a radio button labeled 'Offline Mode'. Below the form is a large blue button with the text 'LOGIN' in white. At the bottom of the screen, the text 'Version 1.6.8' is displayed.

Figure 4

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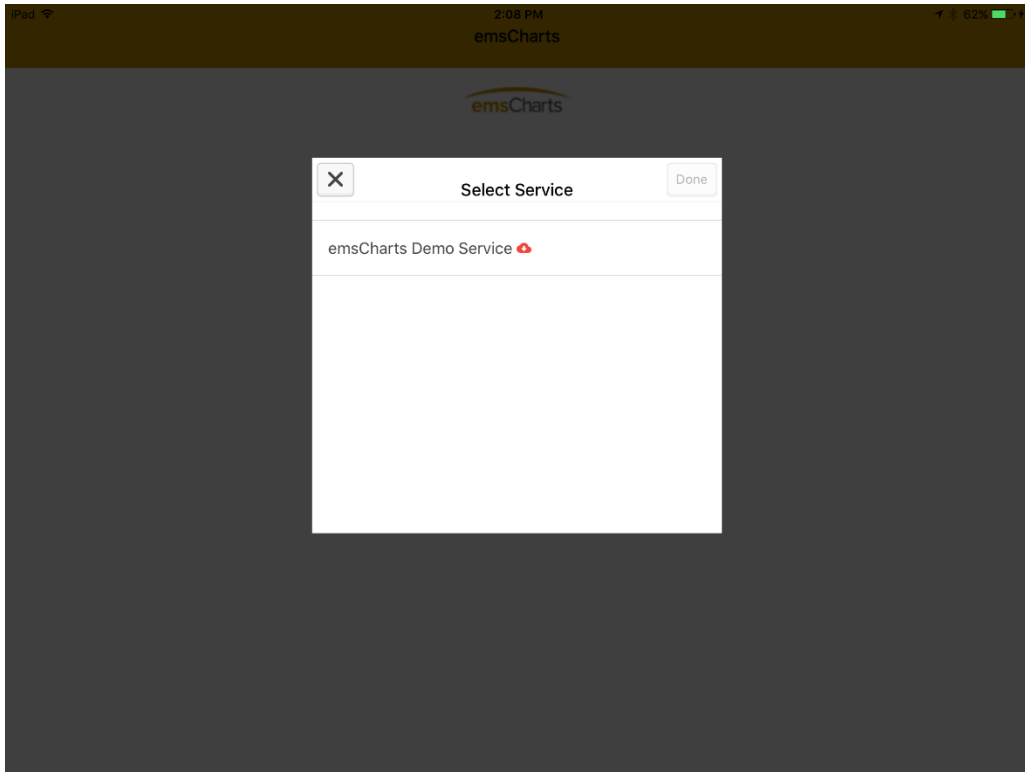


Figure 5

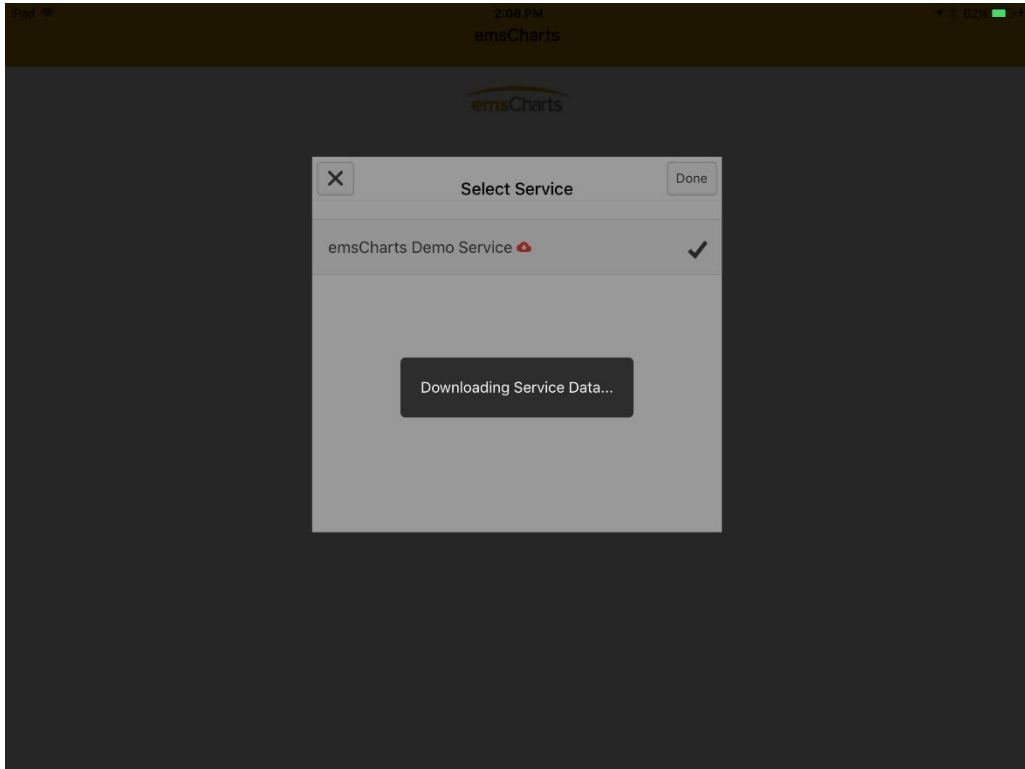
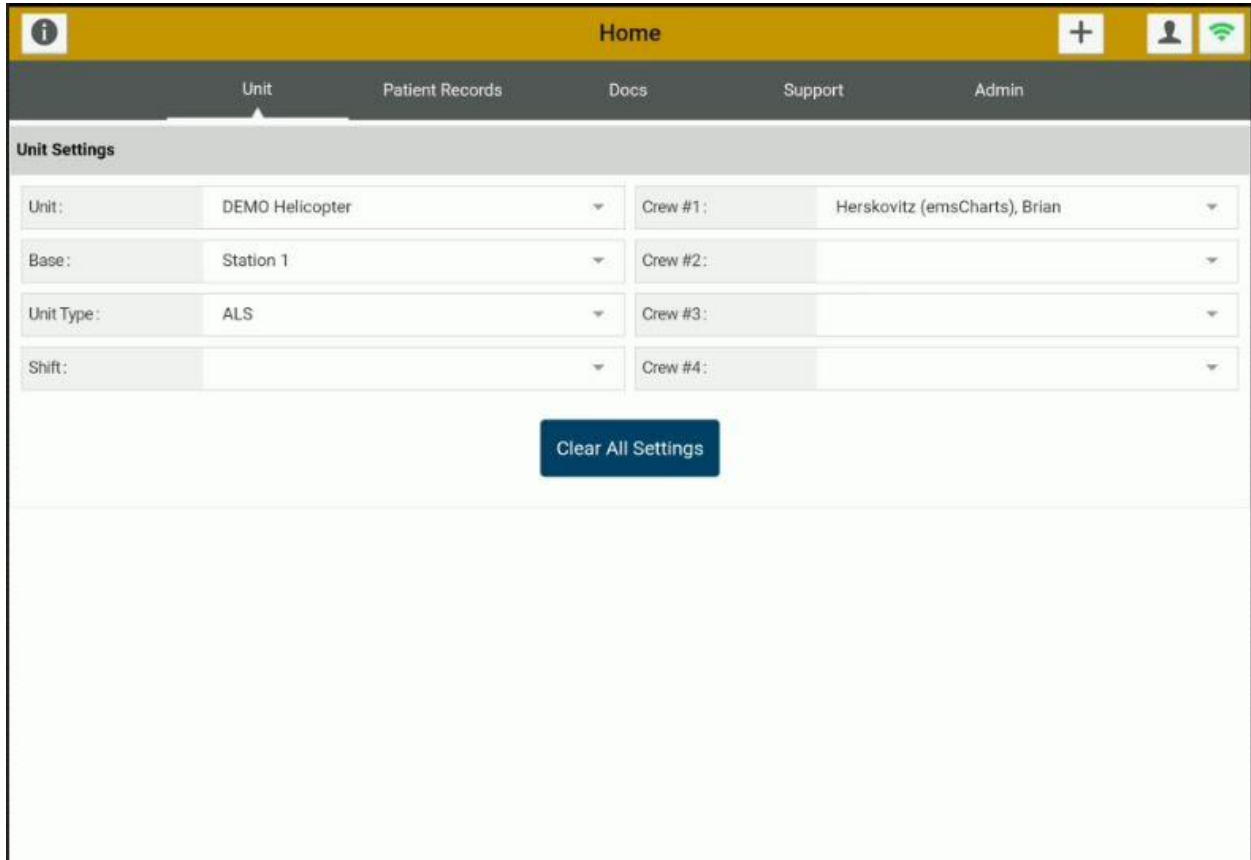


Figure 6

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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.



The screenshot displays the Home screen of the emsCharts Tablet application. At the top, there is a yellow header bar with an information icon (i) on the left, the word "Home" in the center, and a plus sign (+), a user profile icon, and a Wi-Fi signal icon on the right. Below the header is a dark grey navigation bar with five tabs: "Unit", "Patient Records", "Docs", "Support", and "Admin". The "Unit" tab is currently selected. The main content area is titled "Unit Settings" and contains a form with the following fields:

Unit:	DEMO Helicopter	Crew #1:	Herskovitz (emsCharts), Brian
Base:	Station 1	Crew #2:	
Unit Type:	ALS	Crew #3:	
Shift:		Crew #4:	

Below the form is a blue button labeled "Clear All Settings".

Figure 7

