



**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, but not limited to loss of data, freezing of the device, poor performance, inability to capture signatures, and more.

iOS Devices:

- Minimum of 2GB of RAM in the Device
  - iPad Pro (9” and 12” Model)
  - iPad Air 2
  - iPad Mini 4
- 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 codetables 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).

The screenshot shows the 'Security Roles' configuration page. At the top, a dropdown menu is set to 'Security Roles'. Below this is a table of existing roles. The 'Tablet Administrator' role is highlighted in blue. To the right of the table, a detailed view of the 'Tablet Administrator' role is shown, listing permissions for 'emsCharts Mobile' and 'emsCharts Tablet'. The 'Tablet Administrator' permission is checked and highlighted with a red arrow. Below the table, the 'New Role:' field contains 'Tablet Administrator' and the 'Add' button is also highlighted with a red arrow.

ID	Role Name	
44715	+ Create Beta	Remove
42446	+Support Email	Remove
2951	Archiving	Remove
7271	Billing Manager	Remove
1277	Billing Specialist	Remove
19123	CAD Admin	Remove
6088	Certifications	Remove
1276	Crew	Remove
1292	Education Coordinator	Remove
43562	Fire Admin	Remove
43563	Fire User	Remove
20146	Hardware Reseller	Remove
27269	Iteration 3	Remove
11178	Medical Director quick sign	Remove
1727	Outreach	Remove
33243	Penncare	Remove
1275	QA Specialist	Remove
1869	Regional Distributor	Remove
27434	Remote Downloader	Remove
1274	Software Administrator	Remove
2552	Supervisor	Remove
39214	SyncPad	Remove
44123	Tablet Administrator	Remove
4068	emsCharts Mobile Admin	Remove
37891	mobile user	Remove

New Role:

Report: [Security-Roles](#)  
 Report: [Security-Users](#)  
 Report: [Security-Privileges](#)  
 Report: [Security Role Audit](#)

Figure 1

## Synchronization

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

If a configuration 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 signature block with the following text: '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:', along with 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.

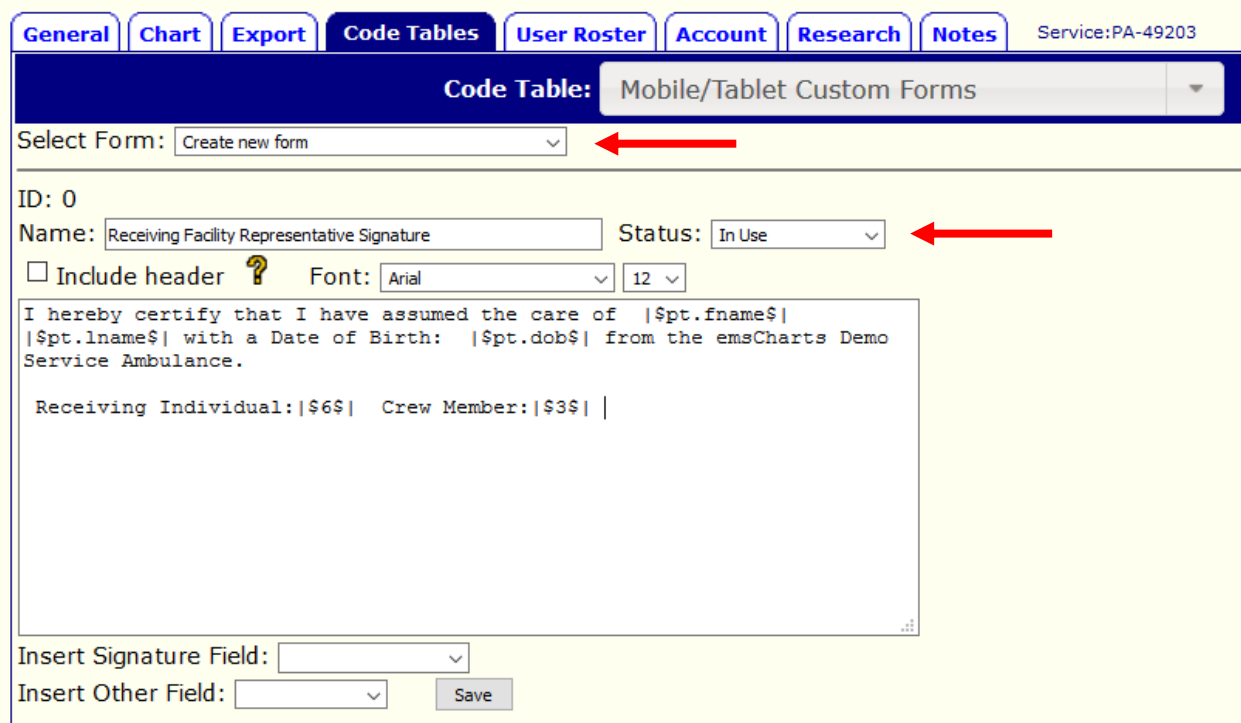


Figure 2

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 codetable 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 a web application interface for managing code tables. 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. Below the tabs, a dropdown menu shows 'Code Table: 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 detailed view of a selected 'PDF Form' 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' view shows: ID: 5, Name: Ambulance Signature Form1, Status: In Use (dropdown), Current PDF: View, Upload New PDF: Browse... (No file selected). Below the form view are three buttons: Save, Add, and Delete. A list of requirements is displayed below the form view.

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

For iOS, the link to download and install tablet can be found at:

[Support Downloads](#)

The iOS download is currently through a link in which you can download the application to the selected iOS Device. The prerequisites for iOS download and install are that the device must

have at least **2GB of RAM**. Please reference the model number of the iOS device on the back and go to a reputable website to determine the amount of RAM in the selected device. Generally speaking, an Apple® Device manufactured after 2015 should have sufficient RAM to run emsCharts Tablet.

After successfully downloading the emsCharts Tablet application to the iOS device, the device must authorize the Enterprise Developer version. A message will appear (see Figure 4) describing that the application is from an untrusted developer.

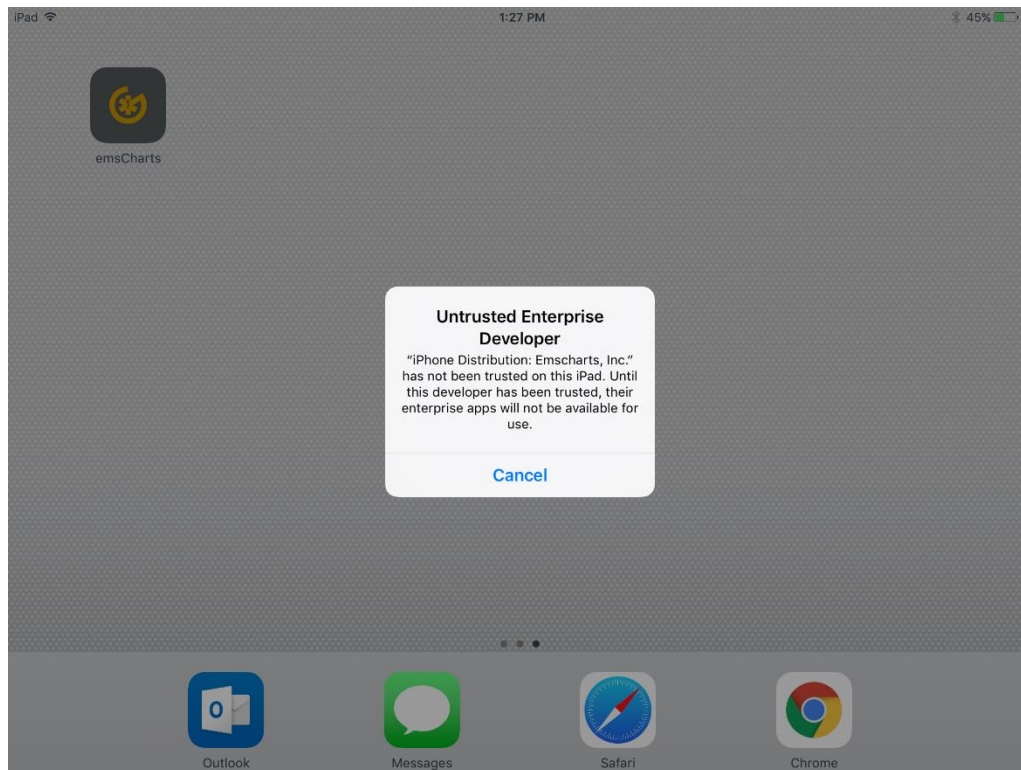


Figure 4

The process for adding emsCharts as a trusted developer is as follows:

1. Locate the Settings icon on the device
2. Select the *General* tab on the left (Figure 5)
3. Choose *Device Management* on the right (Figure 6)
4. In the Enterprise App section, choose *EmsCharts, Inc.*
5. Choose *Trust “Emscharts, Inc.”* (Figure 7)
6. In the Popup window, click *Trust* (Figure 8)
7. The *Emscharts* will now be labeled as “Verified” (Figure 9)

The following screenshots describe the verification process of tablet:



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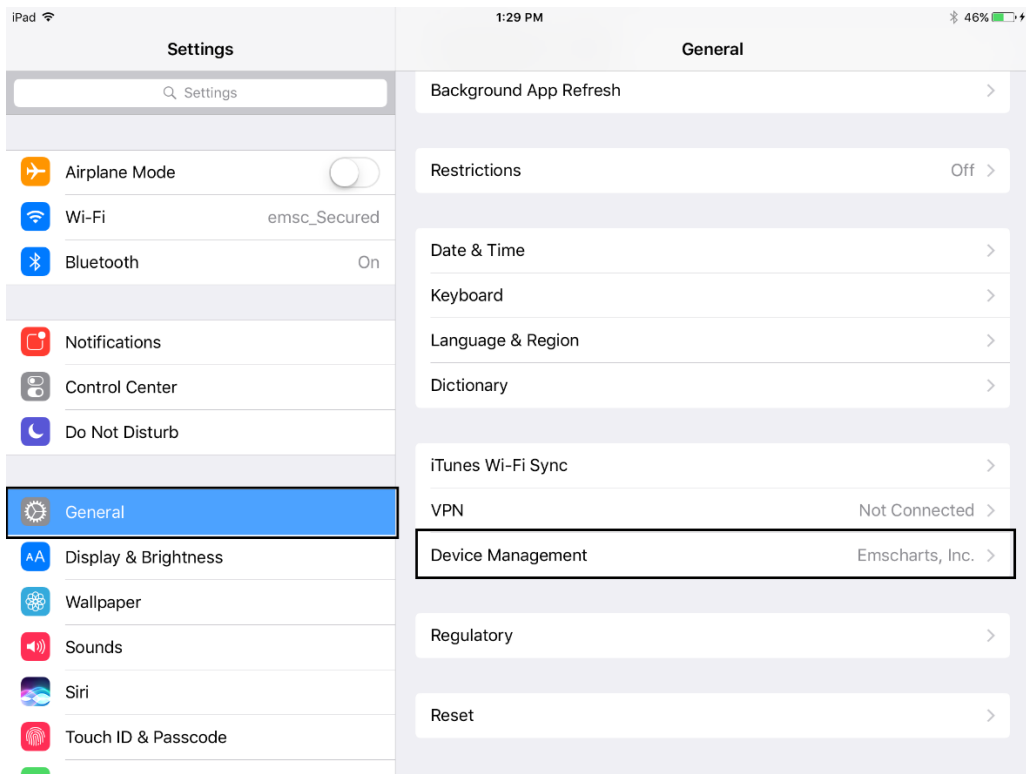


Figure 5

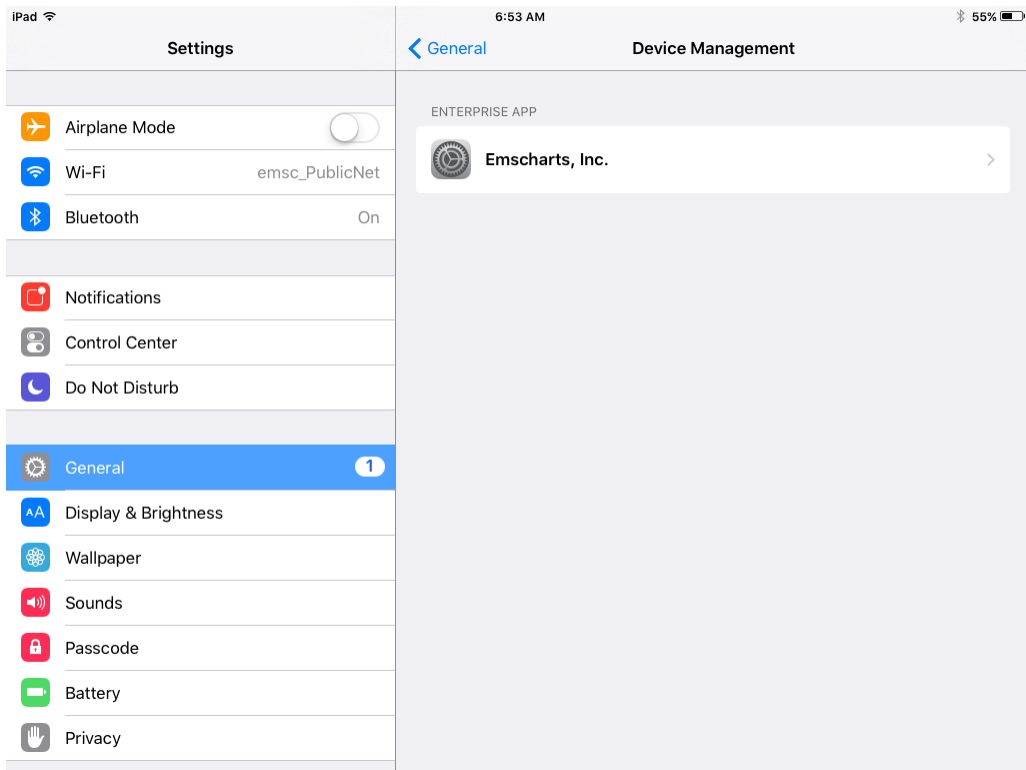


Figure 6

# emsCharts Tablet – Quick Start Guide

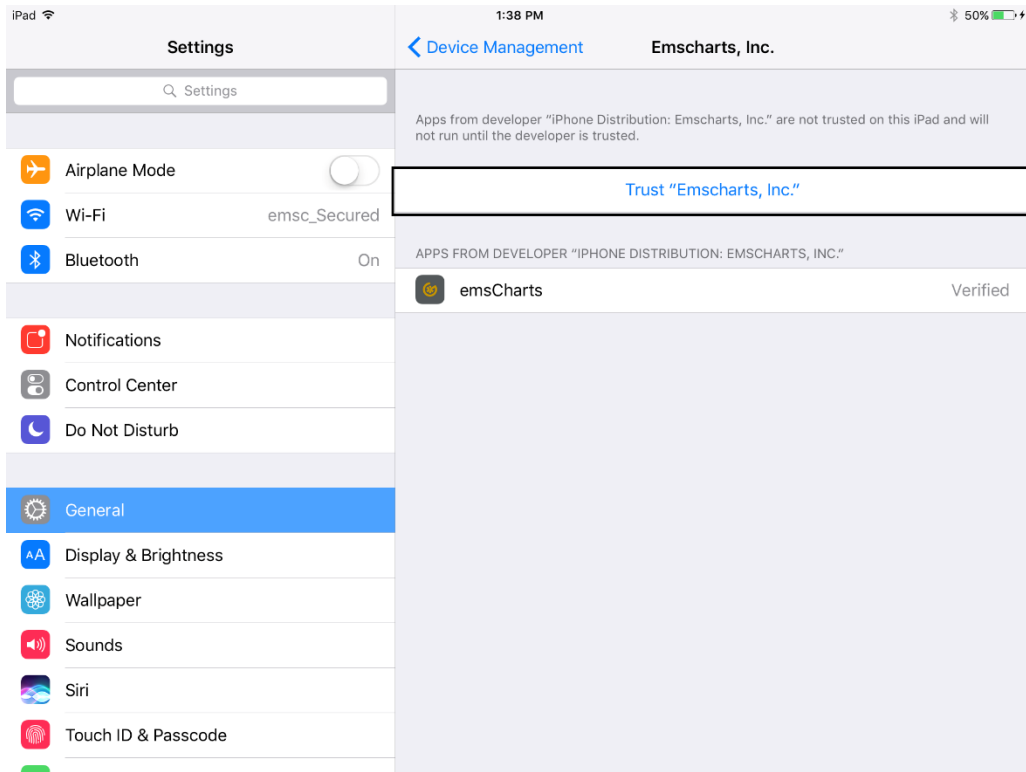


Figure 7

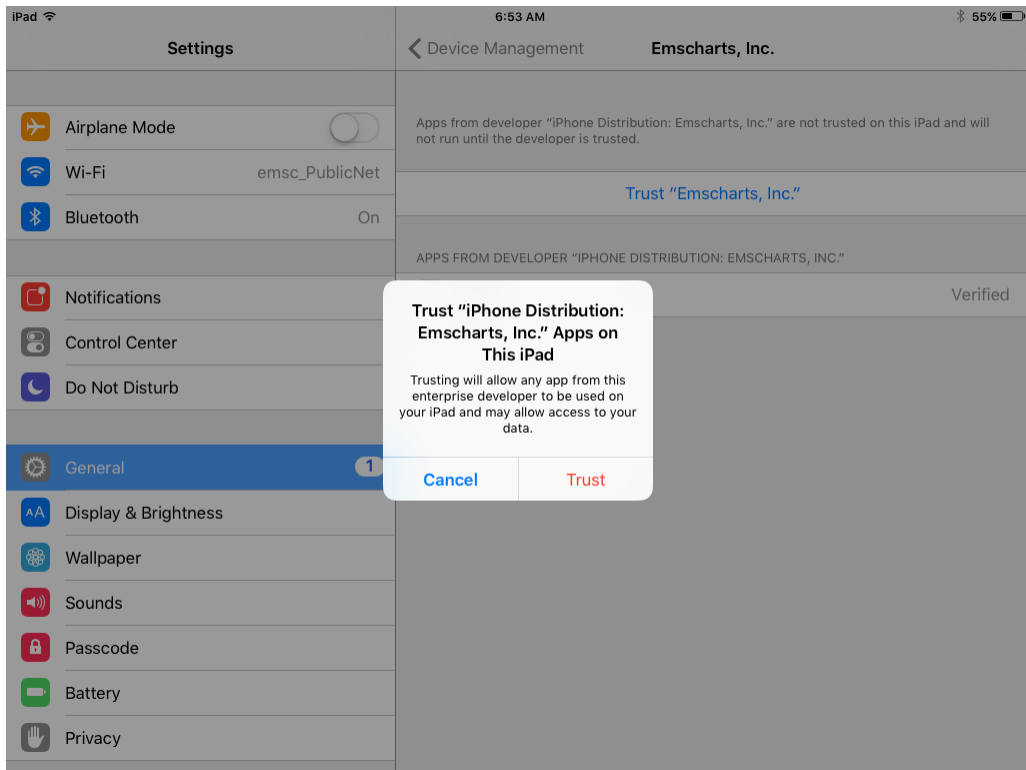


Figure 8

# emsCharts Tablet – Quick Start Guide

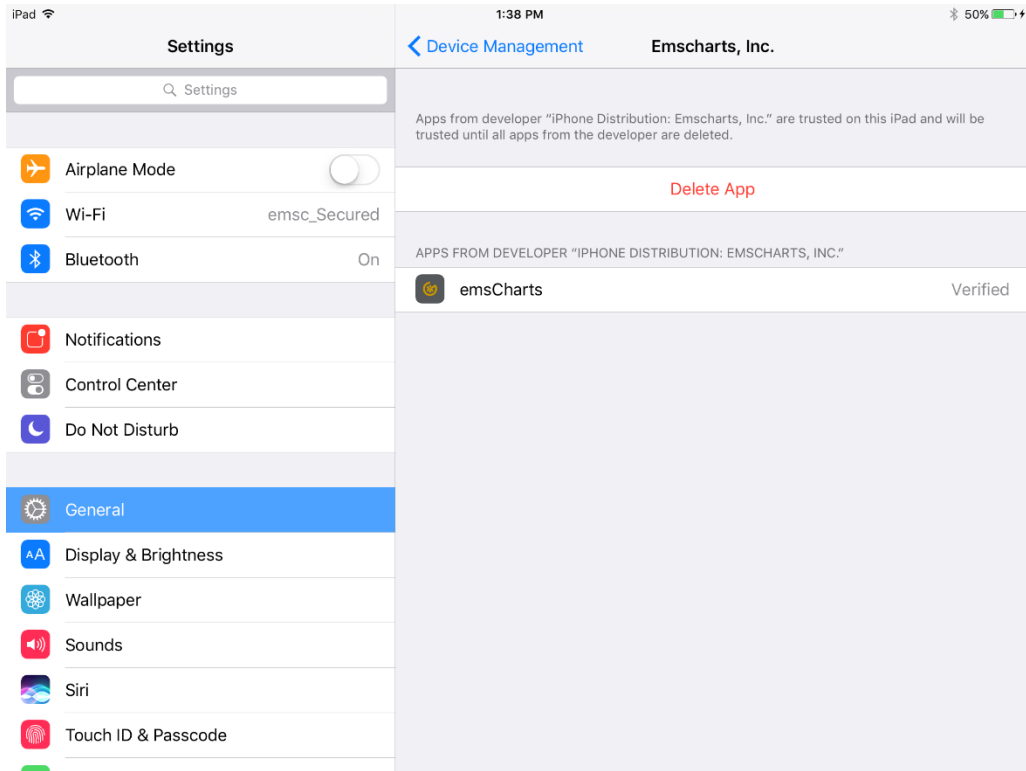


Figure 9

## Download and Install for Android

The download link for Android can be found at:

[Support Downloads](#)

Since the download is not located in the google play store, you may receive an error that the installation was blocked for security reasons due to being an untrusted developer. If you receive this error, depending on the version of Android and the device you are running the messages may appear differently. In Figure 10, there is an example of where to correct this, but the difference is that it is device dependent.

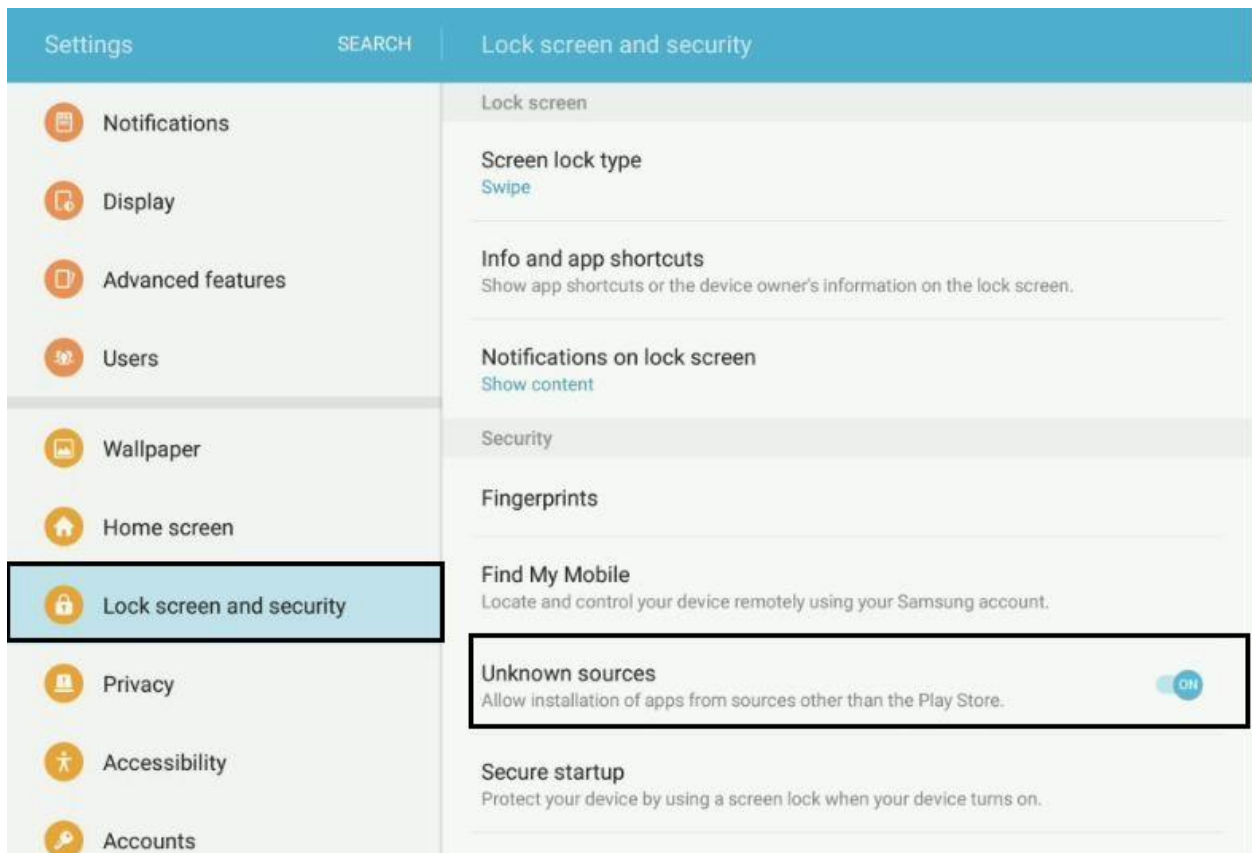
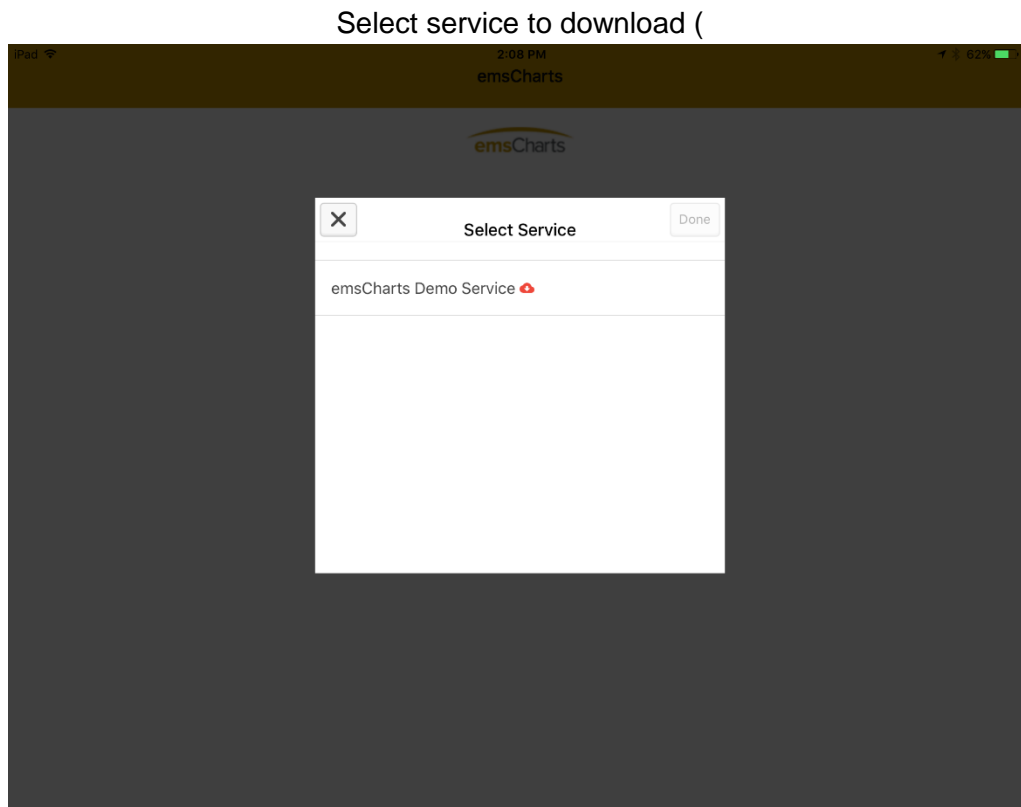


Figure 10

## 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 11)



3. Figure 12)
4. Await the synchronization process\*\* (Figure 13)

**\*\* 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. It is recommended that the device be connected to a WiFi network (internet supplied by cable/FIOS/DSL) during this download period.

*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 1.0.0

Figure 11

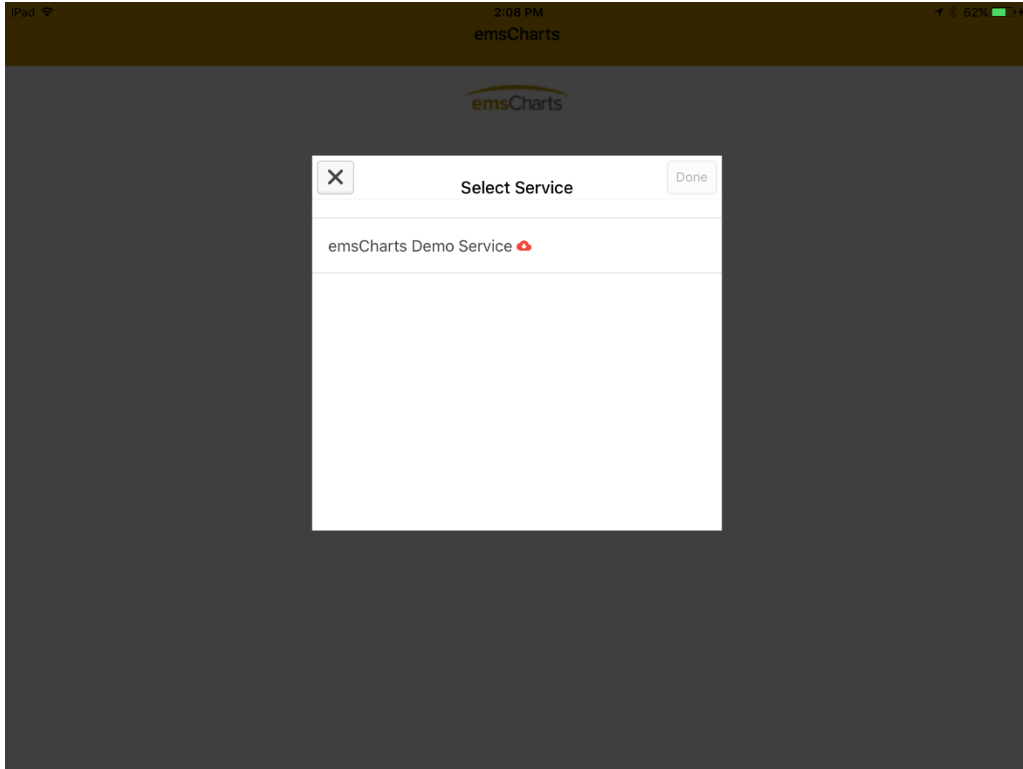


Figure 12

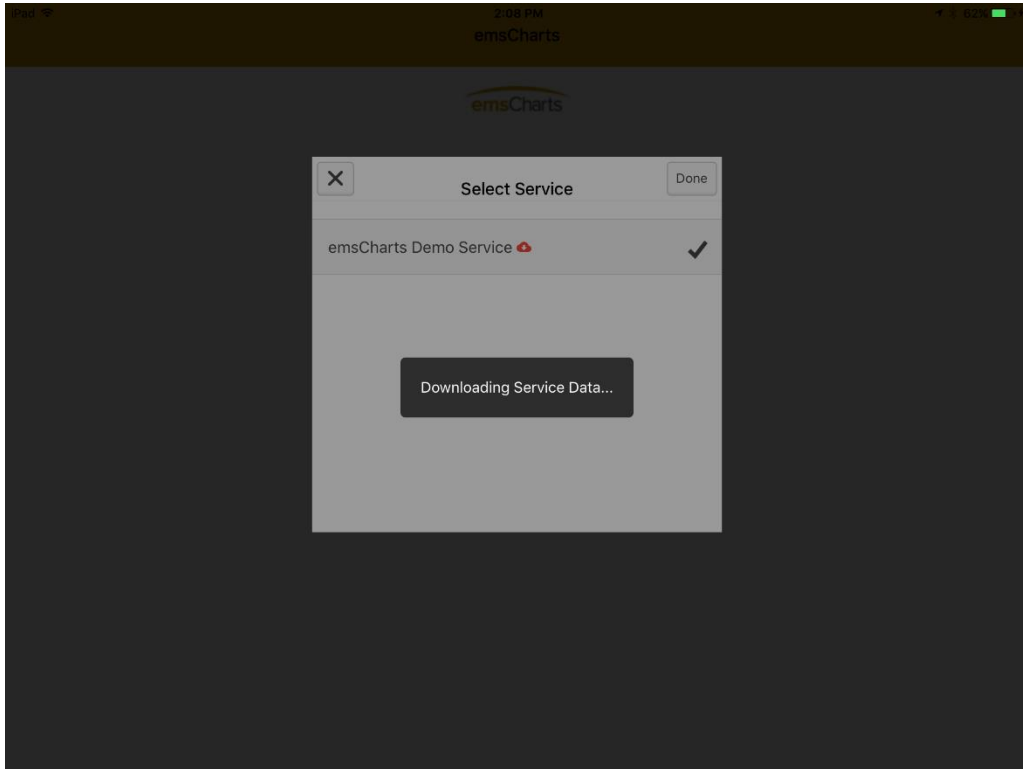
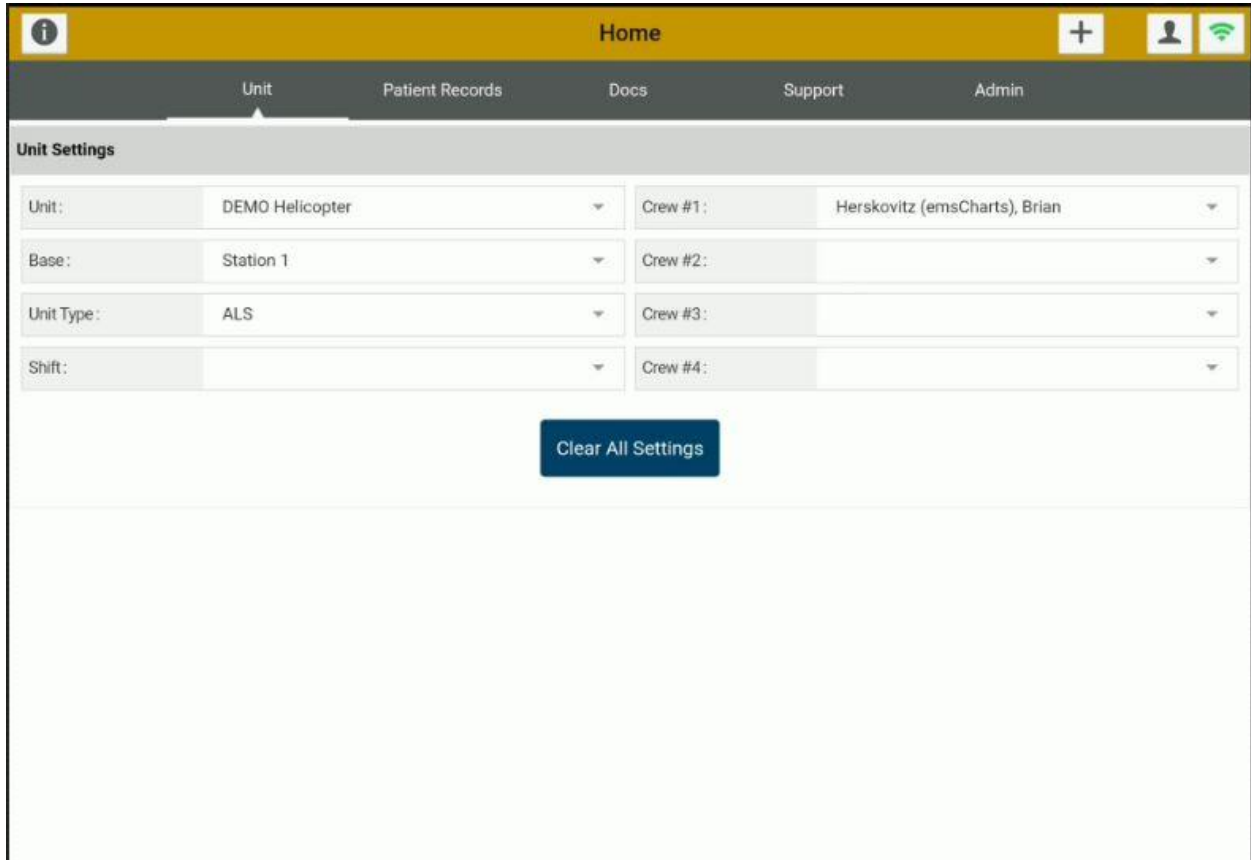


Figure 13

## emsCharts Tablet – Quick Start Guide

Upon completion of the download the application will now direct you to the home screen (Figure 14) 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 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 14



## **Frequently Asked Questions:**

### **Q: Will the apps eventually be in the App Store/Google Play?**

Yes, eventually. The iOS App Store has a 2-week delay before users can download an app. In order to keep up with rapid changes during the beta period, we're providing links as soon as the newest version is tested.

### **Q: Will updates need to be installed manually every time? Or will they eventually get pushed to the app and available in the device's updates list?**

Currently, old versions must be deleted before installing a new version. This may change in the future and will depend on the type of update.