



emsCharts.com

emsCharts Tablet

Quick Start Guide

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Introduction

This quick start guide will provide instruction on how to quickly and easily begin using emsCharts Tablet. The Tablet configuration is pulled from emsCharts.com and controlled by security privileges, which must be setup before installing tablet.

The configuration for signatures also resides online and housed in three codetables. In order to collect signatures, these tables must be configured for use prior to utilizing emsCharts Tablet. Within the signature section, there are three options: Tablet Custom Signatures, Tablet Standard Signatures, and Tablet PDF Signatures. The option to utilize one, two, or all of the signature pages exists and should be decided upon based upon your work flow processes.

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).

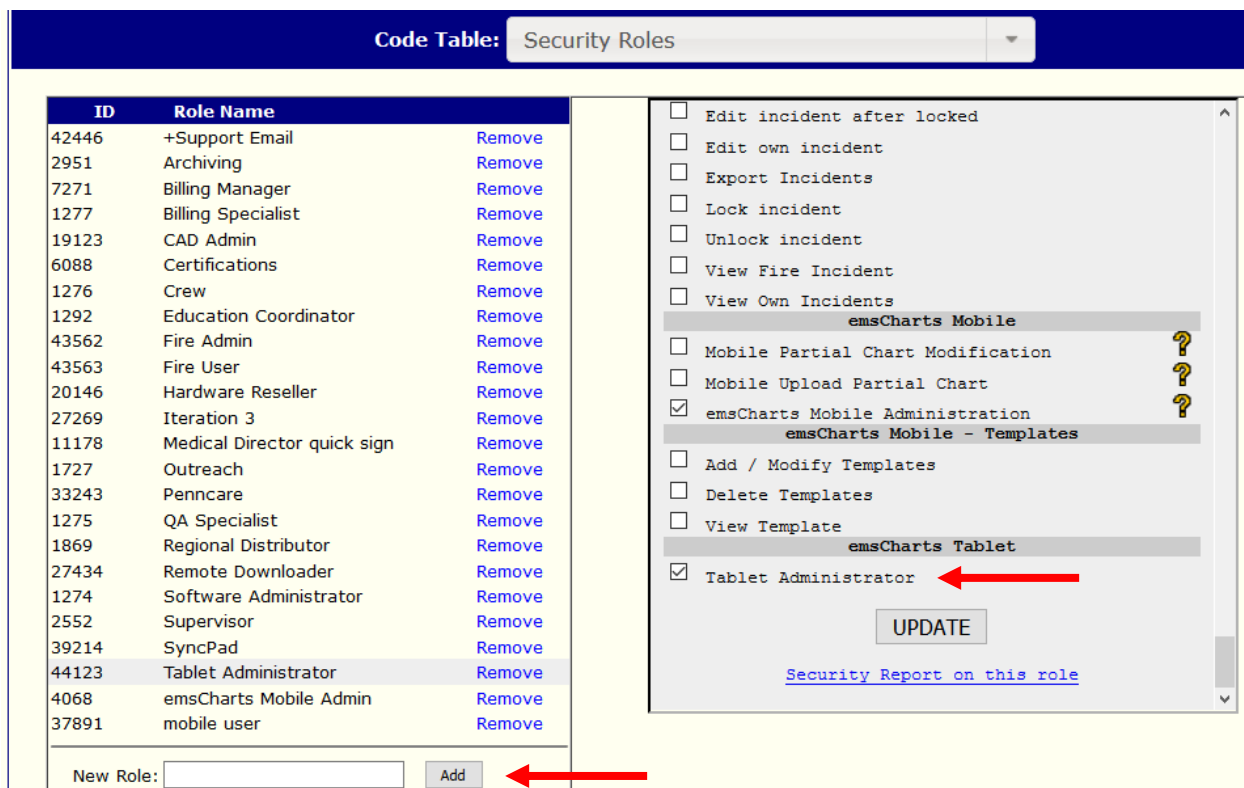


Figure 1

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 displays the configuration page for Mobile/Tablet Custom Forms. The 'Code Tables' tab is active, and the 'Code Table' dropdown is set to 'Mobile/Tablet Custom Forms'. The 'Select Form:' dropdown is set to 'Create new form', with a red arrow pointing to it. The form configuration includes: ID: 0, Name: 'Receiving Facility Representative Signature', Status: 'In Use' (with a red arrow), and an 'Include header' checkbox. The font is set to 'Arial' and size '12'. The main text area contains a signature block with placeholders for patient information: '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 'Insert Signature Field:' and 'Insert Other Field:' dropdowns, and 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.

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 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 '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 (highlighted), 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

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.

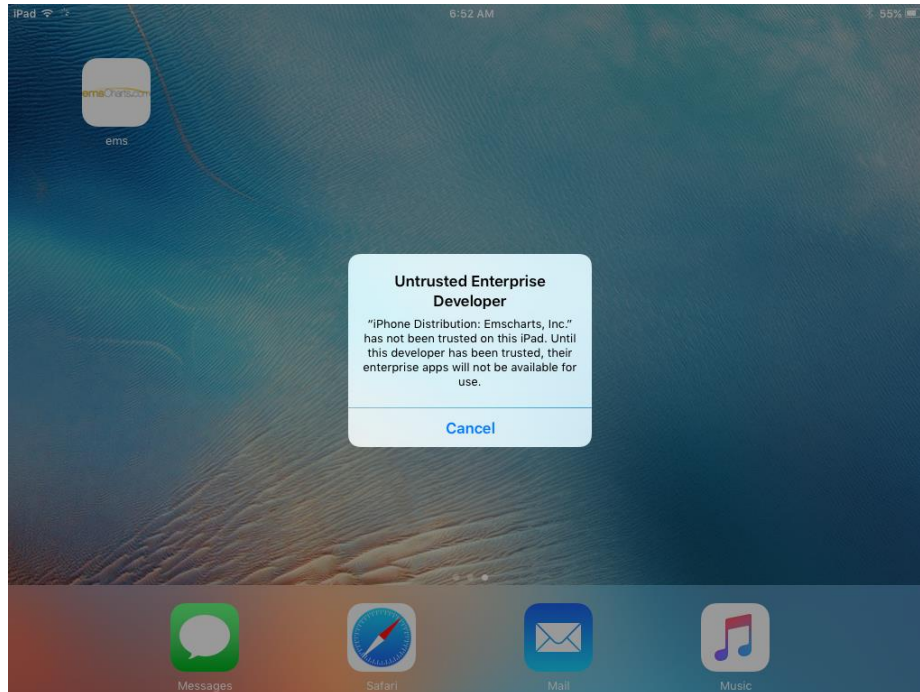


Figure 4

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 *ems* will now be labeled as "Verified" (Figure 9)

The following screenshots describe the verification process of tablet:

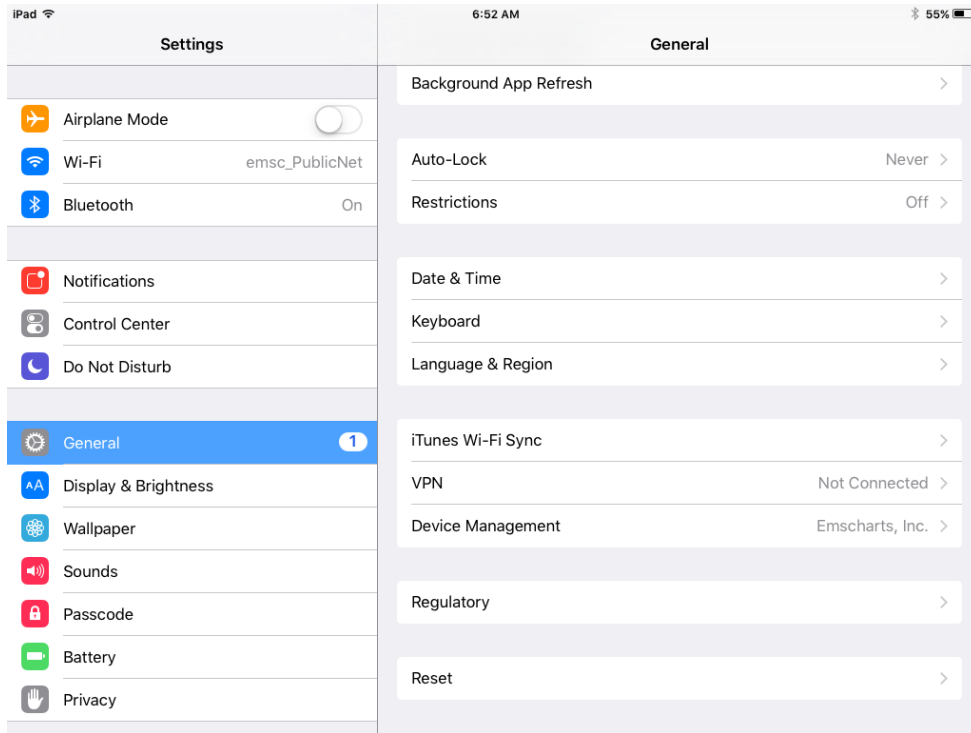


Figure 5

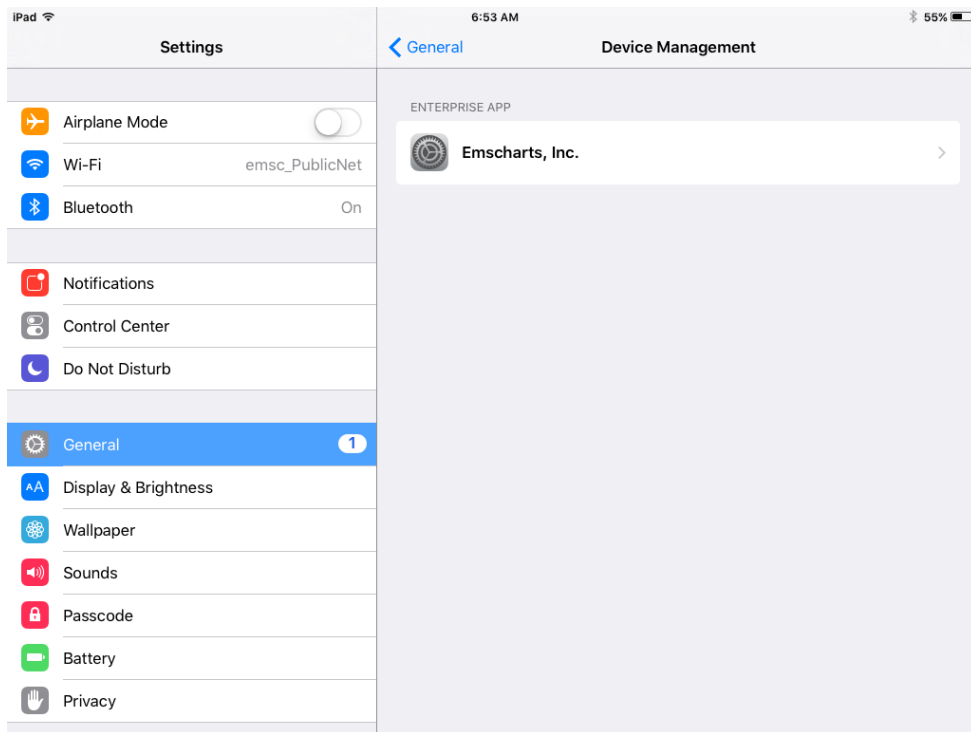


Figure 6

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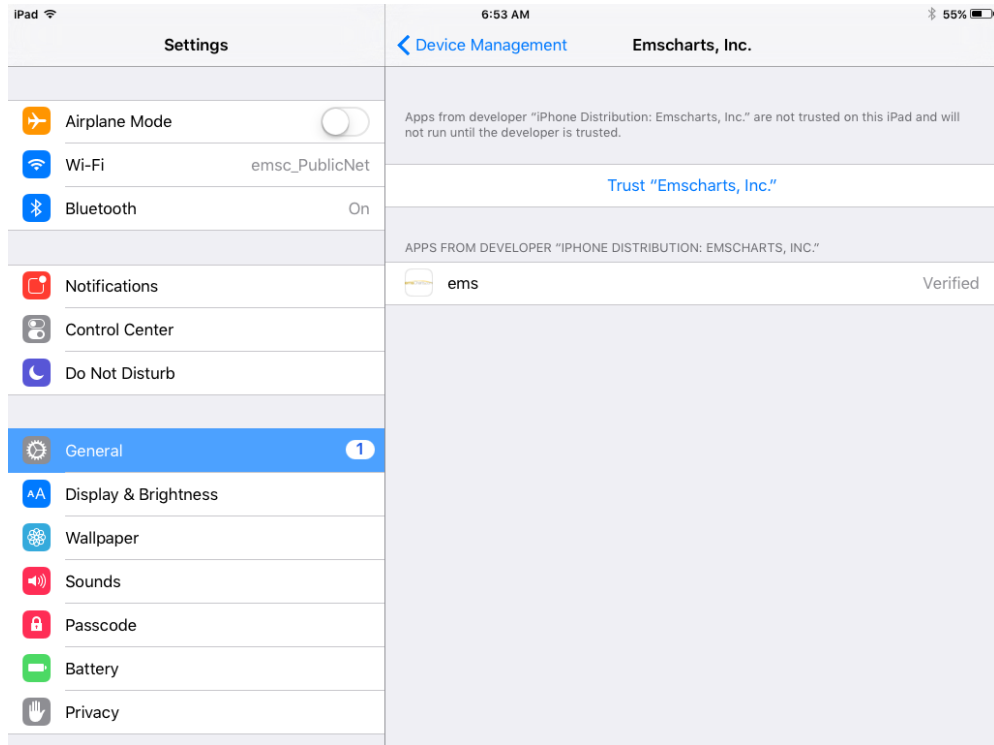


Figure 7

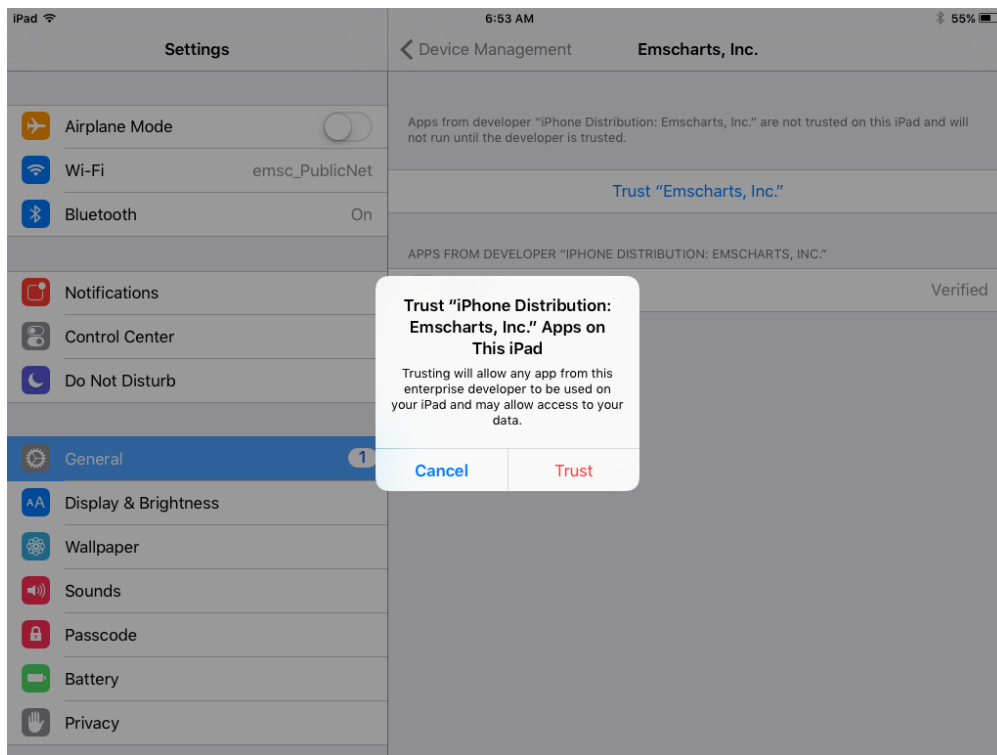


Figure 8

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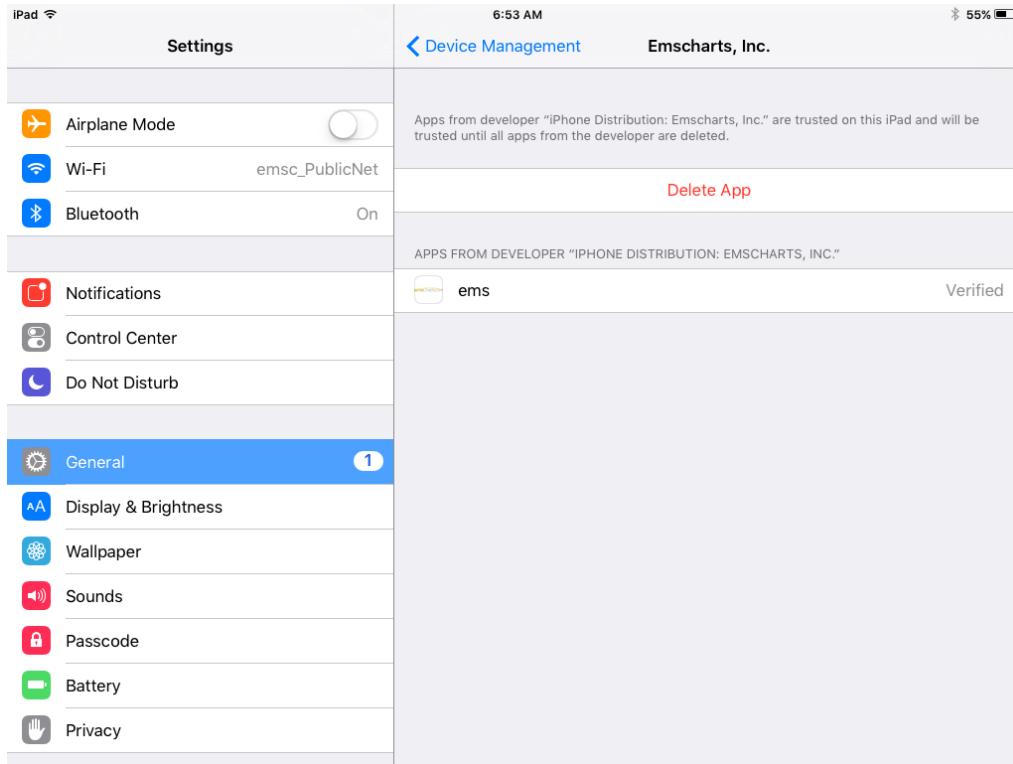


Figure 9

The Apple® configuration should be very straight forward, once the application is downloaded to the device and the developer is trusted as listed above, the software should open as expected.

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.

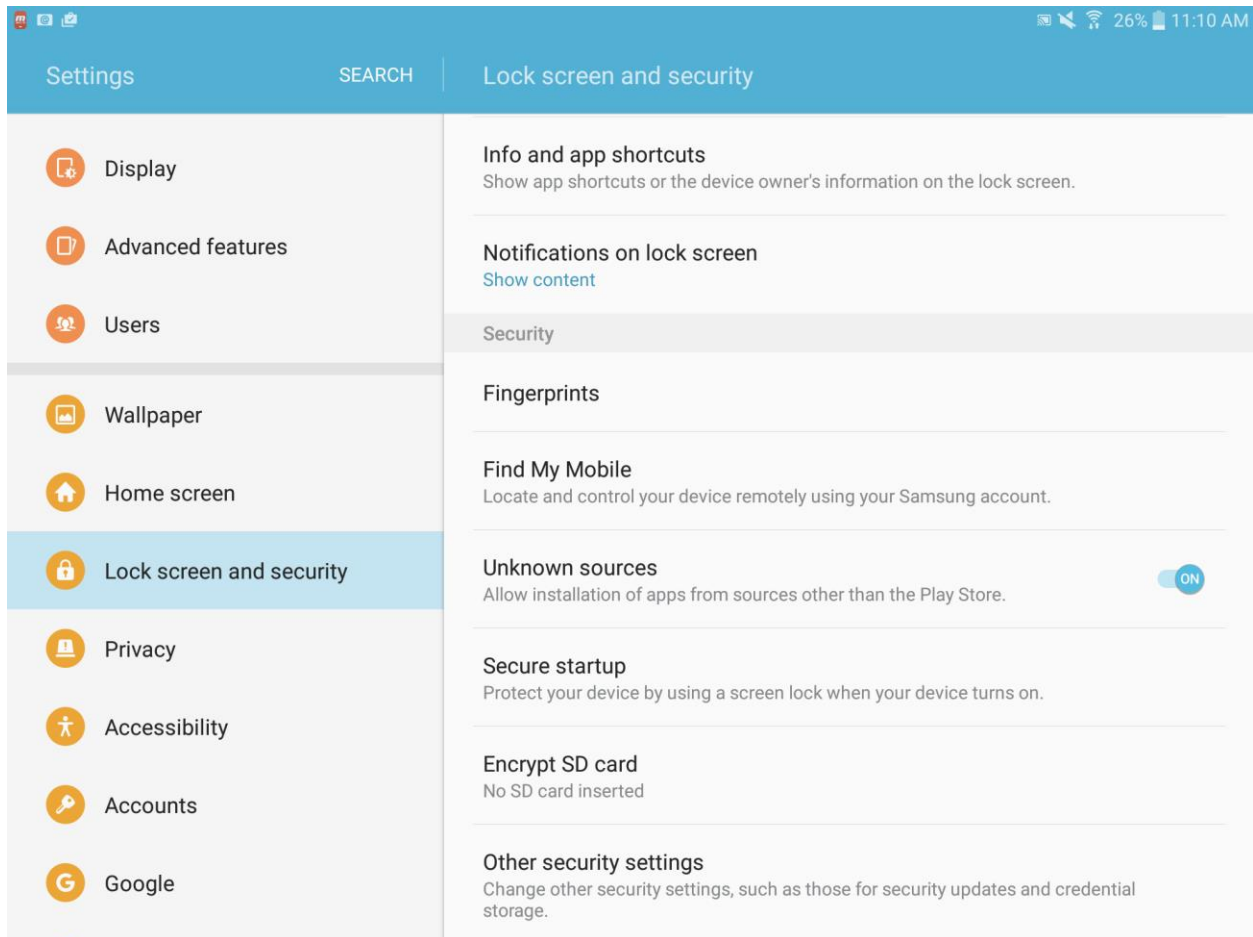


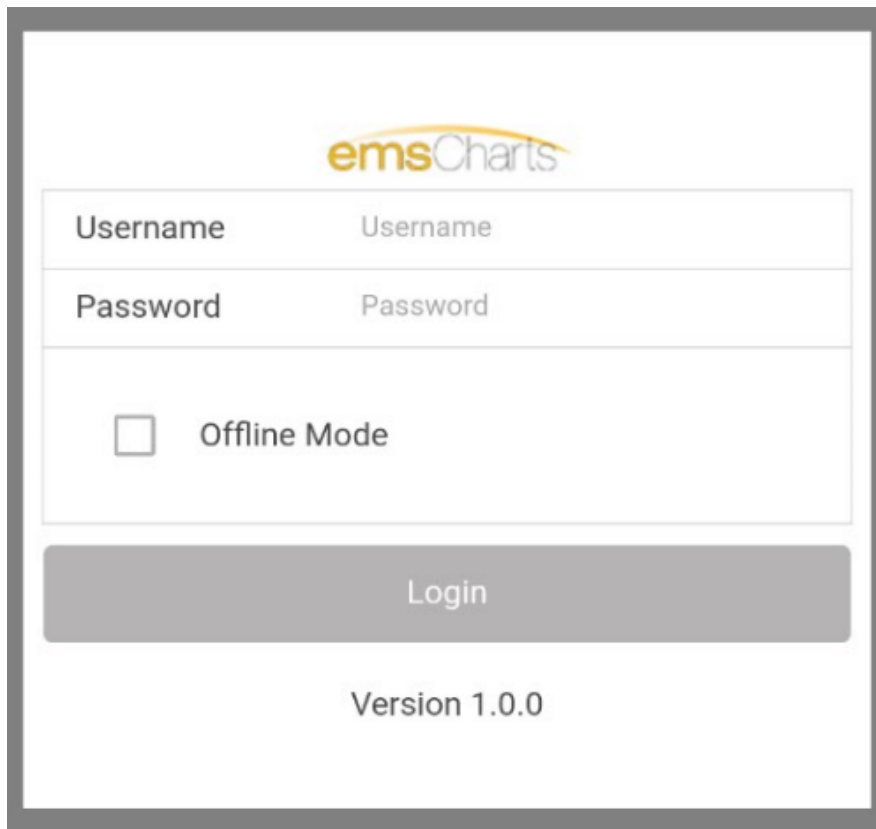
Figure 10

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. Select service to download (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.*



The image shows a login screen for the emsCharts Tablet application. At the top center is the emsCharts logo. Below the logo is a form with two input fields: 'Username' and 'Password'. Underneath these fields is a checkbox labeled 'Offline Mode'. At the bottom of the form is a large 'Login' button. Below the button, the text 'Version 1.0.0' is displayed.

Figure 11

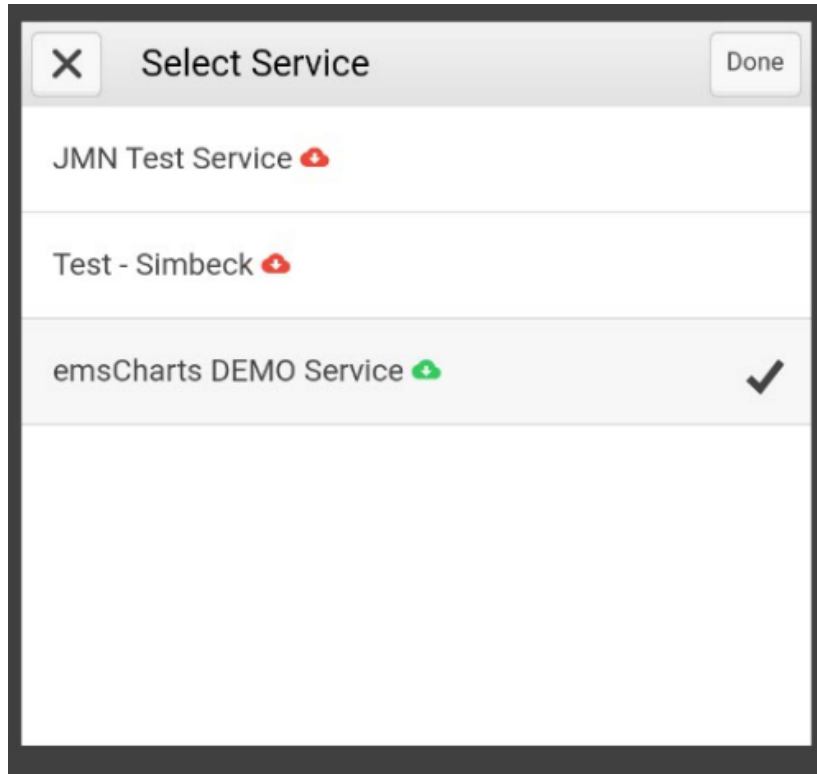


Figure 12

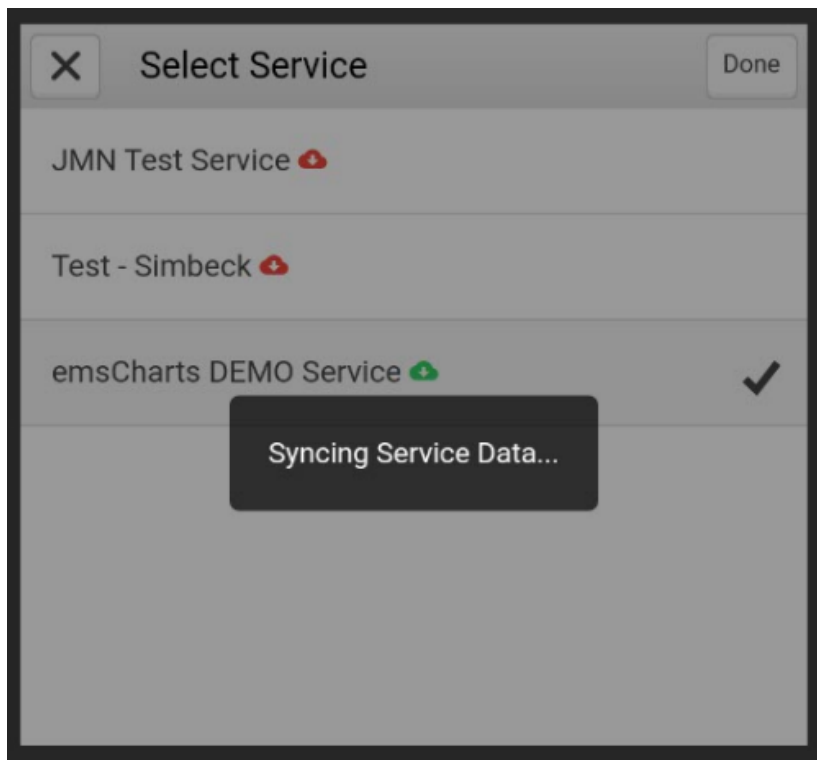


Figure 13

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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.

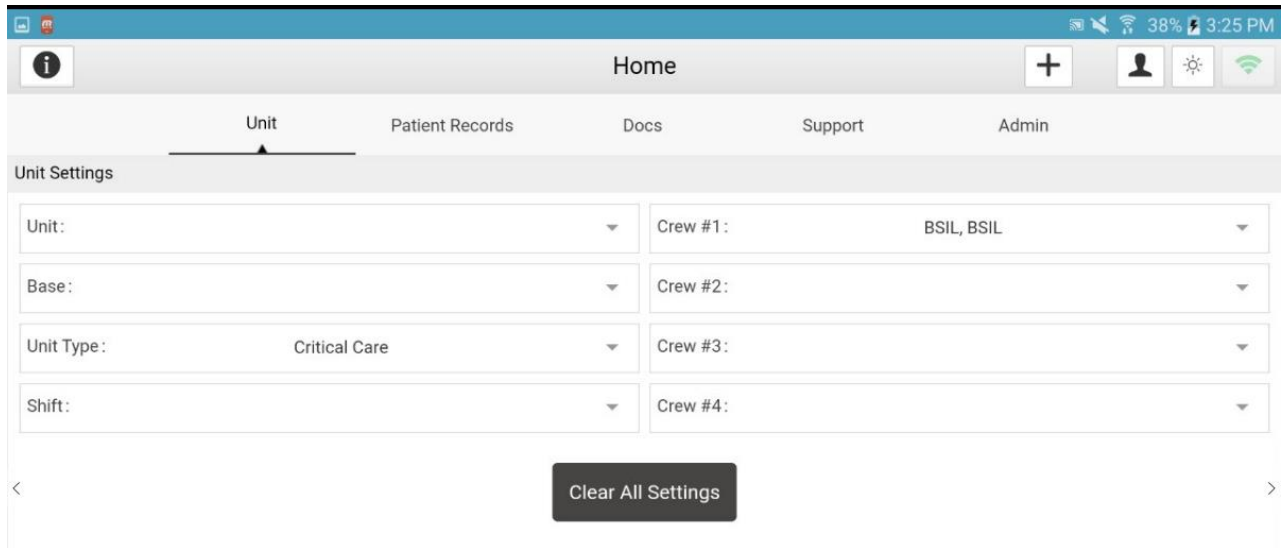


Figure 14

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.