EMSupply™ Training Guide

Customer Administrator Training

To log in to EMSupply

1. Through your internet browser, go to: https://EMSupply.juvare.com. The *Log In* page opens.
2. Enter the temporary **Username** and **Password** provided by your instructor, and click **Log In**.

   Note: After this training, the Username and Password will be reset for this account and position.

Interactive Training

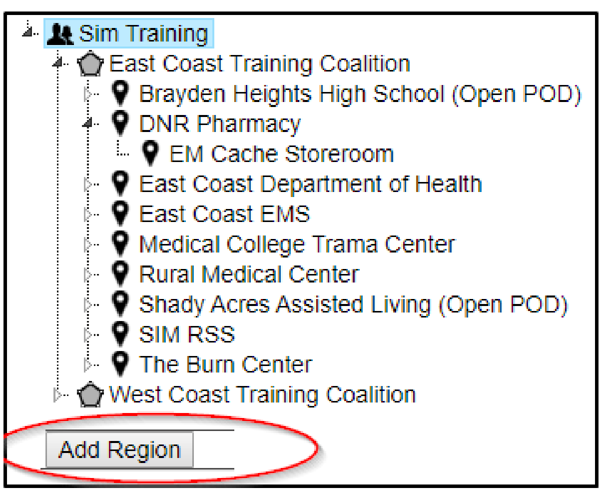
Log into EMSupply using your assigned Username and Password.

Working with Regions and Locations

To add a region

1. On the *Settings* tab, click **Domains**.

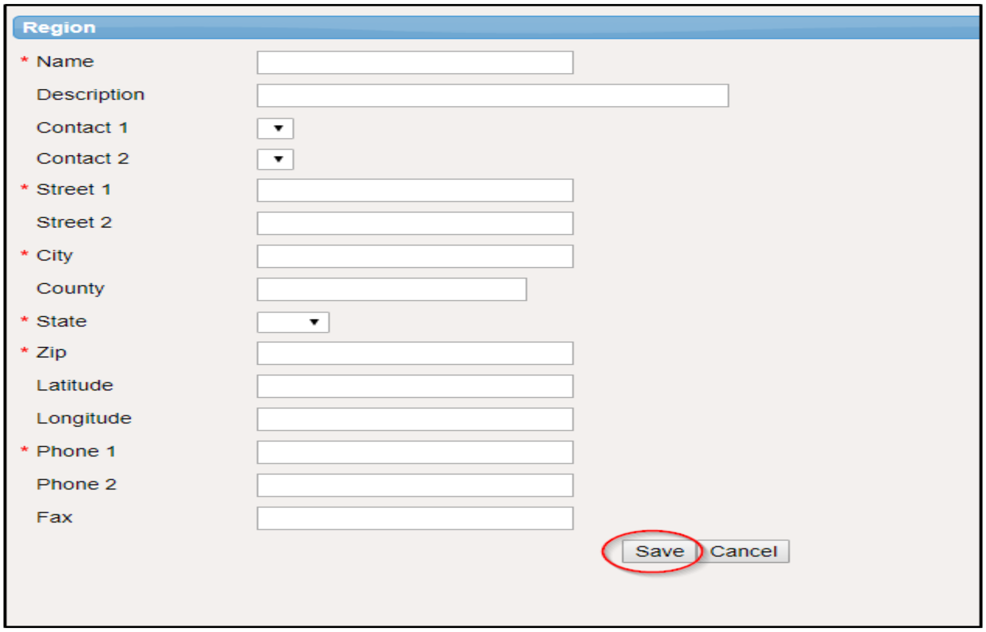
2. Expand the domain hierarchy in the left pane. The pane shows the existing regions.
3. Click **Add Region**.



4. Enter the region's **Name**.
5. Enter its **Description**.

To add a region (continued)

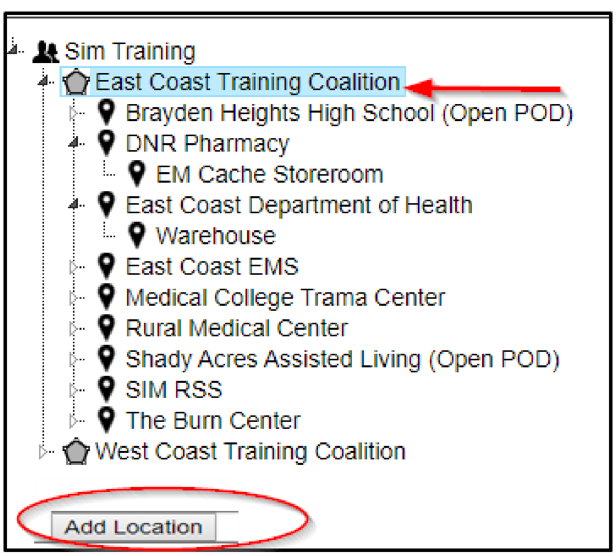
6. If appropriate, select **Contact 1** and **Contact 2**.
7. Enter the region's **primary address.**
8. Enter the region's **Phone 1** and **Phone 2**.
9. Enter the **Fax** number.



10. Click **Save**.

To add a location

1. On the *Settings* tab, click **Domains**. The *Domains* page opens.
2. Add a Expand the top level of the hierarchy in the left pane. The pane shows the existing regions.



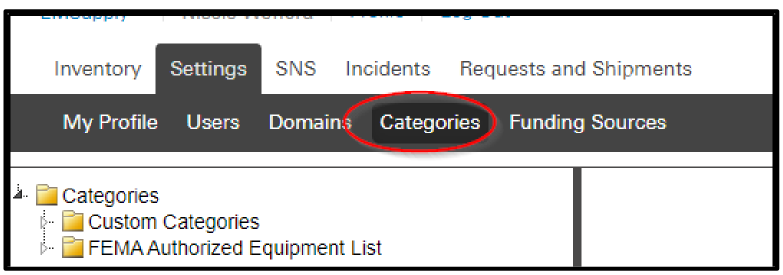
To add a location (continued)

3. Locate, expand, and select the appropriate region.
4. Click **Add Location**. The right pane shows the fields to complete.
5. Enter the location's **Name.**
6. Enter its **Description**.
7. Select **Contact 1** and **Contact 2**.
8. Enter the Agency Number and select the Location Type.
9. Enter the location's **primary address.**
10. Enter the location's **Phone 1** and **Phone 2.**
11. Enter the **Fax** number.
12. Click **Save**.

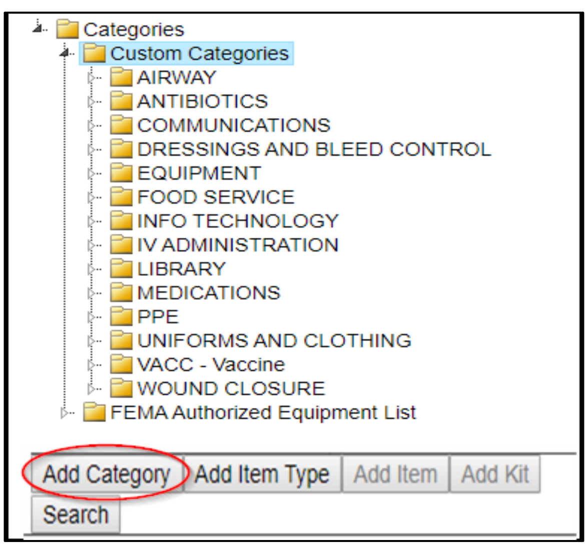
Working with Inventory

To add categories

1. On the *Settings* tab, click **Categories**. The *Categories* page opens.

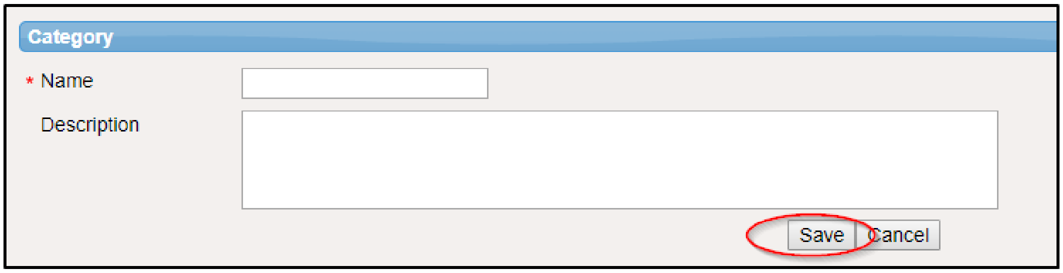


2. Select the **Custom Categories** folder.
3. Click **Add Category**.



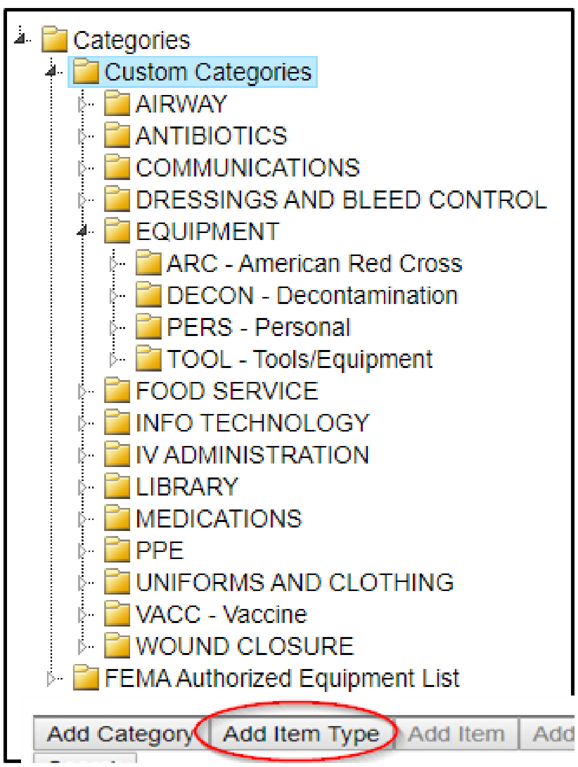
To add categories (continued)

4. Give the Category a **Name** and a **Description**.
5. Select to **Save**.



To add item types

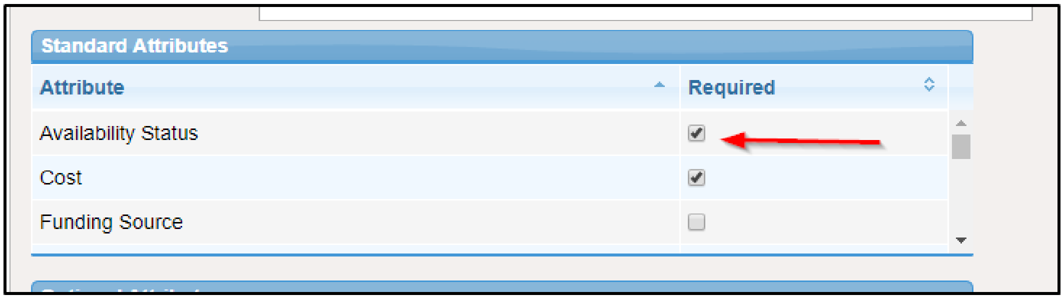
1. On the *Settings* tab, click **Categories**. The *Categories* page opens.
2. In the left pane, locate and select the category where you want to add this type.
3. Click **Add Item Type**. The right pane shows the fields to complete.



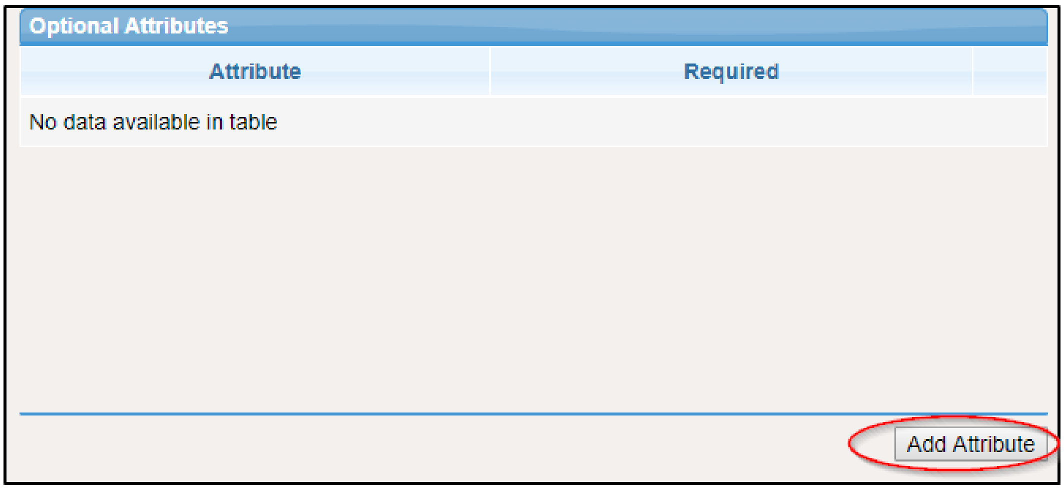
4. Enter the item type **Name** and **Description**.

To add item types (continued)

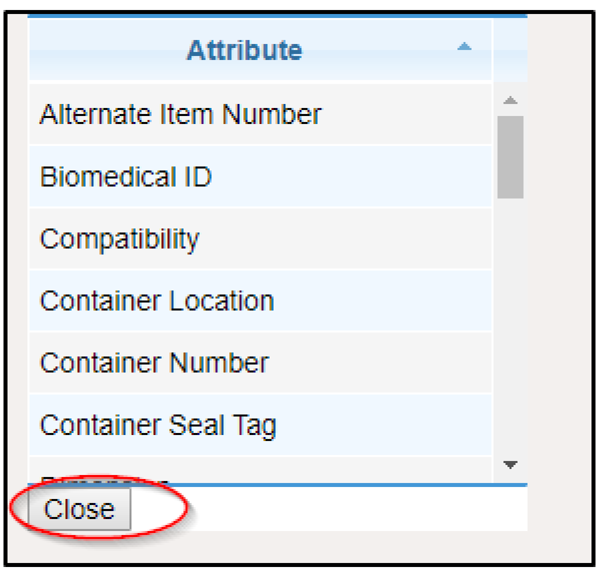
5. To make **Standard Attributes** required, select each attribute's **Required** check box.



6. In the Optional Attributes section, click **Add Attribute**. The *Attribute* window opens.



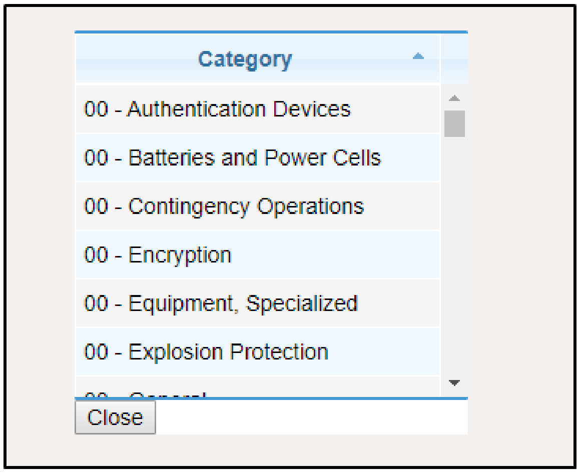
7. Click each attribute you want to add to this type.
8. When you are done, click **Close**.



9. Click **Add Category**. The *Category* window opens.

To add item types (continued)

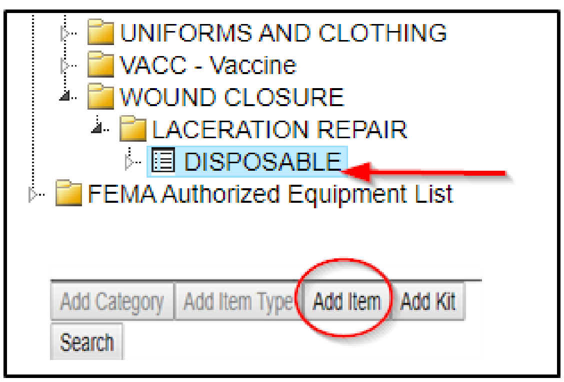
10. Click each category you want to add to this type.
11. When you are done, click **Close.**



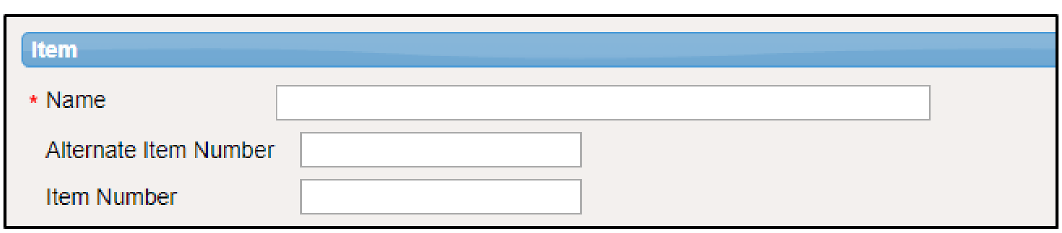
12. Click **Save.**

To add items

1. On the *Settings* tab, click **Categories**. The *Categories* page opens.
2. Locate and select the appropriate category folder.
3. Locate and select the item type.
4. In the left pane, click **Add Item**.



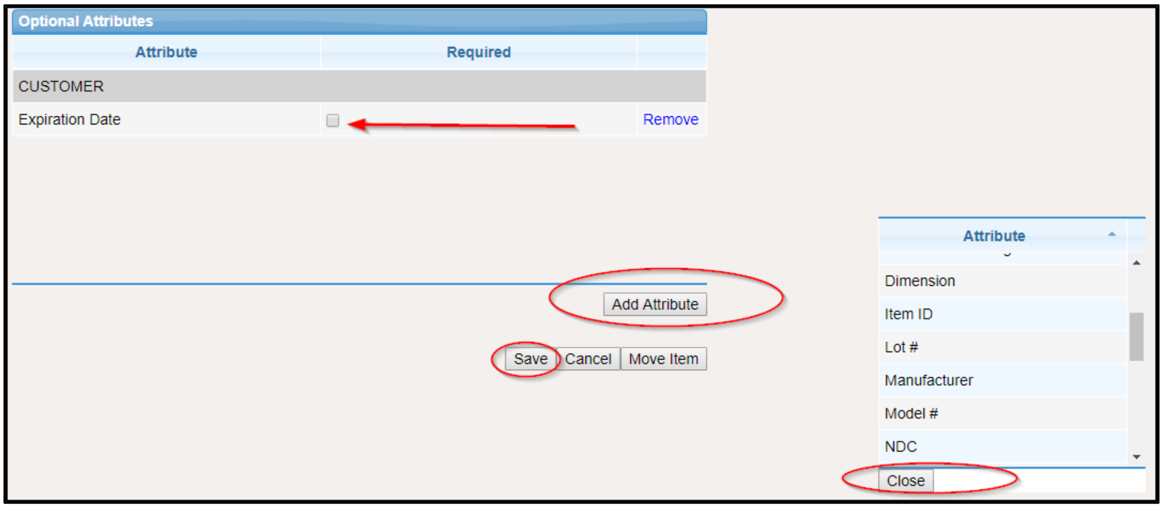
5. In the right pane, enter the item **Name**, **Alternate Item Number**, and **Item Number**.



6. In the *Optional Attributes* section, click **Add Attribute**. The *Attribute* window opens.

To add items (continued)

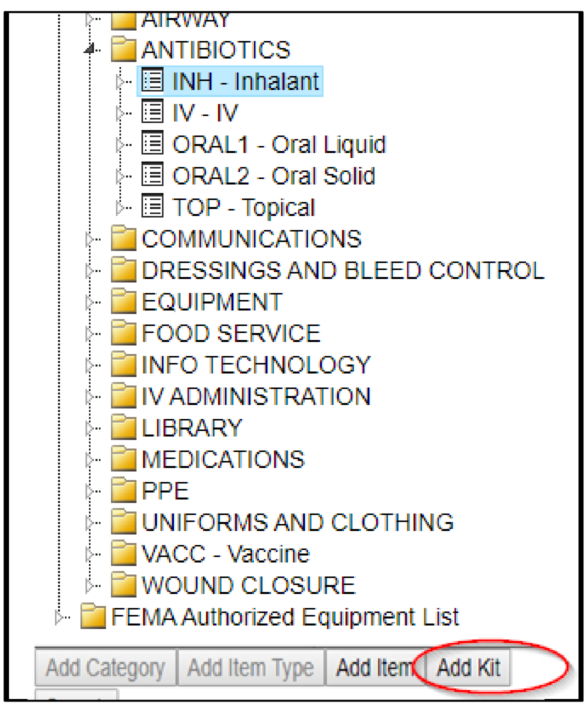
7. Click each attribute you want to add to this type.
8. When you are done, click **Close**.
9. To make an attribute required, select its **Required** check box.



10. Click **Save**.

To create kit templates

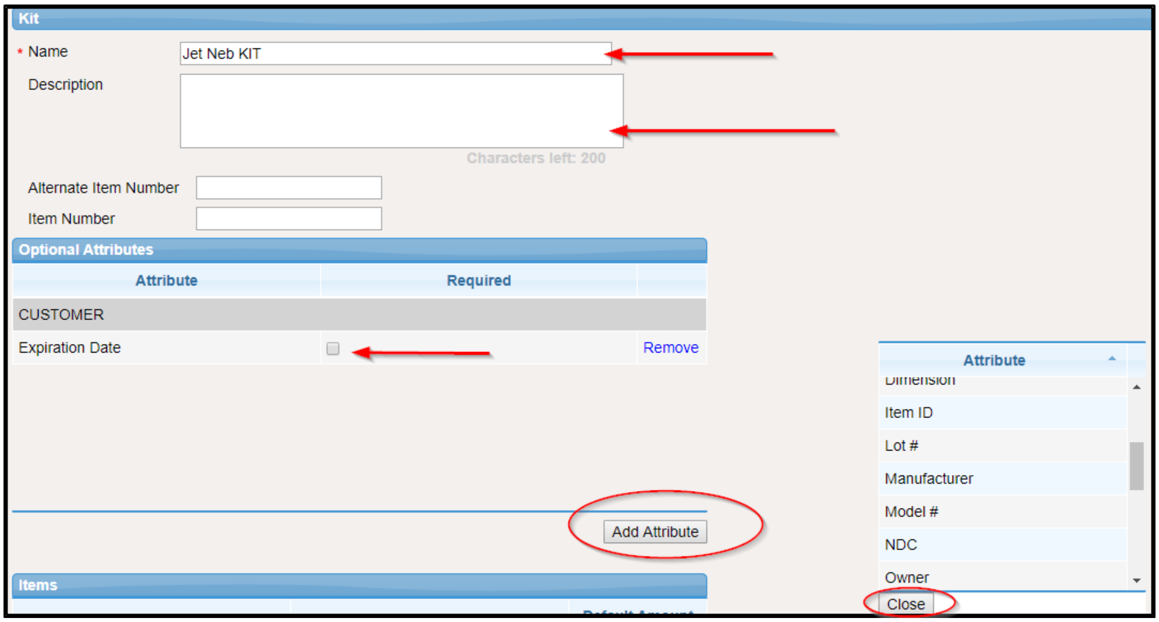
1. Click *Settings* and select **Categories**.
2. In the left pane, locate and select the item type where you want to add this kit.



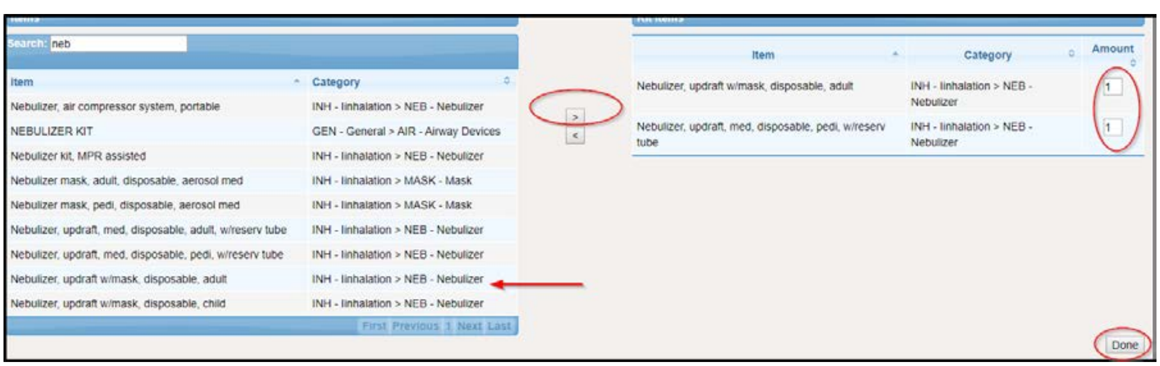
3. Click **Add Kit**. The right pane shows the fields to complete.

To create kit templates (continued)

4. Enter the **Name** and, if appropriate, a **Description**.
5. In the *Optional Attributes* section, click **Add Attribute**. The *Attribute* window opens.
6. Click each attribute you want to add to this type.
7. When you are done, click **Close.**
8. To make an attribute required, select its **Required** check box.

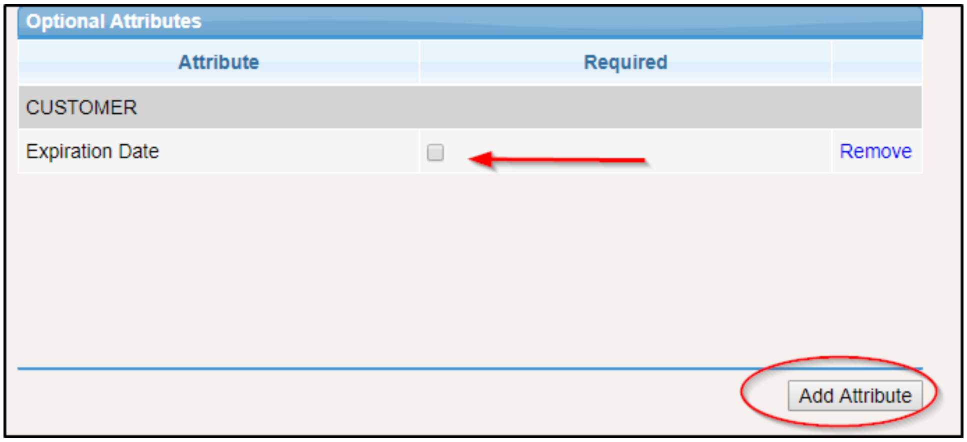


9. To add items to the kit, click **Edit Items**. The *Add Items to Kit* page opens.
10. In the **Items** (left) pane, locate and select an item.
11. Click the right arrow to add it to the kit. The item appears in the **Kit Items** pane.
12. Indicate the **Amount.**
13. Repeat these steps to continue adding items.
14. When you are finished, click **Done.** The Add Items to Kit page closes. The Items table shows the items (and the amounts) you added to the kit.
15. Click **Save**. The kit is added to your category hierarchy.

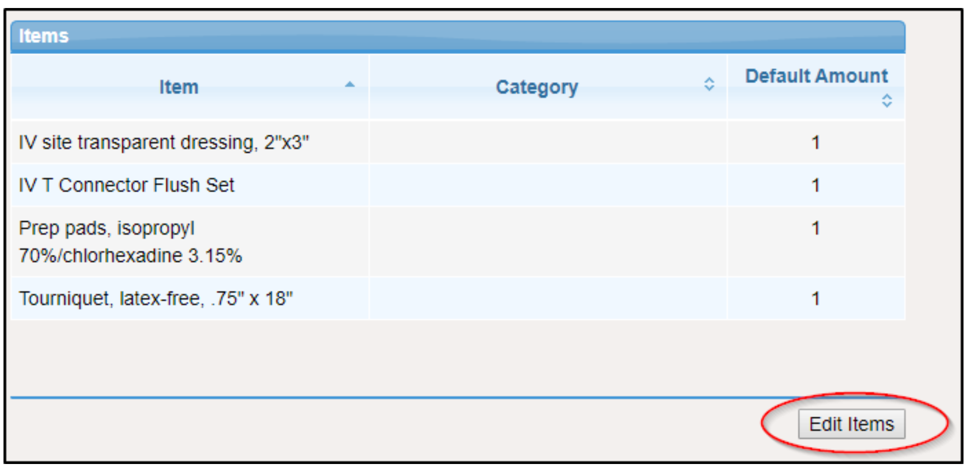


To edit kit templates

1. On the *Settings* tab, click **Categories**. The *Categories* page opens.
2. In the left pane, locate and select the kit. The right pane shows its details.
3. Click Add **Attribute**. The *Attribute* window opens.
4. Click each attribute you want to add to this type.
5. When you are done, click **Close**.



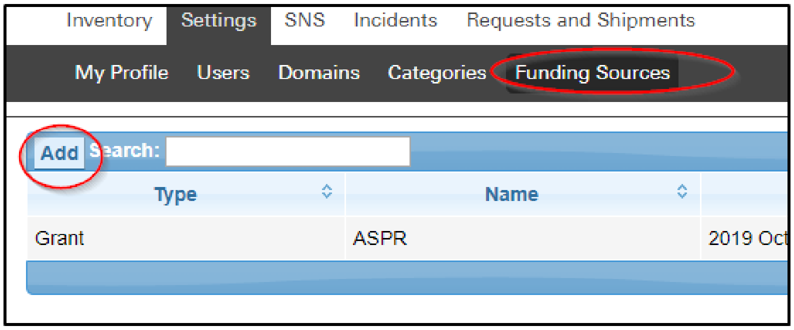
6. To change items and quantities in the kit, click **Edit Items.** The *Add Items to Kit* page opens.



7. In the **Items** pane, locate and select an item.
8. Click the right arrow to add it to the kit. The item appears in the *Kit Items* pane.
9. Enter or change the **Amount.**
10. Repeat these steps to continue adding items.
11. To edit an existing item's quantity, locate it in the right pane and enter the changed **Amount.**
12. To remove an existing item, select it in the right pane and click the left arrow.
13. When you are finished, click **Done**. The **Items** table shows your additions and changes.
14. Click **Save**.

To add a funding source

1. On the **Settings** tab, **click Funding Sources**. The Funding Sources page opens.
2. Click **Add**. The Add Funding Source window opens.

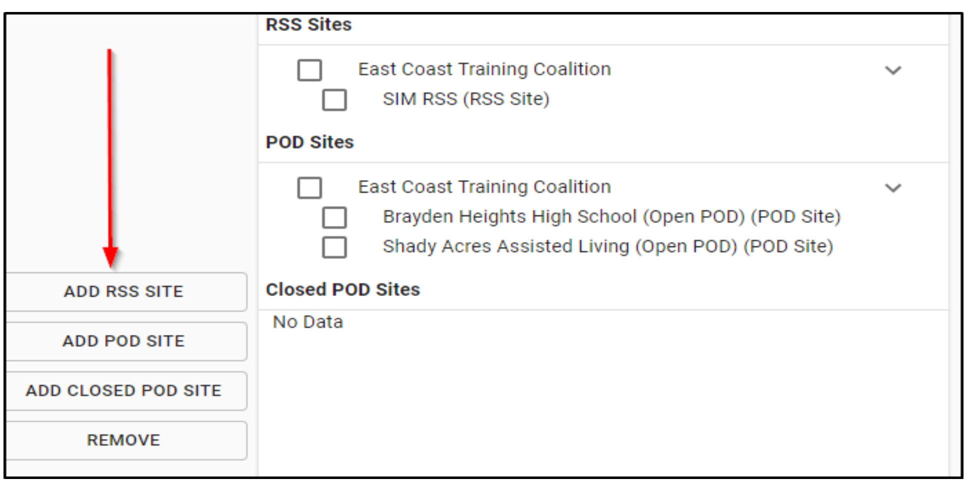


3. Select the level of access **(Available To)**.
4. Select the **Type**.
5. Enter a **Name**.
6. Indicate the source's **Start Period and End Period**.
7. To make the source available, be certain the **Active** check box is selected.
8. Click **Save**.

Working with SNS and Incidents

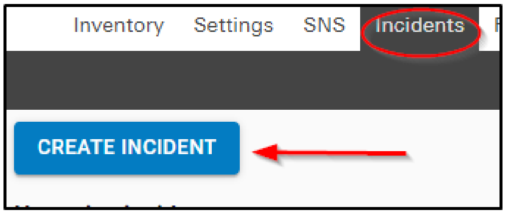
To add RSS and POD sties

1. On the **SNS** tab, in the *Available Locations* area, select the check box for all locations you want to designate as either RSS, POD, or closed POD sites.
2. Click **Add RSS Site, Add POD Site,** or **Add Closed POD Site**. The selected sites appear in the corresponding area on the right.

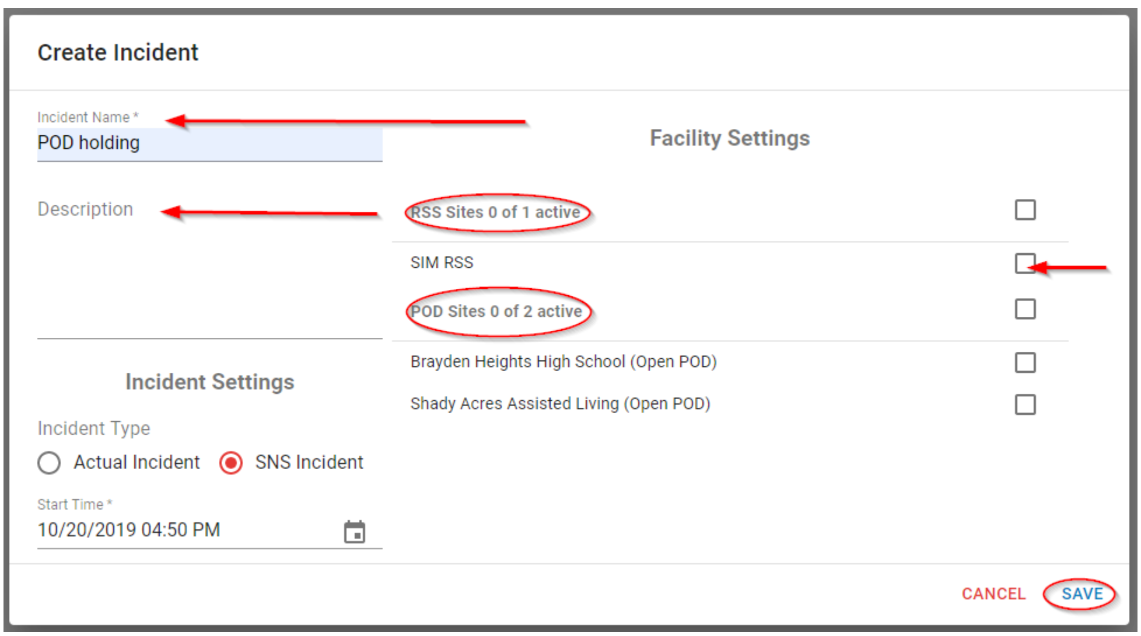


To create incidents

1. On the **Incidents** tab, click Create Incident. The Create **Incident** window opens.



2. For **Name,** enter the name of the incident.
3. For **Description**, enter basic information about the nature of the incident to help other people better understand the situation.
4. For **Type**, click either **Actual Incident** or **SNS Incident**.
5. Enter the **Start Date and Time.**
6. If you are creating an SNS incident, in the Facility Settings area, select the check box to identify the RSS and POD sites.
7. Click **Save**. The incident appears on the page.



To edit incidents

1. On the **Incidents** tab, locate the incident and click **Edit Incident.** The Edit Incident window opens.
2. Update the **Name**, **Description**, **Type**, **Start Date** and **Time**, and/or **Facility Settings**.
3. Click **Save**.

To end incidents

1. On the **Incidents** tab, locate the incident and click **End Incident**. The End Incident window opens.

2. Click **End**. The incident is removed from the page.

Configure your account

To update your account

1. Log out of the EMSupply application on the web and mobile application.
2. Log into the application using your real username and password.
3. Enter or update your e-mail address, phone number, and text pager address.
4. Log in to the mobile application using your real username and password.
5. Add the EMSupply phone numbers as contacts in your phone:
    - 470-260-9760
    - 916-640-1307
6. Please complete the Juvare Training Evaluation Survey: https://learning.juvare.com. Thank you for participating in today's training!