

# EMTrack®

## End User Training

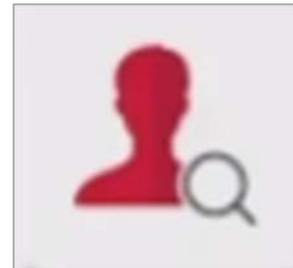


## Mobile

To download the EMTrack Mobile app for your iOS or Android device

### iOS

1. On your phone, open the **App Store**.
2. Search for **EMTrack** and in the results, locate **EMTrack Mobile**.
3. Tap **GET**.



### Android

1. On your phone, open the Play Store.
2. Search for **EMTrack** and in the results, locate **EMTrack Mobile**.
3. Tap the EMTrack Mobile frame.
4. Tap **Install**

## Web

To log in to EMTrack through the Internet

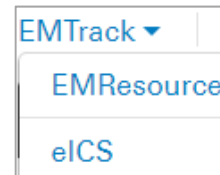
1. Through your internet browser, go to:  
<https://emtrack.juvare.com>  
The Log In page opens.
2. Enter the temporary **Username** and **Password** provided by your instructor, and click **Log In**.

**Note:** After this training, the Username and Password will be reset.

The login page features the JUVARE logo at the top, with the tagline 'Enterprise resilience solutions' below it. The 'EMTrack' title is centered above the login fields. There are two input fields: 'Password' and 'PIN'. Below these are 'Username' and 'Password' fields. A blue 'Log In' button is positioned below the fields. At the bottom, there are three links: 'Forgot Username?', 'Forgot Password?', and 'Need Help?'.

## EMResource / eICS

Users that have access to EMTrack, EMResource, and eICS are able to navigate back and forth between the applications using the application switcher located on the upper right.



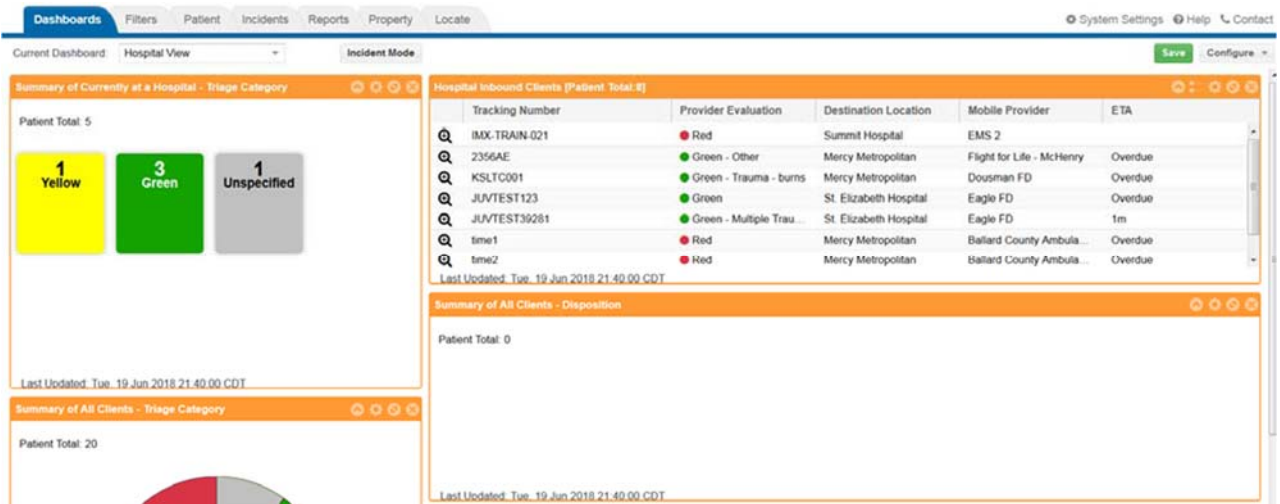
- In EMTrack, click the app switcher and select EMResource/eICS.
- In EMResource/eICS, click the app switcher and select EMTrack.

## Dashboards and Filters

Dashboards are made up of gadgets that provide patient lists, incident information, and patient summaries that can be region-wide or incident-specific according to the users' access rights.

### To explore the dashboard

1. On the *Dashboard*, in the **Current Dashboard** list, click **Hospital View**.



The screenshot shows the EMTrack dashboard interface. At the top, there are tabs for Dashboards, Filters, Patient, Incidents, Reports, Property, and Locate. The 'Dashboards' tab is active, and the 'Hospital View' is selected in the 'Current Dashboard' dropdown. The 'Incident Mode' button is visible. The dashboard contains several gadgets with orange frames (region-wide data) and blue frames (facility-specific data). The 'Summary of Currently at a Hospital - Triage Category' gadget shows a patient total of 5, with 1 Yellow, 3 Green, and 1 Unspecified. The 'Hospital Inbound Clients (Patient Total: 8)' gadget displays a table of incoming patients. The 'Summary of All Clients - Disposition' gadget shows a patient total of 0. The 'Summary of All Clients - Triage Category' gadget shows a patient total of 20. The bottom right corner of the dashboard shows a partial view of a circular gauge.

Tracking Number	Provider Evaluation	Destination Location	Mobile Provider	ETA
IMX-TRAIN-021	Red	Summit Hospital	EMS 2	
2356AE	Green - Other	Mercy Metropolitan	Flight for Life - McHenry	Overdue
KSLTC001	Green - Trauma - burns	Mercy Metropolitan	Dousman FD	Overdue
JUVTEST123	Green	St. Elizabeth Hospital	Eagle FD	Overdue
JUVTEST39261	Green - Multiple Trau...	St. Elizabeth Hospital	Eagle FD	1m
time1	Red	Mercy Metropolitan	Ballard County Ambula...	Overdue
time2	Red	Mercy Metropolitan	Ballard County Ambula...	Overdue

2. Click **Incident Mode**. In the list that appears, click **3.0 MCI Event**. Gadgets with orange frames represent region-wide data and gadgets with blue frames contain facility-specific data.

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### Incidents

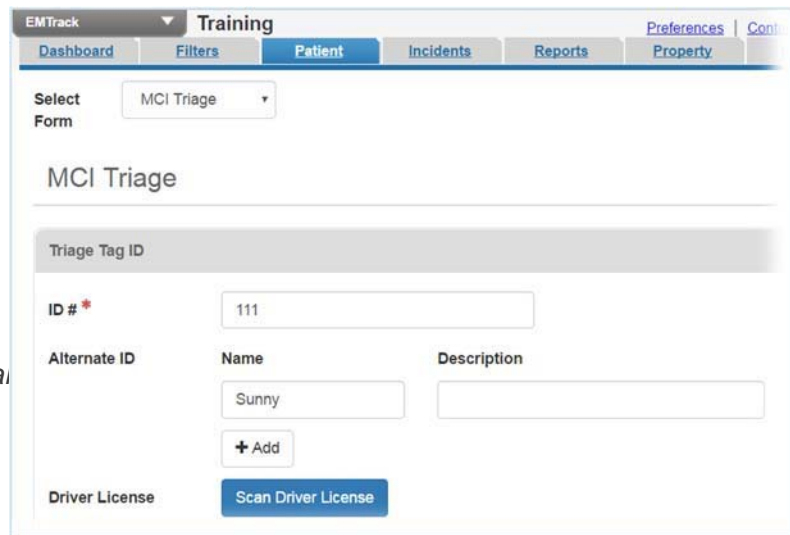
Incidents are used to group patients, sites (such as destination facilities) and participants (such as mobile providers) that are associated with an event to help you quickly locate all the information you need.

### Entering Patients

Once patients have been entered into EMTrack, authorized users are able to add information such as demographics, treatment actions, patient condition, property, and relatives. EMTrack Mobile provides a quick and easy way to enter patients on an Android or iOS device.

#### To enter patient data using the web application

1. From any page, click the **Patient** tab. Select the *MCI Triage* form from the list.
2. Enter a **Name** and select a **Triage Category**.
3. For **Incident Involvement**, select **3.0 MCI Event**.
4. Select a **Current Location**, and then for **Destination Location**, select either *St. Elizabeth Hospital* or *Summit Hospital*.
5. Enter other information as necessary, and at the bottom, click **Save**.

The screenshot shows the EMTrack web application interface. At the top, there's a navigation bar with 'EMTrack' and a dropdown menu. Below it, a 'Training' section contains tabs for 'Dashboard', 'Filters', 'Patient', 'Incidents', 'Reports', 'Preferences', and 'Property'. The 'Patient' tab is active. Under 'Select Form', 'MCI Triage' is selected. The form title is 'MCI Triage'. Below this, there's a 'Triage Tag ID' section. The 'ID #' field contains '111'. There are fields for 'Alternate ID', 'Name' (containing 'Sunny'), and 'Description'. An '+ Add' button is below the 'Name' field. At the bottom, there's a 'Driver License' section with a 'Scan Driver License' button.

#### Enter a patient using the mobile app

1. Follow the instructions on Page 1 to install the EMTrack mobile application on your device
2. Log in to the EMTrack mobile application using your temporary account
3. Confirm that the division listed at the top is "Training", "Summit Hospital", or "St. Elizabeth Hospital"
4. Select the Triage form
5. Enter all required fields
6. Click **UPLOAD** at the bottom of the form
7. Make sure that there are no errors and that the patient was uploaded

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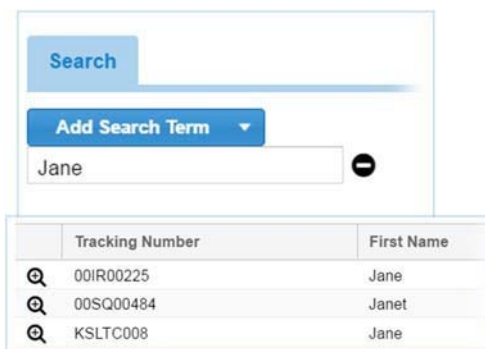
## End User Training

### Search

EMTrack provides comprehensive search functionality to help you find the information you need quickly.

#### To search for a patient

1. Click the **Locate** tab. The *Search* page opens.
2. Click **Add Search Term** and in the list, select a parameter (such as First Name) on which to search. The search term field appears.
3. Enter the search term value for the patient you created.
4. Click **Search**. Results with that value appear.
5. Locate your patient, and on that row click the *View* icon 🔍.



	Tracking Number	First Name
🔍	00IR00225	Jane
🔍	00SQ00484	Janet
🔍	KSLTC008	Jane

### Working with Patients

#### To View, Receive, Discharge, Transport, Edit/Update Patients, and Reporting

1. On the *Summary of All Clients...* gadget, click a section of the pie chart. A window opens with data about the patients in that category.
2. On a patient row, click the *View* icon 🔍. The *Detailed Patient Information* window opens.
3. Click through the **Receive**, **Transport**, and **Discharge** buttons.
4. Click **More** and then click through the different **Action** and **View** options.
5. Click **Edit** and on the window asking if you want to leave, click **Leave**. The *Patient* page opens with the *Demographics* tab selected.
6. On the upper right, click **DL/ID Reader**. A window opens waiting for the scanned data. If you have a scanner, you can scan an ID. Otherwise, click **Cancel**.
7. Navigate through the other tabs (such as **Relatives**, **Property**, and **Images**).
8. Use the mobile application to **Receive** and **Discharge** a patient.
9. Run a **Patient Detail** and a **Custom** report on a patient.



**All Clients - Incident - 3.0 MCI Event [Patient Total: 52]**

	Age	Gender	Provider Evaluation
🔍		--	Red
🔍	40 - 59 YR	Male	Red
🔍	20 - 39 YR	Female	Red
🔍		--	Red

**Detailed Patient Information: 1002**

**Edit** **Transport** **Receive** **Discharge** **More**

Tracking Number: 1002  
Name: Pete Malloy  
Age: 45 yrs  
Gender: Male  
Triage Category: Red  
Tracking Details: Transporting to St. Elizabeth Hospital via 1  
ETA: Overdue

**Done**

Please complete the Juvare Training Evaluation Survey: <https://learning.juvare.com>

**Thank you for participating in today's training!**