EMTrack®
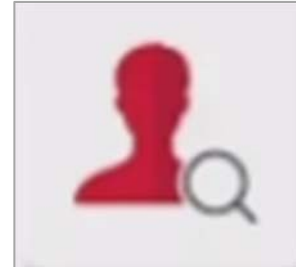## Regional Administrator Training

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.

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.

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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.

EMTrack ▼
EMResource
eICS

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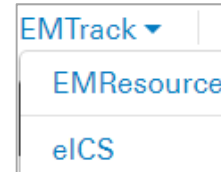
Dashboards and Filters

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**.

2. On the upper right, click **Configure** and in the list, click **Copy Dashboard**. It appears to be the same dashboard, but the name has changed to *New*.

3. 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.

4. Click through the gadget controls:

    a. On the upper left gadget, *Transporting Via - Incident…* click the **Configure** icon ⚙. The gadget controls appear.

    b. In the **Filter** list, select a different filter and click **Apply**.

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To explore the dashboard (continued)

    c. On the gadget below that one, *Summary of All Clients…* click the **Configure** icon. The gadget controls appear.

    d. In the **Group By**, **Sort By**, and **Summary Type** settings, select other options and click **Apply**.

5. On the upper right, click **Configure** and in the list, click **Add Gadget**. The **Gadget Directory** window opens.

6. Click to select a gadget. The gadget is added to the bottom of the dashboard for you to configure.

To create a new filter

1. Click the **Filters** tab.

2. Add search criteria and click **Search**.

3. Specify and alter the columns by clicking the **Columns** button. Select the check box for each column you want to include.

4. Drag and drop the columns to place them in the order that you want them to display.

5. Click **Save As.**

6. Enter the filter's **Name** and if appropriate, the **Description**.

7. Set any sharing that you would like.

8. Click **Save**.

To create a new dashboard

1. Click the **Dashboard** tab.

2. Click **Configure** and then **Add Division Dashboard**. The word **New** appears in the **Current Dashboard** field.

3. Add one or more gadgets to the dashboard. Use the filter you previously created in at least one gadget.

4. Click **Save.**

5. Enter a **Name** for the dashboard and if appropriate, enter its **Description**.

6. Add sharing for the dashboard by selecting the role you want to share it with and click **Add.**

7. Click **Save**.

Providers

Provider Facilities and Mobile Providers are the entities that users and patients are associated with. A provider facility is a standing facility, which can be a hospital, long-term care facility, or shelter. A mobile provider is a transporting agency, such as EMS organizations and fire departments.

To add a provider

1. On the upper right, click **System Settings**.

2. On the left, under **Providers**, click **Provider Facilities**. The **Provider Facilities** page opens.

3. Click **New Provider Facility**. The **New Provider Facility** window opens.

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

5. If appropriate, enter the **Agency Number**.

6. Select one or more **Labels**.

7. Select or change the **Regional Embarkation/Debarkation Point** check box.

8. Click **Add Phone Number**. A row is added to the table.

9. Enter the **Phone Number**.

10. If appropriate, enter a **Description**.

11. Click the **Location Information** tab.

12. Enter the facility address in the **Street Address**, **City**, **State**, and **Postal Code** fields.

13. To find the **Latitude** and **Longitude**, click **Lookup**. The map opens.

14. Verify that the address marker is correctly located on the map. If necessary, drag the marker to reposition it.

15. In the upper right, click the close icon to dismiss the map. The **Latitude** and **Longitude** have been entered for the mapped location.

16. Click **Save**.

Labels

Labels are used to help distinguish and classify Providers, Clients, and Files. Provider and Client labels can be searched on to allow for easier location of specific Providers and Clients.

Note: Client labels are located in the **Regional Settings** section. File, Facility, and Mobile Provider labels are under the **Labels** section.

To create a Facility Label

1. On the upper right, click **System Settings**.

2. On the left, under **Labels**, click **Facility Labels**. The **Facility Labels** page opens.

3. Click **New Facility Label**. The **New Facility Label** window opens.

4. Enter the label's **Name**.

5. Click **Save**.

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Incident Type

Incident type "templates" streamline the incident creation process by providing basic details that are appropriate to the type. The user creating the incident can accept this default information or change it. A description can help users determine the appropriate type to choose when an incident occurs.

To create an incident type

1. In the upper right, click **System Settings**.
2. On the left, under **Other Settings**, click **Incident Types**.
3. Click **Create Incident Type**.
4. Enter the **Name**.
5. If appropriate, enter the **Description**.
6. Click the **Incident Sites** tab.
7. Click **Add Site** and add at least one incident site.
8. Click the **Providers** tab.
9. Click **Add Provider**.
10. Click **Search Providers**.
11. Select the check box each provider that you want to include.
12. Click **Add Provider**.
13. Click **Save**.

Data Elements

The data element setup feature allows you to manage values that appear in certain fields within EMTrack. In many cases, these fields are pick lists that offer the user a number of options from which to choose.

To manage Data Elements

1. On the upper right, click **System Settings**.
2. On the left, under **Other Settings**, click **Data Elements**. The **Data Elements** page opens.
3. Locate the element in the list and click its edit icon. The **Edit Data Element** window opens.
4. To add a value:
   a. Click **Add**. The **Add Division Choice** window opens.
   b. Enter the **Name**.
   c. Select the appropriate **Assign to** option.
   d. Click **Save**.

To manage Data Elements (continued)

5. To edit a value:

   a. Locate and select it and click **Edit**. The **Edit Division Choice** window opens.

   b. Make your changes.

   c. Click **Save**.

6. To delete a value, locate and select it and click **Delete**.

Forms

Forms are sets of questions that guide users through collecting and entering data to create records in EMTrack.

To create a new form

1. On the upper right, click **System Settings**.

2. On the left, under **Other Settings**, click **Patient Forms**. The **Forms Configuration** page opens.

3. Click **Create Form**. The **Create Form** page opens.

4. Enter this information.

   a. **Name** - Title of the form, which will be used on the Forms Configuration page and form selection menu.

   b. **Description** - Details or information that will help users understand why and when to use the form.

   c. **Type** - Indicates how and when the form can be accessed and used (Web - Add, Web - Edit, or Mobile).

   d. If you are creating a **Mobile** form, select or clear the check box for **Daily Tracking**. Selecting this check box means the form will be available in run mode, when the run clock has been started. Tracking options are configured through the **Tracking Number** field on forms.

5. If you want to restrict accessibility, in the **Regional Availability** section, identify which providers and/or user roles you want to have access to the form.

6. Click **Save**. The **Forms Configuration** page opens and your new form appears in the list.

7. Locate the form you created. On that row, in the **Actions** menu, click **Design**. The form opens.

8. Configure the form by adding sections, instructions, and fields. Always include the **Tracking Number**, **Incident Involvement**, and **Current Location** and/or **Destination Location**.

9. Click **Preview** to see how the form will appear to users. When ready, click **Close Preview**.

10. When the form design is complete, click **Save & Publish** to make the form **Active**.

11. To make the form visible to users, locate the form you created. On that row, in the **Actions** menu, click **Edit**. The **Edit Form** page opens.

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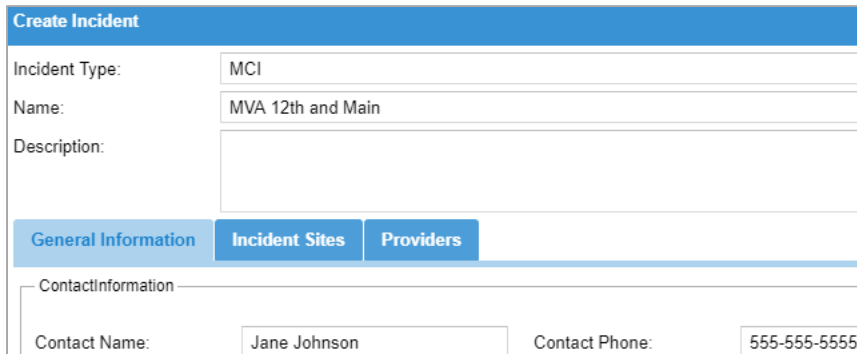### To create a new form (continued)

12. In the **General Information** section, select the checkbox for **Visible**.

13. Click **Save**.

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.

To create and review incident data

1. From any page, click the **Incidents** tab.

2. On the upper right, click **Create Incident**. The *Create Incident* window opens.

3. In the **Incident Type** list, click the incident type you created previously and click **Next**.

4. For **Name**, delete the default name and enter a new name that includes your name.

5. Enter a description and other general information about the incident.

6. Click the **Incident Sites** tab, and on the lower left, click **Add Site**. A row is added to the list.

7. On the new row, click in the *Name* column to enter a name and then click the *Map* icon. The *Select Address* window opens.

8. Click the correct address and click **OK**. The map window opens, which you can dismiss.

9. Click the **Participants** tab, and simply review the participants.

10. Click **Save**. The window closes.

11. Click the **Patient** tab, and add one or more patients to your incident using the form you created. See **Entering Patients** in the next section.

12. Click the **Dashboard** tab, and if it is not already blue, click **Incident Mode**.

13. In the **Incident Mode** list, select your incident to review the patient data.

14. When you are ready, click the **Incidents** tab.

15. Locate your incident in the table and click **End**.
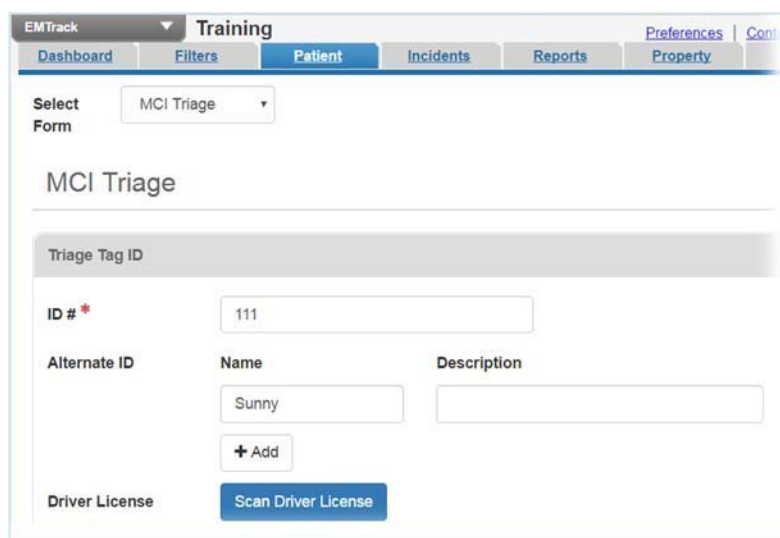
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Entering Patients

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 form that you created from the list.
2. Enter a **Name** and select a **Triage Category**.
3. For **Incident Involvement**, select the incident that you created.
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**.

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

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

Thank you for participating in today's training!