

EMS – DCRT
EMS Data Capture and Reporting Tool
User Guide (Basic)



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Accessing the System

System can be accessed via web browser (i.e., Firefox, Chrome, etc.)

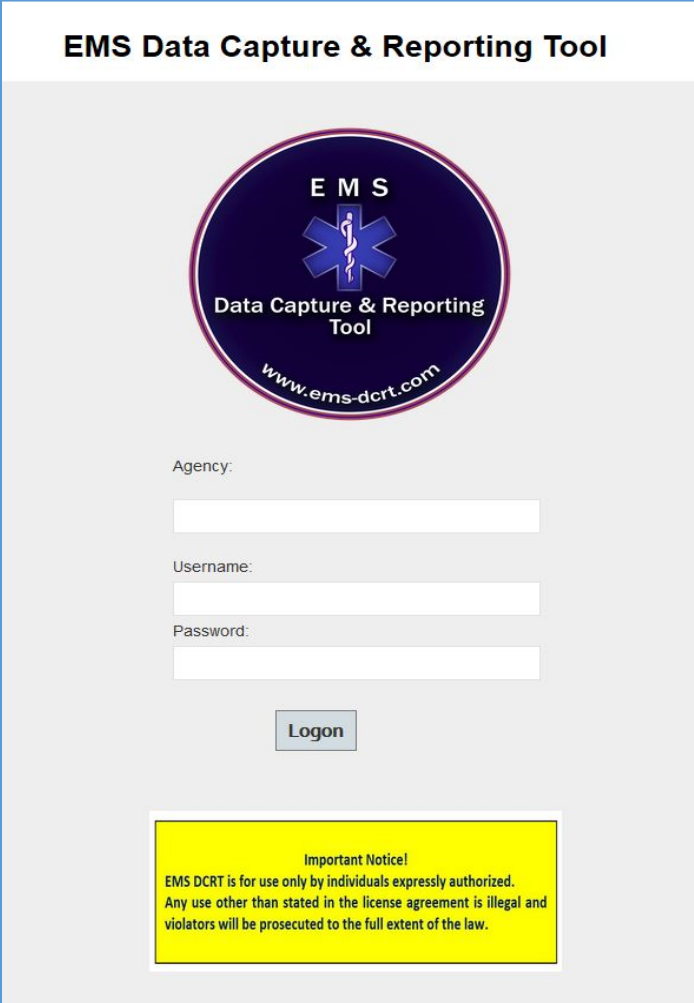
The URL is <https://ems-dcrt.com>

The user should enter:

Agency Name (Assigned at setup)

User Name (Assigned by Admin)

Password (Assigned by Admin, updatable by user)



The screenshot shows the login interface for the EMS Data Capture & Reporting Tool. At the top, the title "EMS Data Capture & Reporting Tool" is displayed. Below the title is a circular logo with a blue background, featuring a white Star of Life with a caduceus in the center. The text "EMS" is at the top, "Data Capture & Reporting Tool" is in the middle, and "www.ems-dcrt.com" is at the bottom. Below the logo are three input fields labeled "Agency:", "Username:", and "Password:". A "Logon" button is positioned below the password field. At the bottom of the page, there is a yellow box containing an "Important Notice!" which states: "EMS DCRT is for use only by individuals expressly authorized. Any use other than stated in the license agreement is illegal and violators will be prosecuted to the full extent of the law."

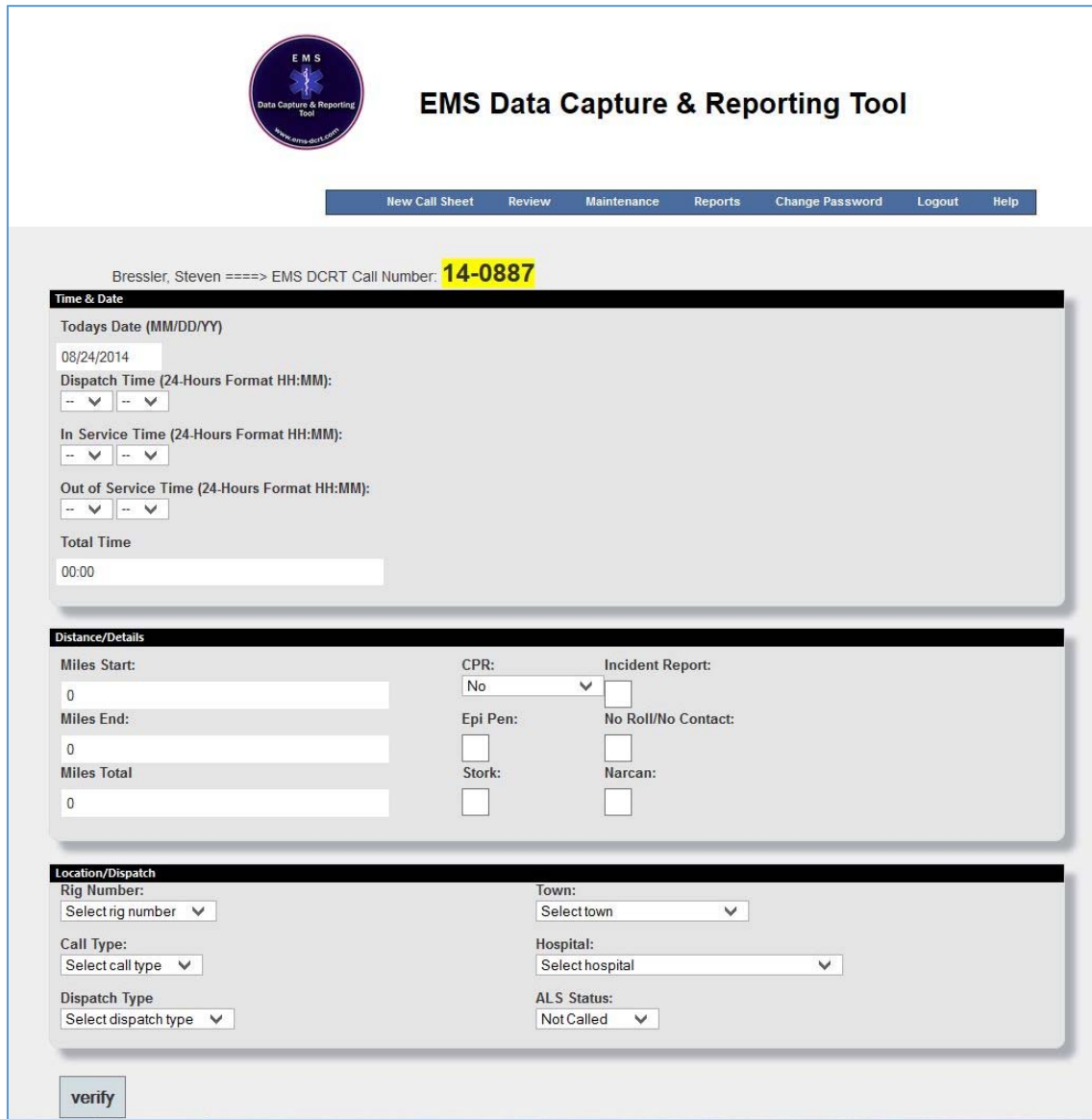
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Entering Call Data

Once data is entered, the user will click “Verify” which will validate the data and compute call time and call mileage.



The screenshot displays the EMS Data Capture & Reporting Tool interface. At the top left is a circular logo with 'EMS' and 'Data Capture & Reporting Tool' text. To the right is the title 'EMS Data Capture & Reporting Tool'. Below the title is a navigation bar with links: 'New Call Sheet', 'Review', 'Maintenance', 'Reports', 'Change Password', 'Logout', and 'Help'. The main content area shows a user profile 'Bressler, Steven =====>' followed by 'EMS DCRT Call Number: 14-0887'. The form is divided into three sections: 'Time & Date', 'Distance/Details', and 'Location/Dispatch'. The 'Time & Date' section includes fields for 'Todays Date (MM/DD/YY)' (08/24/2014), 'Dispatch Time (24-Hours Format HH:MM)' (dropdowns), 'In Service Time (24-Hours Format HH:MM)' (dropdowns), 'Out of Service Time (24-Hours Format HH:MM)' (dropdowns), and 'Total Time' (00:00). The 'Distance/Details' section includes 'Miles Start', 'Miles End', and 'Miles Total' (all with input fields showing '0'), 'CPR:' (dropdown with 'No'), 'Incident Report:' (checkbox), 'Epi Pen:' (checkbox), 'No Roll/No Contact:' (checkbox), 'Stork:' (checkbox), and 'Narcas:' (checkbox). The 'Location/Dispatch' section includes 'Rig Number:' (dropdown with 'Select rig number'), 'Town:' (dropdown with 'Select town'), 'Call Type:' (dropdown with 'Select call type'), 'Hospital:' (dropdown with 'Select hospital'), 'Dispatch Type' (dropdown with 'Select dispatch type'), and 'ALS Status:' (dropdown with 'Not Called'). A 'verify' button is located at the bottom left of the form.

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If data is correct, the user will click “Submit” to accept the data and access crew entry; if the data is not correct the user will click “Reset” to re-enter data.

1081, Amanda =====> EMS DCRT Call Number: 14-0813

Time & Date	
Today's Date (MM/DD/YY) 08/03/2014	
Dispatch Time (24-Hours Format HH:MM): 07 : 35	
In Service Time (24-Hours Format HH:MM): 07 : 44 8/3/2014	
Out of Service Time (24-Hours Format HH:MM): 08 : 45 8/3/2014	
Total Time 01:01	

Crew	Crew Type	Action
Bressler, Steven	General	Delete
Select Crew Member	Duty Crew	Add

Next Steps

Either click “New Call Sheet” or click “Logout” if there are no other calls to enter.



Note – The above menu will differ based on user roles, however “New Call Sheet”, “Change Password” and “Logout” will be present on all menus.

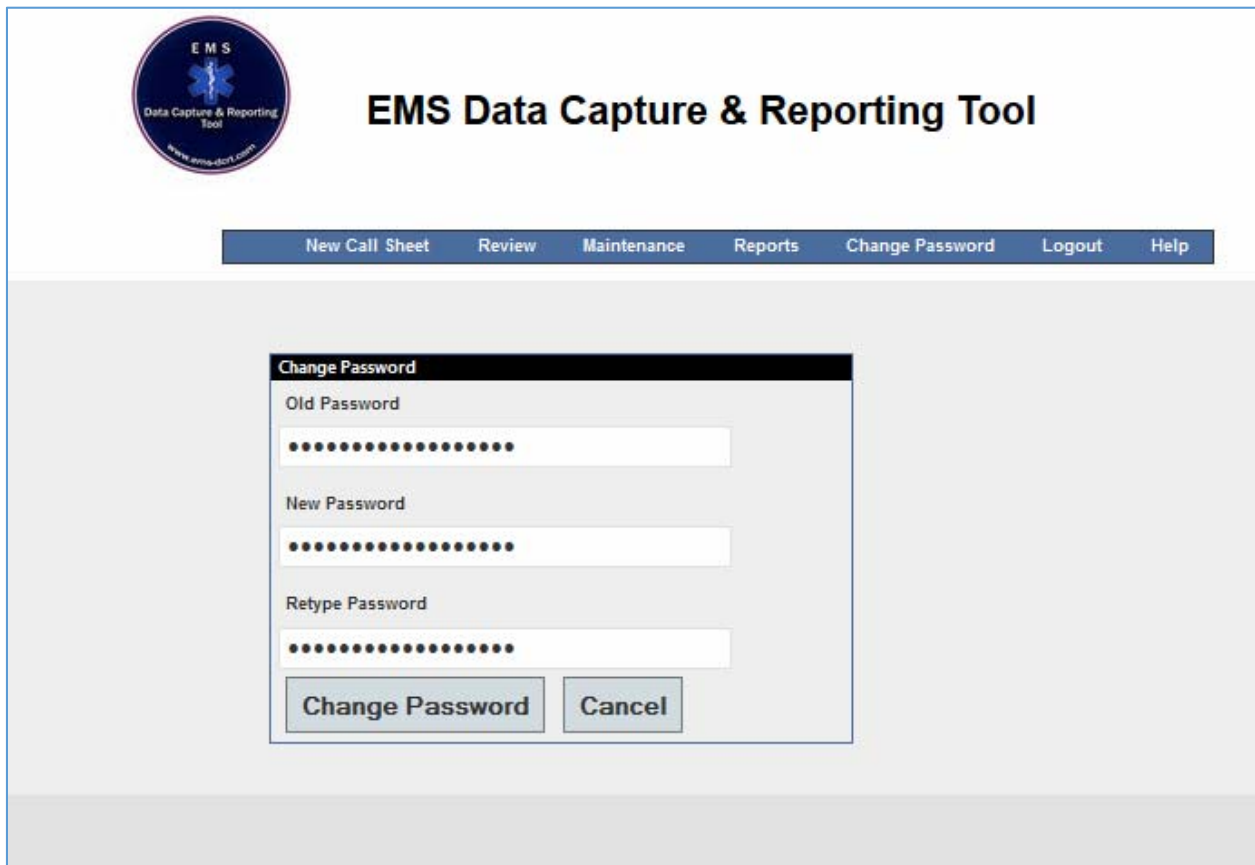
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Change Password

For a user to change their password they must enter their current password and the new password twice.



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