

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



# EMS – DCRT

## EMS Data Capture and Reporting Tool

### User Guide (Admin)

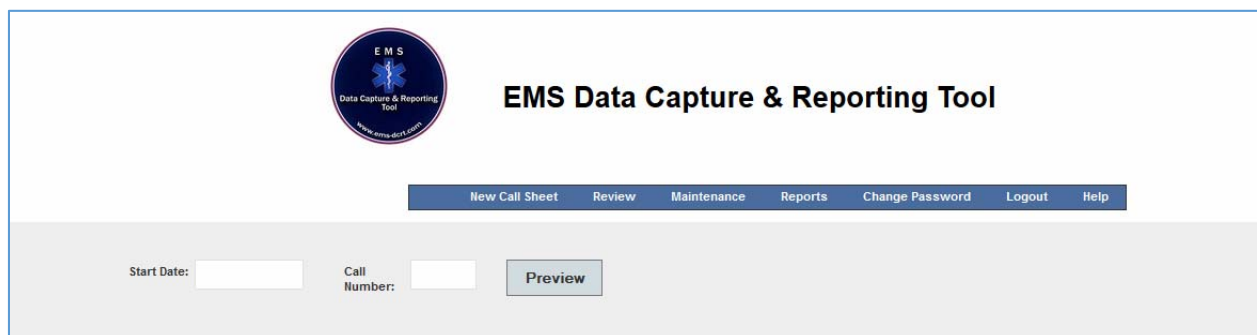
#### Admin Menu

Users with Admin Rights will have the ability to access the “Review” function and the “Maintenance” function.



#### Review


The “Review” function provides the ability to review and update call sheets. The call sheets can be selected by either starting date or starting call number. Data can be deleted and/or updated during the review function.



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[New Call Sheet](#)   [Review](#)   [Maintenance](#)   [Reports](#)   [Change Password](#)   [Logout](#)   [Help](#)

Bressler, Steven =====> EMS DCRT Call Number: **14-0885**

#### Time & Date

Todays Date (MM/DD/YY)  
08/24/2014

Dispatch Time (24-Hours Format HH:MM):  
-- --

In Service Time (24-Hours Format HH:MM):  
-- --

Out of Service Time (24-Hours Format HH:MM):  
-- --

Total Time  
00:00

#### Distance/Details

Miles Start: 0	CPR: No	Incident Report: <input type="checkbox"/>
Miles End: 0	Epi Pen: <input type="checkbox"/>	No Roll/No Contact: <input type="checkbox"/>
Miles Total: 0	Stork: <input type="checkbox"/>	Narcan: <input type="checkbox"/>

#### Location/Dispatch

Rig Number: Select rig number	Town: Select town
Call Type: Select call type	Hospital: Select hospital
Dispatch Type: Select dispatch type	ALS Status: Not Called

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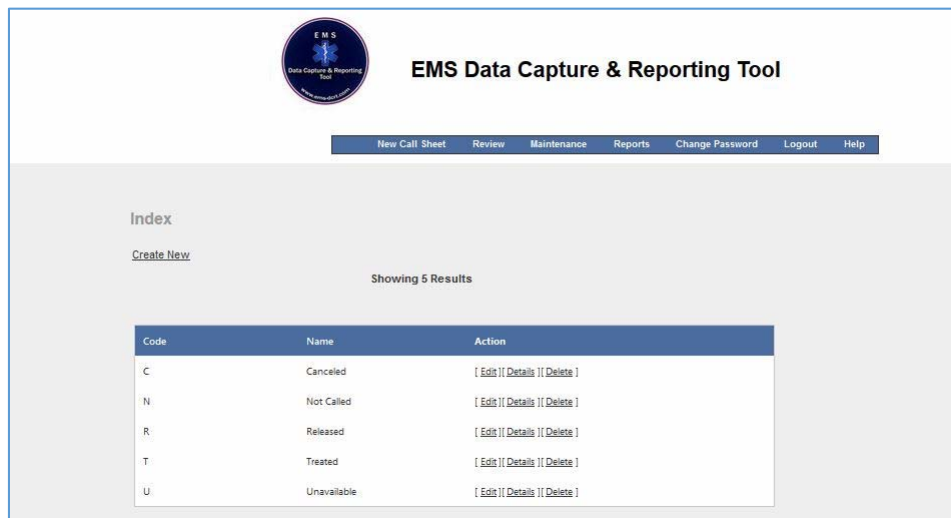
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#### Maintenance

The “Maintenance” function provides the ability to add/delete/update all agency specific data including user logons.

All tables adhere to the same format for table maintenance.

The ALS table is listed below as an example.



The screenshot shows the top navigation bar with the following items: New Call Sheet, Review, Maintenance, Reports, Change Password, Logout, and Help. Below the navigation bar, the page title is "EMS Data Capture & Reporting Tool". The main content area displays "Index" and a link for "Create New". Below this, it says "Showing 5 Results" and a table with the following data:

Code	Name	Action
C	Cancelled	[ Edit ] [ Details ] [ Delete ]
N	Not Called	[ Edit ] [ Details ] [ Delete ]
R	Released	[ Edit ] [ Details ] [ Delete ]
T	Treated	[ Edit ] [ Details ] [ Delete ]
U	Unavailable	[ Edit ] [ Details ] [ Delete ]



The screenshot shows the top navigation bar with the following items: New Call Sheet, Review, Maintenance, Reports, Change Password, Logout, and Help. Below the navigation bar, the page title is "EMS Data Capture & Reporting Tool". The main content area displays "Create" and a form with the following fields:

Code:

Name:

[Back to List](#)

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Another example, the crew table is below:



The screenshot displays the 'Create' form within the EMS Data Capture & Reporting Tool. The form includes the following fields and elements:

- Header:** EMS Data Capture & Reporting Tool logo and title.
- Navigation:** New Call Sheet, Review, Maintenance, Reports, Change Password, Logout, Help.
- Form Fields:**
  - EMT ID (six digit number) [input field]
  - User Name [input field]
  - Password [input field]
  - Full Name [input field]
  - User Type (U-User, S-Admin, I-Inactive, R-Report) [input field]
- Buttons:** Create, Back to List.