

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)

EMS Data Capture & Reporting Tool

[Not a Current User?](#)



The logo is circular with a blue border. Inside, it features the letters 'EMS' at the top, a blue Star of Life in the center, and the text 'Data Capture & Reporting Tool' below it. At the bottom of the circle, the website address 'www.ems-dcrt.com' is written.

Agency:

Username:

Password:

Important Notice!
EMS-DCRT is for use only by individuals expressed authorized.
Any use other than stated in the license agreement is illegal and violators will be prosecuted to the full extent of the law.

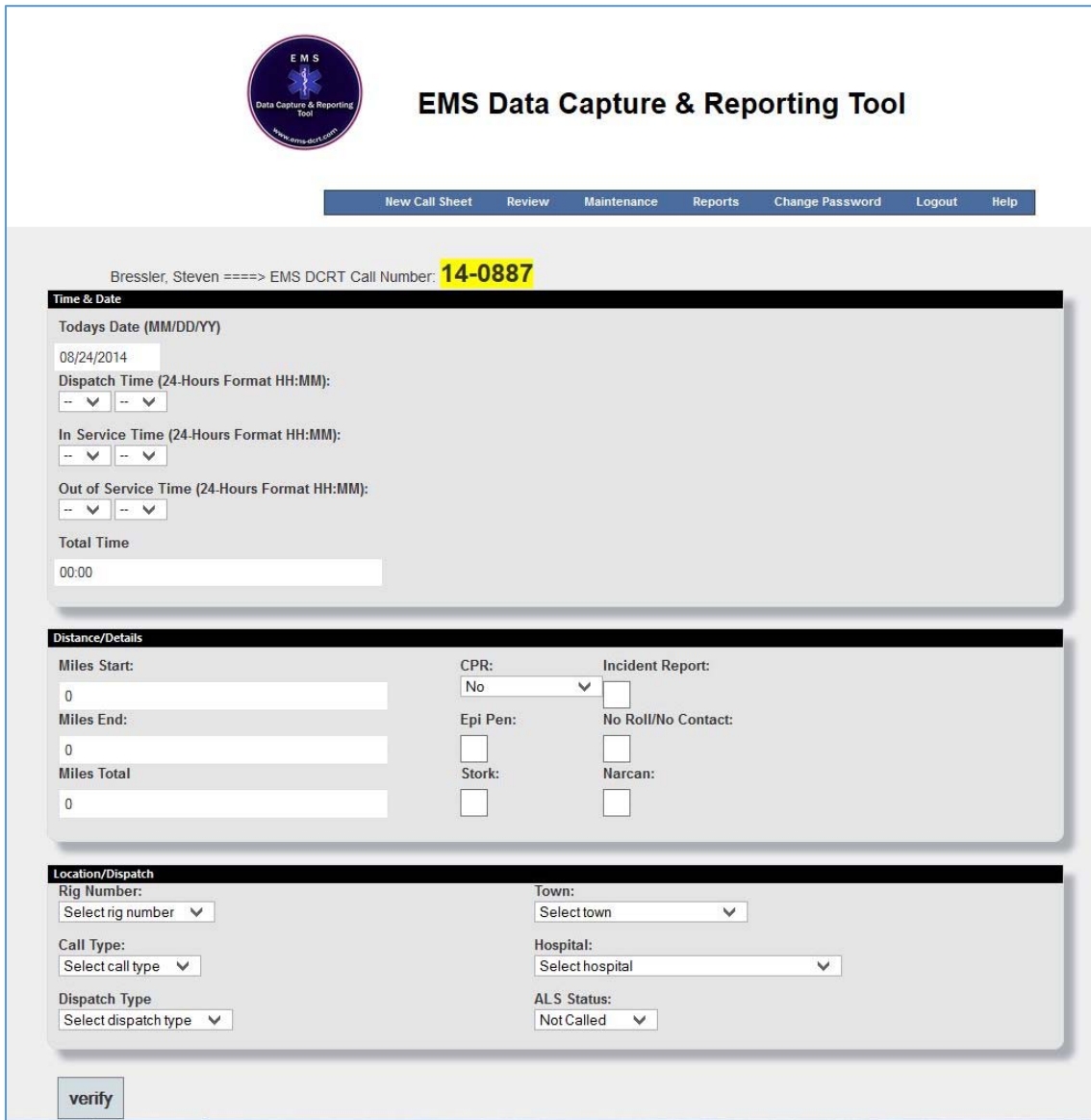
EMS – DCRT

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User Guide (Basic)

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 the EMS logo. The title "EMS Data Capture & Reporting Tool" is centered. A navigation bar includes links for "New Call Sheet", "Review", "Maintenance", "Reports", "Change Password", "Logout", and "Help". Below the navigation bar, the user's name "Bressler, Steven" and the call number "14-0887" are displayed. The interface is divided into three main sections: "Time & Date", "Distance/Details", and "Location/Dispatch".

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

Miles End: 0

Miles Total: 0

CPR: No

Incident Report:

Epi Pen:

No Roll/No Contact:

Stork:

Narcans:

Location/Dispatch

Rig Number: Select rig number

Town: Select town

Call Type: Select call type

Hospital: Select hospital

Dispatch Type: Select dispatch type

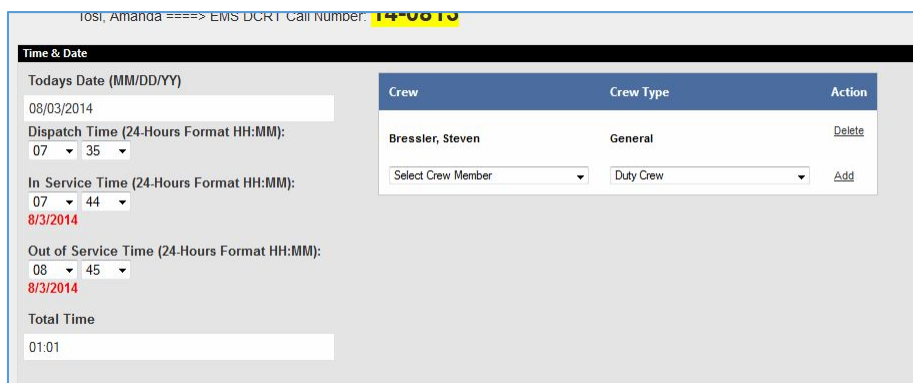
ALS Status: Not Called

EMS – DCRT

EMS Data Capture and Reporting Tool

User Guide (Basic)

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.



lost, Amanda =====> EMS DCRT Call Number: 14-0810

Time & Date	
Todays 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.

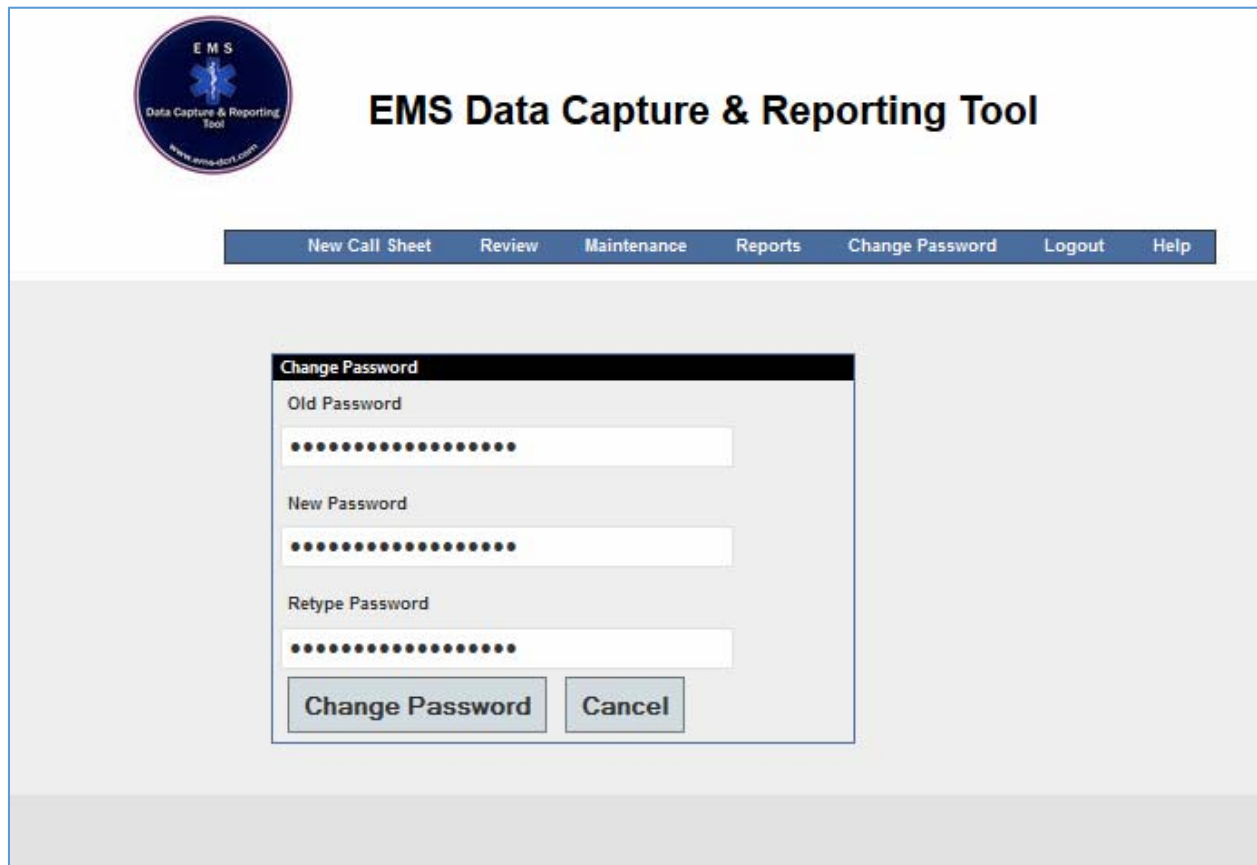
EMS – DCRT

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User Guide (Basic)

Change Password

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



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. The main title 'EMS Data Capture & Reporting Tool' is centered. A navigation bar contains links: 'New Call Sheet', 'Review', 'Maintenance', 'Reports', 'Change Password', 'Logout', and 'Help'. A 'Change Password' dialog box is open, featuring three password input fields labeled 'Old Password', 'New Password', and 'Retype Password', each filled with dots. Below the fields are 'Change Password' and 'Cancel' buttons.