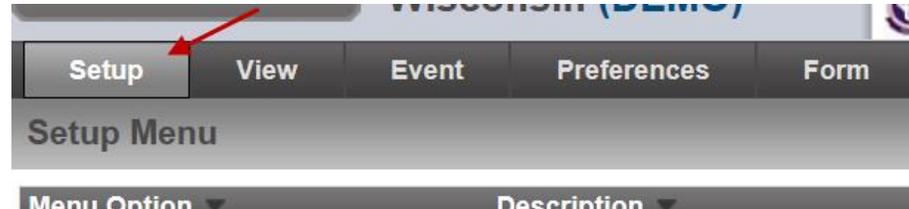


Wisconsin Hospital Emergency Preparedness Program EMResource / WI Trac



UPDATING RESOURCE/FACILITY DETAILS PAGE

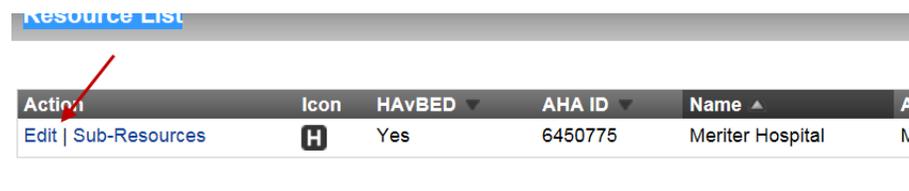
- Click on Setup



- You will see two choices
 - Resources
 - Users



- Click Resources
 - You will see the following Screen:



- Click Edit

- Your Facility's home screen will open and you can edit the information
- Fill in or Edit the Information

NOTE: Please Refer to **Facility Status Summary (Resource Details) Updates for Flexible Funding** document for recommended format.

name: Test Hospital

Abbreviation: TH

Resource Type: Region 5

Standard Resource Type: Hospital

Reports HAvBED data: Check only if this Resource should be included when reporting HAvBED data to HHS

Share with Other Regions: Allow regions with mutual data sharing agreements to view this resource

AHA ID: 6450775

External ID: Leave blank

Substate Region: WI Region 5 - Southern Area

iTriage Participant: Check only if this resource participates with iTriage

Street Address: 1234 state street

City: Madison

State: Wisconsin

Zip Code: 53715

County: Dane County

Latitude/Longitude: 43.065219 -89.400921

Website: N/A

Contact First Name: Leave Blank

Contact Last Name: Hospital 24-Hour

Title: title of pos/grp monitoring 24/7

Contact Address: Leave Blank

Contact Phone 1 (e.g. 888-555-1212): 24/7 Number

Contact Phone 2 (e.g. 888-555-1212): Alternate 24/7 Number

Contact Fax (e.g. 888-555-1212): If monitored 24/7

Contact E-Mail (e.g. person@hospital.com): If monitored 24/7

Notes: Any information helpful to a caller trying to notify the 24-hour notification contact

Users List

Search: (Any Role) AND (Any Resource Type) AND Username

Many users meet your search criteria, but only 300 are shown. [Click here to show](#)

Actions	Username	Full Name	Organization
	adrep	02 Administrative Representative - Froedtert	Froedtert

- You will see the following screen:

Save

1. User Profile

Username:

Initial Password:

Confirm Password:

Full Name:

First Name:

Middle Name:

Last Name:

Organization:

Contact Phone:

Primary E-Mail:

E-Mail Addresses (comma separate multiple addresses):

Text Pager Addresses (comma separate multiple addresses):

Administrative Comments:

- Click Save.

CREATING NEW USERS

- Go back to "Setup"
 - Click Users
 - Click Create New User

- Fill in the following information:
 - User name (use firstname.lastname format)
 - Type an initial password, e.g. Password1
 - Type full name of user – then type in Facility (Name of Facility should match the way it is in WI Trac – your home page)
 - Type First Name
 - Type Last Name
 - Type in Organization
 - Type in Contact Phone and Primary Email if available

User Profile

Username: jon.doe

Initial Password: *****

Confirm Password: *****

Full Name: Jon Doe - Aurora St. Luke's Hospital

First Name: Jon

Middle Name:

Last Name: Doe

Organization: Aurora St. Luke's Hospital

Contact Phone: Fill in if you have information

Primary E-Mail: Fill in if you have information

E-Mail Addresses (comma separate multiple addresses): THIS CAN BE FILLED IN BY USER

Text Pager Addresses (comma separate multiple addresses): THIS CAN BE FILLED IN BY USER

Administrative Comments:

- Choose the role for this user (it defaults to "View Only")

2. User Type & Roles

Roles: ED User
 Hospital Admin
 View Only

- Scroll down to the bottom of the page

1. Views

- For View Only Role
 - Check Associated With "ONLY"
- For ED User Role
 - Check Associated With
 - Check Update Status
 - Check Run Reports
- For Hospital Admin Role
 - Check Associated With
 - Check Update Status
 - Check Run Reports

4. Resource Sights

Associated With Update Status Run Reports Resource Name: Meriter Hospital Resource Type: Region 5

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Note: If for some reason you don't want a particular user to be able to update status and run reports for your facility, leave these unchecked.

- Click "Save"

INACTIVATING USERS

- Go back to "Setup"
 - Click on Users
 - Type in the User's last name that you want to inactivate

Create New User 5 users (include inactive users)

Search: (Any Role) AND (Any Resource Type) AND Username Contains barr

Actions	Username	Full Name	Organization	Last Login
	barry.irmen	Barry Irmen - Dane County Medical Examiner's Office	Dane County Medical Examiner's Office	2014-02-28 13:50
	ethan.barr	Ethan Barr - TEST USER	Meriter Hospital	2014-08-27 13:15
	kate.barrett	Kate Barrett - Washington County Health Department	Washington County Health Department	2014-03-13 15:47
	melissa.barribeau	Melissa Barribeau - Children's Hospital of Wisconsin Fox Valley	Children's Hospital of Wisconsin Fox Valley	(never)
Edit Password	owen.barr	Owen Barr - TEST USER for DEB Meriter	TEST USER FOR DEB Meriter	2014-08-27 13:13

- Click "Search"
- Check the box next to "This user is currently ACTIVE. To deactivate this user, check this box".

User Status: This user is currently ACTIVE. To deactivate this user, check this box.

Type & Roles

Roles: ED User

5. Click "Save"

Save **Cancel**

1. User Profile

** indicates the information is required.
Note: This user must log out of EMResource before changes take effect.

Username:

Full Name:**

First Name:

Middle Name:

Last Name:

Organization:

Contact Phone:

Primary E-Mail:

E-Mail Addresses (comma separate multiple addresses):

Text Pager Addresses (comma separate multiple addresses):

Administrative Comments:

User Status: This user is currently ACTIVE. To deactivate this user, check this box.

6. You will get a WARNING. Click, "Yes, Deactivate this User".

Warning

The user has been saved.

You are now about to deactivate the account for Owen Barr - TEST USER for DEB
(username: owen.barr)

Please Note:

- This user will NOT be able to log into EMSsystem.
- All email addresses for this user will be deleted.
- All pager addresses for this user will be deleted.

Are you sure you would like to deactivate this user?

Yes, Deactivate this User **No, Do NOT Deactivate this User**