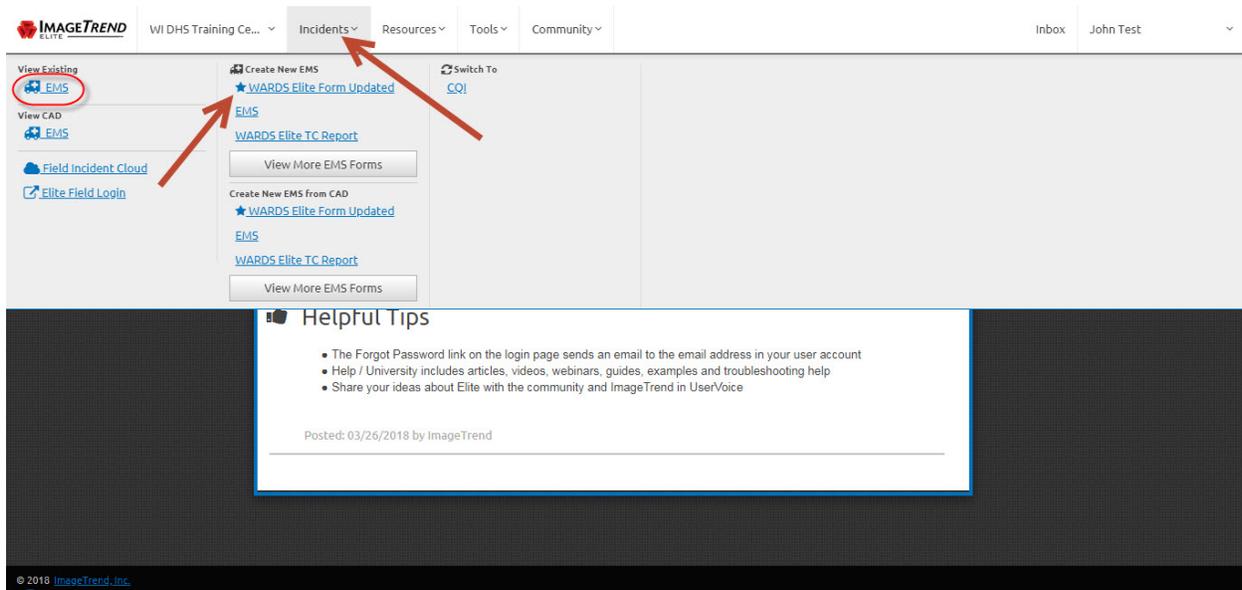


Creating and Accessing WARDS Elite PCRs

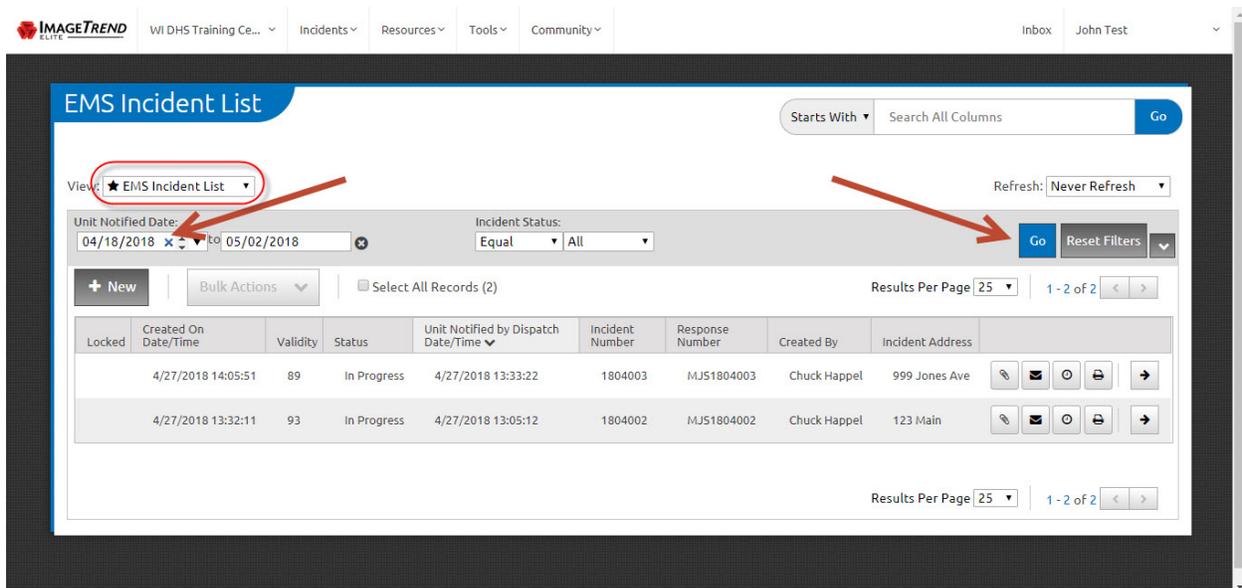
After logging into your WARDS Elite account **Click** the **Incidents** tab. Unless your service has a specific report they request you use, to start a new report go to the **Create New EMS** section **Click** on the report with a **Star** in front of it. This is the default recommended report to use. The name could change in the future but look for the **Star** when choosing a new report.

To review an existing report **Click** the **EMS** link under the **View Existing** section.



The screenshot shows the top navigation bar with the 'Incidents' tab selected. Below the navigation bar, there are two main sections: 'View Existing' and 'Create New EMS'. In the 'View Existing' section, the 'EMS' link is circled in red. In the 'Create New EMS' section, the 'WARDS Elite Form Updated' link is circled in red. A red arrow points from the 'Incidents' tab to the 'Create New EMS' section. Another red arrow points from the 'View Existing' section to the 'EMS' link. A third red arrow points from the 'Incidents' tab to the 'WARDS Elite Form Updated' link. Below these sections is a 'Helpful Tips' box with three bullet points and a 'Posted: 03/26/2018 by ImageTrend' note.

If you left a previous report quickly to go on another call and had not entered any times you may not be able to find it because it did not get a date or time associated with it. In this case you will need to modify the search fields to find it.

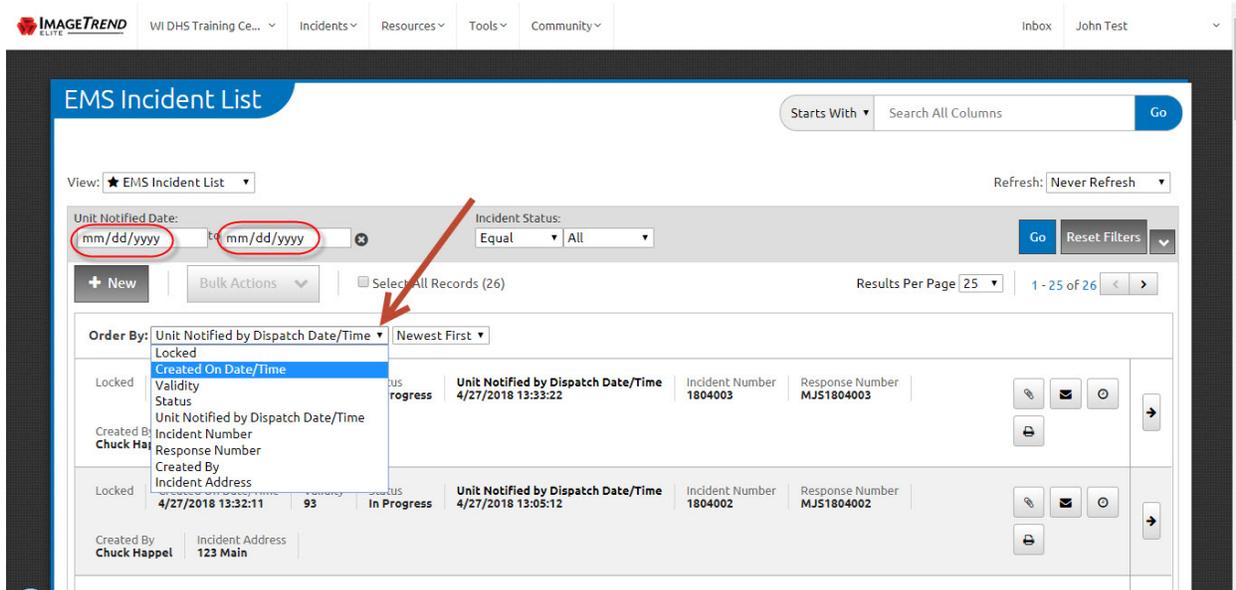


The screenshot shows the 'EMS Incident List' search results page. The 'View:' dropdown menu is set to '★ EMS Incident List' and is circled in red. A red arrow points from the 'View:' dropdown to the 'Go' button. The search filters are set to 'Unit Notified Date: 04/18/2018 to 05/02/2018' and 'Incident Status: Equal All'. The 'Go' button is also circled in red. The search results table shows two incidents:

Locked	Created On Date/Time	Validity	Status	Unit Notified by Dispatch Date/Time	Incident Number	Response Number	Created By	Incident Address	
	4/27/2018 14:05:51	89	In Progress	4/27/2018 13:33:22	1804003	MJS1804003	Chuck Happel	999 Jones Ave	    
	4/27/2018 13:32:11	93	In Progress	4/27/2018 13:05:12	1804002	MJS1804002	Chuck Happel	123 Main	    

Be sure to use the EMS Incident List view circled above. When you hover over the date fields an “X” will display, Click the “X” to remove both dates. Then Click the Go button to re-sort the list.

With both dates removed now change the Ordered By field to Created On Date/Time. Choosing it will automatically re-sort the list again.



Your “Missing” report should now show at the top of the list with a current date and your name in the **Created By** column.

