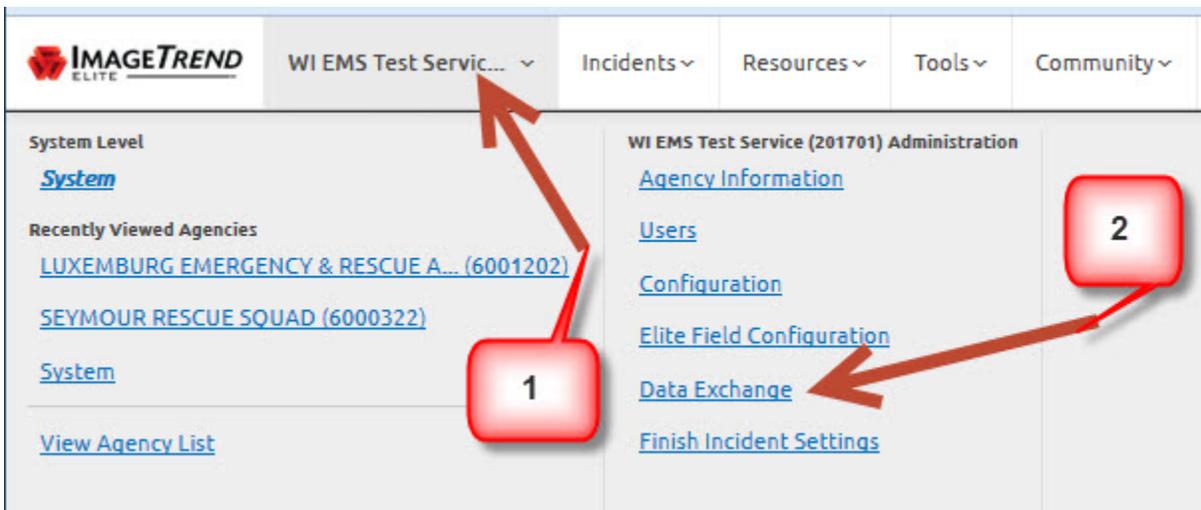
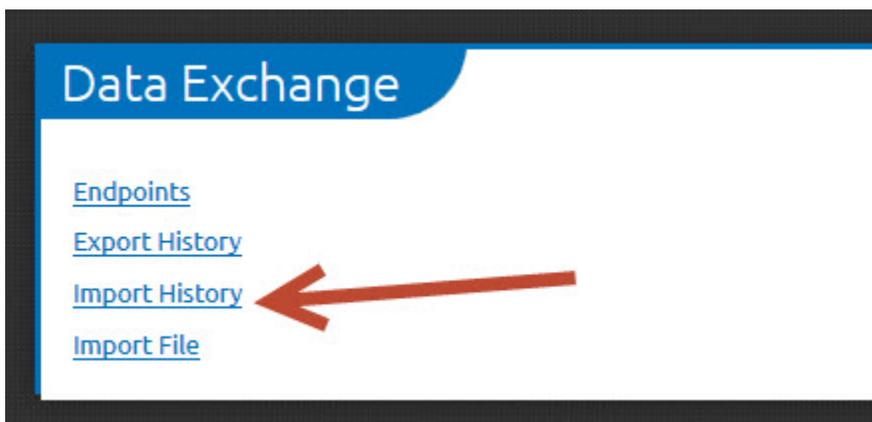


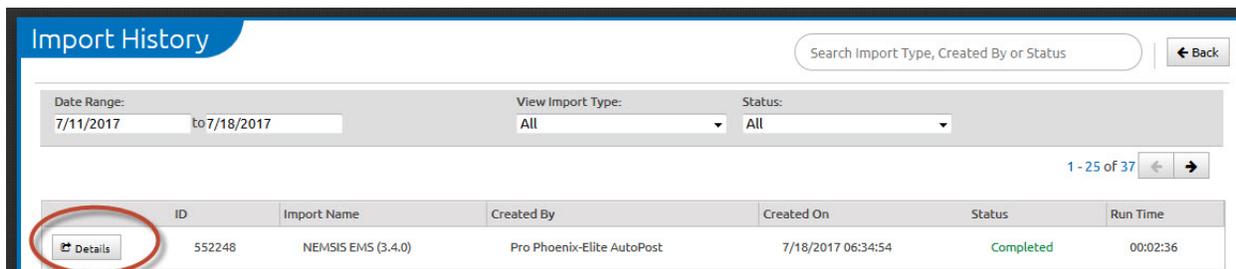
How to Review Uploaded File Results



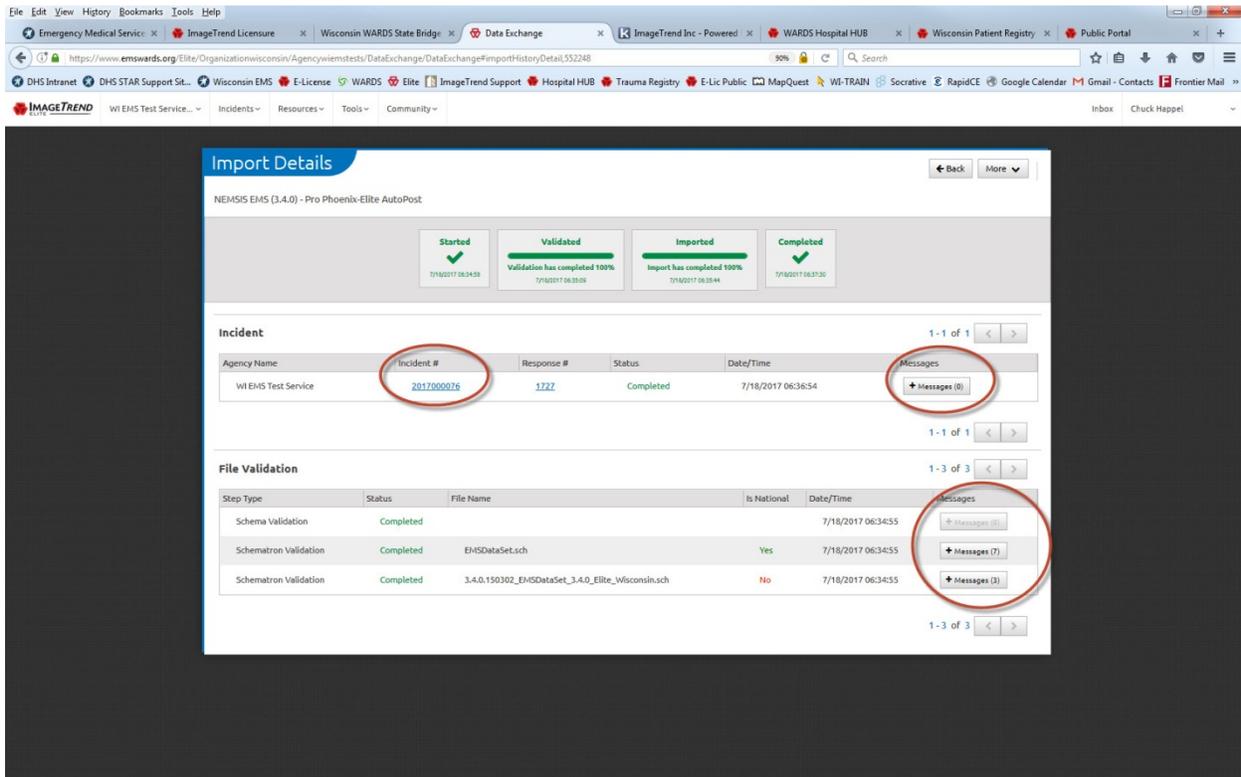
Once in the WARDSElite account click the *Service* tab then *Data Exchange*.



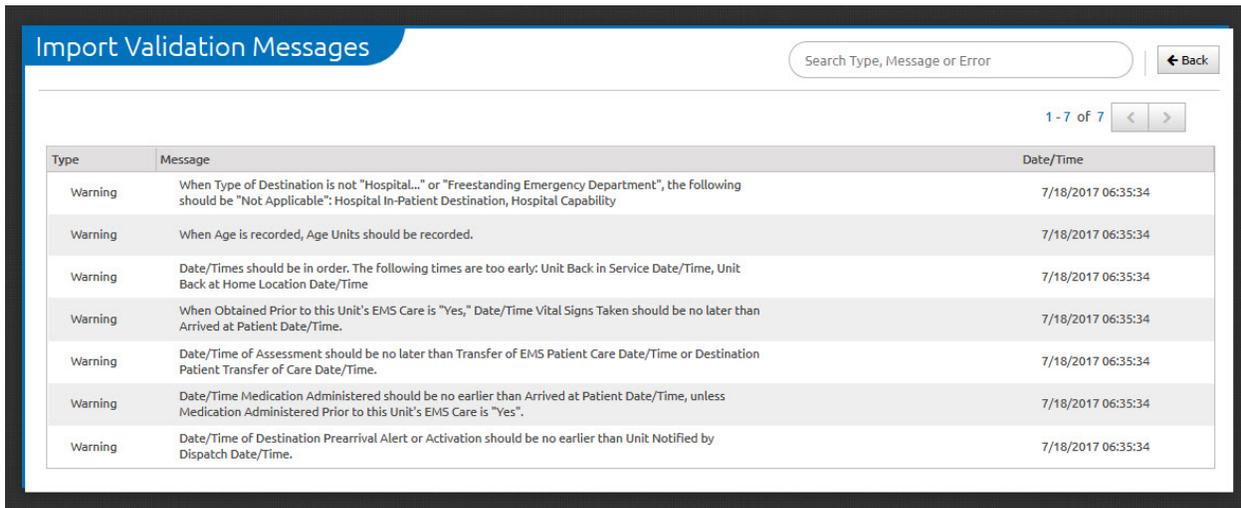
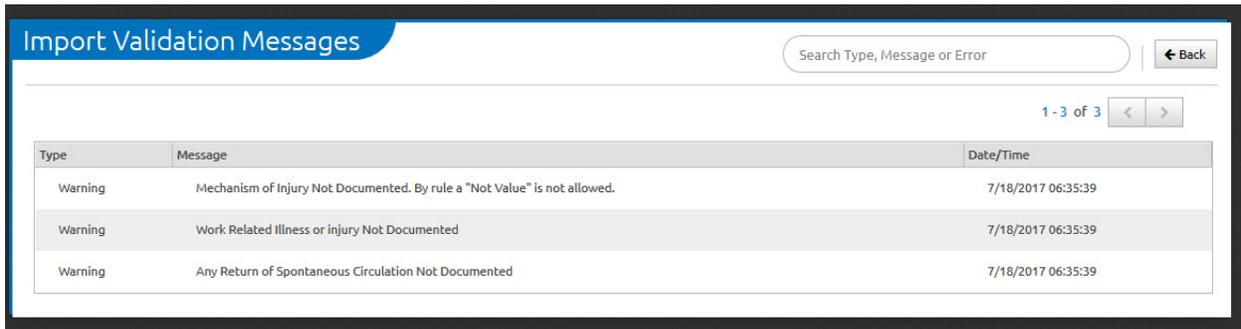
Then click the *Import History* link.



When you find your upload record push the *Details* button.



This will indicate the *Incident Number* in this upload and buttons to view any error *Messages* associated with the file. Those buttons will show the following:



The messages provide the Validation Errors encountered during the upload.

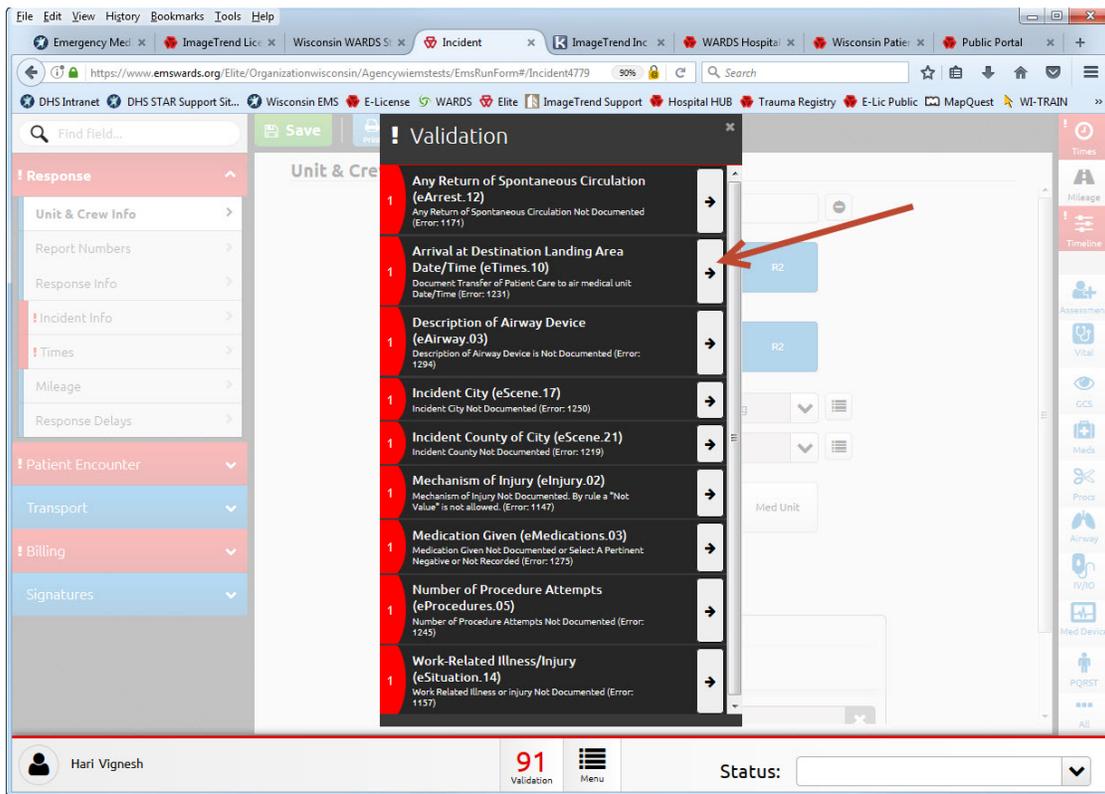
You can now go to the actual run report by clicking the Incident Number link shown in the Details screen above.

The screenshot displays the 'Unit & Crew Info' form in the EMS Wards Elite application. The form contains the following data:

- EMS Agency Name: 201701
- EMS Vehicle (Unit) Number: 469, 468, R2
- EMS Unit Call Sign: Squad 51, Rescue15, R2
- Primary Role of the Unit: Air Transport-Fixed Wing
- Level of Care of this Unit: ALS-AEMT
- First EMS Unit Arriving: Engine, Ladder, Med Unit, Private Ambulance, Rescue Squad

Validation errors are indicated by red exclamation marks in the left sidebar (Response, Incident Info, Times, Patient Encounter, Billing) and a red '91 Validation' button in the bottom status bar. A green arrow points to this button. Red arrows also point to the 'Times' and 'Timeline' buttons in the top right sidebar.

This will highlight those errors. Any area in red indicates a validation error. Clicking the Validation button indicated by the green arrow will provide the details of those errors.



In addition, clicking the button to the right of the error message will take you directly to that field to enter or correct the data for that field.

