



# **Pennsylvania Department of Health**

# **PA-EMS Recognition**

# **PA-EMS Recognition Release 1.1 QRS Public User Manual**

## **Table of Contents**

1.	Ov	verview	4
2.	Lo	gging into the Application	5
2	2.1.	Returning User	5
ź	2.2.	New User	7
3.	Ac	cessing QRS (Quick Response Service)	12
4.	Sta	art a new application for Quick Response Service (QRS)	14
5.	Vie	ew an existing Quick Response Service (QRS) application	19
6. app	An plicat	nend/Edit/Renew an existing Quick Response Service (QRS) tion	23
7. app	Vie plicat	ew Application History for Quick Response Service (QRS) tions	25
8. app	Us plicat	er Management – Add/Remove Users to manage the QRS tions	30
8	8.1.	Add a User	30
8	8.2.	Change Role for a User	34
8	8.3.	Remove a User	37

## **Document History**

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1.0	31 August 2005	Hemang Dholakia	Published	Published for DOH Program Management review
1.1	15 November 2005	Jeremy Zeh	Published	Updated to reflect application changes



### 1. Overview

The goal of the Emergency Medical Service (EMS) Recognition Project is to create a web-based application that automates the current EMS service provider recognition process. The Emergency Medical Service Office (EMSO), through sixteen regional EMS councils, licenses or recognizes 445 Quick Response Units, approximately 50 Voluntary Rescue Services and approximately 240 Medical Command Facilities. The new system will allow these service providers to request recognition by completing and submitting online applications. The system will also allow EMS office personnel to review submitted applications and manage the approval process.

The Quick Response System (QRS) recognition system was designed for electronic submission and processing of applications. An individual seeking recognition for his/her QRS can submit an application by electronically completing it using a web interface through Internet Explorer.

### 2. Logging into the Application

#### 2.1. Returning User

DE <b>PA</b> RIMENT OF	Pennsylvania Department of Health Emergency Medical Services
Register	To access the information contained within this site, you must first supply your User ID and
Forgot Password?	Password. If you are a new user, please click the <b>Register</b> hyperlink on the left.
Edit Personal Information	
	User Name:
	Password:
	Login Reset
	All EMS programs have been designed and tested using Microsoft Internet Explorer 5.0 or greater. Click here to <u>download</u> a free copy of Microsoft Internet Explorer.
	<u>Contact Us</u>   <u>Online Help</u>

- If you are a returning user, then login to the system with your username in the field next to the text 'Login'.
- Enter a valid password in the field next to the text 'Password'.

DE <b>PA</b> RTMENT OF	Pennsylvania Department of Health Emergency Medical Services				
Register Forgot Password?	To access the information contained within this site, you must first supply your User ID and Password. If you are a new user, please click the <b>Register</b> hyperlink on the left.				
Edit Personal Information					
	User Name: username				
	Password:				
	Login Reset				
	All EMS programs have been designed and tested using Microsoft Internet Explorer 5.0 or greater. Click here to <u>download</u> a free copy of Microsoft Internet Explorer.				
	<u>Contact Us</u>   <u>Online Help</u>				

• Then click on the 'Login' button.





• Note that you are on the 'EMS Applications Entry Web Page'.

#### 2.2. New User

DE <b>PA</b> RTMENT OF	Pennsylvania Department of Health Emergency Medical Services
Register Forgot Password?	To access the information contained within this site, you must first supply your User ID and Password. If you are a new user, please click the
Edit Personal Information	Register hyperlink on the left.
	Password:
	All EMS programs have been designed and tested
	using Microsoft Internet Explorer 5.0 or greater. Click here to <u>download</u> a free copy of Microsoft Internet Explorer.
	<u>Contact Us   Online Help</u>

• If you are a new user, then click on the 'Register' link in the upper-left corner.

DE <b>PA</b> RTMENT	Pennsylvania OF Eme	Department of Health rgency Medical Services Register New User	
		Profile Information	
First Name: Middle Initial:		Your full name will be sent with all	outbound mail messages.
Last Name: State: Service County: E-Mail	<ul> <li></li> <li></li> </ul>	If out of state, select closest count See map of <u>Service Counties</u> in Pe	y in Pennsylvania. Innsylvania
Address:		Sign On Information Begin with a letter, and user only I	etters (A-Z), numbers (0-9), no
Password: Verify Password:		underscore (_), and no spaces. Must be at least eight (8) character and letters (A-Z), but no spaces. M guess!	rs long, may contain numbers (0-9) lake sure it is difficult for others to
	Re	gister Clear Fields Go Ba	ck
	<u>Home</u>	11/15/2005	<u>Login</u>

- Fill out the Profile Information section.
  - Fill out your First Name in the field next to the text 'First Name'
  - $\circ$   $\;$  Fill out your Middle Initial in the field next to the text 'Middle Initial'
    - Note that the Middle Initial is an optional field.
  - o Fill out your Last Name in the field next to the text 'Last Name'
  - Fill out the name of the state where you reside by selecting that state from the drop down list next to the text 'State'.
  - Fill out the name of your residence service county by selecting that service county from the drop down list next to the text 'Service County'.
    - Note that your residence service county is not related to your QRS service county.
- Fill out the Sign On Information
  - Fill out your User Name which will serve as your 'Login' for the system in the field next to the text 'User Name'.



- Think of User Name that you will be able to remember easily.
- Fill out a valid password which will serve as your 'Password' for the system in the field next to the text 'Password'.
  - The Password should be easy for you to remember, but hard for someone else to guess.
- $\circ~$  Fill out the same password as above in the field next to the text 'Verify Password'.
- $\circ$  Note down your User Name and Password information at a safe place where only you can access it.

	Pennsylvania D FOF Emer	Department of Health rgency Medical Services Register New User	
		Profile Information	
First Name:	New		
Middle Initial:		Your full name will be sent with all	outbound mail messages.
Last Name:	User		
State:	Pennsylvania 💌		
Service County:	Adams 🗸	If out of state, select closest count See map of Service Counties in Pe	y in Pennsylvania. ennsvlvania
E-Mail Address:	noreply@state.pa.us		
		Sign On Information	
Login Name:	newuser	Begin with a letter, and user only le underscore (_), and no spaces.	etters (A-Z), numbers (0-9), no
Password:	•••••	Must be at least eight (8) character	rs long, may contain numbers (0-9)
Verify Password:	•••••	and letters (A-Z), but no spaces. M guess!	lake sure it is difficult for others to
	Reç	jister Clear Fields Go Ba	ck
	Home	11/15/2005	Login

• Click on the 'Register' button.

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- Note the message stating 'Registration successful. Please login below'.
- Login to the system with your username in the field next to the text 'Login'.
- Enter a valid password in the field next to the text 'Password'.

DE <b>PA</b> RIMENTOF	Pennsylvania Department of Health Emergency Medical Services			
Register Forgot Password?	To access the information contained within this site, you must first supply your User ID and Password. If you are a new user, please click the <b>Register</b> hyperlink on the left.			
Edit Personal Information	Registration successful. Please login below.			
	User Name: newuser			
	Password: Login Reset			
	All EMS programs have been designed and tested using Microsoft Internet Explorer 5.0 or greater. Click here to <u>download</u> a free copy of Microsoft Internet Explorer.			
	Contact Us   Online Help			

• Then click on the 'Login' button.





• Note that you are on the 'EMS Applications Entry Web Page'.

## 3. Accessing QRS (Quick Response Service)



• Click on the 'Quick Response Service' hyperlink.

	Pennsylvania Departmen Emergency Medical S QRS	t of Health ervices Recognition Po	ortal	
Welcome Deloitte T	est			
Start a new Application				
<u>&lt; Back</u>	Main Menu	8/31/2005 2:37:57 AM	HELP	Losout
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• Note that you are on the 'QRS Recognition Portal' page.

# 4. Start a new application for Quick Response Service (QRS)

	Pennsylvania Departm Emergency Medica	ent of Health I Services		
		A		
	QR	S Recognition Po	ortal	
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Start a new Application				
<u>&lt; Back</u>	Main Menu	8/31/2005 2:37:57 AM	Help	<u>Locouτ</u>
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• Click on 'Start a new Application' link.

Pennsylvania Department of Health Emergency Medical Services			nt of Health Services		
Quick Response S Name d	ervice Lookup arch Add QRS	New QRS	b3		
<u>e Bage</u>		Asin Menu	8/31/2006 2.30.21 AM	<u>Hare</u>	Logour

• In the field next to the text 'Name' type in the name of the QRS you wish to start an application for.



- Note that QRS which can be searched are limited to a list maintained by Department of Health Emergency Medical Services Office.
- $\circ~$  In order to start a new application for a QRS that does not exist in the current list, click on `New QRS' button.
- Note that if a QRS application has already been submitted within the system, then you cannot start a new application for that QRS. Please contact that QRS administrator for access to the QRS application for amendments or re-recognition.
- If you wish to search by QRS ID, then enter a QRS ID in the field next to the text 'Id'.

Pennsylvania Department of Health Emergency Medical Services		4			
Ouick Response S	ervice Lookup				
Name d	and Lookup	]	k		
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• Click on the 'Search' button.

	Pennsylvania Departm Emergency Medica	nent of Health al Services		
Quick Resp	onse Service Lookup			
Name	Adamsburg	b.		
d				
	Search	]		
ID	Name -			
65301	Adamsburg and Community VFD			
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	Add QRS New QRS	]		
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- Note the search results are displayed in a table/grid below.
- Verify that the QRS for which you wish to submit an application is in the results.
- Click on the 'Name' of the QRS in the search results and note the selection.

	Pennsyl Eme	vanla Deparment o rgency Medical Ser	of Health vices		
Quick Respor	nse Service Lookup				
Name	adamsburg				
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ID 1	Name 🗕				
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• Click on 'Add QRS' button.

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- Note that you are on the QRS application form.
- The QRS Name is pre-populated based on your selection.
- Fill out all the other fields with data.
- Required fields have an \* next to them.

If yes, provide the expiration date of license.	
If yes, attach a copy of license.	Format (Month/Day/Year) Ex. 01/01/2004

• Help on each question can be obtained by moving the mouse (hover) over the field.



• Click on the 'next' or 'submit' button at the bottom of the page (whichever one is available) to continue.

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• Note that unless you complete all the required fields the system will not allow you to continue.

- Note that you are back on 'QRS Recognition Portal' page.
- Note that the name of the QRS for which you submitted the application is displayed as a link.
- Click on the QRS Name for which you wish to manage/edit information.

	Pennsylvania Department of Health Emergency Medical Services	
	QRS Unit Management	
	Adamsburg And Community	VFD
Current Application	(Pending EMSO Review)	
Edit Application		
Application History		
<u>User Management</u>		
<u>&lt; Back</u>	Main: Menu 8/31/2005 2:50:08 AM	Help Logout
		S.

- Note that the status of your QRS application is displayed in brackets next to the 'Current Application' header.
  - Note that if you started a new QRS application, then by default you become a user with administrative rights for the system, which allows you grant/deny access to the QRS application information to a registered user of the system for managing the information. Please refer to User Management sections.
- When an application status is 'Pending Regional Council Review' or 'Pending EMSO Review' you cannot edit it.

# 5. View an existing Quick Response Service (QRS) application

	Pennsylvania Department of Health Emergency Medical Services	
	QRS Unit Management	
	Adamsburg And Community VFD	
Current Application	n (Pending EMSO Review)	
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Application History		
User Management		
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- Please refer to the section 'Start a New Application for Medical Command QRS (QRS)' for instructions on how to create a QRS application and how to access QRS information and get to the QRS Unit Management page for a QRS.
- On the QRS Unit Management page, click on the 'View' hyperlink to view a QRS application.

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- After viewing the application scroll to the bottom and hit cancel to get back to the QRS Unit Management page.
  - Note that the view function is to be used for printing the application which is then signed and sent to the Regional Council.
  - In order to print the application click on 'File' in the Internet Explorer window and the following menu is displayed:



New	+
Open	Ctrl+O
Edit with TextPad	
Save	Ctrl+S
Save As	
Page Setup	
Print. <sub>N</sub>	Ctrl+P
Print Review	
Send	•
Import and Export	
Properties	
Work Offline	
Close	

 $\circ$  Now click on 'Print'.

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General Options			
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Microsoft Office Document Image Writer	PaperPort Color Image		
	>		
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O Pages: 1			
Enter either a single page number or a single page range. For example, 5-12			
Prir	nt Cancel Apply		

 $\circ$   $\;$  Now select a valid printer and click on 'Print' within the dialog box.

### 6. Amend/Edit/Renew an existing Quick Response Service (QRS) application

•	Pennsylvania Department of Health Emergency Medical Services	
	QRS Unit Management	
	Adamsburg And Community VFD	
Current Application	(Exp.Date 10/1/2007)	
View Edit Application	3	
Application History		
<u>User Management</u>		
<u>&lt; Back</u>	<u>Маім Мели</u> 8/31/2005 2:56:42 AM <u>Не</u> ц	P LOGOUT

• On the QRS Unit Management page, click on the 'Edit' hyperlink.

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- Note that you are on the QRS application form.
- Data from the original application is pre-populated.
- Fill out all the other fields with data.
- Required fields have an \* next to them.

If yes, provide the expiration date of license.	
	1
If yes, attach a copy of license.	Format (Month/Day/Year) Ex. 01/01/2004

- Help on each question can be obtained by moving the mouse (hover) over the field.
- Click on the 'next' or 'submit' button at the bottom of the page (whichever one is available) to continue.



• Note that unless you complete all the required fields the system will not allow you to continue.

	Pennsylvania Departi Emergency Medic	ment of Health al Services		
	Q	RS Unit Managem	ent	
	Adams	burg And Commu	nity VFD	
Current Applicatior	1 (Pending EMSO Review)	4		
Edit Application				
Application History				
<u>User Management</u>				
<u>&lt; Васк</u>	Main Menu	8/31/2005 2:58:55 AM	Help	Locout

- Note that you are back on 'QRS Unit Management' page.
- 7. View Application History for Quick Response Service (QRS) applications

	Pennsylvania Departm Emergency Medical	ent of Health Services			<
	QR	S Unit Manageme	ent		
	Adamsb	urg And Commu	nity VFD		
Current Application	(Pending EMSO Review)	7			1
Edit Application					
Application History					
<u>User Management</u>					
<u>&lt; Васк</u>	Main Menu	8/31/2005 2:58:55 AM	Hele	Logout	

• On the QRS Unit Management page for a given QRS, click on the 'Application History' hyperlink.

	_	Pennsylvania Dep Emergency Me	artment of Health dical Services	•	
			Application His	ory	
		Adan	nsburg And Comm	nunity VFD	
Applic	ation History				
ID	Status		Status Date 🔺	ĺ	
833	Archived		08/31-2005		
834	Approved		08-31-2005		
835	Pending EMSO Review	/	08-31-2006		
		1			
		View Decals			
	<u>&lt; Bark</u>	Mon Mercu	8/31/2005 3:03:52 AM	HELP	Losout
					2

• Note the various 'applications' submitted based on the unique IDs on the Application history page.



		Pennsylvania ( Emergency	Department of Health Medical Services	-	
			Application Hi	story	
		Ad	amsburg And Com	munity VFD	
Applic	ation History				
ID	Status		Status Date 🔺		
833	Archived		08-31-2005	ે	
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• Click on a given application status for a unique ID and click on the 'view' button.



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<ul> <li>Bud oh 'diplicati' (Awada')</li> <li>Ya.</li> </ul>	b to this approximation and any approximation are bin and corner to the bin to determine when 20 Per. Code \$1016.4 pp and where applicable in a constraint when 20 Per. Code \$1016.4 pp and where applicable in the bin of the bin o	and of my knowledge and hallet.
U gratos		
Date		
	Number of Contract	
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• Click on the 'Cancel' button to get back to the Application History page.



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	-	Pennsylvania Dej Emergency Mi	partment of Health edical Services		
			Application Hist	ory	
		Ada	msburg And Comm	unity VFD	
Applica	tion History				
ID	Status		Status Date 🔺		
833	Archived		08-31-2005	2	
834	Approved		08-31-2005		
835	Pending EMSO P	Review	08-31-2005		
		View Details			
	<u>&lt; Badk</u>	More Menu	8/31/2005 3:04:18 AM	HELP	LOBOUT
					2

• Click on a given application status for a unique ID and click on the 'Details' button to see all the various statuses the application has been through.

	Application History Details						
	Adamsburg And Community VFD						
	Pennsylvania Department of Health Emergency Medical Services						
Application I	History Status						
Status Date 🔺	From Status	To Status	Reviewed By				
08-31-2005	Application Submit	Pending EMSO Review	Deloitte Test				
08-31-2005	Pending EMSO Review	Pending Regional Council Review	Super K Man				
08-31-2005	Pending Regional Council Review	Pending EMSO Review	Super K Man				
08-31-2005	Pending EMSO Review	Approved	Super K Man				
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• Click on the 'Back' link in the blue navigation bar below to get back to the application history page.



# 8. User Management – Add/Remove Users to manage the QRS applications

#### 8.1. Add a User

	Pennsylvania Departm Emergency Medica	ent of Health I Services		
	QF	RS Unit Managem	ent	
	Adamst	ourg And Commu	nity VFD	
Current Applicatior	(Pending EMSO Review)			
<u>View</u>				
Edit Application				
Application History				
<u>User Management</u>				
<u>&lt; Back</u>	Main Menu	8/31/2005 3:08:01 AM	Help	<u>Locout</u>

- On the QRS Unit Management page for a user who is an 'administrator' the User Management link shows up.
  - Note that if you started a QRS application within the system then you are the administrator for that QRS by default.
  - $\circ$   $% \left( N_{\mathrm{C}}\right) =0$  Note that there must be a minimum of one active administrator for a QRS.
- Click on the 'User Management' hyperlink.

	Pennsylvania ( Emergency	Pennsylvania Department of Health Emergency Medical Services				2
		Use	r Manademe	nt		
		0001	N			
Search: First Name Last Name User ID	Go Cancal		•			
Users:	a	10	0.1			
Super	Man	user Id superuser	Admin			
	t Update Zemove Mein Micro	Cancel	/30/2005 8,43:04 PM	des:	Locour	

- Now search for a user within the Emergency Medical Services System using either 'First Name' or 'Last Name' or 'User ID'.
  - Note that a User ID can be created using the method showed in the sub section 'New User' of section 'Logging into the application'.
- Click on 'Go' after entering the search criterion.

	Pennsylvania De Emergency M	epartment of Health ledical Services	,		4
		User Ma	nagement	t	
			-		
Search: First Name bob Last Name User ID	Go Cancel				
Results:					
First Name 🔺	Last Name	User Id	Role		
BOB	NOTARFRANCESCO	AHMT			
Bob	Page	bobpage			
Bob	Reedy	Breedy			
bob	wurzel	bw608			
Bob	Ward	bward			
Bob	Wiemer	hstm			
Bob	Page	mlmedics			
Bob	Carpenter	pa171214			
Bob	Hotchkiss	rhotchkiss			
Bobbi	Rodino	bobbi159			
	1 <u>2</u>				
	Add Canc	el			
Users:					
First Name 🔺	Last Name	User Id F	Role		
Super	Man	superuser A	Admin		
	1 Update Remove	Cancel			
< Page	Main Menii	8/30/2005	5 8:50:25 PM	Help	

• In the search results displayed below (in the grid) select the user you wish to add to your QRS. This user can manage application information, such as submit new physician/director applications or amend existing QRS/physician/director applications.

a a	Pennsylvania Depar Emergency Medi	tment of Health cal Services		
		User Manageme	nt	
Search: First Name bob Last Name User ID	Go Cancel			
Results:				
First Name 🔺	Last Name	User Id Role		
BOB	NOTARFRANCESCO	AHMT		
Bob	Page	bobpage Stant 🗸		
Bob	Reedy	Breedy		
bob	wurzel	bw608		
Bob	Ward	bward		
Bob	Wiemer	hstm		
Bob	Page	mImedics		
Bob	Carpenter	pa171214		
Bob	Hotchkiss	rhotchkiss		
Bobbi	Rodino	bobbi159		
Lleare		J		
Ciert News				
First Name A	Last Name Use	rid Role		
Super	Man supe	eruser Admin		
[	Update Remove	Cancel		
<u>&lt; Васк</u>	Main Menu	8/30/2005 8:53:17 PM	Help	<u>Logout</u>

- From the drop down select the role for the user you wish to add as either 'standard' or 'admin'.
  - $\circ~$  An admin user can use User Management to add/remove access to other users.
- Click on 'Add' to add the user to your QRS.

Ver added successfully.         Search:         First Name       0         Last Name       0         User ID       0         Co       Cancel         Results:         First Name A       Last Name         Dob       Reedy         Bob       Remove         Last Name       Last Name         Bobbi       Connor         Last Name       Isor Id         Remove       Cancel		Pennsylvania Department of Health Emergency Medical Services			nt	
Ocentria       bob         First Name       bob         User ID       Go         Ocencel       Results:         First Name ▲       Last Name         Bob       NOTARFRANCESCO         Bob       Reedy         Bob       Ward         Bob       Ward         Bob       Ward         Bob       Page         mImedics       Bob         Bob       Hothkiss         Bob       Carpenter         pa171214       Bob         Bob       Hothkiss         Bobbi       Cancel         User Id       Role         Bobbi       Rolino         bobbijo       Bobbijo         Image: Standard       Bobbi         Super       Man         Update       Remove         Cancel       Image: Standard         Super       Man	Search.	User added	successfully.			
Go Cancel         Results:         First Name        Last Name       User Id       Role         Bob       NOTARFRANCESCO       AHNT         Bob       Reedy       Breedy         Bob       Ward       bward         Bob       Ward       bward         Bob       Werner       hstm         Bob       Carpenter       pa171214         Bob       Hotchkiss       rhotchkiss         Bobbi       Rodino       bobbi159         Bobbi       Rodino       bobbi20         Bobbi       Rodino       bobbigio         Bobbi       Rodino       Standard         Bob       Wurzel       bw608       Standard         Super       1       1         Update       Remove       Cancel	First Name bob					
Results:         First Name ▲       Last Name       User Id       Role         BOB       NOTARFRANCESCO       AHMT         Bob       Reedy       Breedy         Bob       Ward       bward         Bob       Ward       bward         Bob       Wiemer       hstm         Bob       Page       mimedics         Bob       Carpenter       pa171214         Bob       Hotchkiss       inbechkiss         Bobbii       Rodino       babbi159         Bobbii       Rodino       babbijo         Bobbie       Connor       bobbiejo          Standard         Bob       Page       bobpage          Standard         Bob       Page       bobpage          Standard         Bob       Page       bobpage          Standard         Bob       Remove       Cancel		Go Cancel				
First Name       Last Name       User Id       Role         BOB       NOTARFRANCESCO       AHMT         Bob       Reedy       Breedy         Bob       Ward       bward         Bob       Ward       bward         Bob       Wiemer       hstm         Bob       Page       mimedics         Bob       Carpenter       pa171214         Bob       Hotchkiss       rhotchkiss         Bobbii       Rodino       bobbii/59         Bobbii       Rodino       bobbijo         Bobbie       Connor       bobbijo         I 2         Add       Cancel         Users:         First Name / Last Name       User Id       Role         Bob       Page       bobpage       Standard         bob       wurzel       bw608       Standard         Super       Man       superuser       Admin	Results:					
BOB       NOTARFRANCESCO       AHMT         Bob       Reedy       Breedy         Bob       Ward       bward         Bob       Wiemer       hstm         Bob       Page       mimedics         Bob       Carpenter       pa171214         Bob       Hotchkiss       rhotchkiss         Bobbi       Rodino       bobbijo         Bobbi       Rodino       bobbijo         Bobbi       Rodino       bobbijo         Bobbie       Connor       bobbijo         Bobbie       Connor       bobbiejo         Il 2         Add       Cancel         Users:         First Name A       Last Name       User Id       Role         Bob       Page       bobpage       Standard         bob       wurzel       bw608       Standard         Super       Man       superuser       Admin         I	First Name 🔺	Last Name	User	ld Role		
Bob       Reedy       Breedy         Bob       Ward       bward         Bob       Wiemer       hstm         Bob       Page       mimedics         Bob       Carpenter       pa171214         Bob       Hotchkiss       inhotchkiss         Bobbi       Rodino       bobbi/59         Bobbi       Rodino       bobbi/59         Bobbie       Connor       bobbiejo         I 2         Add Cancel	BOB	NOTARFRANCESCO	AHM	Γ		
Bob     Ward     bward       Bob     Wiemer     hstm       Bob     Page     mlmedics       Bob     Carpenter     pa171214       Bob     Hotchkiss     rhotchkiss       Bobbi     Rodino     bobbi159       Bobbi     Rodino     Bobbijo       Bobbie     Connor     bobbijo       Bobbie     Connor     bobbijo       Users:       First Name      Last Name       Users:     Users:       First Name      Last Name     BobBigo       Bob     Page     bobpage       Super     Man     superuser       Update     Remove     Cancel	Bob	Reedy	Breed	у		
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Bob       Page       mImedics         Bob       Carpenter       pa171214         Bob       Hotchkiss       rhotchkiss         Bobbi       Rodino       bobbi159         Bobbi       Gonor       Bobbijo         Bobbie       Connor       bobbiejo         Cancel	Bob	Wiemer	hstm			
Bob     Carpenter     pa171214       Bob     Hotchkiss     rhotchkiss       Bobbi     Rodino     bobbi159       Bobbi Jo     Falcon     Bobbijo       Bobbie     Connor     bobbiejo       I 2       Add Cancel       Users:       First Name Add       Bob     Page     bobpage       Standard     Standard       Super     Man     superuser       1	Bob	Page	mlme	dics		
Bob     Hotchkiss     rhotchkiss       Bobbi     Rodino     bobbi159       Bobbi Jo     Falcon     Bobbijo       Bobbie     Connor     bobbiejo       1 2       Add Cancel       Users:       First Name A Last Name User Id Role       Bob     Page     bobpage       Bob     Page     bobpage       Super     Man     superuser       Admin       Update	Bob	Carpenter	pa171	214		
Bobbi     Rodino     bobbi159       Bobbi Jo     Falcon     Bobbijo       Bobbie     Connor     bobbiejo       1 2       Add Cancel       Users:       First Name Add Cancel       Bobb Page bobpage       Standard       bob     Page bobpage       bob     wurzel     bw608       Super     Man     superuser       Admin       Update	Bob	Hotchkiss	rhotch	nkiss		
Bobbi Jo Falcon Bobbijo Bobbie Connor bobbiejo 12 Add Cancel Users: First Name Last Name User Id Role Bob Page bobpage Standard bob wurzel bw608 Standard bob superuser Admin 1 Update Remove Cancel	Bobbi	Rodino	bobbi <sup>.</sup>	159		
Bobbie     Connor     bobbiejo       12     12       Add     Cancel       Users:	Bobbi Jo	Falcon	Bobbi	jo		
12       Add     Cancel       Users:       First Name      Last Name     User Id     Role       Bob     Page     bobpage     Standard       bob     wurzel     bw608     Standard       Super     Man     superuser     Admin       1     1	Bobbie	Connor	bobbi	ejo		
Add     Cancel       Users:       First Name     Last Name     User Id     Role       Bob     Page     bobpage     Standard       bob     wurzel     bw608     Standard       Super     Man     superuser     Admin       1     1     1		1 <u>2</u>				
Users: First Name ▲ Last Name User Id Role Bob Page bobpage Standard bob wurzel bw608 Standard Super Man superuser Admin 1 Update Remove Cancel		Add	Cancel			
First Name     Last Name     User Id     Role       Bob     Page     bobpage     Standard       bob     wurzel     bw608     Standard       Super     Man     superuser     Admin       Update     Remove       Cancel     Hare	Users:					
Bob Page bobpage Standard bob wurzel bw608 Standard Super Man superuser Admin Update Remove Cancel	First Name 🔺	Last Name	User Id	Role		
bob wurzel bw608 Standard Super Man superuser Admin Update Remove Cancel	Bob	Page	bobpage	Standard		
Super Man superuser Admin  Update Remove Cancel  Cancel	bob	wurzel	bw608	Standard		
1 Update Remove Cancel	Super	Man	superuser	Admin		
Update Remove Cancel		1				
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• The new user is added to your QRS.

#### 8.2. Change Role for a User

	Pennsylvania Department of Health Emergency Medical Services				nt		
Search: First Name bob Last Name User ID	User adde	d successfully.		-			
Results:	Go Cancel						
First Name 🔺	Last Name		Jser Id	Role			
BOB	NOTARFRANCESCO		AHMT				
Bob	Reedy	E	Breedy				
Bob	Ward	b	ward				
Bob	Wiemer	h	istm				
Bob	Page	n	nImedics				
Bob	Carpenter	p	a171214				
Bob	Hotchkiss	r	hotchkiss				
Bobbi	Rodino	Ь	obbi159				
Bobbi Jo	Falcon	E	Bobbijo				
Bobbie	Connor	b	obbiejo				
	1 <u>2</u>						
	Add	Cancel					
Users:							
First Name 🔺	Last Name	User Id	Role				
Bob	Page	bobpage	Standar	ł			
bob	wurzel	bw608	Standar	ł			
Super	Man	superuser	Admin				
	1						
	Update Rem	ove Ca	ncel				
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<u>S BACK</u>	IVIAIN IV	IENU	——————————————————————————————————————	odios PIVI		<u>LIELP</u>	LUGOUT

• Click on a record for the user you wish to modify access rights or 'role' for in the 'Users:' grid.

	Pennsylvania Department of Health Emergency Medical Services						
		U	Jser Man	ageme	nt		
Search: First Name bob Last Name User ID	Go Cancel						
Results:							
First Name 🔺	Last Name	u	lser Id	Role			
BOB	NOTARFRANCESCO	A	AHMT				
Bob	Reedy	E	Breedy				
Bob	Ward	b	ward				
Bob	Wiemer	h	istm				
Bob	Page	n	nImedics				
Bob	Carpenter	p	a171214				
Bob	Hotchkiss	rł	hotchkiss				
Bobbi	Rodino	b	obbi159				
Bobbi Jo	Falcon	E	Bobbijo				
Bobbie	Connor	b	obbiejo				
	1 <u>2</u>	100 A					
	Add	Cancel					
Users:		10	2				
First Name 🔺	Last Name	User Id	Role				
Bob	Page	bobpage	Standar	ł			
bob	wurzel	bw608	Standa	rd 🗸			
Super	Man	superuser	Admin				
(	1 Update Remo	ove Car	ncel				
<u>&lt; Васк</u>	Main M	ENU	8/30/2005 9:	01:32 PM		HELP	Logout

- Click on the drop down list and select the role change option 'standard' or 'admin'.
- Click on the 'Update' button.

	Pennsylvan Emerger	ia Department ncy Medical So Us	t of Health ervices ser Manageme	nt	
Search: First Name bob Last Name User ID	User role upda	ted successfully.			
First Name 🔺	Last Name	Usi	er Id Role		
BOB	NOTARFRANCESCO	AH	MT		
Bob	Reedy	Bre	edy		
Bob	Ward	bw	ard		
Bob	Wiemer	hst	m		
Bob	Page	mir	medics		
Bob	Carpenter	pa1	171214		
Bob	Hotchkiss	rho	tchkiss		
Bobbi	Rodino	bot	obi159		
Bobbi Jo	Falcon	Bol	bbijo		
Bobbie	Connor	bot	obiejo		
	1 <u>2</u>				
	Add	Cancel			
Users:					
First Name 🔺	Last Name	User Id	Role		
Bob	Page	bobpage	Standard		
bob	wurzel	bw608	Admin		
Super	Man	superuser	Admin		
	1				
	Update Remo	ve Canc	el		
<u>&lt; Back</u>	Main Mi	ENU	8/30/2005 9:02:57 PM	HELP	Logout

• Note that the user's role has been updated for your QRS.

#### 8.3. Remove a User

	Pennsylvania Emergeno	a Department of He cy Medical Service	ealth s		
		User I	Managemer	nt	
Search: First Name bob Last Name User ID	Go Cancel				
Results:					
First Name 🔺	Last Name	User Id	Role		
BOB	NOTARFRANCESCO	AHMT			
Bob	Reedy	Breedy			
Bob	Ward	bward			
Bob	Wiemer	hstm			
Bob	Page	mlmedics			
Bob	Carpenter	pa171214			
Bob	Hotchkiss	rhotchkiss			
Bobbi	Rodino	bobbi159			
Bobbi Jo	Falcon	Bobbijo			
Bobbie	Connor	bobbiejo			
	1 <u>2</u>				
	Add	Cancel			
Users:					
First Name 🔺	Last Name	User Id	Role		
Bob	Page	bobpage	Standard 💌		
bob	wurzel	bw608	Admin		
Super	Man	superuser	Admin		
	1				
[	Update Remove	Cancel			
<u>&lt; Back</u>	Main Men	<u>u</u> 8/30.	/2005 9:04:00 PM	HELP	LOGOUT

- Select the user from the 'Users:' grid whose rights you wish to remove for your QRS information management.
- Click on 'Remove'
  - $\circ$   $% \left( N_{\mathrm{e}}\right) =0$  Note that the system will not let you remove the one and only admin on a given QRS.

	Pennsylvania Emergend	n Department of H sy Medical Servic	ealth es		
		User	Managemen	nt	
	🔿 User removed	successfully.			
		·····,·			
Search:					
First Name bob					
Last Name					
User ID					
	Go Cancel				
Results:					
First Name 🔺	Last Name	User Id	Role		
BOB	NOTARFRANCESCO	AHMT			
Bob	Reedy	Breedy			
Bob	Ward	bward			
Bob	vviemer Dans	hstm			
Bob	Page	mimedics	3		
Bob	Carpenter	pa1/1214	_		
Bobbi	Podino	rnotonkis	8		
Bobbi lo	Falcon	Bobbilo			
Bobbie	Connor	bobbijo			
200010	12	202016j0			
	Add	ancel			
Users:					
First Name 🔺	Last Name	User Id	Role		
bob	wurzel	bw608	Admin		
Super	Man	superuser	Admin		
	1				
[	Update Remove	Cancel	]		
<u>&lt; Back</u>	Main Men	<u>u</u> 8/3	0/2006 9:05:54 PM	HELP	LOGOUT

• Note that the user has been removed from your QRS.

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