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# 1. Overview

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## 1.1. What is RESCUE Exchange?

RESCUE exchange is the platform for hospitals to retrieve electronic Patient Care Reports (ePCR) for patients brought to their facility via emergency medical services (EMS). RESCUE Exchange allows authorized hospital staff to retrieve ePCRs using different search variables including, name, transport date, EMS transport agency, date of birth, etc.

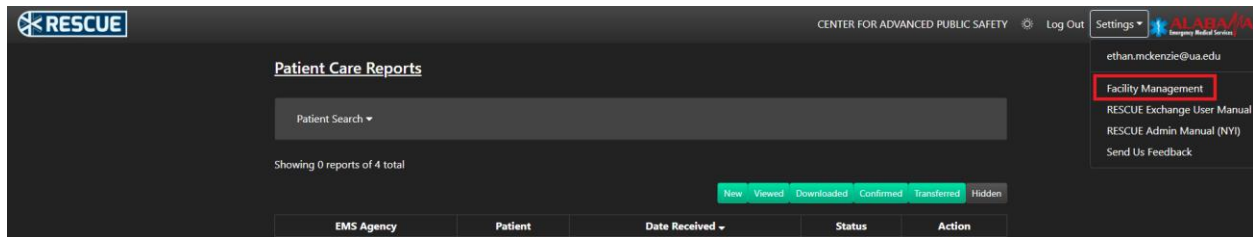
## 1.2. How to access RESCUE Exchange

The RESCUE Exchange software can be found by navigating to <https://epcr-exchange.adph.state.al.us/#/> using your preferred web browser. You must have an internet connection to do this.

## 1.3. What is this guide for?

RESCUE Exchange utilizes a “Facility Management” section that allows organization administrators to manage their organization, such as adding/creating new members, editing/referencing organization information and editing organization and/or user privileges.

## 2. Getting Started



To get to the Facility Management section of the site, you must use the settings dropdown in the navbar located at the top of your browser window. Note that if you do not have organization administration privileges, then you cannot see this entry in the settings dropdown.

## 3. Navigating the Site

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### 3.1. Organization Information

The screenshot shows the 'Organization Information' page. At the top, there are navigation tabs: 'Organization' (selected), 'Privileges', 'Members 21', and 'Add Members'. A 'Return to Home Page' button is in the top right. The main content area is titled 'Organization Information' and contains the following details:

<b>Name</b>			
CENTER FOR ADVANCED PUBLIC SAFETY			
<b>Address Line 1</b>		<b>Address Line 2</b>	
CYBER HALL		100 3RD PLACE	
<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>Phone Number</b>
TUSCALOOSA	AL	35401	555-555-5555
<b>Description</b>			
A CENTER OF THE UNIVERSITY OF ALABAMA			

An 'Edit' button is located at the bottom left of the form.

When you first navigate to the Facility Management section of RESCUE Exchange, you will first see the “Organization Information” page. This page shows the name of your organization, address, and a few other things.

### 3.2. Organization Privileges

The screenshot shows the 'Organization Privileges' page. At the top, there are navigation tabs: 'Organization', 'Privileges' (selected), 'Members 21', and 'Add Members'. A 'Return to Home Page' button is in the top right. The main content area is titled 'Organization Privileges' and contains the following settings:

Facility Data Editor	Deny	Allow
Facility Data Viewer	Deny	Allow
Facility Supervisor	Deny	Allow

At the bottom, there are 'Save Changes' and 'Reset' buttons.

Clicking the “Privileges” button at the top will bring you to the “Organization Privileges” page. This page allows you to change the privileges that a user will have by default. Changing these privileges would not affect any user who has these privileges at the user level (See 3.3.2).

### 3.3. Members

Username/Email	First Name	Middle Name	Last Name	Actions
ethan.mckenzie@ua.edu	ETHAN	D	MCKENZIE	<a href="#">Remove</a>

The members tab will bring you to the “Organization Members” page. Here you will see a list of all your organization members.

#### 3.3.1 User Information

Clicking on a member on the “Organization Members” page will bring you to that user’s “User Information” page. Here you can see the user’s username, account state and name information. You can edit these.

#### 3.3.2 User Privilege

Clicking on the Privileges tab will bring you to the “User Privileges” page. Here you can edit this user’s specific privileges. Remember that these override organization-wide privileges (See 3.2).

If you need to return to the organization section of the “Facility Management”, you can use the “Return to Organization Management” button.

### 3.4. Adding Members

The last tab in the organization side of the facility management section is where you can add new members to your organization. Upon clicking the “Add Members” tab, two new tabs will present themselves: “Search for Existing Accounts” and “Create New Account”

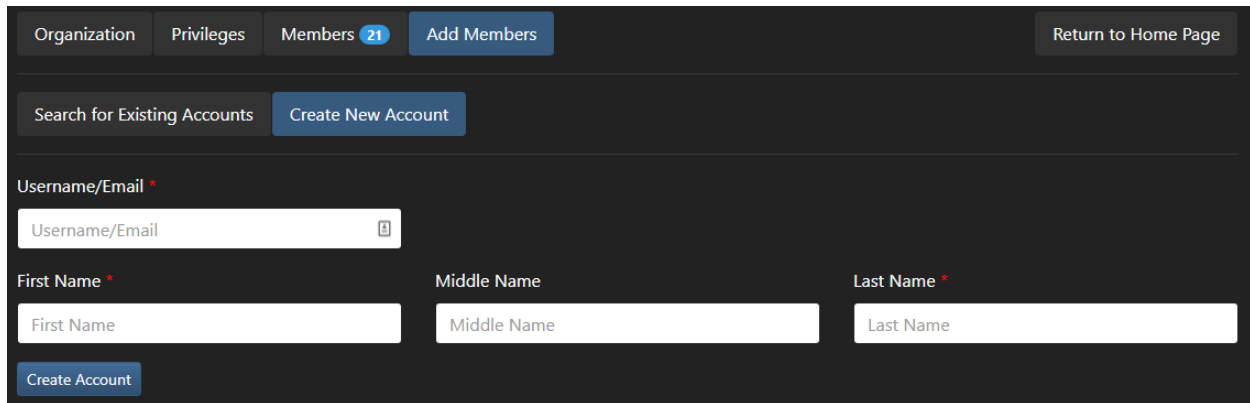
#### 3.4.1 Search for Existing Accounts

Username/Email	Name	License Number
<input type="text" value="Username/Email"/>	<input type="text" value="Name"/>	<input type="text" value="License #"/>

Some users within your facility might have another account already associated with a different facility. If so, you can search for these users using the 3 fields provided: “Username/Email”, “Name”, and “License

Number”. If their account comes back in the search, you can then simply add that user to your organization.

### 3.4.2 Create New Account



The screenshot shows a dark-themed web interface for creating a new account. At the top, there is a navigation bar with tabs for 'Organization', 'Privileges', 'Members 21', and 'Add Members'. A 'Return to Home Page' button is located in the top right corner. Below the navigation bar, there are two buttons: 'Search for Existing Accounts' and 'Create New Account'. The 'Create New Account' button is highlighted. The form below contains the following fields:

- Username/Email \***: A text input field with a placeholder 'Username/Email' and a small icon on the right.
- First Name \***: A text input field with a placeholder 'First Name'.
- Middle Name**: A text input field with a placeholder 'Middle Name'.
- Last Name \***: A text input field with a placeholder 'Last Name'.

At the bottom left of the form, there is a 'Create Account' button.

If the user who needs an account has not had an account within the RESCUE system, you can then use this tab to create one for them.

Fill in the provided info, and simply click “Create Account”. The user should now be added. They should also receive an email at the email address provided that gives them further instructions on setting up an account. If they do not receive an email, however, they can use the “Change/Forgot password” functionality on the “Login” screen when they first navigate to the website.

## 4. Additional information

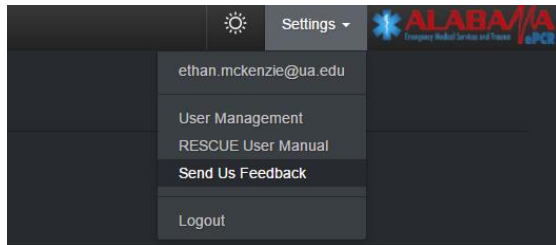
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### 4.1. Providing feedback

If you wish to help us further improve RESCUE, you can email any information about bugs you find or suggestions you may have to [rescuecapssupport@ua.edu](mailto:rescuecapssupport@ua.edu).

Alternatively, you can use the 'Send Us Feedback' feature from within RESCUE. It is located in the 'Settings' dropdown in the top right corner of the website.

#### 'Send Us Feedback' Feature



When you select the option to send us feedback, a new window will appear asking you for your email (if it is not automatically filled for you) and will provide plenty of free text space for you to describe to us your suggestion and/or issue. That message will then be sent to the [rescuecapssupport@ua.edu](mailto:rescuecapssupport@ua.edu) email.

### 4.2. Frequently Asked Questions

Questions asked frequently will be placed here in the future.

## 5. Changelogs

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