EMS Management Quick Start Guide

	Adding Licensed EMT's	Adding Newly Unlicensed Driver	Adding Photo of EMT Employed by Your Service	Adding Photo of EMT Not Employed by Your Service
Step 1	Manage Roster	Manage Roster	Manage Roster	Individual Search
	Click Manage Roster	Click Manage Roster	Click Manage Roster	Click Individual Search
Step 2	Provider : ZIP CITY RRU	Provider : ZIP CITY RRU	Provider : ZIP CITY RRU	License No. : Search
	Verify Correct Provider	Verify Correct Provider	Verify Correct Provider	Enter Search Criteria
Step 3	📥 Add	📥 Add	Select/Highlight EMT/Driver	Select/Highlight EMT/Driver
	Click Add Button	Click Add Button		
Step 4		Add Unlicensed Driver	🙀 Upload Photo	🙀 Upload Image
	Input Data / Press + sign to add ConEd	Click Unlicensed Button	Click Upload Photo Button	Click Upload Image Button
Step 5	Save		Browse	Browse
	Click Save Button	Input Data	Click Browse/Locate File	Click Browse/Locate File
Step 6	To Add More Repeat Steps 3-5	Add To Roster		
		Click Add To Roster	Select File & Click Open	Select File & Click Open
			Submit Click Submit	Submit Click Submit

	Removing EMT/Driver	Restore Removed EMT/Driver	
	A Carrow Barton	Manage Poster	
Step 1	Manage Roster	and the second s	
	Click Manage Roster	Click Manage Roster	
Step 2	Provider : ZIP CITY RRU	Provider : ZIP CITY RRU	
•	Verify Correct Provider	Verify Correct Provider	
Stop 3	Select/Highlight EMT/Driver	Removed Employees	
Step 5		Select Removed Employees	
Step 4	X Remove Click Remove	Select/Highlight EMT/Driver	
Step 5	Remove From Roster		
	Enter Todays Date/Click Save		
Step 6		Remove Date/Click Save	