





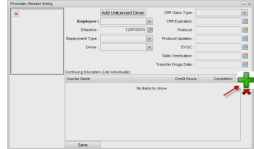



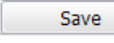
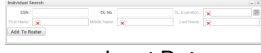
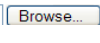

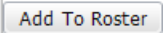
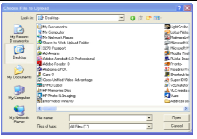

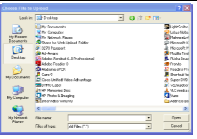



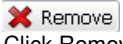
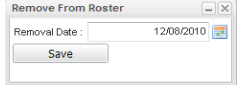
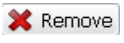
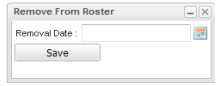


EMS Management Quick Start Guide

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

	<u>Removing EMT/Driver</u>	<u>Restore Removed EMT/Driver</u>
Step 1	 Click Manage Roster	 Click Manage Roster
Step 2	Provider : ZIP CITY RRU Verify Correct Provider	Provider : ZIP CITY RRU Verify Correct Provider
Step 3	Select/Highlight EMT/Driver	<input checked="" type="checkbox"/> Removed Employees Select Removed Employees
Step 4	 Click Remove	Select/Highlight EMT/Driver
Step 5	 Enter Todays Date/Click Save	 Click Remove
Step 6		 Remove Date/Click Save