



EMRESOURCE User Administrators

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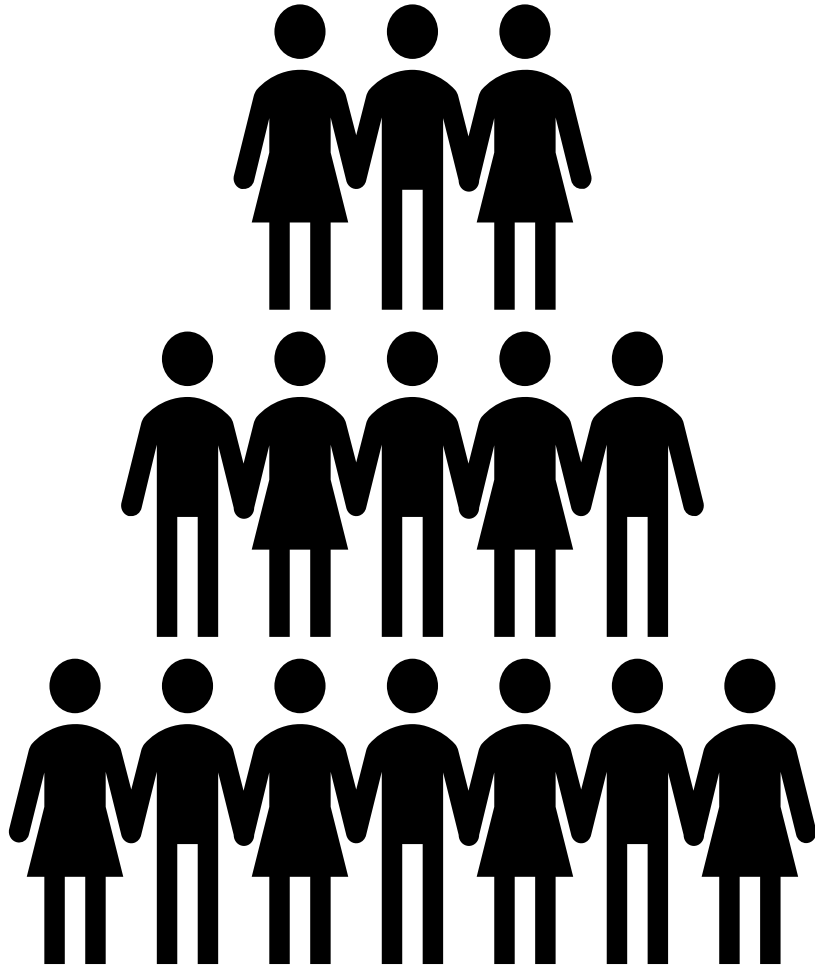
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Each organization must appoint a User Administrator and one alternate User Administrator.

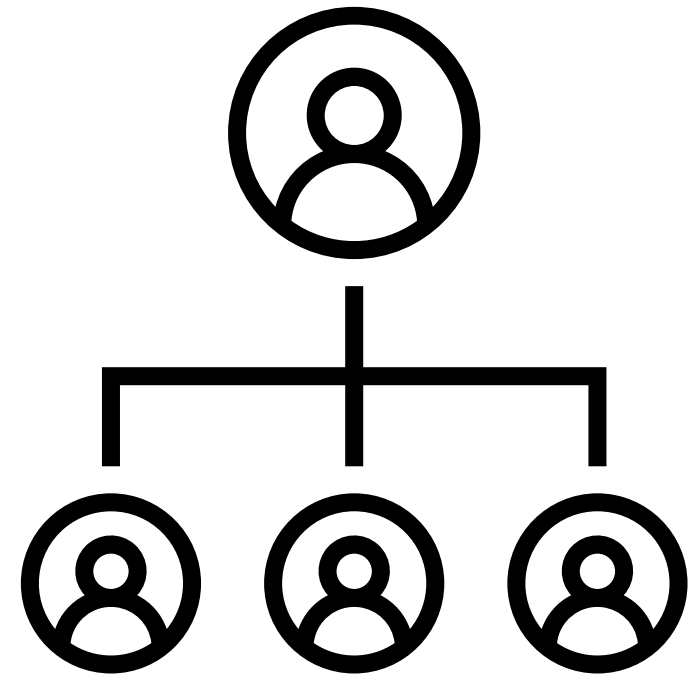
The assigned User Administrators may need to reach out to administrator@catrac.org to gain access to User Administrator privileges.

The User Administrator is the point-of-contact responsible for managing users and their access to EMResource. Since CATRAC has no ability to confirm the identity of a user, the leaders of the organization is to manage EMResource users locally. User Administrators can:

- Work with CATRAC on issues with Juvare/EMResource user accounts
- Grant/revoke access to views and ability to update statuses
- Activate/Deactivate users as needed
- Associate users to their facility/agency

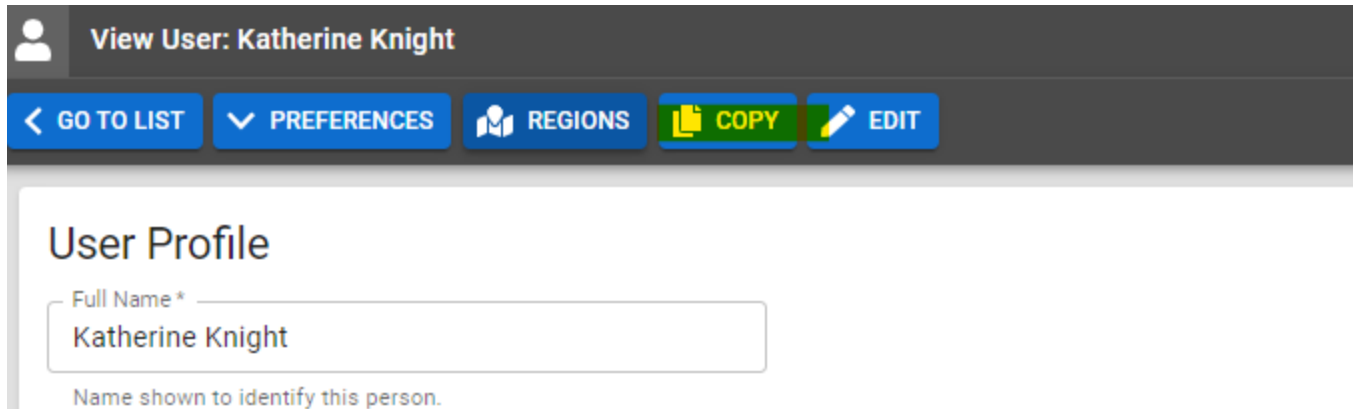


Since CATRAC has implemented a tiered process for EMResource, please have users reach out to their assigned User Administrator for initial issues. If there was not a resolution, the User Administrator must contact administrator@catrac.org



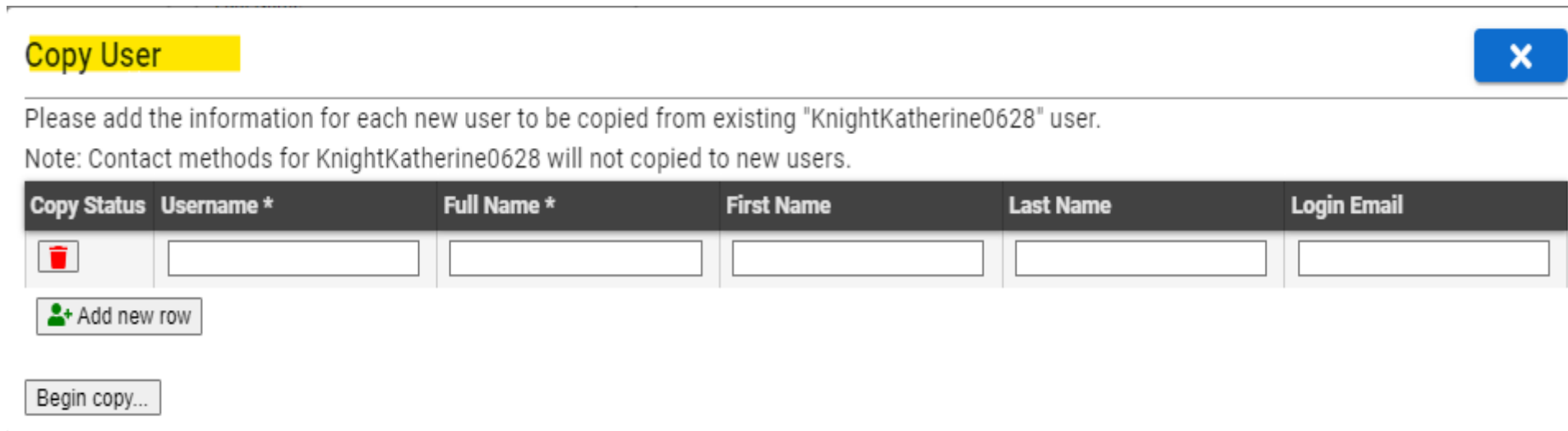
ADDING A NEW USER TO EMRESOURCE


Method #1: Copy User account



If there is already an existing user in the organization who has the specific viewing and editing rights needed for the new user, simply **copy their profile**.

1. Click **Setup**
2. Click **Users**
3. Go to the user's profile and click **copy** to create the new user account.
4. A window will pop up on the screen that will enable the User Administrator to copy the user account.

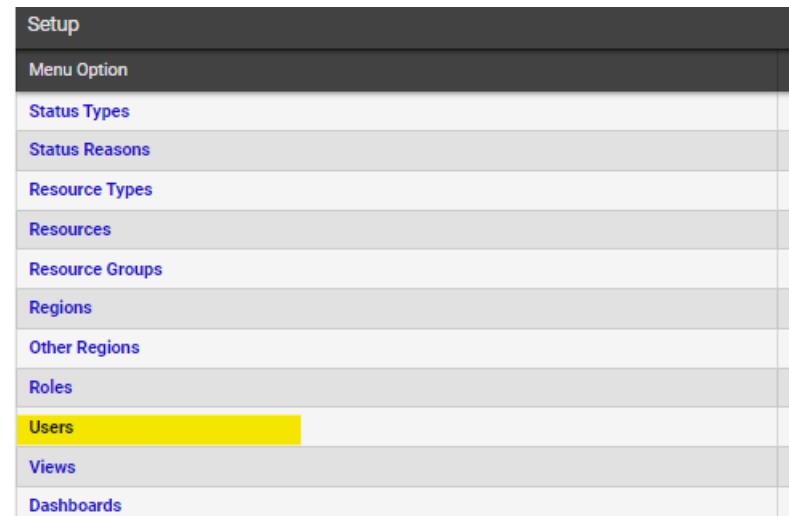
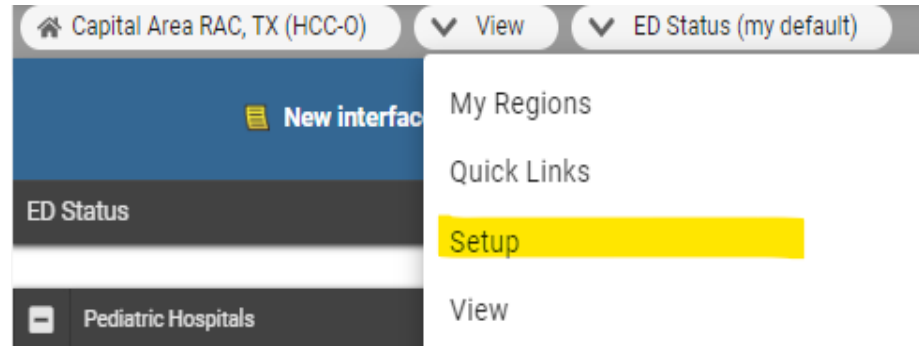


Copy Status	Username *	Full Name *	First Name	Last Name	Login Email
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The User Administrator will be asked to create a username for the account. The format for usernames is: LastnameFirstname####

If the user did not specify four digits, default to using 2022.

ADDING A NEW USER TO EMRESOURCE

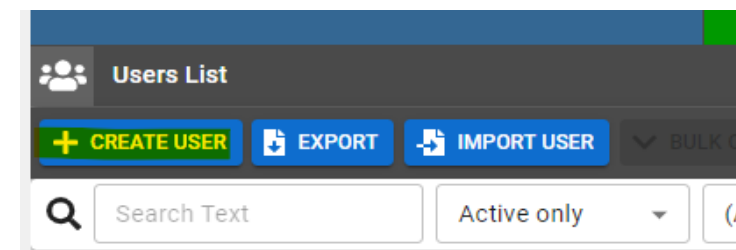


A screenshot of the 'Setup' menu in the EMRESOURCE application. The menu is titled 'Setup' and contains a list of options: 'Menu Option', 'Status Types', 'Status Reasons', 'Resource Types', 'Resources', 'Resource Groups', 'Regions', 'Other Regions', 'Roles', 'Users' (highlighted in yellow), 'Views', and 'Dashboards'.

Menu Option	Description
Status Types	Ar
Status Reasons	Ar
Resource Types	Ar
Resources	Ar
Resource Groups	Ar
Regions	Ar
Other Regions	Ar
Roles	Ar
Users	Ar
Views	Ar
Dashboards	Cr

To access the Users list:

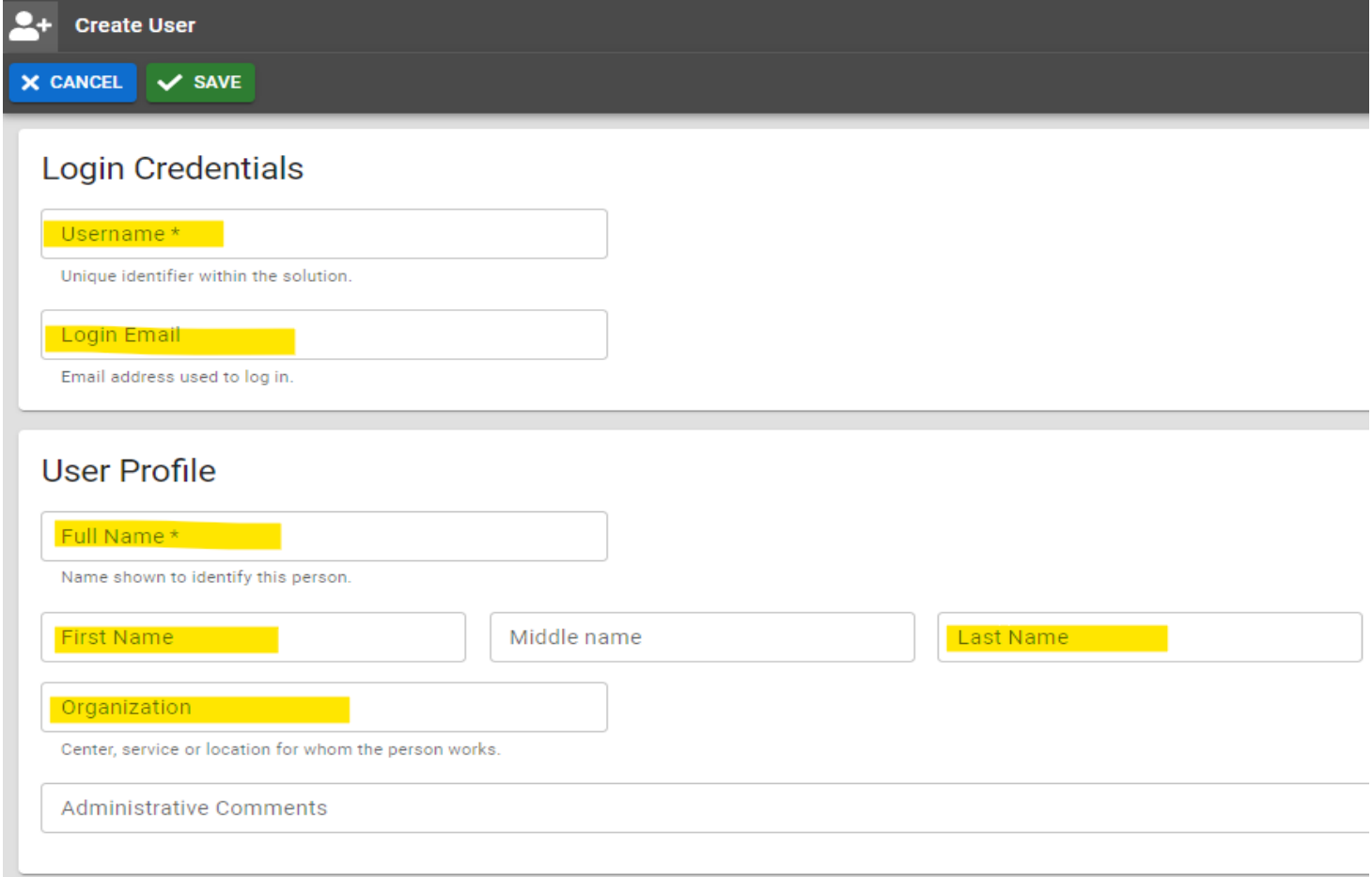
1. Select 'Setup'
2. Select 'Users'
3. Select 'Create User' in the top left of the page



ADDING A NEW USER TO EMRESOURCE

Method #2: Manual profile creation

Once the highlighted information is entered, the User Administrator must edit the user's contact information (optional), roles and rights, views, and resource rights.



Create User

Login Credentials

Unique identifier within the solution.

Email address used to log in.

User Profile

Name shown to identify this person.

Center, service or location for whom the person works.






ADDING A NEW USER TO EMRESOURCE

Method #2: Manual profile creation

Create User

Contact Information

Notification Preferences

	Email	<input checked="" type="checkbox"/> Receive Notifications	<input checked="" type="checkbox"/> Include Resource Summary	<input type="checkbox"/> Excluding during time range
	Text	<input checked="" type="checkbox"/> Receive Notifications	<input checked="" type="checkbox"/> Include Resource Summary	<input type="checkbox"/> Excluding during time range
	Pager	<input checked="" type="checkbox"/> Receive Notifications	<input checked="" type="checkbox"/> Include Resource Summary	<input type="checkbox"/> Excluding during time range
	Mobile App Message	<input checked="" type="checkbox"/> Receive Notifications		<input type="checkbox"/> Excluding during time range
	Web Page Message	<input checked="" type="checkbox"/> Receive Notifications		<input type="checkbox"/> Excluding during time range

Roles and Rights

Assigned Roles

Roles This User Can Administer

Note: To assign roles, 'Administer User' must be selected for at least one resource.

Additional User Rights






The highlighted fields are required for each user. The User Administrator will add contact methods on behalf of the user (highlighted below)

Contact Information


Email


Text

Pager

	Email	<input checked="" type="checkbox"/> Receive Notifications	<input checked="" type="checkbox"/> Include Resource Summary	<input type="checkbox"/> Excluding during time range
	Text	<input checked="" type="checkbox"/> Receive Notifications	<input checked="" type="checkbox"/> Include Resource Summary	<input type="checkbox"/> Excluding during time range
	Pager	<input checked="" type="checkbox"/> Receive Notifications	<input checked="" type="checkbox"/> Include Resource Summary	<input type="checkbox"/> Excluding during time range
	Mobile App Message	<input checked="" type="checkbox"/> Receive Notifications		<input type="checkbox"/> Excluding during time range
	Web Page Message	<input checked="" type="checkbox"/> Receive Notifications		<input type="checkbox"/> Excluding during time range

DEACTIVATING AN EMRESOURCE USER

 Edit User: Rachel Lindsay


 Some changes will not take effect until lindsayrachel3979 logs out of EMResource.

Login Credentials

Active

To deactivate a user, select set up, users, select the user, edit, **uncheck the active box and hit save.**

Deactivate User

 You are about to deactivate this user account. Once deactivated, this user will NOT be able to log into EMSsystem. No notifications will be sent to this user and Login Email will be removed. Are you sure you want to continue?

Note- once the 'active' box has been unchecked, a warning message will appear. The user will no longer have access to EMResource. The account will not be deleted and can be reactivated, if needed.

ROLES AND RIGHTS

Roles and rights vary depending on if the user is associated with a hospital or prehospital setting. Be sure to assign the correct roles to each user.



Appropriate hospital personnel roles and rights:


Roles and Rights

Assigned Roles

Emergency Dept.


View Only

Roles This User Can Administer

 No Roles To Administer

Note: To assign roles, 'Administer User' must be selected for at least one resource.

Additional User Rights

 No Rights

Appropriate EMS personnel roles and rights:

Roles and Rights

Assigned Roles

EMS


View Only

Roles This User Can Administer

 No Roles To Administer

Note: To assign roles, 'Administer User' must be selected for at least one resource.

Additional User Rights

 No Rights

VIEWS

All users should be able to have full viewing access in this region regardless of their role.

Views

Views in this Region

Aeromedical Providers

Cardiac

ED Status

EMS Providers (Ground)

ESRD (RACs L, M, N, O, P)

Helipads

Stroke

Trauma

Dashboards

 No Dashboard

Other Region Views

 No Other Region Views



RESOURCE RIGHTS

The User Administrator is able to manage users and control user privileges by checking the boxes that apply to that user.

Resource Rights

Identify the resources this person has access to. You can double click a resource to select all rights.

1 FILTERS		485	1	1	1	1
Resource	Resource Type	View	Associated	Update	Reports	Administer
Ascension Seton Williamson	Trauma Level II	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Williamson County EMS	EMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Williamson Surgery Center	Ambulatory Surgery Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resource Rights definitions (user admins will check as they are applicable to the user):

View

- Users are able to view the information posted by that facility in TSA-O.

Associated

- The user is associated with that facility/agency.

Update

- User is given access to update a status to reflect the facility they are associated to.

Reports

- The User is given access to pull reports from EMResource.

Administer

- The user is able to activate/deactive EMResource users.