



Arkansas Department of Health

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Governor Mike Beebe

Paul K. Halverson, DrPH, FACHE, Director and State Health Officer

MEMORANDUM

To: All Services

From: Brian Nation, Trauma Systems Administrator
Section of EMS & Trauma Systems

Date: September 8, 2008

Ref: Web-Enabled Software Installation

The Section of EMS and Trauma Systems has been working with EMS Data Systems to upgrade the EMScan Data Collection Program to a **web-enabled version** of the software. This version was purchased to help save time for everyone in the field when they are entering data. By utilizing the web connection, services will not have to export data and attach the electronic file to an e-mail to send to the Section of EMS and Trauma Systems as long as each computer being used has access to the Internet. Updates can also be sent automatically which will help save time required to check and install required updates. This feature will allow all of the services using the software to stay current with the newest version of the program.

Before Installation

Please check to make sure that data entered into your system has been entered under your four digit state issued license number. Over the years some issues have been brought to our attention where other numbers such as unit numbers and computer numbers were being entered into the system instead of the license number. Please be sure that your state issued license number beginning with "0" followed by three numbers in the 100 through 800 series is recorded for all of your data before installing.

Services may utilize the feature----- to correct the service number in their data before upgrading to the new system.

Multiple License Numbers

Services that hold multiple licenses should make sure that data is entered for each license number on a separate computer or that the number is changed for entry under each license. Once a computer is set up with a license number such as 0999 all data will be collected by the state under that license number unless the user changes the number. If someone enters data for 0998 on this computer without making

a change the information will go in to the system as a call for 0999 instead of the branch of the service that actually made the call.

Installing Software on More Than One Computer

The web-enabled version of the program can be set up for many different computers at your service. It can even be loaded onto a laptop for use in the field. Please follow the same installation procedures and enter the provided activation code for your service when installing on each computer. The computer must be connected to the Internet when installing and must have at least partial access to the Internet for data to be sent to the Section of EMS and Trauma Systems.

Please Note: Laptop computers being used in the field should be brought back to the service at least once a week and connected to the Internet. This will allow data to be collected by the state and this connection will allow updates to be downloaded to the laptop so everyone is collecting the same data points.

Installation Instructions

Once all of the checks are made, please utilize the activation code provided to you by e-mail. This activation code will be used in conjunction with ----- web address. Once this installation is complete the same procedure can be conducted for other computers being used by the same license number. Please do not share this code with another service. They will receive their own code to install for their license number. If you have any problems with this installation please call Brian Nation at (501) 661-2262 or Steve Kimball at (520) 519-0239.