

SyncPad Version 2 – User Guide

After logging into SyncPad and selecting your Service, you will be met with the new Home screen. Tapping the **+** button will transition you to the Edit Chart screen where you will see the form options available to you so you can begin building your chart.

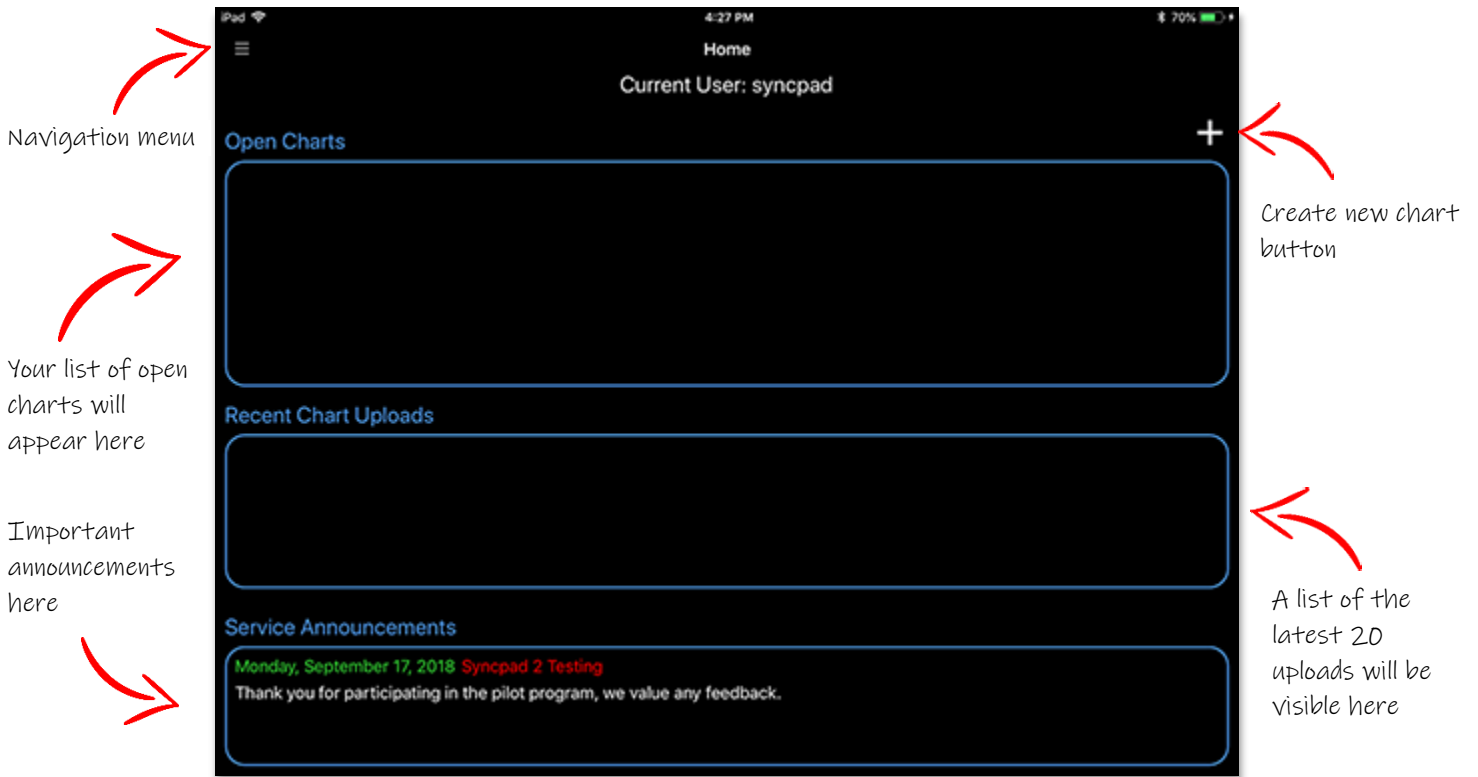


Fig 1 - Home Screen




Fig 2 - Edit Chart

Selecting a form from your available list will bring up your digitized form for data entry.

Fig 3 - Sample Assessment form

After completing your Assessment form, add any additional forms that you may need, but note that the Assessment form will no longer be available to you as you cannot have more than one assessment per chart.

Adding pictures now has an option to add as a PDF file (see Fig 2). Take the photo as normal & a PDF will be created upon upload and attached to Page 9 of emsCharts.

There are now 2 options when you decide to upload your chart: Tap this Action button  (see Fig 2).

1. Complete Upload - Submit to emsCharts and delete from the device. You're all done with it.
2. Partial Upload – Submit to emsCharts as Partial Chart (READ ONLY) & leave on the device for further data collection. Once you're happy all the information has been gathered, you can use the Complete Upload button & the changes will be merged.

Fig 4 - Chart uploading

Single Form Uploading

There's no longer any need to start your chart with an Assessment form. Just need a refusal? Then just upload a Refusal.

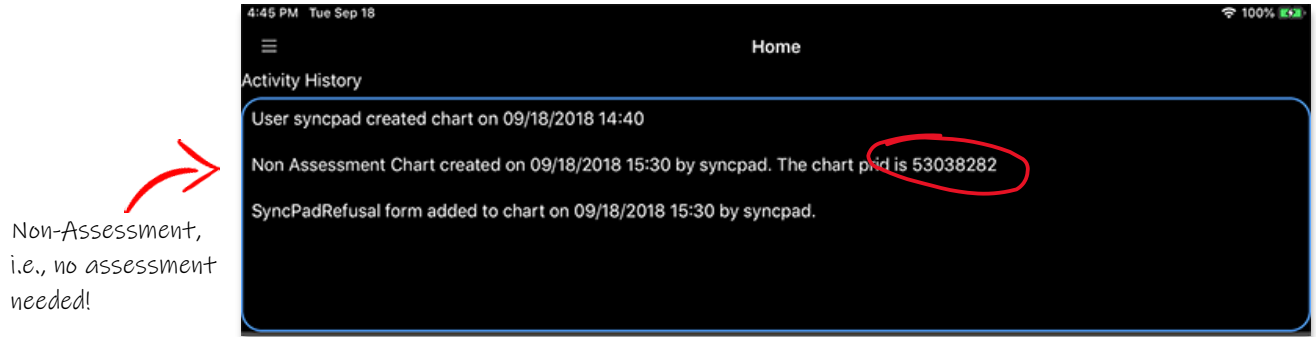


Fig 5 - Non-Assessment form uploaded

A blank chart is created & all non-assessment forms attach themselves to that PRID on Page 9.

PRID: 53038282

Service: SyncPad Demo Service
Base: SyncPad Demo Account
Unit: Medic 01
Shift:

Mass Casualty: Not Recorded
Type of Svc: Scene Unscheduled
Response Code: Priority 1
Mode to Ref: Lights / Sirens
Outcome:

Last Name: Stevens First: Janice
DOB:
Age: Unknown Sex: Weight:
Height:
Subscriber: No

Billing Information:
None Given

Add QA Flag PRID: 53038282

Files Currently Attached					
Name	Size	Date	Level	Category	
SyncPadRefusal.pdf	207186	09/18/2018	S		Update

Click file name to download
[Return to Page 9](#)

Fig 7 - Attached Files in emsCharts.com

Fig 6 - Section of Entire Chart page in emsCharts.com

Home Screen / Activity Log

Here you will be able to see what forms you have left to upload as well as up to 20 of the latest completed uploads.

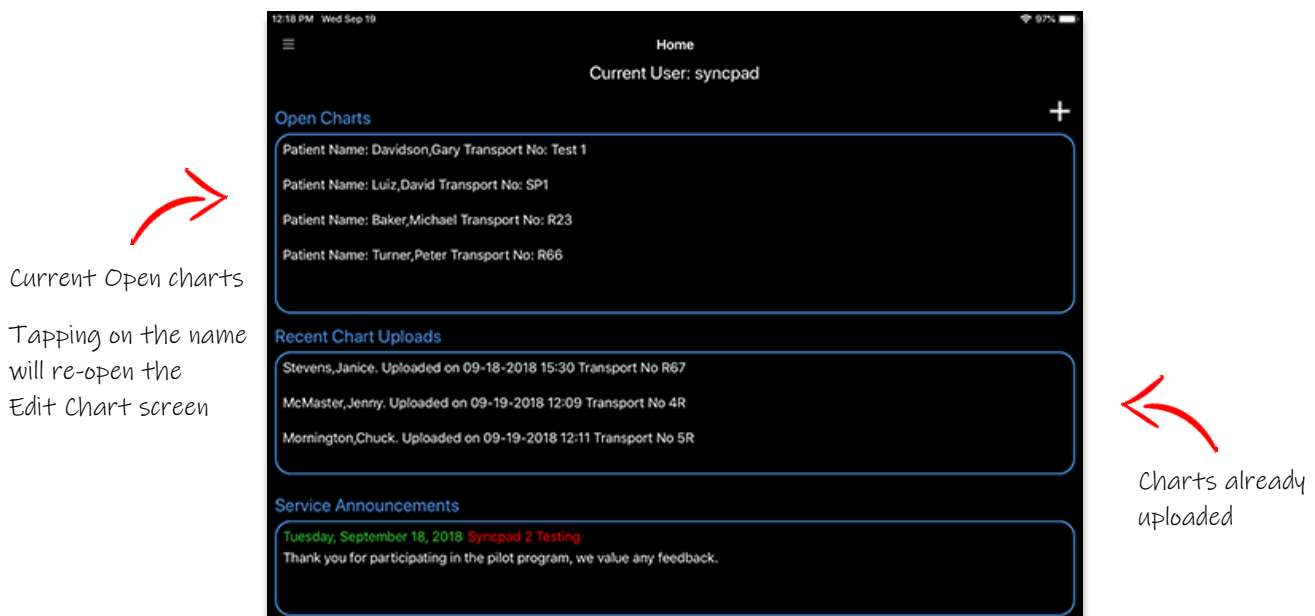



Fig 8 - Home/Activity

Navigation

Most navigation will be between the Home screen & the Edit Chart screen, but for all other sections of the app, you can use the Navigation Pane. Tapping on the  button in the top left corner will open the navigation panel on the left-hand side of the screen.




Nav Bar
A way to get around SyncPad




Home Screen

Fig 9 - Navigation SyncPad

Tap on View Charts to expand the Open Chart view



Nav Bar
An alternate way to view & open Open Charts

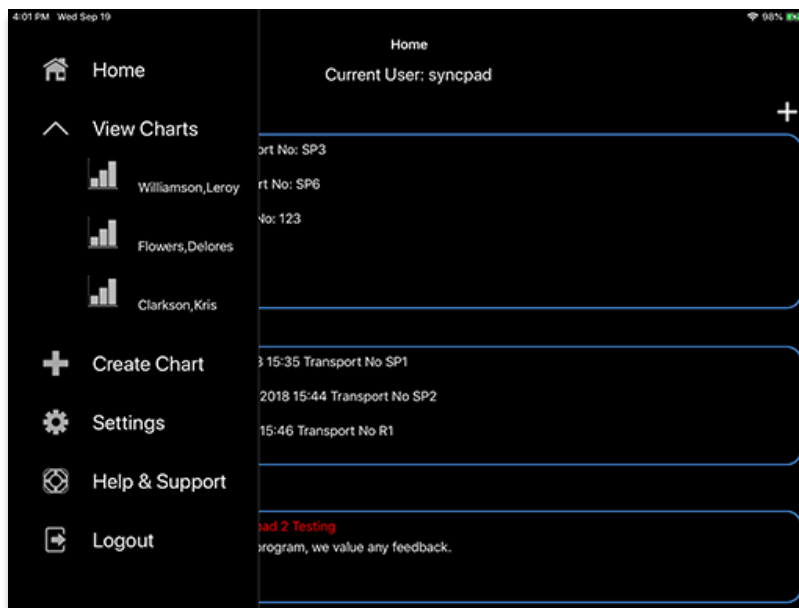


Fig 10 - Alternate chart view

New charts can also be created from this bar, just simply tap on Create Chart & the Edit Chart screen will appear for you to begin forming your patient record.

To close the Navigation Bar, simply tap Home at the top & it will slide out of view.

Settings

Tapping on the Settings menu from the navigation bar will open the Settings screen that shows any available options to you the user. Also, on this page, you can find such information as the current version of SyncPad, any recent release notes from the developers as well as the Refresh Service Data menu.

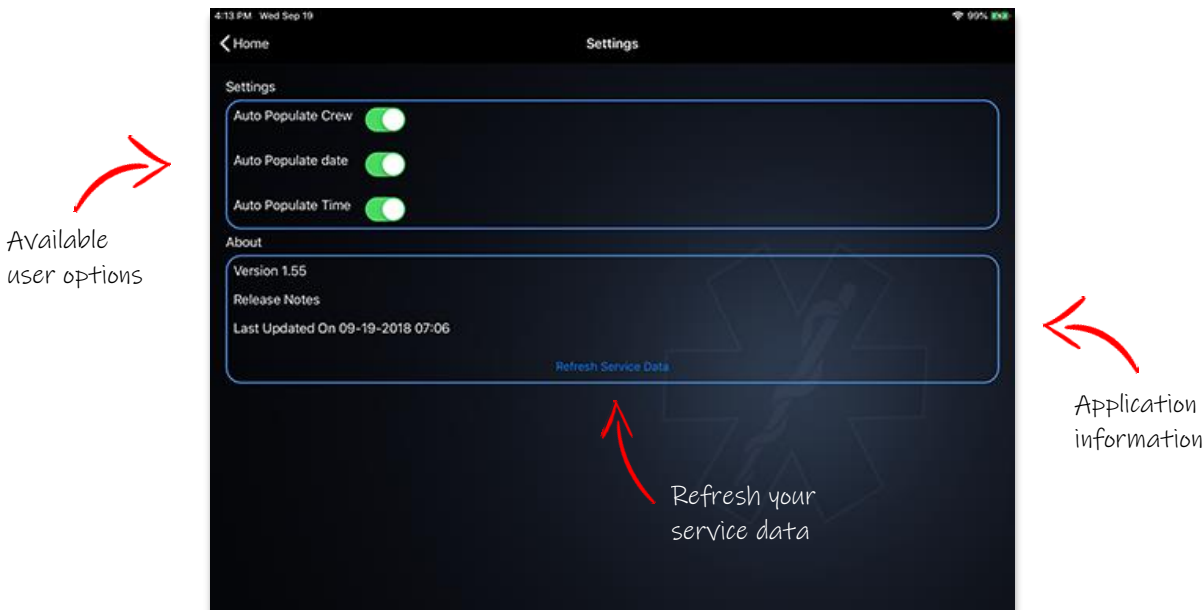


Fig 11 – Settings screen

No longer do you need to clear the device of open charts before refreshing your service. Simply tap on Refresh Service Data link from within the Settings screen & SyncPad will contact our cloud servers & update all configuration settings on your device.

Refreshing services will have to be done on each device.

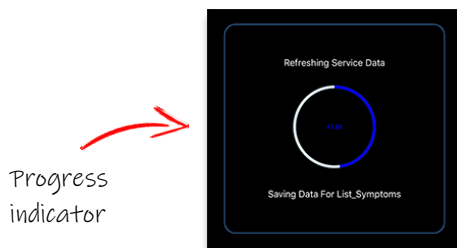


Fig 12 – Refresh Service Data

Help & Support

Here you will find links to support pages, help guides & videos.

Logout

This one is simple. Tap on Logout to log out of the app.

Working With Forms

When entering data into your form, you will encounter a variety of methods to help you capture it.

Here's what you can expect:

Check boxes

Simply tap on the check box to check it. You can uncheck by tapping again.



If the check box is a Yes/No or True/False type, you will only be able to select one or the other.

Free text/number

Most fields will require you to free type your data.

You will recognize this simply as a flashing cursor in your field as well as enabling the on-screen keyboard.

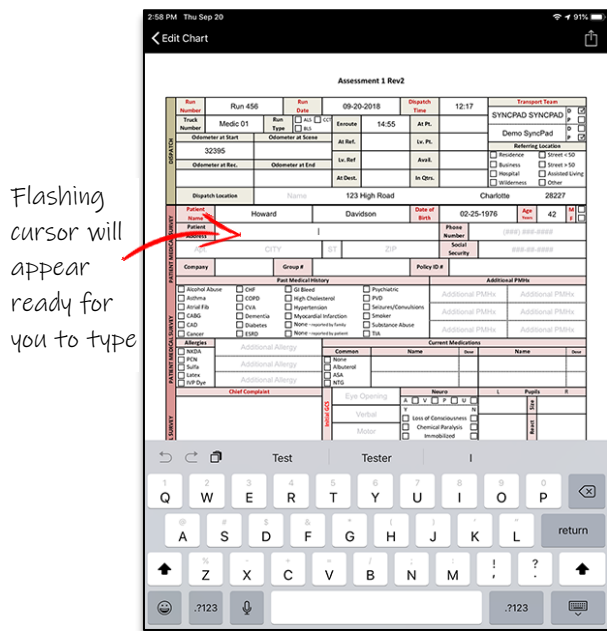


Fig 13 - Free type text fields

Predictive text can speed up typing

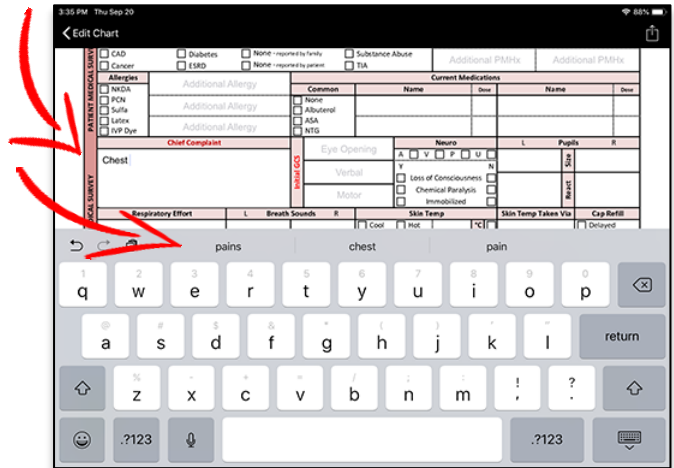


Fig 14 - Predictive text

Time & Date

This type of field will pop up the time or date picker and either let you select the 'now' time or date (by tapping the Done button) or let you adjust to a different time or date by scrolling through the relevant sections. Once you've selected the date or time, tap the Done button to enter your selection into the field.

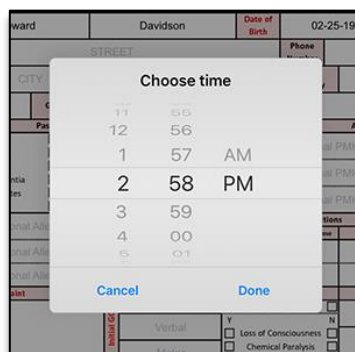


Fig 15 - Time selector

Spin the wheels to adjust to your time or date & then click Done

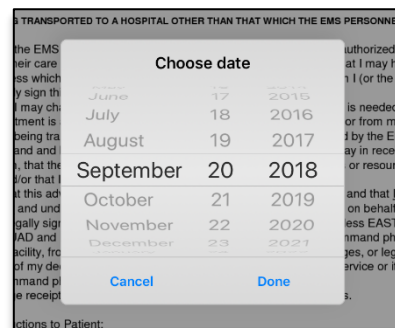
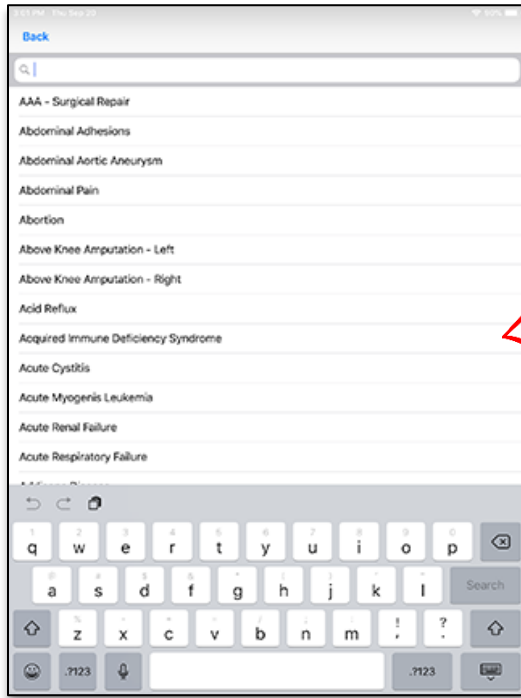


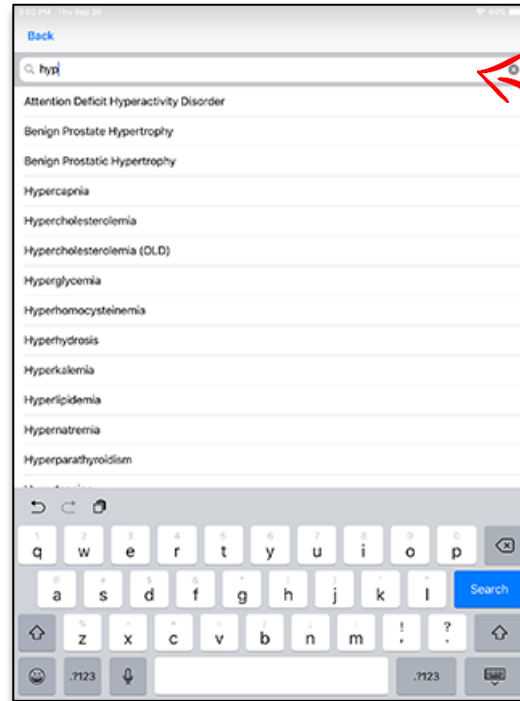
Fig 16 - Date selector

Selection

These types of fields will enable a pop-up search screen, so you can either scroll through the available data and select your value, or use the context sensitive Search menu by beginning to type the first few letters and the values will filter to include what you have typed.



Scroll through the list and click your selection to enter...



...or begin typing in the search bar to filter your list

Fig 17 - Selection list

Fig 18 - Filtered selection list

If you find you have entered an incorrect value, you can either overwrite it with another selection, or delete the entry by quickly double tapping the value in the field.

Signature

Selecting a signature field will pop-up signature window for you to simply sign using your finger.

When you're happy with the signature, tap Done and your signature will appear in that form section.



Just use your finger to sign

Fig 19 - Signature capture