

## SyncPad Version 3 – 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.

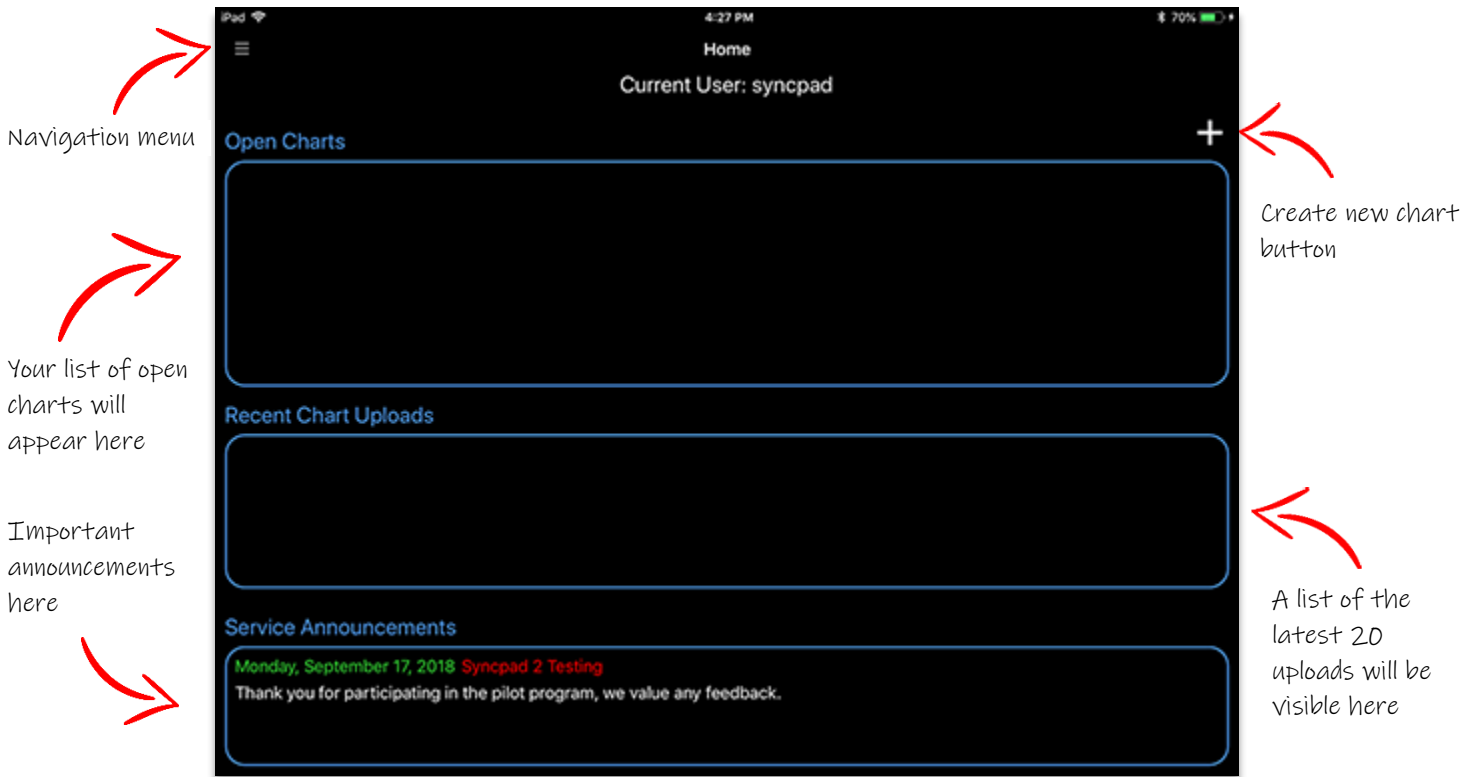


Fig 1 - Home Screen



Fig 2 - Edit Chart

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


**Assessment 1 Rev2**

Run Number	Test 1	Run Date	09-17-2018	Dispatch Time	17:28	Transport Team	SYNCPAD SYNCPAD
Truck Number	Medic 01	Run Type	<input type="checkbox"/> ALS <input type="checkbox"/> CCT <input type="checkbox"/> BLS	Enroute	11:51	At Pt.	<input type="checkbox"/> D <input type="checkbox"/> P <input type="checkbox"/> P
Odometer at Start	Odometer at Scene	At Ref.		Lv. Pt.		Referring Location	
Odometer at Rec.	Odometer at End	Lv. Ref.		Avail.		<input type="checkbox"/> Residence <input type="checkbox"/> Street < 50	<input type="checkbox"/> Street > 50
Dispatch Location	Office	High Road		In Qtrs.		<input type="checkbox"/> Business <input type="checkbox"/> Assisted Living	<input type="checkbox"/> Hospital <input type="checkbox"/> Other
Patient Name	Gary Davidson	Date of Birth	05-02-1991	Age	27	<input type="checkbox"/> M <input type="checkbox"/> F	
Patient Address	Main Street	Phone Number	(704) 123-1234	Social Security	111-11-1111		
Company	Blue Cross	Group #	BC112233	Policy ID #	BCP5678		
Past Medical History				Additional PMHx			
<input checked="" type="checkbox"/> Alcohol Abuse	<input type="checkbox"/> CHF	<input type="checkbox"/> GI Bleed	<input type="checkbox"/> Psychiatric	Abdominal Pain	Acid Reflux		
<input type="checkbox"/> Asthma	<input type="checkbox"/> COPD	<input type="checkbox"/> High Cholesterol	<input type="checkbox"/> PVD	Additional PMHx			
<input type="checkbox"/> Atrial Fib	<input type="checkbox"/> CVA	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Seizures/Convulsions	Additional PMHx			
<input type="checkbox"/> CABG	<input type="checkbox"/> Dementia	<input type="checkbox"/> Myocardial Infarction	<input type="checkbox"/> Smoker	Additional PMHx			
<input type="checkbox"/> CAD	<input checked="" type="checkbox"/> Diabetes	<input type="checkbox"/> None - reported by patient	<input type="checkbox"/> Substance Abuse	Additional PMHx			
<input type="checkbox"/> Cancer	<input type="checkbox"/> ESRD	<input type="checkbox"/> None - reported by patient	<input type="checkbox"/> TIA	Additional PMHx			
Allergies		Current Medications					
<input type="checkbox"/> NKDA	Bees	Common	Name	Dose	Name	Dose	
<input checked="" type="checkbox"/> PCN	Peanuts	<input type="checkbox"/> None	Lisinopril		Levothyroxine		
<input type="checkbox"/> Sulfite		<input checked="" type="checkbox"/> Allbuterol					

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.

Upload completed chart & remove from the device

Upload chart but keep for further data collection

Delete entire chart

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.

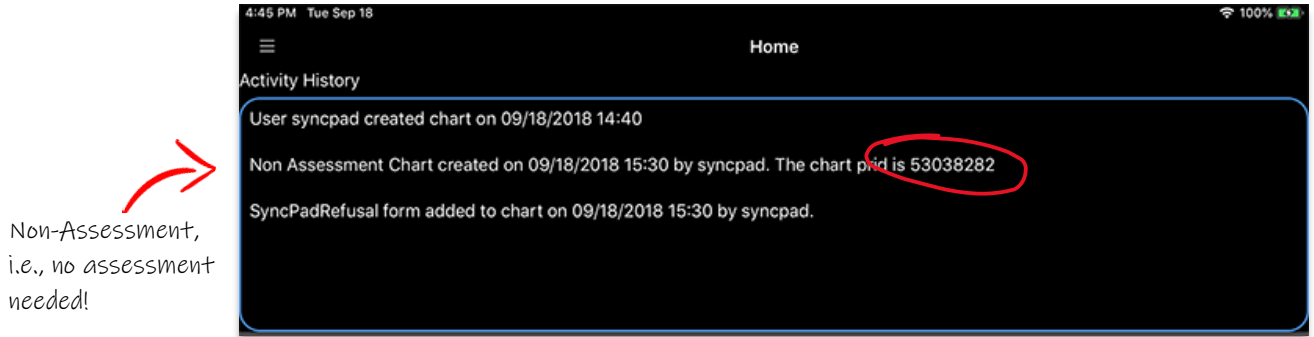


Fig 5 - Non-Assessment form uploaded

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

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.

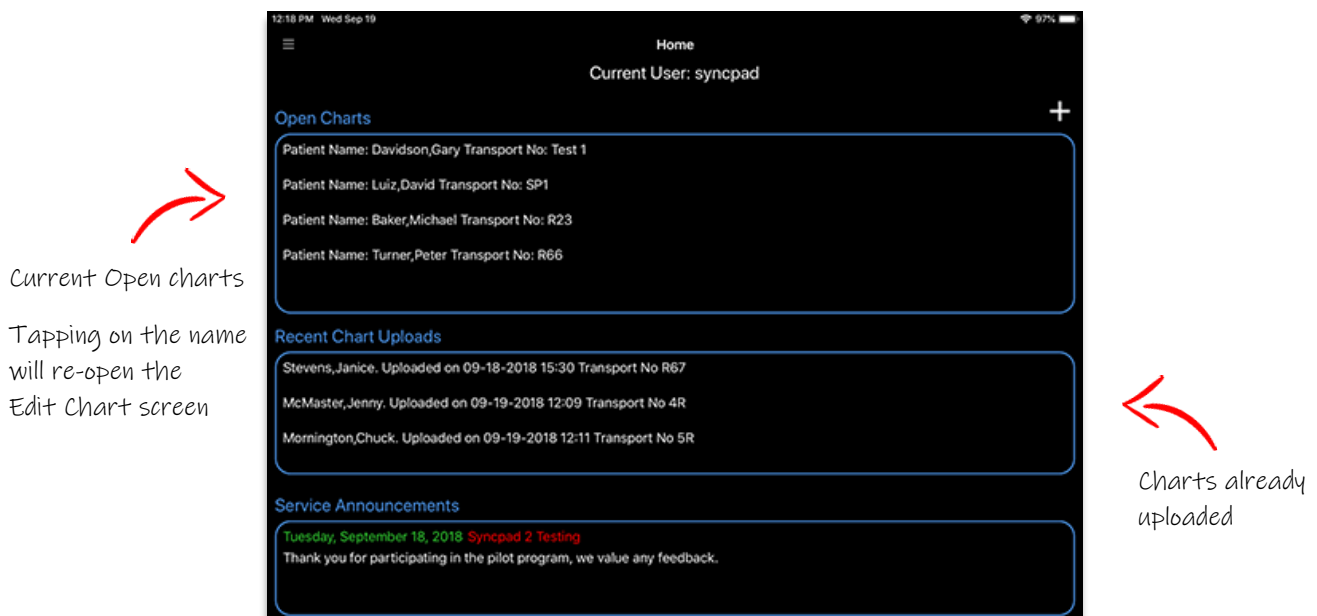
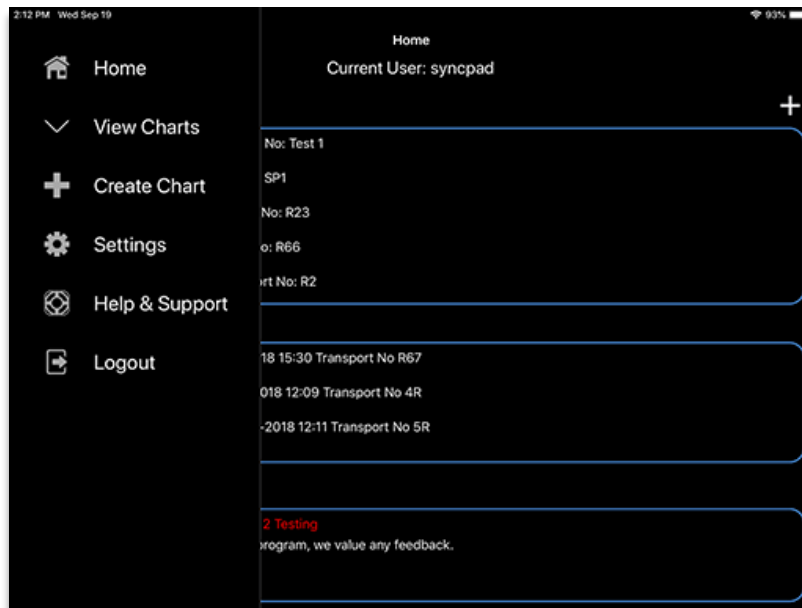


Fig 8 - Home/Activity

## 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

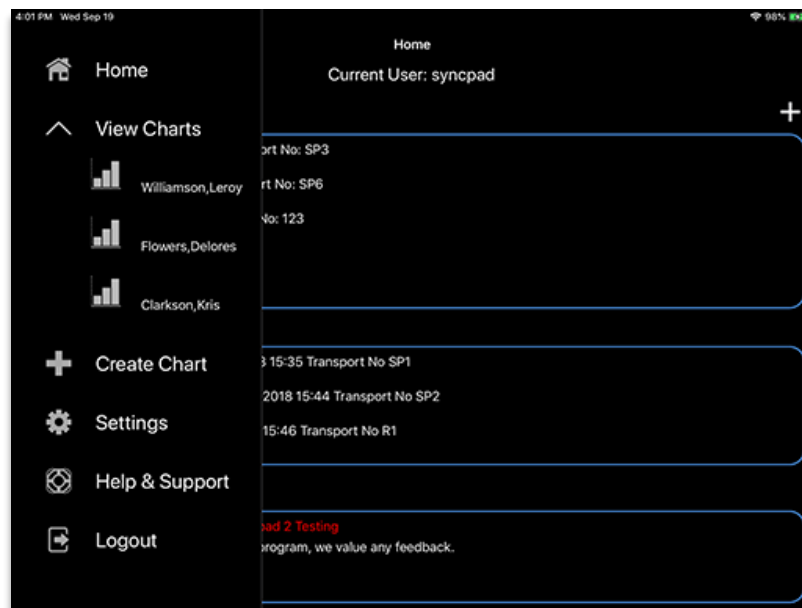


Fig 10 - Alternate chart view

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.

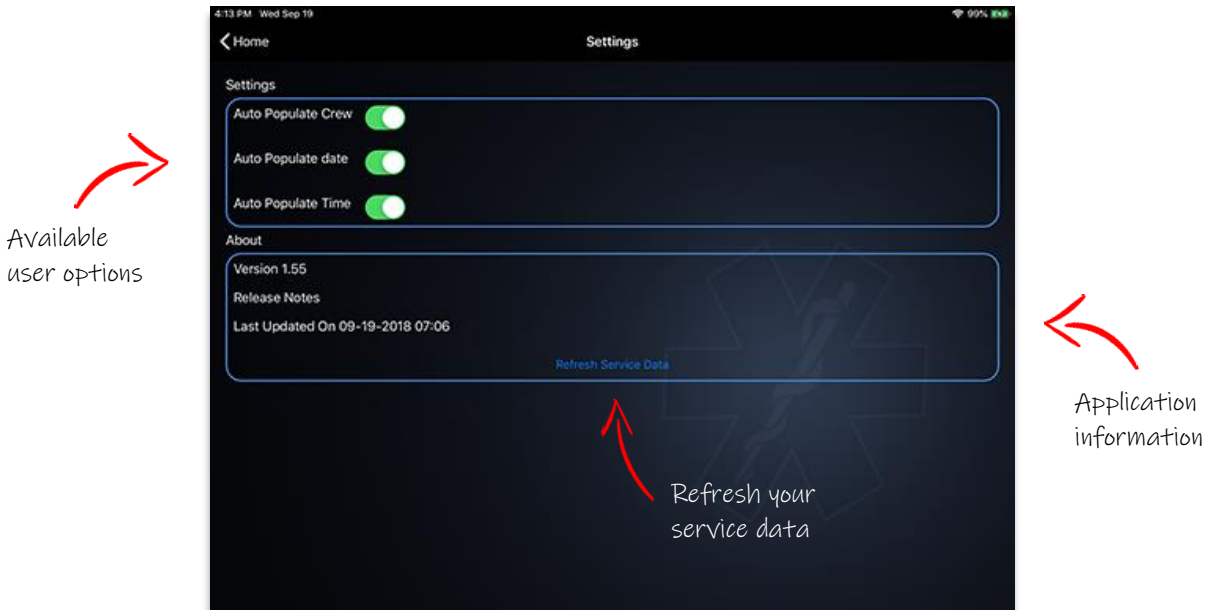


Fig 11 – Settings screen

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.

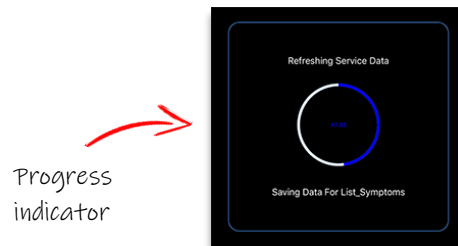


Fig 12 – Refresh Service Data

## 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.

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## 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.

Flashing cursor will appear ready for you to type

Fig 13 - Free type text fields

Predictive text can speed up typing

Fig 14 - Predictive text

## Barcode Scanner

Whilst in a free text field, you can tap the Return key on the keyboard to initialize the Barcode Scanner.

Just point your iPad's camera at the barcode & the relevant numbers will be captured in that field.

## 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 have selected the date or time, tap the Done button to enter your selection into the field.

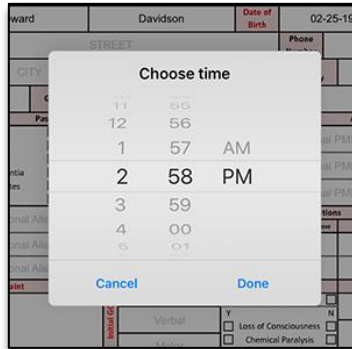


Fig 15 - Time selector

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

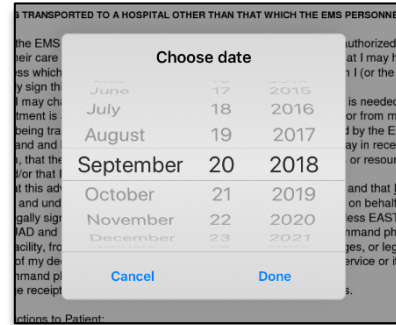


Fig 16 - Date selector

## 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.

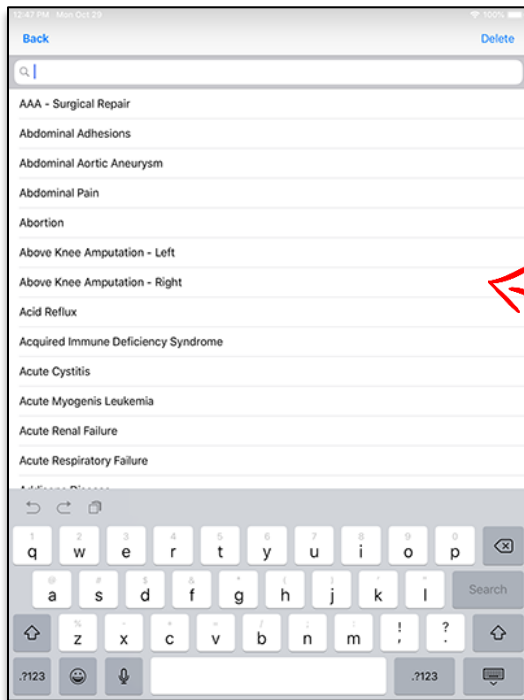


Fig 17 - Selection list

Delete button

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

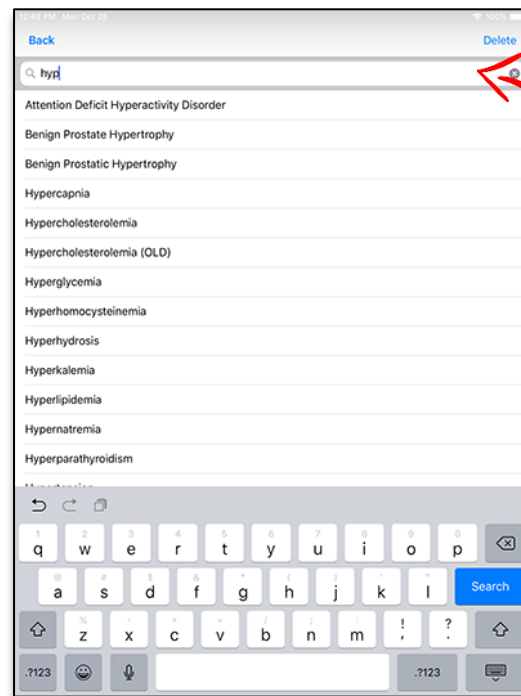


Fig 18 - Filtered selection list

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

If you find you have entered an incorrect value, you can either overwrite it with another selection, or delete the entry by tapping the Delete button in the top right of the selection screen.

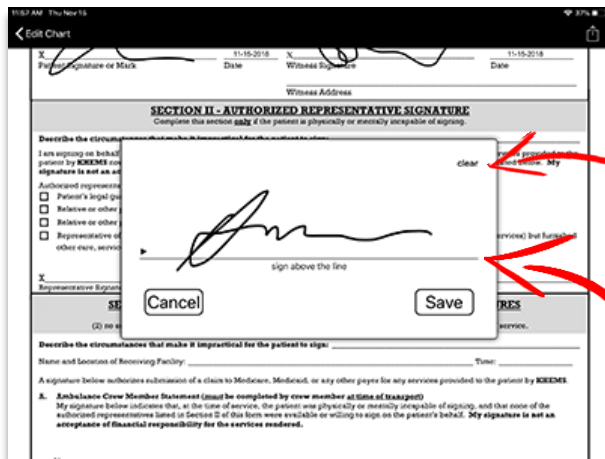
## Signature

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 Save and your signature will appear in that form section.

If you are not happy with the way your signature looks, tap on clear & redo it. Tap Save to commit to the form.

And if for some reason you don't want to capture a signature after this window pops up, just tap cancel & it will disappear.



Clear poor signature

Just use your finger to sign

**Top Tip:** If you have committed the signature to the form but didn't mean to, tapping the signature will popup a blank capture window. Tap it once to make the clear button appear in the top right & then tap Save...the signature is erased.

**Use with caution.**

Fig 19 - Signature capture