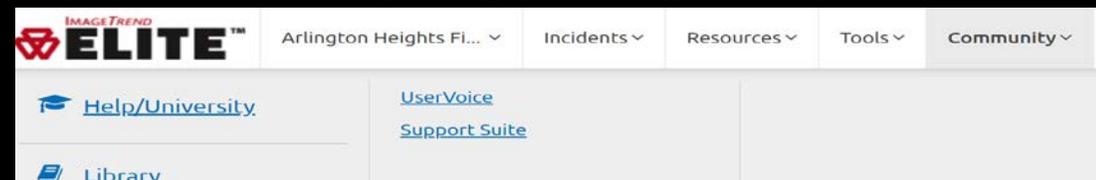


Setting the New Permission Levels ****Updated****

- This will help your agency make sure that you're in compliance with the new NWCEMSS "D4" policy. Remember that CARS updated this rule to have the PCR "Lock On Post" from Elite Field. Locking the PCR will trigger the "Audit Trail" in ImageTrend. The audit trail helps track any changes made to the PCR (Examples how to get to the audit trail at the end of this document).
- *When a change occurs in the PCR after "POSTING" a FIELD LEVEL AUDIT tracks any change made (VS, Narrative, Etc.) This change however does not document "why" the change occurred. An explanation can be put in under "Addendum" or documented in the Narrative of the PCR.*
- In the future, there is a plan to make an incident status that locks out a user from going in and making changes should the PCR be subpoenaed.
- There is no way for ImageTrend to "Bulk" or "Batch" change a users permission level setting. It has to be done individually by the agency administrator.
- More information can be found at the ImageTrend University regarding the usage of "Locking Workflow Settings".



Setting the New Permission Levels

The screenshot displays the top navigation bar of the IMAGE TREND ELITE™ system. The current agency is set to "Arlington Heights F...". The navigation menu includes "Incidents", "Resources", "Tools", and "Community". Below the navigation bar, the "System Level" section shows the "System" link. The "Recently Viewed Agencies" section lists "Schaumburg FD (8132)", "Prospect Heights Fire (8195)", and "Barrington Countryside FPD (8970)". A "View Agency List" button is located below this list. The "Arlington Heights Fi... (8178) Administration" menu is expanded, showing options for "Agency Information", "Configuration", "Continuing Education", "Elite Field Configuration", and "Finish Incident Settings". The "Users" link is highlighted with a red box, and a red arrow points from it to the "Arlington Heights F..." dropdown menu. A red box highlights the "Users" link, and another red box highlights the "Arlington Heights F..." dropdown menu. A red arrow points from the "Users" link to the "Arlington Heights F..." dropdown menu. A red box highlights the "Users" link, and another red box highlights the "Arlington Heights F..." dropdown menu. A red arrow points from the "Users" link to the "Arlington Heights F..." dropdown menu.

Make sure your agency appears, then go to USERS.

Users

Search Last Name or First Name

Permission Group	2 Groups Selected	Agency Status	Active	Inactive	Both	Show in EMS Run Form	Yes	No	Both	Go
Select Groups										
Select All Select None										
Last Name	First Name	Agency	Agency Status	Agency Status	Agency Status	Show In Run Form	Login Access	System Status	System Status	System Status
Braniff	J	2022 Resource Hospital - Staff	Agency Administrator - EMS	Active	Active	EMS	Yes	Active	Active	Active
East	L	2023 InterSystem Limited Admin	Agency Administrator - EMS	Active	Active	EMS	Yes	Active	Active	Active
Gripper	P	Agency Administrator - EMS - Authentication Test	Agency Administrator - EMS plus NFIRS	Active	Active	EMS	Yes	Active	Active	Active
Hanselman	Curt	Deputy Chief	Agency Administrator - EMS-Fire	Active	Active	EMS	Yes	Active	Active	Active
Harris	Lance		Agency Administrator - EMS	Active	Active	EMS	Yes	Active	Active	Active
Klein	James		Agency Administrator - EMS	Active	Active	EMS	Yes	Active	Active	Active
Manthy	Richard	Battalion Chief	Agency Administrator - EMS	Active	Active	EMS	Yes	Active	Active	Active
Parker	Sebastian	PM	Agency Administrator - EMS	Active	Active	EMS	Yes	Active	Active	Active
Potts	Laura	Admin Support	Agency Administrator - EMS	Active	Active	No	Yes	Active	Active	Active

Agency Administrator - EMS

To make it easier, sort these permission levels first. The one outlined in RED is OLD, we want to use the new levels on the next slide.

Users

Permission Group: Agency User - E... ▾ Agency Status: **Active** Inactive Both Show in EMS Run Form: Yes No **Both**

+ New

Select Groups

Select All Select None

Last Name ^	First Name	Agency	Agency Status	Agency Status	Permission Group	Show In Run Form	Agency Status	Login Access	Sys
Bellusci	A	2022 Agency Administrator EMS / Fire			Agency User - EMS and CQI	EMS	Active	Yes	
Benkert	A	2022 Agency User EMS / Fire - Unlock			Agency User - EMS and CQI	EMS	Active	Yes	
Buchek	B	2022 Hospital EMS Coord - CQI Access			Agency User - EMS and CQI	EMS	Active	Yes	
Carpenter	J	2022 Hospital EMS Coord - Elite Viewer Only			Agency User - EMS and CQI	EMS	Active	No	
Casper	William	LT	Yes		Agency User - EMS and CQI	EMS	Active	Yes	
Castillo	Reginald	PM						Yes	
Chapman	Ross	LT						Yes	
Davis	Richard	PM						Yes	
Dohse	Lindsay							Yes	
Eschner	Benjamin	PM	Yes		Agency User - EMS and CQI	EMS	Active	Yes	
Evans	Kert	ENG	Yes		Agency User - EMS and CQI	EMS	Active	Yes	
Finn	Michelle		Yes		Agency User - EMS and CQI	No	Active	Yes	

These are the new levels we should be using. Remember, the "UNLOCK" permission lets the user unlock the PCR provided they were set to the CREW ID on the form. The AGENCY ADMIN will have the same privileges as before. This does not effect CQI users.

Setting locking on "POST"



Arlington Heights F... ▾

Incidents ▾

Resources ▾

Tools ▾

Community ▾

System Level

[System](#)

Recently Viewed Agencies

[Schaumburg FD \(8132\)](#)

[Prospect Heights Fire \(8195\)](#)

[Barrington Countryside FPD \(8970\)](#)

View Agency List

Arlington Heights Fi... (8178) Administration

[Agency Information](#)

[Configuration](#)

[Continuing Education](#)

[Data Exchange](#)

[Elite Field Configuration](#)

[Finish Incident Settings](#)

[Users](#)

Elite Field Configuration

[Device Authorization Settings](#)

[Elite Field Dashboard Widgets](#)

[Elite Field General Settings](#)

[EKG Monitor Import Setup](#)

[Post Reminder](#)

Elite Field General Settings then "lock on post" The rest of these settings are at the agencies discretion. This is what AHFD has this set to for example.

Automatically Delete Posted Incidents

Yes No

Number of Days Old

14

Automatically Lock Incidents When Posting

Yes No

Use External Keyboard ⓘ

Yes No

New Incident Confirmation Prompt ⓘ

Yes No

Allow Creating Incidents Directly From CAD ⓘ

No

Post Behavior When EMS CAD Updates are Available ⓘ

Always Post

Password on Post Settings

Require Primary Patient Caregiver Password On Post ⓘ

Yes No

System Level

[System](#)

Recently Viewed Agencies

[Schaumburg FD \(8132\)](#)

[Prospect Heights Fire \(8195\)](#)

[Barrington Countryside FPD \(8970\)](#)

View Agency List

Arlington Heights Fi... (8178) Administration

[Agency Information](#)

[Users](#)

[Configuration](#)

[Continuing Education](#)

[Data Exchange](#)

[Elite Field Configuration](#)

[Finish Incident Settings](#)

Finish Incident Settings

EMS Incidents

Finish Incident Functionality ⓘ

Yes No

Lock Upon Finish ⓘ

No

Finish Upon Close ⓘ

No

Update Incident Status ⓘ

Finished

Verify Closed Call Rules ⓘ

No

Minimum Validation Score ⓘ

Finish Upon Post from Elite Field ⓘ Never

Finish Incident Settings are at agency discretion. You may have to evaluate how your agency uses this. An AHFD example is here, as AHFD doesn't use the finishing workflow.

System Level

[System](#)

Recently Viewed Agencies

[Schaumburg FD \(8132\)](#)

[Prospect Heights Fire \(8195\)](#)

[Barrington Countryside FPD \(8970\)](#)

View Agency List

Arlington Heights Fi... (8178) Administration

[Agency Information](#)

[Configuration](#)

[Continuing Education](#)

[Data Exchange](#)

[Elite Field Configuration](#)

[Finish Incident Settings](#)

[Users](#)

Configuration

[Agency Logo](#)

[Audit Tracking Reasons](#)

[Auto Narratives](#)

[Auto Number](#)

[Barcode Parsers](#)

[Configurable List Views](#)

[Dashboard](#)

[Default Activity Time](#)

[External Messages](#)

[General Settings](#)

[Locking Workflow Settings](#)

[Medication Description Settings](#)

[Patient Encounter Timeline](#)

[Repeat Patients](#)

[Transfer Settings](#)

Locking Workflow Settings

It is suggested that these be set to one (1), again this setting is at agency discretion and should be according to your own agency workflow.

EMS Incidents

Hours After EMS Incidents Auto-Lock ⓘ

1

Hours After EMS Incidents Auto-Lock After Manual Unlock ⓘ

1

Set EMS Incident status upon lock ⓘ

Statuses to exclude from auto lock for EMS Incidents ⓘ

Included

- *** ALL REVIEWS COMPLETE **
- **
- Agency Review Complete
- Agency Review Needed
- Auto-Locked
- Billing Complete
- Crew Review Complete



Excluded

-

To view the audit trail start by getting to your incident history list and then clicking on the "clock" icon on the PCR you want to view.



Arlington Heights Fi...

Incidents

Resources

Tools

Community

View Existing



View CAD



View Transfers



Field Incident Cloud

Elite Field Login

Create New EMS

EMS Data Entry v1.03 (all inci..

NWCEMSS Form (0907) Un.

Create New EMS from CAD

EMS Data Entry v1.03 (all inci..

NWCEMSS Form (0907) Un.



Arlington Heights Fi...

Incidents

Resources

Tools

Community

Inbox

James Klein

EMS Incident List

Starts With Search All Columns Go

View: ★ AHFD 176 Edit View All

Refresh: Every 25 Minutes

Unit Notified by Dispatch Date/Time:

Between 04/24/2023 12:00 AM to 05/08/2023 12:00 AM

Validity:

=

Go Reset Filters

+ New

Bulk Actions

Select All Records (23)

Results Per Page 200 1 - 23 of 23

Order By: Incident Number Descending

Incident Number	NEMSIS Version	Dispatch Notified Date/Time	Created By	Call Sign	Crew Member Completing this Report
AHF23-	3.4	05/07/2023 20:23:19	Chad	A2	Chad

Patient Initials	Validity	Base Hospital Contacted	Destination Name
	100	Northwest Community Hospital	Northwest Community Hospital



Export Endpoint Export Created On Date/Time Export Status Post Status Request Handle Open Export History Details Button

Once you click on the “Clock” icon button, it will bring to the audit report viewer where you can see PCR changes, when it was posted, and the like. Try switching back and forth from “Incident Audit to Field Value” reports and note the differences. It’s located in the upper right of the screen.

Incident Audit Report

[Switch to Field Value Audit](#)



History Type:

Not Equal ▾

Saved Incident ▾

Search by any of the fields below

Go

1 - 25 of 25



Field Value Audit

[Switch to Incident History](#)



Search User and Field

Go