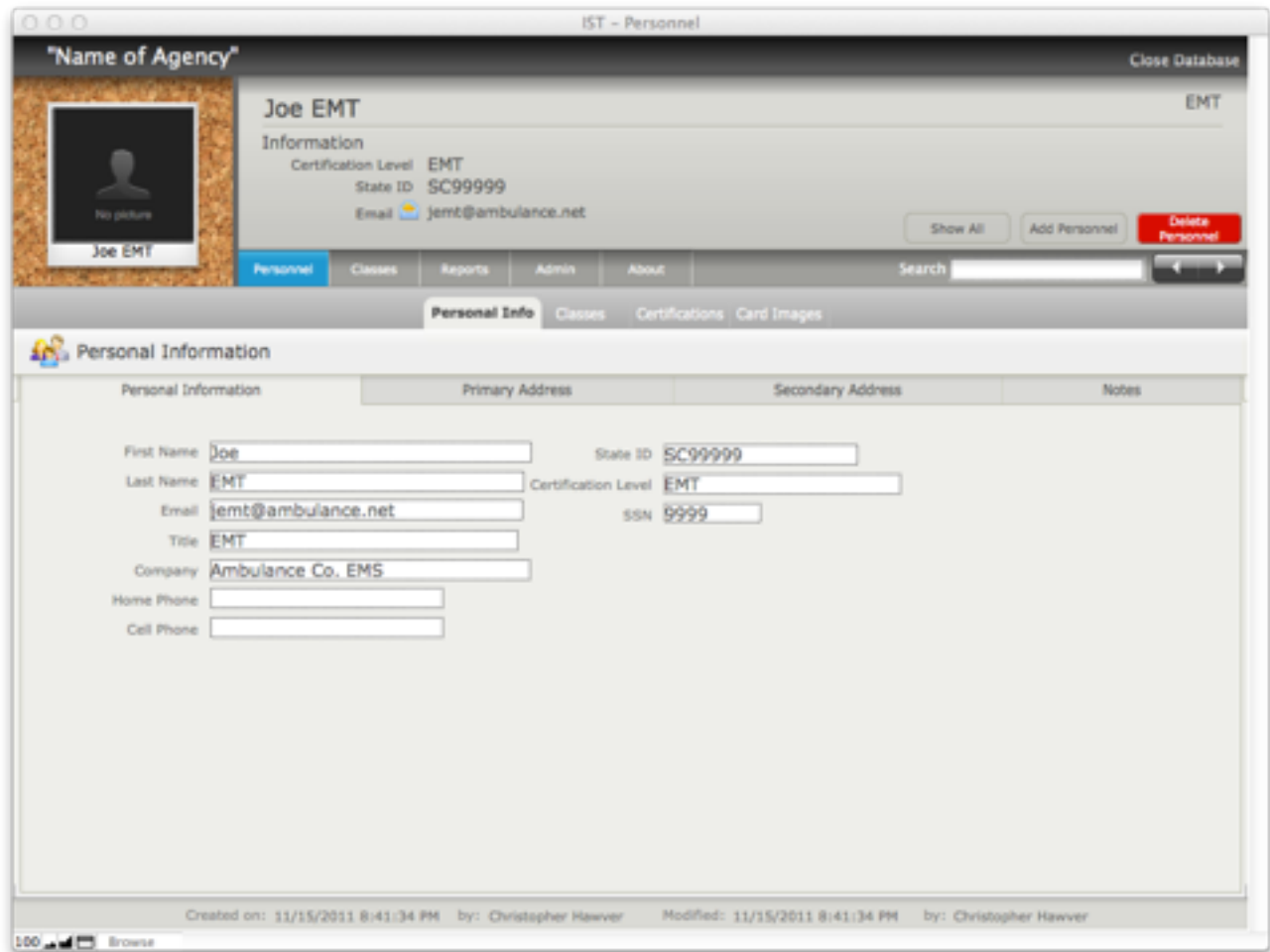


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Introduction



When you first open the program you will see the main personnel page. This page is laid out just like all the pages to make it easier to navigate.

At the top you will see the personnel's information. To the left you can click on the black area and enter a picture if you. When you click on it, it will open a box so you can select a picture from you computer to add.

Below the patient information you will see several tabs to click on. The blue shows that the tab is active. You can choose from Personnel, Classes, Reports, Admin, and About.

Below that are the individual tabs for the layout that you are on. So, on the Personnel page, you will see Personal Info, Classes, Certifications, and Card Images. We'll start with Personal Info.

There is no install for this software. This is a database only. Therefore, you can keep the folder wherever you would like. Just click on the IST 1.1 application file (Not the USB file).

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Personnel

Personal Info

This section allows you to enter personal information for each EMT. This is where you enter Name, eMail, Phone Numbers, and their State EMT Information.

**Be advised, for security purposes, we are no longer requiring the entire SSN. The last 4 digits are all that are required.*

Classes



This section is where all classes for the specific person are listed. You may delete classes for this person from this section if you wish. Also in this section are the individual Recertification Reports. You will see two buttons, one for Recertification by date and one for all reports. The only difference is that the Recertification by date gives you a report based on the dates you specify. The latter is a report for all training for that specific person.

Recertification Report				11/15/2011
Topic	Core Categories	Event Name	Event Date	Class Hours
Joe EMT				
Airway, Breathing, and Cardiology				
	Mandatory	ACLS	11/15/2011	8
				Total 8
Obstetrics and Pediatrics				
	Flexible	PALS	11/16/2011	8
	Mandatory	PALS	11/15/2011	8
				Total 16
			Total IST Hours	24

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Personnel, cont.

Certifications

This section has 3 tabs as shown above. Each tab has a place for expiration dates for the most popular classes. The below report will print when you click the *Print Expiration Dates* located on the right.

Expiration Report		11/15/201	
Joe EMT			
<u>Provider Certifications</u>		<u>Instructor Certifications</u>	
SCDL Expiration	<input type="text"/>	EMT Instructor Exp	<input type="text"/>
State ID Expiration	11/30/2011	AEMT Instructor Exp	<input type="text"/>
NREMT ID Expiration	<input type="text"/>	Paramedic Instructor Exp	<input type="text"/>
BLS Expiration Date	<input type="text"/>	BLS Instructor Exp	<input type="text"/>
ACLS Expiration Date	<input type="text"/>	ACLS Instructor Exp	<input type="text"/>
ACLS EP Exp Date	<input type="text"/>	ACLS EP Instructor Exp	<input type="text"/>
ASLS Expiration Date	<input type="text"/>	ASLS Instructr Exp	<input type="text"/>
AMLS Expiration Date	<input type="text"/>	AMLS Instructor Exp	<input type="text"/>
PHTLS Exp Date	<input type="text"/>	PHTLS Instructor Exp	<input type="text"/>
ITLS Expiration Date	<input type="text"/>	ITLS Instructor Exp	<input type="text"/>
PALS Expiration Date	<input type="text"/>	PALS Instructor Exp	<input type="text"/>
PEPP Expiration Date	<input type="text"/>	PEPP Instructor Exp	<input type="text"/>
NRP Exp Date	<input type="text"/>	NRP Instructor Exp	<input type="text"/>
GEMS Exp Date	<input type="text"/>	GEMS Instructor Exp	<input type="text"/>

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Personnel

Card Images

The software allows you to import card images into the database. You can import jpg, pdf, etc. I found it easy to just scan the cards on 1 sheet then copy and paste each card or you can scan them individually.

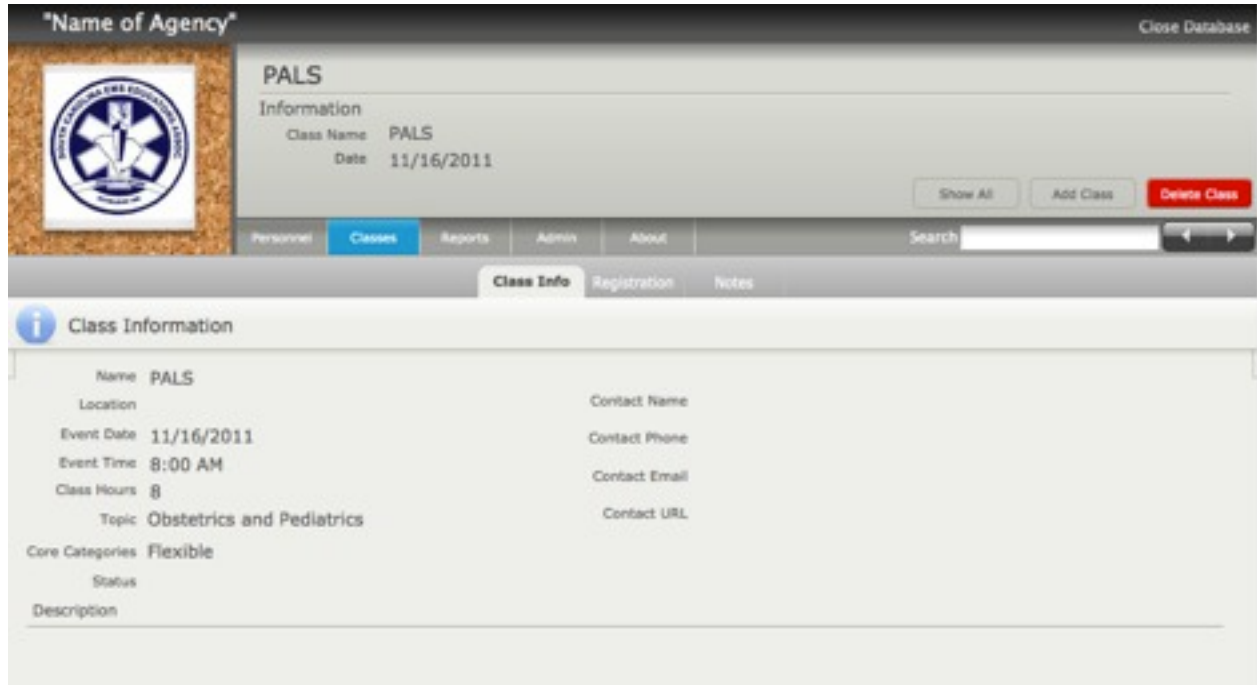
Once you have them in, you can print a copy of all the certs using the *Print Card Images* button. There are places for Instructor and Provider Cards

Search

The search function will begin to search as you type. To clear the search, delete the search field and click *All Records*. This will again show all of the records.

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Classes



The screenshot shows the 'Classes' page in the IST Software. At the top, there is a header with the agency name and a 'Close Database' button. Below this is a logo and the class name 'PALS'. The 'Information' section displays 'Class Name: PALS' and 'Date: 11/16/2011'. There are buttons for 'Show All', 'Add Class', and 'Delete Class'. A navigation bar includes 'Personnel', 'Classes', 'Reports', 'Admin', and 'About'. Below the navigation bar are tabs for 'Class Info', 'Registration', and 'Notes'. The 'Class Information' section is active, showing fields for Name, Location, Event Date, Event Time, Class Hours, Topic, Core Categories, Status, and Description. The 'Topic' is 'Obstetrics and Pediatrics' and 'Core Categories' is 'Flexible'. There are also fields for Contact Name, Contact Phone, Contact Email, and Contact URL.

The main classes page has tabs for the basic Class Info, Registrations for each class, and Notes. The Topic section is a drop down list that holds all fields required such as Trauma, Medical, etc. The Core Categories lists Mandatory and Flexible.

Registration



The screenshot shows the 'Registration' page in the IST Software. At the top, there is a header with the agency name and a 'Close Database' button. Below this is a logo and the class name 'PALS'. The 'Information' section displays 'Class Name: PALS' and 'Date: 11/16/2011'. There are buttons for 'Show All', 'Add Class', and 'Delete Class'. A navigation bar includes 'Personnel', 'Classes', 'Reports', 'Admin', and 'About'. Below the navigation bar are tabs for 'Class Info', 'Registration', and 'Notes'. The 'Registration' section is active, showing a table of attendees. The table has columns for 'Contact Name' and 'Contact eMail'. There is a 'Delete' button next to each row. There are also buttons for 'Print Registration' and 'New Registration'.

Contact Name	Contact eMail	
Joe EMT	jemt@ambulance.net	Delete

This section lists all attendees for the current class. You may print the registration list by clicking *Print Registration*. To add someone to the

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roster, click *New Registration*. The add personnel will open as shown below. Click on the arrow to the left of the name. The window will remain

First Name	Last Name	Title	Email
▶ Joe	EMT	EMT	jemt@ambulance.net

open for you to add multiple people; however, there is a bug that causes the form to reset to the top after clicking it. We are aware of it and there will be a fix in the next release. When you are done adding personnel, click finished.

Reports

There are multiple reports in this section including an IST Training Roster, all expiration reports, as well as contact lists and mailing labels.

Admin

This section is where you can import your EMT's from either the State CIS system or the old IST Database system.

Import from the State CIS System.

1. Go to your roster in CIS and click on xls. This will export your roster to an excel file called Go.xls on your computer.
2. Open the IST software and click on Import from CIS.
3. Select the Go.xls file and click ok. This will import State Expiration Date, SC number, and Name.

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Import from the old IST software.

1. Export your personnel from the old IST software.
2. Click on Import from old IST software.
3. Select the file you exported from the old system. It should be an XLS file (Excel).
4. This will import all personnel expiration dates and information.

Classes can not be imported from the old system.

Backup

The database will automatically backup after every 5th time you close it. When it backs up, it will prompt you to save a copy of the database file somewhere. You can save it wherever you would like. To restore, simply copy the backed up database back to the IST folder. Backup our database often. There is a *Backup Data* option under the Admin tab.

There is no install for this as it is not a “program”. This allows maximum flexibility for keeping the file where you need it. My recommendation is DropBox. It is free for a 2 GB account and works on Windows, Mac, Android, iPhone, etc. It keeps versions for you so you can restore from 5 minutes ago or 10 days ago.

DropBox is not apart of this software nor directly affiliated with SCEMSEA. It is simply a tool that can be used to keep your database on. It is secure and you may find out more information at www.dropbox.com.