What's New in ECS 10.1.5.5

Index of Topics Covered

Form Maker

- A "Print" button has been added onto the Forms screen so that users may more easily generate a print preview of a form and print it as needed.
- Users may now add a Signature field to a form, allowing it to be electronically signed and attached back into the client's record. Both a Signature field was added as well as an option for Attach (to attach the signed form into the client's record). This feature works in the same way that it does in report maker, meaning that a user will have to run a print preview of the form before seeing any options available for Signature or Attach. Setup instructions are below for both the signature feature and the attach feature.
    - SETUP INSTRUCTIONS – Signature field
        - Within the setup screen of the form, find the group box location where the signature field needs to be added onto the form. Right click into the group box and select **Add**.
        - The **Field Type** screen will open.
        - Select the **Signature** option located underneath Other and click **OK.** Drag the field to the appropriate location in that group box and size it accordingly. *Note: the size of the field in the setup will determine the space the user receives for entering in their signature.*
        - Open the setup of the new signature field so you may add in a name. The name is what will display when the form is previewed and will guide the end user in knowing whose signature belongs in which field. The field name should be entered into the **Answer/Question** part of the setup screen. If there are several signature fields on the form, whether on the same or different pages, that should be signed by the same person (i.e., Jailer, Detainee/Inmate, etc.) then those should have the exact same name assigned to them so that the user only needs to electronically sign one time for it to populate into all fields.
        - Click the Save button to save all changes made to the form setup.

- SETUP INSTRUCTIONS – Attach options
  - Within the setup screen of the form, click onto the **Setup** button in the lower right-hand corner. This will open the **Setup Form** screen.
  - Click onto the **Options** tab.
  - Utilize the picklist box to open all the sections/topics in ECS and select a specific word that this form should attach to. *Note: you cannot attach a form to an entire topic, but rather a specific word must be selected.*
  - Click **OK** once a topic has been selected. Utilize the trash can to clear out your current selection. Click **OK** again to close out the Setup Form box.
  - Click **Save** to save new changes.
- TO USE THIS
  - Complete the form as you usually would (via Start, Continue, or Change).
  - Once the form has been completed, click onto the **Print** button, which will generate a print preview of the form.
  - Click onto the **Signature** box in the upper left-hand corner. This will present the user with all signature options available on this specific form. Double click onto one of them to popup the Signature field box. Utilize the magnifying glass to make the box larger or the broom to clear out the signature and start over.
  - If there are multiple fields named the same, the user may be asked if they would like to apply their signature to all pages. They should click "Yes" if they are wanting to apply it everywhere that has the same field name or "No" if they are wanting to complete each signature separately.
  - Once completed with all necessary signatures, the user clicks onto **Attach**. This will attach this as a scanned document back into the location specified via the Attach setups.
- TO VIEW A SIGNED FORM
  - Anytime that a user wants to see a completed form including the signatures, they will have to go view it in the location where it was attached too. They will no longer be able to go into the Print/View Form option and see a completed form with the signatures. Any easy access buttons that are linked to Print a form with signatures on it, should be re-linked to instead take the user to the location where the forms will be attached to in the record.

Electronic Sign

- The alternate shading of each row in the Electronic Sign (MAR/TAR) has been darkened due to several facility requests.

Formatted Message

- The "Send Script" has been renamed to "Send Formatted Message" or "Message."
- Three new options have been added to the "Demo" option: Site, Service, and ID (client ID). These options may be utilized if sending a formatted message out of ECS via email or fax. Typically, ECS will send a default set of client data when emails and faxes are sent, however using the formatted message option allows users to customize what information is sent. To access these options, follow the steps below.
  - Go to the **Send** tab in Word Properties.
  - Put a checkmark in "Send Formatted Message," and then click on the pick list to open the **Formatted Messages** screen.
  - Choose **New** or highlight an existing message and click onto **Edit.**
  - Click on the green **[Demo]** option to add that to the message.
  - Click on the added **[Demo]** option which will open the "Formatted Message Item" screen.
  - In the list on the **Demo** tab, there is now an option for **ID, Site**, and **Service.** Select the appropriate option and click **OK.** The [Demo] field will now be changed to which ever option was selected.

Compares

- Facilities have the capability to setup compares that will look at a number in the current entry compared to a number in another entry. This feature is used to alert users to vital signs that are entered outside of facility parameters. It has now been enhanced slightly to ignore excess characters within an entry. For example, if a facility is entering temperatures on the eMAR/eTAR, and a user were to enter a value in the cell of "97.9F" typically, this would cause problems with the compare as there is an "F" in the entry and ECS is unsure how to handle the extra character. However, compares have now been enhanced to ignore all excess characters and instead only look at the first string of numbers that it finds.

Export Files

- If a user was exporting from a report and saving as "Comma Separated Values File" in order to get a comma delimited text file, the file always opened up with the first line displaying as "reportlabel.csv." In cases where a facility wants to create a text file to send to another vendor, they will want the first line to be the headers of what is in the file. The "reportlabel.csv" has been removed from the first line and it will now display the header information.

Contact Information

Email Addresses

- Signing up for E-mail Lists: CARES@american-data.com
- Clinical Support: clinical@american-data.com
- Financial Support: financial@american-data.com

Phone Number

- General Inquiries/Support: 1-800-464-9942