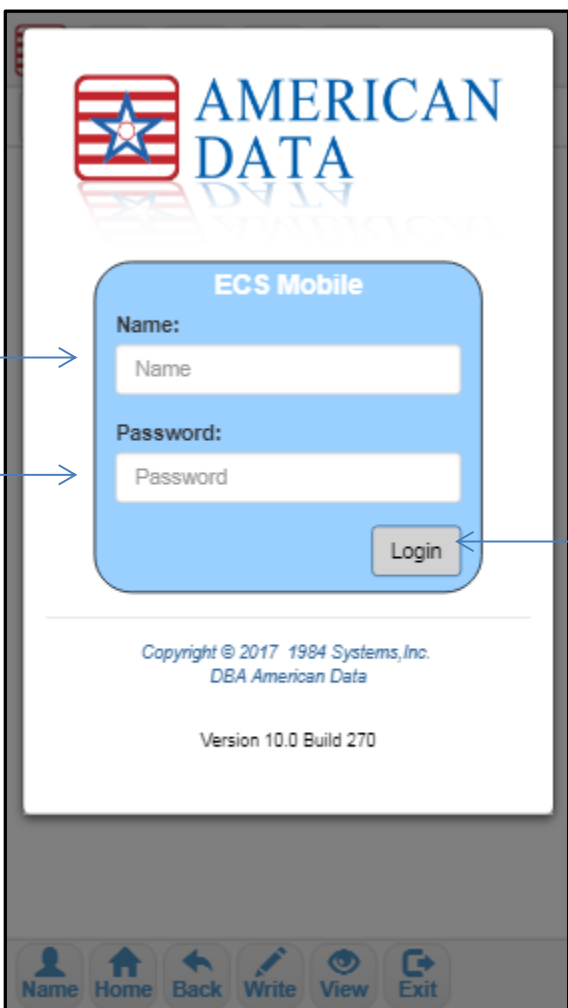


ECS Portal – Getting Started

Logging In



The screenshot shows the ECS Mobile login interface. At the top is the American Data logo. Below it is a blue rounded rectangle titled "ECS Mobile" containing a "Name:" label and a text input field, a "Password:" label and a text input field, and a "Login" button. Below the form is the copyright notice "Copyright © 2017 1984 Systems, Inc. DBA American Data" and the version "Version 10.0 Build 270". At the bottom is a navigation bar with icons for Name, Home, Back, Write, View, and Exit. Three callout boxes provide instructions: "Name - Enter your login name." points to the name input field, "Password - Enter your password." points to the password input field, and "Login - Tap login to access the mobile app." points to the Login button.

Name - Enter your login name.

Password - Enter your password.

Login - Tap login to access the mobile app.

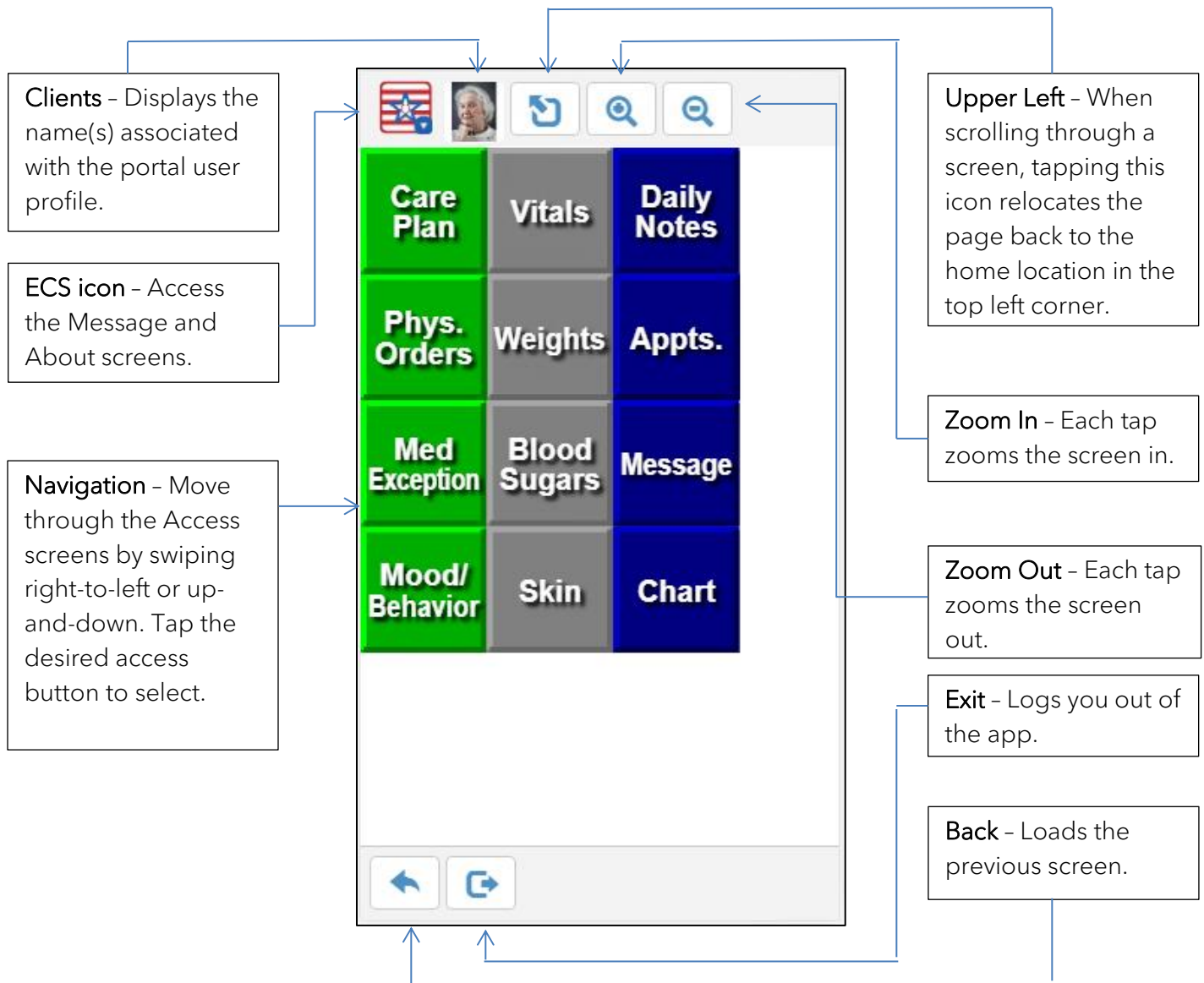
Copyright © 2017 1984 Systems, Inc.
DBA American Data

Version 10.0 Build 270

Name Home Back Write View Exit

Home Page

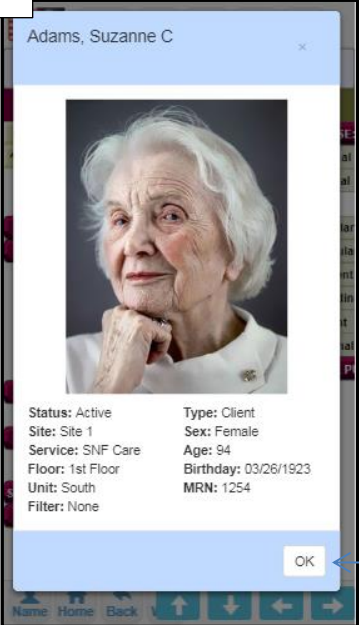
Upon logging in, the Portal user's Access Menu will display.



Write/Documentation

Various Access buttons may bring the user to a documentation screen.

1

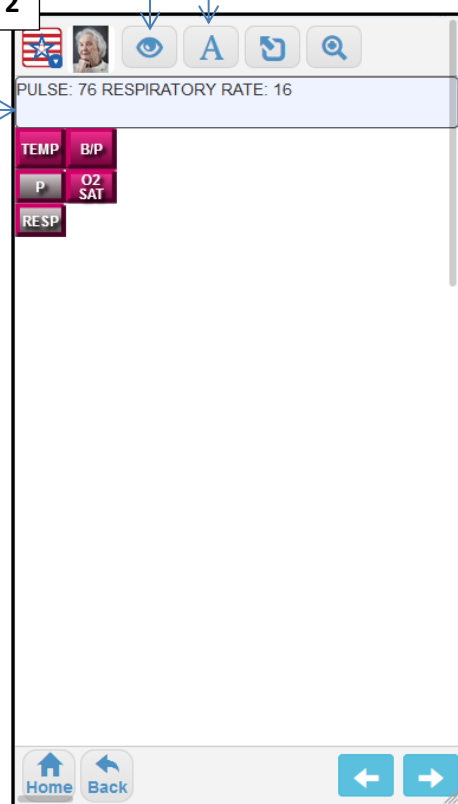


OK - Tap OK on the client popup to verify the selected client.

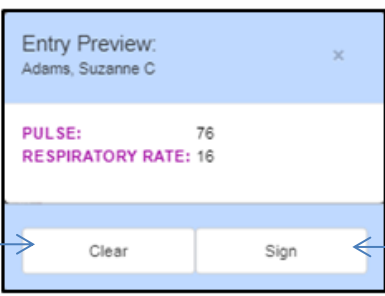
Free Text - Calls up a box for you to type free text into the text box behind a canned phrase.

Defined Review - Displays the Defined Review associated with the displayed topic.

2



Text Box - charting information is displayed here. Tap anywhere in the text box to prompt the app to display the following:



Use the prompts to perform the desired action.

Clear - Clears the charting area, allowing the user to start with a fresh note.

Sign - Saves the entry and returns the user to the previous screen.

View

Various Access buttons may bring the user to a view screen.

Calendar - Calls up a box for selection of a start and end date. Tap the header for month selection. Tap again to select a year, and again to display year ranges.



Go - Refreshes the View screen data based off the chosen Access button and selected date range.

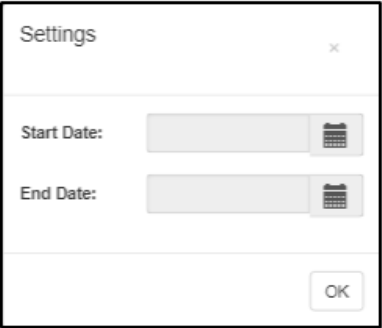
Append - Appears after tapping entry(s) to append. This allows you to attach a note onto a previously made entry. You can only append onto entries from topics that your user has rights to chart in.

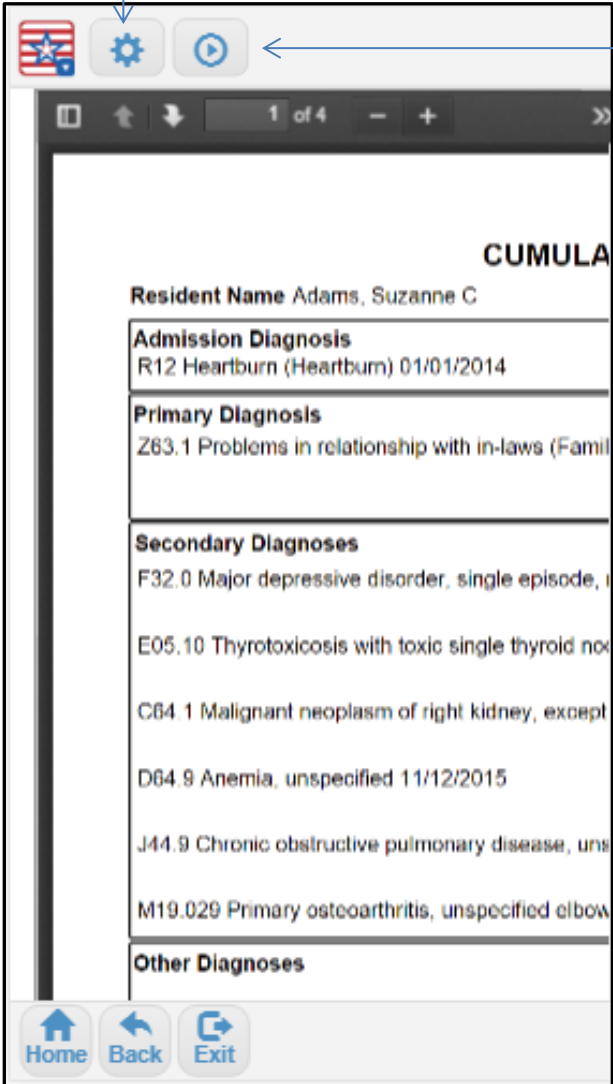


Reports/Graphs

Various Access buttons may bring the user to a report preview screen.

Report Settings - Select Start/End Dates if applicable.



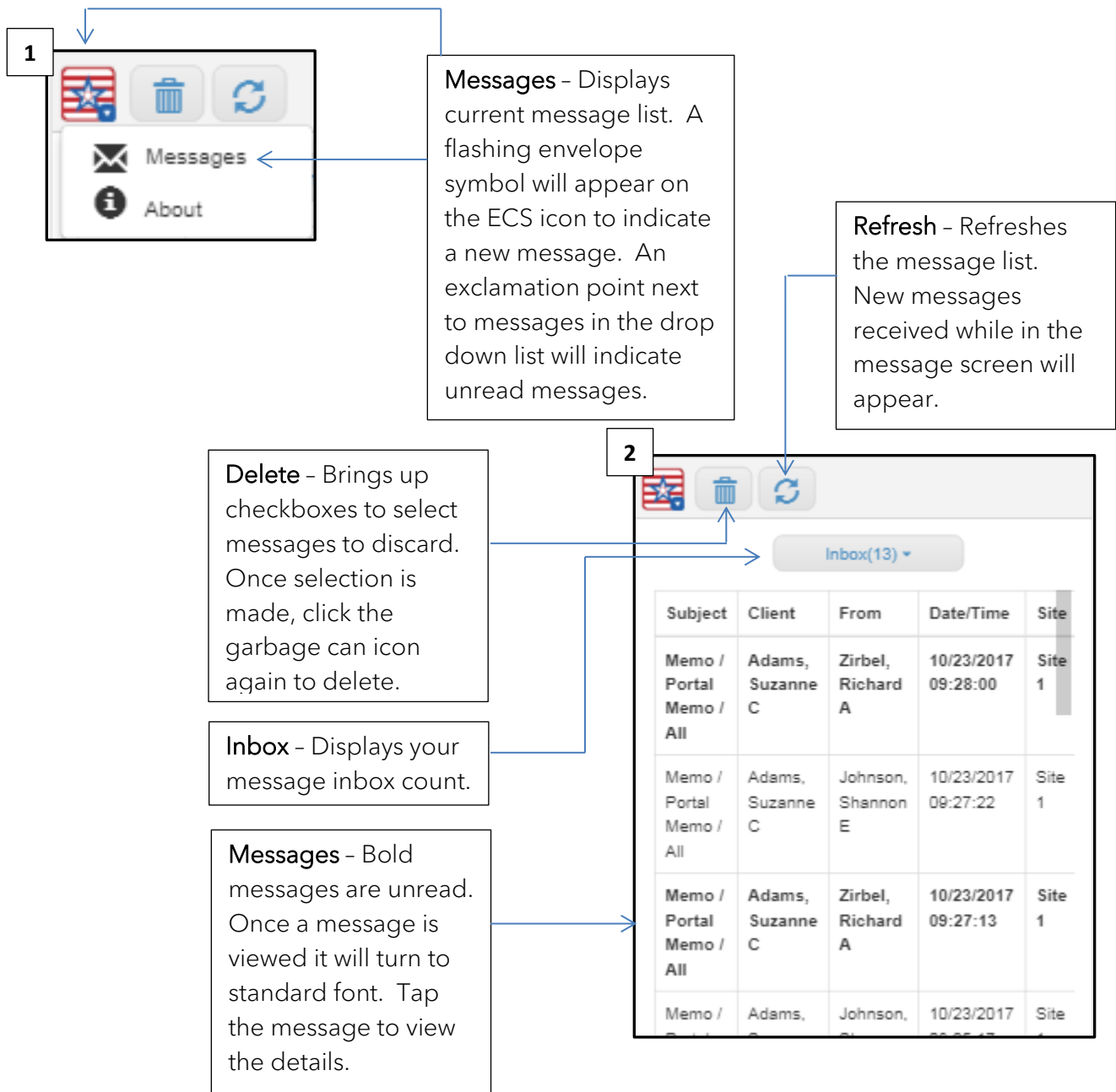


Go - Tap to refresh the report if a new date selection is made.

Report Toolbar - Navigate utilizing the toolbar to perform basic functions like zoom or jump to the next page.

Messages

Messages can be accessed through the ECS Icon menu selection.



1

Messages - Displays current message list. A flashing envelope symbol will appear on the ECS icon to indicate a new message. An exclamation point next to messages in the drop down list will indicate unread messages.

Refresh - Refreshes the message list. New messages received while in the message screen will appear.

2

Delete - Brings up checkboxes to select messages to discard. Once selection is made, click the garbage can icon again to delete.

Inbox - Displays your message inbox count.

Messages - Bold messages are unread. Once a message is viewed it will turn to standard font. Tap the message to view the details.

Subject	Client	From	Date/Time	Site
Memo / Portal Memo / All	Adams, Suzanne C	Zirbel, Richard A	10/23/2017 09:28:00	Site 1
Memo / Portal Memo / All	Adams, Suzanne C	Johnson, Shannon E	10/23/2017 09:27:22	Site 1
Memo / Portal Memo / All	Adams, Suzanne C	Zirbel, Richard A	10/23/2017 09:27:13	Site 1
Memo /	Adams,	Johnson,	10/23/2017	Site