Log In, Exit, Hide

Log In to ECS

1. Double-click on the ECS icon to bring up the ECS Authorization Screen.
2. Enter your login name and password.
   a. Enter a Delay Login for this session, if desired. See below for details regarding this feature. Typically, only a nurse utilizing the eMAR/eTAR will utilize this feature.
3. Click **Login**.
4. Once logged into the system, verify your name in the bottom toolbar in ECS as this is going to serve as your legal signature on all documentation.

Alternate Login: If the computer you are using has a fingerprint reader on it, you may scan your fingerprint rather than entering your password. Your login name will still have to manually be entered.

Delay Login

- This field appears on the Authorization Screen if your facility has the setting enabled.
- This is useful if you are using an ECS application in which ECS automatically locks you out after a brief time, by allowing you to use a shorter password to log back in.
- You may enter an abbreviated password here (e.g., if your password is 12345678, you may enter a 1- or 2-digit password, such as 19).
- Delay logins are valid for the current ECS session only and much be reset each time you login to ECS.

Electronic Signatures

- Each entry you create in ECS is tagged with "identifiers." These include the date of the entry, the time of the entry, and the name, title, and initials of the user logged into the session.
- Electronic Signatures are legally binding and server the same purpose as a manual signature at the end of a note or assessment. For this reason, always make sure you log off at the end of your session and that you log yourself in at the beginning of each session. This helps ensure that no one else can chart with your signature.

Hide/Secure ECS Feature

- The Hide ECS feature gives you the chance to lock ECS on the computer you are working on for a short time if you need to step away from the screen (e.g. medication pass). This acts like a "bookmark" keeping your place while preventing others from seeing the screen or logging you off.
- Click onto Toolbar > **Hide** icon or navigate to **American Data – ECS** > **Hide ECS**.

- Hide ECS may be set to kick in automatically during certain ECS applications (e.g., after 30 seconds of idle time).
- When Hide ECS takes effect, ECS is minimized and a screen pops up displaying the name of the user currently logged in to that ECS session. Only that user's password or Delay Login will bring ECS back up.
- If the user who activated Hide ECS feature is unavailable to log back in, the session must be ended by other means, such as Ctrl+Alt+Delete. The procedure may vary depending upon other variables, such as whether ECS is operating on thin clients, or a Citrix environment. This is typically worked out with the facility's IT department.

Exiting ECS

- It is important to log out of ECS whenever you will not be actively using it, to ensure that no other user can access it with your user profile entered.
- To close out of ECS, first close out of all screens that are open. This includes documentation, viewing, MDS or other screens that may be open or layered on top of one another. Each screen that is open is represented by a tab at the tab at the top of the screen. Click the X on the tab to close each tab.
- Click the **X** in the top corner of ECS to log out or click **American Data – ECS** > **Exit**.