

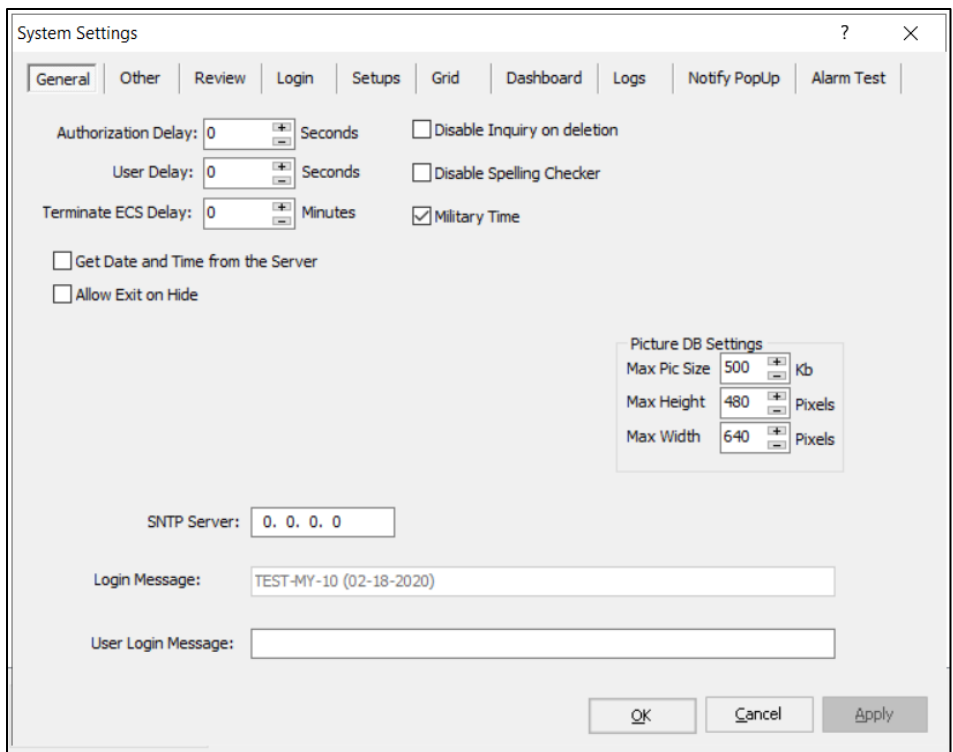
System Settings

In American Data, click **American Data - ECS > Setup > Settings > System** to access your facility's System Settings. Below each option on each tab will be described in more detail. Click **OK** to save any changes.

Note: these are system wide settings, meaning they will affect all facilities included in the database you are working on. Make sure all facilities agree to changes made here.

General Tab

- Authorization Delay:**
 This setting controls the length of idle time, in seconds, before the ECS Authorization screen appears, hiding ECS. This forces the user to enter his or her login credentials before proceeding. The default setting is "0" meaning that the ECS Authorization screen does not appear, regardless of the idle time. With the delay set, after the Authorization screen occurs, only the user who last used ECS can log in again. If the user is unavailable, a restart of the computer or an end task on the program will have to occur. An alternative option is to enable the "Allow Exit on Hide" feature (described below). This setting is set in number of minutes.
- User Delay:** This setting acts like the Authorization Delay, however it is intended to be used a means to shut out access to ECS after a very short amount of time. The User Delay would normally be set to a time limit much shorter than the Authorization Delay. If a user walks away from a device where they entered in a User Delay password upon login and they remain idle, the screen will minimize down. However, unlike the Authorization Delay, they only must enter in the very short password that they are utilizing for that day to enter back into ECS once it's been locked to the Authorization screen. The User Delay will only apply to sessions in which the user entered a password in the Delay Login portion of the Authorization screen. This feature is used most frequently by nursing staff passing medications, therefore needing quick access



to their MAR/TAR throughout their medication pass. This setting is set in number of seconds.

- **Terminate ECS Delay:** This setting allows you to setup ECS so it will completely terminate a session if a user has been inactive for a certain number of minutes. If the user had any documentation in progress, anything he or she did would not save and would be lost. This setting is set in number of minutes.
- **Get Date and Time from the Server:** If this is selected, every time that a user logs into ECS, the system checks the date and time of the server and uses it to track entries in ECS. American Data recommends this setting be checked.
- **Allow Exit on Hid:**
- **Disable Inquiry on deletion:** This option disables the feature that checks for word usage when a word is deleted. Unless this is disabled, ECS does not allow a used word to be deleted. American Data does not ever recommend checking this setting.
- **Disable Spelling Checker:** Placing a check here removes the red underline that appears under misspelled words in a documenting screen. When this option is checked, the user may still use the spell check feature manually, if desired.
- **Military Time:** Use this setting to default the entry times and the clocks in ECS to military time.
- **Picture DB Settings:** Maximum picture sizes can be adjusted here. Typically, this does not need to be adjusted unless the facility is working with American Data's technical support.
- **SNTP Server:** This feature is not currently utilized in ECS.
- **Login Message:** This message may only be adjusted by American Data staff, please contact the clinical department for adjustment of this.
- **User Login Message:** Enter a message in this field that displays to users on the Authorization screen upon login. For example, display a message regarding who to contact if a user has problems logging in, information regarding an all staff meeting, or to wish everyone Happy Holidays.

Other Tab

- **Auto Calculate Next Record Number:** Placing a checkmark here causes the program to auto calculate the next record number in the Locate screen using the next successive number. A new record number is selected for each new site/service combination added to the locate screen of the client. To maintain one record number for a client regardless of the site/service they transfer between, place a checkmark in *One Record Number per Client* as well. The user will still be able to override the record number manually if they want a different one.
- **Record Number Length:** This field allows the user to format the record number.

- **Client Number Length:** This field allows the user to format the client number (*note: client number is not used unless a facility has specific numbering requirements in addition to record number's*).
- **System Wide Record Number:** This works when there are multiple sites on the same database. This causes the incremental numbering system to apply to the entire database. For example, if the highest record number in the system is 1000, then the next client, regardless of the site they are added to, will be assigned 1001. When this function is not active, each site may maintain its own numbering convention.
- **One Record Number per Client:** Placing a checkmark here causes the record number to remain the same for the client regardless of the site/service combinations and changes. If the facility would like the client to maintain the same record number within the entire database, this should be checked. The user will still be able to override the record number manually if they want a different one.
- **Auto Calculate Next Client Number:** Placing a checkmark here causes the program to auto calculate the next client number in the Demographics screen using the next successive number. (*note: client number is not used unless a facility has specific numbering requirements in addition to record number's*).
- **System Wide Client Number:** This works when there are multiple sites on the same database. This causes the incremental numbering system to apply to the entire database. For example, if the highest client number in the system is 1000, then the next client, regardless of the site they are added to, will be assigned 1001. When this function is not active, each site may maintain its own numbering convention (*note: client number is not used unless a facility has specific numbering requirements in addition to record number's*).
- **Use Interface:** American Data's support staff will check this option if/when it is needed.
- **Enable Whitelist:** American Data's support staff will check this option if/when it is needed.
- **Picture Word:** This field displays the button word that is used when charting client pictures in ECS. This allows the client's picture to be displayed on Write screens as well as in the MAR/TAR. To choose your word to link for pictures, click the picklist box to the right, locate the word and click OK to save your selection.
- **Picture Popup:** This makes the picture appear enlarged and centered in the screen each time the user enters the Write screen or an Electronic Sign (MAR/TAR) screen. American Data recommends this option be turned off (unchecked).
- **Export on Client Change:** An interface can be populated when a demographic change occurs. American Data's support staff will assist in setting this up if it is needed.
- **UMLS/SCRIPT Server/Version:** American Data's clinical support will determine if any setups are necessary in these fields.

Review Tab

- **Margins:** American Data recommends no changes be made here.
- **Indent:** American Data recommends no changes be made here.
- **Lines between Entries:** This makes a system wide change to the default of View screens. When a user enters a view screen, with this checked, the option on the look tab for Line Between Entries will automatically be checked. This can still be overridden by saved View tasks.
- **Start Date Word:** This option will default view screens to only see the client's most current stay. If this option is in use, the specific word(s) which will begin the client's new stay must be defined in this field. Typically, this will be Admission Date and Readmission Date. This feature is not frequently used as it is then difficult for staff to easily see charting from prior stays.
- **Header Format:** This area controls the presence of information that appears with the client's name at the top of the screen when viewing information. You can add as many items as you need from the client demographics and entries. Click onto Test to view the look of the header format before saving your changes, which is done by clicking OK.

Login Tab

- **Require Password AND Fingerprint Authorization for Login:** This will require both a password and a fingerprint authorization to login. If this is left unchecked, the user will have to provide one or the other to login.
- **Require Login Name:** A login name is required in ECS10. If your facility is not yet at ECS10, you may choose to assign login names and turn this feature on prior to the conversion, otherwise it will occur the day of the conversion.
- **HIPAA User Security:** This feature has two characteristics that it enables. One is that it will require password length be at least six characters or more and the second is that when resetting a user's password, the prior password must be known. This does mean that if a user forgot their password, that a new user will have to be created.
- **Use User Log:** This needs to be checked so that ECS can appropriately track user login and log outs.
- **Do not allow User Name in Login Name or Password:** This will disallow a user from utilizing their first or last name in their login name or password.
- **Password Expire in __ days:** Specify how frequently a password should expire. This feature will only apply to any users who have "Password Expires" in the User Properties.
- **Minimum Number of Characters __:** Specify the minimum number of characters required in user passwords.
- **Alphanumeric Characters Required:** Will require each user password to include at least one alphanumeric character. The following symbols cannot be utilized in passwords ; + % .

- **Reuse Password in __ days:** Specify whether residents can reuse their password, and how often that is allowed.
- **Number of failed login attempts before locked out __:** Specify the number of failed login attempts prior to a user being logged out of the system.

Setups Tab

- **Client Filter Name:** This area allows a user to rename the options in the Client Filter area. Typically changes made in here would have to be made by American Data support staff.
- **Vendor Filter Name:** This area allows a user to rename the options in the Vendor Filter area. Typically changes made in here would have to be made by American Data support staff. This will only be utilized if you use the Accounts Payable module in American Data.
- **Provider Filter Name:** This area allows a user to rename the options in the Vendor Filter area. Typically changes made in here would have to be made by American Data support staff. This will only be utilized if you use the Human Resources module in American Data.
- **Electronic Sign:** This area allows a user to rename the options which display on the Electronic Sign screen. Keep in mind that once different areas are renamed here, they should also be adjusted in the Electronic Sign > Advanced setups.
- **Electronic Co-Sign:** This area allows a user to rename the options which display on the Electronic Co-Sign screen. Keep in mind that once different areas are renamed here, they should also be adjusted in the Electronic Co-Sign > Advanced setups.
- **PDP:** This is no longer utilized in American Data.
- **Entry Link:** This is no longer utilized in American Data.
- **RX Dose Check:** If utilizing the dose check options in the Medications topic, ensure that the weight, height, and dose words are all linked to the appropriate words in the documentation screens.
- **Pharmacy:** This is no longer utilized in American Data.

Grid Tab

Users have the capability to alter the default settings of the words within American Data. For example, defaults can be set for the color and size of question words and button words. Keep in mind, that making changes here has far reaching effects on the documenting screens and assistance by an American Data support staff is recommended. To adjust question words, place a checkmark in "Question," before making changes to how the words should look.

Dashboard Tab

A dashboard is a tool which allows users to pull multiple sets of data into a single screen so that the data can be easily read, analyzed, and compared. Dashboards can run automatically and save behind the scenes. The location as to where these dashboards are saved can be customized on each individual report or a universal location can be setup on this tab. Dashboard reports are not used frequently in the current version of ECS.

Logs Tab

This tab is not currently utilized in American Data.

Notify Popup Tab

This allows the user to send a message to everyone who is currently logged into ECS which will display immediately as a pop-up on their screen. This is useful if needing to alert all users to exit ECS for an update or make a person's presence in the building known.

Alarm Test Tab

This screen allows the user logged into ECS to test to be sure that the alarms are working. Sometimes ECS Services will go down which causes alarms and internal messages to send correctly no longer. This tab allows us to test those alarms and be sure that they are sending appropriately and therefore determine that ECS Services is running appropriately.