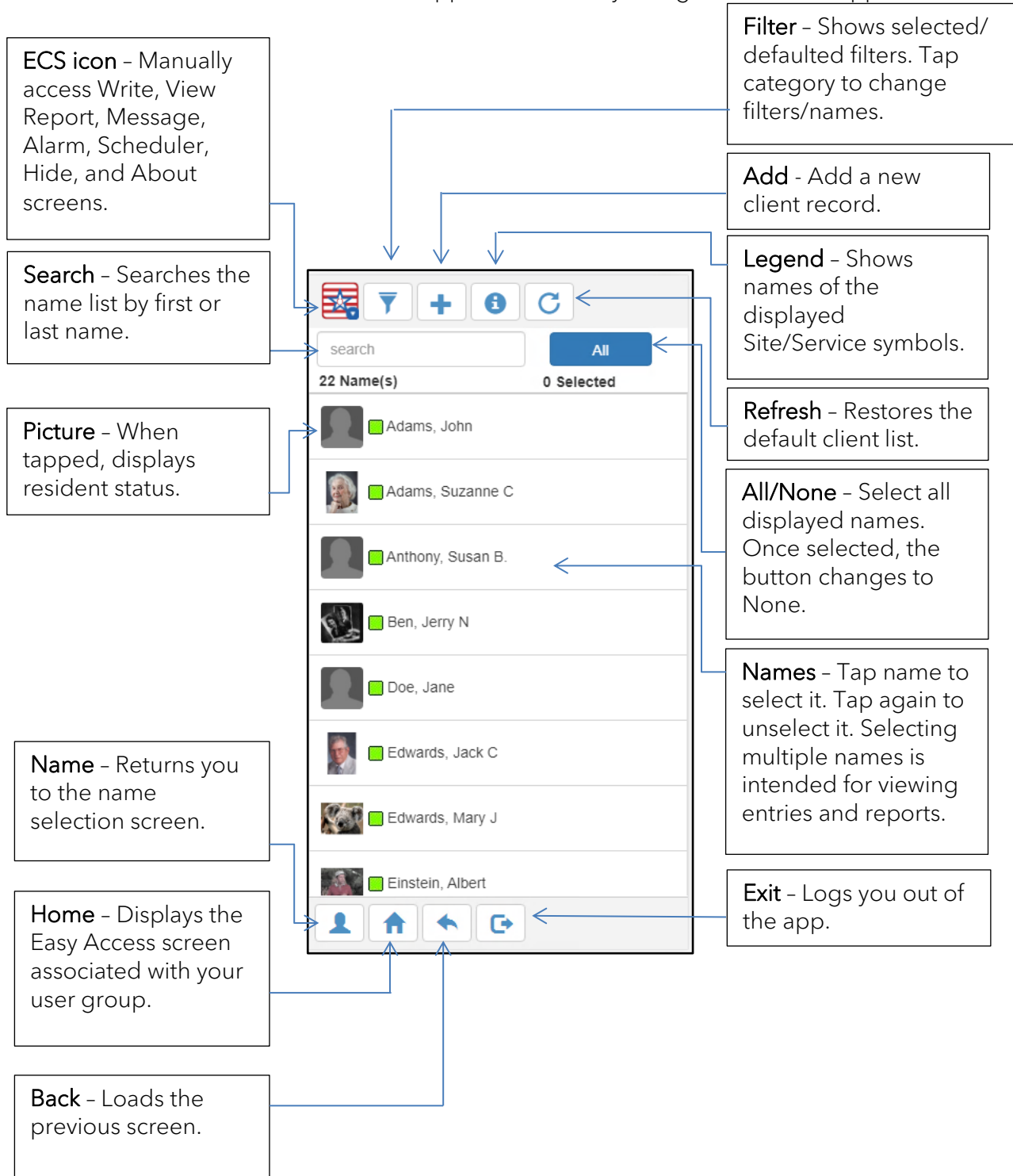


# ECS Mobile - Getting Started

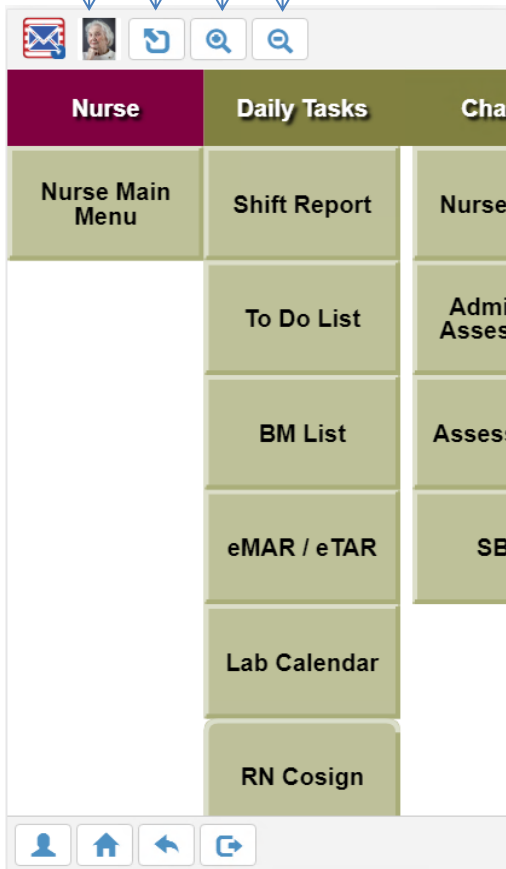
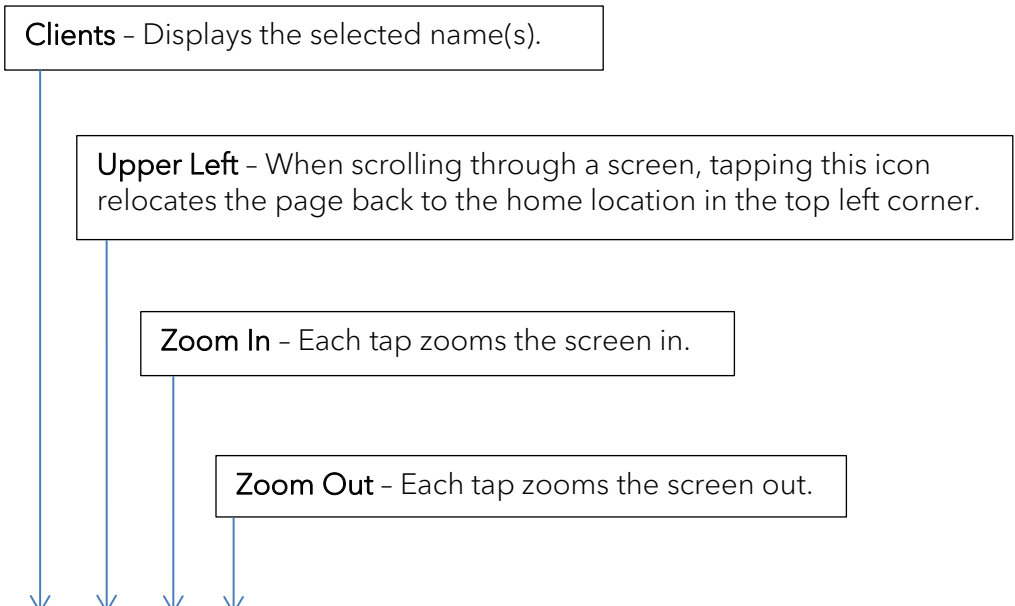
## Home Page/Name Selection

Your default Name selection screen will appear each time you log in to the ECS app.





Selecting the Home icon from the lower toolbar displays the user's Access Menu. This is the recommended way to navigate in ECS Mobile.



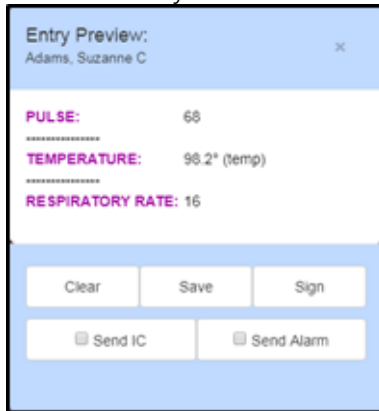
**Navigation** - Move through the access screens by swiping right-to-left or up-and-down. Tap the desired access button to select.

## Write/Documentation

Documentation screens may be launched from an Access button or by selecting the ECS icon and selecting Write.

**Topic** - Lets you see and navigate between the topics loaded from an Access button or allows you to select topic(s) to chart in if using the manual write icon.

**Text Box** - Charting information is displayed here. Click onto the floppy disc icon to be presented with the Entry Preview box below.

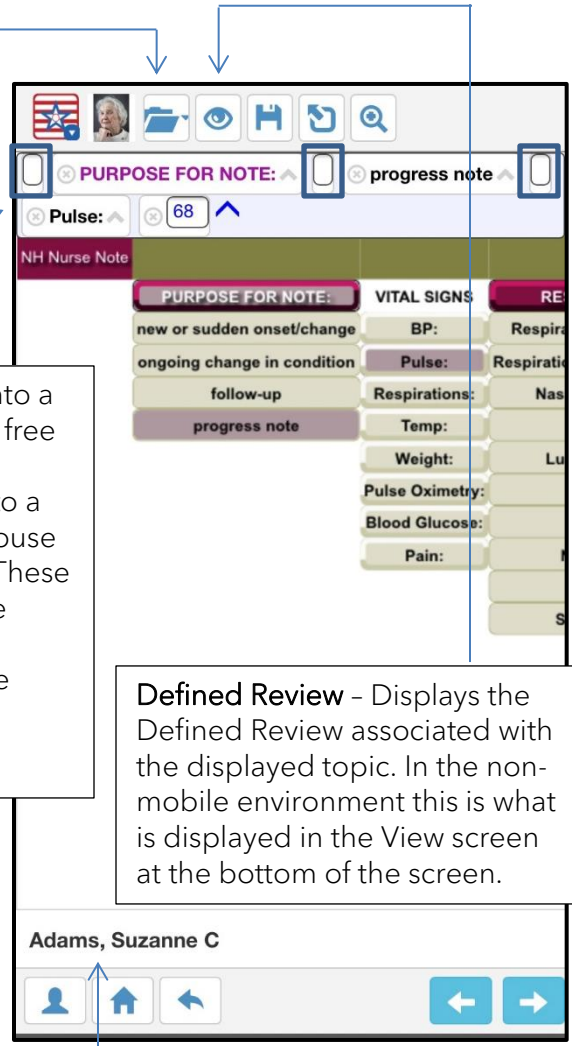


Use the prompts to perform the desired action, e.g. Save. ECS Mobile has a special feature allowing any entry to be sent as a message or alarm. Choose the desired notification settings prior to tapping Save/Sign.

**Free Text** - Tap into a blank box to add free text on a mobile device or click into a spot with your mouse via a computer. These boxes that can be clicked onto via a mobile device are outlined in blue above.

**Defined Review** - Displays the Defined Review associated with the displayed topic. In the non-mobile environment this is what is displayed in the View screen at the bottom of the screen.

**Resident Name** - The resident's name will appear in the lower left-hand corner of the documenting screen to confirm who the user is charting on. This is to decrease confusion if users have loaded several residents into one documenting screen.





## View

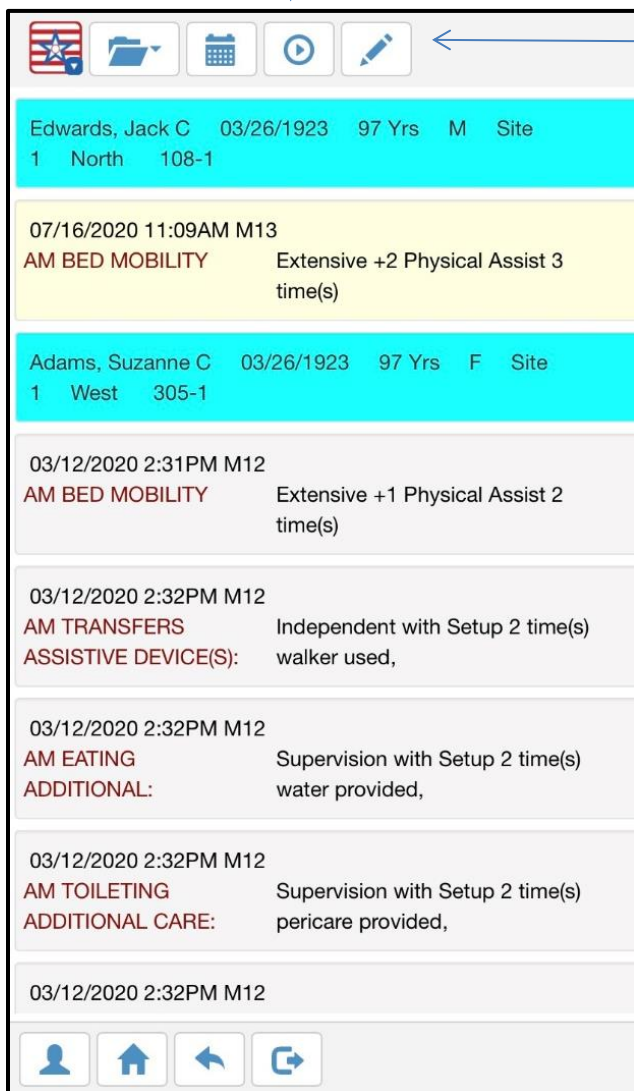
View screens may be launched from an Access button or by selecting the View icon.

**Topic** - Allows you to select the section and topic(s) to view.

**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** - Pulls up the View screen data based off your previously selected topic(s) and date range.

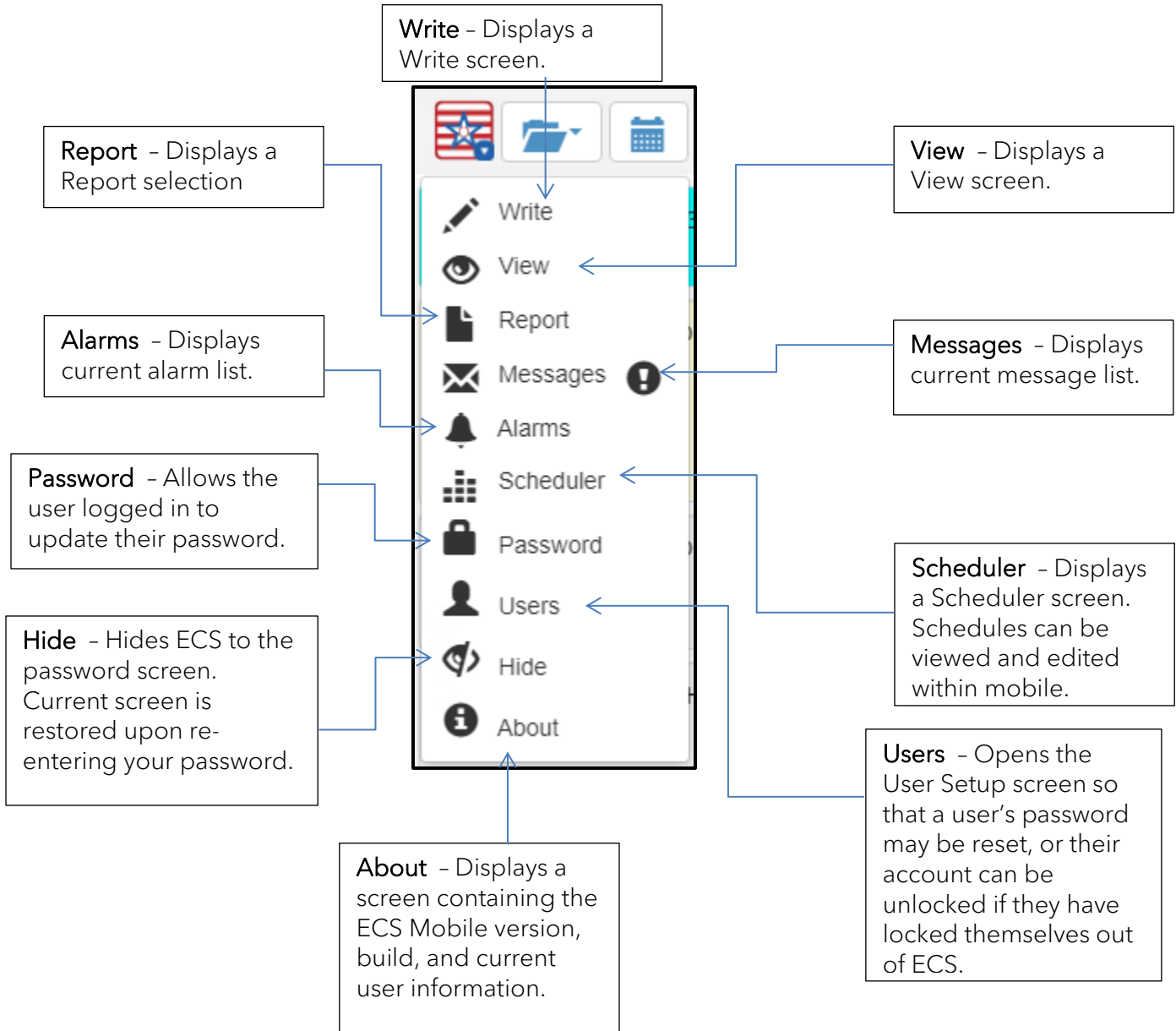


The screenshot shows a mobile application interface with a top navigation bar containing icons for a flag, folder, calendar, play button, and edit. Below the navigation bar, the screen displays patient information for two individuals: Jack C. Edwards and Suzanne C. Adams. Each patient's record includes a list of care notes with dates, times, and descriptions of services provided, such as 'AM BED MOBILITY' and 'AM EATING'.

**Edit** - Appears after tapping entry(s) to make changes too. Click onto the edit icon to select which feature is needed.



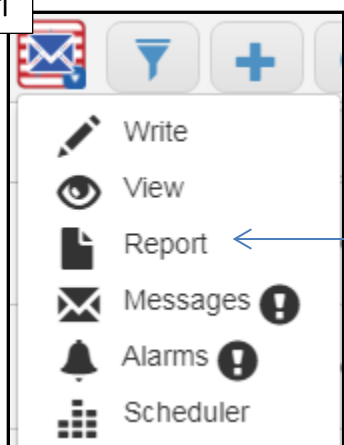
Selecting the ECS icon from the upper toolbar displays a dropdown of additional selections.



## Reports/Graphs

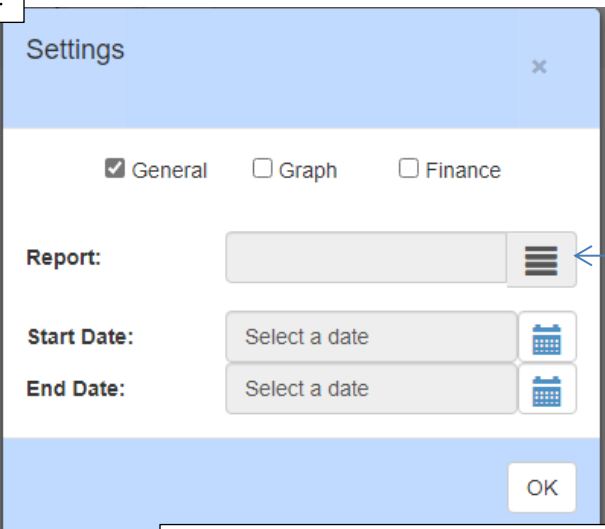
Reports may be launched from an Access button or through the ECS Icon menu selection.

1

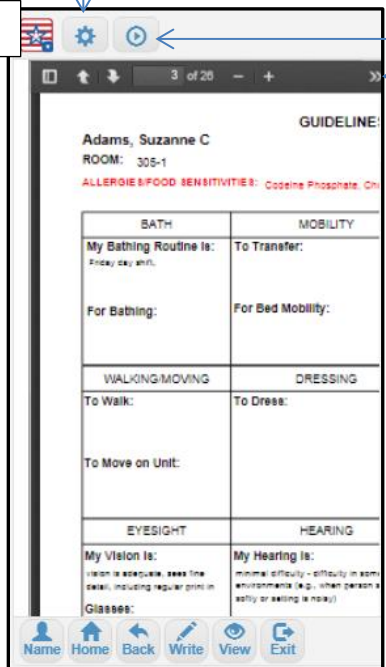


**Report -**  
Reports and graphs can be run in ECS Mobile off an Access button or manually. Utilize the ECS icon for manual report selection.

2

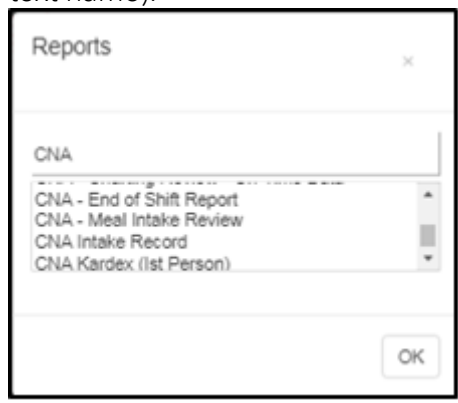


3



**Go -** Tap after report selection is made to run or refresh the report.

**Report Settings -** Select the desired report (can search by free text name).

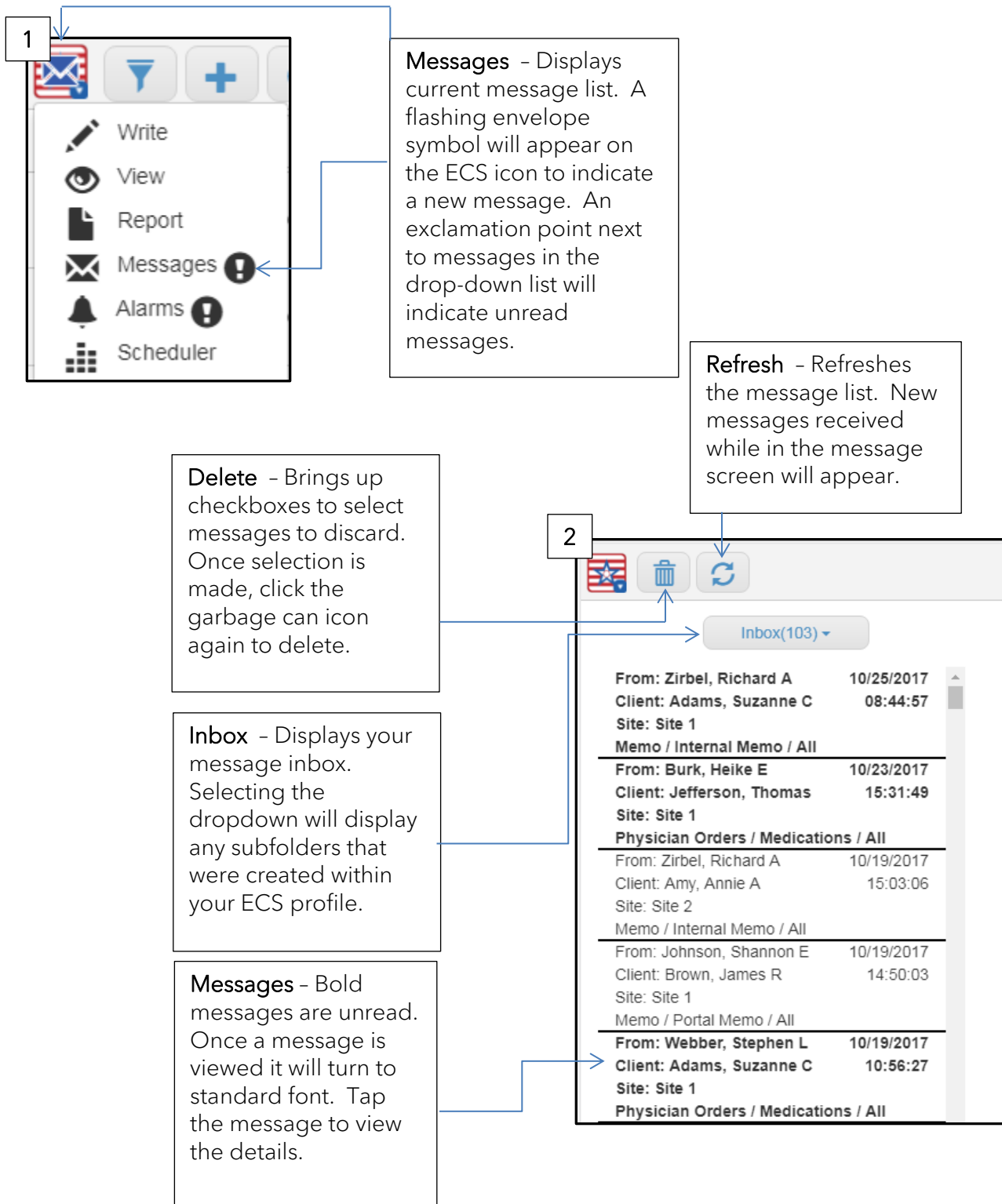


Select Start/End Dates if applicable.

**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.

**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. Selecting the dropdown will display any subfolders that were created within your ECS profile.

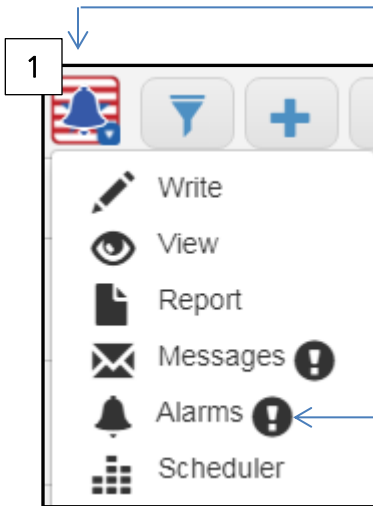
**Messages** - Bold messages are unread. Once a message is viewed it will turn to standard font. Tap the message to view the details.

**2**

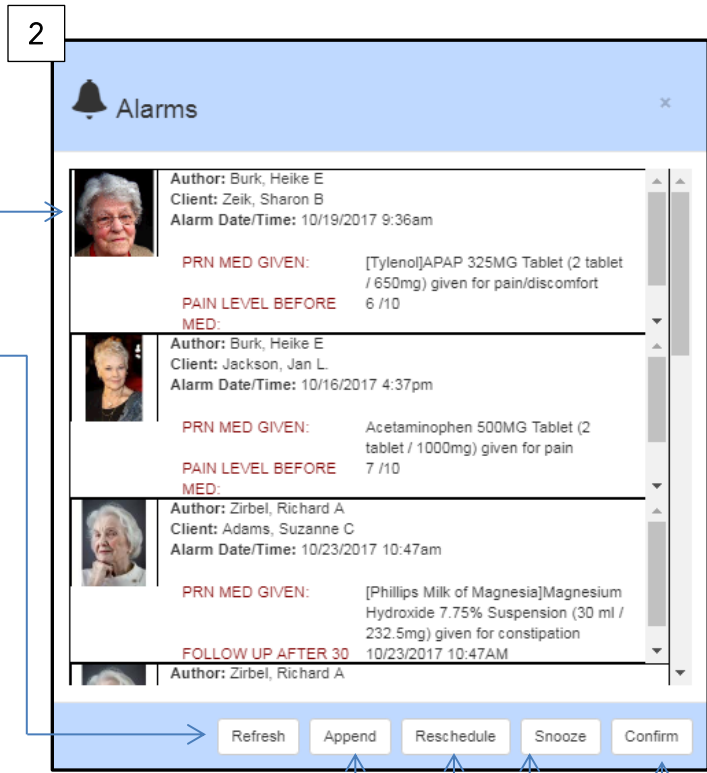
<b>From:</b> Zirbel, Richard A	10/25/2017
<b>Client:</b> Adams, Suzanne C	08:44:57
<b>Site:</b> Site 1	
<b>Memo / Internal Memo / All</b>	
<b>From:</b> Burk, Heike E	10/23/2017
<b>Client:</b> Jefferson, Thomas	15:31:49
<b>Site:</b> Site 1	
<b>Physician Orders / Medications / All</b>	
From: Zirbel, Richard A	10/19/2017
Client: Amy, Annie A	15:03:06
Site: Site 2	
Memo / Internal Memo / All	
From: Johnson, Shannon E	10/19/2017
Client: Brown, James R	14:50:03
Site: Site 1	
Memo / Portal Memo / All	
<b>From:</b> Webber, Stephen L	10/19/2017
<b>Client:</b> Adams, Suzanne C	10:56:27
<b>Site:</b> Site 1	
<b>Physician Orders / Medications / All</b>	

# Alarms

Alarms can be accessed through the ECS Icon menu selection.



**Alarms** - Displays current alarm list. A flashing bell symbol will appear on the ECS icon to indicate a new alarm. An exclamation point next to alarms in the drop-down list will indicate outstanding alarms.



**Alarms** - Scroll through the alarm list to see current alarms. Tap an alarm to follow up using the buttons on the bottom panel.

**Refresh** - Refreshes the alarm list. New alarms received while in the alarm screen will appear.

**Append** - Brings you to the documentation screen of the original entry to attach a follow up note.

**Reschedule** - Allows for selection of a new date and time for the alarm.

**Snooze** - Snoozes the alarm for a designated period.

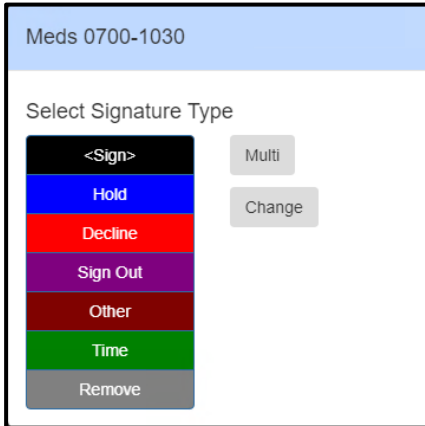
**Confirm** - This will either resolve the alarm, pop up the defined review of the alarm topic, or bring the user to a designated documentation screen depending on the system setups of the alarm word in the entry.



## MAR/TAR - Electronic Flowsheets

Electronic Flowsheets can be launched from an Access button.

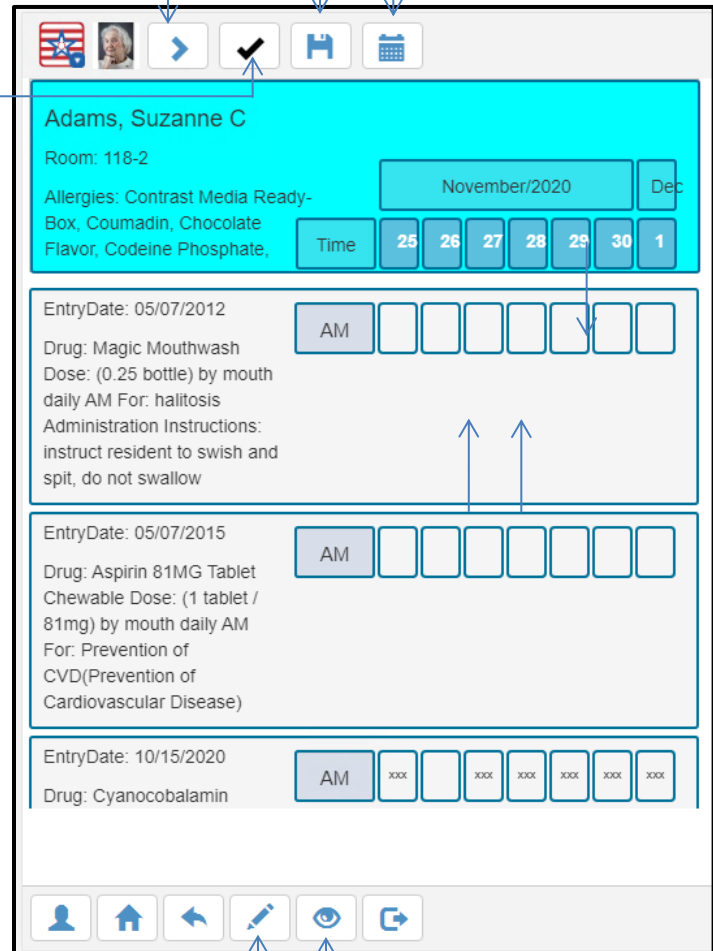
**Signature Type** - Tap here to select a new signature mode. This will return you to the flowsheet with the selected signature type enabled.



**Forward Arrow** - Tap to forward to the next resident within the name selection.

**Save** - ECS will auto-save values when switching residents. Tap the Save button if you would like to save values for any reason while on the screen.

**Date** - Use the date selection to modify the entries displayed. You can view any date but can only sign off on entries for today (or across days if between 11PM and 1AM).




**Write/View** - Using the write/view icons while an order is selected will bring you to the related documenting/view screens.

## Calendar

Basic calendar tasks may be viewed in ECS Mobile when launched from an Access button

**Topic Name** - The name of the topic the calendar data is being pulled from will appear in the upper left corner of the calendar grouping.



**Names** - If running a calendar on multiple residents, their data will be separated by the name in the upper right corner of the calendar grouping.

**Word Name** - The name of the calendar word will appear in italics above each calendar display.

**Data** - Items in Red indicate that the designated item is active on the calendar. For example, James Brown was admitted to the facility on Medicare on 10/11/2017.