

Onboarding to SIREN Elite – A Guide for Agency Administrators

The purpose of this document is to introduce SIREN Elite features and to provide information to assist agency administrators with onboarding to SIREN Elite. Included in this document are sections explaining the tabs and resources available within Elite, configuration items when onboarding your agency, and other important information and resources.

Step 1: Getting Started

You will need to call the EMS Data Manager at the Vermont Department of Health to discuss how to initially get started and to ensure that your agency exists in SIREN.

Step 2: List of Users

The EMS Data Manager will ask you for a list of EMS providers affiliated with your agency. This list should include first name, last name, and if they are affiliated with another VT EMS organization.

Step 3: Access

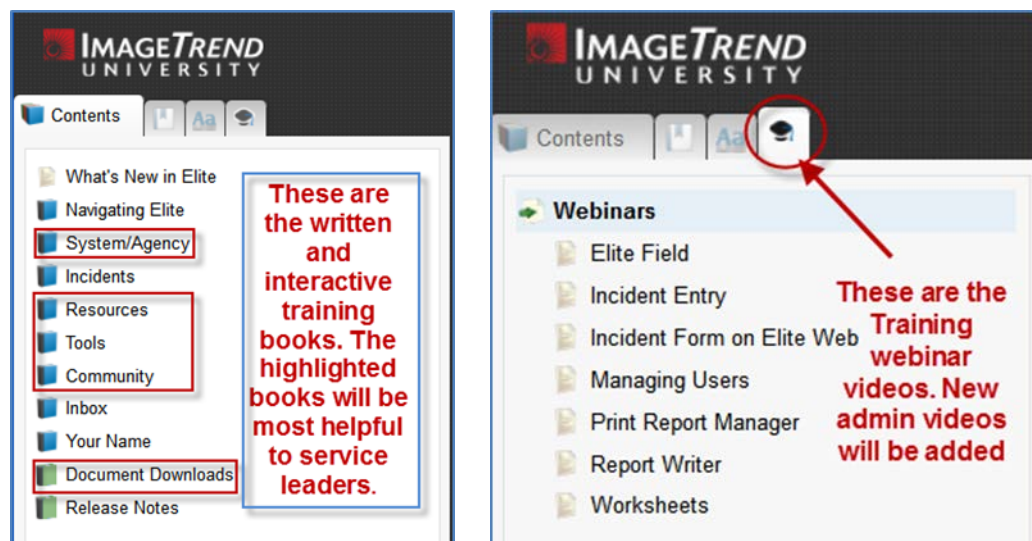
To access SIREN Elite, follow the link www.sirenems.com/elite and log in with your current SIREN login and password. If for some reason the system asks you for an organization ID, it is **vermont** (all lowercase).

Other Information: System Requirements

SIREN Elite was built for a variety of platforms. **The recommended browser is Chrome.** You can view system requirements here: <http://www.imagetrend.com/resources-system-requirements/>.

Other Information: Webinar and Training Resources

Webinar and resources for SIREN Elite can be found in the Help University section under the Community tab in Elite. Webinars are located along the top of the Contents menu. Once a webinar has been opened, links to companion documents can be found beneath the webinar media player.

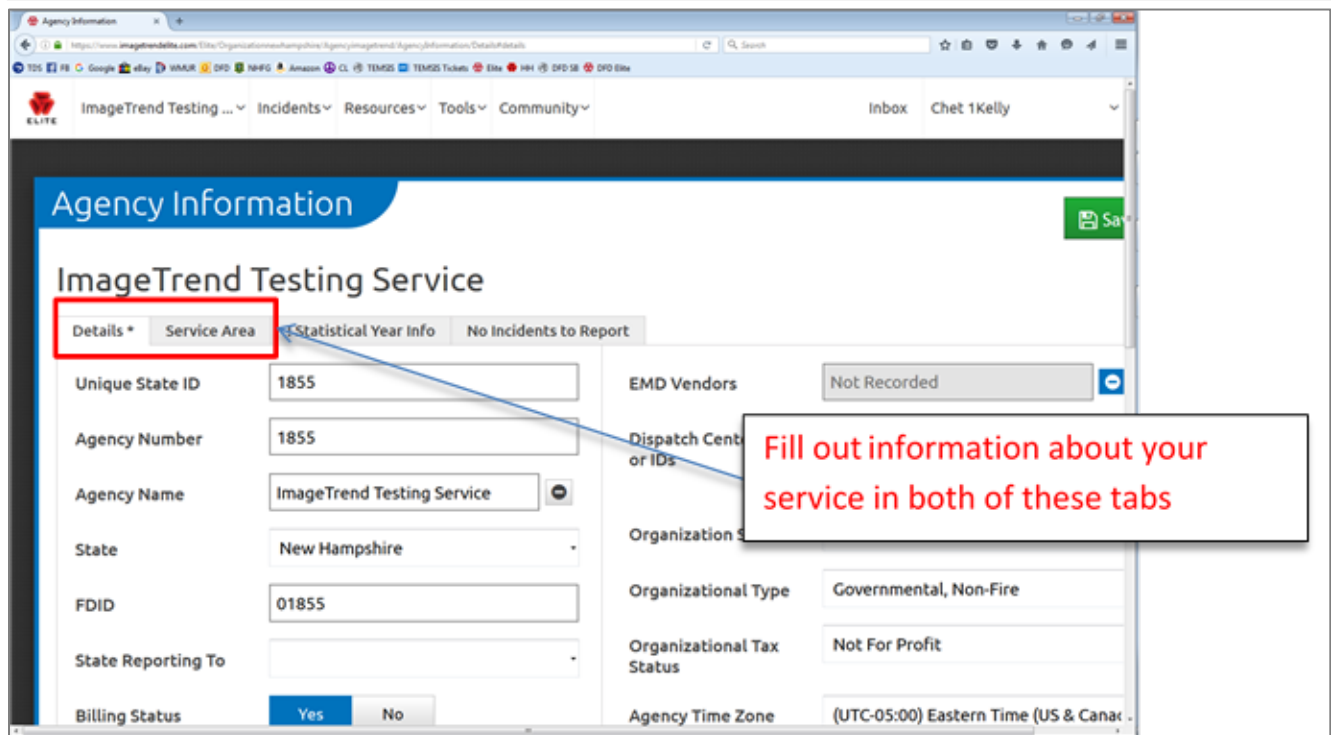
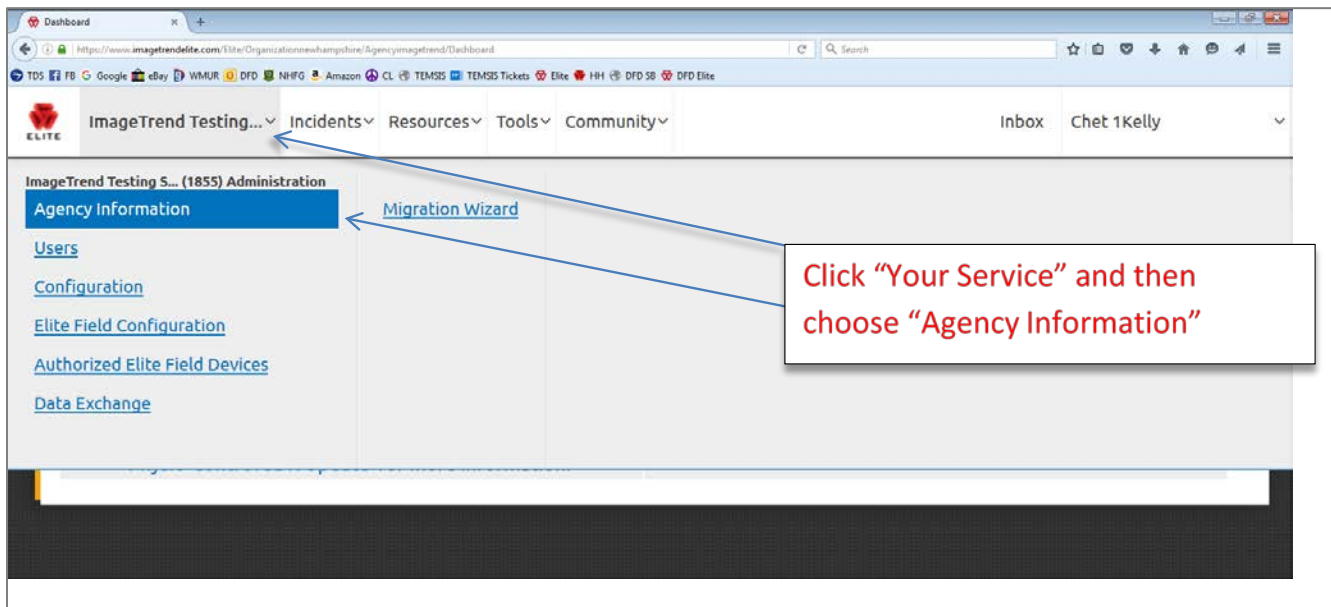


Live interactive webinars are offered by ImageTrend on a regular basis at no cost. Scheduling and registration links can be found here: <http://www.imagetrend.com/resources-webinars/imagetrend-elite-free-training-webinars/>

Setting Up Your Agency

Step 1: Complete Your Agency's Profile in Elite

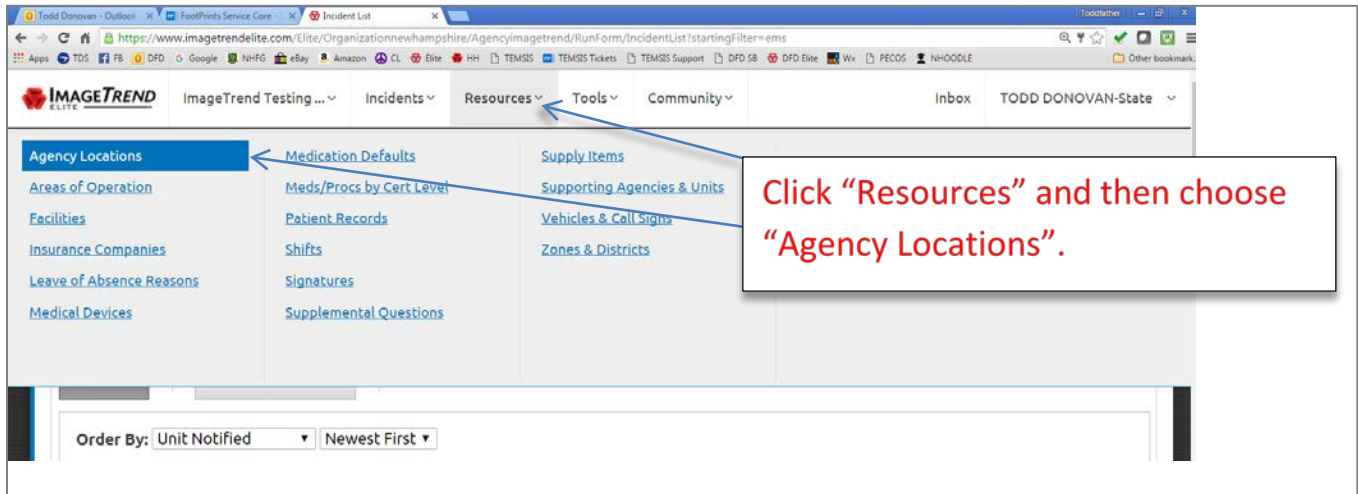
To setup your service in SIREN Elite, please follow these recommendations. At the bare minimum, **Agency Information**, **Agency Locations**, **Facilities**, **Vehicles** and **Repeat Patient** settings need to be setup.



Step 2: Enter Your Agency's Location(s)

Resources Tab > Agency Locations

Previously known as Stations, Agency Locations are an EMS Station or Agency Headquarters. You must at least setup a "Headquarters" station. Your agency name and mailing address will not appear on the run form if you do not add an agency "Headquarters". Any other stations or locations you wish to add are strictly for your service use and are optional.



A screenshot of the Agency Location form in the ImageTrend Elite application. The form contains the following fields and callouts:

- Active:** Yes (selected) / No
- Agency Location #:** 57
- Agency Location Name:** EMFS Academy (highlighted with a red box and callout: "Choose 'EMS Agency Headquarters'. This station will print on the PDF Run Form. Agency Location # will not print on the run form and you can label it anything you'd like.")
- Agency Location Type:** EMS Agency Headquarters (highlighted with a red box and callout: "Use the legal mailing address of your agency here. May not be the same as the station's mailing or physical address.")
- Address:** 98 Smokey Bear Blvd (highlighted with a red box and callout: "Use the legal mailing address of your agency here. May not be the same as the station's mailing or physical address.")
- Address 2:** (empty)
- Postal Code:** 03301
- City:** Concord
- State:** NH
- Country:** Merrimack
- Country:** United States

Other fields include Primary Contact (N/A), Latitude, Longitude, US National Grid Coordinates, and Zone/District. Buttons for Back, More, and Save are visible at the top of the form.

Step 3: Users and Other Agency Administrators

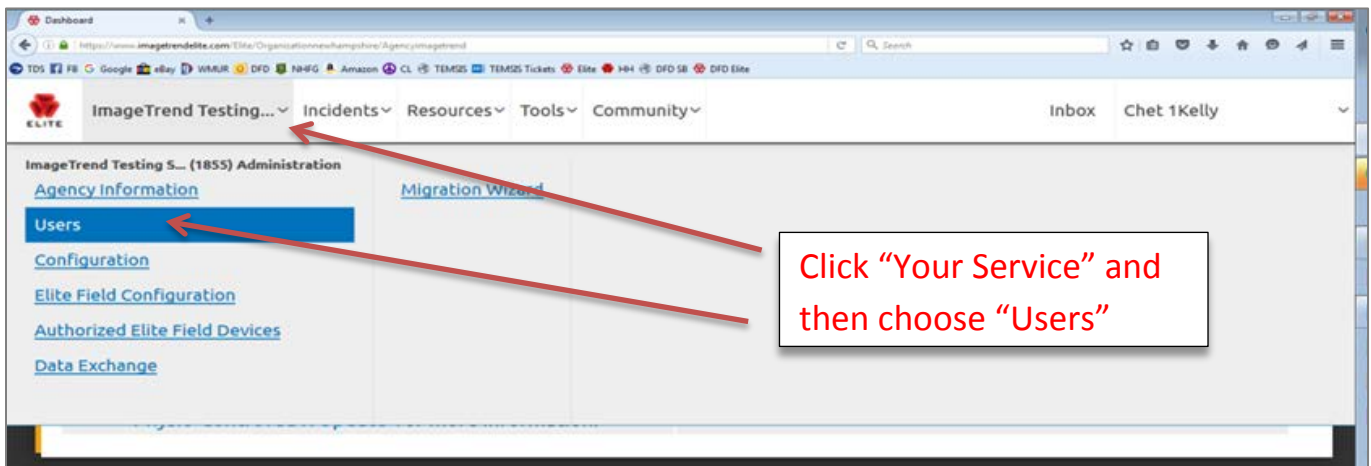
Your Service > Users

This is where you manage all the users in affiliated with your service, including adding, inactivating, and updating accounts.

For providers at your agency that **DO NOT** belong to another VT EMS organization, you can add them to SIREN in this section. **For instructions on how to add new users to SIREN, please see the document called “User Guide – Add New Member to SIREN 2016”.*

For providers that **DO** belong to another VT EMS organization, you will need to have the EMS Data Manager at the Health Department add your agency to the user’s profile.

Once you see the providers in your agency, choose the providers who will be the administrators for your service. Multiple providers can be “Agency Administrators”. These will be the providers that receive critical documents and e-mails from the EMS Data Manager at the state, as well as the have the ability to manage user profiles, settings, and write reports.



Users

Search Last Name or First Name

Permission Group: Permission Group... Agency Status: Active Inactive Both Show in EMS Run Form: Yes No Both 1 - 25 of 51

Last Name	First Name	Position	Staff Member	Permission Group	Show In Run Form	Agency Status	Login Access	System Stat
*Provider	*Provider	Training	Yes	Service Provider	EMS	Active	Yes	Active
1Kelly	Chet	EMT- FF (Fictional)	Yes	Service TEMSIS Administrator	EMS	Active	Yes	Active
1Lane	1Jared		Yes	Service Provider	No	Active	Yes	Active
1Lopez	Marco					Active	Yes	Active
1Orrison	George					Active	Yes	Active
1Stanley	Hank	Captain	Yes	Service Provider	EMS	Active	Yes	Active

Click on either link to enter into the staff member.

User Information

Chet 1Kelly

Demographics Certifications Employment Account Details Permission Objects Records

Click "Employment"

First Name: Chet Address: License #

Middle Name / Initial: Address 2: Motor Vehicle License Type: All-Terrain Vehicle Commercial Commercial Motorcycle-None

Last Name: 1Kelly Postal Code: Lookup Set From Postal Code

Date of Birth: City: Concord Foreign Language Ability: Amharic Arabic Armenian Bengali Cajun (Creole) Chinese

Gender: State: NH

Race: American Asian Black or

Step 4: Vehicles and Call Signs

IMPORTANT: A **vehicle number** is what you call your vehicle at your agency and the **call sign** is what the vehicle is known on the radio. In some cases, the call sign and the vehicle ID will be the same.

Vehicles and their call signs can be edited, added and sorted. By clicking on the active vehicle, you can edit the vehicle number as well as the call signs.

You can also add a vehicle by clicking on the “New” button and editing their call sign and vehicle number.

Vehicles Filters: Active Search using any of the fields below

+ New Edit Call Signs Activate Inactivate Save 1 - 8 of 8

Order	Source	Vehicle ID	Call Sign	At Agency Location	Status
0	ImageTrend Testing Service	(AT34) 142DGF236547Q			Active
0	ImageTrend Testing Service	AMB 400 (112NNGF5023)			Active
1	ImageTrend Testing Service	124A1214DALL12 (51A1)			Active
2		Rescue 51	Rescue 51	EMFS Academy	Active
3		Intercept 51	Medic 51	EMFS Academy	Active
4		123456	Engine 51	EMFS Academy	Active
5	ImageTrend Testing Service	51A2_1234N888BNA44535	51A2	EMFS Academy	Active
6	ImageTrend Testing Service	Ambulance 1	AMB 1	EMFS Academy	Active

1 - 8 of 8

You can add Vehicles here

You can switch between Vehicles and Call Signs here

FIRST RESPONSE AGENCIES:

As a suggestion for first response agencies, your vehicle ID can be called [AGENCY NAME] FIRST RESPONSE. In the example below, the vehicle ID is GFR (for Georgia First Response).

Vehicles Filters: Active Search using any of the fields below Go

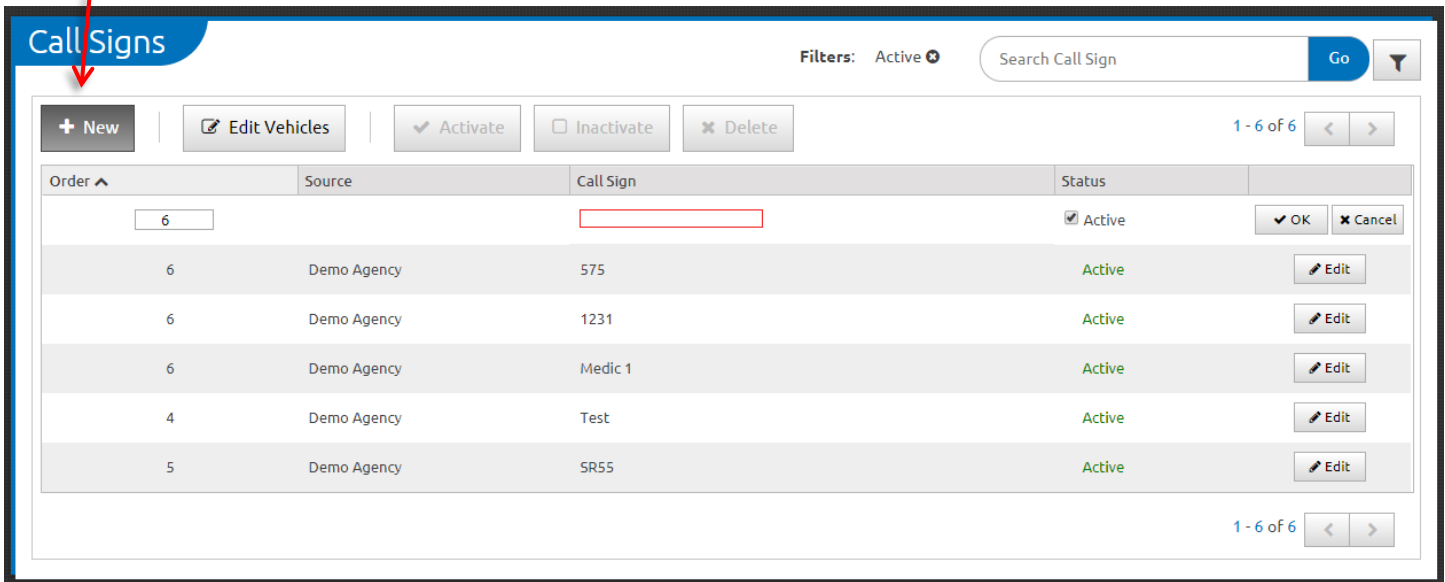
+ New Edit Call Signs Activate Inactivate Save 1 - 1 of 1

Order	Source	Vehicle ID	Call Sign	At Agency Location	Status
0	GEORGIA FIRST RESPONSE	GFR			Active

1 - 1 of 1

Click on "Edit Call Signs" to switch to the Call Signs page.

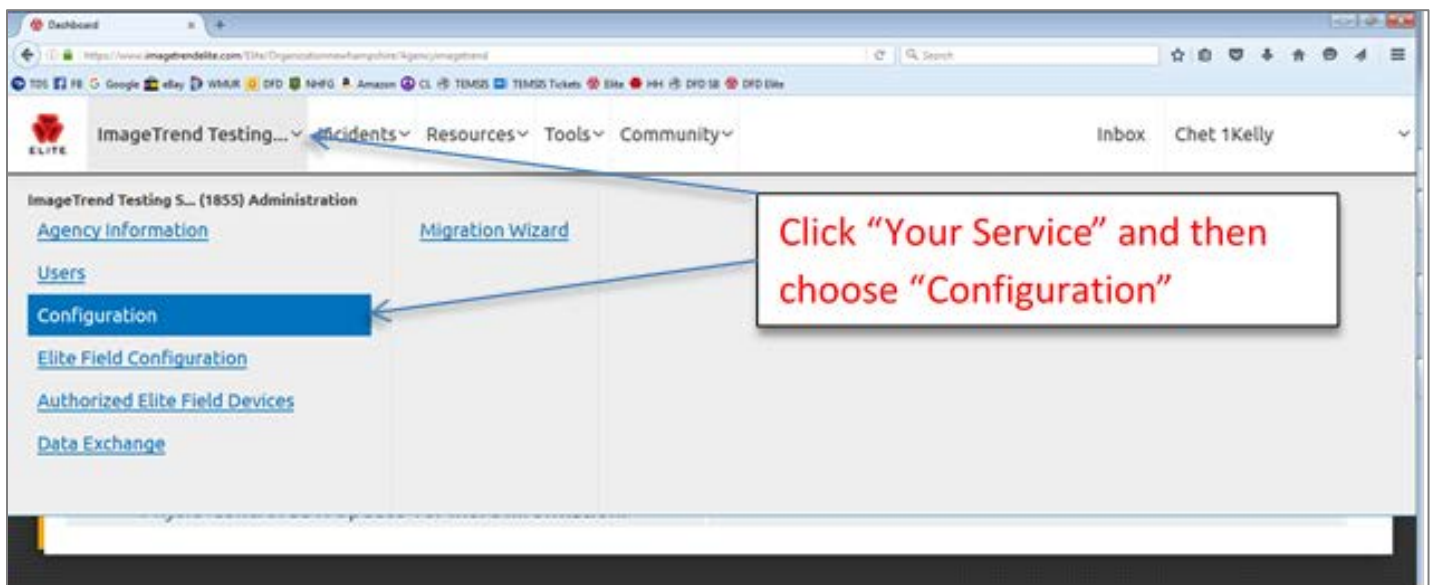
Click + New



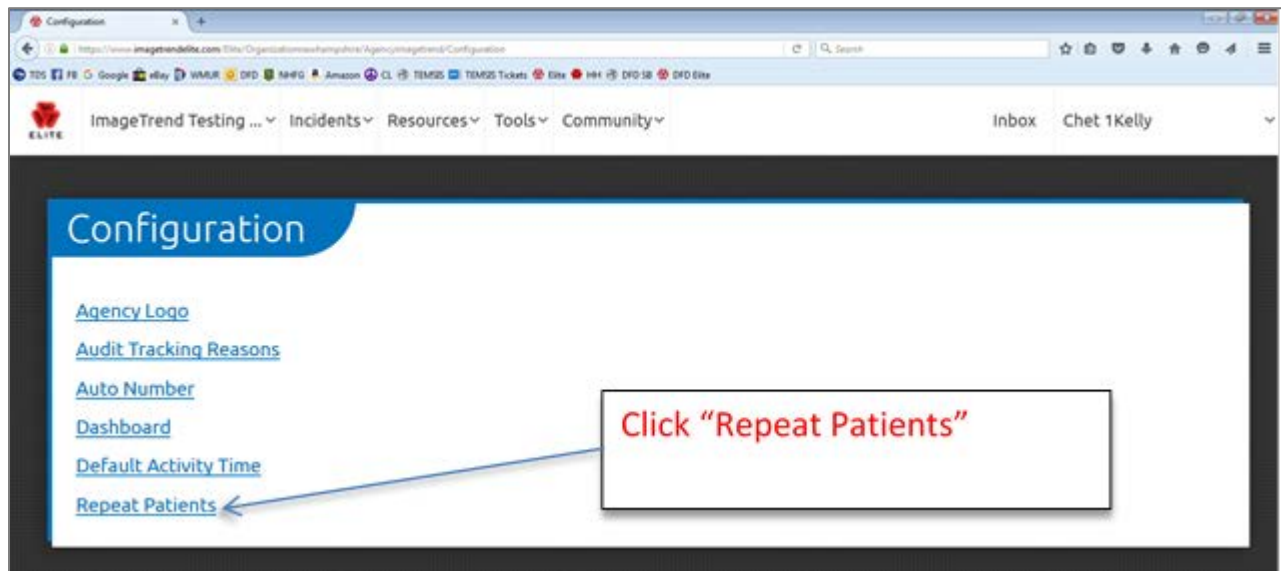
Here you can add a first responder's call sign. For example, "Med125". Click OK when finished. The responder's call sign will now appear when you fill out an incident run form in the "Responding Unit" section.

Step 5: Configuration

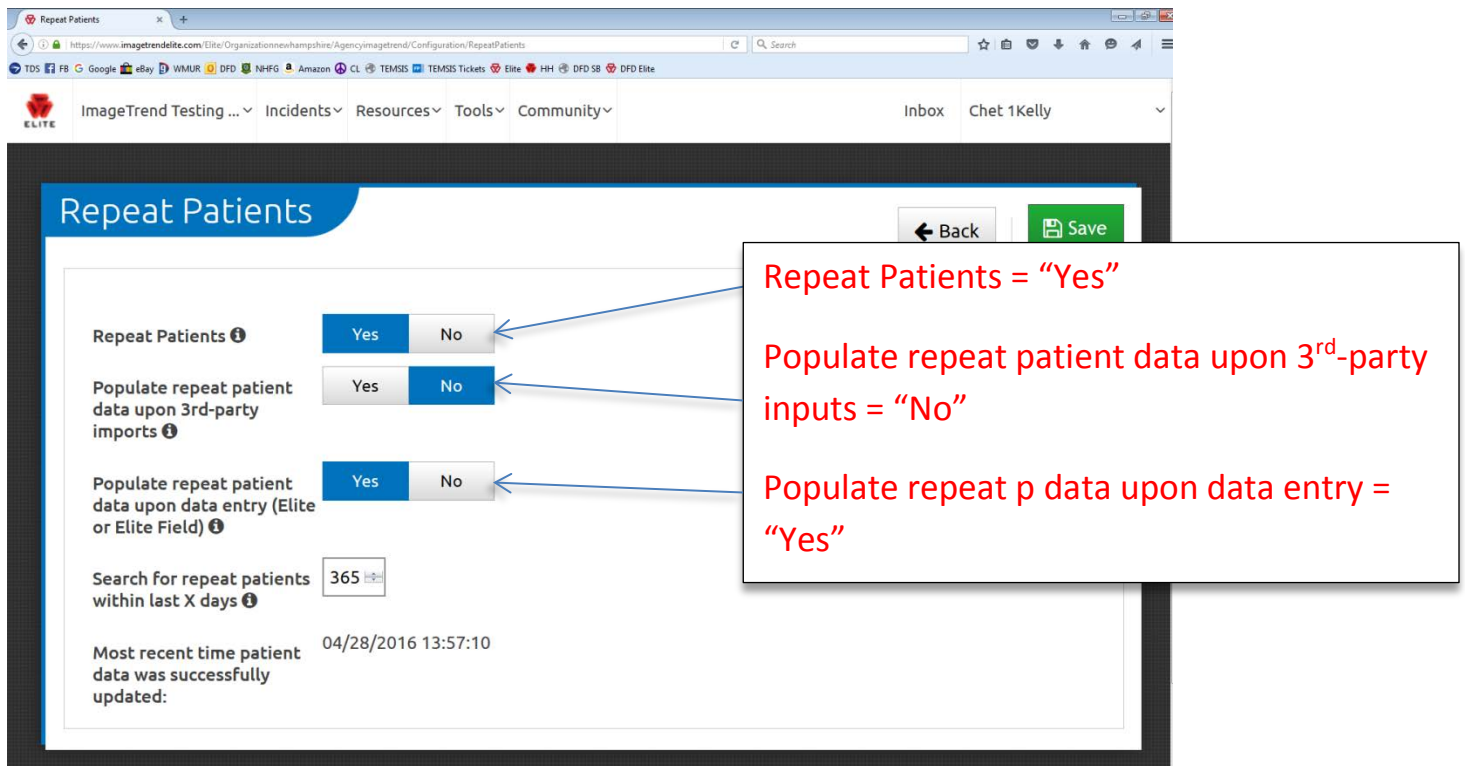
This is not an exhaustive list of service configuration. However, it is a list of configuration categories that need to be completed before your service can go "Live" on SIREN Elite.



(Repeat Patients)

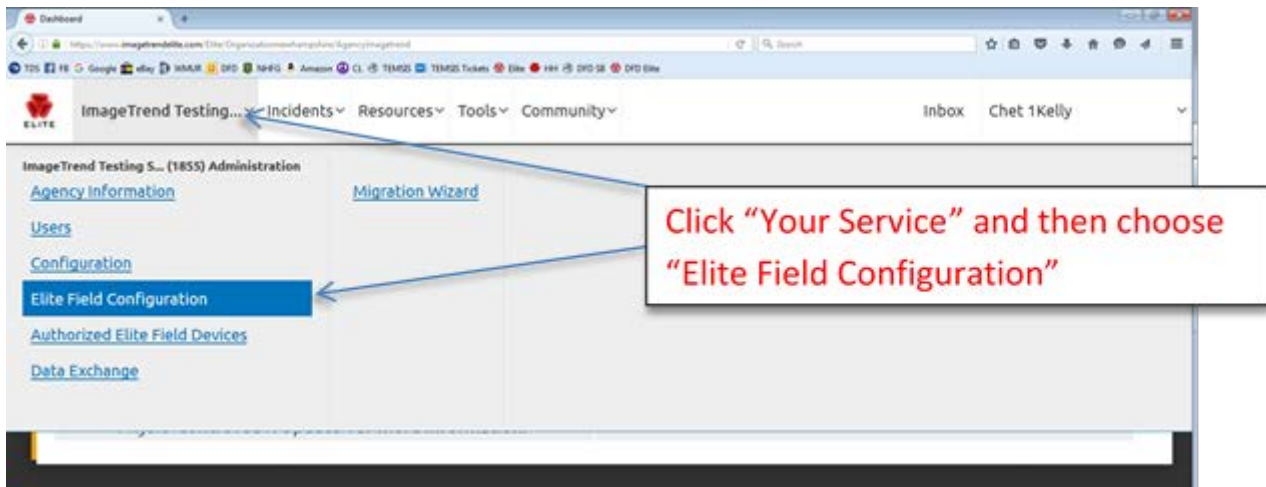


Search for repeat patients within the last X days can be set to any length. It's recommended to be at least 365 days. If you do not want any of your patients to become inactive in the "Repeat Patients" leave the value blank. Do not use "0".



Step 6: Elite Field Settings

Click “Your Service” > “Elite Field Configuration”



In the “General Settings” of Elite Field, you can Automatically Delete Posted Incidents from the device.

