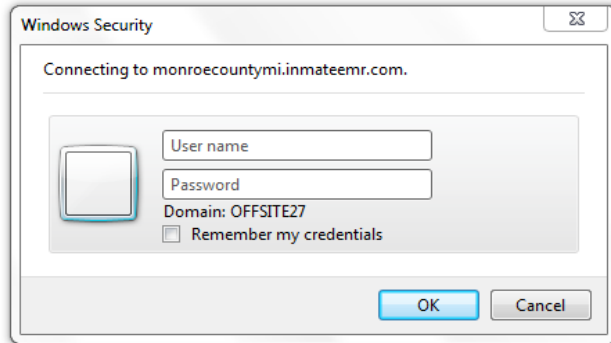
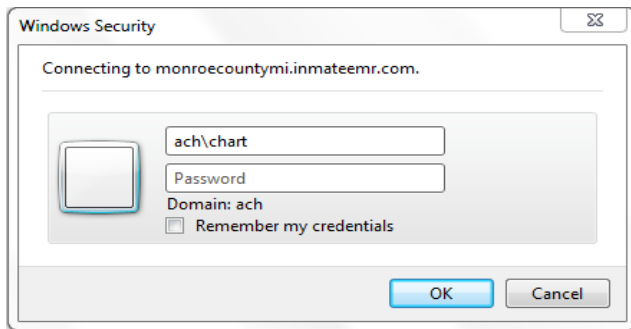


HOW TO GET STARTED WITH THE EMR SYSTEM

1. TURN ON THE LAPTOP
2. AT THE WINDOWS LOG IN SCREEN, SELECT "ACH 1" "ACH 2" etc.
3. TYPE IN THE PASSWORD _____
4. IF YOU NEED TO JOIN A REMOTE SESSION ONLINE, THERE IS A LINK ON THE DESKTOP THAT SAYS, "TEAMVIEWER." REFER TO EMR CALL LIST.
5. THE LINK TO THE EMR WEBSITE IS ON THE DESKTOP. IF YOU CANNOT LOCATE IT, GO TO INTERNET EXPLORER AND IT IS SET AS THE HOMEPAGE. IF FOR SOME REASON IT GETS CHANGED, THE ADDRESS IS:
https://_____county_____.inmateemr.com
6. WHEN PROMPTED, THE SCREEN WILL LOOK SOMETHING LIKE THIS:



7. NOTICE THE DOMAIN NAME. THIS MUST BE CHANGED WHEN YOU ADD YOUR USERNAME. LIKE THIS:
ach\username



8. WHEN YOU ARE FINISHED WORKING ON THE WEBSITE, PLEASE BE SURE TO LOG OUT.
9. IF YOU LOCK YOURSELF OUT OF THE WEBSITE BY TYPING YOUR PASSWORD WRONG TOO MANY TIMES, YOU NEED TO REFER TO THE EMR CALL LIST.

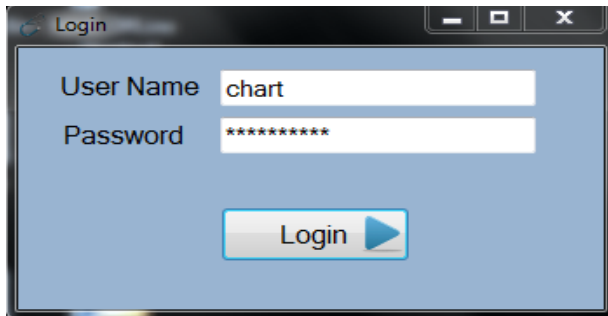
NOTES:

HOW TO GET STARTED WITH PASSING MEDICATIONS WITH THE OFFLINE MAR

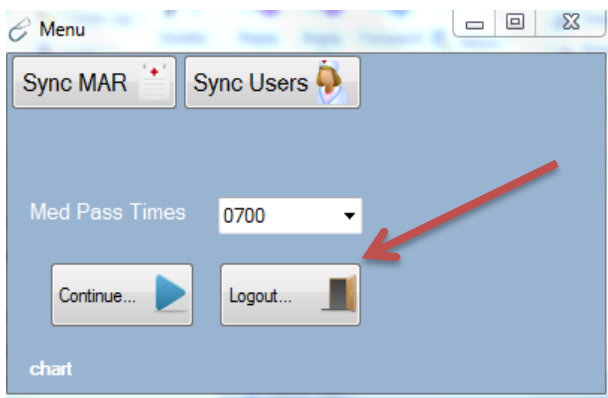
1. The **OfflineMAR** is a software component on the hard drive of the laptops. It is a large database that tracks medication administration and does not require internet to be used. It must, however, be synced while online in order to pull data entered on the website and report medication administration (initials, etc) back to the website. The shortcut to the Offline MAR is located on the desktop.
2. When you click the shortcut, you will see this:



3. You will log-in with the same username and password that you use for the EMR website. **You do not have to worry about the domain ach\ portion. See below:**



4. You will then see this screen. While connected to the internet, click "Sync MAR" to download the current information from the website. Notice that the drop down has 0700 currently chosen. It is not highlighted in blue. It must be highlighted in blue. Choose the dropdown again and highlight the med pass session that you are looking for and it will then appear in blue in the box. Click Continue. You will then be able to do med pass offline.



5. When you are finished with med pass, be sure to "Sync MAR" while connected to the internet and Logout.

Notes: