eICS[™] Quick Reference Guide



Add or Change Facility Access

Overview

In Electronic ICS (eICS), contacts are assigned access on a facility-by-facility basis to specify the information they can see and functions they can perform. eICS offers four facility access levels:

- **Facility Admin** Manages the plan summary, library, contacts, and incident response guides; able to create, escalate, end, and close incidents; receives incident notifications.
- **Facility Staff** Reviews documents and incident response guides for the ICS positions to which they are assigned; able to create, escalate, and end incidents; receives incident notifications.
- **Facility Staff Limited** Reviews documents and incident response guides for the ICS positions to which they are assigned; receives incident notifications.
- External Contact Receives incident notifications.

In general, external contacts are people who are peripherally associated with a facility, such as suppliers or vendors. These people usually have limited access to your facility and no access to eICS, but their interaction with the facility makes it relevant to notify them about incidents.

To assign access to a contact, they must have an active eICS account. This applies to external contacts as well. Though they may not have access to eICS, their account contains contact details so they can be notified about incidents. To assign Facility Admin or Facility Staff access, contact accounts must be enabled, which grants access to the eICS system.

To View a Contact's Facility Access

- On the *Home* page, point to the Planning menu and click Contacts. The *Contacts* page opens.
- 2. In the **Contacts for** list, click the name of the facility to which the contact belongs.
- In the list of contacts, locate the contact and click their name. If necessary, use the contact list search option at the bottom of the list. The contact's profile appears on the right.

A Planning	Response Recovery Setting			
Contacts for Springfield Health System Corp (Springfie 🔻 🔍				
Show all Health System Contacts				
Contact Name 🗢	Organization			
Barnes, John L	County Hospital			
Brown, Gabby	Springfield USA			
Coral, Marie	County Hospital			
Johnson, Matt	Springfield USA			
Peters, Jacob	Memorial Hospital			
Smith, Mark	Springfield USA			
I « « Page 1 of	1 ▷> ▷1 500 ▼ View 1 - 6 of 6			
Search Contacts	Add New Contact			



Print I R

View a Contact's Facility Access (continued)

4. Click the **Account Information / Log In** drawer. The drawer opens to reveal their account status and facility access details.

etails for Coral, Marie

To Add Access to a Facility

- In the contact's Account Information / Log In drawer, in the Facility Access area, click Add. The Add Facility Access window opens.
- 2. For **Facility/Domain**, in the list on the left, click the number or letter with which the name of the facility begins. The list of facilities on the right is limited accordingly.
- 3. In the list on the right, click the name of the facility.

General Into / Email / Phone				
► Address				
▸ ICS Positions				
- Account Information / Log In				
Contact is active 🔞				
Username: coral	Reset Password Resend Welcome Email			
Primary Email: 🕜 a@a.aaa	Change Primary Email			
	Save Undo			
Facility Access				
Facility 🗢	Access Level Add			
Cape Coral Hospital	Facility Staff			
Columbia St. Marys > ICS Position	Edit			
St Add Facility Access				
^{ys} Facility/Domain: C ▼ County Hospice North (Springfield US/ ▼				
Access Level: Facility Staff				
racinty otan	T I I I I I I I I I I I I I I I I I I I			
e	OK Cancel			

- 4. In the Access Level list, click the level that you want to give this contact.
- 5. Click **OK**. The new facility access appears in the Facility Access list.

To Edit Access to a Facility

- 1. In the contact's **Account Information / Log In** drawer, in the *Facility Access* area, locate the facility for which you want to edit access and click its name.
- 2. Click Edit. The Edit Facility Access window opens.
- 3. In the Access Level list, click the level that you want to give this contact.
- Edit Facility Access

 Bys

 Facility/Domain: Springfield Health System Corp

 Access Level:

 Facility Staff

 OK

 Cancel
- 4. Click **OK**. The access level change appears in the *Facility Access* list.



To Delete Access to a Facility

Note: If you delete access to a facility for a contact that only has access to one facility, the contact's eICS account will be disabled and they will no longer have access to the system.

- 1. In the contact's **Account Information / Log In** drawer, in the *Facility Access* area, locate the facility for which you want to delete access.
- 2. Click the name of the facility.
- 3. Click **Delete**. A *Warning* window opens.
- 4. Click **Yes**. The facility is removed from the *Facility Access* list.

	P Address		
J.	Warning	X	
yst	You are about to remove Coral, Marie from Cape Coral Ho	spital.	5
	This will remove the contact from any depth chart positions	in this facility.	SS
	Continue?		Prin
		Yes No	

For more information, please contact your Client Services Manager or the support desk at 888-735-9559; in the support phone system, press 1 for Client Application Support and then 6 for EMSystems.