

EMTrack™ Quick Reference Guide

Staged Participants

Overview

Prior to an event, registered participants can be staged in EMTrack by uploading information such as names, gender, date of birth, and other details using a Microsoft Excel® or comma-separated values (CSV) file. This information about participants can then be retrieved during an event to quickly convert them into patients.

A template is available in EMTrack to help you structure participant data in the upload file. Whether you use the template or not, you are encouraged to include column headers because this information is used to map and label data fields. Providing more information is helpful; however, the only required information for each participant is a unique identification number (ID #). When entered on the add patient form, a participant's ID # allows you to retrieve and automatically populate the form with their information.

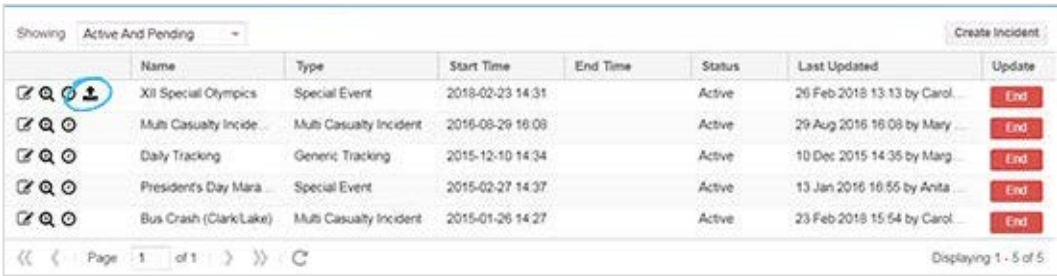
The Excel or CSV file is validated prior to upload. Any errors are identified and can be downloaded for correction before or after the rest of the file is uploaded. Although uploading staged participants might seem similar to importing patients, it is actually quite different.






Participants are not and might not become patients. As such, participants cannot be filtered, searched, or tracked within the solution unless they are converted into patients.


To Upload and Stage Participants

On *Pending* or *Active* incidents that allow participant staging, information about registered participants can be uploaded using the provided template or your own Excel or CSV file.

1. On the **Incidents** tab, locate the incident.



Showing Active And Pending									Create Incident
	Name	Type	Start Time	End Time	Status	Last Updated	Update		
	XII Special Olympics	Special Event	2018-02-23 14:31		Active	26 Feb 2018 13:13 by Carol...	End		
	Multi Casualty Incide...	Multi Casualty Incident	2016-08-29 16:08		Active	29 Aug 2016 16:08 by Mary...	End		
	Daily Tracking	Generic Tracking	2015-12-10 14:34		Active	10 Dec 2015 14:35 by Marg...	End		
	President's Day Mara...	Special Event	2015-02-27 14:37		Active	13 Jan 2016 16:55 by Anita...	End		
	Bus Crash (Clark Lake)	Multi Casualty Incident	2015-01-26 14:27		Active	23 Feb 2018 15:54 by Carol...	End		

2. On that row, on the left, click the upload participant icon . The *UploadParticipants* window opens to *Step 1 of 3*.
3. As appropriate, click **Download template file for uploading participant lists** to download a ready-to-use file to which you can add participant data.
4. When your participant file is ready, on the *Upload Participants* window - *Step 1 of 3*, click **Choose File**. According to your browser, the *Open* or *Locate* window opens.

5. Navigate to the location where your file is stored and select it.
6. Click **Open**. The browser window closes, and the name of the file you selected appears on the *Upload Participants* window.
7. As appropriate, select the **File contains headers** check box.
8. Click **Next**. The *Upload Participants* window opens to *Step 2 of 3*; and column headers from your file are automatically mapped to EMTrack field names.
9. Verify the data is mapped correctly. As necessary, for a given row, you can change the data mapping by clicking a different option in the **EMTrack Field Name** column.

Step 2 of 3 - Map Columns			
Column #	File Column Name	Sample Value	EMTrack Field Name
1	ID #	225	Tracking Number
2	Alternate ID		Alternate ID
3	First Name	Mark	First Name
4	Middle Name		Middle Name
5	Last Name	Franza	Last Name
6	Triage Category		Triage Category
7	Gender	Male	Gender
8	Date of Birth		Date of Birth
9	Age	42	Age
10	Age Unit		Age Unit
11	Country	USA	Country

10. Click **Next**. The *Upload Participants* window opens to *Step 3 of 3*; and the participant data has been verified. As appropriate, click **Download errors**, **Back**, or **Cancel** to make changes.

Step 3 of 3 - Review Participant Upload	
Total Participants in file:	3
Participants ready to be uploaded:	2
Participants not mapped:	1
	Download errors (including all rows)
	Download errors (including only rows that have errors)

11. When ready, click **Upload Participants**. The window closes and a message confirms the upload. You can edit the incident to view, download, or delete participants on the **Participant Staging** tab.

Juvaré envisions a future where communities are resilient in the face of danger. Offering precise, vigilant, and connected solutions, Juvaré fosters networks of mutual assistance to help organizations bounce forward. For more information about Juvaré solutions, contact the Juvaré Support Center, support@juvare.com or 877-771-0911.