EMResource®

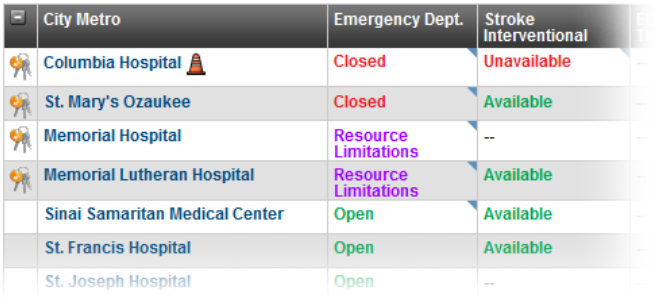
Quick Reference Guide

Update Resource Statuses

Introduction

A resource is an entity that reports a status. These can be facilities, organizations, and agencies that report information on medical capabilities, services, supplies, and much more. A sub-resource is subordinate to a resource, and it also reports a status. A sub-resource to a facility could be a generator or contact.

When a change occurs at your location, you or another authorized individual should update your resource's status in EMResource. This ensures other users at your location and in your region have the most up-to-date resource information.



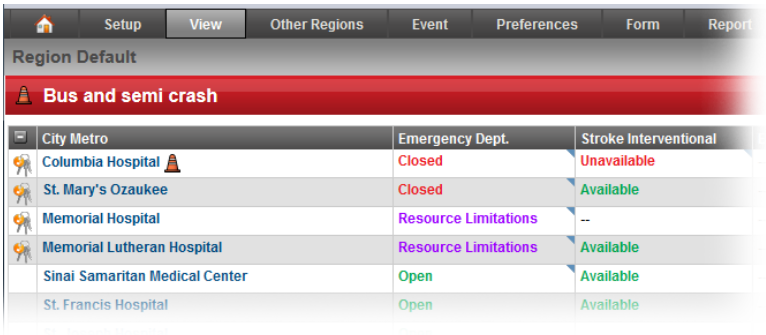
City Metro	Emergency Dept.	Stroke Interventional
Columbia Hospital	Closed	Unavailable
St. Mary's Ozaukee	Closed	Available
Memorial Hospital	Resource Limitations	--
Memorial Lutheran Hospital	Resource Limitations	Available
Sinai Samaritan Medical Center	Open	Available
St. Francis Hospital	Open	Available
St. Joseph Hospital	Open	--

Updating Statuses

Updating a status involves a couple of steps, including locating the resource or sub-resource and then updating the appropriate status.

To Locate the Resource

1. Point to **View** and select the appropriate view.
2. Locate the resource.
3. If the status is available in the **View**, do one of the following:
   - To update a single status, click its current value.
   - To update multiple statuses at one time, click the resource's keys icon.



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4. If the status is not in the view, click the resource's name to open the *View Resource Detail* page. Locate the status you want to change and click its value.

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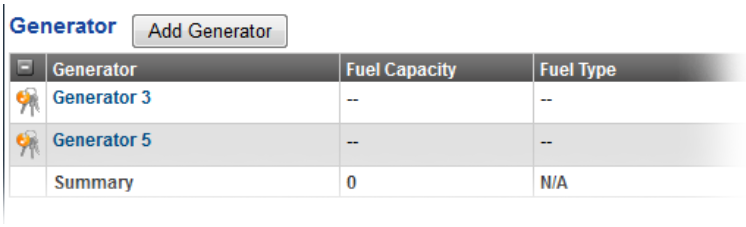
To Locate the Sub-resource

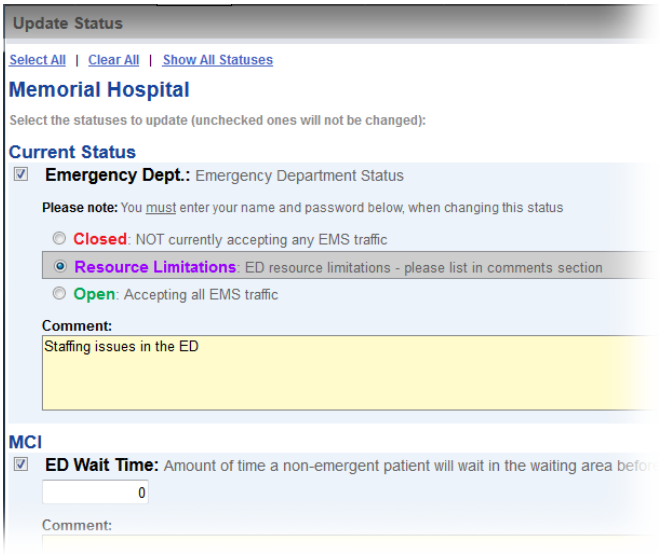
1. Point to **View** and select the appropriate view.
2. Locate the resource.
3. Click the resource's name to open the *View Resource Detail* page.
4. Locate the sub-resource's section and the status you want to change, and do one of the following:
   - To update a single status, click its current value.
   - To update multiple statuses at one time, click the sub-resource's keys icon.



To Update Statuses

***Tip**: If you click a status value to update it, you can still view and update all available statuses by selecting the **Show All Statuses** link in the* Update Status *page.*

1. In the *Update Status* page, select the check box next to the status you want to update.
2. Select or enter the status.
3. If appropriate, select the reason for the change.
4. If appropriate, in Comment enter a comment on the status change.
5. To update additional statuses, repeat steps 1 – 4 for each.
6. If required to do so, enter your name and password.
7. Click **Save**.



For more information, 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.

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