

Table of Contents

- Section 1: [Getting Started](#)
- Section 2: [Accessing SIREN Elite](#)
- Section 3: [System Requirements](#)
- Section 4: [Updating Your Roster](#)
- Section 5: [User Profile](#)
- Section 6: [Agency Information](#)
- Section 7: [Agency Location](#)
- Section 8: [Facilities](#)
- Section 9: [Favorite Postal Codes](#)
- Section 10: [Shifts](#)
- Section 11: [Supplemental Questions](#)
- Section 12: [Vehicles and Call Signs](#)
- Section 13: [Configuration](#)
- Section 14: [Resources and Helpful Information](#)

Appendix:

- A: Guide for Adding New Staff Members to Your Staff Roster in SIREN
- B: System Requirements

Section 1: Getting Started

Call or email the EMS Data Manager at the Vermont Department of Health (SIREN@vermont.gov) to discuss how to get started in SIREN Elite. You'll want to consider who will be the agency administrator(s) for your service. This permission level allows specific users to manage the rosters for their agency, access to the Report Writer module, and can configure settings.

At a minimum, the following sections in this document need to be completed before users can enter data into Elite:

- Section 4 – [Updating Your Roster](#)
- Section 6 – [Agency Information](#)
- Section 7 – [Agency Locations](#)
- Section 12 – [Vehicles and Call Signs](#)

The remaining sections are optional and provide information on how to set up agency-specific settings.

Note: You will notice at the start of each section a navigation bar. This directs you on where to go in SIREN to access the module.

Section 2: Access

Website: www.sirenems.com/elite

Note: if the system asks for an organization ID, it is **vermont** (all lowercase).

Section 3: 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/> or in Appendix B: System Requirements.

Section 4: Updating Your Roster

Navigation: Agency Name > Users

- You will be asked to look at the users currently listed on your agency's roster. To view the list:
 - Click on your agency's name (a dropdown box) and select Users
- To **INACTIVATE** a user that no longer belongs to your agency:
 - Open the user's profile by clicking on their name link (in blue)
 - Click on the Account Details tab
 - Switch their Agency Status from Active to Inactive
 - Click Save
- To **ADD** a user that already has an account in SIREN with another agency:
 - Email SIREN@vermont.gov to "associate" the user with your agency. This association will link all of the user's accounts so only one username and password is required to access all their associated agencies in SIREN.
- To **ADD** a user that does NOT have an account in SIREN:
 - See the last page of this document titled "**Guide for Adding New Staff Members to Your SIREN Roster**".

Section 5: User Profile

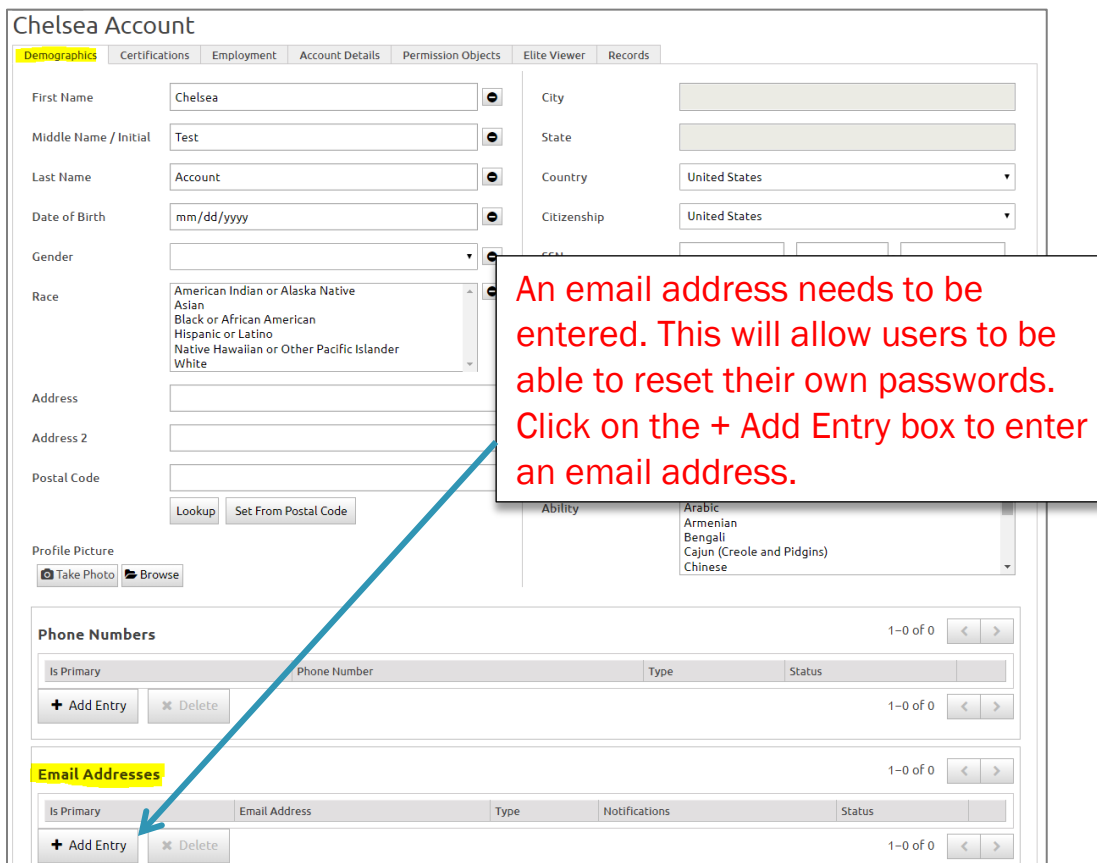
You can edit a user's account affiliated with your service by clicking on their name link (in blue). As the agency administrator, you can:

- Edit the user's permission group, role, and agency's active status
- Reset passwords and change usernames
- Add or edit license information
- Add or edit the user's contact information

Note: all users need to have an **email address** listed on their user profile under the Demographics tab. This will allow users to reset their own passwords. See Figure 1.

Note: all users need to have their **state license ID** entered in order to appear on the run form. See Figure 2.

Figure 1. Adding an email address to a user account



Chelsea Account

Demographics | Certifications | Employment | Account Details | Permission Objects | Elite Viewer | Records

First Name: Chelsea
Middle Name / Initial: Test
Last Name: Account
Date of Birth: mm/dd/yyyy
Gender: [Dropdown]
Race: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, White
Address: [Text]
Address 2: [Text]
Postal Code: [Text]
Lookup | Set From Postal Code

City: [Text]
State: [Text]
Country: United States
Citizenship: United States

Ability: Arabic, Armenian, Bengali, Cajun (Creole and Pidgins), Chinese

Profile Picture: [Take Photo] [Browse]

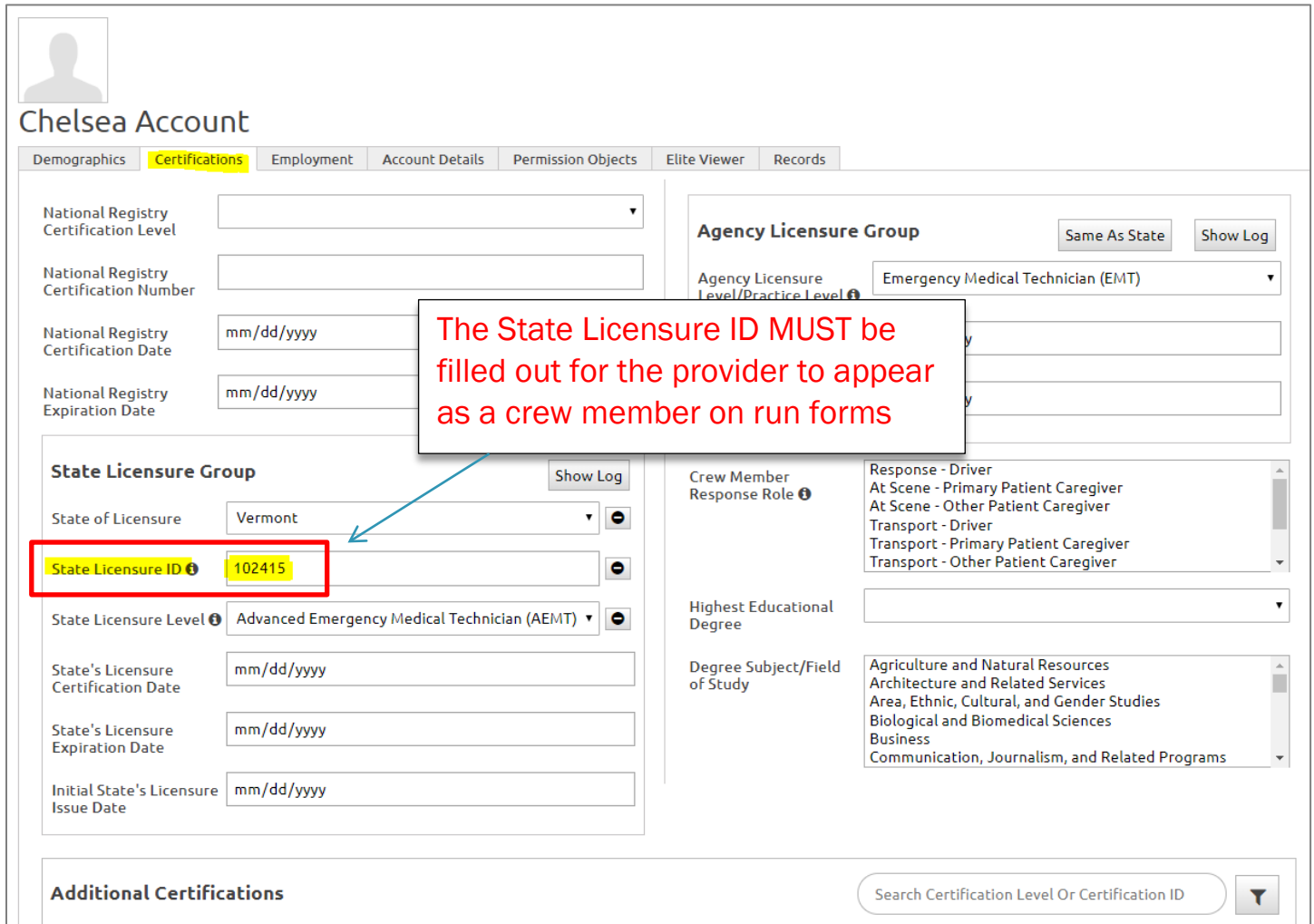
Phone Numbers (1-0 of 0)

Is Primary	Phone Number	Type	Status
[+ Add Entry]			
[X Delete]			

Email Addresses (1-0 of 0)

Is Primary	Email Address	Type	Notifications	Status
[+ Add Entry]				
[X Delete]				

Figure 2. Adding state license ID to user account



Chelsea Account

Demographics | **Certifications** | Employment | Account Details | Permission Objects | Elite Viewer | Records

National Registry Certification Level: [Dropdown]

National Registry Certification Number: [Text]

National Registry Certification Date: mm/dd/yyyy

National Registry Expiration Date: mm/dd/yyyy

Agency Licensure Group [Same As State] [Show Log]

Agency Licensure Level/Practice Level: Emergency Medical Technician (EMT)

State Licensure Group [Show Log]

State of Licensure: Vermont

State Licensure ID: 102415

State Licensure Level: Advanced Emergency Medical Technician (AEMT)

State's Licensure Certification Date: mm/dd/yyyy

State's Licensure Expiration Date: mm/dd/yyyy

Initial State's Licensure Issue Date: mm/dd/yyyy

Crew Member Response Role

- Response - Driver
- At Scene - Primary Patient Caregiver
- At Scene - Other Patient Caregiver
- Transport - Driver
- Transport - Primary Patient Caregiver
- Transport - Other Patient Caregiver

Highest Educational Degree: [Dropdown]

Degree Subject/Field of Study

- Agriculture and Natural Resources
- Architecture and Related Services
- Area, Ethnic, Cultural, and Gender Studies
- Biological and Biomedical Sciences
- Business
- Communication, Journalism, and Related Programs

Additional Certifications [Search Certification Level Or Certification ID] [Filter]

Figure 3. Permission group, agency status and login status in user account

The screenshot displays the 'Chelsea Account' management page in the SIREN Elite system. The 'Account Details' tab is selected and highlighted in yellow. The page shows various user settings, with three specific areas highlighted by red boxes and callouts:

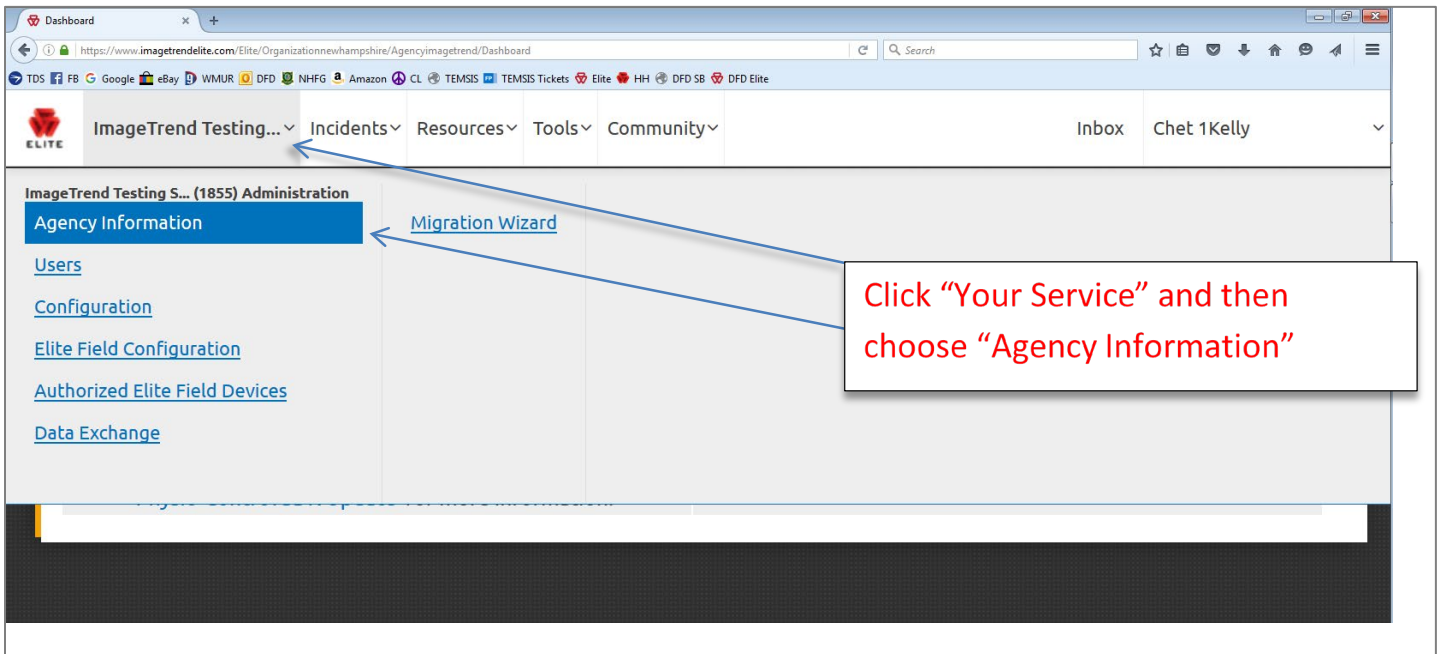
- Permission Group:** A dropdown menu is set to 'Rescue Service Provider'. A callout box states: "In the Accounts Details tab, select the user's permission group. Most users will be 'Rescue Service Provider'".
- Agency Status:** The 'Active' radio button is selected. A callout box states: "Ensure 'Agency Status' is set to 'Active'".
- Login Access:** The 'Yes' radio button is selected. A callout box states: "Ensure 'Login Access' is set to 'Yes'".

Other visible settings include: User ID (CTest), Password Requirements (Minimum password length of 5 characters, Must have a numeric character, Must have an uppercase character, Cannot match any of the last 4 password(s) you have used, Password cannot be the same as the username), Password (masked with dots), Password (masked with dots), Require Reset (unchecked), Email Notification of All Login Access Inactivations (Active/Inactive), System Status (Active/Inactive), Last Login, User Agencies (User Agencies), and Merge Other Users Into This User (Merge Users).

Section 6: Agency Information

Navigation: Agency Name > Agency Information

Figure 4. Navigating to Agency Information



All the sections in Red need to be completed (Figure 5), otherwise data imports and exports may fail.

Figure 5. Editing Agency Information

Agency Information

All sections highlighted in red must be completed

Save

Lakeville EMS

! Details
! Service Area
! Statistical Year Info
No Incidents to Report

<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Unique State ID</td> <td><input type="text" value="647355"/></td> </tr> <tr> <td>Agency Number</td> <td><input type="text" value="189471"/></td> </tr> <tr> <td>Agency Name</td> <td><input type="text" value="Roinoak Station"/></td> </tr> <tr> <td>State</td> <td><input type="text" value="Minnesota"/></td> </tr> <tr> <td>FDID</td> <td><input type="text" value="34567"/></td> </tr> <tr> <td>HL7 OID</td> <td><input type="text"/></td> </tr> <tr> <td>State Reporting To</td> <td><input type="text"/></td> </tr> <tr> <td>Billing Status</td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td>EMD Provided to Agency Service Area</td> <td><input type="text" value="No"/></td> </tr> <tr> <td>! Primary Type of Service</td> <td><input type="text"/></td> </tr> <tr> <td>Other Types of Service</td> <td> <input type="text" value="911 Response (Scene) with Trar"/> <input type="text" value="911 Response (Scene) without"/> <input type="text" value="Air Medical"/> <input type="text" value="ALS Intercept"/> <input type="text" value="Community Paramedicine"/> <input type="text" value="Critical Care (Ground)"/> </td> </tr> <tr> <td>! Level of Service</td> <td><input type="text"/></td> </tr> </table>	Unique State ID	<input type="text" value="647355"/>	Agency Number	<input type="text" value="189471"/>	Agency Name	<input type="text" value="Roinoak Station"/>	State	<input type="text" value="Minnesota"/>	FDID	<input type="text" value="34567"/>	HL7 OID	<input type="text"/>	State Reporting To	<input type="text"/>	Billing Status	<input type="checkbox"/> Yes <input type="checkbox"/> No	EMD Provided to Agency Service Area	<input type="text" value="No"/>	! Primary Type of Service	<input type="text"/>	Other Types of Service	<input type="text" value="911 Response (Scene) with Trar"/> <input type="text" value="911 Response (Scene) without"/> <input type="text" value="Air Medical"/> <input type="text" value="ALS Intercept"/> <input type="text" value="Community Paramedicine"/> <input type="text" value="Critical Care (Ground)"/>	! Level of Service	<input type="text"/>	<table border="0" style="width: 100%;"> <tr> <td>EMD Vendors</td> <td><input type="text"/></td> </tr> <tr> <td>Dispatch Center Names or IDs</td> <td><input type="text"/></td> </tr> <tr> <td>! Organization Status</td> <td><input type="text"/></td> </tr> <tr> <td>! Organizational Type</td> <td><input type="text"/></td> </tr> <tr> <td>! Organizational Tax Status</td> <td><input type="text"/></td> </tr> <tr> <td>Agency Time Zone</td> <td><input type="text" value="(UTC-06:00) Central Time (US & Can)"/></td> </tr> <tr> <td>Daylight Savings Time Use</td> <td><input type="text" value="Yes"/></td> </tr> <tr> <td>! Specialty Service Capabilities</td> <td> <input type="text" value="Air Rescue"/> <input type="text" value="CBRNE"/> <input type="text" value="Community Health Medicine"/> <input type="text" value="Disaster Medical Assistance Team (D)"/> <input type="text" value="Disaster Mortuary (DMORT)"/> <input type="text" value="Dive Rescue"/> </td> </tr> <tr> <td>! Patient Monitoring Capabilities</td> <td> <input type="text" value="Capnography-Numeric"/> <input type="text" value="Capnography-Waveform"/> <input type="text" value="ECG-12 Lead or Greater"/> <input type="text" value="ECG-Less than 12 Lead (Cardiac Mon)"/> <input type="text" value="Oximetry-Carbon Monoxide"/> <input type="text" value="Oximetry-Oxygen"/> </td> </tr> </table>	EMD Vendors	<input type="text"/>	Dispatch Center Names or IDs	<input type="text"/>	! Organization Status	<input type="text"/>	! Organizational Type	<input type="text"/>	! Organizational Tax Status	<input type="text"/>	Agency Time Zone	<input type="text" value="(UTC-06:00) Central Time (US & Can)"/>	Daylight Savings Time Use	<input type="text" value="Yes"/>	! Specialty Service Capabilities	<input type="text" value="Air Rescue"/> <input type="text" value="CBRNE"/> <input type="text" value="Community Health Medicine"/> <input type="text" value="Disaster Medical Assistance Team (D)"/> <input type="text" value="Disaster Mortuary (DMORT)"/> <input type="text" value="Dive Rescue"/>	! Patient Monitoring Capabilities	<input type="text" value="Capnography-Numeric"/> <input type="text" value="Capnography-Waveform"/> <input type="text" value="ECG-12 Lead or Greater"/> <input type="text" value="ECG-Less than 12 Lead (Cardiac Mon)"/> <input type="text" value="Oximetry-Carbon Monoxide"/> <input type="text" value="Oximetry-Oxygen"/>
Unique State ID	<input type="text" value="647355"/>																																										
Agency Number	<input type="text" value="189471"/>																																										
Agency Name	<input type="text" value="Roinoak Station"/>																																										
State	<input type="text" value="Minnesota"/>																																										
FDID	<input type="text" value="34567"/>																																										
HL7 OID	<input type="text"/>																																										
State Reporting To	<input type="text"/>																																										
Billing Status	<input type="checkbox"/> Yes <input type="checkbox"/> No																																										
EMD Provided to Agency Service Area	<input type="text" value="No"/>																																										
! Primary Type of Service	<input type="text"/>																																										
Other Types of Service	<input type="text" value="911 Response (Scene) with Trar"/> <input type="text" value="911 Response (Scene) without"/> <input type="text" value="Air Medical"/> <input type="text" value="ALS Intercept"/> <input type="text" value="Community Paramedicine"/> <input type="text" value="Critical Care (Ground)"/>																																										
! Level of Service	<input type="text"/>																																										
EMD Vendors	<input type="text"/>																																										
Dispatch Center Names or IDs	<input type="text"/>																																										
! Organization Status	<input type="text"/>																																										
! Organizational Type	<input type="text"/>																																										
! Organizational Tax Status	<input type="text"/>																																										
Agency Time Zone	<input type="text" value="(UTC-06:00) Central Time (US & Can)"/>																																										
Daylight Savings Time Use	<input type="text" value="Yes"/>																																										
! Specialty Service Capabilities	<input type="text" value="Air Rescue"/> <input type="text" value="CBRNE"/> <input type="text" value="Community Health Medicine"/> <input type="text" value="Disaster Medical Assistance Team (D)"/> <input type="text" value="Disaster Mortuary (DMORT)"/> <input type="text" value="Dive Rescue"/>																																										
! Patient Monitoring Capabilities	<input type="text" value="Capnography-Numeric"/> <input type="text" value="Capnography-Waveform"/> <input type="text" value="ECG-12 Lead or Greater"/> <input type="text" value="ECG-Less than 12 Lead (Cardiac Mon)"/> <input type="text" value="Oximetry-Carbon Monoxide"/> <input type="text" value="Oximetry-Oxygen"/>																																										

108 Cherry Street, Burlington, VT 05401 · 802-863-7200 · www.healthvermont.gov/emergency/ems

Section 7: Agency Location

Navigation: Resources > Agency Locations

Previously known as Stations, Agency Locations are an EMS Station or Agency Headquarters. You must at least setup a “Headquarters” station (Figure 7). 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.

Figure 6. Navigating to Agency Locations

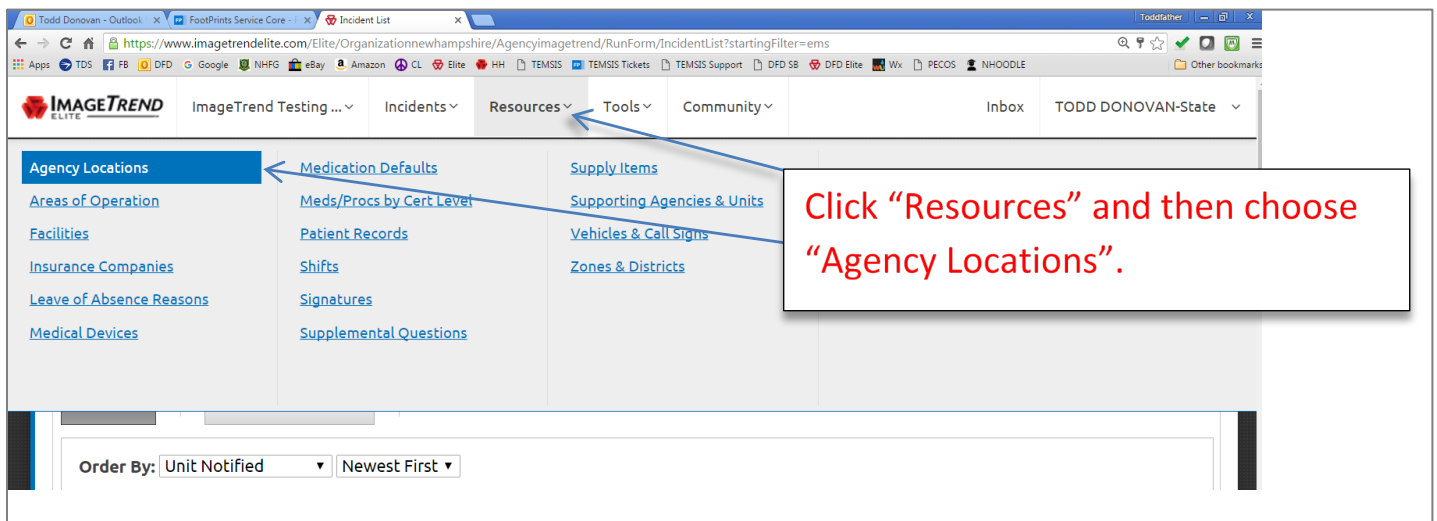


Figure 7. Agency Headquarters

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 Information

Active: Yes (selected) No

Agency Location #: 57

Agency Location Name: EMFS Academy

Agency Location Type: EMS Agency Headquarters

Primary Contact: N/A

Latitude:

Longitude:

US National Grid Coordinates:

Zone/District:

Address: 98 Smokey Bear Blvd

Address 2:

Postal Code: 03301

City: Concord

State: NH

County: Merrimack

Country: United States

Buttons: Back, More, Save

"Agency Location Name" is what prints on your PDF Run Form.

Section 8: Facilities

Navigation: Resources > Facilities

Note: This section is not applicable for first response agencies without transport capability.

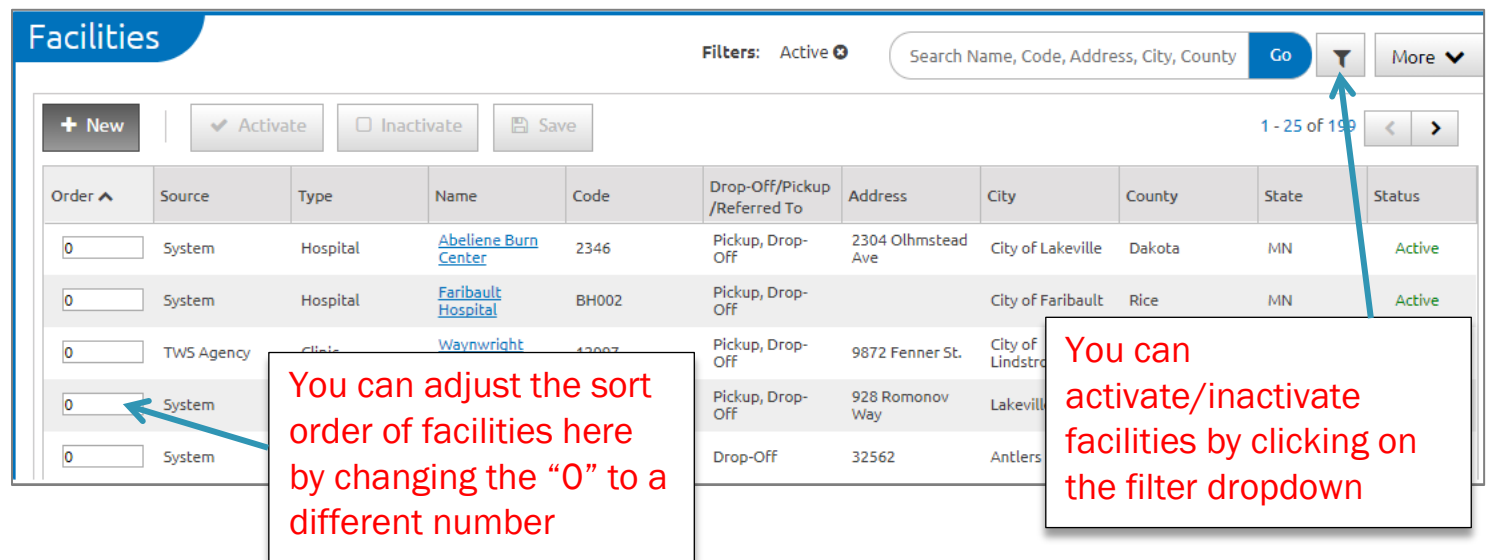
Facilities are locations patients are transported to or from. Facilities can include assisted living facilities, clinics, hospitals, nursing homes, urgent care or other facilities.

On a run report, providers can select a facility that they transported to from a dropdown list.

You can adjust the sort order and activate/inactivate facilities based on destinations that your agency transports to the most. See Figure 8.

Facilities are managed at the State level. If there is a facility missing, please email SIREN@vermont.gov.

Figure 8. Sorting and activating/inactivating facilities



Facilities Filters: Active Search Name, Code, Address, City, County Go More

1 - 25 of 199

Order <input type="text" value="0"/>	Source	Type	Name	Code	Drop-Off/Pickup/Referred To	Address	City	County	State	Status
<input type="text" value="0"/>	System	Hospital	Abelene Burn Center	2346	Pickup, Drop-Off	2304 Olhmstead Ave	City of Lakeville	Dakota	MIN	Active
<input type="text" value="0"/>	System	Hospital	Faribault Hospital	BH002	Pickup, Drop-Off		City of Faribault	Rice	MIN	Active
<input type="text" value="0"/>	TWS Agency	Clinic	Waynwright	12007	Pickup, Drop-Off	9872 Fenner St.	City of Lindstrom			
<input type="text" value="0"/>	System				Pickup, Drop-Off	928 Romonov Way	Lakeville			
<input type="text" value="0"/>	System				Drop-Off	32562	Antlers			

You can adjust the sort order of facilities here by changing the "0" to a different number

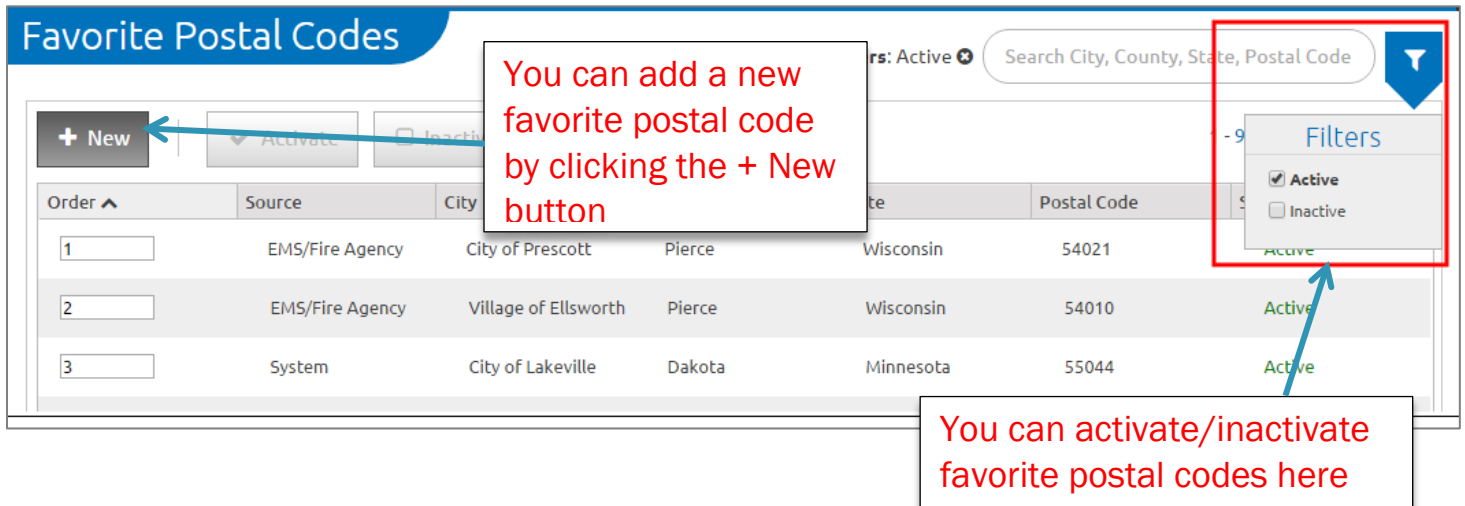
You can activate/inactivate facilities by clicking on the filter dropdown

Section 9: Favorite Postal Codes

Navigation: Resources > Favorite Postal Codes

Favorite postal codes are the city, county and state combinations used most frequently by your agency. On run forms, providers can use the favorite postal code buttons to quickly select a city, state and postal code combination, reducing the need to enter data manually.

Figure 9. Editing Favorite Postal Codes



The screenshot shows the 'Favorite Postal Codes' interface. A table lists three entries with columns for Order, Source, City, County, State, and Postal Code. Annotations highlight the '+ New' button and the 'Filters' dropdown menu.

You can add a new favorite postal code by clicking the + New button

You can activate/inactivate favorite postal codes here

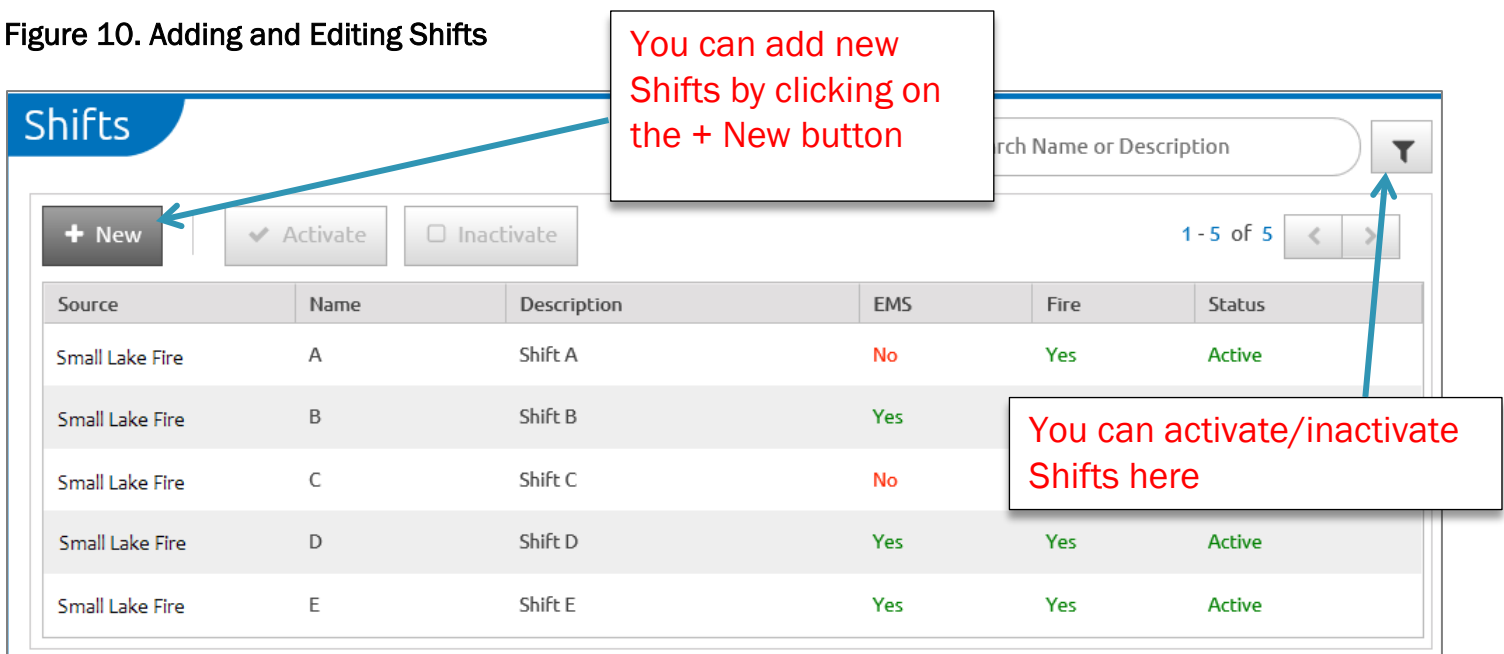
Order	Source	City	County	State	Postal Code	Status
1	EMS/Fire Agency	City of Prescott	Pierce	Wisconsin	54021	Active
2	EMS/Fire Agency	Village of Ellsworth	Pierce	Wisconsin	54010	Active
3	System	City of Lakeville	Dakota	Minnesota	55044	Active

Section 10: Shifts

Navigation: Resources > Shifts

The Shifts module allows providers to select which personnel are on duty when completing the run form.

Figure 10. Adding and Editing Shifts



The screenshot shows the 'Shifts' management interface. At the top left, there is a '+ New' button, an 'Activate' button, and an 'Inactivate' button. A search bar is located at the top right. Below these elements is a table with the following columns: Source, Name, Description, EMS, Fire, and Status. The table contains five rows of shift data. Two callout boxes are present: one pointing to the '+ New' button and another pointing to the 'Activate' and 'Inactivate' buttons.

You can add new Shifts by clicking on the + New button

You can activate/inactivate Shifts here

Source	Name	Description	EMS	Fire	Status
Small Lake Fire	A	Shift A	No	Yes	Active
Small Lake Fire	B	Shift B	Yes		
Small Lake Fire	C	Shift C	No		
Small Lake Fire	D	Shift D	Yes	Yes	Active
Small Lake Fire	E	Shift E	Yes	Yes	Active

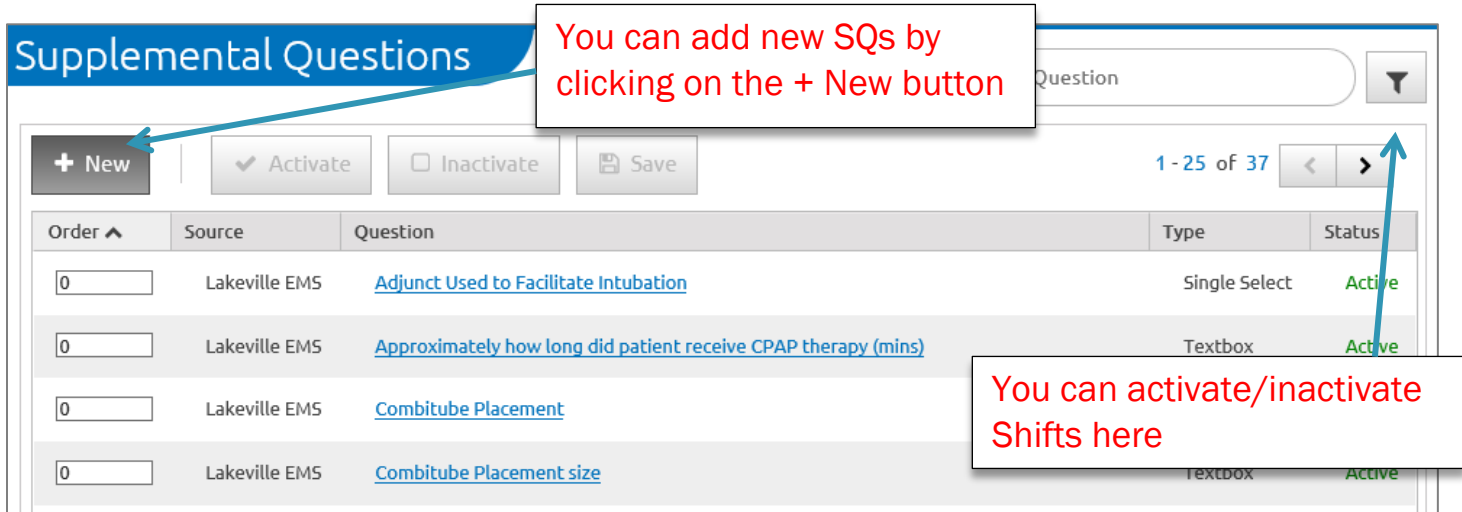
Section 11: Supplemental Questions

Navigation: Resources > Supplemental Questions

Supplemental questions are questions that agency administrators can add to the run form to collect additional data. Examples of agency-specific supplemental questions include:

- Was a paramedic intercept requested?
- Did you sign the ePCR?
- Is the EKG electronically attached to the run form?
- Was this a second call?

Figure 11. Adding and Editing Supplemental Questions



The screenshot shows the 'Supplemental Questions' management interface. At the top left, there is a '+ New' button. Below it is a table with columns for Order, Source, Question, Type, and Status. The table contains four rows of questions from Lakeville EMS. Callout boxes provide instructions: one points to the '+ New' button, another points to the 'Activate' and 'Inactivate' buttons in the top toolbar, and a third points to the 'Status' column in the table.

Supplemental Questions

You can add new SQs by clicking on the + New button

You can activate/inactivate Shifts here

Order	Source	Question	Type	Status
0	Lakeville EMS	Adjunct Used to Facilitate Intubation	Single Select	Active
0	Lakeville EMS	Approximately how long did patient receive CPAP therapy (mins)	Textbox	Active
0	Lakeville EMS	Combitube Placement		
0	Lakeville EMS	Combitube Placement size	Textbox	Active

Section 12: Vehicles and Call Signs

Navigation: Resources > Vehicles and Call Signs

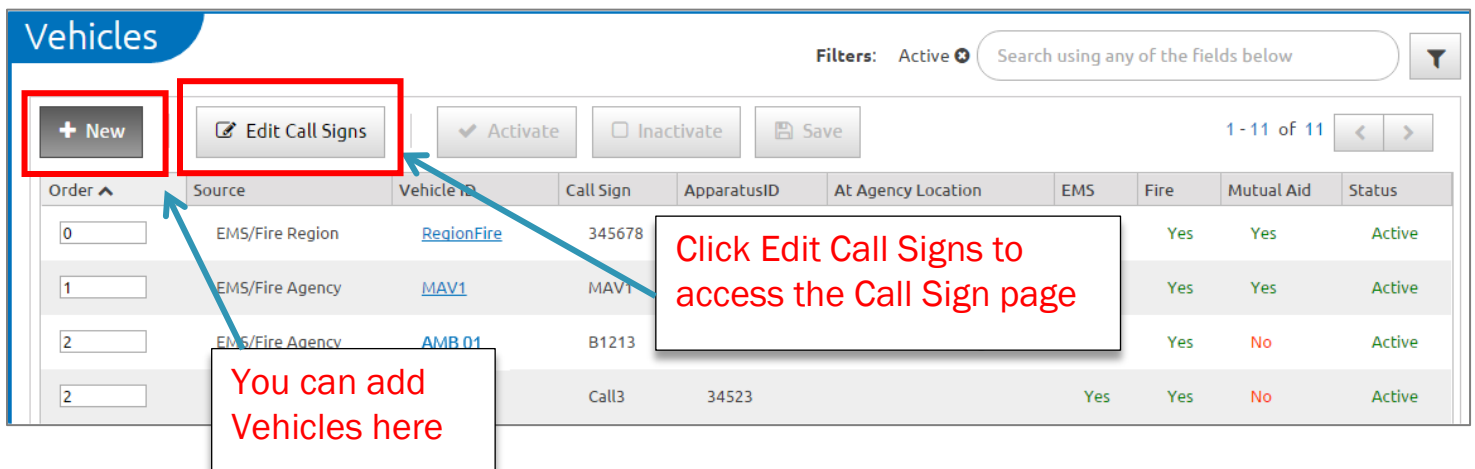
The Vehicle Name or Number will appear on the run form in the Responding Unit information. A **Vehicle ID number** is specific for each vehicle and is what you call your vehicle at your agency. A **call sign** is what the vehicle is known on the radio.

For **ambulance agencies**, the vehicle ID and call sign may be the same.

For **first response agencies**, the vehicle ID and call sign will likely be different.

- **Vehicle ID for First Response Agencies:** You may decide you want the vehicle ID to be each responder's personal vehicle information, a first response car (if your agency has one), or you may want to just add one vehicle ID entry and list it as your agency's name. For example, "XYZ First Response".
- **Call Signs for First Response Agencies:** You can add a first responder's call sign here. For example, "Med125" or "6R55". This call sign will appear in the "Responding Unit" section when members complete an incident run form.

Figure 12. Adding/editing vehicles and switching to the call signs page



Vehicles Filters: Active

1 - 11 of 11

Order	Source	Vehicle ID	Call Sign	ApparatusID	At Agency Location	EMS	Fire	Mutual Aid	Status
0	EMS/Fire Region	RegionFire	345678				Yes	Yes	Active
1	EMS/Fire Agency	MAV1	MAV1				Yes	Yes	Active
2	EMS/Fire Agency	AMB.01	B1213				Yes	No	Active
2			Call3	34523		Yes	Yes	No	Active

You can add Vehicles here

Click Edit Call Signs to access the Call Sign page

Figure 13. Adding a new call sign

Call Signs

Filters: Active

Search Call Sign

Go

+ New

Edit Vehicles

Activate

Inactivate

Delete

1 - 6 of 6

Order	Source	Call Sign	Status	
6			<input checked="" type="checkbox"/> Active	OK Cancel
6			Active	Edit
6			Active	Edit
6	Demo Agency	Medic 1	Active	Edit
4	Demo Agency	Test	Active	Edit
5	Demo Agency	SR55	Active	Edit

1 - 6 of 6

Click + New to add a new call sign

Section 13: Configuration

Navigation: Agency Name > Configuration

The configuration module allows agency administrators to edit certain settings for their service. Not every configuration topic will be discussed below. Refer to Help University in SIREN Elite for more information.

Configuration	Notes
Agency Logo	You can upload your agency's logo here so that it appears on the PDF and print views of generated run forms.
Audit Tracking Reasons	When "Require Reason for Viewing Existing Incidents" is turned to "Yes", a message will appear that prompts users to enter a reason why they are opening a run form that has already been closed out of. The user's actions in the incident and the reasons for performing them appear in the run form's Incident Audit Report.
Auto Narratives	You can activate/inactivate the CHARTD narrative that you want to appear or hide from EMS incidents. If it remains active, providers can click the "Generate" button and select the CHARTD narrative inside the run form. <i>* It is recommended that you turn this feature off</i> so that providers are not excluding important information from the narrative by relying on Auto Narrative feature.
Auto-Numbering	You can set up your agency to automatically generate a unique number for these fields each time a provider creates a new incident. <i>If you do not have an auto-numbering scheme for your agency, please don't change.</i> A standard numbering format has been set up at the system-level for all VT agencies.
Locking Workflow Settings	Decide when incidents should automatically lock after a specified number of hours. You can indicate how many hours in the "Hours After EMS Incidents Auto-Lock" box.
Repeat Patients	As providers enter patient data in a run form, if the data matches any repeat patients then the Repeat Patient banner appears at the top of the incident. Configure your agency's setting for repeat patients to determine how far back providers can search for repeat patients.

Section 14: Resources and Helpful Information

Navigation: Community > Help University

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.

It is recommended that agency administrators without Elite experience complete the introductory trainings and webinars located on the ImageTrend University website (after logging in to Elite). To access Help University:

- Log into SIREN Elite
- Click on the Community dropdown tab
- Click on Help University
- Click on the Learn tab

The Data Manager recommends the following webinars (under “View by Topic”):

- Elite and Elite Field for Providers (under the Elite dropdown)
- Incident List and Incident Views
- Report Writer 11: Get to Know Report Writer (under the Report Writer dropdown)
- Managing Users (under the Users dropdown)

Guide for Adding New Staff Members to Your Staff Roster in SIREN

Service Administrators are responsible for adding staff members to their SIREN roster. Please follow the instructions for adding staff in SIREN below:

Click on the “Staff” tab and then click “Add User”. The below fields are required when adding a new staff member.

1. Demographics tab:

- i. First Name
- ii. Last Name
- iii. Email address

2. Certifications tab:

- i. State Primary Certification ID (State EMS number)

NOTE: If you are entering a driver who is not a licensed EMT, please list the driver’s license number as the State Primary Cert ID and leave the user name and password fields blank under the Permissions tab.

- ii. State Certification level

- iii. Agency information is not required; however, entering Agency information under the Certifications Tab will assist in run form documentation

3. Permissions tab:

- i. If the user is **new** in SIREN, the follow fields are required:

- Username (This is usually the state EMS number)
- Password (This could be listed as “Lastname1”)
- Check the “reset user password” box so the user can reset their password upon initial log in
- Permission group
 - Service Admins can assign staff with Rescue Service Provider permissions. If you would like to assign a different permission group, please contact the State EMS Data Manager.

- ii. If the user **already has an account in SIREN** with another agency, the following fields are required:

- Permission group

NOTE: Do not assign a username or password since these already exist and will be associated

- *Email the EMS Data Manager at SIREN@Vermont.gov to ‘associate’ the users with your agency. This association will link all of the user’s accounts so only one username and password is required to access all associated agencies in SIREN.*

Best Practice Tips:

- Before adding a new user, review your staff list to ensure they do not already have an account (inactive or active) in SIREN.

(Click the drop down menu next to the “clear” button in order to view “active” users, “inactive” users or “both”)

- Never delete a user, only inactivate or lock their accounts.

(Deleting a user will permanently remove all of their records from SIREN, even from the run forms)

- If you would like to reactivate an inactive user, contact the State EMS Data Manager

- It is a best practice to regularly review your staff list:

- Inactivate or lock any users who have left the service
- Review permission group assignments, especially Service Administrator roles.

*(It is best to have **no more than 4** Service Administrators assigned per agency)*

- Encourage users to rely on the “Click Here If You Forgot Your Password” link to recover their password

Elite Platform System Requirements † (client-side access)

The ImageTrend Elite platform was built for a variety of device platforms. ImageTrend recommends using or procuring device platform, operating system and browser combinations that have been tested and on which ImageTrend will support the use of Elite. Elite may also work on other devices not yet tested.

Supported Operating Systems

- Window 7 (all versions)
- Windows 8/8.1 (Standard, Pro, Enterprise)
- Windows 10* (Standard, Pro, Enterprise)
- Android 4.0 or greater*
- Apple iOS8 or greater
- Mac OS X

EKG Interfacing Tablets – Recommended Tablets

- Windows-based tablet devices:
 - Microsoft Surface 3/4
 - Motion R12
 - Panasonic Toughpad® FZ-G1

* Not supported: Kindle devices (software has security and functionality issues).
† Requirements and supported systems as of 04/01/16. See website for updates.

Tablets Requiring Cloud-Based EKG Solution

- Apple/Android tablet devices:
 - iPad Air (and Air 2) - 9.7"
 - iPad Mini (and Mini HD, Mini 2, Mini 3) - 7.9"
 - Galaxy Tab Pro - 8.4"
 - Nexus 10

Supported Web Browsers

- On iPad/iOS: Safari only
- All other hardware/OS platforms:
 - Edge (25.10586.0+), EdgeHTML (13.10586+)
 - Latest Chrome, Chrome Mobile, Safari, or Firefox
 - IE 11 or greater
 - IE 10 for all of Elite, except EMS/Fire incident forms