

West End Ambulance

Web Based

Pulse Point System



User and Administration Manual

Version 1.0

February 2004

Web Based Pulse Point System User Manual

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Introduction

What is the Pulse Point System?

The pulse point system provides a means for the volunteers of West End Ambulance to get rewarded for their service. The concept of the program is fairly simple. Each volunteer is expected to run 24 hours per month. For every hour above 24, the member earns a pulse point. For midnight shifts (12 am to 6 am), the pulse points are doubled. For holiday shifts, the pulse points are also doubled. Midnight shifts on a holiday will earn triple pulse points. Each pulse point earned is worth \$0.50 which may be used to purchase anything related to EMS.

Why go to a Web Based system?

The Web Based Pulse Point System was developed by West End Ambulance to reduce the clerical work involved in administering the system and utilize the technology available to provide better communication of the status to the individual members.

How does it work?

The Web Based System lives on the Internet server along with the West End Ambulance website. There are no files, cookies, or programs that need to be installed on a local computer to utilize this system. However, due to the sensitive nature of the material, all users must be registered with the system prior to accessing any information. All registered users will have a password which they must protect just like all other passwords. The general user does not have the capability to revise the data, only to view the data.

Data is entered into the system via the Shift Reports. Therefore it is very important to hand in all shift reports. In addition, the Data Entry is based on your ID or Station #, so it will simplify the process if you always remember to include this on the shift reports.

Administrator can enter data into the system at any time from any computer with Internet access. During the second week of every month, the previous months data is reconciled. This process reviews the detailed records for each member, decides if the required 24 hours has been reached and calculates the points to be added to the current status. Therefore, if a shift report is handed in after the second week, it will not be entered and you **will not receive pulse point credit for those hours.**

The User Manual:

This manual is broken down into four sections. The first section, Registration, provides the details on who can and how to register. The next section, Log in/Log out, provides details on the Log in and Log out process. The third section, User Group, contains details for members to access their Pulse Point Information. The final section, Administration Group, contains details on how administrators of the program enter and manipulate the data.

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Registration

Only active running members of West End Ambulance can register to have access to the Pulse Point System.

The registration process consists of four steps.

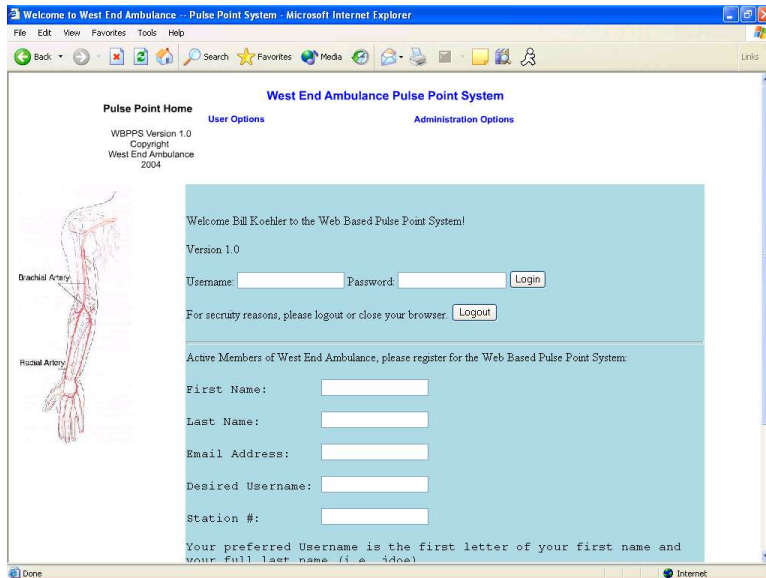
1. The user fills out the registration form.
2. The program sends an email to the user that includes a temporary password and a link to activate the account.
3. The user clicks the link contained in the email to activate the account and to change the temporary password to a private password.
4. The system administrator then verifies the user and changes the user status to allow access to the data.

Steps 1 through 3 are automated and should take a just a few minutes. Step 4 will be completed within 24 hours but in most cases within a few hours.

Step 1 - Registration form

Log on to the Internet and go to the West End Ambulance home page at:

www.westendambulance.com and click on the Pulse Point Link on the home page. This will take you to the Web Based Pulse Point System homepage which should look like figure 1.



In the center of the screen, enter your First Name, Last Name, a valid email address, your desired username and your station number. The email address must be a valid address since the program automatically sends an email to this address which contains information needed to activate the account.

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After the data is entered, click the "Join Now" button. If any of the information is missing or some information is already in our system, you will see an error message with the details and the form again to correct the information. If the information was all entered and the username and email do not exist in the database, you will see a confirmation that the process has been completed and that you should receive an email shortly.

Within a few minutes, you should receive an email from West End Ambulance. The details contained in the email should be similar to those shown below:

X-Mailer: PHP/4.3.3

Dear Bill Koehler,

Thank you for registering at WestEndAmbulance.com,
<http://www.westendambulance.com!>

You are two steps away from logging in and accessing our exclusive members area.

To activate your membership,
please click here:

<http://www.westendems.com/wbpps/activate.php?id=7&code=99e0a28fd6cdc4c5cd3553ca4c556d2d>

Once you activate your membership, you will be able to login
with the following information:

Username: wkoehler

Password: t00ym1ck

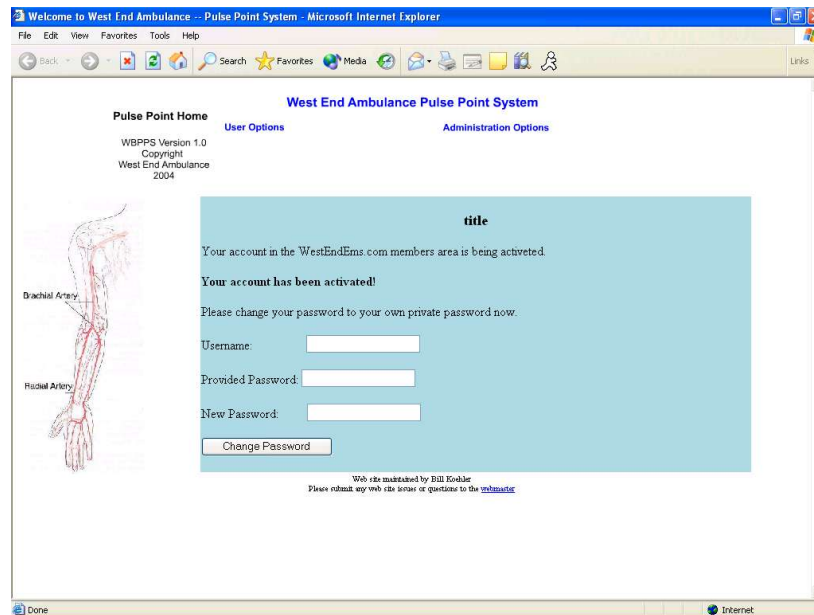
Due to the sensitive nature of the information in the members area,
your access to the members area will be limited until your information is
validated as
a member of West End Ambulance.

Thanks!
The Webmaster

This is an automated response, please do not reply!

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Click on the link in the email to activate your account. You should see a screen as shown in Figure 2 :



The screen should indicate that your account has been activated.

This screen will also permit you to change your password. Enter your user name , the encrypted password provided in the email and your new password. You are encouraged to change the password for privacy. Click the "Change Password" button. You should receive confirmation that the password has been changed and that you are logged in. A link will be provided to return to the "Home" page of the Pulse Point System.

Unfortunately, at this time, you will still have no access to the information. Your information must then be verified and your user access level assigned by the webmaster. This step is required to ensure that all information is entered properly and to help keep outsiders out of the sensitive areas. Your account will be completely activated within 24 hours.

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II. Login/Logout Process

The Login process is very simple. Log on to the Internet and go to the West End Ambulance home page at: www.westendambulance.com and click on the Pulse Point Link on the home page. This will take you to the Web Based Pulse Point System homepage.

Enter your username and password then click the Login button or hit the Enter key. You may see a brief message indicating you are logged in and that you are being redirected. If you are not redirected, a link is provided back to the homepage. The homepage will then welcome you by name. You now have access to your information.

If you entered the incorrect information or you are not registered, you will see an error message and the form will be available to re-enter the information.

Before you exit the Pulse Point System, you should click the "Logout" button. The next screen will ask you to verify that you really want to logout. Click "yes" to complete the logout process, or click "no" to return to the homepage and remained logged in.

By logging out, it flushes all your personal information from your computer so that others using your computer can't see your personal information. Closing your browser will accomplish the same.

III. User Groups

A user of the system is any member who requires access to their individual pulse point information.

The first step is logging into the Pulse Point System. Refer to Section II for details.

After you are logged in, you should have access to the User Options. The menu options will appear when you roll your mouse over the area. Although you will also be able to see the Administration Options, you will not have access unless you are an administrator.

Under the User Menu, there are two options, Individual Status and Individual History.

The first option, Individual Status, will provide your current overall Pulse Point Status in points and dollars. It will be accurate to the date on the screen. The present months data will not be reflected in this screen until the second week of the following month. Refer to the following screen shot for a typical printout.

Individual Status

Bill Koehler, The following is your current Pulse Point Status.

ID	Name	Points	Dollars
402	Koehler, Bill Sr	389.61 Points	\$ 194.8

The second option, Individual History, will provide you with your history on a daily basis. This can be used to review your records to ensure it has been entered properly. This screen will show every entry in the system, even for the current month. The hours are the hours you were on shift and the points will reflect any multiples of the hours worked based on midnights and holidays. **These are not the amounts which will be credited to your account. The required 24 points will be deducted from the monthly total when the system is reconciled.**

The following is a typical Individual History screen shot:

Individual History Report

Bill Koehler, The following is your Pulse Point History.

ID	Name	Date	Hours	Points	Description
402	Bill Koehler, Sr.	10//03	59.00	59.00	
402	Koehler, Bill Sr.	11//03	68.00	68.00	
402	Koehler, Bill Sr.	12/16/03	6.00	6.00	
402	Koehler, Bill Sr.	12/30/03	6.00	6.00	
402	Koehler, Bill Sr.	12/27/03	6.00	6.00	
402	Koehler, Bill Sr.	12/23/03	6.00	6.00	
402	Koehler, Bill Sr.	12/09/03	6.00	6.00	

We will be adding additional ways to search for data in the future. For now these two options should provide sufficient access to your records.

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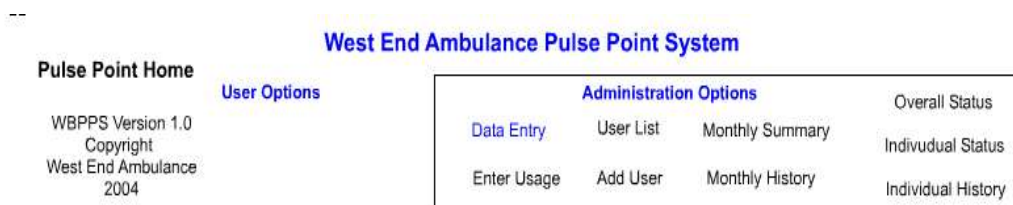
IV. Administration Group

Only certain members will be provided with Administration access to the Pulse Point System. This will include those who enter data and those who need to access the data to administer such things as when a member uses their pulse points.

There are two main areas in the Administration, data entry and reporting.

The first step is logging into the Pulse Point System. Refer to Section II for details.

If you move your mouse over the Administration area, you will see the following menu options:



Each of these options will be detailed below.

A. Data Entry:

This menu item is used to enter pulse point information from the shift reports. The following is the portion of the screen of interest:

The screenshot shows a form titled 'Enter Information from Shift Report to report Pulse Points.' with the following fields and options:

- ID:
- Start Date: / /
- Start Hour: Start Minute:
- End Hour: End Minute:
- Midnight: Yes No
- Holiday: Yes No
- Verify Data:

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This form has been designed to allow simple and easy data entry. The mouse cursor will move automatically to the next field.

Start by entering the ID, this is the members station number. If this is not listed on the shift report, it can be looked up in the "User List" menu option.

After entering the ID, hit the tab key or move the mouse pointer to the Start Date field manually with your mouse.

The Start date field consists of three separate fields, month / day/ year. Each field must be entered using two digits. When you enter the month digits (i.e. 02), the cursor will move to the day field. The same will occur when the day field is entered, the cursor will move to the year field. The year field must be entered using the last two digits of the year. When the year is entered, the cursor will move to the "Start Hour" field.

Enter the starting hour. This must also be entered as two digits (02 for 2 am). All times must be based on a 24 hour clock (military time). When the hours are entered, the cursor moves to the "End Hour" field. As all other fields, this also must be two digits.

Notice the start and end minutes are both pre entered as zero. You only need to change these times if the shift started or ended other than at 00 minutes.

Next, decide if the shift is a midnight or holiday shift and select the appropriate buttons. If the shift is not a midnight or holiday shift, you can proceed with the verification process by pressing the "ENTER" key after the hours are entered.

For now, the person entering the data must be aware of the shift being midnight or holiday. Eventually, the program will be revised to make this determination automatically.

In order to credit the member with double points for a shift that runs into the midnight shift hours, the entry must be split into separate entries. For instance, lets say a shift starts at 18:00 and runs to 02:00. If these times were entered as is, the person would not get double points for the two extra hours. (Eventually the program will make this decision, for now it must be done manually). You need to enter the normal shift hours, 18:00 to 00:00 and then make another entry from 00:00 to 02:00 with the midnight button selected. The same process should be followed for midnight shifts that run over past 6 am. The hours past 6 am need to be entered as non - midnight hours.

When all this information is entered, click the "Verify Data" button.

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The screen should be similar to this:

Verify Data

Please verify the following information:

ID:

Name:

Start Date:

Start Time: 18:00

End Time: 00:00

Total Hours:

Midnight:

Holiday:

After you verify the information, click the "Enter Data" button. This enters the record into the database and returns to the first data entry form.

If you notice something not correct, you can correct the information on this form or go back to the original form and re-enter the data. If there is no Name associated, either the ID was incorrectly entered or the individual is not in the database. If the user is not in the database, you need to enter the ID, see section IV - D for details.

B. Enter Usage:

This form is used to enter data when someone uses Pulse Points to purchase something. The opening form is shown below:

Usage Enter Form

Enter data for Pulse Point Usage

ID:

Date:

Amount (\$):

Description:

Start by entering the ID (station #) of the person who used pulse points. Then enter the date purchased, the total price in dollars and a short description of the purchase.

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Click the "Verify Data" button.

Verify the data on the following screen and click the "Enter Data" button to complete the transaction. The system will calculate the dollar and point balance.

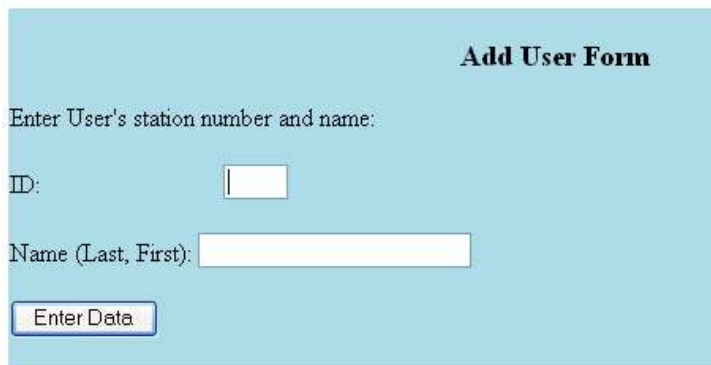
C. User List:

This is a list of all persons entered into the database. For now there is a column to reflect active or inactive, but this information is not yet being utilized.

At the top is a link to click for a printable view of the same information which is without the header and menu information.

D. Add User:

This form is used to enter a New Member into the database. All that needs to be entered is the ID or station # and the persons Last Name, First Name.



The screenshot shows a light blue web form titled "Add User Form". Below the title, there is a label "Enter User's station number and name:". This is followed by two input fields: "ID:" with a small rectangular text box, and "Name (Last, First):" with a longer rectangular text box. At the bottom left of the form is a button labeled "Enter Data".

E. Monthly Summary:

When this option is selected, it shows an input area for the month code. This is a 4 digit code which corresponds to the month of data wished to be reviewed. The format of the code is first 2 digits corresponds to the month and the last 2 digits are for the year. For instance, January 2004 is 0104.

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When the "Enter" button is clicked, a report will be generated which will list all members (in order if last name), their ID #, the hours and points entered for the particular month. This data is based on the actual hours worked. It does not take into account the reduction of 24 hours to be eligible to earn pulse points. Both points and hours are shown to reflect the effect of midnight and holiday shifts.

Monthly Summary			
Summary for month code 0104			
ID	Name	Hours	Points
63	Achiron, David	85.99	104.99
123	Bergeron, Brandy	12.00	12.00
126	Bishop, Willis	14.00	14.00
221	Borger, Clay	25.50	39.00
372	Borger, Nicole	26.91	28.41
256	Botke, Karen	6.25	12.50
240	Botke, Michael	27.00	51.50

F. Monthly History:

The monthly history generates a report based on an individual and a particular month. Two inputs are required from the user for this report, ID and Month Code. The month code is a 4 digit code which corresponds to the month of data wished to be reviewed. The format is first 2 digits corresponds to the month and the last 2 digits are for the year. For instance, January 2004 is 0104.

Monthly Detail Report					
ID	Name	Date	Hours	Points	Description
402	Koehler, Bill Sr.	01/04/04	6.00	6.00	
402	Koehler, Bill Sr.	01/06/04	6.00	6.00	
402	Koehler, Bill Sr.	01/06/04	1.00	2.00	
402	Koehler, Bill Sr.	01/10/04	6.00	6.00	
402	Koehler, Bill Sr.	01/13/04	6.00	6.00	
402	Koehler, Bill Sr.	01/20/04	6.00	6.00	
402	Koehler, Bill Sr.	01/24/04	3.28	3.28	
402	Koehler, Bill Sr.	01/27/04	6.00	6.00	

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The details of this report shows the ID, Name, hours, points and description. This report shows the raw data used to generate the Monthly History in detail by day and number of hours worked. This would be used to check the history of a particular member. If the points are greater then the hours, it reflects the multiple which corresponds to either a midnight or holiday shift.

G. Overall Status:

This is a simple printout that shows the current status in Pulse Points and actual dollars for each member. It is in alphabetical order by last name. The data will be accurate as of the last reconciliation and that date will be shown at the top of the form.

Overall Current Status			
Click here for a Printable View			
As of January 31, 2004			
ID	Name	Points	Dollars
63	Achiron, David	452.99 Points	\$ 226.495
123	Bergeron, Brandy	502.50 Points	\$ 251.25
126	Bishop, Willis	12.00 Points	\$ 6.00
221	Borger, Clay	619.5 Points	\$ 309.75
372	Borger, Nicole	87.66 Points	\$ 43.825

H. Individual Status:

This will show the current status in Pulse Points and actual dollars for a particular member. It only requires you to enter the ID#. This is the same as the Individual Status menu in the User options except in the Administration area, you can look at any individual.

I. Individual History:

This will show the history of the individual ID entered. It requires an input of the member ID only. A listing will be provided which details the daily activity, indicating date, hours, points and description. Any negative numbers in the points column reflect a member using their points. For these entries, an entry in the description column will show any additional information added concerning the purchase.

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Revision History:

Program Revision

Revision 1.0 February 2004

Manual Revision

Revision 1.0 February 2004