



# EMIHS 5-minute Lineup Drill

## Marking eMEDS Reports as Finished: A Step-by-Step Guide



Last year, MIEMSS implemented updates that now require you to mark the incident as finished (Step 2 below).



### Here is how:

- 1 Click **POST**, located at the top of the screen.
- 2 Select **checkbox**, “Mark EMS Incident as Finished on Post.”
- 3 Click **Post**.

The screenshot shows the ELITE FIELD CAD interface. At the top, there is a toolbar with buttons for Save, Post, Print, PDF, CAD, and FKG. The 'Post' button is highlighted with a red arrow and a yellow circle with the number 1. Below the toolbar, the main form contains fields for Incident Number (TEST), Station Run Number, Type of Call, and Dispatch Reason. A dialog box titled 'Post this Incident' is open in the center. It contains the text: 'You are about to post this incident. Check "Mark as Finished on Post" if you would like to mark this incident as Finished. Marking the incident as Finished means you are done entering all of the incident data.' Below this text is a checkbox labeled 'Mark EMS Incident as Finished on Post', which is checked. A red arrow and a yellow circle with the number 2 point to this checkbox. A red text overlay 'Check this box!' points to the checkbox. Below the checkbox are 'Post' and 'Cancel' buttons. A red arrow and a yellow circle with the number 3 point to the 'Post' button. At the bottom of the dialog box, there is a section for 'Triage Tag / Medical / Tracking Number' with an 'Add' button. The bottom status bar shows '15 Validation', a menu icon, and 'Status: In Progress'.