

North Carolina Menu	
Map	<ul style="list-style-type: none"> * Click on any region on the map to view the Hospitals, EMS Systems, and Health Centers for each of the 3 OEMS Regions
View	<ul style="list-style-type: none"> * Click to view North Carolina information including state contacts * Any Emergency Activation will be listed in Red <ul style="list-style-type: none"> * Click on the Emergency to view which Hospitals, EMS Systems, and Health Centers are involved and view the details of the Emergency Activation * Select Deactivate to cancel any Emergency Activation
Manage Entity	<ul style="list-style-type: none"> * Click to view the Hospitals, EMS Systems, and Health Centers grouped for all 3 OEMS Regions * Use "Filter Healthcare Entities" to view Hospitals, EMS Systems, and Health Centers by either OEMS Region, Trauma Region, County, or Entity Type * Once the Healthcare Entity is located, Select it to view or manage the entities information
Manage Closed Services	<ul style="list-style-type: none"> * Click to view all Hospitals which have closed specialty services * Select any Hospital listed to view and manage its information
Notify Entities	<ul style="list-style-type: none"> * Click to enter the messaging menu for SMARTT. This will allow emails and pages to be sent (with or without attachments) to any SMARTT user. * Select the users who you would like to receive the message and the device (email, pager or text message) to which the message will be sent * Use "Choose Healthcare Entity" to choose Hospitals, EMS Systems, and Health Centers by either OEMS Region, Trauma Region, County, or Entity Type * Select the Hospitals, EMS Systems, and Health Centers to which the message should be delivered * Enter the Subject of the email or page * Enter the Message of the email or page * Click on the Browse Button (if an attachment is needed) to navigate and attached any document which should be delivered with the message * Click Submit to send the message
Test Recipient	<ul style="list-style-type: none"> * Click to test page or email to anyone. This is used to verify pager and email function * Enter an pager email address or regular email address * Click "Send Message" to send
Activate Emergency	<ul style="list-style-type: none"> * Click to Activate SMARTT in the event of an emergency * Select the users who you would like to receive the message and the device (email or pager) to which the message will be sent * Use "Choose Healthcare Entity" to choose Hospitals, EMS Systems, and Health Centers by either OEMS Region, Trauma Region, County, or Entity Type * Select the Hospitals, EMS Systems, and Health Centers to which the message should be delivered * Enter the Name of the Activation for the email and page * Enter a Description of the Event for the email or page * Click on the Browse Button (if an attachment is needed) to navigate and attached any document which should be delivered with the message * Click Activate to put SMARTT into Emergency Status <ul style="list-style-type: none"> * Each SMARTT user in Emergency Status will now receive a page and email instructing them to immediately login to SMARTT and update their information (including their Emergency Resource Capabilities). The SMARTT user will continue to receive a reminder page and email every 90 minutes until they have performed this update.
List Custom Questions	<ul style="list-style-type: none"> * Click on List Custom Questions to view are create a custom question to present to SMARTT users. * All previous Custom Questions are viewable with their creation date * If a question has a deactivate button beside it, it is still active and being presented to SMARTT users to be completed with their regular SMART Updates * Select any Custom Question to view and manage it <ul style="list-style-type: none"> * Custom Questions can be reused at any point in time. If a custom question is reused, it cannot be changed in any way.

- * If a new Custom Question is needed, Select Create New Question
- * To activate a Custom Question, Select either an existing Question or Create New Question
 - * Enter the Question Text as you want it to be asked
 - * Select the question answer type as free text, single choice, or multiple choice
 - * Enter the valid answer options which you would like presented to the SMARTT users
 - * Use “Choose Healthcare Entity” to choose Hospitals, EMS Systems, and Health Centers by either OEMS Region, Trauma Region, County, or Entity Type
 - * Select the Hospitals, EMS Systems, and Health Centers to which the Custom Question should be delivered
 - * Click Submit to put activate the Custom Question
 - * Each SMARTT user chosen to receive the Custom Question will now receive an email with the question and instructed to answer the question with their next regular update.
- * Click on the Deactivate Button on any Custom Question to make it inactive

North Carolina Reports

- Create Hospital Report
- Create Health Center Report
- Create EMS Report

- * Click to enter the Hospital, Health Center, or EMS System Report screen
- * Select how the data should be grouped: by State, by OEMS Region, by Trauma Region, by County, or by Entity (Hospital, Health Center, EMS System)
- * Choose the Date for which the data will be queried (default is the current date)
- * Click on any data points (Restrictions) which should be either included or excluded in the report. This will restrict the report based on the data point selected (the default is to not restrict the report by presence or absence of any of the possible data point selections)
- * Select the Report Values which should be included in the report (hold down the CTRL key to select multiple)
- * Click Generate Report
- * After the Report is generated, Click Export if you would like to save the report as an Excel document

- Create 'Custom Question' Report

- * Click to enter the Custom Question Report screen
- * Select the Custom Question (and date) which the report should be based upon
- * Use “Choose Healthcare Entity” to choose Hospitals, EMS Systems, and Health Centers by either OEMS Region, Trauma Region, County, or Entity Type
- * Select the Hospitals, EMS Systems, and Health Centers to be used in the report
- * Select the Report Values which should be included in the report (hold down the CTRL key to select multiple)
- * Click Generate Custom Question Report
- * After the Report is generated, Click Export if you would like to save the report as an Excel document

- Create Hospital Compliance Report
- Create Health Center Compliance Report
- Create EMS Compliance Report

- * Click to enter the Hospital, Health Center, or EMS System Compliance Report screen
- * Choose the Date Range for which the data will be generated
- * Select Include Details to see each date which the Hospital (day), Health Center (week), or EMS System (week) did not update SMARTT
- * Use “Choose <<Healthcare Entity>>” (where <<Healthcare Entity>> is Hospital, Health Center or EMS respective to the report chosen) to choose Hospitals, EMS Systems, and Health Centers by either OEMS Region, Trauma Region, County, or Entity Type
- * Select the Hospitals, EMS Systems, and Health Centers to be included in the report
- * Click Generate Compliance Report
- * After the Report is generated, Click Export if you would like to save the report as an Excel document

**For Emergency Technical Assistance,
Select “Contact SMARTT” from the SMARTT Menu or call 1-866-773-6477**