

## Activating eMAR for a Nursing Home


Before you are able to send and export eMARs, you will need to activate eMAR on each eligible nursing home. eMAR is activated from within the Edit Nursing Home Details window which can be accessed from either Edit Nursing Homes or the MDS Manager.

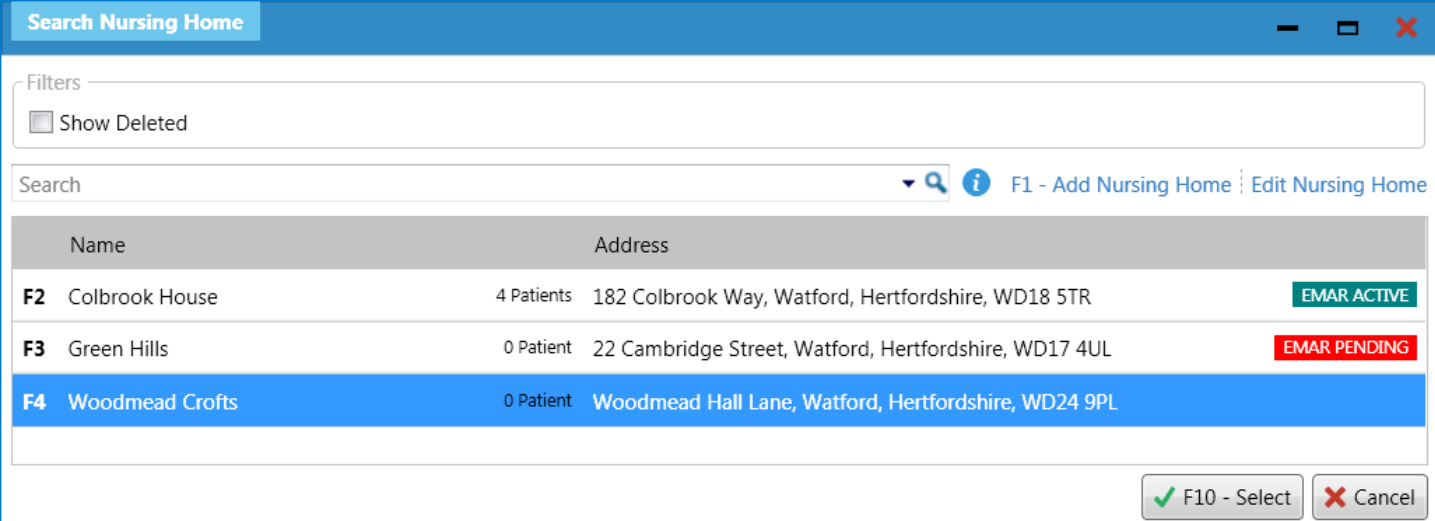
 You must ensure that export folders have been identified within the *Category* in Edit Application Settings for all applicable Systems.

Before you can send and export eMARs, you will need to activate eMAR on each eligible nursing home. eMAR is activated from within the Edit Nursing Home Details window which can be accessed from either Edit Nursing Homes or the MDS Manager.

## Activating eMAR from Edit Nursing Homes

1. To begin, open the Search Nursing Home window from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Edit Nursing Home* menu item.
2. The Search Nursing Home window opens and displays a list of existing nursing homes in your database. Search for, locate and highlight the required nursing home in the grid.

 Any nursing homes that are either eMAR active or pending eMAR activation will appear in the grid with an **EMAR ACTIVE** or **EMAR PENDING** tag respectively. This indicates that eMAR has already been enabled and that the *eMAR Active* tick box within Edit Nursing Home Details has already been selected. A pending activation tag will remain until transmission credentials have been populated and verified.



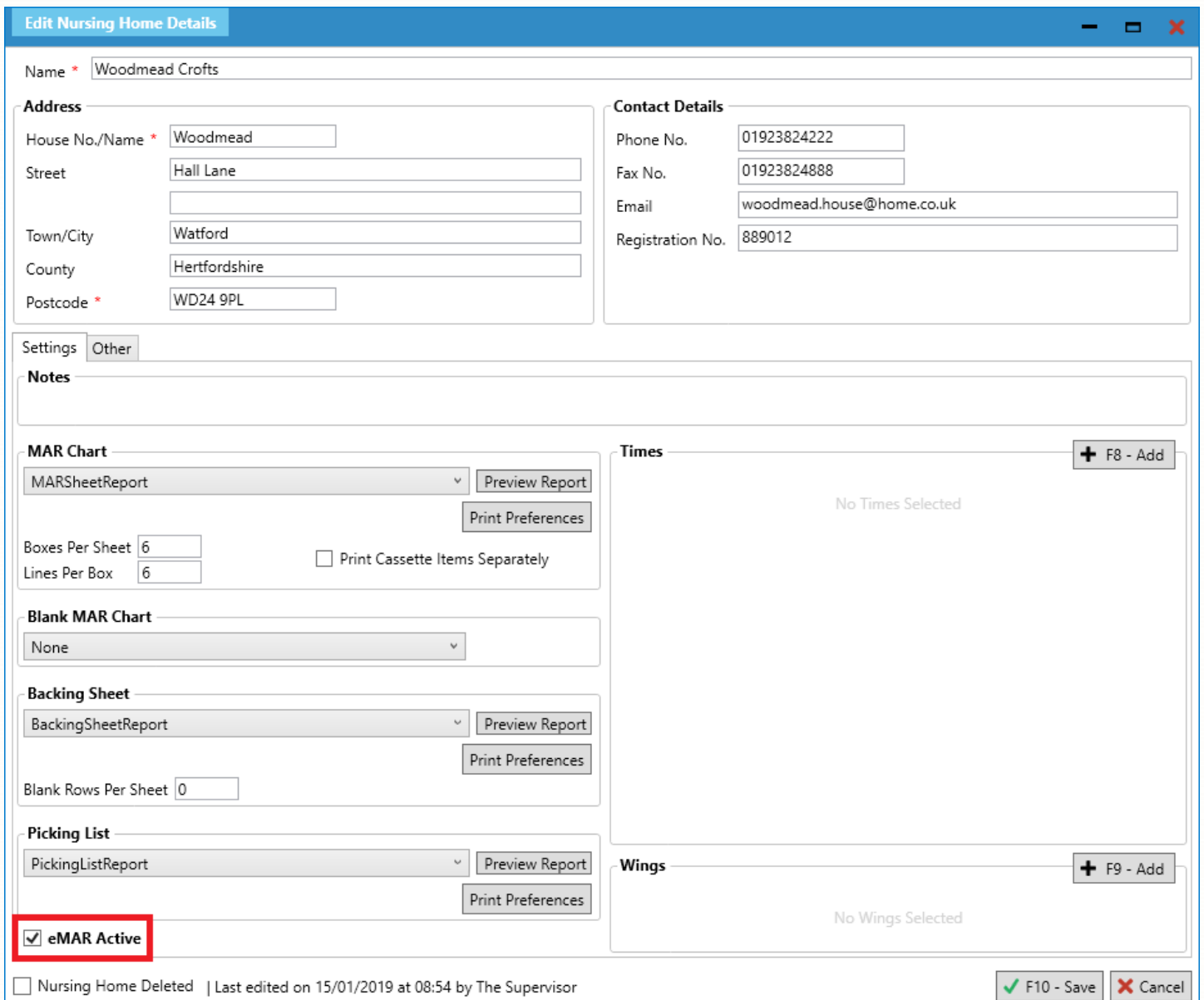
The screenshot shows a window titled "Search Nursing Home" with a search bar and a table of nursing homes. The table has columns for Name, Address, and eMAR status. The first row is highlighted in blue.


Name	Address	eMAR Status
<b>F2</b> Colbrook House	4 Patients 182 Colbrook Way, Watford, Hertfordshire, WD18 5TR	EMAR ACTIVE
<b>F3</b> Green Hills	0 Patient 22 Cambridge Street, Watford, Hertfordshire, WD17 4UL	EMAR PENDING
<b>F4</b> Woodmead Crofts	0 Patient Woodmead Hall Lane, Watford, Hertfordshire, WD24 9PL	

Buttons at the bottom right:

3. With the required nursing home highlighted you can;

- Double-click the nursing home or select the **[F10 – Select]** button to open the Edit Nursing Home Details window in a new tab, or
  - Click Edit Nursing Home to open the Edit Nursing Home Details window as a new window
4. From the Edit Nursing Home Details window, open the *Settings* tab and scroll down to the bottom left-hand corner of the window where you'll find the *eMAR Active* field. Select the tick box and select the **[F10 – Save]** button.



 If your *eMAR Type* application setting is configured to *Enhanced*, you may be required to add additional details here depending on the *eMAR Type* selected in Edit Nursing Home Details. For example, you can configure exporting to eMARX by selecting the *Output to eMARX* tick box.

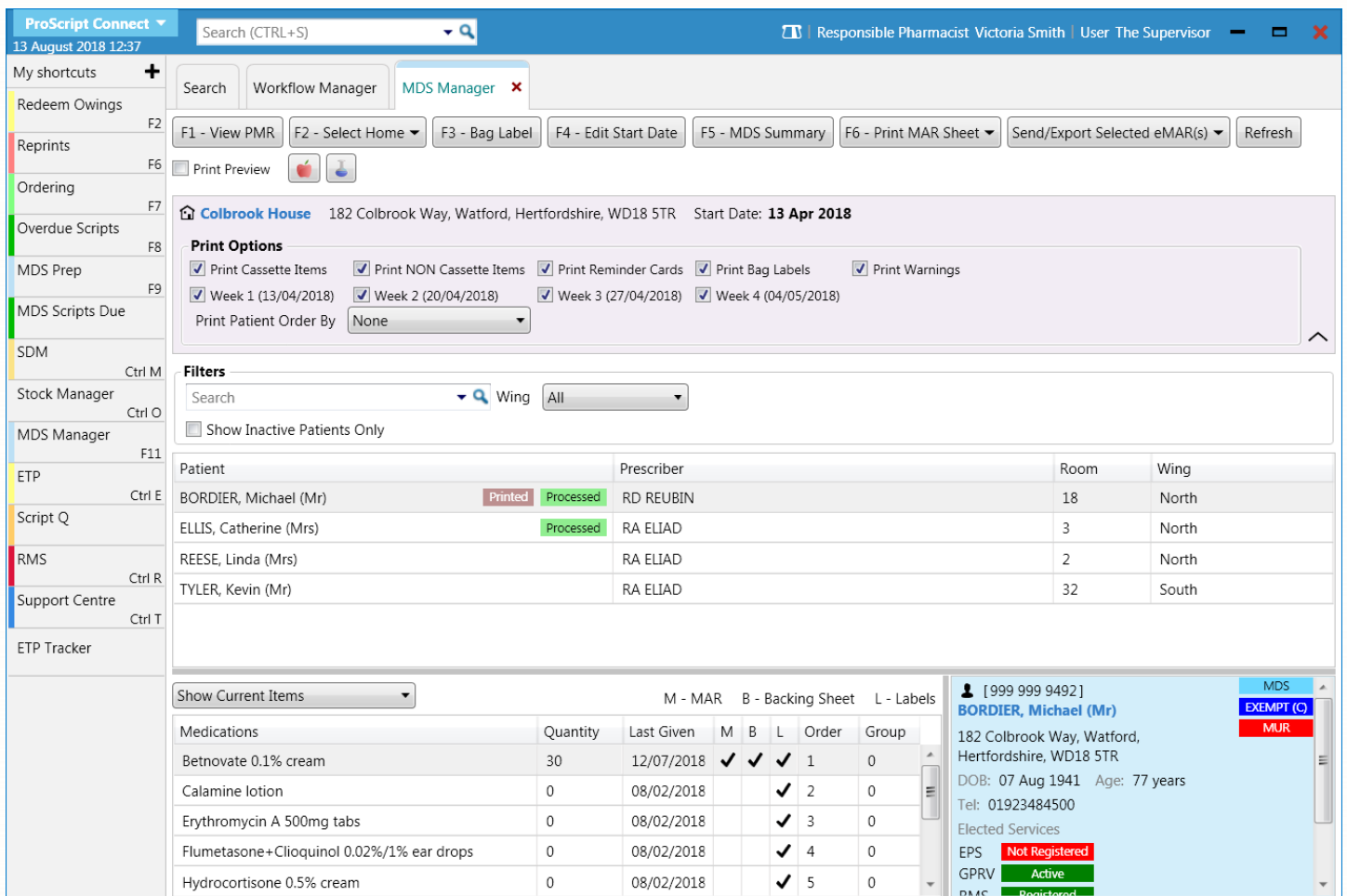
5. You are returned to the Search Nursing Home window or ProScript Connect Main Screen. Your nursing home has now been eMAR activated.

## Activating eMAR from the MDS Manager

1. To begin, open the MDS Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *MDS Manager* menu item, or by selecting **[F11]** on your keyboard.
2. The MDS Manager opens in a new tab with the last selected home or community displayed in the pale pink information bar at the top of the window. You can select the required home, if necessary, by selecting the **[F2 – Select Home]** button and clicking the *Select Home* menu item. This will open the Search Nursing Home window, where you can search for, locate and select the required home by selecting the **[F10 – Select]** button.



You can access the Edit Nursing Home Details window and activate eMAR directly from the Search Nursing Home window by highlighting the required home, clicking Edit Nursing Home and following from step four below.

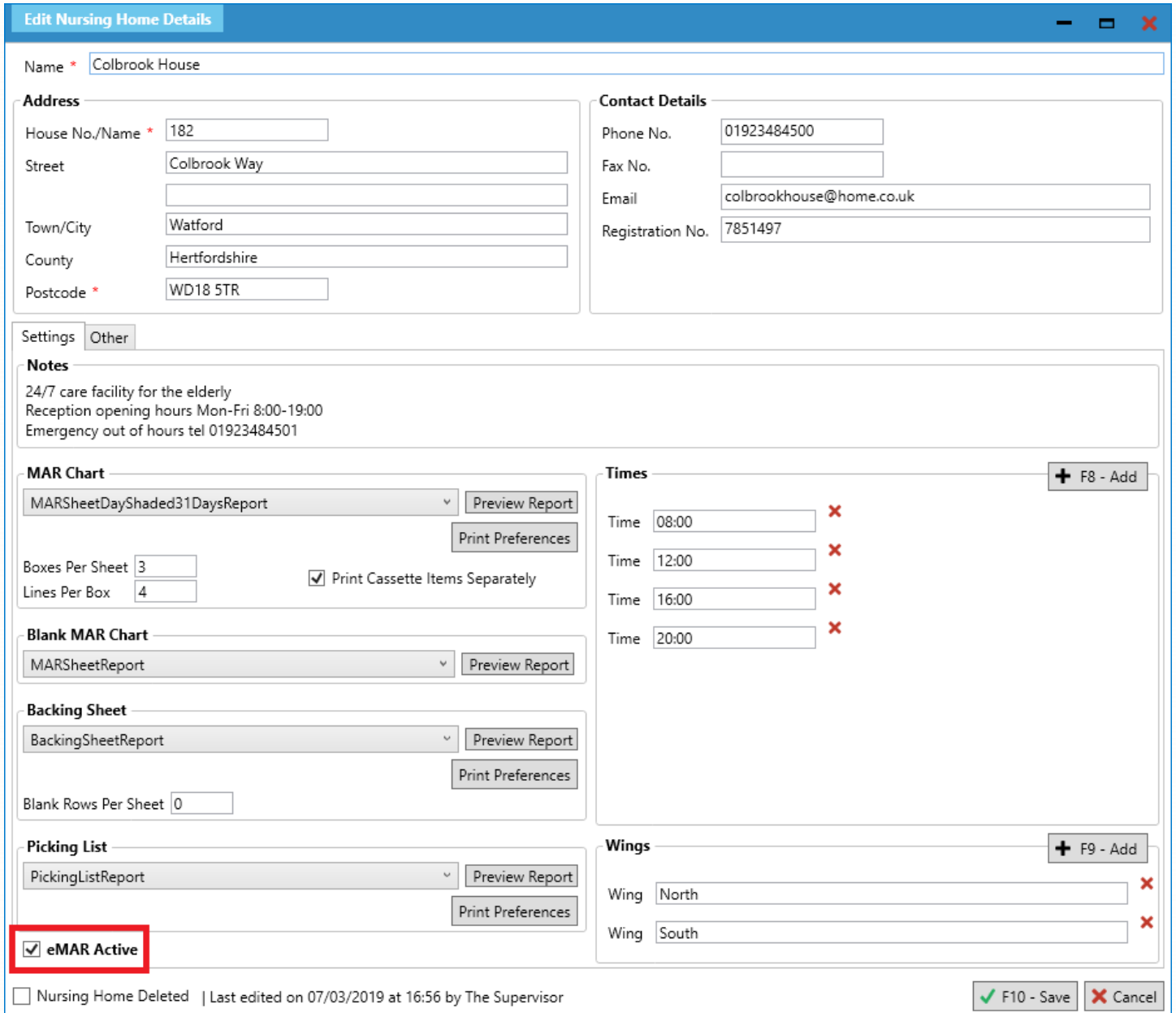



Patient	Prescriber	Room	Wing
BORDIER, Michael (Mr)	RD REUBIN	18	North
ELLIS, Catherine (Mrs)	RA ELIAD	3	North
REESE, Linda (Mrs)	RA ELIAD	2	North
TYLER, Kevin (Mr)	RA ELIAD	32	South

Medications	Quantity	Last Given	M	B	L	Order	Group
Betnovate 0.1% cream	30	12/07/2018	✓	✓	✓	1	0
Calamine lotion	0	08/02/2018			✓	2	0
Erythromycin A 500mg tabs	0	08/02/2018			✓	3	0
Flumetasone+Clioquinol 0.02%/1% ear drops	0	08/02/2018			✓	4	0
Hydrocortisone 0.5% cream	0	08/02/2018			✓	5	0

3. With the required nursing home selected and displayed in the pale pink information bar at the top of the MDS Manager window, click on the nursing home name which will display in **blue**.

- The Edit Nursing Home Details window displays in a new window. Open the *Settings* tab and scroll down to the bottom left-hand corner of the window where you'll find the *eMAR Active* field. Select the tick box and select the **[F10 – Save]** button.



 If your *eMAR Type* application setting is configured to *Enhanced*, you may be required to add additional details here depending on the *eMAR Type* selected in Edit Nursing Home Details. For example, you can configure exporting to eMARX by selecting the *Output to eMARX* tick box.

- You are returned to the MDS Manager. Your nursing home has now been eMAR activated.

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	24 December 2020		Elyas Khalifa

### Contact us

For more information contact:  
**Telephone: 0344 209 2601**

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2020.