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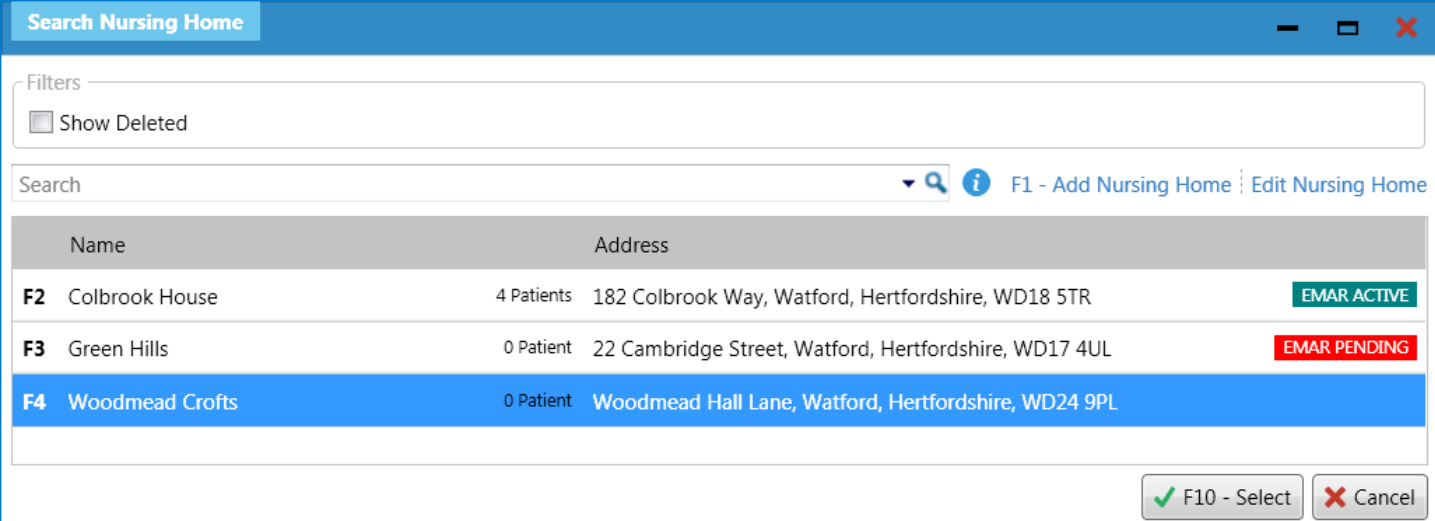
⚠️ You must ensure that export folders have been identified within the *Category* in Edit Application Settings for all applicable Systems.

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.
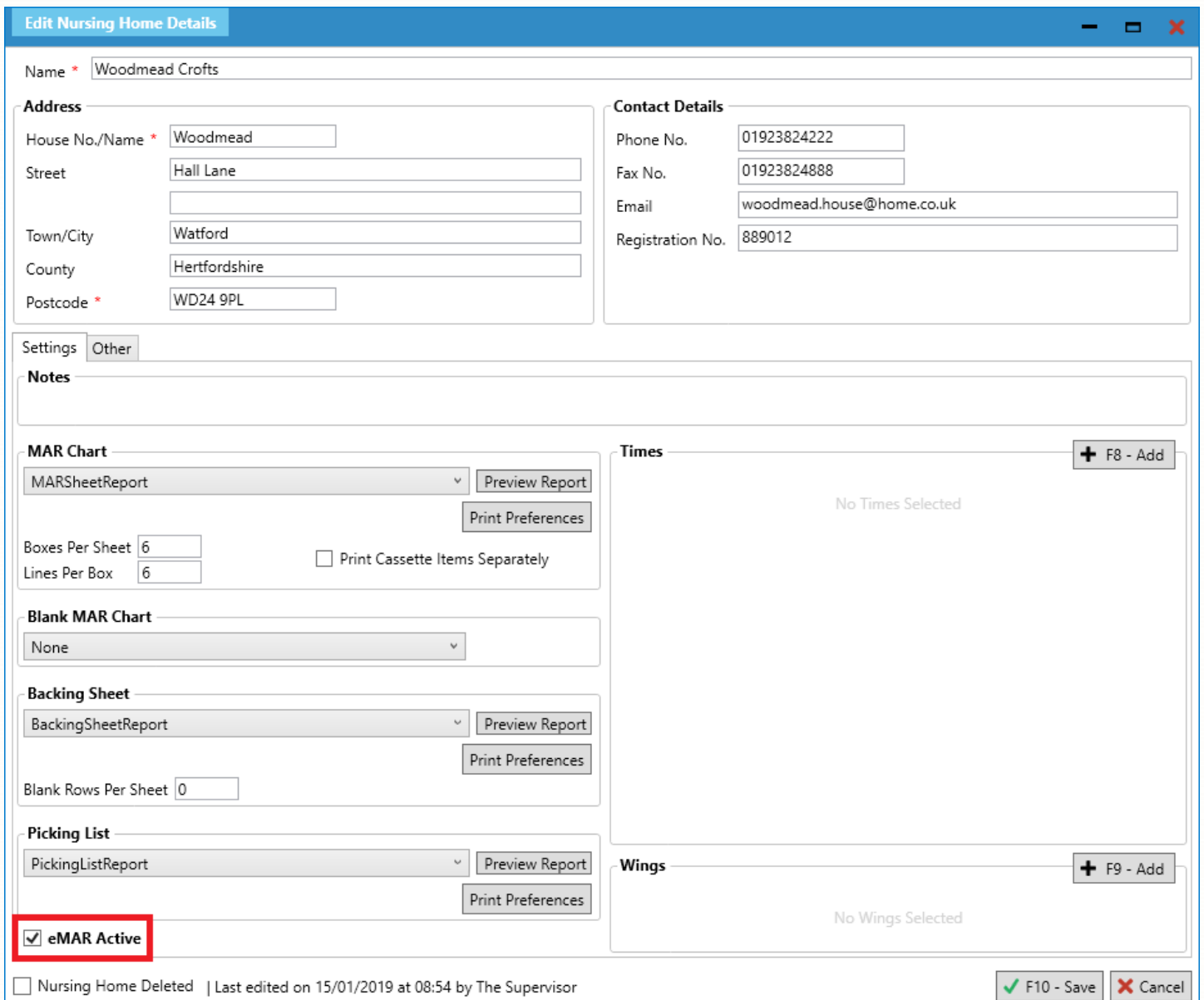

3. With the required nursing home highlighted you can;

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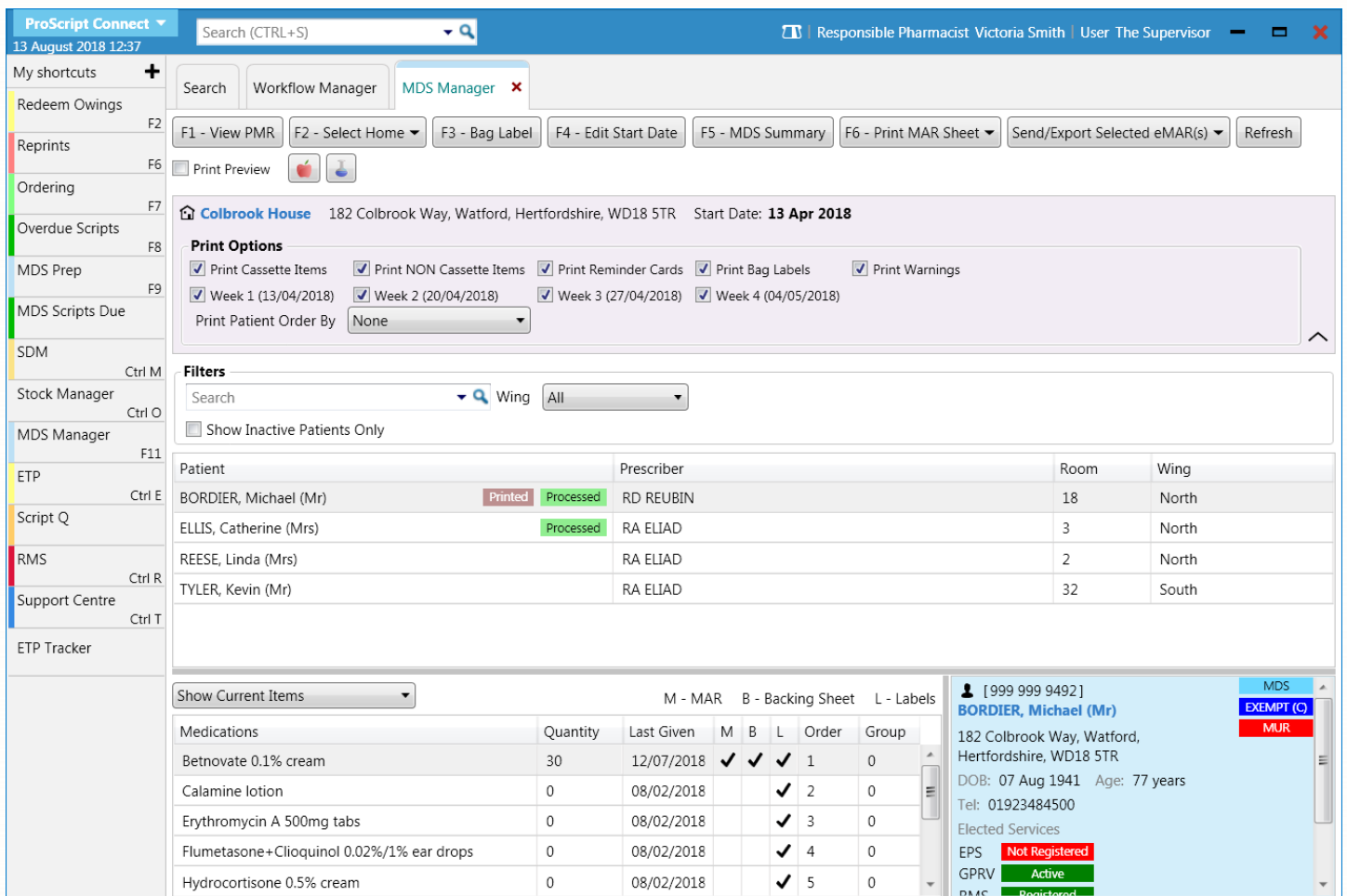
5. You are returned to the Search Nursing Home window or ProScript Connect Main Screen. Your nursing home has now been eMAR activated.

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.
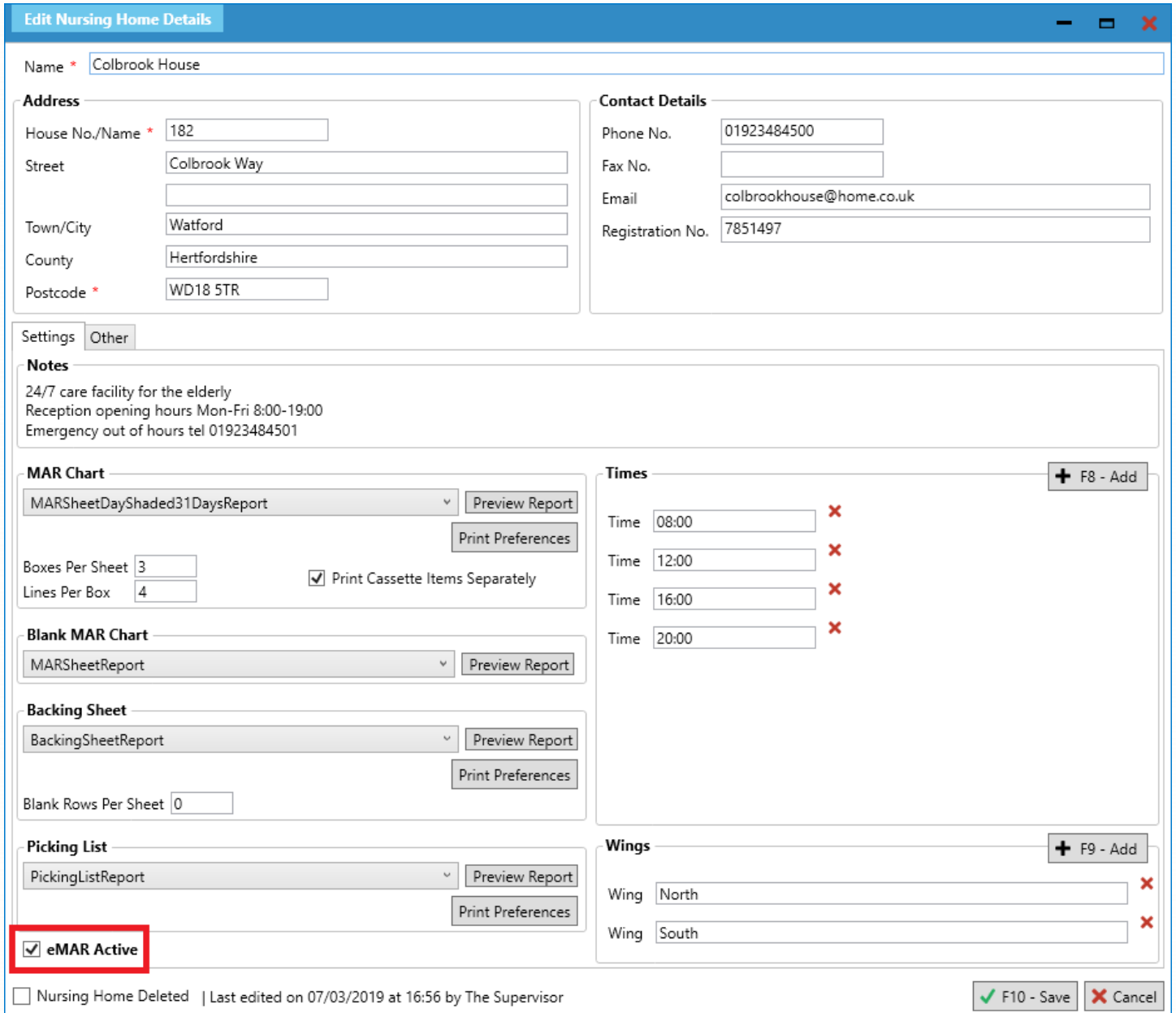

3. With the required nursing home selected and displayed in the pale pink information bar at the top of the MDS Manager window, click on the nursing home name which will display in blue.

4. 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.

5. 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

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