



eParos Getting Started Training Guide for Desktop Users

To enter a new case in ePAROS:

1. Log in to <https://eparos.org/>
2. Enter your username and password provided by PAROS administrator.
3. Go to ePAROS tab and click 'Add New'

Hospital	Total Forms
9000 - PAROS Demo Hospital	4

4. User will see the Patient Enrollment page as shown below. Enter the particulars as required and click **Save**.

Patient Enrollment		
Country	City/EMS District	Site Number
DM - Demo	DEM - Demo	<input type="text"/>
Patient Name (optional)	ID/Site Survey Number	Date of arrival at ED
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Site number – Recruiting sites/hospital. Refer to taxonomy for other variables definition. Site number will be issued once confirmation of participating sites have been received

5. Select the type of transportation the patient was brought in.
6. Select 'No First Responder dispatched' if applicable as shown below.



Case number: DMDEM0127	
Mode of Transportation	
Patient brought in by <input checked="" type="radio"/> EMS <input type="radio"/> Private Ambulance <input type="radio"/> Own/Private Transport <input type="radio"/> Public Transport	
Incident Information	
Date of Incident	02/09/2010
Location of Incident	(enter Zip/Postal code) <input type="text"/> <input checked="" type="checkbox"/> Unknown
Location Type	Home Residence <input type="text"/>
Patient Information	
Date of Birth	06/04/1960
Age	50 <input type="radio"/> Days <input type="radio"/> Months <input checked="" type="radio"/> Years
Gender	Female
Race (optional)	Chinese
Medical History	<input type="checkbox"/> No <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> Heart disease <input type="checkbox"/> Diabetes <input type="checkbox"/> Cancer <input checked="" type="checkbox"/> Hypertension <input type="checkbox"/> Renal Disease <input type="checkbox"/> Respiratory Disease <input checked="" type="checkbox"/> Hyperlipidemia <input type="checkbox"/> Stroke <input type="checkbox"/> HIV <input type="checkbox"/> Other
Dispatch Information	
Time call received at dispatch center	13 : 11 : 10
Time First responder dispatched	hh : mm : ss <input checked="" type="checkbox"/> No First Responder dispatched
Time Ambulance dispatched	13 : 11 : 50
Time First responder arrived at scene	hh : mm : ss
Time Ambulance arrived at scene	13 : 20 : 00

7. Enter the rest of EMS information into the electronic version of PAROS form, using the PAROS data dictionary as a reference tool.
8. You can use the “General Comments” section as a free-text field to document any kind of information or issues with the online platform.
9. When all necessary fields have been completed, click the “Save” button at the bottom of the screen. (Note: For security reasons, you have 15 minutes to complete ePAROS entry before being timed out.)
10. A screen will be displayed, showing that the information was saved correctly. If you receive an error message, make a copy of the information for the PAROS report for future entry, and contact your PAROS administrator.
11. You may click the “Add New” under ePAROS tab on the toolbar to make another entry, or click “Log out” to exit the secure system.