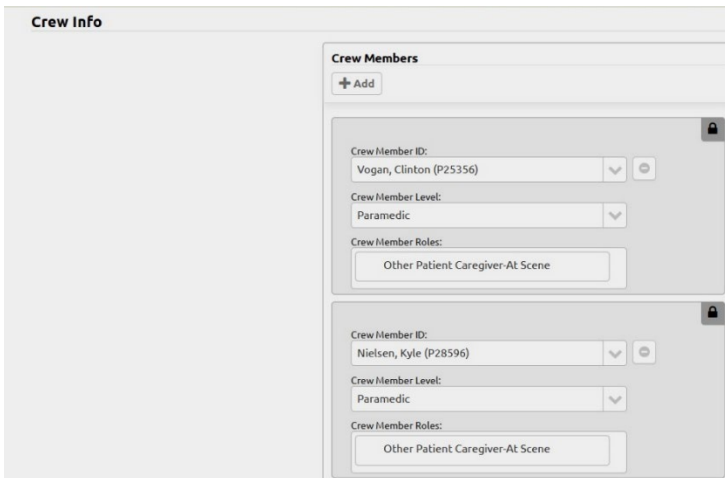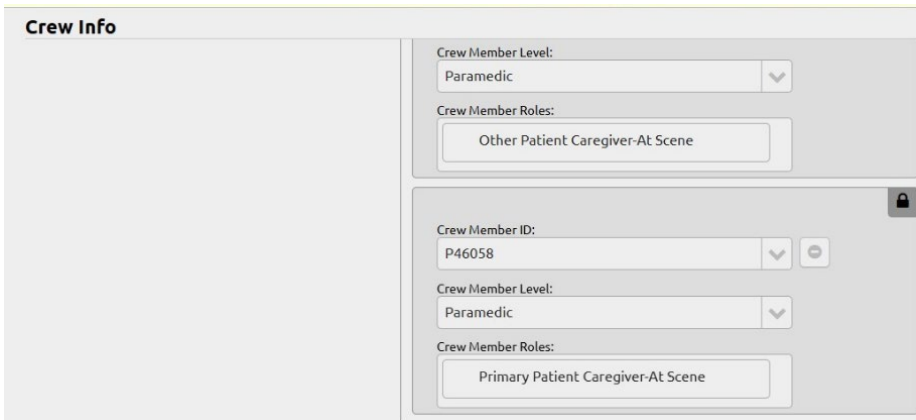# The DocuMinute

Simple Tips = Big Improvements

When adding new Users into ImageTrend, please make sure that the **First and Last Name** along with the users **Paramedic/EMT license number** are entered.

When selecting Crew Info in an incident, please confirm that the **medics name** and **license number** are visible.

CORRECT

INCORRECT

NOTE:

When completing an ePCR, please make sure that the field "Crew Member Completing this Report:" shows the correct crew member completing the report. Do not leave blank.