	Informational Bulletin
	ImageTrend Elite Utilities App

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Approved By: Mark S. Ciarrocca, Acting Fire Rescue Chief

Step-by-step instructions on how to utilize the Elite Utilities application on iPads. This app will allow users to scan a driver license to import patient demographic information.

1. Launch Elite Utilities

    a.
    b. When opening the app for the first time it is going to ask for permission to access the camera. Click "Ok"

2. Elite Utilities will then begin to run in demo mode, here you can do a test scan without creating a report. **You will not be able to, even with an open report, import from the app. To import into a report you must launch using the steps outlined in #4**
    a. Place the driver's license on a **flat, level surface**, with the large barcode facing up
    b. Position the camera over the barcode, allowing a few seconds for it to read. Do this while the ambulance is not in motion. Do not try to hold the license and iPad at the same time. Motion will distort the imaging and it will not read
    c. When in demo mode, the demographic information from the license will be imported to the fields in the blue area, as shown below. Information blacked out for training purposes, but will show in real time

3. Elite Utilities does not have to be running in the background to use on an actual report

4. Importing into your report
    a. Click "Driver's License 2DCamera Scanner" button
    b. You will be prompted with "Open this page in "Elite Utilities"?"
        i. Select Open
    c. Once opened, the entire screen will be the camera. At this point, align the camera with the barcode and it will automatically scan
    d. Image Trend will automatically read the license and open back into your report a "Driver's License Barcode Scan Results" window
    e. Confirm with the patient or family, if possible, that all information is correct
        i. Again, all information blacked out for training purposes, but will show the information imported in real time
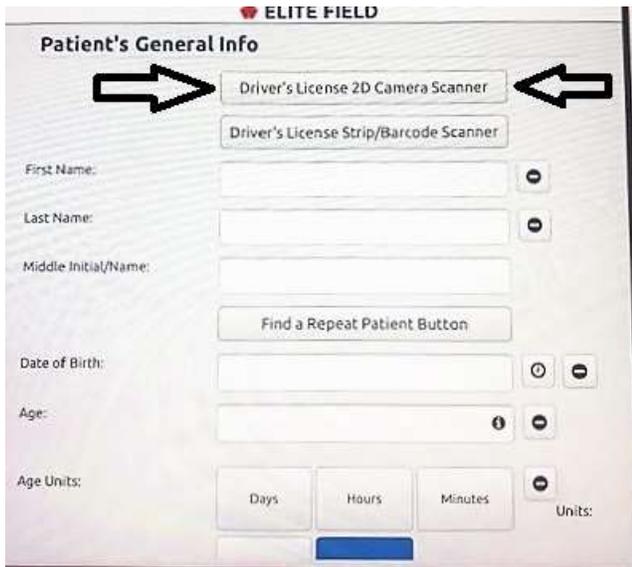
f. Scroll down to find the "Ok" or "Cancel" button, click whichever is the appropriate choice for you
    i. Cancel will cancel the action, no information imported
    ii. Ok will import the information, at which time you can make any changes that are required

5. If you open the Elite Utilities App and the top of the screen is white, or, you launch from within a report and the screen is blacked out, the result is that someone denied the app access to the camera. Follow these steps to fix
    a. Launch the "Settings" app
    b. Scroll to "Privacy"
        i. Select "Camera"
        ii. Click the toggle switch for "Elite Utilities"

See below pictures for more information
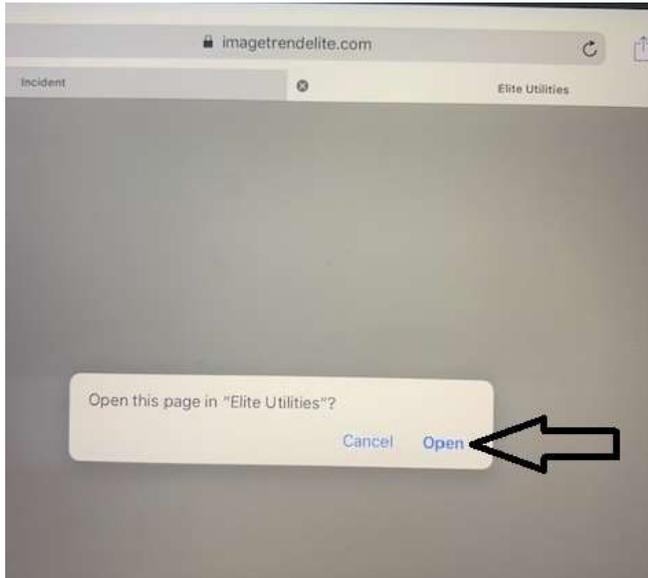
Elite Utilities Test

Driver's License 2D Camera Scanner Button

Prompt to open in Elite Utilities

Barcode Scan Results page, scroll down to click "Ok" or "Cancel"

Driver's License Barcode Scan Results

Offline postal code lookup did not find a match. Cannot populate city and state.

First Name: JORDAN

Middle Name: ████████

Last Name: COLEMAN

Date Of Birth: ████████

Gender: Male

Address: ████████████████████

City:

State:

Postal Code: ████████

Country: USA

Weight (lbs):

Weight (kg):

Driver's License Number: ████████

State Issuing Driver's License:

Questions regarding this bulletin should be directed to Deputy Chief Kurt Kight.