

PDA LOGIN FILE UPDATE PROCUDURES

1. You should do this once a month look for it in the first week of every month.
2. You will need to get the new file which will be named (PDAMedicLogIn). You may locate that two ways
 - a. The first would be by email, that I send out once a month
 - b. The second would be by going to www.paems.org then to forms once there go to the bottom of the page and you will see a spot that has the new file there for you to download.
3. Once you have the file you will save it to My Documents.
4. Once the file is there do not close out the window with that is my Documents.
5. Go to start open my Computer, then your local disk (most likely your c drive), then go to Program Files, then go to PDAMedic, then EMS Trac III, once there you will see several files and folders.
6. You will see a file that is the same name of the file that you just placed in My documents (PDAMedicLogIn)
7. You now will move the new file that is in My Documents over to the file located in the other window under EMS Trac III. When doing this you can do it a couple of ways. You can left click and hold and drag it over and place it over the same named file in EMS Trac III. The second way is to click on the file that is located under My Documents and right click and click on copy. Then go to the folder under EMS Trac III that you should have open and right click in the window and paste then you will get asked a question if you want to replace current file and you should say yes.
8. Once this done you have updated the login file. Once you know that the file has been updated you can delete the file that is in My documents.