**Section 400 – Emergency Operations**

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| Emergency Medical Response – 402.00 | | | |
| S.O.P # 402.05 | **Chromebook Use** | | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**402.05.01 Purpose**

To provide instruction on the use of Chromebooks for report writing.

**402.05.02 General**

There are 3 Chromebooks for report writing. They are labeled JCEMS1, JCEMS2, and JCEMS3. Each Chromebook will come with the following accessories:

* 1 Mouse
* 1 Carrying case/protective sleeve
* 1 Charger
* 1 Keyboard protector

**402.05.3 How to Login to the Chromebook**

1. You will notice two Login Users: The **Administrator Login** and the **Crew Login**.
2. You will be utilizing the **Crew Login**. The password is the same for all the Chromebooks: **crew12345.**
3. This password is also labeled on the Chromebooks in case you forget.
4. As soon as you login, ImageTrend will open automatically and you are ready to begin writing your report.
5. Because these Chromebooks are cloud based, the only printer that you can utilize them with is the printer in the main office. You must have all other appropriate paperwork (Ex. Facesheet, Transfer Papers) ready to go so all the Billing Specialist has to do is combine the paper work.