



Ohio EMSIRS v2 File Upload

User Guide for EMSIRS v2 File Uploads



Digital Innovation, Inc.

Welcome to Ohio EMSIRS

EMS file uploads

EMSIRS v2 data files can be submitted to the new Ohio EMSIRS file upload site.

Website and Login

1. Enter the website for the file upload site into the web browser.

<https://oh-tac.centraisiteportal.com/login.htm>

2. At the login screen, enter a “Username”, a “Password” and a “Facility ID”. Note: “Facility ID” refers to the EMS Agency ID.
3. Click **[Login]**.
 - a. The EMS Office of Research and Analysis and or the EMS agency administrator defines each user account for the file upload site. If a login attempt is unsuccessful, contact the EMS Office of Research and Analysis.

naregistry.com/login.htm Ohio EMSIRS - Login

Help

 **Ohio EMSIRS**

Username

Password

Facility

Login Reset

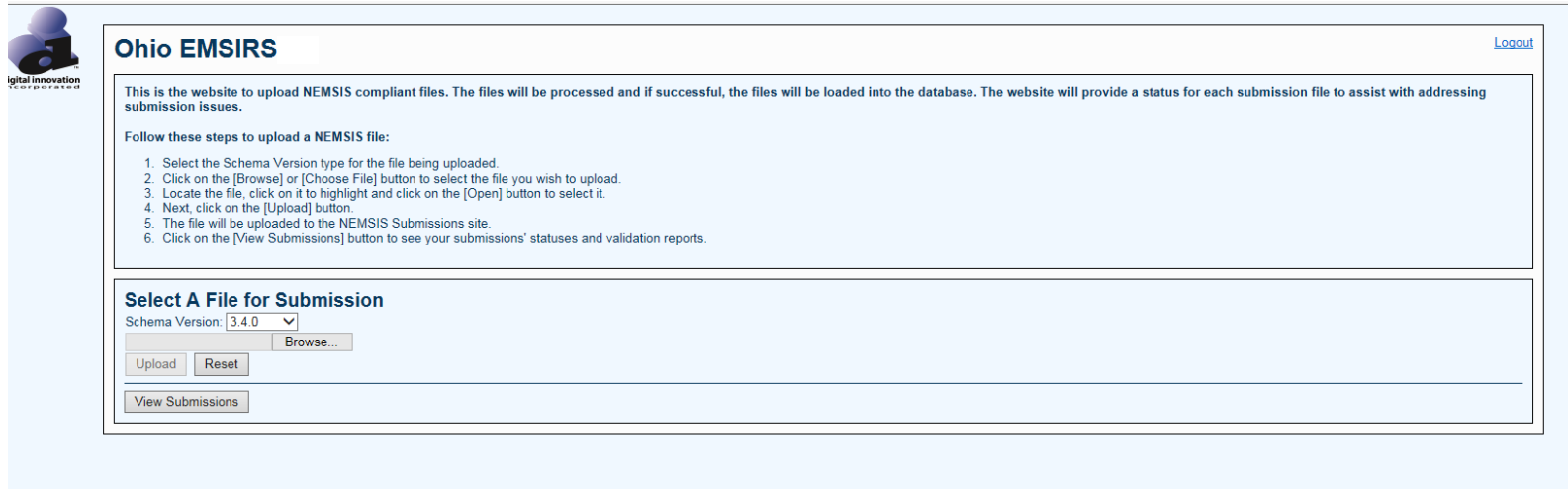
WARNING: APPLICATION/SYSTEM ADMINISTRATION AND SECURITY MONITORING

The use of this application/system is restricted to authorized users only. This application/system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in the application/system including, but not limited to, information stored locally on the hard drive by a user. There is no right of privacy in this application/system. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel and other personnel in conjunction with a report of improper or unauthorized use.

(Disclaimer - Any user who extracts information from the application/system onto media such as, but not limited to, a Floppy disk, CD, DVD, Flash Drive, becomes solely responsible for the safekeeping of that information.)

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4. Upon log-in, the following screen will appear.



Ohio EMSIRS [Logout](#)

This is the website to upload NEMSIS compliant files. The files will be processed and if successful, the files will be loaded into the database. The website will provide a status for each submission file to assist with addressing submission issues.

Follow these steps to upload a NEMSIS file:

1. Select the Schema Version type for the file being uploaded.
2. Click on the [Browse] or [Choose File] button to select the file you wish to upload.
3. Locate the file, click on it to highlight and click on the [Open] button to select it.
4. Next, click on the [Upload] button.
5. The file will be uploaded to the NEMSIS Submissions site.
6. Click on the [View Submissions] button to see your submissions' statuses and validation reports.

Select A File for Submission

Schema Version: 3.4.0

Uploading an EMSIRS v2 file

1. Scroll down to the “Select a File for Submission” section.
 - a. Files for upload must be in the XML format
 - b. Select “EMSRI2” in the Schema Version drop down box. Choosing EMSRI2 in this step is extremely important!!!
 - c. Click **[Browse]** to select the file you wish to upload.
 - d. Locate the file on your computer, click on it to highlight it and click the Open button to select it.
 - e. Click on the **[Upload]** button. When the upload is complete, a message will appear that says: “Successfully uploaded submission...”



Select A File for Submission

Schema Version: EMSRI2

Successfully uploaded submission as 'EMS' and version 'EMSRI2' with name: OH2016-10-16 - 2016-10-30 (2016-10-30 02-00-07).xm

2. Click on the **[View Submissions]** button.

- a. A new window will open that lists your submission files. The most recent submissions are on top.

Submissions Analyzer

Filter Submissions By

Schema Version: Submitting Facility:

Submitting User: Submission Date Range: To

PCR Number: Target Agency:

Processing Status:

Search Reset

Submissions

Previous Page 1 of 7 Next

Id	Name	Schema Version	Submitting Facility Id	Submitting Facility Name	Submission Date	Submitting User	Start Date	End Date	# Records	# Successful	# Warning	# Failed	Processing Status
b928cd20-103b-45d5-b6bf-67b493401f8a	sample error 2 nemsis 3.4.xml	3.4.0	System	System	6/12/2018 7:53:35 PM	nmhaslage	1/31/2018 9:03:54 AM	2/6/2018 2:57:02 PM	14	7	6	1	Validated
66cfbe50-ec2f-4faa-97f8-263b2ef1f5b3	sample warnings 1 nemsis 3.4.xml	3.4.0	System	System	6/12/2018 7:26:22 PM	nmhaslage	6/8/2018 6:16:20 AM	6/8/2018 6:16:20 AM	1	0	1	0	Validated
79b436a7-9b19-4643-baaf-a31e01859e30	sample error nemsis 3.4.xml	3.4.0	System	System	6/12/2018 7:26:11 PM	nmhaslage			1	0	0	1	Failed
42feb2e1-110e-47c8-abe0-ea7152303c13	sample no warnings 3 nemsis 3.4.xml	3.4.0	System	System	6/12/2018 7:07:52 PM	nmhaslage	5/26/2018 3:35:54 PM	5/26/2018 3:35:54 PM	1	1	0	0	Validated
2694f67b-99ab-4821-b69c-29da10b2f883	sample no warnings 2 nemsis 3.4.xml	3.4.0	System	System	6/12/2018 7:07:41 PM	nmhaslage	6/3/2018 3:25:00 PM	6/3/2018 3:25:00 PM	1	1	0	0	Validated
471f752e-ride0-4c38-9726-fd7d4fe2bc1b	sample no warnings nemsis 3.4.xml	3.4.0	System	System	6/12/2018 7:07:24 PM	nmhaslage	6/3/2018 3:42:38 PM	6/3/2018 3:42:38 PM	1	1	0	0	Validated
4a249ecd-7a2d-4bbe-8f8c-4110e2dcebcba	EMSIRS-sample-file.xml	3.4.0	System	System	6/4/2018 5:18:44 PM	Admin			0	0	0	0	Failed
069dba61-f44-4195-a583-7c36ac8ebc22	EMSIRS-sample-file.xml	3.4.0	System	System	6/4/2018 1:00:18 PM	Admin			0	0	0	0	Failed
de8aa66b-84c4-4073-82ac-d2bc75ef5df6	EMSIRS-sample-file.xml	EMSRI2	System	System	5/31/2018 6:40:20 PM	admin	9/18/2016 11:56:55 AM	9/25/2016 5:35:05 AM	148	147	0	1	Validated
6860d47e-e743-4530-b603-1094aefecb2	EMSDataset-ElementsRepeat-5.xml	3.4.0	System	System	5/25/2018 1:55:16 PM	admin	4/1/2015 11:49:41 PM	4/1/2015 11:49:42 PM	10	0	10	0	Validated

- b. The status of your submission is located in the “Processing Status” column on the far right. Examples of statuses are: Pending, Validated, Failed, etc. It may take anywhere from a few minutes to a few hours for your submission to fully process.
- c. Click on the processing status link to open a validation report for your submission.
- d. In depth training materials for this submission review feature can be found at: <http://www.ems.ohio.gov/links/EMSIRS-3SubmissionReview.pdf>

3. Logout by clicking the **[Logout]** button on the upper right corner when you are finished.

Technical Support

Please contact the EMS Office of Research and Analysis at 800-233-0785 or EMSdata@dps.state.oh.us for questions regarding:

- User IDs and passwords
- Data sets / data dictionaries / data definitions
- Inclusion and exclusion criteria
- Submission deadlines
- Reports
- Laws, rules, policies and regulations regarding data collection and submission

Please contact Digital Innovation, Inc. at (800) 344-3668 x4 or support@dicorp.com with any technical questions you may have regarding the use of the Web Portal or Data Submission.

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