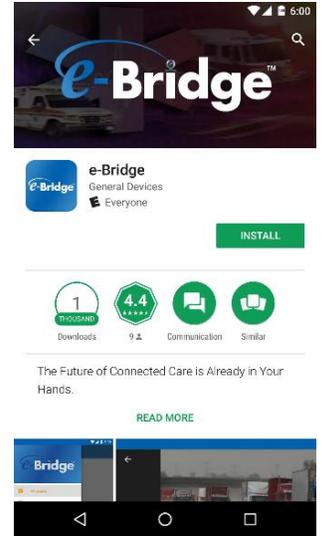


# Quick Guide 0004D: Using e-Bridge for Android

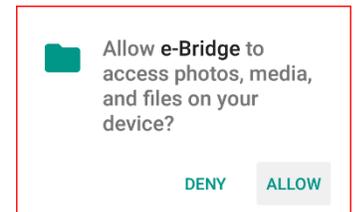
**Note: Screenshots taken with v6.0.0.24 of e-Bridge app and may vary slightly with different versions.**

## I. Download & Login

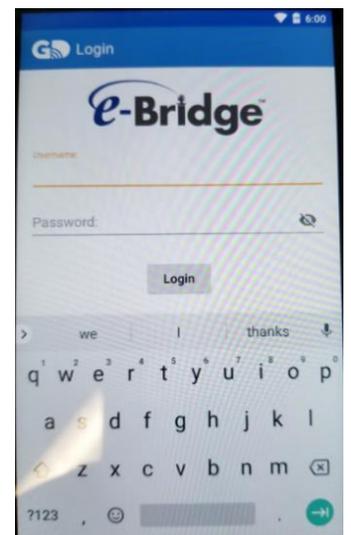
- 1) Search for “e-Bridge” by GD in the Google Play Store and install the app. A shortcut will appear in the Apps section of the device. Once installed tap the e-Bridge icon to open it.



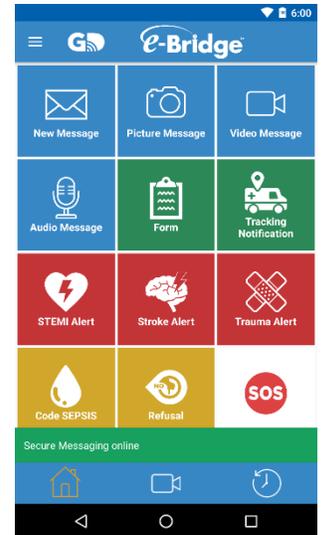
- 2) The first time e-Bridge runs, a pop-up notification will appear requesting permission to allow e-Bridge to access photos, media and files on your device. Continue by tapping Allow. **Note: This permission is required. If this permission is denied, e-Bridge will not be able to run.**



- 3) The Login screen will appear asking for credentials (provided by GD or organization administrator). Enter the credentials and tap the Login button.



- 4) Once the credentials have been entered, the app will go to the main screen, called Messages. A red snack Bar will initially display “Connecting...” Once the device connects, this status will change to green and say “Online” and the Snack Bar will disappear shortly after. If the status does not change to Online, contact GD support to resolve this issue.



- 5) From the Home screen, which is customizable by your organization administrator, you're able to send customizable quick messages or create a new, blank message.

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## II. Creating a New Message

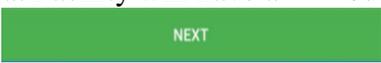


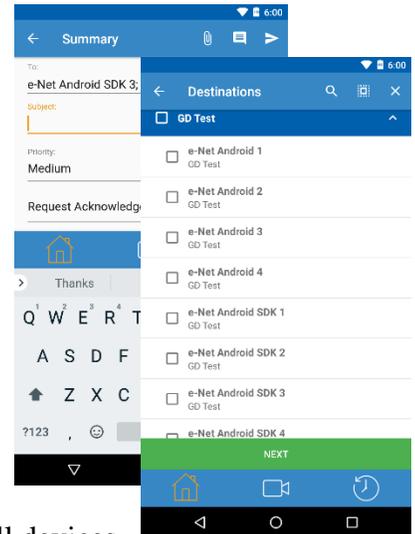
(New Message Button)

A) Tap the New Message button. This will bring up a list pre-defined destinations which are configured by your organization administrator. To collapse/expand the Device names in a Facility tap the Facility tap the  /  buttons respectively to the right of the Facility name. All Devices from that Facility will appear. To select a single device, tap the name to select that device and automatically move on to the

next screen. To select multiple devices, tap the  buttons to the left of each device that you want to select, then tap the  button at the bottom of screen. To select all

Devices within a specific Facility, tap on the  button to the left of the Facility you want to select and the button will change to  and all devices under that Facility will have a  button.

Tap the  button at the bottom of screen once all the desired Destinations have been selected. They will be added in the **To:** field on the Summary page.

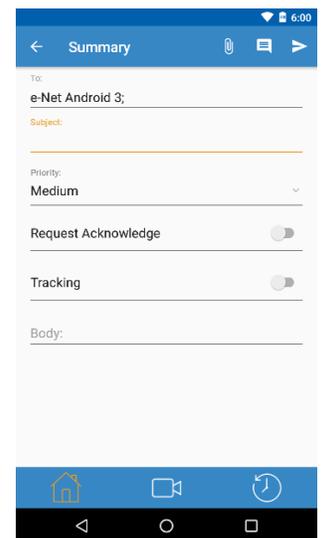


B) **Subject:** This field is used to specify the subject of the message. You can also choose a pre-determined, canned message “Quick Text” by tapping the  button. Please refer to the “Quick Text” section in the “Settings” section later in this Quick Guide.

C) **Attachments:** Tap the  button on the top right side of the screen to add an attachment

(See Appendix A later in this Quick Guide more information on attachments)

D) **Priority:** Select the priority of the message to Low, Medium or High by tapping the  button. The recipient will receive a different alert based on the



priority the message was sent with.

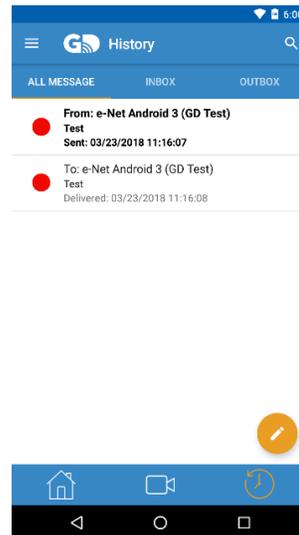
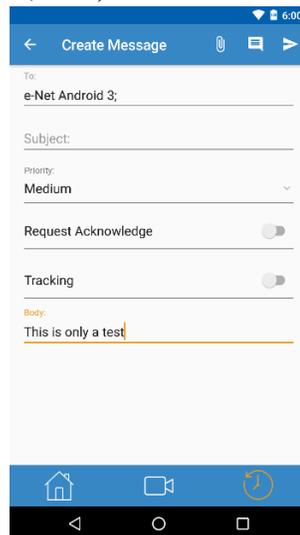
E) **Request Acknowledge:** Tap the Request Acknowledge  switch and it will change to enabled . This will request an acknowledgement to a sent message. When the recipient receives the message, they will be prompted to acknowledge the message. **Note: If a message with a Request Acknowledge does not get acknowledged, the status will remain red ● in both the sender's and recipient's History screen.**

F) **Tracking:** Tap the Tracking  switch and it will change to enabled . This will send the ETA and location of the device to the recipient. The location and ETA are updated continuously until this device reaches the location of the recipient of the message. This is useful for EMS to send the location of the ambulance while they are traveling to the hospital Emergency Department.

**Note: If the recipient does not have the Tracking capability configured on their device, when the Send button is pressed a warning will appear letting the user know that the Destination does not support Tracking, but the message can be sent anyway without the Tracking information.**

G) **Body:** The large text box below the Tracking field is to type the body of the message.

Press the keyboard. Once the message has been reviewed, and ready to send, tap the  button. The Status Bar will show "Message sent" and the message will appear at the top of the History screen ().

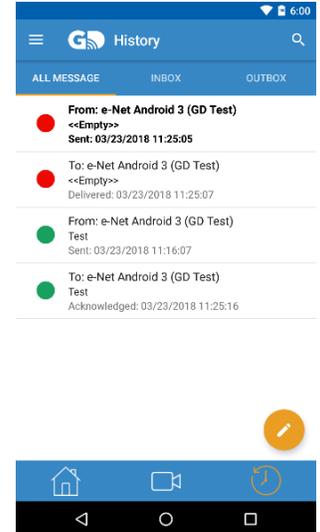


### III. History



(History Button)

A log of all sent/received messages are stored in the History screen. Any sent/received messages can be opened to be reviewed. It provides the record of your inbox and outbox such as the time a message was sent, delivered and opened. If a message in the log begins with “**To:**” it is a Sent message. If a message begins with “**From:**” it is a Received message. Each entry in History shows To/From whom the message was sent, the subject, and the date/time stamp of the message (Time Sent if message was received and Time Opened if message was sent). Any messages with a red status icon (●) are not yet complete. Any messages with a green status icon (●) are complete. If a message has an ! next to the status icon, it was sent or received with a High Priority.



#### A) Sent Messages:

If a sent message has a red status icon (●) to the left, that means the message has not yet been either delivered or opened by the recipient.

If an Acknowledge was requested when the message was sent, it means the message has not yet been either delivered, opened or acknowledged.

#### B) Received Messages:

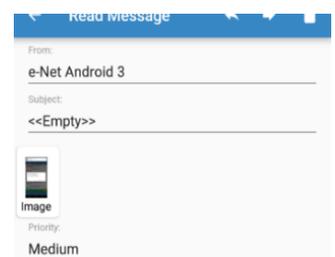
If a received message has a red status icon (●) to the left and has a bold font, that means the message has not yet been opened on this device.

If a received message has a red status icon (●) to the left but it is not in bold font, that means the message has been opened on this device, but the sender requested an Acknowledge and the message was not acknowledged on this device.

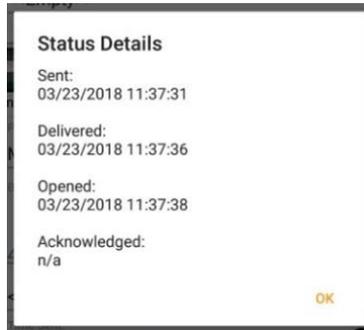
#### C) Opening Messages:

Tap any message on the History screen to open it. The Read Message screen will appear. It will list To whom the message was sent or From who the message was received, the subject of the message, any attachments, the priority of the message, if the sender requested an acknowledge, if the sender included tracking info, and the body of the message. The status of the message will also be listed (Time Sent if message was received and Time Opened/Acknowledged if message was sent). If a message requires an acknowledgement it will contain a flashing notification. Tap the flashing red

 switch to acknowledge the message. To view the attachment of a message, tap the attachment thumbnail to open.



Tap the  button to see the Message Status that includes date/time stamps of the message.



**To reply to or forward a message:** Tap the Reply  button at the top right corner of screen to reply to the message. To forward, tap the  button at the top right corner to forward the message.

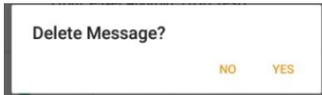


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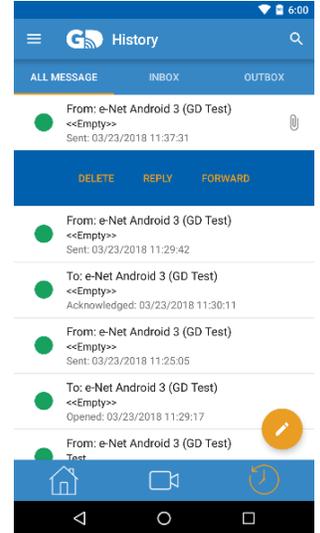
#### D) Deleting Messages:

**Note:** An administrator password is required to delete any e-Bridge messages from the History screen. Contact GD Support or the organization administrator for this password.

To delete a message, swipe the message you want to delete to the left and you will see a blue bar with “DELETE REPLY FORWARD” in it. Tap Delete. You will then be asked to confirm deletion of the message. Tap Yes



**Note:** Once the Admin Password has been entered and confirmed, you have five minutes for it to reset and ask you for the password again.



#### E) Refreshing Messages:

To check for new messages and update the statuses of existing messages, swipe down on the History screen. By default, the message statuses will automatically refresh every 1 minute if the screen is on and e-Bridge is on the History screen. To change the interval or disable automatic refreshing, refer to the “Settings” section of this Quick Guide.

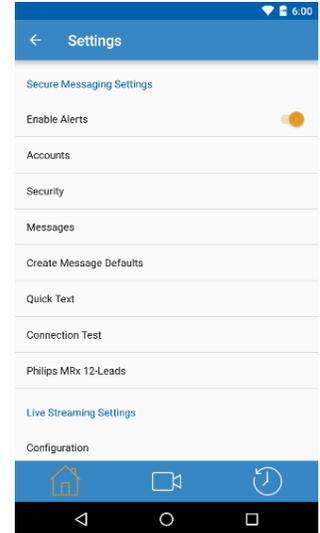
### IV. Settings

Tap the menu button  located on the top left of the Home Screen. Tap on the Settings option.

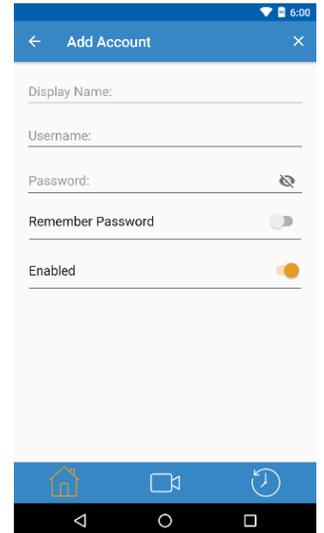
**Note:** An administrator password is required to edit any e-Bridge settings. Contact GD Support or organization administrator for this password.

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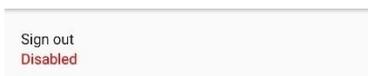
A) **Enable alerts:** By default, the Enable alerts switch is set . If the Enable alerts switch is set to , when a new message is received, an alert sound will be played and it will appear in the Notification Drawer. If the Enable alerts switch is set to , messages can still be received, but only by manually refreshing the History screen. No alert sound will be played and nothing will be placed in the Notification Drawer.



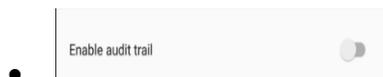
B) **Accounts:** Where the credentials of the user account can be changed or accounts added. These user credentials are provided by GD or the organization administrator. Here you enter the user's credentials to sign in. You are given the option to have the password remembered and the account enabled. Once it has been entered, hit the  button to bring you back to the Accounts page. If the credentials entered are correct, you'll see it go online . You can also modify the account's credentials by swiping left on the account you wish to edit and chose edit. . To delete the account, simply hit delete. To add any additional accounts, tap the  on the Accounts page and repeat the previous steps.



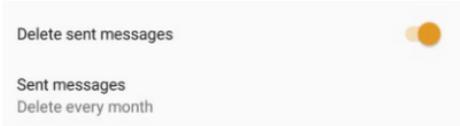
C) **Security:**



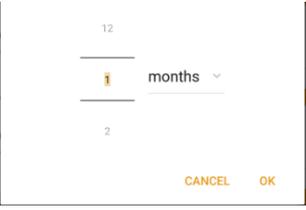
This option will automatically sign the user out after it has been inactive for the time specified. Tap the "Sign Out" to modify how long before the account is signed out. By default, it is set to disabled, which will not sign the user out.

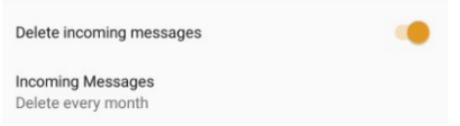


This option will allow an audit trail of all e-Bridge activities to be logged and then automatically uploaded to the GD Server at the specified interval. To enable this option, turn the  switch to the  position.

- 

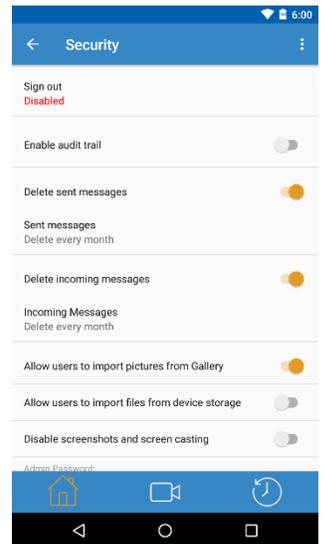
This option will automatically delete any sent messages from the History screen after the specified time. By default, this option is set to . Change the specified time by tapping on the Sent Messages field. The Duration screen will open which will allow you to set any number of minutes, hours, days or months. To disable this option, turn the switch to the  position.

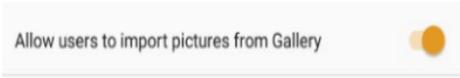


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This option will automatically delete any received messages from the History screen after the specified time. By default, this option is set to . Change the specified time by tapping on the Incoming Messages field. The Duration screen will open which will allow you to set any number of minutes, hours, days or months. To disable this option, turn the switch to the  position.



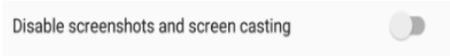


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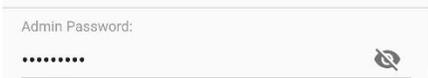
This option allows the user to attach previously taken pictures from their photo albums on the device. By default, this option is set to .

- 

This option will allow users to import files stored from their device, such as other messages or video clips.

- 

This option will allow the user to take screenshots of screens in the app. This will also enable the app to record the movements and “take a video” of what is showing on the screen.

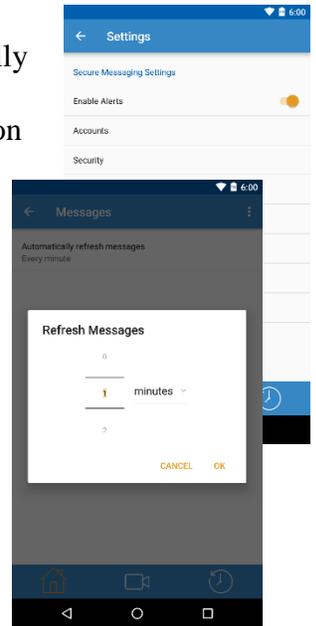
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This option allows you to view  the admin password, or change the admin password.

**Note:** Tap the  button at the top left to save any changes you have made in the Security settings screen.

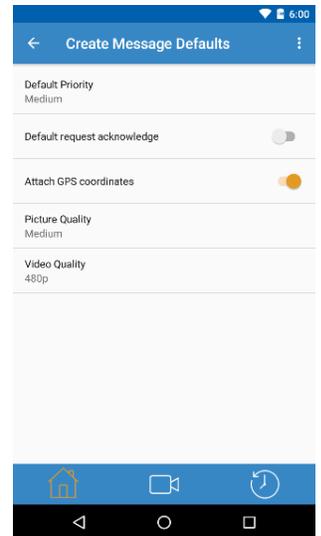
**D) Messages:** Here you can set how often the History screen will automatically refresh in order to check for new messages and update message statuses. This automatic refreshing **ONLY** takes place when the screen is on and the app is on the History screen. The messages are also refreshed every time you switch to the History screen from another screen. If the app was minimized, it will also refresh the messages when it is maximized if it is on the History screen. To change how often the messages will automatically refresh, tap the Automatically Refresh Messages field and change the amount of time. Tap

Cancel or OK   to commit the changes and then  to save any changes.



**E) Create Message Defaults:** Here you can change the new message default priority by tapping the default priority option and selecting the desired Priority level (Low, Medium or High). You can also set the default Request Acknowledge field to default to On for new messages. To enable this option, turn the  switch to the  position. You can also attach your current GPS coordinates to a message when sending it by enabling Attach GPS Coordinates. To enable this option, turn the  switch to the  position.

Select the Picture Quality of pictures taken within e-Bridge by tapping the quality option and selecting Low, Medium or High. The same can be done for video quality.

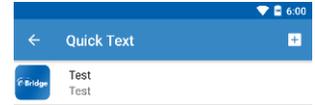


**Note 1: For Tracking settings, please contact GD for more information.**

**Note 2: When enabling Attach GPS Coordinates, a dialog box may appear asking for permission to use your location. Tap OK.**

**Note 3: High quality pictures/video may take longer to send or may even not send at all depending on connectivity.**

F) **Quick Text:** This function allows the sender to send predetermined, canned messages by tapping the  button on the Create Message screen. Inside the 'Quick Text' screen, users are able to create and modify Quick Texts. To create a new quick text, tap the  icon. On the 'Add Quick Text' screen, enter the desired text into the "Subject" and "Body" fields.



To edit a quick text or delete, swipe the quick text to the left and you'll see Delete or Edit. Tap Edit once the fields are completed, tap the  button at the top left to save the quick text. To Delete a quick text, swipe the quick text to the left and tap the Delete option.

G) **Connection Test, Philips MRx 12-leads, Configure tabs, Factory and Send Logs** are used by GD Tech Support for troubleshooting and should **NOT** be adjusted unless instructed to do so by GD Tech Support.

## V. About

Tap the menu button  located on the top left of the Home Screen. Click on the About option.

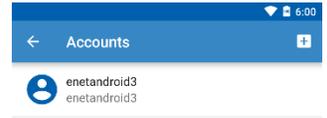
Displays specific app information which may be used by GD for troubleshooting.



## VI. Sign Out

Tap the menu button  located on the top left of the Home Screen. Click on the Sign Out option.

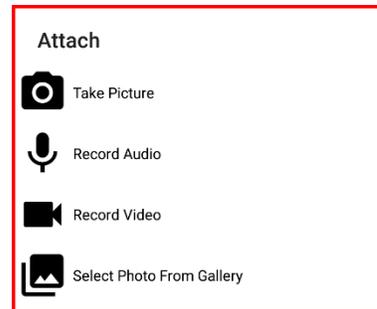
This is used to sign out as one Device and then sign in as another Device. Once signed out, notifications for incoming messages will no longer be received. You will not be able to send or receive messages either. To sign in as another Device, tap the Device from the list and it will sign in as that Device.



## Appendix A: Adding an Attachment to a message

### • **Take Picture:**

This will open the camera in e-Bridge. It is recommended to take all photos with e-Bridge and not the onboard camera software provided with the device. Photos taken through the e-Bridge application will ensure security and privacy by not storing the photo in the device's Gallery. Tap the Capture button to take a picture and then tap Attach Picture to attach it to the message. **Note: When accessing the camera for the first time, it will ask for permission**



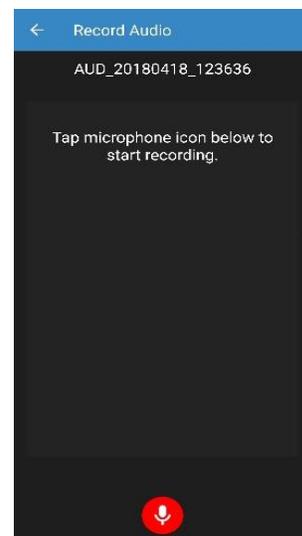
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- **Record Audio:**



This <sup>Audio</sup> will open the audio recorder in e-Bridge. Tap the Record button (  ) to start recording audio. Once the Record button has been tapped, it

will change to a Stop button (  ). The timer will start counting down once the recording starts. Tap the check mark button to attach the recording to the message. **Note 1: When accessing the microphone for the first time, it will ask for permission. Note 2: You can record audio for up to five minutes. The recording will automatically stop once the timer reaches 0:00.**



To manually stop the recording, tap the Stop button . To preview your recorded audio, tap the Play button  (Once the Play button has been tapped it will change to a Stop button). Tap the Stop button  to stop the preview. If you are satisfied with your recording, tap the Attach button  to attach it to your message. Tap the Cancel button  to cancel the recording and to go back to the Create Message screen.

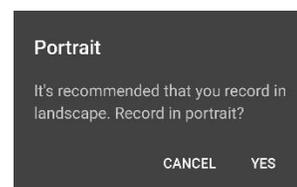
- **Record Video:**



Tap this icon ( <sup>Video</sup> ) will open the video recording feature in e-Bridge. The video must be recorded with the buttons on the right hand-side of the app as shown in the image to the right. Tap the Record button (  ) to start recording video. Once the record button

has been tapped, it will change to a Stop button (  ). Tap Attach Video to attached it to the message. **Note 1: When accessing the camera for the first time, it will ask for permission. Note 2: You can record video for up to one minute. The recording will automatically stop once the timer reaches 0:00.**

**IMPORTANT! When you select Record Video you will get a “It’s recommended that you record in landscape. Record in portrait?” reminder.**



Chose “Cancel” to cancel video recording.

Chose **“Yes”** to record in portrait mode.

### Video in landscape mode

By default, the back camera is set to record the video clip but you can switch to the front camera (before tapping the record button) if desired. You can also change the flash option between **On/Off** mode to **Auto** mode. Once you have recorded the video clip a preview screen of the video will appear. You can either choose to use the video, or you can retake the video.



- **Select From Photos:**

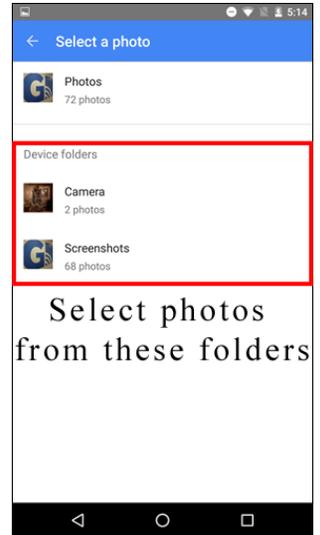


Tap the Gallery button to bring up your photo albums. Choose your album from where to select a photo to use as an attachment. Once you have opened an album, tap the photo that you would like to attach.

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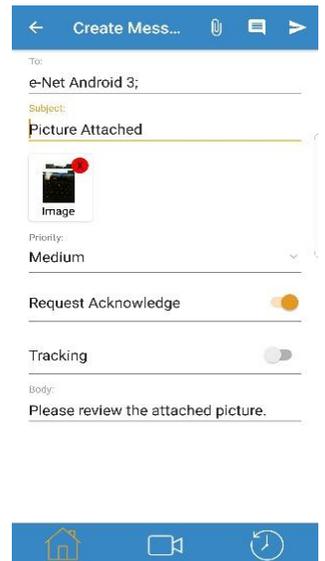
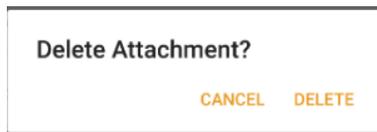
- **Select Photo From Gallery:**

Selecting this option will open the device’s Photo Gallery. **Note: It is important to not select a photo from the internet cloud folder (typically named Photos). You must select a photo from the Device folders**



- **Deleting an Attachment:**

To delete an attachment from the message, tap the “X” in the upper right of the thumbnail and you will see a pop up. Tap Delete to delete, or cancel to leave the attachment in place.



**-END PROCEDURE-**