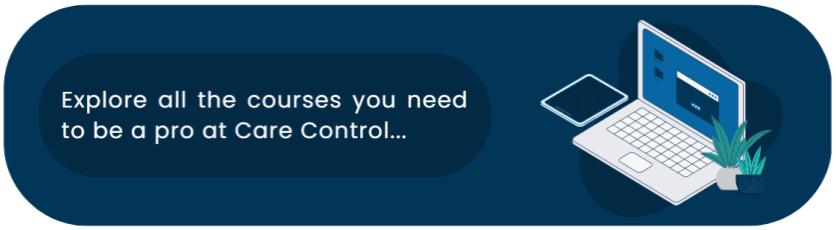
eMar Core Settings

Care Control eMAR · https://cclearninghub.co.uk/docs/emar-core-settings/



Core Settings on eMAR

This guide covers how to set up the core eMAR settings via the admin side of the app. These settings include options for cream administration, medication window time, scheduling and medication safety times.

Embedded media:
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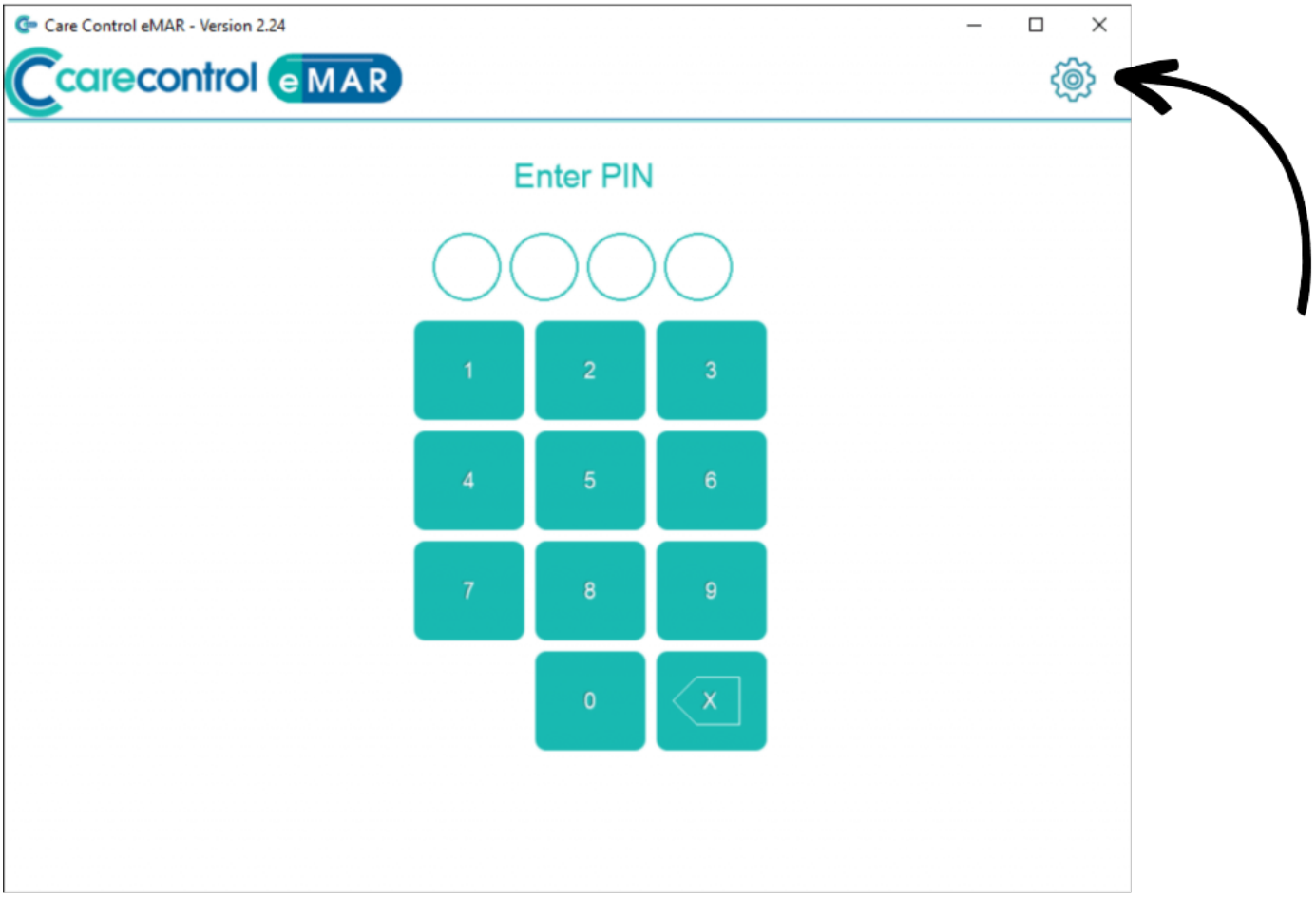
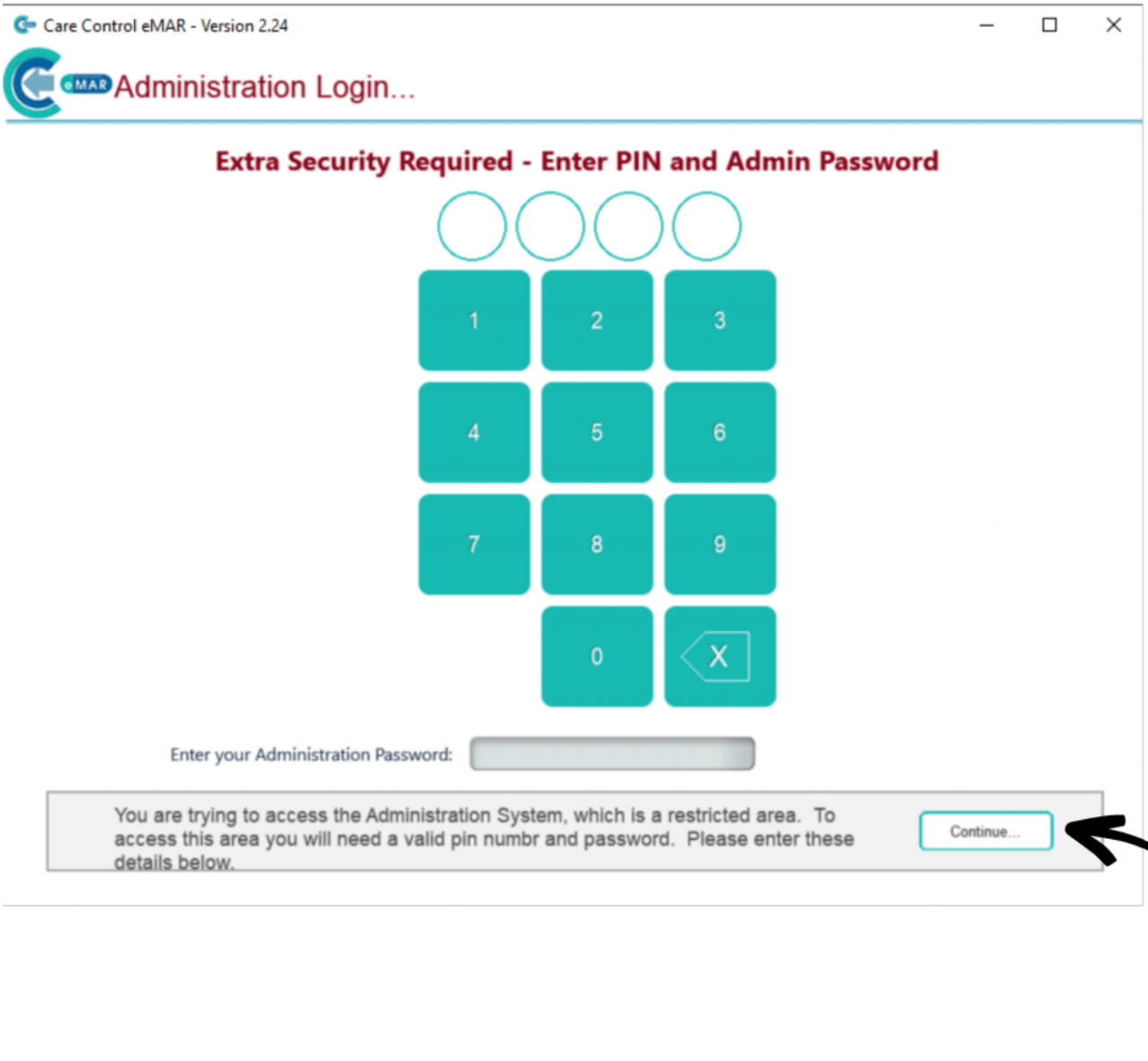


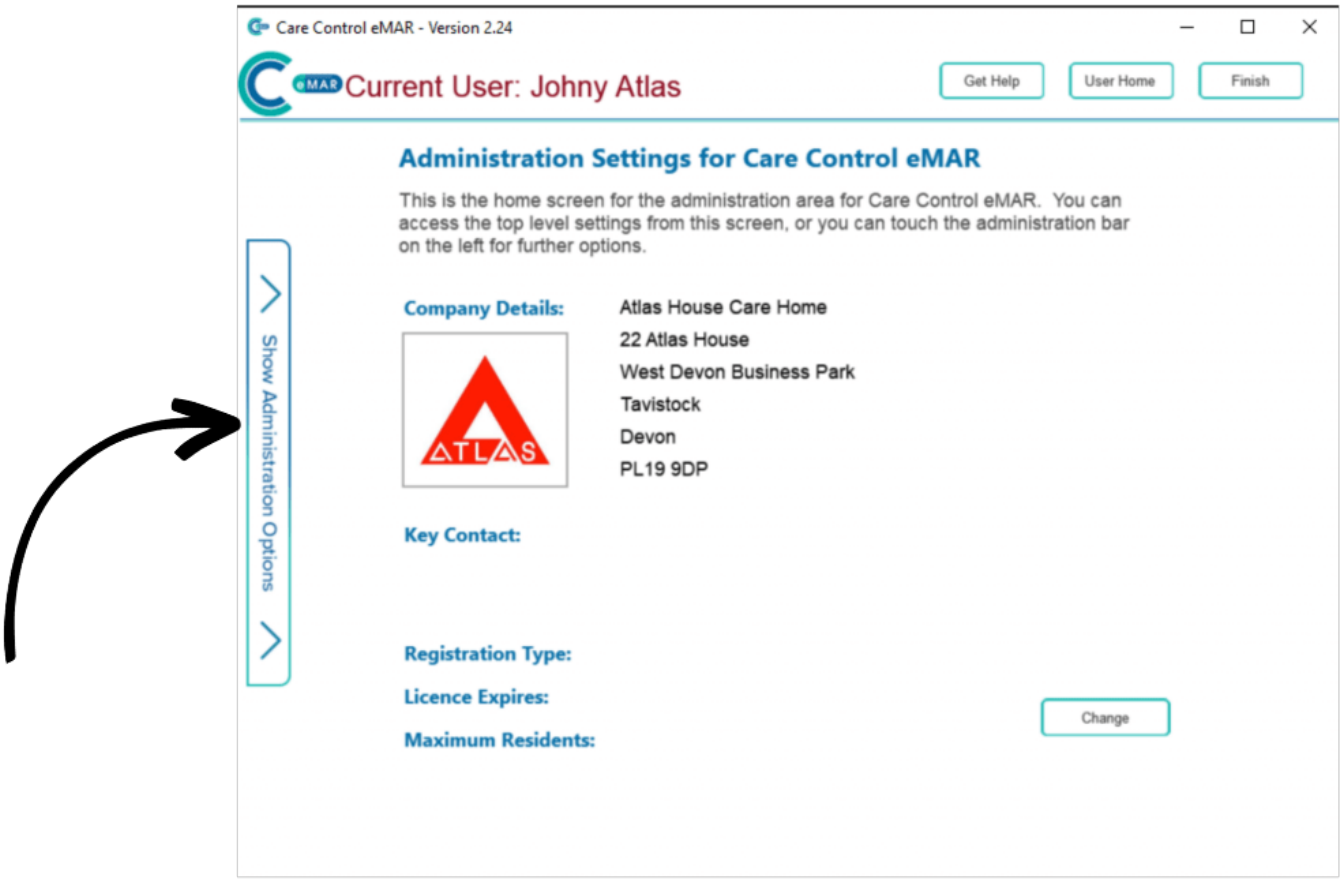
1

On the PIN screen of eMAR, select the **Cog Wheel** in the top right corner of the screen.

2

This will open the admin log in screen. Here, enter your **PIN** as well as the Care Control admin password. Then, select **Continue**.


Care Control eMAR - Version 2.24
eMAR Administration Login...
Extra Security Required - Enter PIN and Admin Password
1
2
3
4
5
6
7
8
9
0
X
Enter your Administration Password:
You are trying to access the Administration System, which is a restricted area. To access this area you will need a valid pin numbr and password. Please enter these details below.
Continue...

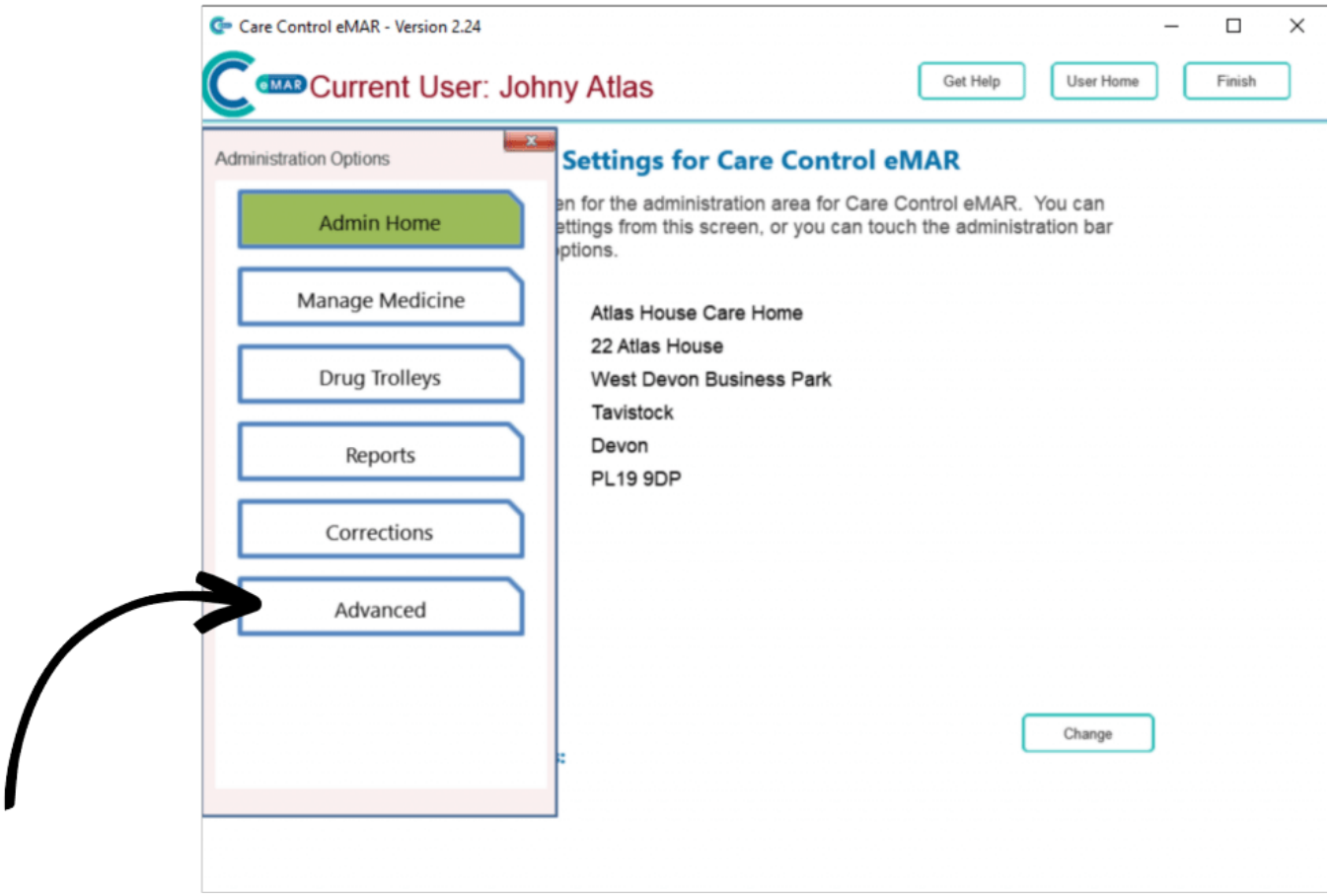


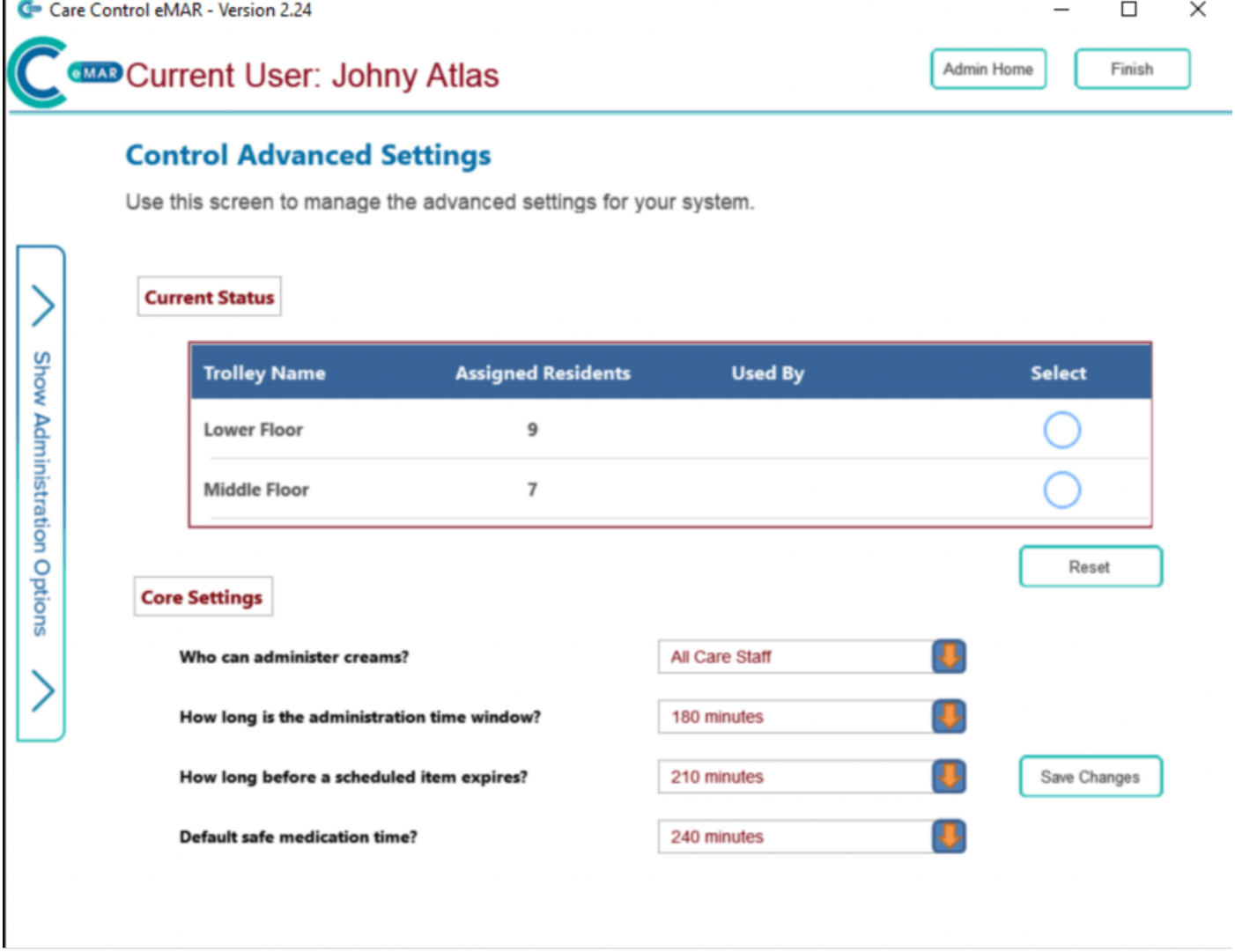
3

After signing in, select the menu tab on the left hand-side of the window, labelled **Show Administration Options**.

4

From this menu, select **Advanced**.


Care Control eMAR - Version 2.24
Current User: Johny Atlas
Get Help
User Home
Finish
Administration Options
Admin Home
Manage Medicine
Drug Trolleys
Reports
Corrections
Advanced
Settings for Care Control eMAR
Atlas House Care Home
22 Atlas House
West Devon Business Park
Tavistock
Devon
PL19 9DP
Change



5

The advanced eMAR settings will be displayed. The bottom half of this window is dedicated to the Core Settings.

- **Who can administer cream?** – the option for which staff members are able to administer creams. The options are all staff members, or only those who can administer other medication.
- **How long is the administration time window?** –the length of time for staff to complete a medication round.

- **How long before a scheduled item expires?** –the length of time before a scheduled medication expires from the home status.
- **Default medication safety time** –the length of minimum time allowed between administration of medication.

Note: the default medication administering times on the system are as follows:

-Morning – 8:30

-Lunch – 12:30

-Evening – 17:45

-Night – 21:00

The administration window is the time window around these. For example, if the window is 180 minutes (3 hours), morning medication (8:30) can be administered between 7:00 and 10:00.

If you are unsure on your window, simply divide your time window by two and add/subtract this from your medication time. For example, 180/2=90, 8:30 minus 90 minutes is 7:00, 8:30 plus 90 minutes is 10:00.