



# EMSONline easy-read guides

## Title: Download EMSONline

Created for: EMSONline administrators in CSOs

Created by: Damien Ryan-Green, [www.RosterCoster.com](http://www.RosterCoster.com).

Pages of instruction: 2 (plus a one page attachment "for info")

Instruction expires: 20 January 2011 (last updated: 1 January 2011)

## Intro: who can help me if I get stuck?

- Christine Tiernan, [christine.tiernan@bigpond.com.au](mailto:christine.tiernan@bigpond.com.au), phone 0419 521 698; or
- Claude Staub, [claud.staub@shiftingnirvana.com](mailto:claud.staub@shiftingnirvana.com), phone 0433 888 889

For more information about Christine and Claude, and for other useful information, please see Attachment 1 (recommended reading). But to get going now, there are just 3 easy steps:

## Office use only: a note to Christine and Claude

When you ring an org, let the person know that he or she can read this current document at [www.RosterCoster.com](http://www.RosterCoster.com) / [Product guide](#) / [Jan 2011 download](#)

## STEP 1: create a folder for EMSONline

Important point: EMSONline does not need to be "**installed**", because it is written in Microsoft Excel / Access, and Microsoft Excel and Access are already installed on your PC. Instead, EMSONline is **saved** in a **folder**, pretty much in the same way that you might save a Word document.

So, please create that folder now<sup>1</sup> and let Christine or Claude know what it is, so that they can make a note of it<sup>2</sup>.

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<sup>1</sup> Preferably a folder on a shared drive, but if you are a very small organisation, and you personally do things like residential statements and rostering, you may decide to simply create a folder on your local PC (for example, on your c drive). N.b. This folder

## STEP 2: download EMSOnline

Jump into the internet, visit [www.RosterCoster.com/Gilinstall.zip](http://www.RosterCoster.com/Gilinstall.zip), and press ENTER. Something should appear at the bottom of your screen that looks like this:



Or, if you press the above small link, like this:



Either way, click "Save" and save the file into the folder you created in STEP 1.

## STEP 3: ring us to "finish off" for you

Print this screen for your records, and note the information in Attachment 1.

And then that's all for now: thank you, we will be in contact soon to "setup" the zip file you have just downloaded.

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should be accessible to all staff who MIGHT want to use EMSOnline in the future, but should be inaccessible to staff who will never need access. Typically, orgs create this folder in a folder called "Disability Management" or something that sounds like that.

<sup>2</sup> Note to Christine, Claude: log this in "install path" under the link "ring these orgs" at "Document your day"

# Attachment 1: Useful information

## Who are we?

For a full picture, see “about us” at [www.RosterCoster.com](http://www.RosterCoster.com). However, for the purposes to the current easy-read guide:

- Christine Tiernan comes to us from DHS, where she was statewide manager for client funds management, with other responsibilities including the DHS residential statement tool, which is hosted at EMSONline (both EMSONline and the residential statement tool are supplied free of charge to the funded sector).
- Claude Staub comes to us from St. John of God Accord, which like DHS has EMSONline and some of our apps, including the residential statement tool and the RosterCoster app. Claude was a manager with SJOGA with responsibilities that include performance management relating to rostering.
- EMSONline itself is managed by Damien Ryan-Green, previously a manager with DHS, but for the last decade, a supplier of EMSONline, apps and projects to DHS and the funded sector via [www.RosterCoster.com](http://www.RosterCoster.com). The lead developer for EMSONline is Tony Ryan. For more information, visit [www.RosterCoster.com](http://www.RosterCoster.com).

## What is EMSONline?

EMSONline is an app hosting platform in Microsoft Excel/Access supplied by Jandapac Pty Ltd T/A RosterCoster (see [www.RosterCoster.com](http://www.RosterCoster.com)) that is used in all DHS internally managed disability accommodation services and also in many community services organisations (CSOs) in the funded sector.

Approximately 60 CSOs attended information sessions in 2010 run by Christine Tiernan regarding one of the apps that is hosted by EMSONline, the DHS-owned “residential statement tool”, which DHS asked us to roll out to (a) itself, and (b) to CSOs.

Visit the “product guide” at [www.RosterCoster.com](http://www.RosterCoster.com) and download any paperwork you think you need, just so you know what this is all about (most organisations already know, as they attended information sessions in 2010 hosted by Christine Tiernan).

## Anything else I should be thinking about?

Even though EMSONline is wholly in Microsoft Excel/Access (which is already installed in your organisation), and does not interact with your network, other than get saved in a folder that you create, it is nevertheless a quite high-tech tool.

As such, depending on your local arrangements for IT, you may wish to involve your local IT contact, and ask that person to contact Damien Ryan-Green on 0438 388 922 if any queries.

If nothing else, this lets us get to know your IT people, something that we like to do in general, being IT people ourselves.