mDOCS

Please let me introduce to you, MDOCS.
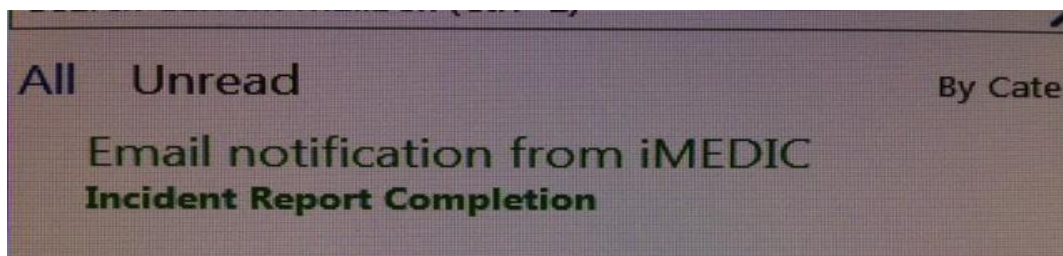
Here is the run down,

Who: mDOCS

What: A quicker and easier way to fill out IR's, and if requested to fill one out, you won't have to go back into your form and re open the call to fill it out. In this program, you can just create the IR and it will automatically attach it to your ACR
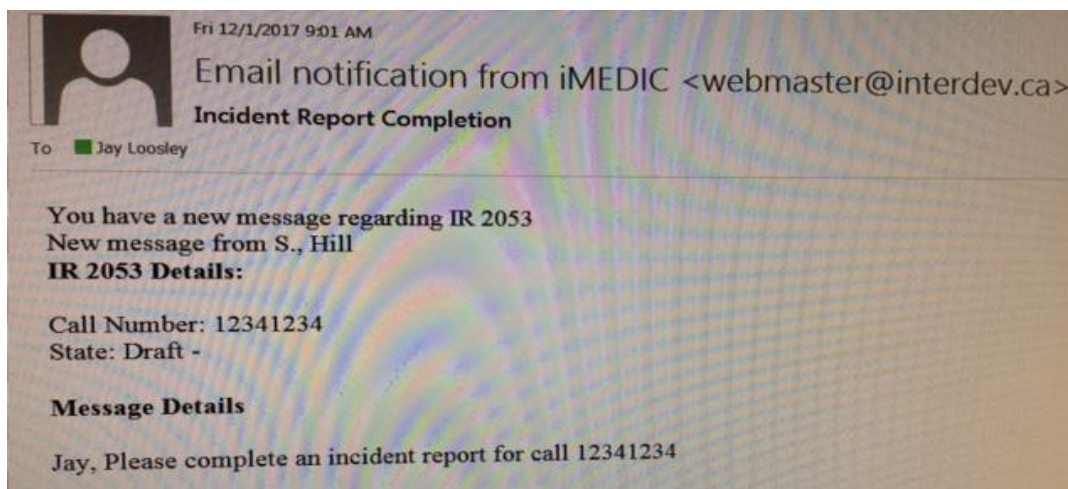
Where: When you log into Citrix, you will see the icon for mDOCS.

Why: To make it easier for you, so you don't have to log into iMEDIC just to do an IR. This will save you a lot of time
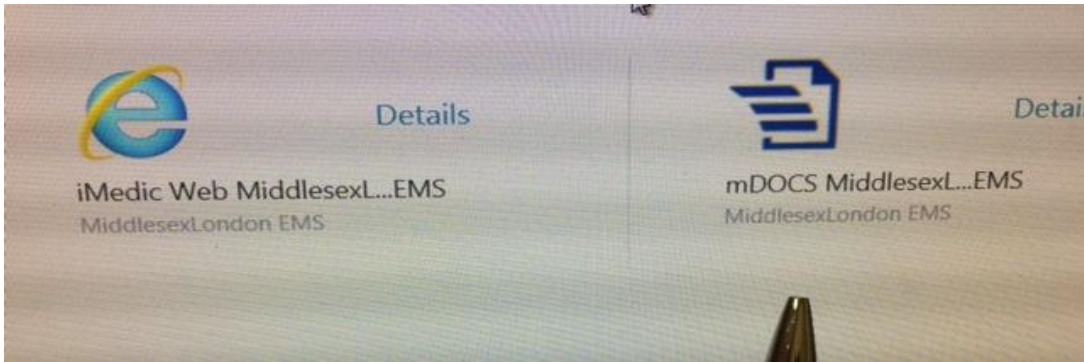
When: As soon as you get an email like in the picture below, asking you to complete an IR
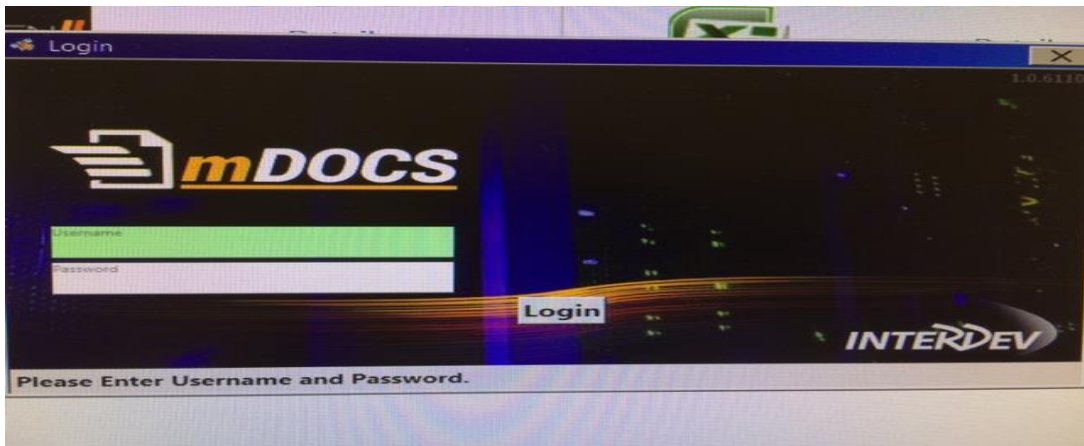

Once you open up the email, you will see a message that looks like this, telling you to please complete a task. Such as complete an IR, or fill out an accident form.

Once you get this email, you log into Citrix as you normally would, but this time, click on the mDOCS icon.
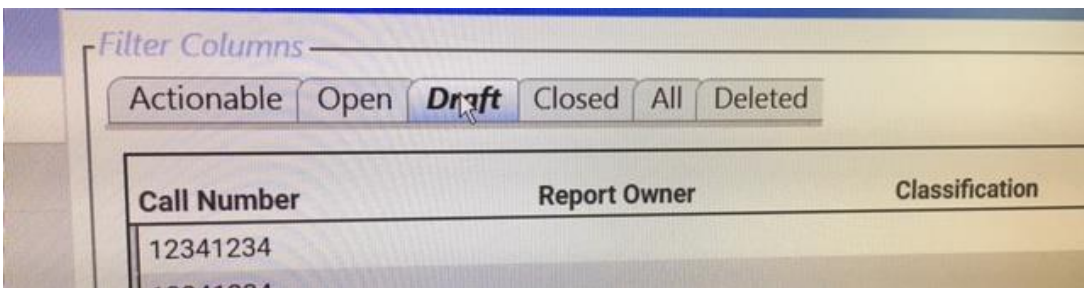

Once you click on the icon, this screen will pop up. Your login information is the same as your iMEDIC credentials.
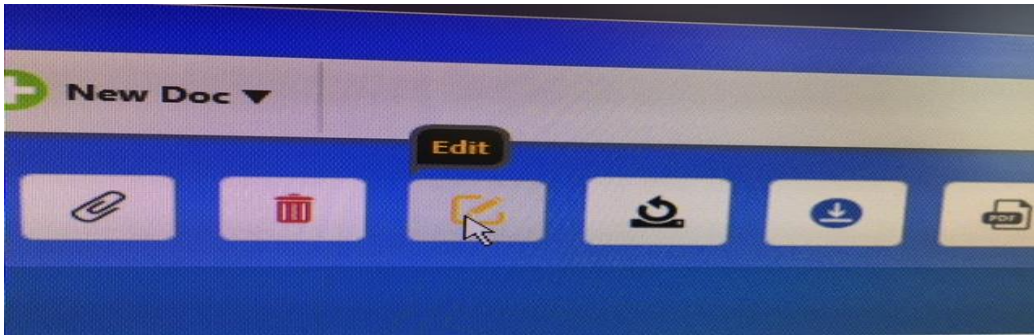

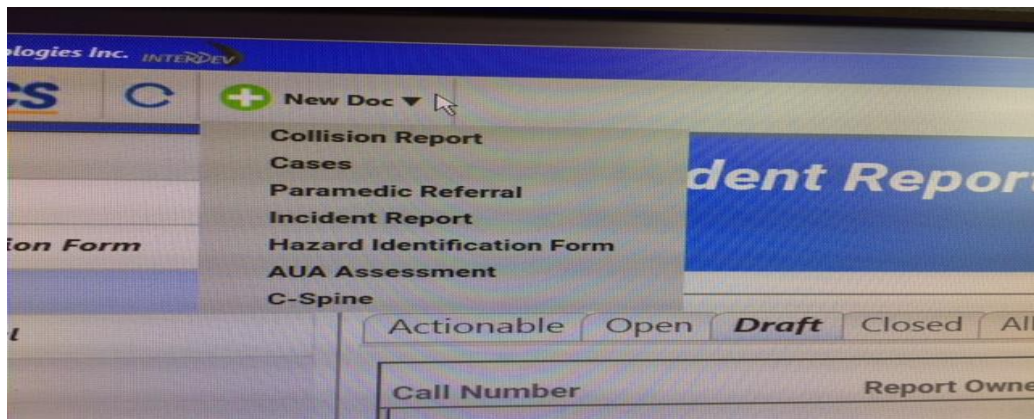Once logged in, you will see this screen:

Click on the "Draft" tab, and you will see the Incident Report that the Supt. has started for you.

You will see your IR, to edit it, click the edit button. Complete the IR as you normally would, and submit and close.

This process eliminates the need for you to log into imedic, re-open your form, complete the IR in that form, perform compliance checks, and log out of imedic.

If you're asked to fill out a collision report, or any other form, you can click the "New Doc" drop down menu, and select the appropriate form to complete.

What is nice about this program is that it will link all forms you complete to your ACR, as seen below. This is a nice feature, again, so you don't have to go into iMEDIC and fill it out.