

## Training Site Upload Feature in Atlas

Following the transition to Atlas, it may be necessary for some AHA TCCs to enter a number of Training Sites. In Atlas, this can be done by uploading a .csv file. The .csv template and instructions are provided in Atlas.

### Uploading Training Sites

1. From the **Dashboard**, select the Training Center tab.
2. In the selection menu, select the **Training Site** (Figure 1).

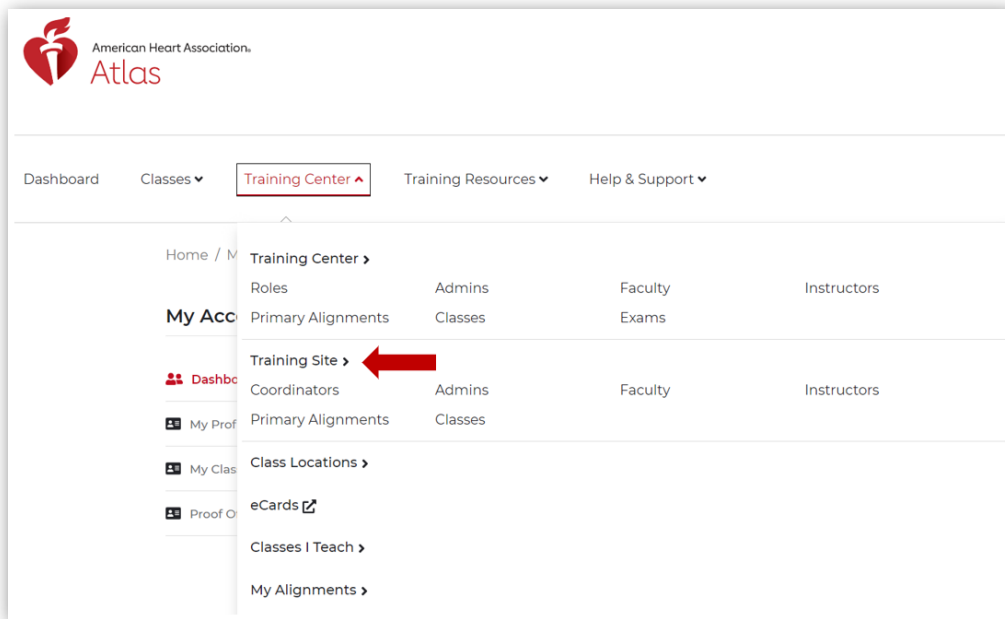


Figure 1

3. On the Training Site page, select Add Training Site (Figure 2).

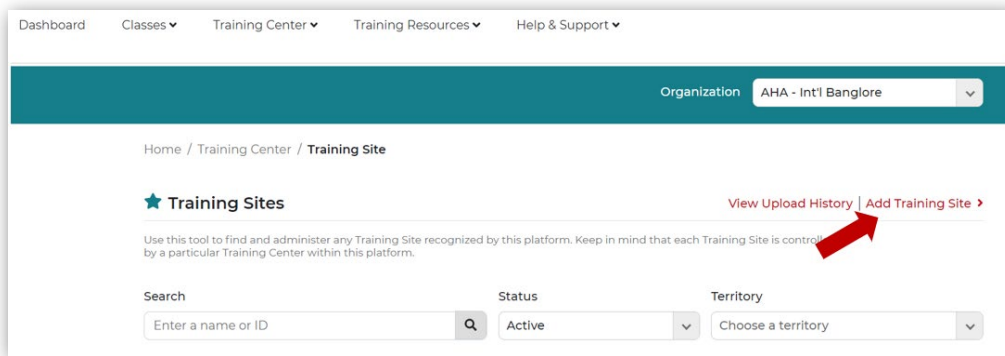


Figure 2

4. On the Add Training Site page, select Import Training Site (Figure 3).

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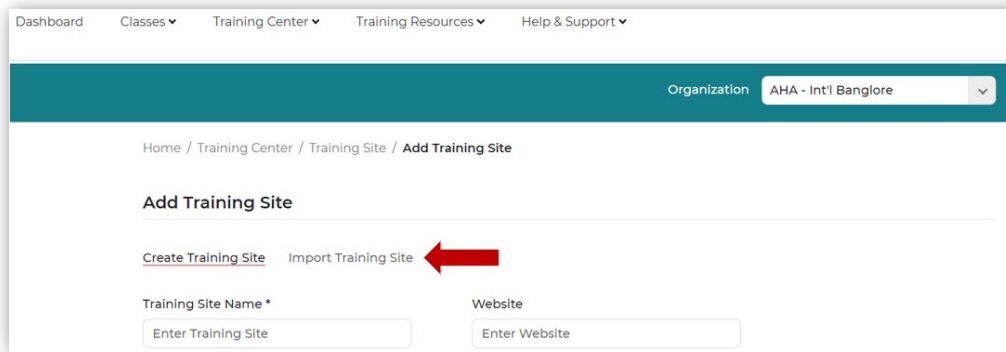


Figure 3

- a. The next page will display instructions on how to upload a file, provide a link to a zip file that includes a PDF file and formatted CSV UTF-8 (Comma delimited) file to use as a template (Figure 4).

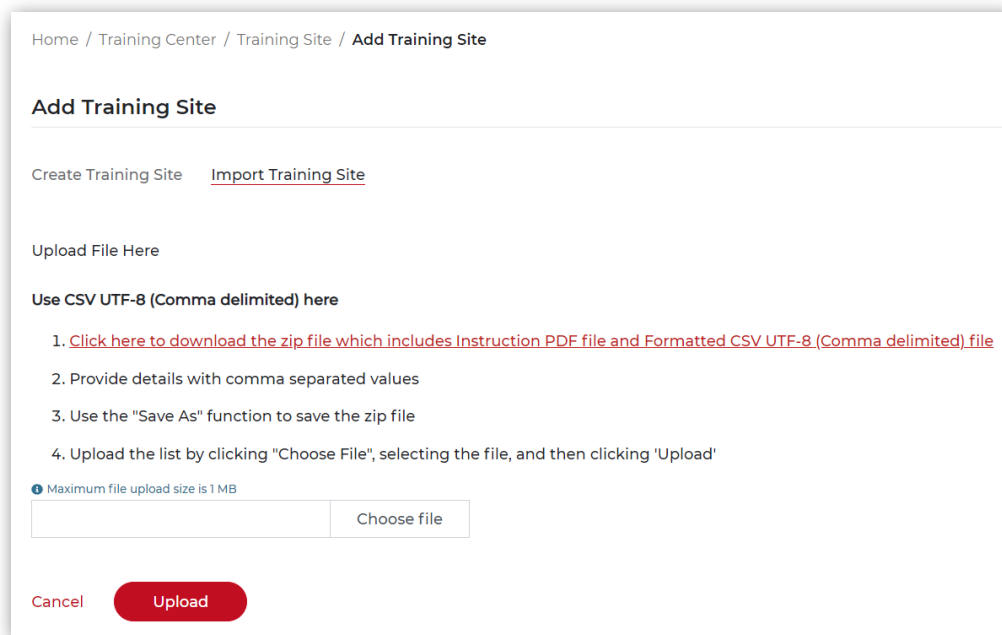


Figure 4

- b. Clicking on the zip file link will download and un-zip the file. The files will appear in a folder (Figure 5).

Name	Type	Compressed size	Password pro...	Size
csvTemplate.csv	Microsoft Excel Comma Separ...	1 KB	No	
Organisation_Template_Instructions_v1.0...	Chrome HTML Document	88 KB	No	

Figure 5

- c. Clicking on the .csv file will open the template in a spreadsheet application, such as Excel, with the following column headings starting in Column A moving right through Column M:
1. SN (Site Number)
    - a. **Optional**
  2. TrainingSiteName
    - a. **Required**
  3. WebsiteUrl
    - a. **Optional**
  4. OfficePhone

- a. **Required**
  5. Disciplines
    - a. **Required**
    - b. List of disciplines the Training Site is approved to teach. At least one discipline is mandatory to create a Training Site.
    - c. A Training Site may not have a discipline that the TC is not approved to teach.
    - d. The Discipline Codes should be separated by the '|'
    - e. Example: ACLS | BLS | PALS
  6. StreetAddress1
    - a. **Required**
  7. StreetAddress2
    - a. **Optional**
  8. StreetAddress3
    - a. **Optional**
  9. Country Code
    - a. **Required**
    - b. Three-character ISO code; Example: USA | IND
  10. State
  11. City
  12. Postal/ZipCode
  13. Territory
    - a. **Optional**
  14. ecardType
    - a. **Required**
    - b. DIGITAL\_ECARD | PRINT | BOTH
  15. ecard Inventory Comes From
    - a. **Required**
    - b. Example: Organization | Individual
- ii. After entering all the necessary information, save the File.
  - iii. Upload the list by clicking Choose File (Figure 6).

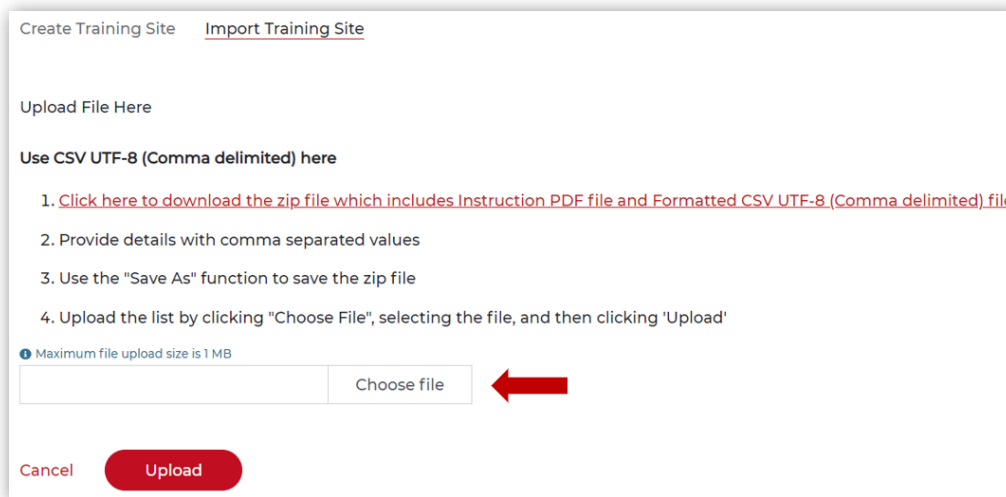


Figure 6

- iv. Then click Upload.
- d. When complete:
    - i. A success notification message will display on the Training Sites page.

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- ii. If the upload file contained errors there will be an upload listing page where the user can download the error file to help make corrections and upload the file again.