ATLAS Email Discontinuation of eCard Locations

Date: Wednesday, May 24, 2023

To: US-based TCCs & eCard Location Admins (of eCard Locations with inventory)

Subject: ACTION RECOMMENDED: Discontinuation of AHA eCard Locations for Management of eCard Inventory

Preheader: Please Review Important Information to Prepare for Sunset of eCard Locations

Dear US AHA TCCs and eCard Location Admins,

As part of the upcoming transition of the US AHA Training Network from the AHA Instructor Network to the **Atlas** training and education platform, the AHA will be introducing new options for customizing the way you manage and issue your Training Center's eCard inventory.

Because Atlas will offer more flexibility and control for Training Centers to manage distribution and issuance of eCards through their Instructors, Sites, and TC Admins, the AHA **will be discontinuing the use of eCard Locations**, which were initially established as a generic repository for managing eCards.

According to our records, your Training Center has one or more eCard Locations with eCards in its inventory. **We recommend taking one or more of the following actions prior to May 31, 2023, to prepare for the discontinuation of eCard Locations.**

As you review these options, please reference the hyperlinked job aids below that will walk you through this preparation.

Option 1:
The Training Center's eCard Location Admin may use up the available inventory of eCards currently in your eCard Location(s) by issuing those eCards to students who have completed AHA training classes.

IMPORTANT INFORMATION:
Any eCards issued from an eCard Location to an Instructor that have not been issued to a student will be automatically removed from the Instructor's inventory and returned to the eCard inventory of the Training Center. Therefore, TCCs/eCard Location Admins should direct their Instructors to:

- Use their available inventory prior to May 31, or
- Advise them that any unused inventory of eCards that were issued by an eCard Location will be automatically removed from their inventory and added back into the eCard inventory of the Training Center on May 31

Option 2:

The Training Center Coordinator (TCC) may reclaim the available inventory of eCards currently in their eCard Location(s). This action will put the eCard inventory back into the inventory of the TCC to be redistributed after the launch of Atlas to an Instructor, Training Site (if applicable), or TC Admin. For step-by-step guidance on reclaiming eCards, please see the Job Aid: Reclaiming eCard Inventory.

Option 3:

If you prefer not to take any action prior to May 31, at the launch of Atlas, any eCard inventory in an eCard Location will be automatically removed from that eCard Location and added back into the eCard inventory of the Training Center. The TCC may then redistribute eCards to an Instructor, Training Site (if applicable), or TC Admin.

Instructions for Taking Inventory of eCards in eCard Locations

TCCs can take an inventory of eCards in their Training Center's eCard Locations by following the steps outlined on page 2 of the Job Aid: TCC eCard Inventory. However, this inventory does not include any eCards that have been distributed to Instructors by the TC.

For an inventory of eCards that an eCard Location has distributed to Instructors, you will need to request screenshots of inventory displays, or a downloaded .csv file from your eCard Location Admins and those Instructors who received eCards from an eCard Location. You can find step-by-step instructions for capturing this inventory on page 1 of the Job Aid: TCC eCard Inventory.

Register Today for the Upcoming eCards Webinar!

To learn more about eCards and Atlas, AHA Training Center Coordinators are invited to attend the following webinar:

Date: Tuesday, May 30, 2023

Time: 12:30 – 1:30 p.m., Central Time

Topic: eCards and eCard Locations

Register in advance here:

https://heart.zoom.us/webinar/register/WN_yj3IZaaAR4Kz4Jk4ZK37bg

Please note, this webinar will be recorded and posted to the **Atlas Information & Resources webpage** (cpr.heart.org/atlasresources), so it can be shared with your Training Center's Instructors and other staff.

Thank you,
American Heart Association