Reclaim eCard Inventory

To reclaim eCard inventory (eCards that have not been issued to students) from an eCard Location on the eCard platform, follow the steps outlined below.

1. On the eCard Inventory page, click Manage eCards and select **Reclaim eCards** from the dropdown list (Figure 1)
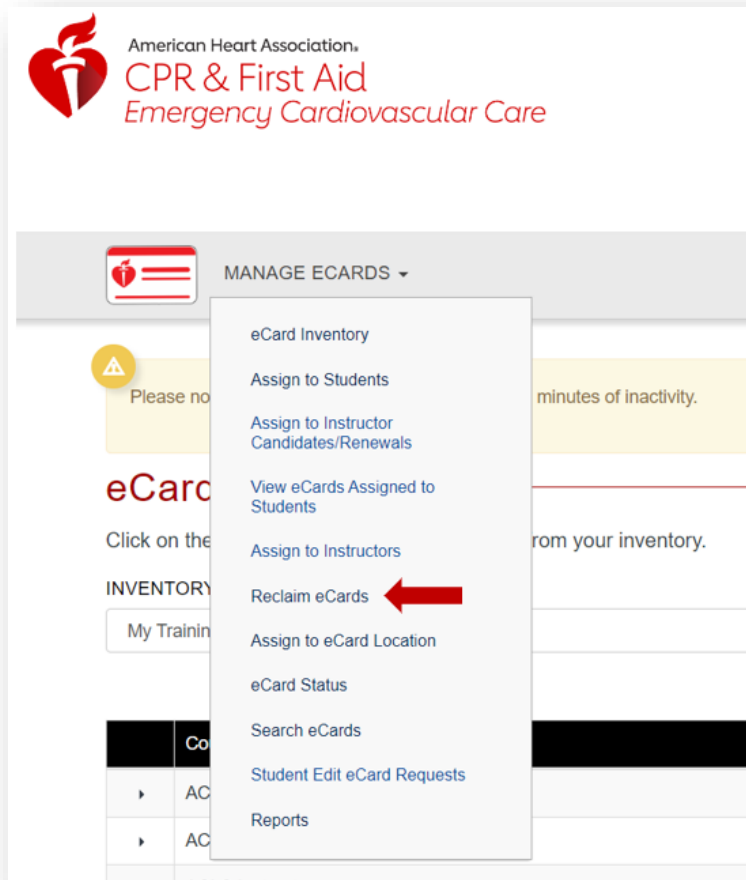

Figure 1

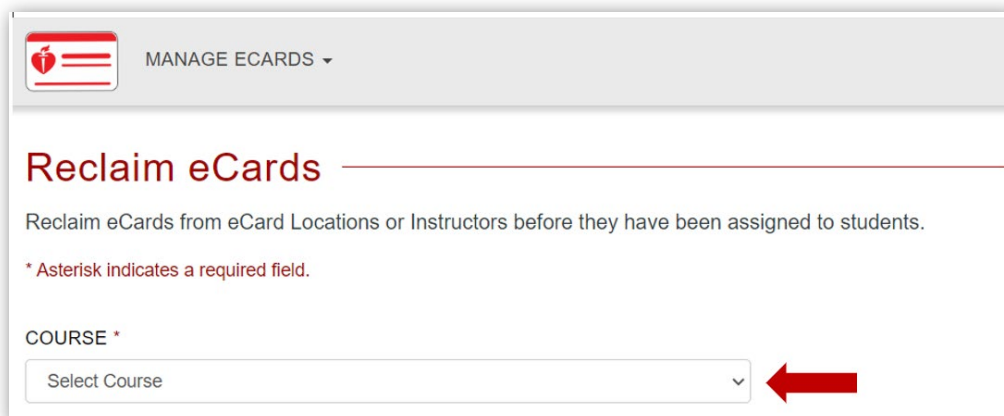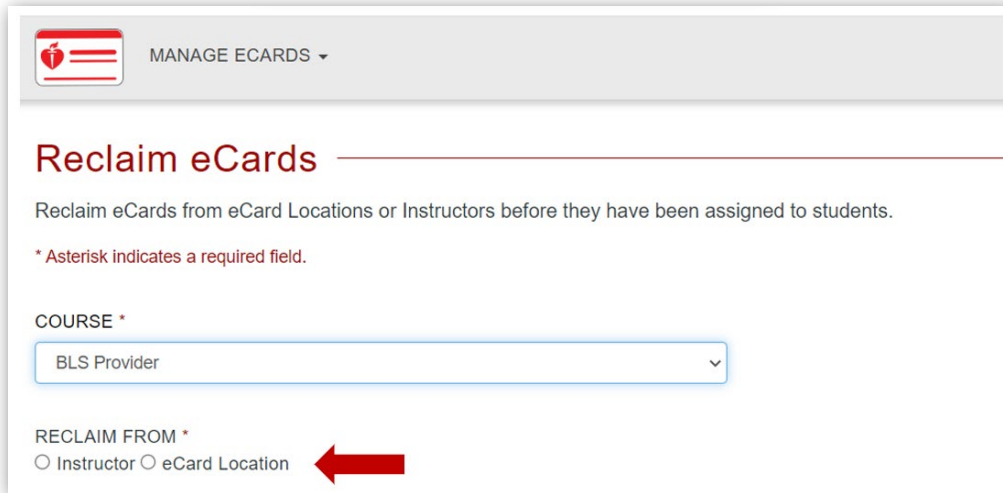   a. On the Reclaim eCards page, select the course (Figure 2)

Figure 2

    b.   Then click the source to reclaim from (Figure 3)
       i.   Instructor
      ii.   eCard Location

Figure 3

    c.   If you select Instructor, a dropdown box will be displayed from which to select an Instructor
       i.   The list of Instructors will display the Instructor Name and Instructor ID#
    d.   If you select eCard Location, a dropdown box will be displayed from which to select an eCard Location (Figure 4)
       i.   The list of eCard Locations will display the eCard Location Name and eCard Location ID#

Figure 4

e. From the AVAILABLE ECARDS QUANTITY, in the data box next to the RECLAIM QUANTITY (enter quantity below) type in the number of eCards to reclaim (Figure 5)
    i. The number of eCards that can be reclaimed cannot exceed the number shown in the AVAILABLE ECARDS QUANTITY

Figure 5

f. Click CONTINUE
g. A confirmation page will display (Figure 6)

Figure 6

    i. If incorrect, click GO BACK
        1. You will be returned to the previous page (see Figure 5)
        2. Make any corrections
        3. Click FINISH
    ii. If correct, click FINISH
        1. A Reclaim eCards – Complete page will display
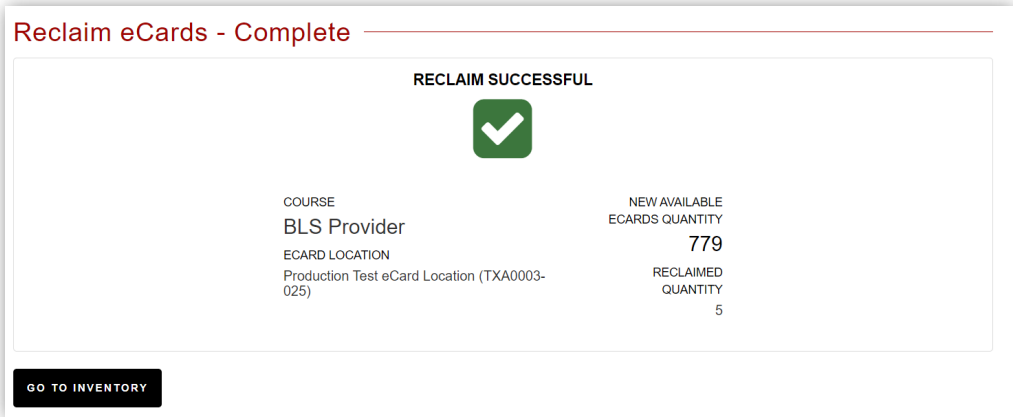   2. A Reclaim Successful and a green checkmark will display (Figure 7)

Job Aid: Reclaim eCard Inventory

Reclaim eCards - Complete

RECLAIM SUCCESSFUL

COURSE
BLS Provider

ECARD LOCATION
Production Test eCard Location (TXA0003-025)

NEW AVAILABLE ECARDS QUANTITY
779

RECLAIMED QUANTITY
5

GO TO INVENTORY

Figure 7

2. This completes the Reclaim eCards process.