

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)

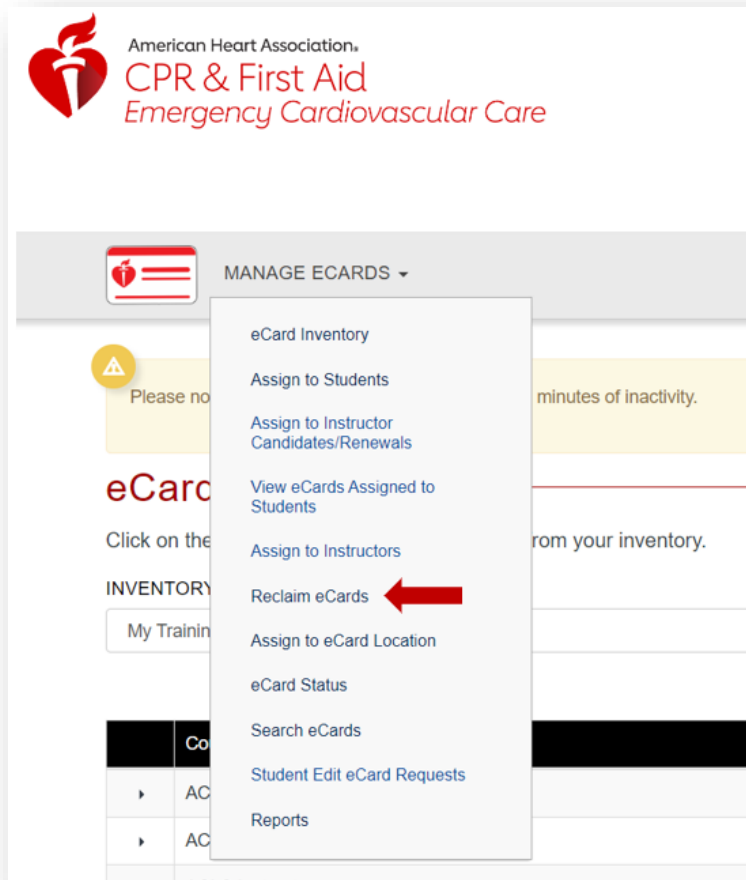


Figure 1

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

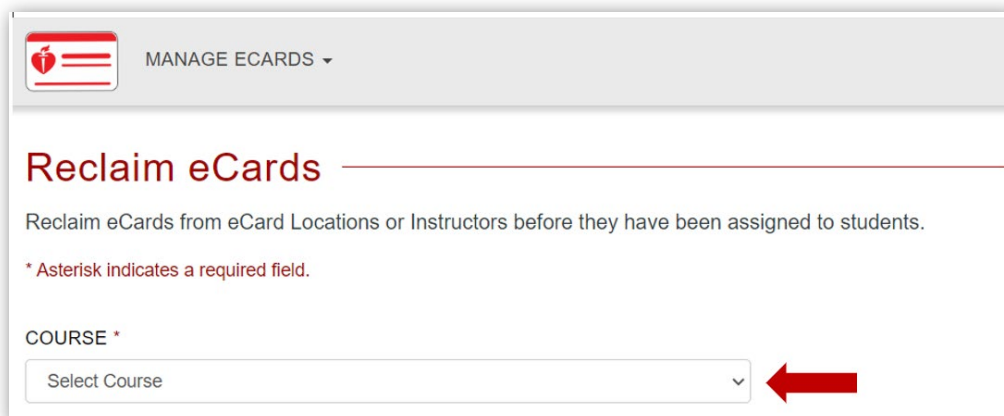
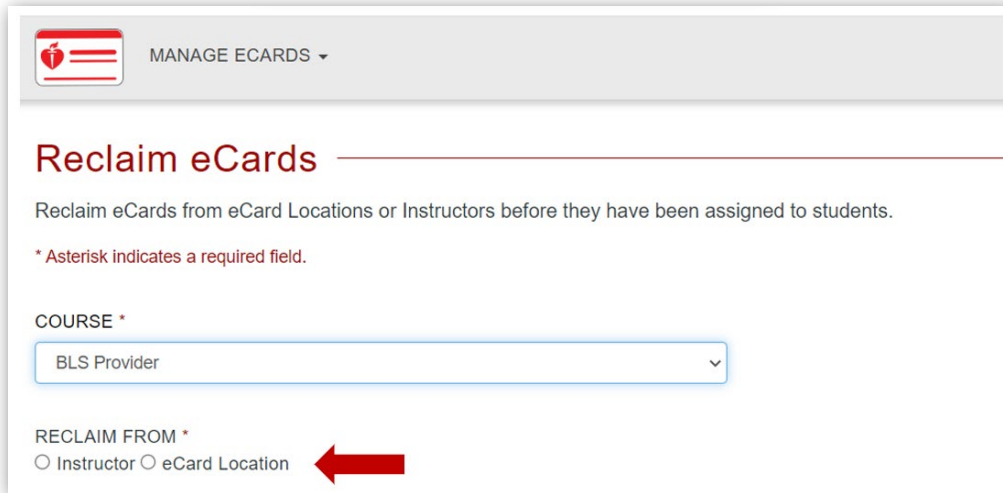


Figure 2

Job Aid: Reclaim eCard Inventory

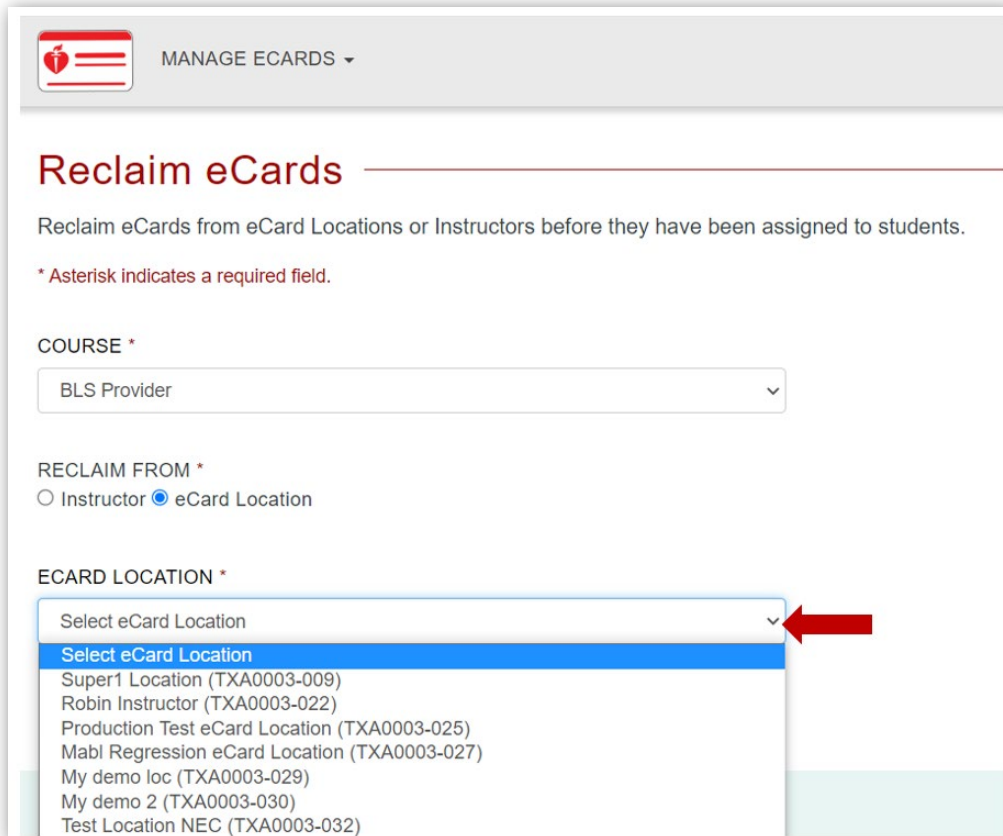
- b. Then click the source to reclaim from (Figure 3)
 - i. Instructor
 - ii. eCard Location



The screenshot shows the 'Reclaim eCards' form. At the top, there is a header with a logo and the text 'MANAGE ECARDS'. Below this is the title 'Reclaim eCards' and a subtitle 'Reclaim eCards from eCard Locations or Instructors before they have been assigned to students.' A note states '* Asterisk indicates a required field.' The form has two main sections: 'COURSE *' with a dropdown menu showing 'BLS Provider', and 'RECLAIM FROM *' with two radio buttons: 'Instructor' and 'eCard Location'. A red arrow points to the 'eCard Location' radio button.

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#



The screenshot shows the 'Reclaim eCards' form with the 'RECLAIM FROM' section set to 'eCard Location'. Below this is the 'ECARD LOCATION *' section with a dropdown menu. The dropdown menu is open, showing a list of eCard locations with their names and IDs. A red arrow points to the dropdown arrow.

Select eCard Location
Select eCard Location
Super1 Location (TXA0003-009)
Robin Instructor (TXA0003-022)
Production Test eCard Location (TXA0003-025)
Mabl Regression eCard Location (TXA0003-027)
My demo loc (TXA0003-029)
My demo 2 (TXA0003-030)
Test Location NEC (TXA0003-032)

Figure 4

Job Aid: Reclaim eCard Inventory

- 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

MANAGE ECARDS

Reclaim eCards

Reclaim eCards from eCard Locations or Instructors before they have been assigned to students.

* Asterisk indicates a required field.

COURSE *
BLS Provider

RECLAIM FROM *
☐ Instructor ☒ eCard Location

ECARD LOCATION *
Production Test eCard Location (TXA0003-025)

AVAILABLE ECARDS QUANTITY
13

RECLAIM QUANTITY (Enter quantity below) 0

CONTINUE

Figure 5

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

Reclaim eCards - Confirm

Confirm the information below is correct to finish reclaiming your eCards and return them to your inventory.

RECLAIMING
5

COURSE
BLS Provider

ECARD LOCATION
Production Test eCard Location (TXA0003-025)

AVAILABLE ECARDS QUANTITY
774

FINISH **GO BACK**

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)

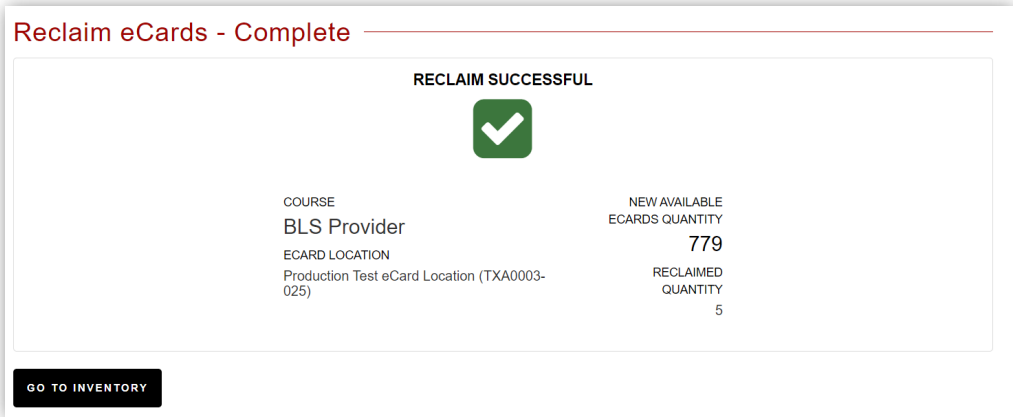


Figure 7

2. This completes the Reclaim eCards process.