

### eCard Inventory Changes

During the migration of data from the AHA Instructor Network to Atlas, changes will be made to the eCard platform. The biggest change is the discontinuation of eCard locations and the addition of Training Sites.

#### What does this mean?

During this technical update, eCards that have been distributed to **eCard Locations** but have not been issued to students will be returned to the Training Center's eCard Inventory (see Figure 1 in red below).

Also, eCards that were distributed by an eCard Location to **Instructors** that have not been issued to students will be returned to the Training Center's eCard Inventory.

However, eCards that have been distributed to an **Instructor** directly from the Training Center will not be affected (see Figure 1 in blue below)!

NOTE: When using the word "inventory" below, the meaning is a current inventory of eCards excluding any eCards that have been issued to students.

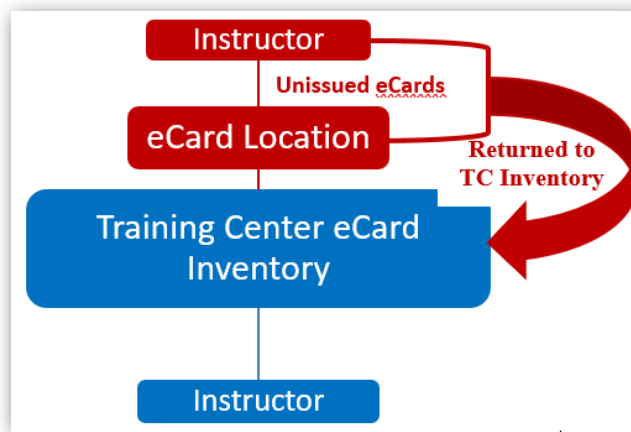


Figure 1

#### Inventory List of eCards for eCard Locations

To take an inventory of eCards that will be returned to the Training Center's inventory, 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.

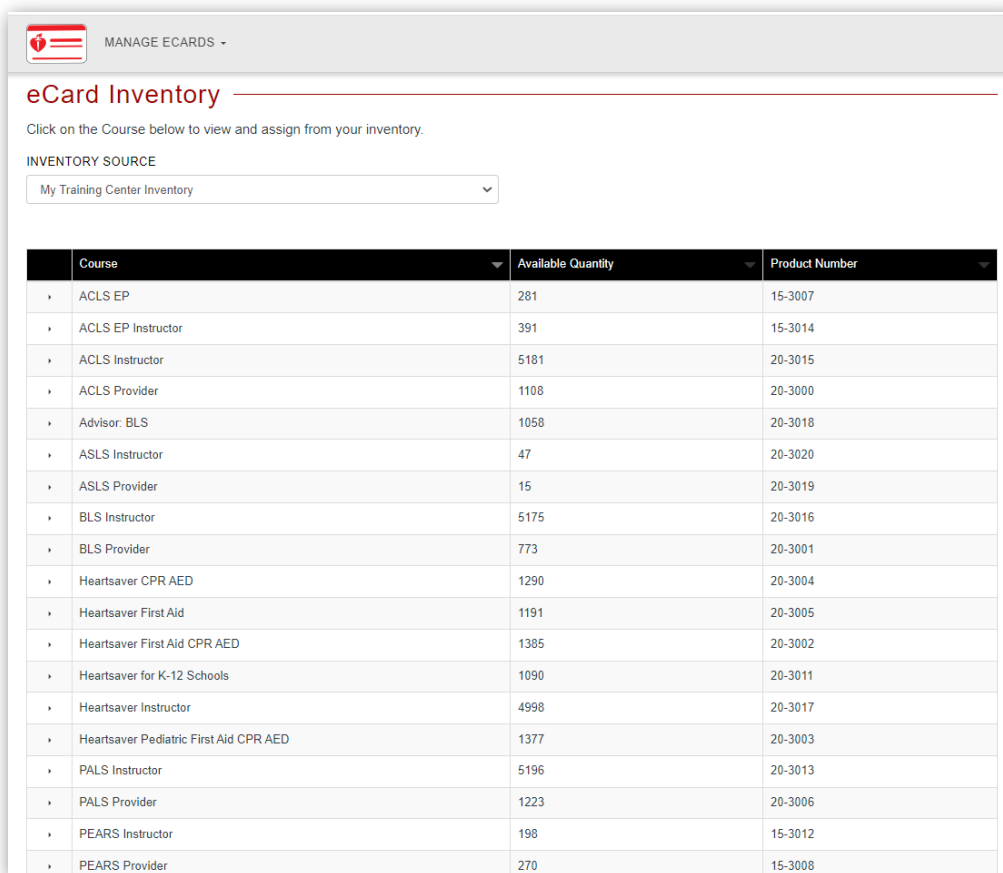
##### Request From eCard Admin:

1. As close to the date that the eCard platform will go down, request that each of your **eCard Admins** provide you with:
  - a. A copy of the eCard Location dashboard display showing the remaining eCard inventory at the eCard Location (see Figure 2 below)  
The screenshot should be labeled with the date, eCard Location name, the eCard Admin name, and Instructor ID#.
  - b. The steps below (steps 3a through 3e) should be available for the eCard Admin to follow, to download a current inventory for the instructors to whom they distributed eCards
    - i. In the **INVENTORY SOURCE** data selection field select the eCard Location, to download a .csv file of eCards assigned to instructors by the eCard Location, and not issued to students.
    - ii. The file should be labeled with the date, eCard Location name, the eCard Admin name, and Instructor ID#.

# Job Aid: TCC eCard Inventory

## TC eCard Inventory List:

1. From the TCC's **Dashboard**, select eCards
2. On the **Manage eCard** page,
  - a. Below the heading **eCard Inventory**
  - b. Below the heading **eCard Inventory**
  - c. In the **INVENTORY SOURCE** dropdown field
  - d. Select My Training Center Inventory
  - e. the **eCard Inventory** for the TC is displayed (Figure 2)
    - i. This is the inventory of eCards that belongs to the Training Center
    - ii. It does not include any eCards that have been distributed to instructors by the TC

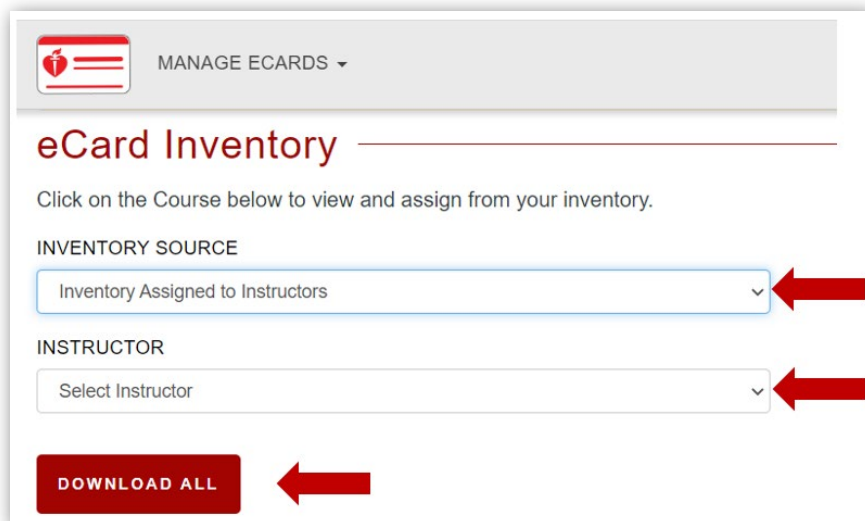



The screenshot shows the 'MANAGE ECARDS' page with the 'eCard Inventory' section. Below the heading, there is a dropdown menu for 'INVENTORY SOURCE' set to 'My Training Center Inventory'. Below this is a table with three columns: 'Course', 'Available Quantity', and 'Product Number'. The table lists 20 different courses with their respective quantities and product numbers.

Course	Available Quantity	Product Number
ACLS EP	281	15-3007
ACLS EP Instructor	391	15-3014
ACLS Instructor	5181	20-3015
ACLS Provider	1108	20-3000
Advisor: BLS	1058	20-3018
ASLS Instructor	47	20-3020
ASLS Provider	15	20-3019
BLS Instructor	5175	20-3016
BLS Provider	773	20-3001
Heartsaver CPR AED	1290	20-3004
Heartsaver First Aid	1191	20-3005
Heartsaver First Aid CPR AED	1385	20-3002
Heartsaver for K-12 Schools	1090	20-3011
Heartsaver Instructor	4998	20-3017
Heartsaver Pediatric First Aid CPR AED	1377	20-3003
PALS Instructor	5196	20-3013
PALS Provider	1223	20-3006
PEARS Instructor	198	15-3012
PEARS Provider	270	15-3008

Figure 2

- f. Using a snipping tool, take a screenshot of the TCs inventory
3. To find the inventory of eCards that the TC has distributed to instructors (that have not been issued to students), return to the **INVENTORY SOURCE** data selection field (Figure 3)
  - a. Select Inventory Assigned to Instructors
  - b. In INSTRUCTOR data selection field DO NOT make any selection
  - c. Click the **DOWNLOAD ALL** button



 MANAGE ECARDS ▾

### eCard Inventory

Click on the Course below to view and assign from your inventory.

INVENTORY SOURCE

Inventory Assigned to Instructors ▾

INSTRUCTOR

Select Instructor ▾

**DOWNLOAD ALL**

*Figure 3*

- d. Open the csv file that was downloaded.
- e. The file should be saved in the format of your choice, and labeled with the date, TC Name, and TC ID number.