



## TrackMyAED Plus Quick Guide

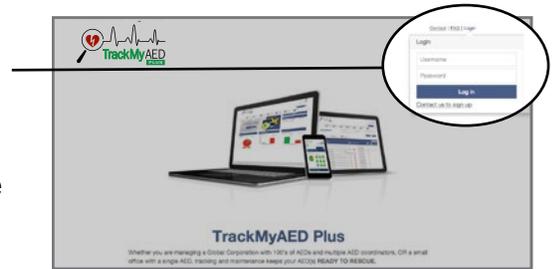
### TrackMyAED.ca

For any questions you may have, you can access the FAQ page or the Contact Us page located in the top right corner of the TrackMyAED.ca website.

When you log in, the site will look different to each user because the data it loads is specific to your personal account.

### Dashboard

The dashboard is where you will land automatically when you log in, it provides you with a quick overview of your data. Come back to it at anytime by clicking the  Dashboard link in the navigation. We know that up-to-date training increases the success of the staff using an AED. We included an option to track training credentials with a notification when additional training is required.



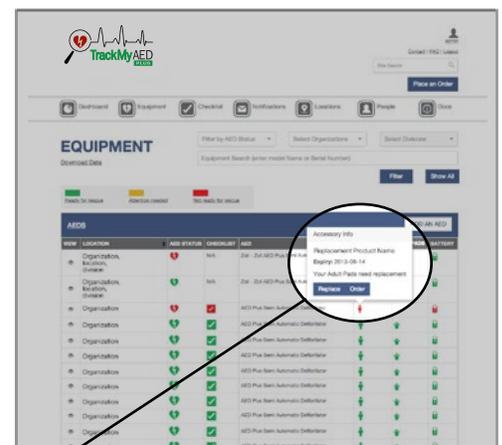
### Finding Your Way Around

All of the navigation links;  Equipment,  Checklist,  Location,  People,  Notifications and  Docs open a page with a listing of those items.

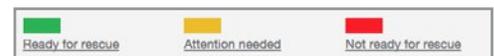
### AED Status and Keeping it Ready to Rescue!

Checklists , Adult pads , Child Pads  and Batteries  all have icons that change color according to their status. If your AED is “Ready to Rescue”, all icons will be green, as well as your overall AED status icon .

You can click on any of the status icons to get more information about their status as well as quick link buttons to help you keep a ‘Ready for Rescue’ status.



### Status Colours



# Adding, Editing and Removing Information

Click the view icon  at the beginning of each row to go to a detailed page of that listing.

Detail pages are where you will be able to edit information. The pencil icon  beside the headings will allow you to access the edit screen where you can edit or remove information.

To add NEW information you will see an “ADD” button . Depending what page you are on, for example, on the Equipment page and Dashboard you will see “ADD AED” button that will lead you through adding your new information. On the Location page, you will see (depending on your access level) “ADD A SITE” and/or “ADD A DIVISION”. Allowing you to add a site/division without assigning them to an AED immediately.

Adding, editing and removing information all happens within the Add and Edit screens and you can Cancel at anytime if you prefer not to save your changes.

When you are in these screens, there are in some instances, a drop down list of options. These will automatically populate when you begin typing. If there is NOT a current match to what you are typing, you will see an ‘Add’ option in the drop down list. This example shows adding a new site called “123 Sample Street” and shows ‘Add "123 Sample Site"?’ in the list of options. If you want to create this as a **new site** (one that is not in the system already) this is what you select. It will then show you the new fields required to continue.

Date fields in the forms have a calendar icon , when you click the calendar you can choose a date or manually enter it.

For more information on how we can assist you with implementing an AED Program into your organization or community, or you would like to add your AED into our software, please do not hesitate to contact us.

Call us Toll Free at 1-877-233-8288.

