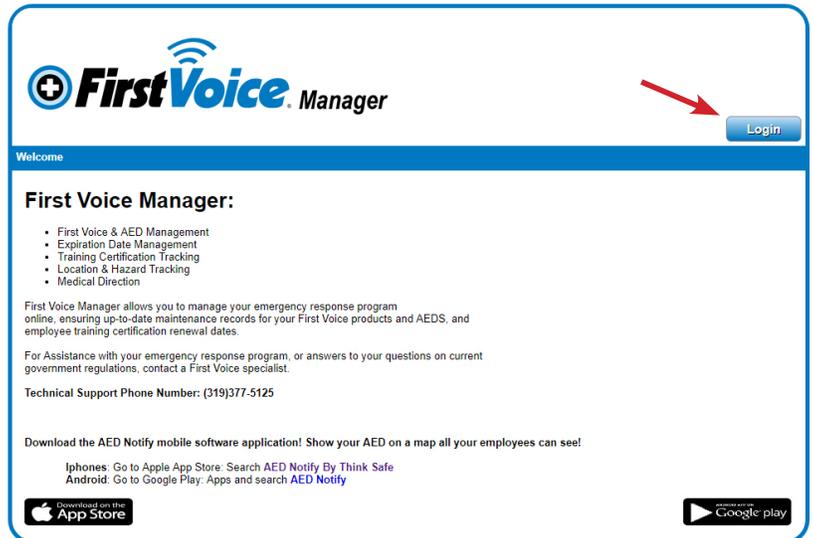




HOW TO DO YOUR AED CHECK

1. In an Internet Browser, go to First Voice Manager web site at www.firstvoicemanager.com

2. Click "Login" button

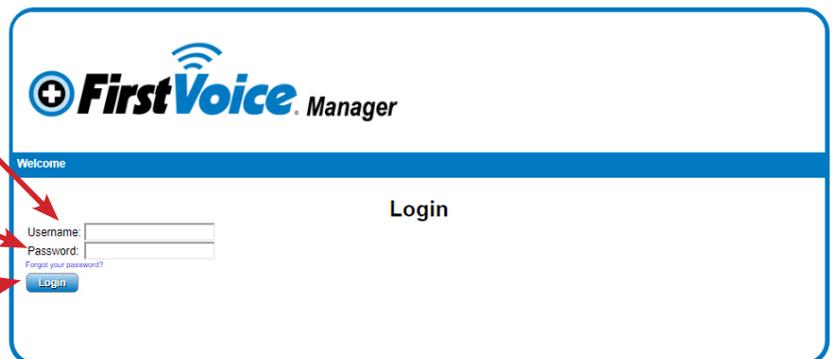


3. Enter your username:
Your username is your email address

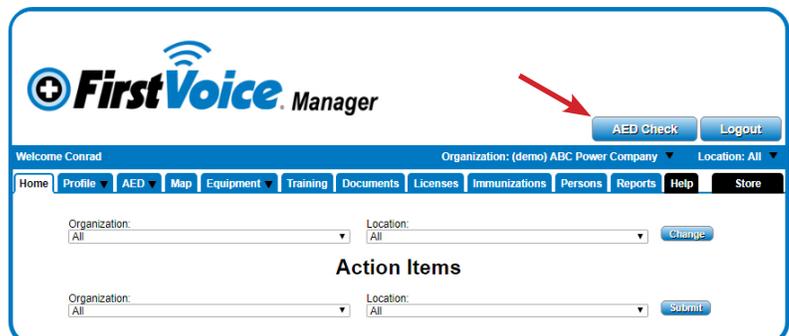
4. Enter your password:
Temporary password provided in the Welcome Email from First Voice Manager

You will change this after first login

5. Click "Login" button



6. Click on "AED Check" button.



7. Click on the AED under the location you are conducting the check for (most will only have one location, some will see more than one location if you are responsible for AED checks for multiple locations)

FirstVoice Manager

Welcome Conrad Organization: (demo) ABC Power Company Location: All

Home Profile AED Map Equipment Training Documents Licenses Immunizations Persons Reports Help Store

AED Check

(demo) ABC Power Company

Gold Branch - Vehicle #124

AED Model	Serial Number	AED Placement	Last Check	Last Service
HeartSine - Samaritan PAD (350 / 350P)	14D25512	in vehicle trunk	12/17/2018	N/A

Gold Branch Office

AED Model	Serial Number	AED Placement	Last Check	Last Service
Zoll - AED Plus	9876543210	Breakroom	12/17/2018	N/A
Cardiac Science - Powerheart AED G3	JNK8723	next to register	12/17/2018	N/A

8. When the AED record opens up, Review the Serial Number and Placement of your AED.

9. Review the Pads and Battery or Pak expiration dates and lot numbers (based on your unit's accessories) to ensure they are not expired and are accurately recorded in the system.

10. Click "New AED Check".

Gold Branch - Vehicle #124

HeartSine Samaritan PAD (350 / 350P)

In Service

AED Last Check Past Check Images New AED Check

Serial Number	14D25512	AED Placement	in vehicle trunk
Install Date		Site Coordinator	Matt Walters
Accessibility	public	Mobility	mobile
Latitude	42.043759	Longitude	-91.638602
Asset Number		Created By	--unknown--

Purchase Type: None
Purchase Date: 01/05/2014 Warranty: 01/15/2024

Plan Type: --unknown--

Region Code: TSI111

Accessories	Part Number	Lot Number / UDI	Expiration
PAD-PAK	11516-000003	FJ5641	08/28/2020

Spares: There are currently no accessories for this aed.

Notes

Edit Delete

11. Verify the information is accurate:

- Organization
- Location
- Serial Number - Located on back of AED
- Brand/Model - Which AED you have
- Date - auto populates today's date
- Placement - Physical location of AED

Organization	(demo) ABC Power Company
Location	Gold Branch - Vehicle #124
Serial Number	14D25512
Brand, Model	HeartSine, Samaritan PAD (350 / 350P)
Date	01/16/2019
Placement	in vehicle trunk



12. Answer the General Information questions:

- a. Is the AED unit located in the designated area?
- b. Is the AED unit cleaned and undamaged?
- c. Is the AED in an alarmed cabinet?

<< If device is not housed in an active alarmed cabinet, click No>>.

If you click Yes:

- d. Does the alarm on the AED Cabinet work?
- e. Did you replace the alarm batteries?

If you click No:

- f. Insertion Date - Today's Date
- g. Change Date - One year from today
<<Alarm battery is good for one year>>
- h. Expiration Date - Shelf life date on battery
- I. Is there an AED rescue kit (razors/scissors kit) present?

If you click Yes:

- j. Is the rescue kit sealed and undamaged?

If you click No:

- k. Does your rescue kit include these items?
- l. Gloves (PPE), Razor (Shaving Tool), Scissors (Cut Clothes Off), Towel (Wipe Chest), Disinfectant Wipe(s) (PPE), CPR Barrier (PPE)<<Select all the items you have in your kit, if opened>>

13. Answer the Paks questions if applicable:

- a. Confirm: Lot Number/UDI and Expiration

If you click No:

- b. Are you installing a new pak/accessory or need to enter a different lot number and or expiration date?

If you click No:

- c. The AED check will error, if it is the primary pak. If it is a spare it will be deleted.

If you click Yes:

- d. You need to enter a new Lot Number/UDI and Expiration for primary or spare pak.

14. Answer the Pads questions if applicable:

- a. Confirm: Lot Number/UDI and Expiration

If you click No:

- b. Are you installing a new electrodes(pads) or need to enter a different lot number and or expiration date?

If you click No:

- c. The AED check will error, if it is the primary pad. If it is a spare it will be deleted.

If you click Yes:

- d. You need to enter a new Lot Number/UDI and Expiration for primary or spare pad.

General Information

Question	Yes	No
Is the AED unit located in the designated area?*	<input type="radio"/>	<input type="radio"/>
Is the AED unit cleaned and undamaged?*	<input type="radio"/>	<input type="radio"/>
Is the AED in an alarmed cabinet?*	<input type="radio"/>	<input type="radio"/>
Is there an AED rescue kit (razors/scissors kit) present?*	<input checked="" type="radio"/>	<input type="radio"/>
Is the rescue kit sealed and undamaged?*	<input type="radio"/>	<input type="radio"/>
Does your rescue kit include these items?		
Gloves (Personal Protection)*	<input type="radio"/>	<input type="radio"/>
Razor (Shaving Tool)*	<input type="radio"/>	<input type="radio"/>
Scissors (Cut Clothes Off)*	<input type="radio"/>	<input type="radio"/>
Towel (Wipe Chest)*	<input type="radio"/>	<input type="radio"/>
Disinfectant Wipe(s) (Personal Protection)*	<input type="radio"/>	<input type="radio"/>
CPR Barrier (Personal Protection)*	<input type="radio"/>	<input type="radio"/>

Paks

Question	Yes	No				
Note the expiration date. Are the following paks going to stay with this unit?						
<table border="0"> <tr> <td>Pak Lot Number / UDI</td> <td>PAD-PAK FJ5641</td> </tr> <tr> <td>Expiration</td> <td>08/28/2020</td> </tr> </table>	Pak Lot Number / UDI	PAD-PAK FJ5641	Expiration	08/28/2020	<input type="radio"/>	<input checked="" type="radio"/>
Pak Lot Number / UDI	PAD-PAK FJ5641					
Expiration	08/28/2020					
Are you installing a new pak/accessory? or need to enter a different expiration date	<input type="radio"/>	<input type="radio"/>				
<table border="0"> <tr> <td>Pak Lot Number / UDI</td> <td>PAD-PAK ▾</td> </tr> <tr> <td>Expiration</td> <td><input type="text"/></td> </tr> </table>	Pak Lot Number / UDI	PAD-PAK ▾	Expiration	<input type="text"/>		
Pak Lot Number / UDI	PAD-PAK ▾					
Expiration	<input type="text"/>					

Pads

Question	Yes	No				
Note the expiration date. Are the following pads going to stay with this unit?						
<table border="0"> <tr> <td>Pad Lot Number / UDI</td> <td>Stat Padz II 547D</td> </tr> <tr> <td>Expiration</td> <td>08/01/2020</td> </tr> </table>	Pad Lot Number / UDI	Stat Padz II 547D	Expiration	08/01/2020	<input type="radio"/>	<input checked="" type="radio"/>
Pad Lot Number / UDI	Stat Padz II 547D					
Expiration	08/01/2020					
Are you installing new electrodes(pads) or need to enter a different expiration date?	<input type="radio"/>	<input type="radio"/>				
<table border="0"> <tr> <td>Pad Lot Number / UDI</td> <td>Stat Padz II ▾</td> </tr> <tr> <td>Expiration</td> <td><input type="text"/></td> </tr> </table>	Pad Lot Number / UDI	Stat Padz II ▾	Expiration	<input type="text"/>		
Pad Lot Number / UDI	Stat Padz II ▾					
Expiration	<input type="text"/>					
Note the expiration date on spares. Are the following spare pads going to stay with this unit?						
<table border="0"> <tr> <td>Spare Pad 1 Lot Number / UDI</td> <td>Stat Padz II 547D2</td> </tr> <tr> <td>Expiration</td> <td>08/01/2020</td> </tr> </table>	Spare Pad 1 Lot Number / UDI	Stat Padz II 547D2	Expiration	08/01/2020	<input type="radio"/>	<input checked="" type="radio"/>
Spare Pad 1 Lot Number / UDI	Stat Padz II 547D2					
Expiration	08/01/2020					
Are you installing new spare electrodes(pads) or need to enter a different expiration date?	<input type="radio"/>	<input type="radio"/>				
<table border="0"> <tr> <td>Pad Lot Number / UDI</td> <td>Stat Padz II ▾</td> </tr> <tr> <td>Expiration</td> <td><input type="text"/></td> </tr> </table>	Pad Lot Number / UDI	Stat Padz II ▾	Expiration	<input type="text"/>		
Pad Lot Number / UDI	Stat Padz II ▾					
Expiration	<input type="text"/>					



15. Answer the Batteries questions if applicable:

a. Confirm: Lot Number/UDI and Expiration

If you click No:

b. Are you installing a new battery or need to enter a different lot number and or expiration date?

If you click No:

c. The AED check will error, if it is the primary battery. If it is a spare it will be deleted.

If you click Yes:

d. You need to enter a new Lot Number/UDI and Expiration for primary or spare battery.

Batteries

Question	Yes	No
Note the expiration date. Are the following batteries going to stay with this unit?		
Battery Type 123 Duracell Lithium Batteries (10 ea) Lot Number / UDI 484959 Expiration 04/27/2022	<input type="radio"/>	<input checked="" type="radio"/>
Are you installing a new battery or need to enter a different expiration date?	<input type="radio"/>	<input type="radio"/>
Battery Type 123 Duracell Lithium Batteries (10 ea) ▼ Lot Number / UDI Expiration		

16. Answer the AED ready question. This refers to the status indicator light/text on the AED unit.

AED Ready

Question	Yes	No
Is the Status Indicator showing the AED in a ready status?	<input type="radio"/>	<input type="radio"/>

17. Enter all names and email addresses of those doing the AED check. If there are more than one person, click the “ + ” to add more.

<<Each person will be emailed a copy of the AED inspection is to be sent>>

Checked By

By entering your name you are certifying that the above check was done and that you reported the actual condition of the AED unit.

Full Name	Email
<input type="text"/>	<input type="text"/>

18. Enter any comments regarding the condition of the unit, supplies, concerns during the AED readiness check, etc.

Comments

19. Click “Submit” button



Submit

20. Confirm that your AED check has been successfully recorded.

21. Click “Logout” button



21. You will receive a confirmation email regarding your monthly readiness check.

<<OPTIONAL: Please print this email and keep a copy in the AED binder..., OR continue to sign off on the AED Monthly Readiness Check card in your AED binder..., etc...>>

Don't forget to date and initial AED Check Tag on the AED Unit for quick reference.

For any further technical support, contact us at 888-473-1777

