

SET UP AED READINESS MANAGER SOFTWARE

Log into **AED Readiness Manager** (manager.readisys.com) using the account credentials you received from your AED program administrator, distributor or Readiness Systems. Email support@readisys.com if you don't have your login credentials.

Click the **Locations** tab and confirm the Locations (Location Groups, Sites and Buildings) where you have AEDs to be inspected are listed. If not, add Locations using the **Add Location Group**, **Add Site** and **Add Building** buttons.

Under the AEDs tab, click **Inspected AEDs** and confirm AEDs to be inspected are listed. If not, click the **Add Inspected AED** button and complete the Add Inspected AED form.

Click on the **Users** tab and confirm each AED inspector is a registered User. If not, click the **Add User** button and complete the Add User form. **NOTE: Only registered Users can use the ReadiCheck mobile app to inspect AEDs.**

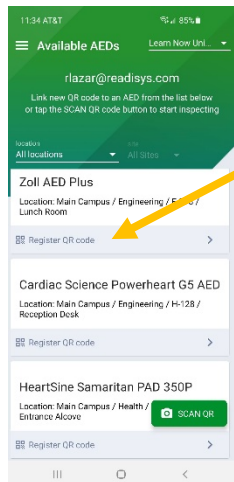
INSPECT AEDs: Install and login to the ReadiCheck mobile AED inspection app available for download from the Android and Apple app stores.

INSPECTING AN AED WITH READICHECK FOR THE FIRST TIME



Get ReadiCheck ID stickers: ReadiCheck ID QR codes must be assigned to AEDs before they can be inspected. ReadiCheck ID stickers are provided by Readiness Systems as part of ReadiCheck ordering process. Get stickers from your program administrator or distributor. Email support@readisys.com if you don't have QR code stickers.

Apply ReadiCheck ID sticker: Place any ReadiCheck ID sticker on the AED cabinet, AED case or on a surface near where the AED is stored. **NOTE: A ReadiCheck ID QR code must be scanned to inspect an AED.**



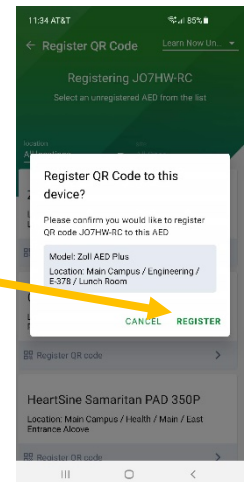
Pick Subscriber: Select the applicable Subscriber from the dropdown (this applies only if you inspect AEDs for more than one Subscriber).

Pick AED: AEDs that have not yet been assigned a ReadiCheck ID QR code appear on the list. From the list, click **Register QR code** under the AED you are inspecting based on its location.

Scan QR code: Scan the ReadiCheck ID QR code you just placed.

Register ReadiCheck ID: On the popup box that appears, confirm you want to register this ReadiCheck ID QR code to this AED by clicking "REGISTER" – the Inspection Report form will then open.

Inspect: Complete and Submit the Inspection Report.



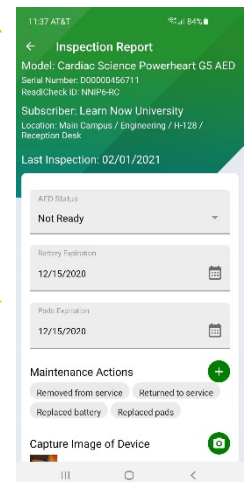
INSPECTING AN AED AFTER A READICHECK ID QR CODE HAS BEEN REGISTERED TO IT



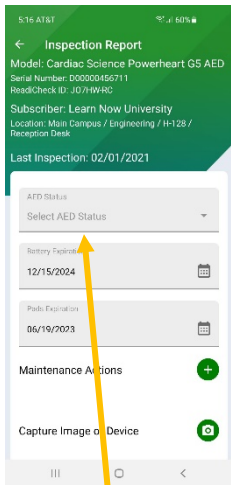
Pick Subscriber: Select the applicable Subscriber from the dropdown (this applies only if you inspect AEDs for more than one Subscriber).

Scan QR code: Click **SCAN QR** and scan the ReadiCheck ID QR code assigned to this AED. The Inspection Report form for this AED will open. Note: AEDs with assigned QR codes do not appear on a list. QR code scanning opens the Inspection Report for these AEDs.

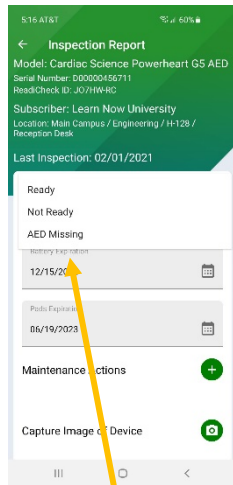
Inspect: Complete and Submit the Inspection Report.



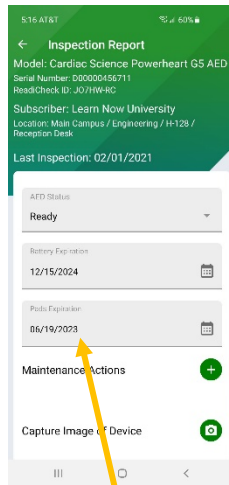
HOW TO COMPLETE A READICHECK AED INSPECTION



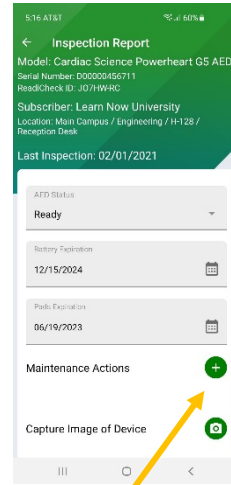
Click **Select AED Status**



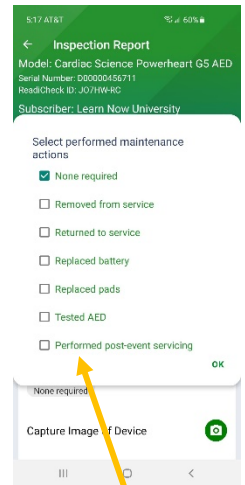
Select **Ready, Not Ready or AED Missing**



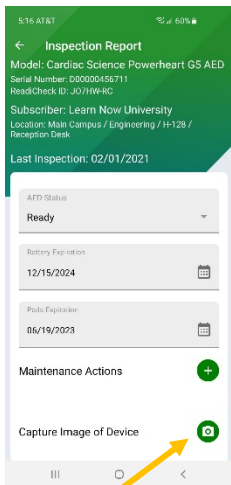
Confirm **Battery and Pads Expiration** dates are correct - update if needed



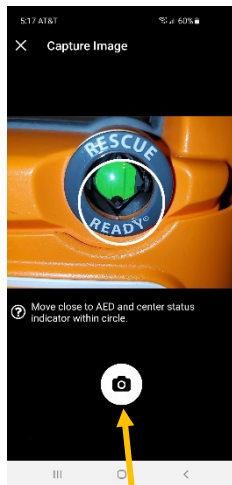
Click **Maintenance Actions** plus sign



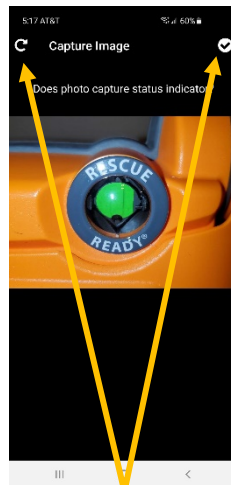
Select one or more **maintenance actions** performed



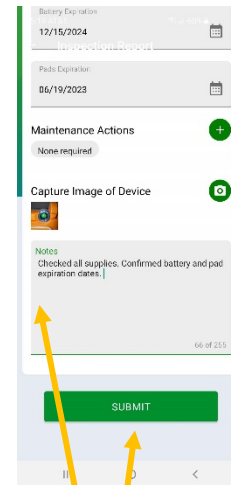
Click **Capture Image or Video of Device** camera or video icon – still images for AEDs with LCD status indicators and video for AEDs with blinking LED status indicators



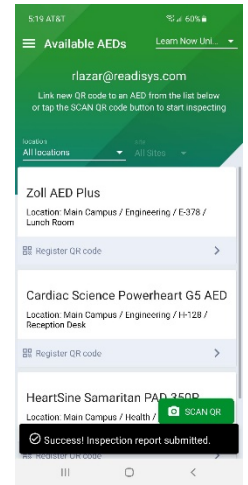
Center the AED's status indicator in the circle and tap the camera or video icon



Confirm the image or video properly captures the status indicator and, if so, click the checkmark to save; if not, click the redo icon



Add any **Notes** and then click **Submit**



A **Success** message will appear indicating the inspection is complete and the **Inspection Report** was submitted

Need help? Email support@readisys.com for support.