Readiness Systems®

ReadiCheck
User Guide (v2.0)

Contents

ReadiCheck – from Readiness Systems

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ReadiCheck Installation Guide 2.0

ReadiCheck User Guide

This ReadiCheck User Guide walks you through the easy set-up process so you can use the ReadiCheck app to inspect your AEDs and manage all your AEDs using the online AED Readiness Manager Software. ReadiCheck inspections help ensure your AEDs are always ready when you need them.

Click the following link to view this **ReadiCheck User Guide** online.

Before You Begin – Set Up the Software **if Needed**

Before you can use ReadiCheck to inspect your AEDs, the **Location** and **Inspected AED** information for each AED must first be set up in the online AED Readiness Manager (**Manager**) software.

If the Location and/or Inspected AED are not yet set up, go to sections A and B of this Guide to find instructions for adding them. If they are already set up, you can skip to section C, *Inspect AEDs with ReadiCheck*.
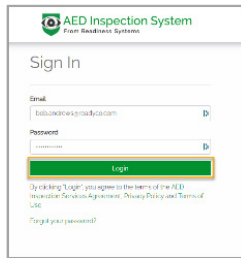
REMEMBER: Only <u>Users</u> added in Manager can use the ReadiCheck mobile app to inspect AEDs.

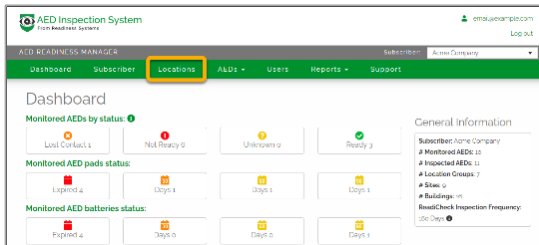Detailed instructions about how to add and manage users can be found in the AED Readiness Manager User Guide.

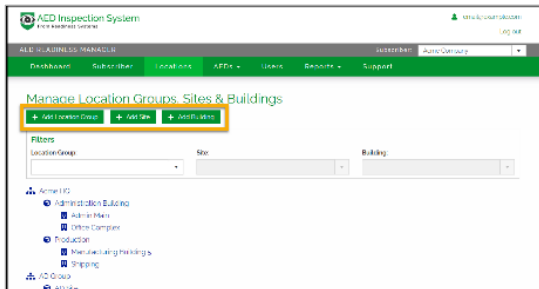# A Add New Location to AED Readiness Manager **if Needed**

Skip this section if the Location (Location Group, Site and Building) where you are inspecting an AED is already set up in Manager. Otherwise, follow these steps to add a new Location. More detailed instructions can be found in the separate AED Readiness Manager User Guide.

1. Log into **AED Readiness Manager** (manager.readisys.com) using the user account credentials you received from your AED program administrator, distributor or Readiness Systems. Use the Forgot Password link to set or reset your password if needed. If you still can't log in, contact Readiness Systems support for help.

2. From the Dashboard page, click the **Locations** tab.

3. On the **Locations** page, add your new Location using the Add Location Group, Add Site and/or Add Building buttons.

About AED Locations

Location Group: A general grouping of sites. Location groups can be defined as needed. For example, geographic region, state, city, school district, business or educational campus, division, business unit, and so on.

Site: A location with one or more buildings or vehicles where you have inspected AEDs.

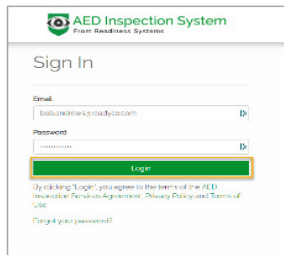**Building:** A building or vehicle where you have inspected AEDs.

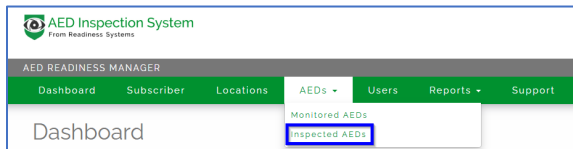# B Add New AED to AED Readiness Manager **if Needed**

Skip this section if the AED you will be inspecting is already set up in Manager. Otherwise, follow these steps to add a new Inspected AED. More detailed instructions can be found in the separate AED Readiness Manager User Guide.
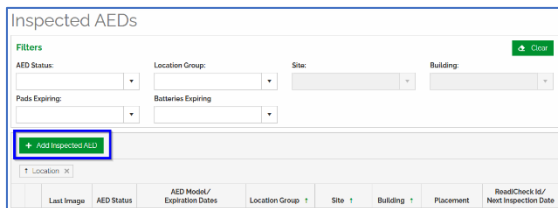
Gather AED Information

Remove the AED from the cabinet. Find and write down the AED make and model, AED serial number, battery expiration date(s), pads expiration date(s) and specific AED placement location for the inspected AED (see the **AED Reference Guide** to learn where to find this information on your AED). You'll need the information to add this AED to Manager.

1. Log into **AED Readiness Manager** (manager.readisys.com) using the user account credentials you received from your AED program administrator, distributor or Readiness Systems. Use the Forgot Password link to set or reset your password if needed. If you still can't log in, contact Readiness Systems support for help.
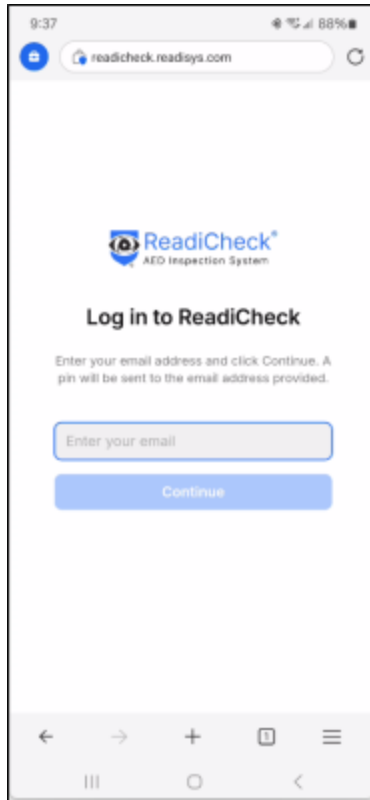
2. From the Dashboard page, click the **Inspected AEDs** tab.

3. On the **Inspected AEDs** page, click the Add Inspected AED button and complete the form by selecting the Location Group, Site and Building for this AED and entering the other AED information you gathered for this Inspected AED. You will assign a QR Code to this AED the first time you perform an inspection.

C Install the ReadiCheck App

ReadiCheck is a web app that works on smartphones, tablets and computers. It does not require the installation of a native Android or iOS app from an app store.
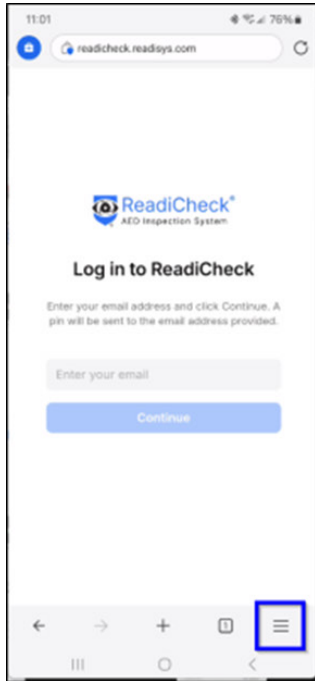
To install the ReadiCheck web app, start by visiting:
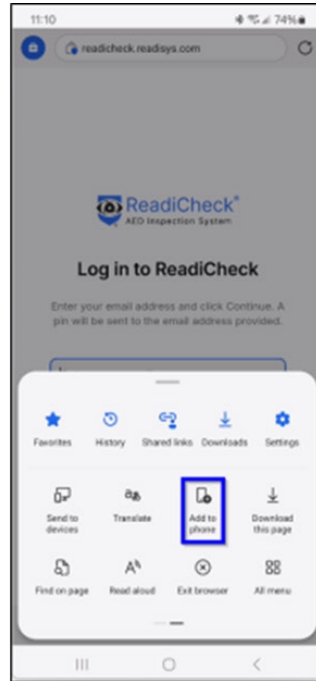
readicheck.readisys.com

Then, follow the instructions below.

REMEMBER: ONLY USERS ADDED IN THE ONLINE AED READINESS MANAGER SOFTWARE CAN USE THE READICHECK INSPECTION APP. CONTACT YOUR AED PROGRAM MANAGER, DISTRIBUTOR, OR READINESS SYSTEMS IF YOU DON'T YET HAVE A USER ACCOUNT.
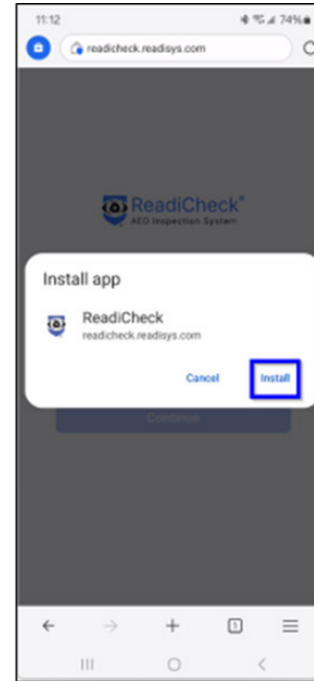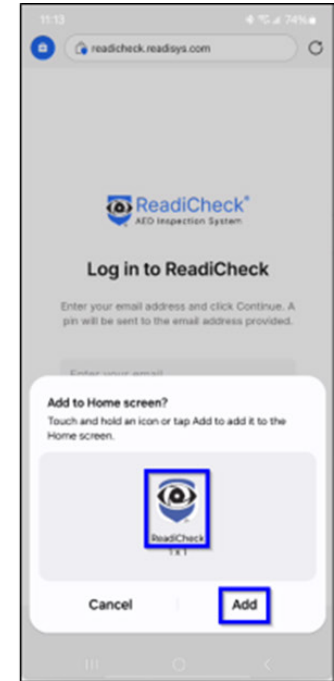
To Install on an **Android Phone**

From the ReadiCheck log in page in your browser

readicheck.readisys.com

tap the **Menu** button.

On the popup menu, find and tap the **Add to phone** icon.

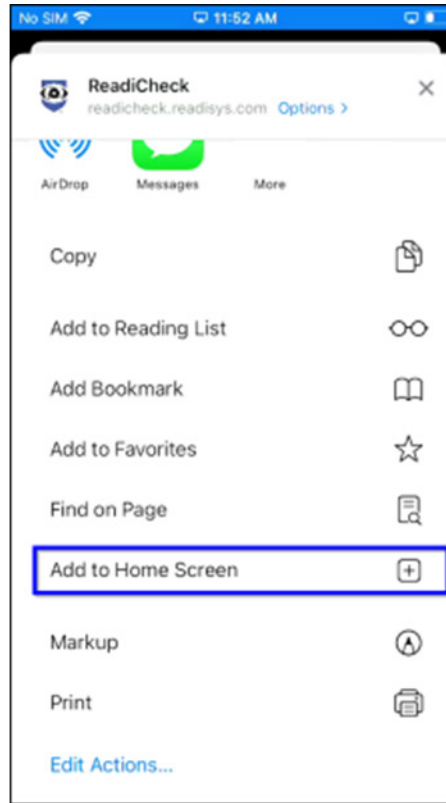On the Install app popup screen, select **Install**.

On the Add to Home screen popup, tap **Add**. A ReadiCheck app icon will be added to your home screen. The ReadiCheck app is now installed.

To Install on an iOS (Apple) iPhone

From the ReadiCheck log in page in your browser

readicheck.readisys.com
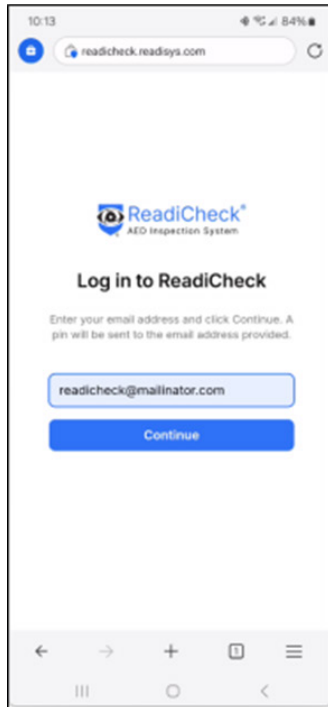
tap the **Share** button.

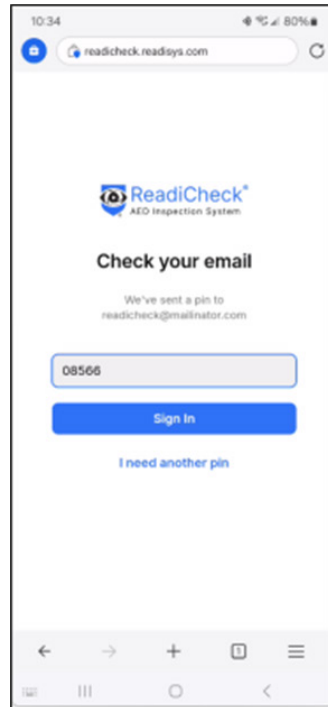On the slide-up screen, tap **Add to Home Screen**.

On the Add to Home screen, tap **Add**. A ReadiCheck app icon will be added to your home screen. The ReadiCheck app is now installed.
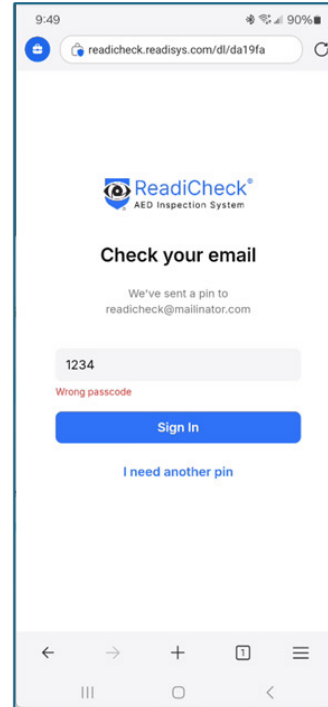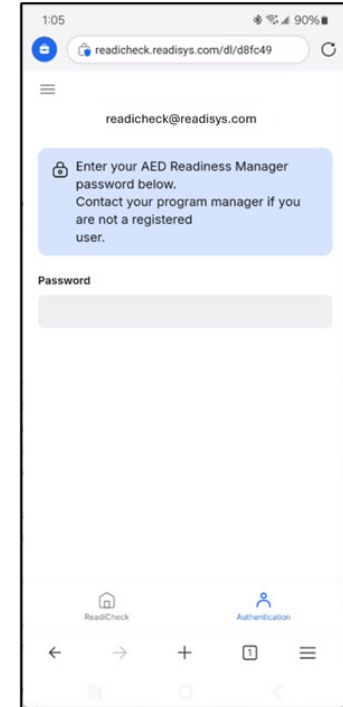
D Log in to ReadiCheck

Tap the ReadiCheck app icon which takes you to the ReadiCheck log in page. Enter your email address and then click **Continue**. This will take you to the PIN page and a PIN number will be sent to the email address you entered.

On the PIN page, enter the five-digit PIN number emailed to you and then click **Sign In**.
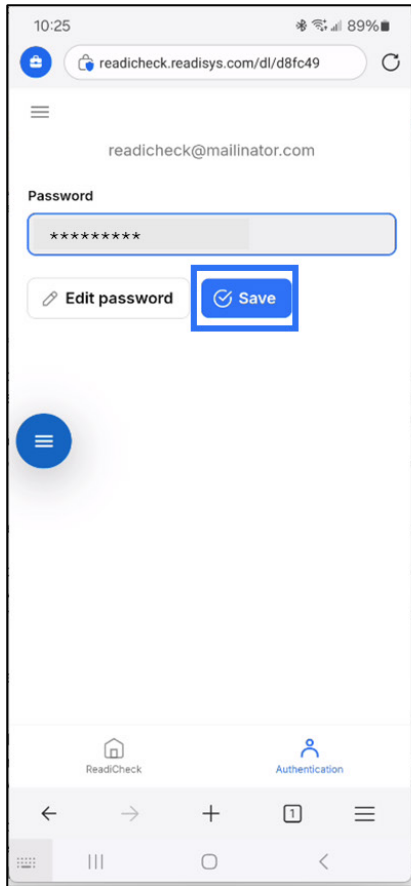
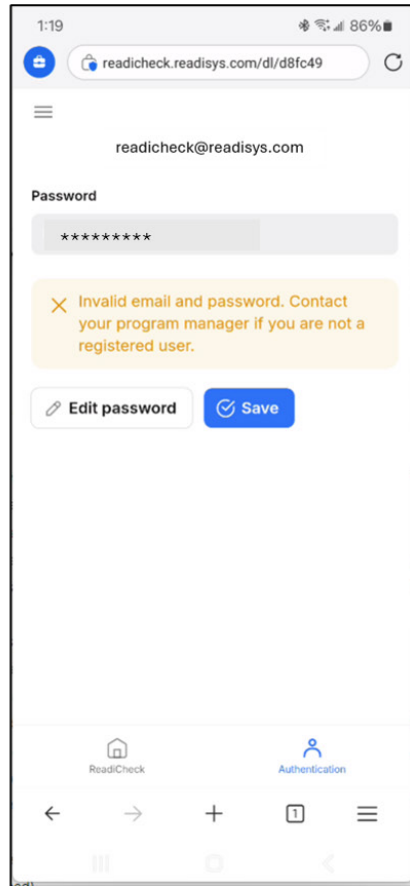If you enter the wrong PIN, you will get an error message.

After submitting your PIN for the first time, you will be taken to the enter password page.

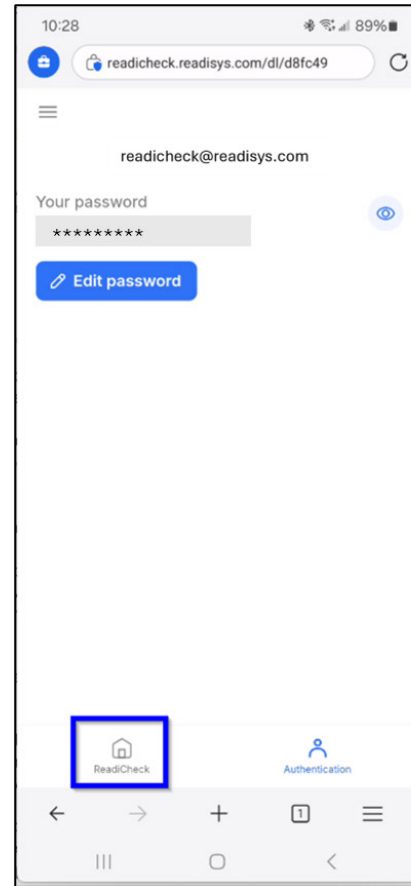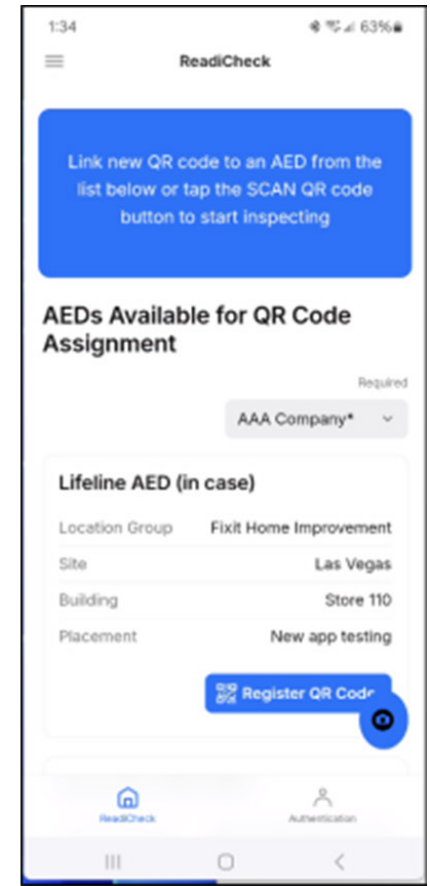Enter your AED Readiness Manager password and click Save.

If you enter an incorrect password, you will be prompted to fix it, or to contact your program manager if you are not a registered user.

After successfully entering your password, click the ReadiCheck home page button.

From the ReadiCheck Home Page, you are now ready to register QR codes to AEDs and perform ReadiCheck AED inspections.
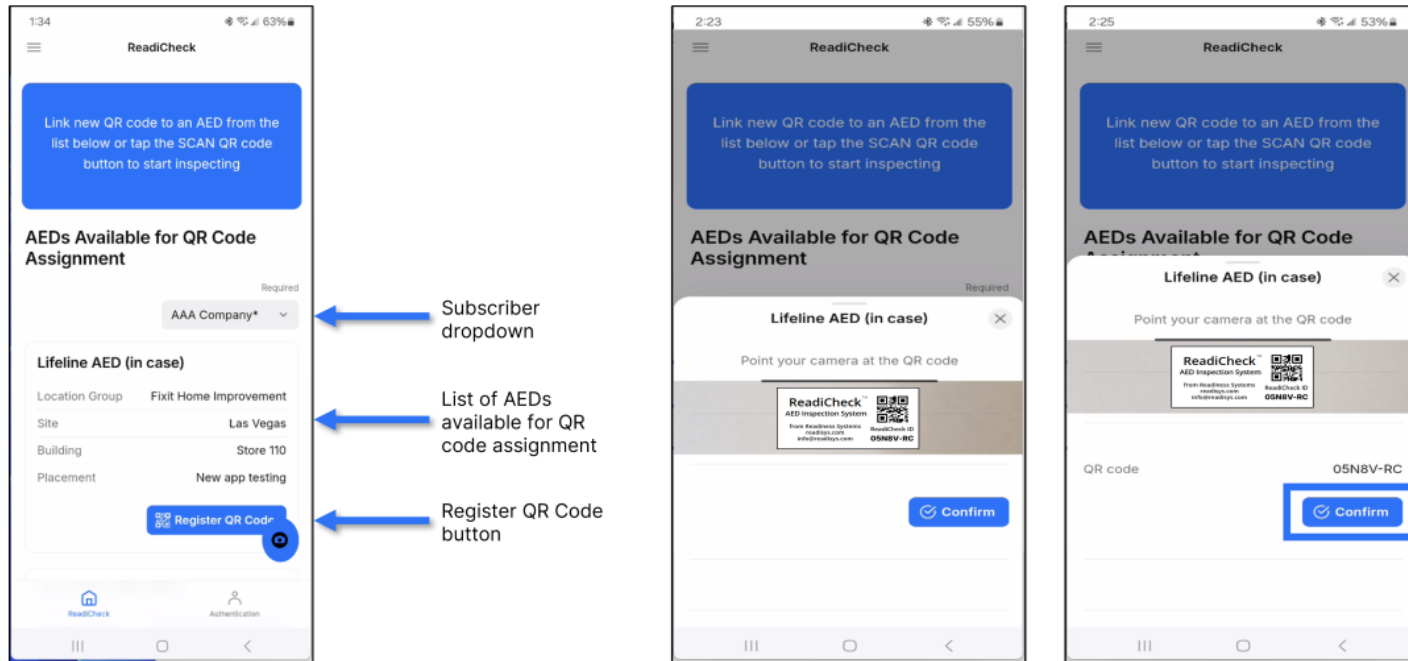
E Register ReadiCheck IDs and Inspect AEDs

Register ReadiCheck IDs

Get ReadiCheck ID stickers: A ReadiCheck ID must be assigned to every AED before it can be inspected. ReadiCheck ID stickers containing unique QR codes are provided by Readiness Systems as part of ReadiCheck ordering process. Email support@readisys.com if you don't have ReadiCheck ID 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: To inspect an AED, the unique QR code found on each ReadiCheck ID sticker must be registered to a specific AED using the ReadiCheck AED inspection app.**

Register ReadiCheck IDs … continued

Subscriber dropdown

List of AEDs available for QR code assignment

Register QR Code button

Pick Subscriber if Needed: If you inspect AEDs for more than one Subscriber, you will first need to select the applicable Subscriber from the dropdown. This will display a list of AEDs for this Subscriber that have not yet been assigned a ReadiCheck ID. If you inspect AEDs only for your organization, the dropdown will not appear, and you can skip this step.
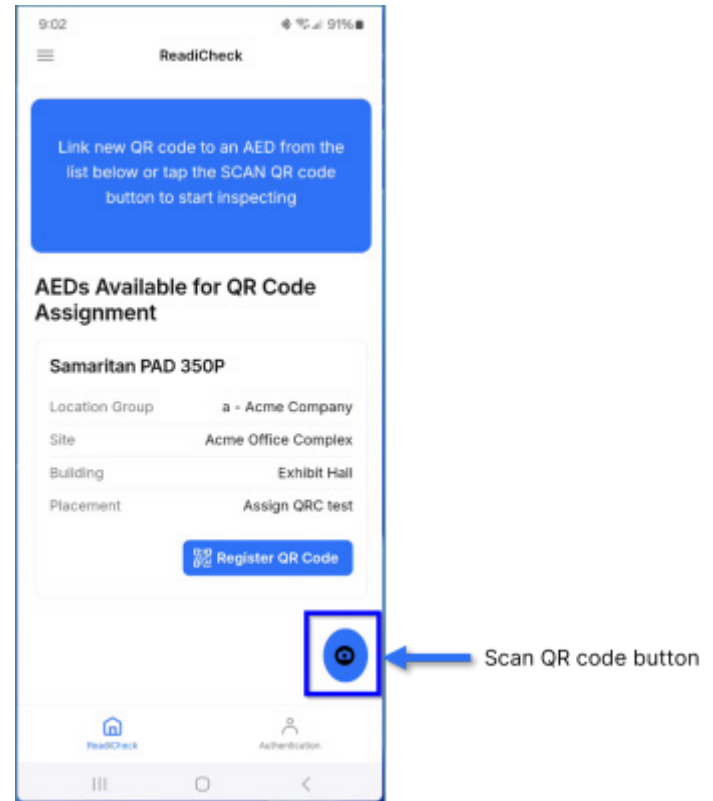
Select AED: AEDs that have not yet been assigned a ReadiCheck ID appear on the list. AEDs with assigned ReadiCheck IDs are no longer listed. From the list, click "**Register QR code**" under the AED you are inspecting based on its location.

Assign ReadiCheck ID: Scan the ReadiCheck ID sticker you just placed.

Register ReadiCheck ID: On the box that appears, confirm you want to assign this ReadiCheck ID to this AED by clicking "**CONFIRM**" – the Inspection Report form will then open. Complete the AED inspection as shown below under Inspect AEDs with ReadiCheck.

Inspect AEDs with ReadiCheck

Login to the ReadiCheck AED inspection app and click the "**Scan QR code**" button on the home screen. Scan the QR code on the AED you are inspecting (you may need to scroll down to see it). This will open the inspection report form for the AED you are inspecting.

Scan QR code button

Inspect AEDs with ReadiCheck ... continued

AED Inspection Form

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

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

Select one or more **maintenance actions** performed.

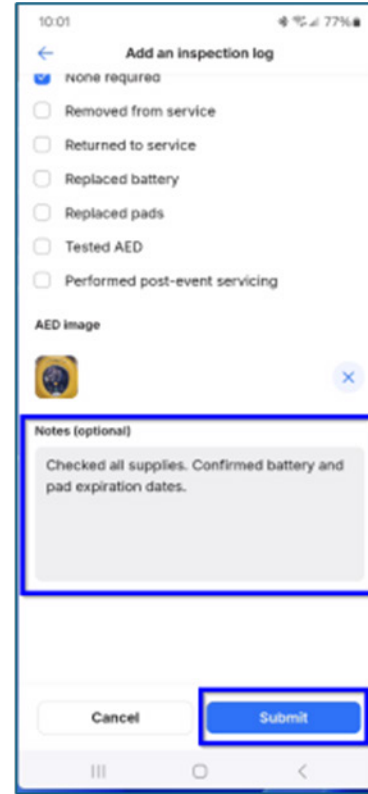Tap **Capture AED image** and take a picture of your AED.

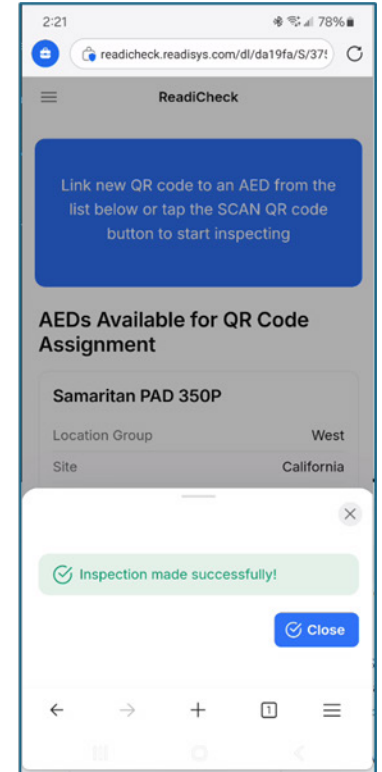## Inspect AEDs with ReadiCheck … continued

Center the AED in the window and tap the **camera button** on your phone's camera app to capture the AED.

Confirm the image properly captures the AED. If so, click the **Ok button** to save; if not, click the **Retry** to take a new image. Note, your phone's image retake button may be different.
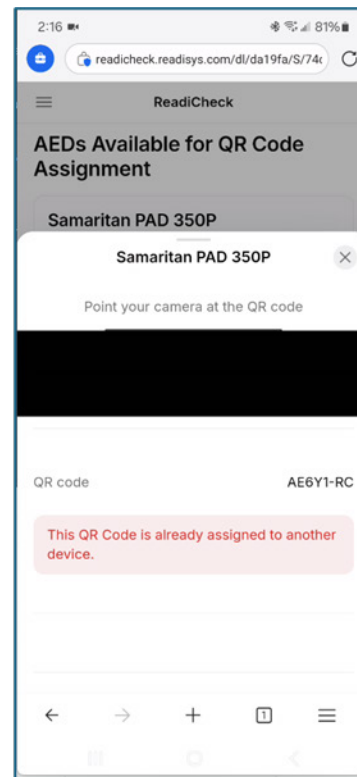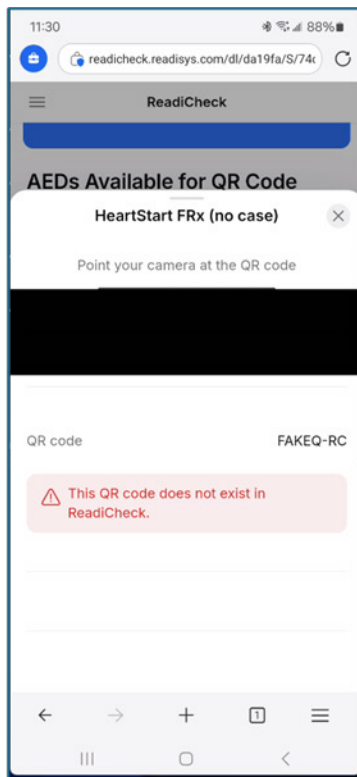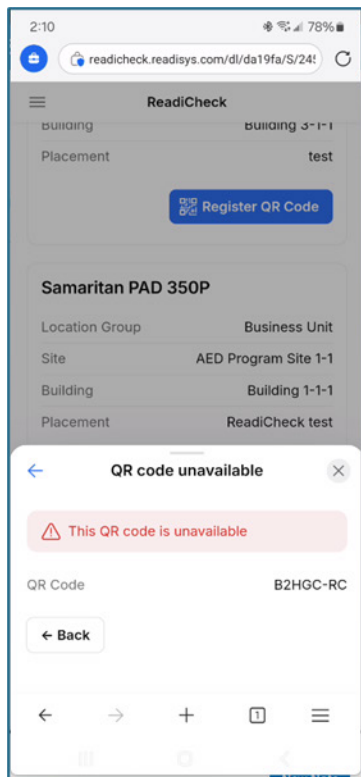

Add any **Notes** (notes are optional) and then click **Submit.**

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

Error Messages

You will get an error message if you:

- Try to register or scan a QR code that does not exist in ReadiCheck
- Try to register a QR code that has already been assigned to another AED
- Try to register or scan a QR code on an AED you are not assigned to

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