ReadiCheck® AED Inspection System
From Readiness Systems®

Readiness Systems®

ReadiCheck
User Guide

Contents

ReadiCheck – from Readiness Systems

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ReadiCheck Installation Guide

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*.
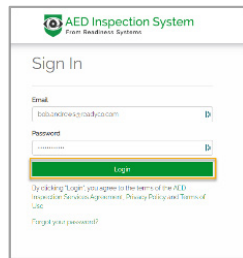
REMEMBER: Only <u>Users</u> added in Manager can use the ReadiCheck mobile app to inspect AEDs.

Detailed instructions about how to add and manage users can be found in the <u>AED Readiness Manager User Guide</u>.
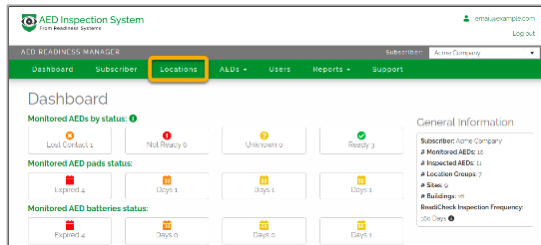
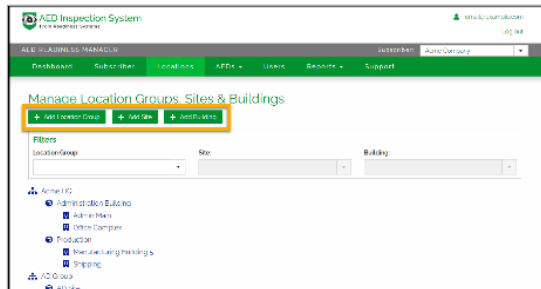# A Add New Location to AED Readiness Manager **if Needed**

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.
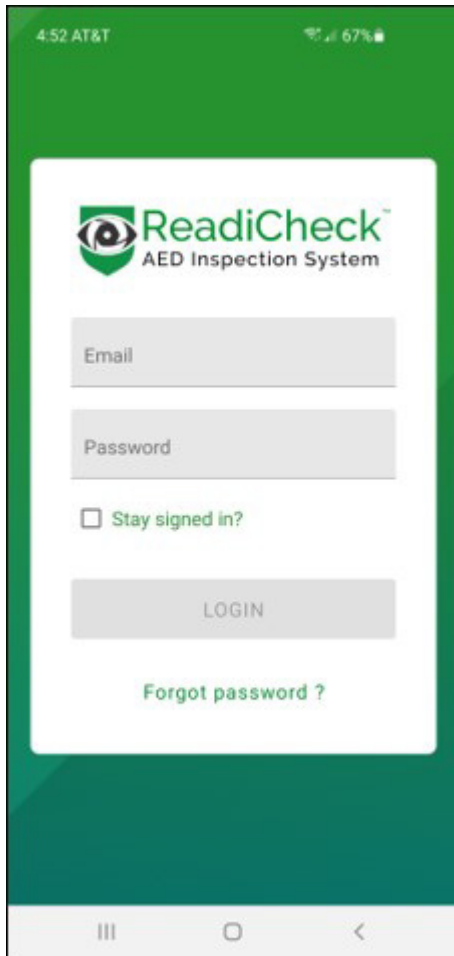
Gather AED Information

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

Install and login to the **ReadiCheck** mobile AED inspection app available for download from the Android and Apple app stores or from:

readisys.com/finally-aed-inspections-made-easy/

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.
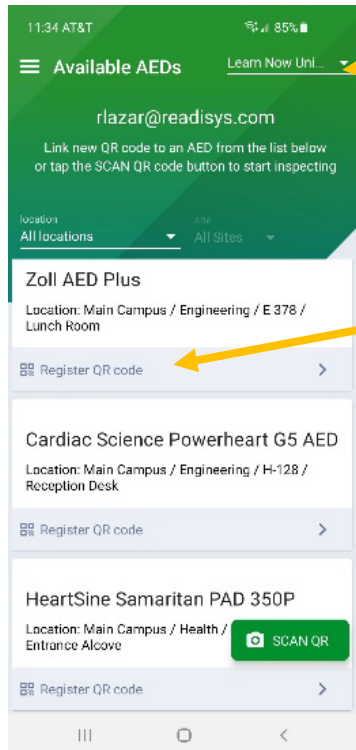
D Register ReadiCheck IDs and Inspect AEDs

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.**

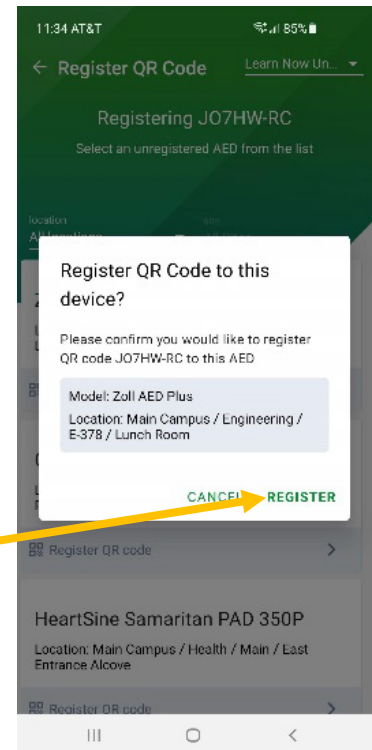## Register ReadiCheck IDs … continued

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.
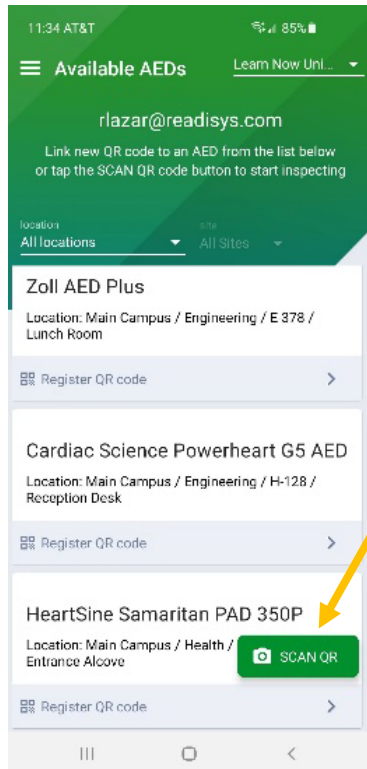
Select AED: AEDs that have not yet been assigned a ReadiCheck ID appear on the list. AEDs with assigned ReadiCheck IDs are no longer listed. From the list, click "**Register QR code**" under the AED you are inspecting based on its location.

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

Register ReadiCheck ID: On the 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.
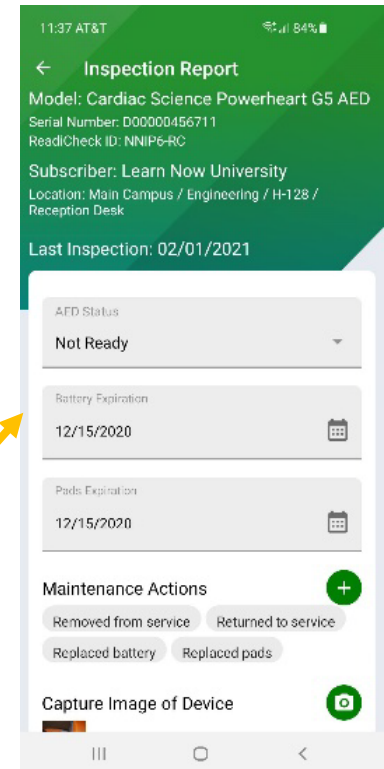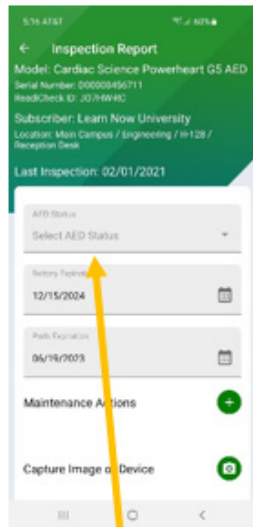
Inspect AEDs with ReadiCheck

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 automatically. **Note: AEDs with assigned QR codes do not appear on a list. QR code scanning opens the Inspection Report for these AEDs.**
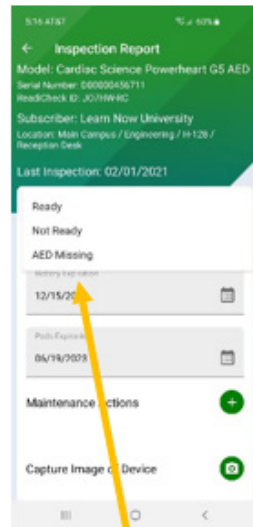
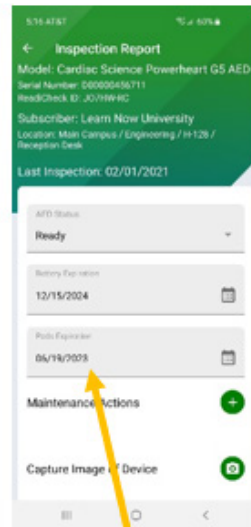**Inspect:** Complete and Submit the Inspection Report.

Inspect AEDs with ReadiCheck … continued

Click **Select AED Status**

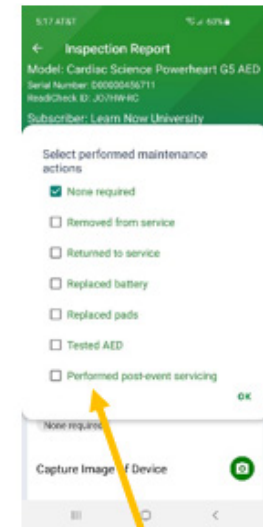

Select Ready, Not Ready or AED Missing

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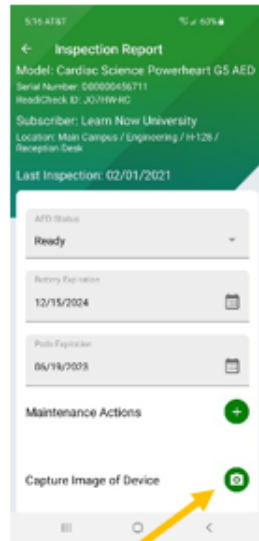

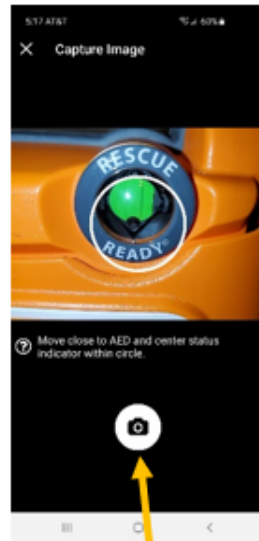Click **Maintenance Actions** plus sign

Select one or more maintenance actions performed

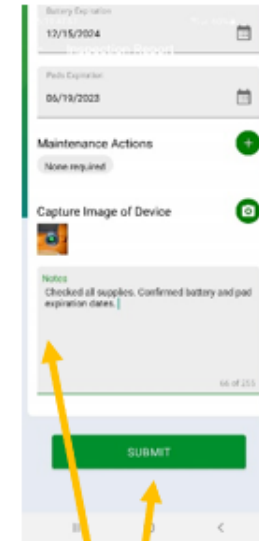## Inspect AEDs with ReadiCheck ... continued

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
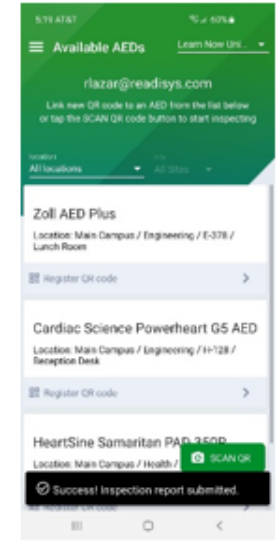

Center the AED's status indicator in the circle and tap the camera or video icon

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

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Need help with ReadiCheck?

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