

## **LIFELINKcentral™** AED Program Manager

### **Contents**

#### **Individual Training Record Upload**

- Upload of trained responders already in the database.
- Upload of trained responders not already in the database.

# Individual training record upload

## 1 Obtain trained responder details

Obtain AED/CPR certified employee's first and last name, email (if known), and training date.

## 2 Log in

Log into LIFELINKcentral: <https://lifelink.lifenetsystems.com>

## 3 Select site

From "Sites," select the site for which you would like to upload a new training record (Redmond-North Building).

The screenshot displays the LIFELINKcentral interface. On the left is a sidebar with 'Alerts' at the top, followed by 'My Account', 'Sites' (with a count of 2), and a progress indicator 'Sites Ready 1 of 2'. Below this are categories: 'Ready' (1), 'Not Ready' (1), 'Equipment' (4), 'People' (4), and 'Resource Center'. The main content area is titled 'Sites' and features an 'Inspect' button and several icons. A search bar contains the text 'Enter text to search the list below'. Below the search bar are two site entries:

- Redmond - North Building (AA016293)**: Address: 11811 Willows Rd, Redmond, Washington, 98052; Primary Site Coordinator: Bernard, Andy; Phone Number: 1-800-800-8000; E-mail: Andy.Bernard@gmail.com. Status: NOT READY (TRAINING REQUIRED).
- Redmond - South Building (AA016294)**: Address: 11811 Willows Rd, Redmond, Washington, 98052; Primary Site Coordinator: Bernard, Andy; Phone Number: 1-800-800-8000; E-mail: Andy.Bernard@gmail.com. Status: READY.

A purple callout box labeled 'Select Site' has an arrow pointing to the 'Redmond - North Building (AA016293)' entry.

## 4 Select people

Next, from within the Redmond-North Building site, click "People."

The screenshot shows the Stryker LIFELINKcentral AED Program Manager interface. The top navigation bar includes the Stryker logo, LIFELINKcentral AED PROGRAM MANAGER, and the user's name, Scott, Michael. The main content area is titled 'Site' and displays details for 'Redmond - North Building (AA016293)'. The left sidebar has 'People' selected, indicated by a purple arrow pointing to a callout box labeled 'Select People'.

Field	Value
Account	Demo Customer Account (AA016293)
Primary Site Coordinator	Bernard, Andy
Site Phone Number	Not Specified
Create Date	8/26/2019
Address	11811 Willows Rd Redmond Washington 98052 United States
Local EMS Agency	Not Specified
AED Post-Event Report Recipient	Not Specified
Required number of Trained Responders per Site	0

## 5 Select employee

Review the list of employees. If the employee is already in the database:

a. Click on the employee record:

The screenshot shows the Stryker LIFELINKcentral AED Program Manager interface. The top navigation bar includes the Stryker logo, LIFELINKcentral AED PROGRAM MANAGER, and the user's name, Scott, Michael. The main content area is titled 'People' and displays a list of employees. The left sidebar has 'People' selected. A purple arrow points from the 'Bernard, Andy' record to a callout box labeled 'Select employee record'.

Name	Role	Certification Expiration Date	Status
Bernard, Andy	Program Coordinator, AED Trained Responder	9/17/2021	CURRENT
Howard, Ryan	AED Inspector, AED Trained Responder	9/17/2021	CURRENT
Scott, Michael	Primary Program Coordinator		PROGRAM CONTACT

b. To view the Training History for the selected employee, click the “Graduation Cap” icon in the top right:

**User**

**Bernard, Andy**

Job Title	Facility Manager
Time Zone	(UTC-08:00) Pacific Time (US & Canada)
Language	English / English
Training Status	Current
Certification Expiration Date	9/17/2021
Primary Number (Work Phone)	1-800-800-8000
Primary E-mail (Work E-mail)	<a href="mailto:Andy.Bernard@gmail.com">Andy.Bernard@gmail.com</a>

**Logon Information**

Role	Program Coordinator, AED Trained Responder
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**Graduation Cap icon**

**Note:** If the Graduation Cap icon is not visible, go to step (a) above, click the person’s name, and then click the “Edit” tool. Ensure they have the role of “AED Trained Responder” selected under the login information section of their profile.

c. Click the “Add” icon at the top to add a training certificate:

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AED PROGRAM MANAGER

Demo Customer Account / Redmond - North Building

WELCOME Scott, Michael

**Alerts**

- My Account
- Sites 2
- Equipment 1
- People 3
- Training Events >

**Training Current 2 of 3**

- Training Needed 1
- Current 2

**Training History**

Enter text to search the list below

9/17/2021	Adult CPR/AED Training Curriculum	American Heart Association 2010
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**Add training certificate icon**

d. Fill in the course type, training curriculum and expiration date of the certification. Example:

**Add Training Certificate** [X]

Course\*

Training Curriculum\*

Expiration Date\*

e. Click "Submit."

f. To add additional individual training records, repeat the process starting with step 4 above.

## 6 For employees not already in the database:

a. Click the "People" section from step 4 above.

b. Click the "Add" icon to add a new person:

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AED PROGRAM MANAGER

Demo Customer Account / Redmond - North Building

WELCOME Scott, Michael

**People** [Add] [Refresh] [Filter]

Enter text to search the list below

**Bernard, Andy**  
Program Coordinator, AED Trained Responder  
Certification Expiration Date 9/17/2021  
**CURRENT**

**Howard, Ryan**  
AED Inspector, AED Trained Responder  
Certification Expiration Date 9/17/2021  
**CURRENT**

**Scott, Michael**  
Primary Program Coordinator  
**PROGRAM CONTACT**

**Add User**

**Alerts**

My Account

Sites 2

Equipment 1

People 3

Training Events >

**Training Current 2 of 3**

● Training Needed 1

● Current 2

Program Contacts 2

- c. Add first and last name, time zone, language (if not English), and site in the "General" section:

The screenshot shows the 'Add User' form with the 'GENERAL' section expanded. The fields are as follows:

First Name*	Kevin
Last Name*	Malone
Middle Name	
Job Title	
Time Zone*	(UTC-08:00) Pacific Time (US & Canada)
Language*	English / English
Site*	Redmond - North Building (AA016293)

Below the 'GENERAL' section are collapsed sections for 'PHONE NUMBERS', 'E-MAIL ADDRESSES', and 'LOGON INFORMATION'. At the bottom are 'Submit' and 'Cancel' buttons. A purple callout box labeled 'General' points to the 'GENERAL' header.

- d. Click to expand the "PHONE NUMBERS" and/or "E-MAIL ADDRESSES" sections if you would like to include that information.
- e. Click to expand the "LOGON INFORMATION" section to add the user's role. Add user role. For AED/CPR trained employees with no other AED program involvement, select "AED Trained Responder" from the drop down list:

The screenshot shows the 'Add User' form with the 'LOGON INFORMATION' section expanded. The fields are as follows:

Role*	AED Trained Responder
Status*	Active

At the bottom are 'Submit' and 'Cancel' buttons. A purple callout box labeled 'Logon Information' points to the 'LOGON INFORMATION' header.

f. Click "Submit."

g. Next, click the "Graduation Cap" icon in the top right to add the certification record:

**User**

**Malone, Kevin**

Time Zone (UTC-08:00) Pacific Time (US & Canada)  
Language English / English  
Training Status Not Trained  
Certification Expiration Date Not Specified  
Primary Number (Mobile Phone) 888-123-1234  
Primary E-mail (Home E-mail) [kevin.malone@gmail.com](mailto:kevin.malone@gmail.com)

**Logon Information**

Role AED Trained Responder  
Status Active

Training History

Graduation Cap icon

h. Click the "Add" icon to add a training certificate:

**Training History**

Enter text to search the list below

There are no items to display.

Add certificate icon

i. Fill in the course type, training curriculum and expiration date of the certification. Example:

### Add Training Certificate ✕

Course\*

Training Curriculum\*

Expiration Date\*

j. Click "Submit."

k. To add additional individual training records, repeat the process starting with step 4 above.

**For further information, please contact Stryker at 800 442 1142 (U.S.), 800 668 8323 (Canada) or visit our website at [strykeremergencycare.com](http://strykeremergencycare.com)**

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