

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

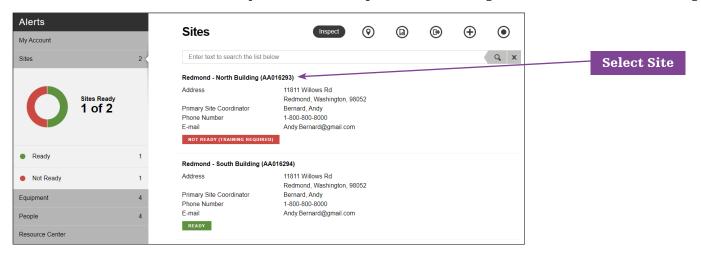
Obtain AED/CPR certified employee's first and last name, email (if known), and training date.

2 Log in

 $Log\ into\ LIFELINK central:\ https://lifelink.lifenetsystems.com$

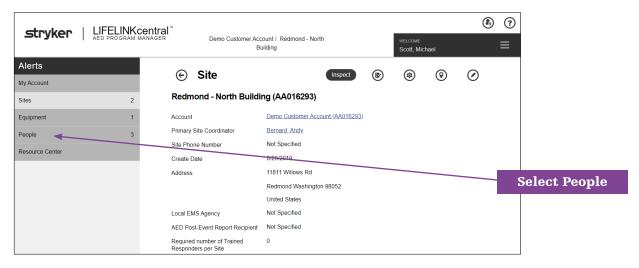
3 Select site

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



4 Select people Back to contents

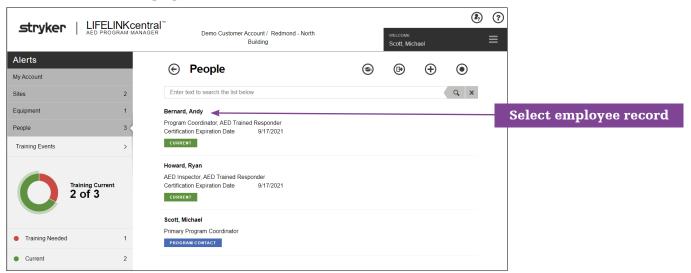
Next, from within the Redmond-North Building site, click "People."



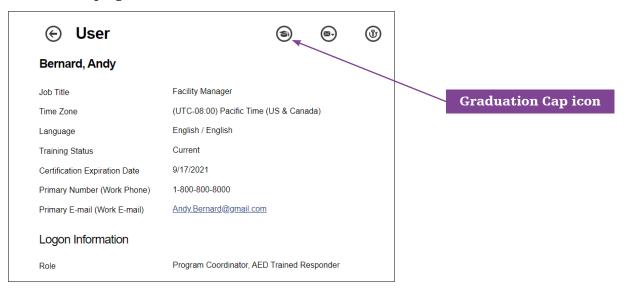
5 Select employee

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

a. Click on the employee record:

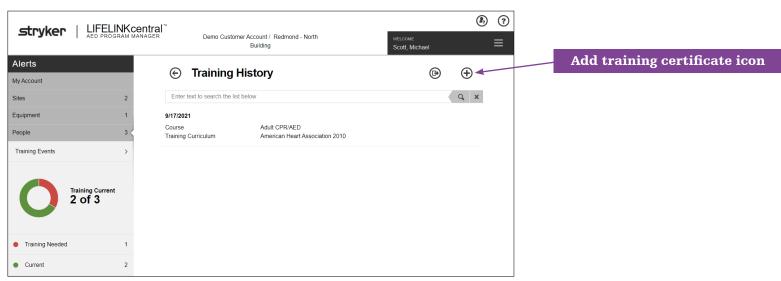


b. To view the Training History for the selected employee, click the "Graduation Cap" icon in the top right:

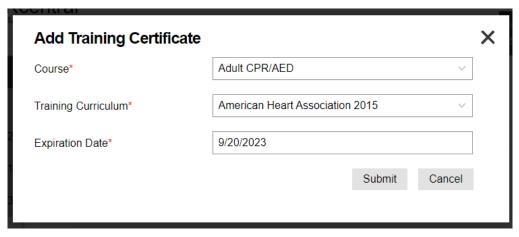


Note: If the Graduation Cap icon is not visible, go to step (a) above, click the person's name, and then click the "Edit" tool. Ensure they have the role of "AED Trained Responder" selected under the login information section of their profile.

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



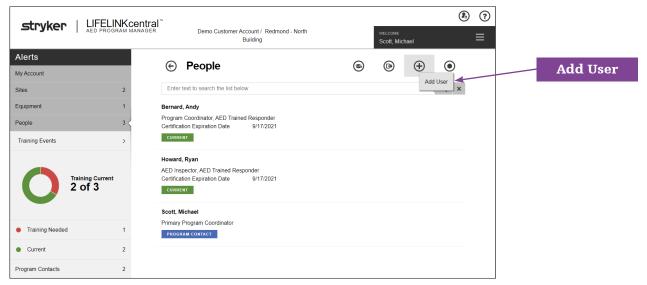
d. Fill in the course type, training curriculum and expiration date of the certification. Example:



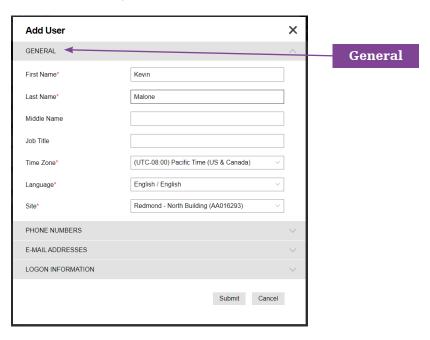
- e. Click "Submit."
- f. To add additional individual training records, repeat the process starting with step 4 above.

6 For employees not already in the database:

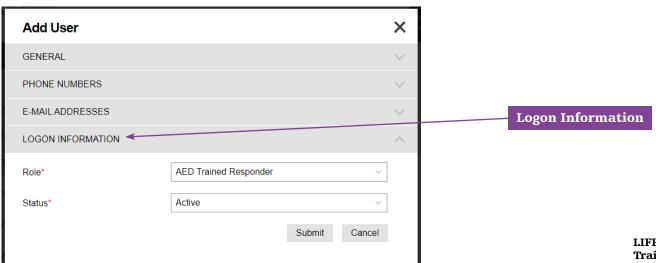
- a. Click the "People" section from step 4 above.
- b. Click the "Add" icon to add a new person:



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

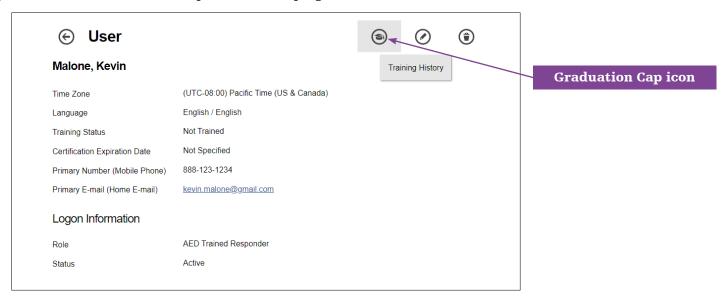


- d. Click to expand the "PHONE NUMBERS" and/or "E-MAIL ADDRESSES" sections if you would like to include that information.
- e. Click to expand the "LOGON INFORMATION" section to add the user's role. Add user role. For AED/CPR trained employees with no other AED program involvement, select "AED Trained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



f. Click "Submit."

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



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



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



- 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 stryker emergency care.com

Emergency Care

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