



## eCards Status A Step-by-Step Guide

Log onto the AHA Instructor Network and hover over “**Manage eCards.**”

From this drop-down menu, click “**eCards Status.**”

*If user has more than one role, the option to “**View By Role**” will appear and user can use the drop-down menu to determine the status of eCards based on role.*

- 1 Upon choosing a role, the system will automatically populate one’s “**Results,**” which show all of the user’s transactions according to Course. For each transaction, one can see the Course name, who the transaction was with, the role of the person who performed the transaction, transaction type, date, and how many eCards were assigned and claimed.
- 2 To find a specific transaction, use the “**Search**” tool and select the desired course. Upon selecting a course, the transaction dates will populate the last 30 days by default; however, the user can fill in whatever time frame is needed.
- 3 Upon clicking the “**Search**” button, the results will show all transactions for that specific Course during the designated time frame. When the search function is used, a new feature is enabled:

- The new column, “**Available Balance,**” shows how many eCards are available after each listed transaction is completed.
- The “**Quantity**” column, immediately to the right, shows how many eCards were assigned or reclaimed. This column is similar to a bank ledger view:
  - If an eCard is **assigned**, the value in the column reads as a **red, negative number** to show that those eCards are no longer available in one’s inventory.
  - If an eCard is **reclaimed** or **returned**, the value will be listed as a **green, positive number** to show the increase in the number of eCards available for distribution.



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- 4 To further refine results, one can click “**Advanced Search Options**,” which gives the option to view transactions by Training Center or eCard Location. Additional search filters will reveal, depending on which option is chosen.

*From here, one can search based on transaction type: Assigned, Reclaimed, or Returned.*

**Assigned:** A number of eCards that has been given to the appropriate end user for inventory purposes.

**Reclaimed:** eCards that have already been issued that need to be withdrawn.

**Returned:** eCards that were not used by the Training Center or eCard Location and were given back.

- 5 Once the results are populated, one can download the transactions as an Excel spreadsheet by clicking “**Download**.”

There is also an option to search within the Results page. To use this feature, simply type any keyword into the Search field on the top right and press enter.