

 **Cardio Partners**



**LifeShield**

Compliance Management

**Instructions on navigating the LifeShield platform,  
inspecting AEDs, tracking expiration dates, managing  
CPR training and more.**

# WHAT IS LIFESHIELD?

**Balancing ever-changing legislation and requirements for AEDs and CPR training can be a daunting task. Factor in multiple AEDs in one building, across a campus, or even throughout the United States and there's a lot to juggle in conjunction with your typical work responsibilities.**

**LifeShield is your all-in-one AED program management platform to keep you compliant and make owning an AED and getting CPR trained easier.**

## **LifeShield Includes:**



### **AED INSPECTION REMINDERS + LOGGING**

Log in to the portal to maintain AED inspection records, access CPR training records, and receive reminders for missed or overdue AED inspections.



### **AED EXPIRATION TRACKING**

Know exactly when pads and batteries need replaced and when training certifications expire.



### **AED LAW + LEGISLATION TRACKING**

Access to local and state laws and pending legislation to ensure your program remains compliant.



### **MULTI-METHOD CONTACT**

We're here to help through online chat, phone, email and help desk support.



### **PHYSICIAN PRESCRIPTION + MEDICAL OVERSIGHT**

Cardio Partners provides the required prescription for each AED you purchase, and an in-house medical director approves all rescue protocols.



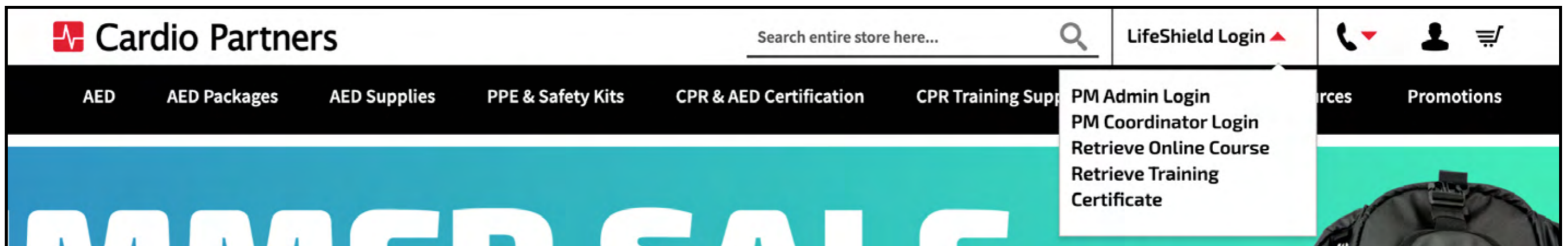
### **EMS NOTIFICATION**

Easily make your AED information available to your local EMS agency to help guide efforts in an emergency. In many states and counties this is a requirement when an AED is on-site.



**YOU CAN ACCESS LIFESHIELD DIRECTLY FORM THE LINK THAT WAS EMAILED TO YOU OR VIA OUR WEBSITE AED.COM.**

To access via **AED.com**:



1. Go to **aed.com**
2. Click **LifeShield Login** at the top right.
3. Select your login type: **PM Admin** or **PM Coordinator**

Alternately, you can save the link below to always access your correct login screen.

**PM Admin Login** 

**PM Coordinator Login** 

## HOW DO I KNOW IF I AM A COORDINATOR OR AN ADMIN?

**PM Admins** (program management administrators) oversee multiple locations for training and AEDs. They oversee a group of PM Coordinators.

As an **admin** you can:

- Receive alert notifications if a PM Coordinator has not completed their responsibilities.
- Have access to the Training Portal for CPR class scheduling
- Assign Coordinator roles
- Register an AED
- Report an AED Use
- Log Inspections
- Access AED Details page
- Download/ Export Inspection History
- Add Pads and Batteries to Unit's Details page

**PM Coordinators** (program management coordinators) are responsible for only a few AEDs at a given location. If you purchased an AED package online, you are a PM Coordinator. If your company has one location with AEDs, you are a PM Coordinator.

As a **coordinator** you can:

- Register an AED
- Report an AED Use
- Log Inspections
- Access AED Details page
- Download/ Export Inspection History
- Add Pads and Batteries to Unit's Details page



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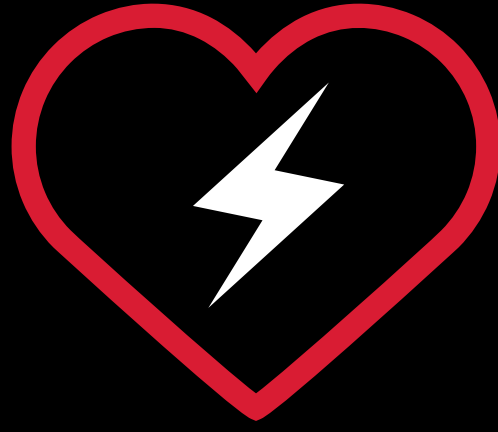
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# **AED** MANAGEMENT

## **GETTING STARTED IN LIFESHIELD**

**LifeShield provides a user-friendly interface for tracking key information about your AED. When you input AED information into LifeShield, you will receive automated reminders when it's time to check your AED and when batteries and pads are nearing expiration dates.**



## WHAT AED INFORMATION IS AVAILABLE TO VIEW IN LIFESHIELD?

PM ADMIN & PM COORDINATOR

In LifeShield, you can view:

- Date of last Inspection
- AED information
- Serial number
- Brand
- Model
- AED intended location
- Address
- Site-level contact for the AED

## WHAT IS THE AED DASHBOARD?

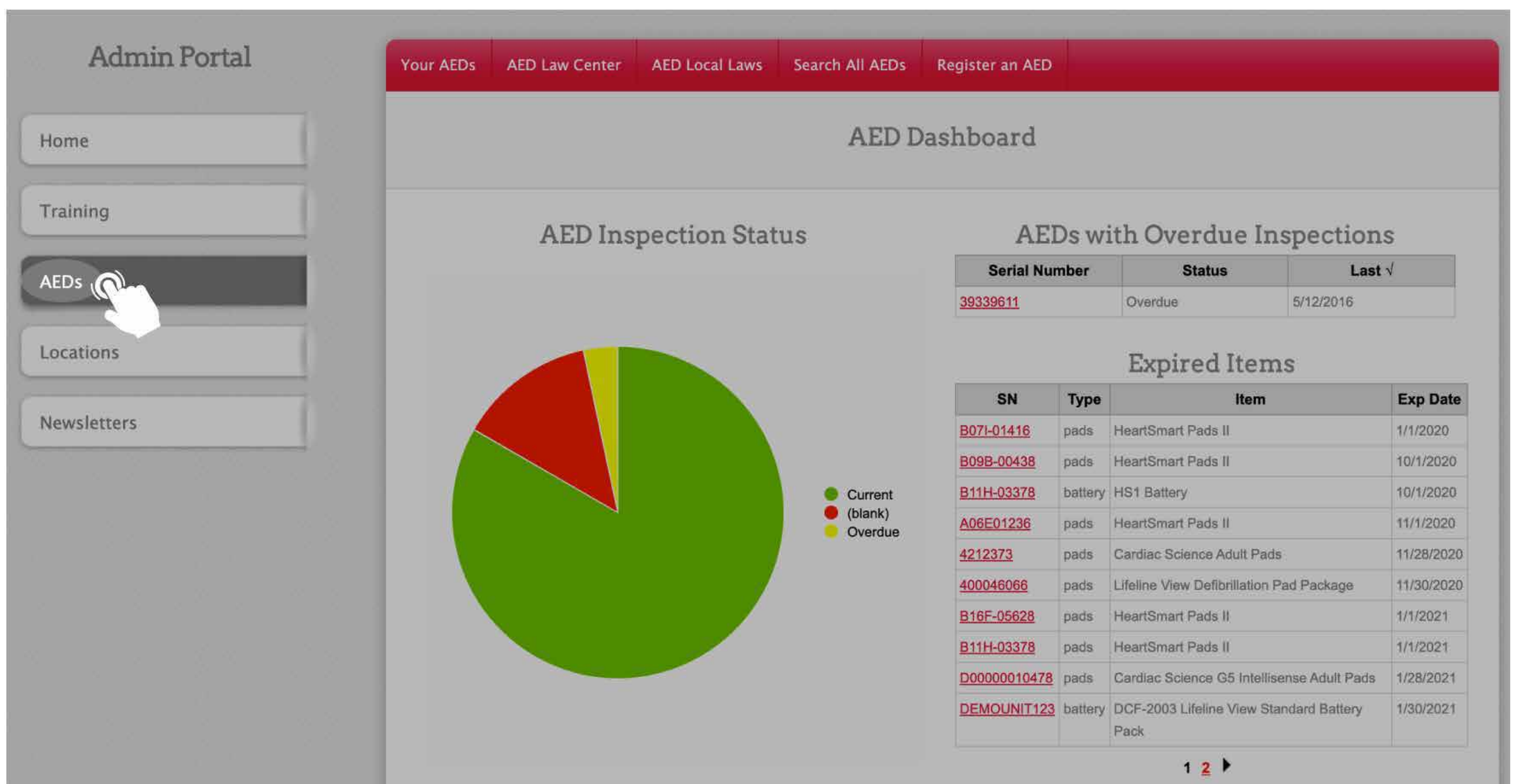
PM ADMIN & PM COORDINATOR

Lifeshield's AED dashboard gives you a snapshot view of your entire AED program.

The AED Inspection pie chart shows how many of your AEDs are overdue for inspection, as well as how many are current on inspections.

If you do have AEDs with overdue inspections, you'll see the report at the top right with further details.

The dashboard also provides you with reports on items that have expired, as well as which items are expiring in the next 60 days.



**AED Inspection Status**

Legend:

- Current
- (blank)
- Overdue

**AEDs with Overdue Inspections**

Serial Number	Status	Last ✓
<a href="#">39339611</a>	Overdue	5/12/2016

**Expired Items**

SN	Type	Item	Exp Date
<a href="#">B07I-01416</a>	pads	HeartSmart Pads II	1/1/2020
<a href="#">B09B-00438</a>	pads	HeartSmart Pads II	10/1/2020
<a href="#">B11H-03378</a>	battery	HS1 Battery	10/1/2020
<a href="#">A06E01236</a>	pads	HeartSmart Pads II	11/1/2020
<a href="#">4212373</a>	pads	Cardiac Science Adult Pads	11/28/2020
<a href="#">400046066</a>	pads	Lifeline View Defibrillation Pad Package	11/30/2020
<a href="#">B16F-05628</a>	pads	HeartSmart Pads II	1/1/2021
<a href="#">B11H-03378</a>	pads	HeartSmart Pads II	1/1/2021
<a href="#">D00000010478</a>	pads	Cardiac Science G5 Intellisense Adult Pads	1/28/2021
<a href="#">DEMOUNT123</a>	battery	DCF-2003 Lifeline View Standard Battery Pack	1/30/2021

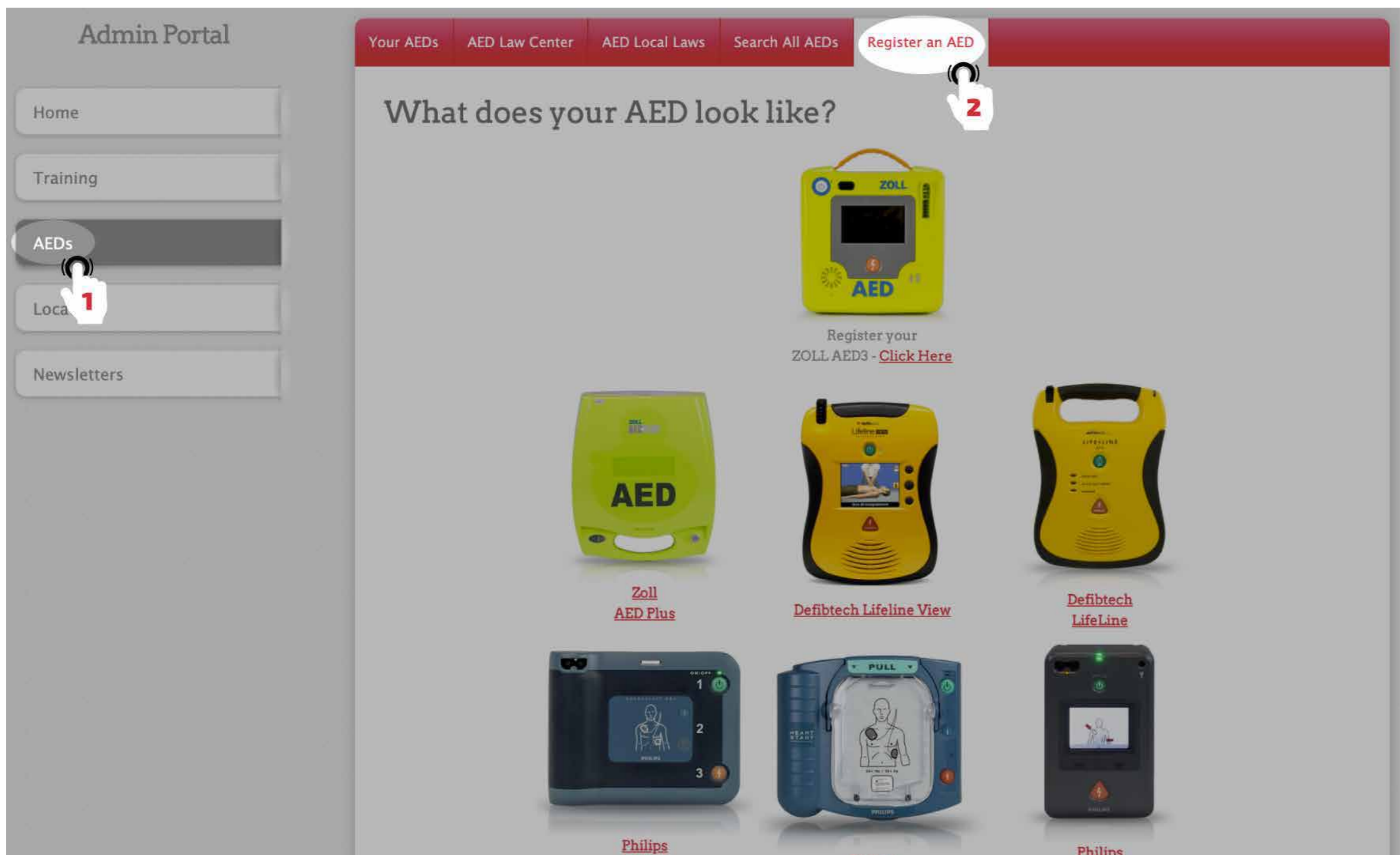
## HOW DO I REGISTER AN AED IN LIFESHIELD?

PM ADMIN & PM COORDINATOR

1. Click on the **AEDs** tab at left
2. Click on the **Register an AED** tab at the top. This brings you to an easy-to-use visual menu to select the brand and model of the AED you wish to register.

Select your AED and then answer a few questions about it. We provide easy visual cues to help identify the area and information to look for:

- Serial Number
- Location: you may select from pre-loaded locations
- Pad Type
- Battery Type

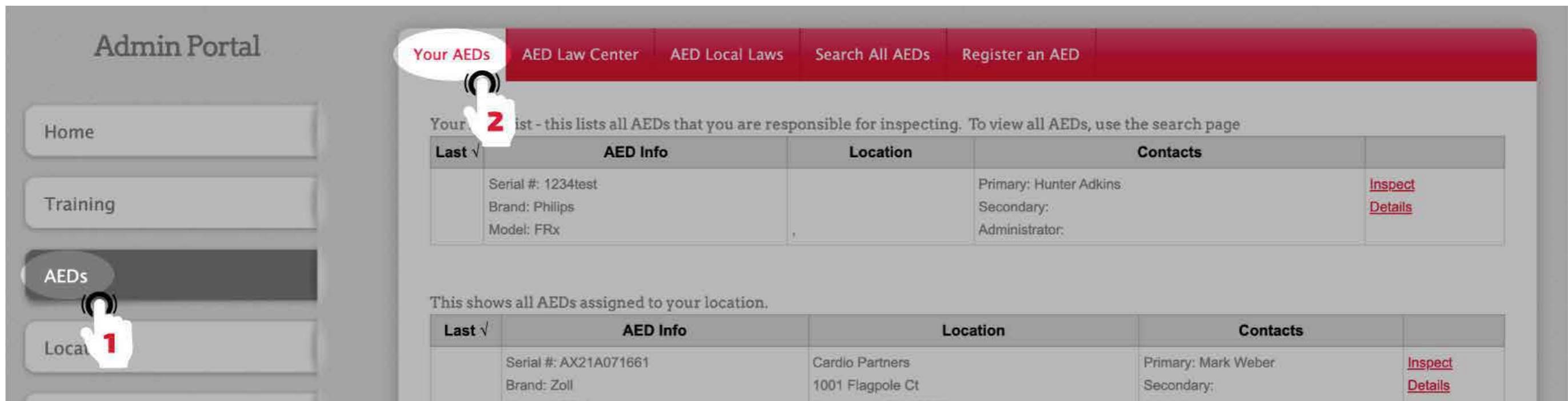




## HOW DO I VIEW MY AEDS IN LIFESHIELD?

PM ADMIN & PM COORDINATOR

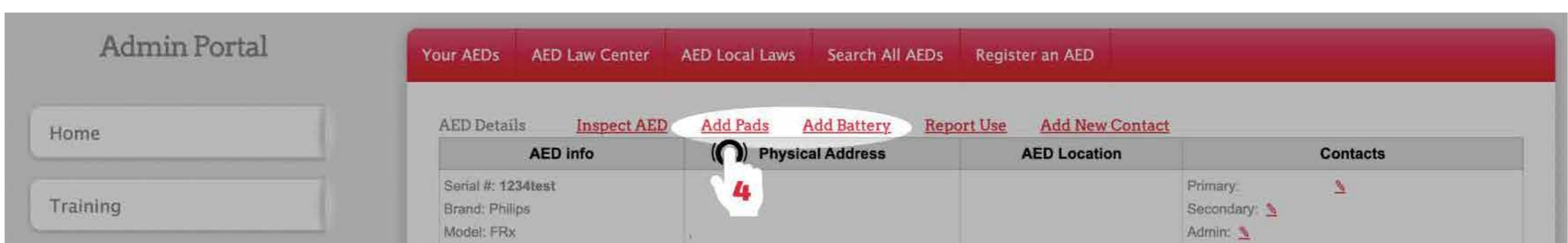
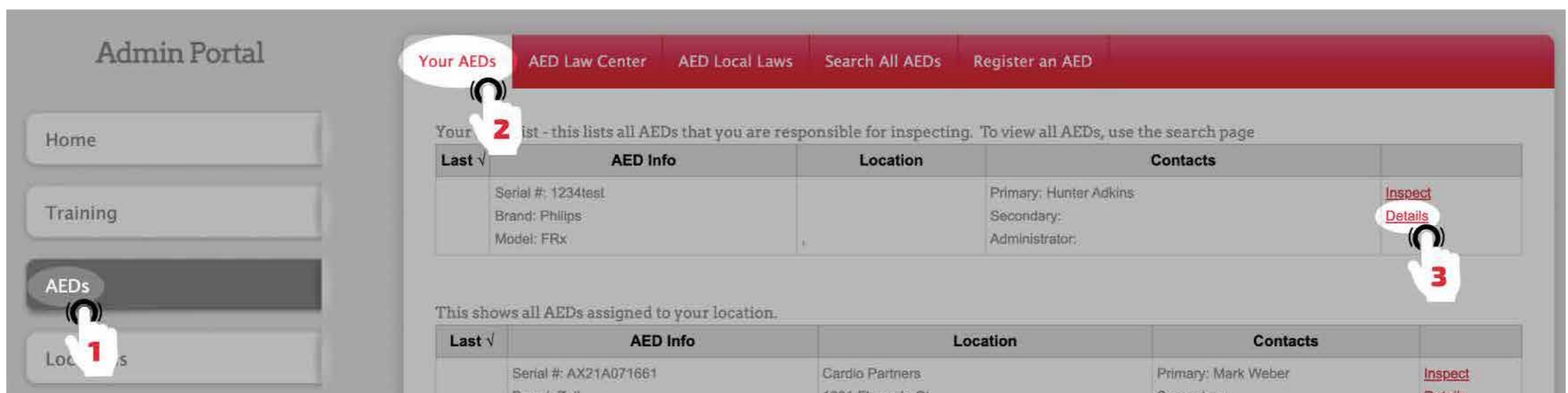
1. Click on the AEDs tab at Left.
2. The Your AEDs top tab shows all of the AEDs assigned to you.

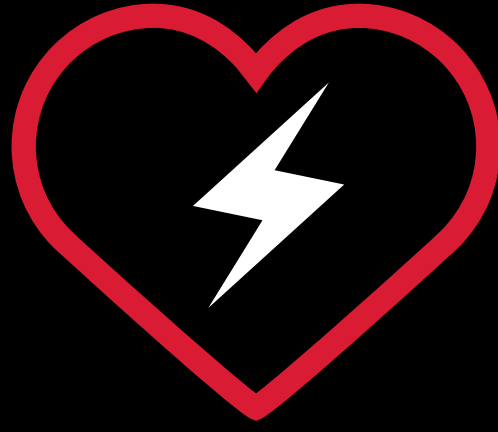


## HOW DO I DOCUMENT NEW PADS OR BATTERIES FOR MY AED IN LIFESHIELD?

PM ADMIN & PM COORDINATOR

1. Click on the AEDs tab at Left.
2. The Your AEDs top tab shows all of the AEDs assigned to you.
3. Click Details for the AED associated with the new batteries or pads.
4. Click Add Pads or Add Battery.





# **AED** MANAGEMENT

## **AED INSPECTION IN LIFESHIELD**

**LifeShield makes it easy for you stay organized and compliant with your AED inspections. Record your monthly AED inspections with a few short clicks in the system. In a moment's notice, you may be required to provide documentation on your AED inspections. With LifeShield you can view and download all your AED inspections for your records.**



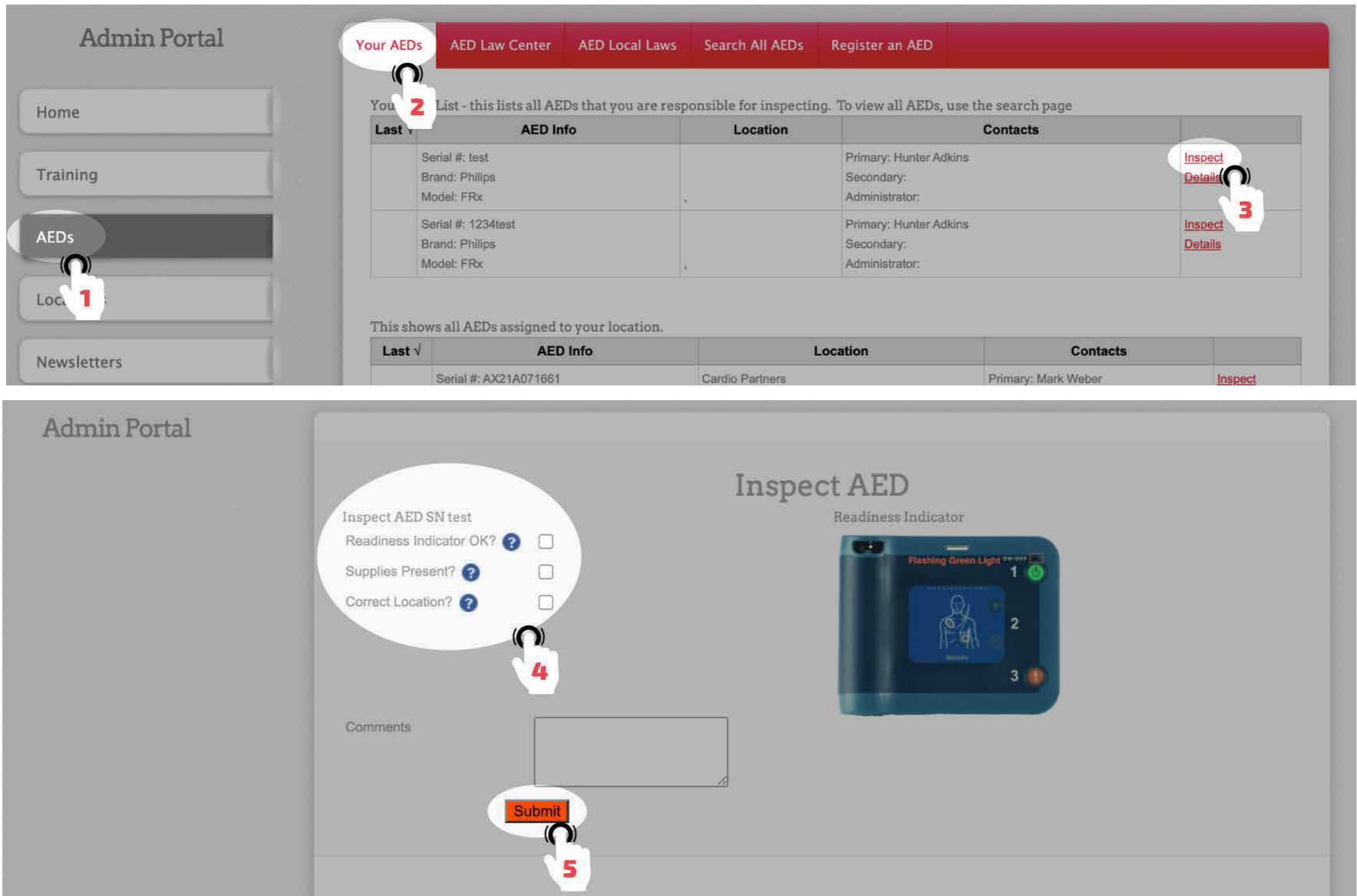
## HOW DO I RECORD AN AED INSPECTION?

PM ADMIN & PM COORDINATOR

1. Click on the **AEDs** tab at Left.
2. The **Your AEDs** top tab shows all of the AEDs assigned to you.
3. Click **Inspect** for the AED you want to inspect.
4. Check that the system shows the serial number of the AED you're inspecting then document the following:
  - Readiness Indicator is OK (note that if you hover over the question mark, it directs you to the image of the Readiness Indicator at right).
  - All supplies are present (pads, battery, ready kit).
  - The AED is in the correct location (Internal Location)

There is a place to add comments for documentation purposes.

5. Click **Submit**



**Admin Portal**

**Your AEDs** | AED Law Center | AED Local Laws | Search All AEDs | Register an AED

You List - this lists all AEDs that you are responsible for inspecting. To view all AEDs, use the search page

Last	AED Info	Location	Contacts	
	Serial #: test Brand: Philips Model: FRx		Primary: Hunter Adkins Secondary: Administrator:	<a href="#">Inspect</a> <a href="#">Details</a>
	Serial #: 1234test Brand: Philips Model: FRx		Primary: Hunter Adkins Secondary: Administrator:	<a href="#">Inspect</a> <a href="#">Details</a>

This shows all AEDs assigned to your location.

Last	AED Info	Location	Contacts	
	Serial #: AX21A071661	Cardio Partners	Primary: Mark Weber	<a href="#">Inspect</a>

---

**Admin Portal**

**Inspect AED**

Readiness Indicator

Inspect AED SN test

Readiness Indicator OK?

Supplies Present?

Correct Location?

Comments

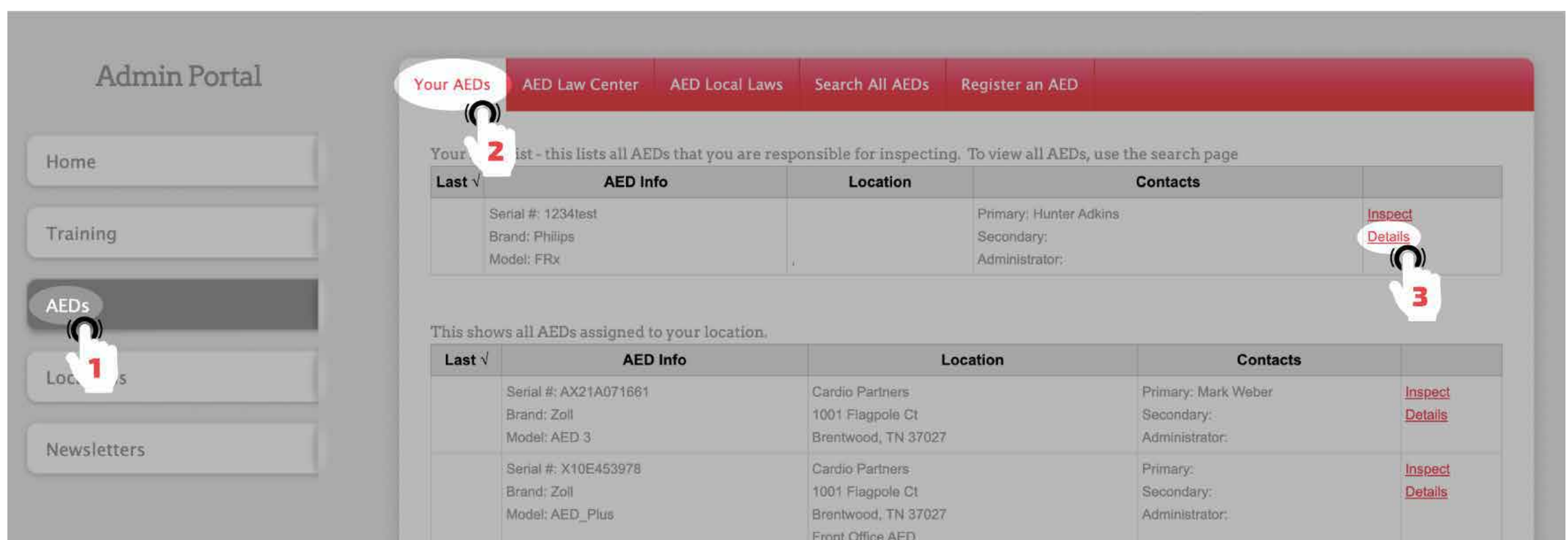
**Submit**

## HOW DO I VIEW AED INSPECTION HISTORY IN LIFESHIELD?

PM ADMIN & PM COORDINATOR

1. Click on the AEDs tab at Left.
2. Select Your AEDs tab. This shows all of the AEDs assigned to you.
3. Click Details for the AED you want to review.
4. Look in the Inspection History section to view past inspections.

You can download this information by clicking the **Download Data** option. This action provides a spreadsheet with all of the documented inspection history.



Admin Portal

Home  
Training  
**AEDs**  
Locations  
Newsletters

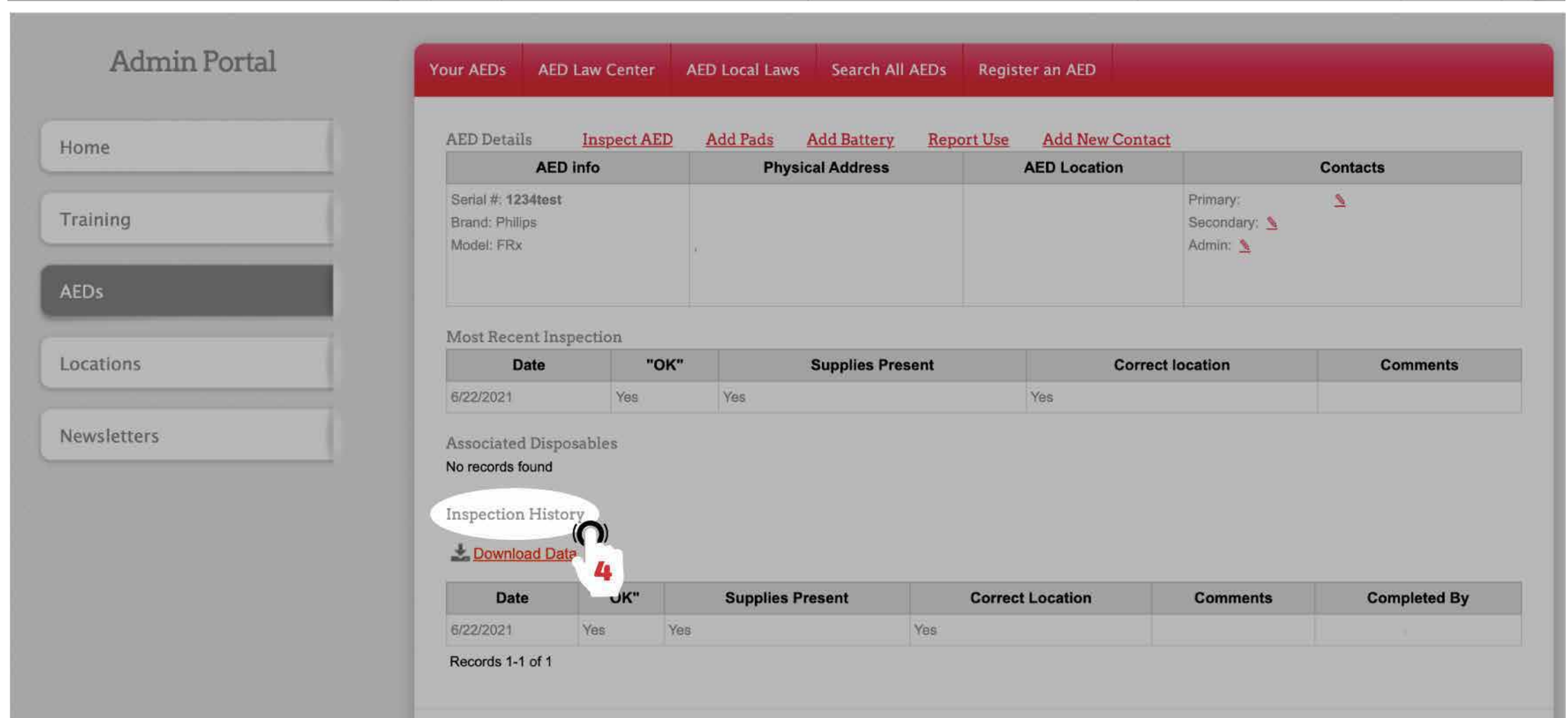
Your AEDs | AED Law Center | AED Local Laws | Search All AEDs | Register an AED

Your AED list - this lists all AEDs that you are responsible for inspecting. To view all AEDs, use the search page

Last	AED Info	Location	Contacts
	Serial #: 1234test Brand: Philips Model: FRx		Primary: Hunter Adkins Secondary: Administrator:

This shows all AEDs assigned to your location.

Last	AED Info	Location	Contacts
	Serial #: AX21A071661 Brand: Zoll Model: AED 3	Cardio Partners 1001 Flaggpole Ct Brentwood, TN 37027	Primary: Mark Weber Secondary: Administrator:
	Serial #: X10E453978 Brand: Zoll Model: AED_Plus	Cardio Partners 1001 Flaggpole Ct Brentwood, TN 37027 Front Office AED	Primary: Secondary: Administrator:



Admin Portal

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Your AEDs | AED Law Center | AED Local Laws | Search All AEDs | Register an AED

AED Details | **Inspect AED** | Add Pads | Add Battery | Report Use | Add New Contact

AED info	Physical Address	AED Location	Contacts
Serial #: 1234test Brand: Philips Model: FRx			Primary: Secondary: Admin:

Most Recent Inspection

Date	"OK"	Supplies Present	Correct location	Comments
6/22/2021	Yes	Yes	Yes	

Associated Disposables  
No records found

Inspection History

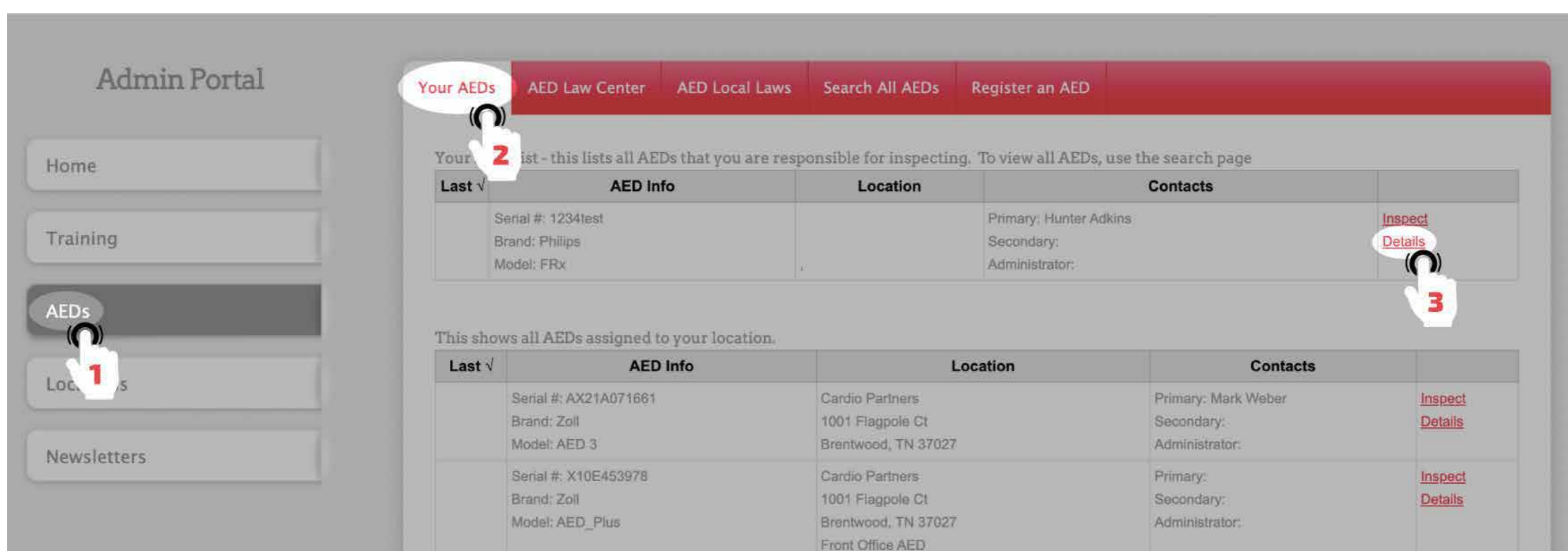
[Download Data](#)

Date	"OK"	Supplies Present	Correct Location	Comments	Completed By
6/22/2021	Yes	Yes	Yes		

Records 1-1 of 1

## HOW DO I DOWNLOAD AED INSPECTION HISTORY IN LIFESHIELD? PM ADMIN & PM COORDINATOR

1. Click on the **AEDs** tab at Left. The **Your AEDs** top tab shows all of the AEDs assigned to you.
2. Click **Details** for the AED you want to review.
3. Look in the **Inspection History** section to view past inspections.
4. Click **Download Data**. This action provides a spreadsheet with all of the documented inspection history.



**Admin Portal**

Home Training **AEDs** Locations Newsletters

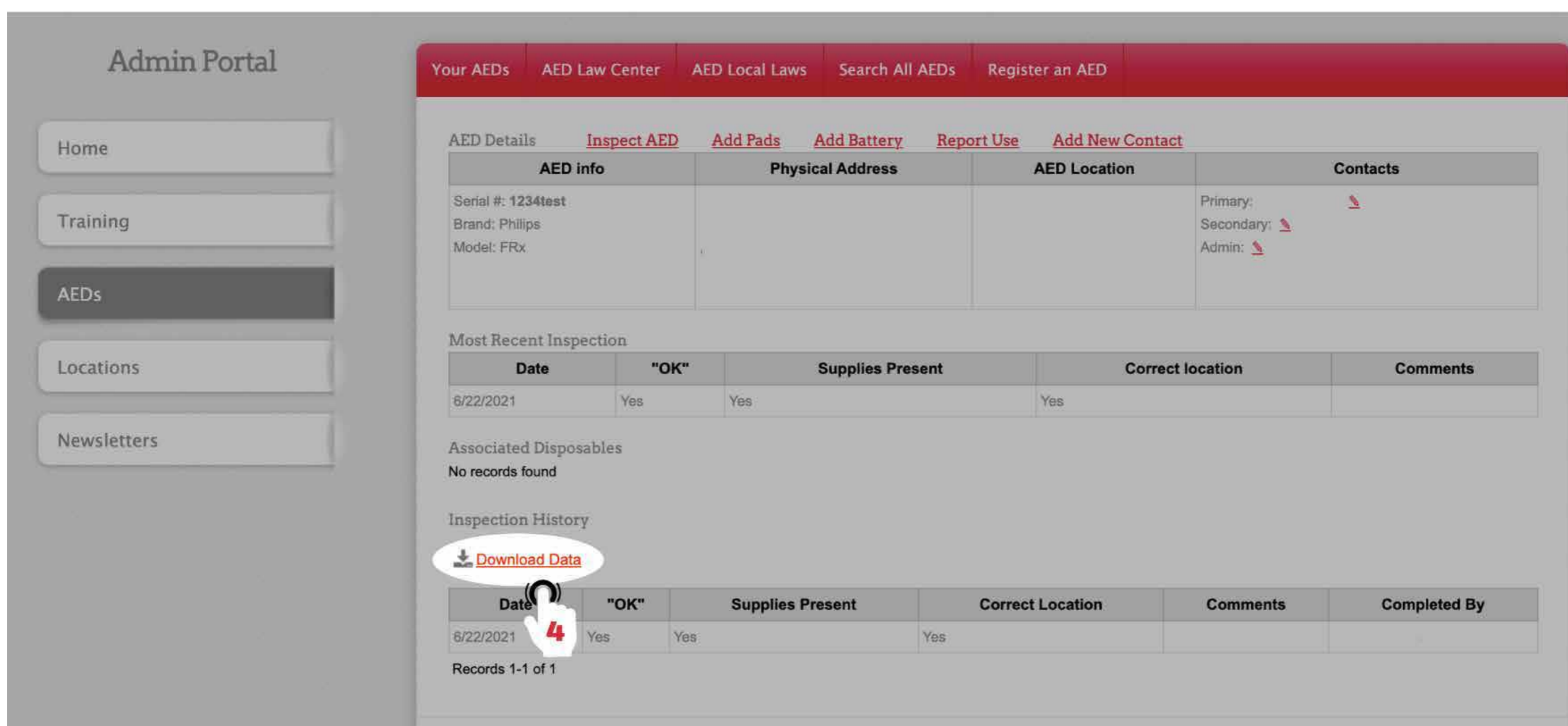
Your AEDs AED Law Center AED Local Laws Search All AEDs Register an AED

Your AEDs list - this lists all AEDs that you are responsible for inspecting. To view all AEDs, use the search page

Last	AED Info	Location	Contacts
	Serial #: 1234test Brand: Philips Model: FRx		Primary: Hunter Adkins Secondary: Administrator:

This shows all AEDs assigned to your location.

Last	AED Info	Location	Contacts
	Serial #: AX21A071661 Brand: Zoll Model: AED 3	Cardio Partners 1001 Flaggpole Ct Brentwood, TN 37027	Primary: Mark Weber Secondary: Administrator:
	Serial #: X10E453978 Brand: Zoll Model: AED_Plus	Cardio Partners 1001 Flaggpole Ct Brentwood, TN 37027 Front Office AED	Primary: Secondary: Administrator:



**Admin Portal**

Home Training **AEDs** Locations Newsletters

Your AEDs AED Law Center AED Local Laws Search All AEDs Register an AED

AED Details [Inspect AED](#) [Add Pads](#) [Add Battery](#) [Report Use](#) [Add New Contact](#)

AED info	Physical Address	AED Location	Contacts
Serial #: 1234test Brand: Philips Model: FRx			Primary: Secondary: Admin:

Most Recent Inspection

Date	"OK"	Supplies Present	Correct location	Comments
8/22/2021	Yes	Yes	Yes	

Associated Disposables  
No records found

Inspection History

[Download Data](#)

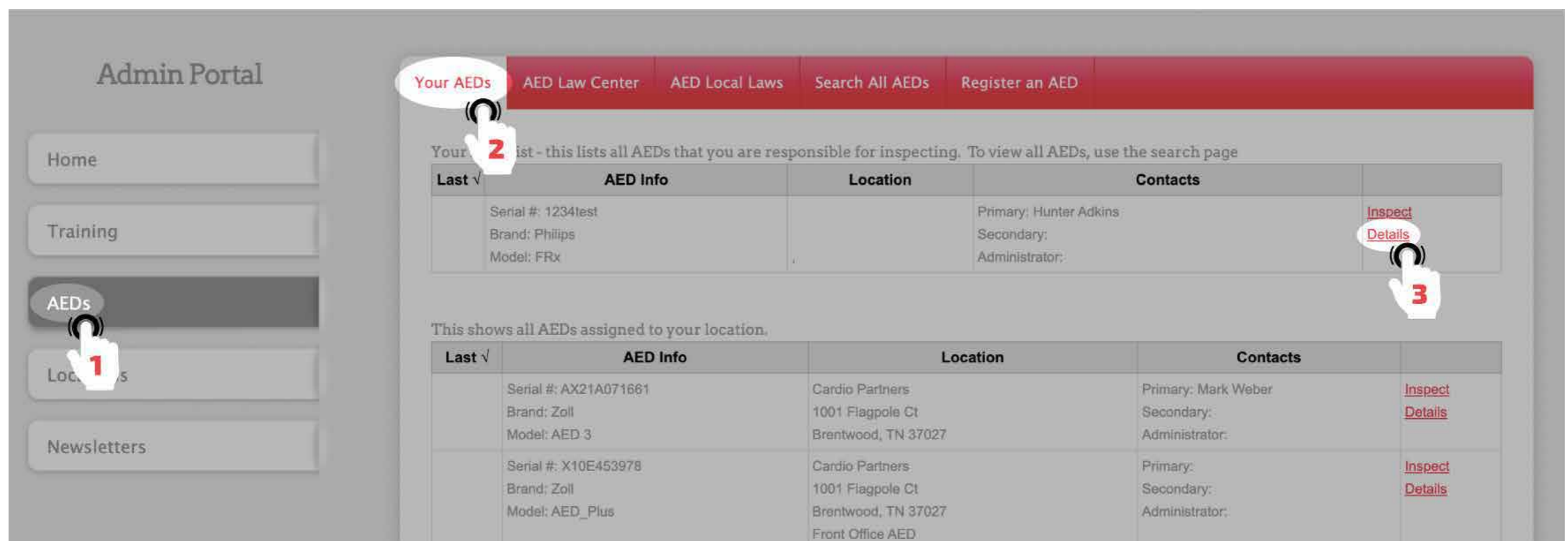
Date	"OK"	Supplies Present	Correct Location	Comments	Completed By
8/22/2021	Yes	Yes	Yes		

Records 1-1 of 1

## HOW DO I LOG THAT AN AED WAS USED?

PM ADMIN & PM COORDINATOR

1. Click on the AEDs tab at Left.
2. Click the Your AEDs tab. This shows all of the AEDs assigned to you.
3. Click Details on the AED that was used.
4. On the new screen, click Report Use and fill out the simple form.



Admin Portal

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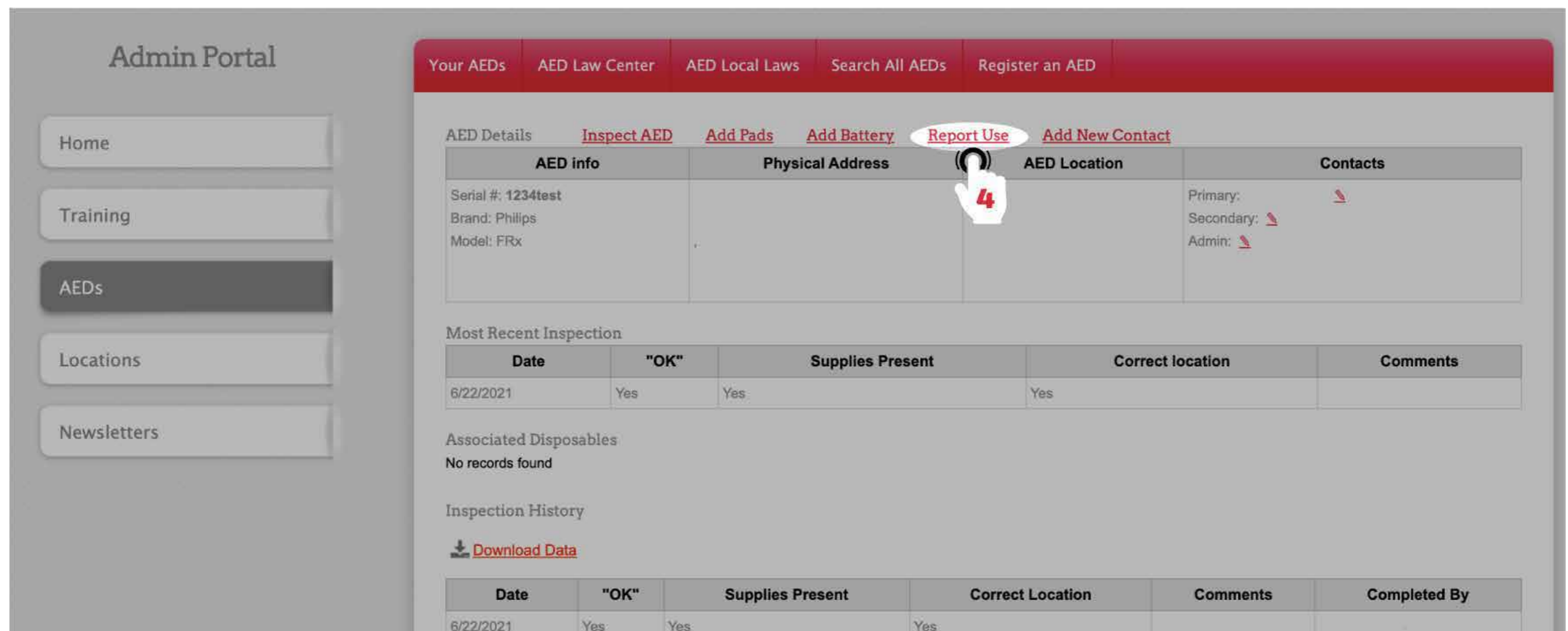
Your AEDs | AED Law Center | AED Local Laws | Search All AEDs | Register an AED

Your AEDs list - this lists all AEDs that you are responsible for inspecting. To view all AEDs, use the search page

Last	AED Info	Location	Contacts	
	Serial #: 1234test Brand: Philips Model: FRx		Primary: Hunter Adkins Secondary: Administrator:	<a href="#">Inspect</a> <a href="#">Details</a>

This shows all AEDs assigned to your location.

Last	AED Info	Location	Contacts	
	Serial #: AX21A071661 Brand: Zoll Model: AED 3	Cardio Partners 1001 Flaggpole Ct Brentwood, TN 37027	Primary: Mark Weber Secondary: Administrator:	<a href="#">Inspect</a> <a href="#">Details</a>
	Serial #: X10E453978 Brand: Zoll Model: AED_Plus	Cardio Partners 1001 Flaggpole Ct Brentwood, TN 37027 Front Office AED	Primary: Secondary: Administrator:	<a href="#">Inspect</a> <a href="#">Details</a>



Admin Portal

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Your AEDs | AED Law Center | AED Local Laws | Search All AEDs | Register an AED

AED Details | [Inspect AED](#) | [Add Pads](#) | [Add Battery](#) | **[Report Use](#)** | [Add New Contact](#)

AED info	Physical Address	AED Location	Contacts
Serial #: 1234test Brand: Philips Model: FRx			Primary: Secondary: Admin:

Most Recent Inspection

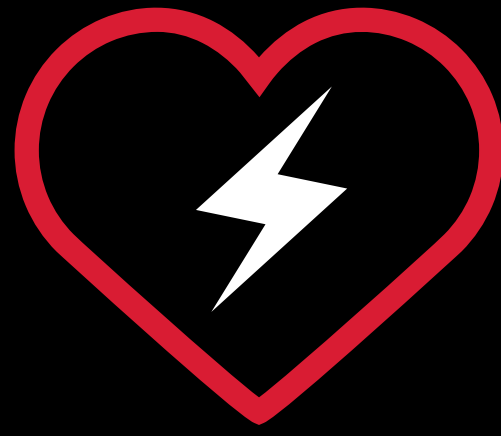
Date	"OK"	Supplies Present	Correct location	Comments
6/22/2021	Yes	Yes	Yes	

Associated Disposables  
No records found

Inspection History

[Download Data](#)

Date	"OK"	Supplies Present	Correct Location	Comments	Completed By
6/22/2021	Yes	Yes	Yes		



# **AED** MANAGEMENT

## **TRACKING YOUR AED IN LIFESHIELD**

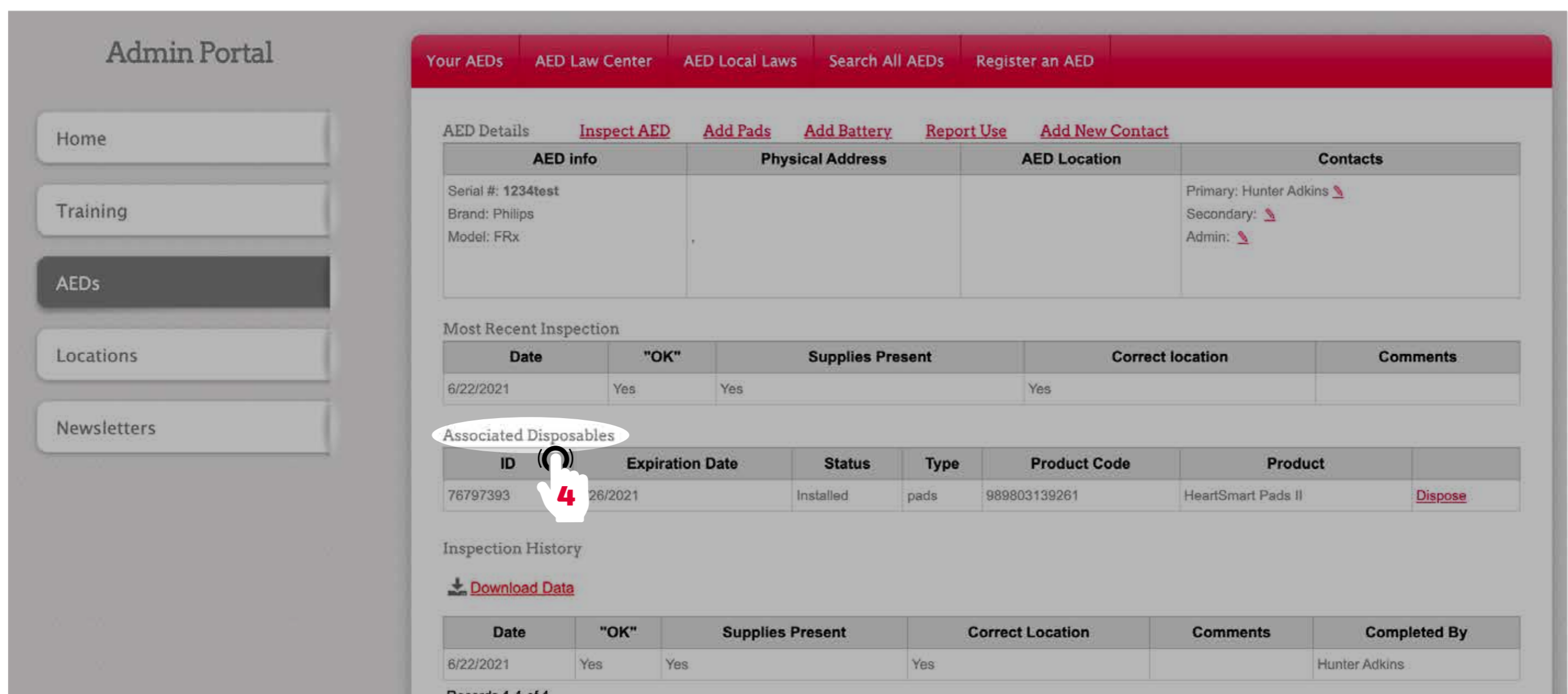
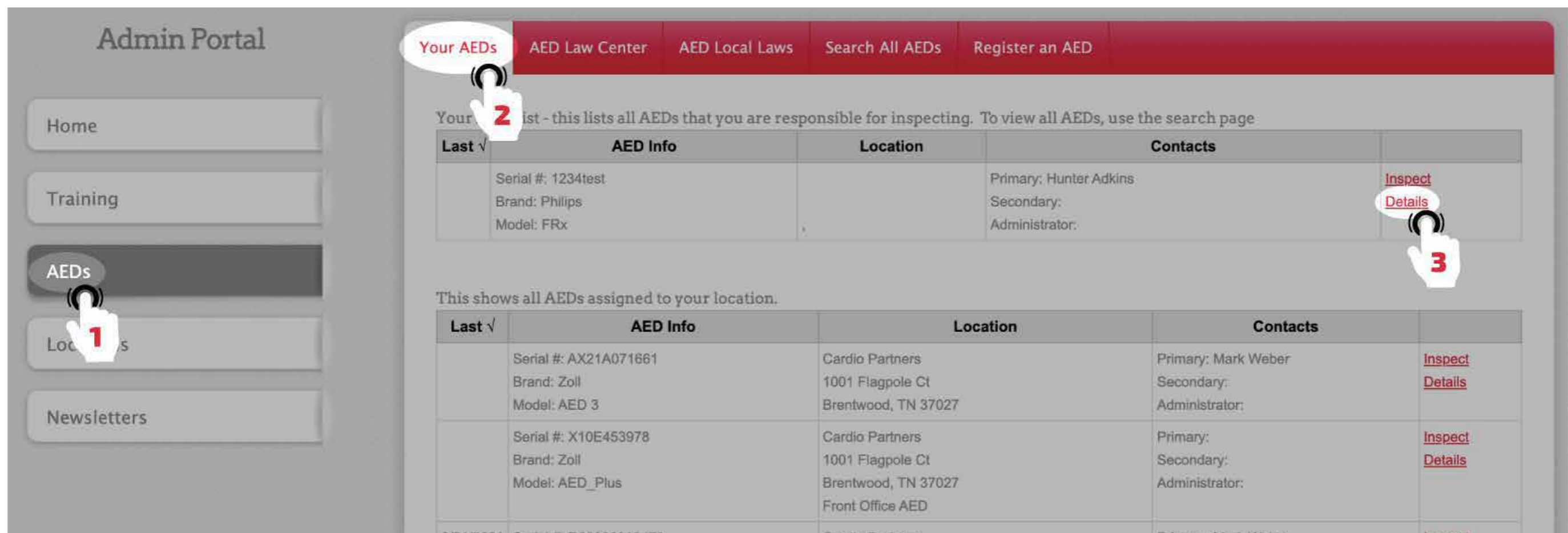
**The batteries and pads that allow your AED to administer potentially life-saving shocks expire over time. You can use LifeShield to track the expiration dates of these products to ensure you receive reminders as those dates happen. Data in LifeShield includes location information to make it easier to see where your AED is in a particular building. Use as much description as possible to help others understand its location.  
Ex: Second floor, next to elevator and water cooler.**



## HOW DO I TRACK PRODUCT EXPIRATION DATES IN LIFESHIELD?

PM ADMIN & PM COORDINATOR

1. Click on the AEDs tab at Left.
2. Click the Your AEDs. This tab shows all of the AEDs assigned to you.
3. Click Details for the AED you want to review.
4. Look in the Associated Disposables section to view respective expiration dates for pads and batteries.

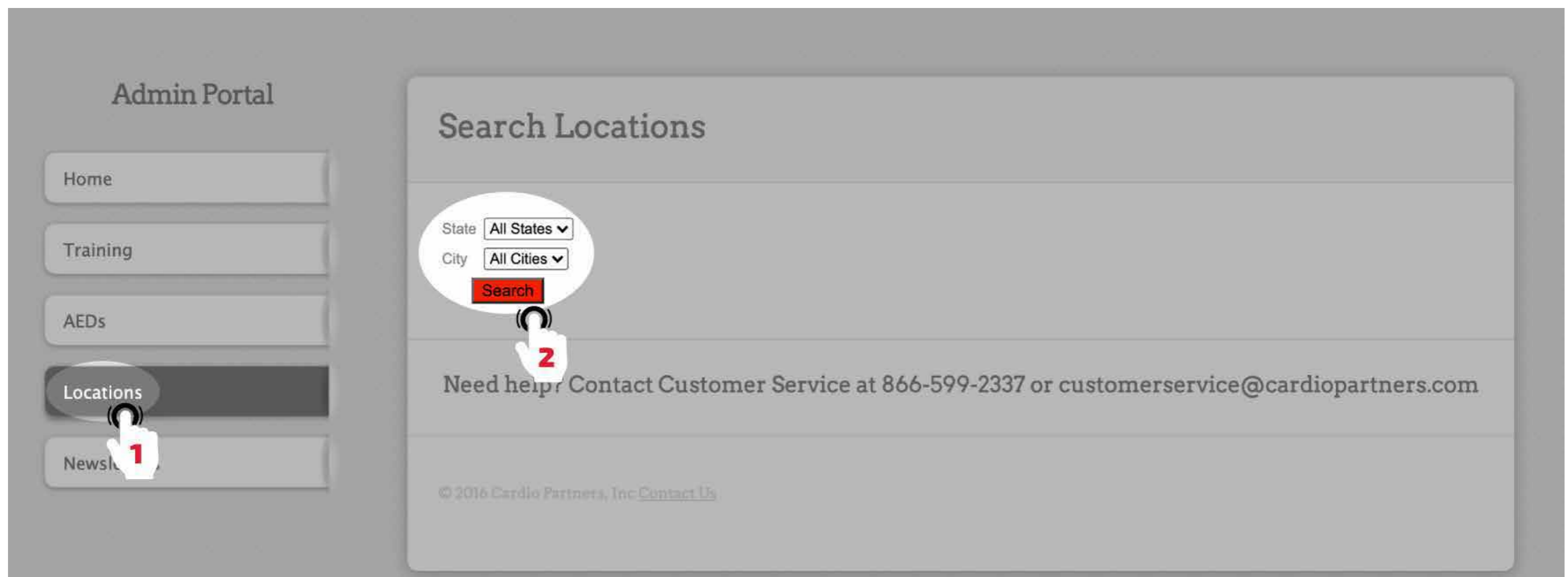




## HOW DO I FIND AN AED'S LOCATION IN LIFESHIELD?

PM ADMIN & PM COORDINATOR

1. From the **Locations** tab at left, you can search for and select any AED within your account.
2. You can view all of the AEDs associated with the location, as well as important unit information such as brand, model, last checked, and physical location within the building.





# **CPR TRAINING**

## **CLASS SCHEDULING IN LIFESHIELD**

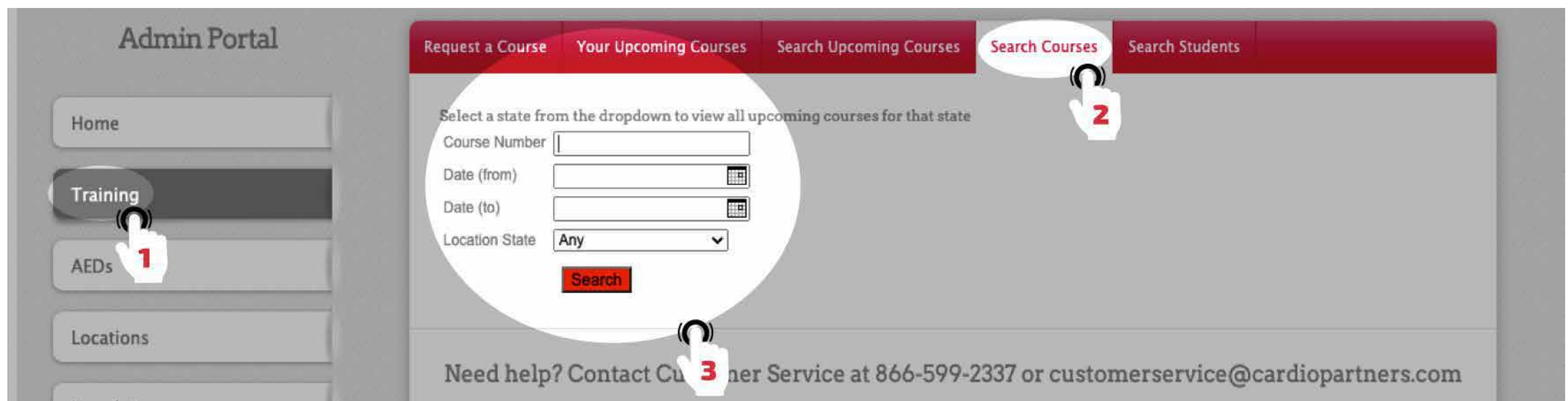
**Within LifeShield you can conveniently look up available CPR and AED training classes and request a class for your team online.**



## HOW DO I FIND AVAILABLE COURSES?

**PM ADMIN**

1. Select the Training tab on the left side
2. Select Search Courses tab on the top of the training menu. Here, you can search by course number, date range, or state.
3. You can then select and view the course's Details page.

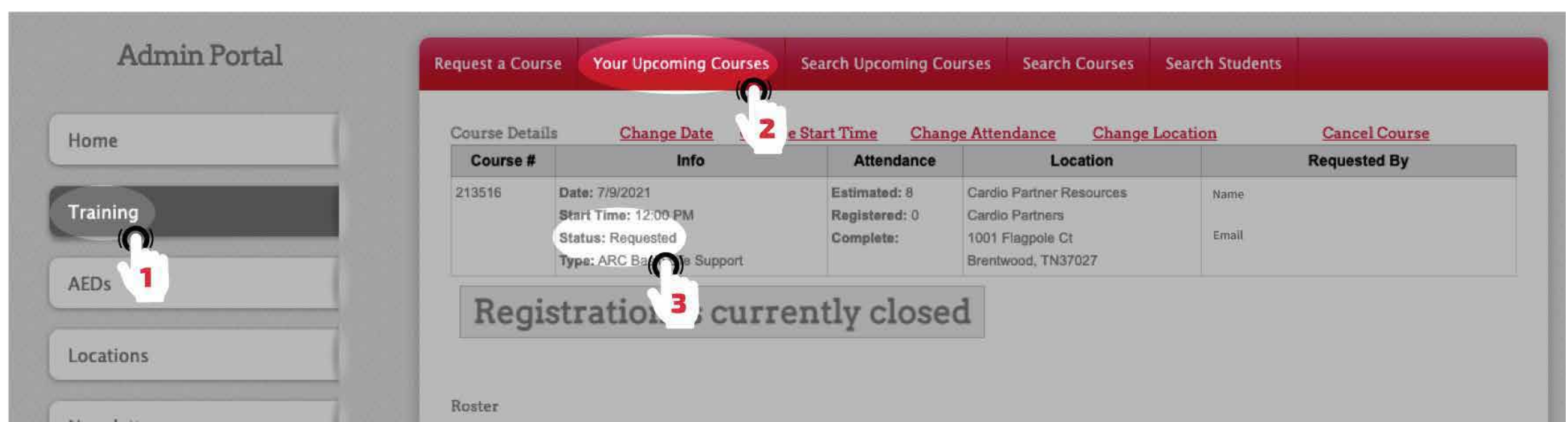


## HOW CAN I VIEW REQUESTED AND ACCEPTED CPR TRAINING COURSES?

**PM ADMIN**

1. Select the Training tab on the left side
2. Select Your Upcoming Courses tab on the top of the training menu.
3. Your course will be listed with a status showing Requested.

You will receive an email confirming the course at the requested date, time and location within two business days.



## HOW DO I REQUEST A CPR TRAINING COURSE?

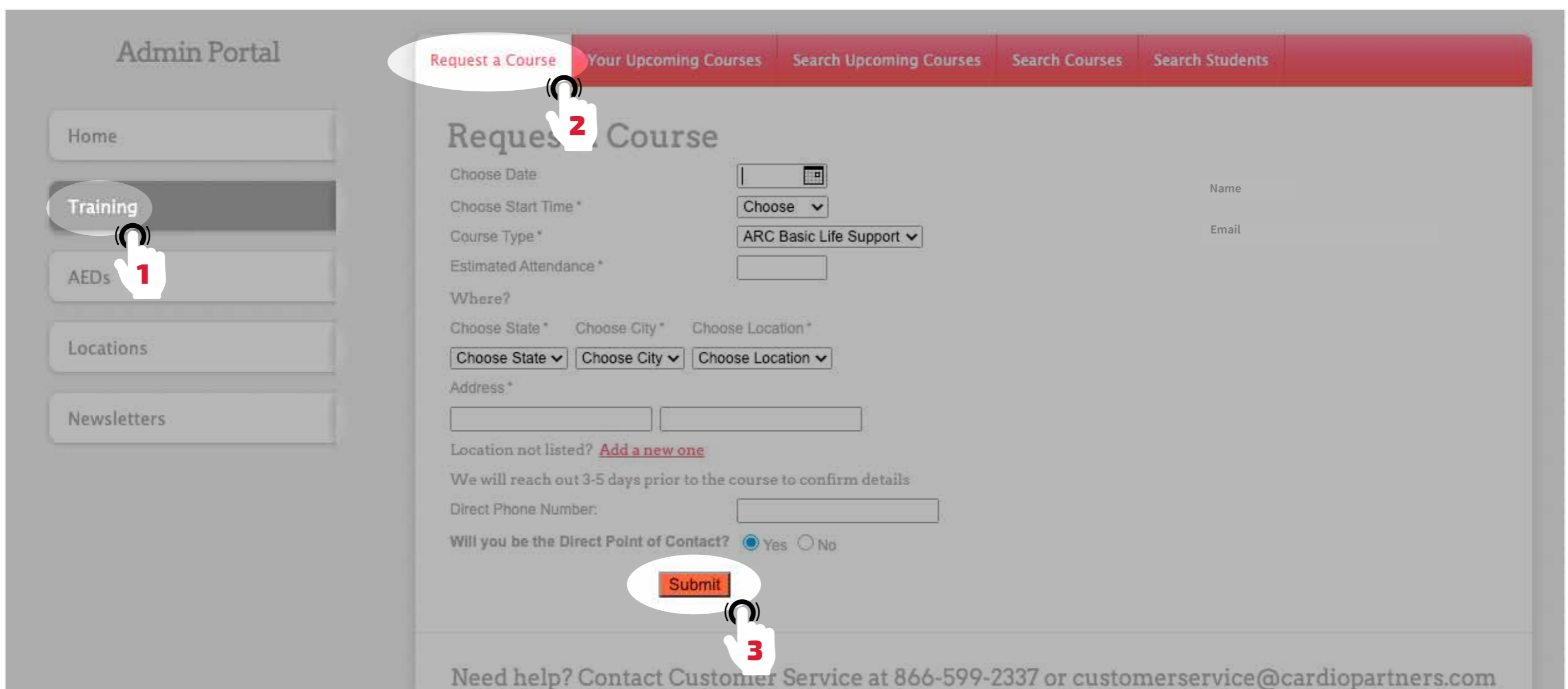
PM ADMIN

1. Select the Training tab on the left side.
2. Select Request a Course tab on the top of the training menu.

Fill out the required fields with information about the course

3. Click **Submit**. You will receive a confirmation that your course has been requested and is in review with our Training team.

You will receive an email confirming the course at the requested date, time and location within two business days.



The screenshot shows the 'Admin Portal' interface. On the left sidebar, the 'Training' tab is highlighted with a callout '1'. At the top of the training menu, the 'Request a Course' tab is highlighted with a callout '2'. The main form area is titled 'Request a Course' and contains the following fields:

- Choose Date: [Date Picker]
- Choose Start Time\*: [Choose ▼]
- Course Type\*: [ARC Basic Life Support ▼]
- Estimated Attendance\*: [Text Input]
- Where?
  - Choose State\*: [Choose State ▼]
  - Choose City\*: [Choose City ▼]
  - Choose Location\*: [Choose Location ▼]
- Address\*: [Text Input]
- Location not listed? [Add a new one](#)
- We will reach out 3-5 days prior to the course to confirm details
- Direct Phone Number: [Text Input]
- Will you be the Direct Point of Contact?  Yes  No
- Submit** button (highlighted with callout '3')

At the bottom of the form, there is a footer: "Need help? Contact Customer Service at 866-599-2337 or customerservice@cardiopartners.com"



# **CPR TRAINING**

## **CLASS REGISTRATION IN LIFESHIELD**

**Use LifeShield to register all your employees within your organization to get CPR trained. You can add or remove students easily from classes via the interface.**



## HOW DO I REGISTER STUDENTS FOR A CPR CLASS?

### PM ADMIN

Once a course is accepted, you can start registering students in the LifeShield portal.

1. Select the **Training** tab on the left side
2. Select **Your Upcoming Courses** tab on the top of the training menu.
3. From the **Course Details** page, find the course you want to register students under and click on the red link to **Register Student**.

Fill in the student's basic information:

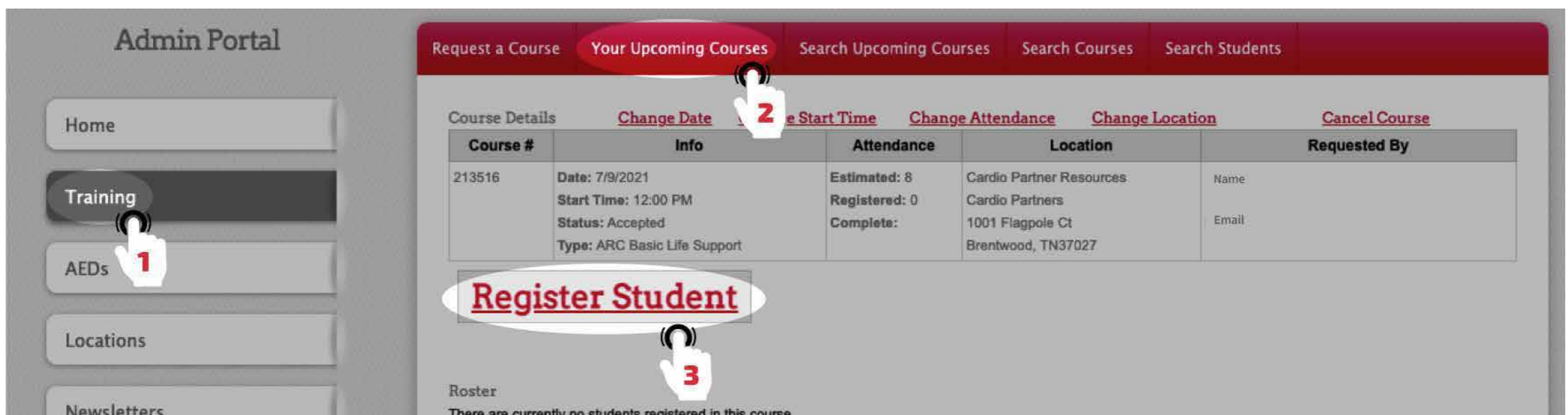
- First Name
- Last Name
- Optional Employee ID field
- Email Address
- Student's Home Store/ Location

*[Note: The first and last name used here will be printed on the student's CPR card. Please ensure spelling is correct and nicknames are not used.]*

The course details page will be updated to show the student you added, and the student will appear in the course roster.

If an email was provided for the student, the student will immediately receive an email notifying them that they were registered into the course. That email contains details on the course, such as address, date, and time of the course.

The student will automatically receive reminder emails 30 days and 7 days prior to the course. If a student needs to be removed from a course for any reason, a link to the right of their name allows you to do so.



The screenshot shows the Admin Portal interface. On the left sidebar, the 'Training' tab is selected, indicated by a red '1' and a hand icon. At the top of the main content area, the 'Your Upcoming Courses' tab is selected, indicated by a red '2' and a hand icon. Below this, the 'Course Details' section for course # 213516 is displayed. A red '3' and a hand icon point to the 'Register Student' button, which is highlighted with a red oval. The course details table is as follows:

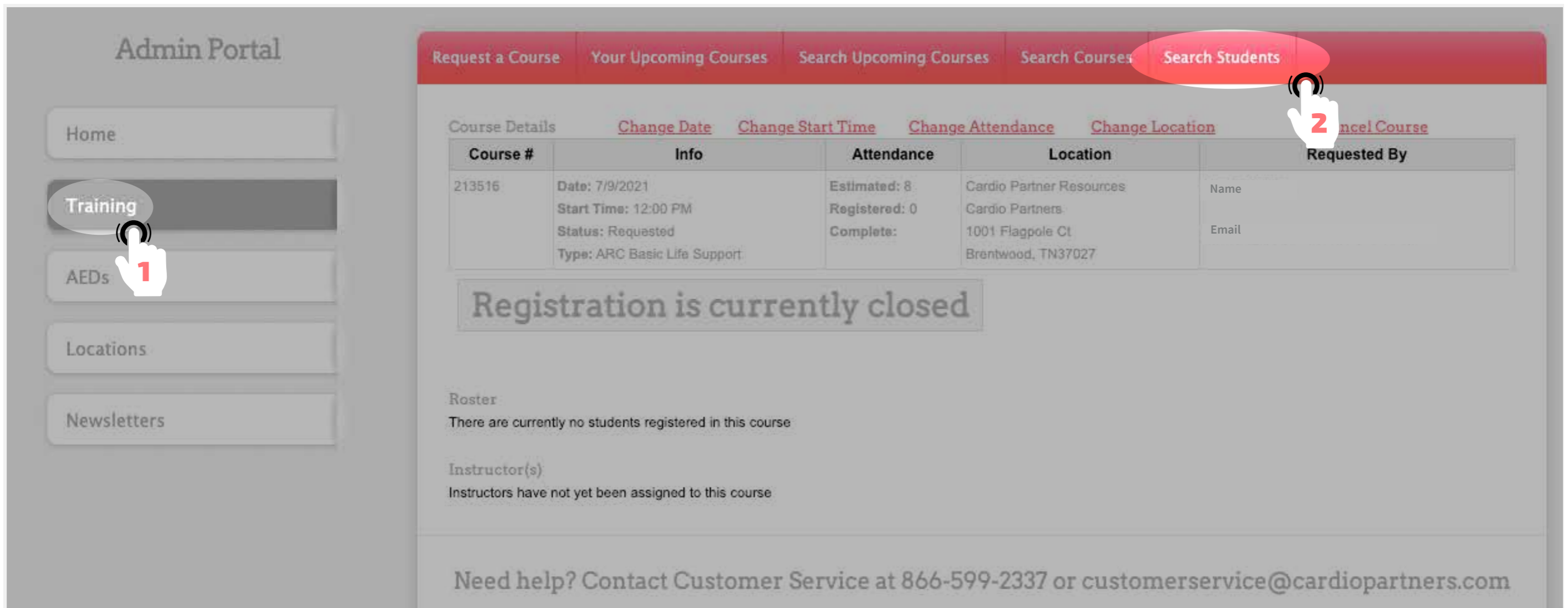
Course #	Info	Attendance	Location	Requested By
213516	Date: 7/9/2021 Start Time: 12:00 PM Status: Accepted Type: ARC Basic Life Support	Estimated: 8 Registered: 0 Complete:	Cardio Partner Resources Cardio Partners 1001 Flaggpole Ct Brentwood, TN37027	Name: Email:

Below the table, the 'Roster' section shows 'There are currently no students registered in this course'.

## HOW DO I VIEW CPR STUDENTS IN MY ORGANIZATION?

**PM ADMIN**

1. Select the Training tab on the left side.
2. Select Search Students tab on the top of the training menu.



Admin Portal

Home

**Training** 1

AEDs

Locations

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Request a Course | Your Upcoming Courses | Search Upcoming Courses | Search Courses | **Search Students** 2 | Cancel Course

Course Details [Change Date](#) [Change Start Time](#) [Change Attendance](#) [Change Location](#)

Course #	Info	Attendance	Location	Requested By
213516	Date: 7/9/2021 Start Time: 12:00 PM Status: Requested Type: ARC Basic Life Support	Estimated: 8 Registered: 0 Complete:	Cardio Partner Resources Cardio Partners 1001 Flaggpole Ct Brentwood, TN37027	Name Email

Registration is currently closed

Roster  
There are currently no students registered in this course

Instructor(s)  
Instructors have not yet been assigned to this course

Need help? Contact Customer Service at 866-599-2337 or customerservice@cardiopartners.com

## HOW ARE STUDENTS NOTIFIED THEY ARE REGISTERED FOR A CPR CLASS?

**PM ADMIN**

If an email was provided for the student, the student will immediately receive an email notifying them that they were registered into the course. That email contains details on the course, such as address, date, and time of the course.

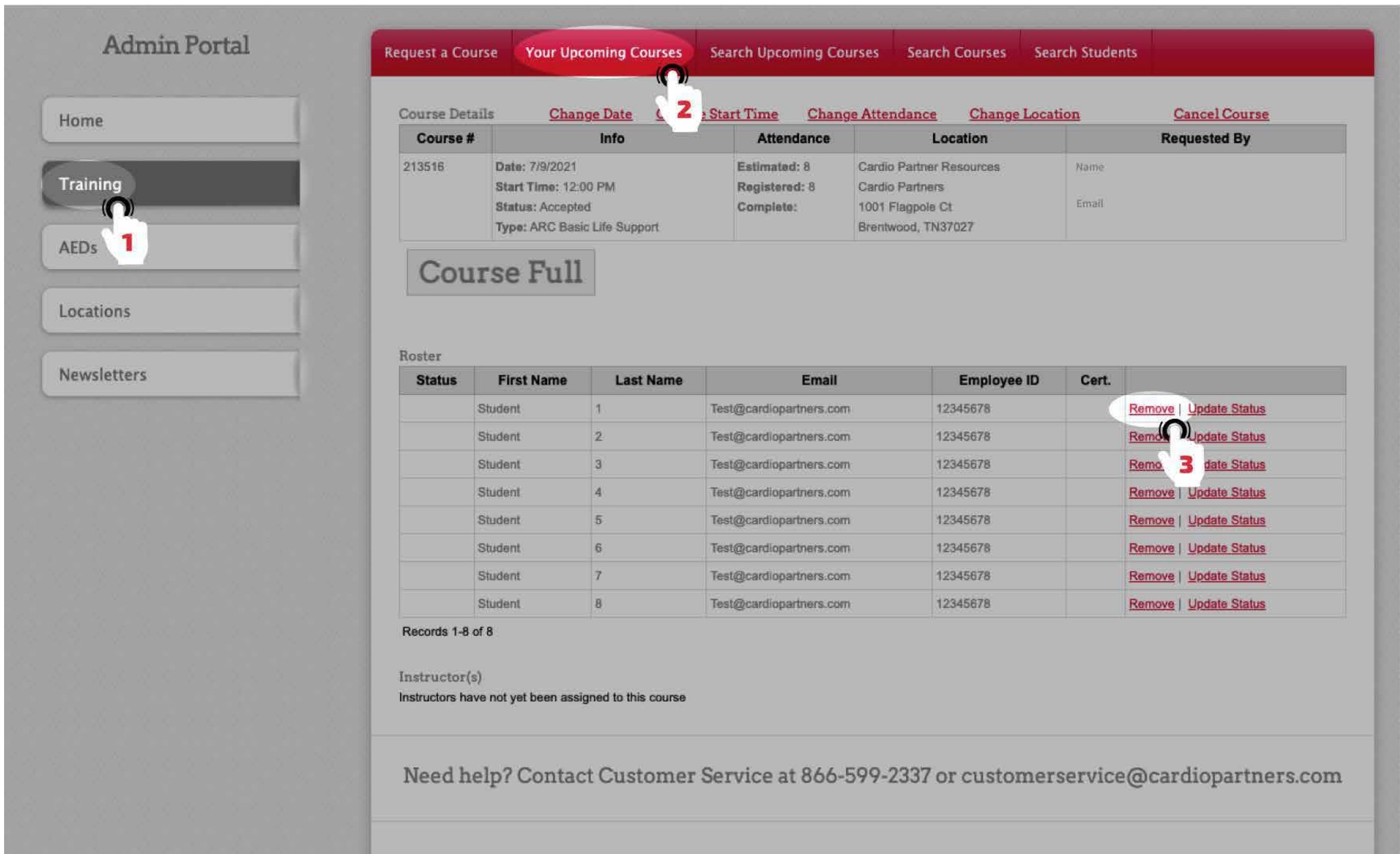
The student will automatically receive reminder emails 30 days and 7 days prior to the course.

We encourage all customers to monitor their spam/junk folders as these automated reminder emails may filter into those folders.

## HOW DO I REMOVE A STUDENT FROM A CPR CLASS?

PM ADMIN

1. Select the **Training** tab on the left side.
2. Select **Your Upcoming Courses** tab on the top of the training menu.
3. Select the course the student is enrolled in and locate their name. Click the link to the right of their name to **Remove** them from the course.



Admin Portal

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**Training**

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Request a Course **Your Upcoming Courses** Search Upcoming Courses Search Courses Search Students

Course Details [Change Date](#) [Change Start Time](#) [Change Attendance](#) [Change Location](#) [Cancel Course](#)

Course #	Info	Attendance	Location	Requested By
213516	Date: 7/9/2021 Start Time: 12:00 PM Status: Accepted Type: ARC Basic Life Support	Estimated: 8 Registered: 8 Complete:	Cardio Partner Resources Cardio Partners 1001 Flaggpole Ct Brentwood, TN37027	Name Email

**Course Full**

Roster

Status	First Name	Last Name	Email	Employee ID	Cert.	
Student	1		Test@cardiopartners.com	12345678		<a href="#">Remove</a>   <a href="#">Update Status</a>
Student	2		Test@cardiopartners.com	12345678		<a href="#">Remove</a>   <a href="#">Update Status</a>
Student	3		Test@cardiopartners.com	12345678		<a href="#">Remove</a>   <a href="#">Update Status</a>
Student	4		Test@cardiopartners.com	12345678		<a href="#">Remove</a>   <a href="#">Update Status</a>
Student	5		Test@cardiopartners.com	12345678		<a href="#">Remove</a>   <a href="#">Update Status</a>
Student	6		Test@cardiopartners.com	12345678		<a href="#">Remove</a>   <a href="#">Update Status</a>
Student	7		Test@cardiopartners.com	12345678		<a href="#">Remove</a>   <a href="#">Update Status</a>
Student	8		Test@cardiopartners.com	12345678		<a href="#">Remove</a>   <a href="#">Update Status</a>

Records 1-8 of 8

Instructor(s)  
Instructors have not yet been assigned to this course

Need help? Contact Customer Service at 866-599-2337 or customerservice@cardiopartners.com





# **CPR TRAINING**

## **CLASS CHANGES IN LIFESHIELD**

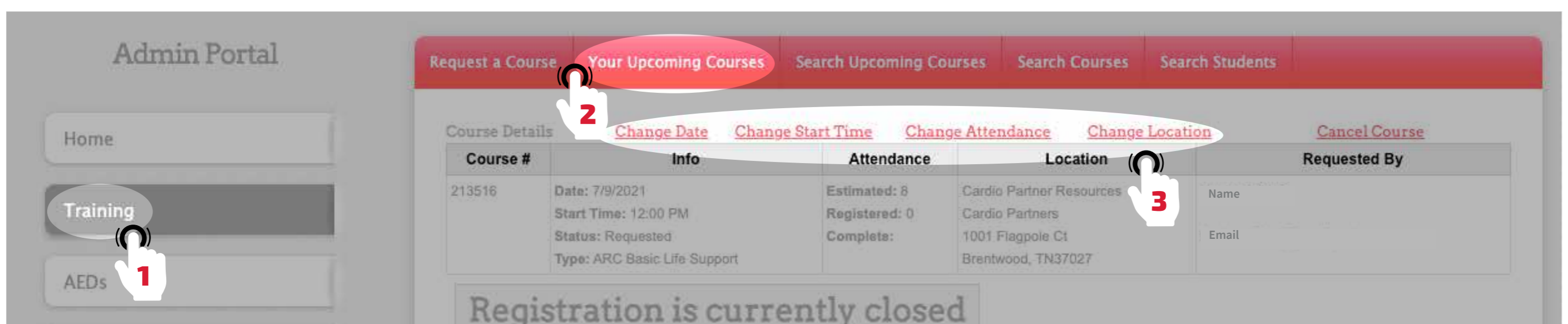
**We understand schedules can change. You can make change and cancel requests for CPR classes directly in LifeShield if there's a need to amend your class.**



## HOW DO I MAKE A CHANGE TO A CPR CLASS?

PM ADMIN & PM COORDINATOR

1. Select the Training tab on the left side.
2. Select Your Upcoming Courses tab on the top of the training menu.
3. From the Course Details page, you'll see a list of options along the top. These options allow you to change the date, start time, attendance, or location. From here, you are also able to cancel a course entirely.



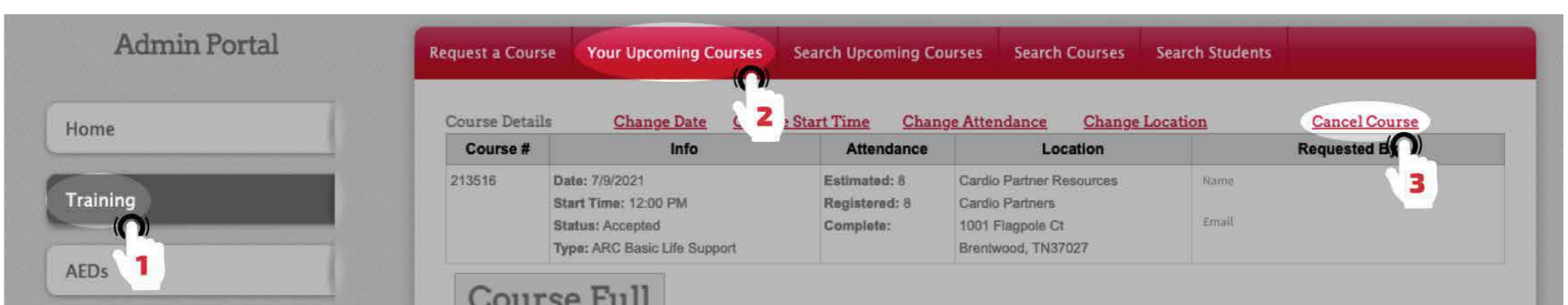
## HOW DO I CANCEL A CPR CLASS?

PM ADMIN & PM COORDINATOR

1. Select the Training tab on the left side.
2. Select Your Upcoming Courses tab on the top of the training menu.
3. Next to Course Details along the top, the select the Cancel Course option.

It is important to note that any change made to a course is considered a request and will take up to two business days to be approved. Once the change has been accepted, you will be notified and will again be able to register students.

Course cancellations are communicated directly to the instructor.





# **CPR TRAINING**

## **TRAINING INFORMATION IN LIFESHIELD**

**Student training records are kept conveniently in LifeShield. You can review where and when they were trained, as well as access their certification card to fulfill job requirements and keep your records up to date.**



## HOW DO I SEE WHO IS CPR TRAINED AT A SPECIFIC LOCATION?

### PM ADMIN

1. From the **Locations** tab at left, you can search for and select any location within your account. Click on the desired location and scroll down the page.

You will see all scheduled training courses for that location—the number in red to the left is a clickable field and takes you to the page for that training course.

Scrolling further down, you can see all currently CPR certified individuals associated with that location. There are clickable fields here to take you to the individual's profile, as well as to view, download and print their certificate.

