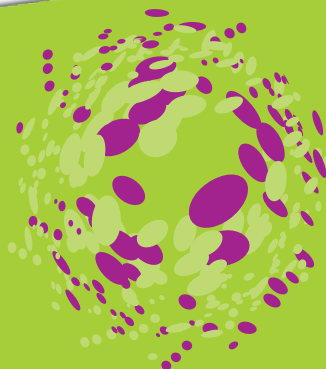
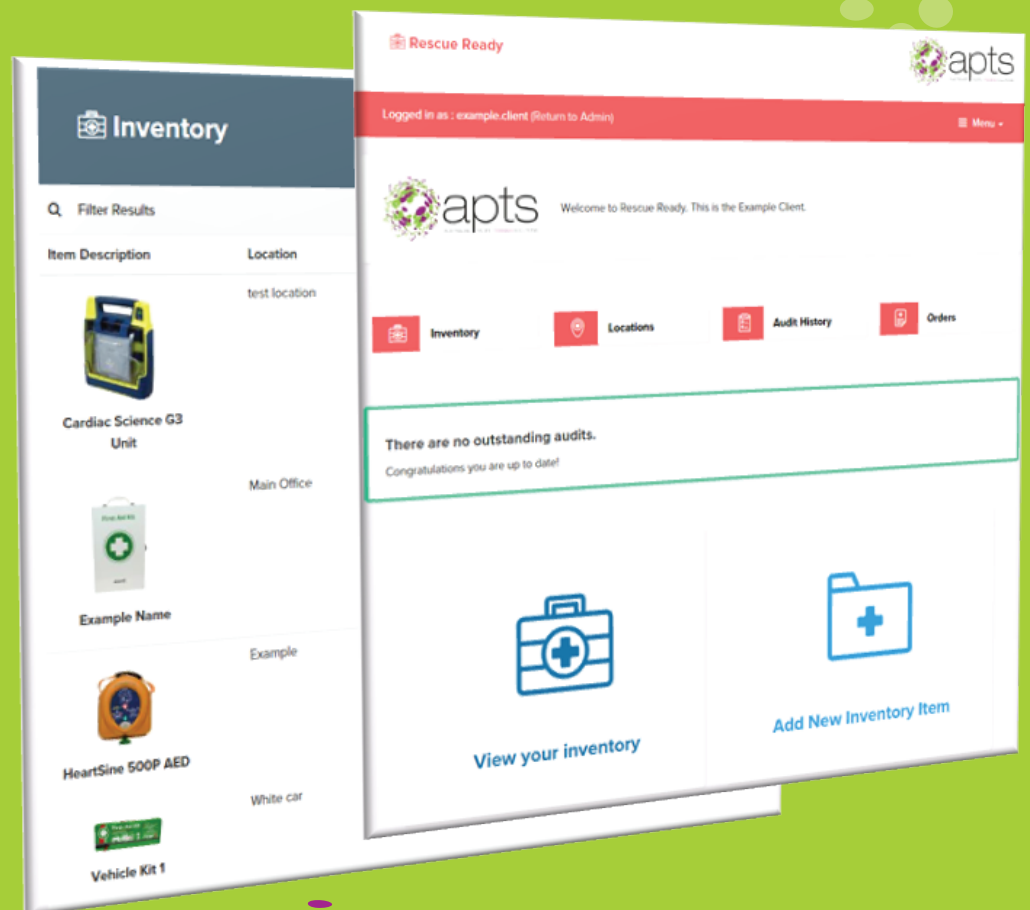


Australian Pacific Training Solutions

Rescue Ready

Quick Reference Guide





apts


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Landing Page


The landing page gives you access to all main elements of the Rescue Ready system. Any items due for an audit will be displayed on this page when they are due for their next audit.





Logged in as : example.client (Return to Admin)Menu ▾

Welcome to Rescue Ready. This is the Example Client.


Inventory

Locations


Audit History

Orders

There are no outstanding audits.
Congratulations you are up to date!



View your inventory



Add New Inventory Item



Inventory Screen

This view displays all of the inventory items you have established in the system. You can view the date each item was commissioned and also the date of the next audit for each specific item in your inventory.

Edit – This allows you to change the details of the item (including image, audit frequency, name and location).


Copy – this enables you to quickly duplicate a kit when you have multiples of the same item that are the same (e.g. Three first aid kits with the same contents but in different locations).

Audit – This takes you to the specific item where you can view all item details and start a new audit (or continue a previously started audit). You can also view audit history and produce a historical report on the individual item in this screen.















Logged in as : example.client (Log Out)Menu

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 **Inventory**

Add New Item

Filter Results

Item Description	Location	Date Commissioned	Next Audit Due	Edit	Copy	Audit
 Example Kit	Example Location	06/04/2017	11/07/2017			
 Example AED	Example Location	06/04/2017	11/05/2017			
 Kit 3	Main reception	11/04/2017	11/07/2017			

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Item View

Using this view you can:

- Commence a new audit by clicking **“Start New Audit”**
- View the last audit outcome and if any action is required/taken
- View full audit history by clicking on the **“audit history”** tab
- Download an item report in the **“audit history”** tab by clicking **“download report”**

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Menu

[← Back to Inventory](#)


Example Kit

Update

Location : Example Location

Commission Date : 06-04-2017Next Audit Due : 11-07-2017

Item Type : Kit Item



Last Audit

Audit History

Pending Orders

✖ Complete : Requires Action

Start New Audit

Auditor: Test Usder

Commenced: 4/10/2017

Completed: 4/11/2017

Last Audit

Item	Value / Quantity	Complete	Audit Status
Item: H/Weight Bandage 5cm	2	✓	✖
Item: Cleansing Wipes Env of 10	1	✓	
Item: H/Weight Bandage 7.5cm	2	✓	✖
Item: Premium H/Weight Bandage 10cm	1	✓	

Completing an audit – First Aid Kits

Once you have started a new audit you will be prompted to enter your name then taken to the audit screen. To conduct an audit, physically check the first aid kit and then **record the items contained in the first aid kit**. Once you have adjusted the quantity on the screen, mark the item as complete by clicking the green tick.

If you do not have access to a mobile device to conduct the audit you can print the checklist using the “print” button and enter the data later on your PC/Tablet.

At the conclusion of the audit, “**complete the audit**” by clicking on the green button.

Logged in as : example.client (Log Out)

Menu

[Back to Item](#)

Example Kit


Update

Location :
Commission Date :
Item Type :

Example Location

06-04-2017
Next Audit Due :
Kit Item

11-07-2017



Auditor: Test User

Date Started: 11-04-2017 2:28pm

Print


All Items 43

Require Audit 43


Complete 0


Please refer to the item and enter answer or quantity **present** in the kit

Mark Complete


 Cleansing Wipes Env of 10
AW8110


Quantity : - 1 +




 H/Weight Bandage 5cm
AFH50

Quantity : - 3 +



 H/Weight Bandage 7.5cm
AFH75

Quantity : - 3 +




Completing an audit – Defibrillators

Once you have started a new audit, you will be prompted to enter your name then taken to the audit screen. To conduct an audit, check the AED and answer the questions posed. If you need further information on the questions, click on the blue information icon for more detailed instructions.

If you do not have access to a mobile device to conduct the audit you can print the checklist using the “print” button for data entry later on your PC/Tablet.

At the conclusion of the audit you “**complete the audit**” by clicking the green button.

Rescue Ready



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Example AED

Update

Location :Example Location

Commission Date :06-04-2017Next Audit Due :11-05-2017

Item Type :DefibrillatorSerial Number :12345678



Auditor:tom aptsDate Started:11-04-2017 2:39pm

Print

All Items8Require Audit8Complete0

Please refer to the item and enter answer or quantity **present** in the kitMark Complete

i

Does the serial number match the serial number listed above?

x

✓

i

Is the AED indicator light flashing green?

x

✓

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Adding a New Item

You can add a new item by clicking the **“add new item”** button in the inventory screen or home screen.

You will first be prompted to select a system template. If you would like to create a custom content list, select the closest template to your requirements and then click **“modify template”**. You will then be prompted to give the new template a unique name. This will be accessible for you in the future for additional items. (See next page for more details)

When creating the new item you can:

- Give the kit an identifiable name in the **“item description”** field (e.g. first aid kit 2)
- Specify who receives the notification email
- Modify commission date (if desired)
- Enter a location summary
- Enter location description (if required)
- Select audit frequency

The complete item contents list will be displayed in this view. Please ensure that you are satisfied with the contents list before clicking **“create new item”**.

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Menu

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Example Kit

Update

Location : Example Location

Commission Date : 06-04-2017Next Audit Due : 11-07-2017

Item Type : Kit Item



Auditor: Test UserDate Started: 11-04-2017 2:28pm

Print


All Items 43

Require Audit 43

Complete 0


Please refer to the item and enter answer or quantity present in the kit

Mark Complete

Cleansing Wipes Env of 10
AW8110


Quantity : 1

✓

H/Weight Bandage 5cm
AFH50

Quantity : 3

✓

H/Weight Bandage 7.5cm
AFH75

Quantity : 3

✓

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Modifying a Template











When you select to modify a template, you will be prompted to give it a unique name. After this step you will then have the option of:

- Modifying required quantity by adjusting the quantities up and down
- Remove items by clicking on the red cross
- Add new items by clicking the “add new item” button
- Viewing subsequent pages of the template

When adding new items, we recommend using the product code from the APTS catalogue or website. You can also type the product name to view matches to your desired item. Once added, you can then modify the quantity required.

Audit Items

Add New Audit Item

Item	Quantity	Remove Item
 Cleansing Wipes Env of 10 AW8110	<div>-</div> <div>1</div> <div>+</div>	<div>✕</div>
 H/Weight Bandage 5cm AFH50	<div>-</div> <div>3</div> <div>+</div>	<div>✕</div>
 H/Weight Bandage 7.5cm AFH75	<div>-</div> <div>3</div> <div>+</div>	<div>✕</div>
 Premium H/Weight Bandage 10cm AFHP100	<div>-</div> <div>1</div> <div>+</div>	<div>✕</div>
 Burn Gel Sachet AB3	<div>-</div> <div>5</div> <div>+</div>	<div>✕</div>
 Combine dressing 10x20 ACD1020S	<div>-</div> <div>1</div> <div>+</div>	<div>✕</div>
 Double Ended Applicator 10pk ACA751	<div>-</div> <div>1</div> <div>+</div>	<div>✕</div>
 Eye Pad AEP1S	<div>-</div> <div>4</div> <div>+</div>	<div>✕</div>
 Standard Strip env/25 AFP50125	<div>-</div> <div>1</div> <div>+</div>	<div>✕</div>
 Aeroaid Spray 50ml AAS50	<div>-</div> <div>1</div> <div>+</div>	<div>✕</div>

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Next

Create New Item

What will happen after an audit is conducted?