



American  
Heart  
Association.

# ATLAS USER MANUAL

## Other Trainings

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*A navigation guide for the Atlas application*

## Table of Contents

- 1 Introduction ..... 3**
- 2 Purpose ..... 3**
- 3 Intended Audience ..... 3**
- 4 Acronyms and Abbreviations ..... 3**
- 5 Other Training ..... 4**
  - 5.1.1 Create Other Training ..... 4
  - 5.1.2 View Training ..... 6
  - 5.1.3 Edit Training ..... 7
  - 5.1.4 Delete Training ..... 8
  - 5.1.5 Copy Training ..... 10
  - 5.1.6 Other Trainings filters ..... 12

## 1 Introduction

The American Heart Association (AHA) is dedicated to saving more lives through research, training, and education designed and owned by the AHA. CPRverify is a web-based application designed specifically to support AHA training internationally. The Instructor Network serves the same purpose within the United States.

These applications make it possible for Training Centers and instructors to monitor and track their AHA training, including publishing classes for students to sign up for, managing student rosters, and many other functions. They also provide the ability for managing Training Center alignments and permission.

Currently, the 2 applications are separate to cater to different geographies, either within USA or outside of USA. Atlas is a reimaged solution that caters to the global market. This digital platform is available to the AHA training network, including Training Centers, sites, instructors, and students who are located anywhere in the world, working together to make a difference and save more lives.

## 2 Purpose

The purpose of Atlas is to provide a single application for all audiences across the world. This document has been created to help ensure a smooth onboarding journey, focusing on the different capabilities within the Atlas application, and will serve as an instructional guide for users to successfully navigate and perform various application functions within the system.

## 3 Intended Audience

The intended audience includes Training Center Coordinators (TCCs), Training Center Administrators (TCAs), Training Site Coordinators (TSCs), and Training Site Administrators (TSAs).

## 4 Abbreviations and Descriptions

Abbreviation	Description
AHA	American Heart Association
TCA	Training Center Administrator
TCC	Training Center Coordinator
TSA	Training Site Administrator
TSC	Training Site Coordinator

## 5 Other Training

There are many types of training, and not all of them can be categorized neatly into the existing AHA course structure. Therefore, Atlas provides a way for Training Centers and Training Sites to track occurrences and attendance using the Other Training section.

### 5.1 Create Other Training

- Users should navigate to the Atlas application at <https://atlas.heart.org> and sign in (Figure 1).

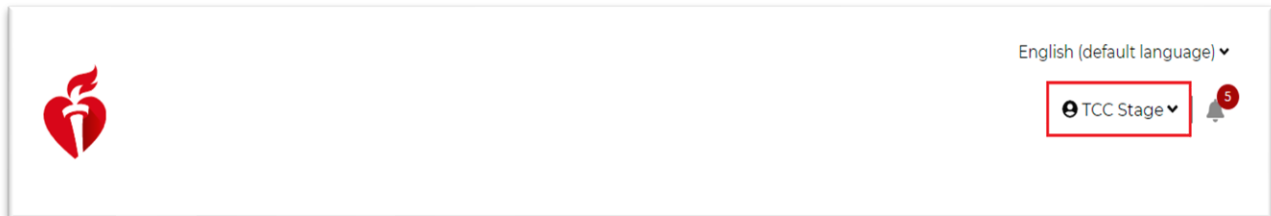


Figure 1. TCC login.

- Next, users will select **Classes** from the main navigation menu and then select **Other Training** from the drop-down menu (Figure 2). This will navigate them to the **Other Trainings** page.

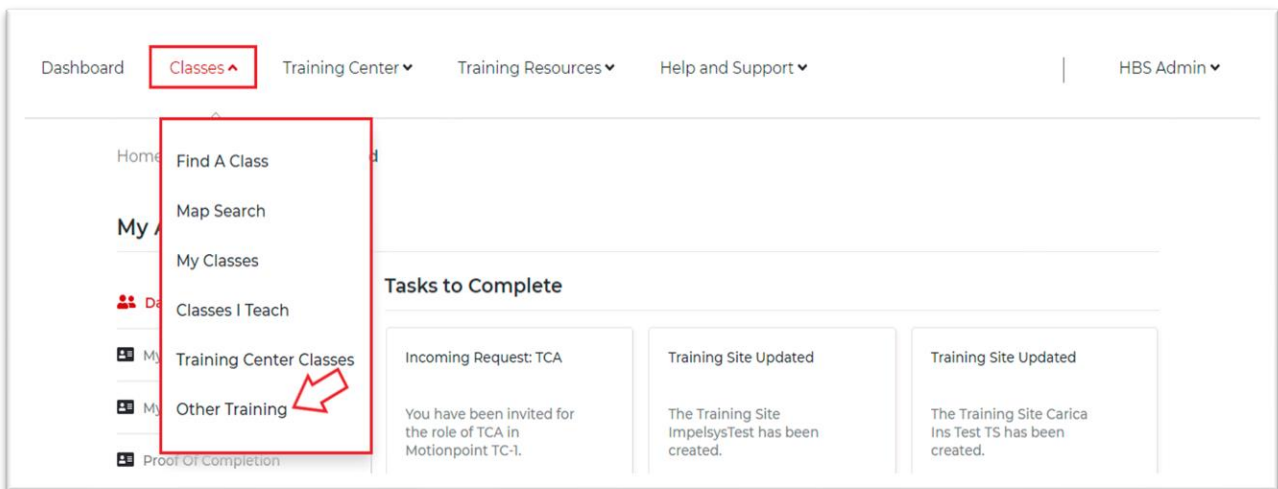


Figure 2. Classes main navigation menu showing Other Training option.

- Once there, users will select the **Create Other Training** link (Figure 3).

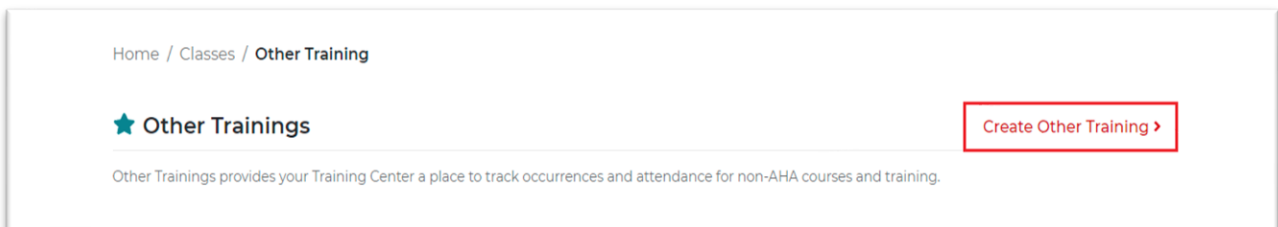


Figure 3. Create Other Training link.

- The system will navigate users to the **Create Other Training** page, where they may provide the following information:
  - Select a **Training Site Name** from the drop-down list (not mandatory).
  - Complete the **Title** field by typing the course name into the text box (mandatory).
  - Select the appropriate **Subject** from the drop-down list (mandatory).
  - Complete the **Facilitator** field by typing the facilitator name into the text box (mandatory).
  - Select the appropriate **Class Date** by using the calendar feature or typing directly into the text box (mandatory).
  - Complete the **Attendance** field by typing the number of attendees into the text box (mandatory).
- Once all the relevant information has been provided, users may select the **Create** button (Figure 4).

Figure 4. Create Other Training page.

- A success message should appear on the **Other Trainings** page stating, “**Other Training created successfully**” (Figure 5).

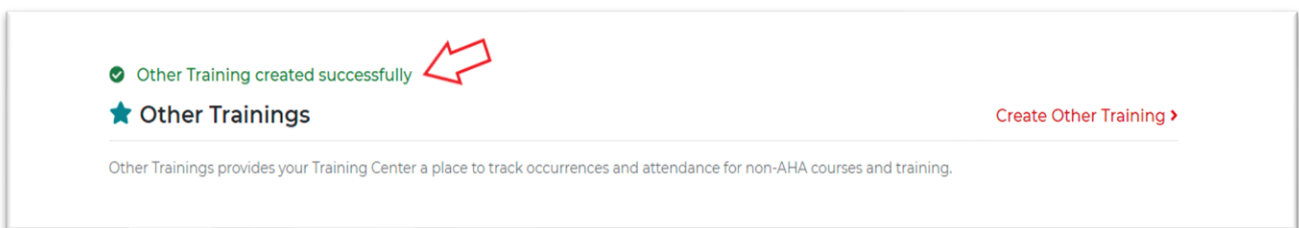


Figure 5. Other Training creation confirmation message.

- Additionally, users should be able to view the newly created **Other Training** by navigating to the record grid located on the **Other Trainings** page (Figure 6).

Title	Subject	Class Date	Attendance	Actions
ACLS Training	Test_ALCSSpecialTraining	01 - 21 - 2021	200	...
ACLS Training	Test_ALCSSpecialTraining	01 - 21 - 2021	100	...
Happy courses	Training Subject Test	01 - 20 - 2021	25	...
Sample Course	Test_ALCSSpecialTraining	11 - 15 - 2020	100	...
Sample Course Copy	Test_ALCSSpecialTraining	11 - 15 - 2020	100	...
Sample Course Copy	Test_ALCSSpecialTraining	01 - 30 - 2021	100	...
Sample New Course	Training Subject Test	07 - 16 - 2021	100	...
Sample New Course	Test_ALCSSpecialTraining	11 - 23 - 2020	150	...

Figure 6. Newly created Other Trainings display.

## 5.2 View Training

- To view **Other Training** details, users must select the 3 dots (...) that are located on the record row, in the **Actions** column. Then, from the pop-up box, users will select the **View/Edit** link (Figure 7).

Title	Subject	Class Date	Attendance	Actions
ACLS Training	Test_ALCSSpecialTraining	01 - 21 - 2021	200	...
ACLS Training	Test_ALCSSpecialTraining	01 - 21 - 2021	100	...
Happy courses	Training Subject Test	01 - 20 - 2021	25	...
Sample Course	Test_ALCSSpecialTraining	11 - 15 - 2020	100	...

Figure 7. Other Trainings list showing the View/Edit link.

- This action will navigate the user to a detailed view of that record (Figure 8).

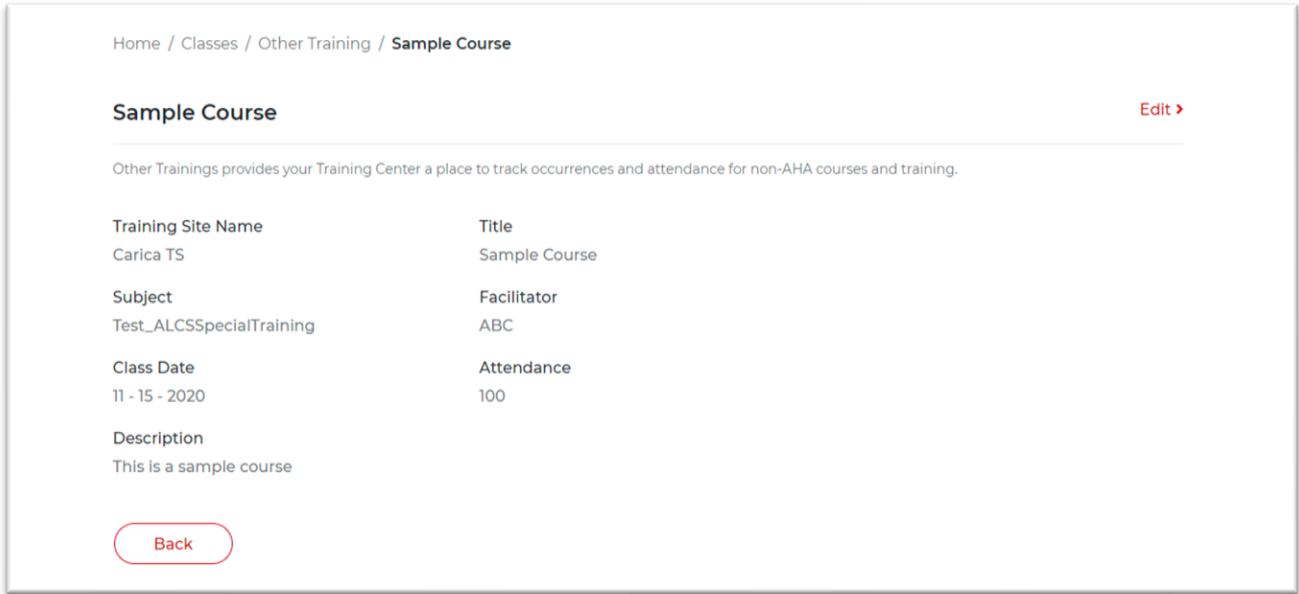


Figure 8. Other Trainings details view page.

### 5.3 Edit Training

- To update or make any changes to the details displayed for this record, the user must select the **Edit** link (Figure 9).

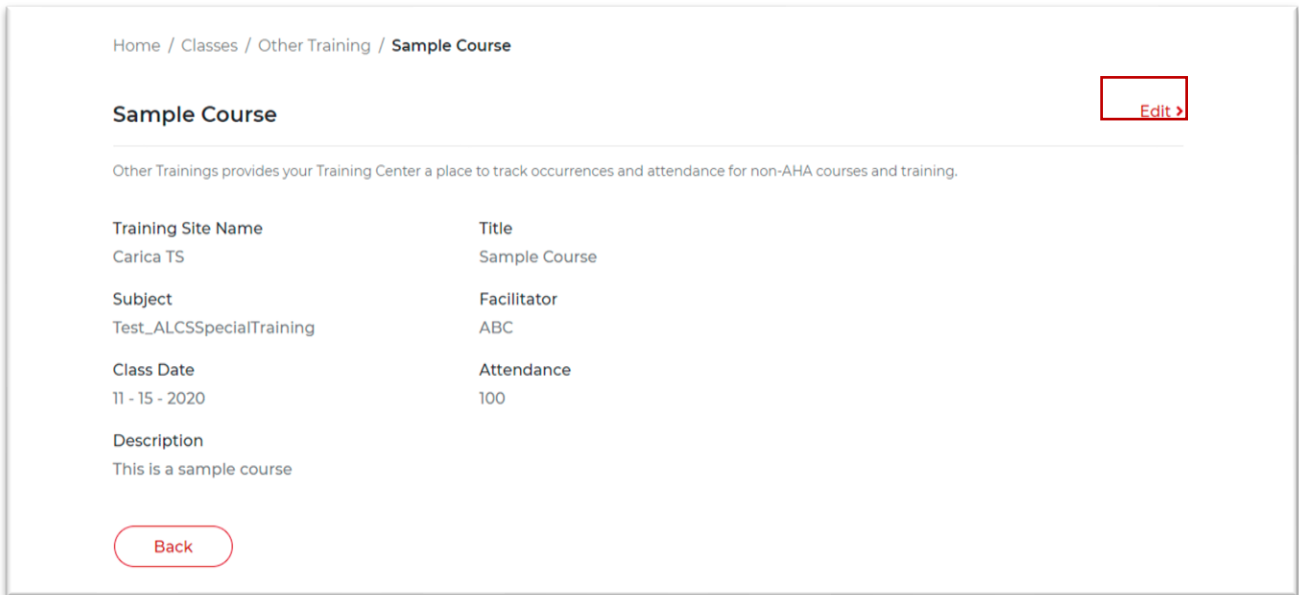


Figure 9. Other Trainings details view page showing the Edit link.

- This action will navigate the user to the **Edit Other Training** page (Figure 10), where they will have the opportunity to update select fields for the record, including
  - Title
  - Facilitator
  - Class Date

- Attendance
- Description

**Edit ACLS Training**

Other Trainings provides your Training Center a place to track occurrences and attendance for non-AHA courses and training.

Training Site Name: Carica TS

Title\*: ACLS Training

Subject\*: Test\_ALCSTSpecialTraining

Facilitator\*: Yas

Class Date\*: 01/21/2021

Attendance\*: 100

Description: ACLS Training ACLS Training ACLS Training ACLS Training

Buttons: Cancel, Update

Figure 10. Other Training fields that can be edited.

- Once updates are complete, the user may select the **Update** button to complete the action.
- Once completed, a message will appear on the **Other Trainings** page stating, “**Data updated successfully**” (Figure 11).

Home / Classes / **Other Training**

✔ Data updated successfully

★ **Other Trainings** [Create Other Training >](#)

Other Trainings provides your Training Center a place to track occurrences and attendance for non-AHA courses and training.

Figure 11. Other Training data update confirmation message.

## 5.4 Delete Training

- To delete an **Other Trainings** record, the user must select the 3 dots (...) that are located on the record row in the **Actions** column. Then, from the pop-up box, they will select the **Delete** link (Figure 12).



Title	Subject	Class Date	Attendance	Actions
ACLS Training	Test_ALCSSpecialTraining	01 - 21 - 2021	200	...
ACLS Training	Test_ALCSSpecialTraining	01 - 21 - 2021	100	...
Happy courses	Training Subject Test	01 - 20 - 2021	25	View / Edit Copy Delete
Sample Course	Test_ALCSSpecialTraining	11 - 15 - 2020	100	...

Figure 12. Other Trainings list showing the Delete link.

- This action will generate a confirmation pop-up, which will prompt the user with the following question: **“Are you sure you want to delete the Other Training?”** The user may proceed with the action by selecting the **Delete** button, or they may decline to proceed by selecting **Cancel**.

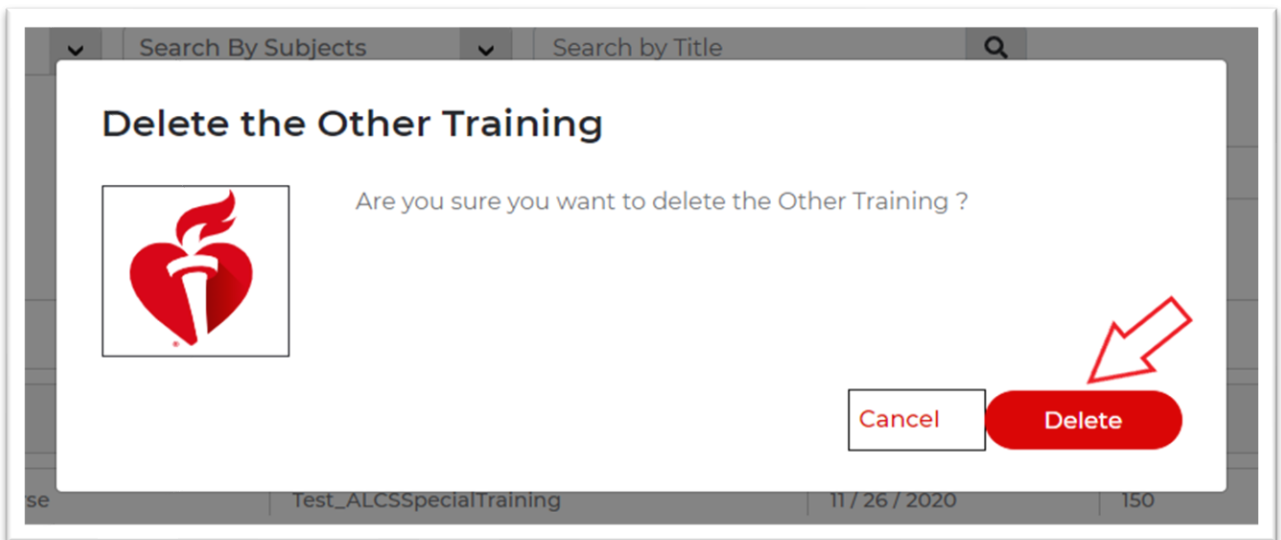


Figure 13. Delete Other Training confirmation pop-up.

- Once the Delete action has been confirmed by the user, the system will display a message on the **Other Trainings** page that states, **“Other Training deleted successfully”** (Figure 14).

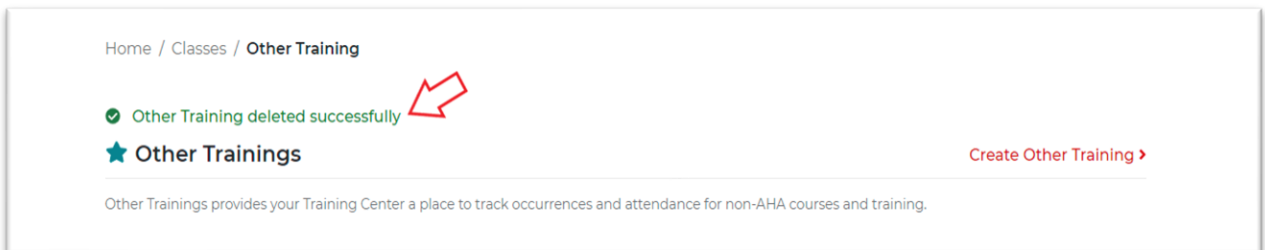
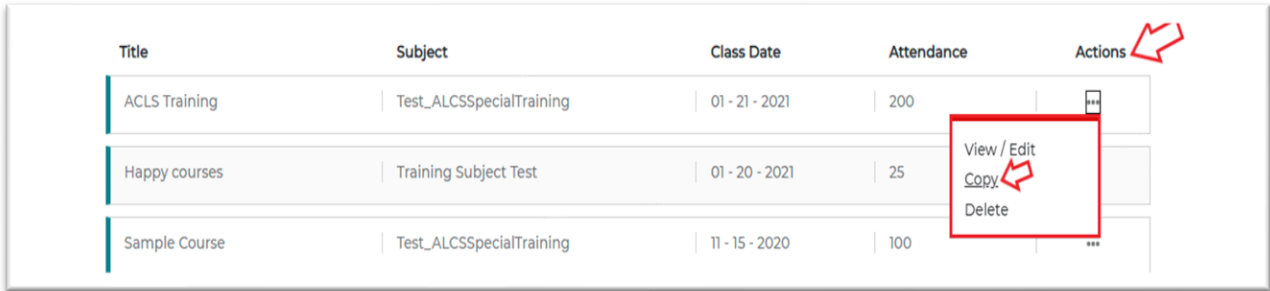


Figure 14. Other Training deletion confirmation message.

### 5.5 Copy Training

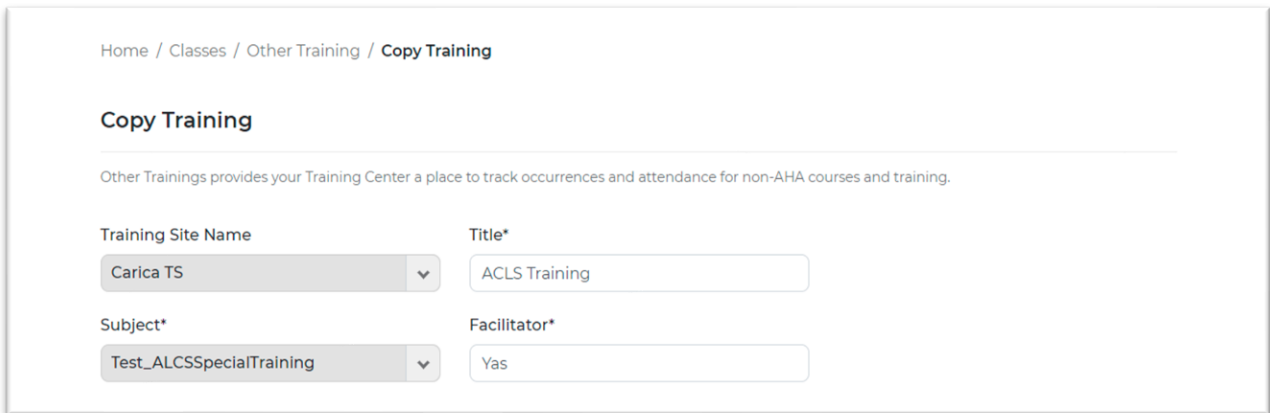
- To copy an existing **Other Trainings** record, users must select the 3 dots (...), located on the record row in the **Actions** column. Then, from the pop-up box, they will select the **Copy** link (Figure 15).



Title	Subject	Class Date	Attendance	Actions
ACLS Training	Test_ALCSSLpecialTraining	01 - 21 - 2021	200	⋮
Happy courses	Training Subject Test	01 - 20 - 2021	25	⋮
Sample Course	Test_ALCSSLpecialTraining	11 - 15 - 2020	100	⋮

Figure 15. Other Trainings list showing the Copy link.

- This action will navigate users to the **Copy Training** page, where they should find all of the information prepopulated with details from the original selected record (Figure 16). Users will have the opportunity to update select fields for the copied record, including
  - Title
  - Facilitator
  - Class Date
  - Attendance
  - Description



Home / Classes / Other Training / **Copy Training**

### Copy Training

Other Trainings provides your Training Center a place to track occurrences and attendance for non-AHA courses and training.

Training Site Name: Carica TS (dropdown)

Title\*: ACLS Training (text input)

Subject\*: Test\_ALCSSLpecialTraining (dropdown)

Facilitator\*: Yas (text input)

The screenshot shows a form with two input fields at the top: 'Class Date\*' containing '01/21/2021' and 'Attendance\*' containing '100'. Below these is a large text area labeled 'Description'. At the bottom left are 'Cancel' and 'Update' buttons.

Figure 16. Copy Training fields that can be edited.

- Once the user has verified the prepopulated information and completed any updates, they may select **Create** to complete the action (Figure 17).

The screenshot shows two buttons: 'Back' and 'Create'. The 'Create' button is highlighted with a red rectangular box.

Figure 17. Create button.

- Once the action is complete, a message will appear on the **Other Trainings** page stating, **“Other Training created successfully”** (Figure 18).

The screenshot shows a success message: 'Other Training created successfully' with a green checkmark icon and a red arrow pointing to it. Below the message is the heading '★ Other Trainings' and a link 'Create Other Training >'. A descriptive sentence follows: 'Other Trainings provides your Training Center a place to track occurrences and attendance for non-AHA courses and training.'

Figure 18. Other Training creation confirmation message.

- Additionally, the user should be able to view the newly created **Other Training** by navigating to the record grid located on the **Other Trainings** page (Figure 19).

Title	Subject Name	Class Date	Count	Action
Sample Course	Test_ALCSSLpecialTraining	11/14/2020	100	...
Sample Test Course	Test_ALCSSLpecialTraining	11/26/2020	150	...
Sample test course	Test_ALCSSLpecialTraining	11/19/2020	100	...
Sample Test Course	Test_ALCSSLpecialTraining	11/26/2020	150	...

Figure 19. Newly created Other Training copy display.

### 5.6 Other Trainings Filters

- To provide a more tailored view of the **Other Trainings** records list, the user may employ the filter, search, and sort features available on the page, including
  - Training Site Name:** Display other Training Records for this Training Site only (Figure 20).
  - Training Subject:** Display other Training Records for this subject only (Figure 21).
  - Title:** Only display Other Training records that contain the given search parameters within the title (Figure 22).
  - Sort By:** Only display Other Training records in ascending or descending order by selecting **Title** or **Training Subject** from the drop-down list (Figure 23).

Training Site Name

Carica TS
x
v

Training Subject

Choose a Subject
v

Title

Q

Export >

Sort By: Title v ↓↑

Title	Subject	Class Date	Attendance	Actions
ACLS Training	Test_ALCSSLpecialTraining	01-21-2021	200	...
ACLS Training	Test_ALCSSLpecialTraining	01-21-2021	200	...

Figure 20. Filtering Other Trainings list, with Training Site Name field highlighted.

The screenshot shows the top of the training list interface. At the top, there are three filter fields: 'Training Site Name' with a dropdown menu showing 'Choose a Training', 'Training Subject' with a dropdown menu showing 'Training Subject Test' (highlighted with a red box), and 'Title' with a search box containing 'Search by Title'. Below the filters is an 'Export >' link and a 'Sort By:' dropdown menu set to 'Title'. The main table has columns for Title, Subject, Class Date, Attendance, and Actions. Three rows are visible, all with 'Training Subject Test' in the Subject column. The first row is 'Happy courses' with a class date of '01 - 20 - 2021' and 25 attendees. The second row is 'Sample New Course' with a class date of '07 - 16 - 2021' and 100 attendees. The third row is 'Test @!' with a class date of '01 - 08 - 2021' and 223 attendees. A red box highlights the entire table area.

Figure 21. Filtering Other Trainings list, with Training Subject field highlighted.

The screenshot shows the training list interface with the 'Title' search field highlighted. The 'Training Site Name' dropdown shows 'Choose a Training', the 'Training Subject' dropdown shows 'Choose a Subject', and the 'Title' search box contains 'Stage' (highlighted with a red box). The 'Sort By:' dropdown is set to 'Title'. The table shows one row: 'stage verification' with subject 'Sample BLS Test 1', class date '12 - 08 - 2020', and 25 attendees. Below the table, it says 'Showing 1 to 1 of 1 Results'.

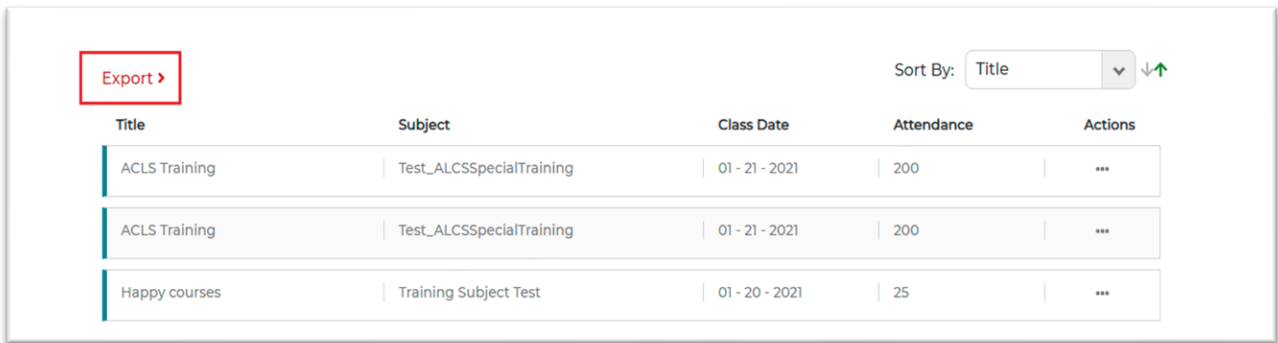
Figure 22. Filtering Other Trainings list, with Title field highlighted.

The screenshot shows the training list interface with the 'Sort By:' dropdown menu highlighted. The dropdown menu is open, showing options for 'Title' and 'Training Subject'. The table shows three rows: two 'ACLS Training' rows with subject 'Test\_ALCSPSpecialTraining' and class date '01 - 21 - 2021', and one 'Happy courses' row with subject 'Training Subject Test' and class date '01 - 20 - 2021'. A red box highlights the dropdown menu.

Figure 23. Filtering Other Trainings list, with Sort by drop-down options highlighted.

### 5.7 Export Other Trainings List

- To export a list of other training records, the user may select the **Export** link (Figure 24).



The screenshot shows a table with columns: Title, Subject, Class Date, Attendance, and Actions. An 'Export >' button is highlighted in a red box in the top left. A 'Sort By: Title' dropdown menu is in the top right. The table contains three rows of training records.

Title	Subject	Class Date	Attendance	Actions
ACLS Training	Test_ALCSSpecialTraining	01 - 21 - 2021	200	...
ACLS Training	Test_ALCSSpecialTraining	01 - 21 - 2021	200	...
Happy courses	Training Subject Test	01 - 20 - 2021	25	...

Figure 24. Other Training list - Export link.

- The export request will generate a CSV download containing the record list (Figure 25).



Figure 25. Other Training List CSV file.