

# TAS Guide - Orders

## Entering Courses

Once you are logged into TAS, there are two ways to create a course. You can select Courses in the left column and then select Class Scheduler, or you can click the button that says New Class.

The screenshot shows the MyTASystem interface. At the top, there is a navigation bar with 'Cart (0 - \$0.00)', 'FAQ', and 'Sign Out'. Below this is the MyTASystem logo and 'My Profile' link. The main content area is titled 'Scheduled Classes'. On the left, there is a navigation menu with 'Courses' highlighted. Below the menu is an 'Icon Key' with various actions like 'Attach item', 'Add item to Cart', 'Open Class Editor', 'Open Class Roster', 'Delete item', and 'Download file'. The main area contains several filters: 'Date Range' (Next 30 Days), 'Start Date' (10-04-2021), 'Stop Date' (11-03-2021), 'Discipline' (select discipline), 'Location' (select location), and 'Topic' (select topic). There is a 'Clear Filter' button. Below these is a 'Find a Class' search bar and a 'New Class' button. At the bottom, a table header is visible with columns: Event ID, Class Time(s), Topic, Active, Client, Instructor(s), Location, Discipline, Seats, Filled, Open, and Class.

First, you will want to create the course. To do this, scroll down to select the course type from the drop down menu, add the client and location (if applicable), choose the date, and add the start and end time. If your course will be meeting more than one day, you will want to click Save Time and then add the additional date(s) and time(s). It does not matter if the check to activate box is clicked unless you are a subscriber with us (if you are a subscriber, that will determine if the course is listed on the website or not).

### Class Information

Event ID

Course

Client

Location

Start Date

Start Time

Stop Time

Start Date	Start Time	Stop Time
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Check to activate this class in the upcoming classes list

You then have options to add details such as pricing, number of students (seats), notes, files (can be uploaded from your computer, i.e. completion certificates), and instructor(s).

### Course Information

List Price  Sale Price  Seats  Bank

Shippable  Taxable

### Class Notes

Note

Audience

Last Update	Audience	Note
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### Documents and Files

Document/File Name

File ID	Name	File Name	Size	Ext.	Use	Last Update
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[Toggle File Manager](#)

### Instructors

Pay Type  Pay Rate

ID	First Name	Last Name	Email	Phone	Certifications	Issued	Expires	Pay Type	Pay Rate
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[Toggle Instructor Manager](#)

After all details have been entered (or any time you go in and make adjustments), always be sure you click the Save Changes button at the bottom of the screen.

## Student Roster and Issuing Cards

After saving your created course, you can go in and add students to your roster. Remember, each student should have their own unique email address. If you want to add additional information (such as address or notes), click Toggle Additional Information.

### Student Editor

First Name	Last Name	Email	Save Student
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone	Label	Score	Finalize Class Roster
<input type="text"/>	... select status ...	<input type="text"/>	

Toggle Additional Information

### Students Report

Students  Waitlist

RID	PID	Student	Email	Phone	Label	Score	Notes	Products	Due
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Once all of your students are entered, click Finalize Class Roster. This is where you will record who attended, if they passed, and what their score was. You can Select All Records and then input that information if it is all the same. There are options to select if cards or certificates were sent, but those are optional and just for your own records. The Training Center needs to see the student info, who attended, if they passed, and what their score was.

To issue the students cards, click Select All Records and then Export Cards. This will download a document in AHA format that you can upload into your instructor network account.

## AHA Basic Life Support (BLS) Classroom Course

Monday - December 20, 2021 10:00 AM  
eCard Code: 15-3001

## Instructors

Score

Update Score(s)

	RID	Name	Email	Phone	Label	Att	Inv	Paid	Pass	Score	Card	Cert	
<input type="checkbox"/>	59177	test test	test@gmail.com			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	 

Select All Records

Clear All Selections

Export Card(s)

Generate Certificate(s)

Seat All Students

Invoice All Students

Mark All Students Paid

Pass All Students

Back

Save Changes

## Ordering Cards

To place an order for your certification cards, from the main screen click Store (in the left hand column) and then click Catalogs. On the Catalogs page, click the computer screen icon to the right of Training Center Products to be taken to the various options for cards to be purchased.

Cart (0 - \$0.00) FAQ Sign Out

**MyTASystem** POWERED BY HEARTCERT My Profile

- Courses
- Reporting
- Store
- Catalogs**
- Getting Started

## Catalogs

Catalogs are used to group a set of products together that can be offered as a 'set' or individually for certain course types or to training sites. Example: Gloves, breathing barrier and first aid kit can be put together in a catalog to offer for certain courses or clients rather than inputting manually each time or a catalog can be created so that certain groups/individuals can access and purchase products from your organization.

Find a Catalog

CID	Name	Description	TID	Count	
18	Equipment Purchases	Purchase manikins and supplies for classes here	1	0	 
3	Training Center Products	Use this page for ordering certification cards, paying dues and other items for the training center Healthline First Aid & HeartCert	1	13	 

Icon Key

- Attach item
- Add item to Cart
- Open Class Editor
- Open Class Roster
- Delete item
- Download file

Once you are on the product page, you will see each card is available at the regular rate or the bulk rate. In order to get the bulk pricing you have to purchase at least 100. If you are going to purchase multiple items, just click add to cart for the different items you want and when you have chosen all of the ones you want, you can click the cart in the upper left corner.

Cart (100 - \$550.00) FAQ Sign Out

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## Training Center Products

Use this page for ordering certification cards, paying dues and other items for the training center Healthline First Aid & HeartCert

Icon Key

- Attach item
- Add item to Cart
- Open Class Editor
- Open Class Roster
- Delete item



**2015 AHA BLS BULK ORDER (100+)**  
Must have a quantity of 100+ to order at bulk rates  
**\$5.50**  
 Add to Cart  Buy Now



**2015 BLS Provider E-Card**  
**\$6.00**  
 Add to Cart  Buy Now



**2020 AHA BLS Provider E-Card**  
**\$6.00**  
 Add to Cart  Buy Now

When you are in your cart, to update the quantity of an item, just click on that item, and then you will see that in the Item Name space on the right side of the screen. Enter the quantity you want in the quantity space and then click update. If you want to remove an item, click on it and when you see that item in the Item Name space you can click Remove. When your cart is the way you want it, click Checkout and complete that process (feel free to add any needed notes). It can take 48-72 business hours to get your cards in your instructor account and we will let you know when the order has been fulfilled.

## Your Cart

Select items in your cart to adjust quantities or remove individual items.

### Items in your cart

Name	Type	Description	Price	Qty	Item Total
	Product	2020 AHA BLS Provider E-Card (100+)	\$5.50	100	\$550.00

[Empty Cart](#) [Checkout](#)

### Adjust quantities

Item Name  
2020 AHA BLS Provider E-Ca

Quantity  
100

[Update](#) [Remove](#)

\*If you would like to have additional options for managing your courses, please contact us about our subscription plans.