What if I am no longer the site manager for my AEDs

• The site manager’s role can easily be transferred to any of the inspectors you have listed on your site.

• If the new site manager is not an inspector yet just invite them to be an inspector and after they accept you can transfer the site manager role to them.
• If needed, add the person who will assume the site manager role as an inspector by clicking on “Invite new AED Inspectors”
Now fill in their email and name

Modify the email message that they will be receiving if you would like.

Lastly assign which site they will be the inspector of.

Scroll down this page to send the invitation
• Now after the person accepts the inspector role or if they were already an inspector click on “Transfer Site Manager Role”
• Now pick the new site manager from the list of inspectors and an email will be sent to them and they will assume the site manager role if they accept the email

• You can also choose to keep yourself as an inspector of any AEDs you were currently inspecting or you can completely let remove yourself from the system