COVID-19 Screening App IOS User Guide

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#### Setup

- 1. Click on URL from your email to open the link for the COVID-19 Screening App.
- 2. Click accept on the Disclaimer screen.



COVID-19 Screening App

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Your app	usage informatio	on	to Accept
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3. From the User Profile Entry Screen, create an icon on your phone's home screen for easy access. Click on the option button on the bottom of your browser.

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	User Pro	ofile			
Please ent of your Pa digits of yo volunteer	ter your en iySR ID(Fo our assigne s only)	nail address ar r City employe ed ID (For LAV	nd the last 3 d ee only)/the la VA consultant	igits ist 3 ts and	
Email*					
Last 3 dig assigned O	its of Pays ID*	SR ID or Last	3 digits of th	e	
		Click on this icon to add short cut			
С	ancel		Submit		
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4. On the Option menu select "Add to Home Screen"

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umer Profile	
Please enter your email address and the last 3 digits of your PaySR ID(For City employee only)/the last 3 digits of your assigned ID (For LAWA consultants and volunteers only)	
Email*	
COVID-19 Screening App appsheet.com Options >	
AirDrop Messages Click here to add to Home Screen	) ) Ret
Add to Home Screen +	
Add to Reading List	
Add Bookmark	
Add to Favorites	
Find on Page Q	

5. Click on "Add".



6. Shortcut on your home screen.



7. Click on shortcut to continue logging in on the User Profile. Put in your Lawa Email, last 3 digits of your PaySR number and the click "Submit".



8. You have completed setting up the application.

### Submitting a Check-In

1. At the "Welcome" screen you can start the employee health questionnaire.



2. Click Answer Yes or No to all Symptoms and Activities on Questionnaire (Step 1).

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Questionaire (Step 1)		Tempo	erature (	Step 2)	
Employee*	E				
Date	06/16/2	2020		Ansv	werall stions.
Select all that apply in the past 24 hours :					
Fever*	Ye	5	N	lo	
Couch or sore	¥.				
throat*	Te	5	P.	10	
Shortness of breath or difficulty	Ye	s	N	lo	
breathing*					
Chills or repeated	Ye	5	N	lo	
Cancel			Next	t	

3. Continue scrolling down the screen to complete 12 questions on Questionnaire (Step 1).

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LAMA 🔶 Emplo	oyee Check In		
Have you traveled	Yes	No	
to an area with high cases of Covid-19 within the last 14 days?*			
Have you been exposed to someone with	Yes	No	
COVID-19 within the last 14 days?*			
None of above	Ye	S	
			After an swering quesitons click on Next.
Cancel		Next	ĭ
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4. Questionnaire (Step 2) enter your body temperature and approximate time it took you to complete questions.

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Questionaire (St	ep 1)	Temperate	ure (Step 2)	
Please enter you	r temperatı	ure reading ir	n Fahrenh	neit
Temperature*	98.6		tempera	ur body iture.
Minutes to complete questionaire & capture temperature	1	Enter tota complete and captu temperatu	I time to questiona re re.	aire
I certify that the temperature		Confirm _	C C C C C C C C C C C C C C C C C C C	lick here to onfirm your mperature i ccurate.
above is accurate *				Submit to complete
Prev	Cance	· [	Submit	]
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5. Pass/Fail result will appear on your screen and will be emailed to your LAWA email address.



## **Reviewing your past Check-In**

1. At the "Welcome" screen click on "Submission History".



2. Up to 14 days of submission history results can be displayed.



# **Guideline for Handling Poor Network Connectivity**

1. In case of network connectivity issue and your submission fail to update the network, click on cancel.



2. Move to a location with better network connectivity. Resubmit your screening information by



clicking on the synchronize button on the top right corner of your screen.

Updated 9/21/20

3. After successful synchronization the red number will no longer be visible and an email from AppAdmin will be sent to your LAWA email.

