ASSETPOOL

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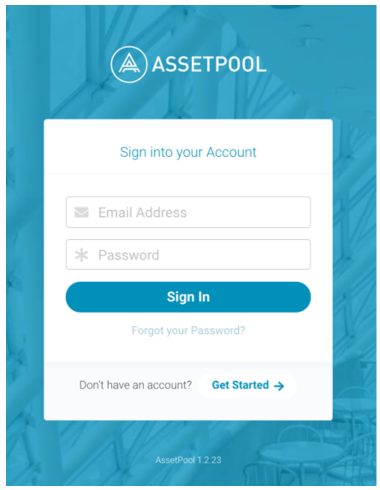
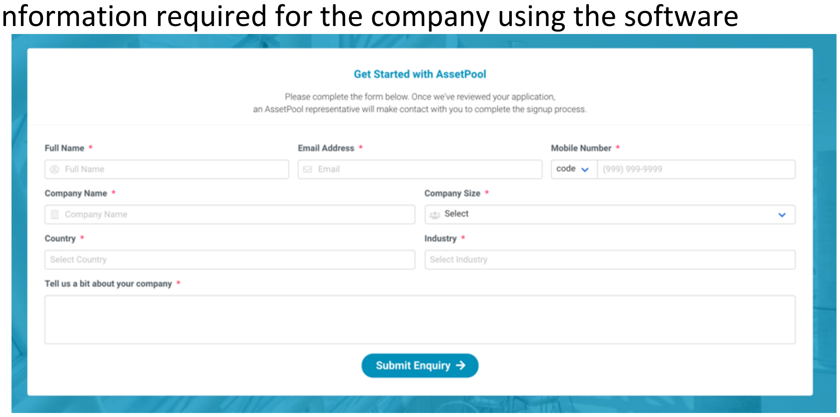
Directors: M Kirk

PARTNER / RESELLER
ACCOUNT SETUP FOR COVID-19 EMPLOYEE SCREENING

1. How to sign up – Click on "Get Started"

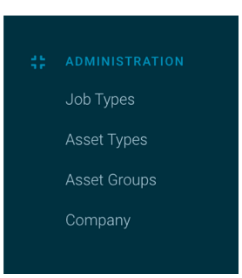


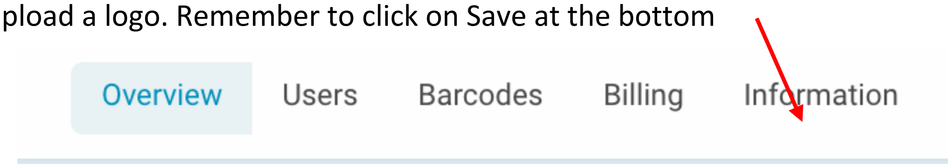
2. Fill out the information required for the company using the software



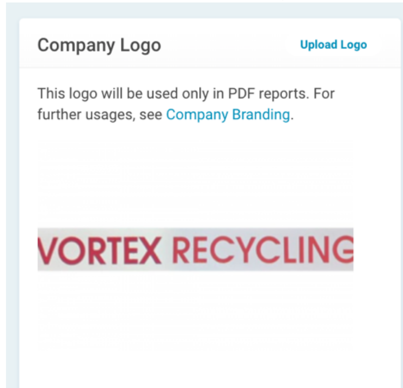
3. Email Michael.kirk@assetpoolgroup.com and sara.landry@assetpoolgroup.com once step 2 is done, so we can approve your company set up. (You can now set the password for the main user).

4. Once approved, sign in and click on "Company" on the bottom left side – this is where you can fill in your company information and upload your Logo. You can click on "Information" in the top right to adjust company information. Once the information is correct you can now upload a logo. Remember to click on Save at the bottom

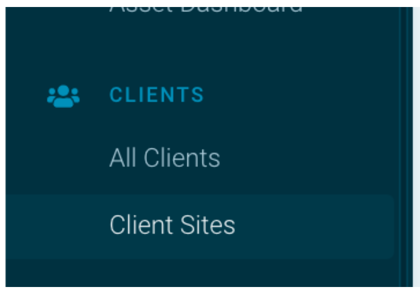




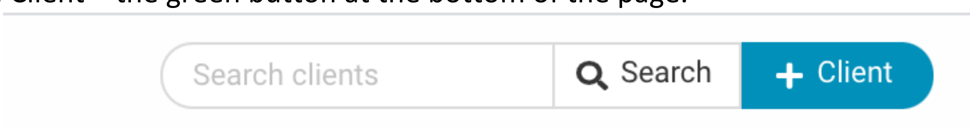
5. To upload your company logo click on “Upload Logo” on the top right side



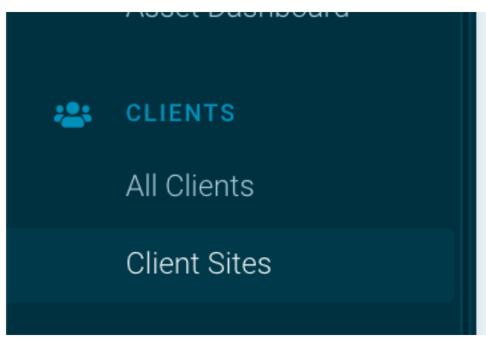
6. Clients and Sites – you need to set up a Client and Site before you can add more users. On the left hand side click on “All Clients”



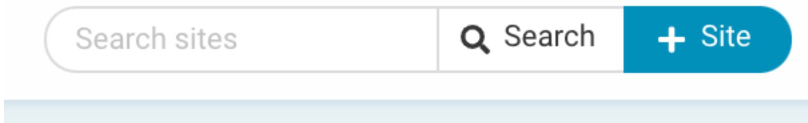
7. Then click on “+Client” fill out the required information for the Client then click on Create Client – the green button at the bottom of the page.



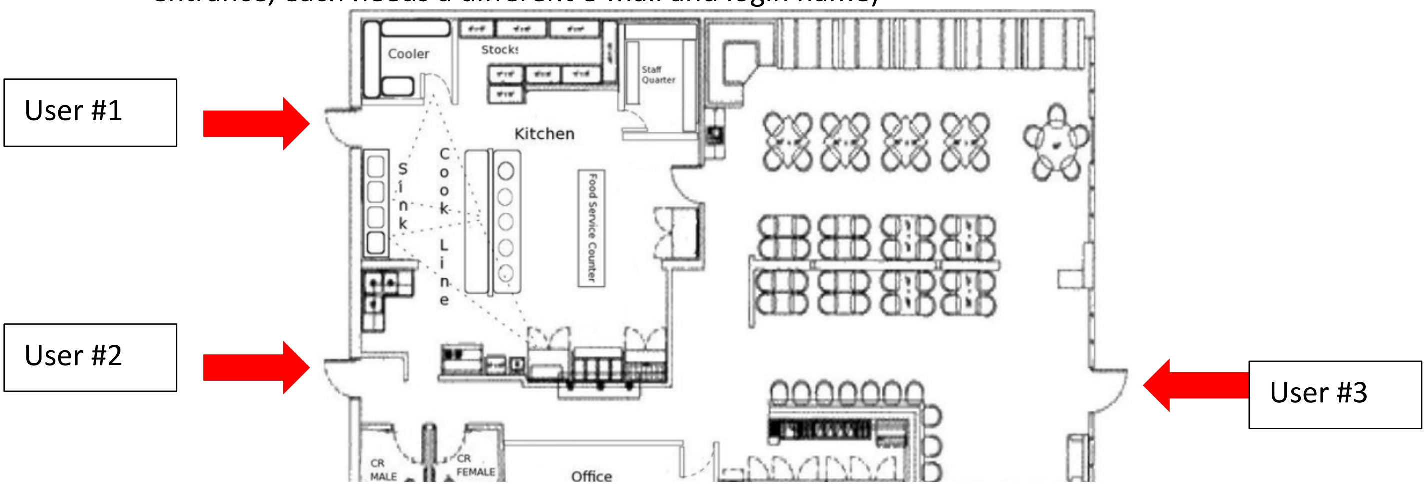
8. Now that you have a client you can add a site – Click on “Client Sites” on the left hand side



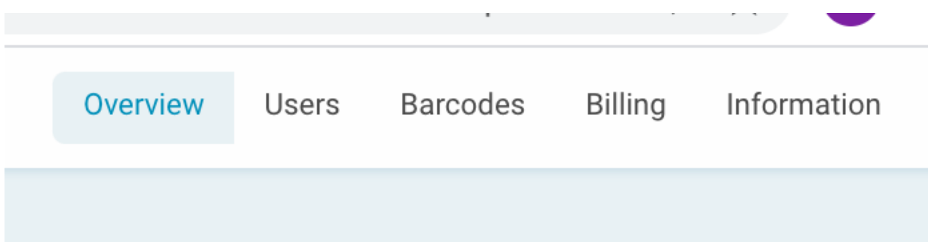
9. Then click on “+Site” and fill out the required information for the Site (This would be the building)



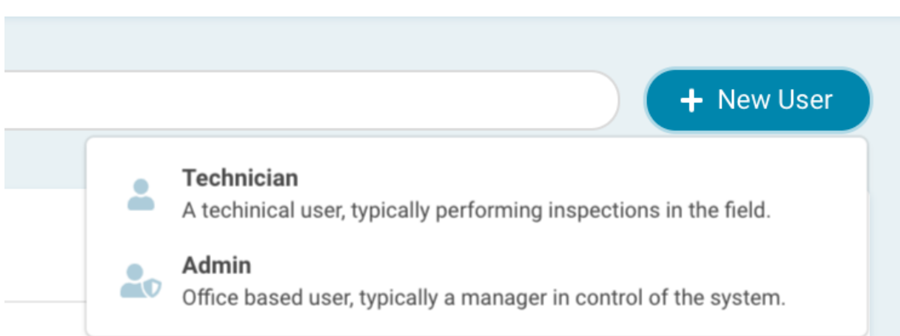
10. Now that you have a client and site, you can set up your users (one user for each entrance, each needs a different e-mail and login name)



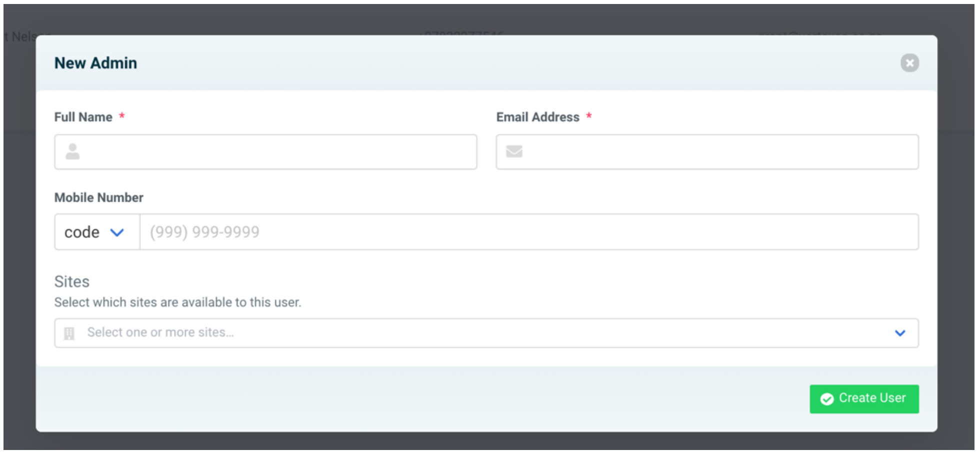
11. To set up a new user click on “Users” top right, which is inside of “Company”



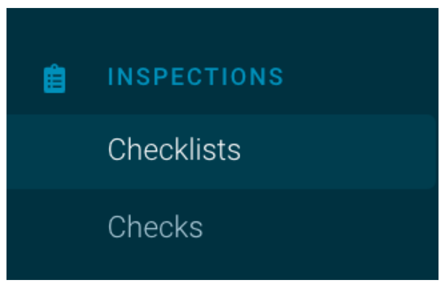
12. Then click on “New User” you can add a Technician or Admin. (add technician users for your gates)



13. Then you fill out the information for the User (which will be generic so it can be used by any person at the entrance, for example a security guard, a receptionist, an employee, health official)

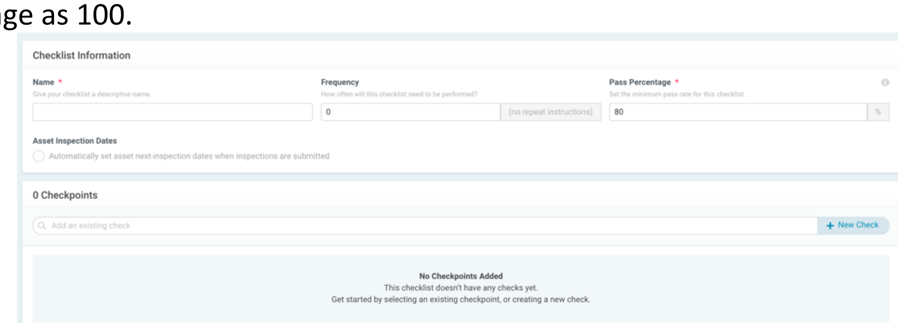


14. Now it is time to set up the screening checklist – click on "Checklists" which is on the left hand side

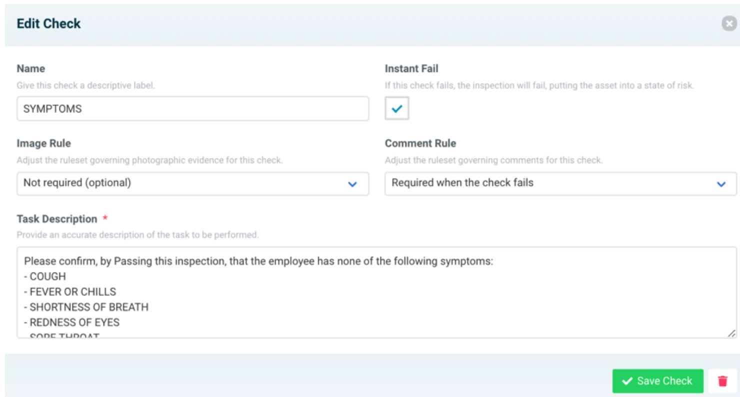


15. Then click on "+New Checklist" which is in the top right side of the screen.

16. Give the checklist a name "COVID-19 – SCREEN", put the frequency as 1 and the Pass Percentage as 100.



17. Now you can add the 2 checks inside the checklist –
    The first check is called “Symptoms” and it looks like this:



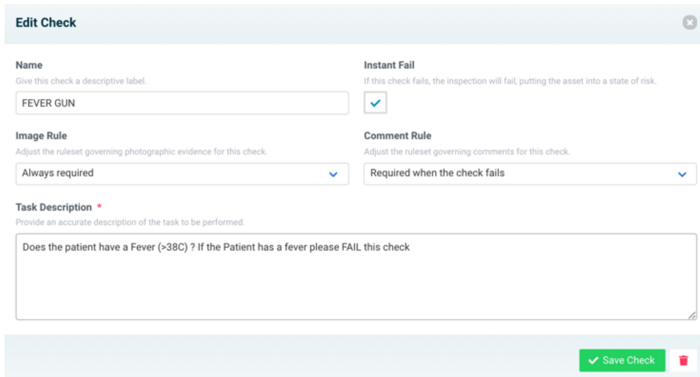
You fill in the name, click on “Instant Fail” put the Image Rule as “Not Required” and Comment Rule as “Required when the check fails”

In the task description you can copy this text then click on the green “Save Check”:

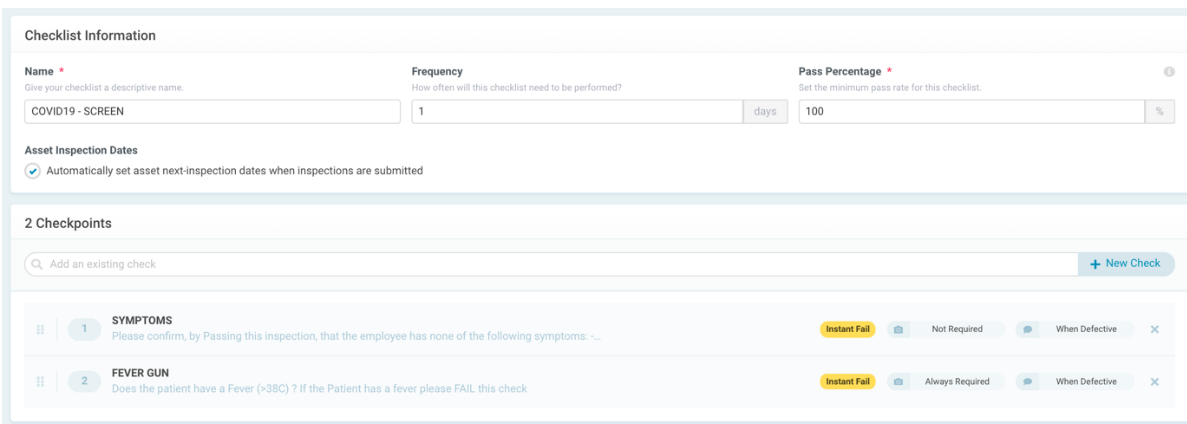
Please confirm, by Passing this inspection, that the employee has none of the following symptoms:
- COUGH
- FEVER OR CHILLS
- SHORTNESS OF BREATH
- REDNESS OF EYES
- SORE THROAT
- BODY PAINS
- DIARRHOEA FATIGUE OR WEAKNESS
- LOSS OF SMELL / TASTES / NAUSEA OR VOMITING

18. Now you can add the second check which is called “FEVER GUN”, click on Instant Fail and the Image rule as “Always Required” and Comment Rule as “Required when the check fails” Copy and paste the following text into Task Description then click Save; once you have two checks REMEMBER TO CLICK ON SAVE CHECKLIST – top right of the screen

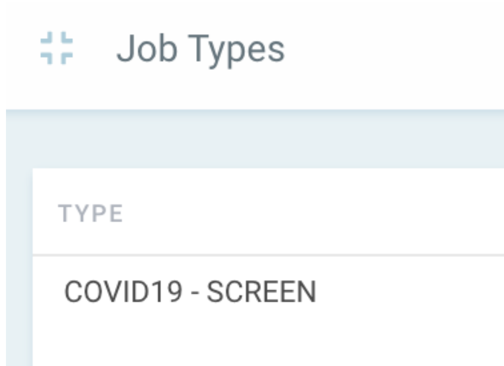
Does the patient have a Fever (>38C) ? If the Patient has a fever please FAIL this check

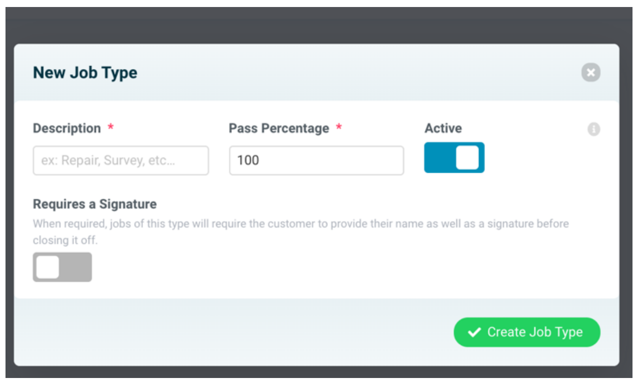


19. This is what the checklist will look like when it’s complete:

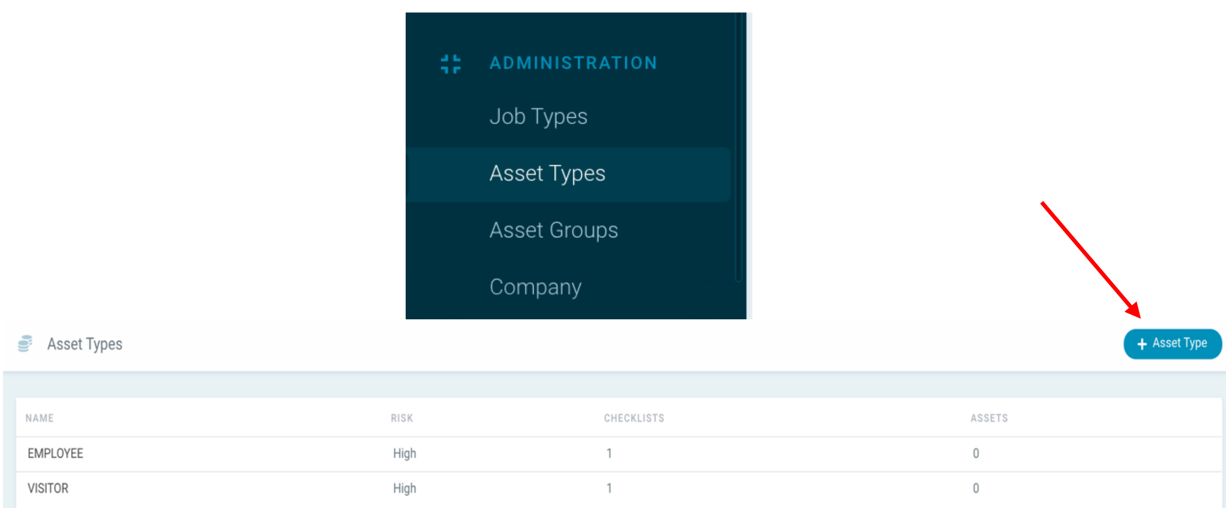


20. Add a Job Type – Click on Job Types left side of screen – the job type is called "COVID19 – SCREEN" this is done by clicking on "New Job Type" top right and filling out the information.

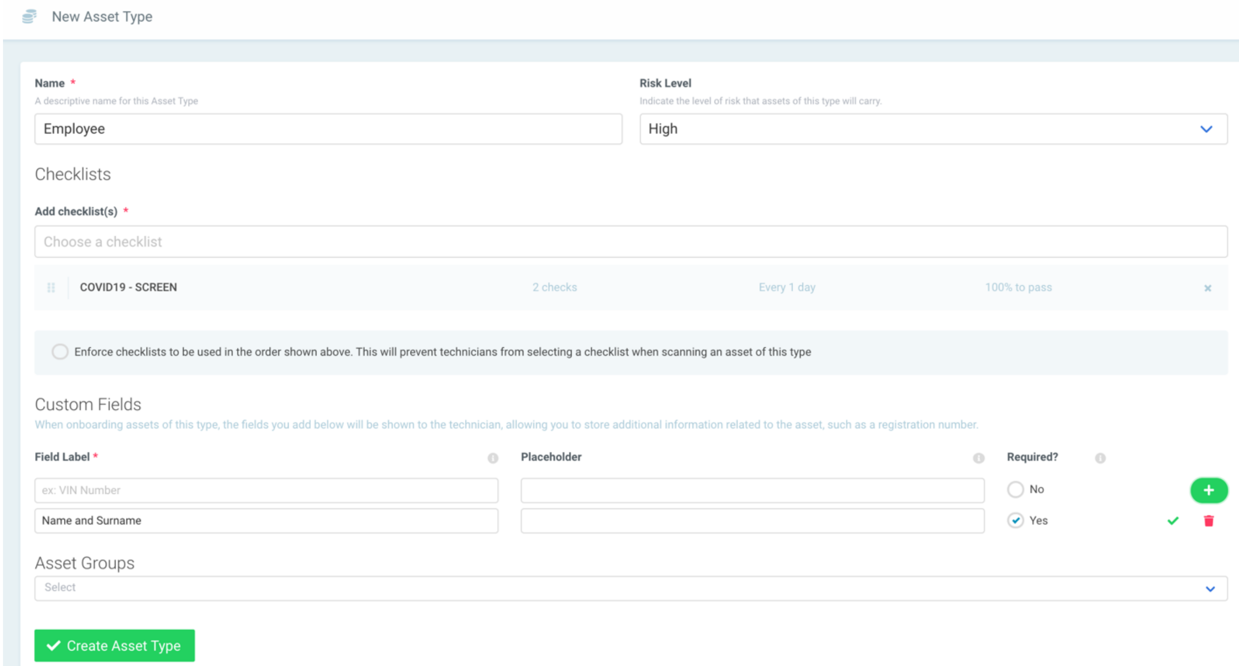




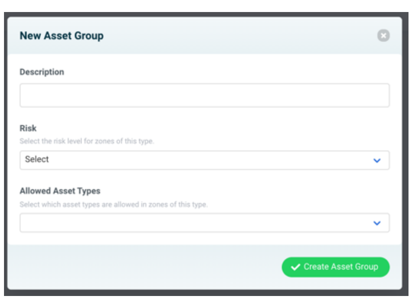
21. Adding Asset Types on the left side – add two new Asset Types which will be called "EMPLOYEE" and "VISITOR" to create this new Asset Types click on "+Asset Type" in the top right hand side.



The Asset Type screen will appear like this: you will fill in the name, risk level, add the checklist you created, and the custom fields at the bottom and the "Required" button then click on the green button to "Create Asset Type"



22. Asset Groups – now that you have Job Types and Asset Types you can add Asset Groups. You do this by clicking on Asset Groups on the left hand side then click on "+Asset Group" in the top right. Fill out the information and click on the green button "Create Asset Group" the name will be "COVID19 SCREEN"



* We suggest using the employees ID Book or Card. The app will scan the barcode. If the ID book is not available, you can issue a QR code to the employee for reuse.
* Visitors – we advise they present their ID Book, when not available issue a temporary QR code.
* If you require QR codes, these can be purchased from AssetPool – please contact sara.landry@assetpoolgroup.com