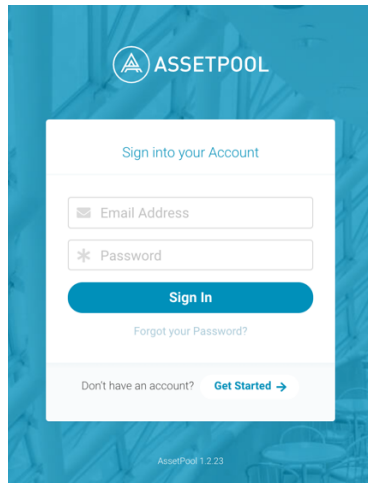
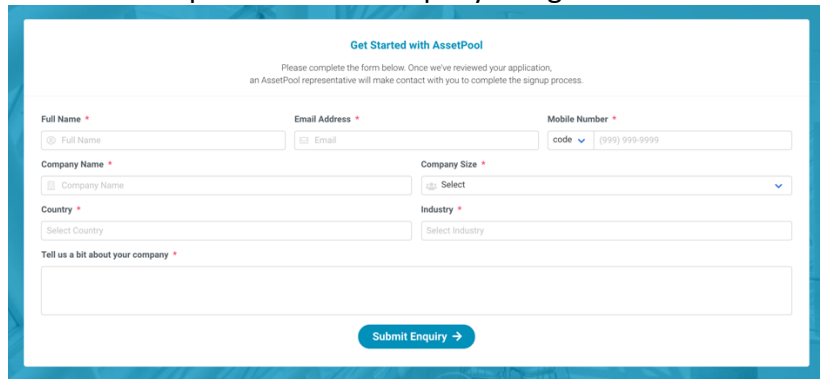


PARTNER / RESELLER  
ACCOUNT SETUP FOR COVID-19 EMPLOYEE SCREENING

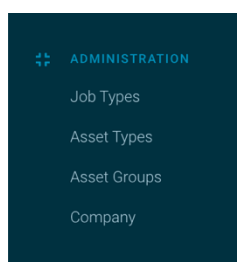
1. How to sign up – Click on “Get Started”

The image shows the AssetPool sign-in interface. At the top is the AssetPool logo. Below it is a white box with the heading "Sign into your Account". Inside the box are two input fields: "Email Address" and "Password". Below these is a blue "Sign In" button. Under the button is a link "Forgot your Password?". At the bottom of the box is a link "Don't have an account? Get Started →". The background is a blue gradient with a faint image of people.

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

The image shows the "Get Started with AssetPool" form. The heading is "Get Started with AssetPool". Below it is a note: "Please complete the form below. Once we've reviewed your application, an AssetPool representative will make contact with you to complete the signup process." The form has several fields: "Full Name" (with a user icon), "Email Address" (with an email icon), "Mobile Number" (with a phone icon and a dropdown for "code"), "Company Name" (with a company icon), "Company Size" (with a dropdown), "Country" (with a dropdown), and "Industry" (with a dropdown). There is also a text area "Tell us a bit about your company". At the bottom is a blue "Submit Enquiry →" button.

3. Email [Michael.kirk@assetpoolgroup.com](mailto:Michael.kirk@assetpoolgroup.com) and [sara.landry@assetpoolgroup.com](mailto: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

**Overview**

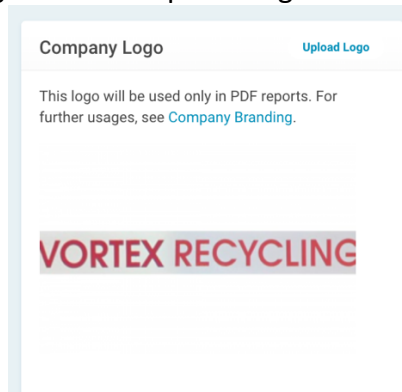
Users

Barcodes

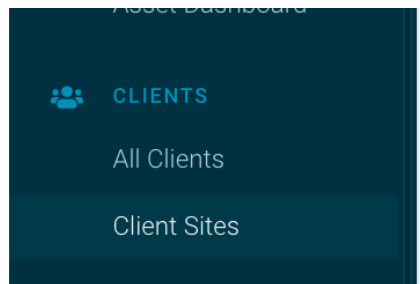
Billing

Information

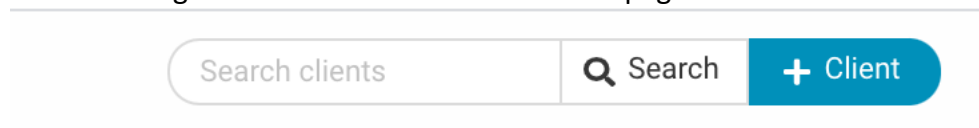
5. To upload your company logo click on “Upload Logo” on the top right side



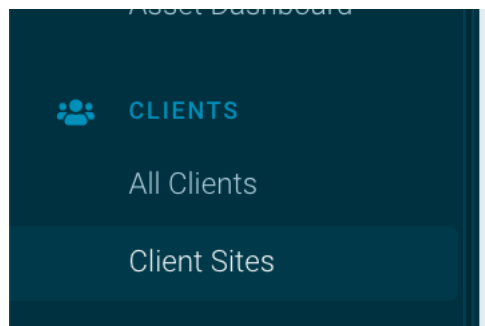
6. Clients and Sites – you need to set up a Client and Site before you can add more users. On the left hand side click on “All Clients”



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.



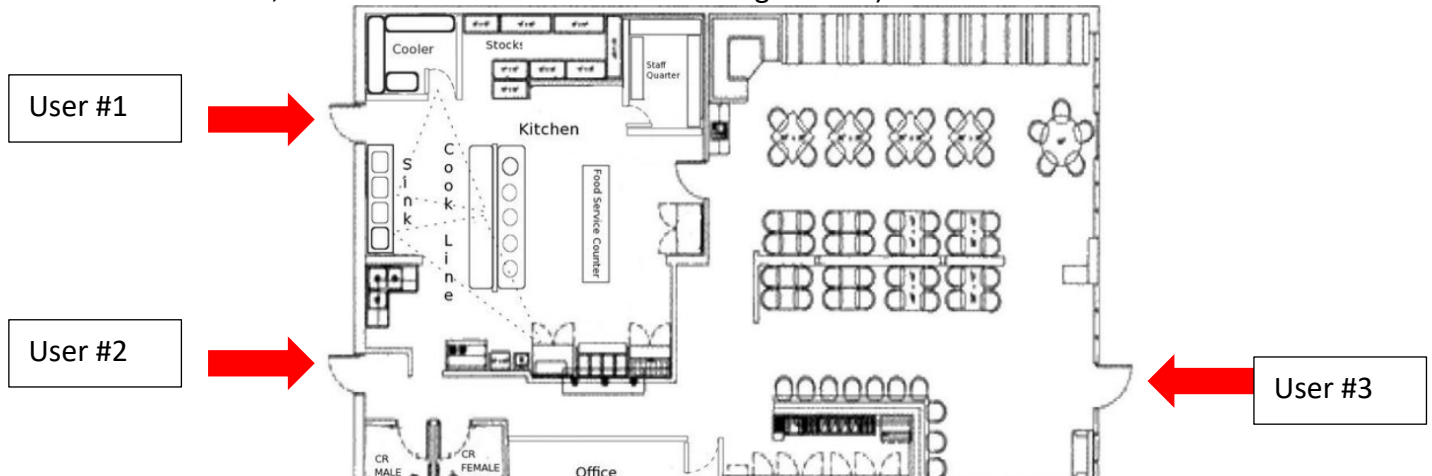
8. Now that you have a client you can add a site – Click on “Client Sites” on the left hand side



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

Search sites


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”

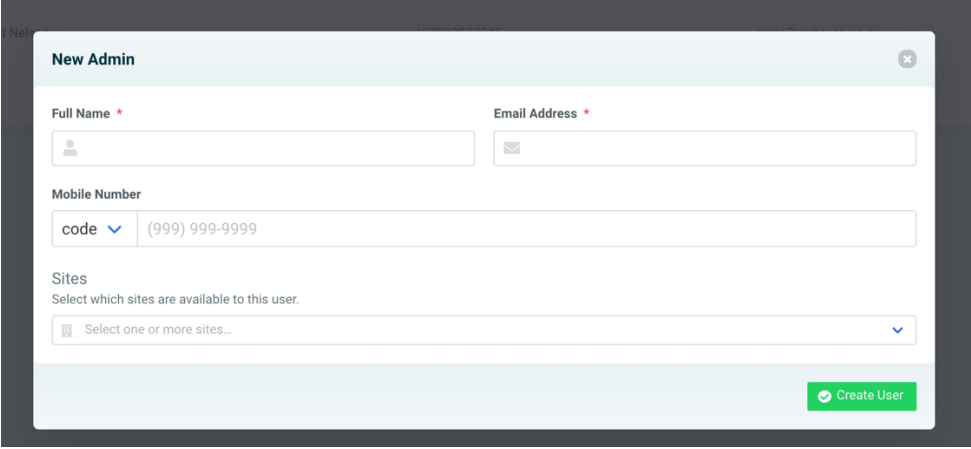
Overview **Users** Barcodes Billing Information

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

 **Technician**  
A technical user, typically performing inspections in the field.

 **Admin**  
Office based user, typically a manager in control of the system.

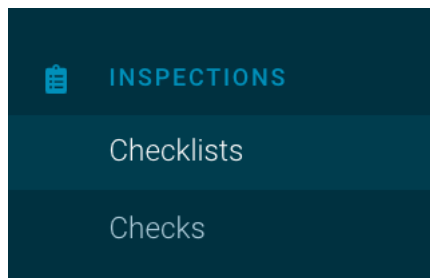
13. Then you fill out the information for the User (which will be generic so it can be used by any person at the entrance, for example a security guard, a receptionist, an employee, health official)



The screenshot shows a 'New Admin' form with the following fields:

- Full Name \***: A text input field with a user icon placeholder.
- Email Address \***: A text input field with an email icon placeholder.
- Mobile Number**: A field with a dropdown menu set to 'code' and a text input containing '(999) 999-9999'.
- Sites**: A section with the text 'Select which sites are available to this user.' and a dropdown menu with the text 'Select one or more sites...'.
- Create User**: A green button with a checkmark icon.

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

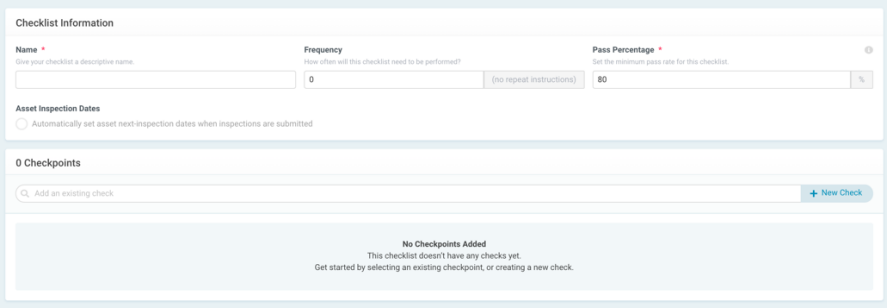


15. Then click on “+New Checklist” which is in the top right side of the screen.



The screenshot shows a blue button with a white plus sign and the text '+ New Checklist'.

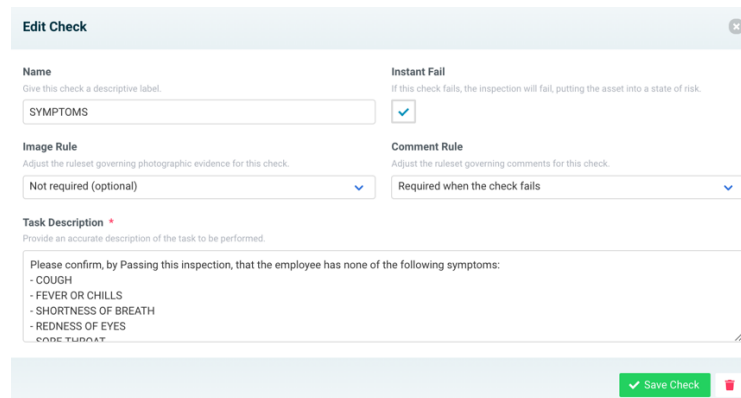
16. Give the checklist a name “COVID-19 – SCREEN”, put the frequency as 1 and the Pass Percentage as 100.



The screenshot shows the 'Checklist Information' form with the following fields:

- Name \***: A text input field with the placeholder 'Give your checklist a descriptive name'.
- Frequency**: A text input field with the placeholder 'How often will this checklist need to be performed?' and a value of '0'. A button with the text '(No repeat instructions)' is next to it.
- Pass Percentage \***: A text input field with the placeholder 'Set the minimum pass rate for this checklist.' and a value of '80'.
- Asset Inspection Dates**: A section with a radio button and the text 'Automatically set asset next-inspection dates when inspections are submitted'.
- 0 Checkpoints**: A section with a search bar and the text 'Add an existing check'.
- + New Check**: A button.
- No Checkpoints Added**: A message box with the text 'This checklist doesn't have any checks yet. Get started by selecting an existing checkpoint, or creating a new check.'

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



The screenshot shows the 'Edit Check' form for a check named 'SYMPTOMS'. The form has a light blue header with the title 'Edit Check' and a close button. Below the header, there are four sections: 'Name', 'Instant Fail', 'Image Rule', and 'Comment Rule'. The 'Name' section has a text input field containing 'SYMPTOMS'. The 'Instant Fail' section has a checkbox that is checked. The 'Image Rule' section has a dropdown menu set to 'Not required (optional)'. The 'Comment Rule' section has a dropdown menu set to 'Required when the check fails'. Below these sections is the 'Task Description' section, which has a text area containing the following text: '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'. At the bottom right of the form is a green 'Save Check' button with a checkmark icon.

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**

Edit Check

Name

Give this check a descriptive label.

FEVER GUN

Instant Fail

If this check fails, the inspection will fail, putting the asset into a state of risk.

☒

Image Rule

Adjust the ruleset governing photographic evidence for this check.

Always required

Comment Rule

Adjust the ruleset governing comments for this check.

Required when the check fails

Task Description

Provide an accurate description of the task to be performed.

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

Save Check

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

Checklist Information

Name

Give your checklist a descriptive name.

COVID19 - SCREEN

Frequency

How often will this checklist need to be performed?

1 days

Pass Percentage

Set the minimum pass rate for this checklist.

100 %

Asset Inspection Dates

☒ Automatically set asset next-inspection dates when inspections are submitted

2 Checkpoints

Q Add an existing check

+ New Check

1

SYMPTOMS

Please confirm, by Passing this inspection, that the employee has none of the following symptoms: ~...

Instant Fail

Not Required

When Defective

X

2

FEVER GUN

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

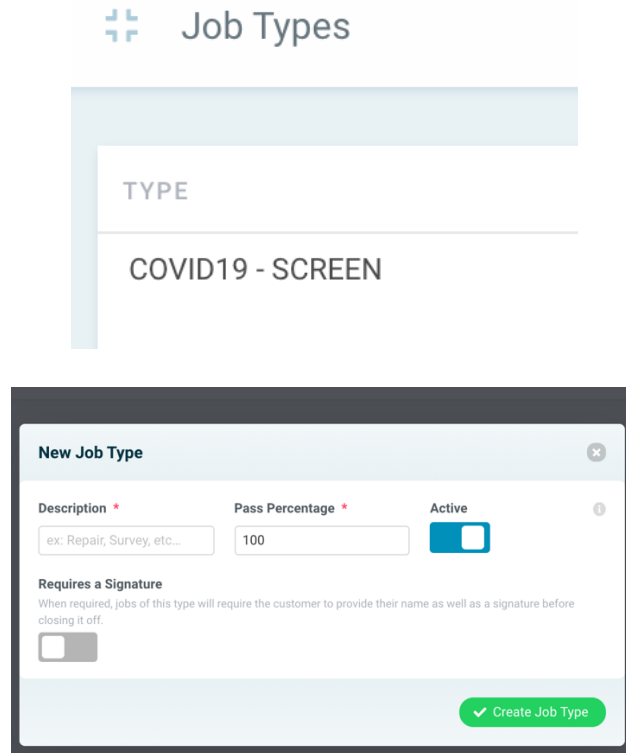
Instant Fail

Always Required

When Defective

X

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.

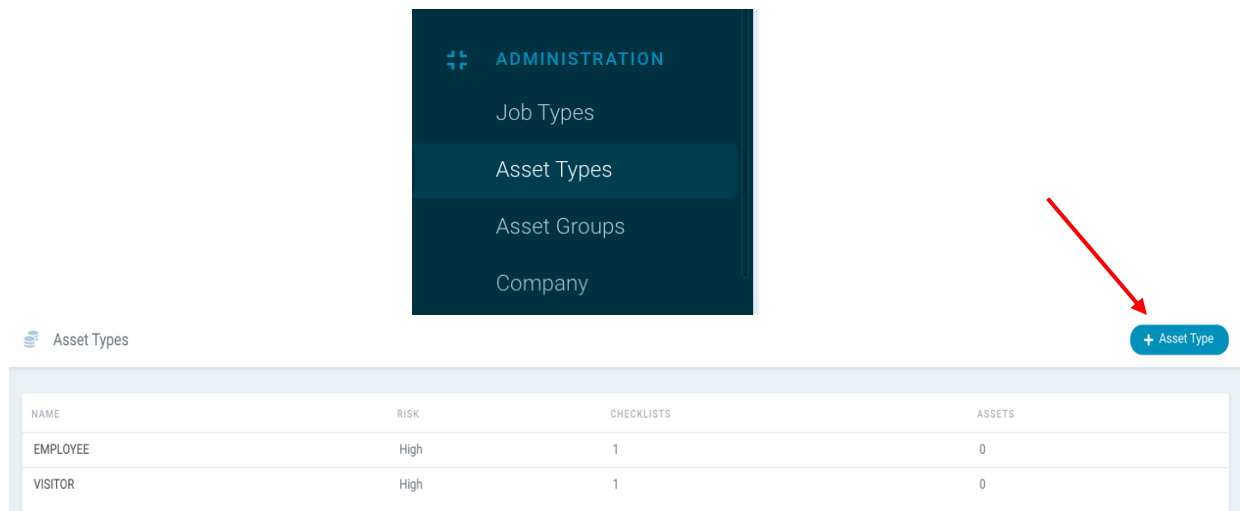


The screenshot shows the 'Job Types' section of a software interface. On the left, there is a sidebar with a 'Job Types' header and a list containing 'COVID19 - SCREEN'. To the right, a 'New Job Type' form is displayed. The form has the following fields:

- Description \***: A text input field with the placeholder 'ex: Repair, Survey, etc...'.
- Pass Percentage \***: A text input field with the value '100'.
- Active**: A toggle switch that is currently turned on.
- Requires a Signature**: A section with a sub-header 'Requires a Signature', a description 'When required, jobs of this type will require the customer to provide their name as well as a signature before closing it off.', and a toggle switch that is currently turned off.

At the bottom right of the form is a green button labeled 'Create Job Type'.

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 screenshot shows the 'Asset Types' section of a software interface. On the left, there is a sidebar with a 'ADMINISTRATION' header and a list containing 'Job Types', 'Asset Types', 'Asset Groups', and 'Company'. The 'Asset Types' item is highlighted. To the right, a table displays the current asset types. A red arrow points to a '+ Asset Type' button in the top right corner of the table area.

NAME	RISK	CHECKLISTS	ASSETS
EMPLOYEE	High	1	0
VISITOR	High	1	0

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”

New Asset Type

**Name \***  
A descriptive name for this Asset Type  
Employee

**Risk Level**  
Indicate the level of risk that assets of this type will carry.  
High

**Checklists**  
Add checklist(s) \*  
Choose a checklist

Checklist	Checks	Frequency	Pass Rate
COVID19 - SCREEN	2 checks	Every 1 day	100% to pass

☐ Enforce checklists to be used in the order shown above. This will prevent technicians from selecting a checklist when scanning an asset of this type

**Custom Fields**  
When onboarding assets of this type, the fields you add below will be shown to the technician, allowing you to store additional information related to the asset, such as a registration number.

Field Label *	Placeholder	Required?
ex: VIN Number		<input type="radio"/> No
Name and Surname		<input checked="" type="radio"/> Yes

**Asset Groups**  
Select

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”

New Asset Group

**Description**  
Description

**Risk**  
Select the risk level for zones of this type.  
Select

**Allowed Asset Types**  
Select which asset types are allowed in zones of this type.  
Select

## Asset Groups

DESCRIPTION

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](mailto:sara.landry@assetpoolgroup.com)

