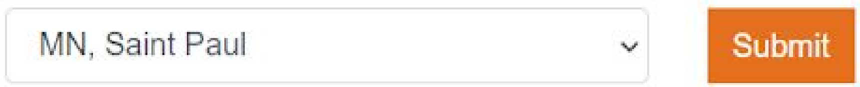
Step 0: Note to readers

The following guide is for branch managers and super admins. It explains the steps to log into the Gen10 health web application and the various options that are available.

For super admin users reading this guide all of the same pages and options will be available, you will simply have an additional drop down near the top of the ***dashboard****,* ***employees****, and* ***reporting*** *pages to specify location of the displayed information. The dropdowns will look like this:*



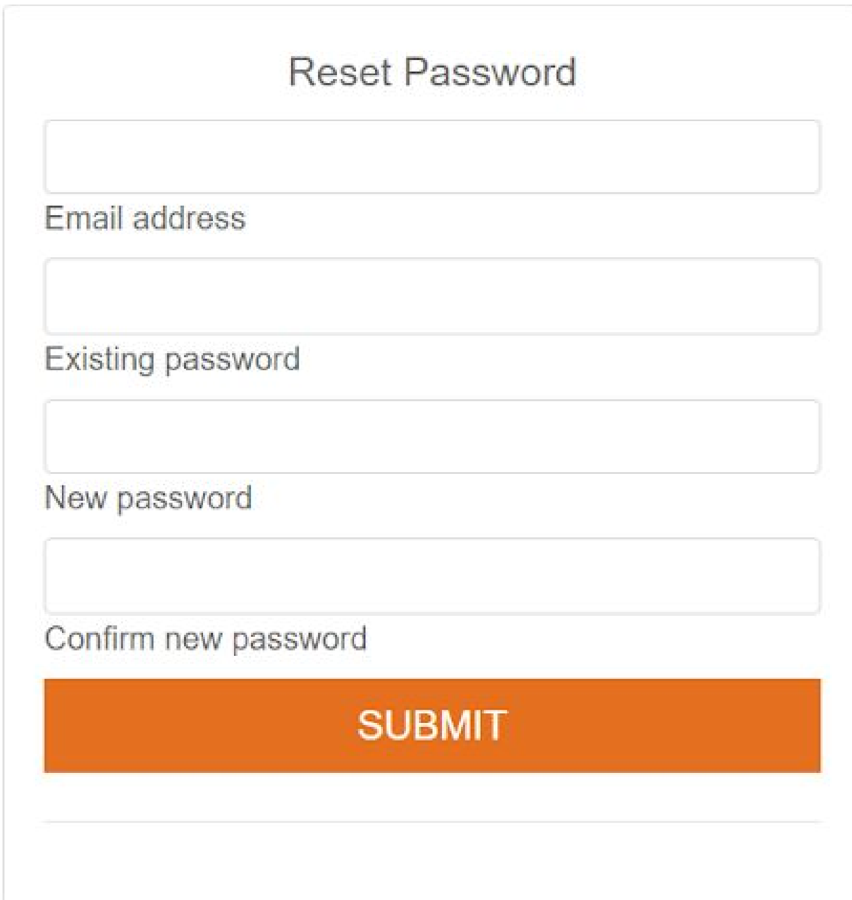
To view the information associated with any particular location, click the dropdown field, select the location of interest, then click submit. You will then be able to see information associated with that location. As you have likely noted, this block of text and the one immediately above is displayed in italics. Any functionality available to only super admins will be included in this guide in italics with comments specifying the applicability to super admin users only.

Step 1: Log into the Gen10 Health App

Navigate to https://044db60.netsolhost.com/adminLogin.html and type in your email address and password.

Step 2 (if applicable): Update password

If this is your first time signing into the application, you will need to update your password. You will be prompted with the following form to reset your password from its default setting:



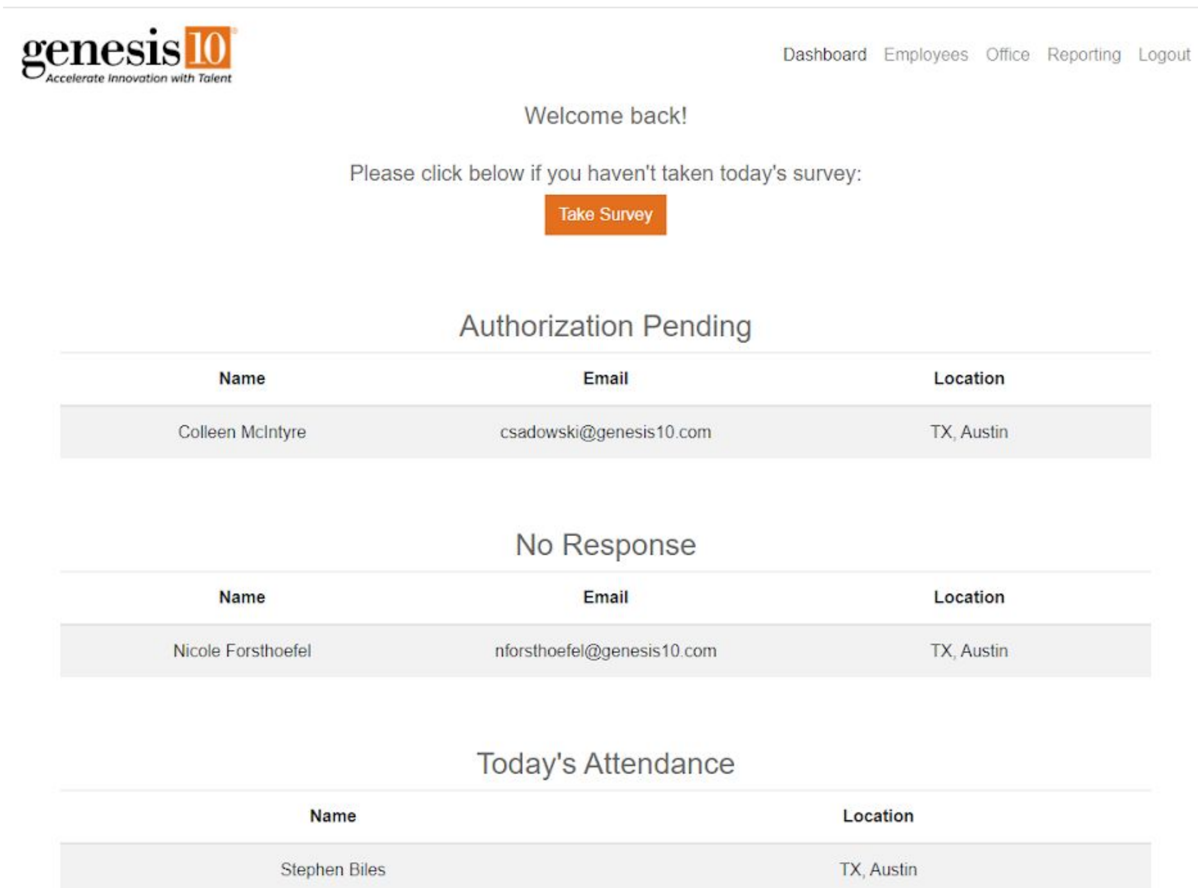
Enter your email address, existing password, new password, and then confirm your new password. Please be sure you record your new password.

Note: In the event you lose/forget your password, you will need to contact a branch admin or a super admin for a password reset.

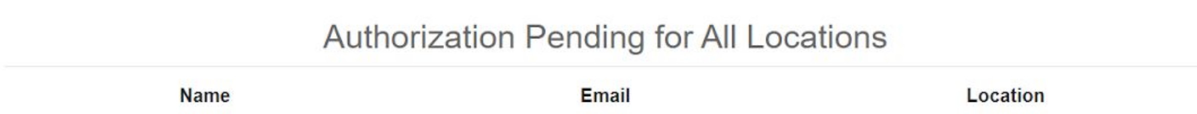
Step 3: View Dashboard

After signing in, a dashboard will be displayed that details worker status for the current day. You will be able to see people who have not yet logged in to record a survey (No Response table), people that will be attending the office (Today's Attendance table), and people that recorded at least one symptom while filling out their survey (Authorization Pending table).

Here is an example of what the dashboard looks like. Your dashboard may have a different number of people depending on who works at your office location. Note that you can navigate back to dashboard view by clicking the Dashboard button in the navbar at the top right of the page.



Note for super admins: At the bottom of the dashboard you will be able to see authorization pending for all locations. The table headings will look like so.



Option 1: Take Survey

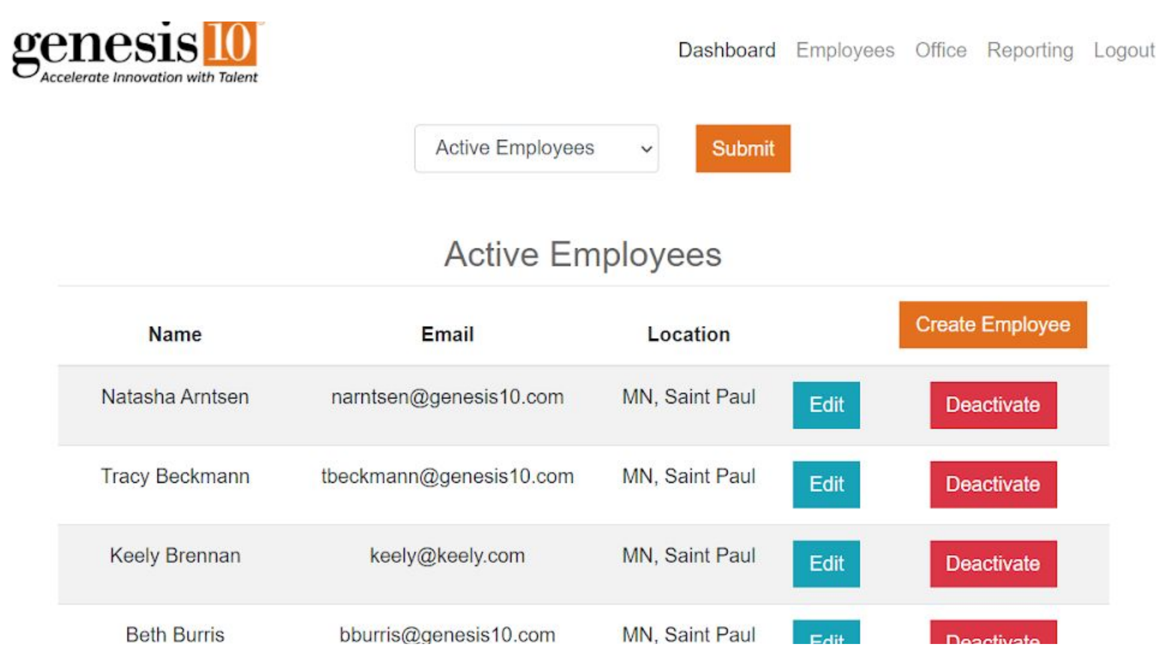
If you are ready, click the take survey button to start the health survey. The health survey for branch managers, super admins, and regular users are identical. Please see the “Gen10 Health App - Health Survey.pdf” for directions and go directly to step 3.

Option 2: Employees Page

To view active employees, inactive employees, and guests associated with your office, click on the Employees button on the top right part of the screen.

Option 2.A.: View active/inactive employees and guests

The default view on the Employees page displays the active employees for your office.

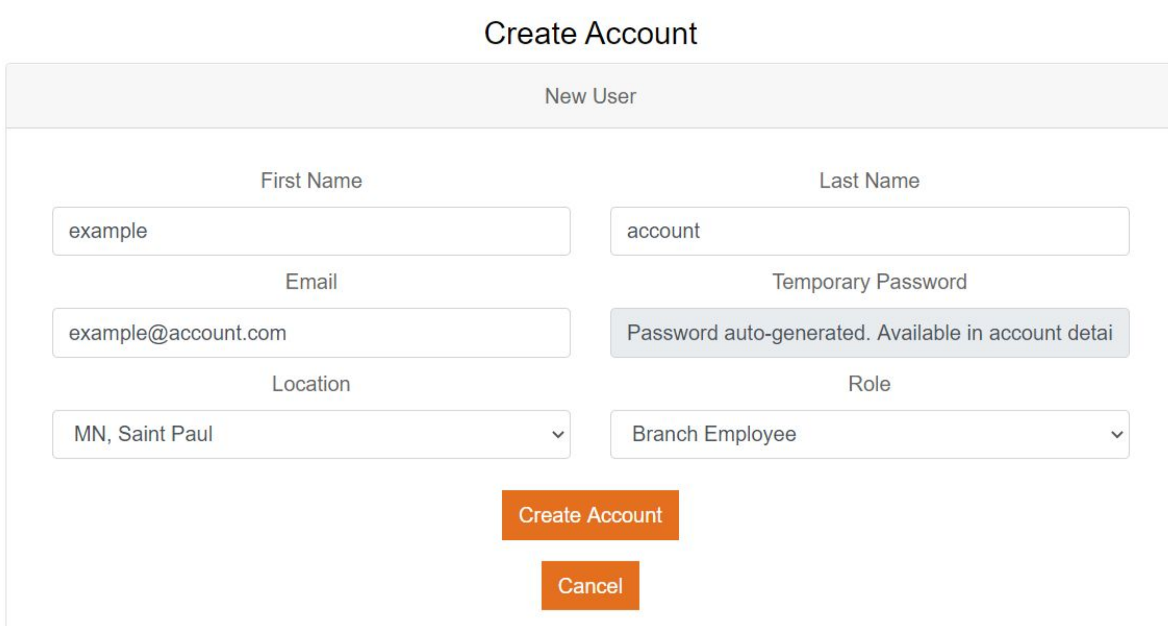


If you would like to see inactive employees or guests, click on the drop down box near the top of the page, and change the option as shown below. Then click the nearby submit button to update the page. You will then see the page update with a different table.

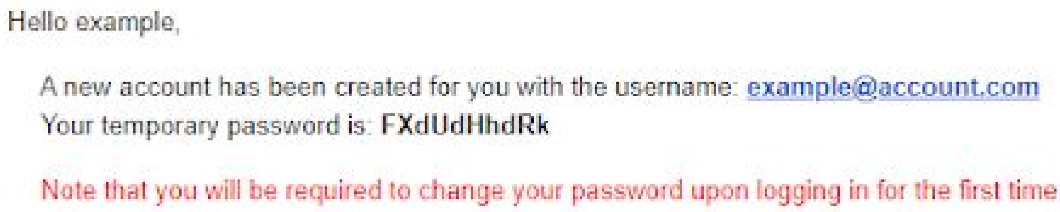
Option 2.B.: Create employees

Near the top right portion of the active employees table a create employee button is available. Press it to begin creating an employee.

A form for a new user will be displayed. Fill out the fields as appropriate. Please be mindful of the location chosen from the location dropdown as it will determine which office the newly created employee is associated with. This is relevant to the dashboard screen and for reporting purposes.

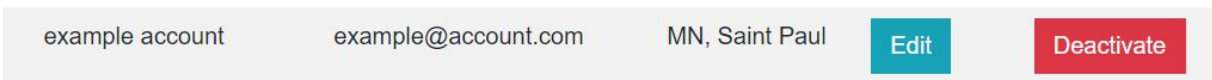


When you have filled out the form as desired, click create account. An email will be sent to the email address entered explaining that an account has been created. The email will contain a password that the new user can use to log into the Gen10 Health App. An account with details matching the fields above would generate the following email.

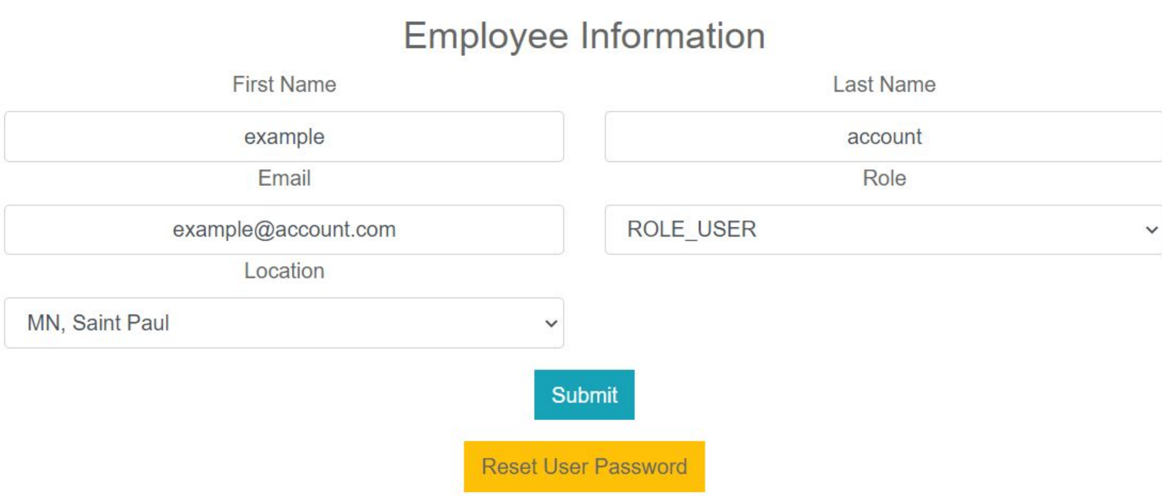


Option 2.C.: Edit employees and password reset

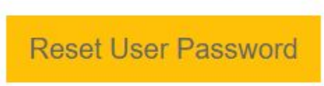
Near the right end of any employee row in the active employees table is an edit button.



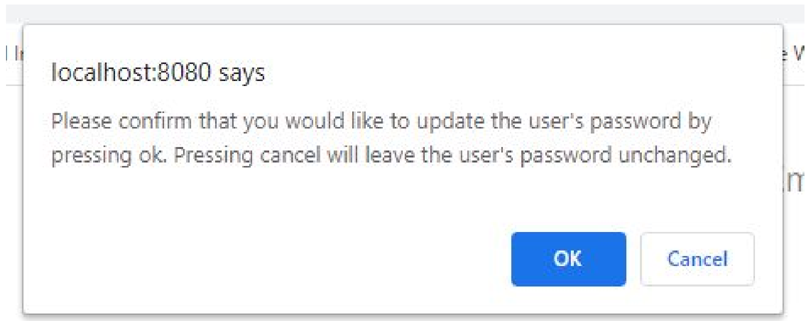
Clicking on the button in any given row will display information related to the user in that row. If we click on the example account above, the following form is displayed. Here we are able to modify the user's name, the email associated with the account, the user's roles, and the location that is considered the home office of the user. When desired changes have been entered, click submit to store changes to the database.



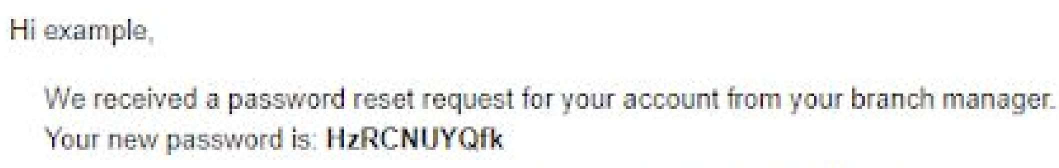
In the event that a user has lost or forgotten their password, you may reset their password by clicking the yellow reset user password button.



After pressing the reset user password a confirmation prompt will be displayed.



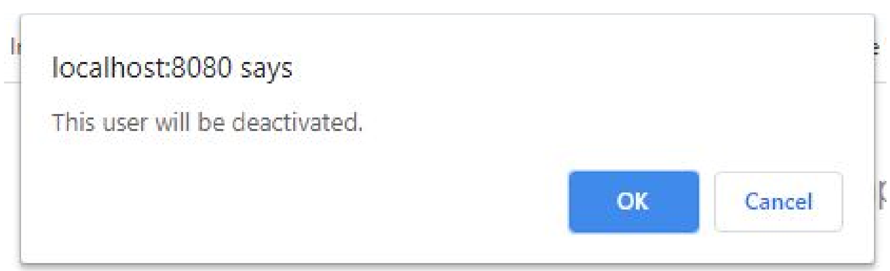
If you are sure you would like to reset the user password, click ok. The user with the reset password will receive a message with the following details.



Option 2.D.: Deactivate employees

While viewing the active employees table on the employees screen a red deactivate button will be listed in each row of the table. It will be at the far right of each row as shown below.

To deactivate a particular user, find the user of interest in the active employees table and click the deactivate button in the same row. When clicked, the following prompt will be presented.



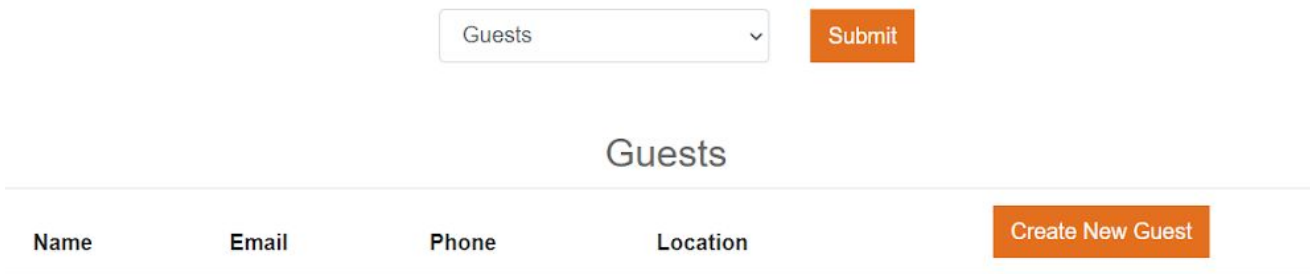
Click ok if you wish to confirm deactivation of the user. Note that user data will continue to be stored in the database for the established period of time (default value of 90 days).

You will notice that the active employees table is updated and the deactivated user is no longer present. They may now be viewed in the inactive employees table.

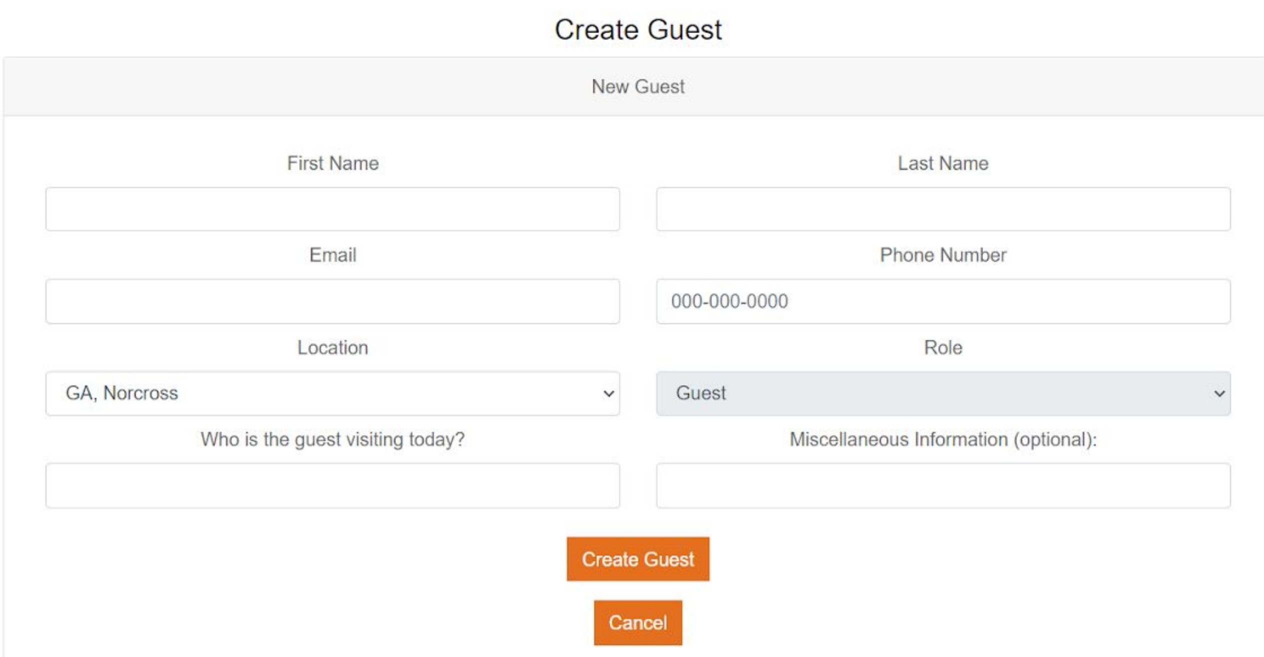
Option 2.E.: Create new guests

Note that creation of new guests is for persons external to the company only. If a Genesis 10 employee from out of town is visiting your office, the visiting employee must specify that they are visiting your office when they take the health survey. The database is not intended to track internal employees as guests.

View the guests table on the employees page (Click the drop down near the top of the employees page, choose guests, and click submit). Near the top of the guests table an orange create new guest button is available. Click it to create a new user.



A form to create a new guest is displayed. Fill out the fields as appropriate. Please be mindful of the location chosen from the location dropdown as it will determine which office the newly created guest is associated with. This is relevant to the dashboard screen and for reporting purposes.

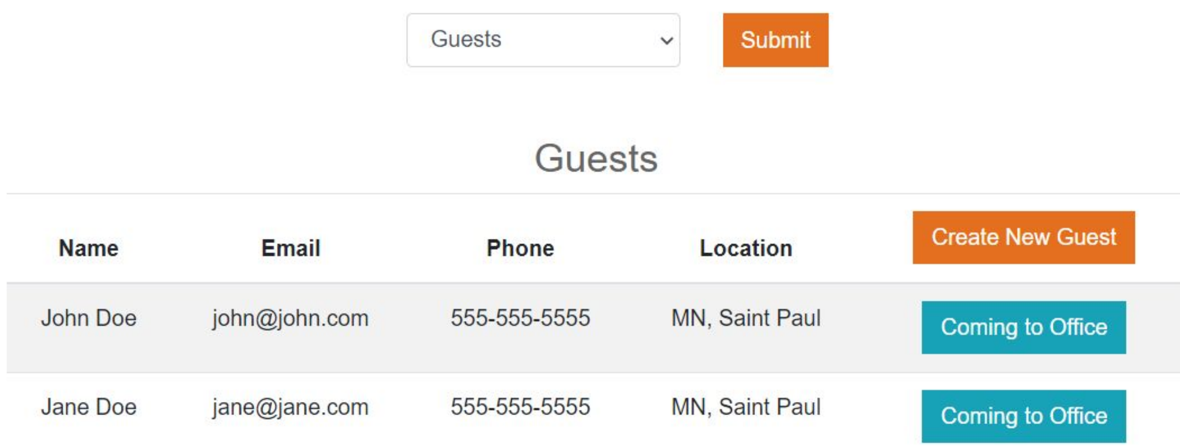


When you have filled out the form as desired, click create account. The guest will now be available for 90 days in the database and they can be accessed for repeat office visits during that time. See the recurring guest attendance section below for directions for recurring guests.

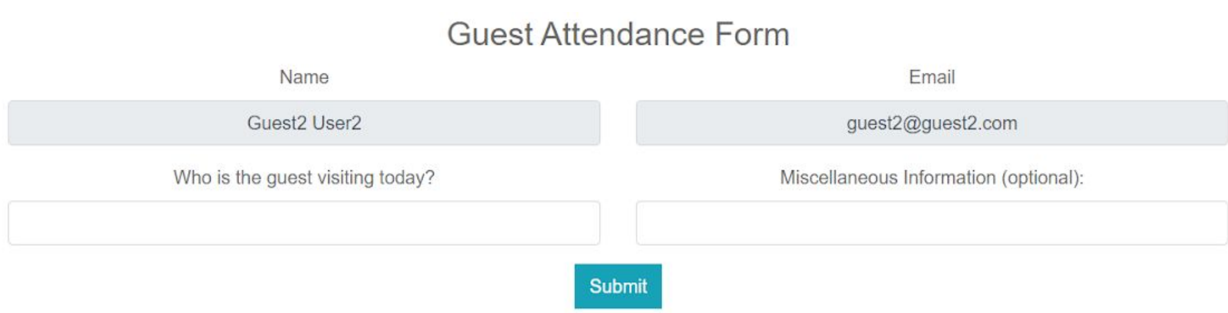
Option 2.F.: Recurring guest attendance

In the event that a guest has a return visit to your office within 90 days of their last attendance, you should document their attendance by using the coming to office button.

While viewing the guests table on the employees page (Click the drop down at the top of the employees page, choose guests, and click submit) you will see recent guests. In that case you would simply need to create a new guest. See the directions for such an instance. For each row in the guests table, a blue coming to office button exists. Click it to record attendance for a new day.



The following form will be displayed. Fill it out as appropriate and click submit to document the guests attendance.

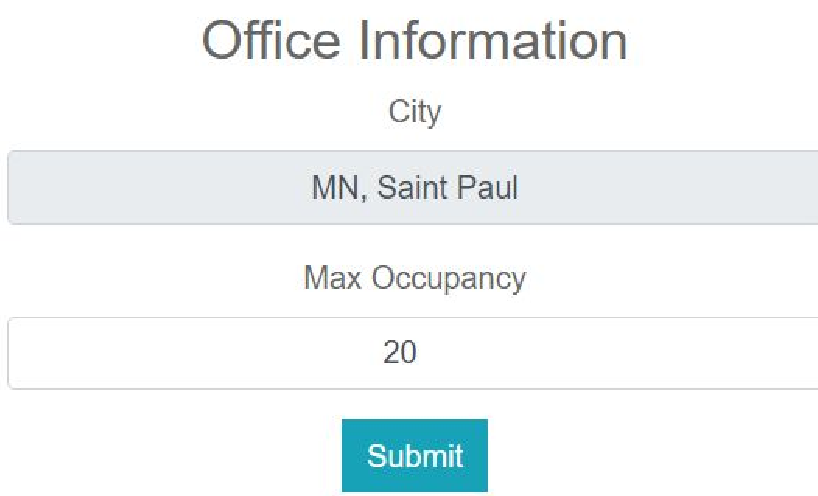


Option 3: Office Page

To view and configure office capacity, click on the office button on the top right part of the screen.

Option 3.A.: Change office capacity

The following information will be displayed. If you have determined that the maximum occupancy of your office is in need of adjustment you may edit the max occupancy field. When it is adjusted as desired, click submit to confirm the change in office capacity.

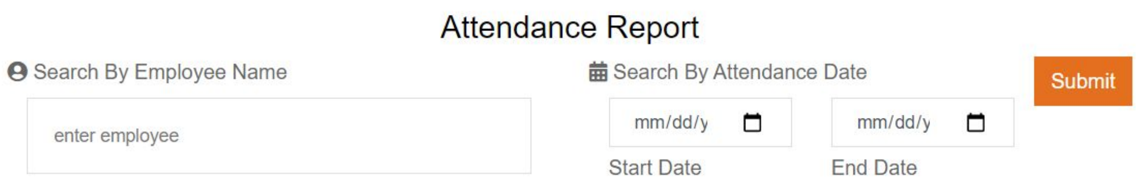


Note that the change to office occupancy will not take effect until the next day.

Option 4: Reporting

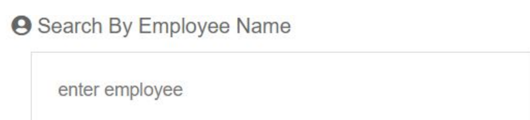
To view employee attendance, click on the reporting button on the top right part of the screen.

The following fields are displayed.



Option 4.A.: Attendance reporting - single date

To check the days on which a person attended an office you may enter their name in the search by employee name field. When a name is partially entered into the field, names that match the partial entered name appear. Click on the employees name that you would like to see.



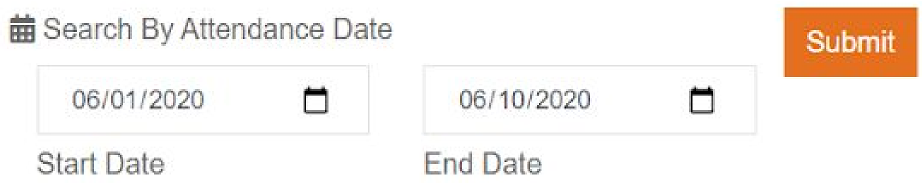
A set of results similar to those below will populate the screen. These results are representative of the days the employee was in the office over the last 30 days.

Click on one of the dates and attendance in the office on that specific date will be displayed.

Note that this will almost always be attendance of the office which you manage, however, if the employee was travelling on that date, the attendance of the office they employee were visiting will be displayed.

Option 4.B.: Attendance reporting - rage of dates

To check the attendance of your home office over a range of dates, enter dates into the following fields. You may enter them manually (mm/dd/yyyy) or click on the calendar inside the field to select a date from a calendar. Once you have chosen dates, click submit.



The resulting output will be displayed in a manner similar to that below. Near the top of the output you will see a summary of the personnel that were in the office over the date range specified. Further down, attendance tables will be listed, separated day by day.

Option 5: Logout

When you are done with the application, you may logout by click the logout button on the top right of the screen.