

# Gen10 Health App Guide

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## Branch Managers and Super Admins



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## 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:*

A screenshot of a web application interface. On the left is a dropdown menu with a light gray border and a small downward arrow on the right. The text inside the dropdown is "MN, Saint Paul". To the right of the dropdown is an orange rectangular button with the word "Submit" in white text.

*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. Please use Chrome as your browser for best application performance.

## 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:

### Reset Password

  
Email address  
  
Existing password  
  
New password  
  
Confirm new password  

SUBMIT

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.**

# Option 1: Dashboard Page

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 the dashboard view by clicking the dashboard button in the navbar at the top right of the page.

Please click below if you haven't taken today's survey:

Take Survey

## Today's Overview

### Authorization Pending

Name	Email	Location
Colleen McIntyre	csadowski@genesis10.com	TX, Austin

### Today's Attendance

Name	Location	Status
Stephen Biles	TX, Austin	In Office
Left Early		

### No Response

Name	Email	Location
Nicole Forsthoefel	nforsthoefel@genesis10.com	TX, Austin

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

### Authorization Pending for All Locations

Name	Email	Location
------	-------	----------

## Option 1.A.: Take Survey

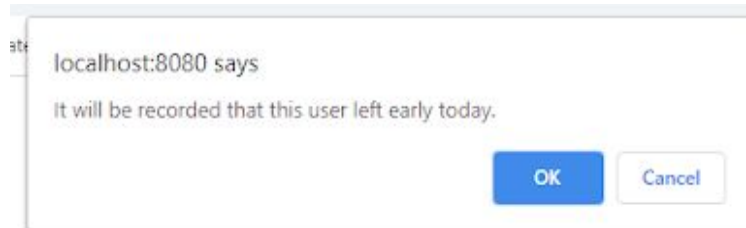
If you are ready, click the take survey button to start the health survey. The health survey for branch managers, super admins, and regular users are identical. Please see the “Gen10 Health App - Health Survey.pdf” for directions and go directly to step 3.

## Option 1.B.: Mark employee as left early

In the event that someone starts to feel ill and departs the office as a result, we are able to capture it by using the left early button. In the today's attendance table there is an orange left early button.

Today's Attendance			
Name	Location	Status	
Stephen Biles	TX, Austin	In Office	<button>Left Early</button>

To mark a particular user as departing the office early due to illness, find the user of interest in the today's attendance table and click the left early button in the same row. When clicked, the following prompt will be displayed.



Click ok to complete the process of documenting that the employee left the office early due to illness. You will see the status of the employee was changed from in office to left early.

Status
Left Early

## 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.

Dashboard **Employees** Office Reporting Guidelines Logout

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

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



Dashboard Employees Office Reporting Logout

Active Employees ▾

Submit

#### Active Employees

Name	Email	Location	Create Employee	
Natasha Arntsen	namtsen@genesis10.com	MN, Saint Paul	Edit	Deactivate
Tracy Beckmann	tbeckmann@genesis10.com	MN, Saint Paul	Edit	Deactivate
Keely Brennan	keely@keely.com	MN, Saint Paul	Edit	Deactivate
Beth Burris	bburris@genesis10.com	MN, Saint Paul	Edit	Deactivate

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.

Active Employees ▾

Active Employees

**Inactive Employees**

Guests

Submit

## 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.

Active Employees				
Name	Email	Location	Create Employee	
Natasha Arntsen	namtsen@genesis10.com	MN, Saint Paul	Edit	Deactivate

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.

### Create Account

New User

First Name

example

Last Name

account

Email

example@account.com

Temporary Password

Password auto-generated. Available in account detail

Location

MN, Saint Paul

Role

Branch Employee

Create Account

Cancel

When you have filled out the form as desired, click create account. An email will be sent to the email address entered which explains 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 body.

Hello example,

A new account has been created for you with the username: [example@account.com](#)

Your temporary password is: FXdUdHhdRk

Note that you will be required to change your password upon logging in for the first time.



## 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.

example account	example@account.com	MN, Saint Paul	Edit	Deactivate
-----------------	---------------------	----------------	------	------------

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.

### Employee Information

First Name	Last Name
<input type="text" value="example"/>	<input type="text" value="account"/>
Email	Role
<input type="text" value="example@account.com"/>	<input type="text" value="ROLE_USER"/>
Location	
<input type="text" value="MN, Saint Paul"/>	

Submit

Reset User Password

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.

Reset User Password

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

localhost:8080 says

Please confirm that you would like to update the user's password by pressing ok. Pressing cancel will leave the user's password unchanged.

OK Cancel

If you are sure you would like to reset the user password, click ok. The user with the reset password will receive an email with the following body of text.

Hi example,

We received a password reset request for your account from your branch manager.

Your new password is: HzRCNUYQfk

## 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.

example account	example@account.com	MN, Saint Paul	Edit	Deactivate
-----------------	---------------------	----------------	------	------------

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.

localhost:8080 says

This user will be deactivated.

OKCancel

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). While the data will be deleted after 90 days the employee may still be reactivated after that length of time.

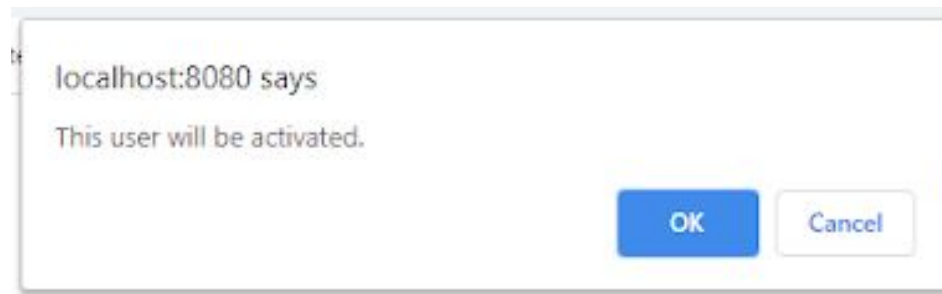
You will notice that the active employees table is updated and the deactivated user is no longer present. They may now be viewed in the inactive employees table.

## Option 2.E.: Reactive employees

While viewing the inactive employees table on the employees screen (Click the drop down near the top of the employees page, choose inactive employees, and click submit) a red activate button will be listed in each row of the table. It will be at the far right of each row as shown below.

Beth Burris	bburris@genesis10.com	MN, Saint Paul	Activate
-------------	-----------------------	----------------	----------

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



Click ok if you wish to confirm reactivation of the user. The employees tables are updated accordingly.

## Option 2.F.: Create new guest and document attendance

Note that creation of new guests is for persons external to the company only. If a Genesis10 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 application 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.

Guests

Submit

Guests

Name	Email	Phone	Location	Create New Guest
------	-------	-------	----------	------------------

A form to create a new guest is displayed as well as a set of health survey questions. 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 the form is complete, inform the guest that they must take their temperature. After the guest has taken their temperature, ask them the three survey questions and answer the questions as they apply to the guest. For any questions that a yes answer is appropriate, hover over the “No” toggle button and click it to switch it to “Yes”. Click submit when you are finished filling out the form and answering the survey questions.

Create Guest

New Guest

First Name	Last Name
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Email	Phone Number
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="000-000-0000"/>
Location	Role
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">FL, Orlando (Distribution Center) ▼</div>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Guest ▼</div>
Who is the guest visiting today?	Miscellaneous Information (optional):
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Please have the guest take their temperature immediately prior to answering the following questions.

Does the guest have any of the following symptoms:

- Fever (100.4 degrees or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

No

Has the guest had close contact in the last 14 days with an individual diagnosed with COVID-19?

No

Has the guest traveled outside the United States or Canada within the last 14 days?

No

Submit

If the guest answered yes to any of the survey questions, the following error will be displayed near the top of the screen. They will not be allowed to enter the office.

Guests are only permitted into the office if they answer "No" to all health survey questions.

If there are no issues, you will be able to complete guest creation. Creation of a guest documents attendance of the guest for the day. The guest will also 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.G.: 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. For each row in the guests table, a blue coming to office button is available. Click it to record that guest's attendance for today.

Guests

Submit

## Guests

Name	Email	Phone	Location	Create New Guest
John Doe	john@john.com	555-555-5555	MN, Saint Paul	Coming to Office
Jane Doe	jane@jane.com	555-555-5555	MN, Saint Paul	Coming to Office

The following form and health survey will be displayed. Fill the form out as appropriate and inform the guest that they must take their temperature. After the guest has taken their temperature, ask them the three survey questions and answer the questions as they apply to the guest. For any questions that a yes answer is appropriate, hover over the “No” toggle button and click it to switch it to “Yes”. Click submit when you are finished filling out the form and answering the survey questions.

## Guest Attendance Form

Name	Email
<input type="text" value="Guest User"/>	<input type="text" value="guest@guest.com"/>
Who is the guest visiting today?	Miscellaneous Information (optional):
<input type="text"/>	<input type="text"/>

Please have the guest take their temperature immediately prior to answering the following questions.

Does the guest have any of the following symptoms:

- Fever (100.4 degrees or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

No

Has the guest had close contact in the last 14 days with an individual diagnosed with COVID-19?

No

Has the guest traveled outside the United States or Canada within the last 14 days?

No

Submit

If the guest answered yes to any of the survey questions, the following error will be displayed near the top of the screen. They will not be allowed to enter the office.

Guests are only permitted into the office if they answer "No" to all health survey questions.

If there are no issues, clicking submit will document attendance of the guest for the day.

## Option 3: Office Page

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

Dashboard Employees **Office** Reporting Guidelines Logout

### Option 3.A.: Change office capacity

The following form will be displayed on the office page.

### Office Information

City

MN, Saint Paul

Max Occupancy

20

Submit

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 Page

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

Dashboard Employees Office **Reporting** Guidelines Logout

The following fields are displayed.

## Attendance Report

🔍 Search By Employee Name

📅 Search By Attendance Date

 📅

Start Date

 📅

End Date

Submit

### 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. Note that you may enter Genesis10 employee names or guest names into this field.

🔍 Search By Employee Name

When a name is partially entered into the field, names that match the partially entered name will appear below the input field.

🔍 Search By Employee Name

Ke
Keely Brennan
Kelly Calendine
Julie Kent
Angelia Smith-Brekke

As you type in the name more fully, the list of potential matches will be more strictly filtered.

🔍 Search By Employee Name

Keel
Keely Brennan

Click on the employee's name when you are ready and a display similar to the image below will populate the screen. Here you will be able to see the dates that the selected employee was in the office, the office which they attended, and if they departed early. These results are days the employee was in an office over the last 30 days.



## Keely Brennan

Over the past 30 days, the selected employee was in the office on the following dates.

Click a date to view all employees in the attended office.

### Office Attendance for Keely Brennan

Date	Office Attended	Departed Early
06/09/2020	KS, Lenexa (Kansas Delivery Center)	false
06/10/2020	GA, Norcross	false
06/11/2020	KS, Lenexa	false
06/12/2020	KS, Lenexa (Kansas Delivery Center)	false
06/13/2020	MI, Troy	false
06/14/2020	MN, Saint Paul	false
06/15/2020	MN, Saint Paul	false
06/18/2020	MN, Saint Paul	false

To see the attendance for any of the particular dates, mouse over the date in the date column and click it. A listing of the office attendance for that date will be displayed below the attendance dates table, similar to the table shown below.

### Office Attendance for MN, Saint Paul

First Name	Last Name	Email	Office Attended	Departed Early	Home Office	Date
Keely	Brennan	keely@keely.com	MN, Saint Paul	MN, Saint Paul	false	2020-06-18
Guest	User	guest@guest.com	MN, Saint Paul	MN, Saint Paul	false	2020-06-18

Note that the date 06/18/2020 was clicked in the above example. As a result, attendance for the MN, Saint Paul office is displayed. If the user were to click on 06/10/2020 instead, the attendance for GA, Norcross would be displayed since the employee was in the GA, Norcross office that day, as shown in the following table.


### Office Attendance for GA, Norcross


First Name	Last Name	Email	Office Attended	Departed Early	Home Office	Date
Keely	Brennan	keely@keely.com	GA, Norcross	MN, Saint Paul	false	2020-06-10
Guest3	User3	guest3@guest3.com	GA, Norcross	MN, Saint Paul	false	2020-06-10




## Option 4.B.: Attendance reporting - range 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.

 Search By Attendance Date





Submit

Start Date

End Date

The resulting output will be displayed in a manner similar to that below. Attendance tables will be listed, separated day by day.

### MN, Saint Paul Office Attendance for 2020-06-14

First Name	Last Name	Email	Office Attended	Home Office	Date
Keely	Brennan	keely@keely.com	MN, Saint Paul	MN, Saint Paul	2020-06-14

### MN, Saint Paul Office Attendance for 2020-06-15

First Name	Last Name	Email	Office Attended	Home Office	Date
Keely	Brennan	keely@keely.com	MN, Saint Paul	MN, Saint Paul	2020-06-15
Angie	Farmer	anfarmer@genesis10.com	MN, Saint Paul	OH, Akron	2020-06-15

### MN, Saint Paul Office Attendance for 2020-06-18

First Name	Last Name	Email	Office Attended	Home Office	Date
Keely	Brennan	keely@keely.com	MN, Saint Paul	MN, Saint Paul	2020-06-18
Guest	User	guest@guest.com	MN, Saint Paul	MN, Saint Paul	2020-06-18

## Option 5: Coronavirus (COVID-19) Guide for People Managers Page

To view the coronavirus guide for people managers document, click on the guidelines button on the top right of the screen.

Dashboard Employees Office Reporting **Guidelines** Logout

You will see a copy of the most recently included guidelines. Scroll down in the browser to view more of the document.



### Coronavirus (COVID-19) Guide for People Managers

#### Overview

As the COVID-19 health and economic crisis continues, we have outlined procedures for team members to return to the office. Offices will be opened according to state and local governance and in accordance with guidelines provided by the CDC and WHO.

**SITE PREPARATION:** Managers are responsible for supporting safe COVID return to work guidelines including (but not necessarily limited to):

1. All office locations should designate a "Safety Coordinator" to be responsible for managing the workplace once employees start returning.
  - a. Safety coordinator will be responsible for ensuring that employees are using the GEN10 Health App before arrival at the office.
  - b. Manage any visitors, guests ensuring guests are screen prior to entering GEN10 offices
  - c. Coordinating with HR regarding any failed health screens to ensure employees safely return to the office and to avoid exposure to other employees
  - d. Report any issues, concerns or symptomatic employees to Human Resources
2. Order and maintain supplies listed below:
  - a. Disinfectant wipes
  - b. Face Masks
  - c. Disposable Gloves
  - d. Hand sanitizer for desk locations

## Option 6: Logout

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

Dashboard Employees Office Reporting Guidelines **Logout**