Gen10 Health App Guide

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Branch Managers and Super Admins

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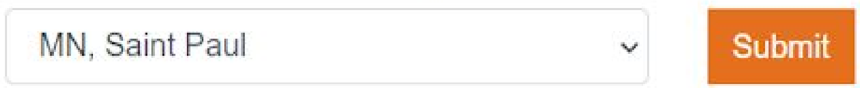
Table of Contents

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:*



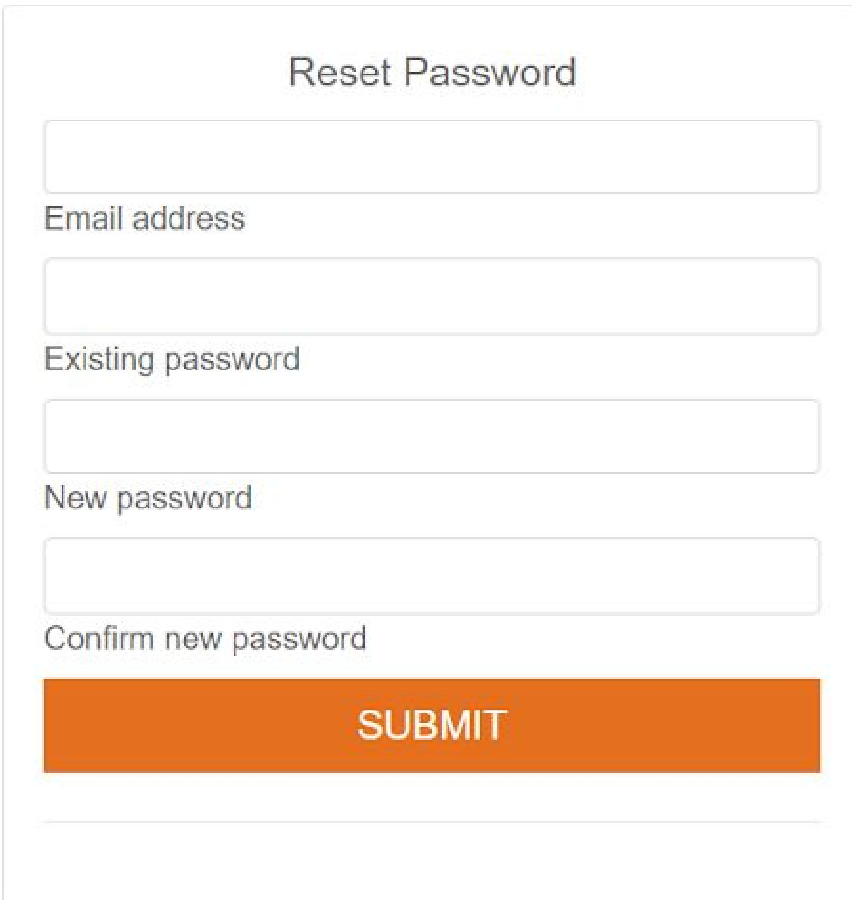
To view the information associated with any particular location, click the dropdown field, select the location of interest, then click submit. You will then be able to see information associated with that location. As you have likely noted, this block of text and the one immediately above is displayed 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.

Option 1: 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 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

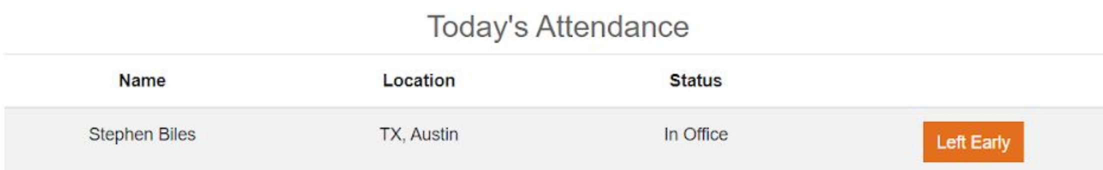
Name	Email	Location

Option 1.A.: Take Survey

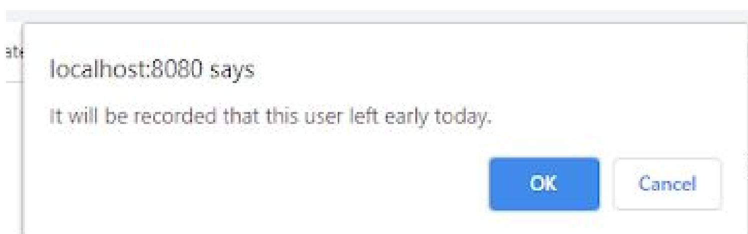
If you are ready, click the take survey button to start the health survey. The health survey for branch managers, super admins, and regular users are identical. Please see the “Gen10 Health App - Health Survey.pdf” for directions and go directly to step 3.

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.



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.



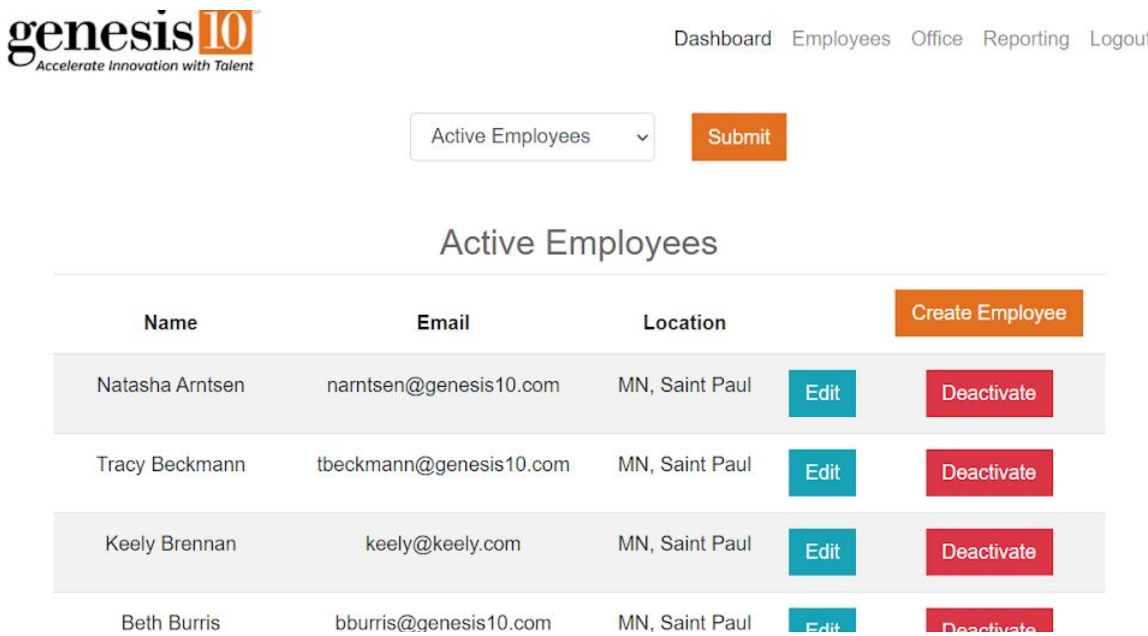
Click ok to complete the process of documenting that the employee left the office early due to illness. The early departure has been recorded in the database.

Option 2: Employees Page

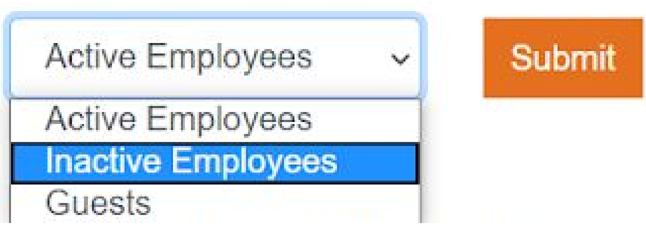
To view active employees, inactive employees, and guests associated with your office, click on the Employees button on the top right part of the screen.

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

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



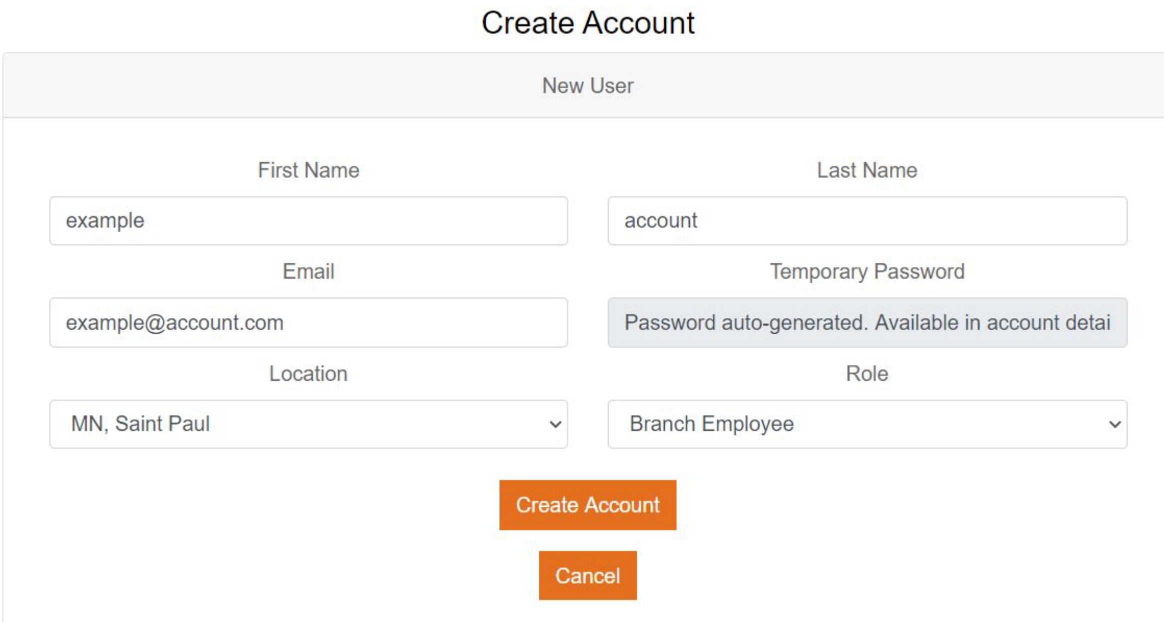
If you would like to see inactive employees or guests, click on the drop down box near the top of the page, and change the option as shown below. Then click the nearby submit button to update the page. You will then see the page update with a different table.



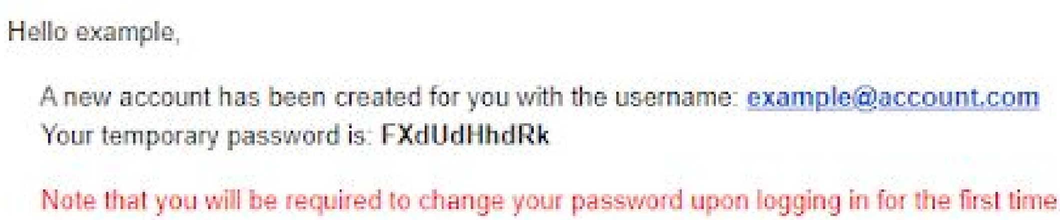
Option 2.B.: Create employees

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.



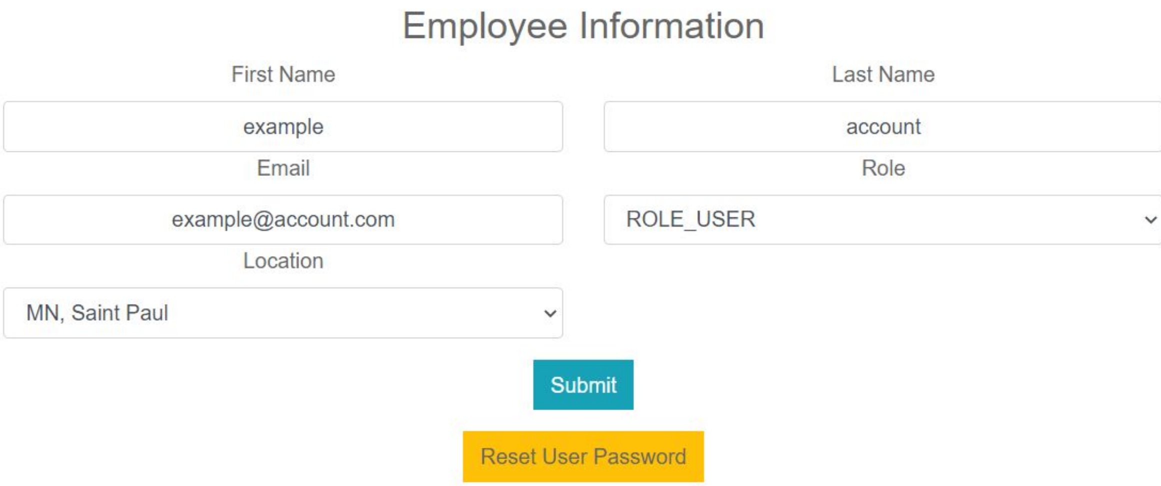
When you have filled out the form as desired, click create account. An email will be sent to the email address entered which explains that an account has been created. The email will contain a password that the new user can use to log into the Gen10 Health App. An account with details matching the fields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



Option 2.C.: Edit employees and password reset

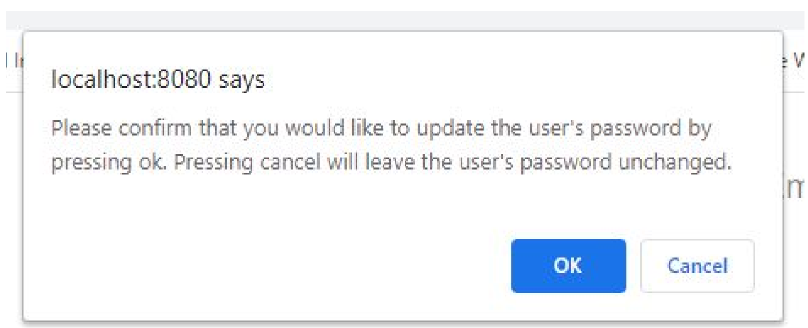
Near the right end of any employee row in the active employees table is an edit button.

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.

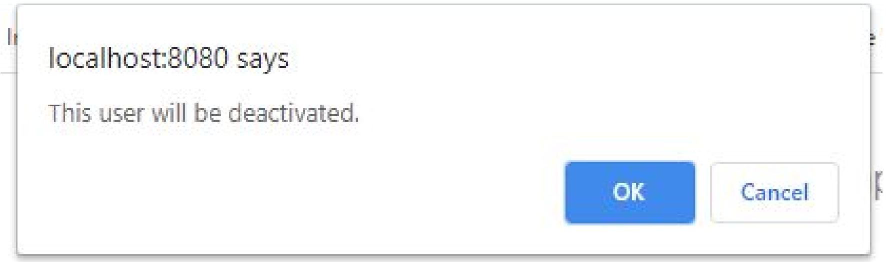


If you are sure you would like to reset the user password, click ok. The user with the reset password will receive an email with the following body of text.

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.

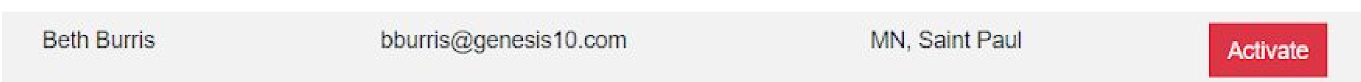


Click ok if you wish to confirm deactivation of the user. Note that user data will continue to be stored in the database for the established period of time (default value of 90 days). While the data will be deleted after 90 days the employee may still be reactivated after that length of time.

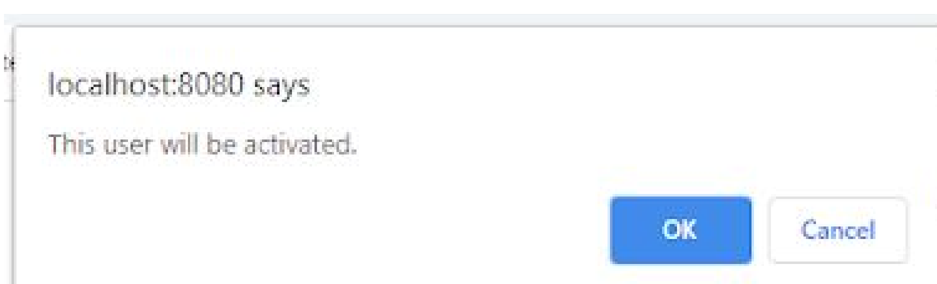
You will notice that the active employees table is updated and the deactivated user is no longer present. They may now be viewed in the inactive employees table.

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.



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.

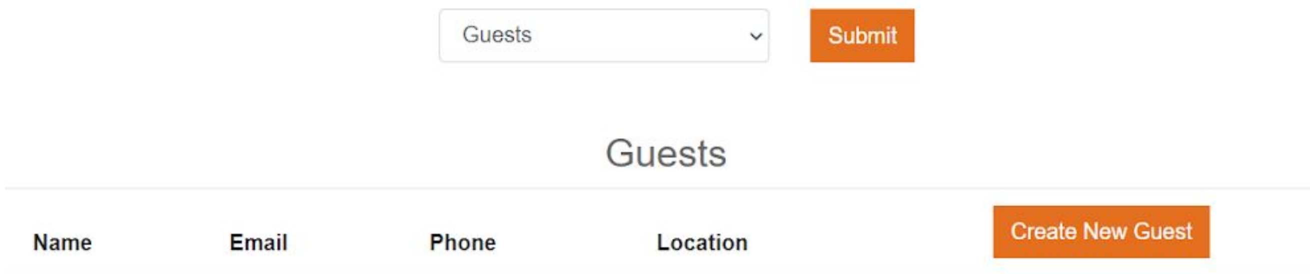


Click ok if you wish to confirm reactivation of the user. The employees tables are updated accordingly.

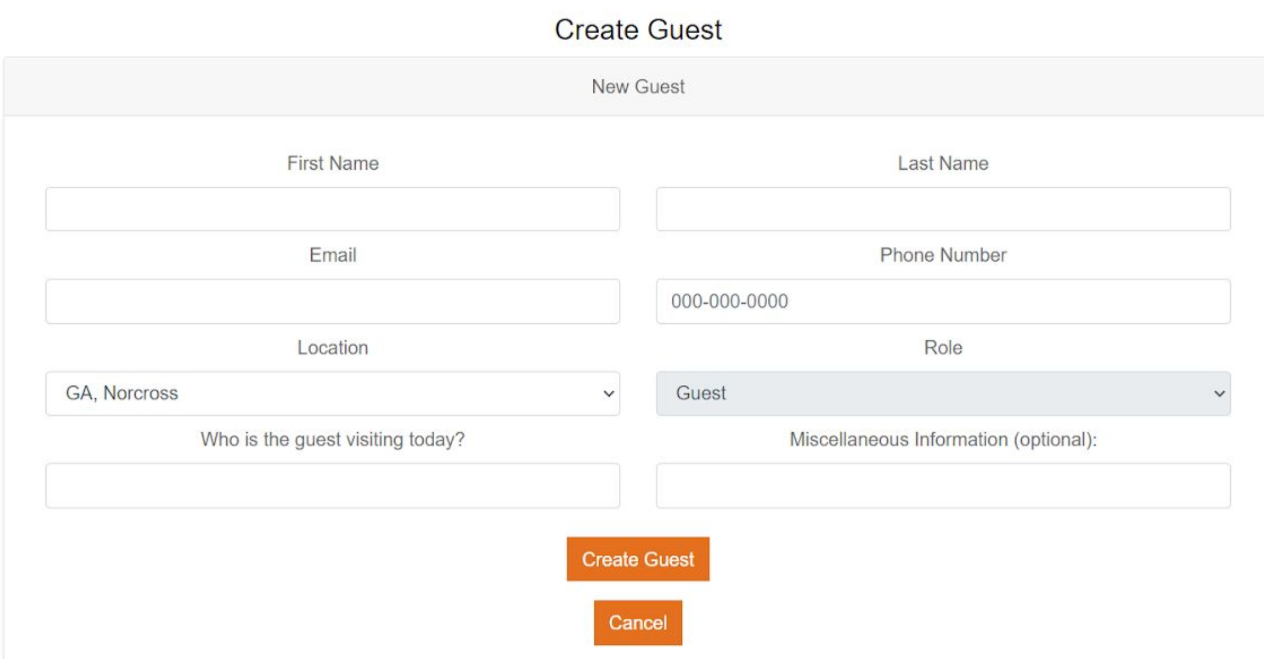
Option 2.E.: Create new guests

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.



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.

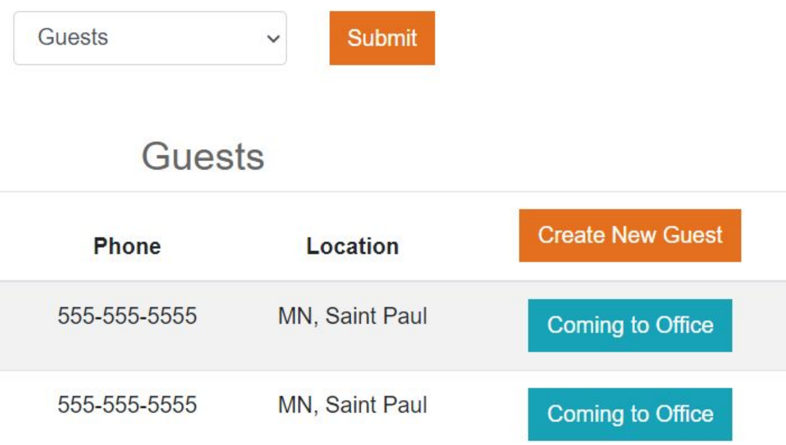


When you have filled out the form as desired, click create guest. The guest will now be available for 90 days in the database and they can be accessed for repeat office visits during that time. See the recurring guest attendance section below for directions for recurring guests.

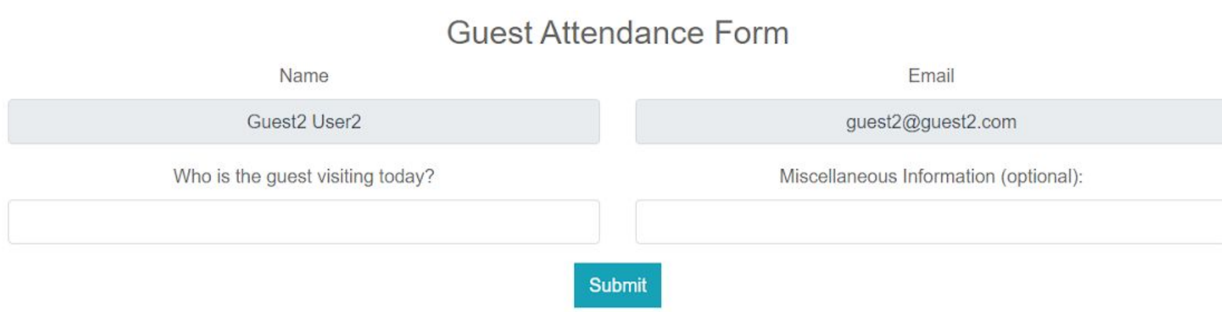
Option 2.F.: Recurring guest attendance

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. 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.



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

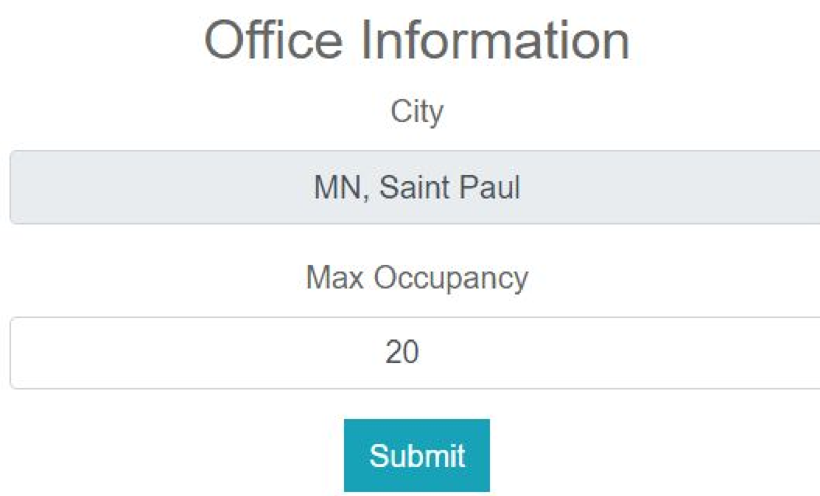


Option 3: Office Page

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 form will be displayed on the office page.

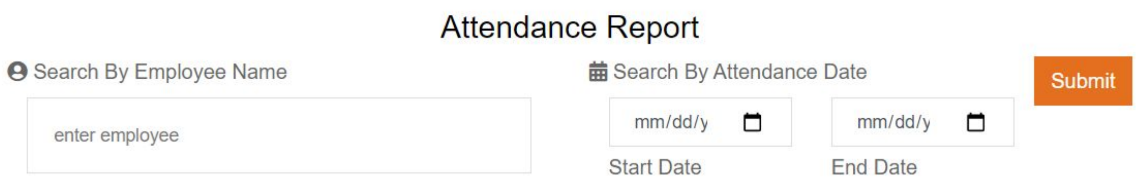


If you have determined that the maximum occupancy of your office is in need of adjustment you may edit the max occupancy field. When it is adjusted as desired, click submit to confirm the change in office capacity. Note that the change to office occupancy will not take effect until the next day.

Option 4: Reporting

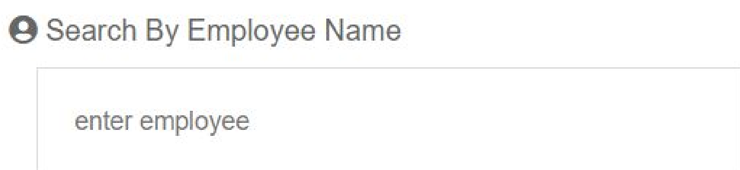
To view employee attendance, click on the reporting button on the top right part of the screen.

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



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

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 - 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. 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: Logout

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