Pre
Work
Screen

Employer User Guide

Version 8.0

InfoBeyond Technology, LLC

Employer User Guide

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Preworkscreen makes managing your workforce's COVID-19 response easier than ever before. Using a desktop browser, a company administrator can login to the system to view, search through, and export employee vaccination, COVID-19 tests, and daily screening results. This section describes the powerful features available to company administrators and describes the steps necessary to create your company's Preworkscreen account.

1 Registration

Before your employees can start reporting vaccinations, tests, and symptoms you must first create a Preworkscreen account for your company. Follow the instructions below to create your company's Preworkscreen account.

1. Using a desktop browser, navigate to https://auth.preworkscreen.com/Account/Register. Alternatively, you can download the Preworkscreen app from the Apple App Store or Google Play.
2. On a desktop, click the employer role as shown in Figure 1. If on mobile, click the "Create Admin Account" button.
3. Fill out the forms requesting your company's information. You will need to provide your company's name, address, and an optional hotline number employees can call to discuss COVID-19 issues.
4. Fill out the forms requesting your company's Preworkscreen administrator's information. You will need to provide their name, email, and desired password.
5. Agree to Preworkscreen's terms of service, complete the CAPTCHA, and click "Submit".
6. The email account you provided during registration will be sent an account verification email. Open this email and click the link within to verify your account. If you do not see this email in your inbox, please check your spam/junk folders. If you still can't find the email, contact the person who manages your company email and ask them to whitelist emails sent from @preworkscreen.com.

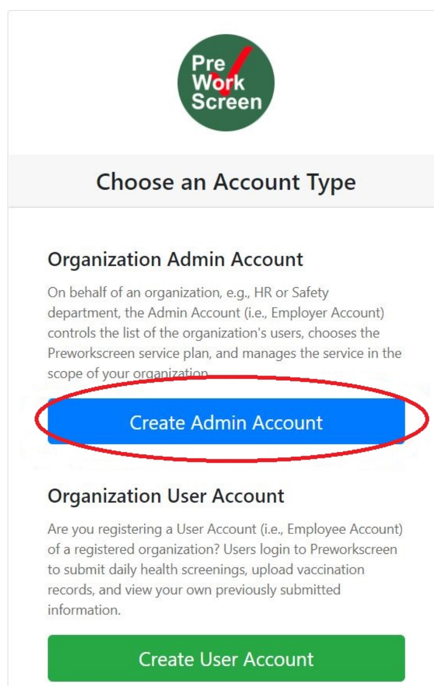


Figure 1. Creating the Admin Account

2 Upgrade to the Professional Plan

In order to use Preworkscreen with more than 5 employees, you must upgrade your account in the Purchases & Billing section or selecting Upgrade seen in Figure 2.

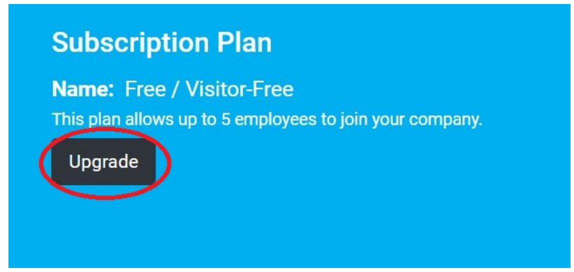


Figure 2. Upgrade Subscription Plan

Once selected, there are several plan options for **Employees** you can choose from:

1. Complete COVID-19 Solution: Includes Daily Screening and Vaccination/COVID-19 Test Tracking for **$3.45/user monthly**
2. Vaccination/COVID-19 Test Tracking Only for **$2.45/user monthly**

We also offer one-time use **Visitor Screens** sold in packages separately that also can be added:
Up to 5 One-Time Use Visitor Screens for **Free**
6-100 One-Time Use Visitor Screens for **$50.00/monthly**
101-1000 One-Time Use Visitor Screens for **$300.00/monthly**
1001-5000 One-Time Use Visitor Screens for **$600.00/monthly**
5000+ One-Time Visitor Screens for **$1,000.00/monthly**

Once you have selected the plan you need, follow these instructions to upgrade the account as seen in Figure 3:

1. Type the new **total** number of employees required for your company's account. Also, add a visitor screen package if you need more than 5.
2. Proceed to checkout and enter billing/CC info.

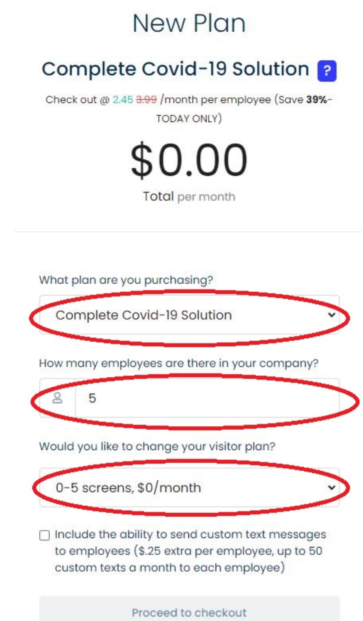


Figure 3. Select the Right Plan for your Company

3 Adding Employees

Preworkscreen gives company administrators fine-grained control and powerful features for managing their employees' accounts. The following sections describe two different options administrators have for adding employees to their company's Preworkscreen account.

3.1 Employee Self-Register

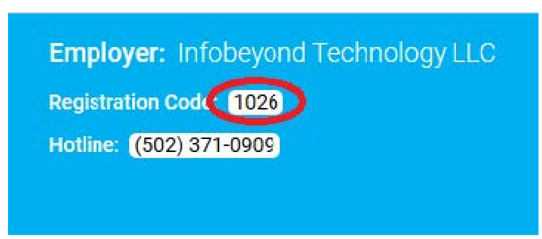


Figure 4. Registration Code Location

After creating your company account, it will be assigned an employer registration code. This code can be found in your "Welcome to Your Employee COVID-19 Daily Self-Assessment System" email. Additionally, this code is located on your company dashboard in the center of the light-blue banner at the top of the screen as shown in Fig. 4. Once you would like your employees to start creating their Preworkscreen accounts, distribute the employer registration code to them with this link to register: https://auth.preworkscreen.com/Account/FindTenant.

Once Employees use this link to register and enter the Registration Code, there are two different account types and Employee can Self-Register for:

1. Regular account registered by entering an email address and creating a password shown in Figure 5.
2. Single Sign On Account through Microsoft Azure Active Directory- Employee uses Microsoft account to register rather than creating an account through Preworkscreen shown in Figure 6.

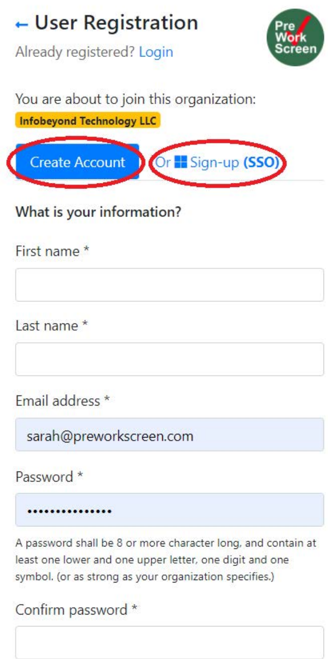


Figure 5. Employee Self-Registration Regular Account or Single Sign on through Microsoft

Employers can also send a bulk registration invitation through Microsoft SSO with the following steps:

1. Go to the Manage Employee Section
2. Select "Send SSO Registration Invitation" in the middle toolbar, see Figure 6.
3. Import an excel file with Employee Email Addresses who use Microsoft SSO and they will be sent a Registration Link that takes them straight to the SSO Registration page which is already linked to your company's account.

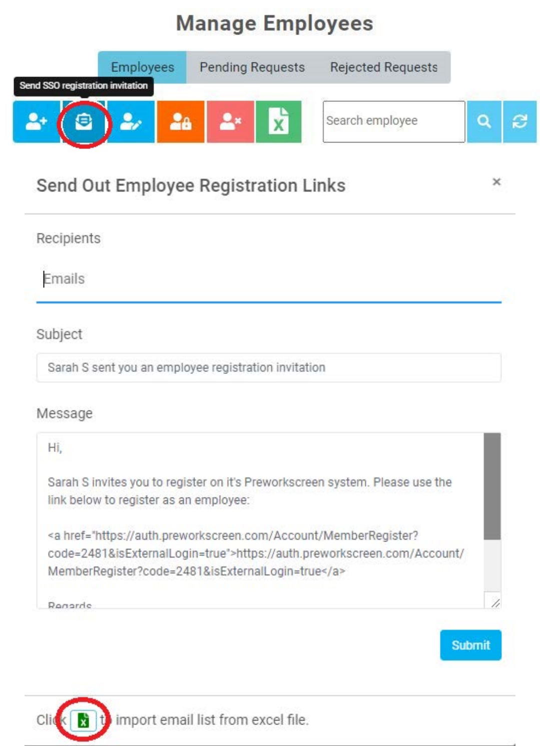


Figure 6. Send SSO Registration to a Bulk List of Employees in Manage Employees Section

After they complete their registration, you must confirm that they can join your system. Perform the following steps to confirm an employee's registration:

1. Login to your company's admin account at https://preworkscreen.com/workspace/login
2. Click the "Manage Employees" box shown in Figure 7.
3. Select the "Pending Requests" tab
4. Click the check mark box next to all pending employee accounts you want to approve
5. Click the "Approve selected registration requests" button, , and confirm your decision

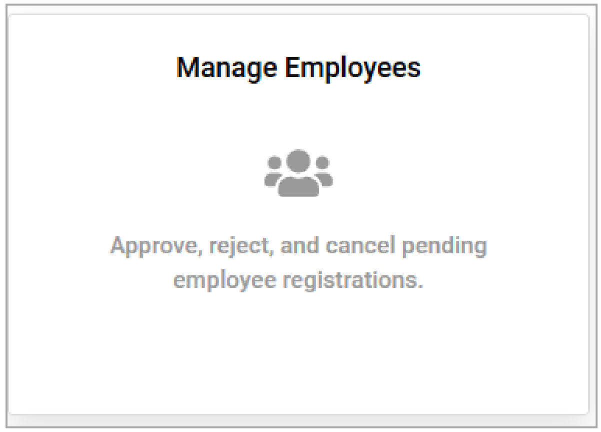


Figure 7. Manage Employee Box

3.2 Employee Admin-Register

Administrators can also add employees to their system themselves. To add employees manually as an administrator, perform the following:

1. Login as an admin
2. Click the "Add Employees" button, , in the top blue banner
3. Provide a temporary password
4. Provide the information for the employee(s) you'd like to add and click submit.
5. After this, your employees will receive an email with their login information. If they do not receive the email, simply tell them to login at https://preworkscreen.com/workspace/login using the temporary password you created.

3.3 Employee Excel-Register

Administrators can also add perform a bulk upload of employees to their system themselves. To add employees as an administrator using an excel spreadsheet, perform the following:

1. Login as an admin
2. Click the "Add Employees" button, , in the top blue banner
3. Provide a temporary password
4. Click the "Import Employee Information" button, , and select an Excel spreadsheet with columns: First Name, Last Name, Email.
5. After this, your employees will receive an email with their login information. If they do not receive the email, simply tell them to login at https://preworkscreen.com/workspace/login using the temporary password you created.

4 Managing Employee Accounts

Preworkscreen offers company administrators powerful features for managing their employees' accounts. In the following section, features that allow administrators to approve, deactivate, suspend, or delete employees from Preworkscreen.

4.1 Approving an Employee as An Active Member of the Organization

If an employee is in the pending, suspended, or deactivated state administrators can go to the Manage Employees section shown in Figure 7, select the employee they want approve as active, and select this button shown in the top toolbar of the Manage Employees section. This will make the employee active, able to login, and the admin able to view data for this employee in all reports.

4.2 Deactivating an Employee

A deactivated employee can not login to the system but are still part of the active user count where admin has access to their previous information within reports. Deactivating employees is good for those who will temporarily not use the system such as those on long term leave. To deactivate an employee, go to the Manage Employees section shown in Figure 7, select the employee that needs to be deactivated, and select this button shown in the top toolbar of the Manage Employees section.

4.3 Suspending an Employee

A suspended employee can login to the system but are not still part of the active user count and the admin cannot access their reports. Suspending employees is good when you need to remove a user from your active count and replace them another employee while still being able to approve the suspended user back into the system if you needed access to their data. To suspend an employee, go to the Manage Employees section shown in Figure 7, select the employee that needs to be deactivated, and select this button shown in the top toolbar of the Manage Employees section.

4.4 Deleted an Employee

A deleted employee can not login to the system. They will remain active and able to login for 24 hours after being moved to the deleted category and after the system will purge this user completely from the system and not retain any of their data. Deleting an employees is good when you need to remove a user from your active count and replace them another employee but do not need to retain any of the removed user's previous information. To delete an employee, go to the Manage Employees section shown in Figure 7, select the employee that needs to be deactivated, and select this button shown in the top toolbar of the Manage Employees section.

4.5 Resetting Employee Passwords

Company administrators can reset passwords for individuals, multiple employees or even the entire organization if they forget their passwords or find themselves having trouble signing in. To change one or more user's passwords, go to the Manage Employees section shown in Figure 7, select the employee(s) you want to change the password for, click the button. You then will set them a new password and this will send an email to the user(s) you selected informing them of their new temporary password. If you want to perform this same action for the entire organization you can do so by clicking the button.

5 Manage Organization Structure

Many companies may find it useful to organize their workforce into departments/divisions with separate administrators. This not only makes reports easier to read, but gives a company fine-grained control over who can see reports and what reports they can see. You can also use this feature to restrict specific notifications to a certain group of users.

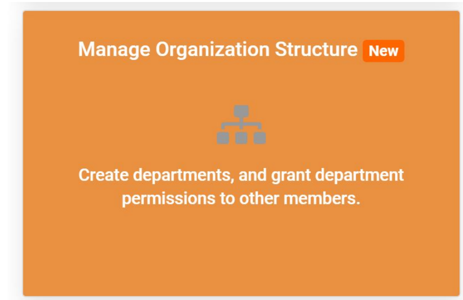


Figure 8. Manage Organization Structure

5.1 Creating a Department

1. Login as the admin and access the Manage Organization Structure feature shown in Figure 8.
2. Select the blue + icon show in Figure 9 to create a new department
3. Name the department and confirm.

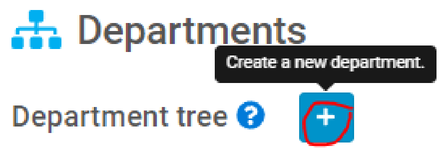


Figure 9. Create a Department

5.2 Adding Members to a Department

1. Login as the admin and access the Manage Organization Structure feature shown in Figure 8.
2. Select the department you want to add members to.
3. On the far right, select + Add members
4. Find and search for the employees you want to add to the deparment.

5.3 Deleting Members from a Department

1. Login as the admin and access the Manage Organization Structure feature shown in Figure 8.
2. Select the department you want to delete members from.
3. Find the employee you want to delete, click the × button next to their name, and confirm changes.

5.4 Deleting a Department

1. Login as the admin and access the Manage Organization Structure feature shown in Figure 8.
2. Right click on the department you want to delete and select the Delete button in the toolbar to remove the department.

5.5 Editing a Department Name

1. Login as the admin and access the Manage Organization Structure feature shown in Figure 8.
2. Right click on the department you want to edit and select the Edit button in the toolbar to change the department's name.

6 Vaccination Tracking and Management

In this section, you can find information on how to manage Preworkscreen's vaccine tracking and reporting system.

6.1 Configuring Vaccination Survey for Employees

Employers can configure their employee's vaccination survey and corresponding report by going to "Update Account Settings" in their administrative account under "Vaccination and Tracking"in Figure 10 or by selecting the Vaccination Tracking and Management module in Figure 11 and select the drop down menu of "Current Vaccination Settings".

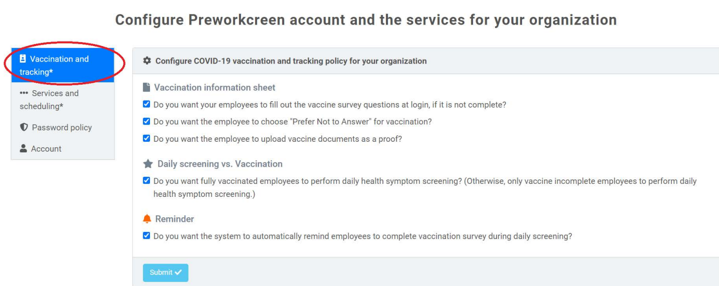


Figure 10. Updating Employee Vaccination Survey Configurations

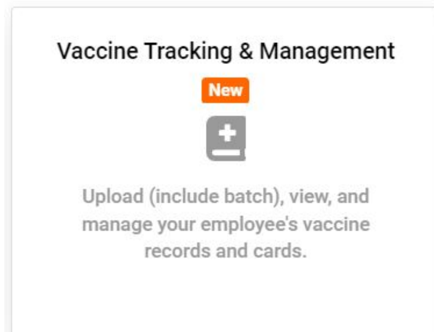


Figure 11. Updating Employee Vaccination Survey Configurations

Vaccination Information Sheet

a. ***Do you want your employees to fill out the vaccine survey questions at login if it is not complete?*** When this is enabled, employees will see a pop up questionnaire regarding their vaccination status
b. ***Do you want*** *employee to choose "Prefer Not to Answer" for vaccination?* When enabled the employee can answer they Prefer Not Answer regarding their Vaccination Status. Users who select Prefer Not to Answer are grouped with Not Vaccinated Employees as a standard.
c. ***Do you want the employees to upload vaccine documents as proof?*** If enabled, employees who mark themselves as vaccinated cannot fully submit their survey without also uploading their vaccination record card.

Daily Screening vs. Vaccination

a. Do you want fully vaccinated employees to perform daily health symptom screening? (Otherwise, only vaccine incomplete employees to perform daily health symptom screening.) If enabled all employees regardless of Vaccination Status will be required to submit Daily Screening.
b. Do you want the system to automatically remind employees to complete vaccination survey during daily screening? If enabled, the employees will be alerted while doing the daily screening to complete their vaccination survey if they haven't yet.

6.2 Configuring COVID-19 Vaccination Status and Tracking Rules

Administrators can set up parameters of what they considered to be fully vaccinated as follows show in Figure 12.

a. ***Do you want to apply the 14 days waiting period after completing the primary vaccination?*** Once checked, an employee will be counted as fully vaccinated 14 days after having the first shot from a single-dose vaccine like Johnson & Johnson, or 14 days after the second shot from a two dose vaccine like Pfizer or Moderna.
b. ***Do you want to require the booster for an employee to be counted as fully vaccinated?*** If an employee does not have the booster, they will be considered fully vaccinated
c. ***If the employee has not received a booster, how long should they be considered fully vaccinated with their latest dose?*** For those who have not received their booster, administrators can set time parameters of how long a dose can be considered fully vaccinated. For example, by selecting Update the duration for vaccine protection, administrators can adjust the number of months each vaccine is good for without the booster.

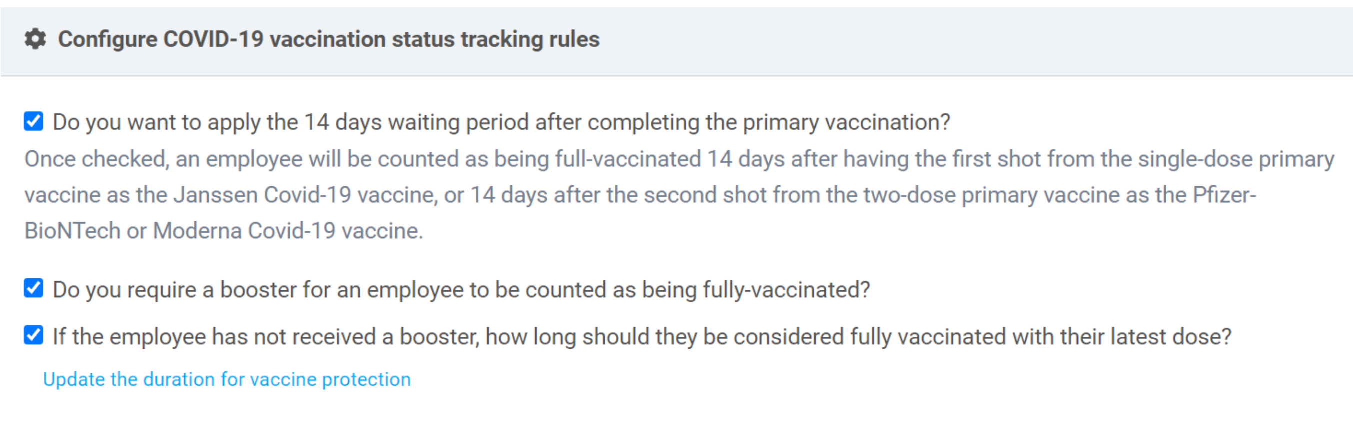


Figure 12. Updating Employee Vaccination Tracking Rules

6.3 Configuring COVID-19 Vaccination and Tracking Reminders for Employees

Administrators can set up automated recurring email reminders based on their employee's Vaccination Status as seen in Figure 13.

a. ***Do you want to notify employees after approving/rejecting their vaccination survey?*** This will notify employees by email once the administrator approves or rejects their vaccine submission
b. ***Do you want to remind (email or text) employees who haven't filled out the vaccination survey to complete it?***This reminder will go out to employees who have not interacted with the vaccine survey yet asking them to do it based on when their admin has it scheduled.
c. ***Do you want to ask (email or text) employees who are unvaccinated or partially vaccinated to update their information?*** This reminder will only go out to vaccine incomplete employees asking them to update this information in case it has changed based on when their admin has it scheduled.

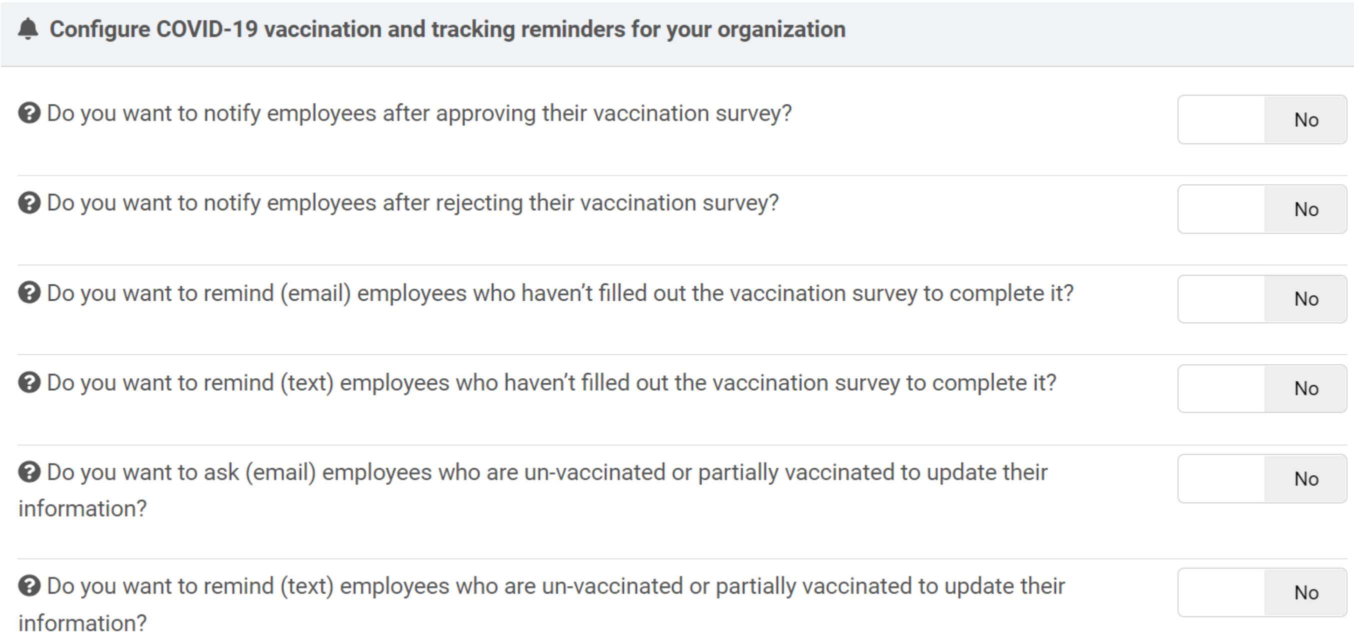


Figure 13. Configuring Vaccination Alerts and Notifications to Employees

6.4 Accessing Employee Vaccination Summary & Report

To access employee submissions to the Vaccination Survey, please go to the Vaccination Tracking & Management section of the administrative account, see Figure 11.

a. Vaccination Summary

- The first section will show the total number of employees in the system as well as who is Fully Vaccinated, Partially Vaccinated, Not Vaccinated, Prefer Not to Answer, or Not Reported (have not submitted survey yet), see Figure 14.
- Admins can click on each list to filter in on that specific Vaccination Status

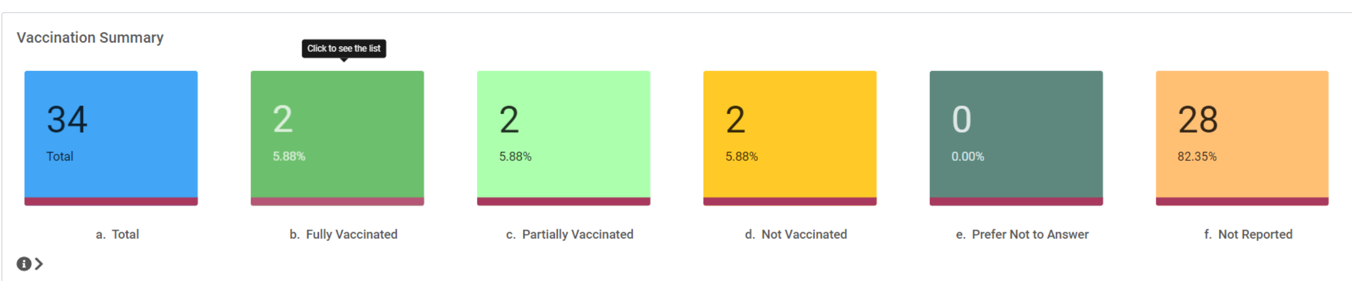
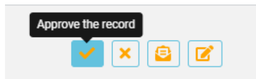
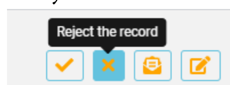


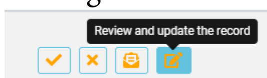
Figure 14. Vaccination Summary

b. Admin Review Summary

Once employees submit their vaccination surveys, admins can approve, reject, or edit their entries.

- Approve: Once the admin reviews the document, they can approve it which will send an email notification to the employee. 

- Reject: If the entry is not correct, the admin can reject the submission and provide reasoning notifying the employee to resubmit my email. 

- The admin can edit or altogether fill out the survey for the employee by selecting Review and Update the Record. 

- Admins can also filter by approved, rejected, or pending submissions, see Figure 15.

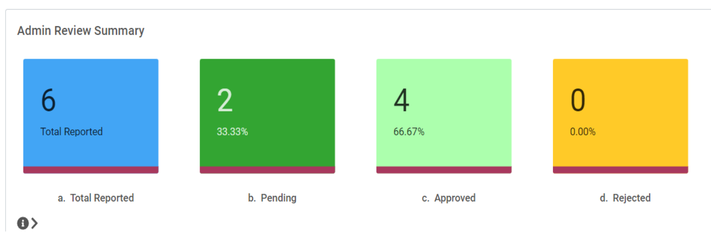


Figure 15. Admin Review Summary

6.5 Uploading Vaccine Survey Data and Vaccine Cards in Bulk for Employees

Administratos have the ability to upload vaccine survey data and vaccine cards for employees in bulk by going into the Vaccine Tracking & Management Section shown in Figure 13, scrolling past the summary sections, and selecting either of these two buttons  on the far right hand side next to green download excel button.

a. Batch Upload Employee Vaccine Survey Data to your Account: With the first button  administrators are able to upload an excel file with employee's vaccination information regarding dose and date types. There is an sample file available for download that shows the exact formatting, all date information must be converted to text in excel.
b. Batch Upload Employee Vaccine Cards to your Account: With the second button  administrators can upload employee vaccine card files in batch by:
    1. Selecting the button above in the Vaccine Tracking & Management section.
    2. Uploading an excel file that associates employee email addresses with the file name on your computer of their vaccine card you are trying to upload. There is a sample file you can download that shows the exact formatting.
    3. Upload the actual files, you can upload 200 at a time in bulk.

7 COVID-19 Case Tracking and Management

In this section, you can find information on how to manage Preworkscreen's COVID-19 Case Tracking and Management system seen in Figure 16. This is where you can track case states as they move from different states depending on employee's test results, daily screening submissions, and close contacts. You can also remove or put the employee back into the workplace based on their current state in this section.

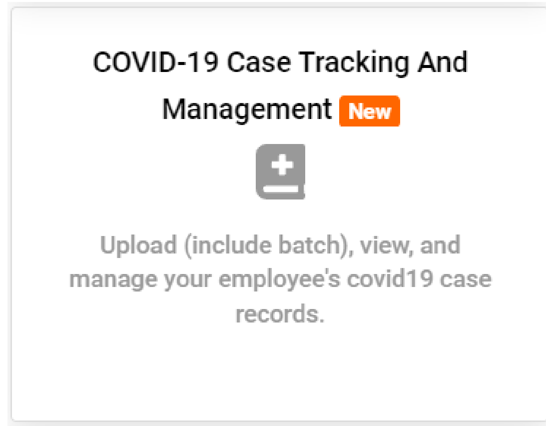


Figure 16. COVID-19 Case Tracking and Management

7.1 Case States

There are several different case states in the COVID-19 Case Tracking and Management section shown in Figure 17.

1. **Positive**- an employee that has submitted a positive test
2. **Clear**- if an employee uploaded a negative test after a positive test, failed daily screening, or having a close contact
3. **Suspicious by Symptom**- submitting a failing daily screening
4. **Suspicious by Unconfirmed Close Contact**- an employee who has tested positive or failed a daily screening has reported another employee as a close contact. The reported employee or the admin has not confirmed this was in fact a close contact. This will not effect employees who have already reported they have tested positive, failed a daily screening, had a unconfirmed/confirmed close contact, etc.
5. **Suspicious by Confirmed Close Contact**- an employee who has tested positive or failed a daily screening has reported another employee as a close contact. The reported employee or the admin has confirmed this was in fact a close contact. This will not affect employees who have already reported they have tested positive, failed a daily screening, had a unconfirmed/confirmed close contact, etc. An admin can confirm a close contact by selecting the  button next to the employee's case tracker status
6. **Not Reported**- has not reported a positive test result, failing daily screening, or has been reported as a close contact

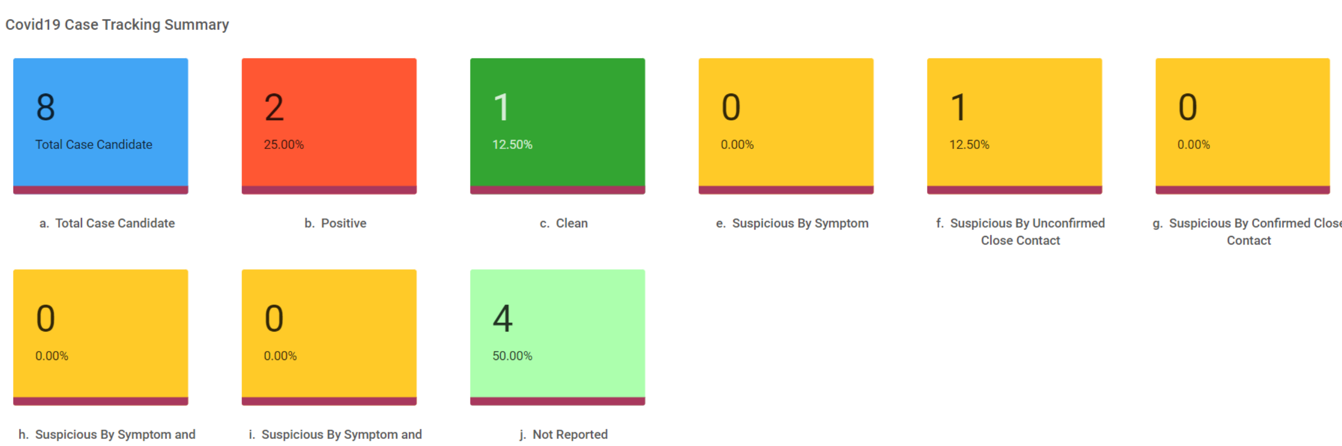


Figure 17. COVID-19 Case Tracking Summary

7.2 Case Review Summary

The administrator can take action on cases show in Figure 18. These actions can trigger a notification to the employee by email or text.

1. Remove employee from workplace- they have tested positive, failed a daily screening, or have a reported close contact

2. Back in workplace- they tested negative after testing positive, failing a daily screening, or reporting a symptom

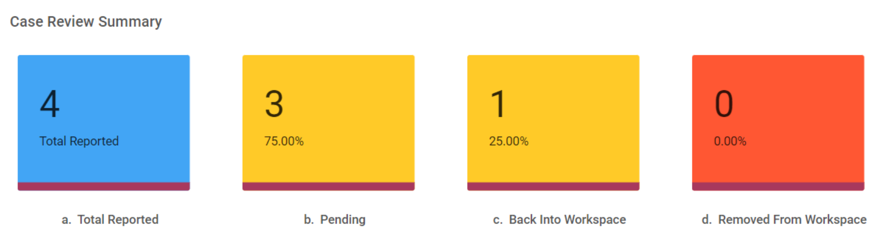


Figure 18. Case Review Summary

7.3 COVID-19 Test Tracking and Management Notifications and Alerts

The administrator can configure notifications in relation to taking actions in the COVID-19 Test Tracking and Management report as seen in Figure 19.

1. ***Do you want to notify (email or text) employees after updating COVID19 test tracker as Removed From Workspace?*** Alerts employees after their admin removes them from the workspace

2. ***Do you want to notify (email or text) employees after updating COVID19 test tracker as Clean?*** Alerts employees after their admin puts them back into the workplace

3. ***Do you want to notify (email) employees after being marked as close contact?*** Notifies employees after another employee or admin reports them as close contact after testing positive or failing a daily screening

4. ***Do you want to notify (email) employees after updating their COVID19 case tracking status?*** Notifies employees after their case state changes. For example, clean to positive.

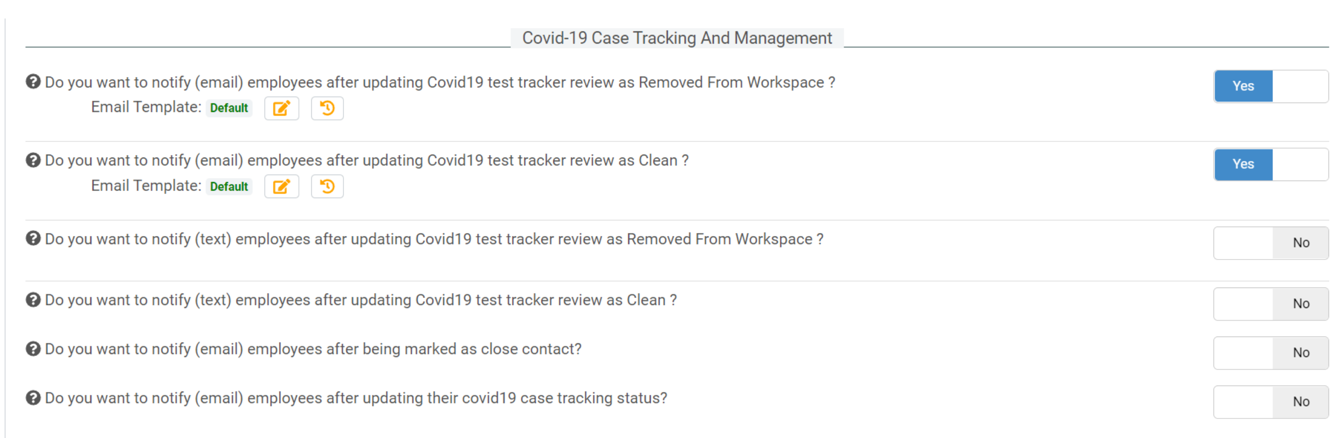


Figure 19. COVID-19 Case Tracking and Management

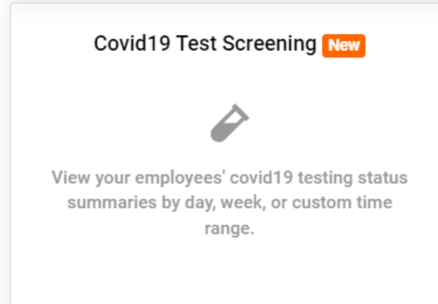


Figure 20. COVID-19 Test Screening

8 COVID-19 Test Screening

In this section, you can find information on how to manage Preworkscreen's COVID-19 Test Screening section shown in Figure 20. This is where you can view individual test result uploads as well as summary reports that display data in daily or weekly time spans.

8.1 Report Types in COVID-19 Test Screening Section

1. Report Details- shows anyone who has uploaded a test result today. You can also filter back previous days or specific employees
2. Individual Summary- breaks each individual user's data regarding missing, negative, or positive test results that can be filtered between time span
3. Daily Summary- breaks down each day's data regarding missing, negative, or positive tests results
4. Weekly Summary- breaks down each week's data regarding missing, negative, or positive test results

8.2 Configure COVID-19 Testing Policy

Administrators can customize who is part of this report, who receives notifications asking them to test, and how frequently employees have to test by going to the COVID-19 Test Screening section shown in Figure 20 and selecting the drop down arrow at "Current COVID19 Test Settings" and accessing "Configure your COVID-19 Test Policy for Organization" show in Figure 21.

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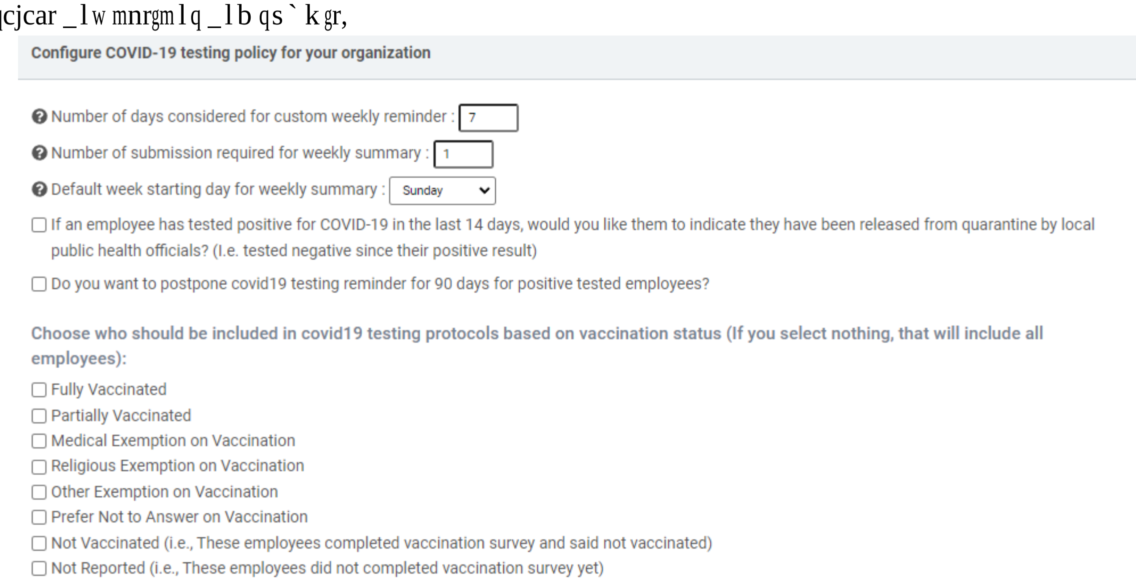

Figure 21. Configure COVID-19 Policy for your Organization

8.3 Configure COVID-19 Testing Reminders

Administrators can set up alerts to themselves as well as their employees in regards to testing by going to the COVID-19 Test Screening section shown in Figure 20 and selecting the drop down arrow at "Current COVID19 Test Settings" and accessing "Configure COVID-19 Testing Reminders for your organization".

1. **Administrator Notifications**
    - ***Do you want to receive weekly covid19 test summary (recommend) ?*** Main and secondary administrators can receive a report by email recapping missing, negative, and positive test results for the week for those part of the testing protocols.
    - ***Do you want your department admins to receive weekly department covid19 test summary (recommend) ?*** Department administrators can receive a report by email recapping missing, negative, and positive test results for the week for those part of the testing protocols part of the group they are assigned as manager.
    - ***Do you want to be notified by email or text if employees, who are included in covid19 testing protocols, submit a positive COVID-19 test result?*** Main and secondary administrators can receive notice by email and text if someone tests positive in real time
    - ***Do you want to notify department managers by email or text if employees belongs to their dept, who are included in covid19 testing protocols, submit a positive COVID-19 test result?*** Department administrators can receive notice by email and text if someone tests positive in their group in real time
    - ***Do you want to be notified by email if employees covid19 case tracker status changed?*** Notifies administrators after their case state changes. For example, clean to positive.

2. **Employee Notifications**
    - ***Do you want to remind (email or text) employees who are included in covid19 testing protocols to submit weekly COVID-19 test results?*** Alerts employees who are part of testing protocols if they haven't submitted a test result in 7 days.
    - ***Do you want to remind (email or text) employees who are included in covid19 testing protocols to submit monthly COVID-19 test results?*** Alerts employees who are part of testing protocols if they haven't submitted a test result in 30 days.
    - ***Do you want to remind (email or text) employees who are included in covid19 testing protocols to submit custom time range COVID-19 test results?*** Alerts employees who are part of testing protocols if they haven't submitted a test result in a custom date range set by their company admin
    - ***Do you want to remind (email or text) employees who are included in covid19 testing protocols to submit one time COVID-19 test result?*** Alerts employees who are part of testing protocols if they haven't submitted a test result into the system at all.

9 Uploading Shared Documents for Company-Wide Viewing

Employers can upload public documents for all employees viewing such as company-wide COVID-19 protocols or blank forms employees can download and fill out by uploading a document in the "Shared Documents" section shown in Figure 22

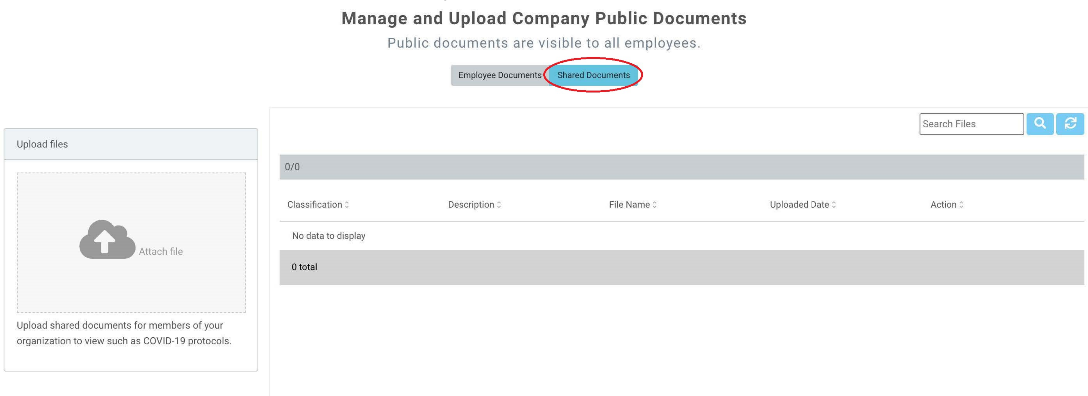

Figure 22. Manage and Upload Company Public Documents

10 Employee Daily Screening Survey

In addition to collecting vaccination and COVID-19 Test information employees, Preworkscreen can also allow employees to interact with a daily health screening assessment ensuring they are not displaying COVID-19 symptoms and can report to work.

10.1 Assessment Configuration

Preworkscreen has many options that allow administrators to fine-tune their company's self-assessment questionnaires. These options can be found by logging in and clicking the "Update Account Settings." Find a list of the options and a summary of what they do below:

- ***Do you want your employees to take a temperature measurement (°F)?*** If selected, each employee will be required to provide a temperature recording as part of their assessment.
- ***Do you want a report of temperature measurement value? Otherwise, only Fever or No Fever will be reported.*** If selected, the exact temperature submitted by the employee will be included in your reports. Otherwise, the report will state either "Fever" or "No Fever".
- ***Do you want your employees to answer the following question? "Besides to and from works, have you traveled to the states that are subjected to self-quarantine within the last two weeks?"*** If selected, each employee will have to report on their recent out-of-state travel history.

10.2 Custom Self-Assessment Failure Message

After clicking the "Update Account Settings" box, you can find an option that lets administrators provide a custom message for employees who submit non-passing assessments. Simply find the option under the Services & Scheduling section in the "Self-assessment Questionnaire Configuration" category, click "Edit", type the desired failure message, and click "Submit".

10.3 Custom Questionnaires

One of the most common requests we receive is to implement custom questionnaires specific for a company's workplace or industry. Contact us at sarah@preworkscreen.com to find out more about how we can make Preworkscreen match your company's exact needs.

10.4 Automated Reoccurring Notifications for Daily Screening

By logging in and clicking the “Update Account Settings” box shown in Figure 23, administrators can take advantage of several options related to email/SMS notifications by selecting Services & Scheduling in the top right toolbar and scrolling down to the Email and Text Notification Configuration sections.. Find a list of the options and a summary of what they do below:

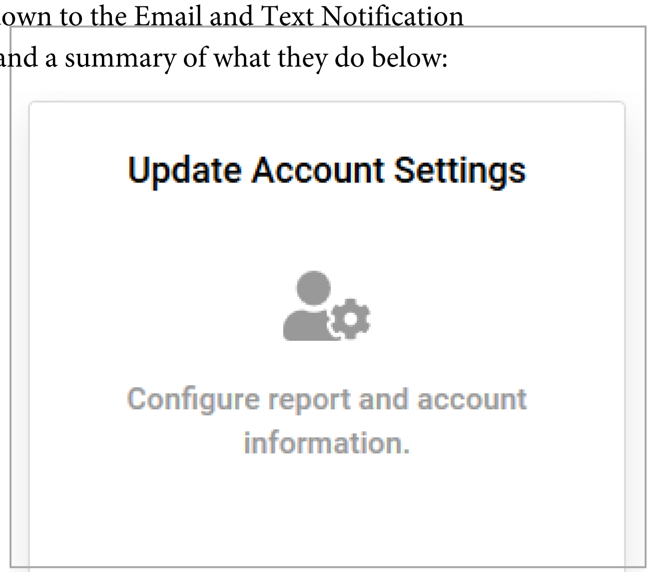

Figure 23. Update Account Settings Box

1. **Administrator Notifications**
   - ***Do you want to receive an email or text notification per Non-passing assessment result?*** If selected, company administrators will receive an email or text every time an employee submits a non-passing assessment.
   - ***Do you want your department managers to receive an email or text notification per their department employee No-passing assessment result?*** If selected, Department administrators can receive an email or text every time one of their department members submits a n onn-passing result.
   - ***Do you want to receive daily summary?*** If selected, company administrators will receive an email each day at their scheduled time of who is missing, passing, or non passing for the day in the entire organization
   - ***Do you want your department admins to receive department daily summary?*** If selected, company administrators will receive an email each day at their scheduled time of who is missing, passing, or non passing for the day in their designated group

2. **Employee Notifications**
   - ***Do you want to send daily email reminders to employees to complete their self-assessments?*** Notifies employees if they haven't submitted a daily screening by a certain time each day scheduled by the company administrator
   - ***Do you want to send weekly (Sunday-Saturday) email reminders to employees to complete their self-assessments?*** Notifies employees if they haven't submitted one daily screening between Sunday-Saturday on a weekly basis
   - ***Do you want to send custom email reminders by choosing specific date & time to employees?*** Administrators can send a custom scheduled time at their discretion

11 General Notification and Alert System Information

Preworkscreen offers a very complex and customizable notification system to send alerts by email and text to employees and administrators. The following section describes some specific registration notifications to administrators and employees as well as how to customize the content of reminders and change times scheduled of reminders for different individuals or departments.

11.1 Notifications Regarding Registrations

Administrators and employees can receive several different notifications regarding their registration status and state in the system access under Update Account Settings by selecting the Services & Scheduling section in the top left toolbar and accessing "Email Notification Configuration."

1. **Administrator Notifications**

- ***Do you want to receive an email notification per employee registration request?*** If an employee registers in the system on their own using the company code, the admin will receive notification that there is a registration request

2. **Employee Notifications**
   - ***Do you want to send a welcome email to employee(s) after successful registration by admin?*** When an admin registers for an employee by creating a temporary password for them and entering their first name, last name, and email in the system, the employee will receive a welcome email to get started containing the temporary password, login link, and instructions to download the mobile app.
   - ***Do you want to send an email to employee(s) after approving pending registration request?*** If an employee registers on their own using the company code and the administrator approves their request, the employee can be notified
   - ***Do you want to send an email to employee(s) after rejecting pending registration request?*** If an employee registers on their own using the company code and the administrator rejects their request, the employee can be notified
   - ***Do you want to send an email to employee(s) after permanent removal from the system?*** If an administrator permanently removes an employee, they can be notified
   - ***Do you want to send an email to employee(s) after temporary suspension from the system?*** If an administrator temporarily suspends an employee, they can be notified

11.2 Customizing the Content of Notifications

Preworkscreen provides a default, standard template for all notifications but administrators are able to customize the content of these alerts by selecting the button below each reminder configuration. This will open up an editable template that can be changed. Administrators can even remove the Preworkscreen logo by right clicking it, selecting image in the toolbar, and replacing with their own logo's branding. It must be a URL to successfully replace the logo.

11.3 Viewing Recipients of Notifications

Administrators also can check who has received notifications by selecting the button below each notification configuration to see who it was sent to in the last 48 hours.

11.4 Customizing the Schedule of Notifications

Preworkscreen allows administrators to set custom schedules for who receives what notification when. First, they can set a schedule for the entire organization. Then, they can set different times for certain individuals or departments created in the system as in seen in Figure 24.

1. Setting the reminder schedule for the entire organization
    a. Enable the Notification
    b. Select "Schedule for Organization"
    c. Select times and days you want the reminder to go out to everyone and confirm changes
2. Setting the reminder schedule for a specific individual
    a. Enable the Notification
    b. Select "Schedule for Employees" pulling up an entire list of users and what their current schedule is
    c. Hover over the employee's schedule you want to change and select "Click to Update"
    d. The system will ask "Do you want to keep organization default reminder scheduling settings?"
    e. Select "No-I want to set custom reminder scheduling settings" and set up a custom schedule for this individual different than the organization default
3. Setting the reminder schedule for a department
    a. Enable the Notification
    b. Select "Schedule for Departments" pulling up an entire list of users and what their current schedule is
    c. Hover over the department's schedule you want to change and select "Click to Update"
    d. The system will ask "Do you want to keep organization default reminder scheduling settings?"
    e. Select "No-I want to set custom reminder scheduling settings" and set up a custom schedule for this department different than the organization default

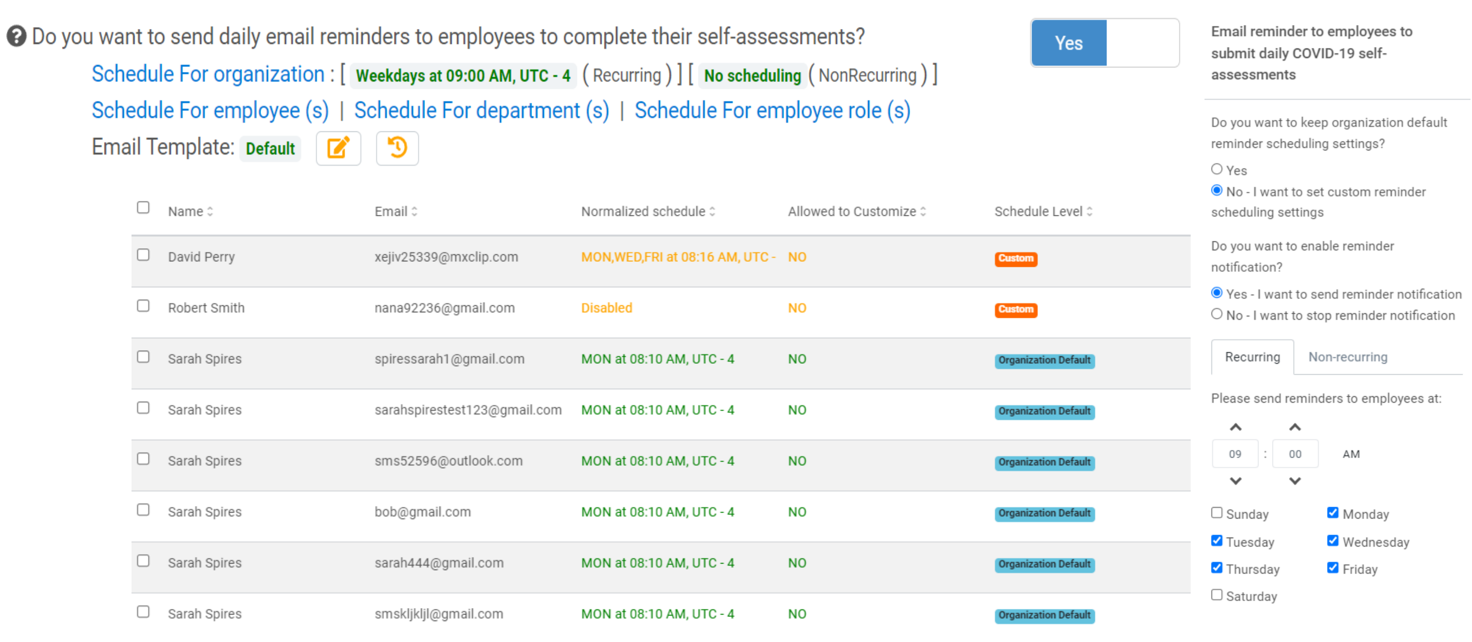

Figure 24. Setting a Customer Reminder Schedule Example

12 Visitor Screenings

Preworkscreen's visitor screening app is a quick and contactless way to assess visitor's health for COVID-19 symptoms before or as they enter the building. A company administrator can login to the system to view, search through, and export visitor assessment results. This section describes the powerful features available to company administrators and describes the steps necessary to get started screening visitors

12.1 Purchasing Visitor Screens

In order to purchase visitor screen packages, you must have already created your employee administrative account. The first 5 screens are free and after that you must purchase a package of one-time use screens.

1. Log on to your employer administrative account to view the dashboard.
2. Select the"Upgrade Plan" shown in Figure 2 or go "Purchase & Billing" section.
3. In the "New Plan" section shown in Figure 3 select the visitor package you would like to purchase as seen in Figure 25.
4. Click "Proceed to Checkout"
5. Provide financial information and complete.

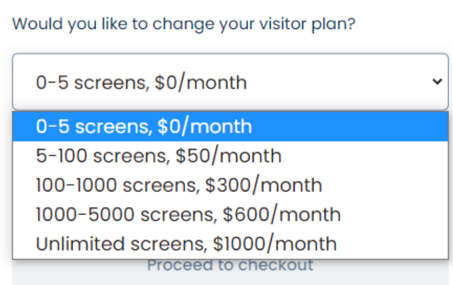

Figure 25. Adding a Visitor Screening Package

12.2 Adding Only Visitors and Not Employees

Employer administrators are able to add visitor screen packages without changing the number of employees in their account.

12.3 Using up All Visitor Screens in a Month

Employer administrators will be notified via email if they use 75% of purchased number of screens for the month. If they reach the maximum number of screens for the month, the visitor assessment will be deactivated unless they purchase more under "Purchase and Billing.

12.4 Distributing the Visitor Screening Assessment

The Preworkscreen Admin account comes with a unique visitor link that the organization can distribute to vendors, guests, etc. coming into their location. To access this link, select the "Visitor Health Screening" in the admin account show in Figure 26. There are several ways to send out the link:

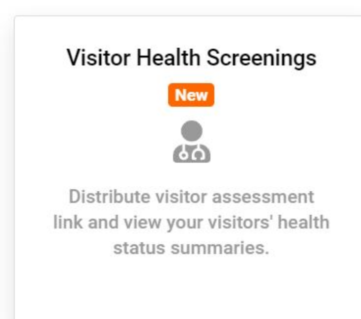

Figure 26. Visitor Health Screening

1. Email the visitor link out from the Preworkscreen email server by selecting  and create a custom email message to send to visitors with the link included for visitors to take the assessment.
2. Print and display the QR code associated with the visitor link so visitor can scan with their mobile device to access the link.
3. Copy and paste the link and send it off in your own email server, meeting invite, or text message.

12.5 Customizing Visitor Screening Survey

Peworkscreen can assist you in customizing your visitor screening survey based on your company's requirements. Visitors can be asked symptom screening or vaccination status questions. Visitors can also upload documents such as vaccination records, test results, or exemptions. Contact sarah@preworkscreen.com if you would like to request changes to your visitor screening questionnaire.

12.6 Accessing Visitor Reports and Documents

To access reporting of Visitor submissions, go to the Visitor Health Screening section in Figure 19 and select Visitor Reports. Admins can also see documents visitors have upload with their survey under Visitor Documents, see Figure 27. Admins can also download this information onto an excel spreadsheet with the green "Download Excel" button.

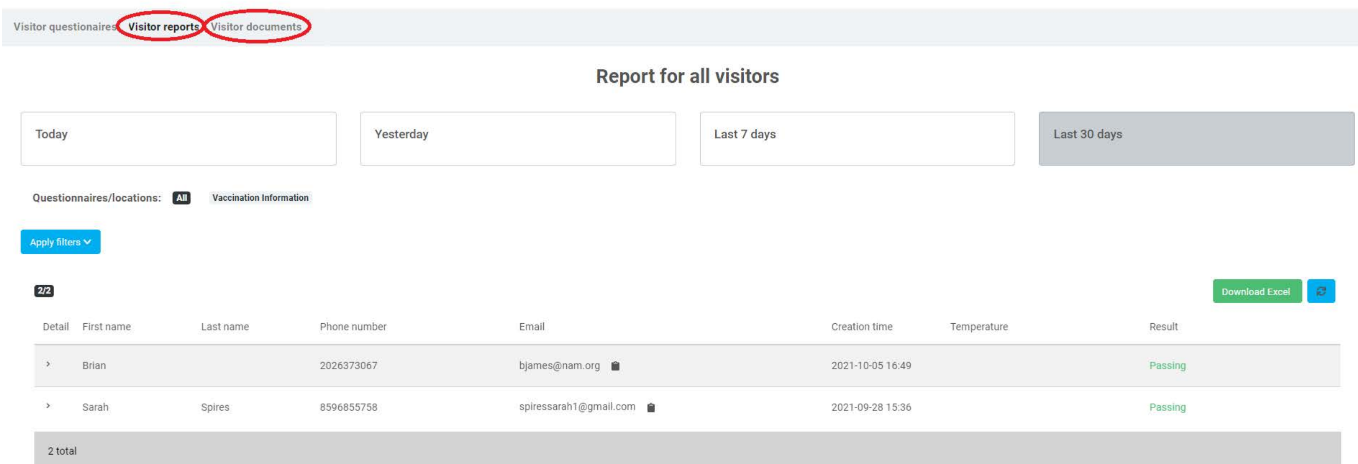

Figure 27. Visitor Screening and Documents