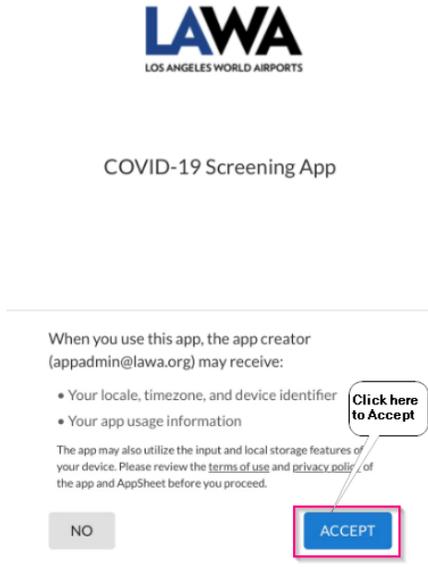
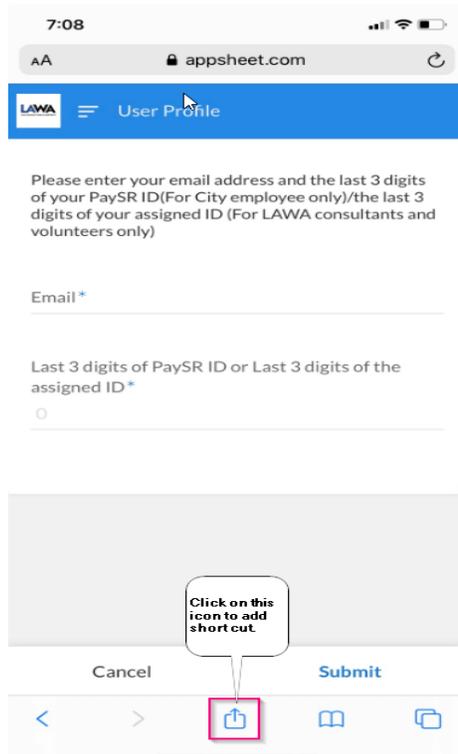


Setup

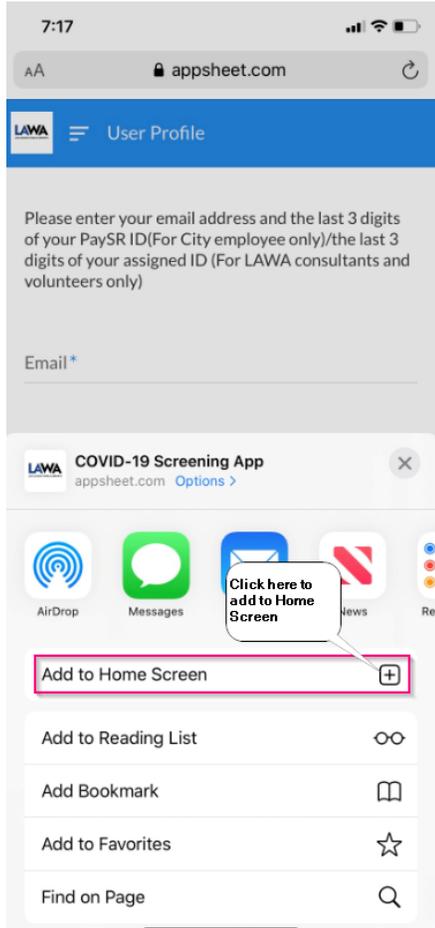
1. Click on URL from your email to open the link for the COVID-19 Screening App.
2. Click accept on the Disclaimer screen.



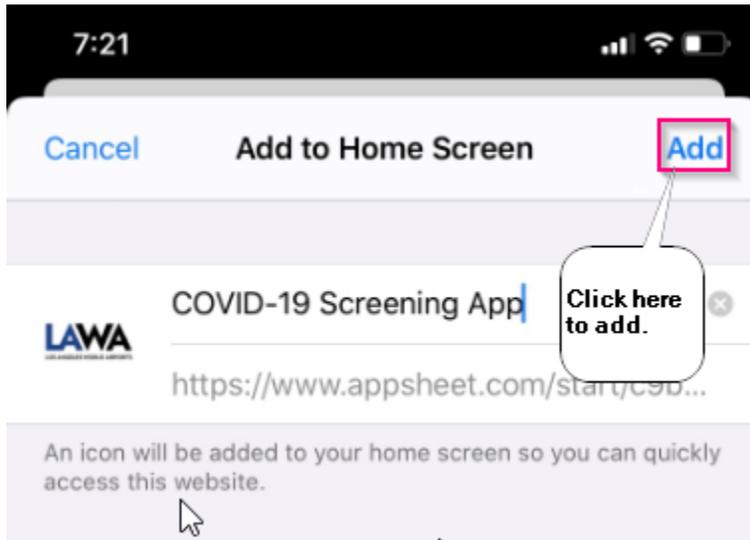
3. From the User Profile Entry Screen, create an icon on your phone's home screen for easy access. Click on the option button on the bottom of your browser.



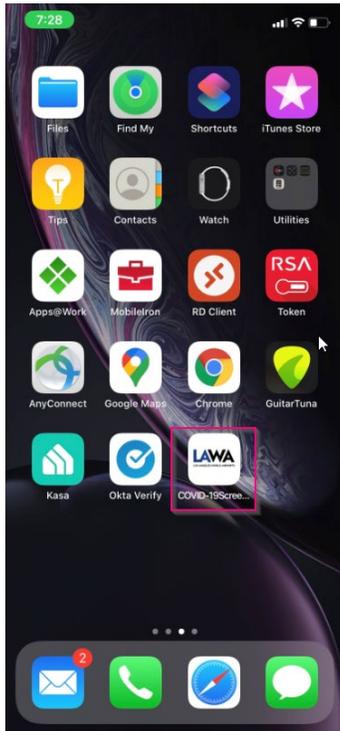
4. On the Option menu select “Add to Home Screen”



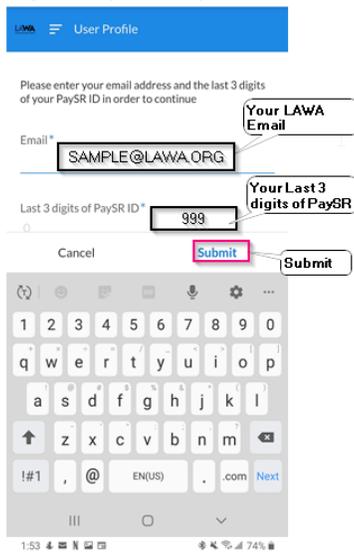
5. Click on “Add”.



6. Shortcut on your home screen.



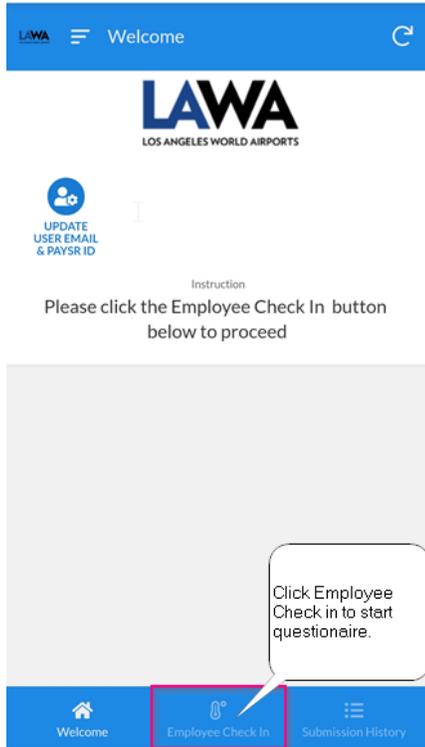
7. Click on shortcut to continue logging in on the User Profile. Put in your Lawa Email, last 3 digits of your PaySR number and the click "Submit".



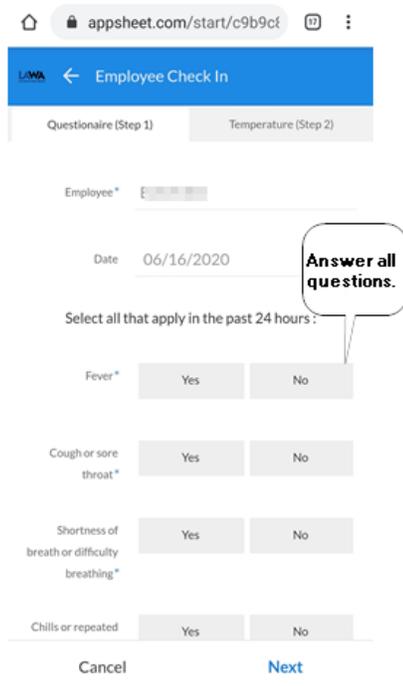
8. You have completed setting up the application.

Submitting a Check-In

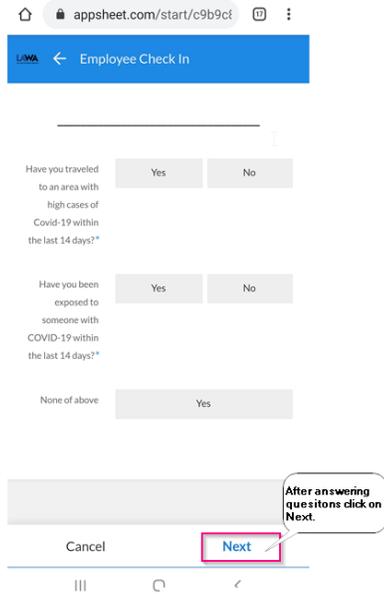
1. At the “Welcome” screen you can start the employee health questionnaire.



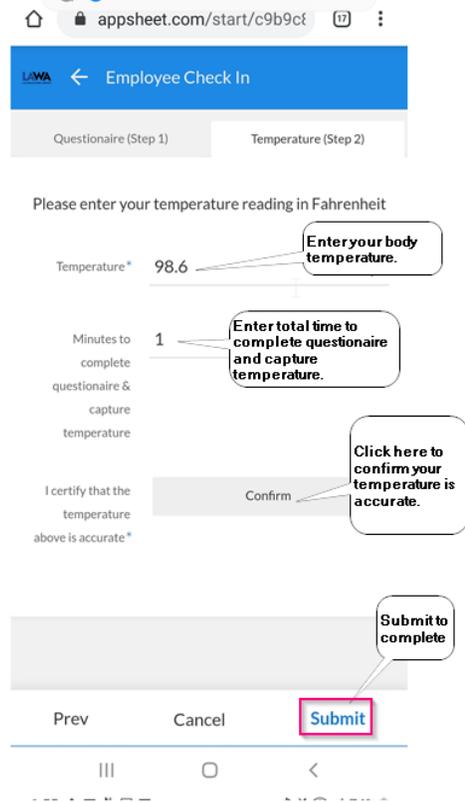
2. Click Answer Yes or No to all Symptoms and Activities on Questionnaire (Step 1).



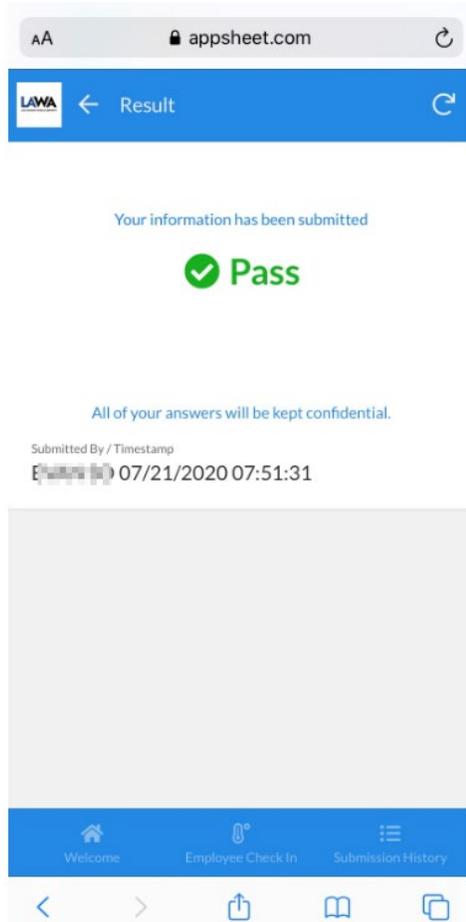
3. Continue scrolling down the screen to complete 12 questions on Questionnaire (Step 1).



4. Questionnaire (Step 2) enter your body temperature and approximate time it took you to complete questions.

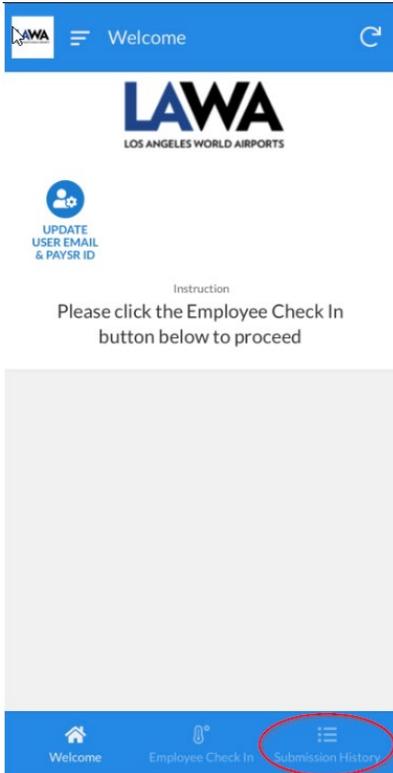


5. Pass/Fail result will appear on your screen and will be emailed to your LAWA email address.

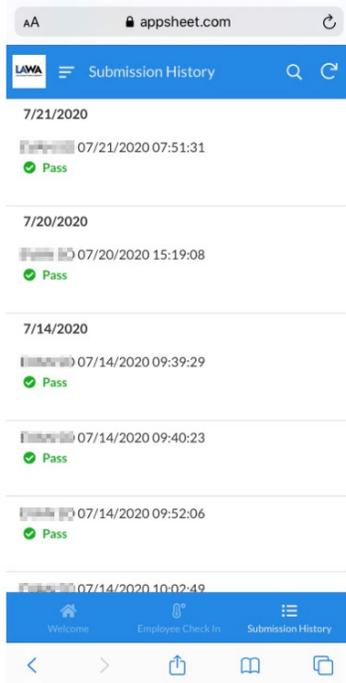


Reviewing your past Check-In

1. At the “Welcome” screen click on “Submission History”.

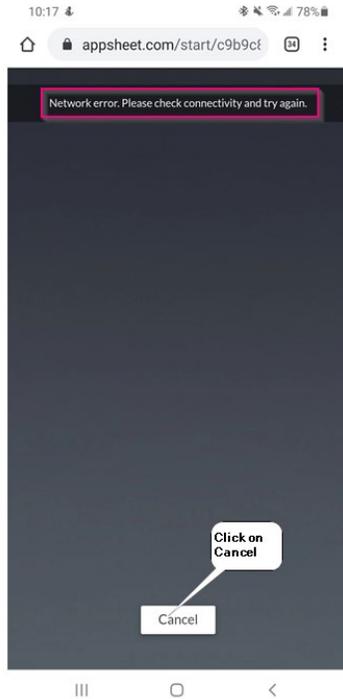


2. Up to 14 days of submission history results can be displayed.

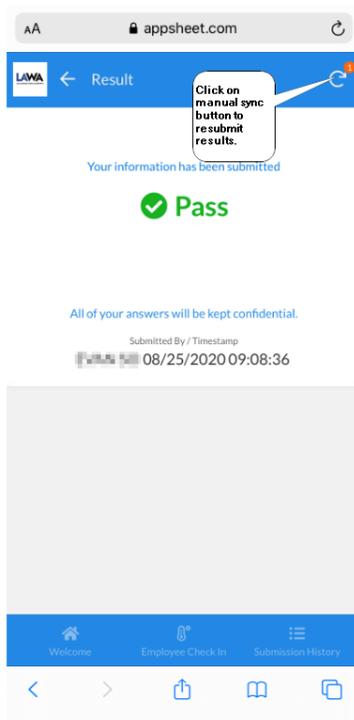


Guideline for Handling Poor Network Connectivity

1. In case of network connectivity issue and your submission fail to update the network, click on cancel.



2. **Move to a location with better network connectivity.** Resubmit your screening information by clicking on the synchronize button on the top right corner of your screen.



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3. After successful synchronization the red number will no longer be visible and an email from AppAdmin will be sent to your LAWA email.

