Setup

- 1. Copy the COVID-19 Screening App URL link provided in the email and paste in URL address box of your browser (For **best user experience** please use **Firefox/Microsoft Edge/Chrome**)
- 2. Click "Accept" on the Disclaimer screen.

	COVID-19 Screening App	
S ANGELES WORLD AIRPORTS	When you use this app, the app creator (appadmin@lawa.org) may receive: • Your locale, timezone, and device identifier • Your app usage information The app may also utilize the input and local storage features of your device. Please review the terms of use and privacy policy of the app and AppSheet before you proceed. NO	Click on Accept

3. At the User Home Screen, create a short cut (Control -D)

🚧 🚍 Welcome	
	LOS ANGELES WORLD AIRPORTS
	UPDATE USER EMAIL & PAYSR ID
	Instruction Please click the Employee Check In button below to proceed

4. In the Bookmark box select "Bookmarks Toolbar" for easy access, then "Done" to complete.

New Bookmark	Internet internet.
Name: COVID-19 Screening App Folder: Bookmarks Toolbar	trks
Iags: Separate tags with commas Show editor when saving	
Done <u>C</u> ancel	
2. Click Done to add book mark.	

5. On the Welcome Screen Click on "Update User Email and PAYSR ID"

welcome	
	Click on Update user email and Payser ID
	Instruction Please click the Employee Check In button below to proceed

6. Put in your Lawa Email, last 3 digits of your PaySR number (or assigned ID) and the click "Submit".

User Profile	
	Please enter your email address and the last 3 digits of your PaySR ID(For City employee only)/the last 3 digits of your assigned ID (For LAWA consultants and volunteers only) Email* ASample@lawa.org Last 3 digits of PaySR ID or Last 3 digits of the assigned ID* 123 2. Last 3 digits of your PaySRID or Assigned ID for consultants and withinteers
	3. Click on Submit
	Cancel Submit

7. You have completed setting up the application.

Submitting a Check-In

1. At the "Welcome" screen. Click on the "Employee Check In" to begin health questionnaire. (For **best** user experience please use Firefox/Microsoft Edge/Chrome)



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

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uma 🔶 Emple	oyee Ch	eck In			
Questionaire (Ste	p 1)	Ter	mperature (Step 2)	
Employee*	E				
Date	06/16/	2020		Answer questior	all 1s.
Select all th	nat apply	in the pa	st 24 hour	rs:	_
Fever*	Y	85	N	lo	
Cough or sore throat *	Y	8	N	o	
Shortness of breath or difficulty breathing*	Y	es	N	o	
Chills or repeated	Y	es	N	lo	
Cancel			Next	:	
		-			

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

☆ appshe	et.com/start/cs	9b9ct	:
💵 🔶 Emplo	yee Check In		
Have you traveled to an area with	Yes	No	
high cases of			
Covid-19 within			
the last 14 days?*			
Have you been	Voc	No	
exposed to	103	110	
someone with			
COVID-19 within			
the last 14 days?*			
None of above	Ye	es	
			After answering quesitons click on Next.
Cancel		Next	
	\cap	1	

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

🕜 🔒 appsh	eet.com/	start/c9b9c8	17 :
LAWA 🔶 Empl	oyee Che	ck In	
Questionaire (St	ep 1)	Temperature (Step 2)
Please enter you	r temperat	ure reading in Fa	hrenheit
Temperature*	98.6	ten	nperature.
Minutes to complete questionaire & capture temperature	1	Enter total tin complete que and capture temperature.	Click here to
I certify that the temperature		Confirm	temperature is accurate.
above is accurate*			
			Submit to complete
Prev	Cance	el Su	bmit
 N N	C	<	

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



*Note for those sharing a computer to submit their COVID-19 Screening, we **recommend** clearing the browser cache to **protect** your sign in authentication. Following instructions is for Firefox

1. From the Tool Bar of the browser click on Tools → Options



2. On the left panel click on the Privacy & Security, look for the Cookies and Site Data section, then click on "Clear Data".

Clear Data	×
Clearing all cookies and site data stored by Firefox may sig remove offline web content. Clearing cache data will not af	gn you out of websites and fect your logins.
Cookies and <u>S</u> ite Data (152 KB) You may get signed out of websites if cleared	Check the two highlighted boxes then click clear
Cached <u>W</u> eb Content (14.5 MB) Will require websites to reload images and data	
	<u>C</u> ancel C <u>l</u> ear

3. Confirm clearing the Cookies and Site Data



4. Close the COVID-19 Tab on your browser.

<u>F</u> ile <u>E</u> dit	<u>V</u> iew	Hi <u>s</u> tory	<u>B</u> ookmarks	<u>T</u> ools <u>H</u> elp
🛠 Optio	ons		×	🖙 COVID-19 Screening App 🛛 🙀 🕂
$\langle \boldsymbol{\leftarrow} \rangle$	G	۵	0	https://www.appsheet.com/start/c9Close tab 120% … 🛧 🔍 Searc
Powe	ershell: I	Everything	g 🔘 Servio	:eNow Work 🛛 🚯 Kronos Workforce Cen (Workforce TeleStaff L 🍺 ePAS - Pur
LAWA	Ŧ	We	lcome	

Reviewing your past Check-In

1. At the "Welcome" screen click on the Submission History. (For **best user experience** please use Firefox/Microsoft Edge/Chrome)



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

