

# DigiTrans USA CoviTrac<sup>©</sup> 19

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## What does this product do?

This product provides an organization with the ability to gather Covid 19 self-assessments from employees, suppliers, and patrons. The product provides an organization with the ability to track contacts by date and time.

All information is stored in a SharePoint site template unique to the organization.

## Components

The DigiTrans Covid 19 Tracking product consists of the following components:

- On (1) SharePoint unique to your business
- Two (2) Lists
  - Covid 19 Self-Assessment
  - Covid 19 Contact Tracing
- Two (2) forms
  - Covid 19 Self-Assessment
  - Covid 19 Contact Tracing
- Two QR Codes
  - Covid 19 Self-Assessment
  - Covid 19 Contact Tracing
- Two (2) editable files in Microsoft Publisher format
  - Covid 19 Self-Assessment
  - Covid 19 Contact Tracing
- Two (2) files in PDF format
  - Covid 19 Self-Assessment
  - Covid 19 Contact Tracking

## Component Functionality

Your SharePoint site may contain up to three (3) Lists, where responses are recorded and a Library where additional resources are stored.

The possible lists are:

- Covid 19 Self-Assessments
- Covid 19 Contact Tracing
- Facility Exit

The Document library contains four (4) folders:

- Guides – Contains the Quick Start Guide
- PDF Files – Contains copies of the PDF files created exclusively for your organization.
- Publisher Files – Contains the Microsoft Publisher files created exclusively for you organization
- QR Code Images – Contains the QR codes with the URL to either the Covid 19 Self-Assessment, Covid 19 Contact Tracing, or the Facility Exit web forms.

## Where are responses recorded?

Self-assessments are recorded in either a SharePoint List created in site your domain or on a site created for your exclusive use in our domain.

## Accessing your SharePoint site

The URL to your SharePoint is unique to your organization. It is contained in the site invitation sent to you by DigiTrans USA. You should bookmark this sit the first time you access it.

## Entering Work Covid 19 Self-Assessment Form

As the Entering Work form has multiple configurations, this guide may not exactly match the configuration of your form or SharePoint site.

## Covid 19 Self-Assessment Form

### Purpose

The self-assessment form serves the following purposes:

- Provides employees with the self-assess before entering work
- Provides suppliers with the ability to self-assess before entering your facility
- Provides visitors with the ability to self-assess before entering your facility

### Accessing the Form

The form can be accessed by any Internet connected device with a browser. There is no difference in functionality between the mobile and PC forms. The forms are not available directly from the SharePoint site.

### Using a QR Code and Mobile Device

The printed page with the QR code is intended to be prominently displayed on doors and walls. People use the camera on their mobile device to read the QR code. On some devices the form will automatically displayed. On other devices users may need to touch the displayed hyperlink to open the form. Functionality is dependent on the QR reader loaded on the device.

Once opened, users (like employees) may want to bookmark the page for access without the QR code.

### Using a PC Browser

The hyperlink to the form can be embedded and shared in an email, text, or other communication.

### Using the Covid 19 Self-Assessment Data

Each response to the self-assessment form is recorded in the Covid 19 Self-Assessment List on your SharePoint site.

Lists can be filtered using “Views”. The default view is “All Items”. Clicking the down arrow next to “All Items” will display other available views.

Covid 19 Assessments							See all
+ New ▾    ✎ Quick edit    ➦ Share    📄 Export to Excel							☰ All Items ▾    ⓘ
Full Name ▾	Today's date ▾	Completion time ▾	Relationship ▾	Decision ▾	Fever ▾	Cough ▾	
📄 Test Entry 3	8/23/2020 5:00 PM	2 hours ago	Employee	Denied	No	Yes	
📄 Test Entry 4	8/23/2020 5:00 PM	2 hours ago	Supplier	Approved	No	No	
📄 Test Entry 6	8/23/2020 5:00 PM	2 hours ago	Supplier	Denied	No	No	
📄 Test Entry 7	8/23/2020 5:00 PM	2 hours ago	Employee	Approved	No	No	

Depending on your requested implementation, your SharePoint site may have one to three lists.

List Name	Employees	Suppliers	Visitors/Patrons
Covid 19 Assessments	X	X	X
Employee Covid 19 Assessments	X		
Supplier Covid 19 Assessments		X	
Visitor Covid 19 Assessment			X

### SharePoint Site Navigation

This SharePoint Library contains the resources needed to work with the site, print new QR code forms, and the QR code itself.

