



# Employee User Guide

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Employee User Guide



<b><u>1</u></b>	<b><u>REGISTRATION .....</u></b>	<b><u>3</u></b>
1.1	SELF-REGISTRATION .....	3
1.2	AUTO-REGISTRATION .....	4
<b><u>2</u></b>	<b><u>SUBMITTING VACCINATION STATUS.....</u></b>	<b><u>5</u></b>
<b><u>3</u></b>	<b><u>SUBMITTING COVID-19 TESTS.....</u></b>	<b><u>6</u></b>
<b><u>4</u></b>	<b><u>VIEW PAST SUBMISSION RECORDS .....</u></b>	<b><u>7</u></b>
4.1	VIEWING PUBLIC COMPANY DOCUMENTS .....	7
<b><u>5</u></b>	<b><u>SUBMITTING DAILY ASSESSMENTS.....</u></b>	<b><u>8</u></b>
5.1	VIEWING PAST ASSESSMENTS .....	8

# Employee User Guide

Employees can use Preworxscreen to perform their own COVID-19 symptom self-assessments, enter their vaccination information and submit COVID-19 test results anywhere and anytime. Using their mobile phone or desktop browser, employees can remotely submit their information, keeping themselves and co-workers safe using a state-of-the-art solution for workplace COVID-19 screening. This section describes some of the key features Preworxscreen offers employees and describes everything they need to know to get started.

## 1 Registration

Before employees can start using all of the Preworxscreen features, they must first create a Preworxscreen account. In the following sections you can find two different sets of instructions for creating accounts based on your company's settings and administrator configurations.

### 1.1 Self-Registration

The steps below describe the process employees must complete to create a Preworxscreen account for themselves. Before an employee can complete registration this way, your company's Preworxscreen administrator must provide you with a registration code that uniquely identifies the company you work for. Once you have this code you can register through Preworxscreen or Single Sign On through Microsoft or OKta.

#### A. Registering through Preworxscreen, see Figure 1:

1. Using a desktop browser, navigate to <https://auth.preworxscreen.com/Account/FindTenant>.  
Alternatively, you can download the Preworxscreen app here: <https://preworxscreen.com/app>
2. Enter your Company's Registration Code.
3. Fill out the forms requesting your information under the "Create Account" tab. You will need to provide your company's registration code (provided by your company's administrator), first name, last name, email, and desired password.
4. Agree to Preworxscreen's terms of service, complete the CAPTCHA, and click "Submit".
5. 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.
6. After verifying your account your administrator will need to approve it. After that, you can login and start submitting self-assessments.

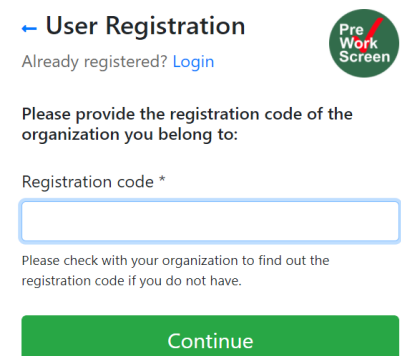


Figure 1: Registering through Preworxscreen



## B. Registering through Microsoft SSO using Registration Code:

1. Using a desktop browser, navigate to <https://auth.preworkscreen.com/Account/FindTenant>. Alternatively, you can download the Preworkscreen app in the Apple App Store or Google Play or by clicking here: <https://preworkscreen.com/app>
2. Enter your Company's Registration Code.
3. Select "Or Sign-Up (SSO)" from the top right tab show in Figure 2.
4. Login to your Microsoft or OKta account using its associated Email and Password.
5. The Email account you provided 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.
6. After verifying your account your administrator will need to approve it. After that, you can login and start submitting self-assessments through SSO here: <https://auth.preworkscreen.com/Account/Login?isExternalLogin=true>

← User Registration

Already registered? [Login](#)

You are about to join this organization:  
**Pitchfork Marketing**

[Create Account](#) Or [Sign-up \(SSO\)](#)

What is your information?

First name \*

Last name \*

Email address \*

Figure 2: Registering through Microsoft or OKta Single Sign On

## C. Registering through Microsoft SSO through Email, see Figure 3:

1. Your company's administrator of the Preworkscreen account can also Email you the Registration Link that automatically takes you to SSO Registration page seen in Figure 2.
2. It does not require you to enter the Registration Code.

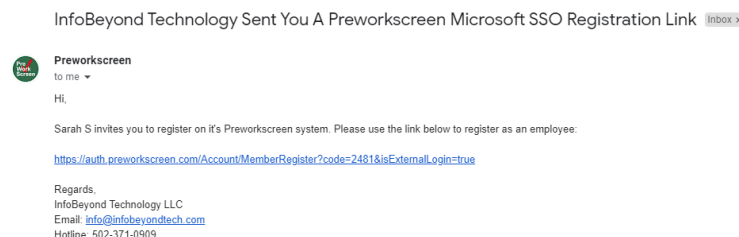


Figure 3: Email Employees Receive to Register through Microsoft SSO

## 1.2 Auto-Registration

The following steps describe the process employees must complete before using Preworkscreen when their accounts were created by the company administrator for them. After you administrator creates your account, you will receive an email containing a temporary password.

1. Using a desktop browser, navigate to <https://preworkscreen.com/workspace/login>. Alternatively, you can download the Preworkscreen app in the Apple App Store or Google Play.
2. Type in your email address, temporary password, and click login.

## 2 Vaccination Status Survey

Once employees are logged in, they will attest their vaccination status by selecting Update "Vaccination Survey" on a browser shown in Figure 4 or "Vaccine" in the tool bar shown in Figure 5. When this is selected, follow these steps:

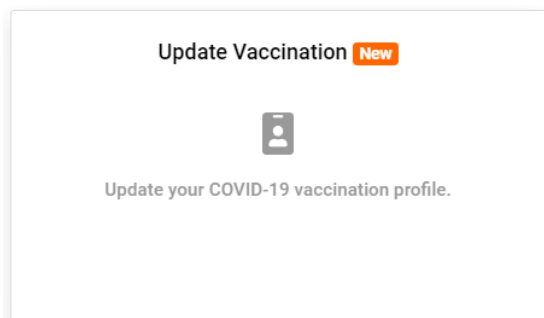


Figure 4: Update Vaccination Information on Browser

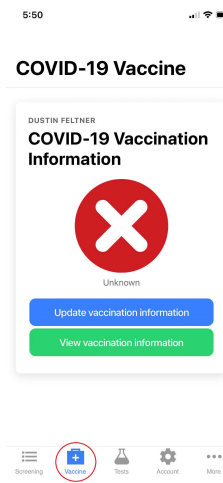


Figure 5: Update Vaccination Information on Mobile App

1. Answer the survey seen in Figure 6 based on your vaccination status.
2. Use the last question to upload a record of your status. Select File Source in Figure 6 -> Upload File -> Attach a File  
 \*\* You can upload any type of document such a screenshot, phone picture, PDF, PNG, JPG, etc under 20 MB.\*\*

Vaccination Information

**Note**  
Your employer requires you to report your vaccination information.

Total of 6 Questions

- 1 Have you been vaccinated for COVID-19?
- 2 Which vaccine?
- 3 When is your first dose?
- 4 Have you received your second dose?
- 5 When is your second dose?
- 6 Please provide your vaccination card, weekly COVID-19 Test Result, or Exemption Record Document Depending on your Status

Figure 6: Employee Vaccination Survey

3. Once you have uploaded it, classify the document as seen in Figure 7 based on your status; i.e.. Vaccination Record Card, Medical Exemption, Religious Exemption, etc.
4. Select submit and receive a status based on your response of Fully Vaccinated, Partially Vaccinated, or Unvaccinated
5. Employees can continue to update this information if they get new doses in the future by logging into their Preworkscreen account and updating their Vaccination Survey.

Upload a File

File  
A Vax Card.png  
282.67 KB

Document classification \*

Description

Put more description (up to 1000 characters)

Figure 7: Uploading a File to Vaccination Survey

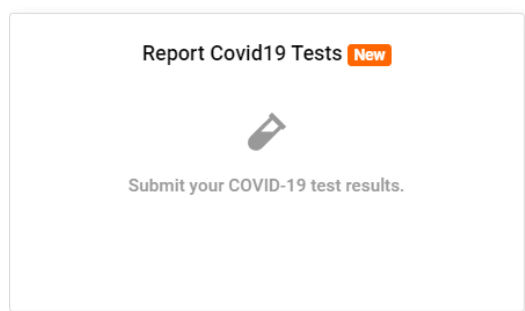


Figure 8: Report COVID-19 Tests on Browser

### 3 Report COVID-19 Test Survey

Employees can also submit COVID-19 Test Results based on their Employers requirements by selecting "Report COVID19 Tests" of the Employee Browser Dashboard on a browser shown in Figure 8 or the mobile app shown in figure 9

1. Once selected, answer the survey shown in Figure 10 based on your test results
2. Use the last question to upload a record of test result
  - a. Select File Source in question 5 of the survey-> Upload File -> Attach a File

**\*\* You can upload any type of document such a screenshot, phone picture, PDF, PNG, JPG, etc under 20 MB.\*\***

3. Once you have uploaded it, classify the document as seen in Figure 11 based on whether you received a Negative or Positive Result
4. Select submit and your administrator will now have record that you submitted a test result
5. Employees can continue to come back to this survey to post COVID-19 test results as often as necessary.

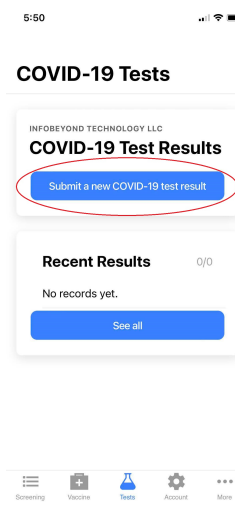


Figure 9: Report COVID-19 Tests on Mobile App


COVID-19 Test Result Form

Total of 5 Questions

- 1 Have you received your weekly COVID-19 test result?
- 2 When did you take this test?
- 3 When did you receive results of this test?
- 4 Was the result positive?
- 5 Please upload a record of this test result.

Figure 10: COVID-19 Test Survey

Upload a File



File  
Capture2.JPG  
66.33 KB

Document classification \*

Choose ...

Choose ...

COVID-19 Test Results: Positive

COVID-19 Test Results: Negative

Put more description(up to 1000 characters)

Cancel

Figure 11: Uploading Copy of Test Result

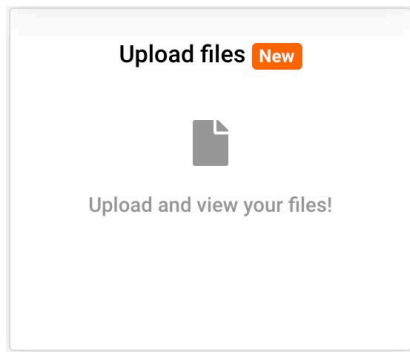


Figure 12: Upload Files

## 4 Accessing Previously Uploaded Files as an Employee

Using the "Upload Files" section of the Employee Dashboard shown in Figure 12, Employees can see all previously uploaded files regardless of classification or status.

### 4.1 Viewing Public Documents Uploaded by Your Employer

Also, in the Upload Files section shown in Figure 13, Employees can access documents that their Employer shared by going to the 2nd section "Shared By Employer" seen in Figure 13. These documents are viewable by all employees by clicking and downloading onto your computer.

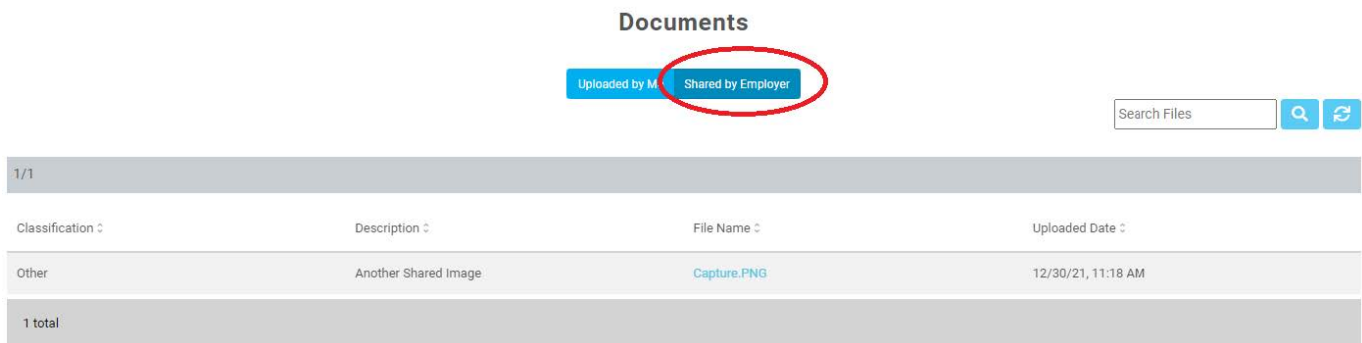


Figure 13: Documents Shared By Employer



## 5 Submitting Daily Assessments

If your employer's policy includes daily self screening, you will need to complete a COVID-19 symptom self-assessment each day before reporting to work. This can be done anywhere that is convenient using your desktop web browser or mobile phone. To use PreworScreen to submit self-assessments, follow the steps below:

1. Login to your account at <https://preworkscreen.com/workspace/login> or using the PreworScreen mobile app. You should see the self-assessment questionnaire shown in Figure 14.
2. If you have the option, select the state in which your workplace is located. If you do not have this option, continue on to step 3.
3. Answer all questions and click "Submit".
4. After submitting, you will see a summary of your response. Review the response for accuracy and click "Confirm" if everything is correct.
5. You will now see a message containing instructions your employer would like you to follow based on your submitted assessment result.

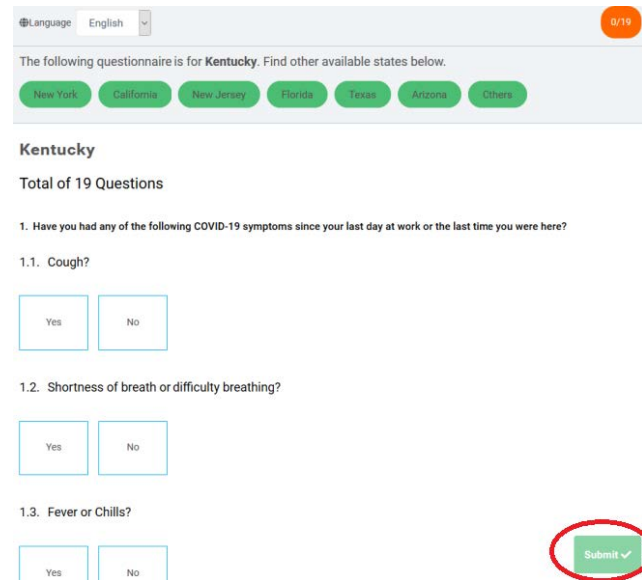


Figure 14: Example Assessment Questionnaire

### 5.1 View Past Submission Records of Daily Health Screenings

Employees have access to all the information they submit into the PreworScreen system. Follow the steps below to view your previously submitted assessments.

1. Login to your account at <https://preworkscreen.com/workspace/login>
2. If a questionnaire is loaded, click the "Back to Dashboard" button located in the top-left of your screen. Otherwise, continue to step 3.
3. Click the "Check Health Reports" box shown in Figure 12. Using the calendar on the left hand-side of the screen, select a date. Summaries of all assessments submitted on or before this date will be loaded into the table.
4. Click an individual assessment summary in the table to see the corresponding assessment you submitted that day.

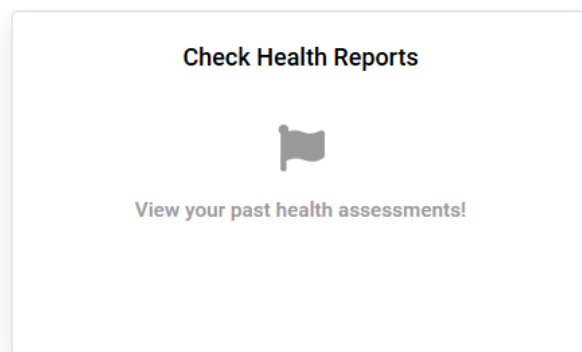


Figure 15: Click to View Health Reports