


Welcome to COVID Navigator Quick Guide

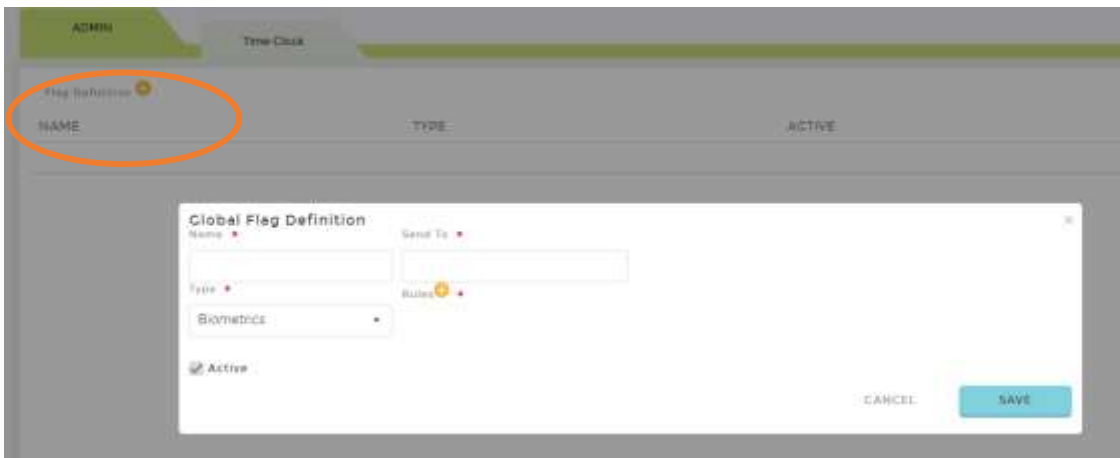
Global Alerts

What are Global Alerts?

Global Alerts make it easy for an Administrator to receive a text message or email when a Participant triggers a Flag such as a high temperature reading or a “Not Cleared” status. All flag triggers are then displayed on a single dashboard to focus follow up and document actions taken.

How to set up a Global Alert:

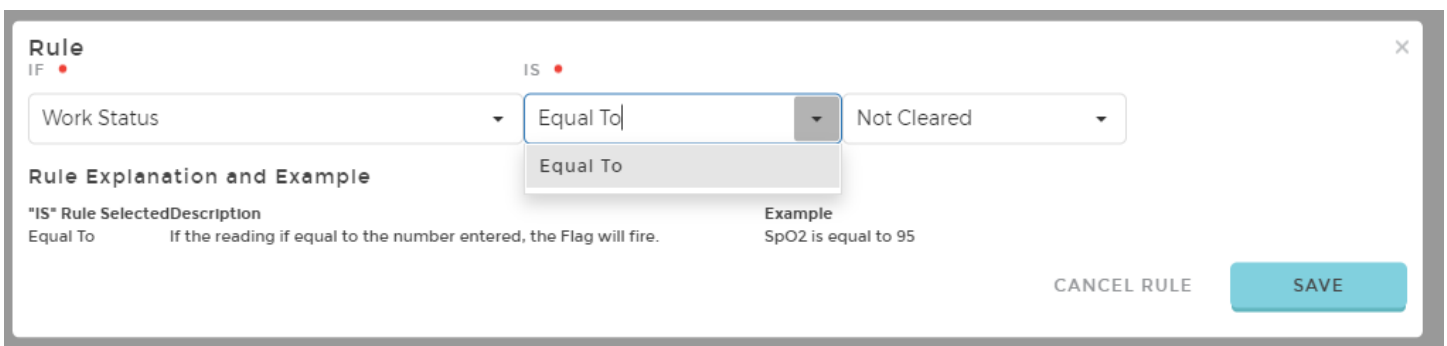
An Administrator can navigate to the “Admin” section and under the Set Up tab, select “Global Flag Definition.” Select  and follow the flag definition wizard below.



Name: enter the name of the flag

Send to: click in the box and a list of eligible recipients of the alert will pop up. Select one or more authorized users to receive the flag notification.

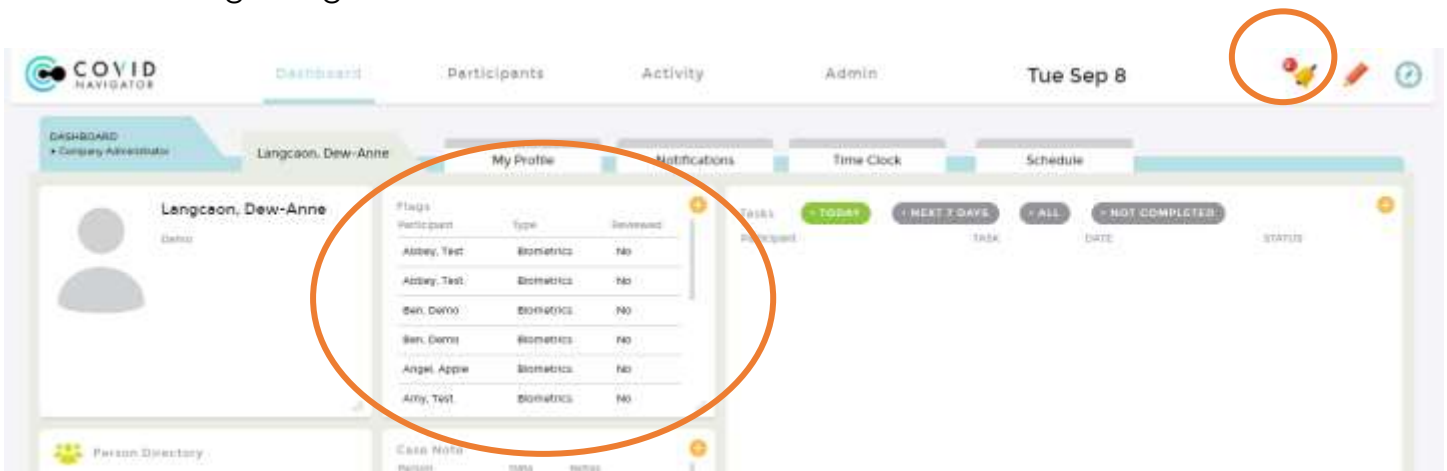
Rules: select  to create the rule





Receiving a Global Alert:

The designated Company Administrator will receive Flags for any Participant that triggers the rule in their Flags widget and via the red circle indicator on the Notifications icon.



Click the right corner of the Flags widget to enlarge the window and view all triggered Flags.



Click the "Acknowledge" button to clear the Flag from the list and write a note about follow up done. Hit "Update and Document" to automatically log a Case Note in the Participant's file.

High Temp : 9/4/2020 6:18:33 PM

Acknowledge

Acknowledge Note

Called Abbey. She will stay home and contact her doctor. Not Cleared for Work today|

CANCEL
UPDATE
UPDATE AND DOCUMENT

CASE NOTE - NEW

Participant: Abbey, Test

Service Type: Select...

Date: 9/4/2020

Type: Phone Call

Notes: Called Abbey. She will stay home and contact her doctor. Not Cleared for Work today.

Participants: Abbey, Test

My Plan | Biometrics | Contacts

Case Note Author	Date	Case Note
Langcaon, Dew-Anne	9/4/2020	Called Abbey. She will stay home and contact her doctor. Not Cleared for Work today.
Langcaon, Dew-Anne	8/20/2020	Called Abbey. She will stay home today and ask her doctor to send...
Langcaon, Dew-Anne	7/23/2020	Abbey called to report that her test results came back Negative st...
Langcaon, Dew-Anne	7/28/2020	Abbey left a voice message that she went for her COVID test - send...
Langcaon, Dew-Anne	7/23/2020	Abbey called to report that a member of her household went for a CO...

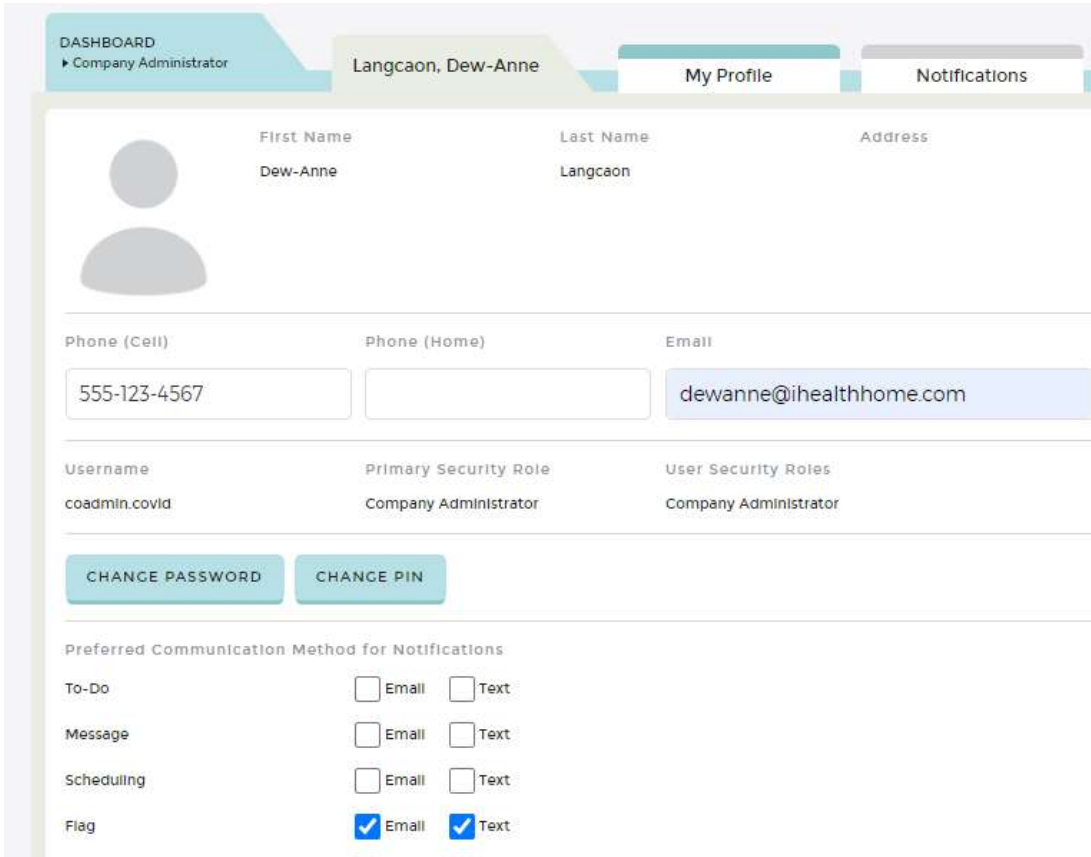
Setting up a Text Message or Email Notification:

The Company Administrator who would like to receive the text message or email can select "My Profile" from their dashboard.



Enter the mobile phone number and/or email address to be alerted when a Flag is triggered. Under the Preferred Communications Section, click the box for text or email or both to indicate how you would like to receive the Notification.

Click the Notifications tab as another way to view all Flags received.



The screenshot shows a user profile page for Dew-Anne Langcaon. The page includes a navigation bar with 'DASHBOARD' and 'Company Administrator' on the left, and 'Langcaon, Dew-Anne', 'My Profile', and 'Notifications' on the right. The profile information is organized into several sections:

- Personal Information:** First Name (Dew-Anne), Last Name (Langcaon), and Address (empty).
- Contact Information:** Phone (Cell) (555-123-4567), Phone (Home) (empty), and Email (dewanne@ihealthhome.com).
- Account Information:** Username (coadmin.covid), Primary Security Role (Company Administrator), and User Security Roles (Company Administrator).
- Actions:** Two buttons: 'CHANGE PASSWORD' and 'CHANGE PIN'.
- Preferred Communication Method for Notifications:** A table with checkboxes for Email and Text for different notification types.

Notification Type	Email	Text
To-Do	<input type="checkbox"/>	<input type="checkbox"/>
Message	<input type="checkbox"/>	<input type="checkbox"/>
Scheduling	<input type="checkbox"/>	<input type="checkbox"/>
Flag	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>