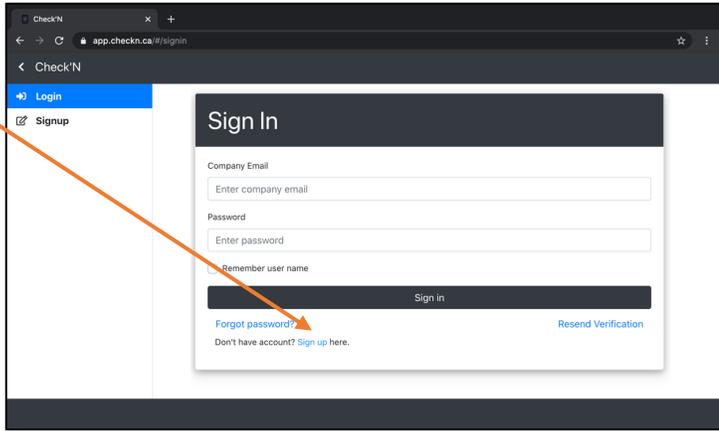
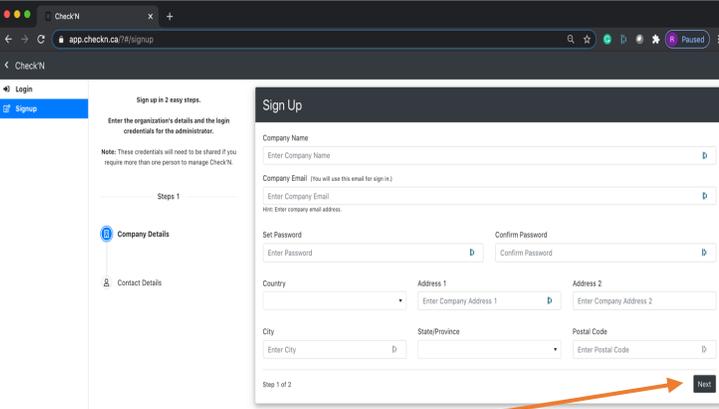
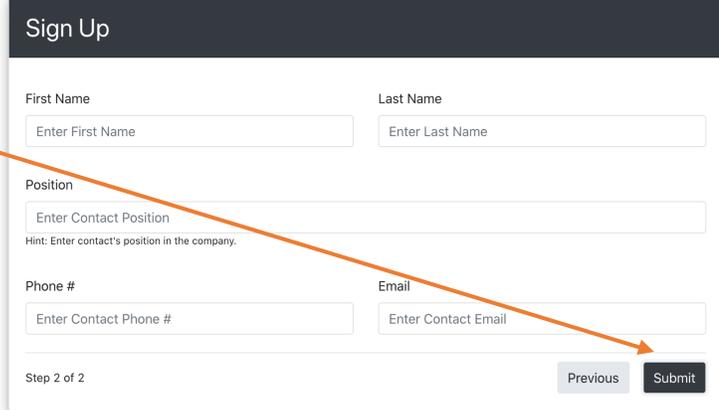
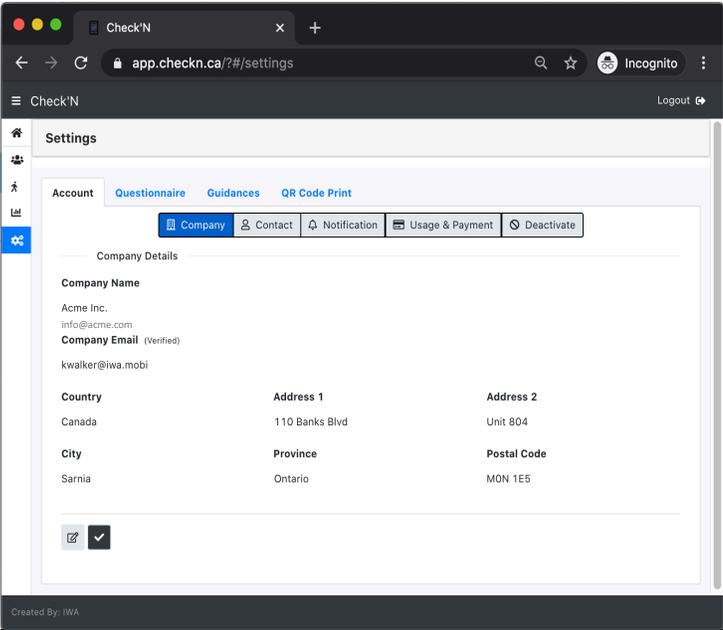
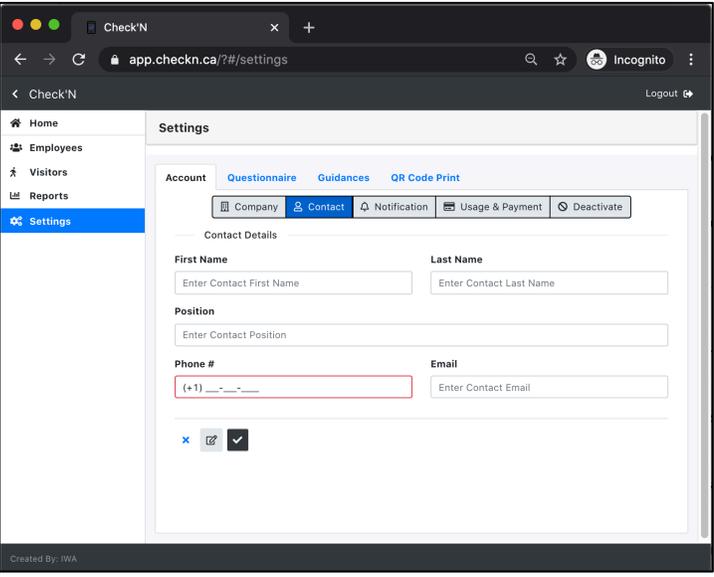
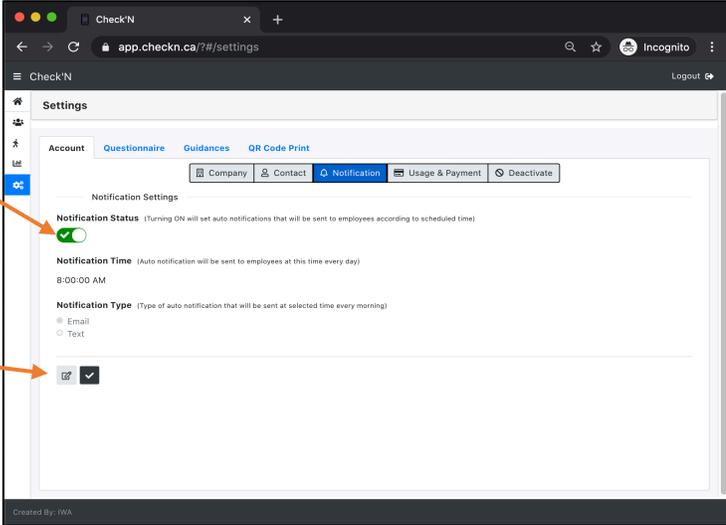
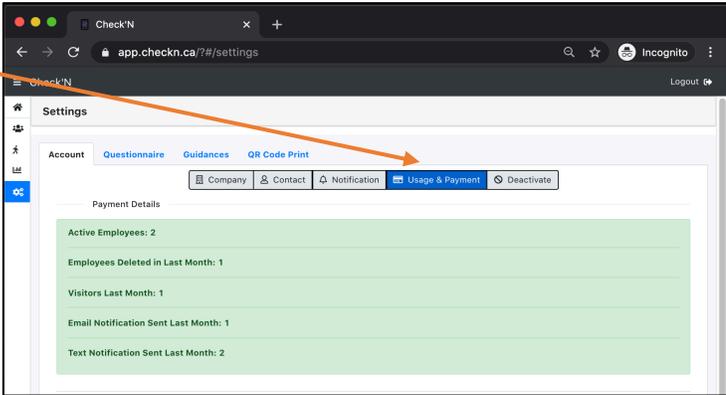
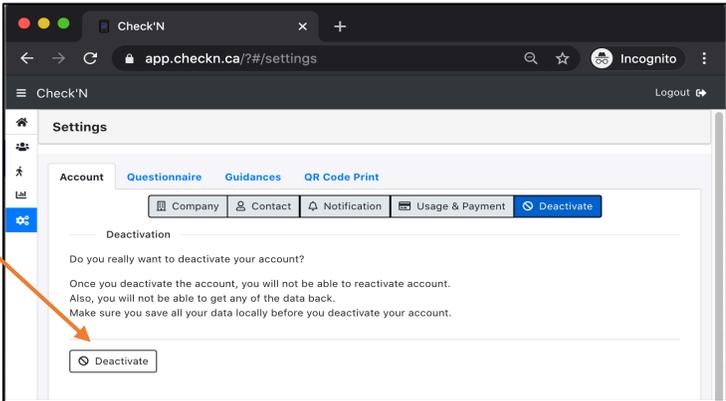
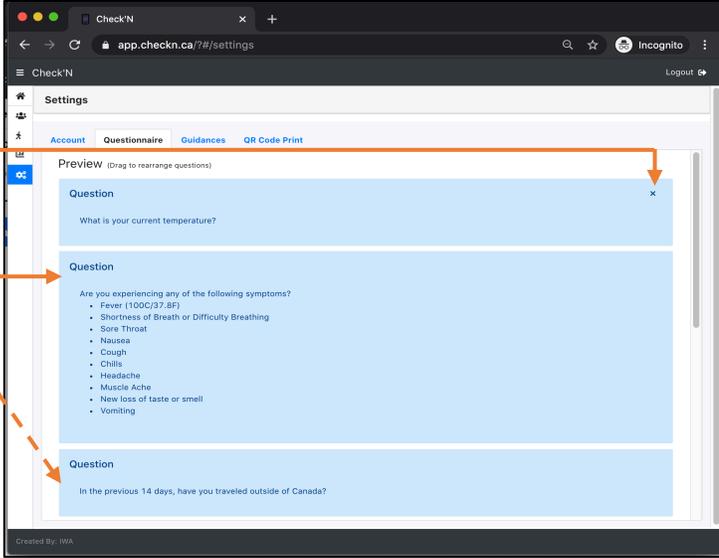
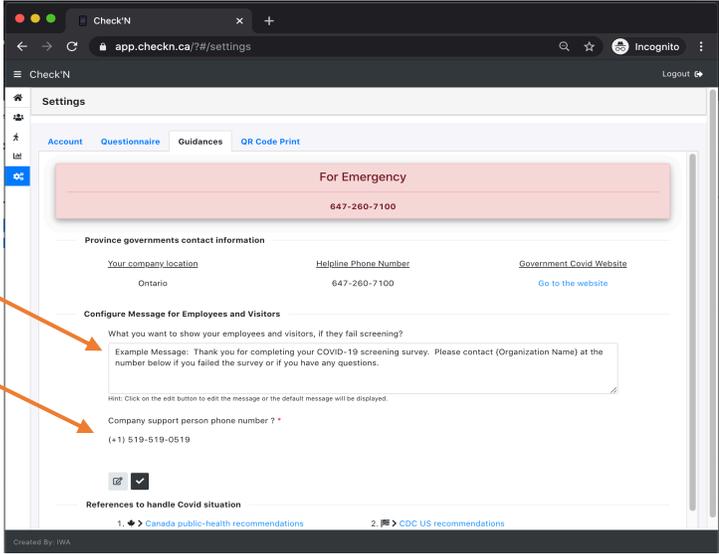
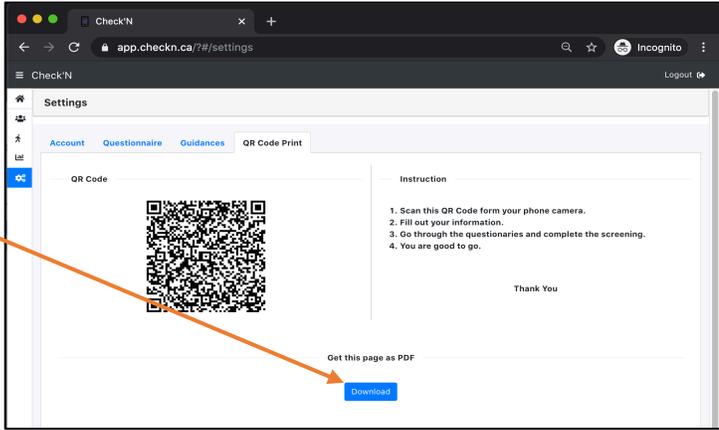


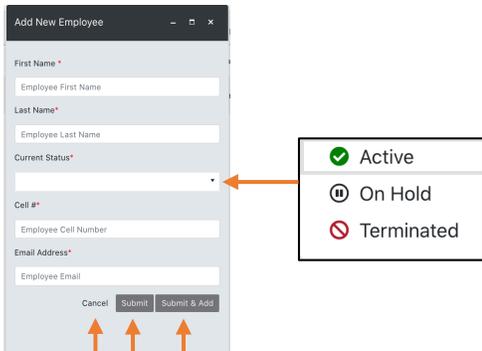
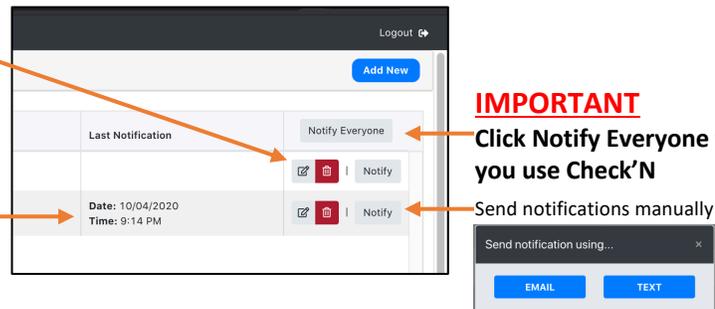
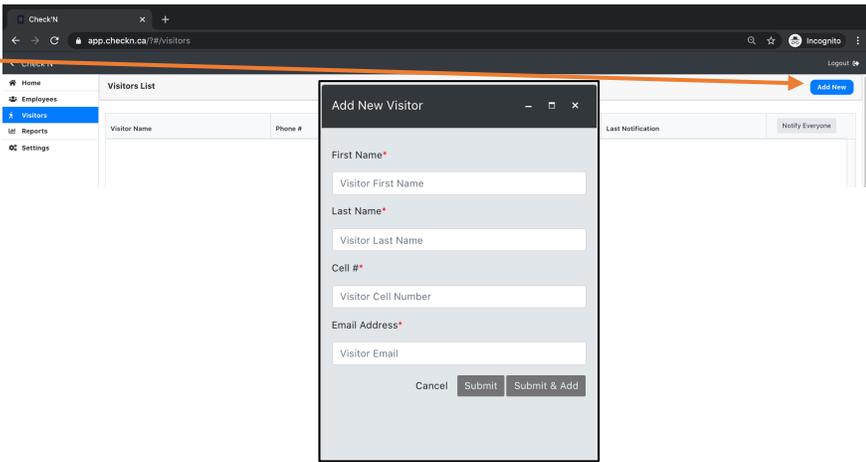
<p><b>Step 1.</b></p> <p>Go to: app.checkn.ca First time here? Select: "Sign Up"</p> <p>Already have an account? Go to: Step 5</p>		
<p><b>Step 2.</b></p> <p>Enter your Company Name. This is the name that will appear in the text and email messages sent to your employees and visitors.</p> <p>Enter an email. Use a general email if you require more than one person to manage Check'N. The Company email cannot be changed after.</p> <p>Make sure the password you create is one that all administrators can use.</p> <p>Enter your billing address.</p> <p>Click Next</p>		
<p><b>Step 3.</b></p> <p>Enter the primary administrator's contact information</p> <p>Click Submit</p>		

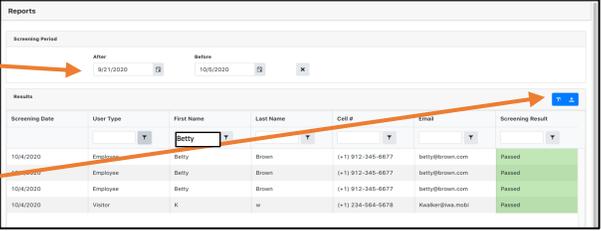
<p><b>Step 4.</b></p>	<p><b>Verify your email:</b></p> <p>Once your email is verified, Check'N will be ready to use.</p> <p>If you don't receive a verification email, check your spam folder, if it is not in your spam folder click "Resend Verification"</p>	
<p><b>Step 5.</b></p>	<p>Login using the credentials you set when you signed up. Click "Sign In"</p> <p>If you forget your password, click "Forgot password"</p>	
<p><b>Step 6.</b></p>	<p><b>Check'N Home Screen:</b></p> <p>Expand or collapse the side menu</p> <p>Navigate to:</p> <p>Settings:</p> <p>Set-Up notification preferences and add custom notification messages</p> <p>Add Employees</p> <p>Add Visitors</p> <p>Review Reports</p>	

<p><b>Step 7.</b></p> <p><b>Settings:</b> Edit or Review Company information. The Company email cannot be changed. It is important to use a general or all-purpose email when creating the account.</p> <p>Click the edit button </p> <p>Save the change to take effect. Click the save button </p>		
<p><b>Step 8.</b></p> <p><b>Settings:</b> Edit or Review Contact information.</p> <p>Click the edit button </p> <p>Save the change to take effect. Click the save button </p>		

<p><b>Step 9.</b></p> <p><b>Notifications:</b> You must turn on Notifications before 12:01am in order for automatic notifications to execute.</p> <p>8:00 am in your time-zone is the default time for notifications to be sent. Click the edit button if you wish to change the time to send notifications.</p> <p>Save the change to take effect. Click the save button </p> <p><b>NOTE:</b> Currently the type of automatic notification is set globally. You must select on of either Text OR Email. You can send manual notifications by either option</p>		
<p><b>Step 10.</b></p> <p><b>Usage:</b> Keep track of the activity in Check'N.</p>		
<p><b>Step 11.</b></p> <p><b>Deactivate:</b> We certainly hope you find great value in Check'N and that it meets your expectations, however if for any reason you would like to deactivate your account you can do so here.</p>		

<p><b>Step 12.</b></p> <p><b>Questionnaire:</b> You can choose to exclude asking your employees or visitors for their temperature simply by clicking on the X</p> <p>Change the order of the questions by dragging and dropping them into the desired order.</p>		
<p><b>Step 13.</b></p> <p><b>Guidance:</b> Click the Edit button to customize messages.</p> <p>Add a personalized message to instruct employees on what to do if they fail the screening test.</p> <p>Add a separate number that employees or visitors can call.</p> <p>Save the change to take effect. Click the save button</p>		
<p><b>Step 14.</b></p> <p><b>QR Code:</b> Download and print the QR Code and post it wherever visitors may enter. They can conduct the screening prior to entering the building in just seconds</p>		

<p>Step 15.</p>	<p><b>Add Employees:</b> Click the Add New button to enter employee information.</p>	
	<p>Enter Employee Details Active employees will receive notifications</p> <p>If you do not wish to send a screening notification to a particular employee, you can put their messages on hold.</p> <p>Terminating an employee will keep their records in the database.</p> <p>Click Cancel: the model closes Click Submit the data is saved and updated, the model closes Click Submit and Add will allow you to add new employees continuously.</p>	
	<p>Edit or Delete employees as applicable.</p> <p>NOTE: Deleting an Employee will also delete their screening records</p> <p>See when the last notification was sent.</p>	
<p>Step 16.</p>	<p>If you wish you can manually add Visitors in the same process as adding employees.</p> <p>Click Cancel: the model closes Click Submit the data is saved and updated, the model closes Click Submit and Add will allow you to add new visitor continuously.</p>	

<p><b>Step 17.</b></p> <p><b>Reporting:</b> Select a Date Range to include in the report.</p> <p>Filters can be applied on each column as desired.</p> <p>Click the Filter Icon, select the criteria, type in a value: For example, see all Betty's results</p>		 <p>Contains Does not contain Is equal to Is not equal to Starts with Ends with Is null Is not equal to Starts with Ends with Is null Is not null Is empty Is not empty</p>
<p><b>Step 18.</b></p>	<p>Download the report to PDF if desired.</p>	