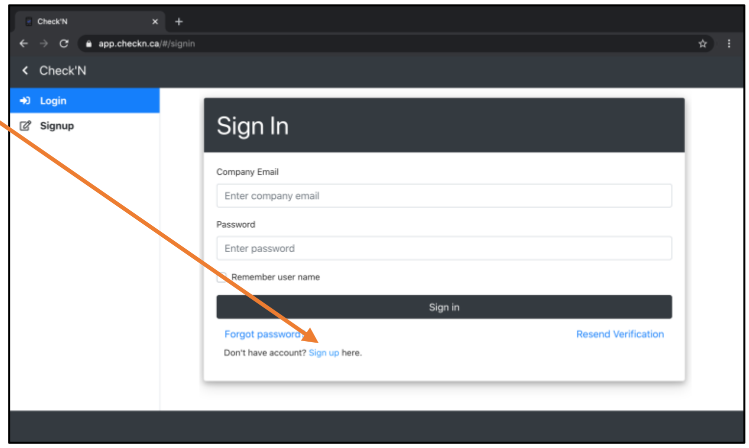
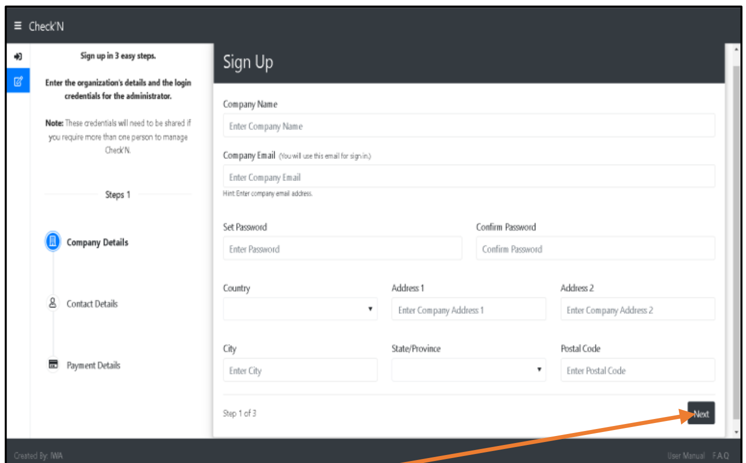
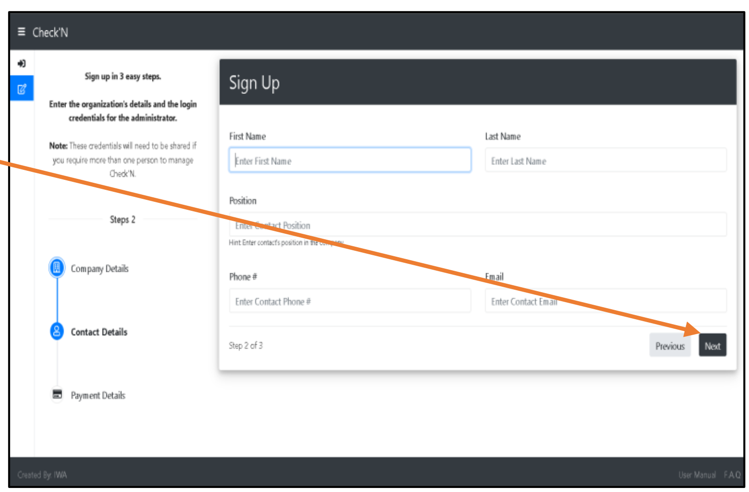
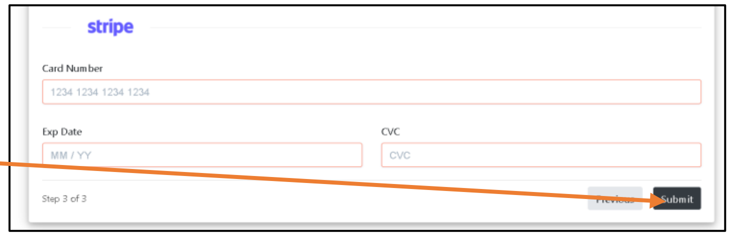
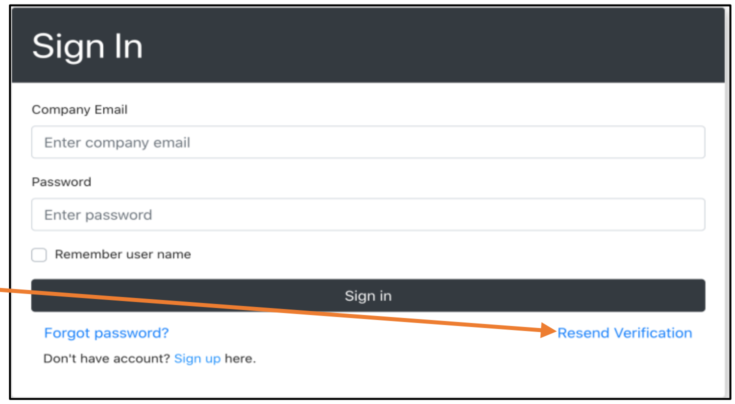
Step 1.	Go to: app.checkn.ca First time here? Select: “Sign Up” Already have an account? Go to: Step 5	
Step 2.	Enter your Company Name. This is the name that will appear in the text and email messages sent to your employees and visitors. Enter an email. Use a general email if you require more than one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

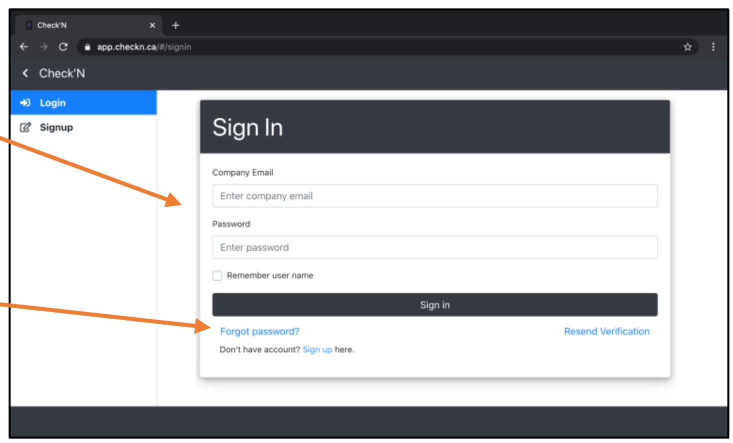
<table>
<tr>
<td>Step 4.</td>
<td>Payment details:

Enter your payment information.

Click “Submit”</td>
<td>
</td>
</tr>
<tr>
<td>Step 5.</td>
<td>Verify your email:

Once your email is verified, Check’N will be ready to use.

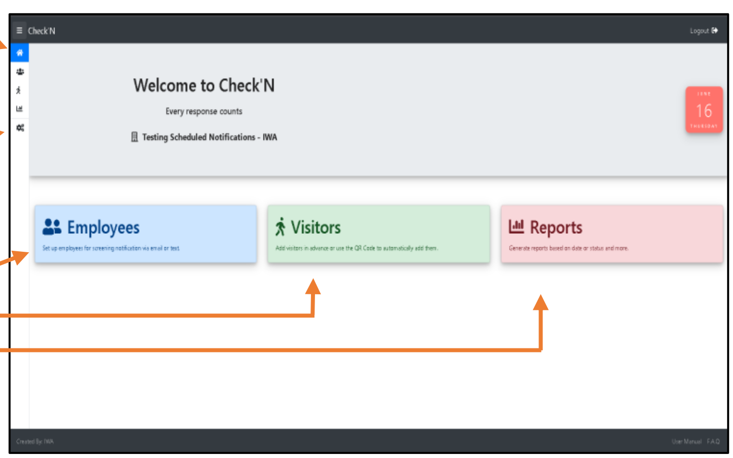
If you don’t receive a verification email, check your spam folder. If it is not in your spam folder click “Resend Verification.”</td>
<td>
</td>
</tr>
<tr>
<td>Step 6.</td>
<td>Login using the credentials you set when you signed up.
Click “Sign In”

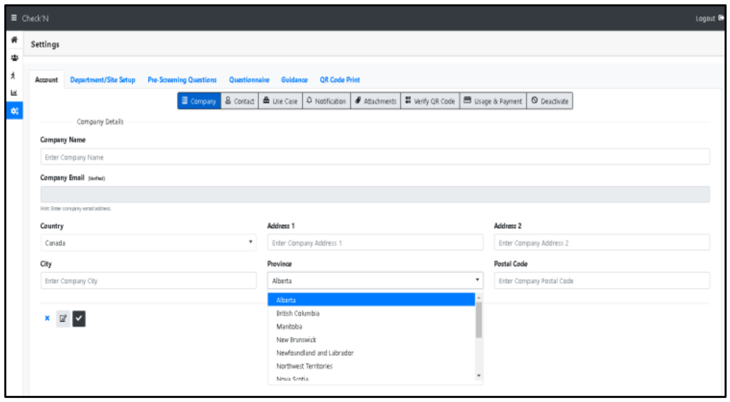
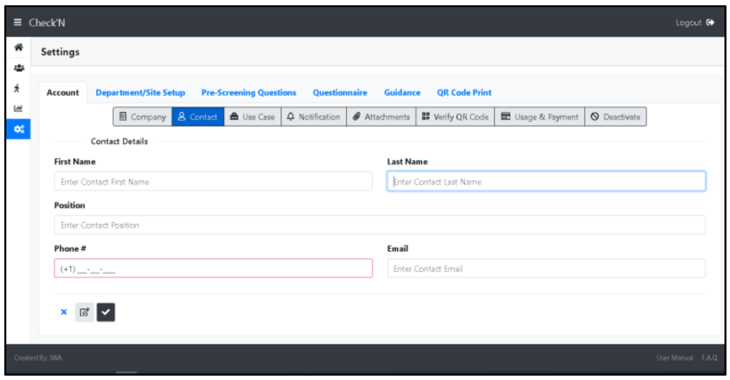
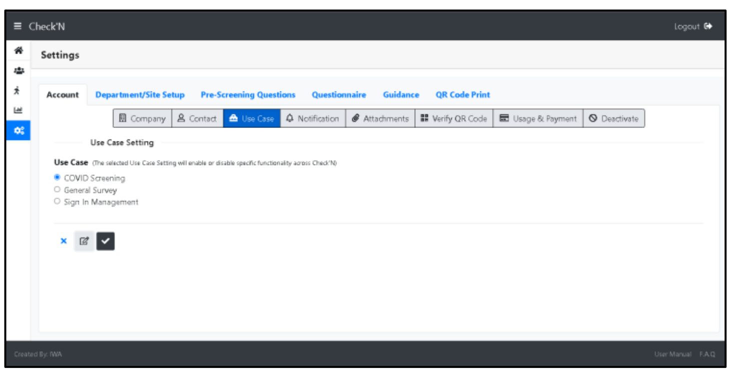
If you forget your password, click “Forgot password.”</td>
<td>
</td>
</tr>
<tr>
<td>Step 7.</td>
<td>Check’N Home Screen:

Expand or collapse the side menu.

Navigate to:

Settings:
Set up notification preferences and add custom notification messages.

Manage Employees
Manage Visitors
Review Reports</td>
<td>
</td>
</tr>
</table>

Step 8.	**Settings:** 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. Click the edit button Click the save button to apply the changes	
Step 9.	**Settings:** Edit or review Contact information. Click the edit button Click the save button to apply the changes	
Step 10.	**Use Case Setting:** The selected Use Case Setting will enable or disable specific functionalities across Check'N. **COVID Screening** **General Survey** **Sign In Management** Click the save button to apply the changes	

<table>
<tr>
<td>Step 11.</td>
<td>Notifications:

Notification Status
You must turn on Notifications before 12:01 a.m. for automatic notifications to execute.

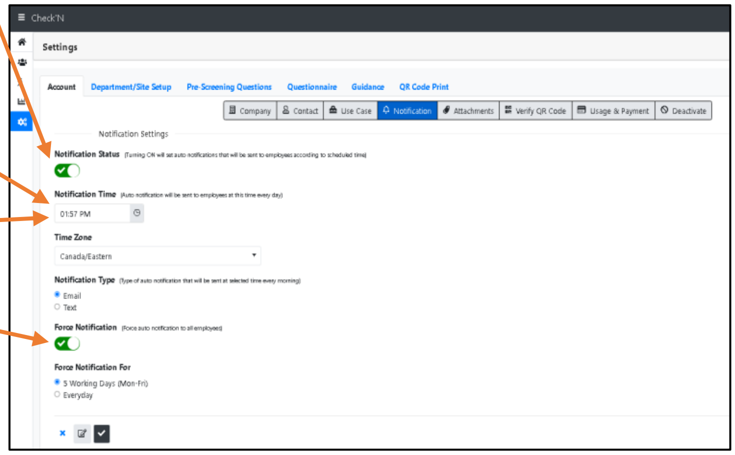
Notification Time
Automatic notifications will be sent to employees at this time every day.

change the default time for notifications to be sent.

Time Zone
Select your time zone.

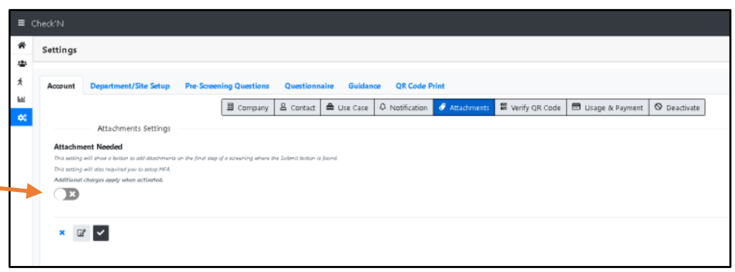
Force Notification

Click the save button to apply the changes

<u>NOTE</u>:
Currently the type of automatic notification is set globally. You must select one of either Text OR Email.
You can send manual notifications using either method.</td>
<td>
</td>
</tr>
<tr>
<td>Step 12.</td>
<td>Attachments:
(Available only for COVID Screening and General Survey Use Cases)

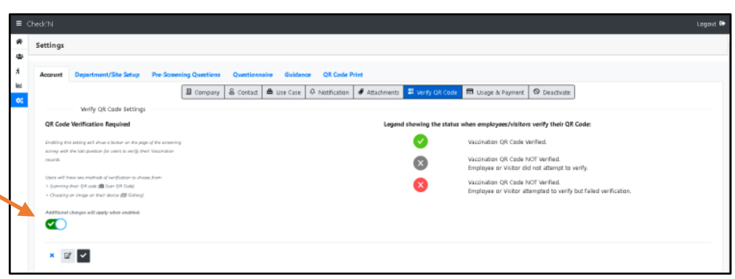
Enabling this setting will show a button to add attachments on the final step of a screening/survey where the Submit button is found.

Click the save button to apply the changes

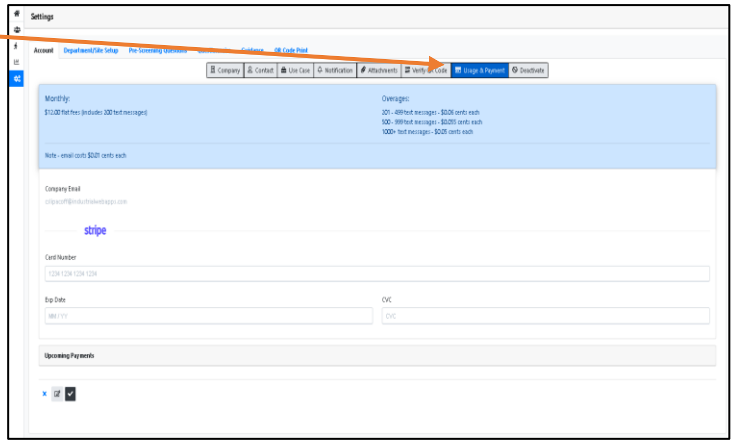
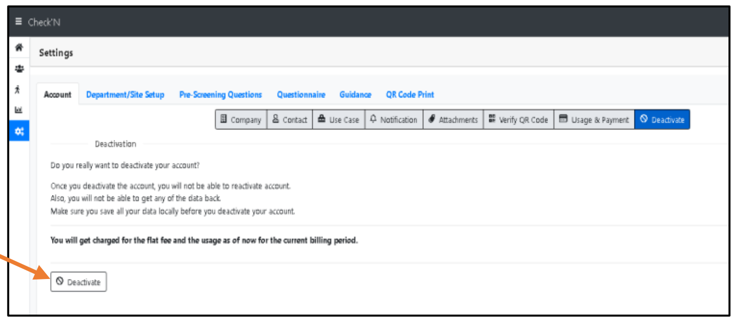
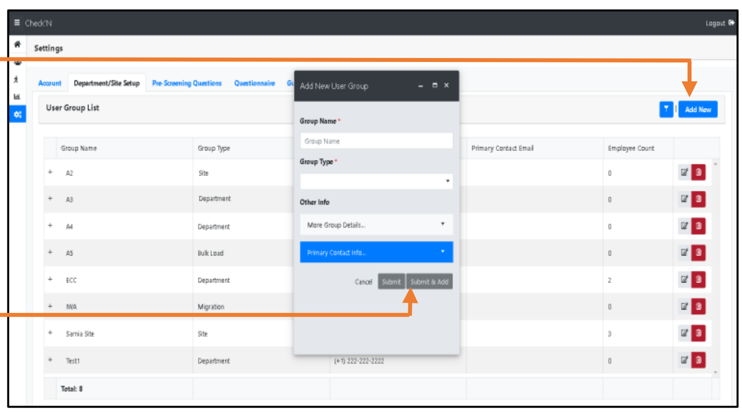
<u>NOTE</u>:
This setting will also require you to setup MFA.</td>
<td>
</td>
</tr>
<tr>
<td>Step 13.</td>
<td>Verify QR Code
(Available only for COVID Screening Use Case)

Enabling this setting will show a button on the page of the screening survey with the last question for users to verify their Vaccination records.

Click the save button to apply the changes

<u>NOTE</u>:
This setting will also require you to setup MFA.</td>
<td>
</td>
</tr>
</table>

CHECK'N

Step 14.	**Usage & Payment:** See outline of payment terms. Update your payment method. See upcoming payments. Click the save button to apply the changes	
Step 15.	**Deactivate:** 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.	
Step 16.	**Department/Site Setup** Assign different user groups defined by Department/Site for employees and visitors. To add a new User Group, click the "Add New" button. Fill out the desired information and click "Submit" or "Submit & Add." Click "Cancel": the modal closes and changes are not saved Click "Submit": the data is saved and updated, and the modal closes Click "Submit & Add": the data is saved, updated, and you can add new Departments/Sites continuously	

Step 17.

Pre-Screening Questions
(COVID Screening Use Case)

Pre-Survey Questions
(General Survey Use Case)

Pre- Entry Questions
(Sign In Management Use Case)

Click "Modify Layout" to have access to edit/delete questions.

Modify Layout

Click the "Edit" button to modify a question and confirm if you would like the current date to appear under the question.

If you need to delete a question, just click the "X."

When you are finished making changes, click the "Done" button to save the modifications.

Done

To reset the layout with the pre-default values, click the "Reset Layout" button.

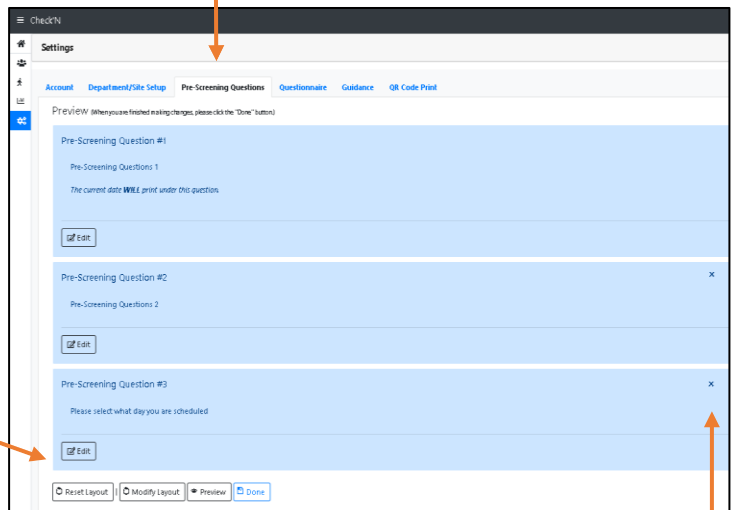
Reset Layout

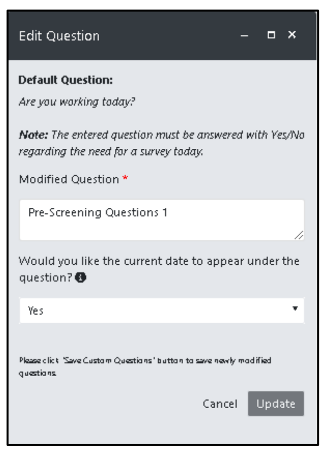
To preview how your Questions will look on a device, click the "Preview" button.

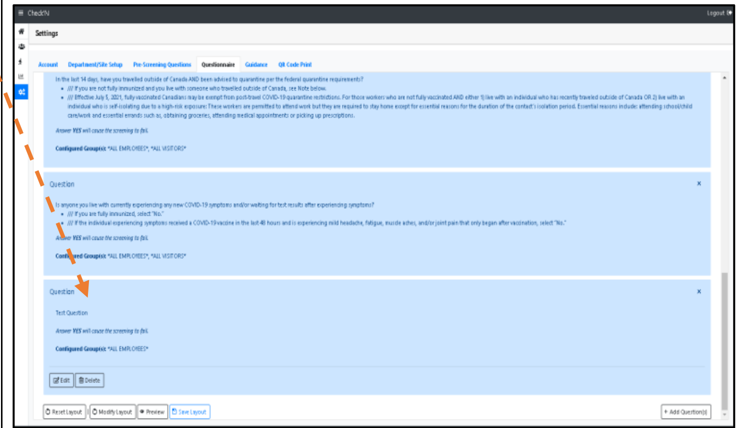
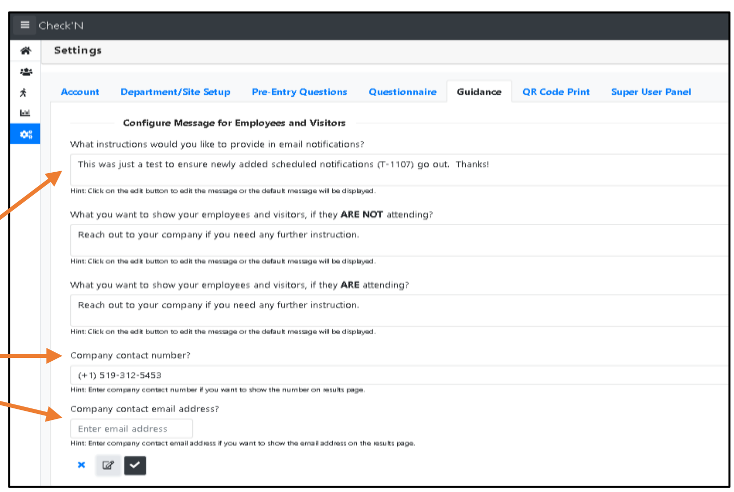
Preview

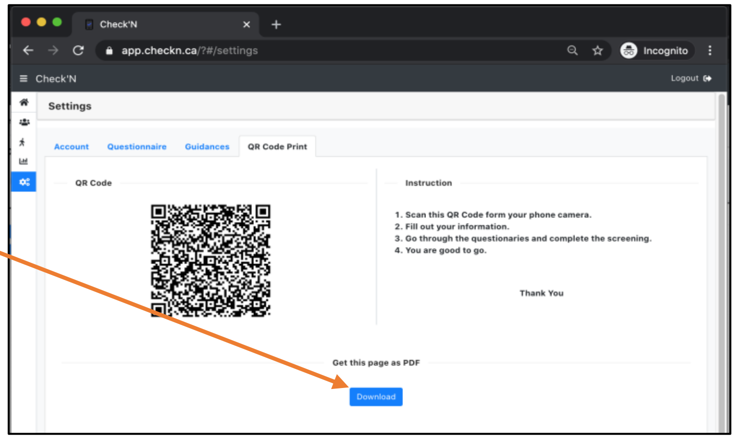
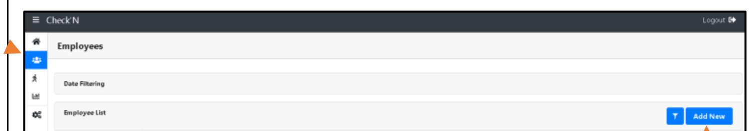
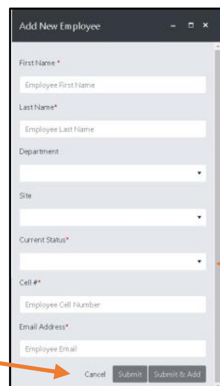
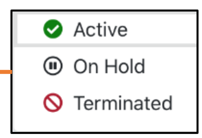
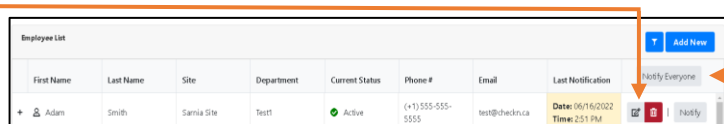
<u>**IMPORTANT**</u>

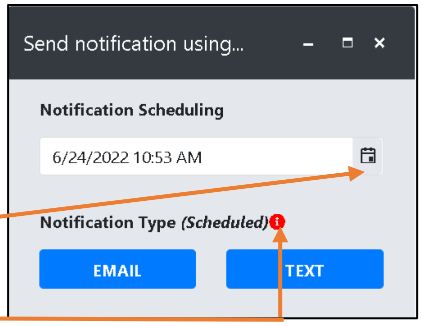
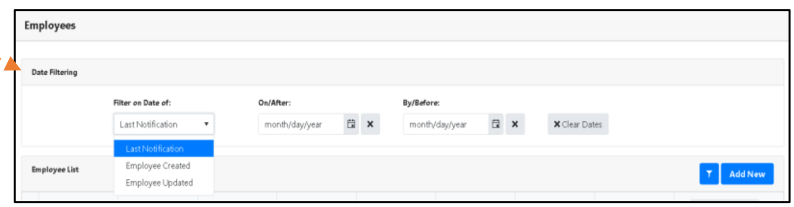
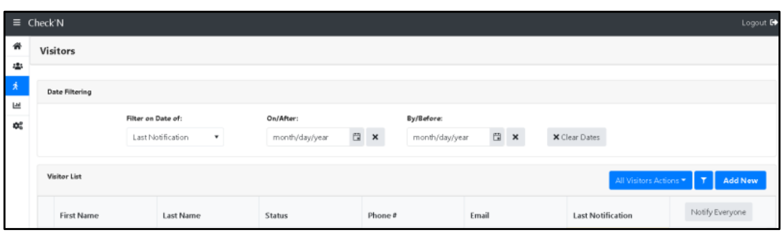
Depending the use case this botton will be name differently





Step 18.	**Questionnaire:** *(Available for all the Use Cases)* Click “Modify Layout” to edit/delete and add questions. Modify Layout Change the order of the questions by dragging and dropping them into the desired order. If you need to delete a question, click the “Delete” button or click the “X” located on the top-right corner of the question. Delete When you are finished making changes, click the "Save Layout" button. Save Layout To reset the layout with the pre-default values, click the “Reset Layout” button. Reset Layout To preview how your Pre-Screening Questions will look on a device, click the “Preview” button. Preview	
Step 19.	**Guidance:** *(Available for all the Use Cases)* Click the Edit button to: -Customize messages -Change company contact number/email Add personalized messages to display to employees after they complete the screening/survey. Add a contact number and/or email to display on the Results page so employees or visitors can contact you if required. Click the save button to apply the changes	

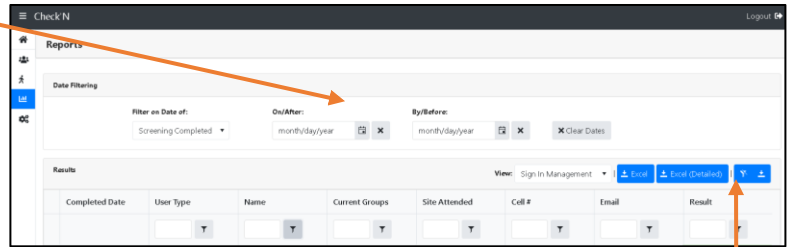
Step 20.	**QR Code:** Download and print a QR Code and post it at your entrance for visitors to scan. They can conduct the screening prior to entering the building in just seconds.	
Step 21.	**Add Employees:** Go to the Employees panel, then click the "Add New" button to enter employee information.	
	Enter Employee Details. Active employees will receive notifications. If you do not wish to send a survey notification to a particular employee, you can put their messages on hold. Terminating an employee will keep their records in the database. Click "Cancel": the modal closes Click "Submit": the data is saved and updated, and the modal closes Click "Submit & Add": the data is saved, updated, and you can add new employees continuously	
	Edit or Delete employees when applicable. **NOTE:** Deleting an Employee will also delete their screening records. See when the last notification was sent. Send instant or scheduled notifications manually.	 **IMPORTANT** **Click the "Notify Everyone" button the first time you use Check'N.**

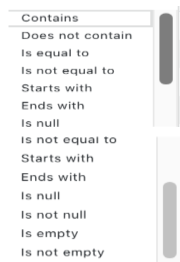
	Scheduled notifcations The functionality allows the admin to schedule and sent notifications at any time of the day. Press th calendar Icon to set a date and time to send the notification by default it is 30 minutes ahead. If the notification is to go out the same day (UTC), there will be a symbol with a tooltip that informs the user hat once the notification is scheduled it cannot be modified. Select if you want to sent the notication by email or text message. **NOTE:** Different rates apply for email or text notifications (see step 13)	
	Date Filtering: Select a Date Range to include in the report. Filter by: -Last Notification -Employed Created -Employed Updated	
Step 22.	**Add Visitors:** *(Available for all the Use Cases)* Go to the Visitors panel. You can manually add Visitors by following the same process as adding Employees (see Step 20).	

<table>
<tr>
<td>Step 23.</td>
<td>Reporting:
(Available for all the Use Cases)

Select a Date Range to include in the report.

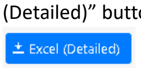
Click the Filter icon, select the criteria, and type in a value.

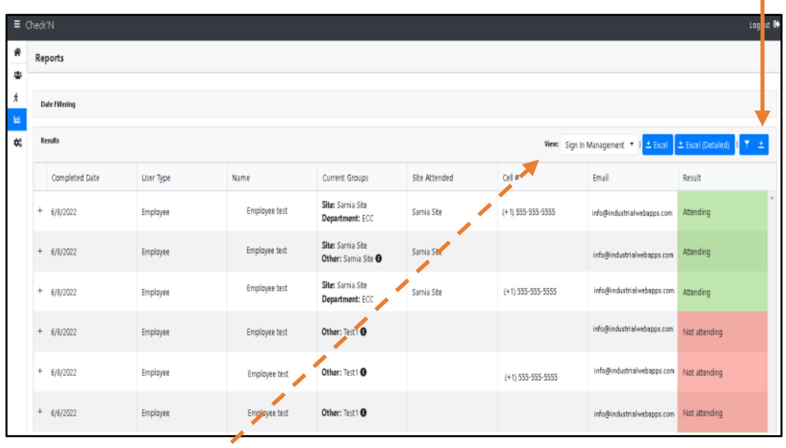
Filters can be applied to each column as desired.</td>
<td>

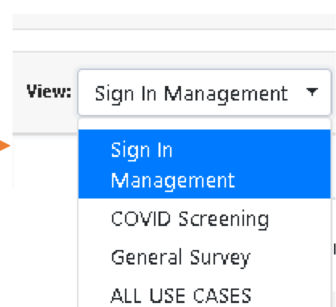

</td>
</tr>
<tr>
<td></td>
<td>Download the report to PDF.
(Only includes the list of results)

To download the report to Excel, click the “Excel” button.


(Only includes the list of results)

To download a detailed report in Excel that includes the list of results and all associated questions and answers, click the “Excel (Detailed)” button.


If you are using more than one Check’N Use Case, you can view different reports depending on the use case selected.</td>
<td>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