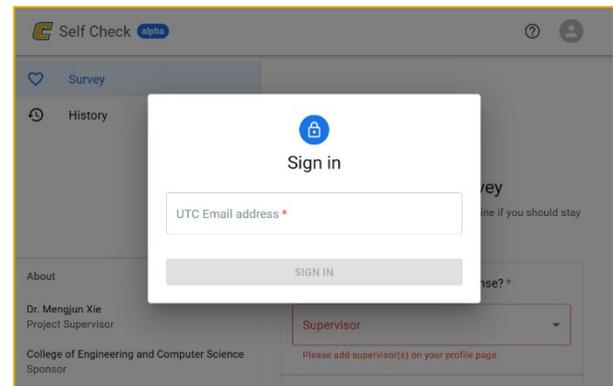


# UTC COVID-19 SELF-CHECK application

## User Guide (6/4/2020)

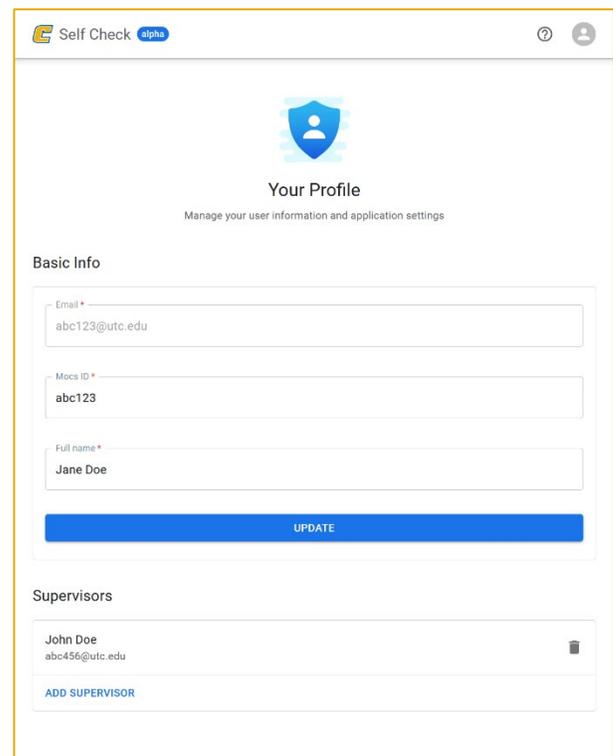
### User Login

1. Open a web browser and visit <https://selfcheck.utc.edu/>.
2. Enter your @utc.edu email in the Sign In box.
3. Click the "SIGN IN" button.
4. Check your email inbox for email from [covid19-selfcheck@utc.edu](mailto:covid19-selfcheck@utc.edu) to find the sign-in link.
5. To complete sign-in, click the "SIGN IN" button or copy the entire URL under the button in the address bar of the web browser.
6. If sign-in is successful, you will see your Profile page. You need to update your profile before doing a self-check survey.



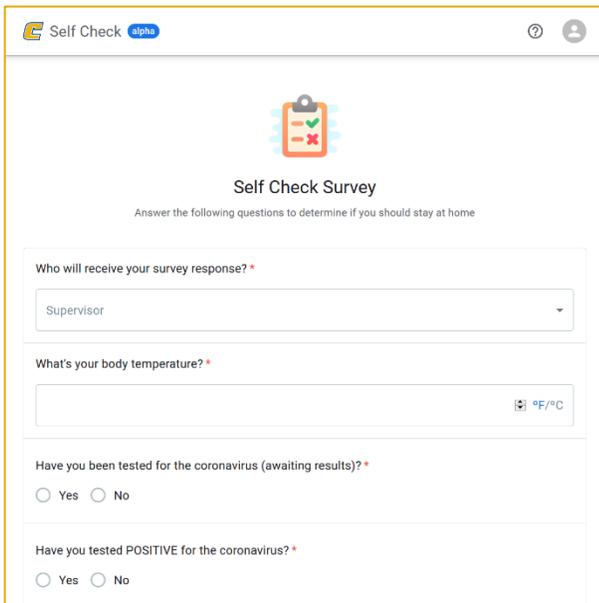
### Update Profile

1. Click the user icon at the top right corner of the page.
2. Click "Profile" menu button to see your profile page.
3. Fill in your UTC MOCS ID and full name.
4. Click "UPDATE" button to save your profile.
5. To add a supervisor, click "ADD SUPERVISOR" button.
6. Fill in the name and email address of your supervisor.
7. Click "ADD" to finish adding the supervisor information.
8. To delete a supervisor, click the trash button on the right.



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The screenshot shows the 'Self Check Survey' application interface. At the top, there is a logo and the text 'Self Check alpha'. Below this is a clipboard icon with a checkmark and a red 'X'. The title 'Self Check Survey' is centered, followed by the instruction 'Answer the following questions to determine if you should stay at home'. The form contains four questions:

- 'Who will receive your survey response? \*' with a dropdown menu showing 'Supervisor'.
- 'What's your body temperature? \*' with a text input field and a unit selector for '°F/°C'.
- 'Have you been tested for the coronavirus (awaiting results)? \*' with radio buttons for 'Yes' and 'No'.
- 'Have you tested POSITIVE for the coronavirus? \*' with radio buttons for 'Yes' and 'No'.

### Take a Survey

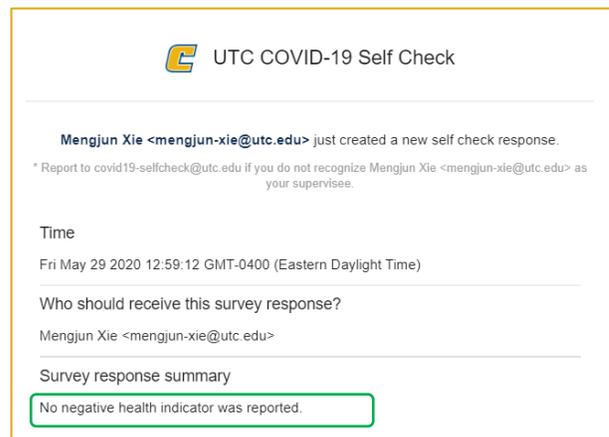
1. Click the "Survey" menu button on the left navigation.
2. Select a supervisor to report your survey result.
3. Answer survey questions. Questions with \* are mandatory.
4. Check the "CERTIFY" checkbox before submitting.
5. Click "SUBMIT" button.

### Survey Notifications

1. If your submission has at least one "YES" or one "SYMPTOM" checked, your supervisor will receive an email like the left one below.
2. If your answer has all "NO" and no symptoms checked, your supervisor will receive an email like the right one below.



The screenshot shows an email notification from 'UTC COVID-19 Self Check'. The sender is 'Mengjun Xie <mengjun-xie@utc.edu>'. The subject is 'Mengjun Xie <mengjun-xie@utc.edu> just created a new self check response.' The body of the email includes a note to report to covid19-selfcheck@utc.edu if the recipient does not recognize Mengjun Xie as their supervisee. The time is 'Fri May 29 2020 13:03:20 GMT-0400 (Eastern Daylight Time)'. The recipient is 'Mengjun Xie <mengjun-xie@utc.edu>'. The survey response summary is 'At least one negative health indicator was reported.', which is highlighted with a red box.



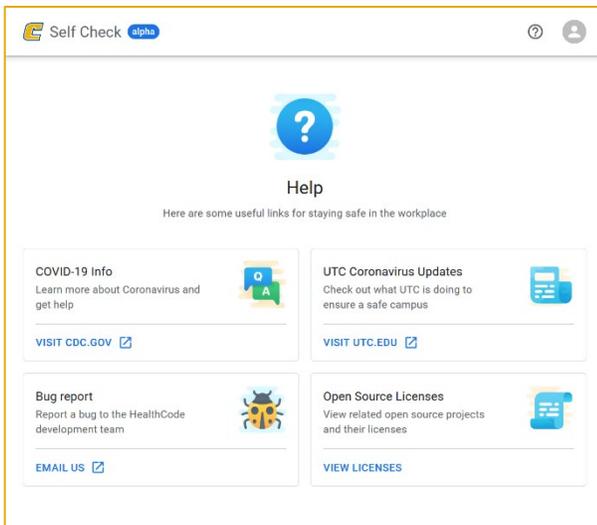
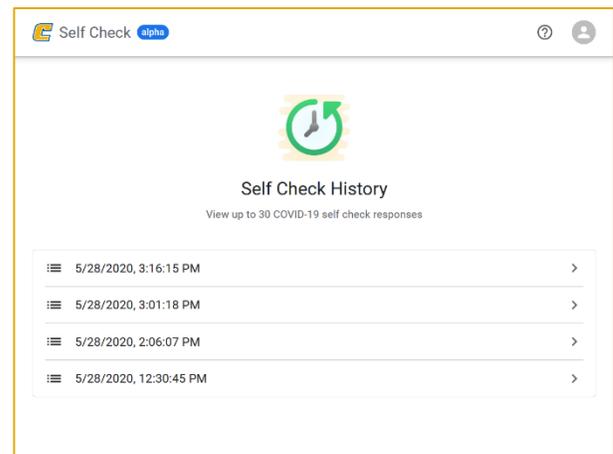
The screenshot shows an email notification from 'UTC COVID-19 Self Check'. The sender is 'Mengjun Xie <mengjun-xie@utc.edu>'. The subject is 'Mengjun Xie <mengjun-xie@utc.edu> just created a new self check response.' The body of the email includes a note to report to covid19-selfcheck@utc.edu if the recipient does not recognize Mengjun Xie as their supervisee. The time is 'Fri May 29 2020 12:59:12 GMT-0400 (Eastern Daylight Time)'. The recipient is 'Mengjun Xie <mengjun-xie@utc.edu>'. The survey response summary is 'No negative health indicator was reported.', which is highlighted with a green box.

# UTC COVID-19 SELF-CHECK application

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### Review Past Responses

1. Click the "History" menu button on the left navigation.
2. Select a past survey response on the "Self Check History" page to view the response answers.



### Find Help

1. Click the question mark on the top right of the page.
2. To get information about COVID-19 and UTC's responses, click the corresponding link.
3. To report a bug, click "EMAIL US".
4. To view related open source projects and licenses, click "VIEW LICENSES".

### Contact

Please send bug reports, your questions, or feedback to [covid19-selfcheck@utc.edu](mailto:covid19-selfcheck@utc.edu).

### About

#### Project Supervisor

Dr. Mengjun Xie [mengjun-xie@utc.edu](mailto:mengjun-xie@utc.edu).

#### Sponsor

College of Engineering and Computer Science