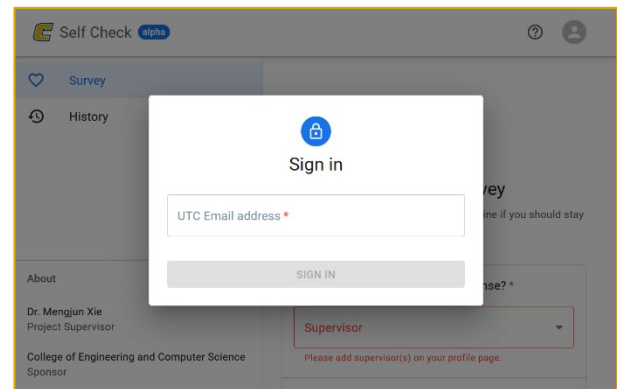


UTC COVID-19 SELF-CHECK application

User Guide (6/4/2020)

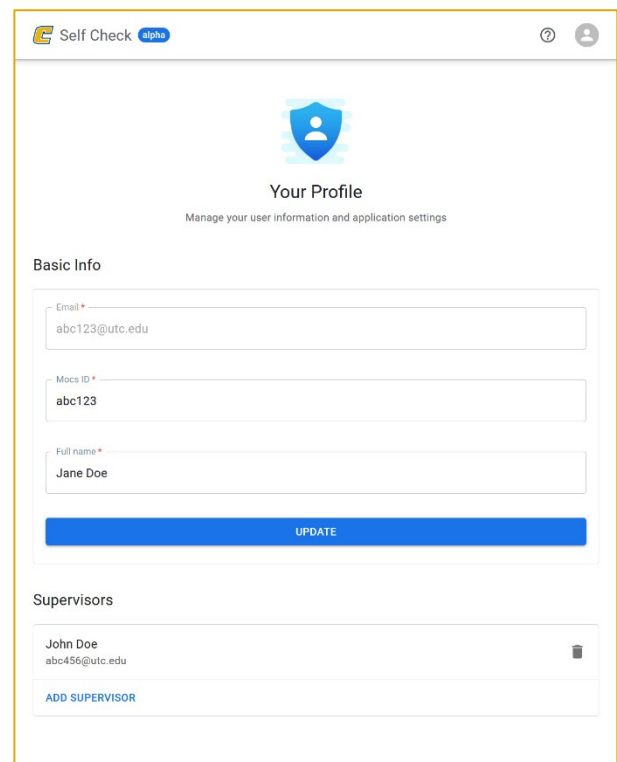
User Login

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 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' interface. At the top, there's a header with the UTC logo and 'Self Check alpha'. Below the header is a clipboard icon with a checkmark and an '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 sections: 1. 'Who will receive your survey response?' with a dropdown menu showing 'Supervisor'. 2. 'What's your body temperature?' with a text input field and a unit selector (°F/°C). 3. 'Have you been tested for the coronavirus (awaiting results)?' with radio buttons for 'Yes' and 'No'. 4. '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 header includes the UTC logo and the title 'UTC COVID-19 Self Check'. The body text states: 'Mengjun Xie <mengjun-xie@utc.edu> just created a new self check response.' Below this is a note: '* Report to covid19-selfcheck@utc.edu if you do not recognize Mengjun Xie <mengjun-xie@utc.edu> as your supervisee.' The email includes a 'Time' field showing 'Fri May 29 2020 13:03:20 GMT-0400 (Eastern Daylight Time)'. The 'Who should receive this survey response?' field shows 'Mengjun Xie <mengjun-xie@utc.edu>'. The 'Survey response summary' field is highlighted with a red border and contains the text: 'At least one negative health indicator was reported.'

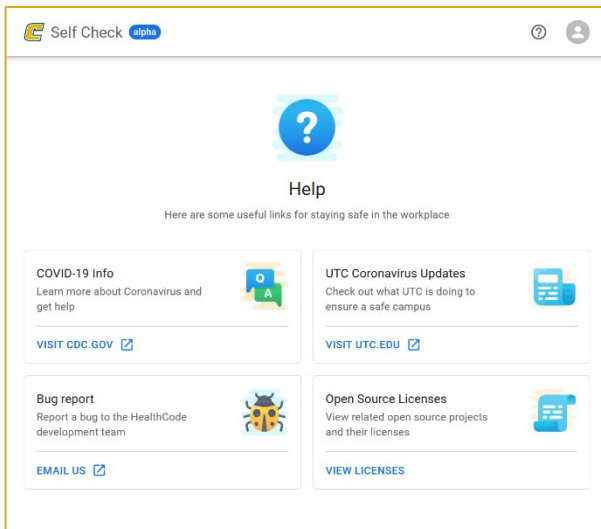
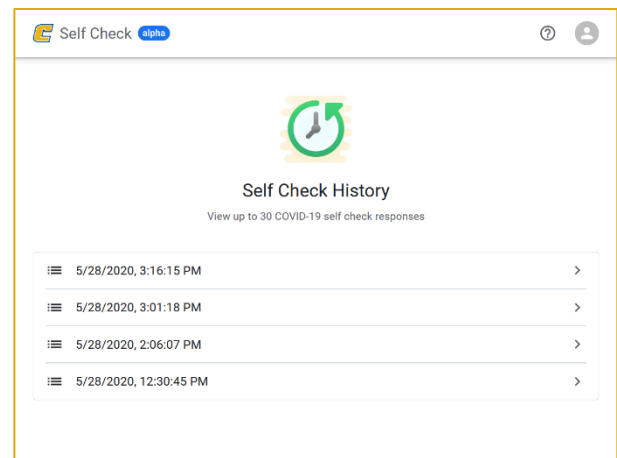
The screenshot shows an email notification from 'UTC COVID-19 Self Check'. The header includes the UTC logo and the title 'UTC COVID-19 Self Check'. The body text states: 'Mengjun Xie <mengjun-xie@utc.edu> just created a new self check response.' Below this is a note: '* Report to covid19-selfcheck@utc.edu if you do not recognize Mengjun Xie <mengjun-xie@utc.edu> as your supervisee.' The email includes a 'Time' field showing 'Fri May 29 2020 12:59:12 GMT-0400 (Eastern Daylight Time)'. The 'Who should receive this survey response?' field shows 'Mengjun Xie <mengjun-xie@utc.edu>'. The 'Survey response summary' field is highlighted with a green border and contains the text: 'No negative health indicator was reported.'

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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.

About

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Sponsor

College of Engineering and Computer Science