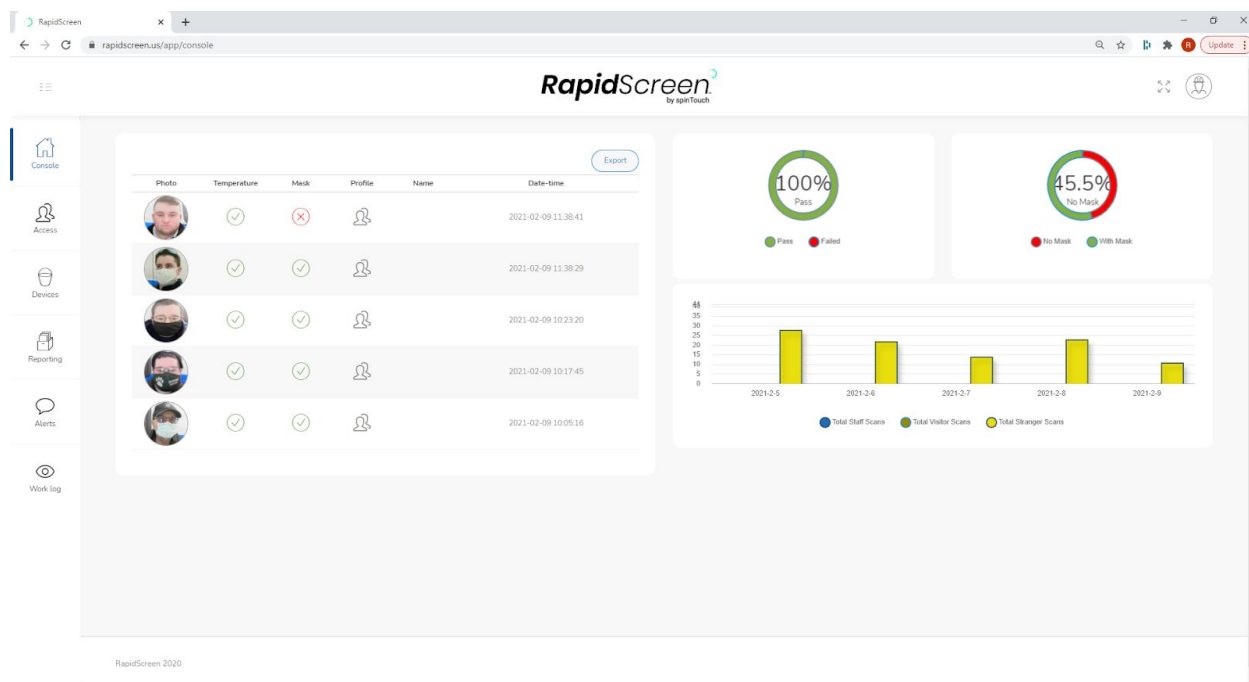


RapidScreen.us User Guide

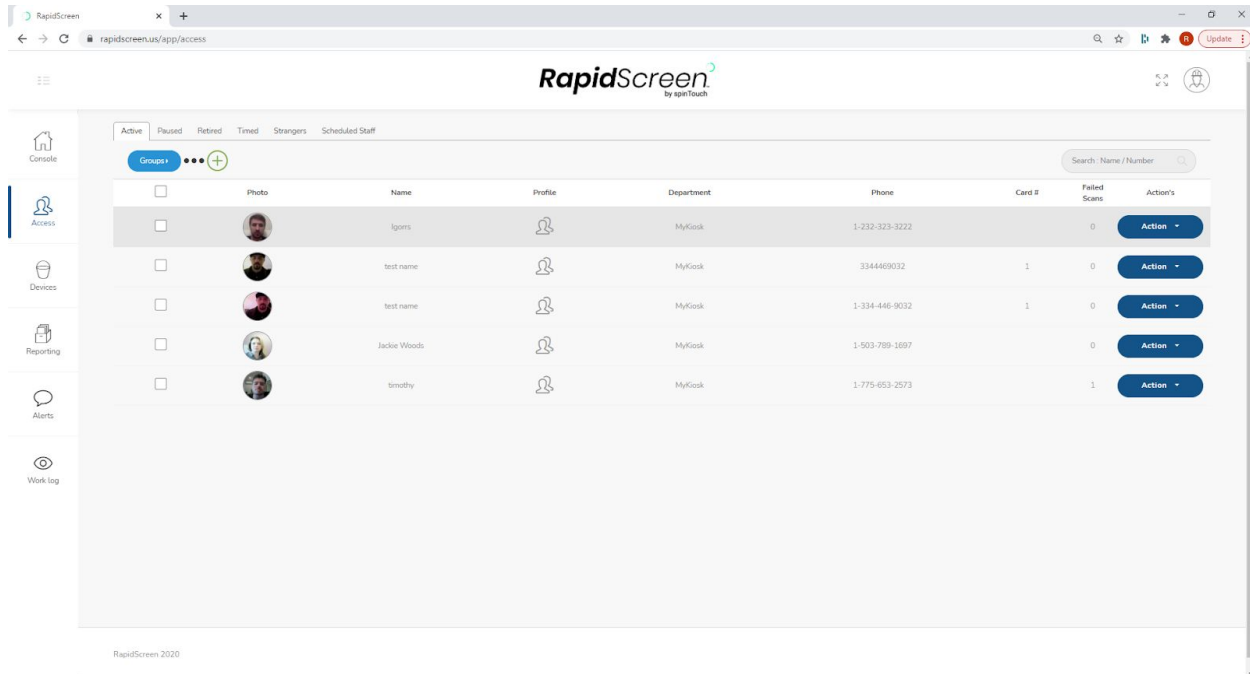
SpinTouch offers the rapidscreen.us site as a remote management package for our RapidScreen temperature scanners. Once you purchase a scanner you just need to contact: support@spintouch.com and we can create an account for you to login at rapidscreen.us

CONSOLE



The Console tab is the main landing page for rapidscreen.us and it shows an overview of recent activity. From this screen you can also create an export of recent activity data in the form of an excel sheet.

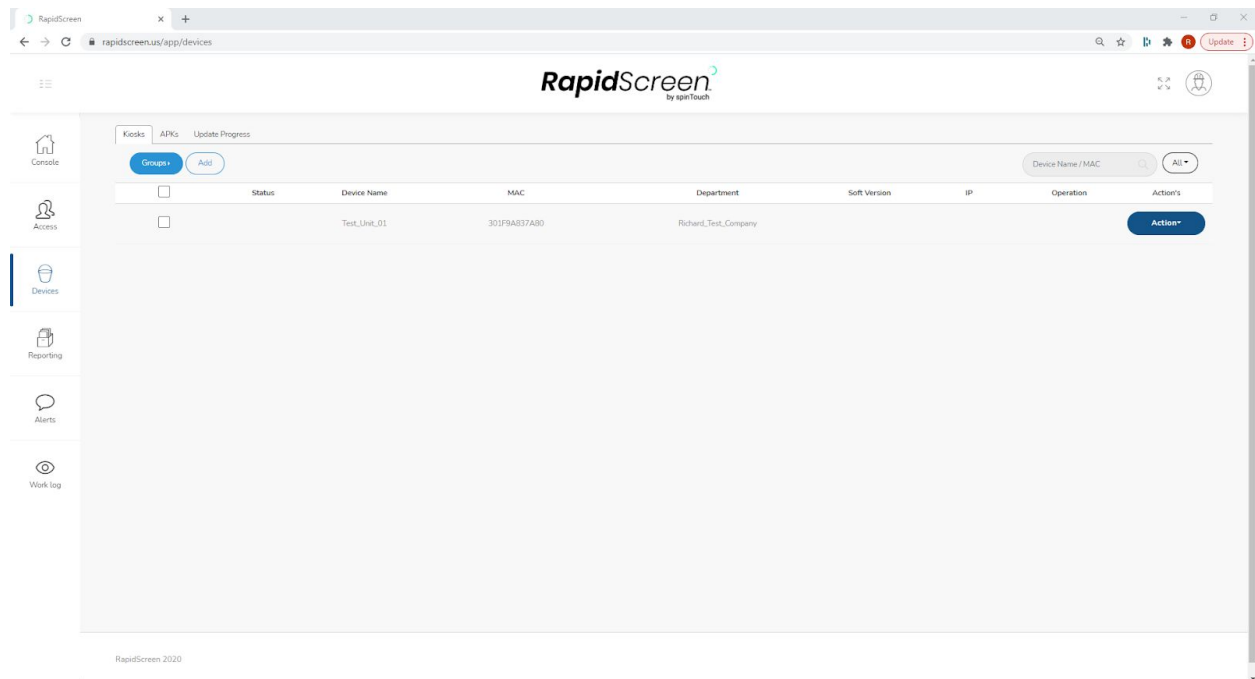
ACCESS



The Access tab is where you can register your staff with their names, phone numbers and facial recognition reference photos. Once your staff have been registered here the data will sync to your scanner device and they will be recognized by the device, their names will show up on their scan records, and you can then use the device for access control.

By clicking on the green (+) button you can manually add one person at a time, use the mass email tool to recruit multiple people or even click on the 3 black dots to use the bulk import tools. The bulk import will give you an Excel spreadsheet to download, fill out with names, and then upload again. This will populate the list with all the names and you can then use the photo import to import a ZIP file with JPG photo files inside of it. Have the filename of each photo be that of the person it belongs to, or their phone number such as 1231231234.jpg - this will then match that photo to the person who has that name / phone number. Using the Schedule Staff tab will allow you to send out a questionnaire to your staff on a regular interval.

DEVICES



The Devices tab is where you can register your scanner with the management site, also you can upload APK files for updating the app on your device here and then push that update over to the devices (which can be easier than doing it at the device itself with a USB flash drive).

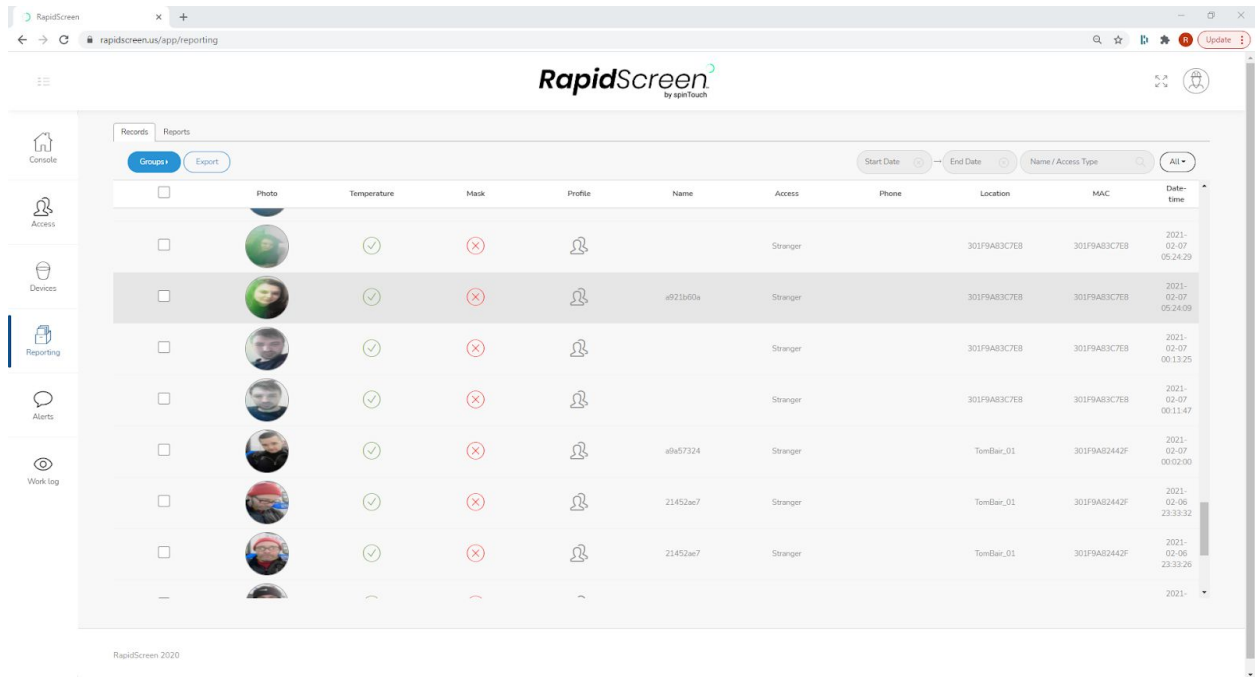
The process for connecting a scanner to the rapidscreen.us site is this: first you use the Add button on the Devices tab to add your scanners one by one, give them a name, select your company root for the Group and then enter the MAC address. Once you confirm this you will see the device showing up in the list of devices.

Make sure that when you add the MAC address for the device that you do it without any symbols or spaces, using all uppercase letters.

Once the device is registered here, you simply go into the Server Connection settings of our app menu on the device itself and you put this in for the IP address: rapidscreen.us

Then you can click the Connect To Server button and you will see it say (Connected) at the top left of the device screen - back on rapidscreen.us you will then see the device showing it's Software Version and IP in the Devices tab. This means your device is now connected to the rapidscreen.us server.

REPORTING



The screenshot shows the RapidScreen Reporting interface. The page title is "RapidScreen by spinTouch". The interface includes a sidebar with navigation options: Console, Access, Devices, Reporting (selected), Alerts, and Work log. The main content area displays a table of scan results with columns: Photo, Temperature, Mask, Profile, Name, Access, Phone, Location, MAC, and Date-time. The table contains several rows of data, with one row highlighted in grey. The "Temperature" column shows green checkmarks, and the "Mask" column shows red X marks. The "Access" column is labeled "Stranger". The "Date-time" column shows scan dates and times.

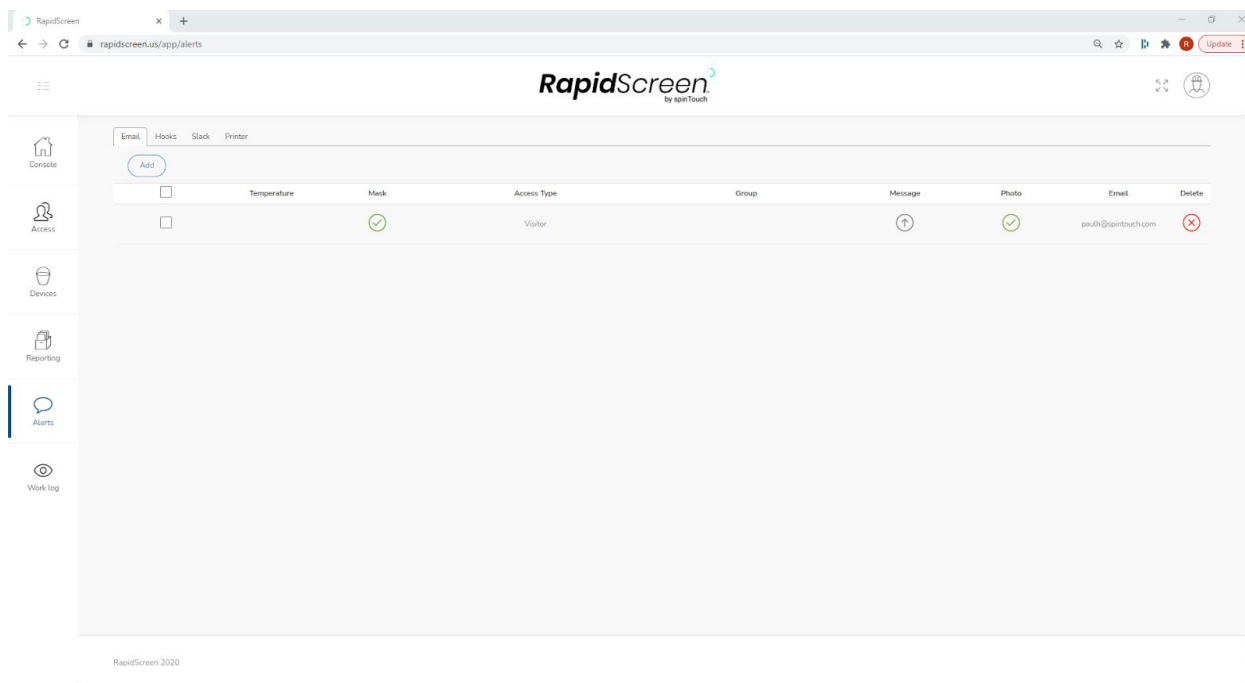
Photo	Temperature	Mask	Profile	Name	Access	Phone	Location	MAC	Date-time
	✓	✗			Stranger		301F9A83C7E8	301F9A83C7E8	2021-03-07 05:24:29
	✓	✗		a921b60a	Stranger		301F9A83C7E8	301F9A83C7E8	2021-02-07 06:24:09
	✓	✗			Stranger		301F9A83C7E8	301F9A83C7E8	2021-02-07 00:13:25
	✓	✗			Stranger		301F9A83C7E8	301F9A83C7E8	2021-02-07 00:11:47
	✓	✗		a9a57324	Stranger		TomBar_01	301F9A82442F	2021-02-07 00:02:00
	✓	✗		21452ae7	Stranger		TomBar_01	301F9A82442F	2021-02-06 23:33:32
	✓	✗		21452ae7	Stranger		TomBar_01	301F9A82442F	2021-02-06 23:33:26
	✓	✗			Stranger				2021-

The Reporting tab is where you can view all scan results and data from your scanners that have been connected. It will include a photo of each scan event, even if the person is not recognized. If you do register your staff then they will show up in these results with their name and phone number listed as well.

You can set a date range to filter the results shown on screen - you can also use Export to generate a Report for a given date range - then on the Reports section you can download these data exports.

Simply refresh the page from time to time to see new scan data coming in, this tab is the main section you will likely be referencing on the site.

ALERTS



The Alerts tab is where you can set up email notifications for events such as people scanning with a high temperature, or not wearing a mask. We already have our no-reply@spintouch.com email set up for this so all you have to do is click the Add button, choose what type of alert you want, then enter your email address that you want the alerts going to. You can customize the message of the alerts as well. By using any cell phone carrier's email-to-text service you can forward these alerts on as text messages as well.

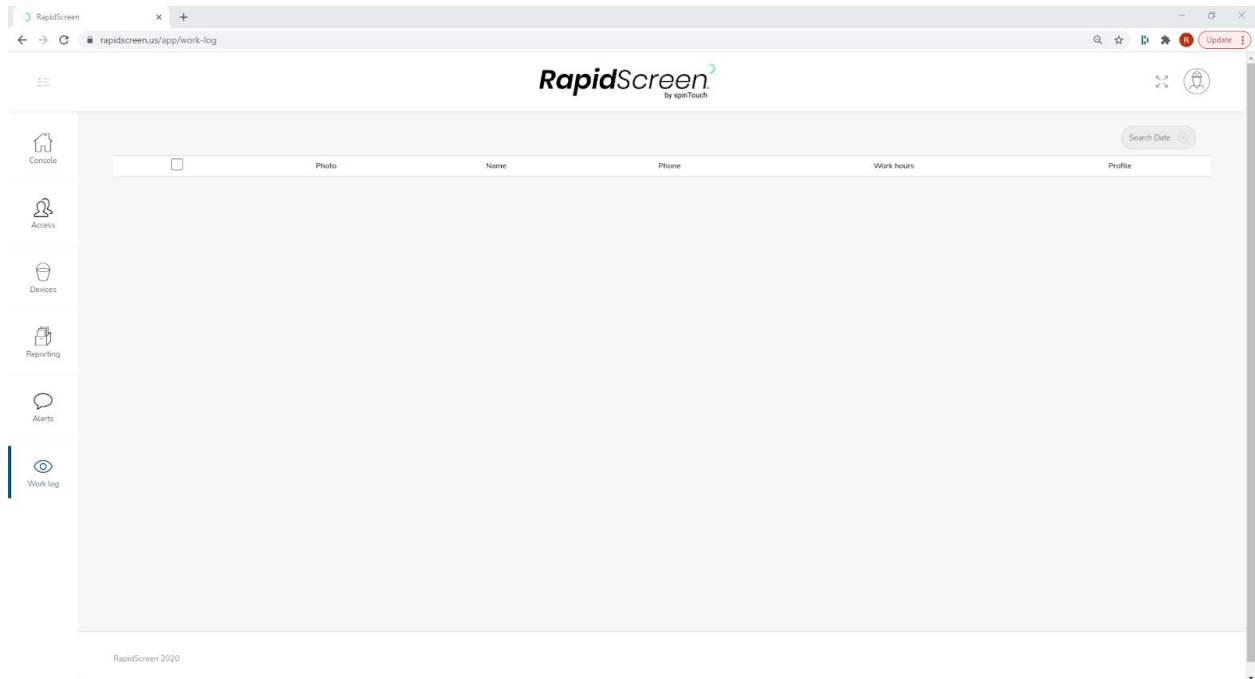
The Hooks section allows you to define a web endpoint to receive data from our site when events happen such as a high temperature scan. For more information on this please review the Webhook Guide:

https://drive.google.com/file/d/1zRLJUQShIU4YGKyhWEQkN_K3FzqeJcbM/view?usp=sharing

The Slack section is for integrating with the real time chat service Slack, so that events can be turned into automatic messages in a chat channel there.

The Printer section will allow you to set up a MicroStar printer using the CloudPRNT feature so that it will print out a ticket when someone scans into our system.

WORK LOG

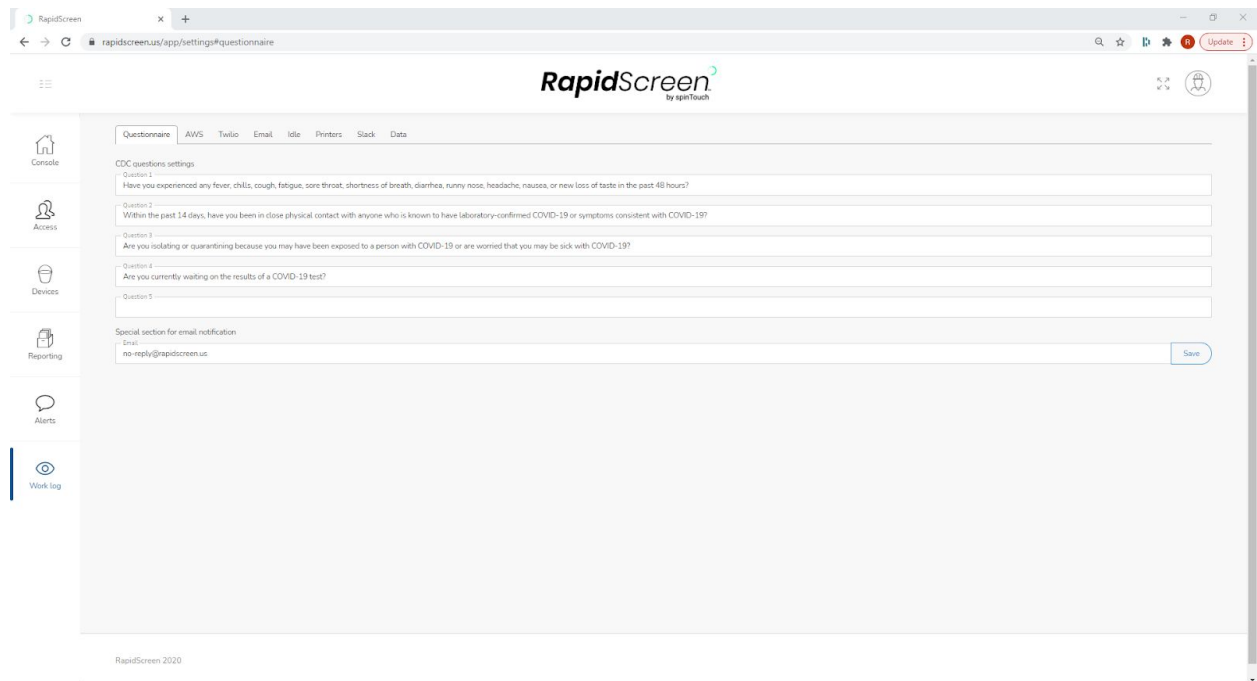


The Work Log tab is where you can see data on your employees and their hours worked based off of scanning in with our device.

This section will show the staff members photo, name, phone number and number of hours worked on that day.

The data here is simply calculated based off of registered staff and their scanning behavior.

SETTINGS - QUESTIONNAIRE

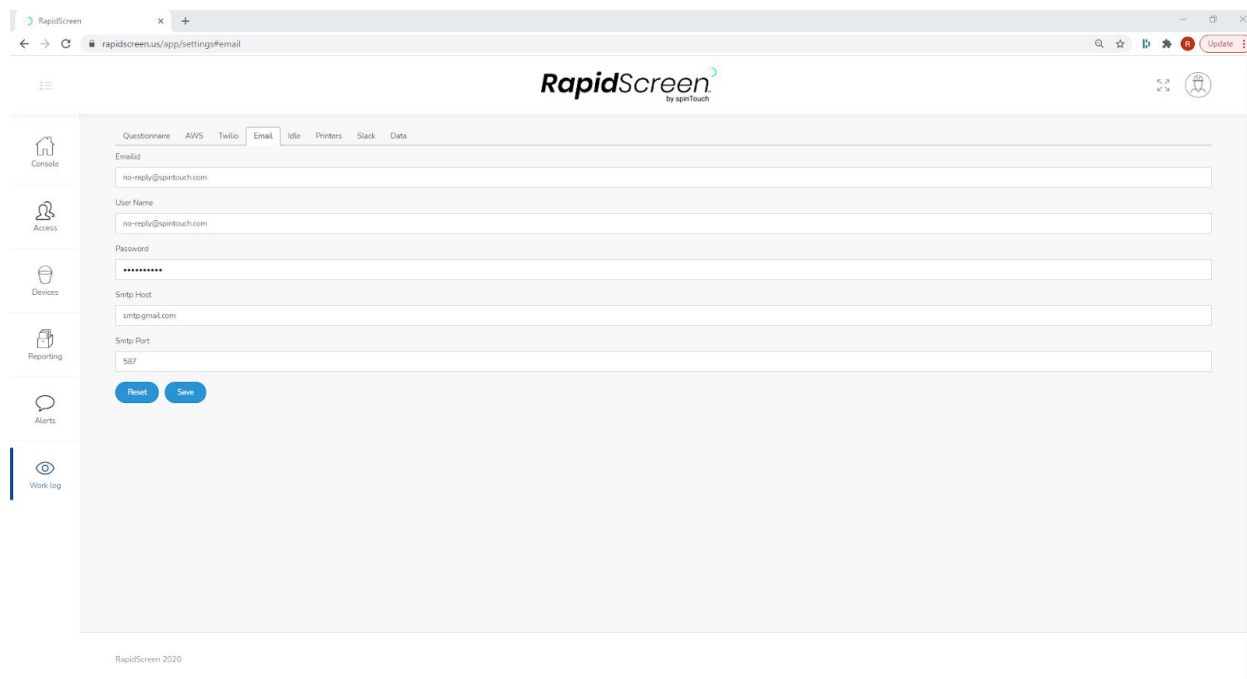


If you click on the icon at the top right of our site you can get into the Settings section.

In the Settings section you can go to the Questionnaire tab where you can define a questionnaire such as a CDC Screening and then once defined here this questionnaire can be sent out to staff or even scheduled to be regularly sent out.

When someone is sent the Questionnaire it will mark their registration on the Access tab as Paused, and they will not be able to receive a scan at the device until they answer the questionnaire. If they fail the questionnaire alerts can be sent to management.

SETTINGS - EMAIL



The screenshot shows a web browser window with the URL `rapidscreenus/app/settings#email`. The page title is "RapidScreen by spintouch". The main content area is titled "Email" and contains the following fields:

- Email: `no-reply@spintouch.com`
- User Name: `no-reply@spintouch.com`
- Password: `*****`
- Smtp Host: `smtp.gmail.com`
- Smtp Port: `587`

At the bottom of the form are two buttons: "Reset" and "Save". The left sidebar contains navigation links for Console, Access, Devices, Reporting, Alerts, and Work log. The footer of the page reads "RapidScreen 2020".

In the Settings section you can also go to the Email tab and see the email account that the alerts will be coming out from. This section is already filled in with our no-reply@spintouch.com email address and so you do not need to change anything here.

However if you would prefer for the alert emails to come from your own company email then you can enter your email information here - you simply need an email server that uses SMTP.

Keep in mind that when using your own mail server there are several requirements such as needing to have 2-factor authentication enabled as well as using an 'App' password where possible.