

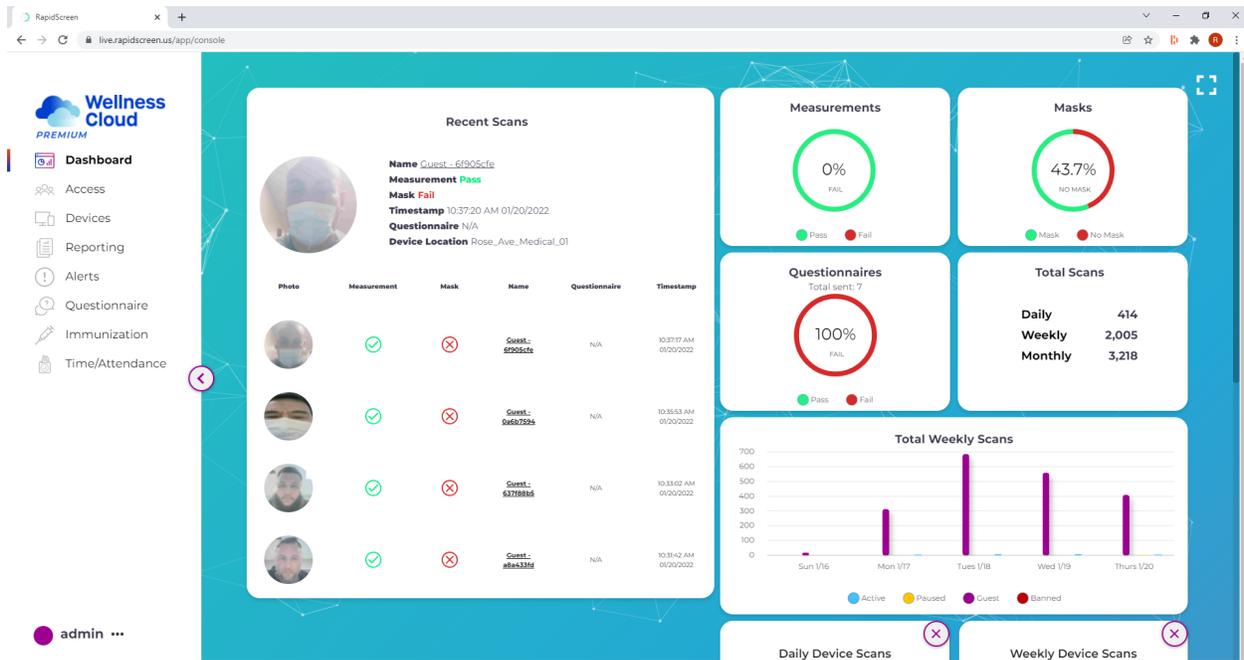
# RapidScreen.us User Guide



<https://live.rapidscreen.us/user/login>

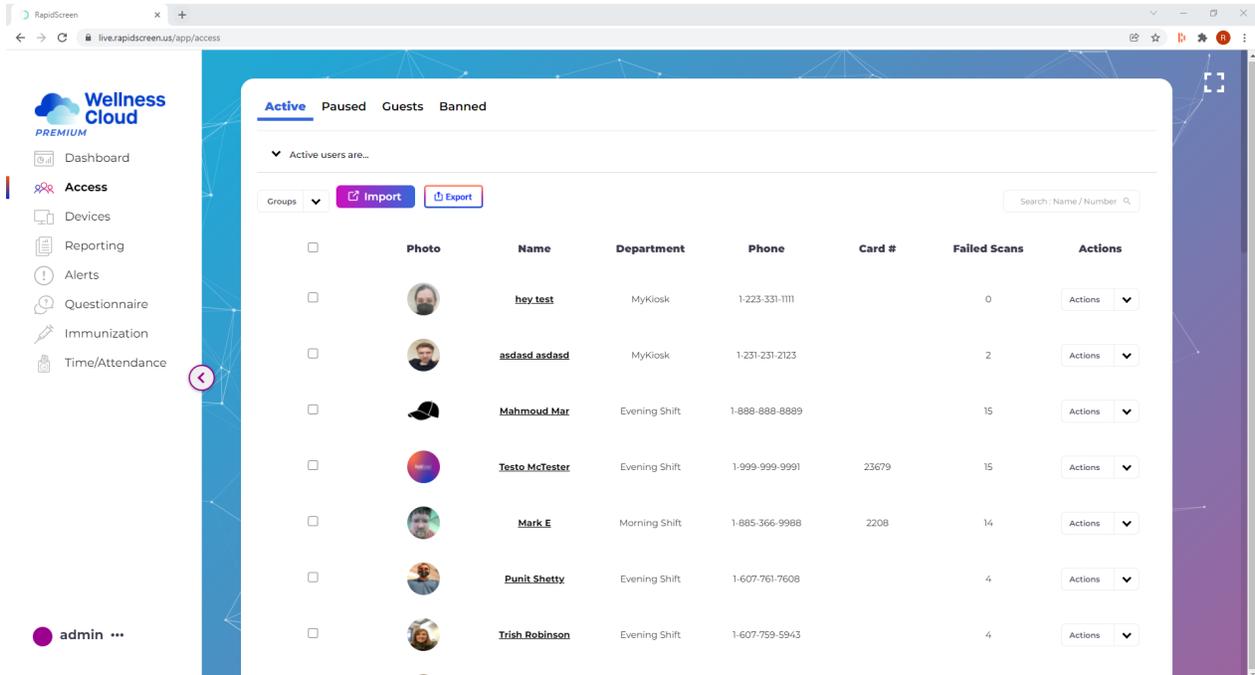
SpinTouch offers the Wellness Cloud at rapidscreen.us as a remote management tool for our RapidScreen temperature scanners. When purchasing a Rapidscreen scanner, if you elected to get a cloud package, you should have been sent login information for your account. If you lost or did not receive an email with your account login information please contact: [support@spintouch.com](mailto:support@spintouch.com) and we can provide your login credentials.

## DASHBOARD



The Dashboard tab is the main landing page for rapidscreen.us and it shows an overview of recent activity (5 most recent scans and statistics). You can use the 'Edit Individual Device Data' box to select which individual devices are included in the Daily & Weekly statistics graphs. This page will auto refresh any time a new scan comes in, so you can leave it open and watch to monitor scans.

# 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.

To add personnel start by clicking the Import button:

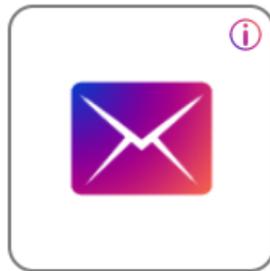
## Add Active Users



Add Individually



Import Excel List



Remote onboarding



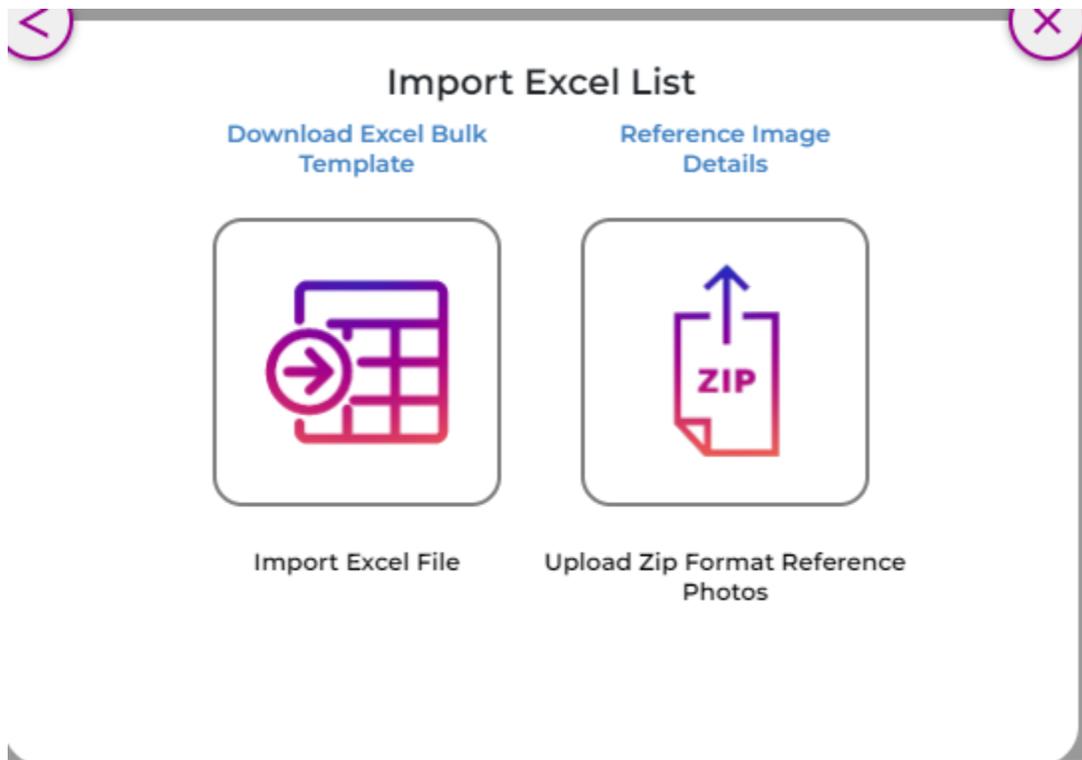
Convert Guest Scans

Add Individually - opens a form to register a single person

Import Excel List - Opens up the bulk import options

Remote Onboarding - Opens up the bulk email invite window

Convert Guest Scans - go to the Guests tab to Convert a Guest into a register user



Click on the 'Download Excel Bulk Template' link to download an XLSX spreadsheet, simply fill out the names, emails, and phone numbers of your personnel and save the file, then click on the button above 'Import Excel File' to browse to your file and upload it. This will populate your Access/Active tab with personnel.

Next you would assemble photos of your personnel, and make sure they are .jpg images named after the person such as: John Smith.jpg Put all of those photos into a ZIP file and then you can click the button above 'Upload Zip Format Reference Photos' to browse to your file and upload it. This will make the system go through the photos and attach them to the person with that name.

## Remote Email Onboarding Active Users

You can send out an email blast with a unique link allowing individuals to self register as Active users. Self registration will require each individual to fill out their own information and take a photo of their face with their computer or mobile device.

From	no-reply@rapidscreen.us <a href="#">Edit</a>	Email subject line	Wellness Self Registration
Group	Select group ▼	Send questionnaire	Do not require questionnaire ▼

**B I U**          [Self Registration Link](#)

Hello,

Prior to your arrive, we ask that you complete the registration process by visiting the following page: [Self Registration](#)

Instructions will be provided on each of the pages. If you have any issues, please contact us and we can further assist.

Best Regards  
Human Resources Department

Send to the following emails (separate multiple by semicolon):

Email(s)

[Submit](#)

On this window you can send out a mass email with an invite link for people to self register to the system. Simply select the Group (the root group with your account name is default) and then type in a list of emails at the bottom (separated by semicolon). Once you hit Submit the email addresses will all be sent their onboarding email with the invite link.

<input type="checkbox"/>	Photo	Date Created	Scans	Last Scan Time	Actions
<input type="checkbox"/>		2022-01-20 15:28:31	1	2022-01-20 15:28:31	Actions ▼
<input type="checkbox"/>		2022-01-20 15:13:40	3	2022-01-20 15:13:37	Actions ▼
<input type="checkbox"/>		2022-01-20 14:59:04	2	2022-01-20 14:59:02	Actions ▼

On the Guests tab you can use the Action button and select 'Convert to Profile' to register someone using the photo from their first scan at the device (make sure they do this without a mask or glasses - you can always delete them from Guests to have them scan again)

## DEVICES

<input type="checkbox"/>	Status	Device Name	MAC	Soft Version	IP	Operation	Actions
<input type="checkbox"/>		Servotronics_Test_01	301F9A86D098	V1.2.2	10.40.40.76		Actions ▼
<input type="checkbox"/>		Freudenberg_01	301F9A83C752	V3.2.11_27	10.147.28.86		Actions ▼
<input type="checkbox"/>		Morton_06	301F9A868C84	V1.0.79	10.3.34.251		Actions ▼

The Devices tab is where you can register your scanner with your account (so that scan results come through to Reporting), 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 Device button on the Kiosks 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 (without colons). Once you confirm this you will see the kiosk showing up in the list of devices.

After the device is registered here, make sure it is online with WiFi or ethernet and then reboot the device (pull power plug) - once it reboots it should fully connect with the account and you will see a green checkmark on Status and information on Software Version and IP.

Kiosks **APKs** Update Progress RapidScreen software for your kiosk device  
Download Latest: [APK - Installation Instructions](#)

**File Upload** This is where you can upload an APK file sent to you by Support to update your device - after uploading go to Kiosks and use the Action button on a device to Upgrade File Version Number

File Name	Apk Name	File Version Code	File Version Number	Description	Creation Time	Delete
release-V1.0.79.apk	com.spintouch.rapidscreen	79	V1.0.79	1.0.79	2021-12-22 02:11:07	
release-V1.0.54.apk	com.spintouch.rapidscreen	54	V1.0.54	startupbanner	2021-11-02 20:44:41	
test.apk	com.ApnaKabadi.app	1	1.0	Test3	2021-09-17 09:24:05	

On the APKs tab of Devices you can see any APK (app installer) files that you have uploaded to your account. Using the File Upload button you can select an APK to upload here. Once you have an APK here you can update the device itself remotely by pushing the APK to it over the network. To push the update simply go back to the Kiosks tab and use the Action button on a device and select Upgrade, then choose the APK you want to update with. You can see the progress on the Update Progress tab.

## REPORTING

**Records** Reports

**Export** All  Groups  Data Retention  Add temperature data Start Date  End Date  Search Keyword

<input type="checkbox"/>	Photo	Measurement	Mask	Name	Access	Phone	Questionnaire (most recent)	Location	MAC	Timestamp
<input type="checkbox"/>				Guest - 96f32ef9	Guest		N/A	Rose_Ave_Medical_01	301F9A83CB48	03:31:11 PM 01/20/2022
<input type="checkbox"/>				Guest - 25bde57	Guest		N/A	Rose_Ave_Medical_01	301F9A83CB48	03:31:08 PM 01/20/2022
<input type="checkbox"/>				Guest - ca0d5bac	Guest		N/A	WinnaVegas_03a	301F9A824520	03:28:31 PM 01/20/2022
<input type="checkbox"/>				Guest - d495b165	Guest		N/A	Rose_Ave_Medical_01	301F9A83CB48	03:26:20 PM 01/20/2022

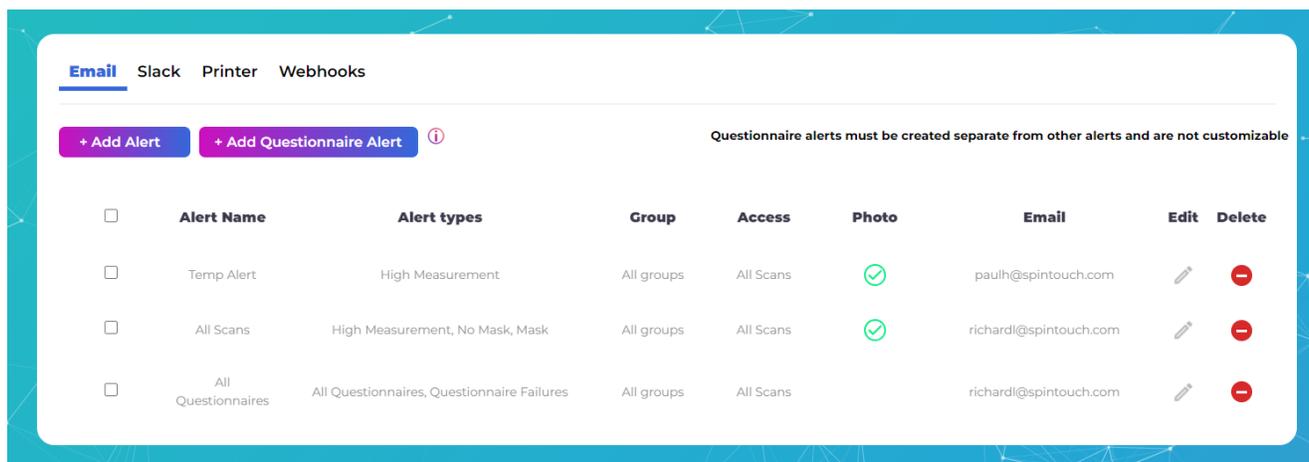
The Reporting tab is where you can view all scan results and data from your scanners that have been connected. It will include a photo of each scan event, even if the person is not registered. If you do register your staff then they will show up in these results with their name and phone number listed 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 in the Reports section you can download these data exports (which are XLSX spreadsheets).

Take note of the Data Retention dropdown, you will have various options for how long the data is kept on our site. After the retention period the data is permanently deleted, so if you need long term record keeping you need to create Exports regularly.

The 'Add temperature data' checkbox is another important option here. By default the site only tracks pass / fail for scan results - showing a green check or a red X for the Measurement result. If you check the 'Add temperature data' checkbox then all future scans will show the actual temperature result (and so will the exports).

## 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, or failing a questionnaire.. We already have our [no-reply@spintouch.com](mailto:no-reply@spintouch.com) email set up for this so all you have to do is click the Add Alert button, choose what type of alert you want, then enter the email addresses (semicolon separated) 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.

For questionnaire alerts just click the Add Questionnaire alert button, and put in the email addresses that you want to receive the alerts (choose either failures only, or all questionnaire responses). The questionnaire alerts will include the questions and answers.

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. For more information on this please review the Slack Integration Guide:

<https://drive.google.com/file/d/1aIM9dfwJvGysO2c0KO0Rzfc1U786fGhz/view?usp=sharing>

The Printer section will allow you to set up a MicroStar printer using the CloudPRNT feature (or direct USB connection) so that it will print out a ticket when someone scans into our system. For more information on this please review the Cloud Printer Guide:

<https://drive.google.com/file/d/1mPFFk2G3aq8xmSIPcHxea3AmvfobP0-r/view?usp=sharing>

The Webhooks 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](https://drive.google.com/file/d/1zRLJUQShIU4YGKyhWEQkN_K3FzqeJcbM/view?usp=sharing)

## QUESTIONNAIRE

**Questions** Settings Schedule Logs

Option for multiple question sets  
i.e. selection of language or ability to have different questions for visitors vs employees, etc.

Question Set 1 + Add New Set

Question set name  
Question Set 1

Intro text for multiple question sets  
Will only display if more than 1 question set is added  
Choose your question set

Questions should be entered in the form of YES / NO where YES is a FAIL and NO is a PASS.

**Question #1** ⊗  
Are you isolating or quarantining because you may have been exposed to a person with COVID-19 or are worried that you may be sick with COVID-19?

**Question #2** ⊗  
Have you experienced any fever, chills, cough, fatigue, sore throat, shortness of breath, diarrhea, runny nose, headache, nausea, or new loss of taste in the past 48 hours?

**Question #3** ⊗  
Within the past 14 days, have you been in close physical contact with anyone who is known to have laboratory-confirmed COVID-19 or symptoms consistent with COVID-19?

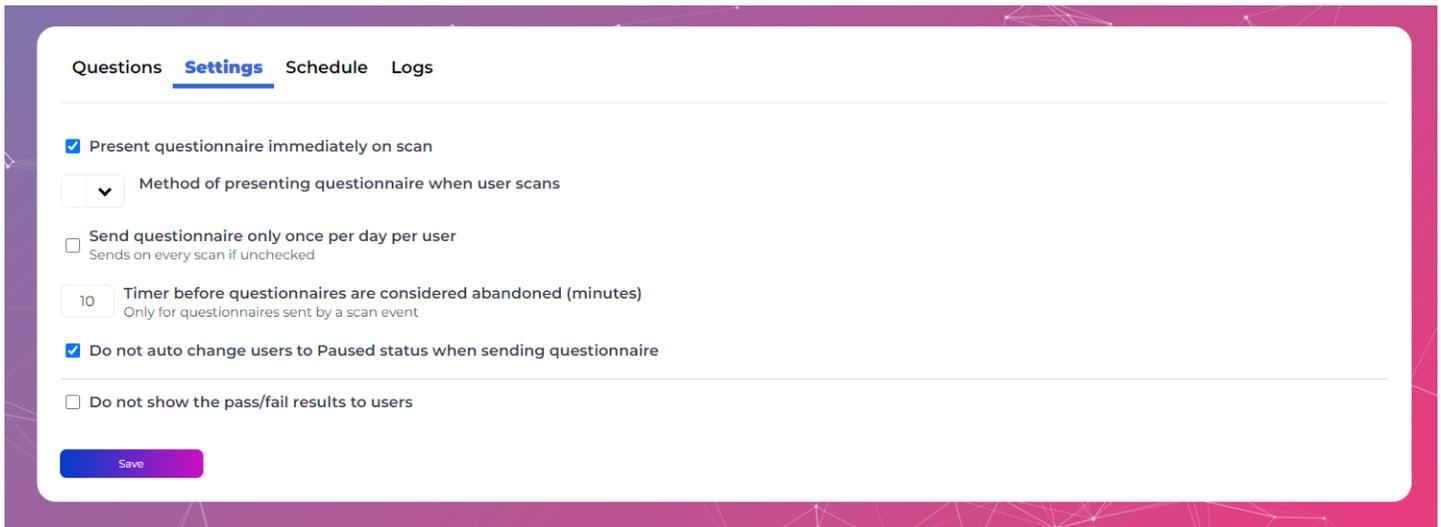
**Question #4** ⊗  
Are you currently waiting on the results of a COVID-19 test?

+ Add New Question

**Success message**  
Thank you for taking the questionnaire, you can now proceed with your entry.

**Failure message**  
Please stay where you are and a member of management will be reaching out to you shortly.

On the Questions tab you can define the questions you want to have included in any SMS / Email / On Screen questionnaire. You can have as few as 1, and as many as 15 questions. The questions can be fully customized, but need to be written as Yes / No questions with a Yes as the fail. You can create multiple question sets and people will be prompted to choose a set to answer (such as different languages, or employee vs guest).

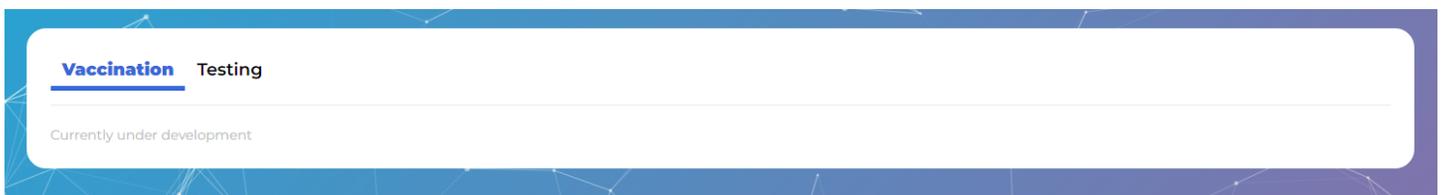


On the Settings tab you can set the device to trigger a questionnaire every time someone scans, to do this check the box for 'Present questionnaire immediately on scan' and then use the dropdown to set the 'Method of presenting questionnaire when user scans' (Email, SMS, or On Device).

There is an option to only trigger the questionnaire once per day. You can also set a timer for when a questionnaire is considered abandoned, which would trigger a Questionnaire Failure alert. Another option allows you to disable the auto pausing of someone when the questionnaire is triggered, it is recommended to enable this 'Do not auto change users to Paused status when sending questionnaire' option unless you know you need it off. Finally there is an option to hide the pass/fail results to users but this is usually left unchecked.

You can go to the Logs tab to see timestamps for questionnaires being sent out to various emails or phone numbers.

## IMMUNIZATION



This section is currently still under development. The concept is to include a system for managing testing certificates and vaccination records.

## TIME/ATTENDANCE

### Time/Attendance

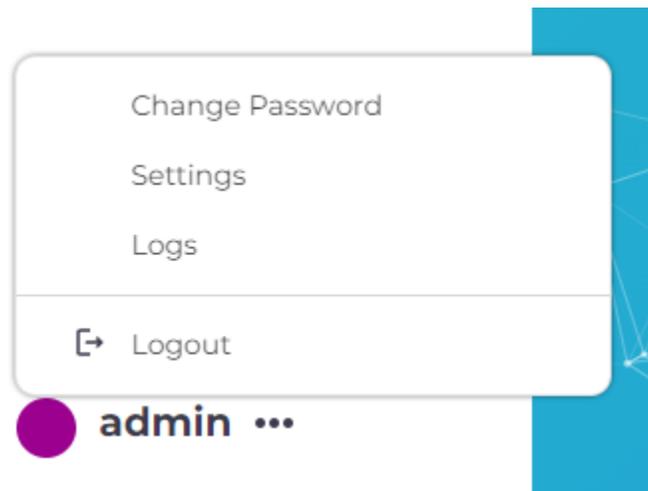
With this new feature, your company will be able to manage time and attendance using the RapidScreen device to clock individuals in/out and fully integrated with your existing payroll system.

We are currently developing this feature now.  
If you're interested, please let us know the platform you use for payroll and time & attendance.

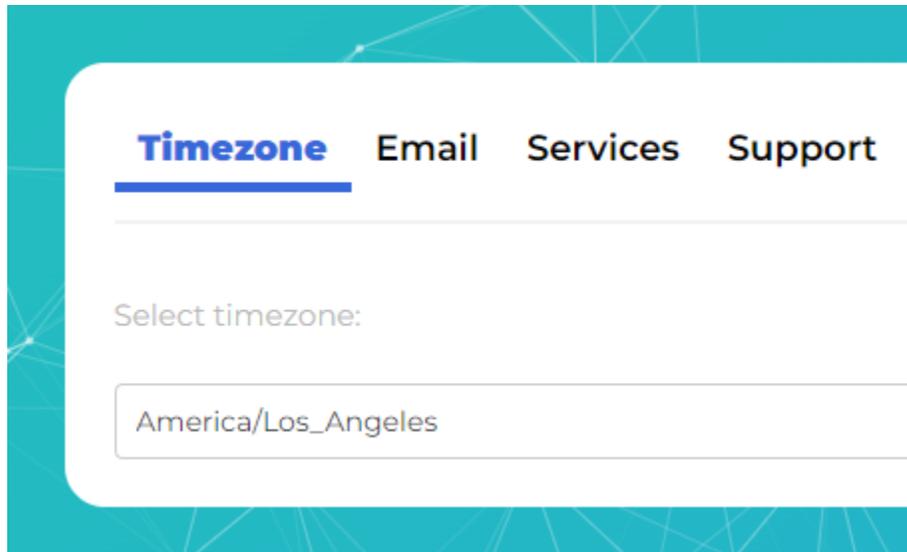
Your message was sent, if you have any further questions please contact [support@spintouch.com](mailto:support@spintouch.com)

This section is currently still under development. The concept is to build integrations with various Time & Attendance platforms so that the devices could be used as automated time clocks.

## SETTINGS



If you click the triple dots button next to your account name you will get some additional options. You can change the account password, go into the account settings, or see Logs about various activities on the account.



If you go into the account settings you can change the timezone which will reflect on the Reporting tab. You can also use the Email tab to use your own mail server rather than our provided no-reply one. The Services tab allows you to do some advanced features such as Slack bot integration, or using your own Twilio or AWS account in place of ours. Finally you can use the Support tab to get assistance with any problems you are having.