

## ZOTEC Facility Access System

The following is a guide to walk you through the functionality of the ZOTEC Facility Access system to manage your employee registration for the LTC Employee COVID19 Testing Initiative.

### Employee scheduling

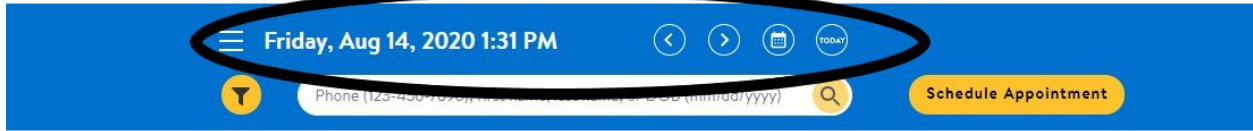
- After the ZOTEC Registration Guide is submitted, the employees listed will receive a text message with an invitation code and registration link to complete the registration process.
- After the employee selects the appropriate facility, they should look for available times on the DATE OF KIT DELIVERY DROP OFF. They can do this by selecting “Select next available date”
- The employee should select the earliest available date
- After the employee selects the appointment time, this link will expire. **THERE IS A SECOND LINK IN THE TEXT MESSAGE FOR THEM TO ACCESS THEIR PROFILE AND COMPLETE THE QUESTIONS FOR REGISTRATION**

### Facility Access System

- You will receive a message from [no-reply@zotecpartners.com](mailto:no-reply@zotecpartners.com) with a username and password. Follow the link in the email to complete your profile
- Once your profile is complete, **YOU WILL NEED TO USE YOUR USERNAME/PASSWORD AT A SECOND SITE (BELOW) TO ACCESS YOUR ACCOUNT**

### Viewing your facility roster

1. Log into <https://checkin.coronavirus.in.gov/> with your username/password
2. At the top, select the DATE of your schedule Kit Delivery

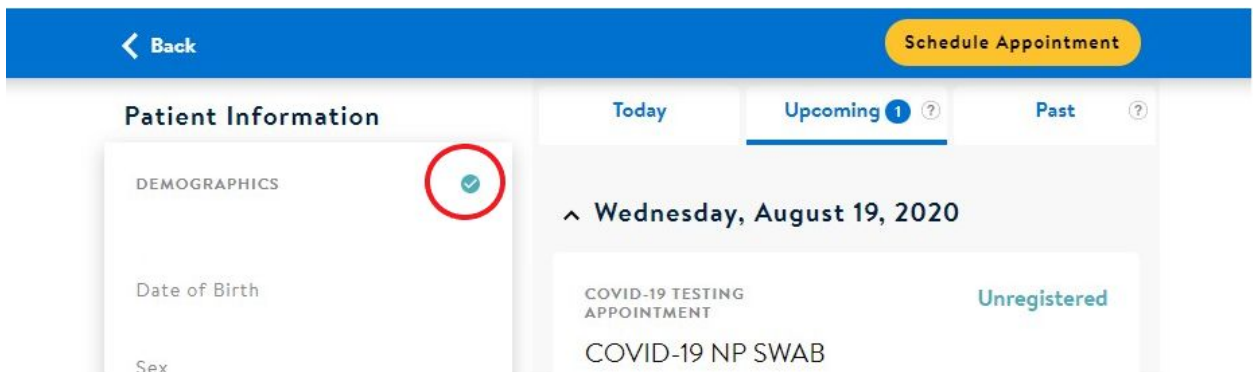


Time	First Name	Last Name	DOB	Service	Appointment Type	Status
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3. View your roster for the following categories of employees
  - a. Registered - Employee that was submitted on the Registration Roster responded to the text invitation, scheduled an appointment time and completed all necessary profile questions
  - b. Unregistered - Employee that was submitted on the Registration Roster responded to the text invitation, scheduled an appointment time but DID NOT complete all necessary profile questions
  - c. Missing - Employee that was submitted on the Registration Roster but has NOT responded to the text invitation OR employee who was not included on initial Registration Roster but needs to be include

### Editing an employee profile (completing profile for unregistered employees)

1. Click on the Employee's name
2. View Profile - look for green checkmarks for completed sections and identify incomplete sections without green checkmark



3. Select "Edit" to complete each unchecked section

The screenshot shows a user profile form with several sections. On the left, there are fields for 'Contact Mobile Phone', 'Contact Email Address', and 'Preferred Communication Method' with 'E-Mail' selected. Below these is a blue 'Edit' button with a pencil icon, which is circled in red. At the bottom of this section is the text 'ADDITIONAL DEMOGRAPHICS'. On the right, there is a section for 'Accession IDs' with 'COVID-19 NP SWAB : ---' and two buttons: 'Cancel' and 'Reschedule', both with question marks.

4. Once all sections are completed, Profile will read "Registered"

### Finding and adding a missing employee (Was submitted with ZOTEC Registration Roster)

1. If an employee was submitted along with the ZOTEC Employee Registration Roster, but is NOT appearing under your facility, this means they did NOT respond to the text
2. Search for the employee by name, phone, or DOB in the search bar at the top

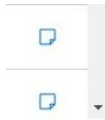
The screenshot shows a mobile app interface. At the top, there is a blue header with a hamburger menu icon, the date and time 'Friday, Aug 14, 2020 4:28 PM', and navigation icons for back, forward, calendar, and 'TODAY'. Below the header is a search bar with a yellow filter icon on the left, a search input field containing the placeholder text 'Phone (123-456-7890), first name, last name, or DOB (mm/dd/yyyy)', a magnifying glass icon on the right, and a yellow 'Schedule Appointment' button. Below the search bar is a table with the following headers: 'Time', 'First Name', 'Last Name', 'DOB', 'Service', 'Appointment Type', and 'Status'.

3. Click on the name of the employee
4. Select "Schedule Appointment" at the top right of the screen
5. Select the date that YOUR FACILITY IS SCHEDULED FOR KIT DELIVERY or select "Find Next Available Appointment" if you are not on this date, there will be no appointments available
6. Select the earliest appointment available and select "Select this time"

7. Once appointment has been scheduled, complete the registration as stated above for Editing a Patient

### **Adding a NEW employee (not submitted with ZOTEC Registration Roster)**

1. If you need to add a NEW employee that was NOT submitted along with your ZOTEC Employee Registration Roster, then you can add them at this time
2. At the top of the screen, select "Schedule an appointment"
3. In the search bar, type the employee's name and click "Submit". There should NOT be an entry for this employee as they were not submitted
4. At the bottom right of the screen, select "Continue as New"



Continue as New

5. Select the earliest appointment available and select "Select this time"
6. You will be prompted to enter demographic information for this employee and then complete their profile as above