

For Employee



COVID19TRACKER™



MOBILE APP QUICK GUIDE

1

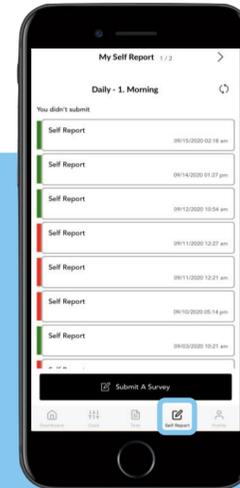
Download the Kokomo24/7 Enterprise IMS App and Sign-In



2

Log-In

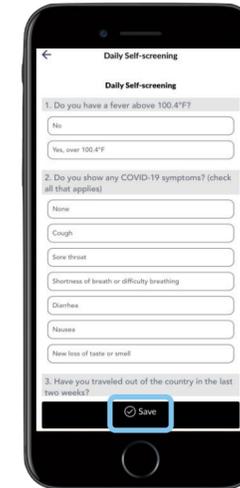
Enter password provided and select the Self Report button to begin your daily self-assignment.



3

Self-Reporting

Fill out the questionnaire and select the Save button. Please note questions may differ from workplace to workplace.



4

Successful Report Submission

Upon completing your self-screening you will receive either a red or green passport badge. A log of all submitted screenings are listed for you in the Self Report button.



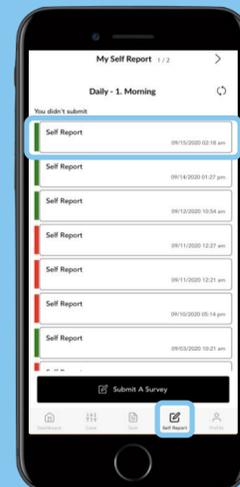
HOW TO

MAKE CHANGES TO YOUR SUBMITTED RESPONSES

1

Self-Report

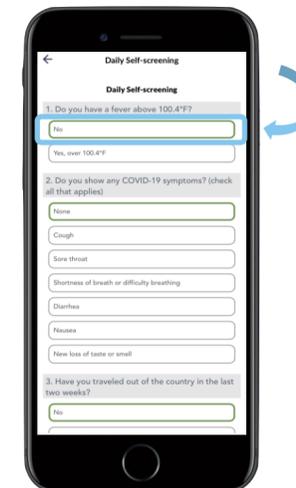
Under "Self-Report" you will see a list of all the recent daily self-screenings you've completed. Simply select the screening you just submitted.



2

Re-Submitting Your Daily Self-Screening Questionnaire

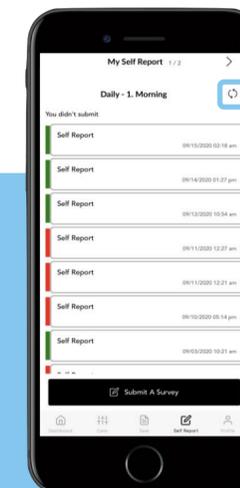
After you select your last submitted self-screening, change the answer you mistakenly selected. Then select the Save button.



3

Refresh Your Screen To See Your Corrected Daily Self-Screening Questionnaire

By selecting the Refresh icon in the upper right hand corner of your screen, you will see the corrected daily self-screening.



For Admin



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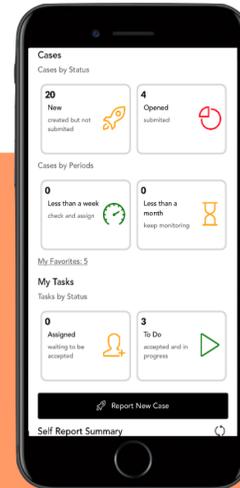
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2

Dashboard

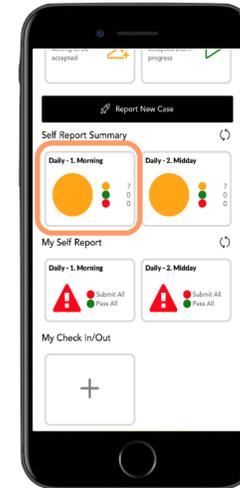
Our dashboard displays all functions that Kokomo24/7 app provides. They are customizable to meet the specific needs of your company.



3

Self Report Summary

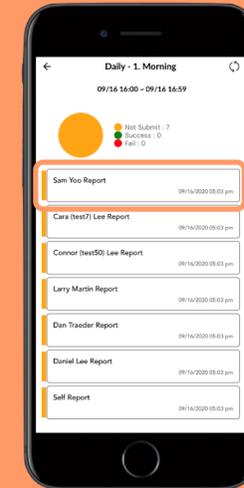
On the dashboard, you will see the Morning and Midday reports tabs. Simply select the tab to see the screening reports



4

Self Report Summary

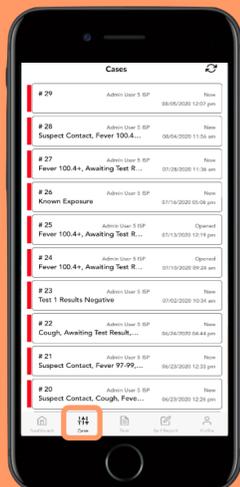
Once you click on the Tab, you will see a list of all the recent daily self-screenings sorted by time of the day



5

Cases

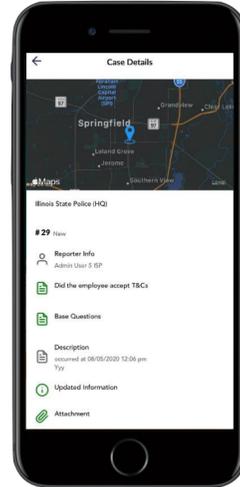
Cases button can be found on the bottom of the screen.



6

Case Details

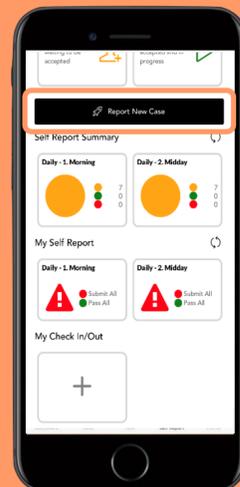
Click on the case to get a detail information of each case.



7

Reporting New Cases

If you wish to report a new case, click on the "Report New Case" button under Dashboard.



8

Tasks

Tasks

