



**SAVANCE** WORKPLACE

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# COVID-19 / Health Screening Kiosk Setup

## Setting Up Kiosk Health Screening

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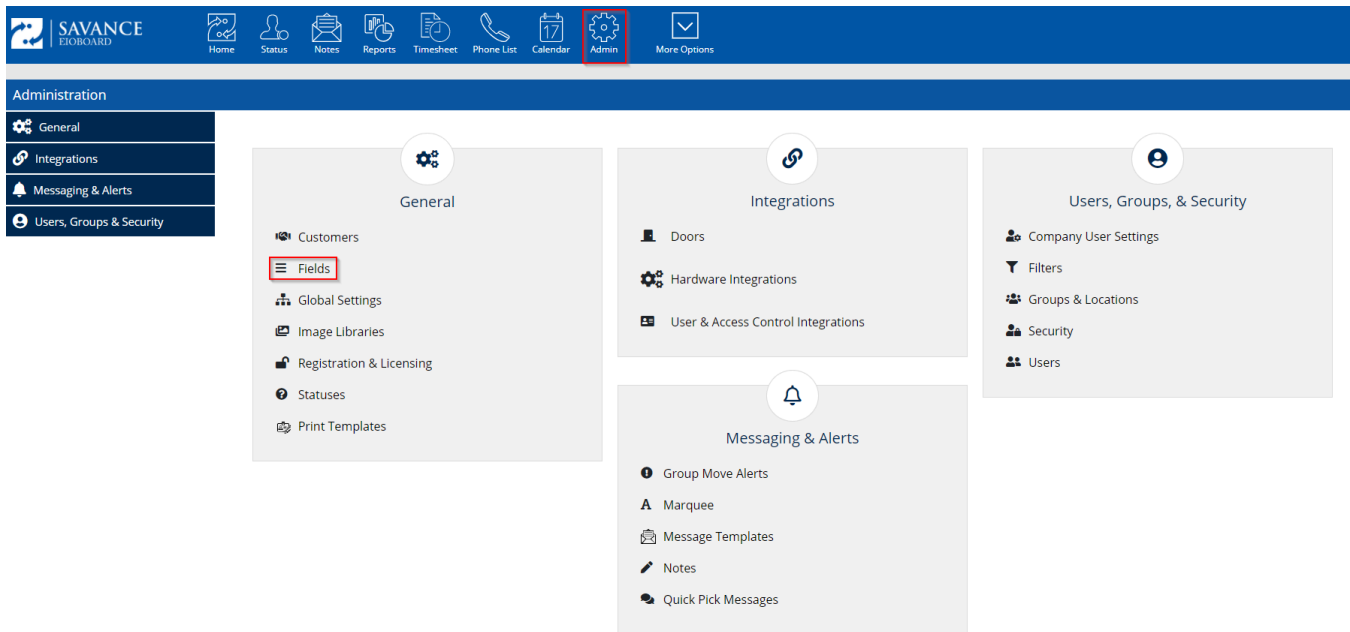
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## Overview

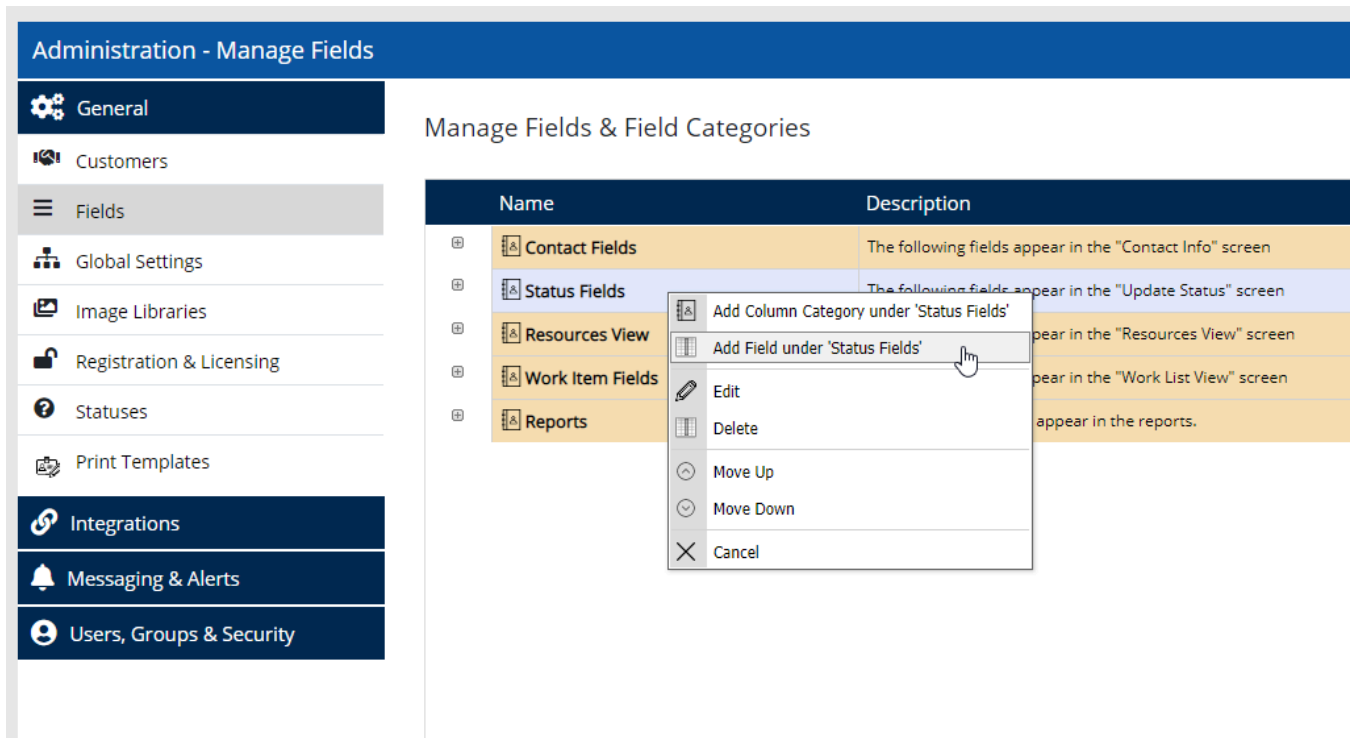
This guide will help set up the Savance Workplace Kiosk software as a COVID-19 Health Screening system. This guide will also cover how to set up a label printer and camera for this use case. **Please Note:** This guide should only be used once the Server has been installed and the [Savance Workplace Kiosk Setup Guide](#) has been completed.

## Creating Custom Fields

To add custom COVID screening questions to the kiosk, custom fields must be created in the web application. Login to the Savance Workplace web application and select “Admin” then select “Fields”.

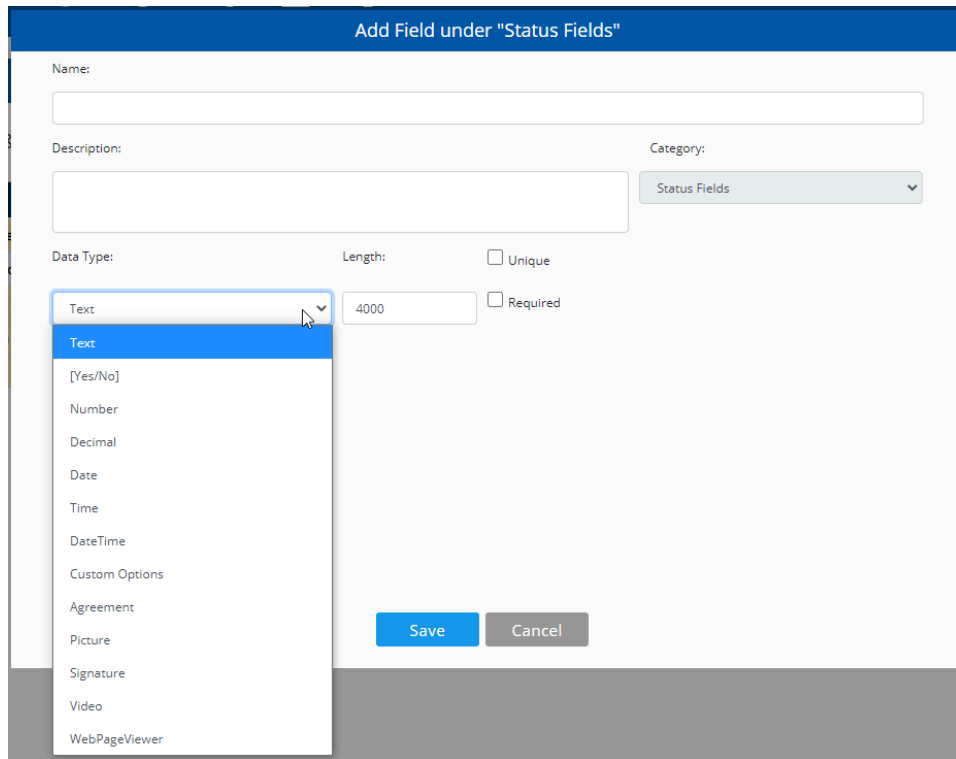


Next, right-click on the status fields, which are assigned at each sign-in, and select “Add Field”.



Select the data type that represents the information you are looking to gather. The most common fields for Covid Screening are as follows:

- Decimal - Used for temperature screening
- Yes/No - Used for questions such as "Have you experienced any symptoms in the past 14 days?"
- Custom Options - Used for questions such as "Select any symptom you are currently experiencing."
- Have you traveled to any other countries in the past 30 days?
- Signing specific waivers or health agreement documents



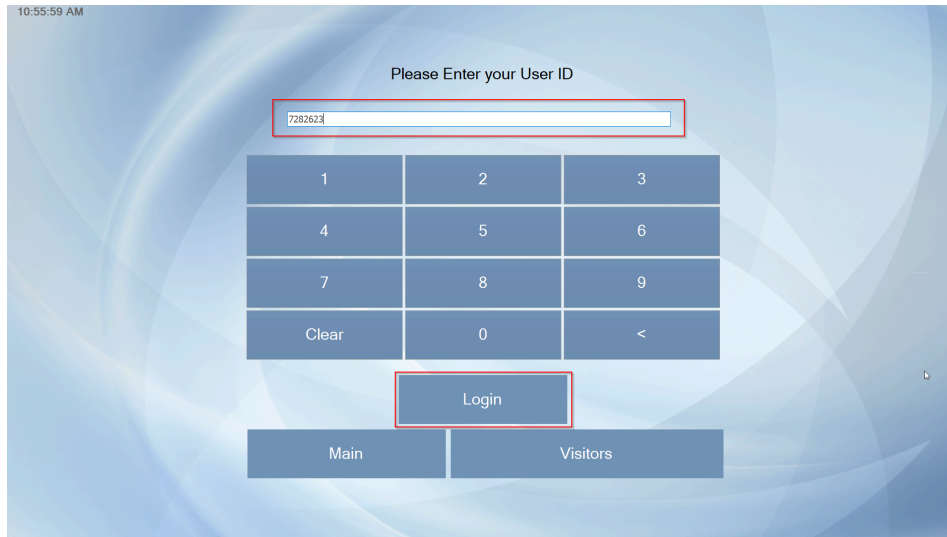
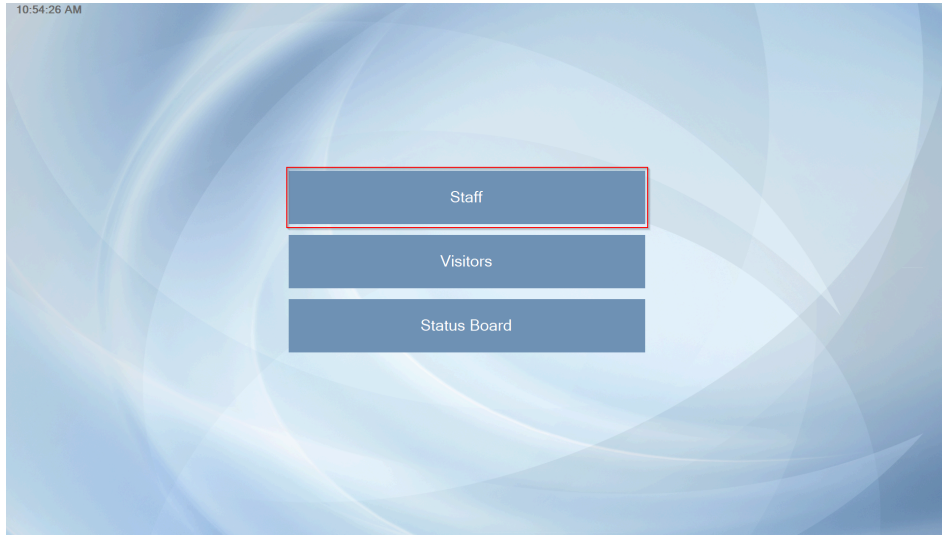
The screenshot shows a configuration window titled "Add Field under 'Status Fields'". It contains the following elements:

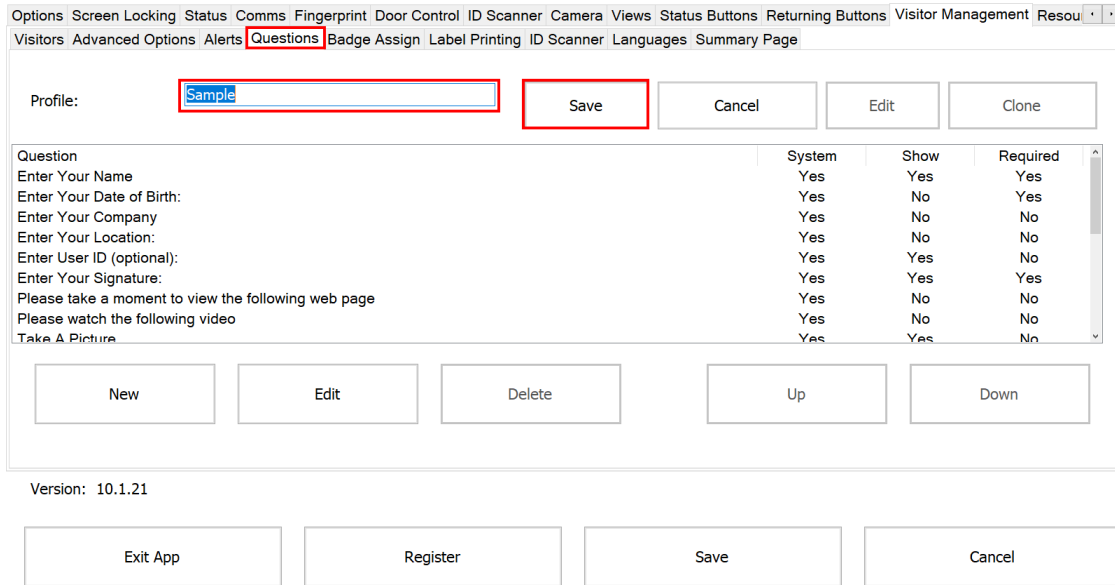
- Name:** An empty text input field.
- Description:** An empty text input field.
- Category:** A dropdown menu currently showing "Status Fields".
- Data Type:** A dropdown menu with a list of options: Text, [Yes/No], Number, Decimal, Date, Time, DateTime, Custom Options, Agreement, Picture, Signature, Video, and WebPageViewer. "Text" is selected.
- Length:** A text input field containing the value "4000".
- Unique:** An unchecked checkbox.
- Required:** An unchecked checkbox.
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

Once the field is added, the question must be added to the question profile which will be discussed in the next section of this guide.

## Question Profiles

To allow a visitor to sign in, a question profile must be created. First, the admin panel of the kiosk must be accessed by selecting the "Staff" option on the kiosk and entering the code 7282623 then selecting login. To create a question profile, go to the "Visitor Management" and then the "Questions" tab and select "New" at the top right. Then, name and save the question profile.



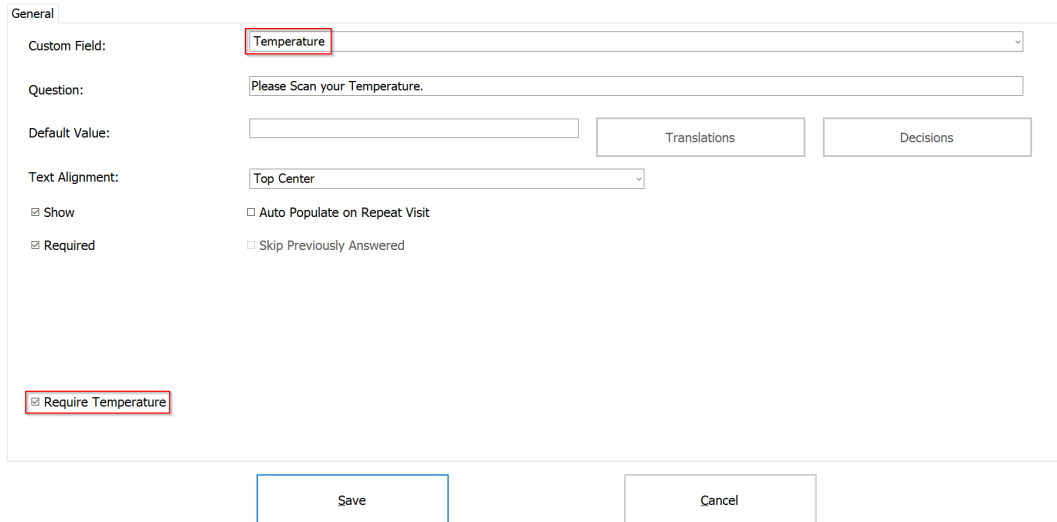


## Editing & Adding Screening Questions

After creating a question profile, several default questions are available. The question “Enter Your Name” is the only question that cannot be disabled as a name is required to identify visitors. Staff will not see this question. On the right-hand side, there is a quick view of which questions are shown and which are required.

### Adding a Temperature Question:

To add a temperature question, select “New” at the bottom right. The following screen will appear.

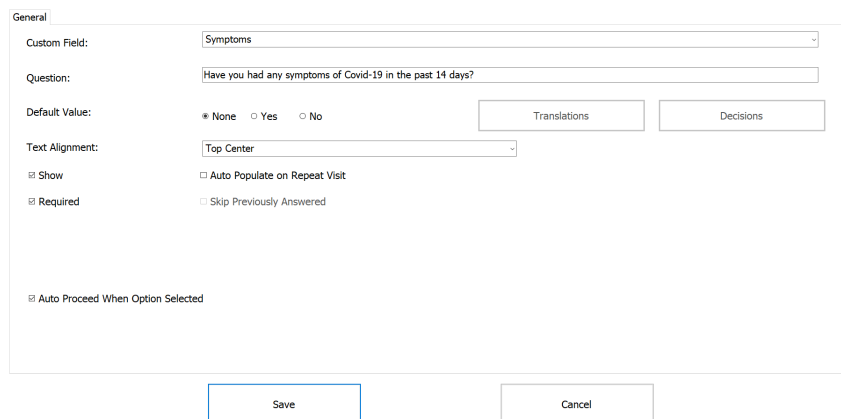


The screenshot shows the 'General' configuration window for a custom field. The 'Custom Field' dropdown is set to 'Temperature'. The 'Question' field contains the text 'Please Scan your Temperature.'. The 'Default Value' field is empty. The 'Text Alignment' dropdown is set to 'Top Center'. There are two checkboxes: 'Show' (checked) and 'Required' (checked). There are also two checkboxes: 'Auto Populate on Repeat Visit' (unchecked) and 'Skip Previously Answered' (unchecked). At the bottom, there are 'Save' and 'Cancel' buttons. A red box highlights the 'Temperature' dropdown and the 'Require Temperature' checkbox.

Here the custom field “Temperature” which is a decimal field has been selected. The question text has been added and the options boxes have been chosen as desired. The “Require Temperature” box must be checked for communication with the temperature scanner to occur.

## Adding a Yes No Question:

To add a Yes No question, the same process is followed and a Yes/No field is selected as shown below.



The screenshot shows the 'General' configuration window for a custom field. The 'Custom Field' dropdown is set to 'Symptoms'. The 'Question' field contains the text 'Have you had any symptoms of Covid-19 in the past 14 days?'. The 'Default Value' field has three radio buttons: 'None' (selected), 'Yes', and 'No'. The 'Text Alignment' dropdown is set to 'Top Center'. There are two checkboxes: 'Show' (checked) and 'Required' (checked). There are also two checkboxes: 'Auto Populate on Repeat Visit' (unchecked) and 'Skip Previously Answered' (unchecked). At the bottom, there are 'Save' and 'Cancel' buttons.



The “Auto Proceed When Option Selected” check box allows an end user to tap yes or no and proceed without tapping next.

## Adding a Decision to a Question:

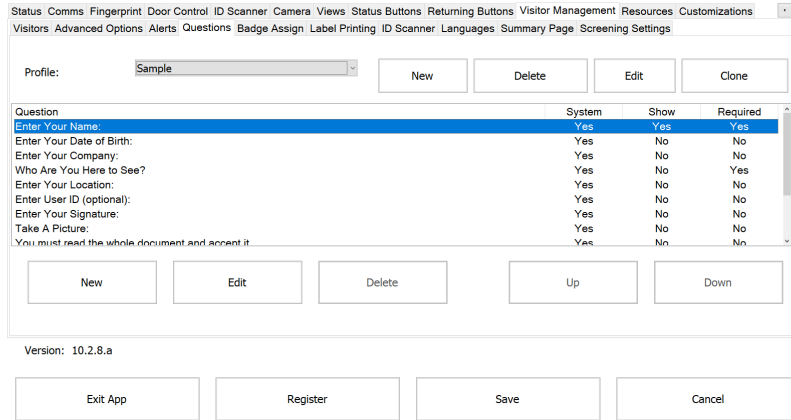
Decisions in the SW Board Kiosk allow canceling the sign in of a user or asking different questions based on previous answers. To access the decisions page, first, save the question, then select the “Decisions” button when editing the question. Based on the answer to the question, the user can be sent to a different question further down in the question profile, have their sign-in canceled, or be sent to the confirmation page. Below is an example of most Yes/No screening questions where a “Yes” response will cancel the sign-in in and a “No” will allow the user to proceed to the next question.

User's Choice	Next Question
Yes	<Cancel SignIn>
No	<Next Question>

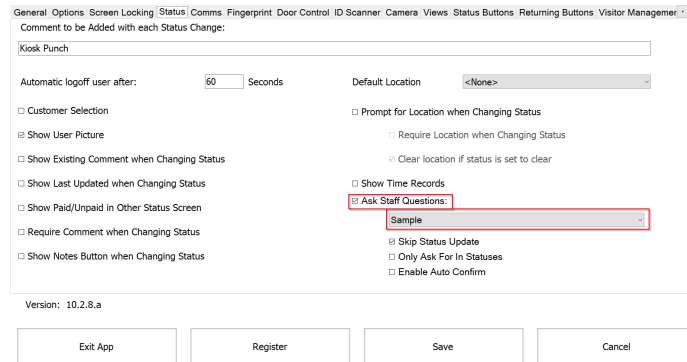
Save & Close
Cancel

## Additional Profiles

When setting up kiosks, separate question profiles can be created which ask distinct questions. These profiles can be used to ask different screening questions to staff and visitors or different screening questions at different kiosk locations. When saving from the admin panel, the currently selected question profile will be the profile that visitors will see when scanning a driver’s license on a barcode scanner or tapping the “Sign In” or “Start Screening” button. In the following example, the Sample profile will be the profile that visitors will see.



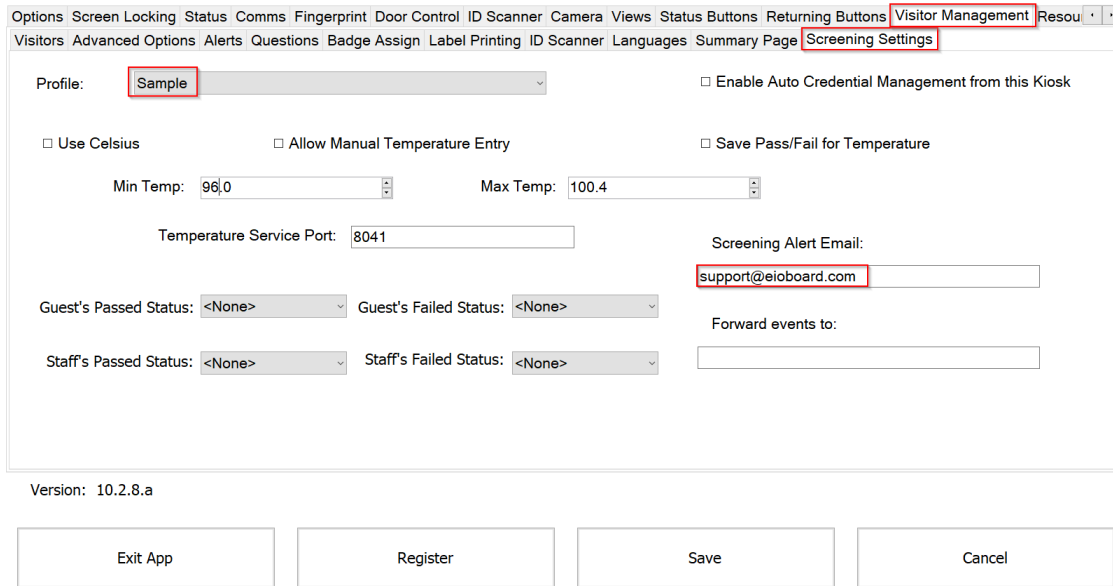
To select a staff profile, select the status tab and check the “Ask Staff Questions” box. Then select the desired profile from the dropdown menu. The following example will ask the staff for the Sample profile on badge scan or manual badge number input.



## Screening Settings

To enable communication between the temperature scanner and the kiosk, screening settings must be set up once the temperature question is in place. Go to the screening settings tab within the visitor management panel and select the desired profile from the dropdown. Next, configure a minimum and maximum temperature. To receive alerts from failed screening attempts, enter the desired email in the fillable box for screening alert email.

Next, save these settings for the profile. If multiple profiles will be used, this must be completed for each profile.



Options Screen Locking Status Comms Fingerprint Door Control ID Scanner Camera Views Status Buttons Returning Buttons Visitor Management Resou · ·

Visitors Advanced Options Alerts Questions Badge Assign Label Printing ID Scanner Languages Summary Page Screening Settings

Profile:   Enable Auto Credential Management from this Kiosk

Use Celsius  Allow Manual Temperature Entry  Save Pass/Fail for Temperature

Min Temp:  Max Temp:

Temperature Service Port:  Screening Alert Email:

Guest's Passed Status:  Guest's Failed Status:

Staff's Passed Status:  Staff's Failed Status:  Forward events to:

Version: 10.2.8.a

## Next Steps

Once the Screening questions are finalized, configure the temperature sensor and any other accessories by following the appropriate documentation. Once everything is correctly configured, restart the kiosk software and proceed with testing.

[Temperature Sensor Setup](#)