



## Questionnaire Admin Portal

The Questionnaire (Qair™) admin portal is a simple web application that provides tools for:

1. Questionnaire Template modification
2. View History
3. Add Overrides
4. Add Email/Text Message Subscribers for Failures
5. Modify message Occupants receive on Failure

The Link to Portal is <https://qnr.com/admin>

A login and password will be provided for each location.



### Login

Username

rockwareadmin

Password

.....

Login

Click on Edit button to modify Questionnaire



Documents						
Template	Edit	Copy	History	Email Failures	Failure Message	Update
YOUR TEMPLATE					Please DO NOT ENTER the building. Con	

Edit Mode:

Antolin Howell

Antolin Howell: Pre-Screening Health Veri

Click On to Edit

Header

Header

Personal Identification

Section

1 Enter Employee Number

Name  is Required:

Edit Text

Question

Question

Questions

Section

1 Do you have the temperature at home?

Select Style of Question

Options  is Required:

Comma Separate Values:

Yes, No

Add Comma Separated Selection

Set whether an Answer is required or not

Allowed Answers:

Yes

No

Determine what answers

Question

Click on History button to view completed Questionnaires



Documents						
Template	Edit	Copy	History	Email Failures	Failure Message	Update
YOUR TEMPLATE					Please DO NOT ENTER the building. Con	

## Filtering Tool

Type in ID and Click Filter to Isolate Questionnaires for a single person. It is also available for a Date in the Submitted Time Column.



Document History			
Template	Name	Submitted Time	Review
	<input type="text" value="4131"/> <input type="button" value="Filter"/>		
- ID(2922)	4131	2020-05-29 02:30:55 PM	
- ID(2374)	4131	2020-05-28 02:30:00 PM	
- ID(1830)	4131	2020-05-27 02:29:41 PM	
- ID(1214)	4131	2020-05-26 02:34:23 PM	

Type in ID that you would like to locate and click the Filter button to display only

Page: 1

## Add Override

Select failed (Red) Questionnaire and Click on Yellow Annotation and add Expire Date, Type, and Comments.



Document History			
Template	Name	Submitted Time	Review
Test - ID(231)	3432		
Test - ID(205)	Bv		
Test - ID(195)	3432	2020-05-19 04:57:31 AM	
Test - ID(162)	111	2020-05-18 10:51:48 AM	
Test - ID(146)	Brandon	2020-05-15 10:55:07 AM	
Test - ID(145)		0:24:55 AM	
Test - ID(144)	Popeye	2020-05-15 10:25:01 AM	

- 1: Do you have the ability to monitor your temperature at home?  
 Yes  No
- 2: Have you had any flu-like symptoms in the past 14 days?  
 Yes  No  Yes (HR Approved)
- 3: Have you been exposed to anyone with a confirmed COVID-19 diagnosis in the past 14 days?  
 Yes  No  Yes (HR Approved)
- 4: Have you traveled outside of the country in the past 14 days?  
 Yes  No  Yes (HR Approved)
- 5: In consideration of being allowed to work in my role, I understand that I will be required to adhere to the following safety protocols: time clock operations, PPE requirements and use of hand sanitizer. I have read and understand the safety protocols and will be notified by my HR Generalist.  
 Check to acknowledge

To add an Override, Locate failed questionnaire, click on yellow Annotations button. Add an expiration data and what type of Override along with general comments.

**Annotations**

Expire Date: 06/10/2020

Type: Allow Fail

Allowed entry for two weeks

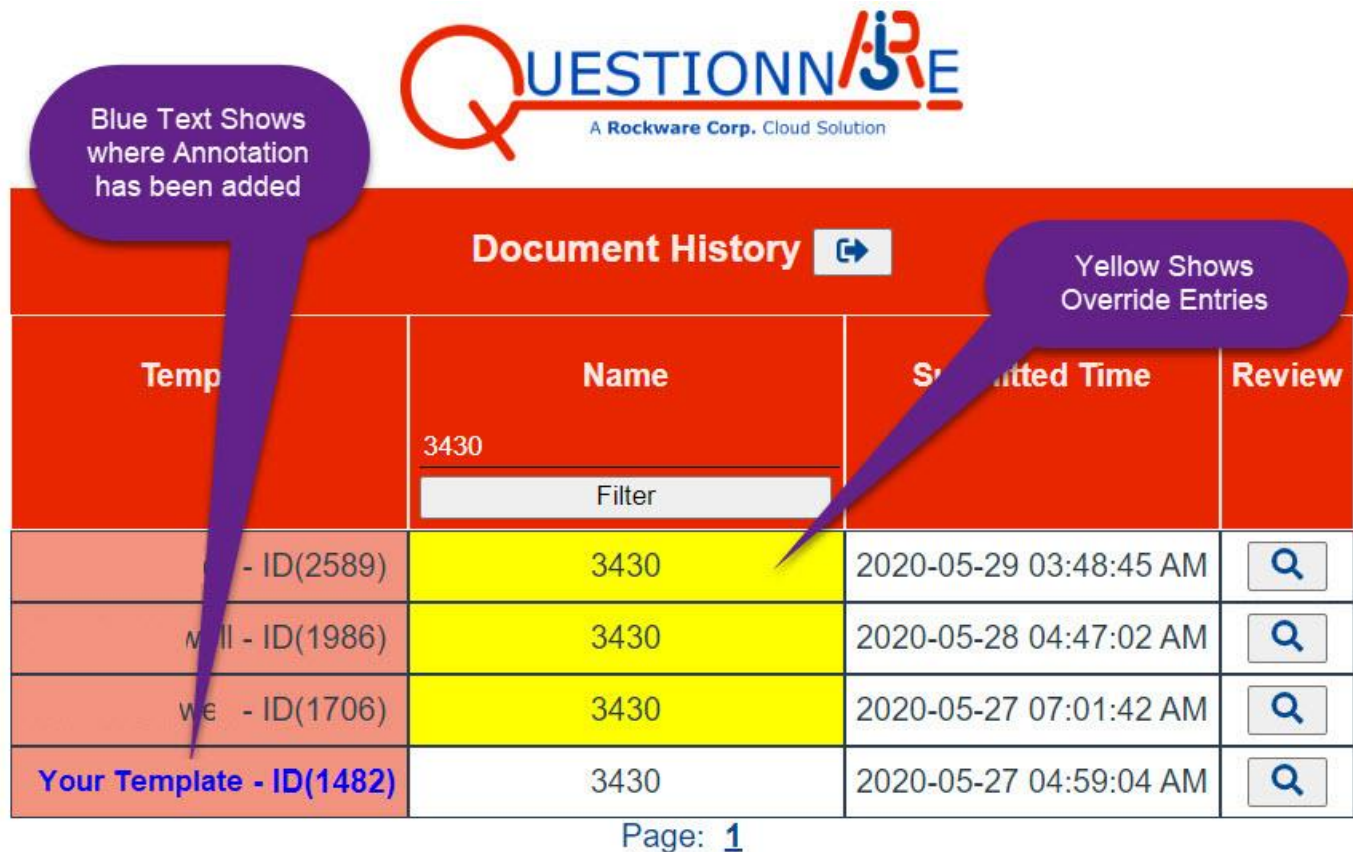
Annotation

There are three Annotation Types to choose from:

Comment	For adding comments as historical reference only. Will not allow or prevent a Qair™ Barcode from being generated
No Entry	Will prevent a Qair™ Barcode to be generated for an occupant no matter how any of the questions are answered for the designated period of time.
Pass Question	Will allow a Qair™ Barcode to be generated for an occupant no matter how the selected Question is answered for the designated period of time. If a different question is answered incorrectly the occupant will not get a Qair™ Barcode on submission.

### View Overrides

Where Override information is added will show up with Blue Text. Subsequent questionnaires submitted until the Expiration Date has been reached and will display as Yellow.



The screenshot shows the 'QUESTIONNAIRE' logo (A Rockware Corp. Cloud Solution) at the top. Below it is a 'Document History' table with a search filter set to '3430'. The table has four columns: 'Temp', 'Name', 'Submitted Time', and 'Review'. The first three rows are highlighted in yellow, indicating override entries. The fourth row, 'Your Template - ID(1482)', has blue text, indicating an annotation. Callout boxes explain: 'Blue Text Shows where Annotation has been added' and 'Yellow Shows Override Entries'.


Temp	Name	Submitted Time	Review
3430	Filter		
- ID(2589)	3430	2020-05-29 03:48:45 AM	
mail - ID(1986)	3430	2020-05-28 04:47:02 AM	
we - ID(1706)	3430	2020-05-27 07:01:42 AM	
<b>Your Template - ID(1482)</b>	3430	2020-05-27 04:59:04 AM	

Page: 1

## Add Email or Text Messages address to Failure Alert List



Click on button to Add Email Addresses or Text Message addresses

Documents						
Template	Edit	Copy	History	Email Failures	Failure Message	Update
Your Template					Please DO NOT ENTER the building. Con	

## Change Failure Message



Type or Paste in Updated Message to Appear in place of Barcode for each failure.

Click When Complete

Documents						
Template	Edit	Copy	History	Email Failures	Failure Message	Update
Your Template					Please DO NOT ENTER the building. Con	