

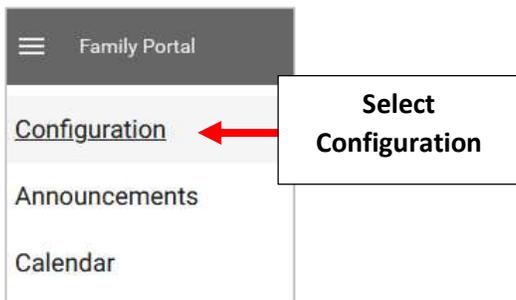
Configure COVID Health Screening Form in FACTS SIS

****Web Form Functionality Must be Enabled**** Please go to Family Portal > Configuration and Verify Web Forms are set to Show on the Family Portal

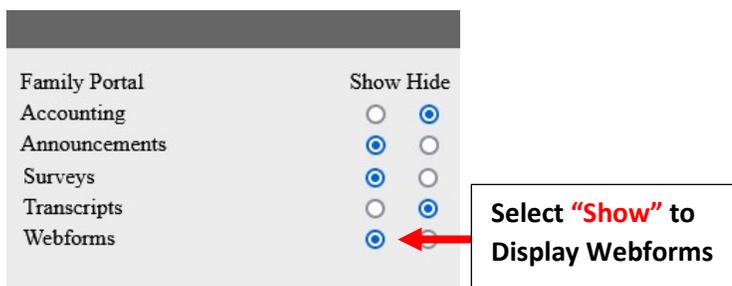
Once logged into FACTS please select **Family Portal** from the Left Side Menu



Select Configuration



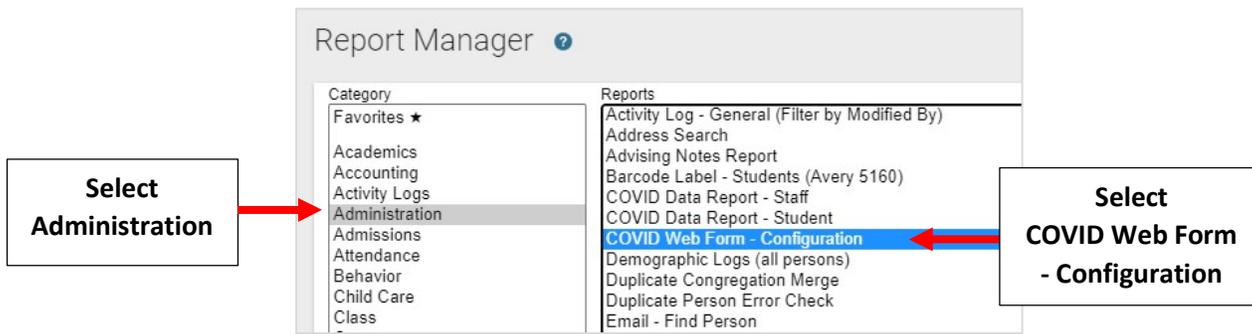
Select **"Show"** to Display Webforms. Changes will Save Automatically



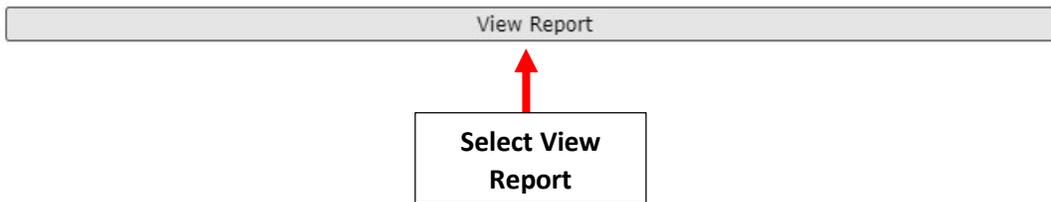
Please select **Report Manager** from the Left Side Menu



Select Administration > COVID Web Form - Configuration



Select View Report



Health Screening Criteria have already been set by Superintendent's Office

COVID WEB FORM - CONFIGURATION & ACTIVATION

SCHOOL CONFIGURATION: Update the fields below to reflect your school's screening policy. Information typed here displays on your COVID screening web form.

Fever Threshold

Person Symptoms (Student & Staff)

Family Symptoms

Number of Days Since Exposure

****Do Not Make Any Changes**
without Authorization from
Superintendent's Office**

List email address for Principal and Administrator to receive notification of families who have not completed the web form each day

NOTIFICATION CONFIGURATION: A daily maintenance job emails the list of people who have not completed the web form each day after 12:00 AM Eastern. Type up to four recipient email addresses.

Email Address 1

Email Address 2

Email Address 3

Email Address 4

**List email address for
Principal and Administrator**

Check Enable COVID Web Forms and Enable COVID Email Notification. Select 9:00am for Run Time. Select Submit Configuration to **Save** your Changes

Check Enable COVID Web Forms and Enable COVID Email Notification

ACTIVATION: *Select the options below to activate your COVID web forms and email notifications.*

- Enable COVID Web Forms
- Enable COVID Email Notifications Run Time

(Eastern): ▾

Select Submit Configuration to **Save** your Changes