OptimumHQ Visitors and the Visitor Dashboard

COVID-19 Health Status Recording and Location Tracking Application

This guide is for employees with the role of *Manager* in the OptimumHQ system, to **add a Visitor to the system.** The OptimumHQ system is also used for vendors and contractors who will be working on the campuses.

When a vendor or contractor is going to be on the campus fewer than *three* days, please add them in as a Visitor for each day. Otherwise add the contractor into the system as an Employee (*see the **OptimumHQ Manager_Supervisor User** document*).

This Visitor health check and badge is valid for one day. A new form is to be completed each day.

Once the Visitor is registered into the OptimumHQ system, they are to use their mobile device for Location Check in using the QR Code Signs posted on doors and other areas around the District.

1. Using a browser go to https://athome.optimumhq.com/login.jsp

   Log in using your FHDA email address and the password you set during the first log in.
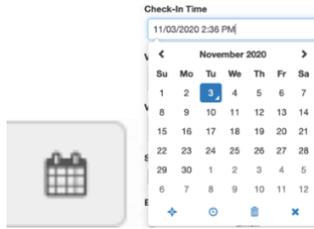
2. Click on **Visitor Dashboard** on the left.

3. Click on **+New Visitor**

4. If the visitor is onsite right now, select the default date and time. If the visitor is arriving at a later day and time, select from the calendar that pops up. If the calendar does not appear, click on the calendar icon to the right.

5. Enter the **Visitor Name** and **Visitor Company** in the corresponding fields.

6. Click in the field for **Select your organization's sponsor name and email** and begin typing the name. Once the name appears select it and it should populate the field.

   If the sponsor name is not in the list, click on the check box next to "Sponsor Name not in the List".

   In the case the manager or supervisor name is not in the list, please also submit an ETS Request for Help to have the name added to the system.

7. The options below are for the Visitor's **Health Status Check-in questionnaire**.

   7.a. For **Email or Text**, the visitor will complete the Health Status check on their own. You will need the visitor's email address or cell phone number for the visitor to complete the Health Status Check-in themselves.

   Click on the *circle* next to Email or Text. A field will appear to enter the email address or cell phone number.

   -OR-

   7.b. ManualScreen means you will be asking the questions of the visitor and completing the form yourself and it will be done at the time you are completing this New Visitor form, not a later time.

   Click on the circle next to *ManualScreen* then click the **Next** button. The Health Check-in form will appear.

Email or Text or Manual Screening

○   **Email**

○   **Text**

○   **ManualScreen**

8. Click the **Next** button to complete the creation of the New Visitor.

9. There is no location field in the Visitor form because we want the vendor to scan the location QR code.