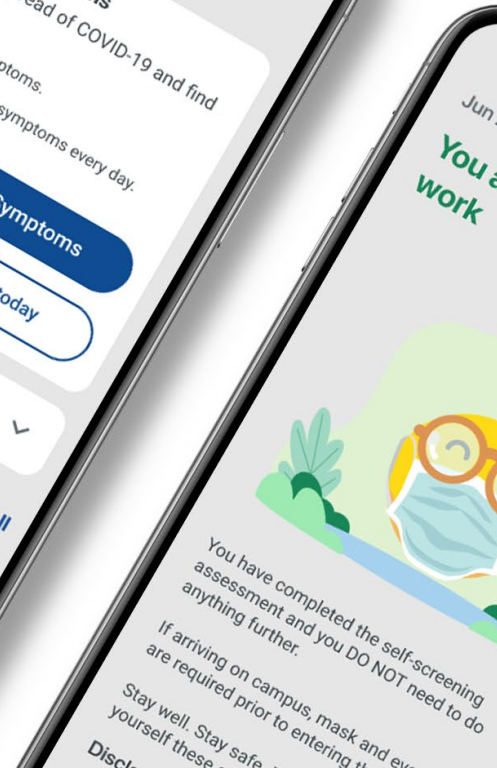
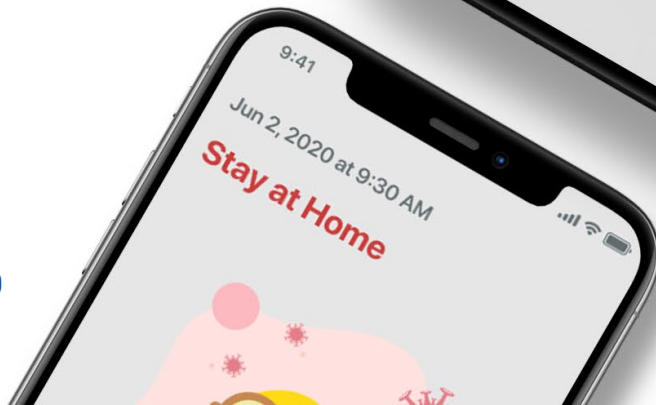
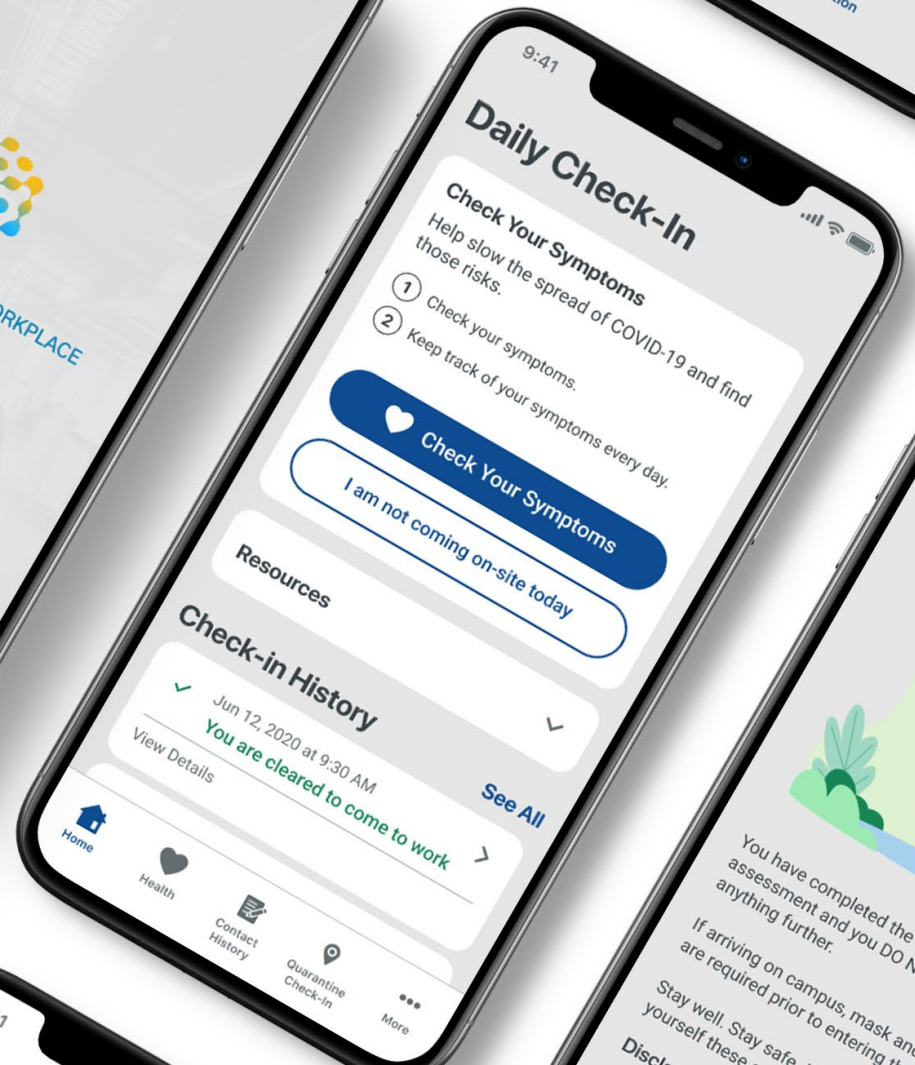
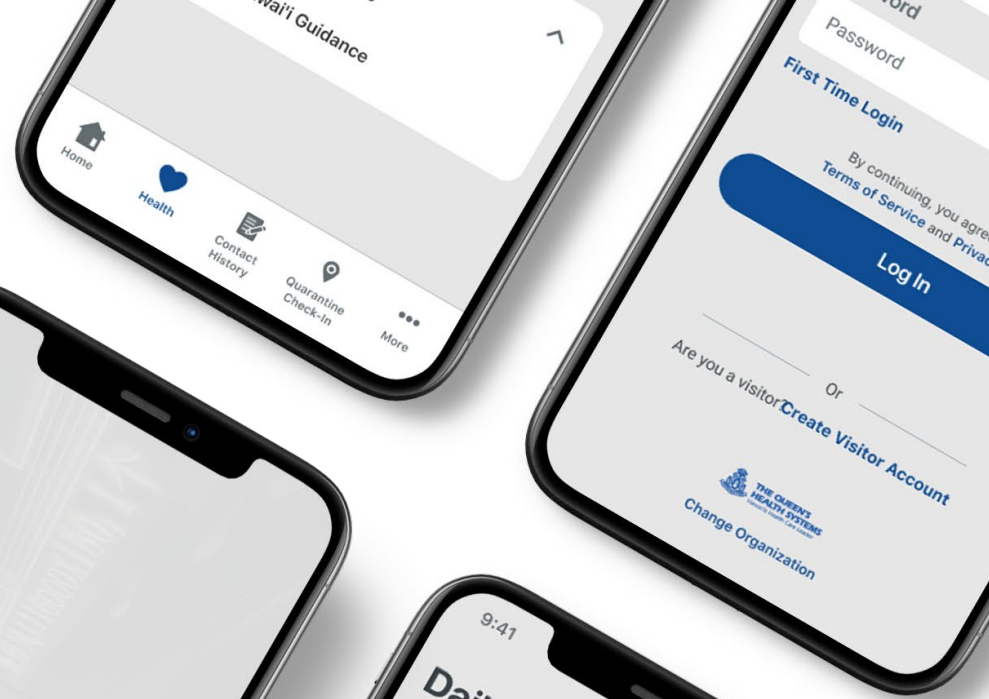




# LumiSight Workplace

Mobile Application  
User Guide for Employees



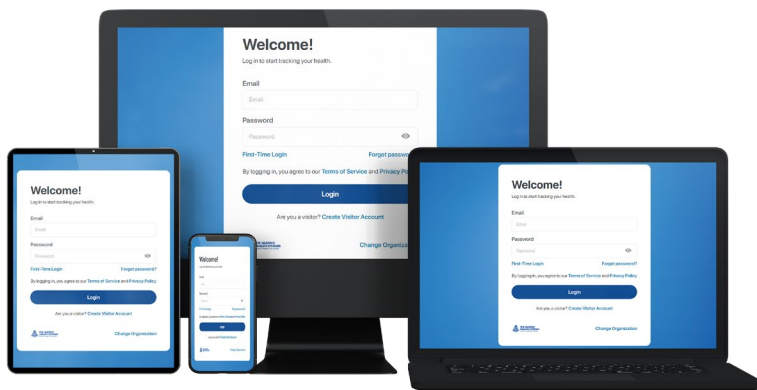
11/09/2020

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LumiSight Workplace is also available as a web application that you can access from any browser using any device.

Go to [queens.workplace.lumisight.com](https://queens.workplace.lumisight.com)



# Introduction

## What is LumiSight Workplace?

LumiSight Workplace is a self-screening platform that supports the well-being of employees and visitors in workplace communities. It was developed by DataHouse Consulting, a local Hawaii company dedicated to supporting our communities through innovative technology solutions.

## How does LumiSight Workplace work?

LumiSight Workplace is easy to use every day. Users log in to a web or mobile application and perform a quick check-in. They immediately receive guidance on whether they can come on site or stay home that day.

## How do users access LumiSight Workplace?

Some users, such as employees, will receive an account activation email with a link to set up their account.

Alternatively, you can go to [queens.workplace.lumisight.com](https://queens.workplace.lumisight.com) or download the LumiSight Workplace mobile app from the App Store (for iOS devices) or Google Play (for Android devices).

When you log in for the first time, you will enter your email address, receive a verification code, then create a password.

## How do I check in?

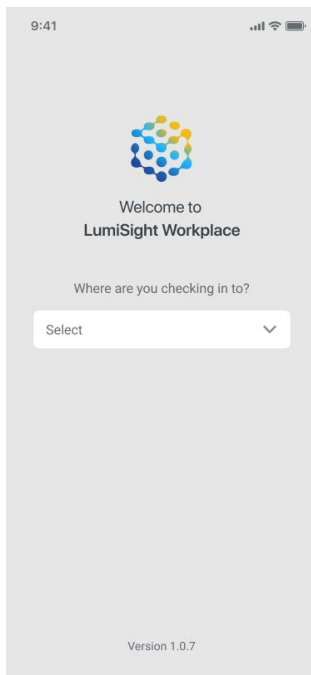
Follow the steps in this guide to set up your account and perform your first check-in. You need to check in every day before you report to work.

# Step 1: Set up your account

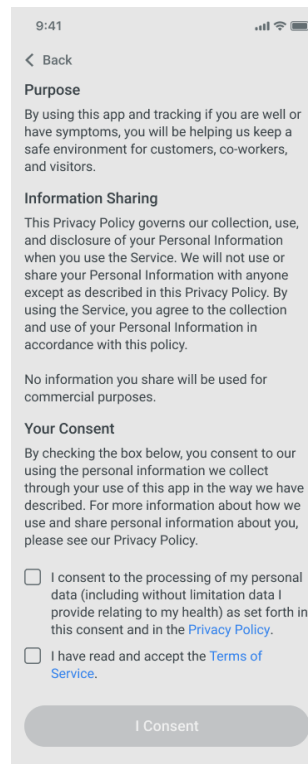
To set up your account, go to [queens.workplace.lumisight.com](https://queens.workplace.lumisight.com) or download the mobile app and select **First Time Login** from the Welcome screen.



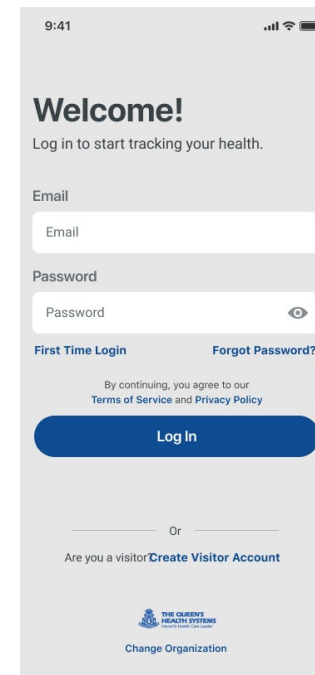
Open the LumiSight Workplace app and select **Queens Health Systems** from the drop down menu.



Read and consent to the Privacy Policy and Terms of Service.



If this is the first time you're logging in, select **First Time Login**.



# Step 1: Set up your account, continued

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Enter your work email, then select **Submit**. A verification code will be sent to the email address you enter.

9:41

< Back

### First Time Login

Please enter your registered email address. A verification code will be sent to this email.

Email

Submit



Check your work email for the verification code. Enter the code and a new password, then select **Submit**.

9:41

< Back

### Reset Password

A verification code has been sent to your email address: [email@example.com](mailto:email@example.com). Please enter it here then reset your password.

New Password

Confirm New Password

Submit


Didn't receive a code?  
[Resend Code](#)



When your password is successfully created, select **Continue**.

9:41

### Reset Password



Your password has been reset.

Continue

# Step 2: Confirm your information

Make sure your personal information is correct, verify your cell phone number (optional), and answer a question about your remote work status.



Confirm your personal information, enter your cell phone number, then select **Next**.

9:41

**Personal Information**

If any of the information below is incorrect, please contact your manager.

First Name \*

Last Name \*

Email

Cell Phone

+1 (123) 123-1234

**Next**



Enter the six-digit code sent to your cell phone, then select **Verify**. Alternatively, select **Skip**.

9:41

[Back](#)

**Phone Verification**

Please enter the 6 digit code sent to your phone number: +1 (239) 102 - 2019

0 0 0 0 0 0

**Verify**

Didn't receive a code? [Resend Code](#)

**Skip**

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
+ * #	0	< X



When your phone is successfully verified, select **Continue**.

9:41

**Phone Verified**

Your phone is successfully verified.

**Continue**



Read the next question and content regarding your remote work status. Select **Yes** or **No**, then **Next**.

9:41

**Are you currently working only remotely?**

In keeping our community and families safe, remote workers are required to monitor symptoms and check in daily. If you are sick, please isolate at home and contact the Queen's employee health hotline. Do not come to any Queen's facility unless you have been instructed to do so.

Yes

No

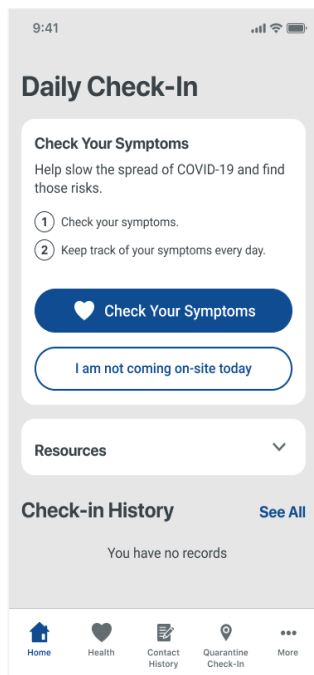
**Next**

# Step 3: Check in and view results

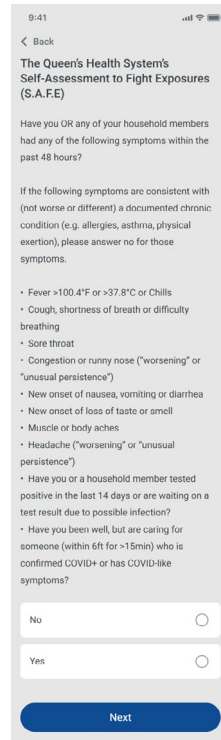
Check in every day at home before you leave for work and follow the guidance provided.



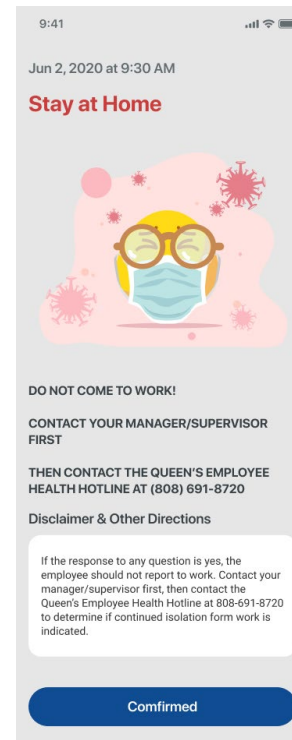
Select **Check Your Symptoms** to start your daily check-in.



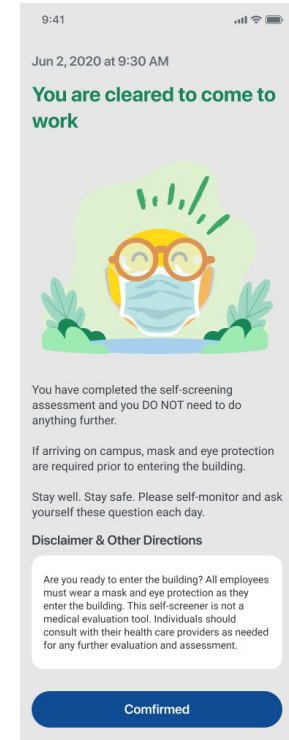
Read the daily check-in questions. If you can answer yes to ANY of the questions, select **Yes**. If you can answer no to ALL of the questions, select **No**. Read the attestation content that appears, then select **Next**.



If you selected **Yes**, please stay home and follow the guidance provided. Select **Confirmed** to return to the Home screen.



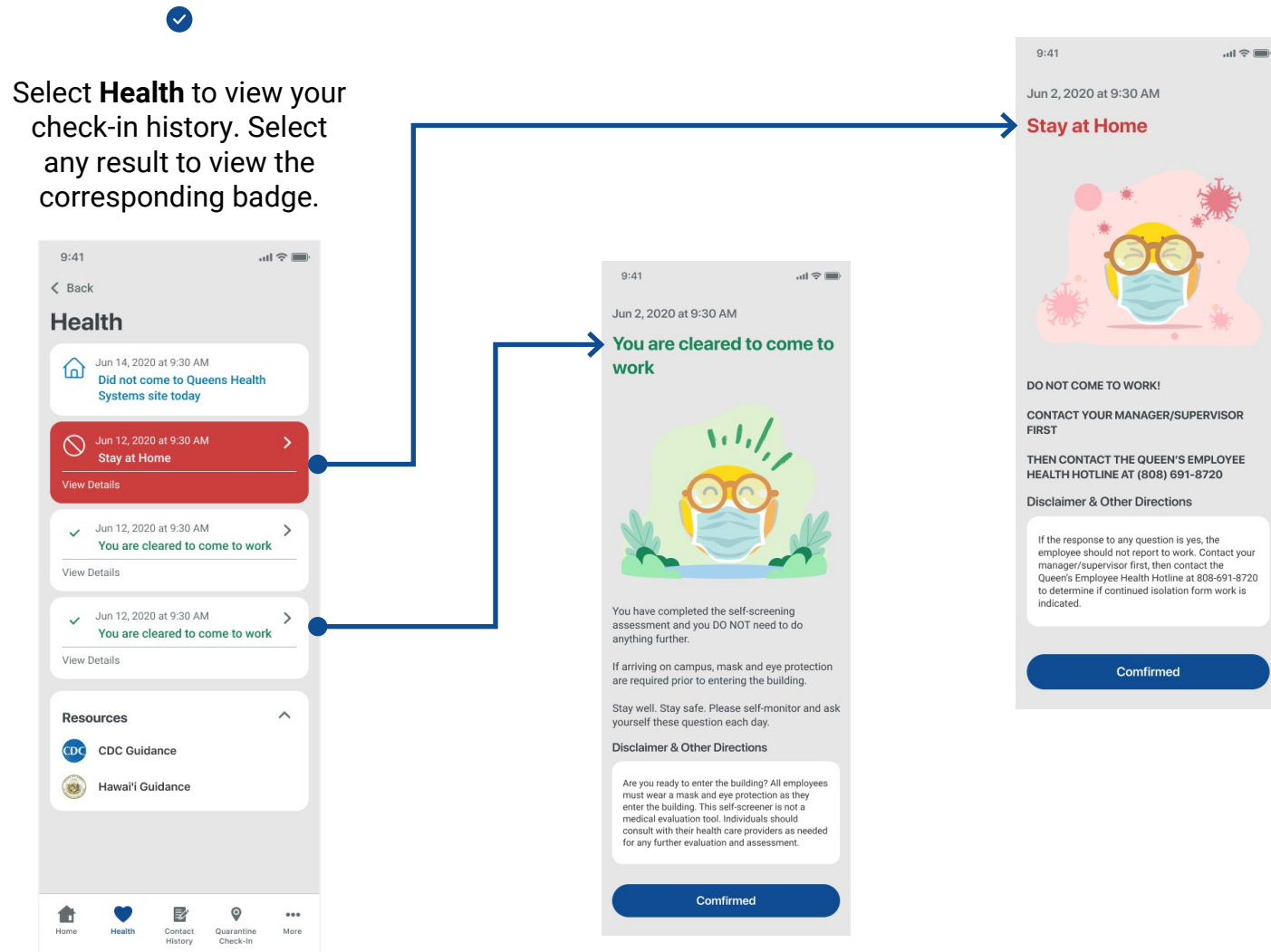
If you selected **No**, you are clear to come to work and follow the guidance provided. Select **Confirmed** to return to the Home screen.





# View past results and badges

Go to **Health** to view your check-in history and badges.

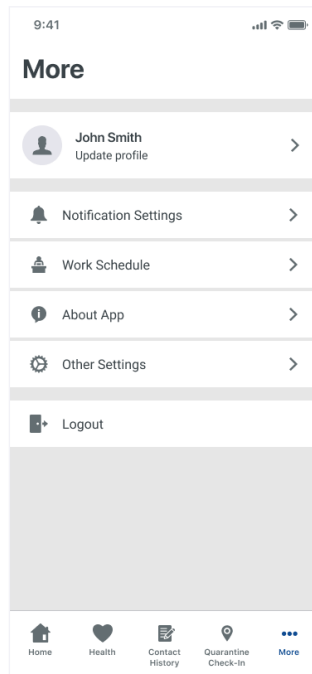


# Update your profile and account settings

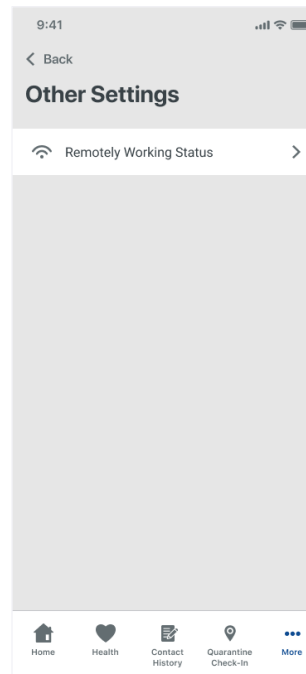
Go to **More** to update your profile, change your account settings, and log out.



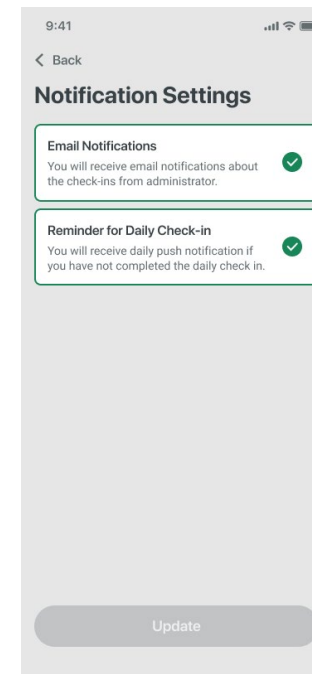
Select **More** to update your profile, change notification and other settings, and log out.



In **Other Settings**, you can update your remote work status information.



Be sure to keep notification settings turned on so that you remember to check in every day!







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