

# INSTANT-TRACE™

## Welcome to Instant-Trace™

If you read only one thing... **Read This!**

(Front and Back)

### The Basics

- ▶ SAFETY: Instant-Trace™ encourages social distancing habits via close proximity alerts.
- ▶ FOCUS: Instant-Trace™ enables focused COVID interviews minimizing business impact of a COVID case.
- ▶ PROACTIVE: Contact data can also be used for proactive process changes and training.

### Badge Behavior

- ▶ FLASHING AND VIBRATING: When a badge flashes red and vibrates, the wearer is too close to another. A brief Green flash indicates acceptable distance has been reached.
- ▶ REPEATED FLASHING: Please scan ASAP to reset the badge. It is no longer collecting data properly.
- ▶ RECORDED MINUTES: Prolonged exposure minutes are recorded in **30 second increments** starting with the first full 30 seconds of close proximity contact.
- ▶ SLEEP MODE: The badge sleeps when still for 60 minutes. It wakes automatically with very little movement and will not sleep when worn as recommended. Briefly flashes green when it wakes.
- ▶ SCANNING: The Instant-Trace™ Kiosk App scans badge QR codes with the camera to move the badge data to the Web Dashboard. We refer to a mobile device running the Instant-Trace™ app as a “Kiosk.”
- ▶ REPORTING: Data is accessed on the Web Dashboard in Contact Tracing and Social Distancing reports.

### Instant-Trace™ does not...

- ▶ Does not track location. It’s about “near”, not “where”. Big Brother is not watching.
- ▶ Does not act instantaneously. It’s possible to walk up to someone before it activates. It is intended as a prolonged exposure reminder. Typical response time is 1-2 seconds.

### Key Points for Implementation

- ▶ MEASUREMENT VARIATION: The human body impacts activation distance. Through two people is approx. 3 foot. No bodies is 6 foot. Consider this when confirming your use case.
- ▶ STORAGE AT WORK: Storage near each other causes unwanted accumulated minutes(false data), unless turned off. Consider this when storing at the work site such as in lockers.
- ▶ YOU CAN NOT DELETE USERS: This is to ensure accurate reporting. You can change all the information, except the Employee ID. Also, Employee ID’s are case sensitive, and Excel has the habit of stripping off leading zeros. Consider this before uploading the CSV file or entering a new person into the Roster manually.

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## Tips for Best Use

- ▶ **PLACEMENT:** Badges record the most accurate information when worn on the chest.
- ▶ **BADGE BUTTON:** Tap button for ON and see green light. Green is good, ON. Hold for OFF and see red light. Red is bad, OFF. Not sure if someone has their badge on? Walk near them. Your badge will alert.
- ▶ **SUGGESTION:** We recommend you leave the badge ON except when storing. Let wearers take them home. Badges sleep and then wake in the morning when moved.
- ▶ **DAILY SCANNING/GOOD REPORTS:** Scanning at the Kiosk daily when leaving the facility is recommended to move data to the Dashboard. Scanning upon entry is optional but has the benefit of confirming badges are not left off. Reports are only as good as the data available.
- ▶ **MISSED SCAN DAYS:** The badge has a lot of memory, so missing a day or two of scanning is not critical but consider that any reports run will be missing data. Badges must be scanned every ten days to reset the internal timer. If longer than ten days(vacations), scan before reusing to ensure accurate data collection.
- ▶ **I FORGOT MY BADGE:** If someone forgets to bring their badge to work, assign them another for the day and unassign later. No need to unassign the original badge.
- ▶ **VISITOR BADGES:** Enter the visitor into the Roster and use their cellphone number (a unique number) for the Employee ID. Assign a badge to the visitor, scan it, and hand it to them. Scan and unassign when they return to move the data to the Dashboard.
- ▶ **SOCIAL DISTANCING(SD) REPORT/GROUPING:** The Supervisor Employee ID field (SEID) in the Roster is used to group wearers in SD reports. Example: Selecting the CEO shows everyone in the SD report. Reporting on a supervisor only shows below in the “root structure” hierarchy. You can create your own groups by creating fake wearers in the Roster. No badge need be assigned. Or assign everyone to one SEID.
- ▶ **AUTOMATED REPORTING:** Use the Automated Reporting tab in the Dashboard to setup emails with reports on Low Battery, Social Distancing and Scanning Delinquency.

## Battery Changes

- ▶ **BATTERY GOOD:** When a badge is scanned and has a low battery, a yellow reminder screen will be shown on the device screen. To be proactive, see the battery status on the Badge Status report.
- ▶ **BATTERY CHANGE DETAILS:** Keep the QR code with the circuit board it came with. After replacing the battery, the badge may not turn on for up to ten minutes.



**Warning:** Do not ingest battery, Chemical Burn Hazard. This product contains a coin cell battery. If the coin cell battery is swallowed, it can cause severe internal burns in just 2 hours and can lead to death. **Keep new and used batteries away from children.** If the battery compartment does not close securely, stop using the product and keep it away from children. If you think batteries might have been swallowed or placed inside any part of the body, seek immediate medical attention. Only use CR2477 non-rechargeable coin cell batteries with this device and under normal operating conditions (0 to 30 °C). Do not subject device or battery to extreme low/high pressure, heat, mechanical impact or corrosive chemicals. Do not crush or dispose of battery into a fire or hot oven.

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## Quick Start Guide

The Instant-Trace™ system is comprised of three pieces: badges, one or more handheld devices with the Instant-Trace™ App, and the Web Dashboard.

Here are the setup steps in brief. You can be setup in a day and have usable data in a few days.

### Web Dashboard Login

- ▶ A member of your team was sent an email to join your Web Dashboard as the first administrator. Follow the directions to create an account and login. Invite others using Permissions Tab.

### Kiosk Setup

- ▶ Install the Instant-Trace™ App on the handheld (Ex: supervisors cellphone or tablet). Accept all permission requests. iOS recommended. Android Samsung Galaxy Tab A 8.4" performs well.
- ▶ Using the app and camera on the device, scan the Company QR code in the Web Dashboard. Your tablet is now a Kiosk and is connected to your company Web Dashboard.

### Enter Team Members into the Roster on the Web Dashboard

- ▶ Employee ID is the minimum needed. Supervisor Employee ID is needed for the Social Distancing Report. For now, enter as little as needed. You can quickly update and change the data later using the CSV upload function on the Roster tab.
- ▶ KEY: The Employee ID field cannot be changed. Consider this before entering members.

### Assign Badges on the Badge Assignment tab in the Web Dashboard

- ▶ Badges are already loaded into your dashboard before they ship to you.
- ▶ Pick a badge, turn it on with a tap of the button, and enter the Badge ID. Select "Lookup".
- ▶ Select an Employee from the drop down. Type partial name or Employee ID for faster search. Click "Assign".
- ▶ Scan badge QR code with the Instant-Trace™ Kiosk App and device camera on your handheld device. This is referred to as "scanning" and moves data from the badge to the Web Dashboard.
- ▶ Distribute badge to the assigned user. Repeat this process for others.

### Daily/Regular Use

- ▶ Place Kiosk/device in a convenient location to scan badges regularly (daily recommended). For contactless scanning, disable the device screen time out and apply power to device constantly.
- ▶ Run Contact Trace reports as needed to aid in COVID interviews or enable proactive measures using the Social Distancing report to minimize future COVID events.

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## Troubleshooting Guide

### “The badge will not scan!”

This is the most common concern when first setting up an Instant-Trace™ system. Once you get past it, it is smooth sailing.

This one condition is likely the result of one or more of the following...

#### Yellow Kiosk Screen caused by...

- ▶ Battery Low?
- ▶ Badge On? Tap the button to turn on. Flashes Green.
- ▶ Device Bluetooth on?
- ▶ Device Location Services enabled/yes/on? Reinstall the app and accept when asked.
- ▶ Device WiFi on? Connected to a WiFi access point?
- ▶ Device WiFi connected to the outside world? Check with a browser search.
  - ▶ You can also diagnose a WiFi issue by using the app on a cellphone with WiFi turned off.

#### Android Kiosk

- ▶ After all the items above, do a hard reset and try again.

#### Badge Flashing Repetitively When Not in Range

- ▶ Scanning at a kiosk will reset the condition or notify the wearer of the issue with a yellow screen.
- ▶ Issues covered by this flash pattern are memory is full, internal timer exceeded (>11 days since last scan), badge is off but moving (not collecting data), and low battery.

#### Badge will not turn On

- ▶ Be sure you're not holding it too long. Tap to turn on(green light). Hold to turn off(red light).
- ▶ Turn off badge and try again the next day.
- ▶ After a battery change, it can take ten minutes before a badge will turn on.

#### How do I get into my Web Dashboard?

- ▶ Look for an invitation email from Instant-Trace™ or your administrator. Check you spam folder
- ▶ Enable admin@instant-trace.com as friendly email to ensure you receive future updates.
- ▶ Contact Instant-Trace™ if you still cannot find your invitation email.

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## Scratches, Moisture and Dust

They're not good for badges.

### Dust and Moisture Intrusion

Instant-Trace™ badges are not sealed and can fail prematurely if exposed to moisture, dust and particulate matter. Please review the badge and consider how moisture and dust from your work environment might cause premature badge failure.

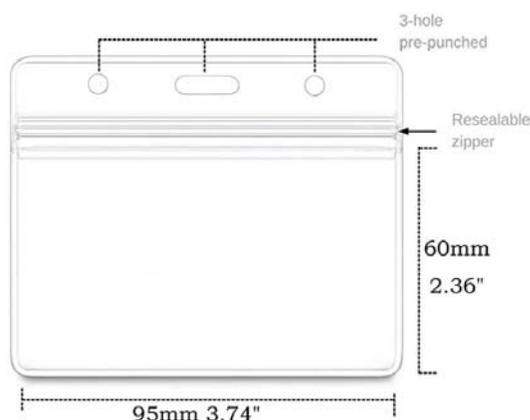
### QR Code Scratches

Scratches are of particular concern as the system relies on the kiosk being able to read the QR code on each badge. Replacing QR codes is not a trivial task as they are specific to the electronics inside. Please be proactive about eliminating scratches on the QR code in your environment.

### 3<sup>rd</sup> Party Covering Options

Below are some options on Amazon that may help you in your specific application. We have not tested these but have heard from other customers who have used them. These links may change.

- ▶ [https://www.amazon.com/gp/product/B00B9VHQHO/ref=ppx\\_yo\\_dt\\_b\\_asin\\_title\\_o01\\_s00?ie=UTF8&psc=1](https://www.amazon.com/gp/product/B00B9VHQHO/ref=ppx_yo_dt_b_asin_title_o01_s00?ie=UTF8&psc=1)
- ▶ [https://www.amazon.com/Bird-Fiy-Lanyards-Waterproof-Vertical/dp/B01F5S63W0?ref=ast\\_sto\\_dp](https://www.amazon.com/Bird-Fiy-Lanyards-Waterproof-Vertical/dp/B01F5S63W0?ref=ast_sto_dp)
- ▶ [https://www.amazon.com/Bird-Fiy-Quality-Waterproof-Horizontal/dp/B014MGEB70?ref=ast\\_sto\\_dp](https://www.amazon.com/Bird-Fiy-Quality-Waterproof-Horizontal/dp/B014MGEB70?ref=ast_sto_dp)



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**Disclaimer:** Instant-Trace is not a treatment for or a protective device against contracting COVID-19. Instant-Trace is a social distance monitoring device. Depending on the building design and building use it is possible that there could be false positives due to walls, structures, or other factors and false negatives due to electromagnetic interference, bodily interference, or other factors. Fleetwood warranties that the Instant-Trace system performs to the requirements listed on the Instant-Trace spec sheet. All sales are final.

**IMPORTANT:** Contains FCC ID: 2AQ33-DWM1001. This equipment complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation (FCC 15.19).

**IMPORTANT:** Contains Transmitter Module IC: 23794-DWM1001

Please refer to Decawave's website for DWM1001C FCC tests reports:

<https://www.decawave.com/product/dwm1001-module>

**IFETEL certificate number:** NYC-CT211720C0

**Trademark:** Instant-Trace™

**Model:** IT600



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