

# SHOEBOX QuickTest Deployment Summary Checklist

This checklist serves as a high level summary of all the essential components of a successful QuickTest deployment. Before beginning your QuickTest deployment, ensure that you have completed all items listed below.

- ❑ **Install QuickTest on all units**
  - ❑ Download and log in, then complete first-time app setup
  - ❑ Ensure iPad is set to the correct region
  - ❑ Connect to data or WiFi
  
- ❑ **Configure QuickTest settings using the SHOEBOX web portal**
  - ❑ Language Settings
  - ❑ General Settings
  - ❑ Test Setup
  - ❑ Confirm your settings with a “Test Contact” run
  
- ❑ **Learn how to access in-app settings and add a site name**
  - ❑ Access in-app settings by swiping with two fingers from left to right on the splash screen, then entering your passcode
  - ❑ Add a site name for each of your units so that your QuickTest participant results are tagged with the location where the test was taken (I.E. First Street Clinic, Second Street Clinic, etc.)
  
- ❑ **Determine which workflow type your organization will be using: Kiosk or Attended**
  - ❑ **If using Kiosk Mode:**
    - ❑ Enable “Guided Access” mode on all of your units
    - ❑ Source kiosks that will support your QuickTest iPads
  - ❑ **If using Attended Mode:**
    - ❑ Review the Steps for Success (Integration, Training, Objection Handling, Maintenance and Disinfecting)
    - ❑ Ensure proper screening and disinfecting procedures are communicated to all staff members who will be working with QuickTest
    - ❑ Ensure proper objection handling procedures are communicated to all staff members who will be working with QuickTest
  
- ❑ **Review maintenance and monitoring procedures with your organization**