User Guide

Health Declaration
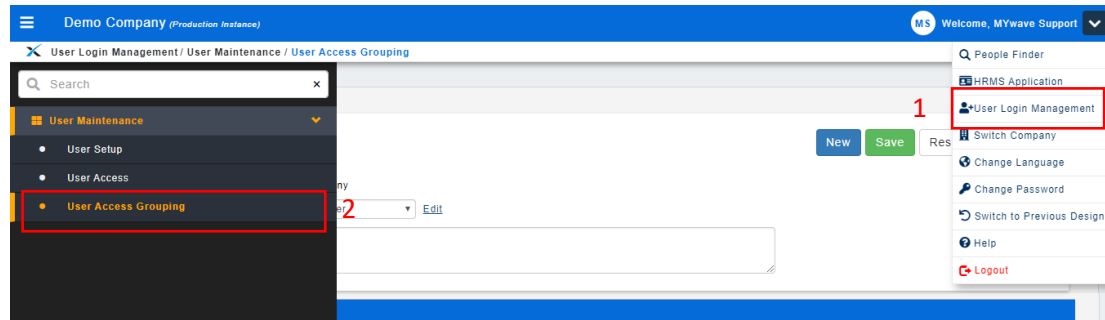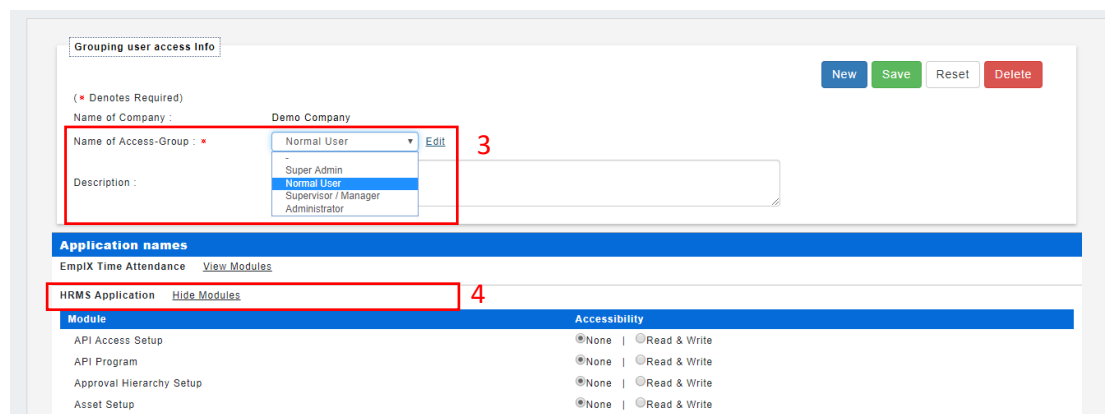
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Contents

How to turn on the Module Access

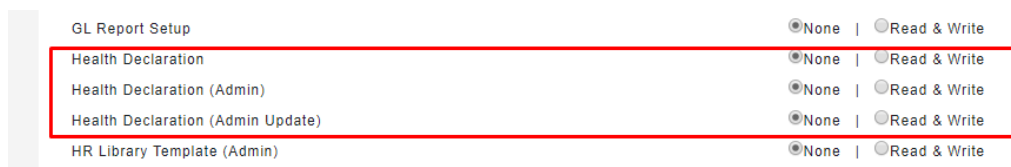**a. Turn on by User Access Group**

Please follow below steps in order to turn on the access by Access Grouping.

1. Access to **User Login Management.**
2. Look for **User Access Grouping.**

3. Select the **Name of Access-Group.**
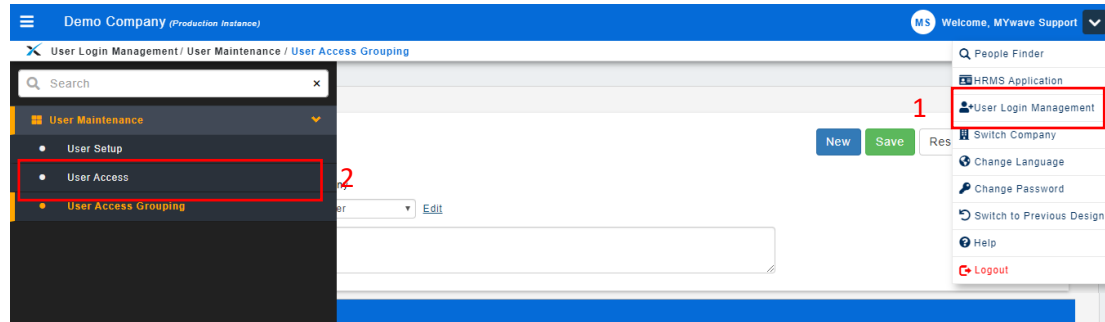4. Under **HRMS Application**, click "*View Modules*" then look for "*Health Declaration"* related modules.

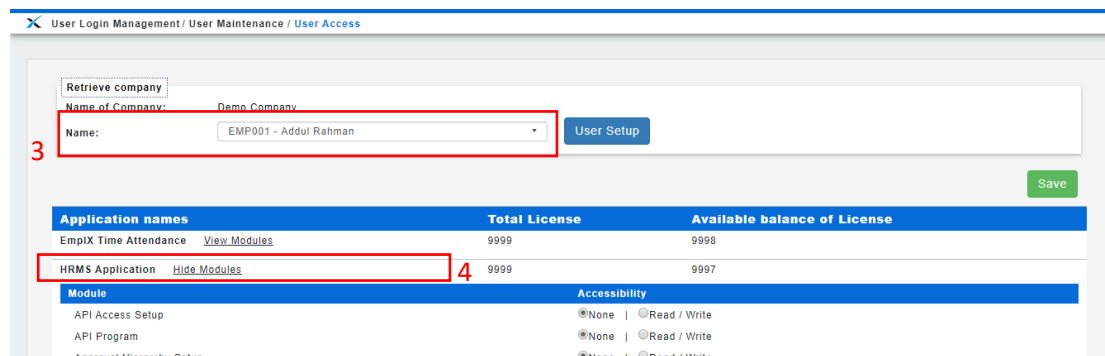| Access Name	Target User	Description
Health Declaration	All employee	Grant access to employee for self health declaration
Health Declaration (Admin)	Admin	Grant access to admin to declare on behalf of employee & view report
Health Declaration (Admin Update)	Admin	Grant access to admin to declare on behalf of employee, make amendment on employee health declaration & view report

5. Select **Read & Write** and **Save.**
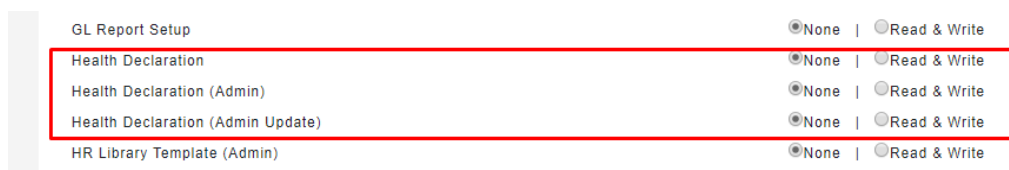
b. Turn on by Individual User

Please follow below steps in order to turn on the access for only specific employee.

1. Access to **User Login Management**
2. Look for **User Access**

3. Select any User from **Name**.
4. Under **HRMS Application**, click "*View Modules*" then look for "*Health Declaration*" related modules.

Access Name	Target User	Description
Health Declaration	All employee	Grant access to employee for self health declaration
Health Declaration (Admin)	Admin	Grant access to admin to declare on behalf of employee & view report
Health Declaration (Admin Update)	Admin	Grant access to admin to declare on behalf of employee, make amendment on employee health declaration & view report

5. Select **Read & Write** and **Save.**