

User Guide

Health Declaration (User)



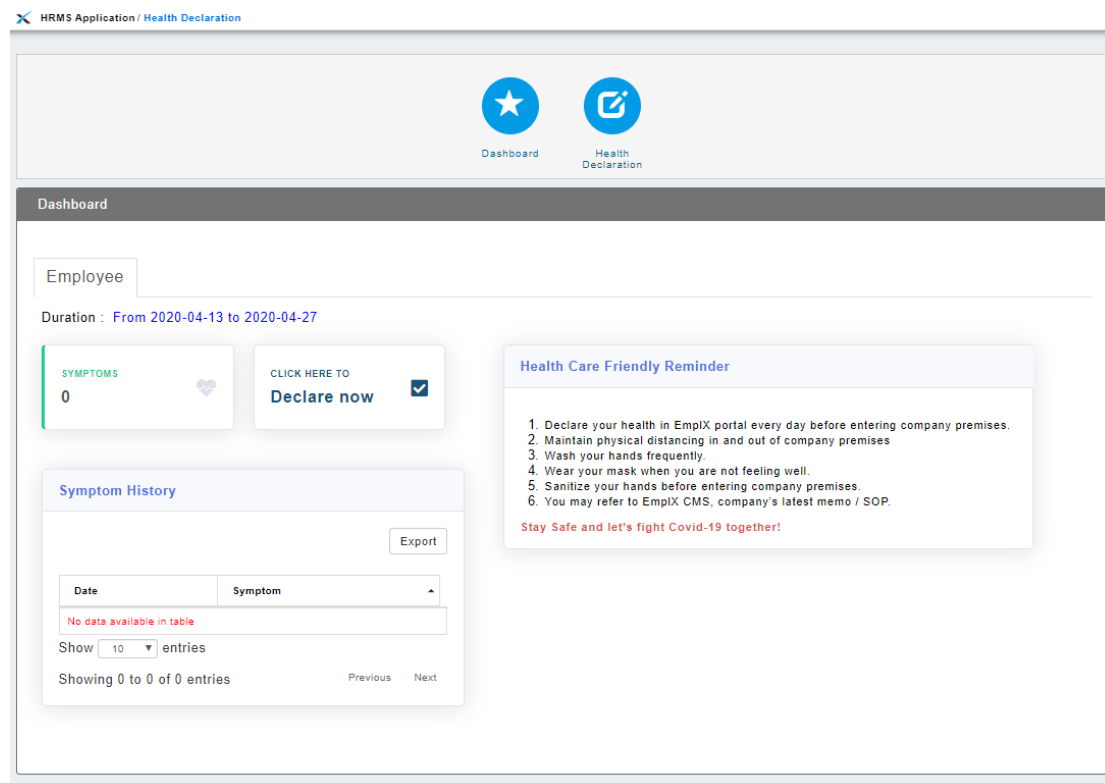
Contents

Purpose	2
Dashboard	2
Health Declaration	4

Purpose

To allow employee to declare their health condition before entering the company premises.

Dashboard



1. Dashboard is showing declaration records for the past 14 days.
2. Symptoms column show number of days with at least 1 symptom declared. Click on the symptoms box to show the details.

Employee Admin

Duration : From 2020-04-13 to 2020-04-27

SYMPTOMS
4

CLICK HERE TO
Declare now

Symptom History

Export

Date	Symptom
2020-04-26	Been to Covid-19 area : Yes Close Contact : Yes
2020-04-22	Fever : Yes Sore Throat : Yes Been to Covid-19 area : Yes

- Click on the **Declare now** box to submit health declaration.

Employee

Duration : From 2020-04-13 to 2020-04-27

SYMPTOMS
0

CLICK HERE TO
Declare now

- Answer the question and click Save.

Declare

2020-04-27 02:53:38 pm

1. Do you have fever (38° or higher)?

☐ Yes
☒ No

2. Do you have cough?

☐ Yes
☒ No

3. Do you have difficulty in breathing?

☐ Yes
☒ No

4. Do you have sore throat?

☐ Yes
☒ No

5. Other Symptoms (please specify)

6. Have you been to any area or countries over the past 14 days?

☐ Yes
☒ No

Visited Area

Save

Cancel

- Declaration box will show as the last declaration after saved.



Duration : From 2020-04-13 to 2020-04-27

SYMPTOMS
5

LAST CHECK IN
Apr 27 02:54 pm

Health Declaration

HRMS Application / Health Declaration



1

Health Declaration

✓ Last declaration on 2020-04-26 06:58 am.

✗ Declare ⬇ Export

2 3

** Data shows last one month history

Date	Declare for	Declare on	Symptoms	Remarks
2020-04-26	06:00 pm	06:58 am	1. Fever No 2. Cough No 3. Difficult Breathing No 4. Sore Throat No 5. Other Symptoms - 6. Been to Covid-19 Area No	

1. Click on Health Declaration tab to view past one month history.
2. Click on the Declare button to submit declaration.
3. Click on the Export to download record to Excel.