

# User Guide

Health Declaration (Admin)



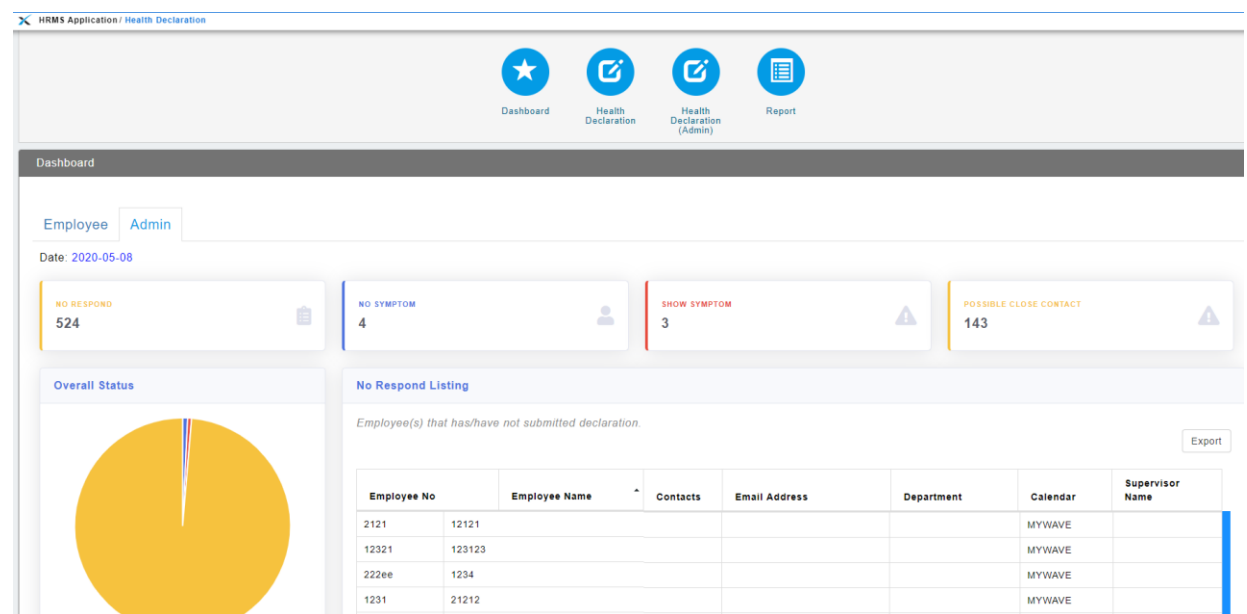
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# Purpose

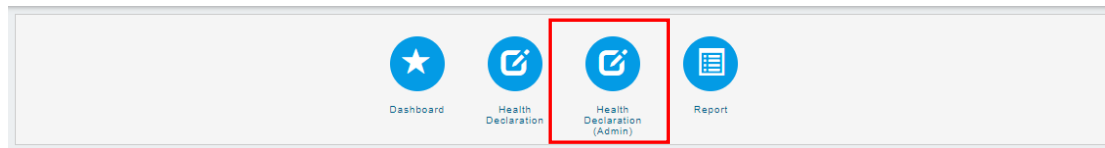
To monitor employees' health condition, and if the company allows, Admin can submit declaration on behalf of the employees.

# Dashboard



1. Dashboard showing summary of health declaration records for the day.
2. Click on the box to show the details of the count.
  - i) **NO RESPOND** - Number of employee(s) that has/have not submitted declaration.
  - ii) **NO SYMPTOM** - Number of employee(s) that not showing any symptom(s).
  - iii) **SHOW SYMPTOM** - Number of employee(s) that with at least 1 symptom.
  - iv) **POSSIBLE CLOSE CONTACT** - Number of employee(s) who could have close contacted with the employee that showing symptom(s) (base on same department).

# Health Declaration (Admin)



1. Click on the Health Declaration (Admin) to check and submit employees' health declaration.
2. Apply filter (if applicable) and click Retrieve.

Date: 2020-04-27 📅  
 Department: Select options  
 Calendar: Select options  
 Declaration Status: Select options  
 Filter Symptoms:

Fever: Select options  
 Cough: Select options  
 Difficult Breathing: Select options  
 Sore Throat: Select options  
 Been to Covid-19 Area: Select options  
 Close Contact: Select options

Retrieve

3. Click on the declaration time to view details; **OR**

Export

Department	Employee No	Employee Name	Calendar	Date	Declare	Symptoms	Remarks
Quality Systems	EMP001	ABDUL RAHMAN	Master_Calendar - 1-Shift-01	2020-04-27	<a href="#">08:58 am</a>	Fever : No Cough : No Difficult Breathing : No Sore Throat : No Other Symptoms : Been to Covid-19 Area : No Visited Area : Date Arrive : Close Contact : No Last Close Contact :	
Engineering	EMP002	BEN TAN	Master_Calendar - 1-Shift-02	2020-04-27	<a href="#">04:15 pm</a>	Fever : No Cough : No Difficult Breathing : No Sore Throat : No Other Symptoms : Been to Covid-19 Area : No Visited Area : Date Arrive : Close Contact : No Last Close Contact :	
Quality Systems	EMP003	CHANDRA GUPAL	Master_Calendar - 1-Shift-03	2020-04-27	<a href="#">04:17 pm</a>	Fever : Yes Cough : Yes Difficult Breathing : No Sore Throat : No Other Symptoms : Been to Covid-19 Area : No Visited Area : Date Arrive : Close Contact : No Last Close Contact :	

4. Click on **Declare** to help employees to submit their health declaration.

Department	Employee No	Employee Name	Calendar	Date	Declare 00:00	Symptoms	Remarks
						Visited Area : Date Arrive : Close Contact : No Last Close Contact :	
Quality Systems	EMP003	CHANDRA GUPAL	Master_Calendar - 1-Shift-03	2020-04-27	<a href="#">04:17 pm</a>	Fever : Yes Cough : Yes Difficult Breathing : No Sore Throat : No Other Symptoms : Been to Covid-19 Area : No Visited Area : Date Arrive : Close Contact : No Last Close Contact :	
Engineering	EMP004	DENNIS CHAN	Master_Calendar - 1-Shift-04	2020-04-27	<a href="#">Declare</a>		
Engineering	EMP005	EKA SINGH	Master_Calendar - 1-Shift-05	2020-04-27	<a href="#">Declare</a>		
Production	EMP006	FATIMAH MUHAMMAD	Master_Calendar - 1-Normal	2020-04-27	<a href="#">Declare</a>		
Production	EMP007	GHAFAR AHMAD	Master_Calendar - 1-Normal	2020-04-27	<a href="#">Declare</a>		

Declare

**Department**  
Engineering

**Employee Name**  
DENNIS CHAN (EMP004)

**Contacts**  
016-111111 / 04-222222  
NO. 123 LORONG LANGSAT 4 TAMAN SEJATI BUKIT  
TENGAH 14000 BUKIT MERTAJAM PENANG Malaysia  
[email@mywave.biz](mailto:email@mywave.biz)

**Department**  
Demo Gold Instance/Engineering

**Calendar**  
Master\_Calendar - 1-Shift-04

**Gender**  
Male

**Race**  
Chinese

**Nationality**

2020-04-27 04:44:13 pm

**1. Do you have fever (37.5° or higher)? \***

☐ Yes ☐ No

**2. Body Temperature**

**3. Do you have cough? \***

☐ Yes ☐ No

**4. Do you have the difficulty in breathing? \***

☐ Yes ☐ No

**5. Do you have sore throat? \***

☐ Yes ☐ No

**6. Have you lost your sense of taste or smell? \***

☐ Yes ☐ No

✓ Save
✕ Cancel

Fill in the answer and click Save.

5. In order to submit for *past date* declaration, [tick] on **Enable past date declaration** checkbox.

☒ Enable past date declaration ⬇ Export ▾

Department	Employee No	Employee Name	Calendar	Date	Declare	Symptoms	Remarks
Quality Systems	EMP001	ABDUL RAHMAN	Master_Calendar - 1-Shift-01	2020-05-03	<a href="#">Declare</a>		
Engineering	EMP002	BEN TAN	Master_Calendar - 1-Shift-02	2020-05-03	<a href="#">Declare</a>		
Quality Systems	EMP003	CHANDRA GUPAL	Master_Calendar - 1-Shift-03	2020-05-03	<a href="#">Declare</a>		
Engineering	EMP004	DENNIS CHAN	Master_Calendar - 1-Shift-04	2020-05-03	<a href="#">Declare</a>		
Engineering	EMP005	EKA SINGH	Master_Calendar - 1-Shift-05	2020-05-03	<a href="#">Declare</a>		

6. Click on the Export button to export records to Excel.

⬇ Export ▾

Department	Employee No	Employee Name	Calendar	Date	Declare 00:00	Symptoms	Remarks
Quality Systems	EMP001	ABDUL RAHMAN	Master_Calendar - 1-Shift-01	2020-04-27	<a href="#">00:00 am</a>	Fever: No Cough: No Difficult Breathing: No Sore Throat: No Other Symptoms: No Been to Covid-19 Area: No Visited Area: No Date Arrive: No Place: Penang, M...	

# Health Declaration (Admin Update)

- Grant below access to enable admin to update submitted declaration.

Health Declaration	<input type="radio"/> None   <input type="radio"/> Read / Write
Health Declaration (Admin)	<input type="radio"/> None   <input type="radio"/> Read / Write
Health Declaration (Admin Update)	<input type="radio"/> None   <input checked="" type="radio"/> Read / Write

- Go to Health Declaration (Admin), retrieve and click on the record to update.

Quality Systems	EMP003	CHANDRA GUPAL	Master_Calendar - 1-Shift-03	2020-04-27	<u>04:17 am</u>	Fever : Yes Cough : Yes Difficult Breathing : No Sore Throat : No Other Symptoms : Been to Covid-19 Area : No Visited Area : Date Arrive : Close Contact : No Last Close Contact :
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- Click Edit, change the answer and click Save.

## Declare

2020-04-27 16:17

**Department**  
Quality Systems

**Employee Name**  
CHANDRA GUPAL (EMP003)

**Contacts**  
016-33333333 / 04-6467788  
NO. 16 LORONG KURAU 3333 CHAI LENG PARK  
13700 PERAI PENANG Malaysia  
[rnd\\_development@mywave.biz](mailto:rnd_development@mywave.biz)

**Department**  
Demo Gold Instance/Quality Systems

**Calendar**  
Master\_Calendar - 1-Shift-03

**Gender**  
Male

**Race**  
Indian

**Nationality**

1. Do you have fever (37.5° or higher) ?  
No

2. Body Temperature  
33

3. Do you have cough?  
No

4. Do you have the difficulty in breathing?  
No

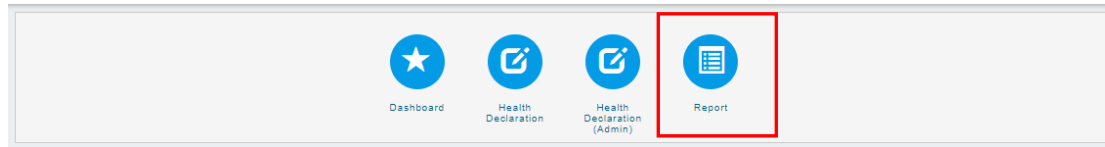
5. Do you have sore throat?  
No

6. Have you lost your sense of taste or smell?  
No

> Next

✕ Cancel

# Report



1. Click on Report to retrieve declaration historical data.
2. Apply filter (if applicable) and click Retrieve.

Report form interface showing filters and a Retrieve button.

3. Data will be listed. Click on Export to download records to Excel.

Department	Employee No	Employee Name	Calendar	Date	Declare 00:00	Symptoms	Remarks
Quality Systems	EMP001	ABDUL RAHMAN	Master_Calendar - 1- Shift-01	2020-04-27	00:00	Fever : No Cough : No Difficult Breathing : No Sore Throat : No Other Symptoms : Been to Covid-19 Area : No Visited Area : Date Arrive : Close Contact : No Last Close Contact :	
Engineering	EMP002	BEN TAN	Master_Calendar - 1- Shift-02	2020-04-27	10:15	Fever : No Cough : No Difficult Breathing : No Sore Throat : No Other Symptoms : Been to Covid-19 Area : No Visited Area : Date Arrive : Close Contact : No Last Close Contact :	