

User Guide

Vaccine Digital Certificate

User



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ATTACH VACCINE DIGITAL CERTIFICATE

1.1 Add vaccine digital certificate

User can add a vaccine digital certificate by navigating to **Employee Profile** and clicking on Vaccine Certificate tab.

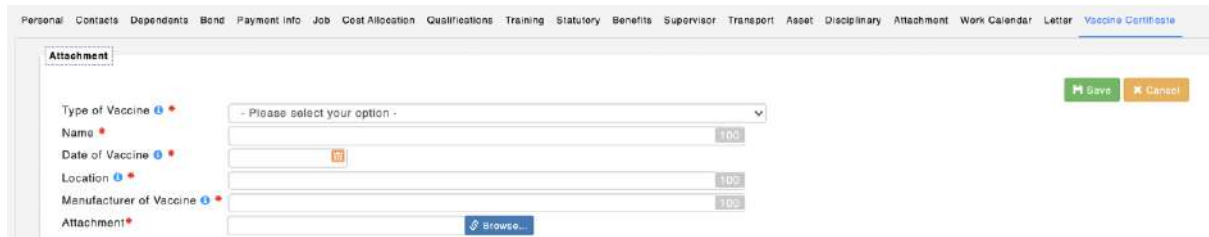


Follow the steps below to add a new record:

1. Click on **Add** button to add a new vaccine record.



2. Fill up the information required and attach the necessary digital certificate that was issued.
3. Click on **Save** button to save the changes.



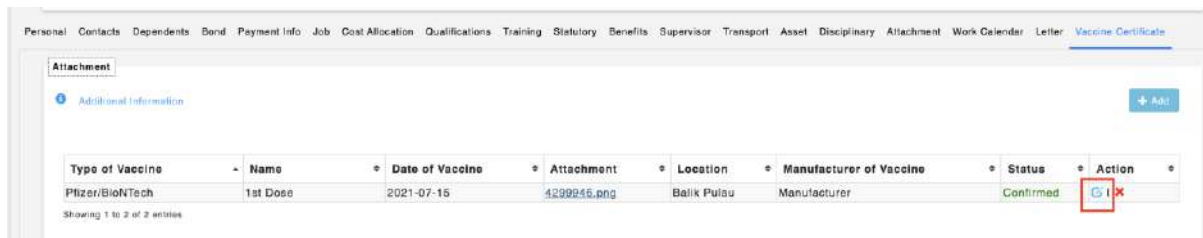
* Only a maximum of 10 records can be added.

** This action may be subject to approval depending on settings

1.2 Edit vaccine digital certificate

User can edit the vaccination records once it has been added. Follow the steps below to edit a vaccination record:


1. Click on the pencil icon under **Action** column of the table.



Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Disciplinary Attachment Work Calendar Letter Vaccine Certificate

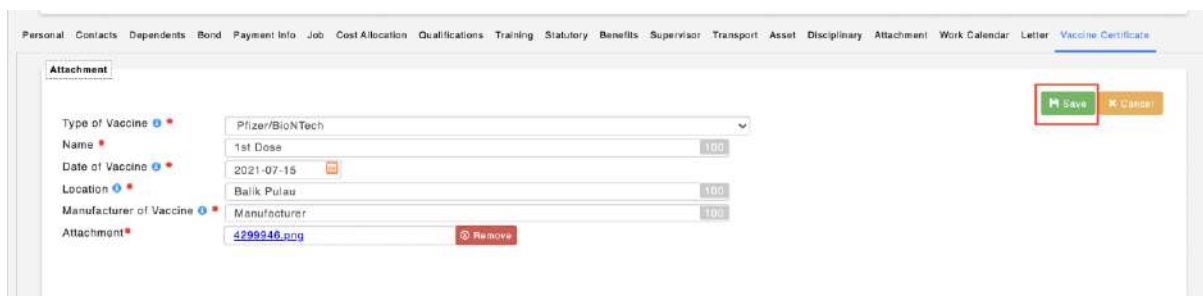
Attachment

Additional Information

Type of Vaccine	Name	Date of Vaccine	Attachment	Location	Manufacturer of Vaccine	Status	Action
Pfizer/BioNTech	1st Dose	2021-07-15	4299946.png	Balik Pulau	Manufacturer	Confirmed	

Showing 1 to 2 of 2 entries

2. Amend the desired information.
3. Click on **Save** button to save the changes and update the record.



Personal Contacts Dependents Bond Payment Info Job Cost Allocation Qualifications Training Statutory Benefits Supervisor Transport Asset Disciplinary Attachment Work Calendar Letter Vaccine Certificate

Attachment

Type of Vaccine Pfizer/BioNTech

Name 1st Dose

Date of Vaccine 2021-07-15

Location Balik Pulau

Manufacturer of Vaccine Manufacturer

Attachment 4299946.png

Remove

Save Cancel

**** This action may be subject to approval depending on settings**

1.3 Delete vaccine digital certificate

User can deleted an existing vaccination record from the current list. Follow the steps below to delete a vaccination record:

1. Click on the cross icon under **Action** column of the table



The screenshot shows a user interface with a top navigation bar containing various menu items like 'Personal', 'Contacts', 'Dependents', etc. The 'Vaccine Certificate' tab is selected. Below the navigation bar, there is a section titled 'Attachment' with an 'Add' button. A table displays vaccination records with the following data:

Type of Vaccine	Name	Date of Vaccine	Attachment	Location	Manufacturer of Vaccine	Status	Action
Pfizer/BioNTech	1st Dose	2021-07-15	4229946.png	Balik Pulau	Manufacturer	Confirmed	

Showing 1 to 2 of 2 entries

**** This action may be subject to approval depending on settings**