

User Guide

Vaccine Digital Certificate

Admin



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VACCINE DIGITAL CERTIFICATE SETUP

1.1 Settings

User can manage vaccine digital certificate settings under **Employee Profile -> Setup -> Settings**, then click on the **Field Setting** tab.

HRMS Application / Employee Profile / Setup / Settings

HRMS Setting **Field Setting** Employee Profile Setting Employees Due of Retirement Alert

Field Setting

Module Name

Dependent View Fields

Emergency Contact View Fields

Personal View Fields

Vaccine Hide Fields ☐ All Cannot Edit ☒ All Can Edit ☐ All Validate

Attachment	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Date of Vaccine	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Location	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Manufacturer of Vaccine	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Name	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Type of Vaccine	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate

The settings that are available for the vaccine digital certificate are listed below.

User can control:

- Whether or not employee can add / edit the vaccination record(s)
- Whether or not the vaccination record(s) added / edited by employee required approval

HRMS Application / Employee Profile / Setup / Settings

HRMS Setting **Field Setting** Employee Profile Setting Employees Due of Retirement Alert

Field Setting

Module Name

Dependent View Fields

Emergency Contact View Fields

Personal View Fields

Vaccine Hide Fields ☐ All Cannot Edit ☒ All Can Edit ☐ All Validate

Attachment	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Date of Vaccine	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Location	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Manufacturer of Vaccine	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Name	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate
Type of Vaccine	<input type="radio"/> Cannot Edit <input checked="" type="radio"/> Can Edit <input type="radio"/> Validate

HRMS Application / Employee Profile / Setup / Settings

HRMS Setting **Field Setting** Employee Profile Setting Employees Due of Retirement Alert

Field Setting

Module Name

Dependent View Fields

Emergency Contact View Fields

Personal View Fields

Vaccine Hide Fields ☐ All Cannot Edit ☒ All Can Edit ☐ All Validate

Attachment	<input type="radio"/> Cannot Edit	<input checked="" type="radio"/> Can Edit	<input type="radio"/> Validate
Date of Vaccine	<input type="radio"/> Cannot Edit	<input checked="" type="radio"/> Can Edit	<input type="radio"/> Validate
Location	<input type="radio"/> Cannot Edit	<input checked="" type="radio"/> Can Edit	<input type="radio"/> Validate
Manufacturer of Vaccine	<input type="radio"/> Cannot Edit	<input checked="" type="radio"/> Can Edit	<input type="radio"/> Validate
Name	<input type="radio"/> Cannot Edit	<input checked="" type="radio"/> Can Edit	<input type="radio"/> Validate
Type of Vaccine	<input type="radio"/> Cannot Edit	<input checked="" type="radio"/> Can Edit	<input type="radio"/> Validate

Save Reset

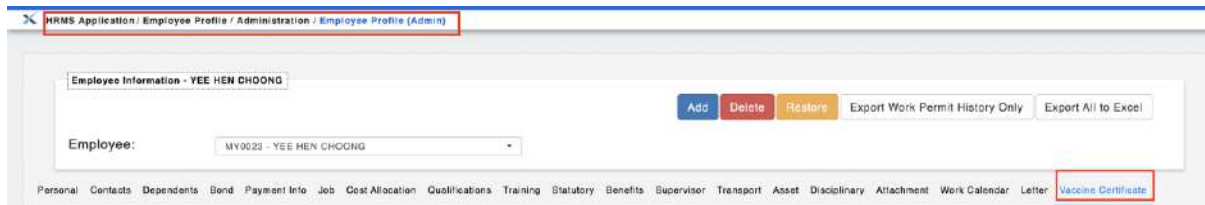
Follow the steps below to change the settings:

- Select the desired option as stated below:
 - All Cannot Edit:** Do not allow employee to add / edit the vaccine record(s)
 - All Can Edit:** Allow employee to add / edit the vaccine record(s) without approval
 - All Validate:** Allow employee to add / edit the vaccine record(s) with approval
- Click on **Save** button to save the changes.

ATTACH VACCINE DIGITAL CERTIFICATE

2.1 Add vaccine digital certificate

User can add a vaccine digital certificate by navigating to **Employee Profile -> Administration -> Employee Profile (Admin)** and click on Vaccine Certificate tab.

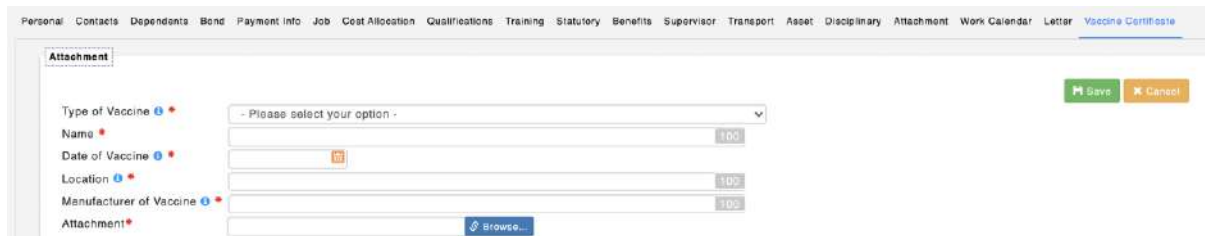


Follow the steps below to add a new record:

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.

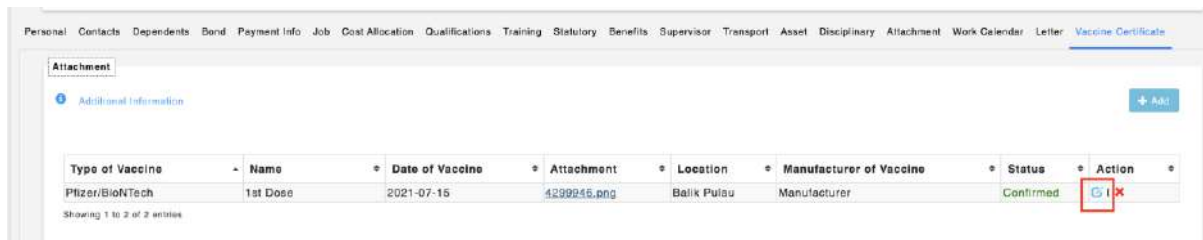


**** Only a maximum of 10 records can be added.**

2.2 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

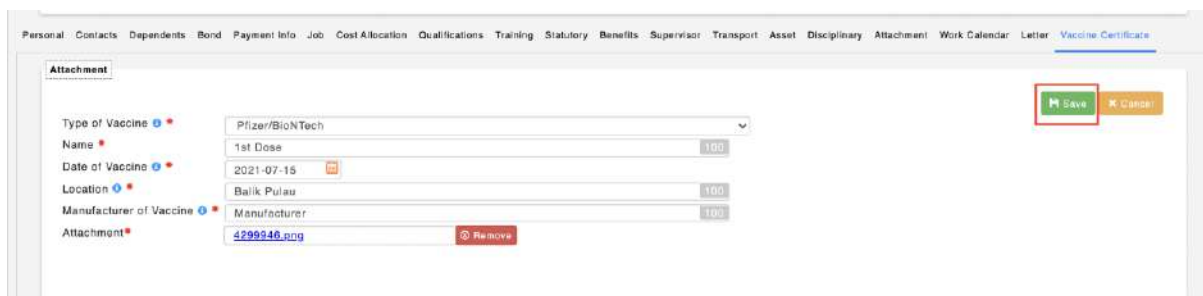
Attachment

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



2.3 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



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 Add

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

APPROVAL

3.1 Approve / Reject vaccination record

Admin is only allowed to approve / reject vaccination records if validation has been enabled in settings (*see Section 1.1*). Admins can approve / reject records by navigating to **Employee Profile -> Administration -> Employee Data Approval**

Follow the steps below to approve / reject a vaccination record:

1. Select vaccine from the **Category List**. Optionally, admin can filter employees by selecting desired employee from the **Employee List**.

The screenshot shows the 'Employee Data Approval' page. At the top, there are two dropdown menus: 'Employee' (set to 'All') and 'Category' (set to 'All'). A red box highlights the 'Category' dropdown. To the right of the dropdowns is a green 'Submit' button. Below the dropdowns is a table with columns: No., Employee, Field Name, Current Value, and New Value.

2. Check the information of the desired record to be approved / rejected.
3. To approve a record, tick on **Approve** to approve the record. Additionally, admin can tick **Approve All** to approve multiple records.

The screenshot shows the 'Employee Data Approval' page with the 'Category' dropdown set to 'Vaccine'. The table below shows a record for 'YEE HEN CHOONG' with the following details:

No.	Employee	Field Name	Current Value	New Value
1	YEE HEN CHOONG	Type of Vaccine	-	Pfizer/BioNTech
		Name	-	First Dose
		Manufacturer	-	COMIRNATY Concentrate for Dispersion for Injection
		Location	-	Balik Pulau, Sports Centre
		Date of Vaccine	-	2021-07-07
		Attachment	-	firstdose.png

At the bottom of the table, there are two buttons: 'Approve' (selected) and 'Reject'. To the right of the 'Reject' button is a text box labeled 'Reason (if rejected)'. Above the table, there are checkboxes for 'Approve All' and 'Reject All | Reason (if rejected)'.

4. To reject a record, tick on **Reject** and enter rejected reason in the text box (*if required*) to reject the record. Additionally, admin can tick **Reject All** to reject multiple records.

The screenshot shows the 'Employee Data Approval' page with the 'Category' dropdown set to 'Vaccine'. The table below shows a record for 'YEE HEN CHOONG' with the following details:

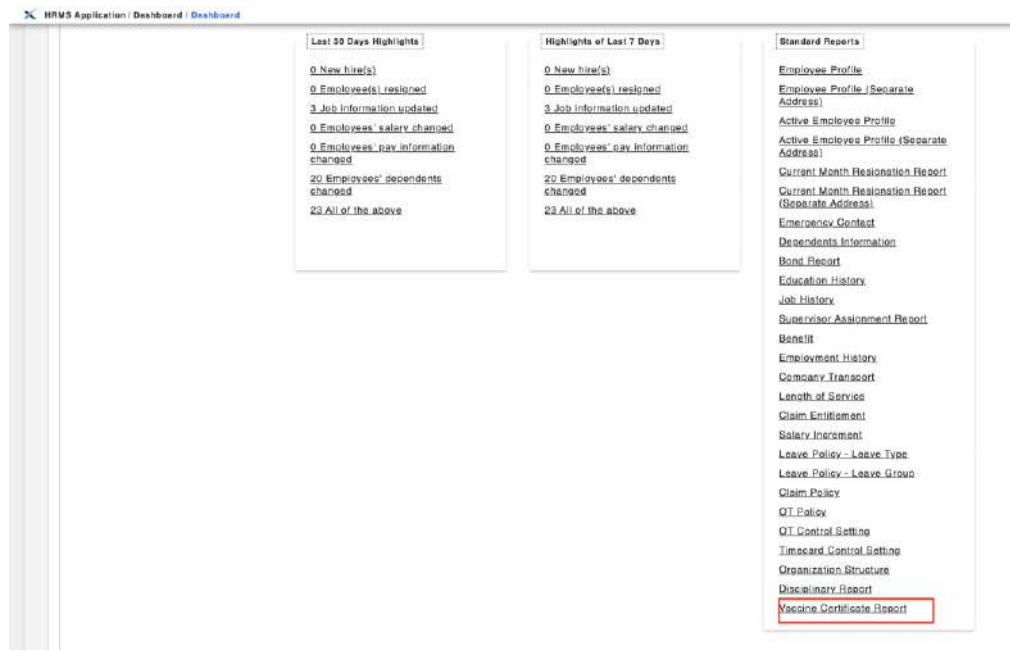
No.	Employee	Field Name	Current Value	New Value
1	YEE HEN CHOONG	Type of Vaccine	-	Pfizer/BioNTech
		Name	-	First Dose
		Manufacturer	-	COMIRNATY Concentrate for Dispersion for Injection
		Location	-	Balik Pulau, Sports Centre
		Date of Vaccine	-	2021-07-07
		Attachment	-	firstdose.png

At the bottom of the table, there are two buttons: 'Approve' and 'Reject' (selected). To the right of the 'Reject' button is a text box labeled 'Reason (if rejected)'. Above the table, there are checkboxes for 'Approve All' and 'Reject All | Reason (if rejected)'.

REPORT

4.1 Vaccine Certificate Report

Admins can view a detailed report of all submitted vaccination records. The report also allows admins to filter for any desired information, view attachments and export to excel file. Admins can access the report by navigating to **Dashboard** and clicking on **Vaccine Certificate Report** link under **Standard Reports** tab.



Follow the steps below to retrieve vaccine certificate report:

1. Select the desired filters to be applied to the report and click on **Retrieve** button.
2. Click on **Customize Columns** to show/hide columns.
3. Click on **Export** to export download report in excel file format.
4. Click on **Download All Attachments** to download all vaccination record attachments.
5. Click on **Paging** button to navigate between pages.

The screenshot shows the 'Employee Vaccination Report' interface. It includes a 'Filter' section with dropdowns for Employee no, Job title, Dept path, Employee name, Dept name, and Job grade. A 'Retrieve' button is labeled (1). Below the filters, there are buttons for 'Customize Columns' (2), 'Export' (3), and 'Download All Attachment(s)' (4). The report title is 'Employee Vaccination Report'. Below the title, there is a 'Group By' dropdown and a table of vaccination records. The table has columns: Employee no, Employee name, Job title, Dept name, Dept path, Job grade, Job class, Vaccine type, Vaccine name, Vaccine date, and Vaccine atts. The table shows three records. At the bottom, there is a 'Show 10' dropdown and a '1 of 3 Page' indicator, with a 'Paging' button labeled (5).

Employee no	Employee name	Job title	Dept name	Dept path	Job grade	Job class	Vaccine type	Vaccine name	Vaccine date	Vaccine atts
2051	Muhamad Safiq Izuan Bin Razali	Customer Care Consultant	ECSU	MYwave Sdn. Bhd./ECSU			Janssen (Johnson & Johnson)	J&J	2021-08-16	11/05
A11610	PANG SIEW LAI	RPO Executive	System Setup & License	MYwave Sdn. Bhd./Operation/System Setup & License	Executive	Exemption	Moderna	Moderna	2021-08-04	2/03
TOR0001	THOR	R&D Director	Research & Development	MYwave Sdn. Bhd./Research &	Director	Exemption	Pfizer/BioNTech	Pfizer	2021-08-16	2/03