

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.

The screenshot shows the 'Field Setting' page in the HRMS Application. The 'Vaccine' section is active, and the 'All Can Edit' radio button is selected. The table below lists the fields and their permissions.

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

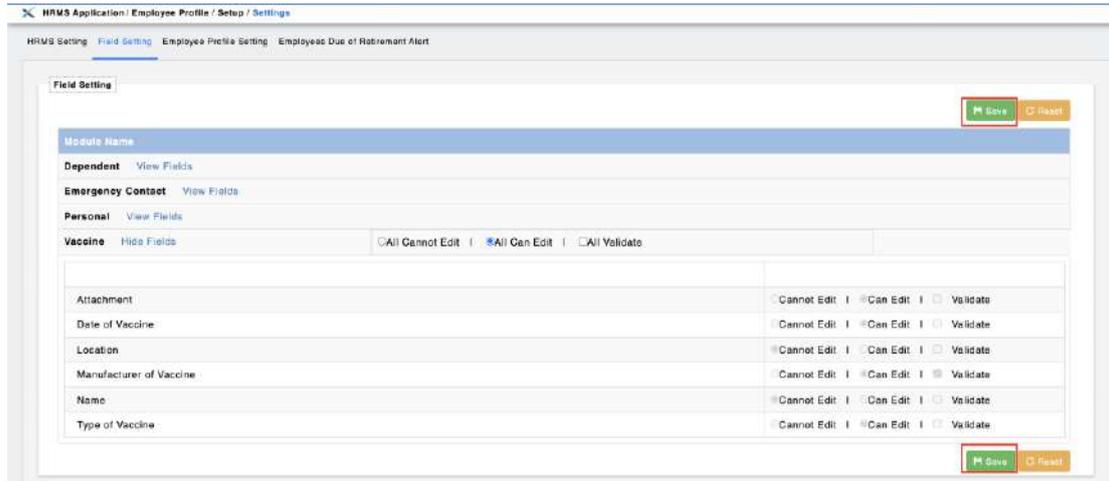
The settings that are available for the vaccine digital certificate are listed below.

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

The screenshot shows the 'Field Setting' page in the HRMS Application. The 'Vaccine' section is active, and the 'All Can Edit' radio button is selected and highlighted with a red box. The table below lists the fields and their permissions.

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



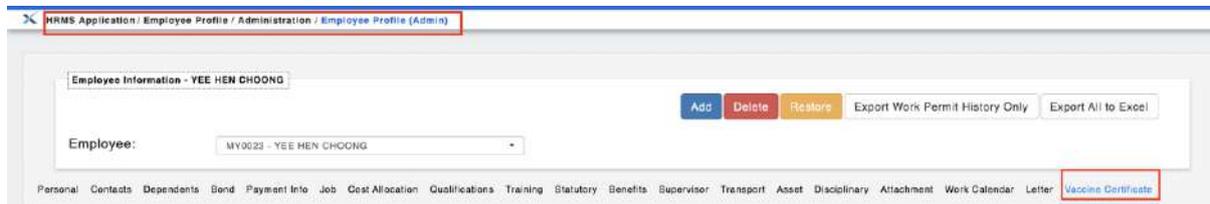
Follow the steps below to change the settings:

1. 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
2. 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.

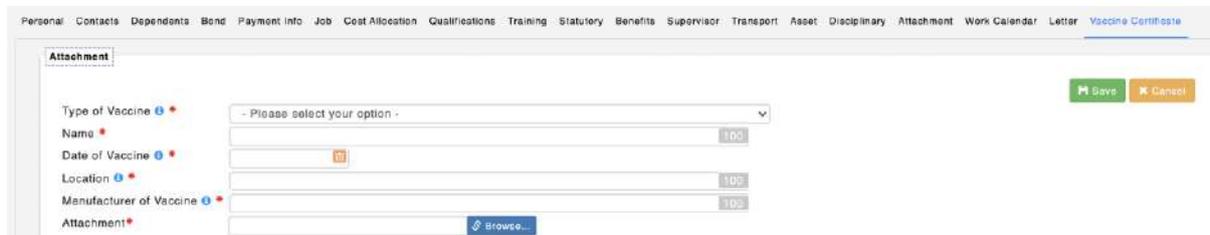


Follow the steps below to add a new record:

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:

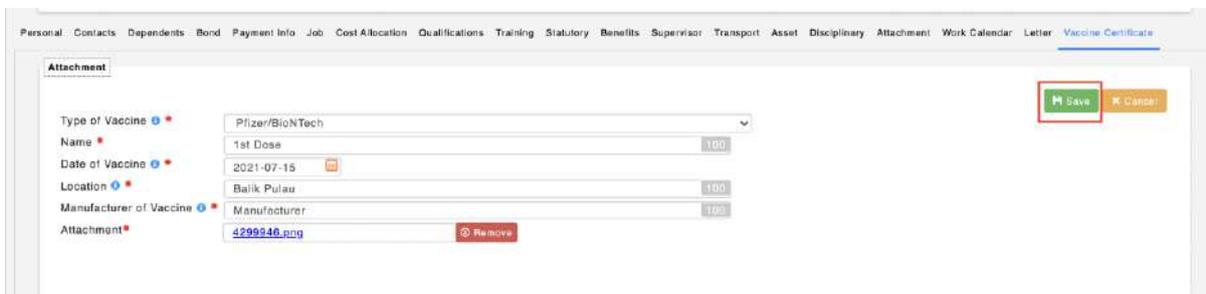
1. Click on the pencil icon under **Action** column of the table.



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.



Attachment

Additional Information + Add

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

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



The screenshot shows a web application interface with a navigation menu at the top. The 'Vaccine Certificate' tab is active. Below the navigation menu, there is a section titled 'Attachment' with an 'Additional information' link and 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	<input type="checkbox"/> <input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries

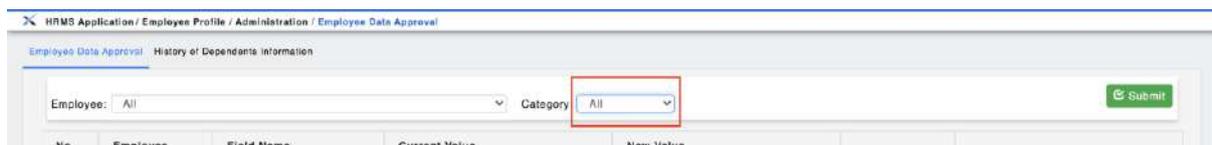
APPROVAL

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**

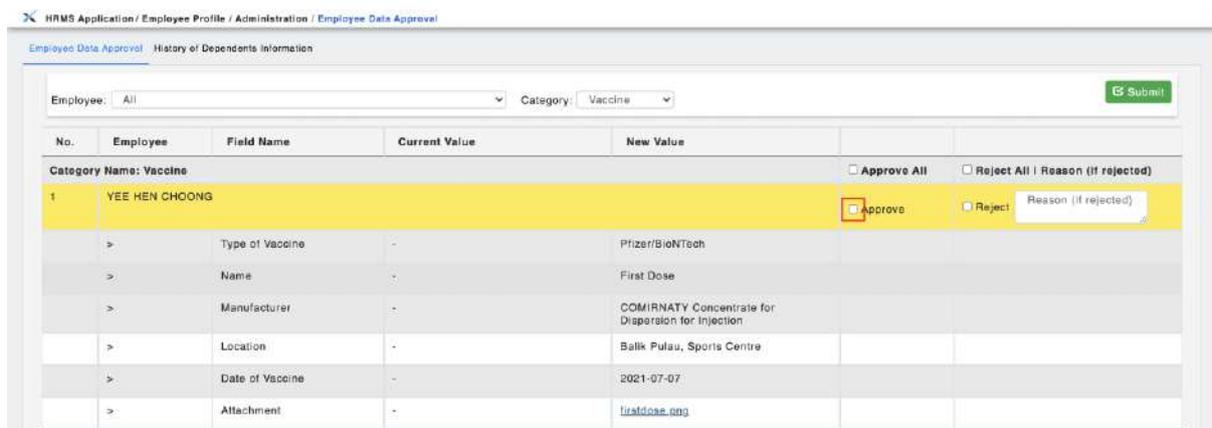
Follow the steps below to approve / reject a vaccination record:

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' interface. 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 'Category' dropdown 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.

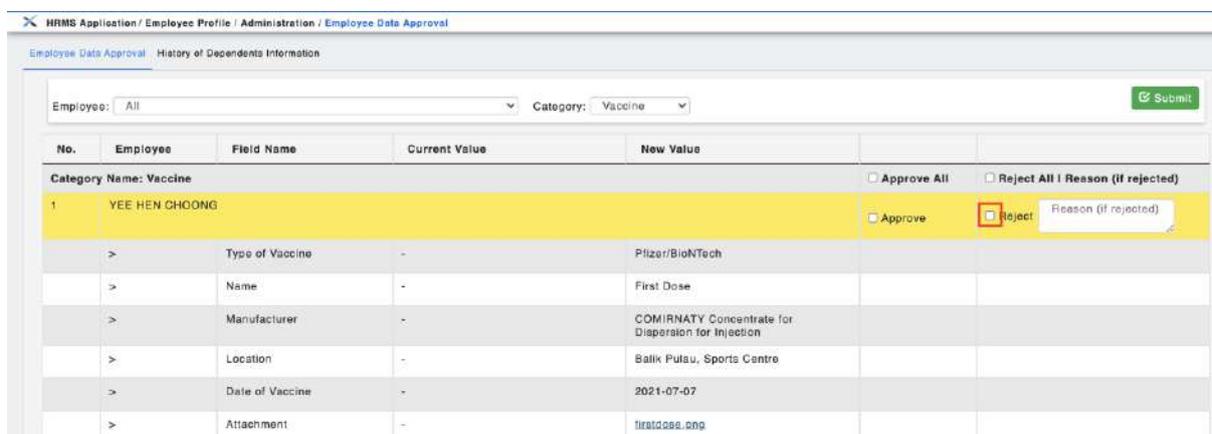


The screenshot shows the 'Employee Data Approval' interface with the 'Category' dropdown set to 'Vaccine'. The table below shows a record for 'YEE HEN CHOONG' with the following details:

No.	Employee	Field Name	Current Value	New Value
Category Name: Vaccine				
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

The 'Approve' button for the record is highlighted with a red box. There are also 'Approve All' and 'Reject All | Reason (if rejected)' buttons at the top right of the table.

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.

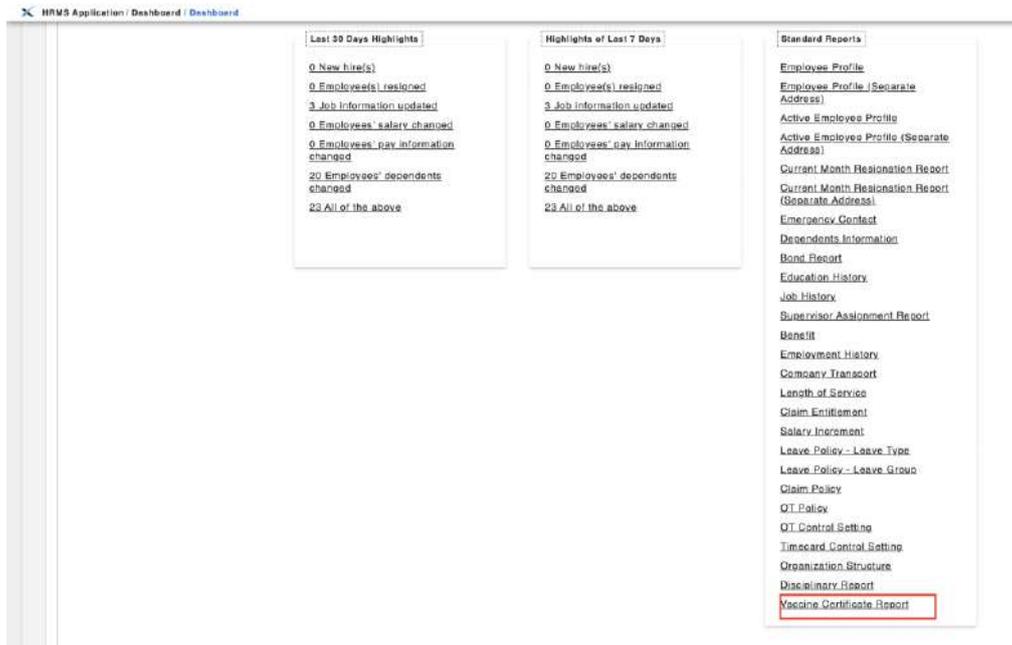


The screenshot shows the 'Employee Data Approval' interface with the 'Category' dropdown set to 'Vaccine'. The table below shows the same record for 'YEE HEN CHOONG' as in the previous screenshot. In this screenshot, the 'Reject' button for the record is highlighted with a red box. The 'Reason (if rejected)' text box is also visible.

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.

