

 Health & Visitor Management

# User Guide

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# Welcome Note

Welcome to **AfterOffice's Health & Visitor Management User Guide**. In this document, you are presented with the directions and tips of using the variety of health forms provided by the system.

If you have any enquiries, please feel free to drop us a message at [support@afteroffice.com](mailto:support@afteroffice.com).

# Types of Forms

The system offers three types of health forms, all of which comes with a unique QR code that links to each form:

- **Employees Form:** This form is provided for your employees to record their body temperature and health statuses everyday upon entering the workplace.
- **Visitors Form:** This form is meant for your clients, vendors or other visiting guests to declare health statuses and to provide contact details when accessing your workplace.
- **Delivery & Dispatch Form:** This form is provided for dispatchers, postmen or delivery personnel to quickly declare health statuses before delivering or collecting any parcels from your office.

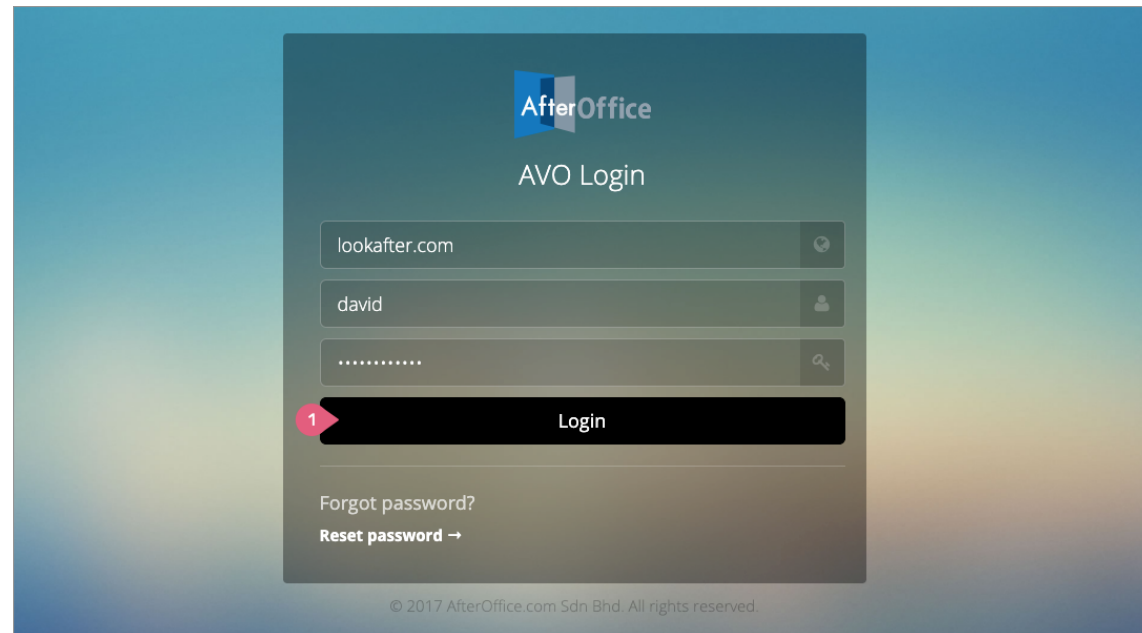
You will find more details on how to use these forms in the sections below.

# Admin Access

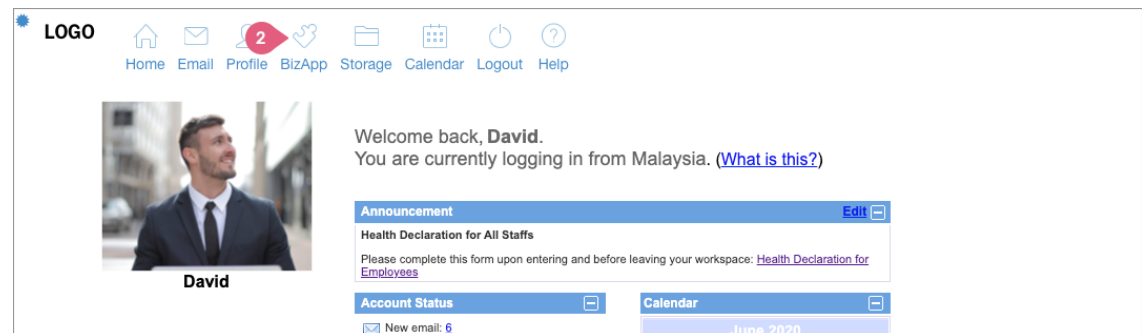
Follow through these steps to access AfterOffice's Health & Visitor Management:

1. Login to your Virtual Office account at

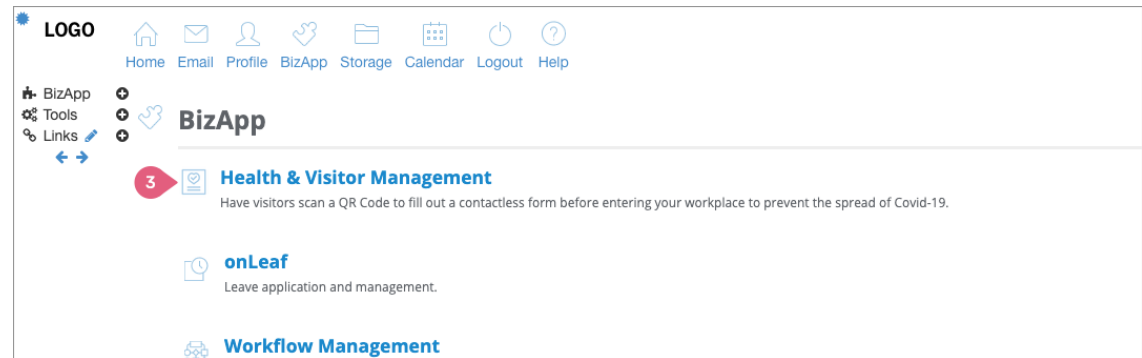
<https://afteroffice.com/login>



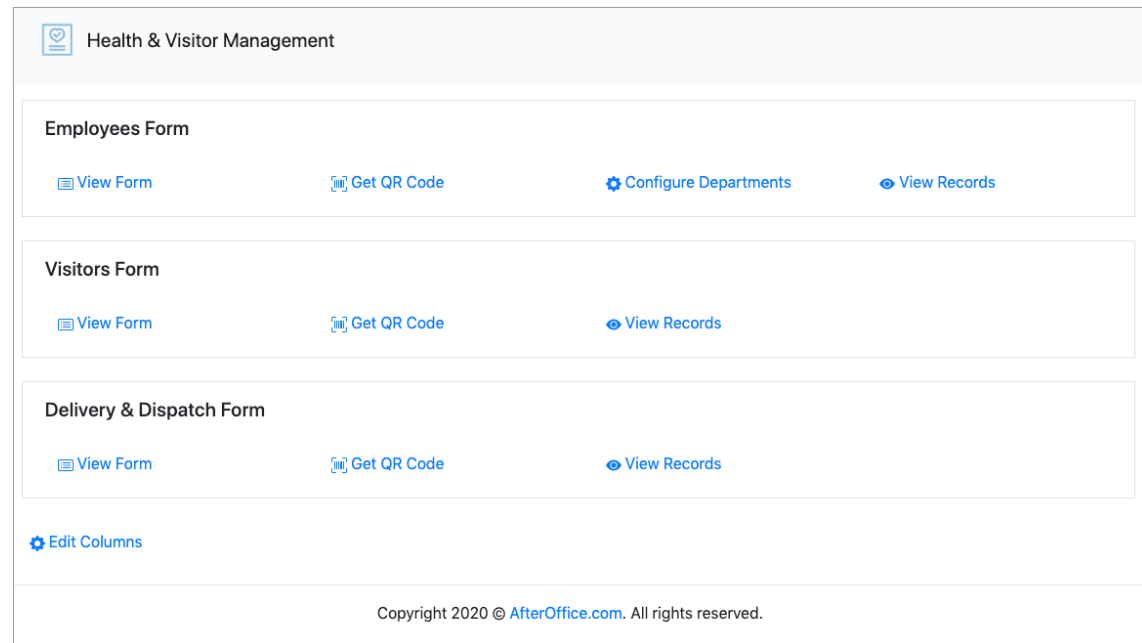
2. Select [ **BizApp** ] from the top menu.



3. Click on [ [Health & Visitor Management](#) ].



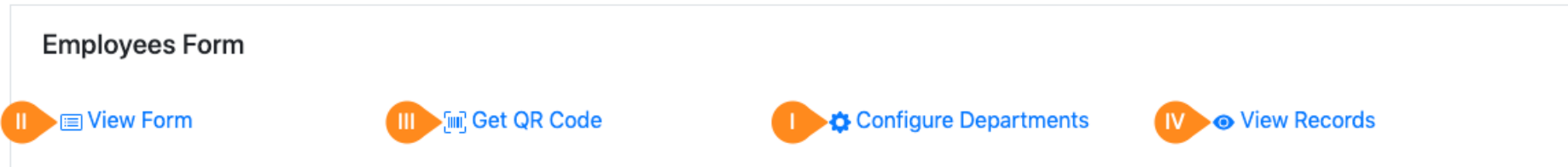
4. The landing page of the system looks like the image on the right.



*Note:* Only voadmin (the administrator group) is allowed to access the system to configure the forms.

# The Employees Form

There are four main options under the Employees Form section. The details of each options are elaborated in the following sub sections.



## I) Configure Departments

Before distributing the form to your staff, you may want to define the departments or teams beforehand, for your employees to select when filling up the form later. From the landing screen, click into [ [Configure Departments](#) ] and you will come to the page as shown on the right.

Here, you can enter your company functional departments into the given field, separating them in new lines. Once you are done, click [ [Update](#) ] to save the information.



The screenshot shows a web interface for 'Health & Visitor Management'. At the top, there is a header with a home icon and the text 'Health & Visitor Management'. Below the header is a navigation link: '← Back to Dashboard'. The main content area is a large text input field containing the following text: 'Administration', 'Accounting & Finance', 'Sales & Marketing', 'IT Support', and 'Project Management'. Below the text field is a blue button labeled 'Update'. At the bottom of the page, there is a copyright notice: 'Copyright 2020 © AfterOffice.com. All rights reserved.'

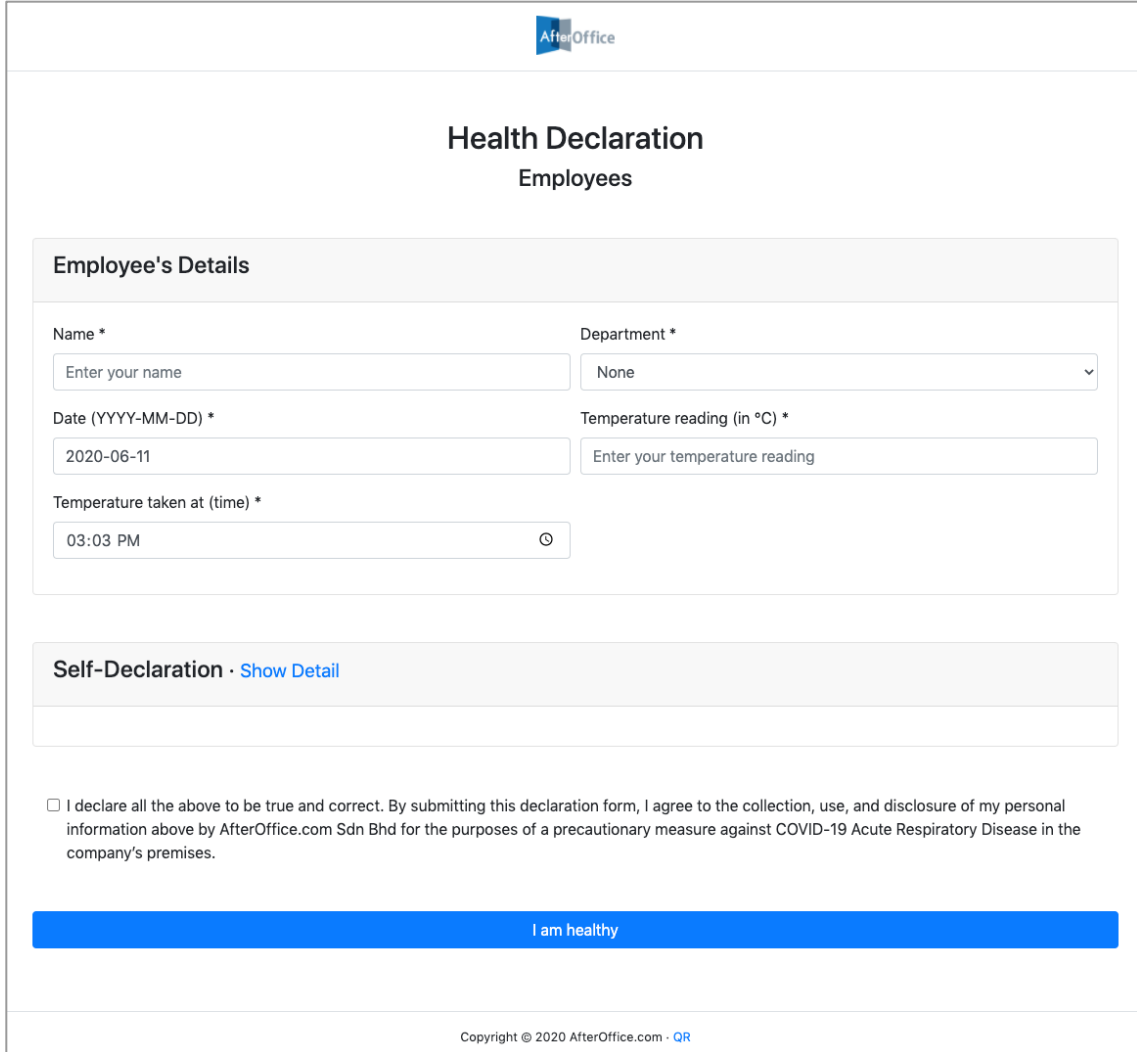


## II) View Form

To access and view the form, click on this option. You can copy the web URL of this form and distribute it to your employees for their perusal. You can send the link via email, or paste the link on Virtual Office Announcement board or any internal sites that are accessible by your staff.

A sample of the Employees Form is shown on the right.

*Note:* If your employee has symptoms like cough, fever, etc, or has been in contact with Covid-19 patients or has travelled to places of Covid-19, he/she can click on [ [Show Detail](#) ] next to “Self-Declaration” in the form to make further declaration.



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### Health Declaration Employees

**Employee's Details**

Name \*  Department \*

Date (YYYY-MM-DD) \*  Temperature reading (in °C) \*

Temperature taken at (time) \*

**Self-Declaration** · [Show Detail](#)

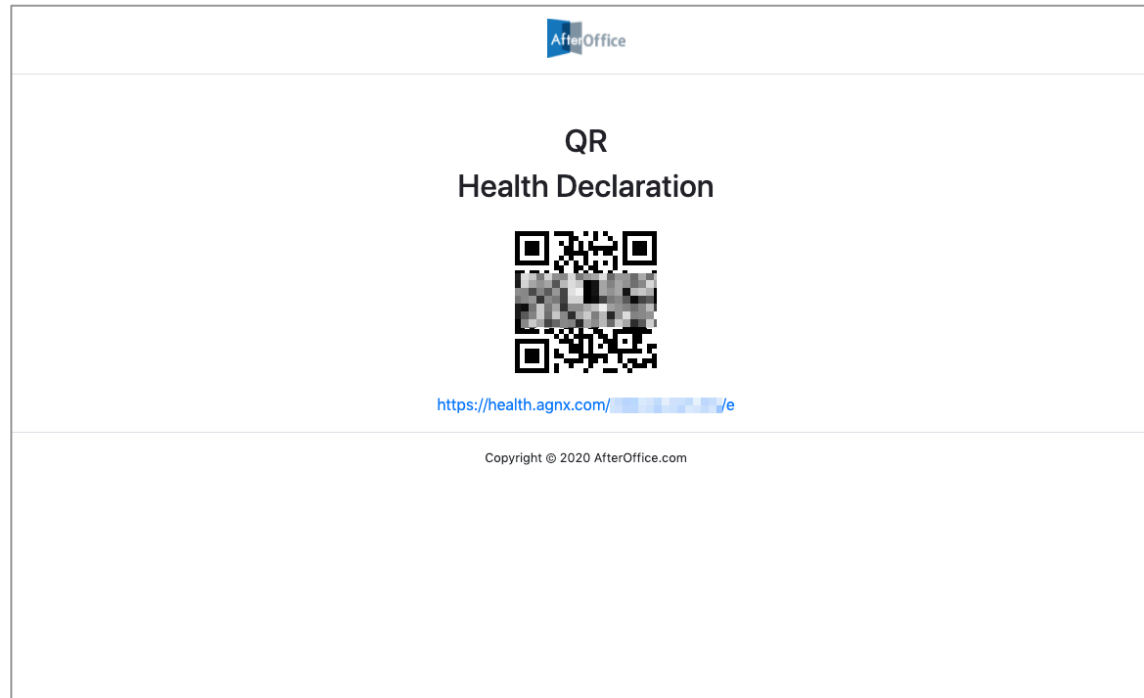
I declare all the above to be true and correct. By submitting this declaration form, I agree to the collection, use, and disclosure of my personal information above by AfterOffice.com Sdn Bhd for the purposes of a precautionary measure against COVID-19 Acute Respiratory Disease in the company's premises.

[I am healthy](#)

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### III) Get QR Code

If you want to print out a notice with a QR code that links to the Employees Form, select this option. You will be navigated to a page like the image on the right.




## IV) View Records

Once your employee submits the form, the record will be available in a table on this page.

Here, you can click [ [Download CSV](#) ] to download the records in a comma separated values (CSV) file.

Please refer to the table below to see the description of each columns.

 Health & Visitor Management

← [Back to Dashboard](#)

#	Date_	Time_	dept	name	temp	tempTime	travelC19	tempDate	travelAreas	contactC19	symOthers	Del_
1	2020-06-01	9:02:18 AM	Accounting & Finance	Alicia	36.9	09:02	No	2020-06-11		No		<a href="#">DEL</a>
2	2020-06-11	9:02:37 AM	Sales & Marketing	Kelvin	37.1	09:02	No	2020-06-11		No		<a href="#">DEL</a>
3	2020-06-11	9:04:14 AM	IT Support	Cara	36.8	09:04	No	2020-06-11		No		<a href="#">DEL</a>
4	2020-06-11	9:05:11 AM	IT Support	Sam	36.9	09:05	No	2020-06-11		No		<a href="#">DEL</a>
5	2020-06-11	9:05:37 AM	Accounting & Finance	Peter	37.0	09:05	No	2020-06-11		No		<a href="#">DEL</a>

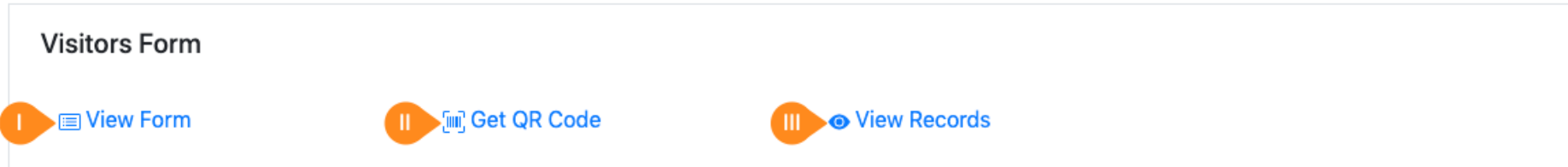
Download CSV

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Columns in the Employees table	Description
Date_	The date the form is submitted.
Time_	The time the form is submitted.
dept	The department of the employee.
name	The name of the employee.
temp	The body temperature of the employee.
tempDate	The date the employee's body temperature is measured.
tempTime	The time the employee's body temperature is measured.
symOthers	The symptom(s) like fever, dry cough, sore throat, etc that the employee is(are) experiencing.
contactC19	If "Yes", it indicates that the employee has been in contact with any Covid-19 cluster declared by MOH or Person Under Investigation (PUI) or a confirmed Covid-19 patient in the past 14 days.
travelC19	If "Yes", it indicates that the employee has been to areas or countries of Covid-19 as indicated by WHO in the past 14 days.
travelAreas	The areas or countries of Covid-19 in which the employee has travelled to in the past 14 days.

# The Visitors Form

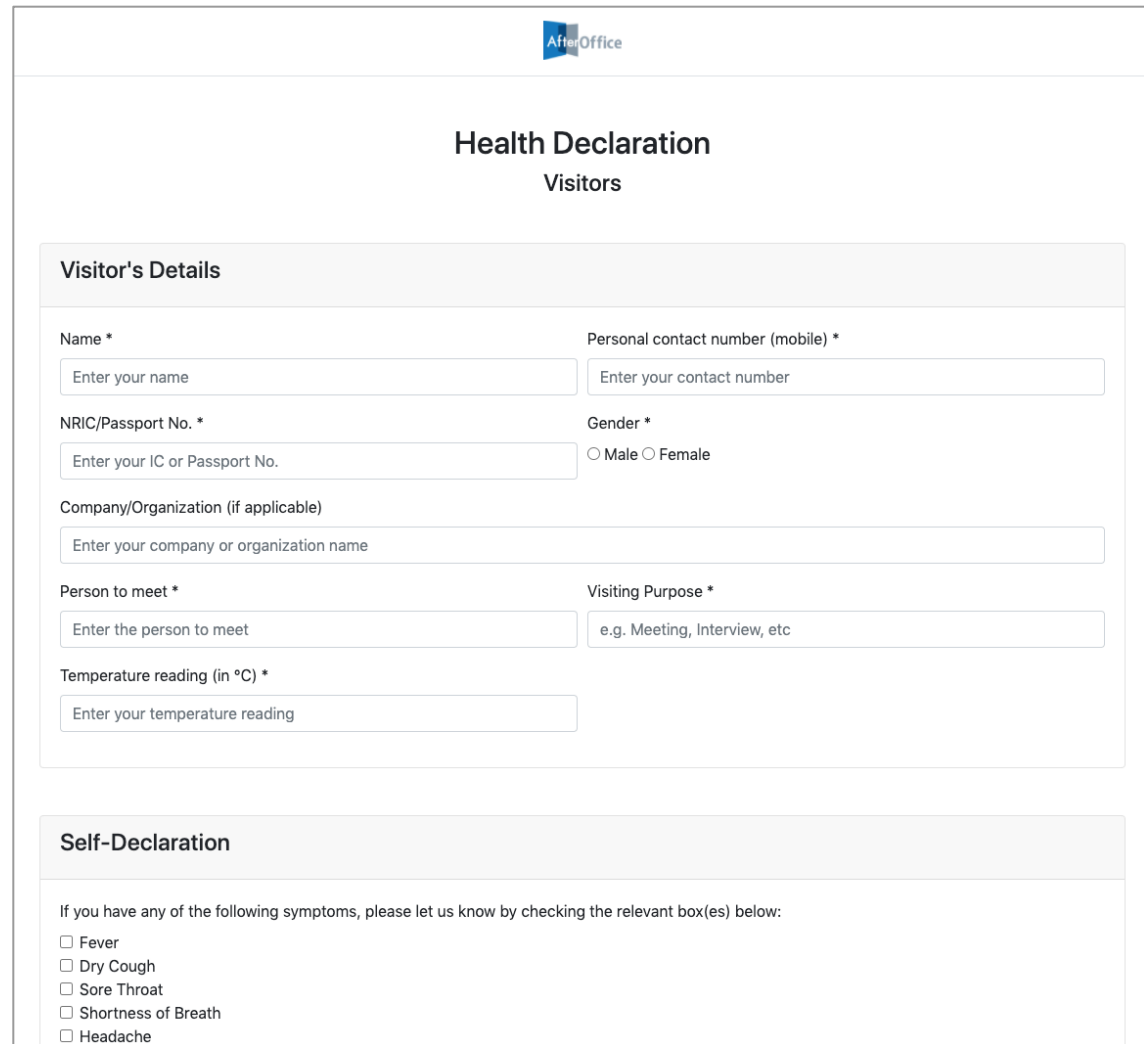
There are three main options under the Visitors Form section. The details of each options are elaborated in the following sub sections.



## I) View Form

To access and view the Visitors Form, click on this option. You can copy the link and send to your visitors before they come to your office, so that they can straight away access the form and submit the details once they arrive.

A sample of the Visitors Form is shown on the right (the second part is on the next page).



The screenshot shows a web form titled "Health Declaration Visitors" with the AfterOffice logo at the top. The form is divided into two main sections: "Visitor's Details" and "Self-Declaration".

**Visitor's Details**

Name \*  Personal contact number (mobile) \*

NRIC/Passport No. \*  Gender \*  Male  Female

Company/Organization (if applicable)

Person to meet \*  Visiting Purpose \*

Temperature reading (in °C) \*

**Self-Declaration**

If you have any of the following symptoms, please let us know by checking the relevant box(es) below:

- Fever
- Dry Cough
- Sore Throat
- Shortness of Breath
- Headache

- Chills
- Runny Nose
- Nausea/Vomiting
- Coughing with Thick Phlegm
- Bone/Joint Pain
- Tiredness
- Loss of Taste/Smell

Please specify here for other symptoms

Have you been in contact with any Covid-19 cluster declared by MOH or Person Under Investigation (PUI) or a confirmed Covid-19 patient in the past 14 days? \*

No  
 Yes

Have you been to any area or countries of COVID-19 as indicated by WHO in the past 14 days? \*

No  
 Yes

Please enter the areas or countries you have been to

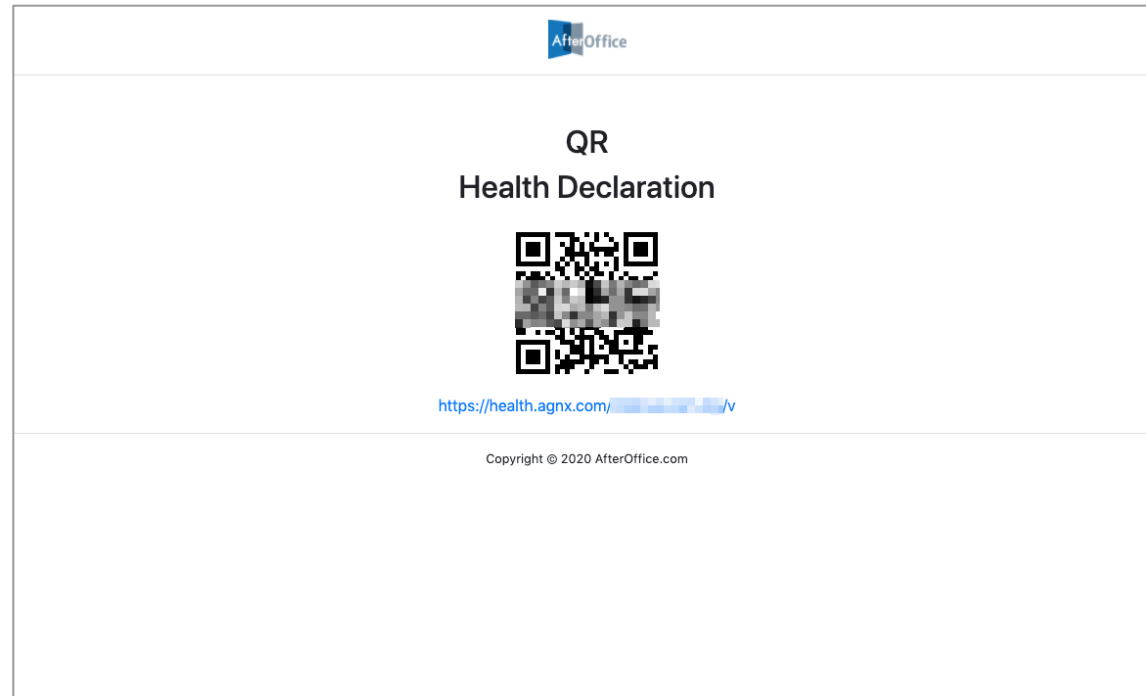
I declare all the above to be true and correct. By submitting this declaration form, I agree to the collection, use, and disclosure of my personal information above by AfterOffice.com Sdn Bhd for the purposes of a precautionary measure against COVID-19 Acute Respiratory Disease in the company's premises.

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## II) Get QR Code

Clicking on this option will bring you to a page with a QR code that links to the Visitors Form. Here, simply print the page and place the printed document at your office entrance, or any corner that is visible to your guests or visitors.

By scanning this QR code, the visitors will obtain the form to fill up all necessary contact and health information.






### III) View Records

The data submitted by your visitors will be available in a table on this page.

Here, you can click [ [Download CSV](#) ] to download the records in a comma separated values (CSV) file.

Please refer to the table below to see the description of each columns.

 Health & Visitor Management

[← Back to Dashboard](#)

#	Date_	Time_	travelC19	phone	visitperson	symOthers	name	travelAreas	contactC19	visitpurpose	gender	temp	ic
1	2020-06-10	4:53:22 PM	No	016-3467892	Jason Lee		Kelvin Tan		No	Meeting	Male	36.5	8:

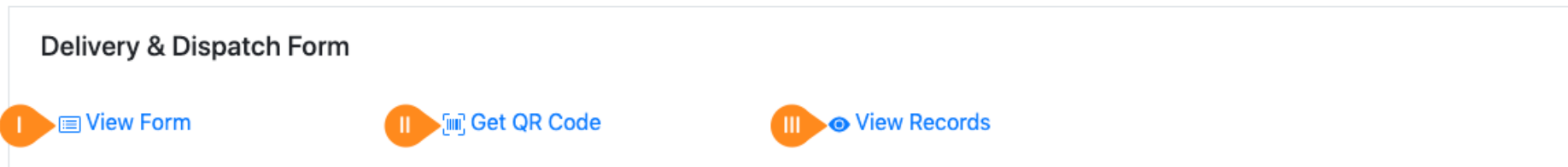
[Download CSV](#)

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Columns in the Visitors table	Description
Date_	The date the form is submitted.
Time_	The time the form is submitted.
name	The name of the visitor.
phone	The visitor's contact number.
ic	The visitor's IC or passport number.
gender	The visitor's gender.
company	The visitor's company or organization.
visitperson	The person the visitor is meeting.
visitpurpose	The purpose of visiting.
temp	The body temperature of the visitor.
symOthers	The symptom(s) like fever, dry cough, sore throat, etc that the visitor is(are) experiencing.
contactC19	If "Yes", it indicates that the visitor has been in contact with any Covid-19 cluster declared by MOH or Person Under Investigation (PUI) or a confirmed Covid-19 patient in the past 14 days.
travelC19	If "Yes", it indicates that the visitor has been to areas or countries of Covid-19 as indicated by WHO in the past 14 days.
travelAreas	The areas or countries of Covid-19 in which the visitor has travelled to in the past 14 days.

# The Delivery & Dispatch Form

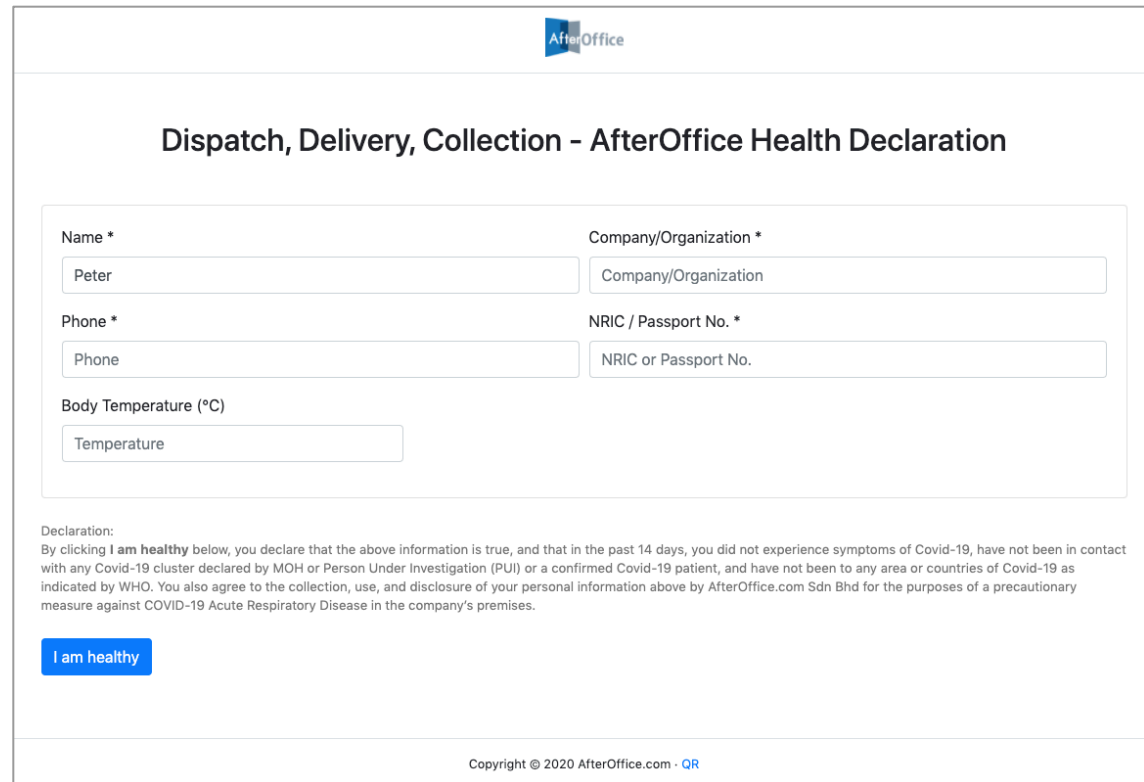
There are three main options under the Delivery & Dispatch form section. The details of each options are elaborated in the following sub sections.



## I) View Form

To access and view the Delivery & Dispatch Form, click on this option.

A sample of this form is shown on the right.



The screenshot shows a web form titled "Dispatch, Delivery, Collection - AfterOffice Health Declaration". The form includes the AfterOffice logo at the top right. Below the title, there are four input fields arranged in two rows. The first row contains "Name \*" with the value "Peter" and "Company/Organization \*" with the placeholder "Company/Organization". The second row contains "Phone \*" with the placeholder "Phone" and "NRIC / Passport No. \*" with the placeholder "NRIC or Passport No.". Below these is a "Body Temperature (°C)" field with the placeholder "Temperature". A "Declaration:" section follows, containing a paragraph of text and a blue button labeled "I am healthy". At the bottom right, there is a copyright notice: "Copyright © 2020 AfterOffice.com - QR".

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### Dispatch, Delivery, Collection - AfterOffice Health Declaration

Name \*  Company/Organization \*

Phone \*  NRIC / Passport No. \*

Body Temperature (°C)

Declaration:  
By clicking **I am healthy** below, you declare that the above information is true, and that in the past 14 days, you did not experience symptoms of Covid-19, have not been in contact with any Covid-19 cluster declared by MOH or Person Under Investigation (PU) or a confirmed Covid-19 patient, and have not been to any area or countries of Covid-19 as indicated by WHO. You also agree to the collection, use, and disclosure of your personal information above by AfterOffice.com Sdn Bhd for the purposes of a precautionary measure against COVID-19 Acute Respiratory Disease in the company's premises.

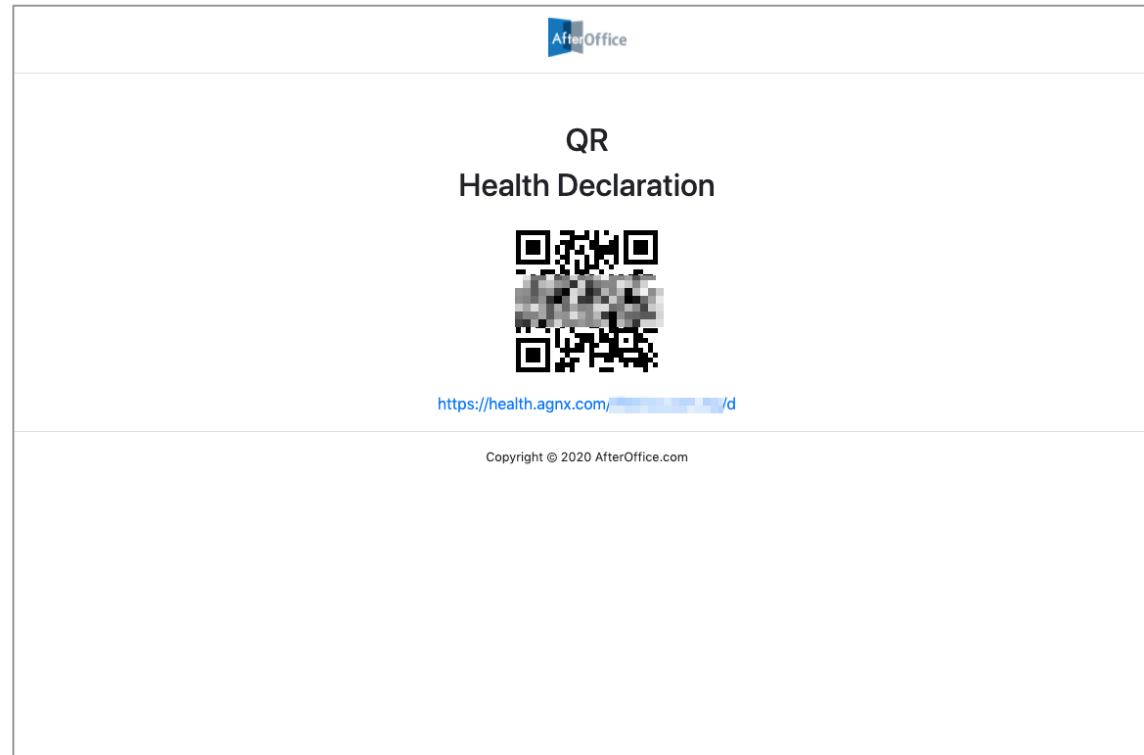
**I am healthy**

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## II) Get QR Code

Clicking on this option will bring you to a page with a QR code that links to the Delivery & Dispatch Form. You can print this page and place it at your office entrance, so that the delivery personnel can quickly obtain the form by scanning the QR code. They can then fill up their contact details and declare their health statuses.

In case the person does not have a QR code scanner app, he/she can enter the web URL as presented in this print (the link is right below the QR code) on his/her mobile browser to access the form.




### III) View Records

The data submitted via the Delivery & Dispatch Form will be displayed in a table on this page.

Here, you can click [ [Download CSV](#) ] to download the records in a comma separated values (CSV) file.

Please refer to the table below to see the description of each columns.

 Health & Visitor Management

[← Back to Dashboard](#)

#	Date_	Time_	name	ic	company	phone	temp	Del_
1	2020-06-10	4:55:55 PM	Mohd Azwan	880303102123	Poslaju Malaysia EMS	012-7949119	35.9	<a href="#">DEL</a>

[Download CSV](#)

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<b>Columns in the Dispatch &amp; Delivery table</b>	<b>Description</b>
Date_	The date the form is submitted.
Time_	The time the form is submitted.
name	The name of the delivery personnel.
ic	The IC or passport number of the delivery personnel.
company	The company or organization of the delivery personnel.
phone	The contact number of the delivery personnel.
temp	The body temperature of the delivery personnel.

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