

Module C: Registration Kiosk App

New
Release



Impress Your **Visitor** Today!

A.
Pre-registration

1. By Visitor
2. By Host
3. By Host Calendar

B.
Check In
(Virtual kiosk)

1. By Visitor
2. By Host

C.
Check In
(Physical kiosk)

1. By Visitor/By Security

C.Check In (Physical Kiosk)- Key Standard Features

Features	A	B	C
Pre-registration			
◆ Visitor self-request visit via URL	√	-	-
◆ Host direct invite / booking	√	-	-
◆ Host upload pre-registered visitor in batch	√	-	-
◆ Host/Admin approval of visit request	√	-	-
◆ Email confirmation with QR code	√	-	-
◆ Maximum duration of visitation	√	-	-
◆ Maximum visitor limit by sub-location	√	-	-
◆ Maximum visit per day per visitor (ID No.)	√	-	-
◆ Operation hours	√	-	-
◆ Off day/ holiday	√	-	-
◆ Blacklist	√	-	-
◆ Last 4 characters of ID (PDPA)	√	-	-
◆ Data retention period	√	-	-
◆ Data Encryption AES 256	√	-	-

C.Check In (Physical Kiosk)- Key Standard Features

Features	A	B	C
Check In			
◆ Virtual Kiosk Setup (Deviceless & Contactless)	-	✓	-
◆ Physical App Kiosk Setup (Android App)	-	-	✓
◆ Visitor classification (Walk-in, Pre-registered)	-	✓	✓
◆ Visitor type (Visitor, Contractor, Delivery)	-	✓	✓
◆ Visitor Sub-category (user define, unlimited categories)	-	✓	✓
◆ Enable Partial capture and store of Visitor NRIC/FIN No./Foreign ID(last 4 characters)	-	✓	✓
◆ Enable masking of partial Mobile Number	-	✓	✓
◆ Express check-in for returning visitor by ID/mobile number/email address	-	✓	✓
◆ Express check-in for Pre-registered visitor by mobile no./ID/email address	-	✓	✓
◆ Express check-in for Long-term visitor by mobile no./ID/email address	-	✓	✓
◆ Express check-in for Long-term visitor by Visit QR Code (on email)	-	-	✓
◆ Mobile No. verification	-	✓	✓
◆ Health and travel declaration NEW 2020	-	✓	✓
◆ Temperature Entry NEW 2020	-	✓	✓
◆ Visitor photo capture (Photo ID is stored in Binary form)	-	✓	✓
◆ Consent & Disclaimer	-	✓	✓
◆ Blacklist	-	✓	✓
◆ Data retention	-	✓	✓
◆ Data Encryption AES 256	-	✓	✓

C.Check In (Physical Kiosk)- Key Standard Features

Features	A	B	C
Check Out			
◆ Express checkout mode by ID/mobile number/email address	-	✓	✓
◆ Express checkout mode by Visit QR Code (on email)	-	-	✓
◆ Manual check-out of visitor by entering ID/mobile number	-	✓	✓
◆ Express check-out for Walk-in visitor by scanning barcode on label (one-time use)	-	-	✓
◆ Express check-out for Repeated visitor by scanning barcode on label (one-time use)	-	-	✓
◆ Express check-out for Pre-registered visitor by scanning barcode on label (defined period use)	-	-	✓
◆ Express check-out for Long-term visitor by scanning barcode on label (defined period use)	-	-	✓
◆ Auto check out at 23:59 or pre-set timing	-	✓	✓
◆ Check out by host on backend portal	-	✓	✓
Architecture			
◆ Multiple properties	✓	✓	✓
◆ Multiple units per single property	✓	✓	✓
◆ Multiple staff per single unit	✓	✓	✓
◆ Multiple super admin, site admin & sponsor	✓	✓	✓
◆ Multiple visitor self-request URL	-	✓	-
◆ Multiple virtual kiosk setup	-	-	✓

C.Check In (Physical Kiosk)- Key Standard Features

Features	A	B	C
Visitor Label			
◆ Label layout design by software (drag and drop tool)	-	-	✓
◆ Silent print upon check in	-	-	✓
◆ 1D & 2D barcode embedded	-	-	✓
◆ Visitor photo printing	-	-	✓
◆ Sticky label	-	-	✓
◆ Check In date & time	-	-	✓
◆ Business/company Logo	-	-	✓
Notification			
◆ Send email notification to host upon arrival of walk-in visitor	-	✓	✓
◆ Send email notification to host upon arrival of repeated visitor	-	✓	✓
◆ Send email notification to host upon arrival of pre-registered visitor	-	✓	✓
◆ Send SMS notification* to host upon arrival of walk-in visitor	-	✓	✓
◆ Send SMS notification* to host upon arrival of repeated visitor	-	✓	✓
◆ Send SMS notification* to host upon arrival of pre-registered visitor	-	✓	✓
◆ Send confirmation email with QR code to visitor & host(staff)	✓	-	-
◆ Send pre-registration acceptance email to visitor	✓	-	-
◆ Send visit approval email to host/admin	✓	-	-

C.Check In (Physical Kiosk)- Key Standard Features

Features	A	B	C
Security & Control			
◆ Own full information of visitor data/whereabouts	✓	✓	✓
◆ Back end full admin control	✓	✓	✓
◆ Auto Cloud infratructure back up	✓	✓	-
◆ 3 levels of user. I.e. 1) Super Admin; 2) Site Admin; 3) Sponsor; 4) Staff ENHANCED (2020)	✓	✓	-
◆ Privacy data (Name, Full/Partial ID No., Mobile No., E-mail and password) encryption AES 256	✓	✓	✓
◆ Enable identifier setting (Full NRIC/Partial NRIC+Name/Partial NRIC+Mobile No.)	-	-	✓
◆ Enable identifier setting (Full NRIC/Partial NRIC+Name/Partial NRIC+Mobile No.)	-	-	✓
◆ Enable Data Retention setting (by days)	✓	✓	-
◆ Enable Partial capture and store of Visitor NRIC/FIN No./Foreign ID(last 4 characters)	✓	✓	✓

C.Check In (Physical Kiosk)- Key Standard Features

Features	A	B	C
Report (Excel format)			
◆ Daily visitor report*	√	√	-
◆ Visitor report by host*	√	√	-
◆ Visitor report by department*	√	√	-
◆ Visitor report by visitor name*	√	√	-
◆ Visitor report by date range*	√	√	-
◆ Onsite Visitor Report (for Evacuation Attendance)*	√	√	-

C.Check In (Physical Kiosk)- Key Standard Features

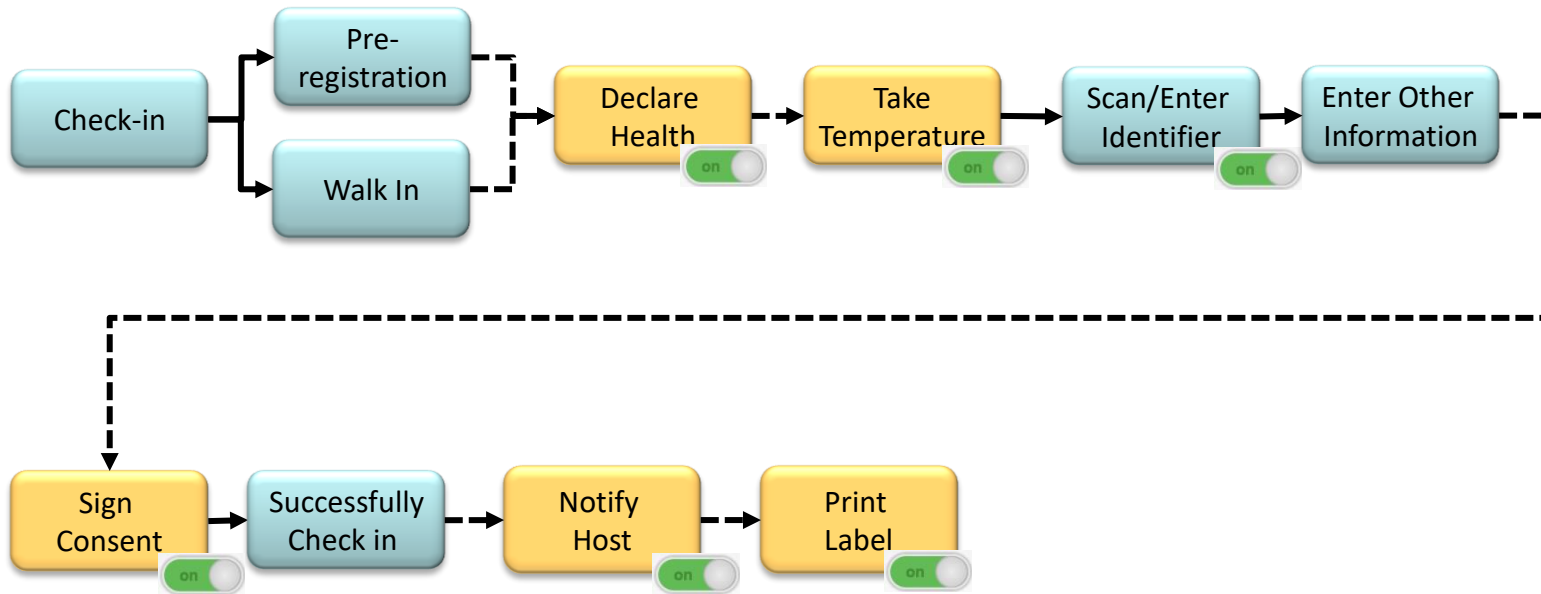
Features	A	B	C
Health Declaration NEW COVID-19 Option (2020)			
◆ Enable health declaration questionnaire (Yes or No question)	✓	✓	✓
◆ Design own questions	✓	✓	✓
◆ Deny entry setting by question	✓	✓	✓
◆ Display next step instruction for denied entry	✓	✓	✓
◆ Enable recording of temperature reader by visitor	✓	✓	✓
SafeEntry NEW COVID-19 Option (2020)			
◆ SafeEntry Check In/ Out (NRIC/FIN/TT QR Code)*	-	✓	✓

C1.

**Check In (Physical Kiosk)
by Visitor/Security**

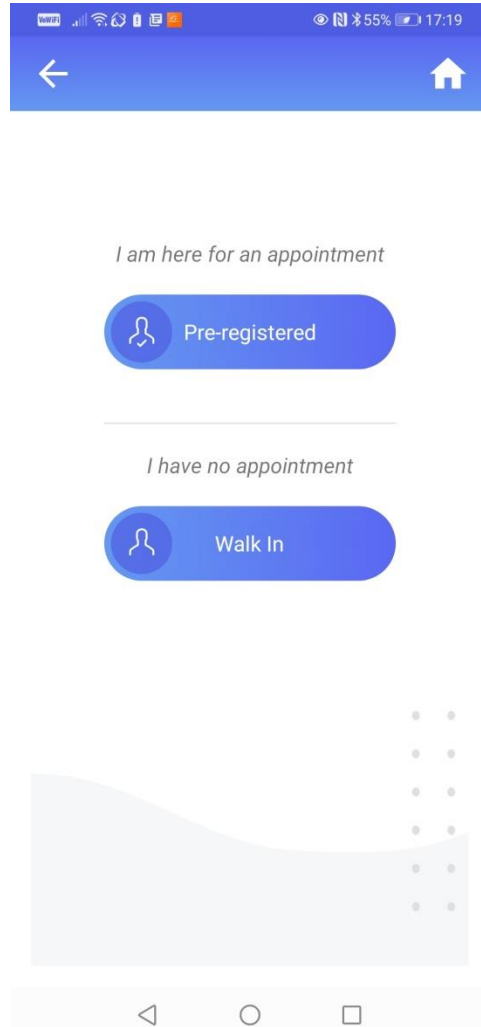
C. Check In (Physical Kiosk) by Visitor/Security- Workflow

- Pre-registered visitor workflow



- Check In or Check Out
 - Select Check In to register arrival
 - Select Check Out to register departure





■ Type of Appointment

- If there is an appointment made in advance, select Pre-registered button
- If there is no appointment made in advance, select Walk In
- Can be configured to turn off either option

The screenshot shows a mobile application interface for a 'Health Declaration'. At the top, there is a blue header bar with a back arrow, the text 'Health Declaration', and a home icon. Below the header, there are three numbered questions, each with 'Yes' and 'No' radio button options. The 'No' options are selected. At the bottom, there is a checkbox for a declaration statement, which is also selected. The bottom of the screen shows standard Android navigation icons.

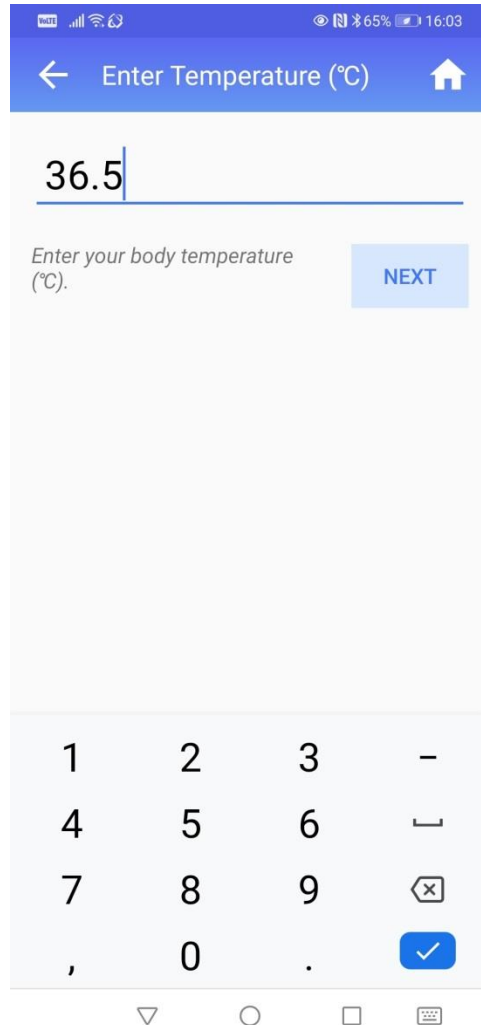
1) Did you, in the past 14 days, come in close contact with someone who (i) Is a confirmed COVID-19 case; OR (ii) Is part of a COVID-19 cluster?
 Yes No

2) Have you received a quarantine/isolation order or Stay-home notice for the past 14 days?
 Yes No

3) Have you been issued with medical certificate or seek medical treatment for respiratory symptoms?
 Yes No

I declare that the above information given by me is true and accurate.

- Health and Travel Declaration
 - Declare health status of visitor
 - All NO is required to proceed
 - Any of Yes detected will be blocked to proceed
 - Questions are configurable



36.5

Enter your body temperature (°C).

NEXT

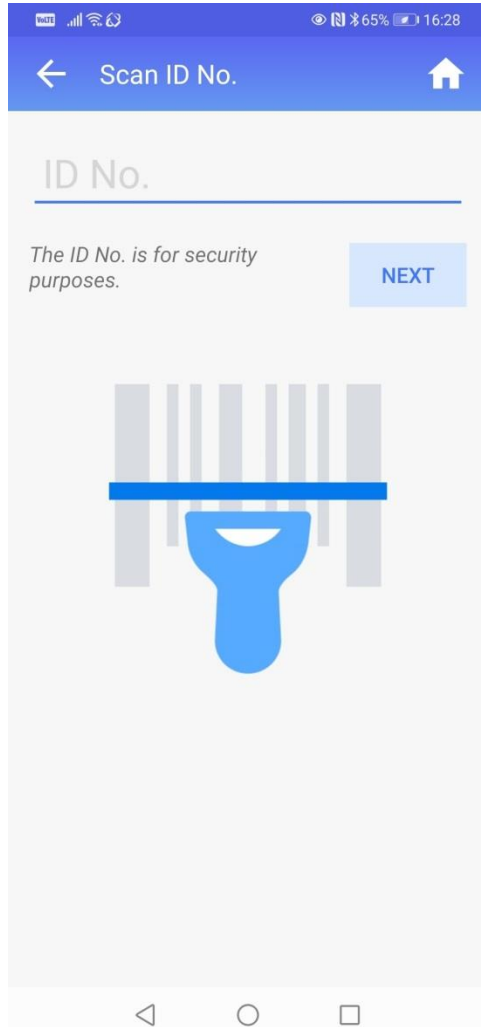
■ Body Temperature

- Enter or scan temperature of visitor
- Temperature limit is configurable <37.5 deg celcius
- Higher than set limit will be blocked to proceed

■ Visitor Mobile No.

- Enter mobile no of visitor
- Select country code
- Verification of mobile no. will be followed if enabled in setting

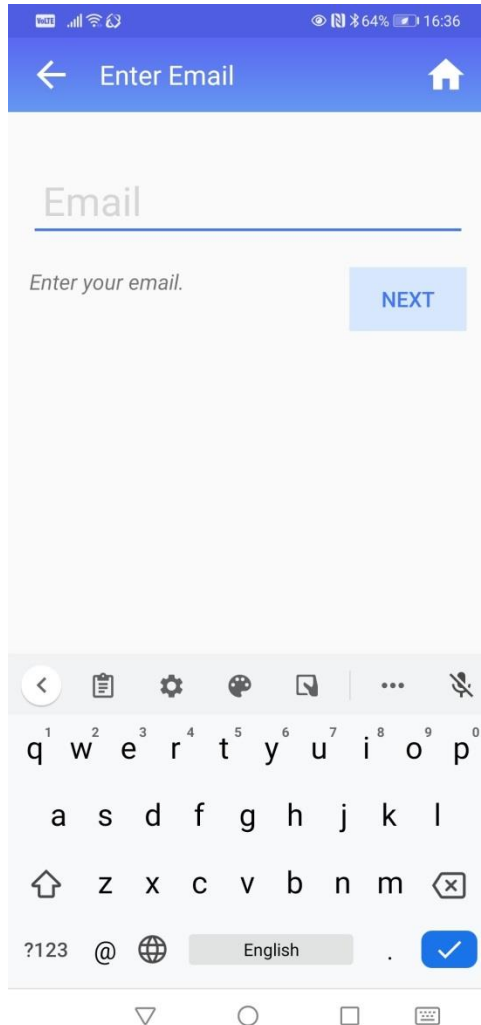
The screenshot shows a mobile application interface for entering a visitor's mobile number. At the top, there is a blue header bar with a back arrow, the text "Enter Mobile No.", and a home icon. Below the header, the country code is set to "+65" with a dropdown arrow, and the mobile number "88883333" is entered in a text field. A blue dot is positioned below the text field. Below the text field, there is a light blue button labeled "NEXT". A note below the text field reads: "Select your country code before you enter mobile no." At the bottom of the screen, there is a numeric keypad with buttons for digits 1-9, *, #, 0, +, and a checkmark button. The status bar at the top shows signal strength, Wi-Fi, battery level at 97%, and the time 08:12.



- Visitor ID No.
 - Scan or Enter ID No. of visitor
 - Scanning by USB barcode scanner or device cameras (front or rear)
 - Number of ID characters can be configured to fetch and store

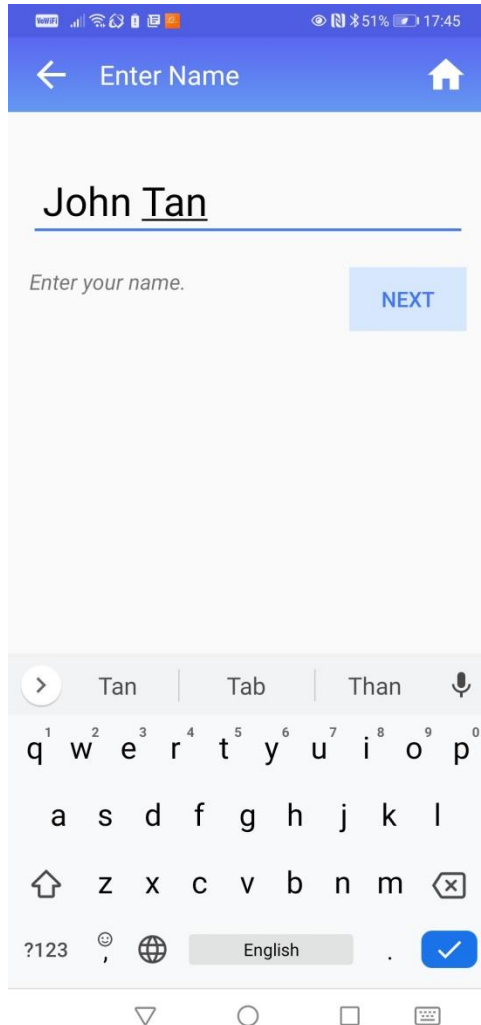


- Visit QR Code
 - Scanning by device camera (front or rear)
 - Speedy scanning
 - Compatible to all android 6 or later operating devices
 - Torch light enabled (if required)
 - Quick decoding

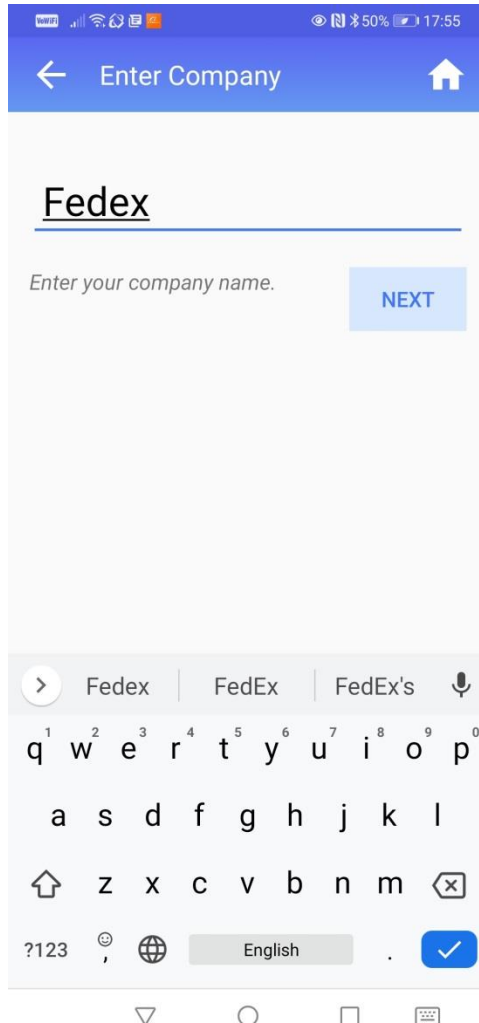


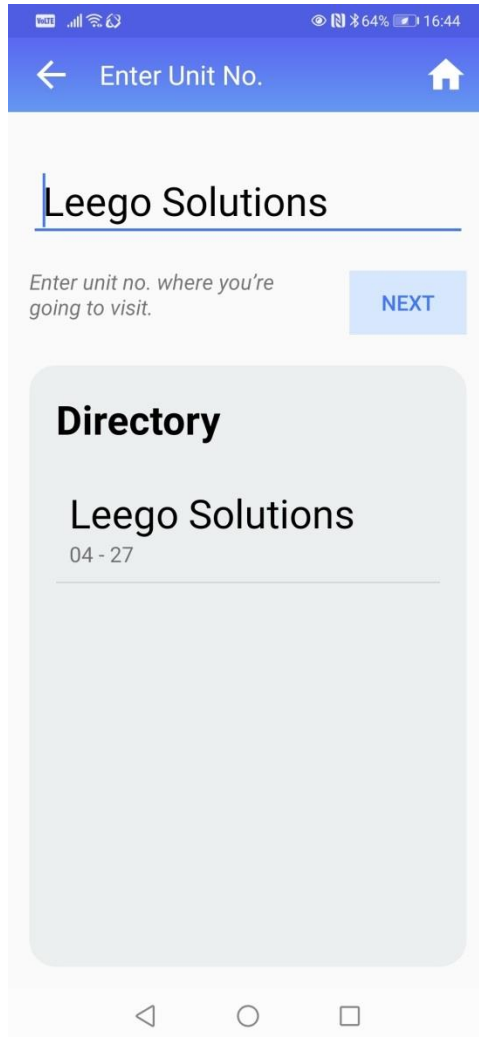
- Email Address
 - Enter email address of visitor

- Visitor Name
 - Enter name of visitor

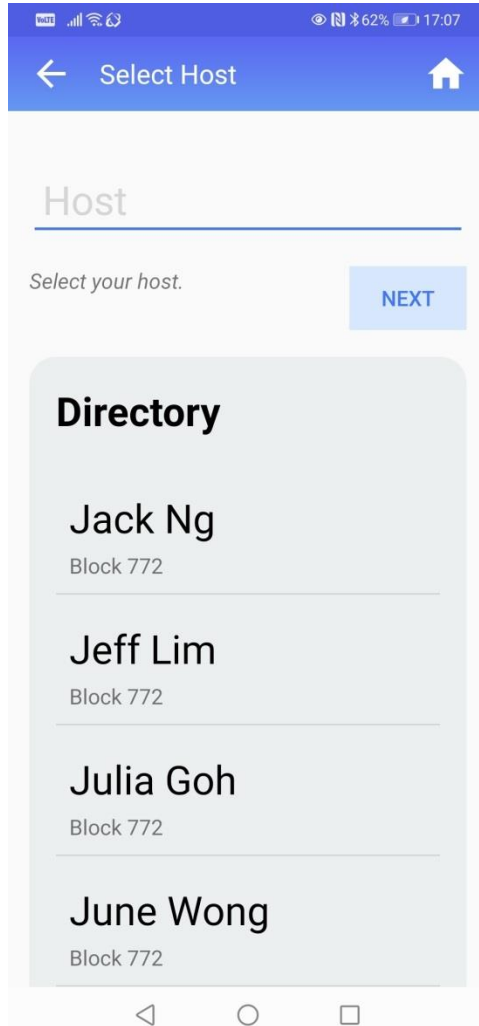


- Visitor Company Name
 - Enter company name of visitor



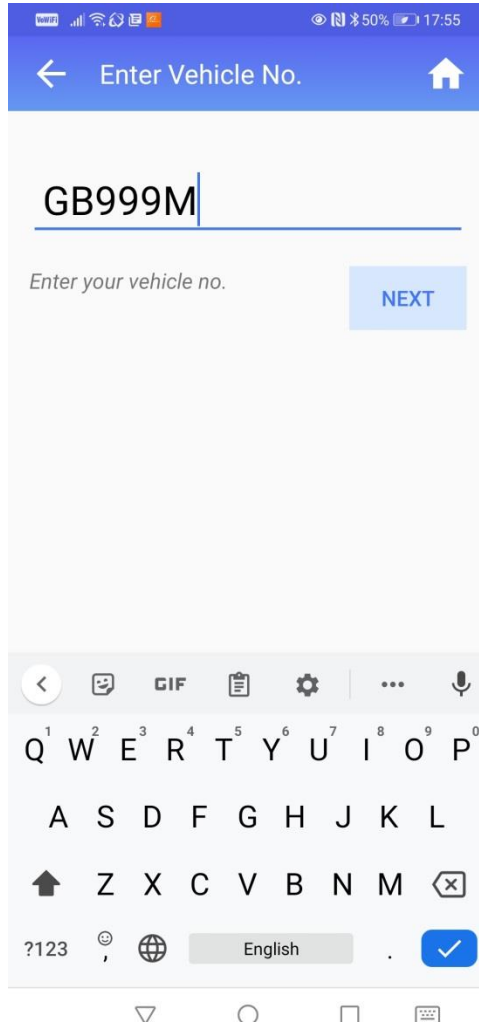


- Unit To Visit
 - Select unit no. to visit by visitor

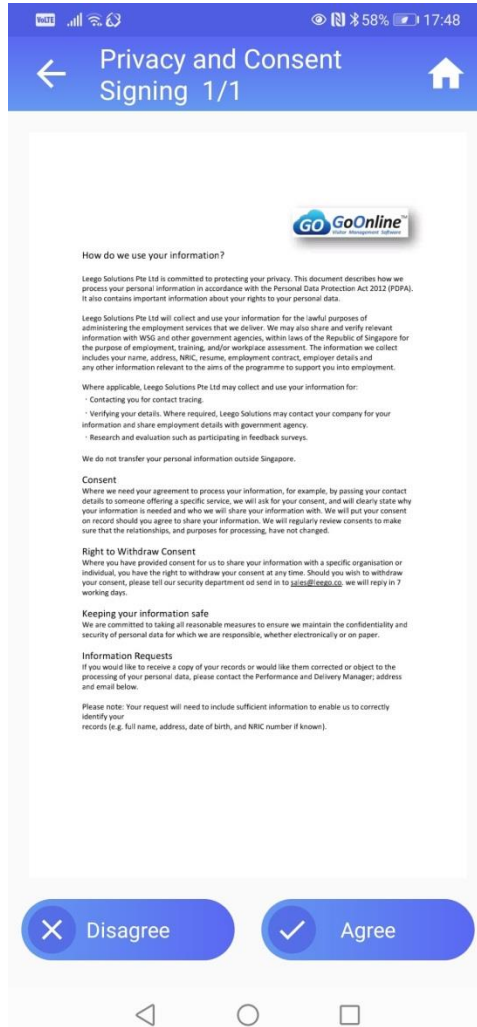


- Host to be visited
 - Select host to be visited by visitor
 - Host name list is sync with backend portal

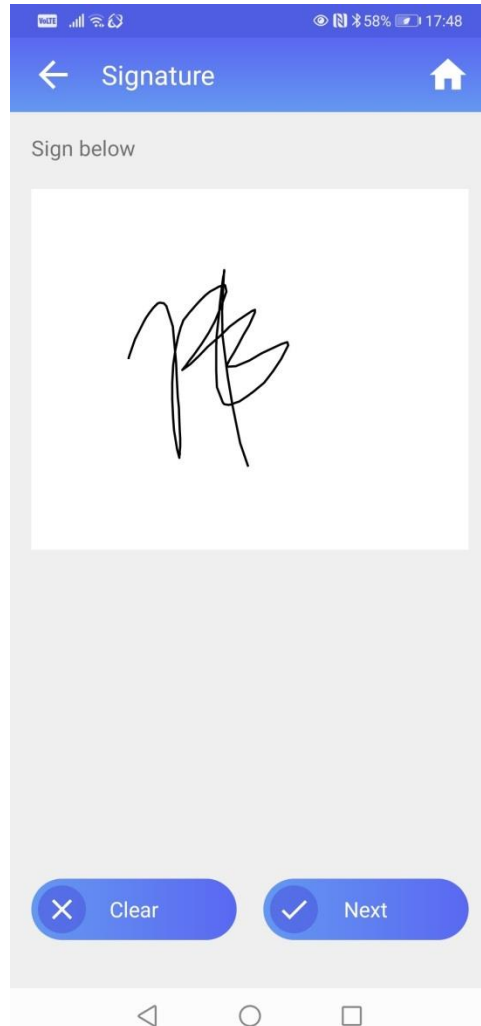
- Visitor Vehicle No.
 - Enter vehicle no. of visitor



The screenshot shows a mobile application interface for entering a vehicle number. At the top, there is a blue header bar with a back arrow on the left, the text "Enter Vehicle No.", and a home icon on the right. Below the header, the vehicle number "GB999M" is entered into a text field. Underneath the text field, the prompt "Enter your vehicle no." is displayed. To the right of the prompt is a light blue button labeled "NEXT". At the bottom of the screen, a standard QWERTY keyboard is visible, with the "English" language selected and a checkmark icon on the right.

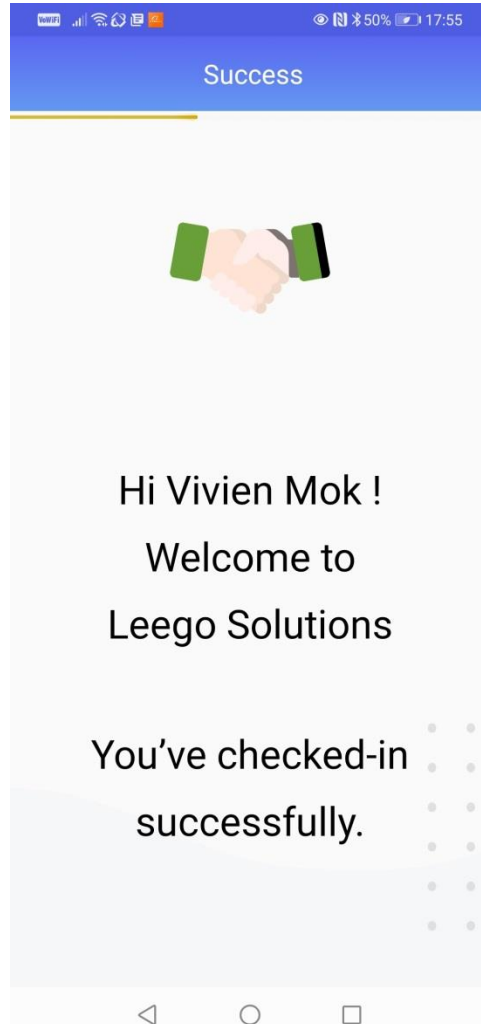


- Preview of consent form
 - Consent document will be previewed for reading
 - Visitor will be asked to agree or disagree
 - If agreed, it will proceed to next
 - If disagreed, check in process will be stopped



■ Signing of Consent

- Visitor is requested to put signature to on the screen
- Signed document will be sent through email
- Admin can download signed consent document from backend portal

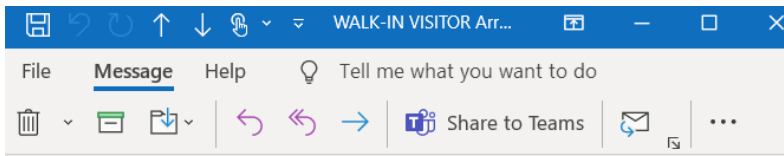


- Checked In successfully



- Visitor Label
 - Label will be printed upon successful check in
 - Layout is configurable to preference
 - Logo, photo and QR code can be inserted
 - Compatible model: Brother QL 800 or QL 800 NWB (purchase separately)

■ Email & SMS sent to host upon check in



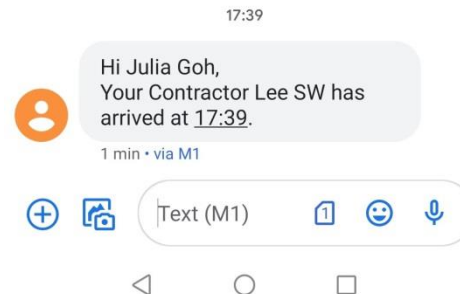
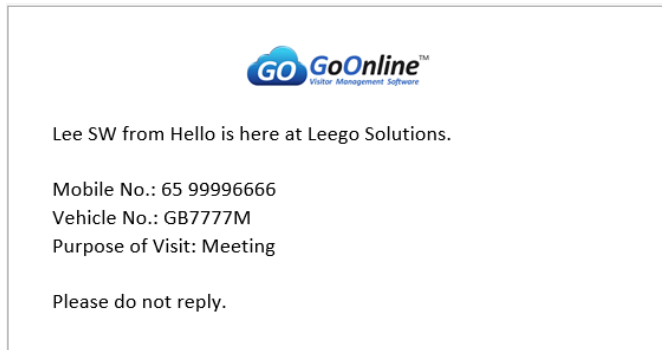
WALK-IN VISITOR Arrival: Lee SW has arrived at 26/05/2021 0...



VMS Notification

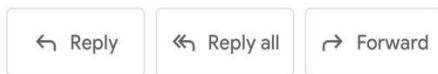
To Julia (Leego)

5:39 PM





Welcome to Leego Solutions ☆
Inbox



- Welcome Email
 - Welcome email will be sent to visitor email provided upon successful check in

C. Check In (Physical Kiosk) by Visitor/Security- User Journey

Confirmation

ID No. 123A

Mobile No. +65 99996666

Company Goonline Visitor

Vehicle No. GB7777M

Unit No. Leego Solutions (04-27)

Location General Office

Host Jack Ng

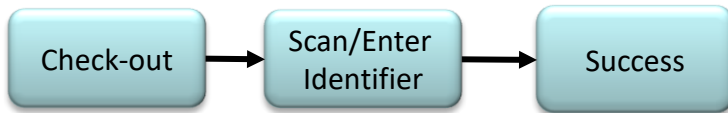
Purpose Meeting

Email lsw@leego.co

Confirm

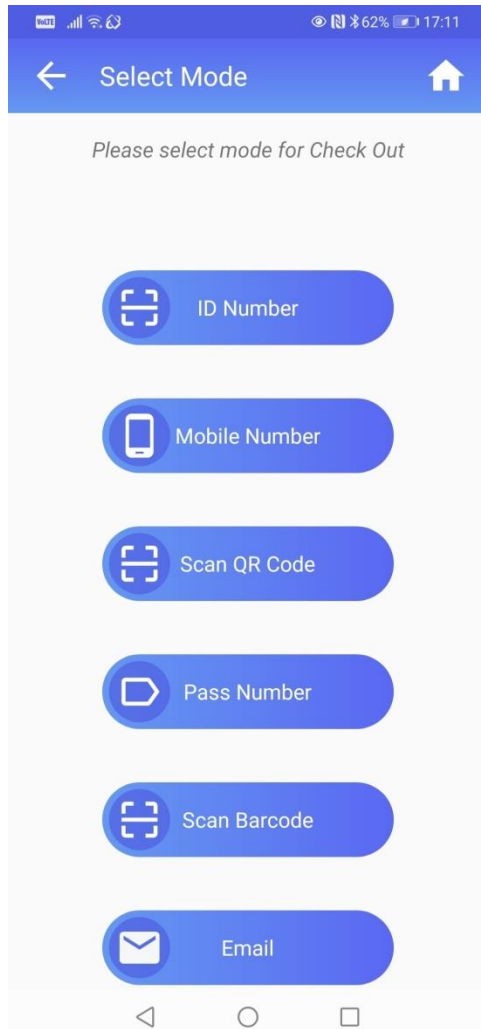
- Returning visitor information will be extracted after identification
- Visitor will be asked to confirm at last
- Visitor can be checked in an express way without having to re-enter again
- Compliance to retention policy

■ Check Out Workflow



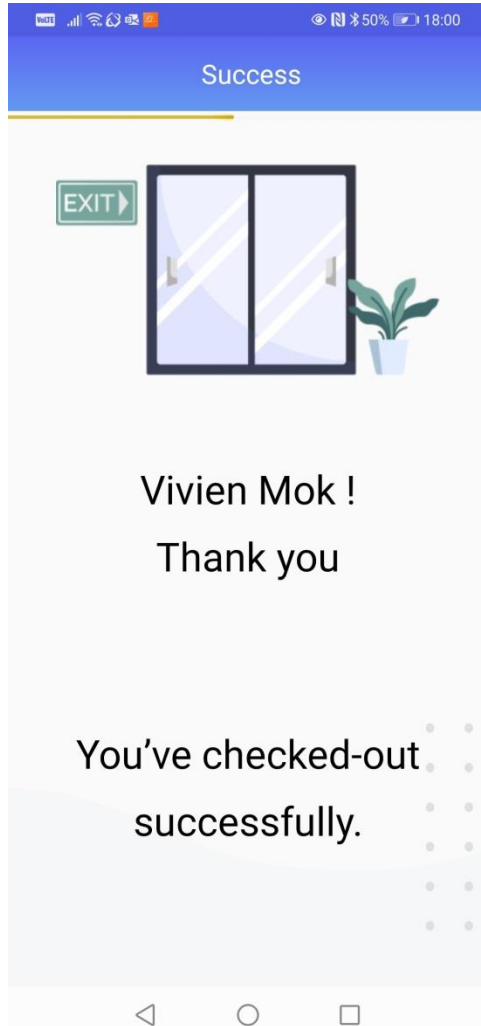
Legends:





- Check Out Mode
 - Select mode of check out which is applicable
 - Visitors will be checked out in the selected mode
 - Unused mode can be turned off

- Checked out successfully



Know the **PAST**

Understand the **PRESENT**

Shape your **FUTURE**

