

Module A: Pre-registration

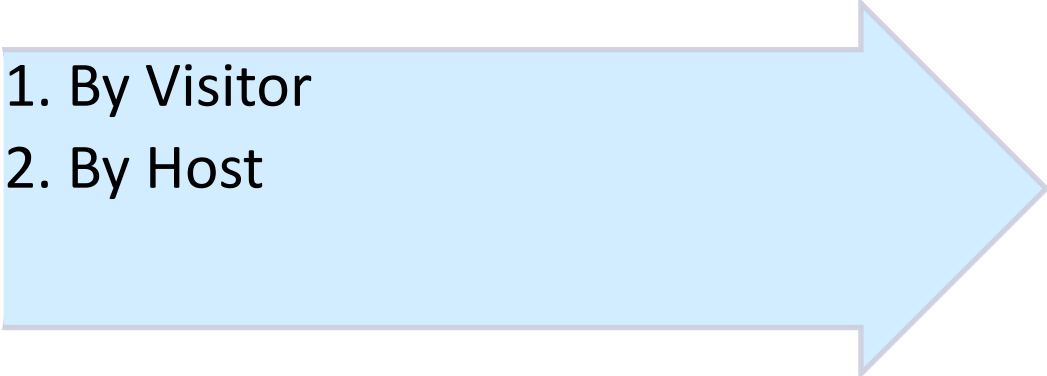
New
Release

Impress Your **Visitor** Today!



A.
Pre-registration

- 1. By Visitor
- 2. By Host



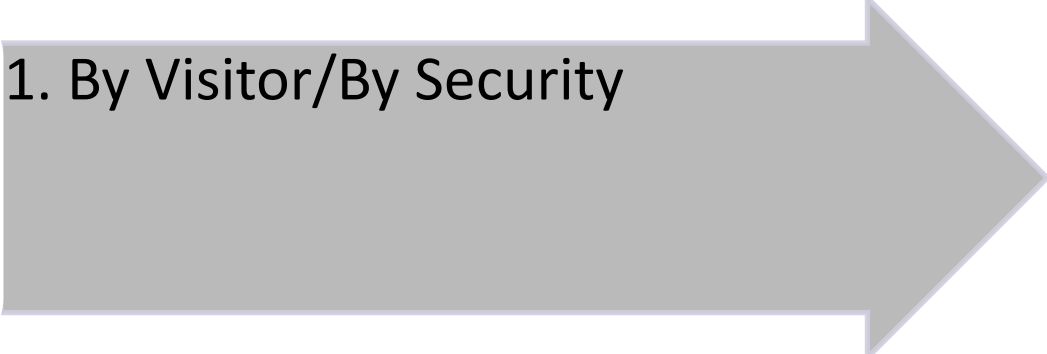
B.
Check In
(Virtual kiosk)

- 1. By Visitor
- 2. By Host



C.
Check In
(Physical kiosk)

- 1. By Visitor/By Security



A. Pre-registration - 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	✓	-	-

A. Pre-registration - 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	-	√	√

A. Pre-registration - 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)	-	-	✓
◆ 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	-	-	✓

A. Pre-registration - 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	✓	-	-

A. Pre-registration - 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)	✓	✓	✓

A. Pre-registration - Key Standard Features

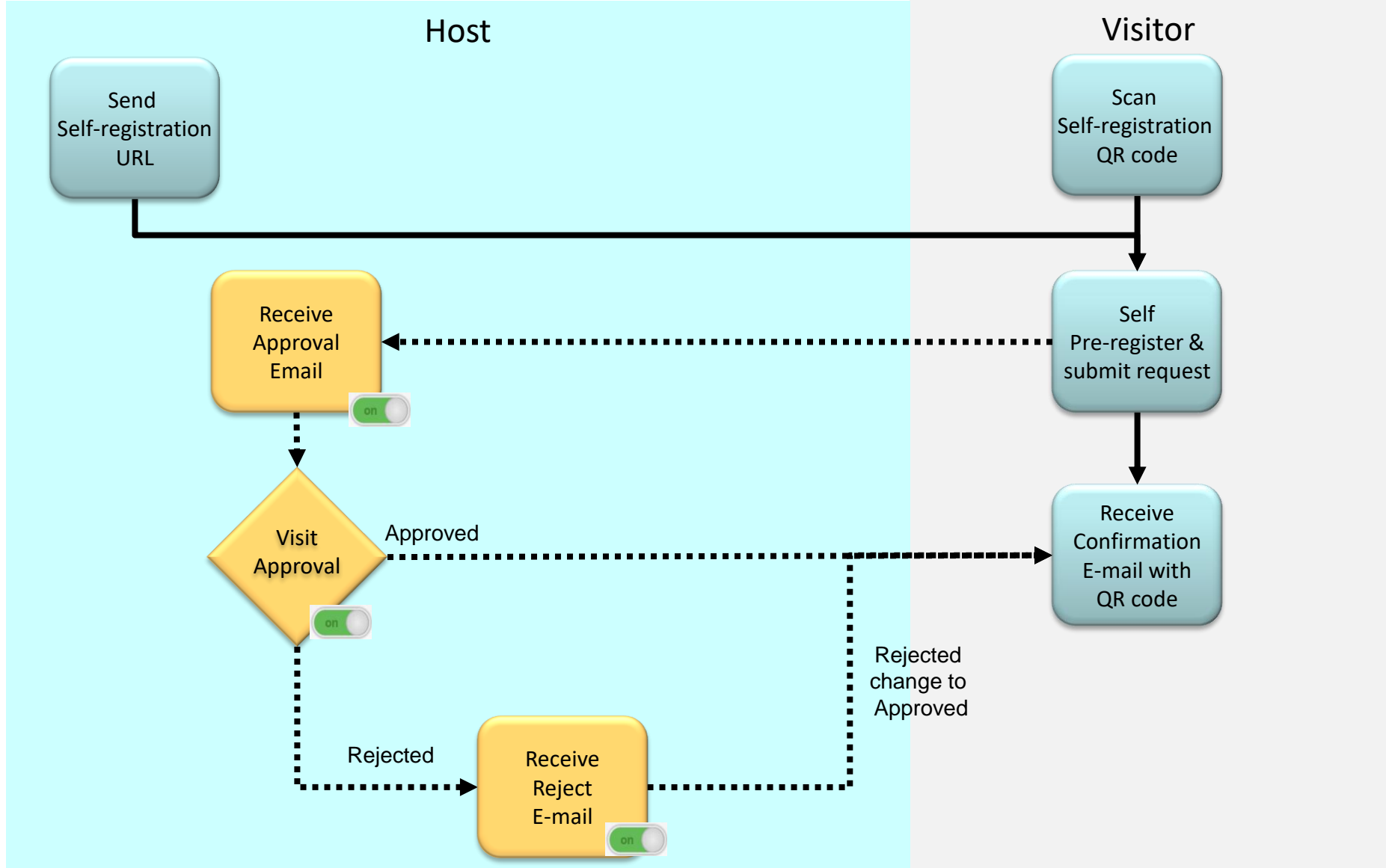
Features	A	B	C
Report (Excel format)			
◆ Daily visitor report*	✓	✓	-
◆ Visitor report by host*	✓	✓	-
◆ Visitor report by department*	✓	✓	-
◆ Visitor report by visitor name*	✓	✓	-
◆ Visitor report by date range*	✓	✓	-
◆ Onsite Visitor Report (for Evacuation Attendance)*	✓	✓	-

A. Pre-registration – Optional Features

Features	A	B	C
Health Declaration NEW COVID-19 Option (2020)			
<ul style="list-style-type: none"> ◆ Enable health declaration questionnaire (Yes or No question) 	-	✓	✓
<ul style="list-style-type: none"> ◆ Design own questions 	-	✓	✓
<ul style="list-style-type: none"> ◆ Deny entry setting by question 	-	✓	✓
<ul style="list-style-type: none"> ◆ Display next step instruction for denied entry 	-	✓	✓
<ul style="list-style-type: none"> ◆ Enable recording of temperature reader by visitor 	-	✓	✓
SafeEntry NEW COVID-19 Option (2020)			
<ul style="list-style-type: none"> ◆ SafeEntry Check In/ Out (NRIC/FIN/TT QR Code)* 	-	✓	✓

A1.
Pre-registration
by Visitor

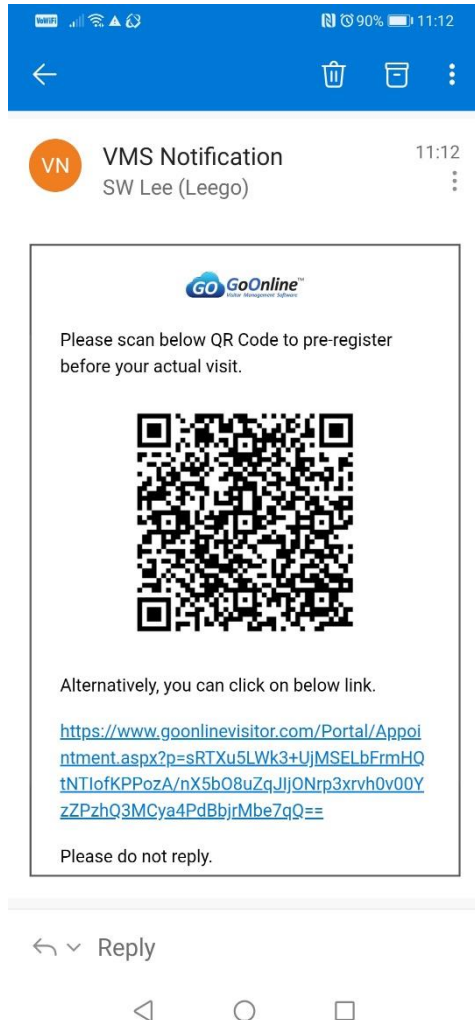
A1. Pre-registration by Visitor – Workflow



Legends:  Basic  Optional  Enable/Disable

A1. Pre-registration by Visitor – User Journey

- Visitor receives pre-registration link on email



- Visitor scan QR code onsite to pre-register (in urgent case)



A1. Pre-registration by Visitor – User Journey

- Visitor self-request visit
 - The registration form will be launched on visitor smartphone
 - Visitor fills in required fields^{N1} and submit

goonlinevisitor.com/Por

GO GoOnline™
Visitor Management Software

Please fill in below visit request and submit for approval

Disclaimer
Your personal data will be collected and used by us for a reasonable period of time for the purpose of emergency contact tracing and for your safety should the need arise. You may refer to our Data Protection Policy for more details. Please proceed to submit if you agree to grant your consent.

Leego

Location

- Ubi Techpark
- 10, Ubi Crescent #04-27
Singapore 408564
- Leego Solutions
04-27, 05-28

Select Location*

Host Email*

goonlinevisitor.com/Por

Host Email*

Pre-registration Date & Time

08/06/2021

09:25 PM

To

08/06/2021

10:25 PM

Remarks

Visitor Information

Total Visitor(s) 1

Search Visitor Name + Visitor

Visitor 1

Visitor 1

Visitor Name*

Company Name

Email*

+ 65 - Mobile No.*

Purpose of Visit*

Remarks

Captcha Code*

Cancel Submit

N1: Fields are configurable except mandatory fields (marked *): Host*, Date&Time (From, To)*, Visitor Name*, E-mail, Company Name, Mobile No., ID No. (last 4 characters only), Vehicle No., Visitor Type, Purpose of visit and Remarks

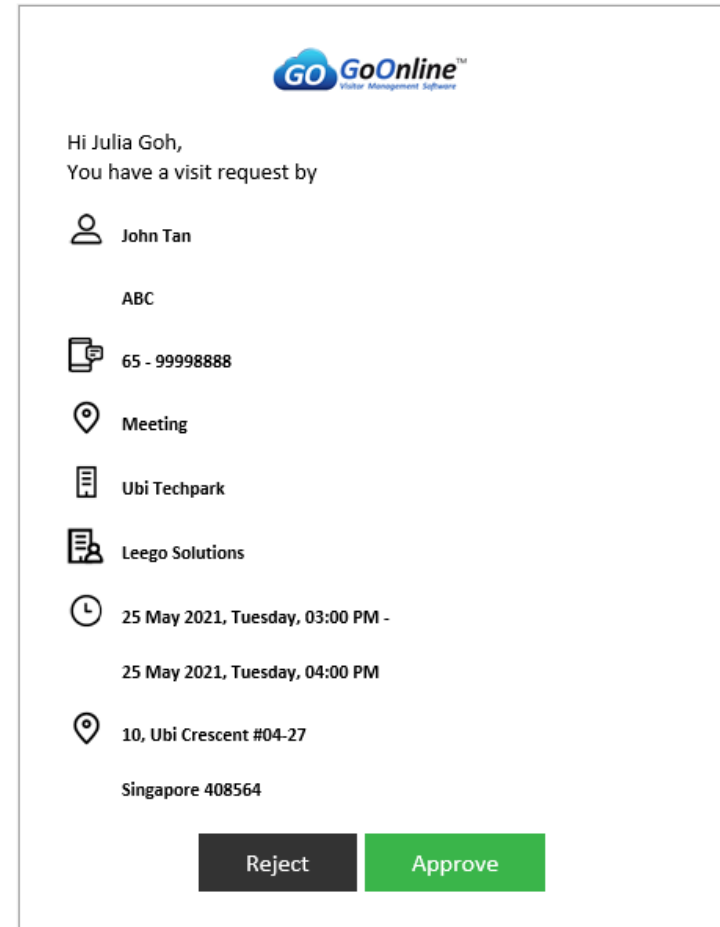
A1. Pre-registration by Visitor – User Journey

- Visitor receive confirmation Email with QR code
 - Visitor uses the QR code to check in upon arrival



A1. Pre-registration by Visitor – User Journey

- Visit Approval (Optional)
 - Single level approver (Host/admin - configurable)
 - The host/admin will receive approval email
 - The host/admin can approve or reject the request on their email

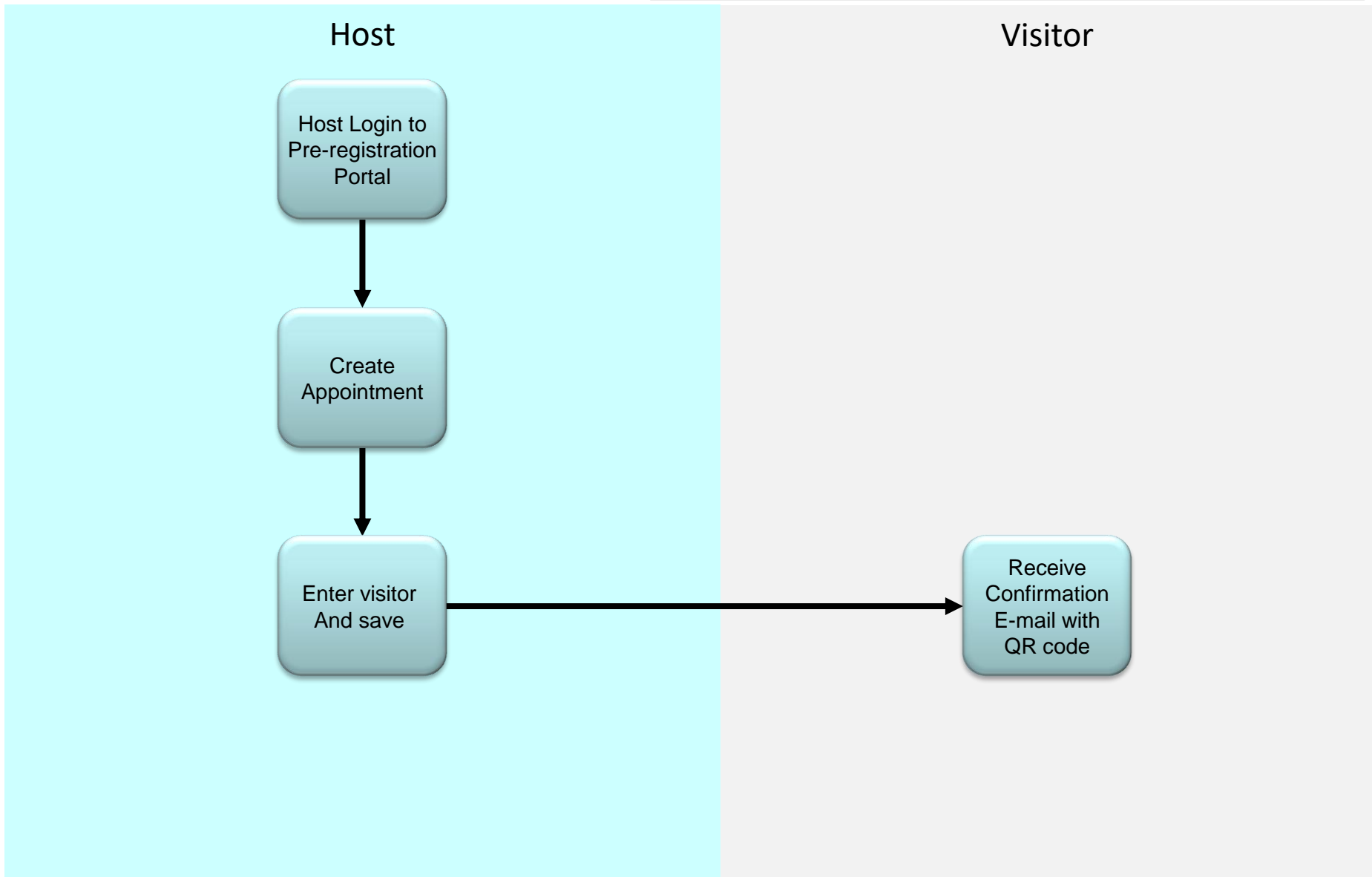


A2.

Pre-registration

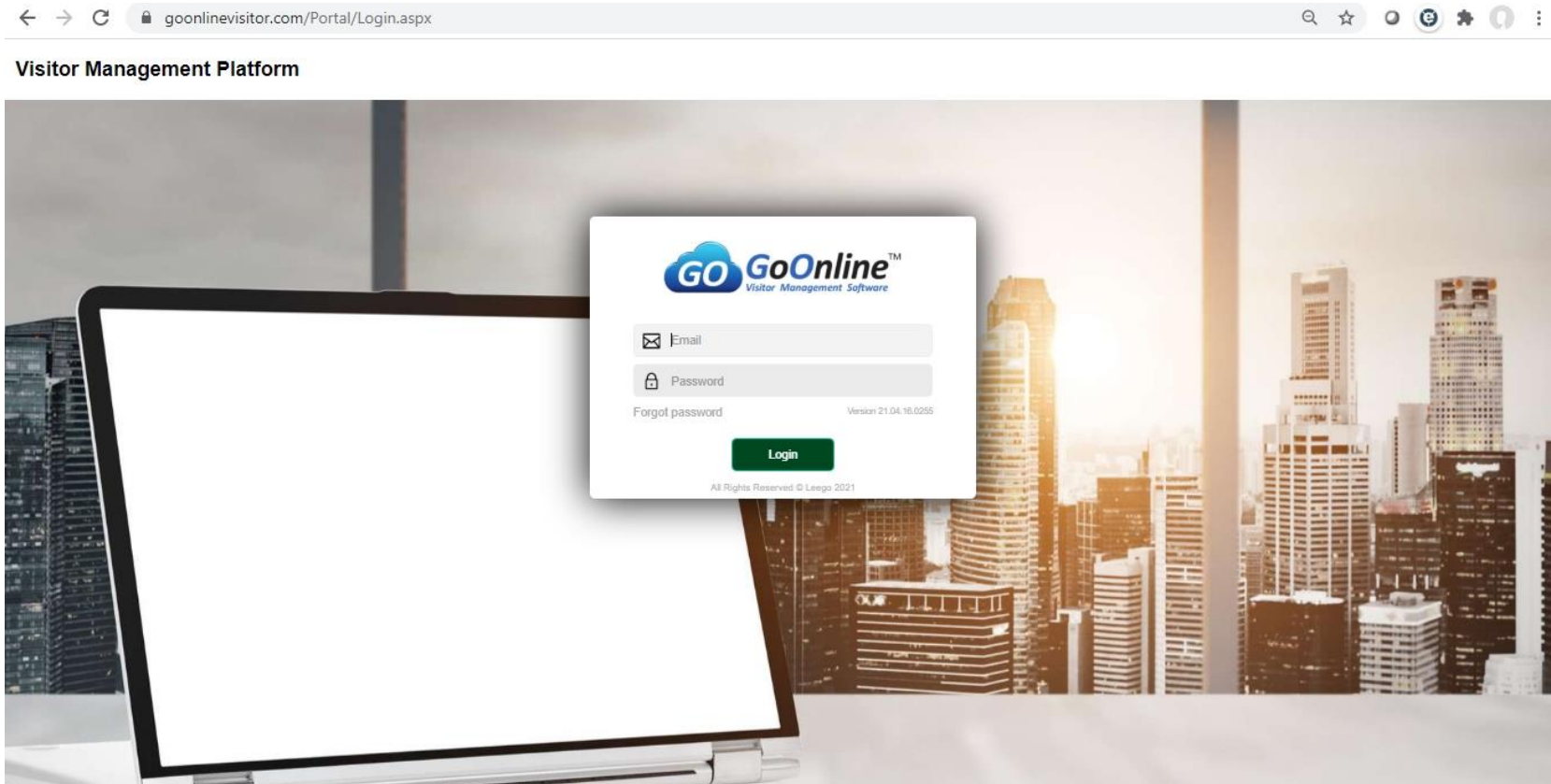
by Host

A2. Pre-registration by Host – Workflow



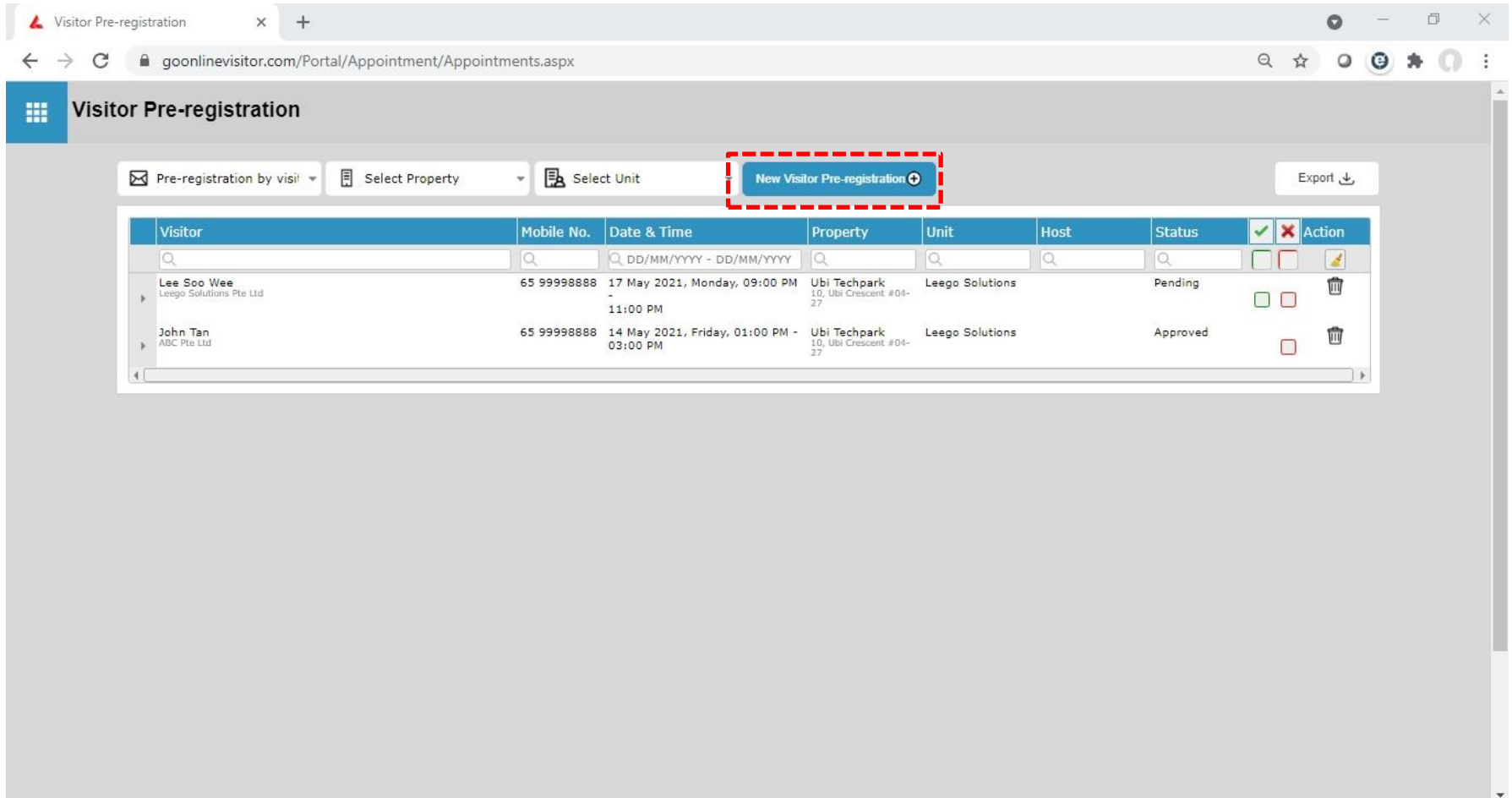
A2. Pre-registration by Host – User Journey

- Host login
 - Host enter user name and password to login



A2. Pre-registration by Host – User Journey

- Create new visit
 - Host click on “New Visitor Pre-registration button to create new visit



The screenshot shows the 'Visitor Pre-registration' page in a web browser. The browser address bar displays 'goonlinevisitor.com/Portal/Appointment/Appointments.aspx'. The page title is 'Visitor Pre-registration'. Below the title, there are several filters: 'Pre-registration by visit', 'Select Property', and 'Select Unit'. A blue button labeled 'New Visitor Pre-registration' with a plus sign is highlighted with a red dashed box. To the right of this button is an 'Export' button with a download icon. Below the filters is a table with the following columns: Visitor, Mobile No., Date & Time, Property, Unit, Host, Status, and Action. The table contains two rows of data.

Visitor	Mobile No.	Date & Time	Property	Unit	Host	Status	Action
Lee Soo Wee Leego Solutions Pte Ltd	65 99998888	17 May 2021, Monday, 09:00 PM - 11:00 PM	Ubi Techpark 10, Ubi Crescent #04-27	Leego Solutions	Leego Solutions	Pending	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
John Tan ABC Pte Ltd	65 99998888	14 May 2021, Friday, 01:00 PM - 03:00 PM	Ubi Techpark 10, Ubi Crescent #04-27	Leego Solutions	Leego Solutions	Approved	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

A2. Pre-registration by Host – User Journey

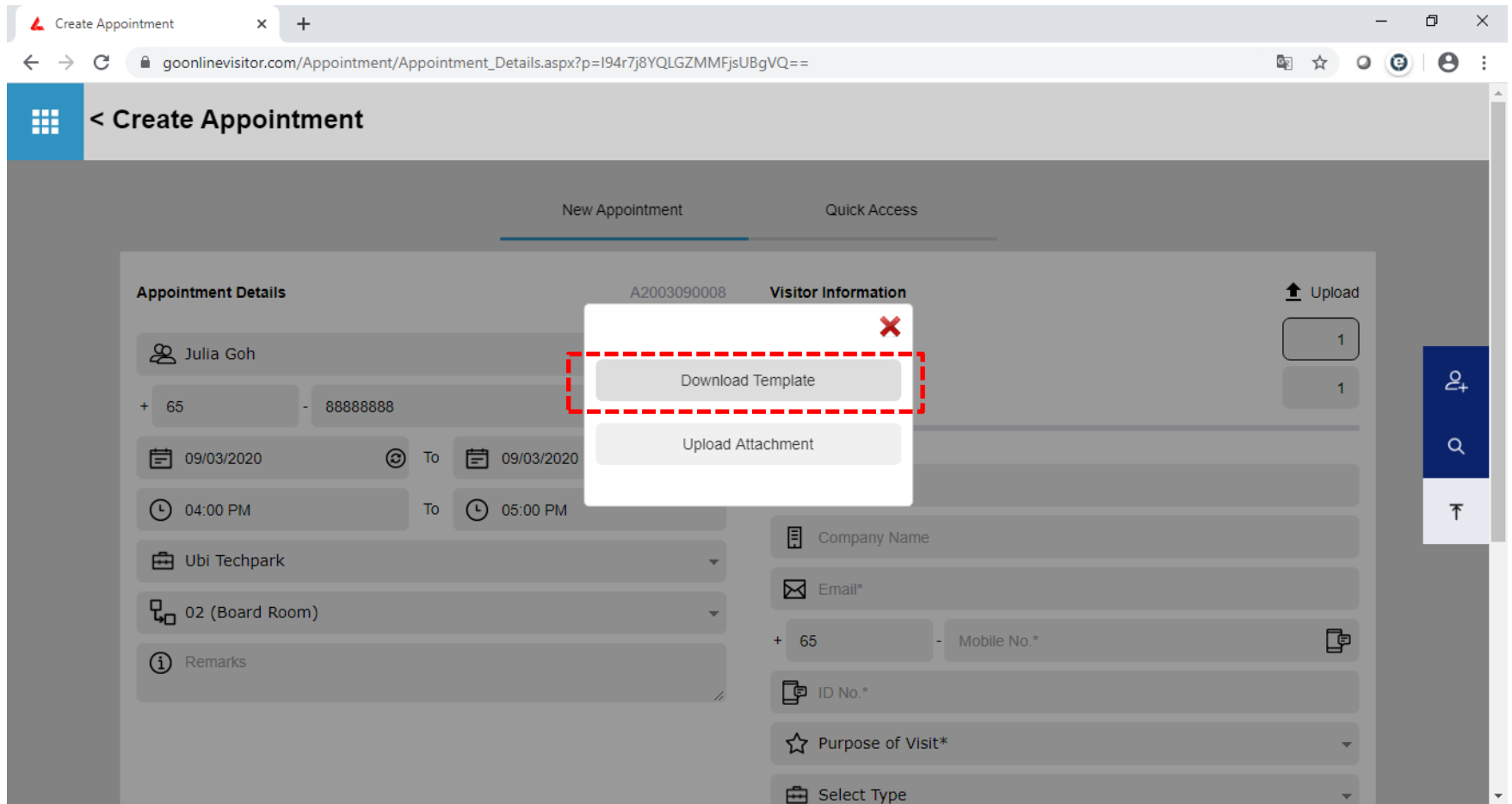
- Fill in visit and visitor details
 - Host fills in required fields^{N1} and submit
 - For multiple visitors, host can create by upload function (see next slide)

The screenshot shows the 'Create Visitor Pre-registration' interface. The form is titled 'Visitor Pre-registration' and has a unique ID 'A2105140004'. It is split into two main sections: 'Pre-registration Details' and 'Visitor Information'. The 'Pre-registration Details' section contains a dropdown for 'Select Host Name*', date and time pickers for 'Start Date*', 'End Date*', 'Start Time*', and 'End Time*', and a text area for 'Remarks for all visitor(s)/contractor(s)'. The 'Visitor Information' section includes input fields for 'Visitor Name*', 'Company Name', 'Email', and 'Mobile No.', along with a 'Remarks for specific visitor/contractor' field and a 'Delete' button. A red dashed box highlights the 'Upload' button in the top right corner. The 'Total Visitor(s)' counter shows '1'. At the bottom, there are 'Cancel' and 'Invite' buttons.

N1: Fields are configurable except mandatory fields (marked *): Host*, Date&Time (From, To)*, Visitor Name*, E-mail, Company Name, Mobile No., ID No. (last 4 characters only), Vehicle No., Visitor Type, Purpose of visit and Remarks

A2. Pre-registration by Host – User Journey

- Fill in visit and visitor details
 - For uploading multiple visitors, host/admin can download template (default excel template must be used for uploading) from the system



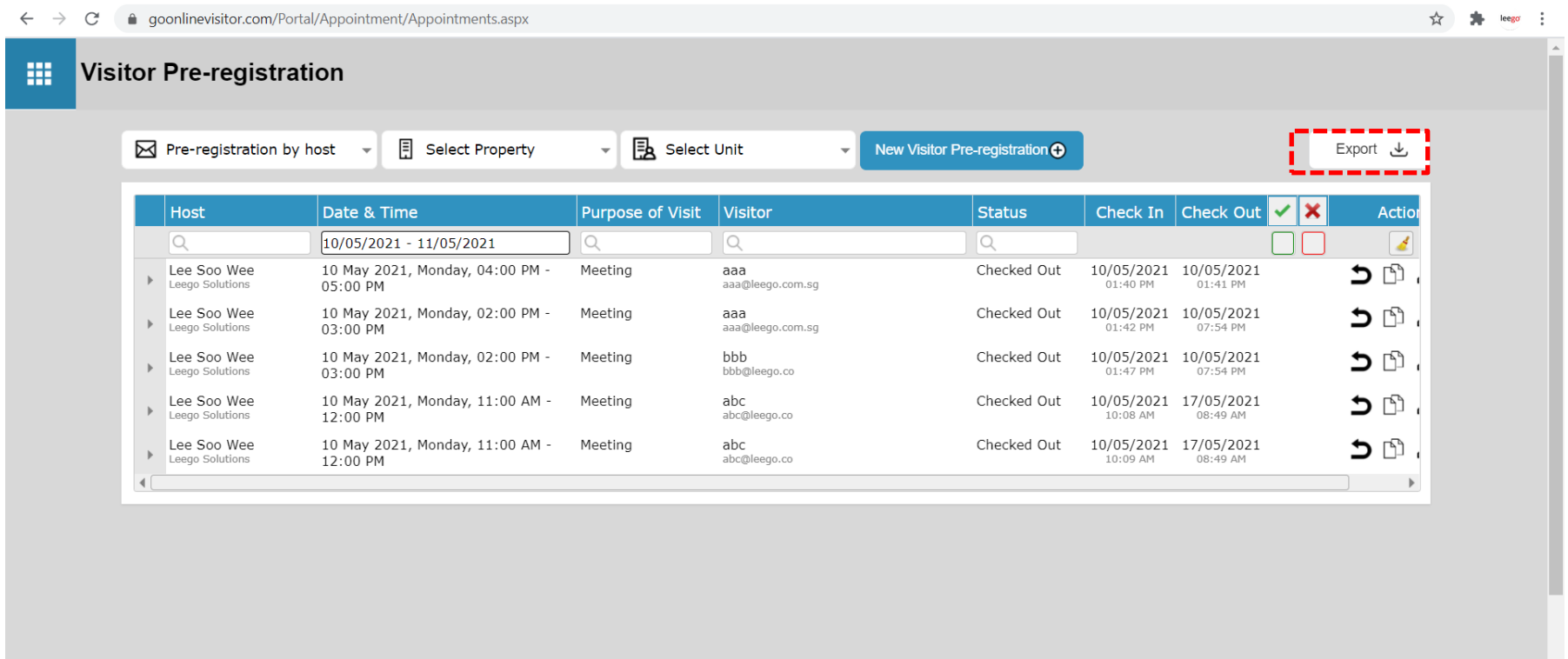
A2. Pre-registration by Host – User Journey



- Visitor receive confirmation Email with QR code
 - Visitor uses the QR code to check in upon arrival

A2. Pre-registration by Host – User Journey

- Export Pre-registration records
 - Host/admin can export pre-registration records
 - Pre-registration records: 6 months in advance
 - Historical records: 6 months past



← → ↻ goonlinevisitor.com/Portal/Appointment/Appointments.aspx ☆ ⚙ leego

Visitor Pre-registration

Pre-registration by host Select Property Select Unit New Visitor Pre-registration (+) **Export** ↓

Host	Date & Time	Purpose of Visit	Visitor	Status	Check In	Check Out	✓	✗	Action
Lee Soo Wee Leego Solutions	10/05/2021 - 11/05/2021	Meeting	aaa aaa@leego.com.sg	Checked Out	10/05/2021 01:40 PM	10/05/2021 01:41 PM	✓	✗	↶ ↷ 📄
Lee Soo Wee Leego Solutions	10 May 2021, Monday, 02:00 PM - 03:00 PM	Meeting	aaa aaa@leego.com.sg	Checked Out	10/05/2021 01:42 PM	10/05/2021 07:54 PM	✓	✗	↶ ↷ 📄
Lee Soo Wee Leego Solutions	10 May 2021, Monday, 02:00 PM - 03:00 PM	Meeting	bbb bbb@leego.co	Checked Out	10/05/2021 01:47 PM	10/05/2021 07:54 PM	✓	✗	↶ ↷ 📄
Lee Soo Wee Leego Solutions	10 May 2021, Monday, 11:00 AM - 12:00 PM	Meeting	abc abc@leego.co	Checked Out	10/05/2021 10:08 AM	17/05/2021 08:49 AM	✓	✗	↶ ↷ 📄
Lee Soo Wee Leego Solutions	10 May 2021, Monday, 11:00 AM - 12:00 PM	Meeting	abc abc@leego.co	Checked Out	10/05/2021 10:09 AM	17/05/2021 08:49 AM	✓	✗	↶ ↷ 📄

Know the **PAST**

Understand the **PRESENT**

Shape your **FUTURE**

