Module A:
Pre-registration
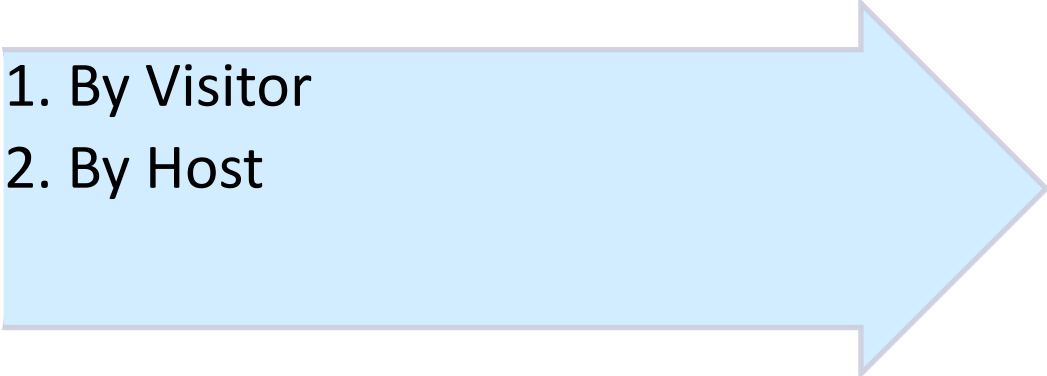
Module A. Pre-registration
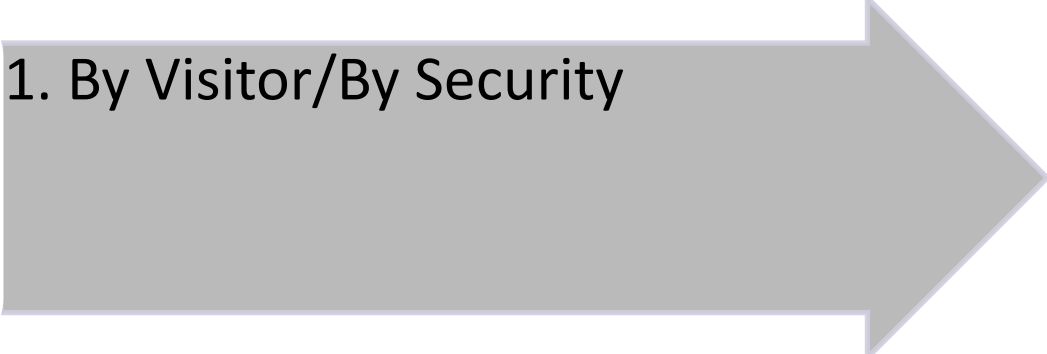
A. Pre-registration
1. By Visitor
2. By Host

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

GoOnline™
Visitor Management Software

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	√	-	-

Legends: *SMS charged separately

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)	√	√	√

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Visitor Management Software
www.goonlinevisitor.website

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)*	√	√	-

Legends: *max 6 months records

A. Pre-registration – Optional 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)*	-	√	√

A1.
Pre-registration
by Visitor

A1. Pre-registration by Visitor – Workflow

Host

Visitor

Send Self-registration URL

Scan Self-registration QR code

Receive Approval Email — on

Self Pre-register & submit request

Visit Approval — on

Approved

Receive Confirmation E-mail with QR code

Rejected change to Approved

Rejected

Receive Reject E-mail — on

Legends: Basic (Basic) Optional (Optional) on (Enable/Disable)

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- Visitor receives pre-registration link on email
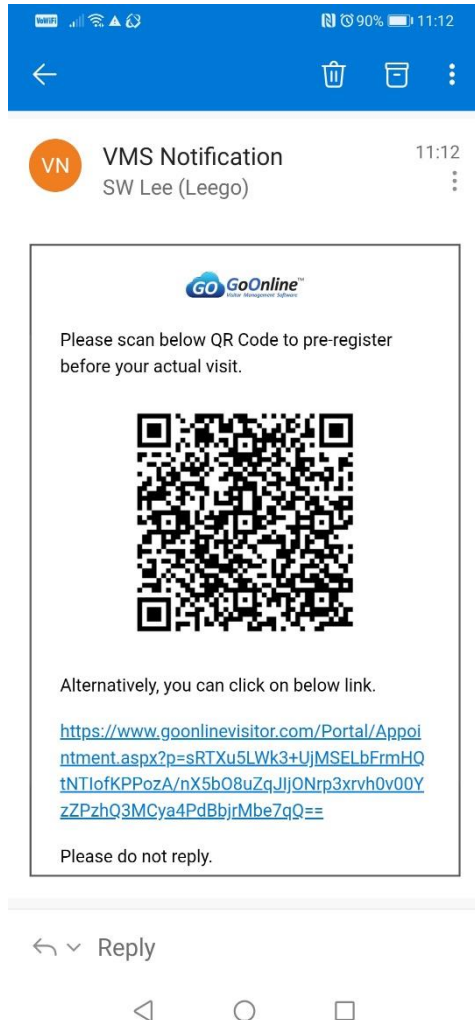
- Visitor scan QR code onsite to pre-register (in urgent case)

Scan To Register

- ## Visitor self-request visit
  - ### The registration form will be launched on visitor smartphone
  - ### Visitor fills in required fields[N1] and 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

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

- **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
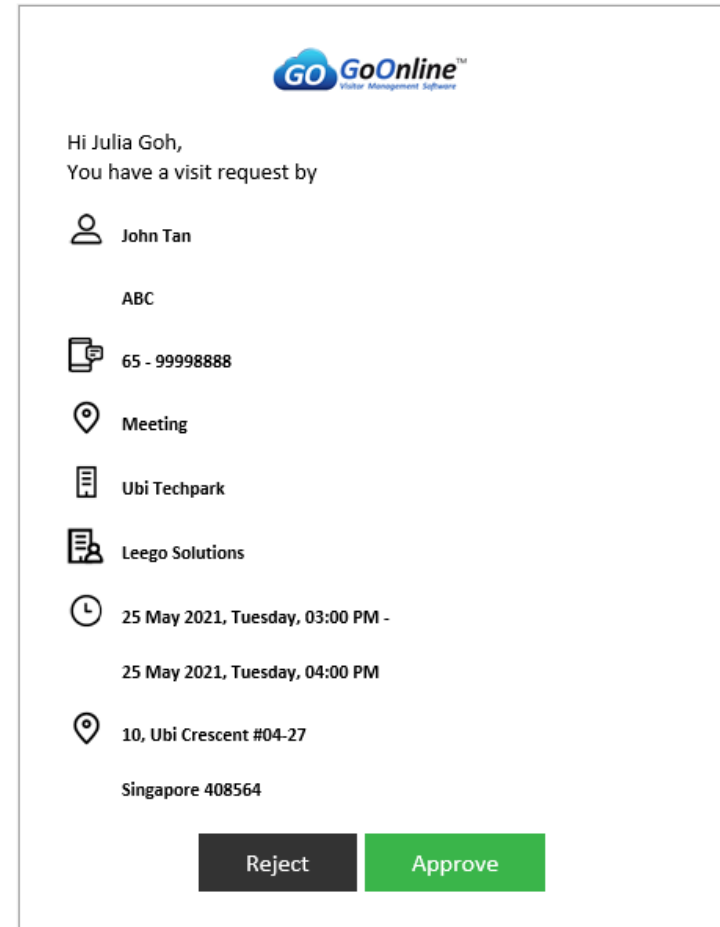
A2.
Pre-registration
by Host

A2. Pre-registration by Host – Workflow

Host	Visitor

Host

Host Login to Pre-registration Portal

↓

Create Appointment

↓

Enter visitor And save →

Visitor

Receive Confirmation E-mail with QR code

Legends: ☐ Basic ☐ Optional ◉ Enable/Disable
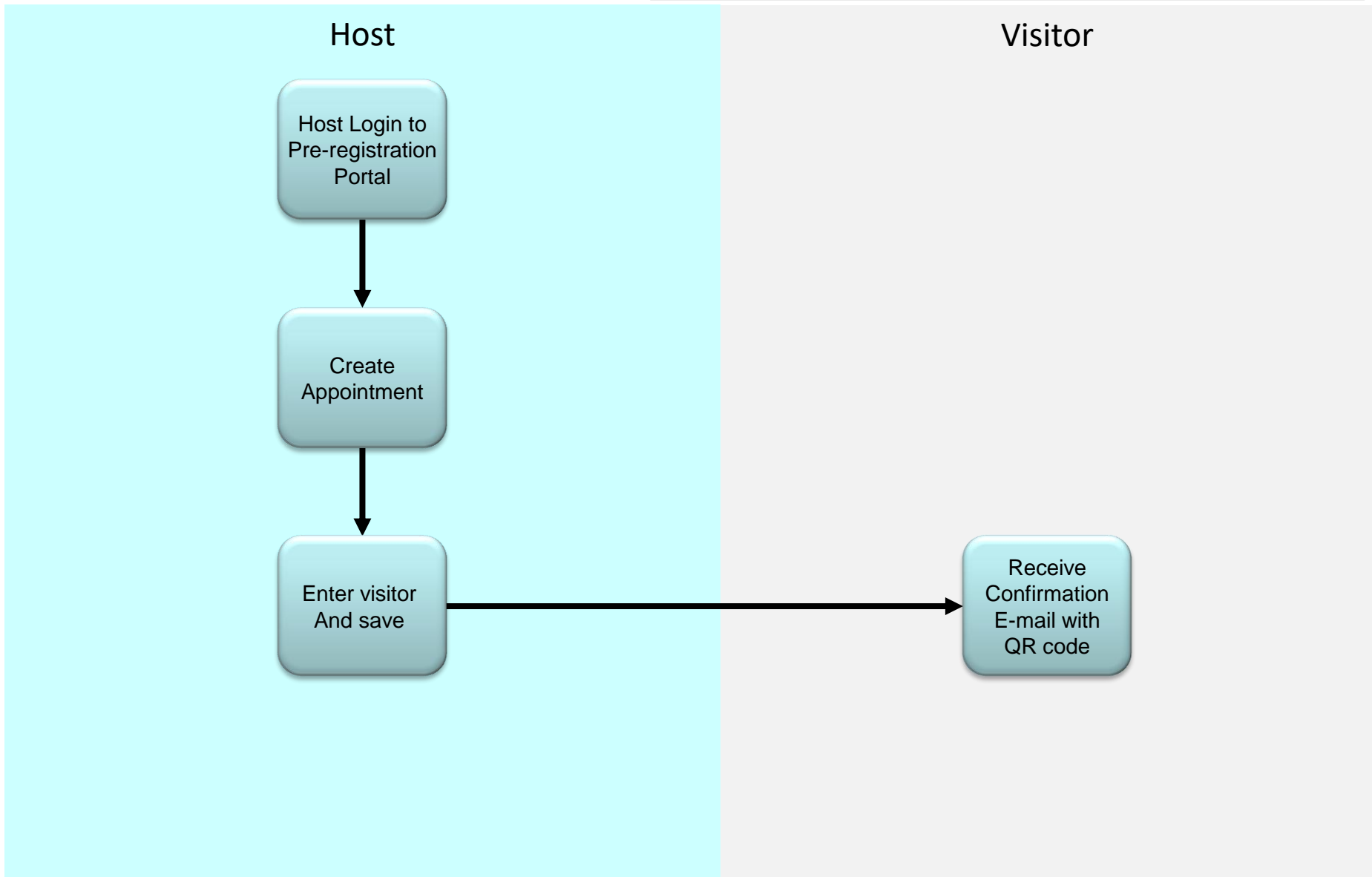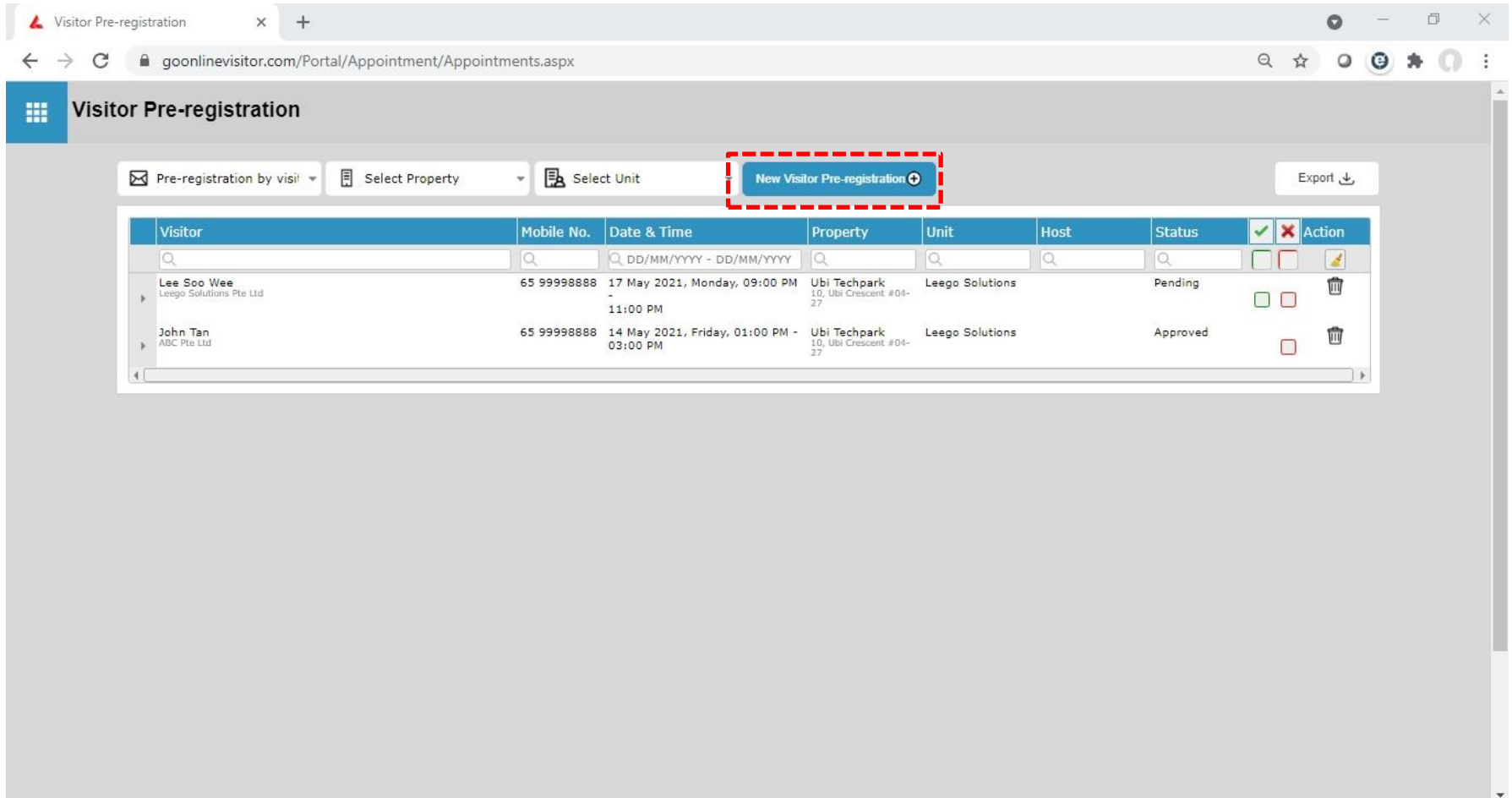
A2. Pre-registration by Host – User Journey

- Host login
  - Host enter user name and password to login
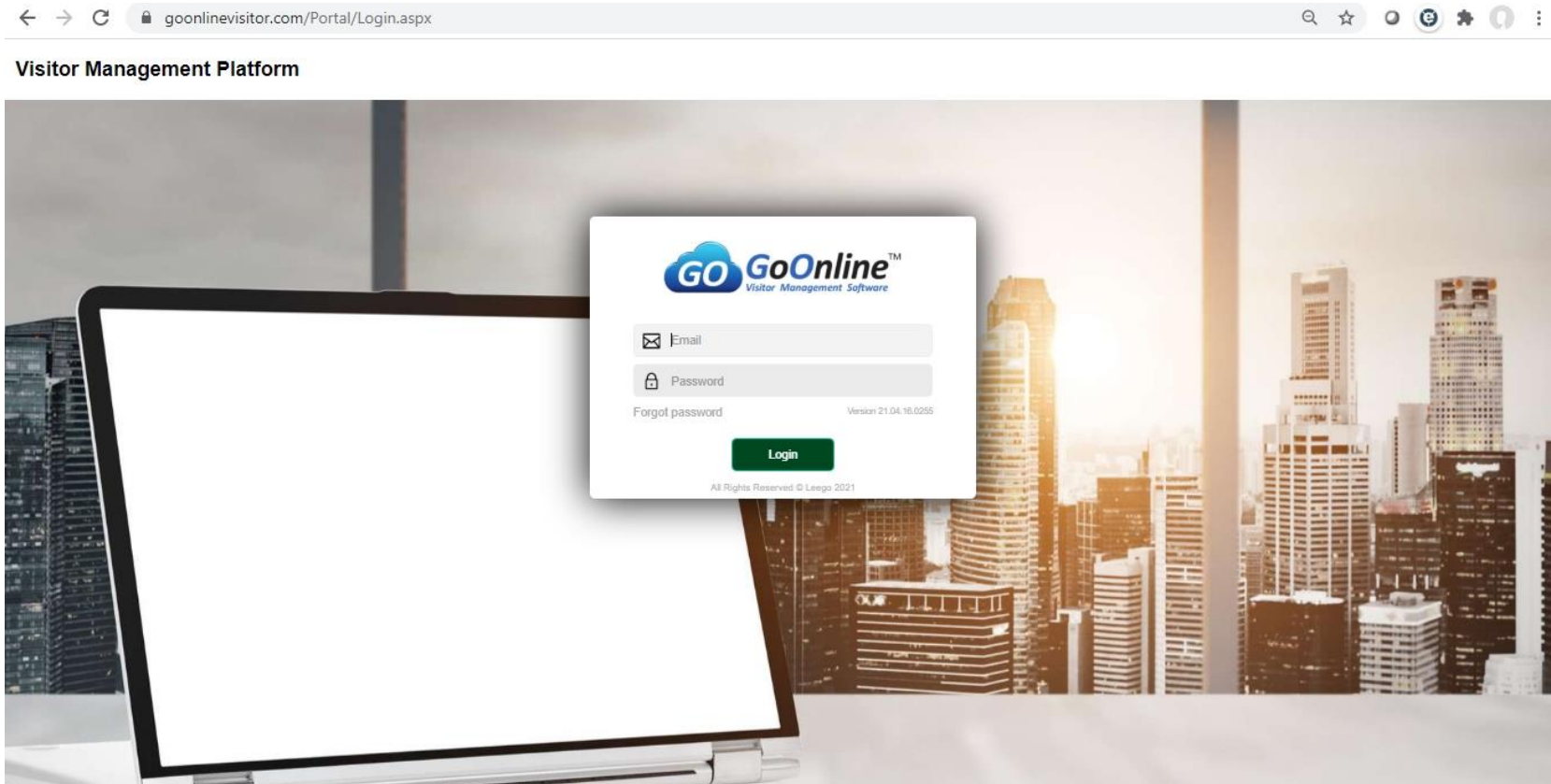
A2. Pre-registration by Host – User Journey

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

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)

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
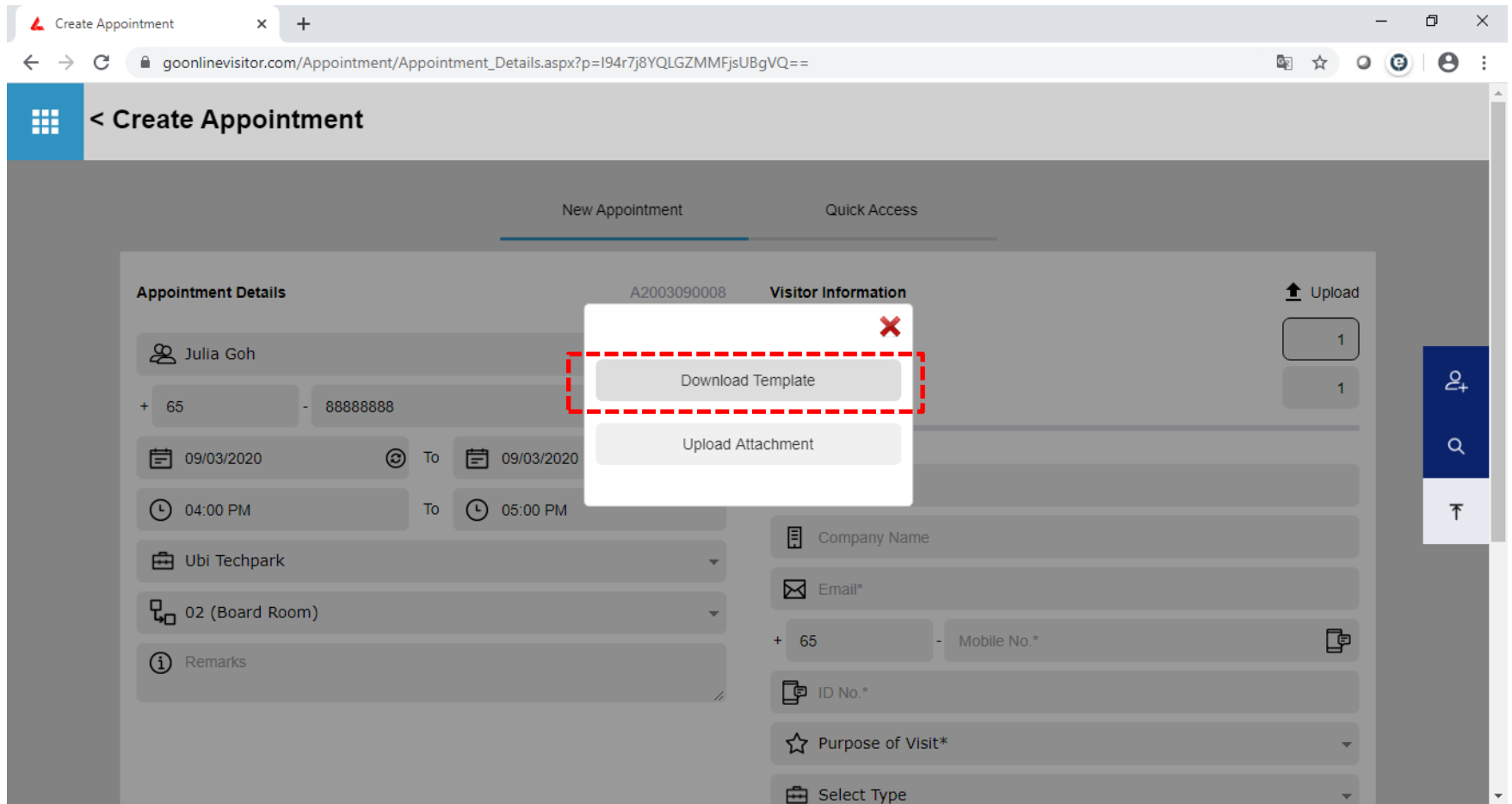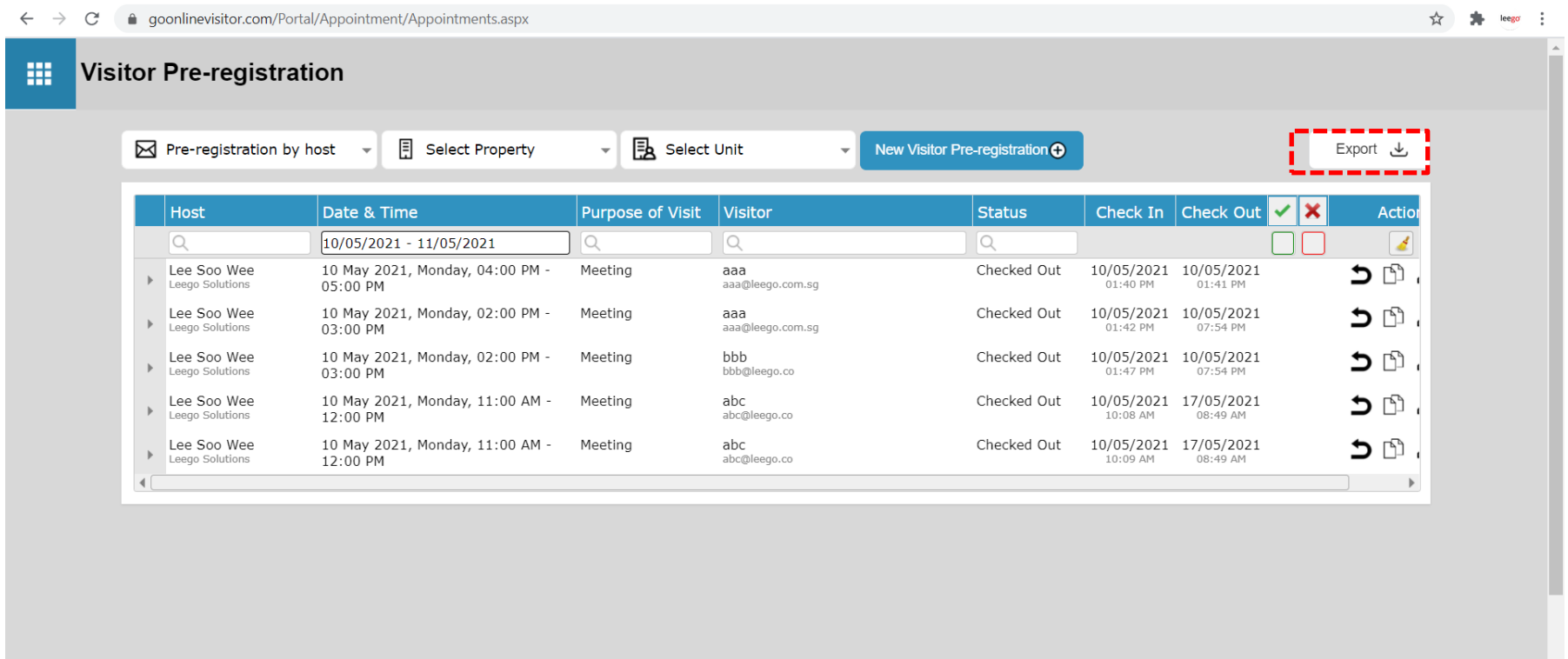
A2. Pre-registration by Host – User Journey

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

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

Know the PAST
Understand the PRESENT
Shape your FUTURE