

# careFIJI CHECK-IN SYSTEM

How to apply for VAX-CHECK Requests

Public User Guide





## Version Log

Version Update	Content Update	Release Date
VAX-CHECK Requests Public User Guide V1.0		28/09/2021
VAX-CHECK Requests Public User Guide V1.1	Update Screenshots for Section 2.	05/10/2021

## Table of Contents

- 1.0 How to Login? ..... 3
- 2.0 How to Request for VAX-CHECK access ..... 4
  - 1.1 View Approved Application ..... 4
  - 1.2 VAX-CHECK Access Request Form..... 5
  - 1.3 VAX-CHECK Access Request Form 'Status' types ..... 6
    - 1.3.1 The status is 'Activated'. ..... 6
    - 1.3.2 The status is Rejected. .... 7
    - 1.3.3 The status is 'Denied'. ..... 7
    - 1.3.4 The status is 'Revoked' ..... 7
  - 1.4 How to remove VAX-CHECK access..... 7
    - 1.4.1 How to provide access to a 'Revoked' account: ..... 7

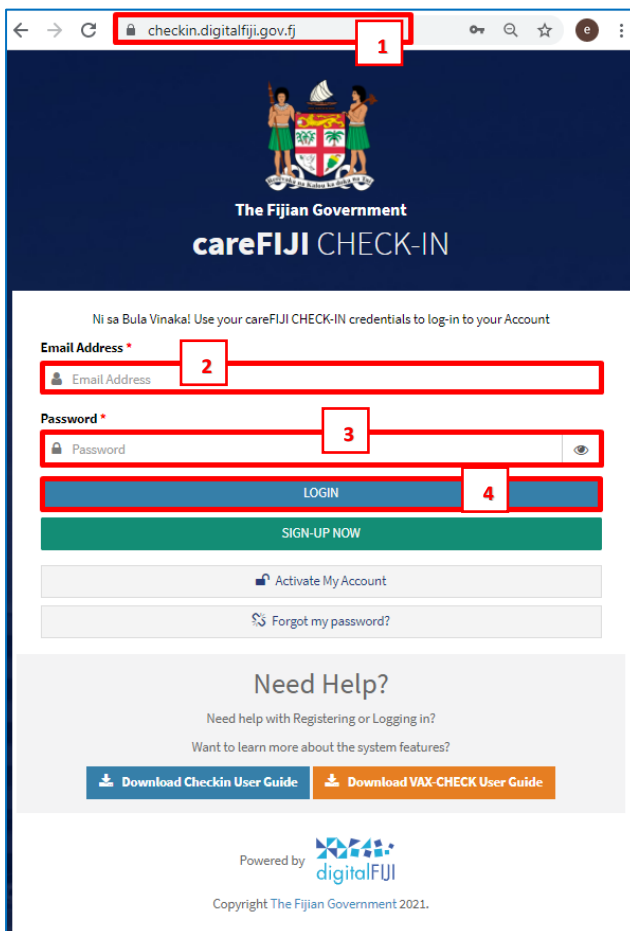


To request access to VAX-CHECK system, businesses and entities are required to use the QR-Code Check-In system to register their access with an existing approved QR Code application. If you currently do not have a Check-In QR Code, you will need to apply and wait for the approval process prior to requesting access for the VAX-CHECK system.

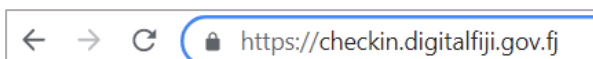
 **The VAX-CHECK access can be requested by those whose QR code has been approved.**

## 1.0 How to Login?

This login module is used to access the careFIJI CHECK-IN System. The logged in business and entity holder will be able to request for QR codes and view their listed QR codes for their businesses operational in different locations and each floor of multi-storey buildings, per approved requests.




**STEP 1:** Enter URL link to access the website <https://checkin.digitalfiji.gov.fj/>



**STEP 2:** Enter your registered email that you used in 'SIGN-UP NOW'.

**STEP 3:** Enter your setup password.

 **Please do not share your password.**

**STEP 4:** Click on the 'LOGIN' [LOGIN](#) button.



Your account Homepage will be displayed.

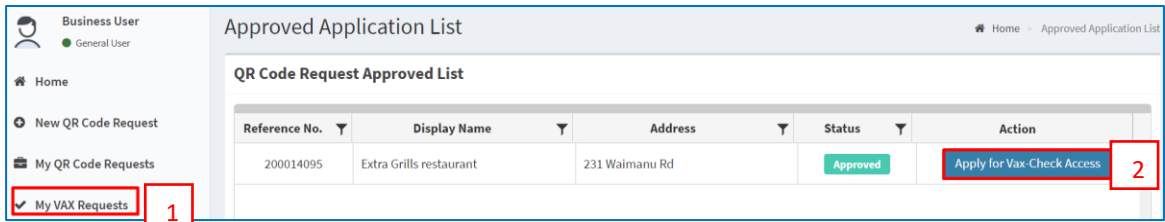


**Optional:** Click on 'Download User Guide' to download this and learn more about:

How to apply for QR Code. [Download Checkin User Guide](#)

How to apply for VAX-CHECK TOOL. [Download VAX-CHECK User Guide](#)

## 2.0 How to Request for VAX-CHECK access



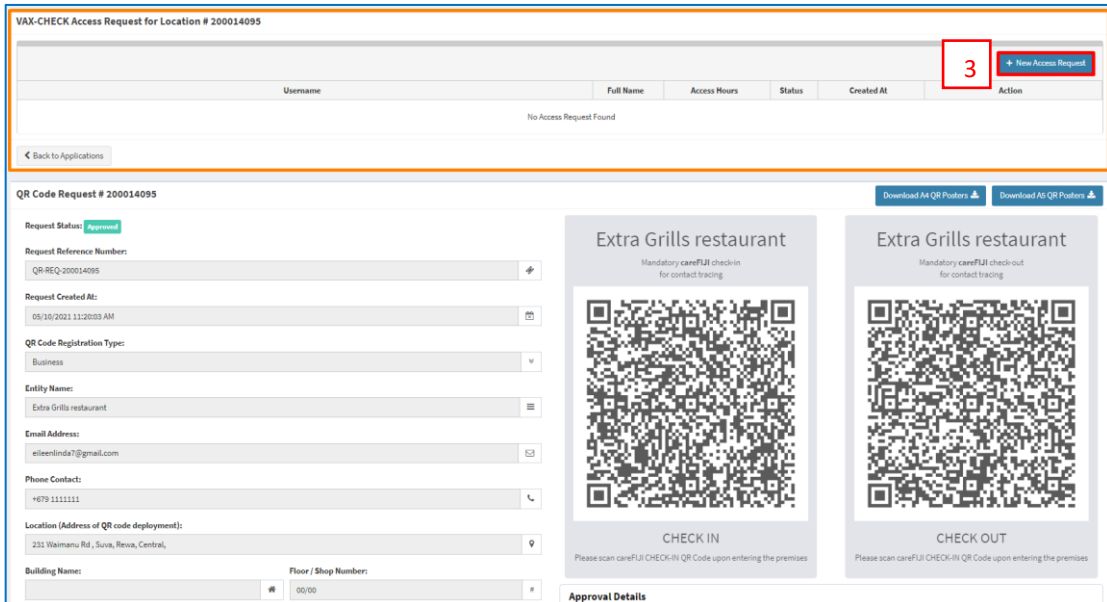
**STEP 1:** Click on 'My VAX Request'.

**STEP 2:** Click on the [Action](#) button of your approved application.



The status of your application has to be 'Approved'. [Approved](#)

### 1.1 View Approved Application



**STEP 3:** Click on '+ New Access Request' button. [+ New Access Request](#)



## 1.2 VAX-CHECK Access Request Form

Details of the authorised officer to have access to the VAX-CHECK system for checking vaccination record of individuals entering their premises.

**STEP 4:** Enter 'First Name'.

**STEP 5:** Enter 'Last Name'.

**STEP 6:** Enter 'Email Address'.



*The Email Address will receive the email for 'Reject' or 'Approval' of VAX-CHECK request.*

**STEP 7:** Enter 'Phone Number'.



*Please ensure that the contact details provided belongs to the person who will be accessing the VAX-CHECK system for two factor authentication.*

**STEP 8:** Enter 'Entity Operating Hours'.

**STEP 9:** Enter 'Password'.



*This password will be used to access the VAX-CHECK system, after approval of the 'VAX-CHECK Access Request Form'. Please **do not** share your password.*

**STEP 10:** Click on the 'Save' button.



*New record will be added and displayed on the table with status as 'Requested'*

Username	Full Name	Access Hours	Status	Created At	Action
i Officer@141202837	Officer Three ii	08:00 am - 05:00 pm iii	Requested iv	26/09/2021 11:50:35 PM v	View More Vi

- i. **Username:** System will automatically generate a username after clicking on the 'save' button.
- ii. **Full Name:** As entered in the STEP 4 & 5.
- iii. **Access Hours:** As entered in STEP 8.
- iv. **Status:** Requested
- v. **Created At:** The date & Time that record was added.



vi. Action: Will display details entered in the VAX-CHECK access form.

VAX-Check Access Request Form

First Name\* Officer

Last Name\* Three

Email\* didrukulte@biyac.com

Phone Number\* 1234567

Entity Operating Hours\* 8:00 AM to 5:00 PM

Note: This will also apply to login access hours

Password\* test

Cancel

### 1.3 VAX-CHECK Access Request Form 'Status' types

There are 4 different types of status; 'Activated', 'Rejected', 'Denied' and 'Revoked'.

#### 1.3.1 The status is 'Activated'.

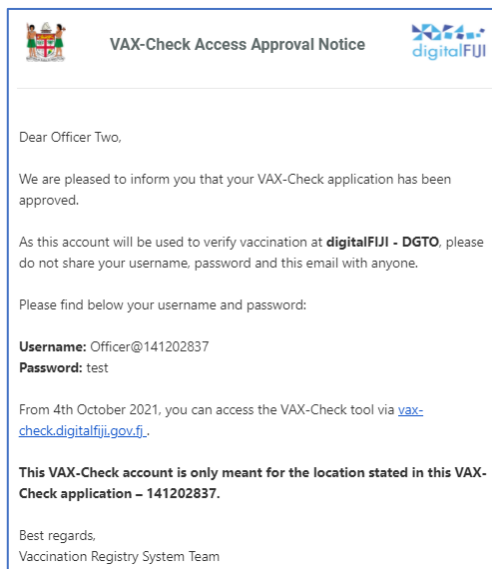
The status will be updated to 'Activated', When the Approving Officer has approved your request for VAX-CHECK access.

VAX-CHECK Access Request for Location # 141202837

+ New Access Request

Username	Full Name	Access Hours	Status	Created At	Action
Officer@141202837	Officer Three	08:00 am - 05:00 pm	Activated	26/09/2021 11:50:35 PM	Revoke View More

An Email will be sent to the email address entered in section 1.2, step 6.



Log in to VAX-CHECK ([vax-check.digitalfiji.gov.fj](http://vax-check.digitalfiji.gov.fj)) using your username and password.

### 1.3.2 The status is Rejected.

The status will be updated to 'Rejected', When the Approving Officer has rejected your request for VAX-CHECK access.

VAX-CHECK Access Request for Location # 141202837					
Username	Full Name	Access Hours	Status	Created At	Action
Officer@141202837	Officer Three	08:00 am - 05:00 pm	Rejected	26/09/2021 11:50:35 PM	View More

### 1.3.3 The status is 'Denied'.

The status will be updated to 'Denied', When the Approving Officer removes your access for VAX-CHECK.

VAX-CHECK Access Request for Location # 141202837					
Username	Full Name	Access Hours	Status	Created At	Action
Officer@141202837	Officer Three	08:00 am - 05:00 pm	Denied	26/09/2021 11:50:35 PM	View More

### 1.3.4 The status is 'Revoked'.

The status will be updated to 'Revoked', When you remove access from authorised individuals who already have VAX-CHECK for the same QR Code location.

VAX-CHECK Access Request for Location # 141202837					
Username	Full Name	Access Hours	Status	Created At	Action
Officer@141202837	Officer Three	08:00 am - 05:00 pm	Revoked	26/09/2021 11:50:35 PM	Activate View More

## 1.4 How to remove VAX-CHECK access

The user who initially applied for the QR Code for the premises, will have the access to revoke access for a particular user for the VAX-CHECK System.

VAX-CHECK Access Request for Location # 141202837					
Username	Full Name	Access Hours	Status	Created At	Action
Officer@141202837	Officer Three	08:00 am - 05:00 pm	Activated	26/09/2021 11:50:35 PM	Revoke View More

**STEP 1:** Click on 'Revoke' Button to remove VAX-CHECK access.



Successful message will be displayed to indicate access has been removed

Account revoked successfully

Username	Full Name	Access Hours	Status	Created At	Action
Officer@141202837	Officer Three	08:00 am - 05:00 pm	Revoked	26/09/2021 11:50:35 PM	Activate View More

### 1.4.1 How to provide access to a 'Revoked' account:

Username	Full Name	Access Hours	Status	Created At	Action
Officer@141202837	Officer Three	08:00 am - 05:00 pm	Revoked	26/09/2021 11:50:35 PM	Activate View More

**STEP 1:** Click on 'Activate' Button to provide the VAX-CHECK access.



Please note that you can 'Activate' the account that you 'Revoked'.

✓ Account activated successfully

Username	Full Name	Access Hours	Status	Created At	Action
Officer@141202837	Officer Three	08:00 am - 05:00 pm	Activated	26/09/2021 11:50:35 PM	<a href="#">Revoke</a> <a href="#">View More</a>

