



Setting up My Vaccine Pass verification

EVA Check-in works seamlessly with the New Zealand Government's My Vaccine Pass. This means you can verify passes in a single step, without the need for manual data entry or always having someone available to verify passes.

My Vaccine Pass verification is a custom process in EVA Check-in. If you want to add it to an existing EVA Check-in site that doesn't already have custom check-in processes enabled, there will be an additional charge. [View pricing](#).

You can set up Vaccine Passes to be scanned on check-in or before arrival.

Scanning Pass on arrival

Step 1 – create a custom process to validate the Vaccine Pass

1. Go to **Overview > Check-in processes > Create process**

The screenshot shows the EVA Check-in web interface. On the left, a sidebar menu is visible with the following items: 'Overview' (selected), 'Visitor count', 'Who is here', 'Sites', 'Employees', 'Data policy', 'Check-in processes', 'Images', and 'Reports'. The main content area is titled 'Create process' and contains a form with a 'Name' label and a text input field containing 'Check Vaccine Pass'. Below the input field are two buttons: 'Back to list' and 'Save'. The top right of the interface shows 'Theta Demo' and 'My Gymnasium'.

2. Add an arrival screen

Arrival screens

Site health and safety

^

Select visitor type

^

Enter details

^

+ Add arrival screen

Meeting with

^

Welcome

^

3. Click the arrival screen you've just created, and click **Edit screen** to
 - a. give it a name (eg Vaccine Pass)
 - b. select the visitor type(s) who should see this screen (or leave blank if it's relevant to all visitor types)

Edit screen

×

Screen name

Vaccine Pass

Screen visitor types ⓘ

Select... | v

Remove screen

Close

Click **Close** to complete this step.

4. Click **Add field**, Click **Edit** and select our special “**My Vaccine Pass (NZ)**” field type. Edit the introductory text to suit.

Edit field

GeneralAdvanced

Introduction text/content ⓘ

B*I*S{ }☰☷🔗🔄Normal⌵🖼️

All visitors must hold a valid Vaccine Pass to enter our premises. Please scan/upload your Vaccine Pass below.

! We recommend adding the text below if you plan to use Vaccine Pass verification on a kiosk device !

If you are having trouble scanning your Apple wallet pass, please take a screenshot and zoom in on the QR code

Field type

My Vaccine Pass (NZ)⌵

5. Optionally, select **Pre-fill** and **Require user consent** if you would like to give visitors the option to have their Vaccine Pass status remembered and pre-filled next time they check-in.

Field options

☐ Pre-fill ⓘ

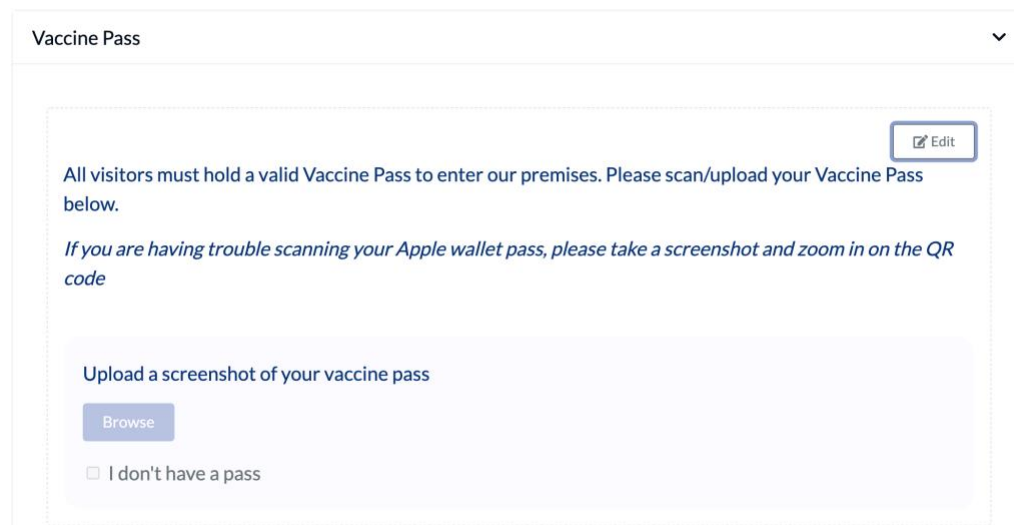
☐ Hide if pre-filled ⓘ

☐ Require user consent ⓘ

☒ Required

Note: you can also use a certificate to remember Vaccine Pass details – see p9-10 of this guide.

6. Close the **Edit field** dialog and you'll see your new arrival screen with vaccine pass handling.



The screenshot shows a dialog box titled "Vaccine Pass" with a dropdown arrow in the top right corner. Inside the dialog, there is a text area with the following content:

All visitors must hold a valid Vaccine Pass to enter our premises. Please scan/upload your Vaccine Pass below.

If you are having trouble scanning your Apple wallet pass, please take a screenshot and zoom in on the QR code

Below the text is a light purple box containing the text "Upload a screenshot of your vaccine pass". Inside this box, there is a "Browse" button and a checkbox labeled "I don't have a pass". An "Edit" button with a pencil icon is located in the top right corner of the text area.

7. Scroll to the bottom of the screen and click **Save**. Your new process has been created

Step 2 – Add your process to check-in

1. Go to **Site information > Options**. At the bottom of the **Check-in** tab you can select your new process.
2. If you're not already using Custom processes, you'll need to first select **Enable check-in process feature**. Note that this will incur an extra charge ([see pricing](#))

Default check-in process ⓘ

Vaccination status

Enable check-in process feature

3. Click **Save**

Step 3 – Test your process

Go to **Check-ins > Manage check-ins** and use **Manual check-in**

Welcome back
Leigh Roberts

- Cloud admin
- Overview
- Reports
- Site information
- Check-ins**
 - Manage check-ins
 - Check-in zones

Manage check-ins for My Gymnasium

Zone	Visitor type	Manual check-in
Check-in zone	* any visitor type	Check-in
Check-in zone	Visitor	Check-in
Check-in zone	Staff	Check-in

Edit zones Edit visitor types

Collecting Vaccine Passes Before Arrival

You can verify your visitors' My Vaccine Pass before they arrive onsite using pre-registration.

1. Create a custom process (step 1.1 above)
2. Instead of adding an arrival screen (Step 1.2 above), add a **pre-arrival screen** with a My Vaccine Pass (NZ) field.
3. Go to **Site information > Options** to check your notification settings. Pre-registered visitors can be notified by email, SMS or both (extra charge applies for SMS notification).

Pre-registration notification method

None

None

Send Email only

Send SMS only

Send both Email and SMS

Send SMS with Email as backup

SMS to host on pre-registration creation

4. Go to **Visitors > Pre-registered visitors** to send invites to your visitors. Select the relevant visitor type and the check-in process you've created, and add your visitor(s).

Pre-registered visitors

Visitor type
VISITOR

Arrival date and time
02/12/2021 1:14 PM

Employee (optional)
Type in an employee's name

Departure date and time
02/12/2021 1:44 PM

Check-in process (optional)
pre-arrival

Disable check-in process feature

☐ Check-in as a group

Visitor information

First name	Last name	Company	Email	Phone	Carpark
Joe	Bloggs	ACME co	jb@acme		<input type="checkbox"/>

+ Add Search

Back to list

Save

5. When you click **Save**, pre-registrations will be sent to your visitors using the method specified in #3 above.
6. It's also possible to send pre-registrations automatically via Microsoft Outlook meeting invites – [more information on our Outlook add-in](#).

FAQ about My Vaccine Pass verification

What platforms does My Vaccine Pass verification work on?

Visitors can:

- scan their vaccine pass on an EVA kiosk (Apple or Android tablet)
- upload their pass during web or mobile check in on their phone

Using the Kiosk option requires access to the front or rear camera. Rear cameras are normally higher quality and therefore better at scanning, but many stands obstruct the camera, so take this into consideration if choosing a new case/stand.

My Vaccine Pass isn't scanning

If your vaccine pass is in your Apple Wallet, you may need to open the pass, take a screenshot and zoom in to scan, depending on the camera capabilities of your check-in kiosk device. This is due to the small size of Apple Wallet passes.

Lighting conditions can create screen glare which can also impact the Kiosk's ability to scan. Consider trying the rear camera on the tablet.

What formats can people upload?

Vaccine passes can be scanned on the kiosk from a mobile phone screen or on paper.

If uploaded via the web/mobile app, the file must be jpeg, png or PDF.

Does it work the same way as the Government Verifier App?

EVA Check-in scanning uses the same logic that the government app uses. It extracts the data in the same way and validates that the pass has not been tampered with as per the published specification. EVA does not store the QR code, just the results of the scan.

How much does it cost?

My Vaccine Pass verification is a custom process in EVA Check-in. If you want to add it to an existing EVA Check-in site that doesn't already have custom check-in processes enabled, there will be an additional monthly charge of NZD 25 per site (+gst) for your first 5 sites, and NZD 5 (+gst) per site thereafter.

What happens if a visitor's pass isn't valid?

When a visitor scans their pass, their check-in will have a different colour code/status depending on the result. These are the defaults, and you can change them if you wish when you set up your process:

Check-in rules ⓘ

Valid ☒ Green ☐ Amber ☐ Red

Valid (name mismatch) ☐ Green ☒ Amber ☐ Red

Invalid ☐ Green ☐ Amber ☒ Red

For example:

1. Vaccine Pass name doesn't match check-in name


Upload a screenshot of your vaccine pass

Valid pass for Jack Sparrow (mismatch)

☐ I don't have a pass


2. Visitor referred to reception

Welcome



Please see receptionist / facility staff to complete this check-in.

3. Administrator/receptionist can review check-in on **Who is here?** Report

Audit log	Profile	Party size	Check-in status	Check in method
custom	custom			
*****	*****	1		Manual
*****	*****	1		Manual

4. Click on the amber status icon to manually approve pass or decline entry.

Vaccination Status

All visitors must be fully vaccinated to enter our premises in order to meet COVID-19 health and safety requirements.

Please scan/upload your Vaccine Pass below.



Upload a screenshot of your vaccine pass

Valid pass for Jack Sparrow (mismatch)

☐ I don't have a pass

☒ Approved by staff

Edited check-in status:  Green

Decline entry

Update information

Does a visitor have to scan or upload their pass every time they check in?

By default, a visitor will be asked to scan or upload their pass every time they check in. Vaccine passes are not stored in EVA Check-in.

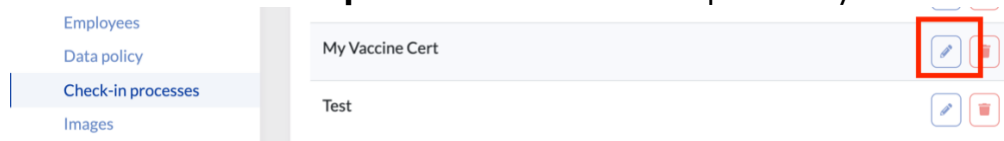
EVA Check-in can be set up to 'remember' a visitor's vaccination status though. This can be useful for staff or regular visitors. Note that only valid vaccine pass status (Green) or name mismatch status (Amber) can be remembered.

There are two ways you can set this up.

1. Select the pre-fill options when you set up the My Vaccine Pass (NZ) field – see #5 on page 3 of this guide.

2. Set up valid vaccine passes as Certificates. Here are the steps to do this:

- a. Once you have set up your Vaccine Pass custom process, go to **Overview > Check-in processes** and **Edit** the process you created



- b. Scroll to the bottom of the page and click **Add certificate**

Certificates



- c. Give the certificate a name.
d. Select the process you've created as the first and last screen
e. Select Expiry based on Field
f. Select Vaccination status in the Expiry date field

Certificates

A screenshot of the 'Vaccinated - Pass Verified' certificate configuration form. The form has a title bar 'Vaccinated - Pass Verified' with a dropdown arrow. Below the title bar, there are several fields: 'Certificate name' with a value of 'Vaccinated - Pass Verified'; 'First certificate screen' and 'Last certificate screen' both set to 'Vaccination Status'; 'Expiry based on' set to 'Field'; 'Expiry value' set to '0'; and 'Expiry date field' set to 'Vaccination Status - My Vaccine Pass expiry field 1'. Each field has an information icon (i) to its right.

- g. Click **Add certificate** to save.