

# Guidance Note: ADG-ALL-2021-001

### What is the Coronavirus QR Code Service Kiosk check-in?

Kiosk check-in is a simple form to help you record a visitor's first name, family name and contact phone number electronically on the venue's device. The Kiosk check-in is linked to a defined location or area at your venue, registered with the Victorian Government QR Code service.

The form can be set up on any device with a modern web browser, such as a desktop, laptop, tablet or mobile phone – whatever is most suitable to your venue.

Full instructions available (section 10): https://www.coronavirus.vic.gov.au/register-to-use-vic-gov-qr-code-service

#### Amnesty on not having a QR code for electronic check-in ends 11.59PM Thursday 24 June 2021

## **QUICK GUIDE**

#### How to set up QR Kiosk

Where to start...



Login to the Victorian Government QR Code Service: https://busreg.covid19.dhhs.vic.gov.au/



Either create a new location or edit an existing location to create or update the Kiosk information.

Once clicked, either the pencil icon or triangle button followed by edit will allow you to update or check details already entered for your location.

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ose needing to setup a device.		04766 04799		kevinb@gippsanglican.org.au	
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Login to the Victorian Government Kiosk Check-in site (recommend you bookmark for future use): https://www.service.vic.gov.au/business/kiosk-check-in

Enter kiosk code			
Enter the kiosk code the	at appears in the	email you received or fro	m the Victorian
I need help finding the c	ode.		
8 digit klosk code		]	
		Back	Next

The first time logging in on a given device you will be ask for the Kiosk Code.

You will then be asked for a security code (once per device). This is sent to the email of the Kiosk Contact after you have entered the Kiosk Code and clicked next.

Enter this in next screen and click verify. Your Kiosk is then operational and you can enter visitor's details on their behalf.

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Location: Anglican Diocese of Gippsland 2021 Synod	()	Change device location Back to cher
Given name Family name Phone number e.g +61 421 123 456		If the device is being used at multiple check- in, you will need to click the () icon and you will be able to change to another location or register another location. Keep note of the location when registering on behalf of your visitors.
Clear form We'll only use these details for contact tracing. We'll delete in 28 days un contact tracing purposes. <u>Learn more</u> .	Check-in	
SERVICe Powered by		

# Need Help?

*If you would like assistance, please feel free to contact Kevin Broughton through* <u>kevinb@gippsanglican.org.au</u> *or calling the registry on* (03) 5144 2044.

# **Revision History**

Title:	How to set up QR Kiosk
Description:	Instructions on ensuring compliance with state government requirements for digital registration of visitors and workplace for COVID tracing purposes
Created By:	Kevin Broughton
Date Created:	Friday, 18 Jun 2021
Maintained By:	Registry Team
Classification / Distribution:	Pubic
Status:	Approved
Latest Version:	https://www.gippsanglican.org.au/resources/parish-resources

Version	Modified By	Modifications Made	Submitted
0.1	Kevin Broughton	Draft circulated for approval	18 Jun 2021
1.0	Kevin Broughton	Released	18 Jun 2021

## **Proprietary Information**

Prior to use, ensure this document is the most recent revision. To request a change, submit your changes to Executive Support (<u>kevinb@gippsanglican.org.au</u>)