



# USER MANUAL FOR FRONT LINE WORKER VACCINATION REQUEST



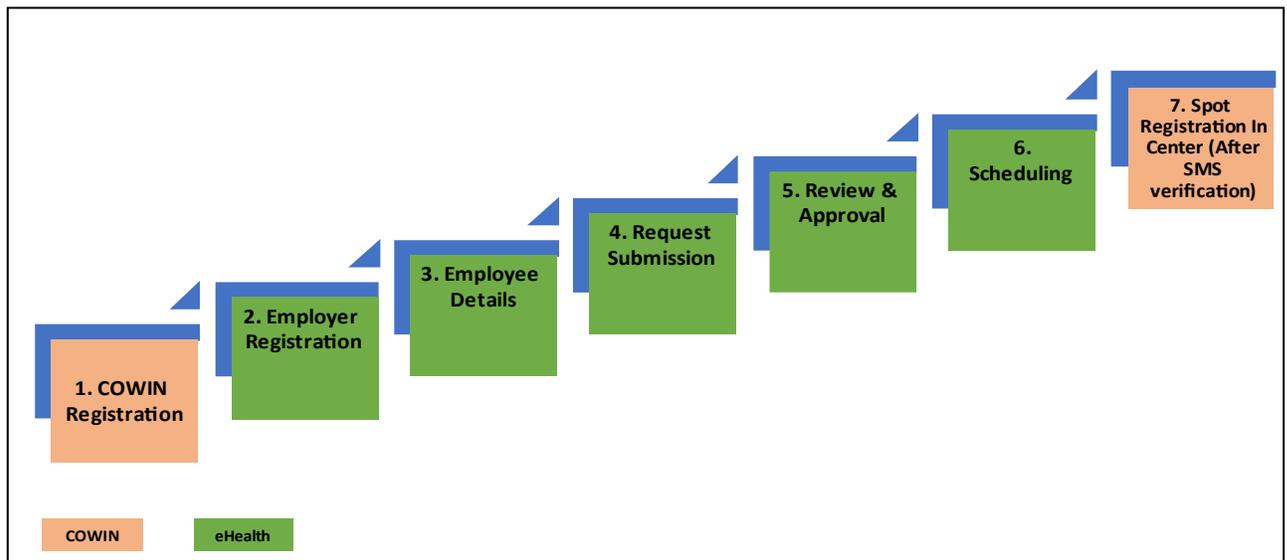
## 1. Overview

Employer or designated nodal officer (henceforth referred as Employer) of an organization in each district shall submit vaccination request for frontline workers between 18 to 44 age group who is working under them. Request must be done district wise.

COWIN registration is mandatory for submitting this request. COWIN reference number must be entered against each employee. District health authorities shall process the submitted request and once scheduled employee will get an SMS regarding vaccination date and venue details. Employee can show received SMS and employee ID card at vaccination center for verification.

## 2. Process Flow

### FRONTLINE WORKERS PROCESS FLOW



1. All employees must be registered under COWIN.
2. Employer or nodal officer registration will be done after Aadhar verification.
3. After registration employee details will be filled.
4. Request will be submitted after marking undertaking and Aadhar verification.
5. Request will be processed by district health team.
6. Once scheduled SMS will be sent to employee with vaccination center, date information.
7. At vaccination center on verifying the SMS received from eHealth portal spot registration will be done in COWIN and vaccination will be administered.

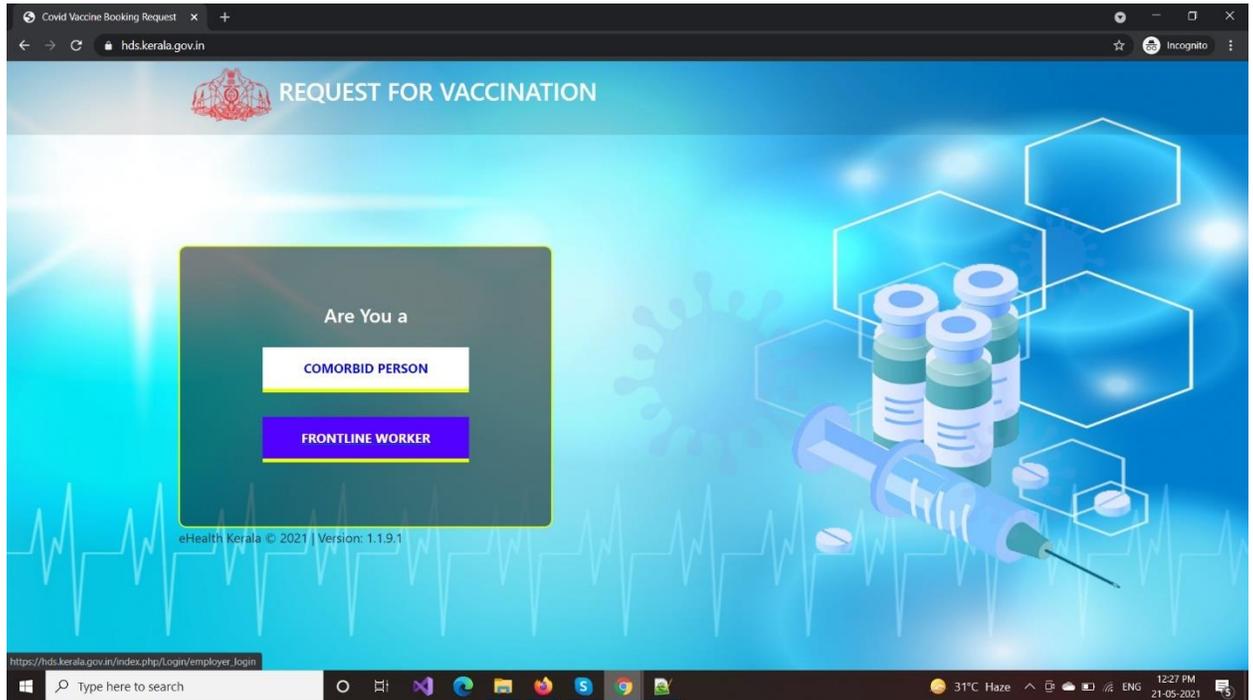


### 3. Employer/ Designated Nodal Officer Registration

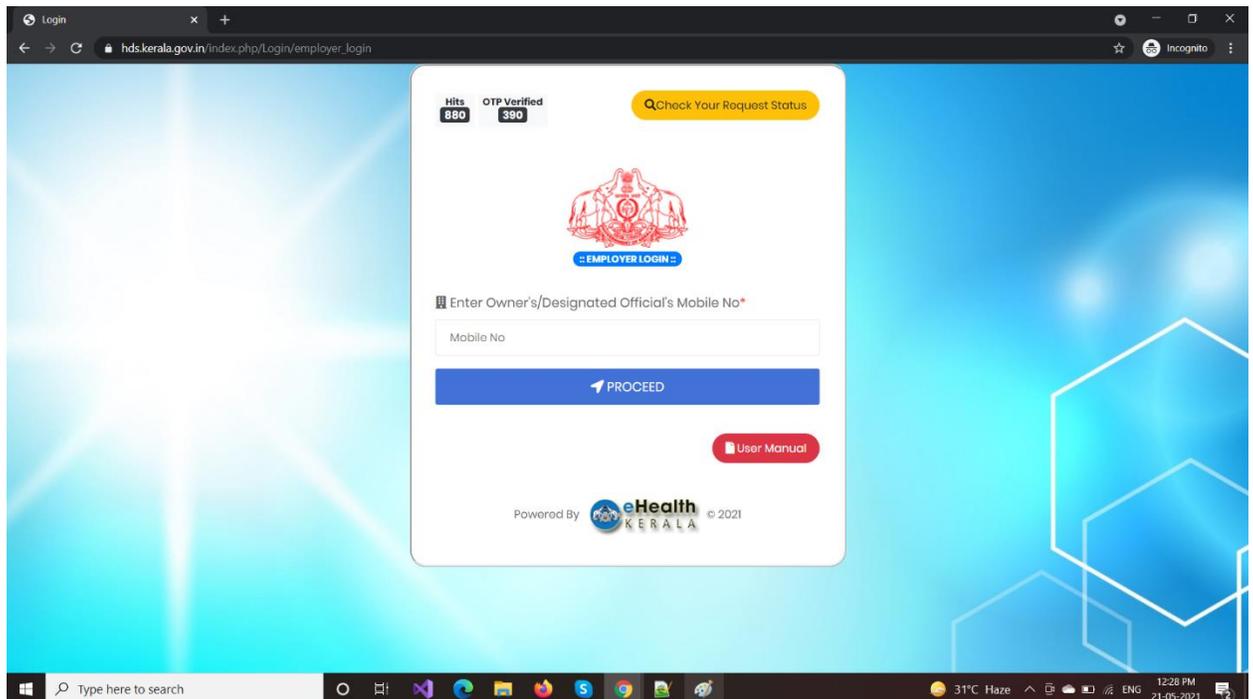
1. Type below URL in any browser in your computer.

<https://covid19.kerala.gov.in/vaccine/>

2. Select “FRONTLINE WORKER” option.

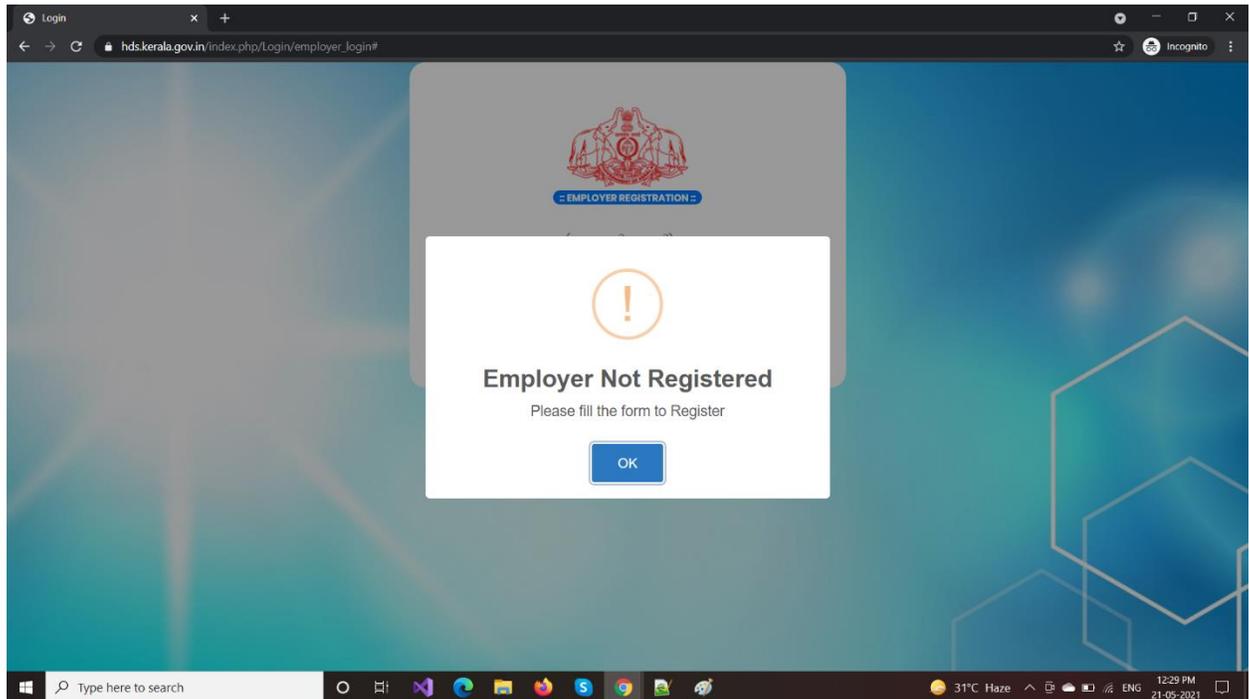


3. Enter employer or designated nodal officer's mobile number.

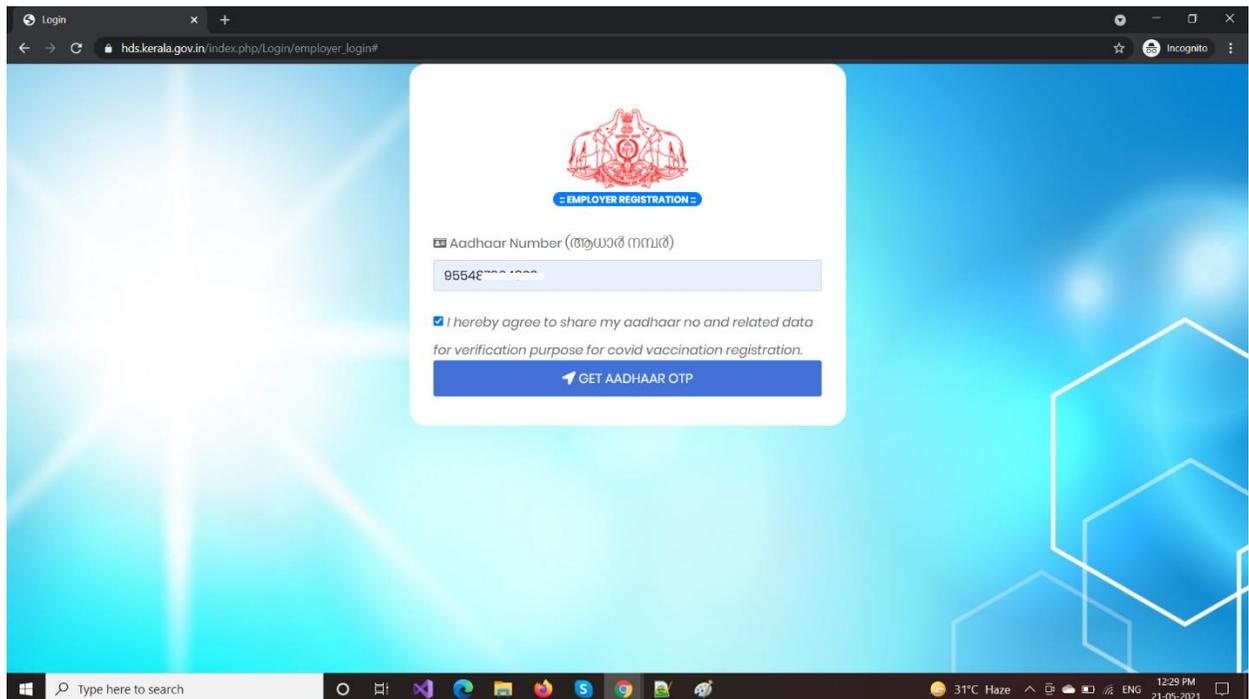


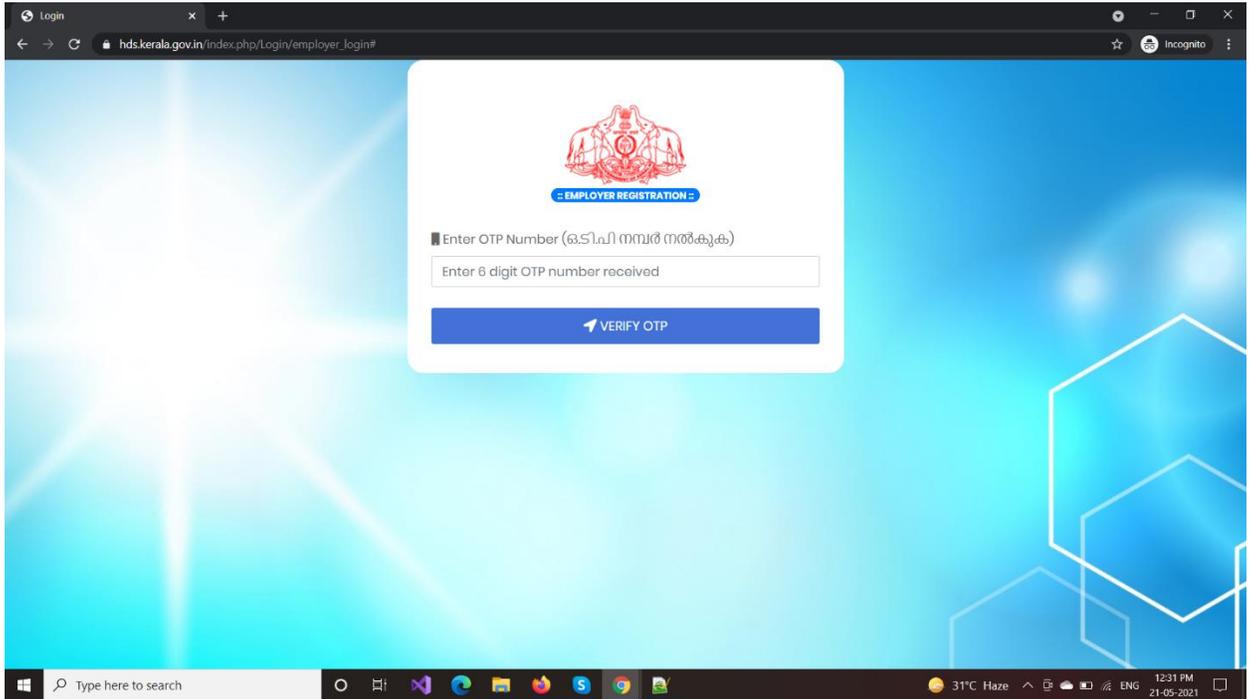


4. If employer is already registered the OTP received in his mobile number must be entered for verification.
5. If verified, and Employer not already registered, Employer Aadhaar number will be asked for Employer Authentication.



6. Enter employer or nodal officer's Aadhaar number and verify received OTP.





7. If authenticated / verified the Employer has to register.
8. Select Employer district.
9. Select Employer organization type (government / private).
10. Select the FLW category from the approved list (named as organizations in screens).
11. Enter organization name.
12. If organization type is government following details to be entered.
  - a. Employer Official ID card for upload
13. If organization type is private following details to be entered.
  - a. LSGD license number
  - b. LSGD license document to be uploaded
14. Employer or nodal officer name as in Aadhaar will be shown in the form (not editable)
15. Enter employer or nodal officer designation and employer number.



### Government Organization

The screenshot shows the 'EMPLOYER REGISTRATION' form for a government organization. The form is filled with the following details:

- District: THIRUVANANTHAPURAM
- Organization Type: Government
- Organisations: KSEB field staff
- Organisation Name: KSEB Trivandrum Petta Office
- Upload Government ID Proof: SampleDoc.pdf
- Your Name: Jayalatha C
- Your Designation: AE
- PEN / Government Employee No: 1234567890

The 'SUBMIT' button is visible at the bottom of the form.

### Private Organization

The screenshot shows the 'EMPLOYER REGISTRATION' form for a private organization. The form is filled with the following details:

- District: THIRUVANANTHAPURAM
- Organization Type: Private
- Organisations: Hotels and Restaurant staff
- Organisation Name: HOTEL ABCD
- LSGD License No: 12345/2021
- Upload LSGD License document: SampleDoc.pdf
- Your Name: Jayalatha C
- Your Designation: MD
- Employee Code: 999999999

The 'SUBMIT' button is visible at the bottom of the form.



16. Click “SUBMIT” button.

The screenshot shows the employer registration form on the eHealth Kerala website. The form fields are filled as follows:

- District(ജില്ല)\*: THIRUVANANTHAPURAM
- Organization Type (സ്ഥാപന തരം)\*: Government
- Organisation Name (സ്ഥാപനത്തിന്റെ പേര്)\*: [Empty]
- PEN / Government Employee No\*: 1231231231

A success message is displayed in a white box with a green checkmark:

**You have been registered !!!**  
 You can now add employees of your organization. You will now be redirected to the home page

Buttons: OK, SUBMIT (സമർപ്പിക്കുക)

Footer: Powered By eHealth KERALA © 2021

17. After successful employer registration, Employee details input screen will be displayed.

18. After registration next times onwards, employer have to enter mobile number and verify the OTP and directly proceed to employee adding screen.

The screenshot shows the employer login screen on the eHealth Kerala website. The form fields are as follows:

- Enter Owner's/Designated Official's Mobile No\*: Mobile No [Empty]

Buttons: PROCEED, User Manual

Footer: Powered By eHealth KERALA © 2021

Additional information at the top of the form:

- Hits: 882
- OTP Verified: 390
- Check Your Request Status button





EMPLOYEE REGISTRATION Form x +

hds.kerala.gov.in/index.php/Register/Addemployee

LOGOUT ✓ Check Employee status

Request for Vaccination

Employee Details							Add Employee
Name *	Gender *	Year of Birth *	Mobile No. *	Preferred Vaccination Center *	Cowin Registration No. *		
Arjun	Male	1990	9183281512	General Hospital Trivandru	8888888	Remove	
Mahesh	Male	1990	8888887665	Peroorkada DMH	00000000	Remove	

**Declaration \***

I hereby declare that the employee / list of employees which I have submitted for Covid vaccination is / are working in my institution and they belong to the category of Frontline worker in Covid care. I also declare that the above employee/ employees belong to the age group between 18 years and 44 years.  
I am aware that providing false information is an offence and that I am personally responsible for the above declared information.

Validate Aadhaar  Verify OTP

SUBMIT

Type here to search

31°C Mostly cloudy 12:53 PM 21-05-2021

#### 4. Employee Details Submission

- Once registration is completed employee entry screen will be displayed.
- Click “Add Employee” button.
- Enter employee name, gender, year of birth, mobile number, preferred vaccination center, COWIN registration number and click “Add employee” button to enter next employee.
- Read the undertaking form and select checkbox.
- Reenter the employer or nodal officer Aadhar number and validate OTP.



EMPLOYEE REGISTRATION Form x +

hds.kerala.gov.in/index.php/Register/Addemployee

LOGOUT ✓ Check Employee status

Request for Vaccination

**Employee Details** Add Employee

Name *	Gender *	Year of Birth *	Mobile No. *	Preferred Vaccination Center *	Cowin Registration No. *	
Arjun	Male	1990	9183281512	General Hospital Trivandru	8888888	Remove
Mahesh	Male	1990	8888887665	Peroorkada DMH	9999999	Remove

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Validate Aadhaar  Verify OTP

SUBMIT

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EMPLOYEE REGISTRATION Form x +

hds.kerala.gov.in/index.php/Register/Addemployee

LOGOUT ✓ Check Employee status

Request for Vaccination

**Employee Details** Add Employee

Name *	Gender *	Year of Birth *	Mobile No. *	Preferred Vaccination Center *	Cowin Registration No. *	
Arjun	Male	1990	9183281512	General Hospital Trivandru	8888888	Remove
Mahesh	Male	1990	8888887665	Peroorkada DMH	9999999	Remove

**Aadhaar Validated**  
OK

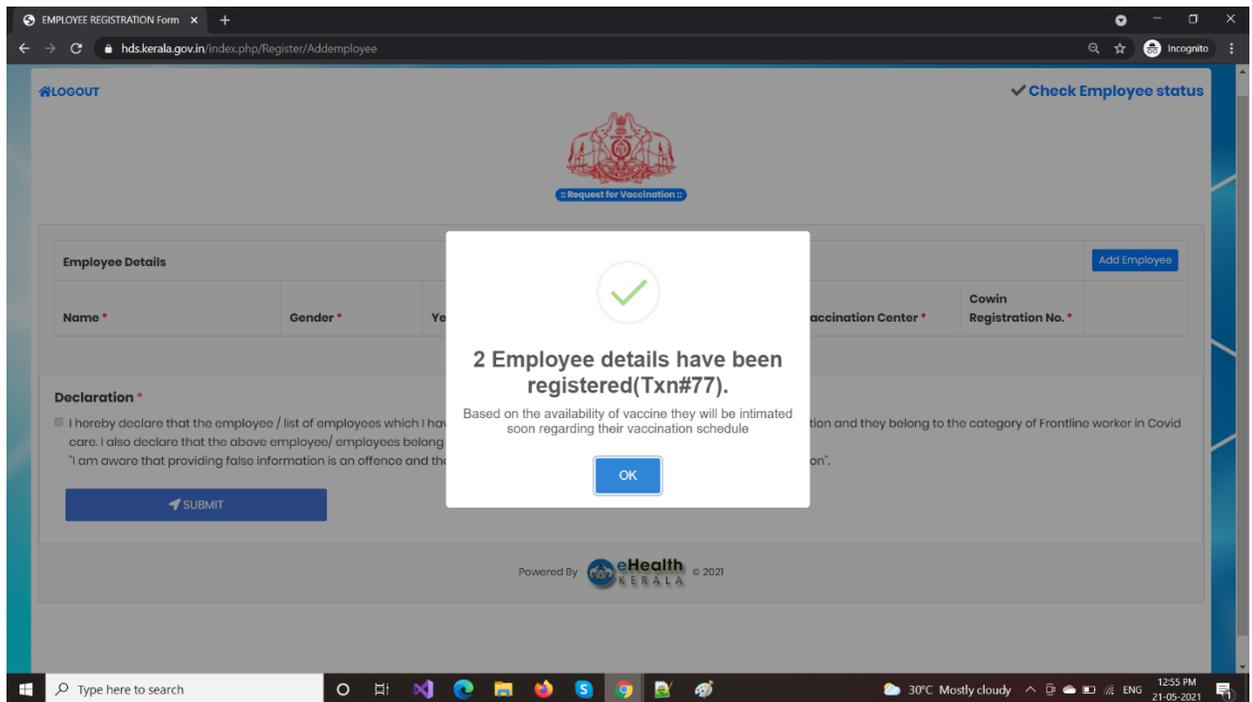
**Declaration \***

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"I am aware that providing false information is an offence and that I am personally responsible for the above declared information".

SUBMIT

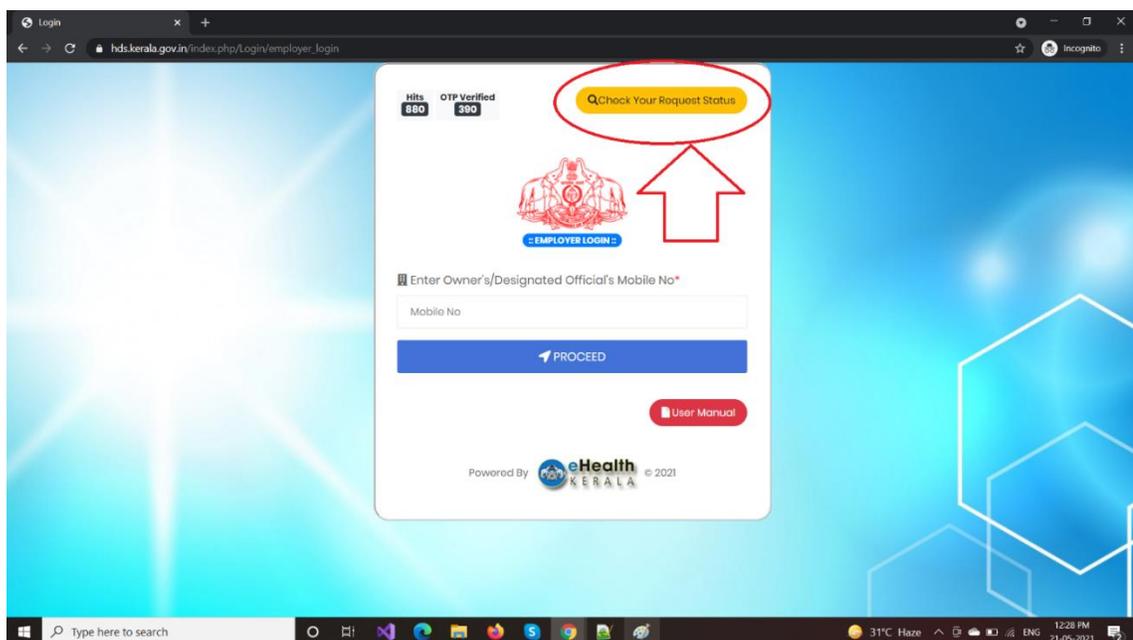
Powered By © 2021

- Submit request.
- Request will be sent to selected district health department.



## 5. Employee Status Check

- Employee can go to the “Check Your Request Status” to view the status.
- Employee can enter their mobile number, year of birth or COWIN registration number and view status.





Home

Overall Registration (All Kerala)  
Last Updated on 20.05.2021 - 14:00 Hrs

Total	Approved	Rejected	Pending	Scheduled
245	208	32	37	52

Administered 52

✓ Check your status  
(Atleast two details required)

📱 Mobile No.  
Mobile No

📅 Year of Birth (in YYYY format)\*  
--Select--

🏠 COWIN Registration No.  
Enter 14 digits COWIN REGISTRATION No

➡ CHECK STATUS

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## 6. Employer Status Check

- If employer can check the submitted request status he/she have to login with registered mobile number and click "Check Employee Status".

EMPLOYEE REGISTRATION Form

LOGOUT

Request for Vaccination

Employee Details

Name *	Gender *	Year of Birth *	Mobile No. *	Preferred Vaccination Center *	Cowin Registration No. *	
Arjun	Male	1990	9183281512	General Hospital Trivandru	8888888	Remove
Mahesh	Male	1990	888887665	Peroorkada DMH	99999999	Remove

➡ Check Employee status

Declaration \*

I hereby declare that the employoo / list of employees which I have submitted for Covid vaccination is / are working in my institution and they belong to the category of Frontline worker in Covid care. I also declare that the above employoo/ employees belong to the age group between 18 years and 44 years.  
"I am aware that providing false information is an offence and that I am personally responsible for the above declared information".

955487964823  558604



Employee Registration status as on 21-05-2021 12:55:PM

Transaction id 77 No. of Employees 2

Export

Search:

Transaction ID	Name	YOB	Gender	District	Mobile	Cowin Reg No	Preferred Center	Status	Entered On
77	Arjun	1990	Male	THIRUVANANTHAPURAM	9183281512	12312312312312	General Hospital Trivandrum	Pending	21-05-2021
77	Mahesh	1990	Male	THIRUVANANTHAPURAM	8888887665	12312311231233	Peroorkada DMH	Pending	21-05-2021

Showing 1 to 2 of 2 entries

Powered By eHealth KERALA © 2021

Type here to search

30°C Mostly cloudy

12:55 PM 21-05-2021

## 7. Bulk Employee Upload

- Bulk employee upload from excel is introduced. In employee adding screen click “Bulk Upload (Excel)”.

LOGOUT

Check Employee status

Request for Vaccination

↑ Bulk Upload(Excel)

Add Employee

**Employee Details**

Name *	Gender *	Year of Birth *	Mobile No. *	Preferred Vaccination Center *	Cowin Registration No. *
<input type="text"/>	<input type="text"/>				

**Declaration \***

I hereby declare that the employee / list of employees which I have submitted for Covid vaccination is / are working in my institution and they belong to the category of Frontline worker in Covid care. I also declare that the above employee/ employees belong to the age group between 18 years and 44 years.

"I am aware that providing false information is an offence and that I am personally responsible for the above declared information".

SUBMIT



- Select the undertaking note and validate Aadhar using OTP.

The screenshot displays the 'Request for Vaccination' form in a web browser. The page features the eHealth Kerala logo and a 'LOGOUT' link. The main content area contains a declaration section with a checkbox and a text box for the user's signature. Below the declaration, there is a text input field for the Aadhaar number and a 'Validate Aadhaar' button. The browser's address bar shows the URL 'http://localhost/vaccine\_web/Register/AddemployeeExcel'. The Windows taskbar at the bottom indicates the system time as 2:09 PM on 5/21/2021.

**LOGOUT**

**Request for Vaccination**

**Declaration \***

I hereby declare that the employee / list of employees which I have submitted for Covid vaccination is / are working in my institution and they belong to the category of Frontline worker in Covid care. I also declare that the above employee/ employees belong to the age group between 18 years and 44 years.  
"I am aware that providing false information is an offence and that I am personally responsible for the above declared information".

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**LOGOUT**

**Request for Vaccination**

**Declaration \***

I hereby declare that the employee / list of employees which I have submitted for Covid vaccination is / are working in my institution and they belong to the category of Frontline worker in Covid care. I also declare that the above employee/ employees belong to the age group between 18 years and 44 years.  
"I am aware that providing false information is an offence and that I am personally responsible for the above declared information".

Enter your Aadhaar No.  **Validate Aadhaar**

Powered By **eHealth** KERALA © 2021

Search for anything | 2:09 PM 5/21/2021



The screenshot displays the 'Request for Vaccination' form in the eHealth KERALA web application. The form includes a 'LOGOUT' link, a 'Request for Vaccination' button, and a 'Declaration' section with a checked checkbox and a text area. A text input field contains '539326' and a 'Verify OTP' button. The footer indicates 'Powered By eHealth KERALA © 2021'.

The second screenshot shows the same form with a modal dialog box overlaid, displaying a green checkmark and the text 'Aadhaar Validated' with an 'OK' button. The background form is dimmed, showing fields for 'Upload Employee Details', 'Preferred Vaccination Center', and 'Choose Excel File'.

- Sample excel template can be downloaded and filled with employee details.
- In case of bulk upload all employees in the list can be uploaded with common vaccination center. Vaccination center can be selected.
- Upload the prepared excel file.
- Once upload is completed success message with transaction ID will be displayed.



The screenshot displays the eHealth KERALA web application interface. At the top, there is a navigation bar with a "LOGOUT" link and a "Request for Vaccination" button. The main content area features a "Preferred Vaccination Center" dropdown menu, which is currently open, showing a list of centers including Adayamon PHC, Amachal PHC, Amboori PHC, Anad PHC, Anakudy PHC, Anchutheng CHC, Andoorkonam CHC, Aruvikkara PHC, Aryanad CHC, Attingal TH, Azhoor PHC, Balamapuram PHC, Bharathanoor PHC, and CDH Pulayanarkotah. Below the dropdown is a "Choose Excel File" section with a "Choose File" button and an "UPLOAD" button. A link is provided to download a sample excel file. The footer of the application states "Powered By eHealth KERALA © 2021".

The Windows taskbar at the bottom shows the system tray with the date and time (2:10 PM, 5/21/2021) and the system language set to ENG. An "Open" dialog box is overlaid on the application, showing the "Downloads" folder with several Excel files and a "PHPExcel" file. The "File name" field contains "sample" and the "Custom Files" dropdown is set to "Custom Files".



The screenshot shows a web browser window with the URL `http://localhost/vaccine_web/Register/AddemployeeExcel`. The page features a 'LOGOUT' link in the top left and a 'Request for Vaccination' button at the top center. Below these is a form titled 'Upload Employee Details' with a dropdown for 'Preferred Vaccination Center' and a file upload section. The file upload section includes a 'Choose File' button, the filename 'sample.xlsx', and an 'UPLOAD' button. A modal dialog is displayed in the center with the text ':: Uploading ::' and 'Uploading....Please wait ..... /'. At the bottom of the page, it says 'Powered By eHealth KERALA © 2021'.

This screenshot shows the same web application page as above, but with a successful completion modal dialog. The modal dialog contains a green checkmark icon, the text 'Uploading Excel List Success', and 'Txn Id is :154. Uploaded 7 Records from the list.' Below the text is an 'OK' button. The background form and page elements are dimmed. The browser window and Windows taskbar are also visible, showing the time as 2:11 PM on 5/21/2021.



## 8. Directions to Employer

- Each organization can deploy as many responsible 'Employers' for easy and effective submission of employees.
- Employers can submit multiple batches of employee.
- It is the responsibility of the Employer (Government or Private) alone to ensure that the employees submitted under his / her registration are as per the existing orders and guidelines issued by Government from time to time.
- The Approver (Health Department) will be ensuring the authenticity of the Employer and will approve the list of employees submitted by him/her.

## 9. SMS Notifications

- SMS will be sent to requested employer once request is approved or rejected by district health team.
- Once vaccination is scheduled SMS will be sent to individual employee mentioning vaccination center, date and timeslot.

## 10. Verification Done At Vaccination Center

- At vaccination center employee shall submit the following documents for verification
  1. SMS received regarding vaccination scheduling.
  2. ID proof to verify.
- Based on the verification spot registration will be done in COWIN and vaccinator will administer vaccine.

## 11. Frontline Workers Categories:

1. All workers in Oxygen manufacturing plants, Oxygen Distribution centers, Oxygen filling centres, Drivers of Oxygen tankers.
2. People with disabilities
3. Field staff of Indian Railways
4. Railway TTE and Drivers
5. Airport Field & Ground Staff
6. KSRTC Drivers & Conductors
7. Field Journalists of Media
8. Vendors at Fish Markets
9. Vendors at Vegetables Markets
10. HortiCorp field staff
11. Matsyafed field staff
12. Consumerfed field staff
13. KSEB field staff



14. Kerala Water Authority field staff
15. Petrol Pump Workers
16. Ward Health Members
17. Sannadhasena Volunteers
18. Home delivery agents
19. Head load workers
20. News Paper distributors
21. Milk Distributors
22. Staff at Check post
23. Staff at Toll Booth
24. Hotels and Restaurants Staff
25. Staff of Shops providing essential supplies
26. Citizen services centres staff
27. Ration shop staff
28. Geriatric care workers
29. Palliative care workers
30. Beverages Corporation workers
31. Field officer of Labour Dept
32. Field officers of Telecom Dept