

# Guide for Online Visitation Booking

# Visitation Booking

- Main spokesperson is to register all authorised visitors into the Visitation Management System
- Upon completion, visitors can then proceed to make their own appointments to visit the elder
- Alternatively, the main spokesperson can also make appointments on behalf of the visitor
- Instructions are in the next slide

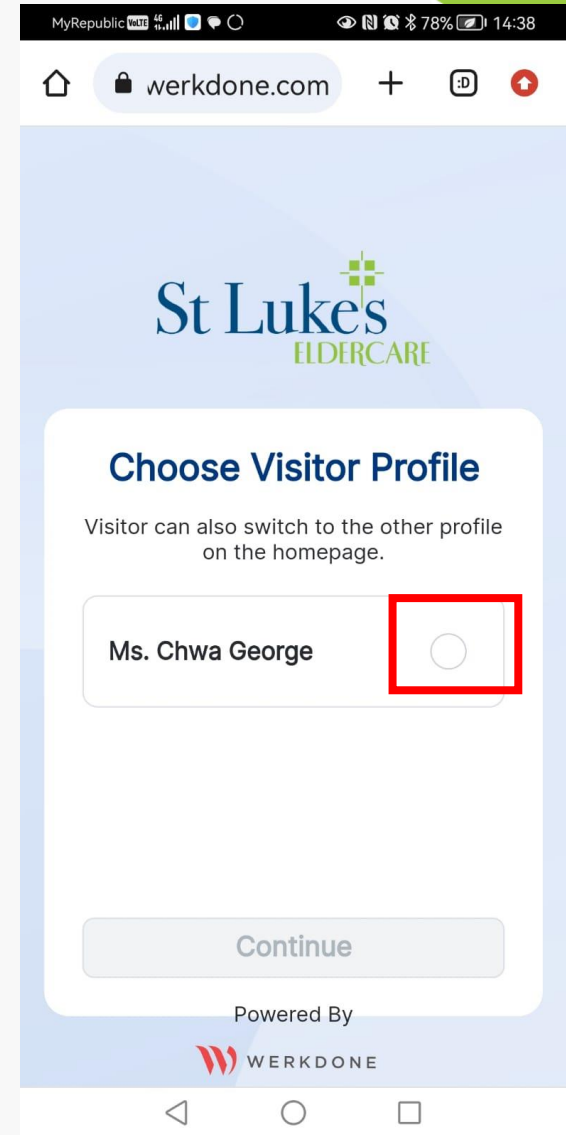
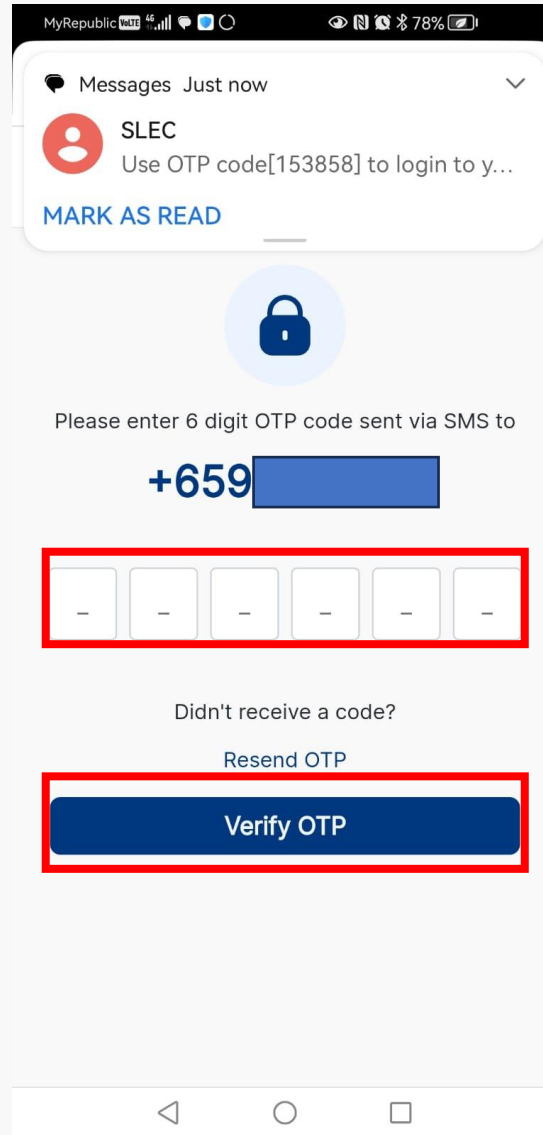
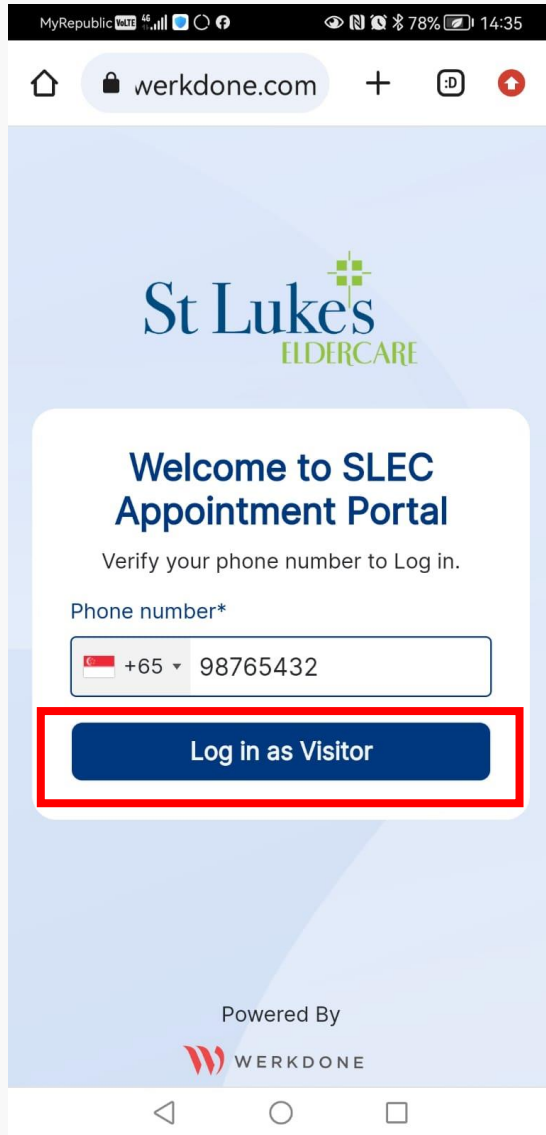
# Visitation Booking

- Upon admission of elder, you would receive an SMS message as the main spokesperson for your elder. Click on link to Proceed.

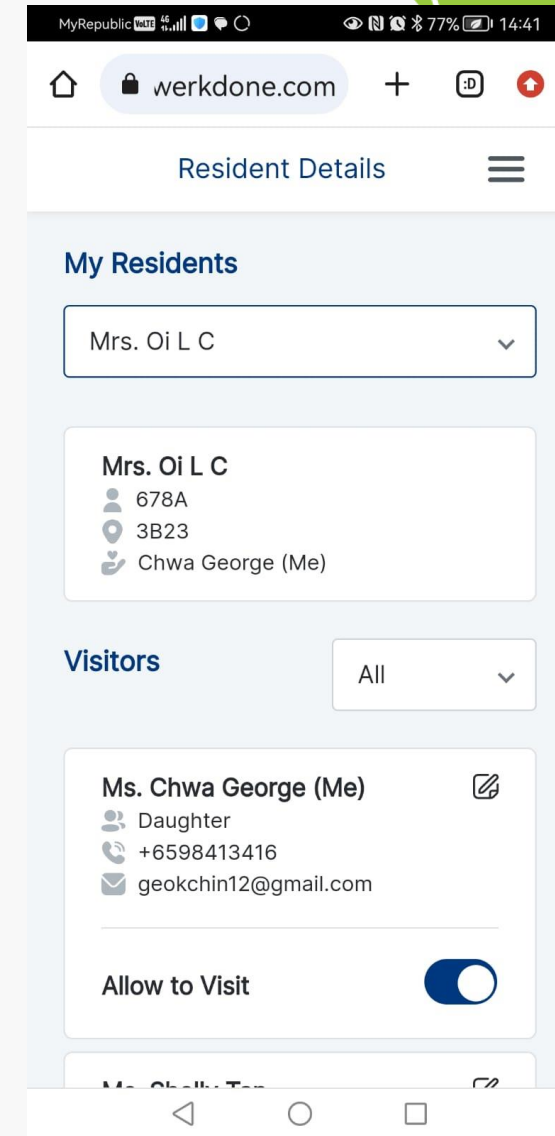
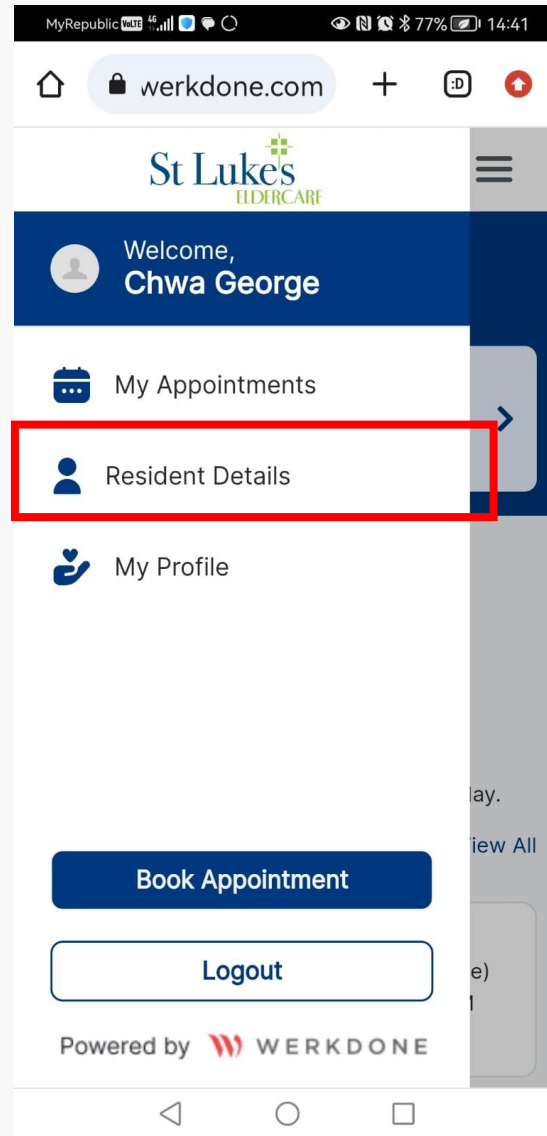
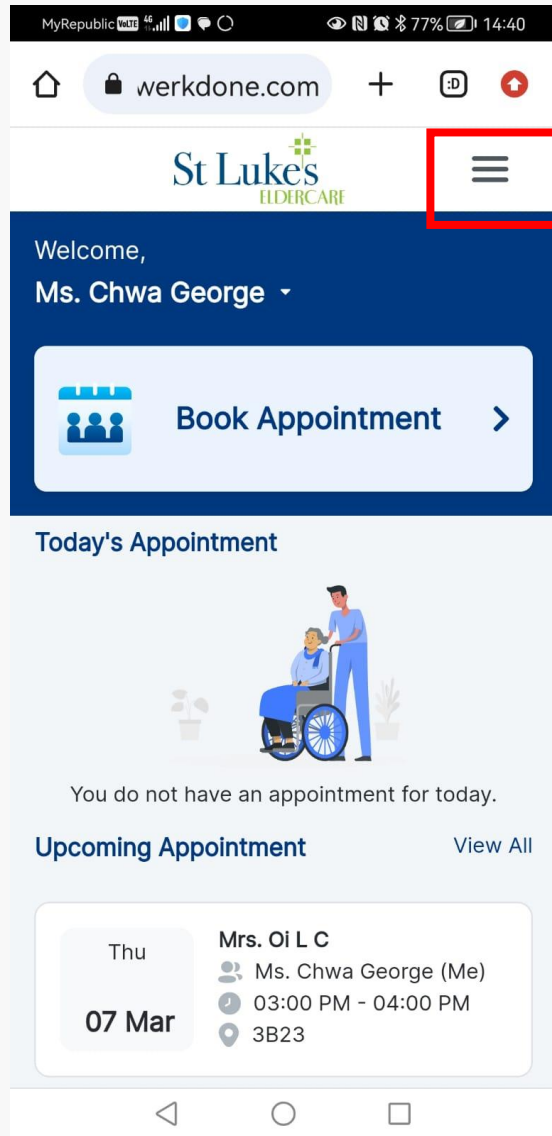
You've been registered as a Main Spokesperson for Household 3B12. Click link below to book first appointment

[outtst.werkdone.com/VMS\\_UI/login](http://outtst.werkdone.com/VMS_UI/login)

# Visitation Booking - Login



# Visitation Booking – Adding Visitor



# Visitation Booking – Adding Visitor

Resident Details

Allow to Visit

Mr. Chwa George Son

Others  
+6598413416  
-

Allow to Visit

Ms. Dolly Oi Daughter

Others  
+6598413416  
-

Allow to Visit

1 to 7 of 7 items

**Add Visitor +**

werkdone.com

Visitor Registration

Visitor Information

Full Name \*  
Lim Meng Meng

Salutation  
Mr.

Relation to Resident  
Son

Mobile Number \*  
+65 9988 7766

Email (Optional)  
example@mail.com

**Submit**

Visitor Registration

Resident Details

Mrs. Oi L C  
678A  
3B23  
Chwa George (Me)

Visitor Details

VISITOR NAME  
**Mr. Lim Meng Meng**

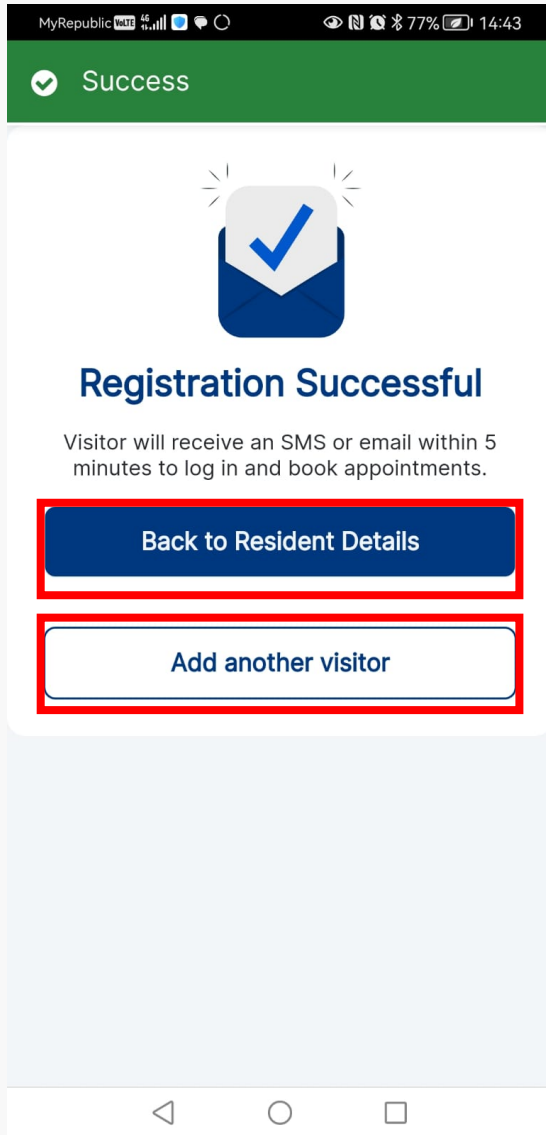
RELATION TO RESIDENT  
Son

MOBILE NUMBER  
+6599887766

EMAIL  
-

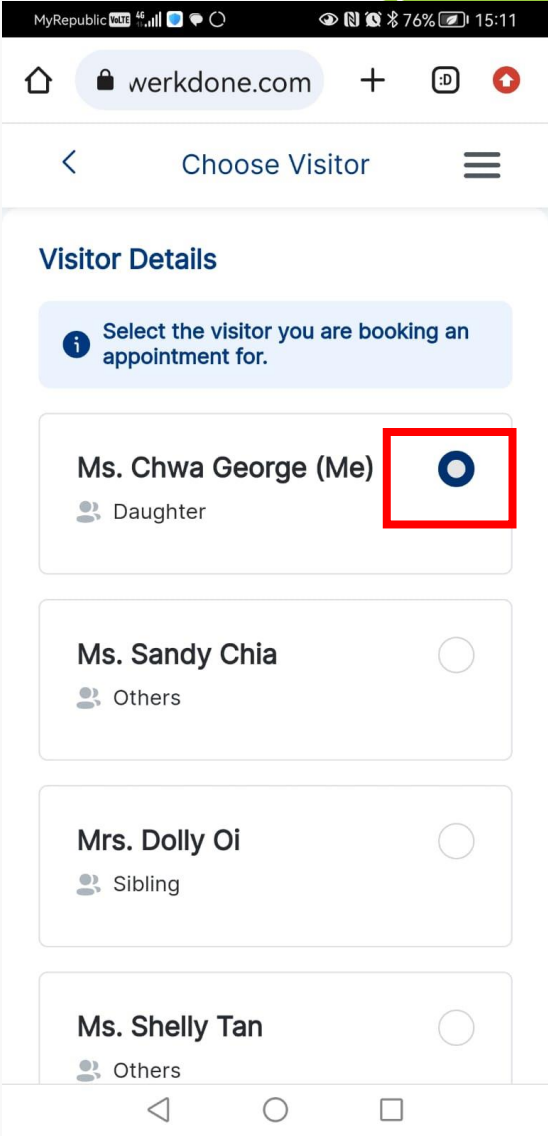
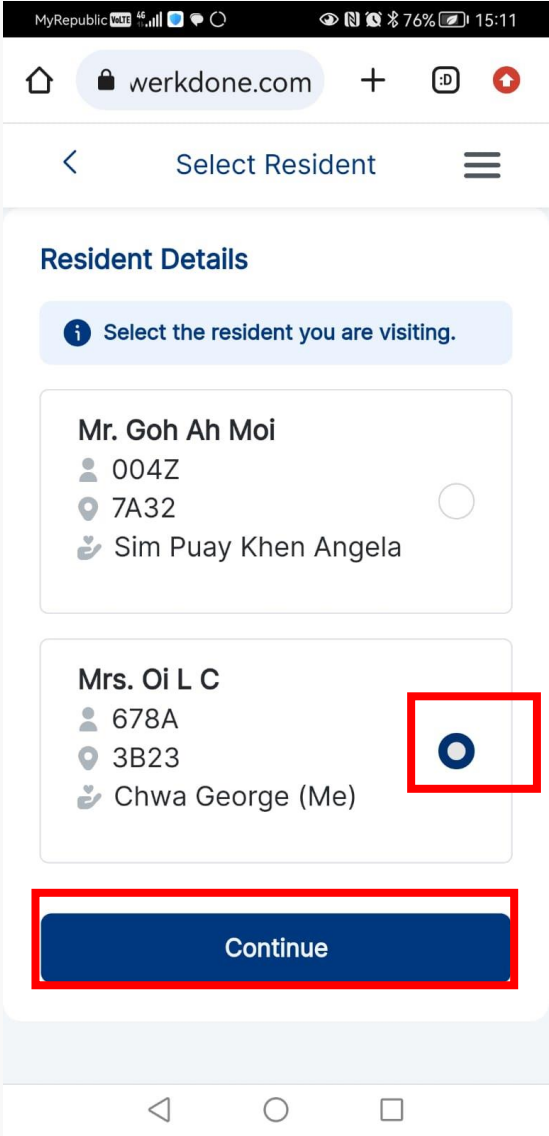
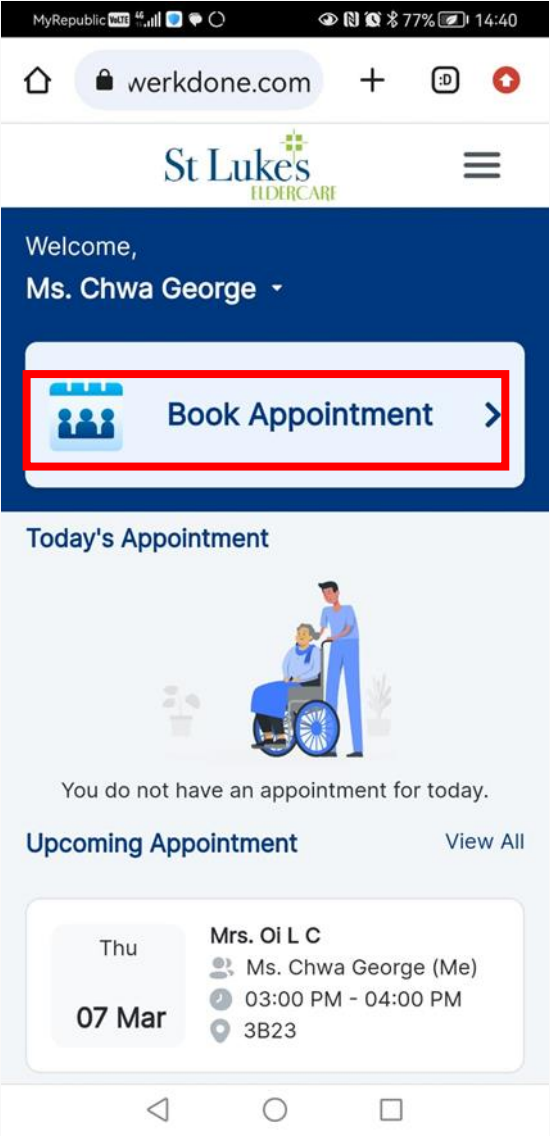
**Register**

# Visitation Booking – Adding Visitor



- Repeat <Add another visitor> for each authorised visitor

# Visitation Booking – Making Appointment





# Visitation Booking – Making Appointment

MyRepublic 4G LTE 76% 15:11

< Choose Visitor ☰

Ms. Dolly Oi Daughter

Others

Mr. Lim Meng Meng

Son

Mr. Chwa George Son

Others

Mr. Stanley Chia

Others

**Continue**

MyRepublic 4G LTE 76% 15:12

< Book Appointment ☰

Chwa George

**Visitor Details**

Ms. Chwa George

Others

+6598413416

geokchin12@gmail.com

**Date of Visit**

Select Date

**Book Appointment**

MyRepublic 4G LTE 76% 15:13

< Book Appointment ☰

Chwa George

2024  
**Fri, 8 Mar**

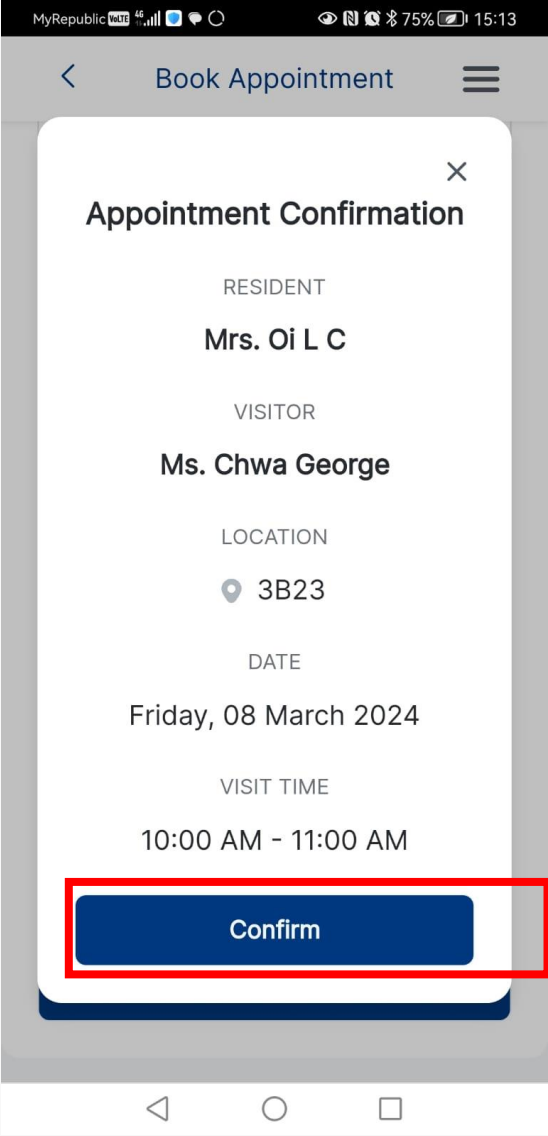
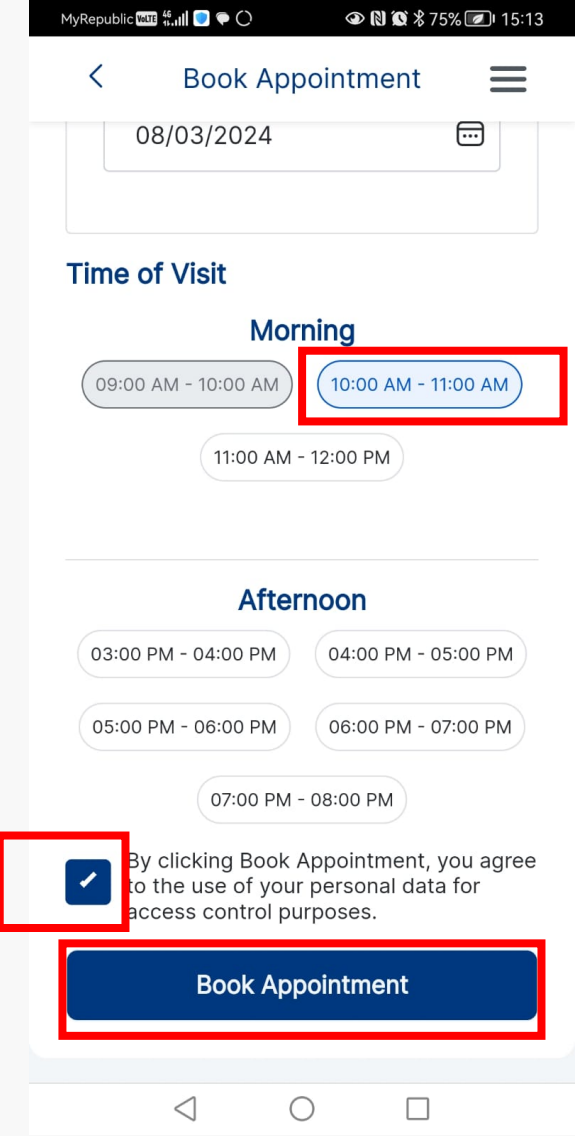
March 2024 >

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	<b>8</b>	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**CLEAR CANCEL SET**

**Book Appointment**

# Visitation Booking – Making Appointment



Your appointment to visit Resident 3B23 has been created. Your QR code for entry can be accessed at [outtst.werkdone.com/VMS\\_UI/apt/FIX8Qk1](http://outtst.werkdone.com/VMS_UI/apt/FIX8Qk1)