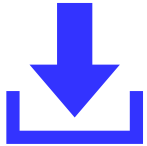




Communication Pack: UTrace Contact Tracing App

1



Install
Microsoft
PowerApps



2



Login app using
UTP ID and password

shahrul.helmi@utp.edu.my

Enter password

Password

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

3



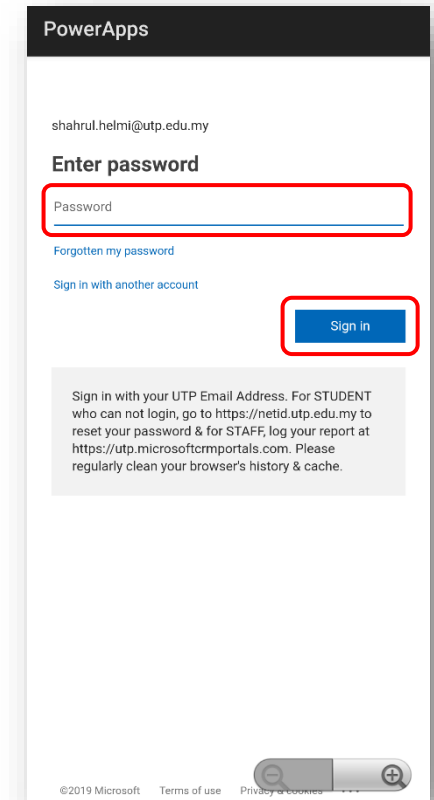
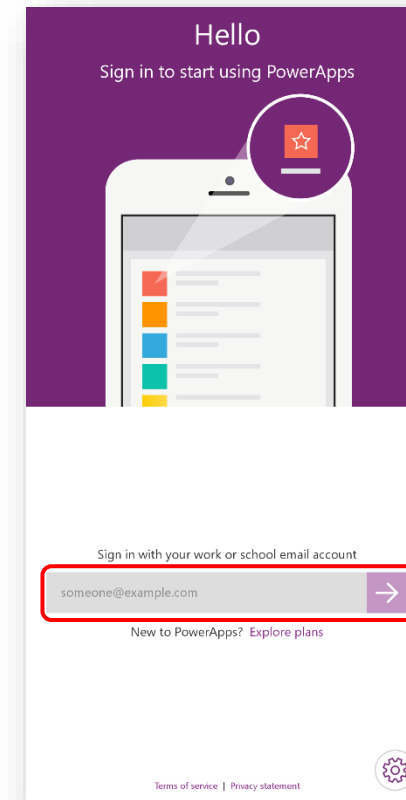
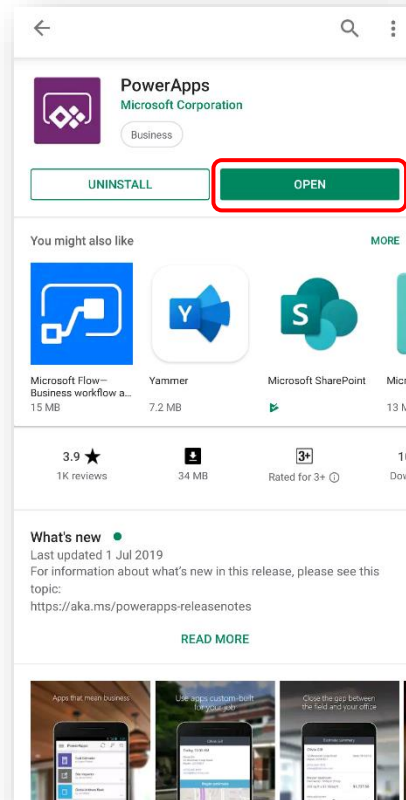
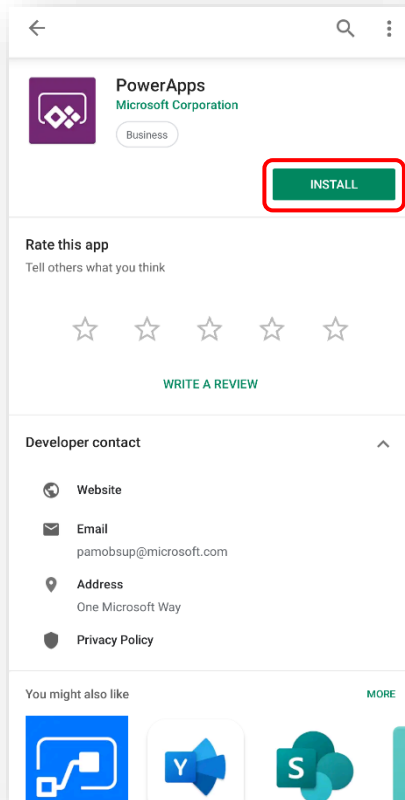
- Open UTrace
- Show your QR Code at designated Security Checkpoints



To expedite the check-in/out process at the Guardhouse, below is your QR Code. Note: This is still in testing phase.



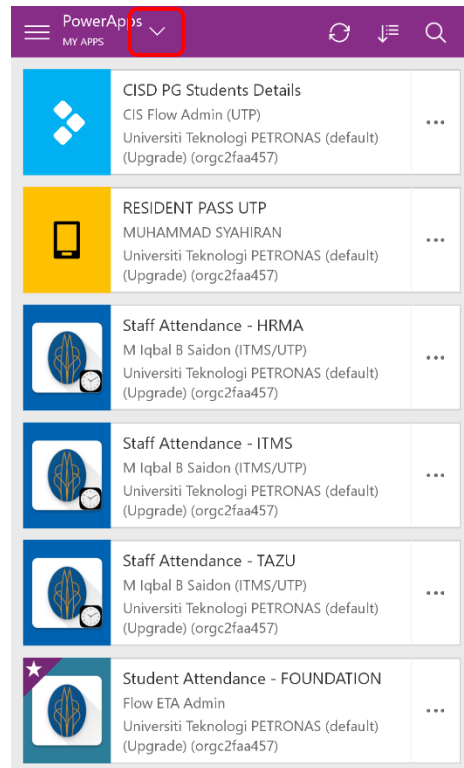
UTrace App User Guide: How to Install and Login to PowerApps



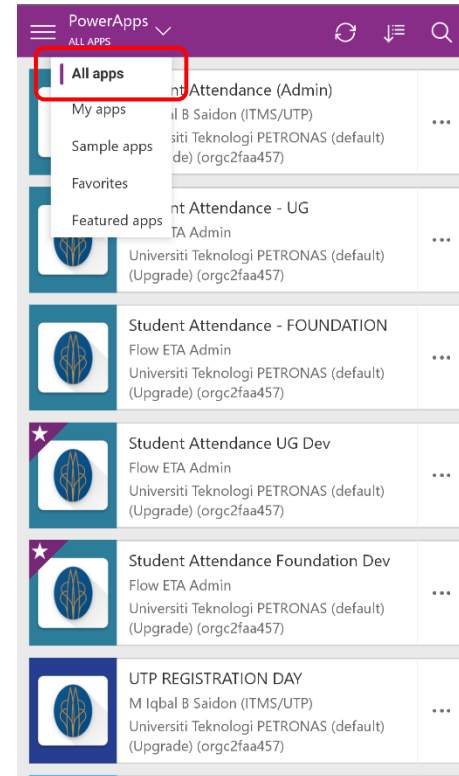
Install *Microsoft PowerApps*
from **Play Store** or
App Store

Open *PowerApps* and login with your UTP email account
and password (1 time only)
e.g. : ali.ahmad@utp.edu.my

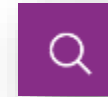
UTrace App User Guide: How to Select Apps



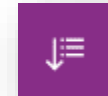
Tap the  downward arrow



Choose *All apps* to view the available apps



Search the PowerApps application
Search for *UTrace* and open the app.

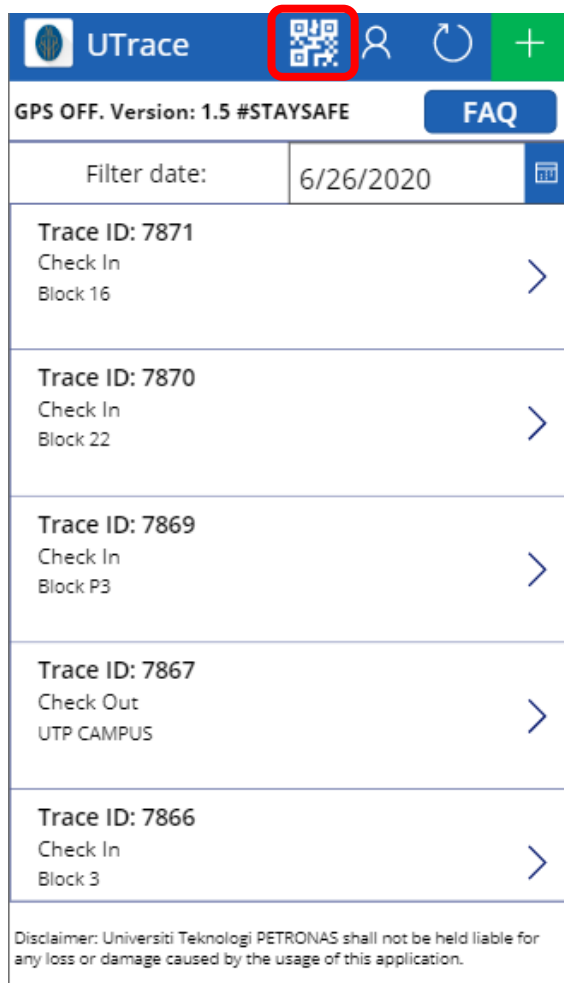


Sort PowerApps application



Refresh PowerApps data

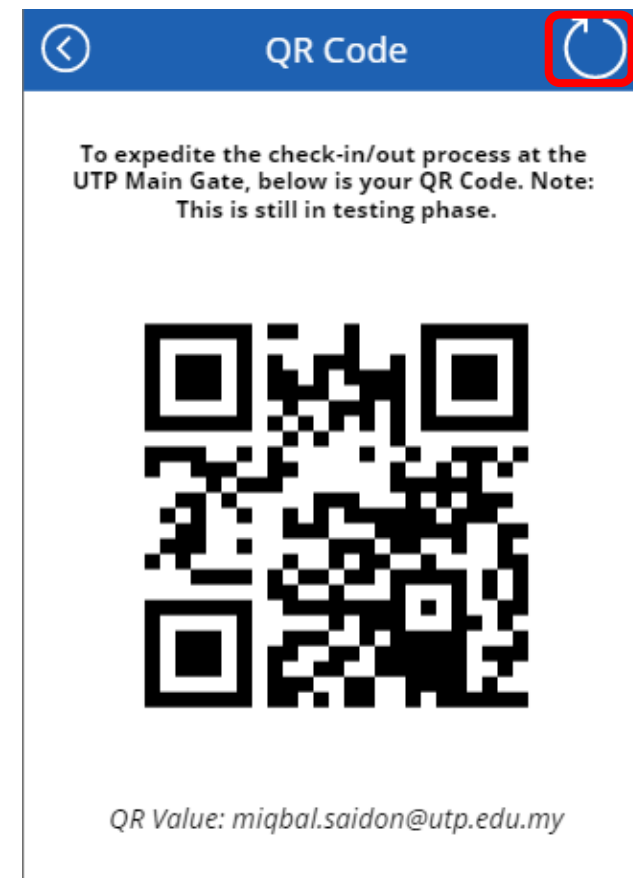
UTrace App User Guide: How to Check In / Out at Checkpoints



1 Tap on the QR Code icon to display your QR code.

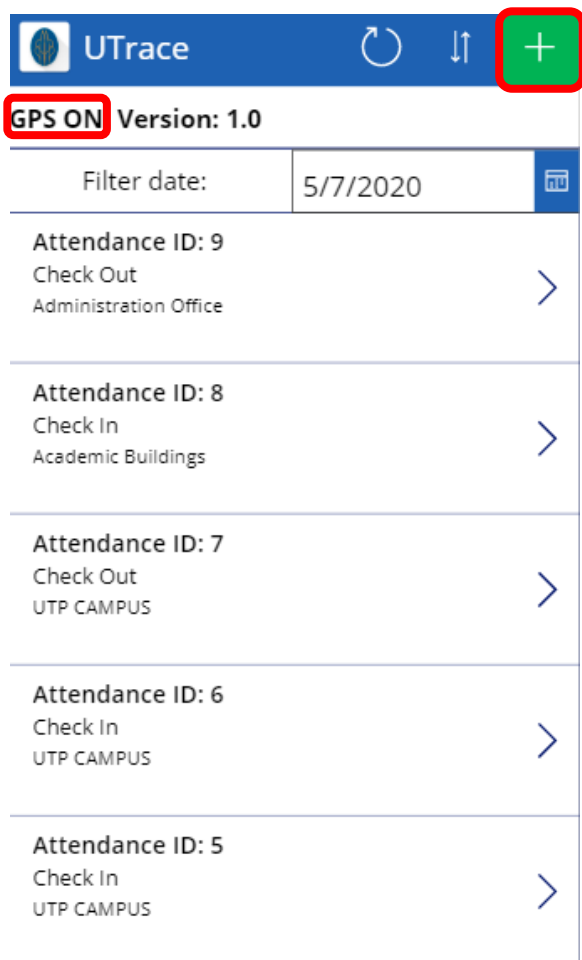


2 Show your QR code to be scanned by Checkpoint personnel.



3 Tap on the Refresh icon if your QR Code is not visible.

UTrace App User Guide: How to Check In / Out at Location



UTrace

GPS ON Version: 1.0

Filter date: 5/7/2020

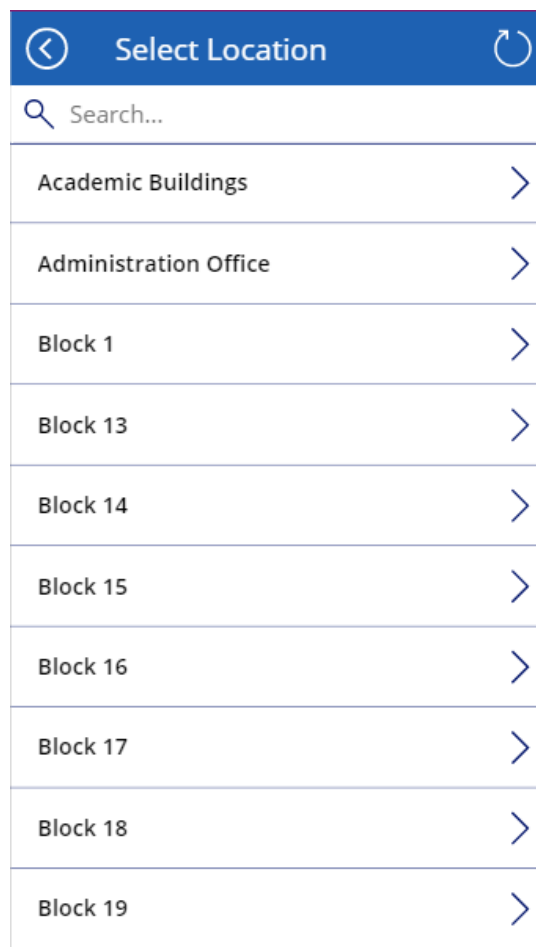
Attendance ID: 9
Check Out
Administration Office

Attendance ID: 8
Check In
Academic Buildings

Attendance ID: 7
Check Out
UTP CAMPUS

Attendance ID: 6
Check In
UTP CAMPUS

Attendance ID: 5
Check In
UTP CAMPUS



Select Location

Search...

Academic Buildings

Administration Office

Block 1

Block 13

Block 14

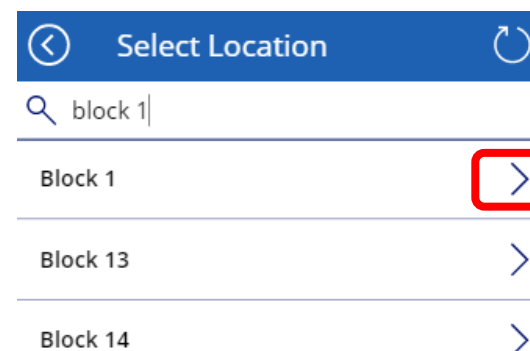
Block 15

Block 16

Block 17

Block 18

Block 19



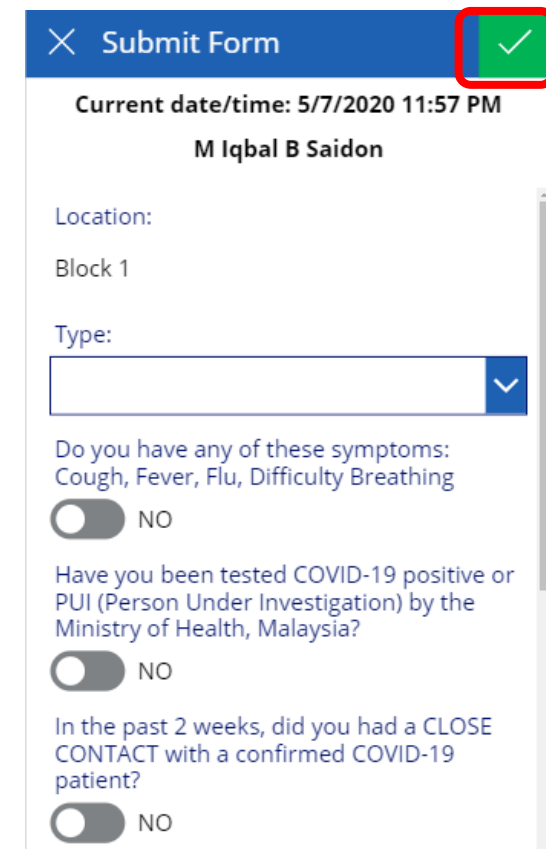
Select Location

Search block 1

Block 1

Block 13

Block 14



Submit Form

Current date/time: 5/7/2020 11:57 PM
M Iqbal B Saidon

Location:
Block 1

Type:

Do you have any of these symptoms:
Cough, Fever, Flu, Difficulty Breathing
☐ NO

Have you been tested COVID-19 positive or
PUI (Person Under Investigation) by the
Ministry of Health, Malaysia?
☐ NO

In the past 2 weeks, did you had a CLOSE
CONTACT with a confirmed COVID-19
patient?
☐ NO

1 Tap **+** to record your location
**** Make sure your GPS is ON**

2 Select your current Location
Choose **UTP** or **Others** if you
are unsure.

3 Tap **>** after you select
your location.

4 Tap the **✓** icon to
Check In/Out of your
current location.

Q : UTrace screen is blank. Why is it blank?

A : Your device is not connected to the internet. You must connect your device to the internet and click the refresh button.

Q : Why is my GPS OFF?

A : User needs to enable location in your device.

For Android user:

- Go to Setting > Manage Apps > search Power Apps > Apps Permission > Enable the location.

For Windows 10 user:

- Go to Start > Search Location > Enable Location Service.

***Re-launch the apps and make sure your GPS is ON.**

Q : What about my privacy? Will the app detect my location even if I'm outside of UTP?

A : The app will only capture your location upon you submitting the form. No data will be sent otherwise.

Q : Where can I use this app?

A : You can use and open the app anywhere in the campus. Your attendance record will automatically capture your current GPS position and will only be recorded upon the form submission.

Q : How to download Microsoft PowerApps ?

A : For Android user, you can download it at Google Play. Search Microsoft PowerApps at the search bar and download it. For iOS, search for Microsoft PowerApps in the Apple App Store.

Q : What is the minimum Android version supported to use Power Apps Application?

A : For Android users, Power Apps Application requires Android 5 or later.

Q : What file format that can be upload in the attendance record?

A : The file that you can upload is JPEG, PNG, PDF.

Q : I can't seem to find the Microsoft PowerApps.

A : Kindly log your case in [UCS Portal](#) for assistance.