



# VacciFiler

*Keep a securely stored electronic copy of Covid-19  
Vaccination Record Cards for you and your family.*

## Application Help Guide



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# Foreword

*The main purpose of this app is to enable the user to create and maintain a digital **Folder of Covid-19 Vaccination Cards** securely stored locally on an Apple iPhone, iPad, or iPod touch device.*

*The digital Folder can contain user defined text and images for the device owner and related family members.*

*These record cards can be safely presented by the device owner for identification or proof of Covid-19 vaccination.*

***All information supplied by the user is stored locally on the device and kept private, not being exposed by the app to any other app or web-based entities. No internet connection is required to use the app.***

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IV. Covid-19 Vaccination Records

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# I. Overview

**'VacciFiler'** securely manages **Covid-19 Vaccination Record Cards** in digital form for back-up retention and on-demand personal identification purposes.

Also, a **Covid-19 Vaccination Record Card** can be promptly displayed by the device owner to present vaccination credentials of other family members.

For obvious security reasons, **Covid-19 Record Card** functions require that the device Owner activated the app login protection feature.

**NOTE:** The app does not depend on being connected to the Internet, or a Local Area Network (LAN) and can be used in Airplane Mode.

All user-data is securely stored locally on the device and access-protected with owner configured password and/or a biometric type authentication method (e.g. Touch ID, Face ID).

**'VacciFiler'** is developed as a universal app, targeted for iPhone, iPad, or iPod touch devices.

iOS 11.0 (and later) must be deployed on the device to install the app from the App Store.

## II. App Installation



'VacciFiler' app is downloaded from the Apple App Store directly onto the owners device, running iOS/iPadOS version 11.0+. The app is specifically designed to only function on iPhone, iPod touch, or iPad units without requiring any network connectivity.

The app will start in preparation for initializing the operational environment by requesting authentication credentials from the device owner. Certain start-up views will be displayed to guide through the setup process.

The following example screen shots represent the installation sequence on an iPhone XR.

## App Installation Notice

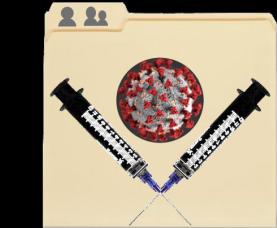
For privacy reasons, it is required to set up your own 'VacciFolder' app login credentials.

You will then be able to securely:

- 1) Enter and display Vaccination Records for you and your family.
- 2) Make Widgets (iOS/iPadOS 14+ only) to show on the Home or Lock Screen.

NOTE: All user data are securely stored internally on your 'iPhone Xr' device.

OK



'VacciFiler'  
Activation on your:

iPhone Xr

Version: 2.3

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(i)

→ Next

## App Installation Steps

① Define the Device Owner

② Configure your Login Credentials

③ Enter your Vaccination Data

→

GO!



### Device Owner Info

#### Unique User ID

Enter a Unique User ID

#### First Name

Enter First Name

#### Last Name

Enter Last Name

#### Nickname (optional)

Enter Nickname

#### (Optional) Date of Birth

January 17 2022

(i)

→ Next

## Person ID:

Assign a Person ID to uniquely identify the owner of a Vaccination Record (minimum of 5 characters)

## First/Last Name:

The Owners First and Last Name

## Nickname:

The Owners Nickname (optional)

## Date of Birth:

The Owners DoB (optional)

The Information is used by the app to associate an imported image of a vaccination document

to be sufficient for authentication purposes.



To prevent unauthorized access to the features of the '**VacciFiler**' app, you need to provide the following-

**Password:**  
Minimum of four Characters

**Security Question:**  
Pick one of the presented options.

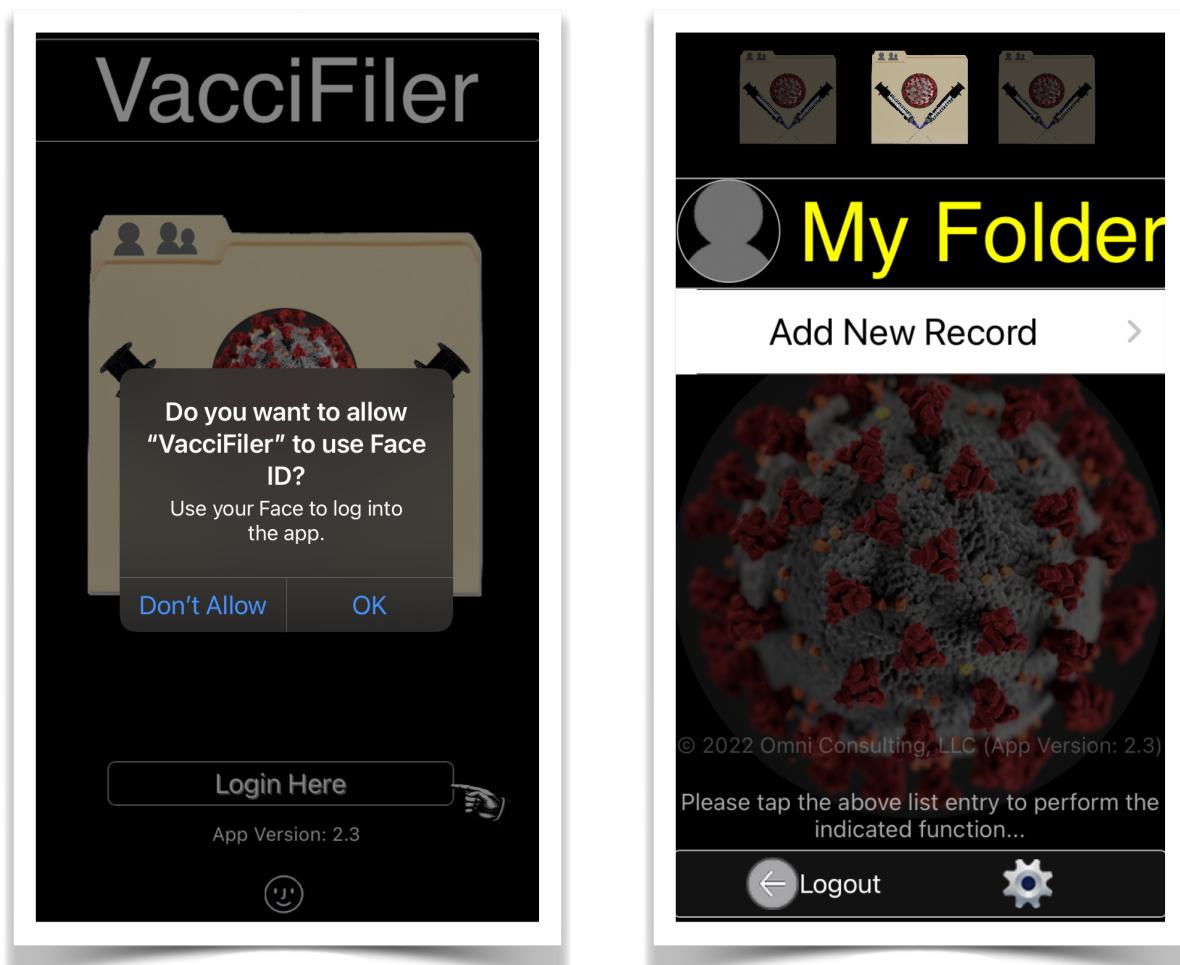
**Security Answer:**  
This is your response that is assigned to the Security Question.

**IMPORTANT:** The security Question/Answer pair is required in case you wish to change or recover the app login password.

If the login password cannot be recovered, then the only way to re-enable access to the app features is by deleting and re-installing the app from the App Store, resulting in the loss of data.

Upon completion of the setup procedure, the user is presented a login screen to authenticate in order to open the app for general use.

The initial screen will enable the device owner to add the first Covid-19 Vaccination Record information into the app database by tapping the ‘Add New Record’ list entry. Touching the ‘My Folder’ heading will display a general information view, while tapping the ‘Person’ icon allows for changing the image.



### **III. Privacy and Data Protection**

All data collected to meet the functional objectives of this app ('**VacciFiler**') are securely stored internally on your device and **not** uploaded to a remote server, iCloud, or any other Internet-based repository/service.

There is no '**VacciFiler**' Cloud.

There is no **registration** by forcing you to set up an account with the app developer (**Omni Consulting, LLC**), or registering any of your **Covid-19 Vaccination Card** data.

There is no **Profiling**. Neither **Apple** nor the app developer can see any of the information that is entered by you.

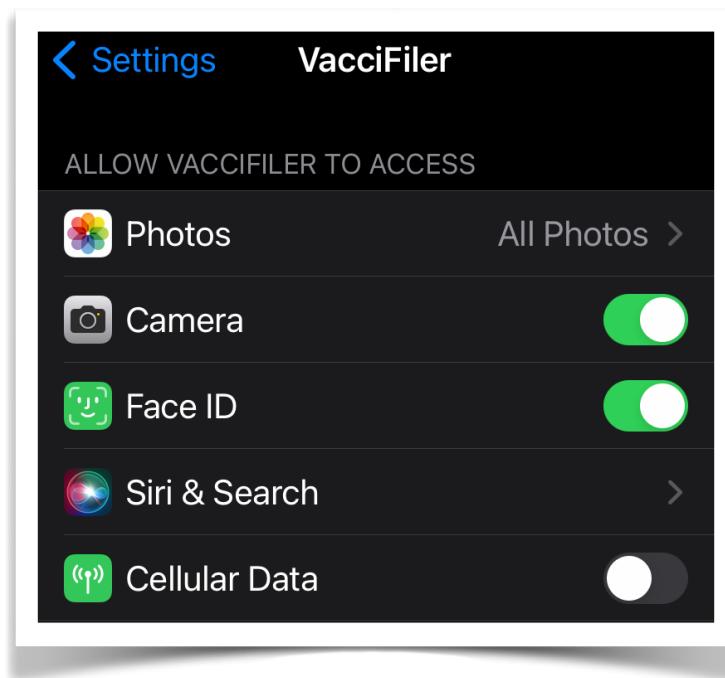
Recording and analyzing data is not the developers business model. We fully support the privacy initiatives spearheaded by **Apple**, and therefore publish '**VacciFiler**' exclusively on **iOS** and **iPadOS** platforms.

Users can manage their data in confidence being assured that their information is kept private on the device on which the app is installed from the **Apple App Store**.

The user can control the apps' iOS Privacy settings based on certain functions to be performed.

Typical allowed features include access to:

1. *Camera to take a photo of an original Vaccination Card for import into the app localized data base*
2. *Photos to retrieve an existing Vaccination Card image already stored on your device*
3. *Face/Touch ID to allow quick and secure app authentication*



Devices running iOS V14+ and supporting Long-press and/or 3D Touch gestures, when applied on the app icon of the Home Screen, will project the owners digital Vaccination image in Widget appearance.

Access to the app features requires authentication by means of user log-in credentials from the Dashboard.

## **IV. Covid-19 Vaccination Records**

- A. Add New Record
- B. List/Edit Record
- C. Show Widget

### **Overview**

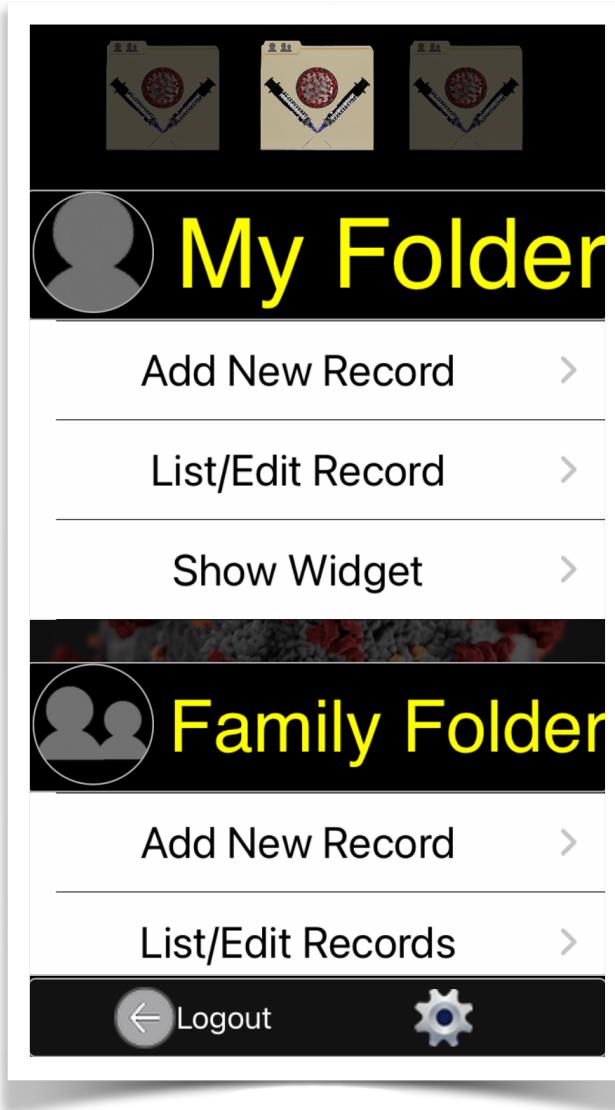
The app allows for the registration and secure storage of **Vaccination Record Cards** based on Covid-19 vaccination documentation received by the device owner.

Multiple Record Cards can be entered per person, corresponding to the number of Covid-19 vaccinations that were administered.

The user has the option to display a Covid-19 **Vaccination Record Card** for identification purposes.

The device owner may also create a widget for display on the device Home Screen (requires iOS 14+), and/or show the Record Card image via a short-cut option by pressing the app icon.

Vaccination Record data management is separated by two virtual Folder Categories:



### 1. My Folder

This folder is used to store information specifically related to the owner of the device on which the app is installed, or the primary user of the app who also received a Covid-19 vaccine/booster dose.

### 2. FAMILY FOLDER

This folder, if applicable, is intended to store information for any other family members who also received a Covid-19 vaccine/booster dose.

The following functions are available, differences between the two Folder classifications are indicated:

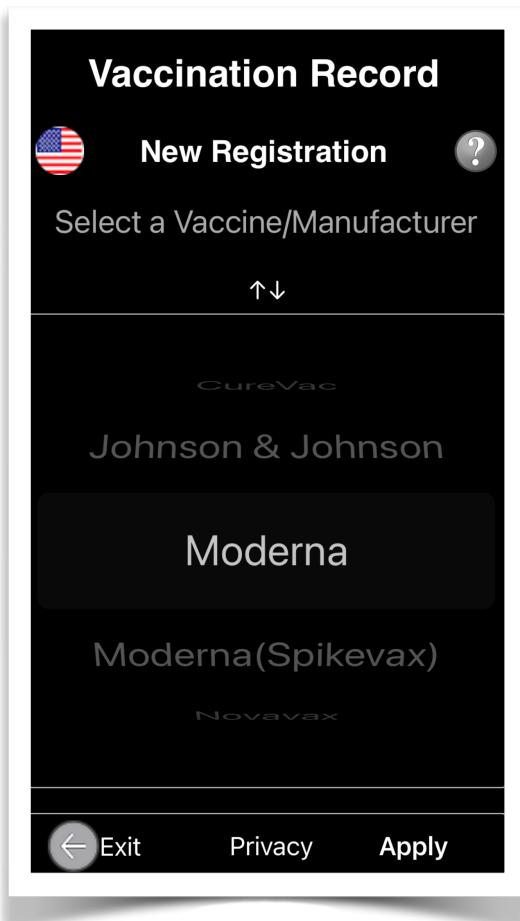
#### A. Add New Record

Enables one to register one or more Vaccination Record Cards, depending on the number of documented vaccinations that were administered.

When creating a digital form of a **Covid-19 Vaccination Record Card**, certain information must be provided by the user, such as:

- The type of Covid-19 vaccine that was administered.

The following are supported for user selection:



AstraZeneca  
Johnson & Johnson  
Moderna  
Moderna (Spikevax)  
Novavax  
Pfizer-BioNTech  
Sanofi-GSK  
Covid-19 Other

- In the event where a new Vaccination Record is added for a **Family Member**, that member must either be selected from a drop-down menu, or if non-existing, defined first to the app database.

**Vaccination Record Owner Assignment**

Please make your selection ↑↓

 New Vaccination Record Owner

Add a Family Member Record

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 **Vaccinated Person Info**

edit

**Unique User ID**  
rosita

**First Name**  
Rosemary

**Last Name**  
AppleBee

**Nickname (optional)**  
Rose

**(Optional) Date of Birth**  
October 28 2008

 Back             Next

 **Quick Tips** 

Make your digital Vaccination back-up Record

**Step 1**  
Select the Vaccine you were administered

**Vaccination Record Owner**  
The Vaccination Record User ID will be 'rosita'.  
(Rosemary AppleBee)

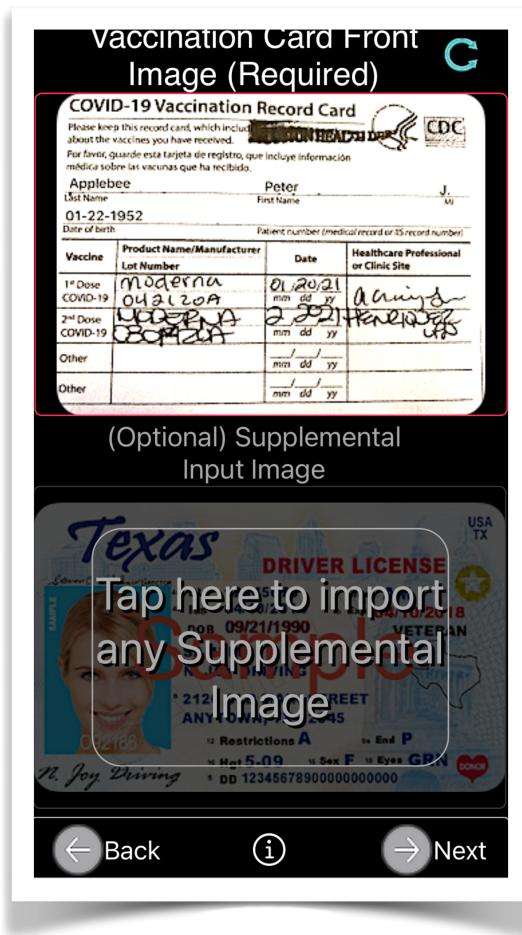
Do you wish to continue with this selection?

Enter important Vaccination Card Data

  Step 1

- An image of the original proof of Covid-19 vaccination.



As a minimum requirement, import the Source Document front image by either taking a picture with the device camera, or selecting an existing image from the Photo Library.

A supplementary secondary image, such as a drivers license, may also be imported for additional personal identification.

Tap on either placeholder image to initiate the import function.

After each import, if required, use the top right Rotation Icon above the respective image view to change the orientation.

- Details extracted from the original Vaccination Record Card.

**Add/Edit Immunization**

Peter AppleBee  
(Peeble)  
DoB: Jan 22, 1952

**Moderna**

Which dose are you describing?

First      Second      Booster

Date of second Vaccine Dose

February      20      2021

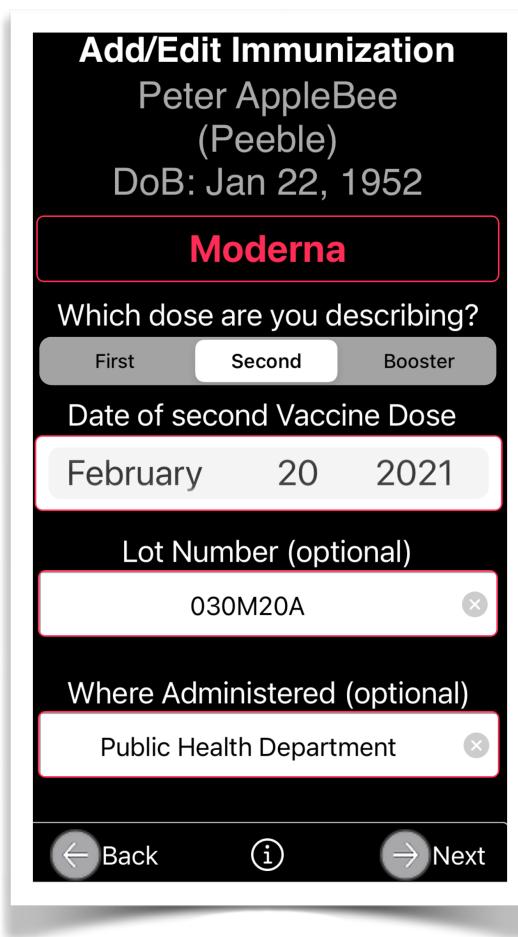
Lot Number (optional)

030M20A

Where Administered (optional)

Public Health Department

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1. Select which dose of the vaccination you are describing (First, Second, or Booster).

2. Input the most recent date of the vaccination dose indicated on the official source document. Select the

Month, Day, and Year of the date field located at the center of the page.

Additional optional input data is recommended:

3. Based on the Product/Manufacturer shown on your Vaccination Card, enter a Lot or Batch Number.

4. Enter the place or organization where you received the vaccination.

Optional input, if left empty, will be replaced with 'TBD' (To Be Determined).

You can update that information at a later time from within the 'List/Edit Record' entry located on the 'Vaccinations Folders' main app page.

**Vaccination Record Review**

Peter AppleBee  
(Peeble)  
DoB: Jan 22, 1952

**COVID-19 Vaccination Record Card**

Please keep this record card, which includes information about the vaccines you have received.  
Por favor, guarde esta tarjeta de registro, que incluye información médica sobre las vacunas que ha recibido.

Last Name	First Name	Middle Initial	
Applebee	Peter	J.	
01-22-1952			
Date of birth			
Patient number (medical record or ICS record number)			
Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 <sup>st</sup> Dose COVID-19	Moderna 012120A	01/20/21 mm dd yy	Amy J. Public Health Dept
2 <sup>nd</sup> Dose COVID-19	Moderna 030M20A	02/20/21 mm dd yy	Helen J. Public Health Dept
Other		/ /	
Other		/ /	

Moderna  
(Lot: 030M20A)  
Second Dose  
Feb 20, 2021  
(Where: Public Health Department)

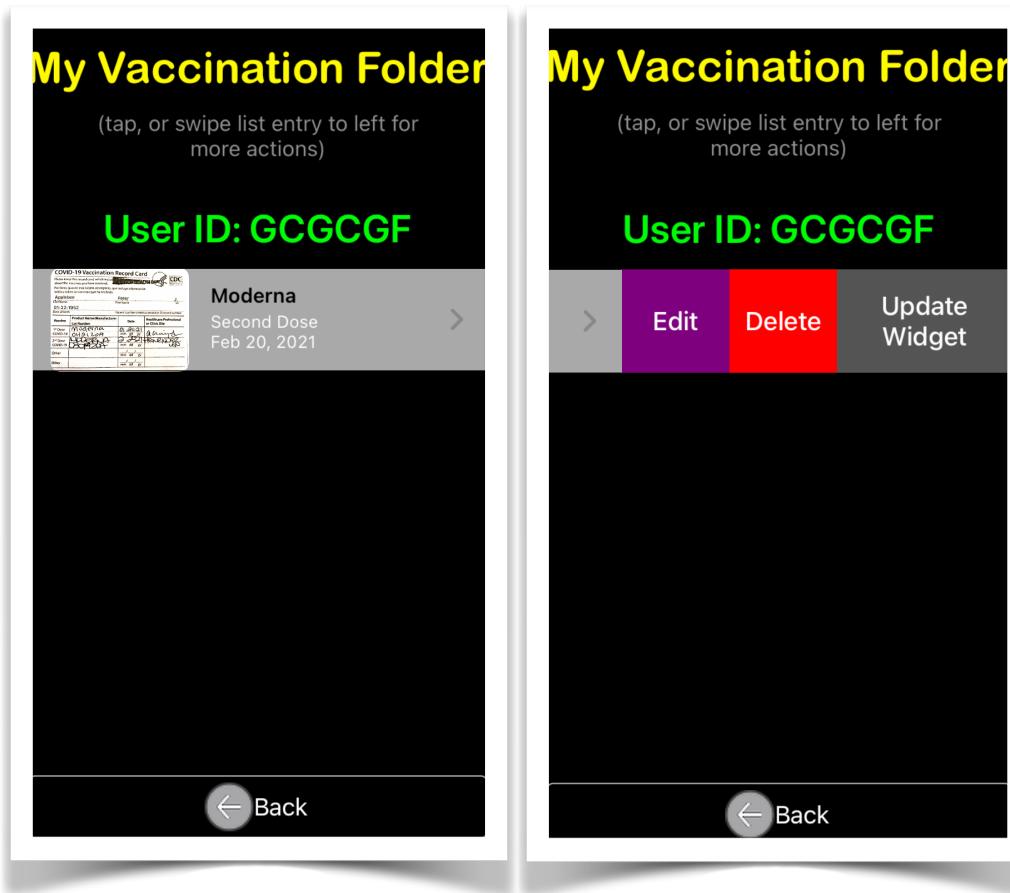
Back   Store Record   ⓘ

**NOTE:** The combination of the input data provided will form a unique electronic item of a Vaccination Record. Multiple Vaccination Card entries per person are allowed.

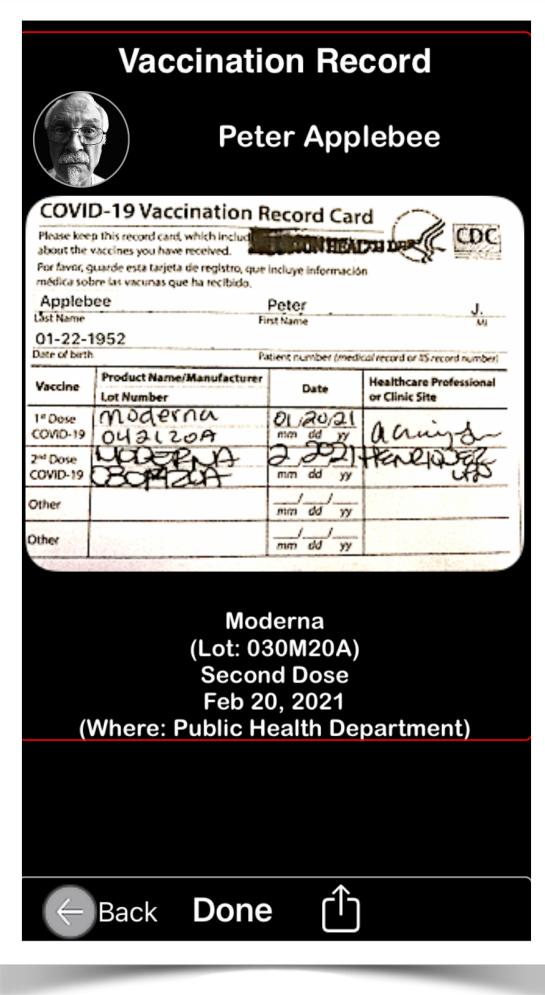
Duplicates, however, are not.

## B. List/Edit Record

Lists **Covid-19 Vaccination Records** belonging to either just the device owner or all family members.



Additional actions, such as 'Edit', 'Delete', and (for device owner) 'Update Widget', can be performed when selecting/swiping a given entry on the displayed list.

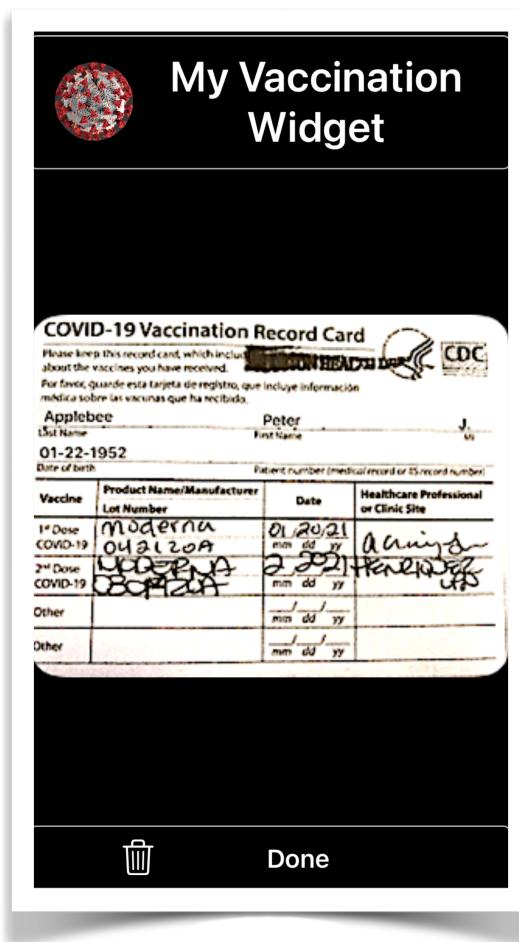


Tapping a list entry will display a persons Vaccination Record. If multiple Vaccination Records are on file by a user, then the view allows for scrolling through all the respective entries. A given Vaccination Record image can also be exported by invoking the built-in iOS action functions.

## C. Show Widget

Will display an image of the **Covid-19 Vaccination Record** Widget on the screen.

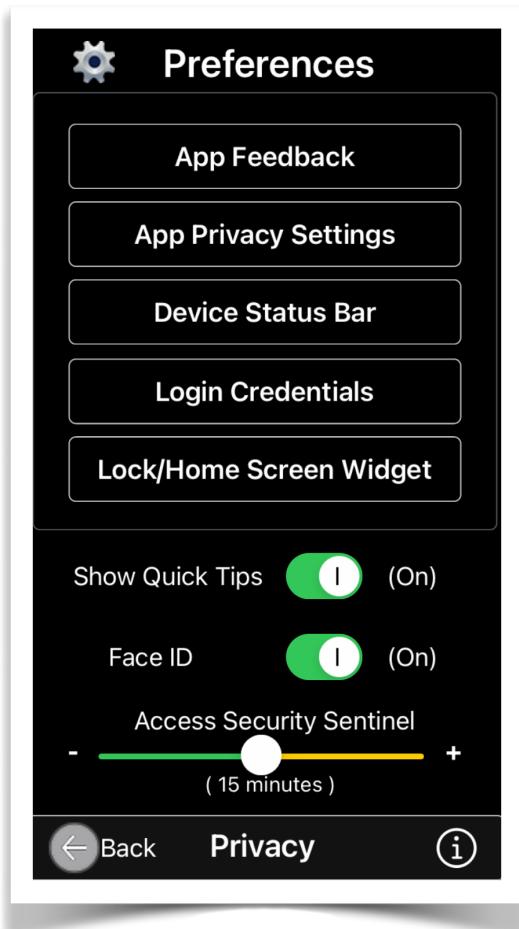
Only the device owner will have a Widget shown here and can also be reconfigured under the apps' Preferences section to be stored on the Lock or Home screen of your device.



NOTE: 'Widgets' features are only applicable for devices running iOS/iPadOS 14+.

# V. Preferences

- A. App Feedback
- B. App Privacy Settings
- C. Device Status Bar
- D. Login Credentials
- E. Lock/Home Screen Widget
- F. Show Quick Tips
- G. Face/Touch ID
- H. Access Security Sentinel



Allows for the configuration of several app-wide behaviors.

## A. App Feedback

Transfer constructive feedback and suggestions to our developers via the [Apple App Store](#).

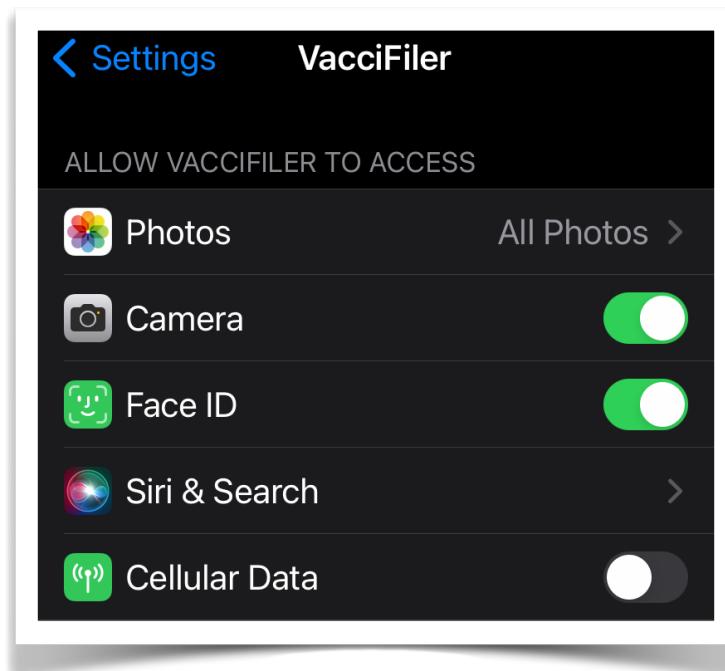
Your comments will be reviewed by our team to improve the functionality of the app in upcoming releases.

The device has to be connected to the Internet in order to perform this function.

## C. App Privacy Settings

Displays the current iOS privacy settings related to app '**VacciFiler**'.

The user can change the settings based on certain features to be performed by the app.



## C. Device Status Bar

The status bar for your device can be hidden or displayed at the top of the apps' views based on your personal preference.

## D. Login Credentials

Update the login information in order for the app to be used securely.

To prevent unauthorized access to the features of the '**VacciFiler**' app, you need to provide the following:



*Password*

Minimum of four Characters

*Security Question*

Pick one of the presented options from the Drop-down view.

*Security Answer*

This is your response that is assigned to the Security Question

**IMPORTANT:** The security Question/Answer pair is required in case you wish to change or recover the app

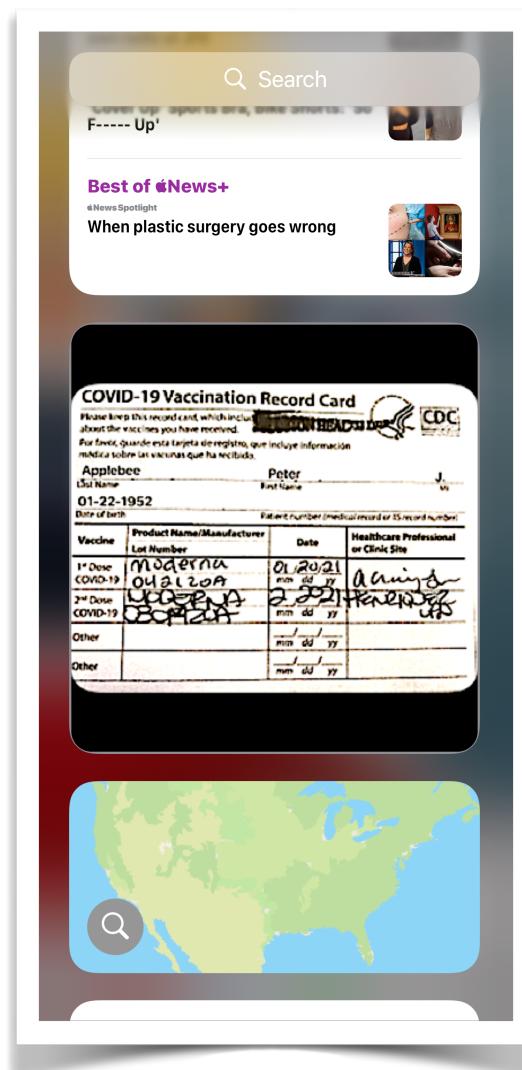
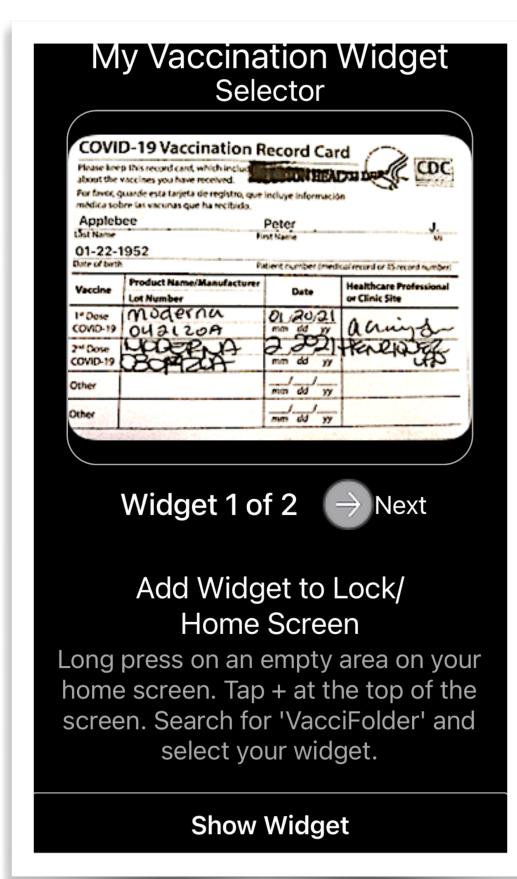
login password.

If the login password cannot be recovered, then the only way to re-enable access to the app features is by deleting and re-installing the app from the App Store, resulting in the loss of data.

***Please perform regular device data back-ups in case a restore is ever needed.***

## E. LOCK/HOME SCREEN WIDGET

Users running the '**VacciFiler**' app on devices with version iOS/iPadOS 14+ can configure one large sized widget for prominent display on the Home Screen and/or the Lock Screen (Select Settings—>Face ID & Passcode—>[enter your passcode]—>ALLOW ACCESS WHEN LOCKED:—>Today View).

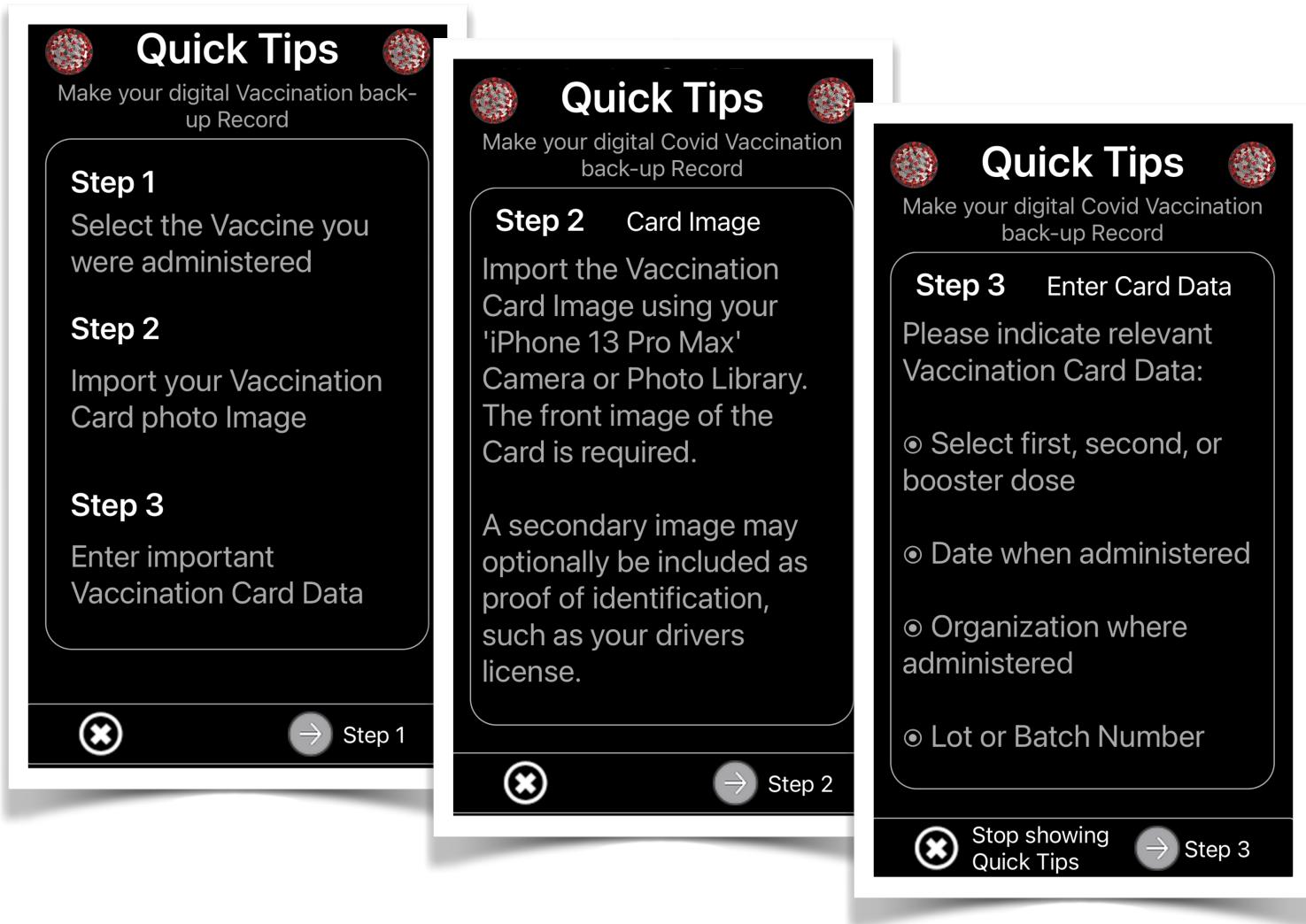


Touching a widget on a Lock or Home Screen will cause the '**VacciFiler**' app to be launched.

## F. SHOW QUICK TIPS

When selected to ON, will display app usage tips at certain phases during user data input.

The tips can be turned off once the user is familiar with the basic app operating methods.



## G. FACE/TOUCH ID

If this switch is set On, for devices having the built-in hardware feature, will use it to authenticate the user to log into the app.

## H. ACCESS SECURITY SENTINEL

The Access Security Sentinel causes the app to automatically log out after a user-set inactivity period.

