

To record your COVID-19 Test Result in Workplace Tests, click on your *Profile Icon* and *View Profile*.

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				View Profile
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	問	Summary		
		Overview		
	÷	Job		
		Academic		
	8	Personal		

Click on the Workplace Tests, click on Add.

Names	Personal Information	IDs	Documents	Vaccinations	Workplace Tests
_	Add				

Select test results in the Workplace Test Result field.

Workplace Test Result	*	Search	:=
Respire 1411	*	Negative Positive	

Select the date when the COVID-19 test was taken.

Workplace Test Taken Date *





Add your COVID-19 Test Result to *Attachments* by dragging and dropping or selecting the file from your drive. Note: an attachment is mandatory to complete the process and results <u>must be date and time stamped</u>.

Attachments
Drop files here or Select files

Select Workplace Test Record in the Category field.

	1	O Workplace Test Record	
Category	*	search	:=

Click Submit.



P&C will receive an action to validate and approve your request to add your test results. If they require any additional information or have any queries, you will receive a notification to supply additional information.

On approval, you will receive a confirmation notification and will be able to view your updated test results in your profile under the *Personal* section by selecting the *Workplace Tests* tab.



