



Health Records

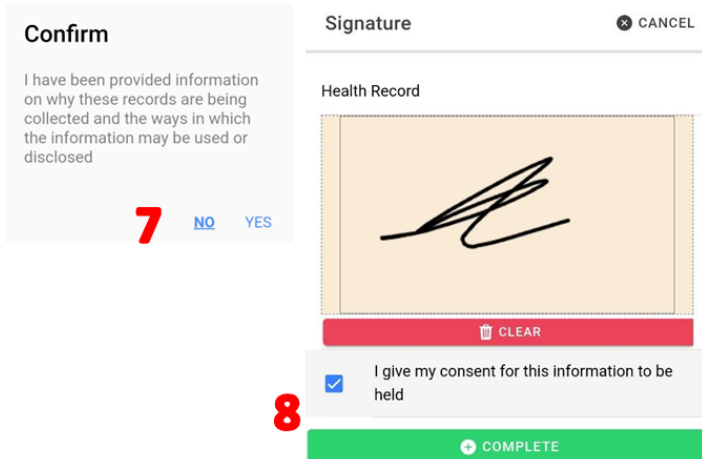
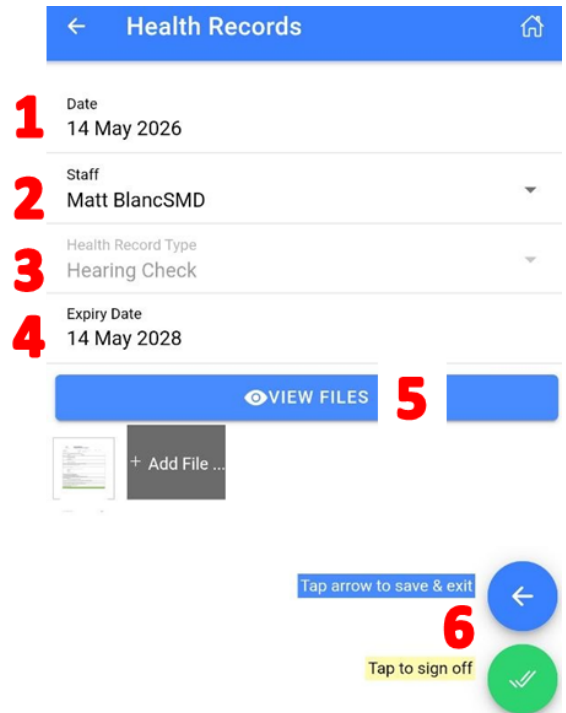
Tasks created in the web app will show on the home page. Click on them to complete and sign off.
Or from the main menu select Profile & Vaccine Certificate.

Click on to create a new record.

You can use the search bar to narrow down the selection. Then click on the item and select **View Details**



1. Select the Date of health check or vaccination was completed.
2. Staff Member will be you.
3. Select the Health Record Type.
4. If required, select an expiry date i.e. when the next check or shot is due.
5. Click **VIEW FILE** to see attached files. Use **+ADD FILE** to upload documents.
6. Click to save & return or to sign off.



7. Click YES to confirm – see notes.
8. Put your signature in the box, tick the consent box and click **+ COMPLETE** – see notes.

NOTES:

- If you have any concerns regarding the confirmation, please click NO and discuss with your employer.
- On the signature screen Complete will only become active after you add a signature & tick the box. Once again if you have any concerns take them up with your employer.
- Health Record Types can only be entered in the web app by the administrator.

