



Vaccination Records

Here you can keep track of any required vaccination records for your staff. This is extremely sensitive information and should only be kept in accordance with state, region or government regulations.

Navigate to Registers/Administrative Registers/Vaccination Record – click **+ADD NEW**.

Date	Staff	St...	Vacci...	Document...	Booster Due	Signed ...
31/05/2022	David AASign	Fully	Covid 19	<input type="checkbox"/>		<input type="checkbox"/>
01/12/2021	David AASign	Fully	Covid 19	<input checked="" type="checkbox"/>	31/05/2022	<input checked="" type="checkbox"/>

1. Select the Date when the vaccine was received.
2. Select the Staff member receiving it.
3. Select the Vaccine Status.
4. Select the **Vaccine Type**.
5. If a booster is required select the date this will be due.
6. Click **+ADD FILE** if you have files to add, alternatively this can be added by the staff member in the mobile app.
7. Click **SAVE**.
8. Signed off will be populated after the user completes the task in the mobile app.

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7 SAVE DELETE BACK

Date: 1/12/2021 Staff: David AASign Signed Off:

Vaccine Status: Fully Vaccine Type: Covid 19 Booster Due: 31/05/2022

6 ADD FILE

Last Modified Time	Version No.	Title	Description	Action
24/01/2022 05:02	1	vac cert.jpg	Covid Vac Cert	

Task will need to be signed off in the Mobile App in [Profile/Vaccine Certificates](#)

NOTES:

- When a Booster Due date is entered a new task will be created with this date as a reminder. If this is no longer required delete the task from the register.
- These will also show for each staff member in [Administration/Staff \(XX XX\) Medical Issues](#)
- Vaccine types are added under [Administration/Injury & Health Management/Vaccine Type](#).
- See the link below on government guidelines for keeping these records:
<https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-vaccinations-understanding-your-privacy-obligations-to-your-staff>

