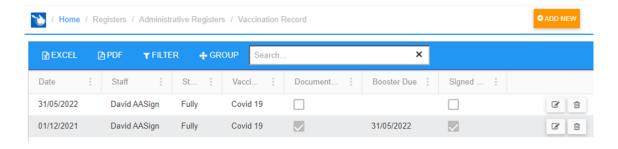


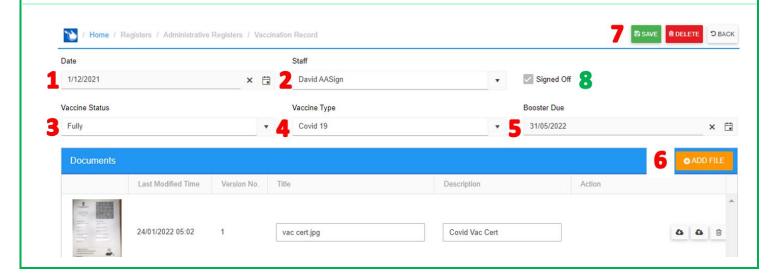
Vaccination Records

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

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



- 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 populated after the user completes the task in the mobile app.



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

