Vaccine Certificates

Tasks created in the web app will show on the home page.

Click on them to complete.
Or from the main menu select Profile & Vaccine Certificate.

Click on ⊕ to create a new record.

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

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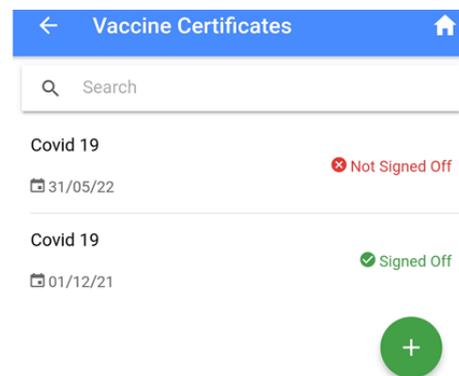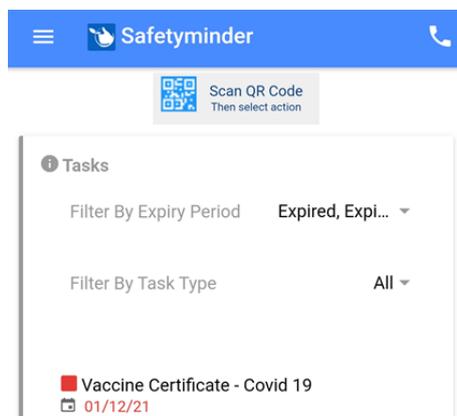
1. Select the Date of vaccination.

2. Staff Member will be you.

3. Select the Status.

4. Select the Vaccine Type.

5. If a booster is required enter the due date.

6. Click **+ADD FILE** or **👁VIEW FILE** to add or see any required certificates.

7. Click to ← save & return or ✓✓ to sign off.

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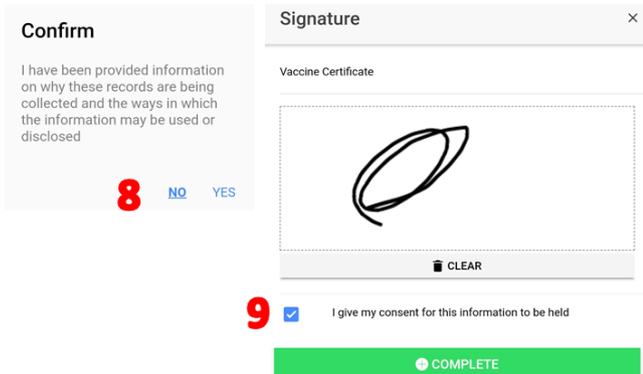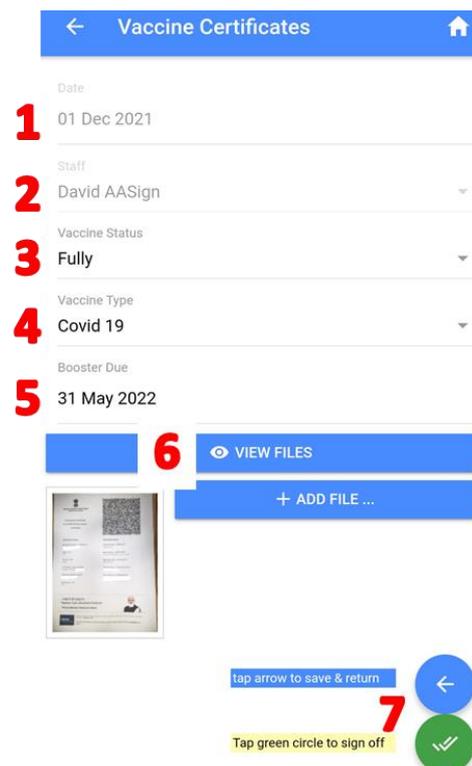
8. Click YES to confirm – see notes.

9. 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.
- Vaccine Types can only be entered in the web app by the administrator.