Vaccine Certificates				
 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 Select the Date of vaccination. Select the Status. Select the Vaccine Type. 	 Safetyminder Scan QR CO Then select act Tasks Filter By Expiry Period E Filter By Task Type Vaccine Certificate - Covid 01/12/21 	de xpired, Expi All - 19 19 2 Davi 3 Fully	 ✓ Vaccine Certi Q Search Covid 19 ☐ 31/05/22 Covid 19 ☐ 01/12/21 Otaccine Certificates Dec 2021 Id AASign ine Status 	ficates
 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. 		Vaccine Type Covid 19 Booster Due 31 May 2022 6 VIEW FILES + ADD FILE Tup arrow to save & return Tap green circle to sign off		
Confirm I have been provided information on why these records are being collected and the ways in which the information may be used or disclosed NO YES Signature Vaccine Certificate Vaccine Certificate	COMPLETE	 Click YES to Put your si and click + 	 Click YES to confirm – see notes. Put your signature in the box, tick the consent box and click + COMPLETE – see notes. 	

NOTES:

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- 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.