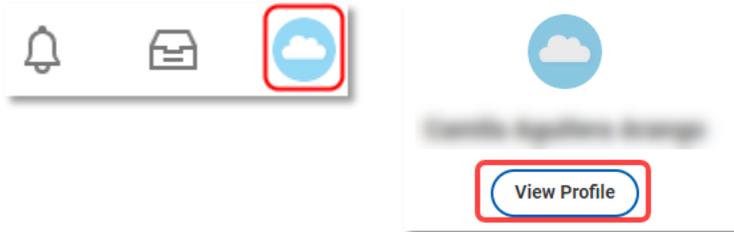


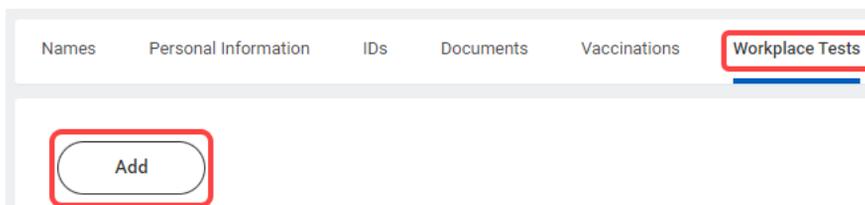
To record your COVID-19 Test Result in Workplace Tests, click on your *Profile Icon* and *View Profile*.



Select *Personal*.



Click on the Workplace Tests, click on *Add*.



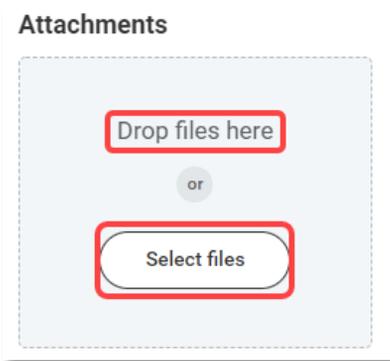
Select test results in the *Workplace Test Result* field.



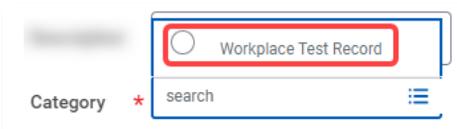
Select the date when the COVID-19 test was taken.



Add your COVID-19 Test Result to *Attachments* by dragging and dropping or selecting the file from your drive. Note: an attachment is mandatory to complete the process and results must be date and time stamped.



Select *Workplace Test Record* in the Category field.



Click *Submit*.



P&C will receive an action to validate and approve your request to add your test results. If they require any additional information or have any queries, you will receive a notification to supply additional information.

On approval, you will receive a confirmation notification and will be able to view your updated test results in your profile under the *Personal* section by selecting the *Workplace Tests* tab.

