

# Uploading Supervisor Details

*Note: This step must be done before test results can be uploaded by the swab supervisors who had undergone supervisory training.*

# Upload list of swab supervisors

Function only available from Company HR accounts

**Important Note: Details of swab supervisors must be uploaded into SRS.** Otherwise, they will not be able to upload ART results via the company-specific SRS v2 link provided. Details of other employees need not be uploaded.

1. Click **Staff Management** to view list of employees tagged to a company

**Swab Registration System**

User: \_\_\_\_\_

Help | Update Profile Detail | Change Password | Logout

Server Name : \_\_\_\_\_

Reports | Staff Management | COVID-19 Testing

### Staff Management

**Note:**  
Workers who are on Quarantine Order (QO) or Stay Home Notice (SHN) should not attend the rostered routine test (RRT) during the QO/SHN period; they should resume attending the RRT after the QO/SHN period.  
If your foreign worker's information cannot be found below, it is likely due to one or more of the following reasons:  
1. The worker had contracted COVID-19 within the past 180 days and is either in recovery or recovered  
2. The worker's work pass has expired or been cancelled  
If your foreign worker fulfils any of the above conditions, his information will not be included in the Swab Registration System and he should not be registered for testing.  
Your company is allow to book a maximum of 20 staffs for each screening date

Appt Status :

200 per page Page 1 of 1

ID No. ↑	Name ↑	Source	Dorm/No n-Dorm	Swab Eligibility	Swab Resume Date	Swab Cycle	Vaccination Status ?	Vaccination Effective Date ?	Site Of Appt	Appt Date & Time	Appt Status	Creation Date ↑	Update Date ↑	Actions
<input type="checkbox"/> <a href="#">S1234567A</a>	APPI					14	not_vaccinated				No Appt Made	26/Aug/2020 05:50 PM		<a href="#">Schedule History</a>   <a href="#">Delete</a>

(a) Add employees to SRS

(b) Click employee's NRIC to edit their profile

# Upload list of company employees

*Function only available from Company HR accounts*

## Add 1 Employee

1. Click **Add New Staff (Single)**
2. Fill in details and click **Save**.

CLOSE

Identification No. : \*

Full Name : \*

Date of Birth (YYYYMMDD) : \*

Gender : \*  Male  Female

Nationality : \*

Residential Postal Code : \*

Residential Street Name : \*

Residential Level & Unit No : #  -   
(leave blank for landed address)

Contact No (Mobile preferred) : \*

# Upload list of company employees

*Function only available from Company HR accounts*

## Add Multiple Employees

1. Click **Add New Staff (Bulk)**
2. Download the sample **.xlsx** file.
3. Once file, click **Choose File**. Select your saved file and click **Upload**.

CLOSE

### Bulk Creation of Staff

Upload Staff (sample: **xlsx**) : \*

Maximum File Upload Size : 30 MB

No file chosen

Uploaded filename: BulkCompanyStaffSample.xlsx

Log : [6/15/2021 12:23:54 PM] Start validating bulk company staff creation  
[6/15/2021 12:23:54 PM] Validation bulk company staff creation completed

**File uploaded successfully**

Your file is uploaded successfully. The processed file will be emailed to you after processing completes.

You may navigate away from this page

# Upload list of company employees

*Function only available from Company HR accounts*

## Sample Template to add employees

Identification Number *	Full Name (as in ID) *	Date of Birth (YYYYMMDD)*	Gender (M/F) *	Nationality *	Contact No *	Postal Code *	Street Name *	Level No	Unit No
S1234567D	John Tan	19880101	M	Singaporean	91234567	123456	Sesame Street	02	02

### ID

- **Character Limit: 9**
- NRIC/FIN preferred for case management and linkage to HealthHub etc

### Full Name

- Pls ensure no special characters in name (i.e. ')

### DOB

- **Character Limit: 8**
- Pls check to remove all spacing

### Contact Number

- Singapore numbers only
- Mobile preferred, otherwise no SMS notification

### Address

- Mandatory field
- Postal Codes: Must be 6 digits. Pls add a ' in front of postal codes that start with 0

# How to Submit Test Results (for Supervisors)

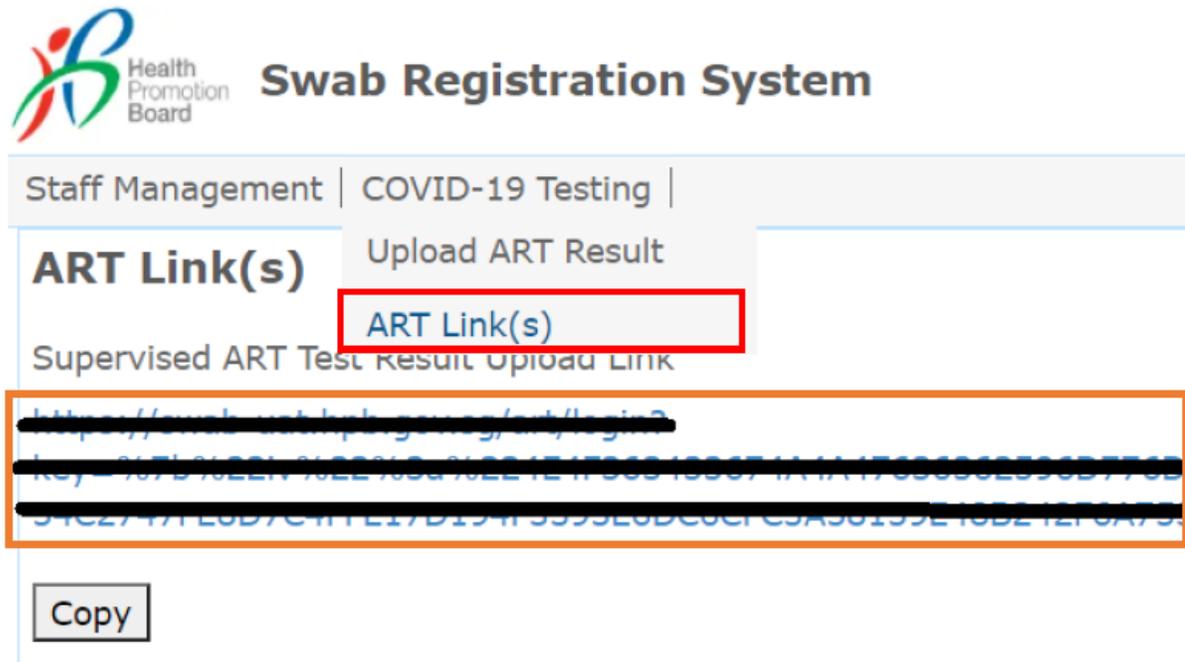
# Company-Specific Link for Uploading of Test Results

## Only for Swab Supervisors

### Company Specific SRS v2 Link:

- Specific to each company (based on UEN number).
- Can only be used by Swab Supervisors whose details have been uploaded onto SRS (refer to Section G).
- **This link should be shared with individuals performing the role of Swab Supervisors only (i.e. completed 4 hours virtual training by HMI). Do not circulate the link to company employees not performing the role of Swab Supervisors.**

1. Click on **COVID-19 Testing > ART Link(s)**



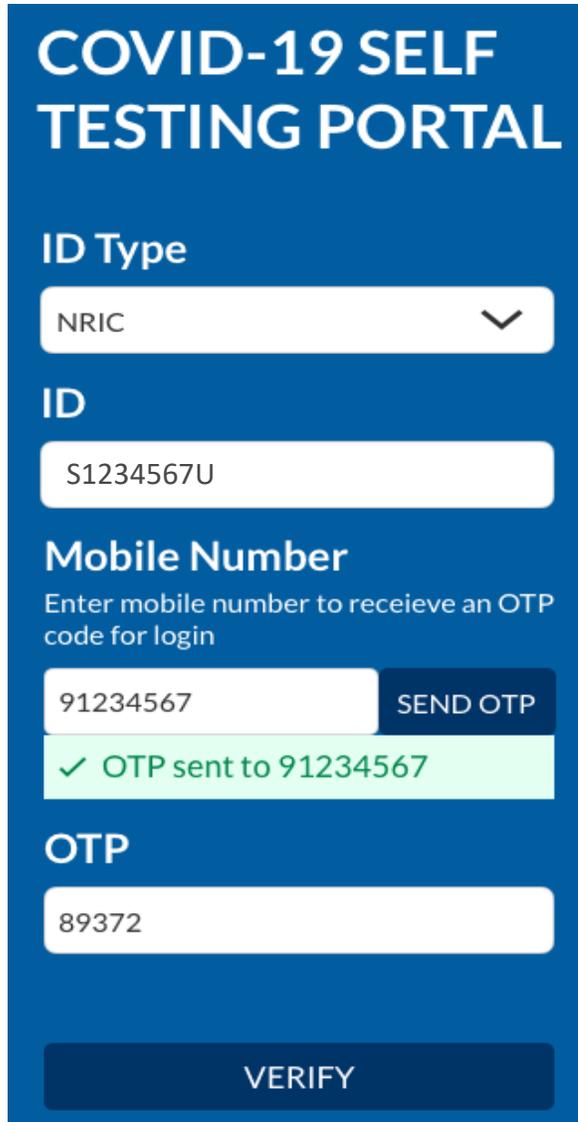
The screenshot shows the 'Swab Registration System' interface. The 'Health Promotion Board' logo is in the top left. The main navigation bar includes 'Staff Management' and 'COVID-19 Testing'. Under 'COVID-19 Testing', there are two sub-menus: 'Upload ART Result' and 'ART Link(s)'. The 'ART Link(s)' menu item is highlighted with a red box. Below this, the text 'Supervised ART Test Result Upload Link' is visible. A long URL is displayed and highlighted with an orange box. Below the URL is a 'Copy' button.

→ This is your company-specific SRS link.

**Tip:** For easy sharing, you may wish to use a URL shortener to create a shortened link.

# Upload of ART Results

To be done by Swab Supervisors



**COVID-19 SELF TESTING PORTAL**

**ID Type**  
NRIC

**ID**  
S1234567U

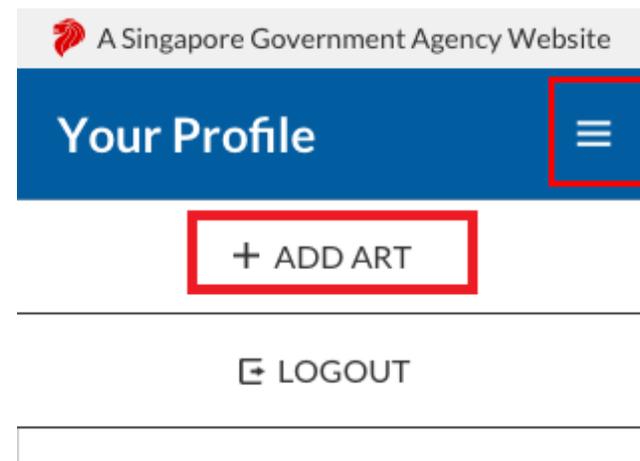
**Mobile Number**  
Enter mobile number to receive an OTP code for login  
91234567 **SEND OTP**

✓ OTP sent to 91234567

**OTP**  
89372

**VERIFY**

1. Access the site using your **company specific SRS v2 link** (to be obtained from the ME operator)
2. Key in your ID Type, ID Number and Mobile Number (same as what you have keyed previously). Click **Send OTP**.
3. A 5-digit One-Time-Pin will be sent to your mobile number. Key in the One-Time-Pin and click **Verify**.
4. Click the  icon at the top right corner, and click **+ ADD ART**



A Singapore Government Agency Website

**Your Profile** 

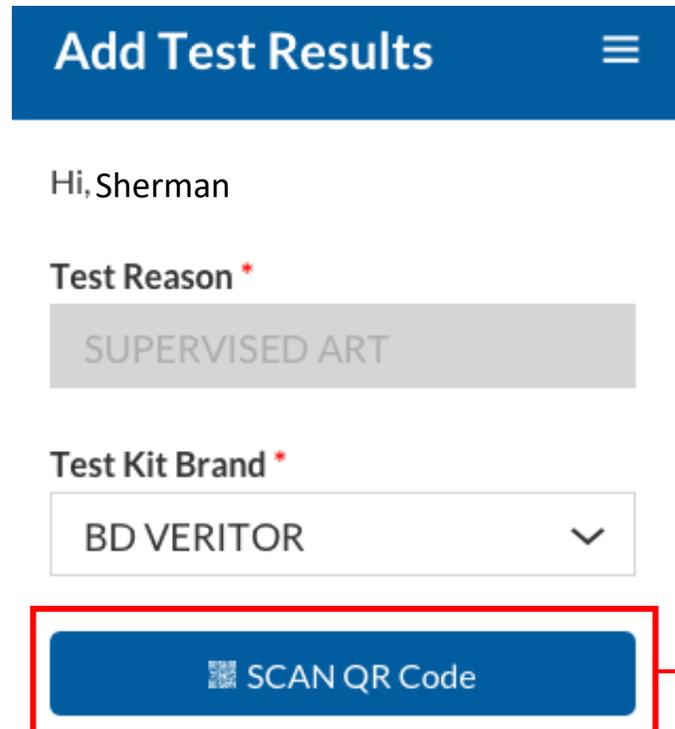
**+ ADD ART**

 LOGOUT

# Upload of ART Results

## To be done by Swab Supervisors

5. The Add Test Results page will appear.
6. Select Test Kit Brand from the drop down menu.
7. Click **Scan QR Code**, and scan client's personalised QR code (ref. Section I).
  - Ensure your preferred internet browser is allowed to use your device's camera.Instructions: [Safari \(iPhone\)](#), [Google Chrome \(Android & iPhone\)](#)



**Add Test Results**

Hi, Sherman

**Test Reason \***

SUPERVISED ART

**Test Kit Brand \***

BD VERITOR

 SCAN QR Code



# Upload of ART Results

To be done by Swab Supervisors

8. If Client's QR code was successfully scanned, you will be able to see client's details.
9. Verify if client's name, NRIC and mobile number is correct
  - Note: Clients will receive a SMS with their results on their registered mobile number.
10. Key in Client's Test Results and click **Submit**.

 SCAN QR Code

Full Name \*

Harmen Porter

NRIC/ FIN \*

S9384752T

Mobile Number

91234567

Test Date/ Time \*

2021-06-07 14:54



Test Result \*

NEGATIVE



Cancel

Submit

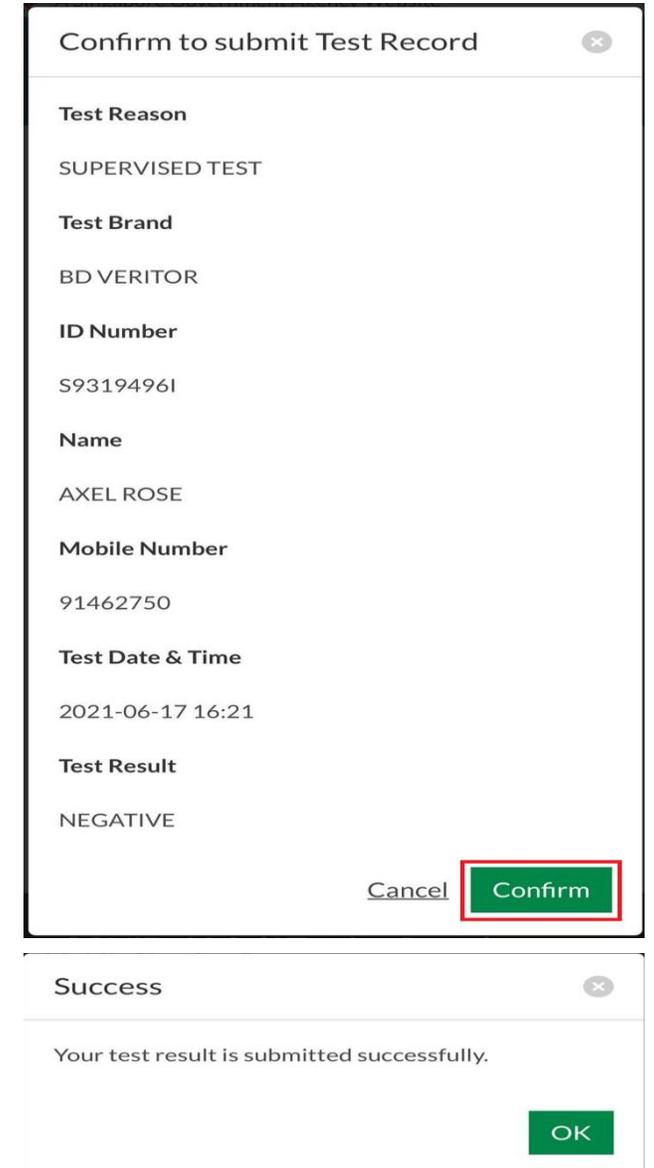
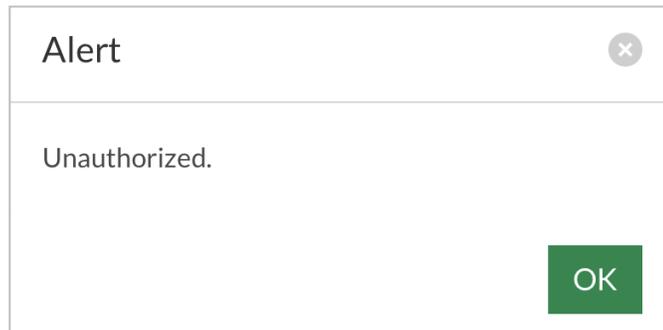
Will be filled by system

# Upload of ART Results

## To be done by Swab Supervisors

8. A confirmation message will pop up. Confirm that client details and test results are correct. Click **confirm**.
9. A success message will appear upon submission. Client will also receive an SMS with their results.

Note: You will see an error message if you are not recognised as a company's Swab Supervisor (i.e. your details not uploaded into SRS by the ME operator, use the wrong link, etc. )

A screenshot of a mobile application confirmation dialog. The dialog has a title bar with the text "Confirm to submit Test Record" and a close button (an 'x' in a circle). The main content area lists the following details:

- Test Reason**: SUPERVISED TEST
- Test Brand**: BD VERITOR
- ID Number**: S9319496I
- Name**: AXEL ROSE
- Mobile Number**: 91462750
- Test Date & Time**: 2021-06-17 16:21
- Test Result**: NEGATIVE

At the bottom right of the dialog, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a red rectangular border.