

**Short Instructions on the use of  
NHS Scotland Care Home Portal Covid -19 Staff Testing Booking System**

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**Please contact the Helpline on [0800 008 6587](tel:08000086587) with any issues. Please include care home number, phone number and contact name in the message**

## Important Information

1. The Scottish Portal Booking System **Must** not be used for care home residents. Please follow local policy for resident testing
2. The Scottish Portal Booking System cannot be used with Microsoft Internet Explorer web browser. You must use Microsoft Edge, Google Chrome or FireFox.
3. Only samples that have barcodes starting with numbers 21A and have a yellow stripe on them should be booked into the Scottish System. These sample collection kits will be delivered before you go live.
4. Swabs must be removed from the sample containers before they are sent to the Laboratory. **This is a change to the current practice.** Please follow the new advice on how to take samples.
5. All staff tests must be registered on the Scottish Portal Booking System before the test kits are uplifted by the courier.
6. You must retain a record of the staff details and test kit number registered to them.
7. If you do not receive a result within 48 hours of the courier uplift, please contact the Helpline (**0800 008 6587**). Please include your care home number, phone number and contact name.
8. Once you start using the Scottish Booking System pack up all the UK Government test kits and mark them as "Not to Be Used". Arrangements will be forwarded on the disposal of these test kits. The barcode number on these sample tubes begin with 3 letters e.g. AAB.

## Test Registration Process

There are 2 methods of registering tests, Single **Test** and **Bulk Upload**.

### Single Test Registration

1	Launch the booking system using the url <a href="http://www.covidtestingportal.scot">www.covidtestingportal.scot</a>
2	Tick the <b>I'm not a Robot</b> box and click on <b>Continue</b>
3	Click <b>PCR Testing</b>
4	Enter your Care Home Inspectorate number which should look like CS12345678 and click <b>Submit</b>
5	Click <b>Register Test Kits</b>
6	Click <b>Individual Test Registration</b>
7	Check you Care Home details are correct
8	Complete a minimum all the mandatory fields. Please not incomplete mandatory fields will be shown in a small box to the right of the main data entry field
9	When all data has been entered click <b>Submit</b>
10	Repeat steps 8 and 9 for additional registrations

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## Bulk Registration

1	Launch the booking system using the url <a href="http://www.covidtestingportal.scot">www.covidtestingportal.scot</a>
2	Tick the <b>I'm not a Robot</b> box and click on <b>Continue</b>
3	Click <b>PCR Testing</b>
4	Enter your Care Home Inspectorate number which should look like CS12345678 and click <b>Submit</b>
5	Click <b>Register Test Kits</b>
6	Click <b>Bulk Upload</b>
7	Check you Care Home details are correct
8	If this is the first time you have used the system you need to download a blank worksheet. Click on <a href="#">download our record keeping spreadsheet</a> A maximum of 50 staff can be registered on each spreadsheet
9	Enter all your staff details into the spreadsheet(s). Please note the following <ul style="list-style-type: none"> <li>• Some fields on the spreadsheet are mandatory. The last column in the spreadsheet indicates if all mandatory fields have been completed</li> <li>• Some fields on the spreadsheet check the data format and will give an error message if the information is entered incorrectly</li> </ul> Complete each spreadsheet and save it. Suggest you save in this format masterCSXXXXXXXXNo1 masterCSXXXXXXXXNo2 etc where CSXXXXXX is your care home registration number
10	On the day of testing. Open each spreadsheet in turn and resave them with the following naming convention CXXXXXXXXNo1DDMMYY where DDMMYY is the current date. <b>Note there is no need to delete staff from the spreadsheet at this point</b>
11	Click <b>Choose a file</b> and select the spreadsheet you want to upload then click <b>I confirm that I've got consent from each person to register them</b> <b>I confirm that I've got consent for the results to go to the contact details entered for them</b> Check boxes and click <b>Continue</b>
12	A shortened version of the spreadsheet will be displayed on the screen Remove any staff you do not want to submit a test for by clicking on the dustbin to the right of the entry. You may have to scroll to see this depending on your screen size
13	Select each staff member in turn, check details and type in the test barcode number and date and time sample taken. Then click <b>Save(Ctrl+S)</b> at bottom of the screen or hold down the <b>ctrl</b> key and type <b>s</b> from anywhere in the screen. If all details have been entered correctly there will be a message displayed at the top of the screen telling you that it has been <b>Updated</b> .
14	Click <b>Return to worklist</b> and repeat step 13 for each member of staff.
15	When all staff details have been entered click <b>Confirm all details</b> . If this button is greyed out, you have not entered all staff details.
16	A screen will display that tells you the number of kits you have registered. <b>If you do not receive this message and you exit the system, all details will be lost.</b> You can register another spreadsheet by clicking <b>Register more test kits</b> . Otherwise exit the system

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