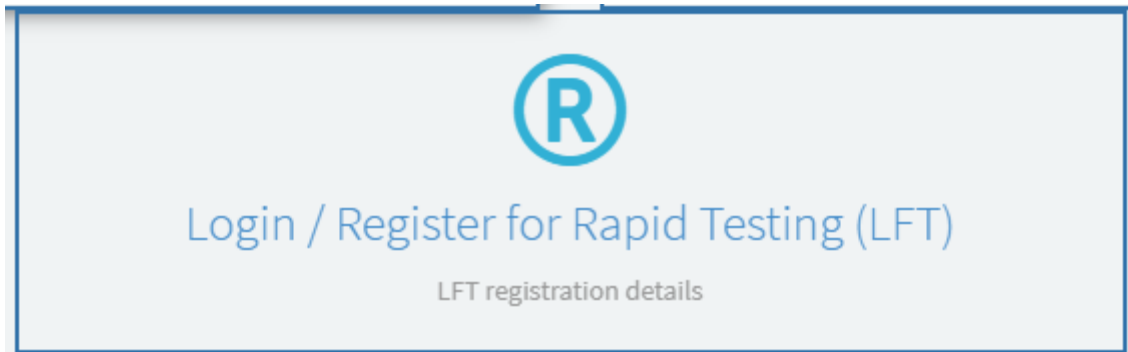


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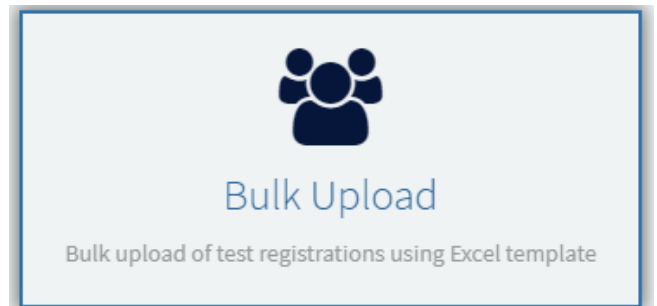
What have we added?

In response to your feedback, gathered through the programme teams managing the testing pathways, and through the support function in the system; we have added two new features.

You can now create user accounts in the system. When you create these accounts we will gather all your personal information at the start. Once logged in the system will remember you and you will only need to give us details of the particular test you are reporting. We hope that this will improve your experience with the process, and make reporting this data to us a smoother process.



In addition, you can also now upload a number of tests to us at once using a pre-formatted spreadsheet. This is intended to support areas where testing data is being collected centrally before being uploaded.



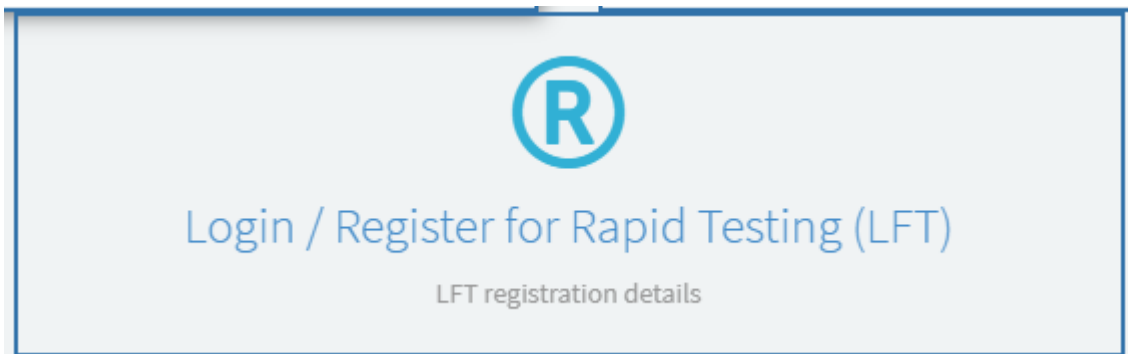
Our privacy notice has also been updated, and you should read this to understand how we manage your data. There is a link on the front page of the portal.

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User registration

You can now register your details with us. The system will remember you and when you log in to record a test you have taken you only need to supply us with the detail of the test kit, the time and date of the test and the result.

When you enter the portal you should select the option below. This will take you to a log-in screen where you can either log in with your account, or if it your first time here, create a new account.



Creating an account

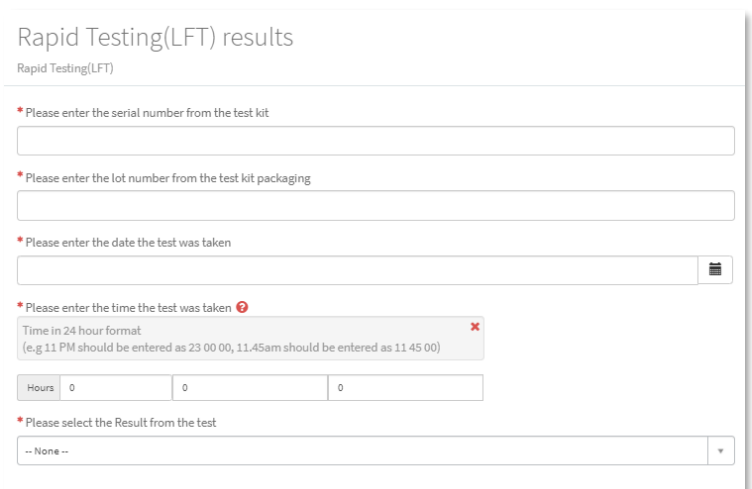
When you create an account we will ask you for a number of pieces of information about who you are, why you are being tested, and for contact details in case you test positive and need to be contacted by Test and Trace.

Depending on your reason for being tested, we may also ask you for some extra pieces of information, such as your workplace.

If you are concerned about how this information will be used you can read the privacy notice; you can find a link to this on the front page above the Captcha.

Entering a new test record

Once signed in, to enter a new record click on 'log a new test result'. You will then be taken to the following screen. Fill out the required information and press submit.



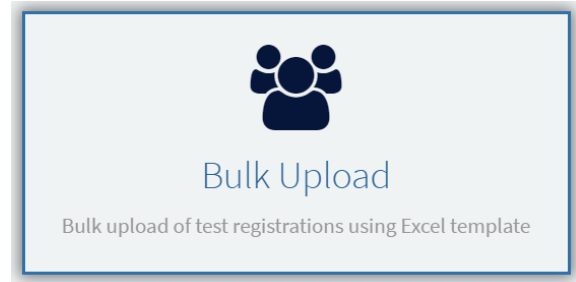
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Bulk upload

We have added functionality to allow users to register a number of tests at once on behalf of others. This is intended to facilitate local processes, for example for visitors in care homes, where staff may be collecting data for people being tested and entering this data together. It is not available to a user who is logged in using the new user registration feature.

How do I use the bulk upload function?

Once you have confirmed that you are not a robot and entered the system, you should select the 'Rapid Testing (LFT) option, and from there choose 'bulk upload'.



You will then enter this screen. Download the spreadsheet using the link on the page, and enter up to 50 test records, ensuring that you fill out all the mandatory information.

If you use the bulk upload function for PCR tests, note that this is a different spreadsheet.

Upload personal details

To enter and upload personal details using our spreadsheet:

- [download our record keeping spreadsheet](#) if you have not already
- do not add any extra sheets, rows or columns
- enter personal details for up to 50 people at a time
- save the completed spreadsheet and then upload it

Upload a file
 No file chosen

Note: this may take a moment to upload, please then confirm you have consent below

Confirm you have consent

I confirm that I've got consent from each person to register them

I confirm that I've got consent for the results to go to the contact details entered for them

Once you have completed the spreadsheet use the 'choose file' button to select your saved spreadsheet, confirm that you have consent and click the 'continue' button once it turns green.

Please note that you should not upload results for any tests older than 8 days.

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Confirming results in the bulk upload

Once you have uploaded your records, you will be presented with the detail and asked to confirm the reason these people are taking a test, along with other information (such as care home for care home visitors) depending on the reason.

Please note that the selected reason will apply to all records in the upload.

If you have made an error, you can scroll along to the end of the table and delete individual records. It is not possible to edit information within a record once it has been uploaded.

Complete Registration Details

Please complete all details for the registrations using the table below.

Before entering the Barcode/URN and time of test for each individual, please do a check of personal details to ensure that they are correct. To see details in full, click each entry in the table.

NOTE: Take extra care to ensure that email addresses and phone numbers are correct, as this is where test results will be sent.

Time of test	Date of test	First name	Last name	Gender	Date of birth	CHI Number	Residential Address 1	Residential postcode	Mobile phone	Email	LOT N
10:30:00	01/01/2021	test	user	Female	01/01/1980		15 cadogan street	A99 9AA	0123456789	test@test.com	x12345

< > Rows 1 - 1 of 1

* Please select the most relevant reason for taking this test

Care home - Visitor

* Please select your care home

10 Ramsay Gardens

✓ Confirm all details

Once you have selected the relevant information, simply press 'confirm all details', and the system will confirm your upload. You can then return to enter more records if needed.

Test Kit Registrations Confirmation

Thank you for submitting your test kit registrations.

You have submitted: 0 Negative tests and 1 Postive tests

Register more test kits

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What should I do if I forget my password for the LFT user registration?

There is an automated password reset function on the log-page. Please use this and follow the instructions

Is my data safe if I register an account?

Yes, we are governed by a privacy policy. You can read the document by visiting CovidTestingPortal.scot and clicking on the link in the text on the front page.

Do I have to register an account?

No, registration is completely optional.

I have completed a bulk upload but I can see my records more than once / I can see more records than I uploaded?

Sometimes your browser tries to be helpful and remember what you were doing and this can interfere with the way the portal works. However, it's easy to fix. First, make sure you close all your Portal tabs on your browser. Second, visit CovidTestingPortal.scot once again. Then, on your keyboard hold "Control" and press "F5" if you are using a Windows machine. If you are using a Mac, you press Command + Shift + R. Then you will be able to upload your spreadsheet again and get rid of any old results you can still see there.

I get an error when I upload my spreadsheet

Make sure that you are using the spreadsheet which has "For Uploading Lateral Flow Test Results Only". If you have altered the spreadsheet in any way other than entering data in the correct fields, it will not work. download the spreadsheet on the LFT Bulk Upload page and try again.

Nothing happens when I upload my spreadsheet

You may encounter problems using older browsers. Up to date versions of Edge, Chrome or Firefox should be used.

Can I upload all of my care home's LFT test results at once?

There are some restrictions in the bulk upload. You can only upload 50 results at one time. Also, each person you are uploading the results for must be taking the lateral flow test for the same reason. For example, you could upload a spreadsheet for all care home staff, but you would need to upload a separate spreadsheet for care home visitors. This is because each testing purpose is treated separately for contact tracing and statistical reasons