

ART Testing: SRS Guide for Company HRs

Version 1: Updated 16 June 2021

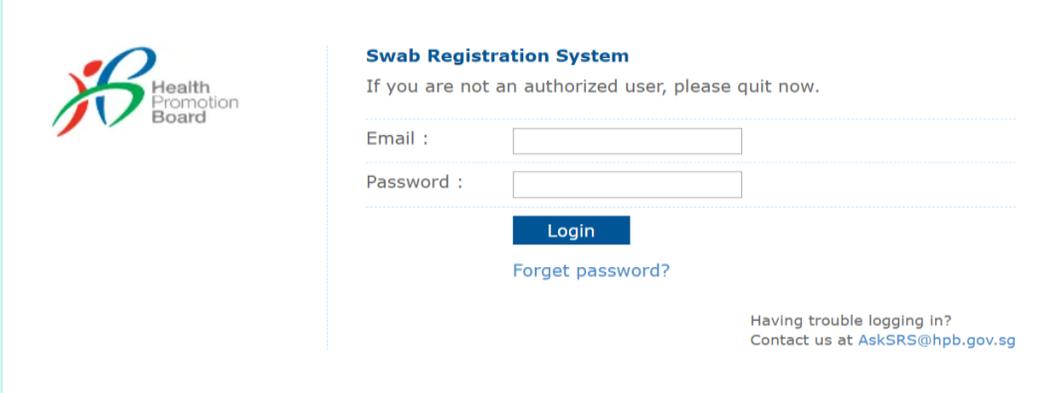
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- C. Change Password
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A. Access Site and Login

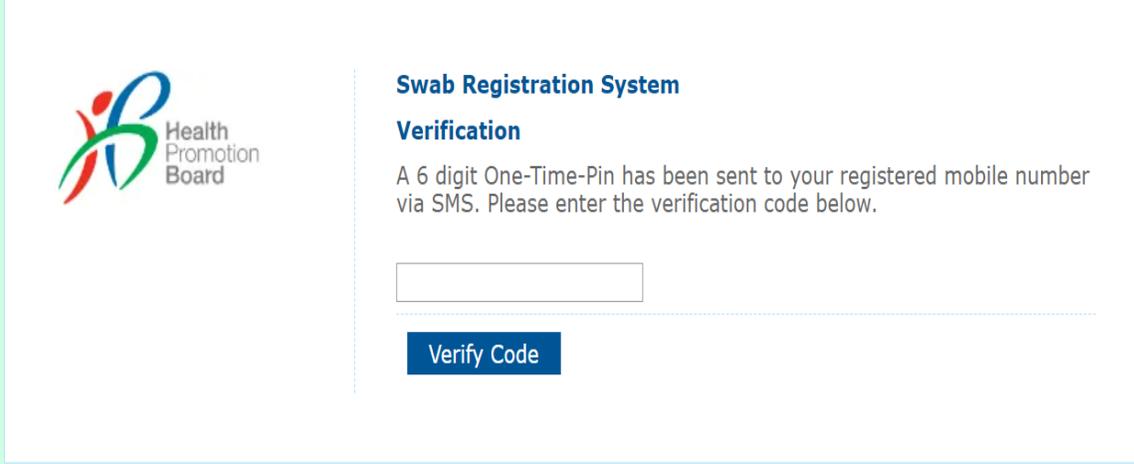
1. Access site at <https://swab.hpb.gov.sg/ext/>
2. For first time users, retrieve your password from your registered email address*
3. After entering email address and password, a 6-digit One-Time-Pin will be sent to your registered mobile number.

Welcome to Swab Registration System (For Employers)



The login form features the Health Promotion Board logo on the left. The main content area is titled 'Swab Registration System' and includes a warning: 'If you are not an authorized user, please quit now.' Below this are two input fields: 'Email :' and 'Password :'. A blue 'Login' button is positioned below the password field, with a 'Forget password?' link underneath it. At the bottom right, there is a link for users having trouble logging in: 'Having trouble logging in? Contact us at AskSRS@hpb.gov.sg'.

For more Information on RRT, please click [HERE](#)



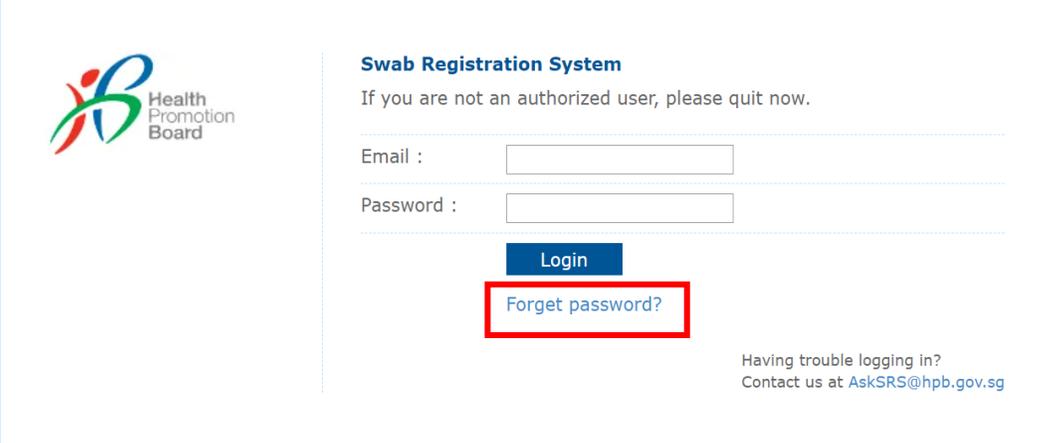
The verification form features the Health Promotion Board logo on the left. The main content area is titled 'Swab Registration System' and includes a section for 'Verification'. The text reads: 'A 6 digit One-Time-Pin has been sent to your registered mobile number via SMS. Please enter the verification code below.' Below this text is a single input field for the verification code. A blue 'Verify Code' button is located at the bottom of the form.

*Please check your junk folder if email cannot be found in your inbox

B. Forget Password

1. Click **Forget Password** on the main page
2. Enter your registered email address and verification code. Click **Send**.
3. A new password will be sent to your registered email address*.

Welcome to Swab Registration System (For Employers)



The screenshot shows the login page for the Swab Registration System. On the left is the Health Promotion Board logo. The main content area is titled 'Swab Registration System' and includes a message: 'If you are not an authorized user, please quit now.' Below this are two input fields: 'Email :' and 'Password :'. There are two buttons: a blue 'Login' button and a red-bordered 'Forget password?' button. At the bottom right, there is a link for 'Having trouble logging in? Contact us at AskSRS@hpb.gov.sg'. A footer note says 'For more Information on RRT, please click [HERE](#)'.

Swab Registration System
If you are not an authorized user, please quit now.

Email :

Password :

[Login](#)

[Forget password?](#)

Having trouble logging in?
Contact us at AskSRS@hpb.gov.sg

For more Information on RRT, please click [HERE](#)



The screenshot shows the password recovery page. It features the Health Promotion Board logo on the left. The title is 'Swab Registration System Password Recovery' with the instruction 'Please provide username to retrieve login account.' There are two input fields: 'Email :' and 'Verification code :'. The verification code field contains a CAPTCHA image showing the characters 'OYNNv2' and a refresh icon. Below the fields is a blue 'Send' button and a link 'Switch to login window'.

Swab Registration System
Password Recovery
Please provide username to retrieve login account.

Email :

Verification code :

[Send](#)

[Switch to login window](#)

*Please check your junk folder if email cannot be found in your inbox

C. Change Password

You will be prompted to change your password if you are logging in for the first time.

1. Click **Change Password** on the top right corner
2. Enter your old and new password. Click **Save**.

The screenshot displays the 'Swab Registration System' interface. At the top right, the user is identified as 'User: RL' with links for 'Change Password' and 'Logout'. The 'Change Password' link is highlighted with a red box and an arrow pointing to the form below. The form is titled 'Change Password' and includes a note: '* Fields marked with an asterisk are mandatory.' The form contains three input fields: 'Old Password : *', 'New Password : *', and 'Confirm New Password : *'. Below the input fields are two buttons: 'Save' and 'Clear'.

tion **Swab Registration System** User: RL
[Change Password](#) | [Logout](#)

Change Password

* Fields marked with an asterisk are mandatory.

Password Information

Old Password : *

New Password : *

Confirm New Password : *

[Save](#) [Clear](#)

D. Upload list of company employees

Function only available from Company HR accounts

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



Health Promotion Board **Swab Registration System**

User: _____

[Help](#) | [Update Profile Detail](#) | [Change Password](#) | [Logout](#)

Reports | **Staff Management** | COVID-19 Testing | Server Name : _____

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

(a) Add employees to SRS

↓
[Add New Staff \(Single\)](#) | [Add New Staff \(Bulk\)](#)

Appt Status :

200 per page Page 1 of 1

<input type="checkbox"/>	ID No. ↑	Name ↑	Source	Dorm/Non-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"/>	SI234567A	AIPIPO	Company	Non-Dorm			14	not_vaccinated				No Appt Made	26/Aug/2020 05:50 PM		Schedule History Delete

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

D. 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

The screenshot displays the 'Bulk Creation of Staff' interface. At the top, there is a header 'Bulk Creation of Staff'. Below it, the text reads 'Upload Staff (sample: xlsx) : *' and 'Maximum File Upload Size : 30 MB'. A 'Choose File' button is present, with the text 'No file chosen' and 'Uploaded filename: BulkCompanyStaffSample.xlsx' next to it. A log section shows two entries: '[6/15/2021 12:23:54 PM] Start validating bulk company staff creation' and '[6/15/2021 12:23:54 PM] Validation bulk company staff creation completed'. A modal dialog box is open in the center, titled 'File uploaded successfully', with a close button (X) in the top right corner. The dialog contains the text: 'Your file is uploaded successfully. The processed file will be emailed to you after processing completes.' and 'You may navigate away from this page'. An 'OK' button is located at the bottom right of the dialog. At the bottom of the main interface, there is an 'Upload' button.

D. 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
- For those without NRIC/FIN, passport number is acceptable.

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

- Required for conveyancing if individual tested C+.
- To insert **place of residence in Singapore** (i.e. no foreign address)

D. 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) : *

F. Upload ART Results

(i) Upload By UEN

Suitability: List of employees must be uploaded into SRS by Company HR prior (ref. Section D)

ART Result Upload

Upload by PII Upload by UEN

Upload ART Result by UEN (sample: UploadARTResultbyUENSample) : *
Maximum File Upload Size : 5 MB

Choose File No file chosen
Uploaded filename: UploadARTResultbyUENSample_test3.xlsx

Notes:

1. This function is used for uploading ART result.

Log : [6/16/2021 10:48:12 PM] start processing SAART validation
[6/16/2021 10:48:12 PM] validate SAART completed
ART Result File Upload Accepted, start processing.

- Should there be any error in the uploaded excel file, there will be error messages indicating the row and the error encountered to the uploaded file.
- Correct the mistakes and re-upload the whole file.

e.g.

Processing Information

Row 2: Identity No. - NRIC Format is wrong

Row 3: Contact No. - should contain only numbers

1. Click **COVID-19 Testing > Upload ART Results.**
2. Download the sample **.xlsx file.**
3. Once file, click **Choose File.** Select your saved file and click **Upload.**
4. You will see a prompt if the file has been successfully uploaded.

F. Upload ART Results

(i) Upload By UEN

Sample UEN Template for upload

UEN *	Identification Number *	Nationality *	Contact No (Singapore Mobile Number e.g. 91234567) *	Date of Test (YYYYMMDD) *	Time of Test (24hr Format HH:mm) *	Test Brand *	Test Type *	Test Result *	Reason for Test *	For Official Use Only Remarks	For Official Use Only Use Case
T08GB0014L	F1234567D	MALAYSIAN	91234567	20210601	15:30	BD VERITOR	ART	NEGATIVE	Supervised Test		

ID

- **Character Limit: 9**
- NRIC/FIN preferred for case management
- For those without NRIC/FIN, passport number is acceptable.

Contact Number

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

Date of Test

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

Time of Test

- For individuals requiring a repeat tests (invalid results), pls ensure the date & time of tests are **DIFFERENT** for both rows



Use Drop-Down Menu

Free Text Fields.
Sector Leads (SLs) can instruct companies to fill-in info e.g. test venue/ use case.
Whatever is useful for SLs to filter and track utilisation

F. Upload ART Results

(i) Upload By UEN

- An email report with the status of the upload will be sent to your registered email. Check if results have been uploaded successfully.
- Correct any errors and upload amended data for affected rows (ref. Step 1 – 4).

	A	B
1	Identification No.	Processed Result
2	F****919K	Client already has an existing result for DateTimeOfTest: 20210611 11:35
3	F****442P	OK
4	S****164J	UEN does not exist
5	S****958H	Staff does not exist in Company
6		

Error: Company has not been inserted into SRS

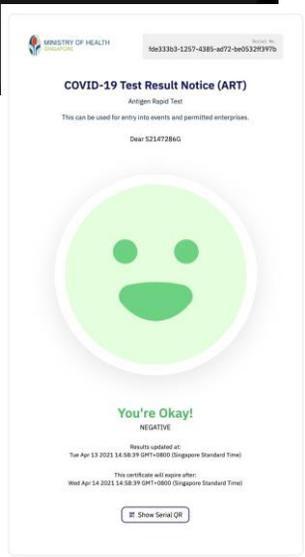
Error: Not in list of company employees uploaded by Company HR (see slide 22 on how to upload list of employees)

- ID will be masked.
- Refer to uploaded report to identify individual (based on excel row number)

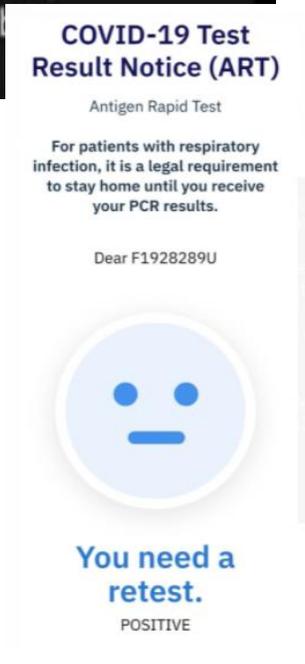
Sample SMS received by clients

- Will be sent once client test record has been successfully uploaded

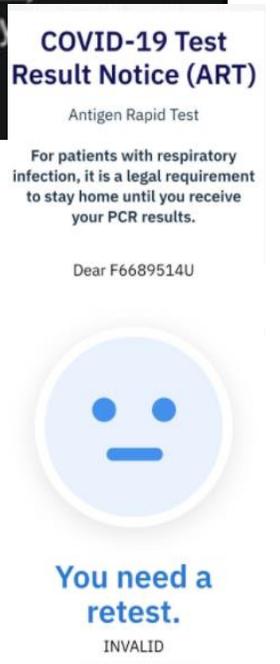
Dear F****289U, your ART result is **NEGATIVE** for the test performed on 11-Jun (Fri) 11:35 AM. This result is uploaded by (BULKHEAD PTELTD)



Dear F****289U, your ART result is **POSITIVE** for the test performed on 11-Jun (Fri) 11:45 AM. You may have COVID-19 infection and require a PCR test which your company will arrange. After your PCR test, pls self-isolate till results are out. Result Link: (https://checker-staging.covid-ops.gov.sg/?serial_no=3fa5e7c3-9ce4-4307-b27e-fe169ba6b386) This result is uploaded by (BULKHEAD PTELTD)

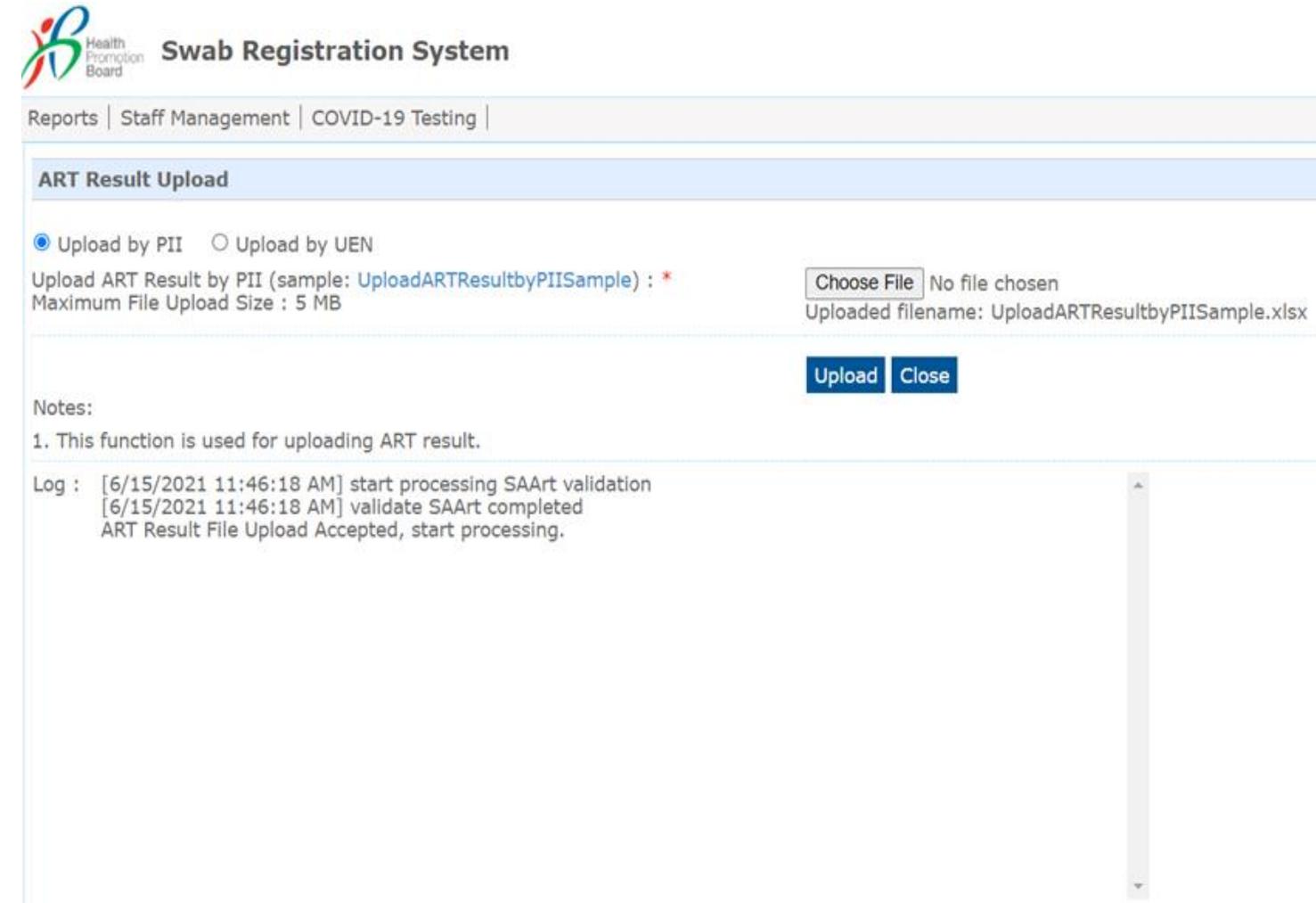


Dear F****514U, your ART result is **INVALID** for the test performed on 11-Jun (Fri) 11:35 AM. You will be required to do another ART. If this is your 2nd INVALID result, you may have COVID-19 infection and require a PCR test which your company will arrange. After your PCR test, pls self-isolate till results are out. Result Link: (https://checker-staging.covid-ops.gov.sg/?serial_no=ea30c4c0-0faf-4187-9c8a-6bbaf0a3cc07) This result is uploaded by (BULKHEAD PTELTD)



F. Upload ART Results

(ii) Upload By PII



The screenshot shows the 'Swab Registration System' interface. At the top left is the Health Promotion Board logo. A breadcrumb trail shows 'Reports | Staff Management | COVID-19 Testing |'. Below this is a blue header for 'ART Result Upload'. There are two radio buttons: 'Upload by PII' (selected) and 'Upload by UEN'. The text 'Upload ART Result by PII (sample: UploadARTResultbyPIISample) : *' is followed by a 'Choose File' button and the text 'No file chosen'. Below this, it says 'Maximum File Upload Size : 5 MB' and 'Uploaded filename: UploadARTResultbyPIISample.xlsx'. There are 'Upload' and 'Close' buttons. A 'Notes' section contains the text: '1. This function is used for uploading ART result.' A 'Log' section shows a timestamped log of events: '[6/15/2021 11:46:18 AM] start processing SAART validation', '[6/15/2021 11:46:18 AM] validate SAART completed', and 'ART Result File Upload Accepted, start processing.'

1. Click **COVID-19 Testing > Upload ART Results.**
2. Download the sample **.xlsx file.**
3. Once file, click **Choose File.** Select your saved file and click **Upload.**
4. You will see a prompt if the file has been successfully uploaded.

F. Upload ART Results

(ii) Upload By PII

Sample PII Template for upload

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

ID

- **Character Limit: 9**
- NRIC/FIN preferred for case management
- For those without NRIC/FIN, passport number is acceptable.

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

- Required for conveyancing if individual tested C+.
- To insert **place of residence in Singapore** (i.e. no foreign address)

Date of Test (YYYYMMDD) *	Time of Test (24hr Format HH:mm) *	Test Brand*	Test Type*	Test Result*	Reason for Test*	For Official Use Only Remarks	For Official Use Only Use Case
202100531	09:00	BD Veritor	ART	Positive	Supervised Self-administered		

Date of Test

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

Time of Test

- For individuals requiring a repeat tests (invalid results), pls ensure the date & time of tests are **DIFFERENT** for both rows

Use Drop-Down Menu

Free Text Fields.
Sector Leads (SLs) can instruct companies to fill-in info e.g. test venue/ use case. Whatever is useful for SLs to filter and track utilisation

F. Upload ART Results

(ii) Upload By PII

- An email report with the status of the upload will be sent to your registered email. Check if results have been uploaded successfully.
- Correct any errors and re-upload amended data for affected records (ref. Step 1 – 3).

	A	B
1	Identification No.	Processed Result
2	F****442P	OK
3	F****919K	Client already has an existing result for DateTimeOfTest: 20210611 11:35

- 
- ID will be masked.
 - Refer to uploaded report to identify individual (based on excel row number)