

ART Testing: SRS V2 Guide for Sector Leads

As of 22 July 2021

Overview of Workflow for SRS v2

Pre-event set-up (One time)

Testing Day (Upon Completion of FET)

Post Event

Sector Lead creates SRS accounts for **Company HR**.

Instructions: Section D

SRS Portal

Company HR upload list of **Swab Supervisor** which are the company's employees into SRS

Instructions: Section G

SRS Portal

Client & Swab Supervisor creates their own profile in SRS v2 (<http://go.gov.sg/srs-profile>)

Instructions: Section H

SRS v2

Client logs into SRS v2 and shows QR code to **Swab Supervisor**.

Instructions: Section I

SRS v2

Swab Supervisor uses company-specific SRS v2 link to:

- Scan client's QR code
- Verify client's name, NRIC, Mobile Number
- Input client's results and submit entry.

Instructions: Section K

SRS v2

Client receives SMS notification on their results. (*Annex 1*)

Client may also view results on HealthHub.

Sector Lead able to download test report from SRS.

Instructions: Section F

SRS Portal

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SRS Portal

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SRS v2

- H. Create SRS v2 Profile
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- K. Upload of ART results via SRS v2 – For Swab Supervisors only

SRS Portal

<https://swab.hpb.gov.sg/ext/>

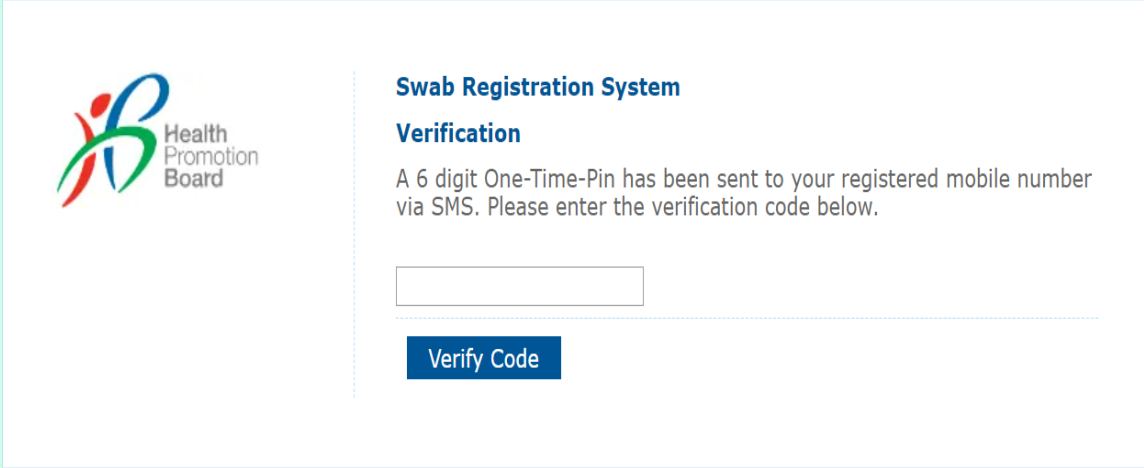
A. Access Site and Login

1. Access site at <https://swab.hpb.gov.sg/ext/>
2. For first time users, retrieve your password from your registered email address¹
3. After entering email address and password, a 6-digit One-Time-Pin will be sent to your registered mobile number.²

Welcome to Swab Registration System (For Employers)



The login page features the Health Promotion Board logo on the left. 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 input fields for 'Email :' and 'Password :', followed by a blue 'Login' button. A link for 'Forget password?' is positioned below the login button. At the bottom right, there is a note: 'Having trouble logging in? Contact us at AskSRS@hpb.gov.sg'. A footer at the very bottom states: 'For more Information on RRT, please click [HERE](#)'.



The verification page also 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 an input field for the verification code, followed by a blue 'Verify Code' button.



¹Please check your junk folder if email cannot be found in your inbox.

² If you do not receive your OTP despite multiple tries, it is likely that your registered mobile is incorrect. Please contact your sector lead(s) to check and amend.

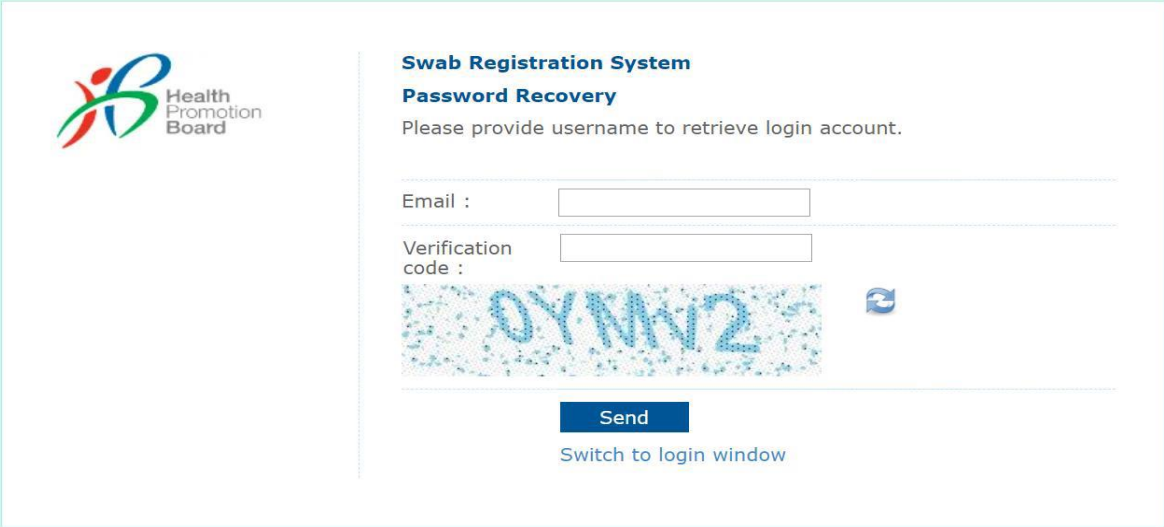
B. Forget Password

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 address¹.

Welcome to Swab Registration System (For Employers)



The screenshot shows the login page of the Swab Registration System. On the left is the Health Promotion Board logo. The main content area has the title 'Swab Registration System' and 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 blue 'Forget password?' button which is highlighted with a red rectangle. At the bottom right, there is a link: 'Having trouble logging in? Contact us at AskSRS@hpb.gov.sg'. At the very bottom, there is a link: 'For more Information on RRT, please click [HERE](#)'.



The screenshot shows the password recovery page. On the left is the Health Promotion Board logo. The main content area has the title 'Swab Registration System Password Recovery' and a message: 'Please provide username to retrieve login account.' Below this are two input fields: 'Email :' and 'Verification code :'. The verification code field contains a CAPTCHA image showing the text 'OYNNv2'. There is a blue 'Send' button. Below the button is a link: 'Switch to login window'.



¹Please 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**.

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. Managing Company HR Accounts

- This function allows the user to view, add and modify the accounts for Company HR who are in their sector.
- Company HR refers to identified staff in each company who are overseeing swab operations within the company.
- Sector Leads advised to limit to max. 2 accounts per company.

View Company HR Accounts:

1. Click **Swab Admin Accounts > Swab Admin Account Management**.

The screenshot shows the 'Swab Registration System' interface. The top navigation bar includes links for Registration, Planning, Reports, Swab Admin Accounts, Bulk Appointment Booking, RRT Manual Booking, and Online. The sidebar menu on the left has 'Admin Account Manage' selected, with a dropdown showing 'Swab Admin Account Management' (highlighted with a red box) and 'Import Company Account'. The main content area features a search bar with a dropdown set to 'All', a 'Search Email' input field, and a 'Search' button. Below the search bar is a table of accounts. An annotation (a) points to the '[Add]' button in the table header. An annotation (b) points to the 'Search Email' input field. An annotation (c) points to the edit icon (pencil) in the 'Created By' column of the first row.

(a) Click to add new account individually

(b) Input email address to search for a user

(c) Click to edit account information

Email	Name	Active	User Type	Valid From	Valid To	Created At	Created By	[Add]
		Active	CompanyHR	15/Jun/2021	17/Jun/2021	15/Jun/2021 05:39:46 PM		

D. Managing Company HR Accounts

(i) Add Company HR Accounts Individually

1. Fill in all necessary details

Create Swab Admin Account

* Fields marked with an asterisk are mandatory.

Email : *	<input type="text" value="TESTER@COMPANY.COM"/>
Status :	<input type="text" value="Active"/>
Valid From : *	<input type="text" value="16/Jun/2021"/>
Valid To : *	<input type="text" value="16/Oct/2021"/>
Name : *	<input type="text" value="TESTER"/>
NRIC : *	<input type="text" value="S1234567A"/>
Mobile Phone : *	<input type="text" value="91234567"/>
OTP Email : *	<input type="text" value="TESTER@COMPANY.COM"/>
User Type : *	<input type="radio"/> HPB Staff / HPB Appointed Vendor <input type="radio"/> SectorLead <input checked="" type="radio"/> CompanyHR

Note: Company HR will receive their OTP code via their mobile phones.

UEN : *	<input type="text" value="123456789H"/>
Sector :	<input type="text" value="HPB"/>
Company Name : *	<input type="text" value="COMPANY"/>
Company Contact Email : *	<input type="text" value="ASKCOMPANY@COMPANY.COM"/>
Company Contact No. : *	<input type="text" value="61234567"/>
(Use in appt SMS)	
Appt Booking Quota : *	<input type="text" value="10"/>

For new companies to SRS:

- Please insert all details.
- For “Appt Booking Quota”, please put default value: 10*

If company was previously inputted in SRS (regardless of sector):

- Company details will be auto-populated once UEN is entered.
- Company will be tied to sector

*The field “Appt Booking Quota” is for companies on PCR RRT only.

D. Managing Company HR Accounts

(ii) Add Multiple Company HR Accounts

1. Click **Swab Admin Accounts > Import Company Account**.
2. Download the sample **.xlsx** file.
3. Once file, click **Choose File**. Select your saved file and click **Upload**.

Registration | Planning | Reports | Swab Admin Accounts | Bulk Appointment Booking | RRT Manual Booking | Online Query | COVID-19 Testing |

Upload Company Account

Upload Company Account (sample: [xlsx](#)) : *

Maximum File Upload Size : 30 MB

No file chosen

Sample Template to create Company HR accounts

*Please ensure Company HR accounts belong to the sector you are assigned to.

Name	NRIC/FIN	Login email address *	Mobile Number *	Account valid from	Account valid to	Company Name *	Company UEN *	Company Email	Company Contact No.	Maximum Booking Quota for Company *
TESTER	S1234567A	TESTER@COMPANY.COM	91234567	20210616	20211016	COMPANY	123456789H	ASKCOMPANY@COMPANY.COM	61234567	10

Please provide a reasonable validity to avoid the account from getting expired

Insert in
YYYYMMDD Format

For "Appt Booking Quota", please put default value: 10*

D. Managing Company HR Accounts

(iii) Assigning Results Report Function to Company HR Accounts

- This function allows the user to view the results uploaded by the Company HR or Supervisors.
- Companies with less than or equal to 3 Company HR accounts will assigned access automatically. For companies with more than 3 Company HR accounts, Sector leads will have to grant access to the Company HR accounts.

Navigate to “Company HR Role Management” function:

1. Click **Swab Admin Accounts > Swab Admin Account Management > Company HR Role Management**



Company HR Role Management

Add or Remove role : * ☐ Add ☒ Remove

Roles : *

Upload Company Details (sample: [xlsx](#)) : * No file chosen

Maximum File Upload Size : 30 MB

2. Indicate “Add” to assign the Role to the Company HR accounts.
3. Select the Role “CompanyHR_ARTResults”.
4. Download the sample **.xlsx** file.
5. Upload the list of Company HR accounts to be granted access.

Company HR Email*	Company UEN*
sampleEmail@mail.cm	sampleUen

D. Managing Company HR Accounts

(ii) Add Multiple Company HR Accounts

4. You will see the total number of records processed if the file is successfully uploaded.

Upload Company Account

Upload Company Account (sample: [xlsx](#)) : *

Maximum File Upload Size : 30 MB

No file chosen

Uploaded filename: CompanyAccountCreationSample_sit.xlsx

Log : [30/6/2020 3:42:16 PM] start processing to import company account

[30/6/2020 3:42:16 PM] total records to process 1

[30/6/2020 3:42:19 PM] Successfully created account for SHENGYIYAP001@GMAIL.COM

[30/6/2020 3:42:19 PM] import company account completed

5. Company HR will receive an email with their login information. Their login ID will be the email address they receive this email.

Dear user,


An account has been created for you by the Health Promotion Board.

Your password: 878hp5nvd13c

Please click on <http://eweb.hpb.gov.sg/ext/login.aspx> to login with your registered email

E. View / Edit List of Companies

1. Click **Planning > Company Management** to view a list of companies linked to your sector.

 **Swab Registration System**

User: | [Change Password](#) | [Logout](#)

Registration | **Planning** | Reports | Swab Admin Accounts | Bulk Appointment Booking | RRT Manual Booking | Online Query | COVID-19 Testing | Server Name :

Company | **Company Management** | [Tag Company To Sector](#)

Search

Name : UEN :

[Search](#) [Clear](#)

(a) Search via Company Name or UEN

(a) Add new company profile

10

Id	Company Name	UEN	Company Contact Number	Company Contact Email	Appt Booking Quota	Sector	Created By	Created At	Updated By	Updated At	Action
213	SOME COMP	X124355323			100	HPB				2020-05-05 5 AM	Edit Unlink

(a) Edit company profile

(a) Unlink company from sector

E. View / Edit List of Companies

(i) Add new company accounts

1. Fill in all necessary details

Add Company

UEN : *

Company Name : *

Company Contact Email : *

Company Contact No. : *
(Use in appt SMS)

Appt Booking Quota : *

Save **Close**

For “Appt Booking Quota”, please put default value: 10

**The field “Appt Booking Quota” is for companies on PCR RRT only.*

- If company was previously created in SRS (regardless of sector), an error message will appear

Add Company

Unable to save company info: Duplicate UEN

UEN : *

E. View / Edit List of Companies

(ii) Tag Company to Sector

1. Insert UEN of company in text box.
2. Click **Save**

Tag Company To Sector		
UEN	Company Name	Action
<input type="text"/>		
123456789A	MPA COMPANY HR 1	✖

SaveDone

- A company may be tagged to more than 1 sector
- An error message will appear if the company has not been created in SRS.

Tag Company To Sector		
UEN	Company Name	Action
<input type="text"/>		

Company UEN : 22012201 does not exist in the system.

SaveDone

Note: Sector Leads do not have individual Sector-specific reports and would need to apply filter functions to identify workers. Thus important to think through the category/segments via report uploading or in sector/company creation

F. Download ART Results

1. Click **Reports > Statistics Report** to download ART results uploaded
2. Select option **“List of ART results updated for the previous day”**
 - Each day’s file contain only the data uploaded the previous day (available from 3am).
 - Files contain results uploaded by all companies (regardless of sectors). Please filter accordingly for your sector.
 - Files are in .csv format. Pls refer to [this link](#) on how to import the file into excel.



Swab Registration System

Registration | Planning | Reports | Swab Admin Accounts | Bulk Appointment Booking | RRT Manual Booking | Online Query | COVID-19 Testing |

Statistics Report

Statistics Report

- ☐ Appointment And Attendance Master List
- ☐ Company Accounts Master List
- ☐ SwabCycleSectorMasterList
- ☒ List of ART result updated for the previous day

This report provides a list of updated ART result yesterday from 00:00:00 to 23:59:59

S/N	Report Name
1	P9_20210616_030001.zip
2	P9_20210615_030002.zip
3	P9_20210614_030001.zip
4	P9_20210613_030001.zip
5	P9_20210612_030003.zip

F. Download ART Results

Sample Report

A	B	C	D	E	F	G	H	I	J	K	L	M
Sector	Name of company	UEN	FIN/NRIC	Name of worker	Mobile	Postal Code	Address	Date & Time of Test	Test Brand	Test Type	ART Result	Reason for Test
HPB	STARK INDUSTRIES	123456789B	S1234567A	TONY	99999999	123461	3 SECOND I	12/6/2021 15:00	BD VERITOR	ART	NEGATIVE	SUPERVISED TEST
HPB	STARK INDUSTRIES	123456789B	S1234567B	STEVE	99999999	123460	3 SECOND I	12/6/2021 15:00	BD VERITOR	ART	NEGATIVE	SUPERVISED TEST
HPB	STARK INDUSTRIES	123456789B	S1234567C	BOBBY	99999999	123464	3 SECOND I	12/6/2021 15:00	BD VERITOR	ART	INVALID	SUPERVISED TEST
			S1234567D	DUM-E	99999999	123460	3 SECOND I	14/6/2021 14:00	BD VERITOR	ART	NEGATIVE	SUPERVISED TEST
			S1234567E	MARIA	99999999	123456	3 SECOND I	14/6/2021 13:00	BD VERITOR	ART	NEGATIVE	SUPERVISED TEST
			S1234567F	SKYLE	99999999	123458	3 SECOND I	14/6/2021 13:00	BD VERITOR	ART	NEGATIVE	SUPERVISED TEST
			S1234567G	BRUCE	99999999	123457	3 SECOND I	14/6/2021 13:00	BD VERITOR	ART	POSITIVE	SUPERVISED TEST
			S1234567H	JARVIS	99999999	123459	3 SECOND I	14/6/2021 13:00	BD VERITOR	ART	INVALID	SUPERVISED TEST
			S1234567H	JARVIS	99999999	123459	3 SECOND I	14/6/2021 14:00	BD VERITOR	ART	INVALID	SUPERVISED TEST

Column A – C:

- Will be filled if list of employees were uploaded into SRS by Company HR (ref. Section H)

P	Q	R	S	T
UEN of Uploader	Sector of Uploader	Upload At	Upload By	Update At
123456789B	HPB	15/6/2021 12:25	PEPPER POTTS	15/6/2021 12:30
123456789B	HPB	15/6/2021 12:25	PEPPER POTTS	15/6/2021 12:30
123456789B	HPB	15/6/2021 12:25	PEPPER POTTS	15/6/2021 12:30
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50
123456789B	HPB	15/6/2021 11:46	PEPPER POTTS	15/6/2021 11:50

Column P – T:

- Information on the uploader


Sector Leads can filter by “Upload By” to track utilisation by assigned Company HR

G. 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**

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

Appt Status : All

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"/>	S1234567A	ARTIS				14	not_vaccinated				No Appt Made	26/Aug/2020 05:50 PM		Schedule History Delete

(a) Add employees to SRS

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

G. 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**.



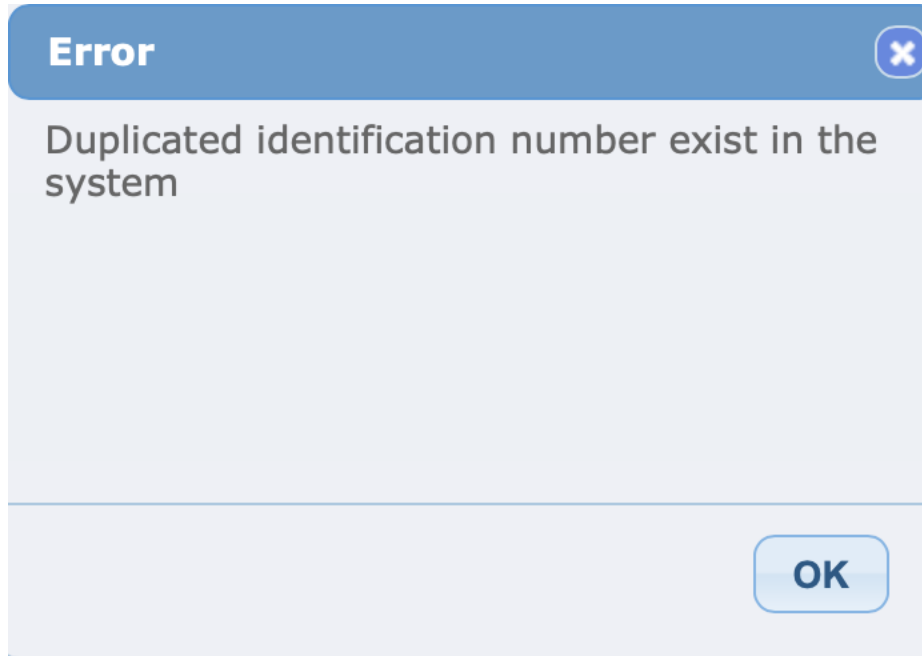
Details of swab supervisors must be uploaded into SRS for ESSS. Otherwise, they will not be able to submit results via the company-specific SRS results submission link.

Identification No. : *	<input type="text" value="S1234567T"/>
Full Name : *	<input type="text" value="JOHN DOE"/>
Date of Birth (YYYYMMDD) : *	<input type="text" value="YYYYMMDD"/>
Gender : *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality : *	<input type="text" value="SINGAPOREAN"/>
Residential Postal Code : *	<input type="text" value="168937"/>
Residential Street Name : *	<input type="text" value="3 Second Hospital Ave"/>
Residential Level & Unit No : (leave blank for landed address)	# <input type="text" value="03"/> - <input type="text" value="1234"/>
Contact No (Mobile preferred) : *	<input type="text" value="88888888"/>

Save

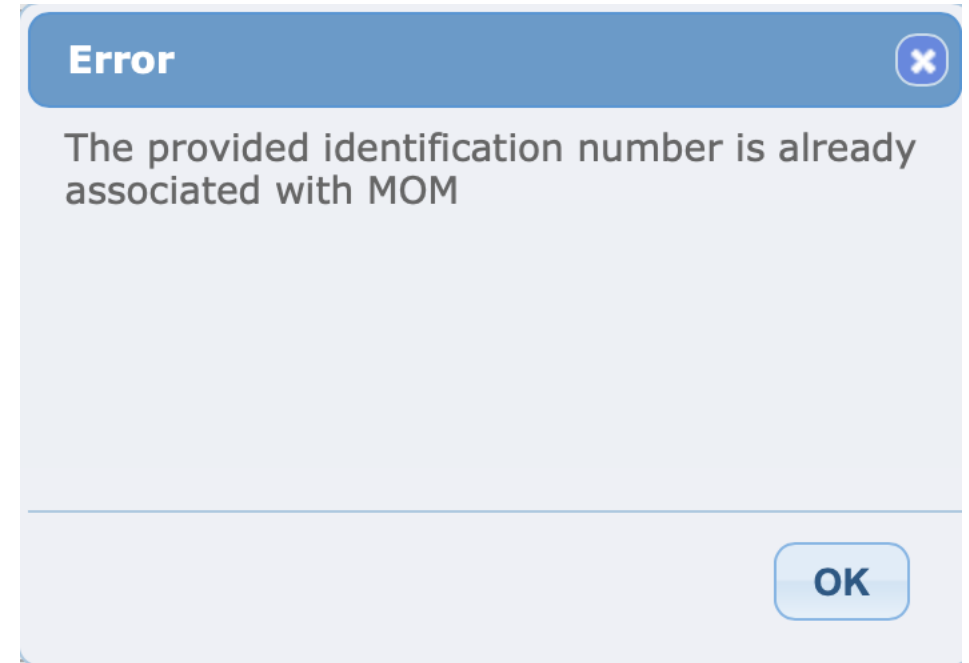
G. Upload list of company employees

Function only available from Company HR accounts



Individual has already been registered as a swab supervisor of your company in SRS.

No further actions required.



Individual is currently registered as an employee of another company in SRS.

Please escalate to your sector lead for help.

G. 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

Choose File

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

OK

Upload

G. 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

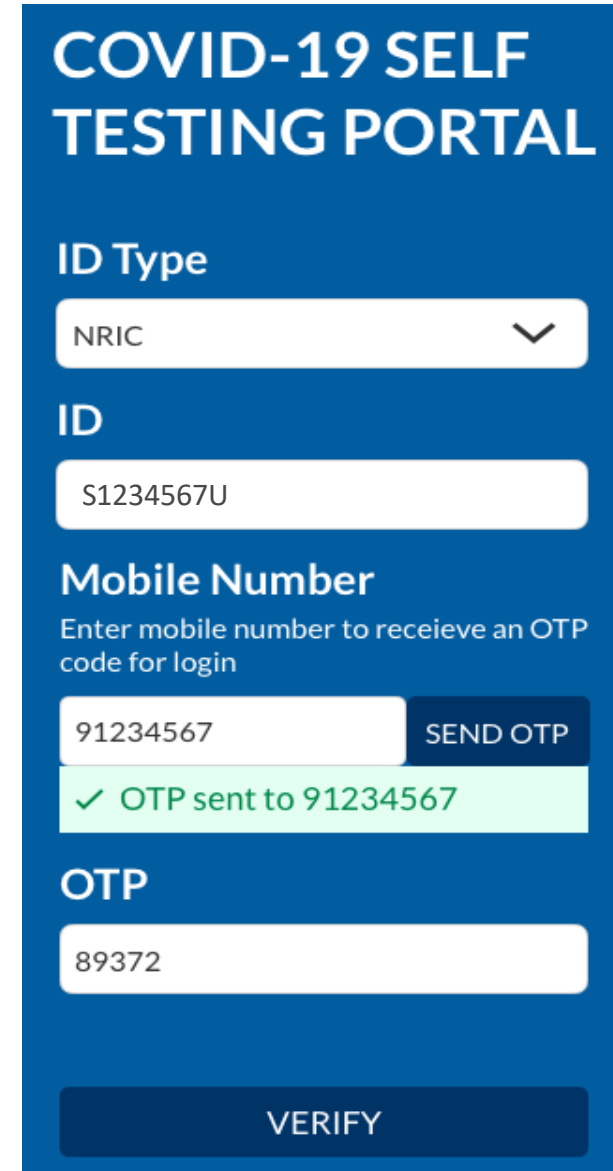
SRS v2

H. Create Profile in SRS v2

First Time & Subsequent Login

1. Access site at <http://go.gov.sg/srs-profile> (this link is only for profile creation)
2. Key in your ID Type, ID Number and Mobile Number. 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**.

Note: Your ID and mobile number will be your login information the next time you enter the portal.



The screenshot shows the 'COVID-19 SELF TESTING PORTAL' registration interface. It features a blue background with white text. The form includes fields for 'ID Type' (a dropdown menu currently showing 'NRIC'), 'ID' (a text box with 'S1234567U'), and 'Mobile Number' (a text box with '91234567'). To the right of the mobile number field is a 'SEND OTP' button. Below the mobile number field is a green confirmation message: '✓ OTP sent to 91234567'. There is also an 'OTP' field containing the number '89372'. At the bottom of the form is a large blue button labeled 'VERIFY'.

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

H. Create Profile in SRS v2

4. You will be required to profile your personal details the **first time** you enter the portal.
5. Fill in all details and click **Update**.

These fields are your login ID, and hence cannot be edited.

Your Profile

Full Name *

ID Type *

NRIC

ID Number *

S1234567U

Country of Issue *

SINGAPORE

Date of Birth *

Gender *

☐ MALE ☐ FEMALE

Mobile Number *

91234567

Nationality *

SINGAPOREAN

Postal Code *

Block/Street Name *

Building/ House Name (if applicable)

Unit Number (if applicable)

-

☒ I consent to allow the Health Promotion Board to use my personal data as detailed in the [Privacy Statement](#)

UPDATE

Users can click this area to check the box

H. Create Profile in SRS v2

6. Your personalised QR code will be generated. It will be displayed below the update button.
- Please show this to the swab supervisor during your FET test day, so they may help you upload your test results.
 - If you do not have mobile data, you may wish to save a copy of the QR code onto your mobile phone. Do not share your QR code with anyone else except for FET testing.

UPDATE



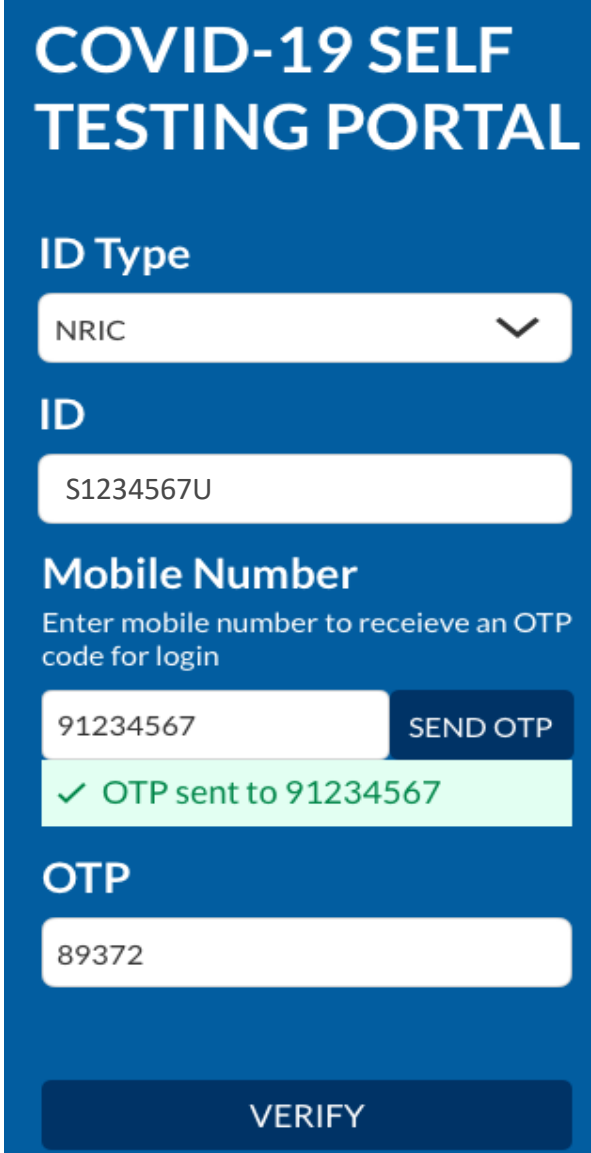
Show this QR Code to identify yourself for Covid-
19 Testing



I. View Personalised QR code

2nd Login onwards

1. Access site at <http://go.gov.sg/srs-profile>
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**.



The screenshot shows a mobile app interface for the 'COVID-19 SELF TESTING PORTAL'. It features a blue background with white text. The form includes fields for 'ID Type' (a dropdown menu showing 'NRIC'), 'ID' (a text box with 'S1234567U'), and 'Mobile Number' (a text box with '91234567'). A 'SEND OTP' button is next to the mobile number field. Below this, a green confirmation message reads '✓ OTP sent to 91234567'. The 'OTP' field contains the number '89372'. At the bottom is a large blue 'VERIFY' button.

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

I. View Personalised QR code

4. Scroll to the bottom of your profile page to view your personalized QR code.
 - Show the QR code to your Swab Supervisor after you have completed your ART test

These fields have been filled prior.

If there are changes in your details , please update the field and press **update**.


Your Profile 

Full Name *

ID Type *


ID Number *

Country of Issue *

Date of Birth *
 

Gender *
☒ MALE ☐ FEMALE

Mobile Number *

Nationality *
 

Postal Code *

Block/Street Name *

Building/ House Name (if applicable)

Unit Number (if applicable)
-

UPDATE



Show this QR Code to identify yourself for Covid-19 Testing

J. Find Company-Specific SRS v2 Link

For Sector Leads Only

Company-specific SRS results submission Link (for ESSS):

- Specific to each company (based on UEN number).
- Can only be used by Swab Supervisors whose details have been uploaded into SRS (refer to Step 2).
- **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)**



Swab Registration System

[illegible]

*This is your company-specific SRS results submission link. Share this with your swab supervisors, so they may upload employees' results.



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

K. 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** (ref Section J)
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**

Note: If you receive an error message, please approach your Company Admin to check that your details have been uploaded into SRS.



Alert

Unauthorized.

OK

J. 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 \(Android & iPhone\)](#)

Supervisors to note that the **Scan QR Code** function in the *COVID-19 Self-testing Portal* will not work, if they scan the employees QR Code using their mobile phones QR scanner

Add Test Results


Hi, Sherman

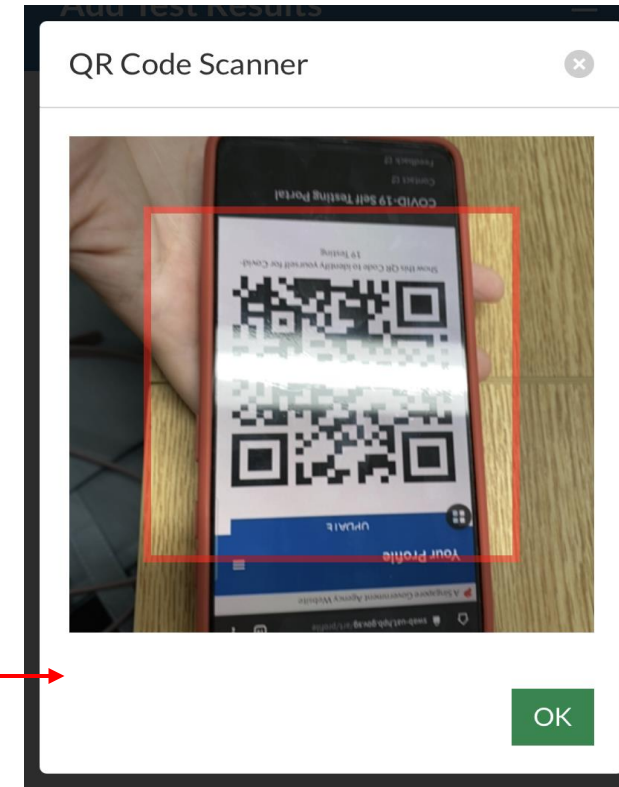
Test Reason *

SUPERVISED ART

Test Kit Brand *

BD VERITOR

 **SCAN QR Code**



J. 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

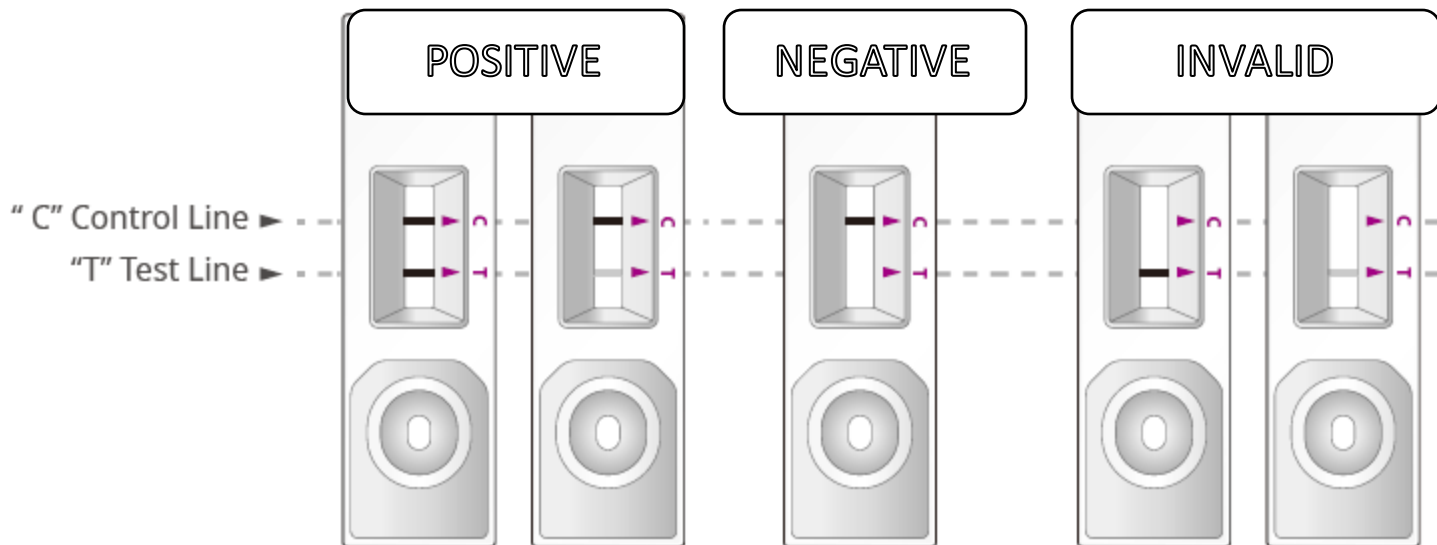
- Note: Clients will receive a SMS with their results on their registered mobile number.

10. Key in Client's Test Results and click **Submit**.



Results to be read after 15min (Illustration below)

Please refer to your test kit on how to interpret the results



Will be filled by system

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

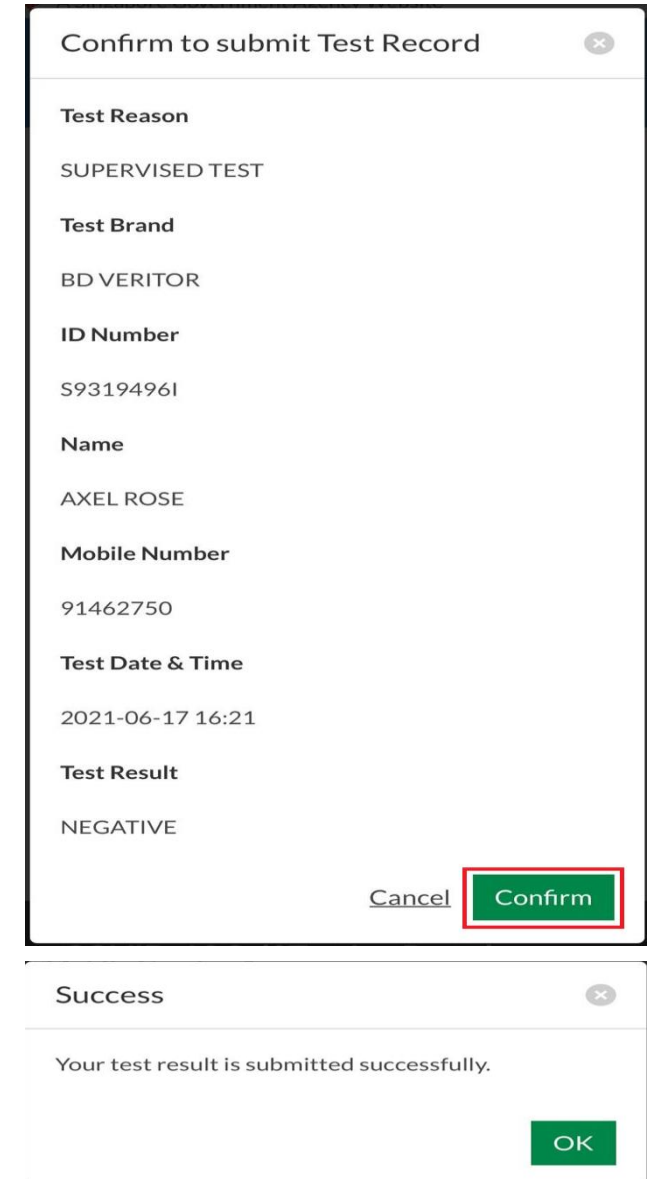
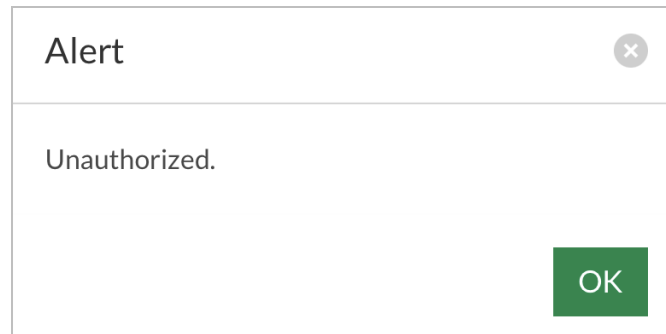
Submit

J. Upload of ART Results

To be done by Swab Supervisors

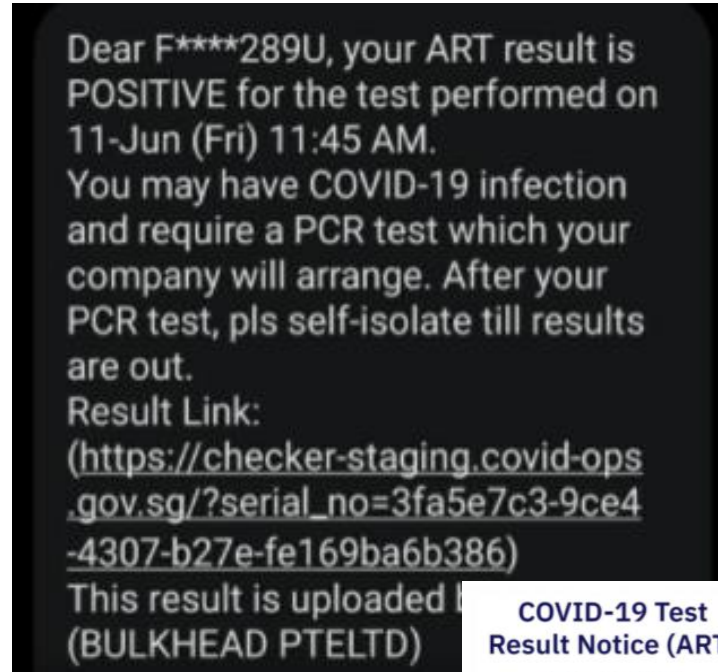
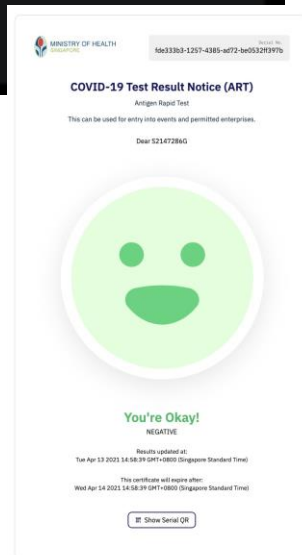
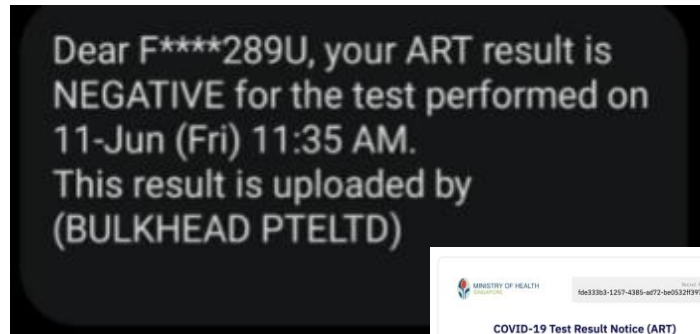
8. A confirmation message will pop up. Confirm that client details and test results are correct. Click **confirm**.
9. A success message will appear upon submission. Client will also receive an SMS with their results (ref. Annex 1).

Note: You will see an error message if individual is not recognised as a company's Swab Supervisor (i.e. details not uploaded into SRS – refer to Section G, use the wrong link, etc.)

The image shows two overlapping dialog boxes. The top dialog box is titled 'Confirm to submit Test Record' and contains the following fields: '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), and 'Test Result' (NEGATIVE). At the bottom right of this dialog are 'Cancel' and 'Confirm' buttons, with the 'Confirm' button highlighted by a red rectangle. The bottom dialog box is titled 'Success' and contains the message 'Your test result is submitted successfully.' with an 'OK' button at the bottom right.

Sample SMS received by clients

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

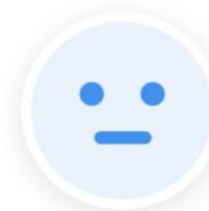


COVID-19 Test Result Notice (ART)

Antigen Rapid Test

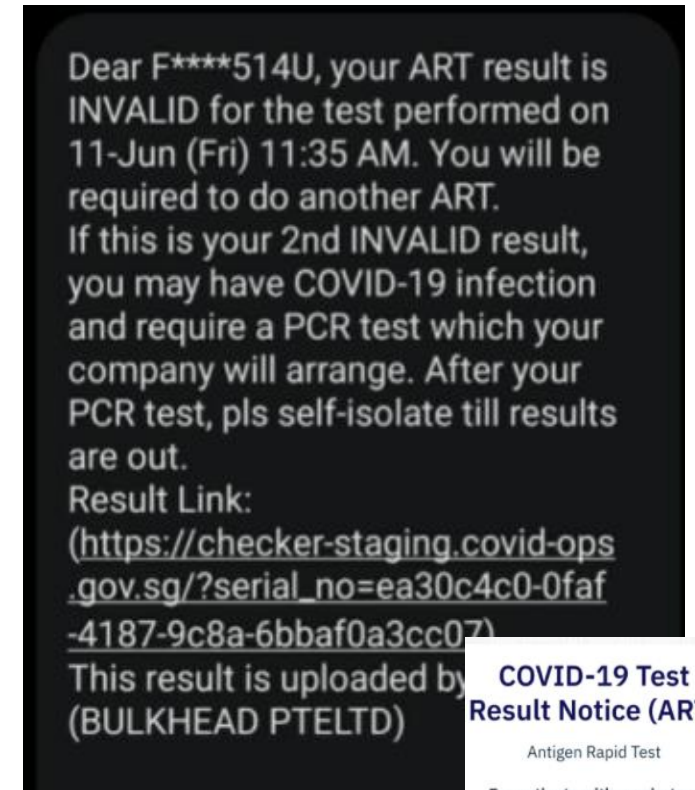
For patients with respiratory infection, it is a legal requirement to stay home until you receive your PCR results.

Dear F1928289U



You need a retest.

POSITIVE



COVID-19 Test Result Notice (ART)

Antigen Rapid Test

For patients with respiratory infection, it is a legal requirement to stay home until you receive your PCR results.

Dear F6689514U



You need a retest.

INVALID

END