![Government of Western Australia - South Metropolitan Health Service]

SMHS COVID-19 Staff Reporting app user guide

This SMHS COVID-19 Staff Reporting app combines the SMHS Staff Absence Declaration app and the COVID-19 Test Result app into one. Using this single app allows you to:

- Report if you are a Close Contact of someone diagnosed with COVID-19
- Report a PCR or RAT COVID-19 test result - both positive and negative results.

A key change is that in most cases, even if you are COVID-19 positive, you will not be contacted by the COVID Staff Response Team. Instead you will receive information about what you need to do via email.

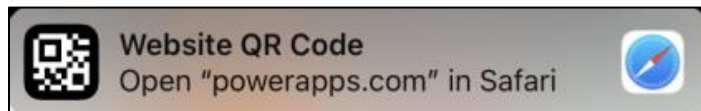> **⚠️ ALL absences must still follow the standard notification process.**

Instructions for: **iPhone**   **Android**   **Desktop**

iPhone
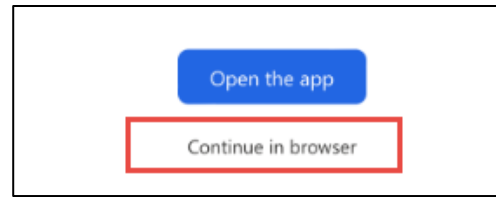
1. Use your camera to scan this QR code

2. Click on **Website QR Code** pop up

Website QR Code — Open "powerapps.com" in Safari

*Click **OK** if this message displays*

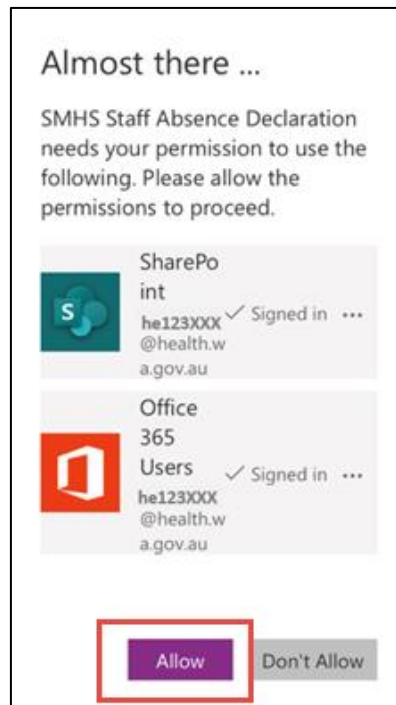*Safari cannot open the page because the address is invalid.*   OK
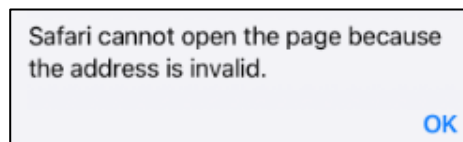
3. Click **Open the app** to install Power App mobile app on your device for a better user experience OR click **Continue in browser** to open the app

*If you are not already logged into Microsoft Office 365, you will be prompted to **Sign in**.*

*Select **Allow** if the below message displays*

4. Select the site at which you work

Manager hint

If you are a manager reporting for someone else, click on the 'For myself' button to toggle to "On behalf of someone".

Search for the employee by entering in their last name, comma and first name.

Complete the remainder of the form.

5. Select Reason for report.

<div style="border: 2px solid purple; padding: 1em;">

⚠️ **Use Close Contact reason once only per event**

Once you have already reported yourself as a Close Contact, only use Close Contact again if it is a new Close Contact event. Close contacts can select COVID-19 test result to report upon rest results after having already submitted a Close Contact report.

</div>

6. Complete the remainder of the fields

<div style="border: 2px solid purple; padding: 1em;">

Email hints

- Use an email address that you can access easily.
- Enter only one email address.
- Check to make sure the email is correctly entered.

</div>

<div style="border: 2px solid purple; padding: 1em;">

Navigation hint

Use the **Back** button to go back to the previous screen

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</div>

*When all fields have been completed correctly, the **Submit** or **Next** button will turn green.*

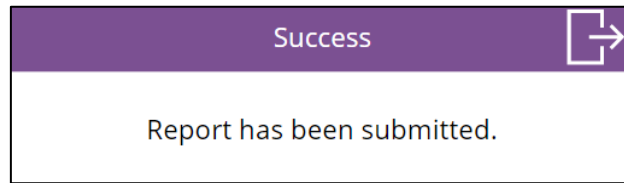7. Click on **Next**   Next   or **Submit**   Submit

Complete details for the next screens. The screens will differ according to your selections.

*Should you receive the Success screen, please **read and follow the instructions.***

Success	⇥
Report has been submitted.	

Are you expecting email instructions?

Email instructions may take 10 to 60 minutes to arrive.

The final screen will display the Exit button.
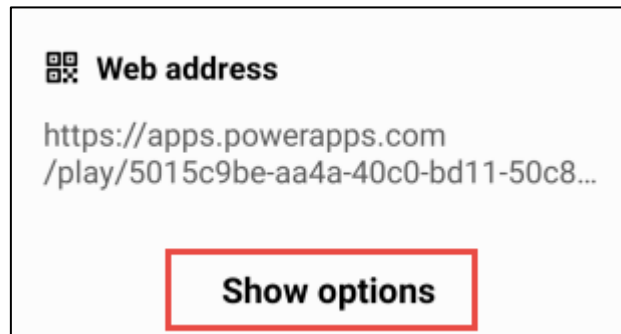
Exit

8. Click on the **Exit** button
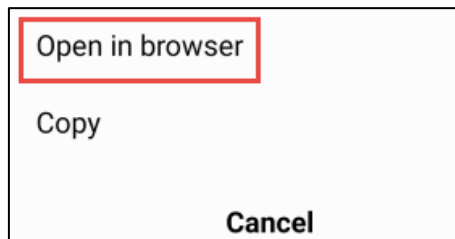
The process is complete.
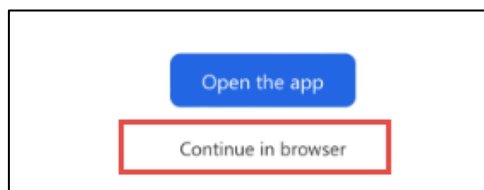
Android

1. Use your camera to scan this QR code

2. Click on **Show options**

3. Click on **Open in browser**

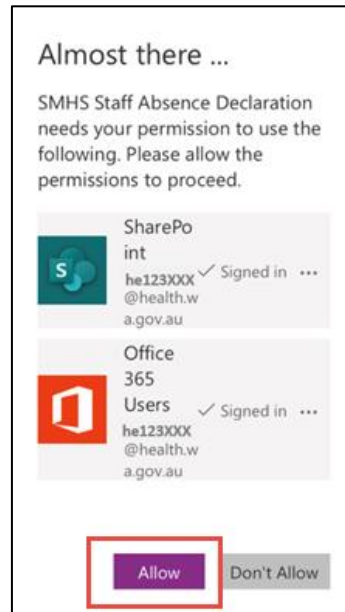4. Click **Open the app** to install Power App mobile app on your device for a better user experience OR click **Continue in browser** to open the app

*If you are not already logged into Microsoft Office 365, you will be prompted to **Sign in***

*Select **Allow** if the below message displays*

Almost there ...

SMHS Staff Absence Declaration needs your permission to use the following. Please allow the permissions to proceed.

SharePo int
he123XXX ✓ Signed in ...
@health.w a.gov.au

Office 365 Users
he123XXX ✓ Signed in ...
@health.w a.gov.au

| Allow | Don't Allow |

5. Select the site at which you work

Government of **Western Australia**
South Metropolitan Health Service
Sherril McMahon
he02846

Use to report if you are a close contact or result of a COVID-19 test. For ALL absences follow the standard notification process.

Site

Reporting   For myself

Reason for report

Date   09/05/2022

Mobile number

Email address
Enter one email only

Other information

Submit

Manager hint

If you are a manager reporting for someone else, click on the 'For myself' button to toggle to "On behalf of someone".

Search for the employee by entering in their last name, comma and first name.

Complete the remainder of the form.

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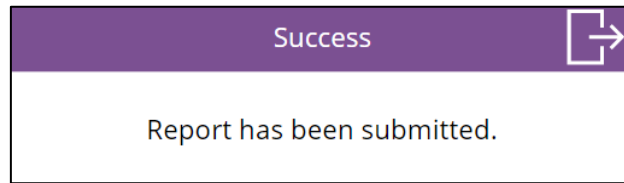
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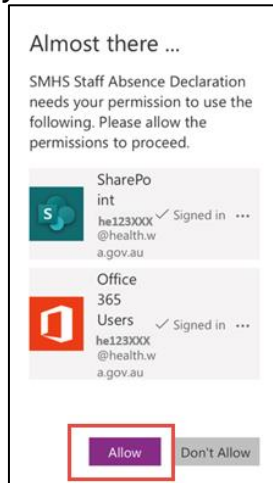
Exit

9. Click on the **Exit** button

The process is complete.

Desktop

1. Click on the link <u>SMHS COVID-19 Staff Reporting</u>

*If you are not already logged into Microsoft Office 365, you will be prompted to **Sign in**. Select **Allow** if the below message displays*

2. Select the site at which you work

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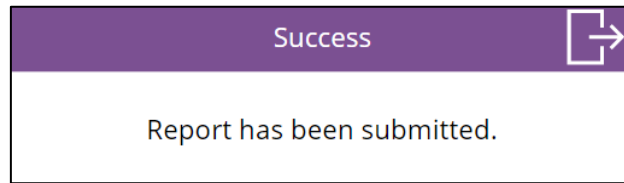**Navigation hint**

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