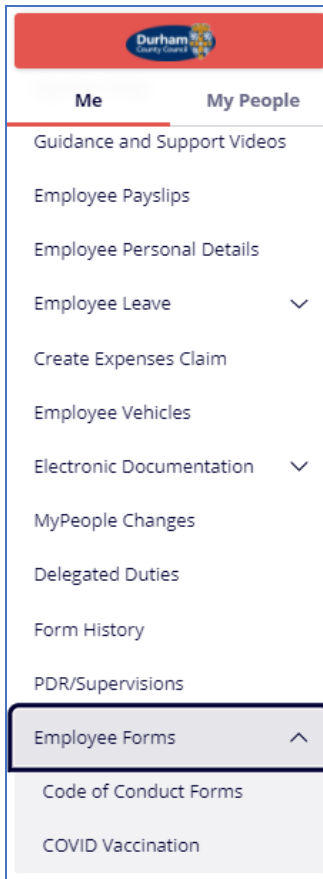


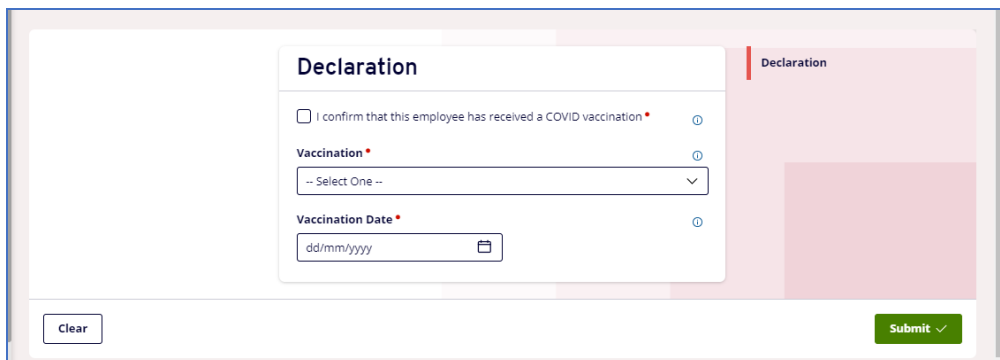
Employees - Recording COVID-19 vaccines on MyView

Employees can now record details of their own COVID-19 vaccination. Please follow the instructions below to record your COVID-19 vaccines on MyView.

From your MyView Dashboard you should select the **Employee Forms** option and then select **COVID Vaccination**.

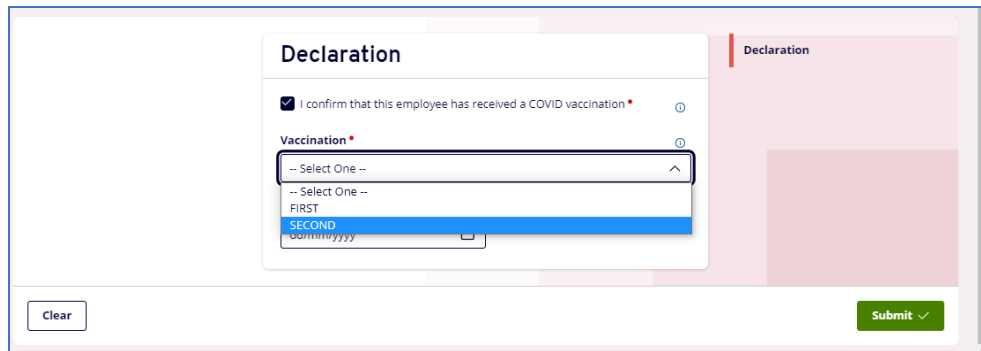


Once you select the **COVID Vaccination** option, you will be taken to a declaration screen.



The image shows a screenshot of the COVID Vaccination declaration screen. The screen has a light pink background. On the left, there is a white box titled 'Declaration'. Inside this box, there is a checkbox with the text 'I confirm that this employee has received a COVID vaccination *'. Below this, there is a dropdown menu labeled 'Vaccination *' with the text '-- Select One --'. Below the dropdown menu, there is a date input field labeled 'Vaccination Date *' with the placeholder text 'dd/mm/yyyy' and a calendar icon. At the bottom left of the white box, there is a 'Clear' button. At the bottom right of the white box, there is a green 'Submit' button with a checkmark. On the right side of the screen, there is a vertical bar with the text 'Declaration'.

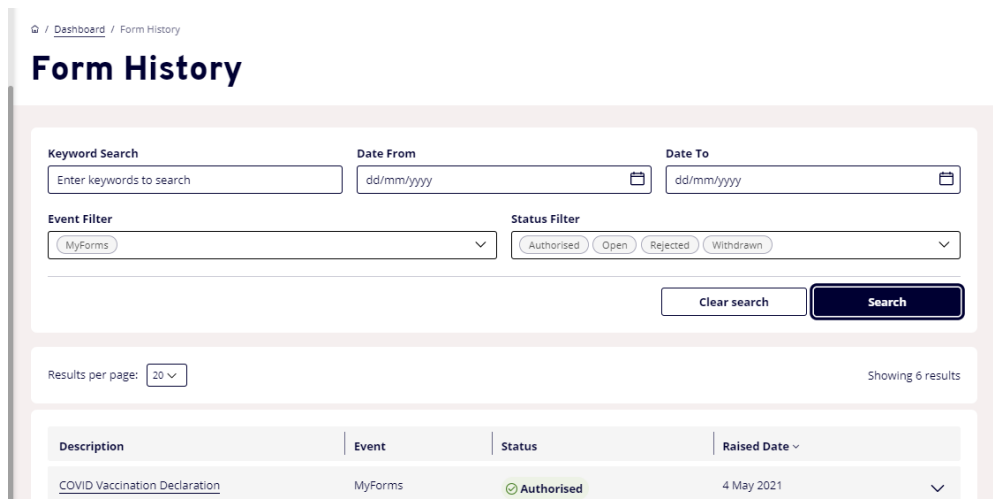
You should tick the declaration flag prior to confirming if it is your first or second vaccination:



The screenshot shows a 'Declaration' form. At the top, there is a checked checkbox with the text 'I confirm that this employee has received a COVID vaccination'. Below this is a 'Vaccination' dropdown menu. The dropdown is open, showing options: '-- Select One --', '-- Select One --', 'FIRST', 'SECOND' (which is highlighted in blue), and 'dd/mm/yyyy'. At the bottom of the form, there are 'Clear' and 'Submit' buttons.

You will then be required to confirm the Vaccination Date before clicking [**Submit**].

If you are unsure whether or not your COVID-19 vaccination details have already been recorded you can refer to **Form History** from the left hand navigation panel where you will find details of forms previously submitted against your employee record.



The screenshot shows the 'Form History' page. It has a breadcrumb trail 'Dashboard / Form History'. The main heading is 'Form History'. Below this are search filters: 'Keyword Search' (text input), 'Date From' (calendar icon), and 'Date To' (calendar icon). There are also 'Event Filter' (dropdown menu) and 'Status Filter' (radio buttons for 'Authorised', 'Open', 'Rejected', 'Withdrawn'). At the bottom of the filters are 'Clear search' and 'Search' buttons. Below the filters, it says 'Results per page: 20' and 'Showing 6 results'. A table is displayed with the following data:

Description	Event	Status	Raised Date
COVID Vaccination Declaration	MyForms	✔ Authorised	4 May 2021

You can also refer to the **MyCovid Vaccinations** Reporting Services widget which will summarise details of any vaccination details that have previously been submitted against your employee record. To add a Reporting Services widget to your MyView Dashboard, please refer to the Reporting Services guidance available via www.durham.gov.uk/myview.