



Instructions for Manually Inputting a COVID-19 Test Result

August 2021

Manually Inputting a COVID-19 Test Result

Important note: This process case does not include an approval process step. The case will be marked “Approved” upon submission, so be sure to check all entered information for accuracy.

1. From the **Home** screen, select “**Processes**” from the Module drop-down box. **A**

The screenshot shows the eHR Home screen. At the top, the 'Module' dropdown menu is set to 'Home' and is circled in red with a red 'A' next to it. The page displays system messages, a worklist with 23 pending cases, and shortcuts including 'COVID-19: Vaccination Status / Test Results Reporting'.

2. Click on the “**Start Process**” tab. **B**

The screenshot shows the eHR Pending Cases screen. The 'Start Process' tab is highlighted with a red box and a red 'B' next to it. The page shows a filter by 'Process Case Label' and a search bar.

3. From the **Process Category** drop-down box, select the “**Health Processes**” option and click on the “Filter” button. **C**

From the list, select the “**Input Test Results**” process and click on the “**Start New Process**” button. **D**

The screenshot shows the 'Start Process' screen. The 'Process Category' dropdown is set to 'Health Processes' and is circled in red with a red 'C' next to it. The 'Filter' button is also circled in red. Below, a table lists processes, with the 'Input Test Results' process selected (radio button) and circled in red with a red 'D' next to it.

Select	Details	Process Category	Process ID	Process Description
<input type="radio"/>	Show	Health Processes	7.3.1.5	Input Vaccination Status
<input checked="" type="radio"/>	Show	Health Processes	7.3.1.6	Input Test Results

4. The following fields require your attention:

- **Process Case Label** Enter a title for the case.

- **Location** Enter the location ID.

Tip: Click on the flashlight icon to bring up a list of locations that you have access to.

- **Person** Enter the employee ID of the person that you are inputting the vaccination status information for.

Tip: Click on the flashlight icon to bring up a list of employees at that location.

When you are ready, click on the “**Submit Parameters**” button. **E**

Return to Edit Start Process >

Process Case Cancel Submit Parameters

Input Test Results

* Process Case Label: Last name, First name Test Result

Parameters

Prompt Text	Parameter Value
Location	106 Farrington High (106)
Person	[Bar Chart]

Cancel Submit Parameters **E**

5. Referencing the employee’s proof document(s), enter as much information as possible. The following fields (designated by asterisks) are required:

- **Report Date**
- **Health Test Result** **F**

eHR Hawaii's State Department of Education

Instance: HRCYCLE2 System Date/Time: 08/25/2021 19:22:06 Module: Processes

Person Additional Info: Case: 4941884 Last name, First name Test Result

Status: Pending Submittal

Health Tests

Select	* Report Date	* Health Test Result	Health Test Type	Site	Verified By	Person Name	Verification Status	Verify Dt	Infection Dt	Comment	Delete?
<input checked="" type="checkbox"/>	08/25/2021	Negative for COVID-19	Antigen	LCC	[Bar Chart]	[Bar Chart]	Verified - Negative Result	08/25/2021			<input type="checkbox"/>

Documents

Select	Document Type ID	Document Label	OS File Extension / Type	Effective Date	Effective Date Seq	Action	Reason	HR Action Status	Download Document	Annual
No rows found										

F

6. When you are done entering all of the information, select the “**Save Only**” option and click on the “**Go**” button.

G

Module Processes

Home Help Logout Logged in: [User Icon]

Pending Cases Current Case Start Process Current Employee List Current Position List

Status: Pending Submittal Save Only Go Comments

Middle Name: [User Icon]

	Verify Dt	Infection Dt	Comment	Delete?
▼	08/25/2021			<input type="checkbox"/>

Status: Pending Submittal Save Only Go Comments

G

7. To upload an image or file of the employee’s proof document, click on the “**New Documents**” button.

H

Person Additional Info: [User Icon] - Case: 4941884 Last name, First name Te

DOE ID: [User Icon] Last Name: [User Icon] Suffix:

Health Tests

Show Audit Info Add Row

Select	* Report Date	* Health Test Result	Health Test Type	Site	Verified By Pers Id
<input checked="" type="radio"/>	08/25/2021	Negative for COVID-19	Antigen	LCC	[User Icon]

Documents

Select	Document Type ID	Document Label	OS File Extension / Type	Effective Date	Effective Date Seq	Action	Reason	HR Action Status	Do
No rows found									

New Documents

H

8. Enter a title for the **Document Label**, and select the appropriate **OS File Extension/Type** of the image or file that you will be uploading. I

Note: Images or files can only be of the following file types: BMP, HTM, HTML, Adobe PDF, JPEG, JPG, MS WORD, MS WORDX, MS XLS, MS XLSX, PNG, TIF or TIFF.

* Document Type ID: Proof of Test Results Status
* Document Label: Last name, First name Test Result Doc
* OS File Extension / Type: JPG

Download Document
Upload Document

*BMP
*HTM
*HTML
Adobe PDF
JPEG
JPG
MS WORD
MS WORDX
MS XLS
MS XLSX
PNG
TIF
TIFF

No file chosen

I

9. To upload an image or file of the employee's proof document, click on the **“Choose File”** button. J

When done, click on the **“Save Changes”** button. K

[Return to Edit Person Additional Info](#) >

Documents

Health Tests 162 Save Changes

* Document Type ID: Proof of Test Results Status
* Document Label: Last name, First name Test Result Doc
* OS File Extension / Type: JPG

Download Document
Upload Document Choose File COVIDTest...d2_JPG.jpg

K

J

Save Changes

10. Click on the “Return to Edit Person Additional Info” link to return to the **Person Additional Info** screen.



[Return to Edit Person Additional Info](#) >

Information
JHS-00100: Transaction completed successfully!

Documents

Health Tests 162 New Documents Delete Documents Save Changes

* Document Type ID: Proof of Test Results Status
 * Document Label: Last name, First name Test Result Doc
 * OS File Extension / Type: JPG
 Download Document [Download Document](#)

New Documents Delete Documents Save Changes

11. Review the information for accuracy. Once the process case is submitted, it cannot be edited or cancelled.

Person Additional Info: Case: 4941884 Last name, First name Test Result

DOE ID: Last Name: Suffix: First Name: Middle Name: Status: Pending Submittal Save Only Go

Health Tests

Select	Report Date	Health Test Result	Health Test Type	Site	Verified By Pers Id	Verif Person Name	Verification Status	Verify Dt	Infection Dt	Comment
<input checked="" type="radio"/>	08/25/2021	Negative for COVID-19	Antigen	LCC			Verified - Negative Result	08/25/2021		

Documents

Select	Document Type ID	Document Label	OS File Extension / Type	Effective Date	Effective Date Seq	Action	Reason	HR Action Status	Download Document	Annual?	Delete?
<input checked="" type="radio"/>	Proof of Test Results Status	Last name, First name Test Result Doc	JPG						Download Document	No	<input type="checkbox"/>

Status: Pending Submittal Save Only Go

12. Select **Submit** from the drop-down box next to **Status.** Additional comments may be entered in the text box that is provided.

M

When you are ready, click on the **Go** button.

N

ance: HRCYCLE2 5/2021 19:56:39 Module Processes Home Help Logout Logged in: Pending Cases Current Case Start Process Current Employee List Current Position List

M

Status: Pending Submittal Submit [Manually entered by admin.] More Go Comments

Name: Middle Name:


N

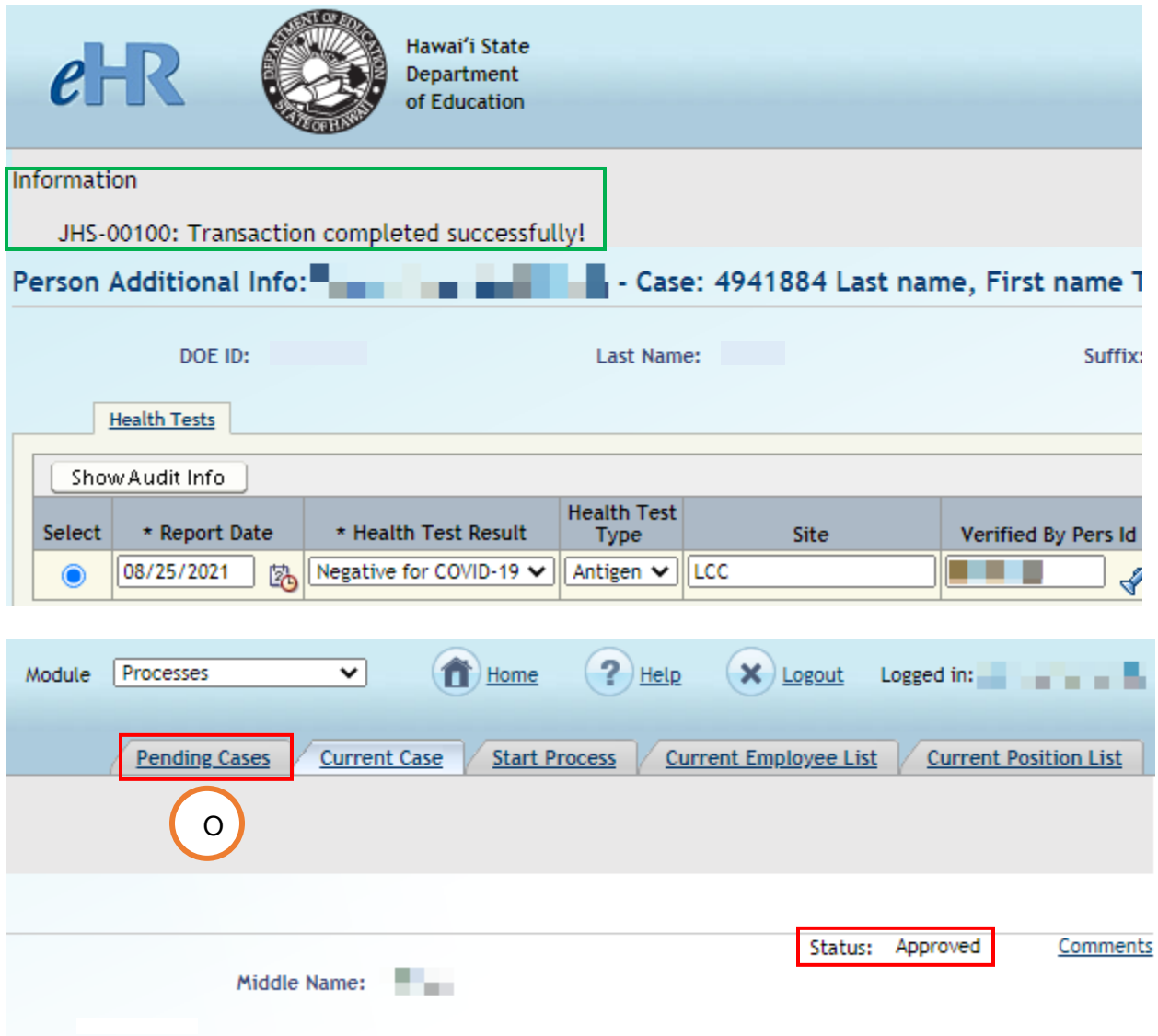
Condition Status	Verify Dt	Infection Dt	Comment	Delete?
Result	08/25/2021			<input type="checkbox"/>

Delete?
<input type="checkbox"/>

Status: Pending Submittal Submit [More] Go Comments

13. A successful transaction message will appear, and the “**Status**” will change to “**Approved.**”

Click on the “**Pending Cases**” tab to return to the **Pending Cases** screen. 



The screenshot displays the eHR system interface for the Hawai'i State Department of Education. At the top left, the eHR logo and the department's seal are visible. A green-bordered box highlights an information message: "JHS-00100: Transaction completed successfully!". Below this, the "Person Additional Info" section shows fields for DOE ID, Last Name, and Suffix. A "Health Tests" section contains a "Show Audit Info" button and a table of test results.

Select	* Report Date	* Health Test Result	Health Test Type	Site	Verified By Pers Id
<input checked="" type="radio"/>	08/25/2021	Negative for COVID-19	Antigen	LCC	

The navigation bar includes a "Module" dropdown set to "Processes" and buttons for Home, Help, and Logout. Below the navigation bar, a row of tabs is shown: "Pending Cases" (highlighted with a red box), "Current Case", "Start Process", "Current Employee List", and "Current Position List". A "circle icon" is positioned below the "Pending Cases" tab. At the bottom of the page, the "Status" is displayed as "Approved" (highlighted with a red box), and a "Comments" link is visible.

14. On the **Pending Cases** screen, the case will now show up as **“Approved.”**

Instance: HRCYCLE2
System Date/Time: 08/25/2021 20:05:54

Module: Processes

Home Help Logout Logged in:

Pending Cases Start Process Current Employee List Current Position List

Pending Cases

Filter By: Process Case Label [] Go Advanced Search

Go To Case Re-Run With Params Show All Cases Previous 1-10 of 116 Next 10

Select	Details	Task Description	Process Case Step Key	Process Case Label	Process Step Status	Location Description	Last Updated By	Last Update Date
<input checked="" type="radio"/>	Show	Input Test Results for Employee	4941884	Last name, First name Test Result	Approved	Farrington High (106)		08/25/2021
<input type="radio"/>	Show	Input Vaccination Status for Employee	4941880	Last name, First name Vaccination Status	Approved	Farrington High (106)		08/25/2021