

Scottish Covid Testing Portal – June 2021

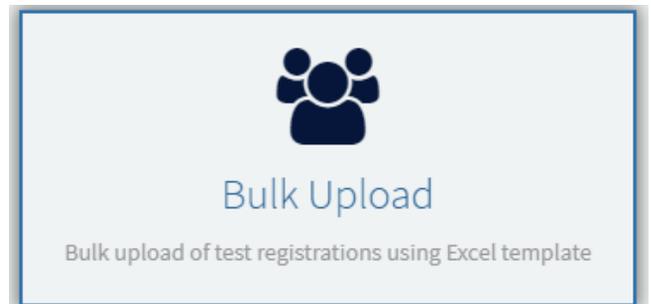
What have we added?

In response to your feedback, gathered through the programme teams managing the testing pathways, and through the support function in the system; we have added two new features.

You can now create user accounts in the system. When you create these accounts we will gather all your personal information at the start. Once logged in the system will remember you and you will only need to give us details of the particular test you are reporting. We hope that this will improve your experience with the process, and make reporting this data to us a smoother process.



In addition, you can also now upload a number of tests to us at once using a pre-formatted spreadsheet. This is intended to support areas where testing data is being collected centrally before being uploaded.



Our privacy notice has also been updated, and you should read this to understand how we manage your data. There is a link on the front page of the portal.

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User registration

You can now register your details with us. The system will remember you and when you log in to record a test you have taken you only need to supply us with the detail of the test kit, the time and date of the test and the result.

When you enter the portal you should select the option below. This will take you to a log-in screen where you can either log in with your account, or if it your first time here, create a new account.



Creating an account

When you create an account we will ask you for a number of pieces of information about who you are, why you are being tested, and for contact details in case you test positive and need to be contacted by Test and Trace.

Depending on your reason for being tested, we may also ask you for some extra pieces of information, such as your workplace.

If you are concerned about how this information will be used you can read the privacy notice; you can find a link to this on the front page above the Captcha.

Entering a new test record

Once signed in, to enter a new record click on 'log a new test result'. You will then be taken to the following screen. Fill out the required information and press submit.

Rapid Testing(LFT) results

Rapid Testing(LFT)

* Please enter the lot number from the test kit packaging

* Please enter the date the test was taken

* Please enter the time the test was taken 

Time in 24 hour format
(e.g 11 PM should be entered as 23 00 00, 11.45am should be entered as 11 45 00) 

Hours	0	0	0
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* Please select the Result from the test

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Bulk upload

We have added functionality to allow users to register a number of tests at once on behalf of others. This is intended to facilitate local processes, for example for visitors in care homes, where staff may be collecting data for people being tested and entering this data together. It is not available to a user who is logged in using the new user registration feature.

How do I use the bulk upload function?

Once you have confirmed that you are not a robot and entered the system, you should select the 'Rapid Testing (LFT) option, and from there choose 'bulk upload'.

You will then enter this screen. Download the spreadsheet using the link on the page, and enter up to 50 test records, ensuring that you fill out all the mandatory information.



Upload personal details

To enter and upload personal details using our spreadsheet:

- [download our record keeping spreadsheet](#) if you have not already
- do not add any extra sheets, rows or columns
- enter personal details for up to 50 people at a time
- Note that all of the people should be of a similar role (e.g. care home staff) as the reason for taking the test will apply to all records. If you want to upload for multiple reasons, e.g. care home staff and also care home visitors, this should be done in two separate spreadsheets
- save the completed spreadsheet and then upload it

Upload a file

No file selected.

Note: this may take a moment to upload, please then confirm you have consent below

Confirm you have consent

- I confirm that I've got consent from each person to register them
- I confirm that I've got consent for the results to go to the contact details entered for them

* Please select the most relevant reason for taking this test

If you use the bulk upload function for PCR tests, note that this is a different spreadsheet.

There is no longer a confirmation page before submitting the LFT results, so please double-check your spreadsheet before uploading.

Complete the spreadsheet, save it and upload it by clicking "Browse". After you confirm consents, you should select the reason that these people took the test.

Note that all of the people should be of a similar role for the reason for taking the test, as this will apply to all records. If you wish to upload for multiple reasons, this should be done in separate uploads.

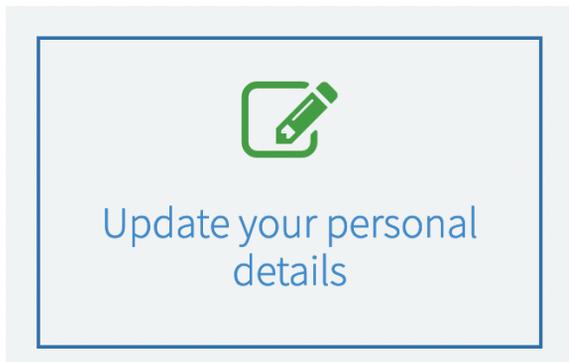
When you upload the spreadsheet, a pop up will appear confirming how many positive and negative tests you uploaded.

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Updating your details in the Rapid Testing (LFT) Portal

You can now view and edit your details if you are registered for the Rapid Testing (LFT) Portal. For example, you would use this feature if you have changed your address or your working location. New locations are added frequently, so if you registered your details as "Other" for some questions in the sign-up process, you may find more relevant options now.

Log into the portal as normal by clicking the button as shown and following the instructions.



Click on "Update your personal details" and you will be taken to a page that displays your current record.

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Viewing your previous results in the Rapid Testing (LFT) Portal

You can now view your previous results in the LFT portal. Click on "See previous results" after logging in.



[See previous results](#)

You can see a table of your previous submissions. Please note that these cannot be changed.

LFT Results

CHI Number	Firstname	Lastname	Date of Birth	Sex	Email	Date of Test	Result	Created
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Male	[REDACTED]@nhs.scot	2021-05-18	Negative	2021-05-18 09:53:09
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Male	[REDACTED]@nhs.scot	2021-05-17	Negative	2021-05-17 15:09:23
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Male	[REDACTED]@nhs.scot	2021-05-17	Negative	2021-05-17 14:52:41

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Single Sign On (SSO) for the Rapid Testing (LFT) portal

If you have not signed up for an account yet, if you are an NHS user you may not need to create a separate account as a result of a technical changes we have made. This will speed up the results logging process.

To use this feature, enter the portal and click "Log in/register for rapid testing (LFT)", and instead of logging in with your username and password, click "Log in using your NHS single sign on (SSO)" at the very bottom of the page.

Log in

Remember me

[Log in](#)

[Register](#)

[Forgot Password?](#)

[Log in using your NHS single sign on \(SSO\)](#)

You may be logged straight into the portal if you are logged into other services like email, but if not, you will need to sign in using your normal NHS email and password.

NB: You may be redirected to the homepage after logging in. If this is the case, you can simply click "Log in/register" again and you will be taken to the correct page.

External login

Log in using the email address and password that you use for other NHS services.

[Continue to Single Sign On](#)

[Use internal login](#)

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Single Sign On (SSO) for the Rapid Testing (LFT) portal

The first time you sign in, you will be redirected to a page in order to verify and complete missing details.

Complete the details as shown and then you will have access to the portal as normal.

You have been redirected to this page in order to update your record. Please ensure all the fields are complete and correct. Thank you.

Please enter your name to begin the registration process, and your CHI number if you know it

First Name*

Last Name*

CHI number (if you know it)

Next

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Updating your details in the Rapid Testing (LFT) Portal

* Date of birth

Tick here to edit your sex if it is incorrect

* Sex

Tick here to edit your postcode if you have changed address

* Postcode

Tick here to edit the information about your role. If you cannot find your specific working location, you can select "Other".

* Type of role

* Which contractor group do you belong to?

* Which health board do you work for?

To update your details, tick the box for the relevant information and then type or select the updated details. Once you are finished select "Submit" on the right side of the page on desktop or at the bottom on mobile.

* Please select your care home

NB: Occasionally when you visit the update details page, you may see a sequence of numbers and letters as above instead of the option you were expecting. This is a result of "timing out": because the dropdown menus have many thousands of options, your browser may force the page to stop loading. If this happens, there is no need for concern because this is simply the browser failing to show the dropdown correctly and will not affect registering results. You can simply refresh the page and in most cases your browser will correct this issue.

If you submit an update to your details and you notice that one of the options that you did not update appears malformed like the above, there is also no cause for concern and your details have indeed updated successfully.

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What should I do if I have any issues with the portal?

There is a dedicated helpline. Call 0800 008 6587

What should I do if I forget my password for the LFT user registration?

There is an automated password reset function on the log-page. Please use this and follow the instructions

Is my data safe if I register an account?

Yes, we are governed by a privacy policy. You can read the document by visiting CovidTestingPortal.scot and clicking on the link in the text on the front page.

Do I have to register an account?

No, registration is completely optional.

I get an error when I upload my spreadsheet

Make sure that you are using the spreadsheet which has “For Uploading Lateral Flow Test Results Only”. If you have altered the spreadsheet in any way other than entering data in the correct fields, it will not work. download the spreadsheet on the LFT Bulk Upload page and try again.

Nothing happens when I upload my spreadsheet

You may encounter problems using older browsers. Up to date versions of Edge, Chrome or Firefox should be used.

Can I upload all of my care home’s LFT test results at once?

There are some restrictions in the bulk upload. You can only upload 50 results at one time. Also, each person you are uploading the results for must be taking the lateral flow test for the same reason. For example, you could upload a spreadsheet for all care home staff, but you would need to upload a separate spreadsheet for care home visitors. This is because each testing purpose is treated separately for contact tracing and statistical reasons