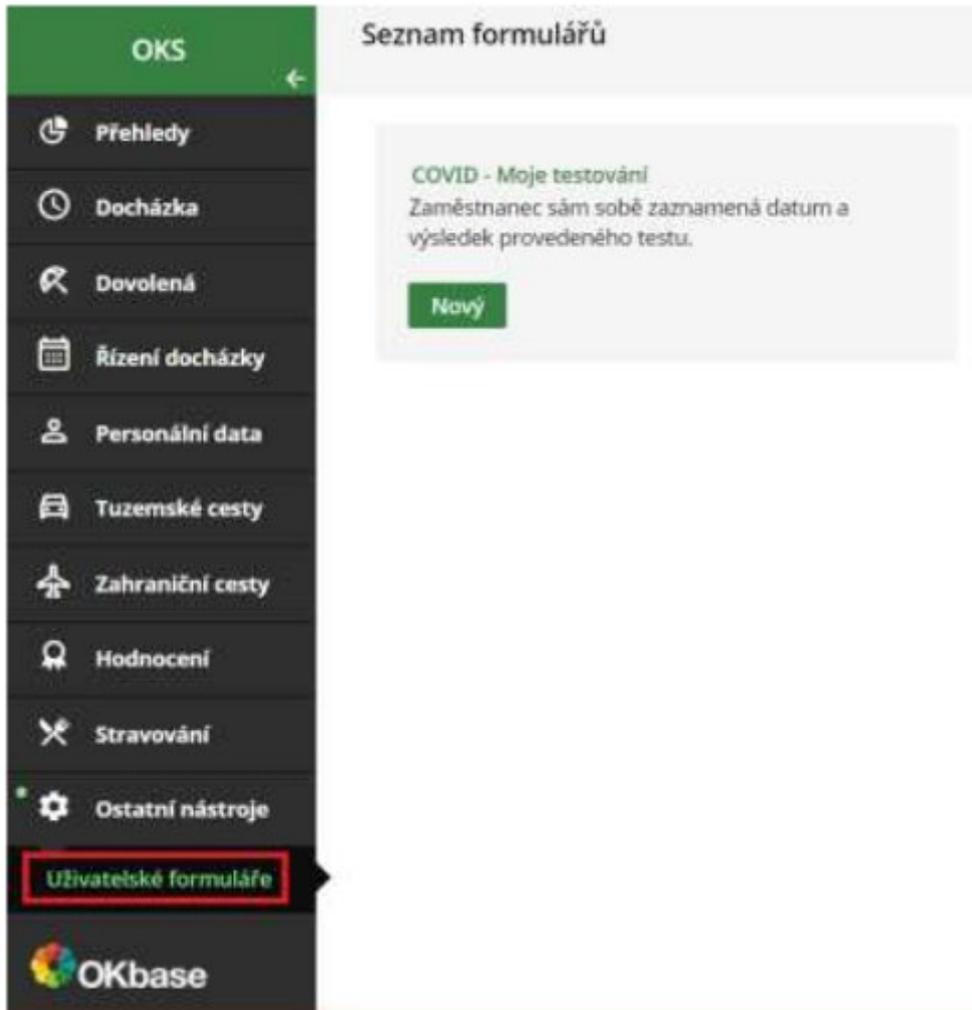


How to enter the test results in OKbase – User Guide

1. After you log into your Okbase, click on “Uživatelské formuláře / Users forms” in the lower part of the left menu (under “Other tools”).



2. Use the form “COVID – Moje testování / Form records COVID – Moje testování “ to enter your self-test result. Click on “Nový / New”, an empty form appears.

3. Fill in the form:

- *Datum / Date* – every Monday and Thursday are designated testing days
- *Výsledek testu / Test result*
- *Typ testu / Test type*
 - Enter “*Interní*“ (*Internal*) if you use the self-test Flowflex obtained from IOCB
 - Enter “*Externí*“ (*External*) if you are tested at another employer or you did PCR/antigen test at external sampling point
- *Poznámka / Note* – put a reason for your exemption from testing organized by IOCB

← Back

Save draft

↑ Submit proposal

COVID - Moje testování

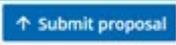
Testování

Datum testu *

Výsledek testu *

Typ testu * Interní

Poznámka

4. Submit the form to HR department by clicking on  (please disregard "Save draft" button).

Important: A positive test result should always be reported to your Group leader as well!