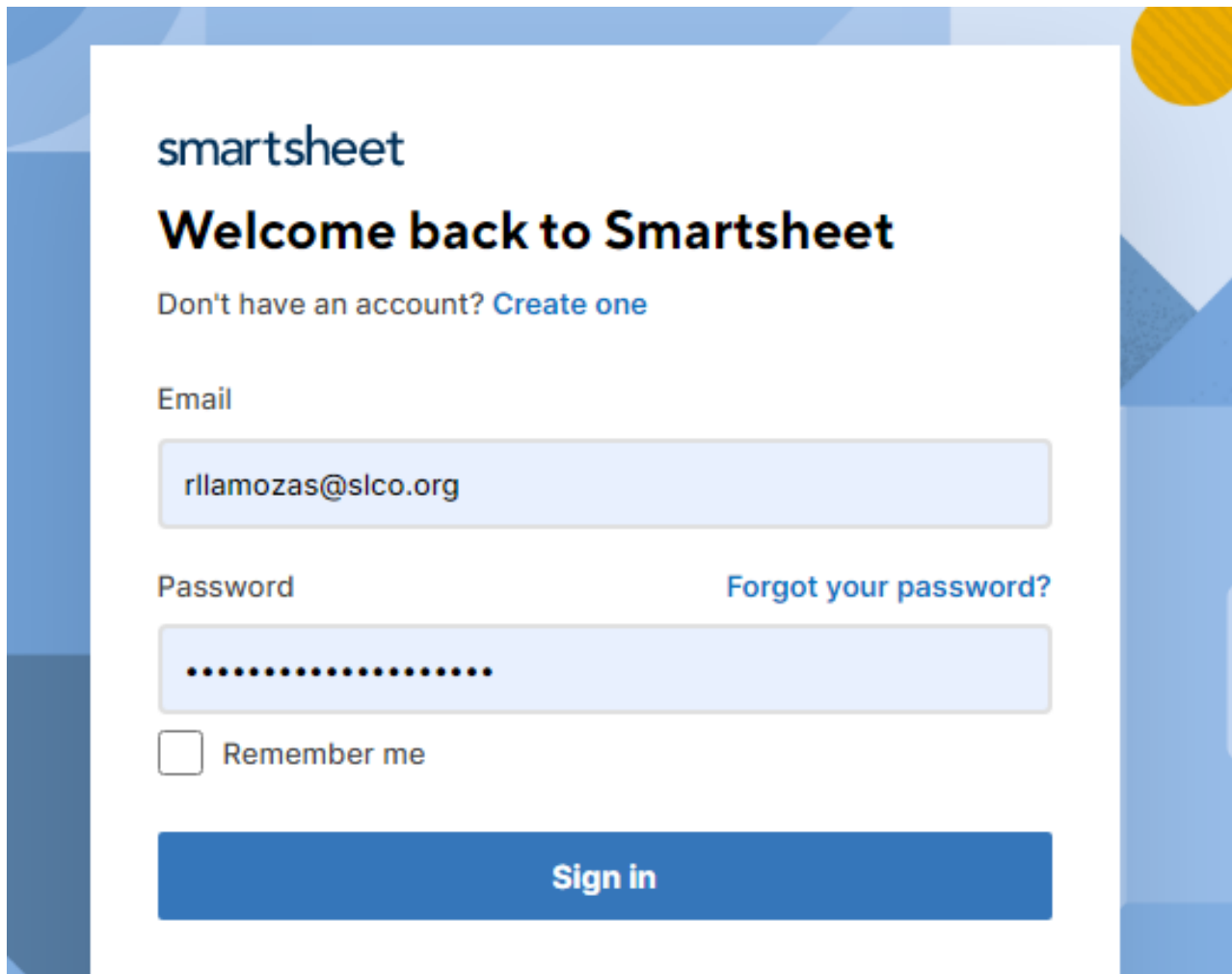


Logging in to the Portal

1. Users will click on the link below and sign in with their individual Smartsheet credentials.

https://app.smartsheet.com/b/home?lang=en_US

The image shows a screenshot of the Smartsheet login interface. The page has a white background with blue and yellow decorative elements. At the top left, the 'smartsheet' logo is displayed in a dark blue font. Below the logo, the heading 'Welcome back to Smartsheet' is written in a bold, black font. Underneath the heading, there is a link that says 'Don't have an account? Create one' in a smaller, blue font. The form contains two input fields: an 'Email' field with the text 'rllamozas@slco.org' and a 'Password' field with a series of black dots. To the right of the password field is a link that says 'Forgot your password?'. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a large, dark blue button with the text 'Sign in' in white. The entire form is framed by a blue border with a yellow circle in the top right corner.

2. After logging in, choose the testing site you are working.

SALT LAKE COUNTY HEALTH DEPARTMENT Upgrade

You have limited access to Smartsheet. [Upgrade to use premium features](#)

File Automation Forms COVID-19 HD Test to Stay Registration 2 ☆

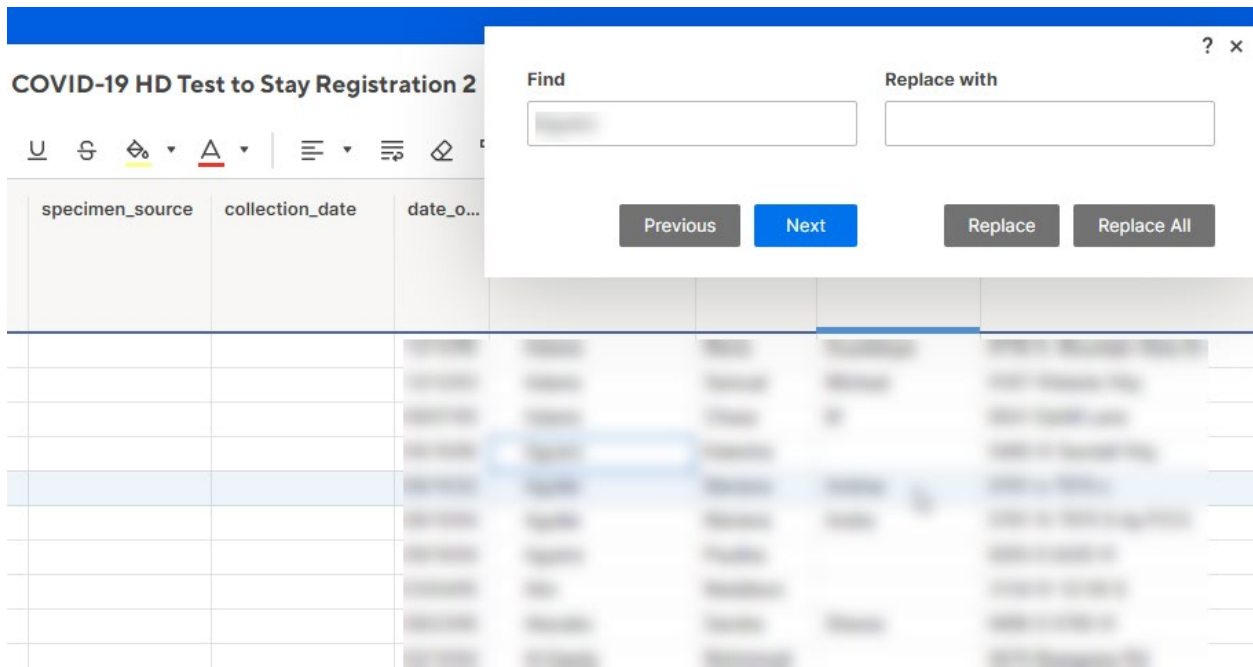
Grid View Filter Arial 10 B I U % A

	Test Comple...	Do you have Symptom...	Test Type Selected	accession_num...	test_type	specimen_source	collection_date	date_o...	last_name
1	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
2	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
3	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
4	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
5 : 1	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
6	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
7	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
8	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
9	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
10	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
11	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
12	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						
13	<input type="checkbox"/>	NO	Antigen (results within 2 hours)						

Patient Look Up

1. From the registration page click on control F to search for a patient. Enter the patient's last name.

Note: patient will have preregistered from the Salt Lake County Health Department website or on site using the QR codes.



2. Click next until you find the correct patient.
3. Match the patient by verifying the full **name** and **DOB**.

2. Enter the specimen source.







COVID-19 HD Test to Stay Registr

al ▾ | 10 ▾ | **B** *I* U  ▾  ▾ | ≡ ▾ ≡

ssion_numb...	test_type	specimen_source	collection_date
		<input type="text" value=""/>	
		Nasal	
		Nasopharyngeal	
		Saliva	

6. Save Data. Click on the save data icon to save entered fields.

File Automation Forms

    |  Grid View ▾  Filter |   |

	Test Comple...	Do you have Symptom...	Test Type Selected
			<i>f_x</i>
1	<input checked="" type="checkbox"/>	NO	Antigen (results within 2 hours)
2	<input type="checkbox"/>	NO	Antigen (results within 2 hours)
3	<input type="checkbox"/>	NO	Antigen (results within 2 hours)
4	<input type="checkbox"/>	NO	Antiaen (results within 2 hours)