



UK Health  
Security  
Agency

# Multiple upload spreadsheet guidance

Guidance for using the multiple upload spreadsheet to report COVID-19 lateral flow device (LFD) test results.

This information explains:

- the information you will need available before you begin
- how to download the multiple upload spreadsheet, formerly known as the record-keeping spreadsheet
- how to fill in the multiple upload spreadsheet before testing
- how to save and upload the multiple upload spreadsheet to report test results

Details of current testing policy for Adult Social Care can be found in the [Infection prevention and control \(IPC\) in adult social care: acute respiratory infection \(ARI\)](#).

Details of current testing policy for hospices can be found in the [hospice guidance](#).

# Table of contents

Introduction ..... 3

What you will need to register test kits online..... 4

Multiple upload process overview..... 6

Additional spreadsheet guidance ..... 11

Uploading the spreadsheet ..... 13

# Introduction

## **Organisations are now able to register and report LFD tests using a single spreadsheet:**

- download the updated spreadsheet
- enter the test or tests up to a maximum of 100
- save the completed spreadsheet using your UON (if not known, replace with your full postcode) and date the test was taken as the file name and upload it

**Important** Do not add any sheets, rows or columns to the downloaded spreadsheet.

## **When performed correctly, multiple registration:**

- significantly speeds up the registration process
- significantly reduces the administration effort to register tests

## **Updated spreadsheet:**

- a new version of the bulk upload spreadsheet, now called the multiple upload spreadsheet, was introduced in February 2024

Always use the most up-to-date version of the multiple upload spreadsheet.

# What you will need to register test kits online

- 1** You will need your 8 digit unique organisation number (UON) or postcode, and the date the test was taken.

If you do not know your UON, your full postcode only is accepted.

- 2** You will need the personal information of all those who you are registering LFD tests for, including:
  - first and last name of the person taking the LFD test
  - date of birth
  - gender
  - ethnic group
  - first line of address, country and postcode
  - NHS number
  - working circumstances, area of work, occupation and employer
  - symptoms status at the time the test was taken

Note: For staff this should be their home address, for non-staff resident at your organisation, this should be the organisation address.

- 3** You will need:
  - the barcode number from each LFD cartridge, if the test has one
  - the date and time that each LFD test was taken

Retain a record in line with your data protection policies.

## 4 You will need:

- agreement from each person to allow you to register the LFD test on their behalf
- their agreement should be documented in writing and obtained in line with your usual policies and procedures

If the person you are registering a test for does not have mental capacity to consent, please follow the best interest decision making process, as defined at:

[Mental Capacity Act: making decisions.](#)

# Multiple upload process overview

## Step by step process

**1** Delete any locally saved blank versions of the previous bulk upload spreadsheet.

**2** Download the new record-keeping multiple registration spreadsheet.

The multiple registration spreadsheet can be downloaded at: [Organisation testing registration: record of users](#).

**3** Save the file on your computer or smart phone. Use your UON (if not known, replace with your full postcode) and date the test was taken, as the file name.

Examples: 12345678\_DDMMYYYY or AB12CD\_DDMMYYYY

**4** Conduct the LFD test.

You are now able to input the details of tests kits directly into the spreadsheet. You no longer need to go back at the end to enter the test kit details in the portal.

## 5 Enter your data as described below

1. Enter your organisation's UON (if known) in Column A.
2. Select test type in Column B.

A	B	C
<b>TEST DETAILS</b>		
<b>UON</b>  This is the 8 digit number given to you by the testing programme. It is different number from your usual organisation ID.  <b>Your entry must be 8 digits only</b>	<b>Test type</b>  <b>Use the dropdown list</b>	Test kit barcode  Enter manually or use the barcode scanner

## 6 Column C can be populated by either:

- typing the barcode number directly into the sheet
- using a handheld scanner if you have been provided with one

Note: If the test does not have a barcode number, leave blank.



## 7 In columns D to H enter:

- date of the test
- the hour of the test was taken
- whether the person taking the test is showing symptoms
- date symptoms started
- test result

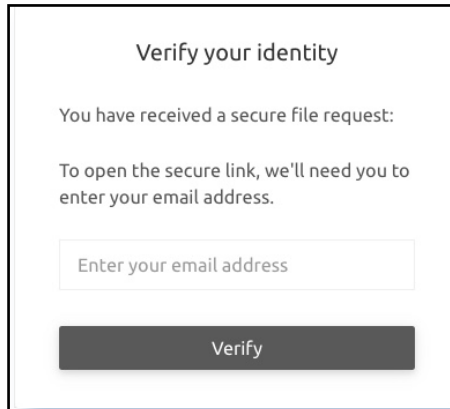
D	E	F	G	H
<b>TEST DETAILS</b>				
<b>Date of test</b>	<b>Hour of test</b>	<b>Showing symptoms?</b>	<b>Date symptoms started</b>	<b>Test result</b>
Enter as DD/MM/YYYY	Select the time to the nearest hour using the dropdown list	Use the dropdown list	Only enter if showing symptoms  Enter as DD/MM/YYYY	Rapid lateral flow tests only  Use the dropdown list

## 8 In columns I to U enter the test subject's details.

I	J	K	L	M	N
<b>TEST SUBJECT'S DETAILS</b>					
<b>First name</b>	<b>Last name</b>	<b>Date of birth</b>	<b>Gender on medical record</b>	<b>Ethnic group</b>	<b>NHS number</b>
Only use A-Z and '-'  Your entry must be 60 characters or fewer	Only use A-Z and '-'  Your entry must be 60 characters or fewer	Enter as DD/MM/YYYY  A person under 18 is not eligible to get tested for coronavirus (COVID-19)	Select an answer that matches their GP record  Use the dropdown list	Use the dropdown list	Enter the 10 digit number that matches their GP record  (Optional)



- 9** When the file is completed, save it and include your UON (if known), or full postcode and the date of the test in the file name.
- 10** To upload the multiple registration spreadsheet open the [Egress Workspace Account link](#).
- 11** Enter your email address and click ‘Verify’.



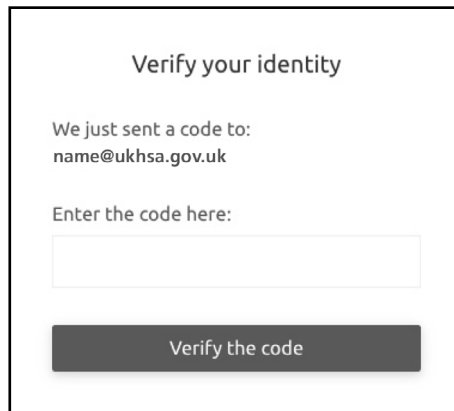
Verify your identity

You have received a secure file request:

To open the secure link, we'll need you to enter your email address.

**Verify**

- 12** Once you have entered your email address you will receive a verification code. Enter the code and click ‘Verify the code’.



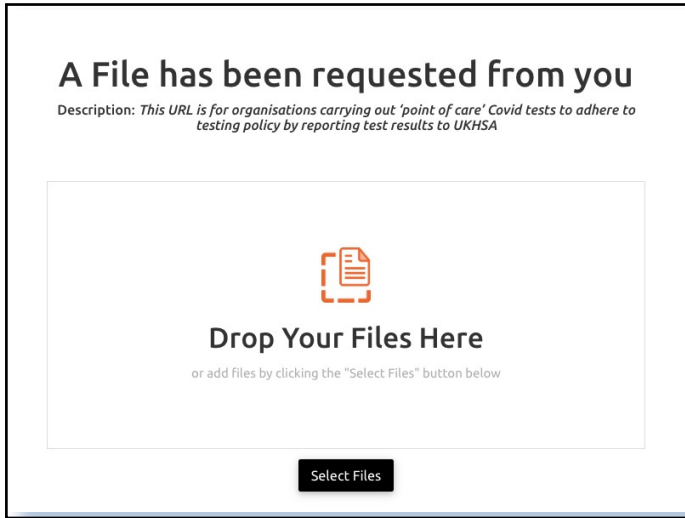
Verify your identity

We just sent a code to:  
name@ukhsa.gov.uk

Enter the code here:

**Verify the code**

- 13** A page will open entitled 'A file has been requested from you'. Click on 'Select Files' and choose the saved registration spreadsheet you wish to upload.



- 14** Click 'Upload files', to complete the registration process.

**Important:** Results will **not** be confirmed by SMS and email after registration.

# Additional spreadsheet guidance

## Populating the spreadsheet

**Important: Do not copy and paste information into the spreadsheet.**

- phone numbers must be entered manually. For a UK mobile phone number, enter an 11-digit phone number, starting with 07 and then press 'Enter' or 'Return' on your keyboard to avoid an error message
- use the pre-populated drop down lists such as test type and ethnic group where available, as manual entries in these boxes can cause errors
- use the residential postcode of the person being tested, not the postcode of the organisation (unless the person permanently resides at the organisation's address)

**Note: The postcode is used to match GP records and is an NHS mandated requirement.**

- the status column indicates whether there is any missing mandatory data or if the spreadsheet is ready for upload

V
<b>STATUS</b>
<b>Check all mandatory fields are filled in correctly</b>
An error will display if there are problems in any rows
<b>MANDATORY FIELDS MISSING</b>

**When populating the spreadsheet, ensure:**

- it is complete and accurate for all individuals being registered
- only contains details for up to 100 tests at a time
- is in the correct Excel file format (.xlsx)
- does not contain any extra sheets, rows or columns, as this may impact the data upload

# Uploading the spreadsheet

- make sure your spreadsheet is correctly named with your UON or postcode and the test date
- the Egress Workspace Account system is a one-time operation. Follow the registration upload process each time you register tests
- when entering your email address or the verification code onto the Egress Workspace Account system, be careful not to press the space bar after entering the last digit, as the system may think this is an extra digit and produce an error message
- note: using cut and paste to enter details into the email address and verification pages can result in errors

**Any questions or concerns should be addressed via your usual public health related routes**