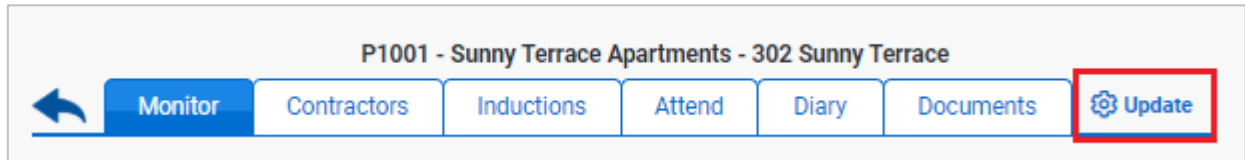


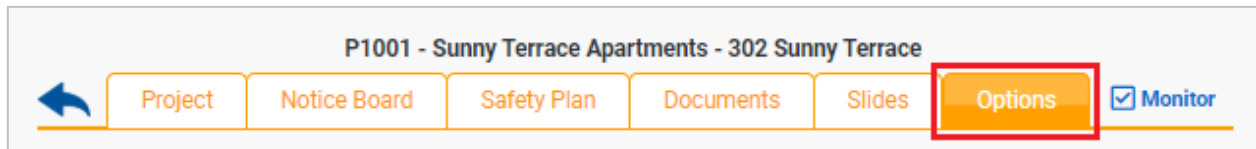
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Request COVID Vaccination Certificate during Induction

1. Go into a Project and click the [Update](#) button.

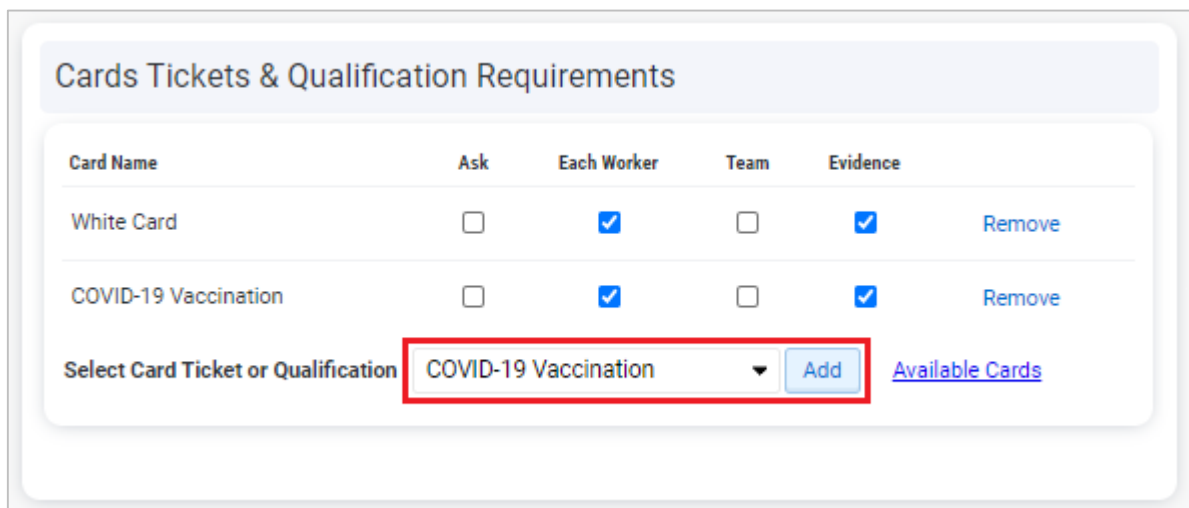


2. Select the [Options](#) tab.



3. Under Cards Tickets & Qualification Requirements:

Select [COVID-19 Vaccination](#) from the drop-down menu and click the [Add](#) button.



The screenshot shows the 'Cards Tickets & Qualification Requirements' section. It contains a table with columns: Card Name, Ask, Each Worker, Team, Evidence, and a Remove button. Below the table is a form with a dropdown menu labeled 'Select Card Ticket or Qualification' and an 'Add' button. The dropdown menu is set to 'COVID-19 Vaccination', and the 'Add' button is highlighted with a red rectangular box. A link for 'Available Cards' is also visible.

Card Name	Ask	Each Worker	Team	Evidence	
White Card	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove
COVID-19 Vaccination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remove

Select Card Ticket or Qualification: COVID-19 Vaccination [Add](#) [Available Cards](#)

*The Ask checkbox next to the Card Name determines whether or not a card is optional.

- If Ask is **ticked** the card is treated as **optional** – no warning message will occur if the card is not provided.
- If Ask is **un-ticked**, the card is **mandatory** – workers who don't provide a copy will have a warning message on their induction status.

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4. This will add the **COVID Vaccination Certificate** as a required induction item. Workers & trades will be required to input an issue date and upload photo evidence of the certificate.

