

DataMotion VxRM Employee Guide

The DataMotion VxRM platform includes an easy-to-use, mobile-friendly web application that allows employees to securely document their COVID-19 vaccination status, as well as provide proof of vaccination and COVID-19 test results. You can utilize this application online or from your phone with the following browsers: Chrome, Safari, Firefox, Edge.

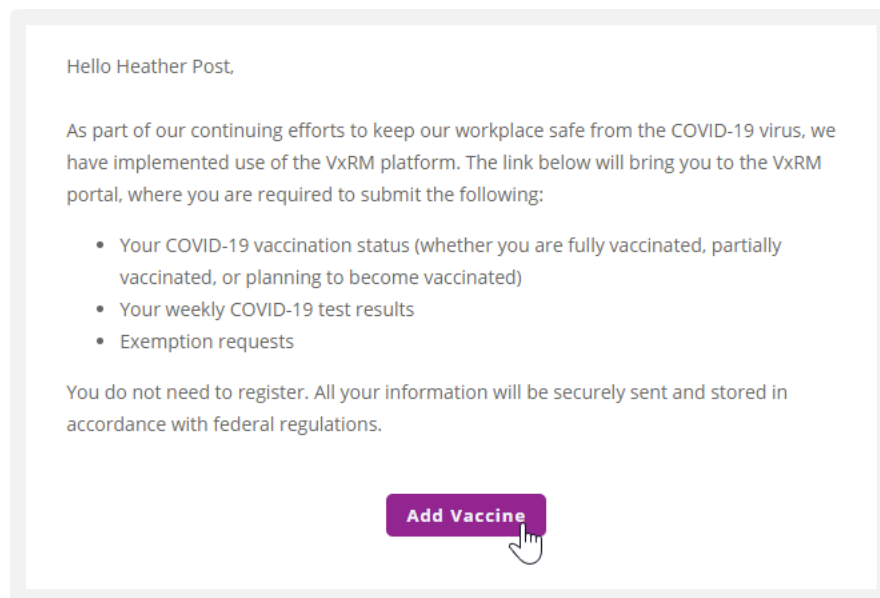
The below instructions will walk through how to find and use the VxRM application.

Getting Started

Once VxRM is enabled, a link to the VxRM application will be sent to your email from team@datamotion.com. To get started, navigate to your inbox, and locate this email.

(Note: If you cannot find an email from team@datamotion.com contact your administrator to confirm you are on the email list and utilizing the correct email address.)

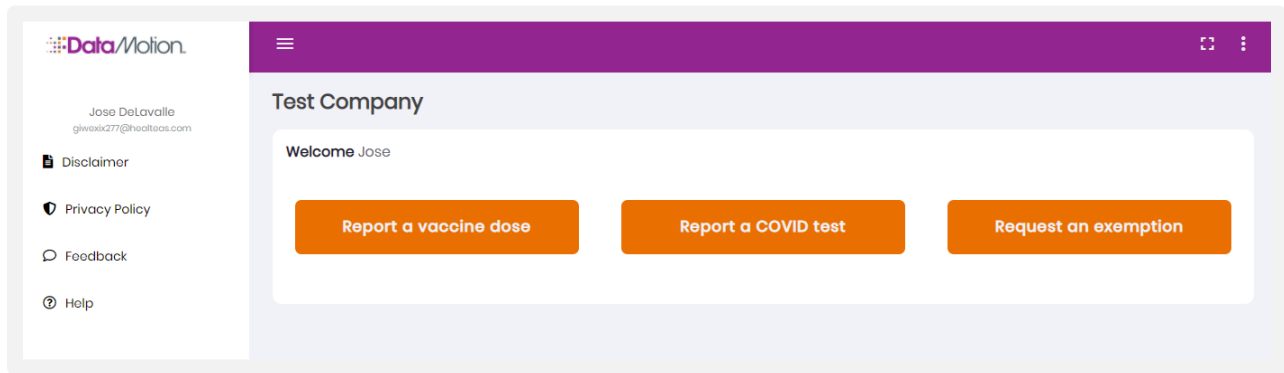
Once the email is located, select it to open the message. Within the message, you will see a general overview of the VxRM application, followed by an “Add Vaccine” button. Select this button to get started.



After clicking on the “Add Vaccine” button, you will be brought to the VxRM web portal where you will see a form with three options to choose from:

- Report a vaccine dose
- Report a COVID test

- Request an exemption



Select the action you would like to perform. Based on your selection, you will be prompted to provide additional information such as a vaccination date or test result.

The sections below will guide you through each option.

First Option – Report a Vaccine Dose

If you have been vaccinated, select the first button, 'Report a vaccine dose'.

Once selected, you will be prompted to provide details surrounding your vaccination. The following information will be required:

- **Vaccine Name:** Selecting this field will reveal a drop-down list of vaccine manufacturers. Select the manufacturer of the vaccine you received.
- **Dose Date:** In this field, provide the date you received your vaccination. You can also select the calendar icon on the left-hand side of this field to utilize a date picker.
- **Lot Number:** The Lot Number field requires you to provide the lot number of your vaccine dose. *(Note: This information is located on your vaccine card, to the left of your dose date.)*
- **Physician or Clinic:** Here, provide the location where you received your vaccination, such as your local pharmacy, county center, walk-in clinic, etc.
- **Vaccine Card Photo:** There are three buttons to choose from in this section. You can choose to either upload a photo of the front and back of your vaccine card, or to take a picture of both sides within the app, utilizing your webcam or mobile camera. If you cannot, or do not wish to upload a photo of your vaccine card, select the third option, "I do not wish to upload a vaccine card" and provide a quick explanation.

Once you have completed this form, submit your information by choosing the ‘Submit Vaccine Record’ in the bottom of the form.

Welcome Jose

Report a vaccine dose Report a COVID test Request an exemption

Vaccine Name *
Pfizer

Dose Date *
8/11/2021

Lot Number
F34D13

Physician or Clinic
CVS

Please upload or take a picture of your vaccine card.
All files are uploaded securely

I would like to upload my vaccine card I would like to take a live photo I don't wish to upload a vaccine card

Please state the reason why you are not uploading vaccine card
I have lost my vaccination card.

Submit Vaccine Record

After submitting your results, you will be brought to a success page. If you would like to add another vaccine status, such as an additional vaccine dose or test result, select ‘Add Another Vaccine’ which is located at the bottom of this page.

Second Option – Report a COVID Test

If you plan on getting tested weekly, select the second button, ‘Report a COVID Test’.

Once selected, you will be asked to provide information surrounding your test. The following fields are required:

- **Test Date:** In this field, provide the date you took your COVID-19 test. You can also select the calendar icon on the left-hand side of this field to utilize a date picker.
- **Test Type:** Selecting this field will reveal a drop-down list of test types. Select the test you received.
- **Test Results:** Clicking in this field will display a drop-down list of test results. Select the result you received.
- **Location:** In this field, provide the location you received your test (for example, your pharmacy).

- **Test Result Photo:** There are two options to select from in this section. The first option is to upload a photo of your test results. If you cannot, or do not wish to upload a photo of your test results, select the second option “I do not wish to upload my test results” and provide a quick explanation.

Once you have completed this form, submit your information by clicking the ‘Submit Vaccine Record’ in the bottom of the form.

The screenshot shows a web form titled "Welcome Jose" with three main options: "Report a vaccine dose", "Report a COVID test" (highlighted in orange), and "Request an exemption". The "Report a COVID test" section includes the following fields:

- Test Date ***: 12/1/2021
- Test Result ***: Positive
- Test Type ***: Nasal Swab
- Location**: CVS

Below these fields are two radio button options:

- I would like to upload my test results
- I dont wish to upload my test results

There are two photo upload buttons: "Replace Front Photo" and "Add Back Photo". A preview window titled "Covid-19 Positive" shows two test strips, each with a red line in the 'C' (Control) position and a blue line in the 'T' (Test) position. At the bottom of the form is a purple button labeled "Submit Vaccine Record" with a hand cursor icon.

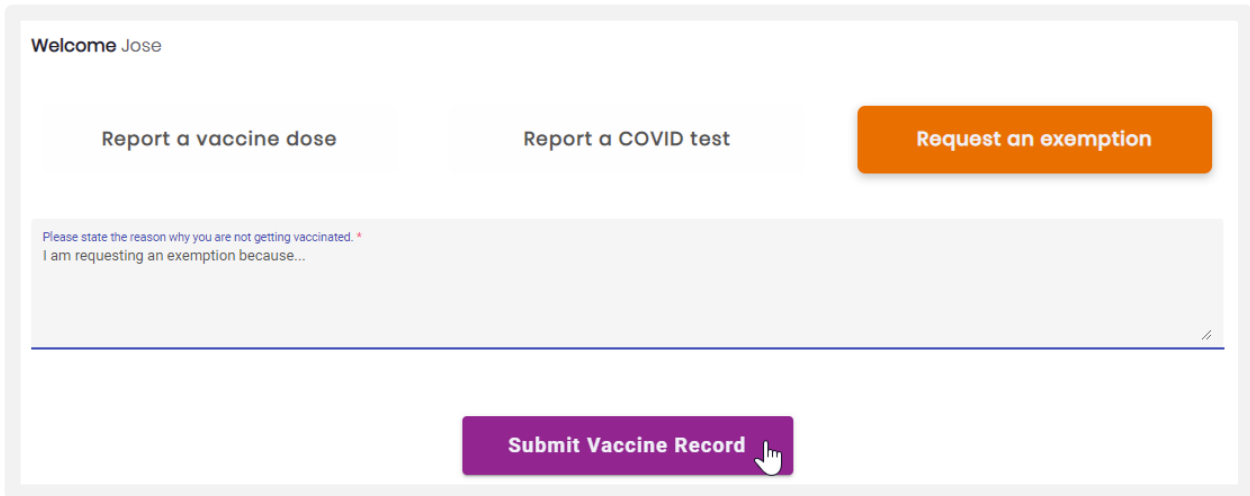
After submitting your results, you will be brought to a success page. If you would like to include an additional vaccine status, such as another vaccine dose or test result, select ‘Add Another Vaccine’ which is located at the bottom of this page.

Third Option – Request an Exemption

If you have not yet been vaccinated and do not wish to be, choose the third button, ‘Request an exemption’.

Once selected, you will see a text field where you can provide additional information around the exemption inquiry.

After completing this form, submit your information by clicking the 'Submit Vaccine Record' in the bottom of the form.



The screenshot shows a web form interface. At the top left, it says "Welcome Jose". Below this, there are three buttons: "Report a vaccine dose", "Report a COVID test", and "Request an exemption" (which is highlighted in orange). Below these buttons is a text input field with a placeholder text: "Please state the reason why you are not getting vaccinated. *
I am requesting an exemption because...". At the bottom center of the form is a purple button labeled "Submit Vaccine Record" with a hand cursor icon over it.

After submitting your results, you will be brought to a success page. If you would like to include another vaccine status, such as an another vaccine dose or test result, select 'Add Another Vaccine' which is located at the bottom of this page.

Conclusion

Now you are all set to fill out the VxRM form and send your vaccination status information. For more information, first reach out to your VxRM administrator, then contact us at support@datamotion.com.

Follow us on [Twitter](#), [Facebook](#), and [LinkedIn](#) for additional VxRM application updates.