Instructions for workplace Covid19 testing

In order to participate you need to register with our information management system, Dion.

The Dion application can be experienced equally well using a web browser via mobile, tablet, laptop and desktop devices and uses both SMS text messages and email messages to confirm your identity and protect your personal information. This means that you will need access to your email and account and to a mobile phone when using Dion.

Network
For security and data protection reasons, Dion is only available when your device is either a) connected to the ‘eduroam’ Wi-Fi network within the UoD School of Life Sciences, or b) physically connected to the UoD network within the School of Life Sciences, or c) connected to the UoD School of Life Sciences Virtual Private Network (VPN).

Signing Up

1. Open your internet browser and navigate to: https://dion.lifesci.dundee.ac.uk.

Your browser may display a warning similar to that displayed below. If you do encounter this, please do not be concerned, your connection and data are safe, this
is simple an artefact of UoD IT infrastructure and you are safe to proceed. Please click ‘Advanced...’ and then ‘Accept the Risk & Continue’.

2. Potential security warning
2. Click the 'SIGN UP' button.

3. Enter your information into the sign-up form and click the 'SIGN UP' button.

We ask for your first and last names, email address, mobile phone number and if you have access to a vehicle. We ask you to enter your email and mobile phone number twice to ensure that they are entered correctly. **Please check that you email address and mobile phone number are correct** as you will not be able to access Dion if we cannot send SMS text messages.
and email messages to you.

We also ask you to enter a password and confirm that password. This password must be 8 or more characters long and must contain at least one lowercase letter, one uppercase letter, one number and one of the following symbols: !@#$%^&*.

4. Dion will display a new form and send you an SMS text message containing a 7-digit token.

Carefully enter this token into the form and click the ‘SUBMIT’ button.
5. Mobile number confirmation form
5. Dion will display a new message (as shown below). You can now close your browser tab or window.

![Dion Sign up](image)

**Sign up**
An email has been sent to the address you provided. Please click the link in that email to complete registration.

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6. **Email sent message**

6. Check your emails for a message from donotreply@pt-informatics.com.

If you do not receive this email within a few minutes, please check your Spam/Junk folder. If this message does go to your Spam/Junk folder then please mark is as not spam/junk so that future emails from Dion reach your inbox.
7. Open the email and click on the ‘COMPLETE REGISTRATION’ button.

Thank you for registering.

Hi Rob,

Thank you for registering for a Dion account. Please click the button below to complete your registration.

[Button: COMPLETE REGISTRATION]
This will open your browser and navigate to a page that will confirm your email address.

8. Email confirmed message

8. You have now successfully signed up and can progress to signing in.

Signing In

1. Open your internet browser and navigate to: https://dion.lifesci.dundee.ac.uk.
   Click the ‘SIGN IN’ button.
2. Enter your email address and the password created during the sign-up procedure and then click submit.

3. Dion will display a new form and send you an SMS text message containing a 7-digit token. Carefully enter this token into the form and click the ‘SUBMIT’ button.
4. You have now successfully signed in and can proceed to the Dion dashboard to add your test samples. You can use the same login process on your phone or a laptop to submit samples as described below.
Providing a test sample

Prior to the day of your sample test you will need to collect a tube and bag so that you can provide a sample. These are available on a table in Discovery Reception.

On the day of testing following a period of 30 min during which you have not eaten, drunk or smoked anything, spit into one of the collection tubes. We request you provide 0.5ml of free-flowing saliva. Sputum with higher mucus content from deep down your throat is inhibitory to the reaction. Some patience is required. It may help to first clear your mouth by swallowing, then lean your head slightly forwards and think of a nice meal! A small amount of saliva will accumulate behind your lips. Spit into the tube, wait approximately 1 min before repeating until you have produced 0.5ml. Seal the tube tightly, rinse it with soapy water and dry off, then place in the zip lock plastic bag provided.

Take your bagged tube to Discovery reception. At reception select a bar code sticker and attach it to the plastic bag.

Sign into https://dion.lifesci.dundee.ac.uk using your password set during registration. You will need to enter the 7 digit code sent by text.

1. Sign into https://dion.lifesci.dundee.ac.uk using your password set during registration. You will need to enter the 7 digit code sent by text.
2. Click the ‘ADD NEW TEST...’ button in the ‘My COVID-19 Tests’.

This will open the ‘Add new test’ form.

If your device and browser allow Dion to use your device camera then you will be prompted to give your permission as demonstrated above. You do not need to grant Dion permission to use your camera, however it will make entering your sample ID easier. If you have the option to and choose to use the camera, we recommend you click the ‘Allow’ button.

An image from the camera should appear in the screen and when you move this over the bar code it will be read.

In some cases the image will be from the front facing camera. In this case touching the back button, then returning to add new test often opens a view with the camera facing away which is required to scan the barcode.
3. You will now be able to see the view from your camera displayed in the ‘Add new test’ form.

4. The label on the bag your sample tube came in has a QR code and sample ID printed upon it. Use the camera to scan the QR code and enter the Sample ID automatically if possible.

5. If the camera has not worked, enter the Sample ID exactly as it appears on the label. Three alphanumeric separated by hyphens. Click the ‘SUBMIT’ button.

6. You will be returned to the Dion dashboard where your latest test will now be displayed in the ‘My COVID-19 Tests’ panel with a status of ‘In Progress’ as shown below.
7. You have successfully created a test entry.

When your sample has been processed, you will receive an email advising you to sign-in and check the result.
Getting your result

1. You will receive and email when the status of your test has changed (e.g. when the test has been completed).

Test update available.

Hi Robert,

An update is available for your test.

You can view this update by logging in to your Dion account via the link below:

SIGN IN

Platinum Informatics Ltd.
Unit 6
Water's Edge
Camperdown Street
Dundee
DD1 5HY

15. Test result update email
2. Click the 'SIGN IN' button. This will open your browser and take you to the sign-in page. Sign-in as described above.

3. The Dion dashboard will display the result of your latest test.

4. Whatever the result of your test, you can find out more information by pressing the 'MORE INFORMATION' button.