

# COVID-19 Test – Registration Manual

## IPU World Conference Vienna 2021

MGMTS-INFO-COVID-19 Test – Registration Manual-V1.0 | STM5-TL | Gültig ab Freigabe bis 30.09.2021

### Requirements

- Mobile phone and a pc/laptop/tablet with working **internet connection**
- Current version of Google Chrome, Mozilla Firefox, Edge, Opera or Safari web browser  
**PLEASE NOTE:** Internet Explorer is NOT supported.
- E-mail address and mobile phone number to receive digital confirmation of registration.



If you do not find an e-mail in your inbox folder after registration, please check the spam folder – sender is [NoReply@app.wien.gv.at](mailto:NoReply@app.wien.gv.at).

## 1 Registration

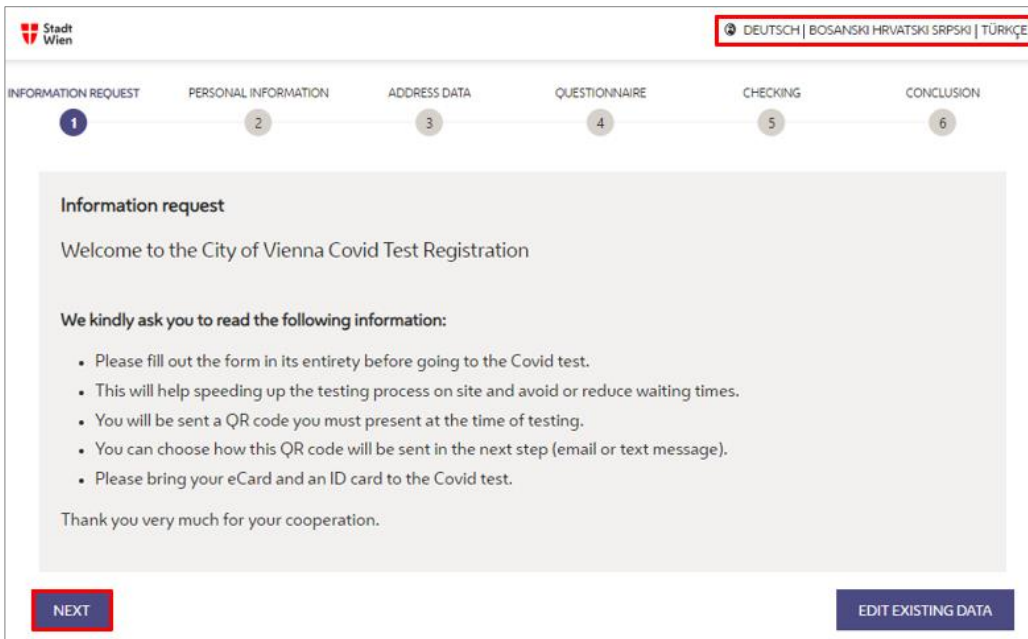
**PLEASE NOTE: All persons to be tested must be registered once in the system. It takes only two minutes to register.**

Click on the link below to start the registration process for the IPU World Conference in Vienna:

<https://app.wien.gv.at/covidtestanmeldung/a1cc0849-c03b-44af-345e-08d94b614884>

### 1.1 Information

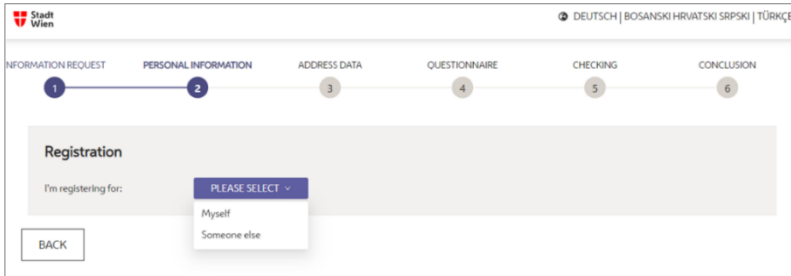
Select your preferred language. For technical reasons, only English, German, Bosnian/Croatian/Serbian and Turkish are available.



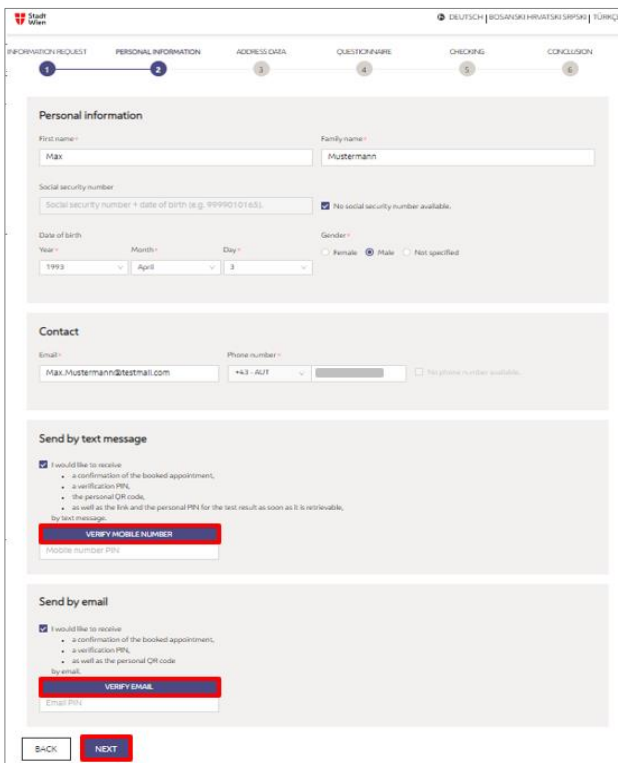
The screenshot shows the 'Information request' step of a registration process. At the top left is the 'Stadt Wien' logo. At the top right, there is a language selection menu with options: DEUTSCH | BOSANSKI HRVATSKI SRPSKI | TÜRKÇE. Below this is a progress bar with six steps: 1. INFORMATION REQUEST (highlighted), 2. PERSONAL INFORMATION, 3. ADDRESS DATA, 4. QUESTIONNAIRE, 5. CHECKING, and 6. CONCLUSION. The main content area is titled 'Information request' and contains the following text: 'Welcome to the City of Vienna Covid Test Registration'. Below this, it says 'We kindly ask you to read the following information:' followed by a bulleted list: 'Please fill out the form in its entirety before going to the Covid test.', 'This will help speeding up the testing process on site and avoid or reduce waiting times.', 'You will be sent a QR code you must present at the time of testing.', 'You can choose how this QR code will be sent in the next step (email or text message).', and 'Please bring your eCard and an ID card to the Covid test.' At the bottom of the content area, it says 'Thank you very much for your cooperation.' At the bottom left of the form is a red 'NEXT' button, and at the bottom right is a blue 'EDIT EXISTING DATA' button.

## 1.2 Person to register

Select who you want to register – yourself or someone else



## 1.3 Personal information



Please enter the personal information – fields marked with an asterisk\* are mandatory.

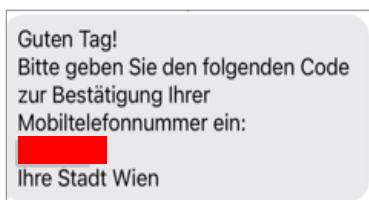
**PLEASE NOTE:** Your social security number is NOT mandatory.

Please select both (Delivery by SMS & Delivery by e-mail):

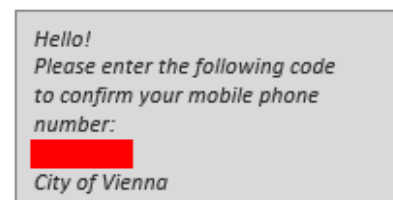
After choosing both choices please press the buttons below the checkboxes to verify your mobile phone number respectively e-mail address.

**PLEASE NOTE:** You can download your test results only if you choose delivery by SMS. However as a fallback in case of technical difficulties, we recommend choosing both e-mail and SMS.

- After clicking on the first button (for delivery by SMS) you will receive a text message (SMS) in German with a **code** to enter in this form and confirm your mobile phone number.



Translation:

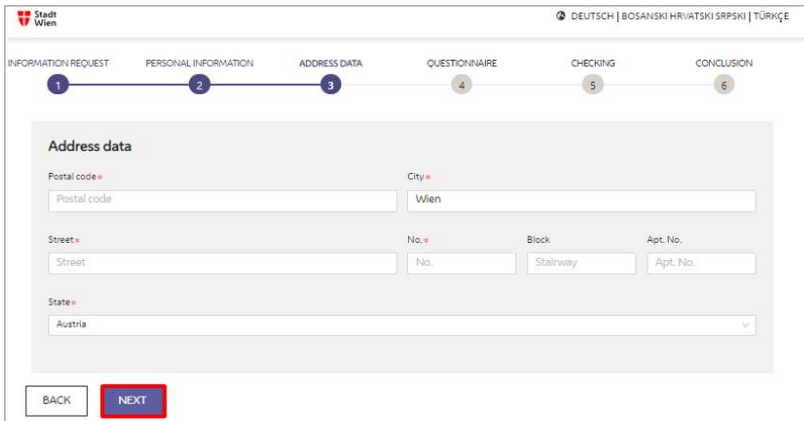


- After pressing the second button (for delivery by e-mail) you will receive an e-mail in German with a PIN to enter in this form and validate your e-mail account.

**PLEASE NOTE:** If you register someone else, you do not need to verify your e-mail address and mobile phone number later in the process.

## 1.4 Address

Please enter your home address



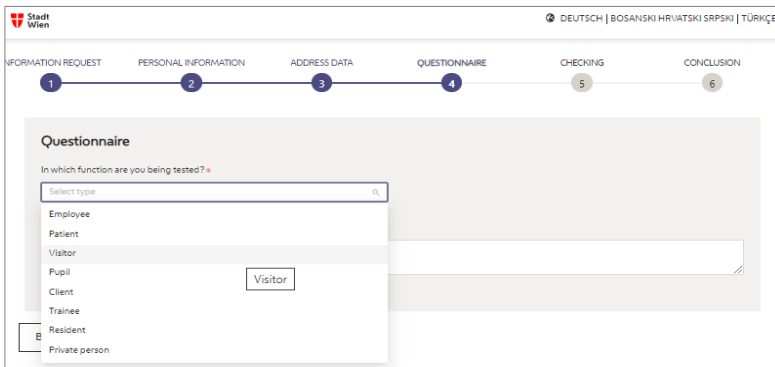
The screenshot shows the 'Address data' step (3) of a 6-step registration process. The steps are: 1. INFORMATION REQUEST, 2. PERSONAL INFORMATION, 3. ADDRESS DATA, 4. QUESTIONNAIRE, 5. CHECKING, and 6. CONCLUSION. The 'Address data' form includes the following fields:

- Postal code:
- City:
- Street:
- No.:
- Block:
- Apt. No.:
- State:

Navigation buttons:  and

## 1.5 Role

Please choose the “role/type” “visitor”



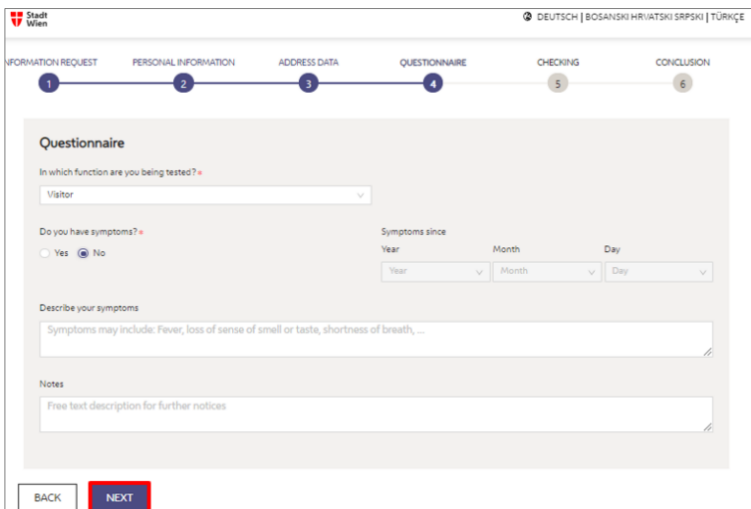
The screenshot shows the 'Questionnaire' step (4) of the registration process. The question is: "In which function are you being tested?". A dropdown menu is open, showing the following options:

- Employee
- Patient
- Visitor
- Pupil
- Client
- Trainee
- Resident
- Private person

The 'Visitor' option is highlighted. Navigation buttons:  and

## 1.6 Symptoms

If you have symptoms at the time of registration, please state them in the form field and how long you have been suffering from them.



The screenshot shows the 'Questionnaire' step (4) of the registration process. The question is: "In which function are you being tested?". The dropdown menu is set to 'Visitor'. Below this, there are two questions:

- Do you have symptoms?  Yes  No
- Symptoms since: Year , Month , Day

Describe your symptoms:

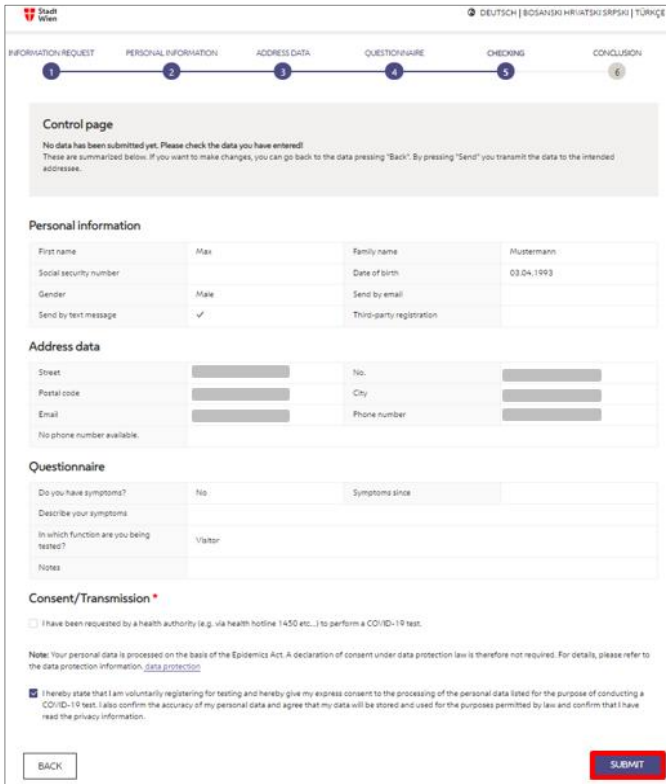
Notes:

Navigation buttons:  and

**PLEASE NOTE:** If you have symptoms, depending on the date of the registration, this might have impact on your travel to Vienna and participation in the IPU World Conference.

## 1.7 Check

Please check your entries before completing the registration



DEUTSCH | BOSANJSKI HRVATSKI SRPSKI | TÜRKÇE

INFORMATION REQUEST PERSONAL INFORMATION ADDRESS DATA QUESTIONNAIRE CHECKING CONCLUSION

**Control page**  
No data has been submitted yet. Please check the data you have entered!  
These are summarized below. If you want to make changes, you can go back to the data pressing "Back". By pressing "Send" you transmit the data to the intended addressee.

**Personal information**

First name	Max	Family name	Muttermann
Social security number		Date of birth	03.04.1993
Gender	Male	Send by email	
Send by text message	<input checked="" type="checkbox"/>	Third-party registration	

**Address data**

Street		No.	
Postal code		City	
Email		Phone number	
No phone number available.			

**Questionnaire**

Do you have symptoms?	No	Symptoms since	
Describe your symptoms			
In which function are you being tested?	Visitor		
Notes			

**Consent/Transmission \***

I have been requested by a health authority (e.g. via health hotline 1450 etc.) to perform a COVID-19 test.

I hereby state that I am voluntarily registering for testing and hereby give my express consent to the processing of the personal data listed for the purpose of conducting a COVID-19 test. I also confirm the accuracy of my personal data and agree that my data will be stored and used for the purposes permitted by law and confirm that I have read the privacy information.

BACK SUBMIT

## 1.8 Completion

When choosing "Delivery by e-mail" you receive the following e-mail message after successful registration:

Von: "EXTERN" [NoReply@app.wien.gv.at](mailto:NoReply@app.wien.gv.at) <[noreply@app.wien.gv.at](mailto:noreply@app.wien.gv.at)>  
 Gesendet: [redacted]  
 An: [redacted]  
 Betreff: Registrierung COVID-19 Test / Registration COVID-19 test

Guten Tag!

Ihre Registrierung zur COVID-19 Testung wurde erfolgreich durchgeführt.

Sie erhalten Ihren persönlichen QR-Code weiter unten in der E-Mail oder unter dem folgenden Link: [Ihr QR-Code](#)  
**Bitte fotografieren/speichern Sie diesen ab und halten Sie ihn bei jeder Testung bereit.**

Name: [redacted]  
 Geburtsdatum: [redacted]

[Daten ändern](#)  
 Ihre Registrierung wurde unter folgender eindeutiger ID angelegt: [redacted]

Mit freundlichen Grüßen,  
 Ihre Stadt Wien

Hello!


Your registration for the COVID-19 test has been carried out successfully.

You can find your personal QR-Code down below or under the following link: [Your QR-Code](#)  
**Please take a photo or save it and have it ready for every test.**

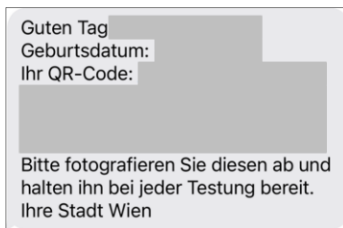
Name: [redacted]  
 Date of birth: [redacted]

[Edit data](#)  
 Your registration was created under the following unique ID: [redacted]

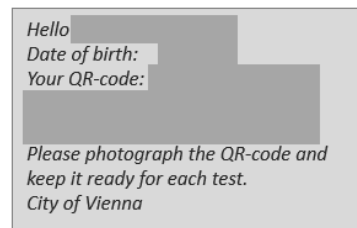
Best regards,  
 City of Vienna



When choosing “Delivery by SMS” you receive a confirmation of your successful registration by SMS in German with a link to access your QR-code:



Translation:



**PLEASE NOTE:** You will have to **show your QR-code** on site at the ACV and Palais Epstein for the COVID-test. Please bring the (printed) e-mail or the SMS as proof of your successful registration.

## 2 Support

- **Technical support:** In case of technical problems, please contact: [covid-itserviceline@ma01.wien.gv.at](mailto:covid-itserviceline@ma01.wien.gv.at).