



Reference Number: ORG.1611.PR.009	Program Area: Information Technology
Issuing Authority/Source: Information Technology	Policy Section: Internal Portal Services Contributors Resources
Issue Date: August 27 2014	Subject: Overwrite a File
Review Date:	
Revision Date:	

SUBJECT:

Overwrite a File

PURPOSE:

Procedure to Overwrite a File on the Internal Portal Service

PROCEDURE:

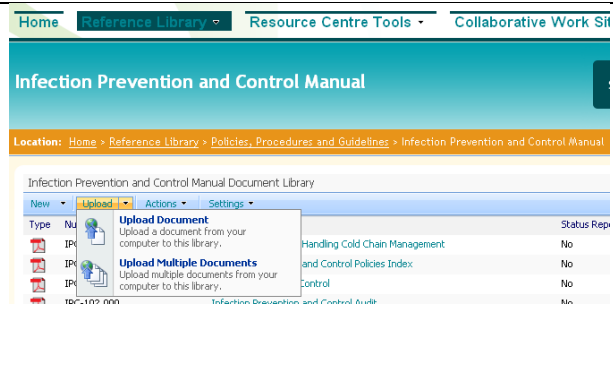
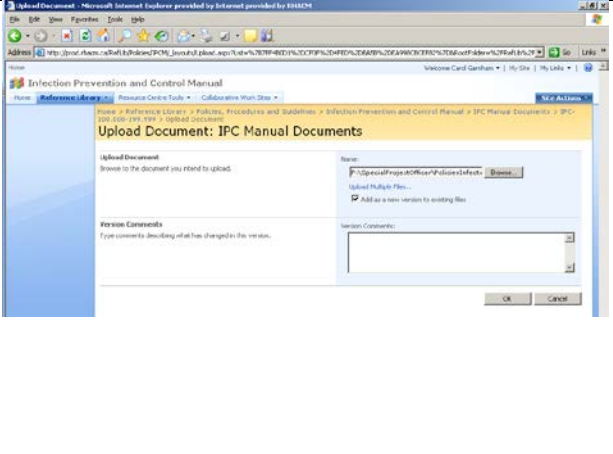
When working with regional policy Section or Master Alpha Indexes, or other files that Do Not need to be archived, you can overwrite them. The benefit of overwriting a file is that the existing metadata properties will remain intact. Metadata properties will only need to be revised to reflect the Revision Date of the current file version and rationale for revisions, etc., if required.

The procedure to overwrite a file is similar to uploading a single file. Depending where you have developed your documentation is where you will load from. It may be either:

- Your shared drive on the network
- Your Team's Collaborative Work Site

To upload from the Shared Network Drive:

1. Before beginning to upload, double check your file names to ensure that they are the exact same.	IPC-300.007WasteManagementJuly14-2009 Yes: IPC-300.007WasteManagementJuly14-2009 Not: IPC300.007 WasteManagementJuly14-2009
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<p>2. From the Navigation Row, Select the appropriate site, site library or manual.</p> <p>3. From the Toolbar, select Upload, Upload Document.</p> <p>The Upload Document screen will open.</p>	 <p>The screenshot shows the 'Infection Prevention and Control Manual' website. The navigation bar includes 'Home', 'Reference Library', 'Resource Centre Tools', and 'Collaborative Work Site'. Below the navigation bar, there is a breadcrumb trail: 'Home > Reference Library > Policies, Procedures and Guidelines > Infection Prevention and Control Manual'. The main content area is titled 'Infection Prevention and Control Manual Document Library'. A toolbar at the top of this area includes 'New', 'Upload', 'Actions', and 'Settings'. A dropdown menu is open under 'Upload', showing options for 'Upload Document' and 'Upload Multiple Documents'. Below the menu is a table with columns for 'Type', 'Name', and 'Status Rep'. The table lists several documents, including 'Handling Cold Chain Management', 'and Control Policies Index', and 'Infection Description and Control Guide'.</p>
<p>4. NOTE: Overwrite existing files is checked as the default.</p> <p>5. Under Upload Document header, click Browse to navigate to the folder containing your document.</p> <p>Select the file name of the document.</p> <p>Click Open.</p> <p>Click OK.</p>	 <p>The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Upload Document: IPC Manual Documents' form. The browser's address bar shows the URL: 'http://prod.alpha.ca/Health/Infection/IPCManualDocuments.aspx'. The form has a title 'Upload Document: IPC Manual Documents' and a subtitle 'Upload Document'. It contains a 'Browse to the document you intend to upload.' field with a file path: 'F:\SpecialProgs\HCP\Policy\Infect...'. There are checkboxes for 'Upload Multiple Files...' and 'Add as a new version to existing file'. Below these are 'Revision Comments' and 'Version Comments' text areas. The form has 'OK' and 'Cancel' buttons at the bottom right.</p>
<p>6. A properties screen will open. If successfully overwritten, the metadata properties previously associated with the file will be displayed.</p> <p>7. Enter any information required to update the metadata properties for the file being overwritten. i.e. Revision Date, rationale for revisions, etc. if applicable.</p> <p>8. Click OK</p> <p>9. Scroll through your index to ensure the file has been overwritten and is not a duplicate.</p>	