



Reference Number: ORG.1611.PR.001	Program Area: Information Technology
Issuing Authority/Source: Information Technology	Policy Section: Internal Portal Service Contributors Resources
Issue Date: August 27 2014	Subject: Upload a Single file
Review Date:	
Revision Date:	

SUBJECT:
Upload a Single File

PURPOSE:
Procedure to upload a single file to the Internal Portal Service (IPS)

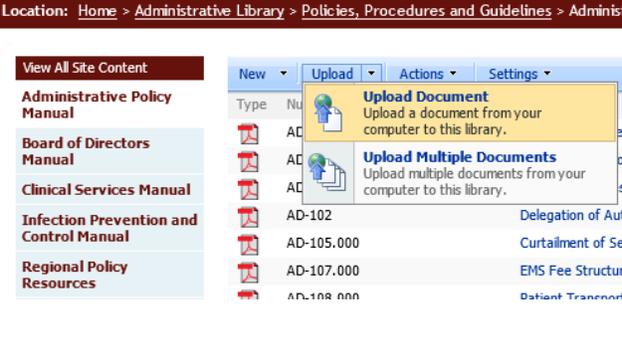
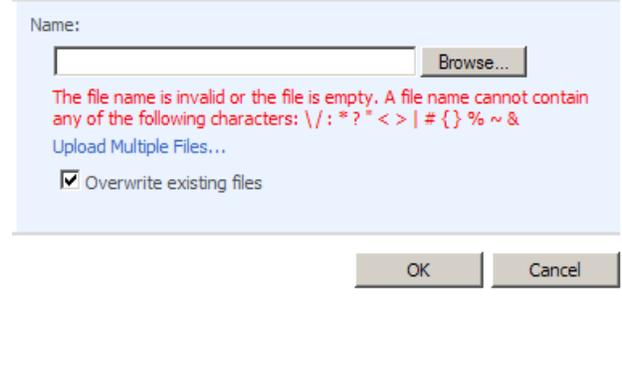
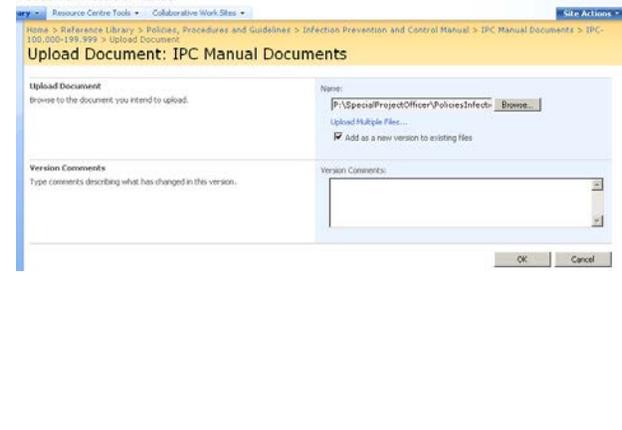
PROCEDURE:
For purposes of this procedure, the upload example referred to is a policy item. To upload any document, the procedure is the same. To upload a non-policy file, begin at Step 3.

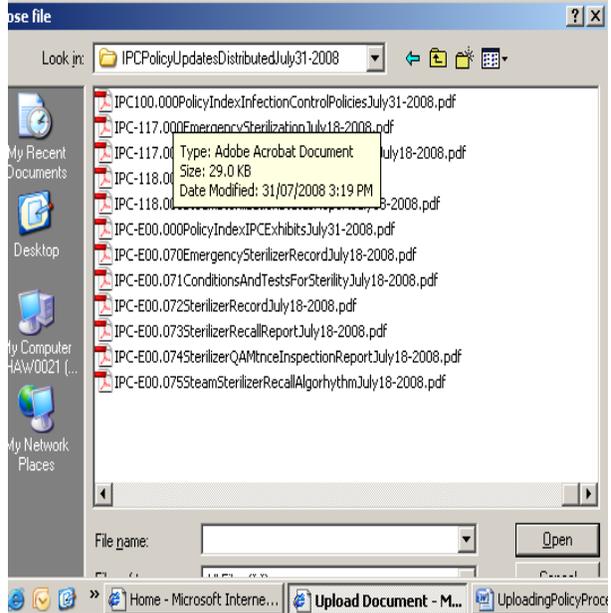
Depending where you have developed your draft policy documentation is where you will load from. It may be either:

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

To upload from the Shared Network Drive:

<p>1. From the Navigation Row, Select the appropriate Manual.</p>	
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<p>2. From the Manual's Table of Contents, select the appropriate manual section. It will open in a new window.</p>	
<p>3. From the Toolbar, select Upload, Upload Document.</p> <p>The Upload Document screen will open.</p>	
<p>4. Double check your file names to ensure that there are no invalid characters contained in the file name(s).</p> <p>You will receive a message, as shown, if there are. The file name must be altered to remove them.</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>6. A properties screen will open. Enter the information related to the individual policy type item.</p> <p>7. For a new document upload Do Not select the Archive checkbox.</p> <p>8. Click OK</p>	<p>Name: Is populated by the filename you browsed. It needs to be modified for presentation to staff as follows:</p> <ul style="list-style-type: none"> ➤ Name: File Name with Spaces between Words ➤ For Policy, remove the Number and Date on file name. ➤ The Date is used for Archived file Names only to differentiate items in the Archive ☺ <p>Contact: Click the Address Book, enter the contact Name, select from options provided and click OK.</p> <p>Contact Number displayed as follows 204.428.2038.</p>

<p>9. You will be taken back to the Section Index. Scroll through the files or use the Site Search option to verify your document has uploaded successfully.</p>	<p>Because the portal is web based, the search functions similar to a search on the world wide web (www).</p> <p>If you initiate your search from the Home page, the Search will provide returns from any site you have access to which could leave you scrolling through a long list of items to find what you want.</p> <p>If you are in a sub-site, the Search will isolate its returns based on the sub-site content.</p>
<p>10. Click X to close the window.</p>	