

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:	
1	1

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:

1.	From the Navigation Row, Select the appropriate Manual.	Home Welco Location: Vew Al About U Anonoun Calenda Career Inciden Policies	Administrative Library Corporate Communications Disaster Management Electronic Health Record Ethics Health Information Services Information Technology Medical Administration Policies, Procedures and Guidelines Couality Improvement and Risk Management Regional Planning Poportunities Notices Procedures and	Administrative Policy Manual Board of Directors Manual Clinical Services Manual Infection Prevention and Control Manual Regional Policy Resources Internal Portal Service Contributor Resources

2.	From the Manual's Table of Contents, select the appropriate manual section. It will open in a new window.	Welcome to the Regional Administrative Policy Manual Louise the redubited long - folder. Poleters and obtities - Advisories Poly Wend Management Regional Administrative Policy Manual Management Regional R
3.	From the Toolbar, select Upload , Upload Document .	Location: Home > Administrative Library > Policies, Procedures and Guidelines > Administ View All Site Content New • Upload • Actions • Settings • Administrative Policy Manual Type Nu Upload Document Upload a document from your
	The Upload Document screen will open.	Board of Directors Manual AC Computer to this library. Est of Clinical Services Manual AA Upload Multiple Documents Upload multiple documents from your computer to this library. of Infection Prevention and Control Manual AD-102 Delegation of Aution Regional Policy Resources AD-107.000 EMS Fee Structure
4.	Double check your file names to ensure that there are no invalid characters contained in the file name(s). You will receive a message, as shown, if there are. The file name must be altered to remove them.	Name: Browse The file name is invalid or the file is empty. A file name cannot contain any of the following characters: \/: *? * < > # {} % ~ & Upload Multiple Files Image: White the existing files Overwrite existing files OK
5.	Under Upload Document header, click Browse to navigate to the folder containing your document.	Control of Contro
Select the file name of the do	Select the file name of the document.	Upload Decarated Device to the docurrent you intend to calood. Proceed the docurrent you intend to calood. Pro
	Click Open .	OK Cand
	Click OK.	

		ose file	x
		Look jn: 📋 IPCPolicyUpdatesDistributedJuly31-2008 💿 🖕 🗈 📸 📰 •	
		IPC-100.000PolicyIndexInfectionControlPoliciesJuly31-2008.pdf IPC-117.000Emeracu/SterilizationJuly18-2008.pdf IPC-117.00Emeracu/SterilizationJuly18-2008.pdf IPC-117.00Emeracu/SterilizationJuly18-2008.pdf IPC-118.00 IPC-118.00 Desktop IPC-118.00 IPC-118.00 Deter Modified: 31/07/2008 3:19 PM IPC-118.00 IPC-200.0725terilizerRecalReportJuly18-2008.pdf IPC-200.075SterilizerRecalAlgorhythmJuly18	
6. A properties screen information related item.	een will open. Enter the ed to the individual policy type	Name: Is populated by the filename you browsed. It needs to be modified for presentation to staff as follows:	
7. For a new docun Archive checkbo	nent upload Do Not select the x.	 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 (2) 	e.
8. Click OK			
		Contact: Click the Address Book, enter the contact Name, select from options provided and click OK .	I
		Contact Number displayed as follows 204.428.2038.	

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.	Because the portal is web based, the search functions similar to a search on the world wide web (www).
		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.
		If you are in a sub-site, the Search will isolate its returns based on the sub-site content.
10.	Click X to close the window.	