Reference Number: ORG.1611.PR.002	Program Area: Information Technology
Issuing Authority/Source: Information Technology	Policy Section: Internal Portal Services Contributors Resources
Issue Date: August 27 2014 Review Date: Revision Date:	Subject: Upload multiple files

SUBJECT:
Upload multiple files

PURPOSE:
Procedure to upload multiple files to the Internal Portal Service (IPS)

PROCEDURE:
For purposes of this procedure, the upload multiple files example referred to is a policy item. To upload multiples of any documents, the procedure is the same. To upload multiple non-policy files, begin at Step 3.
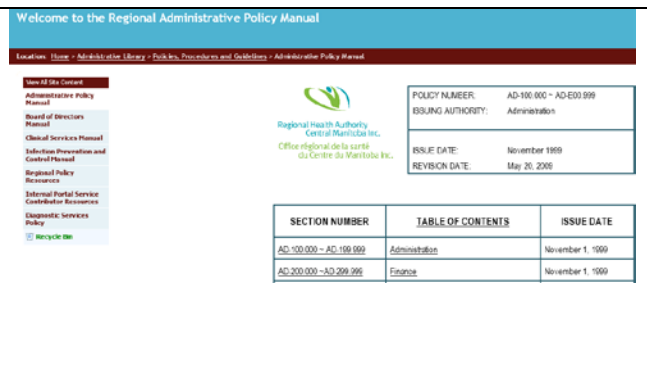
Depending where you have developed your policy documentation is where you will load from. It may be either:

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

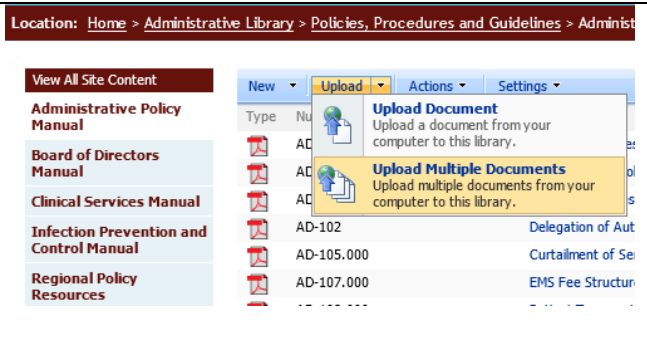To upload multiple documents from the Shared Network Drive:

1. From the Navigation Row, Select the appropriate Manual.	

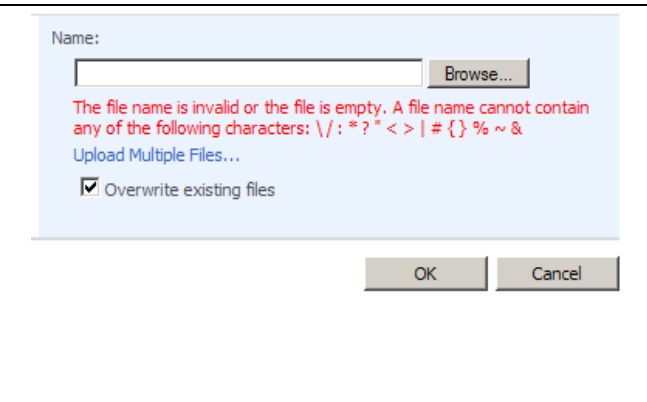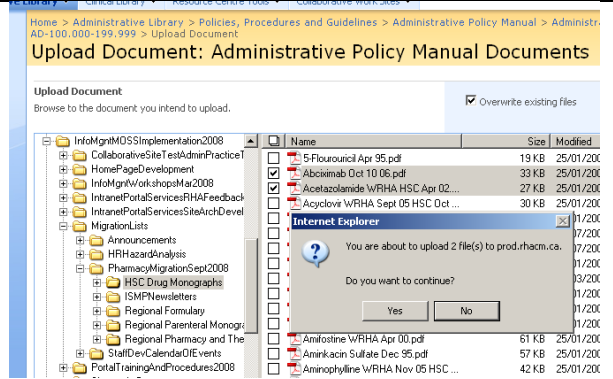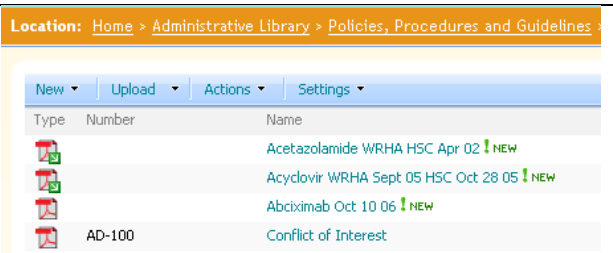| 2.	From the Manual's Table of Contents, select the appropriate manual section. It will open in a new window.	
3.	From the Toolbar, select **Upload**, **Upload Multiple Documents** The Upload screen will open.	
4.	Double check your file names to ensure that there are no invalid characters contained in the file name(s). You will receive a message, as shown, if there are. The file name must be altered to remove them.	
5.	Browse to the appropriate Drive and folder on the left hand side of the screen Select the documents on the right hand of the screen by checking the box beside each filename. Click **OK**.	
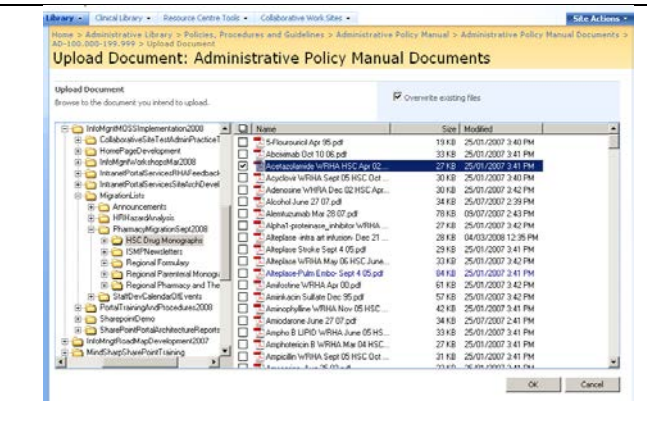
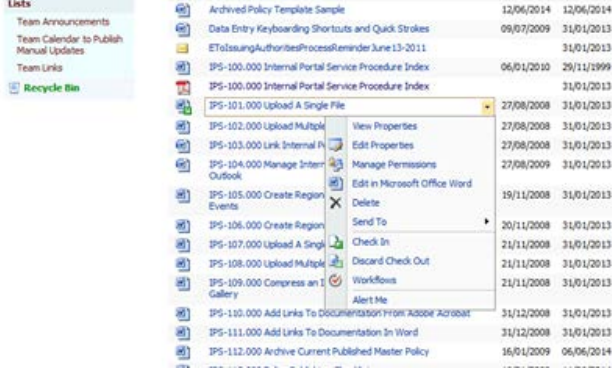|	
6. A dialogue box will appear that says "*You are about to upload __ files…"* Do you want to continue? Click **Yes.**	
7. The Section Index reappears. The uploaded files are visible by the green checkmark appearing in the lower right hand corner.	
8. Hover over the first file appearing with the checked out icon. Select **Edit Properties** from the dropdown box selections. 9. The properties screen appears. Enter the appropriate information. 10. For a new document Do Not select the Archive checkbox. 11. Click **OK.**	Name: Is populated by the filename you browsed. It needs to be modified for presentation to staff as follows: ➢ Name: File Name with Spaces between Words ➢ For Policy, remove the Number and Date on file name. ➢ The Date is used for Archive file Names only to differentiate items in the Archive ☺ Contact: Click the Address Book, enter the contact Name, select from options provided and click **OK.** Contact Number displayed as follows (204) 428-2038

12. 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.
13. Click the dropdown beside the file name, click Check In. A Check In box will appear, click **OK**. Your file has been uploaded.	
14. Repeat steps 7 to 13 to Edit Properties and Check In remaining files until all items you selected in your multiple upload have been checked in for staff access.	