Inserting a file into an institution-specific procedure
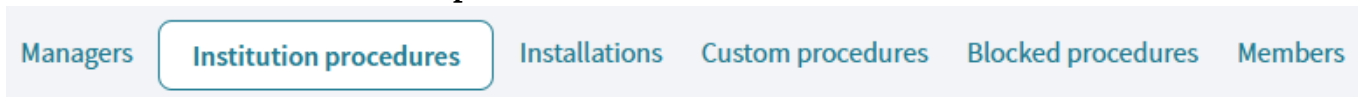
ONLINE CARE PROCEDURES

Content Manager

1 Log in using a 'Member' access

2 Click on the institution's name in the top left-hand corner to access the institution's 'Dashboard'
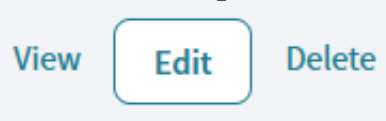
ONLINE CARE PROCEDURES — Centre intégré universitaire de santé et de services sociaux

3 Click on the "Institution procedures" tab

Managers | **Institution procedures** | Installations | Custom procedures | Blocked procedures | Members

4 Search for the desired procedure and click on its title

5 Click on the "Edit" button at the top of the 'Procedure' page

View | **Edit** | Delete

6 Click on the "Properties" tab, then scroll down the page until you come to "Documents"

7 Click on "Choose Files" in the "Add a new file" box

▼ Documents

Add a new file

→ Choose files   No file added
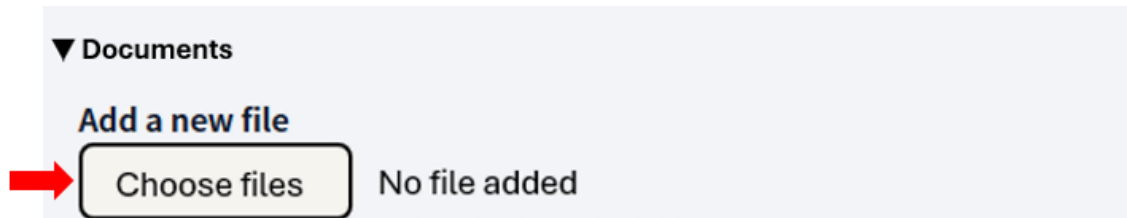
8 Select the file(s) to upload in the 'Tools' section of the platform, then click on "Open"
- Check that each uploaded file does not exceed the 100 Mo limit
- Renaming the files before uploading them is recommended so that the file names are those that will be displayed

9 Click on "Save" at the bottom left of the page

Save