File Management

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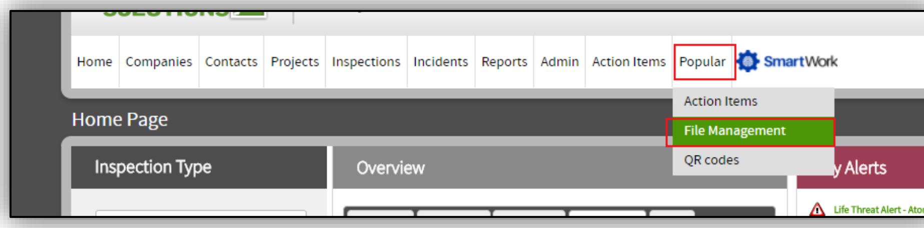
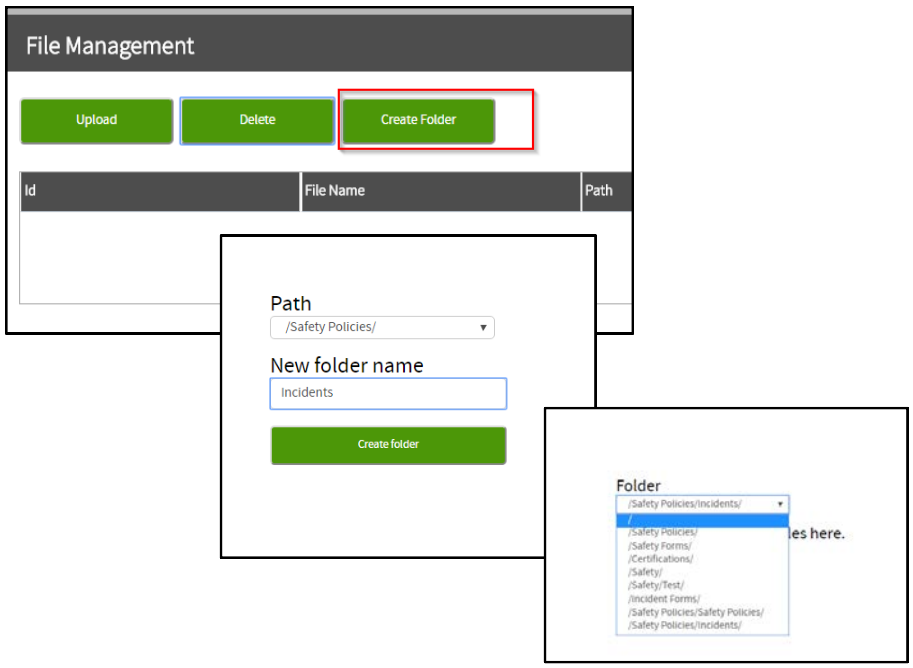
The file management features allows you to store and share documents for easy and secure accessibility. All user roles have access to view and upload new documents.



Below are some examples of use cases:

- Sharing of completed incident forms
- Store company policies/ procedures
- Sharing of best practices
- Store training documentation



Creating a Folder

Administrator roles have the ability to create folders (paths). In a future enhancement, you will be able to select a folder and see items within each folder

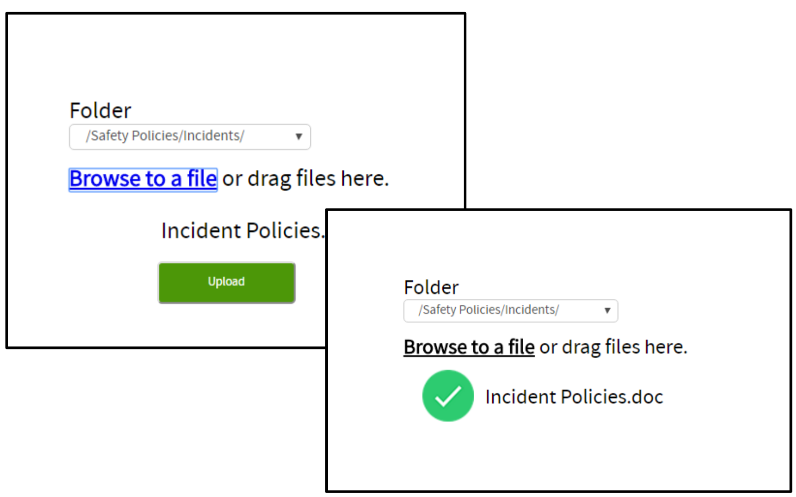
Uploading Document

Click on Upload button.

Select the Folder "path".

You have the option to Browse or Drag file. Click **Upload** to finalize the process.

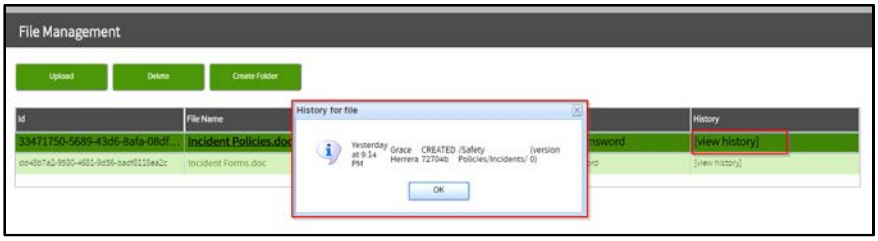
The system will confirm the upload with a check mark.



View a Document

To view a document, click on the **File Name** link. This will download a copy of the file to your device. (Note: make sure to check your pop up blocker so the document will be able to open)

Viewing History of Document



To view the history of a document, click on **View History** link

A pop-up window will appear with the details of who added the document.

Deleting a Document

To delete a document, click on the document field to highlight the file line and click **Delete**.

The file will immediately delete.

NOTE: There is no pop-up window asking if you are sure you want to delete.