Uploading Investigation Results to portal

Used to upload results of investigation for reportable incidents.

Required steps necessary before attempting to upload investigation

- "Thorough investigation" needs to be completed and saved in any one of these file formats:
  - .DOC, .DOCX, .XLS, .XLSX, .PDF, .JPG, .JPEG, .GIF, .BMP, .PNG, or .TXT
  - No other file type will be accepted and will result in a SQL Error message
- Name of saved file needs to be less than 40 characters, which includes all letters, numbers, and spaces within the file name
- File Name should not contain any special characters, such as @, #, $, etc.
  - Improperly named files will result in a SQL Error message
- File should be saved where the person accomplishing the upload can access the file when searching for the document.

Hint: as each reportable incident has a unique identifier (all numeric) the facility may wish to consider naming an investigation report in such a way as to include that number. For example, one might consider naming an investigation report for incident 8283, "InvestigationReport8283.PDF" or something similar. As with all incidents, the portal ties investigation reports to specific reportable incidents for a specific provider.

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- Log on to portal
- 1. Select the "File Upload" tab
- 2. Click the "New" icon

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➤ This is the screen that opens after clicking the "New" icon:

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Reportable Incident box

➡ This is an example of the view when the ▼ is selected:

Click on the appropriate Incident ID number to select it.

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- Reportable Incident box (top box): used to select the reportable incident to tie to the investigation result file
  - Click the ▼ to view a list of active reportable incidents
- Select the appropriate incident from the list by clicking on it
- Select the file type (there is only one option, so select it)
- Description: enter a brief description of the report that is being attached
- Click the Browse button: used to navigate to where the saved investigation report is stored
  - Click on the file to be uploaded
  - Click the Open box
- Click on the "Send" icon to complete upload

Additional information

- On occasions the facility may wish to add additional information about an investigation after the original investigation has been uploaded

- To upload "additional information" follow the same steps as used to upload the original investigation results file but make certain the name of the new file clearly indicates it is additional information for a specific reportable incident.

- Any SQL Error message will indicate, but not state, the attempted file upload was not successful, therefore the entire process for uploading the file must be completed again.