

# **Online Incident Report – File Upload**

# What's new?

Reporters can now attach supporting documents to Nursing Home related online incident reports.

#### Navigation

• For incident reports where the report type = Follow-up to previous report, the new document upload screen is located after incident follow-up.



• For all other incident report types, it is located after incident details.

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Reporter/Fac.	Involved	Incident Details	Documents	Verify &

## Steps

1. To upload a file, select the Choose File button and select a PDF file.

	Open Open					×
	$\leftarrow \rightarrow $ · ·	↑ <b>■</b> >	liai → Des → V C	Search D	esktop	Q
Online Incident Report	Organize * N	ew folder			≣ •	
Lea Hill Rehabilitation And Care Center - License #1551 - 32	A Home	1	Name ^		Status ©	Date r 6/5/21
Attach any supporting PDF documentation you'd like to accompany the inci	Gallery	_	🕑 test		ø	6/6/21
Maximum total file size is 15 MB.	> C Kari - Wash	SIC	🖗 lint, Contract Associate Updata		$\odot$	5/20/,
	📒 Desktop	,	S1 WSH: E-Loarning		0	6/5/21
Choose File No File onosen  Description:		File name:	test	All Files		~
Deland				Ор	en	Cancel

- 2. Enter a brief description of the file.
- 3. Select Upload.

Choose File Test.pdf
*Description:
test
Upload



4. Upon successful upload, the record is inserted in the table below:

Upload Documents				
Choose File No file chosen				
*Description:				
Cpicao				
Name	Description			
Test.pdf	test	Remove		

- 5. Additional files can be added by repeating steps 1-3 above.
- 6. A file uploaded by accident can be removed by selecting the Remove button.
- 7. A documents section is added to the Confirmation Page summary:

Street Address: Incident Report Type:	Follow-up to previous report	
C Test.pdf	ocuments test	
Incident or Follow-up Information		
Date original report made:	03/11/2025 12:00 AM	

8. Next page navigation buttons:

Button	Description
Next - Proceed with file(s) attached	This button is always displayed. If the user
	selects this button without including any
	uploaded files, an error message is displayed.
	This button is only displayed when no
Next - Proceed without uploading file(s)	documents have been uploaded.

## Limitations

- Only PDFs may be uploaded.
- Maximum combined file size is 15MB. Maximum individual file size is 5MB.
- File names must be unique.