

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.

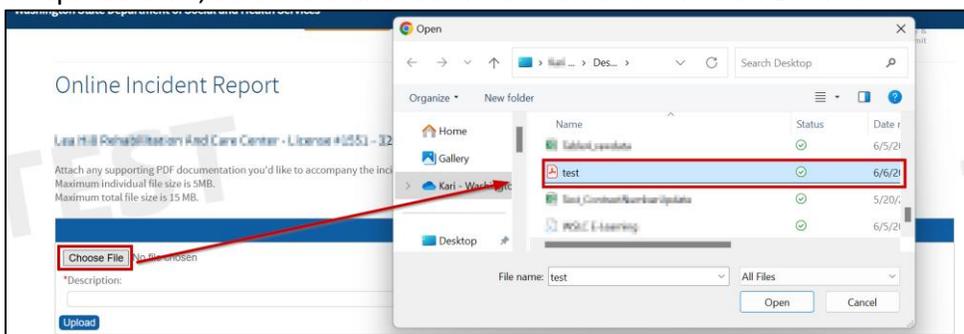


- For all other incident report types, it is located after incident details.

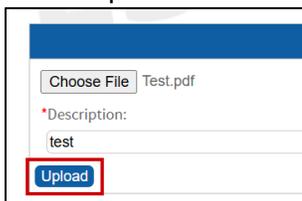


Steps

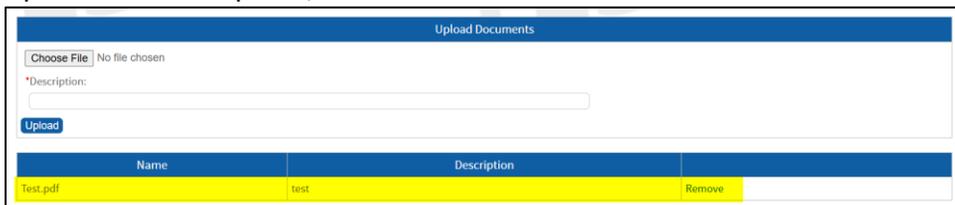
- To upload a file, select the Choose File button and select a PDF file.



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

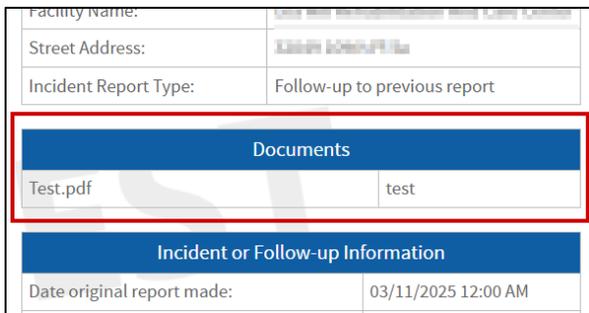


4. Upon successful upload, the record is inserted in the table below:



Name	Description	Remove
Test.pdf	test	Remove

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



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

8. Next page navigation buttons:

Button	Description
	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 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.