



UPLOADING A DOCUMENT IN - PERCUSSION

STEP 1 – CHOOSING THE DOCUMENT CONTENT TYPE

Right click on the documents folder where your content resides in, navigate “**New Item**” and click either “**File-Public**” or “**File-Internal**” document items.

(Note: “File-Public” is used for the OHR website and “File-Internal” is used for the IntraHR website)



STEP 2 – ADDING DOCUMENT PROPERTIES CONTENT

The following required fields must be completed:

- System Title
 - This is the system file name and should not contain any spaces or special characters. Please keep it short and don't exceed 20 characters.
- Start Date
 - This is the date you want the document to go live on the website. If that is a date other than the day you upload change it here.
- Title
 - This is the text that will display for any links to this document.
- File
 - This is the actual file that you will be uploading.
- File Type
 - This is the type of file that will be uploaded which will be Word, Excel, PDF, or RTF.
- Section 508
 - The document must be 508 compliant when clicking the “**Yes**” button.

If these fields are not completed, then the document will not be able to be uploaded.



* System Title:

* Title:

* Start Date:

Expiration Date:

Reminder Date:

* File:

* Binary Filename:

* File Type:

File Category:

Section 508 Compliant: Yes No

STEP 3- VERIFYING THE UPLOAD

When all of the mandatory fields are completed, click “Insert” at the bottom of the page. The checkout status for the document will now show a draft image.

Content Title	Checkout status	State	Content Type
ExofaQRG	←	Draft	File - Public

STEP 4 - MOVING A DOCUMENT TO PUBLISHED

- From the Content menu, right click the file name to navigate to the Workflow and choose “Submit for Review”.
- Once a document is submitted for review and approved by the IMT, the document will be moved to the Published state which pushes it live on the website.

Content Title	Checkout status	State	Content Type
ExofaQRG	←	Public	File - Public

After the document has been pushed to the Public state, the document may be inserted onto a webpage. (NOTE: See the QRG on Creating a Link.) As shown in the picture below, the document is using the title that it was specified in [Step 2](#).

This is an example of how the document should read. The document can be found at [Example of a Quick Reference Guide](#)