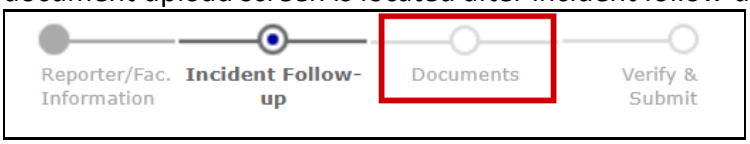
Online Incident Report – File Upload

What's new?

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

Navigation

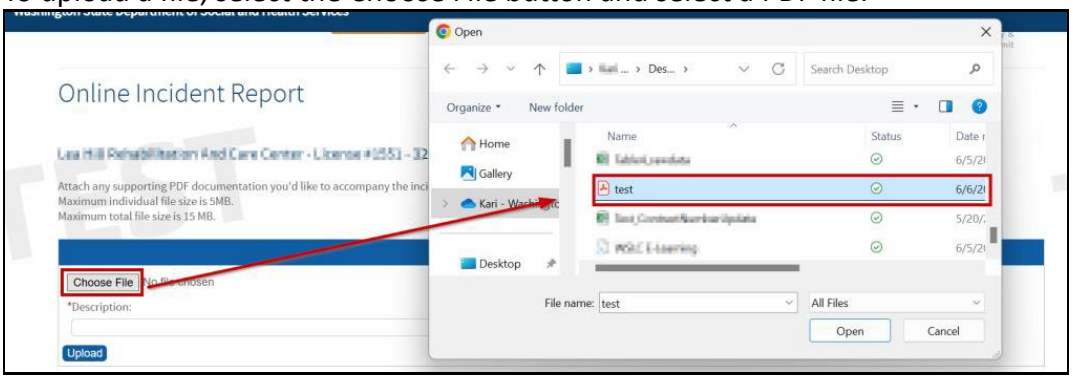
- For incident reports where the report type = Follow-up to previous report, the new document upload screen is located after incident follow-up.



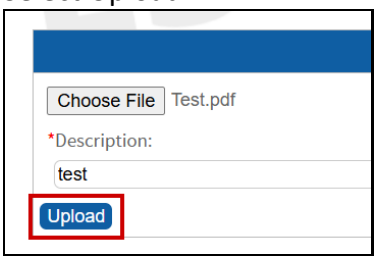
- For all other incident report types, it is located after incident details.

Steps

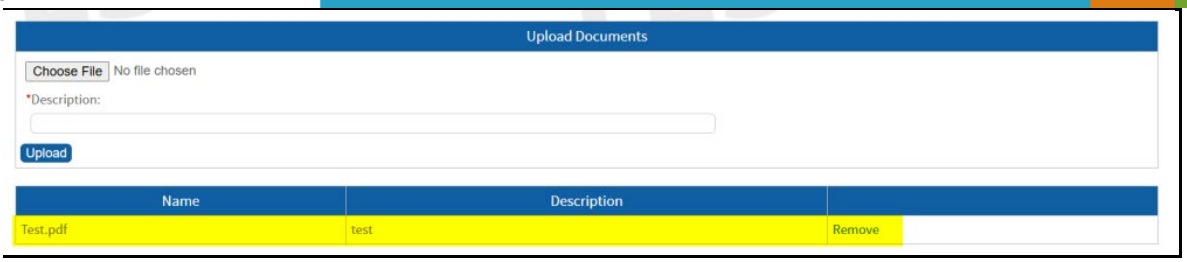
1. To upload a file, select the Choose File button and select a PDF file.



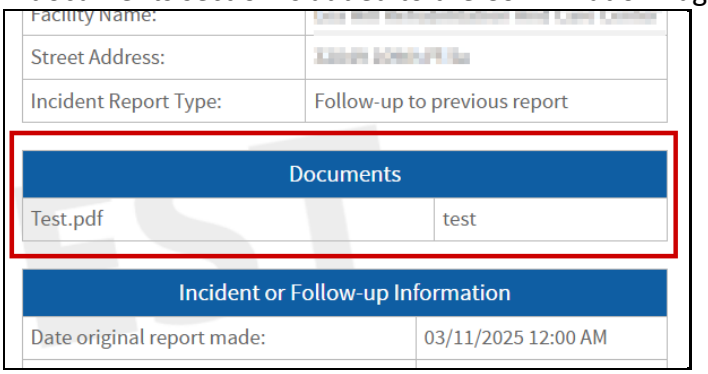
2. Enter a brief description of the file.
3. Select Upload.



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



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:



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.
Next - Proceed without uploading file(s)	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.