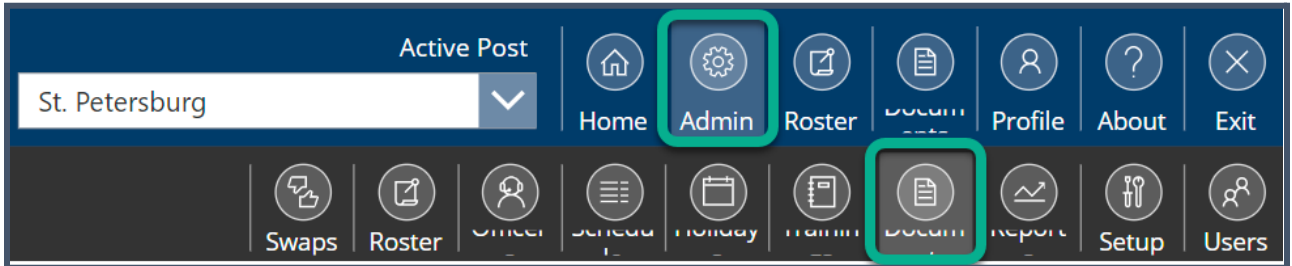


Duty Officer Program | Uploading Documents

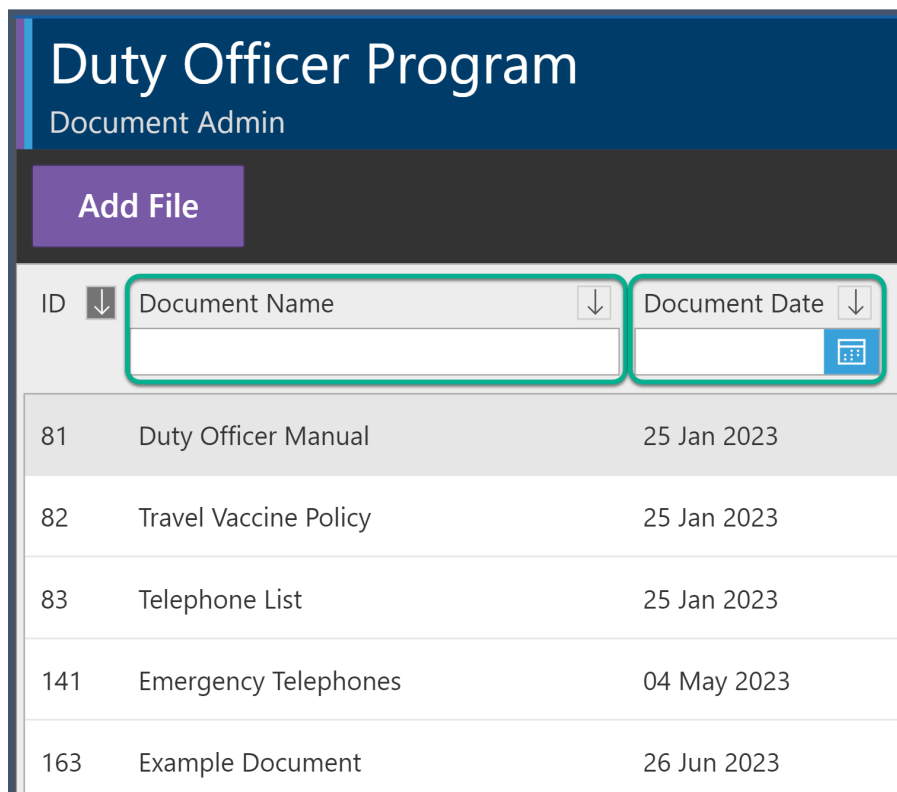
Post Admins can upload all sorts of documents into the **Duty Officer Program**. Having electronic versions of documents eases the need to carry hard copies while on duty. The duty officer will be able to access the most current versions of relevant documents.

Accessing the **Document Admin** screen:

1. On the toolbar menu in the upper right-hand corner, click on the **Admin** menu option.
2. The **Admin** tool bar appears beneath. Click on the **Document** menu option.



You are now at the **Document Admin** screen. This screen lists all documents uploaded by the Post Admin. You can search for documents by the document name and document date – see figure below.



The screenshot shows the 'Duty Officer Program Document Admin' interface. At the top, there is a header with the title 'Duty Officer Program' and 'Document Admin'. Below the header is a purple 'Add File' button. Underneath is a search section with three input fields: 'ID' with a dropdown arrow, 'Document Name' with a dropdown arrow, and 'Document Date' with a dropdown arrow and a calendar icon. Below the search fields is a table listing documents.

ID	Document Name	Document Date
81	Duty Officer Manual	25 Jan 2023
82	Travel Vaccine Policy	25 Jan 2023
83	Telephone List	25 Jan 2023
141	Emergency Telephones	04 May 2023
163	Example Document	26 Jun 2023

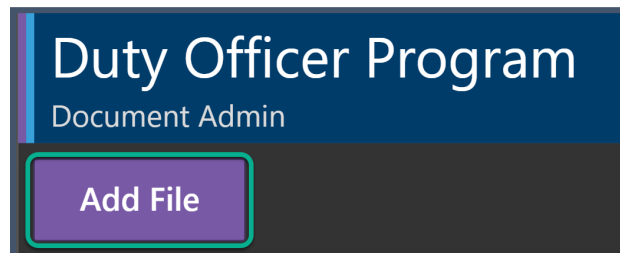
On the far right, there are three actions you can take:

- **View File** button – Click on the **View File** button and a new tab or window will open in your browser, with the document displayed.

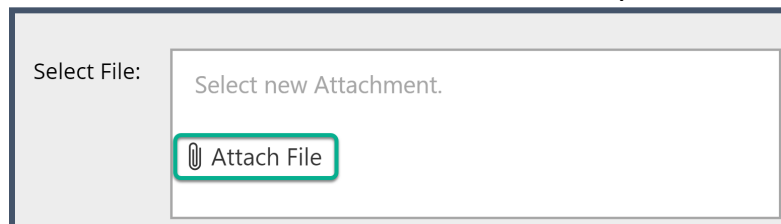
- **Edit** icon – Click on the pencil, or **Edit** icon, and you can edit the document’s name, change the document with an update version, and view the file.
- **Trash Can** icon – To delete a document, click on the red trash can. **QUESTION to Zoran:** The system does **not** warn me when I click the red trash can; it just deletes the document. Is this the correct behavior?

Uploading Documents

1. To start uploading a document, click on the **purple Add File** button in the upper left-hand corner.



2. You will be at the **Manage Document** screen. At this screen, type the document name. The fields *Record ID*, *File URL*, and *Upload Date* will be generated by the system.
3. Click on the **Attach File** link to locate the document to be uploaded.



4. Locate the document you want to upload in the **Open** window and click on the **Open** button. The system will navigate you back to the **Manage Document** screen.
5. In the **Select File** field, confirm the name of the file is the correct one. You will see a message about maximum files reached. This indicates you are able to upload one document at a time. The **Duty Officer Program** is able to store _____ . **QUESTION to Zoran:** How much can the system store?
6. Click on the button **Upload and Save** button. The system will generate a record ID, the file URL, and the upload date. In addition, you can view the file by clicking on the **View File** button next to the file URL.

Record ID 189

Document Name Example of a Duty Officer Document


Post St. Petersburg

File URL https://usdos.sharepoint.com/:b:/s/adg/dutyofficer/Ed_Y-jOw2HFDpUAoj9f-VT0BAq-IQgzq6RzCrE1M193ofw

[View File](#)

Upload Date 11 Oct 2023

Select File:

 _Duty Officer Upload Example Docu... Uns... X

Max. number files reached.