

SOLABS QM 10 DOCUMENT Section: Document Upload

Overview

The document upload interface in SOLABS QM includes the option to **Drag and Drop** your document and well as to search for the file. This same document upload interface is available for the following:

- **Document Authoring** – Create and Revise
- **Link Documents** as **Related Items** within Training Activities, Processes and Tasks

Document Upload Interface

To use the **Drag & Drop** feature:

- Navigate to the location where the document is saved on your computer and left-click on the document with the mouse button.
- Hold the left-click mouse button down and “drag” it into the “Drag & drop” location in SOLABS QM.
- Let go of the mouse button. A copy of your document has now been uploaded to SOLABS QM.