

SOLABS QM10 DOCUMENT Section: Document Upload

Overview

The document upload interface in SOLABS QM10 includes the option to **Drag and Drop** your document as well as to search for the file from a local network location. 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

NOTE: Starting with QM10 Release 10.9, you need to check the box for **There is no file for this document if** you do *not* plan to upload a document on the Document Authoring page.

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 QM10.
- Let go of the mouse button. A copy of your document has now been uploaded to SOLABS QM10.

Document > Main Page > Create

Visibility: Visible

Document File

There is no file for this document

Drag & drop file here

OR SELECT FILE TO UPLOAD

Related Items

Type:

New Document

SOLABS QM Document

Drag & drop file here

OR SELECT FILE TO UPLOAD

Uploaded as:

Effective

Authoring (Draft)

Published as:

Non editable format

Editable Format

Linked Item Description:

Item Description:

Copy>> <<Copy