

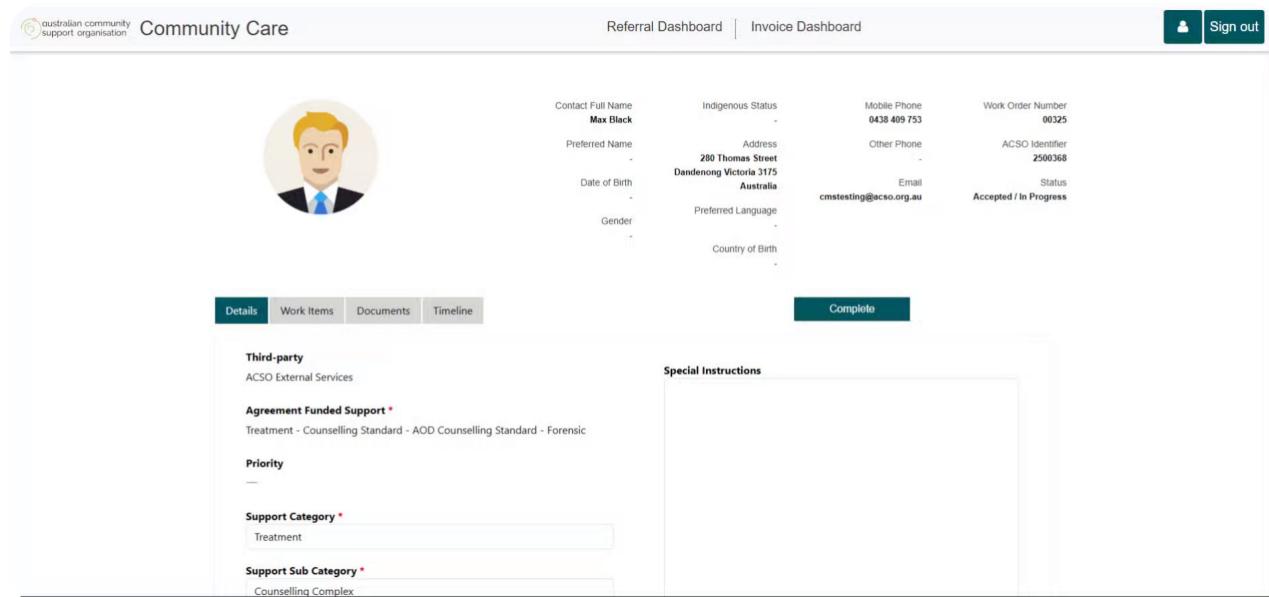
Community Care Portal: Upload Documents



This tutorial guides you through uploading Documents to a Workorder in the Community Care treatment agency Portal. You will learn how to access the document storage and add files efficiently.

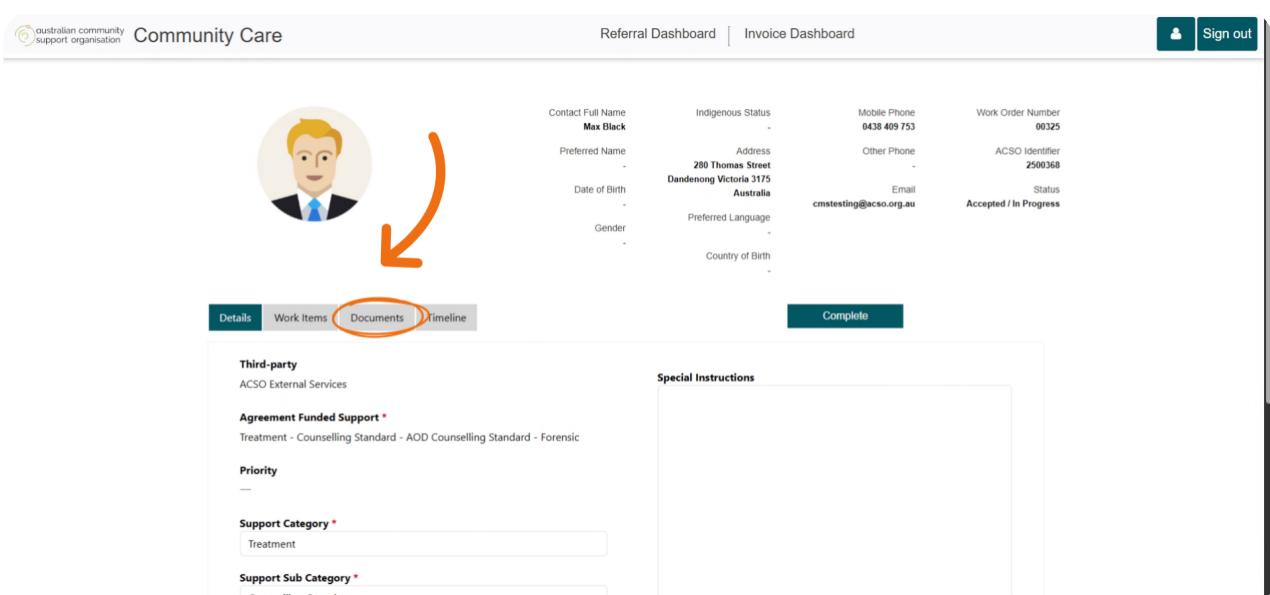
01 Navigate To Work Order

First Navigate to the Workorder in the Community Care Portal you wish to upload your Documents to.

A screenshot of the Community Care Portal. At the top, there is a navigation bar with the 'Community Care' logo, 'Referral Dashboard', 'Invoice Dashboard', a user icon, and a 'Sign out' button. The main content area shows a profile picture of a man with blonde hair and a suit. Below the profile are several data fields: 'Contact Full Name' (Max Black), 'Indigenous Status' (checkbox), 'Mobile Phone' (0438 409 753), 'Work Order Number' (00325); 'Preferred Name' (Max Black), 'Address' (280 Thomas Street, Dandenong Victoria 3175 Australia), 'Other Phone' (checkbox), 'ACSO Identifier' (2500368); 'Date of Birth' (checkbox), 'Preferred Language' (checkbox), 'Email' (cmstesting@acso.org.au), 'Status' (Accepted / In Progress); 'Gender' (checkbox), 'Country of Birth' (checkbox). At the bottom of the page are tabs for 'Details', 'Work Items', 'Documents' (which is the current tab), and 'Timeline', followed by a 'Complete' button.

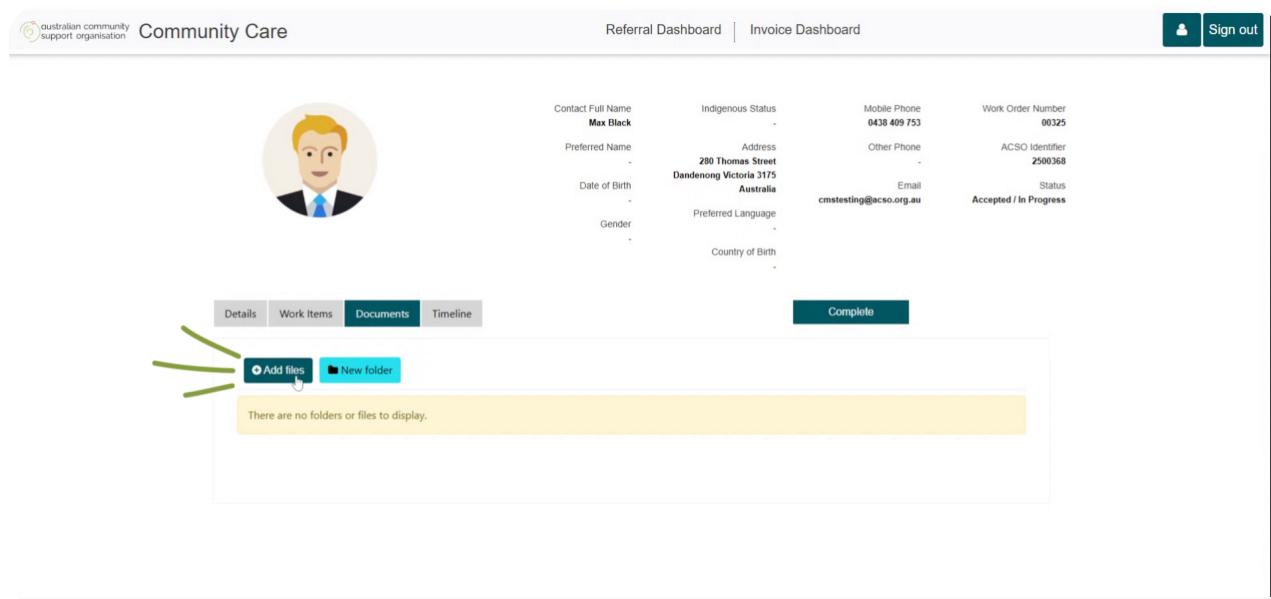
02 Access Documents Tab

Within the Workorder, click the Documents tab to navigate to the Document storage page to view existing files and add new Documents.

A screenshot of the Community Care Portal, similar to the previous one but with a focus on the 'Documents' tab. An orange arrow points to the 'Documents' tab, which is highlighted with a red circle. The rest of the interface is identical to the first screenshot, showing the same profile picture, data fields, and tabs.

03 Open File Selection Pop-Up

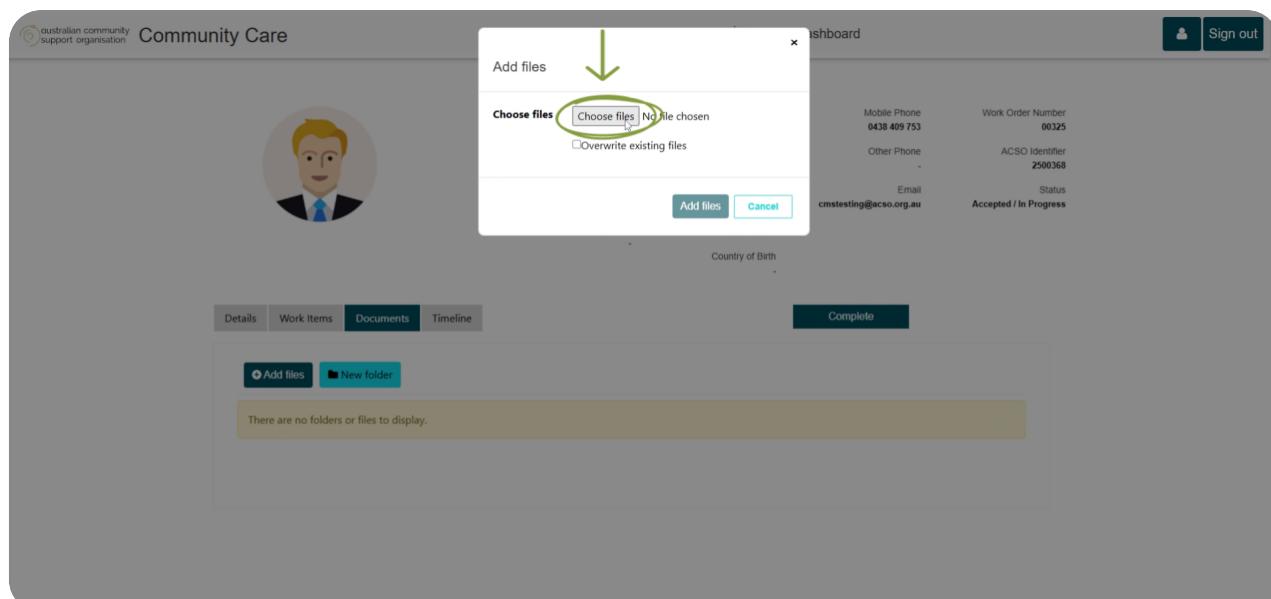
Within the Documents page, click the "Add Files" button and a pop-up will appear.



The screenshot shows the 'Community Care' portal with the 'Documents' tab selected. A pop-up window titled 'Add files' is displayed, containing a 'Choose files' button with the text 'No file chosen' and an 'Overwrite existing files' checkbox. The 'Add files' and 'Cancel' buttons are at the bottom of the pop-up. The background shows a user profile and various contact details.

04 Select Document From File Explorer

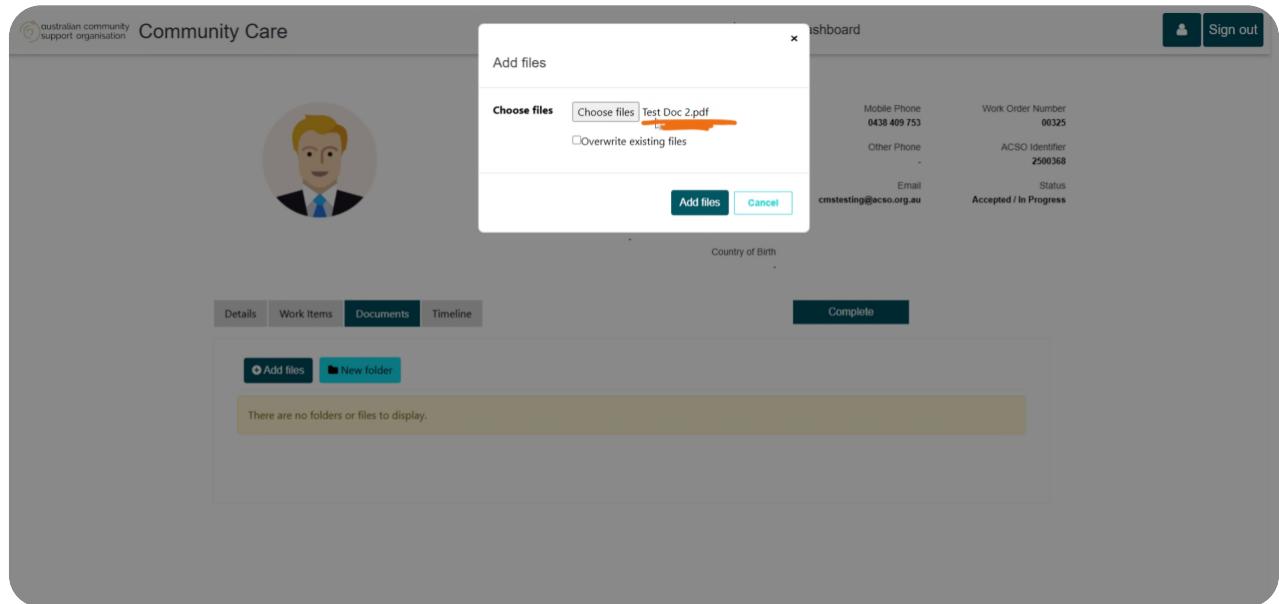
In the pop-up, click the "Choose File" button. This will prompt your file explorer to open, from which you can select the applicable document you wish to upload.



The screenshot shows the 'Community Care' portal with the 'Documents' tab selected. A pop-up window titled 'Add files' is displayed, containing a 'Choose files' button with the text 'No file chosen' and an 'Overwrite existing files' checkbox. The 'Add files' and 'Cancel' buttons are at the bottom of the pop-up. The background shows a user profile and various contact details.

05 Save Selected Document

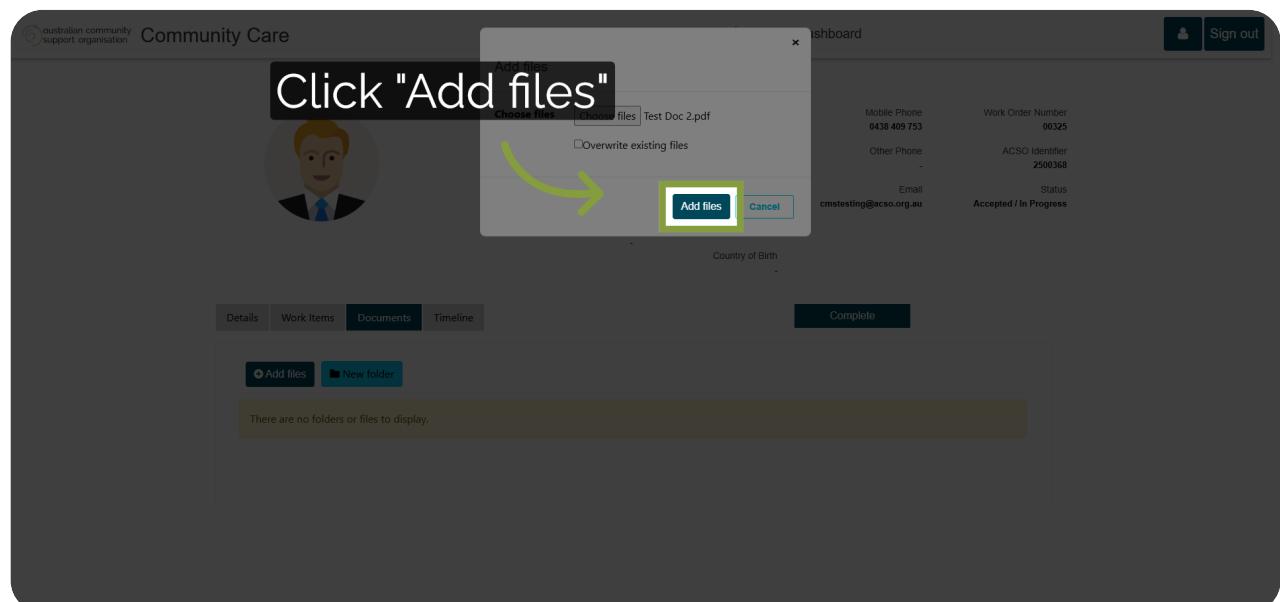
Once your Document has been selected, the document name will appear in the pop-up.



The screenshot shows the 'Community Care' portal interface. A modal window titled 'Add files' is open, showing the file 'Test Doc 2.pdf' selected in the 'Choose files' input field. The 'Add files' button is highlighted with a red box. The background shows a user profile with a placeholder image, and a sidebar with contact information and a status of 'Accepted / In Progress'.

06 Confirm Document Upload

Click the "Add Files" button to complete the upload process and attach the Document to the Workorder. Your Document is now viewable in the Documents tab on the Workorder.



The screenshot shows the 'Community Care' portal interface. A large black box with the text 'Click "Add files"' is overlaid on the top of the 'Add files' dialog. A green arrow points from the text to the 'Add files' button in the dialog, which is highlighted with a red box. The dialog shows the file 'Test Doc 2.pdf' selected. The background shows a user profile with a placeholder image, and a sidebar with contact information and a status of 'Accepted / In Progress'.