

Online Incident Report – File Upload

What's new?

Reporters can now attach supporting documents to Nursing Home 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.

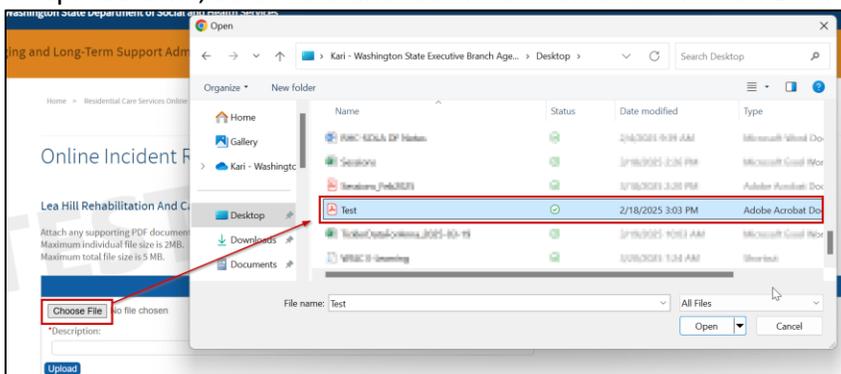


- For all other incident report types, it is located after incident details.

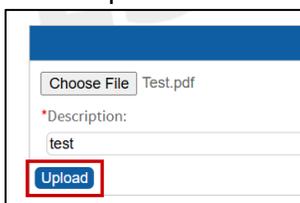


Steps

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



- Enter a brief description of the file.
- Select Upload.



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

Upload Documents		
<input type="button" value="Choose File"/> No file chosen *Description: <input type="text"/> <input type="button" value="Upload"/>		
Name	Description	
Test.pdf	test	<input type="button" value="Remove"/>

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:

Facility Name:	...
Street Address:	...
Incident Report Type:	Follow-up to previous report
Documents	
Test.pdf	test
Incident or Follow-up Information	
Date original report made:	03/11/2025 12:00 AM

Limitations

- Only PDFs may be uploaded.
- Maximum combined file size is 5MB. Maximum individual file size is 2MB.
- File names must be unique.