

HL7 UK Repository User Documentation

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Document Aims

To provide user documentation on downloading, uploading and editing files and documents to the HL7 UK Repository.

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HL7 UK Repository Upload/Editing Documentation v 1.0

Acceptable Use Policy

All people submitting material to the HL7 UK Mailing Lists and Repository are bound by the [HL7 UK Acceptable Use Policy](#)

User Access Rights

All HL7 UK members are able to download all documents. To upload new documents to a section or upload a new version of an existing document, a member must have been assigned user access rights by the administrator. The owner of a document automatically has rights to edit document details and any subsequent version details.

Instructions

Repository Navigation and Download Facility

- Sign in as a member in the normal way.
- Click on HL7 UK Repository (it will take a short while to load – depending on bandwidth)
- In the left hand frame you will see the directory structure of the Repository, expand the Restricted Access folder (click on the yellow folder).
- Open required folder and you will see a number of yellow folders (children of folder). The user can expand the directory further. Blue folders are available documents. If the user cannot see the complete folder names in the left hand frame then use the scroll bar.

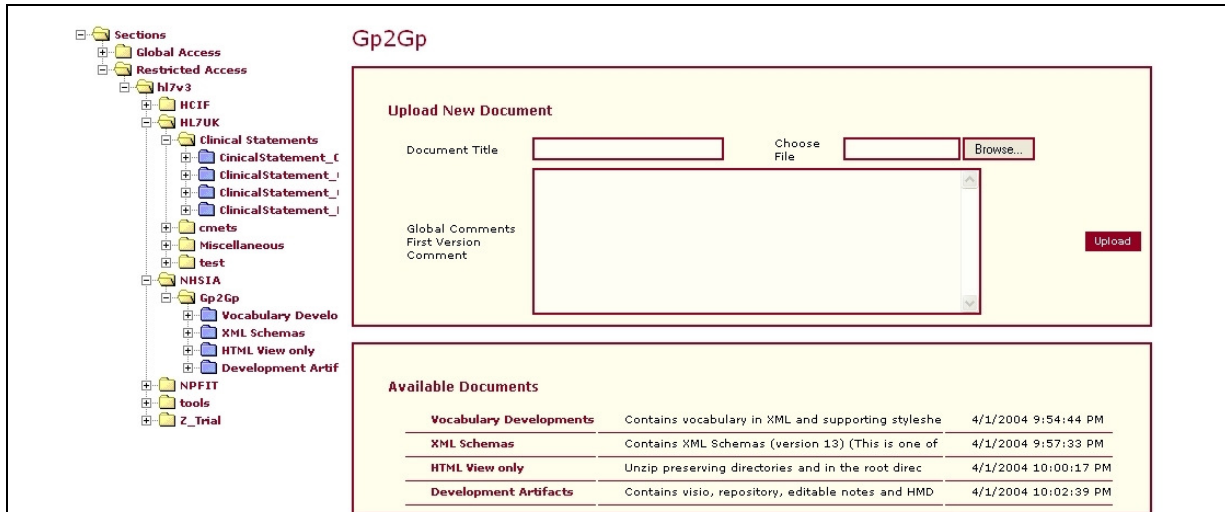


Figure 1: Repository expanded to show children of the hl7v3 section and some available documents

- Select the folder you require, if you click on the folder name (in red) the right hand frame displays (user may have to scroll down to view all elements):
 - Upload New Document box (will not be viewed if user does not have permission to upload to this folder).
 - Available Documents box

You can expand the folder further in the left hand frame, all blue folders are available documents.

- Click on a Document name (in red) the right hand frame displays (user may have to scroll down to view all elements) :
 - Edit Document Details (not shown in figure 2 as function only available to creator of document folder or those given access permission).
 - Upload New Version box (will not be viewed if user does not have version upload rights to this document).
 - Available Versions box.

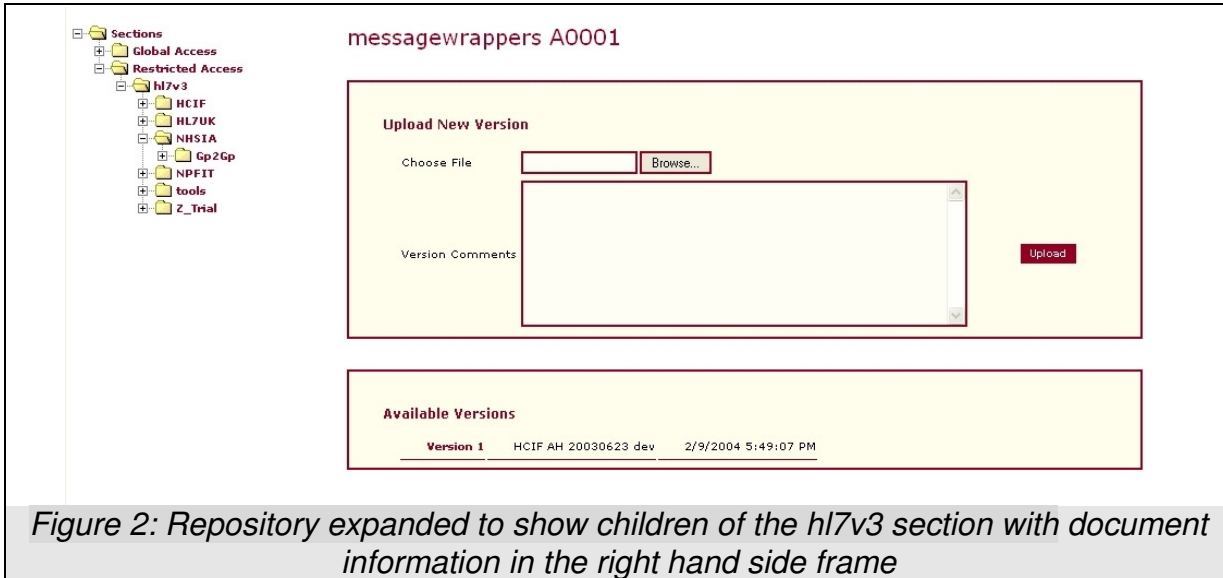


Figure 2: Repository expanded to show children of the hl7v3 section with document information in the right hand side frame

- Click on an Available Version name (in red) the right hand frame displays:
 - Document Version text.
 - Edit Version Details box – (not shown in figure 3 as function only available to person who uploaded this document version).
 - Download box

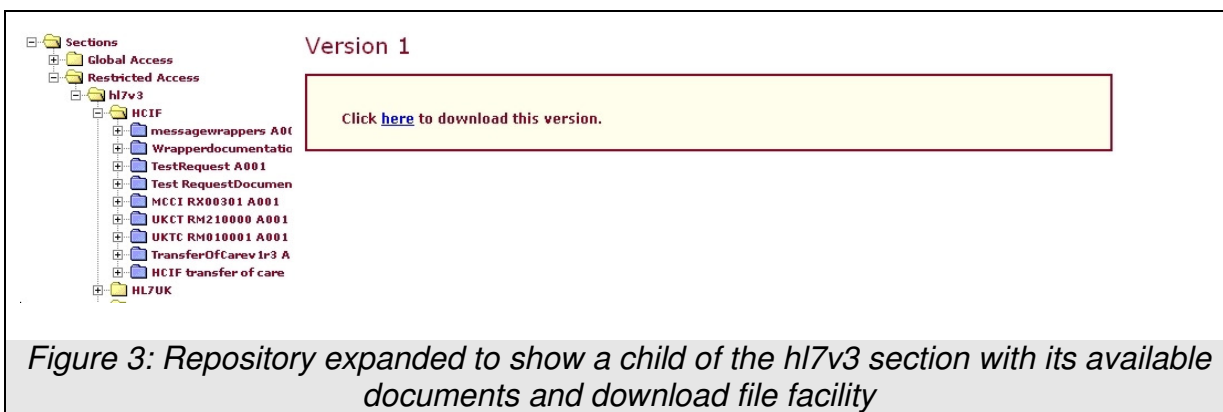


Figure 3: Repository expanded to show a child of the hl7v3 section with its available documents and download file facility

Uploading a new document in an existing named folder

Uploading rights are user assigned only.

- Click on the yellow folder name where you wish to place your new document.
- On the right hand side frame you will see the *Upload New Document* box
- Enter *Document Title*
- In *Choose File* enter the name of the file you wish to upload – for ease use the *Browse...* button to select the file from your computer.
- Enter *Global Comments First Version Comment*. This is the document description which is viewed by user when looking at Available Documents within a folder – this automatically become first version comment – this can be altered later by the person who created document (or by the administrator).
- Click on Upload button. The upload file may take some time depending on bandwidth and file size.
- Once the file has uploaded and the Repository updates you will return to the original Repository sections.

Uploading new version of an existing document

Uploading rights are user assigned only.

- Expand the required folder where you wish to place your document; you will see a number of blue folders which are the existing documents. Use the scroll bar at the bottom of the frame if you wish to view longer document names.
- Select the document folder required for uploading of new version
- On the right hand side frame you will see (you may need to scroll down to see all contents of frame) :
 - Edit document details box (if you uploaded the previous version(s))
 - Upload New Version box
 - Available versions of the document, comments and date/time file was uploaded (use the scroll bar to view all version comments)
- Select the Upload New Version box and enter the name of the file you wish to upload – for ease use the *Browse...* button to select the file from your computer.
- Enter Version Comments, if none is added then the default comment is “No Comments”.
- Click on Upload button. The upload file may take some time depending on bandwidth and file size.
- Once the file has uploaded and the Repository updates you will return to the original Repository sections.

Updating/Editing Document Details

Editing rights are only available to the creator of the document and to uploaders of subsequent versions.

- Select the blue folder of the required document needing editing, you will see in the right hand side frame: (you may need to scroll down to see all contents of frame) :
 - Edit Document Details
 - Upload New Version

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- Available Versions
- Edit *Document Title* and/or Global Comments. Changing the Global comments applies to the Document only and will not alter any version details for version one or subsequent versions.
- Click on *Update* button.

Updating Version Details

Editing rights are only available to the uploader of the document versions

- Click on the yellow folder name where you wish to make your edits
- Click on the *Available Document*.
- Click on the *Available Version*.
- Make required edits to *Edit Version Details*.
- Click on the *Update* button.

Deleting a Version of a Document

Editing rights are only available to the uploader of the document versions

- Select the document
- Select the Available Version that is to be deleted
- Click on Delete from the Edit Version Details Box. A Prompt will appear asking "*Are you sure you want to delete this version?*"

Deleting a Document

This can only be done by the creator of the document or by the administrator.

- Select the document to be deleted
- In the *Edit Document Details* select the *Delete* button.
- A prompt will appear asking "*Are you sure you want to delete this document and all its versions*". If the response is affirmative another prompt states that "*All versions will be lost*".

Creating a New Subject Category

This can only be done by the administrator, uploading /editing rights of new document