

UPLOADING DOCUMENTS TO AN RIS PROJECT

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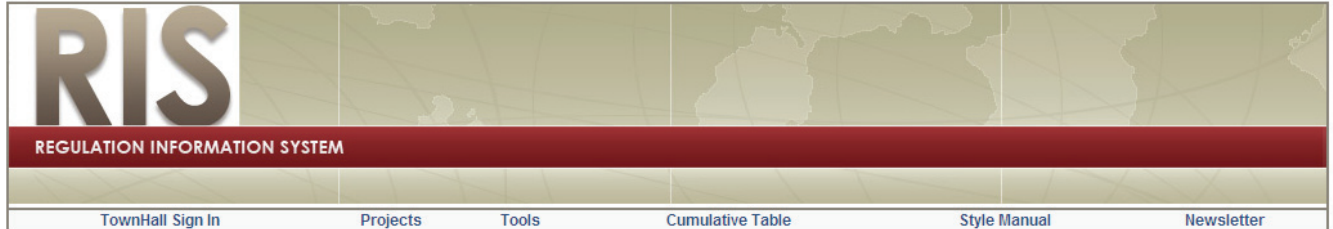
- I. To Upload Forms and Documents Incorporated By Reference (DIBR)**
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UPLOADING DOCUMENTS TO AN RIS PROJECT

I. To Upload Forms and Documents Incorporated By Reference (DIBR)

- A. Open the RIS project by clicking on folder icon.
- B. Make sure the applicable FORMS or DIBR section is included in your project section list (example highlighted below). Next, select "Uploads."

NOTE: See Section IV for instructions on adding a FORMS or DIBR section to your project.



Title 18 Agency 85 - BOARD OF MEDICINE (Project 1755)

X CH 0020 Periodic review

TownHall Regulatory Actions Page

Create Entry Search This Project **Uploads** Create Report Documents within Stage Within Stage: Go All: Go

Sections				
Delete	Chapter	Section	Description	Action
X	20	18VAC85-20-22	Required fees	Amend
X	20	18VAC85-20-120	Prerequisites to licensure	Amend
X	20	18VAC85-20-121	Educational requirements: Graduates of approved institutions	Amend
X	20	18VAC85-20-131	Requirements to practice acupuncture	Amend
X	20	18VAC85-20-140	Examinations, general	Amend
X	20	18VAC85-20-220	Temporary licenses to interns and residents	Amend
X	20	18VAC85-20-235	Continued competency requirements for renewal of an active license	Amend
X	20	18VAC85-20-290	Reporting of medical malpractice judgments and settlements	Amend
X	20	18VAC85-20-400	Requirements for immediate-use sterile mixing, diluting or reconstituting	Amend
X	20	18VAC85-20-9998	FORMS (18VAC85-20)	Amend

C. You will see the following screen.

1. Click on the word "Select" in the left-hand column.

Forms/DIBR	Description
Select 18VAC85-20-9998	FORMS (18VAC85-20)

Upload Description: DocId

NOTE: If you have multiple FORMS and DIBR sections in the project, all will be listed. If more than one is listed, choose the first FORMS/DIBR section you want to work on and follow the instructions below. Then, repeat the following instructions for each FORMS/DIBR section in the project.

- The names of the forms (or DIBR), if any, currently listed in the selected FORMS (or DIBR) section will appear on the right-hand side of the screen.

Forms/DIBR	Description
Select 18VAC85-20-9998	FORMS (18VAC85-20)


Upload

Description:

Doc Id

List of Forms/DIBRs in Project

- Application for a License to Practice Medicine and Surgery, MED-APP-01 (rev. 11/07).
- Application for a License to Practice Osteopathic Medicine, OSTEO-APP-01 (rev. 11/07).
- Application for a License to Practice Podiatry, POD-APP-01 (rev. 8/07).
- Claims History Sheet, Form A (rev. 8/07).
- Activity Questionnaire, Form B (rev. 8/07).



D. Browse your computer and find the form or DIBR that you want to upload. To do this:

- Click "Browse" located by the upload box at the left of the screen, and open the folder where the form or DIBR is located on your computer (PDF format is preferred, but most common formats are acceptable).
- Find the corresponding file and double click on the filename (or you can select the document and click the "open" button). The name of the document will appear in the upload box.

E. In "Description" box, add the form or document information in the above format (i.e., form/document name, form/document identification number, effective or revision date).

NOTE: Next to the "Doc ID" box, make sure "Forms/DIBRs" is displaying in dropdown menu

F. Click the "Upload" button to the right of "Description." The document name and link will appear under "Uploaded Forms/DIBR" on the left side of the screen.

Forms/DIBR	Description
Select 18VAC85-20-9998	FORMS (18VAC85-20)

Upload

Description:

Doc Id

Uploaded Forms/DIBRs	Order
X Edit Application for a License to Practice Podiatry, POD-APP-01 (rev. 7/11).	1
X Edit Application for a License to Practice Medicine and Surgery, MED-APP-01 (rev. 7/11).	1
X Edit Activity Questionnaire, Form B (rev. 7/11).	1

List of Forms/DIBRs in Project
Application for a License to Practice Medicine and Surgery, MED-APP-01 (rev. 11/07).
Application for a License to Practice Osteopathic Medicine, OSTEO-APP-01 (rev. 11/07).
Application for a License to Practice Podiatry, POD-APP-01 (rev. 8/07).
Claims History Sheet, Form A (rev. 8/07).
Activity Questionnaire, Form B (rev. 8/07).



NOTE: Only forms and DIBR that are being amended or added are required to be uploaded. However, if you want to add hyperlinks to existing forms that are not being changed, you may upload those forms as well.

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1. The name of each uploaded form (in left column) should now be a hyperlink. Click on the hyperlink to make sure the document uploaded correctly.

NOTE: Once you file the regulatory action with the Registrar's office, Virginia Register staff will incorporate the hyperlinks into the Forms section for publication in the Virginia Register and online administrative code. Click [here](#) to see an example.)

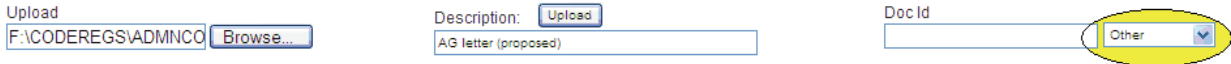
2. You can edit the form description, if desired, by clicking "Edit" next to the form name. An editable box will appear AT THE BOTTOM of the "Uploaded Forms/DIBRs" column. Click "cancel" to clear the box from the screen.

G. Repeat steps D, E, and F for each form or DIBR that you want to upload.

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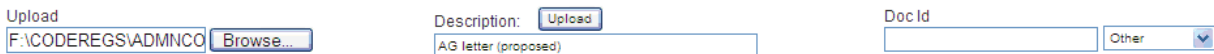
II. To Upload Other Document Types (i.e., documents other than Forms and DIBRs):

- A. Open the RIS project by clicking on folder icon.
- B. At the project section list, select "Uploads" (top of screen to the left of "Create Report").
- C. You will see the upload screen as shown in example below. Go to dropdown menu next to "Doc id" and select "other."

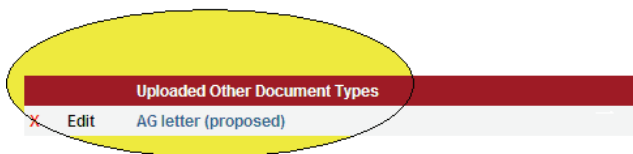


The screenshot shows the upload form with three main sections: 'Upload', 'Description', and 'Doc Id'. The 'Upload' section has a text box containing 'F:\ACODEREGSVADMNCO' and a 'Browse...' button. The 'Description' section has a text box containing 'AG letter (proposed)' and an 'Upload' button. The 'Doc Id' section has a text box and a dropdown menu with 'Other' selected. The dropdown menu is highlighted with a yellow oval.

- D. Browse your computer and find the document that you want to upload. To do this:
 1. Click "Browse" located by the upload box at the left of the screen, and open the folder where the file is located on your computer (PDF format is preferred, but most other common formats are acceptable).
 2. Find the corresponding file and double click on filename (or you can select the document and click the "open" button). The name of the document will appear in the upload box.
 - E. In "Description" box, add a name that clearly identifies the document (e.g., "AG letter (proposed)").
- NOTE: Next to the "Doc ID" box, make sure "Other" is displaying in the dropdown menu.**
- F. Click the "Upload" button to the right of "Description." The document name and link to the document will appear under "Uploaded Other Document Types" on the left side of the screen.



This screenshot is identical to the one above, showing the upload form with the 'Doc Id' dropdown menu highlighted in yellow.



The screenshot shows a red header bar with the text 'Uploaded Other Document Types'. Below it, there is a table with one row containing the text 'AG letter (proposed)' and a link 'Edit' with a small red 'x' icon to its left. The entire section is highlighted with a yellow oval.

- G. Repeat steps D, E, and F for each document.

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III. Troubleshooting the Uploads Process:

- A. **Back button.** Avoid using your browser's "Back" button. If you inadvertently use the "Back" button and cannot get back to the upload screen, refresh the page (F5 key).
- B. **Size limit.** If the document is over 8 mb, it will not upload. You can (i) break down the document into several smaller documents and upload each one to the project individually, (ii) attach the document to an email and send to VAREgs@dls.virginia.gov, (iii) bring us the document on CD or paper.
- C. **Replace or delete uploaded document.** If you upload the wrong document, you can delete the document you want to replace from the project by clicking the red "x" next to the document name. **If your uploaded forms or DIBR list disappears, click "select" to make it reappear.**
- D. **Uploaded document list disappears from screen.** If your uploaded forms or DIBR list disappears from the screen at any time, "select" the list again to make it reappear.
- E. **Unable to open document after upload.** If you are unable to open the document after it is uploaded, delete the document (see section III B), and upload again. If you continue to have trouble, call us at (804) 786-3591.
- F. **Upload to proper location.**
 - Be careful to upload documents to the right place. For example, if you have multiple forms lists or both a forms list and a DIBR list, make sure you "select" the correct list (see section I C) before uploading the document. Also, make sure the dropdown box next to Doc Id is pointed to "Forms/DIBRs."
 - If you are uploading an "other" document (i.e., anything other than form or DIBR), be sure that "other" is selected from the dropdown box next to Doc Id.
- G. **Add to list button.** Ignore the "add to list" button. This button is used by Virginia Register staff to add the hyperlinks into the Forms or DIBR section list for publication in the Virginia Register and Virginia Administrative Code. If you click on this button, you can open the Forms or DIBR section, click the red edit button, delete the added links, and click "RIS Update" to save the changes.
- H. **Call us!** If you have any trouble with or questions about the upload process, call the Registrar's office at (804) 786-3591.

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IV. To add a FORMS or DIBR section to an RIS project:

- A. If the FORMS or DIBR section already exists in the Virginia Administrative Code:
 - 1. Open the project by clicking on the manila folder.
 - 2. Select "Create Entry."
 - 3. Click "Select Chapter" or the drop down arrow to display list of available chapters. Select the appropriate chapter.
 - 4. A list of the sections for that chapter will appear in the "Select Existing Section or Create New Section" box. Select the FORMS or DIBR section.
 - 5. Click the "Submit" button.
- B. If the chapter does not have a FORMS or DIBR section or for a new chapter:
 - 1. Open the project by clicking on the manila folder.
 - 2. Select "Create Entry."
 - 3. Select "Create New Section."
 - 4. Select the appropriate chapter title from the dropdown menu or if a new chapter, use the newly created chapter option.
 - 5. Choose the FORMS or DIBR designation from the dropdown list.
 - 6. Click the box next to the dropdown list. Make sure a green check mark appears in the box. The appropriate catchline and section number will appear in the description box.
 - 7. Click on "Create New Section."
 - 8. Click "Return to Project Details" button.