

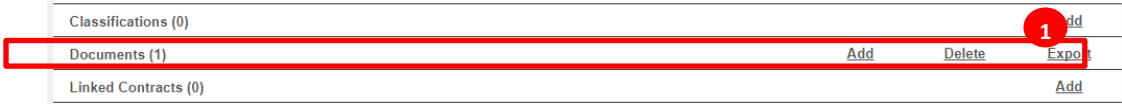
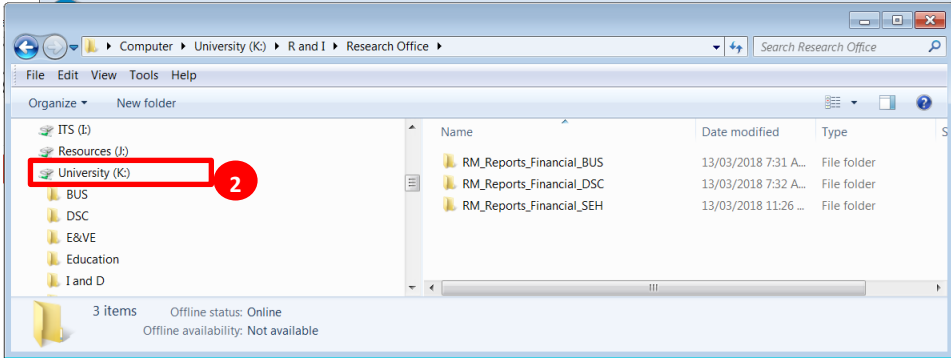
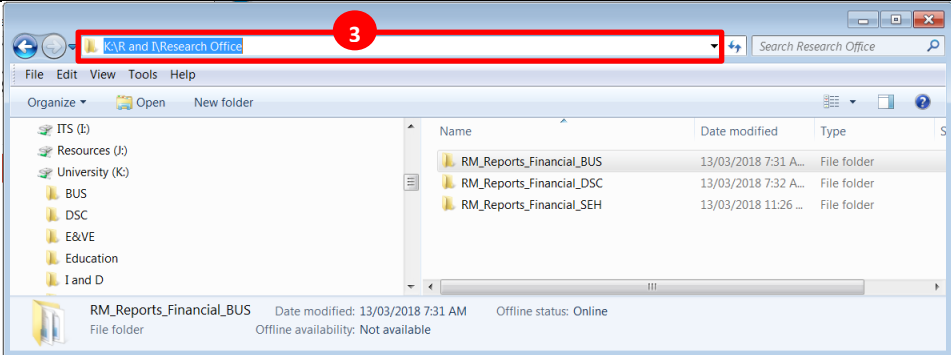
Documents

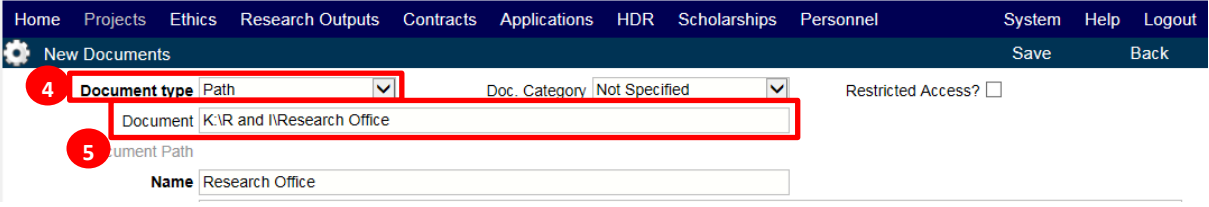
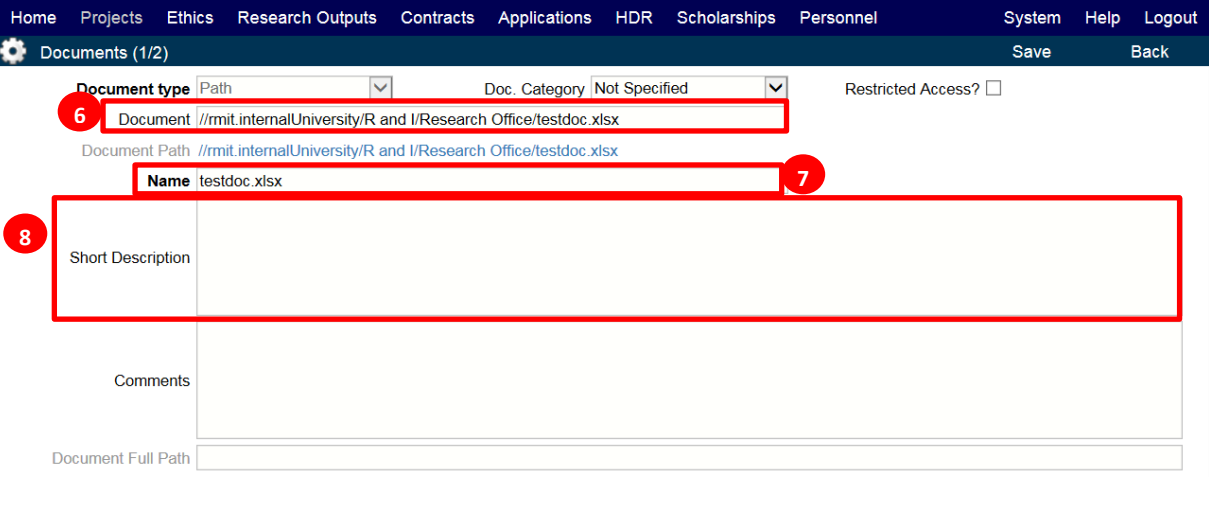
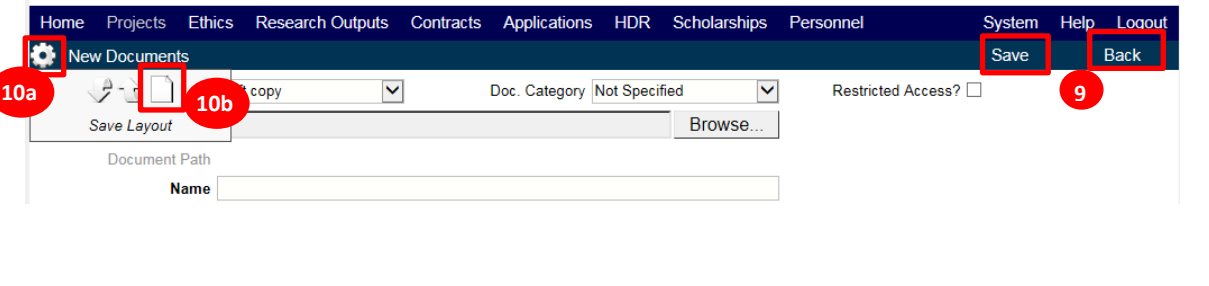
This guide shows Users how to add documents to a record and view documents within Research Master.

Guidelines and rules

- A Research Master login and access to the networked shared drive are required to complete this task.
- This feature has been optimised for Internet Explorer
- All documents are linked via the RMIT network path (soft copies are not permitted to be attached)
- All file paths must have the full network path, not a mapped drive. For example, '//rmit.internal/University/' not 'K:/'

Documents – saving a file path

<p>1. Go to the Documents subsection and click the Add link. This will display the Documents subsection form</p>	
<p>2. Open Windows Explorer and locate the file or folder to link</p>	
<p>3. Click in the address field and copy the path</p>	

<p>4. Select 'Path' from the Document Type dropdown list.</p> <p>5. Paste the Windows Explorer path into the Document field</p>	
<p>6. If the path contains a mapped drive, then edit the drive reference in Document field to the server path.</p> <p>7. The Name will be populated, but you can change it if need be</p> <p>8. Enter a Short Description if required</p>	
<p>9. Click Save to save the changes. Otherwise click Back to return to the previous page</p> <p>10. To add more documents:</p> <ol style="list-style-type: none"> Mouse-over the Cog icon Click on the Copy icon and Repeat steps 2 to 9 	

Documents – view a file

This feature has been optimised for Internet Explorer

1. Using Internet Explorer, Go to the **Documents** subsection and click on the document record to view. This will display the Documents subsection form with the document details.

Documents (2)		Add	Delete	Export
<input type="checkbox"/>	Name	Short Description		
1	Presentation-2.potm	template		
<input type="checkbox"/>	test.doc	test doc		

First Prev 1 of 1 Next Last Records per page: 10

2. Click on the **Document Path** link

Home Projects Ethics Research Outputs Contracts Applications HDR Scholarships Personnel System Help Logout

Documents (1/2) Save Back

Document type Path Doc. Category Not Specified Restricted Access?

Document //rmit.internalUniversity/R and I/Research Office/testdoc.xlsx

Document Path //rmit.internalUniversity/R and I/Research Office/testdoc.xlsx **2**

Name testdoc.xlsx

Short Description

Comments

Document Full Path

3. A pop-up window will be displayed. Click to open or save the document.

