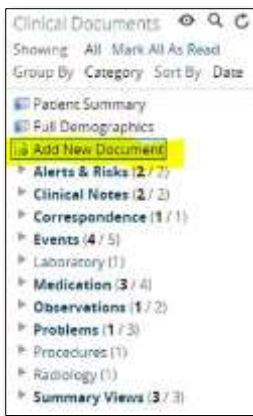# Quick Reference Guide

Uploading a document

In the Clinical Document Viewer (CDV Tree), click '**Add New Document**'
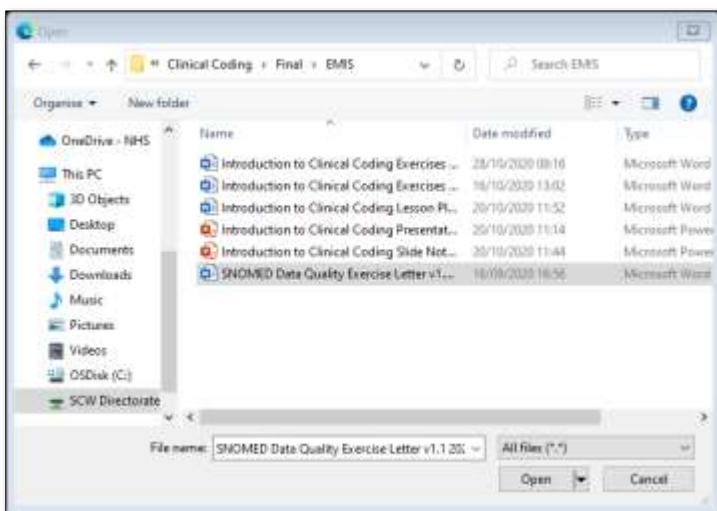

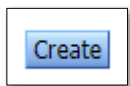On the next screen, complete the Document Details as appropriate

Select Choose File to locate and upload the document.

If required select 'Add Another Page' and repeat the above steps.

Select 'Create'.

The document is now available to view in the CDV tree.

VERSION CONTROL

Document Title	Document Type	Version	Date	Source
QRG – Uploading Care Plans	Crib Sheet	0.1	25/02/2021	K Guthrie