

Uploading Source Documents to Rho

This document explains how to securely transfer source documents to Rho through SharePoint, including instructions for preparing and uploading files.

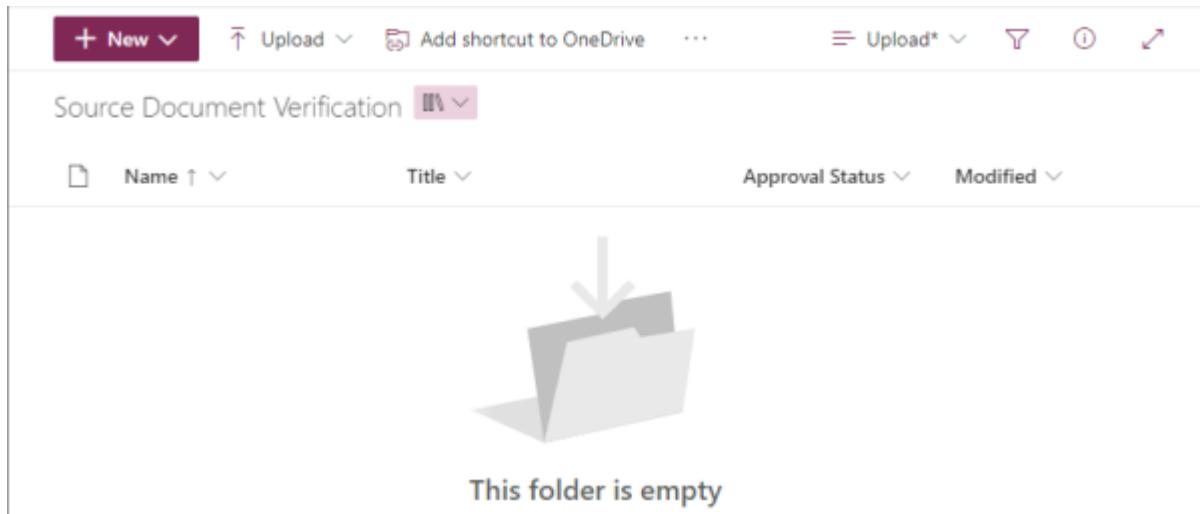
Preparing Source Documents for Upload

SharePoint accepts files of most types, but there are a few things to consider when preparing to upload files.

1. If you are uploading a folder that contains multiple files, especially if the organization of the files or subfolders within the folder must be maintained, create a ZIP archive of the folder and its contents and upload the resulting .zip file.
2. SharePoint enforces a maximum size limit of 250GB on file uploads.
3. Uploading very large files or uploading files using a connection with limited upload bandwidth, like most residential connections in the U.S., can result in long upload times. After initiating an upload, do not close the browser tab or interrupt your Internet connection until the upload completes.
4. You will be able to see files you uploaded but not files uploaded by other users.

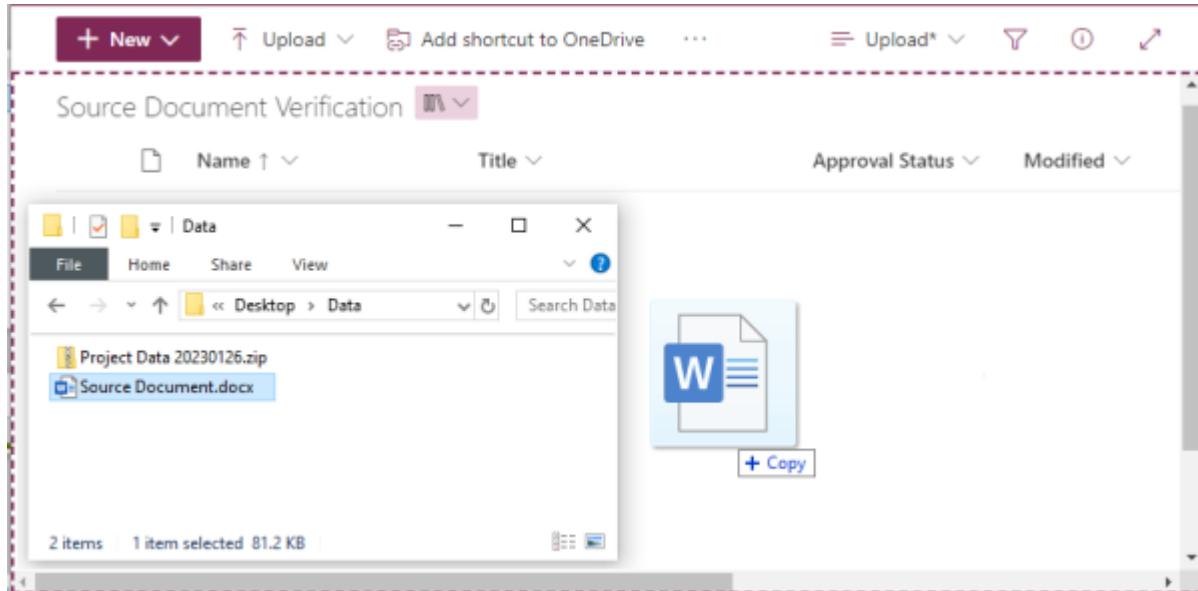
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1. Visit the Investigators site for the project and click the Upload Source Documents link. The Source Document Verification library will appear:

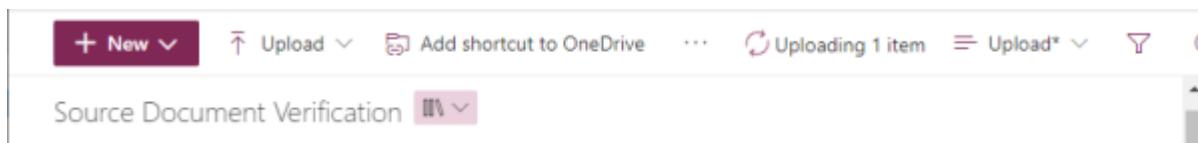


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2. Click the local copy of the file (or files) being transferred to grab it, and then hold down the mouse button and drag it over the library. When the area activates, a border will appear around the library and the file icon will change:

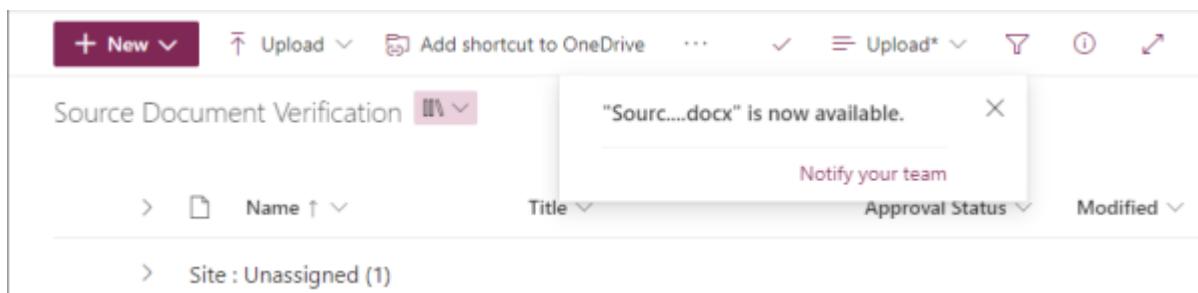


3. Let go of the mouse button to drop the file in the library. An icon will appear in the Command Bar indicating the upload is in progress:



Note that large files or slow connections can cause the upload process to take several minutes. Do not close the browser tab while an upload is in progress.

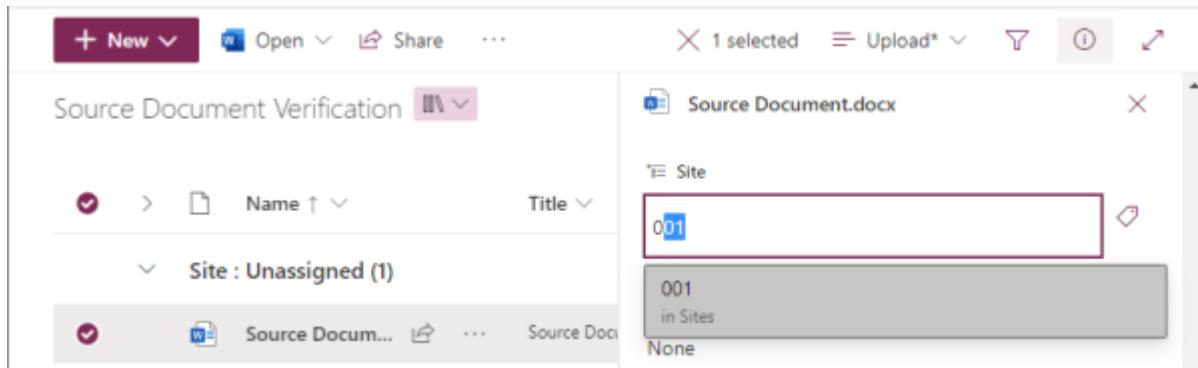
4. After the upload is complete, a confirmation message will appear. The file will be available in the library with a Pending status and without a site assigned:



5. To assign a site, click the document to select it, and then click the information icon to the right of the Command Bar. When the document properties panel appears to

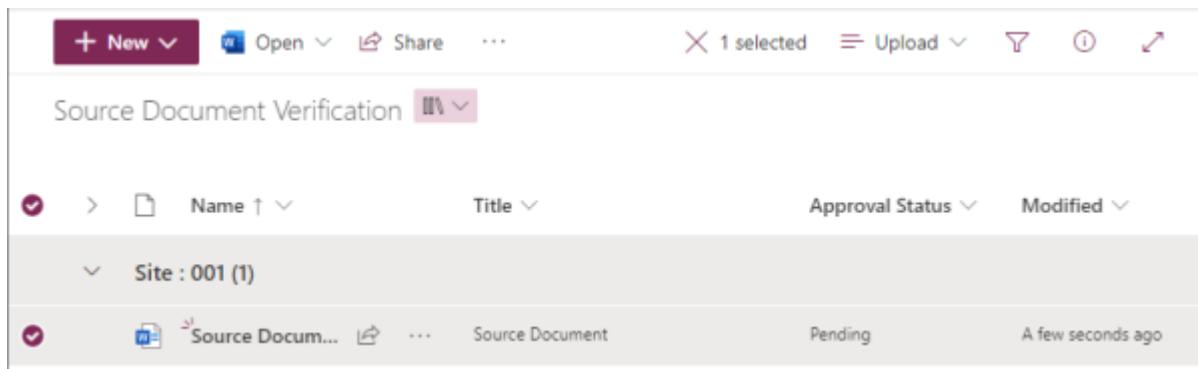
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the right of the page, begin typing the site name in the Site field and then click to select the desired site from the menu that appears:



If you prefer, clicking the tag icon next to the field presents a list of all available sites to choose from.

6. After assignment, the document will be listed under the site:



7. Note that, when a group header for the desired site is present in the library, documents can be dropped on the header to assign them to the site automatically:

