

Document Upload Instruction Guide

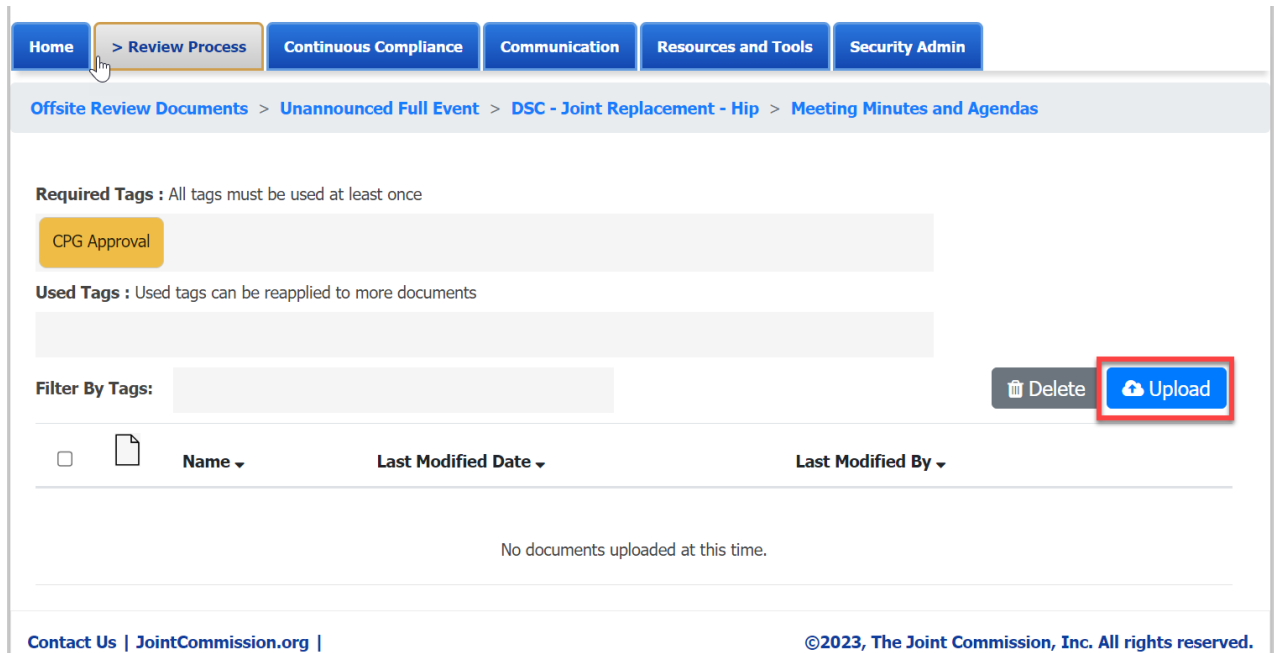
The “What’s Due” section on the *Joint Commission Connect* extranet site will prompt the document upload and will remain there until all required documents are uploaded.

The “What’s Due” section will populate 60 days before the program’s due date and all documents will be due at 45 days before the program’s due date so that all the documents are uploaded as the review window opens (the three-month time frame in which an organization can have its review).

Please review the “Security Admin” tab on an organization’s *Joint Commission Connect*® extranet site. Users who will be uploading documents for any certification programs should have their security rights changed to “full.” “View Only” access allows users to only view the documents. These users will not have the ability to upload or delete documents. User with “None” access will not be able to open the Document Upload portal.

Note: If needed, documents may be updated during the review window.

Users can upload documents by selecting the “Upload” option illustrated below.



The screenshot shows the Document Upload interface. At the top, there is a navigation bar with tabs: Home, > Review Process (highlighted), Continuous Compliance, Communication, Resources and Tools, and Security Admin. Below the navigation bar is a breadcrumb trail: Offsite Review Documents > Unannounced Full Event > DSC - Joint Replacement - Hip > Meeting Minutes and Agendas. The main content area has a section for Required Tags (All tags must be used at least once) with a tag labeled CPG Approval. Below this is a section for Used Tags (Used tags can be reapplied to more documents). There is a Filter By Tags section with a text input field. To the right of the filter field are two buttons: Delete and Upload (highlighted with a red box). Below the filter and buttons is a table header with columns: Name, Last Modified Date, and Last Modified By. The table body is empty, and a message states: No documents uploaded at this time. At the bottom of the page, there is a footer with Contact Us | JointCommission.org | and ©2023, The Joint Commission, Inc. All rights reserved.

Users will then upload documents by dragging them from their device or selecting “click to open.”

Upload new documents



Only pdf, docx, pptx, xlsx, txt formats are supported with max size of 10MB for each document.

No documents has been added.

Drag files here or [click to open](#)

Cancel

Save

Users then must tag each file (see the following image for an example). When all the tags have been assigned to a document and the documents have been uploaded, the system will recognize that the required document uploading has been completed.

Offsite Review Documents > Unannounced Full Event > DSC - Advanced Primary Stroke Center > Program Info, Scope and Roles

Filter By Tags:

Delete

Upload

<input type="checkbox"/>		Name ▾	Last Modified Date ▾	Last Modified By ▾
No documents uploaded at this time.				

Available Tags : (NOTE : Drag and drop the tag to related document(s). All tags MUST be used at least once)

Program scope, mission, and vision

Leadership Structure

Used Tags : (NOTE : Used tags can be reapplied to more documents.)

Users can also delete documents, by selecting the checkbox next to the document and then selecting “Delete” – as illustrated below.

> Home

Review Process

Continuous Compliance

Communication

Resources and Tools

Security Admin

Offsite Review Documents > Unannounced Full Event > DSC - Joint Replacement - Hip > Meeting Minutes and Agendas

Required Tags : All tags must be used at least once

Used Tags : Used tags can be reapplied to more documents

CPG Approval

Filter By Tags:

Delete

Upload

<input type="checkbox"/>		Name ▾	Last Modified Date ▾	Last Modified By ▾
<input checked="" type="checkbox"/>		CPG Approval Policy.docx	Nov 10, 2023	

Tags:

CPG Approval

For any questions regarding this process, please contact your account executive.

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