

WESTERN STATES CONFERENCE 2009

POWERPOINT FILE UPLOAD PROCEDURE

For WSC 2009, **ALL** Residents' and Fellows' Powerpoint files must be uploaded to a central web site. **The deadline for file uploading is Monday, May 11, 5pm PDT.** If your file is not successfully uploaded by this deadline, you will be making your presentation without slides. Make sure you plan ahead, and follow the Powerpoint Presentation Checklist sent earlier and attached to this email. Files named incorrectly, containing unacceptable elements (embedded files, hyperlinks, non-standard fonts), or saved in an appropriate format may be rejected. Once your file is uploaded, it cannot be altered in any way.

1. Go to file upload website:

<http://docshare.pharmacy.arizona.edu/index.php?login=1¤tdb=8>

The image shows a screenshot of the 'COP Docshare' login page. At the top left, there is a logo for 'powered by owl intranet knowledge base'. The main content area contains a login form with the following fields: 'Repository' (a dropdown menu showing 'Western States Conference'), 'Username', and 'Password'. A 'Login' button is located below the password field. Annotations include: a box on the left stating 'Username = presentation room name (to be provided separately)' and 'Password = resident'; a box on the right stating 'If doesn't say Western States Conference, click and select' with an arrow pointing to the repository dropdown; and a box at the bottom with an arrow pointing to the 'Login' button. The username field in the bottom screenshot contains the text 'acacia' and the password field contains a series of dots. The footer of the page reads 'Owl Intranet Engine, Version Owl 0.95 2007-1030'.

The Username will be the name of your assigned presentation room (will be sent to you separately). The password is resident. Usernames and password are case-sensitive, so use all small letters.

After you click on Login, here is what you will see:

The screenshot shows the Owl Intranet Engine interface. At the top, it displays user information: 'User: Acacia', 'Full Name: Acacia', 'Last on: Apr 07, 2009 at 10:43 am', and 'Current Repository: Western States Conference'. Below this is a 'File Information' section with statistics: 'New: 0', 'Updated: 0', 'My: 0', 'Group: 0', 'Checked Out: 0', 'Monitored: (0/0)', 'News: 0', and 'Special Access: (?/?)'. A 'Total: 13' is shown. A search bar is present with 'Any Words' selected. Below the search bar are buttons for 'Bulk Download', 'Bulk Move', 'Bulk E-Mail', 'Bulk Delete', and 'Bulk Checkout'. Further down are buttons for 'Add Folder', 'Add Archive', 'Add Document', 'Add Url', and 'Add Note'. A 'Site Map' button is also visible. The main content area shows a directory listing for 'Current Folder: Acacia'. The listing has columns for 'Title', 'Ver.', 'File', 'Size', 'Posted by', 'Updated By', 'Modified', and 'Held'. The entries are: 'Thursday AM (4)', 'Thursday PM', 'Wednesday AM', and 'Wednesday PM'. A blue arrow points to the 'Wednesday PM' entry. At the bottom right, it says '(elapsed time 0m 0s)' and 'Owl Intranet Engine Owl 6.95 20071030'.

Click on your assigned session (sent separately)

After you click on your assigned session you will see (listed files in the directory will not be the same as below):

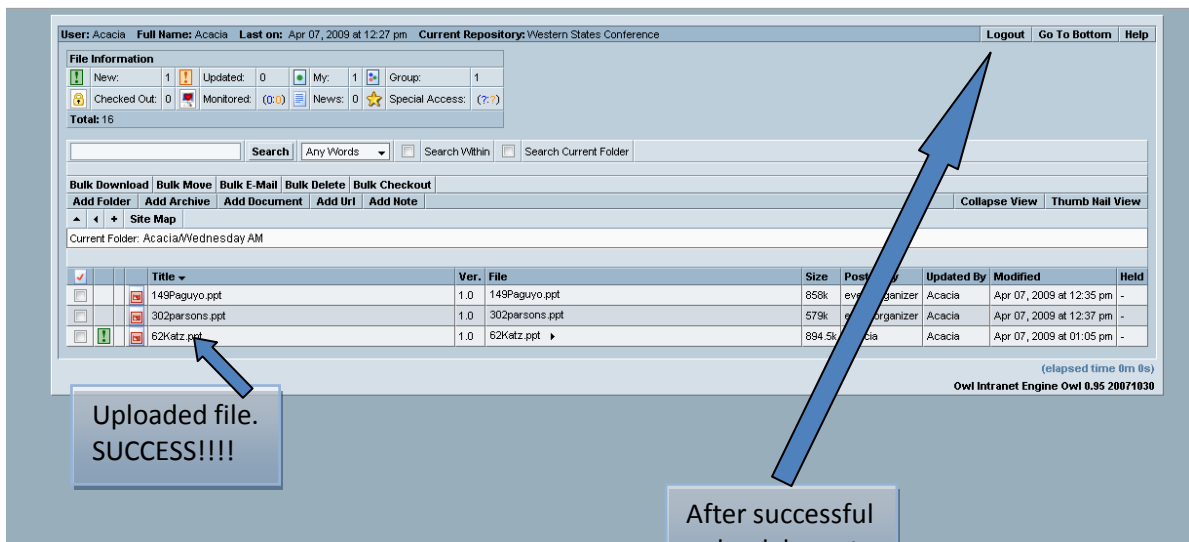
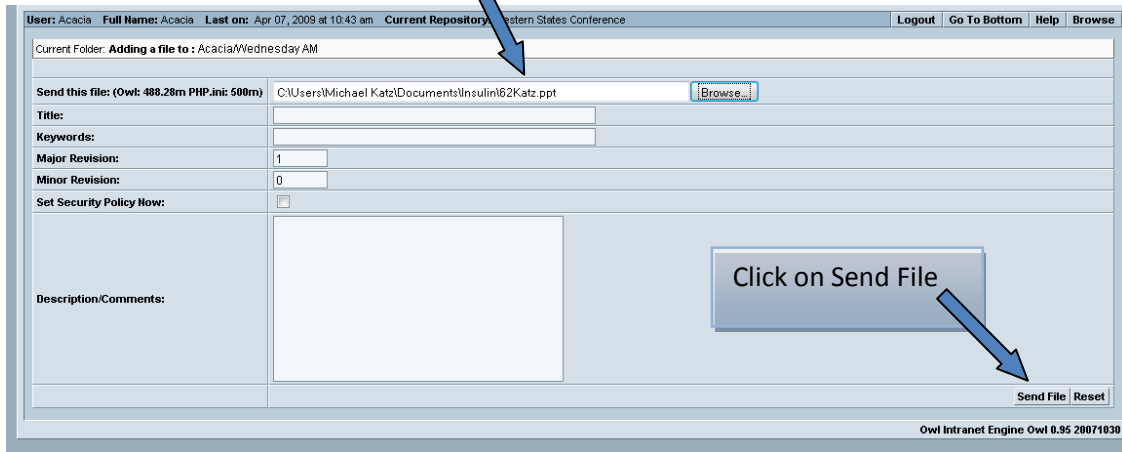
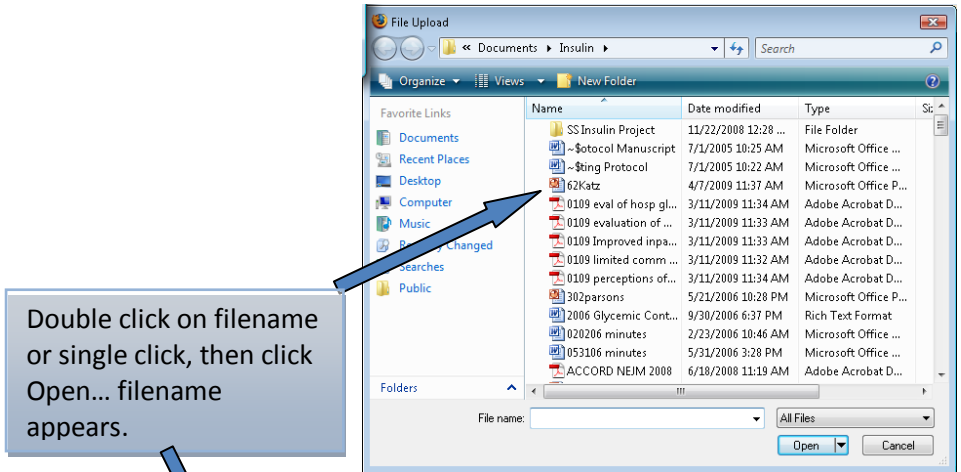
The first screenshot shows the Owl Intranet Engine interface with the 'Current Folder: Acacia/Wednesday AM'. The 'File Information' section shows 'New: 2', 'Updated: 0', 'My: 2', 'Group: 2', 'Checked Out: 0', 'Monitored: (0/0)', 'News: 0', and 'Special Access: (?/?)'. A 'Total: 15' is shown. The 'Add Document' button is highlighted with a blue arrow. Below the directory listing, there are two files: '149Paguyo.ppt' (858k) and '302parsons.ppt' (578k). At the bottom right, it says '(elapsed time 0m 0s)' and 'Owl Intranet Engine Owl 6.95 20071030'.

Click on Add Document

Then, click on Browse

The second screenshot shows the 'Adding a file to : Acacia/Wednesday AM' form. It has a 'Send this file: (Owl: 408.20m PHP,inc: 500m)' field with a 'Browse...' button. Below this are fields for 'Title:', 'Keywords:', 'Major Revisions: 1', 'Minor Revisions: 0', and a 'Set Security Policy Now:' checkbox. At the bottom, there is a 'Description/Comments:' text area and 'Send File | Reset' buttons. At the bottom right, it says 'Owl Intranet Engine Owl 6.95 20071030'.

Find your file in the appropriate folder on your computer:



The entire process should take less than 5 minutes. If you have any problems or questions about uploading, contact Michael Katz (katz@pharmacy.arizona.edu)