

# User Guide: How to Upload Digital Imagery or Support Documents on a Diagnostic Determination Page

**Purpose:** This user guide describes uploading Digital Imagery or Support Documents on a Diagnostic Determination Page; however, the upload functionality is the same as that of other pages with this feature in ARM.

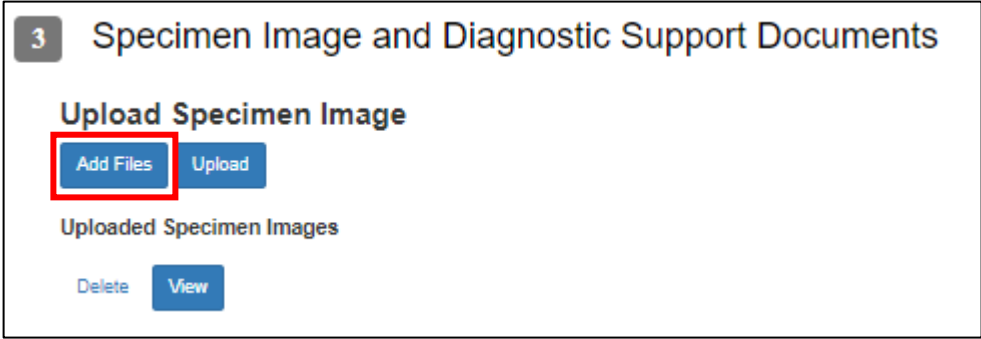
1. Uploading Digital Imagery on a Diagnostic Determination.
2. Uploading Diagnostic Support Documents on the Diagnostic Determination.

## 1. Uploading Digital Imagery on a Diagnostic Determination

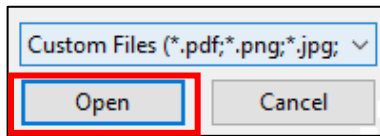
ARM has the functionality that allows Area Identifiers to upload multiple images at once.

Enter all required information on Headings Number 1 and 2. To do so, refer to the [User Guide: Entering Data for Determination Information Page in Area Identifier ARM Workspace](#).

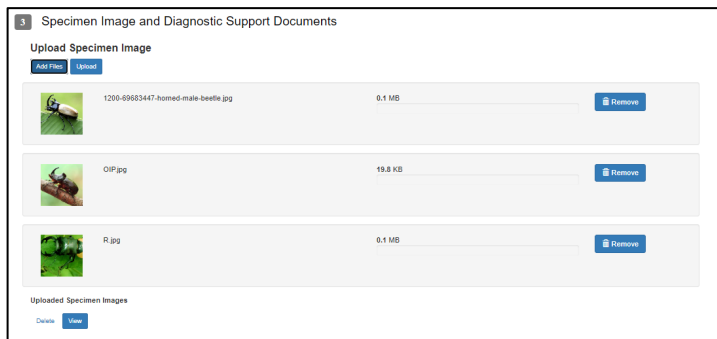
Once all required data has been entered, refer to the table below for uploading digital imagery into a Diagnostic Determination.

| Step | Action  |
|------|---|
| 1    | <p>Click on the Add Files Tab under Heading 3 - <b>Upload Specimen Image</b>.</p>  <p>The screenshot shows a section titled '3 Specimen Image and Diagnostic Support Documents'. Below this is the heading 'Upload Specimen Image'. There are two buttons: 'Add Files' (highlighted with a red box) and 'Upload'. Below these buttons is the text 'Uploaded Specimen Images' and two more buttons: 'Delete' and 'View'.</p> |
| 2    | <p>Select the images from files to be uploaded in ARM.<br/> <b>Note:</b> Users can select multiple images at once.</p>  |

3 Click on the Open tab in your browser.


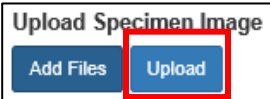


**Note:** Users could also hit Enter.

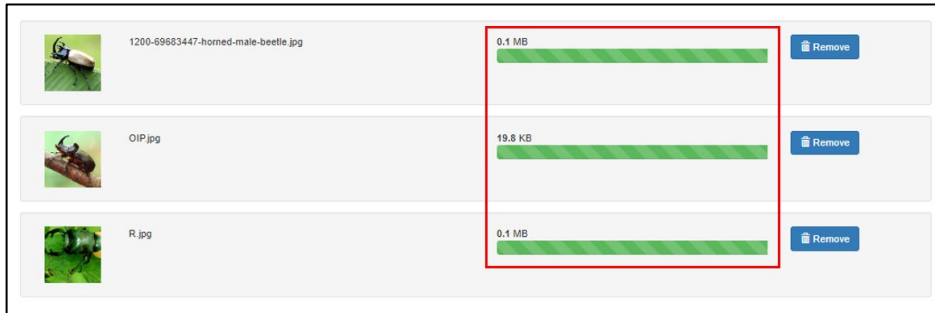


Images selected will appear on Heading Number 3.

**4** Determine if removing or uploading an image(s):




| IF                 | THEN  |
|--------------------|---|
| Removing image(s)  | Click on the Remove tab near the image line.<br> |
| Uploading image(s) | Click on the Upload tab.<br>                    |

**Note:** Refer to the screenshot for validation of successful uploading. A green line will show the file size of each image above it.



This is how the uploaded images will appear on Heading Number 3.



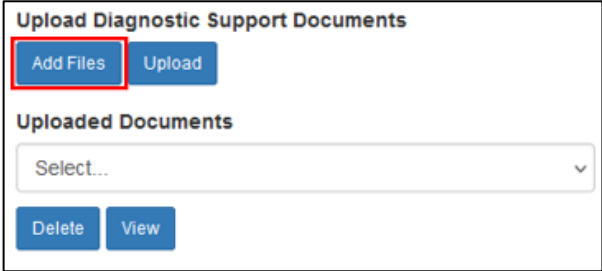
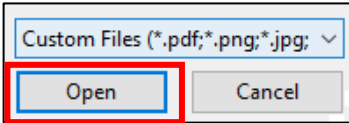
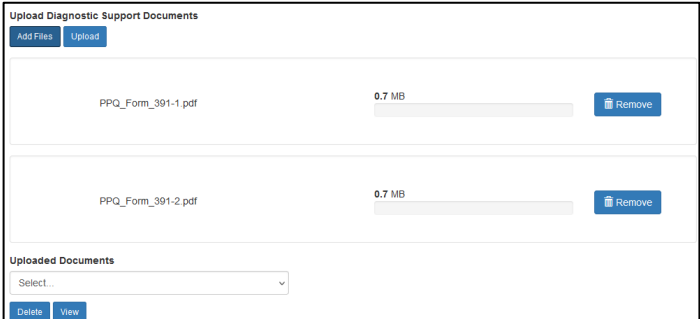
|          |  |  |
|----------|--|--|
| <b>5</b> | Determine if opening or deleting an image(s):  |  |
|          | <b>IF</b>  | <b>THEN</b>  |
|          | Opening an image   | <p>Click on the View tab.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; background-color: #0056b3; color: white; text-align: center; width: 60px; height: 30px; margin: 10px 0;">View</div> <p><b>Note:</b> A lightbox Image Viewer will open and facilitate the view of the relevant images.</p>  |
|          | Deleting an image  | <ol style="list-style-type: none"> <li>1. Select the image.</li> <li>2. Close the lightbox image viewer.</li> <li>3. Click on the Delete tab.</li> </ol> <div style="border: 2px solid red; padding: 5px; display: inline-block; background-color: #0070c0; color: white; text-align: center; width: 60px; height: 30px; margin: 10px 0;">Delete</div>   |
|          | <p><b>Note:</b> To advance through multiple images, click on the arrows in the bottom left corner  image 1 of 2 then close the box and click on the X in the bottom right corner .</p> |  |
| <b>6</b> | Refer to User Guide: <a href="#">Entering Data for Determination Page in Area Identifier ARM Workspace.</a>  |  |

## 2. Uploading Diagnostic Support Documents


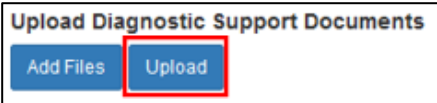
ARM has the functionality to upload multiple documents at once.

Enter all required information on Headings Number 1 and 2. To do so, refer to the [User Guide: Entering Data for Determination Information Page in Area Identifier ARM Workspace](#).

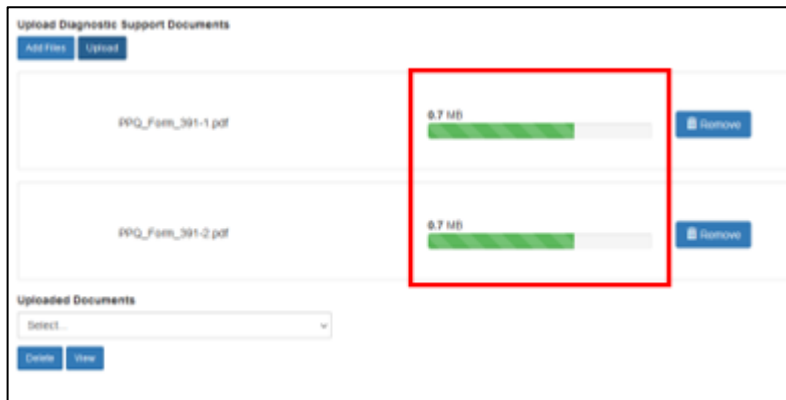
Once all required data has been entered, refer to the table below for uploading documents into a Diagnostic Determination.

| Step | Action  |
|------|---|
| 1    | <p>Click on the Add Files Tab under Heading 3- <b>Upload Diagnostic Support Documents</b>.</p>    |
| 2    | <p>Select the documents from the files to be uploaded in ARM.<br/><b>Note:</b> Users can select multiple documents at once.</p>   |
| 3    | <p>Click on the Open tab in your browser.</p>  <p><b>Note:</b> Users could also hit Enter.</p>  <p>Documents selected will appear under the heading <b>Upload Diagnostic Support Documents</b>.</p> |

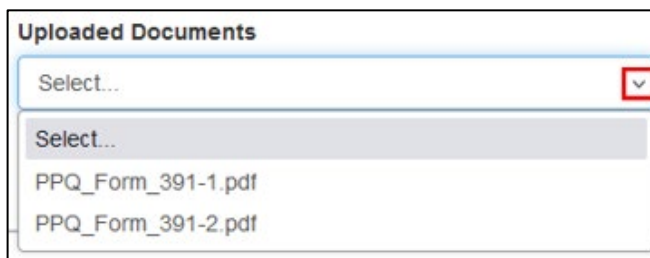
**4** Determine if removing or uploading the document(s):

| IF                    | THEN   |
|-----------------------|--|
| Removing document(s)  | Click on the Remove tab near the document line.<br> |
| Uploading document(s) | Click on the Upload tab.<br>                       |

**Note:** Refer to the screenshot for validation of successful uploading. A green line will show the file size of each document above it.



This is how the uploaded documents will appear on the heading **Uploaded Documents** dropdown.



| <p><b>5</b></p>            | <p>Determine if opening a document or deleting a document:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; padding: 5px;">IF</th> <th style="width: 50%; padding: 5px;">THEN</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Opening a document</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select the document from the dropdown.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Uploaded Documents</b></p> <p>PPQ_Form_391-1.pdf <span style="float: right;">▼</span></p> <hr/> <p>Select...</p> <p style="border: 2px solid red; padding: 2px;">PPQ_Form_391-1.pdf</p> <p>PPQ_Form_391-2.pdf</p> </div> <p>2. Click on the View tab.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-bottom: 10px;"> <p style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">View</p> </div> <p><b>Note:</b> A new tab will open and facilitate the view of the relevant document.</p> </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <p>Deleting a document</p> </td> <td style="padding: 5px; vertical-align: top;"> <p>1. Select the document from the dropdown.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Uploaded Documents</b></p> <p>PPQ_Form_391-1.pdf <span style="float: right;">▼</span></p> <hr/> <p>Select...</p> <p style="border: 2px solid red; padding: 2px;">PPQ_Form_391-1.pdf</p> <p>PPQ_Form_391-2.pdf</p> </div> <p>2. Click on the Delete tab.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-bottom: 10px;"> <p style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Delete</p> </div> </td> </tr> </tbody> </table> | IF | THEN | <p>Opening a document</p> | <p>1. Select the document from the dropdown.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Uploaded Documents</b></p> <p>PPQ_Form_391-1.pdf <span style="float: right;">▼</span></p> <hr/> <p>Select...</p> <p style="border: 2px solid red; padding: 2px;">PPQ_Form_391-1.pdf</p> <p>PPQ_Form_391-2.pdf</p> </div> <p>2. Click on the View tab.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-bottom: 10px;"> <p style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">View</p> </div> <p><b>Note:</b> A new tab will open and facilitate the view of the relevant document.</p> | <p>Deleting a document</p> | <p>1. Select the document from the dropdown.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Uploaded Documents</b></p> <p>PPQ_Form_391-1.pdf <span style="float: right;">▼</span></p> <hr/> <p>Select...</p> <p style="border: 2px solid red; padding: 2px;">PPQ_Form_391-1.pdf</p> <p>PPQ_Form_391-2.pdf</p> </div> <p>2. Click on the Delete tab.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-bottom: 10px;"> <p style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Delete</p> </div> |
|----------------------------|---|----|------|---------------------------|---|----------------------------|---|
| IF                         | THEN  |    |      |                           |   |                            |   |
| <p>Opening a document</p>  | <p>1. Select the document from the dropdown.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Uploaded Documents</b></p> <p>PPQ_Form_391-1.pdf <span style="float: right;">▼</span></p> <hr/> <p>Select...</p> <p style="border: 2px solid red; padding: 2px;">PPQ_Form_391-1.pdf</p> <p>PPQ_Form_391-2.pdf</p> </div> <p>2. Click on the View tab.</p> <div style="border: 2px solid red; padding: 5px; display: inline-block; margin-bottom: 10px;"> <p style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">View</p> </div> <p><b>Note:</b> A new tab will open and facilitate the view of the relevant document.</p>   |    |      |                           |   |                            |   |
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| <p><b>6</b></p>            | <p>Refer to User Guide: <a href="#"><u>Entering Data for Determination Page in Area Identifier ARM Workspace.</u></a></p>   |    |      |                           |   |                            |   |