PRMS Adding a new document to a Corrective Action Monitoring (CAM) case

There are two ways to add a document to a CAM case, either by uploading a new document or checking a progress template document back in that has been checked out. Follow the process below for uploading a new document.

Adding a document related to a corrective action against a case

1. Go into the CAM case from the CAM in-basket.

2. Click on the CAMs Documents folder to open it (this will then display the progress reporting template icon).

3. Go to the Documents tab and click on the Add button, then click Add Document.

4. A pop-up box appears, choose this computer, then click next.

5. This opens a window – there is a title that says document type (in blue) with a little down arrow next to it. Click on the down arrow.

6. This opens a window with the word document with a plus sign next to it. Click on the plus sign.

7. Choose 'CAM Document' from the list and press OK at the bottom of the box.

8. This takes you back to the prior pop-up window which should now have the word CAM Document directly beneath the title document type.

9. Then go to the browse button on the right hand side of the pop-up screen (in the middle of the screen) and select the document from your computer. You will know you have correctly done this when the document description is auto-populated next to the browse button.

10. Then select OK at the bottom of the pop-up screen. It will then say it is adding the document.

11. Document should then be successfully loaded against the case (added document will appear on left hand side of screen in the Documents tab).