### User Guide How to upload policies onto the UJ Intranet

- 1. Obtain a Word version of the Policy
- 2. Insert a file plan number (numbers available from Nicolette Olivier) onto the document.



POLICY ON RECORDS MANAGEMENT						
Document number	9P/9.3.3.1					
Custodian	Registrar					
Responsible Division	Records Management Department					

#### 3. Save the word document as Pdf.

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Records Management Department

#### 4. Log onto the Intranet



#### 5. Click on Corporate Governance



#### 6. Click on Documents and Policies – View now.



7. Double click on the Division under which the policy should be uploaded (refer to the policy grid for Divisions).

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	Academic Administration	 October 28, 2014	Schlechter, Marieta
	Academic Regulations	 November 3, 2014	Schlechter, Marieta
	Advancement	 November 3, 2014	Schlechter, Marieta
	Assessment and Evaluation	 November 3, 2014	Schlechter, Marieta
-	Central Administration	 November 3, 2014	Schlechter, Marieta
	Charters Academic Administration	 November 3, 2014	Schlechter, Marieta
-	Charters for Council and Council Committees	 November 3, 2014	Schlechter, Marieta
-	Charters for MEC and MEC Committees	 November 3, 2014	Schlechter, Marieta
-	Charters for Senate and Senate Committees	 November 3, 2014	Schlechter, Marieta
-	Charters Leadership	 November 3, 2014	Schlechter, Marieta
	Charters other	 November 3, 2014	Schlechter, Marieta
-	Constitution of Centres	 November 3, 2014	Schlechter, Marieta
	Corporate Governance	 November 3, 2014	Schlechter, Marieta
-	Council Governance	 November 3, 2014	Schlechter, Marieta
	Finance	 November 3, 2014	Schlechter, Marieta
	Governance Contracts	 November 3, 2014	Schlechter, Marieta
	Governmee Legar Services	 November 3, 2014	Schlechter, Marieta
	Governance Records Management	 November 3, 2014	Schlechter, Marieta
-	Human Resources	 November 3, 2014	Schlechter, Marieta
	ICS	 November 3, 2014	Schlechter, Marieta
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#### 8. Click on New document

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# **Documents and Policies**

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		Records management Policy September 2014	 November 4, 2014	Schlechter, Marieta

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© University Of Johannesburg		

9. On the drop-down list click on Upload existing file.



#### 10. Click on Browse

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## 11. Select the policy you wish to upload and click on open.

#### 12. Click on OK.

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		Upload files using Windows Explorer instead	
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Document is now uploaded onto the UJ Intranet