

**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.



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

3. Save the word document as Pdf.

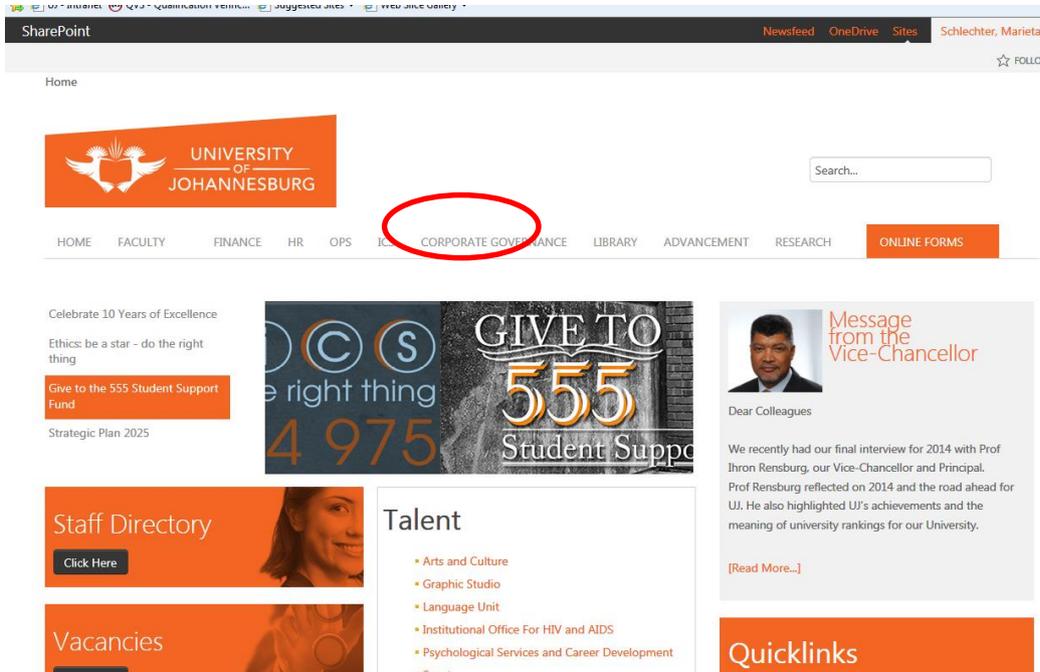
The screenshot shows the 'Save As' dialog box in Microsoft Word. The file name is 'Records management Policy September 2014.docx'. The 'Save as type' dropdown menu is open, and 'PDF (\*.pdf)' is selected and circled in red. The background shows a file explorer window with a list of documents, including '2013 User guide - Governance and Polici...', 'Contract Management Policy Approved ...', 'Contract Management Policy Oct MEC fi...', 'Event Safety and Security Standard Opera...', and 'Internal Request for Information (2011).d...'.

<b>Document number</b>	
<b>Custodian</b>	
<b>Responsible Division</b>	Records Management Department

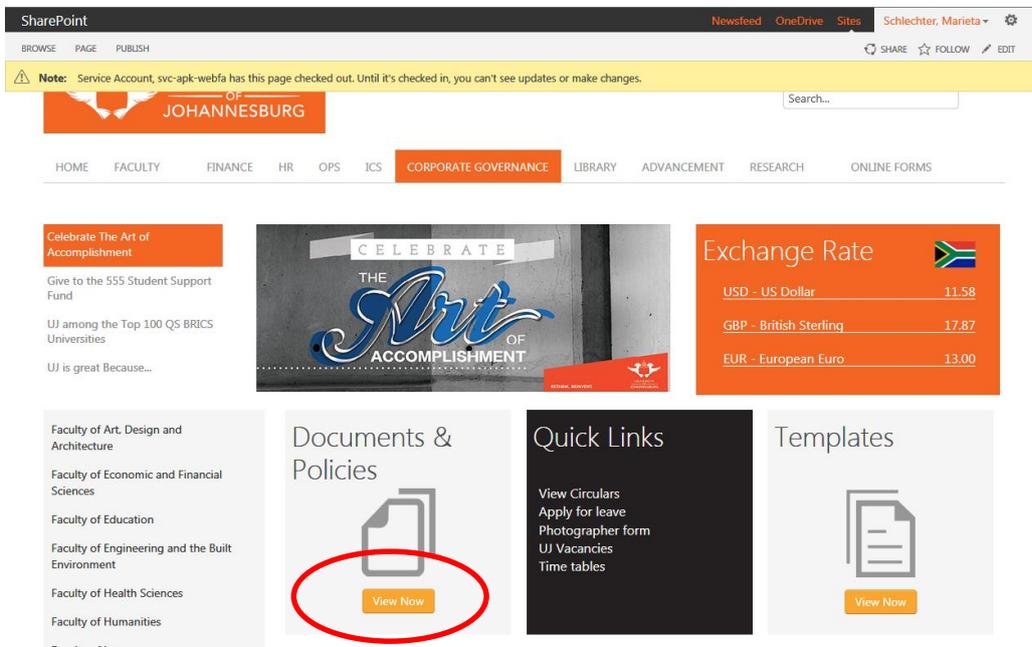
#### 4. Log onto the Intranet



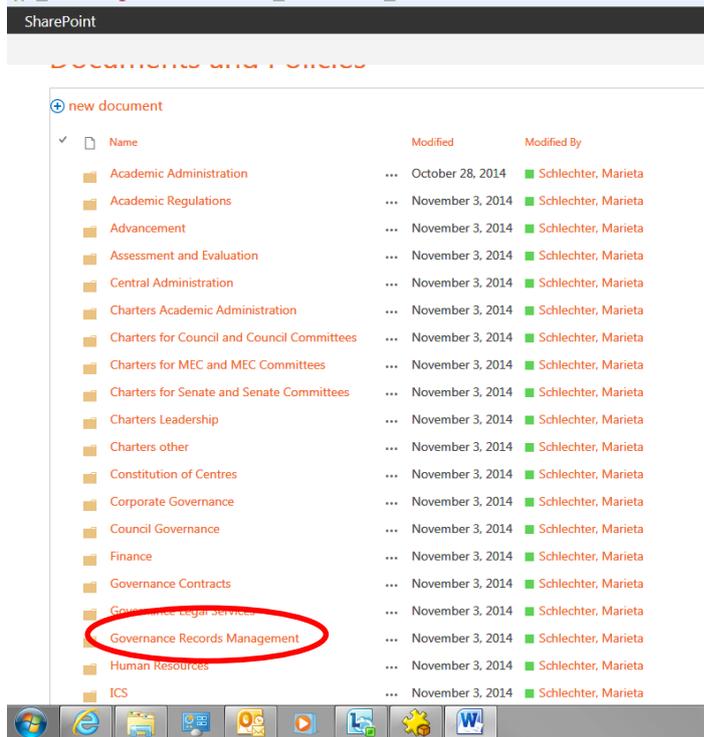
#### 5. Click on Corporate Governance



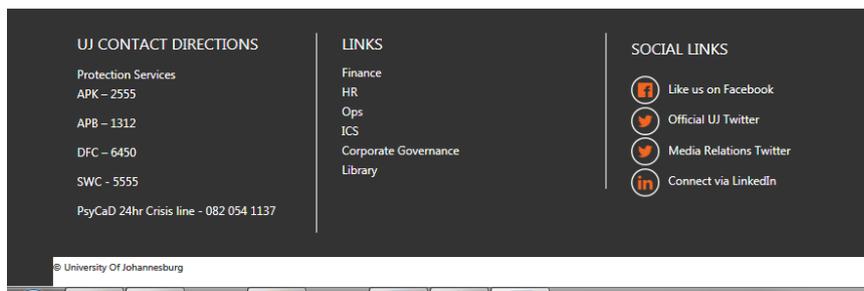
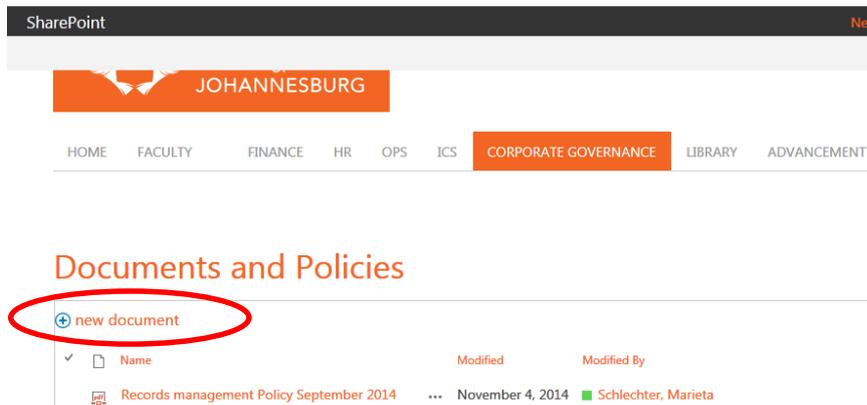
#### 6. Click on Documents and Policies – View now.



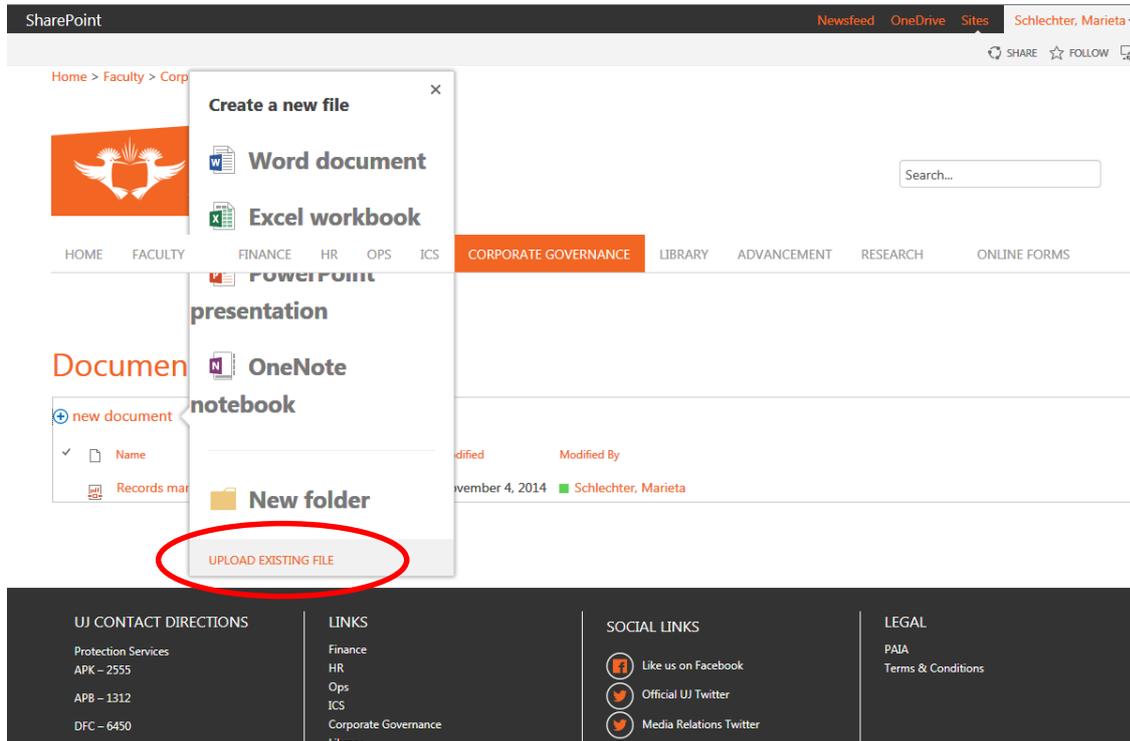
7. Double click on the Division under which the policy should be uploaded (refer to the policy grid for Divisions).



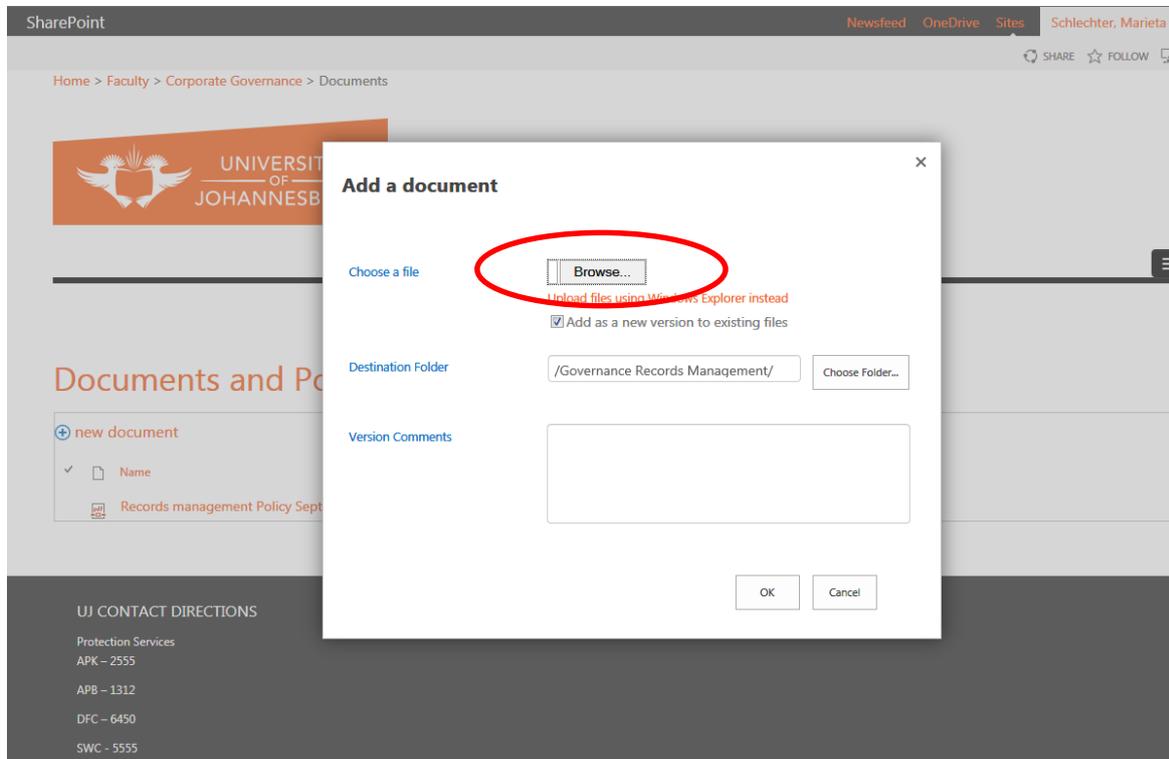
8. Click on New document



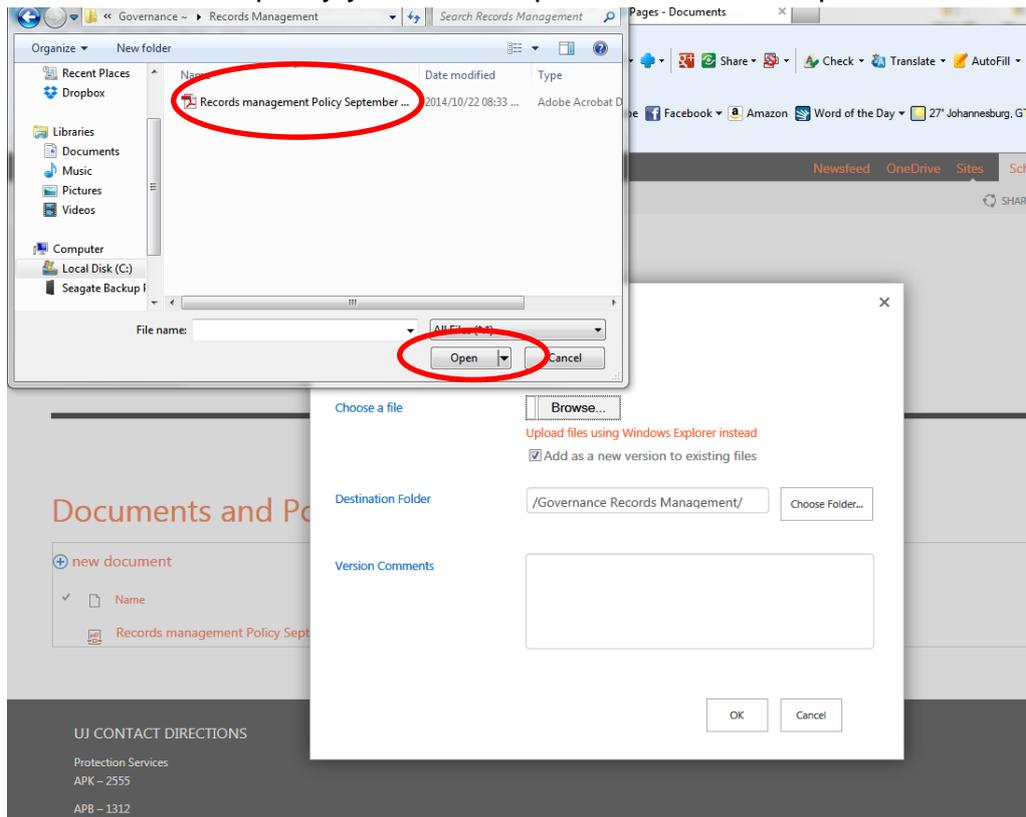
9. On the drop-down list click on Upload existing file.



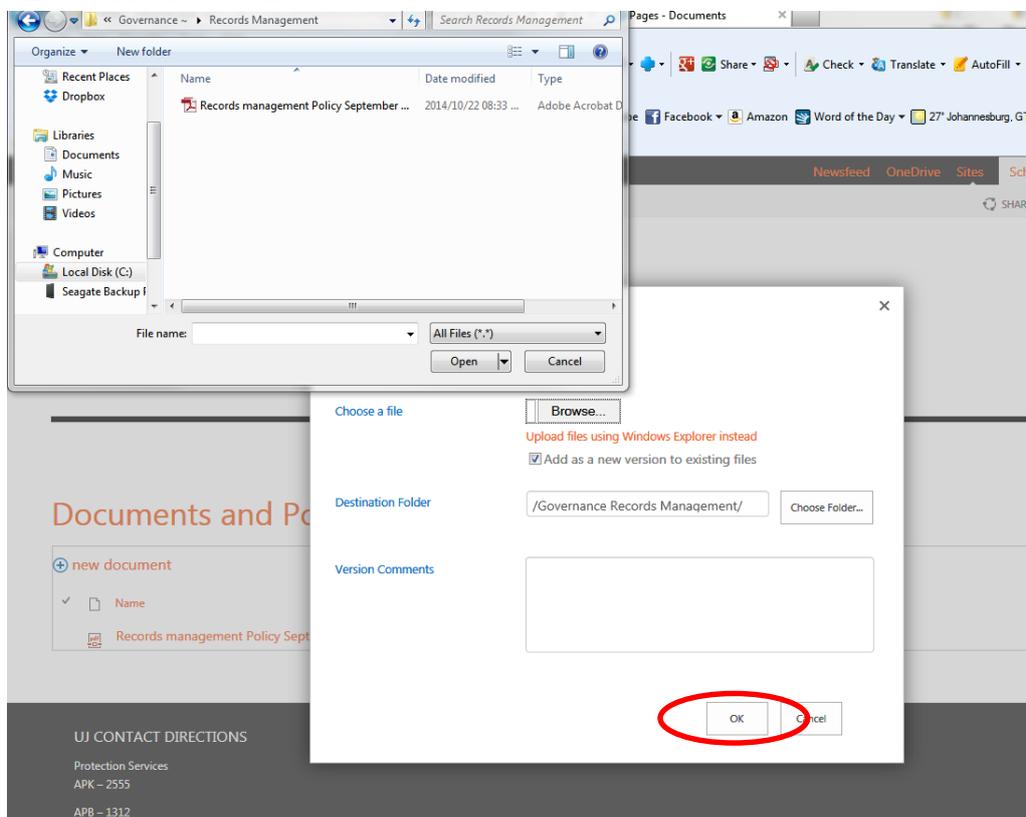
10. Click on Browse



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



12. Click on OK.



Document is now uploaded onto the UJ Intranet