

**TIP:** Words in italics are included in the *RADR Quick Guide: Glossary*.

## Overview

RADR users who are not part of the administrative areas, e.g., users working in the academic divisions, are known as *Campus Users*. All Campus Users have the ability to upload a document to the RADR Campus Post-Award repository and associate that document with an Oracle Award or Oracle Award - Project combination.

**PLEASE NOTE:** All documents uploaded by Campus Users are considered non-confidential in that all RADR users with access to the Campus RADR repository will have access to documents associated with accounts to which a user has access.

In order to share a document via RADR it first must be uploaded into RADR. When a document is uploaded information must be associated with the document. This information is called *metadata*. This metadata is used to determine a user's access to the document, what search terms can be used to search for the document, and how the document will be organized within search results. In RADR the metadata that is used to derive search terms and access are called *Primary Links*.

For more information about Primary Links please see the *Quick Guide: Understanding Primary Links*.

## Upload Types

Upload Types assist in the process flow when uploading a document. The Upload Type chosen streamlines the entry of metadata and includes:

- The *Repository* in which the document will exist
  - RADR *Roles* determine whether or not a person has access to a Repository
- Available *Document Groups*
- Default *Document Type* (only for Upload Types with a single Document Group)
- Default *Confidential or Non-Confidential Flag*
  - RADR Roles determine whether or not a person has access to the documents that have been flagged as Confidential.
- Available *Primary Links*
  - Primary Links are used to derive both available search terms and user access.
  - For more information about Primary Links see the Quick Guide – Understanding Primary Links.

Currently there is a single Upload Type for the Campus Post-Award repository.

## Uploading a Document

To upload a document to the Campus Post-Award repository:

The screenshot shows the 'Document' upload form in the RADR system. At the top, there are navigation tabs: 'Search', 'Upload', 'Recent Docs', 'Fix Broken Links', and 'My RADR Access'. The 'Upload' tab is selected. Below the tabs, the form is titled 'Document'. It includes an 'Upload Type' dropdown menu set to 'Campus Docs'. The 'Document File' field has a 'Browse...' button and a '(Max: 20MB)' label. The 'Document Name' field is empty. The 'Description' field is a large text area. The 'Document Group' dropdown is set to 'Docs from Campus', and the 'Document Type' dropdown is set to 'Note'. On the right side, there are fields for 'Size', 'Repository: Post-Award: Campus', 'Upload Date: 18-AUG-2014', and 'Document Date: 18-AUG-2014' with a calendar icon. At the bottom right, there are 'Cancel' and 'Upload' buttons. At the bottom left, there is a 'Primary Link' section with a checkbox and a dropdown menu set to '-- Select link --'. Orange arrows with numbers 1 through 9 point to various elements: 1 points to the 'Upload' tab, 2 to the 'Browse...' button, 3 to the 'Document Name' field, 4 to the 'Description' field, 5 to the 'Document Date' field, 6 to the 'Document Group' dropdown, 7 to the 'Primary Link' dropdown, 8 to the 'Upload' button, and 9 to the 'Recent Docs' tab.

1. Click on the *Upload* tab.
2. Click on the *Browse* button to navigate to and select the document
3. The document's filename defaults into Document Name, but you can change it.  
**PLEASE NOTE:** A document name MUST have the file extension (e.g., .doc, .docx) at the end of the name. If it isn't included RADR will automatically add it to the entered Document Name.
4. Enter a *Description* that will assist others in understanding the content of the document.
5. *Upload Date* and *Document Date* will both default to today's date. The *Document Date* can be changed to represent the document's actual date, however *Upload Date* cannot be updated.  
**PLEASE NOTE:** Document Date is the date used for date range searching.
6. Choose the *Document Group* and *Document Type* best associated with the document.
7. Choose the type of *Primary Link* from the drop down list of values.  
**TIP:** For more information about Primary Links see the *Quick Guide: Understanding Primary Links*.
8. After all metadata is entered, click on the *Upload* button to upload and save the document.
9. To see a list of documents you personally have recently uploaded or modified click on the *Recent Docs* tab.