



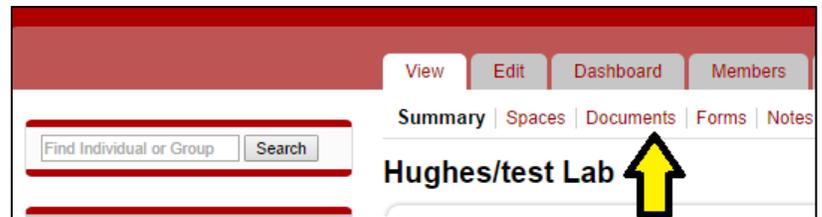
# How to Upload Documents in BioRAFT

University of Louisville Department of Environmental Health and Safety  
1800 Arthur St. Louisville, KY 40208 (502) 852-2830

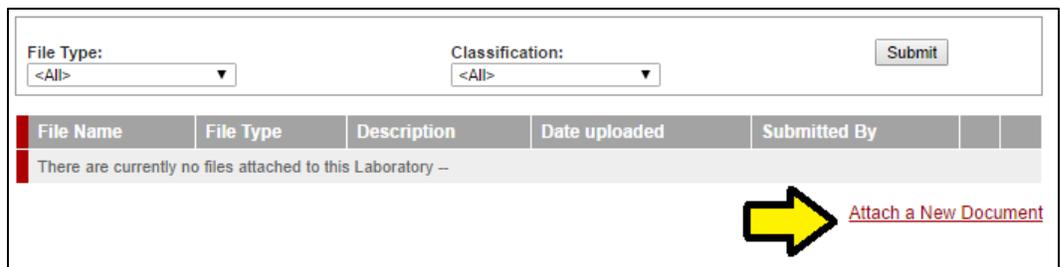
**Step 1:** Navigate to your lab profile by logging in at <https://louisville.bioraft.com/> and clicking 'View Lab Profile.'



**Step 2:** Navigate to the documents module by clicking 'Documents.'



**Step 3:** A new document can be uploaded by clicking the 'Attach a New Document' link.



**Step 4:** The type of document can be selected from the 'File Type' drop-down menu.

A 'Classification' can be added to allow for more specific searches among uploaded documents, but it is not required.

Choose the file to be uploaded, enter a description of the document, and click the 'Submit' button.

### Submit Document

Categories

File Type: \*  
 - Please choose - 

Classification:

ARC  
 Bio  
 Chem  
 Rad

---

File to attach

Attach new file:  
 Choose File No file chosen 

Description:  
 Enter a description of the document.

Submit 

**Step 5:** A message will appear when the document has been successfully uploaded.

The 'File Type' and 'Classification' drop-down menus can be used to quickly search among documents that have been uploaded.

The 'Edit' and 'Remove' links can be used to modify uploaded documents. A message will appear when a document has been successfully removed.

### Hughes/test Lab Documents

Your Document has been created.

File Type: <All> Classification: <All> Submit

File Name	File Type	Description	Date uploaded	Submitted By		
<a href="#">How_To_BioRAFT_Sel...174.docx</a>	General	How to BioRAFT Self Assess	01/19/2017 - 10:45am	<a href="#">Mulliger, Timothy D</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

[Attach a New Document](#)

### Hughes/test Lab Documents

How\_To\_BioRAFT\_Self\_Assess\_1484840755\_76174.docx has been removed.

File Type: <All> Classification: <All> Submit

File Name	File Type	Description	Date uploaded	Submitted By		
There are currently no files attached to this Laboratory --						

[Attach a New Document](#)