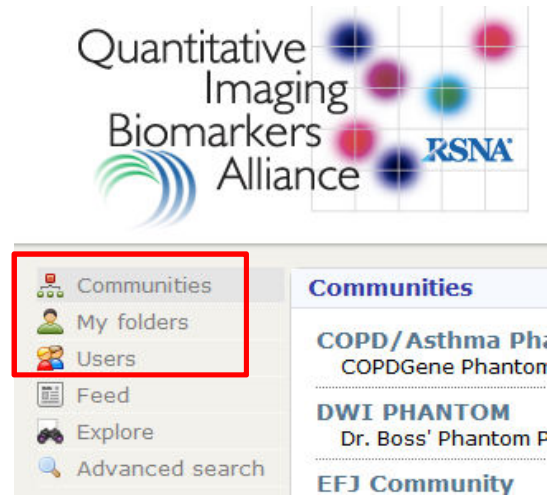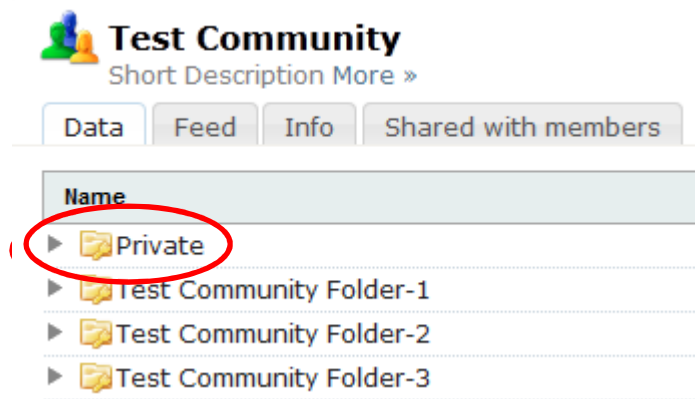**QIDW Upload Instructions**

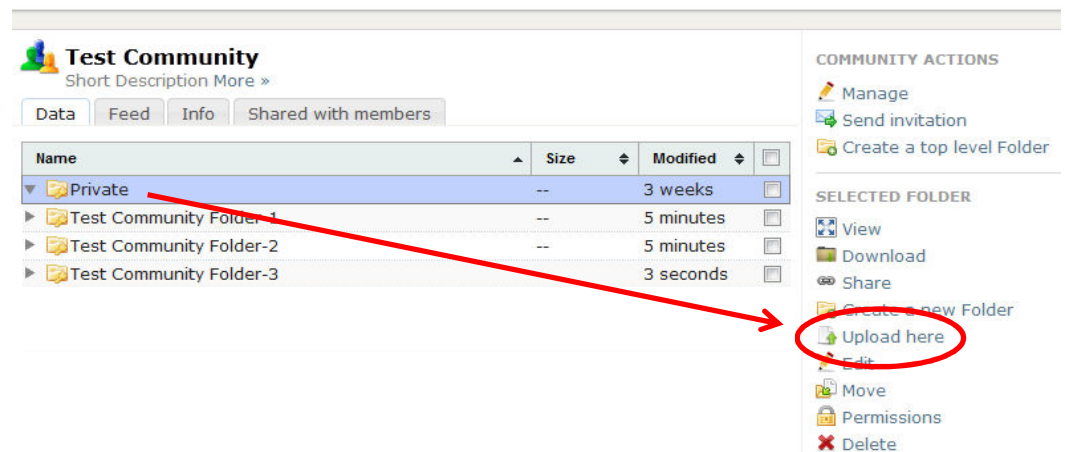(1) After log-in, select a specific area for upload. Options include:
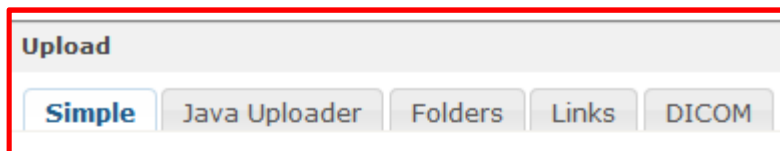
- Communities
- My folders
- Users

(2) A **Private** folder will be assigned to all submitters for each dataset upload. Data will only be accessible to the submitter and warehouse administrators while undergoing QIDW Oversight Committee review.
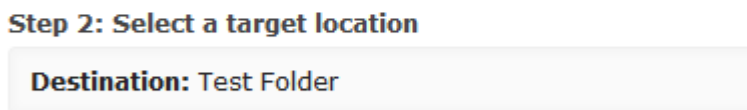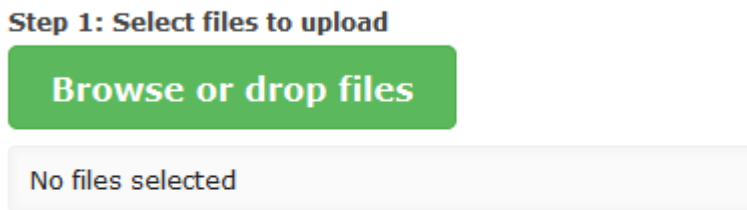

(3) Click-on "Upload here"

(4) Five options are available for uploading depending on file type and size.

Upload

| Simple | Java Uploader | Folders | Links | DICOM |

Step 1: Select files to upload

Browse or drop files

No files selected

(5) Select file to upload and follow instructions

Step 2: Select a target location

Destination: Test Folder

Choose location

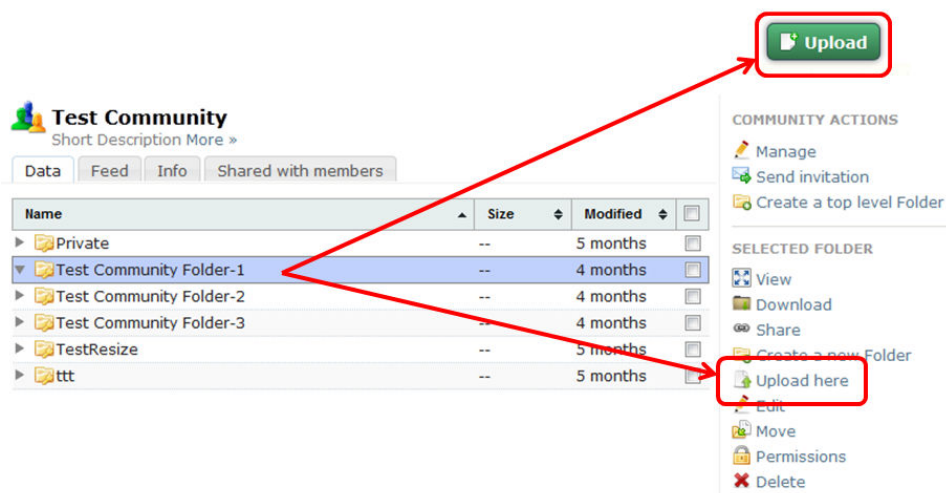**Step 3: Start the upload**

Start Upload

(6) Click "Start Upload"

(7) Reminder that data will only be accessible to the submitter and warehouse administrators while undergoing QIDW Oversight Committee review. Once approved, administrators will notify submitters that their data has been made publically accessible.

To upload metadata, such as Excel files, Word and PDF documents

(1) Select 'target' folder
(2) Click-on "Upload here" or Upload

Upload

Test Community
Short Description More »

| Data | Feed | Info | Shared with members |

Name	Size	Modified	
▶ Private	--	5 months	
▼ Test Community Folder-1	--	4 months	
▶ Test Community Folder-2	--	4 months	
▶ Test Community Folder-3	--	4 months	
▶ TestResize	--	5 months	
▶ ttt	--	5 months	

COMMUNITY ACTIONS
- Manage
- Send invitation
- Create a top level Folder

SELECTED FOLDER
- View
- Download
- Share
- Create a new Folder
- Upload here
- Edit
- Move
- Permissions
- ✖ Delete

(3) Select the "Simple" upload option and follow screen prompts.

Upload

| Simple | Java Uploader | Folders | Links | DICOM |

Step 1: Select files to upload

Browse or drop files

No files selected

Step 2: Select a target location

Destination: Test Community Folder-1
Free space: 128.6 GB

Choose location

Step 3: Start the upload

Start Upload