

How to Upload Images To Your PAR Document

Throughout the PAR document there are certain pages which allow you to upload images to a page for times when you go out on a spoke or short visit where there is no internet connectivity.

We have a download button which allows you to download a page template which you are able to print off prior to your spoke. Once you have completed the form you can then upload it back up to the system.

What pages are available to upload images

The following pages allow you to upload images

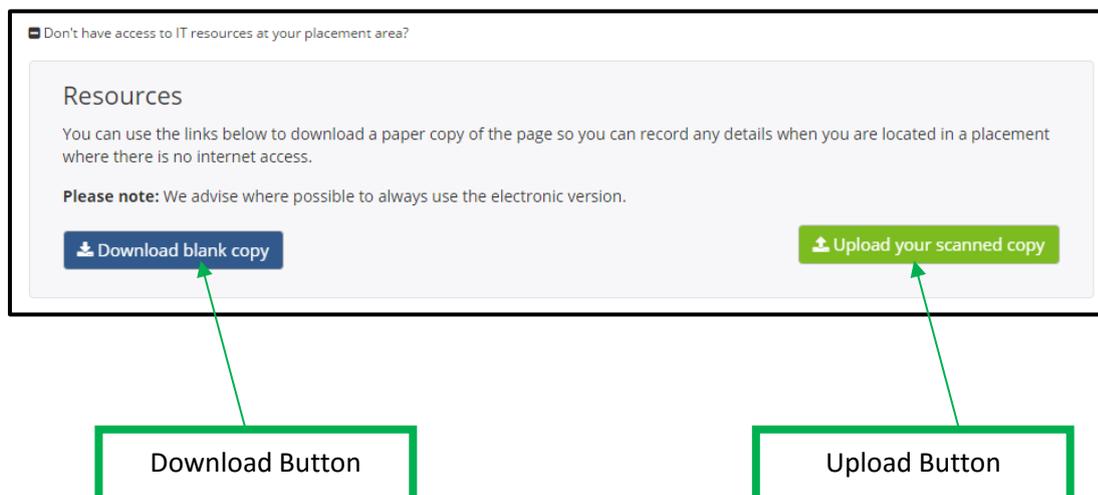
- Spokes
- Short Visits
- Evidence of Exposure
- Record of Additional Interviews
- Personal Development Learning Plan

How to download a template

When you are on a page where you can upload an image, scroll down to the bottom of the page until you see the following.



Click this text and the “Resources” section will appear underneath



Don't have access to IT resources at your placement area?

Resources

You can use the links below to download a paper copy of the page so you can record any details when you are located in a placement where there is no internet access.

Please note: We advise where possible to always use the electronic version.

[Download blank copy](#) [Upload your scanned copy](#)

Download Button **Upload Button**

Click the **blue** button named “Download blank copy”.

This will open a PDF in a new tab on your screen with a copy of the page you are on.

You can now print this and take it with you when you visit a placement without internet connectivity

How to upload my completed template

Before you can upload your image to the system, you need to make sure it is an image or a PDF in 1 of the following formats

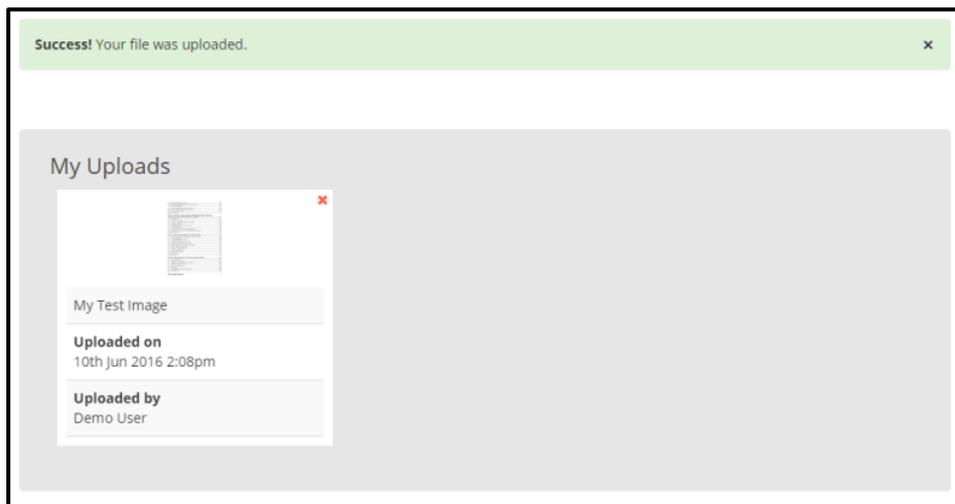
- JPG/JPEG
- PNG
- PDF

If you take a picture of the paper copy using your phone or camera, this is usually a JPEG so there is nothing to worry about when uploading these to the system.

When you are on the page you want to upload your image to, click the **green** button named “Upload your scanned copy”. This will open a popup screen letting you upload your image and give it a name so you can remember what the image represents

The screenshot shows a popup window titled "Upload a Document". The text inside reads: "This section allows you to upload a paper copy of the current page in the PAR document. Please make sure you only upload an image or a pdf file type as we only accept the following extensions: .gif, .jpg, .png, .pdf." Below this text are two input fields: "File:" with a "Choose file" button and "Name:" with a text box. A green "Upload Document" button is at the bottom. Two green callout boxes with arrows point to the "Choose file" button and the "Name" text box. The callout boxes are labeled "Upload your file here" and "Name".

Once you click the “Upload Document” button, the following message will appear at the bottom of the page



Now your upload is on the system. There is a maximum of 5 uploads per page. On this screen you have the following options:

- The red “x” is to remove the upload
- If you click on your image you can see a full size view of the image
- Underneath this section, you can still upload more images in the same way that has just been shown to you