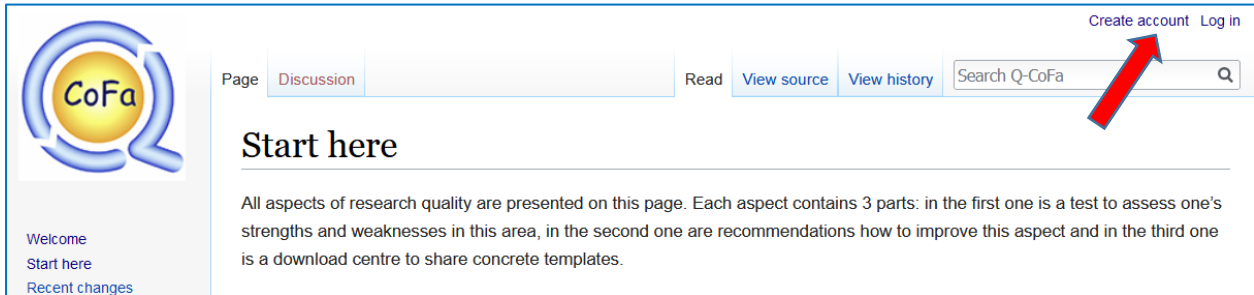


## Help with uploading a file

On the page “[start here](#)” you can upload files in all the pages “[downloads](#)” in order to share useful files that can help the community with improving research quality and management tasks.

First you need to create an account or log in.



CoFa

Welcome  
Start here  
Recent changes

Page Discussion

Read View source View history

Create account Log in

Search Q-CoFa

### Start here

All aspects of research quality are presented on this page. Each aspect contains 3 parts: in the first one is a test to assess one's strengths and weaknesses in this area, in the second one are recommendations how to improve this aspect and in the third one is a download centre to share concrete templates.

Fill up the form and answers the Captcha question.

### Create account

Username

Then go to the page where you want to upload a file and click on “[edit](#)”:



Page Discussion

Read Edit View history

Search Q-CoFa

## Data management: Downloads


Would you like to share a useful file with the core facility community? Please click on the "edit" tab above and follow the instructions...

[data management guideline](#)

[SOP template](#)

Now you see the editing window:

## Editing Data management: Downloads




Would you like to share a useful file with the core facility community?  
Please click on the "edit" tab above and follow the instructions...

```
<!--  
HOW TO ADD YOUR OWN FILE:  
  
- copy the whole following line and paste it at the end of this window (leave a free line  
with the previous text):  
[[File:filename.docx|description]]  
- Open in a new tab the blue "Upload file" link on the left side menu.  
- Go to this new tab. Click on "Browse", select your file, copy the "Destination filename",  
scroll down and click on the grey "Upload" button  
- Go back in this window to the line you copied at first.  
- Highlight "filename.docx" and paste over the name of the file you just uploaded (to replace  
filename.docx with your exact file name).  
- Replace "description" with what your wish to be displayed on the web page.  
- click on the blue "save page" button at the bottom of this page. Finished!  
-->  
  
[[File:Data_management_guideline.docx|data management guideline]]  
  
[[File:SOP_template.docx|SOP template]]
```


Copy `[[File:filename.docx|description]]` and paste it at the end of the text of the window, leaving a free line with the previous text:

## Editing Data management: Downloads

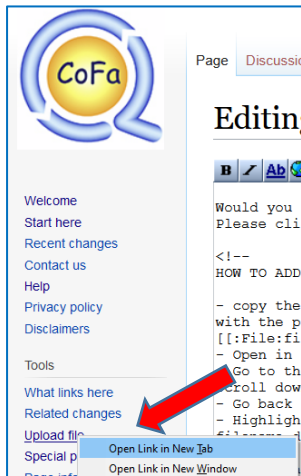


Would you like to share a useful file with the core facility community?  
Please click on the "edit" tab above and follow the instructions...

```
<!--  
HOW TO ADD YOUR OWN FILE:  
  
- copy the whole following line and paste it at the end of this window (leave a free line  
with the previous text):  
[[File:filename.docx|description]]  
- Open in a new tab the blue "Upload file" link on the left side menu.  
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-->  
  
[[File:Data_management_guideline.docx|data management guideline]]  
  
[[File:SOP_template.docx|SOP template]]  
  
[[File:filename.docx|description]]
```



Then right-click on the "upload file" link in the left sidebar and open it in a new tab.



Go to this new tab. Click on "Browse", select your file:

A screenshot of the 'Upload file' page. The page title is 'Upload file' with a help icon. Below the title, there is a paragraph of text explaining how to use the form and links to 'list of uploaded files', 'upload log', and 'deletion log'. There is a section titled 'To include a file in a page, use a link in one of the following forms:' followed by three bullet points with code examples for linking to files. Below this is a form section titled 'Source file'. It contains a 'Source filename' field with a 'Browse...' button and the text 'No file selected.'. Below the field is the text 'Maximum file size: 8 MB' and a list of 'Permitted file types: png, gif, jpg, jpeg, doc, xls, mpp, pdf, ppt, tiff, bmp, docx, xlsx, pptx, ps, odt, ods, odp, odg.'. A red arrow points to the 'Browse...' button.

When done, copy the Destination filename, in our example: Data\_management\_system.pptx

A screenshot of the 'Upload file' page, showing the 'Source file' section filled out. The 'Source filename' field now contains 'Data management system.pptx'. Below this is the 'File description' section, which has a 'Destination filename' field containing 'Data\_management\_system.pptx'. This field is circled in red.

Scroll down and click on "Upload file":

Upload file

Go back in the edit window to the line you copied at the beginning. `[[File:filename.docx|description]]`

Highlight "filename.docx"

## Editing Data management: Downloads

Would you like to share a useful file with the core facility community? Please click on the "edit" tab above and follow the instructions...

**B** / **Ab** / **A** / **W** / **-**

<!--  
HOW TO ADD YOUR OWN FILE:  
  
- copy the whole following line and paste it at the end of this window (leave a free line with the previous text):  
[[File:filename.docx|description]]  
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- Replace "description" with what your wish to be displayed on the web page.  
- click on the blue "save page" button at the bottom of this page. Finished!  
-->

[[File:Data\_management\_guideline.docx|data management guideline]]  
[[File:SOP\_template.docx|SOP template]]  
[[File:filename.docx|description]] ←

and paste over the name of the file you just copied (to replace filename.docx with your file name).

```
[[File:Data_management_system.pptx|description]]
```

Replace "description" with what your wish to be displayed on the web page.

```
[[File:Data_management_system.pptx|Data management system]]
```

Answer the Captcha question and click on "save changes".

To edit this page, please answer the question that appears below ([more info](#)):

What does the abbreviation CF mean?  ←

**Save changes** ← **Show preview** **Show changes** **Cancel** **Editing help** (opens in new window)

Your link appears now on the download page:

## Data management: Downloads

Would you like to share a useful file with the core facility community? Please click on the "edit" tab above and follow the instructions...

[data management guideline](#)  
[SOP template](#)  
[Data management system](#) ←