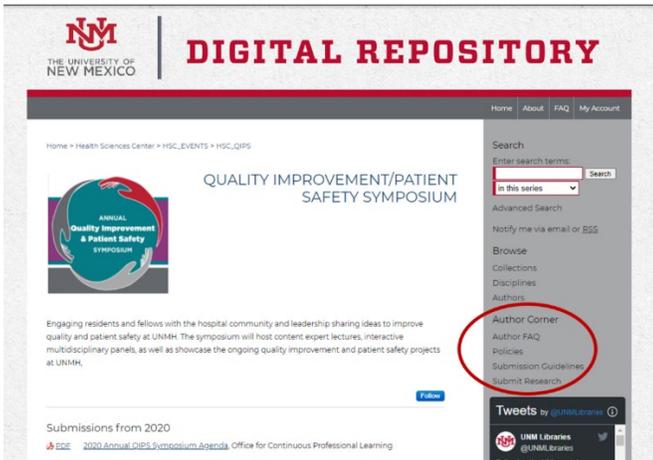


# Instructions for Submitting your Poster in PDF format to the UNM Digital Repository.

This is the location where you will submit your materials.

[https://digitalrepository.unm.edu/hsc\\_qips/](https://digitalrepository.unm.edu/hsc_qips/)

On the right side of the screen, look through the policies and guidelines prior to submission.



When you're ready, select "Submit Research".



Fill in the Title of your poster.

Your name should automatically be filled in for the 1<sup>st</sup> author. There is a Green Plus Sign that allows you to enter all the other others on your poster. You can change the order by changing the number within the box on the left.

Document Type

The default is Article.

Select from the following:

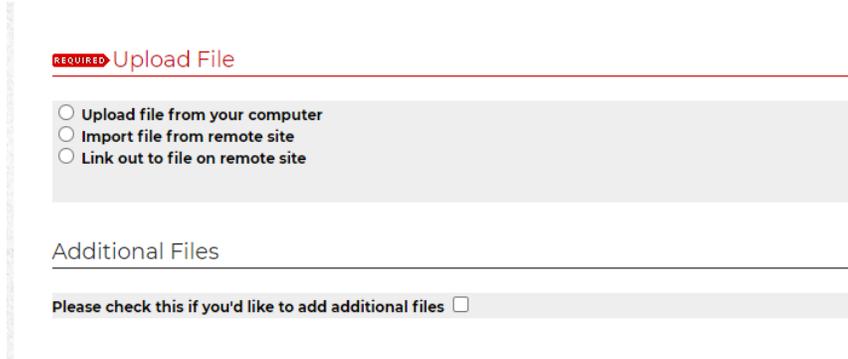
Article



The system will automatically post the recommended citation after you submit your work, so leave it blank.

Next, we will upload the PDF of your poster, then you can enter the audio file and/or the MP4 file you have recorded.

Select “Upload file from your computer” which will take you to a browse window so you can select the main .PDF document.



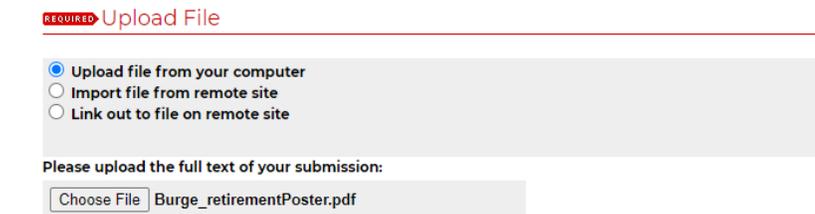
REQUIRED Upload File

Upload file from your computer  
 Import file from remote site  
 Link out to file on remote site

Additional Files

Please check this if you'd like to add additional files

Notice how the name of my file has no spaces? Make sure to name your file appropriately using Camel case (upper and lower case) or the underscore “\_” character for readability. Keep the length of your filename under 20 characters if possible.



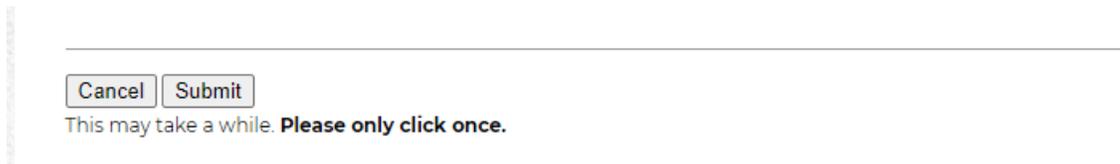
REQUIRED Upload File

Upload file from your computer  
 Import file from remote site  
 Link out to file on remote site

Please upload the full text of your submission:

Choose File Burge\_retirementPoster.pdf

Look at the information you have provided. If everything looks good, then select the “Submit” button.



Cancel Submit

This may take a while. Please only click once.

Next, you will receive the following screen:

**QUALITY IMPROVEMENT/PATIENT SAFETY SYMPOSIUM**

**ANNUAL Quality Improvement & Patient Safety SYMPOSIUM**

You have successfully uploaded:  
Retirement of Mark Burge

Revise submission

Make another submission

Manage all submissions

**Submission Metadata**

Metadata Field	Value
Title	Retirement of Mark Burge
Authors	Lori Sloane, University of New Mexico - Health Sciences Center
Document Type	Poster
Publication Date	5-19-2021
Keywords	Retirement
Disciplines	
Abstract	This is where you will copy and paste the Abstract for your poster. Mine is just a test of Dr. Mark Burge's retirement.
Comments	Presented at the University of New Mexico Health Science 2021 Annual Quality Improvement and Patient Safety Symposium.
Recommended Citation	- empty -
Upload File	<a href="#">Download</a>
Update Submission	Initial Submission
Additional File 1	<a href="#">BurgeRetirementMaq.mds</a> (469 KB)

**Publishing Queue**

<input type="checkbox"/>	ID	Article	Author(s)	Add Date	Submitter
<input checked="" type="checkbox"/>	1044	Retirement of Mark Burge	Lori Sloane, lsloane@salud.unm.edu	03/31/2021	Lori Sloane, lsloane@salud.unm.edu

**Publish & Update selected** Clicking the "Publish & Update selected" button will make the checked submissions above available online

Go to the bottom and select “Publish & Update selected”.



Clicking the "Publish & Update selected" button will make the checked submissions above available online

You will see the acknowledgement screen:

✓ An update has been queued for your site. You will be notified via email when the update is completed.



## QUALITY IMPROVEMENT/PATIENT SAFETY SYMPOSIUM

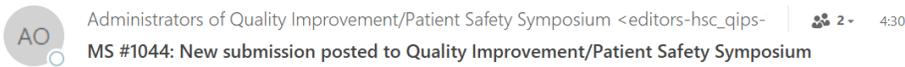
Make another submission

Manage all submissions

Go to Site

Select “Go to Site”.

You will receive an email like the following:



[[-- External - this message has been sent from outside the University --]]

Dear Lori Sloane,

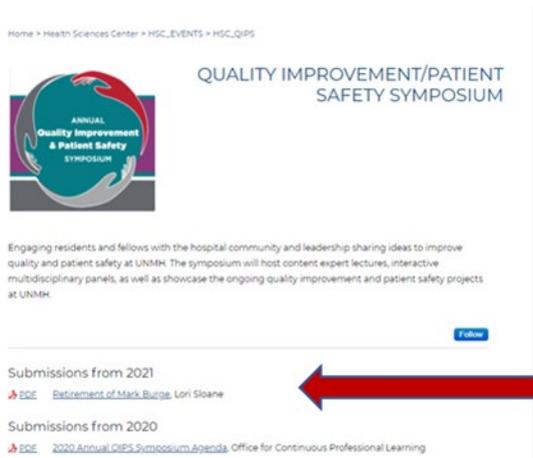
Your submission "Retirement of Mark Burge" (MS #1044) has been posted to Quality Improvement/Patient Safety Symposium.

[https://digitalrepository.unm.edu/hsc\\_qips/45](https://digitalrepository.unm.edu/hsc_qips/45)

Want to maximize readership? Improve the Google rank of your submission by putting its title, formatted as a link, on your personal or departmental webpage at your institution.

The link provided in this message is the permanent link you can use in your CV.

After you receive the email notification, you can go to the site and verify your posting.



Selecting the link, will show you how the details of the information provided in the file are presented.

The screenshot shows a digital repository page for the University of New Mexico Health Sciences Center. The page title is "Retirement of Mark Burge". The author is Lori Sloane. The document type is a poster, published on 5/18/2021. The abstract states: "This is where you will copy and paste the Abstract for your poster. Mine is just a test of Dr. Mark Burge's retirement." The comments section notes it was presented at the University of New Mexico Health Science 2021 Annual Quality Improvement and Patient Safety Symposium. A recommended citation is provided: Sloane, Lori, "Retirement of Mark Burge" (2021). [https://digitalcommons.unm.edu/hsc\\_apa/469](https://digitalcommons.unm.edu/hsc_apa/469). The page includes a "Download" button, a "Share" button, and a "Additional files available below" link. A preview of the poster is shown in a viewer. The footer contains the University of New Mexico Libraries logo and the Digital Commons logo, along with navigation links for Home, About, FAQ, My Account, and Accessibility Statement, and a footer with "Digital Commons powered by Inspec".

If you have any questions or concerns, please contact:

Lori Sloane

[lsloane@salud.unm.edu](mailto:lsloane@salud.unm.edu)