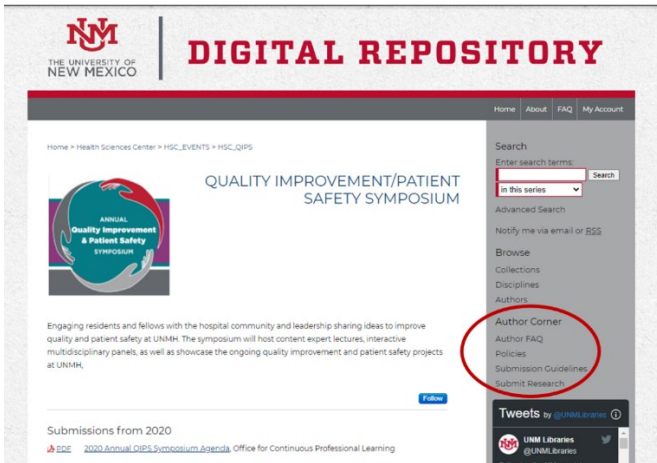# Instructions for Submitting your video poster and PDF file to the UNM Digital Repository.
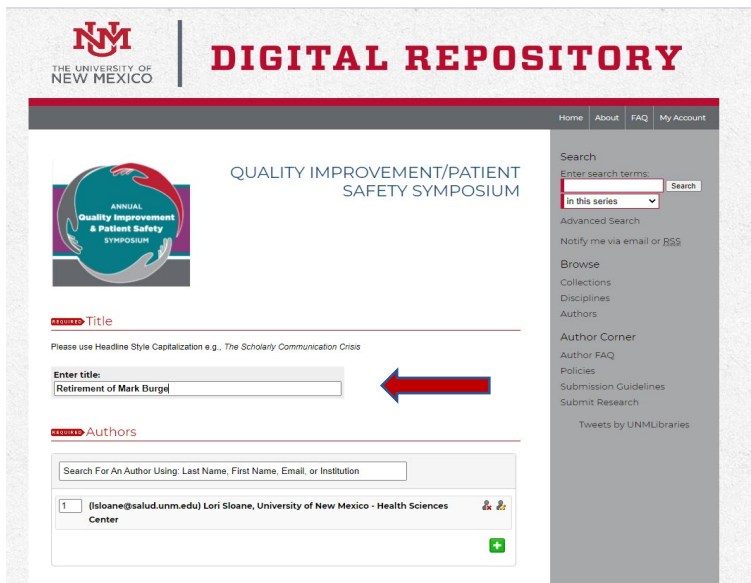
This is the location where you will submit your materials.

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 1st 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.

Next, from the drop-down selection, change Document Type to Poster.

Enter the date of the QIPS Symposium for the date. (May 21, 2021)

Enter your presentation Keywords.

Document Type

The default is **Article**.

Select from the following:
Poster

REQUIRED Publication Date

If you choose to enter a date, the year is required but all other fields are optional.

Season	Month	Day	Year
- -	May	19	2021

Keywords

Please separate keywords/keyword phrases with commas.

Enter Keywords:
Retirement

Skip the Disciplines section and go down and add your Abstract by cutting and pasting from your word document.

Abstract

Learn how your abstract can improve the discovery of your article in Google and Google Scholar.

Paste or type your abstract:

B *I* | ☰ ☰ | ∞ ⊘ | x₂ x² | HTML
✂ 🗐 📋 | ⤺ ⤻

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 are not required, but you can enter the following for clarification: "Presented at the University of New Mexico GME/CPL 2021 Annual Quality Improvement and Patient Safety Symposium."

Comments

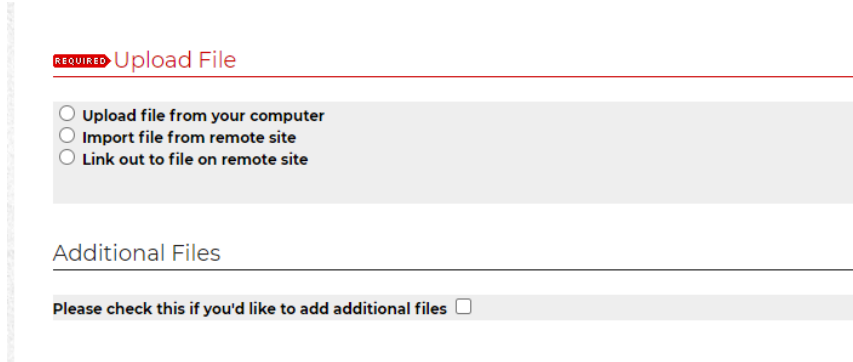Additional text to be displayed on index page.

Comments

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Presented at the University of New Mexico GME/CPL 2021 Annual Quality Improvement and Patient Safety Symposium.

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 .MP4 video document. It is important to post the video first and the actual poster .PDF second.
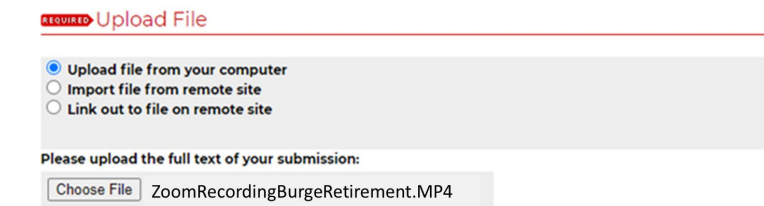
REQUIRED ▶ Upload File

○ 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 30 characters if possible.
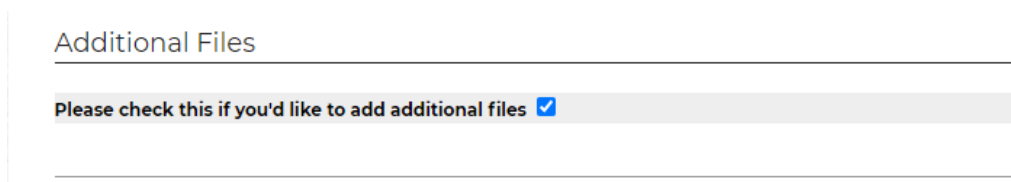
REQUIRED ▶ Upload File

◉ 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:

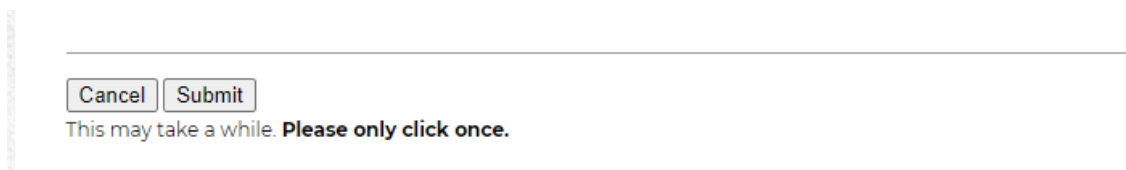[Choose File] ZoomRecordingBurgeRetirement.MP4

Check the box for "Additional Files". You will be prompted for them after you hit submit.

Additional Files

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

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.**

You will then be prompted to enter your additional files, such as your .PDF of your poster.

Quality Improvement/Patient Safety Symposium

Upload Supplemental Content

If your submission includes supplementary material--spreadsheets, audio clips, or other material that isn't part of the text portion of your work--you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file:	Choose File	No file chosen

Filename	Description	Upload new version	Sort	Show

Please click the **Continue** button once after you've attached your supplemental files.   Continue

After attaching the file, please enter a short description of what it is.

✓ Uploaded BurgeRetirementMsg.m4a

Quality Improvement/Patient Safety Symposium

Upload Supplemental Content

If your submission includes supplementary material--spreadsheets, audio clips, or other material that isn't part of the text portion of your work--you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file:	Choose File	No file chosen

Filename	Description	Upload new version	Sort	Show
Burge_retirementPoster.pdf	Recorded message about the poster	Choose File No file chosen	1	☑

Checked items will appear with the published submission.   Save

Please click the **Continue** button once after you've attached your supplemental files.   Continue

After pressing the "Continue" button, you will receive the following screen:

Go to the bottom and select "Publish & Update selected".

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.
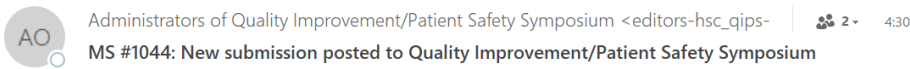
QUALITY IMPROVEMENT/PATIENT SAFETY SYMPOSIUM

Make another submission

Manage all submissions

Go to Site

Select "Go to Site".

You will receive an email like the following:

AO Administrators of Quality Improvement/Patient Safety Symposium <editors-hsc_qips-   2 ⌄   4:30
    MS #1044: New submission posted to Quality Improvement/Patient Safety Symposium

[[-- 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

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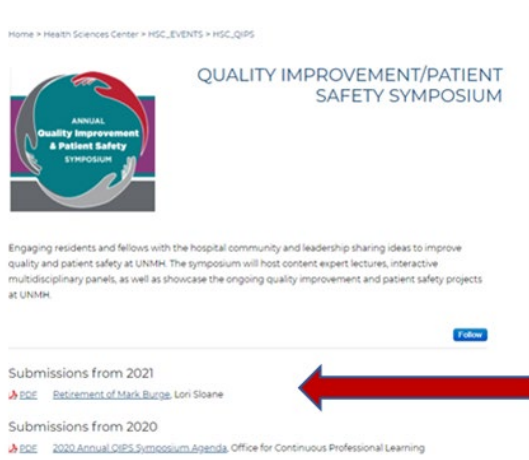
Selecting the link, will show you how the details of the information provided in the file are presented.

If you have any questions or concerns, please contact:

Lori Sloane

lsloane@salud.unm.edu