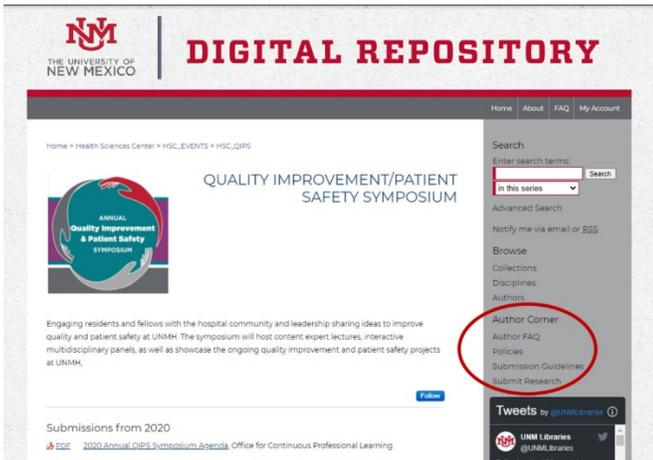


Instructions for Submitting your video poster and PDF file to the UNM Digital Repository.

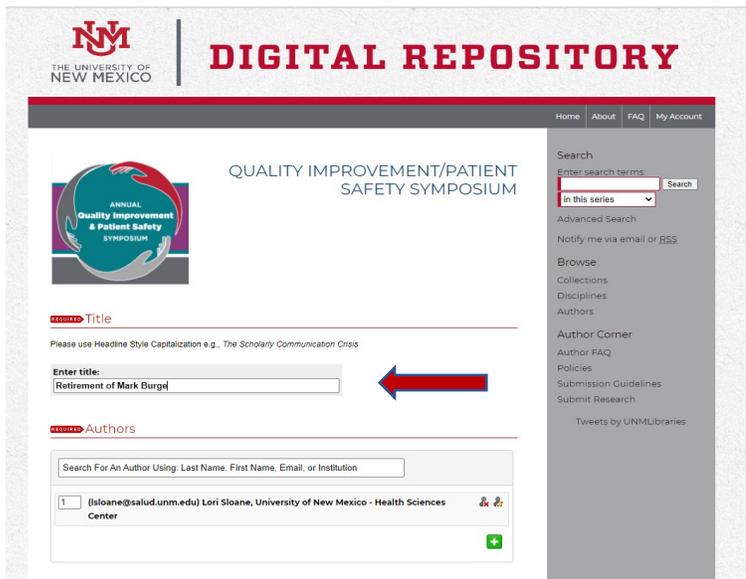
This is the location where you will submit your materials.

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.

Document Type

The default is Article.

Select from the following:

Article

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 | | | | | | | | |

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

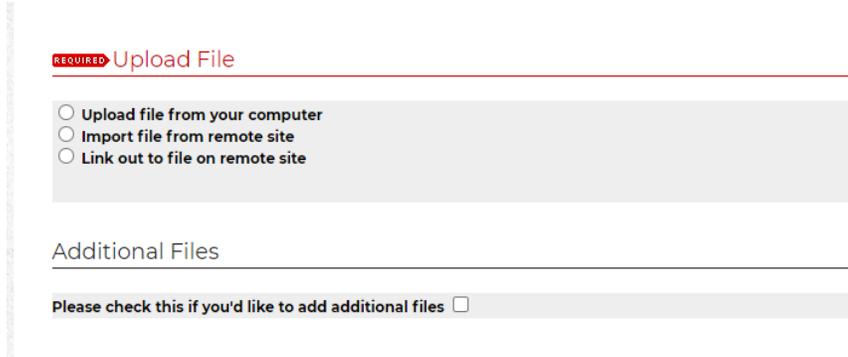
B I | | | | | | | | |

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.



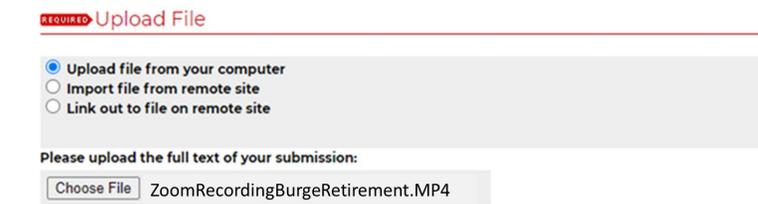
REQUIRED Upload File

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.



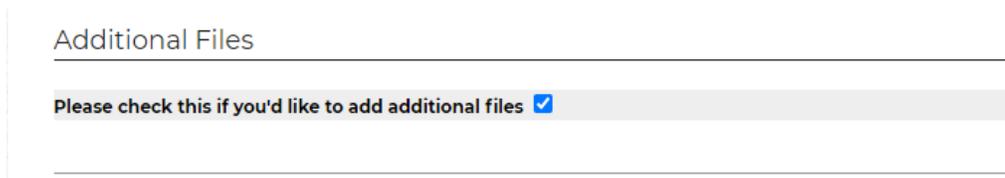
REQUIRED Upload File

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

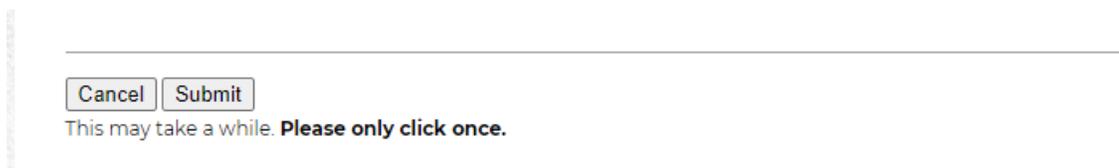
Check the box for “Additional Files”. You will be prompted for them after you hit submit.



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: No file chosen

Filename	Description	Upload new version	Sort	Show
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Please click the **Continue** button once after you've attached your supplemental files.

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



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: No file chosen

Filename	Description	Upload new version	Sort	Show
Burge_retirementPoster.pdf	<input type="text" value="Recorded message about the poster"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

Checked items will appear with the published submission.

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

After pressing the **“Continue”** button, 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	Download
Update Submission	Initial Submission
Additional File 1	BurgeRetirementMaq.mds (469 KB)

Publishing Queue

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

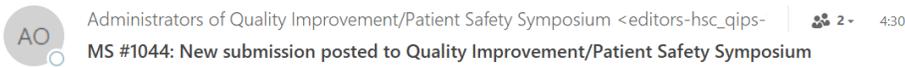
Make another submission

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,

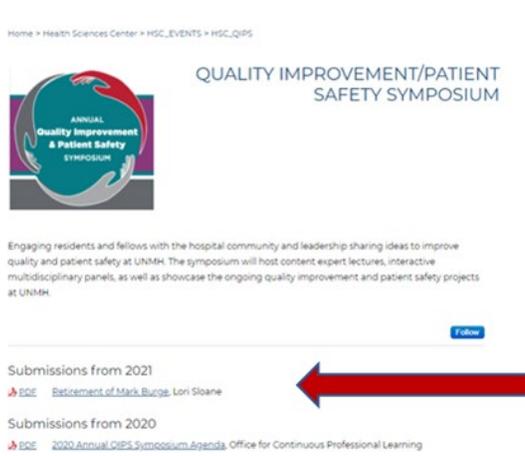
Your submission "Retirement of Mark Burge" (MS #1044) has been posted to Quality Improvement/Patient Safety Symposium.

https://digitalrepository.unm.edu/hsc_qips/45

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 displays the University of New Mexico Digital Repository interface. At the top left is the UNM logo and the text 'THE UNIVERSITY OF NEW MEXICO'. The main header reads 'DIGITAL REPOSITORY'. A navigation bar includes links for 'Home', 'About', 'FAQ', and 'My Account'. Below the header, a breadcrumb trail shows 'Home > Health Sciences Center > HSC_EVENTS > HSC_QIP5 > 43'. The main content area features a large graphic for the 'ANNUAL Quality Improvement & Patient Safety Symposium' and the title 'QUALITY IMPROVEMENT/PATIENT SAFETY SYMPOSIUM'. The document title is 'Retirement of Mark Burge' by 'Lori Sloane, University of New Mexico - Health Sciences Center'. A 'Download' button is visible. Below the title is a video player with a play button. The 'Document Type' is 'Poster', the 'Publication Date' is '5-19-2021', and 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 the document was presented at the University of New Mexico CME/CPE 2021 Annual Quality Improvement and Patient Safety Symposium. The 'Recommended Citation' is 'Sloane, Lori. "Retirement of Mark Burge." (2021). https://digitalrepository.unm.edu/hsc_qip5/43'. The 'Additional Files' section lists 'Burge, retirement poster.pdf (195 KB)' and 'PDF of cover'. A thumbnail of the document cover is shown at the bottom. On the right side, there is a search bar, a 'Tweets' section by @UNMLibraries, and a list of navigation links including 'Advanced Search', 'Notify me via email or RSS', 'Browse', 'Collections', 'Disciplines', 'Authors', 'Author Corner', 'Author FAQ', 'Policies', 'Submission Guidelines', and 'Submit Research'.

If you have any questions or concerns, please contact:

Lori Sloane

lsloane@salud.unm.edu