PRMS – Checking-in a document to a CAM process

There are two ways to add a document to a CAM case, either by uploading a new document or checking a progress template document back in that has been checked out. Follow the process below for checking-in a completed progress template document.

Adding a document related to a corrective action against a case

1. Go into the CAM case from the CAM in-basket.

2. Click on the CAMs Documents folder to open it (this will then display the progress reporting template icon).

3. Right click on the progress template document that has previously been checked-out (it will have a little cross through the document icon) and choose 'check-in' from the menu.

4. A pop-up box appears, choose this computer, then click next.

5. This opens a window – go to the browse tab on the right hand side of the pop-up screen (in the middle of the screen) and select the document from your computer. You will know you have correctly done this when the document description is auto-populated next to the browse button.

6. Then select OK at the bottom of the pop-up screen. It will then say it is adding the document.

7. Document should then be successfully loaded against the case (the icon with the line across disappears).