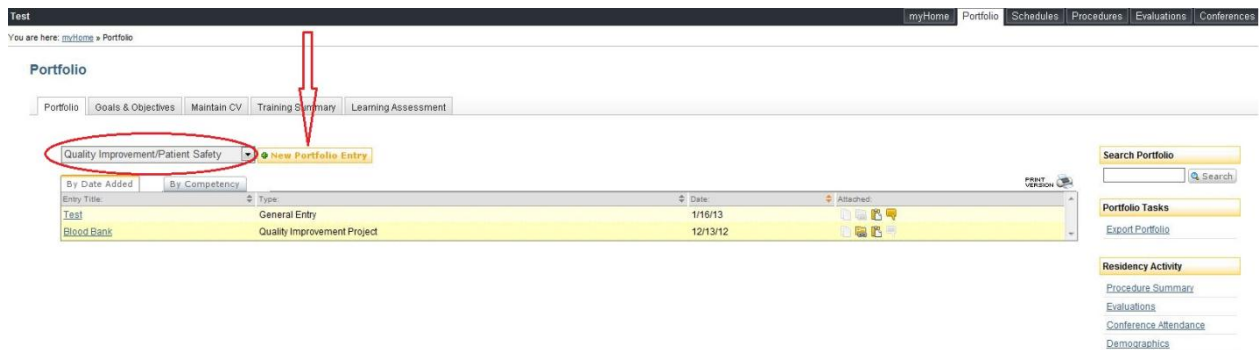


Instructions for Portfolio entries:

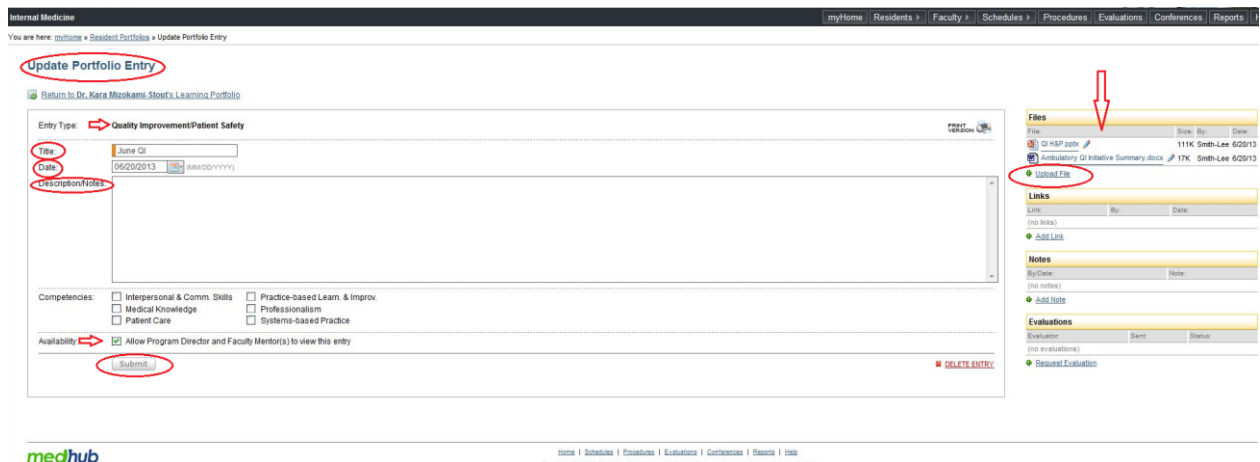
1. From your MedHub Homepage select the **'Portfolio'** tab in the upper right hand corner. (on black ribbon)



2. Select the **'Quality Improvement/Patient Safety'** from the pull down arrow and select **'New Portfolio Entry'**.



3. Enter **Title, Date, and Description/Notes**. Upload files from the far the right side of the screen.



*Make sure 'Availability' box is checked.

Select 'Submit'