# OSHPD

Patient Level Data Quick Guide Series

Accessing and Posting Documents

There may be situations where either you or your analyst would like to share information with one another that needs to be kept secure. Other divisions at OSHPD may also occasionally posts reports for facilities that are confidential. SIERA has a feature that allows the secure sharing of such documents. You can find this tool in the lower right corner of the Report Dashboard.
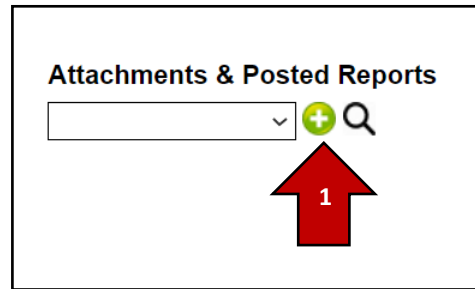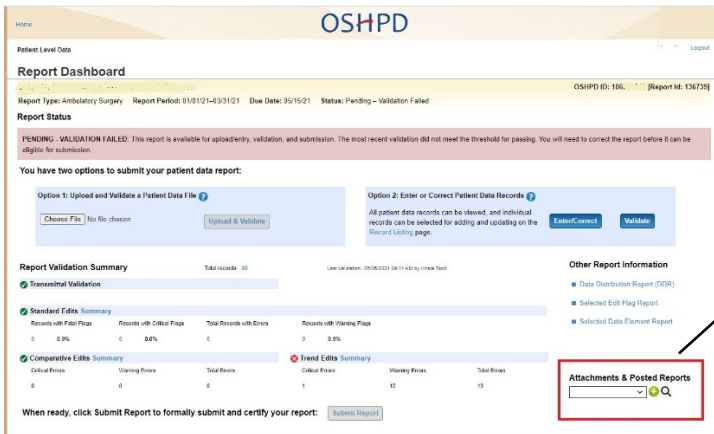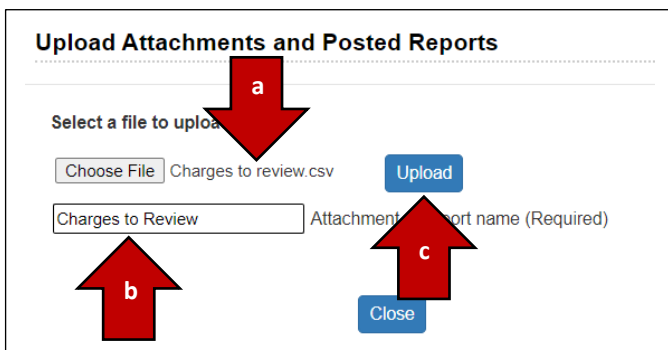

Upload a Document

1. When you have a document you want to share, click on the green plus sign.
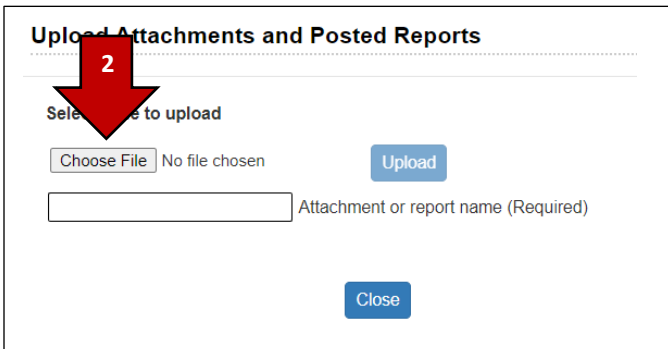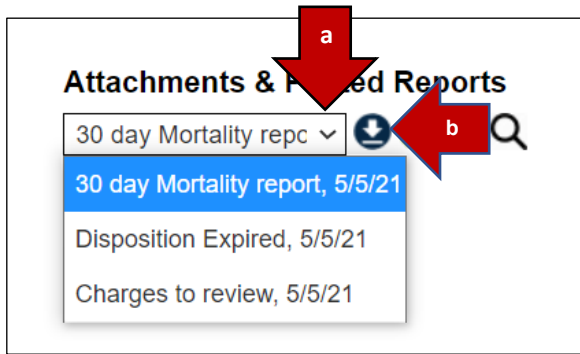

2. A window will open. Click on "Choose File" to browse for the file on your computer.

3. Once the file is chosen, you will see the file name appear to the right of the button (a). In order to upload the file to SIERA, you must first give the file a name (b) and then click "Upload" (c).

Accessing Posted Documents

4. Once documents have been uploaded to SIERA, you can display a list by clicking the drop-down arrow (a). In order to view a document, highlight it and then choose the download button (b).
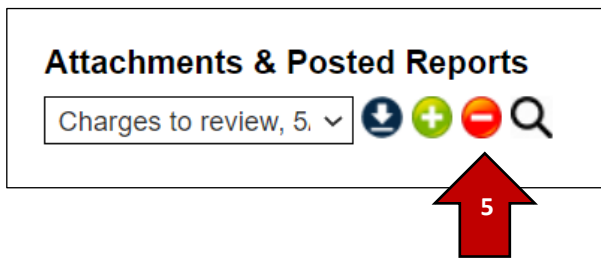
5. You also can remove reports by clicking the delete button. Once documents are deleted, they can no longer be accessed.

If you have any additional questions about accessing or posting reports, please contact your assigned OSHPD analyst.