

# How to upload Department Procedures

**HWANGE**  
COLLIERY COMPANY LIMITED  
(Incorporated in Zimbabwe)

**Login**  
Welcome back, please login to your account.

Username

Password

[Forgot Password](#)

[Home](#) [Login](#)

1

Go to Log In Page

Site Admin Rukwava Fadziso

- Home
- IBMS Docs
- Procedure
- Settings

**Card 1**  
Content here  
More content here

**Card 1**  
Content here  
More content here

**Card 1**  
Content here  
More content here

**Card 2**  
Content here  
More content here

**Table 1**

| ID      | Name | Surname | Phone | Email | Office | Depart |
|---------|------|---------|-------|-------|--------|--------|
| table 1 | one  | two     | three | four  | five   | six    |

More content here

**Table 2**

| ID      | Name | Surname | Phone | Email | Office | Depart |
|---------|------|---------|-------|-------|--------|--------|
| table 2 | One  | two     | three | four  | five   | six    |

More content here

2

Click on Procedures

Site Admin Rukwava Fadziso

## Work Procedures & Instructions

**Departmental Procedures** [+ new](#)

| Id | Name                | Type        | Department | Date       | View                    | Action                                      |
|----|---------------------|-------------|------------|------------|-------------------------|---|
| 1  | My Test Procedure   | Procedure   | ICT        | 2021-10-14 | <a href="#">preview</a> | <a href="#">edit</a> <a href="#">delete</a> |
| 3  | My Test Instruction | Instruction | ICT        | 2021-10-14 | <a href="#">preview</a> | <a href="#">edit</a> <a href="#">delete</a> |

3

Click New

**Add New Document**

Name

Type

File  [Browse](#)

Description

[Close](#) [Save](#)

4

Fill in your details in the window above

Open Local Disk (C:) > Downloads

| Name                                      | Date modified       | Type        |
|---|---------------------|-------------|
| financefiles                              | 10/21/2021 10:28 AM | File folder |
| How to count rows - count () and Java...  | 9/30/2021 3:52 PM   | File folder |
| mysql-connector.jar-5.1.28-bin.jar        | 9/30/2021 2:41 PM   | File folder |
| OpenCart                                  | 10/21/2021 2:00 PM  | File folder |
| openjfx-17.0.5_LinuxBrew-v64_bin-slk      | 10/6/2021 9:44 AM   | File folder |
| java                                      | 11/0/2021 3:22 PM   | File folder |
| yo-mats.com - APIs for Beginners - How... | 8/30/2021 11:53 AM  | File folder |
| yo-mats.com - Java GUI Design w...        | 8/30/2021 11:53 AM  | File folder |

File name:  [All Files \(\\*\)](#) [Open](#) [Cancel](#)

**Add New Document**

Type

[Browse](#)

Description

[Close](#) [Save](#)

5

**NB: Only PDF files can be uploaded AND you must know the location of the file to be uploaded**