UPLOADING FORMS & DOCUMENTS INCORPORATED BY REFERENCE (DIBRs) IN RIS 2.0

Log into the Regulation Information System.
Uploading is a two-step process: **uploading** to create the link then **inserting** the linked document.
Click on the **Projects** tab and display the agency project list.
Open the project by clicking the **Project ID** number.

A: Uploading a form or a DIBR.

1. Projects open to the **Sections** view.
2. Open the FORMs or DIBRs section, by clicking on the section number in the **Sections** column.
3. Click the **Upload File** icon (highlighted here).
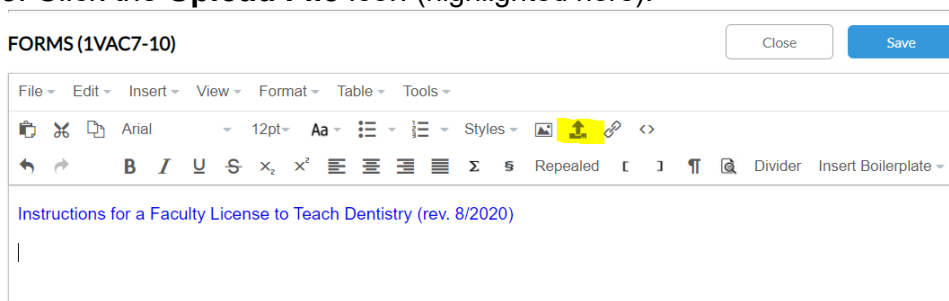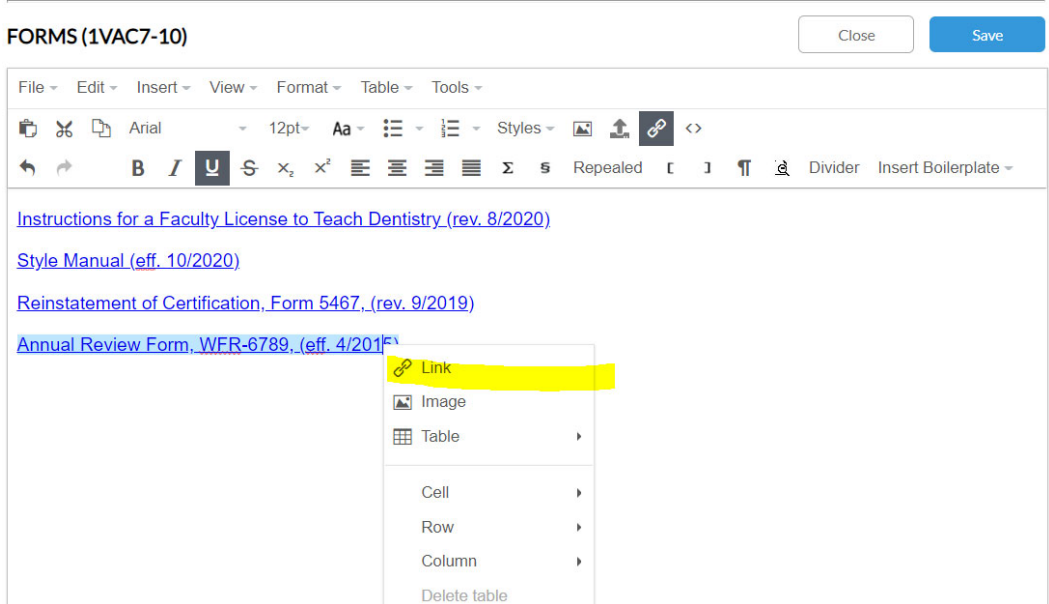

The **Upload File** function box will appear.

a. Enter (type in or paste in) the name of the form or DIBR in the highlighted field.
   - Format a form name this way: Name, form number (eff./rev. date MM/YYYY)
   - Format a DIBR name this way: Name, authoring entity, edition #, eff. date, authoring entity physical address or web address.

b. Click **Attach file** button. This will allow you to browse your computer so that you can access the form or DIBR and upload it to the system by doubleclicking or opening the **pdf** or **Word document**. Once successfully uploaded to the system, the form or DIBR will display as shown here. Click **Save**. The box will disappear.

B: Inserting or editing a linked form or DIBR.

1. Click the **Insert/edit link** icon (highlighted here).

2. The **Insert link** function box will appear. Click the **Link list** menu arrow (highlighted here)

3. The uploaded documents available to be inserted into forms or DIBR section will display.Select the document to be inserted by clicking on that document in the list.

4. The **Insert link** function box will display this. Click Ok (highlighted here)
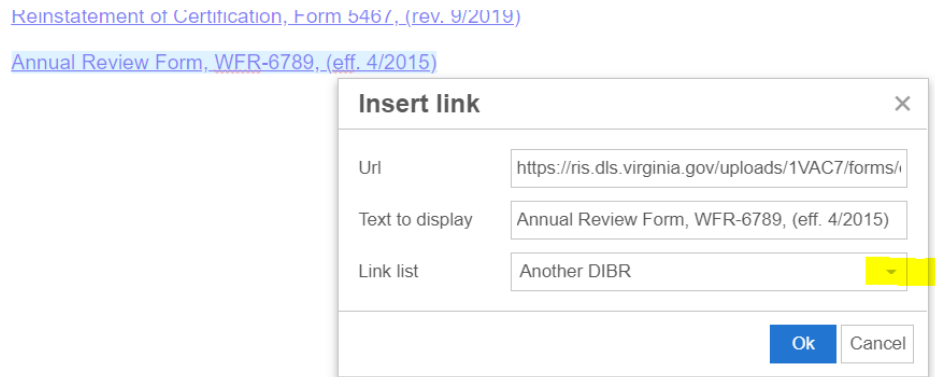

5. Form or DIBR will populate the list as shown here.

C: Editing the forms or DIBRs list (updating, i.e., replacing an existing listed document).

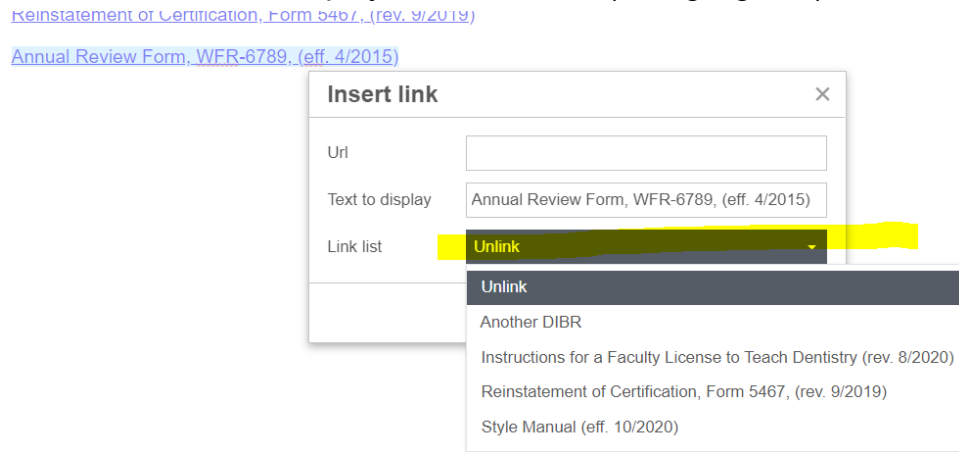1. Break hyperlink by right clicking the name of the document (form or DIBR) to be replaced.

FORMS (1VAC7-10)

Close   Save

File   Edit   Insert   View   Format   Table   Tools

Arial   12pt   Styles   Repealed   [   ]   ¶   Divider   Insert Boilerplate

Instructions for a Faculty License to Teach Dentistry (rev. 8/2020)

Style Manual (eff. 10/2020)

Reinstatement of Certification, Form 5467, (rev. 9/2019)

Annual Review Form, WFR-6789, (eff. 4/2015)

- Link
- Image
- Table
- Cell
- Row
- Column
- Delete table

Click Link option (highlighted here).

2. **Insert link** function box displays. Click **Link list** dropdown arrow (highlighted here).

Reinstatement of Certification, Form 5467, (rev. 9/2019)

Annual Review Form, WFR-6789, (eff. 4/2015)

Insert link   ✕

Url   https://ris.dls.virginia.gov/uploads/1VAC7/forms/

Text to display   Annual Review Form, WFR-6789, (eff. 4/2015)

Link list   Another DIBR

Ok   Cancel

3. The **Link list** will display. Select **Unlink** (as highlighted)

Reinstatement of Certification, Form 5467, (rev. 9/2019)

Annual Review Form, WFR-6789, (eff. 4/2015)

Insert link   ✕

Url

Text to display   Annual Review Form, WFR-6789, (eff. 4/2015)

Link list   Unlink

Unlink
Another DIBR
Instructions for a Faculty License to Teach Dentistry (rev. 8/2020)
Reinstatement of Certification, Form 5467, (rev. 9/2019)
Style Manual (eff. 10/2020)

4. Strike the unlinked document (the one being updated/replaced) and put your cursor immediately below the stricken form (as highlighted here).

FORMS (1VAC7-10)

Instructions for a Faculty License to Teach Dentistry (rev. 8/2020)

Style Manual (eff. 10/2020)

Reinstatement of Certification, Form 5467, (rev. 9/2019)

~~Annual Review Form, WFR-6789, (eff. 4/2015)~~

5. **Insert/edit link** as shown in B. List should look like this:

FORMS (1VAC7-10)

Instructions for a Faculty License to Teach Dentistry (rev. 8/2020)

Style Manual (eff. 10/2020)

Reinstatement of Certification, Form 5467, (rev. 9/2019)

~~Annual Review Form, WFR-6789, (eff. 4/2015)~~

Annual Review Form, WFR-6790, (eff. 5/2021)

6. Save and close section.