Importing Documents into OnBase

Please go to: https://imaging.emory.edu/
In the top left corner, please click on the menu button.
Please select the “Import Document” option:
This is a CRITICAL step of the process.

Please select the appropriate Document Type, as labeled with the red box in the screenshot below.

Then, if the proposal has been awarded, please enter an Award ID and hit the TAB key, as shown in the green box below. This should cause the rest of the keywords to auto-populate. Select the subcategory type, as shown in the purple box below, and click on “Import” to complete the upload.

If the proposal has not been awarded, please enter the Proposal ID, followed by the TAB key, as shown in blue box below. This should auto-populate the rest of the data. Select the subcategory type, as shown in the purple box below, and click on “Import” to complete the upload.
**Note:** if the data does not auto-populate after entering either an Award ID or Proposal ID and hitting the TAB key, please contact milos.bogetic@emory.edu for assistance. This should occur on rare occasions only.

**Note:** Please make sure to use the AWARD ID if the proposal has been awarded. If it has not been awarded, only then should you use the PROPOSAL ID.