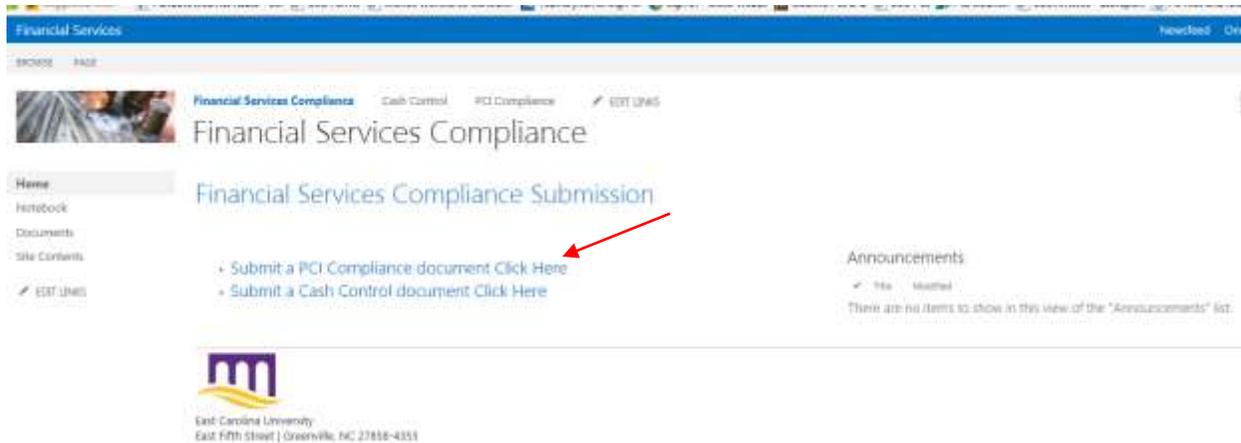


How to upload/submit logs, security reviews, inventory reviews, etc on PCI Sharepoint site.

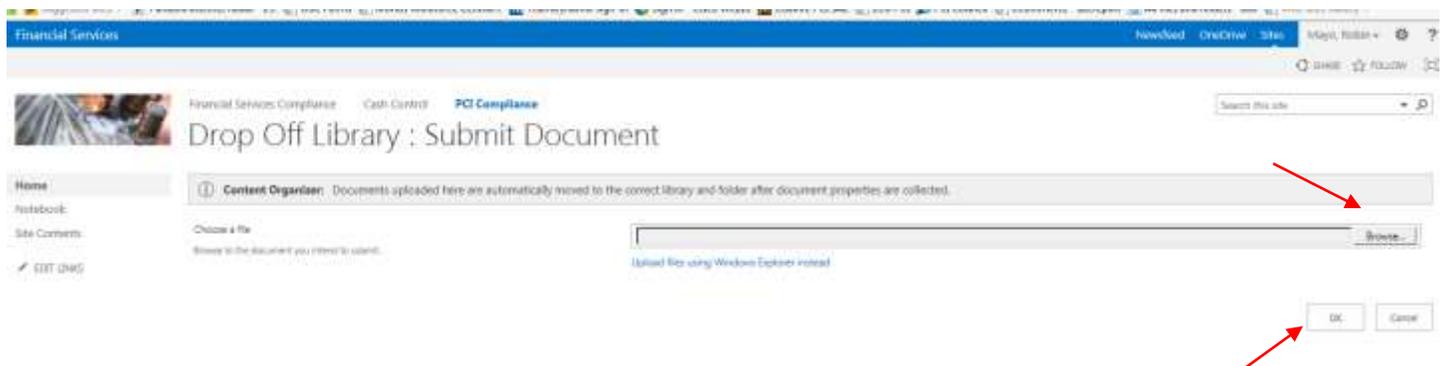
Go to: https://collab.ecu.edu/sites/PCI_Compliance/SitePages/Home.aspx

Only 1-2 users in each dept should have this access and they must specifically request it.

Click on the “Click Here” link to submit a PCI Compliance document.



Click the “Browse” button to find the document you want to upload. One document at a time can be uploaded. Do not mix your various logs, inventories, etc into a single document. After uploading you will have to identify which category the document should be filed. Once you have selected the file and it appears in the file name window/box, click “OK”.



Select the appropriate “Content type” from the drop down box based on the document you are uploading.

Update/edit the “Name” to reflect the document you are uploading. (Ex: February 2016 POS log)

Enter your “Department” name.

If you are in ECUP or SODM, please enter the “Location” for your clinic. (Ex: Sylva CSLC or Family Practice)

Add any “Notes” that you feel are important to be included with the submission of this document.

Click “Submit” when you have entered all the appropriate information.

The screenshot shows the 'Financial Services' Content Organizer interface. At the top is a blue header with the text 'Financial Services'. Below this is a toolbar with 'BROWSE' and 'EDIT' tabs, and icons for 'Check In', 'Cancel', 'Paste', 'Cut', 'Copy', and 'Delete Item'. A yellow warning banner reads: 'Content Organizer: This document will be automatically moved to the correct library and folder after required properties are filled out.' The main form contains the following fields and controls:

- Content Type:** A dropdown menu currently set to 'Logs'. A red arrow points to the dropdown arrow.
- Name:** A text input field containing 'ITN PG by merchant user roles 05172016 .csv'. A red arrow points to the end of the text.
- Department:** An empty text input field. A red arrow points to the right side of the field.
- Location:** An empty text input field. A blue arrow points to the right side of the field.
- Notes:** A large empty text area. A blue arrow points to the right side of the area.

At the bottom of the form, there is a metadata section: 'Created at 5/18/2016 12:40 PM by Mayo, Robin' and 'Last modified at 5/18/2016 12:40 PM by Mayo, Robin'. Below this are 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button.