



CloudDrive Guidebook

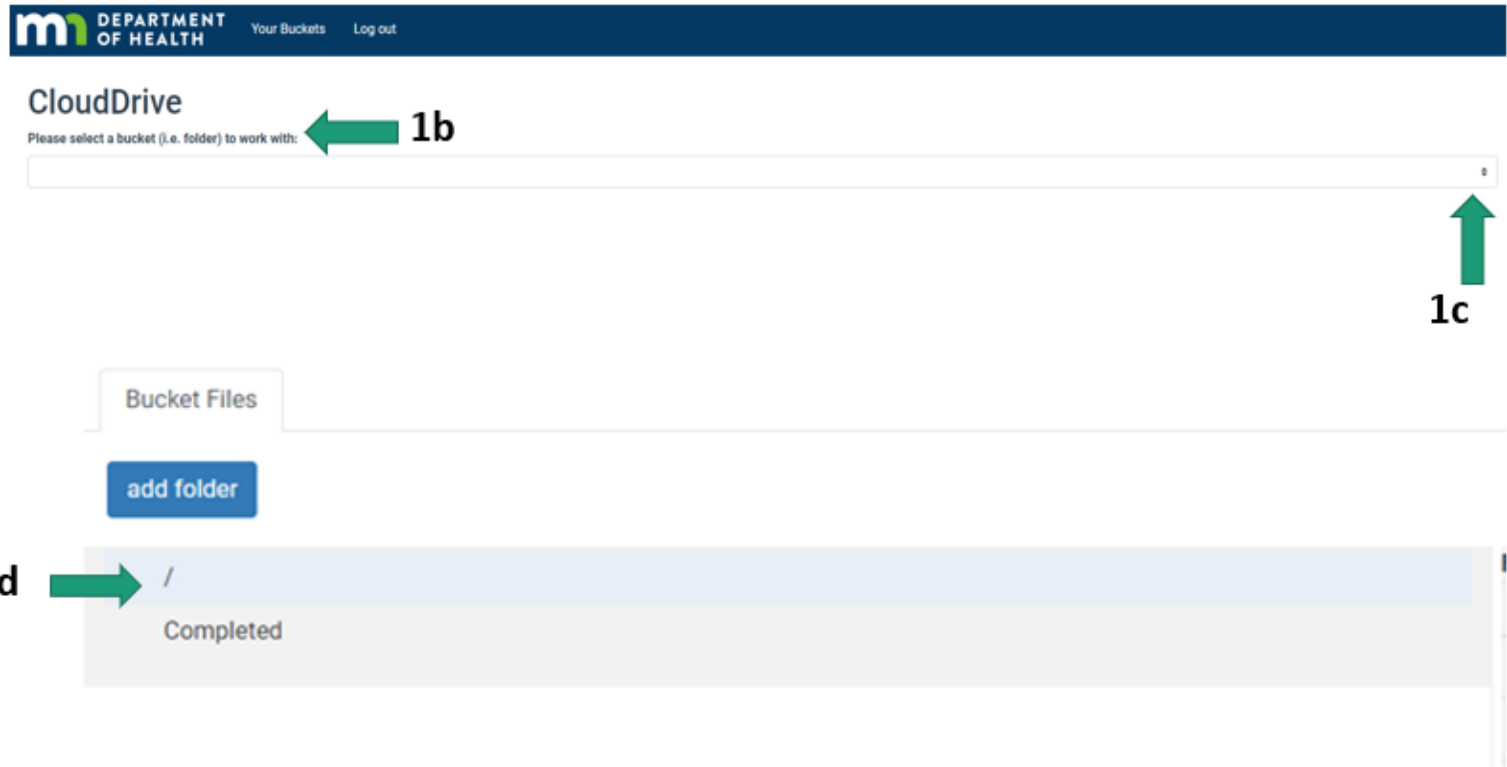
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Step 1. Choosing a Bucket

- a. Use link to sign in.
- b. Each submitter will have one pre-assigned bucket to work with.
- c. Click the drop down with your submitter name.
- d. Each submitter will have 2 folders to choose from. Choose the folder with the “/” for files to upload.

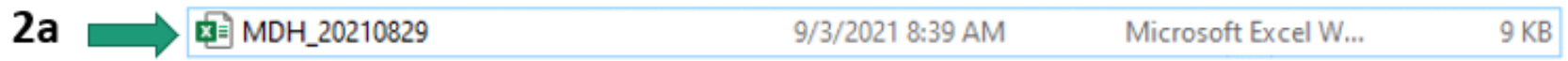
1a → <https://cloudrive.web.health.state.mn.us>



The screenshot shows the CloudDrive interface for the Minnesota Department of Health. At the top, there is a dark blue header with the logo and text "DEPARTMENT OF HEALTH", "Your Buckets", and "Log out". Below the header, the page title "CloudDrive" is displayed, followed by the instruction "Please select a bucket (i.e. folder) to work with:". A green arrow labeled "1b" points to this instruction. Below the instruction is a white dropdown menu. A green arrow labeled "1c" points to the dropdown arrow on the right side of the menu. Below the dropdown menu, there is a section titled "Bucket Files" containing a blue "add folder" button. Below the button, there are two folder entries: a light blue entry with a "/" symbol and a light gray entry labeled "Completed". A green arrow labeled "1d" points to the "/" folder entry.

Step 2. Dropping a file

- a. Files to be uploaded must have file name in this format. **“facilityname_yyyymmdd”** as shown below.
- b. Files will be dragged and dropped into Cloud Drive upload area as shown below.




m DEPARTMENT OF HEALTH Your Buckets Log out

CloudDrive

Please select a bucket (i.e. folder) to work with:

2b ↓

Drop files here or You can upload multiple files at once

 + Copy

Bucket Files

/

File Name	Last Modified	Size	Actions
No files found.			

Step 3. Verify Upload

a. Verify that the file has been uploaded by opening the “/” folder.

3a



Folder:	[REDACTED]			
File Name	Last Modified	Size	Actions	
MDH_20210829.xlsx	2021-09-03 08:42	8.09 KB	actions ▾	