RM DOCUMENT MANAGEMENT

ON

USER GUIDE

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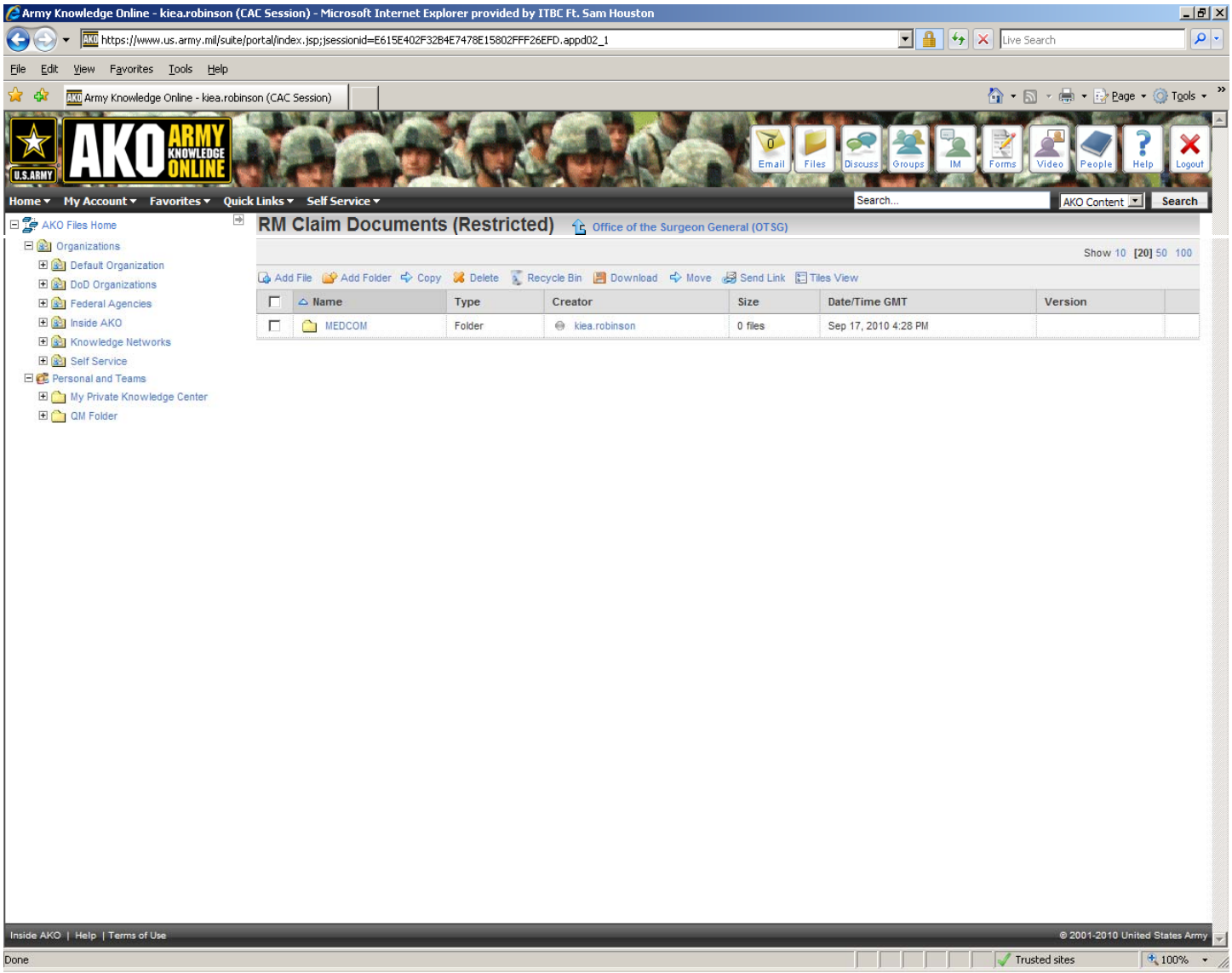
AKO RM Claim Documents – User Guide

LOG-IN

Go to https://www.us.army.mil/suite/files/24448377

1. Log in to AKO via CAC or username/password.
2. The page below will be displayed with **your** facility's folder.
3. Click on the folder name to navigate into the folder.

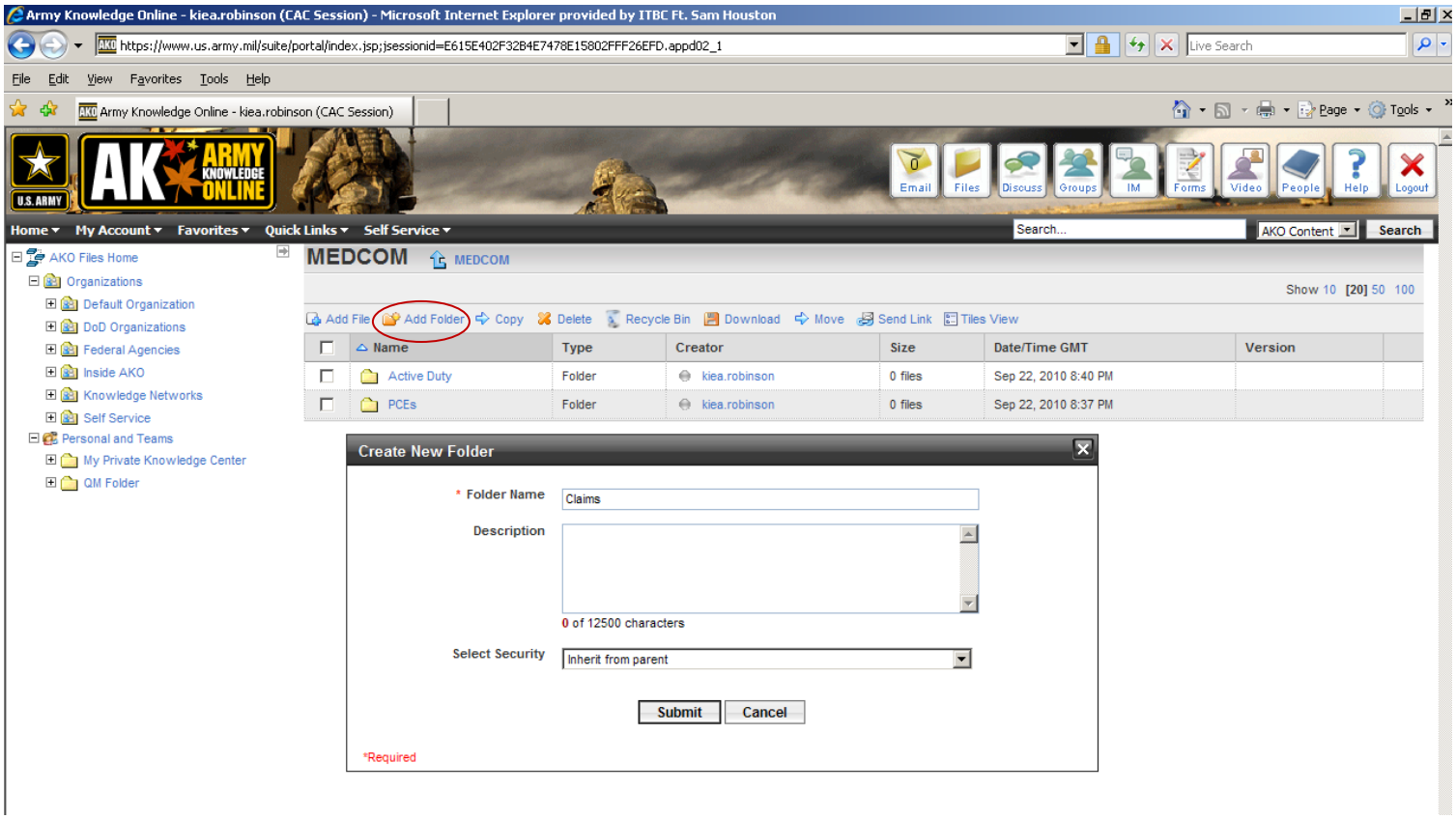
*********All case folders and their documents must be placed inside this folder *********

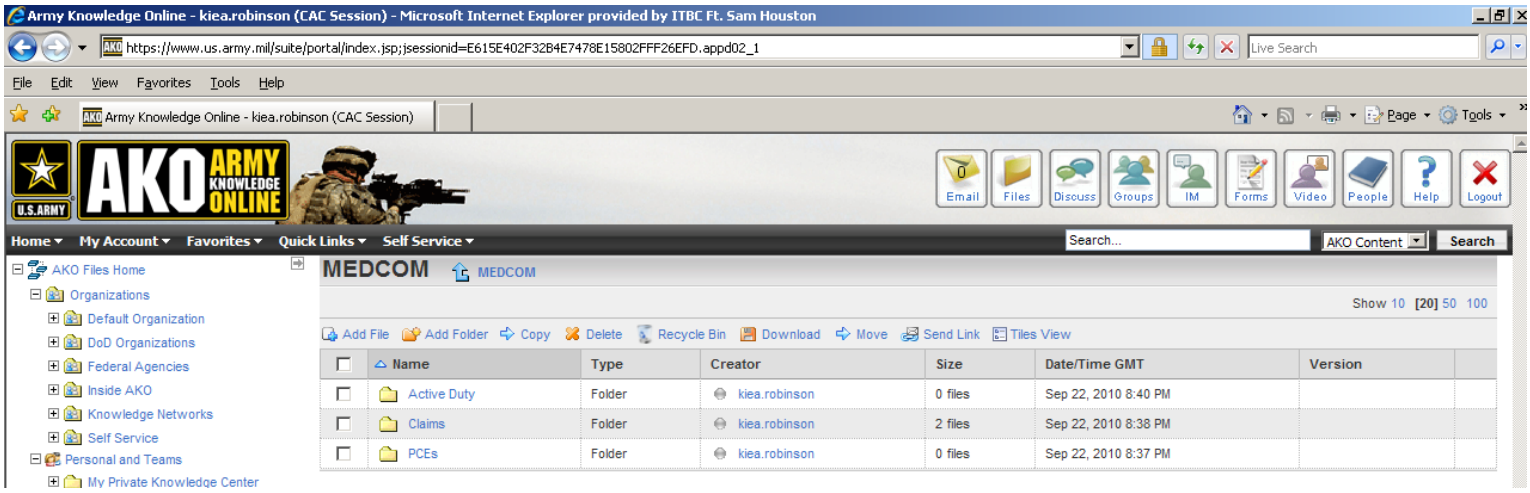


Adding Folders

Under the facility folder, make 3 main folders: “PCEs”, “Claims”, and “Active Duty”.

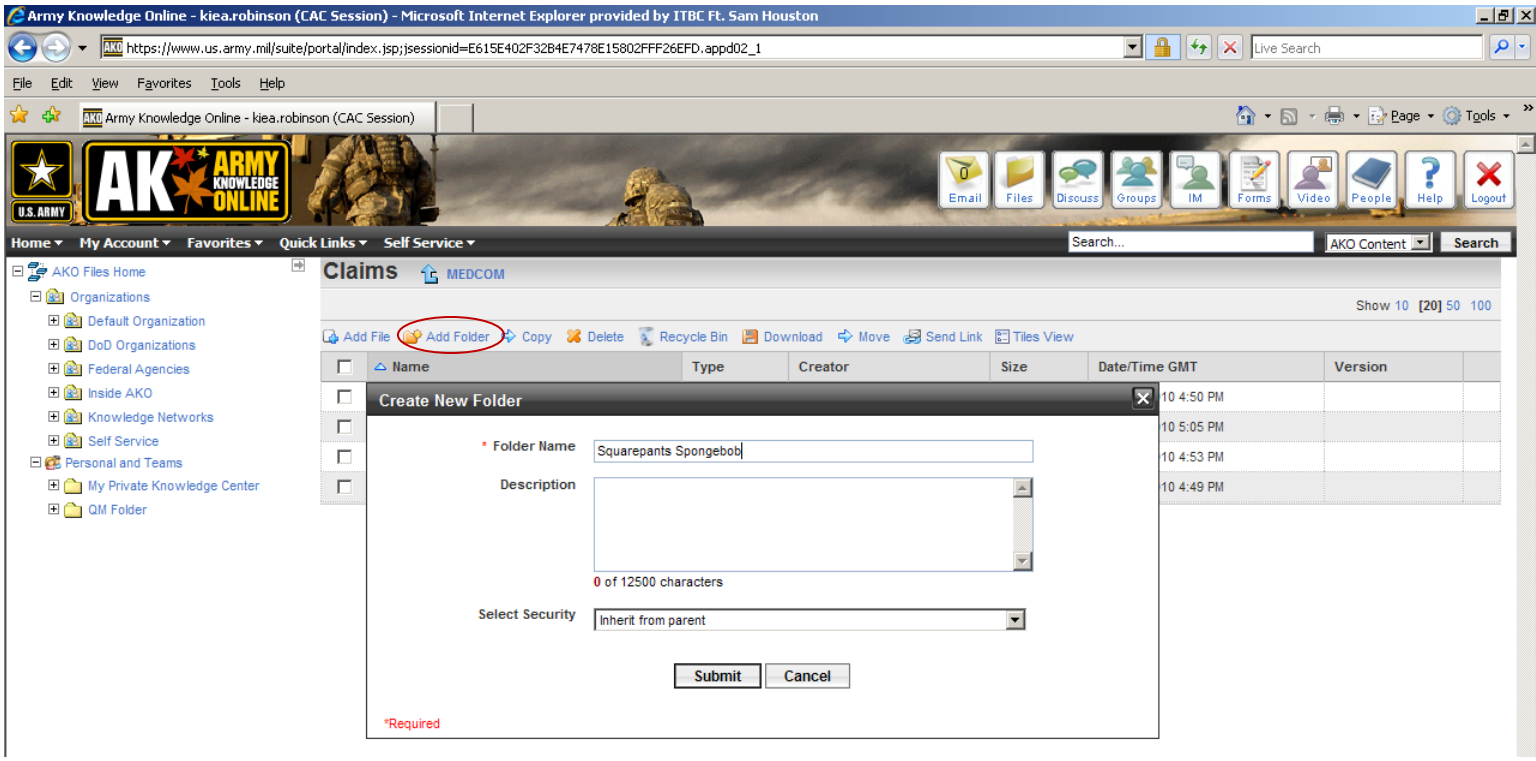
1. Once in your facility’s folder, click ***Add Folder.*** The Create New Folder dialog box will appear.
2. Enter “Claims”
3. Click ***Submit***
4. Repeat steps 1-3 to add the “Active Duty” and “PCEs” folders.

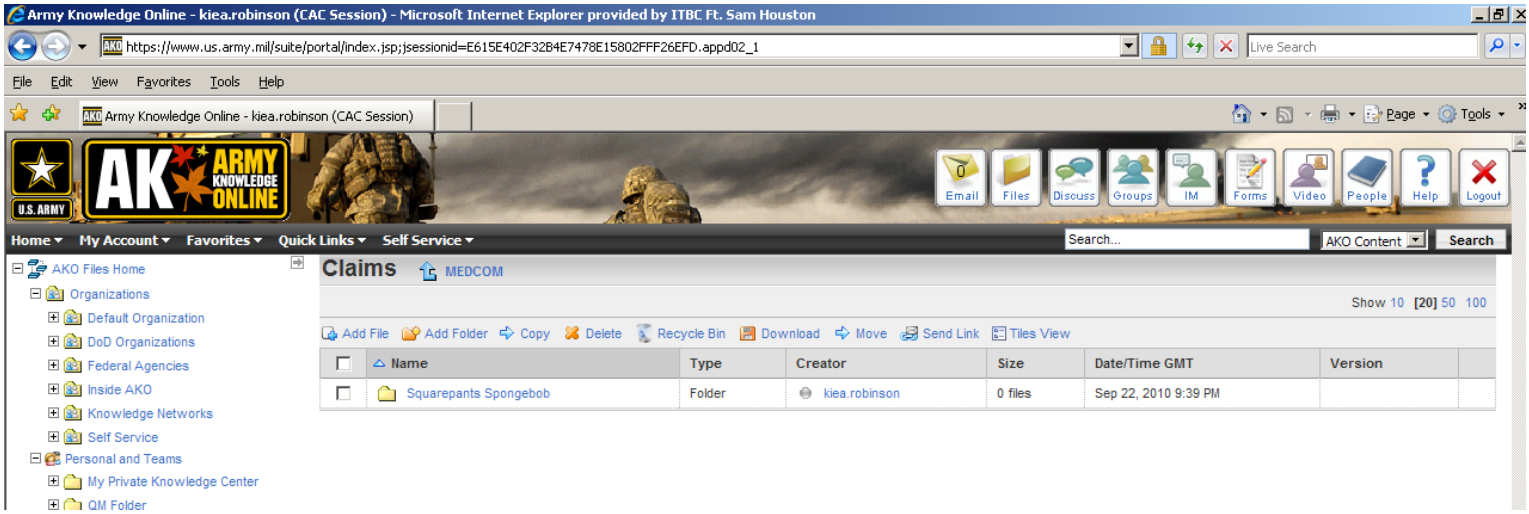




To add a patient subfolder, click on the folder associated with the claim type. ***(This example will use the Claims folder.)***

1. Click on the ***Claims*** folder to navigate into the folder.
2. Click ***Add Folder.*** The Create New Folder dialog box will appear.
3. Enter the patient folder name in ***<Last name><First Name>*** format.
4. Click ***Submit***





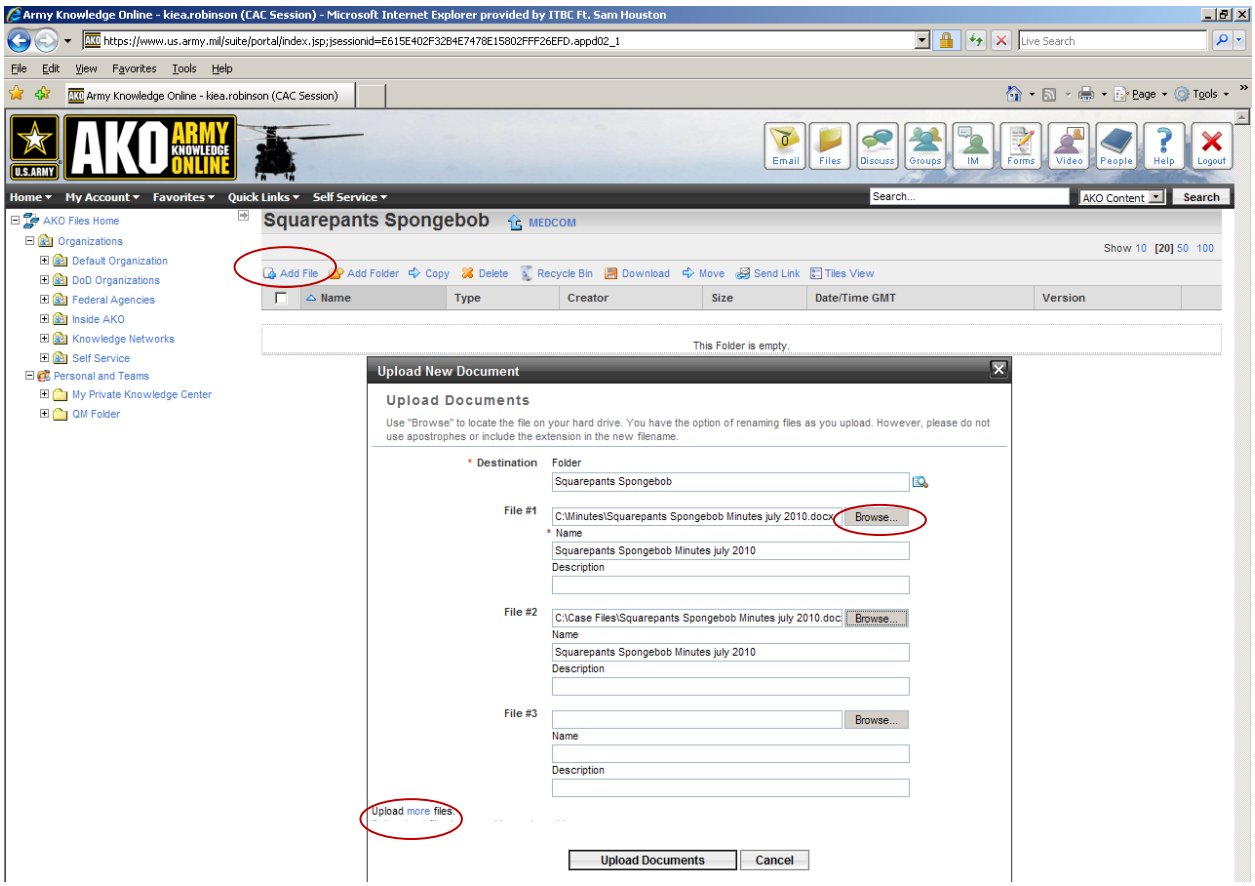
Add Files

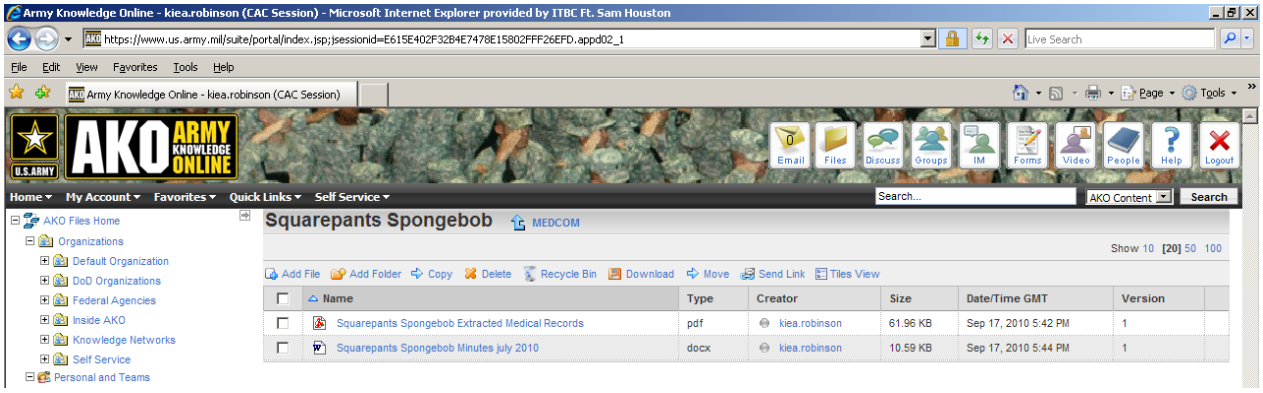
1. To navigate into the folder, click on the folder name
2. Click ***Add File.*** The Upload New Document dialog box will appear.
3. Use the ***Browse*** button to select the file you want to upload.
4. Click ***Upload Documents.***

NOTE:

****Up to 10 files may be uploaded at one time. To upload more than 3 files:**

- Click the ***Upload more files*** link. An additional field will be displayed each time you click this link.



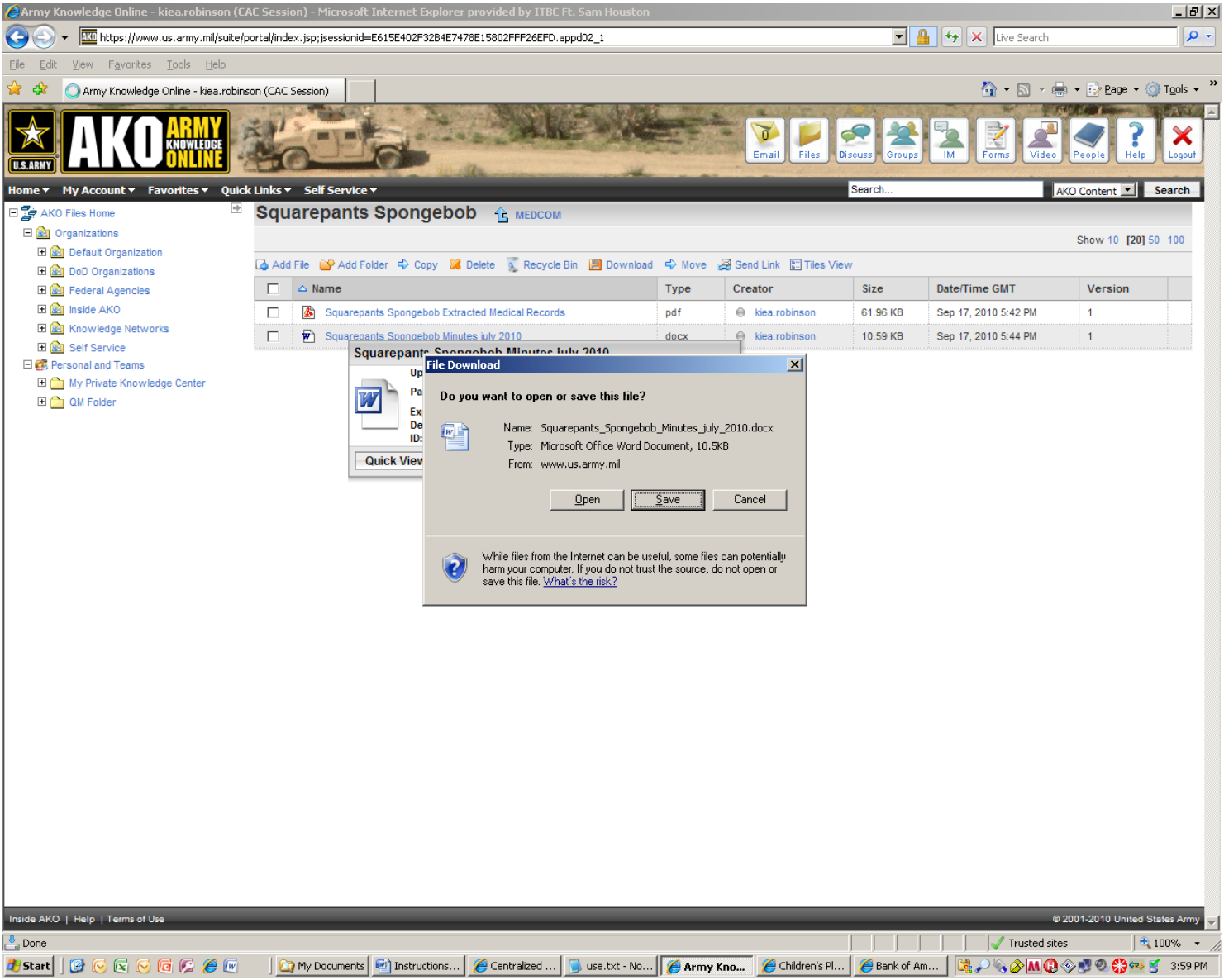


Modify Files

In order to modify a file that was previously uploaded, the file **MUST** first be downloaded to your computer. There, the file is modified and then uploaded back to AKO. **Changes made to the file when opened from the AKO repository will NOT be saved. The file must be downloaded!!!**

To download the file for editing

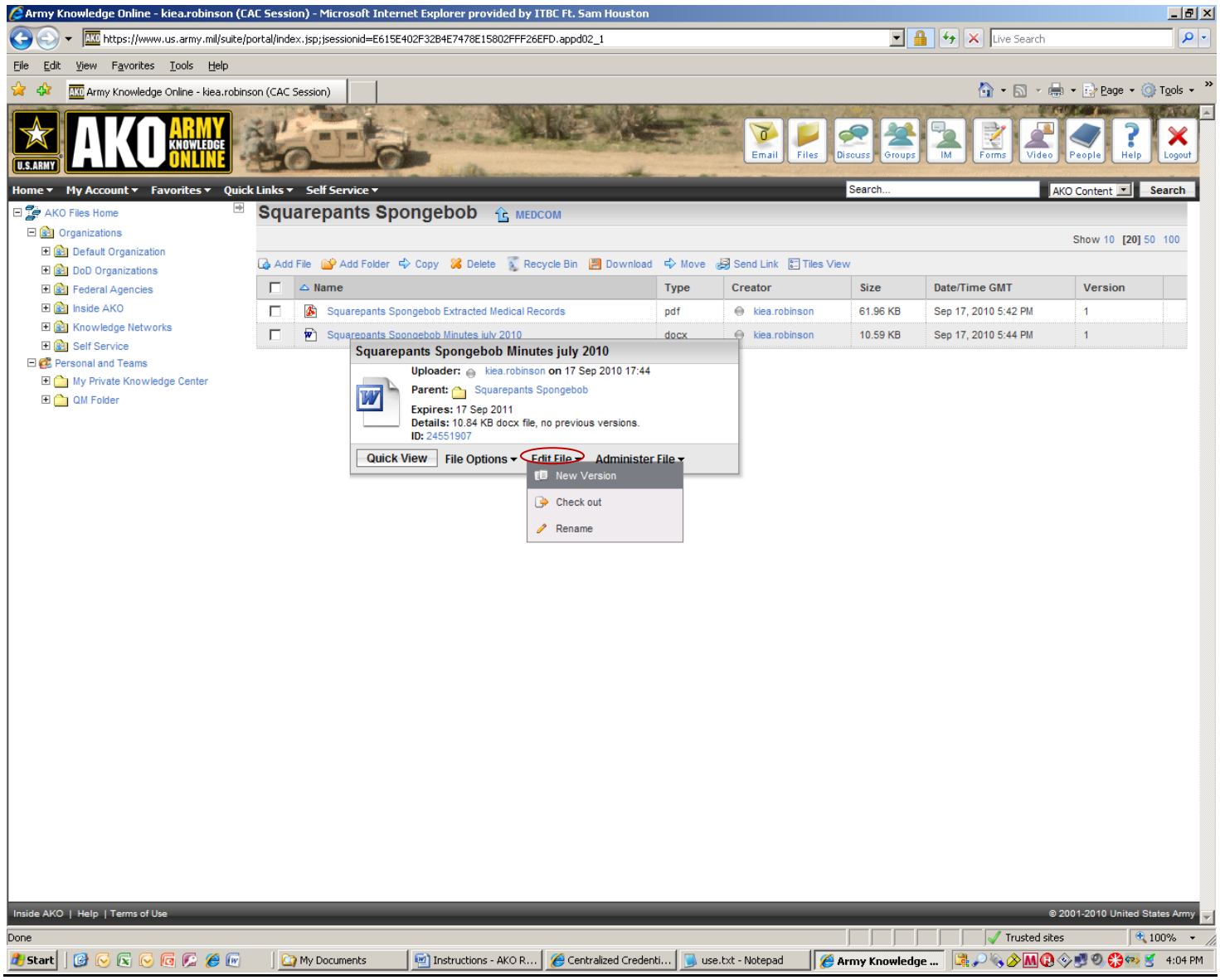
1. Click the filename of the file you want to download. The File Download dialog box will appear.
2. Click the ***Save*** button and save the file to your computer.
3. Make all modifications to the file on your computer and save it.



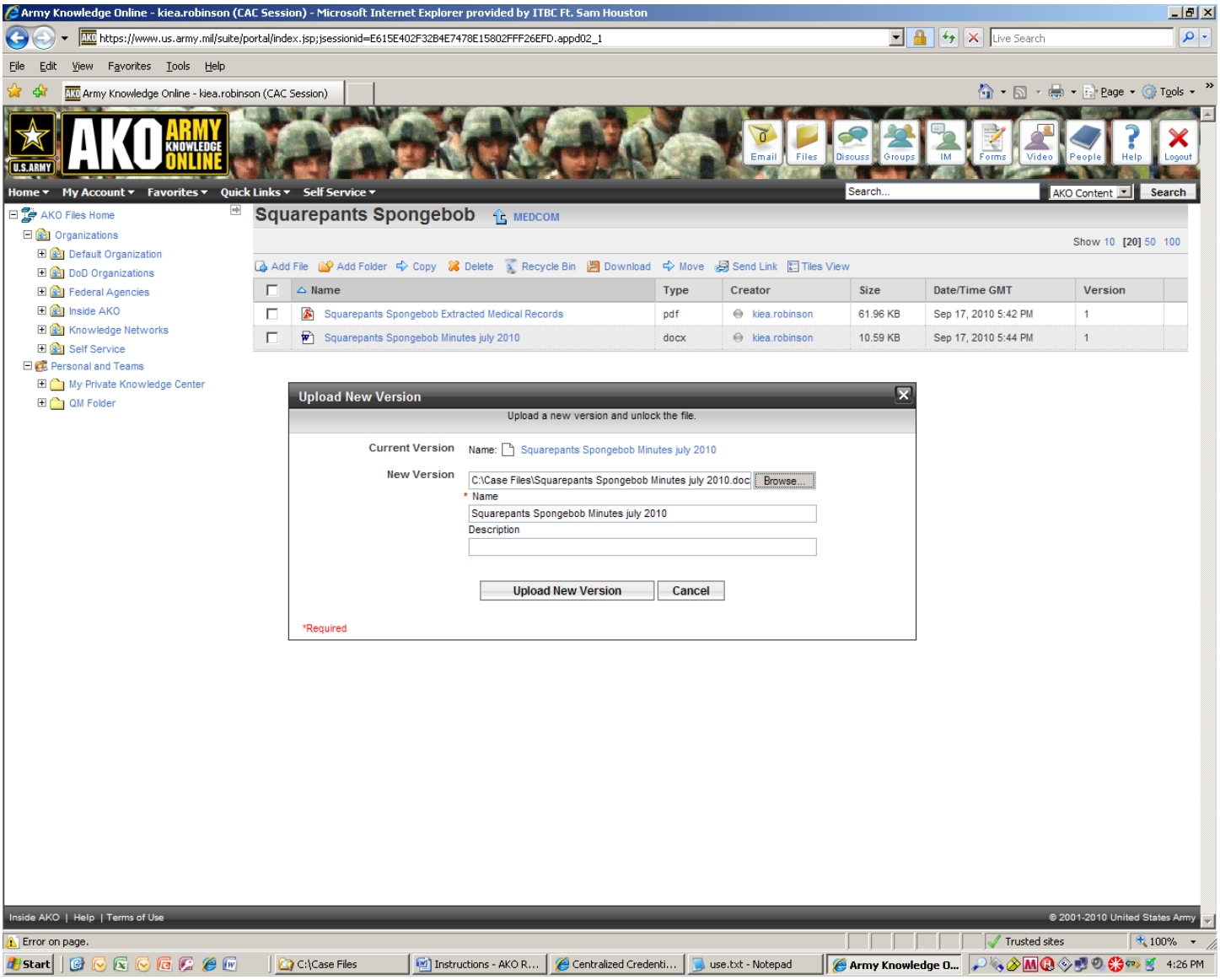
Upload an Updated File as a New Version

AKO allows version control for documents. You are able to upload a modified document and link it to the previous version of the document. This allows you to keep all versions of a document, but only the latest version will appear as the current document.

1. Hover over the filename of the file that you would like to update. The option box will appear.
2. At the bottom of the option box, click ***Edit File***.
3. Click ***New Version***. This will allow you to upload a modified version of the file. The Upload New Version dialog box will appear.



4. Click ***Browse*** to select the modified file from your computer to be uploaded.
5. Click ***Upload New Version***.



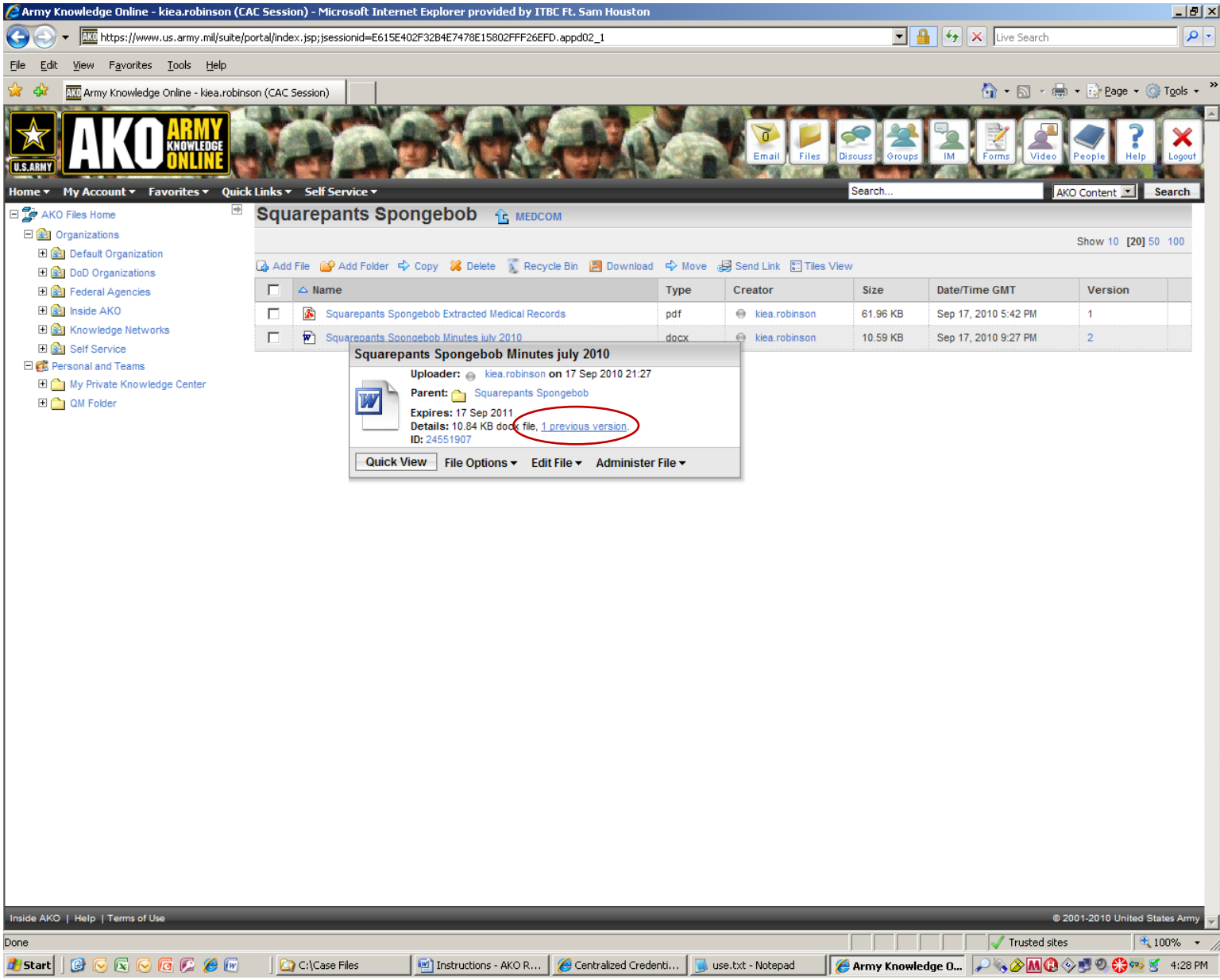
NOTE:

If you do not wish to retain the previous version of a file, then just delete the file and add the new file.

Viewing Previous Versions

AKO retains multiple versions of updated files. To view previous versions:

1. Hover over the filename. The options box will appear.
2. Within the option box, click the link indicating the number of previous versions. A list of versions is displayed.

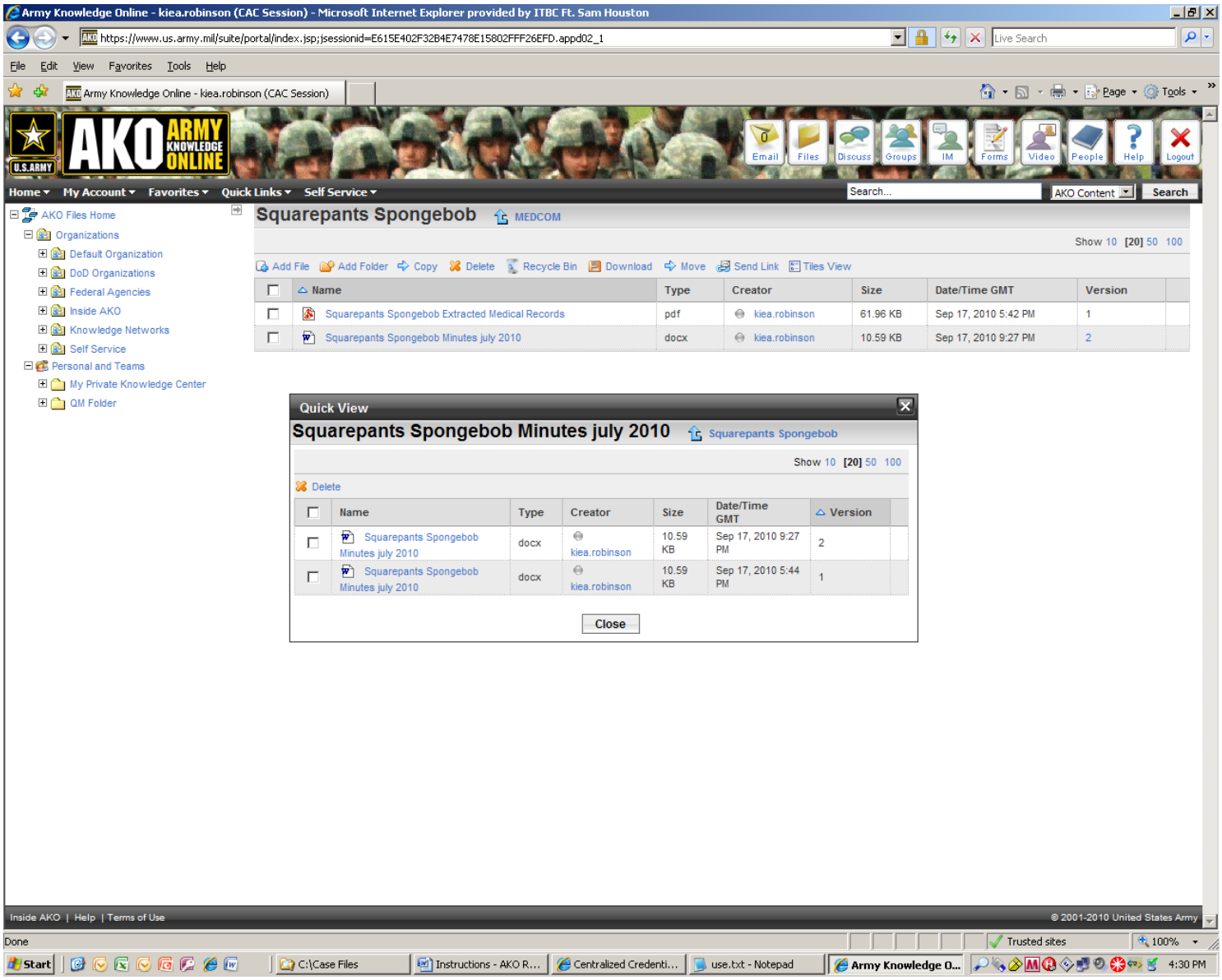


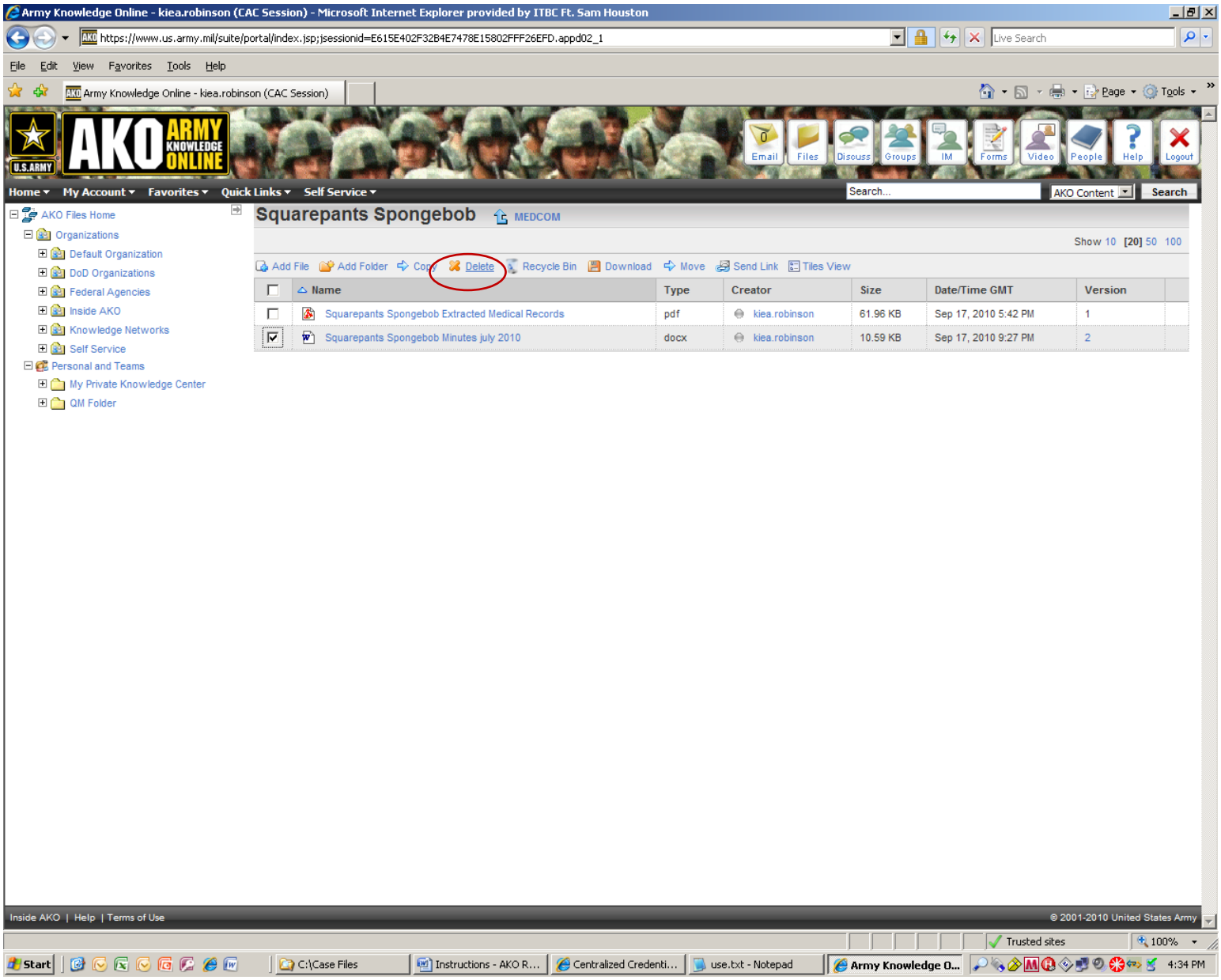
To view or download previous versions:

- Click on the filename of the version you want to view. **(The highest version number is the current file)**

NOTE:

If you want to make the previous version the current version, just delete the previous version (i.e delete version 2, then version 1 will becomes the current version.



Delete Files

1. Click the checkbox to select the file(s) to be deleted
2. Click ***Delete***