How to upload evidence files into Xitracs

Step 1: To access Xitracs, the TTUHSC El Paso Accreditation Management System, proceed to the following URL:

https://elpaso-ttuhsc.xitracs.net/

Step 2: The following page will be displayed, please click on the "Click Here" button to proceed to the logon page:



Step 3: Enter your TTUHSC credentials to log in to the system and click the "LOGIN" button to proceed:

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♦ https://idp.ttuhsc.edu/cas//log □ C ± < Q Search >> =
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.
You are entering a Secure Service - please log in!
Enter your Username and Password
Username: ↓
Password:
Warn me before logging me into other sites.
LOGIN Forditpassword2 Forditusername2
For security reasons, please Log Out and Exit your web browser when you are done accessing services
that require authentication!
Use of TTUHSC Information resources is subject to University O.P.'s and other applicable laws. As a state
higher education institution, TTUHSC is required by the State of Texas to notify you of the following: "A)
subject to criminal prosecution, and D) No expectation of privacy except as otherwise provided by
applicable privacy laws" (Texas Administrative Code, 202.75).

Step 4: On the Xitracs home screen you have the option to return to the latest section you worked on by selecting it from the "My Recent Activity" section. If this is the first time you access Xitracs please jump to **Step 9** in this guide.

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Step 5: Click on Agencies option in the Tab Menu

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Step 6: Click on "Edit" in the Function column in order to choose the appropriate accreditation report you want to work on:

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Accreditation Agen	cy Standards				? •
Title	Description	Version	Status	Function	
LCME-1516	Liaison Committee on Medical Education - Standards for Accreditation of Medical Education Programs Leading to the M.D. Degree (<i>Effective July</i> 1, 2015)	March 2014	Online	Edit Evidence Other Preview Publish	n <u>Teams</u>
SACS-COMPCERT	Southern Association of Colleges & Schools (Compliance Certificate)	Second Edition: 2012	Online	Edit vidence Other Preview Publish	<u>n Teams</u>

Step 7: Select the desired section you want to work on. For this example we will use Section 2 – Core Requirements:

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Standard SECTION 1 THE PR SECTION 2 CORE F		EGRITY									ersion: (Second Edi	tion: 2012
SECTION 2 CORE F SECTION 3 COMPR	INCIPLE OF INT REQUIREMENTS EHENSIVE STA	EGRITY NDARDS									/ersion: {	Second Edi	BON: 2012
Standard SECTION 1 THE PR SECTION 2 CORE F SECTION 3 COMPR SECTION 4 FEDER/	INCIPLE OF INT REQUIREMENTS EHENSIVE STA AL REQUIREME	EGRITY NDARDS									/ersion: \$	Second Edi	tion: 2012

Step 8: Click on the discont to access the evidence section

Standard		Resou	irces	Status		
CORE REQUIREMENTS	Log Information			Due	Preparation	Judgement
2.1 The institution has degree-granting authority from the appropriate government agency or agencies. (Degree-granting Authority)	Q	<u>&</u>		8/23/11	Draft	Compliance

This will display the following window:

	File		URL Library QuickPick							
Curi	Current Evidence List for Section 2.2									
X	Z	B	Certification of Continued Compliance With Eligibility Requirements More information about this item can be added here.	DOC 46 KB 5/2/11	View					
X	Z	0	Picture 1 😳	JPG 2 KB 5/2/11	View					
X	X	1	Mission & Goals	PDF 20 KB 5/2/11	View Extract pages					
X	Z		Criterion I	DOC 2,630 KB 5/2/11	View					
X	X		Abstract	DOC 64 KB 5/2/11	View					
X	Z	12	Student Handbook (Page 2)	PDF 6 KB 5/2/11	View Extract pages					
					Total: 6 files [2MB]					

If the section already contains evidence items, the icon will change to green . Rolling over the icon with the mouse will display the number of items.

Step 9: Adding a file, URL or Library Item to the section evidence list you're working on.

To Add a File

1. Click the **File** button

Add an Ev	dence Item	? •
Standard Title: Standard Desc Section: 2.2 To upload multipl	SACS-COMPCERT Standard Version: Second Edition: 2012 iption: Southern Association of Colleges & Schools (Compliance Certificate) e files use the <u>drag/drop</u> page.	
Field	Detail	
File	Browse No file selected.	
Item Title		
Confidential	Items in non-confidential sections cannot be designated as confidential	
Description (Optional)		
Submit X	Cancel	

- 2. Enter an item Title
- 3. If the file is a **PDF** you will have the option to enter a page number where the document will open when viewed, to do this please jump to **Step 8**.
- 4. Enter an optional Description
- 5. If you are in a confidential section, an option to designate the item as **Confidential** will be available.
- 6. Locate the file to upload using the **Browse** button
- 7. Click Submit

Depending on the size of file, there will be a brief delay during the upload process after which a receipt page will display confirming the file has been added to the evidence list.

Note: Files with extensions .exe .bat .java .jsp .js will be rejected

To Add a URL

1. Click the **URL** button

Add an Ev	Idence item	
Standard Title	SACS-COMPCERT Standard Version: Second Edition: 2012	
Standard Desc Section: 2.2	ription: Southern Association of Colleges & Schools (Compliance Certificate)	
Field	Detail	
URL		
Item Title		
Confidential	Items in non-confidential sections cannot be designated as confidential	
Description (Optional)	h	
✓Submit 🗙	Cancel	

- 2. Enter an item Title
- 3. Enter an optional **Description**
- 4. Enter the URL
- 5. Click Submit

▲ Take care when adding URLs as evidence. Most agencies require that evidence items are integral to the published submission. While a URL link to a general site, such as the institution website, would be acceptable, URL links to documents on a remote server may not be.

To Add an Item from the Library

1. Click the Library button



2. Select the appropriate folder to locate the item you want to add Click the **Check Box** next to the item



- 3. Click Submit
- 4. If the file is a **PDF** you will have the option to enter a page number where the document will open when viewed (please refer to the PDF instructions sections in this guide for further instructions).
- 5. Enter an optional Description
- 6. Click Submit

Note: When an item is selected from the library, it is copied into the evidence list for the standard. If the original item in the library is later edited or deleted, it will not affect the copy of the item in the standard. This is important to maintaining the integrity of a published submission.

If a file is a multi-page PDF, an **Extract pages** link will appear. Click on the link to select one or multiple contiguous pages and create a new evidence item.

To Add an Item from the Existing Evidence List

The QuickPick function allows the user to select one or more items that have already been used as evidence elsewhere in the standard. This avoids having multiple copies of the same item when it is used in multiple sections throughout the standard. For example, if a Policy Document is to be used as evidence in Sections 2.1, 3.4 and 4.2, it need only be uploaded or copied from the Library once into Section 2.1; from then on the user can use the QuickPick function to link the same item to Sections 3.4 and 4.2.

1. Click the QuickPick button

Add an Item from Current Evidence	? •	Â
Standard Title: SACS-COMPCERT Standard Version: Second Edition: 2012		
Section: 2.2		
Use selector below to locate evidence used elsewhere in this submission or click List all to view all available evidence		
Note: Only non-confidential sections currently containing evidence will be listed for selection.		Ш
Go to section: Select		
Submit Cancel		
		Ŧ

2. If the section containing the desired item is known, choose the section number using the **drop-down selector** to display evidence items in use for that section of the standard. Note that only sections containing evidence are displayed. Sections that have a setting of **Confidential** are not listed.

Add an Item from	Current Evidence	? •
Standard Title: SACS-CON	IPCERT Standard Version: Second Edition: 2012	
Standard Description:	Southern Association of Colleges & Schools (Compliance Certificate)	
Section: 2.2		
Use selector below to locate	e evidence used elsewhere in this submission or click List all to view all available evidence	
Note: Only non-confidential	sections currently containing evidence will be listed for selection.	
Go to section: Select ▼ Select ▼ 2.1 2.2 2.3 2.4 2.5 2.6 2.7.1 2.7.2 2.7.3 2.7.4		

3. *Alternatively*, click the **List all** link to display all evidence items used all sections.

Add from Current Evidence		? •
Standard Title: SACS-COMPCERT Standard Version: Second Edition: 2012		
Standard Description: Southern Association of Colleges & Schools (Compliance Certificate) Section: 2.2 Southern Association of Colleges & Schools (Compliance Certificate)		
Select one or more evidence items from the list below to add to this section. Go to Narra	tive Return to <u>Standard</u>	
Current Evidence List for All Sections		
108 counties in West Texas (108 counties in West Texas for which the TTUHSC Libraries serve as a National Network of Libraries of Medicine, South Central Region resource library)	View PDF 718 KB 1/8/16	
📄 👔 🔁 2006-2007 TTUHSC EI Paso Faculty Satisfaction Survey	View PDF 147 KB 1/8/16	
📄 👔 🔁 2006-2008 Detailed Assessment Reports for Administrative and Educational Support Units	View PDF 226 KB 1/7/16	
📄 👔 🔁 2006-2008 Detailed Assessment Reports for Educational Programs	View PDF 161 KB 1/7/16	
📄 👔 🔁 2008 Report on Customer Service	View PDF 39 KB 1/8/16	
📄 👔 🜒 31,000 electronic journals (TTUHSC El Paso Library electronic journals)	View URL	
I 31,000 electronic journals (TTUHSC El Paso Library electronic journals)	<u>View</u> URL	-

4. Click the **checkbox** next to the item(s) to be added to the target section

5. Click Submit

Note: Items added using the QuickPick function are linked and not copied. This means that if the item in the All Evidence list is edited or deleted, it will affect all instances of the item in the standard. This is particularly useful where a correction needs to be made to an evidence item. It need only be edited once in the Evidence List and all instances will automatically be updated. Specifying the page number where a PDF file will open

1. To select the page where you want a PDF file to open please click on the *icon* in the evidence list page

	File		URL Library QuickPick			
Current Evidence List for Section 2.2						
X	Z	•	Certification of Continued Compliance With Eligibility Requirements More information about this item can be added here.	DOC 46 KB 5/2/11	View	
X	Z	0	Picture 1 😳	JPG 2 KB 5/2/11	View	
x	Z	1	Mission & Goals	PDF 20 KB 5/2/11	View Extract pages	
X	1		Criterion I	DOC 2,630 KB 5/2/11	View	
X	X		Abstract	DOC 64 KB 5/2/11	View	
X	Z	12	Student Handbook (Page 2)	PDF 6 KB 5/2/11	View Extract pages	
					Total: 6 files [2MB]	

2. In the following screen indicate whether this file is confidential or not, indicate if the file should be excluded from the published evidence list, indicate the page number where you want the file to open and provide a description if desired.

Edit an Ev	Edit an Evidence Item			
Standard Title: SACS-COMPCERT Standard Version: Second Edition: 2012 Standard Description: Southern Association of Colleges & Schools (Compliance Certificate) Section: 2.2				
Field	Detail			
Item Title	Board of Regents - Christopher M. Huckabee			
Confidential	Items in non-confidential sections cannot be designated as confidential			
Position	Sort order is set to alphanumeric and cannot be changed for this item. 0			
Exclude	Check this option to exclude this item from the published evidence list			
Page #	Enter an optional page number between 1 and 2 where the document should open (PDF files only) If left blank the document will open on page 1 <u>View file</u> (2 pages)			
Description (Optional)	h.			
Submit	Cancel			

3. Finally, click the Submit button to save your changes.