# **ASSET MANAGEMENT**

# HDS NextGen Document Upload Instructions

Revised 1/21/2022



## **HDS NextGen Document Upload Instructions**

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#### Adding AOC documents in the Asset Management Section

After logging in to HDS NextGen: https://webapps19.lhc.la.gov/auth/login

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  - 2) There will be two areas listed: Property Group (Compliance) & Financial Monitoring (Asset Management).





### **3)** Select Financial Monitoring.

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**4)** Then select Financial Monitoring; this is the section the AOC submission will be uploaded.

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- 5) To search for an assigned site:
  - (a) Enter the site name or site number and click the search tool, or
  - (b) Click the search tool to pull up all sites that are assigned to the user. Note: The list of sites and data listed can be exported by clicking the "XLSX" Export All Data symbol.
- 6) Once the search populates the assigned site(s), select the site needed for the upload and click the pencil under the "Action" column.

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7) Once site details open, confirm that the correct site has been selected and click on the "Files Tab.

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8) Click the "+ Upload" button.

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9) Select the AOC PDF file to be uploaded.

Note: The attachment should be saved as one file and labeled according to the projects specific details: "Project Name – Project ID# –2021 AOC"

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**10)** After selecting the file, click "Open". A green box will appear on the bottom right corner of the screen notifying you that the file has uploaded successfully.

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**11)** The 2020 AOC submission process is complete for the site. However, if the submission is missing any required documents, you will receive notification from the Asset Management Team.

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#### **Clearing Previous Login Browser History**

Our Technology Services Department has provided the instructions below to clear out your systems previous login history. After logging in to HDS NextGen: https://webapps19.lhc.la.gov/auth/login

1. Open HDS NextGen Login Screen, click "Trouble Signing In"



2. Click "I Forgot My User ID"





- **3.** When the next screen appears, enter email and completely close the internet browsers.
- **4.** Re-open the NextGen login screen and login in with your current user id and password.

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