

Health PEI

How to replace, update, or delete a file on the Staff Resource Centre (SRC)

For new and updated files, please ensure that the new file follows the guidelines on the [Linked Documents Checklist](#).

Email your request to the Health PEI web content coordinator (healthpeiweb@ihis.org) including the following information:

1. Web page name
2. Web page URL (web address)

For an updated file:

3. The text that currently links to the file on the web page

For a new file

3. Where exactly you would like the link to the new file placed on the web page.

Please let the Health PEI web content coordinator also know if this posting is linked to anything time sensitive (for example, an announcement, marketing campaign, etc.) and when it needs to be posted by.

For more information, contact the Health PEI web content coordinator at healthpeiweb@ihis.org.