

Attaching Files to a Submission

These instructions provide detailed information for attaching files to your submission. To use these instructions, you should have the CeSub eSubmitter application and a submission open on your computer. To attach a file to a particular question, you must perform two distinct operations:

1. You must add the file to your File List.
2. You must then select the specific file to attach it to the question that you are answering.

Attachment File Questions

CeSub eSubmitter has two types of file attachment questions: Single File Attachment (which allows you to attach only **one** file as a response to a question) and Multiple File Attachments (which allows you to attach **more than one** file in response to a question). To follow the steps in the instructions, locate a question in your report that allows you to attach a file. The screens shown are used as an example. The text will be different in the actual question to which you are attaching a file.

Multiple File Attachment Question

A sample multiple file attachment question (with no files attached) is shown in Figure 1:

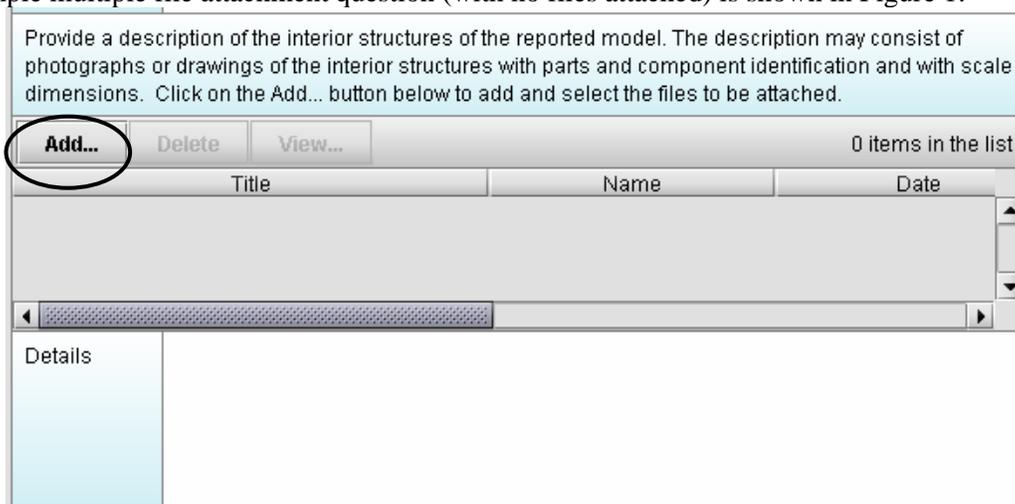


Figure 1: Example of a Multiple File Attachment Question

Single File Attachment Question

A sample single file attachment question (with no file attached) is shown in Figure 2:

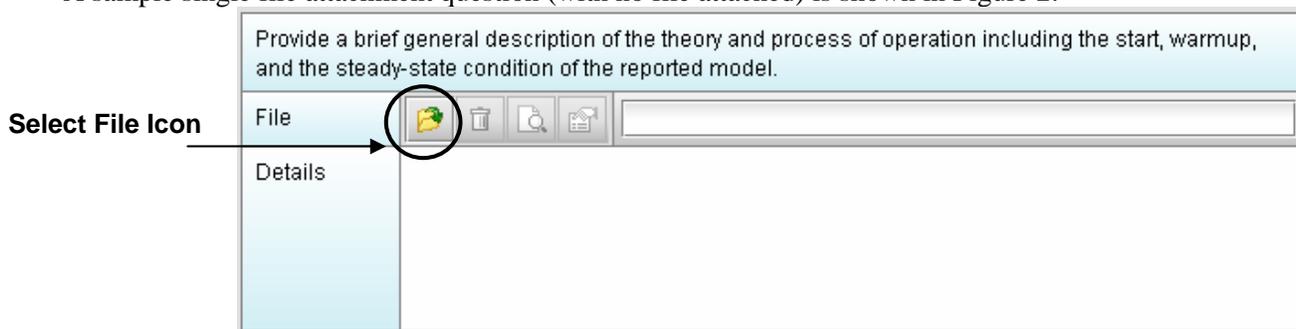


Figure 2: Example of a Single File Attachment Question

1. Add Files to File List

To add files:

1. Click the **Add** button (for a multiple file attachment question) or the Select File Icon (for a single file attachment question). You will see a **File List Dialog** box similar to the one shown in Figure 3.

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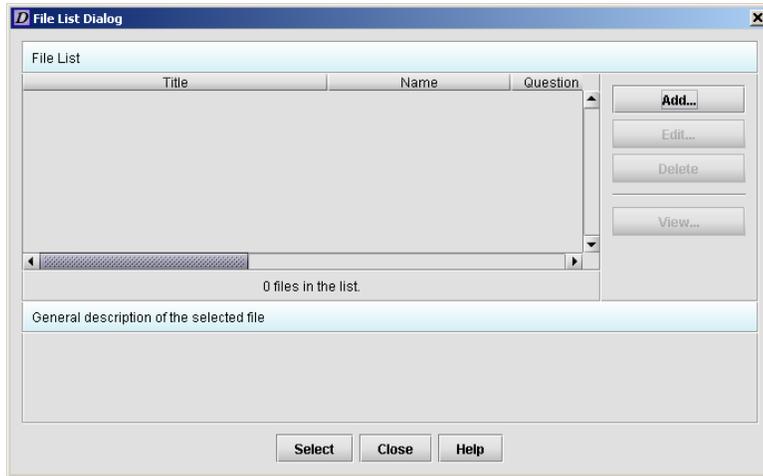


Figure 3: Example of a File List Dialog Box

2. Click the **Add** button. You see a **New File Dialog** box as shown in Figure 4:

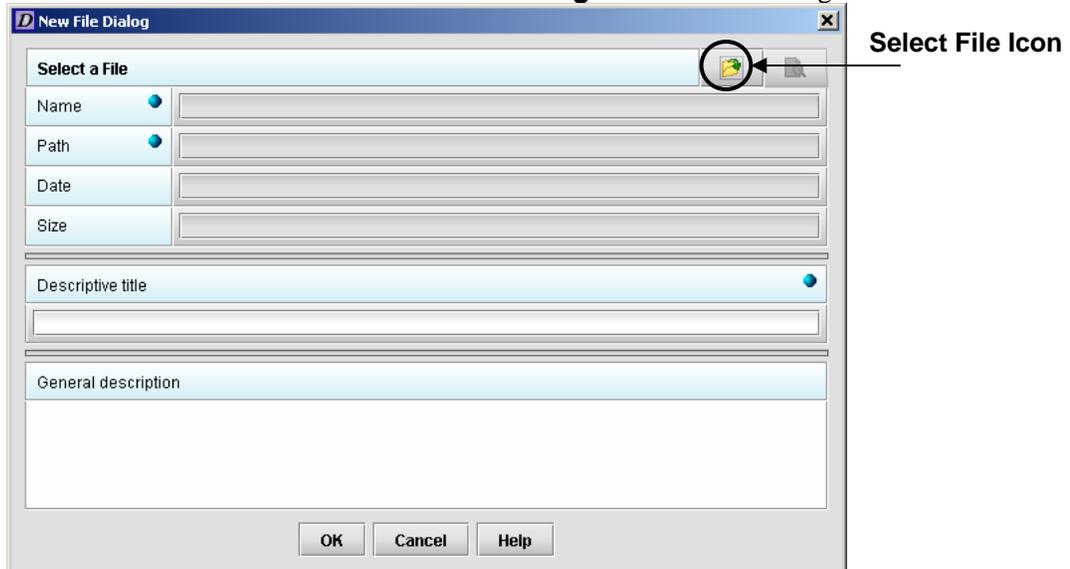


Figure 4: Example of a New File Dialog Box

3. Click the **Select File** icon. You see a **Select File** dialog box as shown in Figure 5:

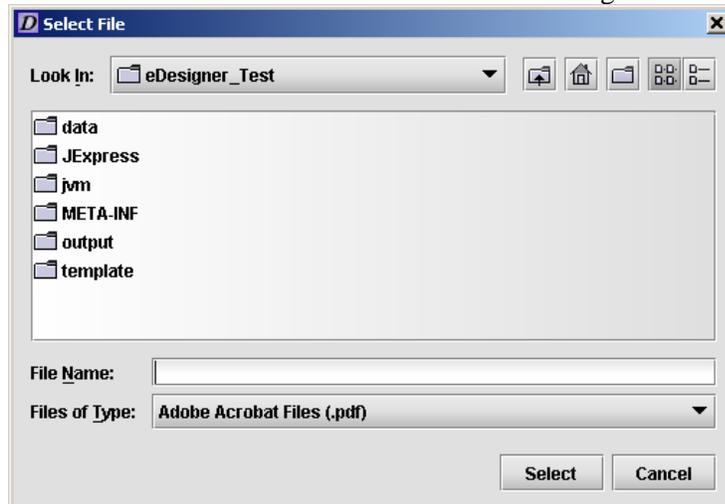


Figure 5: Example of a Select File Dialog Box

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- In the **Look In** field, select the location of the drive, such as Local Disk (C:), or folder where the file attachment is stored.
- In the **Files of Type** field, select the files types that you wish to attach. You can only attach the following file types:

Adobe Acrobat Portable Document Format (.pdf)

SAS System XPORT Files (.xpt)

Extensible Markup Language Files (.xml, .dtd)

Note: In the example shown in Figure 6, PDFs will be used as attachments.

- When you locate the desired file, click to select it (highlight). The name of the file appears in the **File Name** field. An example is shown in Figure 6.

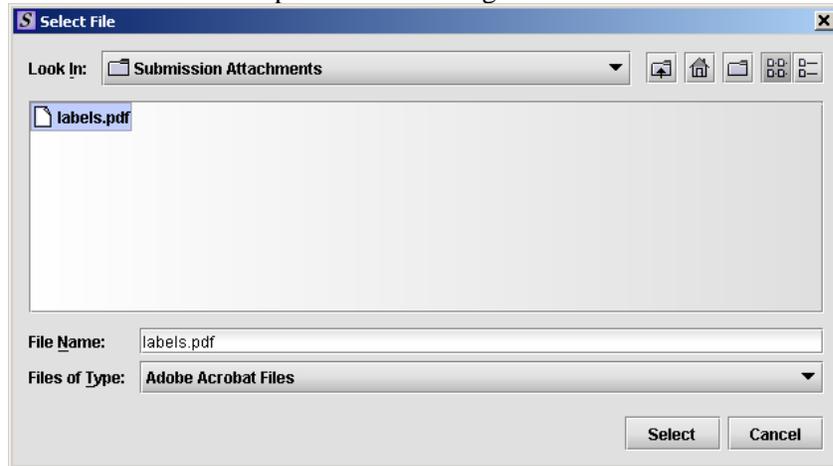


Figure 6: Example of Specifying a File

- Click the **Select** button. The **Select File** dialog box closes, and you return to the **New File Dialog** box with the file you specified. The name, location, size and date of the file are displayed. An example is shown in Figure 7:

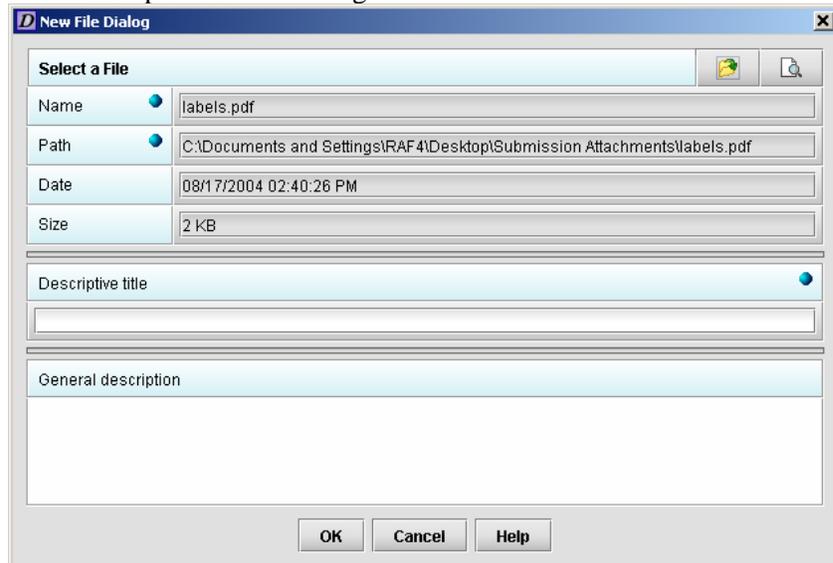


Figure 7: Example of a New File Dialog Box with Specified File

- Enter a title in the **Descriptive title** field (required entry) and a description in the **General description** field, if desired.
- Click the **OK** button. You return to the **File List Dialog** box, which shows the file you added. An example is shown in Figure 8.

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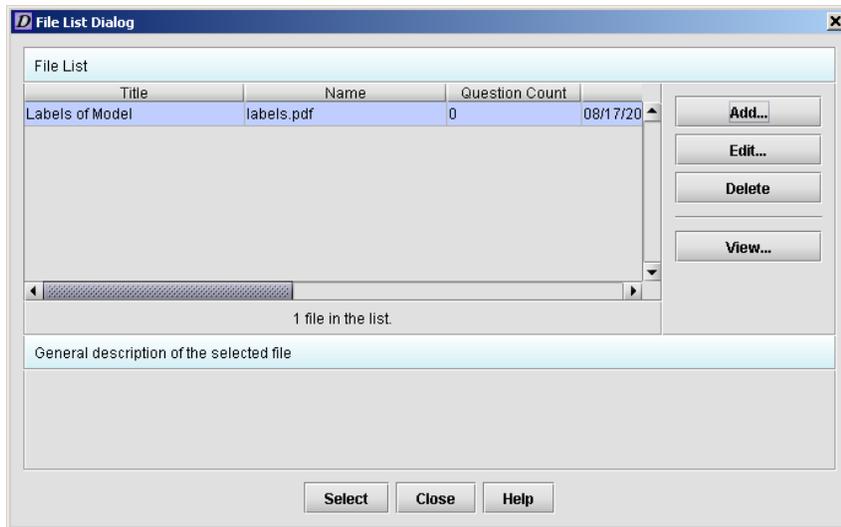


Figure 8: Example of a File List Dialog Box with Added File

10. Use the scroll bar to see details about the file.

IMPORTANT: At this point, the file is not attached to the question. In the **File List Dialog** box (Figure 8), look at the **Question Count** column for the file you just added. (This column shows you the number of questions that have a file attached.) A zero (0) indicates that the file is not attached to a question.

11. You must now select the file for attachment. See the instructions below.

2. Select File for Attachment

To select files:

1. You should still have the **File List Dialog** box open for the question needing a file attachment. An example is shown in Figure 9.

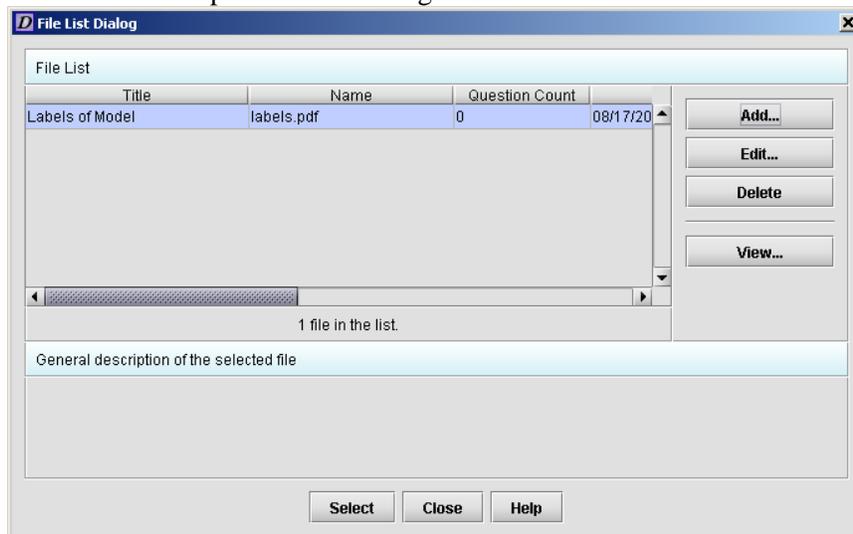


Figure 9: Example of a File List Dialog Box

2. From the **File List Dialog** box, select (highlight) the file you wish to attach.
3. Click the **Select** button. You return to the file attachment question which now shows the file that you selected for attachment. An example of a multiple file attachment question is shown in Figure 10. A single file attachment question is shown in Figure 11.

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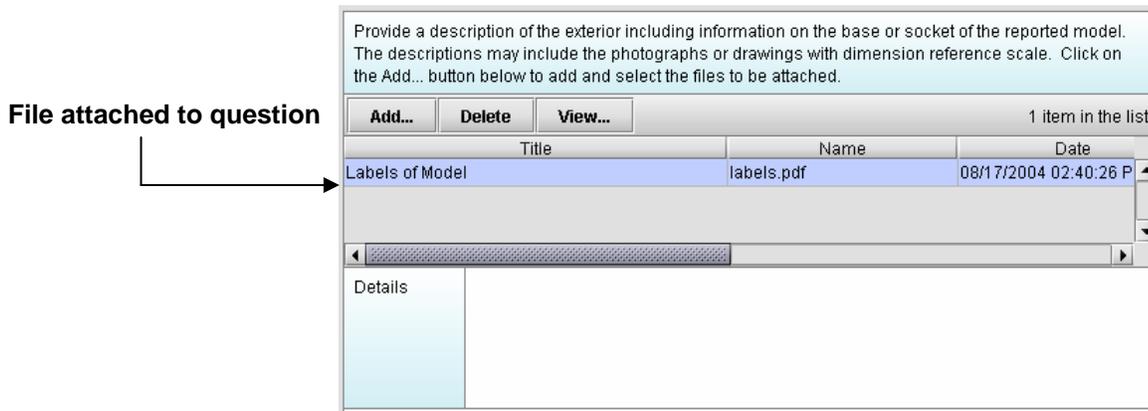


Figure 10: Example of a Multiple File Attachment Question with an Attached File



Figure 11: Example of a Multiple File Attachment Question with an Attached File

4. If the question has a **Details** section, enter any other information that would help find the necessary information in your attachment, such as “see page 14 in the attached user manual.”

Follow these procedures to continue adding files to your File List and selecting files as attachments to questions in your submission. In addition, you may use one file as an attachment to several questions.

Summary

In summary, to attach files, you must perform two distinct operations:

1. You must add the file to your File List.
2. You must then select the specific file to attach it to the question that you are answering.

Attaching Files to a Submission

Tip

You can check the files that you have added and selected as attachments at any time. From the eSubmitter Menu Bar, click **Tools > Submission File List**.

You see the File List Dialog box which shows all of the files that you have added and selected as attachments throughout your submission. An example is shown Figure 12.

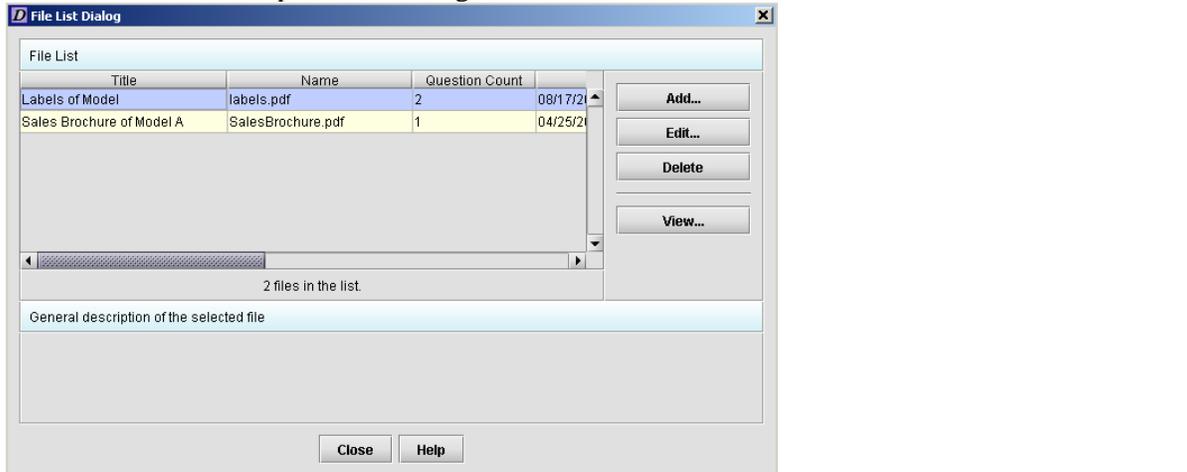


Figure 12: Example of a File List Dialog Box.

For additional information, see the User's Guide.