

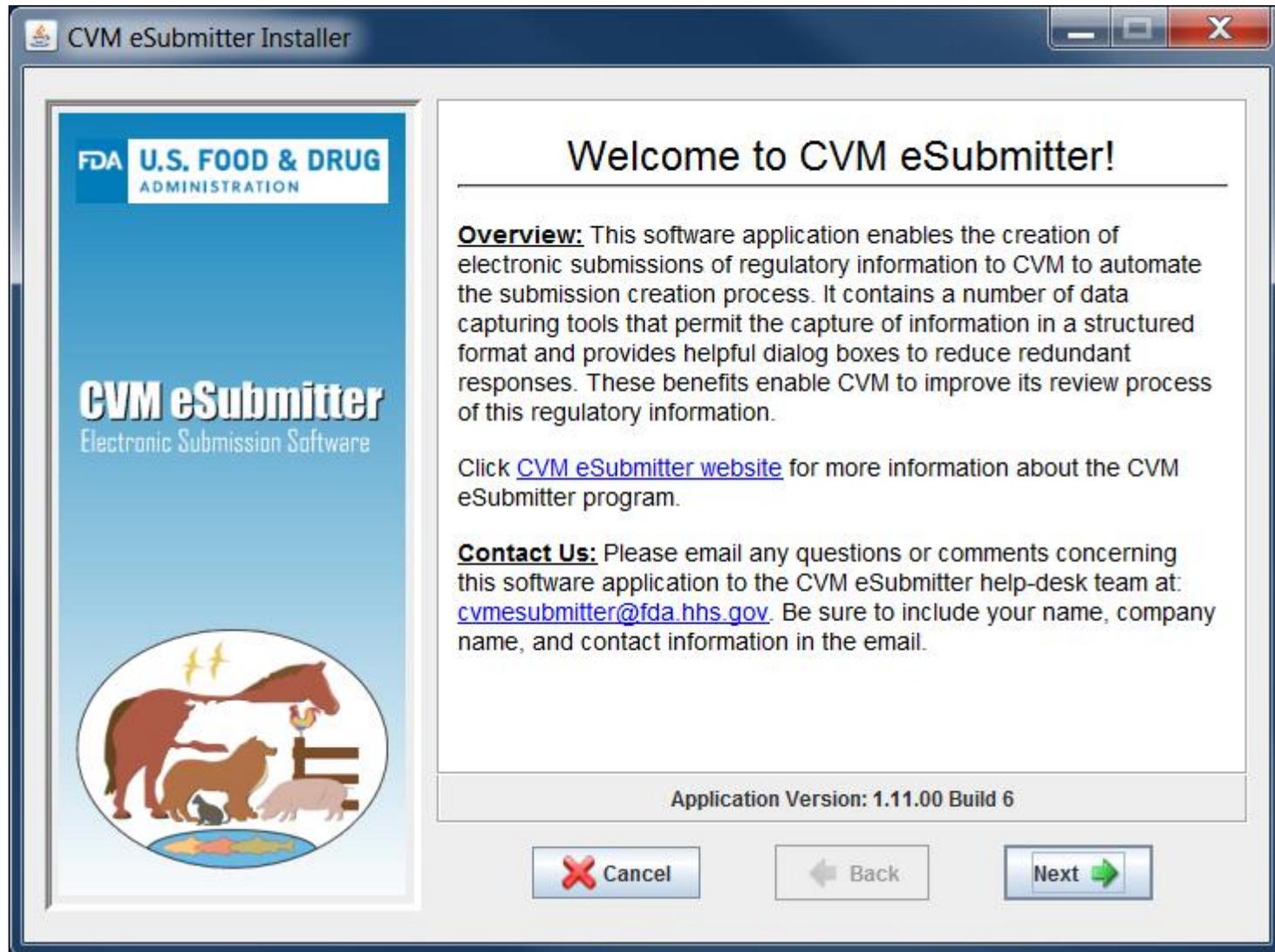
Downloading and Installing eSubmitter

- Download and run the installer (link below)
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CVM eSubmitter Download Page

<https://www.fda.gov/forindustry/fdaesubmitter/ucm226814.htm>

Welcome Screen



The image shows a screenshot of a Windows installer window titled "CVM eSubmitter Installer". The window has a blue header bar with the title and standard window controls (minimize, maximize, close). On the left side, there is a vertical banner with the FDA logo at the top, followed by the text "CVM eSubmitter Electronic Submission Software". Below the text is a circular illustration of farm animals: a brown horse, a brown dog, a pig, and a chicken, with a fence and a sun in the background. The main content area on the right has a white background and contains the following text:

Welcome to CVM eSubmitter!

Overview: This software application enables the creation of electronic submissions of regulatory information to CVM to automate the submission creation process. It contains a number of data capturing tools that permit the capture of information in a structured format and provides helpful dialog boxes to reduce redundant responses. These benefits enable CVM to improve its review process of this regulatory information.

Click [CVM eSubmitter website](#) for more information about the CVM eSubmitter program.

Contact Us: Please email any questions or comments concerning this software application to the CVM eSubmitter help-desk team at: cvmesubmitter@fda.hhs.gov. Be sure to include your name, company name, and contact information in the email.

At the bottom of the main content area, it says "Application Version: 1.11.00 Build 6". Below this, there are three buttons: "Cancel" with a red X icon, "Back" with a left-pointing arrow, and "Next" with a right-pointing arrow.

Set Installation Type



Installation Directory Guidance



The screenshot shows a Windows installer window titled "CVM eSubmitter Installer". On the left side, there is a vertical banner with the FDA logo at the top, followed by "U.S. FOOD & DRUG ADMINISTRATION". Below that, it says "CVM eSubmitter" in a large font, with "Electronic Submission Software" underneath. At the bottom of the banner is a circular illustration of farm animals: a horse, a dog, a pig, and a chicken, with a fence and a pond.

Installation Directory Guidance

The next step will be to identify the installation directory where the CVM eSubmitter application will be installed.

The application attempts to perform an auto-update each time it is opened to ensure the most current submission templates and application features are always available. Therefore, it is important to specify a location where the user(s) have the necessary privileges to support the updating of application files.

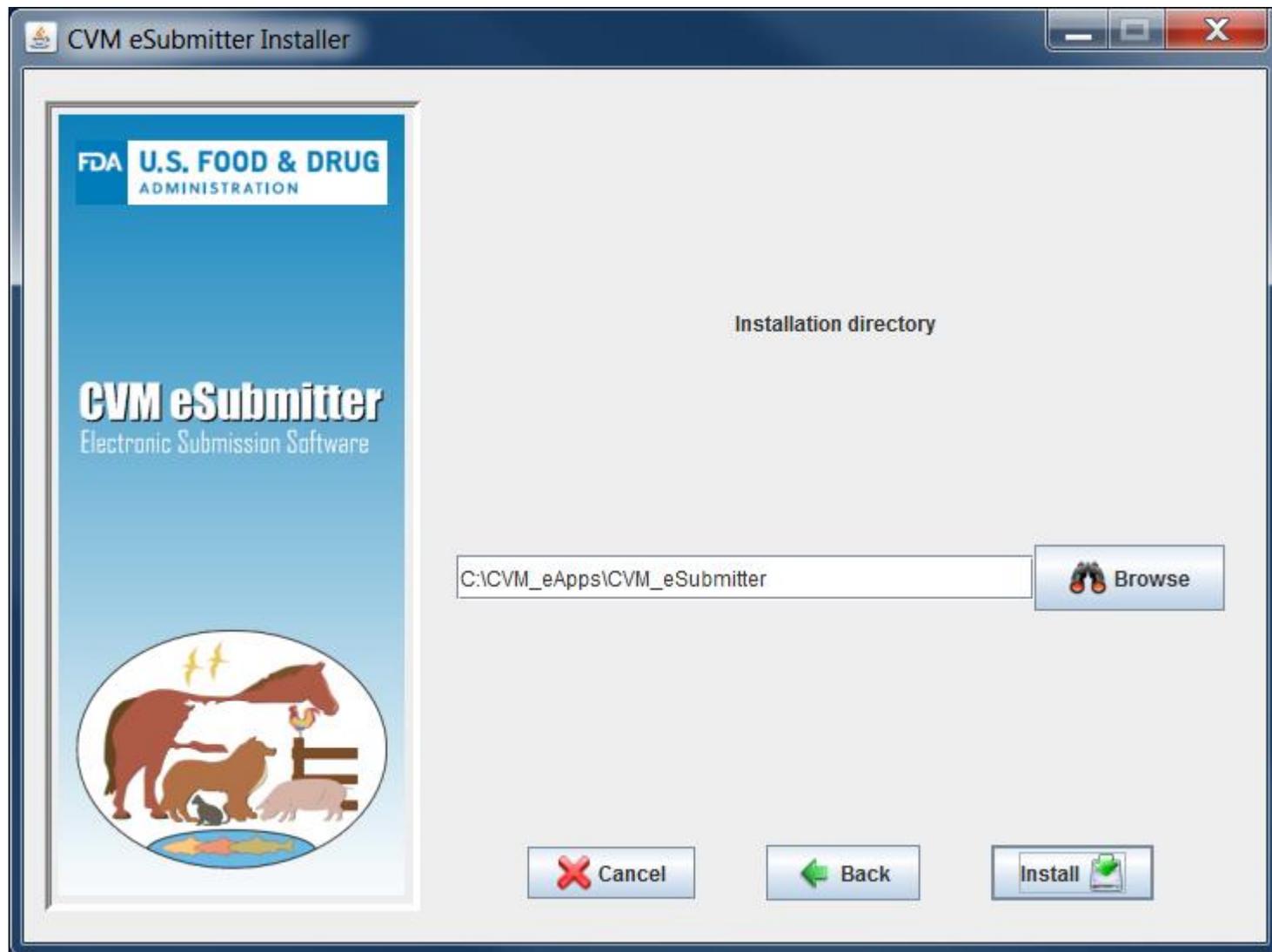
Within Windows, it is generally best to NOT install to a folder within "Program Files" since many organizations will not support file updates within that location.

If you have any questions related to the selection of an appropriate installation directory within your infrastructure, contact your internal IT department or the CVM eSubmitter help-desk team at: ["cvmesubmitter@fda.hhs.gov"](mailto:cvmesubmitter@fda.hhs.gov)

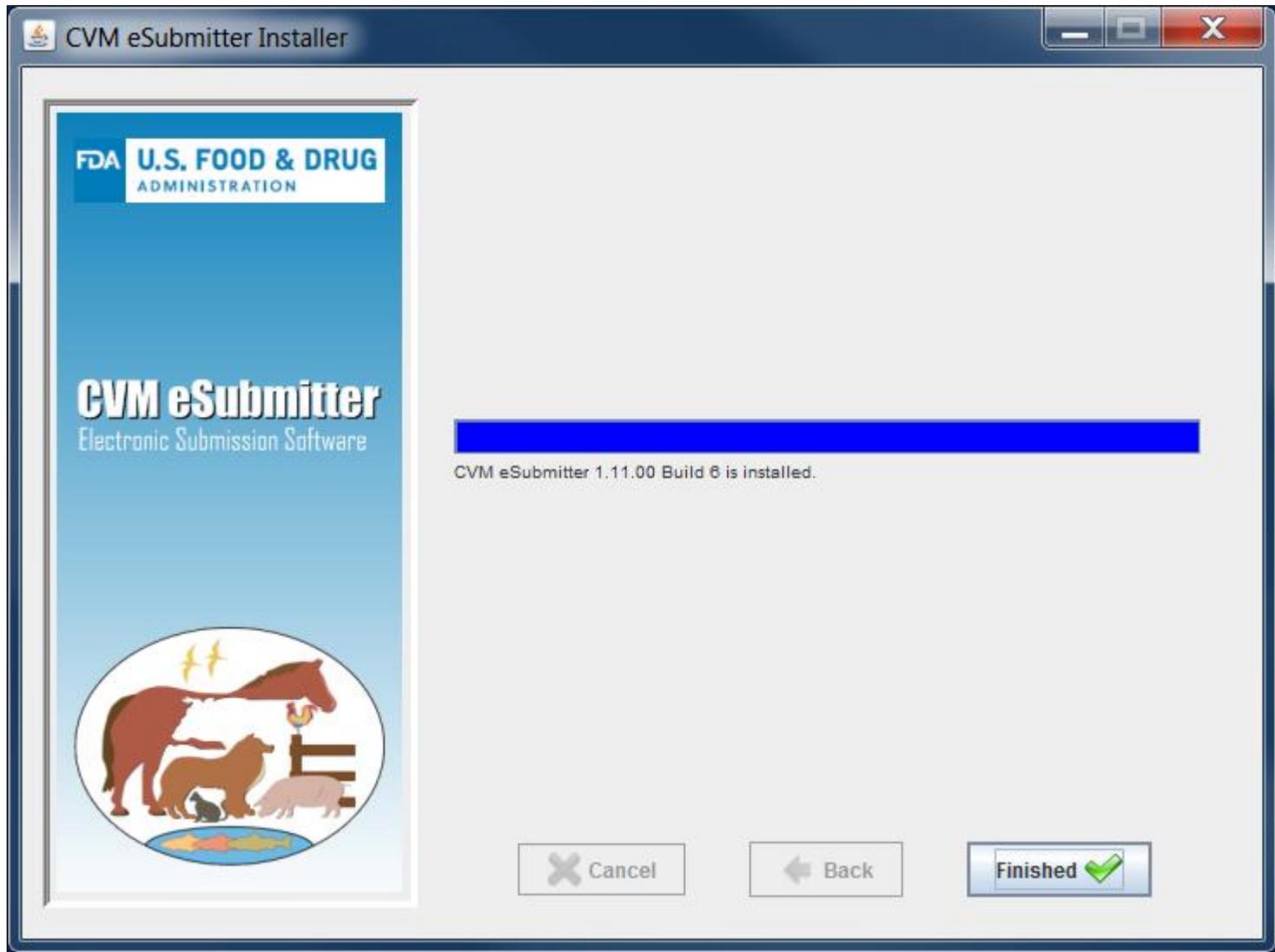
Click the "Next" button to select the installation directory.

At the bottom of the window, there are three buttons: "Cancel" (with a red X icon), "Back" (with a green left arrow icon), and "Next" (with a green right arrow icon).

Select Location / Begin Install



Installation Complete

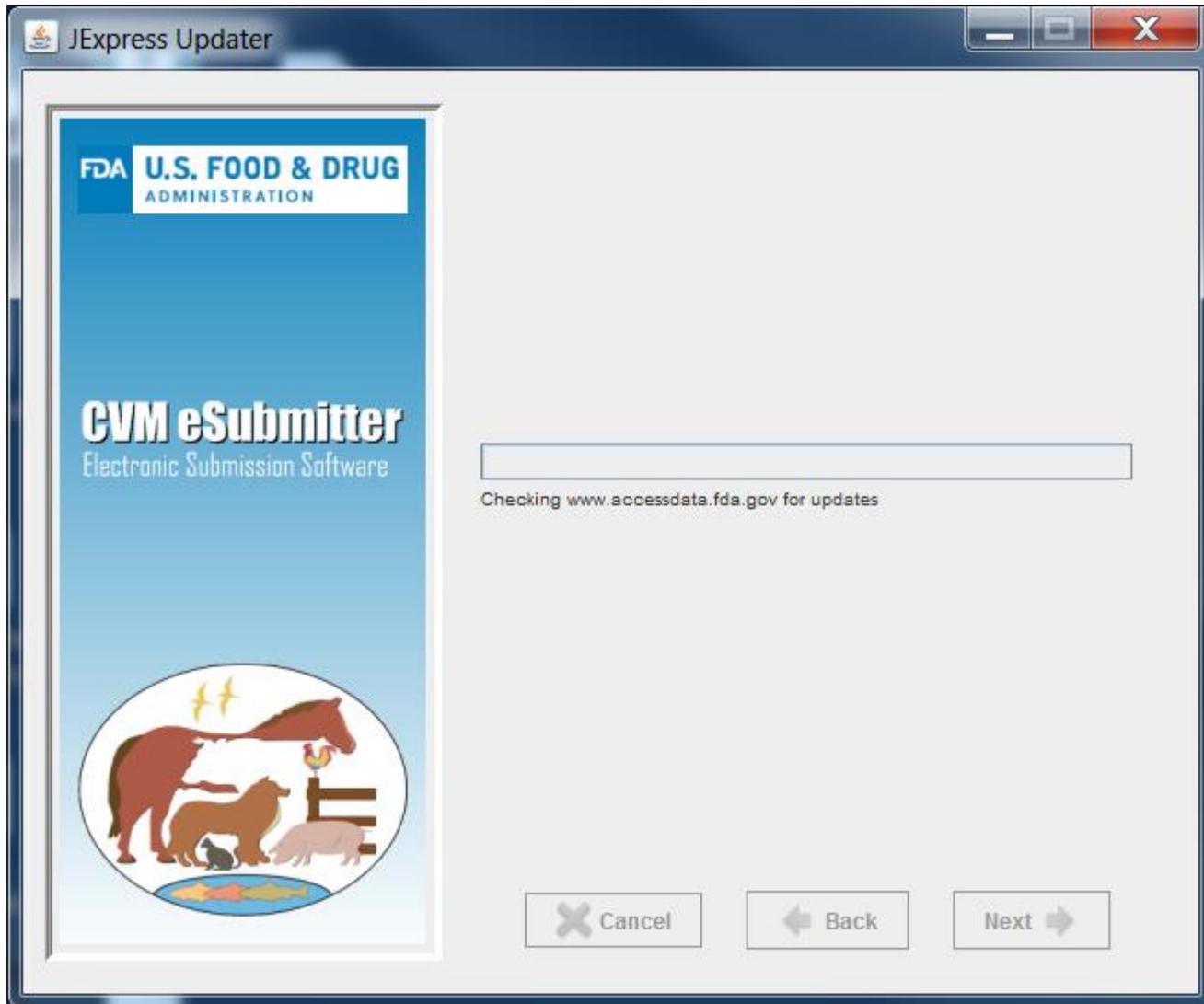


Application / Working Folder Structure

- Users (default workstation install)
 - Public
 - CVM_eSubmitter_Home
 - Addressbook* – contact/address information
 - Data* – eSubmitter data files (xml)
 - Output – Generated Report files
 - Package* – Submission (zip) to transmit through the ESG to CVM
 - Temp – Temporary files generated during the packaging process

Note: Can be located anywhere (e.g., network), configured through application preferences

Auto-Update Process



Manual Setup for Proxy Servers (security)

Steps to configure CVM eSubmitter to receive updates through a proxy server

1. Open the “CVMeSubmitter.properties” file in notepad (files is located in the JExpress subfolder of the eSubmitter application folder)
2. Add the proxy server settings to the line beginning with “args=” and before “-cp”

Example without proxy server settings:

```
args=-Dswing.aatext\=true -cp .\JExpress\JExpressUpdater.jar
```

Example with proxy server settings:

```
args=-Dswing.aatext\=true -Dhttps.proxyHost\=myhost.com -Dhttps.proxyPort\=1234  
-cp .\JExpress\JExpressUpdater.jar
```

