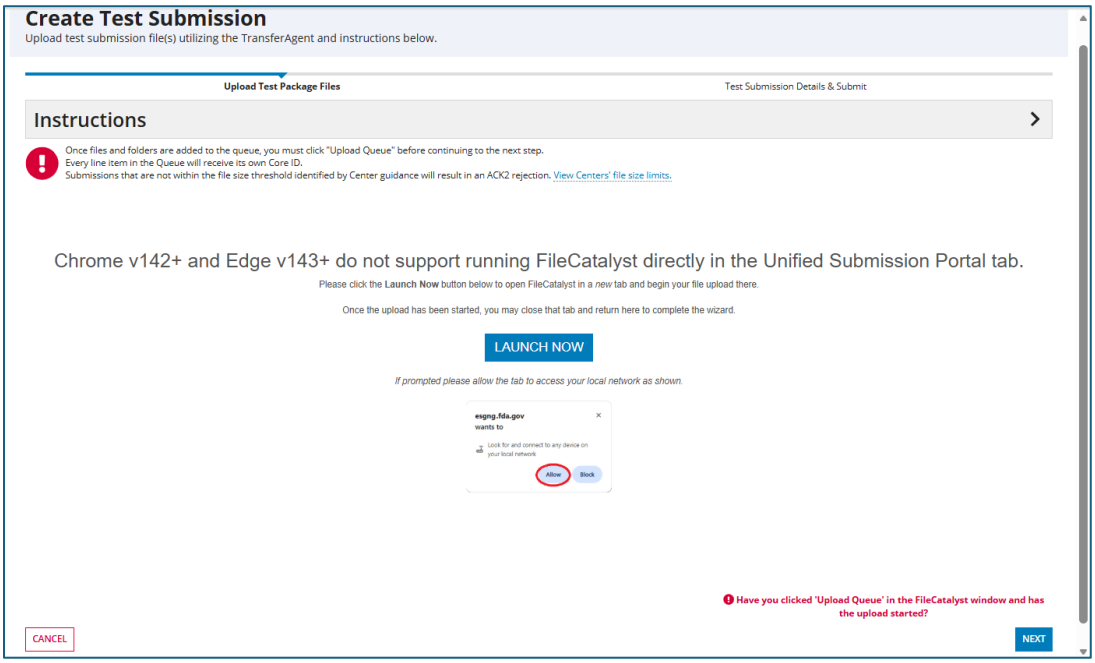
Submission Upload Workflow for Google Chrome version 142 (v142 or newer) and Microsoft Edge version 143 (v143 or newer) users

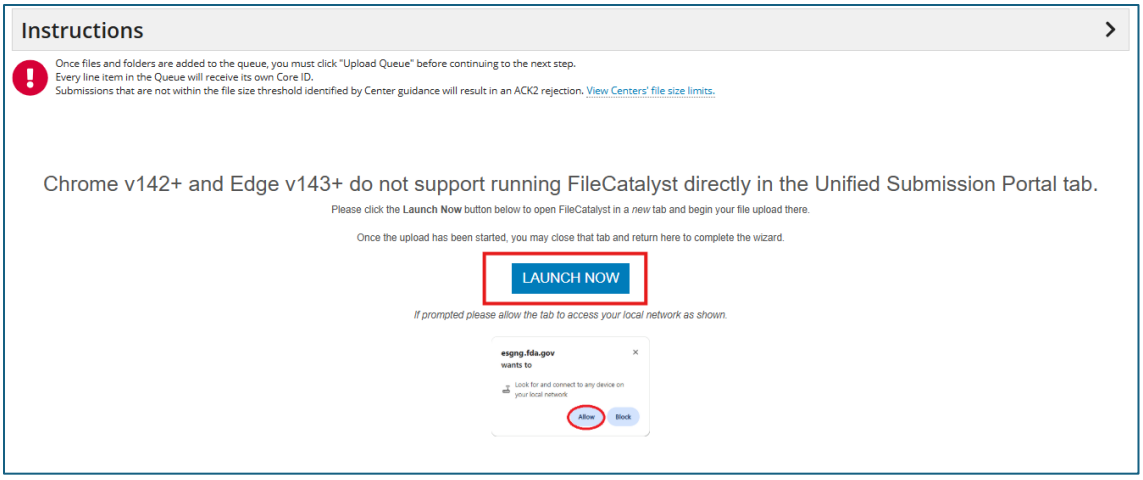
ESG NextGen Unified Submission Portal (USP) users utilizing Google Chrome v142 (or newer) or Microsoft Edge v143 (or newer) browsers will experience a modified workflow when uploading submissions. A new browser tab will open when FileCatalyst TransferAgent is launched. This document outlines the step-by-step process for this modified submission workflow.

Modified FileCatalyst TransferAgent Workflow

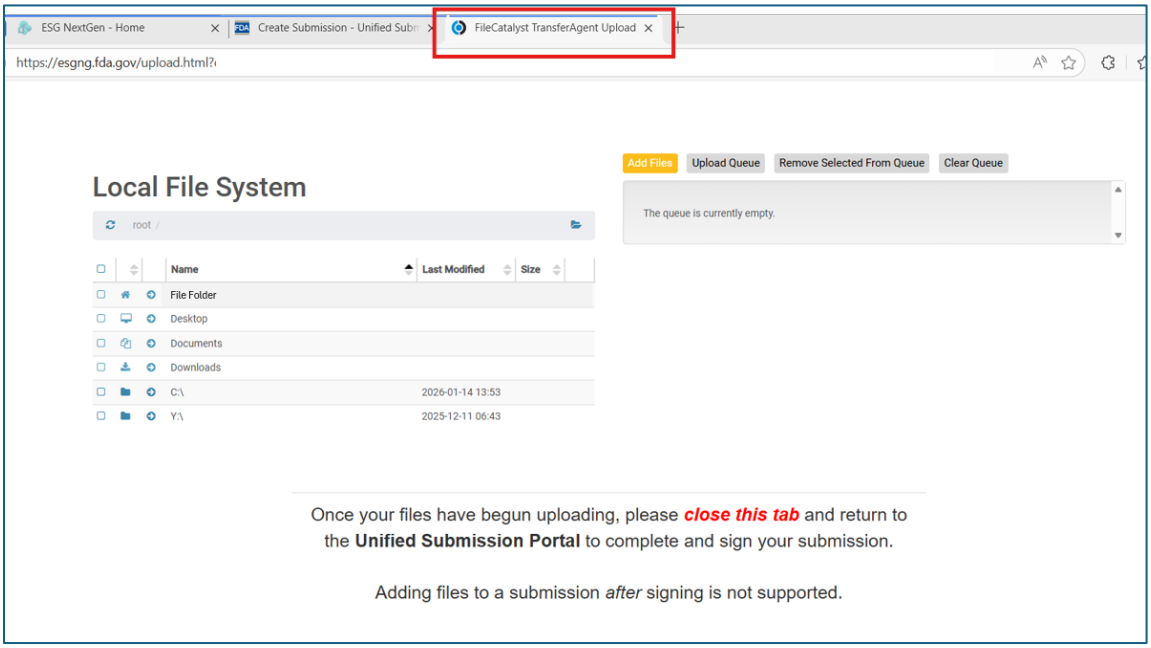
1. Log into the Unified Submission Portal (USP) and click on either the +NEW PRODUCTION SUBMISSION or Test Submission.
    a. Agents/CROs/Consultants will need to select the company they are uploading on behalf of.
2. The Create Submission page will load and if your browser is Chrome v142 (or newer) or Edge v143 (or newer), instead of FileCatalyst TransferAgent loading within the USP, a message will show instructing to click 'LAUNCH NOW' to launch FileCatalyst TransferAgent.



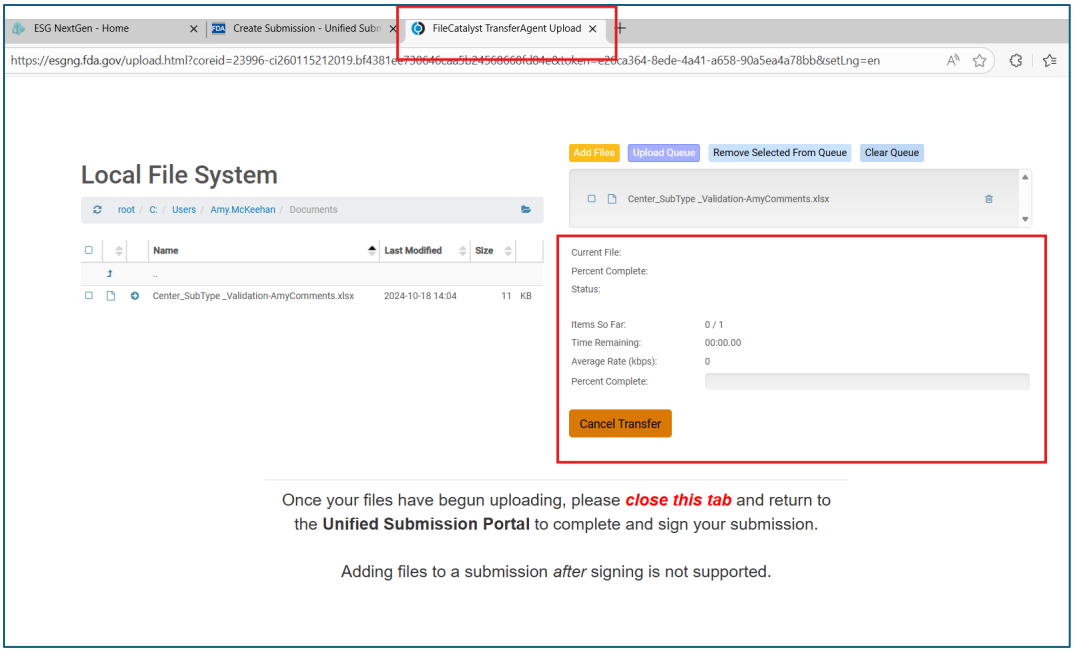
3. Click 'LAUNCH NOW' to launch FileCatalyst TransferAgent.



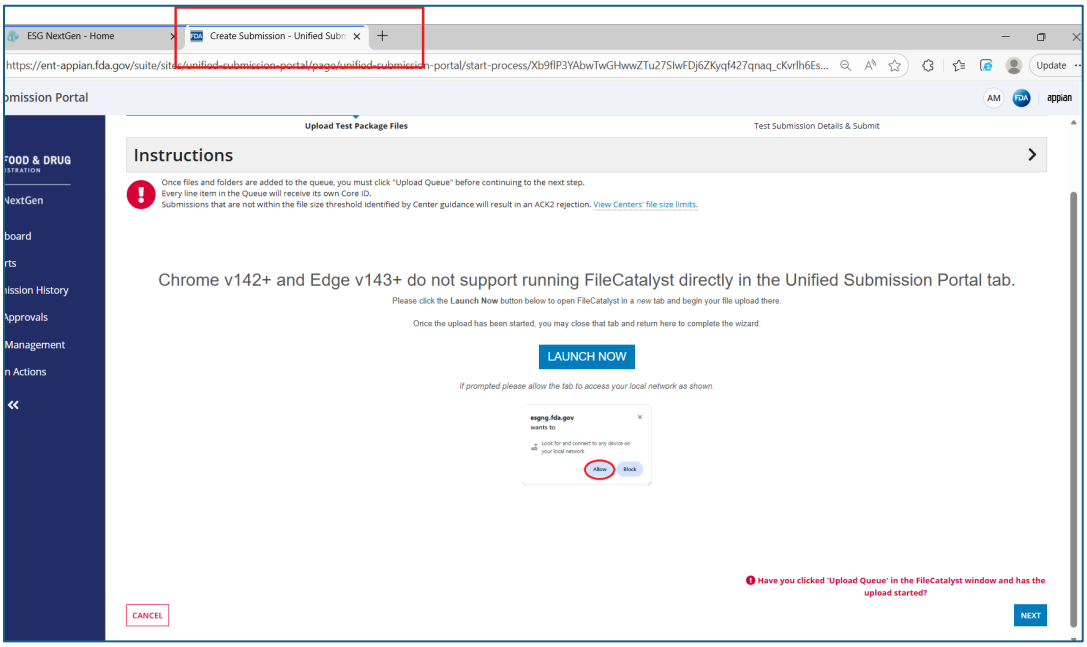
4. FileCatalyst TransferAgent will open in a new browser tab.



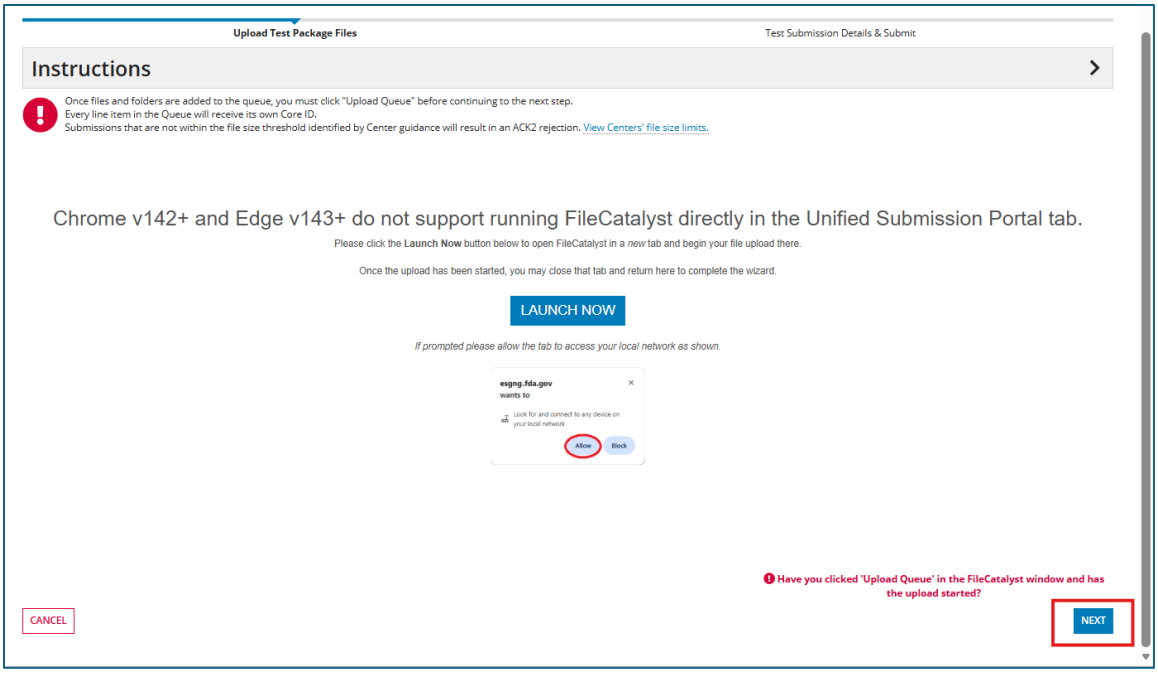
5. Select the file(s) to upload and move them over to the queue and then click 'Upload Queue'.
6. Once the upload shows in progress, close the FileCatalyst TransferAgent tab.
    a. FileCatalyst TransferAgent will continue to upload the file(s) in the background as long as PC is on and connected to the internet.



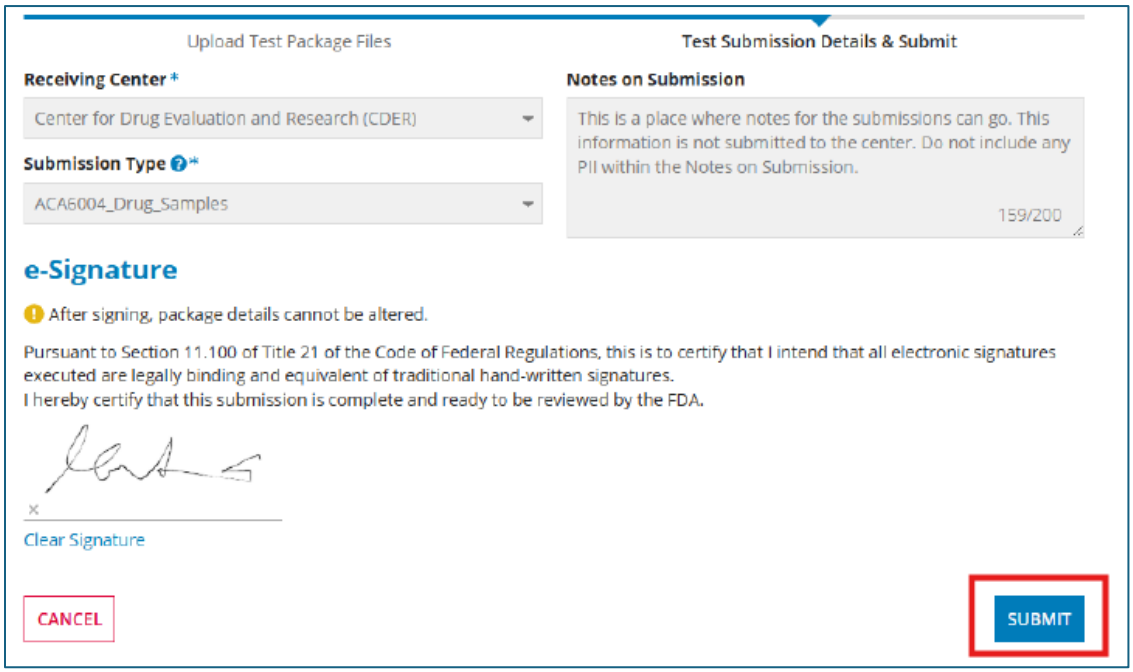
7. Return to the USP tab.



8. On the USP Upload Package Files tab, click ‘Next’.



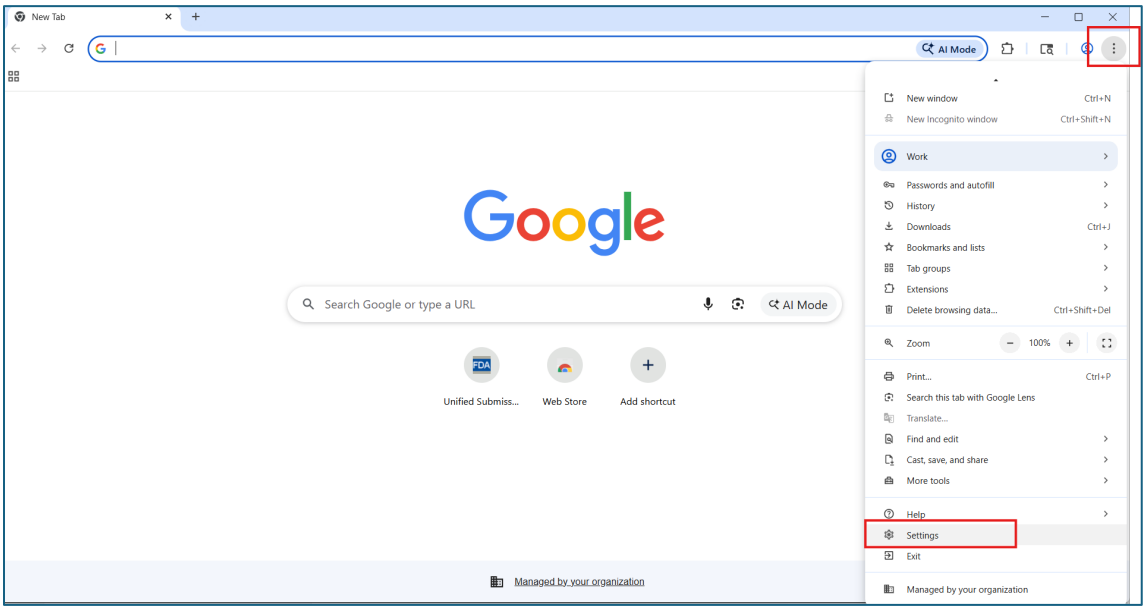
9. On the 'Submission Details & Submit' tab, once all fields are completed, the submission signed, and reviewed, click 'Submit' to complete the process of uploading the submission.



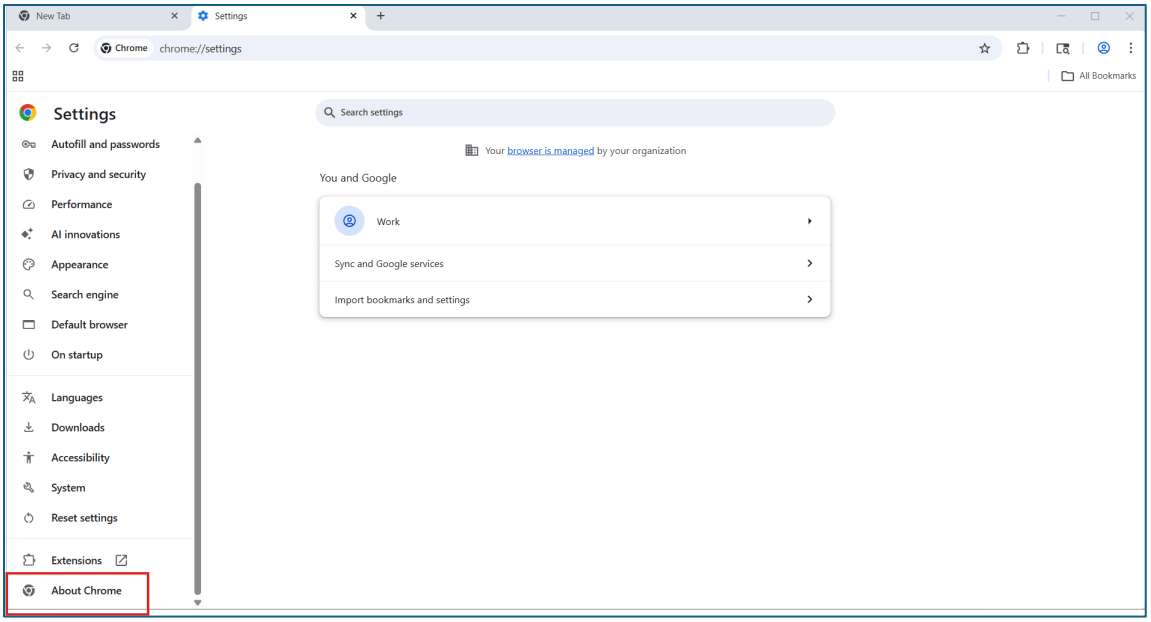
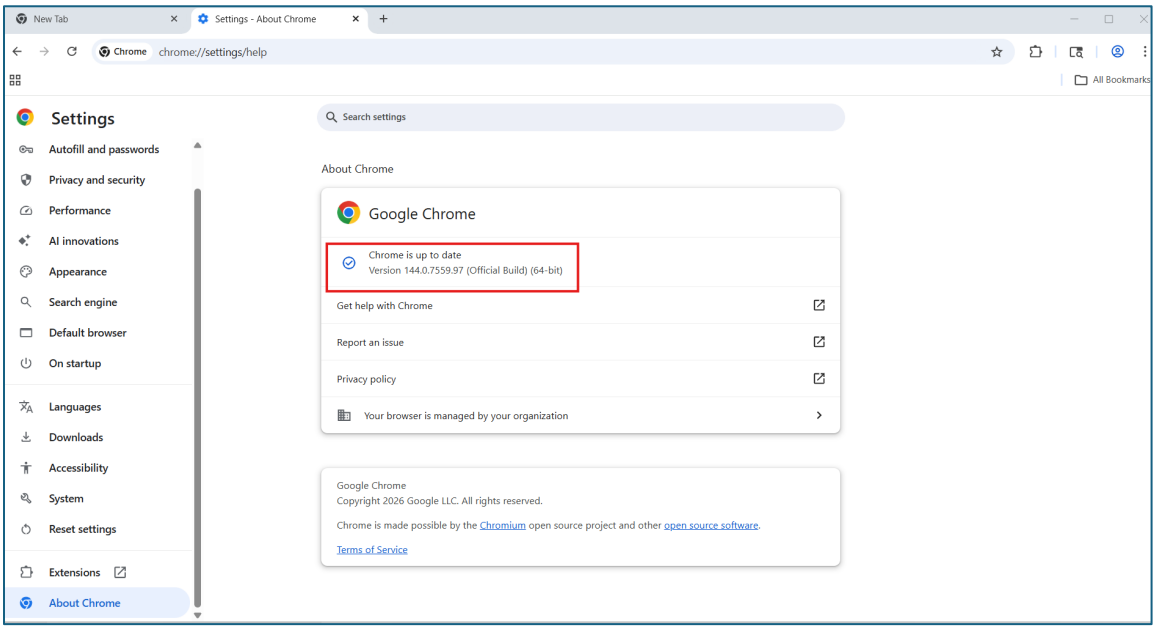
How to Determine the Version of Your Web Browser

Note: These steps apply to both Google Chrome and Microsoft Edge. The screenshots provided are of Google Chrome, for examples.

1. Open up your web browser (Google Chrome or Microsoft Edge)
2. In the upper right-hand corner, click on the three (3) vertical dots and select ‘Settings’ from the menu.



3. A new tab will open displaying Settings. Scroll down in the left navigation menu and select ‘About Chrome’ or ‘About Microsoft Edge’



4. The web browser version will be within the main box on the About page.