Guidance on using existing attachments as evidence
We already know how to attach individual evidences using the 4 steps and select and upload files tabs.
Re-using existing attached evidence

Now we will learn on how to re-use an existing attachment for a PQ by linking it to one or more other PQs.

- Click on “Attachment Manager”
Re-using existing attached evidence

The current PQ number and the question itself will appear to which we want to attach the document.

**Step 1.** Select the attachment from the 'State Uploaded Files' list, place the cursor over the left column selector ("•"), the cursor becomes a hand shape cursor at that point, click using the left-side mouse button and hold the mouse button down;

**Step 2.** Drag the selection over the 'Selected Files' list until you see a dotted line on the list;

**Step 3.** Drop the selection on the 'Selected Files' list by simply releasing the mouse button;

**Step 4.** Save your work by clicking on the 'Submit' button;
Re-using existing attached evidence

- At the bottom left, a list of all existing evidence attached shows up
Re-using existing attached evidence

- Select the existing attachment to be used and drag it to the right side for it to be re-used.
Re-using existing attached evidence

- Once dragged and dropped, the attachment will be placed on the “selected files” side.
- More then one attachments can be used by applying this method
Re-using existing attached evidence

• Once the action is complete, click on “submit” and the file will be attached.
Re-using existing attached evidence

- The file will automatically appear on the PQ.
- Save the action by clicking on “Save as Draft”
- Submit to ICAO when ready