

# Guidance on using existing attachments as evidence

# Attaching individual evidence

**Attach Evidence**

**Existing Attachments**  
The attachment you want to use already exists, no need to re-upload the attachment, just simply use the 'Attachments Manager' feature below to attach an already existing file. This avoids to re-upload an attachment multiple times which can be time consuming.  
[Attachments Manager](#)

**Upload New Attachments**  
The attachment you want to use needs to be uploaded, just simply follow the following 3 steps:  
**Step 1.** Use the 'Select' button to select new file attachments, limited to 10 files and maximum of 10 MB per file, file formats accepted are PDF or XPS;  
**Step 2.** Use the 'Upload Files' button to upload files, depending of the size of the files selected and the internet speed, this can take some time to process;  
**Step 3.** Save your work using either the 'Save as Draft' button or the 'Submit to ICAO' button;  
**Step 4.** (Optional) You can use the 'Refresh File Attachments' button to refresh the list of uploaded attachments.

Select

Upload Files

Refresh File Attachments

Save as Draft Submit to ICAO

- We already know how to attach individual evidences using the 4 steps and select and upload files tabs.

# Re-using existing attached evidence

**Attach Evidence**

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Select

Upload Files

Refresh File Attachments

Save as Draft Submit to ICAO

- 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

State Futureland TCAO CMA Training site - Any data updates are temporary and for practice only !!!

Attachments Manager

Current Protocol Number: 1.001

Question : Has the State promulgated primary aviation legislation (civil aviation act, code of civil aviation, aeronautics code, etc.)?

Review Evidence : `{\rtf1\fbidis\ansi\ansicpg1252\deff0{\fonttbl{\f0\froman\fpq2\charset0 Times New Roman;}{f1\fnil Times New Roman;}}\viewkind4\uc1\pard\trpar\q\lang2057\fs22 Title and content\par\par`

**Re-use Existing Attachments**  
 The Attachments Manager allows to re-use already existing attachments and link them to the current protocol question, simply use drag & drop to link the attachment to the current protocol question. This avoids to re-upload an attachment multiple times which can be time consuming;  
**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;

**State Uploaded Files**

File Name	Created On	Created By	Attached to PQ No.
9734_partb_cons_en.pdf	17 Oct 2013	Futureland NCMC	7.031
ana para 3 file 2.pdf	28 Feb	Futureland	

**Selected Files**

File Name	Created On	Created By	Current PQ No.

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

# Re-using existing attached evidence

The screenshot shows the 'Attachments Manager' interface. On the left, a table titled 'State Uploaded Files' is highlighted with an orange border. It contains a list of files with columns for 'FileName', 'CreatedOn', 'CreatedBy', and 'Attached to PQ No.'. On the right, a table titled 'Selected Files' is visible, with columns for 'FileName', 'CreatedOn', 'CreatedBy', and 'Current PQ No.'. The 'State Uploaded Files' table is currently displaying page 1 of 4, with 26 items in total.

FileName	CreatedOn	CreatedBy	Attached to PQ No.
9734_partb_cons_en.pdf	17 Oct 2013	Futureland NCMC	7.031
ana para 3 file 2.pdf	28 Feb 2013	Futureland Student	6.003
Annex 08 - Airworthiness of Aircraft - Ed 11 Amd 1	21 Mar 2013	Futureland NCMC	1.025
Art. 3,5 7.pdf	02 Apr 2013	Futureland NCMC	4.037
assessment report.pdf	17 Oct 2013	Futureland NCMC	5.103
Audit Report 111222.pdf	17 Oct 2013	Futureland NCMC	5.331
C.195.WP.13801.EN.pdf	02 Apr 2013	Futureland NCMC	7.233

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

# Re-using existing attached evidence

The screenshot shows the 'Attachments Manager' window with two panes: 'State Uploaded Files' on the left and 'Selected Files' on the right. The 'State Uploaded Files' pane contains a table with columns: FileName, CreatedOn, CreatedBy, and Attached to PQ No. The 'Selected Files' pane contains a table with columns: FileName, CreatedOn, CreatedBy, and Current PQ No. A blue arrow points from the file 'ana para 3 file 2.pdf' in the 'State Uploaded Files' table to the 'Selected Files' table. Another blue arrow points from the 'assessment report.pdf' file in the 'State Uploaded Files' table to the right side of the interface.

FileName	CreatedOn	CreatedBy	Attached to PQ No.
9734_partb_cons_en.pdf	17 Oct 2013	Futureland NCMC	7.031
ana para 3 file 2.pdf	28 Feb 2013	Futureland Student	6.003
Annex 08 - Airworthiness of Aircraft - Ed 11 Amd 1	21 Mar 2013	Futureland NCMC	1.025
Art. 3,5 7.pdf	02 Apr 2013	Futureland NCMC	4.037
assessment report.pdf	2013		5.105
Audit Report 111222.pdf	17 Oct 2013	Futureland NCMC	5.331
C.195.WP.13801.EN.pdf	02 Apr 2013	Futureland NCMC	7.233

FileName	CreatedOn	CreatedBy	Current PQ No.

- 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

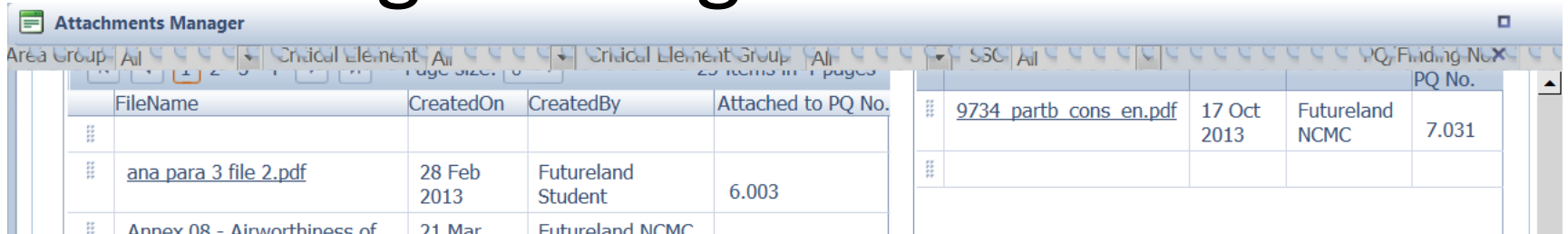
The screenshot shows the Attachments Manager interface. It features two tables: 'State Uploaded Files' and 'Selected Files'. The 'State Uploaded Files' table lists various PDF files with their creation dates and associated PQ numbers. The 'Selected Files' table, highlighted with an orange border, shows a single file named 'ana para 3 file 2.pdf' with a creation date of 28 Feb 2013, created by 'Futureland Student', and associated with PQ No. 6.003.

State Uploaded Files			
File Name	Created On	Created By	Attached to PQ No.
9734_partb_cons_en.pdf	17 Oct 2013	Futureland NCMC	7.031
Annex 08 - Airworthiness of Aircraft - Ed 11 Amd 1	21 Mar 2013	Futureland NCMC	1.025
Art. 3,5 7.pdf	02 Apr 2013	Futureland NCMC	4.037
assessment report.pdf	17 Oct 2013	Futureland NCMC	5.103
Audit Report 111222.pdf	17 Oct 2013	Futureland NCMC	5.331
C.195.WP.13801.EN.pdf	02 Apr 2013	Futureland NCMC	7.233
Credencial del inspector.pdf	02 Apr 2013	Futureland NCMC	4.035

Selected Files			
File Name	Created On	Created By	Current PQ No.
ana para 3 file 2.pdf	28 Feb 2013	Futureland Student	6.003

- Once dragged and dropped, the attachment will be placed on the “selected files” side.
- More than one attachments can be used by applying this method

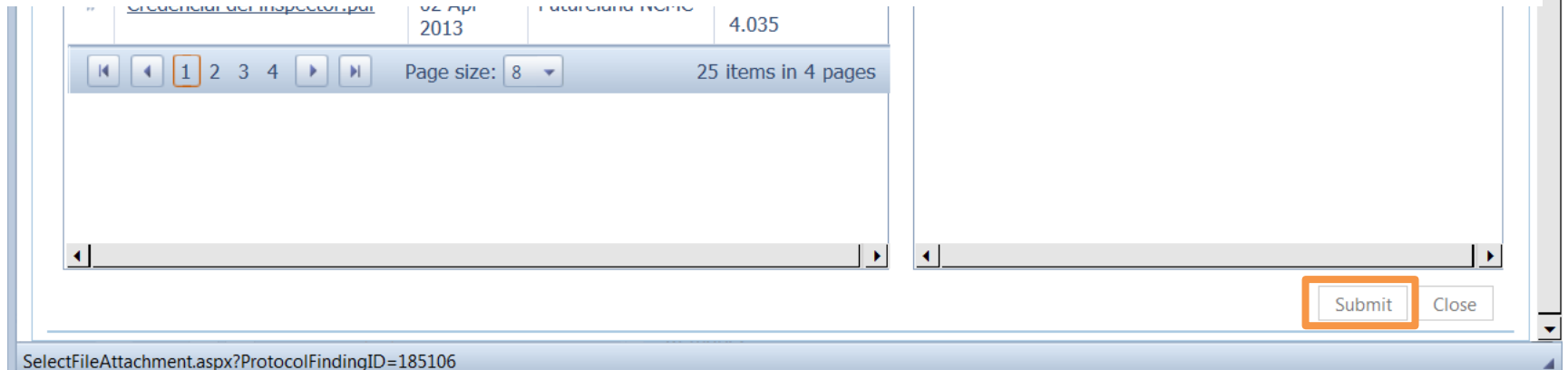
# Re-using existing attached evidence



The screenshot shows a window titled "Attachments Manager" with a table of attachments. The table has columns for "FileName", "CreatedOn", "CreatedBy", and "Attached to PQ No.". The data rows are as follows:

FileName	CreatedOn	CreatedBy	Attached to PQ No.
9734_partb_cons_en.pdf	17 Oct 2013	Futureland NCMC	7.031
ana para 3 file 2.pdf	28 Feb 2013	Futureland Student	6.003
Annex 08 - Airworthiness of	21 Mar	Futureland NCMC	

- Once the action is complete, click on “submit” and the file will be attached.



The screenshot shows the bottom portion of the Attachments Manager window. It features a pagination control with a list of page numbers (1, 2, 3, 4) and a "Page size: 8" dropdown. Below the pagination control is a "Submit" button, which is highlighted with an orange box, and a "Close" button. The status bar at the bottom of the window displays the URL "SelectFileAttachment.aspx?ProtocolFindingID=185106".

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Select

9734\_partb\_cons\_en.pdf 455,211 bytes [Delete](#)

Upload Files

Refresh File Attachments

Save as Draft Submit to ICAO

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