

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

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

- 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 screenshot shows the 'Attachments Manager' window. At the top, it says 'State Futureland' and 'TCAO CMA Training site - Any data updates are temporary and for practice only !!!'. The main form has three sections:

- Current Protocol Number:** A dropdown menu with '1.001' selected.
- Question:** A text area containing the text: 'Has the State promulgated primary aviation legislation (civil aviation act, code of civil aviation, aeronautics code, etc.)?'.
- Review Evidence:** A text area containing HTML code: `{\rtf1\fbidis\ansi\ansicpg1252\deff0\fonttbl{\f0\froman\fpqr2\fcharset0 Times New Roman;}\f1\fnil Times New Roman;}\viewkind4\uc1\pard\ltrpar\qj\lang2057\fs22 Title and content\par\par`.

Below the form is a red-bordered box with the following text:

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;

At the bottom, there are two tables:

State Uploaded Files

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	Futureland	

Selected Files

FileName	CreatedOn	CreatedBy	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. This table lists various PDF files with their creation dates and the entities that created them. On the right, a table titled 'Selected Files' is visible but currently empty.

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' interface. On the left, the 'State Uploaded Files' table lists various PDF files. A blue arrow points to the file 'ana para 3 file 2.pdf'. A second blue arrow points from this file to the 'Selected Files' table on the right, which already contains the same file, 'ana para 3 file 2.pdf', with a 'Current PQ No.' of 6.003. The interface includes navigation controls like page numbers (1, 2, 3, 4) and a page size dropdown set to 8. The 'Selected Files' table has columns for 'FileName', 'CreatedOn', 'CreatedBy', and 'Current PQ No.'.

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 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

Selected Files			
File Name	Created On	Created By	Current PQ No.
ana para 3 file 2.pdf			6.003

- 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

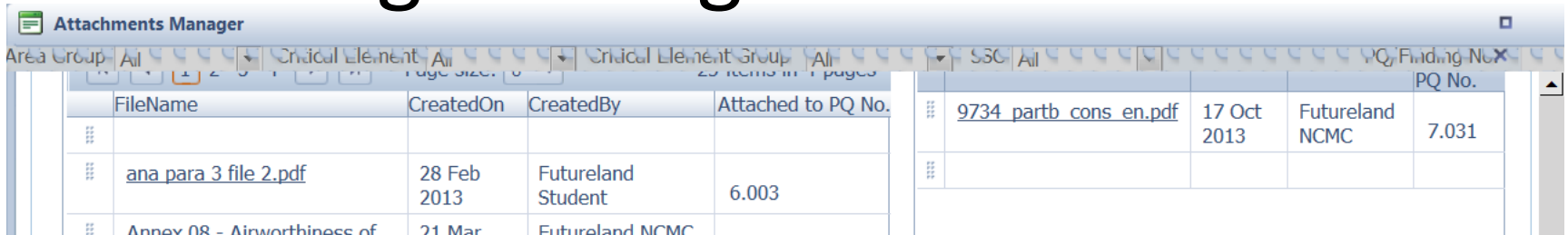
The screenshot shows the 'Attachments Manager' window. It contains two tables: 'State Uploaded Files' and 'Selected Files'. The 'State Uploaded Files' table lists various PDF files with their creation dates and PQ numbers. The 'Selected Files' table, highlighted with an orange border, shows a file named 'ana para 3 file 2.pdf' with a creation date of 28 Feb 2013 and a PQ number of 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

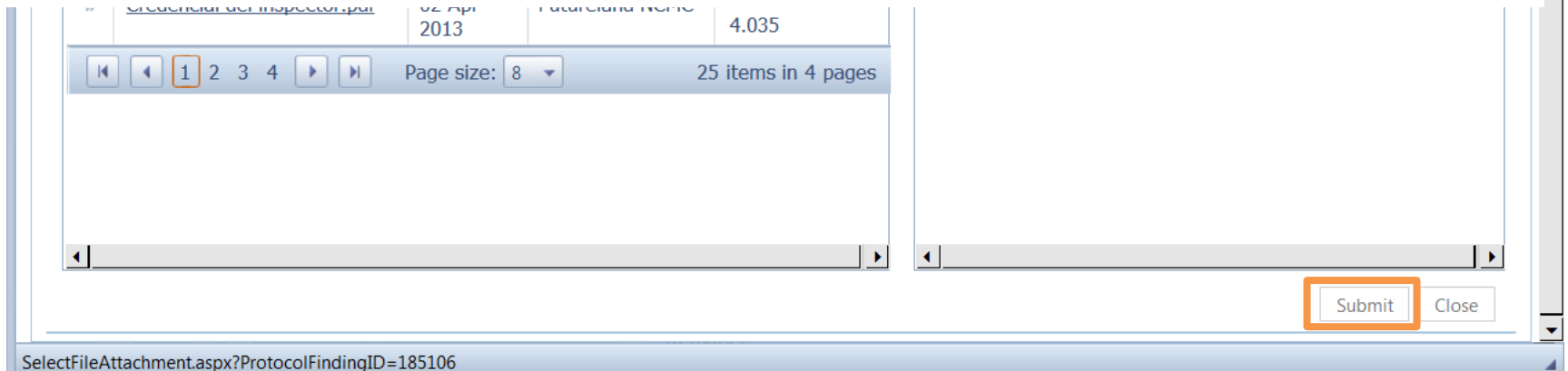
Re-using existing attached evidence



The screenshot shows the 'Attachments Manager' window 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 'Attachments Manager' window 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.
Futureland det inspector.pdf	12 Apr 2013	Futureland NCMC	4.035

Below the table, there is a pagination control showing 'Page size: 8' and '25 items in 4 pages'. The 'Submit' button is highlighted with an orange box.

SelectFileAttachment.aspx?ProtocolFindingID=185106

Re-using existing attached 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

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