

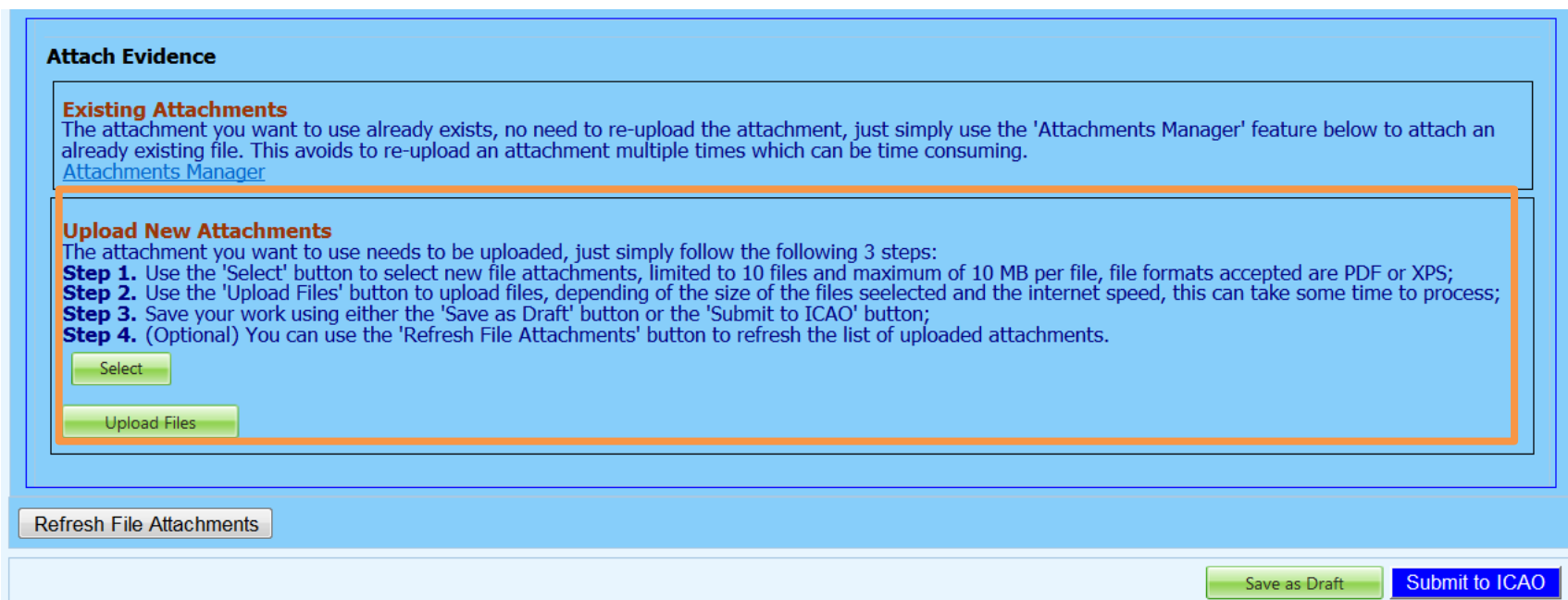


INTERNATIONAL CIVIL AVIATION ORGANIZATION

A United Nations Specialized Agency

Guidance on using existing attachments as evidence

Attaching individual evidence

A screenshot of a web interface titled 'Attach Evidence'. The interface is divided into two main sections: 'Existing Attachments' and 'Upload New Attachments'. The 'Existing Attachments' section contains a paragraph of text and a link to 'Attachments Manager'. The 'Upload New Attachments' section contains a paragraph of text and four numbered steps. Below the steps are two buttons: 'Select' and 'Upload Files'. At the bottom of the interface, there is a 'Refresh File Attachments' button and two buttons: 'Save as Draft' and 'Submit to ICAO'.

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



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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



ICAO CMA Training site - Any data updates are temporary and for practice only !!!

Attachments Manager

State: Futureland

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\frpq2 \fcharset0 Times New Roman;}\f1\fnil Times New Roman;}\viewkind4\uc1\pard\ltrpar\qj\lang2057\f0\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.
...			

Page size: 8 26 items in 4 pages

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



Attachments Manager

State Uploaded Files

Page size: 8 26 items in 4 pages

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

Page size: 8 26 items in 4 pages

Selected Files

FileName	CreatedOn	CreatedBy	Current PQ No.
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- At the bottom left, a list of all existing evidence attached shows up

Re-using existing attached evidence



Attachments Manager

State Uploaded Files

Page size: 8 26 items in 4 pages

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Art. 3,5 7.pdf	02 Apr 2013	Futureland NCMC	4.037
assessment report.pdf	17 Oct 2013	Futureland NCMC	5.100
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

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



Attachments Manager

State Uploaded Files

Page size: 8 25 items in 4 pages

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C.195.WP.13801.EN.pdf	02 Apr 2013	Futureland NCMC	7.233
Credencial del inspector.pdf	02 Apr 2013	Futureland NCMC	4.035

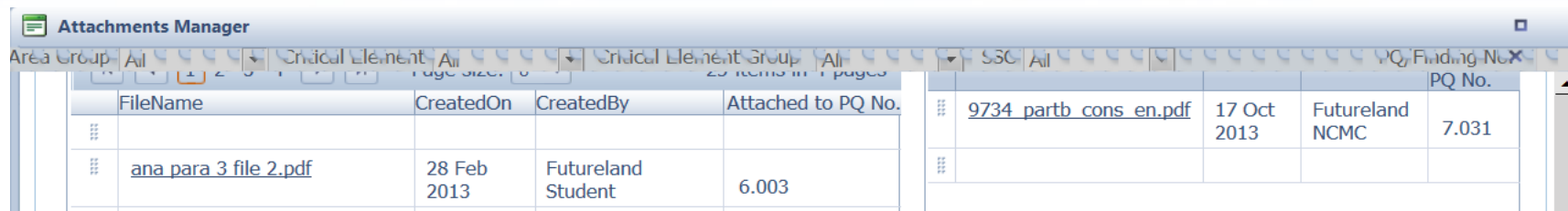
Page size: 8 25 items in 4 pages

Selected Files

FileName	CreatedOn	CreatedBy	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 then one attachments can be used by applying this method

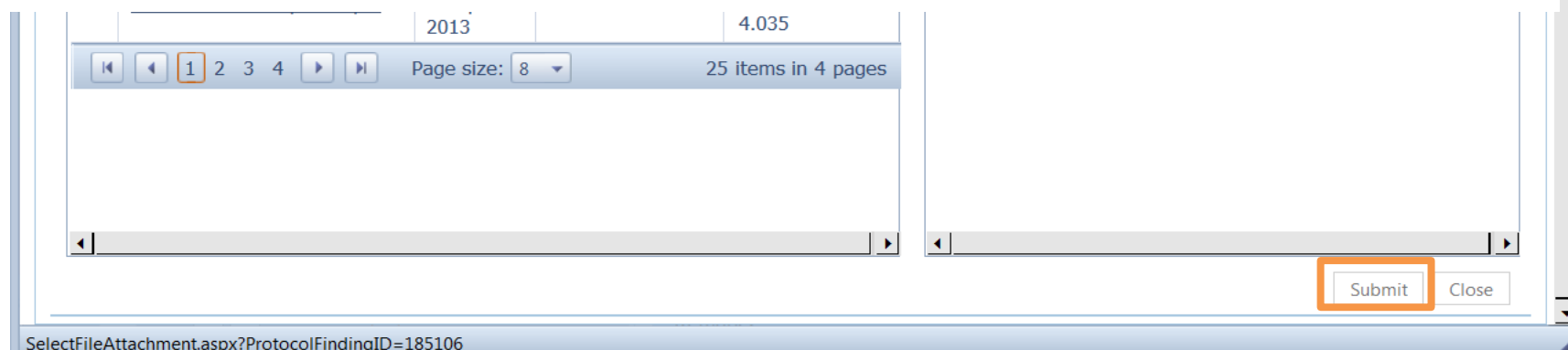
Re-using existing attached evidence



The screenshot shows the 'Attachments Manager' window. The table below displays the attached files and their details.

FileName	CreatedOn	CreatedBy	Attached to PQ No.	PQ No.
ana para 3 file 2.pdf	28 Feb 2013	Futureland Student	6.003	
9734_partb_cons_en.pdf	17 Oct 2013	Futureland NCMC		7.031

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



Re-using existing attached evidence



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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