Formulas Online

Uploading Attachments and Linking Submissions

This document discusses the basic information for uploading attachments and linking submissions in the Formulas Online system. This document includes the following information:

- Upload Attachments
- Link Submissions

Upload Attachments

Follow these steps to upload attachments to a submission:

1. Select the Upload link in the action bar. The Attachment modal window displays. See Figure 2. Proceed to Submission Documents & Links.

   Alternatively, select the Docs/Links tab in the submission. The Docs/Links tab displays. See Figure 1.

Document & Link Detail

Figure 1: Upload Attachments – Docs/Links Tab
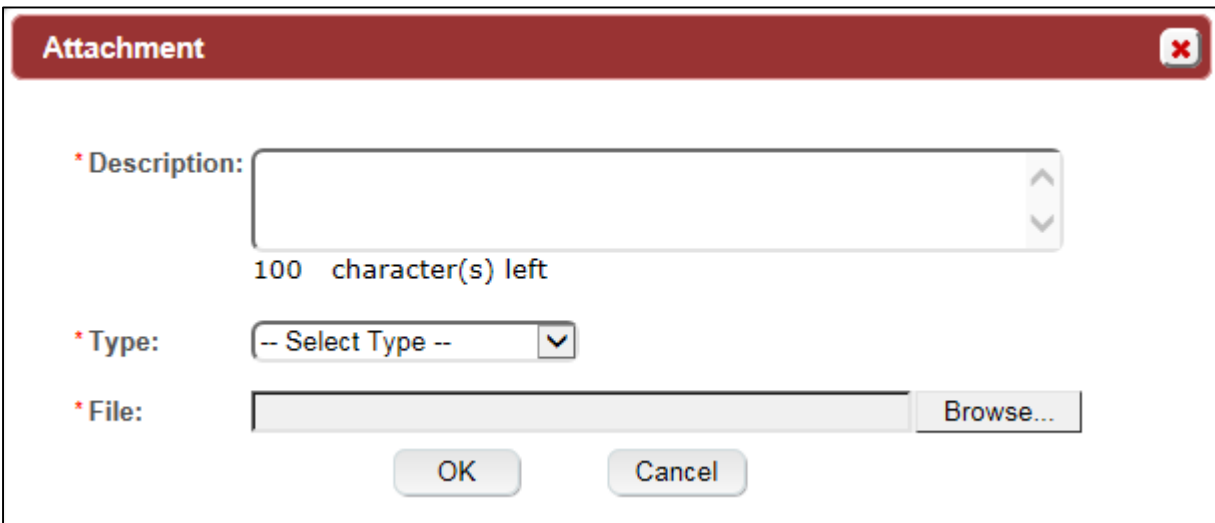

2. In the Submission Documents section, select the **Upload** button. The Attachment modal window displays. See Figure 2.

Submission Documents & Links

Figure 2: Upload Attachments – Attachment Modal Window
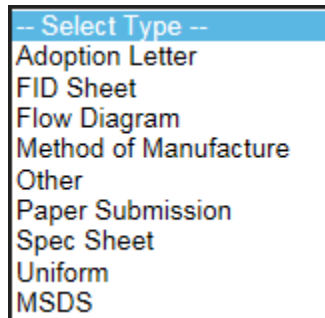
3. Enter a description for the file in the Description field.

4. Select a type from the Type drop-down list. See Figure 3.

Figure 3: Upload Attachments – Type Drop-Down List

►**Note:** Make sure you select the correct type for the corresponding attachment. For example, if a Method of Manufacture attachment is required and uploaded, **Method of Manufacture** must be the selected type.
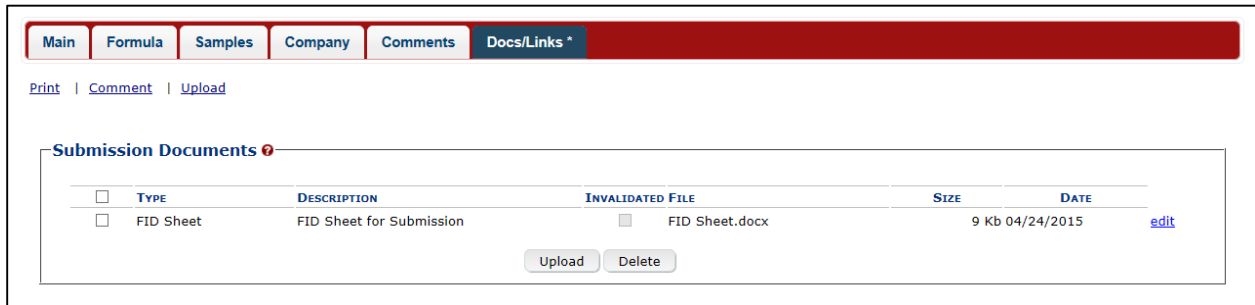
5. Select the **Browse** button next to the File field to browse and select the file.

►**Note:** Fields marked with asterisks (*****) are required fields.

6. Select the **OK** button. The Attachment modal window closes and the file is added in the Submission Documents. See Figure 4.

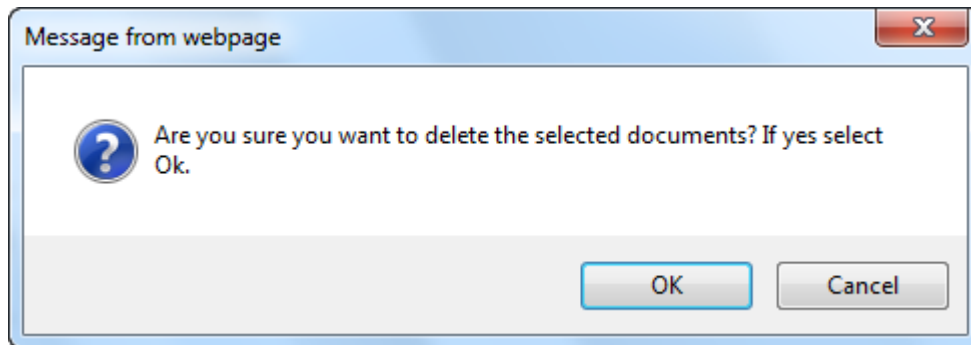**Figure 4: Upload Attachments – Docs/Links Tab with Attachment Added**

►**Note:** Virus checking is a part of the upload process. When you see a virus-related error or comment, take appropriate action. Otherwise, you will not notice anti-virus activity.

7. Repeat the steps to upload all attachments.

►**Note:** Attachments will <u>not</u> be available for display until the submission is saved as draft or submitted.

►**Note:** Select the edit link next to the attachment to display the Attachment modal window and edit the attachment. Select the checkbox(es) next to the attachment(s) and select the **Delete** button to delete the attachment(s). A confirmation message box displays prompting you to confirm your action. See Figure 5. Select the **OK** button to confirm.

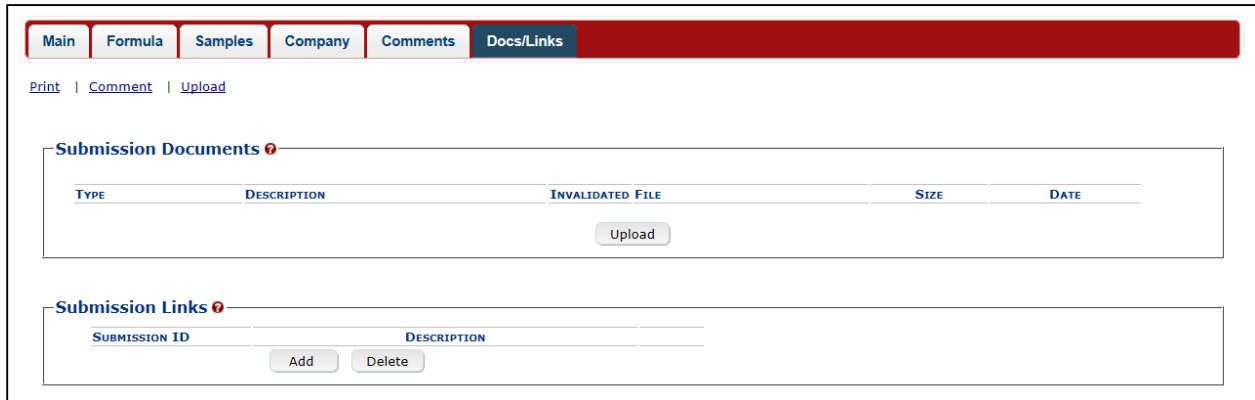**Figure 5: Upload Attachments – Delete Attachment Confirmation**

Link Submissions

Follow these steps to link a submission to another submission:

1. Select the Docs/Links tab in the submission. The Docs/Links tab displays. See Figure 6.

Figure 6: Link Submissions – Docs/Links Tab
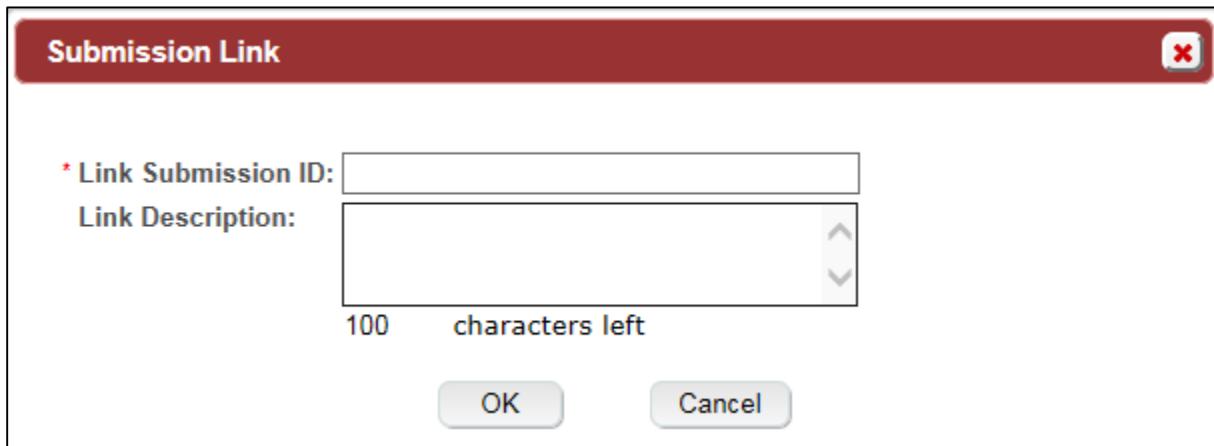
2. In the Submission Links section, select the **Add** button. The Submission Links modal window displays. See Figure 7.

Submission Links

Figure 7: Link Submissions – Submission Link Modal Window

3. Enter the Link Submission ID and Link Description in the available fields.

►**Note:** Fields marked with asterisks (*****) are required fields.

4. Select the **OK** button. The Submission Link modal window closes and the link is added in the Submission Links. See Figure 8.

Figure 8: Link Submissions – Docs/Links Tab with Submission Link Added
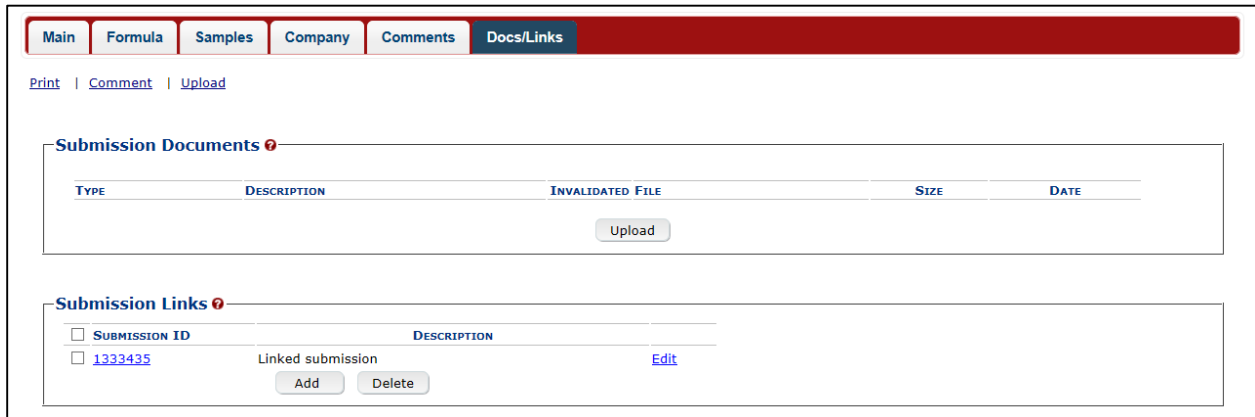
5. Repeat the steps to associate this submission with other submissions.

6. *Optional Step*: Select the Submission ID link to confirm that you have linked to the desired submission.

►**Note:** The Submission ID link will only display if you have read access to the submission. You do not require read access to add the submission link.

►**Note:** Select the edit link next to the link to display the Submission Link modal window and edit the link. Select the checkbox(es) next to the link(s) and select the **Delete** button to delete the link(s). A confirmation message box displays prompting you to confirm your action. See Figure 9. Select the **OK** button to confirm.

Figure 9: Link Submissions – Delete Submission Link Confirmation