



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

TYPE	DESCRIPTION	INVALIDATED FILE	SIZE	DATE
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Upload

SUBMISSION ID	DESCRIPTION
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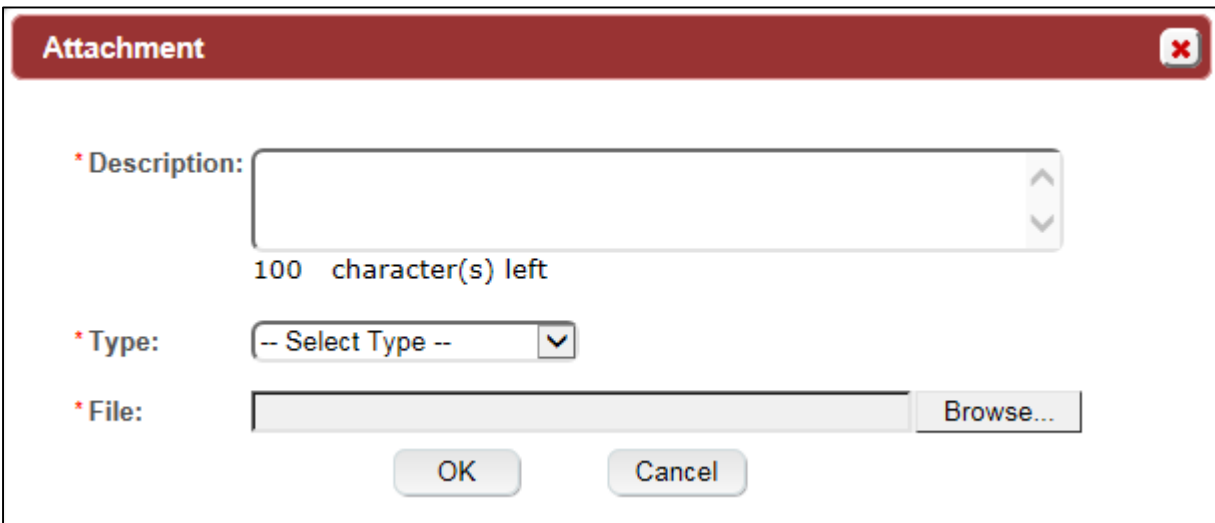
Add Delete

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

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Submission Documents & Links

Figure 2: Upload Attachments – Attachment Modal Window



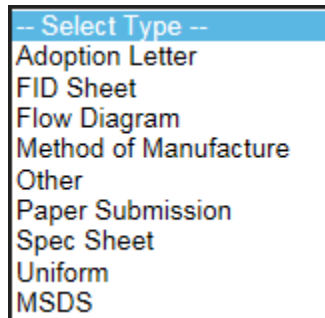
The image shows a modal window titled "Attachment" with a red header bar and a close button (X) in the top right corner. The window contains three required fields, each marked with an asterisk (*):

- * Description:** A text input field with a character count below it showing "100 character(s) left".
- * Type:** A drop-down menu currently displaying "-- Select Type --".
- * File:** A file selection field with a "Browse..." button to its right.

At the bottom of the modal window are two buttons: "OK" and "Cancel".

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



The image shows a drop-down list with the following options:

- Select Type --
- Adoption Letter
- FID Sheet
- Flow Diagram
- Method of Manufacture
- Other
- Paper Submission
- Spec Sheet
- Uniform
- MSDS

► **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.

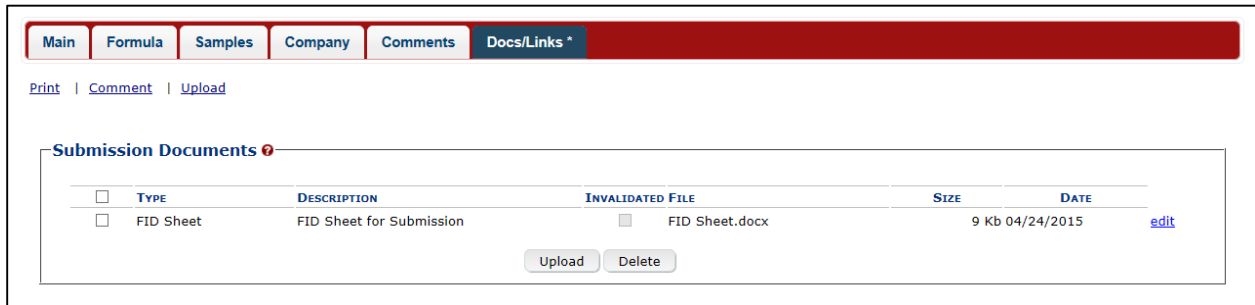
5. Select the **Browse** button next to the File field to browse and select the file.

► **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.

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



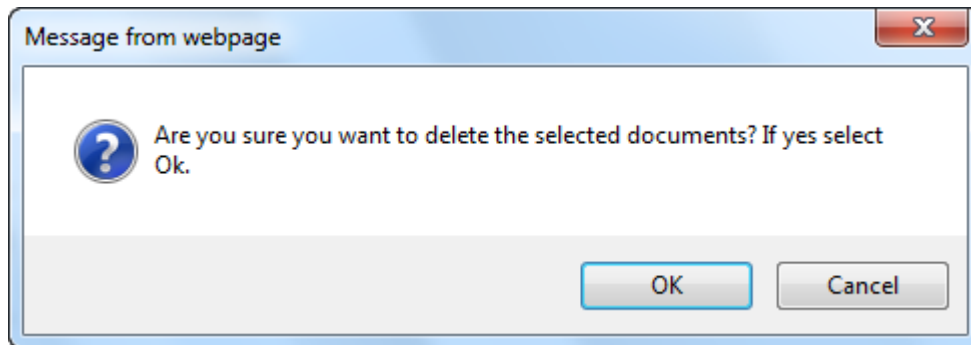
► **Note:** Virus checking is a part of the upload process. When you see a virus-related error or comment, take appropriate action. Otherwise, you will not notice anti-virus activity.

7. Repeat the steps to upload all attachments.

► **Note:** Attachments will not 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



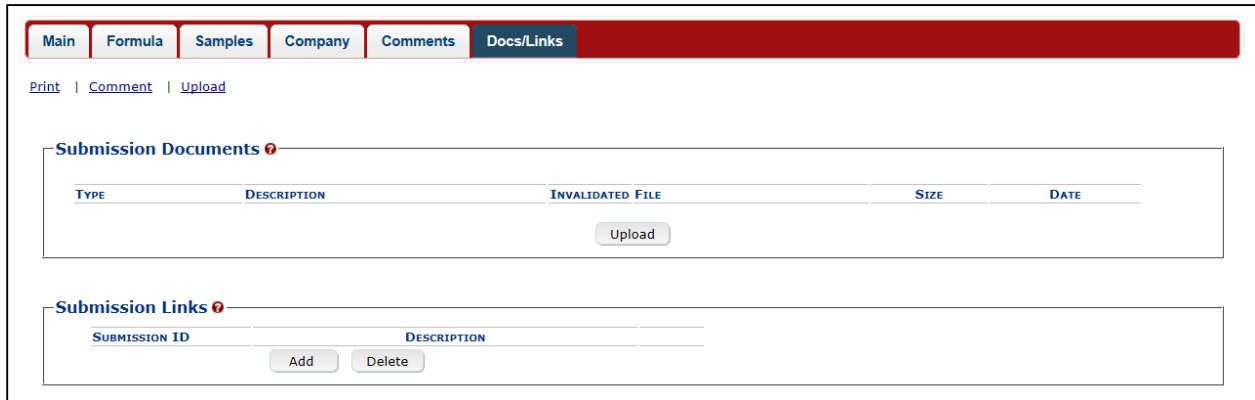
Uploading Attachments and Linking Submissions

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



The screenshot shows a web interface with a navigation bar at the top containing tabs: Main, Formula, Samples, Company, Comments, and Docs/Links (which is selected and highlighted in red). Below the navigation bar are links for Print, Comment, and Upload. The main content area is divided into two sections: "Submission Documents" and "Submission Links".

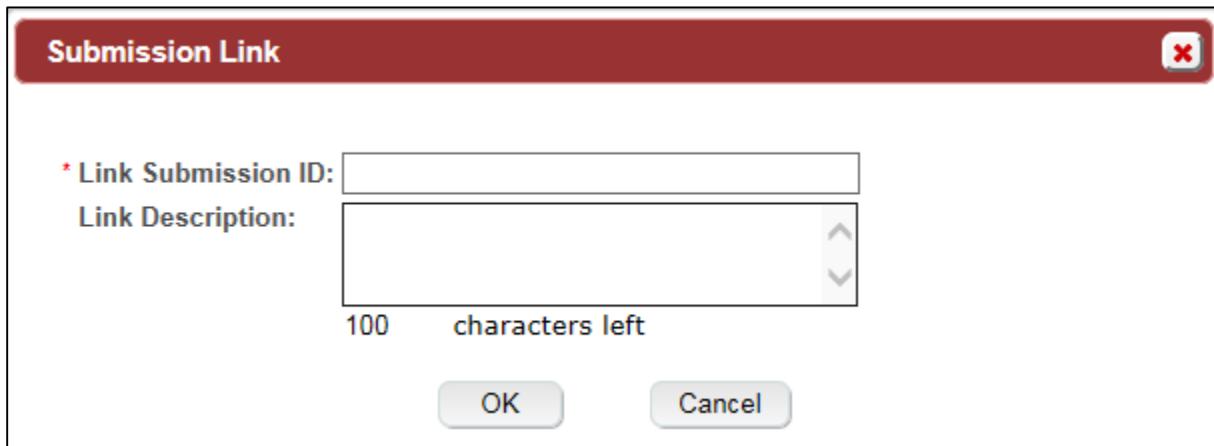
The "Submission Documents" section contains a table with the following columns: TYPE, DESCRIPTION, INVALIDATED FILE, SIZE, and DATE. Below the table is an "Upload" button.

The "Submission Links" section contains a table with the following columns: SUBMISSION ID and DESCRIPTION. Below the table are "Add" and "Delete" buttons.

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



The screenshot shows a modal window titled "Submission Link" with a close button (X) in the top right corner. The window contains two input fields:

- * Link Submission ID: [Text input field]
- Link Description: [Text area with a vertical scrollbar]

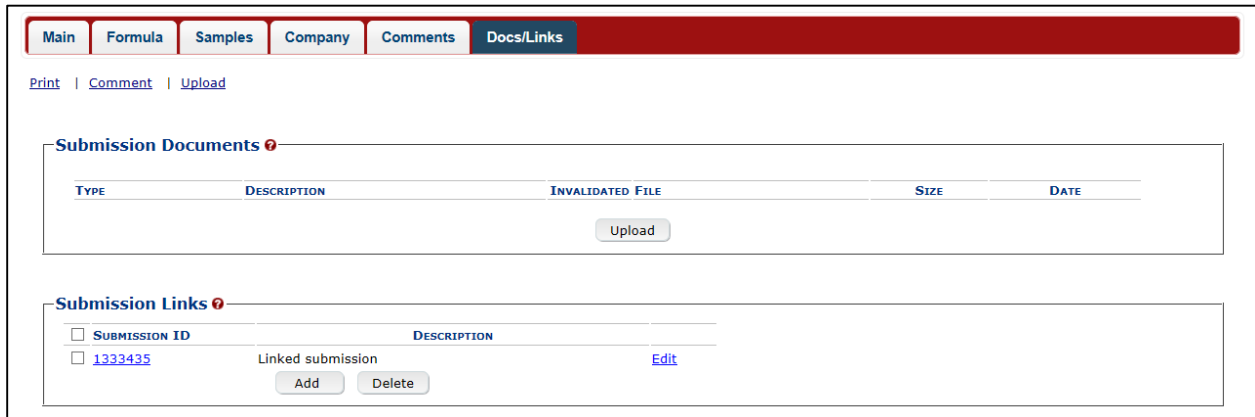
Below the text area, it indicates "100 characters left". At the bottom of the modal are "OK" and "Cancel" buttons.

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

