

## 6. How to add, modify or remove attached documents after validation

This section describes how to add documents to a filing, how to modify an already uploaded document and how to remove an unnecessary attached document.

These steps might be necessary in the following cases:

- The validation report contains fatal errors and additional documents have to be added to explain them. Please refer to Section 3.3 about how to manage fatal errors.
- When the Administration needs to add additional documents or modify some of the attached files after receiving and examining a filing submitted by an Operator or IGSO. Please refer to Section 4.3 about the filing submission to the Bureau.
- When Operator managers/users and IGSO users discover that information is missing from the filing and want to add additional documents before submitting it to the Administration for approval.
- When Administration managers/users discover that information is missing from the filing and want to add additional documents before submitting it to the BR.
- When users discover unnecessary attached documents in the filing and want to remove them before submitting it to the Administration or to the BR.

Note that mdb files cannot be modified after validation. If users want to modify them, they have to cancel the created filing, create a new one by uploading the correct mdb files and submit them for validation again.

### 6.1 How to add complementary documents to a filing

Anytime when the **+** button is available for use in the application, users are allowed to add documents to the filing (for example, before submitting a filing to the Administration, or to the BR).

The screenshot displays the ITU e-Submission interface for a filing. The top navigation bar includes 'Home', 'Submissions', 'As-Received', 'Users', and 'Help'. The main content area shows the filing details for reference number 2018-08131. A table lists the attached documents:

| Document Type             | File Name                 | File Size | Actions |
|---------------------------|---------------------------|-----------|---------|
| SNS(MDB)                  | ? SNS-API.mdb             | 2.04 MB   |         |
| Other                     | ? ? Attachment.pdf        | 133.74 KB | Remove  |
| Other                     | ? ? MEMO(AntennaGain).pdf | 105.74 KB | Remove  |
| Other                     | ? ? NOTE.docx             | 95.99 KB  | Remove  |
| SNS(MDB) As Received Copy | ? ? SNS-API.mdb           | 2.04 MB   |         |

Below the table, there is a 'Download All' button and a green '+ Add additional documents or drag files here' button. At the bottom right, there are 'Delete' and 'Submit to BR' buttons, and a status indicator 'Ready to submit to BR' circled in blue.

Fig. 26 Ready to submit to BR filing.

1. Click **+** under the list of uploaded files to add new ones.
2. Select additional file(s) via the displayed "File Upload" window.
3. The selected files are available for upload (Fig.27).
4. Click "Browse" **①** if the file `Attachement2.pdf` was chosen by mistake. The newly selected file will replace its name in the field **②**.
5. Click **🔄** **③** to remove the displayed file name from the field **②** and to prevent uploading it.
6. Click "Upload" **④** to upload the file whose name is displayed in the field **②**.
7. Click "Upload All" **⑤** to upload all selected files at once.
8. The button **⑥** will remove the corresponding interface section if for some reason there is no need for uploading additional documents.

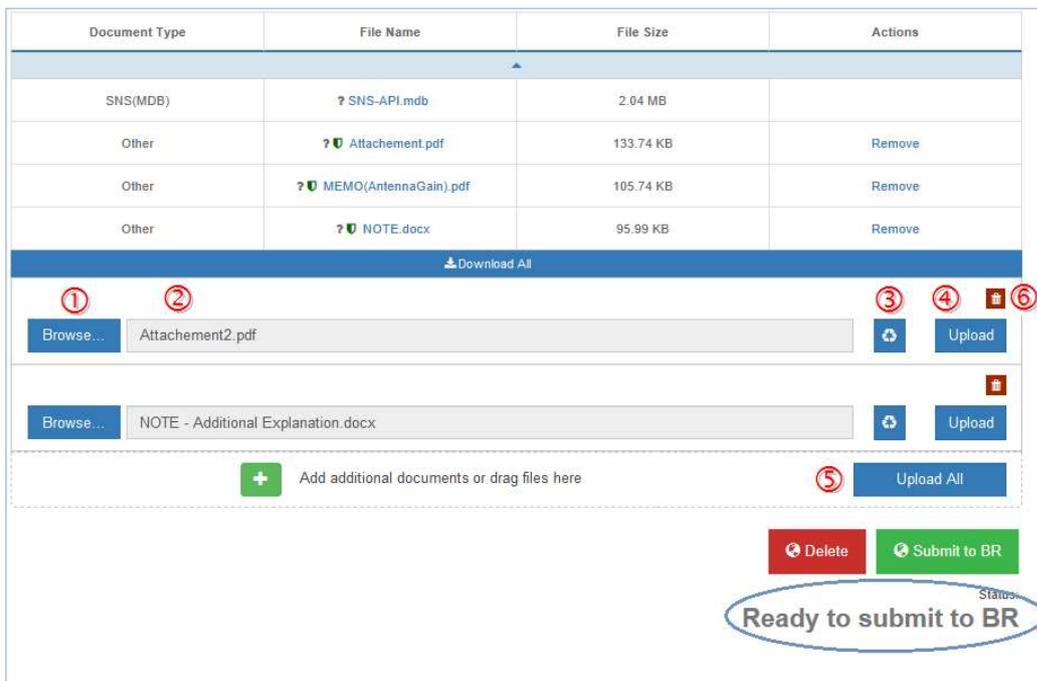


Fig. 27 Interface for adding documents to a filing.

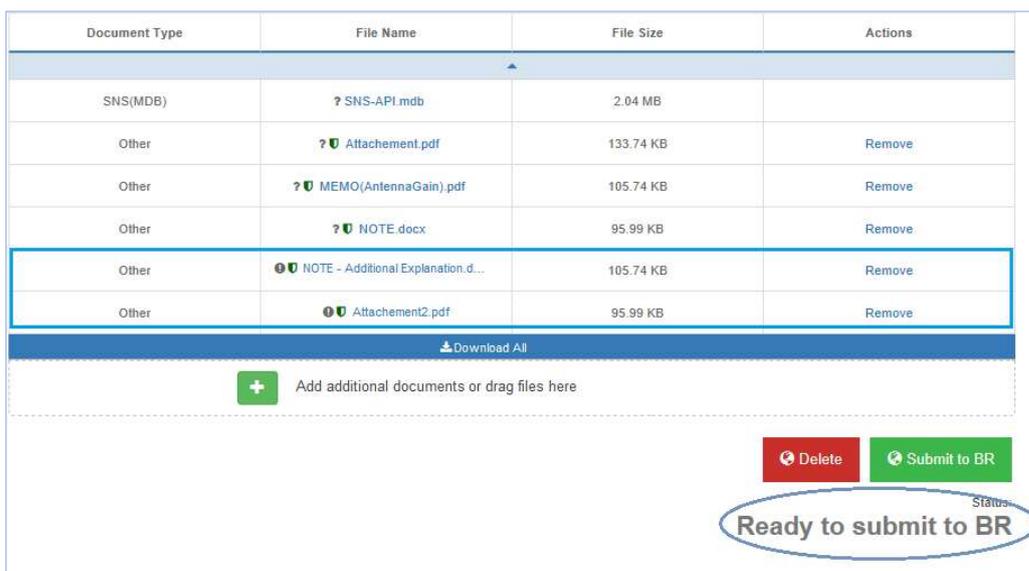


Fig. 28 Additional documents attached to the filing.

## 6.2 How to remove attached documents

When the removal of an attached document is allowed by the system, the action “Remove” is listed in the Actions column of the filing.

| Document Type | File Name               | File Size | Actions |
|---------------|-------------------------|-----------|---------|
| SNS(MDB)      | ? SNS-API.mdb           | 2.04 MB   |         |
| Other         | ? Attachment.pdf        | 133.74 KB | Remove  |
| Other         | ? MEMO(AntennaGain).pdf | 105.74 KB | Remove  |
| Other         | ? NOTE.docx             | 95.99 KB  | Remove  |

Download All

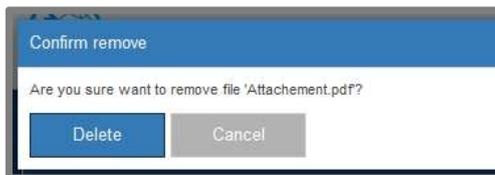
+ Add additional documents or drag files here

Delete Submit to BR

Status: Ready to submit to BR

Fig. 29 Document removal from a filing.

- 1) Click on the "Remove" link for the file whose name is displayed on the same row under the File Name column (for example `Attachment.pdf`).
- 2) Confirm the removal by clicking the button "Delete" in the displayed confirmation popup.



- 3) Click "Cancel" to abandon the removal of `Attachment.pdf`.

As mentioned before, the mdb files such as SNS(MDB) and possibly GIMS(MDB) cannot be removed from a filing. If for some reason they have to be modified or replaced with new ones, the filing has to be deleted. A new filing needs to be created and submitted for validation.

## 6.3 How to modify attached files

If a document attached to a filing has to be modified, follow these steps:

- 1) Prepare the document that has to replace the already attached file.
- 2) Remove the file from the filing, which needs to be replaced.
- 3) Use  to add the modified document (it can have the same name as the removed file).
- 4) Upload the modified file to the filing.