



Application Management Tool

User Manual

Introduction	2
Account Management	3
Create New Account	3
Password Reset	5
Account Activation	7
Log In	9
Log Out	10
Dashboard	11
Roles	11
Applications	12
Application Process	13
Start New Application	14
Steps for starting a new application:	14
Fill Application Form	16
1 - Requirement Navigation	16
2 - Evidence	16
3 - Tabs Menu	17
4 - Actions Menu	17
Revise Application	18
Review Process	19
Become a reviewer	19
Review an application	19
Review Diff Tool	20
How To	22
Attachment Management	22

Versioning

Date	Version	Comment
20 October 2022	1	Initial version
14 February 2023	2	Additions due to questions from users

Introduction

In this document you will find information on how to use the CoreTrus Seal Application Management Tool.

Account Management

In order to use the AMT you need to have an account.

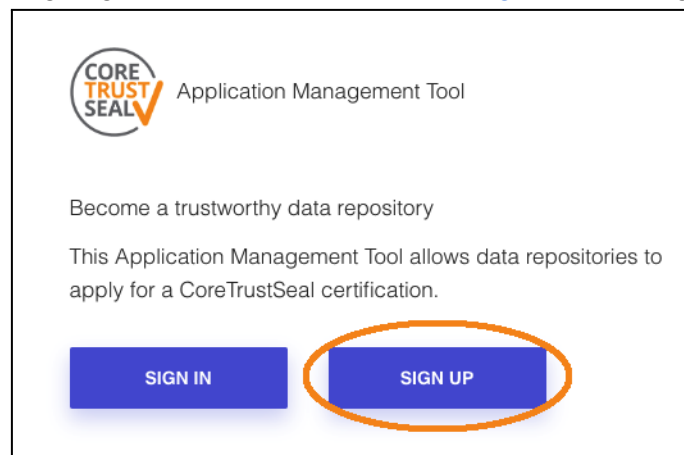
Create New Account

Before you can use CTS AMT you need to create an account.

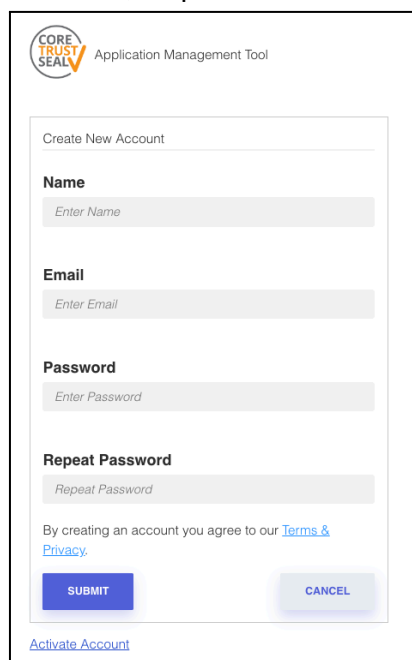
1. On the landing page click the sign up button
 - a. <https://amt.coretrustseal.org/>
2. Fill in and submit the form
3. Check your email for account activation message
4. Activate your account on the activation page provided via email

Create New Account, step 1:

On the landing page (<https://amt.coretrustseal.org/>) click the sign up button



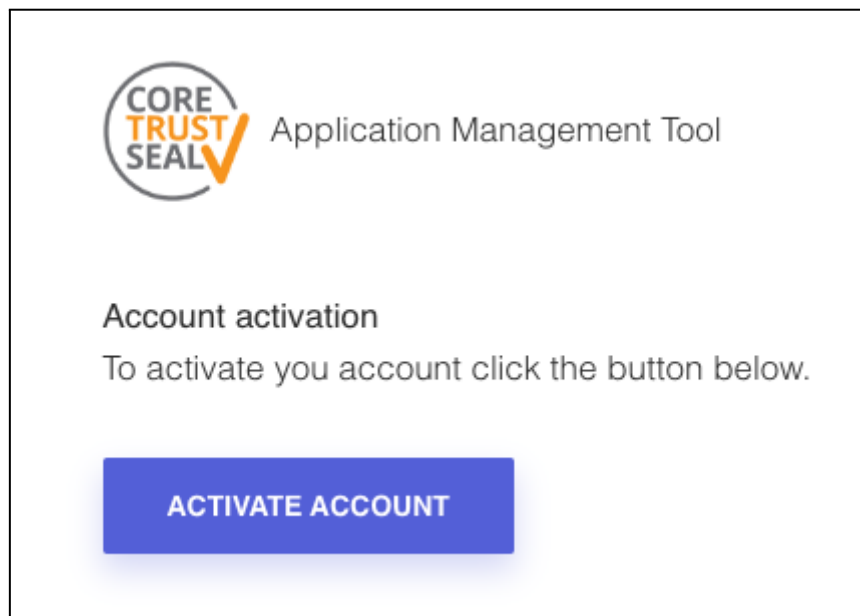
Create New Account, step 2: Fill in and submit the form



Create New Account, step 3: Check your email for account activation message



Create New Account, step 4: Activate your account on the activation page provided via email



Password Reset

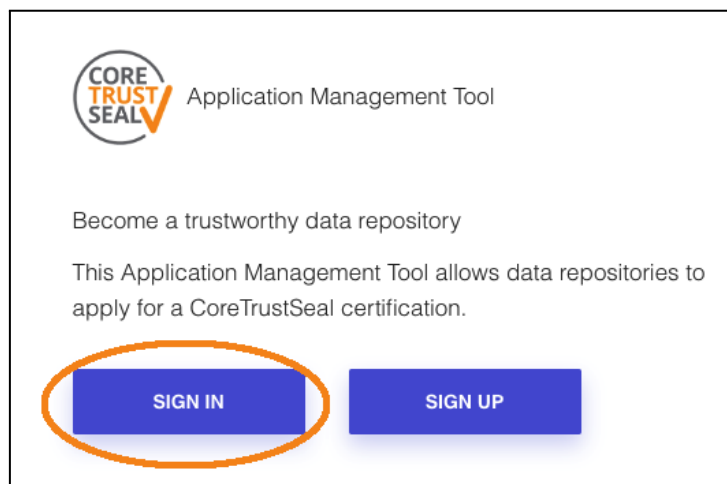
To reset your password do the following.

1. On the landing page click the sign in button
 - a. <https://amt.coretrustseal.org/>
2. On the sign in page click Reset Password
3. Fill in and submit the form to request a password reset
4. Check your email for password reset message
5. Fill in and submit the form to reset your password

Note, if you fill in an incorrect email address the AMT will not display any kind of warning. If you do not receive an email double check your email address is correct.

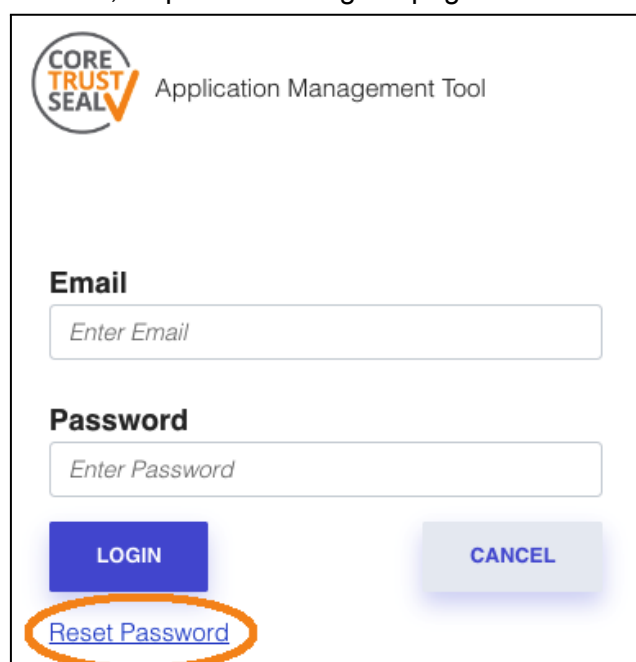
Password Reset, step 1:

On the landing page (<https://amt.coretrustseal.org/>) click the sign in button



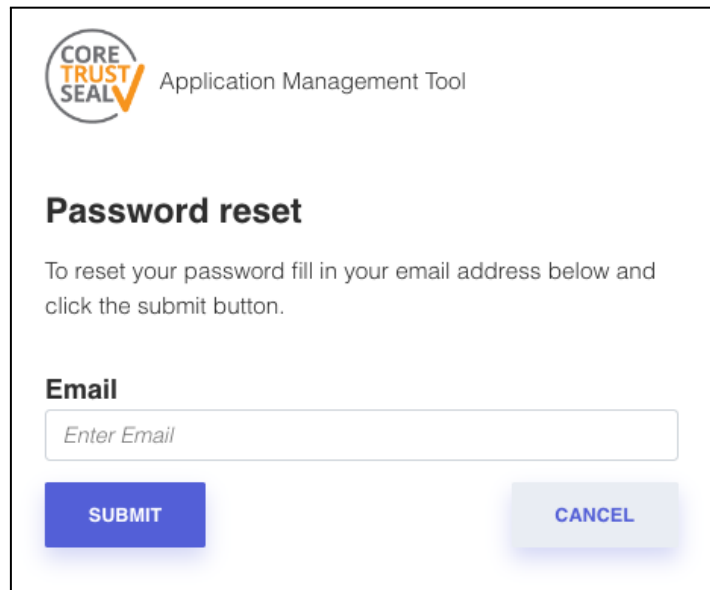
The screenshot shows the landing page of the CoreTrustSeal Application Management Tool. At the top left is the logo, which consists of the words 'CORE TRUST SEAL' in a circular arrangement with a checkmark. To the right of the logo is the text 'Application Management Tool'. Below this, the text reads 'Become a trustworthy data repository' and 'This Application Management Tool allows data repositories to apply for a CoreTrustSeal certification.' At the bottom, there are two blue buttons: 'SIGN IN' and 'SIGN UP'. The 'SIGN IN' button is circled in orange.

Password Reset, step 2: On the sign in page click Reset Password



The screenshot shows the sign-in page of the CoreTrustSeal Application Management Tool. At the top left is the logo, which consists of the words 'CORE TRUST SEAL' in a circular arrangement with a checkmark. To the right of the logo is the text 'Application Management Tool'. Below this, there are two input fields: 'Email' and 'Password'. The 'Email' field has a placeholder text 'Enter Email' and the 'Password' field has a placeholder text 'Enter Password'. Below the input fields are two buttons: 'LOGIN' and 'CANCEL'. At the bottom, there is a link labeled 'Reset Password' which is circled in orange.

Password Reset, step 3: Fill in and submit the form to request a password reset

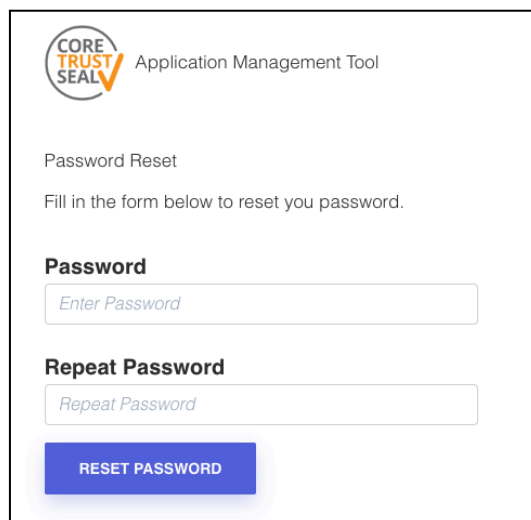


The screenshot shows a web form titled "Password reset" under the "CORE TRUST SEAL Application Management Tool" header. The form instructs the user to "To reset your password fill in your email address below and click the submit button." It features a text input field labeled "Email" with the placeholder text "Enter Email". Below the input field are two buttons: a blue "SUBMIT" button and a light blue "CANCEL" button.

Password Reset, step 4: Check your email for password reset message



Password Reset, step 5: Fill in and submit the form to reset your password



The screenshot shows a web form titled "Password Reset" under the "CORE TRUST SEAL Application Management Tool" header. The form instructs the user to "Fill in the form below to reset you password." It features two text input fields: one labeled "Password" with the placeholder text "Enter Password", and another labeled "Repeat Password" with the placeholder text "Repeat Password". Below the input fields is a blue button labeled "RESET PASSWORD".

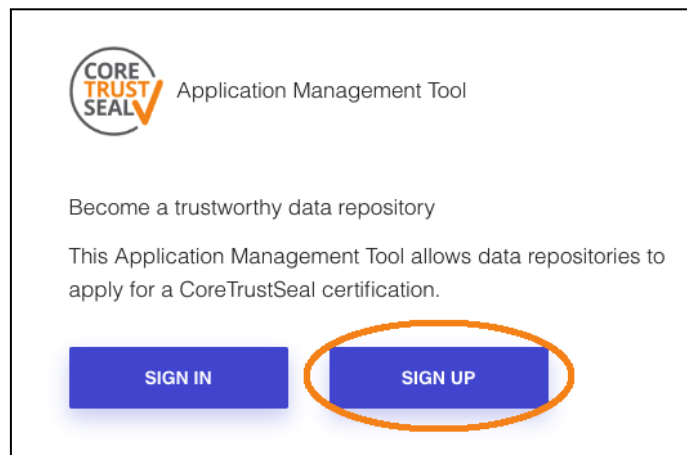
Account Activation

If you can not activate your account because your token is no longer valid you can request a new activation token.

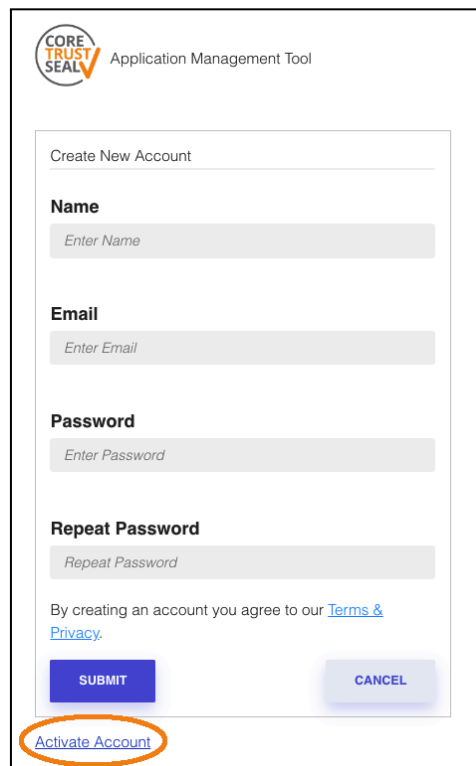
1. On the landing page (<https://amt.coretrustseal.org/>) click the sign up button
2. Click on Activate Account below the form
3. Fill in and submit the form to request a new activation token
4. Check your email for account activation message
5. Activate your account on the activation page provided via email

Account Activation, step 1:


On the landing page (<https://amt.coretrustseal.org/>) click the sign up button



Account Activation, step 2: Click on Activate Account below the form



Account Activation, step 3:
Fill in and submit the form to request a new activation token

 Application Management Tool

Request New Token
If your activation code has expired fill in and submit the form below to request a new token.


Email

SUBMIT **CANCEL**

Account Activation, step 4: Check your email for account activation message



Account Activation, step 5:
Activate your account on the activation page provided via email

 Application Management Tool

Account activation
To activate you account click the button below.

ACTIVATE ACCOUNT

Log In

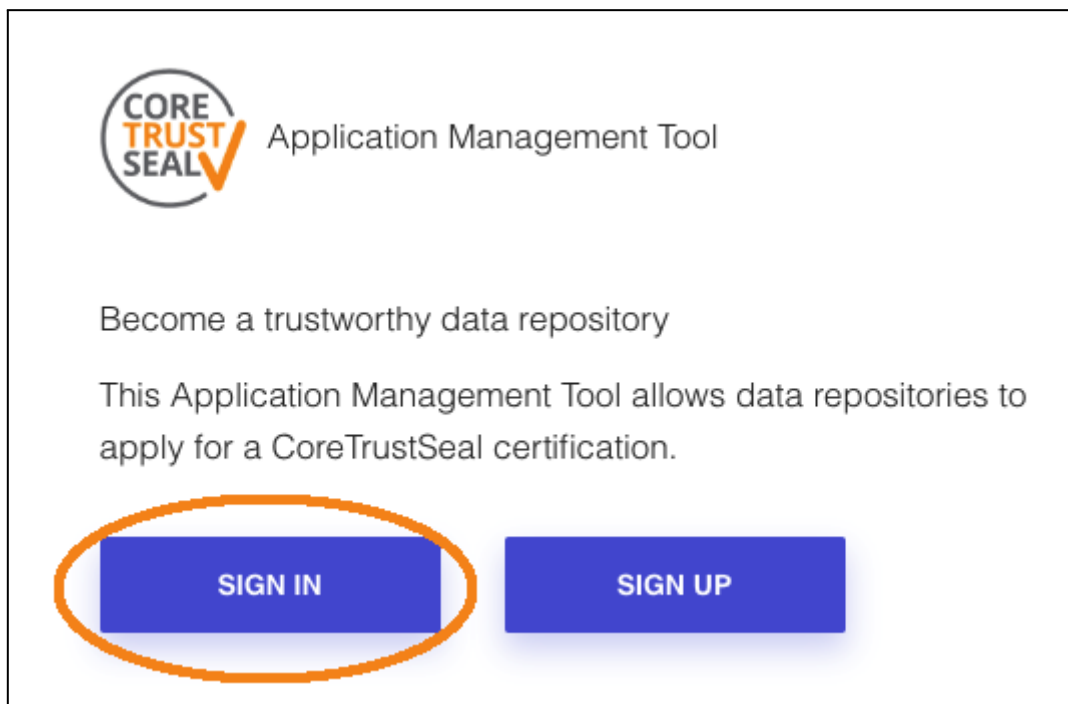
In order to use the application you must log in.

1. Browse to the CoreTrustSeal AMT
 - a. <https://amt.coretrustseal.org/>
2. Click Sign In button
3. Fill in the form and click Log In


Log In, step 1: Browse to <https://amt.coretrustseal.org/>



Log In, step 2: Click Sign In button



Log In, step 3: Fill in the form and click Log In



Application Management Tool

Email

Enter Email

Password

Enter Password


LOGIN

CANCEL

[Reset Password](#)

Log Out

You can log out by clicking on the button in the top right corner.







Application Management Tool

As an applicant

2 applications in draft

START NEW APPLICATION

Applications in draft

Application	Status	Review Loop	Institute	Actions
Datastation	Pre Submit	0	DANS KNAW	 
Datastation Foo	Pre Submit	0	DANS KNAW	 

v. beta-1.3 user 1

applicant

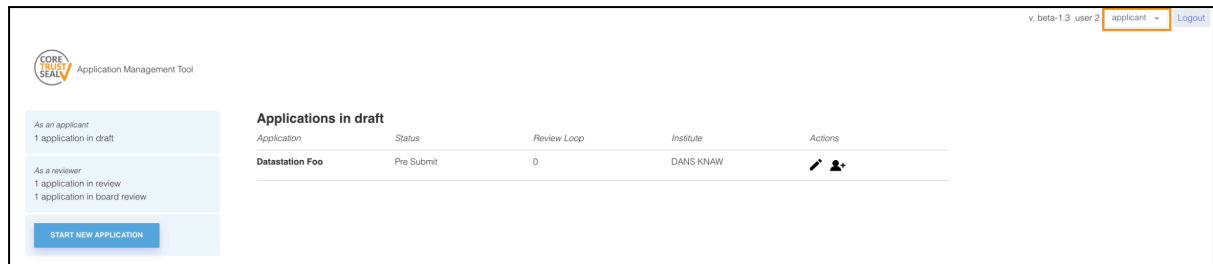
Logout

Dashboard

After you log in you will see the dashboard page. The dashboard is split into multiple sections that allows you to perform certain tasks. Available options depend on your current role.

Roles

You can change your role from the menu in the top right corner. Every time you switch roles you will be brought to the dashboard.



Applicant

In the Applicant role you can apply for certification and perform various other tasks related to this subject.

The Applicant role is assigned by default to each account.

Reviewer

In the Reviewer role you can review the applications of other repositories.

Board Member

In the Board Member role you can perform the board review of applications.

Applications

1 - Application Overview

On the left hand side you will see the overview of currently running applications grouped by role. This overview is the same regardless of your current role.

2 - Actions Menu

You can perform multiple tasks via the actions menu. The menu changes dynamically based on your role and the status of the application. Icons are explained below.

Application	Status	Review Loop	Institute	Actions
Datastation Foo	Pre Submit	0	DANS KNAW	



Work on your application or review.



Invite additional applicants.

Invitations are bound to email addresses, therefore it is important that you use the correct email address to invite collaborators. Invitees will be notified via email.

If the invitee does not have an AMT account they can register and activate their account.

Upon account activation the invitee will be assigned as an additional applicant.

If the invitee already has an AMT account they will be assigned as an additional applicant automatically.



Export the application as a PDF file.

Application Process

This chapter describes the application process for the Applicant role. In this role you can fill in a form in order to get your repository certified.

The application process contains multi-steps. Below is a brief description of the steps in order. More detailed information will be provided in the following sections.

1 - Start New Application

The process starts by creating a new application. This step is the same for all new applications, it does not matter if this is the first time or a renewal of your certification.

2 - First Application

Once you have started the application you can start filling out the form, it is split up in multiple requirements.

3 - First Submit

Once you have filled in the form complete you can submit it. Warning, once submitted you can not alter the form!

4 - Review

Your submission will be reviewed. This will result in either a request for revision, acceptance, or rejection. In case revision is needed the reviewers will provide feedback.

4A - Revise Loop

If your first submission is not accepted you will enter the revise loop. During this loop you will be provided with the opportunity to revise your application multiple times.

Revise Application

Revise your application form according to the feedback given.

Revise Submit

Submit your revised form. Warning, once submitted you can not alter the form!

Revise Review

Your submission will be reviewed. This will result in either a request for revision, acceptance or rejection. In case revision is needed the reviewers will provide feedback and you start with **Revise Application** again.

5a - Acceptance

When the CoreTrustSeal board accepts your application the process finishes. Your repository is now certified and your application will be published on the website:

<https://amt.coretrustseal.org/certificates>

5b - Rejection

When the CoreTrustSeal board rejects your application the process finishes. Your application will not be made public.

Start New Application

To start a new application follow the steps below.

Select institution / repository

You can select any institution or repository that is known to the AMT from the menu. The available repositories are based on the selected institution. If your institution and/ or repository is not known yet please create a new one (see below).

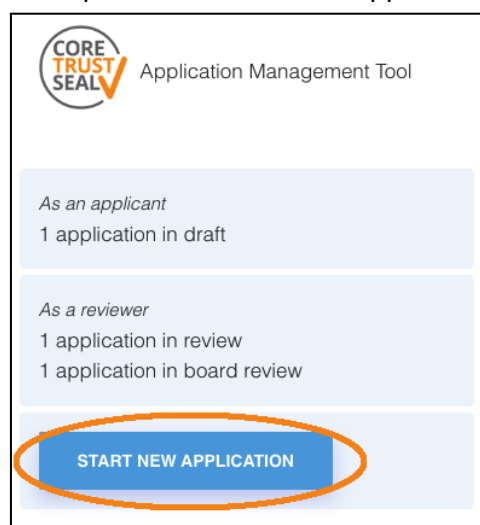
Create new institution / repository

When you create a new institution or repository you will be presented with a pop up window that contains the required form. Fill in the form and click save to create the institution or repository.

Steps for starting a new application:

1. Log in
2. Select the Applicant role
3. Click “start new application” in top left corner
4. Select or create the correct institution
 - a. Select institution
 - b. Create new institution
 - i. Note when adding the contact address please use a generic email for your institute so you are always updated on changes to your application or requests for renewal even when persons attached to the application leave your institution.
5. Select or create the correct repository
 - a. Select repository
 - b. Create new repository

Application Process step 3, Click “Start new application” in top left corner



Application Process step 4a, Select existing institution

The screenshot shows the 'Specify Institution' screen in the 'CORE TRUST SEAL Application Management Tool'. On the left, a sidebar indicates the user's role and application status: 'As an applicant' with '1 application in draft', and 'As a reviewer' with '1 application in review' and '1 application in board review'. A 'START NEW APPLICATION' button is at the bottom of the sidebar. The main area is titled 'Specify Institution' and contains a section 'Choose existing Institution' with a dropdown menu labeled 'Select option'. The dropdown arrow is circled in orange. At the bottom, there are three buttons: 'CONTINUE' (blue), 'CANCEL' (light blue), and 'NEW' (blue).

Application Process step 4b, Create new institution

This screenshot shows the same 'Specify Institution' screen as step 4a. In this step, the 'NEW' button at the bottom is circled in orange, indicating the action to create a new institution.

Application Process step 5a, Select existing repository

The screenshot shows the 'Specify Repository' screen. The sidebar is identical to the previous steps. The main area is titled 'Specify Repository' and contains a section 'Choose existing Repository' with a dropdown menu labeled 'Select option'. The dropdown arrow is circled in orange. At the bottom, there are three buttons: 'CONTINUE' (blue), 'CANCEL' (light blue), and 'NEW' (blue).

Application Process step 5b, Create new repository

This screenshot shows the same 'Specify Repository' screen as step 5a. In this step, the 'NEW' button at the bottom is circled in orange, indicating the action to create a new repository.

Fill Application Form

The application form contains multiple elements, each of which are described below. On the next page you will find an illustration along with the numbers of the elements described below.

CORE TRUST SEAL Application Management Tool

1 Requirement Navigation

- Background Information
- Repository Type
- Description of Repository
- Organizational Infrastructure
- R8 Mission/Scope
- R9 Licenses
- Digital Object Management
- R14 Data integrity and authenticity
- R15 Appraisal
- Technology
- R22 Technical infrastructure
- R23 Security**

2 Requirement R23

The technical infrastructure of the repository provides for protection of the facility and its data, products, services, and users.

Level of compliance

2 - The repository has a theoretical concept

Evidence

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. In hac habitasse platea dictumst vestibulum rhoncus est pellentesque elit. Dolor magna eget est lorem ipsum dolor sit amet. Consectetur adipiscing elit duis tristique sollicitudin nibh sit. Faucibus vitae aliquet nec ullamcorper sit. Semper quis lectus nulla at volutpat diam ut. Tortor pretium viverra suspendisse potenti nullam ac tortor vitae. Adipiscing tristique risus nec feugiat in fermentum posuere urna nec. Eu turpis egestas pretium aenean pharetra magna ac. Est ante in nibh mauris. In nulla posuere sollicitudin aliquam ultrices. Fusce id velit ut tortor. Malesuada nunc vel risus commodo viverra maecenas accumsan lacus vel. Eget egestas purus viverra accumsan in. Non pulvinar neque laoreet suspendisse interdum. Diam maecenas sed enim ut.

Evidence links

example link - (http://google.nl)

3 Guidance

The repository should analyze potential threats, assess risks, and create a consistent security system. It should describe damage scenarios based on malicious actions, human error, or technical failure that pose a threat to the repository and its data, products, services, and users. It should measure the likelihood and impact of such scenarios, decide which risk levels are acceptable, and determine which measures should be taken to counter the threats to the repository and its Designated Community. This should be an ongoing process.

For this Requirement, please describe:

- Your IT security system, employees with roles related to security (e.g., security officers), and any risk analysis tools (e.g., DRAMBORA1) you use.
- What levels of security are required, and how these are supported.
- Any authentication and authorization procedures employed to securely manage access to systems in use (e.g., Shibboleth, OpenAthens).

The storage processes and technical infrastructure that utilize these security measures should be covered in R9 (Documented storage procedures) and R15 (Technical Infrastructure), respectively.

[Extended Guidance](#)

4 SAVE HOME PUBLISH

1 - Requirement Navigation

On the left hand side of the screen you will find requirement navigation. You can click on any requirement to jump to it

2 - Evidence

At the center of the screen the evidence area is displayed, this is the main area of business for the application. Here you can select a **compliance level**, give a **written statement**, and provide **links** to external statements.

Level of Compliance

Choose one of the following compliance levels:

- In Progress: the repository is in the implementation phase.
- Implemented: the requirement has been fully implemented by the repository.

Evidence - Written statement

Please provide written evidence for the chosen compliance level. Applications under review are confidential to CoreTrustSeal reviewers and the Board, but successful applications are made publicly available. Applicants should therefore keep all of these audiences in mind when filling the statement.

Evidence Links

When you enter the urls you add a name and the link.

You are welcome to add numbers to the name of the url and refer to them in the text with the number you assigned.

Note:

- Evidence Links are reusable. Once created you can select it from the menu at any requirement.
- Evidence links cannot be changed. Simply remove the 'wrong' link from the requirement(s) and add a new one.

Attachments

You can upload files via the Attachment tab. Attachments are not tied to a requirement, they are tied to the Application Form instead. In other words, each attachment will show up at every requirement.

For detailed instructions on attachment management see the How To section of the manual.

Note: all field are mandatory for some fields it is accepted to fill N.A. (not applicable):

- **Re3data Identifier** -> you can apply for an identifier via <https://www.re3data.org/> or fill N.A.
- **Applicants renewing their CoreTrustSeal certification: summary of significant changes since last application.** -> this field should only be filled when you are recertifying for CoreTrustSeal, this means you have been awarded a CoreTrustSeal certification before. If this is the first time your repository is applying for a CoreTrustSeal certification you can fill N.A.
- **Applicant Feedback** -> We welcome feedback on the CoreTrustSeal Requirements and the Certification procedure. Please leave any general comments/ questions you would like to put to the CoreTrustSeal board in this field or fill N.A.

More information on how to fill the different requirements can be found in the [CoreTrustSeal Extended Guidance 2023-2025](#).

3 - Tabs Menu

On the right hand side of the screen you will find the tabs menu. You will always be able to see the Guidance tab and Attachment tab. After your application has been reviewed you will also be able to see the reviews under the added review tab.

4 - Actions Menu

On the bottom right of the screen you will find the actions menu with the following buttons:

Save

Saves the input for the current requirement and jumps to the next

- If you are at the last requirement it will ask you to submit your application instead of jumping to the next requirement.

Home

Brings you back to the dashboard

Publish

Publish your application for review

- This is only possible if you have filled in the form completely.

Note for your First Application:

Fill in the required information for each requirement and click save, this can be done in any order you like. Before you publish your application for review, double check your work.

Warning, once you have published your application you can no longer alter it!

Revise Application

When revising an application the applicant should update the evidence (compliance level, written statement and/or links) in reaction to the reviewer(s) comment(s).

During revision the Application Form has two more features as described below.

1 - Requirement Navigation

The navigation menu will show you which requirements have been accepted and which need to be revised. The system shows the Accepted or Revision flag based on the decision taken by the reviewers. The Accepted flag is shown when all reviewers have accepted the answer. Otherwise the Revision flag is shown.

2 - Tabs Menu

The Review tab is now available in the tabs menu. To see the review of the current requirement click on the Review tab. Each review has its own sub tab, you can switch between reviews by clicking on the sub tabs.



Background Information

Repository TypeAccepted

Description of RepositoryAccepted

Organizational Infrastructure

R8 Mission/ScopeAccepted

R9 LicensesRevision

Digital Object Management

R14Data integrity and authenticityAccepted

R15AppraisalAccepted

Technology

R22Technical infrastructureRevision

R23SecurityRevision

Requirement R23

The technical infrastructure of the repository provides for protection of the facility and its data, products, services, and users.

Level of compliance

3 - The repository is in the implementation phase

Evidence

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. In hac habitasse platea dictumst vestibulum rhoncus est pellentesque elit. Dolor magna eget est lorem ipsum dolor sit amet. Consectetur adipiscing elit duis tristique sollicitudin nibh sit. Faucibus vitae aliquet nec ullamcorper sit. Semper quis lectus nulla at volutpat diam ut. Tortor pretium viverra suspendisse potenti nullam ac tortor vitae. Adipiscing tristique risus nec feugiat in fermentum posuere urna nec. Eu turpis egestas pretium aenean pharetra magna ac. Est ante in nibh mauris. In nulla posuere sollicitudin aliquam ultrices. Fusce id velit ut tortor. Malesuada nunc vel risus commodo viverra maecenas accumsan lacus vel. Eget egestas purus viverra accumsan in. Non pulvinar neque laoreet suspendisse interdum. Diam maecenas sed enim ut.

Evidence links

example link -- (http://google.nl)

NEW

Guidance

Reviews

Review

Review 2

Level of compliance

0 - Not applicable

Verdict

REVISION

Review

Posuere morbi leo urna molestie at. Sit amet consectetur adipiscing elit duis. Nisi quis eleifend quam adipiscing vitae. Phasellus egestas tellus rutrum tellus pellentesque eu tincidunt tortor aliquam. Habitant morbi tristique senectus et netus et. Egestas dui id ornare arcu odio. Molestie a iaculis at erat pellentesque adipiscing commodo. Dapibus ultrices in iaculis nunc sed. Vitae congue eu consequat ac felis donec et odio pellentesque. Dui ut ornare lectus sit amet. Sit amet facilisis magna etiam tempor orci eu lobortis. Duis at consectetur lorem donec massa sapien faucibus et molestie. Sed nisi lacus sed viverra. Cum sociis natoque penatibus et magnis dis parturient montes nascetur. Mauris nunc congue nisi vitae suscipit tellus mauris a diam. Vestibulum mattis ullamcorper velit sed ullamcorper morbi. Phasellus egestas tellus rutrum tellus pellentesque eu tincidunt tortor. Euismod in pellentesque massa placerat duis ultricies. Sed

SAVE

HOME

PUBLISH

Review Process

This chapter describes the application review process for the Review role. In this role you can review the applicant's work and provide them with feedback if needed.






Become a reviewer

Once you have completed a CoreTrustSeal application successfully your institute will be asked to provide a reviewer. You can also request to become a reviewer yourself by sending an email to info@coretrustseal.org. Please note you must have participated in at least 1 successful CoreTrustSeal application. Once accepted as a reviewer you will be assigned the reviewer role in the AMT and can then be added to a certain application as a reviewer.


Review an application

Select the Reviewer role in the top right hand corner, the dashboard will reload and you now see which applications you can review. Select the application you wish to review via the actions menu. You can also export the application as a PDF file from the actions menu.

Select application to review or export PDF file

 Application Management Tool						
As an applicant 1 application in draft	Applications in review					
As a reviewer 2 applications in review	Application	Status	Review Loop	Due Date	Institute	Actions
	Datastation	In Review	0	2022-10-31	DANS KNAW	 
	Datastation Archeology	In Review	1	2022-11-30	DANS KNAW	 

Once you have selected an application to review you will be presented with the review form. This form is very similar to the application form with a few exceptions. You will find an illustration along with the numbers of the elements described below.

 Application Management Tool

Background Information
Repository Type
Description of Repository

Organizational Infrastructure
R8 Mission/Scope
R9 Licenses Revised

Digital Object Management
R14 Data integrity and authenticity
R15 Appraisal Revised

Technology
R22 Technical infrastructure
R23 Security

Requirement R8

The repository has an explicit mission to provide access to and preserve data in its domain.

Level of compliance
3 - The repository is in the implementation phase

Evidence
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. In hac habitasse platea dictumst vestibulum rhoncus est pellentesque elit. Dolor magna eget est lorem ipsum dolor sit amet. Consectetur adipiscing elit dui tristique sollicitudin nibh sit. Faucibus vitae aliquet nec ullamcorper sit. Semper quis lectus nulla at volutpat diam ut. Tortor pretium viverra suspendisse potenti nullam ac tortor vitae. Adipiscing tristique risus nec feugiat in fermentum posuere urna nec. Eu turpis egestas pretium aenean pharetra magna ac. Est ante in nibh mauris. In nulla posuere sollicitudin aliquam ultrices. Fusce id velit ut tortor. Malesuada nunc vel risus commodo viverra maecenas accumsan lacus vel. Eget egestas purus viverra accumsan in. Non pulvinar neque laoreet suspendisse interdum. Diam maecenas sed enim ut.

Evidence links
example link
<http://google.nl>

Guidance Review

Leave your review here

Level of compliance
0 - Not applicable

Verdict
ACCEPTED

Review
Posuere morbi leo urna molestie at. Sit amet consectetur adipiscing elit dui. Nisi quis eleifend quam adipiscing vitae. Phasellus egestas tellus rutrum tellus pellentesque eu tincidunt tortor aliquam. Habitant morbi tristique senectus et netus et. Egestas dui id ornare arcu odio. Molestie a iaculis at erat pellentesque adipiscing commodo. Dapibus ultrices in iaculis nunc sed. Vitae congue eu consequat ac felis donec et odio pellentesque. Dui ut ornare lectus sit amet. Sit amet facilisis magna etiam tempor orci eu lobortis. Duis at consectetur lorem donec massa sapien faucibus et molestie. Sed nisi lacus sed viverra. Cum sociis natoque penatibus et magnis dis parturient montes nascetur. Mauris nunc congue nisi vitae suscipit tellus mauris a diam. Vestibulum mattis ullamcorper velit sed ullamcorper morbi. Phasellus egestas tellus rutrum tellus pellentesque eu tincidunt tortor.

SAVE HOME PUBLISH

1 - Requirement Navigation

On the left hand side of the screen you will find requirement navigation. You can click on any requirement to jump to it.

If this is the second, third, etc., review you will also see which requirements the applicant revised.

2 - Evidence

At the center of the screen the evidence area is displayed. Here you will find the evidence provided by the applicant consisting of: Level of compliance, Evidence - written statement, and Evidence links to external evidence provided.

3 - Tabs Menu

On the right hand side of the screen you will find the tabs menu. As a reviewer you have both the Guidance and Review tabs available.

In the Review tab you can write your review for each requirement by selecting a compliance level, verdict (REVISE or ACCEPT), and providing a written statement.

Note: If your verdict is REVISE you must provide a written explanation.

4 - Actions Menu

On the bottom right of the screen you will find the actions menu with the following buttons:

Save

Saves the input for the current requirement and jumps to the next

- If you are at the last requirement it will ask you to submit your review instead of jumping to the next requirementment.

Home

Brings you back to the dashboard

Publish

Publish review to notify the administrator that you have finished

- This is only possible if you have filled in the form completely.

Warning, once you have published your review you can no longer alter it!

Review Diff Tool

After the first review you will be able to use a “diff tool” to quickly find the difference between the previous and current evidence. This option is available for any requirement that has been revised by the applicant.

The diff tool highlights removed text in red and new text in green. That that was unchanged is not highlighted.

To use the diff tool:

1. Click the Show Difference button on a revised requirement
2. Inspect the difference

Step 1, click the Show Difference button

Evidence

Bibendum est ultricies integer quis auctor. Curabitur gravida arcu ac tortor dignissim.

Show Difference

Step 2, inspect the difference

Evidence

Review Loop: 0 → Review Loop: 1

```
@@ -1,1 +1,1 @@
```

1

Lorem mollis

aliquam ut porttitor leo a diam sollicitudin. Id diam vel quam elementum pulvinar etiam non quam lacus. Morbi leo urna molestie at elementum eu facilisis sed odio.

—

Mauris vitae

ultricies leo integer malesuada. Placerat in egestas erat imperdiet sed euismod. Dui
ut ornare lectus sit amet est placerat.

1

Bibendum est ultricies integer quis auctor. Curabitur gravida arcu ac tortor dignissim.

Close Difference

How To

The following chapter describes performing certain tasks in the tool.

Attachment Management

As an Applicant you can manage attachments for your Certification Request. You can upload files, download files, and delete files. Users with different roles than the applicant role can only download attachments.

Note: these attachments will be shared with the reviewers during the review process, but will not be made public once the application is approved.

Steps for uploading an attachment:

1. Click on the Attachments tab
2. Click on the browse button
 - a. A new window will open that allows you to select a file from your computer
 - b. Select the file you want to upload and click open
 - c. The selected file is now shown on screen
3. Click on the upload button
4. Click on OK in the confirmation window

The screenshot shows a web interface for managing attachments. At the top, there are two tabs: 'Guidance' and 'Attachments'. The 'Attachments' tab is selected and highlighted with an orange circle and the number '1'. Below the tabs, the text 'There are not attachments.' is displayed. Underneath, there is a section labeled 'Browse for a file to upload' with the number '2' next to it. Inside this section, there is a 'Browse...' button, which is also highlighted with an orange circle. To the right of the button, it says 'No file selected.'. Below this section, there is a blue button labeled 'UPLOAD FILE'. At the bottom of the interface, there are two buttons: 'SAVE' and 'SUBMIT'.

Step 1 & 2a-b: Click on the Attachments tab then click the Browse button

Guidance

Attachments

There are not attachments.

Browse for a file to upload

Browse...

MyFile.txt

UPLOAD FILE

SAVE

SUBMIT

Step 2c: The selected file is now shown on screen

Guidance

Attachments

There are not attachments.

Browse for a file to upload

Browse...

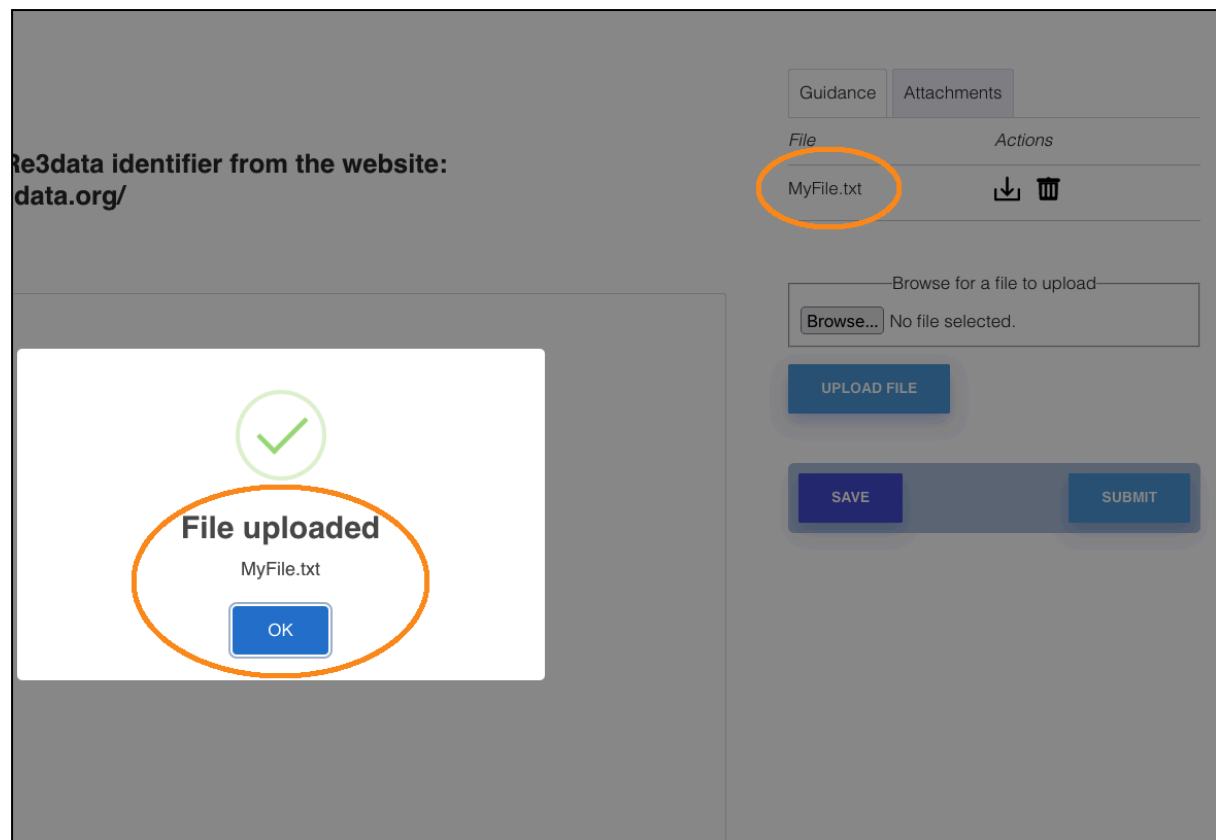
MyFile.txt

UPLOAD FILE



SAVE

SUBMIT

Step 3: Click on the Upload File button



Step 4: Click on the OK button.

Guidance		Attachments	
File	Actions		
MyFile.txt	 		

Browse for a file to upload

Browse...

No file selected.

UPLOAD FILE

SAVE

SUBMIT

From left to right: download attachment, delete attachment