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FEDERAL AVIATION ADMINISTRATION

OE/AAA®

OBSTRUCTION EVALUATION / AIRPORT AIRSPACE ANALYSIS

DESK REFERENCE GUIDE

SUBJECT: Attaching Documents

**You are required to have a registered e-filing account*

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All references to software products remain the protected trademarks of their manufacturers. The instructions in this document may reference Microsoft application(s). This is not meant in any way to express a preference for any particular product since there are many different browsers, programs, and operating systems available to the user. For simplicity only, one brand/product is used in the examples that follow.



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Attach Documents to Cases

You can upload documents to drafts and submitted cases as required.

Constraints

1. Only PDF files may be uploaded to the system
2. There is a 25MB limit per document
3. For On Airport cases, an uploaded document is required prior to sending case submissions to the FAA

Uploading a PDF Document

To upload a PDF document from your computer, go to the applicable “My Cases in (XXX) Status” screen and select the desired Project Name Link.

Example: My Cases in (XXX) Status Screen – Project Name Link

All Cases		Filter by Case Status				Cases Reque	
Show All Cases (5)		Draft (0) Accepted (0) Work in Progress (4) Determined (0) Terminated (1)				Waiting (0)	
Records 1 to 4 of 4							
View Folder ▼		Create Folder		Manage Folders			
▲	ASN	Folder Name	Project Name	Airport	Status	Date Accepted	Date Determined
<input type="checkbox"/>	2014-AWP-120-NRA		Greg-207448624-14	LANAI	Work In Progress	02/05/2014	
<input type="checkbox"/>	2014-AWP-121-NRA		Greg-207449228-14	LANAI	Work In Progress	02/05/2014	



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To upload a PDF document, select the **Upload a PDF** link

Example: Project Summary Screen – Upload a PDF Link

Off Airport

Project Summary : BRICK-000269775-14

[d Another Case to this Project](#) [Change the sponsor for this Project](#)

Lat/Long	Map	Actions
30° 30' 30.00" N 115° 30' 30.00" W	Verify Map	Clone Delete Upload a PDF ←

On Airport

Project Summary: Greg-207448624-14

Lat/Long	Map	Document	Actions
20°46'40.72"N 156°57'29.10"W	Show Map		Upload a PDF ←

[Upload a PDF to the Test Project](#)

Select the type of document from the Choose Type of Document dropdown and then **[Browse]** your computer to find the file.

Example: Upload a PDF File – Case Document Upload

Choose Type of Document: Survey ▼

File to upload: Browse...

Only PDF files may be uploaded to the system

Submit
Close

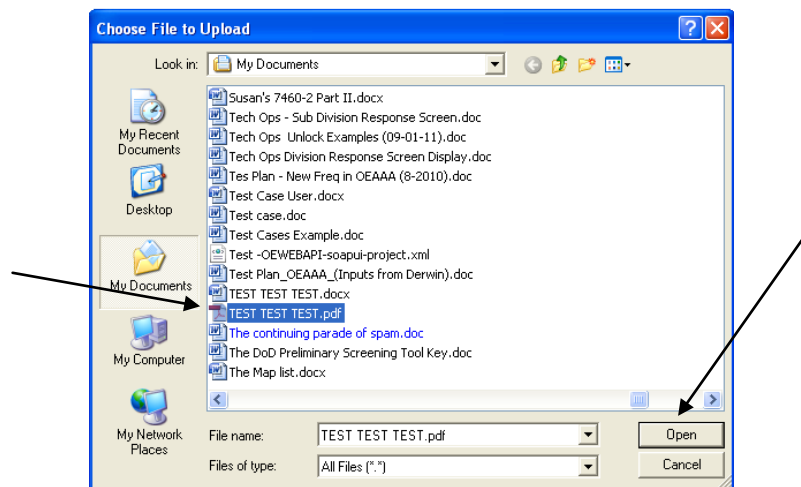


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Once the file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

Example: Choose a File to Upload – Case Document



You will receive confirmation when the document is successfully uploaded.

The following message will display:

"Your file has been uploaded successfully to ASN: 2013-AXX-####-OE."

Example: Project Summary Screen – Successfully Uploaded to On Airport Case

Document





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A document uploaded within your registered e-file account is visible in your account on the Details for Cases screen.

Example: Details for Cases screen – Case Document (On Airport)

Case Information	
ASN:	2011-AGL-3855-NRA
Component Type:	OTHER
Development Type:	OTHER - Miscellaneous
Other Desc:	LED Billboard Sign
Prior Study:	
Date Determined:	09/02/2011
Letters:	09/02/2011 NO7460
Documents:	08/16/2011 MSP_Site_1A[1].pdf
Project Documents:	None

You may upload as many PDF documents as required, but there is a 25MB limit per document.

Uploading a Single PDF Document to Multiple Cases

You can **batch upload a single document** into all cases within a selected project. This is convenient when a document is common to all cases in the project.

To upload a PDF document to all cases within a specific project, select the **Upload a PDF to the Project** link. The link is located on the Project Summary screen.



Example: Off Airport Project Summary Screen – Upload a PDF to the Project Link

Structure	City, State	Lat/Long	Map	Actions
test009 Draft	treee, AZ	30° 30' 30.00" N 115° 30' 30.00" W	✗ Verify Map	Clone Delete Upload a PDF
test0010 Draft	treee, AZ	30° 30' 30.00" N 115° 30' 29.00" W	✗ Verify Map	Clone Delete Upload a PDF
test0011 Draft	treee, AZ	30° 30' 28.00" N 115° 30' 27.22" W	✗ Verify Map	Clone Delete Upload a PDF
test0012 Draft	treee, AZ	30° 30' 11.33" N 115° 30' 30.00" W	✗ Verify Map	Clone Delete Upload a PDF

[Upload a PDF to the Project](#)
Please upload all supporting case documentation including the latest certified survey, if available.

Example: On Airport Project Summary Screen – Upload a PDF to the Project Link

Lat/Long	Map	Document	Actions	Latest Letter
34°04'25.00"N 86°56'44.00"W	✗ Verify Map	✓	Upload a PDF Clone Delete	None

[Upload a PDF to the Test Project](#)
project, you must verify the coordinates of each case listed above.

[Upload a PDF to this Project](#)

Select the type of document from the Choose Type of Document dropdown and then [**Browse**] your computer to find the file.

Example: Upload a PDF File – Project Document Upload

Choose Type of Document: ▾

File to upload:

Only PDF files may be uploaded to the system

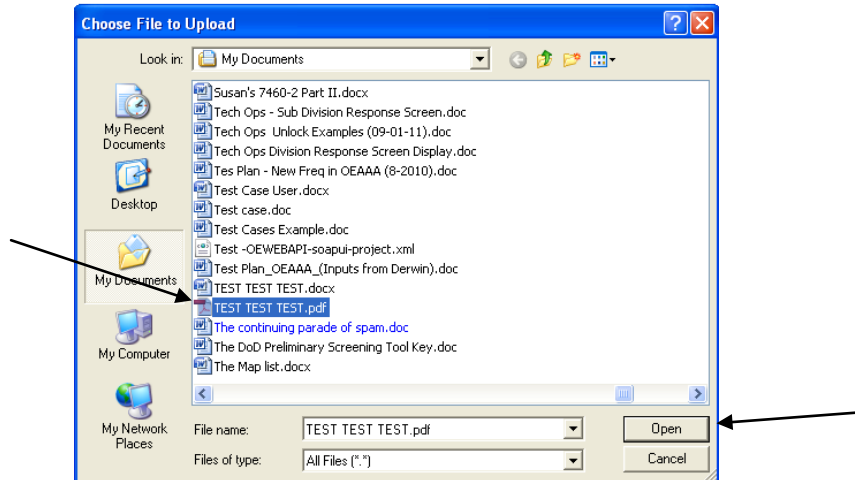


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Once the file for upload is located on the computer, **[Open]** it, then select the **[Submit]** button to continue.

Example: Choose a File to Upload – Project Document

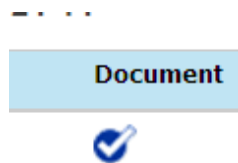


You will receive confirmation when the document is successfully uploaded to the project cases.

The following message will display:

“Your file has been uploaded successfully to ASN: 2013-AXX-####-OE.”

Example: Project Summary Screen – Successfully Uploaded to On Airport Project Cases



Documents uploaded within your registered e-file account are visible in your account on the Details for Cases screen.



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Example: Details for Cases screen – Project Document(s) (On Airport)

Details for Case

[Show Project Summary](#)

Sponsor: Jeff Russell

Case Information	
ASN:	2013-ANE-449-NRA
Component Type:	PART 77
Development Type:	PART 77 - Other w/o Antenna
Other Desc:	
Prior Study:	
Date Determined:	06/18/2013
Letters:	06/18/2013 OBJ746
	06/18/2013 OBJ746
Documents:	None
	Project Documents: 04/08/2013 FAA-2C-SURVEY (Ex...

Common Frequency Bands