

# FIPS QUICK START GUIDE

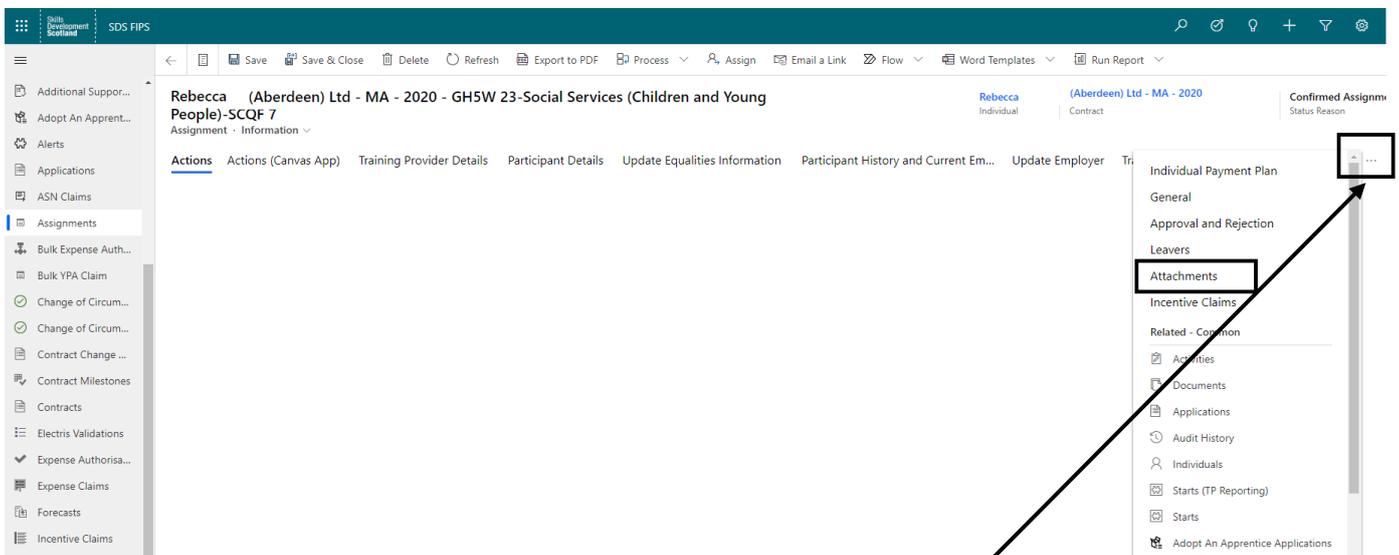
## Uploading Documents to Assignments in FIPS

This guide will cover how to upload evidence or documentation to MA and EF assignments in FIPS. There is a document whitelist available at the end of the document.



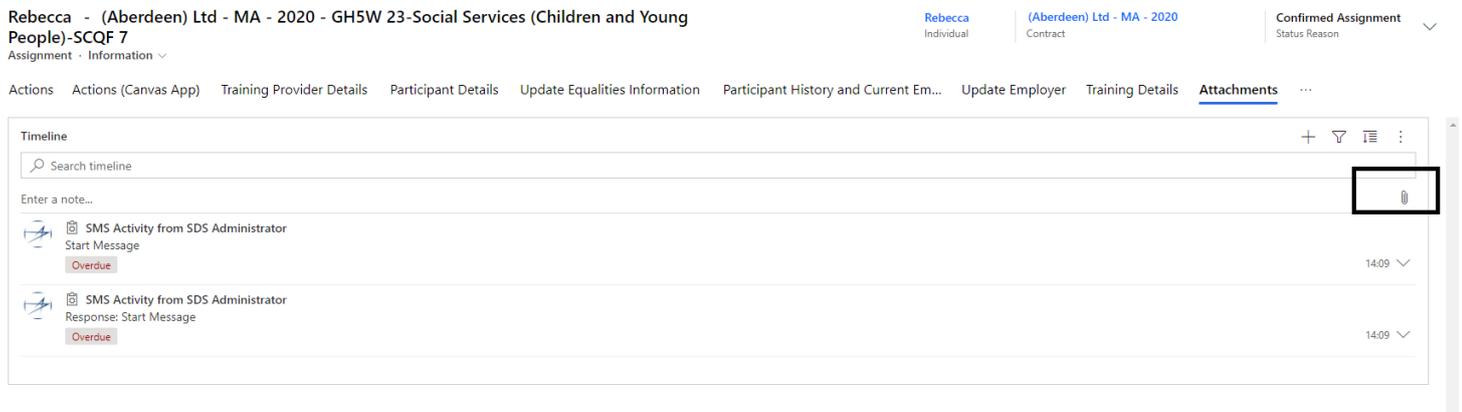
There is a video that covers this process – click the play button to view this.

1. Open the assignment that evidence / documents are to be attached to. Open the “Attachments” tab. This may be in the ellipsis menu, depending on your browser magnification / zoom settings:

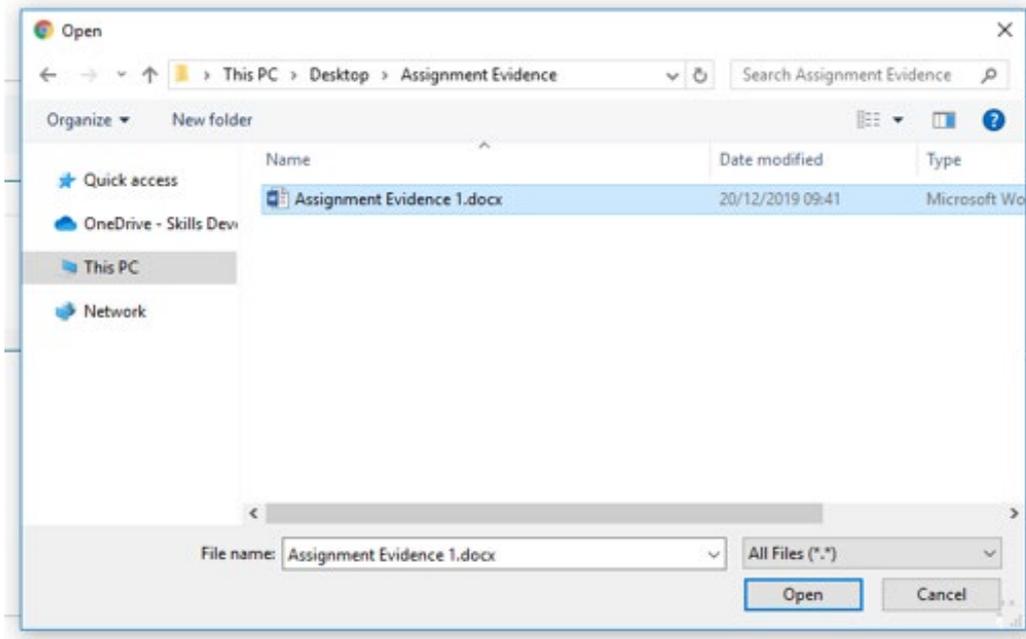


- The ellipsis menu has been highlighted in the screenshot above

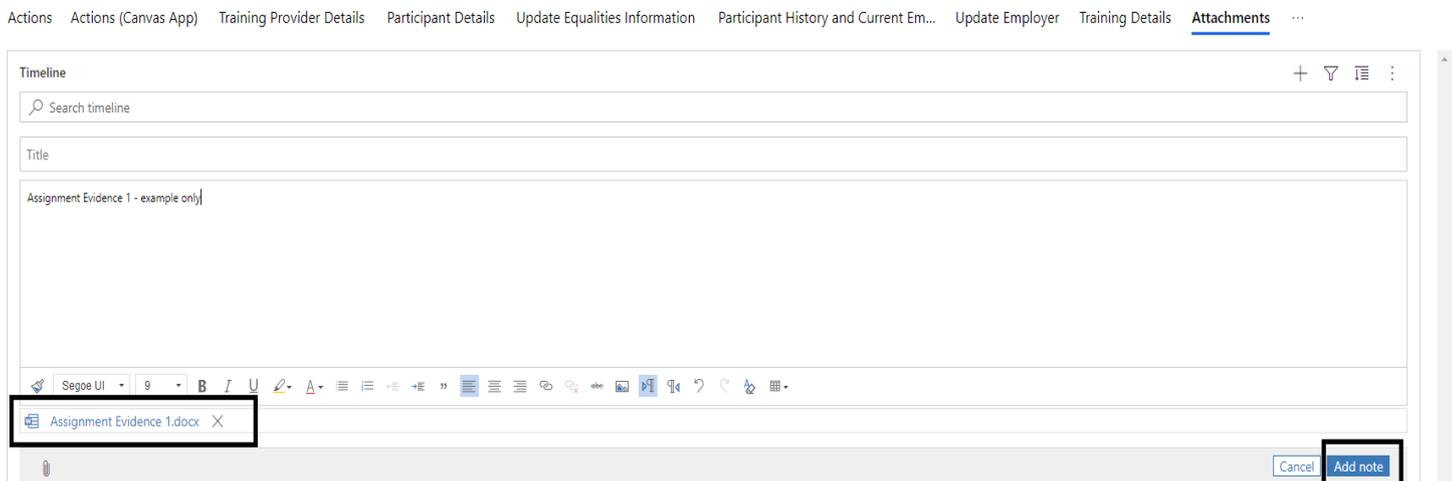
2. The Attachments tab will be displayed. To upload documents to the assignment, use the paperclip icon:



3. Using the choose file function, locate and select the file required then click on Open to add to FIPS:



4. The file will be added to the upload grid when Open is clicked. It will be displayed in the table grid – at this stage, a title or details of the upload can be added if required. To attach the file to the assignment, click on Add Note:



In the screenshot above, two areas are highlighted. The first shows the document selected for upload. The second is the Add Note button; until this is clicked, any documents selected in the file chooser will not be successfully added to the Attachments section. **If Add Note is not clicked, the attachment upload will not work.**

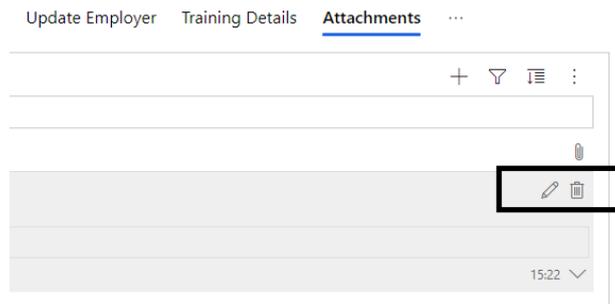
5. Once Add Note has been clicked, the file will be added to the Attachments tab. To upload more files, complete the steps again. Multiple documents cannot be uploaded in a single upload. For each attachment / file required, “Add Note” must be clicked to upload the file. Click on the paperclip to upload another file:



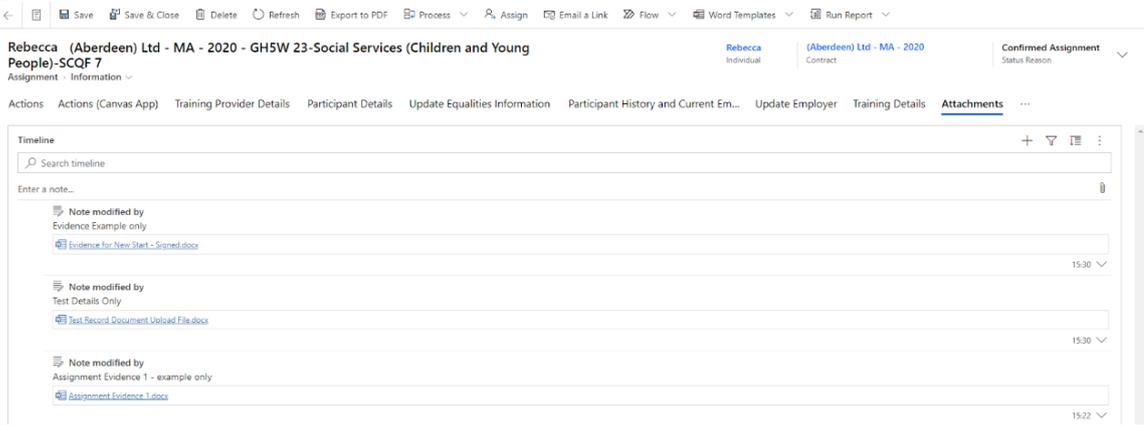
Any uploads will be displayed in the Timeline Table grid, as above. The hyperlink will open the file that was uploaded.

- Please ensure documents are appropriately named. When uploading multiple documents, a different file name for each attachment is required. If attaching the same evidence, or part of the evidence again, ensure the new file name is different to the original document uploaded. The system may overwrite existing evidence if the same file name is used on the new upload.

6. If an incorrect document has been uploaded in error, hover the cursor over the attachment to highlight it. When highlighted, a pencil and bin icon will be displayed. The pencil will enable the details to be edited e.g. the description of the file and the bin icon will delete the file in full from the Attachment timeline:



7. The screenshot below displays an example of an MA assignment that has 3 files uploaded to the Attachments section:



The below table displays all the file types that are acceptable for upload to FIPS.

Extensions	File Type	Allowed v1
<b>.bmp</b>	Bitmap	Yes
<b>.csv</b>	Comma Separated File	Yes
<b>.doc</b>	Word Document	Yes
<b>.docx</b>	Word Document	Yes
<b>.eml</b>	Email	Yes
<b>.heic</b>	High Efficiency Image Format (IOS)4	Yes
<b>.jfif</b>	Compressed JPEG	Yes
<b>.JPE</b>	24 bit JPEG	Yes
<b>.jpeg</b>	JPEG	Yes
<b>.jpg</b>	JPEG	Yes
<b>.mp4</b>	MPEG4 - Video	Yes
<b>.msg</b>	Email	Yes
<b>.odt</b>	Open Document Format	Yes
<b>.oft</b>	Outlook Email Template	Yes
<b>.pages</b>	Apple document format (similar to word)	Yes
<b>.pdf</b>	PDF	Yes
<b>.PNG</b>	PNG Image	Yes
<b>.rtf</b>	Rich Text Format	Yes
<b>.tif</b>	Tag Image File	Yes
<b>.txt</b>	Text file	Yes
<b>.xls</b>	Excel	Yes
<b>.xlsb</b>	Excel Workbook	Yes
<b>.xlsx</b>	Excel	Yes
<b>.xps</b>	XPS file (similar to PDF)	Yes

If an error message is returned when an upload is attempted, the file type will not be on the whitelist. The upload is not acceptable and cannot be added to FIPS.