

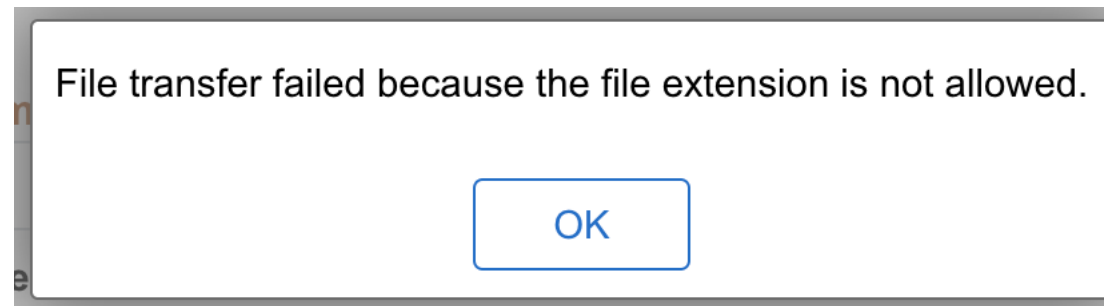
# GT eForms Masters Series

## Configuring a Different File Extension List Per Form Type

# Sample Error for Invalid File Attachment

*The GT Form Transporter is configured to only allow XML file extensions.*

1. Open GT Form Transporter
2. Click on Step 2: Form Import → Part 1: Upload Export File
3. Click Upload
4. Select any file type that is NOT an XML file
5. Click Upload → Done





# Attachment Terminology



# Framework-Level Attachment Administration

**Navigation:** Manage GT eForms 3.x > GT Functional Setup > GT System Setup > Attachment Administration

[← GT eForms™ Homepage](#) Attachment URL

[Attachment URL](#) | [Attachment URL Types](#)

## Attachment URL

\*Define URLs for multiple environments?

[Create URL](#)

[File Extension Lists](#)

URL Type	<input type="text" value="Database"/>
URL Identifier	<input type="text" value="G3ATT_URL"/> <a href="#">Default GT Attachment URL</a> <a href="#">Edit URL</a>

[Save](#) [Notify](#)



# What is an Attachment URL?

GT leverages PeopleSoft's configuration setup to handle attachments on eForms.

Attachment URLs define the location that Peoplesoft uses to store application attachments. GT defaults the URL to be a delivered record called G3ATTACH, but this can be overridden. Our demo will cover using the delivered settings.

For more information on options and changing the URL to move where attachments are stored, such as to an FTP server, please email [support@gideontaylor.com](mailto:support@gideontaylor.com).

GT eForms™ Homepage Attachment URL

Attachment URL Attachment URL Types

Attachment URL

\*Define URLs for multiple environments? No Create URL File Extension Lists

URL Type Database

URL Identifier G3ATT\_URL Default GT Attachment URL Edit URL

URL Table

URL Maintenance

URL Identifier: G3ATT\_URL

\*Description: Default GT Attachment URL

\*URLID: record://G3ATTACH

Comments: This is the default GT file attachment destination.

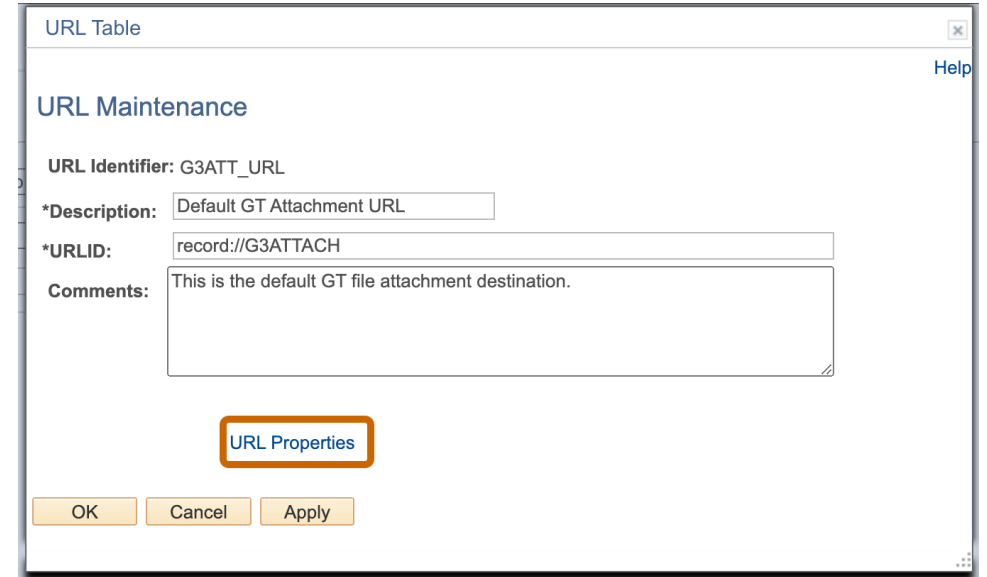
URL Properties

OK Cancel Apply

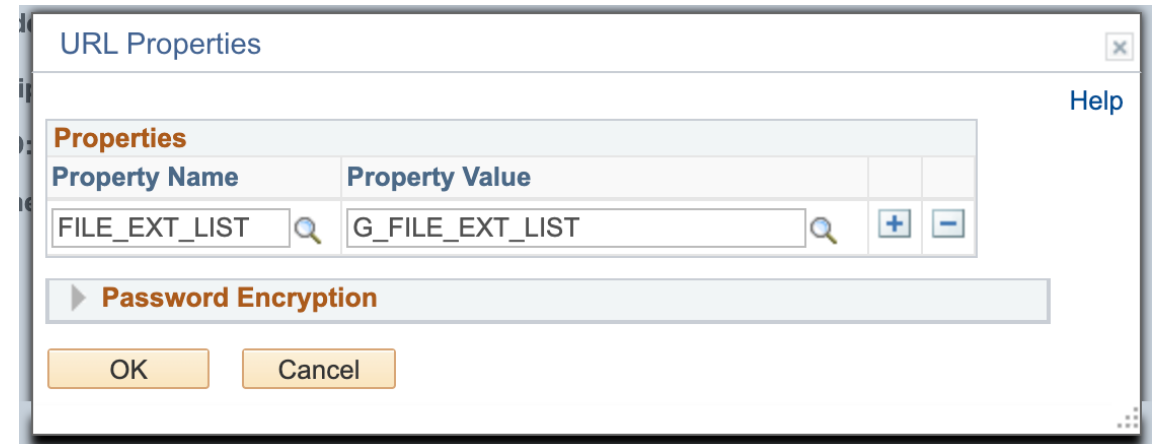
# What are URL Properties

URL Properties is where PeopleSoft allows a user to specify which list will be used to define allowed file attachments. GT delivers the “G\_FILE\_EXT\_LIST” which allows the 140+ standard extensions defined by PeopleSoft by default.

This webinar will show you how to create your own custom file extension list to modify that default behavior.



The screenshot shows the 'URL Table' dialog box with the 'URL Maintenance' section. The 'URL Identifier' is 'G3ATT\_URL'. The '\*Description' is 'Default GT Attachment URL'. The '\*URLID' is 'record://G3ATTACH'. The 'Comments' field contains 'This is the default GT file attachment destination.' A 'URL Properties' button is highlighted with an orange box. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.



The screenshot shows the 'URL Properties' dialog box. It features a table with the following content:

Property Name	Property Value
FILE_EXT_LIST	G_FILE_EXT_LIST

Below the table is a 'Password Encryption' section. At the bottom are 'OK' and 'Cancel' buttons.



# File Extension Lists - Navigation

Attachment URL | Attachment URL Types

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## Attachment URL

\*Define URLs for multiple environments?  Create URL **File Extension Lists**

URL Type  Edit URL

URL Identifier  Default GT Attachment URL Edit URL

Save Notify

## File Extension List

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

### Search Criteria

Search by: Extension List Name begins with

Search Cancel Advanced Search

### Search Results

View All First  1-6 of 6  Last

Extension List Name
<a href="#">CG_EXTENSION_LIST</a>
<a href="#">FILEEX_XMLP</a>
<a href="#">G3XML_ONLY</a>
<a href="#">GP_EPAY_BANK_FILE_EXTN_LST</a>
<a href="#">GSS_EXTENSION_LIST</a>
<a href="#">G_FILE_EXT_LIST</a>

# File Extension Lists - Setup

File Extension List

## File Extension List

List Name G\_FILE\_EXT\_LIST

Description

**Extension List Type**

Inactive       Absolute  
 Relative       Unlimited

### Standard Extensions

Contained Extensions		Personalize	Find			First	◀	1 of 1	▶	Last
	*File Extension	*Status								
1	<input type="text"/>	Accept <input type="button" value="v"/>						<input type="button" value="+..."/>		<input type="button" value="-"/>



# File Extension Lists – Common File Extensions

File Type	File Extension
Microsoft Word	.doc .docx
PDF	.pdf
Microsoft Excel	.xls
JPEG image	.jpeg
PNG image	.png

**File Extension List**

File Extension List

List Name G\_FILE\_EXT\_LIST

Description GT Default File Ext List

**Extension List Type**

Inactive       Absolute  
 Relative       Unlimited

**Standard Extensions**

**Contained Extensions** Personalize | Find | [Print] [Grid] First 1 of 1 Last

*File Extension	*Status		
1 [Input Field]	Accept	[+]	[-]

# Extension List Types – Relative

If there is a wide list of file types that need to be allowed, and only a few that need to be rejected, the Relative Extension List Type should be used.

1. Select Type Relative
2. In the grid below, enter the file extensions to be rejected (example: .exe)
3. Set the status of each to Reject

## File Extension List

List Name G\_FILE\_EXT\_LIST  
Description

### Extension List Type

Inactive     Absolute  
 Relative     Unlimited

### Standard Extensions

Contained Extensions		Personalize   Find	First	1 of 1	Last
	File Extension	Status			
1	<input type="text" value=".EXE"/>	Reject <input type="text"/>	<input type="button" value="+..."/>		<input type="button" value="-"/>



# Extension List Types – Absolute

If there is a narrow list of file types that need to be allowed, the Absolute Extension List Type should be used.

1. Select Type Absolute
2. In the grid below enter the file extensions to be accepted (example: .pdf, .doc)

## File Extension List

List Name   
Description

### Extension List Type

Inactive     Absolute  
 Relative     Unlimited

### Standard Extensions

Contained Extensions		Personalize   Find	First	1-2 of 2	Last
	*File Extension	*Status			
1	<input type="text" value=".PDF"/>	Accept <input type="button" value="v"/>	<input type="button" value="+.."/>		<input type="button" value="-"/>
2	<input type="text" value=".DOC"/>	Accept <input type="button" value="v"/>	<input type="button" value="+.."/>		<input type="button" value="-"/>

# Extension List Types – Inactive/Unlimited

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At the moment the Inactive list type doesn't do anything, and the Unlimited list type is documented in PeopleBooks to have a future use that hasn't been unveiled yet.



# Managing the Default File Extension List

If you would like to change the file extension list for all eForms in the environment, you can custom the delivered G\_FILE\_EXT\_LIST.

1. From the Attachment URL view, click on the “File Extension Lists” link to load the File Extension List module
2. Click the Search button to load all lists or enter a value to refine results
3. Choose G\_FILE\_EXT\_LIST
  1. Note that GSS\_EXT\_LST is PeopleSoft Delivered and should not be modified

If you only want to change the file extension list for certain forms, we can leave these default settings on Attachment Administration, and create a new URL with a new file extension property on a form-by-form basis.

# Configuring Form Specific File Extension Limits

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# Form Setup to Configure

General | Pages | Routings | Notifications | Action Items | Data | **Attachments** | Query Records | Report Setup



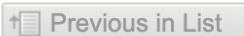

Form Type TRAIN\_AWD Monetary Award Nomination

**Attachment Descriptions** Find First 1 of 1 Last

\*Condition Default  Max File Size  kb

	Description	Allow User Entered Description	Attachment Instructions	Disabled	Required	C	P	R		
1	<input type="text" value="Additional Nomination Justification"/>	<input type="checkbox"/>								
2	<input type="text" value="Gift Limit"/>	<input type="checkbox"/>								
3	<input type="text" value="Client Support for Nomination"/>	<input type="checkbox"/>								
4	<input type="text" value="Other"/>	<input checked="" type="checkbox"/>								

▶ **Form Attachment Instructions (Deprecated)**

 Save  Return to Search  Previous in List  Next in List



# File Types Allowed Window



File Types Allowed

Attachment URL

Form Type TRAIN\_AWD      Form Condition Default

\*Override Attachment URL?

OK      Cancel

Create URL      File Extension Lists

# Demo of Creating New File Extension List - Relative

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- 1) Navigate to Form Setup > Attachments Tab
- 2) Click on the Gear icon
- 3) Click File Extensions List
- 4) Select Add a New Value
- 5) Specify an Extension List Name
- 6) Click Add
- 7) Enter a Description
- 8) Select an Extension List Type
- 9) Enter extensions as needed
- 10) Click OK to save

# Demo of Creating New URL Identifier to Limit Attachments

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- 1) Navigate to Form Setup > Attachments Tab
- 2) Click on the Gear icon
- 3) Click Create URL
- 4) Select Add a New Value
- 5) Specify an URL Identifier
- 6) Click Add
- 7) Enter a Description
- 8) Set URLID to "record://G3ATTACH"
  - Note: this is the delivered attachment record
- 9) Click URL Properties
- 10) Set the Property Name to "FILE\_EXT\_LIST"
- 11) Select the desired File Extension List in the Property Value field.
- 12) Click OK the OK again to save



# Test New File Limits



# Demo of Creating New File Extension List – Absolute

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- 1) Navigate to Form Setup > Attachments Tab
- 2) Click on the Gear icon
- 3) Click File Extensions List
- 4) Select Add a New Value
- 5) Specify an Extension List Name
- 6) Click Add
- 7) Enter a Description
- 8) Select an Extension List Type
- 9) Enter extensions as needed
- 10) Click OK to save

# Demo of Updating URL Identifier to Limit Attachments

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- 1) Navigate to Form Setup > Attachments Tab
- 2) Click on the Gear icon
- 3) Click Edit URL
- 4) Click URL Properties
- 5) Change the File Property Value field
- 6) Click OK the OK again to save



# Test Updated File Limits

