

# **Food and Drug Administration**



## **FDA Electronic Submissions Gateway**

### New Production WebTrader Tutorial

Document Version Date: March 10, 2017

# Contents

1.0	Overview .....	3
1.1	Purpose .....	3
1.2	Responsibilities .....	3
1.3	System Requirements .....	3
2.0	Download and Install the WebTrader Client.....	4
3.0	Make WebTrader Submissions .....	10
3.1	Make a Single WebTrader Submission.....	10
3.2	Make a Multiple WebTrader Submissions .....	12
4.0	View WebTrader Submissions .....	14
5.0	Mapping Missing Drives .....	17

# **1.0 Overview**

FDA has been working with the Gateway software vendor to modernize the FDA ESG WebTrader functionality. The new WebTrader application will provide an improved user experience over the existing WebTrader application by:

- Improving the look and feel of the graphical user interface (UI) through the use of latest technologies
- Eliminating the need for JRE/JCE installation. Instead of JRE/JCE users will need to install a onetime install package which is downloadable from the WebTrader UI
- Expanding the supported browsers to Edge, Mozilla Firefox, and Google Chrome
- Improve performance by allowing for concurrent file uploads
- The My FDA Submissions page has been replaced by the Sent Items page for easy viewing of recent submissions along with their corresponding receipts and acknowledgements
- The Other Documents folder has been replaced with the Inbox for easy viewing of recent submissions, receipts and acknowledgements

The intended audience of this document is anyone who has access to the WebTrader application.

## **1.1 Purpose**

The purpose of this document is to provide steps for using the new WebTrader application

## **1.2 Responsibilities**

The following parties have responsibilities for the New WebTrader testing

- FDA: maintain and update documentation, assist in testing and assist testers with questions, comments and concerns
- Industry: test and use the new WebTrader application and submit any issues and comments.
- Axway (software vendor): resolve application issues

## **1.3 System Requirements**

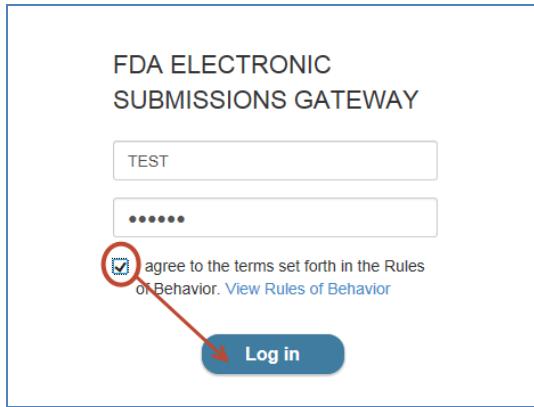
In order to make submissions using the WebTrader, users must have the following:

- Windows 7 (or above) Operating System
- Supported Web Browsers: Internet Explorer 11, Edge, Mozilla Firefox and Google Chrome

## 2.0 Download and Install the WebTrader Client

In order to install the new FDA ESG WebTrader 2.0 Client on your machine please go to perform the following steps

1. Go to <https://esg.fda.gov/login>
2. Insert your current WebTrader Production User ID and Password. If you do not know your current WebTrader Production User ID , please send an email to [ESGHelpDesk@fda.hhs.gov](mailto:ESGHelpDesk@fda.hhs.gov).
3. Click the check box next to “I agree to the terms set forth in the Rules of Behavior. View Rules of Behavior” and click the “Log in” button



FDA ELECTRONIC  
SUBMISSIONS GATEWAY

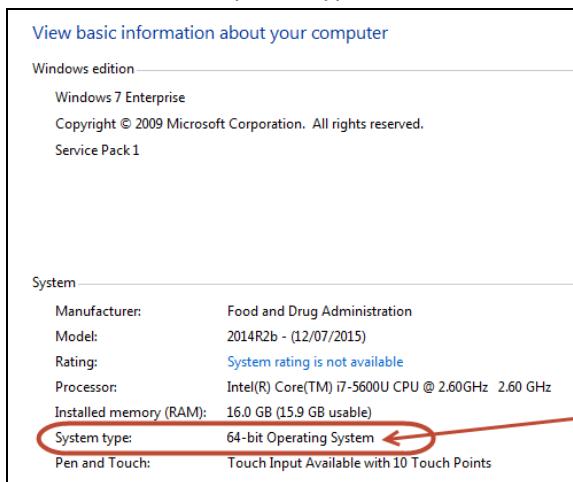
TEST

.....

agree to the terms set forth in the Rules of Behavior. [View Rules of Behavior](#)

Log in

4. Determine if your Windows operating system is 32-bit or 64-bit
  - a. Click on the Start Menu
  - b. Single right click on “Computer”
  - c. Click on “Properties”
  - d. Look for “System type”



View basic information about your computer

Windows edition

Windows 7 Enterprise

Copyright © 2009 Microsoft Corporation. All rights reserved.

Service Pack 1

System

Manufacturer:	Food and Drug Administration
Model:	2014R2b - (12/07/2015)
Rating:	System rating is not available
Processor:	Intel(R) Core(TM) i7-5600U CPU @ 2.60GHz 2.60 GHz
Installed memory (RAM):	16.0 GB (15.9 GB usable)
System type:	64-bit Operating System
Pen and Touch:	Touch Input Available with 10 Touch Points

5. After determining your Windows operating system type, click the “Copy to clipboard” button and download the required Installer by clicking on the correct link:

What's new?

- Updated look and feel
- Alerts **New Feature!**
- Renamed "My Submissions" to "Sent Items"
- Renamed "Other Documents" to "Inbox"
- Simplified viewing of sent item status
- Renamed "To" to "Recipient" and "From" to "Sender"

Supported browsers:

- Internet Explorer 11
- Mozilla Firefox
- Google Chrome

Do you send documents?

If you wish to send documents from this device, you must install additional software, known as "User Services," that supports the display and execution of sending operations. You can click the link below to install now, or you can wait until the first time you attempt to send and install when prompted.

**Note:** You do not need to download the client if you will not be sending documents from this device.

[Download Windows 32-bit Installer](#)  
[Download Windows 64-bit Installer](#)

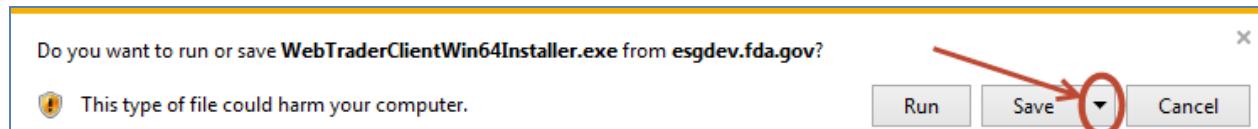
Installation Instructions:

During the installation process, you will need to enter the following URL when prompted for "Host URL" so that the WebTrader servers can connect with your User Services application. Press 'Copy to clipboard' and paste the URL into the "Host URL" field during installation.

Host URL:  
<https://esgdev.fda.gov/v1/external/config/settings> [Copy to clipboard](#)

Don't show this again [Close](#)

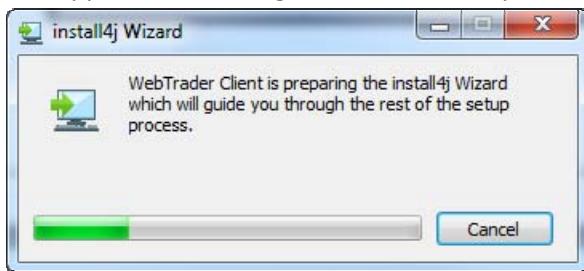
6. Click the down arrow to the right of the "Save" button and select "Save As". Save to your computer's Desktop or a location that is easily accessible:



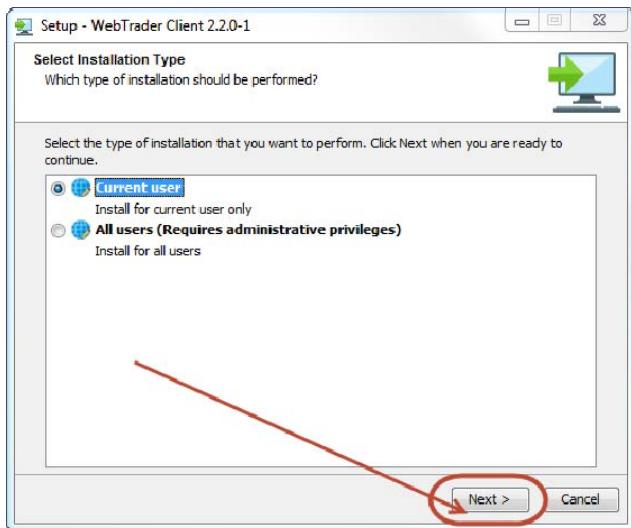
7. Double click on WebTraderClientWin64Installer.exe downloaded in the previous step.
8. Click the "Run" button



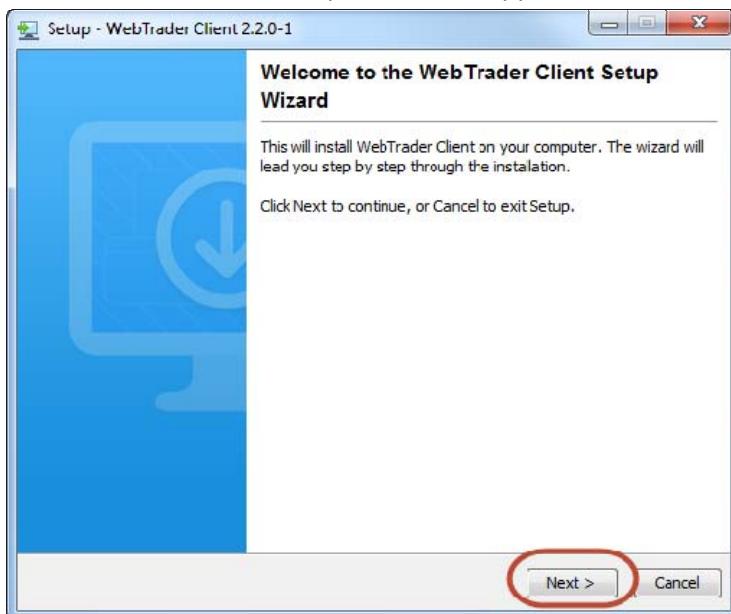
9. The application will begin the installation process:



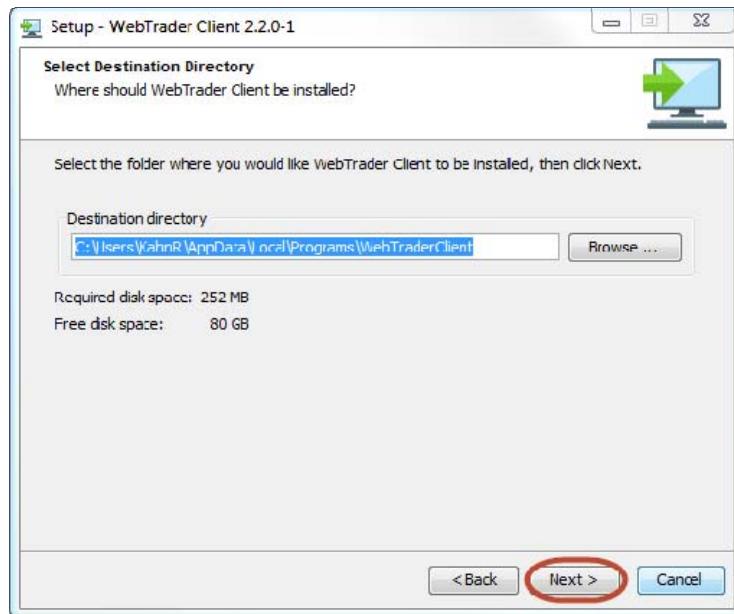
10. Select the "Current User" radio button and click the "Next >" button:



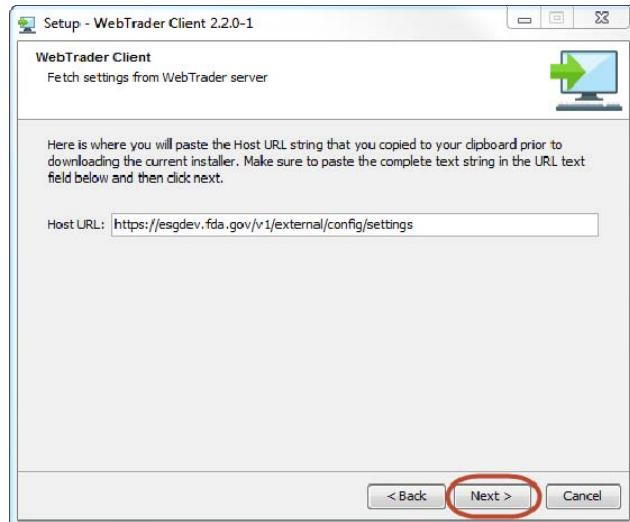
11. The WebTrader Client Setup Wizard will appear, click the "Next >" button:



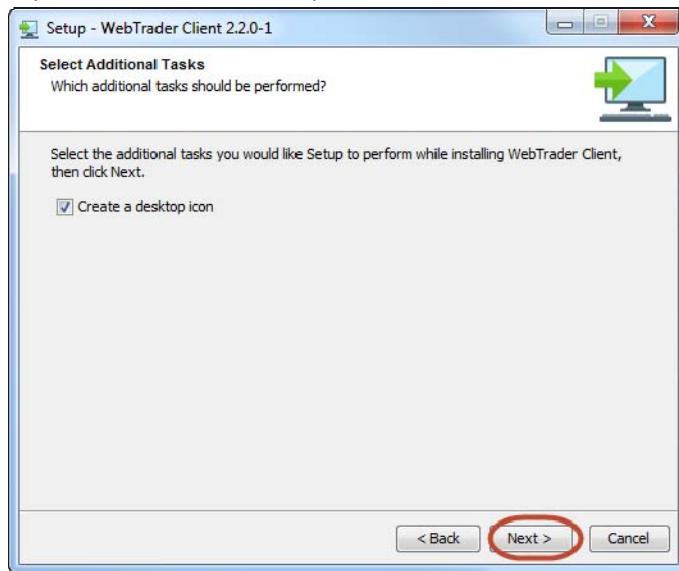
12. Select the destination where you would like the Client to be installed and click the “Next >” button:



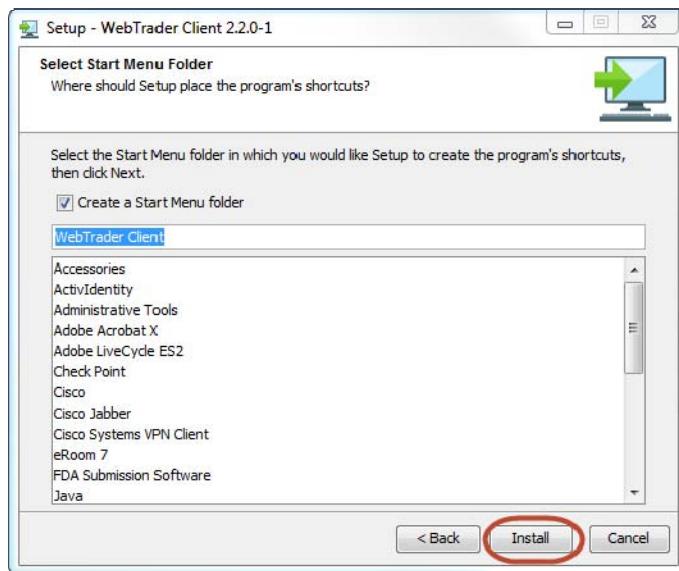
13. Paste the URL from step #5 and click the “Next >” button.



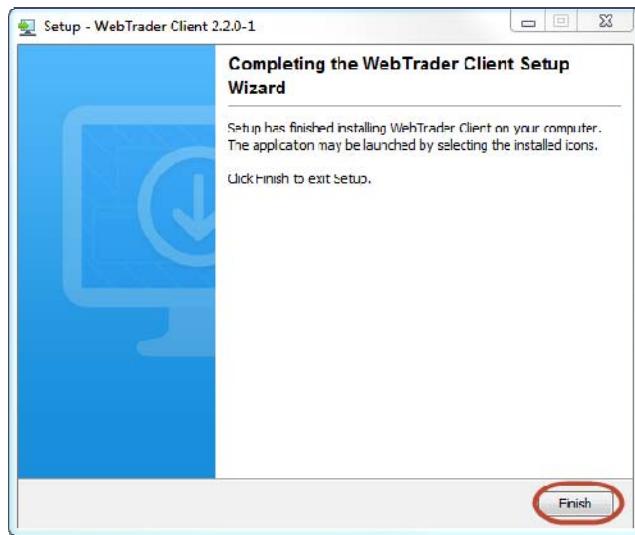
14. If you would like a desktop icon, click the checkbox and click the “Next >” button



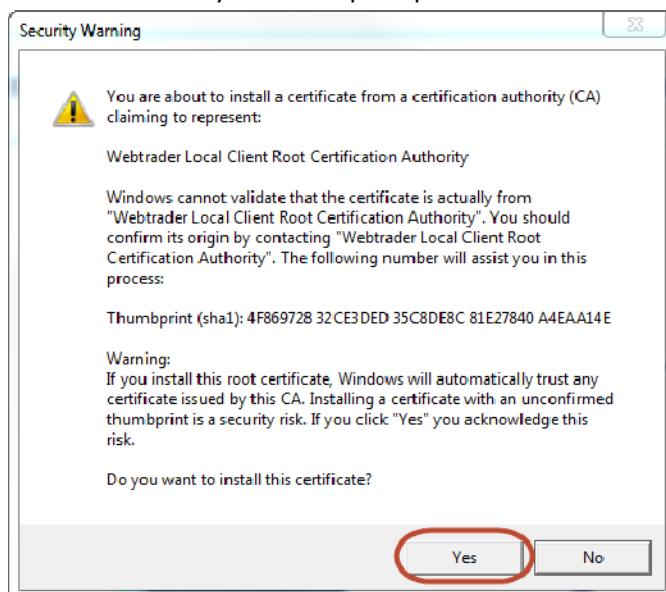
15. Select the Start Menu Folder where you'd like the Client to be installed and click the “Install” button:



16. After the client has been installed , click the “Finish” button:



17. After installation you will be prompted with the following window, please click the “Yes” button

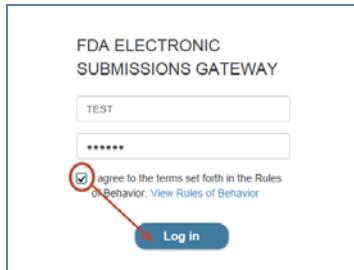


## 3.0 Make WebTrader Submissions

### 3.1 Make a Single WebTrader Submission

In order to make a single ESG submission via WebTrader, please perform the following steps:

1. Go to <https://esg.fda.gov/>
  - a. Insert your Production User ID
  - b. Insert Production Password
  - c. Click the check box next to "I agree to the terms set forth in the Rules of Behavior. View Rules of Behavior" and click the "Log in" button



FDA ELECTRONIC  
SUBMISSIONS GATEWAY

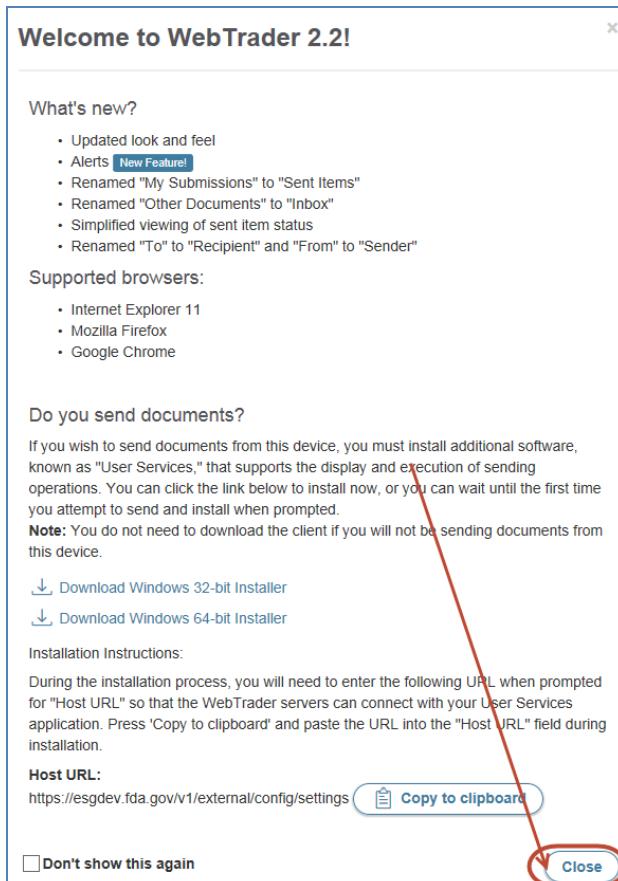
TEST

\*\*\*\*\*

agree to the terms set forth in the Rules of Behavior. View Rules of Behavior

Log in

2. When you log into WebTrader you will see the Welcome Screen. Review the messages and click the "Close" button



Welcome to WebTrader 2.2!

What's new?

- Updated look and feel
- Alerts **New Feature!**
- Renamed "My Submissions" to "Sent Items"
- Renamed "Other Documents" to "Inbox"
- Simplified viewing of sent item status
- Renamed "To" to "Recipient" and "From" to "Sender"

Supported browsers:

- Internet Explorer 11
- Mozilla Firefox
- Google Chrome

Do you send documents?

If you wish to send documents from this device, you must install additional software, known as "User Services," that supports the display and execution of sending operations. You can click the link below to install now, or you can wait until the first time you attempt to send and install when prompted.

**Note:** You do not need to download the client if you will not be sending documents from this device.

[Download Windows 32-bit Installer](#)  
[Download Windows 64-bit Installer](#)

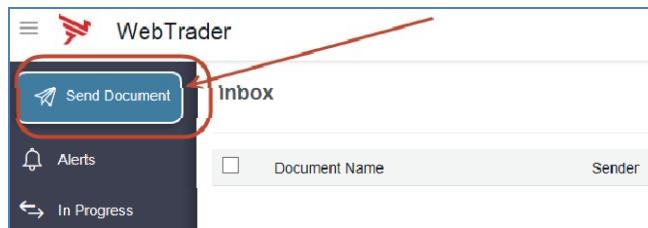
Installation Instructions:

During the installation process, you will need to enter the following URL when prompted for "Host URL" so that the WebTrader servers can connect with your User Services application. Press 'Copy to clipboard' and paste the URL into the "Host URL" field during installation.

Host URL:  
https://esgdev.fda.gov/v1/external/config/settings [Copy to clipboard](#)

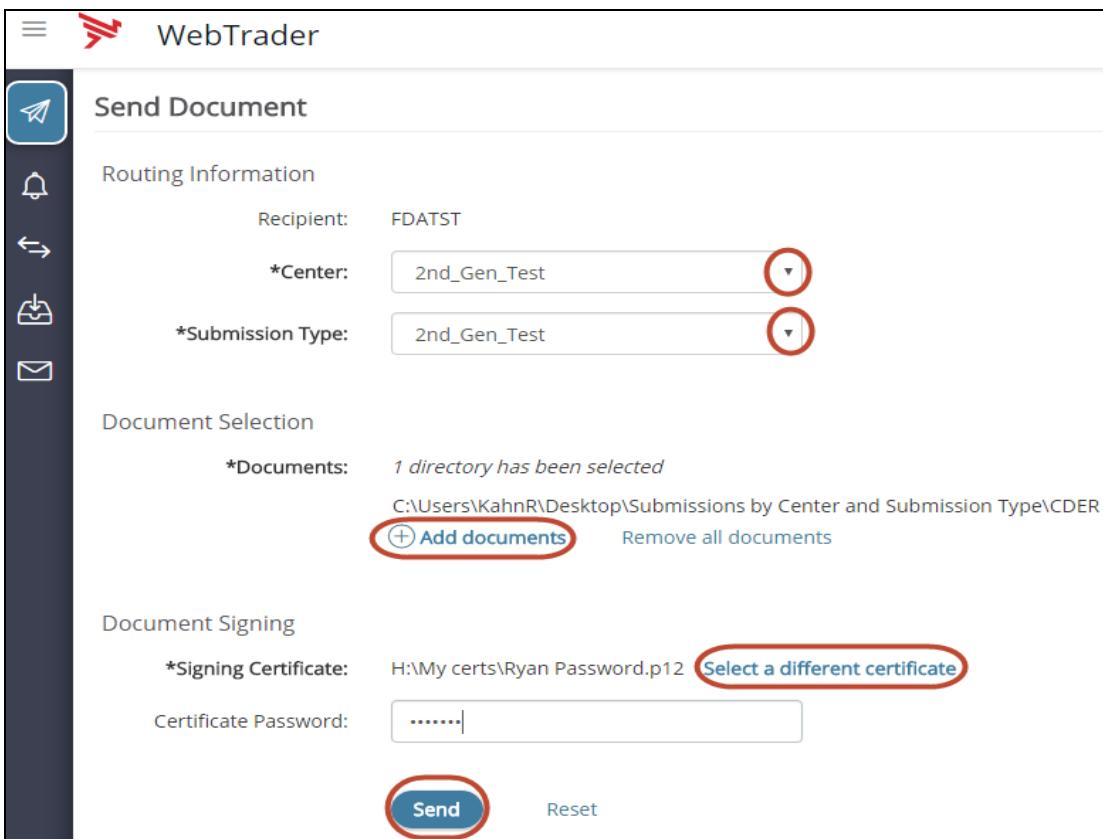
Don't show this again [Close](#)

3. To make a submission, click the “Send Document” button in the left hand window frame:



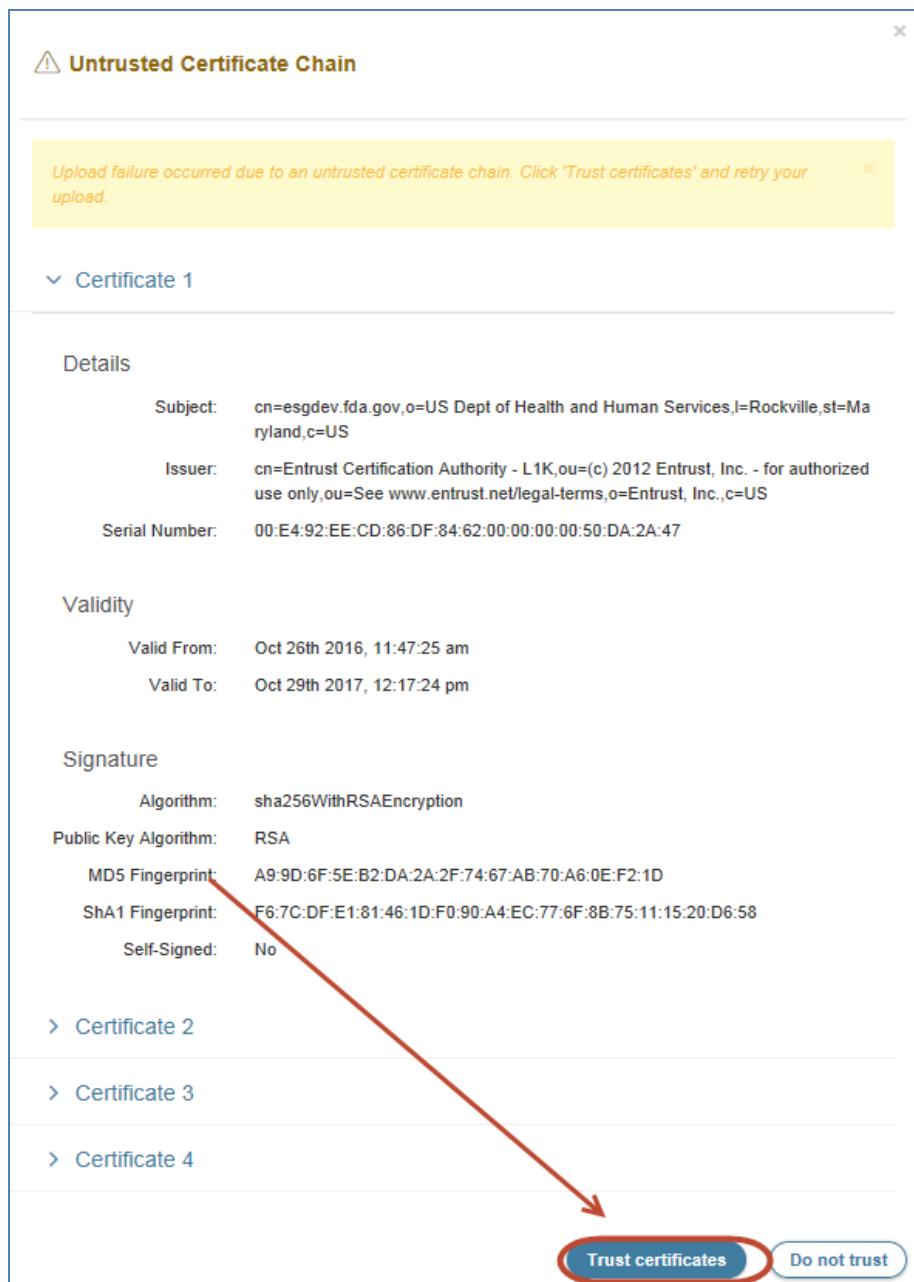
4. From the Send Document page, perform the following steps:

- Select a Center, by clicking on the down arrow to the right of \*Center
- Select a Submission Type, by clicking on the down arrow to the right of \*Submission Type
- Select the file(s) or folder(s) to be uploaded by clicking on “Add documents”
- Select the signing certificate by clicking on the Signing Certificate link. (You can use your current ESG certificate)
- Insert the signing certificate password to the right of Certificate Password
- Click the “Send” button

A screenshot of the "Send Document" page within the WebTrader application. The page has a sidebar on the left with icons for Send, Alerts, In Progress, and Send. The main content area is titled "Send Document".

- Routing Information:** Recipient: FDATST, \*Center: 2nd\_Gen\_Test (with a red circle around the dropdown arrow), \*Submission Type: 2nd\_Gen\_Test (with a red circle around the dropdown arrow).
- Document Selection:** \*Documents: 1 directory has been selected, C:\Users\KahnR\Desktop\Submissions by Center and Submission Type\CDER. The "Add documents" button is highlighted with a red circle.
- Document Signing:** \*Signing Certificate: H:\My certs\Ryan Password.p12 (with a red circle around the text and a red box around the "Select a different certificate" link), Certificate Password: ..... (with a red circle around the input field).
- Buttons:** A large red circle highlights the "Send" button at the bottom left, and a red box highlights the "Reset" button at the bottom right.

5. When making your first submission, you may be prompted with the following window, click the trust certificates button

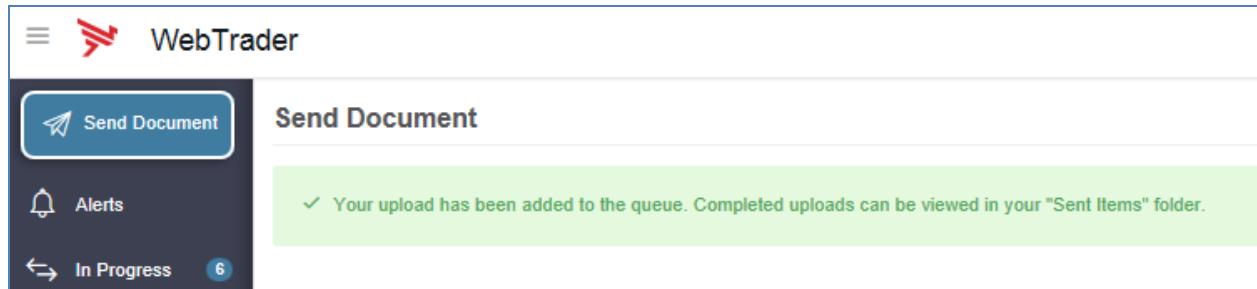


### 3.2 Make a Multiple WebTrader Submissions

In order to make multiple concurrent ESG submissions via WebTrader, please perform the following steps:

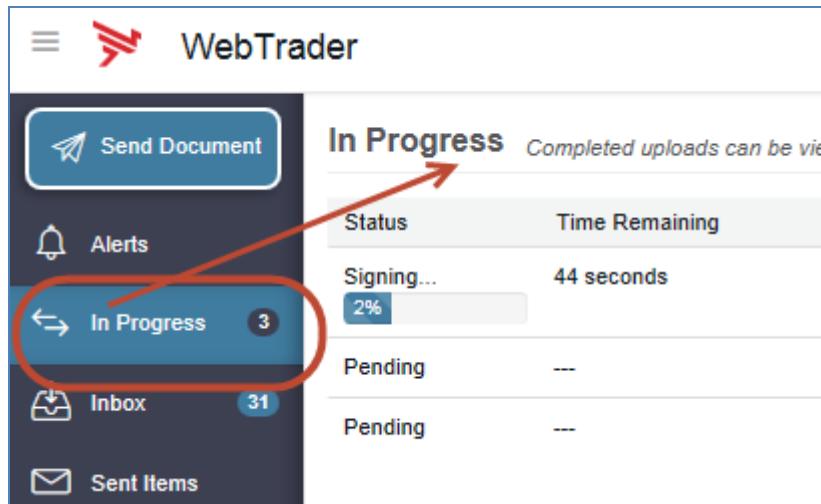
1. Perform all steps in section 3.1
2. Perform all steps in section 3.1 as many times as needed

3. If a previous submission is still in progress you will see the following notification



The screenshot shows the 'Send Document' interface of the WebTrader application. On the left, there is a sidebar with icons for 'Send Document', 'Alerts', 'In Progress' (with a '6' notification badge), 'Inbox' (with a '31' notification badge), and 'Sent Items'. The main area is titled 'Send Document' and contains a green success message: '✓ Your upload has been added to the queue. Completed uploads can be viewed in your "Sent Items" folder.'

4. To view all In Progress submissions, click the “In Progress” link in the left hand window frame:



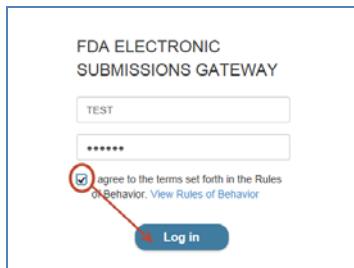
The screenshot shows the WebTrader interface. A red arrow points from the text in step 4 to the 'In Progress' link in the sidebar. The sidebar also includes 'Send Document', 'Alerts', 'Inbox' (with a '3' notification badge), and 'Sent Items'. The main area is titled 'In Progress' and displays a table of pending uploads:

Status	Time Remaining
Signing...	44 seconds
2%	
Pending	---
Pending	---

## 4.0 View WebTrader Submissions

In order to view Submissions, Receipts and Acknowledgements via WebTrader, please perform the following steps:

1. Go to <https://esg.fda.gov>
  - a. Insert your Production User ID
  - b. Insert Production Password
  - c. Click the check box next to "I agree to the terms set forth in the Rules of Behavior. View Rules of Behavior" and click the "Log in" button



FDA ELECTRONIC SUBMISSIONS GATEWAY

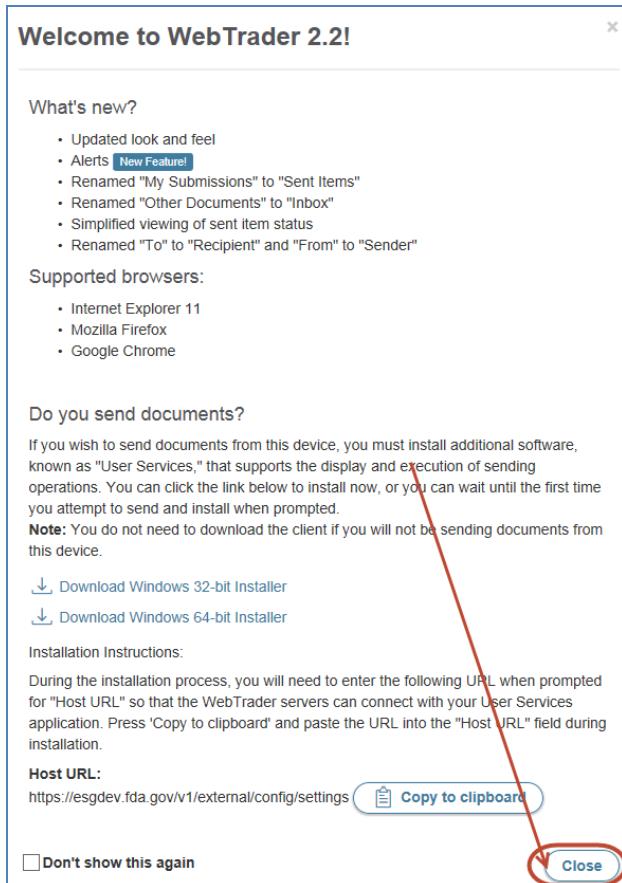
TEST

\*\*\*\*\*

agree to the terms set forth in the Rules of Behavior. [View Rules of Behavior](#)

Log in

2. When you log into WebTrader you will see the Welcome Screen. Review the messages and click the "Close" button



Welcome to WebTrader 2.2!

What's new?

- Updated look and feel
- Alerts [New Feature!](#)
- Renamed "My Submissions" to "Sent Items"
- Renamed "Other Documents" to "Inbox"
- Simplified viewing of sent item status
- Renamed "To" to "Recipient" and "From" to "Sender"

Supported browsers:

- Internet Explorer 11
- Mozilla Firefox
- Google Chrome

Do you send documents?

If you wish to send documents from this device, you must install additional software, known as "User Services," that supports the display and execution of sending operations. You can click the link below to install now, or you can wait until the first time you attempt to send and install when prompted.

**Note:** You do not need to download the client if you will not be sending documents from this device.

[Download Windows 32-bit Installer](#)  
[Download Windows 64-bit Installer](#)

Installation Instructions:

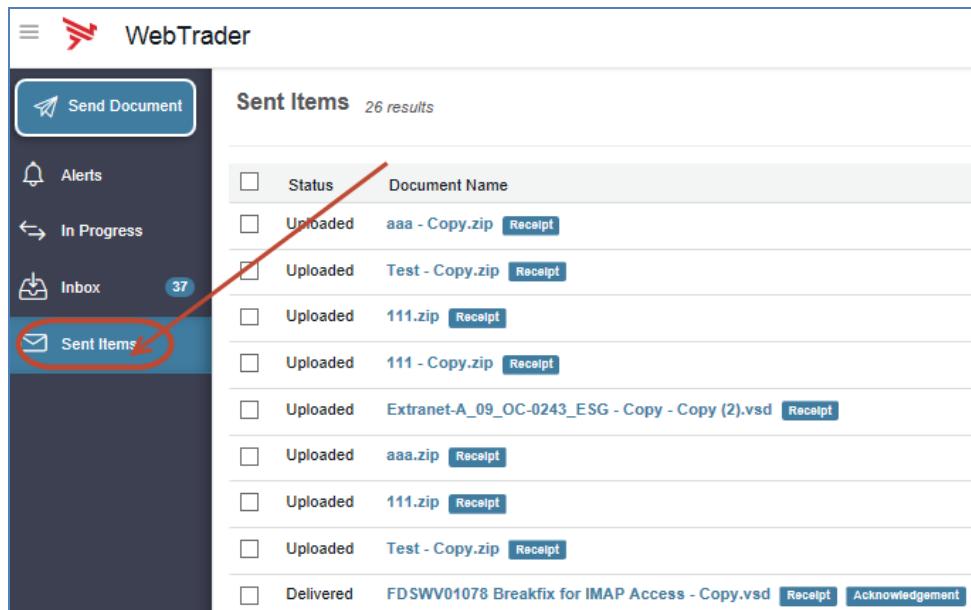
During the installation process, you will need to enter the following URL when prompted for "Host URL" so that the WebTrader servers can connect with your User Services application. Press 'Copy to clipboard' and paste the URL into the "Host URL" field during installation.

Host URL:  
<https://esgdev.fda.gov/v1/external/config/settings>

Don't show this again

Close

3. To view Submissions, Receipts and Acknowledgements click on “Sent Items” in the left hand window frame:

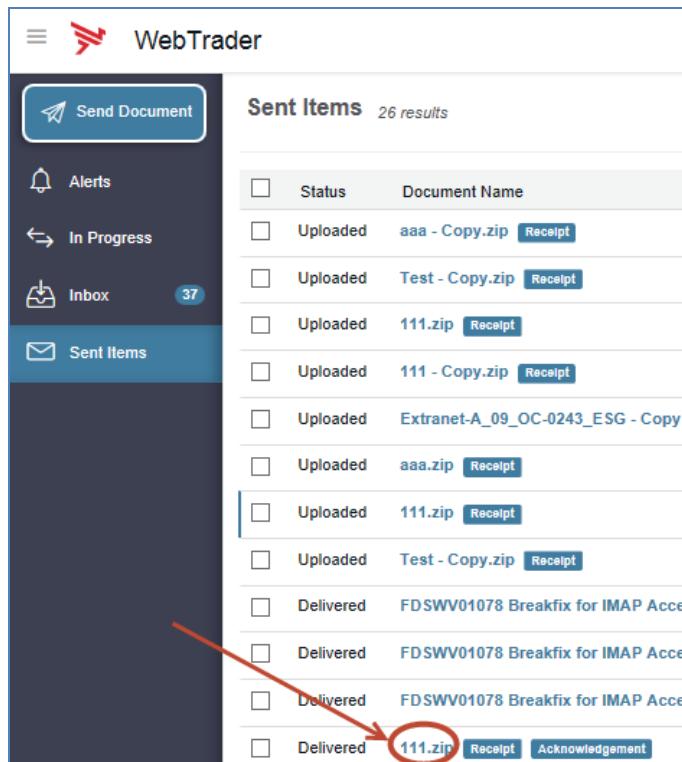


WebTrader

**Sent Items** 26 results

Status	Document Name	Receipt
Unloaded	aaa - Copy.zip	<a href="#">Receipt</a>
Uploaded	Test - Copy.zip	<a href="#">Receipt</a>
Uploaded	111.zip	<a href="#">Receipt</a>
Uploaded	111 - Copy.zip	<a href="#">Receipt</a>
Uploaded	Extranet-A_09_OC-0243_ESG - Copy - Copy (2).vsd	<a href="#">Receipt</a>
Uploaded	aaa.zip	<a href="#">Receipt</a>
Uploaded	111.zip	<a href="#">Receipt</a>
Uploaded	Test - Copy.zip	<a href="#">Receipt</a>
Delivered	FDSWV01078 Breakfix for IMAP Access - Copy.vsd	<a href="#">Receipt</a> <a href="#">Acknowledgement</a>

4. Under the “Document Name” column, click on the link for the submitted document. Submissions that have Receipts and Acknowledgements , will have a status of “Delivered”:

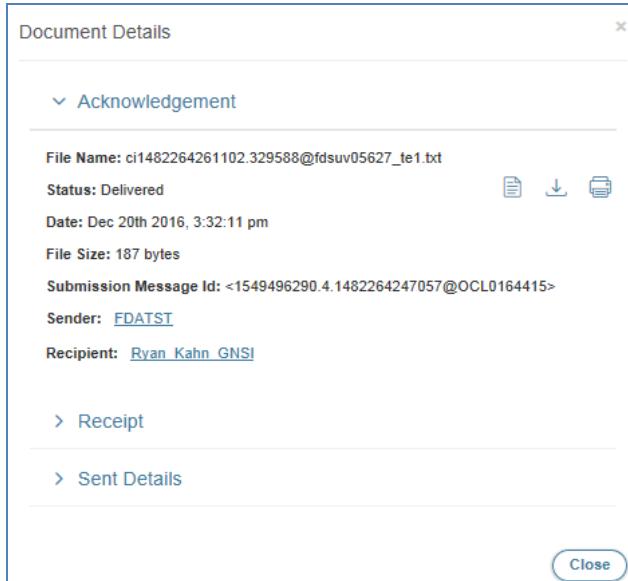


WebTrader

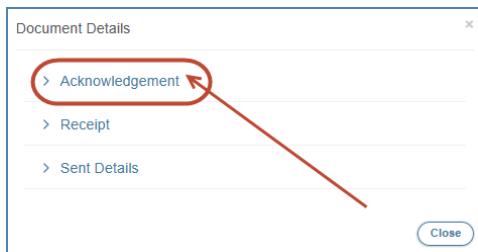
**Sent Items** 26 results

Status	Document Name	Receipt
Unloaded	aaa - Copy.zip	<a href="#">Receipt</a>
Uploaded	Test - Copy.zip	<a href="#">Receipt</a>
Uploaded	111.zip	<a href="#">Receipt</a>
Uploaded	111 - Copy.zip	<a href="#">Receipt</a>
Uploaded	Extranet-A_09_OC-0243_ESG - Copy	
Uploaded	aaa.zip	<a href="#">Receipt</a>
Uploaded	111.zip	<a href="#">Receipt</a>
Uploaded	Test - Copy.zip	<a href="#">Receipt</a>
Delivered	FDSWV01078 Breakfix for IMAP Access - Copy.vsd	
Delivered	FDSWV01078 Breakfix for IMAP Access - Copy.vsd	
Delivered	FDSWV01078 Breakfix for IMAP Access - Copy.vsd	
Delivered	111.zip	<a href="#">Receipt</a> <a href="#">Acknowledgement</a>

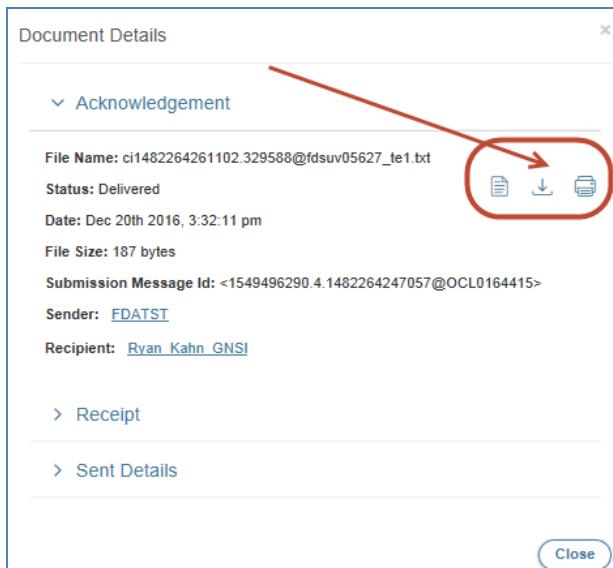
5. After clicking on the link for the Document Name, the Document Details window will appear:



6. In order to see the Submission, Receipt, or Acknowledgement details, click on the link for Submission, Receipt, or Acknowledgement:



7. The Document Details will be displayed. You may view, download or print the Receipt or Acknowledgement details by clicking on the icons to the right of the file name:



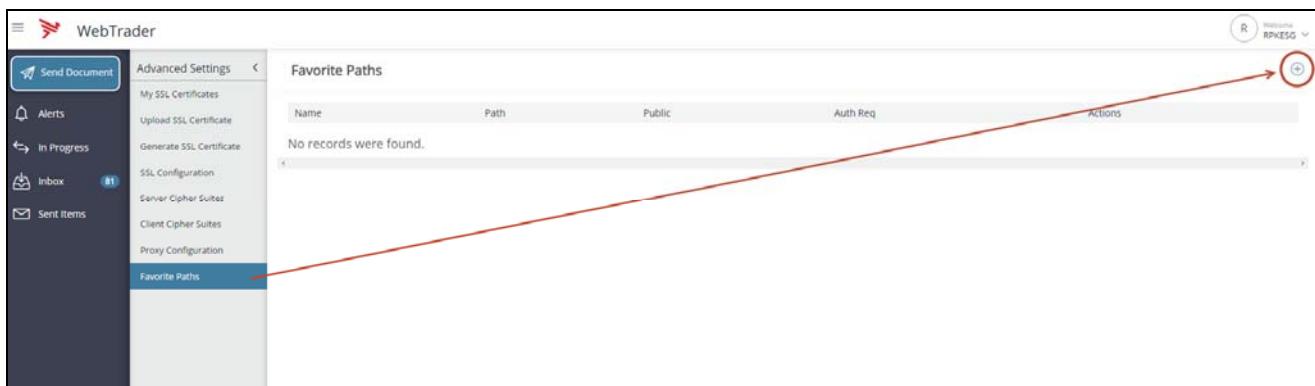
## 5.0 Mapping Missing Drives

When logging into the new WebTrader, some drives may not be mapped initially. In order to map missing drives:

1. Click on the down arrow next to your username
2. Click on Advanced Settings in the left nav pane
3. Click on Favorite Paths



The Favorite Path screen will appear. Click on the “+” below your Username:



Add all pertinent data and click the “Save” button.

Note: Mapped drive access requires that the Windows file servers have “SMB 1.0 / CiFS File Sharing Support” enabled. Windows 2008 servers typically have this enabled. It is more likely that it might not be enabled on Windows 2012 servers. If “SMB 1.0 / CiFS File Sharing Support” is enabled you should see all of your drives in WebTrader:

