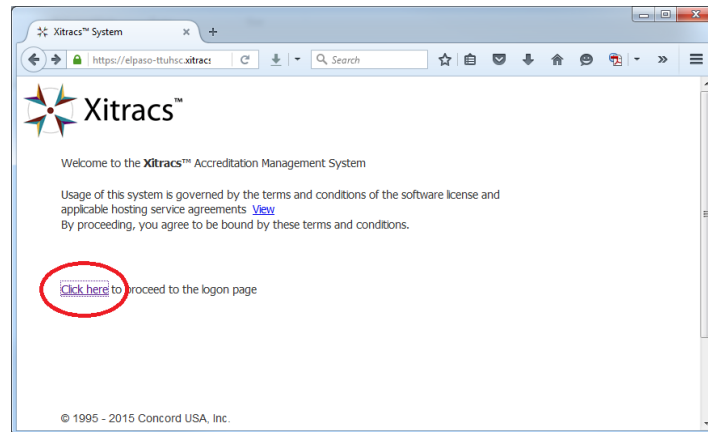# How to upload evidence files into Xitracs
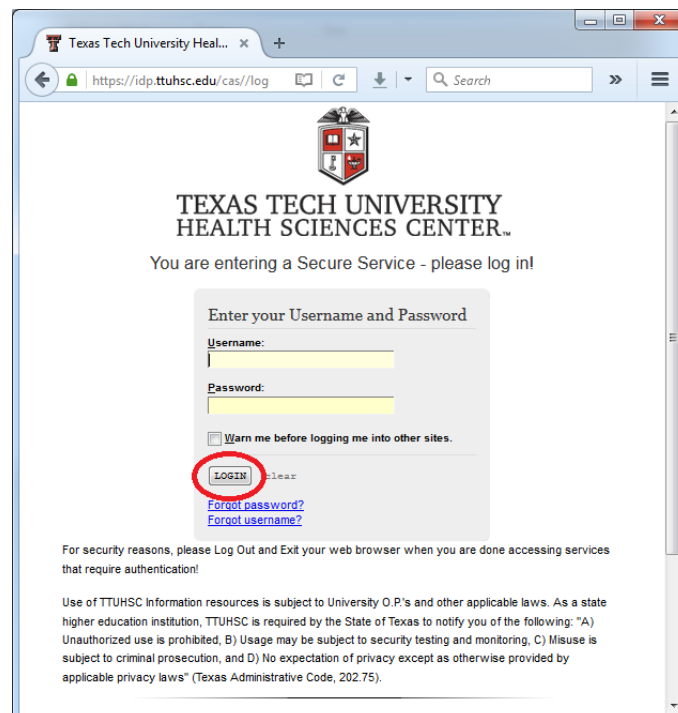
Step 1: To access Xitracs, the TTUHSC El Paso Accreditation Management System, proceed to the following URL:

https://elpaso-ttuhsc.xitracs.net/

Step 2: The following page will be displayed, please click on the "Click Here" button to proceed to the logon page:


Step 3: Enter your TTUHSC credentials to log in to the system and click the "LOGIN" button to proceed:

Step 4: On the Xitracs home screen you have the option to return to the latest section you worked on by selecting it from the "My Recent Activity" section. If this is the first time you access Xitracs please jump to **Step 9** in this guide.
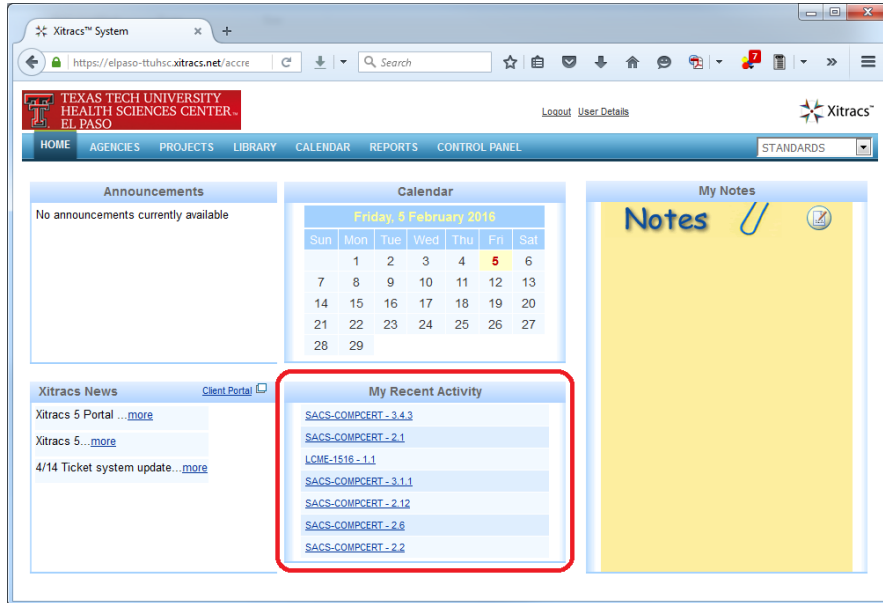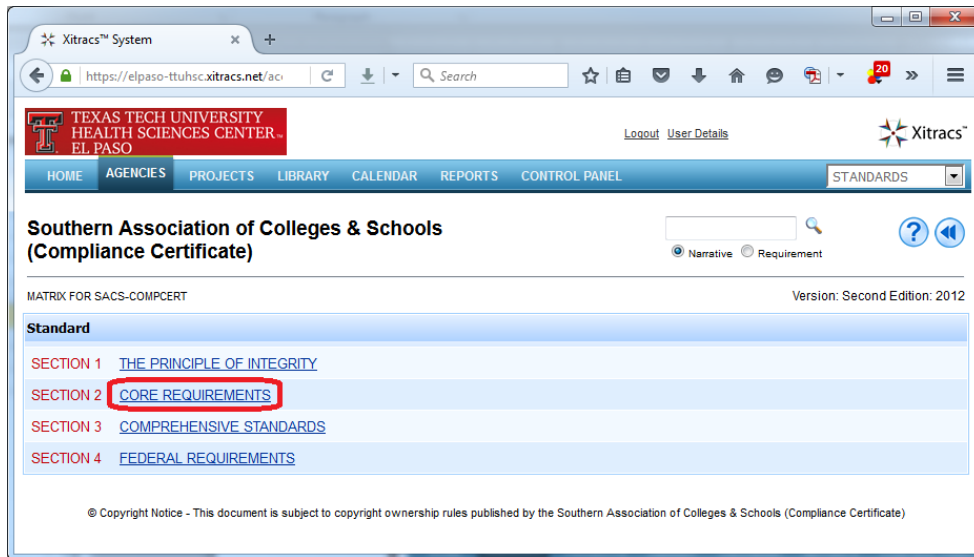

Step 5: Click on **Agencies** option in the Tab Menu
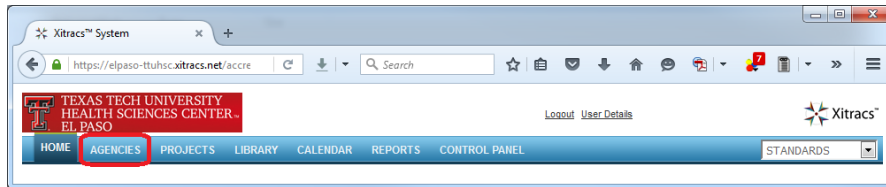
Step 6: Click on "Edit" in the Function column in order to choose the appropriate accreditation report you want to work on:
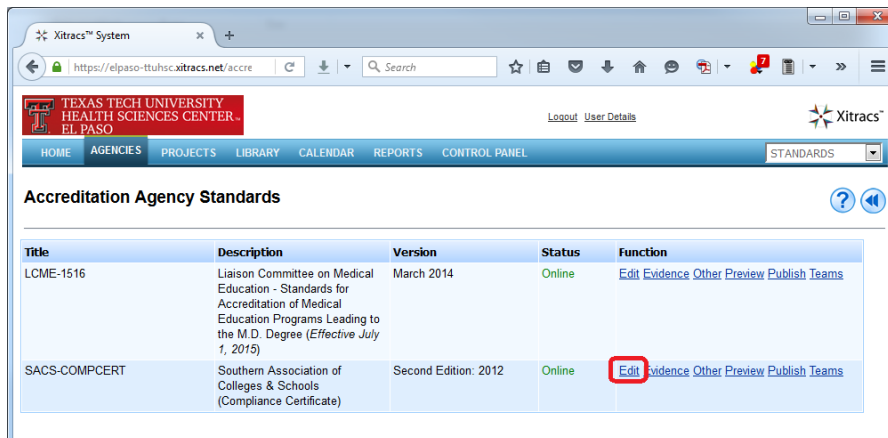
Step 7: Select the desired section you want to work on. For this example we will use Section 2 – Core Requirements:

Step 8: Click on the icon to access the evidence section

This will display the following window:

If the section already contains evidence items, the icon will change to green . Rolling over the icon with the mouse will display the number of items.

Step 9: Adding a file, URL or Library Item to the section evidence list you're working on.

To Add a File

1. Click the **File** button

2. Enter an item **Title**

3. If the file is a **PDF** you will have the option to enter a page number where the document will open when viewed, to do this please jump to **Step 8.**

4. Enter an optional **Description**

5. If you are in a confidential section, an option to designate the item as **Confidential** will be available.

6. Locate the file to upload using the **Browse** button

7. Click **Submit**

Depending on the size of file, there will be a brief delay during the upload process after which a receipt page will display confirming the file has been added to the evidence list.

Note: Files with extensions .exe .bat .java .jsp .js will be rejected

To Add a URL

1. Click the **URL** button
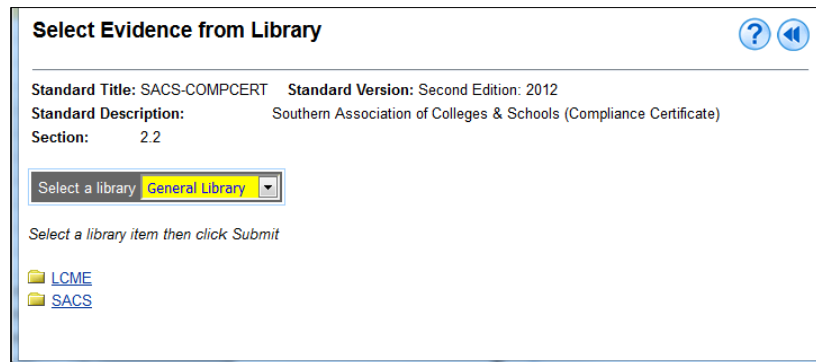
2. Enter an item **Title**

3. Enter an optional **Description**

4. Enter the **URL**

5. Click **Submit**

⚠ *Take care when adding URLs as evidence. Most agencies require that evidence items are integral to the published submission. While a URL link to a general site, such as the institution website, would be acceptable, URL links to documents on a remote server may not be.*

To Add an Item from the Library

1. Click the **Library** button

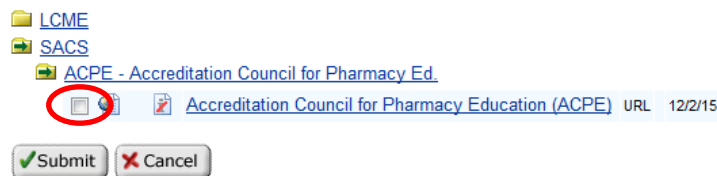2. Select the appropriate folder to locate the item you want to add
   Click the **Check Box** next to the item

3. Click **Submit**

4. If the file is a **PDF** you will have the option to enter a page number where the document will open when viewed (please refer to the PDF instructions sections in this guide for further instructions).

5. Enter an optional **Description**
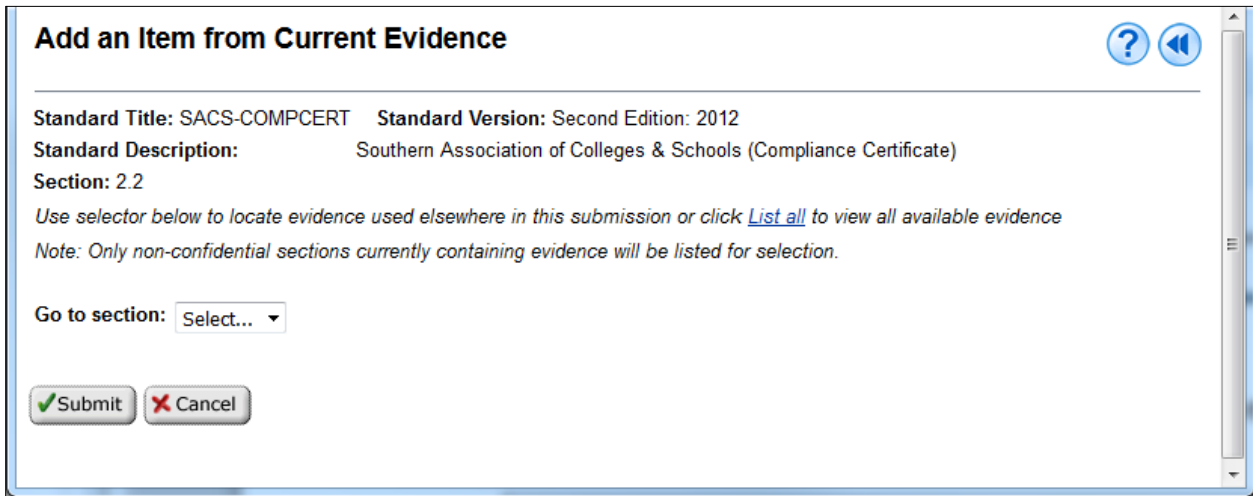
6. Click **Submit**

Note: When an item is selected from the library, it is copied into the evidence list for the standard. If the original item in the library is later edited or deleted, it will not affect the copy of the item in the standard. This is important to maintaining the integrity of a published submission.

If a file is a multi-page PDF, an **Extract pages** link will appear. Click on the link to select one or multiple contiguous pages and create a new evidence item.

To Add an Item from the Existing Evidence List

The QuickPick function allows the user to select one or more items that have already been used as evidence elsewhere in the standard. This avoids having multiple copies of the same item when it is used in multiple sections throughout the standard. For example, if a Policy Document is to be used as evidence in Sections 2.1, 3.4 and 4.2, it need only be uploaded or copied from the Library once into Section 2.1; from then on the user can use the QuickPick function to link the same item to Sections 3.4 and 4.2.
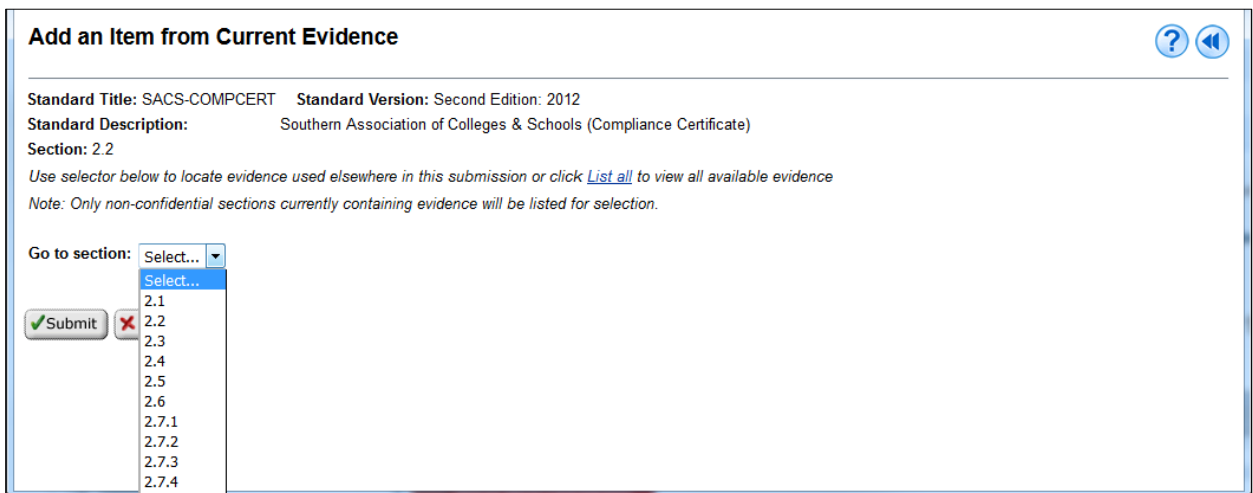
1. Click the **QuickPick** button

2. *If the section containing the desired item is known*, choose the section number using the **drop-down selector** to display evidence items in use for that section of the standard. Note that only sections containing evidence are displayed. Sections that have a setting of **Confidential** are not listed.

3. *Alternatively*, click the **List all** link to display all evidence items used all sections.

4. Click the **checkbox** next to the item(s) to be added to the target section

5. Click **Submit**

Note: Items added using the QuickPick function are linked and not copied. This means that if the item in the All Evidence list is edited or deleted, it will affect all instances of the item in the standard. This is particularly useful where a correction needs to be made to an evidence item. It need only be edited once in the Evidence List and all instances will automatically be updated.

Specifying the page number where a PDF file will open

1. To select the page where you want a PDF file to open please click on the ✏ icon in the evidence list page

| File | URL | Library | QuickPick |

Current Evidence List for Section 2.2

✗ ✏ 📄	Certification of Continued Compliance With Eligibility Requirements	DOC 46 KB 5/2/11	View	
	More information about this item can be added here.			
✗ ✏ 🖼	Picture 1 ⊗	JPG 2 KB 5/2/11	View	
✗ ✏ 📕	Mission & Goals	PDF 20 KB 5/2/11	View Extract pages
✗ ✏ 📄	Criterion I	DOC 2,630 KB 5/2/11	View	
✗ ✏ 📄	Abstract	DOC 64 KB 5/2/11	View	
✗ ✏ 📕	Student Handbook (*Page 2*)	PDF 6 KB 5/2/11	View Extract pages
			Total: 6 files [2MB]

2. In the following screen indicate whether this file is confidential or not, indicate if the file should be excluded from the published evidence list, indicate the page number where you want the file to open and provide a description if desired.

Edit an Evidence Item ? ◀

Standard Title: SACS-COMPCERT   **Standard Version:** Second Edition: 2012
Standard Description: Southern Association of Colleges & Schools (Compliance Certificate)
Section: 2.2

Field	Detail
Item Title	Board of Regents - Christopher M. Huckabee
Confidential	☐ *Items in non-confidential sections cannot be designated as confidential*
Position	Sort order is set to alphanumeric and cannot be changed for this item. ⓘ
Exclude	☐ *Check this option to exclude this item from the published evidence list*
Page #	☐ *Enter an optional page number between 1 and 2 where the document should open (PDF files only)*
	If left blank the document will open on page 1 View file (2 pages)
Description *(Optional)*	

✔ Submit ✗ Cancel

3. Finally, click the Submit button to save your changes.