

Adding Composition Files

In a sample, you can add results in the form of supporting documents (such as a graphic, spreadsheet, or images) or files relevant to the sample independent of the entity or chemical associations that you defined.

To add a file to a sample

1. Access a sample composition, as described in [Accessing the Sample Composition Summary](#).
2. Click the **Composition File** tab or the **All** tab and scroll to the File section.
3. Next to **Composition File**, click **Add**.
4. Select **Upload** or **Enter File URL**.
 - a. If you select Upload: Click **Choose File**. Browse and select the file (up to 30 MB).
 - b. If you select Enter File URL: Enter the URL where the document is located.
5. Complete the following.
 - a. Select the **File Type** (required), Document, Graph, Image, Movie, or Spreadsheet.
 - b. Enter the **File Title** (required).
 - c. Specify **Keywords** to associate with the file.
 - d. Enter a **Description** of additional information of the file.
6. When you are finished, click **Submit** to add the file to the sample.



Editing and Deleting a File

Once you add a composition file, you can remove the file or edit the composition file information.

- To delete a file, click **Delete**.
- To update the file information, click **Edit** and on the Edit Composition File page, make the changes and click **Update**. The list of files is updated.