

## Secure Evidence Locker (SEL) Cheat Sheet

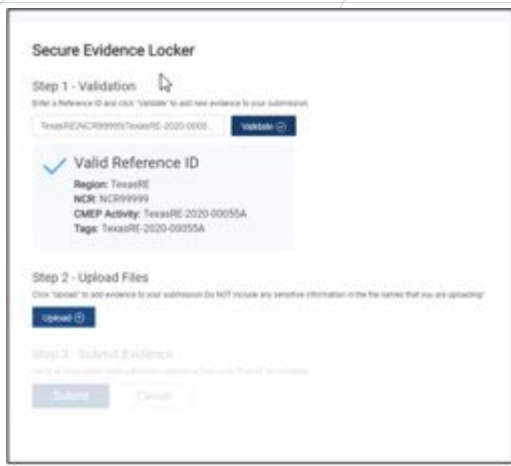
*For reference when uploading evidence to ERO Enterprise SEL*

**Date: July 15, 2024**

This document provides helpful information when uploading evidence to the ERO Enterprise SEL, including information on Reference IDs, file limitations, and other guidance.

### Validation Rules

The ERO Enterprise SEL performs validation when an entity inputs a Reference ID. If a valid Reference ID is used, the SEL input page will show a Valid Reference ID check. If an invalid Reference ID is used, the SEL input page will show an Invalid Reference ID Error.



### Required Tagging Information

The Align tool provides the Reference ID's Activity Number for the specific engagement. The Reference ID provided by Align will appear as the following; however, we have marked the required information for uploading to the SEL:

<Region>|<NCR Number>|<Activity Number>|<Activity Number>,<RFI ID>|<Standard>| <Requirement>| <Part(s)>|

Required
Optional

### File Size Limitation

Individual file uploads are limited to 100 MB in size. Multiple file uploads are limited to 10GB in size.

### Filename Character Limitation

There is no known character limit number in place for file names. The ERO Enterprise has tested filenames with up to 100 characters and the system operated as designed. However, there is a known limitation on the use of the “%” within the file name. This will cause an upload failure.

### **File Types Allowed**

Generally, most file types are allowed, however compressed files such as .zip and .7z are not allowed. In addition, executable files (.exe) and files with embedded macros are also not allowed to be uploaded into the ERO Enterprise SEL.

### **File Upload**

While uploading a folder is not possible, collecting files into a single folder will make upload easier for an entity uploading multiple files. Once files are gathered into a single folder, an entity can navigate to that folder from the SEL upload prompt (step 2) and select all files within that folder, then select the “Open” button. The only limitation is that each individual file shall not exceed the file size limitation discussed above. If a single file within a folder is greater than the file size limitation, then the entire upload will fail.

### **Browser Limitation**

Currently, uploads from Edge and Chrome browsers are successful. Using Firefox browser may result in failed uploads.

### **Email Notifications for Uploads**

When submitting files through the submission portal, the submitter will receive an email notification upon successful upload with a manifest receipt. If the whole submission fails, the submitter will receive an email notification that an error occurred resulting in failed submission.

### **Resources:**

[SEL Training Videos](#) - Reference Video 17

[SEL User Guide](#)

[SEL Data Confidentiality Document](#)

For Questions: [askalign@nerc.net](mailto:askalign@nerc.net)

For SEL IT Support: <http://support.nerc.net>