# Batch Upload Method

*Control Panel > Document Library > Click on Desired Folder > Document Upload*

**Batch Upload Method:**

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**Note:**

- Steps #1-10 are the same for both **Individual Document Upload** and **Batch Upload** methods.
- Skip to Step #8 if the folders you wish to add files to have already been created.

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1. Go to **Control Panel** > **Document Library**.
2. First, a new folder must be created. To create a new folder to add the file(s) to, navigate to the desired existing folder on the left side of the Control Panel.



3. The contents of the selected folder will be displayed in the right pane. Click **New Folder** on the right of the Control Panel.
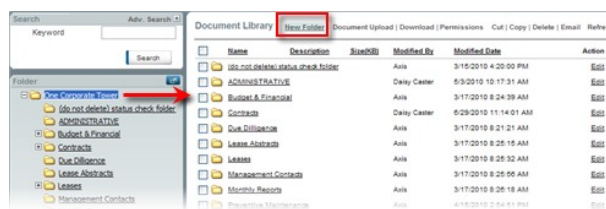


4. Enter the desired **Folder Name**.
5. Under **Permission Settings**, you can give access to the new folder to various **Users Groups**, **Users**, **Buildings**, and/or **Tenants**.
   - Click on the **Users Groups**, **Users, Buildings**, or **Tenants** tab.
   - Move desired **Available Items** to the **Selected Items** list using the right arrow.
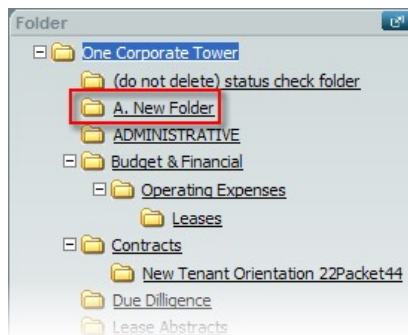
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   **Note:**
   - If permissions for a folder are left blank, only **Document Library Administrators** will be able to view that folder..
   - Users will not be able to see the contents within the folder unless they have permission to those contents.
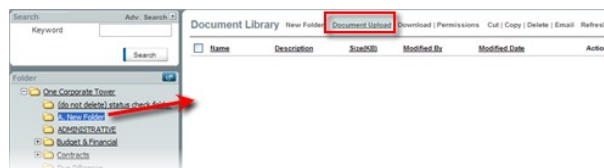   - For more information, refer to Permissions.

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6. Click **Create**.
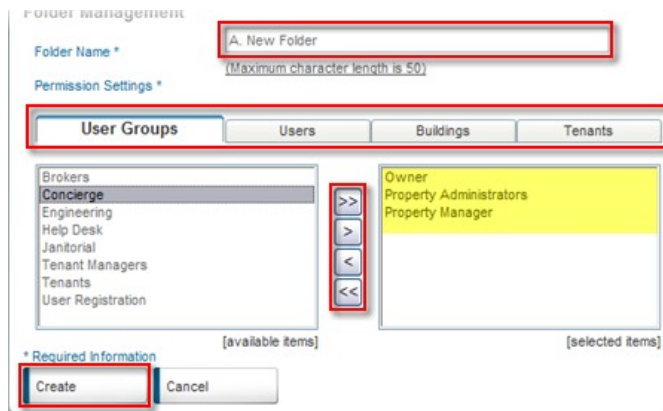
7. The newly created folder will appear under the root folders in the left pane.



8. To begin uploading documents, locate and select the newly created or existing folder.
9. The folder will open, displaying its contents in the right pane.
10. Click **Document Upload**.



11. Select the **Batch Upload** tab.
12. Click **Browse**.
13. Locate and select the *.zip* file from your computer or network through the pop-up window.



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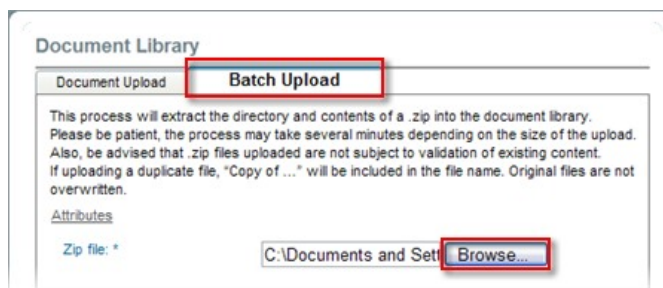
**Note:**

- The structure will be displayed in the Document Library *exactly* as it is shown in the .zip file (i.e. layout, folders, sub-folders, etc.).
- If structure is preferred upon upload, the structure must be set first *before* compressing

the folders and/or files into a .zip file.

14. Under **Permission Settings**, you must give document access to **User Groups**, **Users**, **Buildings**, and/or **Tenants** by moving desired **Available Items** to the **Selected Items** list using the right arrow.
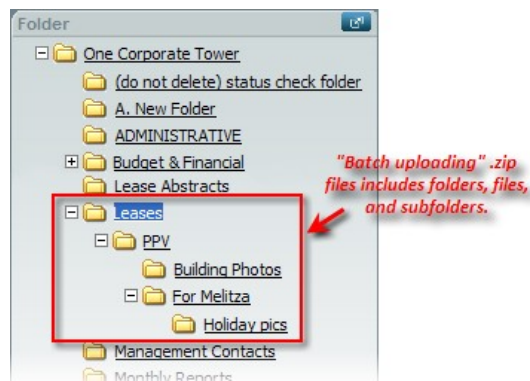
**Note:**
- Unlike folder permissions, you cannot leave document permissions blank.
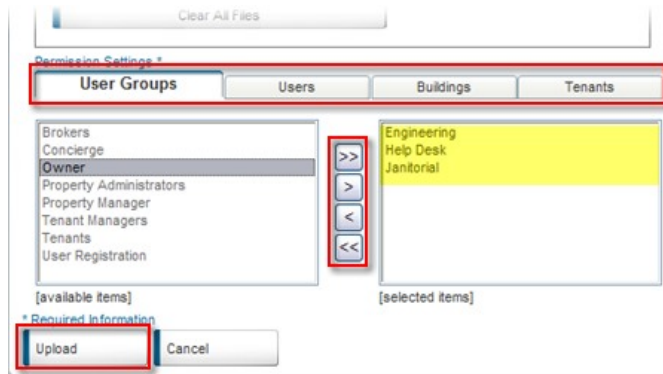


15. Click **Upload**. The .zip file will begin to uncompress and upload the entire directory (i.e. both files and their folders).
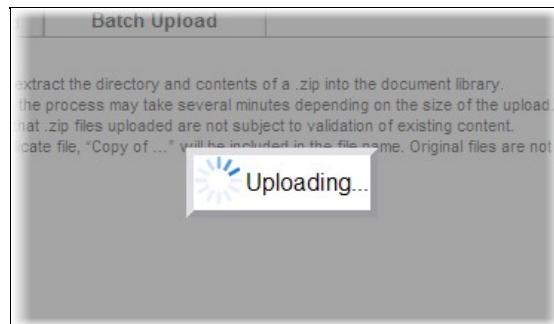


16. When the .zip file successfully uploads, you will be redirected to the folder where you uploaded the documents where you will now be able to see the newly uploaded contents.



**Note:**
- If the .zip file fails to upload, ensure that the file size is within limits. Refer to Document Library Upload Limits for additional information.

- If you accidentally uploaded a directory of folders in the wrong place, simply cut and paste the contents to the correct location. Refer to [Move/Copy/Delete Folders and Files](#) for additional information.