Batch Upload Method

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

Batch Upload Method:

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.
- 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.



 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.

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 <u>Permissions</u>.
- 6. Click Create.

| ermission Settings * | Maximum character ler | ngth is 50) | |
|----------------------------|-----------------------|--|----------------|
| User Groups | Users | Buildings | Tenants |
| Brokers | | Owner | |
| Concierge Engineering | >> | Property Administrator Property Manager | rs |
| Help Desk | | | |
| Janitorial | | | |
| Tenant Managers Tenants | | | |
| User Registration | << | | |
| equired Information | available items] | | [selected iter |

7. The newly created folder will appear under the root folders in the left pane.

| Folder | <u>e</u> 1 |
|-------------------------------------|------------|
| One Corporate Tower | |
| (do not delete) status check folder | |
| A. New Folder | |
| ADMINISTRATIVE | |
| 🗆 🧰 Budget & Financial | |
| 🗆 🧰 Operating Expenses | |
| Cases | |
| Contracts | |
| New Tenant Orientation 22Pac | ket44 |
| Due Dilligence | |
| C Lease Abstracts | |

- 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.

| Document Upload | Batch Upload | |
|--|--|--|
| Please be patient, the p Also, be advised that .: | ct the directory and contents of a .zip into rocess may take several minutes depend zip files uploaded are not subject to valida file, "Copy of" will be included in the fi | ing on the size of the upload tion of existing content. |
| If uploading a duplicate overwritten. | me, copy of while enclosed in the n | ie franke, eriginar nee are ne |

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

 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:

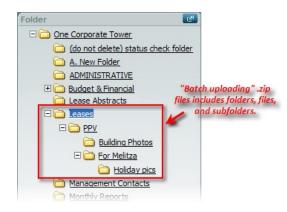
• Unlike folder permissions, you cannot leave document permissions blank.

| 11.11.11.11.11.11.11.11.11.11.11.11.11. | Buildings | Tenants |
|---|-----------------------|------------|
| | Engineering | |
| 5 | Help Desk | |
| | Janitorial | |
| > | | |
| | | |
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| << | | |
| | | |
| | - | |
| | N N N N N | Janitorial |

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

| Batch Upload | |
|---|---|
| the process may take severa hat .zip files uploaded are no | ents of a .zip into the document library. I minutes depending on the size of the upload. I subject to validation of existing content. Included in the file name. Original files are not Uploading |

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 <u>Document</u> <u>Library Upload Limits</u> 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 <u>Move/Copy/Delete Folders and Files</u> for additional information.