

Individual Document Upload Method

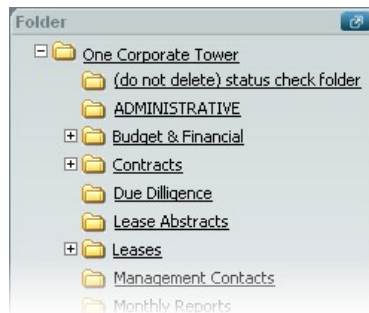
[Control Panel](#) > [Document Library](#) > [Click on Desired Folder](#) > [Document Upload](#)

Individual Document Upload Method:

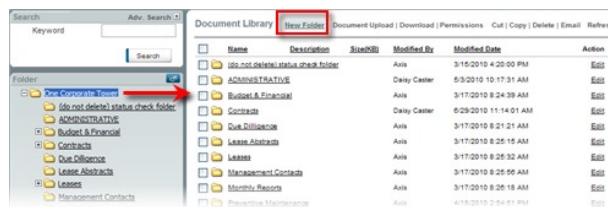
Note:

- 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.



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

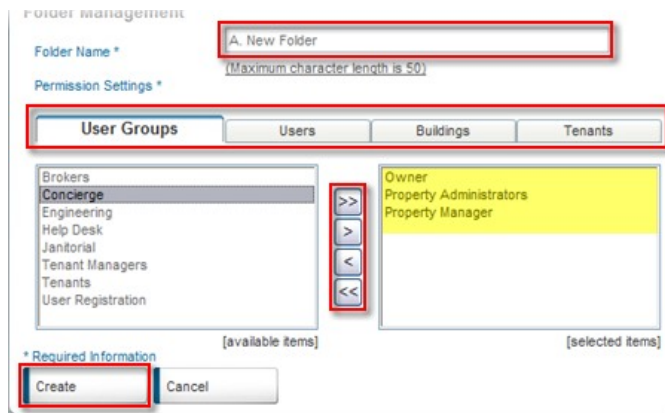


4. Enter the desired **Folder Name**.
5. Under **Permission Settings**, you can give access to the new folder to various **Users Groups, Users, Buildings, and/or Tenants**.
 - Click on the **Users Groups, Users, Buildings, or Tenants** tab.
 - Move desired **Available Items** to the **Selected Items** list using the right arrow.

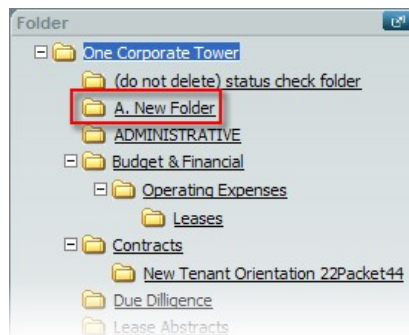
Note:

- 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](#).

6. Click **Create**.



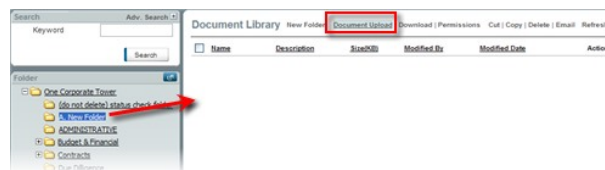
7. The newly created folder will appear under the root folders in the left pane.



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**.



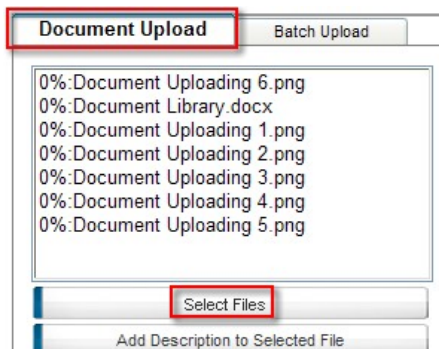
11. Select the **Document Upload** tab.

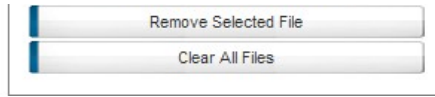
12. Click **Select Files**.

13. Locate and select the files from your computer or network through the pop-up window.

Note:

- To select multiple files from the same root folder, use **SHIFT + click** or **CTRL + click**.
- If a file is too large, it will not list in the dialogue box.

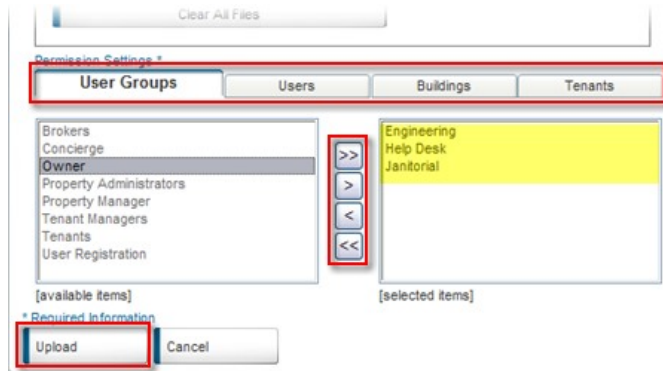




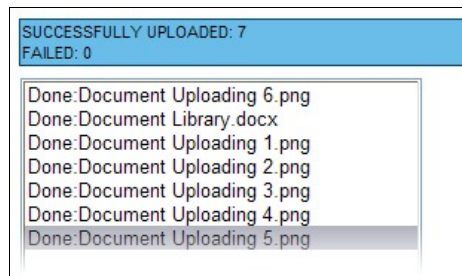
14. Under **Permission Settings**, you must give document access to **User Groups**, **Users**, **Buildings**, and/or **Tenants** by moving desired **Available Items** to the **Selected Items** list using the right arrow.

Note:

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



15. Click **Upload**. The documents will begin to upload and the status of each file will update until a confirmation is displayed.



Note:

- If any file(s) fail to upload, it will display a message other than **Done** next to the specific file(s). Verify that the file is valid and retry uploading.
- If issues still persist, please contact Axis Support at AxisSupport@cbre.com.