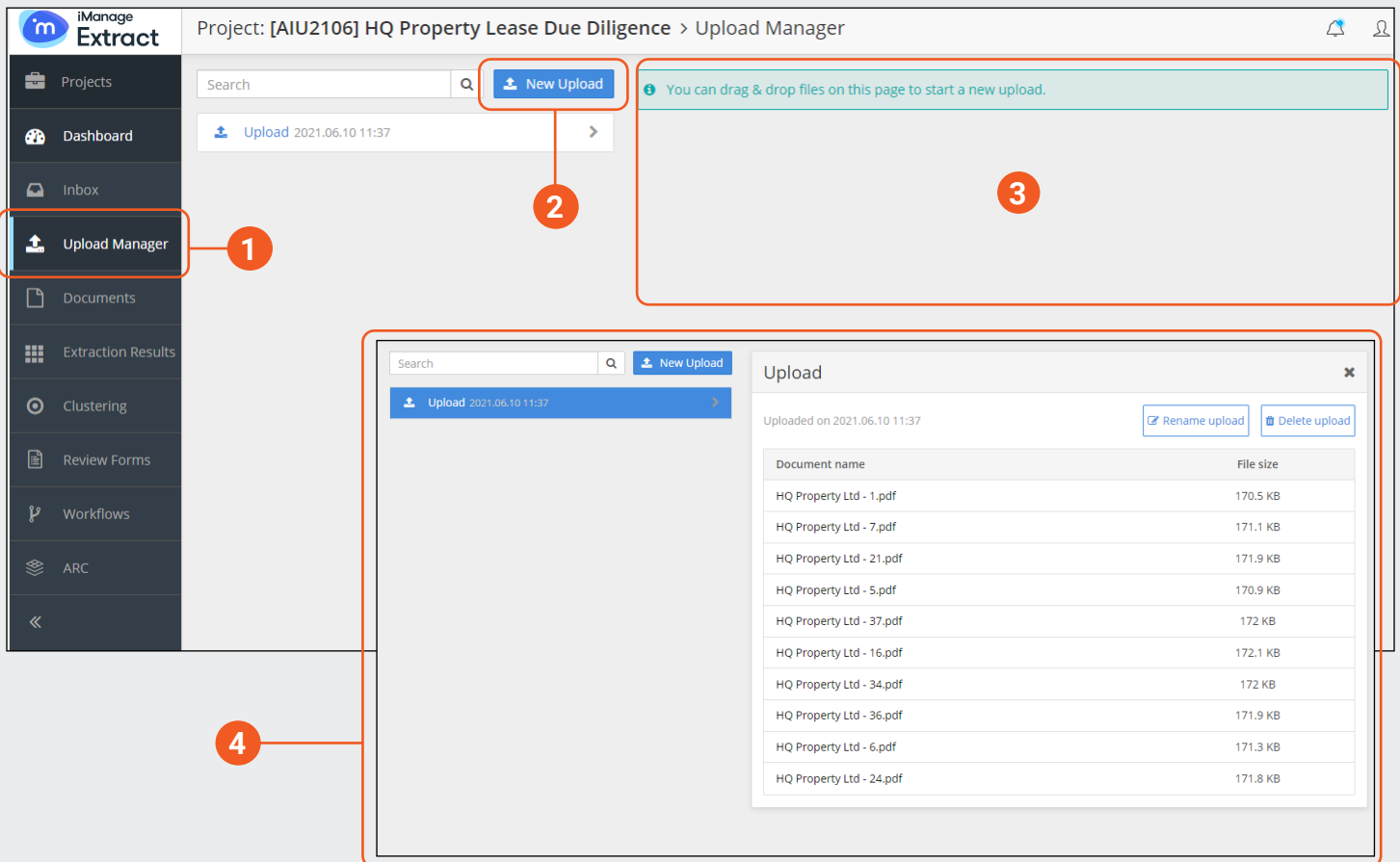


Uploading Documents to a Project

In iManage Extract, projects are created to store files and make the file set accessible to the relevant users for further processing. You can upload files into these projects using the **Upload Manager** feature in iManage Extract. You can upload files to a project if you are either a **Superuser** or a user assigned the role of **Ingestor** in the project.



1. The Upload Manager tab

The Upload Manager tab is situated within a project, in the left navigation pane.

2. The New Upload button

Select **New Upload**, select the files/folders/archives to upload and select **Open**.

3. Drag and Drop uploading

Drag the files from your source on to the iManage Extract Upload Manager interface to upload the files.

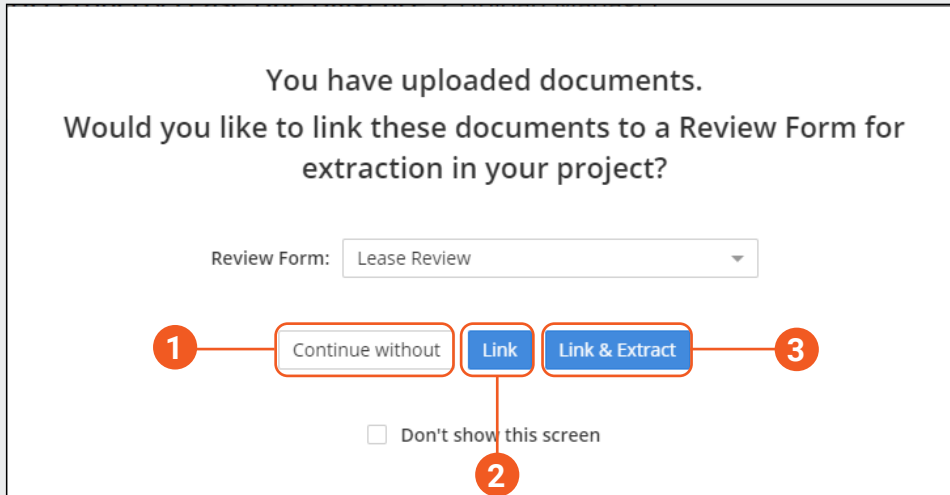
NOTE: Currently, we support uploading simple folder, .zip, .tar and .gzip files.

4. Upload History

See 'batches' of files that were uploaded to the project. Selecting a batch upload opens a dialog box where you can see files that were uploaded. You can rename an upload, delete the whole upload, or choose to delete single documents from the batch.

Uploading Documents to a Project (continued)

If you are signed in as a **Superuser**, then the system prompts you to link the uploaded files to a review form:



The screenshot shows a dialog box with the following content:

You have uploaded documents.
Would you like to link these documents to a Review Form for extraction in your project?

Review Form: Lease Review

1 — [Continue without] [Link] [Link & Extract] — 3

Don't show this screen

2

The 'Continue without' button is highlighted with a red circle and the number 1. The 'Link' button is highlighted with a red circle and the number 2. The 'Link & Extract' button is highlighted with a red circle and the number 3. A red line connects the 'Link' button to the 'Don't show this screen' checkbox.

1. Continue without

Select **Continue without** to link them to a review form later.

2. Link

Select **Link** to link them to a review form at this stage.

3. Link & Extract

Select **Link and Extract** to execute the review form.