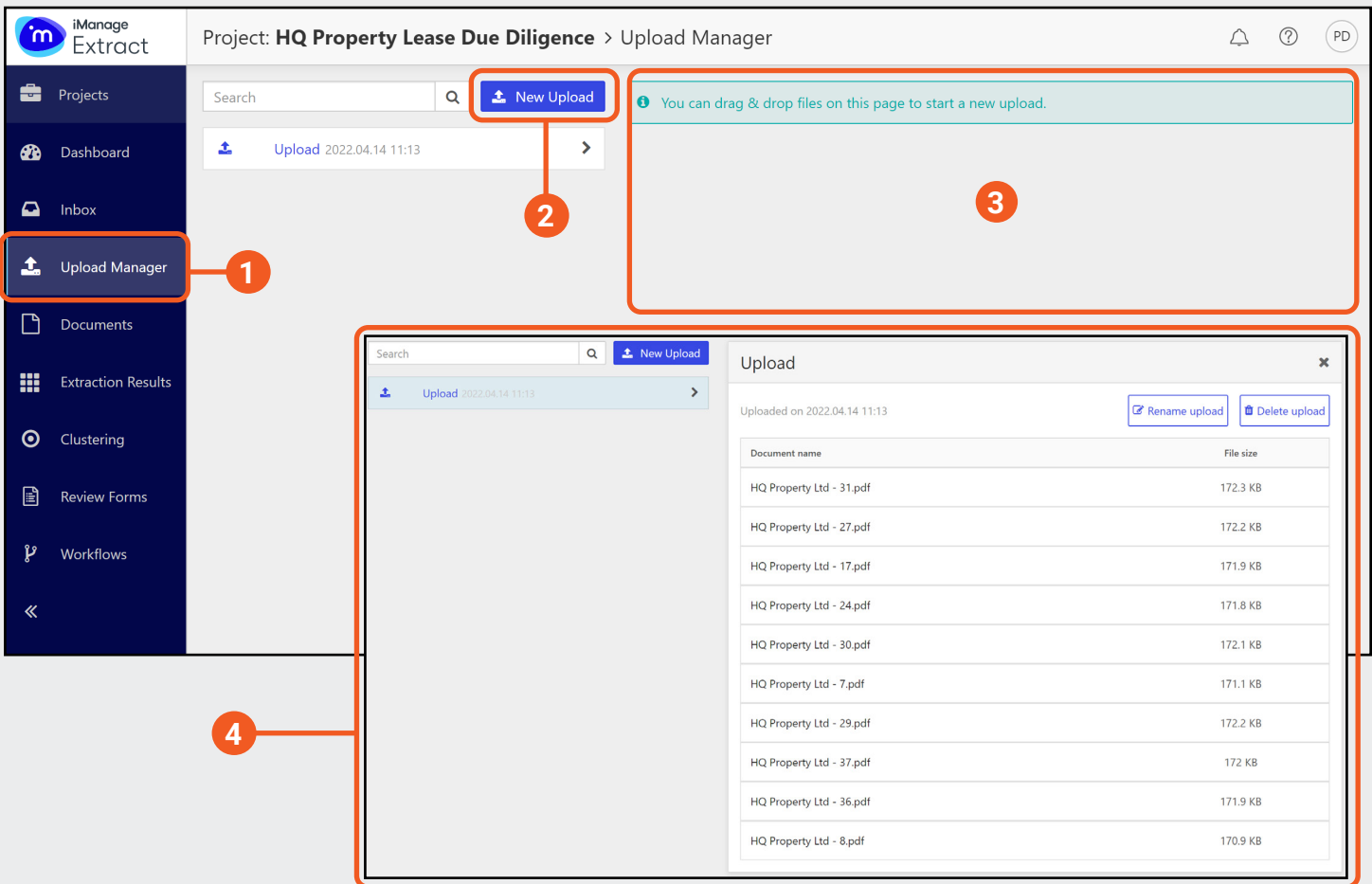


Uploading Documents to a Project

In 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 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 Upload button

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

3. Drag and Drop uploading

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

NOTE: Currently, we support uploading multiple file types, including simple folder, .zip, .pdf, .doc(x), .xls(x), .ppt(x), .rtf, .odt, .txt, .jpeg, .bmp, .png and .tiff.

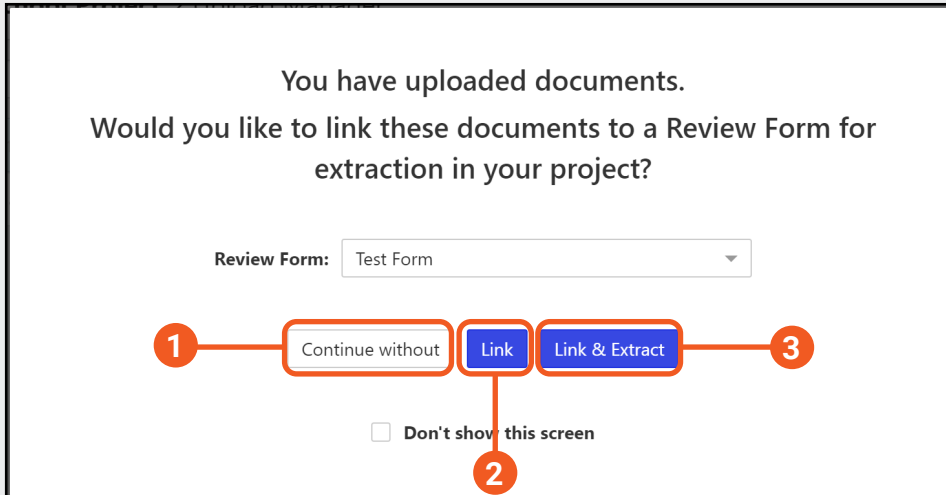
4. Upload History

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** or are assigned the role of **Ingester** in the project, then the system prompts you to link the uploaded files to a review form.



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

Review Form: Test Form

1 Continue without Link Link & Extract 3

Don't show this screen 2

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 link and immediately initiate an execution of the review form.