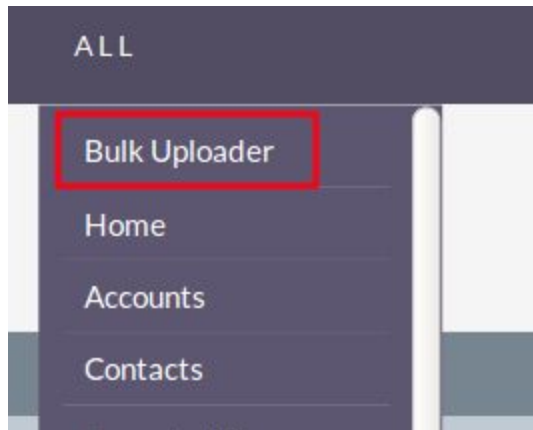




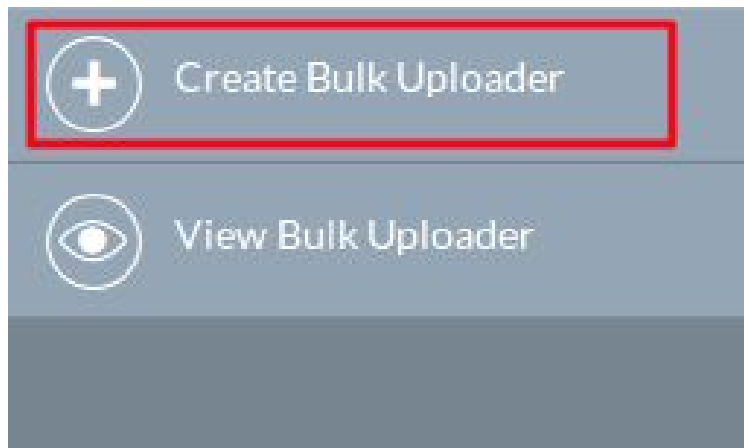
Document Bulk Uploader

User Guide:-

1 Go to the All tab and click on Bulk Uploader.



2. Click on create bulk uploader.



3. Fill the Category, Subcategory, Document Type and save the record.

CREATE

SAVE CANCEL

BASIC

Name: * Test Assigned to: Administrator

Category: Marketing Select Category Sub Category: Marketing Collateral Select Sub category

Document Type: Mail Merge Select Document type

SAVE CANCEL

4. In detail view Click on Bulk Uploader.

TEST ☆

BASIC ACTIONS Bulk Uploader Hit The bulk Uploader Button

Name: Test Assigned to: Administrator

Date Created: 04/01/2019 Date Modified: 04/01/2019

Category: Marketing Sub Category: Marketing Collateral

Document Type: Mail Merge Accounts:

DOCUMENTS

Name	File	Category	Status	Publish Date
Create				

No results found.

5. Select the Multiple documents to upload.

Documents:*

Browse... No files selected. **Select Multiple Documents**

SAVE **CANCEL**

6. Selected documents count will appear here save the record simply.

Documents:*

Browse... **10 files selected.** **Click here** **SAVE** **CANCEL**

Count of selected Files

7. See the All uploaded document in subpanel.

TEST ☆

BASIC **ACTIONS** Bulk Uploader

Name: Test Assigned to: Administrator

Date Created: 04/01/2019 Date Modified: 04/01/2019

Category: Marketing Sub Category: Marketing Collateral

Document Type: Mail Merge Accounts:

All uploaded document you will see here

DOCUMENTS	Name	File:	Category	Status	Publish Date	
Create	Screenshot(300).png	Screenshot(300).png	Marketing	Active	04/01/2019	Edit
	Screenshot(298).png	Screenshot(298).png	Marketing	Active	04/01/2019	Edit
	Screenshot(301).png	Screenshot(301).png	Marketing	Active	04/01/2019	Edit
	Screenshot(297).png	Screenshot(297).png	Marketing	Active	04/01/2019	Edit
	import leads vaishali1.xlsx	import leads vaishali1.xlsx	Marketing	Active	04/01/2019	Edit
	Screenshot(303).png	Screenshot(303).png	Marketing	Active	04/01/2019	Edit
	Screenshot(304).png	Screenshot(304).png	Marketing	Active	04/01/2019	Edit
	Screenshot(299).png	Screenshot(299).png	Marketing	Active	04/01/2019	Edit
	Screenshot(296).png	Screenshot(296).png	Marketing	Active	04/01/2019	Edit