

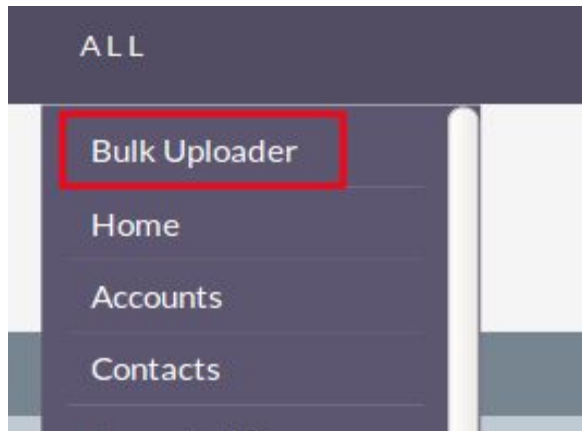


Document Bulk Uploader

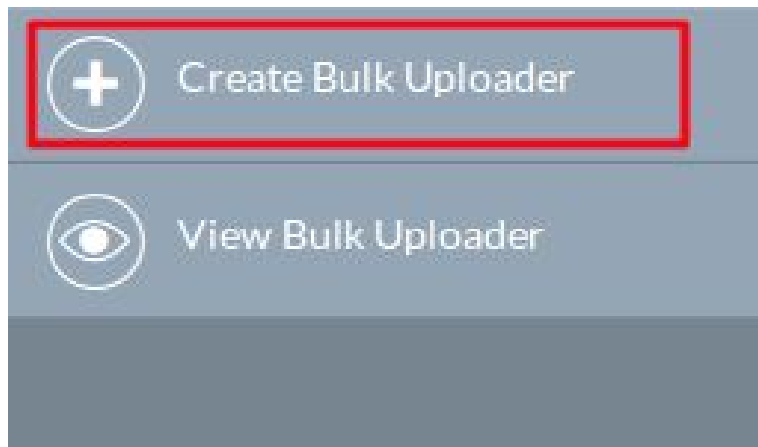
User Guide

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

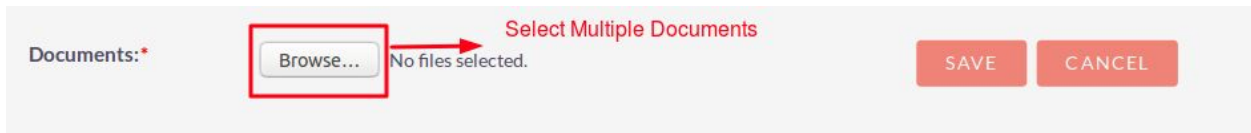
Category: Marketing Sub Category: Marketing Collateral

Document Type: Mail Merge Accounts:

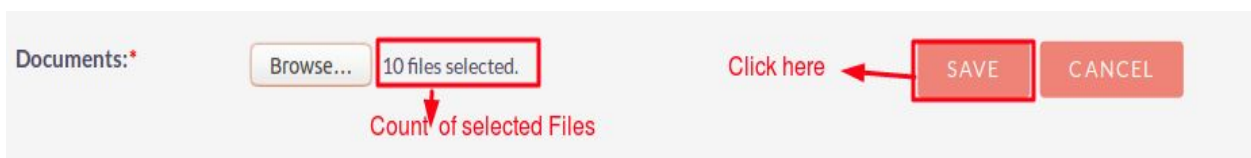
DOCUMENTS

Name	File	Category	Status	Publish Date
No results found.				

5. Select the Multiple documents to upload.



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



7. See the All uploaded document in subpanel.

