

# Bulk PDF upload

The system enables the batch upload of PDF files to the system.

Mass file upload helps in everyday work with the system.

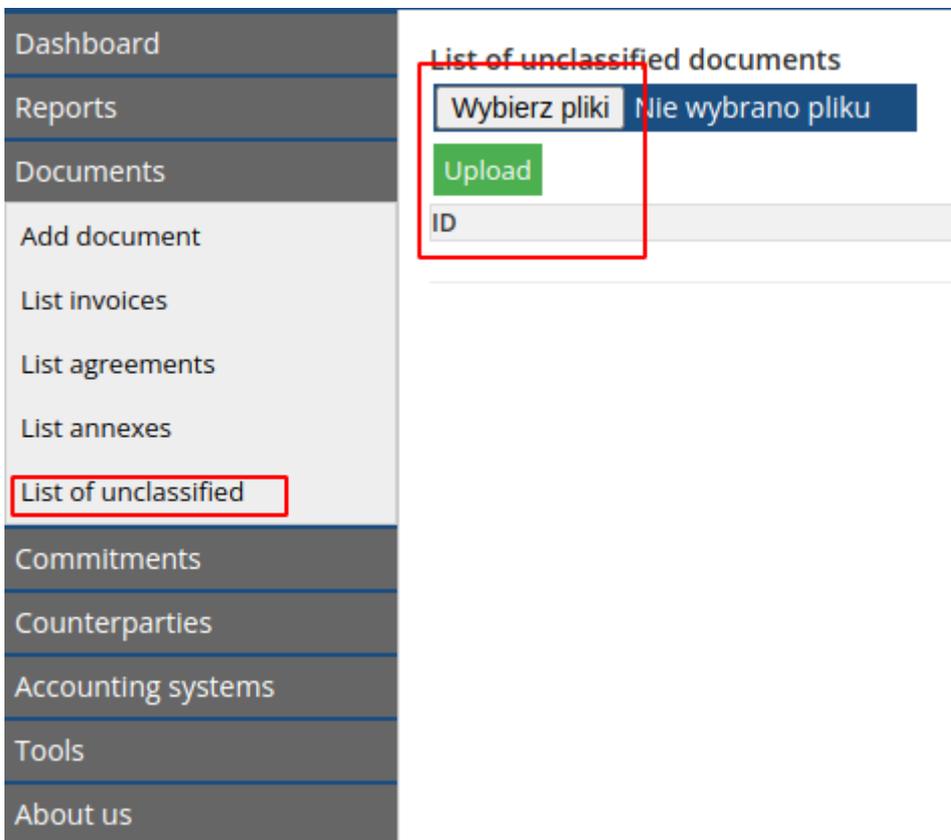
Please keep in mind 2 things:

Documents that are not classified and await classification in the "List of unclassified" tabs are not processed by the system in any way and are not included in summaries and reports. Deleting them in no way affects the values stored in the system.

The document must be attached to the contractor to be analyzed by the system and be visible in reports and other summaries.

To use this functionality:

Go to the "**Documents**" menu item and click "**List of unclassified**".



Then press **"Select Files"**.

In the window that will open, select the required files and confirm your selection.

Then hit the **"Upload"** button

The files are automatically uploaded to the system.

List of unclassified documents

Wybierz pliki Nie wybrano pliku

Upload

File test1.pdf OK!  
File test2.pdf OK!  
File test3.pdf OK!  
File test4.pdf OK!  
File test5.pdf OK!  
File test6.pdf OK!

ID		md5		
170	raw/upload/3a366cca6c2959de35a86d4308ea520.pdf	3a366cca6c2959de35a86d4308ea520	Classify	Delete
169	raw/upload/2ca6a36368b78dc9bf5c37cbf6cd5398.pdf	2ca6a36368b78dc9bf5c37cbf6cd5398	Classify	Delete
168	raw/upload/de9449a797fa7b5b9195695da814fee4.pdf	de9449a797fa7b5b9195695da814fee4	Classify	Delete
167	raw/upload/bee7eed5daa61af5eeb478118bb3d002.pdf	bee7eed5daa61af5eeb478118bb3d002	Classify	Delete
166	raw/upload/40149bd92479306abb8d8eb2961292da.pdf	40149bd92479306abb8d8eb2961292da	Classify	Delete
165	raw/upload/9bf2d2f0004d76b35a92fcd36aeddd66.pdf	9bf2d2f0004d76b35a92fcd36aeddd66	Classify	Delete

**Attention!** If the file already exists in the system, the system will not allow it to be uploaded.

List of unclassified documents

Wybierz pliki Nie wybrano pliku

Upload

File test1.pdf ERROR The file is already on the system.  
File test2.pdf ERROR The file is already on the system.  
File test3.pdf ERROR The file is already on the system.  
File test4.pdf ERROR The file is already on the system.  
File test5.pdf ERROR The file is already on the system.  
File test6.pdf ERROR The file is already on the system.

ID		md5		
170	raw/upload/3a366cca6c2959de35a86d4308ea520.pdf	3a366cca6c2959de35a86d4308ea520	Classify	Delete
169	raw/upload/2ca6a36368b78dc9bf5c37cbf6cd5398.pdf	2ca6a36368b78dc9bf5c37cbf6cd5398	Classify	Delete
168	raw/upload/de9449a797fa7b5b9195695da814fee4.pdf	de9449a797fa7b5b9195695da814fee4	Classify	Delete
167	raw/upload/bee7eed5daa61af5eeb478118bb3d002.pdf	bee7eed5daa61af5eeb478118bb3d002	Classify	Delete
166	raw/upload/40149bd92479306abb8d8eb2961292da.pdf	40149bd92479306abb8d8eb2961292da	Classify	Delete
165	raw/upload/9bf2d2f0004d76b35a92fcd36aeddd66.pdf	9bf2d2f0004d76b35a92fcd36aeddd66	Classify	Delete

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