

Document Bulk Uploader

Document Bulk Uploader

Outright

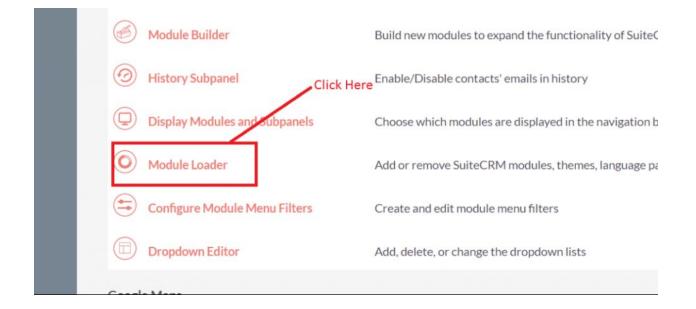
Pre-requisites

Please follow the below steps before installing the Document Bulk Uploader.

- 1. Log in as an Administrator.
- 2. Verify the CRM version should be compatible with Document Bulk Uploader.
- 3. CRM should have the Outright utils file, if not then install the Outright Utils package first then install Document Bulk Uploader.
- 4. Log in as an Administrator.
- 5. Verify the CRM version should be compatible with Document Bulk Uploader.
- 6. CRM should have the Outright utils file, if not then install the Outright Utils package first then install Document Bulk Uploader.

Installation Guide:-

- 1. Go to the Administration page.
- 2. Click on "Module Loader" to install the package.



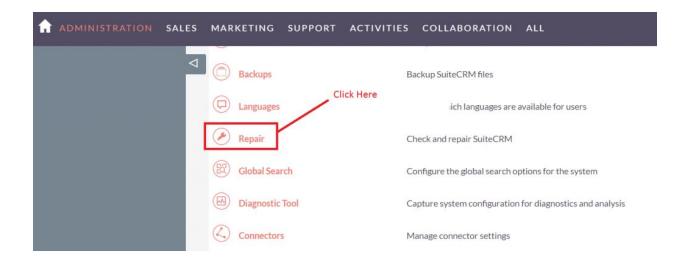
3. Click on "Choose File" button and select the BulkUploader.zip

he following extensions are i Name	Action	Enable/Disable	Type	Version	Date Installed	Description
Outright systems Core Packa		Chable Disable	module	10	04/01/2019 11:19	More info at https://www.outrightsystems.org/role-out
Select the Bull	kuploader.zip	Upload the Bulkupl	oader.zip			
Select the Bull	suploader.zip	Upload the Bulkupl	loader.zip			

4. Click on **"Upload**" to upload the file in CRM and then click on the Install button.

The following extensions are installed Name	on this system: Action	Enable/Disable	Type	Version	Date Installed	Des	ription
Outright systems Core Package for all			module	10	04/01/2019 11:19		
	Click H	ere To Install The Package					
Browse No file selected.	Install	Delete	Туре	Version	Date Published	Uninstallable	Description
Vodule Browse No file selected. Name Outright_DocumentBulkUploader			Type Module	Version	Date Published 2019-03-19 06:15:25	Uninstallable Yes	Description Outright_DocumentBulkUploader use for uploa

5. Again go to the Administration page and click on repair.



6. Click on "Quick Repair and Rebuild" and click on execute button.

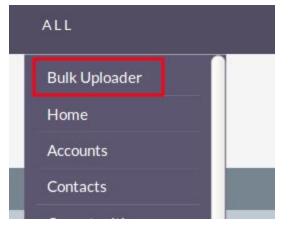


NOTE: after installing each plugin, It is mandatory to repair and execute.

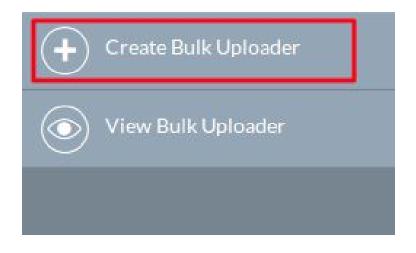
User Guide:-

Document Bulk Uploader

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			
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 Actio	DNS - Bulk U	Iploader	Hit The bulk Uploader Butt	on			
Name:	т	fest			Assigned to:	Administrator	
Date Created:	o	04/01/2019			Date Modified:	04/01/2019	
Category:	N	Marketing			Sub Category:	Marketing Collateral	
Document Type:	٨	Mail Merge			Accounts:		
							-
Na	ime 🕀		Category 🕀		Status 🕀	Publish Date 🕀	
Create							💽 🥿 (0 - 0 of 0) 🔰 💓
				No results	found.		

5. Select the Multiple documents to upload.



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.

BASIC Name: Date Cre	ACTIONS - Bui	k Uploader						
		T						
Date Cre		Name: Test				Administrator		
	Date Created: 04/01/2019		Date Modified:		04/01/2019			
Category: Marketing			Sub Category:		Marketing Collateral			
Documer	Document Type: Mail Merge			Accounts:				
			All uploaded docume	ent you will see here				
в росли	Name 🗢		File:	Category 🕾	Status 🕀	Publish Date 🐡		
reate		_					K < (1 - 10 of 10)	
	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	E diit 🛩	
	Screenshot(297).png		Screenshot(297).png 👁	Marketing	Active	04/01/2019	Edit 🗸	
	import leads vaishali1.xlsx		import leads vaishali1.xisx 👁	Marketing	Active	04/01/2019	Edit 🕳	
	Screenshot(303).prg		Screenshot(303).png	Marketing	Active	04/01/2019	E dit 🕶	
	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 🛩	