

# Upload Zip File without Unpacking

04/29/2025 7:42 am MDT

If you do not want DocBoss to extract/unpack the zip folder and upload the zip file as-is, you can drag and drop the zip folder directly onto the card via the Card List. (Alternatively, you can upload the file through Outstanding Actions.)

Navigate to the card list

1) drag and drop the zip file directly onto the card

The screenshot shows the 'Card List' interface with a file explorer window open. The file explorer is displaying the contents of a 'New folder (2)' in the 'Downloads' directory. A red arrow points from a zip file named 'NDT Records' (37,309 KB) to a card in the 'Card List' table. The card is highlighted in orange and has a '+ Copy' button next to it. The 'Card List' table has columns for 'Status (Combined)', 'Location', 'Status (Acme)', 'Doc No. (Acme)', and 'Subm'. The card being targeted is for 'NDT Records' with a status of 'X' and a document number of '1'.

2) Select the Incoming Submittal folder (or create a new Incoming Submittal folder by clicking the + icon

Please select submittal

We have loaded your last selection into the submittal field. Please update if required.

Submittal + Source: SUB-001 (Sub-Supplier) +

Cancel Continue

3) Once the file has uploaded, confirm it is routed correctly and the meta data (revision #, doc number, etc.) is correct, then click save.

Processing  
NDT Records.zip  
Viewer

History

Document Codes  
Primary code  
DB

Tags  
Tag(s) List  
502HV-79094

Status & Routing  
Stage List \*  
IFI

Stage List Workflow | Edit  
Current Stage  
IFI  
Customer

New Stage \*  
IFI

Queue for Submittal  
☐ Queue for submittal to ☐ Sub-Supplier ☐ Internal / 3rd Party

Cancel Save

Card List

Acme Doc Code: - Select or type ahead - Reference: - Select Reference - Level: - Select Level - Tagged Units: - Select Unit - Sub-Supplier: - Select Sub-Supplier -

Stage: - Select Stage - Acme Status: - Select Status - State: - Select State - Submittal: - Select Submittal - Internal Code: - Select Internal Code -

Location: - Select Location - Routing: - Select Routing -

☐ Due to Acme:  
☐ Expected Return to Wolfe AB09:  
Days since last request: Keyword:

Grid Rows Colors How to use auto-generated values for Doc No. (Acme) and Doc No. (Wolfe AB09)

Card List

Tools	Document	Doc Code	Title	Expected Date	Due to Acme	State
		CD	Material Test Certificates / Traceability Sheet	2022-03-08		A
		CD	Material Test Certificates / Traceability Sheet	2022-03-08	2022-03-08	A
		CD	Material Test Certificates / Traceability Sheet	2022-03-08	2022-03-08	A
		CD	Material Test Certificates / Traceability Sheet	2022-03-08	2022-03-08	A
		CD	Material Test Certificates / Traceability Sheet	2022-03-08	2022-03-08	A
		CD	Material Test Certificates / Traceability Sheet	2022-03-08	2022-03-08	A
		CD	Material Test Certificates / Traceability Sheet	2022-03-08	2022-03-08	A
		CD	Material Test Certificates / Traceability Sheet	2022-03-08	2022-03-08	A
		AA	Document Schedule			A
		CD	Material Test Certificates / Traceability Sheet	2022-03-08		A
		CD	Material Test Certificates / Traceability Sheet	2022-03-08		A
		CD	Material Test Certificates / Traceability Sheet	2022-03-08		A
		AC	General Arrangement Drawings	2021-03-02	M	A
		DB	NDT Records		M	A
		D02	General Arrangement Drawings		M	A
		D02	General Arrangement Drawings		M	A
		D01	SLID		M	A
		D05	Structural Detail Drawings		2020-12-10	A
		D04	Specialty Drawings		2020-12-10	A

Select Page: Complete - Not Approved (NULL/Rejected) - (Re)Submit Show on Page: 20 Items on page: 20 Total Found: 73

Show Completed Cards Show NULL Cards Hide Unrequired Cards Hide Merged Cards

Filter Set: - Select Filter Set - Create Filter Set Update Filter Set Edit Filter Set Delete Filter Set

Another option, if the zip folder is not the desired primary file, you can upload the zip as the Secondary File. See below for instructions to upload a zip file as the secondary file.

- 1) Click to edit the card you want to attach the zip file to
- 2) scroll down to "File In Secondary File Format (often the native file)" and drop your zip file there

Standard Query

Card List

Acme Doc Code: - Select or type ahead - Reference: - Select Reference - Level: - Select Level - Tagged Units: - Select Unit - Sub-Supplier: - Select Sub-Supplier -

Stage: - Select Stage - Acme Status: - Select Status - State: - Select State - Submittal: - Select Submittal - Internal Code: - Select Internal Code -

Location: - Select Location - Routing: - Select Routing -

☐ Due to Acme:  
☐ Expected Return to Wolfe:  
Days since last request: Keyword:

Grid Rows Colors How to use auto-generated values for Doc No. (Acme) and Doc No. (Wolfe)

Card List

Tools	Doc Code	Reference	Rev # (Demo)	Tag No. List 'Y'	Doc No. (Wolfe)
	AA	1234 0	B	LT-101, LT-102, LT-103, LT-104, LT-105, LT-106, LT-107, LT-108, LT-109, ...	4529KR-AA-002-01
	AC	Ball Valves	0	LT-101, LT-102, LT-120, LT-121, LT-122, LT-123, LT-124, LT-125, LT-126, ...	4529KR-AC-654-01
	AC	Butterfly Valves	0	LT-105, LT-106, LT-107, LT-108, LT-109, LT-110	4529KR-AC-001-01
	AC	Gate Valves	0	LT-103, LT-104, LT-111, LT-112, LT-113, LT-114, LT-115, LT-116, LT-117, ...	M2-143-NOV-EL-CRV-508002
	CD	LT-102	0	LT-102	4529KR-CD-002-01
	CD	LT-111	0	LT-111	4529KR-CD-011-01
	CD	LT-119	0	LT-119	4529KR-CD-019-01
	CD	LT-127	0	LT-127	4529KR-CD-027-01
	CD	LT-135	0	LT-135	4529KR-CD-035-01
	CD	LT-103	0	LT-103	4529KR-CD-003-01
	CD	LT-112	0	LT-112	4529KR-CD-012-01
	CD	LT-120	0	LT-120	4529KR-CD-020-01
	CD	LT-128	0	LT-128	4529KR-CD-028-01
	CD	LT-136	0	LT-136	4529KR-CD-036-01
	CD	LT-104	0	LT-104	4529KR-CD-004-01
	CD	LT-113	0	LT-113	4529KR-CD-013-01
	CD	LT-121	0	LT-121	4529KR-CD-021-01
	CD	LT-129	0	LT-129	4529KR-CD-029-01
	CD	LT-105	0	LT-105	4529KR-CD-005-01
	CD	LT-114	0	LT-114	4529KR-CD-014-01

Select Page: AA-CD Show on Page: 20 Items on page: 20 Total Found: 117

Processing  
AA\_4529[1].pdf  
Viewer

ELE

DOC or DWG  
DOC

Vendor's VP Number

VDR Code

VP Size

NMR

To Licensor

Document Category

File In Secondary File Format (often the native file)  
Drag and drop new file Or choose files from disk  
Max upload size 2048Mb

Cancel Save