

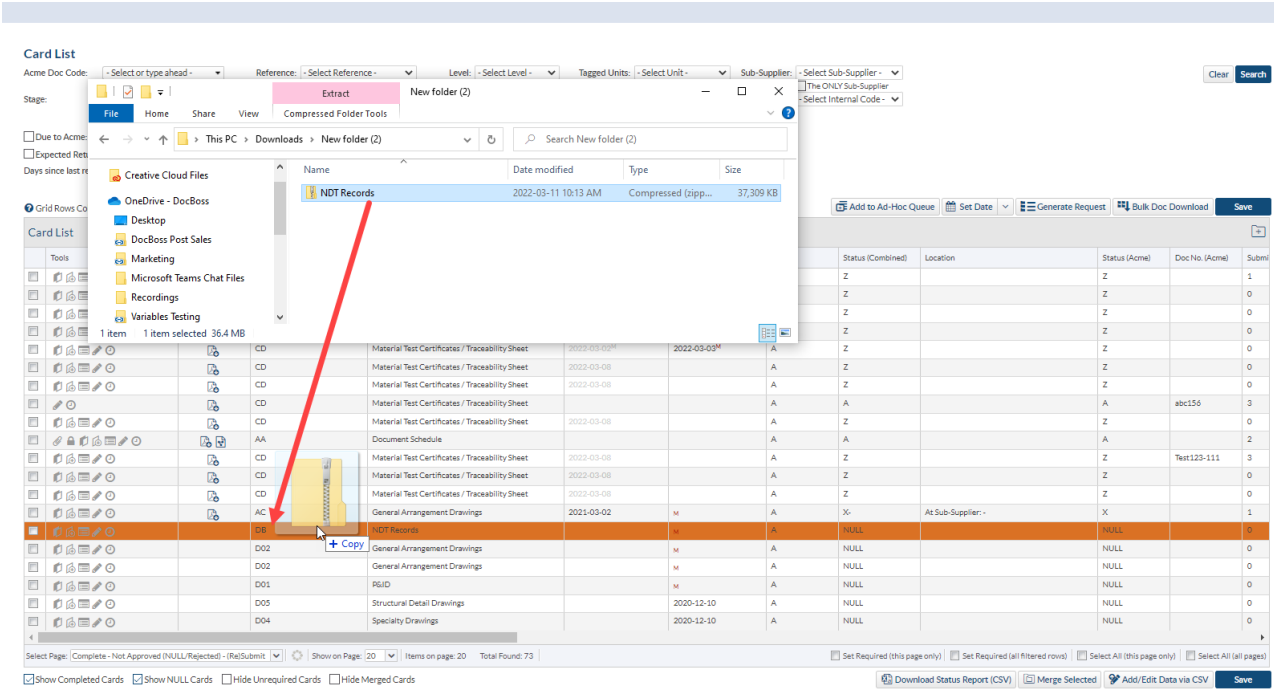
Upload Zip File without Unpacking

08/07/2024 2:59 pm MDT

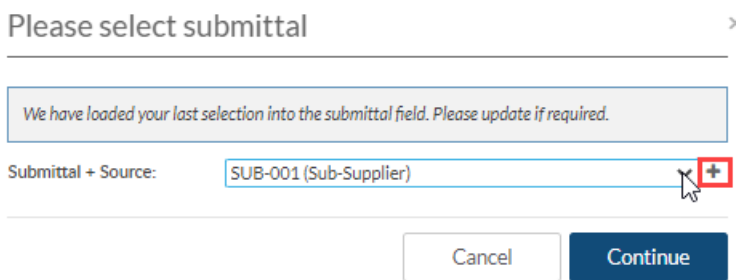
If you do not want DocBoss to extract/unpack the zip folder and upload the zip file as-is, you must drag and drop the zip folder directly onto the card via the Card List.

Navigate to the cloud card list

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



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



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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

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

Review Queue for Acme submittal

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

Cancel Save

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
		DO2	General Arrangement Drawings		M	A
		DO2	General Arrangement Drawings		M	A
		DO1	SLID		M	A
		DO5	Structural Detail Drawings		2020-12-10	A
		DO4	Specialty Drawings		2020-12-10	A

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

Processing
AA_4529[1].pdf
Viewer

ELEM

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

Tools	Doc Code	Reference	Rev # (Demo)	Tag No. List	Doc No. (Wolfe)
	AA	12340	B	LF-101, LF-202, LF-103, LF-104, LF-105, LF-106, LF-107, LF-108, LF-109...	4529KR-AA-002-01
	AC	Ball Valves	0	LF-101, LF-202, LF-120, LF-121, LF-122, LF-123, LF-124, LF-125, LF-126...	4529KR-AC-654-01
	AC	Butterfly Valves	0	LF-105, LF-106, LF-107, LF-108, LF-109, LF-110	4529KR-AC-001-01
	AC	Gate Valves	0	LF-103, LF-104, LF-111, LF-112, LF-113, LF-114, LF-115, LF-116, LF-117...	MZ-143-NOV-EL-CRV-508002
	CD	LF-102	0	LF-102	4529KR-CD-002-01
	CD	LF-111	0	LF-111	4529KR-CD-011-01
	CD	LF-119	0	LF-119	4529KR-CD-019-01
	CD	LF-127	0	LF-127	4529KR-CD-027-01
	CD	LF-135	0	LF-135	4529KR-CD-035-01
	CD	LF-103	0	LF-103	4529KR-CD-003-01
	CD	LF-112	0	LF-112	4529KR-CD-012-01
	CD	LF-120	0	LF-120	4529KR-CD-020-01
	CD	LF-128	0	LF-128	4529KR-CD-028-01
	CD	LF-136	0	LF-136	4529KR-CD-036-01
	CD	LF-104	0	LF-104	4529KR-CD-004-01
	CD	LF-113	0	LF-113	4529KR-CD-013-01
	CD	LF-121	0	LF-121	4529KR-CD-021-01
	CD	LF-129	0	LF-129	4529KR-CD-029-01
	CD	LF-105	0	LF-105	4529KR-CD-005-01
	CD	LF-114	0	LF-114	4529KR-CD-014-01