

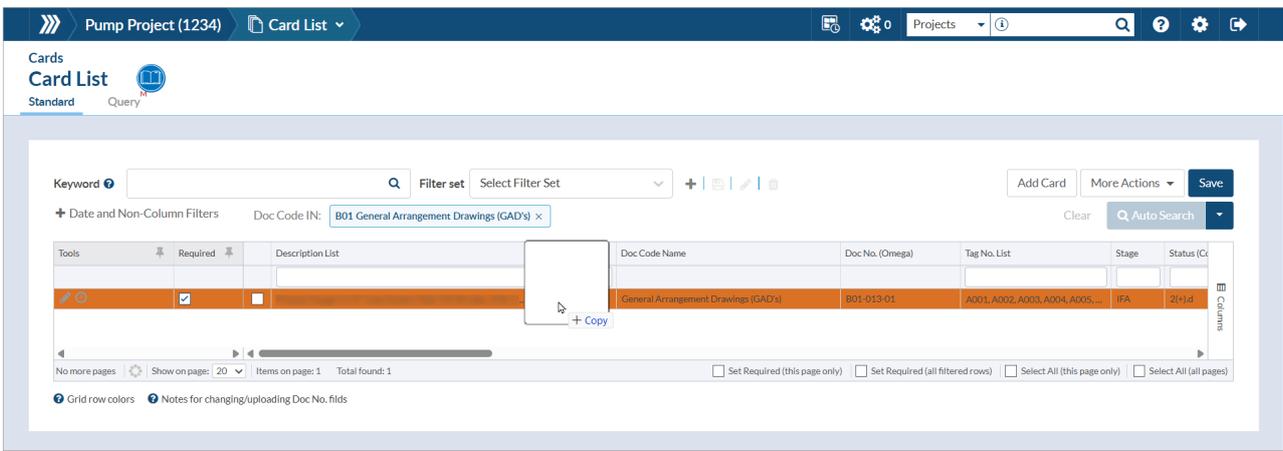
# Upload Zip File without Unpacking

02/18/2026 4:54 pm MST

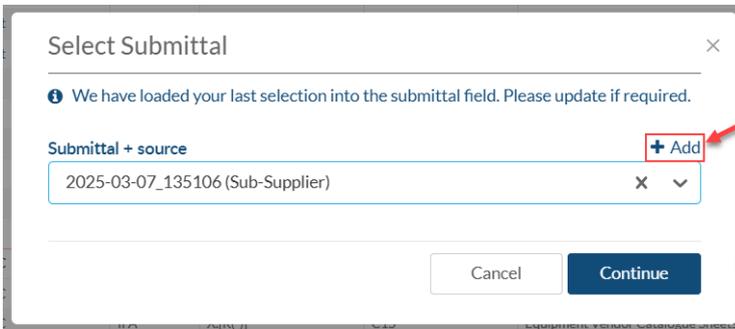
If you do not want DocBoss to extract/unpack the zip folder and upload the zip file as-is, you can drag and drop the zip folder directly onto the card via the Card List. Alternatively, you can upload the file through Outstanding Actions.

To attach a zip folder directly onto a card, follow the steps below:

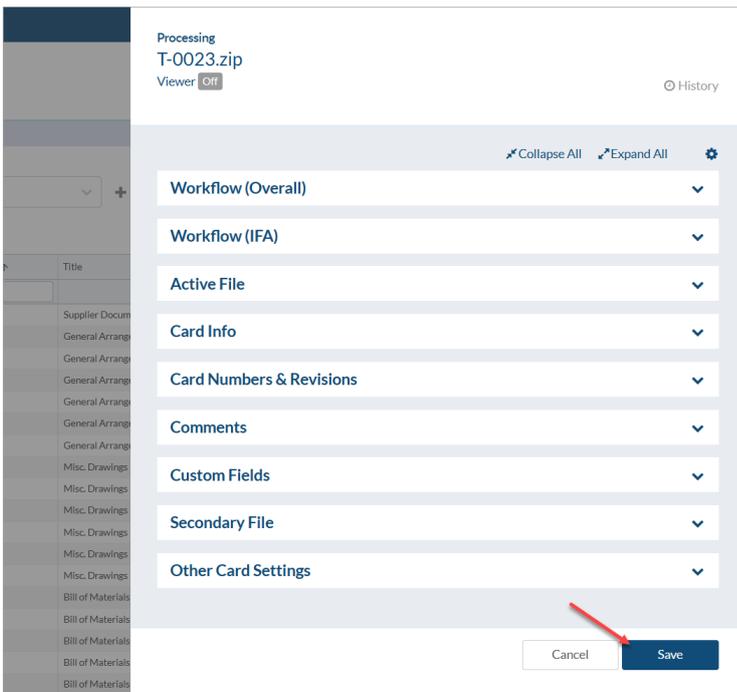
- 1) Navigate to the card list (Project Menu > Cards > Card List).
- 2) Drag and drop the zip file directly onto the appropriate card.



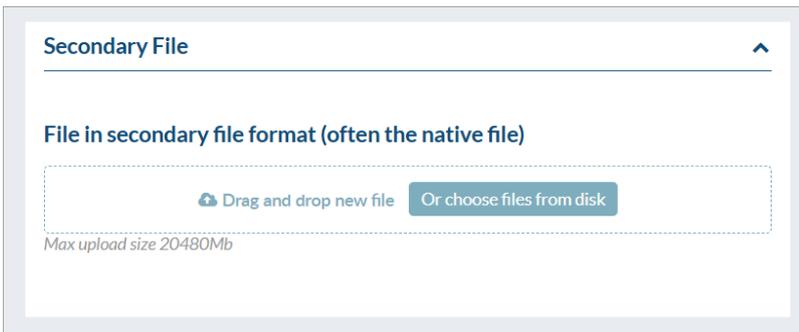
- 3) Select the Incoming Submittal folder (or create a new Incoming Submittal folder by clicking the "+ Add" button).



- 4) Once the file has uploaded, confirm that the routing and metadata (revision #, doc number, etc.) are correct. Once reviewed, click save.



If the zip folder is not the desired primary file, the zip can be uploaded as a secondary file. To do this, (1) click to edit the card (by clicking the pencil icon under "Tools"), and (2) scroll to the "File In Secondary File Format (often the native file)" section and attach the zip file.



If files brought in via Incoming Documents need to be zipped, this can be done by selecting the files from the matching grid, clicking "Actions" and selecting "Archive to ZIP".

