

Meeting documents - upload

In 2024 we launched a new simplified meeting document upload form. This functionality has been improved so that the users have one single form for uploading multiple and single documents.

The upload form

You enter the meeting document area as usual through the tab “Meeting documents” either on committee or group level. Also, here you find the folder that you need to upload documents to.

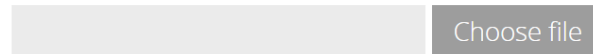
When you click the upload link, a simple form appears:

UPLOAD DOCUMENT

Choose folder: *



Upload document(s): *



Allowed Extensions: .doc, .docx, .dot, .dotx, .gif, .htm, .html, .jar, .java, .jpeg, .jpg, .mht, .mpg, .odp, .ods, .odt, .pdf, .png, .pps, .ppsx, .ppt, .pptx, .rar, .sws, .tif, .tiff, .txt, .xls, .xism, .xlsx, .zip

If document contains participants list, please set visibility to 'Only Group Members'



The form contains a folder hierarchy, and a single textbox for filenames.

This input box has the option to contain one or more filenames in one go:

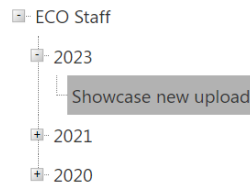
Single document upload

For a single filename, click the “Choose file” button, and select the file you want to upload from the file list box appearing - this is pretty much as previous.

When the file is selected, an overview of the metadata is shown, edit to your needs and select save.

UPLOAD DOCUMENT

Choose folder: *



Upload document(s): *

Doc 1.docx

Choose file

Allowed Extensions: .doc, .docx, .dot, .dotx, .gif, .htm, .html, .jar, .java, .jpeg, .jpg, .mht, .mpg, .odp, .ods, .odt, .pdf, .png, .pps, .ppsx, .ppt, .pptx, .rar, .sws, .tif, .tiff, .txt, .xls, .xlsn, .xlsx, .zip

If document contains participants list, please set visibility to 'Only Group Members'

Doc Nr *	Title *	Date *	Agenda	Provided by	Visibility	
No. 1	Doc 1 <small>this is a Doc 1.docx</small>	14/12/2023 13:49			Public	

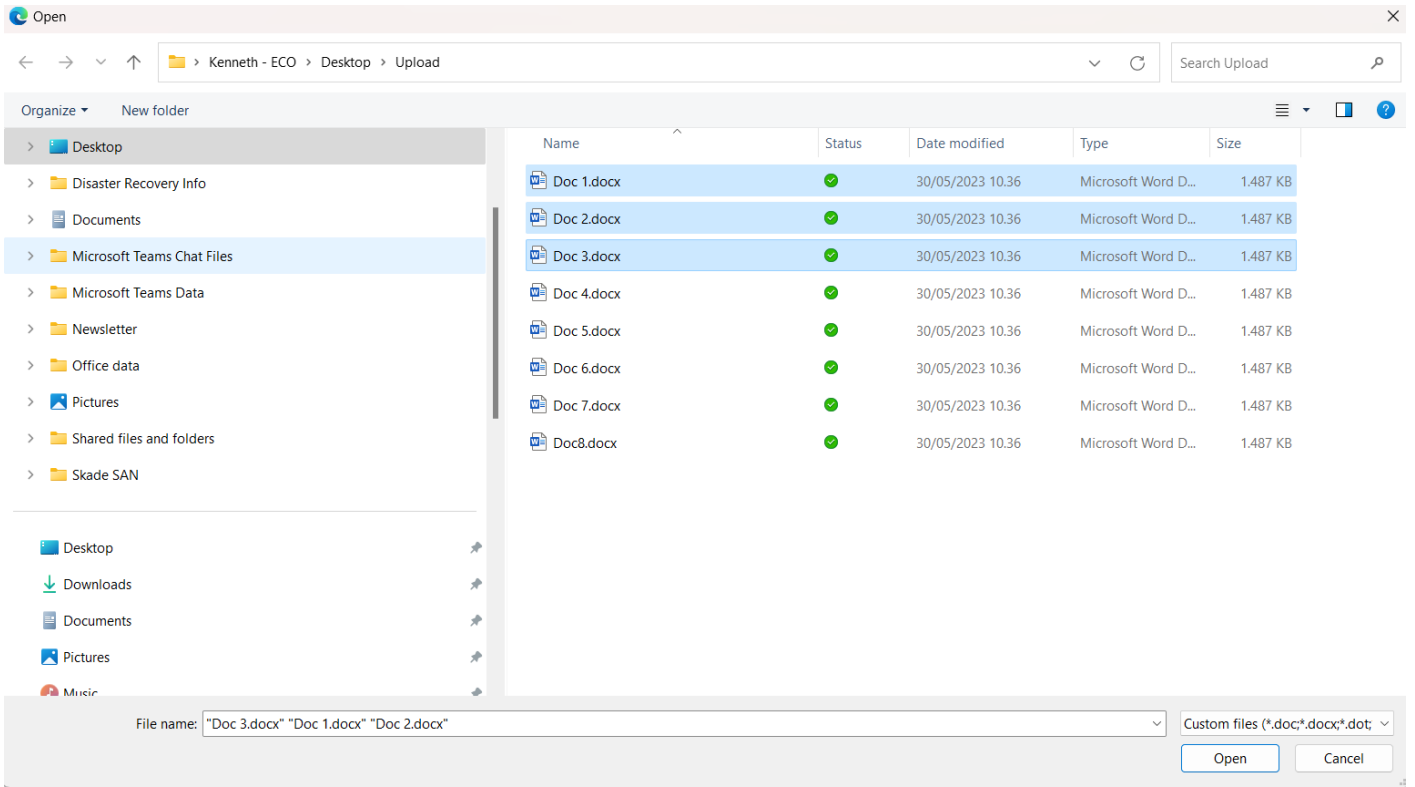
Save

Cancel

When done, click the Save button to upload your files.

Multi-document upload

For multiple file upload, the process is almost the same, click the "Choose file" button, but this time select multiple files from the filelist box (by holding down the Ctrl key, you can select individual files) :



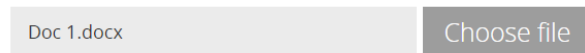
Click "Open" when done, and you will now see a list of the files and metadata you selected for upload:

UPLOAD DOCUMENT

Choose folder: *



Upload document(s): *



Allowed Extensions: .doc, .docx, .dot, .dotx, .gif, .htm, .html, .jar, .java, .jpeg, .jpg, .mht, .mpg, .odp, .ods, .odt, .pdf, .png, .pps, .ppsx, .ppt, .ppbx, .rar, .sws, .tif, .tiff, .txt, .xls, .xlsb, .xlsx, .zip

If document contains participants list, please set visibility to 'Only Group Members'

Doc Nr *	Title *	Date *	Agenda	Provided by	Visibility
A				Donald Duck	Public
A	Doc 1 this is a Doc 1.docx	14/12/2023 13:51			Public
A	Doc 2 this is a Doc 2.docx	14/12/2023 13:51			Public
A	Doc 3 this is a Doc 3.docx	14/12/2023 13:51			Public



Edit the meta data to your needs, please notice that if you need to change to a similar value in the fields [Doc.Nr](#), Agenda, Provided by or visibility, you can do so by entering the value in the designated textbox and click “Mass change”.

When done, click the Save button to upload your files.

Upload revision of document

To upload a revision of a document, the process is the same as a single file upload. The difference is that you can only select one file in the filelist box, and the metadata listed is from the main document uploaded - you can change these metadata if wanted.

Revision #2

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