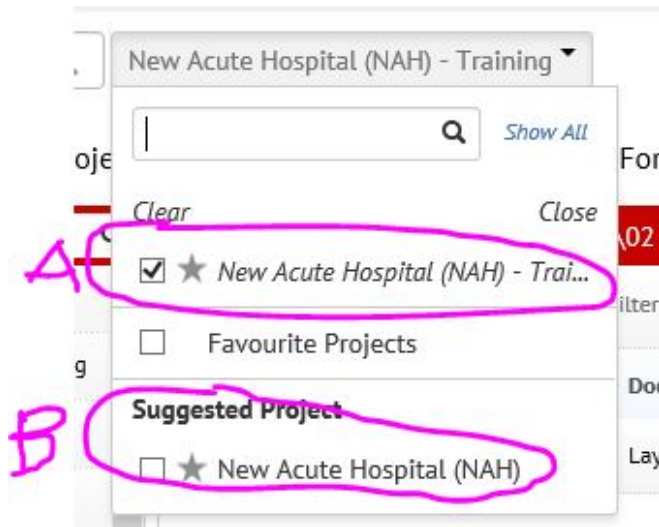# Asite Data Migration Using Bulk Upload Template
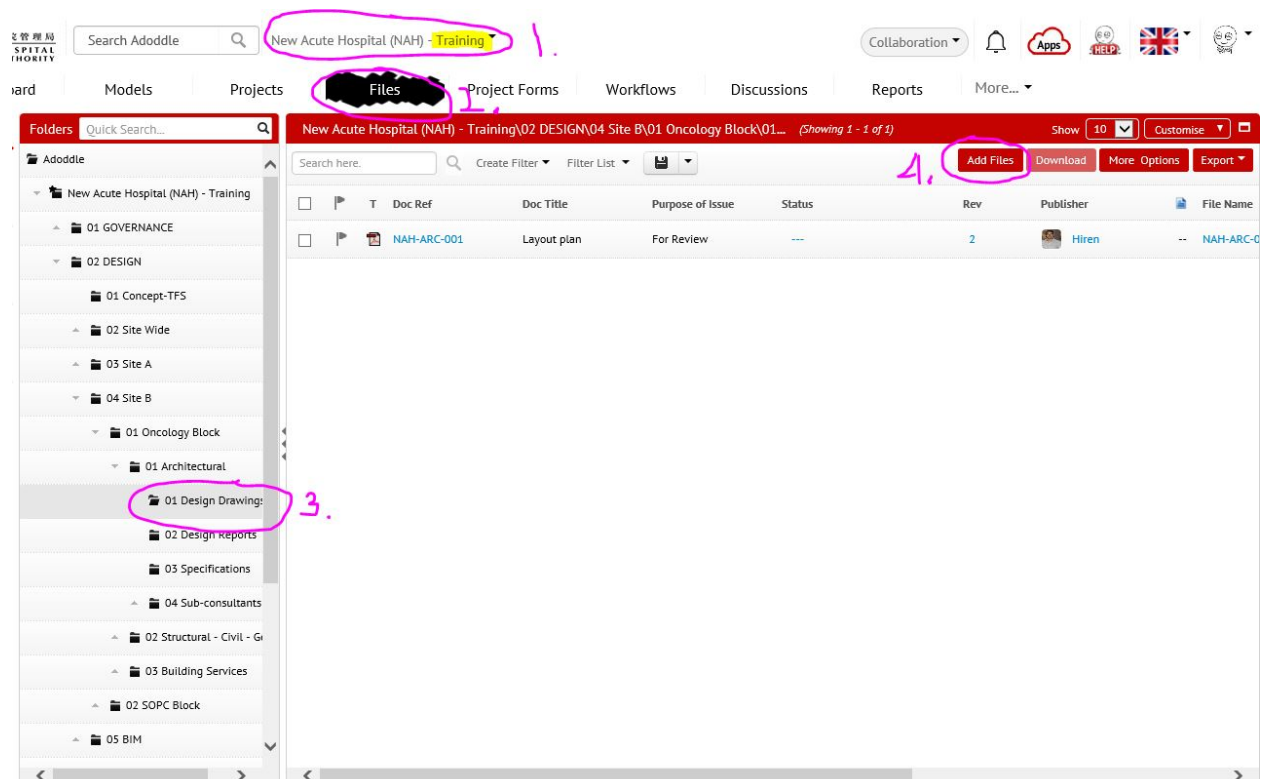
Note: Requires Internet Explorer + Java Runtime Environment. May not work properly on Chrome.

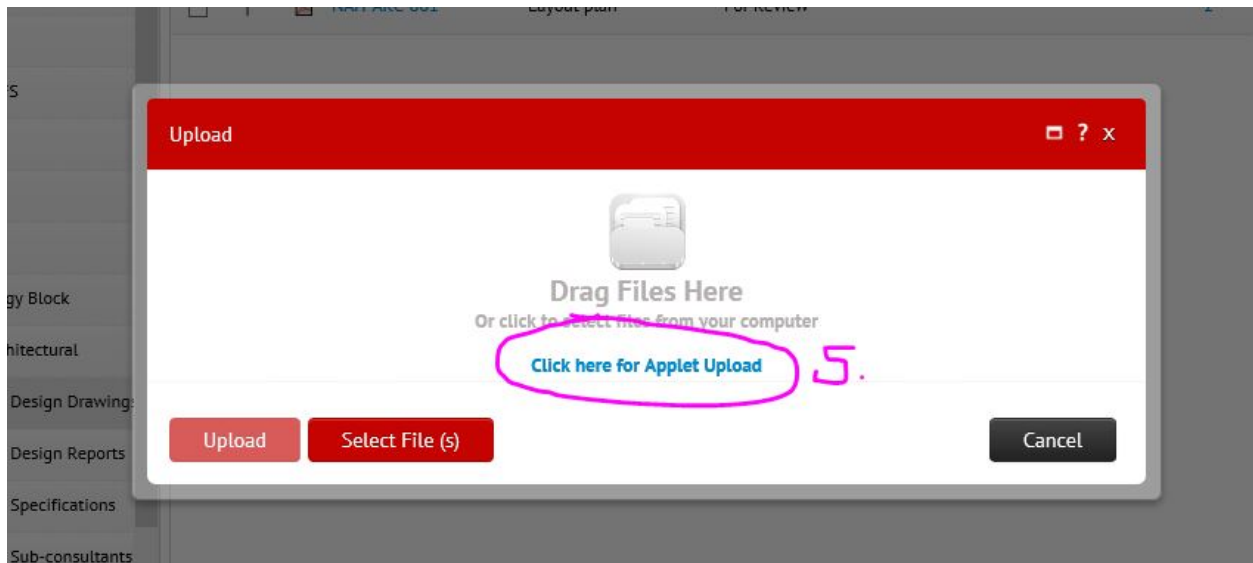Template File saved at *I:\J032100\BIM\07_Document\Asite\ABOS_Asite_Template.xls*.

1. Select the Project. A – for training purposes, B – Live project

2. Go to "Files" Tab
3. Browse to the Directory you want to upload
4. Click "Add Files"

5. Choose "Click here for Applet Upload".

Preview of Bulk Upload Template Excel File.

All the Mandatory Fields must be filled up. File Path must be exactly the same as the file location and file names.

On the Publish Documents Applet, select Use Excel Spreadsheet to Define Files.

(Optional: you can choose "Click here to download a document template") or,
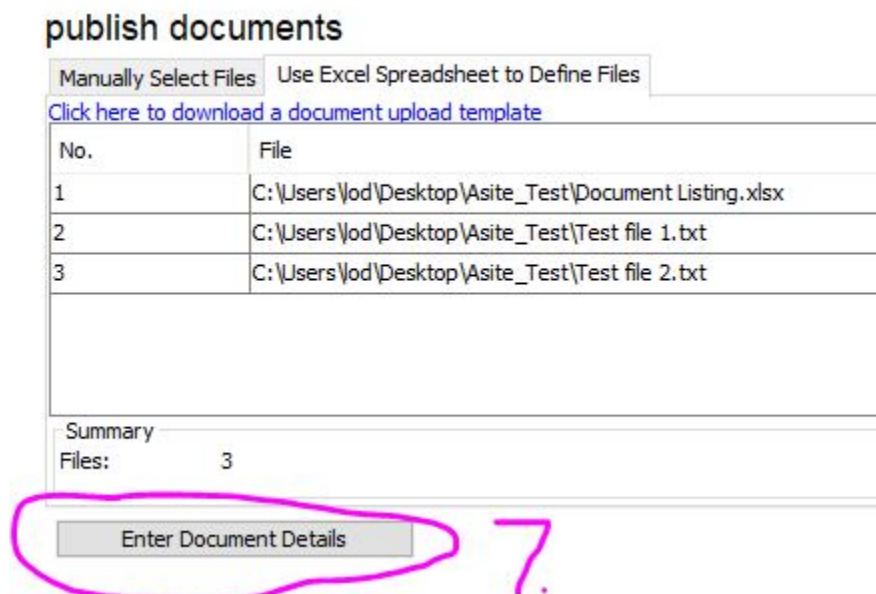
6. Browse to the location of the Template, and drag & drop the template file to the Applet.

   Notice, file location and file names on the lower left.
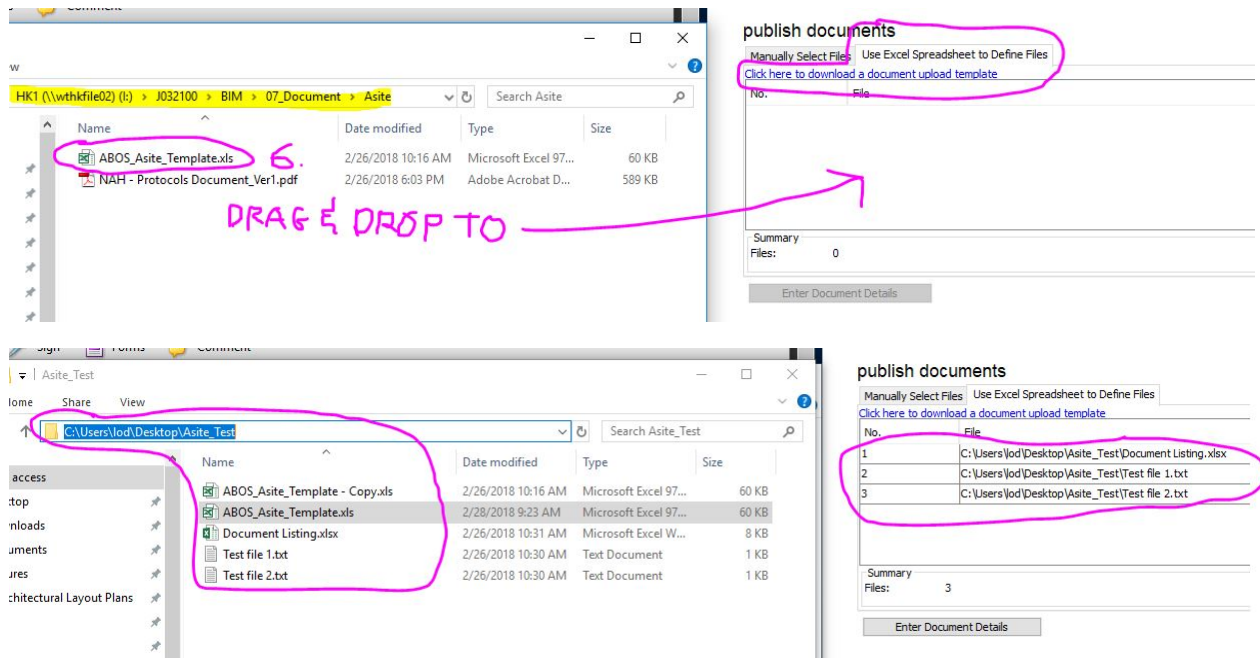
If successful, documents should appear in the Applet as shown.

7. Click "Enter Document Details".

8. Review or Change Mandatory Fields. Check the box
9. Click "Start Upload".

10. Input the Site location.

11. Click "Document Distribution.
12. Select on the list. Then click "Add to Distribution List" button.

13. Important, make sure "Instant Email Notify" check box is checked.
14. Select Action on the drop-down list.
15. Pick the Calendar button to select Action Due Date.
16. When done, click "Distribute" button.

17. Review, then click "Start Upload" button.

If successful, a notification will appear.

18. Click "OK" to dismiss.

Uploaded files, shown on the Directory.

--- End ---

28 February 2018 - LOD