How to Upload Documents Using the PaperVision Client
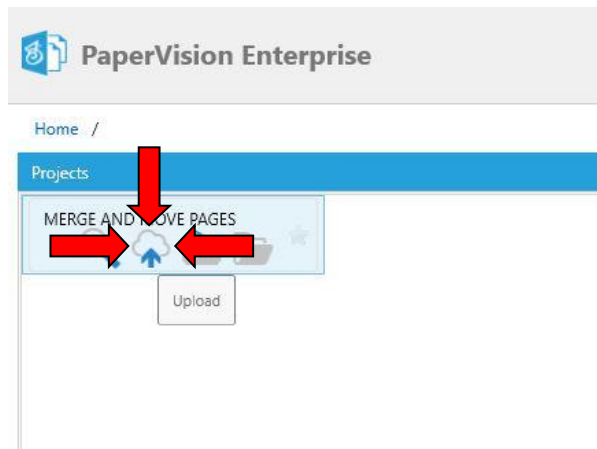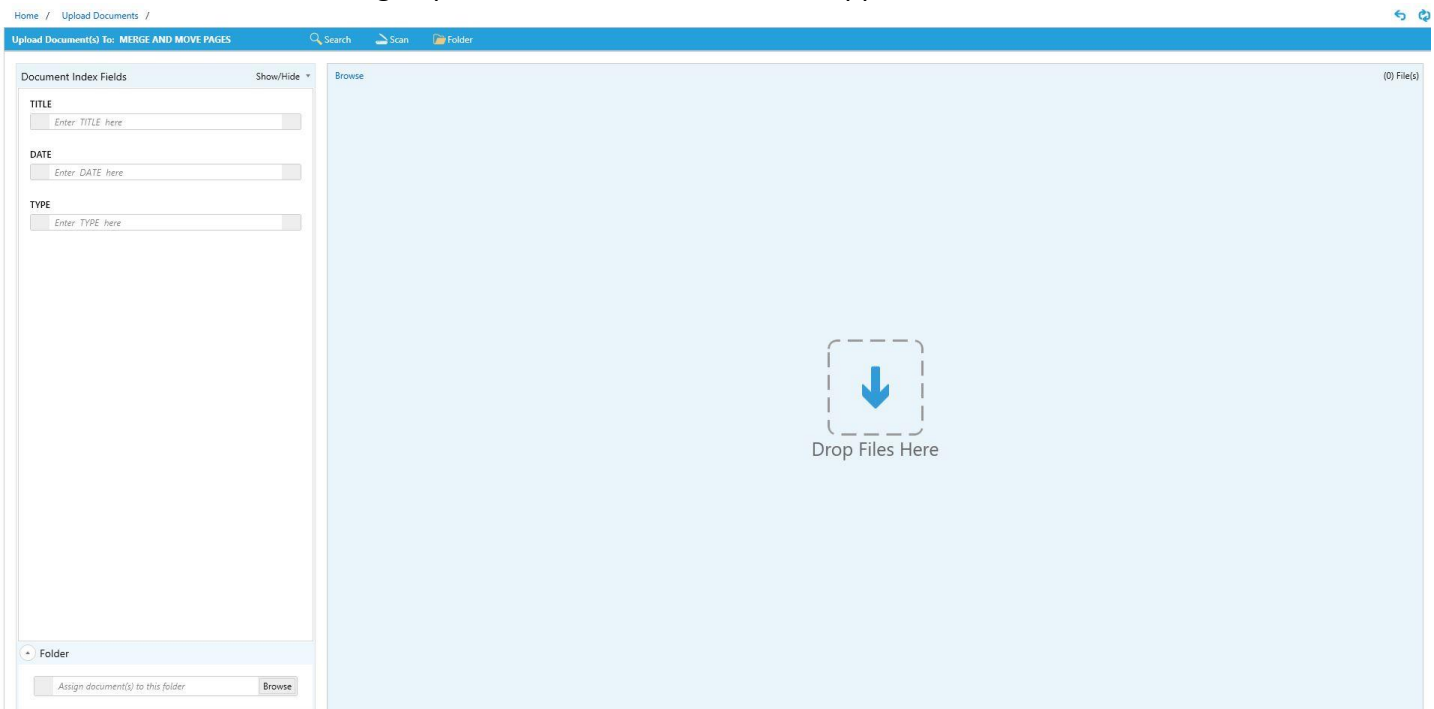
Method 1: Upload a Document to a project straight from the Home Page of the PaperVision Client

1. Please select the project that you wish to upload a document to as seen below by clicking/selecting the cloud with an up pointing blue arrow "Upload" button by highlighting over your desired projects box on the Home page.

2. The Following "Upload Documents" Screen will appear, as seen below.

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3. You will now index the file as seen below within the "Document Index Fields" section, and then will be ready to proceed to the next step of the process.
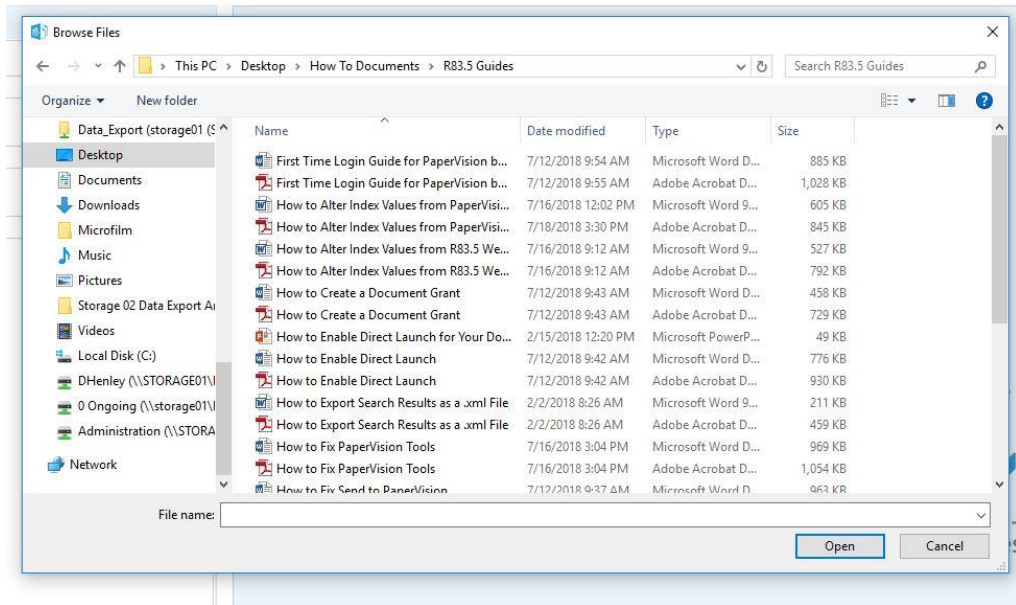

4. For the next step you can either utilize the "Browse" button which is in small blue letters at the top left of the light blue upload box section as seen below to select the file to upload.
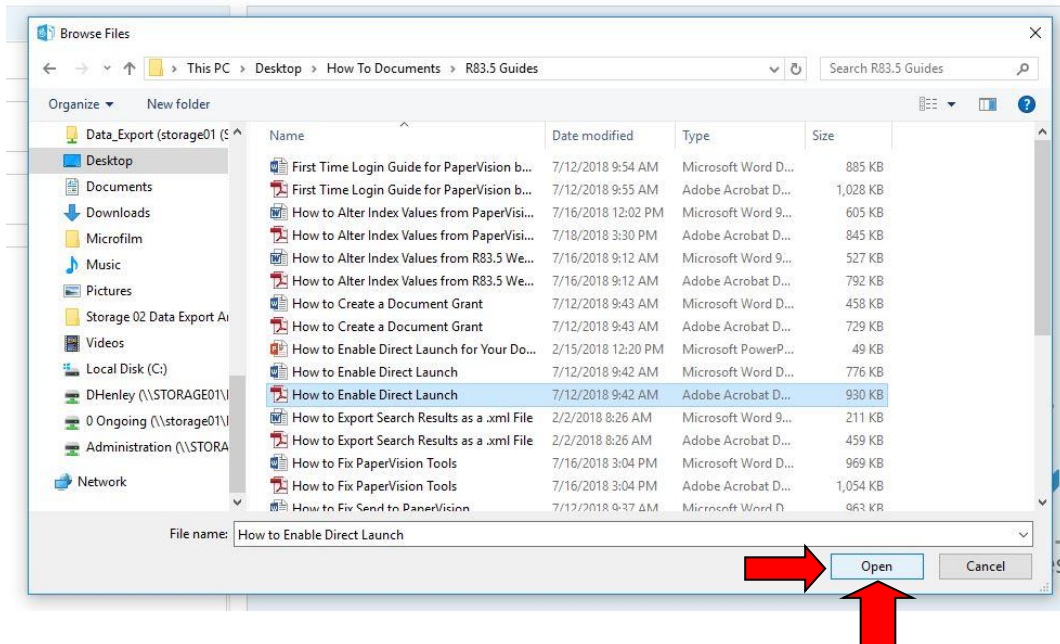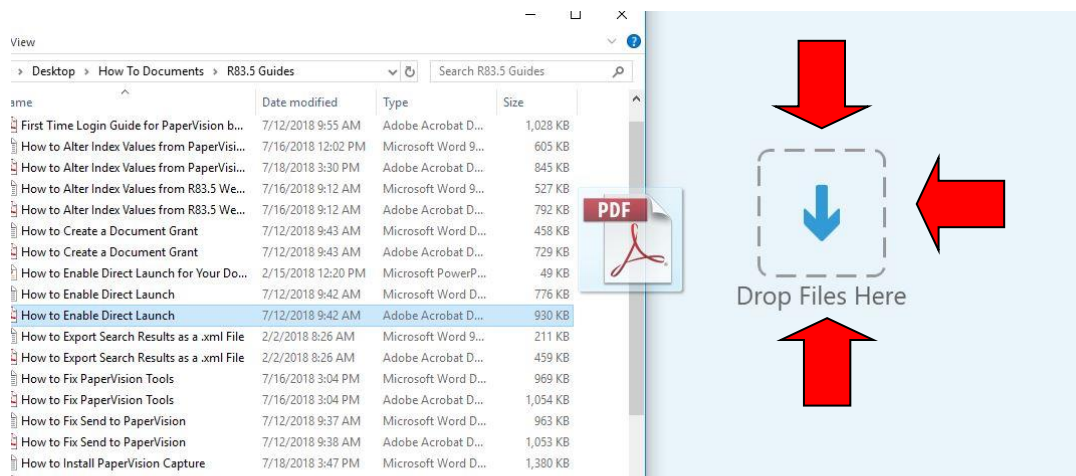
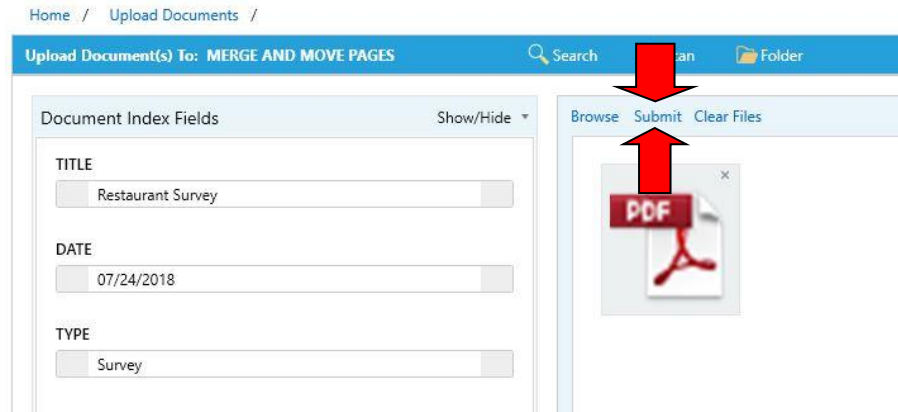5. The "Browse Files" dialogue will appear as below.

6. You will then select the document that you wish to add to PaperVision and click/select the open button as seen below.
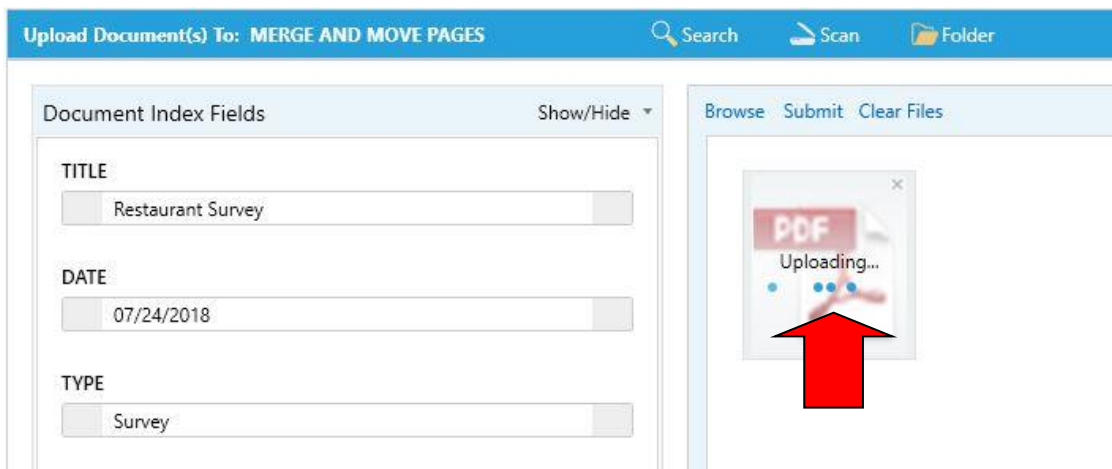

7. Alternatively you can open the file location and Drag/Drop the file onto the "Drop Files Here" target, and it will do the same process as above as seen below.

8. Now that the file is selected you will now have a "Submit" button appear next to where the Browse button, you will click/select the "Submit" button to complete the process and upload the document.

9. After hitting the "Submit" button you will see a screen like below with the words "Uploading..." notifying you that the document is in the process of being uploaded to PaperVision, the time it takes to complete will depend on the size of the file.

10. A green circle with a white checkmark inside will now appear over the document image letting you know that the file has uploaded successfully as seen below, and you have completed the process.