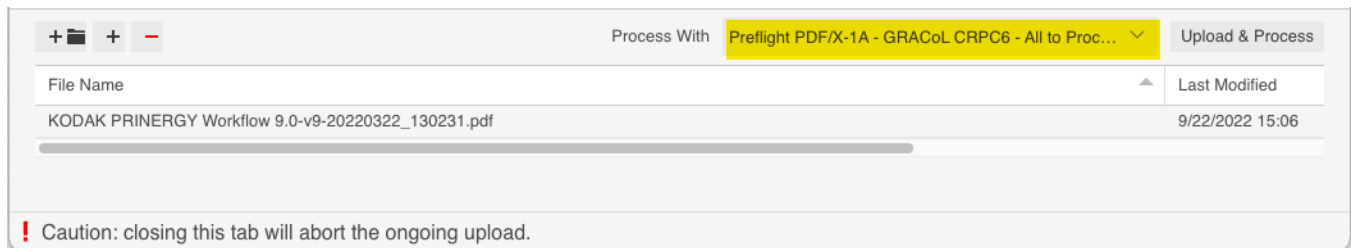# Upload and Process

## Upload and Process Files

You can choose to **Upload and Process** files in a single action.

To do this, open a **Job**, click on **Upload Files** and select the desired files. Then additionally select a **Workflow Pipeline** from the **Process With** drop-down menu, and press the **Upload & Process** button.

**Workflow Pipeline**



Note that to make Workflow Pipelines available in the **Process With** menu, they must be first be selected as **Workflows for Upload** under **Customer** setup in **Administration**.

Workflow Pipelines can be configured to do only **Preflight** or only **PDF Processing**, or they can be configured to do both.