

Uploading elements

You can upload elements to a project or library.

Requirements: You must have a project or library role that includes the Upload user right.

Note: Depending on user right, you may not see the **Upload** menu.

1. Select the project or library to which you want to upload elements.
2. On the right pane, open **Elements** and navigate to the location where you want to upload elements to.
3. Open the Upload Files window and select the files to upload by following one of these options:
 - Click the **Upload Items** button, or from the menu bar, select **Upload > Upload Items**.
The Upload Files window appears. Drag files from your computer to the upload pane or use the **[+]** button to select files to upload.
 - Drag the files from your operating system's file directory into the Web UI (main pane) directly.
The Upload Files window appears and the list already shows the files dragged.
4. (Optional) If any project or library attribute has been defined, click **Apply Attributes on Upload**, enter attribute values and click **Apply**.
5. (Optional) Type a name for the upload.
6. Click **Upload**.
The Upload Files window displays the progress of the upload process.
7. After the files are transferred to the server, click the **Close** button.

If you uploaded a new element, a thumbnail of the new element appears in the **Elements** view. If you uploaded a revision to an existing element, the existing thumbnail is refreshed to display the latest revision of the element.

Note: You cannot upload folders on Mac (Apple Safari, Firefox) and Windows (Microsoft Internet Explorer, Firefox). Only the Google Chrome browser supports uploading of folders.

Completed Upload Items

Note: This feature is available only when the Rule-Based Automation option is enabled for the InSite Creative Workflow system.

You may use the **Completed Upload Items** menu to set the state to indicate that the uploading for the project or library is completed. The change of the state triggers an event in the Rule-Based Automation. You can build rule sets to execute actions after the event is triggered.

When you finish uploading at least one element to the project or library, the **Completed Upload Items** menu is enabled under the **Upload** menu. When you select the **Completed Upload Items** for the project, the *Uploading to Project Complete* event in the [Rule-Based Automation](#) is triggered. When you select the **Completed Upload Items** for the library, the *Uploading to Library Complete* event in the [Rule-Based Automation](#) is triggered. The menu is disabled until you upload another element.