

# UC Import Folders

Mass import folders and documents

For Filesite & Desksite



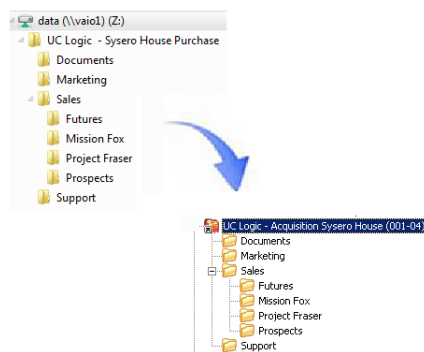
Import multiple documents with one easy to use command

Standard client functionality only allows users to import one document at a time from network or local drives. UC Import Folders simplifies the whole process of importing multiple files and folders straight into a Workspace.

This utility integrates into the standard Filesite and Desksite menus and will automatically create new folders as required

## Mass import multiple documents and directories

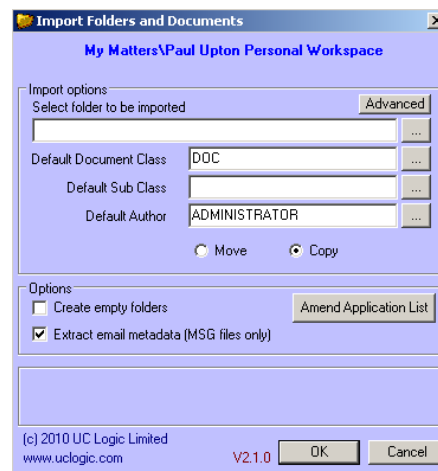
With the UC Logic UC Import Folders it is now possible to import multiple folders and documents with one easy to use command.



This utility integrates into the standard Filesite and Desksite menus and will automatically create new folders as required

When importing emails, the email metadata (To, From, CC, sent and received dates) can be automatically extracted and added to the worksite custom fields.

Customisable import application list to specify the file extensions to import and which to ignore.



### Key Features

- Imports folders and subfolders directly into existing workspaces/folders
- Imports multiple folders/subfolders and documents at the same time
- Filter just those extensions needed to be imported
- Integrated into Filesite and Desksite clients
- Extracts Email fields from MSG files (from, to, cc, sent, received)

### Requirements

- Autonomy iManage Filesite/Desksite 8.5/9.0/9.2