



Virto Office 365 Bulk File Upload for Microsoft SharePoint Online

User and Installation Guide

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Virto Html5 Bulk File Upload for Microsoft SharePoint

Features List

Feature	Version
Uploading bulk files to SharePoint document libraries	1.0
Uploading bulk files to SharePoint list items as attachments	1.0
Uploading files with drag and drop	1.0
Enabling/disabling an ability to overwrite existed files while uploading	1.0
Restricting the type of files users are able to select	1.0
Ability to set the maximum file size to be uploaded	1.0
Ability to set maximum size of bulk files to be uploaded	1.0
Cross browser support (Internet Explorer, Mozilla Firefox, Google Chrome, Opera)	1.0

System/Developer Requirements

Server

SharePoint Release 2013 (Microsoft Office SharePoint Server 2013; Microsoft .NET Framework 4.5) Office 365.

Note: This product is not compatible with SPS 2003, SPS 2010 and WSS v2.

Browser

Microsoft Internet Explorer, Mozilla Firefox, Opera, Google Chrome.

License Activation

You can see your current license status by clicking on “!” button in the right upper corner.



Upload Document » nvFromTest

Browse to the document you intend to upload.

☐ Overwrite existing files

#	Type	Name	Size	Status
1		32png.png	0.003 MB	

License status of Virto Uploader ×

General information

License name:

Virto Uploader for Office 365 - Site

Edition:

Site

Status:

Valid

Domain:

virtosoft.sharepoint.com

Expires on:

10/4/18

Manage licenses for site collection

Site License count:

2

Upgrade

Site collections:

virtosoft.sharepoint.com/sites/dev

Renew subscription now

Close

Add files

Add folder

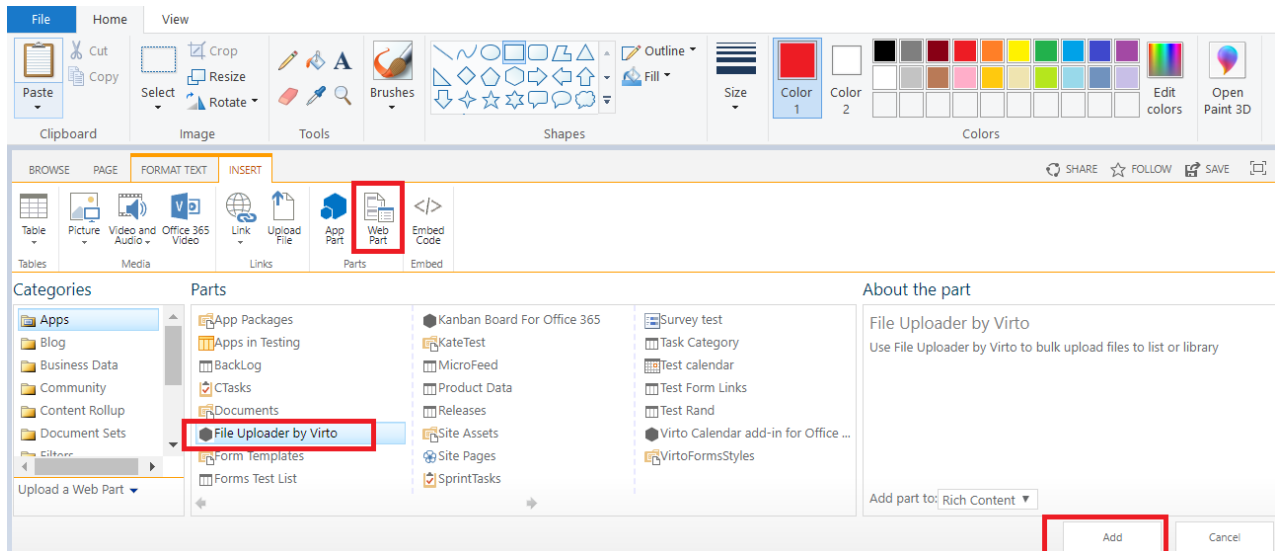
Total files: 1
Total size: 0.003 MB

Upload

Virto Office 365 Bulk Files Uploader Usage

App Usage

If you want to use SharePoint Bulk Files Uploader as an app, you have to add it to a SharePoint site page. Switch to Edit page mode and select “Insert” -> “Web Part” tabs, then add “File Uploader by Virto” to your page.



Then you should define a library where the items will be uploaded while using this app.

Edit app and open “File Uploader Properties” to add a document library id (guid) in empty field. Then, users using this app will upload files to selected document library.

File Uploader by Virto

File Uploader by Virto (Version: 1.0.0.0)

Fill in the field **Type Document Library id (guid)** (category of **File Uploader Properties**) with one the listed below

- 0f234ac2-a034-422f-8a59-f4d667401a47 App Packages
- 2fc8c334-7ab9-4fca-be46-4fdca35ad590 Documents
- 103b027d-3454-41b8-96ab-dd1dbf7ed9e2 Form Templates
- 445b2245-bbb6-46a8-9d62-d10d7798342f KateTest
- 7c9ea34f-1967-4a66-9898-7ac3d41ee944 Site Assets
- 2f34b661-e952-4765-a15f-34ff1499e65f Style Library
- 2b7ffebd-3443-4fbf-8e91-339fee085b03 VirtoFormsStyles

You should open this App from List or Library

File Uploader by Virto

Appearance

Title
File Uploader by Virto

Height
Should the Web Part have a fixed height?
☐ Yes Pixels
☒ No. Adjust height to fit zone.

Width
Should the Web Part have a fixed width?
☐ Yes Pixels
☒ No. Adjust width to fit zone.

Chrome State
☐ Minimized
☒ Normal

Chrome Type
Default

File Uploader Properties

Type Document Library id (guid) here

OK Cancel Apply

Site Content link

If you open “Virto Bulk Uploader” from the link on Site Contents, you have to select a library where the files will be uploaded.

Documents

Pages

Apps in Testing

Samples

Developer Center

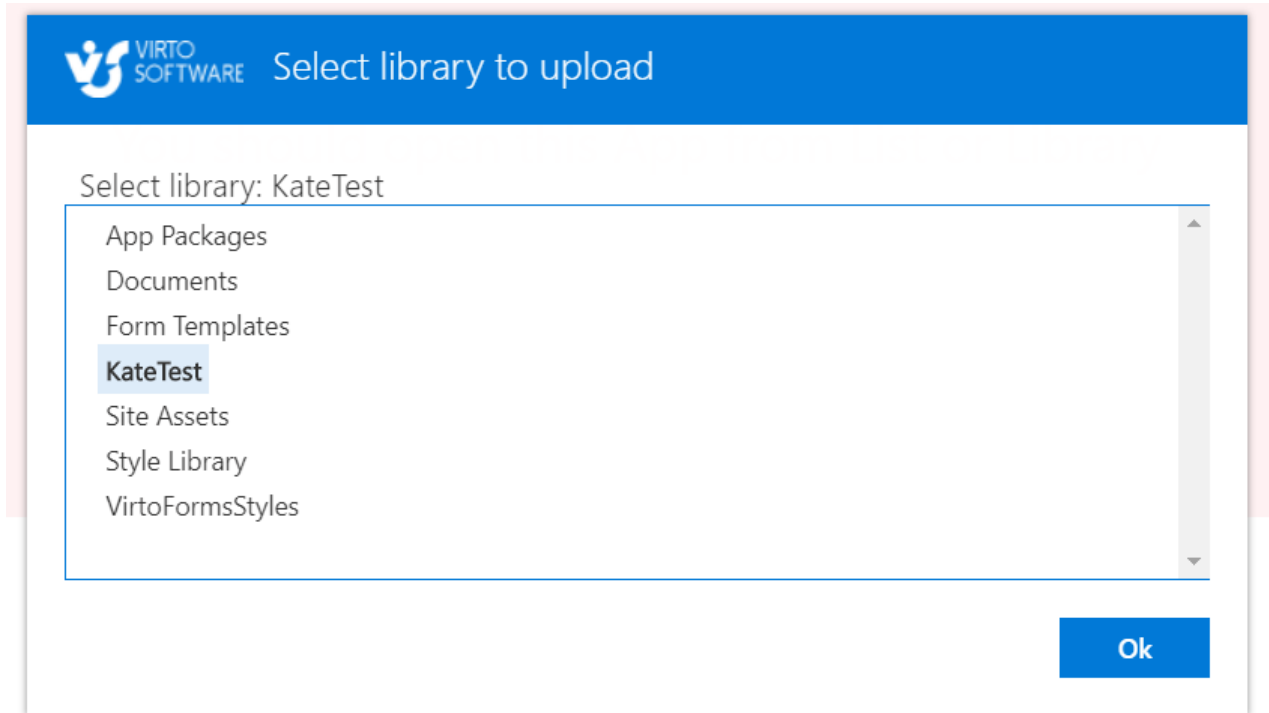
Subsites

KateTest

Site contents

+ New

Calendar for Office 365 by Virto ...	App
CTasks	Tasks list
File Uploader by Virto	App
Forms for Office 365 by Virto	App
Forms Pro for Office 365 by Virto	App
Kanban Board By Virto - AVL	App



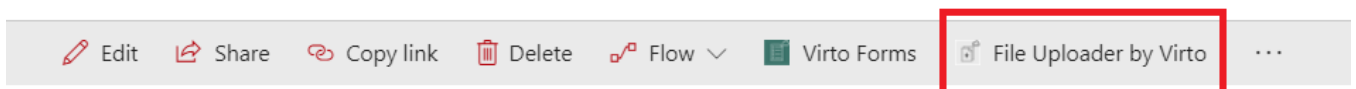
You can change the destination folder later by clicking this icon



A Site Library

When SharePoint Bulk Files Uploader app is installed, it is automatically added to your site on the ribbon.

You have to open a document library and click the icon to upload files there.



Kate Test

Title ▾

+



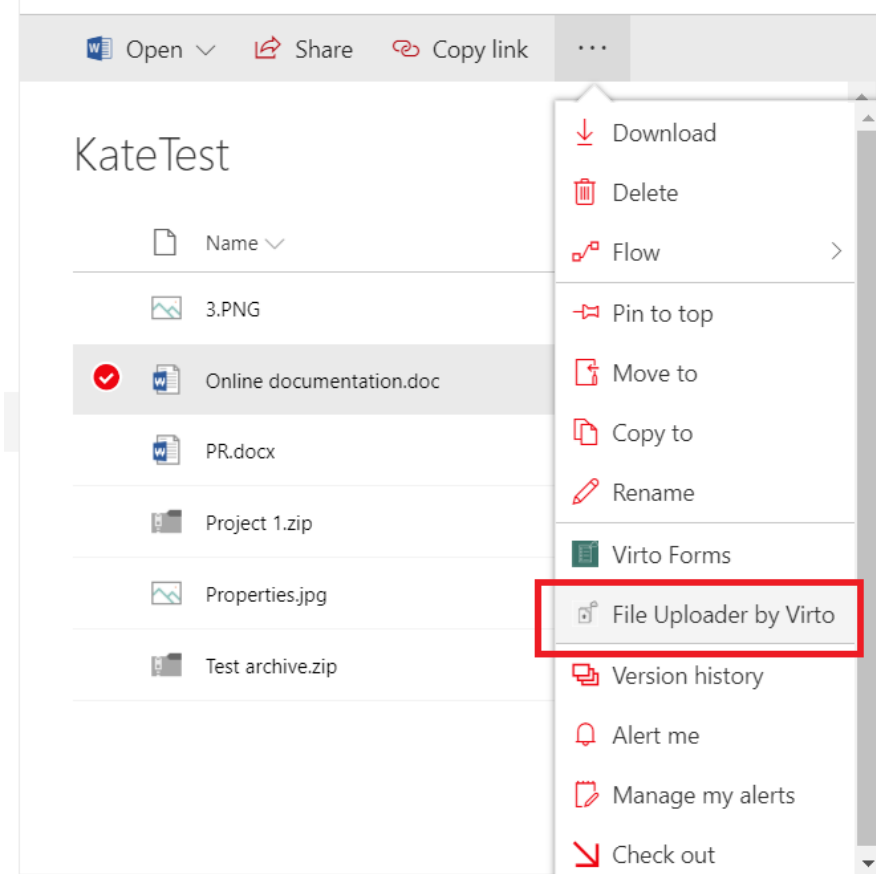
Test 1

⋮

Test 2

How to bulk upload files as attachments to a SharePoint list item

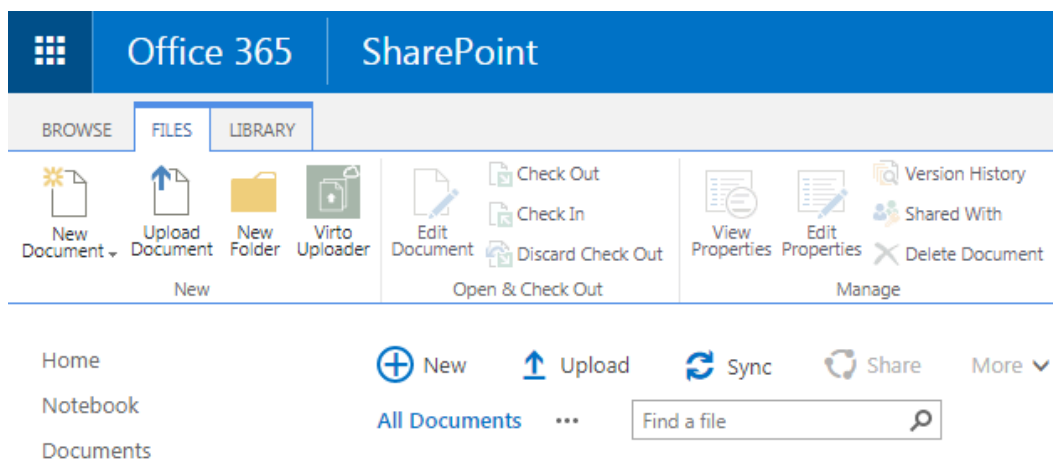
Open a list and select an item to upload files to it as attachments. Then click Virto Upload icon on the ribbon.



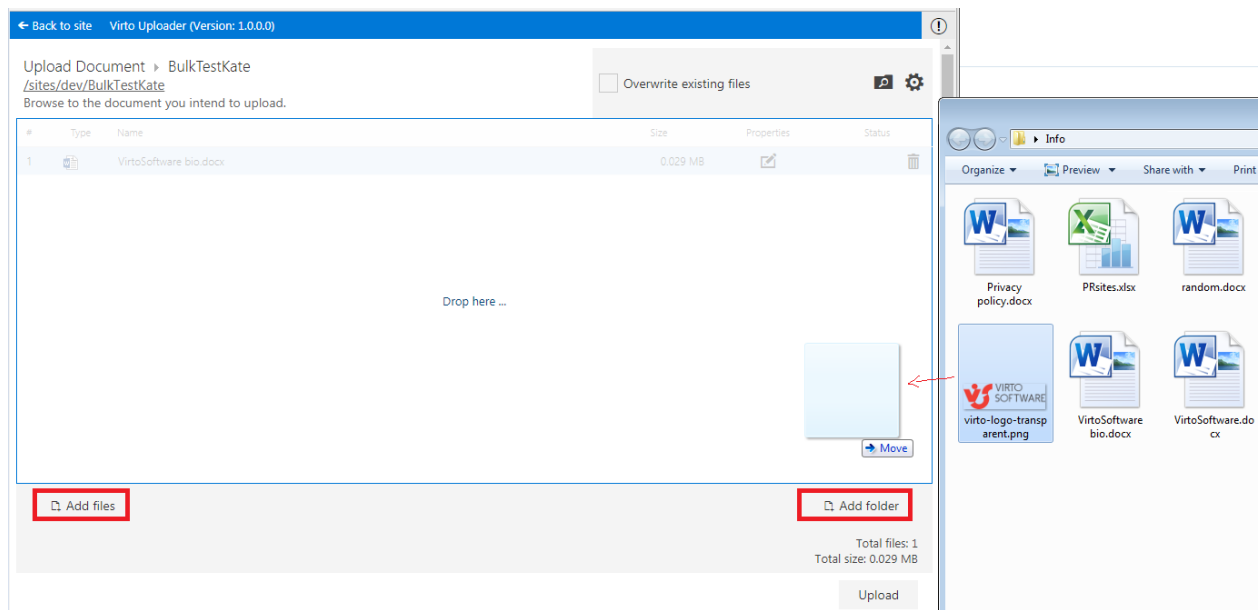
How to bulk upload files to a SharePoint

Virto Bulk File Uploader is intended for quick and easy uploading of multiple files to SharePoint Online.

Open a library where you are intended to add files. Click on the Bulk File Uploader icon on ribbon.



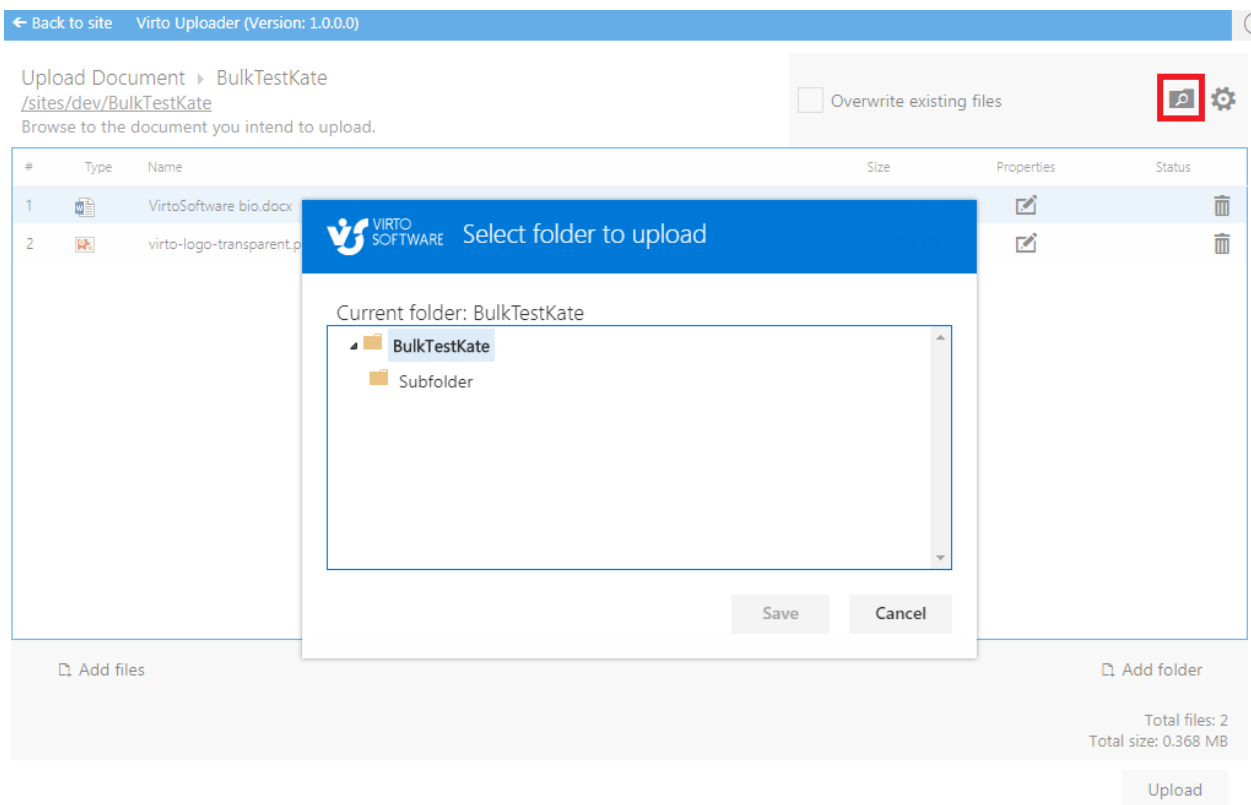
You can upload files to SharePoint with drag-and-drop feature or by clicking on “Add file” or “Add folder” buttons.



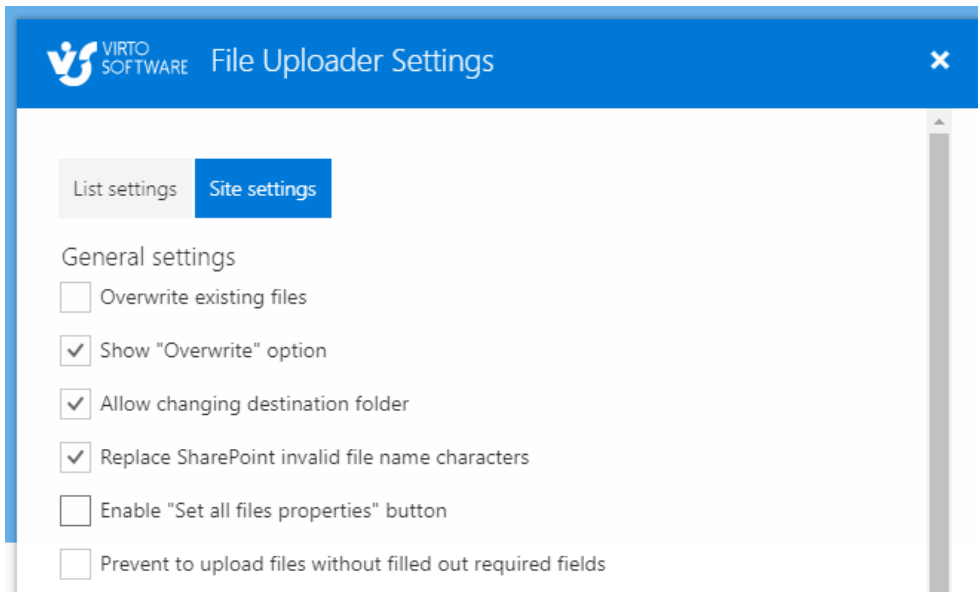
You can use “Remove” button opposite the files you decided not to upload.

It is possible to change the destination folder and select, for example, a subfolder before upload.

Click on the folder icon in the right upper corner to select the path for uploaded files. Save the changes.



By click on the Settings icon, you can define the List and Site setting for this bulk of files to upload.



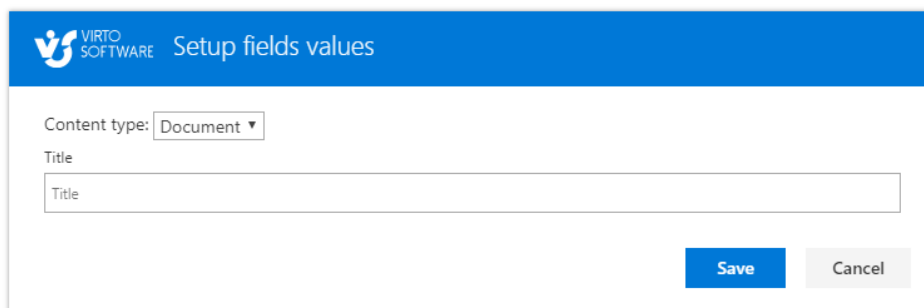
File Uploader Settings

List settings | **Site settings**

General settings

- ☐ Overwrite existing files
- ☒ Show "Overwrite" option
- ☒ Allow changing destination folder
- ☒ Replace SharePoint invalid file name characters
- ☐ Enable "Set all files properties" button
- ☐ Prevent to upload files without filled out required fields

- Overwrite existing files option allows you to enable/disable overwriting of files which already exist in this library.
- Show "Overwrite" option makes visible the "Overwrite existing files" checkbox.
- "Allow changing destination folder" feature allows users to upload files to subfolders.
- "Replace SharePoint invalid file name characters" feature replaces automatically the name characters which are not valid for SharePoint.
- "Prevent to upload files without filled out required fields" activates the necessary requirements for file fields.
- Enable "Set all files properties" button makes visible the "Set all files properties" button. This feature allows you to predefine field values of uploaded items based on content type.



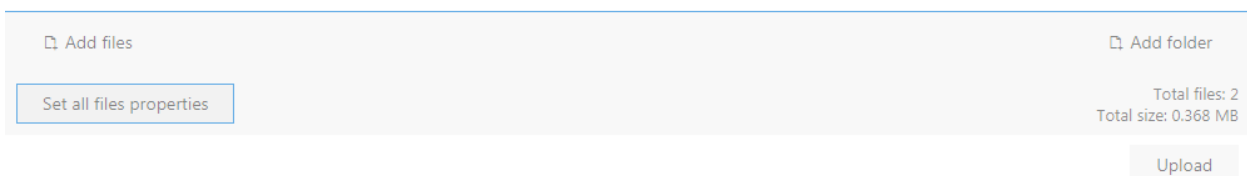
Setup fields values

Content type: Document ▼

Title

Title

Save Cancel



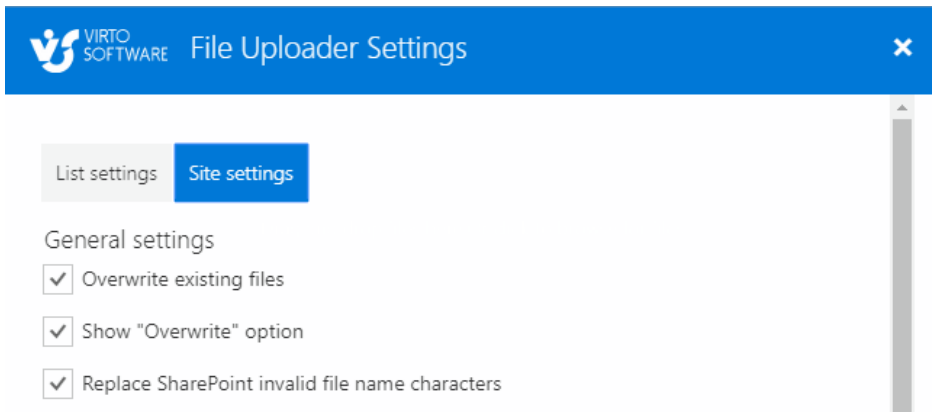
Add files Add folder

Set all files properties

Total files: 2
Total size: 0.368 MB

Upload

Note: when you upload files to a list item as attachments, you will see less site settings options.



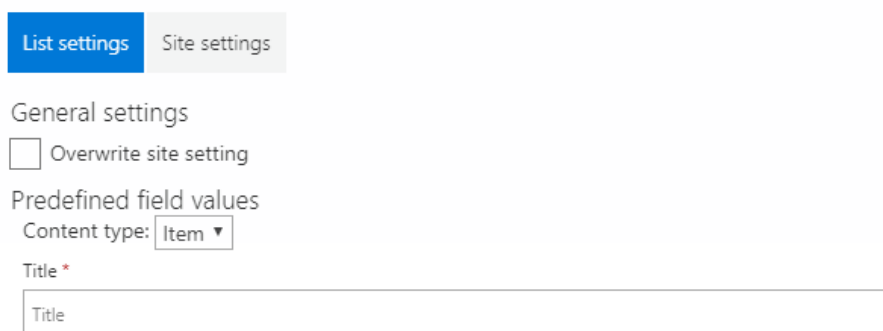
File Uploader Settings

List settings | **Site settings**

General settings

- ☒ Overwrite existing files
- ☒ Show "Overwrite" option
- ☒ Replace SharePoint invalid file name characters

List settings tab contains upload settings that can be applied to current list. You can assign specific options for each list or library on your site collection.



List settings | Site settings

General settings

- ☐ Overwrite site setting

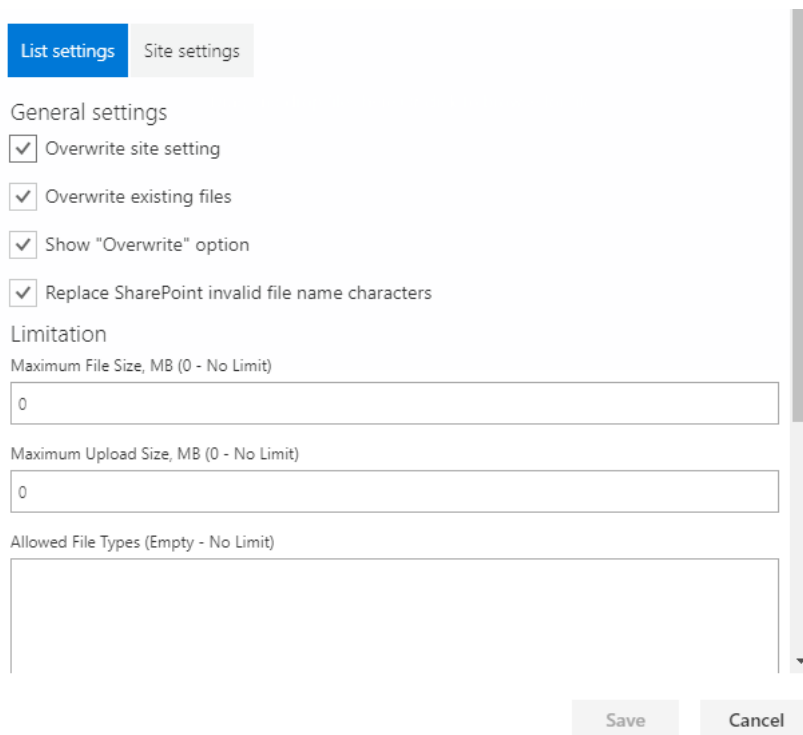
Predefined field values

Content type: **Item**

Title *

Title

If you enable the feature "Overwrite site settings", you will see additional fields to set another options for files upload to current list or library.



List settings | Site settings

General settings

- ☒ Overwrite site setting
- ☒ Overwrite existing files
- ☒ Show "Overwrite" option
- ☒ Replace SharePoint invalid file name characters

Limitation

Maximum File Size, MB (0 - No Limit)

0

Maximum Upload Size, MB (0 - No Limit)

0

Allowed File Types (Empty - No Limit)

Save Cancel

When you added files to list, you can edit their properties individually by clicking on edit icon opposite each file.

Upload Document ▶ BulkTestKate

</sites/dev/BulkTestKate>

Browse to the document you intend to upload.

☐ Overwrite existing files

#	Type	Name	Size	Properties	Status
1		VirtoSoftware bio.docx	0.029 MB		
2		virto-logo-transparent.png	0.339 MB		

You can set **maximum file size** (the maximum size of each uploaded file) and **maximum upload size** (the maximum total size of files to upload). Or just leave 0 to set no limits.

Limitation

Maximum File Size, MB (0 - No Limit) *

50

Specify maximum size allowed for a single file upload.

Maximum Upload Size, MB (0 - No Limit) *

500

Specify maximum size allowed for bulk uploading. A group of files cannot be uploaded if the combined size is greater than this setting.

Allowed File Types (Empty - No Limit)

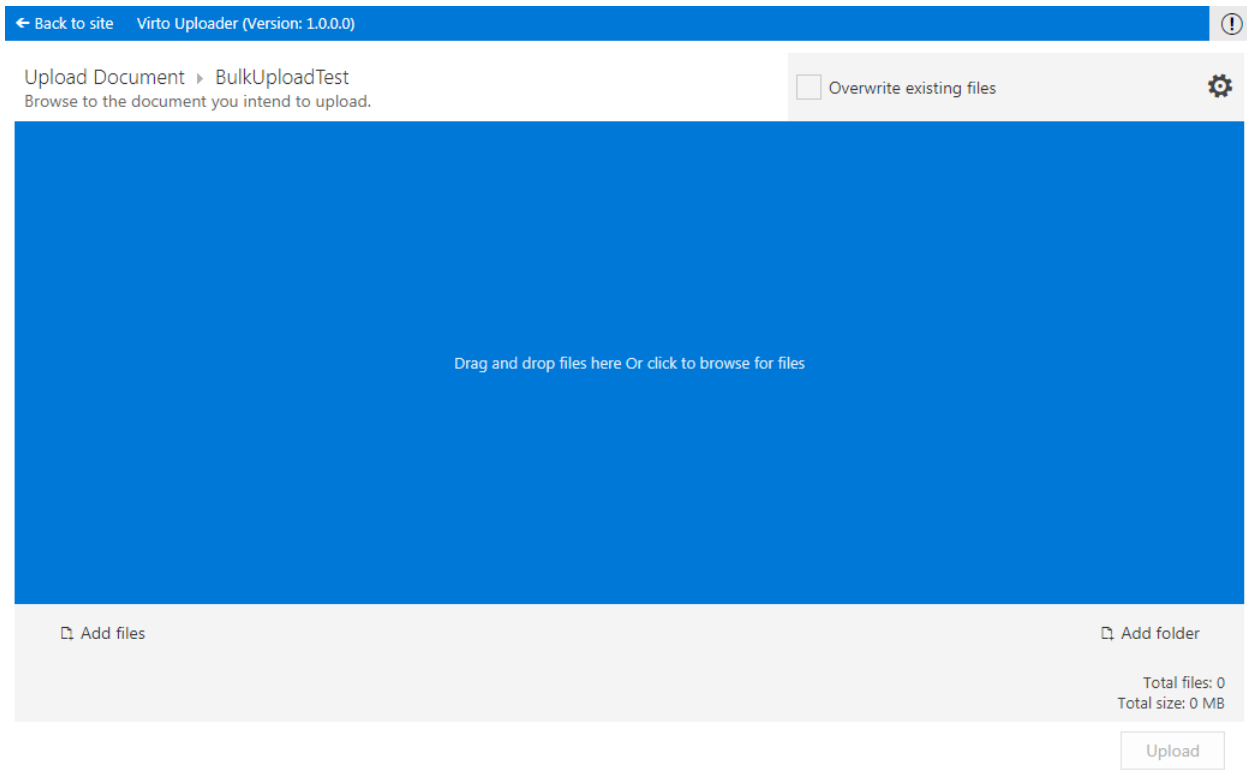
png, docx, doc

Type each file extension separated by commas. Example: JPG, BMP, PNG

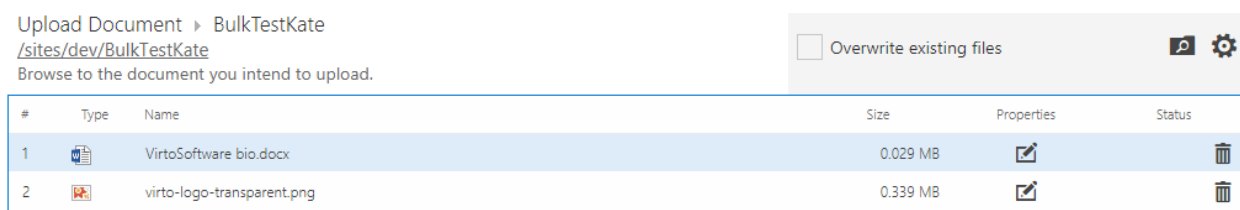
If you need to define the allowed types of files, just type file extensions separated by comma or leave field empty to allow all types.

To complete uploading process, use “Upload” button. Selected files will be uploaded to the library.

Open a folder on your computer, select multiple files to upload and drag and drop them to the app’s empty space. You can also add files by clicking on “Add file” or “Add folder” buttons.

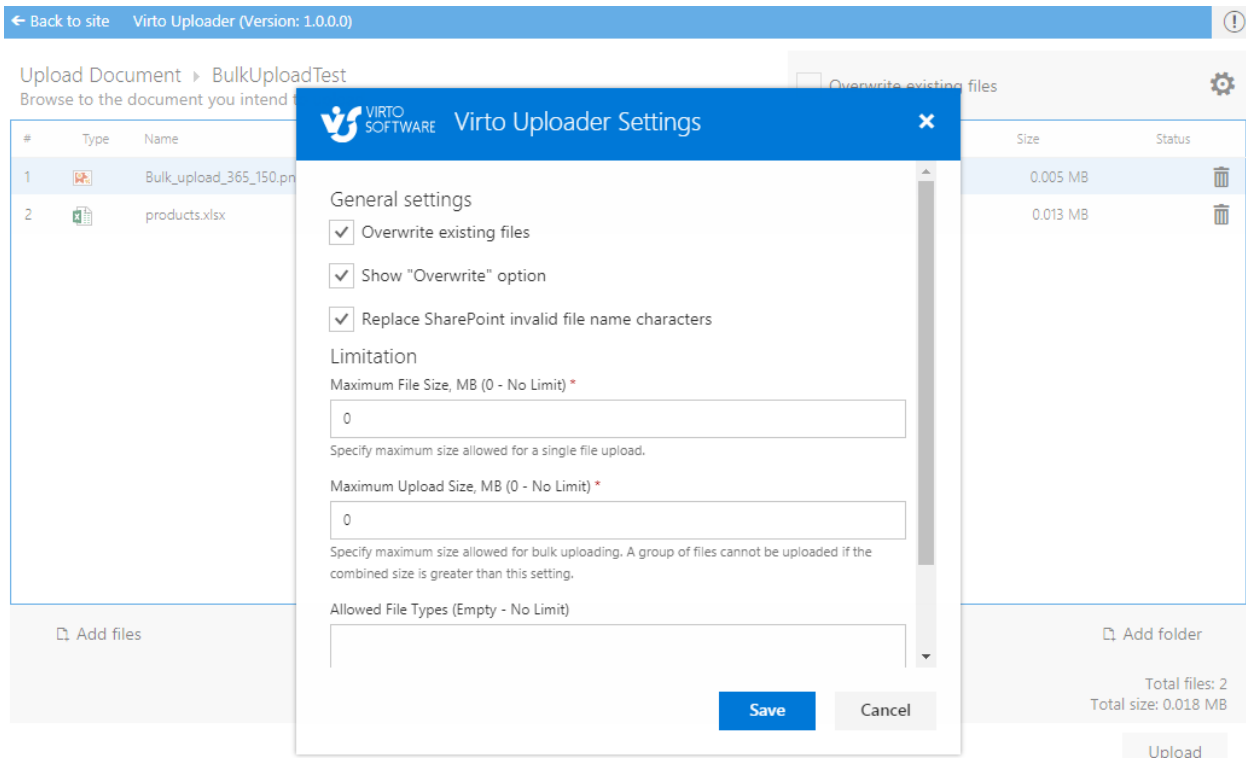


You can use “Remove” button opposite the files you decided not to upload.



By click on the Settings icon, you can define the following setting for this bulk of files to upload.

- Overwrite existing files option allows you to enable/disable overwriting of files which already exist in this library.
- Show "Overwrite" option makes visible the “Overwrite existing files” checkbox.
- “Replace SharePoint invalid file name characters” feature replaces automatically the name characters which are not valid for SharePoint.



You can set **maximum file size** (the maximum size of each uploaded file) and **maximum upload size** (the maximum total size of files to upload). Or just leave 0 to set no limits.

Limitation

Maximum File Size, MB (0 - No Limit) *

Specify maximum size allowed for a single file upload.

Maximum Upload Size, MB (0 - No Limit) *

Specify maximum size allowed for bulk uploading. A group of files cannot be uploaded if the combined size is greater than this setting.

Allowed File Types (Empty - No Limit)

Type each file extension separated by commas. Example: JPG, BMP, PNG

If you need to define the allowed types of files, just type file extensions separated by comma or leave field empty to allow all types.

To complete uploading process, use “Upload” button. Selected files will be uploaded to the file as attachments.

Version Release History

Release Date	Version	Description
8/15/2018	v.1.0.1	Site settings and List Settings tab to add upload process customization for each list or library
03/16/2018	v.1.0.0	First Public Release