

Add lots of documents at once

Updated 14 October 2026 · unforged.ai/help/folio/add-lots-of-documents-at-once

When you're moving records in from somewhere else, you can file a whole batch together rather than one at a time. You can add up to 500 documents at once.

Before you start

You need permission to file records.

1 Choose the files or a folder

In **Files**, open the folder they should go in and click **Add documents**. Click **Choose files** to pick several, or **Choose a folder** to bring in a whole folder with the folders inside it.

2 Check the list

Every document is listed with its class and the earliest date it could be deleted. Click the cross next to any you don't want, or **Add more** to bring in others.

3 Set the class for all of them

If they're all the same kind of record, pick it in **Class for all of them**. You can still change any single one in its own row.

4 Add a matter or subject

Anything you type in **Matter** or **Subject** goes on every document in the batch, which helps when they all belong to one client or case.

5 File them

Tick the box to confirm how they'll be kept and click **File 120 documents** (the button shows your own number). Keep the page open while the bar fills, then click **Done**.

Files that are left out

If any files can't be filed, such as one over 2 GB, you'll see a note saying how many were left out. Open it to see each one and why.

If a large file stops part way, choose the same file again and it carries on from where it stopped.

If something goes wrong

Some documents didn't go in.

Click **Try the ones that didn't go in again**. If they still won't go in, write to us at support@unforged.ai with the names of the files.