



Bulk File Upload User Guide

Real Estate Manager

Version 26.2.1



Document Information

Notices

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This guide is designed to help you to use the Real Estate Manager applications effectively and efficiently. All data shown in graphics are provided as examples only. The example companies and calculations herein are fictitious. No association with any real company or organization is intended or should be inferred.



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Bulk File Uploads

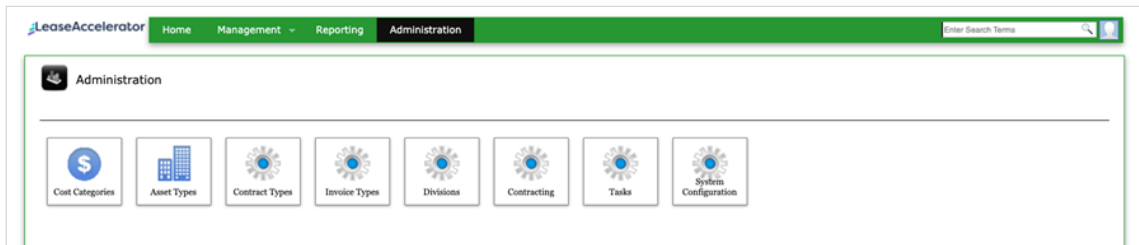
Lease Accelerator now has the ability within Real Estate Manager to upload files in bulk rather than individually. This new feature enables users to upload both Asset files and Contract files and attach them to specific Assets.

By default, this feature is turned off, but users may enable the feature through the **Administration and System Configuration** workspace. See the steps below to learn how to enable this feature.

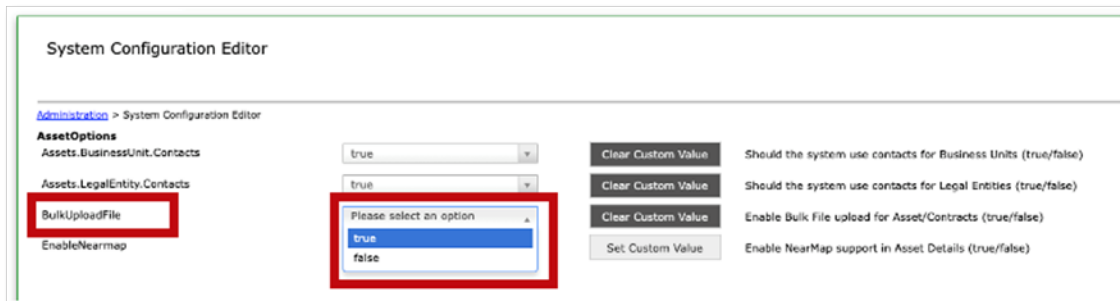
Enabling Bulk File Upload

If you wish to enable the Bulk File Upload feature, you must have access to the **System Configuration** tile within the **Administration** workspace. If you do not, please reach out to your implementation manager or Client Success Manager to assist.

1. From the Top NavBar, select **Administration**. The Administration workspace opens.



2. Click the **System Configuration** tile and the workspace opens.
3. Find the **BulkUploadFile** option under AssetOptions and change the drop-down from false to true.



4. Scroll to the bottom of the workspace and click **Save Configuration Settings**.
5. Once you have saved your configuration settings, go back to the **Administration** workspace and

you should see the **Bulk Upload File** tile.



Uploading Bulk Files

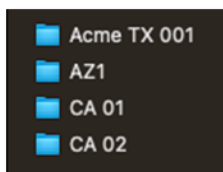
Once the **Bulk Upload File** tile is visible in the **Administration** workspace, users may utilize this new feature. See below for steps to preparing your zip file along with the steps to upload that file.

Creating the Zip File

Note: Users can only upload a zip file which is either for Assets or Contracts, you cannot have both together.

Prepare Folders

1. Create a folder for each **Asset or Contract** that you want to upload files for on your computer.
2. The name of each folder should be the actual **Asset Reference Number** when adding files to an asset. When adding files to a Contract, the folder name should be the **Contract Reference Number/Schedule Number**. For example, LA-68442_2.



Add Files

1. Next, add the files to the respective folders that you wish to upload.

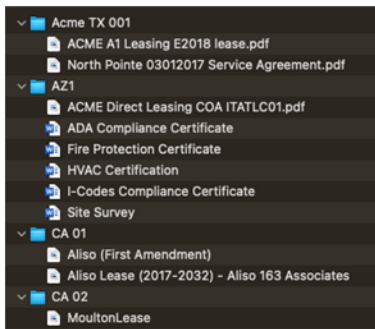
Note: The entire zip file cannot be more than 1GB with each file being no larger than 4GB.

2. You can also create **subfolders** to organize files better.

```

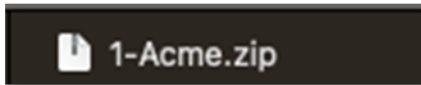
1 Documents/
2   Approvals/
3   Valuation/
4 Photos/
5   Exterior/
6   Interior/
7
    
```

3. Add files inside the folders (e.g., .pdf, .docx, .jpg).



Zip the Folders

1. Select all the folders you created.
2. Right-click and select **Send to** → **Compressed (zipped) folder**.
3. This creates one zip file with all your folders inside. You may rename as necessary.



4. Now that you have your zip file, you can proceed to the Bulk Upload.



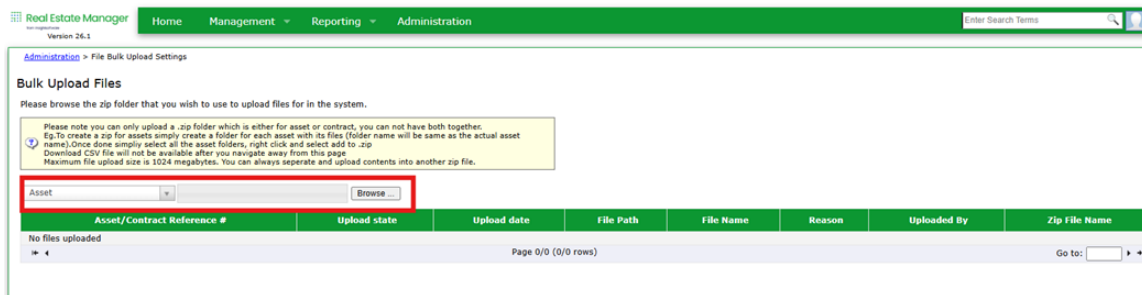
Example for Folder Structure

```

1 LA-68442_2/
2   Documents/
3     Approvals/
4       Approval_Letter.pdf
5     Valuation/
6       Valuation_Report_2025.pdf
7   Photos/
8     Exterior/
9       Front_View.jpg
10
    
```

Uploading Your Files

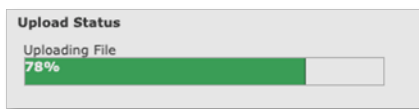
1. Navigate to the **Administration** workspace from the Top NavBar and select the **Bulk Upload File** tile.
2. Once in the Bulk Upload workspace, select either **Asset** or **Contract** from the drop-down to indicate the kind of upload you are doing.



3. Next, click **Browse** to select your zip file and upload it.

Check for Errors

1. Once you double-click the file or click **Open** to select the file, the system will start to validate your files and you will see the **Upload Status** bar.



2. Once validation is complete, you will see a list of files. Green font in **Reason** column indicates the files that are okay to upload. Red font indicates files that will not be uploaded due to error (For example, the Asset Reference Number cannot be found).

Administration > File Bulk Upload Settings

Bulk Upload Files

Please browse the zip folder that you wish to use to upload files for in the system.

Please note you can only upload a .zip folder which is either for asset or contract, you can not have both together. Eg. To create a zip for assets simply create a folder for each asset with its files (folder name will be same as the actual asset name). Once done simply select all the asset folders, right click and select add to .zip. Download CSV file will not be available after you navigate away from this page. Maximum file upload size is 1024 megabytes. You can always separate and upload contents into another zip file.

Asset:

Upload Status

Upload Validation Complete

Filter:	Upload State:	Total No of Failed: 28, Total No of Successful: 0					
Asset/Contract Reference #	Upload State	Upload date	File Path	File Name	Reason	Uploaded By	Zip File Name
LA-68442_2	Failed	06/01/2026	assets_batch_1.zip/LA-68442_2/Lease_Summary.txt	Lease_Summary.txt	File Lease_Summary.txt already exists for Reference Name: LA-68442_2, cannot be uploaded	kseghal	assets_batch_1.zip
LA-68442_2	Failed	06/01/2026	assets_batch_1.zip/LA-68442_2/Maintenance_Log.csv	Maintenance_Log.csv	File Maintenance_Log.csv already exists for Reference Name: LA-68442_2, cannot be uploaded	kseghal	assets_batch_1.zip
LA-68442_2	Failed	06/01/2026	assets_batch_1.zip/LA-68442_2/Compliance/Regulatory_Report.csv	Regulatory_Report.csv	File Regulatory_Report.csv already exists for Reference Name: LA-68442_2, cannot be uploaded	kseghal	assets_batch_1.zip

3. Fix any errors and upload again if needed.

LA-70314_Import	Successful	06/01/2026	assets_approvals_deeper_batch_2.zip/LA-70314_Import/Documents/Approvals/Audit Trail/Evidence/Screenshots/Screenshot_001.png	Screenshot_001.png	File Screenshot_001.png for Reference Name: LA-70314_Import is ok to upload	kseghal
LA-70314_Import	Successful	06/01/2026	assets_approvals_deeper_batch_2.zip/LA-70314_Import/Documents/Approvals/Approved_2026-01-07/Attachments/Approval_Matrix.xlsx	Approval_Matrix.xlsx	File Approval_Matrix.xlsx for Reference Name: LA-70314_Import is ok to upload	kseghal
LA-70314_Import	Successful	06/01/2026	assets_approvals_deeper_batch_2.zip/LA-70314_Import/Documents/Approvals/Approved_2026-01-07/Attachments/Meeting_Minutes.docx	Meeting_Minutes.docx	File Meeting_Minutes.docx for Reference Name: LA-70314_Import is ok to upload	kseghal
LA-70314_Import	Successful	06/01/2026	assets_approvals_deeper_batch_2.zip/LA-70314_Import/Documents/Approvals/Approved by 2/QA Review/Final/QA_Findings_Summary.txt	QA_Findings_Summary.txt	File QA_Findings_Summary.txt for Reference Name: LA-70314_Import is ok to upload	kseghal
LA-70314_Import	Successful	06/01/2026	assets_approvals_deeper_batch_2.zip/LA-70314_Import/Documents/Approvals/Approved by 2/QA Review/Final/Final_Approval_Form.pdf	Final_Approval_Form.pdf	File Final_Approval_Form.pdf for Reference Name: LA-70314_Import is ok to upload	kseghal
LA-70314_Import	Successful	06/01/2026	assets_approvals_deeper_batch_2.zip/LA-70314_Import/Documents/Approvals/Pending Clarifications/Notes/Round 1/Reviewer_Comments.txt	Reviewer_Comments.txt	File Reviewer_Comments.txt for Reference Name: LA-70314_Import is ok to upload	kseghal
LA-70314_Import	Successful	06/01/2026	assets_approvals_deeper_batch_2.zip/LA-70314_Import/Documents/Approvals/Pending Clarifications/Notes/Round 1/Clarification_List.csv	Clarification_List.csv	File Clarification_List.csv for Reference Name: LA-70314_Import is ok to upload	kseghal

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4. If the validation is successful, click **Save Files**.

5. You will get message 'Upload successful' and may click **Close** to return to the Administration workspace. This way, you can upload hundreds of files in minutes instead of one by one.

- Note:** If there is a file with the same name as another, the system will rename the file with "Copy" appended to its original name. If there is more than one, then a number will also be added. Example: Original name – Copy (1).pdf or Original name – Copy (2).pdf
- Note:** User may always cancel the upload and change the names of the files prior to uploading.

Best Practices

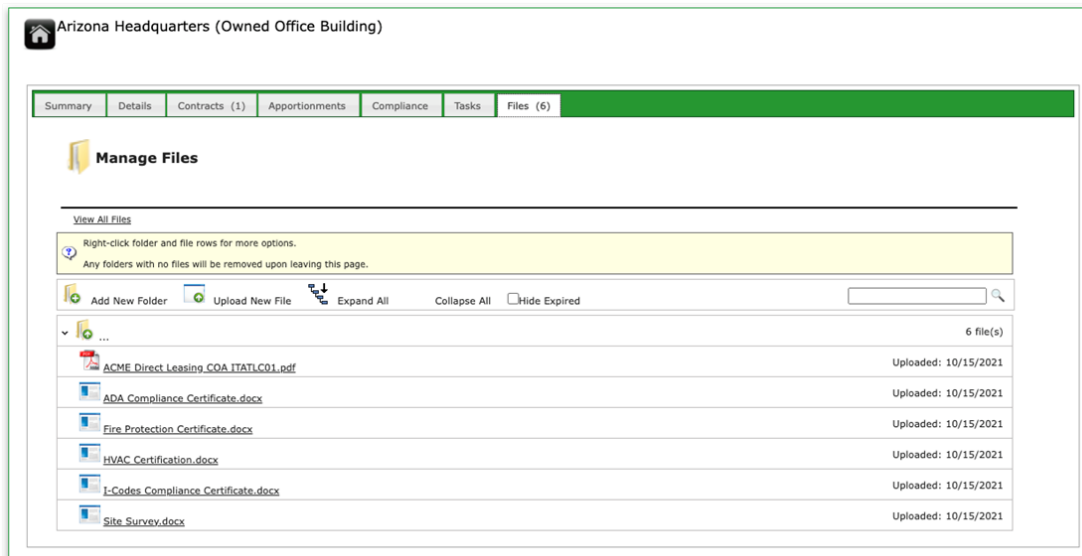
- Do not mix assets and contracts in one zip.
- Keep folder names exactly the same as the Asset or Contract reference.
- Organize files in subfolders for easy navigation.

- Use clear file names (e.g., Valuation_Report_2025.pdf).
- If your zip is too big (>1 GB), split into smaller zips.

Viewing Files Within the Asset or Contract

Once the files have been successfully uploaded, they can be seen by going to the respective Asset.

- If you uploaded Asset documents, you'll see the files on the **File** tab within the **Asset** workspace.



- If you uploaded Contract documents, you'll see the files listed on the **Contract Details** tab

within the **Contracts** tab of the Asset.

Orange County Office (Leased Office Building)

Summary Details **Contracts (2)** Apportionments Compliance Tasks Files (2)

View All Favorable Contracts > Orange County Office

Contract Details Invoices Lease Accounting History Contract Audit Log Subcontracts

Contract Details **Unsynchronised - No Lease Accounting Readiness Reviews**

Description: Orange County Office
 Schedule Number: CA 01
 Status: Current
 Currency: United States Dollar
 Contract Type: Real Estate Expenditure Lease
 Lease Accounting Contract Type: Triple Net Lease
 Is Partial Building: No

Assets:

Asset	Primary Asset Status	Actions
Orange County Office	Primary Asset	View

Lessor: Moulton Parkway Villas
 Lessee: Acme Communications Corporation
 Treasury Approver: Freeman Addison
 Net Equivalent Ratio: 1.0000

Files:

Uploaded On	File Name	Description	Expires On	Actions
10/15/2021	Aliso First Amendment).pdf			Download Send File
10/15/2021	Aliso Lease /2017-2032) - Aliso 163 Associates.pdf			Download Send File

Guarantees: This agreement currently does not have any guarantees.

Other Clauses:

Category	Name	Section	Current Clause Details	Triggered
No Other Clauses added				

Actions: Please choose an action
Perform Action

Next Review

Unable to Action next Review
 The next review currently sits outside the current term. Please Exercise the next option to action this review

Fixed on 04/01/2022 - Pending

- Orange County Office - Base Rent

Next Option

Renewal Option 1: 04/01/2022 - 03/31/2025
 Pending
 Mark as In Progress Mark as Exercised

Version Summary

Version	Changes/Updates	Date
21R4	Guide created.	10/15/2021
23R3	Removed all reference to Real Estate Manager.	08/04/2023

