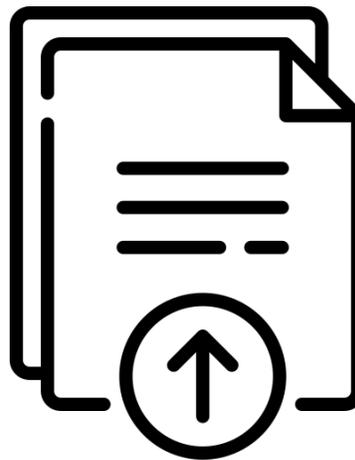


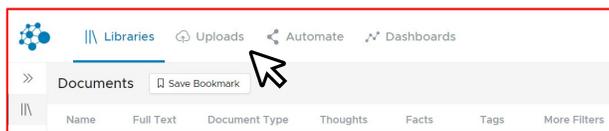
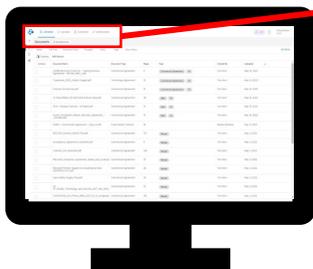
ThoughtTrace Quick Start Guide



Uploads



1 Navigate to Document Upload Screen



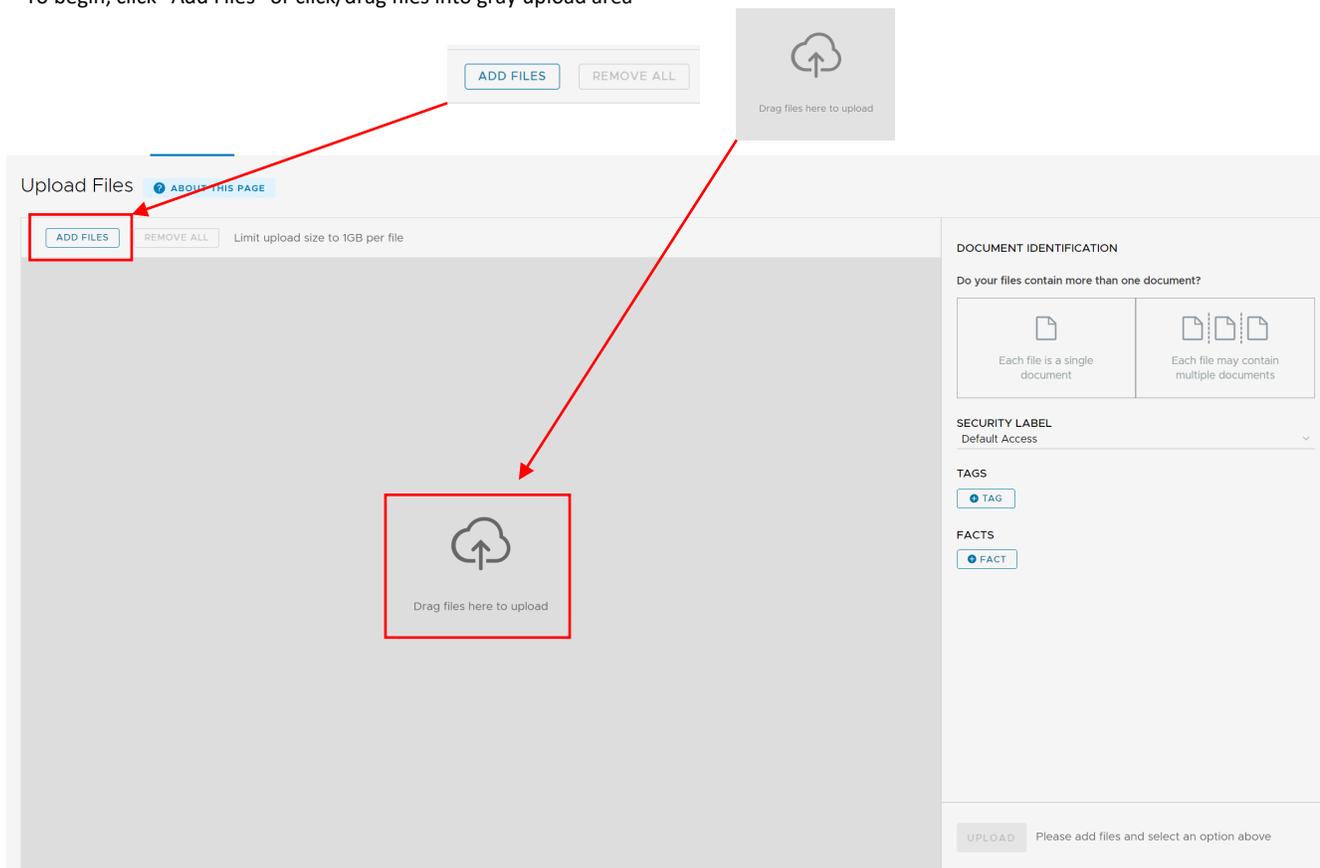
After logging in to ThoughtTrace, navigate to the Uploads page to begin.

NOTE: You may not see the upload option if your administrator has not granted you permission to upload in at least one security group.

2 Import Documents for Upload



To begin, click "Add Files" or click/drag files into gray upload area





3 Document Identification

Is it a discrete document, or does it need to be split into its individual parts?

Uploading a single document? "Use ThoughtTrace AI" to detect the document type, or select type from the drop-down menu

Uploading multiple documents? ThoughtTrace AI will automatically detect document types

Does the document(s) belong in a specific security group?

4 Add Metadata



Tags

Facts

Once you have added all the desired Facts and Tags you can hit the "UPLOAD" button to begin!

- ! - 200Mb Maximum file size
- No file type restriction, but only image files can be classified and extracted from
- Non-Image files can be downloaded but not viewed