



Virto Html5 Bulk File Upload for Microsoft SharePoint

User and Installation Guide

SP 2013 — version 1.6.51

SP 2016 — version 1.6.51

SP 2019 — version 1.6.17

Table of Contents

Contents

Table of Contents	2
Features List	3
System/Developer Requirements	3
Installation and Activation	4
Expected Outage	4
Installing Virto Html5 Bulk File Upload	4
SPFx Web Part Installation.....	7
Error “Sorry apps are turned off”: What to Do.....	7
License Activation	8
Virto Html5 Bulk File Upload Settings.....	14
Using Virto Html5 Bulk File Upload	18
Adding Files for Upload	19
Files Properties.....	19
Changing Destination Folder	21
Overwriting Files	21
Finish Uploading.....	21
Working with Virto HTML5 Bulk Files Upload as a feature	22
Version Release History	25

Virto Html5 Bulk File Upload for Microsoft SharePoint

Features List

Feature	Version
Uploading bulk files to SharePoint document libraries	1.0
Enabling custom meta data of files	1.0
Uploading files with drag and drop	1.0
Enabling/disabling an ability to overwrite existed files while uploading	1.0
Files uploading progress bar	1.0
Restricting the type of files users are able to select	1.0
Ability to set maximum file size to be uploaded	1.0
Unlimited amount of content types and fields in the list is supported	1.0
Cross browser support (Internet Explorer, Mozilla Firefox, Google Chrome, Opera)	1.0
Predefined values from query string added	1.2.0
Predefined fields values added	1.2.0
Ability to upload items as list attachments	1.6.0
Can be used as SPFx web part on SharePoint 2019 modern sites	1.6.17

System/Developer Requirements

SharePoint Release: 2016, 2019

Operation system: 64-bit edition of Windows Server 2012 R2 Service Pack 1 AND 64-bit edition of Microsoft SQL Server 2014 Service Pack 1 (SP1)

Server: SharePoint Server 2016/2019, Microsoft .NET Framework 4.5.2

Browser: Microsoft Internet Explorer 10 or higher, Google Chrome, Firefox, Mozilla

SharePoint Release 2013:

- Microsoft Windows SharePoint Foundation 2013 or Microsoft Office SharePoint Server 2013;
- Microsoft .NET Framework 4.5.

SharePoint Release 2010:

- Microsoft Windows SharePoint Foundation 2010 or Microsoft Office SharePoint Server 2010;
- Microsoft .NET Framework 3.5;
- Microsoft Internet Explorer, Mozilla Firefox, Opera, Google Chrome.

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

Installation and Activation

This section describes how to install, upgrade, uninstall, or contact Support for the Virto Html5 Bulk File Upload. Installation is absolutely the same for SharePoint 2010, 2013, 2016, and 2019 versions.

Expected Outage

The expected outage time is from 2 minutes to several hours depending on your hardware and number of SharePoint sites. Though we recommend all Virto users to upgrade on a weekend.

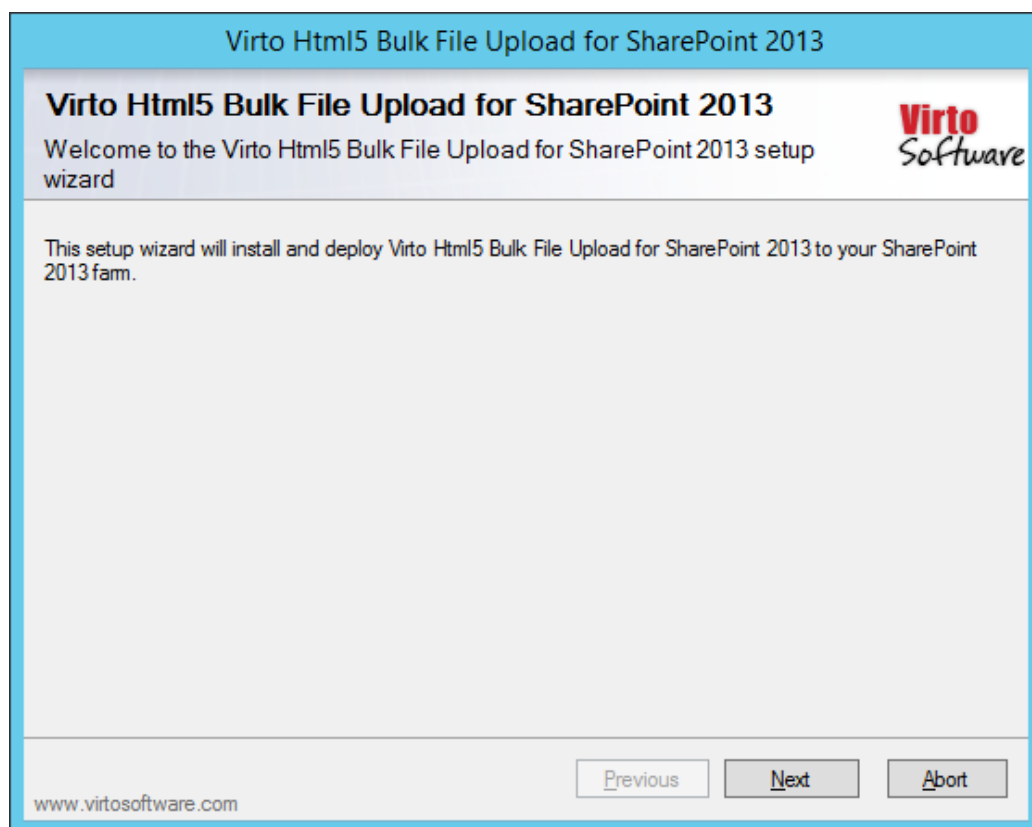
Installing Virto Html5 Bulk File Upload

Before you begin, you need to make sure you have access to the server and your account must have the appropriate administrative privileges to install applications.

Virto Html5 Bulk File Upload setup program provides links to the various installation components for the calendar.

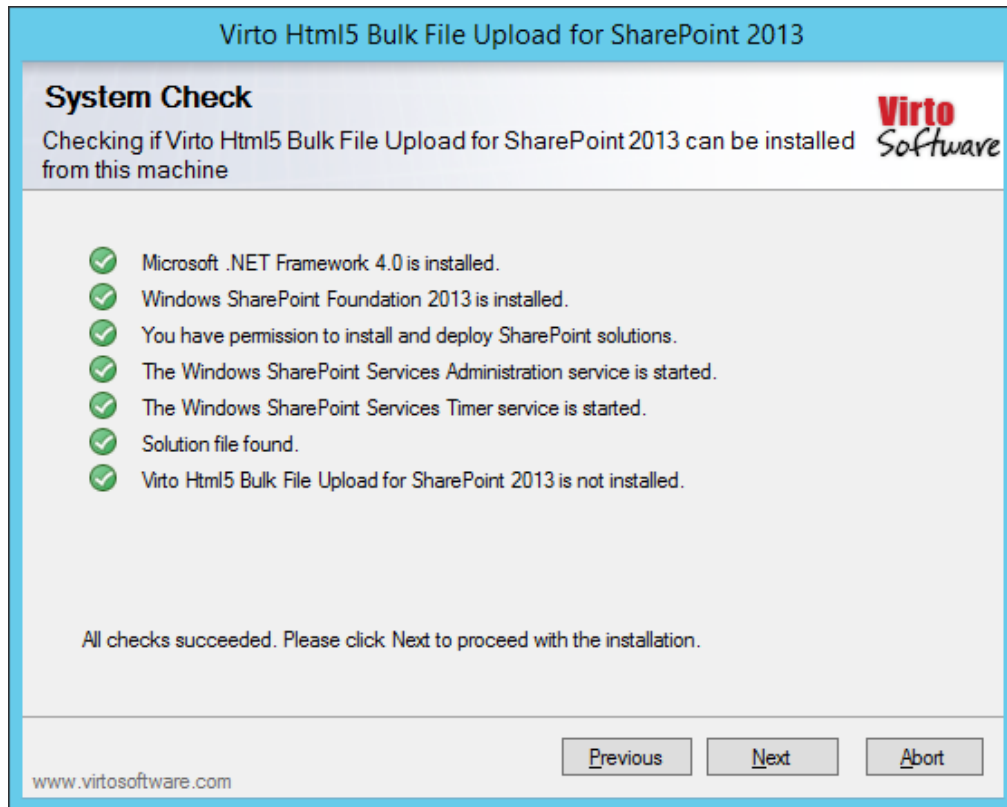
To access Virto Html5 Bulk File Upload Setup program download **Virto.Html5BulkFileUpload.20XX.XX.zip** file and unzip it. Run extracted Setup.exe file.

The setup wizard window will appear.



Virto Html5 Bulk File Upload Setup wizard performs a system check prior to the installation. All the

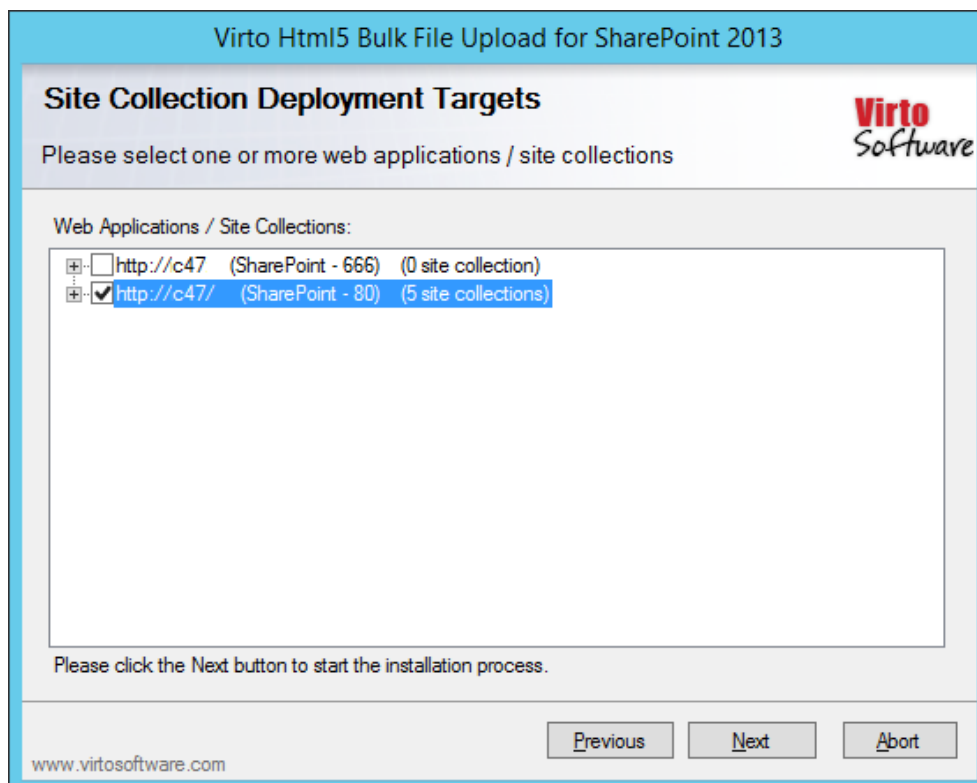
system checks must be completed successfully in order to proceed with the installation. After the checks have completed, click “Next”.



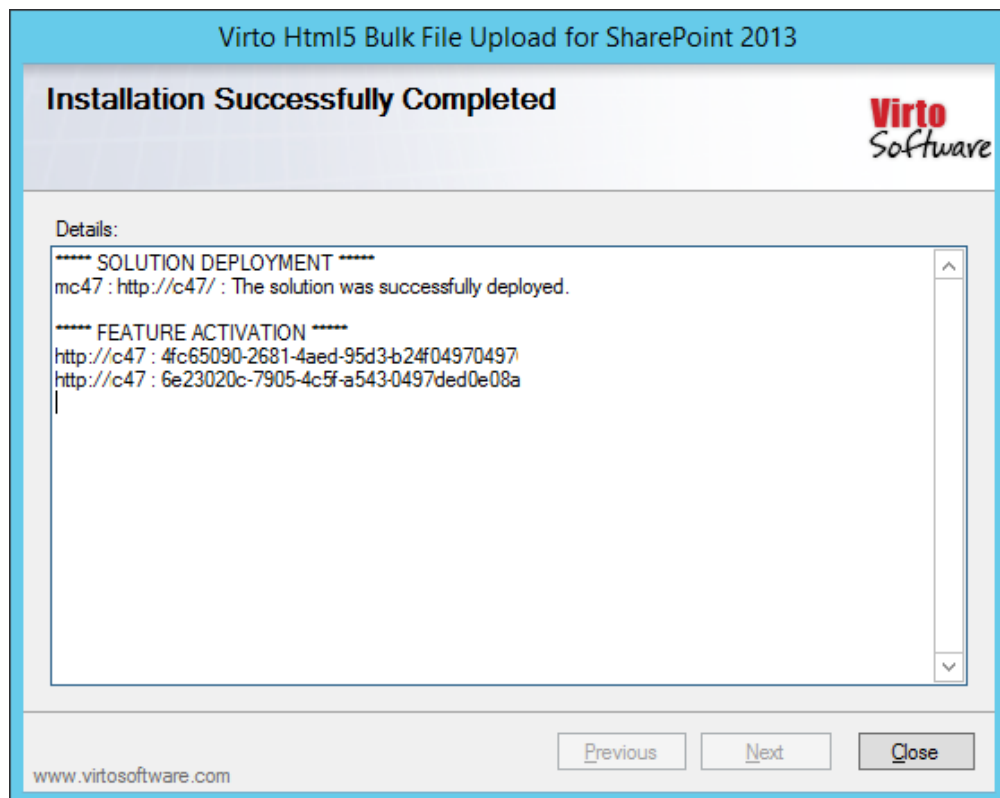
Check “I accept the terms in the License Agreement” and click “Next”. Select the web application(s) where you want to install the product.

Warning: You must be logged in to the SharePoint server with a Site Collection Administrator account to automatically activate this feature.

Then click “Next”.



Click "Close" to complete the installation.



SPFx Web Part Installation

To start using Virto Html5 Bulk File Upload web part on modern sites/pages of SharePoint 2019 please do the steps as follows.

- 1) To install Virto Html5 Bulk File Upload web part run Setup.exe file as administrator under the farm administrator account.
- 2) Create App Catalog in your SharePoint if necessary: <https://docs.microsoft.com/en-us/sharepoint/administration/manage-the-app-catalog>.

The **.sppkg** file will be automatically uploaded to "Apps for SharePoint". Now you can add the web part on the modern pages/sites.

Note! Please do not use administrator account to install and activate SPFx web part.

Error "Sorry apps are turned off": What to Do

If you are trying to install the web part on SharePoint 2019 server and got below error while Adding it to your site:



SPFx Web Part

Details

DESCRIPTION

There is no description available.

SUPPORTED LANGUAGES

Supported languages are not specified.

ADD IT

Sorry, apps are turned off. If you know who runs the server, tell them to enable apps.

VERSION 6.1.0.0

RELEASE DATE January 2019

Rectangular Snip

Sorry, apps are turned off. If you know who runs the server, tell them to enable apps.

Possible Reasons and Solutions

Reason	Solution
Apps are not enabled in your farm	Make sure you have Apps enabled in your SharePoint 2019 farm.
Subscription service is not setup	The first and most probably problem would be the subscription service is not configured in your farm. Please configure it.
App management service is not associated with your web application	Make sure App Management Service Application is associated with your web application where you want to add the SPFx web part.
App Url is not configured	If you have not configured the App Urls. please ensure you have given values to App Domain and App Prefix in your App Store settings.

If after ensuring above solutions, you still have the same error, please [register a ticket](#) to let our technicians analyze the problem.

License Activation

To see full instruction for successful activation of your component, please download "[Virto License Manager](#)" PDF instruction from Downloads section of our site or read it in [Wiki](#).

Upgrading Virto Html5 Bulk File Upload

If you already use Virto Html5 Bulk File Upload and need to upgrade it to the latest version, download the.zip file from <http://www.virtosoftware.com>. Unzip the file and run setup.exe.

On the step 3 check the box "Upgrade" and click "Next".

Note: if you had activated the license while installing the previous Virto Html5 Bulk File Upload version, you do not need to activate it now.

Uninstalling Virto Html5 Bulk File Upload

To uninstall the component:

1. Double click the Setup.exe extracted from downloaded **Virto.Html5BulkFileUpload.20XX.XX.zip** file.
2. The program performs the system checks again. Once that has successfully completed, the program prompts you to Repair or Remove the solution. Select Remove, and click "Next".

Virto Html5 Bulk File Upload Adjustment and Usage

Virto Html5 Bulk File Upload is an Html 5-based web part intended for quick and easy uploading of multiple files to SharePoint.

Virto Html5 Bulk File Upload

Newsfeed OneDrive Sites System Account

SHARE FOLLOW EDIT

Virto Html5 Bulk File Upload

CHOOSE FOLDER

Upload Document ⓘ

Browse to the document you intend to upload.

Overwrite existing files

Type	Name	Size	Properties	Status
	EULA.rtf	0.04 MB	EDIT	REMOVE
	ITISSUE.PNG	0 MB	EDIT	REMOVE
	SourceValidated.png	0 MB	EDIT	REMOVE
	ITOBJECT.PNG	0 MB	EDIT	REMOVE
	new aurora.jpg	0.03 MB	EDIT	REMOVE
	VersionHistory.txt	0 MB	EDIT	REMOVE
	Virto.FileDownloader.2013.4.2.1.zip	1.63 MB	EDIT	REMOVE
	cats.jpg	0.29 MB	EDIT	REMOVE
	Virto.Banner.bmp	0.1 MB	EDIT	REMOVE

SET ALL PROPERTIES

Total upload size: 2.09 MB

Upload

Virto Html5 Bulk File Upload Settings

When the web part is installed, you have to add it to a SharePoint site page. Navigate to the web part settings block.

Select the source list and folder (not required) where the files will be uploaded to.

Virto Html5 Bulk File Upload

General

Select list

DocsForBulkCheckIn

Select folder

/DocsForBulkCheckIn

You can also select a list item to upload files as its attachments.

Virto Html5 Bulk File Upload

General

Select list

MyTasks

Destination List Item

t1

You can enable the following features:

- Overwrite existing files option allows you to enable/disable overwriting of files which already exist in the list.
- Show "Overwrite" option makes visible the "Overwrite existing files" checkbox.
- "Allow changing destination folder" allows users to upload files to another place.
- "Replace SharePoint invalid file name characters" replaces automatically the name characters which are not valid for SharePoint;
- Enable "Set all files properties" button makes visible the "Set all files properties" button.
- "Prevent to upload files without filled out required fields" activates the necessary requirements for file fields/

- 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

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.

Maximum file size (0 - No Limit)

0

Maximum upload size (0 - No Limit)

0

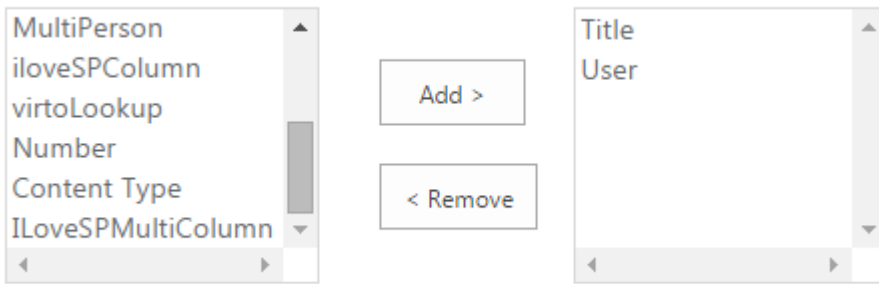
If you need to define the allowed types of files, just type extensions separated by comma or leave field empty to allow all types.

Allowed file types (Empty - No Limit)

jpg.png

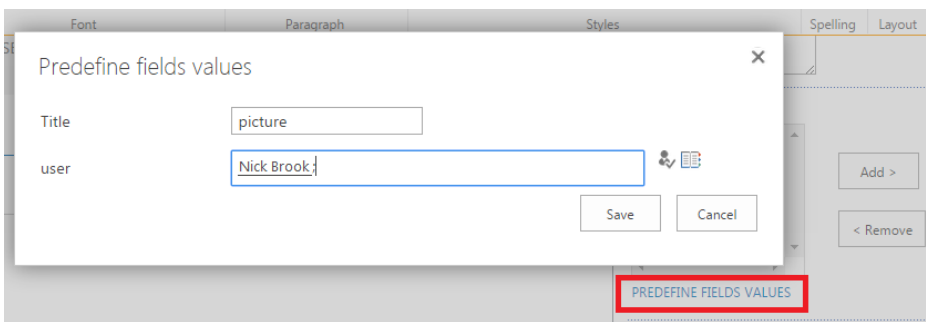
There you can select predefined fields, which are available to edit in uploaded files.

Allowed Fields

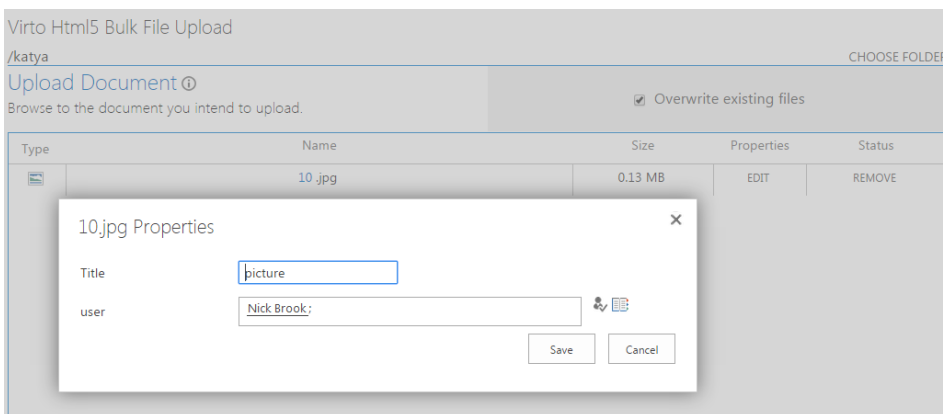


[PREDEFINE FIELDS VALUE](#)

You can also predefine selected field values.



All uploaded files fields will be filled automatically with predefined values as default values.



You can predefine fields' values from query string.

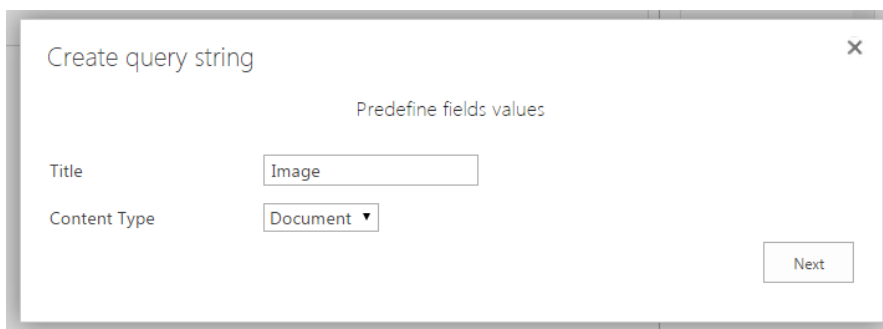
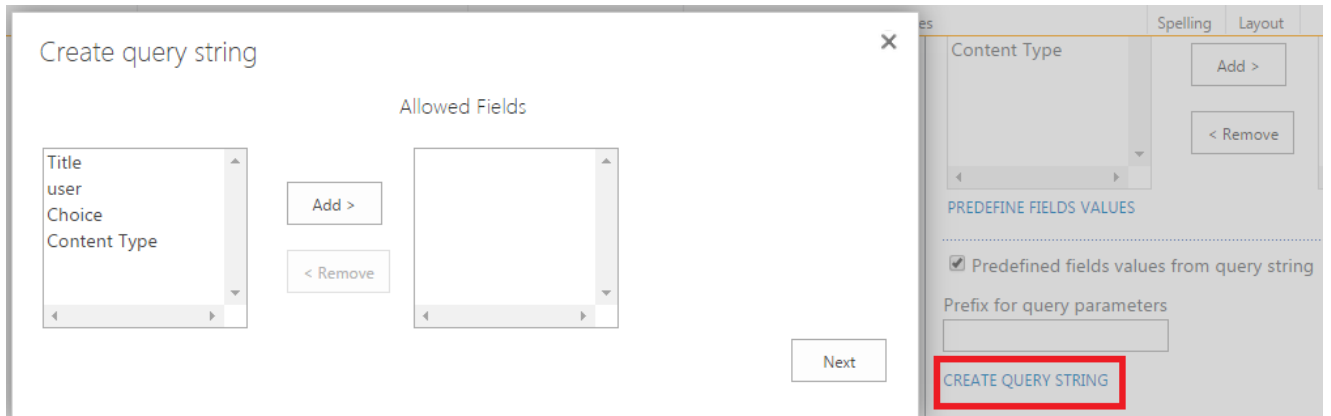
Prefix for query parameters is used if you need to define values from query string for this Virto HTML5 Bulk File Upload web part specifically.

Predefined fields values from query string

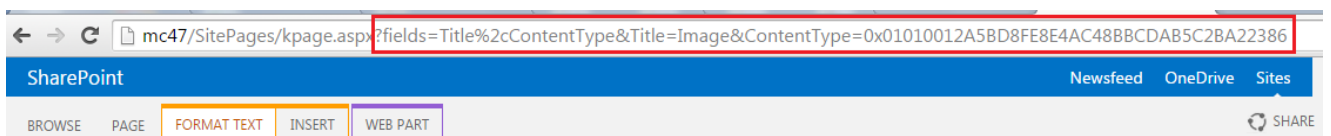
Prefix for query parameters

[CREATE QUERY STRING](#)

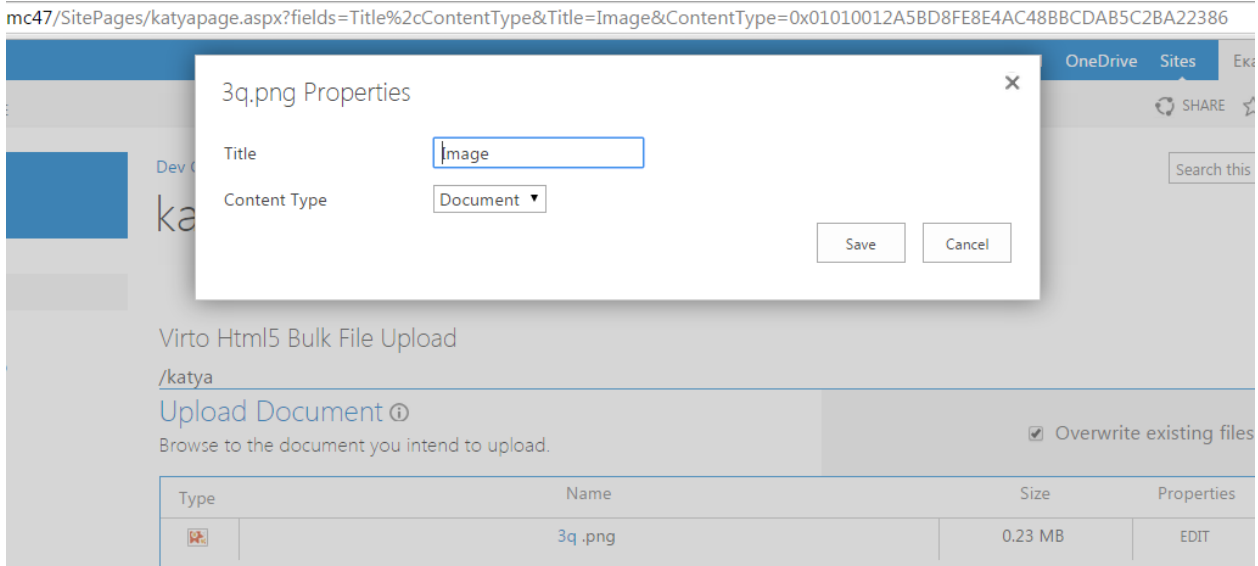
Click “Create query string” and choose allowed fields, then click “Next” and generate a new string.



Copy the string value and paste it in your browser in the end of a URL of web parts page.



Now your uploaded files have predefined fields' values.

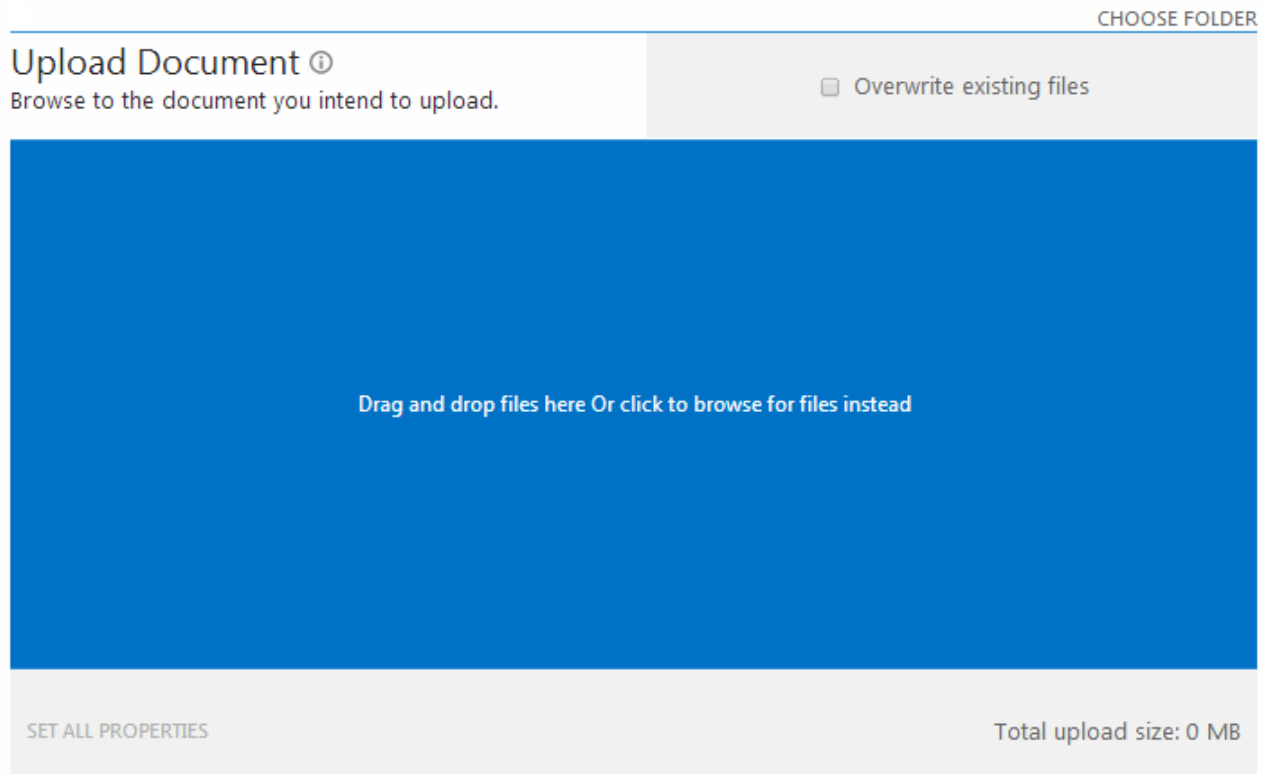


Then apply the settings to the web part (use “Apply”) and you can start using the uploader right now.

Using Virto Html5 Bulk File Upload

When the web part is adjusted, you can start using it and upload files to the predefined destination.

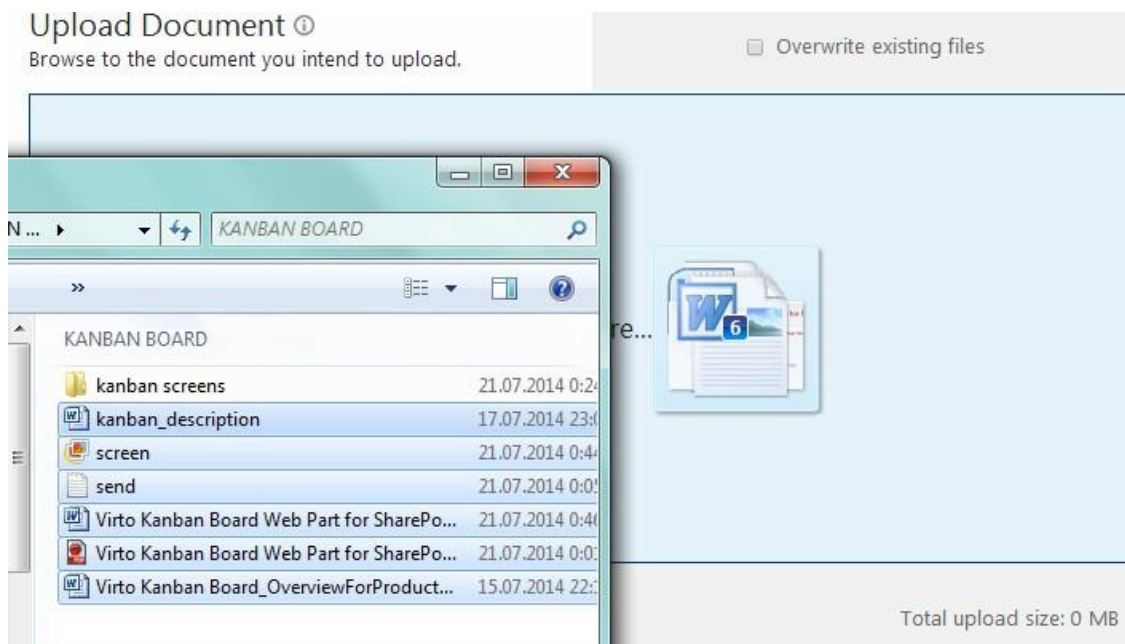
Virto Html5 Bulk File Upload



If you enabled the overwriting settings, you will see the checkbox in the right upper corner. The total upload size is shown under the upload field.

Adding Files for Upload

Open the folder on your computer, select multiple files to upload and drag and drop them to the web part empty space.



Selected files will be added for uploading. You can use “Remove” button opposite the files you decided not to upload.

Virto Html5 Bulk File Upload

/ CHOOSE FOLDER

Upload Document ⓘ
Browse to the document you intend to upload. Overwrite existing files




Type	Name	Size	Properties	Status
	kanban_description.docx	0.25 MB	EDIT	REMOVE
	screen.PNG	0.01 MB	EDIT	REMOVE
	send.txt	0 MB	EDIT	REMOVE
	Virto Kanban Board Web Part for SharePoint – Installation and U...	0.39 MB	EDIT	REMOVE
	Virto Kanban Board Web Part for SharePoint – Installation and U...	0.65 MB	EDIT	REMOVE
	Virto Kanban Board_OverviewForProductPage.docx	0.02 MB	EDIT	REMOVE

SET ALL PROPERTIES Total upload size: 1.31 MB

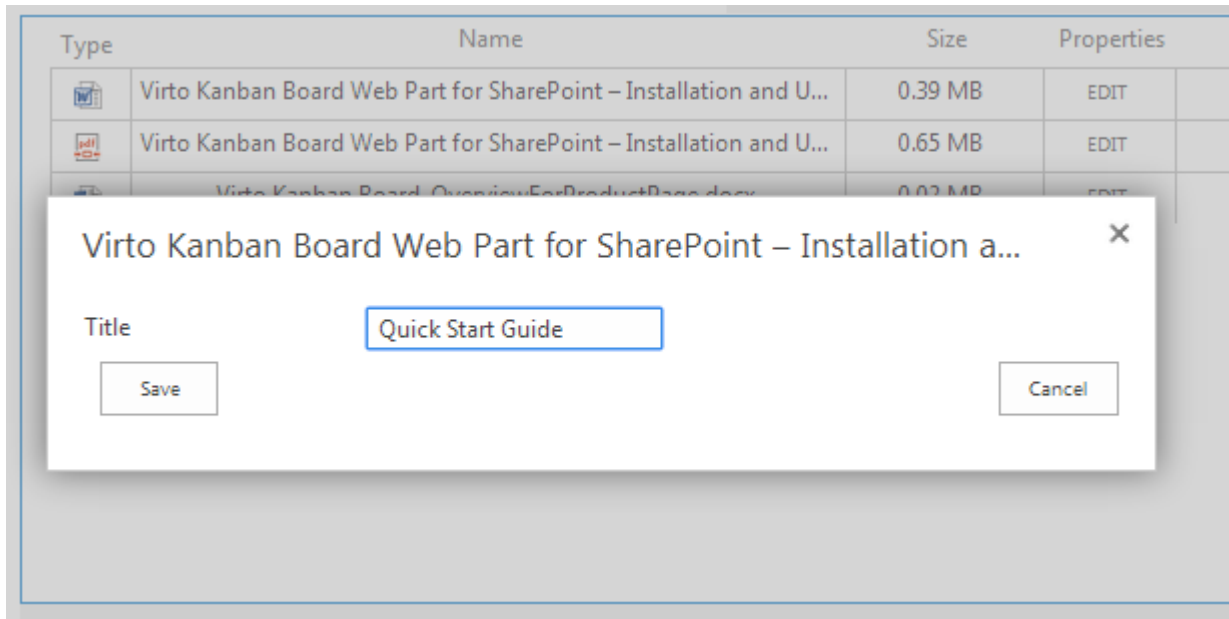
Files Properties

On this step, you can edit files properties. Click “Edit” opposite a file. (This option is also available for




already uploaded files).

Type	Name	Size	Properties
	Virto Kanban Board Web Part for SharePoint – Installation and U...	0.39 MB	EDIT
	Virto Kanban Board Web Part for SharePoint – Installation and U...	0.65 MB	EDIT
	Virto Kanban Board_OverviewForProductPage.docx	0.02 MB	EDIT

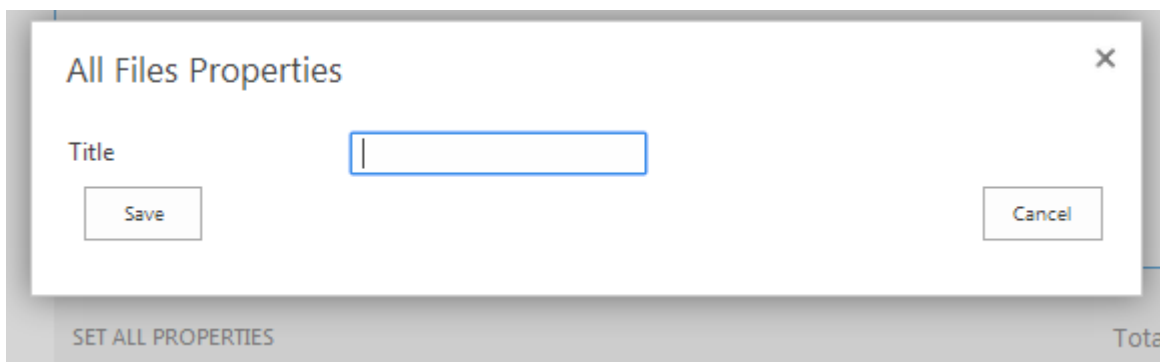
Edit properties and save them to close.



The screenshot shows a file list table with three rows. A modal dialog titled "Virto Kanban Board Web Part for SharePoint – Installation a..." is open over the first row. The dialog has a "Title" field containing "Quick Start Guide" and "Save" and "Cancel" buttons.

Type	Name	Size	Properties
	Virto Kanban Board Web Part for SharePoint – Installation and U...	0.39 MB	EDIT
	Virto Kanban Board Web Part for SharePoint – Installation and U...	0.65 MB	EDIT
	Virto Kanban Board_OverviewForProductPage.docx	0.02 MB	EDIT

Click "Set all properties" to define properties for multiple files.




The screenshot shows a dialog box titled "All Files Properties" with a "Title" field and "Save" and "Cancel" buttons. Below the dialog, a "SET ALL PROPERTIES" button is visible.

Also, you can edit uploaded file name by clicking on it.

Upload Document ⓘ

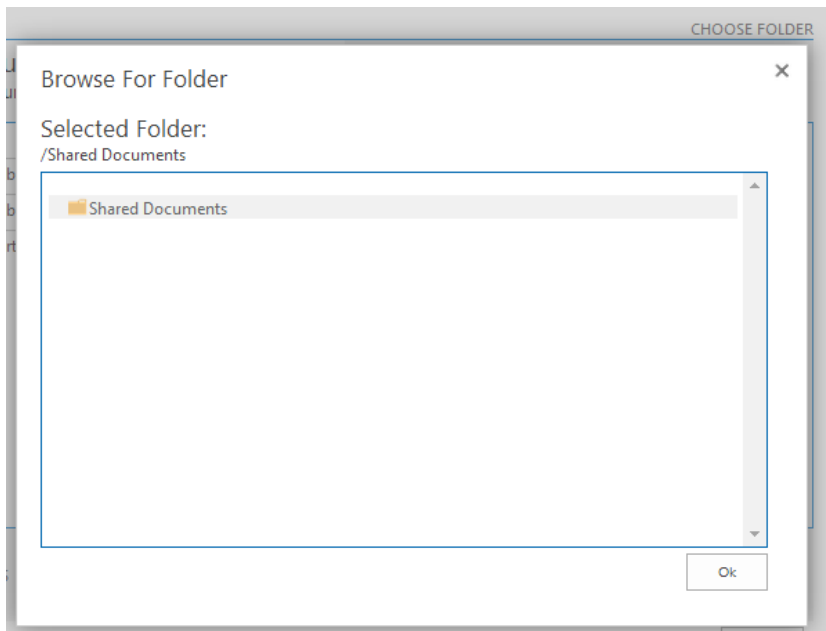
Browse to the document you intend to upload.

Overwrite existing files

Type	Name	Size	Properties	Status
	<input type="text" value="3q"/> .png	0.23 MB	EDIT	REMOVE

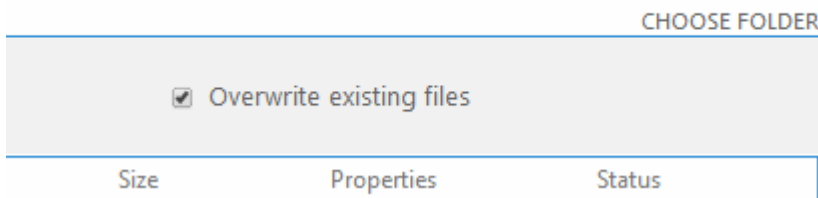
Changing Destination Folder

If changing destination folder is allowed (see the section about the upload settings), the “Choose folder” button will be available in the right upper corner. Use it to upload files to another folder.



Overwriting Files

If the files' overwriting is allowed (see the uploader settings section), the existing files will be overwritten. This feature helps to avoid duplicating of uploaded files.



Finish Uploading

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







Virto HTML5 Bulk File Upload

CHOOSE FOLDER

Upload Document ⓘ

Browse to the document you intend to upload.

 Overwrite existing files

Type	Name	Size	Properties	Status
	kanban_description.docx	0.25 MB	EDIT	uploaded
	screen.PNG	0.01 MB	EDIT	uploaded
	send.txt	0 MB	EDIT	uploaded
	Virto Kanban Board Web Part for SharePoint – Installation and U...	0.39 MB	EDIT	uploaded
	Virto Kanban Board Web Part for SharePoint – Installation and U...	0.65 MB	EDIT	uploaded
	Virto Kanban Board_OverviewForProductPage.docx	0.02 MB	EDIT	uploaded

SET ALL PROPERTIES

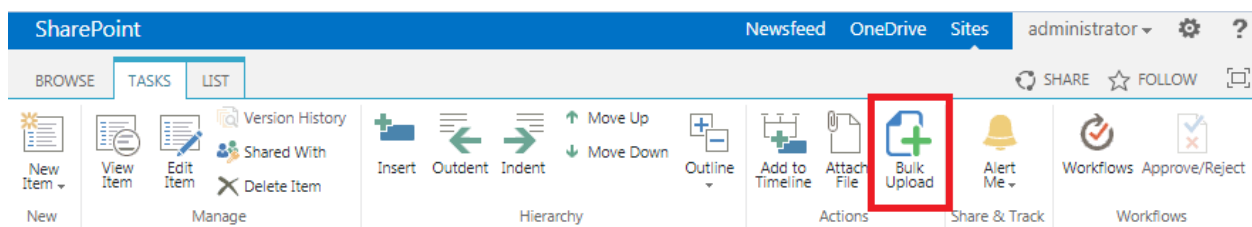
Total upload size: 1.31 MB

Clear

Use “Clear” button in case you decide to cancel the files uploading.

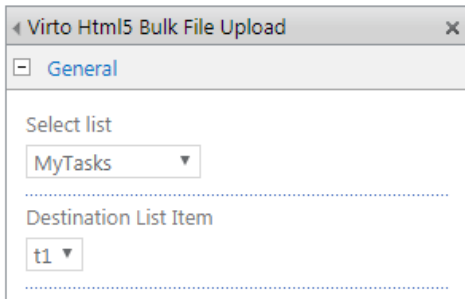
Working with Virto HTML5 Bulk Files Upload as a feature

You can add the Bulk Files Upload feature to your site collection and use it by clicking the button on ribbon.



The screenshot shows the SharePoint ribbon with the 'Bulk Upload' button highlighted in red. The ribbon includes tabs for 'BROWSE', 'TASKS', and 'LIST'. The 'Bulk Upload' button is located in the 'Actions' group. Below the ribbon, a task list is visible with a red box highlighting the first task, 't1', which has a checkmark in the first column and a plus sign in the second column.

In the example above, the ability to upload files as list item's attachments was displayed. You can upload the files to an item or library, using the button on ribbon.



You can adjust the feature on the Site Settings page by clicking on the “Virto HTML5 Bulk File Upload Settings” link.

Site Settings

Users and Permissions

- [People and groups](#)
- [Site permissions](#)
- [Site app permissions](#)

Web Designer Galleries

- [Site columns](#)
- [Site content types](#)
- [Master pages](#)
- [Composed looks](#)

Site Administration

- [Regional settings](#)
- [Site libraries and lists](#)
- [User alerts](#)
- [RSS](#)
- [Sites and workspaces](#)
- [Workflow settings](#)
- [Site Closure and Deletion](#)
- [Term store management](#)
- [Popularity Trends](#)
- [Content and structure](#)
- [Translation Status](#)
- [Virto Active Directory Service Settings](#)
- [Virto Html5 Bulk File Upload Settings](#)
- [Virto Bulk Downloader settings](#)
- [Virto Bulk Upload settings](#)
- [Virto Event Viewer](#)

The settings adjustment is similar to the web part’s adjustment.

Virto Html5 Bulk File Upload Settings

Follow Settings

Always follow the bulk upload settings as defined by the web administrator.

Always follow parent 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

Maximum File Size

Specify maximum size allowed for a single file upload.

Maximum file size (0 - No Limit)

MB

Maximum Upload Size

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

Maximum upload size (0 - No Limit)

MB

Allowed File Types

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

Allowed file types (Empty - No Limit)

Save

Cancel

Version Release History

Release Date	Version	Description
2022-05-17	v. 1.6.51	[-] IE layout has been fixed
2022-03-17	v. 1.6.50	[-] Save settings configuration issue has been fixed
2022-03-15	v. 1.6.49	[-] The site settings disable ribbon button option saving issue has been fixed [*] The allowed list types configuration option has been removed
2022-03-03	v. 1.6.48	[+] Hide Bulk Uploader option for Site and List configuration has been added
2022-03-02	v. 1.6.47	[-] The configuration issue for Tasks and Calendars has been fixed
2022-02-17	v. 1.6.46	[-] The serialization issue has been fixed
2022-02-15	v. 1.6.45	[+] The allowed list types configuration option has been added
2021-12-27	v. 1.6.44	[-] The permission issue has been fixed
2021-11-06	v. 1.6.43	[+] Check-in files on upload configuration option has been added
2021-09-10	v. 1.6.42	[-] Load folder validation has been fixed
2021-09-01	v. 1.6.41	[+] Added message box on adding invalid files and folders
2021-08-20	v. 1.6.40	[*] Prevent uploading empty folders (using file validator)
2021-08-18	v. 1.6.39	[-] Folder and file name length validation on drag and drop folders has been fixed
2021-08-18	v. 1.6.38 v. 1.6.37	[-] Folder and file name length validation has been fixed
2021-08-18	v. 1.6.36	[-] Folder and file name length validation has been fixed [*] Browse for folder has been changed
2020-11-03	v. 1.6.35	[*] Folder name length validation has been added.

2020-09-29	v. 1.6.34	[+] Option to ignore files by name while uploading has been added to the configuration.
2020-09-29	v. 1.6.33	[+] File name length validation has been added.
2020-09-25	v. 1.6.32	[-] Fixed internal issues and bugs.
2020-09-22	v. 1.6.31	[-] Fixed issue with invalid chars in folders names.
2020-08-07	v. 1.6.30	[-] Callout style has been fixed.
2020-08-06	v. 1.6.29	[+] Folder files validation information has been added.
2020-08-05	v. 1.6.28	[+] Server blocked file types validation has been added.
2020-07-30	v. 1.6.27	[-] Issue with folder uploading has been fixed.
2019-07-10	v. 1.6.24	[*] Linked global configuration (Farm level) max-upload file size with Web Application property
2019-07-02	v. 1.6.23	[-] Fixed app error on writing ULS logs
2019-06-13	v. 1.6.22	[*] Auto major check-in for document libraries items.
2019-05-31	v. 1.6.21	[+] Added support for IE Lookup Control (Rendered as input instead of selecting).
2019-04-10	v. 1.6.20	[+] Added support to upload files with 50+ mb size.
2019-02-28	v. 1.6.19	[*] fixed uploading with required fields
2018-11-30	v. 1.6.18	[*] fix support for uploading files to folders with ' symbols in names
2018-08-20	v. 1.6.17	[+] added support for uploading Video files with Video content type
2018-08-08	v. 1.6.16	[-] fixed bug with uploading to lists with active workflows
2018-07-12	v. 1.6.14	[+] added support for auto checkout and content approval
2018-06-14	v. 1.6.13	[-] fixed bug with not required Choice field
2018-05-15	v. 1.6.12	[*] added support to specify ListId and folder via query string
2018-05-11	v. 1.6.11	[*] changed method for update item fields
2018-05-03	v. 1.6.10	[-] fixed bug with setting properties via url
2018-04-25	v. 1.6.8	[-] fixed bug with clean properties

2018-04-16	v. 1.6.6	[*] updated French localization [+] added validation for max file name length
2018-04-02	v. 1.6.5	[-] fixed bug with web part settings [+] added French localization
2018-03-16	v. 1.6.4	[-] fixed bug with date field
2018-01-16	v. 1.6.3	[+] added Field Description to Edit Item Form
2018-01-11	v. 1.6.2	[-] fixed MultiChoice Field Rendering
2017-08-23	v. 1.6.1	[-] fixed bug with increasing version
08/17/2017	v. 1.6.0	[+] added the option to upload files to the List Item as attachments
08/13/2017	v. 1.5.1	[-] fixed the bug with the "Predefine values" dialog [-] fixed the bug of opening the Item Edit Dialog after uploading [-] fixed Required field mode when taxonomy fields exist
07/10/2017	v. 1.5.0	[*] updated handling taxonomy fields. Moved to server side.
03/01/2017	v. 1.4.7	[+] fixed the bug with required and hidden fields in the content type scope
02/27/2017	v. 1.4.6	[+] increased performance
02/27/2017	v. 1.4.5	[-] don't show content types which are hidden in the New Button in the Item Edit dialog [-] don't show hidden fields in the Item Edit Dialog
02/16/2017	v. 1.4.4	[+] increased performance
02/16/2017	v. 1.4.3	[-] fixed a bug with creating the configuration list under an user which don't have permissions
02/16/2017	v. 1.4.2	[-] fixed error when predefined values are missed when change the Content Type
02/15/2017	v. 1.4.1	[-] fixed error when predefining the Content Type
02/14/2017	v. 1.4.0	[+] updated the Item Edit Dialog. The displayed fields depend of selected content type.
02/13/2017	v. 1.3.12	[*] updated the check permissions mechanism
11/29/2016	v. 1.3.11	[-] fixed the "Ensure Folder" method [-] fixed adding a folder with subfolders using button
11/23/2016	v. 1.3.10	[+] added German localization
11/22/2016	v. 1.3.9	[+] added the farm level configuration [+] added the option to determine users who can update the configuration
11/14/2016	v. 1.3.8	[-] has been fixed error with determining filled required fields

11/11/2016	v. 1.3.7	[+] added the "Prevent to upload files without filled out required fields" checkbox
08/25/2016	v. 1.3.6	[-] an apostrophe symbol and an ampersand (&) symbol have been added to restricted symbols
08/09/2016	v. 1.3.5	[-] fixed bug with folders which contain more than 100 items [+] expand by default a root node in the "Folder Picker" [+] added a sorting of folders in the "Folder Picker" [+] add a spinner when large folders dropped
07/08/2016	v. 1.3.4	[-] fixed bug with invalid characters in folders names
07/06/2016	v. 1.3.3	[+] added the option to upload only folder structure using drag and drop in Chrome browser
06/07/2016	v. 1.3.2	[-] has been fixed bug with calculating total upload size for folders
03/06/2016	v. 1.3.1	[+] has been added renewal the Request Digest before any post request
01/06/2016	v. 1.3.0	[+] has been added the option to add folder in Chrome and Edge browsers
12/18/2015	v. 1.2.4	[-] have been fixed bug with date formats while uploading file [-] release scripts were not minimized [*] using originalEvent if it exists in the drag event [+] added support for multiple date formats from query string: "dd/MM/yyyy HH:mm:ss", "dd/MM/yyyy HH:mm", "dd/MM/yyyy", "dd/MM/yyyy hh:mm:ss tt", "dd/MM/yyyy hh:mm tt"
10/28/2015	v.1.2.2	[-] have been fixed bug with a predefining DateTime field from Query String
10/12/2015	v.1.2.1	[-] have been fixed order of fields of edit
2/10/2015	v. 1.2.0	[+]Predefined values from query string added. [+]Predefined fields values added
09/02/2015	v.1.1.1	[+]Added predefined fields, which are available to uploaded files editing.
07/15/2015	v.1.1.0	New license manager
06/17/2014	v.1.0.0	First Public Release