



DATASHEET · CAPTURE · IMPORT & MIGRATION

Uploading the old archive file by file? One job brings in the whole folder.

The import wizard brings existing files into a Workspace in one go: from a ZIP archive, a folder on your Storage Mount or an email mailbox. With a preview before the start, duplicate matching and a report. Built for the move into the AI-DMS.

AT A GLANCE

Up to 2,000 files per job, a ZIP up to 5 GB, subfolders included: a preview before the start, SHA-256 matching against duplicates, live progress and a report for every job.

01 · WHAT IT IS ABOUT

Old files are scattered. One job brings them in.

Exports from the old DMS, scan folders on the server, years of files on the NAS. Uploading file by file takes days. The import wizard reads the source, shows up front what is coming, skips duplicates and files every document in the target Workspace, where it is processed.

SOURCES

ZIP archive from your computer, a Storage Mount folder (SFTP, S3, WebDAV), an email mailbox

SCOPE

Up to 2,000 files per job, ZIP up to 5 GB, single file up to 200 MB

RESULT

Every file as a document in the target Workspace, processed at its AI-DMS tier

ACCESS

Web app, REST API and MCP; included from the Starter plan



Three sources

A ZIP via **Computer & Network**, a source folder from a **Storage Mount** including subfolders, or a mailbox folder via **Email Archive**.

Preview before the start

The Review step shows the file count, total size, folders and the **File preview (first 20)** before a single file is brought in.

Duplicates via SHA-256

Files with identical content that already sit in the target Workspace are skipped. The option is on by default and can be switched off.

Live progress

Files per second, MB per second and what remains, for as long as the import runs. **Cancel Import** stops it, and everything brought in so far stays.

A report for every job

At the end, the report shows how many files were imported, skipped or failed. Every job keeps its details.

Processed like the Workspace

Every file runs through the AI-DMS tier of the target Workspace. The original folder path stays with the document as metadata.

02 · HOW IT WORKS

Four steps. Then the archive moves in.

The wizard starts in the target Workspace. For servers and buckets, first create a connection as an import source under Storage Mounts.

1

Open the wizard

Under **Document AI** › **Workspaces**, select the target Workspace, then **Actions** › **Import Documents**.

2

Choose the source

Computer & Network for a ZIP archive, **Storage Mount** for a folder on a server or bucket, **Email Archive** for a mailbox.

3

Review

Check the file count, size and folders, keep **Automatically skip duplicates (hash-based)** ticked and confirm the processing.

4

Import

Progress shows live. Afterwards, the report shows what was imported, skipped or failed.

TECHNICAL DATA

FEATURE	DETAILS
Sources	ZIP archive, Storage Mount via SFTP, S3 or WebDAV, email mailbox via IMAP with password
Limits per job	Up to 2,000 files, ZIP up to 5 GB, single file up to 200 MB
Read by AI-DMS	PDF, Office, OpenDocument, RTF, TXT, CSV, images such as JPG, TIFF and HEIC, EML, MSG, JSON, XML
Stored	Audio and video files are saved as files in the Workspace
Duplicates	SHA-256 matching in the target Workspace, on by default
REST API	import/upload-source, import-create, import-scan, import-start, import-status, import-cancel
MCP tools	po_import_create, _scan, _start, _status, _cancel, _jobs_list and po_ingest_email

03 · IN PRACTICE

One move, three patterns. How teams go about it.

Moving off the old DMS

The old system exports the documents as ZIP files. One job per year brings them into the Archive Workspace, and duplicates from overlapping exports drop out along the way.

A server folder in stages

The scan folder on the server is ready via an SFTP mount. For more than 2,000 files, the team creates one job per subfolder and reviews each report.

Bringing in a mailbox archive

The Invoices folder of an old mailbox comes over once via [Email Archive](#) into accounting. Each email arrives with its attachments as separate documents.

FREQUENTLY ASKED QUESTIONS

Does my folder structure carry over?

The files go into the target Workspace, and the original folder path stays with each document as metadata, so you can always tell where a file came from.

And if the files should stay where they are?

Then use a Connector in Index mode instead of an import. The originals stay on your storage, and PaperOffice reads them for search and the agent.

What if more than 2,000 files are coming?

Split the archive into several jobs, for example one per subfolder or year. Each job has its own report.

Which plan do I need?

The import wizard is included from the Starter plan. Billing is by usage, with processing depending on the AI-DMS tier. The pricing page has the details.

GET STARTED

Bring in your first archive today

Create an account at app.paperoffice.ai, create a target Workspace and choose [Actions › Import Documents](#) there. A small ZIP is enough for a first test.

paperoffice.ai/en/ai-import-migration-bulk-import-documents



MORE ABOUT THE MODULE

paperoffice.ai/en/ai-import-migration-bulk-import-documents

PRICING

paperoffice.ai/en/pricing

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