

# Installation v7.0.3 (base software) and up

Go to the following admin tool page:

ADDONS > MANAGE ADDONS

You will see three sections to that page. Look for the bulk uploader addon within the bottom "not installed" section and click the "install" button next to the bulk uploader. Once that is done and the page refreshes click the "enable" button.

You can now start using the bulk uploader.

## Installation pre v7.0.3

Follow the steps below to install the Bulk Uploader Addon:

1. Log in to your Client Area on the [geodesicsolutions.com](https://geodesicsolutions.com) website.
2. Each Addon is associated with a Product Order. Therefore, click on the "View" link for the Product associated with the Addon. You should then see the Addon at the bottom of the page available to download.
3. Download & un-zip (extract) the Addon package to a location on your pc's hard drive. The unzipped folder should contain additional folder(s) and file(s).
4. Using an FTP client, upload the contents of the Bulk Uploader Addon folder into the addons directory located at the root of your software install. For example, when you ftp into your domain on the server, browse to the location on your server where the rest of the Geodesic software is located and find the addons directory. FTP this Addon's contents (folders and files) from your pc directly into the "addons" folder on your server. You should now have a "bulk\_uploader" folder within your software's "addons" folder.
5. Inside that new "bulk\_uploader" folder you have just FTP'd to your server, is another folder named "uploads". Change the permission settings (usually "right-click, CHMOD") for the "uploads" folder to "777".
6. A "Bulk Uploader" Install option will appear under your addon management tool at the Admin's Control Panel. Go ahead and click on "install". Once installed you can now enabled the addon by clicking in the "Enable" link at the addon management tool, you will now see a "Bulk Uploader" link under "Manage Addons" menu.
7. Installation is now complete. You can now continue with the Bulk Uploader's Settings for further instructions on how to perform an upload.

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