

Uploading Files:

File Types and Sizes Supported in UnitusTI

Area of Upload	Supported File Types:	Max size per file	Max No. of Files	Where to Access
Center Documents	.doc/.docx .jpg/.jpeg .mov .mp3 .pdf .png .xls/.xlsx .wav .pptx	30mb	n/a	Center / Center Documents
Center Logo	.jpg/.jpeg .png	<100 kb	1	
Client Documents	.doc/.docx .jpg/.jpeg .mov/.mp4 .mp3 .pdf .png .xls/.xlsx .wav .pptx	30mb	n/a	Center / My Clients / Client Information page for selected client <i>(locate the client and then select the Update icon to access Client Information page; add a picture at the top of the client information page)</i>
Client Profile - profile image	.jpg/.jpeg .png	200x200 pixels	1	Center / My Clients / Client Information page for selected client

Comments	.doc/docx .eml .jpg/jpeg .m2v .mp4 .pdf .txt .xls/xlsx .wmv .pptx	4mb	1	Run / Run Program / Comments (button at top of page)
My Documents	.doc/.docx .jpg/.jpeg .pdf .png .mov .mp3 .xls/.xlsx .wav	30mb	n/a	My Workspace / My Documents
Program Template: Supplemental Information	.jpg/.jpeg .m4a .mp3 .pdf .png <i>Note: Videos are not uploaded as files in this area - add the "Video Reference" additional field for video URL addresses (e.g. YouTube links)</i>	30mb	n/a	Program Templates / (after saving) tab Supplemental Information

Session Notes	.csv .doc/docx .eml .jpg/.jpeg .pdf .png .mov .mp4 .mp3 .txt .xls/xlsx .wav .pptx	10mb	n/a	Center / Center Clients / select Session Notes icon <i>or</i> Run / Run Program / select Session Notes icon
User Documents	.doc/.docx .jpg/.jpeg .mov .mp3 .pdf .png .xls/.xlsx .wav .pptx	30mb	n/a	Center / User List (select User / Update Account icon)
User Profile - profile image	.jpg/.jpeg .png	200x200 pixels	1	Center / User List (select User / Update Account icon)
Helping Friends - Song upload	.mp3	1MB		Toolset - Helping Friends
General notes:	<i>Any file you upload that already has a password protecting it will retain that password protection when downloaded from UnitusTI and will require that password to open. Be sure to provide the password to the party who is downloading it.</i>			