

CoCounsel Release Notes: 8/21/23

Released:

Upload Zips

You will now be able to upload zipped files in CoCounsel. Uploading zipped files can be used for skills that allow document uploads: "Review documents," "Extract contract data," "Contract policy compliance," and "Summarize." Please keep in mind that uploading zipped files does not apply to AllSearch databases. This feature only applies to files uploaded within skill runs.

Below are parameters, basic instructions for how to use this feature, and potential error messages you may encounter to aid you in this process.

Pre-Step: Ensure you have compatible files

Please ensure that you upload compatible file types before using this feature:

- .doc, .docx
- .pdf
- .txt

Step 1: Compress your file, upload it to CoCounsel

Open your skill of choice ("Review documents," "Extract contract data," "Contract policy compliance," or "Summarize") and upload or drag-and-drop your zipped files (shown in the green box in the screenshot below).

Summarize			×
Upload up to 200 documents			
Select previously uploaded files			~
Upload your files of The following file .doc, .doc	or drag and drop here types are supported: s, .pdf, .txt, .zip		
File name	Туре	Size	
PDFs copy 2 - 189 files compatible.zip	8	890.35 MB	ii ii
nonzip12statrpt copy 2.pdf	PDF	2.81 MB	ii.
nonzip 11statrpt copy 2.pdf	PDF	3.03 MB	Ξ.
		1–3 of 3	$\langle \rangle$
← See other upload options		Sumr	narize

Once your upload finishes, you can click on the bottom right button (shown in the orange button in the screenshot above) to proceed to the next step.

Step 2: Review Zipped files, confirm # of files

After your zipped files are uploaded, CoCounsel will scan your zipped files to check if they are compatible:

Summarize	X
Review .zip files	
	Summarize
brier Summary:	

After your zipped files are reviewed, CoCounsel will decompress your files. Here is where you can confirm the number of files you uploaded, shown in the screenshot below:

eview .zip files			
he following files were extracted:			
File name	Туре	Size	Source zip file
asr2004.pdf	PDF	2.45 MB	PDFs copy 2 - 189 files compatible.zip
combatting_white-collar_crime_and_fraud copy.pc	PDF	1.13 MB	PDFs copy 2 - 189 files compatible.zip
STATISTICAL_REPORT_FISCAL_YEAR_1959 copy.p	PDF	6.03 MB	PDFs copy 2 - 189 files compatible.zip
marchmissing_or_murdered_indigenous_persor	PDF	2.02 MB	PDFs copy 2 - 189 files compatible.zip
17statrpt (1) copy.pdf	PDF	800.61 KB	PDFs copy 2 - 189 files compatible.zip
STATISTICAL_REPORT_FISCAL_YEAR_1983 copy.p	PDF	4.05 MB	PDFs copy 2 - 189 files compatible.zip
STATISTICAL_REPORT_FISCAL_YEAR_1982 copy.p	PDF	3.84 MB	PDFs copy 2 - 189 files compatible.zip
environmentalcrimes_0 copy.pdf	PDF	2.03 MB	PDFs copy 2 - 189 files compatible.zip
STATISTICAL_REPORT_FISCAL_YEAR_1966 copy.p	PDF	5.54 MB	PDFs copy 2 - 189 files compatible.zip
STATISTICAL_REPORT_FISCAL_YEAR_1967 copy.p	PDF	3.47 MB	PDFs copy 2 - 189 files compatible.zip
			1–10 of 189 <

Note: This step will only show the number of files included in your zip. If you also include non-zipped files, you will not see them in this pop-up. Rest assured non-zipped files will be included in your skill run (Step 3).

Step 3: Run skill with files

After uploading your zipped and unzipped files, you can proceed to run the skill.

casetext

nonzip12statrpt copy 2.pdf
nonzip 11statrpt copy 2.pdf
asr2004.pdf
combatting_white-collar_crime_and_fraud copy.pdf
STATISTICAL_REPORT_FISCAL_YEAR_1959 copy.pdf
marchmissing_or_murdered_indigenous_persons_legal
17statrpt (1) copy.pdf
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File upload limits for skills

Below are file limits for each skill that supports file uploads. Exceeding these limits will produce errors. Please keep these limits in mind as you utilize CoCounsel to reduce errors.

- "Summarize" & "Review documents" 200 files
- "Contract policy compliance" 10 files
- "Extract contract data" 100 files

Error Messages

Below are some error messages you may encounter and recommended troubleshooting steps. Error messages will usually occur in Step 2 - Review zipped files.

Error - Too many files:

If you upload a zipped file exceeding skill thresholds, you will see error messages.

"Summarize" & "Review documents" - 200 files:

🕒 Su	mmarize	×
Revi	ew .zip files	
!	Too many files CoCounsel cannot process more than 200 files at a time. Please consider uploading files in smaller batches.	ок
		Summarize

"Extract contract data" - 100 files

Eq. Extract Contract Data		×
Review .zip files		
Too many files CoCounsel cannot process more than 100 files at a time. Please consider uploading files in smaller b	atches. OK	
	Enter questions	S
The document discusses the work of United States Attorneys in	zuiz, peginnin	q by

"Contract policy compliance" - 10 files

Contract Policy Compliance	ot (1) copy.pdf	>
G contract oney compliance		
Review .zip files		
Too many files CoCounsel cannot process more than 10 files at a time. Please consider uploading files in sr	maller batches.	ок
	Enter	policies
The document discusses the work of United States Attor	neys in 2012, beg	ginning by

Recommended step:

Decompress your zipped file, remove files to meet the skill's-file limit, re-zip your files, and upload to CoCounsel.

Error - Unsupported file type:

If you upload a zipped file containing incompatible files (i.e. .xls, .png, .ppt), you will see this image:



Recommended step:

Decompress your zipped file, remove the unsupported file types, re-zip your files, and retry uploading to CoCounsel.