

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 or drag and drop here

The following file types are supported:
.doc, .docx, .pdf, .txt, .zip

File name	Type	Size
PDFs copy 2 - 189 files compatible.zip		890.35 MB
nonzip12statrpt copy 2.pdf	PDF	2.81 MB
nonzip 11statrpt copy 2.pdf	PDF	3.03 MB

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← See other upload options

Summarize

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:

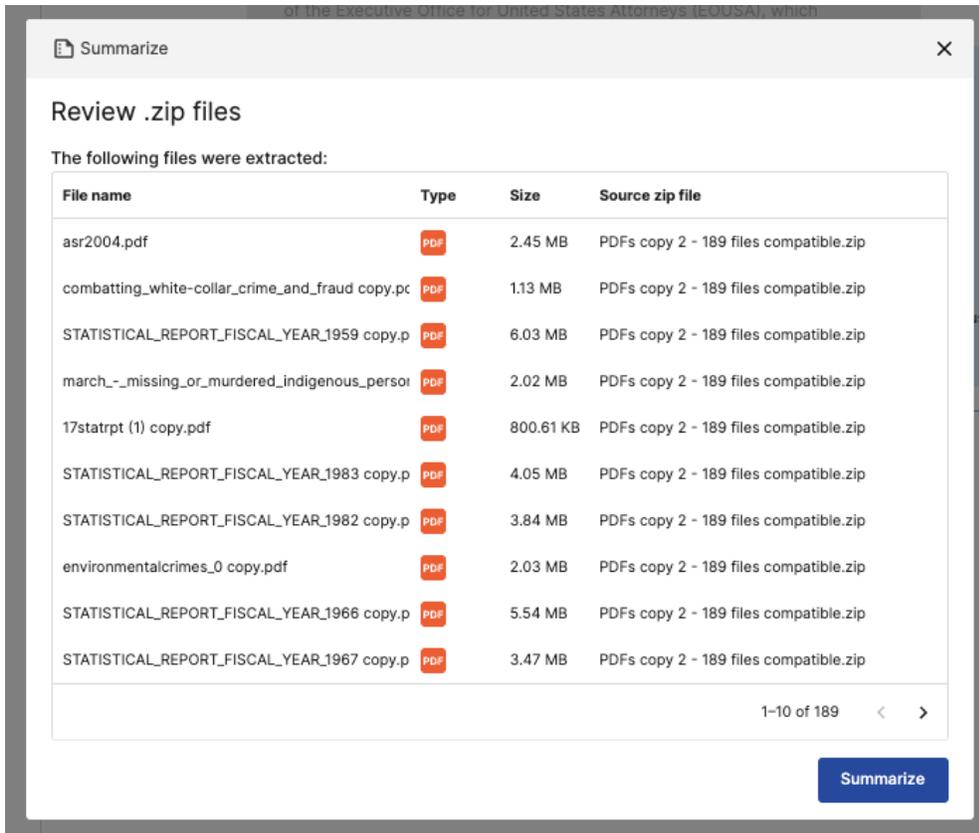
Summarize

Review .zip files

Summarize

Brief Summary:

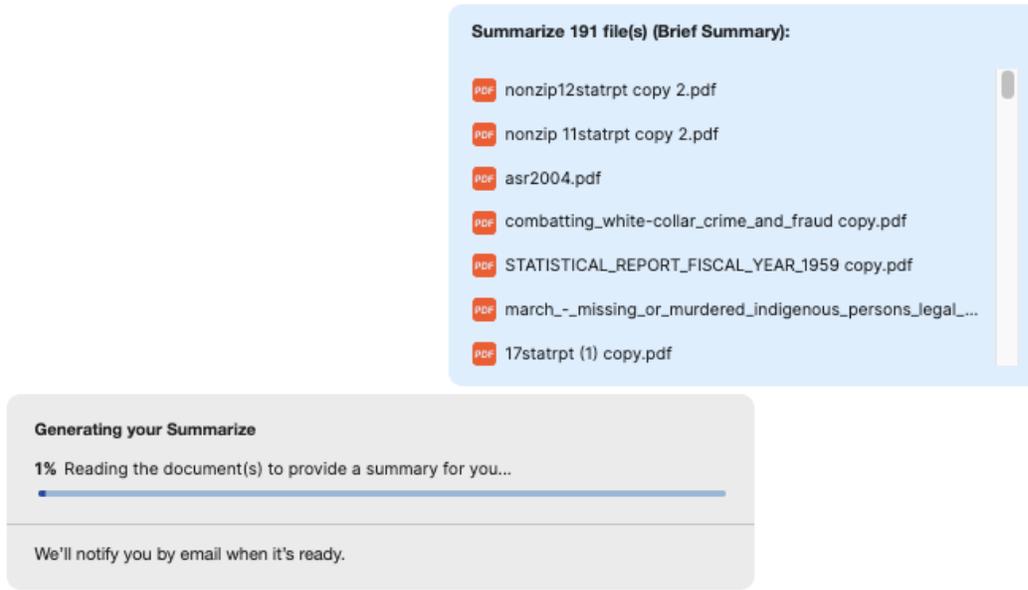
After your zipped files are reviewed, CoCounsel will decompress your files. Here is where you can confirm the number of files you uploaded, shown in the screenshot below:



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.



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

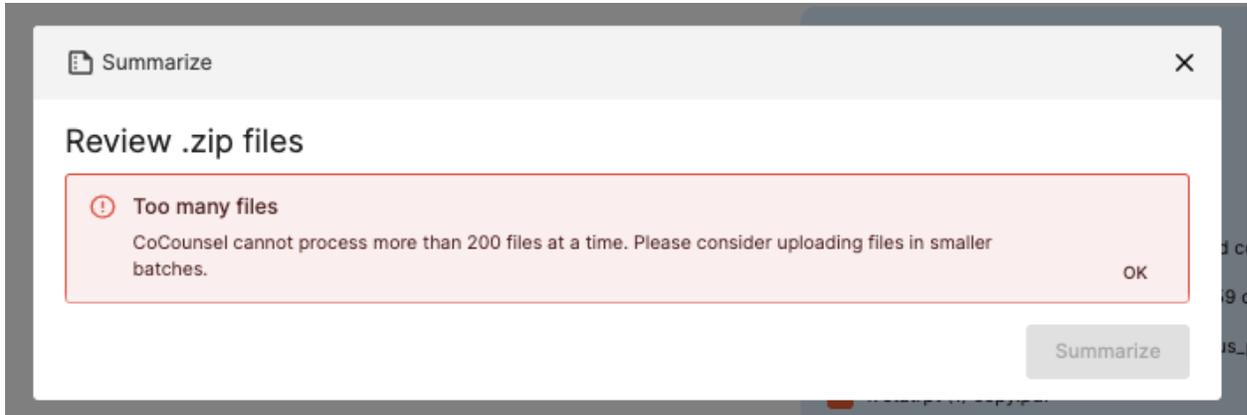
Error Messages

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

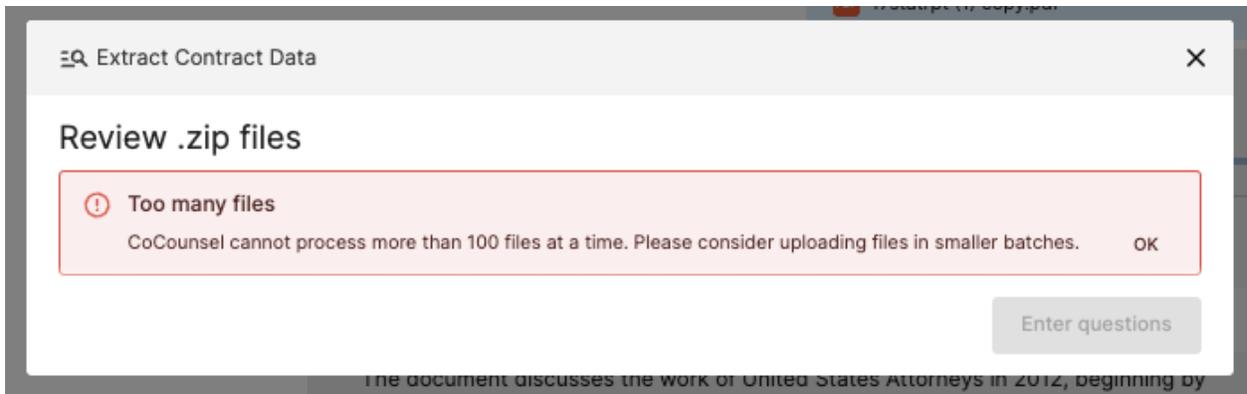
Error - Too many files:

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

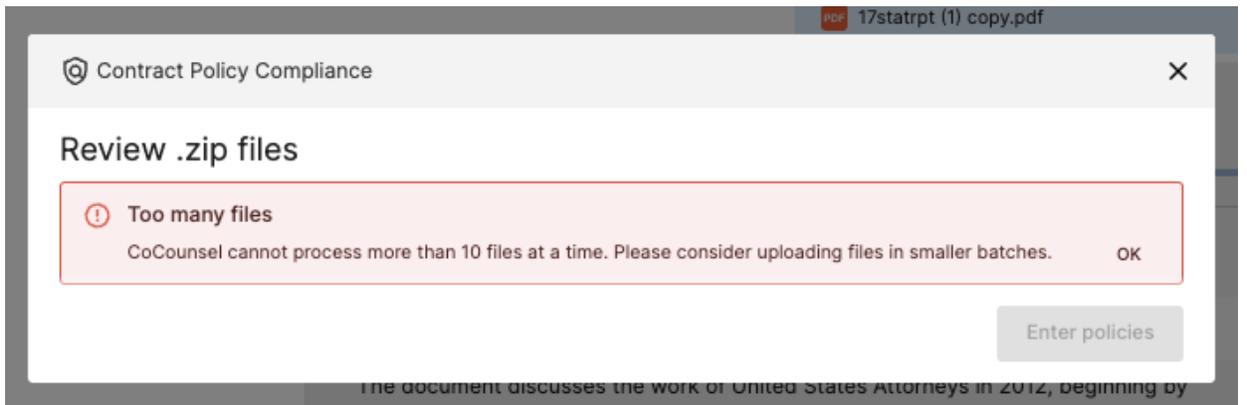
“Summarize” & “Review documents” - 200 files:



“Extract contract data” - 100 files



“Contract policy compliance” - 10 files

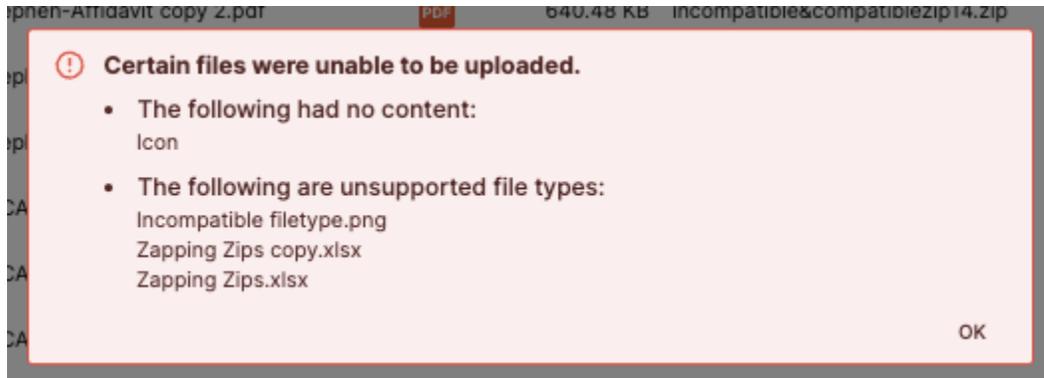


Recommended step:

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.