



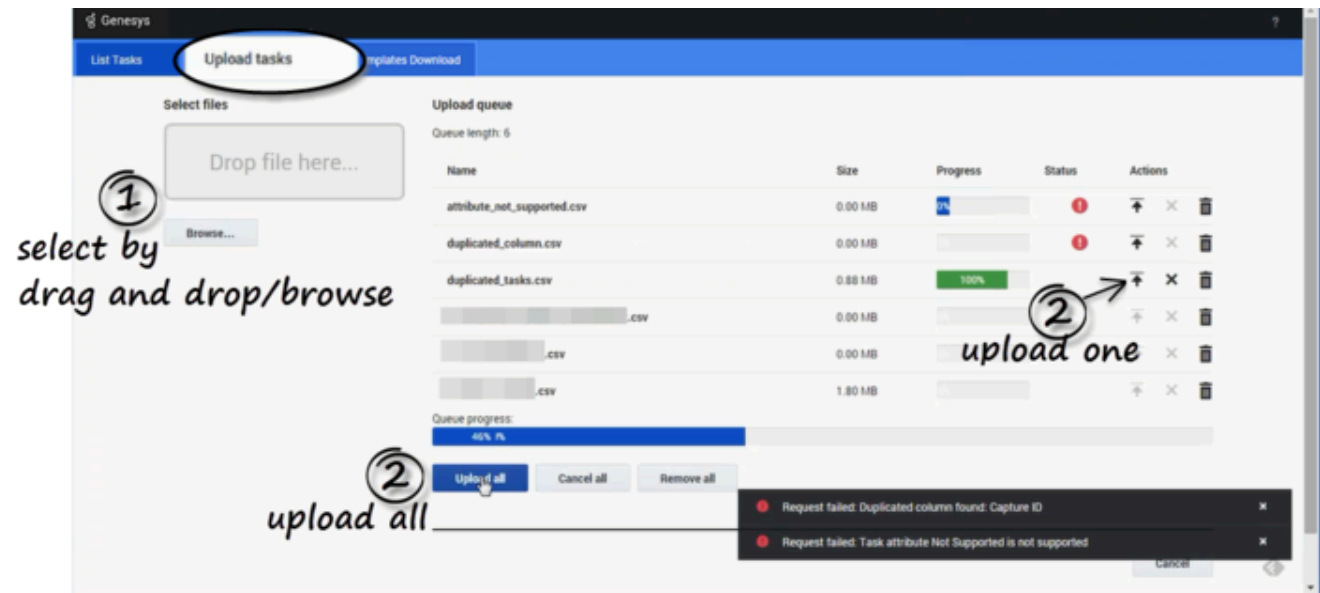
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## iWD Web Help

How do I upload tasks to iWD?

# How do I upload tasks to iWD?

## Uploading tasks to iWD



1. **Either** drag and drop one or more spreadsheet files containing tasks **or** browse your filing system to make a selection.
2. To upload the file(s) to iWD/Interaction Server, click either **Upload All** or upload an individual spreadsheet by clicking on the up-arrow symbol next to it (in the **Action** column). The **Progress** column (showing the progress of the upload to iWD Web) shows either green (complete) or blue (in progress with percentage complete).

## Link to video

Watch this short demo.

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## Notes

- Only .CSV, .XLS and .XLSX file formats are supported.
- View any errors by:
  - Viewing the error pop-ups at the bottom of the screen.
  - Hovering over the status icon.

- Clicking on the hover help to display more detail where available.
  - Go back to the **Jobs List** tab to download files containing errors for diagnosis and correction.
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**See also:**

- [Download a spreadsheet template](#)
- [View status of upload jobs](#)
- [Overview](#)