Agiloft Astra

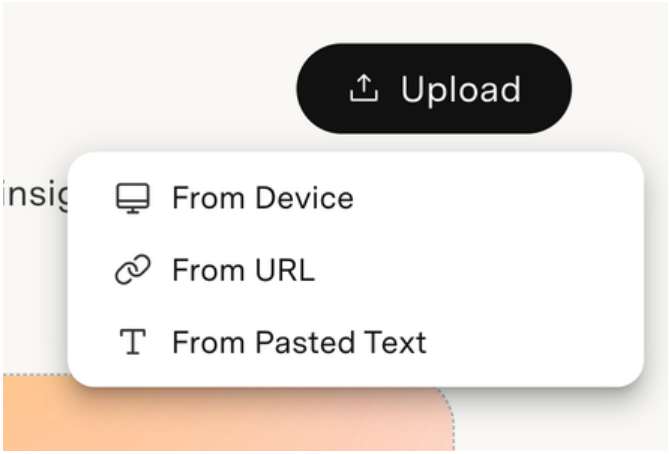
How to Upload Documents

Before You Upload

- ✓ Gather your documents
- ✓ Confirm that you are in the correct workspace

Upload Documents

1. Click **Documents**.
2. **Drag and drop** your documents or select **Upload** and choose one or more documents.
3. Wait for the upload to finish.
4. Confirm that the documents appear in the **Documents** tab.



When your upload is complete, Astra automatically extracts **Core Data Fields (CDFs)** and displays them in the Documents table. CDFs include document type, counterparty, status, effective date, and expiration date.

