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## How do I use the Bulk Upload tool to add filler content to my station(s)?

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One note before we get into the instructions, once installed, enter your username and password (the same username and password that you use to log into the [Client Console](#) to configure the Bulk Uploader).

Once you're ready to use it, just follow these steps and you should be good to go:

1. Double-click the Desktop icon to open the Bulk Uploader Tool
2. Make sure the Trim Silence and Normalize boxes under the Song Info box are checked and selected
3. Click the ellipses ( .. ) button to the right of the GO button to browse your local computer for your fill content
4. Once in the correct directory, highlight the items from the left pane/box that you would like to upload by clicking on each one. You can also SHIFT+CLICK to select multiple items
5. Once all items are selected click the right pointing arrow in the middle of the screen to "put" these file into the upload queue - you'll see the file names listed in the box on the right side of the screen.
6. Choose the station, or stations, that you would like to upload these items to by clicking (or shift+clicking) the proper station(s) from the box in the upper- right corner of the screen.
7. Select the proper category from the category drop down list
8. Set the priority of these items from the Priority Drop down list
9. Choose a default schedule - usually Open Scheduling is the best option for Fill material
10. Select the proper Ad Family from the Ad Families selection box - if you want these items to play in normal Cover, then choose the ENABLE Family.
11. Click the UPLOAD button located in the lower-middle of the screen.

The uploader will take a few minutes to put the files into the proper inventories. once it's finished you should be able to log into the [Injector Manager](#), click the [Injector Manager](#), and see the items in each selected station's inventory.

Hope that helps. Please let us know if you have any further questions or need any further assistance whatsoever.

NOTE: the Bulk Uploader uses an http service to transfer the files to your station. This http service can time out if too many items have been added to the list to be uploaded at one time. The rule of thumb is 20 songs, or roughly 60 minutes of material per upload sessions. More than that, and, depending on the user's local network, a timeout might occur.