

## Ingestion File Upload User Guide

### How to upload files to your site's Ingestion tool.

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[PDF VERSION](#)

Tags | [Content](#) | [Ingestion](#) |

Applies to: Free Basic Business Enterprise

This documentation is for **Stack Internal Enterprise**. Free, Basic, and Business users can access their documentation [here](#). [Find your plan](#).

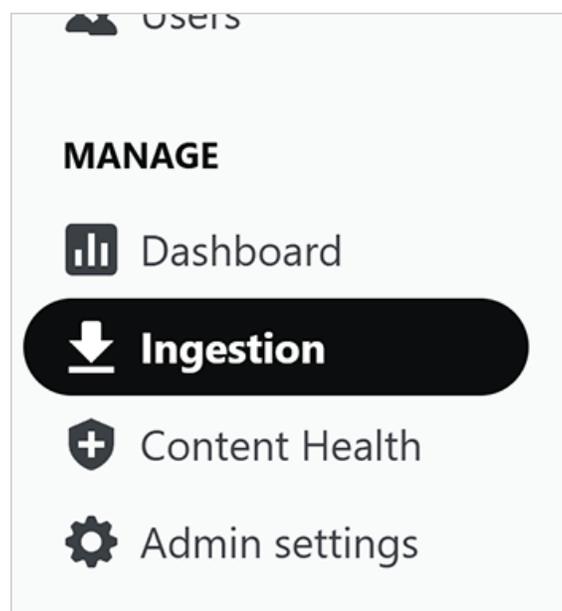
## Overview

Stack Internal's content ingestion feature leverages the power of AI to quickly turn your internal documents into high-quality content on your Stack Internal site. This allows you to take static knowledge scattered across your organization and make it dynamic, accessible content your users can easily locate and integrate into their workflows.

This is the user guide for the ingestion of "ad hoc" uploaded files. For a concise overview of the full Ingestion process, read the [Ingestion Quickstart Guide](#).

## The Ingestion dashboard

To access your site's Ingestion controls, click **Ingestion** in the left-hand menu under the "MANAGE" heading.



The Ingestion dashboard appears, showing the current status and recent history of Ingestion jobs.

# Ingestion

37 posts need review > Upload files

**Q&A created** ⓘ

583

**Published** ⓘ

539

**In review** ⓘ

37

Source	Type	Status	Q&A created	Publish
<a href="#">Launch planning - 2026_03_13 07_40 PDT - Note...</a>	Ad hoc	Completed	7	
<a href="#">Process guide 2025-08</a>	Ad hoc	Completed	13	
<a href="#">P&amp;L 2nd quarter.xlsx</a>	Ad hoc	Completed	4	
<a href="#">Vendor best practices.pdf</a>	Ad hoc	Completed	4	

## File ingestion

To add a new file for ingestion, click **Upload files** in the upper-right corner of the Ingestion dashboard.

Drag one or more files into the "File Ingestion" box, or click **choose your files** to browse for files. You can upload a file in any of the supported file types.



**Drag files here to start ingestion**

[Or choose your files](#)

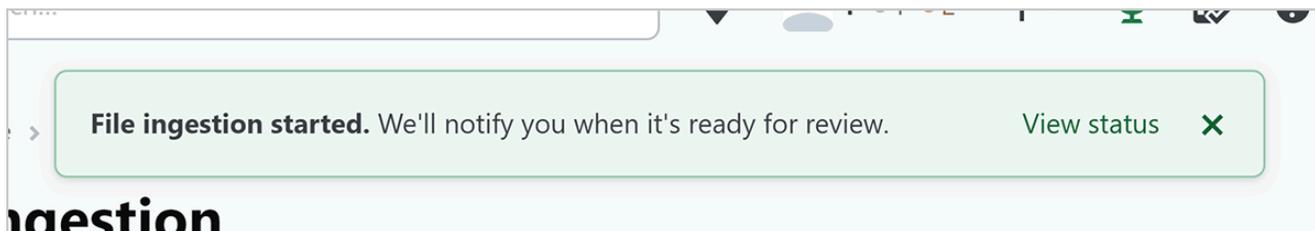
Maximum size: 4 MiB

Supported file types: pdf, html, jpeg, jpg, png, heif, tiff, docx, xlsx, pptx, md

Stack Internal file Ingestion supports the following file types.

File type	File extension
Microsoft Word document	.docx
Microsoft Excel spreadsheet	.xlsx
Microsoft Powerpoint presentation	.pptx
PDF document	.pdf
Image file	.jpeg, .jpg, .png, .bmp, .heif, .tiff
Markdown or plain text file	.md

On successful upload, you'll see a green confirmation message at the top of the page. Click **View status** to see the status of your upload. You can also click **Done** at the bottom of the page to view the Ingestion job list.



You should see your new file listed on the Ingestion dashboard with a status of "Queued" or "Processing".

# Ingestion 37 posts need review >

Upload files

Q&A created

583

Published

539

In review

37

Source	Type	Status	Q&A created	Published
<a href="#">saml_authentication_overview.pdf</a>	Ad hoc	Processing	0	
<a href="#">Screenshot 2026-03-12 at 9.43.58 PM.png</a>	Ad hoc	Failed	0	
<a href="#">Launch planning - 2026_03_13 07_40 PDT - Note...</a>	Ad hoc	Completed	7	
<a href="#">Process guide 2025-08</a>	Ad hoc	Completed	13	

When the ingestion process is complete, you'll see your document's status listed as "Completed". You'll also see the number of Q&A pairs the Ingestion process created from your uploaded content.

Source	Type	Status	Q&A created	Published
<a href="#">saml_authentication_overview.pdf</a>	Ad hoc	Completed	11	
<a href="#">Screenshot 2026-03-12 at 9.43.58 PM.png</a>	Ad hoc	Completed	11	

The newly-created Q&A pairs are in draft status, ready for review and publishing. You can click the file name in the "Source" column to go to the Ingestion review tasks page. To learn about the content review process, read the [Ingestion Review User Guide](#).

**NOTE:** Until a user reviews and publishes new Q&A pairs, they will be visible only to content reviewers.

If you need further support or have questions, contact your site administrator.