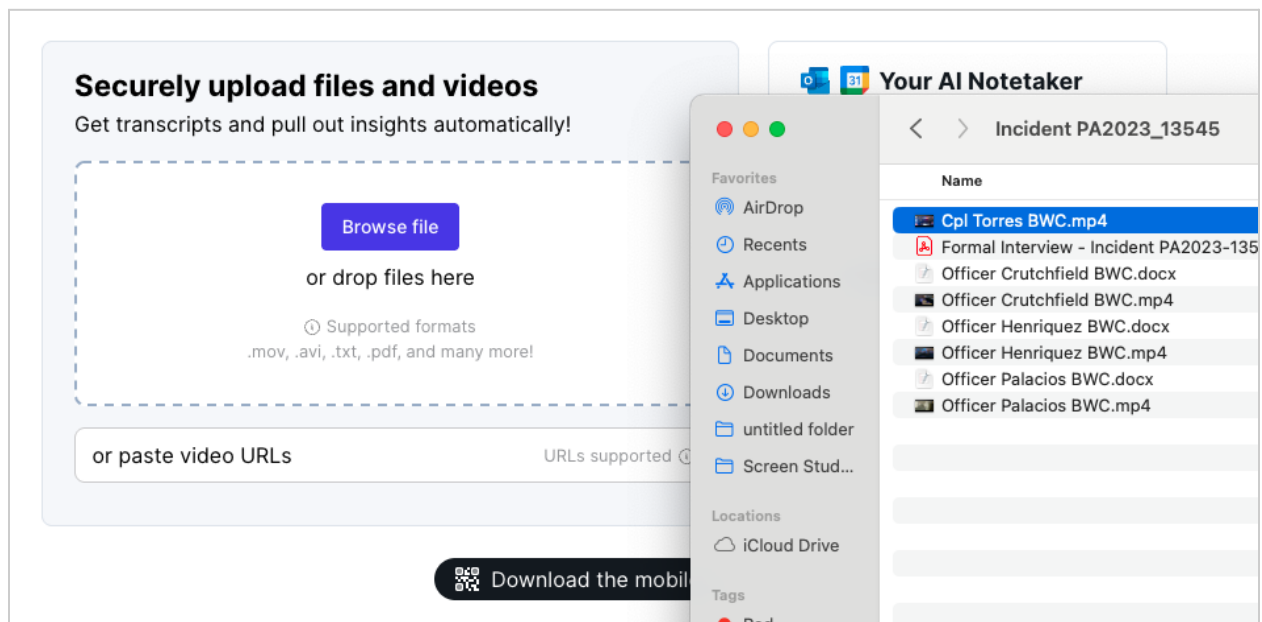


Uploading, Transcribing, Managing, and Sharing Files

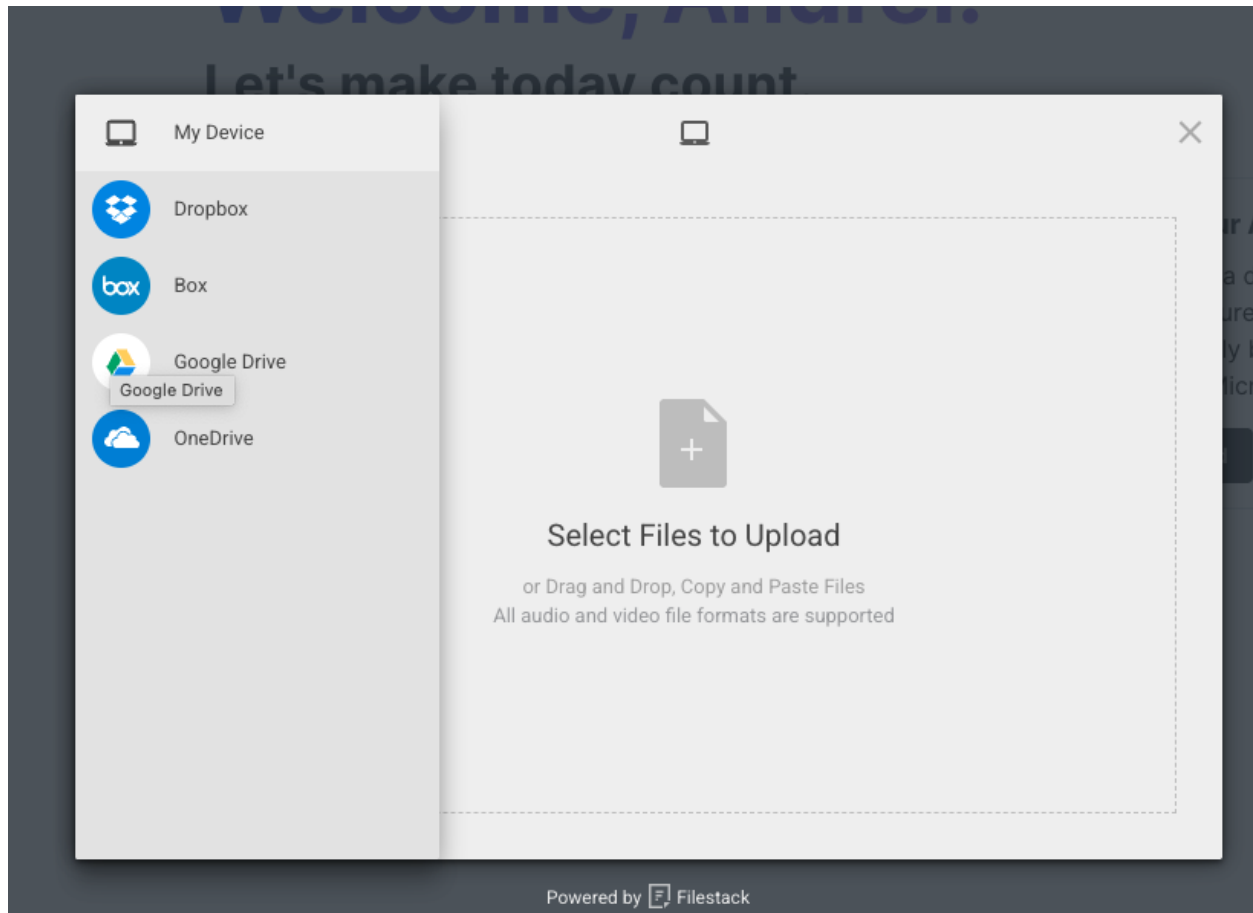
Rev works with all your evidence types - body cam footage, jail calls, police reports, witness statements, and more. **All of these options for upload will also start creating an automatic AI transcript.**

Method 1: Drag and Drop



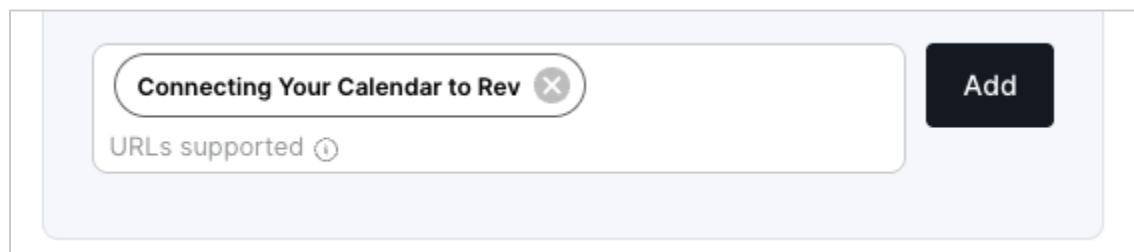
1. Locate your case files on your computer
2. Drag files directly onto the center upload area
3. Rev automatically begins processing each file
4. You can upload individual files or entire case folders at once

Method 2: Cloud Storage Integration



1. Click on your preferred storage service (Dropbox, Google Drive, OneDrive)
2. Sign in to connect your account
3. Select files directly from your cloud storage
4. Files import automatically to your Rev workspace

Method 3: Video Links



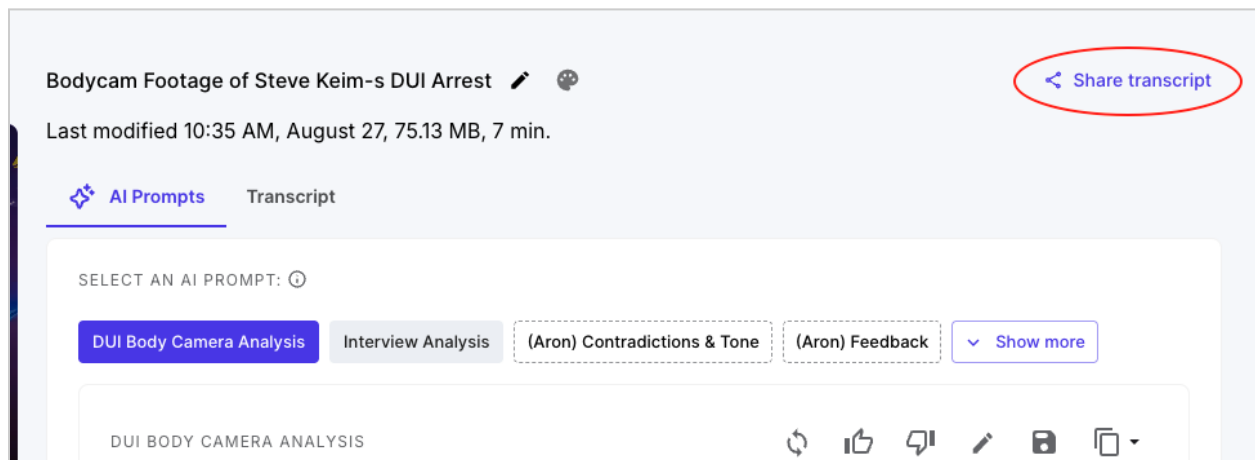
1. Copy video links from YouTube, Vimeo, or other platforms

2. Paste the URL into Rev's upload field
3. Rev downloads and transcribes the video automatically with AI

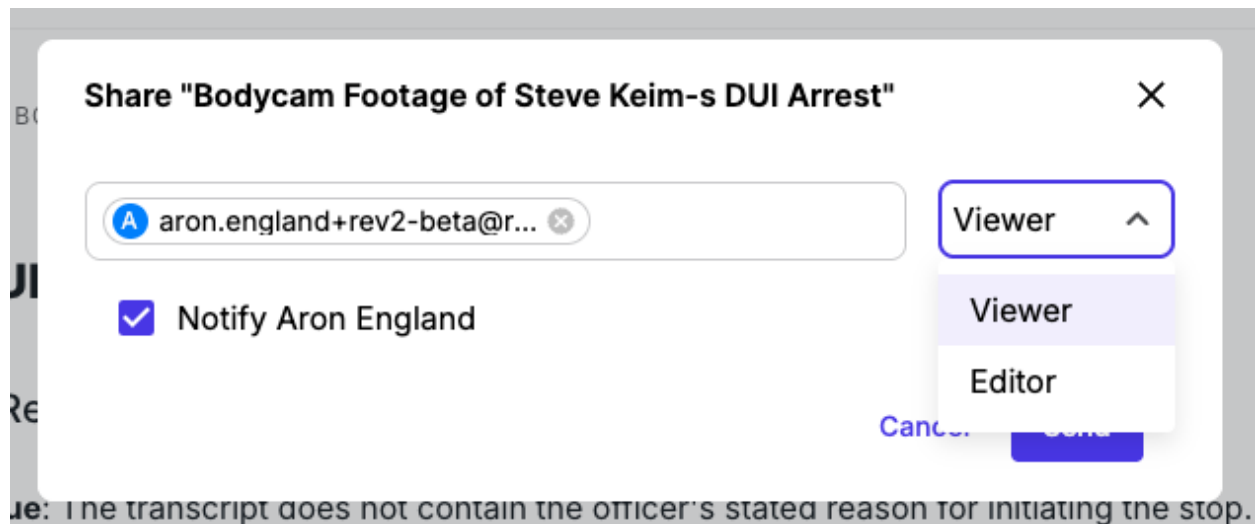
If you want to learn more about uploading files and getting transcripts, follow these links:

Share A File

Every file has a shareable URL that is created when the file is uploaded. File access control is managed by clicking "Share Transcript" in the upper right-hand corner of the transcript editor when you open a file. Users on the access control list of a file can access the file via the shareable URL.

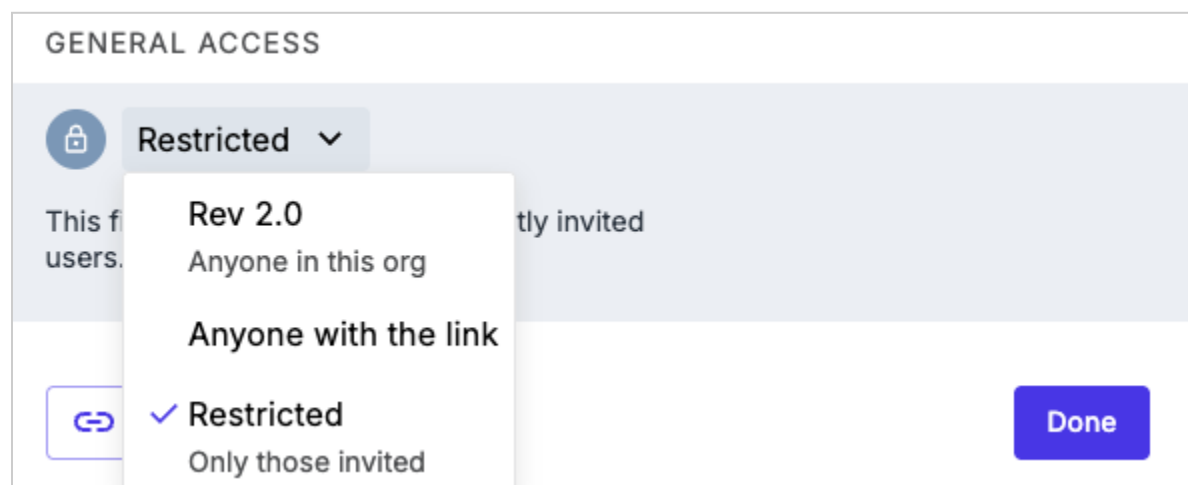


When you open the share module, you can click on copy link or enter an email address to send the link to the person you want to share the file with. If sharing with an email address, you can choose the level of access you'd like them to have—viewer or editor. Select "Send" to complete the process.

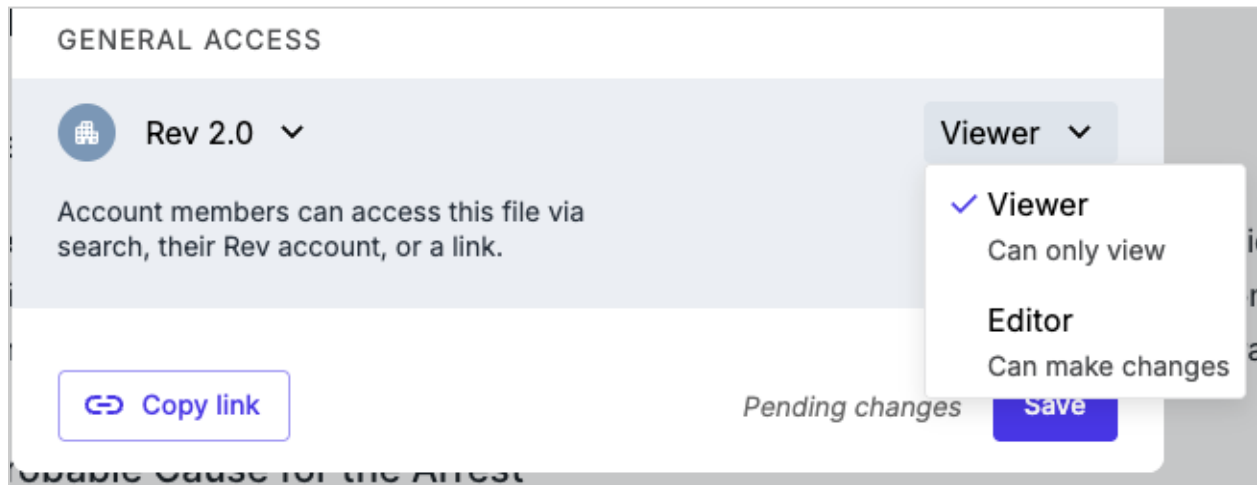


From the Share Module, you can change the general access settings for copied links. There are three General Access options:

- Restricted: Only people whose email address has been added to the access list can access the file, and they must sign in to their own Rev account to access the file.
- Public: Anyone with the share link can access the file and they do not need to be signed in.
- Organization: Only other members of the shared account can access the files.



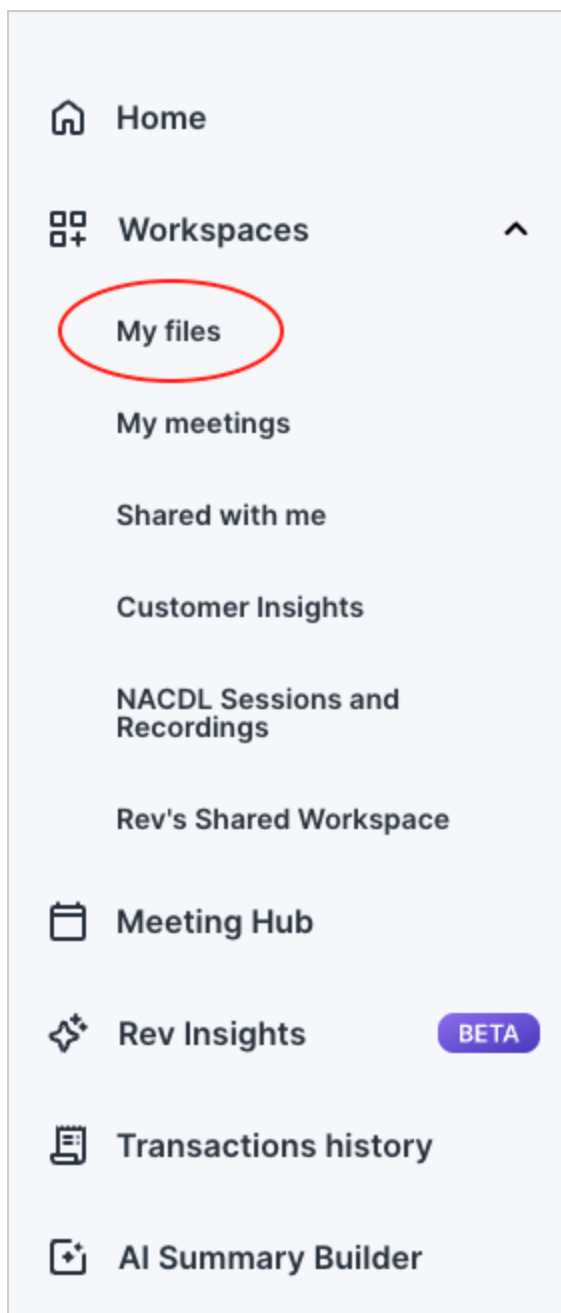
From there, you can decide if the people you are sharing the file with will have viewer or editor access. Click "Save" to save these changes.



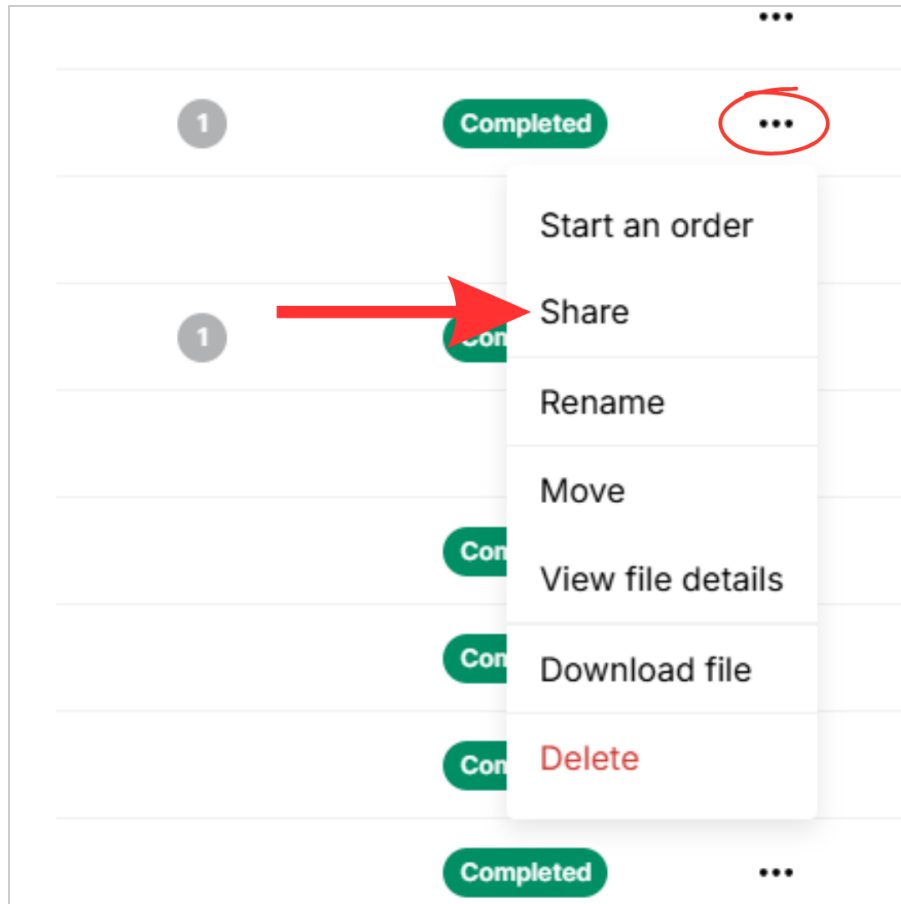
Select who can access the file and whether they can view or edit the file, then click Done.

Share From Your Workspace

Once you've signed into your account, navigate to My Files from the left-hand menu or navigate to the specific workspace containing the files you want to manage.



Find the file you want to share and click the context menu icon **...** next to it. Choose Share from the dropdown menu to open the Share Module.



Managing Existing Shared Files

To manage files you already shared, follow the same steps to share a file and open the Share Module. Here you can modify permissions, remove users, or get a shareable link. Click Save to update the access settings.

Folders

My Files

Workspace

Workspaces / My Files

Move Delete Color Start an order All colors Insights BETA

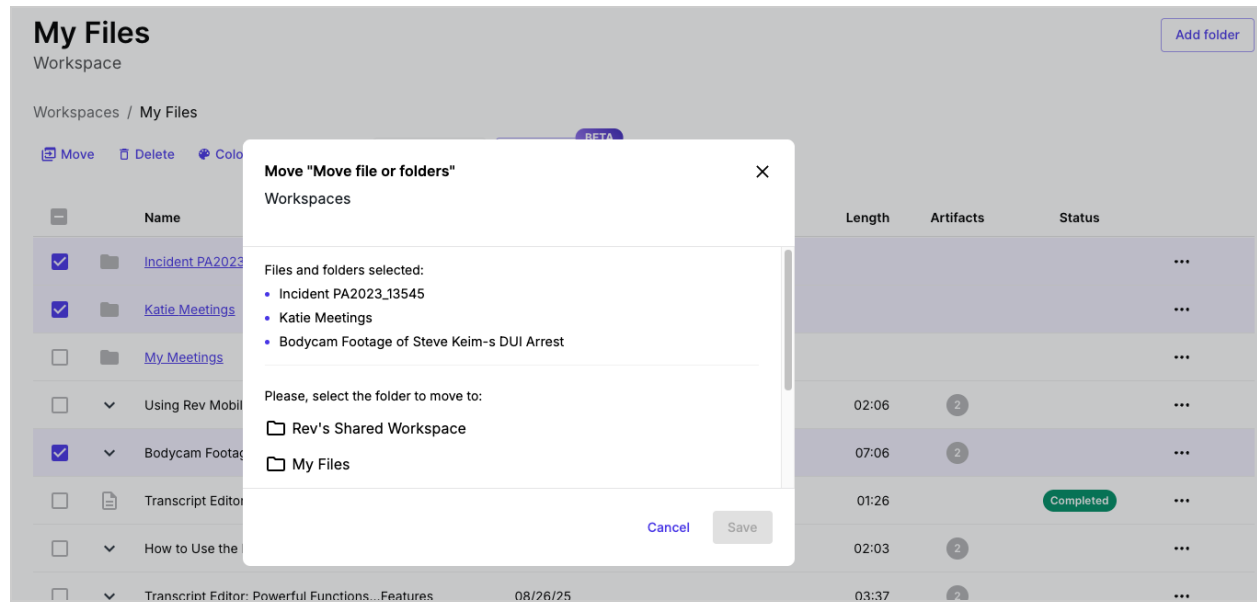
	Name	Date Created	File Type	Length	Artifacts	Status
☒	Incident PA2023_13545					...
☒	Katie Meetings					...
☐	My Meetings					...
☐	Using Rev Mobile App: A Guide	08/27/25		02:06	2	...
☒	Bodycam Footage of Steve Keim-s DUI Arrest	08/27/25		07:06	2	...

From your workspace, you can add a new folder by clicking on Add Folder in the top right corner. In the pop-up menu, type the name of the new folder and then click on Create to add the folder to your workspace.

Once a folder is added to a Workspace, you can use the ellipses menu to the right of the folder name to access the folder settings where you can move, rename, summarize, and delete the folder. If you delete a folder all files in the folder will be permanently deleted, and will not be retrievable.

Move Files & Folders

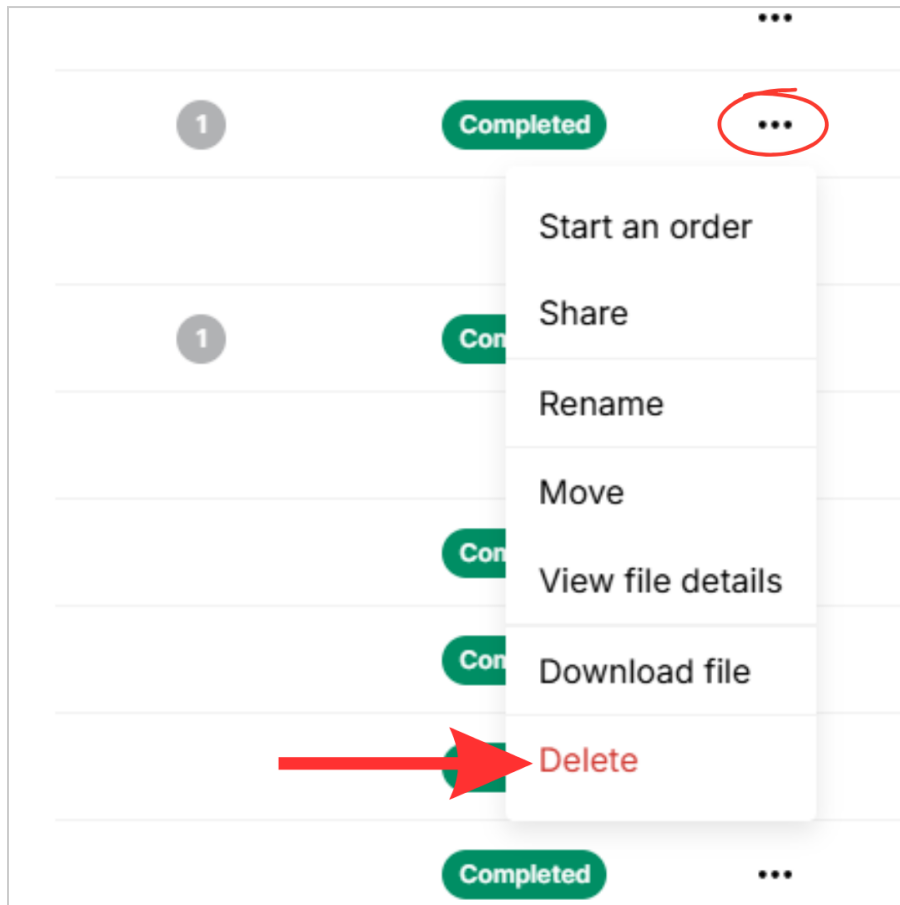
You can move files and folders between workspaces and folders. When you click on the ellipses menu to the right of a file and then select Move, the move menu will pop up with a list of workspaces you can move the file/folder to. Clicking on a workspace will open a list of the folders in that workspace, you can either click on Save to move the file/folder to that workspace or click on a folder name to move the file/folder to that folder, then click Save.



Delete Files & Folders

You can delete files or folders from your account. It's important to note that deleting a file/folder is permanent and cannot be undone. If you delete a folder, all the files in the folder will be permanently deleted.

To delete a file or folder, click on the ellipses menu to the right of the file/folder name and select delete, then click on Delete again in the pop-up confirmation.



Bulk Move & Delete

You can bulk move or delete files and folders by clicking on the check box to the left of the file/folder names and then clicking on [Move](#) or [Delete](#) above your files list.

Incident PA2023_13545

Add folder

Folder

Workspaces / My Files / Inci

Move Delete Color

☒	Name
☒	Officer Palacios
☒	Officer Palacios
☒	Officer Palacios
☒	Witness Statem
☒	Formal Interview
☒	Police Report_In
☒	Officer Palacios
☒	Officer Henrique
☒	Officer Crutchfie
☒	Cpl Torres BWC

10 items selected for deletion

Are you sure you want to permanently delete these items?

- Officer Palacios BWC Clip - 02:35-02:49
- Officer Palacios BWC Clip - 02:35-02:49
- Officer Palacios BWC Clip - 02:35-02:49
- Witness Statement - Incident PA2023-13545 - Santos - 2202023 (1)
- Formal Interview - Incident PA2023-13545 - Santos - 2272023 (1)
- Police Report_Incident PA2023_13545
- Officer Palacios BWC
- Officer Henriquez BWC
- Officer Crutchfield BWC
- Cpl Torres BWC

Cancel

Delete

Length	Artifacts	Status
00:14		Completed ...
00:14		Completed ...
00:14		Completed ...
-		...
-		...
-		...
07:16	2	...
09:01	2	...
00:39	2	...
01:12	2	...