



How to Upload a Media File

Media files can be uploaded individually or in a group. To upload a single media file:

- Hover over **Evidence** and select **Media** 
- Click on the **Actions** button and select **Upload File**
- In the **Upload Media** section, choose the file from your hard drive
- Complete the rest of the form and click **Save**

To upload multiple media files at once:

- Hover over **Evidence** and select **Media** 
- Click on the **Actions** button and select **Bulk Upload**



- Click on **Add Files** and select the files that you wish to upload, then click **Start Upload**. When the upload is complete, you will be returned to the Media area