

How to Associate a Media File with a Contact Record

To associate an existing media file with a Contact record:

- Hover over **Evidence** and select **Media** 
- Click on the relevant media file
- Select **Associations** from the section on the left-hand side
- Click on the **Plus** icon 
- In the **Associate With** field, select the type of record that you wish to associate the file with, such as a **Participant**, and click **Save**
- Enter the relevant name in the **Find** field and then click on them. Repeat for any further Contacts that you wish to associate
- Click **Associate** to complete the process