
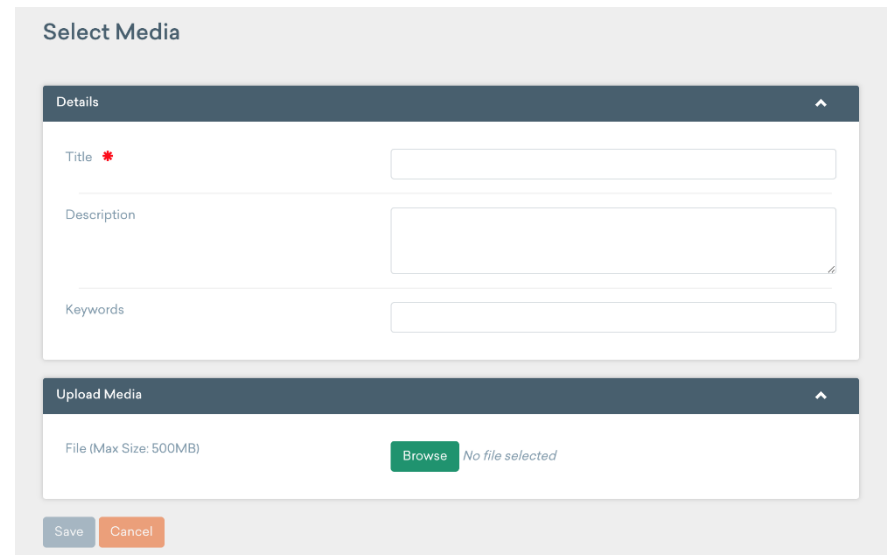


How to Attach a Media File to a Session Group

Media files can be uploaded and associated to Session Groups as evidence. To upload a file and associate this with a Session Group:

- Hover over **Work** and select **Session Groups**
- Select the relevant **Session Group**
- Click on **Media** from the sections on the left-hand side
- Click on the **Upload** icon 
- Complete the relevant information about the file, such as **Title** and **Description**
- Click **Browse** and select the file you wish to upload
- Once the file has finished uploading, click **Save**



The screenshot shows a 'Select Media' form with two main sections: 'Details' and 'Upload Media'. The 'Details' section contains three input fields: 'Title' (with a red asterisk indicating it is required), 'Description', and 'Keywords'. The 'Upload Media' section contains a file selection area with a 'Browse' button and the text 'No file selected'. At the bottom of the form are 'Save' and 'Cancel' buttons.

Select Media

Details

Title *

Description

Keywords

Upload Media

File (Max Size: 500MB) No file selected