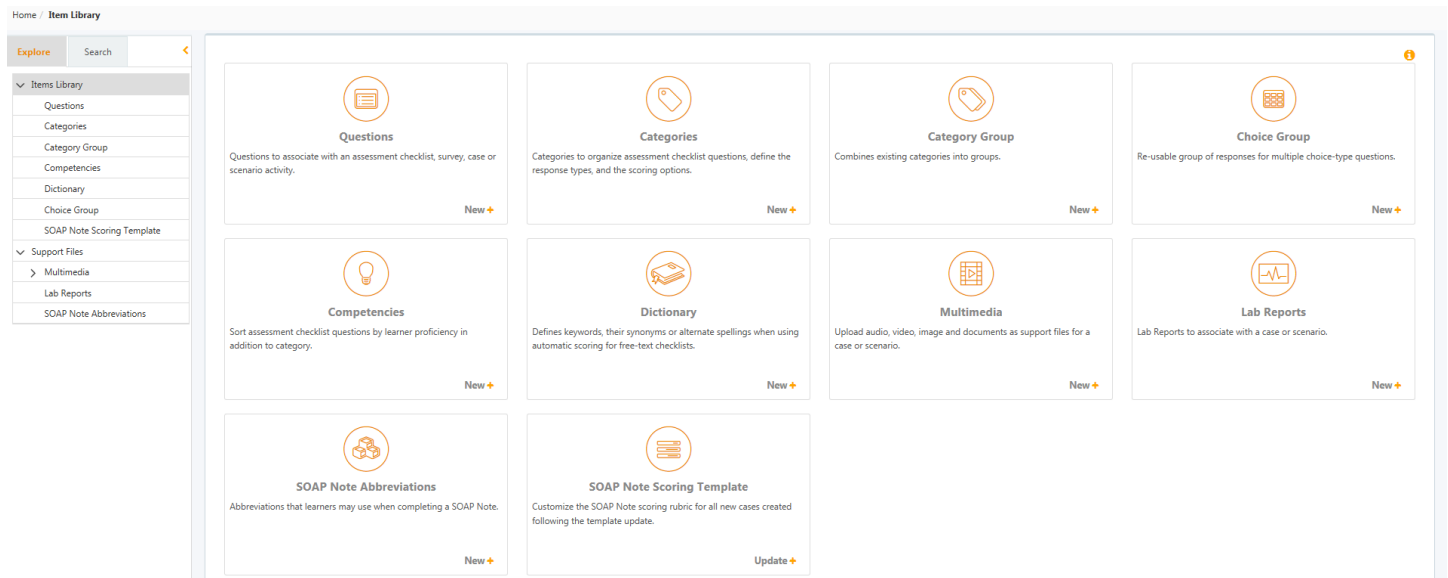


Multimedia

Add audio, video, image and documents as support files for a case or scenario



To add audio, video, image and documents:

1. Click **Items Library > Multimedia > Add New.**

Multimedia ✕

To add a multimedia file, complete the required fields, and then click Create.

Title* **Description***

File Type*
 ▼

Add Folder

Folder*

File*

Status ▼ **Copyright**

Keywords

Create

2. Complete the required fields

Field	Description
Title*	Enter name of the file (2000 characters max).
Description*	Enter a description of the multimedia file (2000 characters max).
File Type*	Select audio, documents, images or videos from the drop-down list
Folder*	Select the folder locations for your multimedia files. These locations appear on the grid that is displayed from the Explore tab. To add a subfolder, click the checkbox next to that folder and click the Add Folder button. SIMULATIONiQ Enterprise then prompts for the name of the subfolder to be added under the parent folder.
File*	Browse for and upload the multimedia file (press Clear to remove the file and make another selection).
Status	Selective Active or Retired from the drop-down list.
Copyright	Attribute any copyright information about the multimedia file here (255 characters max).
Keywords	Identify keywords for the multimedia file (255 characters max).
* Required field	

3. Click **Create**.