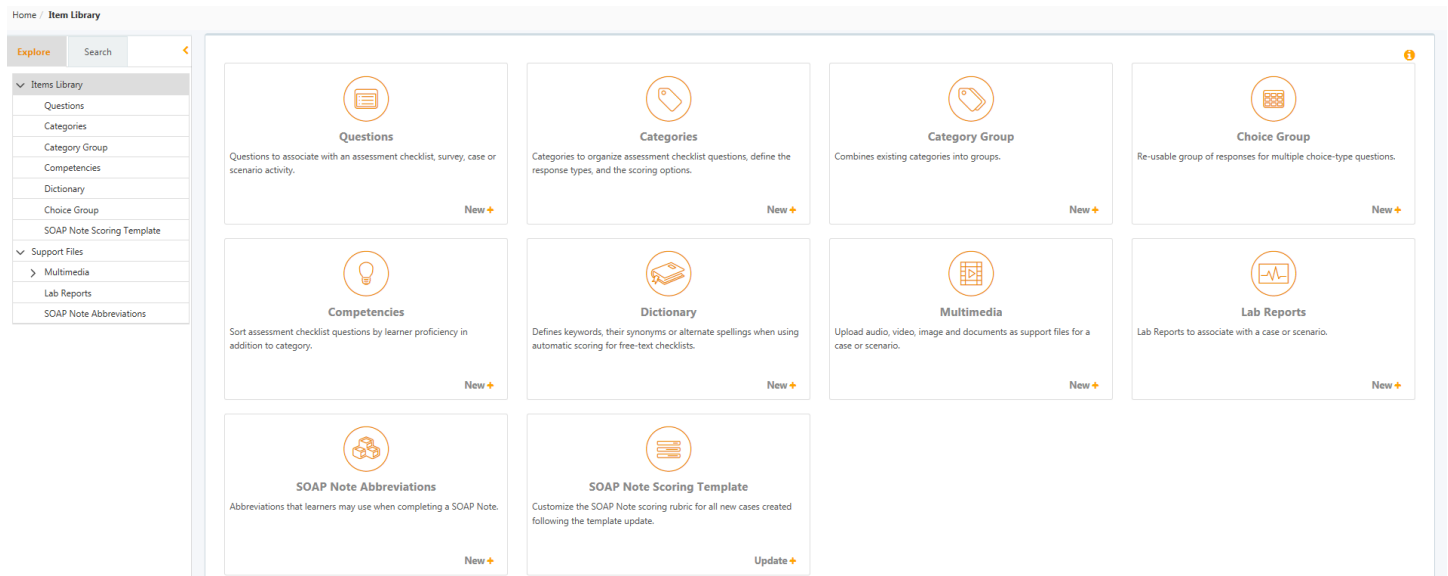


## Multimedia

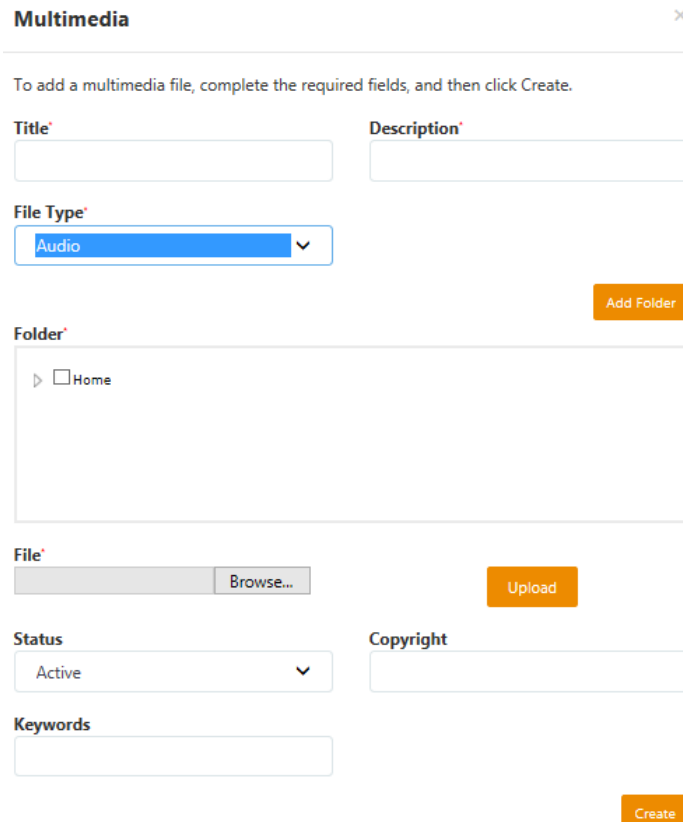
Add audio, video, image and documents as support files for a case or scenario



The screenshot shows the 'Item Library' interface. On the left is a navigation sidebar with categories like 'Items Library', 'Support Files', and 'Multimedia'. The main area displays a grid of content type cards, each with an icon, a title, a brief description, and an action button (e.g., 'New +', 'Update +'). The 'Multimedia' card is highlighted, indicating the current focus.

To add audio, video, image and documents:

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



The 'Multimedia' form contains the following fields and controls:

- Title\***: Text input field.
- Description\***: Text input field.
- File Type\***: Dropdown menu with 'Audio' selected.
- Add Folder**: Orange button.
- Folder\***: Folder selection area showing 'Home'.
- File\***: File selection area with a 'Browse...' button.
- Upload**: Orange button.
- Status**: Dropdown menu with 'Active' selected.
- Copyright**: Text input field.
- Keywords**: Text input field.
- Create**: Orange button.

2. Complete the required fields

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

3. Click **Create**.