

Kahua Quick Reference Guide

Media Manager

About Media Manager

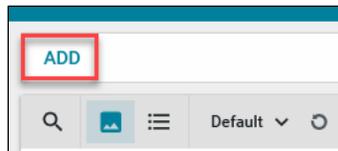
The Media Manager application is a repository for photos uploaded to the Media Manager directly or to the Media section of a record in one of the other applications throughout the project. Media Manager maintains a log, and files can be edited to change or add details.

Navigating to Media Manager

1. Open the project using Project Finder on the left side bar.
2. Select **Media Manager** from the Other column of the App launcher.

Adding Media Directly to Media Manager

1. Click **Add** to upload a photo file.



2. Click in the **File Name** field of the **Upload File** window.
3. Select the photos to upload from your computer.
 - a. When using the desktop application, files can be dragged and dropped and multiple files can be uploaded at a time.
4. Click **Open** to open the Add Files window.
5. If desired, you can enter a **Comment** to remain with the file, which will also default as the file's Caption.
6. Click **OK** in the bottom of the Add Files window to complete the upload.

Adding Files from the Media Section of a Record in Another App

1. In the Media section of a record open in Edit mode, click ADD to attach any applicable photos.
 - a. When using the desktop application, files can be dragged and dropped, and multiple files can be uploaded at a time.



2. If desired, you can enter a **Comment** to remain with the file, which will also default as the file's Caption.
3. The photo will be added to the Media Manager, and it can be edited from the Media section of the original application or the Media Manager.
4. Click **Save/Close** to save the record.

Edit a Media Manager Item

1. Click on the item to open the preview and Details pane.
2. Click the **Edit** button on the top toolbar.
3. Make any applicable changes.
4. Click **Save**.

Multi-Edit Media Manager Items

1. To edit multiple Media items at one time, check the box beside all of the items to include in the Multi Edit.
2. To select all items, check the very top box instead.
3. Click the **Multi Edit** button on the top toolbar.
4. *To make the same change to multiple items:*
 - a. Check the boxes beside all items to include.
 - b. Make the change in one item.
 - c. Click on **Copy to Selected**.
5. *To make the same change to all items:*
 - a. Make the change to one item.
 - b. Click on **Copy to All**.
 - c. Click **Save**.

Send a Media Manager Item

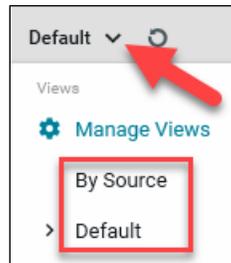
1. To send an email to a recipient with an attachment of the Media item and a Kahua link for the selected item, click on the photo to open the preview and Details panes.
2. Click the **Send** button on the top toolbar.
3. Enter the necessary information in the **New Message** pane.
4. Click the **Send** button at the bottom of the window.

Delete a Media Manager Item

1. To delete an item from Media Manager and also from the Media section of the record it was originally uploaded to, click on the item to open the preview and Details pane.
2. Click the **Delete** button on the top toolbar.
3. Click **OK** in the Delete Confirmation window.

List Views

1. To change how images are displayed in the Media Manager app, use the icons in the row below ADD to toggle between **Thumbnail** and a **List View**.
2. There are two logs available:
 - a. **Default** sorts the images by the file name.
 - b. **By Source** groups the images by the Source and then sorts them by the Name.



3. Click **Manage Views** to create your own log views
4. Click the **Save As** button after customizing the desired Columns, Sort order, Scope, Indicators, Filters, and Groups.
5. Enter the **View Name** and click the Save button.