



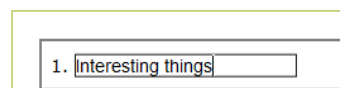
# Multimedia Module Set-up Guide

**Thank you for adding the multimedia module to your system. Now it's added, you can start using it right away.** Minimal set-up is required for this module. This guide also details monitoring the storage allowance of the module.

### File categories

When you upload a file into a profile, you can choose a category to assign it to. These categories can be anything you like and help show you at a glance what the file is about, for example, housing, legal or immigration.

#### Manage File categories



To add or change file categories, you'll need to have a System Administrator role. You can see your role in the system, directly to the right of your name at the top of the screen.

Go to the System Administration menu, by clicking on Admin in the main menu, and then choosing 'System Administration' in the menu bar itself.

Once in, you'll see several different sections, including one called 'Manage Media settings'. In this box, click on 'Manage file categories'.

#### **Manage media settings**

View file storage and allowance  
Manage file categories

### Adding a New Category

To add a new option to the list, find the box titled 'double click to add'. By double clicking on this text you'll open a blank box where you will enter the name of your new category. Once you've done this, save it by pressing enter on your keyboard. The text box will close and a new 'double click to add' option will appear again at the bottom of the list (ready for you to add a new option if required).

## Editing

You can edit the name of an existing category simply by double clicking over the text.

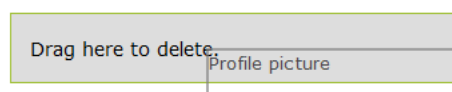
Once you've finished editing, simply click 'enter' on your keyboard to save your changes.

## Changing the list order

You can change the order of the list of categories by dragging and dropping. Left click and hold on the item you wish to move and drag it with your mouse to its new position. You'll see the other options adjust to make space for it. Once it's in the correct place, release the mouse button.

## Deleting a list item

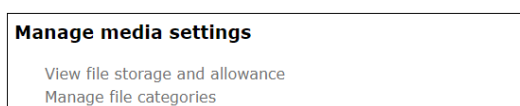
At the bottom of your list of file categories you'll see a grey rectangle with 'Drag here to delete' in it. If you want to remove a list item, you can simply click and drag it over the grey box. When you let go, you'll see the option you deleted appear in the grey box.



Please note, you're not able to delete an option you've just created without leaving the 'Manage file categories' page and coming back in again. If you receive a message saying, 'Unable to delete item', simply go back to the System Admin page through the menu and enter the 'Manage file categories' page again. You'll now be able to delete it.

## Viewing your file storage and allowance

When adding the multimedia module, you are allocated a certain amount of storage. This is normally 5GB of server space per Lamplight project to store your files (this will vary if you have more than one project). You can view your allocation at any time by choosing the 'View file storage and allowance' option in the 'Manage media settings' section of the System Administration page.



When you click on this you'll see a page showing you the percentage of your storage used, and the actual amount of space used.

At the top of the page you can see your current total allowance.

If you have multiple projects, you can see your usage split by project, although your total allowance is shared across all your projects.

home | people | work | groups | reports | admin

finances | system administration | change password | change project

### Media module - current usage

Your total allowance is currently 102.40 MB per project. Overall you are using 40.5% (455.63 MB of 1.10 GB).  
Your total allowance is shared across all projects that you have access to.

Project name	Percentage used	Amount used
Community development outreach	2.25%	2.31 MB
Dorset	7.46%	7.64 MB
Elders work	0.61%	636.72 kB
Gardening Club	30.16%	30.88 MB
Havershill Estate	98.56%	100.93 MB
Healthy eating, healthy living	75.45%	77.26 MB
Liverpool	3.81%	3.90 MB
Money advice	20.79%	21.29 MB
Sandwich Project	30.6%	31.33 MB
West Bingmah	60.24%	61.68 MB
Youth work	115.03%	117.79 MB

## Final notes

Your 'Media' tab will appear in all activity records:

### New referral record

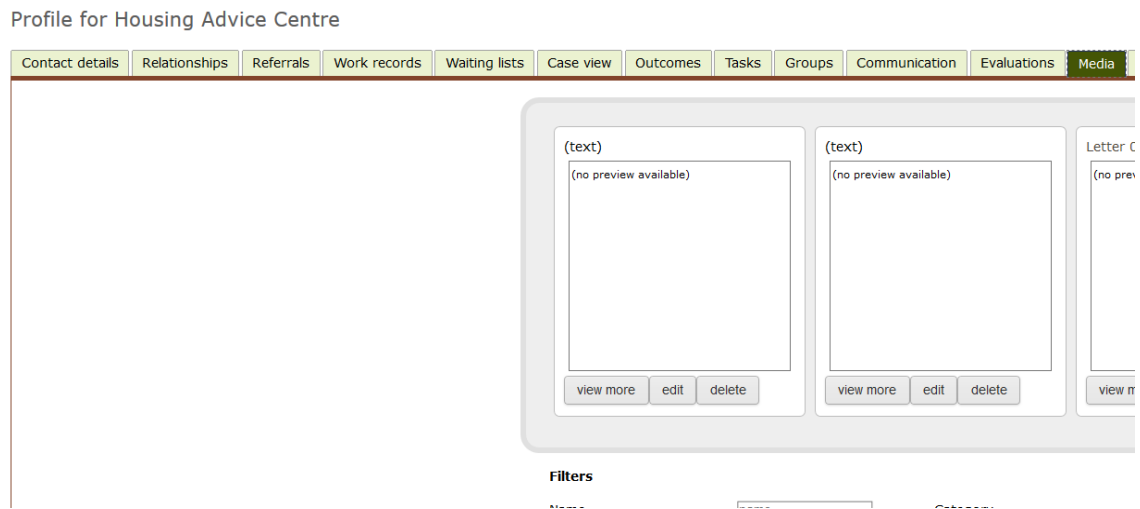
1. When and where   2. Attendance   3. Details   4. Expenses   **5. Media**

*Uploads*

No file selected.

No file selected.

It will also appear in each profile.



If you're not seeing the 'Media' tab, it may be that you've chosen to be selective in which tabs appear in a person's profile. You can adjust this in personal settings (admin > system administration > change my personal settings).