

Uploading a Channel Attachment



Before you can add attachments to a channel, possible attachment types must first be defined in the administration area. If you are an administrator, see the "[Administration: Video and Channel Attachments](#)" chapter for instructions on how to do this.

To upload an attachment to a channel, proceed as follows:

1. Select the channel you want to add an attachment to from the list. Click the triple-dot icon next to the channel name, and then click the [Edit] button.
2. Here, you will see what document types your administrator has set up.

Click the [Upload] button beneath your desired document type. The file window opens to select a file.



Only one file can be uploaded for each type of attachment. Uploaded files must not exceed 10 MB.

3. Select the desired file and then click [Open]. The file will be uploaded promptly and will appear under the corresponding document type.

Channel Attachments

Invoice

Invoice_probation.pdf ▼

4. To perform other actions, click the arrow next to the file name. A drop-down menu will open. The following actions are available:

- **Download:** Download the attachment to your computer
- **Replace:** Replace the file with a different file
- **Delete:** Remove the attachment from the video

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Download

Replace

Delete