



Last Updated: November 2008

II.2 Procedure for Uploading Media Items to the Raiser's Edge

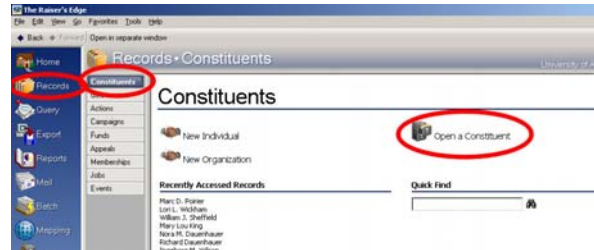
*** Please put all media items in Papersave instead of the media tab (see II.9)**

The following steps will save media items in the Raiser's Edge so that all UA Advancement and Development staff members can open and view each other's media items. Note that rights to add media to RE must still be requested and granted. Also note that if you are attaching a multiple page document, only the first page will show up in the media item. Double click the media item to open the full document.

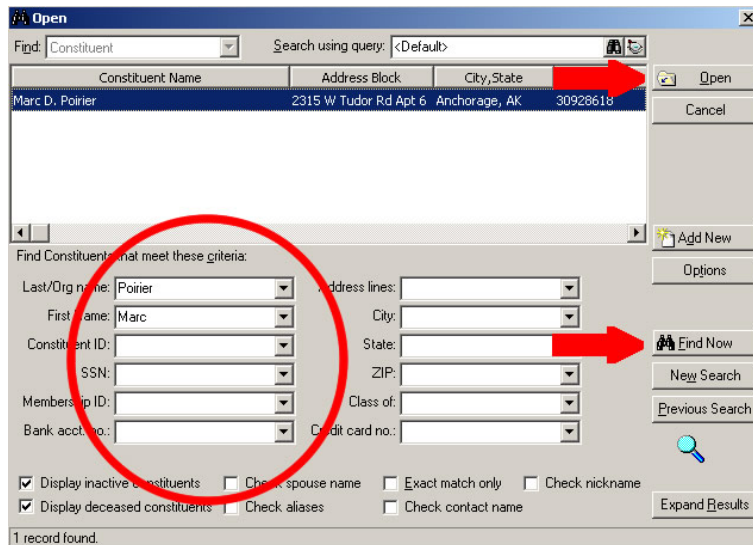
1. Copy the media item you wish to upload to RE
2. Open *My Computer*
3. Open the share drive *founddevshare* on '*chinook\vol2*'
4. Open the folder *RE Documents*
5. Open the folder *Media Items*
6. Open the folder appropriate to your Major Administrative Unit (MAU)
 - a. *SW* for Statewide
 - b. *UAA* for University of Alaska Anchorage
 - c. *UAF* for University of Alaska Fairbanks
 - d. *UAS* for University of Alaska Southeast
7. Paste the media item into the folder
8. Open the Raiser's Edge (RE)



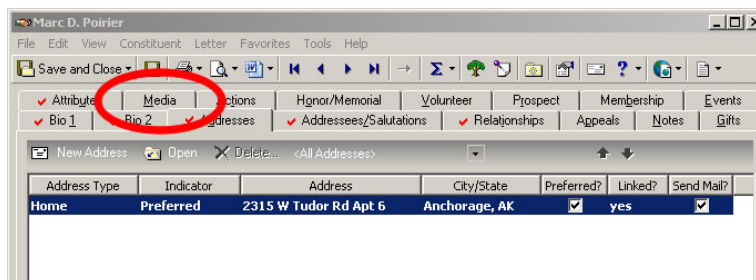
9. Click on *Records*, then *Constituents*, then *Open a Constituent*



10. Depending on where you want to attach the media item, find and open the appropriate constituent by their name, SSN, Constituent ID, etc.

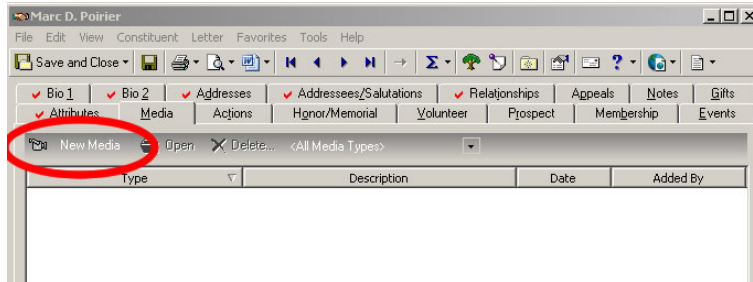


11. Click on the *Media* tab at the top of the file

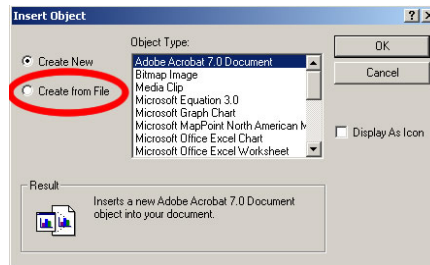




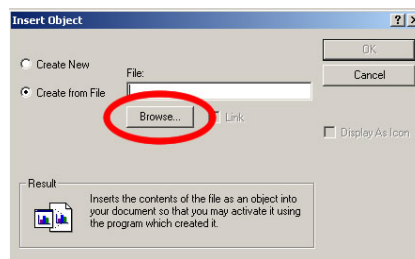
12. Click on *New Media* in the mid-to-upper left portion on the file



13. Click on the *Create from File* radio button



14. Click on *Browse...*



15. Open *My Computer* in the lower left portion of the window

16. Open *RE Documents* on '*chinook\Founddevshare*'

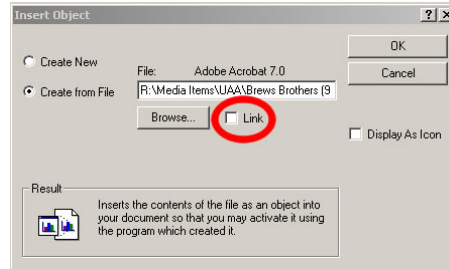
17. Open *Media Items*

18. Open the appropriate folder for your MAU (*SW*, *UAA*, *UAF*, or *UAS*)

19. Open the media item

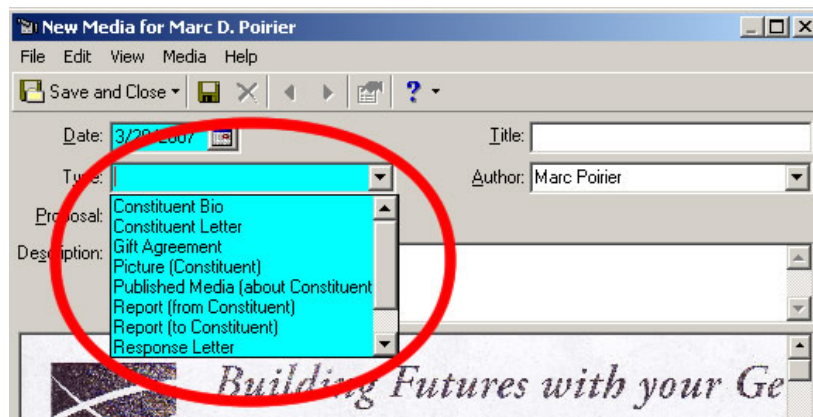


20. Click on the checkbox *Link*



21. Click *OK*

22. Use the dropdown menu to enter an appropriate Type (e.g. *Constituent Bio* if the media item is a magazine article about the constituent)



23. Enter an appropriate Title and Description

24. Click *Save and Close* in the upper right portion of the window

25. Click *Save and Close* in the upper right portion of the file