

Uploading Files

Uploading Images, Videos and other content

Your MAPT CMS supports all the common image files, jpg, png and gif and also almost all video formats including mp4, mov, and avi. Uploading your content is quick and easy and allows you to populate your online library with your media for storage and to push them to your screens.

To begin uploading your media, navigate to the Content tab.



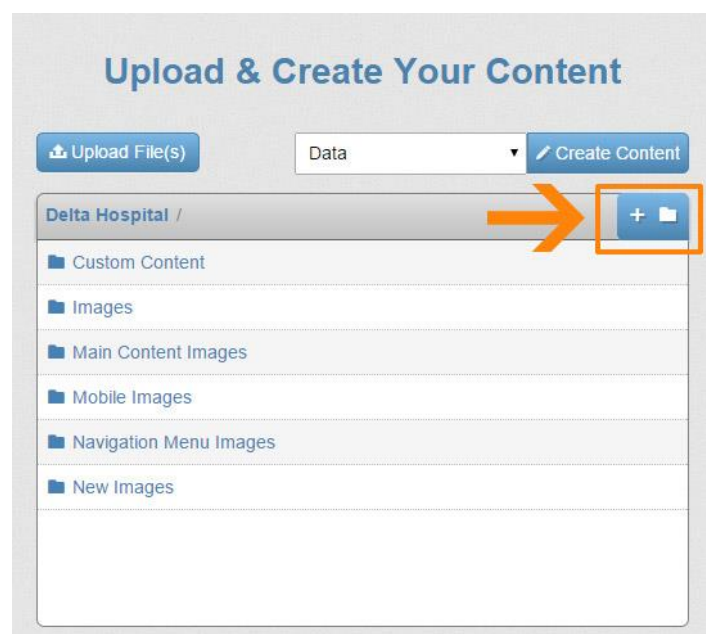
Create Folders

It is highly recommended to create folders in order to organize and manage your online library, especially if you will be uploading many files in the future. To create folders click on the “+ Folder” at the top right of the upload items list.

The button will slide out and let you enter a name for your new folder. Click the “Add” beside the input area to add it to the current directory.

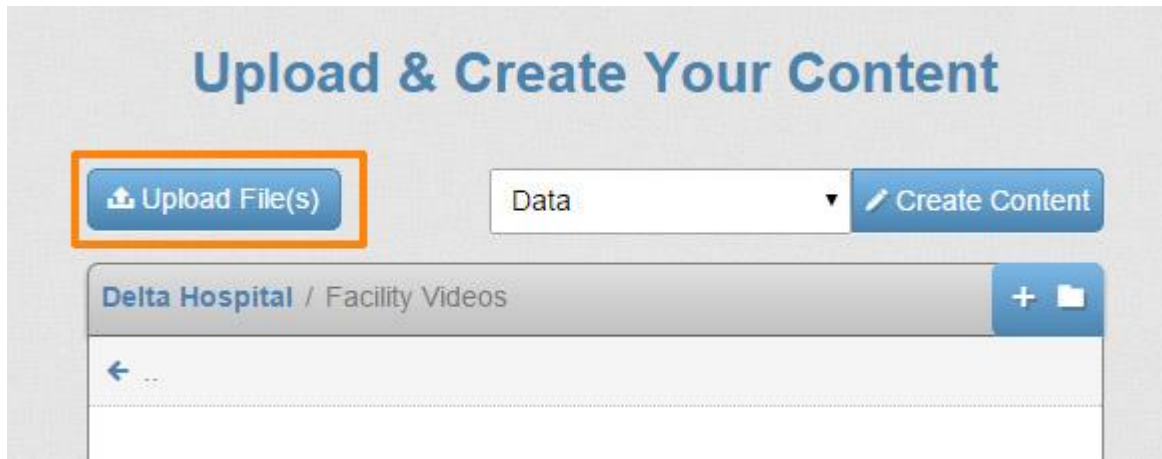


After clicking Add, a new folder will be added to your current directory in alphabetical order, click on it to enter the folder.



Uploading Media

Uploading media, including videos or images or other filetypes are all done using the “Upload File(s)” button.



Click on the button and your file selection dialog will appear. You can select multiple files. All selected files will be uploaded to the current directory, in this case the “Facility Videos” directory we just created.