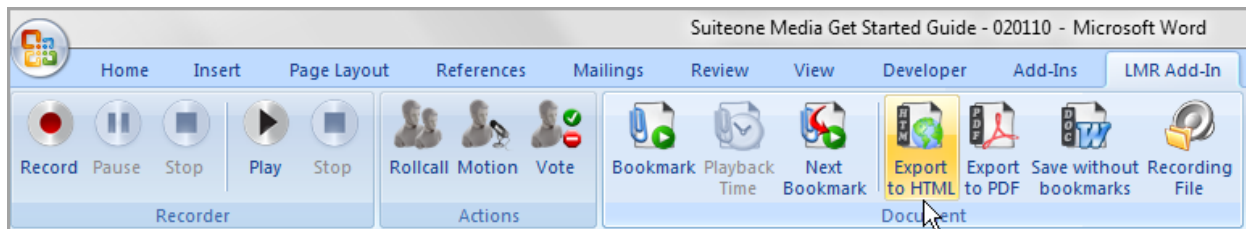


Uploading and Managing Media Files: Post Recording

Checklist:

- ✓ [Convert Liberty Meeting Recorder Media](#)
- ✓ [Upload Converted Media](#)
- ✓ [Upload Bookmarks](#)
- ✓ [Upload Completed Minutes](#)

Converting Liberty Meeting Recorder Media



Once the recording is complete, the media files need to be exported to HTML using the Liberty Meeting Recorder directly from Microsoft Word.

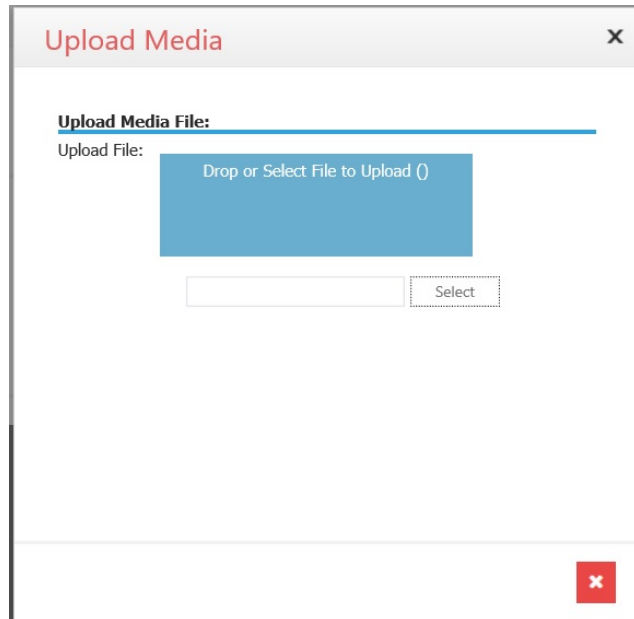
1. [Open the Word Document with the associated Liberty Meeting Recording file \(*.dcr\)](#)
2. [Select "Export to HTML"](#)

Liberty Meeting Recorder will export several files to the location specified. SuiteView needs the .WMV file.

Uploading your Liberty converted media for on-demand viewing.

To upload your audio or video media file, open you web browser and browse to your SuiteView Admin Portal:

1. [Login to SuiteView Admin Portal](#)
2. [Locate the Event and select View/Edit](#)
3. [Under the Event Media section, click Upload Media](#)
4. [Click the Select button, browse to your media file \(*.WMV\), and press Open](#)
5. [Once the file has uploaded, click Save](#)

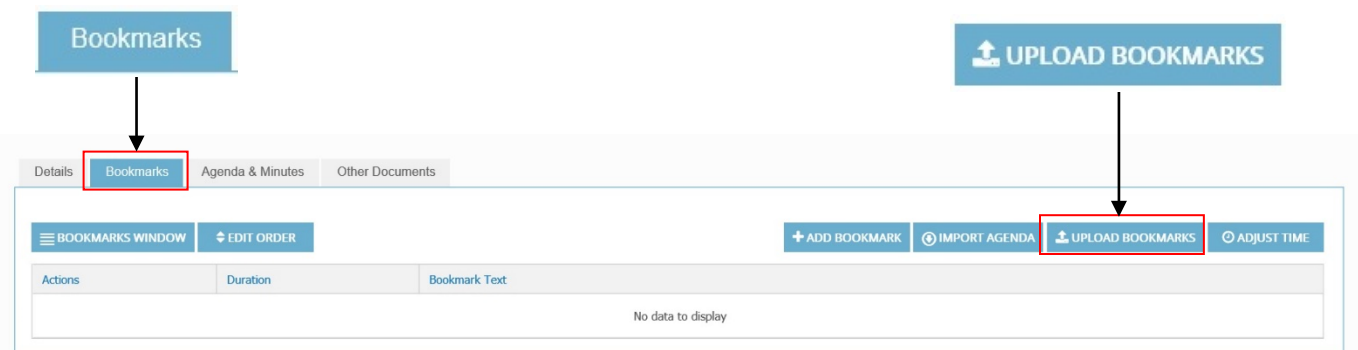


****Please note, the system will take time to process the uploaded file before it is available to the public. ****

Uploading your bookmarks

1. [While still in the Event, scroll down and select the Bookmarks tab](#)
2. [Click the Upload Bookmarks button](#)
3. [Click the Select button, locate your bookmarks file \(*_content.HTML\) and click Open](#)
4. [Click Save](#)
5. [Click SAVE on the Event](#)

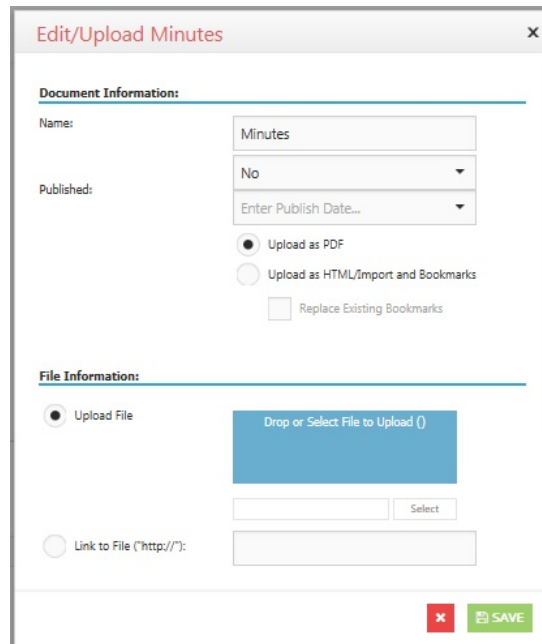
**Please note, once the system has finished processing the media file, the bookmark duration times will automatically be filled in. **



Uploading Completed Minutes from the Admin Portal

To upload your completed meeting minutes from the Admin Portal

1. [Open the Event Details](#)
2. [Select "Agenda & Minutes" Tab](#)
3. [Click the Edit/Upload button next to Minutes](#)
4. [Set "Published"](#) - Select one of the following options
 - a. **No** – Only visible to staff members
 - b. **Yes - Immediately** – Publishes the agenda or minutes to the citizen portal immediately
 - c. **Yes – As of Date** –Automatically publishes the agenda or minutes to the citizen portal on a specific date
5. [If "Yes-As of Date" was selected](#) - Enter a publish date
6. [Click "Select" to browse and locate the document](#)
7. [Select "Save"](#)



The screenshot shows a web form titled "Edit/Upload Minutes" with a close button (X) in the top right corner. The form is divided into two main sections: "Document Information" and "File Information".

Document Information:

- Name:** A text input field containing "Minutes".
- Published:** A dropdown menu currently set to "No", with a secondary dropdown below it labeled "Enter Publish Date...".
- Upload Options:** Two radio buttons are present: "Upload as PDF" (which is selected) and "Upload as HTML/Import and Bookmarks".
- Replace Existing Bookmarks:** A checkbox that is currently unchecked.

File Information:

- Upload File:** A radio button that is unselected. Below it is a large blue button labeled "Drop or Select File to Upload ()".
- Link to File ("http://"):** A radio button that is unselected. Below it is a text input field.
- Select:** A button located below the "Drop or Select File to Upload ()" button.

At the bottom right of the form, there is a red "X" button and a green "SAVE" button.