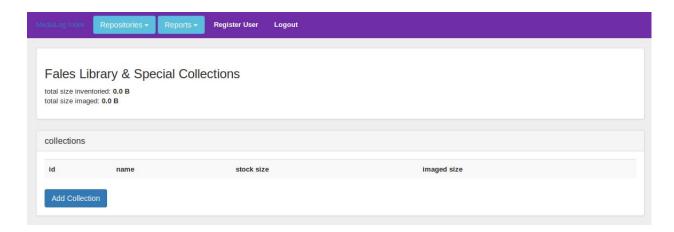
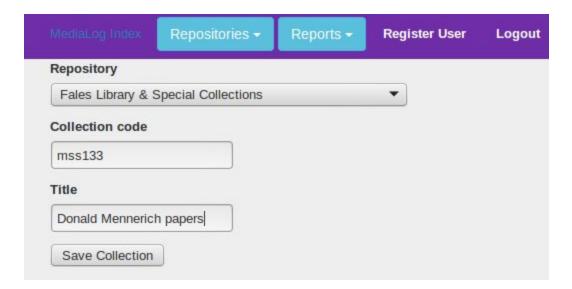
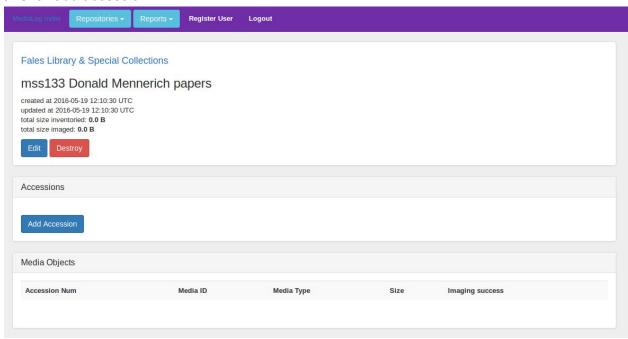
1. Select a repository to add media objects to from the Repositories dropdown menu, then click 'add collection'



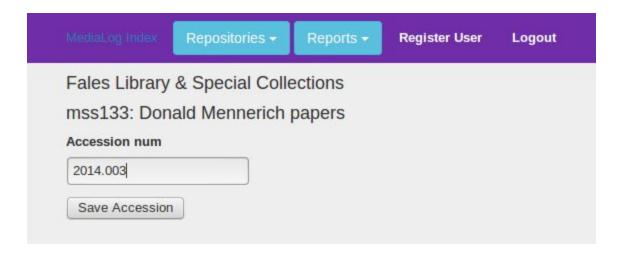
2. Enter a code and title for a collection then click save collection



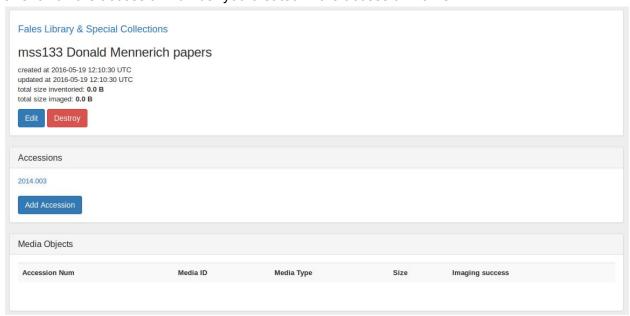
3. Click add accession



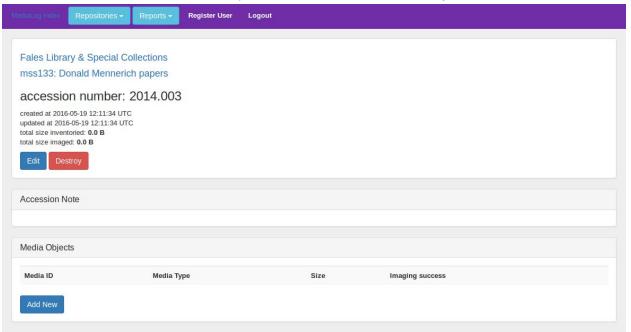
4. Enter an accession number and click save accession



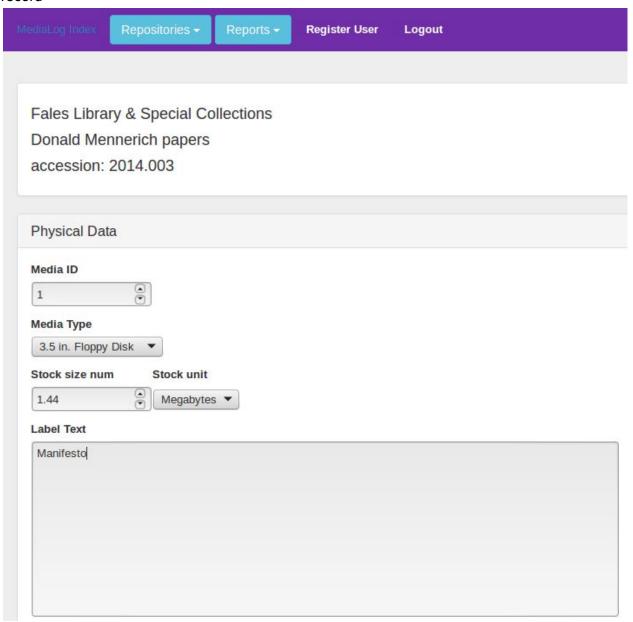
5. Click on the accession number you created in the accession frame



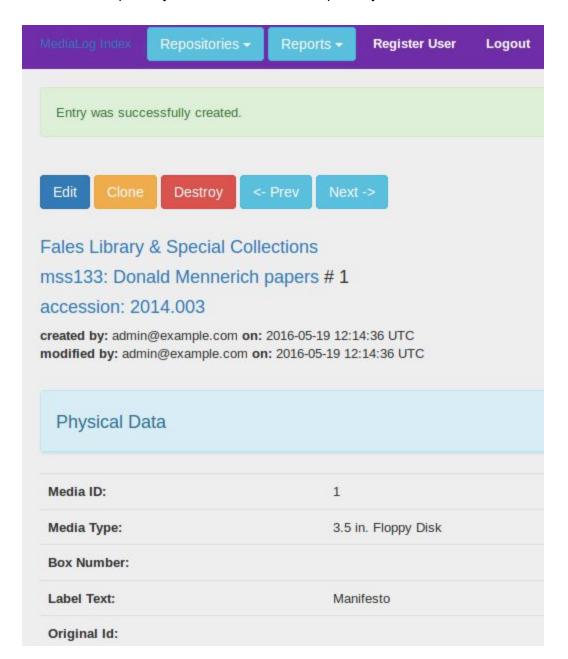
6. Click on Add New in the media objects frame to create a medialog record



7. Enter a media id, media type, stock number, stock unit and click **save** on the bottom of the record



8. Once saved the record will display in its 'show view', click on the accession to return to the accession screen for the collection, the collection mae or number to return to the collection scree, or the repository name to return to the repository screen.



From the accession or repository view you can select the the media id from the Media Objects frame in either the accession or collection page

