

## How to Use the Media Storage tool

The Media Storage tool enables you to review your account's current media usage, search for media fields, and archive, download or delete files in bulk.


### How to View Media Files


- Hover over **My Account** and select **Administration**.
- Select **Media Storage** under the **Data Management** section.
- **Media Storage** information will appear at the top of the page. This will list your account's storage allowance, along with how much storage has been used and how much is remaining.


Media Storage	
Total:	300.00 MB
Used:	254.78 MB (84.93%)
Remaining:	45.22 MB (15.07%)


- In the **Search Media** section, you can search for media files based on a range of filters, including **Created From/To**, **Created By**, **File Type** and **Status**.

**Search Media**

Created (From):  
 

Created (To):  
 

Last Seen Date (From):  
 

Last Seen Date (To):  
 

**File Type**

Image



Video

Text

Document

Field: Image

Field: File



- Once you have chosen your desired filters, click **Search**. 
- The media will then appear in the list below. You can click on the **Eye** icon under **Actions** to view a media file. 

### How to Archive, Export, or Delete Media Files

- Select the checkbox next to each of the files you wish to include.
- At the bottom of the table, select either **Archive**, **Export** or **Delete** and then click **Ok** to confirm.
- Exporting will add the files to a flatpack in the **Media Flatpack** tab. You can click on the action icon to download this.

Media Storage **Media Flatpicks**

Search:  Show 50 entries Previous 1 Next

File	Date	Actions 
flatpack_media20240701143319.zip	01/07/2024 14:33:20	
flatpack_media20240701151349.zip	01/07/2024 15:13:50	