

# Viewing the Media Portal

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From your project dashboard, click **View Project for the project you want to see responses to.**

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You're well on your way! Click **Next** for the next step.

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Next, click "Media Gallery" at the top to access the Media Portal.

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You have the opportunity to filter the media. You can filter it by user, group tags, ai tags, date, or the type of media.

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If you want to download any of the media, select which media you'd like and then click the "Download" button.



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Finally, click the "Downloads" area at the top of the screen. Click the blue icon to download the file to your computer.



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