

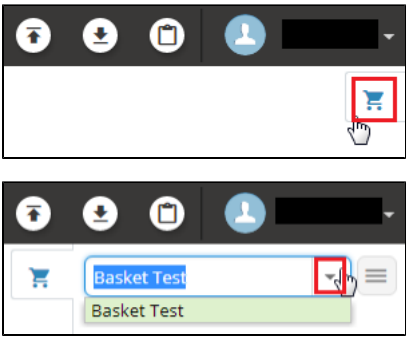
Manage Media in Baskets

 This page includes steps on how to manage media baskets in Keepeek.

 Report any issues/clarify doubts to Web Contribution (Data) team [here](#).

 [Keepeek tips](#)

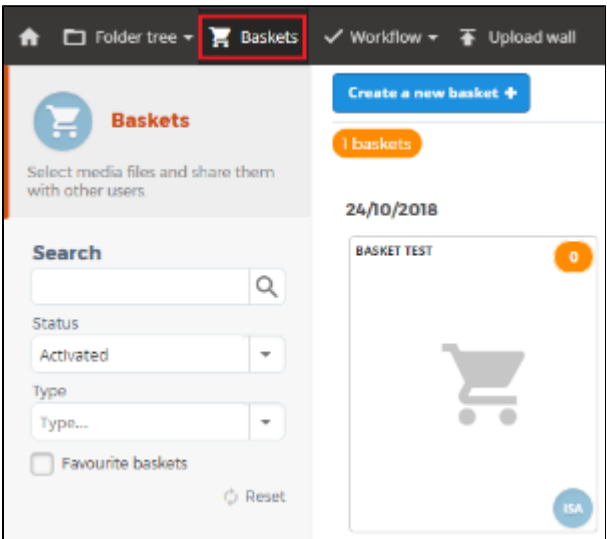
Baskets will be displayed on the right, **click the basket icon** and it will open a visualization box in which you can **select/create a basket**.



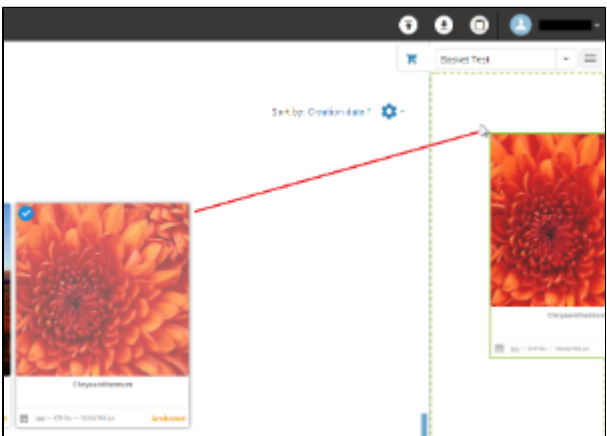
At the top menu **click the tab baskets** which provides a better view of all your created/shared baskets.

On the left, there will be options to **filter** the baskets by Status, Type, to search one, and the ones you marked as favorite.

- Status: Active or Inactive baskets
- Type: Your baskets or Baskets shared with you



You just need to **drag and drop media into the basket** selected to add them.



Media can be removed from a basket, simply **click the X icon when on top of the image**, whether from the desktop or the basket screen.

