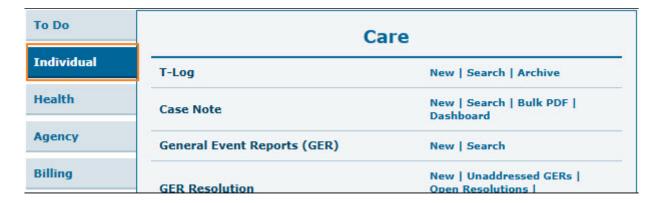


# Add Video to Individual Home page

Users with **Video Upload** Super role can add video in the **Individual Home Page** of the individuals.

1. Click on the **Individual** tab from Dashboard.



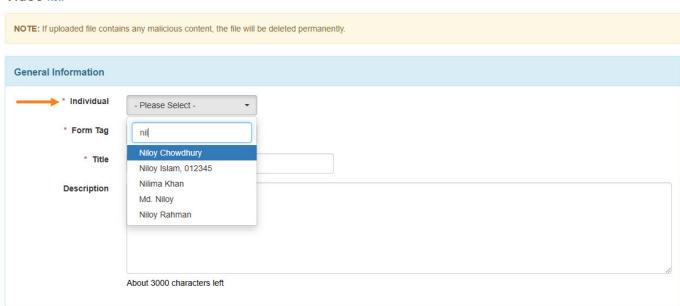
2. Under the **Video Library** section, click on the **New** link beside **Video**.



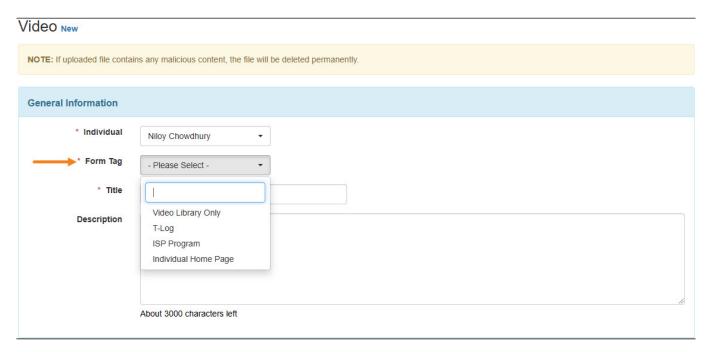
3. In the **Video New** page, select the individual's name from the dropdown beside the **Individual** field.



### Video New

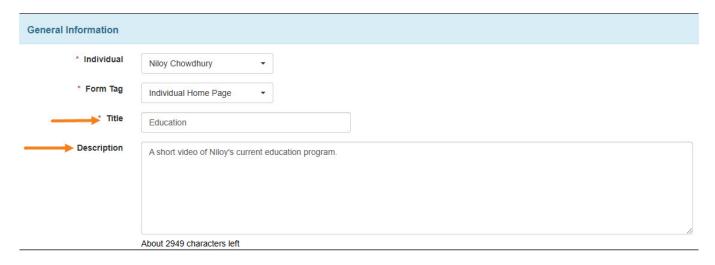


4. Select **Individual Home Page** from the dropdown beside the **Form Tag** field.





5. Enter the title of the video in the **Title** field. Users may also enter the **Description** field.

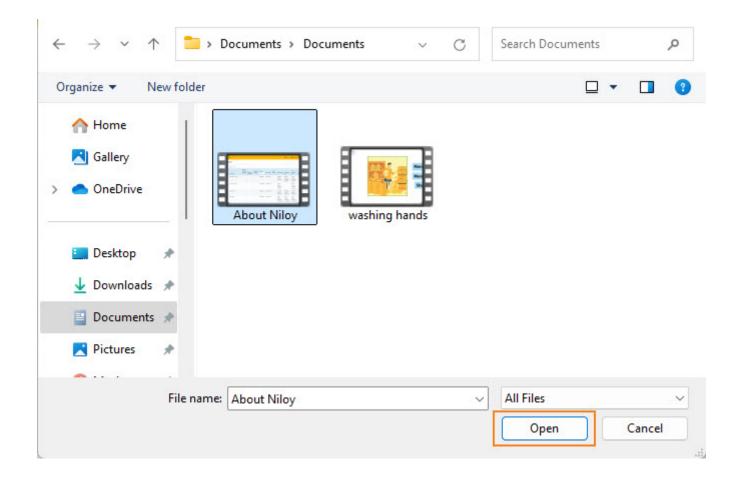


6. Under the File section, click on the Browse button beside the Video field.



7. Select the video from your device and click on the **Open** button.





8. Click on the Upload button at the bottom of the page.



9. An upload popup window will be displayed to show the uploaded percentage of the video. Once successfully uploaded, a confirmation message will be displayed stating that the video has been successfully uploaded. Click on the **Form** link to go back to the Video form.



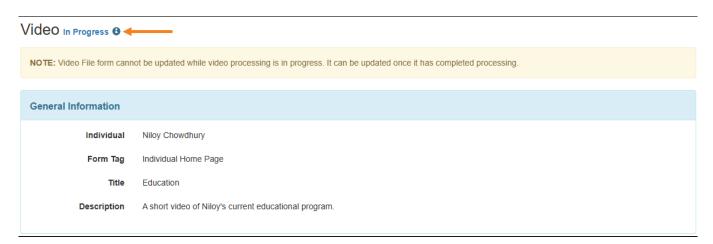
## Education



#### Video File VDOLIB-DEMOTPHL-NEY4NDPXR84ZY has been successfully Uploaded

Back to Form -

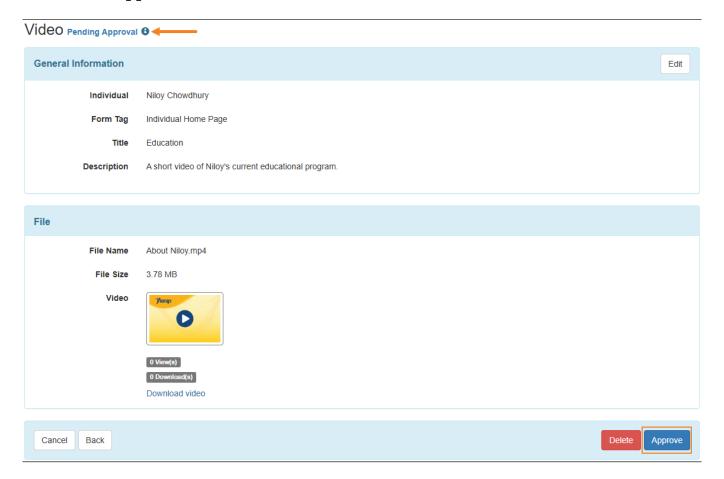
10. The status of the Video form will remain 'In Progress' while the video is being processed.



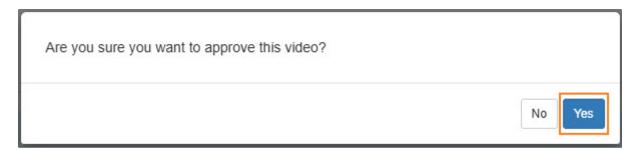
11. The status will change to 'Pending Approval' after the video has been processed.



## Click on the **Approve** button.



## 12. Click **Yes** to approve the video.

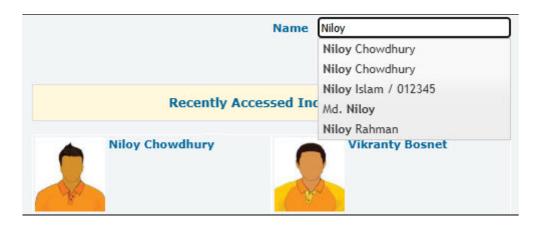




13. Once the video upload is completed, click on the **Individual Home Page** tab from the Dashboard.

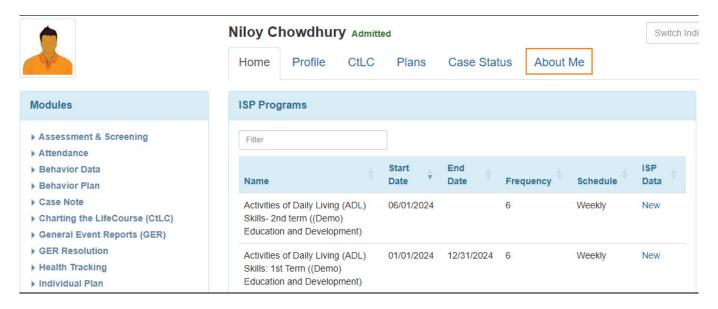
To Do	Care	
Individual	T-Log	New   Search   Archive
Health	Case Note	New   Search   Bulk PDF   Dashboard
Agency	General Event Reports (GER)	New   Search
Billing	GER Resolution	New   Unaddressed GERs   Open Resolutions
Admin		Open Investigations   Search
	Witness	Search
Agency Reports	Event Summaries	View
Individual Home Page	ISP Data	New   Search   Report   Search Report   Dashboard
Settings	Staff Action Plan	New   Search   Review   Archive

14. Put the name of the individual in the **Advanced Search** field. Select the name of the individual.





15. Click on the **About Me** tab from the individual's designated home page.



16. Videos uploaded for the individual will show up. You may watch, download and also view the form.

