

## 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.

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			

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

Assessment & Screening			
Assessment Document	New   Search		
Vide	o Library		
Video	New Search		

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



## Video New

NOTE: If uploaded file contai	ins any malicious content, the file will be deleted permanently.
General Information	
* Individual	- Please Select -
* Form Tag	nil
* Title	Niloy Chowdhury           Niloy Islam, 012345
Description	Nilima Khan Md. Niloy Niloy Rahman
	About 3000 characters left

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

Video New		
NOTE: If uploaded file contain	ins any malicious content, the file will be deleted permanently.	
General Information		
* Individual	Niloy Chowdhury -	
Form Tag	- Please Select -	
* Title		
Description	Video Library Only T-Log ISP Program Individual Home Page	
	About 3000 characters left	



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

General Information	
* Individual	Niloy Chowdhury -
* Form Tag	Individual Home Page
* Title	Education
Description	A short video of Niloy's current education program.
	About 2949 characters left

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

File			
* Video	Choose Video	Browse	

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



## 9. Click on the Upload button at the bottom of the page.



10. 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. You may click on the **Form** link to go back to the Video form.





11. 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			

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



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

	Niloy Chowdhury Admitted					Switch Ind		
	Home	Profile	CtLC	Plans	Case Sta	tus About	Ме	
Modules	ISP Pro	grams						
Assessment & Screening     Attendance	Filter							
<ul> <li>Behavior Data</li> <li>Behavior Plan</li> </ul>	Name			Start Date	End Date	Frequency	Schedule	ISP Data
<ul> <li>Case Note</li> <li>Charting the LifeCourse (CtLC)</li> <li>General Event Reports (GER)</li> </ul>	Activities Skills- 2 Educatio	s of Daily Living nd term ((Dem on and Develop	g (ADL) o) oment)	06/01/2024		6	Weekly	New
<ul> <li>GER Resolution</li> <li>Health Tracking</li> <li>Individual Plan</li> </ul>	Activities Skills: 19 Educatio	s of Daily Living st Term ((Demo on and Develop	g (ADL) )) oment)	01/01/2024	12/31/2024	6	Weekly	New

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

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