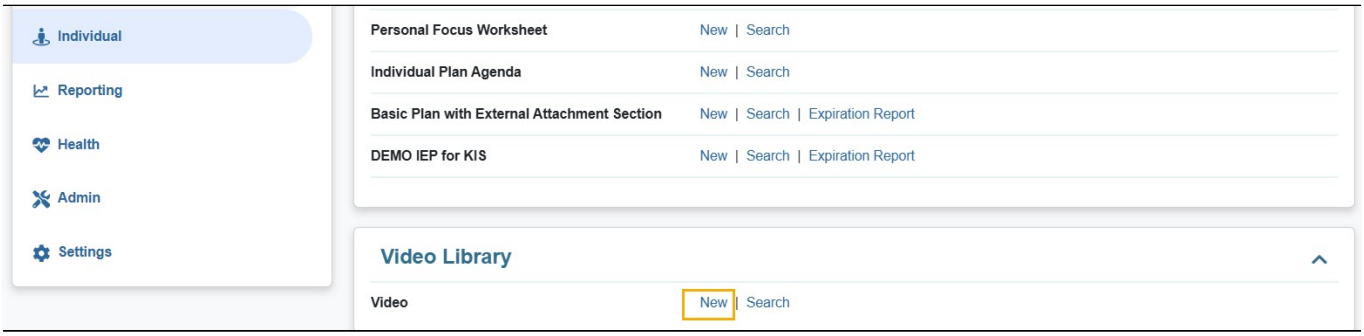
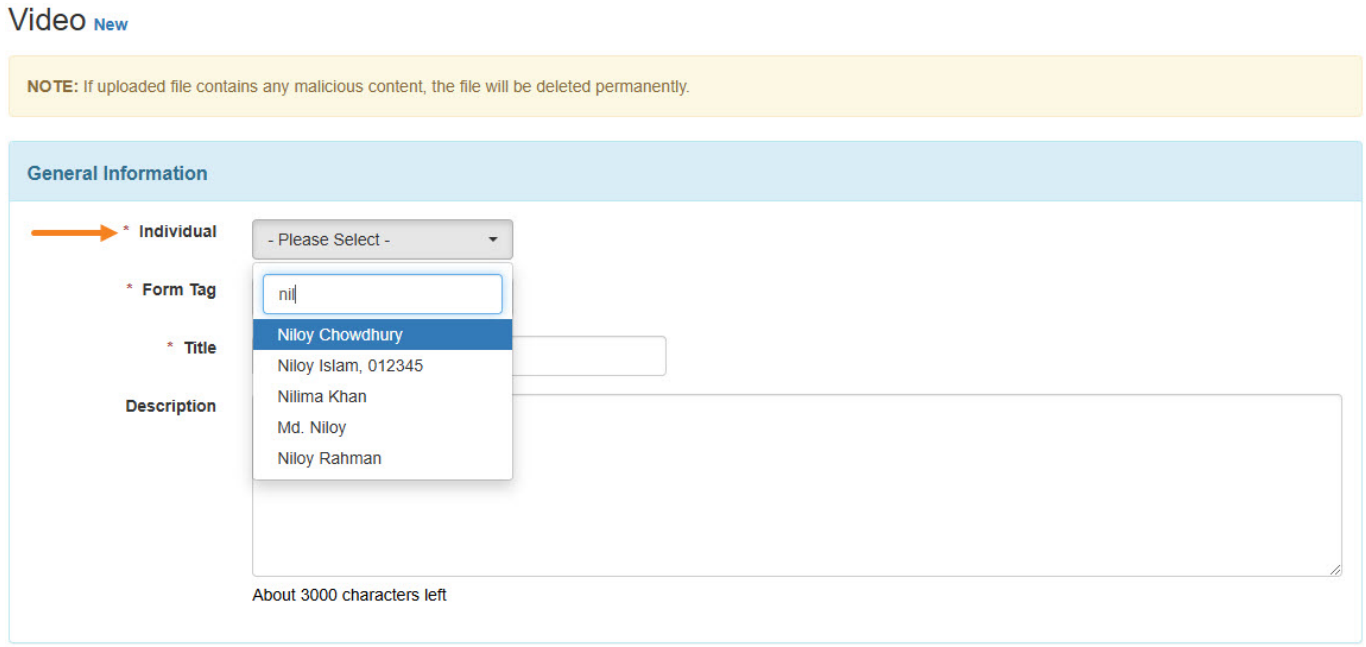
Add Video to Individual Home page

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

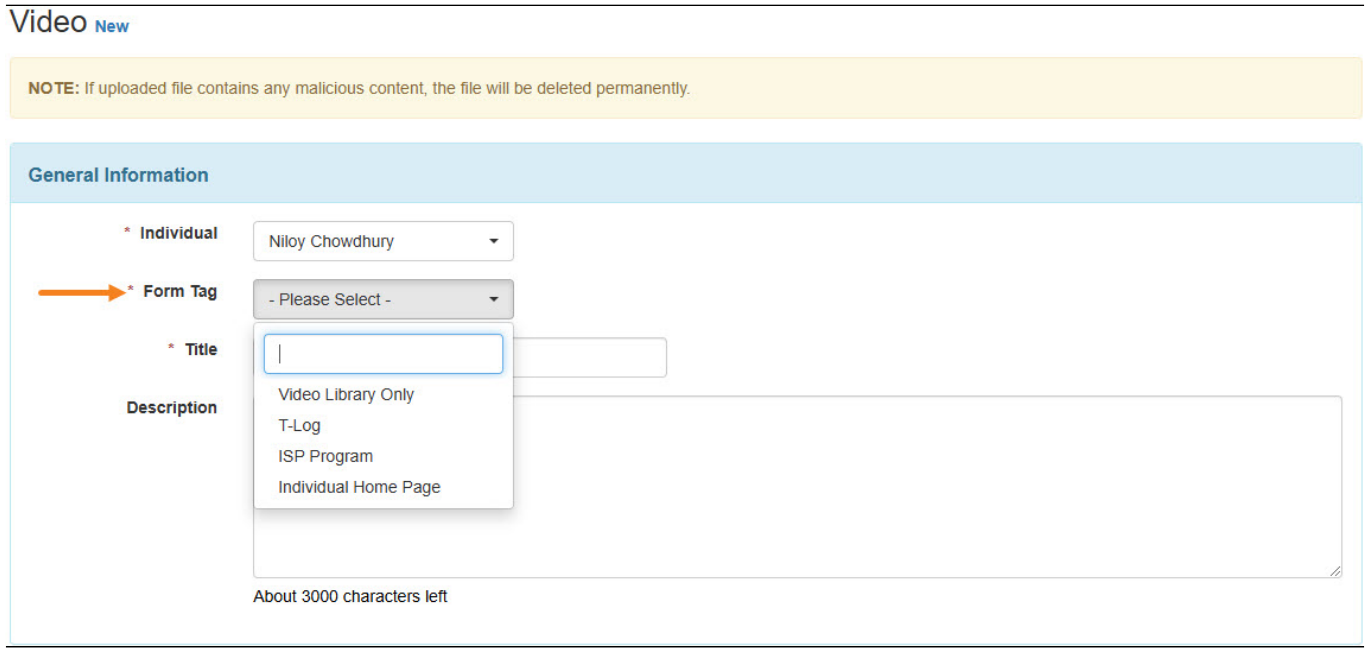
1. Under the **Video Library** section, click on the **New** link beside **Video**.



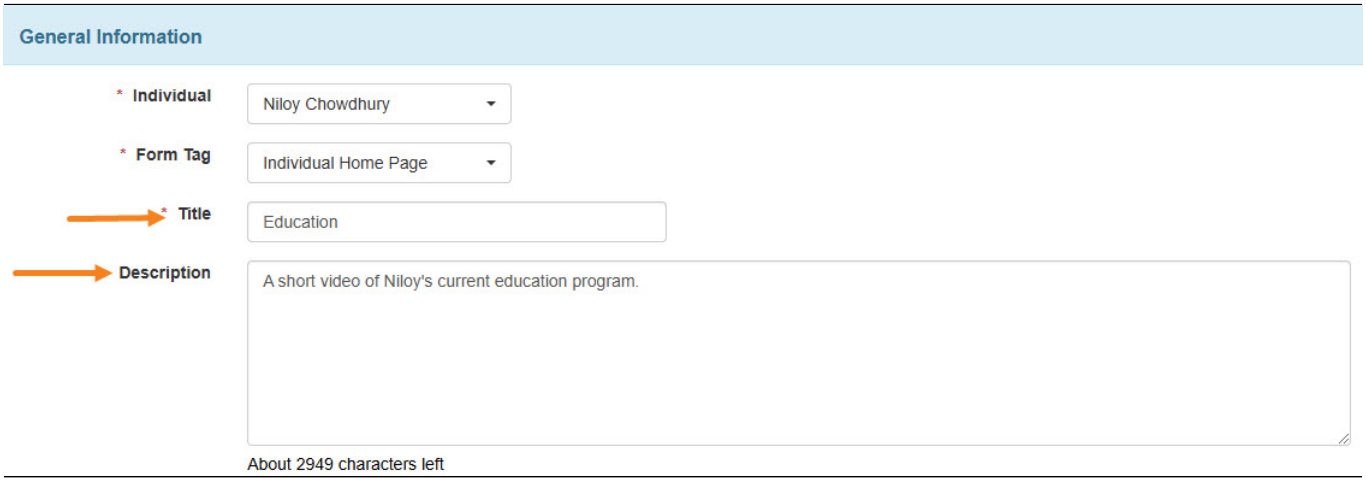
2. In the **Video New** page, select the individual's name from the dropdown beside the **Individual** field.



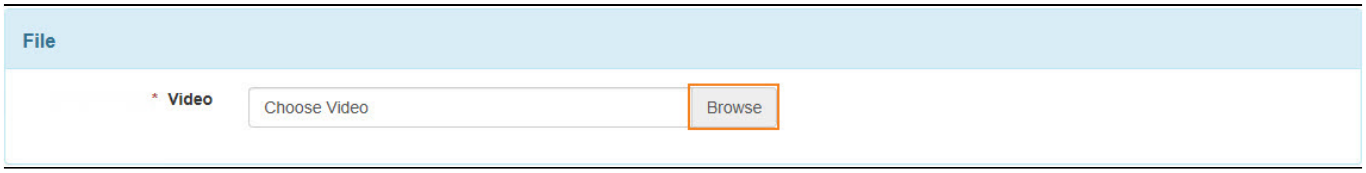
3. Select **Individual Home Page** from the dropdown beside the **Form Tag** field.



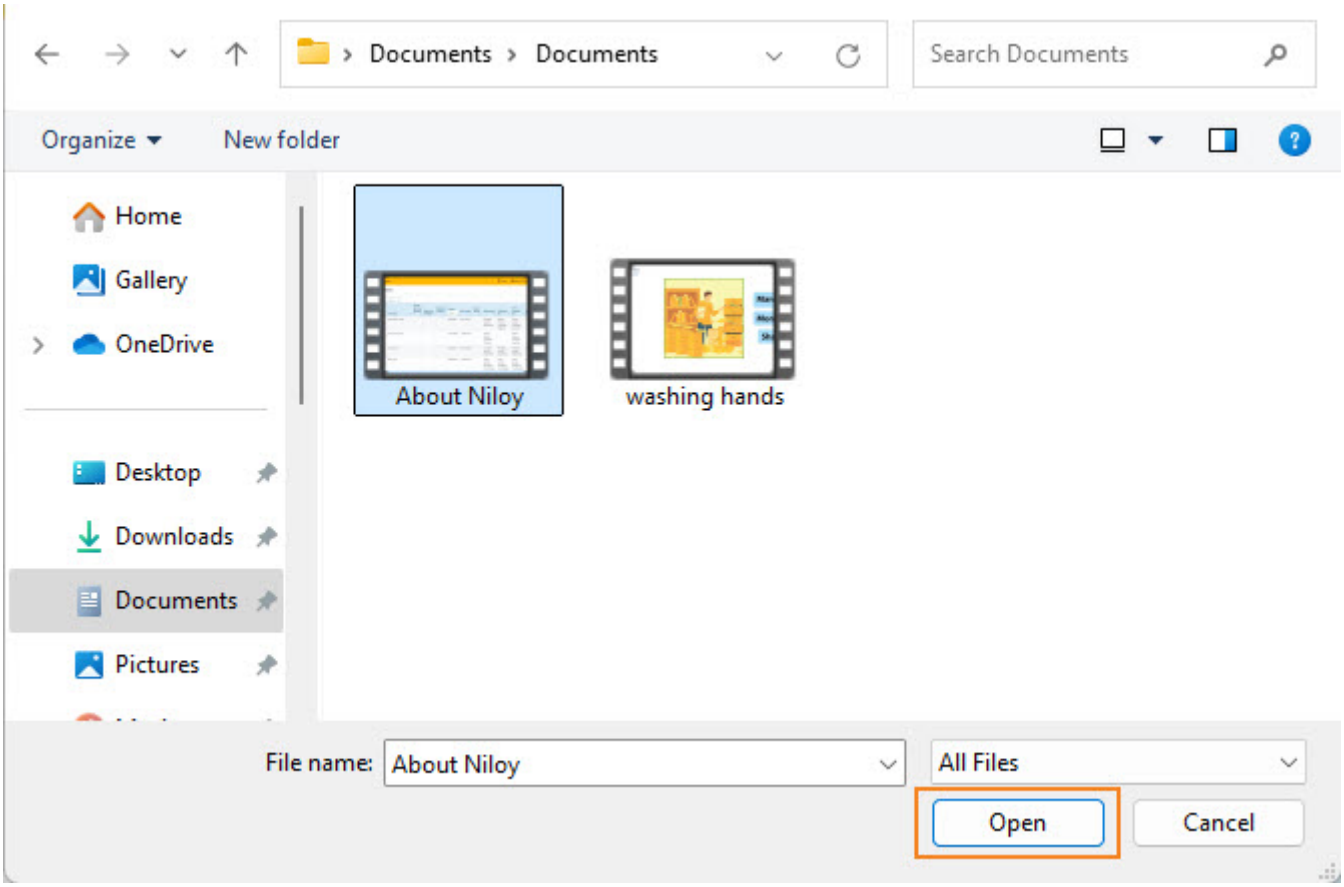
4. Enter the title of the video in the **Title** field. Users may also enter the **Description** field.



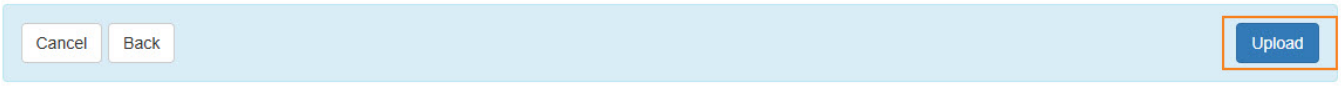
5. Under the **File** section, click on the **Browse** button beside the **Video** field.



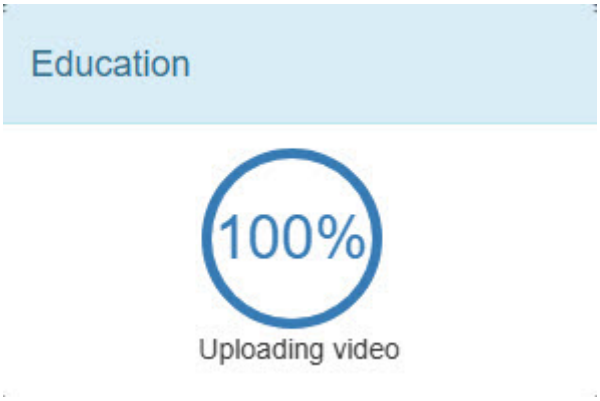
6. Select the video from your device and click on the **Open** button.

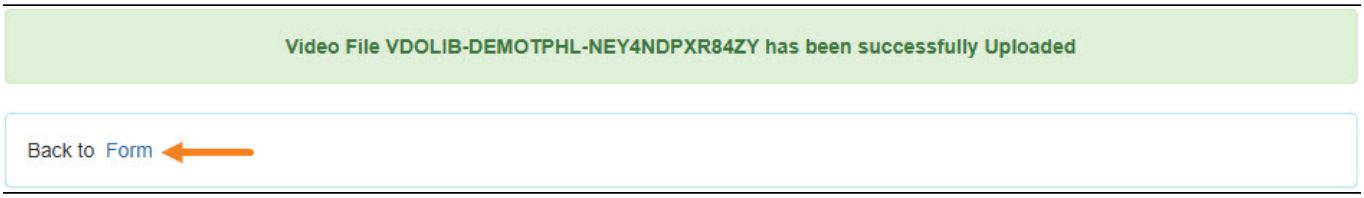


7. Click on the Upload button at the bottom of the page.

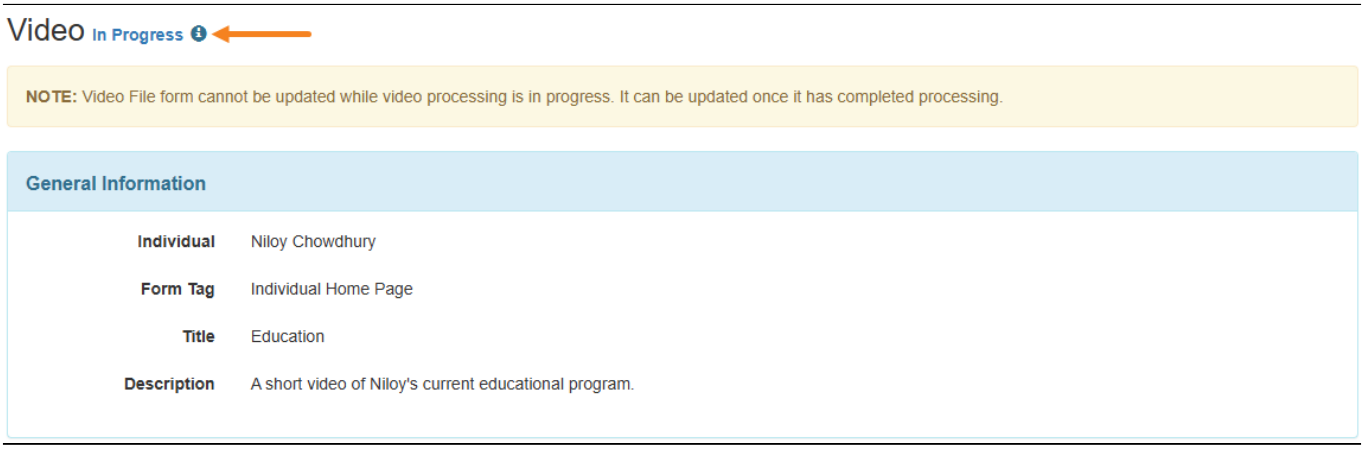


8. An upload popup window will be displayed to show the uploaded percentage of the video. Once successfully uploaded, a confirmation message will be displayed stating that the video has been successfully uploaded. Click on the **Form** link to go back to the Video form.



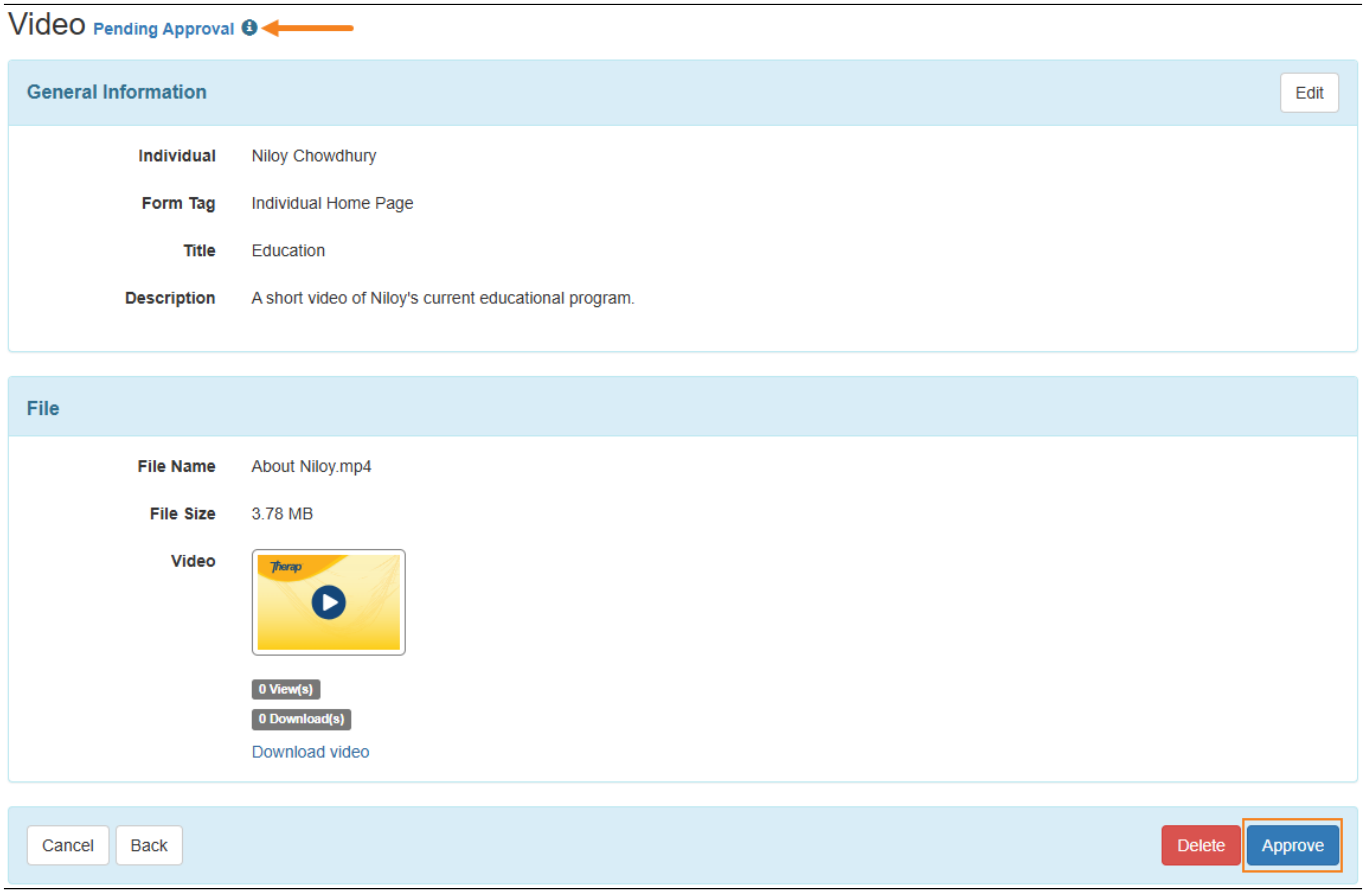


9. The status of the Video form will remain '**In Progress**' while the video is being processed.

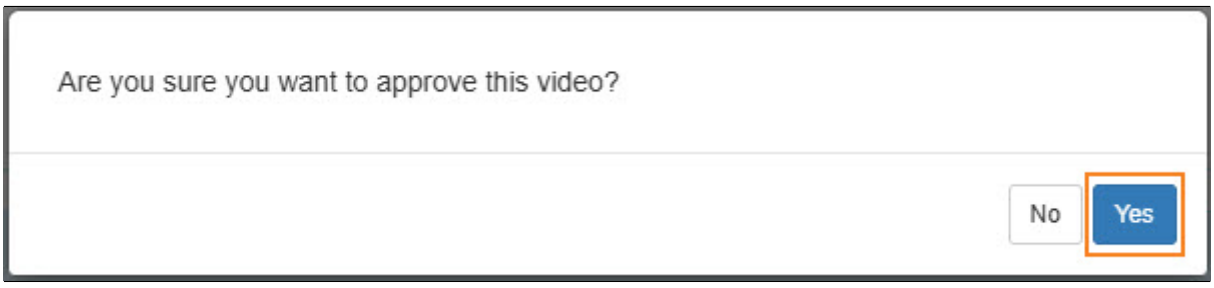


10. The status will change to 'Pending Approval' after the video has been processed.

Click on the **Approve** button.

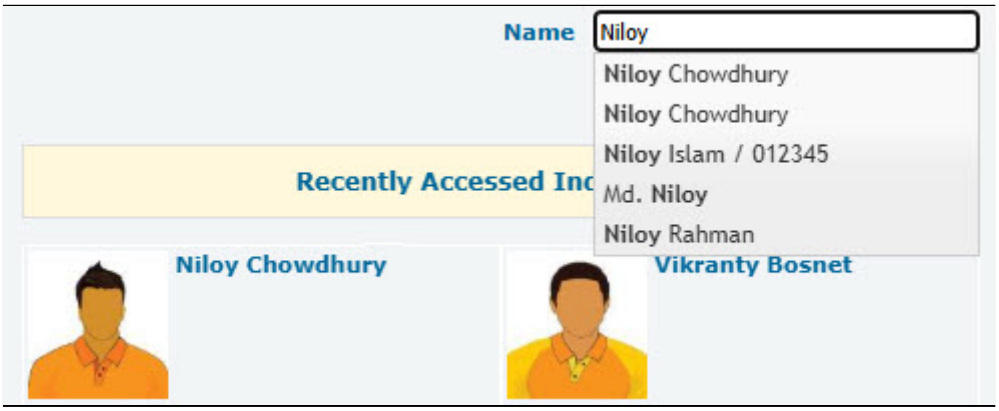


11. Click **Yes** to approve the video.

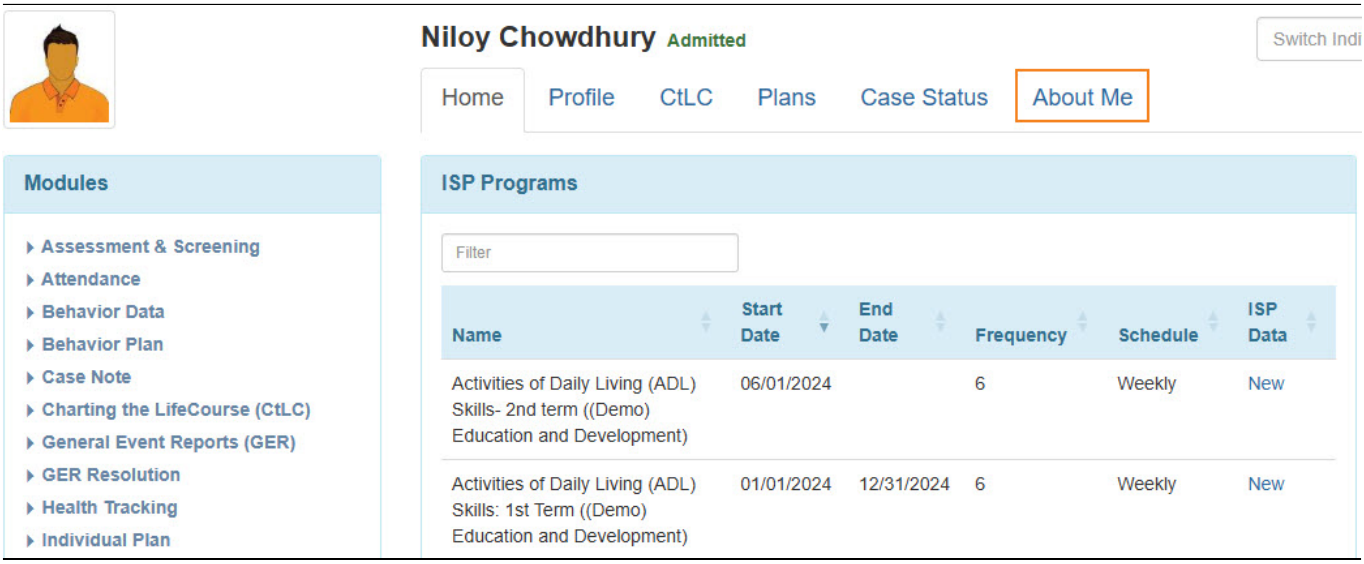
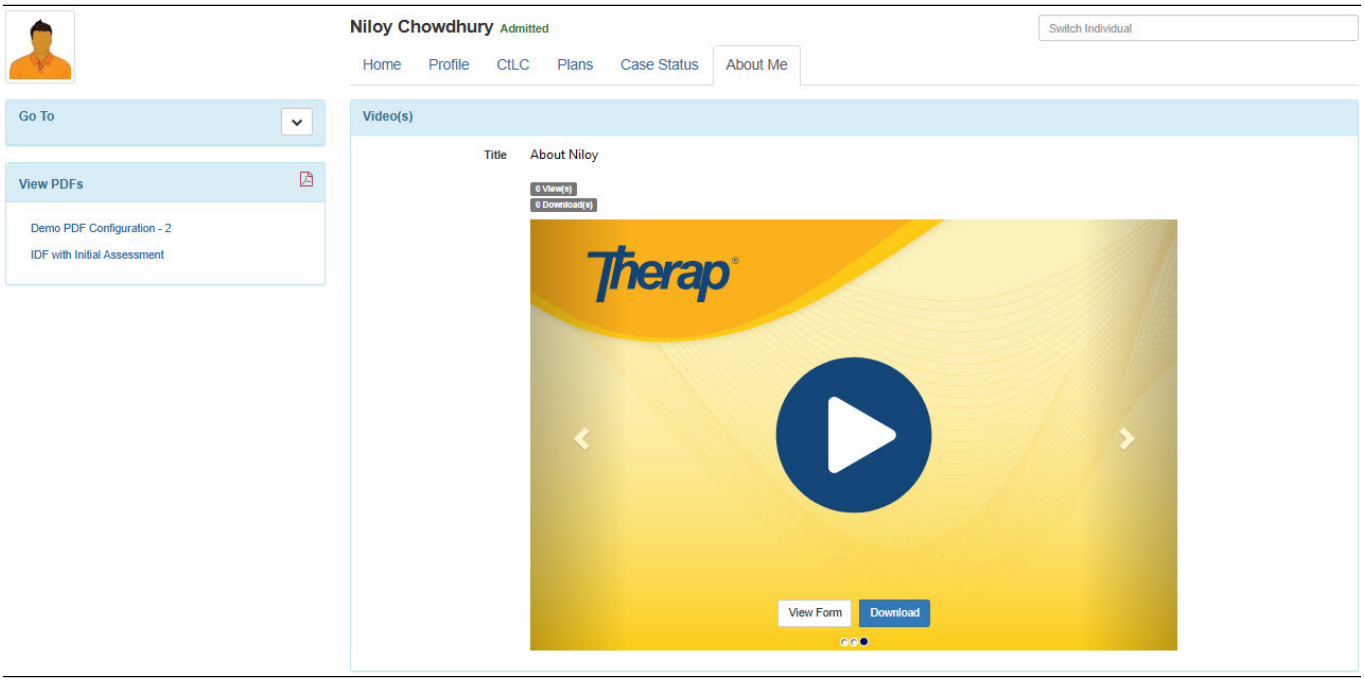


12. Once the video upload is completed, click on the **Individual Home Page** tab from the Dashboard.

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



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



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