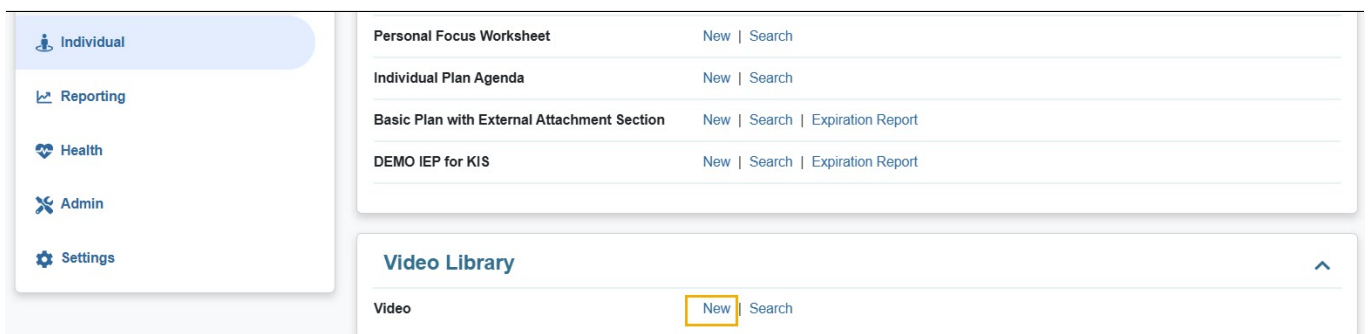


Add Video to Individual Home page

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**.



The screenshot shows the Therap Global interface. On the left is a navigation sidebar with the following items: Individual (selected), Reporting, Health, Admin, and Settings. The main content area is divided into two sections. The top section contains a list of items: Personal Focus Worksheet (with 'New | Search' links), Individual Plan Agenda (with 'New | Search' links), Basic Plan with External Attachment Section (with 'New | Search | Expiration Report' links), and DEMO IEP for KIS (with 'New | Search | Expiration Report' links). The bottom section is titled 'Video Library' and contains a 'Video' entry with a 'New' link highlighted by a yellow box and a 'Search' link to its right.

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

Video New

NOTE: If uploaded file contains any malicious content, the file will be deleted permanently.

General Information

→ * Individual

* Form Tag

* Title

Description

About 3000 characters left

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

Video New

NOTE: If uploaded file contains any malicious content, the file will be deleted permanently.

General Information

* Individual

→ * Form Tag

* Title

Description

About 3000 characters left

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

General Information

* Individual

* Form Tag

→ * Title

→ Description

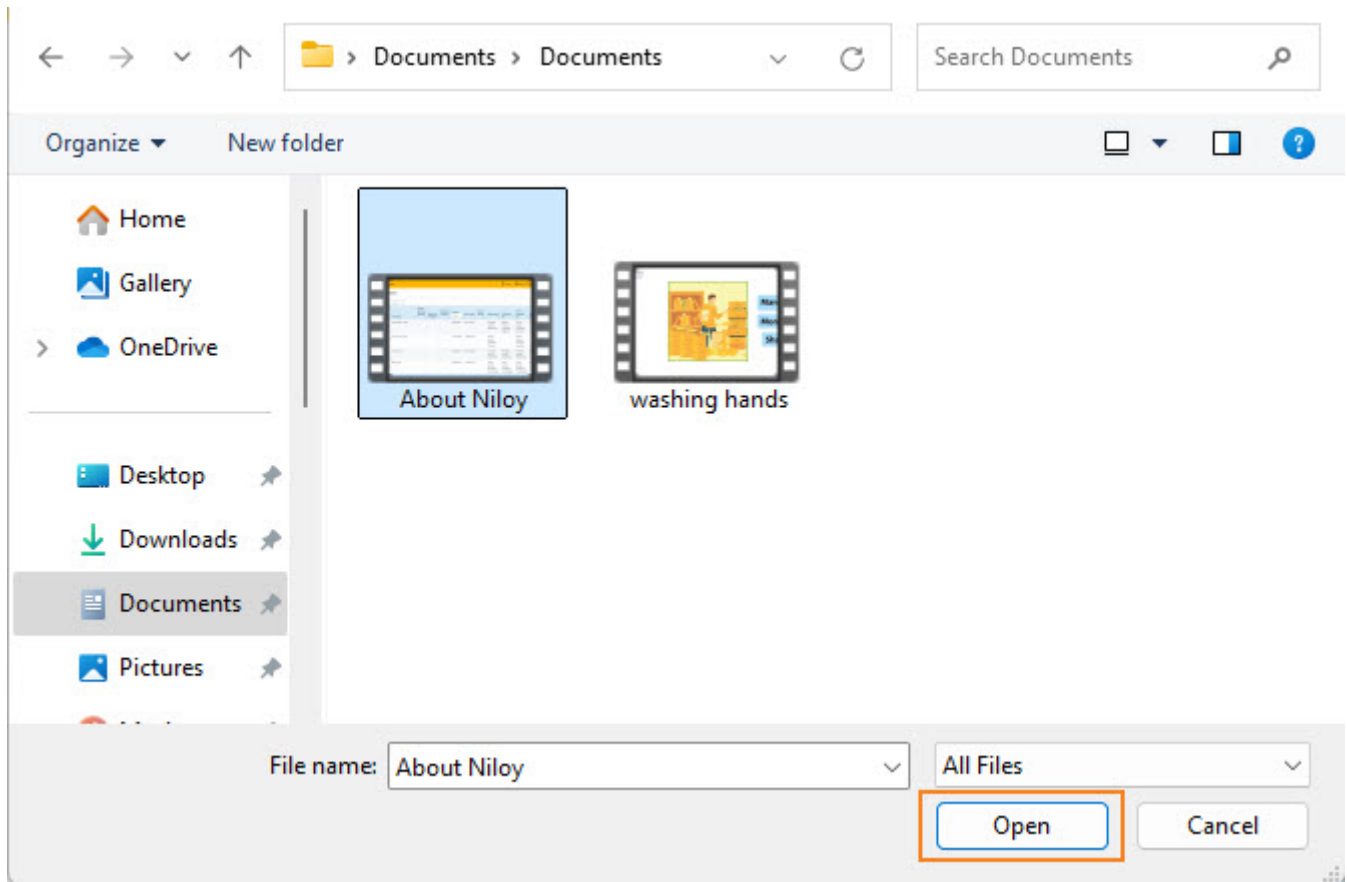
About 2949 characters left

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

File

* Video

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.

Education



Uploading video

Video File VDOLIB-DEMOTPHL-NEY4NDPXR84ZY has been successfully Uploaded

[Back to Form](#)

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

Video **In Progress**

NOTE: Video File form cannot be updated while video processing is in progress. It can be updated once it has completed processing.



General Information

Individual	Niloy Chowdhury
Form Tag	Individual Home Page
Title	Education
Description	A short video of Niloy's current educational program.

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

processed.


Click on the **Approve** button.

Video Pending Approval  

General Information Edit

Individual	Niloy Chowdhury
Form Tag	Individual Home Page
Title	Education
Description	A short video of Niloy's current educational program.

File

File Name	About Niloy.mp4
File Size	3.78 MB
Video	
	0 View(s)
	0 Download(s)
	Download video

Cancel Back Delete Approve

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

Are you sure you want to approve this video?

No Yes

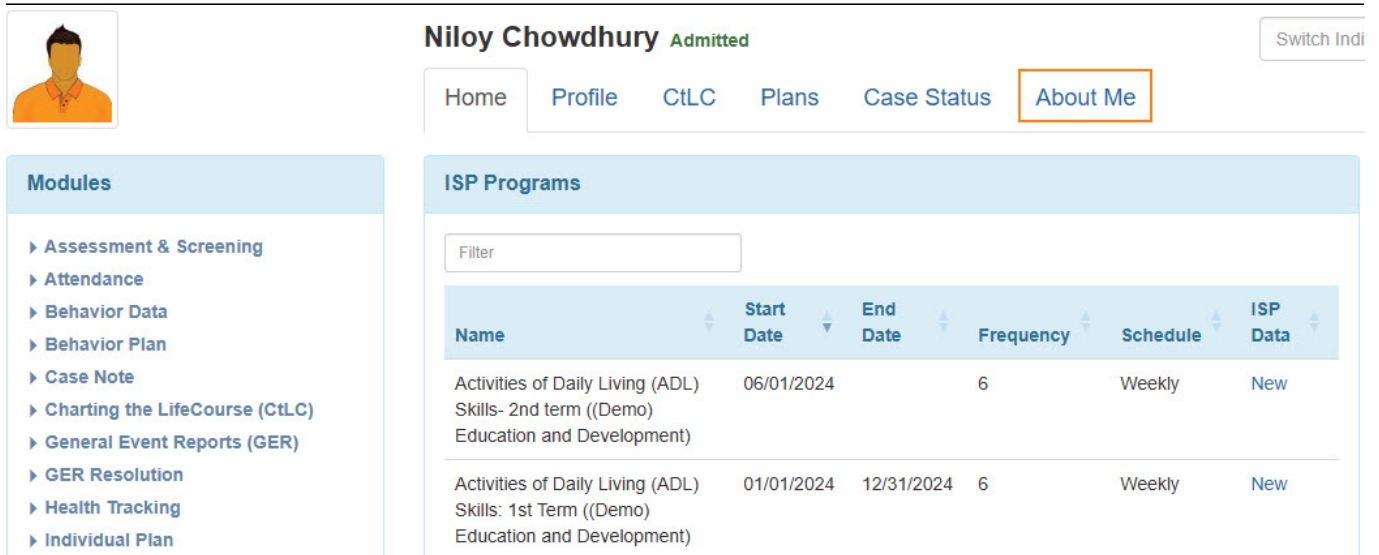
12. Once the video upload is completed, click on the **Individual Home Page** tab from the Dashboard.

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 Open Investigations Search
Admin	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

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.



Niloy Chowdhury Admitted Switch Indi

Home Profile CtLC Plans Case Status **About Me**

Modules

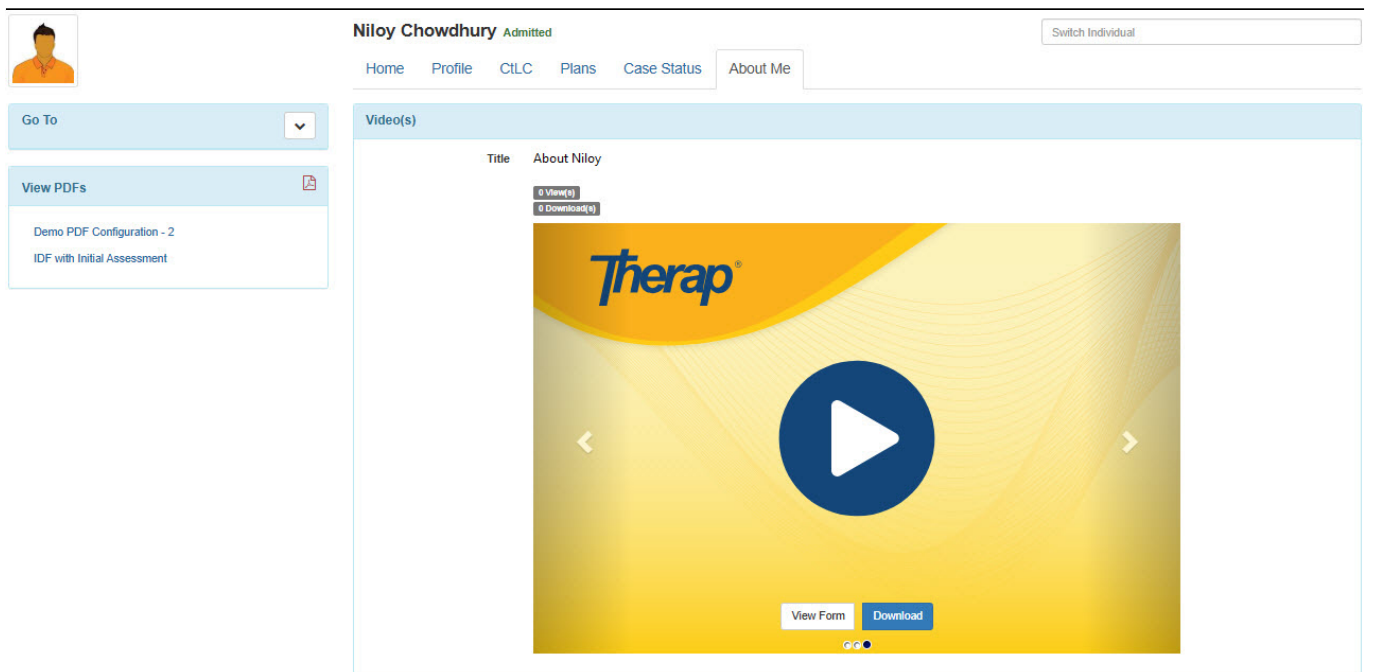
- ▶ Assessment & Screening
- ▶ Attendance
- ▶ Behavior Data
- ▶ Behavior Plan
- ▶ Case Note
- ▶ Charting the LifeCourse (CtLC)
- ▶ General Event Reports (GER)
- ▶ GER Resolution
- ▶ Health Tracking
- ▶ Individual Plan

ISP Programs

Filter

Name	Start Date	End Date	Frequency	Schedule	ISP Data
Activities of Daily Living (ADL) Skills- 2nd term ((Demo) Education and Development)	06/01/2024		6	Weekly	New
Activities of Daily Living (ADL) Skills: 1st Term ((Demo) Education and Development)	01/01/2024	12/31/2024	6	Weekly	New

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



Niloy Chowdhury Admitted Switch Individual

Home Profile CtLC Plans Case Status **About Me**

Go To

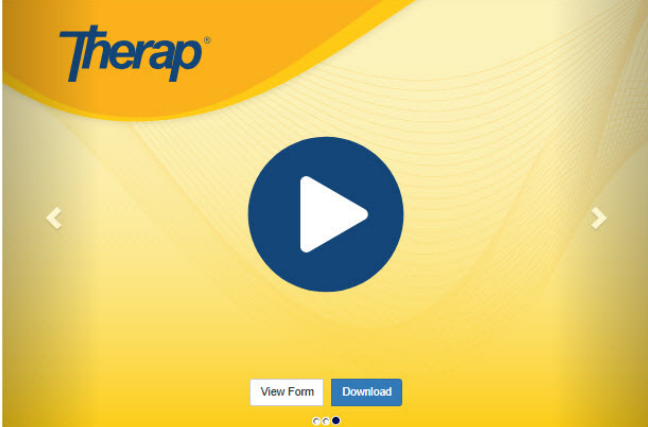
View PDFs

Demo PDF Configuration - 2
IDF with Initial Assessment

Video(s)

Title: About Niloy

0 View(s) 0 Download(s)



View Form Download