Search, Update, and Delete Video from Video Library

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• Search video from the Video Library

Users with any of the **Video Upload**, **Video Play**, **Video Download** or **Video Delete** Super Roles can search video from the **Video Library**.

1. Click on the **Individual** 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		

2. In the Video Library section, click on the Search link beside Video.

Video Library				
Video	New Search			

3. Enter the appropriate search parameter from the Video Search page. Users may narrow down the search parameters by entering any of the **Form ID**, **Individual**, **Module**, **Status**,



Title, Enter Date From, Enter Date To fields.

Click on the **Search** button after entering the appropriate fields.

Video Search				
Please	select any of the following field	s - Form ID, Individua	al, Module, or any Date	Range
Form ID				
Individual	Niloy Chowdhury	Q		
Module	T-Log	~		
Status	Completed	•		
	Completed	×		
Title	Activities			
Entered Date From	12/01/2024	=		
Entered Date To	12/18/2024	•		
Sclear Selection				
Cancel				Search

4. In the **Video Search** page, search results will display the list of videos based on the selected search criteria. Click on the video to view.



Video Search

÷	+ Individual	Form 🕴 Tag	† Title	÷ Status	÷	File 🕴 Size	Entered 🝦 Date	Entered By	Last Updated Date	Timezone
VDOLIB-DEMOTPHL- NEE4N9CZD842T	Niloy Chowdhury	T-Log	Activities	Completed	20231127_174357.mp4	23.14 MB	12/12/2024 02:18 PM	Afreen, Sonia / Assistant Teacher	12/12/2024 02:24 PM	Asia/Manila

The selected Video page will appear.

Video completed		
General Information		Edit
Individual	Niloy Chowdhury	
Form Tag	T-Log	
Title	Activities	
Description	A video of Niloy washing his hands how he was instructed.	
File		
File Name	20231127_174357.mp4	
File Size	23.14 MB	
Video	Form O View(s) 0 Download(s) Download video	
Linked Form		
Nothing found to display		
Cancel Back	De	lete



• Update Video from Video Library

Users with the Video Upload super role can edit Video from the Video Library.

1. Click on the **Edit** button at the top right corner of the page.

Video completed 4		
General Information		Edit
Individual	Niloy Chowdhury	
Form Tag	T-Log	
Title	Activities	
Description	A video of Niloy washing his hands how he was instructed.	
File		
File Name	20231127_174357.mp4	
File Size	23.14 MB	
Video	View(s) 0 View(s) 0 Download(s) Download video	
Linked Form		
Nothing found to display		
Cancel Back		Delete

2. Make necessary changes in any of the **Individual**, **Form Tag**, **Title**, or **Description** fields according to preference.



Video completed ()

General Information	
* Individual	Niloy Chowdhury -
+ Form Tag	T-Log •
* Title	Activity
Description	A video of Niloy washing his hands how he was instructed.
	About 2943 characters left
File	
File Name	20231127_174357.mp4
File Size	23.14 MB
Video	Trans
	0 View(s)
	Download video
Linked Form	
Nothing found to display	
Cancel Back	Update

3. After making the appropriate changes, click on the **Update** button.

	Update
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A success message will appear.



• Delete video from the Video Library

Users with the **Video Delete** Super Role can delete video from the Video **Library**. Videos that are already attached to T-logs or ISP Programs can only be deleted after being deleted from the respective T-logs or ISP Programs.

1. Click on the **Delete** button to delete the video.



Video completed ()

General Information		Edit
Individual	Niloy Chowdhury	
Form Tag	T-Log	
Title	Activities	
Description	A video of Niloy washing his hands how he was instructed.	
File		
File Name	20231127_174357.mp4	
File Size	23.14 MB	
Video	Parate C	
	0 View(s)	
	0 Download(s) Download video	
Linked Form		
Nothing found to display		
Cancel Back		Delete

2. A pop-up will come up. Click on the \boldsymbol{Yes} button.

Do you really want to delete this file?	
	No



A success message will appear.



N.B. Deleted videos can not be viewed, updated, or downloaded afterwards.