

Search, Update, and Delete Video from Video Library

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



The screenshot shows a sidebar on the left with navigation options: Individual, Reporting, Health, Admin, and Settings. The main content area is divided into two sections. The top section lists several documents with 'New | Search' links. The bottom section is titled 'Video Library' and contains a 'Video' entry with a 'New | Search' link. The 'Search' button in the 'Video' entry is highlighted with a yellow box.

2. 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 fields - Form ID, Individual, Module, or any Date Range

Form ID
Individual
Module
Status

Title
Entered Date From
Entered Date To

Clear Selection

Cancel

Search

3. 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

Filter 15 Records

Form ID	Individual	Form Tag	Title	Status	File Name	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

Showing 1 of 1 entries

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



0 View(s)

0 Download(s)

[Download video](#)

Linked Form

Nothing found to display

Cancel

Back

Delete

• 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 3

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



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

→ * Form Tag

→ * Title

→ Description

About 2943 characters left

File

File Name 20231127_174357.mp4

File Size 23.14 MB

Video



0 View(s)

0 Download(s)

[Download video](#)

Linked Form

Nothing found to display

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

A success message will appear.

Video File VDOLIB-DEMOTPHL-NEE4N9CZD842T has been successfully Updated

- **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

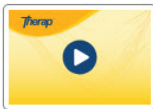
Individual Niloy Chowdhury
Form Tag T-Log
Title Activities
Description A video of Niloy washing his hands how he was instructed.

File

File Name 20231127_174357.mp4

File Size 23.14 MB

Video



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 **Yes** button.

Do you really want to delete this file?

No

Yes

A success message will appear.

Video File VDOLIB-DEMOTPHL-NEE4N9CZD842T has been successfully Deleted

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