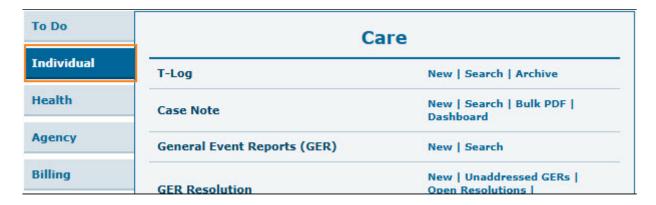


Uploading Video in Video Library

Users with **Video Upload** Super role can upload videos in the Video Library of the Therap system.

1. Click on the **Individual** tab from the Dashboard.



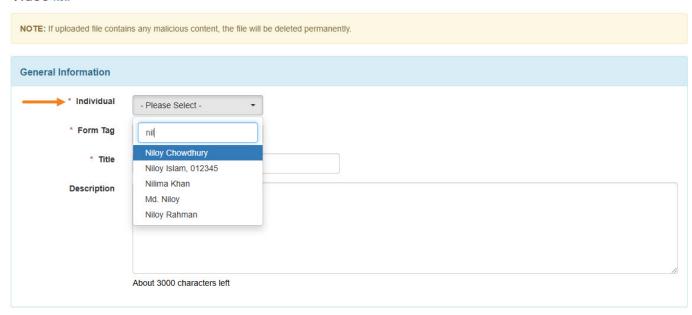
2. In the Video Library section, click on the New link beside Video.



3. In the **General Information** section, select the name of the individual in the **Individual** field from the dropdown.



Video New

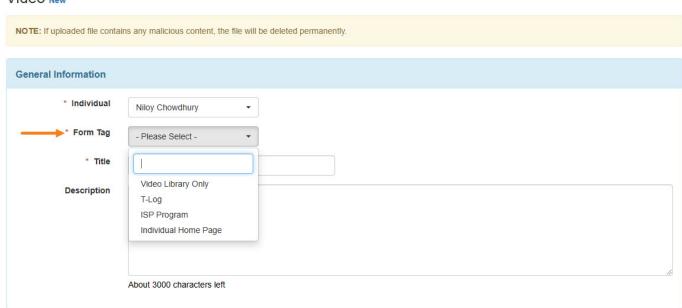


4. In the **Form Tag** field, select the module (Video library only, T-log, ISP Program, Individual Home Page) the video will be attached to from the dropdown.

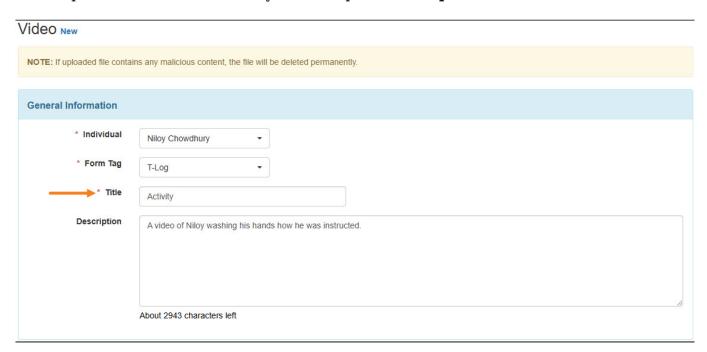
Note: The options populating in the **Form Tag** dropdown will depend on the caseload-based roles assigned to the user.



Video New



5. Fill up the $\bf Title$ field. Users may also fill up the $\bf Description$ field.

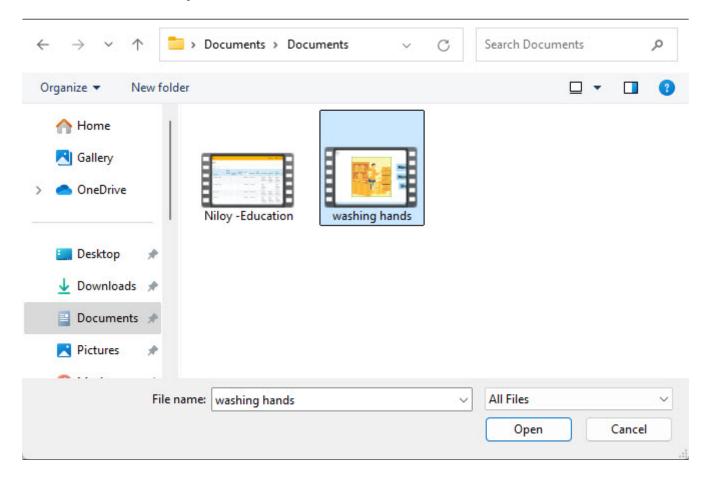




6. In the **File** section, click on the **Browse** button to choose video in the **Video** field.

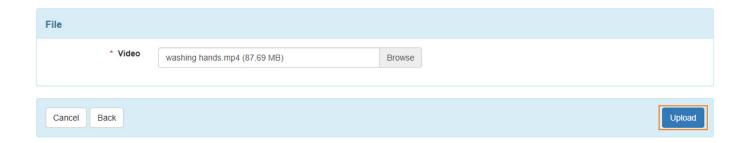


7. Select a video from your device.

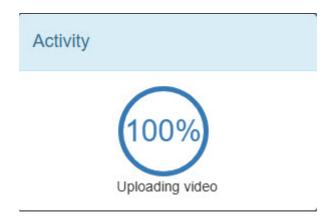


8. After choosing the video, click on the **Upload** button.





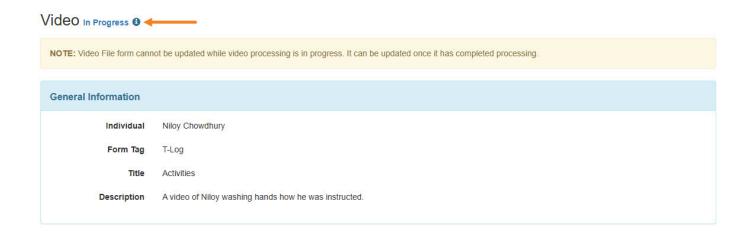
9. An upload popup window will be displayed to show the uploaded percentage of the video. Once successfully uploaded, a confirmation message will be displayed stating that the video has been successfully uploaded. You may click on the **Form** link to go back to the **Video** form.



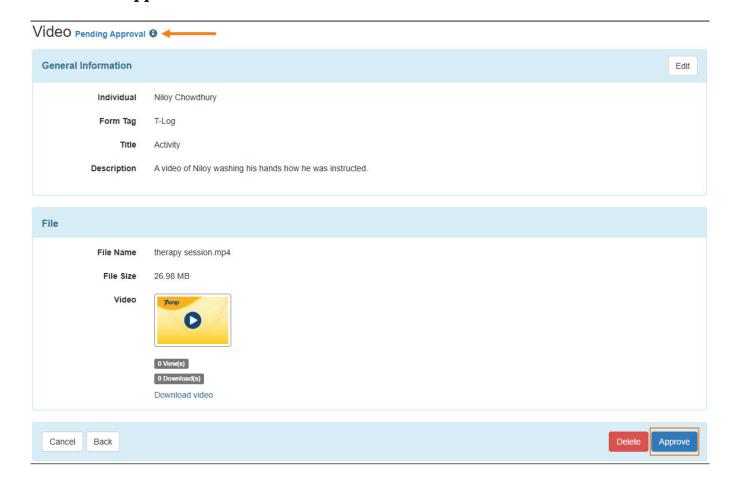


10. The status of the Video form will remain 'In Progress' while the video is being processed.





11. The status will change to 'Pending Approval' after the video has been processed.Click on the **Approve** button.





12. Click \mathbf{Yes} to approve the video.

Are you sure you want to approve this video?	
	No Yes

The status will change to ' $\mathbf{Completed}$ ' once the video has been approved and is ready to be viewed in a playable format.





