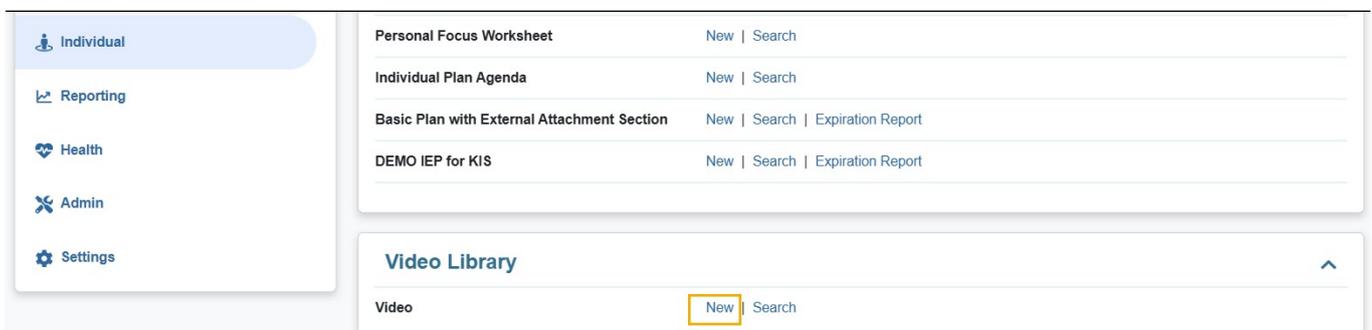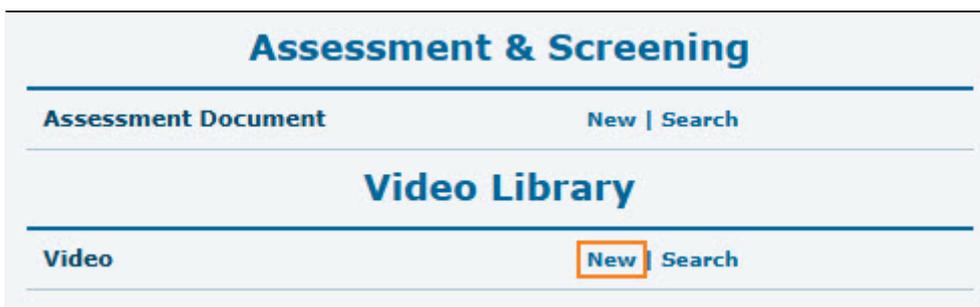# Uploading Video in Video Library

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

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

General Information

* **Individual**	- Please Select - ▾
* **Form Tag**	nil
* **Title**	Niloy Chowdhury
	Niloy Islam, 012345
	Nilima Khan
Description	Md. Niloy
	Niloy Rahman

About 3000 characters left

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

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

General Information

* Individual	Niloy Chowdhury
* Form Tag	- Please Select -
* Title	
Description	

Video Library Only
T-Log
ISP Program
Individual Home Page

About 3000 characters left

5. Fill up the **Title** field. Users may also fill up the **Description** field.

Video New

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

General Information

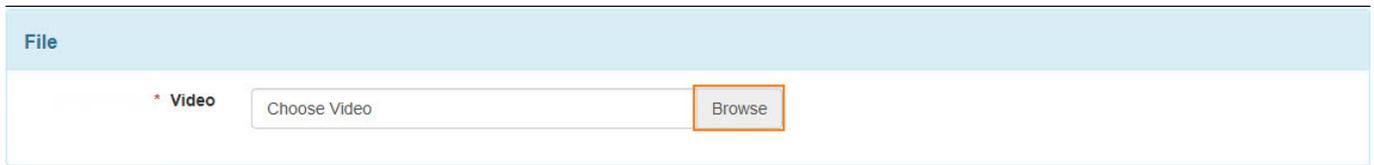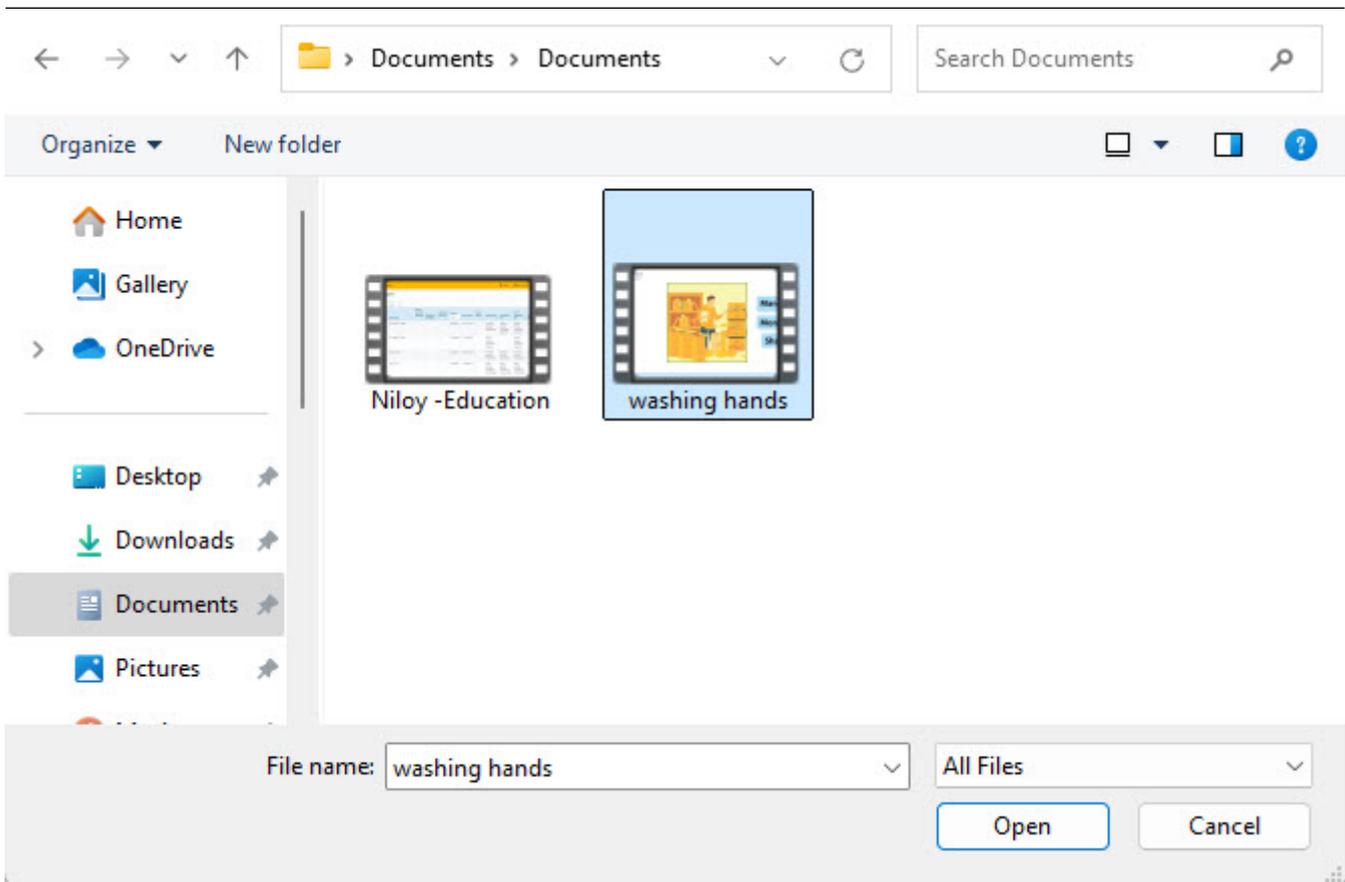|	
* Individual	Niloy Chowdhury
* Form Tag	T-Log
* Title	Activity
Description	A video of Niloy washing his hands how he was instructed.

About 2943 characters left

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

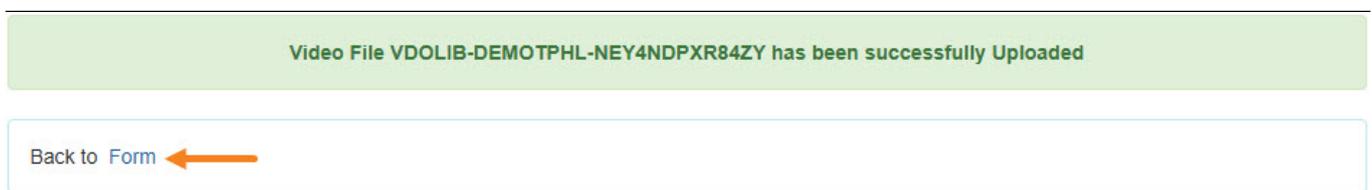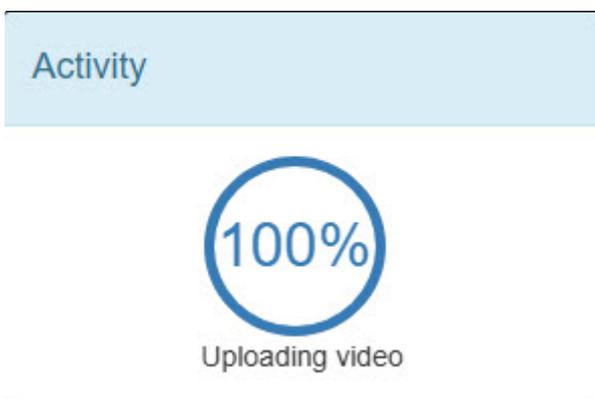7. Select a video from your device.

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

File		
* **Video**	washing hands.mp4 (87.69 MB)	Browse

Cancel	Back		Upload

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.

Activity

100%

Uploading video

Video File VDOLIB-DEMOTPHL-NEY4NDPXR84ZY has been successfully Uploaded

Back to Form ←

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

Video In Progress ❶ ←

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	T-Log
Title	Activities
Description	A video of Niloy washing hands how he was instructed.

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

Click on the **Approve** button.
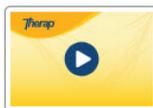
Video Pending Approval ❶ ←

General Information   Edit

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

File

File Name	therapy session.mp4
File Size	26.98 MB
Video	

0 View(s)
0 Download(s)
Download video

Cancel   Back   Delete   Approve

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

Are you sure you want to approve this video?

No   Yes

The status will change to '**Completed**' once the video has been approved and is ready to be viewed in a playable format.

Video Completed ℹ ←

General Information   Edit

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

File

File Name	washing hands.mp4
File Size	26.98 MB
Video	

0 View(s)

0 Download(s)

Download video

Linked Form

Nothing found to display

Cancel   Back   Delete