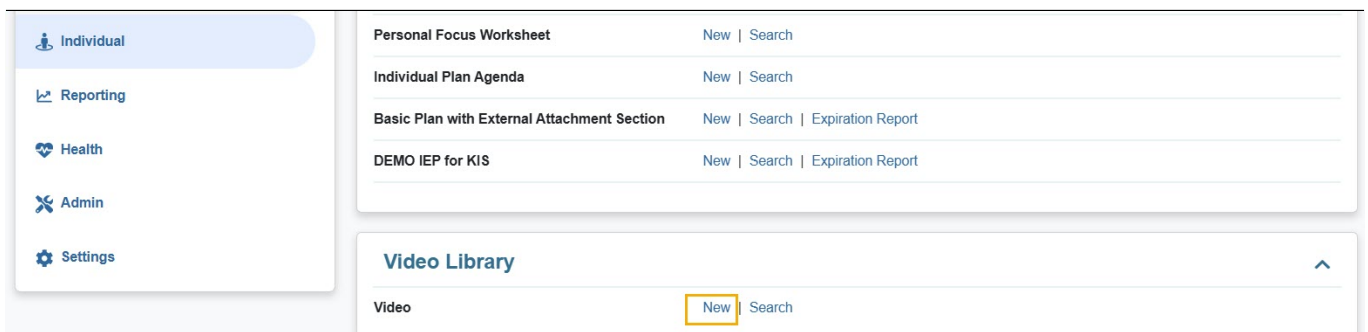


Uploading Video in Video Library

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.

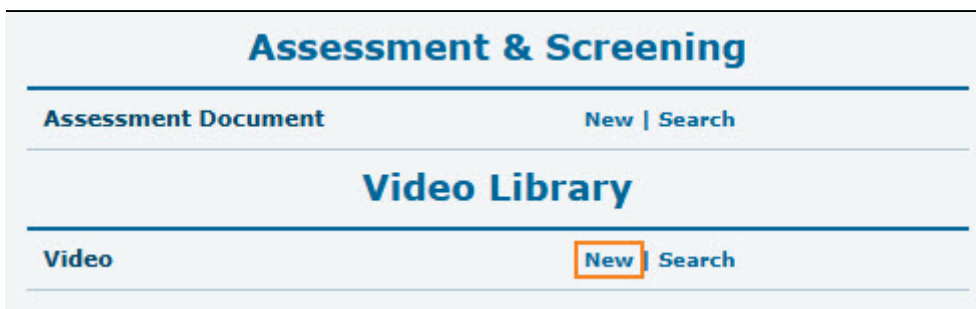


The screenshot shows the Therap dashboard interface. On the left, a sidebar contains navigation options: Individual (selected), Reporting, Health, Admin, and Settings. The main content area displays a list of document types with 'New' and 'Search' links. The 'Video Library' section is highlighted with a blue header and contains a 'Video' entry with a 'New' link highlighted by a yellow box.

Individual	Personal Focus Worksheet	New Search
Reporting	Individual Plan Agenda	New Search
Health	Basic Plan with External Attachment Section	New Search Expiration Report
Admin	DEMO IEP for KIS	New Search Expiration Report
Settings		

Video Library	
Video	New Search

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



The screenshot shows the 'Assessment & Screening' section of the dashboard. It features a header 'Assessment & Screening' and two main sections: 'Assessment Document' and 'Video Library'. The 'Video Library' section is highlighted with a blue header and contains a 'Video' entry with a 'New' link highlighted by a yellow box.


Assessment & Screening	
Assessment Document	New Search
Video Library	
Video	New Search

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	<input type="text" value="- Please Select -"/>
* Form Tag	<input type="text" value="nil"/>
* Title	<input type="text" value=""/>
Description	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"><p>Niloy Chowdhury</p><p>Niloy Islam, 012345</p><p>Nilima Khan</p><p>Md. Niloy</p><p>Niloy Rahman</p></div>

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

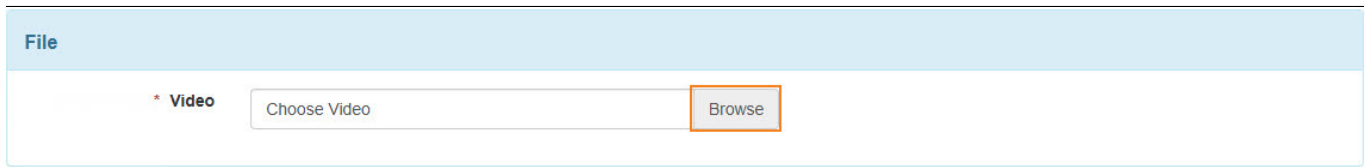
→ * Title Activity

Description

A video of Niloy washing his hands how he was instructed.

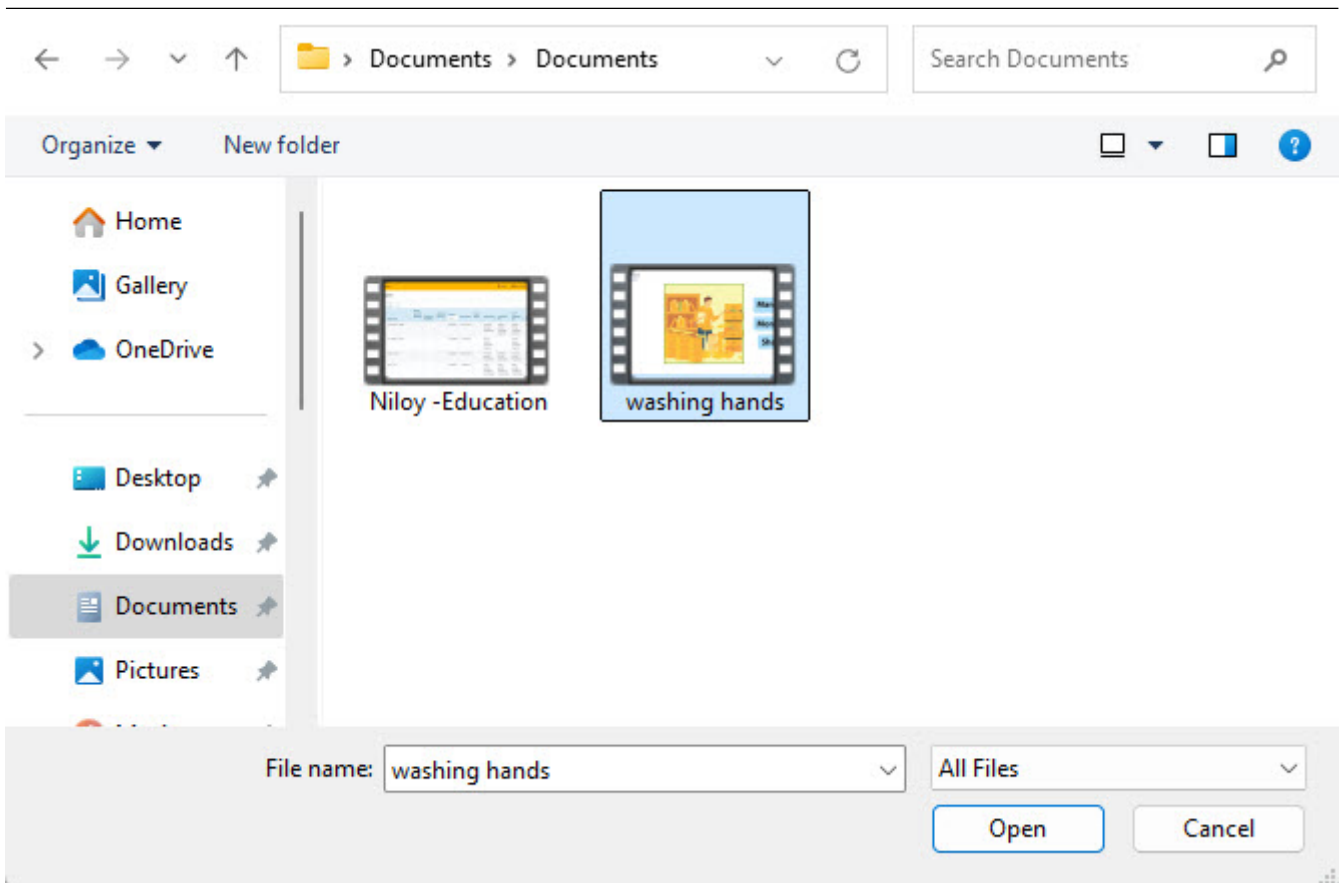
About 2943 characters left

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



The screenshot shows a light blue header with the word "File". Below it, there is a section labeled "* Video". Inside this section, there is a text input field containing the placeholder text "Choose Video". To the right of this input field is a button labeled "Browse", which is highlighted with a red rectangular border.

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)

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



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 


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  ←

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  ←

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