Video User Guide

Video Actions

Add Video

To start this action, click the   Add Video   button above the Video listing.

Creates a new Video.

When this action starts a form is displayed to enter the details of the Video.

Each field customises or controls some aspect of the Video display or behaviour.

Some fields are required and must be entered before the Video can be added, the required fields are Accessibility Video Type.

Although some fields are not required, it is best practice to populate these, including .

Most fields are optional, and are often prefilled with a good default so these may not need to be changed. These optional fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

View

To start this action, select the Video you need to work on, and click the 🔍 View button in the ⋮ More Menu on that row.

Display the selected Video.

This action displays the Video similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

Edit

To start this action, select the Video you need to work on, and click the ✏ button on that row.

Edits an existing Video.

When this action starts a form is displayed with the existing Video and any previous information entered.

Each field customises or controls some aspect of the Video display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

Delete

To start this action, either select the Video to work on and click the 🗑 button on that row. Or CTRL+click to select multiple Videos and click the 🗑 button above the Video listing.

Deletes an existing Video.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Video.

Search

To start this action, click the 🔍 button above the Video listing.

Allows a Search of Videos.

This allows a simple text search across all Videos.

To search a specific field select the field from the drop down list

Adv. Search

To start this action, click the 🔍 Adv. Search button above the Video listing in the ⋮ More Menu.

Allows an Advanced Search of Videos.

The Advanced Search opens a new section at the bottom of the Videos and allows several distinct features:

- Multiple Search Lines : allows Video matches to be identified where more than one search criteria is required

- Nested Searches : allows a combination of AND and OR logic to find results

- Saved Filters : allows a search to be saved as a Filter

- Export : allows the results of the search to be exported and worked on separately

Refresh

To start this action, click the ⟳ Refresh button above the Video listing in the ⋮ More Menu.

Refresh the list of Videos.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

Export to List

To start this action, click the ☁ Export to List button above the Video listing in the ⋮ More Menu.

Export the Video results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Videos shown.

Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Videos will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.

Export All

To start this action, click the ⤓ Export All button above the Video listing in the ⋮ More Menu.

Export all the Videos to a List.

Exactly as for "Export to List" except rather than just Exporting the Video results shown, all Videos will be expored.

Export Item

To start this action, select the Video you need to work on, and click the ☁ Export Item button in the ⋮ More Menu on that row.

Export only the selected Video to a List.

Exactly as for "Export to List" except rather than just Exporting the Video results shown, only the selected Video is exported.

Choose Columns

To start this action, click the ⚙ Choose Columns button above the Video listing in the ⋮ More Menu.

Changes the Columns shown in the Video Listing.

The Choose Columns screen shows the Selected Columns on the left, and the Video Columns available on the right.

Drag and Drop column names between the two columns.

Alternatively double click on a column name to move it from one list to the other.

On the left the Selected Columns can be dragged up and down to change the ordering in the Video Listing.

Manage Filters

To start this action, click the ═ Manage Filters button above the Video listing in the ⋮ More Menu.

Creates custom Filters for Videos.

A Filter is a saved Advanced Search. Multiple Filters can be created for Videos.

These Filters appear at the top of the Video listing.

When the Filter is selected the results are restricted to only include those which match the Filter.

The Manage Filters action shows a list of existing Filters for Videos where these can be managed.

Video Field Reference

No Permission Content Option

When a user does not have permission to view this video

Allow Full Screen

Allow the user to watch the video fullscreen.

Auto play

Starts the video automatically when the page is opened.

Loop

When the video has played through, it will start again from the beginning

Snap

When the video is scrolled out of view and it is still playing it will snap to the page

Hide Controls

The player controls will always be hidden

Show Captions

Displays captions overlays if available

Teaser image

The image that will be displayed as full size still image if the video can not play, or as a teaser.

Accessibility Video Type

This field is mandatory.
Specifies the type of accessibility video this is, or 'Standard' if this is the main video.

Subtitles

Subtitles, of the form
starttime:duration:textcolour:speaker:text
Where:
- starttime : the time in seconds to start displaying this video (may be decimal)
- duration : the period of time to display this subtitle for in second (may be decimal)
- textcolour : the colour of the text as either HTML colours, or #HexValue
- speaker : (optional) the name of the speaker - can be blank for narration
- text : the text spoken by this person (or naration)

Examples
60:10:red:Sam:Hello, My name is Sam
  At 60 seconds into the video displays 'Sam: Hello, My name is Sam' in red until 70 seconds into the video.
65:5:white::Sam enters the room
  At 65 seconds into the video displays a narration of 'Sam enters the room' in white.
When both examples are applied, between 65 - 70 seconds, the first subtitle will be displayed with the second subtitle below.

Transcript

The transcript of this video

Accessibility version for video

Select the video standard video, that this video is the accessibility version for.

Attribute Set

The attributes in the selected attribute set will be made available to this item