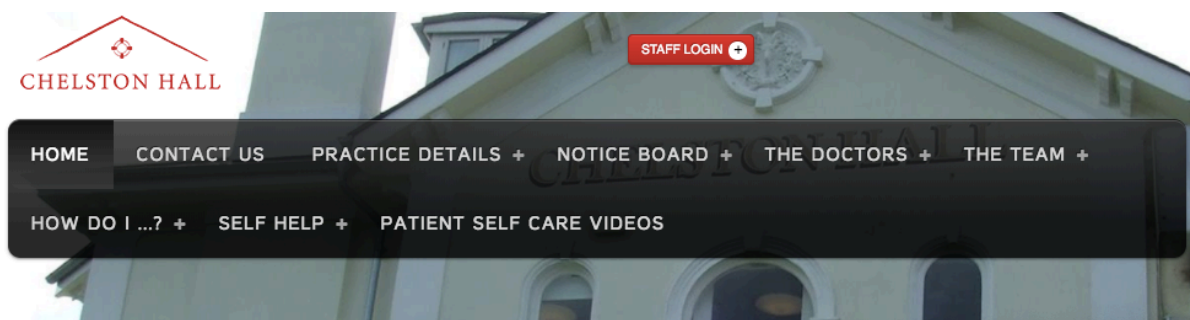


Technical Guide: Setting up and editing the Video Library

We hope you find this guide useful in getting you up and running using video.
We encourage you to share this guide with your IT/Web/Technical team.

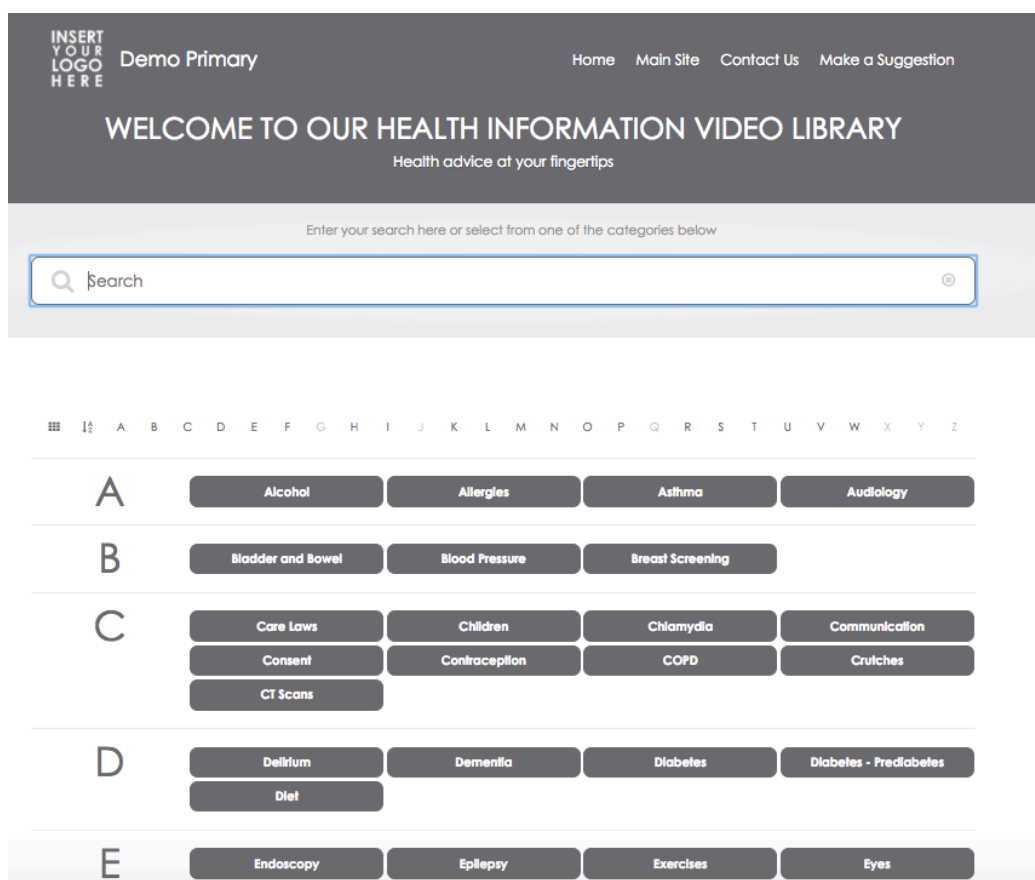
1. Implementing your Video Library

- Create a sub-domain of your website eg patientinformation.thesurgery.com
- We will provide an IP address to direct the sub-domain to
- You can then create a tab for your homepage with the link to your Video Library



2. Familiarise yourself with the library

There are over 350 videos categorised into over 80 specialisms, covering many of the common conditions patients will see you about. We recommend taking some time to familiarise yourself with the content.



3. Log in to the Content Management System

Scroll to the bottom of the page and click on ‘login’

Login using your username and password

Click on ‘Admin’ at the top of the page to take you to the Content Management System

4. Personalise your Video Library

Adding your logo, titles and contact details

Click on ‘Account’ Tab



INSERT YOUR LOGO HERE Demo Primary Home Main Site Super Admin Admin Contact Us

EDIT ACCOUNT

Pages Uploads **Account** Users

Name Demo Primary

Name in logo

Logo (PNG File) Choose file | No file chosen

Favicon (PNG file) Choose file | No file chosen

Contact email info@healthandcarevideos.com

Contact number 01626 833937

Addr1 Health and Care Videos

Addr2 The Horizon Centre

Addr3 Torbay and South Devon NHS Foundation Trust

Addr city Torquay, TQ2 7AA

Addr postcode www.healthandcarevideos.com

Linked in url https://www.linkedin.com/company/health-and-care-videos

Twitter url https://twitter.com/hcvideo

Meta keywords

Meta description Normal **B** **I** **U** **☞** **☰** **☒**

Title main Welcome To Our Health Information Video Library

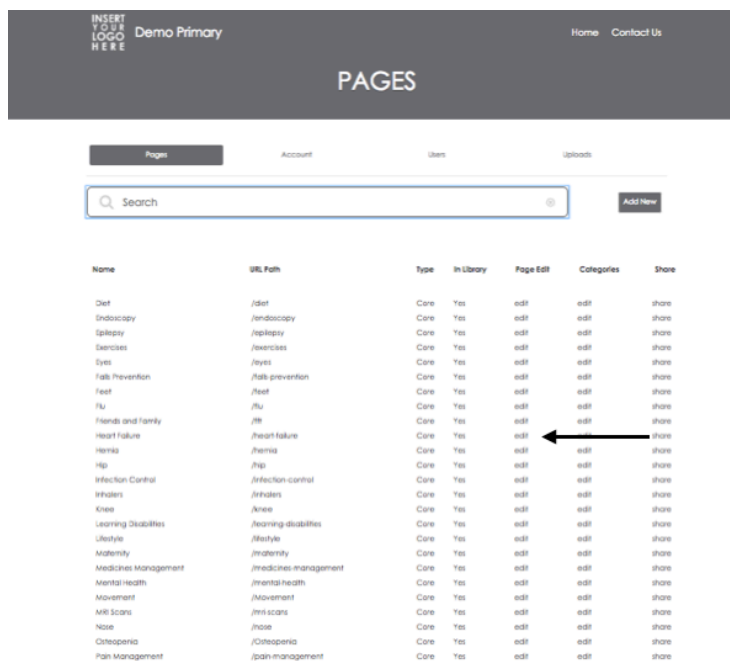
Title sub text Health advice at your fingertips

Save

Add/remove/edit pages from the Video Library

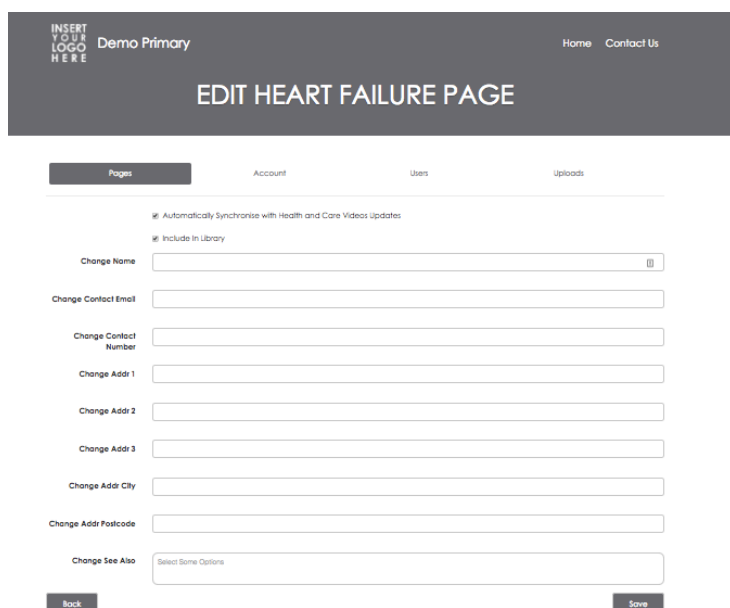
Click on the 'Pages' tab

Click 'edit' in the 'Page Edit' column of the Page you would like to edit - here we have chosen Heart Failure



Name	URL Path	Type	In Library	Page Edit	Categories	Share
Diet	/diet	Care	Yes	edit	edit	share
Endoscopy	/endoscopy	Care	Yes	edit	edit	share
Epilepsy	/epilepsy	Care	Yes	edit	edit	share
Sarcoid	/sarcoid	Care	Yes	edit	edit	share
Eyes	/eyes	Care	Yes	edit	edit	share
Falls Prevention	/falls-prevention	Care	Yes	edit	edit	share
Feet	/feet	Care	Yes	edit	edit	share
Fu	/fu	Care	Yes	edit	edit	share
Friends and family	/ff	Care	Yes	edit	edit	share
Heart Failure	/heart-failure	Care	Yes	edit	edit	share
Hernia	/hernia	Care	Yes	edit	edit	share
Hip	/hip	Care	Yes	edit	edit	share
Infection Control	/infection-control	Care	Yes	edit	edit	share
Inhalers	/inhalers	Care	Yes	edit	edit	share
Knee	/knee	Care	Yes	edit	edit	share
Learning Disabilities	/learning-disabilities	Care	Yes	edit	edit	share
Lifestyle	/lifestyle	Care	Yes	edit	edit	share
Maternity	/maternity	Care	Yes	edit	edit	share
Medicines Management	/medicines-management	Care	Yes	edit	edit	share
Mental Health	/mental-health	Care	Yes	edit	edit	share
Movement	/movement	Care	Yes	edit	edit	share
MRI Scans	/mri-scans	Care	Yes	edit	edit	share
Nose	/nose	Care	Yes	edit	edit	share
Osteoporosis	/osteoporosis	Care	Yes	edit	edit	share
Pain Management	/pain-management	Care	Yes	edit	edit	share

Here you can add or remove the Page from your Library, change the Page Name and the contact details for that Page



Automatically Synchronise with Health and Care Videos Updates
 Include in Library

Change Name

Change Contact Email

Change Contact Number

Change Addr 1

Change Addr 2

Change Addr 3

Change Addr City

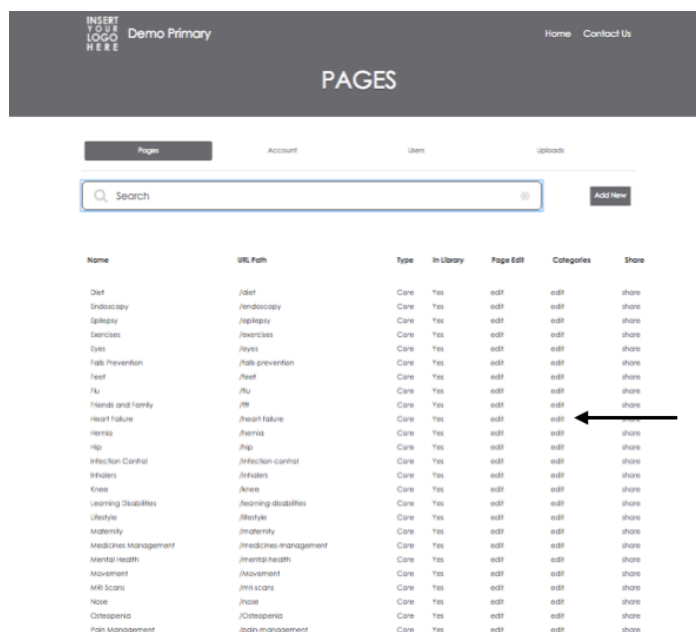
Change Addr Postcode

Change See Also

Add/remove/edit categories within pages from the Video Library

Click on the 'Pages' tab


Click 'edit' in the 'Categories' column of the Page you would like to edit - here we have chosen Heart Failure



Name	URL Path	Type	In Library	Page Edit	Categories	Share
Diet	/diet	Care	Yes	edit	edit	share
Endoscopy	/endoscopy	Care	Yes	edit	edit	share
Epilipsy	/epilipsy	Care	Yes	edit	edit	share
Exercises	/exercises	Care	Yes	edit	edit	share
Eyes	/eyes	Care	Yes	edit	edit	share
Falls Prevention	/falls prevention	Care	Yes	edit	edit	share
feet	/feet	Care	Yes	edit	edit	share
flu	/flu	Care	Yes	edit	edit	share
Friends and family	/fr	Care	Yes	edit	edit	share
Heart Failure	/heart failure	Care	Yes	edit	edit	share
Hemris	/hemris	Care	Yes	edit	edit	share
Hip	/hip	Care	Yes	edit	edit	share
Infection Control	/infection control	Care	Yes	edit	edit	share
Inhalers	/inhalers	Care	Yes	edit	edit	share
Knee	/knee	Care	Yes	edit	edit	share
Learning Disabilities	/learning disabilities	Care	Yes	edit	edit	share
Lifestyle	/lifestyle	Care	Yes	edit	edit	share
Maternity	/maternity	Care	Yes	edit	edit	share
Medicines Management	/medicines management	Care	Yes	edit	edit	share
Mental Health	/mental health	Care	Yes	edit	edit	share
Movement	/movement	Care	Yes	edit	edit	share
MRI Scans	/mri scans	Care	Yes	edit	edit	share
Nose	/nose	Care	Yes	edit	edit	share
Osteopenia	/osteopenia	Care	Yes	edit	edit	share
Pain Management	/pain management	Care	Yes	edit	edit	share

The categories within the Page will come up

Here you can change the Category Name add/remove/edit categories within pages eg Living With Heart Failure



Living with Heart Failure

Review and edit

Change Name

Change Key Search Words

Automatically Synchronise with Health and Care Video updates

Include in Library

Resource Box

Normal

Add Another Category

Category

Name

Change Key Search Words

Automatically Synchronise with Health and Care Video updates

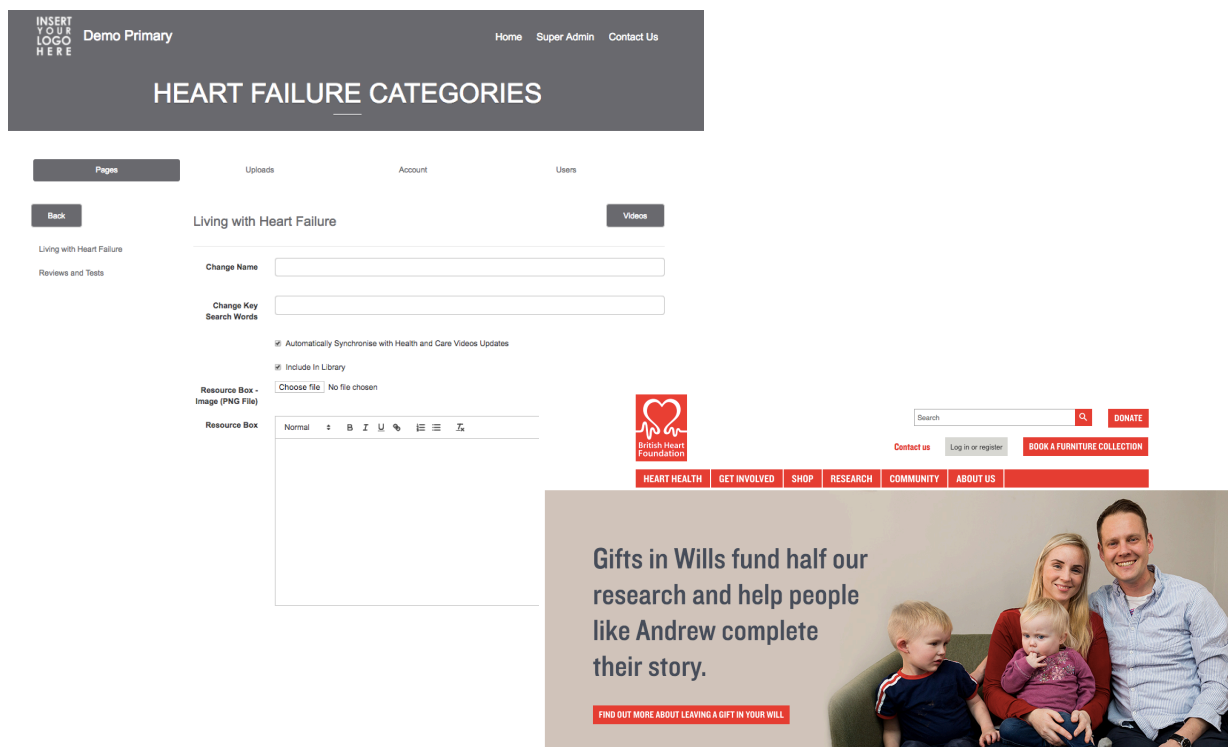
Resource Box

Normal

Add other resources - PDFs/Web Links/Information

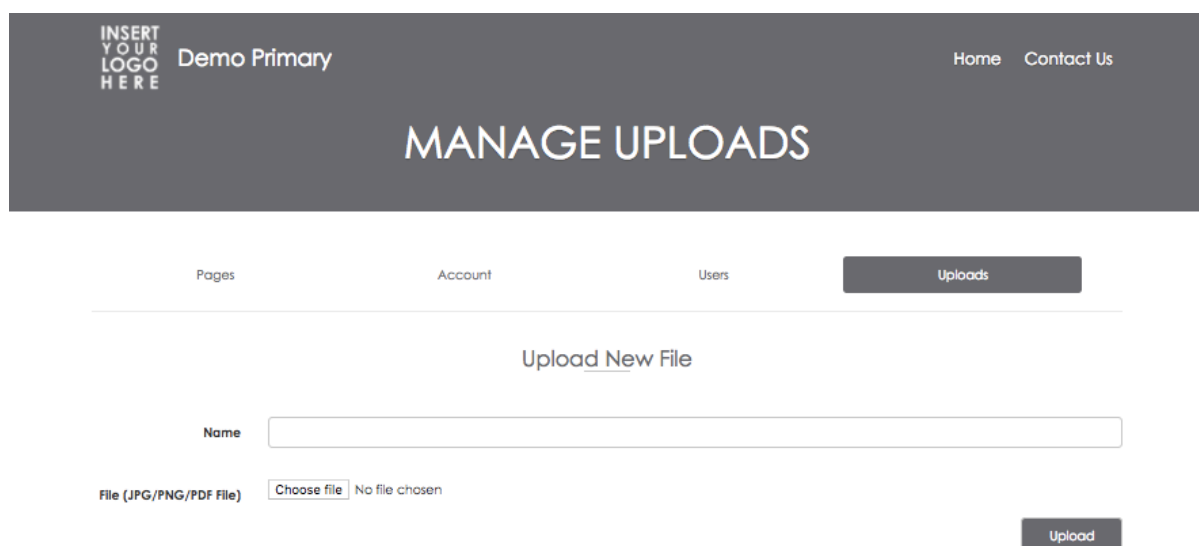
Add links to other resources into a resource box eg <https://www.bhf.org.uk> (British Heart Foundation)

Add images to resource boxes by clicking choose file next to 'Resource Box - image (PNG file)'



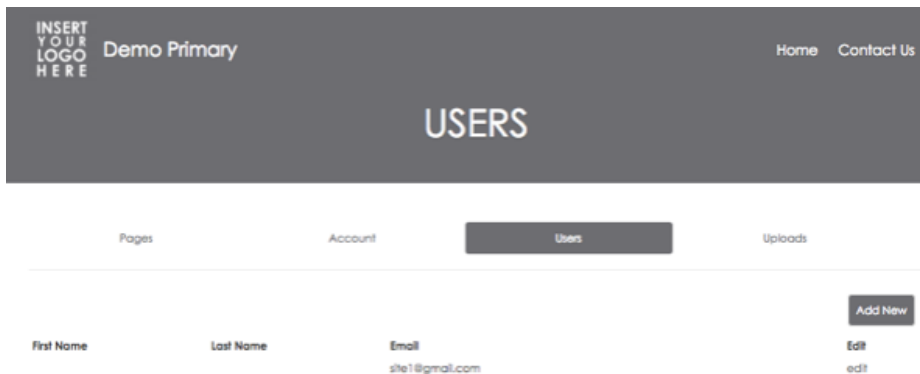
Add PDFs by clicking on the 'Uploads' tab

Upload the PDF file you want to add then copy and paste the link from here into the resource box as above



Add/remove practice staff to control who can edit your video library

Click on 'Users' and 'Create New' or 'Edit'



The screenshot shows a web application interface for managing users. At the top, there is a dark grey header with the text "INSERT YOUR LOGO HERE" on the left, "Demo Primary" in the center, and "Home Contact Us" on the right. Below the header, the word "USERS" is displayed in large white letters. A navigation bar contains four tabs: "Pages", "Account", "Users" (which is highlighted with a dark grey background), and "Uploads". Below the navigation bar, there is a table with the following columns: "First Name", "Last Name", "Email", and "Edit". The "Email" column contains the text "she1@gmail.com". To the right of the table, there is a dark grey button labeled "Add New".