USER GUIDE

Video Upload Utility

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1   OVERVIEW OF VIDEO UPLOAD PORTAL

The Video Upload Utility securely uploads videos of most formats to a secure management portal for access by the Royal Free Child Development department.

2   PURPOSE OF DOCUMENT

This user guide describes the functionality available within management portal.

3   REGISTRATION AND LOG IN
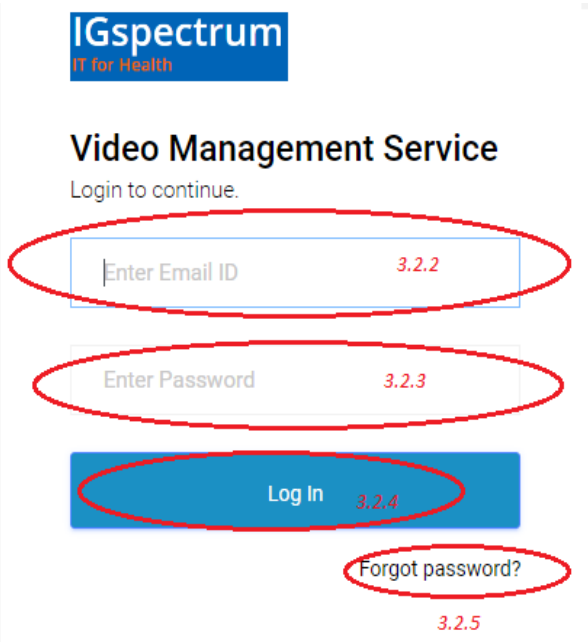
How to register, log in and the main menu

3.1   Registration

This section describes registration process

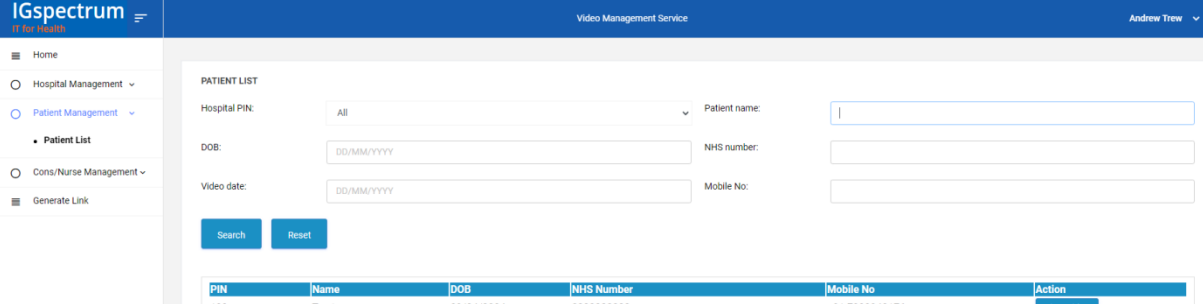|		
3.1.1	System manager registers user details and user receives registration email	Dear Nurse One Epilepsy, You have been registered as a **Consultant/Nurse** on the Video Management Service. **Your details are:**
3.1.2	User forename and surname.	Forename: Nurse One *3.1.2* Surname: Epilepsy
3.1.3	User email, this is also the username for accessing the system	Email: person@nhs.net *3.1.3*
3.1.4	Temporary user password, the system will ask for this to be changed on first logon	Temporary Password: gg1G#e7+ *3.1.4*
3.1.5	Assigned role, hospital site and status should be 'Active'	Assigned Role(s): - Consultant/Nurse *3.1.5* Assigned Site: 1122-Barnet Hospital Activation Status: Active
3.1.6	Link to portal, user should bookmark for future reference	Please login to the service using this password. You will have to change your password when you first login. Please click here to login into the Video Management Service. *3.1.6* Thank you. --- **The IGspectrum Support Team.** ---

3.2   Login

This section describes login page

3.2.1	Login Page	
3.2.2	Enter username, this is the user's trust email	
3.2.3	Enter password	
3.2.4	Click 'Login' to access the system	
3.2.5	Click 'Forgot password' to reset password. A reset email will be sent automatically with a temporary password.	

4 HOME PAGE

This section describes options available from the home page.

4.1   Home Page Menu Options

This section describes main options available from the home page

4.1.1 Home – displays this page 4.1.2 Generate Link – allows a link email to be sent to a new parent/carer 4.1.3 Patient Management – Displays the patient management dashboard	

4.2   Send Invitation Link to Parent/Carer

Clicking 'Generate Link displays the following page:

4.2.1 Enter the email of the parent/carer to receive the invitation 4.2.2 Select the site/department from the list (4.2.3) which requires to see the video 4.2.3 List of departments, configured as part of system setup. 4.2.4 Click button to send email to parent/carer 4.2.5 QR code that allows mobile to open video upload page on mobiledevice of parent/carer	

4.3   Patient Management Dashboard

The patient dashboard lists patients for whom one or more videos have been uploaded

Click 'View Video' button to view patient videos

4.4   Patient Videos

Clicking on 'View Video' displays the following page:

4.4.1	This question appears when a patient is over 16 years old and is to confirm that the patient consents to the on-going retention of videos of them. Management of the retention of videos is dependent on retention policies of the department.	☐ The patient has given their own explicit consent for their videos to be held on the Royal Free video portal.
4.4.1
4.4.2	Uploaded video with standard controls	
4.4.3	Button to add bookmark. Can be pressed while video is playing or paused. Bookmark entry box will be displayed.	
4.4.4	Title of bookmark	
4.4.5	Description of bookmark. Click save to add bookmark to list 4.4.6	
4.4.6	List of bookmarks. Elapsed playing time of video displayed in the 'Time' column to allow navigation back to the relevant point in the video.	

VIDEO NUMBER: 36

BOOKMARKS DETAILS

4.4.6

Time	Title	Description
00:00:06	Bookmark 1	Bookmark added by user

Add Bookmark here *4.4.3*
Delete Video *4.4.7*

— Uploaded Date *05/01/2021 06:45*

Bookmark   ✕

Please do not mention any patient identification details.

Title: *

4.4.4

Description: *

4.4.5
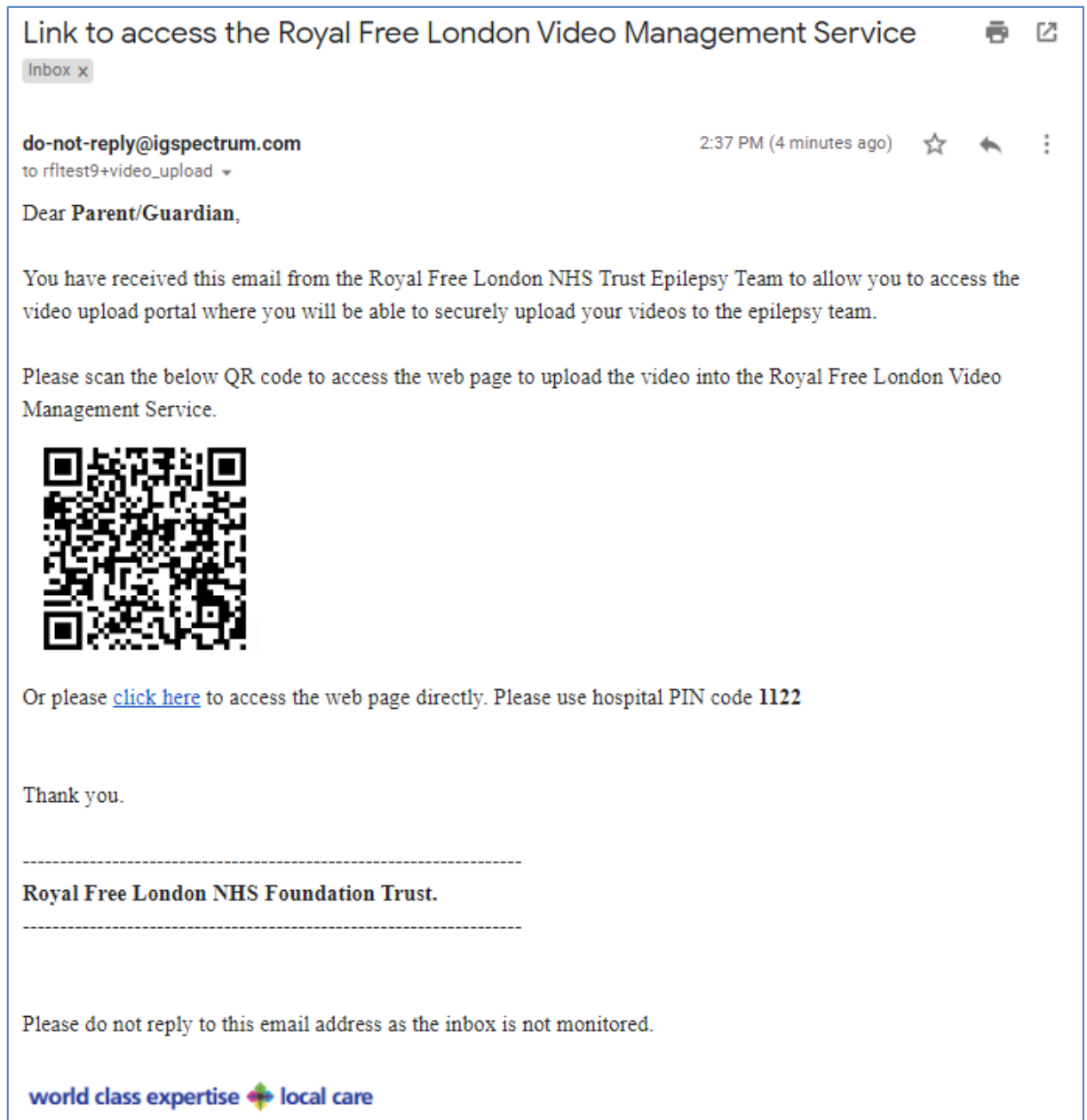
Save   Reset

5 PARENT/CARER FUNCTIONALITY
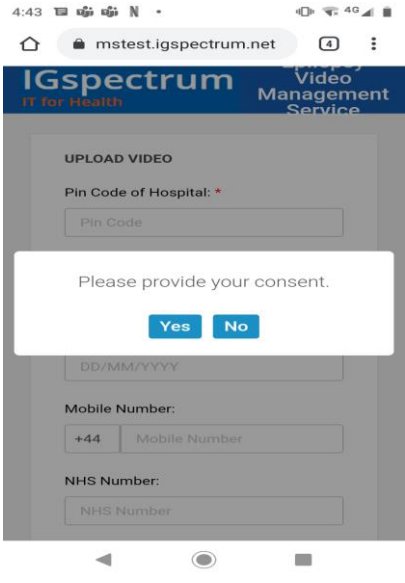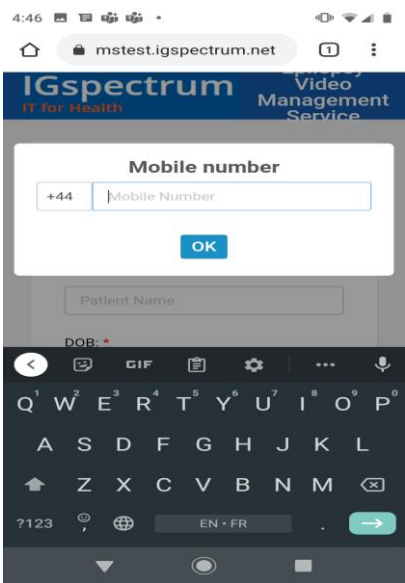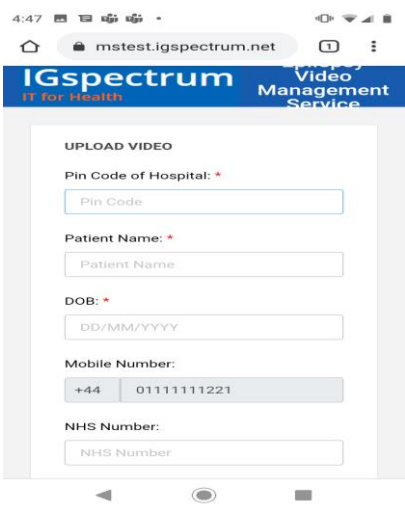
5.1 Invitation eMail

The Parent will receive the following eMail when the 'Generate Link' function is used:
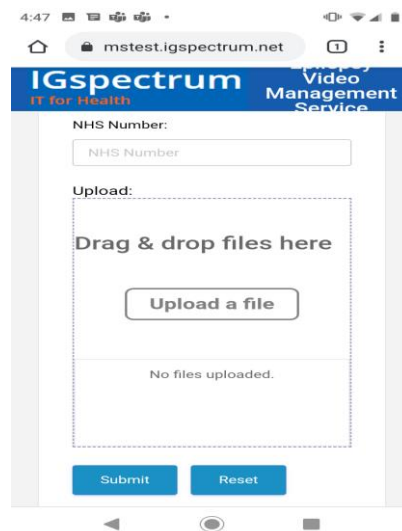

The QR code can be scanned by a mobile device to open the upload web page on the device. Web Pages displayed on device:

5.2 Parent Device Web Interface

Consent page displayed when QR code is scanned

5.2.1 Consent	
5.2.2 Mobile Number	
5.2.3 Child Details. PIN number is provided to parent/carer in the registration email.	

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5.2.4	User scrolls down to select the video to be uploaded and presses 'Submit'. Note that the web page can be accessed from computer as well if this is where videos reside.	
5.2.5	Successful upload confirmation. If the video type is not supported an error message will be displayed. Supported video types are: • MP4 • webm • .MOV	

6 APPENDICES

6.1 Version Control

VER	DATE	ACTION	COMMENTS	STATUS
1.0	05/01/2021	Initial version	First version of user guide	Released