## Inspiring Videos

[Intro to Inspiring Videos]

In order to create or edit inspiring videos you must access the Inspiring Videos screen by clicking the Inspiring Videos menu in the left side menu bar. You can view a listing of the inspiring videos in the screen as shown below.

[Screenshot of Inspiring Videos screen with arrow pointing to add button]

The listing contains information on the inspiring videos divided into columns (headings) and rows. Each column on a row displays one specific detail about a specific inspiring video. An explanation of these different headings is given below.

[Explanation of the columns in the listing]

### Adding an inspiring video

To add an inspiring video to the list, you must click the add button [pic of add button] as shown in the figure above. Upon clicking, the add form opens up and appears as shown below.

[Screenshot of inspiring video’s add form]

This is where you can fill various details of the inspiring video. An explanation of the details to be filled is given below.

[Explanation of the fields in the add form]

After entering the details, click the Submit button at the bottom of the add form to save the details. If there are no data-entry errors, the system responds with the success message. However, if there are data-entry errors, it shows the errors. You need to correct the errors and click the Submit button again. You can also click the close button at the top right-corner of the form at any point during the data-entry to close the form without adding the inspiring video.

### Searching out a specific inspiring video’s details

Many times there will be a need to see a specific inspiring video’s details. This need could arise for just gathering information or editing the details. This is where the search feature will come to your aid. To search for a specific inspiring video, you must enter the text that you want to search for in the search box located just above the listing of inspiring videos in the Inspiring Videos screen as shown below.

[Screenshot of Inspiring Videos screen with arrow pointing to search box with some text]

Without any search text, the listing shows all the inspiring videos. But, since the number of inspiring videos can be large (with or without the search text), the listing is divided into “pages”. You can use the pagination controls just below the listing to browse through these pages. To browse through successive pages by clicking Next and the previous pages by clicking Previous. You can browse to a specific page, you can click on the page number. Since the number of pages can also be large, only a few page numbers are displayed.

As you type in the search text, the system filters the list – keeping only those inspiring videos that contain any detail matching the search text. The list of inspiring videos is still grouped into pages as before. To further aid your ability to search out a inspiring video from the list, the system provides sort functionality on the columns of the list. By default the list is sorted in ascending order on one of the columns. If you click any of the column headings, the entire list will get sorted in ascending or descending order on that specific column.

### Editing an inspiring video

To edit the details of an inspiring video you must search it out first as described in the previous section. Once you have located the specific row displaying the details of that inspiring video, click the edit icon [pic of edit icon]. The edit form opens up with the details of the inspiring video prefilled as shown in the figure below. You can change the details as necessary and click the Submit button to save the changes. You can also click the close button at the top right-corner of the form at any point during the data-entry to close the form without saving the changes.

[Screenshot of inspiring video’s edit form]

[Explanation of extra fields in the edit form (if any)]