

# Alkem Smile Admin Functionalities Manual

## Table of Contents

### 1. Admin Functionalities

- Activity Management
- Event Management
- Volunteer Management
- Experience Moderation
- Event Location Management
- Gallery & Suggestions Management

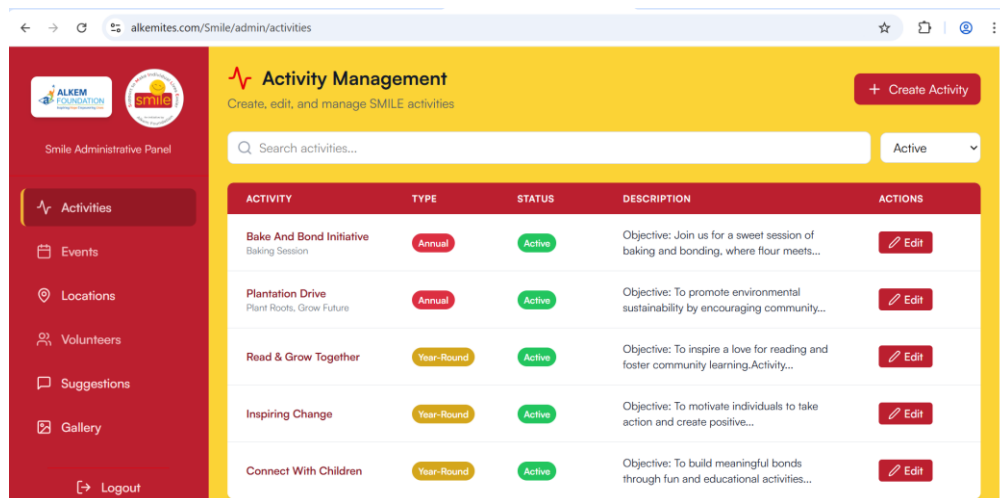
## Admin Functionalities

### 1. Activity Management

- **Create/Edit Activities:** Admins can add new activities or edit existing ones, including name, type (annual/year-round), description, and certificate eligibility.
- **Rich Description Editor:** Use template builder or direct HTML for activity objectives, details, and FAQs.
- **Image Upload:** Attach images to activities for gallery display.
- **Status Update:** Activate/deactivate activities as needed.
- **Table View:** Search, filter, and edit activities from a responsive table.

#### Flow:

1. Go to “Activities” (<https://www.alkemites.com/Smile/admin/activities>) in the admin sidebar.



2. Click “Create Activity” to open the form.



3. Fill in activity details, use the description helper if needed.

**Create New Activity**

Activity Name \*  
Cricket With Visually Impaired

Sub Name  
Inclusive Play, Shared Joy

Activity Type  
☐ Year-Round ☒ Annual  
☒ Enable Certificate

Description \* Code Helper

Template Builder

Objective Activity Details FAQ

Frequently Asked Questions + Add FAQ

FAQ 1

- Do I need prior cricket experience to join?

No, all skill levels are welcome—coaches provide guidance throughout

Cancel Create

Using the template builder :

a. Click on the red helper button to open the builder

Description \*

Code Helper

b. Add the details as required using the “Objective”, “Activity Details”, “FAQ” as required, , “Activity Details”, “FAQ” use the greed “Add Line” and “Add FAQ” to add multiple entries

**Note :** A bullet “•” is by default added in the text boxes , only erase the bullet you do not want a bullet to appear in final look.

Template Builder Sample

Objective Activity Details FAQ

Objective

To promote inclusivity and teamwork through adapted cricket activities for the visually impaired.

Apply Template Reset

Objective
Activity Details
FAQ

Activity Details

+ Add Line

- Participate in friendly games designed to encourage collaboration and confidence.
- Learn cricket skills with specialized equipment and support from coaches.
-

Objective
Activity Details
FAQ

Frequently Asked Questions

+ Add FAQ

FAQ 1

- Do I need prior cricket experience to join?

No, all skill levels are welcome—coaches provide guidance throughout.

FAQ 2

- What equipment is used for visually impaired players?

We use audible balls and adapted gear to ensure safe and enjoyable play.

FAQ 3

- 

Answer...

c. After clicking on apply template preview the output using the “code/preview” toggle

**Note:** The code view displays the HTML parse of the data inserted changes to that must only be made with prior knowledge of HTML syntaxes.

Description \*

 Code

Description \*

 Code

 Helper

**Objective:** To promote inclusivity and teamwork through adapted cricket activities for the visually impaired.

**Activity Details:**

- Participate in friendly games designed to encourage collaboration and confidence.
- Learn cricket skills with specialized equipment and support from coaches.

**FAQ:**

- Do I need prior cricket experience to join? — No, all skill levels are welcome—coaches provide guidance throughout.
- What equipment is used for visually impaired players? — We use audible balls and adapted gear to ensure safe and enjoyable play.

Description \*

Code

Helper

**Objective:** To promote inclusivity and teamwork through adapted cricket activities for the visually impaired.

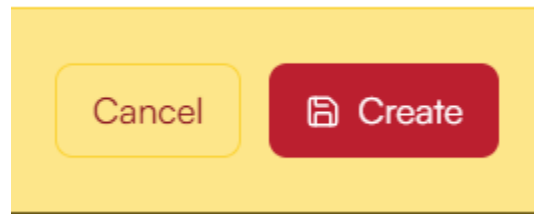
**Activity Details:**

- Participate in friendly games designed to encourage collaboration and confidence.
- Learn cricket skills with specialized equipment and support from coaches.

**FAQ:**

- Do I need prior cricket experience to join? — No, all skill levels are welcome—coaches provide guidance throughout.
- What equipment is used for visually impaired players? — We use audible balls and adapted gear to ensure safe and enjoyable play.

4. Click on Create to Save the Activity to the Database. Or Cancel to abort the creation of the Activity (by default status of Activity will be “Active”)



5. Use the table to search, filter, or edit activities. To add Image, Update status or details as required.

a. Search using the search bar at top and filter between “Active” and “Deactivated” dropdown in right.

Active ▾

a. To **Add Image / Edit Details / Edit Status** click on the Edit button in the action's column.

crick

Active

ACTIVITY	TYPE	STATUS	DESCRIPTION	ACTIONS
<div>Cricket With Visually Impaired</div> <div>Inclusive Play, Shared Joy</div>	Annual	Active	Objective: To promote inclusivity and teamwork through adapted cricket...	<div>Edit</div>

b. Here you can :

- a. Change The Status : (Active/Deactivated)

### Status



- b. Edit Name, Sub Name, Description (using the template builder or code)

Activity Name \*

Cricket With Visually Impaired

Sub Name

Inclusive Play, Shared Joy

Description \*

 Preview

 Helper

```
<p><strong>Objective:</strong> To promote inclusivity and teamwork through adapted cricket activities for the visually impaired.</p><p><strong>Activity Details:</strong></p><ul><li>• Participate in friendly games designed to encourage collaboration and confidence.</li><li>• Learn cricket skills with specialized equipment and support from coaches.</li></ul><p><strong>FAQ:</strong></p><ul><li>• Do I need prior cricket experience to join? – No, all skill levels are welcome—coaches provide guidance throughout.</li><li>• What equipment is used for visually impaired players? – We use audible balls and adapted gear to ensure safe and enjoyable play.</li></ul>
```

- c. Change Activity Type, or Enable Certificate Check box (Note : The text “synced” shows the current selection(Checked/Unchecked) is the current status of “Enable Certificate” )

### Activity Type

☐ Year-Round ☒ Annual

☒ Enable Certificate (Synced)

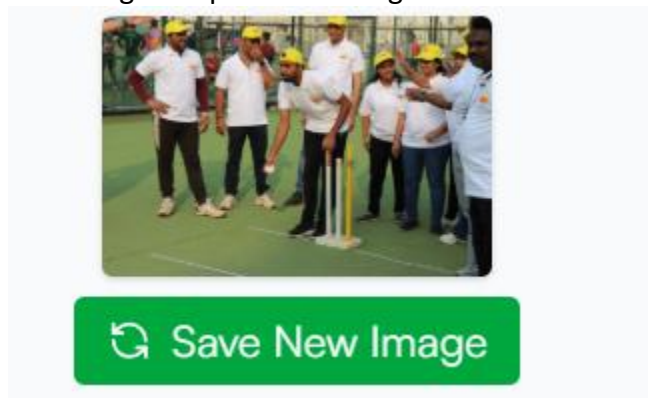
- d. Uploading Image:

1. Click on Update Image:

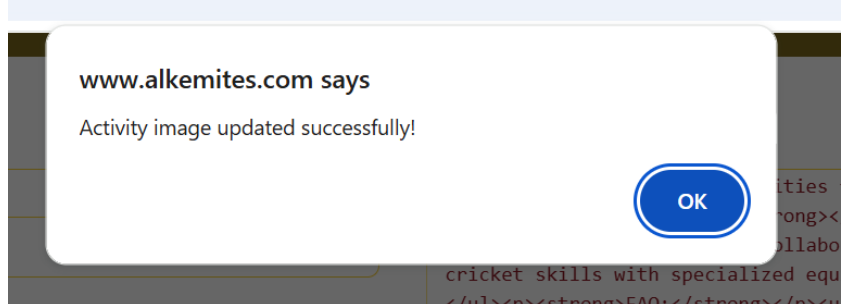


2. Image picker of your system will open and choose an image for the same

3. After the image is added its preview will appear on below, Use the save new image to upload the image to the database

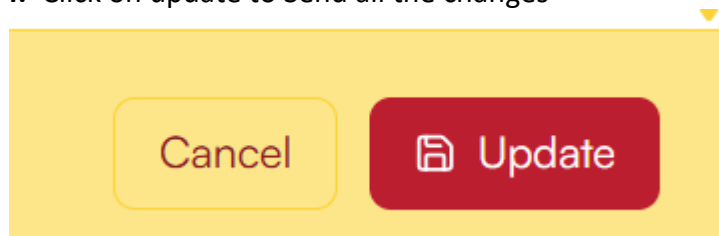


After successful upload a message box will be shown for confirmation



(**Note:** The image will be reflected only after updating / closing the popup and opening the same event details again)

4. Click on update to Send all the changes



## 2. Event Management

- **Create/Edit Events:** Add new events with name, description, type, and assign activities.
- **Assign Locations & Dates:** Select one or more locations and set event dates/times.
- **Status Management:** Function to delete events.
- **Event Details:** View and edit event objectives, FAQs, and related activities.
- **Table View:** Search, filter by year, and manage events in a sortable table.

### Flow:

1. Navigate to “Events” (<https://www.alkemites.com/Smile/admin/events>) in the admin Sidebar.

The screenshot shows the 'Event Management' section of the Smile Administrative Panel. The left sidebar contains navigation links: Activities, Events (selected), Locations, Volunteers, Suggestions, and Gallery, along with a Logout button. The main content area has a yellow header with the title 'Event Management' and a subtitle 'Create, edit, and manage SMILE events'. A '+ Create Event' button is in the top right. Below the header is a search bar 'Search events...' and a year selector '2025'. A table lists three events:

EVENT	SCHEDULE	TYPE	STATUS	ACTIONS
<b>Bake And Bond Initiative</b> Baking Session Objective: Join us for a sweet session of baking and bonding, where flour meets...	🕒 7 2025	Annual	Certificate Complete Confirmation	🔍 Details 🗑️ Delete
<b>Plantation Drive</b> Plant Roots, Grow Future Objective: To promote environmental sustainability by encouraging community...	🕒 8 2025	Annual	Certificate Complete Confirmation	🔍 Details 🗑️ Delete
<b>Rakhi Exhibition/Sale</b> Threads of Love Objective: Support to visually impaired friends and underprivileged artisans by...	🕒 8 2025	Annual	Certificate Complete Confirmation	🔍 Details 🗑️ Delete

2. Click “Create Event” and fill in event details.

This block shows the header of the Event Management section, featuring the title 'Event Management', the subtitle 'Create, edit, and manage SMILE events', and a '+ Create Event' button on the right.

a. This will open the “Create New Event Popup”



Create New Event

×

Activity \*

Select an activity

Tentative Month \*

Select a month

Tentative Year \*

2025

Locations \* (Select one or more)

Search location...

☐ Head Office  
☐ Daman  
☐ Sikkim  
☐ Baddi  
☐ Taloja

Selected: 0 location(s)

Cancel

Create Event

- b. Select an Activity (Master List fetched from all the Activities created in Activity Page),

Bake And Bond Initiative - Baking Session

Search location...

Select an activity

Bake And Bond Initiative - Baking Session

Plantation Drive - Plant Roots, Grow Future

Read & Grow Together -

Inspiring Change -

Connect With Children -

Cricket With Visually Impaired - Inclusive Play, Shared Joy

Rakhi Exhibition/Sale - Threads of Love

Choose a Tentative Month or Tentative Year using the respective dropdowns,

Select a month

January

February

March

April

May

June

July

August

September

October

November

December

Select a month

Tentative Year \*

2025

2025

2026

2027

2028

2029

search or scroll through the list of locations all selected locations will be reflected in the form.

Locations \* (Select one or more)

Head Office × Sikkim × Baddi ×

☒ Head Office

☐ Daman

☒ Sikkim

☒ Baddi

☐ Taloja

Selected: 3 location(s)

- c. Click on “Create Event” to Confirm the event creation or cancel to abort the creation.

Cancel Create Event

3. To Edit details, time click on the “Details” button.

EVENT	SCHEDULE	TYPE	STATUS	ACTIONS
<b>Bake And Bond Initiative</b> Baking Session Objective: Join us for a sweet session of baking and bonding, where flour meets...	🕒 7 2025	Annual	<span>Certificate</span> <span>Complete</span> <span>Confirmation</span>	<span>Details</span> <span>Delete</span>

- a. This will open a popup to view all the current details for event.
- b. Navigate through “Event Details”, and “Locations” to change their details respectively
- In “**Event Details**” you are able to change :

- i. Tentative Year and Month Toggle

Tentative Month \*

July

Tentative Year \*

2025

- ii. Nomination Confirmation (To Confirm the event)  
**(Note:** Only toggle this after the event has been confirmed and all the location dates , time and venue details have been finalized)
- iii. Event Complete (Toggle when the event is over)

iv. Certificate Access (Toggle when certificate is enabled)

Event Features

<b>Nomination Confirmation</b> Require participants to confirm their nomination for this event	<input checked="" type="checkbox"/>
<b>Event Complete</b> Mark this event as completed and finalize all activities	<input type="checkbox"/>
<b>Certificate Access</b> Enable participants to download certificates after event completion	<input checked="" type="checkbox"/>

- v. If any changes is detected you will be prompted with the “Save Changes” or “Reset” buttons at the bottom of the popup

You have unsaved changes

Reset Save Changes

• In “Locations” you are able to:

i. View locations :

Event Locations

📍 Head Office

Office Details

📅 2025-07-20 ⌚ 14:00:00 - 20:00:00

✎ 🗑

📍 Sikkim

Garden At Sikkim

📅 2025-07-19, 2025-07-19, 2025-07-24, 2025-07-24, 2025-07-25, 2025-07-25 ⌚ 12:00:00 - 18:00:00

✎ 🗑

- ii. Add Location fill in the data as required, select “Add” to create the Event Location

+ Add Location

Add New Location

Location \*

Select a location

Venue \*

Enter venue details...

Date \*

dd/mm/yyyy

Start Time \*

--:--

End Time \*


--:--

Date Type \*

Single

Cancel

Add

- iii. Click on  to fetch the details in a form in the right side:

Event Locations

+ Add Location

Head Office

Office Details

2025-07-20 14:00:00 - 20:00:00

Sikkim

Garden At Sikkim

2025-07-19, 2025-07-19, 2025-07-24, 2025-07-24, 2025-07-25, 2025-07-25 12:00:00 - 18:00:00

Edit Location

Venue \*

Office Details

Date \*

20/07/2025

Start Time \*

14:00

End Time \*

20:00

Date Type \*

Single

Cancel

Update

iv. Here you can edit the details

- Venue Details

**Edit Location**

Venue \*

Office Details

- Date (Start Date) (click on calendar icon to select date)

Date \*

20/07/2025



- Start Time (click on Clock icon to select time)

Start Time \*

14:00



- End Time (click on Clock icon to select time)

End Time \*

20:00



- Date Type (Single, Multiple, Range), use selector as required

**(Note:** While Changing between date types you maybe prompted that on changing all current dates will be cleared. This will clear all dates of that current location only and new dates have to be added manually)

Date Type \*

Single



Single

Multiple Dates

Date Range

Multiple Dates:

Date Type \*

Multiple Dates

Select Dates \*

2025-07-24 × 2025-07-26 ×

dd/mm/yyyy

Date Range :

Date Type \*

Date Range



Select Date Range \*


23/07/2025 31/07/2025

- Click On “Update” to finalize the Updated data:

Cancel Update

- v. If you wish to delete an location simple use the delete icon to remove it.

 Sikkim

Garden At Sikkim

2025-07-19, 2025-07-19, 2025-07-24, 2025-07-24, 2025-07-25, 2025-07-25 12:00:00 - 18:00:00

- Save to add the event; manage events from the table.
- Edit, update status, or delete events as needed.

### 3. Volunteer Management

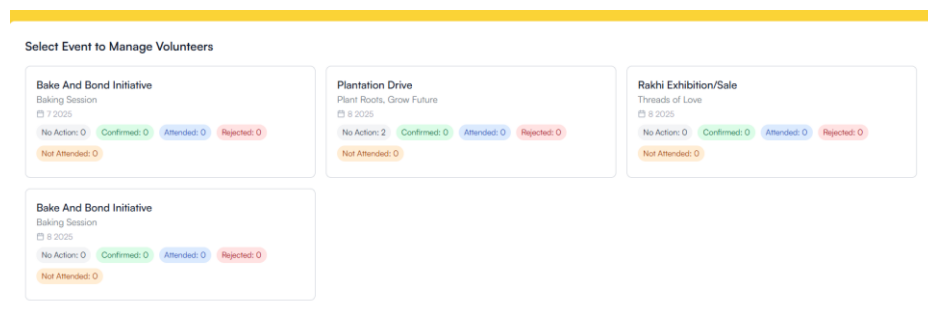
- **View Volunteers:** See all volunteers registered for events.
- **Status Update:** Mark as Attended / Not Attended volunteer statuses in bulk.

#### Flow:

(Note: The search bar at top works for events and volunteers both depending on what section you are

2025

1. Go to “Volunteers” (<https://www.alkemites.com/Smile/admin/volunteers>) page through the admin sidebar.
2. Select an event to view its volunteers.



### 3. The Volunteer list, Status Summary, and the tables are displayed here

Plantation Drive

Plant Roots, Grow Future

8/20/2025 2 volunteers

Change Event

Volunteer Status Summary

2

No Action

0

Confirmed

0

Attended

0

Rejected

0

Not Attended

Alkemites

Friends & Family

All

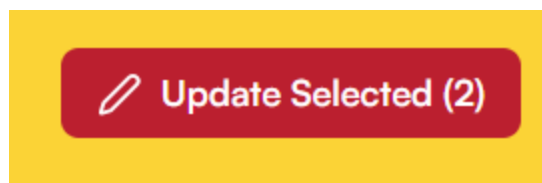
	VOLUNTEER ID	EMPLOYEE DETAILS	LOCATION	STATUS	RATING	ADDED DATE
<input type="checkbox"/>	#2	<div>JAYA BOIPAI</div> <div>ID: 48710</div> <div>jaya.boipai@alkem.com</div> <div>ASSISTANT MANAGER - INFORMATION TECHNOLOGY</div>	<div>Head Office</div> <div>ID: 9</div>	No Action	No rating	<div>7/18/2025</div> <div>11:54:23 AM</div>
<input type="checkbox"/>	#3	<div>PRACHI BHOSLE</div> <div>ID: 48708</div> <div>prachi.more@alkem.com</div> <div>ASSISTANT MANAGER - INFORMATION TECHNOLOGY</div>	<div>Head Office</div> <div>ID: 9</div>	No Action	No rating	<div>7/18/2025</div> <div>11:54:48 AM</div>

(Note: You can use the “Change Event” button to select a different event )

4. Use the Checkboxes in the left to bulk change status (Attended/Not attended of the Alkemite)

Alkemites Friends & Family All Update Selected (2)						
✓	VOLUNTEER ID	EMPLOYEE DETAILS	LOCATION	STATUS	RATING	ADDED DATE
<input checked="" type="checkbox"/>	#2	JAYA BOIPAI ID: 4870 jaya.boipai@alkem.com ASSISTANT MANAGER - INFORMATION TECHNOLOGY	Head Office ID: 9	No Action	No rating	7/18/2025 11:54:23 AM
<input checked="" type="checkbox"/>	#3	PRACHI BHOSLE ID: 48708 prachi.bhosle@alkem.com ASSISTANT MANAGER - INFORMATION TECHNOLOGY	Head Office ID: 9	No Action	No rating	7/18/2025 11:54:48 AM

- Click on “Update Selected” button to open a popup to update the status. Select the status and then Click on “Update” or “Cancel” button as required.



## Bulk Status Update



Selected Volunteers: 2

New Status

Attended



Attended

Not Attended

Cancel

Update Status



Cancel

Update Status

5. To export an excel sheet of the same use the “Export Nominations” button at the top to export sheet of the volunteer list of the selected event

 **Volunteer Management**  
Manage volunteers for SMILE events

Export Nominations

6. Similarly you can use Export button for the “Family & Friends” , and “All” tabs tables

Alkemites Friends & Family **All**

Export All Volunteers

TYPE	NAME	CONTACT/EMAIL	LOCATION	ADDED BY	STATUS	ADDED ON
Alkemite	JAYA BOIPAI	jaya.boipai@alkem.com	Head Office	JAYA BOIPAI	Attended	7/18/2025, 11:54:23 AM
Alkemite	PRACHI BHOSLE	prachi.more@alkem.com	Head Office	PRACHI BHOSLE	Attended	7/18/2025, 11:54:48 AM

Alkemites **Friends & Family** All

Export Friends & Family

NAME	CONTACT	LOCATION	ADDED BY	STATUS	ADDED ON
Madan	1234567890	Ambedkar_nagar	JAYA BOIPAI (ASSISTANT MANAGER - INFORMATION TECHNOLOGY)	Nominated	7/18/2025, 7:22:17 AM

(Note : The “Export Nominations” button at top of the page will always export the Alkemites table)

#### 4. Suggestions / Feedback / Experience Management

- **Review Experiences:** See all user-submitted experiences and suggestions.
- **Approve/Reject:** Moderate submissions; only approved experiences appear in the public gallery.
- **Detail View:** Read full submission details, including images and volunteer info.

#### Flow:

(Note: The search bar at top works for events list and suggestion table both depending on what section you are

View and manage volunteer suggestions, feedback, and experiences for SMILE events


Q Search events... 2025 ▾

)

1. Open “Suggestions” (<https://www.alkemites.com/Smile/admin/suggestions>) from admin sidebar.

The screenshot displays the 'Suggestion Management' admin dashboard. On the left is a red sidebar with the 'Smile Administrative Panel' header and navigation links: Activities, Events, Locations, Volunteers, Suggestions (highlighted), and Gallery. At the bottom of the sidebar is a 'Logout' button. The main content area has a yellow header with the title 'Suggestion Management' and subtitle 'View and manage volunteer suggestions, feedback, and experiences for SMILE events'. Below the header is a search bar and a year selector set to '2025'. The main section, titled 'Select Event to View Suggestions', contains three event cards: 'Bake And Bond Initiative' (Baking Session, 7/2025), 'Plantation Drive' (Plant Roots, Grow Future, 8/2025), and 'Rakhi Exhibition/Sale' (Threads of Love, 8/2025). Each card shows statistics for suggestions, approved experiences, feedback, and unapproved experiences. For example, the 'Bake And Bond Initiative' card shows 0 suggestions, 0 approved experiences, 0 feedback, and 0 unapproved experiences.

## 2. Select Event to view all types of suggestions (Suggestions, Experience , Feedback)



### Suggestion Management

View and manage volunteer suggestions, feedback, and experiences for SMILE events

2025

Select Event to View Suggestions

**Bake And Bond Initiative**  
Baking Session  
8 7 2025

0 Suggestions

0 Approved Exp.

0 Feedback

0 Unapproved Exp.

**Plantation Drive**  
Plant Roots, Grow Future  
8 8 2025

2 Suggestions

0 Approved Exp.

1 Feedback

0 Unapproved Exp.

**Rakhi Exhibition/Sale**  
Threads of Love  
8 8 2025



0 Suggestions

0 Approved Exp.

0 Feedback

0 Unapproved Exp.


## 3. Click to view details, then approve or reject.



Smile Administrative Panel

- Activities
- Events
- Locations
- Volunteers
- Suggestions**
- Gallery

Logout



### Suggestion Management

View and manage volunteer suggestions, feedback, and experiences for SMILE events

2025

All Types

**Plantation Drive**  
Plant Roots, Grow Future  
8 8 2025 2 total entries

Change Event

Category Summary

1 Suggestion

1 Feedback

0 Experience

ENTRY DETAILS	EMPLOYEE DETAILS	TYPE	STATUS	SUBMITTED	ACTIONS
ID: 1 This my suggestion to i... Volunteer ID: 0	JAYA BOIPAI ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	Suggestion	-	7/18/2025	<a href="#">View Details</a>
ID: 2	JAYA BOIPAI				

ENTRY DETAILS	EMPLOYEE DETAILS	TYPE	STATUS	SUBMITTED	ACTIONS
<b>ID: 1</b> This my suggestion to i... Volunteer ID: 0	<b>JAYA BOIPAI</b> ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	Suggestion	-	7/18/2025	<a href="#">View Details</a>
<b>ID: 2</b> The event was amazing Volunteer ID: 2	<b>JAYA BOIPAI</b> ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	Feedback	-	7/18/2025	<a href="#">View Details</a>
<b>ID: 3</b> Added suggestion Volunteer ID: 0	<b>JAYA BOIPAI</b> ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	Suggestion	-	7/18/2025	<a href="#">View Details</a>

Export All

**Entry Analytics**

3

Total Entries

3

With Employee Info

1

Unique Contributors

1

From Volunteers

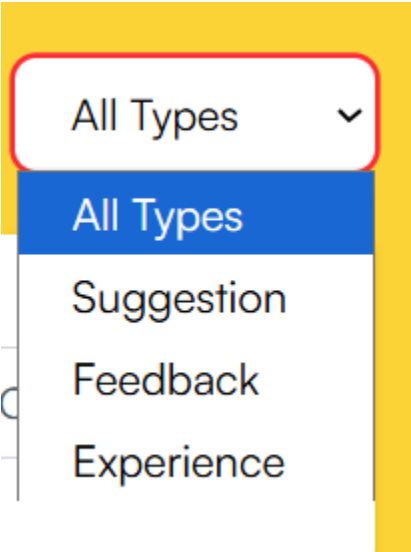
4. You can filter suggestion as per needed (Suggestions, Feedback, Experience):

Q




Search suggestions...




2025

All Types




5. Go to view Details to view all the details of the suggestion instance:

ENTRY DETAILS	EMPLOYEE DETAILS	TYPE	STATUS	SUBMITTED	ACTIONS
ID: 1 This my suggestion to i... Volunteer ID: 0	JAYA BOIPAI ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	 Suggestion	-	🕒 7/18/2025	<a href="#">👁 View Details</a>
ID: 2 The event was amazing Volunteer ID: 2	JAYA BOIPAI ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	 Feedback	-	🕒 7/18/2025	<a href="#">👁 View Details</a>
ID: 3 Added suggestion Volunteer ID: 0	JAYA BOIPAI ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	 Suggestion	-	🕒 7/18/2025	<a href="#">👁 View Details</a>

ENTRY DETAILS	EMPLOYEE DETAILS	TYPE	STATUS	SUBMITTED	ACTIONS
ID: 1 This my suggestion to i... Volunteer ID: 0	JAYA BOIPAI ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	 Suggestion	-	🕒 7/18/2025	<a href="#">👁 View Details</a>
ID: 2 The event was amazing Volunteer ID: 2	JAYA BOIPAI ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	 Feedback	-	🕒 7/18/2025	<a href="#">👁 View Details</a>
ID: 3 Added suggestion Volunteer ID: 0	JAYA BOIPAI ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	 Suggestion	-	🕒 7/18/2025	<a href="#">👁 View Details</a>

## 5. For **Experience** moderation , click on an Experience View Details:

ID: 4 This is my experience ... Volunteer ID: 2	JAYA BOIPAI ID: 48710 ASSISTANT MANAGER - INFORMATION TECHNOLOGY	 Experience	Not Approved	🕒 7/18/2025	<a href="#">👁 View Details</a>
---	--	--	--------------	-------------	--------------------------------

a. Here you can view all the details , image uploaded and change text of the experience if needed.



### Experience Image



### ☆ Experience Content

This is my experience about this event. Changed

b. To change the status to (Approved / Unapproved) scroll to the bottom and click on the respective button.

### Event Context

Event:  
Plantation Drive

Sub Event:  
Plant Roots, Grow Future

Schedule:  
8 2025

Approve

Unapprove

Close

(Note : The “Approve/Unapprove” button also functions as the update button , so if any text changes has been made to store it in the database click on these buttons itself as needed)

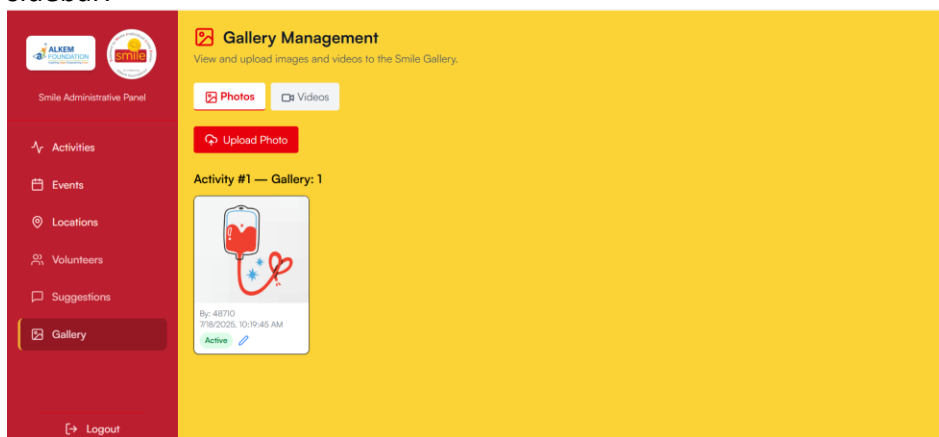
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## 5. Gallery Management

- **Gallery Management:** Upload, deactivate images and videos in the Smile Gallery.
- **Tab View:** Switch between photo and video management.

### Flow:

1. Navigate to “Gallery” (<https://www.alkemites.com/Smile/admin/gallery>) from the admin sidebar.

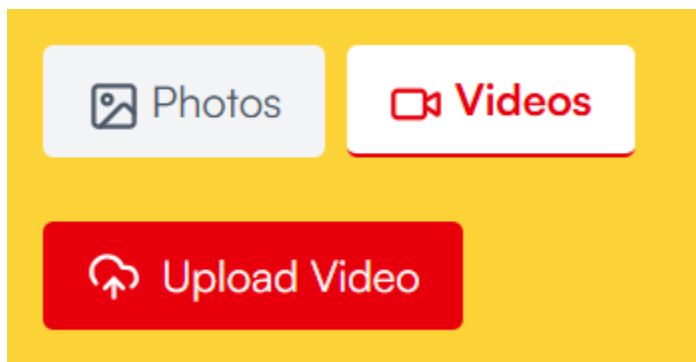
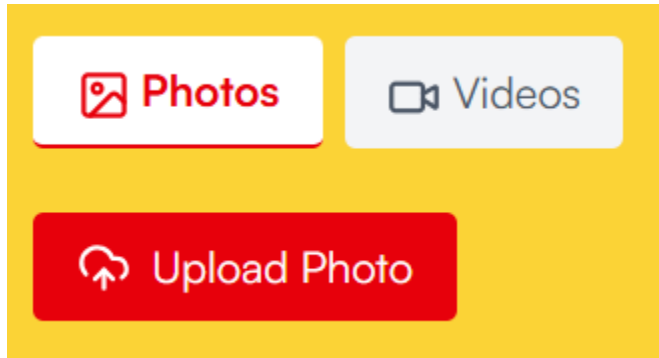




2. Use tabs to manage photos or videos.



3. Upload Photo / Upload Video to add photos or videos



e

## Upload Photo(s)



Select Activity (optional):

Photo File(s):

S

×

## Upload Video

Select Activity (optional):

-- None --

Video File:

Select Video

Thumbnail Image:

Select Thumbnail

Description:

Upload

(Note : The video upload also includes a “Select Thumbnail” which is the thumbnail photo, and description for the video)

4. Click on pen icon to edit the status of the media

By: 48710

7/18/2025, 10:19:45 AM

Active

vity

Edit Status



Status:

Active

Save