

HOW TO UPLOAD A VIDEO

In this guide, you will learn the necessary steps to successfully upload a video in Beacon connect. Go to <u>admin.stage.beaconconnect.app</u>

1. Navigate to video requests.

Start by clicking the customers icon and navigate to *requests*. Then choose the "*Video Requests*" section.



2. View video requests.

From the Video Requests screen you will see the list of requests. Each request includes the route number, date, start and end time, as well a description of what the school is looking for.

Use the scroll bar at the bottom to navigate to the far right side of the screen. Click on the icon with an upward facing arrow to open the upload window.

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Video	Requests	5												Re	quest Vi	deo		Rec	quest Vid	ео
												Exp	ort to Excel	💭 Exp	ort to PDF		o Excel	For Expo	ort to PDF	
	ID	Status		: Dist	rict	Schoo	l Name	: R	oute Numbe	r i	Date	:	Start Time	:	End Tin	ne		Ac	tions	
	10191	Not I	Reachable	Bea	con Tech School	Beacor	n HS	4	8		04/08/202	24	10:00 AM		11:00 A	м		<u>.</u>		
	10199	E	xpired	Bea	con Tech School	Beacor	n HS	1	2		04/11/2024	4	07:00 AM		07:30 A	M	ckpck	. .		

3. Select files.

In the upload file window click on the *select files* button. This will open a windows file browser where you can pick the video you want to upload. The max file size is 3GB



4. Save files.

Once your video is uploaded, you can hit save. Once you hit save, the video is officially sent to the client. There is no need for further action.

Ē	Beacon Tech School	Beacon HS		•			Josh threw a backpack	<u></u>	
, C		Beacon HS	Student Riding 3.mp4 File successfully uploaded.			×	Josh and Kristina had a		
~~~		Beacon HS			Jance		Josh hit Ryan before he		
APPS	Beacon Tech School	Beacon HS				Save	Send the video from thi		
6		Beacon HS		04/05/2024	07:00 AM	07:21 AM	Little josh got in altercat		

## 5. Other actions.

Should further actions be needed with the video, click the ellipses on the right side. Click "*View Activity Log*", from here you can upload another video, escalate to a manager, mark the video as "not reachable", mark as expired, or view the activity log for this video request.

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Ŵ	Video Requests								Request Video		
SYSTEM	Search in all columns Export to Excel										
<u>2</u>	District :	School Name	:	Route Number :	Date :	Start Time	End Time	Des. tion	Actions		
	Beacon Tech School	Beacon HS		48	04/08/2024	10:00 AM	11:00 AM	Send the video			
۰۰ ش	Beacon Tech School	Beacon HS		12	04/11/2024	07:00 AM	07:30 AM	Josh threw a	Upload video		
5	Beacon Tech School	Beacon HS		12	04/09/2024	07:00 AM	08:00 AM	Josh and Krisri	Escalate to Manager		
	Beacon Tech School	Beacon HS		Bus 12	04/09/2024	06:00 AM	06:30 AM	Josh hit Ryar a	Mark as Not Reachable		
APPS	Beacon Tech School	Beacon HS		88	04/08/2024	07:00 AM	08:00 AM	Send the viduid	Mark as Expired		
6	Beacon Tech School	Beacon HS		12345	04/05/2024	07:00 AM	07:21 AM	Little josh go	Ealt		
Ŵ	Beacon Tech School	Beacon HS		88	04/04/2024	07:00 AM	09:00 AM	Can you send m	e the VI		
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You now have a successfully uploaded video.

The guide covered the detailed steps to uploading a video in Beacon Connect. Thank you for using Beacon Connect.