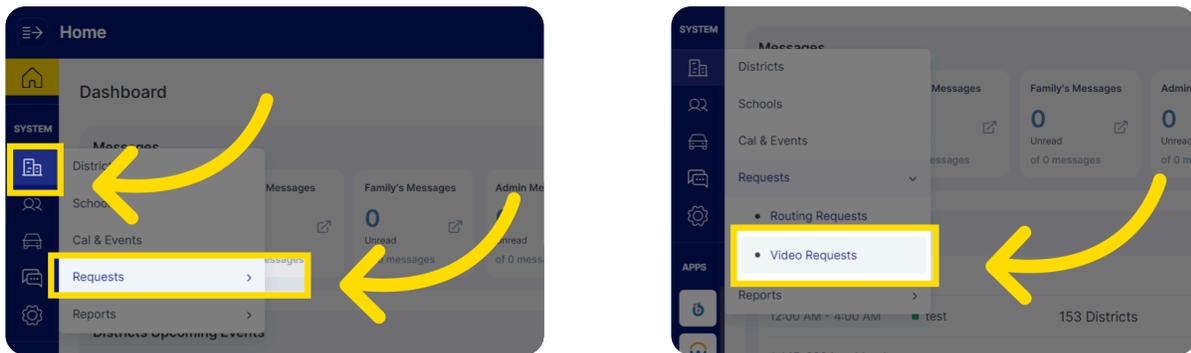


HOW TO UPLOAD A VIDEO

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

1. Navigate to video requests.

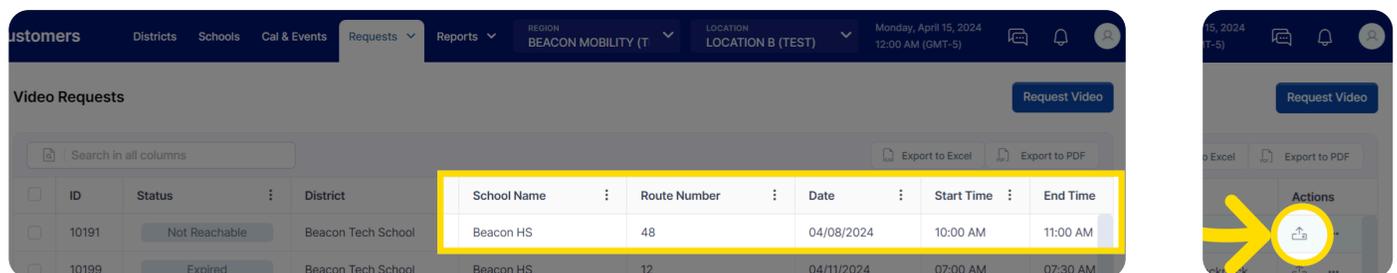
Start by clicking the customers icon and navigate to *requests*. Then choose the "Video Requests" section.



2. View video requests.

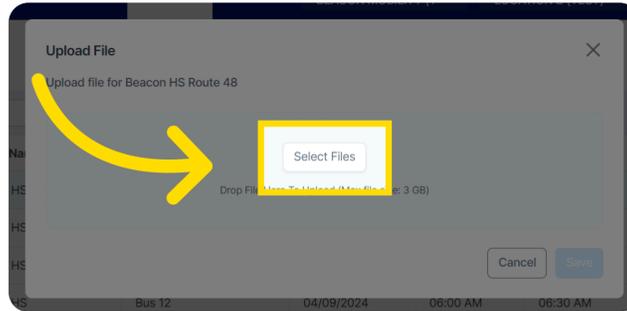
From the Video Requests screen you will see the list of requests. Each request includes the route number, date, start and end time, as well a description of what the school is looking for.

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.



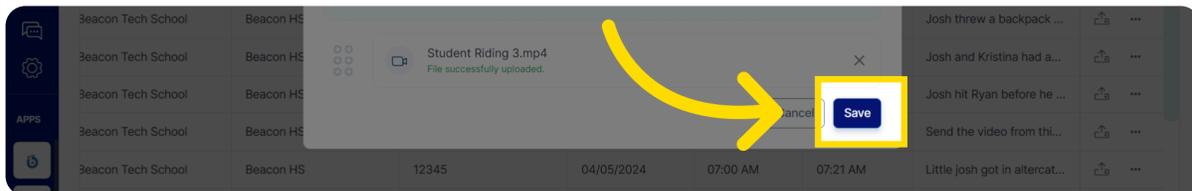
3. Select files.

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



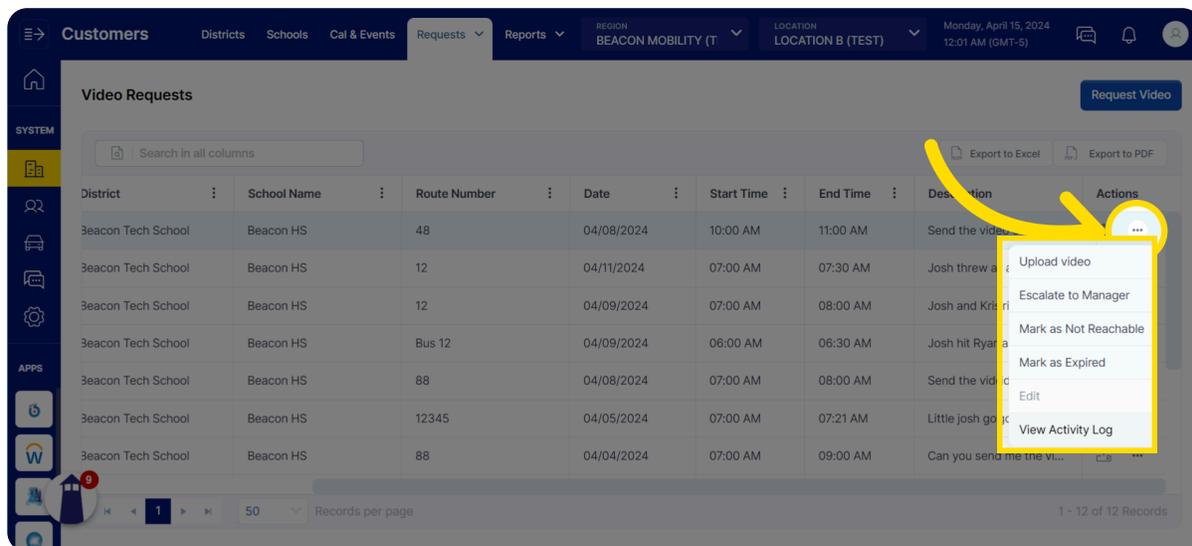
4. Save files.

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.



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.



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.