



USER GUIDE

VIDEO WEBPART


1/23/2019

1. INTRODUCTION


The Video webpart was created to allow for multiple videos to be uploaded with a description.

2. TURNING ON THE VIDEO WEBPART

2.1. Login to your respected AUTH website (e.g.: <https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx>), go to the **subsite** you would like the Video webpart to be under

- 2.1.1. Click 
- 2.1.2. Click "Site settings"
- 2.1.3. Under Site Actions, Click "Manage site features"
 - 2.1.3.1. Activate "PA.SpEnterprise.Videos List Feature"



3. ADDING/REMOVING CATEGORIES FOR THE VIDEO WEBPART

- 3.1. Click 
- 3.2. Click "Site contents"
- 3.3. Find the list called Videos
- 3.4. At the top of the screen click List



- 3.4.1. Click
- 3.4.2. Under Columns, click Category
- 3.4.3. Under Additional Column Settings find the box that says: Type each choice on a separate line:
 - 3.4.3.1. Add/Remove your categories here
 - 3.4.3.2. Click ok

4. ADDING ITEMS TO THE VIDEO LIST

- 4.1. Click 
- 4.2. Click "Site contents"
- 4.3. Find the list called Videos
 - 4.3.1. Click  new item

4.3.2. Fill out the form:

Title *	<input type="text"/>
Description *	<input type="text"/>
Video URL *	<input type="text"/>
Display Order *	<input type="text"/>
Embed	<input type="text"/>
RichText	<input type="text"/>
Category	<input type="text"/>

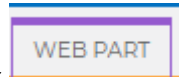
4.3.3. Click Save

4.3.4. Repeat for all items needed to add to the list

5. ADDING THE WEBPART TO A PAGE

- 5.1. Go to the page you would like to add the Video webpart
- 5.2. Edit the page
- 5.3. In the zone you would like to add the Video Webpart, click “Add a Web Part”
 - 5.3.1. Under Categories, PAI Enterprise, Select Videos
 - 5.3.2. Click Add
- 5.4. Once added to the page, click the checkbox in the upper right-hand corner

- 5.4.1. In the editing toolbar click



- 5.4.2. Click [Properties](#)
- 5.5. Under Video Options: Select the category you would like to display or select Display All
 - 5.5.1. Ignore all other settings, Click OK at the bottom
- 5.6. Check in and Publish the page

6. NOTES

- 6.1. The list in the subsite will only go as far as reaching Web Parts in that subsite
 - 6.1.1. Example: If you fill out a list on the homepage you won't be able to select a category from that list in a webpart on Subsite 1.