Inserting a video or a capsule in an institution-specific procedure

W S @ ONLINE CARE PROCEDURES

Content Manager

1 Log in using a 'Member' access

2 Click on the institution's name in the top left-hand corner to access the institution's 'Dashboard'

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3 Click on the "Institution procedures" tab

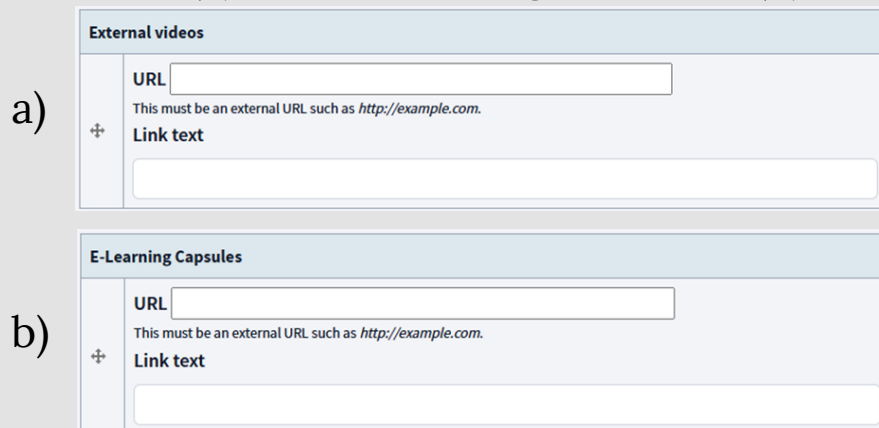Managers | **Institution procedures** | Installations | Custom procedures | Blocked procedures | Members

4 Search for the desired procedure and click on its title

5 Click on "Edit" button located at the top of the 'Procedure' page

View | **Edit** | Delete
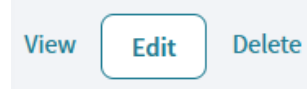
6 Click on the "Properties" tab, then scroll down the page until you come to "external videos" (a) OR "E-learning capsules" (b)

a)
External videos

URL [_____]
This must be an external URL such as *http://example.com*.
Link text
[_____]

b)
E-Learning Capsules

URL [_____]
This must be an external URL such as *http://example.com*.
Link text
[_____]

7 Insert the link leading to the video or the capsule in the "URL" field

8 Write the title of the video or capsule in the "Link text" field

9 Click on "Save" at the bottom left of the page

Save