Files (Video)

Overview

The **Video** section allows administrators to upload, view, edit, and manage all video files available in the application. Uploaded videos can be associated with products and categories, making them easily accessible across supported modules.

Administrators can also control the visibility of videos by publishing or unpublishing them and remove videos that are no longer required.

Video Library

Navigate to **Files → Video** to access the video library.

All uploaded videos are displayed in a list with their file name, extension, and file type for easy identification.

Example:

File Name	Extension	Type
Video YYYY-MM-DD...	MP4	Video

Add Video

To upload a new video:

1. Navigate to **Files → Add Files**.
2. Drag and drop the video file into the upload area or click **Drop files or click here**.
3. Select the required video file.
4. Click **Submit** to upload the video.

If no file is selected, the system displays:

> **Please add a file first.**

Upload Methods

You can upload a video by:

- Dragging and dropping the video file.
- Clicking **Drop files or click here** and selecting a file from your device.

Edit Video

To modify an uploaded video:

1. Navigate to **Files → Video**.
2. Open the required video.
3. Update the required information.
4. Click **Update** to save the changes.

Video Details

The **Edit Video** page contains the following fields:

Field	Description
Title	Displays or updates the video title.
Description	Add or modify the video description.
Select Products	Associate the video with one or more products. The selected product IDs or names will be displayed after mapping.
Select Category	Assign the video to one or more categories. The selected category IDs or names will be displayed after mapping.
Status	Control whether the video is available within the application.

Video Status

The visibility of a video is managed using the **Status** option.

Status	Description
Published	Makes the video available throughout the application.
Unpublished	Hides the video while keeping it stored in the media library.

Delete Video

Administrators can permanently remove videos that are no longer required.

To delete a video:

1. Open the required video.
2. Click **Delete**.
3. Confirm the deletion.

> **Warning:**
> Deleting a video permanently removes it from the media library. If the video is mapped to products or categories, it will no longer be available in those locations.

Video Mapping

Videos can be linked to application content for better organization.

Supported mappings include:

- Products
- Categories

Once a product or category is selected, the associated mapping (ID or Name) is displayed on the edit page.

How to Manage Videos

1. Navigate to **Files → Video**.
2. Browse the available videos.
3. Select a video to open the **Edit Video** page.
4. Update the **Title** or **Description**, if required.
5. Map the video to the desired **Product** and **Category**.
6. Set the **Status** to **Published** or **Unpublished**.
7. Click **Update** to save the changes.
8. Use **Delete** if the video is no longer required.

Best Practices

- Use meaningful video titles for easy identification.
- Add a clear description to explain the video's purpose.
- Map videos to the correct products and categories.
- Publish videos only after verifying their content.
- Use **Unpublished** instead of deleting videos that may be required in the future.
- Delete videos only after confirming they are no longer used anywhere in the application.

> **Important:**
> Any modifications made to a video, including updating its details, changing its status, or mapping it to products and categories, will **not be applied until you click the `Update` button**.

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