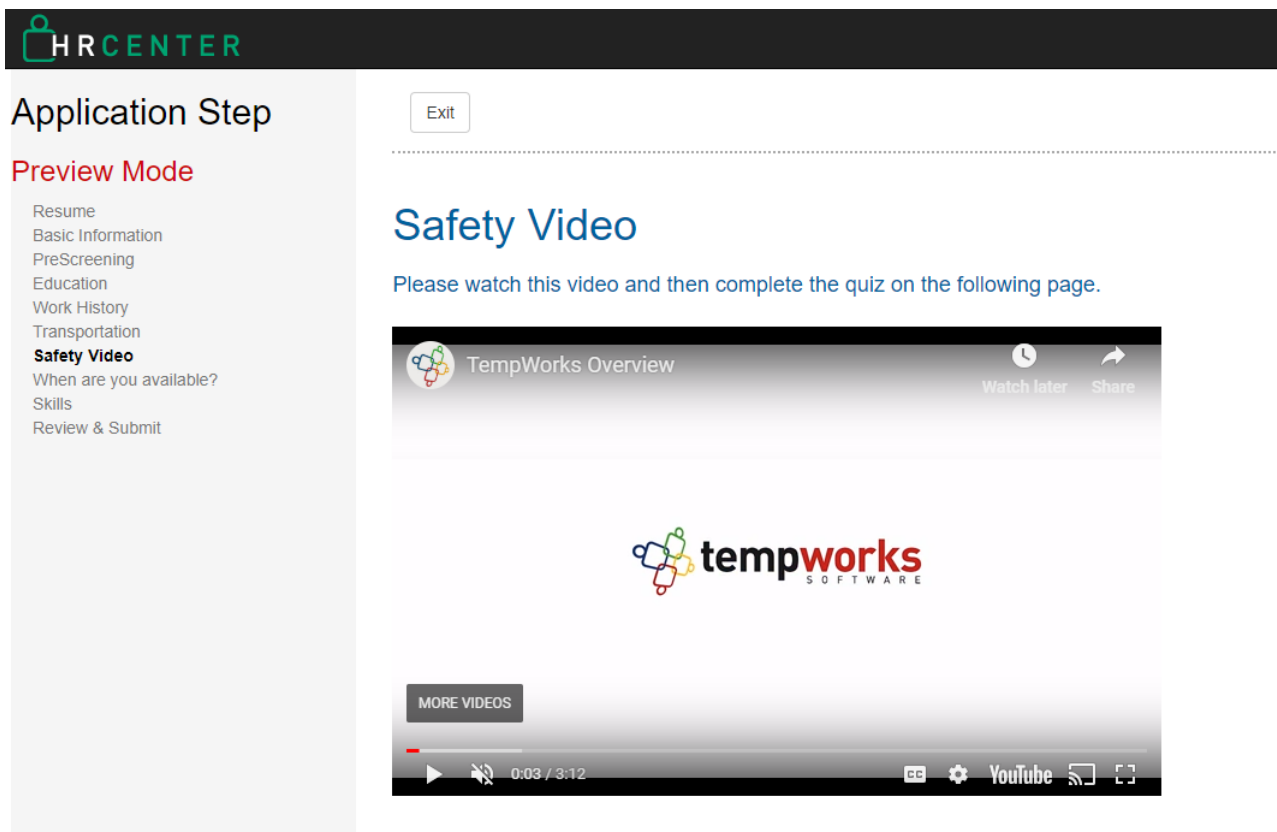


How to Embed a Video in a HRCenter Application

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What is an Embedded Video?

An embedded video will allow you to link a video directly into your HRCenter™ application workflow. The video will be able to be played directly from the page in HRCenter and can be set as required for employees to watch in order to submit their application.



The screenshot displays the HRCenter application interface. At the top left, the HRCenter logo is visible. Below it, the 'Application Step' section is shown, with 'Preview Mode' selected. The 'Preview Mode' list includes: Resume, Basic Information, PreScreening, Education, Work History, Transportation, Safety Video (highlighted), When are you available?, Skills, and Review & Submit. The main content area features an 'Exit' button at the top. Below it, the title 'Safety Video' is displayed, followed by the instruction: 'Please watch this video and then complete the quiz on the following page.' The video player shows a video titled 'TempWorks Overview' with a 'Watch later' and 'Share' button. The video content displays the 'tempworks SOFTWARE' logo. At the bottom of the video player, there is a 'MORE VIDEOS' button and a progress bar showing 0:03 / 3:12. The video player controls include play, mute, volume, settings, YouTube logo, and full screen buttons.

Note You will need to be a HRCenter administrator in order to complete these steps.

There are 3 steps to add an Embedded Video to HRCenter:

1. [Upload Your Video](#)
2. [Create an Info Page](#)
3. [Add the Page to Your Workflow\(s\)](#)

Step 1: Upload Your Video

In order to utilize this option, upload the video you want to include to YouTube or Vimeo. You will need to copy the URL link to the video in order to embed the video into an HRCenter Page.

Note Instructions on how to upload a video to YouTube can be found [here](#).

When uploading a video from Vimeo, a {hash_parameter} will need to be added to the end of the video URL:

- `https://vimeo.com/{video_id}?h={hash_parameter}`


URL of Vimeo Video

Add the url of your vimeo video here.

`https://vimeo.com/012345678?h=1234567890`

Note Vimeo URL's from before 2021 should still work. However, if the video is not rendering correctly, please update the URL to the new format.

Step 2: Create an Information Page

In HRCenter Admin, navigate to pages on the left and select the  to add a new page.

Enter an Internal/Display Name and choose the Information Page Type:

Create Page

Basic Settings

A page is where you decide how you want to present the information to your applicants. We support anything from html forms to survey question type pages.

Internal Name <input type="text" value="Safety for BNL Version 1"/>	Page Type <ul style="list-style-type: none"><input checked="" type="radio"/> Information Use a preset template to collect a set of information, such as personal info or work history. You can customize which questions are shown and required.<input type="radio"/> Survey Use a custom question-and-answer formatted block. These need to be created on the Surveys page first.<input type="radio"/> Form Use a premade form created in Form Builder or upload a HTML file. HTML files should be self-contained and include any necessary javascript, styling, etc. inside the file.
Display Name <input type="text" value="Safety Video"/>	
Primary Actor Type <small>For most pages this will be the employee (applicant).</small> <input type="text" value="Employee"/>	

Step 1

Select the arrow in the lower right to continue.

Choose the YouTube Video page type or Vimeo Video page type and select if you want the video completion option to be required.

The screenshot shows a 'Create Page' dialog box with a blue header. The main title is 'Information Page Requirements'. Below the title, there is a sub-header 'Page' with a dropdown menu set to 'YouTube Video'. To the right, there is a 'Field' section with the text 'Ensure video is completed'. Further right, there are two toggle switches: 'Hide' (set to 'No') and 'Required' (set to 'Yes'). At the bottom, there is a 'Step' indicator with four dots, the second of which is filled, and the number '2'. Navigation arrows are visible in the bottom right corner.

Select the arrow in the lower right to continue.

Enter the URL of the video and enter any applicable instructions:

The screenshot shows the 'Create Page' dialog box at the 'Configuration Details' step. It features several input fields: 'Category' (with a placeholder 'Start Typing'), 'Postfill Procedure' (with a placeholder 'If a procedure other than the standard postfill procedure should be used, please enter it here.'), 'URL of YouTube Video' (with the URL 'https://youtu.be/L7073F7bUzk' and a link 'add localization'), and 'YouTube Video Instructions' (with the instruction 'Please watch this video and then complete the quiz on the following page.' and a link 'add localization'). A 'Step' indicator at the bottom shows four dots, with the third one filled and the number '3' below it. Navigation arrows are in the bottom right corner.

Select the arrow in the lower right to continue.

Review the information before selecting save:

Create Page
✕

Page Details

This is the page that you are about to create.
You may still go back and edit the page once it has been saved.

Summary

Name	Safety for BNL Version 1
Type	Information
Language	English (US)

Step
4
<
Save

Note See [How to Create Information Pages](#) for more details.

Step 3: Add the Page to Your Workflow(s)

Now that the page has been created, you will want to add it to any applicable workflows. If you have multiple workflows, consider which employees you would want to view the video and where in the application process they should be reviewing it. If you want to set up a new workflow to include the video in, check out [How to Create & Edit Workflows](#).

To add the video to an existing workflow:

1. Navigate to Workflows on the left
2. Select the workflow you want to add the page to

3. Select the Edit button next to the step you want to add the page to

Steps

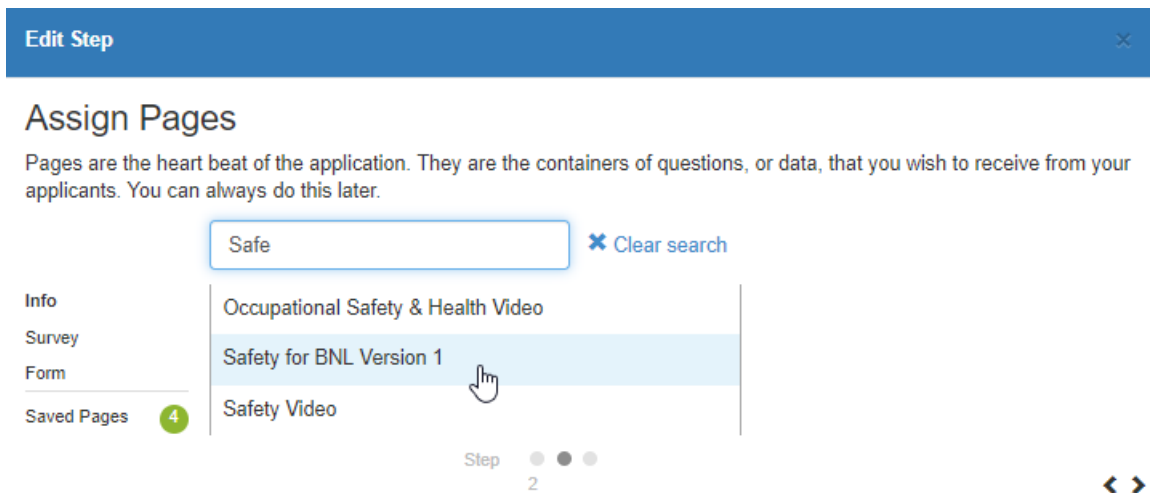
Steps are the logical parts that your workflow is broken into. For instance, you may have employees first complete an application step, and then an onboarding step.

Active
Inactive

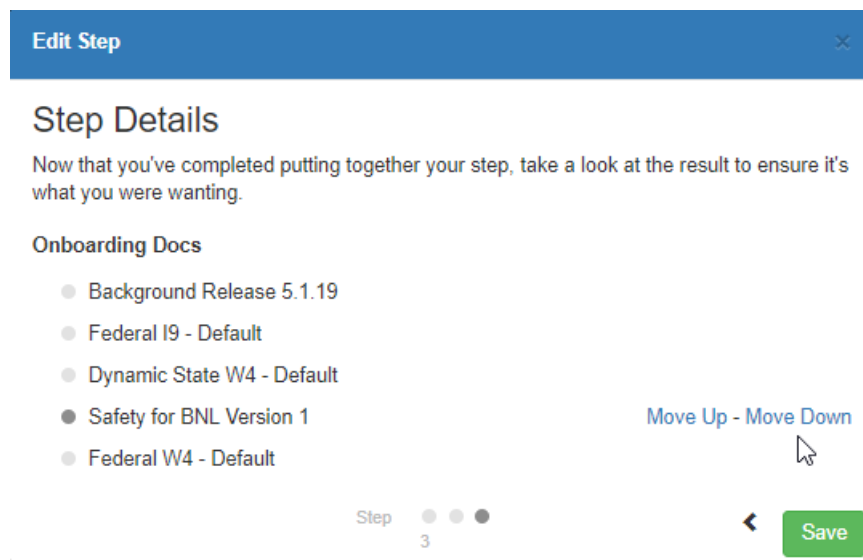
5 Active or Inactive Steps New

Application Step	8 Pages	Edit Deactivate	Translations
Onboarding Docs	4 Pages	Edit Deactivate	Translations

4. Select next and search or select the page you want to add
 - o Remember that pages will be listed by their internal name



5. Select next & hover over the page to move the page up or down



6. Select save

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