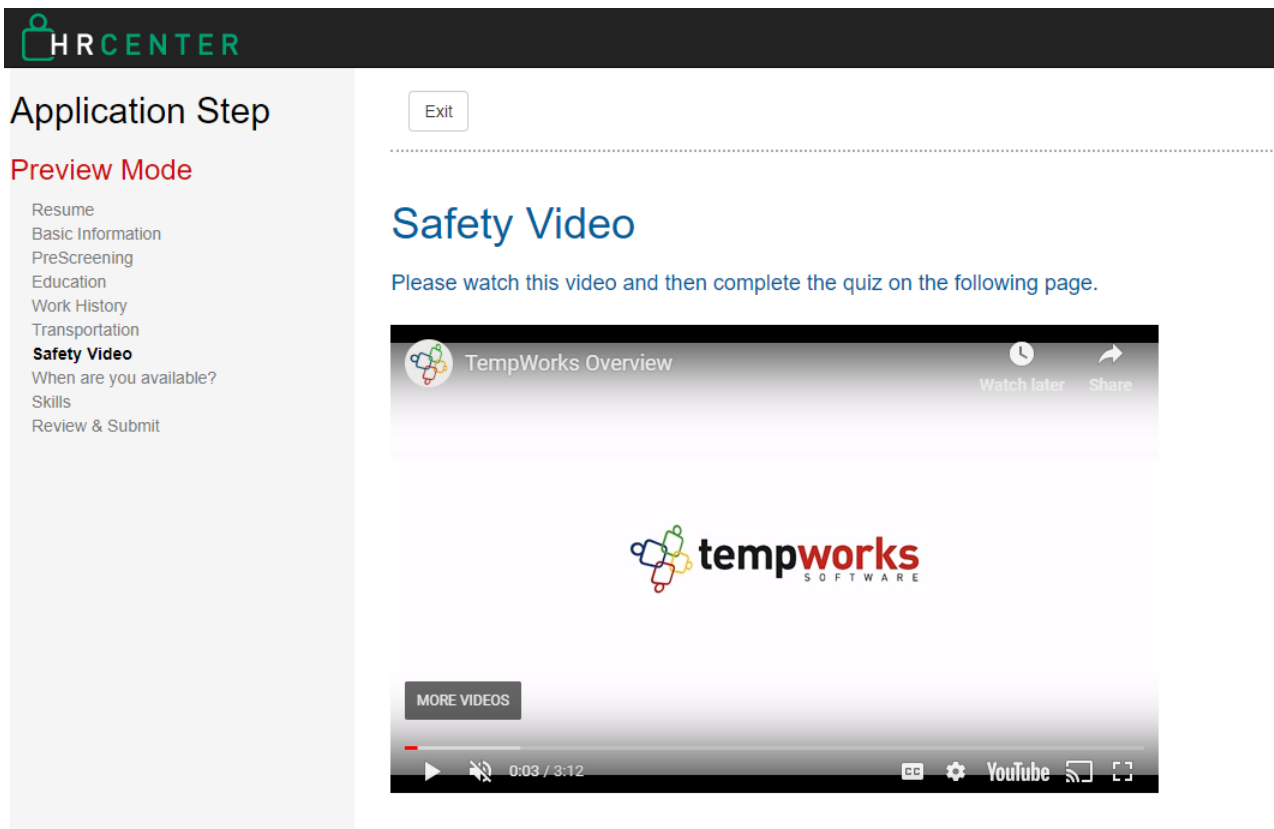


How to Embed a Video in a HRCenter Application

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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**, When are you available?, Skills, and Review & Submit. The main content area features an 'Exit' button at the top right. 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 itself shows a 'TempWorks Overview' video with a 'Watch later' and 'Share' button. The video player controls at the bottom indicate the video is at 0:03 / 3:12. The 'tempworks SOFTWARE' logo is prominently displayed in the center of the video frame.

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](#).

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 is a sub-header 'Information Page Requirements' and a paragraph: 'Choose which type of information, and configure exactly pieces of data to collect. You can hide fields, or make them required.' There are two main sections: 'Page' and 'Field'. The 'Page' section has a dropdown menu with 'YouTube Video' selected. The 'Field' section has the text 'Ensure video is completed' and two checkboxes: 'Hide' (unchecked) and 'Required' (checked). At the bottom, there is a progress indicator with four dots, the second one being filled, and the number '2' below it. There are also navigation arrows 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 a 'Create Page' dialog box with a blue header. The main title is 'Configuration Details'. Below the title is a sub-header 'Configuration Details' and a paragraph: 'The category this block will belong to. Information blocks default to Info Blocks, Survey blocks default to Survey Blocks, Form blocks default to Form Blocks.' There are four main sections: 'Category' with a text input field containing 'Start Typing'; 'Postfill Procedure' with a text input field; 'URL of YouTube Video' with a text input field containing 'https://youtu.be/L7073F7bUzk' and a link 'add localization'; and 'YouTube Video Instructions' with a text input field containing 'Please watch this video and then complete the quiz on the following page.' and a link 'add localization'. At the bottom, there is a progress indicator with four dots, the third one being filled, and the number '3' below it. There are also navigation arrows 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

The screenshot shows the HR Center interface with a sidebar on the left containing navigation options: Dashboard, Tenants, Workflows (selected), Pages, Surveys, Forms, Tempworks Only, Audit, and Raven Documents. The main content area is titled 'Basic Application' and contains 'Basic Application Settings' with fields for Name, Description, and Primary Actor Type. To the right, the 'Steps' section shows a table of workflow steps:

Step	Pages	Actions
Application Step	8 Pages	Edit, Deactivate, Transitions
Onboarding Docs	4 Pages	Edit, Deactivate, Transitions

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

- Remember that pages will be listed by their internal name

Edit Step ×

Assign Pages

Pages are the heart beat of the application. They are the containers of questions, or data, that you wish to receive from your applicants. You can always do this later.

Safe ✕ Clear search

Info

Survey

Form

Saved Pages 4

Occupational Safety & Health Video

Safety for BNL Version 1 ↓

Safety Video

Step
2

<>

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

Edit Step ×

Step Details

Now that you've completed putting together your step, take a look at the result to ensure it's what you were wanting.

Onboarding Docs

- Background Release 5.1.19
- Federal I9 - Default
- Dynamic State W4 - Default
- Safety for BNL Version 1 Move Up - Move Down
- Federal W4 - Default

Step
3

< Save

6. Select save

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