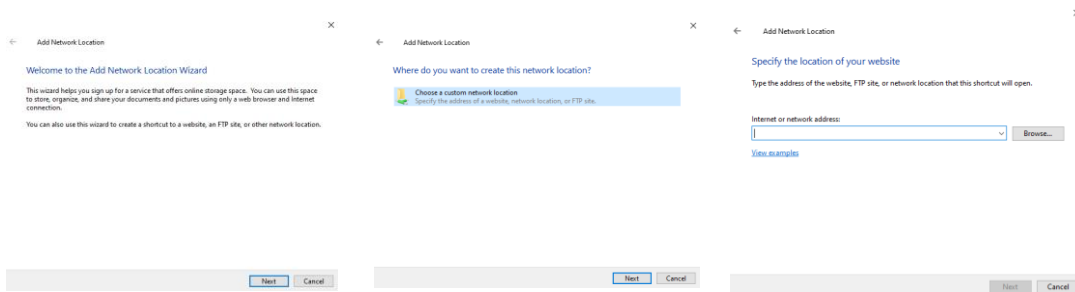# Desktop Upload

You can easily upload multiple new videos to your DEVOS system using simple drag-and-drop and without installing any software. For Windows 10 users, follow these steps:

1) Obtain your FTP username. This is shown on your DEVOS profile page. Your password is the password you use to login to the system.

2) Open Windows File Explorer, and find "My Computer", "This Computer" or "This PC" icon. Right-Click on it and select "Add network location"

3) Select Next, Next and when prompted for the "Internet or network address", enter "ftp://[ftpaccount]:[password]@[yourDevosServerAddress] and then press Next.

4) Enter a convenient name for this connection and it will appear as a folder. Simply drop a valid video file here and it will be sent to your Devos server account and ingested into your Video-on-Demand account. From there, you can access it to change the title (initially, the title will be come from the video filename), description, etc.

Please note that you also have a folder called "Content" on the server. Do not remove, modify, or use this folder and do not upload your video to it.

You can include your video file, vtt file, document, thumbnail image, and xml file. The vtt, document, image and/or xml file *must* have the same name as the video file. For example, if you upload "myvideo.mp4" then you may include "myvideo.vtt" and "myvideo.xml".

If you upload a video without xml, then the video will be placed on your video-on-demand account where you can edit it, add it to a channel, etc.

If you include a xml, then you may specify certain metadata values as follows:

```
<Properties>
  <title>YOUR TITLE</title>
  <description>YOUR DESCRIPTION</description> OPTIONAL
  <author>YOUR AUTHOR</author>  OPTIONAL
  <startdate>8/31/2014 3:59:27 pm</startdate> OPTIONAL
  <expiredate>8/31/2024 3:59:27 pm</expiredate>  OPTIONAL
  <starttime>00:00:00</starttime>  OPTIONAL
  <endtime>99:00:00</endtime>  OPTIONAL
  <mediasettings>default media settings</mediasettings> OPTIONAL
  <password></password> OPTIONAL
  <viewerlimit>0</viewerlimit> OPTIONAL
  <tags>one,two,three</tags> OPTIONAL
  <category>one^two^three</category> OPTIONAL
  <thumbnail>my_image.jpg</thumbnail> OPTIONAL
  <documents>document.pdf</documents> OPTIONAL
  <accesspoints>YOUR-CHANNEL^SUB-CHANNEL</accesspoints> OPTIONAL
</Properties>
```

For example, upload "MM0037_Insect.mp4", "MM0037_Insect.pdf", "MM_0037_Insect.jpg", and "MM0037_Insect.xml" where the XML contains:

```
<Properties>
  <title>Insect</title>
  <description>This live-action video program is about the word insect. The program is designed to reinforce and support a student's comprehension and retention of the word insect through use of video footage, photographs, diagrams and colorful, animated graphics and labels.  Viewers will see and hear insect used in a variety of contexts providing students with a model for how to appropriately use the word.   Related words are also used and reinforced with visuals and text.</description>
  <author>Mazz Media</author>
  <mediasettings>Default Media Setting</mediasettings>
  <category>Main^Science</category>
  <tags>insect, insects, ant, habitat, rainforest, grassland, desert, arctic, bee, beetle, eggs, outer skeleton, antennae, head, thorax, abdomen, video vocab, science vocab, science vocabulary, videovocab, Life Science, Biology, mazzarella media,  second grade science, third grade science, fourth grade science, fifth grade science, 1st grade science, 2nd grade science, 3rd grade science, 4th grade science, 5th grade science</tags>
  <documents>MM0037_Insect.pdf</documents>
  <thumbnail>MM0037_Insect.jpg</thumbnail>
  <accesspoints>Library^Science</accesspoints>
</Properties>
```

In this case, the video will be published to the pre-existing "Library / Science" subchannel with an associated document and specified thumbnail image, title, description, etc.