



AV CaptureAll

How-to Guide: Adding a Department

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Overview

The purpose of this guide is to walk you through the steps necessary for adding a department to AV Capture. If at any time you have questions regarding this process, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.

First, let's take a look at the difference between a department and a session title:

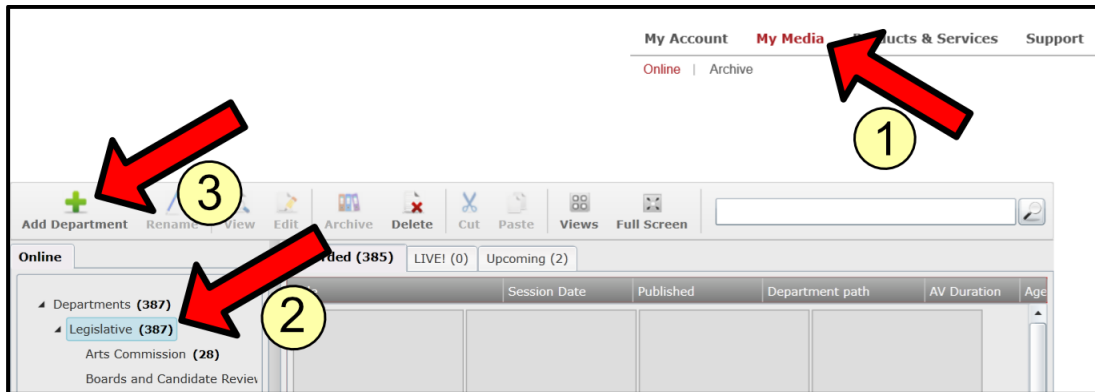
- A department can be thought of as a storage bin. Adding a department will create a new storage bin for sessions. This enables your organization to provide the public with a unique webpage for each department, if desired.
- Session titles can be thought of as sub-sections within a department. If you have set Participant associations in AV Capture Settings, these associations are with session titles. As a helpful navigation tool, the public may easily search by session title using the embedded AVCA controls on your organization's website. However, session titles do not allow for the level of separation (i.e. unique webpages) that using different departments provides.

Before proceeding, please be certain that your organization does in fact want to add a department, and not just a session title. This is critical, as adding a new department may require changes to your organization's website. For example, if your organization has a different webpage for each department's sessions, your webmaster must create a new webpage for the new department, as well as links to the new webpage.

Directions

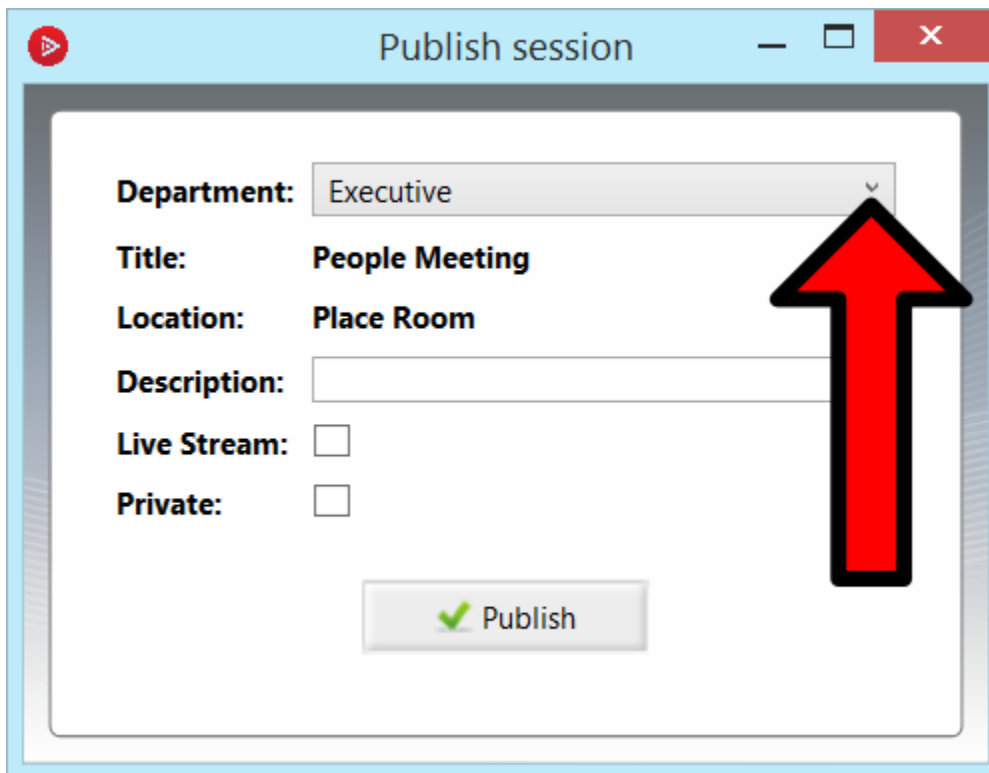
Step 1: Open Internet Explorer and navigate to AV Capture All's online portal, or click [here](#). Log in using your AVCA account username and password.

Step 2: Once logged in, navigate to "My Media" (①). Select the parent department (i.e. Legislative or Judicial), within which you want to create a new department (②). Click the "Add Department" button (③).

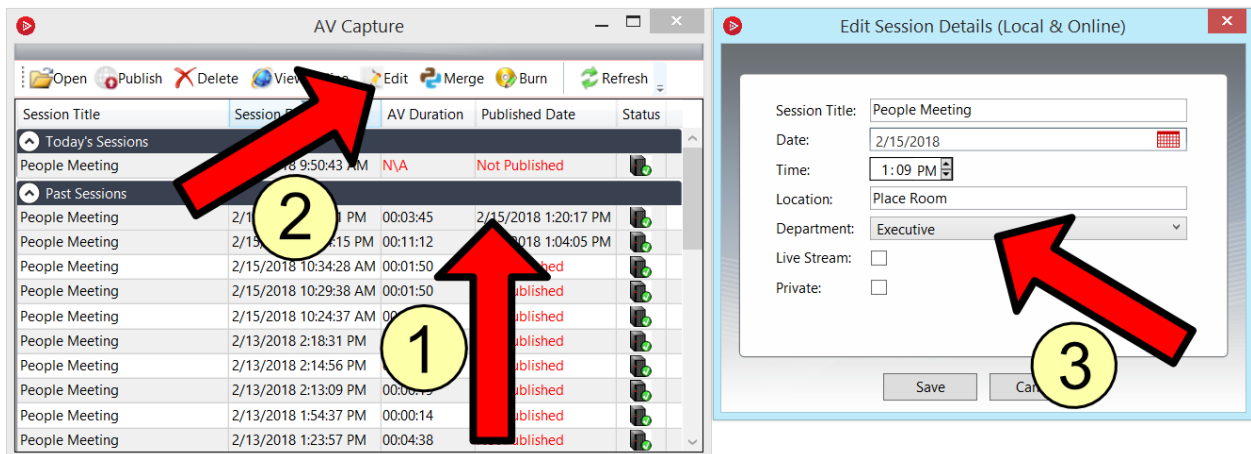


Step 3: If your organization wishes to provide the public with a unique webpage for this new department, email us at Support@AVCaptureAll.com. Please include the name of the new department in the email. We will use this information to provide you with a unique iframe for our embedded controls. Once you receive the iframe code, provide it to your webmaster for inclusion in your organization's new webpage.

Step 4: After adding a new department, you may select it using the Publish Session window's Department drop-down list.



Step 5: If you already published a session, and want to change the Department, you may do so by editing the session. First, open the Browse Sessions window and select the published session you wish to edit (①). Next, click the "Edit" button (②). Finally, select the desired Department from the drop-down list (③). Once you click the "Save" button, the change will be saved locally and online.



🔗 Summary 🔗

If you followed the steps above, you have successfully added a new department to your AVCA account. This department will be available for all AV Capture users in your organization. If this is not the case, please call our customer support line at [888-360-2822](tel:888-360-2822) or email us at Support@AVCaptureAll.com.