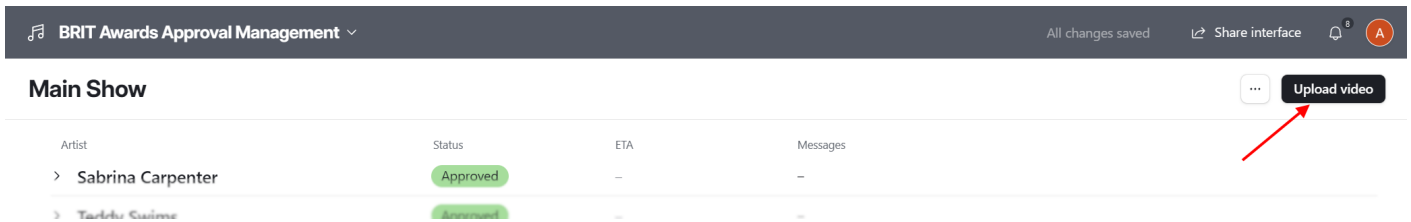


Uploading a video file



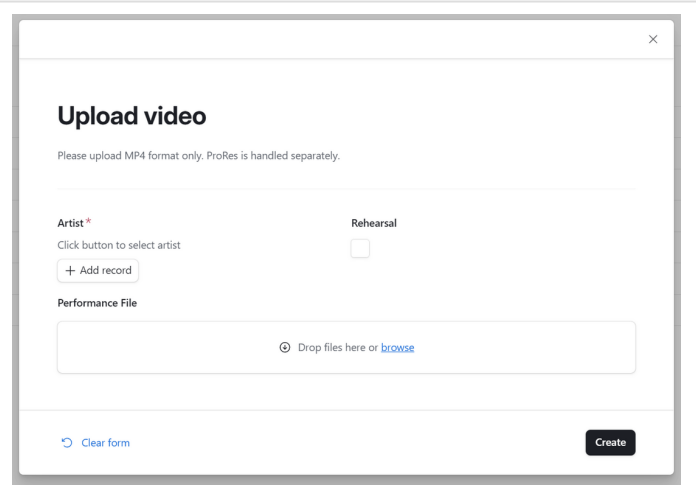
The screenshot shows the top navigation bar with 'BRIT Awards Approval Management' on the left and 'All changes saved', 'Share interface', and a user profile icon on the right. Below the navigation is a 'Main Show' section with a table. The table has columns for Artist, Status, ETA, and Messages. Two rows are visible: Sabrina Carpenter (Approved) and Taylor Swift (Approved). A red arrow points to an 'Upload video' button in the top right corner of the table area.

Artist	Status	ETA	Messages
> Sabrina Carpenter	Approved	-	-
> Taylor Swift	Approved	-	-

Uploading a video is simply a matter of clicking the 'Upload video' button and completing the form that pops up. Click the '+ Add record' button to select the artist, and drop the file to be uploaded onto the labelled box (or browse and select the file, if you prefer).

Tick the 'Rehearsal' box if appropriate and click the 'Create' button to start the upload.

The status for the file will be automatically be set to 'Awaiting approval'.



The 'Upload video' form is a modal window with a close button in the top right. It contains the following elements: a title 'Upload video', a note 'Please upload MP4 format only. ProRes is handled separately.', an 'Artist*' field with a '+ Add record' button and the instruction 'Click button to select artist', a 'Rehearsal' checkbox, a 'Performance File' field with a 'Drop files here or browse' prompt, a 'Clear form' button, and a 'Create' button.

Revision #2

Created 2026-01-04 16:26:24 UTC by Alan Brindley

Updated 2026-01-04 18:24:58 UTC by Alan Brindley