Documentation Import module

Version 22.1

Contents

1   Introduction

Mediahaven is a cloud-based and on-premise Media Asset Management platform. This solution helps your organisation to upload, manage and archive digital media content. Besides the standard web application, there is also an import module with a very wide range of functionalities.

The aim of this documentation is to familiarise the user with the Import module of MediaHaven and more specifically with its daily use. The most common scenarios are covered in this manual, but don't hesitate to contact the support team if you still have specific questions. You can contact them via the support portal: support.zeticon.com

2   General information

The import module allows non-logged-in users to load items and describe them using a simple form. A content manager of the organisation can then check the uploaded items from Mediahaven2.0 before they are actually published.

2.1   The advantages of the import module

Thanks to the simple fill-in form, it is not necessary for users to have any knowledge of the system to be able to upload and describe items. In addition, it also allows administrators to save time in metadataing the uploaded items as information can already be requested from the person who is uploading the photos themselves.

2.2   Using the import module

Because it is possible in the import module to create different projects or entry forms, the import module can be used for a wide variety of purposes:

- In cities and municipalities, the import module is used to let citizens upload photos around a certain theme or project. *For example, a contest is launched for citizens to upload the most beautiful winter images of the city.*

- For heritage organisations, the import module is used to allow volunteers to upload photos and provide them with metadata, whereby it is not necessary to have the knowledge to work with the more advanced options of Mediahaven. *For example, volunteers are sent the link to a specific project in the import module and can use the simple form to upload the photos and provide them with metadata. The check by the organisation's administrators is done afterwards from Mediahaven.*

The import module works on both PC and mobile devices and is fully built on our own rest API. In this manual you can find more information about setting up a project in the import module and see what such a form looks like for the end users (not logged in users).

3 Managing the import module

3.1 Login

If you want to manage one or more projects from the import module, you must first log in to the back-end of this module.
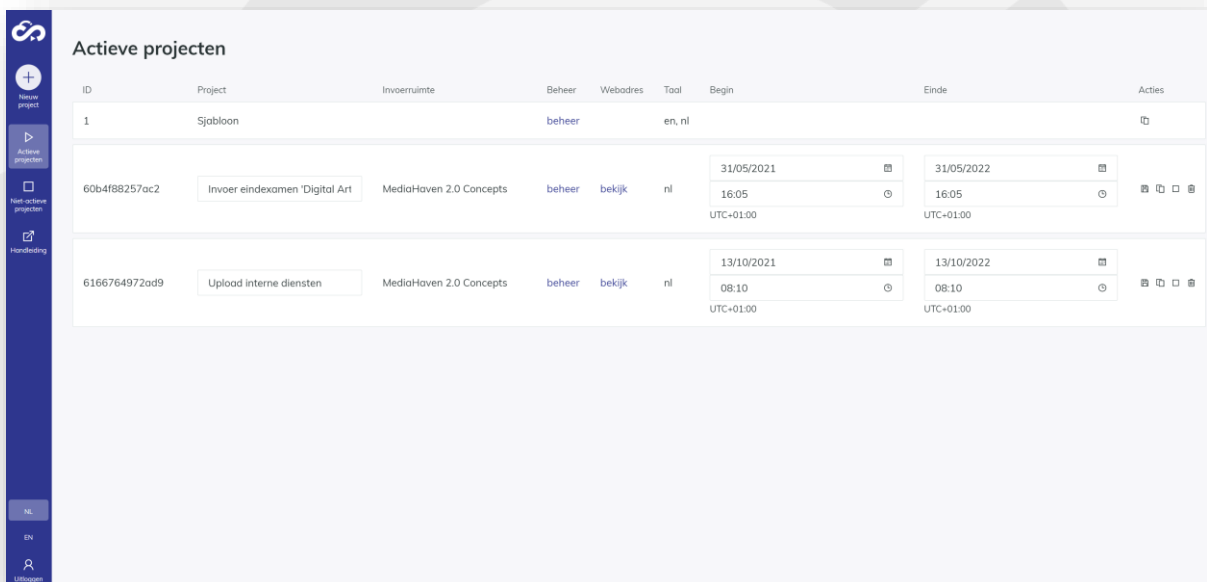
- Surf to the URL of your MediaHaven environment and add /import at the end. Or go from MediaHaven via the link on the dashboard to the import module.
    - Attention: Your user needs the function 'Access_ImportModule' for this.
- Log in with your Mediahaven account.
- The system will ask you to authorise access to the import module via Oauth2.0 verification. You can click on the green bar to execute this.

After authorisation, you will be logged into the import module. On this page you can consult the already created projects or you can create a new project.

3.2 Overview of the module

The navigation bar is displayed on the left-hand side of the import module. Here you can create new projects, navigate to already activated or not yet activated projects, consult the manual or change the interface language.

The right-hand side of your screen depends on the menu selected in the navigation bar and always displays a list of the available projects.
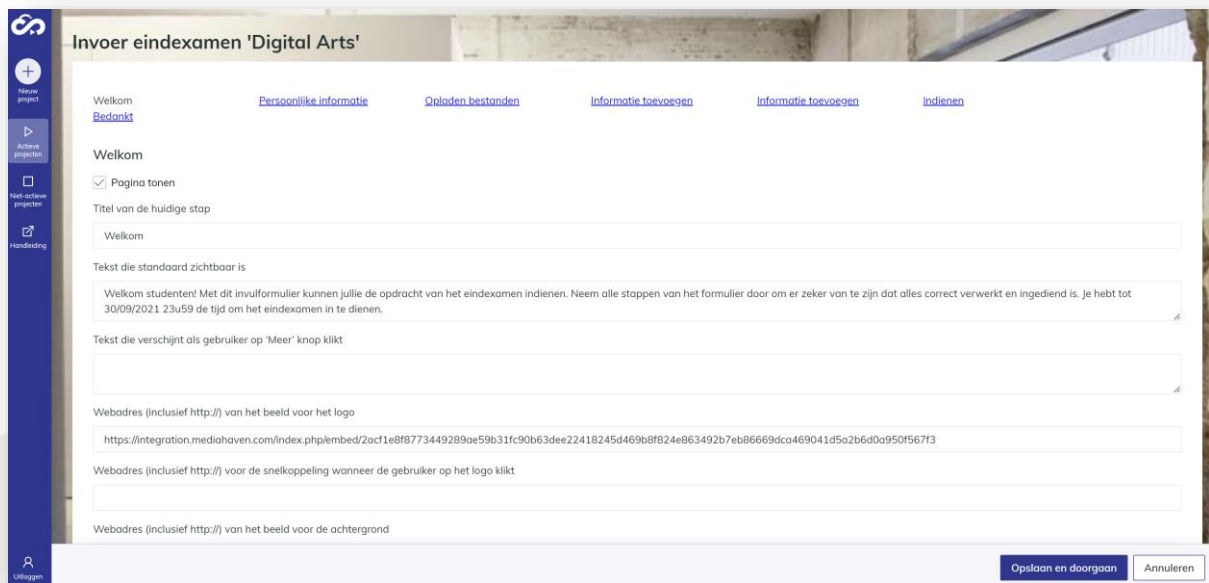

3.3 Create a new project

In the import module, different projects can be created. These projects can be set up separately and thus always contain their own layout, texts and metadata fields. The use of projects allows to generate various upload and fill-in forms to pass on to the right people.

- Click on the "New project" button to create a new project.
- Give the project a name and choose the entry space "Mediahaven 2.0 Concepts" if you want to be able to check the uploaded items in Mediahaven2.0.
- Also choose the language for your project and then click 'Confirm'.

The project is added to the list of 'Inactive projects'. From that page you can further configure the project.

- Click on the 'Manage' link in the 'Management' column on the 'Inactive projects' page to continue setting up the project.
- The system opens the contents of the project. At the top all default steps from the project are displayed.
- You can now go through each step one by one and fill in the necessary information and texts. Click on the 'Save and continue' action to save the data and move on to the next step.

When you have saved the last step, you can navigate back to the 'Inactive projects' page.

3.3.1   Information on each tab in the input form

3.3.1.1   Step: Welcome

This page is the first to be shown when the end user surfs to the project link. It is therefore important that the end user immediately knows what is expected of him in this project.

- **Show page:** At the top of each step, you can always decide whether you want to keep it in the project or not. If the checkbox is unchecked, this step or page will not be shown in the project.
- Enter **a title** for this step. Then enter **a text** that is visible by default. In addition, you can also choose to add extra text under a 'More' button.

- **Web address of the image for the logo:** Here we fill in a URL of the logo that will be used in your project. The image must be publicly accessible and can come from your Mediahaven environment or from another website or system. Remember that if the URL becomes invalid, your project will lose its logo.
- **Web address for the shortcut under the logo:** Here we fill in a website URL. When the end user clicks on the project logo, the system will navigate to this website URL.
- Web address for the background image: Here we fill in the URL of an image that will be used as background in your project. The image must be publicly accessible and can come from your Mediahaven environment. Remember that if the URL becomes invalid, your project will lose its background. Make sure you use an image of at least 2000 pixels.

3.3.1.2 Step: Personal information

In this step, the user can assign personal information so that the organisation's content manager knows who has uploaded which images and can contact this person if necessary.

- **Show page:** See earlier
- Enter **a title** for this step. Then enter **a text** that is visible by default. In addition, you can also choose to add extra text under a 'More' button.
- Next, you will see **the standard metadata fields that we provide for collecting personal information about the uploader**.
  - o For each field you can change in the simple mode whether the field should be visible or not and whether the field is mandatory to fill in or not.
  - o The 'Display' column determines which label will be shown to the end user. Please note that changing the label does not change the underlying field that is linked to your Mediahaven environment.
  - o If you wish to pre-fill a certain field with a default value, you can enter this value in the column 'Pre-filled'.
  - o If you wish to give the end user a list of possible entries, you can enter them in the column "Values". Use a comma to enter more than one possible value.
- **Do you wish to use more or other fields than these standard ones? Do not hesitate to contact our support department so that they can help you configure the fields correctly.**

3.3.1.3 Step: Load files

In this step, the user can select the files from their device to add to the project and eventually to the Mediahaven environment.

- **Show page:** See earlier
- Enter **a title** for this step. Then enter **a text** that is visible by default. In addition, you can also choose to add extra text under a 'More' button.
- **Maximum number of files:** Choose the maximum number of files that an end user can upload. A maximum of 99 files can be uploaded at one time via the import module.
- **Allowed file formats:** Indicate which file formats are allowed. If there are no restrictions, there is no need to fill in anything. If you want to allow multiple file formats, use a comma between the formats. E.g. jpg, png.

3.3.1.4   Step: Add information (in bulk)

In this step, the user can add common information across all images. The metadata fields we use for this must, of course, also be available in your MediaPort environment.

- **Show page:** See earlier
- Enter **a title** for this step. Then enter **a text** that is visible by default. In addition, you can also choose to add extra text under a 'More' button.
- In this step, we add **metadata to all files that the user has uploaded**. We reuse the metadata fields that are already present in the Mediahaven environment.
    - As in step two, we have the option to make the fields visible or invisible and we can indicate which ones are mandatory to fill in.
    - The 'Display' column determines which label will be shown to the end user. Please note that changing the label does not change the underlying field that is linked to your Mediahaven environment.
    - **Do you wish to use more or other fields than these standard ones? Do not hesitate to contact our support department so that they can help you configure the fields correctly.**

3.3.1.5   Step: Add information (individual)

In this step, the user can add information individually per image. We use the same fields for this as were assigned in the previous step.

- **Show page:** See earlier
- Enter **a title** for this step. Then enter **a text** that is visible by default. In addition, you can also choose to add extra text under a 'More' button.

3.3.1.6   Step: Submit

In this step, the user gets an overview of the charged items. You can add here in the text, for example, how GDPR is dealt with.

- **Show page:** See earlier
- Enter **a title** for this step. Then enter **a text** that is visible by default. In addition, you can also choose to add extra text under a 'More' button.

3.3.1.7   Step: Thank you

This step is used to thank the user for their participation. If necessary, you can inform the user here of the further process, i.e. that the uploaded items will be assessed before they are published.

- **Show page:** See earlier
- Enter **a title** for this step. Then enter **a text** that is visible by default. In addition, you can also choose to add extra text under a 'More' button.

3.4 Activate a project

Once the project has been created and configured, you still need to activate it so that end users can effectively add items and information to it. You decide how long the project remains active.

- Click on the "Activate" action next to the project in question to activate the project.

The project becomes active immediately after a confirmation request and is active for one year by default. Of course you can change the dates so that the project remains active longer or becomes active later. As a result, the project will no longer be visible in the list of 'Inactive projects', but in the list of 'Active projects'.

Once a project has been activated, you can of course **deactivate** it again. To do so, use the 'Deactivate' action from the list of active projects. After deactivating a project, the URL becomes invalid for the end users. They will see a message stating that the project is not active.

3.5 Duplicating a project

If you want to base a new project on a project you have already created, you can use the 'Duplicate' action on both an active and an inactive project. This will create a new project with the same texts and metadata fields as the duplicated project. The new project can then be updated where necessary.

3.6 Delete a project

If you no longer wish to use a project, you can delete it from the import module. By doing so, it will no longer be shown in the import module and the URL will no longer be available to end users. Deleting a project is irreversible.

4   Using a project from the import module

Once a project has been configured and activated, the URL for that project can be distributed to those who need to load.

- In the list of 'Active projects' you can click on the link 'View'.
- The system will open a second tab showing the project.
- The URL in the browser can now be copied and forwarded via e-mail or other applications to the end users who need to be charged.

The recipients of this link can now go through each step in the project. You can of course also go through all the steps yourself to check whether you have set up the project correctly.

5   Checking and publishing the charged items

When the project is used by end users, the uploaded items will appear in the concepts page of Mediahaven2.0 (at least if you have selected the correct input zone).

If you have configured a predefined keyword in the project, you can now easily search for that keyword on the concepts page and quickly find the uploaded items from that project. Or you may have worked with a specific input zone for the objects from this project.

You can now check the metadata and change it if necessary. If you have publishing rights, you can also publish the items directly. If you do not have publishing rights, you will have to submit the items for evaluation first, as in MediaHaven 2.0.