Documentation import module

Version 22.4

Contents

1 Introduction

Mediahaven is a cloud-based and on-premise Media Asset Management platform. This solution helps your organisation 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 purpose of this documentation is to familiarise the user with MediaHaven's Import module and, more specifically, its day-to-day use. The most common scenarios are covered in this manual, but do not hesitate to contact the support team if you have any 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 upload items and describe them via a simple input form. A content manager of the organisation can then check the uploaded items from Mediahaven2.0 before they are effectively published.

2.1 The advantages of the import module

Thanks to the simple input form, it is not necessary for users to have any knowledge of the system to upload and describe items. In addition, it also ensures that administrators save time metadating the uploaded items as information can already be requested from the person uploading the photos themselves.

2.2 Using the import module

Because it is possible to create different projects or fill-in forms in the import module, 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. *E.g. A competition is launched for citizens to upload the most beautiful winter images of the city.*

- In heritage organisations, the import module is used to let volunteers upload photos and provide them with metadata where it is not necessary to have the knowledge to work with Mediahaven's more advanced features. *E.g. Volunteers are sent the link to a specific project in the import module and can upload the photos and add metadata via the simple input form. Checking by the organisation's administrators is done afterwards from Mediahaven.*

The import module works on both PC and mobile devices and is built entirely on our own rest API. In this guide, you will find more information on how to set up a project in the import module and you can see what such a fill-in form looks like for end users (non-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.
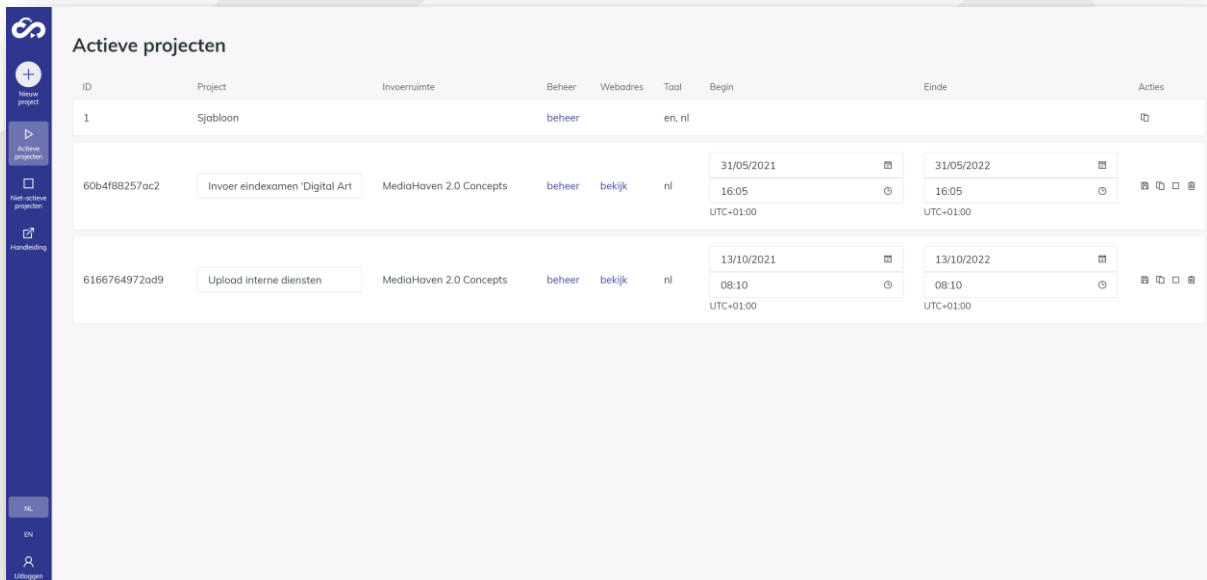
- Surf to the URL of your Mediahaven environment and add /import at the end. Or go to the import module from MediaHaven via the link on the dashboard.
    o Note: Your user needs the 'Access_ImportModule' function for this.
- Log in with your Mediahaven account.
- The system will prompt you to authorise access to the import module via Oauth2.0 authentication. You can click the green bar to perform this.

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

3.2   Module overview

On the left-hand side of the import module, the navigation bar is displayed. Here you can create new projects, navigate to already activated or not yet activated projects, consult the manual or change the interface language. By default, the interface is displayed in the language of the logged-in user. It can be changed via the user profile in MediaHaven.

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

3.3 Creating a new project

Several projects can be created in the import module. These projects can be set up separately and thus always contain their own layout, texts and metadata fields. Using projects allows you to generate various upload and completion forms to pass on to the right people.

- Click the 'New project' button to create a new project.
- Name the project and choose the input space "Mediahaven 2.0 Concepts" if you want to be able to control the charged items in Mediahaven2.0.
- Also choose the language for your project and then click 'Confirm'.

The project will be added to the 'Not active projects' list. From that page, you can configure the project further.

- Click the 'Manage' link in the 'Manage' column on the 'Not active 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 the 'Save and continue' action to save the data and move to the next step.

Once you have saved the last step, you can navigate back to the 'Not active projects' page.
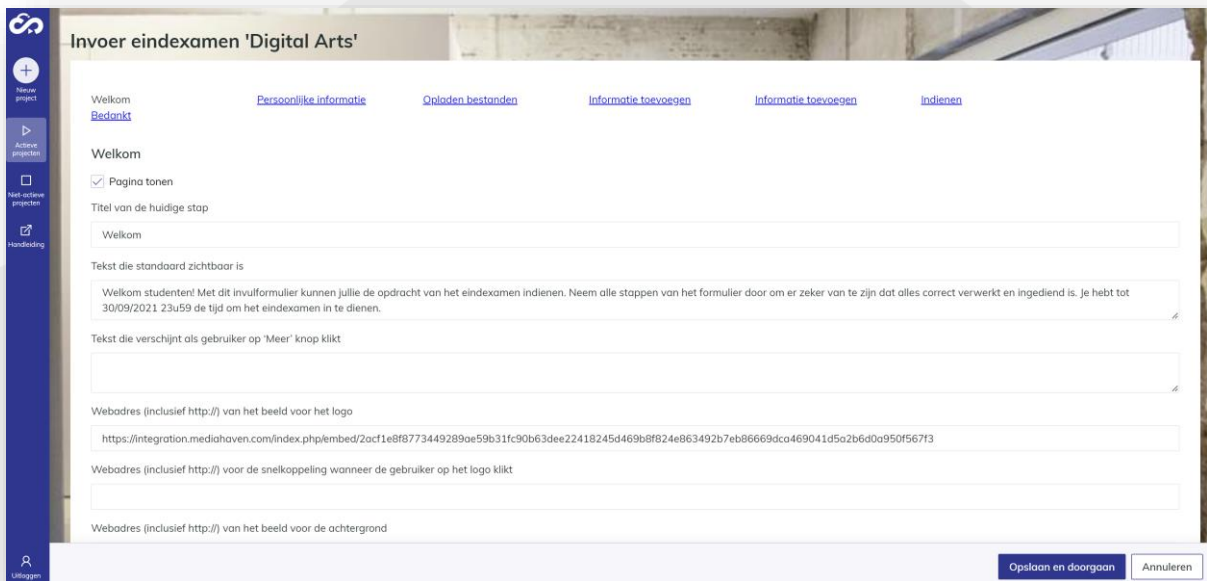
3.3.1   Information on each tab in the input form

3.3.1.1   Step: Welcome

This page is the first one shown when the end-user browses to the project link. So it is important that the end user knows immediately 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. Additionally, you can also choose to add additional text under a 'More' button.
- **Web address of the image for the logo:** Here 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 below the logo:** This is where 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 image in the background: Here we fill in a URL of an image that will be used as a background in your project. The image should 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 content manager from within the organisation knows who has uploaded which images and can contact this person should the need arise.

- **Show page:** See earlier
- Enter **a title** for this step. Then enter **a text** that is visible by default. Additionally, you can also choose to add additional text under a 'More' button.
- Next, you will see **the standard metadata fields we provide for collecting personal information about the uploader**.
    o   For each field, you can change in 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. Note that changing the label does not ensure that the underlying field linked to your Mediahaven environment is also changed.
    o   If you wish to prefill a certain field with a default value already, you can enter this value in the 'Prefilled' column.
    o   If you wish to give the end-user a list of possible entries, you can enter them in the 'Values' column. 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. Additionally, you can also choose to add additional text under a 'More' button.
- **Maximum number of files:** Choose how many files an end user can upload maximum. Maximum 99 files can be uploaded at once via the import module.
- **Allowed file formats:** Enter 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: Adding information (in bulk)

In this step, the user can add common information across all images. Of course, the metadata fields we use for this should also be available in your Mediahaven environment.

- **Show page:** See earlier
- Enter **a title** for this step. Then enter **a text** that is visible by default. Additionally, you can also choose to add additional text under a 'More' button.
- In this step, we add **metadata to all files uploaded by the user**. We reuse the metadata fields already present in the Mediahaven environment.
  - As in step two, we have the option to make the fields visible or invisible and can specify which ones are mandatory to fill in.
  - The 'Display' column determines which label will be shown to the end user. Note that changing the label does not ensure that the underlying field linked to your Mediahaven environment is also changed.
  - **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: Adding information (individual)

In this step, the user can add information individually per image. For this, we use the same fields as those assigned in the previous step.

- **Show page:** See earlier
- Enter **a title** for this step. Then enter **a text** that is visible by default. Additionally, you can also choose to add additional 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 how GDPR is handled here in the text, for example.

- **Show page:** See earlier
- Enter **a title** for this step. Then enter **a text** that is visible by default. Additionally, you can also choose to add additional 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 about the further process, i.e. that the uploaded items will be reviewed before being published.

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

3.4   Activate a project

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

- Click the 'Activate' action on the relevant project to activate the project.

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

Once a project is activated, you can of course **deactivate** it again. To do so, use the 'Deactivate' action from the list of active projects. After inactivating a project, the URL becomes invalid for 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 an already created project, you can use the 'Duplicate' action on both an active and inactive project. This creates a new project with the same texts and metadata fields as the duplicated project. The new project can then still be updated where necessary.

3.6   Delete a project

If you no longer wish to use a project, you can delete the project from the import module. As a result, it is no longer displayed in the import module and its URL is also no longer available to end users. Deleting a project is irreversible.

4   Using a project from the import module

Once a project is configured and activated, the URL of that project can be distributed to those who need to recharge.

- In the 'Active projects' list, you can click the 'View' link.
- The system will open a second tab showing the project.
- You can now copy the URL in the browser and forward it via e-mail or other applications to the end users who need to recharge.

Recipients of this link can now go through each step in the project. Of course, you can also go through all the steps yourself to check that you have set up the project correctly.

5   Checking and publishing the charged items

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

If you have configured a pre-filled keyword in the project, you can now easily search for that keyword on the concepts page and quickly find the loaded items from that project. Or you may also have worked with a specific entry zone for the objects from this project.

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