Documentation Public Portal

## Version 22.3

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 a public portal with a very wide range of functionalities.

The aim of this documentation is to familiarize the user with the public portal 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 have any specific questions. You can contact them via the support portal: support.zeticon.com

2   General information

Mediahaven 2.0 is intended as a backend application in which items are uploaded and managed. Besides the Mediahaven 2.0 application, we developed a basic public portal in which a certain set of the uploaded items can be shown to the public (non-logged-in users).

In this manual, we will discuss the functionalities for non-logged-in users as well as the configuration options for organisations wishing to use a public portal.
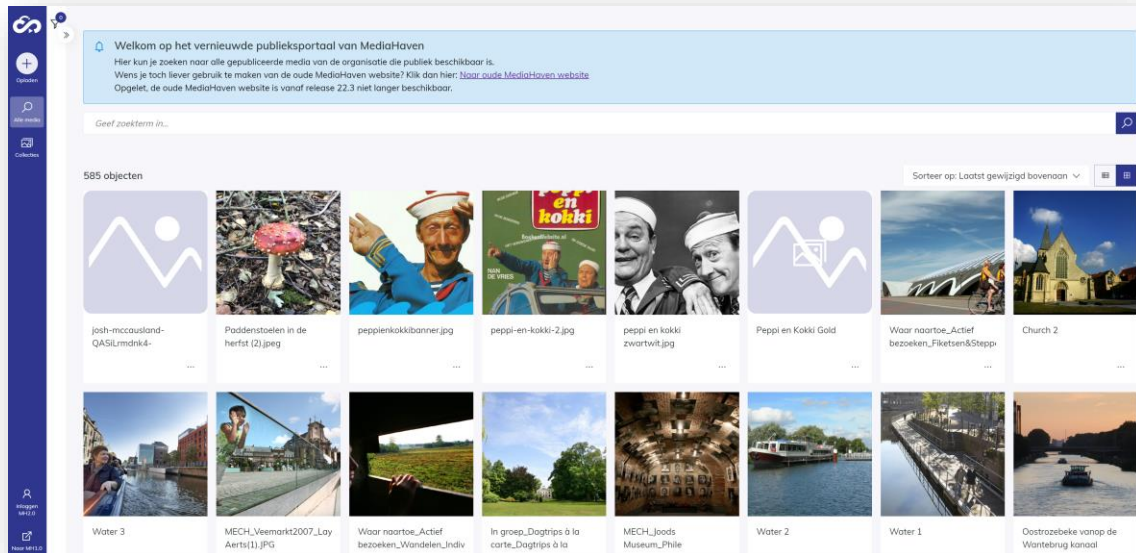
3 Functionalities for non-logged-in users

Unregistered or logged-in users can search, consult and download (sample files only!) public objects on the public portal.

If the organisation wishes, non-logged-in users can also upload items via the public portal. A project from the import module is used for this.

3.1 Search for public objects via general search bar

The general search bar works in exactly the same way as the general search bar in MediaHaven2.0. All information about searching with the general search bar can be found in the MediaHaven2.0 manual.
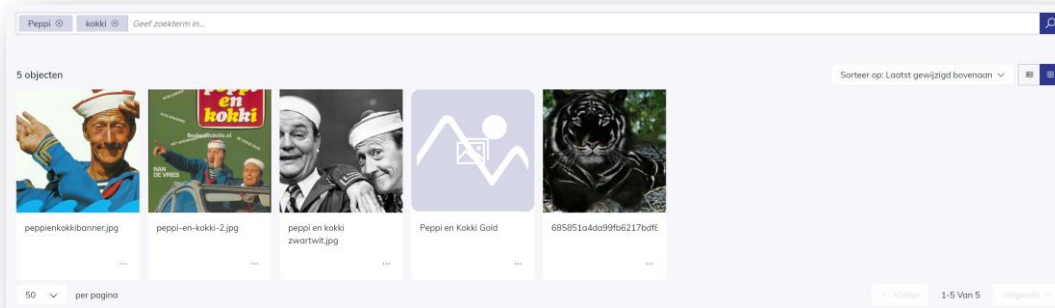

3.2 Use filters to refine search results

The filters visible in the public portal are based on the filters available in the MediaHaven 2.0 application. These also work in exactly the same way as in MeidaHaven 2.0. All information about filtering can be found in the manual of MH2.0.
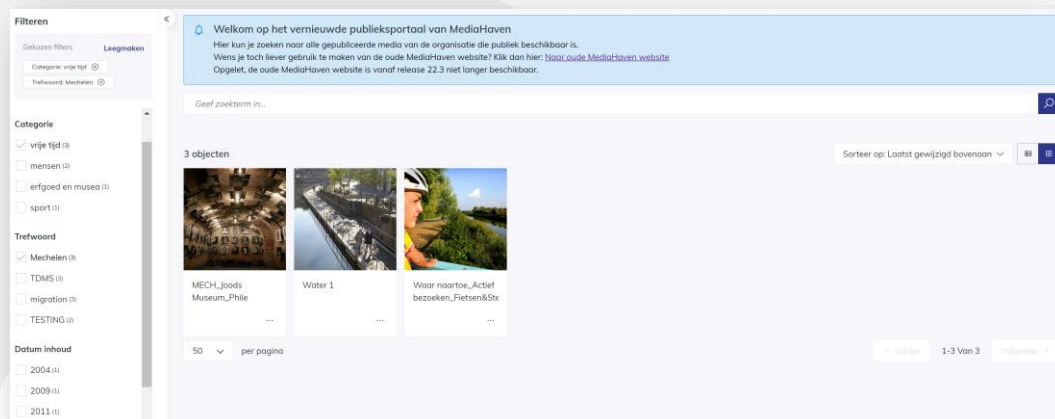
3.3 Consult objects and related metadata

When clicking on an object in the public portal, the detail page is shown. The metadata visible on this page is configured for the client's organisation at onboarding or during a consultancy assignment.
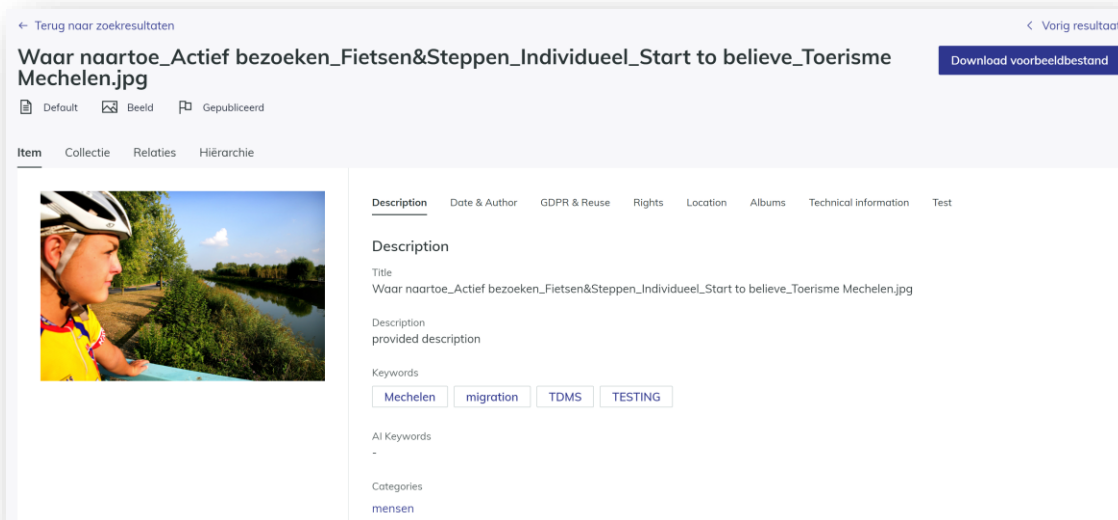
When you have opened the detail page or full view of an object, you can easily navigate to the next and/or previous result in your search. You can also return to the search results via the link at the top of the screen.

In addition to **the 'All media' page showing all published and public objects**, there is also **a 'Collections' page**. This page gives an overview of all published and public collections. The user can also search and/or filter on this page as on the 'All media' page.

When clicking on a collection, both the metadata (tab 'Collection') and the content of that collection (tab 'Content') can be consulted. Please note that the content of the collection only shows the published and public items within that collection.
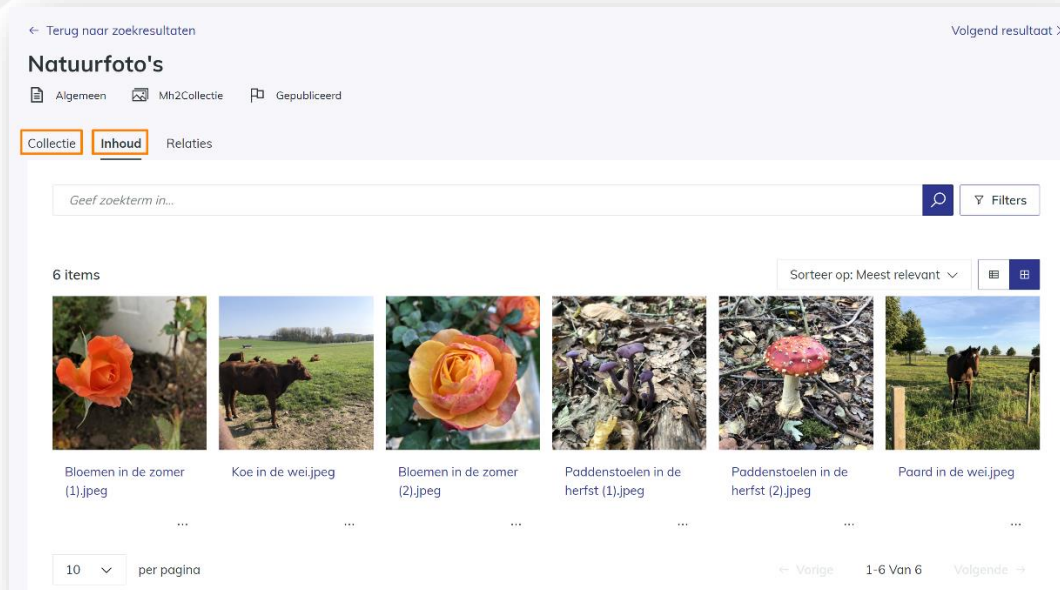
3.4 Download sample file of an item

On the public portal, unregistered users can only download the preview of the objects. They can do this for one item separately from the results or details page via the action 'Download sample file'.
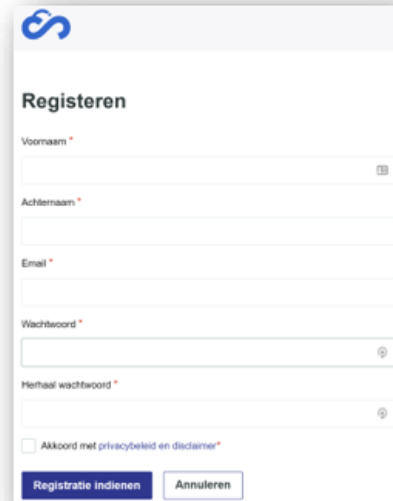
3.5 Recharge new items

If the organisation allows unregistered users to upload via the public portal, the button 'Upload' will be visible on the public portal. When users click on this button, they will be directed to the linked project from the import module where they can easily upload and describe items.

3.6 Register: request an account

If the organisation wishes, the functionality 'User Registration' can be activated on the public portal. This gives non-logged-in users the possibility to request access to the MediaHaven environment or to register.

When non-logged-in users click on the 'Register MH2.0' item in the navigation bar, a registration form will be displayed. (This form can be supplemented with custom fields for each organisation).

Once the registration is submitted, a task is started with an admin user within MediaHaven to complete the registration. The admin user can approve the account immediately, can possibly change rights and functions via the management module and then approve or reject the registration. The applicant always receives an e-mail to inform about the approval or rejection of the account.

4 Configuration options in the public portal

The following sections provide more information on the possibilities for an organisation when using the standard public portal.

4.1 Not all objects from MH2.0 will be shown

The organisation using Mediahaven2.0 can decide for itself which of the charged items may be consulted in the public portal. This is done using the 'Public' user group. All objects to which the group 'Public' has read access will be shown in the public portal.

4.2 Define metadata set

In addition, the organisation can indicate for each metadata field whether it should be shown in the public portal. This allows a distinction to be made between metadata that applies internally within the organisation and metadata that is more descriptive or informative and may be shown to the general public.

4.3 Upload items via the public portal

Unregistered users can upload new items to the organisation's Mediahaven2.0 environment via the public portal. This is done via a pre-configured project from the import module. If the organisation does not wish to use this functionality, the button to upload items will not be shown in the public portal. To use this functionality, Zeticon needs to configure the default project from the import module in the settings.

4.4 Look & feel

By default, the same interface as that of Mediahaven2.0 is used in the public portal, but each organisation can have its own logo and a main colour configured, which makes the standard public portal already unique to the organisation. Adjusting this logo or colour is done by Zeticon.

4.5 Login to Mediahaven2.0

From the public portal, you can also log in directly to the Mediahaven2.0 environment. Of course, the user must then enter a correct username and password.