



ZETICON

Documentation Public portal

Version 24.2

ZETICON

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1 Introduction

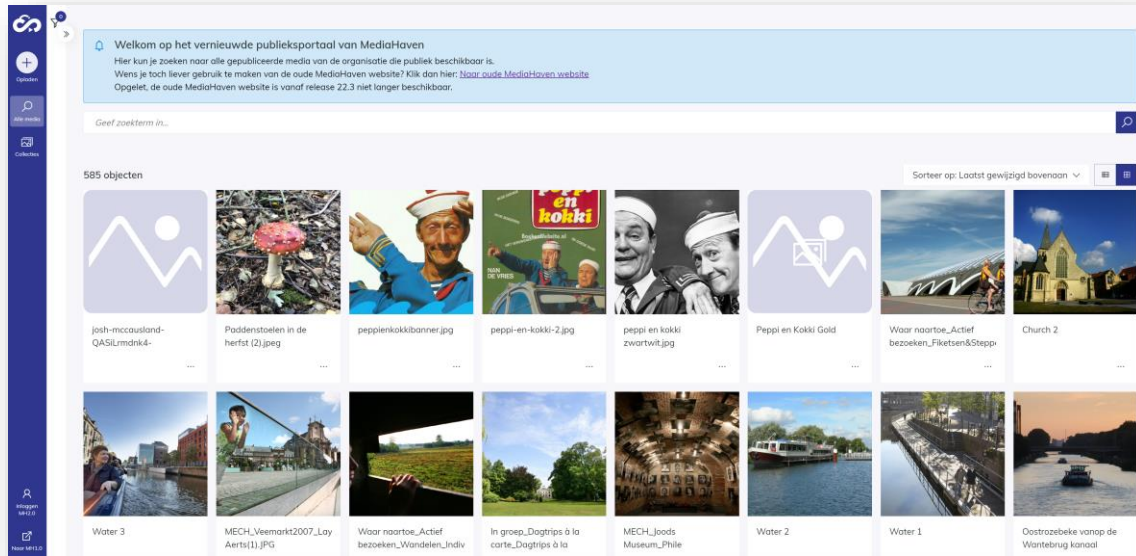
Mediahaven is a cloud-based and on-premise Content Management platform. This solution helps your organisation upload, manage and archive digital content. Besides the standard web application, there is also a public portal with a very wide range of functionalities.

The purpose of this documentation is to familiarise the user with MediaHaven's public portal 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

Mediahaven 2.0 is intended as a backend application in which digital files are loaded and managed. In addition to the Mediahaven 2.0 application, we have developed a basic public portal in which a certain set of the loaded objects can be shown to the public (non-logged-in users).

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



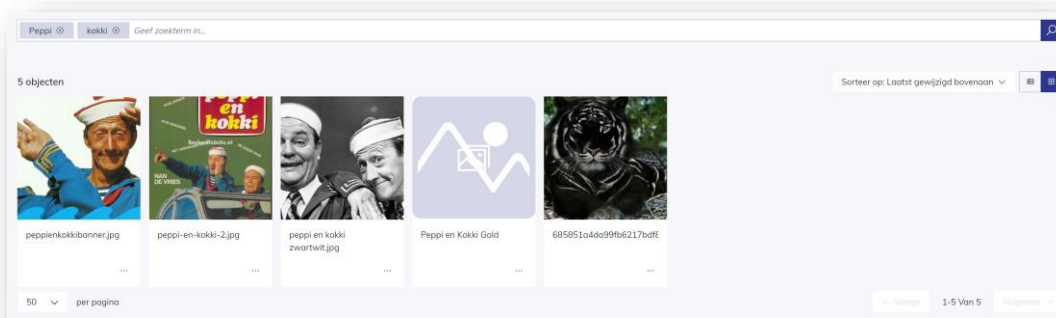
3 Functionalities for non-logged-in users

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

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

3.1 Searching for public objects

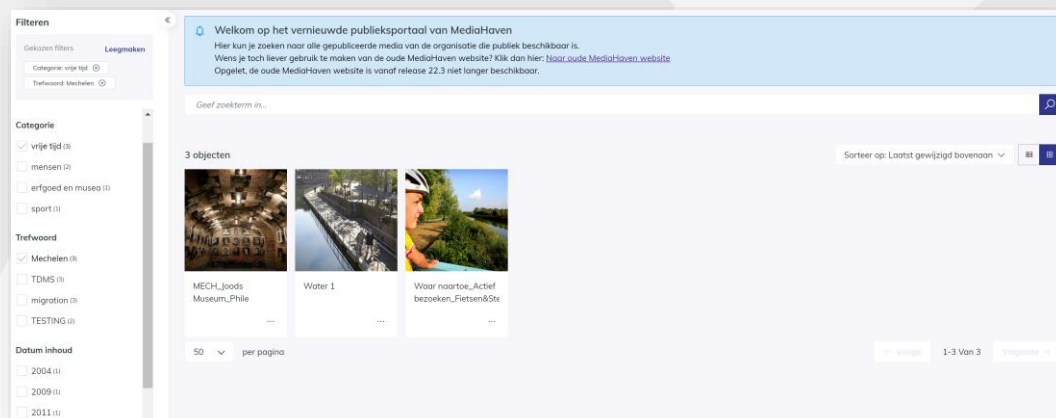
The general search bar works in exactly the same way as the general search bar in MediaHaven2.0. You can consult all the information on searching with the general search bar in the MediaHaven2.0 manual.



Besides the general search bar, you can also use the advanced search. This allows the user to compose more complex or comprehensive searches. The advanced search works in the public portal in the same way as in MediaHaven 2.0.

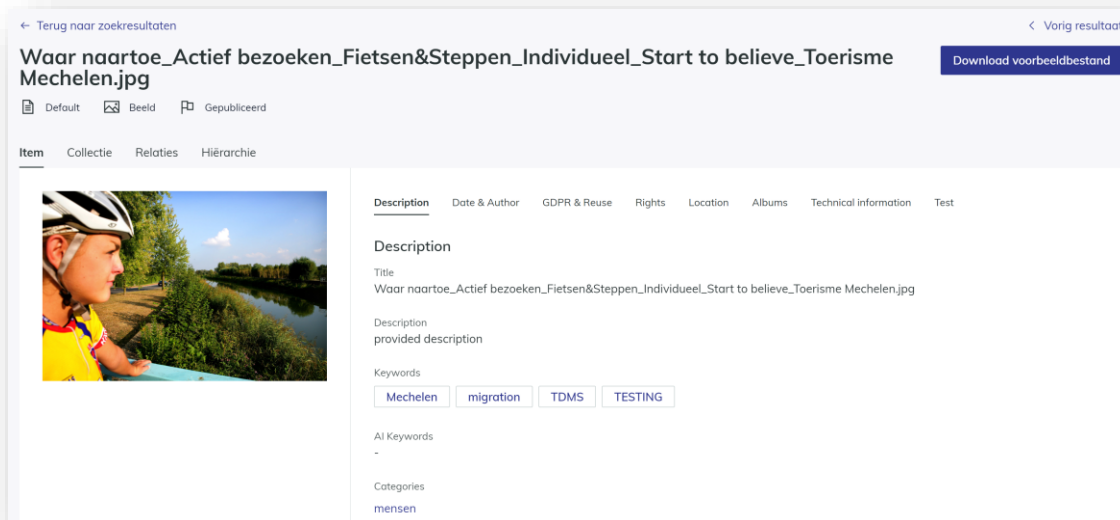
3.2 Use filters to refine search results

The filters visible in the public portal are based on those available in the MediaHaven2.0 application. These also work in exactly the same way as in MediaHaven 2.0. You can consult all the info on filtering in the manual of MH2.0.



3.3 Consulting objects and associated metadata

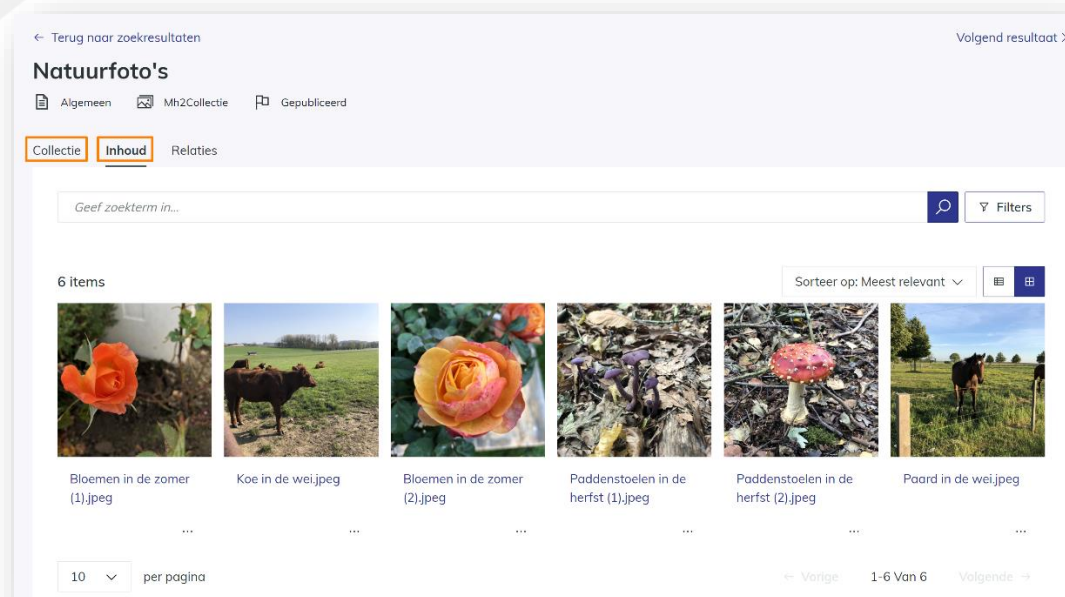
When clicking on an object in the public portal, the detail page is displayed. The metadata visible on this page is configured for the client's organisation upon onboarding or during a consultancy assignment.



Once 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**, a **'Collections' page** is also provided. This page lists 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 (Collection tab) and the content of that collection (Content tab) can be consulted. Please note that the content of the collection only displays the published and public items within that collection.



3.4 Download sample file of an item

On the public portal, non-registered users can only download the preview view of the objects. They can do this for one item individually from the results or details page via the 'Download preview file' action.

3.5 Contact administrator

If, as a user, you do not have sufficient rights to perform a certain action on a published object (e.g. adding extra metadata or downloading the original file), you can contact the administrator via an e-mail from your mail server. The e-mail can be tracked and dealt with completely outside MediaHaven and will by default contain the title and a link to the object in question. The e-mail will arrive at the e-mail address configured for the organisation concerned during start-up or a later consultancy assignment.

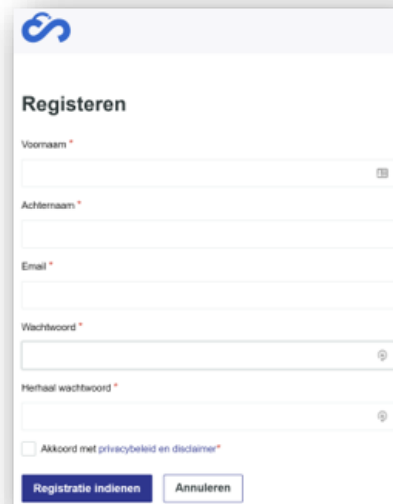
3.6 Load new items

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

3.7 Register: apply for an account

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

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



The image shows a mobile application registration form titled "Registreren". It includes the following fields: "Voornaam" (First name), "Achternaam" (Last name), "Email", "Wachtwoord" (Password), and "Herhaal wachtwoord" (Repeat password). Each field has a red asterisk indicating it is required. Below the fields is a checkbox labeled "Akkoord met privacybeleid en disclaimer". At the bottom, there are two buttons: "Registratie indienen" (Submit registration) and "Annuleren" (Cancel).

Once the registration is submitted, a task is started at 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 'settings and management' module to then approve or can reject the registration. The applicant always receives an e-mail to be informed of the account approval or rejection.

4 Configuration options in the public portal

The following sections provide more information on the options available to an organisation when using the standard public portal.

4.1 Not all objects from MH2.0 are shown

The organisation using Mediahaven2.0 can decide which of the charged items may be consulted in the public portal. This is done on the basis of the 'Public' user group. All objects to which the 'Public' group has read rights are displayed in the public portal.

4.2 Metadata set define

In addition, when creating the classifications, the organisation can specify for each metadata field whether it should be shown in the public portal. This therefore allows a distinction to be made between metadata that applies internally in the organisation and metadata that is rather 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 preconfigured 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. If one does wish to use this functionality, Zeticon should 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 also used in the public portal, but each organisation can have its own logo and a main colour configured, making the standard public portal specific to the organisation anyway. Customising this logo or colour is done by Zeticon.

4.5 Login to Mediahaven2.0

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