



**ZETICON**

# Documentation MediaHaven 2.0

Version 22.1

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## 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. The web application has a very wide range of functionalities.

The aim of this documentation is to familiarize the user with the Mediahaven web application and more specifically with its daily use. The most common scenarios are covered in this manual, but do not hesitate to contact the support team if you still have specific questions. You can contact them via the support portal: [support.zeticon.com](https://support.zeticon.com)

Before we go into the various functionalities of Mediahaven 2.0, we first need to explain some general concepts.

## 2 Roles, functions and tasks

### 2.1 Rolls

The role determines which functions the user gets. The user is always logged in for one organisation and gets all functions of the role he takes on within the organisation. For our MediaHaven customers we always provide the following standard roles:

- Admin user
- Content manager
- Importer
- Counsellor

The admin users of an organisation can assign a user to the right role by assigning them the right functions via the settings (currently via the admin module).

### 2.2 Functions

As mentioned above, each role is assigned specific functions. These functions determine what the role can do in terms of actions and tasks. You can consult the functions that are default linked to a role in the table below.

Function	Counsellor	Importer	Content manager	Admin
Creating objects		X	X	X
Metadata objects*		X	X	X
Submit & correct objects		X	X	X
Evaluating objects			X	X
Publish objects			X	X
Consult objects*	X	X	X	X
Downloading objects, exporting*	X	X	X	X
Manage users & settings				X
Submit thesaurus suggestions		X	X	X
Evaluate thesaurus suggestions			X	X
Manage Trash				X
Evaluate user registration				X

\*Depending on the rights granted via the user groups.

### 2.3 Tasks

In addition to functions, which the user can perform at any time without a trigger from the system, we also use tasks in MediaHaven. Tasks are assigned to a role by the system after a certain action or other task has been performed. They are not assigned to a specific user so that an object does not get stuck in the flow when a user leaves or is not present.

Example of a task in MediaHaven:

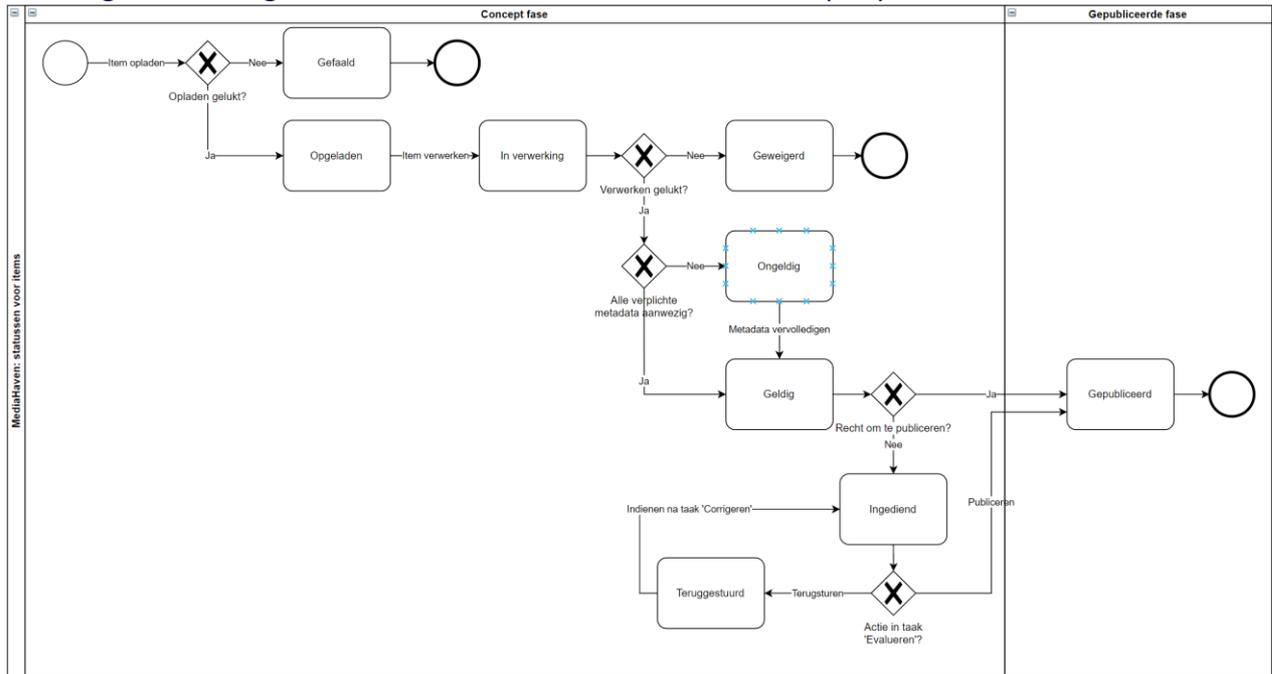
- Evaluate an object or an entire collection. *(Only for users with the function: 'Evaluate objects')*.
- Correcting an object or an entire collection. *(Only for users with the function: 'Submit & correct objects')*.
- Evaluate thesaurus suggestions. *(Only for users with the "Evaluate Thesaurus Suggestions" function)*.
- Complete user registration. *(Only for users with the function: "Evaluate user registration")*.

The specific explanation of each task is covered later in this manual.

### 2.4 Phases and statuses

Each object has a certain status at any moment in the application. This status depends on the step in the process and the phase in which the object is situated. In Mediahaven, we currently have two **phases: the concept phase and the published objects phase**. The concept phase contains objects that have been uploaded, are possibly still being processed or are ready to be described. The published phase contains all objects that have been approved and are available to all users (depending on the rights granted, see below).

The diagram below gives an overview of the available statuses per phase:



A MediaHaven2.0 collection has the same status options as an item, with the exception of the statuses 'Failed', 'Loaded', 'In process' and 'Refused'. These statuses do not occur in a collection.

The meaning of each status is further explained in the relevant section of this manual, but here is an overview:

Status	Meaning
Failed	The loading of the item was unsuccessful.
Charged	The loading of the item was successful. The system will now process the respective item.
In process	The system is processing the item.
Refused	The processing of the item was unsuccessful.
Invalid	Not all mandatory metadata fields are filled in for the respective object.
Valid	All mandatory metadata fields are filled in. The object is ready to submit or publish.
Submitted	The object has been submitted and cannot be edited temporarily. There is an 'Evaluate' task attached to the object for the content manager.
Returned	The object was sent back for correction during the evaluation. There is a 'Correct' task attached to the object for the input.

Published	The object is published. This allows other users to consult the object, edit metadata and/or download the original according to the rights granted via user groups.
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## 2.5 Permissions via user groups

During the metadata process, the rights to an object are determined on the basis of user groups. We distinguish three types of rights:

- **Reading rights**
- **Edit rights**
- **Export duty**

Every user in MediaHaven is in at least one group. The rights of the group to which the user belongs determine whether the user can consult the object, change its metadata and/or download or export the original file of the object. By assigning rights via user groups, you can protect certain objects from others.

The example below illustrates the operation of these group rights:

- *Users An & Piet are in the user group 'Communication'. Their colleague from the archives department, Marc, is only in the 'Archives Department' group.*
- *An loads an image and describes it. She only gives the group "Communication" the read, change and export rights.*
- *When she publishes the image, Pete will also be able to see it. He will also be able to edit metadata and download the original. Marc, on the other hand, will not be able to see the image and therefore cannot edit its metadata or download the original because he does not belong to the 'Communication' group.*

Within MediaHaven, we have two different types of user groups. Every organisation connected to the system is assigned default **system groups** at the start. These groups may not be removed to guarantee proper functioning of the application.

- Group 'Everyone': Every new user of the application is automatically added to this group. This ensures that a new user does not end up in an empty application when he first logs in. By default, the user will have read-only access to the relevant objects.
- Group 'Public': Objects for which this group has read access will be shown on the public portal (if this has been activated for the organisation). For these objects, an embed code can also be retrieved to make the object accessible on another website.

In addition to the system groups, **organisation-specific groups** can also be configured. The organisation itself decides how many groups are required and which users belong to which group. This is done during the metadata workshop when the system is set up or can be changed later via a change request to our support department. We recommend limiting the number of groups so that the management of these groups does not become too complex and so that cooperation within the organisation is promoted. The groups 'Communication' and 'Archive service' from the example above are organisation-specific groups.

### 3 Terminology

Each application always brings specific terminology with it. The table below gives a brief summary of the terminology used within MediaHaven 2.0.

Terminology	Definition
Charging	During the upload process items are placed on our servers. Please do not close the browser while this process is in progress.
Processing	After uploading, items are processed. During processing, a number of technical processes and checks take place in the background, such as writing out the original file securely, generating a preview and extracting metadata.
Object(s)	Objects is a collective term for both items and collections. So when we talk about an object, it can be either an item or a collection.
Item(s)	Item(s) is a collective name for all file formats that can be uploaded. However, items can have different media types. For example, one item may be a photo, while another may be a video, audio clip or document.
Collection	A collection of thematically linked items with common metadata. The metadata of the collection is passed on to the underlying items.
Concepts	We distinguish two phases in which an object can be: the concept phase and the published object phase. Concepts are the charged objects that you are still working on before publication. You can describe, submit or publish these objects.
Entry zone	Within the concept phase, input zones can be created to bring structure to the uploaded items. The input zone(s) to which a user belongs determines which objects are visible to that user on the concept page.
Metadata	Metadata is information that you can assign to an object such as a title, a description, a date and so on.
Profiles	A collection of specific metadata fields configured for a classification within the user's organisation.
Classification	A collection of metadata profiles (and fields) used to describe a specific type of image or theme.
Masterdetail	The master detail screen is used to quickly display and edit the metadata of an item. It is a scaled-down version of the full details page.
Thesaurus	A thesaurus is a hierarchical structure where translations and synonyms can be specified for each label included in the structure. A separate metadata field can be configured for each component in the structure, making it possible to filter on this specific component of the entire structure.
Thesaurus suggestions	When using a thesaurus metadata field, suggestions can be added for terms that are not yet included in the structure. These suggestions are then submitted to an admin user for evaluation. He/she decides whether or not to include the suggestion in the structure.
User groups	A group is a collection of users who can manage certain images, depending on the rights granted (view, modify, export).
Public portal	The public portal is offered as standard with a MediaHaven2.0 environment and gives the possibility to make a certain set of images available to the general public without these users having to log in. (See separate documentation for more details and the available functionalities).
Import module	The import module can be used to give people who do not have access to the MediaHaven application the possibility to upload items and assign the necessary metadata to them. After completing an entry form (which is fully customised and managed by the client), the items end up in MediaHaven to be completed and later published. (See separate documentation for more details and the available functionalities).
Notifications	Notifications are informative messages that the system sends to a user within the application. For example, an informative message is sent when an item that has been submitted is published by a content manager.

Export location	<p>An export location is used to export photos, videos, audio and documents. <b>An export location contains certain parameters such as dimensions, format, watermark, subtitles, with/without metadata in the file or as sidecar, ...</b> . When objects are exported using a predefined export location, these parameters are applied to the objects.</p> <p>An export location is always linked to one or more users. These users then have the possibility to use this export location when downloading, sharing or exporting objects.</p> <p>It is also possible to assign a mandatory reason to an export location. This ensures that users who choose that particular export location when downloading or sharing, must indicate a reason why they want to perform the export. That reason may be predefined in the export location or a user may assign their own reason. When the export is executed, it will appear in the history together with the chosen reason. Through the monitoring website, an administrator can check how many times a specific reason was chosen.</p>
Download List	<p>The download list contains all downloads and exports carried out by the user within the active (login) session. Downloads in this list are only valid for 14 days. After 14 days the download can no longer be performed.</p>

## 4 Overview of the application

### 4.1 Logging on and off

By default, the MediaHaven 2.0 website is a closed environment which you can only access with a **username and password**. When you surf to the MediaHaven website for your organisation, you'll be taken to a **login page**. As well as logging in with a MediaHaven account, you can also log in with a local Windows account or with an open authentication account (if this was set up during installation or via configuration). If open authentication services are available, these will be shown at the bottom of the login screen.

Once you have logged on, you can log off again in the navigation bar at the bottom. After logging out, you will be returned to the login page.

Note: Organisations with a public portal will automatically be directed to the public portal. From the portal, you can log in to the MediaHaven2.0 web application.

### 4.2 The navigation bar

On the left-hand side of the application, **the navigation bar** is displayed. It contains a number of general pages such as the overview page, the "all objects" page and the task list.

- **The overview page a.k.a. "Dashboard"** contains a general search bar with which the user can search for an object regardless of its stage or status. These objects can be consulted via the "All objects" list. Furthermore, certain sublists are displayed on the dashboard to give the user a quick overview of the most important information. For example, he will see a sub-list of the most urgent tasks he has to perform and a sub-list of the last received notifications. From the overview page, he/she can also quickly navigate to external links such as the management module, import module and monitoring website (if he/she has access to them).
- **The 'All objects' page** contains every object regardless of its status or phase. Users can use this page to easily search for an object regardless of where it is located in the system.
- **The task list** naturally contains only tasks. Since only tasks and no objects are shown on this to-do list, this page has no search bar and no filters. Users can execute the open tasks one by one.

In addition to the general lists, there are also sections per phase in the application, namely **the concept phase** and **the published phase**. These sections contain a number of subpages where objects with a specific status can be consulted, such as the upload and processing list under the concept phase.

At the top of the navigation bar, **the 'Upload' button** is always displayed if the user's role allows it. From any page, you can use this button to upload items or create collections.

At the bottom of the navigation bar, a section **called "Selection"** is also displayed. Here the selection created by the user for downloading or exporting objects from various searches can be consulted. The individual downloads can also be followed up on the **'Downloads'** subpage.

At the very bottom of the navigation bar there is also a section **called "Profile"**. This section allows the user to log off again. The user can also consult his personal user profile and change preferences such as standard display, number of results per page, standard sorting, etc. preferences, number of results per page, default sorting, etc. These personal preferences will also be saved after logging out. If the user has the function to manage the waste basket, the waste basket will also be visible under this item in the navigation bar.

**The selected page from the navigation bar is displayed** in the centre of your screen. Depending on the page selected, a list of objects or tasks is displayed. From these lists you can perform various actions or functions. These lists, actions and functions are discussed in more detail later in this manual.

### 4.3 List or grid view

Each page where objects are displayed can be shown in a **list** or in a **grid view**. This depends on the personal preference of each user. All actions that can be performed in the list view, can of course also be performed in the grid view. Switching between list and grid view can be done via the icons on the top right of the page. Via the user profile of the logged in user, a default view can be selected. The number of results displayed next to each other in the grid view depends on the screen width of the user. The number of results displayed on the full page can be adjusted at the bottom of the page or in the user profile.

### 4.4 Back to search results

When you have opened the detail page or full view of an object after searching, you can easily navigate to the next and/or previous result in your search. You can also easily return to the search results via the link at the top of the screen.

### 4.5 Notifications

**Notifications** provide the user with information about certain objects. They ensure that the user knows what has happened to a particular object, but do not mean that any action is required from the user. When the user clicks on a notification from the dashboard, the system takes the user to the relevant object. The user can delete the notifications manually from the dashboard or from the list of all notifications (found in the 'Profile' section in the navigation bar).

### 4.6 Application language

The Mediahaven landing page is always displayed in the default language of the browser being used. Once the user is logged in, **the application's interface is displayed in the language set for the user through the settings or the user profile**. The metadata fields are also displayed in the language of the logged in user.

## 5 Charging media

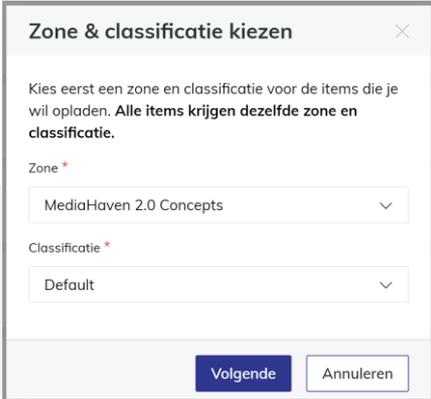
### 5.1 Charge as individual items

In MediaHaven, you can choose to upload one or more items manually, separately from each other. This means that they can be managed as separate items in MediaHaven.

How can I charge individual items?

- Click on the "Recharge" button from the navigation bar.
- Choose the option 'As individual items' from the drop-down menu.
- The system opens a pop-up screen where you have to make two choices.
  - o First choose the input zone\* in which you want to load the objects.
  - o Then choose the classification to be used to describe the objects.
- When you click "Next", the system will open the file server of your device.
- You can now select one or more items that you wish to charge.

*\*Input zone: If the user belongs to only one input zone, this choice will be filled in automatically. The input zone will determine which other users are allowed to view and describe the uploaded images in the draft phase.*



Zone & classificatie kiezen

Kies eerst een zone en classificatie voor de items die je wil uploaden. Alle items krijgen dezelfde zone en classificatie.

Zone \*

MediaHaven 2.0 Concepts

Classificatie \*

Default

Volgende Annuleren

The system shows you the charging progress via a message in the top right-hand corner of the screen. Via this message or via the navigation bar, you can follow the charging in detail in the upload list.

### 5.2 Follow up on charging and processing

During the upload, the items are placed on our servers. **Do not close the browser** while the upload is in progress, otherwise you will lose the items and you will have to upload them again later. There is no limit to the capacity of the upload, but please note that larger files may take a little longer to fully load and process.

**The upload may fail for the following reasons:**

- **You are trying to upload an item that has already been entered into the system.** Since the item is already on our server, you can ignore the failed upload.
  - o The programme checks the files themselves and not the name by means of an MD5 check. If you rename the same item, the program will not accept it because the item has not changed. Uploading two different items with the same name will work.

- **The internet connection was lost during the upload.** The items were therefore not placed on our servers. Please try again later when you have a more stable internet connection.
- The items are **not on** our servers. Please request additional space through your admin user and then reload.

If the upload fails, the error messages in the upload list (via the "Concepts" menu in the navigation bar) can be consulted. The upload list is emptied when logging out or closing the browser. Items that failed to be uploaded can also be deleted from the upload list manually.

**Uploads**

 **Let op**  
Sluit je browser niet af terwijl het opladen bezig is. Ondertussen kan je verder werken binnenin MediaHaven.

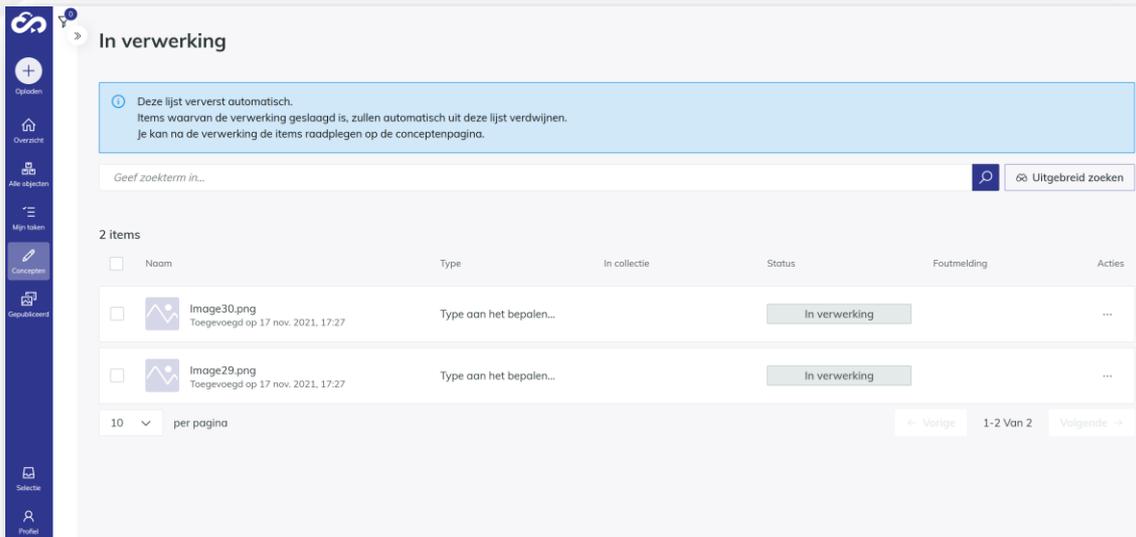
4 items

Naam	Status	Foutmelding	Acties
 55054_98200_JkFUtT.jpg Toegevoegd op 28 Jan 2021, 14:10	Opgeladen		
 _Wald_mit_Bach_Fotolia_109938120_XXL-1920x1079.jpg Toegevoegd op 28 Jan 2021, 14:10	Opgeladen		
 download (3).jfif Toegevoegd op 28 Jan 2021, 14:01	Gefaald	Item bestaat reeds	
 images.jfif Toegevoegd op 28 Jan 2021, 14:00	Opgeladen		

After uploading, the items are processed by the system. This means that the images have already been safely recorded in the system, but are not yet ready to be metadata or published. The items currently have the **status 'In processing'** and can be viewed in the processing list. During processing, a number of technical steps take place in the background. These steps can take some time depending on the item being uploaded. Processing a video will certainly take longer than processing an item.

**To understand why this processing may take several minutes, we briefly explain the different steps:**

- The original item is stored on multiple servers so that it is safely archived.
- A preview and a thumbnail are generated. These are lower resolutions of the item to be displayed in the web application.
- Metadata contained in the file is extracted and transferred to the corresponding fields in Mediahaven.



You can cancel the processing by deleting the item from the processing list. **The processing list is also refreshed automatically. Once the uploaded item is no longer visible in the processing list, the processing has been successfully completed and the item will be visible on the draft page.** The item is then available for metadata editing.

### 5.3 As part of a collection charge

Multiple items can also be uploaded directly as part of a collection. **A collection is seen as a collection of items that are thematically linked and that contain common metadata.**

Loading items as part of a collection ensures that items can be grouped and that certain metadata, entered on the collection, is automatically transferred to the underlying items. This saves the user a lot of time when metadata is needed for the underlying items and it can also help with the retrievability of certain objects around the same theme.

#### 5.3.1 What is inheritance of metadata?

When you add one or more items to a collection, no matter what stage or status the items or the collection are in, certain metadata is inherited from the collection to the underlying items. The inheritance always happens when the value of the underlying item for that particular metadata field is equal to the value of the parent, i.e. the collection.

For example: The title of the collection and the underlying items is 'Carnival 2020'. So the value of the underlying items is equal to the value of the parent. If we change the title of the collection to 'Carnival 2020', the title of the underlying items will change to 'Carnival 2020' through inheritance.

This also means that the inheritance is no longer applied when it has been broken.

For example: Title of the collection and underlying items is 'Carnival 2020'. If we change the title of the collection to "Carnival 2020", the title of the underlying items will also change to "Carnival 2020". However, if we have manually changed the title of one of the underlying items to 'Wagon The Crazy Boxes' and then change the title of

the collection to 'Carnival Procession Aalst 2020', that one item will keep its own title and there will therefore be no inheritance because it was already broken.

The metadata fields that can be inherited from the collection to the underlying items are configured by Zeticon in consultation with the customer.

### 5.3.2 Some rules about the collections

Because we have linked a new functionality to the collections in MediaHaven2.0, namely inheritance, some rules have been defined:

- **An item and the collection to which it belongs must always have the same classification.** However, they may be loaded into a different input zone.
- **An item can only belong to one collection!** This is due to the inheritance of metadata. Via metadata fields (including e.g. the standard field 'Album'), however, items can belong to several themes, categories or groups. Using metadata instead of collections also gives an additional advantage in terms of the findability of the objects by different users.
- **It is possible to give several collections the same name.** However, you should be careful with this so that it remains clear to users which collection and content it concerns specifically.
- **There is no limit to the number of items allowed in a collection.** In other words, you can add as many items to the collection as you like.
- **It is not possible to manually determine the order of the items in a collection.** By default, the items in a collection are sorted by 'Date Added'. If several items are uploaded at the same time, the system will sort the items below them according to relevance.
- **It is possible to choose a cover photo for the collection.** Go to the content of the collection and choose the action 'Choose as cover photo' for the item you want to use as the cover for the collection. This will show the item as a preview in the collection in the list and grid views.
- **You can take one or more items back from the collection.** This can be done separately for one item or can be done in bulk. When performing this action, a confirmation question is always displayed.

### 5.3.3 How do I create a collection?

A collection can be created in various ways. If, for example, you want to upload items that belong to the same theme and have common metadata, you can create a new collection for this and then add the items to it. But you can also start from items that have already been uploaded. These items may still be in the concept phase, but may also have already been published. And of course, you can also work the other way round by first creating a collection and then adding new or already uploaded items to it later on. All possibilities are explained below.

#### 1. Create a new collection and load new items into it

In Mediahaven2.0 you can easily create a new collection and upload the new items directly into it.

- Click on the "Recharge" button from the navigation bar.

- Choose the option 'As part of a collection' from the dropdown menu.
- The system opens a pop-up window where you can choose to create a new collection or to upload items to an existing collection. In this case, choose new collection.
- The system opens a new screen where you can enter the metadata of the collection.
  - o Don't forget to select the zone and classification for the collection here!
- Fill in the necessary details and click on 'Save'.

The collection has been created and currently contains no items. You can already view the collection on the concepts page. Read on below to add items to the collection.

- Continue from the previous flow or open the collection from the concepts page.
- Click on the 'Charge' action in the centre of your screen or use the 'Charge Items' action at the top of the screen. Both actions have the same result.
- The system opens the file server of your device. Select one or more items to be uploaded and confirm.
- Select the input area in which the items are to be charged.
- The items are automatically given the same rating as the collection.
- Then click on "Next".

The system shows you the charging progress via a message in the top right corner. If the upload was successful, the items are processed by the system. If the upload was unsuccessful, the items are displayed in the upload list with the corresponding error message. If the processing was successful, the individual items are visible in the draft page. Refresh the content page of the collection to view the uploaded and processed items.

### 2. Create a collection of already uploaded items in concept

If you have already uploaded a number of items to Mediahaven2.0 and later realise that they belong to the same collection, you can easily create a new collection from the concepts page.

- Go to the actions of an item or select several items in concept (of the same classification) that do not yet belong to a collection and choose the action "Add to collection".
- The system will open a pop-up window where you can choose whether you want to create a new collection or add the items to an existing collection. For this use case, we want to create a new collection. Then click on next.
- The system now opens a screen to create the collection. Choose the zone in which you want to create the collection and fill in all the necessary metadata.
  - o The collection is automatically given the same rating as the items you want to add.
- Then click on "Save".

The collection is created and already contains the item(s) you left to perform the action. Inheritance is applied here.

### 3. Create a collection of already published items

If you have already published a number of items in MediaHaven 2.0 and only later realise that they belong to the same collection, you can easily create a new collection from the published media.

- Go to the actions of a published item or select several published items (of the same classification) that do not yet belong to a collection and choose the action "Add to collection".
- Follow the same steps as described above for creating a collection of already uploaded items in draft.

The collection is created and already contains the item or items you left to perform the action. Inheritance has also been applied here.

#### 4. Upload and add new items to an existing collection

A collection can also be created in reverse, by first creating a collection and then adding items to it later. If you have previously created a collection and it is not in the evaluation flow, you can still upload additional items directly into the collection.

##### **From the general 'Load media' button**

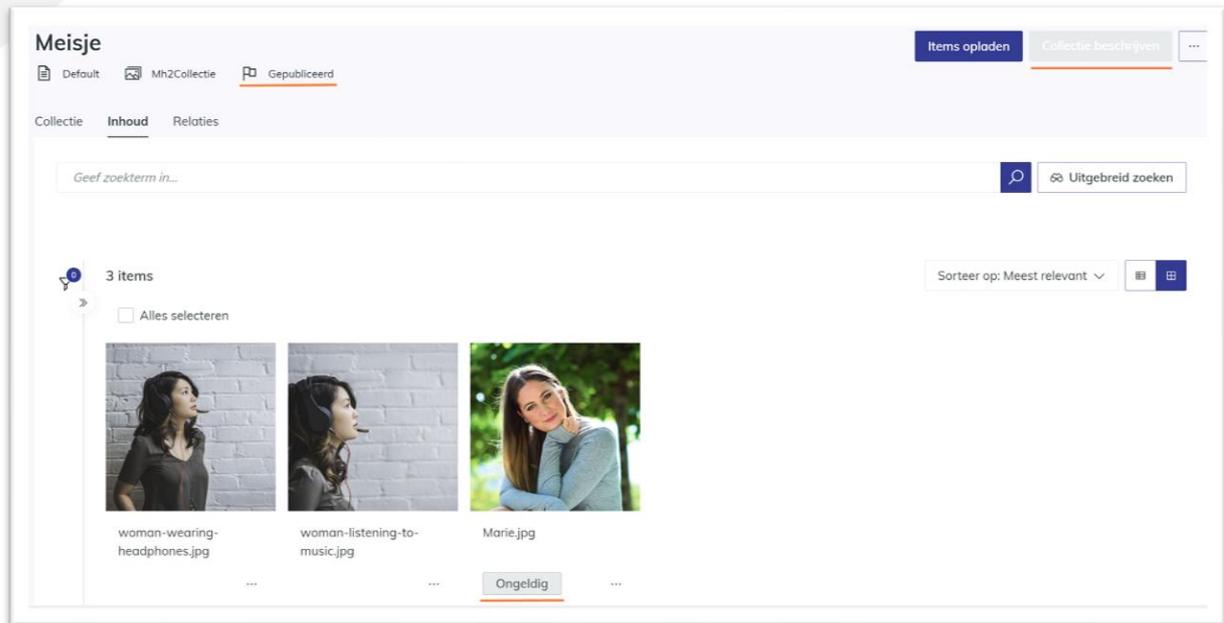
- Click on the "upload media" button and choose the option "as part of the collection".
- The system opens a pop-up window. Check the option "Choose existing collection".
- Select the collection (in draft or published) to which you want to add items and click the 'Next' button.
- Choose the input zone for the items you wish to charge. The classification is automatically chosen according to the classification of the selected collection.
- The system will open the file server of your device. Select one or more items you want to upload and confirm.

The system shows you the charging progress via a message in the top right corner. If the upload was successful, the items are processed by the system. If the upload failed, the items are displayed in the upload list with the corresponding error message. If processing is completed successfully, **both the newly uploaded items and the previously uploaded items are shown in the collection detail** after your **screen is refreshed**, and the new items are also visible separately on the concepts page. Inheritance is also applied here.

##### **From the collection**

It is also possible to add new items to a collection in concept by starting from the collection in question. **To do so, use the action 'Upload items'** that is always visible in the details page of a collection.

**Please note:** When uploading new items to a published collection, the system checks whether the items contain invalid metadata. If it does, the item concerned is given the status "Invalid". The collection remains published but is temporarily uneditable. As soon as the invalid item is published, the collection is editable again.



##### 5. Add item in draft to an existing collection

If you have previously created a collection (in draft or published), you can still add items to that collection that are in the draft stage.

- Go to the relevant item on the draft page and choose the action 'Add to collection'.
- The system opens a pop-up window where you can select an existing collection (of the same classification). Select a collection and choose the action 'Next'.

*Is it a collection in concept?* Then the item is added to the collection. The items that you add to a collection in this way have the same classification as the collection and therefore inheritance is applied. You can further metadata the items and the collection before they are submitted or published together.

*Is it a published collection?* Then the item is added to the collection and the system checks the validity of the item. If the item is invalid, the published collection is temporarily uneditable until the item is validly published. The items that you add to a collection in this way have the same classification as the collection and therefore inheritance is applied.

You can also **add several items from the concepts page to a collection** by selecting them and choosing **the bulk action 'Add to collection'**.

**Please note that** the action "Add to collection" is not visible once you have selected an item that already belongs to a collection or when selecting a collection!

##### 6. Add published item to an existing collection

You can easily add one or more published items to a collection in draft or published collection.

- Go to the relevant published item and choose the action 'Add to collection'.
- The system opens a pop-up window where you can select an existing collection (of the same classification). Select a collection and choose the action 'Next'.

*Is it a collection in concept?* The item is added to the collection and will be included in the evaluation flow. The items you add to a collection in this way have the same classification as the collection, so inheritance is applied.

*Is it a published collection?* Then the item is added to the collection. The items that you add to a collection in this way have the same classification as the collection, so that inheritance is applied.

You can **also add several published items to a collection** by selecting them and choosing the **bulk action 'Add to collection'**.

**Please note that** the action "Add to collection" is not visible once you have selected an item that already belongs to a collection or when selecting a collection!

## 6 Describe

Describing or metadata is the action we take to enrich the object with metadata (or additional information). Metadata is information that can be assigned to an object, such as a description, a date of creation, a location, but also completely customer-specific information depending on the needs within the organisation. By assigning metadata, an object can be retrieved easily and quickly.

When processing items, certain information is automatically extracted from the metadata (e.g. location, photographer, etc.) and other metadata is entered manually. The EXIF metadata of an item are displayed in a separate tab "Exif". The manually entered metadata is determined on the basis of the **classification** selected during the upload. This classification ensures that a number of metadata fields are available when describing an object. Often, one classification is used to describe a certain type of content. Think, for example, of all the technical image material that requires different metadata than, for example, archival or heritage material. The organisation can determine which users have access to a certain classification. Some important rules about classification:

- An object can only be described by one classification.
- The classification of an object cannot be changed.
- The classification of an item must always be the same as the classification of the collection to which it belongs.

**A metadata field** contains the actual information we assign to the object. The metadata fields are configured by Zeticon for the customer based on the specific needs and requirements of the customer. The following issues are taken into account:

- What is the desired label of the field?
- What is the auxiliary text that we should display with the field? This makes it clearer to users what is meant by a specific field.
- What type of field is it? E.g. a free text field, a multi-select, a dropdown, ...
- Is the field mandatory?
- Should the field be searchable via the general search bar?
- Should the field be searchable via the advanced search?
- Should the field be displayed as a filter?
- Is the content of the field inherited from the collection to underlying items?
- Can the field be displayed on the public portal?

### 6.1 Assigning metadata collectively via 'Describe Together

When multiple items are loaded and processed, the user can assign common metadata. This is usually the first step and ensures that this information is added to all selected items. Afterwards, of course, you can assign more specific metadata per item.

- Select one or more items in the concepts page via the selection boxes. The selection can be done with the CTRL or SHIFT key.
- Click on the "Describe together" action in the action bar that appears at the top.

- The full details page opens where you can view and browse previews of all selected items. Fill in the necessary metadata.
- Click on "Save".

Please note: If you have selected a collection, the action 'Describe together' will not appear in the action bar. Collections must be described separately.

The full detail page of the description together may contain previously entered or automatically extracted information. Please pay attention to the following:

- Fields that already contain different information will display the message *<Different values>*. If you change these fields, the previously entered information will be overwritten.
- In fields where you can select multiple items (e.g. Reuse), it may happen that you have indicated different values for the selected items in this field. This is shown as follows:
  - ✓ : This value was indicated for all selected items.
  - : This value was indicated for one of the selected items.
- If the description is incomplete, the system will display an error message and mandatory fields. All mandatory fields must be completed before you can submit or publish. You can save the changes already made and fill in the mandatory metadata later. Pay attention to the status of the items. If the status is 'Invalid', you have not yet filled in one or more mandatory metadata fields. If the status is 'Valid', you can continue with the submission or publication of the object.

## 6.2 Describing an item separately

Before or after describing an item together, a user can assign additional metadata to an individual item. This can be done in various ways. If it concerns small changes, the master detail screen can be used. If one wishes to make more changes, the user can consult the full details screen.

### 6.2.1 Making quick changes via the master detail screen

The master detail screen is used to quickly display and edit the metadata of the item. [The user can open the master detail screen by clicking in the white frame around an item \(both in drafts and in published media\)](#). The screen will split into two parts: the left part still contains the list or grid view of items, the right part contains the master detail view. All fields included in the classification are also shown in the master detail view.

- [Quick changes can be made via the "Describe" action.](#)
- The 'Show more' link at the top of the master detail screen can be used to navigate to the full detail page of the item.
- You can also submit/publish, share and delete the item via the actions at the bottom of the master detail screen.

### 6.2.2 Change more metadata via the full details view

Describing an item can also be done via a full details screen. This screen shows the preview of the item and all metadata fields included in the classification.

- Use the 'Describe' action on an item to go to the full details page.

You can fill in the fields immediately and save the completed information afterwards. All mandatory fields must be filled in correctly before you can submit or publish the item, but it is perfectly possible to save changes without filling in all the fields. **When one or more mandatory fields are not filled in**, the system will show an error message at the top of the page and **the object will get the status 'Invalid'**. **After filling in the mandatory metadata, the object gets the status 'Valid'** and can be submitted or published.

### 6.2.3 Other possibilities when describing an item

From the full details view, it is **also** possible to **view the item in a larger format**, i.e. across the entire page. This can help to consult more details on the item and to assign the corresponding information as metadata.

Furthermore, you can also **quickly navigate to certain profiles** during the description process by using the tabs at the top of the master detail screen or at the top of the full detail page.

Beschrijving Datum & Maker GDPR & Hergebruik Rechten Locatie Albums Technische informatie

While describing a **video or audio file, the item can be slowed down** so that the user can see or hear what the item is about. In this way, the metadata of the item can be filled in more accurately.

## 6.3 Describing a collection

When creating a collection, certain metadata is already filled in by the user. This metadata can be changed at a later stage so that the correct and complete information is linked to the collection.

- Go to a collection (in draft or published) and click on the action "Describe collection".
  - o Please note that for a published collection, this action is only available if you have edit rights to the object.
- The system will open the detail page of the collection in edit mode. Complete the necessary information or change metadata where necessary.
- Click on "Save".

Please note: All mandatory fields must be completed correctly before you can submit or publish the collection and its underlying items. **As long as the mandatory fields are not completed**, the collection will get **the status "Invalid"** and an error message will be shown at the top of the details page. **Once all mandatory fields have been completed, the collection receives the status "Valid"**.

## 6.4 Assigning metadata using a thesaurus

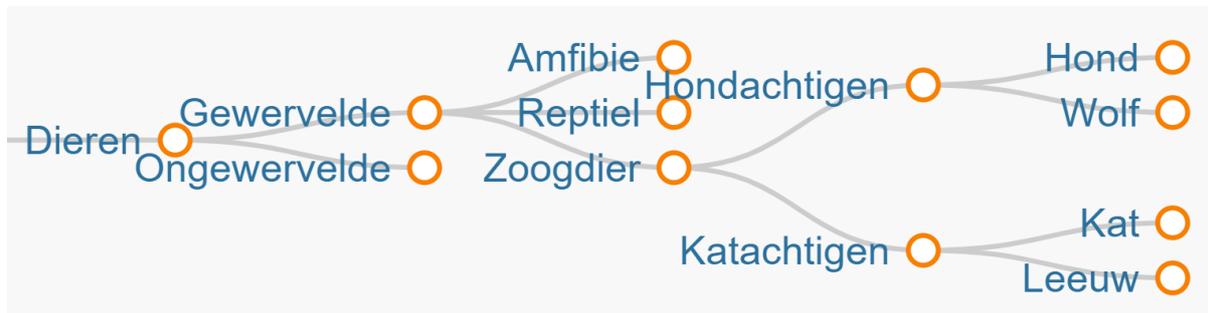
A thesaurus is a hierarchical structure of terms in which translations and synonyms can be given for each label or concept included in the structure. In MediaHaven 2.0, the thesaurus can be used to describe objects.

### 6.4.1 Managing a thesaurus

Before the thesaurus can be used for description, the thesaurus structure must be created in the system. Once the structure has been created, the relevant metadata fields can be linked to one or more components of the structure.

#### Formatting thesaurus structure

Before diving into the software, each customer must draw up a complete hierarchical structure for their own organisation. Once this has been drawn up, the structure can also be configured in the application. For this, we use an external application that is linked to the customer's MediaHaven 2.0 environment. The actual setting up of the thesaurus is done by Zeticon. To give you an idea of what such a hierarchical structure might look like, we've added a fictitious example below.



For each label (or also called 'Concept') in the structure, a unique ID is assigned. This ensures that changes to the display table of a concept can be performed in a relatively simple manner. In addition, it is also possible to assign alternative labels (or synonyms) and translations per concept.

The fictitious example below shows the alternative terms and translations for the concept 'Dog'.

## HOND

type	concept
uri	<a href="https://webdev-qa.mediahaven.com/thesaurus/conceptschemes/defensie/c/9">https://webdev-qa.mediahaven.com/thesaurus/conceptschemes/defensie/c/9</a>
schema	DierenThesaurus
labels	<b>Hond</b> (nl), <b>Dog</b> (en), <b>Chien</b> (fr)
alt labels	<b>Hondje</b> (nl), <b>Oengt</b> (nl), <b>Doggie</b> (en)

#### Linking metadata fields

After the thesaurus has been configured, the corresponding metadata fields can be created. This allows users to create specific metadata fields for each component of the structure. This of course allows for very specific searching and filtering of those components. These fields can be configured in different ways, viz:

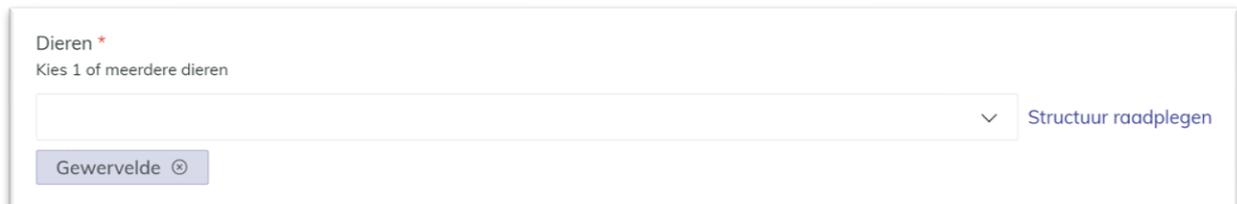
- A metadata field is linked to one or more levels within the structure.
- The user can add one or more values as metadata in that specific field.

### 6.4.2 Using a thesaurus

Once the thesaurus and the associated metadata fields have been configured correctly, the thesaurus can be used to describe objects. Naturally, the selected values from the thesaurus can also be searched after the description.

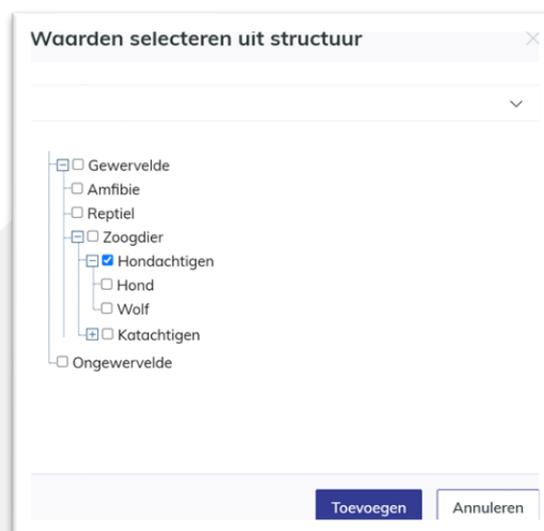
#### **Describing objects with a thesaurus metadata field**

Depending on the chosen field type (single- or multi-select), the user can select one or more values from the underlying level in the drop-down list and add them as metadata to the object.



The screenshot shows a form for the 'Dieren' field. The label 'Dieren' is followed by a red asterisk. Below it, the text 'Kies 1 of meerdere dieren' is displayed. A search input field is present with a dropdown arrow on the right and the text 'Structuur raadplegen' next to it. Below the input field is a button labeled 'Gewervelde' with an information icon.

If the user prefers to navigate through the structure linked to the field, he can click on the link 'Consult structure'. In the pop-up screen, you have the option to search for a specific value via the drop-down list or you can open and close each level to select the desired value.



The screenshot shows a pop-up window titled 'Waarden selecteren uit structuur'. It features a search input field at the top with a dropdown arrow. Below the search field is a tree view of a classification structure. The tree starts with 'Gewervelde' (checked), which branches into 'Amfibie', 'Reptiel', 'Zoogdier', and 'Ongewervelde'. 'Zoogdier' is further expanded to show 'Hondachtigen' (checked), 'Hond', and 'Wolf'. 'Kotachtigen' is also visible under 'Zoogdier'. At the bottom of the window are two buttons: 'Toevoegen' and 'Annuleren'.

When saving the metadata, the translations and synonyms associated with the added term are also added as metadata on the object. When the user consults the read-only page of an object, he can consult the added values and associated translations and synonyms. Because the synonyms and translations can be quite extensive, they are not shown by default. Via the information icon next to each term, you can consult the synonyms and translations.

Thesaurus	
Hondachtige	Wolf <sup>ⓘ</sup>
Zoogdier	-
Dieren	Gewervelde <sup>ⓘ</sup> , Hondachtigen <sup>ⓘ</sup>
Gewervelden	-

### Add suggestions for new terms to the thesaurus.

If you want to add a term during the metadata process that is not yet included in the thesaurus structure, you can simply submit the desired term as a suggestion for that specific metadata field.

- Type the desired term in the corresponding metadata field.
- Click on the link "No results. Submit as a suggestion?".



Kies een zoogdier

Zoogdier

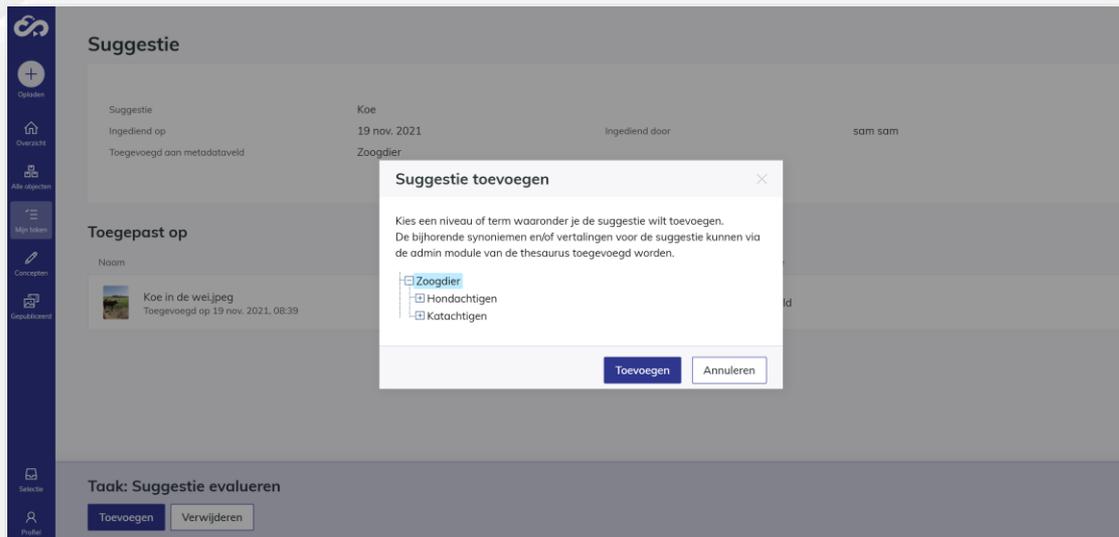
v

Koej p

Geen resultaten. Als suggestie indienen?

The suggestion is therefore immediately included in the system even though you have not yet saved the changes to the metadata, but the suggestion will not yet be shown on the read-only detail page of an object. The admin user and content manager (with the function to evaluate thesaurus suggestions) get a task in their task list to evaluate the suggestion.

- Open the task. It contains information on who created the suggestion, when the suggestion was added and to which metadata field the suggestion is linked.
- If you do not wish to include the suggestion in the Thesaurus, click on "Delete" and confirm.
- If you do want to include the suggestion in the Thesaurus, click on "Add".
  - o The system opens a pop-up window where you can choose at which level of the structure associated with that particular metadata field you want to add the suggestion.
  - o Select the desired level and click on 'Add'.



The task is closed and the suggestion is included in the thesaurus at the level that was selected. Other users who subsequently start metadata entry will now see the new term in the drop-down list of that specific metadata field by default. The new term is of course also assigned as metadata to the object or objects for which the suggestion was made. From now on, the new term is visible on the read-only detail page of that object.

### Search for thesaurus values.

End users can search the terms from the hierarchical structure via the general search bar, filters or the advanced search. It is also possible to search on translations and synonyms of the concepts in the hierarchical structure.

## 6.5 Assign automatically generated keywords

Thanks to an integration with software that generates **automatic tags**, we can display these tags or keywords in MediaHaven 2.0. This ensures that the user sees some keywords automatically as suggestions. The automatically generated tags are built by a software application and can therefore contain errors. Therefore we have chosen to give the user who is describing the object the choice of whether or not to add these keywords to the object. As long as the keywords are not added, the object will not be found when people search on those terms.

Adding the automatically generated keywords works as follows:

- Load items into MediaHaven 2.0 and let the system process them.
- Click on the 'Describe' action from the draft page once the items have been processed.
- Below the default field 'Keywords' a new field 'AI Keywords' has been added (if configured). This field displays the suggestions made by the integrating software application.



- Click on the check mark within the grey frame of the suggestion to add the term as a keyword.
  - o When the term has been added, it will be added to the bottom of the 'Keywords' field in a blue frame.
- Or click on the cross within the grey frame of the suggestion to delete the term.
  - o As a result, the term will not be assigned and the object cannot be found if someone searches on that term.

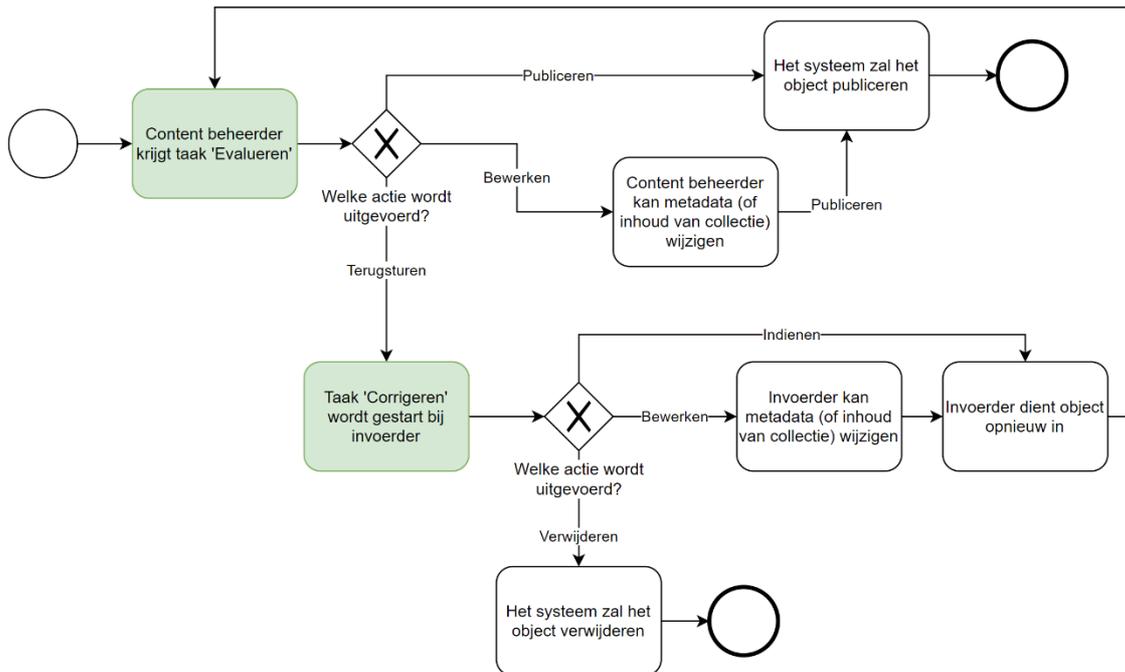
Please note:

- The automatic tags are only shown with images and not with videos or documents.
- This functionality must be activated by Zeticon for the customer so that we can configure the corresponding metadata field to be displayed.

## 7 Evaluating and correcting

After describing or metadataing an object, an evaluation flow can be used before the object is published. Thanks to this approval process, a quality check can be carried out on the objects charged and their associated metadata. Not every user needs to make use of this evaluation flow. A content manager will also be able to publish the objects directly. See below for more information on direct publishing.

The diagram below shows the complete evaluation process.



1. A user (role: importer) has loaded and metadata'd an object. He/she **submits the object for evaluation**.
2. The content manager is given a task to **evaluate the submitted object**. He/she can perform one of the following actions:
  - a. **Approve** the objects so that they are published and therefore visible to other users within the application.
  - b. **Adding to** the objects themselves **or editing metadata**.
  - c. **Return** the objects because they are insufficiently described. For this, the content manager must enter a justification. When an object is returned, a new task is generated for the user who submitted the object. This task consists of **correcting** the object after which it can be resubmitted and the evaluation flow repeats.

### 7.1 Submit an item or collection

Submitting an object is the first step in the evaluation flow and is performed by the user who does not have the ability to publish, i.e. the 'submitter' role. Submitting will cause a task to be started in users with the function 'Evaluate', i.e. the role 'Content manager'.

The submission of an object is done from the concept page or the detail page of an object in concept and can be done separately and in bulk.

After submission, the object gets the status 'Submitted'. The object remains visible in the concept page, but is temporarily not editable.

**Please note:** The items that belong to a collection cannot be submitted separately as we always start from the principle that a collection should be evaluated as a whole. In other words, **when submitting a collection, all the underlying items are also submitted**. As a result, both the collection and the underlying items are temporarily unworkable.

## 7.2 Evaluating an item or collection

After an item or collection has been submitted, it can be evaluated. This ensures that all metadata can be checked for completeness and correctness before the item is published. In the case of a collection, the content manager can also evaluate the content (the underlying items).

- Go to the task list.
- Open an object with the task 'Evaluate'.
- Perform the task by selecting the desired action.



**Taak: Evalueren**

Evaluatie

Voorgaande motiveringen

Motivering

Publiceren Bewerken Terugsturen

The evaluator can:

1. Perform the **"Publish"** action. This will give the object the status 'Published' and make it available for other users on the page 'Published media' according to the assigned rights. The object is then no longer visible on the draft page.
2. Perform the **"Edit"** action.
  - a. If the user was evaluating an item, the item's detail page will open in edit mode and the user can change metadata. He will then return to the task.
  - b. If the user was evaluating a collection, the collection detail page will open in edit mode and the user can change metadata. He will then return to the task. Of course, he can also navigate to the underlying items of the collection via the tab 'Content' and change the metadata there as well via the action 'Describe' on the item concerned.
3. After entering a justification, execute the **"Return"** action. This will give the object the status "Returned" and start a task with the importer to correct the object. The justification that was filled in will be saved when the user navigates to another tab in the collection or leaves the task for a while. Attention, it will only be saved within the current login session of the user! It will also be visible to the uploader when performing the task 'Correction' after the return.
4. **consult the previous justifications** (if any). When an object is submitted for evaluation a second time, after the importer has made corrections for example, the user who has

to perform the evaluation task can consult the previous justifications. This way he knows why the object was returned earlier and can therefore perform the second round of evaluation in a more targeted way.

### 7.3 Correcting an item or collection

When an object is returned for correction, the "Correct" task must be performed. In this task, one can edit the object's metadata, add or remove items from a collection to make the necessary corrections or additions.

- Go to the task list.
- Open an object with the task "Correct".
- Perform the task by selecting the desired action.

#### Taak: Corrigeren

Motivering  
Voeg je nog een beschrijving en trefwoorden toe zodat het item beter teruggevonden zal worden?

[Indienen](#) [Bewerken](#) [Verwijderen](#)

The user can:

1. **Edit** the metadata of the item. The system opens the item's or collection's detail page in edit mode so that the user can make changes. Afterwards, he returns to the task.
2. **Resubmit** the object. The object can be resubmitted for re-evaluation. Of course it makes sense to perform this action only after editing the metadata or content of the object.
3. **Delete** the object. The object can be deleted so that it is no longer available in the MediaHaven environment and therefore cannot be included in published media.

### 7.4 Publish

Once the items have been provided with metadata and the user has the 'Publish' function, they can be published. This means that they can now be viewed by others according to the rights granted via user groups.

Publishing an object is done from the concept page or the detail page of an object in concept and can be done individually and in bulk.

The objects get the status "Published". They are no longer visible on the draft page, but can be found under "Published media" in the navigation bar.

**Please note:** The items that belong to a collection cannot be published separately as we always start from the principle that a collection should be treated as a whole. In other words, **when publishing a collection, all the underlying items are also published.** Therefore, the collection and the underlying items are no longer visible in the concepts page.

**Note:** When you publish from the details page of an object, any changes to the metadata are also saved. This way, you don't have to save before you can publish, but you can perform the action immediately after describing.

#### 7.4.1 Consultation of published objects

Of course, after publishing an object, one can still consult the detail page with the corresponding metadata. This page always shows a preview of the object with the corresponding metadata, just as it does during the description.

For **published items**, you also have the option of displaying the preview full screen. To do so, click on the thumbnail of the item you wish to view. You can zoom in and out and rotate the preview from this full screen view. Note: rotating is not saved so the next time you view a video, the preview will be displayed again as it was originally. In addition, you can also have a video or audio file played in your browser. The metadata of a published item can still be edited if you have edit rights on the respective object via the user groups.

When consulting **a published collection**, one can consult both the metadata and the content of the collection. This can be done using the tabs 'Content' and 'Collection' or via the actions 'View content' and 'View metadata'. Of course, you can also edit the metadata of a collection if you have edit rights on the object concerned.

#### 7.4.2 Contacting the administrator about a published object

If, as a user, you do not have sufficient rights to perform a certain action on a published object (for example, adding extra metadata or downloading the original file), you can contact the administrator via e-mail from your mail server. The e-mail can be followed up and dealt with completely outside MediaHaven, and by default contains the title and a link to the object in question.

The e-mail will be sent to the e-mail address that was configured for the relevant organisation during start-up or a subsequent consultancy assignment.

When the recipient of the e-mail clicks on the link, he/she will have to log in first if this was not already the case. After logging in and if the recipient has read rights to the object in question, the detail page is shown.

#### 7.4.3 View the location of an object

During the metadata process, a location can be assigned to the object. This location can be consulted on a map from MediaHaven.

Entering the location during the metadata process can be done in various ways. The user can manually enter an address and the system will automatically look up the corresponding GPS coordinates in GoogleMaps. The user can also enter the GPS coordinates himself and the system will look up the corresponding address in GoogleMaps. Or the user can look up the location via a map.

**Locatie**

Waar werd het object opgenomen?  
Adres

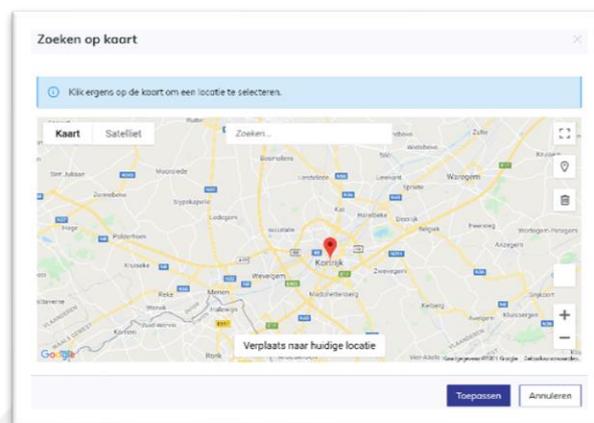
GPS Coördinaten

Zoeken op kaart ↗

When you click on the '**Search on map**' link, a pop-up window will open and show a GoogleMaps map.

- The user can now search for the desired address using the search bar at the top or he can move the map, zoom in and out and select a point on the map.
- Click "Apply" to save the selected point as an address on the selected object.



After entering the location, it will be converted into a link so that you can immediately view it on a GoogleMaps map. The system will open a map view on which you have the same possibilities as with GoogleMaps. In other words: you can zoom in or out, you can change between map and satellite view, ... .

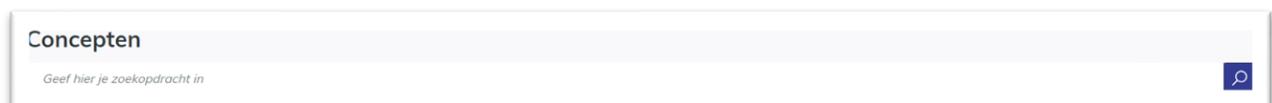
## 8 Search, filter and sort

As soon as the objects are loaded into the system, it is possible to search for them. Naturally, you will only be able to search on all allocated metadata after you have described the objects. Before describing the objects, you can mainly search on technical metadata or metadata derived/entered by the system. When searching, we recommend not only working with the free search terms you enter in the search bar. Be sure to also use the filters and/or advanced search to refine your search.

All search, filtering, sorting and saving options are explained in more detail below.

### 8.1 Searching with free search terms

All lists where we show objects in the application can be searched with free search terms. This means that you do not have this functionality on the task list. In the dashboard you can also search with free keywords. This will take you to the 'All objects' list. This list searches for objects regardless of where they are located in the application.



Concepten  
Geef hier je zoekopdracht in

- Enter a search term in the general search bar at the top of a page.
- Press the ENTER key or use the button at the end of the search bar to add your terms to your search.

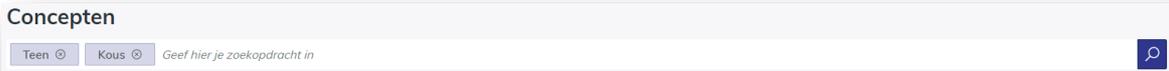
The results will immediately adapt to the search query entered. There are, however, some points of attention when searching with free search terms:

- If you **type several terms in a row without** pressing ENTER, the system will search for the exact terms entered and in that specific order.
- For **verbs or diminutives**, the system will also always return objects that are metadata by the root of that word and vice versa. For example: If you enter the term 'Bicycles' when describing a word, but someone else searches for the term 'Bicycle' or 'Bicycle', he/she will also find the object that you have metadata with the term 'Bicycles'.
- The search bar is **NOT case sensitive**. If you have assigned a search term with a lowercase letter and someone searches for that term with a capital letter, they will also find that object.
- The system **searches all fields marked as generally searchable** in the metadata classification.
- **The page from which you start your search has an impact on the results you get.** If you search on the draft page, you will of course only get objects that are still in the draft phase and to which you have read access, i.e. the input zones to which you belong. If you search the 'Published media' page, you will of course only see published objects in your search results to which you have read access via the user groups.

Do you wish to further refine your search with **an additional search term?**

- Then enter a search term in the same general search bar again.

- Then click on the ENTER key again or use the button at the end of the search bar.



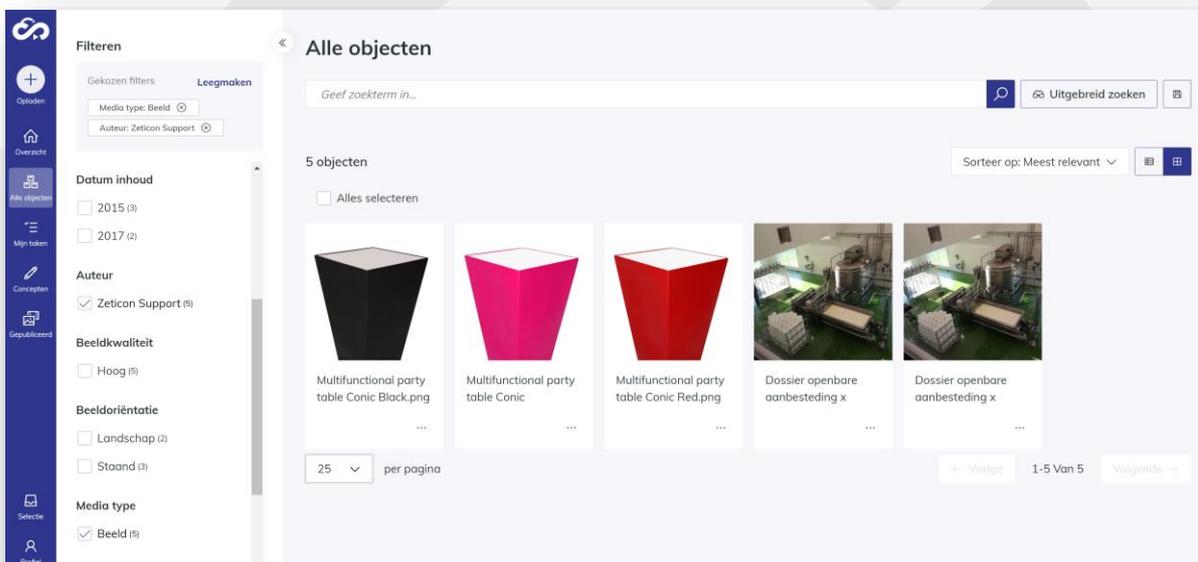
The results will immediately adapt to the search query entered. The system considers the entered terms as an AND relationship, which means that the search will be refined and will show fewer results. In addition, you can combine the use of search terms with all other possibilities to search.

### 8.2 Refine search results with filters

Filters allow the user to search for certain objects in a more targeted way and are available on all pages where we display objects. By specifying a certain value in a filter, only those objects are displayed which correspond to the selected value for that specific metadata field which is displayed as a filter. Attention: The filters only contain values that are actually assigned to one or more objects in the system! So you will not see values that are not assigned to any object as metadata.

The filters that are displayed can be configured per organisation. We always provide a number of standard filters such as the user who uploaded an object, the zone to which the object belongs, the media and object type, ... .

- Look in the left-hand 'Filter' bar to see which filter you need for the search you want to carry out.
- In the appropriate filter, indicate the value you wish to include in your search.



The results will immediately adapt to the selected filter and the selected filter + value will also be displayed at the top of the filter bar. If there are still values for that metadata field for the objects in your search results, the values that still apply will be shown. If this is not the case, then only the filter with the selected value will be displayed in the filter bar.

Do you wish to further refine your search with **an additional filter?**

- Look in the left bar 'Filter' which filter you need for your search.
- In the appropriate filter, indicate the value you wish to include in your search.

The results will immediately adapt to the search query entered. The system considers the selected values/filters as an AND relationship, which means that the search will be continuously refined and will show fewer results.

Next to each value within a particular filter is always displayed how many objects there are with that particular value. If there are more values available than the default number we can display, you can simply click 'Show more' to display additional values in that filter. You can also combine the use of filters with all the other search options.

#### 8.2.1 Filter on date fields

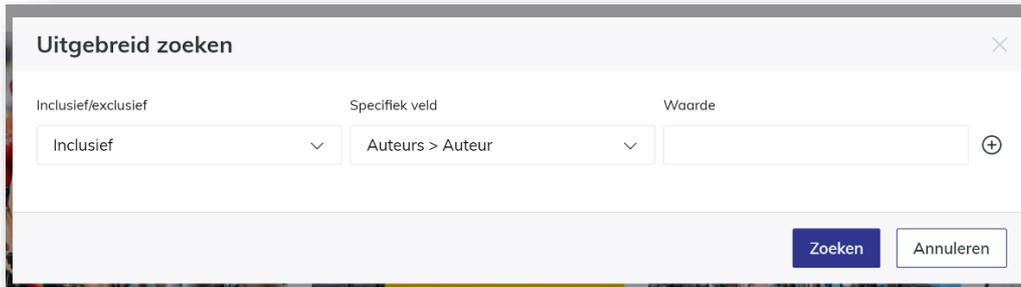
For date fields, no exact dates are shown in the filter. The user can start or refine the search by indicating a year. Then the date filter will adjust to show all months within that year for which there are objects in the system. The user can now further refine by selecting the correct month and finally he can also indicate the exact date in the filter.

Do you want to search more quickly on an exact date? Then use the advanced search on that specific date field (see below).

### 8.3 Refine search results with advanced search

The advanced search gives you the possibility to indicate on which field you want to search specifically. In addition, you can also choose whether to include or exclude the chosen value for that specific field in your search. This functionality is also available on all pages where objects are displayed.

- Click on the "Advanced Search" button. You will find this button next to the general search bar.
- The system opens a pop-up screen where you can fill in three columns.
  - Inclusive/exclusive: Should the value be included in the search or just excluded?
  - Specific field: Select from the drop-down list the specific field you want to search. The fields included in this list are a combination of extensively searchable fields from the general index and from the customer-specific index. It is therefore possible that you will not recognise some fields.
  - Value: Enter the value you wish to search for within the selected metadata field.
    - For free text fields, you can enter a value here yourself. For fields consisting of a drop-down list, you will be able to select a value from this list during the advanced search. Date fields are discussed further in a separate section.
- Fill in the columns and click on 'Search'.



The results will immediately adapt to the search query entered. The selected field and its value are displayed at the bottom of the general search bar.

Do you wish to further refine your search with **an additional extended search term?**

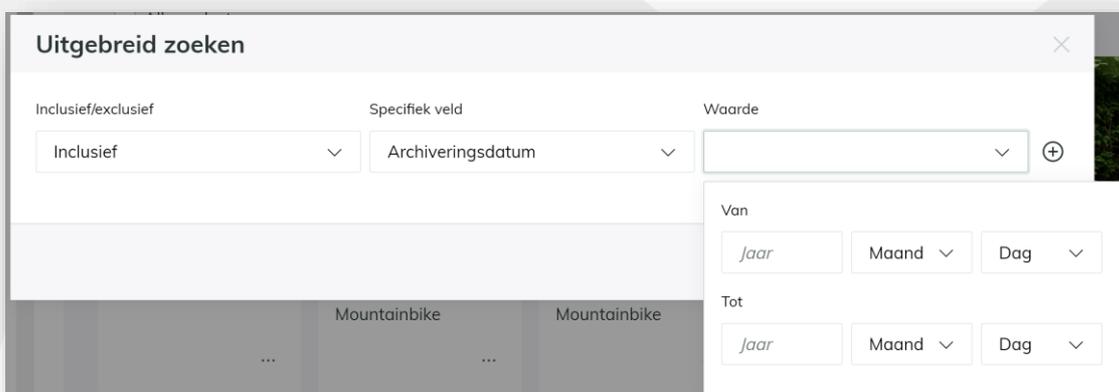
- Click on the "Advanced Search" button again.
- Click on the + sign at the end of the line you have previously included in your search.
- The system now displays an additional row of columns for you to fill in.
- Fill in the columns and click on 'Search'.

The results will immediately adapt to the search query entered. The system considers the selected values as an AND relationship, which means that the search will be continuously refined and display fewer results.

### 8.3.1 Advanced search on date fields

The advanced search on date fields offers the user the possibility to search within a certain period. One can choose to fill in the specific period oneself, but it is also possible to enter only a start date or only an end date so that the system will show all objects from that start date or until that end date.

- Click on the 'Advanced search' button.
- Look for a date field in the 'Specific field' column.
- Open the drop-down menu in the "Value" column.
- Enter the desired period, start or end date and click on 'Search'.



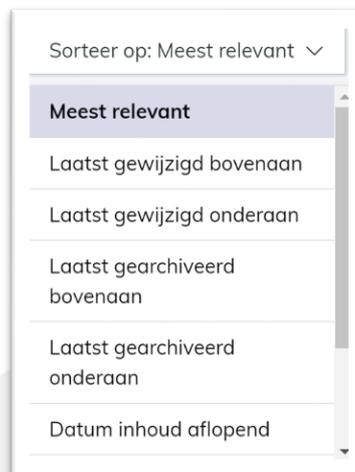
The results will immediately adapt to the entered search query.

Attention: As a user, you do not always have to enter a completely specific date. You can also enter only years or years and months. In that case, the system will show all objects with a date between e.g. January 2018 and August 2019.

#### 8.4 Sort search results

Within Mediahaven 2.0, the concepts and published objects can be sorted by a number of predefined fields. This allows you to display the search results according to the sorting indicated and helps the user to find the right results.

The sorting options are displayed in a drop-down list on all pages where we display objects. This functionality is also available on the task list. [From the list, the user can select the desired sorting and change it later.](#) The list or grid view adapts immediately to the desired sorting after selection.



#### 8.5 Save searches

If you as a user often search for the same terms or use the same filters, you can save this search. This ensures that you do not have to manually enter the search terms and filters over and over again, but that you can call them up as a whole to search again. Because we save the search terms and filters instead of the result of your search, we can always show an up-to-date result of your saved search.

Please note: Saving searches and calling them up again **is only possible from the "All objects" page!** This is because you could include both results from the concept phase and from the published object phase in your saved search.

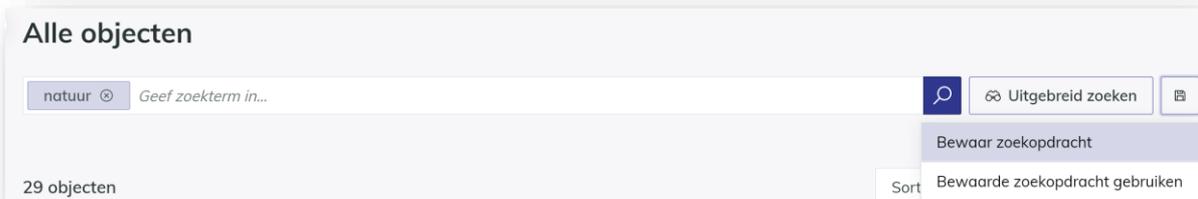
##### 8.5.1 Save search

Saving the entered search query is easy. After entering the correct terms, possibly in combination with one or more filters or an advanced search, the user can save the search from the "All objects" page.

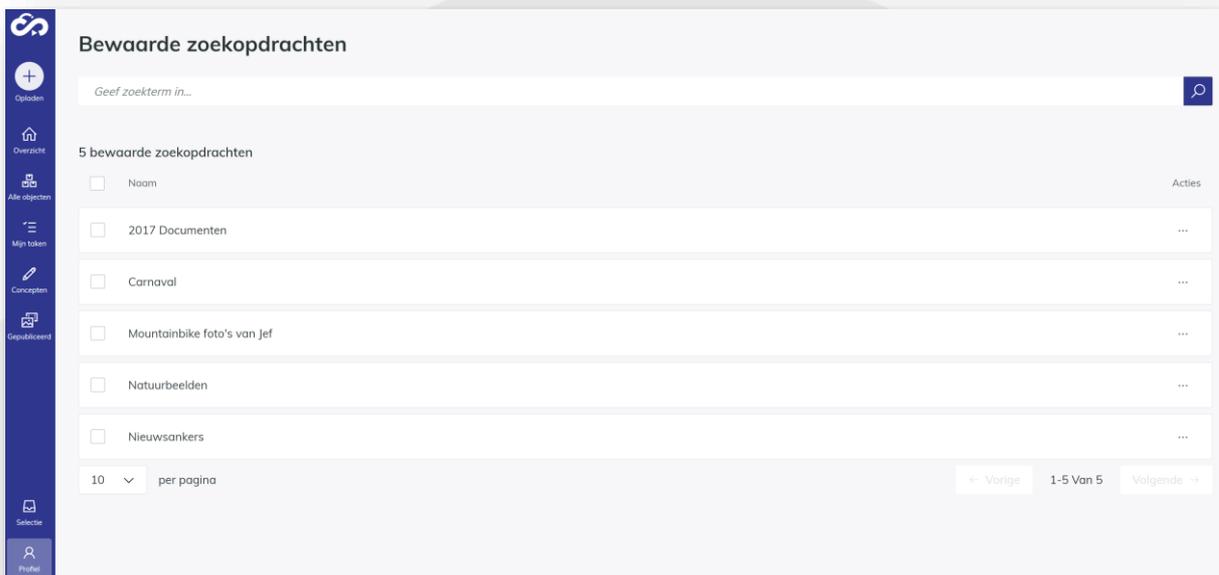
Saving a search means giving it a name and possibly sharing it with other groups within the organisation. If you do not share it with other groups, the saved search will only be visible to you.

- [Go to the "All objects" page and enter the desired search terms, filters and/or advanced search.](#)

- Click on the diskette icon (save) next to the general search bar.
- Choose the option 'Save search'.
- The system opens a pop-up window. Give your saved search a clear name so that you know what search terms and/or filters are involved.
- If necessary, indicate with which user groups you want to share this saved search.
  - o Please note that you can only share your search with groups of which you are a member.
- Click on the "Save" action.



The system will display a message in the top right corner of the screen when your search has been saved successfully. The searches you have created and shared with you through user groups can be viewed on the Saved Searches page. You can find this page in the navigation bar under your personal profile.



**If a saved search no longer applies or is no longer used, it can be deleted.** This means that the saved search can no longer be used by all users who had access to it. This can be done easily from the 'Saved searches' page via the actions of the relevant search. Before deleting, the user receives a confirmation request. It is also possible to delete one or more search queries in bulk.

#### 8.5.2 Use saved search during search

Once you have saved a search query, you can of course retrieve it to use in your search. Please note that when using a saved search, all previously entered search terms, filters and/or

advanced search will be overwritten by the chosen saved search. It is of course possible to use your saved search and then refine it with additional search terms.

- Go to the "All objects" page and click on the diskette icon (save) next to the general search bar.
- Now choose the option "Use saved search".
- In the pop-up window, choose the name of the saved search you wish to retrieve.
- Then click on 'Search'.

The results will immediately adapt to the search terms and/or filters included in the selected saved search.

You can also use a saved search query from the Saved Searches page. To do so, use the action on the search query in question. The system will then navigate to the 'All objects' page, where the search terms and/or filters of the chosen saved search are displayed.

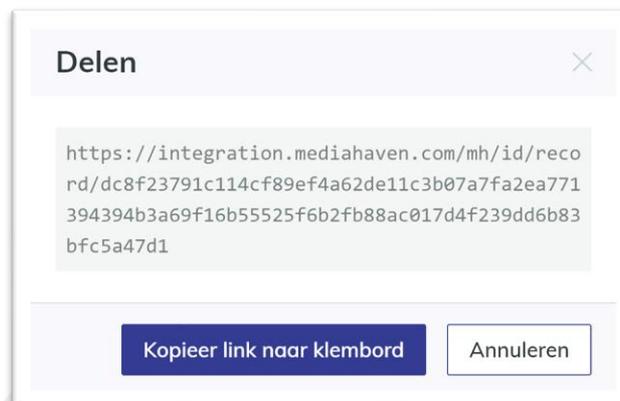
## 9 Download, share and export

When the objects are published, they can be shared, downloaded or exported for reuse in various ways within and/or outside your organisation. The different possibilities are explained in more detail below.

### 9.1 Sharing a unique link to the object

If you want to share an item or collection with another user of MediaHaven within your organisation, without having to download the object yourself, you can use the action: 'Share'. This action is also available on objects in the concept phase.

- Go to the desired object (item or collection) and choose the "Share" action.
- The system opens a pop-up window where you can consult a unique link to that object.
- Click on the "Copy link to clipboard" action.



The link is copied to the user's clipboard and the pop-up window closes. **You can now paste this link into any other programme (e.g. Outlook, Teams, ...) in order to send it to a colleague, for example.**

When the recipient clicks on this link, he is first asked to log in (if this was not already the case for that user). After logging in, the user is shown the details page of the object concerned. In the case of a collection, the user is directed to the content page of the collection. Attention: If the receiving user does not have access to the object in question, an information message is displayed to indicate that there are insufficient rights to consult the object.

### 9.2 Downloading an object

Downloading an object means that you take a local copy of the object and **make it available on the device you are logged in with or make it available to another person (outside the system) via a temporary download link**. In this case, the object still remains stored in MediaHaven. This action can only be performed on objects that are in the published object phase.

#### 9.2.1 Downloading the sample file

You do not need any specific rights to download the sample file or the low resolution. As soon as an object is displayed online on a website, you can obtain the low resolution file in several ways. That is why we do not protect the functionality 'Download example file'.

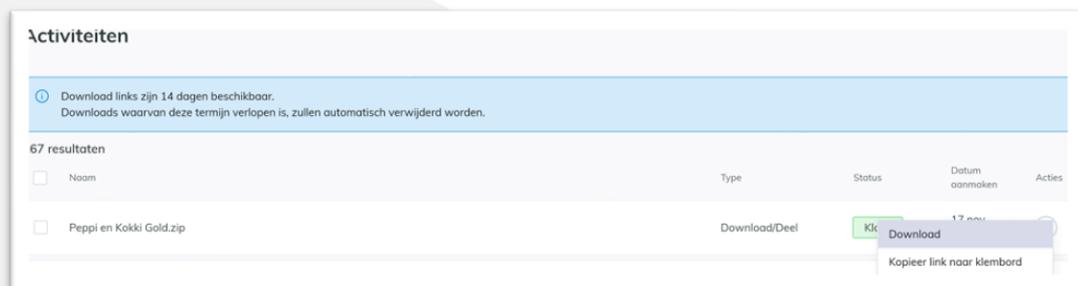
- Go to the desired published object (item or collection) and choose the action "Download sample file".

**If you perform the action on one item**, the download is executed immediately. Depending on your browser settings, this will open a new tab or you will get an immediate download in your browser.

**If you perform the action on a collection**, the download is not performed immediately. The system will open a pop-up window where you can choose which predefined transformation you want to perform on the items in the collection. These predefined transformations (or export locations) determine in which file extension or format you want to download the items.



After choosing the export location, the download will be prepared. In other words, the transformation is carried out by the system. Once the preparation is complete, you can download a zip file from the download list (section "Selection" in the navigation bar) onto your own device or copy a temporary download link (valid for 14 days!) and send it outside the application to other people.



Naam	Type	Status	Datum aanmaken	Acties
Peppi en Kakki Gold.zip	Download/Deel	Klik	17 nov	Download Kopieer link naar klembord

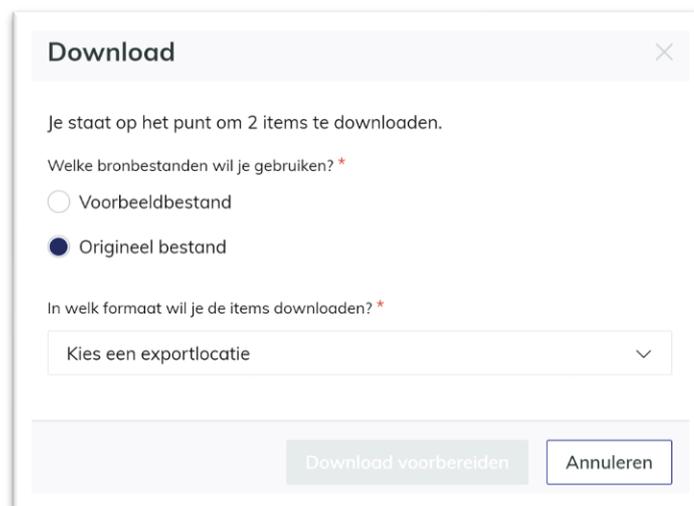
*The download list is automatically refreshed so that you can immediately see the progress of the download. The downloads are available for 14 days, after which they disappear from the download list. You can also remove them manually via the actions.*

**Downloading sample files can also be done in bulk.** To do this, select the published objects that you wish to download and use the 'Download example files' bulk action. This will ensure that you can download a zip file containing the relevant objects. Attention: the bulk action might be hidden under the "...". (more actions).

### 9.2.2 Downloading the original file

To be able to download the original file of an object, your user must be in a user group that has export rights to the respective object.

- Go to the desired published object (item or collection) and choose the action "Download original file".
- The system will open a pop-up window where you can choose which predefined transformation you want to perform on the item(s) in the collection to which you have export rights. These predefined transformations (or export locations) determine the file extension or format in which you want to download the items.
- Choose the desired export location and click on 'Prepare download'.



The system will prepare the download. In other words, the transformation is performed by the system. Once the preparation is complete, you can **download** the item (or a zip file with items for which you have download rights in case of a collection) from the download list (section "Selection" in the navigation bar) **onto your own device** or **copy a temporary download link (valid for 14 days!) to send to other people outside the application.**



*The download list is automatically refreshed so that you can immediately see the progress of the download. The downloads are available for 14 days, after which they disappear from the download list. You can also remove them manually via the actions.*

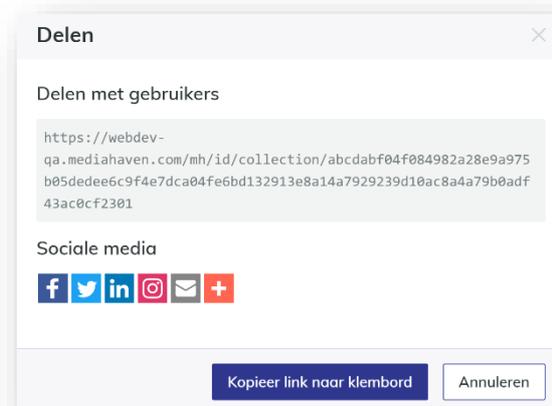
**Downloading original files can also be done in bulk.** To do this, select the published objects that you wish to download and use the bulk action 'Download original files'. This will ensure

that you can download a zip file containing the relevant objects. Attention: the bulk action might be hidden under the "...". (more actions).

### 9.3 Share an object on social media

After publishing an object (item or collection) and when the group 'Public' has reading rights for that object, it can be shared on various social media channels. We always place a preview and a link to the object in MediaHaven. This means that we do not perform an effective upload on the social media.

- Go to the desired published object and choose the "Share" action.
- The system opens a pop-up screen where you can see the unique link to that object, but also the available social media channels.
- Click on the logo of the desired social media channel.

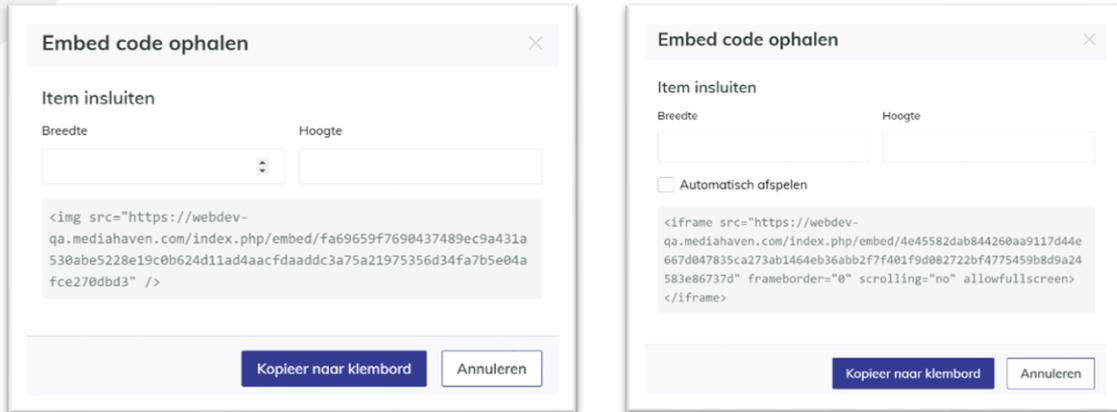


A new browser tab is opened in which you can log in (if you haven't already) and create a social media post. When someone clicks on the link from the social media channel, they are taken to the read-only detail page of the object. In case of a collection, one can navigate further to the content of the collection.

### 9.4 Embedding an object on another website

If you want to embed an object on another website (without having to upload the object to that website), you can use an embed code. This embed code is created by the MediaHaven system for all published objects for which the user group 'Public' has read access.

- Go to the desired published object (item or collection) and choose the action 'Get embed code'.
- The system opens a pop-up window where you can copy the embed code to your clipboard.
  - o A width & height can always be selected here.
  - o For collections & videos, you can also choose to have them played automatically.
- Fill in the necessary details and click on 'Copy to clipboard'.



The link is copied to the user's clipboard and the pop-up window closes. **You can now paste this link into the back-end of a website** to display the object on that website.

## 9.5 Exporting an object

When you want to export objects to another application or storage location you can use the 'Export to location' action. This action is linked to specific export locations that are predefined for the organisation and you also need download rights for the object in question. In this case, the object also remains stored in MediaHaven. This action can only be performed on objects that are in the published objects phase. Attention: if no specific export locations have been defined for your organisation, you will not see the 'Export to location' action!

- Go to the desired published object (item or collection) and choose the 'Export to location' action.
- The system will open a pop-up window where you can choose to which predefined export location you want to export the object.
  - o In this drop-down list only the specific (not downloadable) export locations are shown. This means that you can only choose those export locations that are specifically designated for exporting to an external location.
- Choose the desired export location and click on 'Prepare download'.



The system will prepare the export. In other words, the system will export the object (item or items within a collection) to the desired location. You can follow this preparation in the

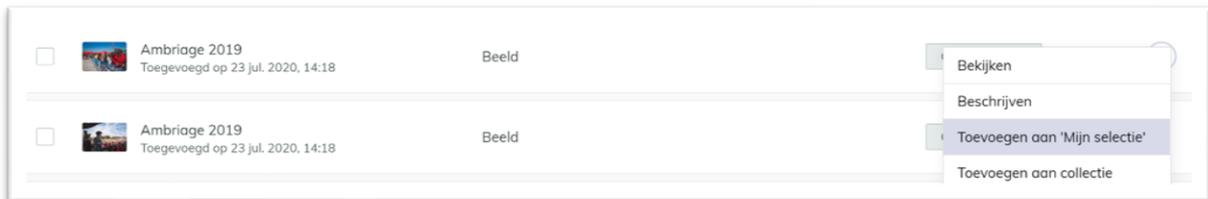
download list (item "Selection" in the navigation bar). However, unlike when downloading, you can no longer perform any actions in the download list when exporting.

**Exporting to a location can also be done in bulk.** To do so, select the published objects you wish to export and use the bulk action 'Export to location'. This will ensure that all selected objects are exported to the external location. Attention: the bulk action might be hidden under the "...". (more actions).

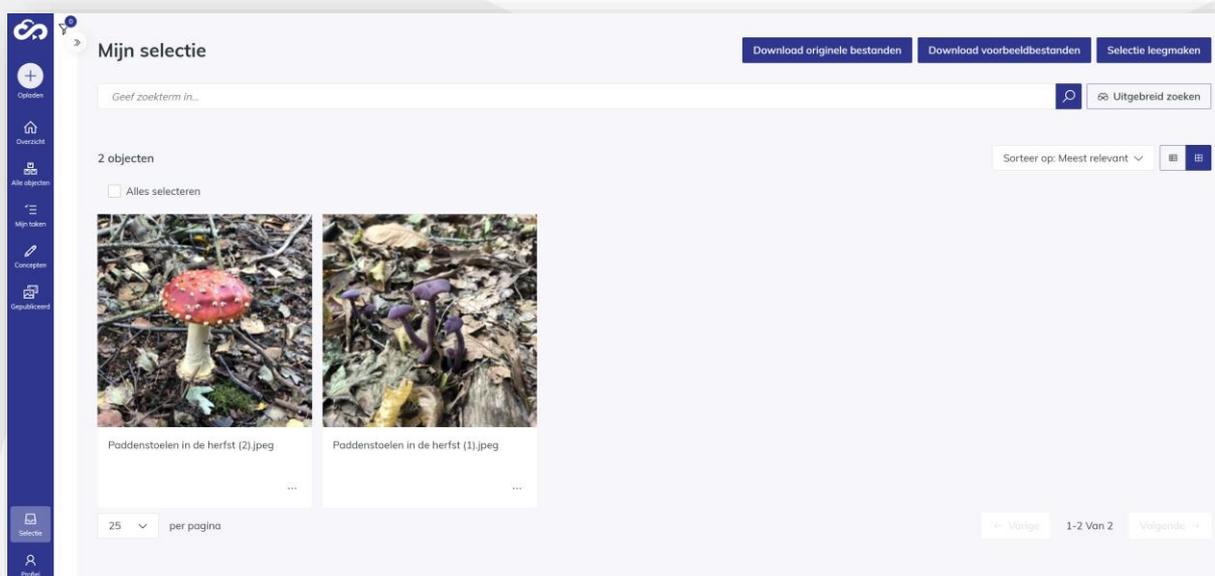
### 9.6 Downloading or exporting objects from different searches

If you wish to download or export several objects from the same search you can use the bulk actions. However, if you want to do this for objects from different searches you can create a "Selection". This personal selection can then easily be downloaded or exported in its entirety. Please note: a selection is not stored as a separate object in the system.

You can add any published object (item or collection) to your selection. You can do this individually per object or in bulk. When you add a collection, all the underlying items of that collection for which you have download rights are added to the selection.



After adding the objects, you get a message in the top right corner of your screen to consult the selection. You can also navigate to the selection at any time using the 'Selection' item in the navigation bar. Within the selection you can search and filter for objects, but most importantly you can download the entire selection (sample and original files) and/or export it to a location. The latter action is only visible if a specific export location has been created. The actions are similar to downloading or exporting outside the selection.



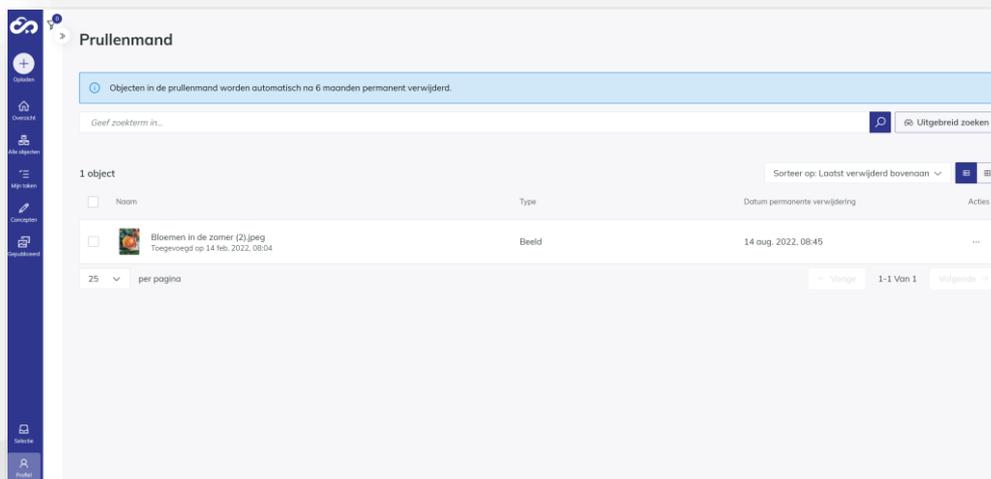
Via the actions on an object (both on the page of published objects and on the page "My Selection") you can also **remove it from the selection**. This can also be done individually or in bulk. You can also **completely empty** the selection in one click. This can be done by clicking on the action 'Empty selection' at the top of the selection.

## 10 Remove

Items and collections that are still in draft or that have already been published can be deleted at any time. This means that they can no longer be consulted by users in the application, except for the admin user via the trash. **The action 'Delete' can only be executed if the user has delete rights.** If he has no delete rights, the 'Delete' action will not be shown.

- You can delete one item or collection individually, but the bulk action 'Delete' is also available.
- When the user clicks on the 'Delete' action, a confirmation question is always displayed before the object is actually deleted.

If the user confirms the deletion, the objects are placed in the waste basket. The Trash can only be accessed by an admin user with the function 'Recycle\_records' via the 'Profile' item in the navigation bar. The deleted objects remain available in the Recycle Bin for 6 months, after that they are automatically and permanently deleted by the system. The admin user can permanently delete the deleted objects before that via the action 'Definitely delete'. Currently, deleted items cannot be retrieved.



Please note: When deleting a collection, you only delete the collection and not the underlying items of that collection.

## 11 Establishing relationships between objects

If an item or collection can be related to another item or collection, a relationship can be created between the two objects. The relation always has one of the following standard types: contained, associated or contains. If the customer's organisation requires a different relationship type, this can be configured.

Creating a relationship can only be done between objects of the same record type. This means that you can only create relationships between items or between collections. Furthermore, it is not possible to create a relationship with the object itself.

### 11.1 Create a relationship

Creating a relationship can be done via the detail page of an item or collection.

- Go to the detail page of an item or collection (in draft or published).
- Go to the "Relationships" tab.
- Choose the action "Create relationship".
- The system opens a pop-up window where you can select the relation type. These are predefined relationship types.
- Also choose the object with which you want to link the selected object. You can use an autocomplete to search for the title of the object in question.
  - o In the drop-down list of an item, you will only see items for which you have edit rights. These are both published items and items in draft form.
  - o For a collection, the drop-down list will only show collections for which you have edit rights. These are both published collections and collections in draft.
- Then click on "Save".

The created relations are displayed per relation type on the tab "Relations".

### 11.2 Delete relationship

After creating a relation you can easily delete it again via the actions on the relation concerned in the tab page 'Relations' of the detail page of the object. You will first receive a confirmation question before the relation is permanently deleted.

## 12 Media player

The media player can be used to create fragments with an audio or video file. The fragments can then be metadata'd separately in MediaHaven so that they contain the correct and specific metadata about the content of that piece of video or audio. When searching, only the corresponding fragments are displayed as search results. This means that a user does not have to watch/listen to the entire video or audio in order to find the relevant topic.

The extended media player can be opened via the actions of a published audio or video file. The system will open an extra tab for you in the browser to show the media player. Go through the login procedure if prompted.

### 12.1 Media player interface

The interface of the media player looks a bit different than the interface of your MediaHaven environment. That's why we'd like to explain the most important parts.



1. Playback of the video or audio file. The following play settings are possible (listed from left to right):
  - a. Indicate specific time
  - b. Navigate to start
  - c. Navigate to previous frame
  - d. Play/Pause
  - e. Navigate to next frame
  - f. Navigate to the end
  - g. Changing the speed of playback
  - h. Changing the volume
  - i. View fullscreen
2. Display the keyframes and fragments if they have been created. The bar at the bottom allows you to zoom in and out to view the entire timeline.

3. Three tabs (Metadata, fragments, download queue) where metadata can be changed, where the created fragments are shown or where you can follow the downloading of fragments. Each tab can be opened separately by clicking on it.

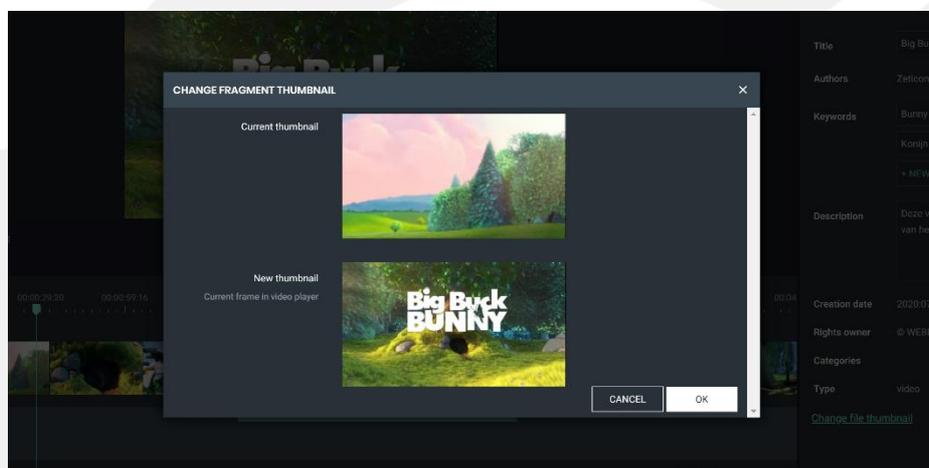
## 12.2 Changing metadata and preview in the media player

Via the media player, it is possible to change a certain set of standard metadata fields.

- Open the "Metadata" tab on the right-hand side of the media player.
- Click on the pencil icon at the top to change the displayed metadata fields.
  - o Please note that you need to have editing rights on the object to do this. If you do not have these rights, the pencil icon will not be shown.
- Change the desired metadata and click on the pencil icon again to save the changes.

It is also possible to change the preview of the video. This preview is the image used to display the video in the list or grid view of MediaHaven2.0. By default, the preview is determined by the system while processing the video file, but it can be changed by a user via the media player.

- Use the timeline to go to the desired time in the video whose frame you want to use as a preview.
- Open the "Metadata" tab on the right-hand side of the Media Player and click on "Change file thumbnail".
- The system opens a pop-up window where you can see the current and the new preview.
- Click "Ok" to confirm the new preview.



The preview of the video has now changed to the new frame. This will now be shown in the list and grid view of MediaHaven 2.0.

## 12.3 Create and manage fragments

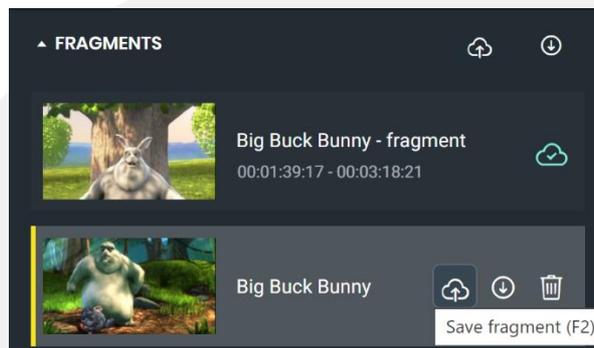
Fragments are smaller parts of a video or audio file and are stored as a separate object within MediaHaven. This allows you to metadata and export them separately. The link between the fragment and the original video is always saved and can be consulted in the 'Hierarchy' tab. *For example, a room show contains several subjects. A fragment can be created per subject so that you can assign specific metadata to this part of the total video.*

**The creation of a fragment** is only permitted if you have editing rights to the entire video or audio and can be performed from the media player.

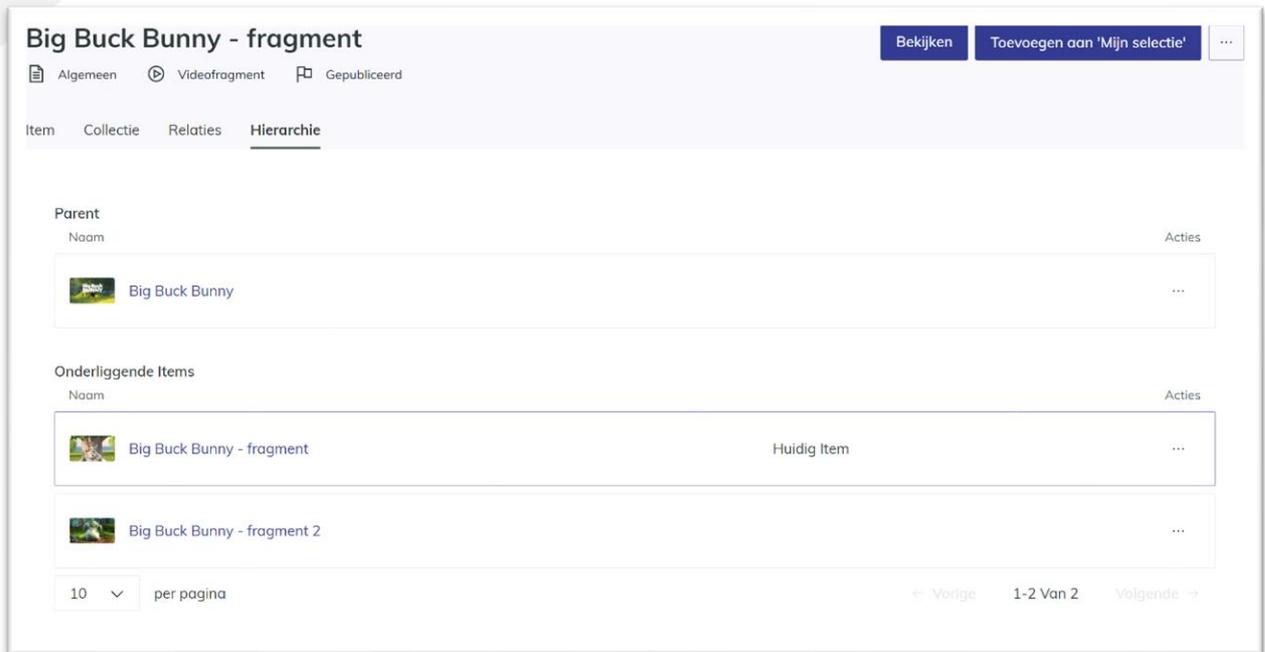
- Select the starting point of your clip from the timeline, from the frame view or from the sound bar.
- Press the "[" button on the left side of the media player.
- Select the end point of your clip from the timeline, from the frame view or from the sound bar.
- Press the "]" button on the left side of the media player.
- The system will display your selected piece between two white lines. To actually create the fragment, click on the green + button on the left-hand side of the media player.

The system will now display the fragment with a yellow frame. In addition, the fragment is now visible in the "Fragments" tab on the right-hand side of the media player. You can change the fragment by moving the yellow frame, making it wider or narrower.

To **actually save the fragment in MediaHaven** as an object so that you can describe it separately, you can click on the cloud icon in the "Fragments" tab on the right-hand side of the media player. If you have created several fragments, you can save them together using the "Save" button at the top of the "Fragments" tab.



The fragments created are now visible as a separate object in MediaHaven. **Via the 'Hierarchy' tab** in the detail page of the original video, you can always see the link to the created fragments. And also vice versa, from the fragment you can see the link to the full video or audio.



**The thumbnail of a fragment can also be changed** via the media player.

- To do this, select the time of the frame in the clip that you want to use as a thumbnail.
- Then click on the thumbnail of the fragment in the "Fragments" tab.
- The system opens a pop-up window in which you can see the current and new thumbnail.
- Click 'Ok' to confirm the new thumbnail.

It is also possible to **delete fragments**. Deleting fragments can be done both via the media player and via MediaHaven.

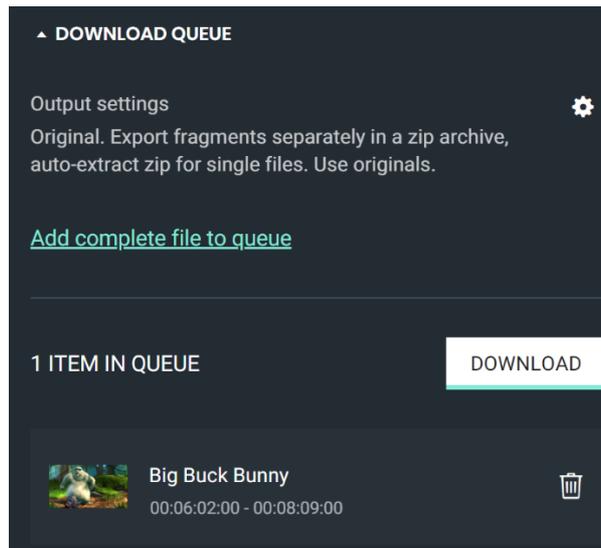
- From MediaHaven you can use the 'Delete' action on the object in question.
- From the media player, you can delete a fragment in the "Fragments" tab using the trash can icon.

## 12.4 Downloading or exporting excerpts

If you only want to download or export a certain part of an audio or video file, you can also use the fragments. You can download/export a fragment separately, from the Media Player and from MediaHaven. Downloading/exporting from MediaHaven has already been discussed earlier in this manual. Downloading/exporting from the Media Player will be explained in more detail below.

### Downloading from the media player

- Go to the "Fragments" tab on the right side of the media player.
- Click on the download icon of one fragment or use the download icon at the top of the tab to add all fragments to the download list.
- The system will now display the fragment in the "Download queue" tab.
- Open the "Download queue" tab and click on the "Download" button to start the actual download.



You can also add the complete audio or video file to the download list using the "Add complete file to queue" link. It is also possible to change the order of fragments in the download list. This can be done by moving the track to the desired position in the download list.

### Exporting from the Media Player

To export one or more tracks to a desired export location, follow the same steps as downloading a track from the media player. However, before you click the "Download" button, you can [change the export settings using the cog icon](#).

The system will open a pop-up window where you can change certain export settings. For example: Exporting fragments as separate files in a zip file, exporting fragments as one video, ...