

# MediaHaven Manual



**MediaHaven**  
media asset management



zeticon

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# Chapter 1. Introduction

## 1.1. Content

This manual's goal is to familiarize the user with the MediaHaven Pro software and more specifically its daily use. The most commonly used scenarios are described in the manual and as much as possible illustrated with screenshots.

## 1.2. Overview

This manual starts off with a quickstart section that features the most typical usages of MediaHaven. After having read this, you'll be up and running with the basic functionality of MediaHaven.

After this, the manual zooms in deeper on the functionalities of MediaHaven, which is composed of 3 modules:

- The website, directly accessible with a standard browser, allows the user to only view the content of MediaHaven.
- The management module that enables users to edit metadata and upload new media objects to MediaHaven (This requires java to be installed on the PC of the user).
- The configuration module which allows e.g. management of users, management of user groups or edit any other configuration setting.

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# Chapter 2. System requirements and installation

This chapter is aimed at administrators responsible for the MediaHaven installation.

## 2.1. Minimal system requirements

- Windows version with [mainstream support of Microsoft](#), Mac OSX
- 4GB RAM
- 250MB free disk space on the hard disk
- 2GHz CPU
- Minimal screen resolution 1280x1024
- Java Virtual Machine version 8 update 112 or newer.
- Latest version of Adobe Flash plugin.
- Most recent version of a browser: Internet Explorer, Microsoft Edge, Mozilla Firefox, Google Chrome, Safari.

## 2.2. Installation

The use of MediaHaven Pro does not require any locally installed software on the machine. If the flash browser plugin and Java Virtual Machine, with a minimal version of the system requirements, are installed then all functionalities of the application will be available.

# Chapter 3. Quick start

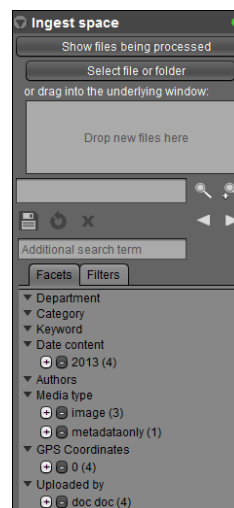
This section explains some often used actions.

## 3.1. Upload and publish media objects

Uploading media objects to MediaHaven can be done using the management module, which you can launch by clicking on the link "management module", in the upper right corner of the website (Java version 6 or higher needs to be installed on your pc). The management module is then downloaded to your system. You can open it by clicking on the downloaded item in your browser or in the download folder of your system. When the module is opened, the main screen, which is described in detail in "Management module - Management module - Layout" , is shown.

### 3.1.1. Uploading

Uploading takes place in the context of ingest spaces. An ingest space is a place where media objects are temporarily stored. This can be a shared space or a private space. The left side of the management module shows a number of unfoldable panels, which represent your available ingest spaces (except for the one with the name "Search"). On unfolding such an ingest space panel, an interface appears for uploading media objects to the ingest space. Click the "select file or folder" button or drag some media objects to the grey drop zone. When an upload is started, an upload overview window appears. You can also open this window manually by clicking Start > Show uploads or the ALT+V key combination. Through the ingest space interface it's also possible to search in your ingest space. See "Management module - Management module - Ingest spaces" for a more detailed explanation on ingest spaces.



### 3.1.2. Processing

As soon as media objects are uploaded, they need to be transcoded. This process can be monitored by clicking the "Show files being processed" button in the ingest space interface, or by viewing the "Processing" tab in the window that appeared when uploading files. See "Management module - Management module - Processing" for a detailed explanation on file processing.

Filename	Ingest space	Uploaded by	Archive date	Position in queue	Status
big_buck_bunny.gif	Ingest space doc	doc doc	2013:05:23 14:50:45	-	PROCESSING
big_buck_bunny_1080p_surround.avi	Ingest space doc	doc doc	2013:05:23 14:24:49	0 in queue 2	TRANSCODING

### 3.1.3. Annotate and publish

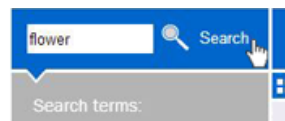
When media objects are processed, a preview appears in the middle panel (possibly you need to click the "Fetch updated items" button, at the top of the middle panel). The objects are now completely editable through the user controls at the right side (see image). Which user controls are available depends on the selected profile (which you can choose in the dropdown menu in the upper left corner). You can only choose profiles that were assigned to you through your user group, something an admin can change. Once your objects are annotated with meta data, you can click the "Publish" button in the upper right corner, to make them available in MediaHaven and on the website. For more information on video annotation, see "Video annotation".

## 3.2. Find and download files

### 3.2.1. Using the website

To quickly find images, videos, documents or audio files, there are three possibilities. You can search them using a search term, using facets or a combination of both.

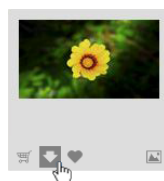
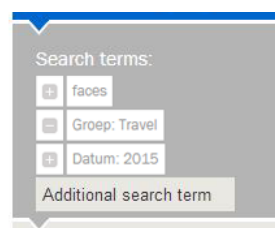
1. *To search using a search term*, insert the term in the top left input box and press enter or click the "Search" icon. Additional search terms can be entered in the field with that name. Search terms can be removed again by clicking them.



2. *To search using facets* is another handy way to quickly find your way through the various search results. All relevant facets are shown at the left side. To use them in your search query, simply click the plus or minus button next to the facet option that you want to respectively include in, or exclude from the search results. Clicking the facet option itself includes it.

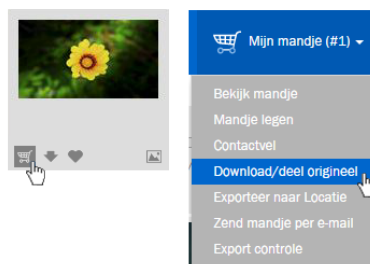


3. *To search using a combination of both* is a good idea to quickly create a search query that is as specific as possible.

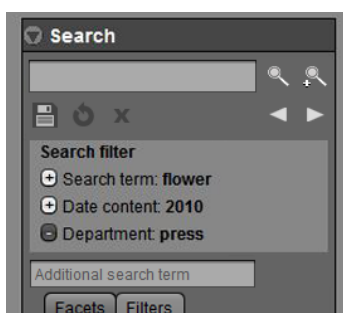


Preview files on the website can be downloaded by clicking the arrow down button on every image in the overview grid, or next to the image in the detailed view, which is accessed by clicking the image.

To download the high resolution files you need to add them to your basket first by clicking the checkmark icon (which is next to the arrow). Then click "Download original" in the menu under "My basket", on the top right hand of the screen, after which you can review your selection once more, to finally start the download by clicking "Download as a zip file".



### 3.2.2. Using the management module

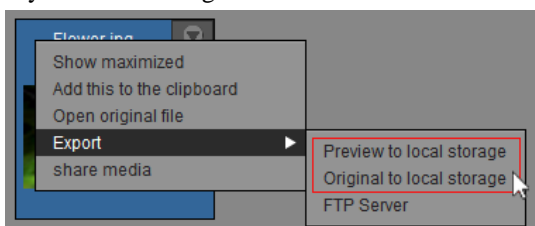


The search process in the management module is very similar to one in the website, taking two small differences into account:

1. Additional search terms are entered in the default search field instead of in a separate dedicated field.
2. You can change the type of the search term or facet (in- or excluded) directly without having to delete and re-add it.

Note that search terms entered in the top right hand corner search box are used to search within the published files in the image archive database. To search objects in ingest spaces you must use the search field in the corresponding ingest space at the left hand side. See "Management module - Add media - Ingest Spaces" for more information.

Files found in the management module can be downloaded by right clicking them and choosing "Export" - "Preview" - "Preview to local disk" if you want to download a preview or "Export" - "Original to local disk" if you want the original file.



Multiple files can be downloaded at once by first placing them in the clipboard. You can do this by either dragging and dropping them inside the clipboard, which you'll find at the bottom of your screen, or by clicking them with the right mouse button and choosing "Add this to the clipboard" or by selecting them and clicking "Add selection to the clipboard". Next, click the context button "Clipboard" (on the clipboard panel) and choose "Export" - "Previews-" or "Originals to local disk". Or you can choose "Originals as zip" to retrieve them in a zip file.

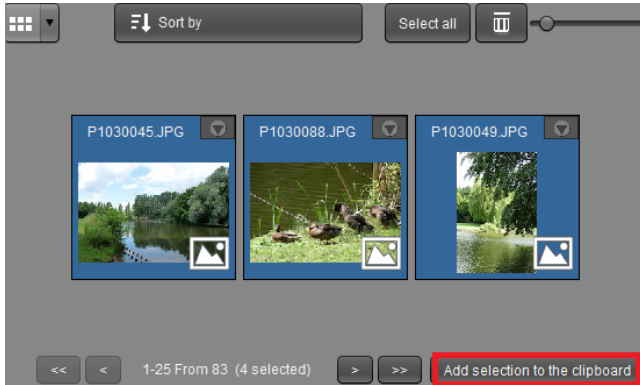


In each of these choices, a save as window will appear offering you the possibility to choose a location on your local disk drive or network. You can also choose a file name.



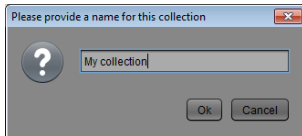
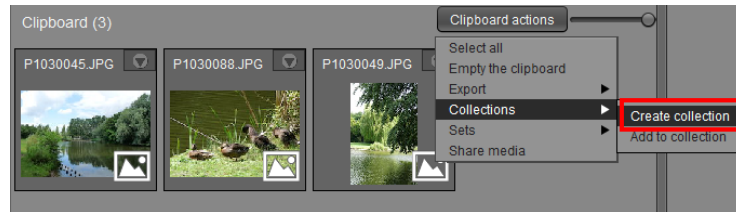
### 3.3. Making a collection

Collections of published media objects can be made in the management module (that you can start through the link in the upper right corner of the website). In the left panel you can open the "Search" panel to find the objects you want to add to the collection (see "Quick start - Find and download files - Using the management module" for more information on searching using the management module).



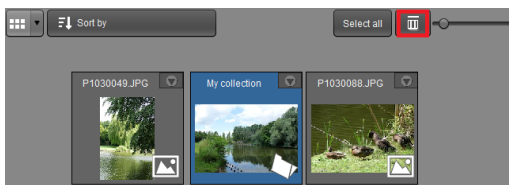
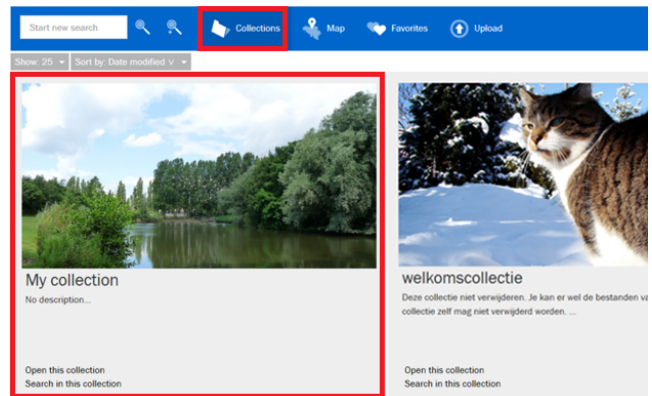
From the search results, in the middle of the screen, you can place a selection in the clipboard using the "Add selection to the clipboard" button.

When the desired content is on the clipboard, you can choose to make a collection using the "Clipboard" button.



The management module only asks for a title for the collection. After clicking OK, your collection is made and you can find it in the central panel, just like any other object (so you can annotate it as well).

The collection is now available on the website as well. You can find it using the search function or by clicking the "Collections" button in the upper bar.



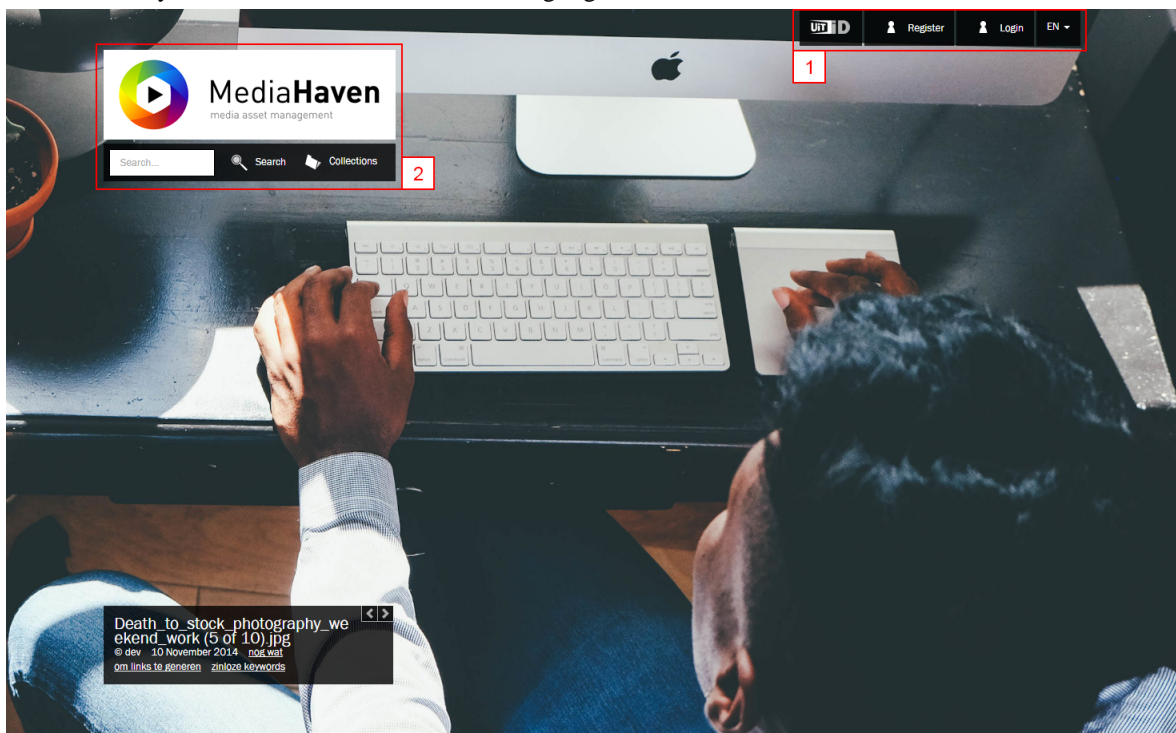
Deleting a collection is done by searching for it in the management module and deleting the collection object (by pressing delete or by clicking the trash can button). Note that the media objects that were in the collection aren't deleted, only the collection object is deleted.

# Chapter 4. Website

The MediaHaven website is the starting point when you want to use the platform. This chapter presents an overview of the different functionalities offered on the website.

## 4.1. Sign up

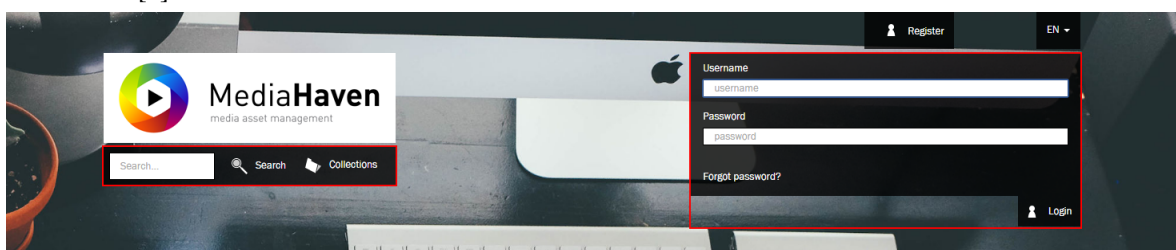
The first time you access the website, the following login screen is shown.



The landing page of the MediaHaven website

By default Mediahaven is a private environment only accessible with a user login and password [1]. This configuration-option can be set to public, enabling user to browse Mediahaven without user account. Apart from the possibility to login with your MediaHaven account, you can - if the type of installation permits it - also login with your local Windows account, or with an open authentication account. In case there are open authentication services available in your configuration, they will be visible next to the button "Login". If the installation supports multiple languages, a language selector will available next to the login button.


Optional: it is possible to show media to non authorized users. This depends on the configuration of the installation. [2]



Users that have forgotten their password, can request a new password by e-mail. When you are successfully logged in, the general search page will be shown (General search page).



Depending upon the configuration of Mediahaven, a user is able to register his account in order to request access to the (private) website. After completing the registration form a confirmation mail is send out, the account requires the approval from an administrator before the user can access the website.



**MediaHaven**  
media asset management

Management module **Tuur** English

Start new search

### Change personal information

Required fields are indicated by an asterisk (\*)

**Login \***

**E-mail \***

**Lastname**

**Firstname**

**Language \***

### Change personal preferences

**Default group**

**Default profile**

**Results per page**


**Sort by**

**Sort direction**  
 Ascending ^  
 Descending v

**Subscribed filters**

- batch: 26-05-2016 949267e7-4e0-463f-82a6-31a300364baa
- dead
- filter2015
- filterdecember\_2015
- food
- Frontex - about to expire
- Frontex - expired
- Funnny of the Day
- MDWS-1956
- RTL nieuws
- Studio Ghibli
- test-vtm-impor
- test-vtm-import
- uploaded by sam
- Vtm Nieuws
- Nick's quotes

After logging in, a user can update his personal information, preferences and password of his account. This user-specific configuration is accessible via the menu in the logonname, in the right upper corner of the website.



**MediaHaven**  
media asset management

Management module **Tuur** English

Start new search

### Change password

**Current password**

**New password Password policy**

**Confirm new password**

## 4.2. Searching

The screenshot shows the MediaHaven website interface. At the top right, there are links for 'Management module', 'Tuur', and 'English'. The main navigation bar (1) includes 'Start new search', 'New items', 'Collections', 'Map', 'Favorites', 'Upload', and 'My Basket (#0)'. On the left, the search area (2) features a search bar, 'Additional search term', and a faceted search section with categories like 'Group', 'Category', and 'Keyword'. The main content area displays search results for '949 Results' with a grid of images and a timeline filter from 2003 to 2015.

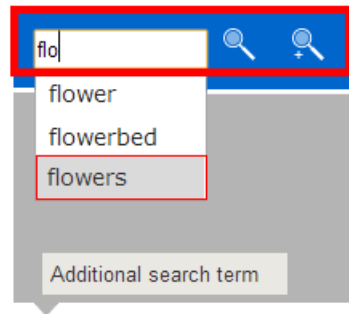
1. The navigation bar with the general search function, a link to the newest items in Mediahaven (uploaded in the past month), link to collections, the map, favorites and the selection basket.
2. The 'search' field with the general search function, additional search term and the faceted search function.
3. The link to the management module that allows you to add and edit media objects.

On this search page three different techniques can be used to search in MediaHaven:

1. Searching with a search term.
2. Searching without a search term via facets.
3. Searching on the map.

*Remark:* The website features a responsive design. This means that its layout automatically adjusts depending on the resolution of your screen. This way it is user friendly on all kinds of media, including hand held devices.

## 4.2.1. Searching with a search term



In the search textfield you can enter a search term. When you start typing the application will show you some suggestions. For example if we want to search for 'flowers', then after typing 'flo', 'flowers' is already suggested.

After pressing enter or clicking 'search', the search results will be shown.

A number of important fields can be distinguished.

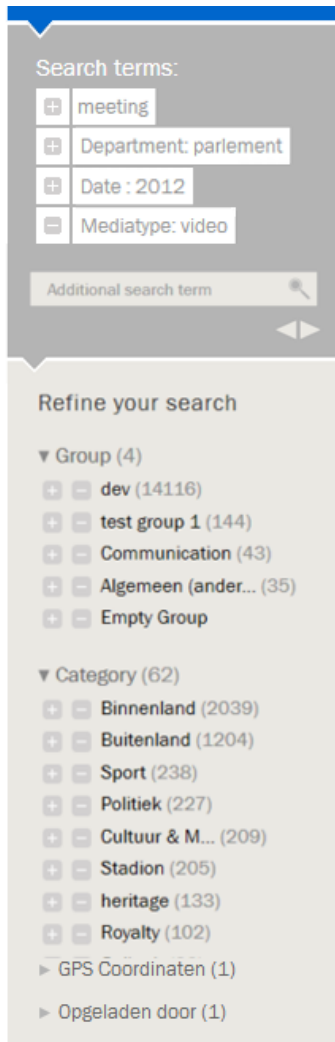
1. The term we use to search.
2. With the help of this field it is possible to add an extra search term, this term will appear in the list with used search terms. Below the search fields 'Additional searchterm' are two arrows (if available) to navigate between saved search queries. It is possible to recall up to 10 search queries from the search history.
3. Via the 'facetted search' we can refine our search by selecting extra facets. (e.g. keywords, authors, ...).

## 4.2.2. Searching without search term via facets

We can also perform a search query without having to type a specific search term, but purely by using facets, which we can find in a categorized list at the left side, accompanied by plus and minus buttons. These are parameters by which media objects can be subdivided. Facets are:

- The group to which a file belongs
- Categories and keywords
- The creation date of an object
- Relevant authors
- Quality of a file, specifically there is low (< 2MP), medium (2-4MP) and high (>> 4MP)

- Media type
- GPS coordinates
- Uploader of the object



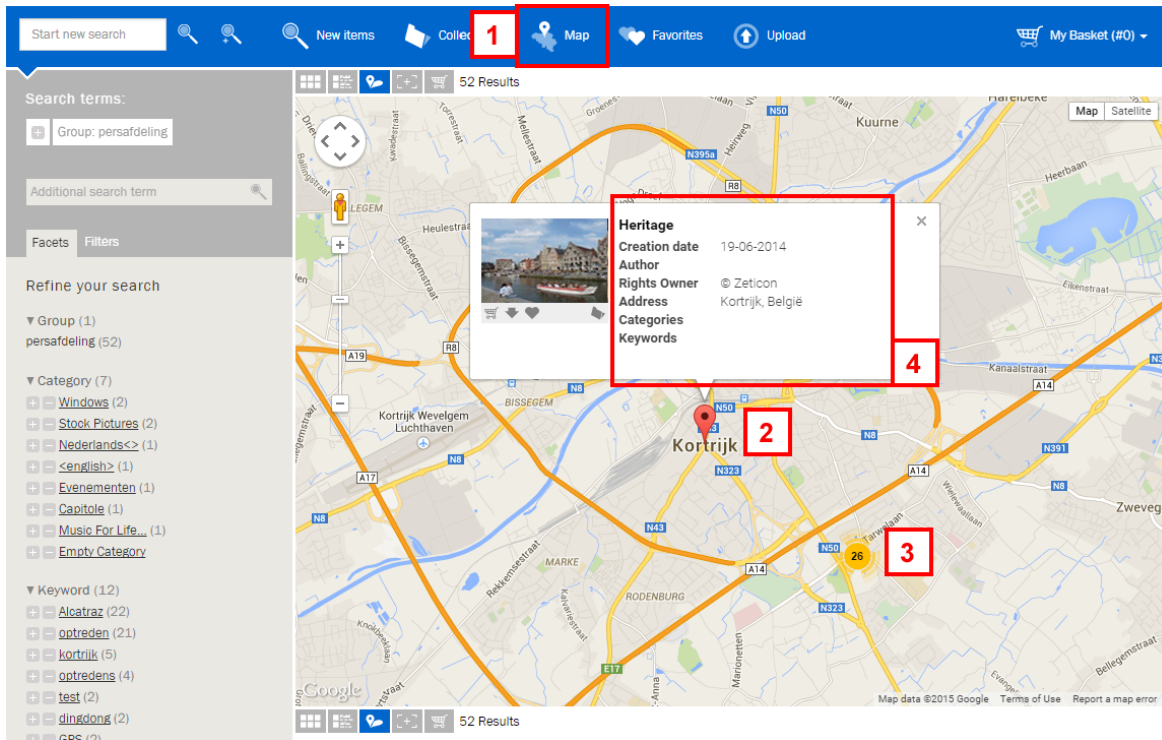
By clicking a facet option or its plus button, the search results are narrowed down to only show media objects that contain this specific option. Similarly, by clicking the minus button next to a facet option, the search results will only show media objects that do not contain this option. Under 'Search terms' you can see the currently active facets, the type of which (included or excluded) you can still change by clicking their plus or minus icon. At the bottom of every facet list there's a special facet option that represents an empty one, meaning if that one is active, all objects that don't have this facet provided, will be shown. Using this technique, a very specific query can be carried out without typing a single search term.

However, this doesn't exclude the possibility to enter extra search terms to the query. Use the field 'Additional search term' for this purpose. An overview of the currently active search query is available under 'Search terms'. This list shows the relevant parts that the current search operation consists of, and we can remove the parts by clicking them.

The practical example on the left shows a search for all non-video files of the department 'parlement' from the year 2012, that feature the term 'meeting'. To accomplish this, the facet option 'parlement' (facet: Department) and '2012' (facet: Date) have been set up to be included in the search, and the facet option 'video' (facet: Mediatype) has been set up to be excluded. Finally an extra term 'meeting' has been entered.

### 4.2.3. Searching on the map

You can add a location to each media object in the management module (or this is linked automatically if GPS coördinates are embedded in the media). This location will be translated to GPS coordinates and will be added to the map.



1. Via 'Map' on the navigation bar you can search for media objects based on their location.
2. This symbol marks one media object at this location.
3. This symbol marks the availability of multiple media objects at this location. You can click on the symbol to zoom in on the map.
4. Metadata about the selected media object and the possibility to add this media object to the basket, download a preview or save it as a favorite.

With the help of the scroll wheel from the mouse or via the navigation symbols at the left side on the map you can zoom in or out. The map can be moved by clicking and dragging it with the mouse.

## 4.2.4. Displaying search results

There are different ways to show the results of a search, that you can select using the icons on top;



1. in a grid view (default)
2. in a list view, with extra details
3. on a map
4. in full screen

You can also adjust how many results you want to see per page [5], and how they need to be sorted [6]. Finally, you can add the search results to the basket with one click using [7] (Note; this action takes the current limit of the basket into account, which is 999 objects).



## 4.2.5. Filters

A search query, consisting of the necessary in- and excluded facet options and search terms, can be considered as a 'filter'. In the scenario of repeatedly having to perform the same search query, it may be interesting to save the filter. Creating filters is done in the management module, as described under "Management module - Search media - Filters".

In the tab 'Filters' at the left side, a list is shown with previously saved filters, these can be used by clicking them. Activated filters can still be modified by adding or removing search terms or facets.

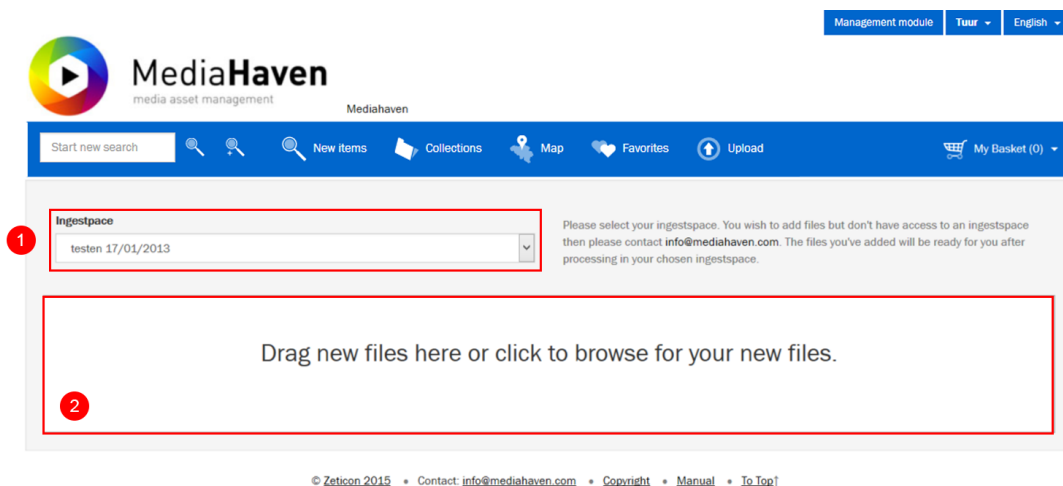
## 4.2.6. Search History

Search queries are temporarily stored in the system for each user and the 10 most recent search queries can be consulted. A executing a second search query, the arrows, 'previous searchquery' and 'next searchquery', for browsing the search history will become available under the 'Additional searchterm'-field. When performing a new searchquery, the subsequent saved queries will be replaced with the new one. The results of the saved queries are always updated at runtime and results may differ if the content of Mediahaven has changed in the meantime.

In the tab 'Filters' at the left side, a list is shown with previously saved filters, these can be used by clicking them. Activated filters can still be modified by adding or removing search terms or facets.

## 4.3. Uploading to MediaHaven

It is possible to upload images from the website to Mediahaven, through the upload page. This feature is only available for logged-in users.

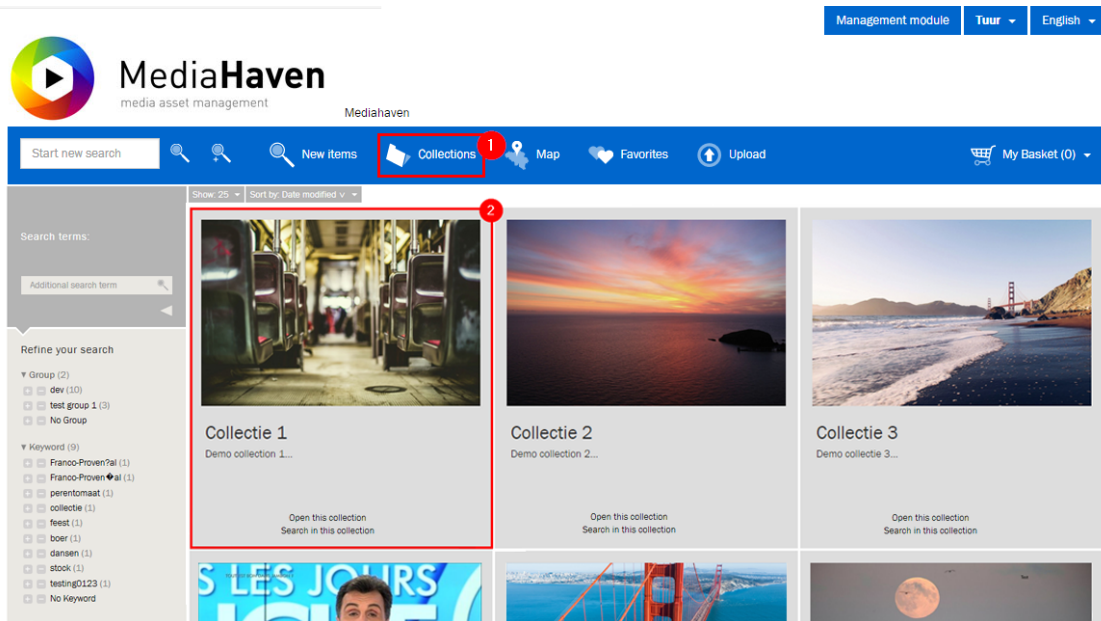


1. Before uploading images it is mandatory to select one of the available ingestspaces. Depending on the profile a varying number of ingestspaces will be available for the user.
2. Following the selection of the ingestspace, the user can either drag a selection of files to the dropzone or click the dropzone to open the file browser and select the desired images. The uploading will start automatically after the selection of the images.

1. If the upload was unsuccessful, a semi-transparent icon with a crosshair will appear over the image. The reason of failure will be listed under 4.
2. If the upload was successful, a semi-transparent icon with a checkmark will appear over the image.
3. During the upload the progress can be traced by a progressbar on the image.
4. In the case of an unsuccessful upload, more information about the failure will be provided below the dropzone. If the image is already available within MediaHaven, you can open the image in the management module through the link.
5. In the event of a successful upload, a confirmation will be provided below the dropzone, the image can be opened in the management module through the link.

## 4.4. Collections

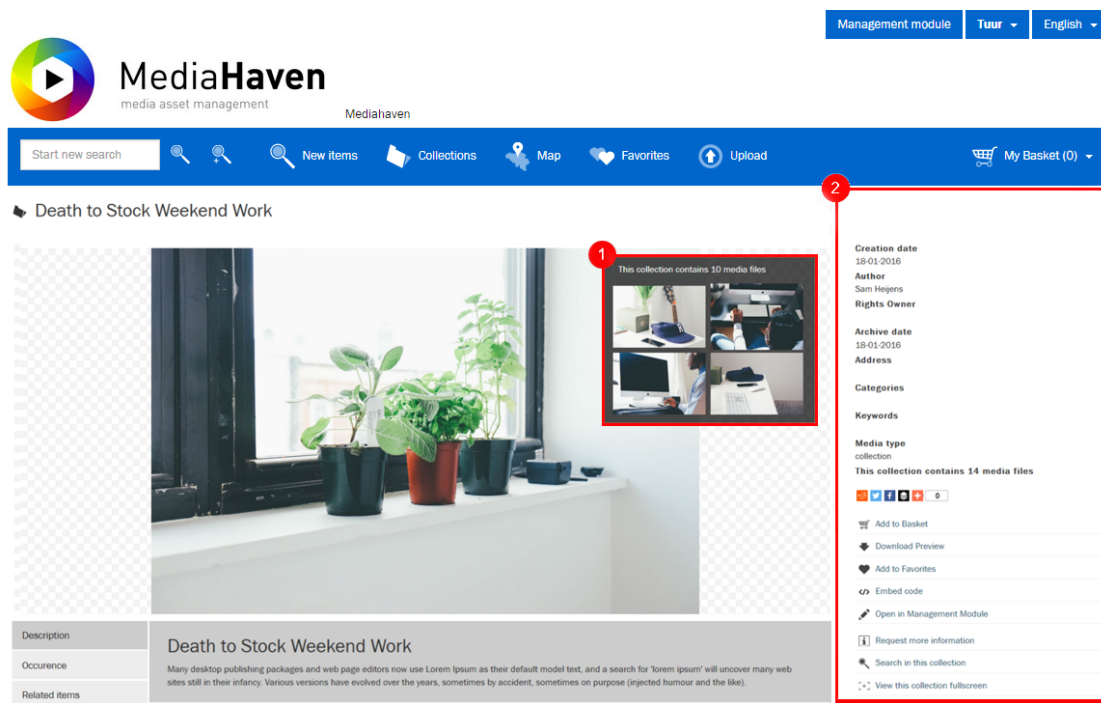
A collection is a group of media objects composed by a user in the management module.



1. Clicking on 'Collections' in the navigation bar shows you an overview page with all available collections within MediaHaven. When you click on a collection, a screen as shown below will be displayed.

On the left side, the Collections page has a search- and facetsbar similar to the search page.

2. A Collection with a preview of the first media object in the collection, accompanying title and description. For each collection preview there are two links, one to view the entire collection and another to perform a search within that collection.



1. The first four items of the selected collection are shown here, if available. Clicking on one of the objects will start a new search query within that selected collection, in order to view all the items contained in a collection, you have to start a new search in that collection.
2. Metadata of the collection and additional actions which can be performed on the collection.

## 4.5. Sets

A set is a collection of different media objects composed by a user, but in contrast to a collection they are inextricably connected to each other, e.g. the pages of a book, or different views of a physical object, like for example a piece of art. Sets are visualised in the same way as a collection, one can easily see the difference by the paperclip icon next to the set title.

1. The first four items of the selected set are shown here, if available. Clicking on one of the objects will start a new search query within that selected collection, in order to view all the items contained in a set, you have to start a new search in that set.
2. If a search context is available, a maximum of five thumbnail-links will be shown below the set cover-image. These can be used to navigate between the search-results.
3. A field with metadata about this set, and the available actions for this set.

## 4.6. Newspapers

The object 'newspaper' is a specific ensemble designed to contain a newspaper, and consists of newspaper pages, which consist of newspaper articles. Using the facets we can select the media type 'newspaper'.

The screenshot displays the MediaHaven website interface. At the top right, there are navigation links for 'Management module', 'Tuur', and 'English'. The MediaHaven logo is on the left, with the tagline 'media asset management'. A blue navigation bar contains a search box, 'New items', 'Collections', 'Map', 'Favorites', and 'Upload' buttons. Below this, the search results for 'Vrij België' are shown, including a thumbnail of the newspaper cover and a preview of its pages. A metadata panel on the right lists details such as 'Creation date: 29-03-1947', 'Rights Owner: © Stadsarchief Dendermonde', 'Filename: DENDERLAND\_1947-03-29\_a.tif', and 'Image size: 4180 x 6365 px'. A 'Newspaper Pages' section at the bottom shows a grid of 25 page thumbnails, with the second thumbnail in the first row highlighted with a red border, indicating it is the selected page.

On the detail page of a newspaper, we can click a specific page inside this newspaper.

[Management module](#) | [Tuur](#) | [English](#)

## MediaHaven

media asset management

Start new search | [New Items](#) | [Collections](#) | [Map](#) | [Favorites](#) | [Upload](#) | [My Basket \(6\)](#)

### Vrij België

**Description**

**Vrij België**

N.V. DE R. K. BOEK-CENTRALE - AMSTERDAM Keizersgracht 64 Telefoon Noord 10140 Centrale Roman-Bibliotheek Nederlandse Bibliotheek van oorspronkelijke werken. 1. BANNING, H. A. Beige de Naaster. Toetsbaar en zijn Husekoudster Ingen. f. 0.50, geartonn. f. 0.75, geb. f. 0.90. -De Maasbode&#34;, zegt: Het zijn prettig en vlot geschreven werken, vol levendigheid, spanning en afwisseling. Wu mogen deze uitgave, die ook uiterlijk goed verzorgd is, een ruim succes toewensen\* 2-> VESTERS, J. A. De Bestedeling. 2 deelen Ingen. f. 1.00, geartonn. f. 1.50, geb. f. 1.80. De "Bestedeling&#34; is een spannend, een mooi en goed boek, voor de nieuwe Roman-Bibliotheek een aanbeveling. \. Illuzions&#34;, 4-5. LANS, J. R. VAN DER, Lood in 't Hart. 2 deelen Ingen. f. 1.00, geartonn. f. 1.50, geb. f. 1.80. VAN DEN LANS' werken zijn een ontspanning voor dien ontwakende en mogen in volksang-bibliotheken niet ontbreken. De Katholie&#34;. 6. J. VAN MERLE, bij Dusterie tot Licht - Verzond Ingen. f. 0.50, geartonn. f. 0.75, geb. f. 0.90. Twee hupsche, vlot geschreven verhalen, die beide blij geven van een rijke fantasie. Het zijn beste bekeermingsgeschiedenissen. Passend boek voor de leesbibliotheek. \Gelderlander&#34;. 7. F. A. VAN DEN HEUVEL. Een onder Weirigen Ingen. f. 0.50, geartonn. f. 0.75, geb. f. 0.90. Het is een kalm, prettig, goed bereideneerd verhoog tegen de gemengde huwelijken - moge dit boek een groote verspreiding te beurt vallen en veel gelezen worden. \Gelderlander&#34;. 8. MELATI VAN JAVA. Twee Woeders Roman uit den Fransch-Duitschen oorlog. Ingen. f. 0.50, geartonn. f. 0.75, geb. f. 0.90. Een boek van „Maas&#34;, behoort geen aanbeveling. 9. J. VAN MERLE. Iudrige Radiaal - het Memore&#34; Ingen. f. 0.50, geartonn. f. 0.75, geb. f. 0.90. Met de • bezorging van soortgelijke lectuur doet onze Boek-Centrale een zeer verdienstelijk werk. „Maasbode&#34;. Ter perse No. 10. J. R. v. d. Lans. Humoresken. Men leze er op dat de prijzen in Hollands geld geteerd staan en al deze boeken door bemiddeling van de „COMMISSIE TOT VERZENDING VAN VLAAMSCH-BOEKEN NAAR HET BELGISCHE FRONT&#34;. Nassau Zullensteinstraat 21. Den Haag, kunnen worden toegezonden.

U Miss J. IJ&#34;. 10. RIJCKERSMA Jansje VAN GLABBEK MAASTRICHT, tweethans voor ruim 700 woningen de benoedigde HOUTWEMEN aan concurrerende prijzen. ZENUWSMARTEN opebaren zich in ondragelijke hoofdpijn, kiespijn, ge-jaagtheid en nervositeit; dit te genezen en hoofdpijn onmiddellijk te stillen gebeurt door gebruik van 1 zenuw-hoofdpijpoeder van Dr. J. B. Meerk, bekend onder den naam van oprechte Vlaamsche Zenuw-hoofdpijpoeders van Dr. J. B. Meerk. Verkrijgbaar bij alle medicijnverkoopers à 5 cts. per poeder, ff. 1.10 per doos van 25 poeders. Is het bloed onzuiver, gebruik dan de Maagersterkende en Sijnafid ijvende Pilten van Dr. J. B. Meerk. zg geven het bloed een hooge zuiverheid. Op beide artikelen is het wettig reuk E. M. B. gezegd. En gros en en détail bij E. M. BRASKAMP, Den Haag. Rijksrijkschepien 34.

O&#34;. N Een Nederlandsch Onder-wijzer heeft nog eenige uren, zoowel overdag als | 's avonds beschikbaar tot het geven van PRIVAAT LES, hulp bij studie en i huiswerk, enz. Adres. Noorderstraat 144huis, Amsterdam.

Un instituteur Hollands dispose encore de quelques heures, tant le jour j que le soir pour donner 1 des LEÇONS PRIVÉES, 9 aider aux études et aux de - a Somatic, etc. etc. 1 s'adresse: Noorder - straat 44huis, Amsterdam. 1

14

VRIJ BELGIË van Vrijdag 8 December 1916.

**Creation date**  
29-03-1947

**Author**

**Rights Owner**  
© Stadsarchief Dendermonde

**Filename**  
DENDERLAND\_1947-03-29\_b.tif

**Archive date**  
17-11-2015

**Address**

**Categories**  
[Kranten](#)

**Keywords**  
[DENDERLAND](#) [jaargang 1947](#)

**Image size**  
4272 x 6365 px

**Media type**  
newspaper page

[Add to Basket](#)

[Download Preview](#)

[Add to Favorites](#)

[Embed code](#)

[Open in Management Module](#)

[Request more information](#)

**Articles on this page**

In the right column you can see all the articles of this newspaper page. Click these thumbnails to navigate to the detail view of an article.

[Management module](#) | [Tuur](#) | [English](#)

## MediaHaven

media asset management

Start new search | [New Items](#) | [Collections](#) | [Map](#) | [Favorites](#) | [Upload](#) | [My Basket \(6\)](#)

**Request more information**

**Creation date**  
03-05-1848

**Author**

**Rights Owner**  
© Copyright Zetioon

**Filename**  
L'echo De Courtrai\_14\_1848-05-03\_002.jp2

**Archive date**  
12-07-2013

**Address**

**Categories**

**Keywords**

**Image size**  
3484 x 4921 px

[Add to Basket](#)

[Download Preview](#)

[Add to Favorites](#)

[Embed code](#)

[Open in Management Module](#)

[Request more information](#)

**Comes from newspaper page**

**Creation date**  
03-05-1848

**Author**

**Rights Owner**  
© Copyright Zetioon

**Filename**  
L'echo De Courtrai\_14\_1848-05-03\_002.jp2

**Archive date**  
12-07-2013

**Address**

**Categories**

**Keywords**

**Image size**  
3484 x 4921 px

[Add to Basket](#)

[Download Preview](#)

[Add to Favorites](#)

[Embed code](#)

[Open in Management Module](#)

[Request more information](#)

**Comes from newspaper page**

## 4.7. Media

### 4.7.1. Photo

The detail page of a photo is shown below and also has a number of possibilities.

**MediaHaven**  
media asset management

Management module | Tour | English

Start new search | New items | Collections | Map | Favorites | Upload | My Basket (25)

Death\_to\_stock\_photography\_farm\_1.jpg

Back to search | Result 9 of 3928

**1** Metadata sidebar:

- Creation date: 28-09-2015
- Author: Sam
- Rights Owner: © Sam
- Filename: 2015-09-28 13:25:07.jpg
- Archive date: 23-10-2015
- Address: Dll, 19500 Turenne, Frankrijk
- Categories:
- Keywords: autozoote, frankrijk, gqs
- Image size: 3200 x 2368 px
- Media type: Image

**2** Social sharing icons: Facebook, Twitter, LinkedIn, YouTube, Print

**3** Action menu:

- Add to Basket
- Download Preview
- Add to Favorites
- Embed code
- Open in Management Module
- Request more information

**4** Keyword related items: A grid of 24 small image thumbnails related to the main image.

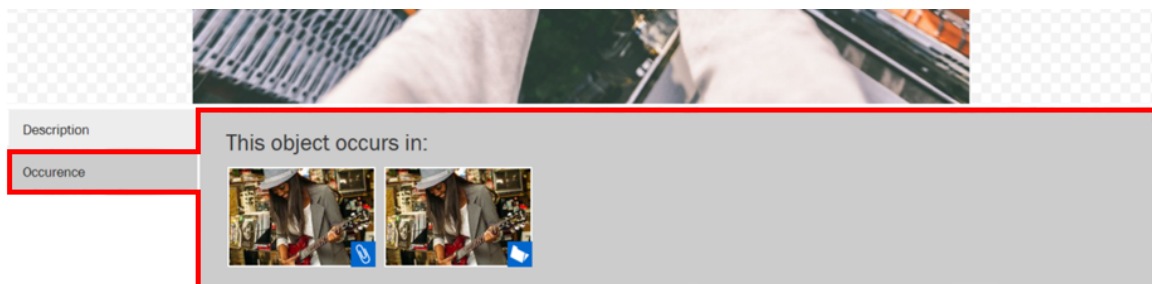
**5** Location: A Google Map showing the location of the photo in the region of Assen, Netherlands.

1. If a search context is available on the detail-page of an object, the current position within the search results, as well as a "back to search"-link and search navigation, if shown above the metadata.
2. This section shows info that was linked to the image as metadata.
3. Possibility to:
  - a. add the media object to your basket
  - b. download the preview of the media object
  - c. add the media object to your favourites
  - d. retrieve links to share the media object or embed it in an external website
  - e. open the media object in the management module in order to edit it or to provide it with metadata
4. Below the media object a tabpage with a number of similar items is available.
5. Below the media object a tabpage with a map can be displayed, showing the location if this was provided.

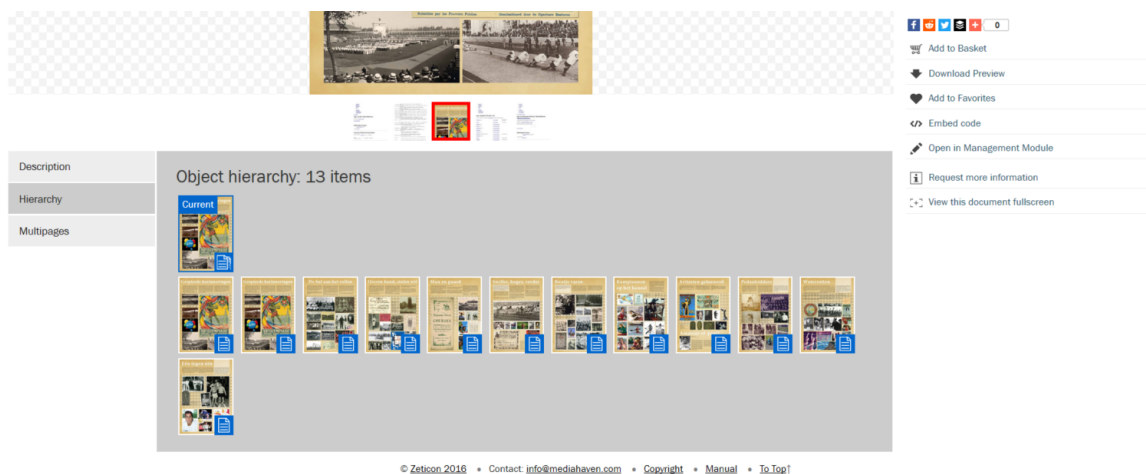
Below the media object a list with (up to) 5 thumbnails will be visible, displaying the previous 2 and next 2 search results of the search context.

If you are retrieving a media object directly by url, the additional search context options (4,5,6) will not be visible. These search context options are similar for all media object types.

The preview can be shown in a bigger format by clicking on the photo.



If the media object currently being viewed belongs to one or several media ensembles (collections, sets or newspapers), these will be listed underneath, with an icon as displayed in the illustration.



A media object can contain one or more objects, called fragments, or can be part of object itself. In this case the object structure will be shown in the hierarchy tab.



If a media object is linked to other objects, in a relation other than the parent-child type described above, a relations-tab will be available for all other relation types.

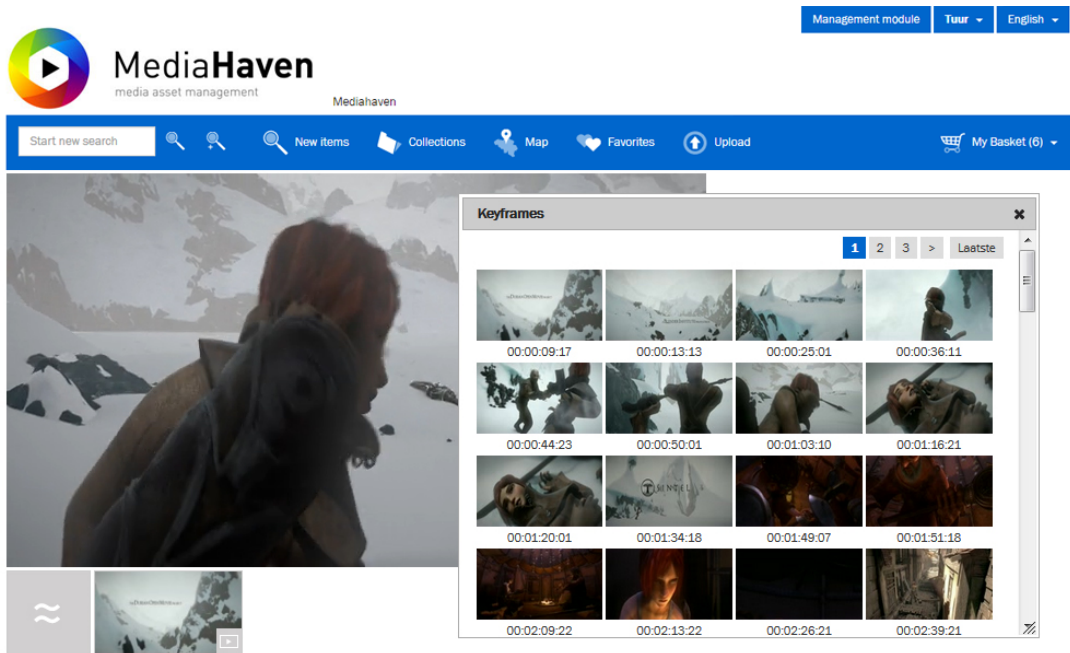
## 4.7.2. Video

The detail view of a video doesn't differ much from that of a photo but, with a few extras:

- This view offers a video player which you can use to view and navigate in the video.
- There are two extra links in the right column; 'Show keyframes', and 'Show fragments'. The first one will show a pop-up with the available keyframes of the video. Clicking on one of these keyframes jumps to the corresponding position in the video player. 'Show fragments' will also show a pop-up, with a list of fragments that have been created from this video (using the management module). Here as well, you can click a fragment to directly navigate to it.
- You can also define a fragment, for the purpose of downloading it, using these two buttons:



Position the current position indicator in the timeline of the video to the desired starting point, and click [1], followed by the desired end point, then click [2]. Clicking "Export partial" will put the fragment in the export queue, which can be monitored under 'Export monitoring' in the menu of 'My basket'.



### 4.7.3. Zoom Functionality

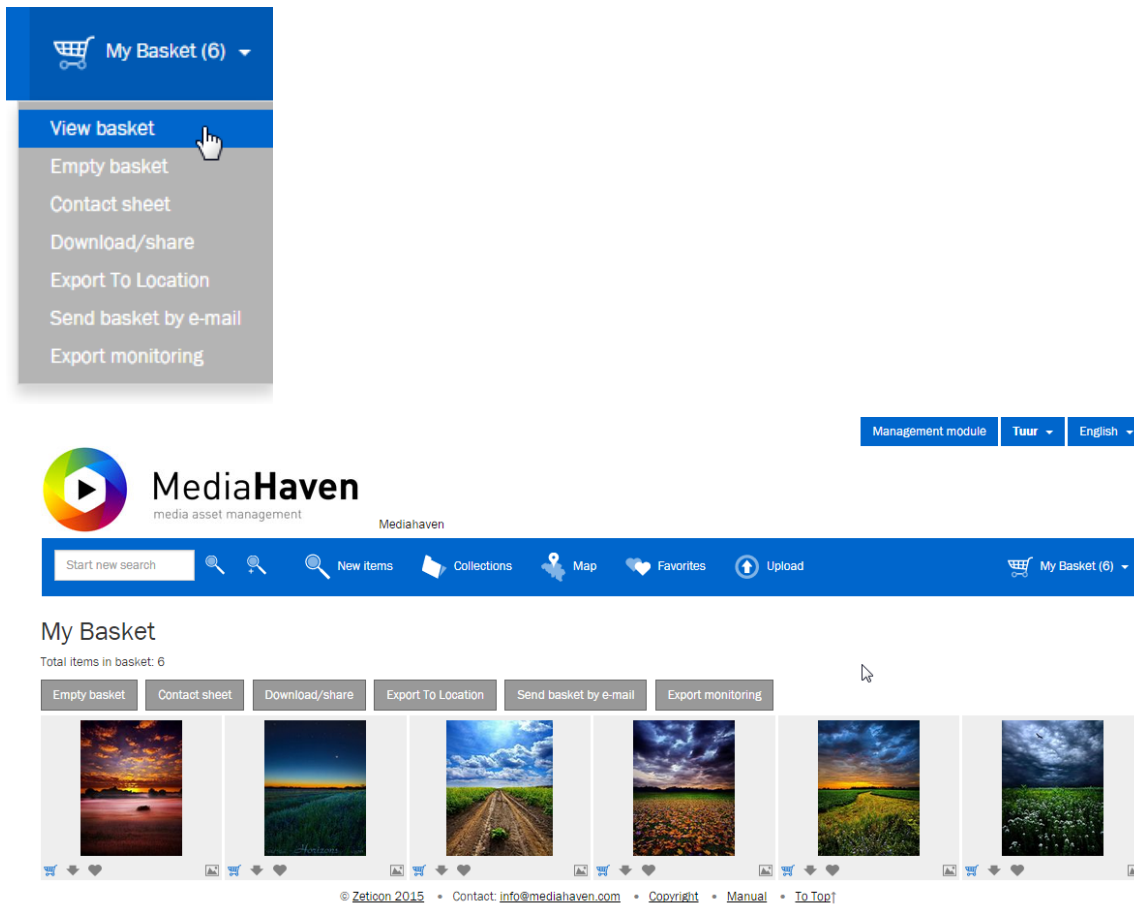
By selecting a media object it will be shown in full screen, within this screen you will have the possibility to zoom in and out.



1. The functionality to add a media object to the basket, download the preview, add it to the favorites, show its metadata, and return to the overview page. If the image is part of a collection, set or a document, this bar will also contain navigation arrows and a play button to start a slideshow of the object and all other objects in its context.
2. Navigation buttons to control zooming and panning
3. If a collection is open in full screen, this column will show the other objects in its context.

Opening a document like a pdf or newspaper, this column will show the other pages.

## 4.8. Basket



The basket can be seen as a temporary buffer for media objects, used in the situation you want to perform an action on several objects at once. As described earlier, you can add media objects to the basket in several ways. To view the content of the basket, click "My basket", and then "View basket". This will visualise the objects currently inside the basket. To remove objects from it, click the basket icon at the bottom of a thumbnail. Above the images, as well as in the basket menu, the possible actions you can perform on the entirety of the objects in the basket are shown. You can:

- "View basket": Show all objects in the basket.
- "Empty basket": Remove all objects from the basket.
- "Contact sheet": Compose and print a contact sheet with an overview of the objects, provided with a title and description.
- "Download/share": Download or share the objects in a format of your choice.
- "Export to location": Export the originals of the objects to one of the fixed locations linked to your user account.
- "Send basket by e-mail": Compose and send an e-mail with an overview of the objects. This grants the receiver the possibility to view those objects on the website.
- "Export monitoring": Check the status of the objects that are currently being exported or downloaded.

## 4.8.1. Contact sheet

The screenshot shows the MediaHaven interface. At the top right, there are buttons for 'Management module', 'Tuur', and 'English'. The main header includes the MediaHaven logo and 'media asset management'. Below the header is a navigation bar with 'Start new search', 'New items', 'Collections', 'Map', 'Favorites', 'Upload', and 'My Basket (8)'. The main content area is titled 'Contact sheet for printing'. On the left, there is a form with a 'Title' field and a 'Description' field, and a 'Show contact sheet' button. On the right, there is a grid of image thumbnails, each with a 'Select' checkbox. A red box labeled '1' highlights the form, and another red box labeled '2' highlights the grid of images.

On this page the contents of the basket can be printed as a contact sheet. Using the inputfields on the left side (1) you can enter a title and a description. On the right side (2) it's possible to deselect the objects you don't want to be added to the contactsheet. When you press the "Show contact sheet" button, a new window wil pop up showing a preview of the contactsheet. This page has a button "Print contact sheet", allowing you to directly send it the sheet to your printer.

The screenshot shows the 'Print contact sheet' dialog box. The dialog has a title bar 'Contact sheet for printing' and a 'Print contact sheet' button. The main content area is titled 'Nice examples of landscape imagery' and contains three image cards. Each card has a thumbnail, a title, and metadata. The metadata includes 'Creation date', 'Author', 'Rights Owner', 'Address', 'Categories', and 'Keywords'. On the right side of the dialog, there are print settings: 'Bestemming' (Op slaan als pdf), 'Pagina's' (Alles), 'Opmaak' (Staand), 'Papierformaat' (A4), 'Marges' (Standaard), and 'Opties' (Kop- en voettekst, Achtergrondbeelden). On the far right, there is a preview of the contact sheet showing the selected images and their metadata.

## 4.8.2. Download/share

On this page the objects from the basket can be downloaded. You can choose from different formats, and whether you want to use the originals or the previews as a starting point. The latter might be useful if the previews contain a watermark which you want to keep in the downloads.

Down below the contents of the basket are summed up. Using the checkbox it's possible to deselect objects and not have them included in the download. Downloading collections, sets and metadata-only-objects is not possible. To download a collection or a set, you need to add their contents to the basket separately. It's also possible that you lack the necessary export-rights for specific images, which you subsequently won't be able to download.

When you press the "Download/share"-button you'll be sent to the "Export monitoring" page, where the status of the download can be checked.

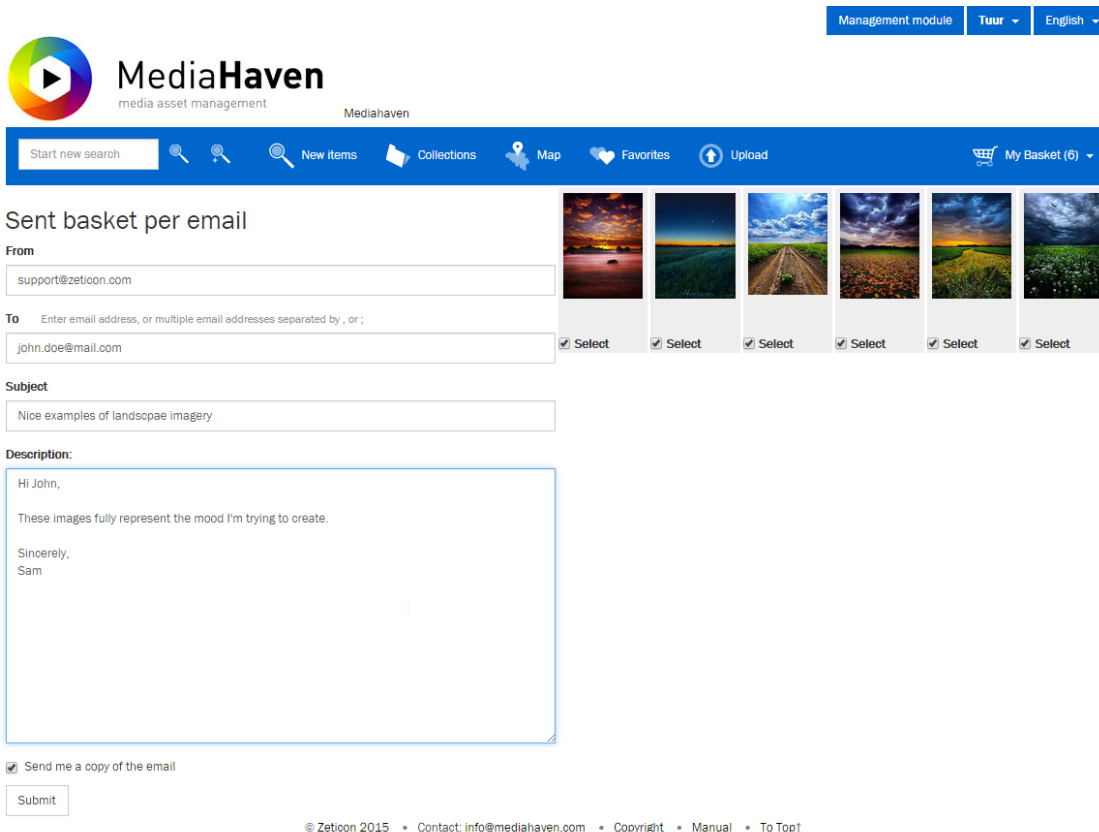
## 4.8.3. Export to location

On this page the objects from the basket can be downloaded. You can choose from different formats, and whether you want to use the originals or the previews as a starting point. The latter might be useful if the previews contain a watermark which you want to keep in the downloads. You can choose to export the objects individually, or together in a .zip archive. Optionally you may enter the filename for this .zip archive.

Down below the contents of the basket are summed up. Using the checkbox it's possible to deselect objects and not have them included in the export. Exporting collections, sets and metadataonly-objects is not possible. To download a collection or a set, you need to add their contents to the basket separately. It's also possible that you lack the necessary export-rights for specific images, which you subsequently won't be able to export.

When you press the "Export"-button you'll be sent to the "Export monitoring" page, where the status of the export can be checked.

## 4.8.4. Send basket by e-mail



The screenshot shows the MediaHaven website interface. At the top right, there are navigation links for "Management module", "Tuur", and "English". The main header features the MediaHaven logo and the text "media asset management". Below the header is a navigation bar with a search box and icons for "New Items", "Collections", "Map", "Favorites", and "Upload". A shopping cart icon indicates "My Basket (6)".

The main content area is titled "Sent basket per email". It contains a form with the following fields:

- From:** support@zeticon.com
- To:** john.doe@mail.com
- Subject:** Nice examples of landscape imagery
- Description:**

Hi John,

These images fully represent the mood I'm trying to create.

Sincerely,  
Sam

Below the form, there is a checkbox labeled "Send me a copy of the email" which is checked, and a "Submit" button. To the right of the form is a grid of six image thumbnails, each with a "Select" checkbox below it.

At the bottom of the page, there is a footer with the following text: © Zeticon 2015 • Contact: info@mediahaven.com • Copyright • Manual • To Top


On this page you can send the contents of the basket by e-mail. This function is comparable with the making of the contact sheet, but the results are sent by mail, instead of printing them. The mail will contain links, so the recipient can easily navigate back to the corresponding page on the website.

At the left side you can enter the different fields for the e-mail to be sent. If you'd like to send the e-mail to multiple recipients, you can enter them separated by a comma or semicolon. At the bottom you can choose whether you want a copy of the e-mail to be sent to yourself.

At the right side you have the option to deselect some objects, to not have them included in the mail.

## 4.8.5. Export monitoring

[Management module](#) | [Tuur](#) | [English](#)


**MediaHaven**  
media asset management











Start new search | New items | Collections | Map | Favorites | Upload | My Basket (6)

### Export monitoring

If you have started a download then you can follow the process here. These tasks are executed in the background so that you can continue using MediaHaven. Using the basket - Export control you can always come back to this screen and the check the status of your downloads.

On this page you can find your downloads. After a download is ready you can download, email (share) or delete your download. Automatically after 14 days a download is no longer available.

#### Succeeded and inprogress exports

Date	Time	Filename	Status	Type	Location	Actions
2015/06/24	11:59:01	zipexport.zip	completed	download	Large (2400 x 1600)	<span>2</span>  <span>3</span>  <span>4</span> 
2015/06/24	11:59:45	zipexport.zip	completed	download	Medium (800 x 600)	  
2015/06/24	11:59:57	zipexport.zip	completed	download	Small (320 x 200)	  
			waiting	download	Original	

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...mediahaven.com/.../20150624\_115955\_09d958bc6dea4b7e9285febb150...

On the "Export monitoring" page you can monitor the status of a download or export. This page will automatically renew until all processes are completed (or failed). It's not necessary to stay on this page, you may leave and do other things in MediaHaven and come back at a later time. The export status is visible in (1) on the image.

Once the export is completed, multiple actions can be performed. Using the download-button (2) a .zip archive containing the exported files can be downloaded. Using the mail-button (3) a link to this archive can be send by e-mail. The latter can be useful to share specific objects with an external partner who doesn't have access to MediaHaven.

Using the trashcan-button (4) a line can be removed. This way you can keep this list neatly organised by removing unused lines.

---

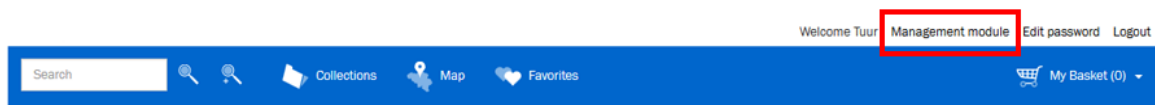
# Chapter 5. Management module

Description of the management module.

## 5.1. Overview

The MediaHaven management module is an application that can be started automatically by clicking on a link on the website. There is no need to install this on your computer, although Java has to be installed on your machine to be able to run the software.(minimal version 1.8\_112).

You need the management module to upload media objects to MediaHaven, edit or add metadata or to create collections and sets. You can start the management module by clicking on 'management module' in the navigation bar on the website.



Then the application will be downloaded and started (depending on the installation some security warning will be shown and has to be accepted). When the application has been started, its main screen will be shown.

Note: In case you boot the downloaded management module at a later point, directly from the file system, a login panel will be shown upon launching it, in which you can, just like on the website, login with the data provided to you, with your local Windows account, or with an open authentication account (depending on the installation).

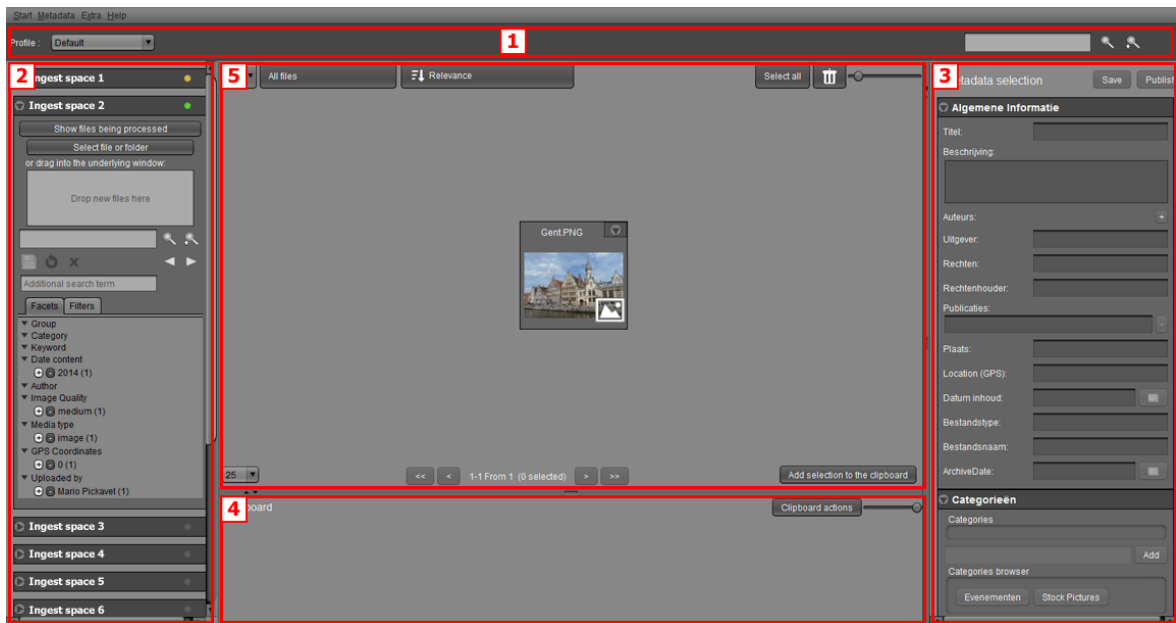
Each time you change a setting, it will be necessary to restart the application.



When your login was successful, the main screen of the management module is shown.



## 5.1.1. Layout



1. This central field on top has two functions:
  - a. Selection of profiles, depending on the profile you will more or less metadata fields.
  - b. The 'search' field: has the same functionality as on the website.
2. The field on the left side consists of a number of expandable panels. There is a panel for each ingest space, which on expanding shows all media objects that are in that ingest space, and offers functionality to add extra objects. There is also a search panel which on expanding shows all published media objects.

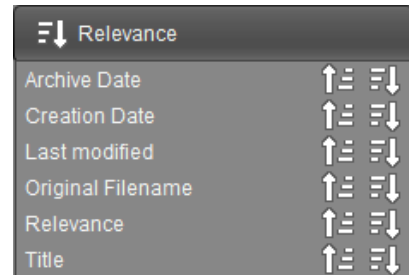
The field on the left side has two important items:

- a. The workspace is a personal folder where imported images will arrive before they are annotated with metadata and are published on the website. No other user will be able to see these images while they are still in the workspace.
  - b. Here the search functionality is similar to that of the website: a search field and the possibility to search without a search term by means of the facets. When clicking on 'Search' the facets will be unfolded.
3. The metadata selection field on the right side is used to view, add and edit metadata. Existing metadata, e.g. the date you configured on your camera, will be copied to MediaHaven. The address field will be automatically checked and the address will be translated to GPS coordinates. E.g.: address 'Kouter Gent' will be automatically translated to Kouter, 9000 Gent, Belgium, with accompanying GPS coordinates.
  4. The clipboard at the bottom can be used to edit multiple media objects at the same time and create or edit sets or collections. Also downloading originals can be done from this clipboard.
  5. The central panel is used to display the search results of the current context, which can be the MediaHaven archive, or an ingest space. These results are by default shown as small panels, each of them representing a media object. Double clicking one will expand it, and in the case of a video or audio fragment, provide you with the possibility to play it back, and - in case the correct rights are granted - to annotate it. See "Video playback" and "Video Annotation".



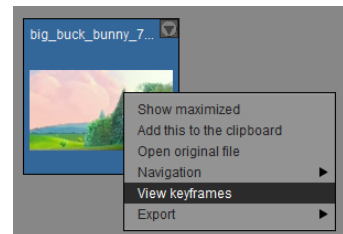
Using the selection button in the top left, you can choose to display the results in a list view [3], which gives you two advantages; you can view some basic information about the displayed objects without having to click them individually, and you get the possibility to bulk edit a lot more objects, because a list view allows more objects to be displayed. The default panel view is selected using [2] and selecting [1] produces a detail view of the currently selected object.

Next to this, a drop-down list is displayed with some sorting options. Clicking an option, or the downward arrow next to one, orders the results descending, while the upward arrow orders them ascending. A default sorting option can be selected in the personal preferences in the Settings.

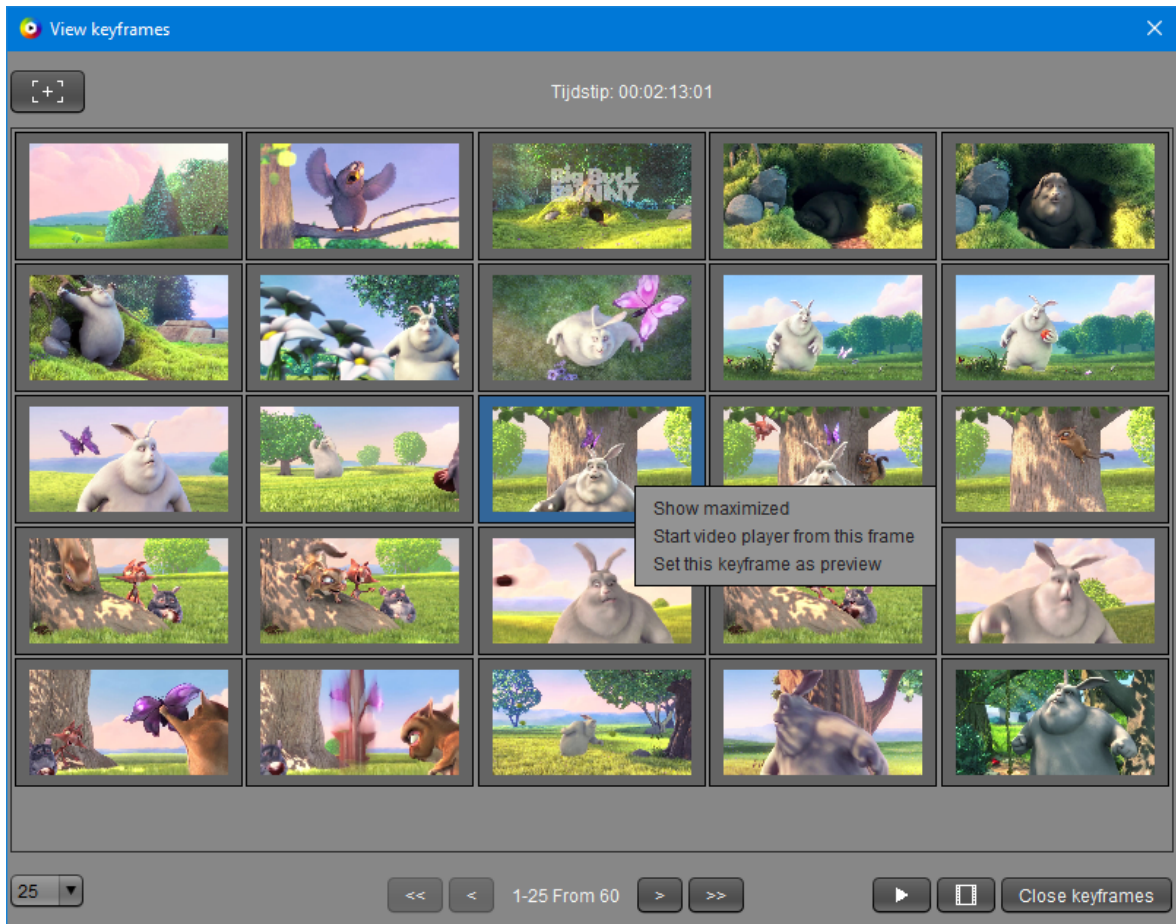


## 5.1.2. Keyframes

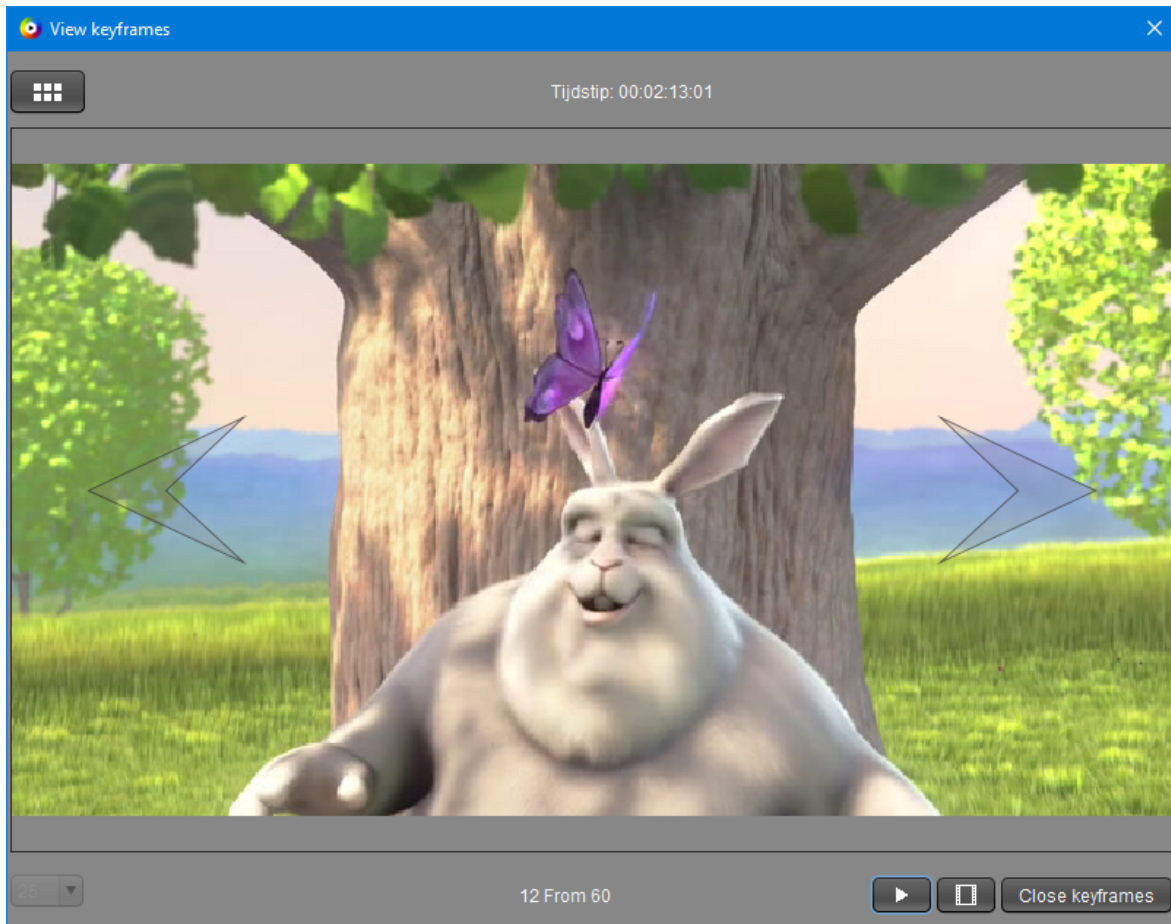
For multimedia objects that contain multiple separate images (frames in a video, pages in a document, etc.), you can view the keyframes of that multimedia object by right clicking the thumbnail in the central panel and selecting 'View keyframes'.



A new pop-up window will appear, showing the keyframes of that object.



The keyframes are split into pages. In the bottom left of the keyframe window you find the page controls: you can choose how many frames to view per page and go to the next or previous page using the arrow buttons below. When a frame is selected in the central panel, the timing (for video) or page number (within a document) are visualized at the center top of the window. If your media object is video, you can start the video player with the bottom right button with the play icon or by right clicking a frame and selecting the 'Start video player from this frame' option. In the same way you can, either using the button below right, or the context menu, indicate that the keyframe should act as the preview for the video object. You can view a frame in more detail in 3 different ways: Either click the larger view button in the upper left corner (when the frame is selected), either double click the frame, either right click it and choose 'Show maximized'.



When viewing a frame maximized, you can scroll through the frames by clicking the large arrows at the left and right of your frame. You can zoom in and out using the mouse wheel and you can drag the image to view different parts of the image. To return to the overview keyframe window, click the 'Show overview' button at the top left, double click the frame or select or right click the frame and select 'Back to keyframes'.

To close the keyframe window, simply hit the 'Close keyframes' button in the bottom right of the window or use the X button on the right hand corner.

### 5.1.3. Shortcuts

In order to perform actions quickly within the management module, a number of convenient keyboard shortcuts can be used. A few universally used ones apply, like the arrow keys to navigate between the objects in the central field, holding *Shift* selects them as you navigate. *F5* to renew the view, *Ctrl+A* to select all objects, *Delete* and *Enter* (or *Alt+T*) to respectively delete and open the current selection, and *F1* to open the manual. *Ctrl+C* is used to put the current selection in the clipboard. Navigating within the search history is done by the arrow keys, while holding *Alt*. You can create a new object without a linked file (which can be added later) using *Ctrl+N*. Finally there are a few MediaHaven specific shortcuts in force; *Alt+V* shows the current uploads, *Alt+E* shows the downloads, *Ctrl+K* creates a new keywordset and by pressing *Alt+I* you can access the settings. An overview of these shortcuts can be accessed in the menu Help - Shortcuts.

## 5.2. Add media

### 5.2.1. Ingest Spaces

Ingest spaces are workspaces defined in the settings to which you can upload media objects, preparing them for publishing.

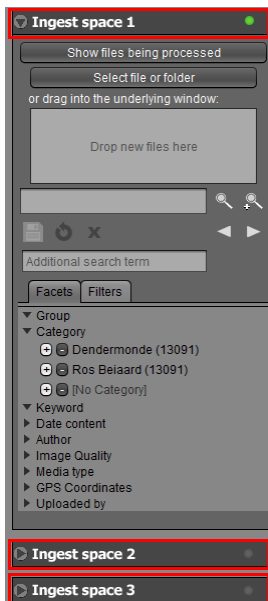
The supported file formats within MediaHaven are:

Images and RAW formats: TIFF, GIF, JPG, BMP, AI, CR2, NEF, DNG, CRW, PNG, JPEG2000

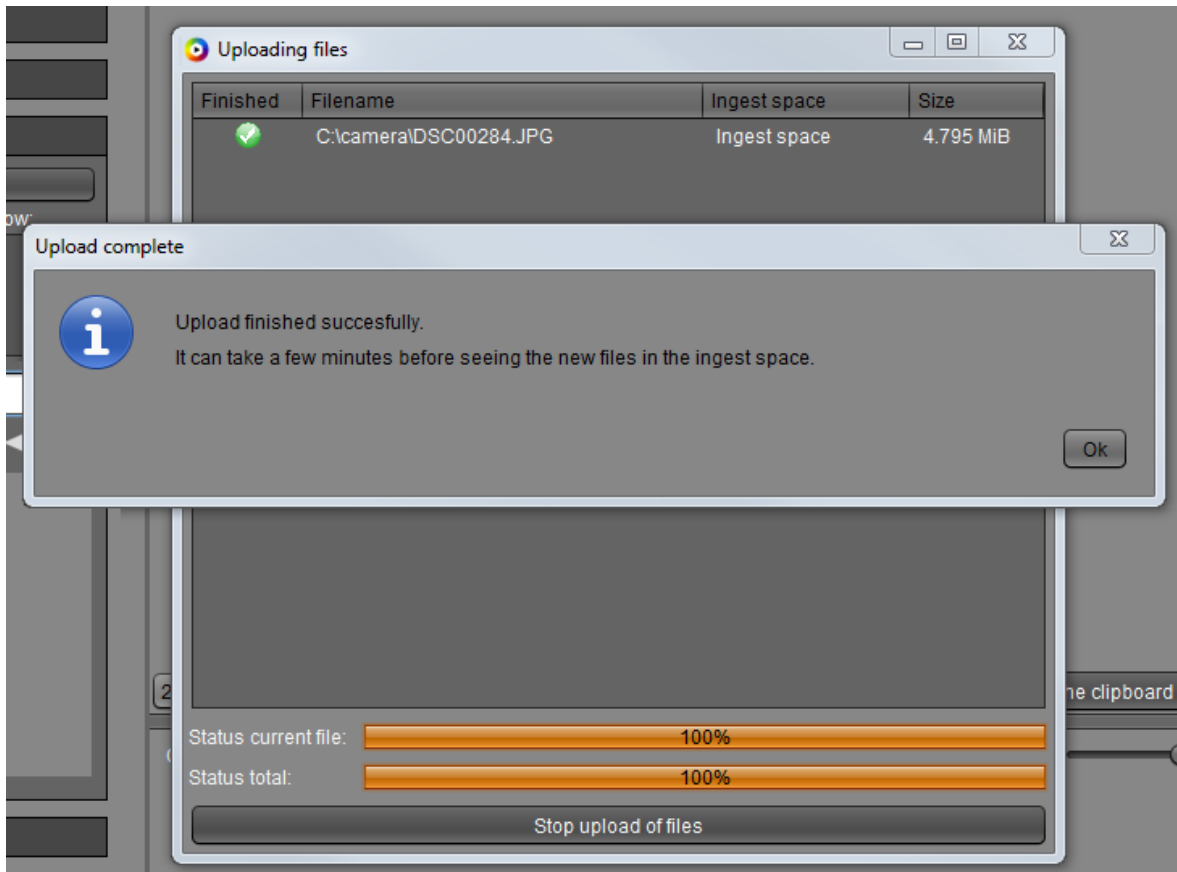
Video and Audio formats: MP4, MOV, 3GP, FLV, MPEG-2 TS, MPEG-2 PS (VOB, MPEG), AVI, MKV, MP3, MXF, WMV, DNX, OGG, WAV, ProRes, JPEG2000, DNG, MPEG-1, MPEG-2, MPEG-4, H.264, FLV1 (H.263), VP8, VC-1, WMV9, MP3, AAC, uncompressed, AC3, Theora, Vorbis

Document formats: Office documents(MS-Office, LibreOffice: Word, Powerpoint), PSD, PDF, PS, EPS, TXT, HTML

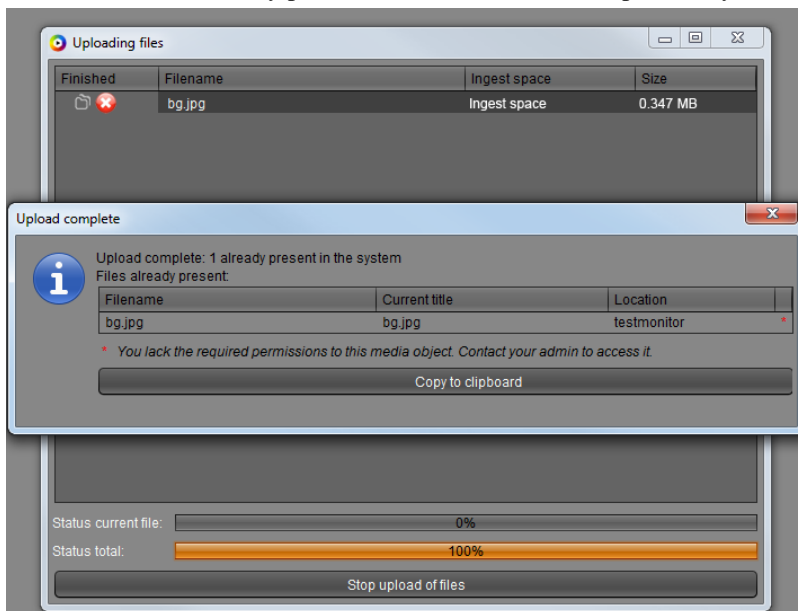
Which ingest spaces are visible to you depends on which ones are linked to your user, this is also configured in the settings.



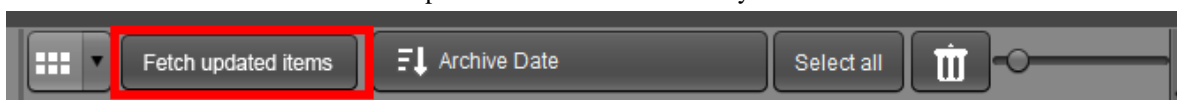
The field on the left side consists of a number of expandable panels (4 panels in this example), including one entitled "Search". Above that, you'll see a panel for each ingest space that has been linked to your user account. If you only see the panel entitled "Search", this means that no ingest spaces have been linked to your user account. Administrators can manage this. On expanding an ingest panel, its containing media objects appear in the central field. You can add media objects by clicking "Select file or folder", or by dragging and dropping them inside the dark gray window.



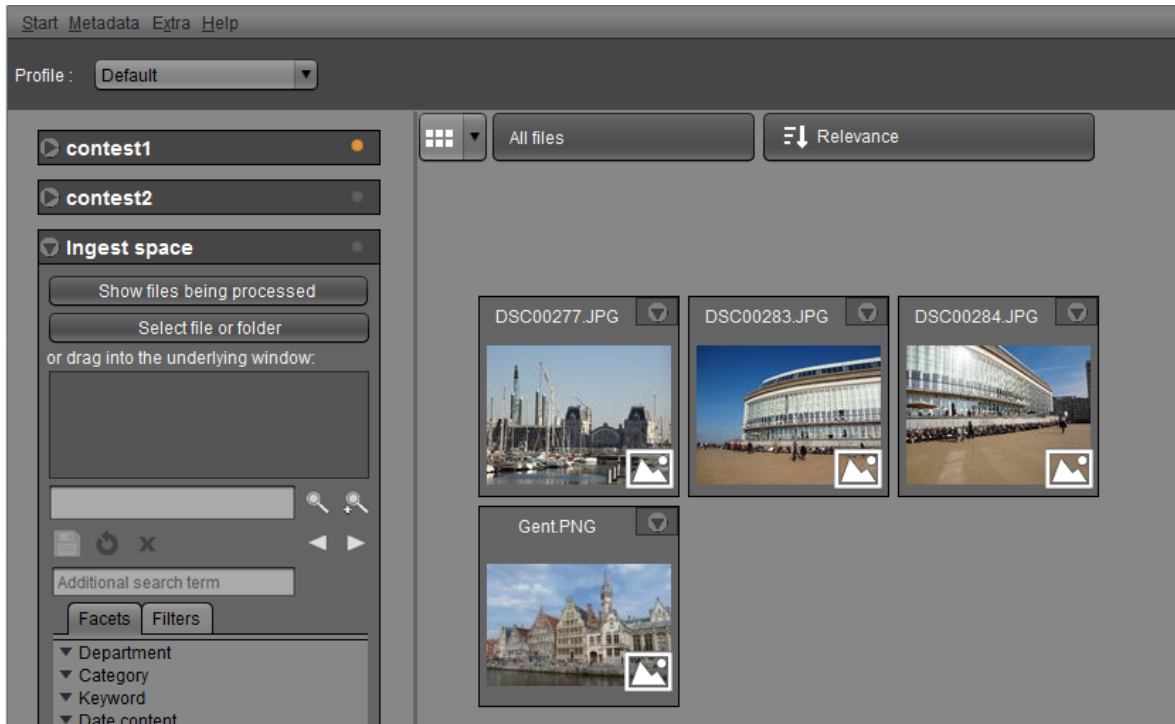
The upload can fail if you try to import the same file twice into MediaHaven. The application checks the content of the files and not the name. So if you rename the same file, the application will not accept it because the file still hasn't changed. Uploading two different files with the same name will work though. In the scenario of duplicate files, you will be prompted with a message box, after completion of the uploads, containing the details of the files already present in MediaHaven, more specifically their current names and locations.



After a few minutes the files will be imported into MediaHaven and you can retrieve them.



When you retrieve those media objects they will become visible in the ingest space, ready for adding metadata and to be published.



## 5.2.2. Metadata Only objects

Using the menu item "Start - New object" (or Ctrl + N) it is possible to add objects that are not yet linked to actual files. These will then act as place holders, to which you can add metadata just like it would concern regular objects, while waiting for the actual file to be added. Note; this function needs to be assigned to your user account in order to do this, which can be managed in the settings, see "Managing user functions".

On creation time of such an object, you are asked to provide a filename. It is important to enter the exact name of the file to be added later, including the extension. Once the object has been created, this can no longer be modified. If then at a later point, a file with this name is uploaded, it will be linked to the existing object with this filename.

## 5.2.3. Bulkupload

The MediaHaven software provides the possibility to upload a large amount of media at once. This is possible through the option bulk upload which is made available at the time of the initial ingest of the platform. (or after contacting Zeticon)

These images will be uploaded via FTP to the MediaHaven servers. This can be done from within Windows or Mac by means of a standard ftp client.

All folders names, the complete hierarchy, will be saved as keywords for the media objects.

The images that are uploaded through bulkupload are placed in a special ingest space from where they can be published to MediaHaven. Upon publishing you will be asked who is the owner of these media objects, this way the facet 'Department' can be correctly completed. The administrator can determine who will have access to this special ingest space.

## 5.2.4. Processing

As soon as a media object has finished uploading, a reference to it becomes visible in the ingest space (after clicking "Fetch updated items" if needed) but you can only add metadata to it and publish it as soon as the file

has finished transcoding, a process that usually takes a few minutes. When an object hasn't been transcoded yet you won't see a thumbnail picture yet. Using the button in the toolbar above the central field, which displays "All files" by default, you can change the view to only show the media objects that are being processed, only the finished ones, or all the media objects.

The progress of the media objects that are being processed can be monitored by clicking "Show files being processed". This shows the same files visible in the central panel using the "Files being processed" view, but with more details. Using the column "Position in queue", which will be available as soon as the files start transcoding, an estimate can be made of how long it will take for the media object to be completely available for editing and publishing.

Above this list, a status indicator is shown which represents the current state of the system; in case of normal load of the transcoding system, this indicator will be green, in case of heavy load, yellow, and in case the system is inactive, red. Next to the status, the current average processing time per media object is shown.

A status indicator also resides in the title bar of each ingest space, lighting up as soon as the ingest space is expanded. This indicates if the ingest space is currently processing uploaded files. In that case it will be orange colored, and the number of files that are being processed is shown in a tooltip above the indicator. When the ingest space has no more files that are being processed, the indicator turns green.

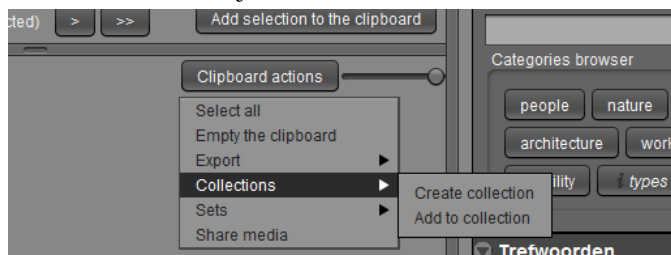
## 5.2.5. Ensembles

In MediaHaven we are able to group media objects in special containers. We call these containers ensembles. In this section of the manual we will describe the different types of ensembles that are available.

### 5.2.5.1. Collections and sets

In the management module we can create, edit and remove collections and sets.

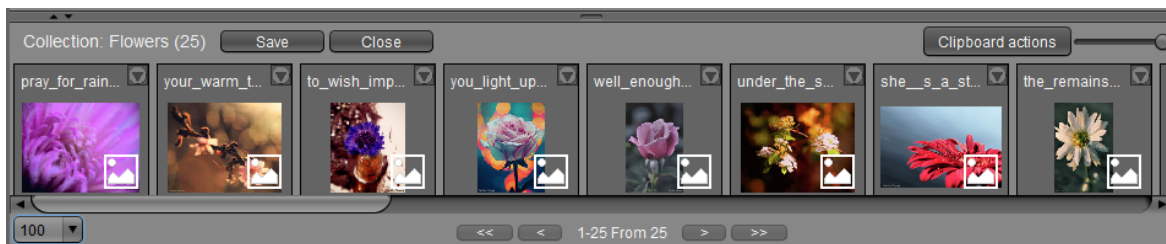
We can create a collection or a set by first selecting the media objects we want to see included, then activating the context menu by clicking one with the right mouse button, and selecting "Collections - Create collection", or "Sets - Create Set". Alternatively, you can add the desired files to the clipboard and opt for the same action in the "Clipboard actions" menu. This allows you to choose a way larger number of media objects for the initial content of the collection or set. Adding media objects to a collection or a set is equivalent, "Add to collection/Set" being the relevant action here. A dropdown menu will appear offering all the possible choices of collections and sets to add the object to.



A collection in the management module is characterized by the folder icon in the bottom right, a set is characterized by a paperclip.

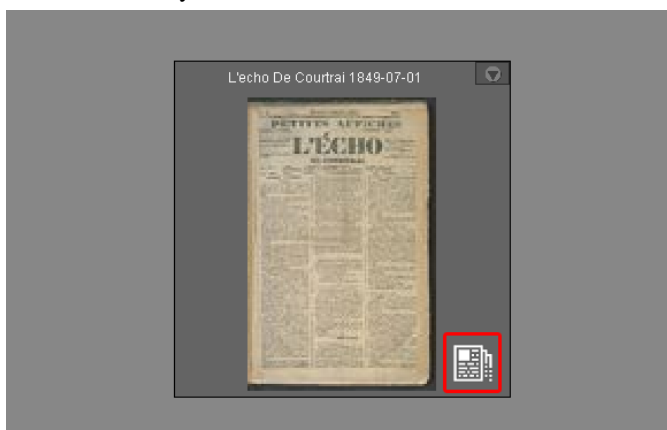
The preview image of a collection or a set is that from its first containing object. You can change the order of objects in the collection or the set by first loading it in the clipboard (by clicking it and choosing "Load set/collection in clipboard"), and drag and drop its objects until the desired order has been reached. To drag an object, click and hold its title and drop it in between two other objects. This can be done with several objects at once by first selecting them. Click on Save next to the title of the collection or set to save the changes. Note: This saves changes in the number or order of the collection or set, editing its metadata occurs in the Metadata selection at the right side. See Media annotation for more info. Note; if dragging a media object to the first position doesn't seem to work (which happens in some resolutions), you can alternatively right click it and choose "Move to first position".



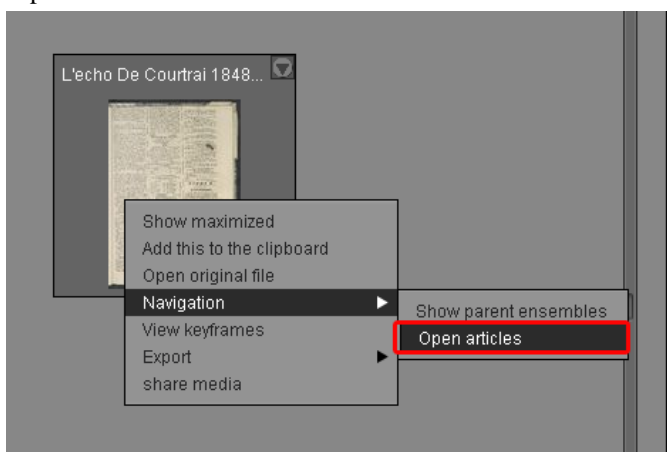


### 5.2.5.2. Newspapers

Finally we have a special type of ensembles named newspapers. This kind of ensemble is used exclusively to contain an entire newspaper. The media type of the ensemble is named newspaper. The children are all of the type newspaperpages. In contrary to collections and sets, the children of a newspaper can not be loaded into the clipboard and the sequence can not be changed. A newspaperpage can contain fragments called articles. If a newspaper is present in your set-up, all these types can be found under the 'Mediatype' facet in the facet list, within the currently active search panel or ingest space panel, on the left side of the screen. This enables us to quickly navigate to the desired media objects. Like collections and sets, newspapers also have an icon in the lower right corner of the preview image. At this moment you cannot upload newspapers to the system. This has to be done by Zeticon.



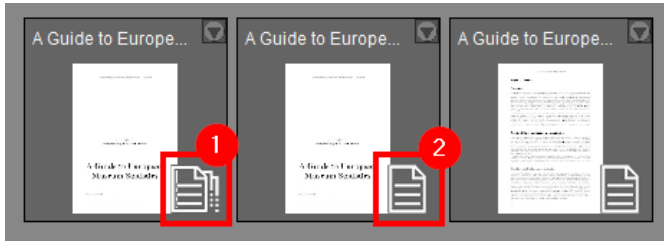
Double clicking the preview of a newspaper in the center panel will load its containing newspaperpages. If we want to see the articles of the page, we can right click the preview image, select 'Navigation' and click 'Open Article'.



### 5.2.5.3. Pages

Ingesting a document (1) with pages (PowerPoint, Pdf and Excel) creates pages (2). This feature is configurable per organization. You can navigate from a document to its pages by selecting the document and right click

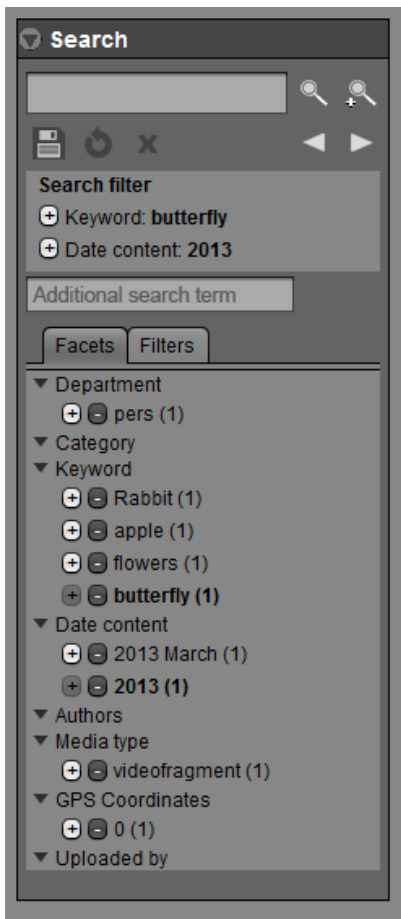
the preview image, select 'Navigation' and click 'Open pages' and in the other way by selecting the page and choosing 'Open document'.



### 5.2.5.4. Navigation

To open an ensemble in order to view its containing media objects, double click it. Using the navigation arrows in the active search panel at the left side, you can navigate backward to the previous (in this case parent) view after opening an ensemble. It is also possible to display the parent ensembles to which any media object belongs, by right clicking it and choosing 'Navigation' - 'Show parent ensembles'. This will produce an overview of all ensembles (like collections, sets, newspapers,...) this media object is a member of.

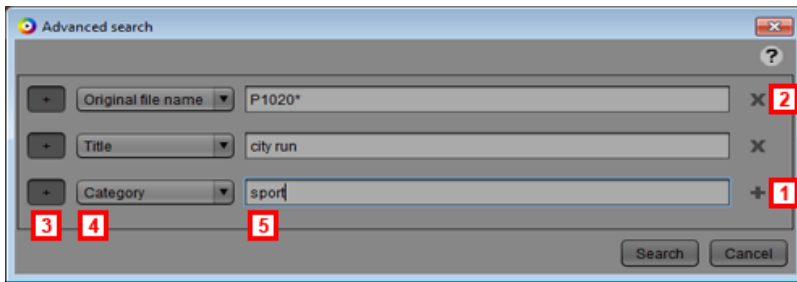
## 5.3. Search media



In both the ingest space panels and the search panel, searching works similarly to the website. There is a search box in which search terms can be entered, using a search field for the main search query, that resets the search when using it, and an additional one for extra search terms, that can be used to refine the search query. There is also a list of facets at your disposal that can be added to the search filter (including the "empty" facet option, at the bottom of every facet option list), either to be included in or excluded from the search results. This is determined by clicking the plus or minus button left side of the facet, or by right clicking the facet and choosing in- or exclude.

After adding facets to the search filter, their state - included or excluded - can still be modified using their plus or minus buttons under Search filter. This way, search terms can - similarly to facets - be set up to be excluded from instead of included in the search filter. Search terms and facets can be removed from the search filter by clicking them. The X button resets the current search query, while the one with the circular arrow reloads it.

Finally, there's the possibility to perform an advanced search for objects, using the search button with the plus icon. This pops up a window in which it's possible to fill facet-specific search terms, visualised in rows. You can either select one of defined facets or fill in a custom one.



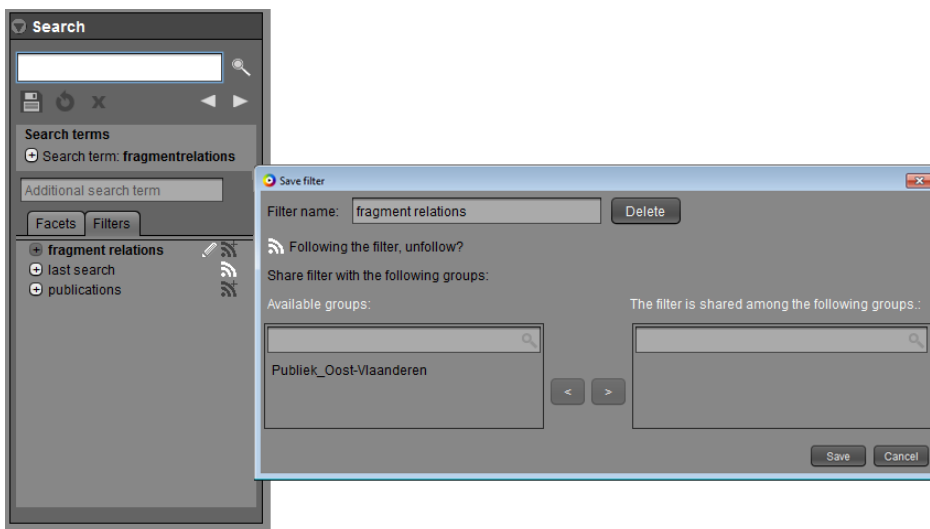
Next to every row, there's a plus button [1], used to add a new row. Deleting one is done by the cross button [2]. Per row there are three settings, the option to include or exclude the search term [3], the facet in which is being searched [4], and the search term itself [5].

The two triangular arrow buttons in the search box offer the possibility to recall previous search queries, up until 20 searches ago. This way you can navigate backward and forward through previously performed search queries, just as you do in a web browser.

### 5.3.1. Filters

You can save your search at "Filters". In this way your used facets and search terms are saved for later use. If desired you give a keyword and select facets. When you choose to save (using the floppy disk button) you will get a new screen. Here you can set the name of the filter and select the user groups that can use the filter. Once saved, the query is shown in the list of filters. Only the user who created the query can change or delete it, this can be done by selecting the query and clicking the pencil. You will get a dialog where you can change the name or the groups and have the possibility to delete the filter. These filters can also be used on the Mediahaven website. Een gebruiker kan rapporten per mail ontvangen van wijzigen die gebeurd zijn aan bestanden uit de filter, door de filter te volgen. A user can get reports by mail for changes made to objects from a filter, by subscribing to the filter. A user can only indicate for himself what filters he wants to subscribe to. There are 3 ways a user can subscribe to a filter:

1. in the filters tab selecting the icon next to the filter
2. when creating a new filter or editing a filter, the user can click on the icon "Not following the filter, follow?" The text will change to "Following the filter, unfollow?" once the user follows the filter.
3. in the administrator in the tab "User information" the user can select what filters he wants to follow from the list.



## 5.4. Media annotation

Using the management module it's possible to annotate media objects, ie provide them with metadata. Metadata is information that you can allocate to an object, like a description, a date of creation, a location, but also completely customized fields, depending on your needs.

Some of this data is automatically extracted from the original files at ingest time, the other information is entered using user controls, at the right side of the screen. The available selection of user controls depends on the selected profile (top left). Profiles are sets of user controls and are linked to user groups, so the choice of available profiles to annotate objects depends on which profiles are linked to your usergroups.

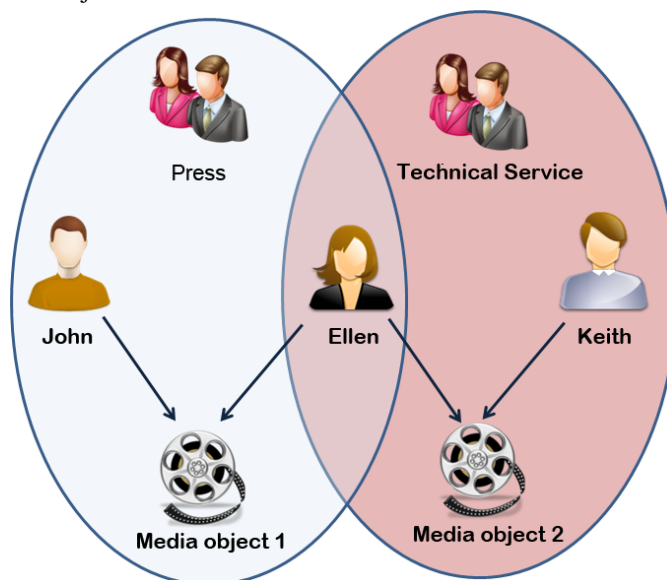
See "Managing metadata profiles" for more information regarding profiles and their controls.

### 5.4.1. Permissions

To be able to edit or delete media objects, you need certain permissions. These permissions are managed by administrators, and consist of:

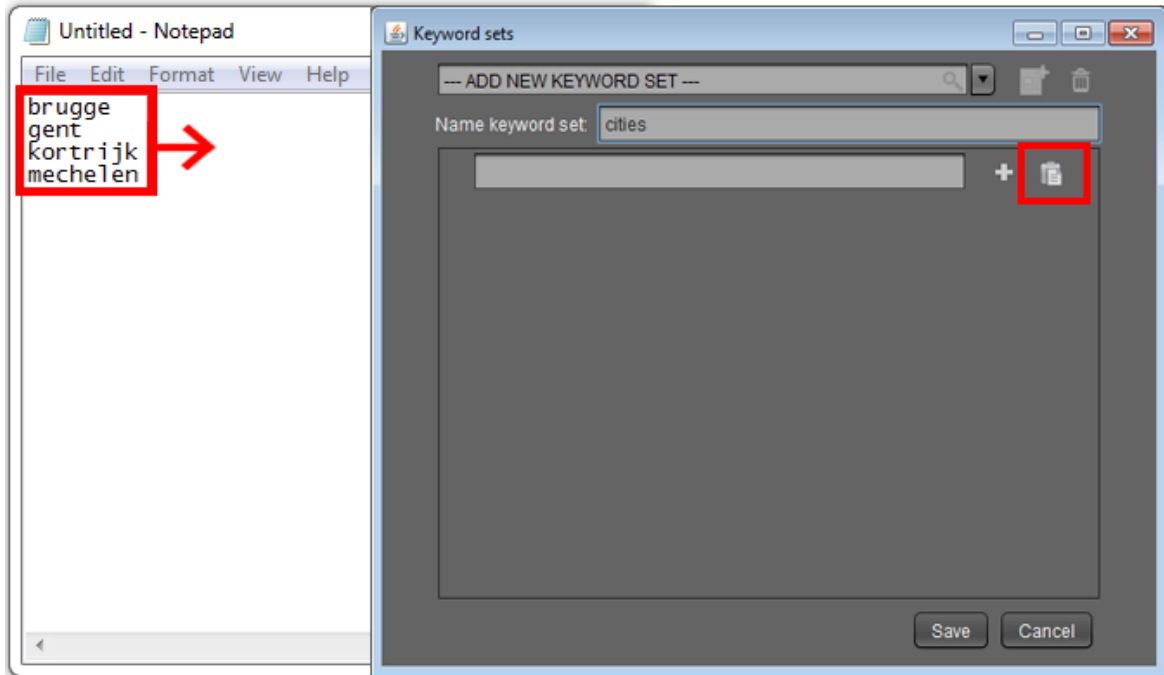
- Write and delete permissions for the active user. This is set up in your user account.
- Write permissions for at least one of the groups you're a member of. The specific permissions that apply to media objects (who can view, edit, and download them) are granted on group level and can be viewed or edited by first selecting a profile that contains a permission control, and then clicking an object. In the permission control a list is shown with the groups you are a member of, and their view, edit and download permissions on this object.

The diagram below illustrates the concept of these group permissions. The Press group has no permissions on Media object 2, and hence their members are unable to see it. User Ellen however is also a member of the Technical Service group, which does have permissions on Media object 2. Therefore, she is able to see this object.



### 5.4.2. Keyword sets

It's possible to manage keyword sets using "Keyword sets" in the Metadata menu. This opens a new dialog with a dropdown menu from which you can select existing keyword sets to edit them, or "ADD NEW KEYWORD SET" to create a new one. There's a text field to edit the name of the set, and using the text fields in the black frame below, you can provide the keywords. Click the plus icon to add a new one, or click the paste icon next to it to instantly import multiple keywords from the clipboard of the operating system, for example from a text editor (see screenshot)



## 5.5. Editing image previews

In the management module, you can edit the previews of images in the following ways; rotation, cropping and mirroring. This only affects the previews, that are visible as thumbnails in the search results of the management module and the website, but leaves the originals intact. To do this, choose "Edit preview" in the right button context menu of an image. A new window will appear where you can perform the desired modifications. Don't forget to hit "Save" in the end. The modifications will become visible after some brief processing. Refresh the view using F5 in case they aren't visible right away.

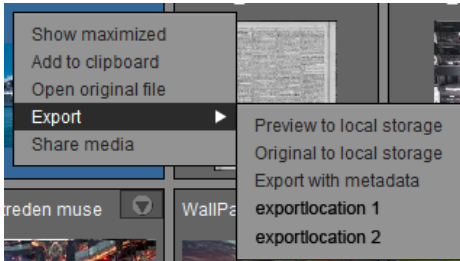


## 5.6. Exporting

Just like in the website, it's possible in the management module to export media. The possibilities are:

- Exporting the preview to local disk or network.

- Exporting the original to local disk or network.
- Exporting the preview including metadata to local disk or network. See Settings - Managing metadata translations to set up translations between MediaHaven metadata and the eventual EXIF metadata.
- Exporting of the original to a pre-defined export location. See Settings - Managing export locations to manage these.



To do an export action, you can right click an object, if desired after first selecting several objects, and highlight "Export". The options listed above will become visible. To export a large number of objects, you can also add them to the clipboard and using the button "Clipboard actions", again choose for "Export". The same options will appear.

*Important remark:* you can only download the originals if you have the rights to do so.

## 5.7. Video playback

*To be able to play back video, Java Virtual Machine version 7 or higher is required.*

Just like in the website it is also possible to play video fragments in the management module. You can do this by double clicking on the desired fragment.

The player will open in a new dialog.



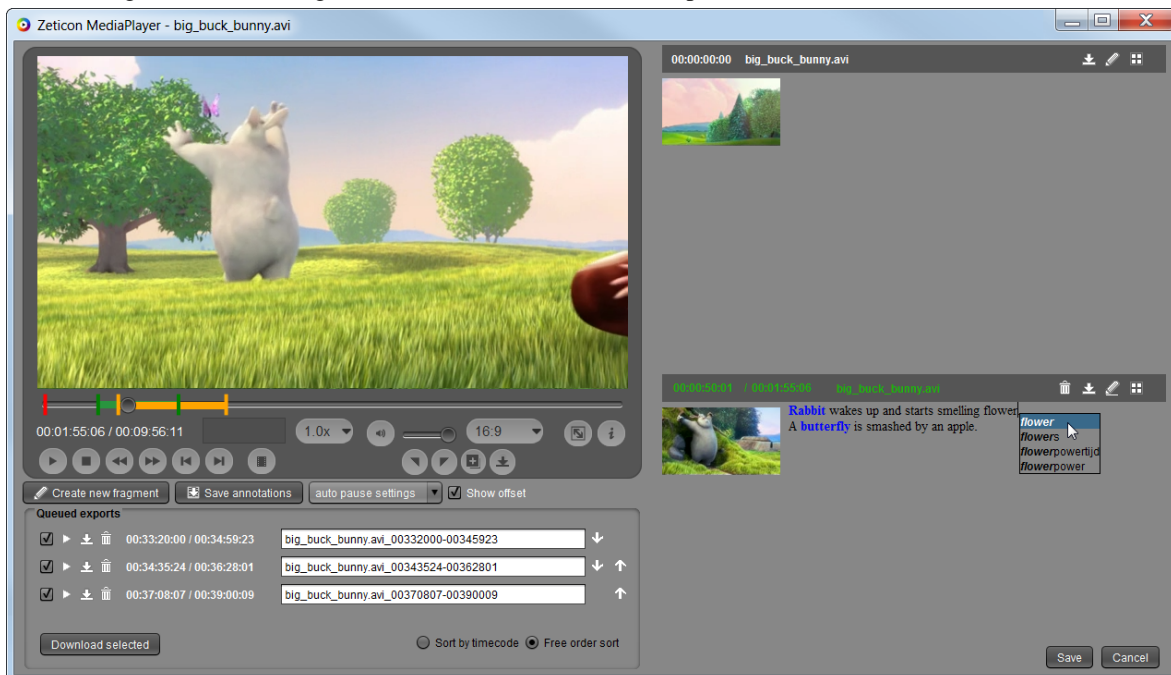
1. Time codes with above a timeline which allows you to scroll through the video.
2. Enter time code to jump to.

The player fills the : automatically ,  
 after you press enter or tab the player will jump to that position in the video.  
 If you haven't filled in the complete time (hh:mm:ss:ff), the player will automatically add extra leading 0's.

3. Speed of playback (1x, 2x, 4x normal speed)
4. Adapt volume with scrollbar
5. Edit aspect ratio
6. Toggle fullscreen view and show all keyboard shortcuts
7. Basic video controls
  - a. Play/pauze
  - b. Stop
  - c. Rewind 10 seconds
  - d. Fast forward
  - e. Previous frame
  - f. Next frame
8. Toggles the keyframes panel (see "Management module - Management module - Keyframes" for more information)

## 5.8. Video annotation

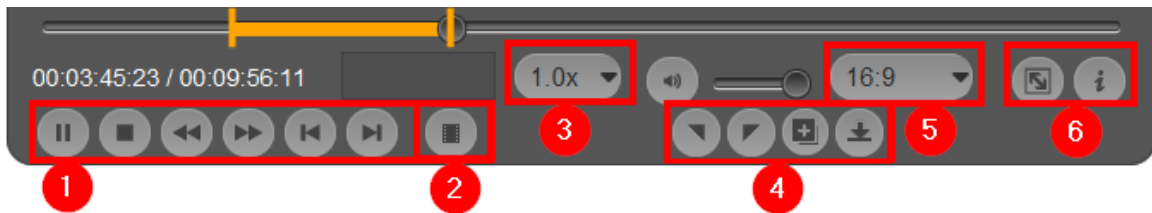
Through the video annotation it is possible to add extra information to a video.  
 You can create different fragments with a specific start and stop time and add metadata to these fragments. These fragments are also searchable in the uploader and the website.



The player opens in a new dialog and you will see the different fragments on the right side.  
 The videoplayer will also show the included subtitles.

The keywords of the fragments will be marked and you can add keywords by typing a partial or a complete word and selecting the keyword from the auto completion box.

## 5.8.1. Videoplayer buttons



1. Standard video controls:

- a. Play/pauze
- b. Stop
- c. Rewind 10 seconds
- d. Fast forward
- e. Previous frame
- f. Next frame

2. Toggles the keyframes panel (see "Management module - Management module - Keyframes" for more information)

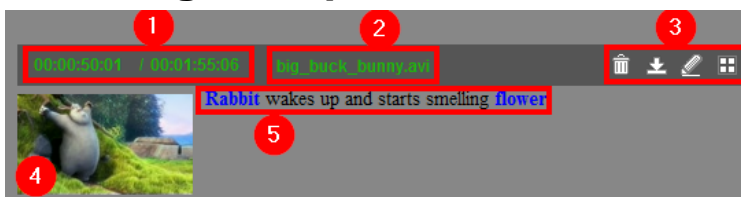
3. Playback speed

4. reate a new export fragment. Start and stop position on the timeline, create a new fragment from the export fragment or export this new export fragment.

5. Edit aspect ratio (default, 4:3, 16:9)

6. Toggle fullscreen view and show all keyboard shortcuts

## 5.8.2. Fragment panel



1. Starttime / endtime fragment

Click on the starttime or endtime: player jums to that time.

2. Title of the fragment

3. Fragment actions:

- a. Remove fragment
- b. Add fragment to the downloadlist
- c. Edit fragment (pause automatic selection of fragments)



- d. Change fragment preview
- 4. Preview of the fragment.
- 5. Description with in blue the keywords.

### 5.8.3. Play settings

- 1. Indicating when the video should pause automatically.



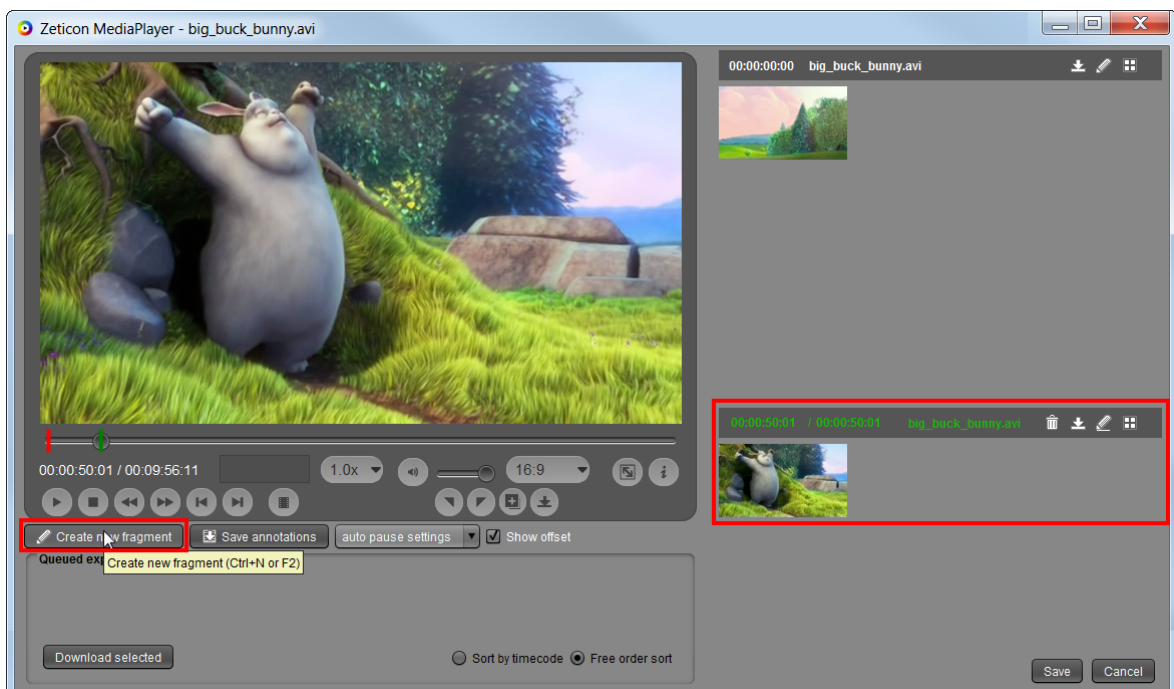
The video player has 3 settings to pause automatically:

- a. auto stop: The videoplayer will be paused when a fragment is detected.
  - b. stop new end time: The videoplayer will be paused when a fragment is selected.
  - c. stop selected: The videoplayer will be paused when the end time of a fragment is changed.
- 2. Show/hide offset

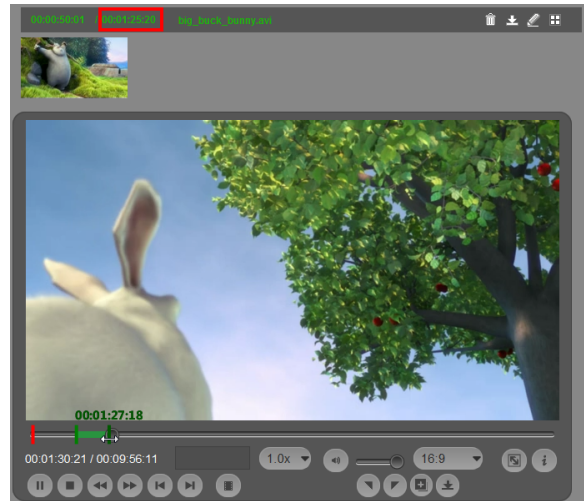
If an offset is given to the video, you can show this or start the video at 0. When saving the annotations the timestamps will be shown as in the video.

### 5.8.4. Create a new fragment

The player is designed for quick creation of new fragments. While the video is playing you can create a new fragment with the button "Create new fragment", the start time of the new fragment will be the current time on the timeline.



Next to the start time you can type the end time of the fragment or press "F3" to use the current time on the timeline as the end time. Another way of giving an end time to the fragment is by dragging the green line on the timeline to the desired point, when dragging the line the new time will be shown above the line.



You can provide a new title and description for the new fragment and save it. While typing the description you can use the auto completion box to add keywords to the fragment. When selecting the preferred keyword from the list (with the mouse or arrow keys), that word will be shown in blue and added as a keyword. Removing the keyword is possible by using backspace.

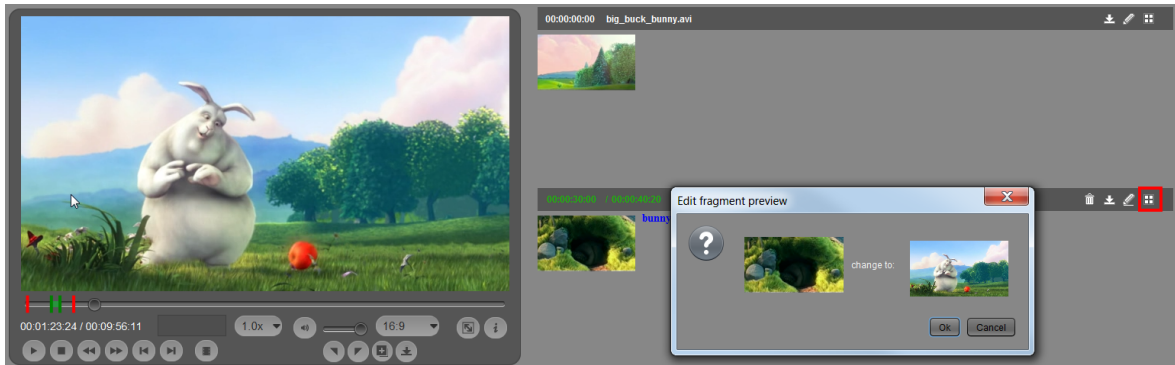


The description of the fragments can be exported to PDF, Excel or Word by "save annotation".

### 5.8.4.1. Change the preview of the video



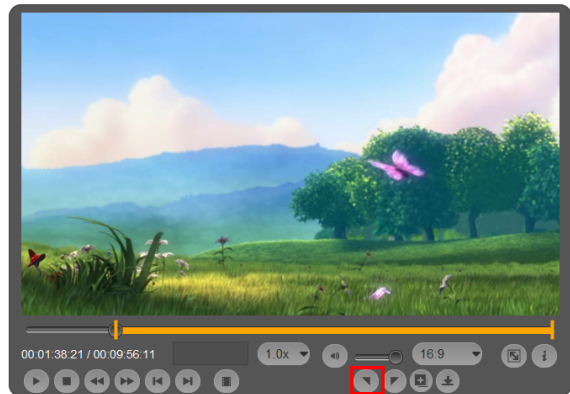
The preview of the video can be changed by clicking on the icon when the desired frame is shown on the video player. The preview of the video and the video fragments can be changed individually.



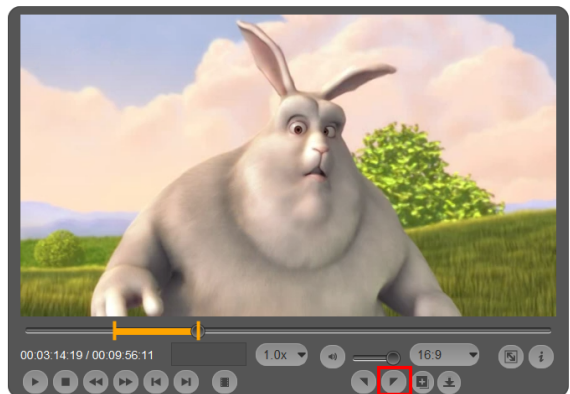
## 5.8.5. Creating export fragments

The player is designed to allow a quick and easy creation of new export fragments.

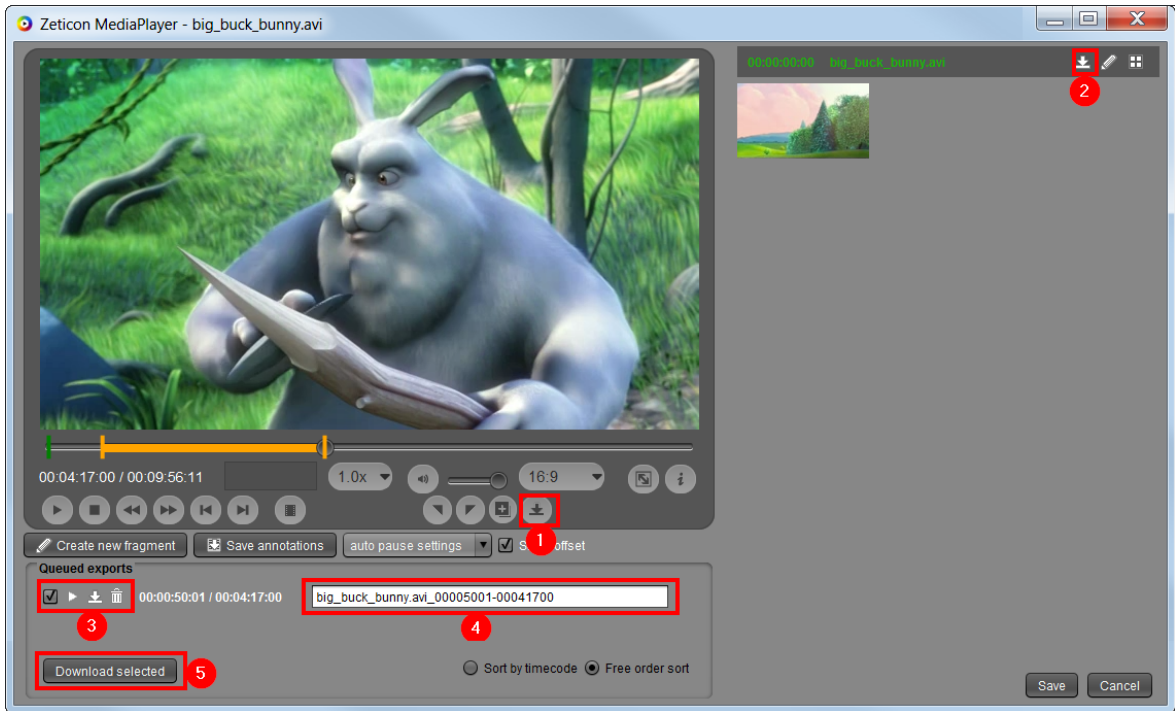
Using the buttons a new export fragment can be created while the video is playing, the start time of the new fragment will be the current time on the timeline.



When selecting the stop time further up in the timeline, the export fragment will be created.

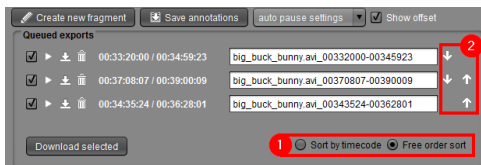


### 5.8.5.1. Downloading export fragments.

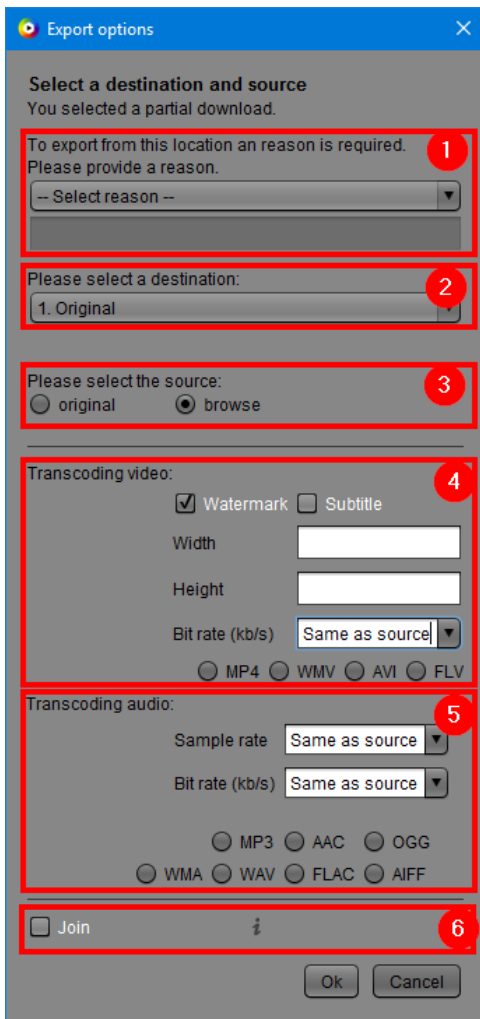


1. Add indicated export from video player to the queued exports.
2. Add selected fragment to the queued exports
3. Queued exports controls:
  - a. Add selected export to the list for downloading.
  - b. Play export
  - c. Download export
  - d. Remove export from the list
4. customizable filename of the export (standard title of the fragment)
5. Download all selected exports from the list.

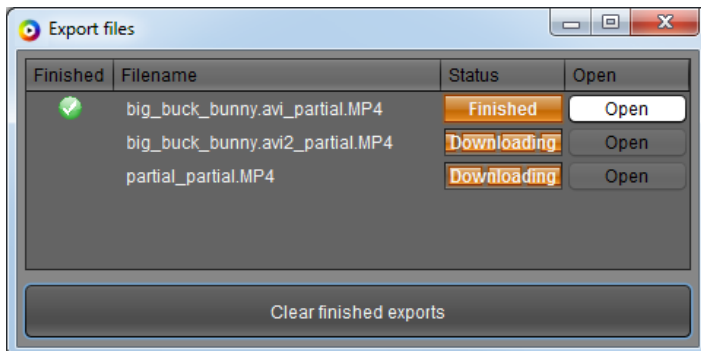
The exports are exported in the order shown in the queued exports list. The order can be changed by selecting "Free order sort" (1). When joining exports in one file, the order shown in the queued exports list is used, with the arrows on the right (2) the order can be changed.



When downloading you can:



1. Provide a reason if needed.
2. The file can be written to local disk or to a remote ftp server. (The ftp server has to be linked to the user, this can be done in the settings)
3. Choose whether you want to download the original version or the browse. (the original can only be selected when downloading an MXF)
4. Alter video: (only visible with video files)
  - a. Add a predefined watermark and subtitle, these have to be already present in the database.
  - b. Change dimensions or bit rate of the video, enter whole numbers
  - c. Convert the video to another format.
5. Alter audio:
  - a. Change sample rate or bit rate
  - b. Convert the audio to another format. (only visible with audio files)
6. Join the export fragments into 1 file. (only visible when downloading multiple export fragments)



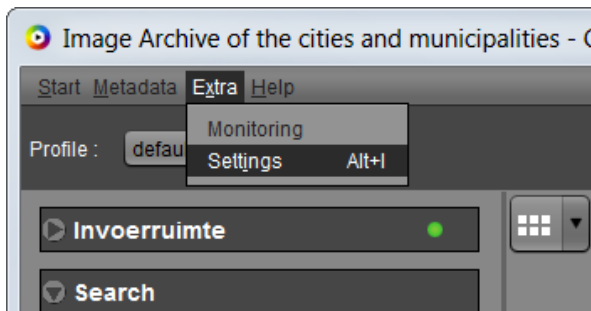
From the moment the video is finished you can play it.

---

# Chapter 6. Settings

This chapter will discuss the configuration of the settings of the MediaHaven Pro installation. This includes the management of users, groups, rights and so on. Depending on the users profile, the user sees more or less tab pages explained in this manual.

You can change the settings through the menu "Extra>Settings".



## 6.1. Managing users and groups

### 6.1.1. User information

In the user information tab, you can change the name, e-mail address, password, language of preference and a couple of personal preferences of the currently logged in user. If this is a non-admin user, these are the only settings you can manage.

MediaHaven Administrator

**Change personal information**

Login:  ⓘ

Email:  ⓘ

Lastname:

Firstname:

Password: [Change password](#)

Language:

**Personal preferences**

Default group:

Default profile:

Results per page:

Sort by:

Sort direction:  descending  ascending

**Subscribed filters**

Subscribe to filters by putting them in the second column

Available filters:

User is subscribed to:

After changing the language it is required to restart the application so that the chosen language will be used.

When you change the password a new dialog will be opened where you need to enter the old and the new password. After saving the new password will be active. Changing the password is only possible for users that are administered by MediaHaven Pro. When your installation uses external authentication systems like for example Active Directory then passwords need to be changed there.

As a non-admin user, you can only change your own name and password, your preferred language and some personal settings, including:

- The default department. On publishing objects from an ingest space and on creating ensembles, a department should be allocated. To enter this department, a selection list is shown with the departments that are linked to the current user. The default department determines which of the available ones will be selected by default in the list.
- The default profile. This profile with accompanying user controls will be selected by default on launching MediaHaven.
- Using "Results per page", "Sort by" and "Sort direction", you can finetune the way you want the media objects to appear.
- The filters you want to follow see "Management module - Filters", by putting them in the right list.

## 6.1.2. User management

The management of individual users is possible through the tab "Users". Upon opening this tab page you get an overview of the information of the selected user and/or the possibility to add a new user.

MediaHaven Administrator

Current organisation: **Gent**

Enter user by login or e-mail address: (MediaHaven authentication)

---

### User information

Login:  UID: 4c2901d4-e22d-4fa0-81af-8272ca433e46

Email:

Lastname:

Firstname:

Password: [Change password](#)

Rights:  View  Edit  Download  Delete

The user has no ingest space!

---

### Personal preferences

Default group:

Default profile:

Results per page:

Sort by:

Sort direction:  descending  ascending

---

### User functions

Link functions to the user by putting them in the second column

Available functions:

- Admin AD users
- Admin groups
- Admin ingest spaces

User has functions: ies:

- Admin all organisations
- Admin export locations
- Admin external users**
- Admin users

---

### Groups

Link groups to the user by putting them in the second column

Available groups:

- Iedereen\_Oost-Vlaanderen
- Oost-Vlaanderen

User is a member of:

- Publiek\_Oost-Vlaanderen

---

### External groups

Add external groups to the user by putting them in the second column

Available groups:

- Publiek\_Ledeberg (Ledeberg)

User is a member of:

- archief (test - private link)
- Pers (Gent)
- Publiek\_Gentbrugge (Gentbrugge - private link)

---

### Ingest spaces

Link ingest spaces to the user by putting them in the second column

Available ingest spaces:

- Ingest space Oost-Vlaanderen

User is a member of:

- 

---

### Export locations

Link export locations to the user by putting them in the second column

Available export locations:

- 

The user is linked to:

-



On this tab page there are 5 information blocks for the administration of

- General user information.
- The functions the user can perform.
- The groups where the user belongs to.
- The ingest spaces where the user has access to.
- The export locations that the user can access.

A new user can be created by selecting the option "ADD NEW USER" in the drop-down menu and entering all needed information.

You can select an existing user by entering (part of) the name in the drop-down menu or by selecting the user from the list. After selecting the user all information will be completed in the fields below. These can then be edited where needed. Only system users can edit system users.

### 6.1.2.1. User information

Here you can change the general information of the user like login name, e-mail address, first name, last name, language settings and the specific rights assigned to the user. You can also edit the user's personal ingest space. By filling in an e-mail address the user can change his password on the website.

### 6.1.2.2. Groups

A user can be member of one or more groups. When a user is a member of a group, he can view, edit or download the images, that are managed by the group, depending on the specific settings of the rights. Setting which groups the current user is a member of, is done using two lists, the left one shows alle available groups and the right one shows all groups the user is a member of. Using the arrows or by double clicking them, you can put the groups in the proper list. These kind of lists are used in several places in the settings, to make links. When you change the name of a group, it will not change the name of the group for existing media. Only new media will have new groupname.

#### 6.1.2.2.1. External groups

A user can be added to an external group. (An external group is a group owned by another organization) There are 2 kinds of external groups:

- The first kind of external groups are groups who are shared with an entire organization. The organization who owns the group decides with what other organizations they want to share the group. How to share a group with other organizations is explained in "Settings – Managing users and groups - Group management – External organizations". Once the organization of the user is added to a group, the group appears in the left column and the user can be added to the external group.
- The second kind is a private link. In this instance a single user is added to an external group. Not the entire organization is added to the group. A private link can be removed but not created through the users tab. Only the owner of the group can add external users to the group in their group tab and thus create a private link.

In this list all the groups that are shared with the current user, are shown. This includes the private links and the groups that are shared with the entire organization. The groups that are shared with the organization can be found in the left column. To add a user to a group, simply put the group into the right column. To remove a user from a group, put the group back in the left column. When we see "name organization – private link" next to the group, it means that we are dealing with a private link created by the owner of the group. This private link can only be removed.

### 6.1.2.3. Ingest spaces

When new media content is added to the platform it will not be visible for everybody. First of all the media files are placed in an ingest space where the user with the necessary rights can publish them so that other users

can retrieve them. Ingest spaces can be personal, but they can also be shared among different users. Within this tab page it is also possible to select the ingest spaces a user will have access to.

### 6.1.3. Group management

Groups can be managed via the tab "User Groups". Upon opening this tab page you will get an overview of the information of the selected group. It is also possible to create a new group.

The screenshot displays the MediaHaven Administrator interface for managing a group. The current organisation is set to 'Gent'. The selected group is 'Pers'. The interface is divided into several sections:

- Group information:** Shows the group name 'Pers', its unique ID (3ee37b79-3dd2-4a70-b901-f140b8452604), and the organisation 'Gent'. Default rights are set to 'View', 'Edit', and 'Download'.
- Internal users:** Allows adding users to the group. Available users include 'mkasteels; Mieke Kasteels', 'test@gent; test gent', 'tjanssens; Tim Janssens', and 'zeticon@gent; Zeticon Support'. The group currently contains 'kverbruggen; Koen Verbruggen'.
- External users:** Allows adding external users. Available users are shown in a dropdown menu. The group contains '(Oost-Vlaanderen) egoosens; Els Goosens', '(Oost-Vlaanderen) ssimons; Stijn Simons', and '(test) zeticon@test; Zeticon Support'.
- External organisations:** Allows adding external organisations. Available organisations include 'test'. The group contains 'Gentbrugge', 'Ledeberg', and 'Oost-Vlaanderen'. The group's default rights are 'View', 'Edit', 'Download', and 'Hidden'.
- Profiles:** Allows linking profiles to the group. Available profiles are shown in a dropdown menu. The group can use the 'default' profile.

Buttons for 'Bewaren' (Save) and 'Annuleer' (Cancel) are located at the bottom right of the interface.

In this tabpage there are 3 visible blocks for managing

- General group information.

- Assign users to groups.
- Add profiles to groups.

The creation of a new group can be accomplished by selecting "ADD NEW GROUP" in the drop-down menu and completing the needed information.

You can select an existing group by entering the name (or part of) in the drop-down menu or by simply selecting the group from the list. After selecting the group all fields below will be completed with the information contained in the group and you can edit them where needed.

### 6.1.3.1. User group information

Here the general information about a group, like the name and specific rights, can be adjusted where needed. It is also possible to remove a group.

### 6.1.3.2. Users

A user can be member of one or more groups. When a user is a member of a group, he can view, edit or download the images, that are managed by the group, depending on the specific settings of the rights. In this block users can be added or removed from the group by selecting the user and then using the arrow buttons. Only system users can add or remove system users from a group.

### 6.1.3.3. External organizations

This part is only visible if the user has the function "admin all organizations".  
To add external organizations to the group, simply add them to the list.

When "hidden" is unchecked, users belonging to external organizations can be added to the group. Otherwise the group will not be visible between the external groups in the settings screen of the external organization.

This step is explained in "Settings – Managing users and groups – user management – external groups" .

The group will be added to all the new objects that are uploaded by the external organization.  
The group will have the rights on the objects as is set in the configuration screen: read, write and download.  
Rights can be set for each organization separately.

For example: Ghent has a group named "press". Ghent decides to share this group with organizations "Oost-Vlaanderen" and "Ledeberg".

From now on, all the objects that are added by either "Oost-Vlaanderen" or "Ledeberg" are visible to the group "press".

Specifications:

Oost-Vlaanderen: V read; V write; V download; X hidden

Ledeberg: V read; V write; X download; V hidden

Example for "Oost-Vlaanderen":

Ghent didn't check the option "hidden" for Oost-Vlaanderen. This way Oost-Vlaanderen can add his own users to the group "press".

They add the user "James" to the external group "press".

James is now able to see, edit and download all the objects that were in the group before he was added and he will be able to see and edit all the future objects that will be added by Ledeberg, but they won't be able to download them (download for Ledeberg was unchecked)

Users of Ghent will be able to see and edit and download the objects of "Oost-Vlaanderen". (Normally so would the users of Ledeberg, but the group is hidden for them.)

Example for "Ledeberg"

Ledeberg isn't able to add users to the group "press".

Therefore users of the organization "Ledeberg" won't be able to see the objects belonging to the group "press".

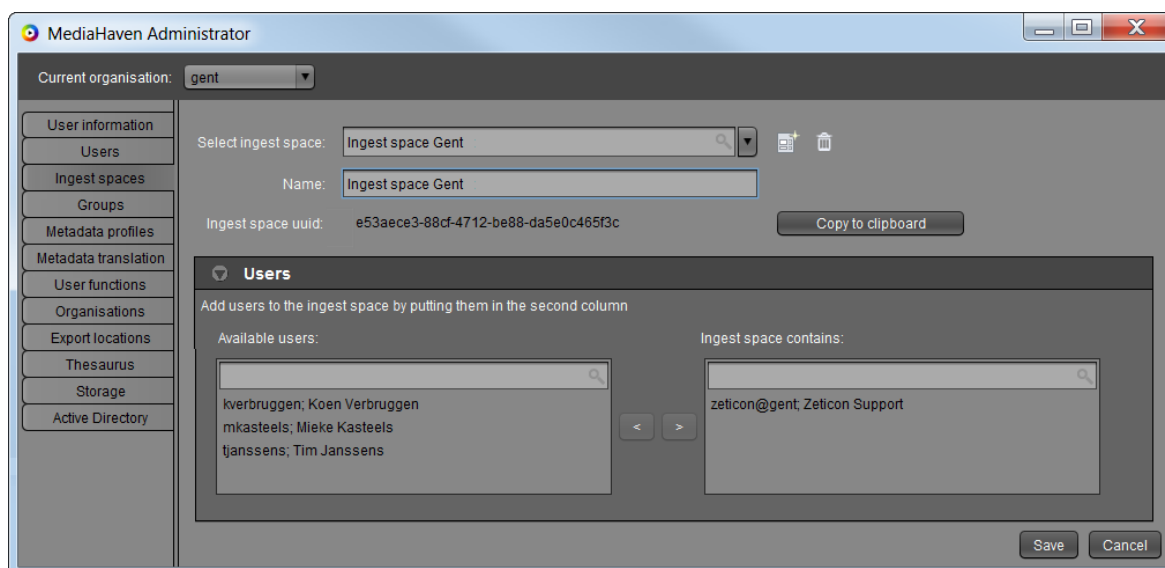
Users belonging to Ghent or Oost-Vlaanderen will be able to see and edit the objects of "Ledeberg".

### 6.1.3.4. Profiles

Profiles determine which metadata fields a user can view and edit. These profiles are added to groups and not to individual users. There are different preconfigured profiles in the application. By selecting a profile and making use of the arrows one can add or remove a profile to or from a group.

## 6.1.4. Ingest spaces management

When new media content is added to the platform it will not be visible for everybody. First of all the media files are placed in an ingest space where the user with the necessary rights can publish them so that other users can retrieve them. Ingest spaces can be personal, but they can also be shared among different users. Configuring which users have access to which ingest space can be done in this tab page. System users can be changed by other system users.



In the drop-down menu the desired ingest space can be selected in the list or it can be searched by entering part of the name. After selecting the ingest space you will get an overview of which users have access to the ingest space and which users don't have access. With the use of the arrows it is possible to give users access to an ingest space or to take away their access.

A new ingest space can be created by selecting "ADD NEW INGEST SPACE" in the drop-down menu. Then the name can be entered and the users who will have access can be selected.

You can remove an ingest space by selecting the ingest space and clicking the button "Remove ingest space".

## 6.2. Managing export locations

In MediaHaven it's possible to define fixed export locations, that can then be used - both in the website as in the management module - to export media objects to.

# Settings

The screenshot displays the 'Settings' page for 'Export locations'. A sidebar on the left contains navigation links: User information, Users, Ingest spaces, Groups, Metadata profiles, Metadata translation, User functions, Organisations, **Export locations** (highlighted with a red circle 1), Thesaurus, Storage, and Active Directory.

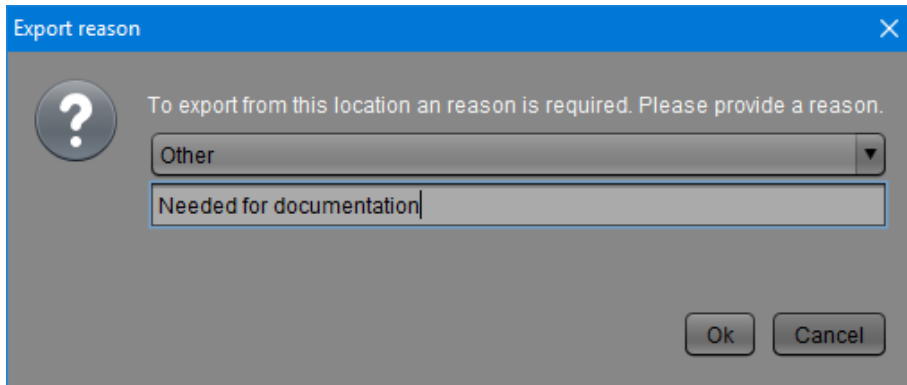
The main content area is titled 'Select an export location: -- ADD NEW EXPORT LOCATION --' (highlighted with a red circle 2). Below this is a 'Default export location' checkbox (checked) with a red circle 2 next to it.

The configuration is organized into several panels, each with a red circle number:

- Export location information** (red circle 3):
  - Name: [text input]
  - Server: [text input] Port: 21
  - Username: [text input] Password: [text input]
  - Path: / [text input] Protocol: ftp
  - Temp filename + extension: [text input] Temp path: [text input]
  - Priority: 1 [dropdown] HTTP URL: [text input]
  - Folder per day:  Unique Folder:
  - Requires export reason:
- Export image preferences** (red circle 4):
  - Active:
  - Width: [text input] Height: [text input]
  - Top: [text input] Bottom: [text input]
  - Left: [text input] Right: [text input]
  - Rotate: [text input]  JPG  PNG  TIFF  PDF
  - Watermark active:
  - Watermark source: [text input] Watermark opacity: [text input]
  - Watermark scale: [text input] Watermark position: [dropdown]
- Export video preferences** (red circle 4):
  - Active:
  - Width: [text input] Height: [text input]
  - Bitrate (kps): [text input]  MP4  FLV  AVI  WMV
  - Watermark active:
  - Watermark source: [text input] Watermark opacity: [text input]
  - Watermark scale: [text input] Watermark position: [dropdown]
  - Subtitle: [text input]
- Export audio preferences** (red circle 4):
  - Active:
  - Bitrate (kps): [text input]
  - Sample rate: [text input]
  - MP3  WAV  AIFF  AAC  OGG  WMA  FLAC
- Export document options** (red circle 4):
  - Active:
  - Width: [text input] Height: [text input]
  - Watermark active:   JPG  PNG  TIFF  PDF
  - Watermark source: [text input] Watermark opacity: [text input]
  - Watermark scale: [text input] Watermark position: [dropdown]
- Export metadata options** (red circle 5):
  - Active:
  - Insert metadata in the file (burn):  Sidecar metadata (zip):
  - Translation: [dropdown] Transformation: DUBLIN\_CORE [dropdown]
- Users** (red circle 6):
  - Allowed for all:
  - Link users to the export location by putting them in the second column
  - Available users: [list box]
    - kverbruggen; Koen Verbruggen
    - mkasteels; Mieke Kasteels
    - test@gent; test gent
    - tjanssens; Tim Janssens
    - zeticon@gent; Zeticon Support
  - Export location contains: [list box]

At the bottom right, there are 'Save' and 'Cancel' buttons.

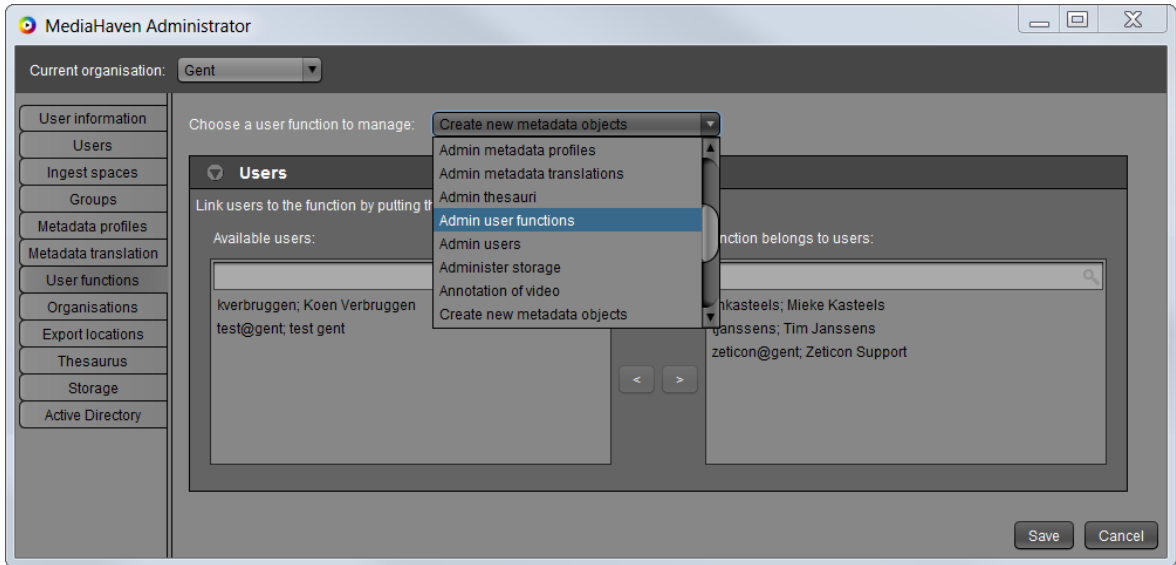
1. Select this tab to configure export locations and select a standard export location.
2. This menu list shows the export locations that are currently present in the system. You can make a selection in order to visualise, rename or delete an export location, or choose "ADD NEW EXPORT LOCATION" to define a new one.
3. The collapsible panel "Export location information" offers the possibility to enter a few general settings about the selected export location.  
When the checkbox "Requires export reason" is checked, the user will have to provide a reason why the export is needed.



4. These 4 collapsible panels are used to define specific settings for exporting images, videos, audio and documents to the selected export location, like dimensions, format, watermark and subtitles.  
Images, videos, audio and documents that are exported to this location, will comply to these settings.
5. The collapsible panel "Export metadata options" offers the possibility to export objects (images, videos, documents,...) with metadata.  
The metadata can be burned in the file, using a predefined translation. (made in the tab Metadata translation) or the metadata can be written in an sidecar xml file, here there are 3 options; dublin core, mets and the mediahaven xml,  
the mediahaven xml can be used to exchange files with their metadata to other mediahaven instances of different organisations.
6. Using this collapsible panel you can link users to the selected export location. These users then dispose of the possibility to use this export location in the website and management module. System users can only be changed by a system user.
7. The 'Save' button saves all your changes, the 'Cancel' button discards your changes.

## 6.3. Managing user functions

Admin users have access to certain functions. These functions determine which actions they can adapt in the configuration settings. The administration of these functionalities is done in the tab page user functions. Functions of system users can only be changed by a system user.



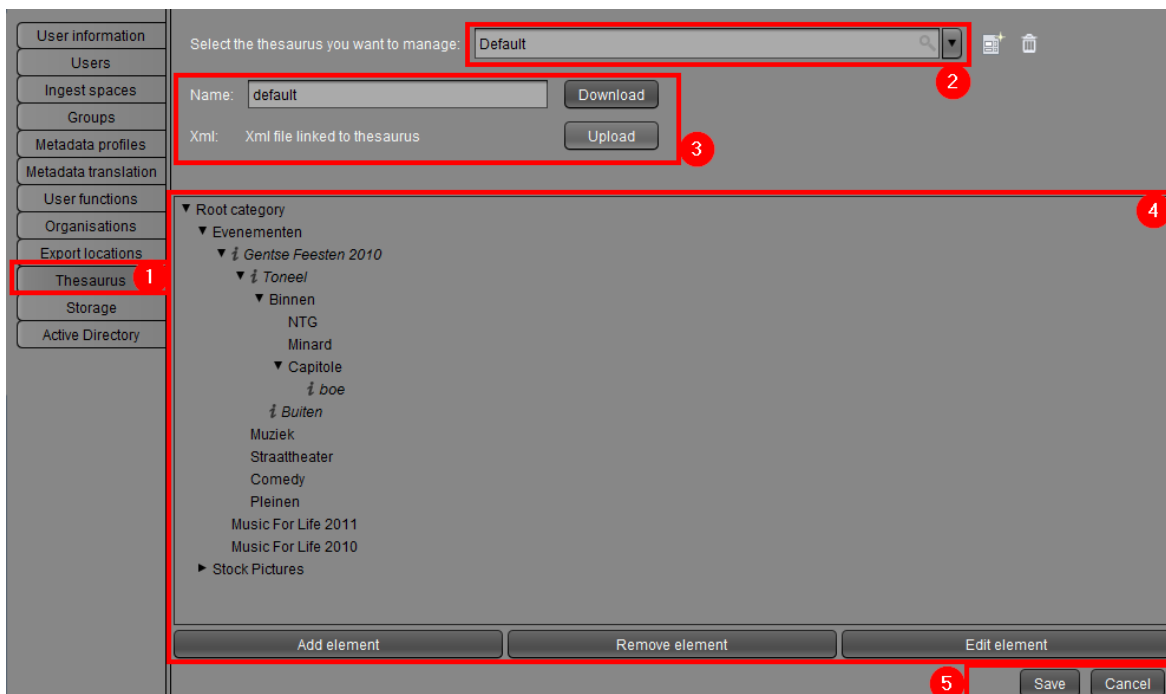
## 6.3.1. The different user functions

Admin all organizations	With this user function the user can open different organizations in the admin tool and set default preferences, used when creating a new user. The selectable user functions will be limited to the user functions the administrating user is linked to.
Admin users	With this function the user can edit and create other users in the admin tool, per user the user can set the user information, personal preferences, add or remove groups, ingest spaces and export locations. Some functions are only available when the user also has specific user functions: - Admin user functions: Add or remove user functions to a user. - Admin external users: add or remove users to an external user group.
Admin groups	The user is allowed to create and change user groups, add and remove users from a group.
Admin ingest spaces	The user is able to create ingest spaces and link or unlink users to an ingest space.
Admin metadata profiles	Create and edit metadata profiles and link the profile to user groups.
Admin export locations	Create and edit export locations and link users to the export location.
Admin user functions	Link users to a user function. It is only possible to add or remove user functions the administrating user is linked to.
Administer storage	In the admin tool see an overview of the used disk space, users and groups.
Admin thesauri	With this user function the user can create or edit a thesauri, needed in the user controls.
Playing videos	With this user function the user can play videos. If the user does not have the user function play video, the user can only see the thumbnail of the video.
Annotation of video	If the user has the user function play video and annotate video, the user can create and edit video fragments. If the user does not have the annotation user function, the user gets a basic video player without video fragments on the right side.
View the backend monitoring	The user has access to the monitoring site, he can browse the content.
View the backend monitoring	The user can reorder jobs and cancel and restart jobs in the monitoring site.
Create new metadata objects	The user can create metadata objects; it is possible to add objects that are not yet linked to actual files. These will then act as place holders, to which you can add metadata just like it would concern regular objects, while waiting for the actual file to be added.
Admin metadata translations	Create and edit metadata translations, used for exporting media with metadata.
Admin AD users	The user has the possibility to search for AD users and add the user to MediaHaven.
Admin external users	In the tab Groups, the user has the possibility to add users from other organizations. Only possible if the user also has the user function "Admin groups". In the tab Users, the user has the possibility to add groups from other organizations. Only possible if the user also has the user function "Admin users".
Access management module	The user function Access management module gives the user the access to the management module. This is needed to access the settings and to edit the metadata of media objects within the management module.



## 6.4. Managing thesauri

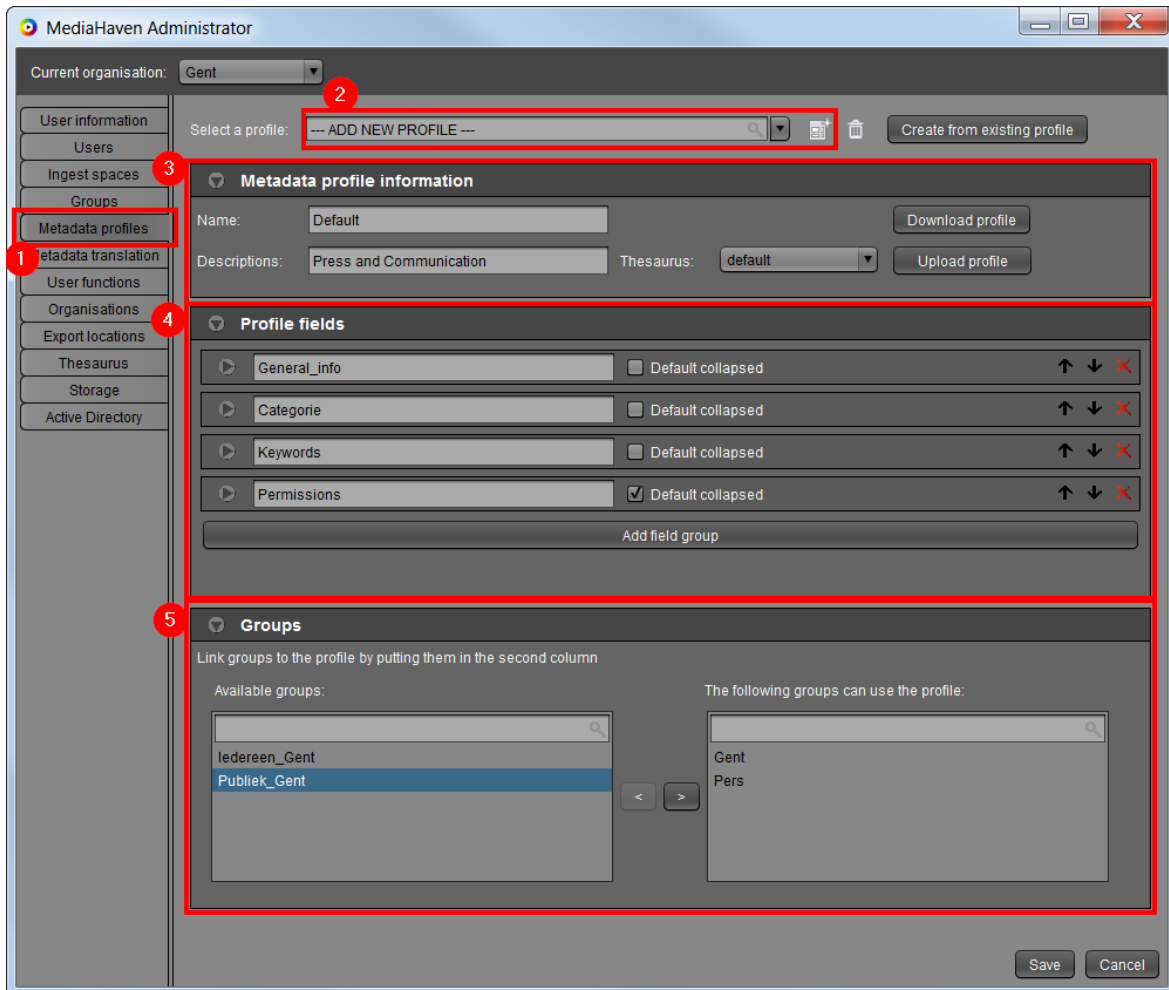
The purpose of thesauri in MediaHaven is to show suggestions for - and to limit the input possibilities of - metadata categories.



1. Select this tab to see the thesaurus configuration page.
2. This menu list displays the existing thesauri in the system. You can select one to view, rename or delete it or select 'ADD NEW THESAURUS', to upload a new one or make a new one with the editor. These thesauri can then be linked to a certain profile in the menu 'metadata profiles'.
3. Here you can upload a new thesaurus xml file, download an existing (this way you can for example edit the xml file yourself and upload your edited version), give your new thesaurus a name or rename an existing one.
4. This panel visualizes thesauri. With the 'Add element' button, you can create a new category. Make sure you select the correct parent category in the tree, so the new category is inserted on the correct level. While creating (or editing) a category, you need to provide its name, and whether or not it is a "navigation element". A navigation element is like the name suggests only used for navigation, and can be seen as a title under which other categories can be grouped. Navigation elements are therefore not saved in the categories user control. They are indicated by an 'i' icon in front of the name, like 'Non-food' in this example. The 'Remove element' button removes a category (and all sub categories) from the thesaurus tree. The 'Edit element' button enables you to edit the selected category. To change only its name, you can also select it then click on the name once. Don't forget to save your changes after editing!
5. The 'Save' button saves all your changes, the 'Cancel' button discards your changes and returns to the previously stored version of your thesaurus.

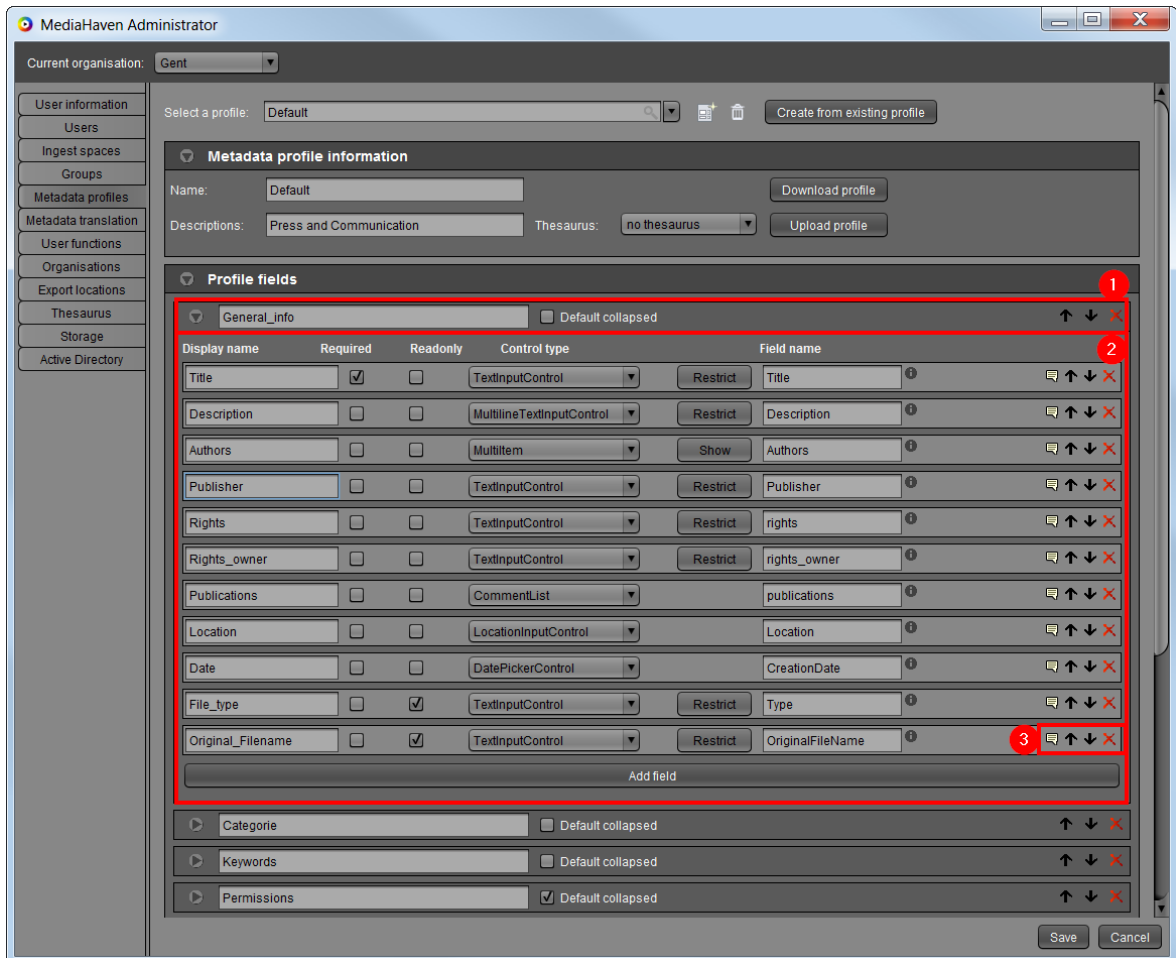
## 6.5. Managing metadata profiles

In this tab, the profiles used in the management tool to provide media objects with metadata can be managed. A profile can be described as a tailor-made context for providing metadata. An archivist in a museum (heritage expert profile) for example, requires other metadata fields than an employee in a marketing division (default profile). Profiles fill in this need.



1. Opening the metadata profile menu.
2. This menu list offers the possibility to edit or delete an existing profile, or to add a new one with "ADD NEW PROFILE".
3. Here, you can set up general settings in the selected metadata profile, like the title and the description. In this panel you can also link a thesaurus to the profile, download or upload the profile as an xml file, or delete the profile.
4. This panel shows everything related to metadata, more specifically which metadata is visible, what this metadata contains, and how to modify it.
5. In this panel you can link groups to the selected profile. Members of linked groups have the possibility to use the user controls in this profile to provide their media objects with metadata.

Metadata profiles are subdivided in field groups, which are subdivided in fields. Field groups and fields are represented by nested collapsible panels. As can be seen in screenshot, you can add extra field groups using the button 'Add field groups'



1. By expanding a field group panel (by clicking it), the containing fields become visible. Here we can see all fields in the field group "General\_info" of the profile named 'Erfgoed-expert'.
2. Adding fields to a field group happens analog to adding field groups, using the button 'Add field'. Each of these fields represents a user control, and you can change its type, together with its name, and whether they're required and read-only. There is a wide choice of available user controls, of which you can see a few examples here. For each user control you can set up a tooltip.
3. Using these controls you can respectively set up a tooltip for the user control, move them up or down, or delete them.

To get a good understanding of what the details in these fields mean, compare the fields at the right side in the management module with their corresponding profile in the settings.

Following is an overview of all available user controls.

### 6.5.1. CategoriesControl

With this control, a user can add categories to a media object. The difference with keywords is that when using the "LimitedCategoryControl", the possible terms to be added are limited. These are provided by the thesaurus linked to this profile.

*In the settings*

*Result in the admin module*

## 6.5.2. Checkbox

This control consists of a checkbox allowing the user to set a parameter to true or false.

*In the settings*

*Result in the admin module*

## 6.5.3. CommentList, CommentListEditable

This control can be used to add comments to a media object, in one or several lines.

*In the settings*

*Result in the admin module*

## 6.5.4. DatePickerControl

This control shows an agenda in which a user can visually pick a date. It will also be filled in automatically at ingest phase, provided the system finds a creation date in the EXIF data of the media object.

*In the settings*

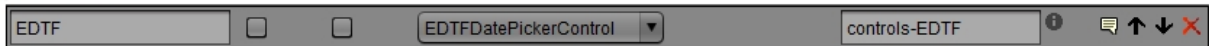
*Result in the admin module*

## 6.5.5. EDTF date picker

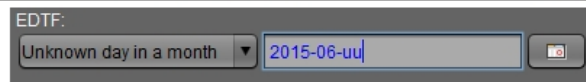
With this control the user can select an EDTF date. The date can be selected by filling in an EDTF date in the field (options are listed in the table below) or by selecting an option and afterwards selecting the desired value in the calendar.

Precise	1925-05-31 (yyyy-mm-dd)
Precise time	2001-02-03T09:30:01 (yyyy-mm-ddTHH:mm:ss)
Precise time Z	2004-01-01T10:10:10Z (yyyy-mm-ddTHH:mm:ssZ)
Precise time with time zone	2004-01-01T10:10:10+05:00 (yyyy-mm-ddTHH:mm:ss+02:00)
Century	19xx (yyxx)
Decade	192x (yyyx)
Unknown year in a century	19uu (yyuu)
Unknown year in a decade	192u (yyyu)
Unknown month in a year	1925-uu (yyyy-uu)
Unknown day in a year	1925-uu-uu (yyyy-uu-uu)
Unknown day in a month	1925-05-uu (yyyy-mm-uu)
Unknown date	uuuu-uu-uu

*In the settings*



*Result in the admin module*



## 6.5.6. ExifControl

This control shows a read-only list with EXIF data found in the media object.

*In the settings*



*Result in the admin module*

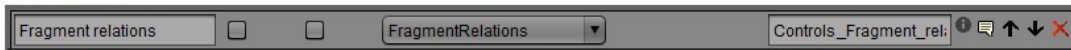
File_FileName	ha_mutal_by_hans64_kjz-d3g...
File_FileSize	106 kB
File_FileModifyDate	2013:07:18 16:47:54+02:00
File_FileAccessDate	2013:07:18 16:49:01+02:00
File_FileInodeChan...	2013:07:18 16:47:54+02:00

...

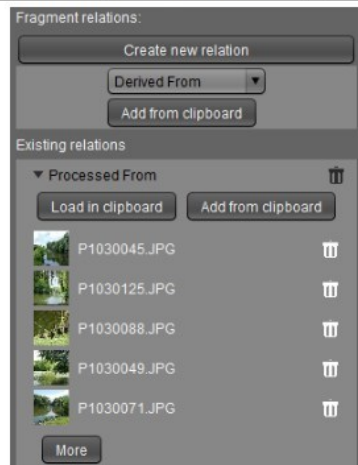
## 6.5.7. Fragment relations

This control allows users to make relations between any objects. Ex. Pdf has relations with images used in the pdf.

*In the settings*



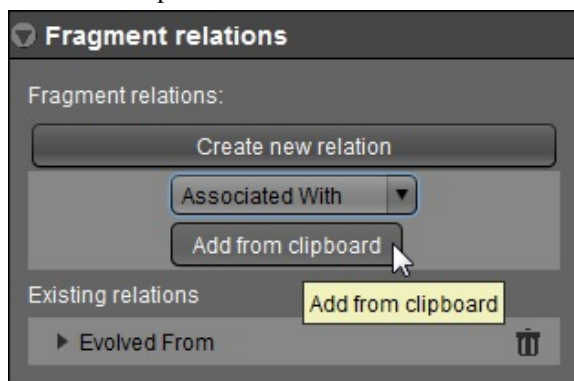
*Result in the admin module*



The relations are grouped by relation type.

- Creating a new relation:

In this example we'll create a relation between a document and images: First put the objects you want to link together in the clipboard (the images), then select the object with which you want to establish a relation with (the document), click on "create new relation", select the kind of relation you want to create and select "Add from clipboard".



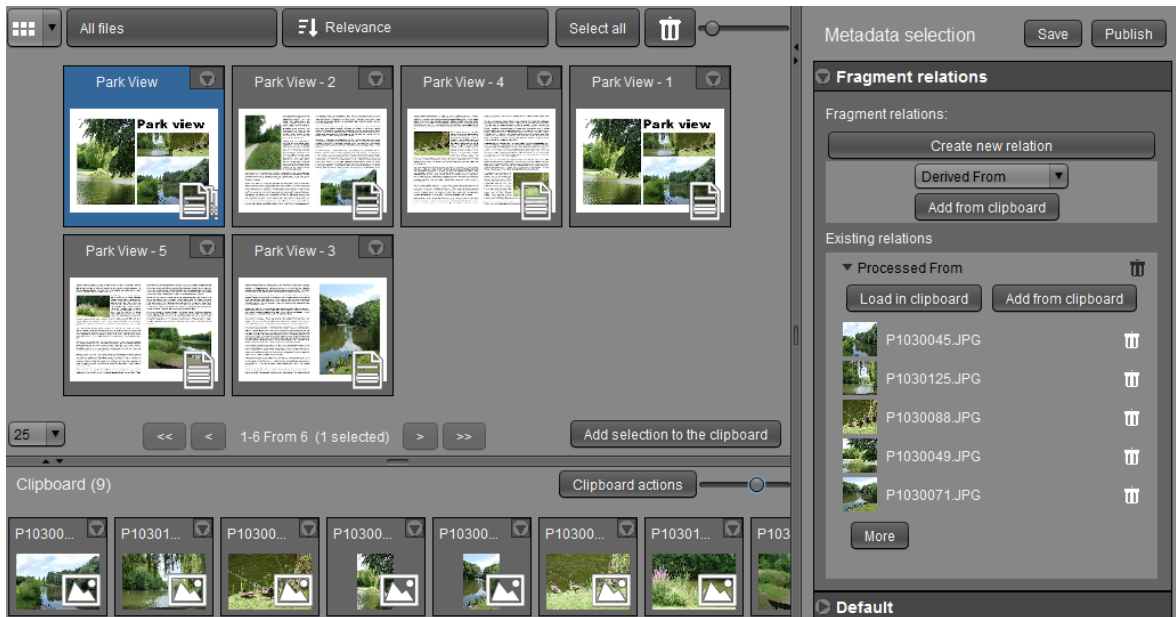
- Adding objects to a relation:

Put the objects in the clipboard, select the object with which you want to establish a relation with, select the relation type, and click on "Add from clipboard".

- With load in clipboard you can put all that objects in the relation directly in your clipboard, other objects will be removed from the clipboard. This way you can change a relation type or quickly add metadata to the files in the relation.

- Removing a relation:

You can remove a single file in a relation by clicking on the trashcan next to the file, or click on the trashcan next to the type for deleting all the files in that relation. The files will not be deleted, only the relation will be removed.



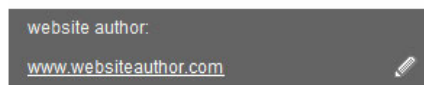
## 6.5.8. HyperlinkControl

Using this control, the user can attach a url to a media object, which becomes clickable after inserting.

*In the settings*



*Result in the admin module*



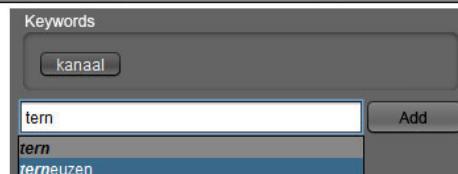
## 6.5.9. KeywordsControl

This control offers the possibility to add keywords to a media object. While typing the keyword, suggestions will be hinted, just like in the AutocompleteTextControl based on the metadata already present in MediaHaven. These controls can be restricted in their allowed number of characters. Click 'Restrict' to set this up.

*In the settings*



*Result in the admin module*



## 6.5.10. LabelDropDown

This control offers a list with terms of which maximum one can be selected per media object.

*In the settings*
*Result in the admin module*

## 6.5.11. LocationInputControl

This control consists of two fields. The first one (Location) is used to provide a location to a media object, and the second one (Location(GPS)) contains the GPS coördinates. In the first field a user can type a location, which will be checked against a database. If recognized, the GPS coördinates will be filled in automatically. In case the location isn't found, this field will not be saved. If during the ingest the system detects a location within the EXIF data of a metadata object, this control will be filled in automatically.

*In the settings*
*Result in the admin module*

## 6.5.12. Multitem

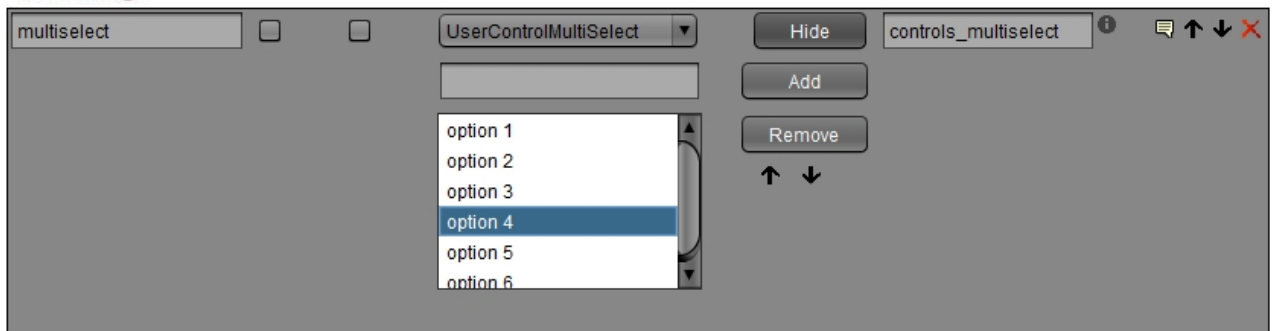
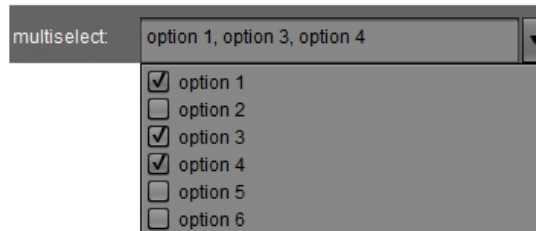
This control consists of a few parameters for which values can be provided. Each parameter may occur zero or several times. As soon as the control is set up for a metadata field, a button "Show" appears. Click this button to visualise a list that you can use to manage the aforementioned parameters.

*In the settings*
*Result in the admin module*

## 6.5.13. Multi-select user control

With this usercontrol you can check multiple values in a dropdown. The selected options are then shown seperated by a comma.



*In the settings**Result in the admin module*

## 6.5.14. PermissionsControl

This control shows the permissions in force on a media object, for the groups that the user belongs to. The read, edit and download permissions can be changed per group, as long as the edit rights are kept for at least one group.

*In the settings**Result in the admin module*

Group name	View	Edit	Downlo...
Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 6.5.15. Premis user control

This controls gives you an overview of the events on an object. The table can be refreshed by clicking on the round arrow on the right.

*In the settings**Result in the admin module*

Id	Type	Date conte...	Outcome	Agent	Comment
41172	TRANSCODE	2015-06-29 ...	OK	TRANSCODER	
41173	RETRANSCODE	2015-06-29 ...	OK	zeticon@test	<encodings> ...
1320	UPDATE	2015-06-25 ...	OK	zeticon@test	
1321	PUBLISH	2015-06-25 ...	OK	zeticon@test	
1287	TRANSCODE	2015-06-25 ...	OK	TRANSCODER	
1284	UPDATE	2015-06-25 ...	OK	bulkuploadtest	
1274	CREATE	2015-06-25 ...	OK	zeticon@test	

## 6.5.16. TextInputControl, MultilineTextInputControl, AutocompleteTextControl

These controls are used to provide media objects with most elementary kind of information; plain text. The TextInputControl is a text field, the MultilineTextInputControl a text box, and the AutocompleteTextControl

offers an auto-complete function that will display suggestions as the user is typing. These suggestions are based on the metadata already present in Mediahaven.

*In the settings*

A screenshot of a settings control for 'Title'. It features a text input field with 'Title' inside, a 'Restrict' button, and a dropdown menu currently showing 'TextInputControl'. To the right are icons for help, up/down arrows, and a close button.

*Result in admin module*

A screenshot of the admin module showing the 'Title' control. It consists of a label 'Title:' followed by a text input field.

## 6.5.17. TrendstopControl

Using this control, the user can attach a VAT identification number of a registered company to a media object. In order to select one, the user control provides a search field. The companies found by a search are listed in a drop-down menu from which one can be selected. Its VAT will then be saved.

*In the settings*

A screenshot of the TrendstopControl settings. It shows a search input field containing 'trendstop', a 'TrendstopControl' dropdown menu, and a label 'e\_controls\_trendstop' with an information icon. To the right are help, up/down arrows, and a close button.

*Result in the admin module*

A screenshot of the admin module showing the TrendstopControl dropdown. The search input contains 'trendstop:' and the dropdown menu is open, showing a search result for 'zeti' with details: 'Zeticon NV (BE 0838.080.295)', 'Ledeberg (9050), Gaston Crommenlaan 10 101', and 'Informaticadiensten en software'.

## 6.6. Managing metadata translations

In this tab you can make a profile that defines how MediaHaven metadata fields should be translated to EXIF metadata fields on exporting a file.

A screenshot of the Metadata translation management interface. On the left is a sidebar with navigation options: User information, Users, Ingest spaces, Groups, Metadata profiles, Metadata translation (selected), User functions, Organisations, Export locations, Thesaurus, Storage, and Active Directory. The main area shows a 'Select a profile:' dropdown set to 'default' and a 'Create from existing profile' button. Below this is the 'Metadata translation information' section with 'Name: default' and 'Separator: -'. The 'Profile fields' section shows two columns of fields: 'admin tool' (Bulk-bulkpublish) and 'ASF' (ASF\_Author, ASF\_CreationDate, ASF\_Description, ASF\_Title). A table on the right lists the translations:

Display name	Field name	Translation	Actions
Titel	Title	IPTC_Caption-Abstract	edit, up/down, close
Beschrijving	Description	IPTC_Caption-Abstract	edit, up/down, close
Trefwoorden	Keywords	EXIF_XPKeywords	edit, up/down, close
Multitem	New_fieldgroup_New_field2	QuickTime_CreateDate	edit, up, close

This example shows a profile "default" that, when using it while exporting, will result in the keywords added to the file in MediaHaven, will be embedded in the EXIF information of the file under the standardized name "EXIF\_XPKeywords".

On right clicking a media object in the management module, you can opt to export it with metadata, that will provide you with the choice of the desired metadata translation profile.

For more information, see "Management module - Exporting".

## 6.7. View Storage Usage

This tab displays an overview of the current storage usage, both in used disk space and in number of files. Also displayed are the number of users and groups configured in the system.

Current organisation: <span>Gent</span>	
User information	Total disk size 5 GB
Users	Total number of files 2994
Ingest spaces	Number of users 15
Groups	Number of groups 8
Metadata profiles	
Metadata translation	
User functions	
Organisations	
Export locations	
Thesaurus	
Storage	
Active Directory	

*Note: the unit used to display the storage usage is Gigabyte (GB), in accordance with the SI norm, a system based on 1000 (1GB = 1000MB, 1MB = 1000KB). As opposed to Gibibyte (GiB), which is based on 1024 (1GiB = 1024MiB, 1MiB = 1024KiB).*

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# Chapter 7. Media types

The website and Management module use icons to show the media type of an object. The following icons are used;



Image



Video file



Video fragment

Part of a video file, contains a begin and end time, created from the API or Media Haven Player.



Audio file



Audio fragment

Part of an audio file, contains a begin and end time, created from the API or Media Haven Player.



Document



Page

Created when ingesting a file containing pages; Pdf, PowerPoint and Excel.



Newspaper

Created with a special ingest process, an ensemble that contains the pages of a news paper (newspaperpage)



Newspaperpage

A page from a newspaper.



Article

Area within the newspaperpage.



Collection

A group of media objects composed by a user in the management module.



Set

A set is an ensemble of different media objects composed by a user, but in contrast to a collection they are inextricably connected to each other, e.g. the pages of a book, or different views of a physical object, like for example a piece of art.



Metadata only object

Entity not linked with a physical file.

Files that are being processed are also temporary metadata only.