MediaHaven Manual - Website

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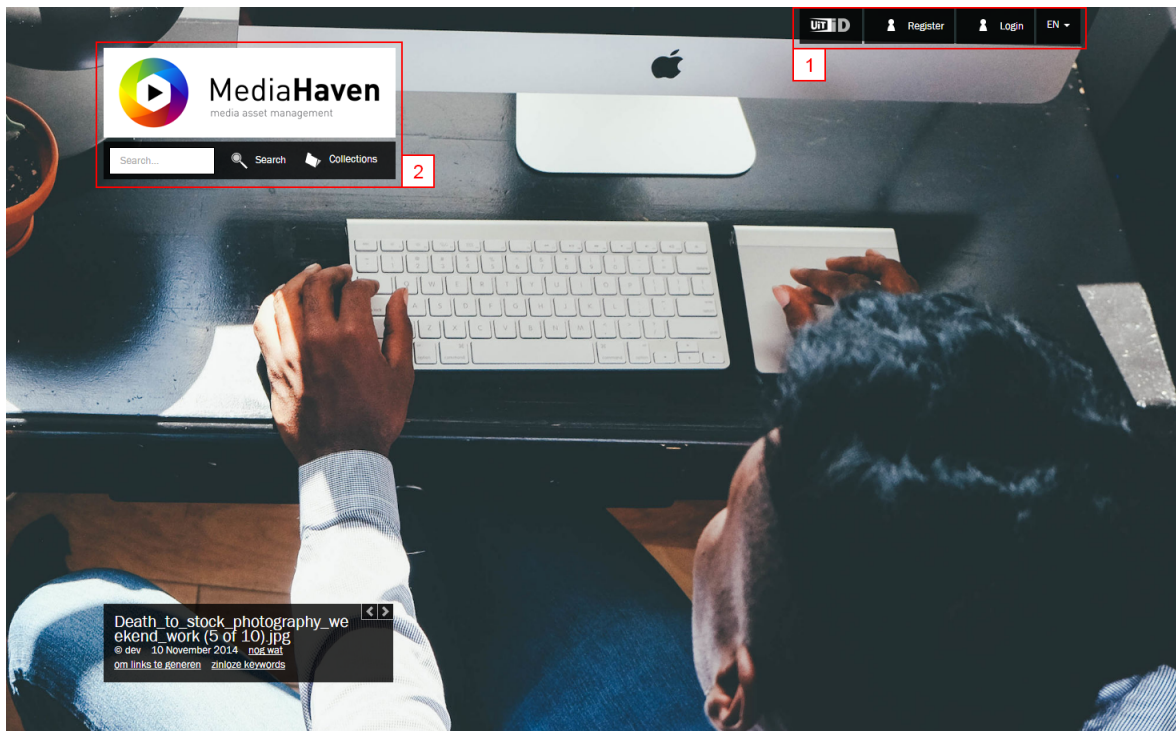
Chapter 1. Website

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.

1.1. 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]
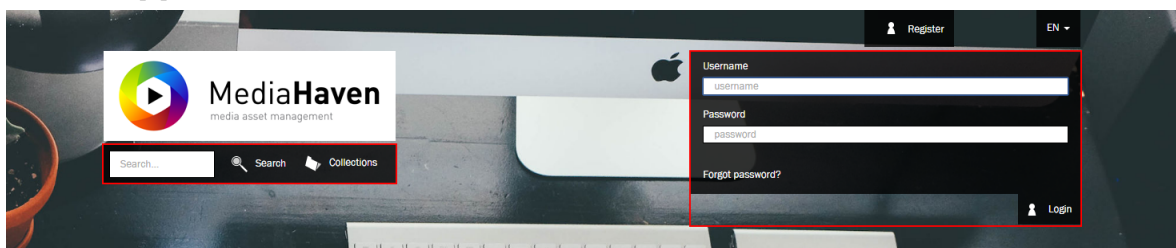
Users that have forgotten their password, can request a new password by e-mail. When you are successfully logged in, the general search page will be shown (General search page).

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.

Change personal information

Required fields are indicated by an asterisk (*)

Login *

tuur

E-mail *

tuur.swimberghe@zeticon.com

Lastname

Swimberghe

Firstname

Tuur

Language *

English

Change personal preferences

Default group

dev

Default profile

Default ENG

Results per page

10

Sort by

Relevance

Sort direction

○ Ascending ∧
● Descending ∨

Subscribed filters

☐ batch: 26-05-2016 949267e7-4edo-463f-82a6-31a3c0364baa
☐ dead
☐ filter2015
☑ filterdecember_2015
☐ food
☐ Frontex - about to expire
☑ Frontex - expired
☐ Funny of the Day
☑ MDWS-1956
☑ RTL nieuws
☑ Studio Ghibli
☐ test-vtm-impor
☐ test-vtm-import
☑ uploaded by sam
☑ Vtm Nieuws 😺
☑ Vtm Nieuws 😺
☑ ⚠ Nick's quotes ⚠

Profiel bijwerken

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.

Change password

Current password

••••••••

New password Password policy

Confirm new password

Submit

1.2. Searching

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 facetted 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.

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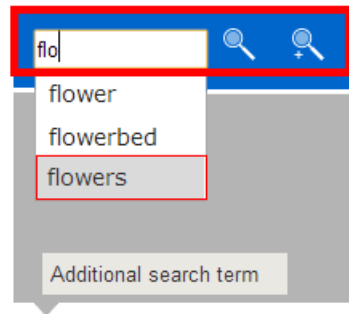
In the search textfield you can enter a search term. When you start typing the application will show you some suggestions. For example if we want to search for 'flowers', then after typing 'flo', 'flowers' is already suggested.

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, ...).

1.2.2. 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
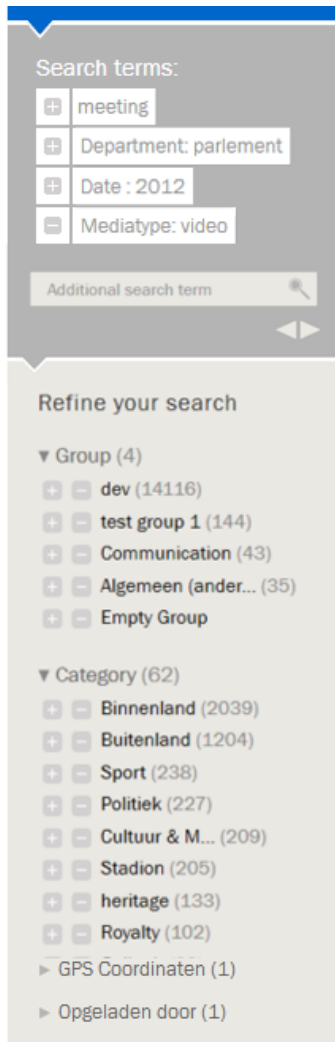
By clicking a facet option or its plus button, the search results are narrowed down to only show media objects that contain this specific option. Similarly, by clicking the minus button next to a facet option, the search results will only show media objects that do not contain this option. Under 'Search 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.

1.2.3. 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.
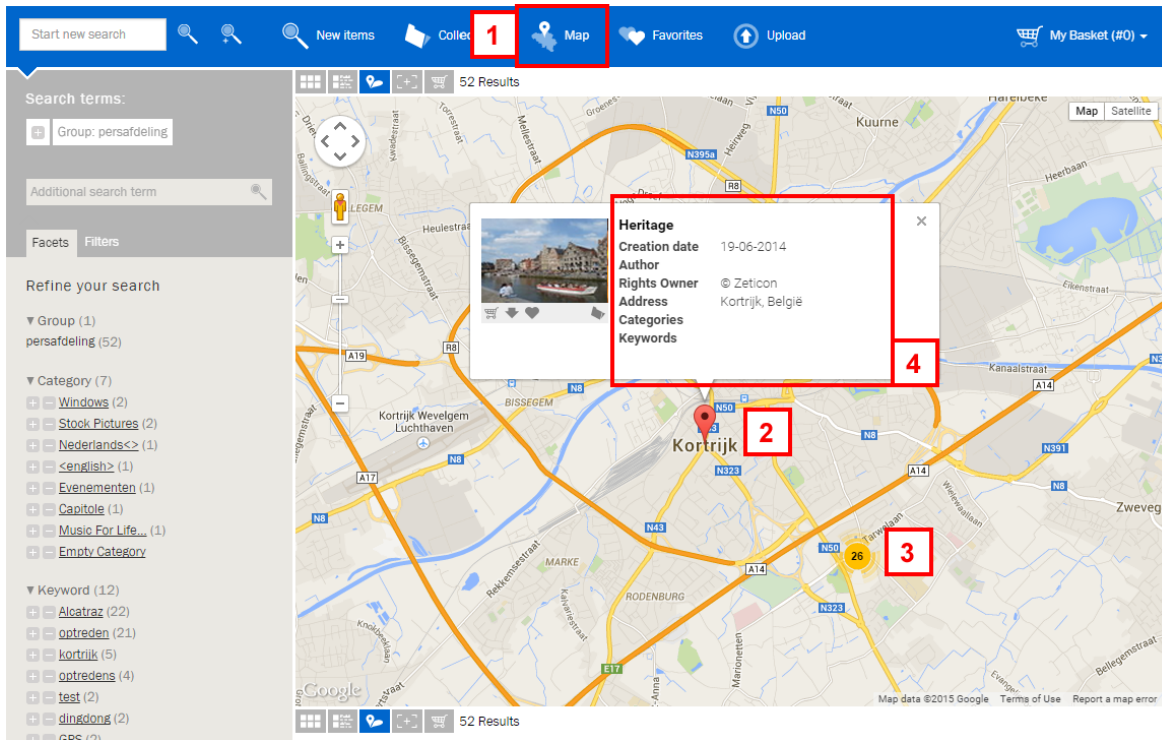
1. Via 'Map' on the navigation bar you can search for media objects based on their location.

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.

1.2.4. 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).

1.2.5. 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.

1.2.6. 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 seach query, the arrows, 'previous searchquery' and 'next searchquery', for browsing the search history will become available under the 'Additional seachterm'-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 n 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.

1.3. 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.
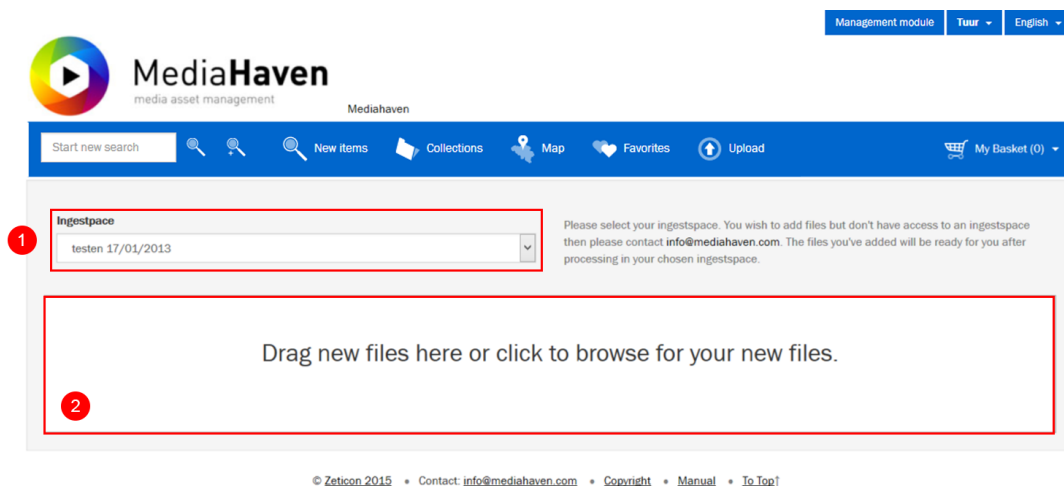
1. Before uploading images it is mandatory to select one of the available ingestspaces. Depending on the profile a varying number of ingestspaces will be available for the user.

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 avalaible 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.

1.4. Collections

A collection is a group of media objects composed by a user in the management module.
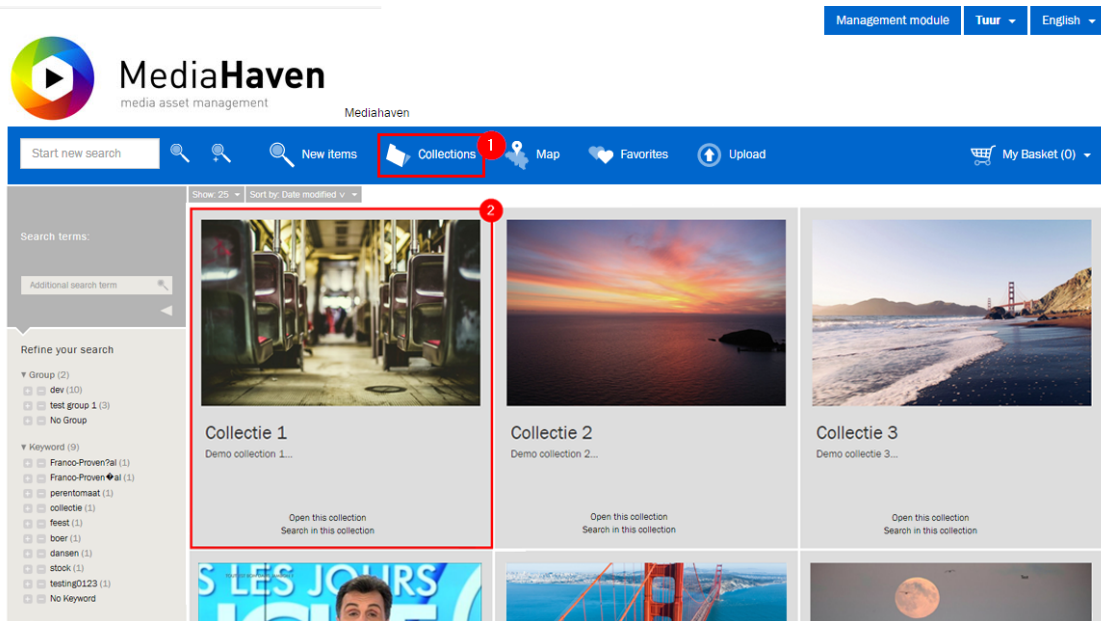
1. Clicking on 'Collections' in the navigation bar shows you an overview page with all available collections within MediaHaven. When you click on a collection, a screen as shown below will be displayed.

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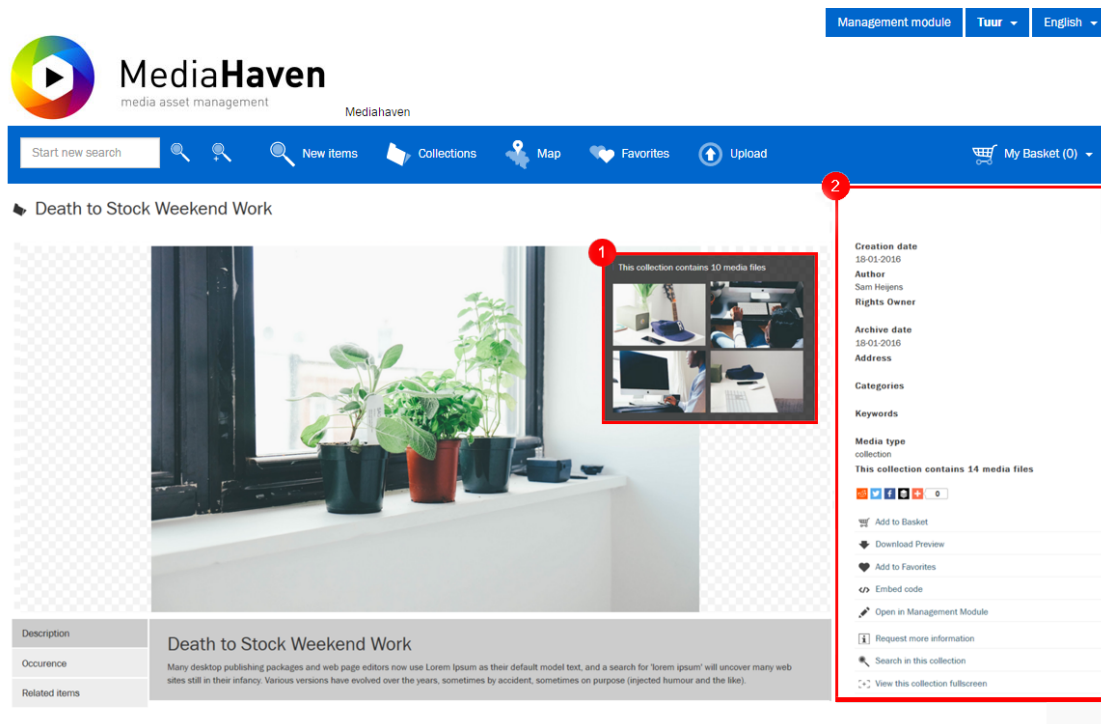
1. The first four items of the selected collection are shown here, if available. Clicking on one of the objects will start a new search query within that selected collection, in order to view all the items contained in a collection, you have to start a new search in that collection.

2. Metadata of the collection and additional actions which can be performed on the collection.

1.5. 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 if 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.

1.6. 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'.

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

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.

1.7. Media

1.7.1. Photo

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

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.
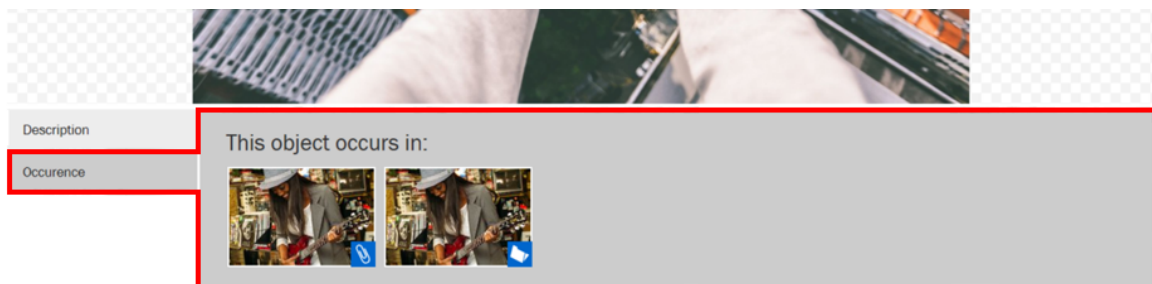
If the media object currently being viewed belongs to one or several media ensembles (collections, sets or newspapers), these will be listed underneath, with an icon as displayed in the illustration.
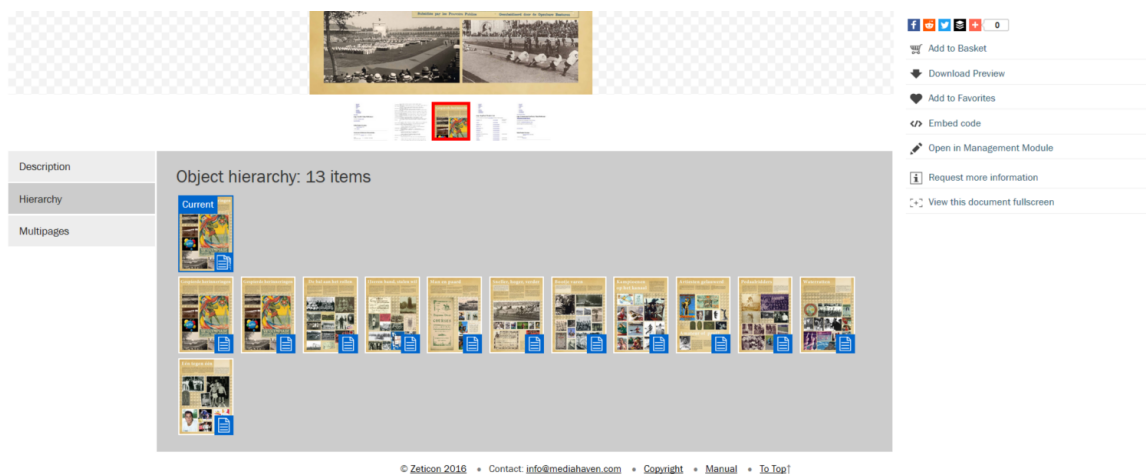
A media object can contain one or more objects, called fragments, or can be part of object itself. In this case the object structure will be shown in the hierarchy tab.

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.

1.7.2. 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'.
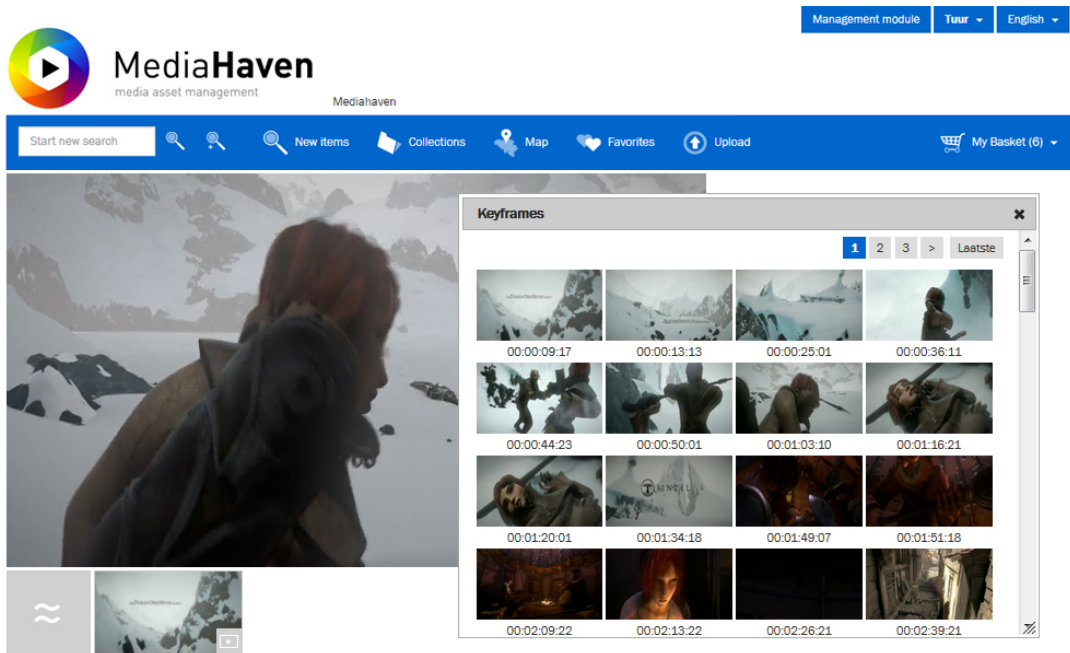
1.7.3. Zoom Functionality

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 opent in full screen,this colunm will show the other objects in its context.

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

1.8. Basket
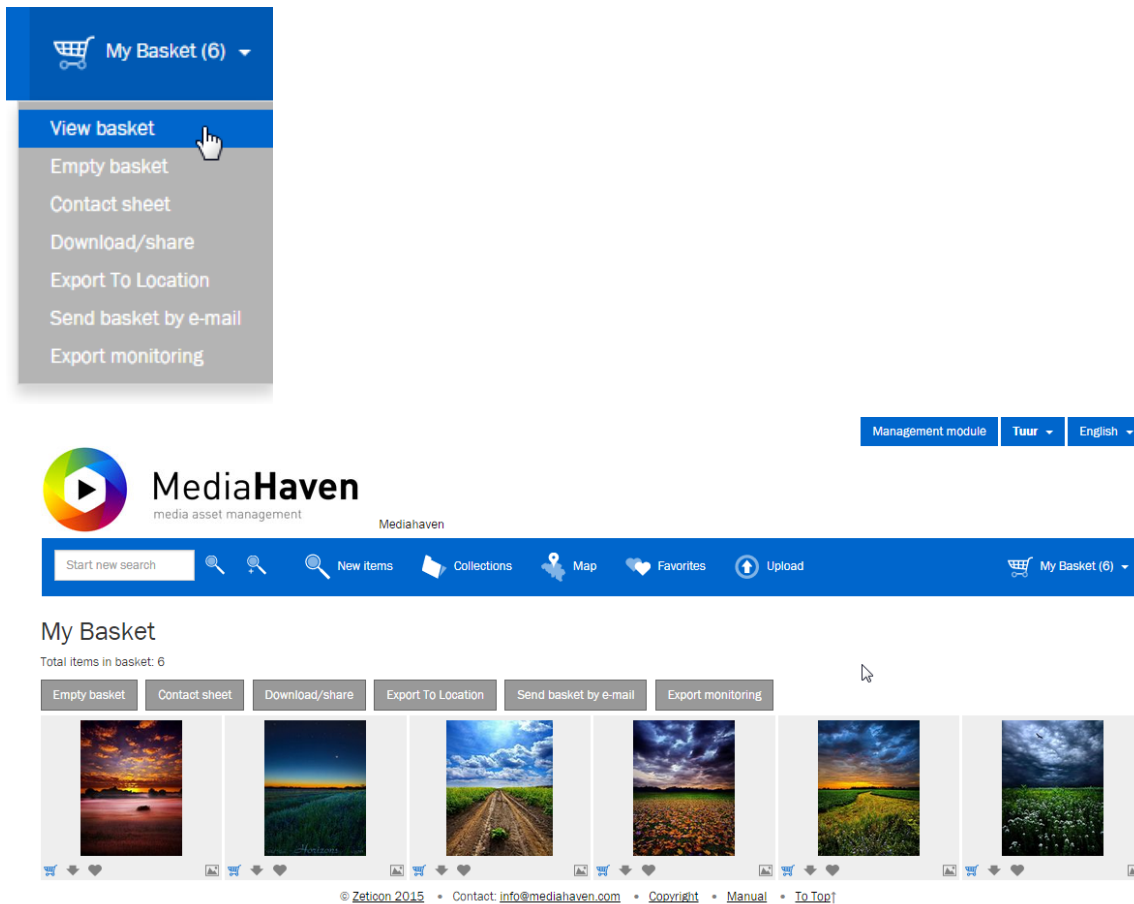
The basket can be seen as a temporary buffer for media objects, used in the situation you want to perform an action on several objects at once. As described earlier, you can add media objects to the basket in several ways. To view the content of the basket, click "My basket", and then "View basket". 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.

- "Exporteer 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.

1.8.1. Contact sheet
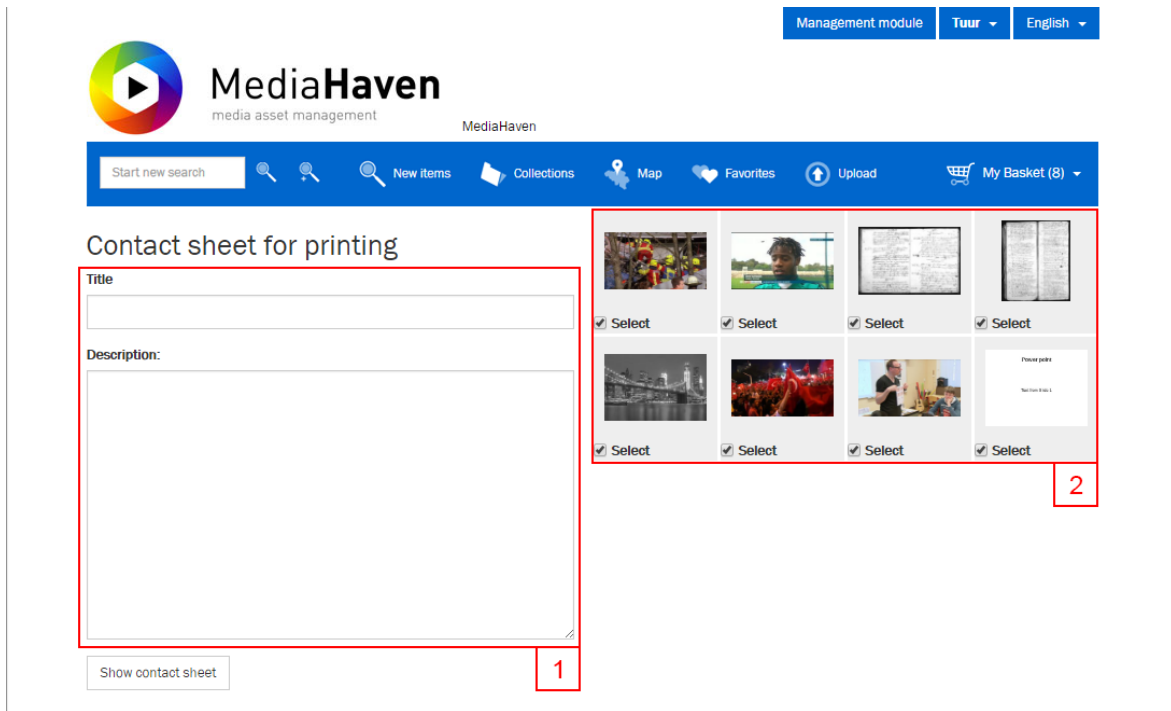
On this page the contents of the basket can be printed as a contact sheet. Using the inputfields on the left side (1) you can enter a title and a description. On the right side (2) it's possible to deselect the objects you don't want to be added to the contactsheet. When you press the "Show contact sheet" 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.

1.8.2. Download/share

On this page the objects from the basket can be downloaden. 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 metadataonly-objects is not possible. To download a collection or a set, you need to add their contents to the basket seperately. 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.

1.8.3. Export to location

On this page the objects from the basket can be downloaden. 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 seperately. 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.

1.8.4. Send basket by e-mail

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 mulitple recepients, you can enter them seperated 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.

1.8.5. Export monitoring

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.