

# MediaHaven Manual - Website



revision: 17.3, 04 July 2017 11:44 AM

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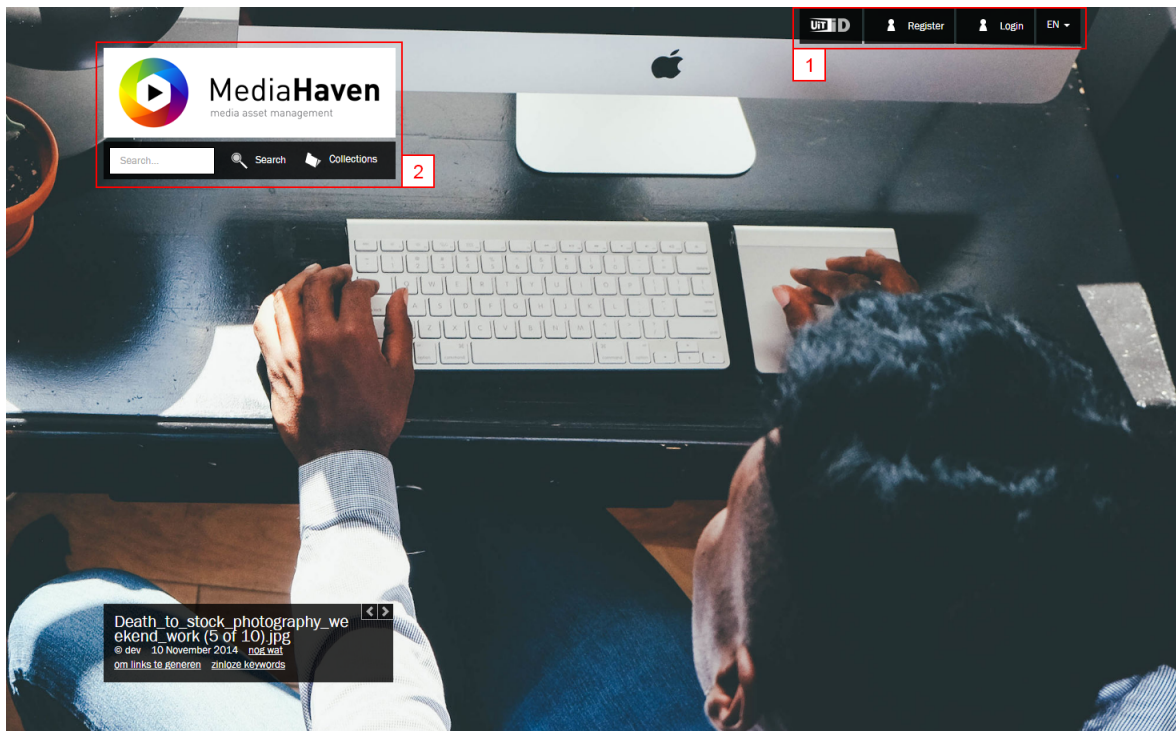
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# Chapter 1. Website

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

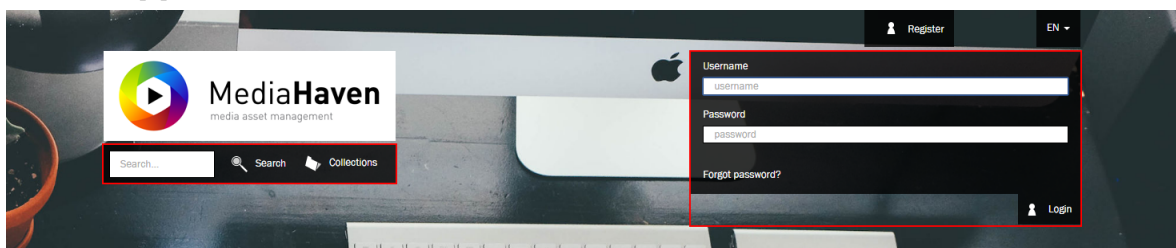
The first time you access the website, the following login screen is shown.



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.



The top navigation bar includes the MediaHaven logo (a colorful play button icon), the text 'MediaHaven media asset management', and a user profile section with 'Management module', 'Tuur', and 'English'. Below this is a blue bar with search and navigation icons: 'Start new search', 'New items', 'Collections', 'Map', 'Favorites', 'Upload', and 'My Basket (0)'.

### 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 949267e7-4e0d-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.

The top navigation bar is identical to the previous screenshot, showing the MediaHaven logo, navigation icons, and the user profile section with 'Management module', 'Tuur', and 'English'.

### Change password

**Current password**

**New password Password policy**

**Confirm new password**

## 1.2. Searching

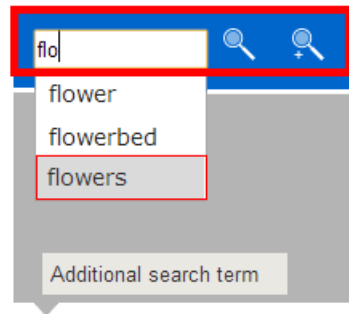
1. The navigation bar with the general search function, a link to the newest items in Mediahaven (uploaded in the past month), link to collections, the map, favorites and the selection basket.
2. The 'search' field with the general search function, additional search term and the faceted search function.
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.

## 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.

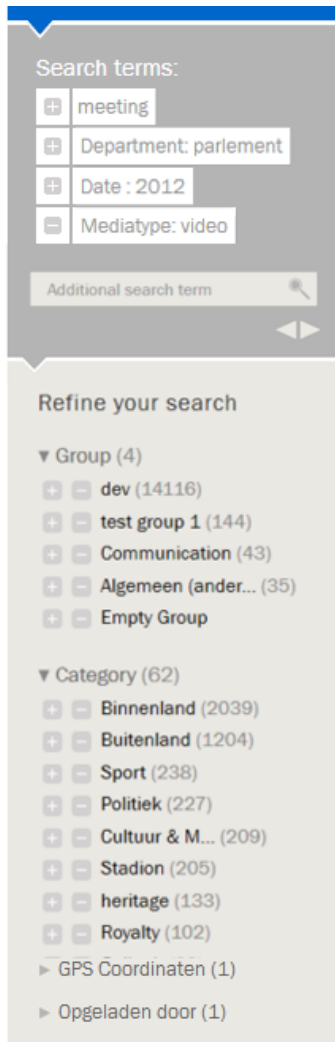
1. The term we use to search.
2. With the help of this field it is possible to add an extra search term, this term will appear in the list with used search terms. Below the search fields 'Additional searchterm' are two arrows (if available) to navigate between saved search queries. It is possible to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



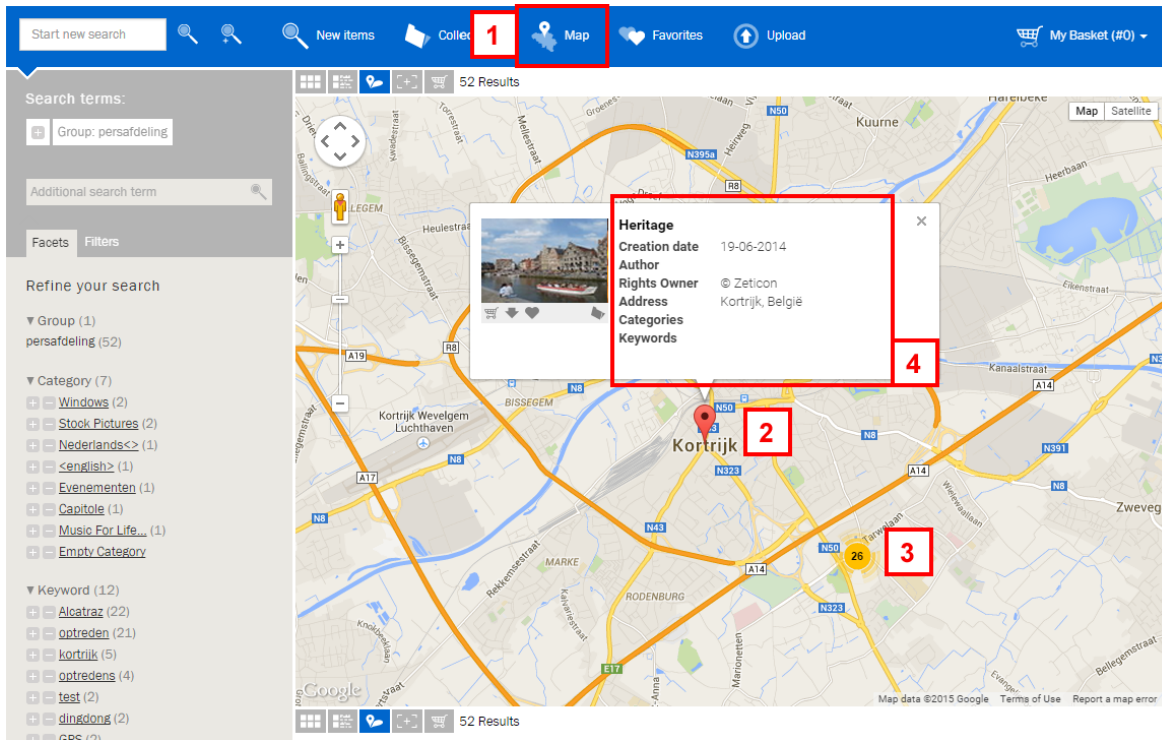
By clicking a facet option or its plus button, the search results are narrowed down to only show media objects that contain this specific option. Similarly, by clicking the minus button next to a facet option, the search results will only show media objects that do not contain this option. Under 'Search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

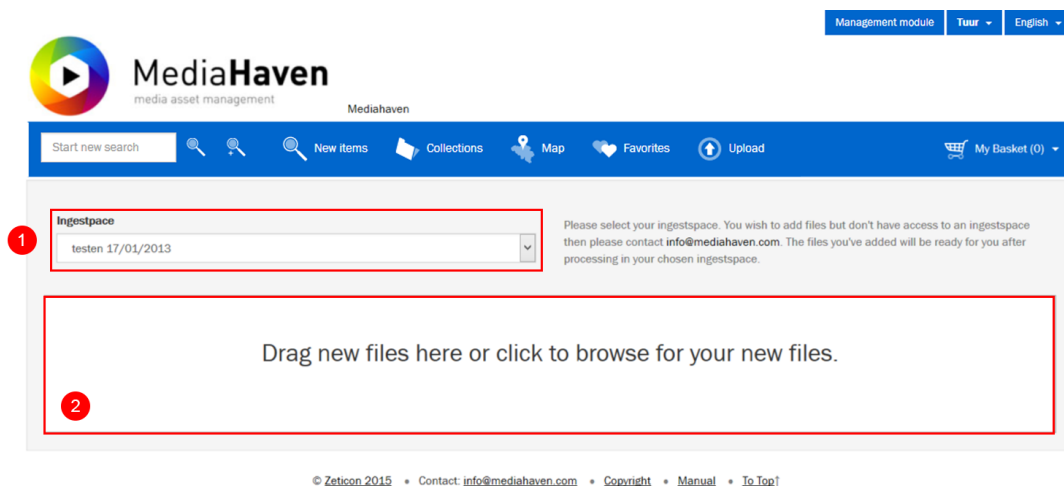
## 1.2.6. Search History

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 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 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.

Management module | Tuur | English

**MediaHaven**  
media asset management

Start new search | New Items | Collections | Map | Favorites | Upload | My Basket (0)

**Ingestspace**  
Bulk Ingest

Please select your ingestspace. You wish to add files but don't have access to an ingestspace then please contact [info@mediahaven.com](mailto:info@mediahaven.com). The files you've added will be ready for you after processing in your chosen ingestspace.

1. 2. 3.

4. DeathtoStockSerenity9.jpg  
This file is already present in MediaHaven.  
Open in Management Module

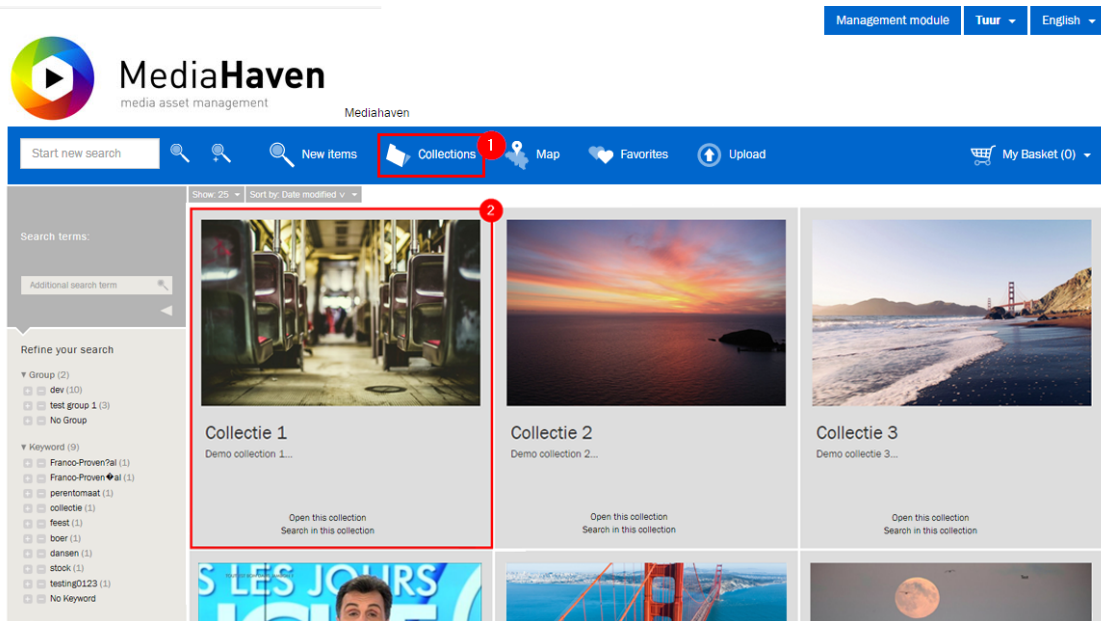
5. DeathtoStock\_Wired4.jpg  
"photo-1416184008836-5486f3e2cf58.jpg" upload complete  
Open in Management Module

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.

## 1.4. Collections

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

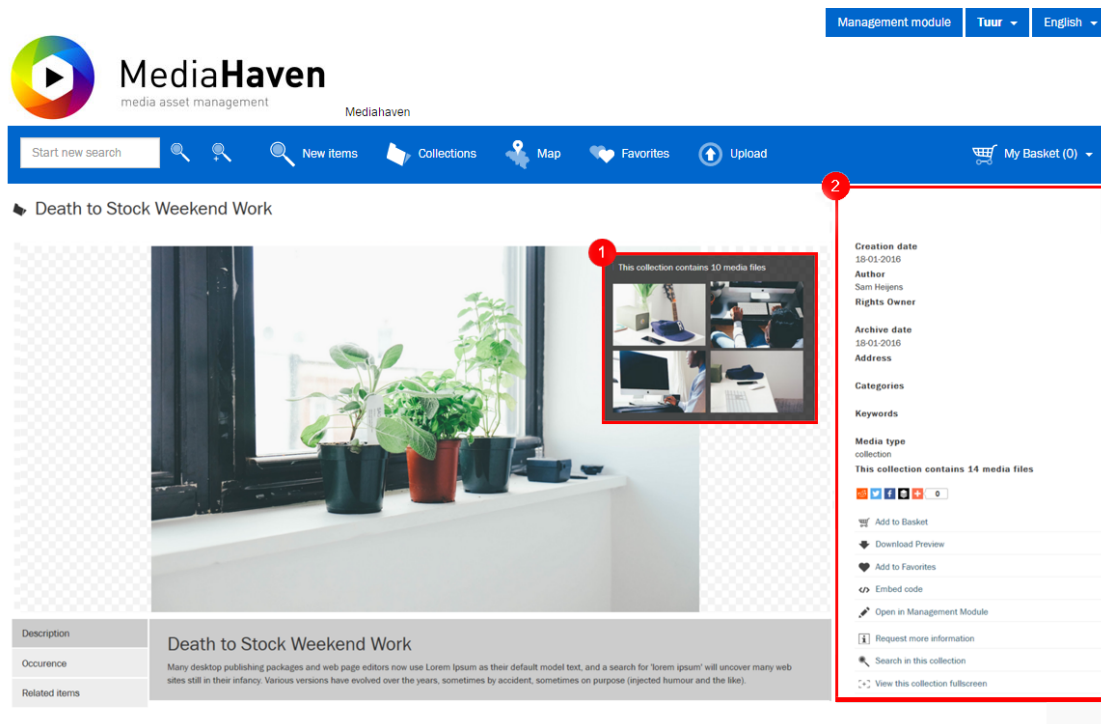




1. Clicking on 'Collections' in the navigation bar shows you an overview page with all available collections within MediaHaven. When you click on a collection, a screen as shown below will be displayed.

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 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.

## 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'.

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 current page is titled 'Vrij België'. The main content area features a large image of a newspaper page with the title 'VRIJ BELGIË' and a smaller thumbnail grid to its right. 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', 'Archive date: 17-11-2015', 'Image size: 4180 x 6365 px', and 'Media type: newspaper'. Below the main image, a 'Newspaper Pages' section shows a grid of 25 thumbnails, with one thumbnail highlighted in red. A sidebar on the left contains 'Description' and 'Newspaperpages' tabs. On the right, there are social media sharing icons and a list of actions: 'Add to Basket', 'Download Preview', 'Add to Favorites', 'Embed code', 'Open in Management Module', and 'Request more information'.

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

Vrij België



**Description**

**Occurrence**

**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. Toetbaar en zijn HuseKouder Ingen. f.0.50, geartonn. f.0.75, geb. f.0.90. -De Maabodde&#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. \\_\\_Ilusgezond&#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 Katholieke&#34;. 6. J. VAN MERLE, Ilt Dusterie tot Licht - Verzond Ingen. f.0.50, geartonn. f.0.75, geb. f.0.90. Twee hupsche, vlot geschreven verhalen, die beide blijk 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 vertoog 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 „Melati&#34;, behoort geen aanbeveling. 9. J. VAN MERLE. Iudwige Radswal - 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 ver-dienstelijk werk. „Maabodde&#34;. Ter perse No. 10. J. R. v. d. Lans. Humoresken. Men leze er op dat de prijzen in Hollands geld geteetere staan en al deze boeken door bemiddeling van de „COMMISSIE TOT VERZENDING VAN VLAAMSCHIE BOEKEN NAAR HET BELGISCHE FRONT&#34;. Nassau Zullensteinstraat 21. Den Haag, kunnen worden toegezonden.

U Miss J. IIB&#34;. 4. R. RIJCKERSMA Saang. VAN GLABBEK MAASTRICHT, Iewerthans voor ruim 700 woningen de benoedigde HOUTWEMEN aan concurrerende prijzen. ZENUWSMARTEN opeebaren 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, fl. f.10 per doos van 25 poeders. Is het bloed onzuiver, gebruik dan de Maagersterkende en Sigmald ijvende Pilten van Dr. J. B. Meerk. zg geven het bloed een hooge zuiverheid. Op beide artikelen is het wetzig raek E. M. B. gezegd. En gros en en détail bij E. M. BRASKAMP, Den Haag. Rijwijksteplein 34.

O&#34;. N Een Nederlandsch Onder-wipser heeft nog eenige uren, zoewel 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 -1 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 6366 px

**Media type**  
newspaper page

- 0
- Add to Basket
- Download Preview
- Add to Favorites
- Embed code
- Open in Management Module

Request more information



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.



Request more information

**Creation date**  
03-05-1848

**Author**

**Rights Owner**  
© Copyright Zeticon

**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

0

**Comes from newspaper page**



# 1.7. Media

## 1.7.1. 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** Creation date: 28-09-2015  
**2** 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

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

**4** Description: Death\_to\_stock\_photography\_farm\_1.jpg  
 Occurrence: Death to Stock fotografie  
 Related items:  
 Location:

**5** Description:  
 Occurrence:  
 Related items:  
 Location:

**Keyword related items**

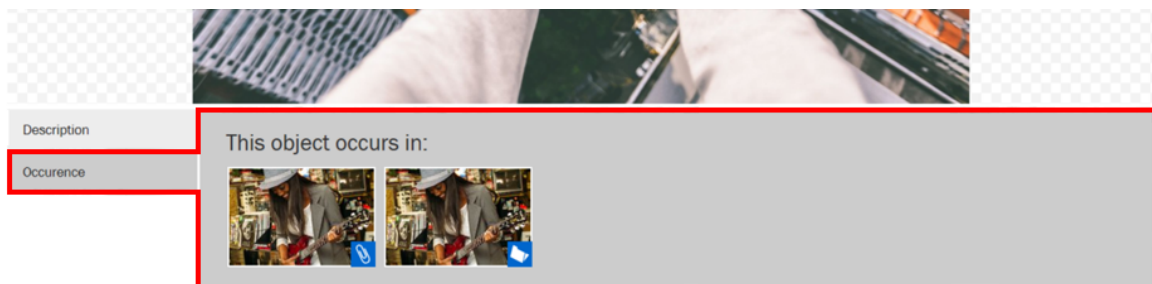
**Location**

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.

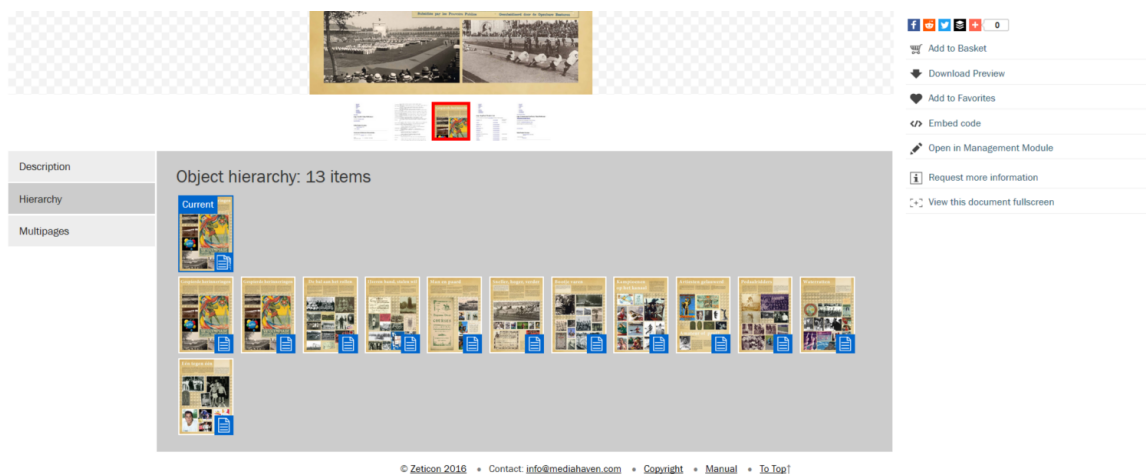
Below the media object a list with (up to) 5 thumbnails will be visible, displaying the previous 2 and next 2 search results of the search context.

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

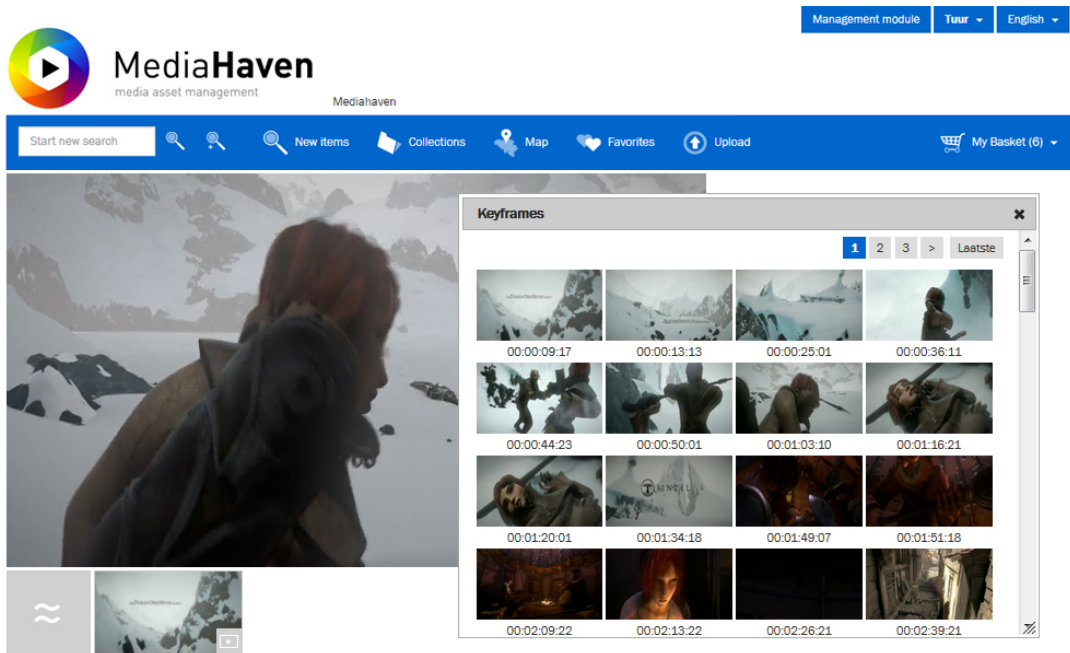
The detail view of a video doesn't differ much from that of a photo but, with a few extras:

- 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

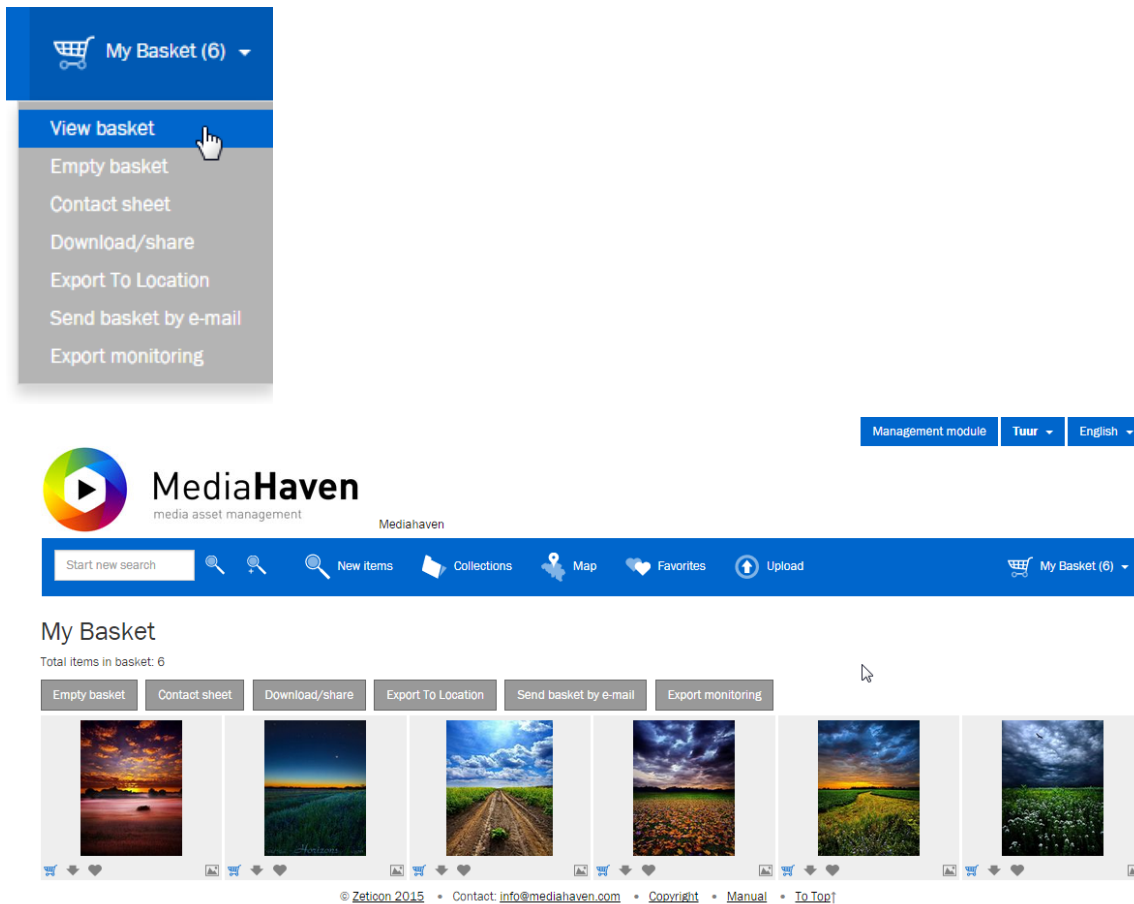
By selecting a media object it will be shown in full screen, within this screen you will have the possibility to zoom in and out.



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 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.

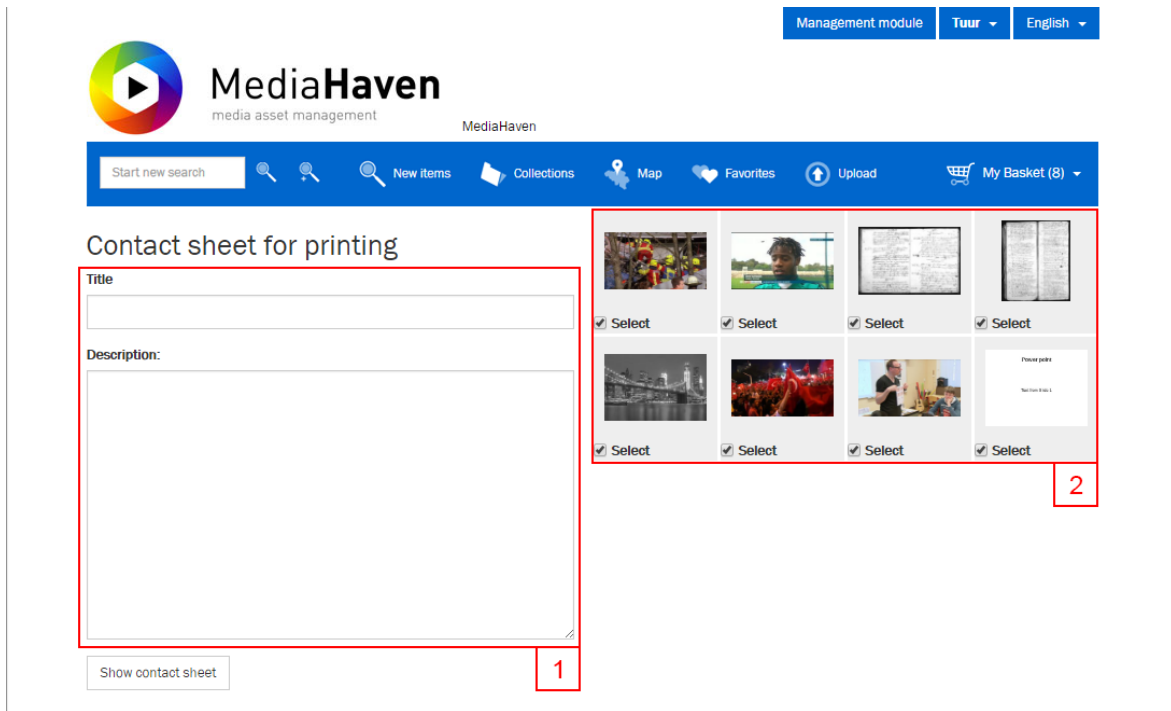
## 1.8. Basket



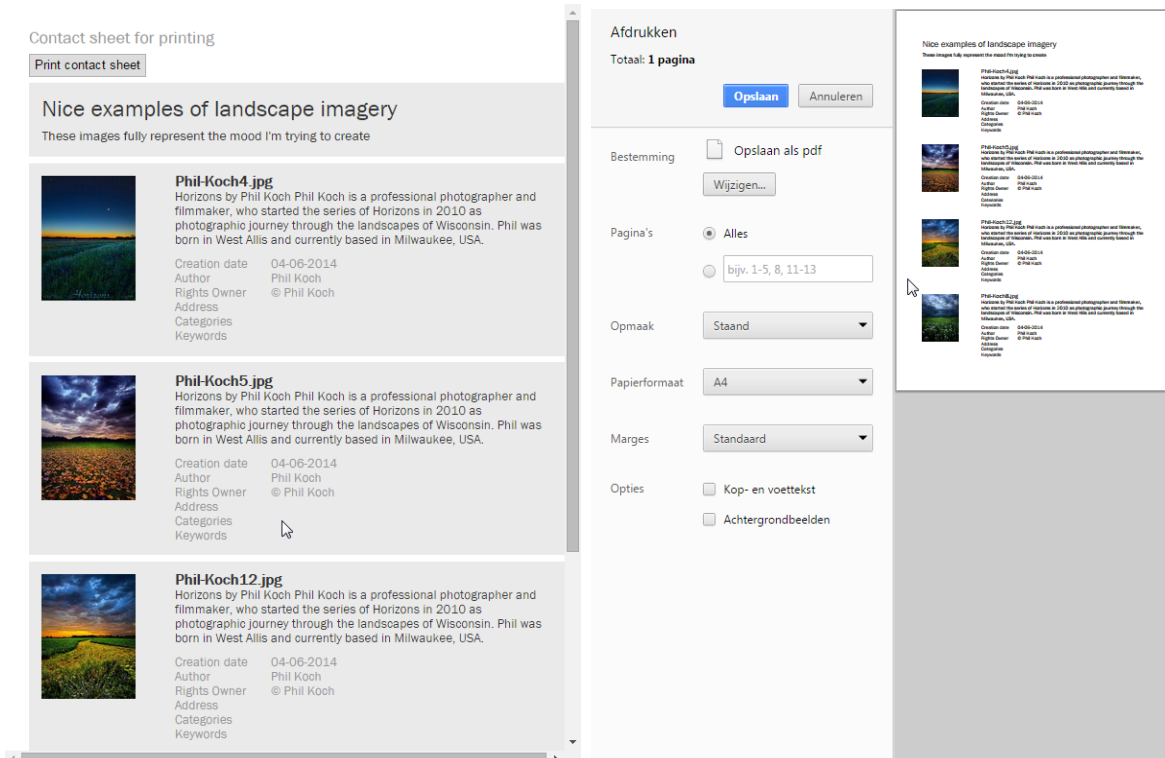
The basket can be seen as a temporary buffer for media objects, used in the situation you want to perform an action on several objects at once. As described earlier, you can add media objects to the basket in several ways. To view the content of the basket, click "My basket", and then "View basket".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

## 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

Management module Tuur English

MediaHaven  
media asset management

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

Download or share

If needed you can deselect files below. These won't be downloaded then.

Use original files  Use preview files

Format  
Large (2400 x 1600)

Download/share

Select Select Select Select Select Select

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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.

## 1.8.3. Export to location

Management module Tuur English

MediaHaven  
media asset management

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

Export to path

If needed you can deselect files below. These won't be downloaded then.

Export original files  Export previews

Export Location  
exportlocation (no-http)

Export as a zip file?

Filename  
landscapes

Export

Select Select Select Select Select Select

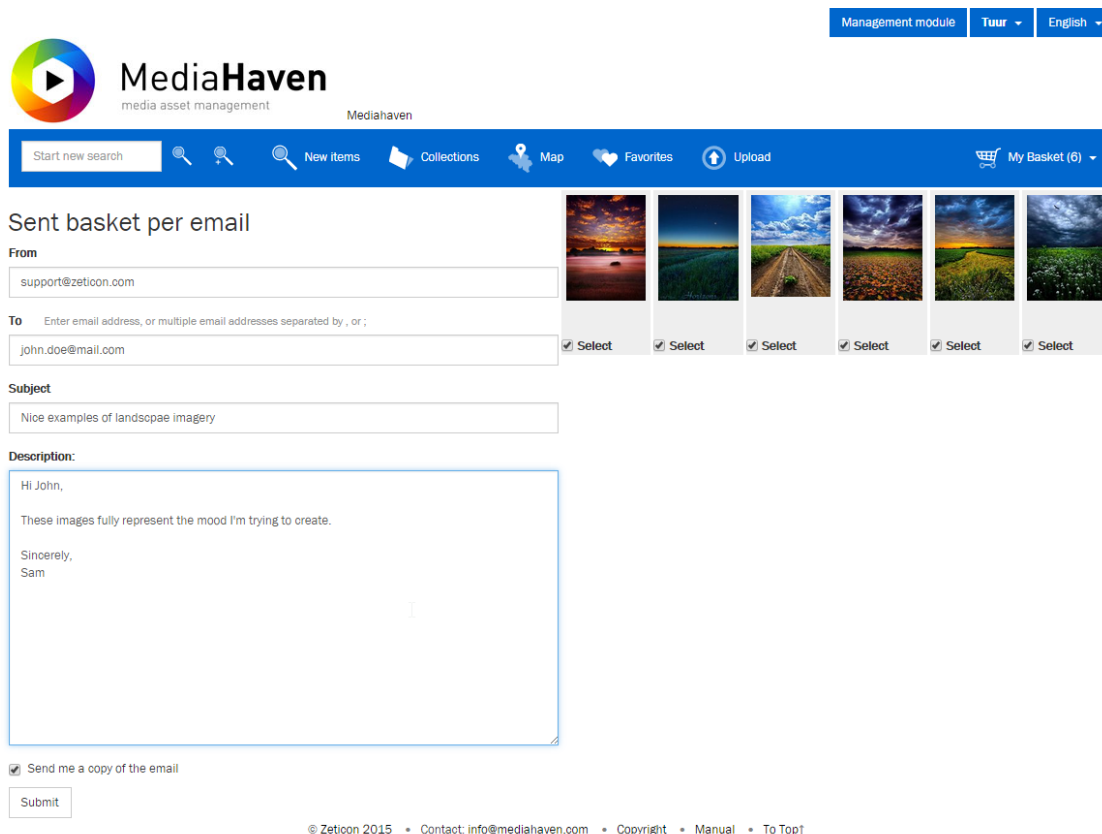
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On this page the objects from the basket can be downloaded. You can choose from different formats, and whether you want to use the originals or the previews as a starting point. The latter might be useful if the previews contain a watermark which you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

## 1.8.4. 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.

## 1.8.5. 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 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 sent 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.