



eMAM Director Interface

User Guide

Version 5.3

Oct 2021

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Revision History

eMAM Version	Date	Author	Reviewed By	Description
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5.1.0.25	July 2020	Rincy Abraham		Introduced eSEND Classic theme and Standard and TX proxy edit permissions.
5.1.0.26	Aug 2020	Rincy Abraham		Added <i>Move to Collection</i> option under the Project widget functions and <i>Timecode Offset</i> option under Info tab of Metadata widget.
5.1.0.27	Aug 2020	Rincy Abraham		Added option to search category, delete attached files.
5.2	Sept 2020	Rincy Abraham		Officially released version 5.2
5.2.1	Sept 2020	Rincy Abraham		Added group icon for project assets.
5.2.2	Oct 2020	Rincy Abraham		Added category view in browse widget.
5.2.3	Oct 2020	Rincy Abraham		Added category changes, clear icon in basic search, category metadata, drag and drop ingest to a category in browse widget, eFeeder Register option.
5.2.5	Nov 2020	Rincy Abraham		Included ATEME stitch & deliver workflow for delivery from category.
5.2.6	Nov 2020	Rincy Abraham		Added image insights with Amazon Rekognition.
5.2.8	Dec 2020	Rincy Abraham		Added support for exporting all data in the Browse widget, project ID in the Project Versions widget and project collection in Ingest metadata/ File versions ingest metadata, option to search projects in the Metadata popup, display eShare title in eShare preview page (webpage title)
5.2.12	Mar 2021	Rincy Abraham		Introduces <i>Asset Metrics</i> in the Admin tools page under Analytics section.
5.2.13	Mar 2021	Rincy Abraham		Added Category id, subclip & marker as metadata set type and displaying subclip & marker metadata under Metadata widget.
5.2.14	April 2021	Rincy Abraham		Added support for multiple embedded audio tracks for different browsers, stitch and deliver using Element media convert, Metadata widget switches to Subclip & Marker metadata only if corresponding metadata sets are created in the system

5.2.15	June 2021	Rincy Abraham		Added Advanced search in workspace settings, a toggle option to show / hide empty collection in project widget, search filter option in project widget.
5.2.16	July 2021	Rincy Abraham		Added restore options available for Azure Blob storage at Browse, Project & Category widget.
5.2.17	Aug 2021	Rincy Abraham		Added API Keys tab in the Admin Tools page
5.2.18	Aug 2021	Rincy Abraham		Added <i>Workflow dashboard</i> , <i>Batch user import</i> , <i>Remove from collections</i> , <i>Domain user id</i> details.
5.2.19	Oct 2021	Rincy Abraham		Added author option for project assets
5.3	Oct 2021	Rincy Abraham		Released eMAM Version 5.3
5.3.1	Nov 2021	Rincy Abraham		Added "User" column, "View history" option and export all the data as csv.
5.3.2	Dec 2021	Rincy Abraham		Renames "Downloadable" to "Download" for both eSend and eShare, included UUID in eMAM Dashboard for Ingest, Archive, Cloud and Delivery.
5.3.3	Jan 2022	Rincy Abraham		Added "Refresh" button in Metadata widget, common update button for metadata update, Option to filter assets based on Metadata set, deselect the "enable login" option by default in eShare.
5.3.5	Mar 2022	Rincy Abraham		Added highlight option for unsaved changes in metadata widget, Refresh for widgets Comments, Subclips, Markers, History, File Version, Keyframes, Insights, Transcript.
5.3.7	May 2022	Rincy Abraham		Added option to remove existing category associations for regular users with the category permission
5.3.8	Jun 2022	Rincy Abraham		Added- existing "Download all" renamed to "Download using DeskLink" and introduce Web download all in Classic eShare
5.3.9	Jun 2022	Rincy Abraham		Added <i>Today()</i> , <i>Today(+n)</i> , <i>Today(-n)</i> as options in Date pop-up controls in Advanced filter search.
5.3.10	Jul 2022	Rincy Abraham		Added user profile photo in home page, My account page and Comments widget.
5.3.11	Sept 2022	Rincy Abraham		Added user profile image for Markers, instant asset dashboard status on asset thumbnail.

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1.0 Introduction to eMAM Director Interface

eMAM Director interface is a web-based management interface with powerful features and functionalities and this document provides you a detailed insight on the eMAM Director Interface. Other eMAM interfaces with separate documentations are:

1. The Super Admin interface or Super Admin Console, used by Administrative users, often IT staff, or EMAM Staff to make and maintain system settings.
2. The Admin interface or Admin Console, which is now incorporated in the Director Interface.
3. The Client Interface, a simplified and customizable browse, download, and link sharing interface for non-technical staff or external clients.
4. The eFeeder and Feeder(Java), ingest applications for worldwide upload of assets into the eMAM system.
5. The DeskLink app for download of bulk assets.
6. eMAM iOS app for iPad and Android app for Google Android-based tablet use.

A major change in the eMAM Director Interface was the introduction of a widget-driven interface. A user can choose to display or hide functionalities, which are now available as widgets. Most system features are linked to one widget, although some widgets may provide a few features. This new interface supports customized desktops for users based on their roles, their workflows, and their individual preferences.

For example, review and approval users can use the *Preview* and *Approval* widgets to create their workflow. These widgets can either be docked (fixed) to any one of five major regions in the workspace or floated/ resized anywhere on the screen. This unique capability to individually customize the interface will help users use the system more productively: widgets that are not needed can be docked or hidden (closed and sent back to the widget holder) to avoid cluttering the interface.

Major changes introduced are detailed in eMAM Version 5.3 Release Notes.

Note: Some features may not be supported across all eMAM products - e.g., Adobe Anywhere is supported in eMAM Enterprise, but not eMAM Vault and Online - refer to the comparison chart http://emamsolutions.com/eMAM_comparison_chart.aspx to see which features are available for the various eMAM products.

Note: Some screenshots of the eMAM 5.3 Director may be shown in either the “dark” (grey/black), “light” (red/white), “turquoise” or “slate” themes as will be described later. Users with permission may choose any of the four themes.

1.1 Login to the eMAM Director Interface

As per the best practices, there are two types of "admin" users in an eMAM system. Each organization has one or more "super admin" who are responsible for managing the hardware and software used to run the system, but this role for an eMAM Online (cloud) account would be fulfilled by eMAM staff. Organizations also often have one or "unit admin" who define the business processes: user roles, permissions, categories, and so forth. Usually, questions users may have about the daily use of the system should be directed to their unit admin, while the super admin performs the IT/support role. If a user does not know who fulfills these roles, (s) he can contact EMAM Staff for clarification. In this document, we will use the more general "admin" term.

Each user requires a unique login username and password to access the eMAM system. These are maintained by the admin users from the Admin Console within eMAM. Alternatively, an organization can use LDAP/Active Directory to maintain users by roles.

The username is most commonly the email address of the user. The password can be auto-generated or created by the *Unit Administrator*. Depending on the settings, a user will be asked to make a new password when they first login.

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eMAM™ is a web-accessible media asset management software system created to organize, share, archive, and repurpose your digitized content: videos, audios, images, and documents. This powerful platform is loaded with features and a range of options to meet the diverse needs of organizations small and large.

DAM makes what seemed impossible, possible - allowing you to search, manage, control, catalog, publish and distribute digital assets (video, audio, images, logos, templates, text, and more). So now, instead of just having information lying around, with DAM, it becomes the true center of a solution (especially if your company is international or has divisions all over the country).

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Login

Username rincy@empresmam.com

Password *****

Login

☐ Remember username

[Forgot password ?](#)

Figure 1- Login screen

eMAM offers a '**Remember Username**' option during login. If this option is checked, the username is saved in the browser, and is auto-filled in the future.

The *Forgot password* option is a password retrieval function. To retrieve the forgotten password, the user clicks on the '**Forgot Password?**' option, provides the registered email (*username*) in the textbox and clicks on 'Submit'. The new password is sent to the specified email id.

Note: The Director login URL is supplied by the eMAM Unit Administrator or Super Admin, but will usually take the form of <http://youremamdomain.com/eMAMDirector>

If any user profile is associated with multiple units, the user will be asked to choose a unit before login.

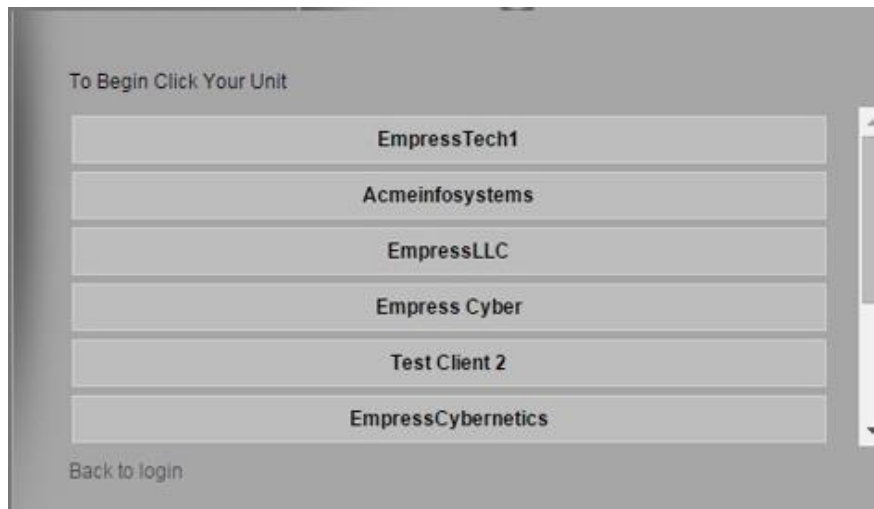


Figure 2- Multi-unit login screen for Director

After a successful login, the user will be shown the main eMAM Director web page.

1.2 eMAM Director Web Page Layout and Interface

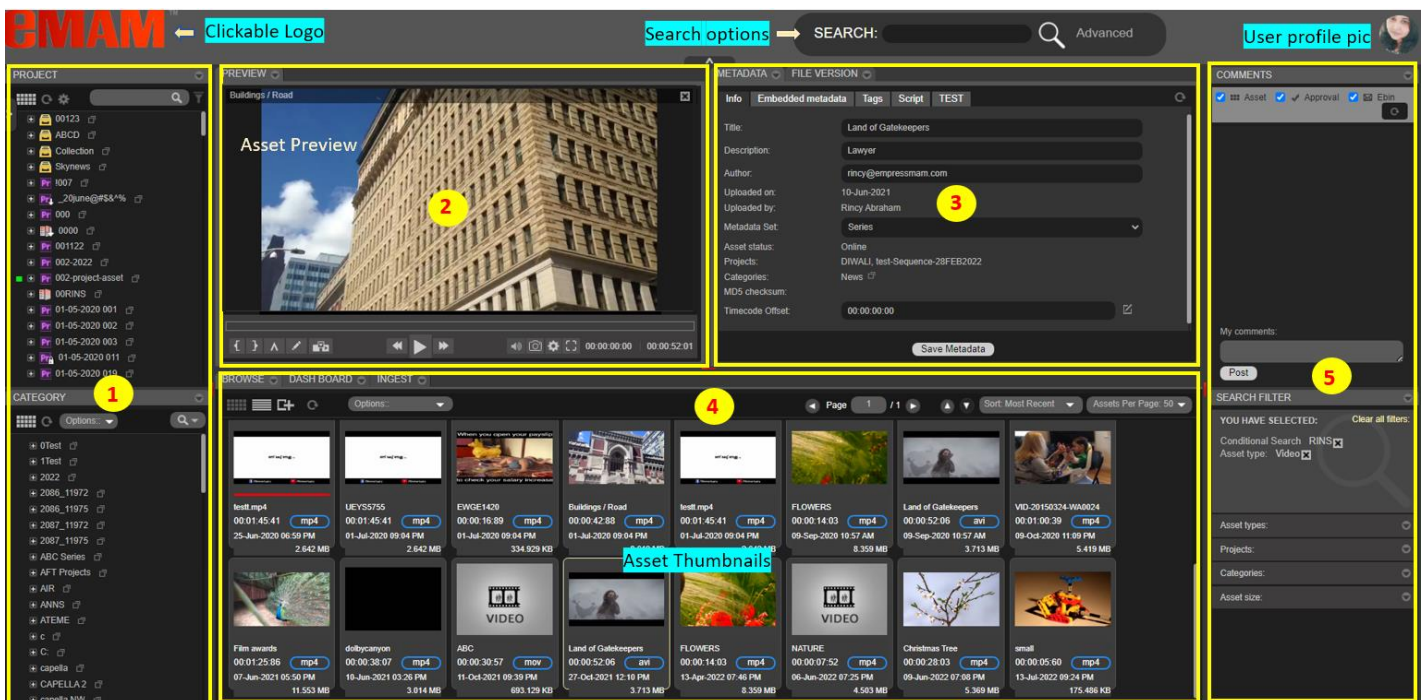


Figure 3- Director Interface main page

1.3 Resizable Page Regions

1. The main director web page is divided into 5 resizable regions - (1) *Left panel*, (2) *Upper left panel*, (3) *Upper right panel*, (4) *Lower center panel* and (5) *Right panel*. Each panel may have multiple widgets docked into tabs - see example above. Some widgets may also have their own multiple tabs (e.g., Metadata widget).
2. A user can add widgets to these regions or remove widgets from these regions.
3. A user can show/hide these regions.
4. The web page region is proportional to the screen size, so the interface view changes as needed to match the browser screen size.
5. Widgets inside the regions are automatically resized if the region size changes.
6. Widgets can be *docked to a panel (region)* or made to *float* so they can be resized and dynamically arranged, like a pop-up window.

On-Screen Messages

eMAM Director features on-screen messages to inform users the result of the most recent action initiated. After certain actions are performed, such as creating a category, eMAM Director will indicate whether the result was successful or not with a message. These messages appear at the *bottom center of the workspace* and will flash for a few seconds before disappearing, or user may click “x” on upper right side to close the message immediately.

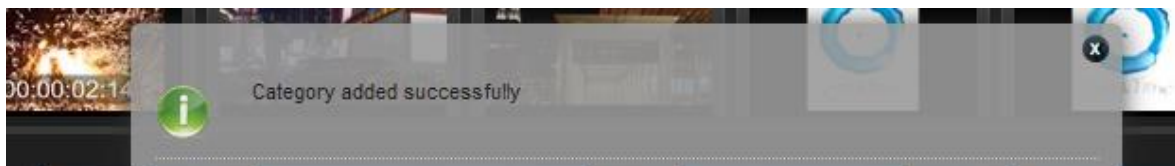


Figure 4- Message box display

1.4 Widget Holder

Most major functionalities in the eMAM Director are associated with separate widgets. A widget is an action tool to perform a specific function in the eMAM system. These widgets manage and run certain functionalities like Browse, eBIN, Project, Category widget and so on. Widget holder will display list of different available widgets. Unused widgets are represented as icons in the widget holder, while widgets in use appear as a tab in one of the five web page regions (docked) or floating on the screen. To open a widget and add it to a workspace area, expand the widget holder, select the widget, and drag and drop it to any region. Users have option to dock or float these widgets in the browser window. Widget functionalities are described in detail in Section 2.

There is a quick panel in the upper left-hand corner of the interface (on panel 1), containing all the unused widget icons.



Will expand, and will collapse the widget holder display. Icon sizes are adjusted based on the number in the holder

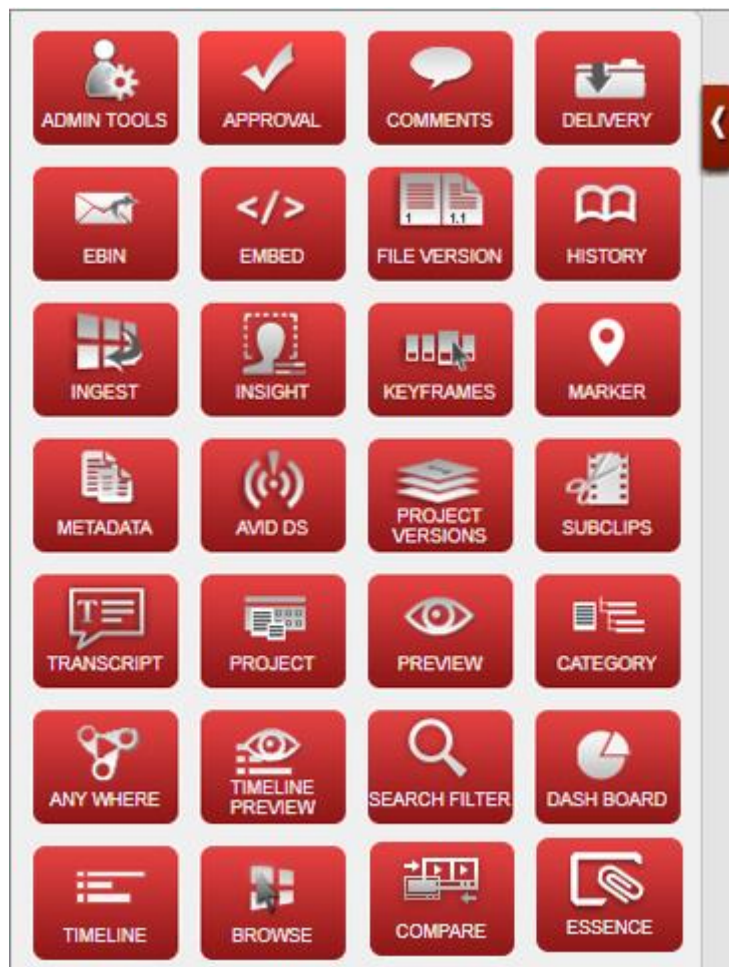


Figure 5- Widget holder with all unused widgets

1.5 Widget General Features

Different functionalities in the eMAM Director Interface are available as dockable widgets. Available widgets for a user are determined by the permissions set for that user and asset. For example if the “View eBIN” permission is not set for a user group, then users in the group will not see that widget. Likewise, if a category of assets does not have that permission, then those assets cannot be used in an eBIN.

These widgets can be moved to different regions on the interface by drag and drop from the widget holder (described in Section 1.4 above) to the right panel, left panel, or one of the three central display areas. If there are multiple widgets in the same region, then they will each appear as a tab at the top of the region. Each widget has a pulldown menu:



Figure 6- Widget: Float/Dock/Close options

1. “Close” will remove the widget from the current region of the interface. It will now be available as an icon in the widget holder panel.
2. “Float” will unpin the widget from the region in which it is docked. It can now be put anywhere on the screen and resized as needed. If needed, it now has a “Dock” option to pin it back to a region.
3. Other widget options depend on the function of the widget, as described in detail under the appropriate part of Section 2.

The information displayed in many widgets, (*including Approval, Metadata, Comments, and Markers widgets*) will change based on the chosen asset, as described in detail in Section 3. The changes will occur whenever an asset is chosen/clicked on within the Browse widget.

A scroll bar on the right of a widget will appear if the display area is not large enough to display all the information. A user can scroll up and down by clicking or by click and drag.

1.6 Settings

Click on the user profile picture on the upper right-hand corner of the interface to open the *Settings* menu with various *Theme options, Workspace settings, My Account, select Units, Languages, and the LOGOUT* button. It will also indicate the currently logged in user details.

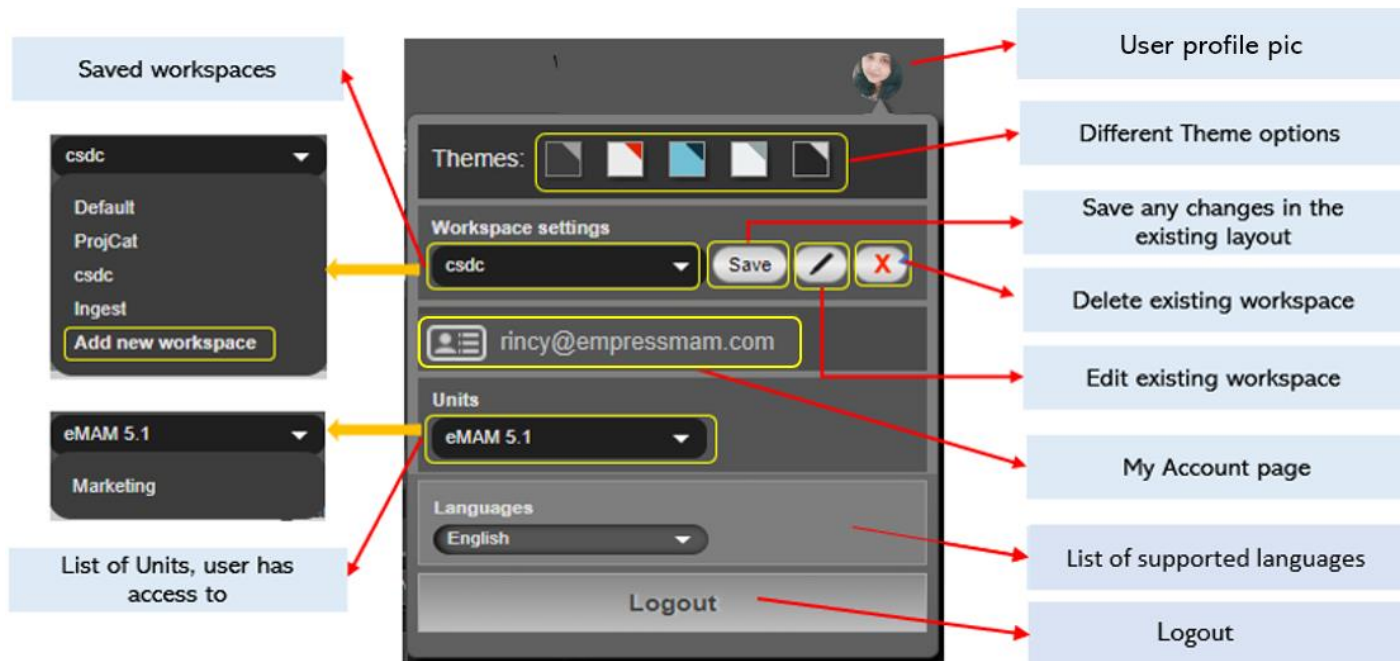




Figure 7- The workspace setting options

1.6.1 Themes: Select from the below four theme settings:




Figure 8- Selecting a theme color

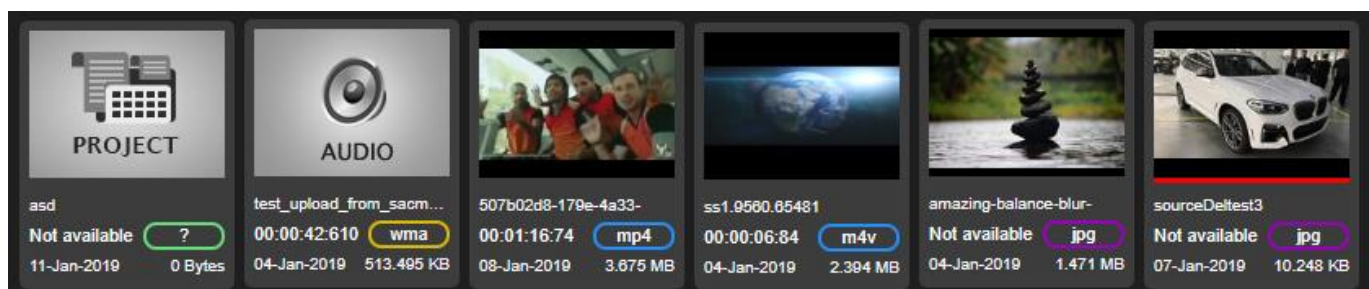
“Dark/Classic”  which features a grey/black metallic tone workspace.

“Light”  with a bright red/white toned workspace, reminiscent of the classic Client interface.

“Turquoise”  which gives a very fresh blue/green look and feel.

“Slate”  which has a fresh look similar to MAC.

“Classic plus”  which is an enhanced version of Dark/Classic theme with bigger and better fonts, improved left menu icons, pop ups, buttons, display format indication and duration in the asset thumbnails and so on.



Clicking on the white/red button will invoke the light theme, clicking on the turquoise/black button will invoke the turquoise theme and clicking on the black/grey button will toggle back to the dark theme and so on. The theme changes will not affect another user’s theme. Only the logged in user will be affected.

Following are examples of the overall view of workspaces with different themes selected:

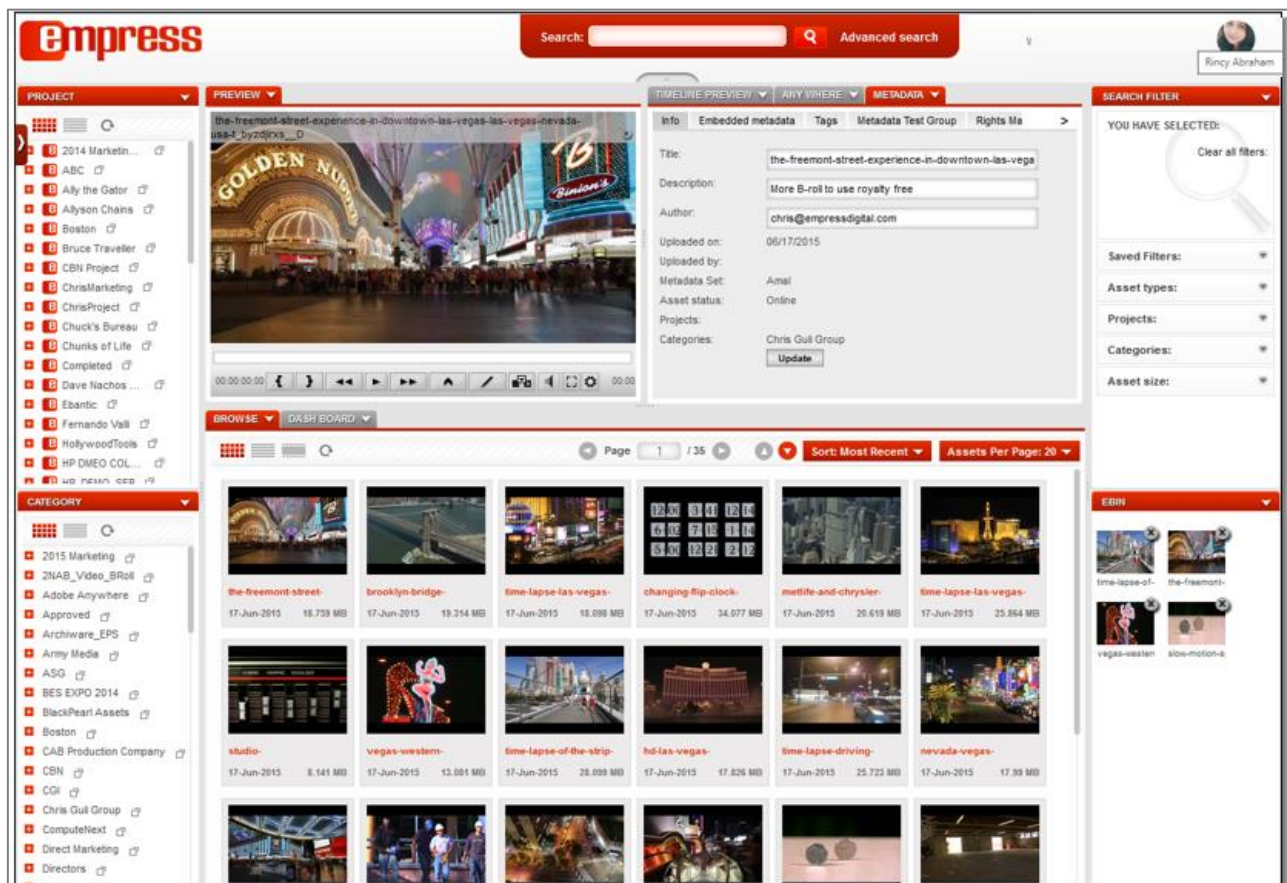


Figure 9- Light theme workspace



Figure 10- Dark/Classic theme workspace



Figure 11- Turquoise theme workspace

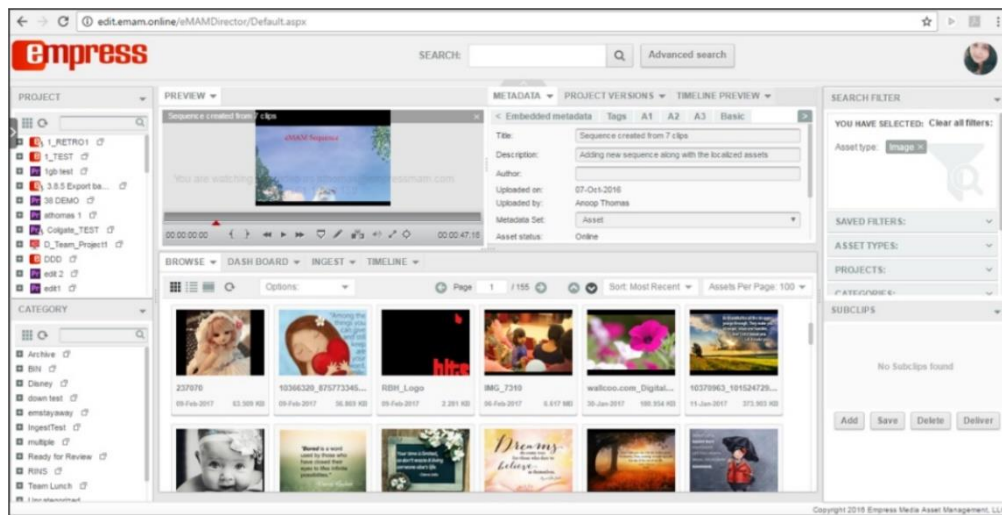


Figure 12- Slate theme workspace

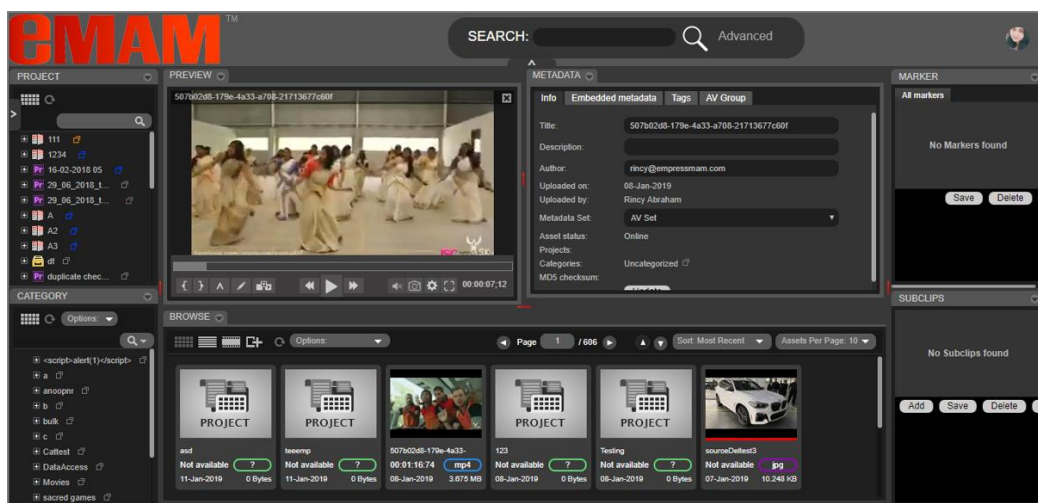


Figure 13- Classic Plus theme workspace

1.6.2 Workspaces settings: When the *Theme settings* are changed, the arrangement of the widgets will change to their default positions and the screen will refresh. Once the workspace is arranged with the widgets and positioning as desired, the workspace may be named and saved. This will avoid the hassle of rearranging the widgets and customizing the workspace every time the user logs in. Users should save their workspaces before changing themes.

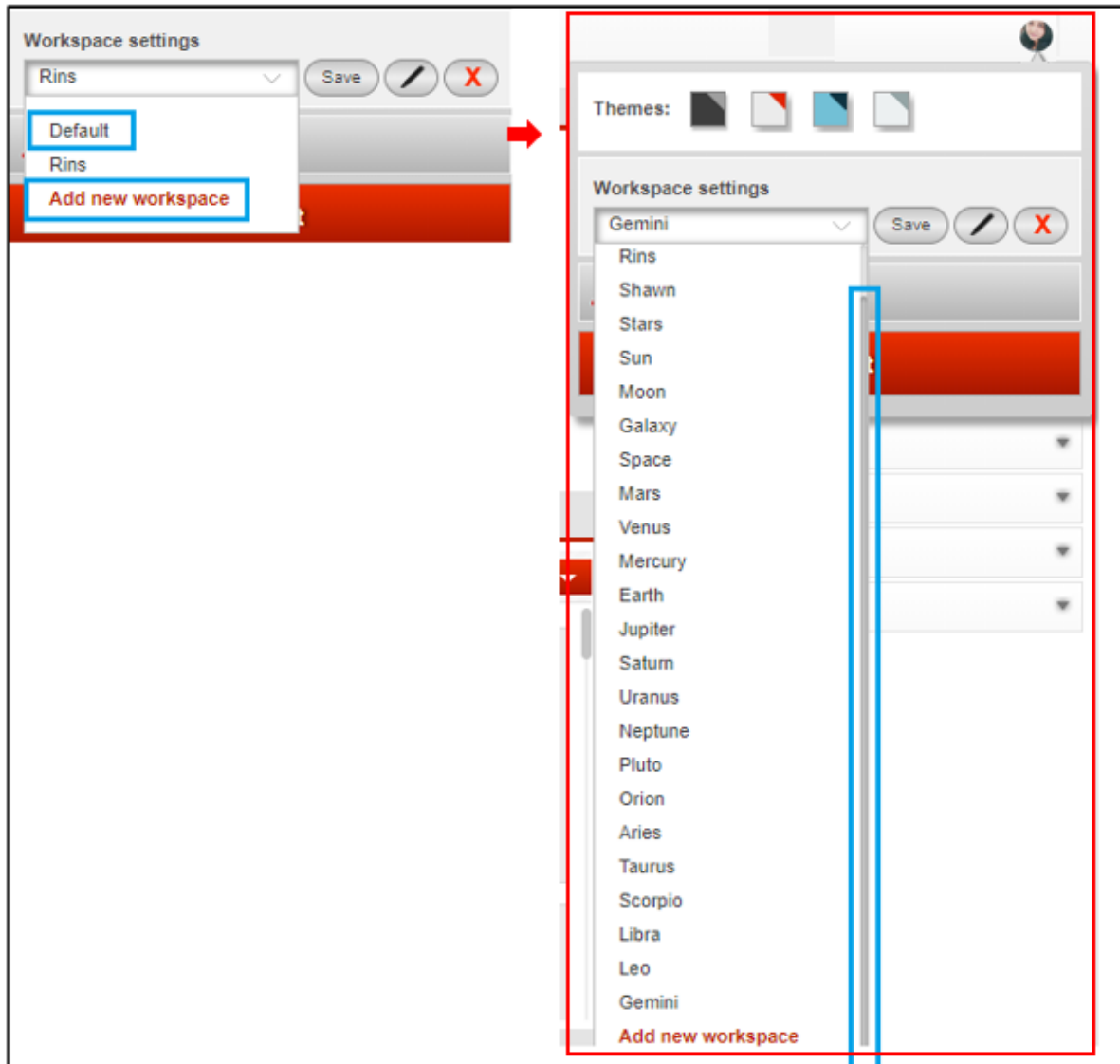


Figure 14- Workspace settings

To create a new workspace, click on **Add New Workspace** from the workspace dropdown list and then name it on the pop-up box that follows - and then SAVE it. In the future, the user can scroll and view the list of all workspaces saved using the scrollbar and select one by clicking on the designated name then the saved workspace will appear. (Note: A *resized and re positioned floating widget cannot be saved. Floating widgets will revert back to the default position*)

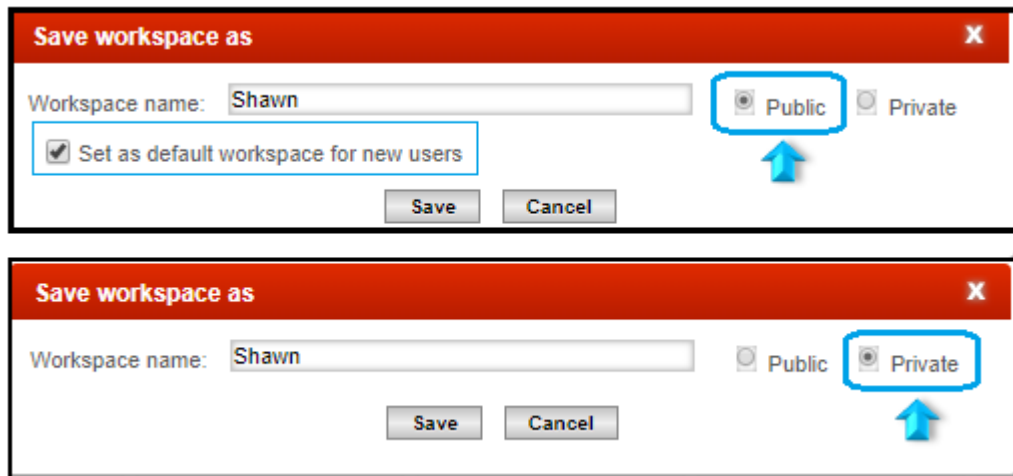



Figure 15- Add New workspace- Private or Public (only for Unit Admin)

Saved workspaces names can be *public* (accessible to everyone) or *private* (just for the creator of the workspace layout). A Unit Admin can save workspaces as Private or Public, however regular unit users can only save workspaces as Private. They do not have option to create *Public* workspaces. Public workspaces have additional checkbox “Set as default workspace for new users” which will make it as default.

Edit workspace: Users can edit the workspaces created by clicking on  icon. Make desired changes in the workspace name or workspace type and click on Save.

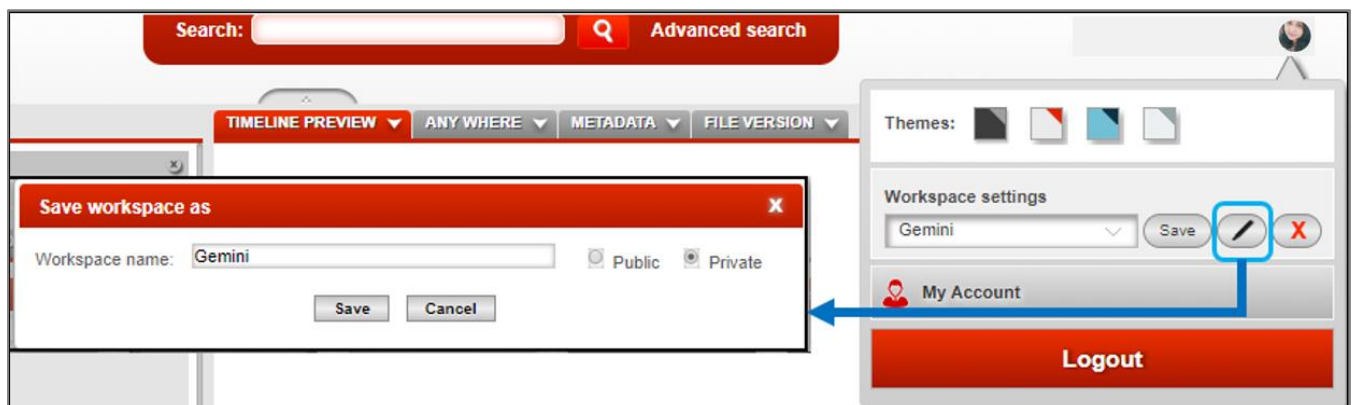



Figure - Edit workspace

Delete Workspace: Users can delete any workspace by clicking on  icon. Unit Admins can delete private workspaces created by other users. You will be promoted to confirm deletion with a confirmation window as shown below:

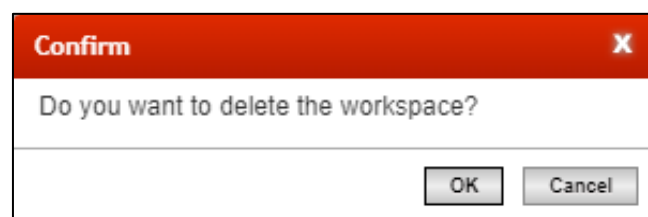


Figure -Delete workspace confirmation box

Note: Any changes made in the Advanced Search window parameters for search can also be saved as a part of workspace settings. Open the Advanced Search window and make the necessary changes to the search parameters and save the workspace. Next time when you load Advanced Search window, the saved search settings will be displayed by default.

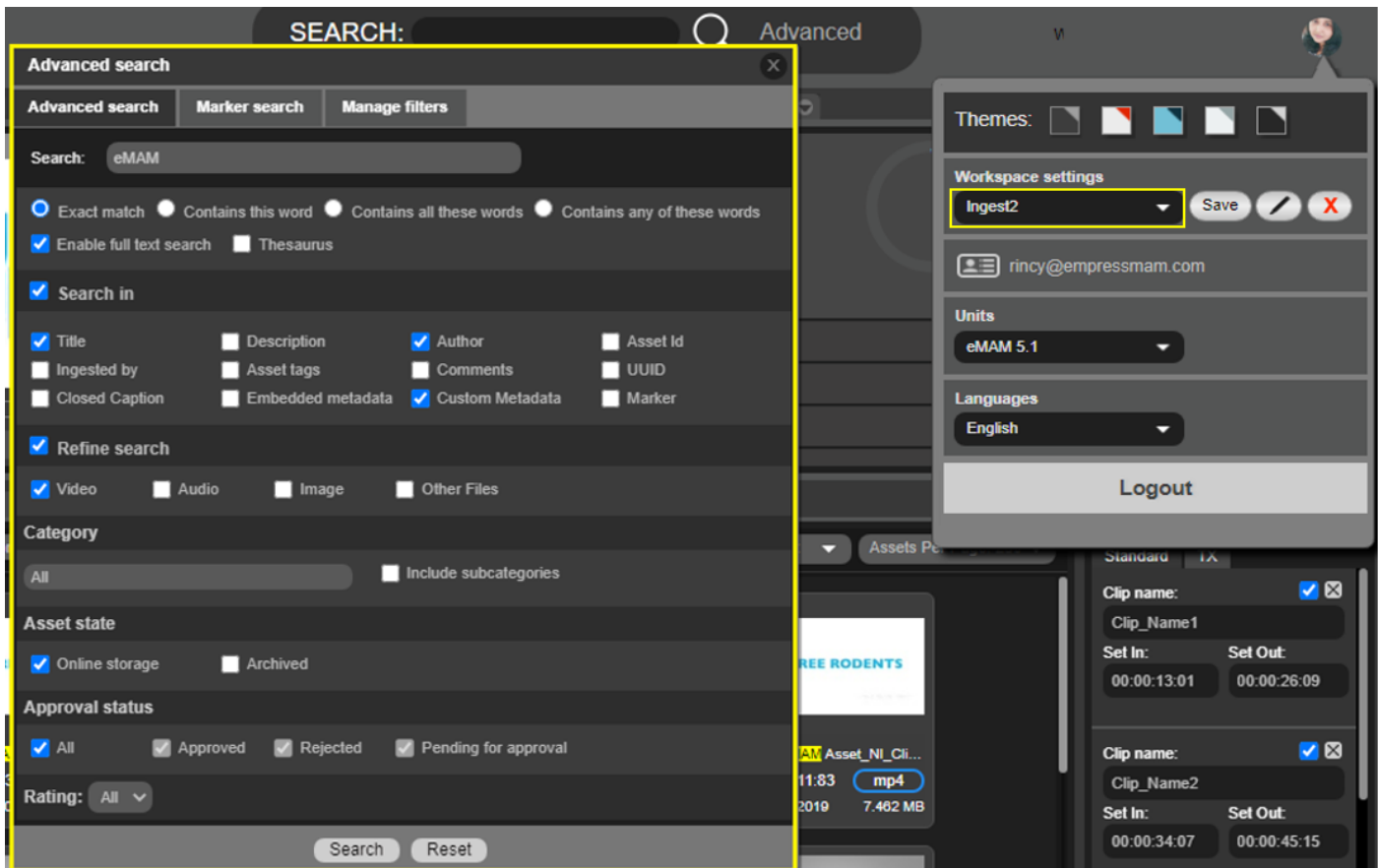


Figure 16- Workspace settings saves Advanced search parameters

1.6.3 User Account

Click on username gives you a quick access to manage logged in user account details with options to download and manage the app installations (eFeeder, DeskLink, panel for Adobe Premiere, Adobe Media Encoder, Adobe InDesign and Adobe After Effects). You can also quickly know the eMAM Version and License expiry details in the My Account page. To get started, click on the green radial Settings button on the Director configuration menu, and choose My Account from the small window displayed.

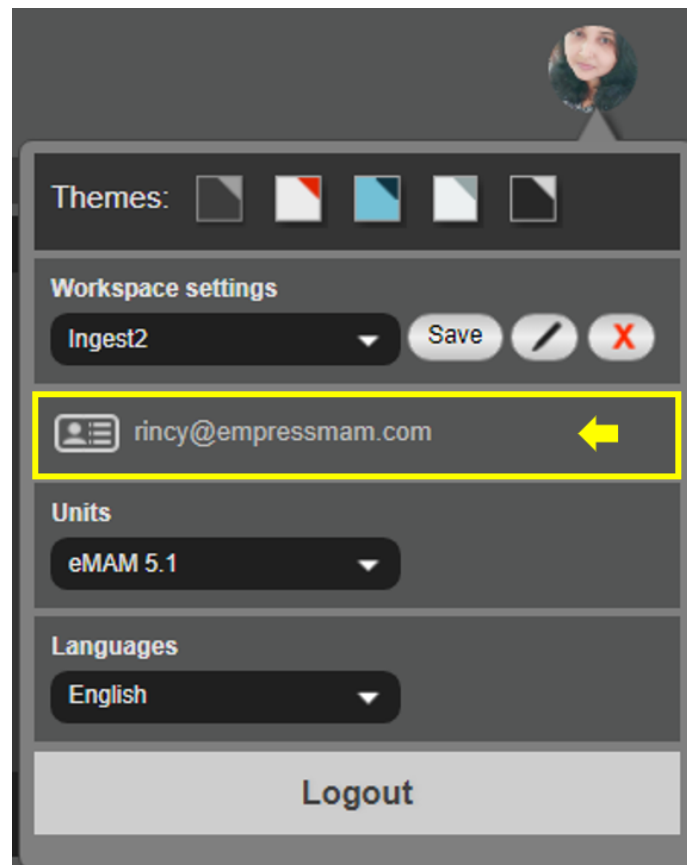


Figure 17- My Account

A new window opens up. This page has 3 main tabs (*My Account*, *Apps* and *Install status*) on the left side of the page. On the top right-hand side of the page, eMAM version and component license expiry details are displayed.

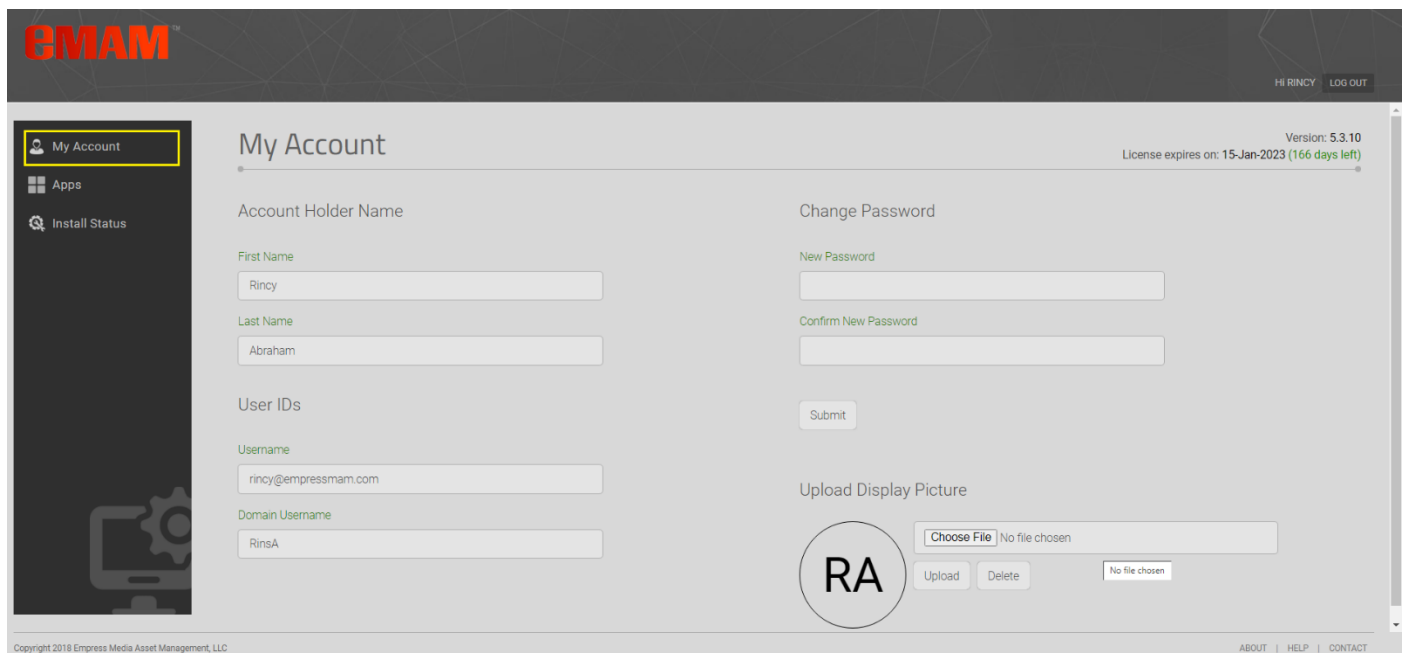


Figure 18- My account page to manage account and App installations

- **My Account:** The *My Account* tab can be used to manage your account details. It displays account holder's name, user Id's - username and domain username. You have option to change the login password using *Change Password* option. Key in a new password in the *New Password* and *Confirm New Password* field and click on the *Submit* button. You will be prompted to enter the old password after which account successfully updated message box appears as shown below:

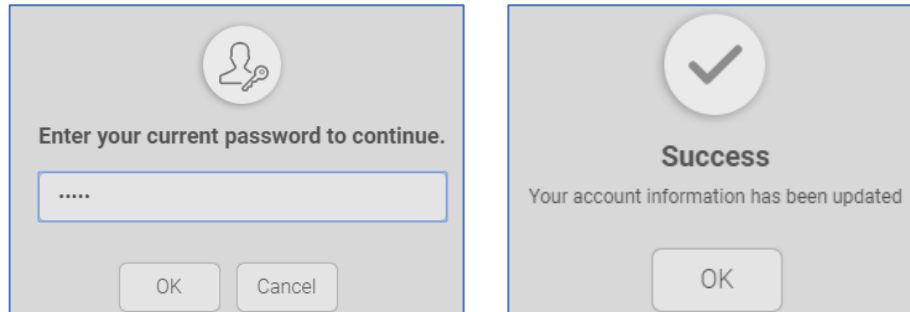
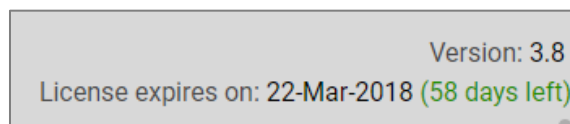


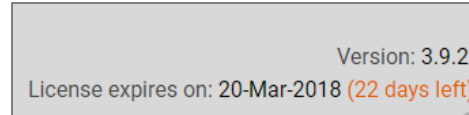
Figure 19- Box to enter old password and update success message box.

License details are displayed in 3 distinct colors indicating below:

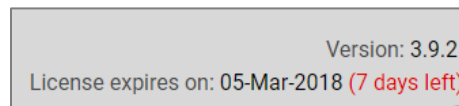
- **Green:** License expiry date >30 days.



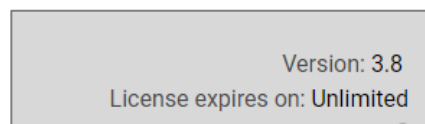
- **Orange:** License expiry date falls between 30-15 days.



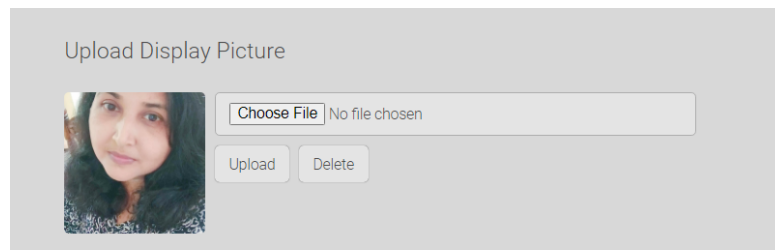
- **Red:** License expiry date <15 days



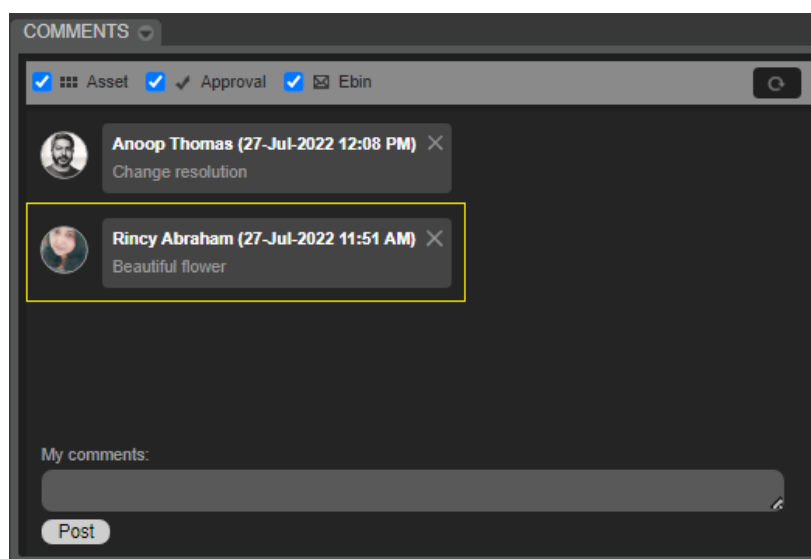
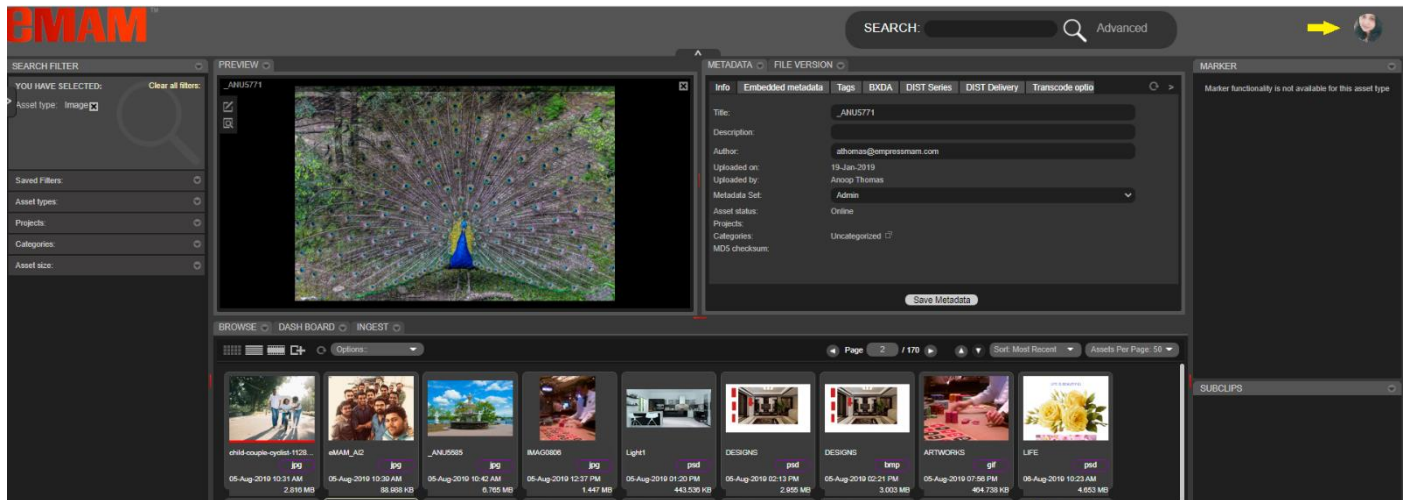
- **Black:** Unlimited



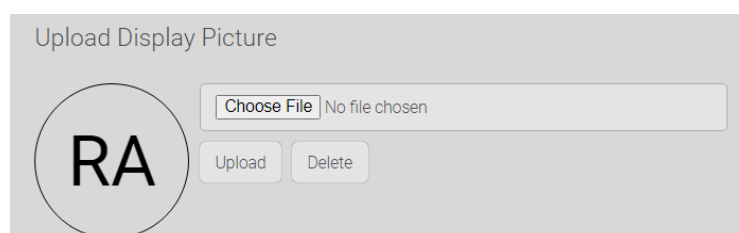
User also has option to upload a user profile picture. Just click on *Choose File* button to choose your picture and click on *Upload* button. Click on *Delete* button to delete the user pic.



The same user pic gets displayed in the home page and *Comments* widget.



If no user pic is uploaded, by default, user *First & Last name* first alphabet is displayed (as shown below).



- **Apps:** The *Apps* tab list all the apps available to the eMAM user for installation. Click on the desired App icon box you wish to download to proceed with download of that app.
- ✓ **eFeeder** is a desktop application built on electron platform for *Windows & Mac* machines. To install **eFeeder** (*Electron platform*), click on the eFeeder icon under the *Apps* tab as shown below and then click on the eFeeder button. Based on your machine type, click on **Windows** or **Mac** button to download the msi file.

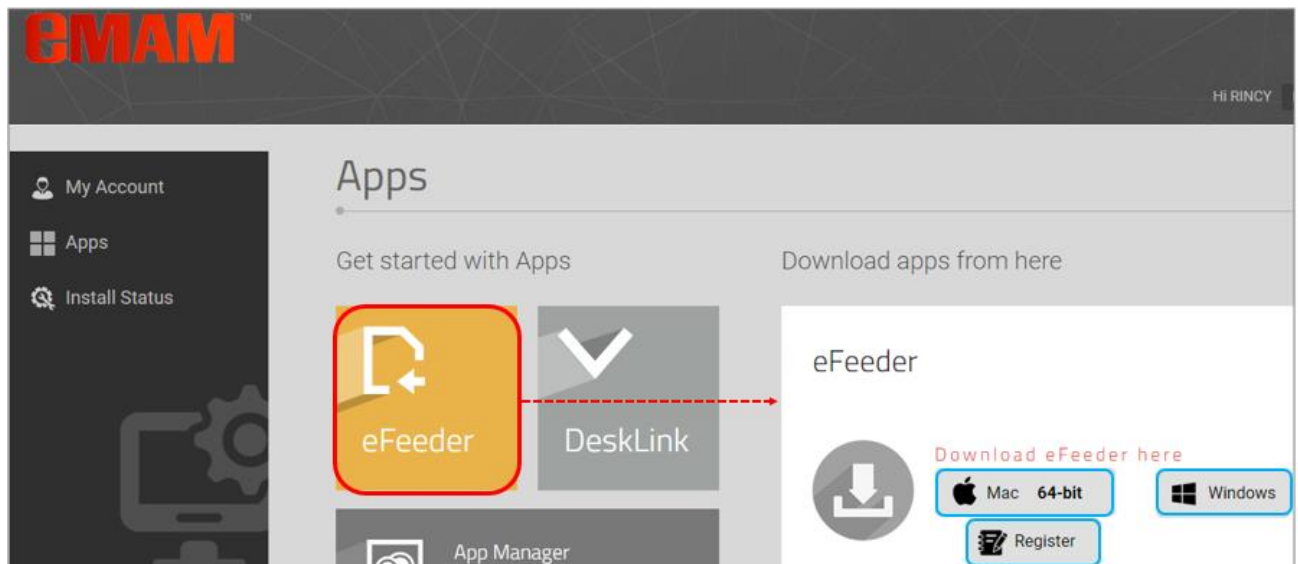
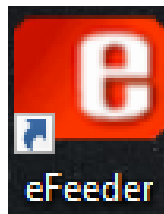


Figure 20- My Account>Apps tab> Feeder

After the eFeeder is successfully installed on your machine, click on **Register** button to register eFeeder to the server. *Note: eFeeder needs to be registered for each server.*



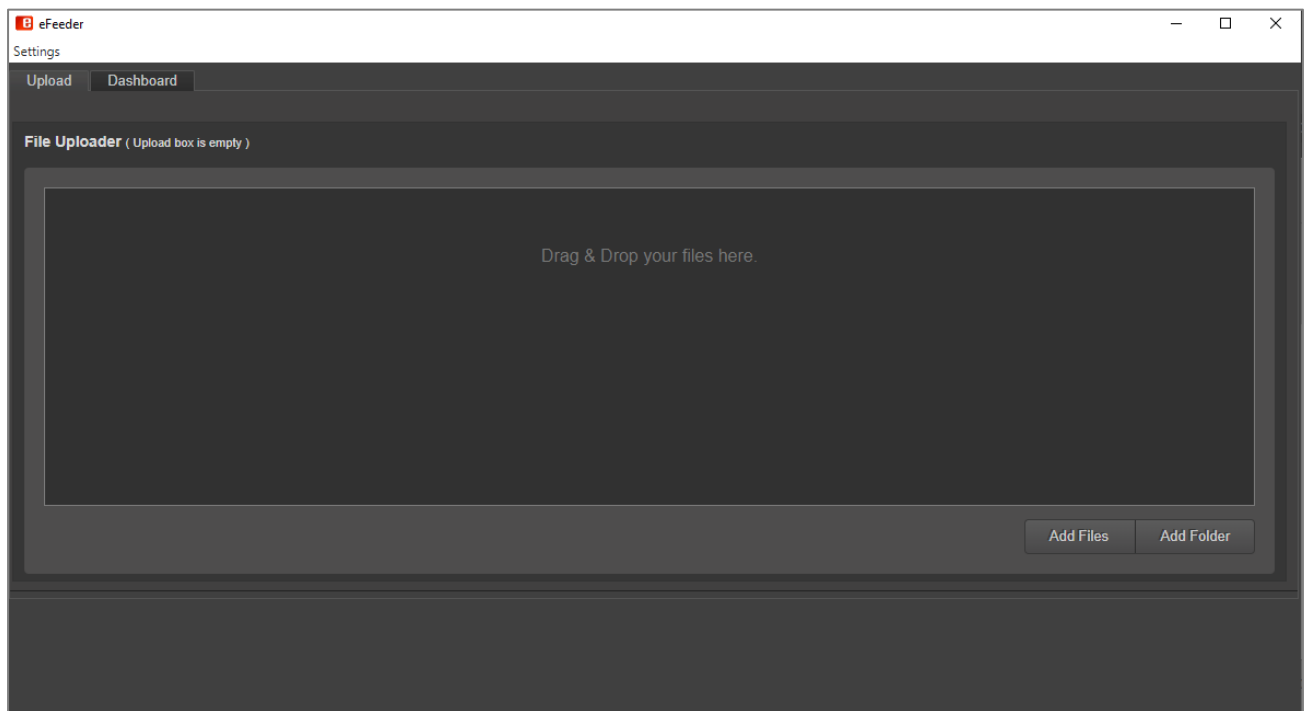


Figure 21- eFeeder app in Windows machine.

- ✓ In install **DeskLink**, click on the *DeskLink* icon and then click on *Mac (64 bit)* or *Windows (32 bit or 64 bit)* button based on your machine type. DeskLink needs to be registered for each server. Click on *Register* button to register the *DeskLink* to this server so that you can directly choose the path for download and avoid re-entering the *Director & Gateway URL's* for each download operation.

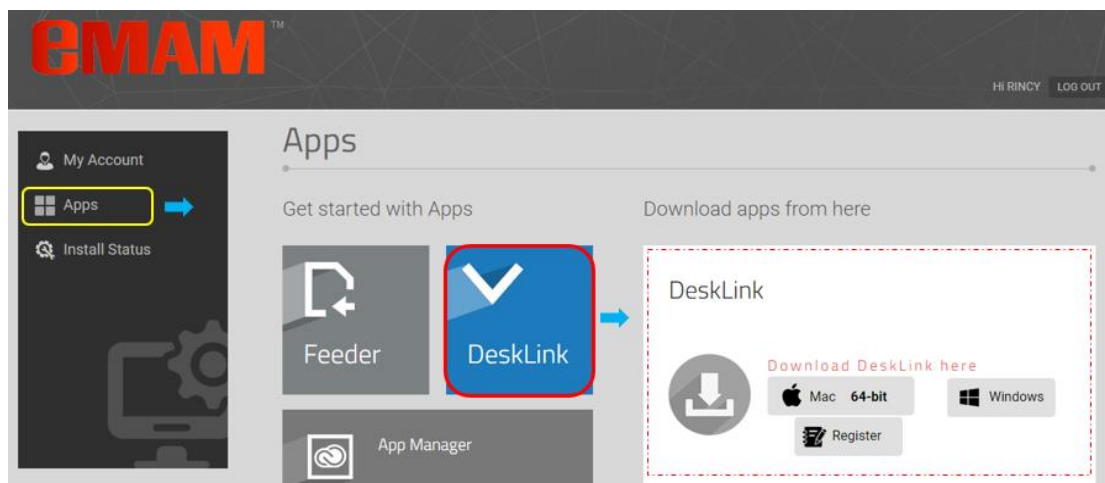


Figure 22- My Account> Install DeskLink

- ✓ To install **eMAM App Manager**, click on the *App Manager* box. Based on the type of your machine, download Extension Manager Command Line tool by clicking **MAC** or **Windows** button.
eMAM App Manager is a single desktop app to manage the extension panels for Adobe Creative Cloud applications such as *Adobe Premiere Pro*, *Adobe After Effects*, *Adobe Photoshop*, *Adobe Illustrator*, *Adobe InDesign*, *Adobe Media Encoder*. Using the App Manager, users can control the installation, version upgrade and removal of the

extensions in the Adobe Creative Cloud Applications. Just connect to the server and click on *Install* or *Remove* button of the Adobe CC applications, to either install or remove the extension panels. The *App Manager* also monitors the application upgrade and notifies the user (*with an Update button*) if there is a new upgrade available for any of its Adobe CC applications. To know more about eMAM App Manager, refer [eMAM App Manager doc](#).

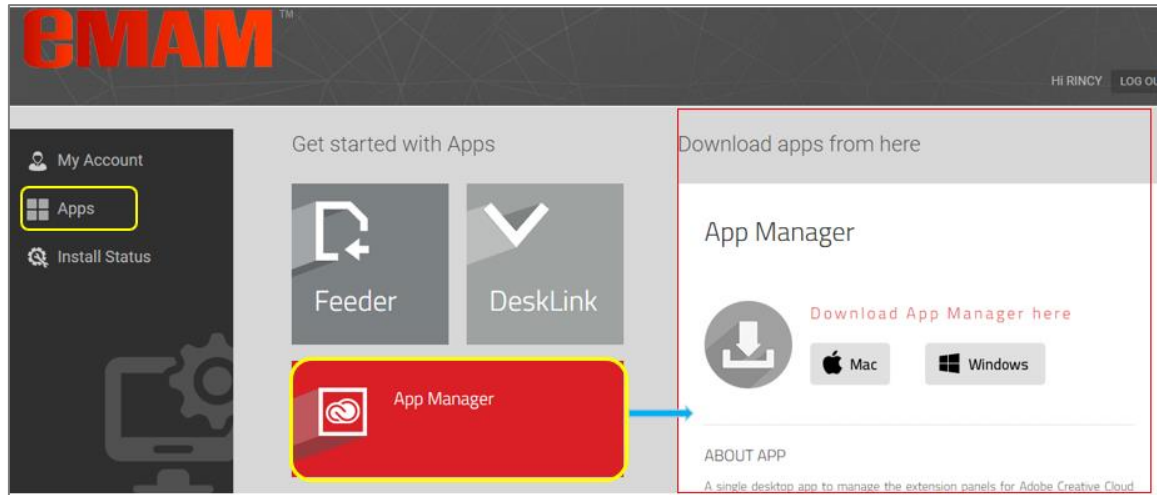


Figure 23- My Account- Install App Manager

- ✓ **Extension Panel for Adobe Premiere Pro CC:** To install extension panel for Adobe Premiere Pro, under the *Apps* tab, scroll down and click on *Extension Panel for Adobe Premiere Pro CC* icon. Then on the right-hand side of the page, click on the *Download Premiere Panel*. Based on the type of your machine, click on the *MAC* or *Windows* to download Extension Manager Command Line tool. Click on *Help* to refer to panel installation steps.

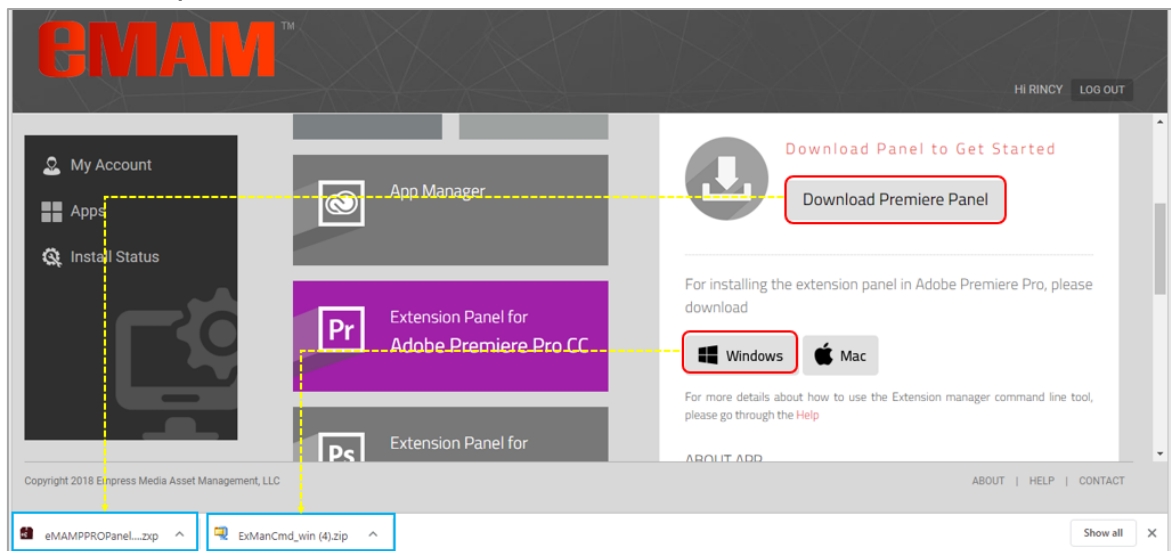


Figure 24- Download xzp and exmancmd tool based on your type of machine.

Refer *eMAM Premiere Panel installation Guide 5.3_Director guide* for details steps on how to install the eMAM Panel.

- ✓ **Extension Panel for Adobe Photoshop CC:** To install eMAM panel for Adobe Photoshop, under the *Apps* tab, scroll down and click on *Extension Panel for Adobe Photoshop* icon. Click on the *Download Photoshop Panel* and then based on the type of your machine Windows/Mac, download the Extension Manager Command Line tool zip file.

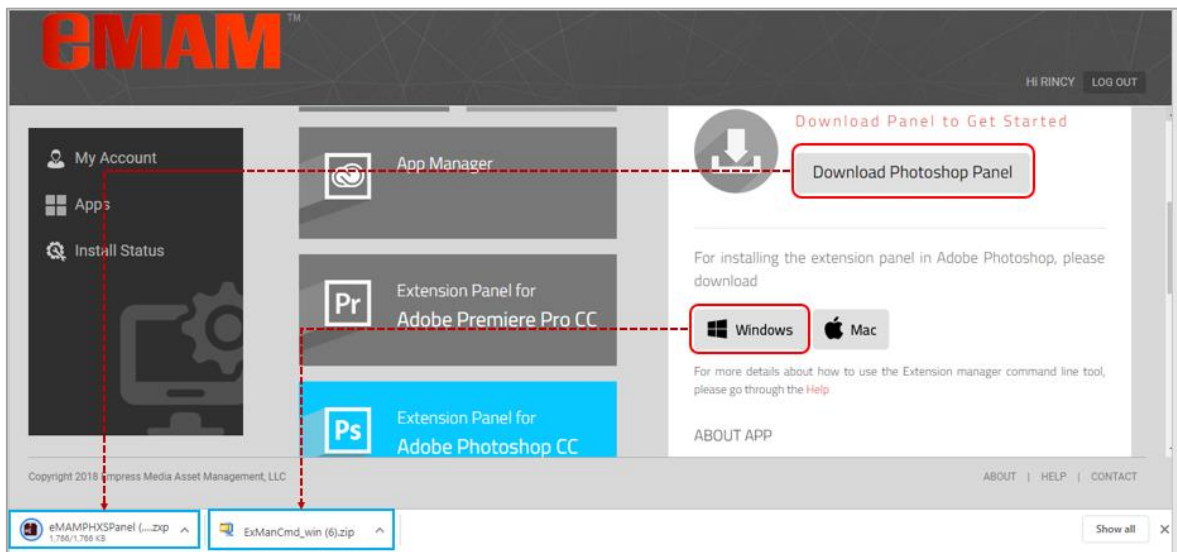


Figure 25- Download zip file and exmancmd tool based on your machine type

Refer *eMAM Photoshop Panel installation Guide 5.3_Director guide* for details steps on how to install the eMAM Panel.

- ✓ **Extension Panel for Adobe Illustrator CC:** To install *Adobe Illustrator panel*, under the *Apps* tab, scroll down and click on *Extension Panel for Adobe Illustrator* icon. Click on the *Download Illustrator Panel* button. Now based on the type of your machine, download *Extension Manager Command Line tool* by clicking on the *MAC* or *Windows* button. Click on *Help* to refer panel installation steps.

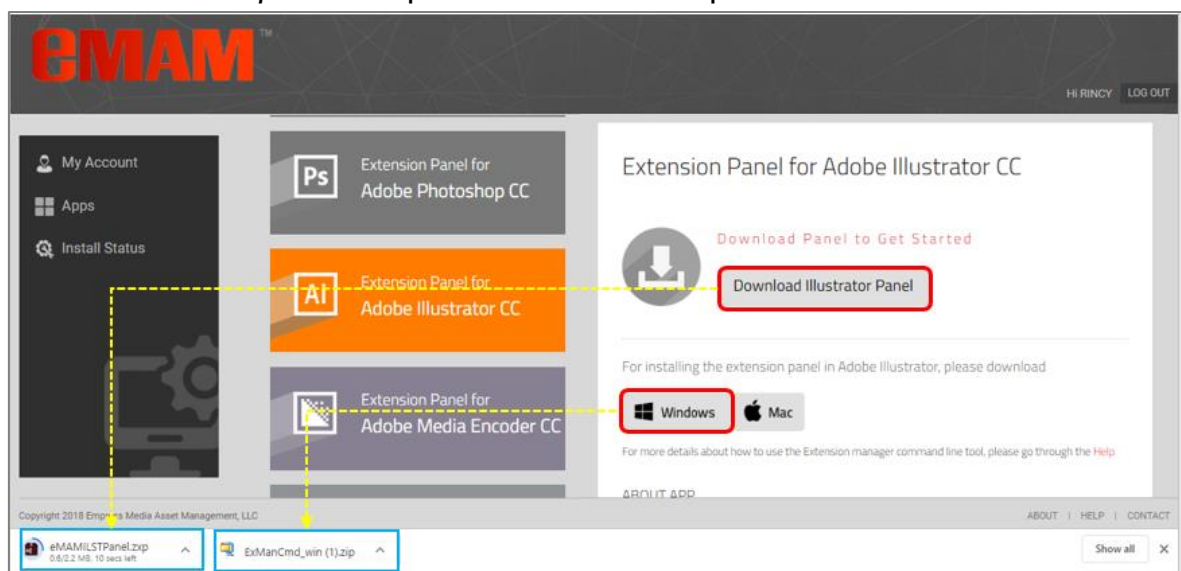


Figure 26- Download zip file and exmancmd tool based on your machine type

Refer *eMAM Illustrator Panel installation Guide 5.3_Director guide* for details steps on how to install the eMAM Panel.

- ✓ **Extension Panel for Adobe InDesign CC :** To install eMAM panel for Adobe InDesign, under the *Apps* tab, scroll down and click on *Extension Panel for Adobe InDesign Pro CC* icon. Then on the right-hand side of the page, click on the *Download InDesign Panel*. Based on the type of your machine, click on the *MAC* or *Windows* to download Extension Manager Command Line tool. Click on *Help* to refer to panel installation steps.

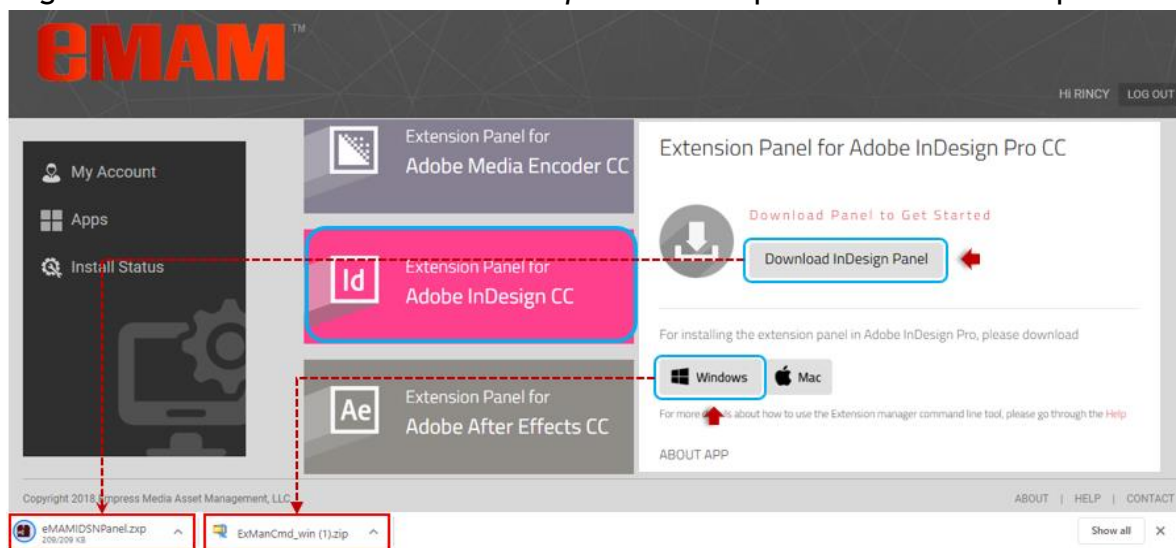


Figure 27- Download xzp file and exmancmd tool based on your machine type

Refer *eMAM InDesign Panel installation Guide 5.3_Director guide* for details steps on how to install the eMAM Panel.

- ✓ **Extension Panel for Adobe After Effects CC :** To install extension panel for Adobe After Effects, under the *Apps* tab, scroll down and click on *Extension Panel for Adobe After Effects Pro CC* icon. Then on the right-hand side of the page, click on the *Download After Effects Panel*. Based on the type of your machine, click on the *MAC* or *Windows* to download Extension Manager Command Line tool. Click on *Help* to refer to panel installation steps.

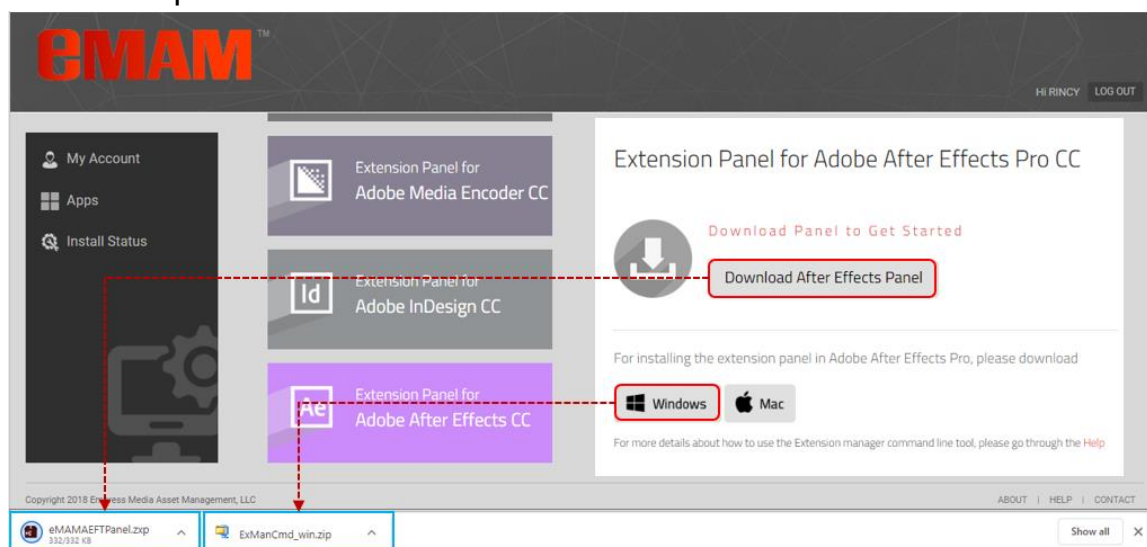


Figure 28- Download xzp file and exmancmd tool based on your machine type

Refer *eMAM After Effects Panel installation Guide 5.3_Director guide* for details steps on how to install the eMAM Panel.

- **Install Status:** Under this tab, you can check and manage the statuses of all the App installations made by you on various devices. You can also manage it using *activate* or *deactivating* installations.

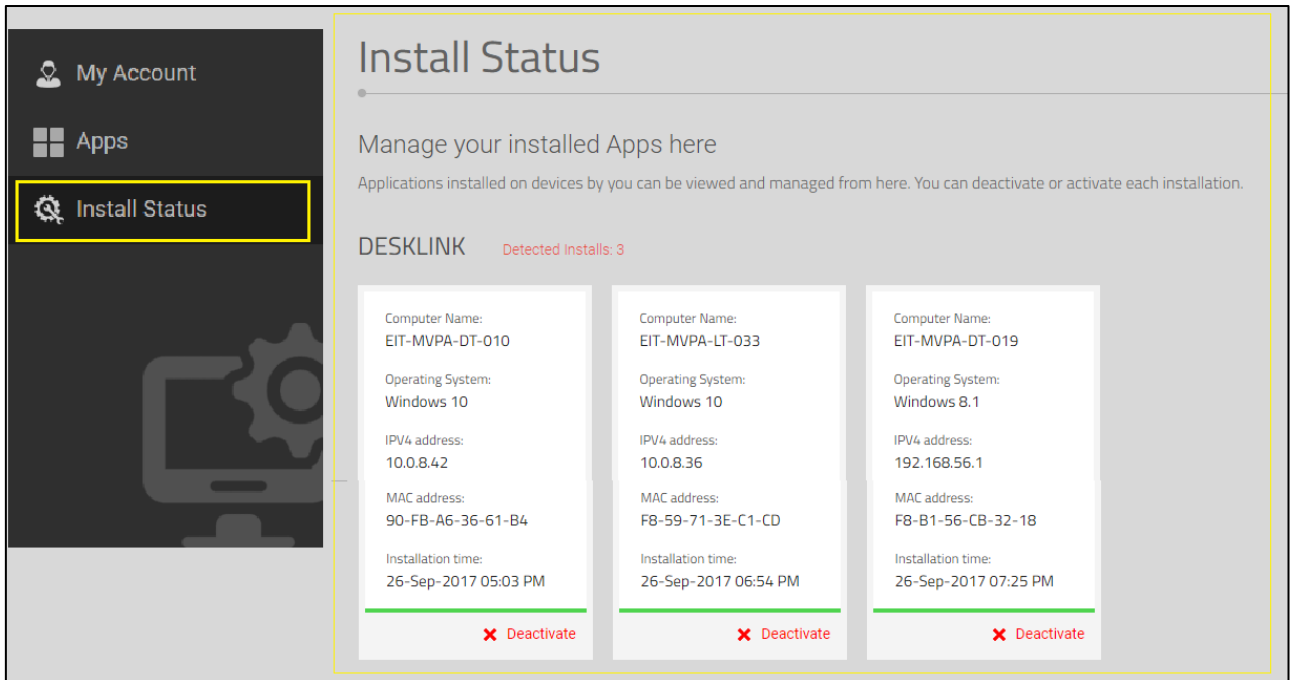


Figure 29- My Account> Install Status

1.6.4 Units

The *Units* section gives users visibility to all the units to which a user account is associated with. Users also have the flexibility to switch between these displayed multiple units by simply selecting the desired unit from the dropdown list.

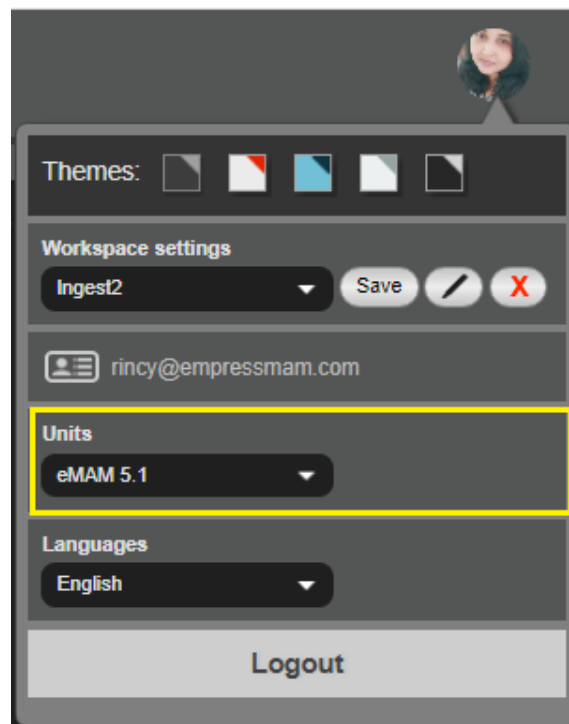


Figure 30-Units

- Just click on the *Unit* dropdown list and choose the desired unit.
- A confirmation message box to confirm the change of unit appears. Click *OK*.
- eMAM Director page is refreshed to display the new unit.

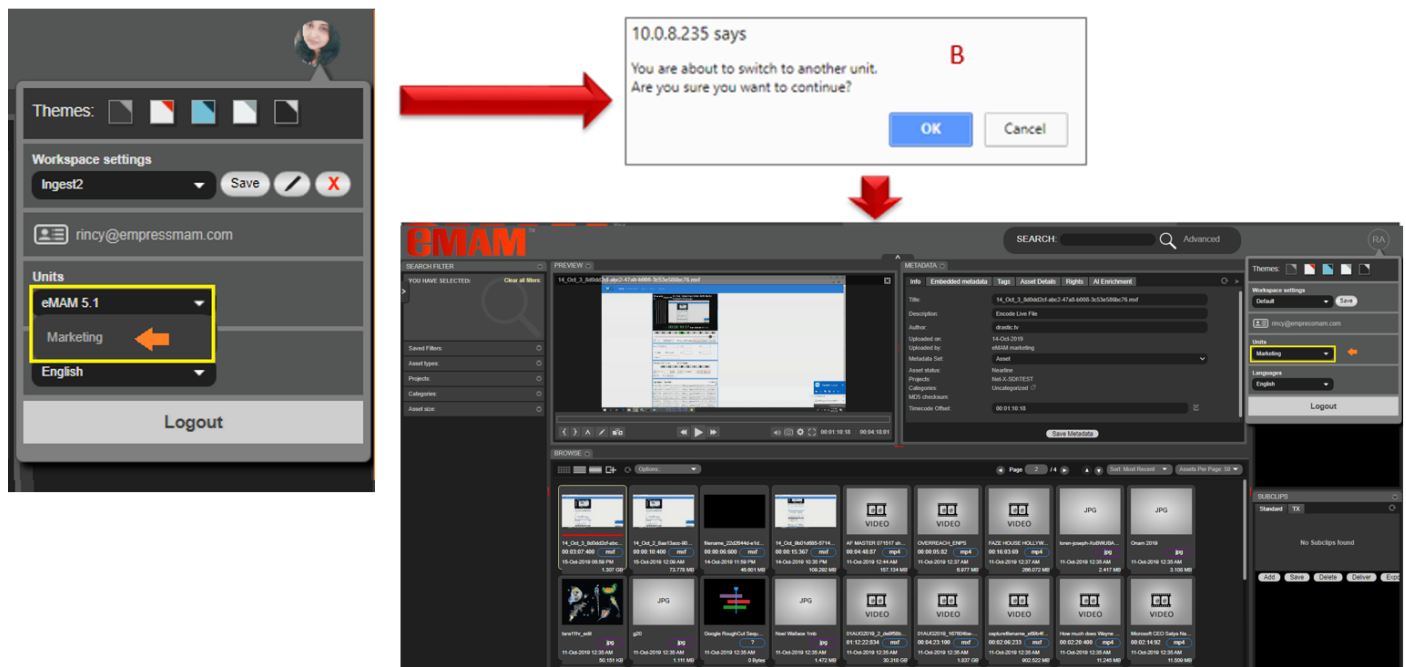


Figure 31- Switching from one unit to another

1.6.5 Languages

Click on the *Languages* drop-down to change the UI language to the selected language. Default language displayed is *English*. You can choose from any of the eMAM supported languages listed, *Spanish, Irish, Gujarati, Hindi, Japanese, Korean, Malayalam, Portuguese, English, Russian, Tamil, Chinese and Arabic*.

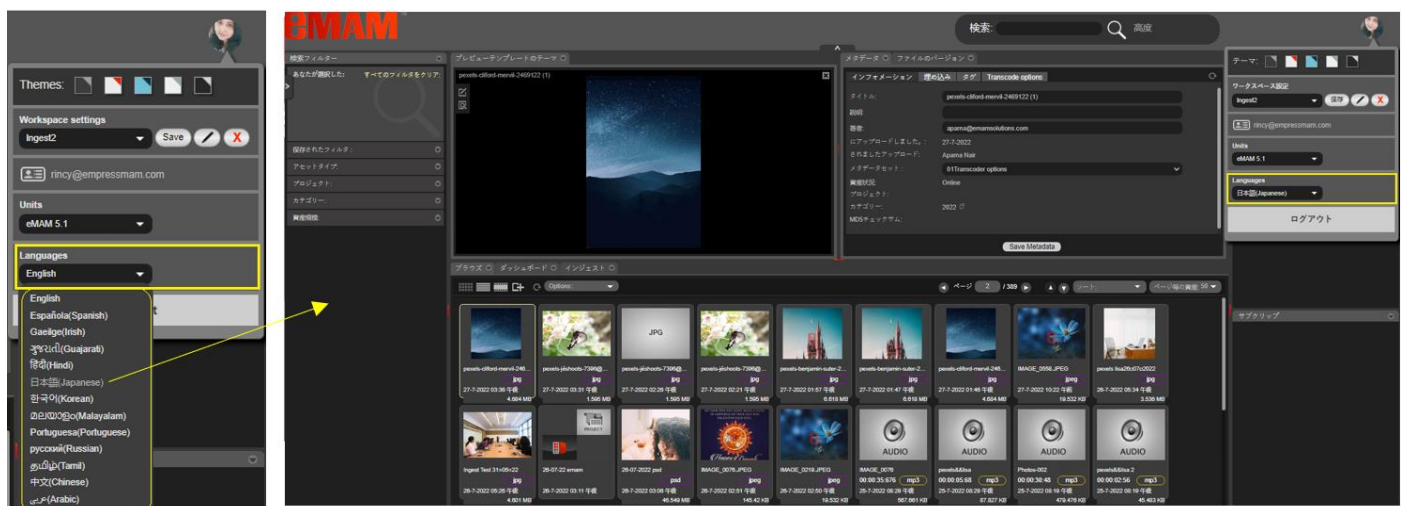


Figure 32- List of eMAM supported languages

Below is the eMAM Director interface displayed in *Spanish* language.



Figure 33- eMAM Director UI displayed in Spanish language

1.6.6 Logout

Click on the **green radial (Settings)** button on top right-hand side of the page and a small window pops up. Click on **Logout**. For security reasons, users will be automatically logged out of the interface after a period of inactivity.

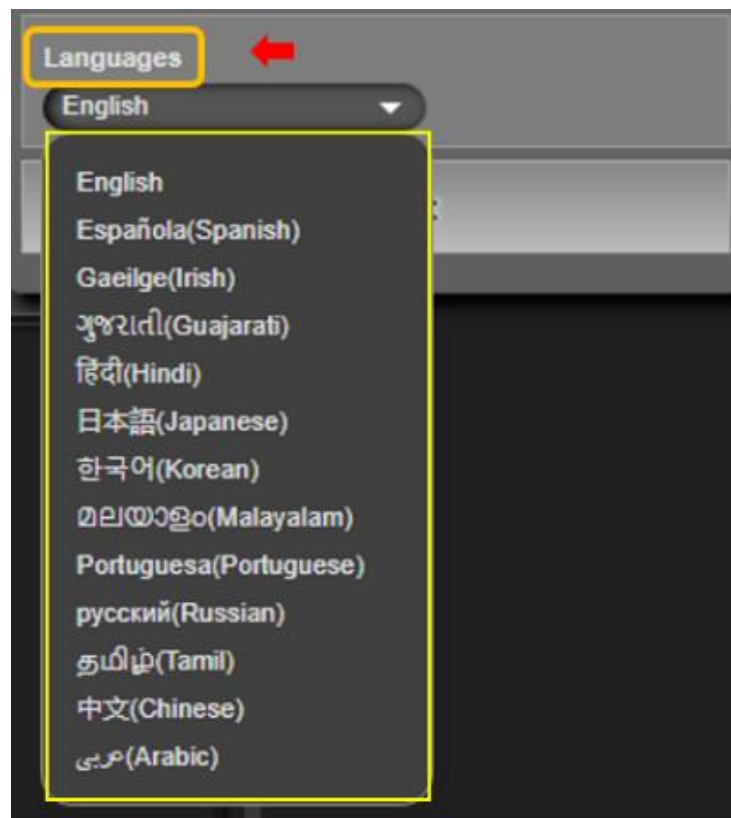


Figure 34- Logout

2.0 Widget Functions

Users can use or see only those widgets for which they have permission. For example, if the Timeline permission is not granted to the user, the Timeline widget will not be available for that user. Below are detailed descriptions of each widget.

2.1 Project

Projects are created in order to group and organize assets for specific uses, which may or may not be associated with an Adobe Premiere project or an Adobe Anywhere production. The widget can be used to collect media and create rough cut sequences for editing in an NLE software or application like Adobe Premiere. You can add project, add bins, and create sequences.

A project created in eMAM (*associated with a storage profile*) is treated as an eMAM asset which is created as a placeholder. These placeholders are linked to the project file associated with the project. “Project Asset” has no link to the assets or sequences of the actual project. It only represents the project and not its components. eMAM can also manage projects and versions of projects using the *Project Versions* widget. Projects associated with storage profiles and categories are displayed as a project asset under the *Browse* widget. The system can have any number of projects. The *Project* widget lists all the available projects and collections to which the user has been assigned or has permission to view. Adjacent to each project is the project status with different color codes (*managed in Admin Tools page*).

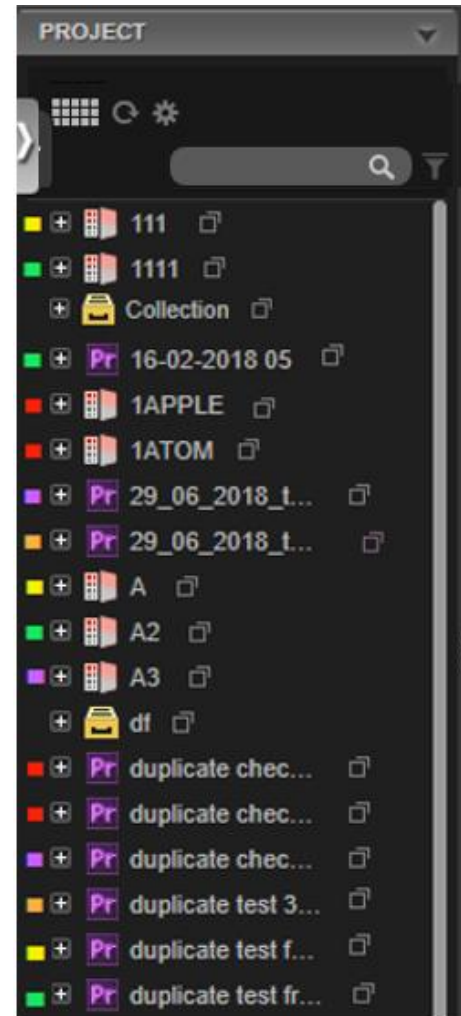


Figure 35- Project widget with list of Projects

A project asset thumbnail (*see image on right*) is displayed as a group icon in the *Browse* widget. The top left of the project asset thumbnail will show the asset/sequence thumbnail. top right project asset icon, bottom left will show the project type like Premiere, eMAM etc. and the bottom right will display a collection image to indicate more contents inside the project, with their count.



Figure 36- Project asset thumbnail

The widget pull-down menu has an option to *Add Collection*, *Add Project*, *Float* (to float the widget) and *Close* (to close the widget). Projects can be seen in the thumbnail view or the list view.

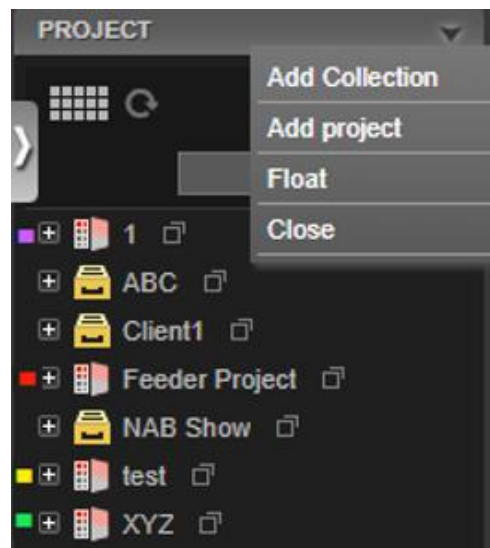


Figure 37- Project widget- pull down menu to add Collection and Project

Assets including Live assets (displayed with a **RED DOT**) can be dragged and dropped to projects.

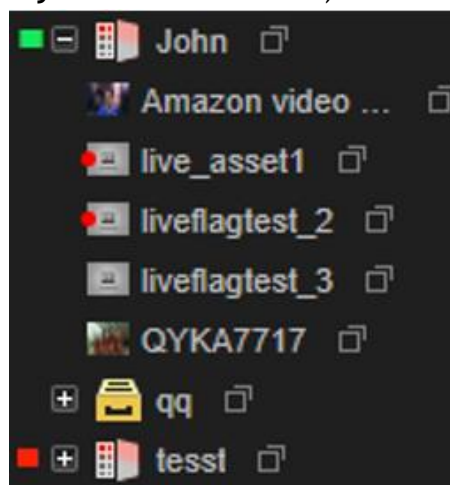





Figure 38- Live assets displayed under a Project

Project Widget Icons

The *Project* widget now features icons to indicate whether a project is an eMAM project, Premiere project, or an Anywhere production and whether it is locked, checked out, or available for editing.

- A project with  icon is an eMAM project.
- A project with an Adobe Anywhere  logo is an Anywhere production.
- Premiere Pro projects will be indicated by  icon with the familiar Premiere logo.
- If the icon has a downward pointing arrow next to it, it is checked out.
- Projects with the lock symbol are locked by Premiere for editing.
- Check in and checkout are similar to borrowing books from a public library - “checked out” means the project is not available and the user must wait until it is “checked in” by the editor.

- A lock symbol over the icon indicates the project is locked, while a downward arrow indicates it is checked out.

The *Project* widget also has a refresh button to refresh the list of projects to see current projects and their status.

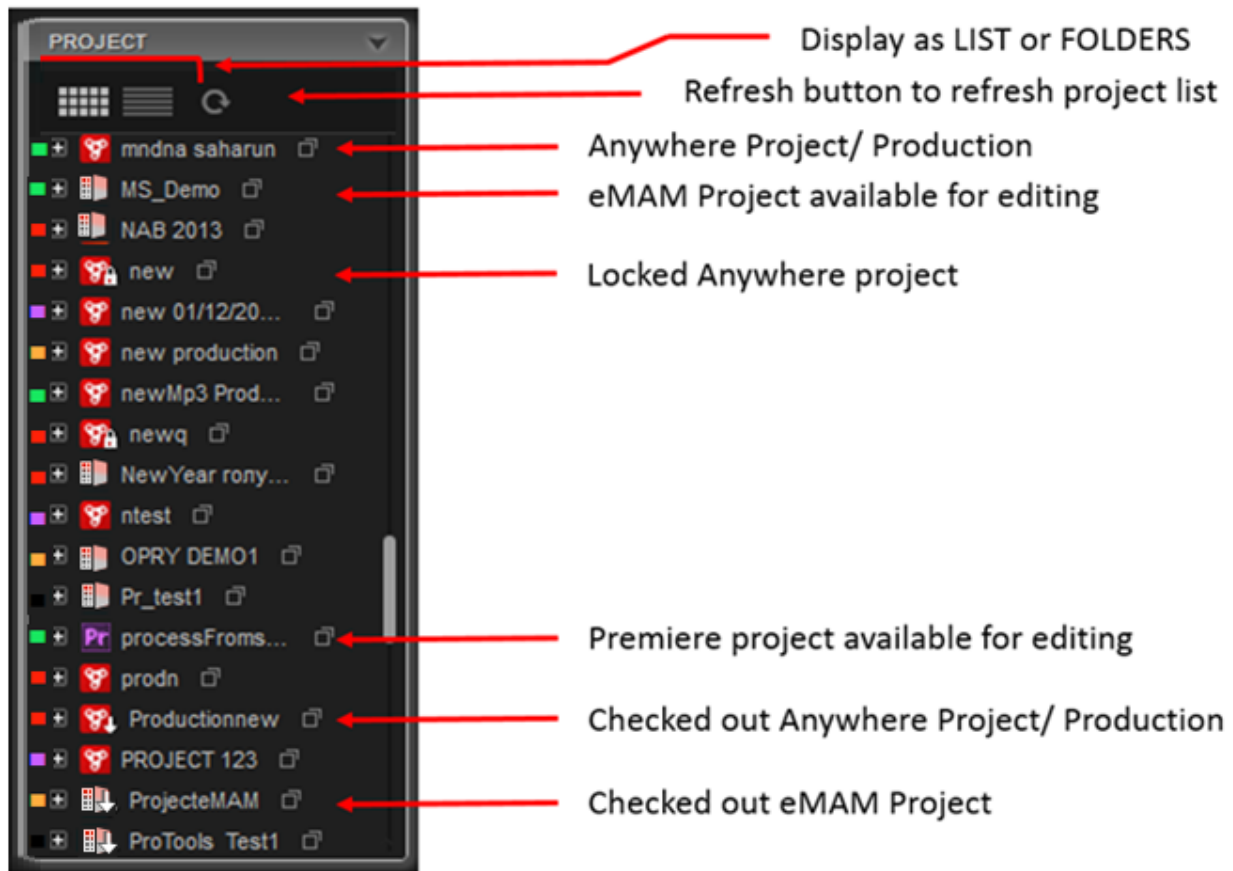


Figure 39- Project widget icon examples

Search Box: Users can search for any project using the project *Search* box. Type and choose from the list of suggestions (*search as you type* option) that gets auto populated as you type. You can also clear the list using 'X' icon.

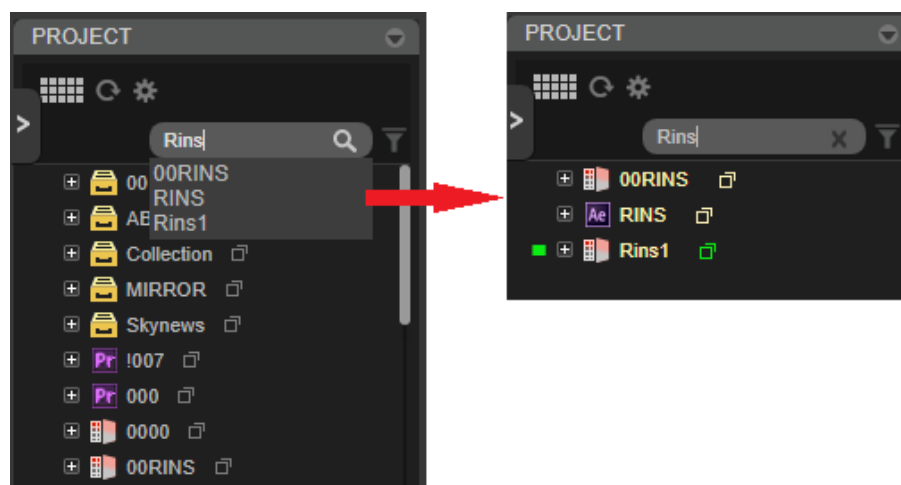


Figure 40- 'Search as you type' under Projects

View: Projects can be displayed in 2 forms: *Thumbnail view* and *List view* as shown below:

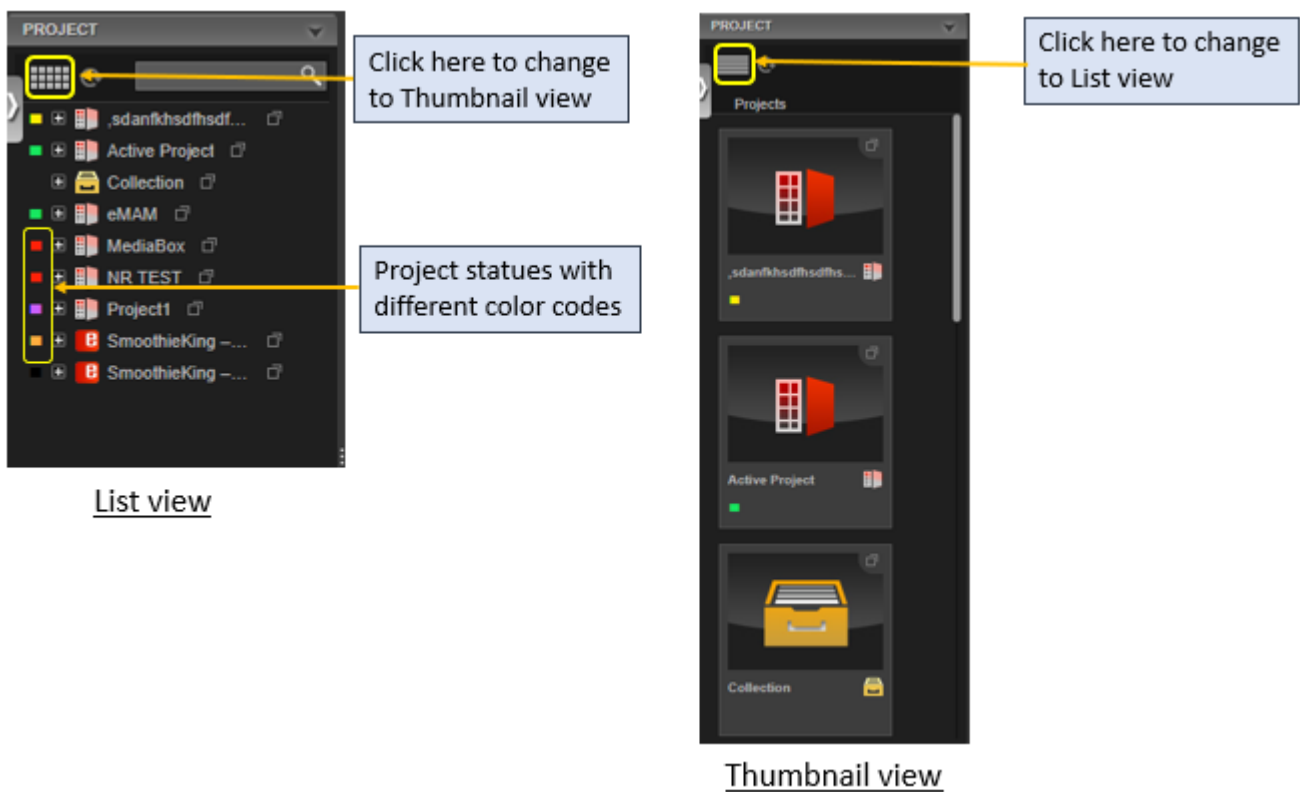



Figure 41- Projects in List and Thumbnail View

Filter: Click on the *Filter*  icon next to the search bar to filter and search for assets under the projects.

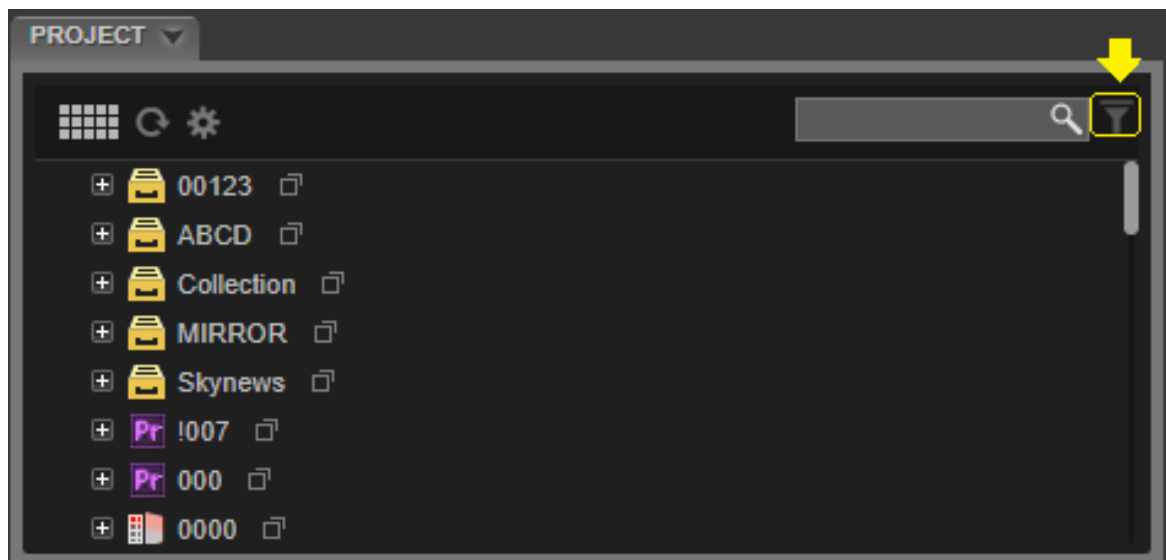


Figure 42- Project Filter

This opens up *Advanced Project Filter* window.

Search field	Condition	Value	Operator	
Project name	Equals		Select	X

Search Reset Clear

Figure 43- Advanced Project Filter

Under *Search field* you have option to choose variables like project properties (*project description, project name, public tags, metadata set, project status, created by, created date*) and custom metadata.

Search field	Condition	Value	Operator	
Project name	Equals		Select	X

Search Reset Clear

Figure 44- Advanced project filter search field parameters

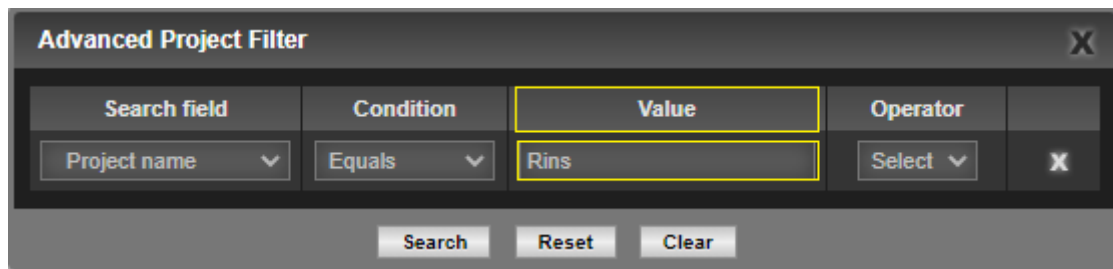
Based on the search field parameter chosen, set condition as *Contains* or *Equals*.

Search field	Condition	Value	Operator	
Project name	Contains		Select	X

Search Reset Clear

Figure 45- Set condition for project search filter

Now enter the values for the search parameter chosen.



The 'Advanced Project Filter' dialog box has a table with the following structure:

Search field	Condition	Value	Operator	
Project name	Equals	Rins	Select	X

Below the table are three buttons: Search, Reset, and Clear.

Figure 46- Enter project search parameter value

Operator: Choose “And” or “Or” to add more set of search parameters. Click on *Search* button to search. It will display list of projects searched for in the *Project* widget.

- a. **Add Collection:** A *Collection* is a group of inter related projects (*eMAM project, Premiere project, InDesign project, After Effects project etc.*). Editors can club all the inter related projects and put it under a *Collection* for easy access of contents in the project. Collections created in the eMAM Director interface are also visible under the eMAM Premiere Panel.

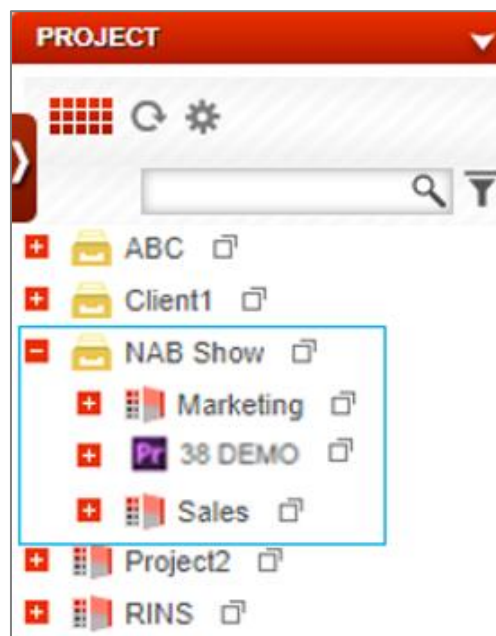


Figure 47- A Collection

To create a *Collection*, click on the *Project* widget dropdown menu and select **Add Collection**. Enter a *collection name and description* and click on **Add** button.

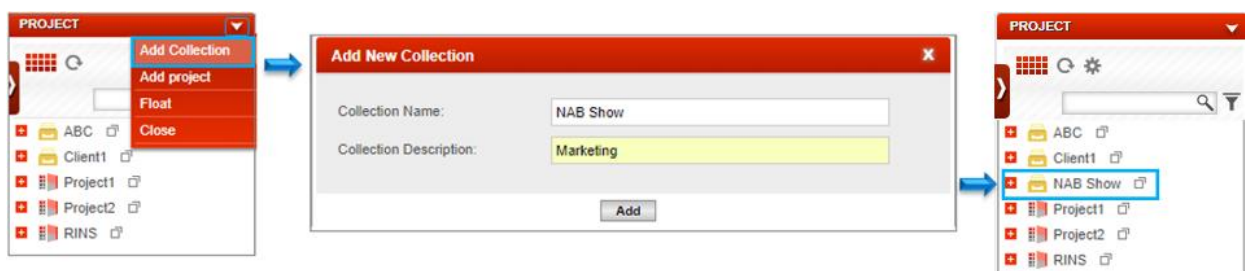


Figure 48-How to create a Collection

A collection can be edited, deleted and new projects can also be added to it.

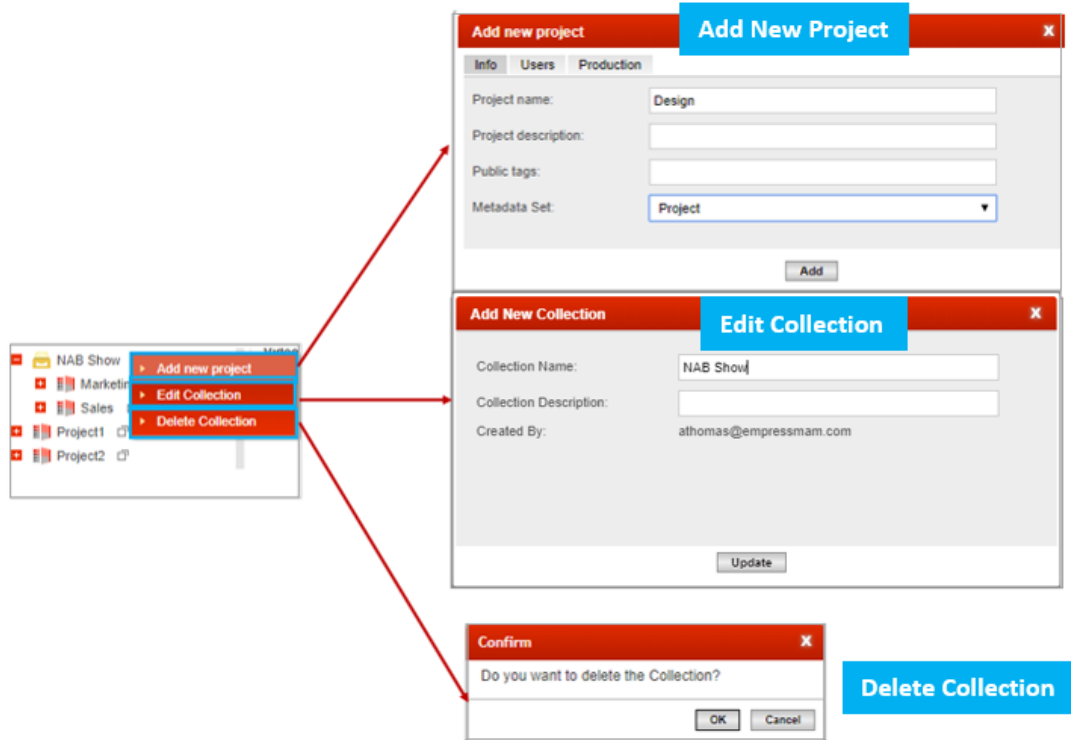


Figure 49- Collection drop-down function (add new project, edit collection, delete collection)

Click on *Collection* menu icon and select:

- **Add Project:** To Add a new project under Collection. Enter project details and click on Add button.
- **Edit Collection:** Click on *Edit Collection* to edit collection name and description, click Update button.
- **Delete Collection:** Select *Delete Collection* and user will be asked to confirm deletion in a pop-up box.

You can simply drag and drop assets to the projects under a *Collection*.

Note: You cannot add assets to a Collection. Below warning message is displayed then:

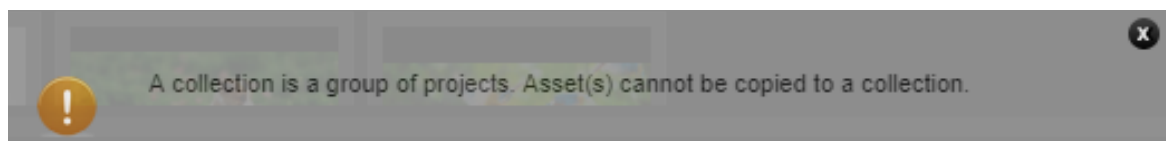
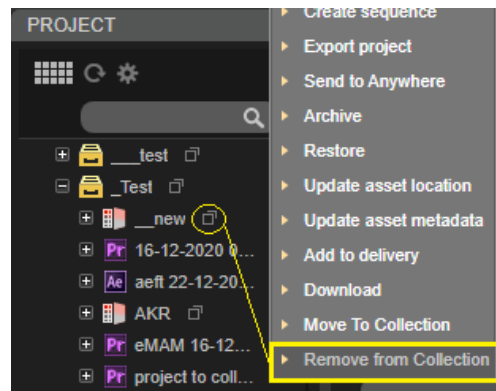


Figure 50- Message box

Remove from Collection: Projects under collections have option to be removed from collection as shown below



Existing projects under the *Project* widget can also be moved to a collection using **Move to Collection** option. Just click on the menu icon of the project you wish to move and select 'Move to Collection' and then go the desired collection and click on the menu icon and choose 'Paste project'.

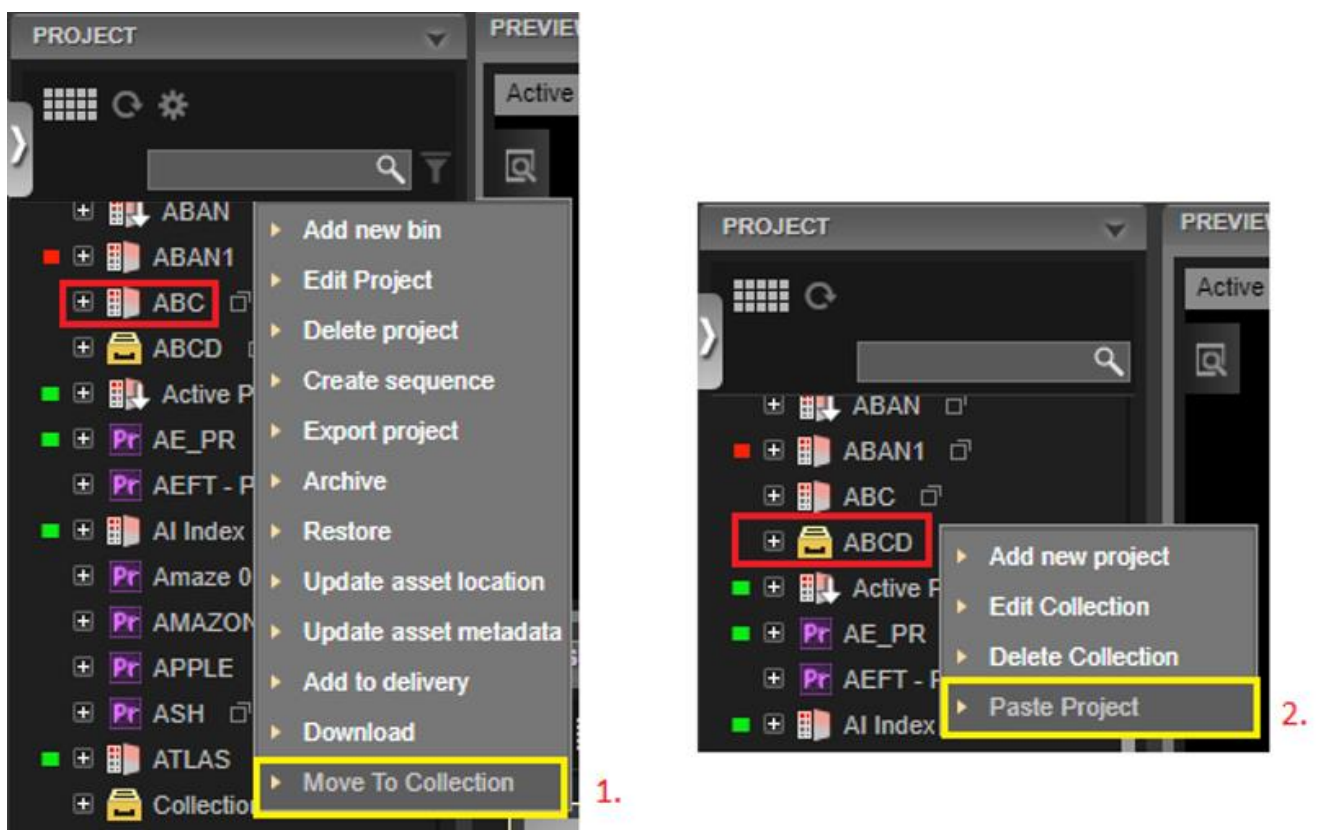


Figure 51- Project moved to a collection

In the *Project* widget, a *settings* ⚙ icon next to *refresh* ↻ icon gives you an option to hide the empty project collections. Just enable the checkbox to hide empty project collections. Then only the collections have projects will be displayed.

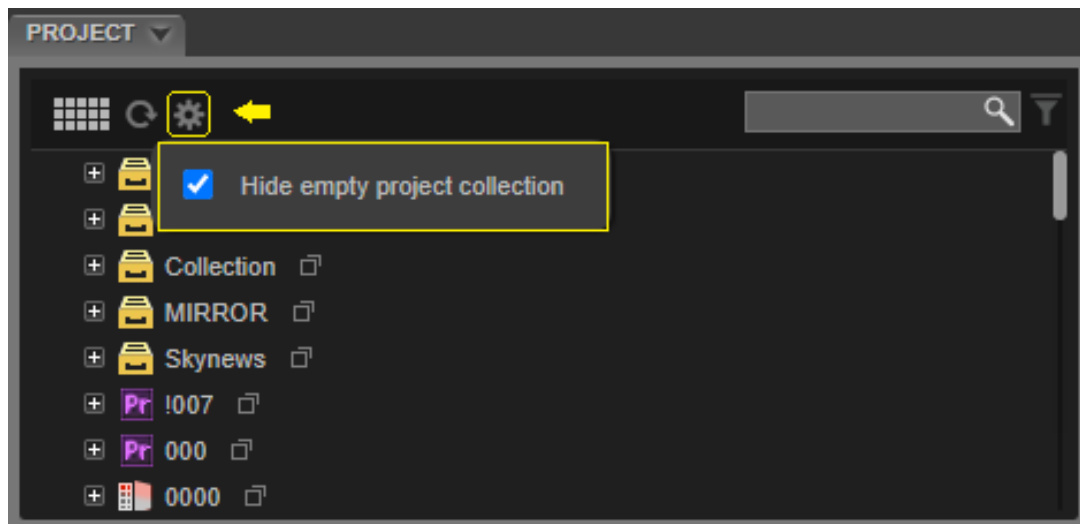


Figure 52- Hide empty project collection

- b. **Add Project** : Users can add new projects by clicking on the dropdown menu under Project and select **Add Project**. Add new project window pops up. Fill in all the details under each tab and click on **Add** button. Add new project window has mainly 3 tabs- *Info*, *Users* and *Categories*. Under the *Users* tab fill in the *project name*, *project description*, *public tags*, *choose metadata set*, *storage profile*, and *project status*. Additional tabs displayed (*metadata groups*) differ based on the *Metadata Set* selected under the *Info* tab.

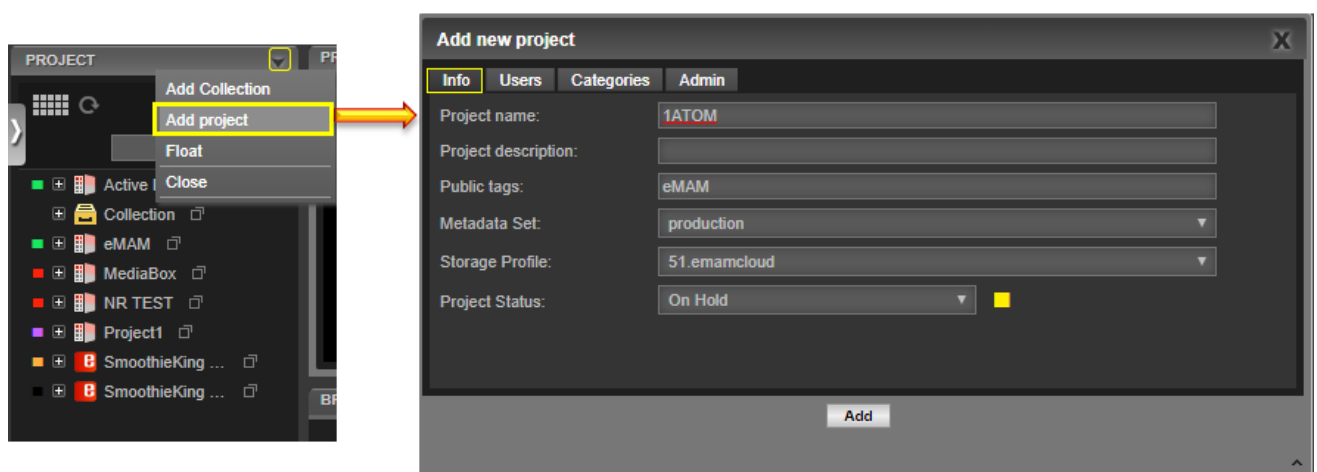


Figure 53- Add New Project

- **Info tab**: Enter the below fields:
 - *Project name*
 - *Project description*
 - *Public tags*
 - *Metadata Set*: Select from the listed *Metadata Set* (based on which additional *metadata group tabs* appear) that needs to be associated with this project. Metadata can be organized in a hierarchical schema of metadata groups and metadata sets. For more information, see Section 2.9.3 Custom Metadata.

All the user defined custom metadata can be organized into metadata groups. Each user is a member of one or more user groups. User groups may have restricted permissions to *Update* and *View permissions* for individual metadata fields inside a metadata group: metadata groups are assigned to different user groups. Metadata groups in turn can be organized into different metadata sets. Metadata sets can be assigned to assets, projects, category, subclips and markers. Choosing the appropriate metadata set is an important part of creating a project.

- **Storage Profile:** Choose from the listed Storage profiles. If no storage profile is selected, only a project will get created under the **Project** widget and no project asset will be created under the **Browse** widget.
- **Project Status (Optional):** Based on the status of project, select from below list. Note: *Project Statuses and its colors can be customized by admins in the Admin Tools page. Default shows None. Based on the selection made, that project code gets displayed adjacent to the created project.*

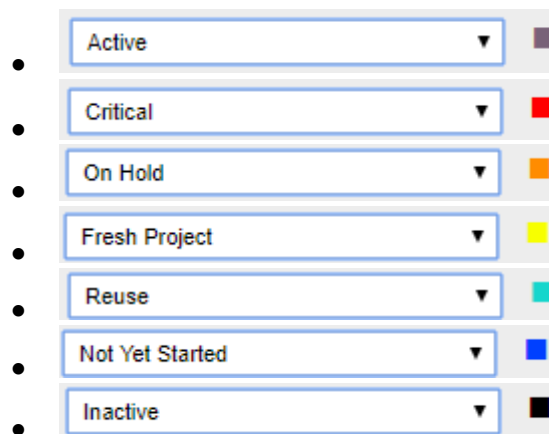


Figure 54- Project statuses with different color codes

- **Users tab:** Select the users who needs to be associated with this new project. Users can sort the username list by clicking on *username* and select/deselect all using checkboxes corresponding to the usernames.

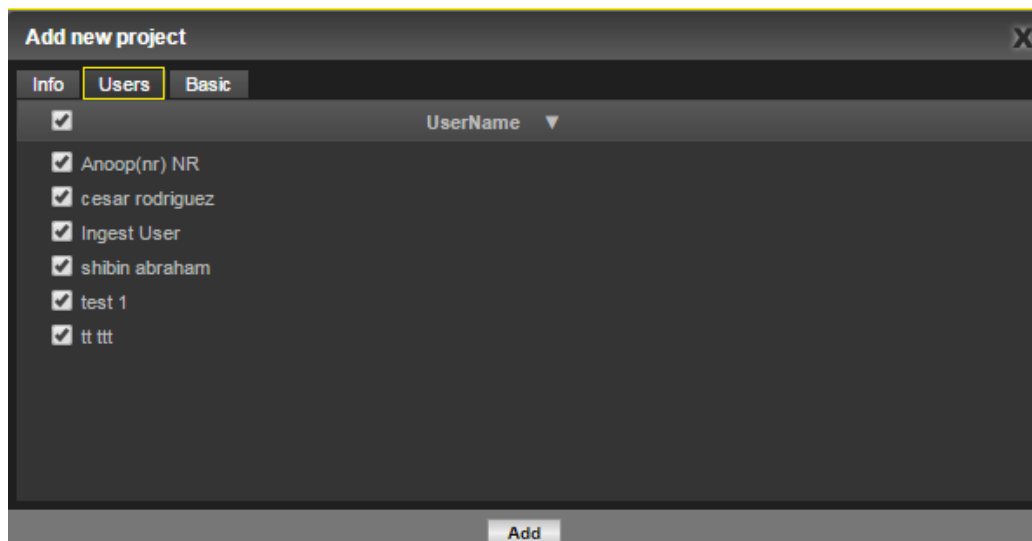


Figure 55- Users Tab-Select users who all can have access to this project

- **Categories tab:** Projects can be associated with Categories too. Select from the listed categories to associate with this new project. Enable *All Categories* checkbox to select all the categories at one click.

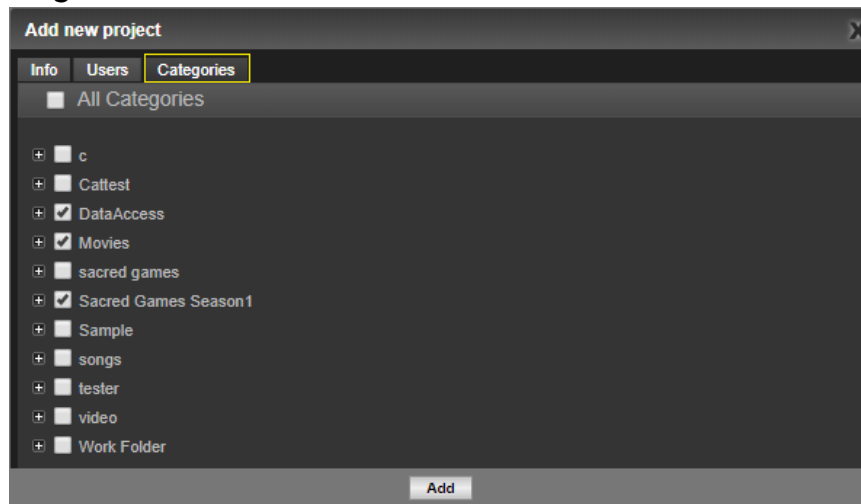


Figure 56- Categories tab- Select the categories that needs to be associated with this project.

- **Metadata Groups:** Additional custom metadata tabs get displayed based on the *Metadata Set* selected under Info Tab. Fill in the required fields. Click **Add** button to create the new Project and it gets added to Project list.

Field name	Field value
Camera	,XDCAM,XDCAM EX,P2,RED,Other
Director *	dd
Producer	Anoop
emam team	ajish,anoop,nr,joshy,shibin

Add

Figure 57- Fill in Custom Metadata fields

New project gets added under the *Project* widget. It is also displayed as a **Project asset** under the *Browse* widget.

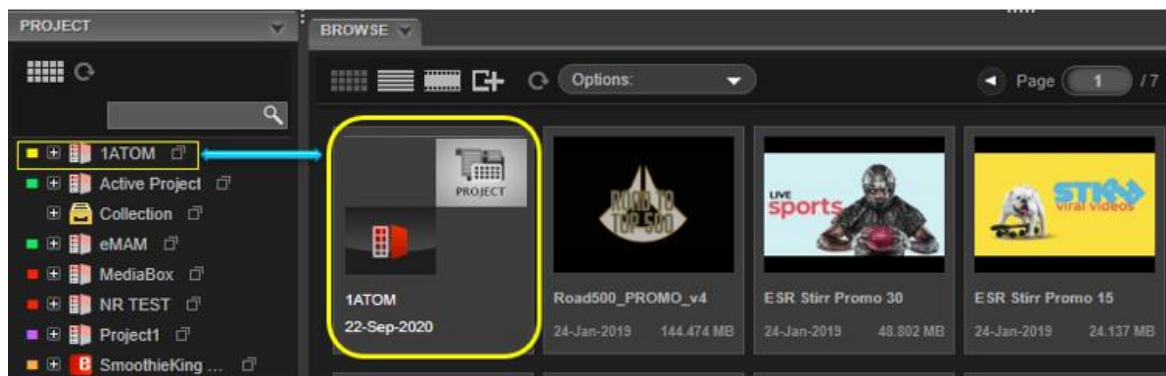


Figure 58- New project "1ATOM" added as project and project asset.

Project Assets: "Project Asset" is the placeholder for eMAM projects. These placeholders are linked to the project file associated with the project. "Project Asset" has no link to the assets or sequences or the components in the actual project. A project asset is created in the *Browse* widget only if we select a storage profile while creating a project.

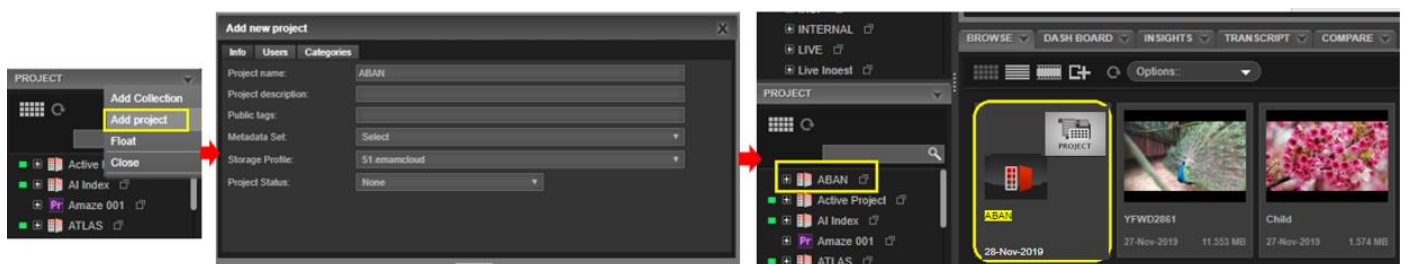


Figure 59-Project asset is only created when storage profile is selected while creating a project.

Assets can be added to this project asset. Like any other asset, project assets can also be selected, searched for, dragged to a category, added to eBIN, added to delivery, archived, and downloaded. However, if we add a "Project Asset" to a category it does not add the linked projects contents to the category; In case of purge- if a "Project Asset" is purged it removes the project file associated with it and not the actual project or whole assets under that project. But if the linked project is deleted from the *Project* widget the "Project Asset" associated with it will be deleted

from eMAM. “Project Asset” concept is supported for projects created from eMAM and Premiere panel. When projects exported from Adobe Premiere using eMAM panel, the `.prproj` file gets linked to this project asset. If you click on the *Project asset* under the *Browse* widget, it will filter the *Project* widget to display assets under that project.

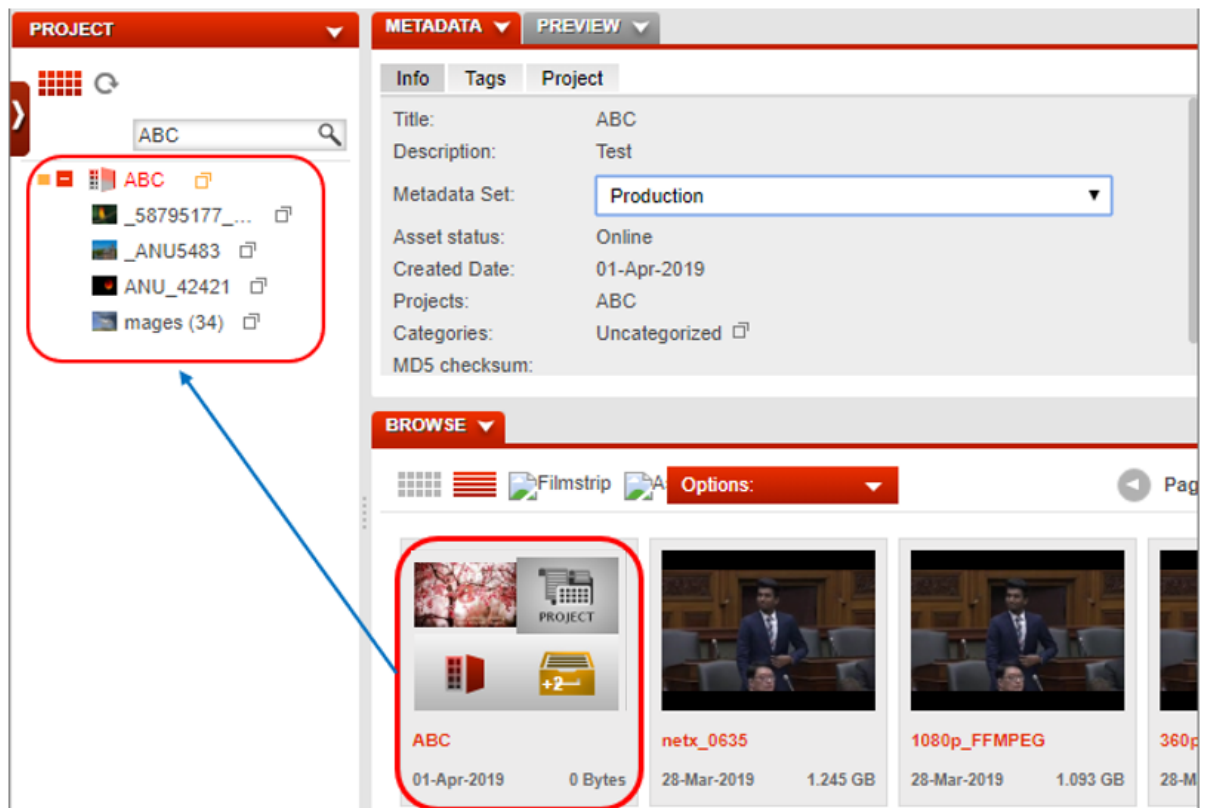


Figure 60- Click on the project asset to filter and display assets under that project.

If a user tries to create a new project with an already existing project name, below message gets displayed:

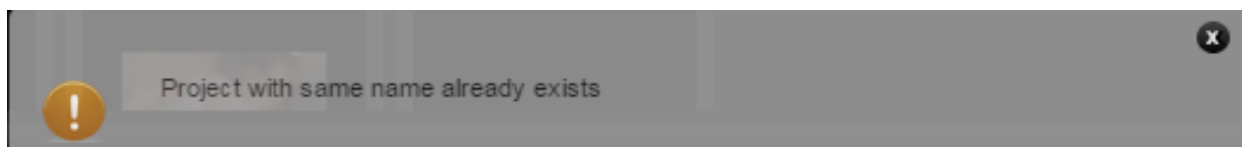


Figure 61- Message box

Adding assets to Project: You can easily drag and drop the asset(s) to a project as shown below. Just select the assets and drag and drop to the desired project.

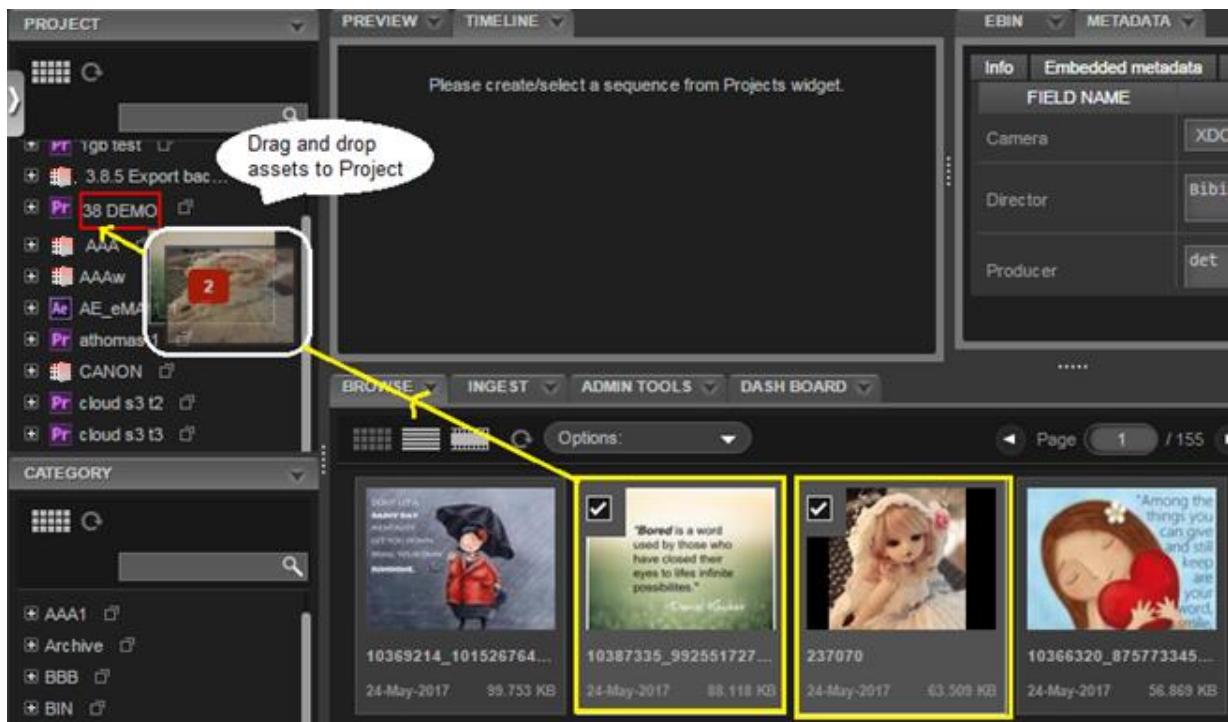



Figure 62- Drag and drop assets to 3.8 DEMO project

Corresponding to each asset under a project, there is a small menu  icon. Click on it to view all the sub menus functions available for that asset. Based on which you have option to *archive asset*, *restored archived asset*, *add to delivery*, and *remove this asset* from the project.

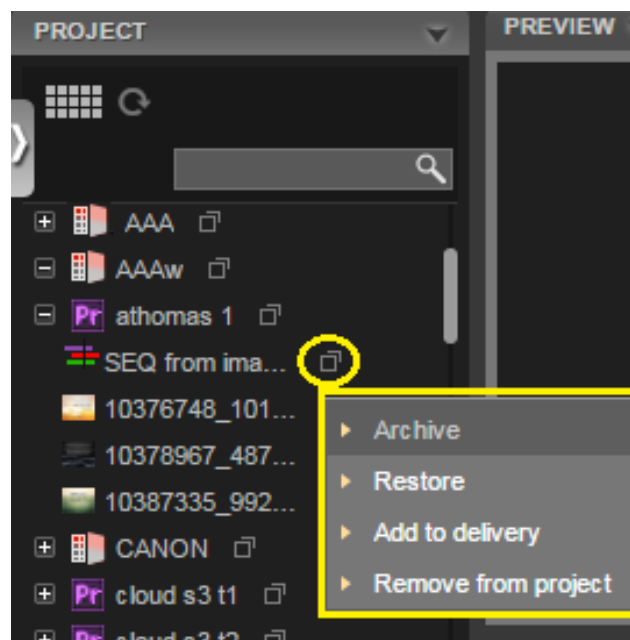


Figure 63- Asset sub menus under Project

Project Menu: Corresponding to each project, there is a small menu color icon displaying the project status color (*chosen when creating a project*).

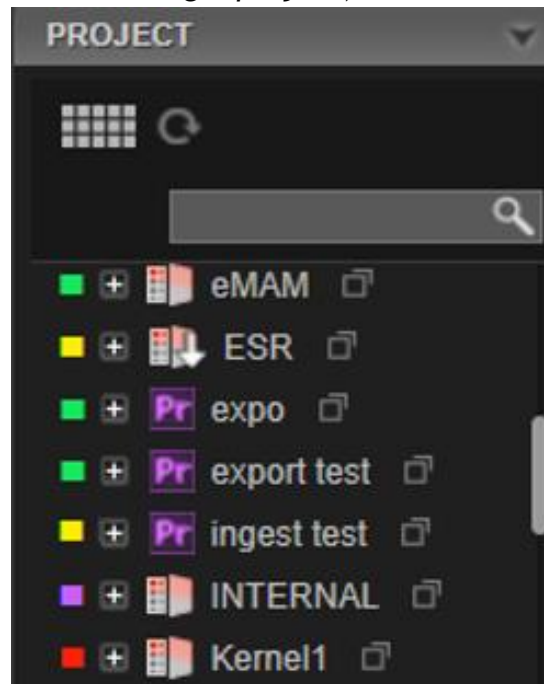



Figure 64- Project Status color icons

Click on the menu  icon adjacent to each project, to view all the sub menus functions available under that project.

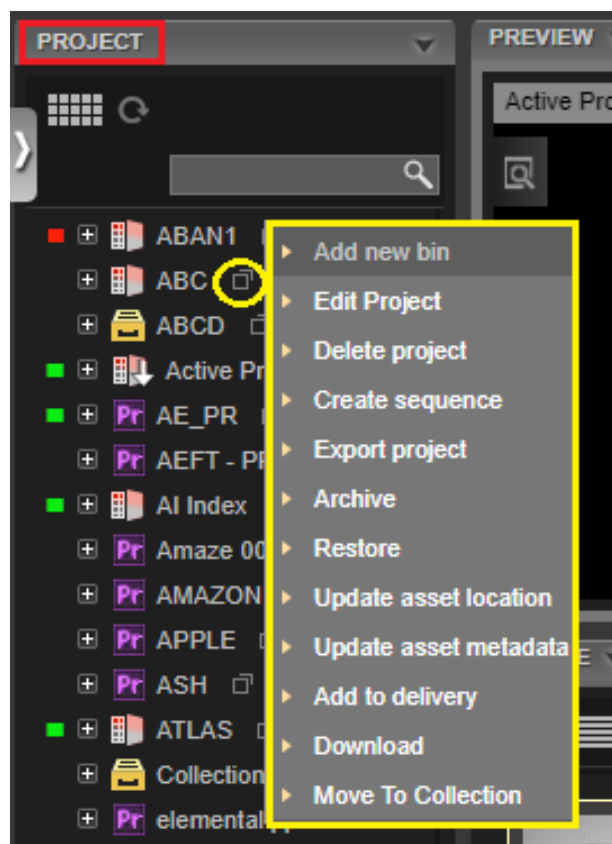


Figure 65- Project Functions

2.1.1 Add New Bin

A bin is a sub project. A user can create one or more bins associated with a project, as shown above. Bins can have any number of levels (*a bin can have a bin inside*), and the hierarchy is displayed as tree view structure if the list view is selected. The contents of a project or bin/subproject can be shown with the “+” and hidden with the “-“ sign.

In the *Add New Bin* window, enter project name, project description, public tags and click on “Add”.

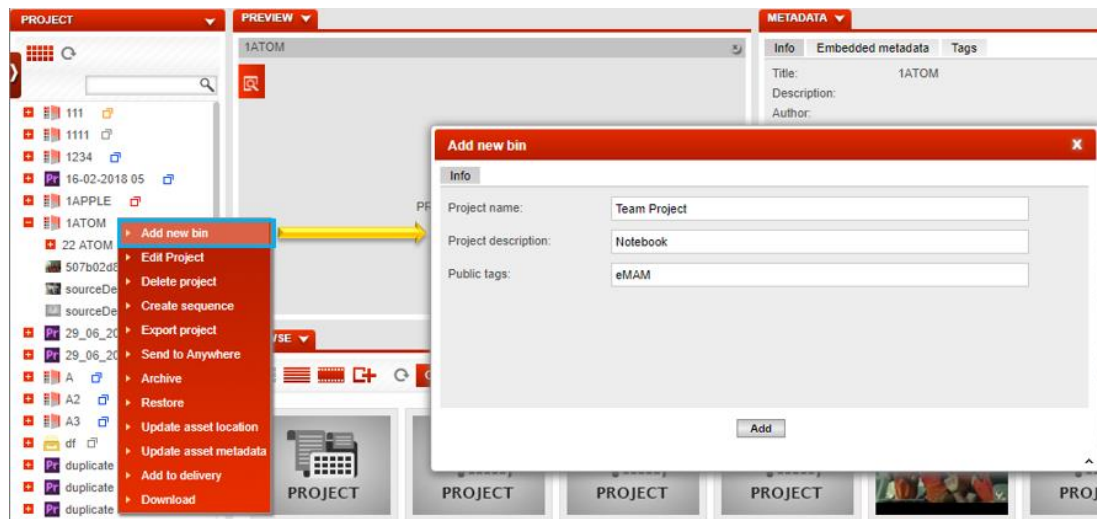


Figure 66- Project hierarchy and adding a new Bin to an existing project.

2.1.2 Edit Project

Choose *Edit project* from the project menu to edit projects or subprojects (bins). For projects under the Info tab, editable fields include *Project name*, *Project description*, *Public tags*, *Metadata Set*, and *Project Status*. Email id of the user who created this project will be displayed as created by and is a non-editable field. Users can also change the associated users, categories and the metadata set and custom metadata details. New tab(s) for the assigned metadata groups will appear when Metadata set is selected. The user can click “Update” to save the changes. “Project saved successfully” message is displayed.

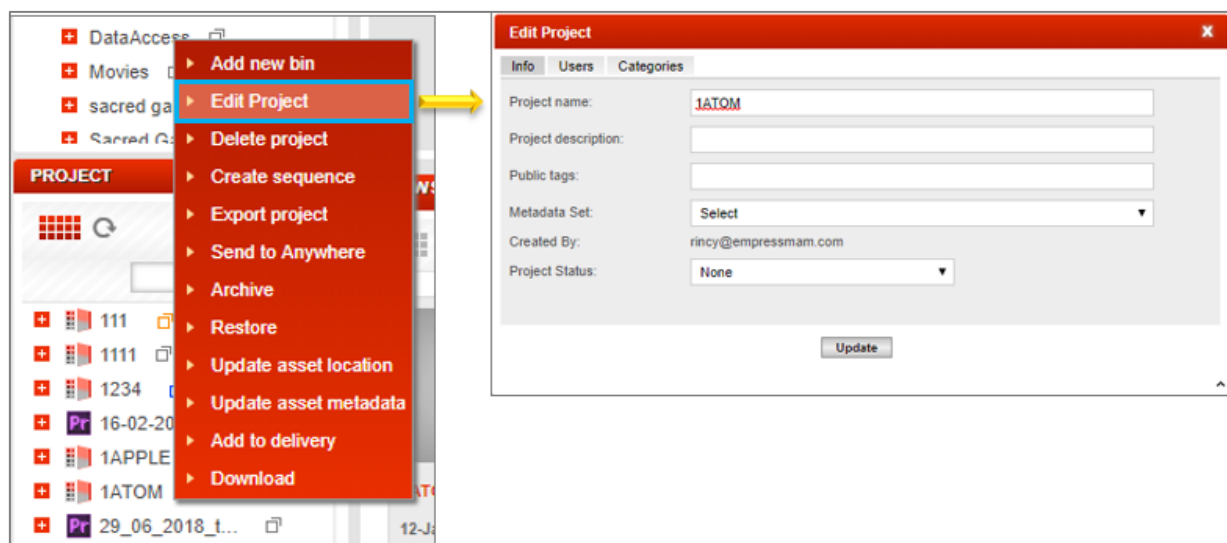


Figure 67- Edit Project - opportunity to select or edit a metadata set as well.

Note: Edit Project for Bins will NOT display Metadata Set and Project Status options. Edit Project window is resizable and movable too.

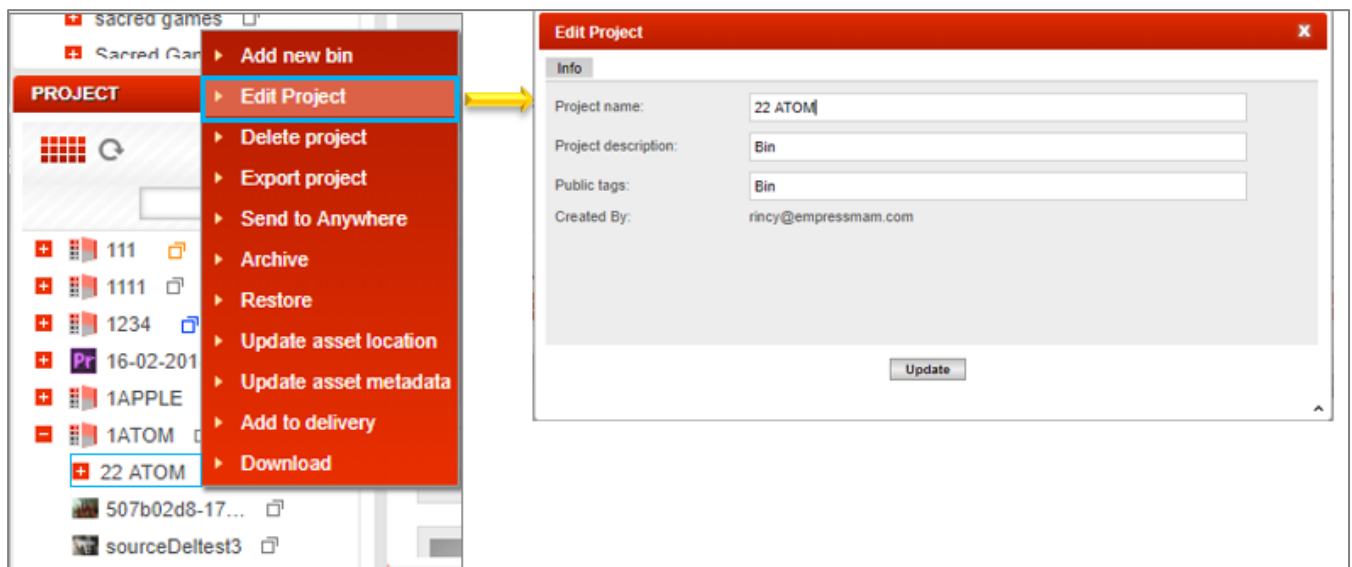


Figure 68- Edit Bin

2.1.3 Delete Project

The user can delete a selected project. Assets in that project **do not** get deleted, only the project - the grouping of the assets or pointers to assets. A confirmation pop up will appear to ensure project deletion is intended. The user may cancel or confirm the project deletion.

Along with the project, there is also an option to delete the assets in the project too. If 'Delete assets' checkbox is enabled, the list of asset storage locations will be displayed. Select the storage location of the assets and click **OK** to permanently delete the assets from the eMAM system.

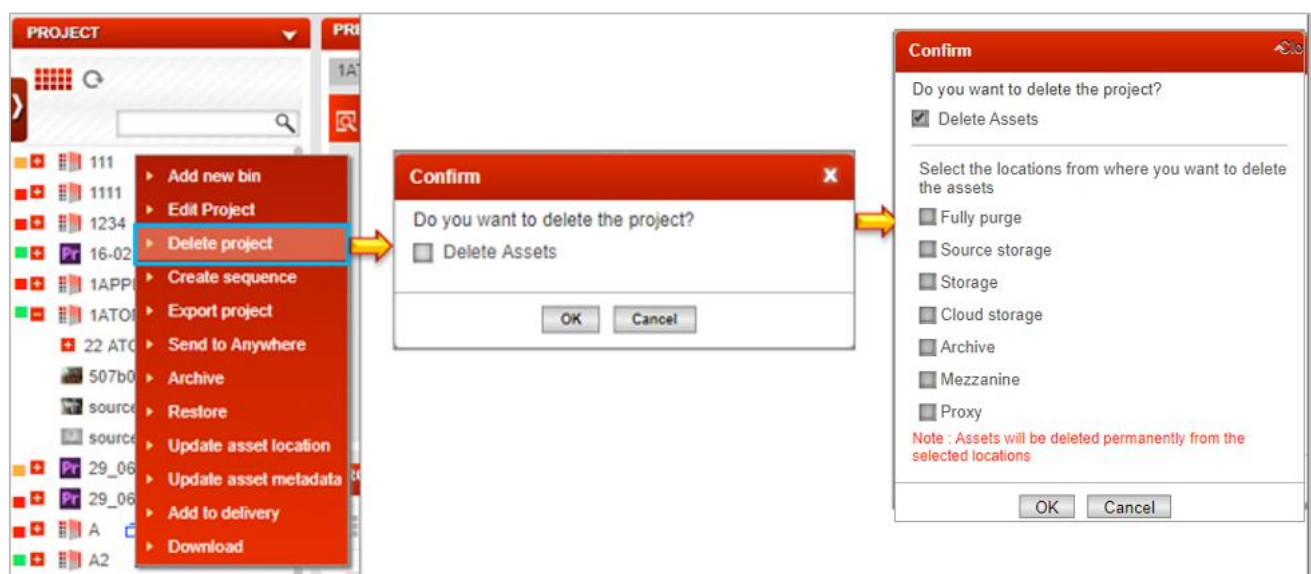


Figure -Project deletion must be confirmed, or may be cancelled

2.1.4 Create Sequence

A sequence (also called *timeline* or *storyboard*) is a series of video clips or subclips arranged in a linear order. This functionality enables eMAM users to contribute to the editing process from the eMAM Director interface. It uses the *Timeline* widget (see Section 2.15) and may be previewed in the *Timeline Preview* widget (see Section 2.16). Any number of sequences can be created within a given project or bin (subproject).

Note: The *Timeline* widget **MUST** be open to create a new sequence. The *Timeline Preview* widget must also be open to playback sequence - the **Preview** widget only plays individual assets. eMAM sequences are simple cuts, without any editing effects. A sequence does not alter the original content. Sequences can be sent directly to editors using eShare (Fluid theme) or they can be shared with producers, clients and other collaborators for review and approval. Editors can share their editing sequences or projects back to eMAM for review and approval, collaboration, sharing, delivery, or archive.

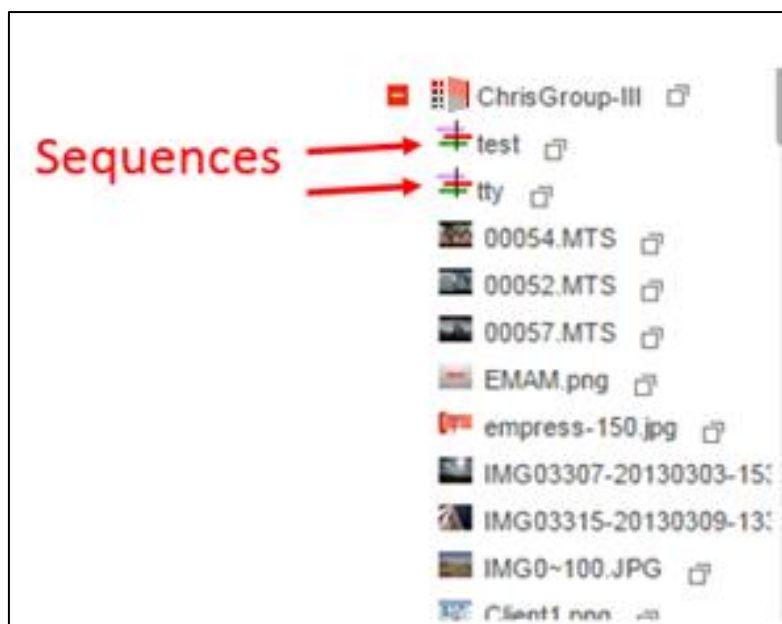



Figure 69- Sequences are indicated as shown

To create a new sequence, you need the *Project* widget, *Browse* widget, *Timeline* widget and *Timeline preview* widget active in the workspace.

1. Under the *Project* widget, select a project and click “**Create Sequence**” from its sub menu options. Create sequence window pops up. Provide the sequence name and click on **Add** button. A blank timeline sequence will be created with name provided, in the *Timeline* widget.



Figure 70- Creating a new sequence - first name it.

2. Drag and drop the assets (videos/ subclips) from the *Browse* widget to the *Timeline* widget in your desired order. Use *delete* icon  to remove any clip and rearrange the order.

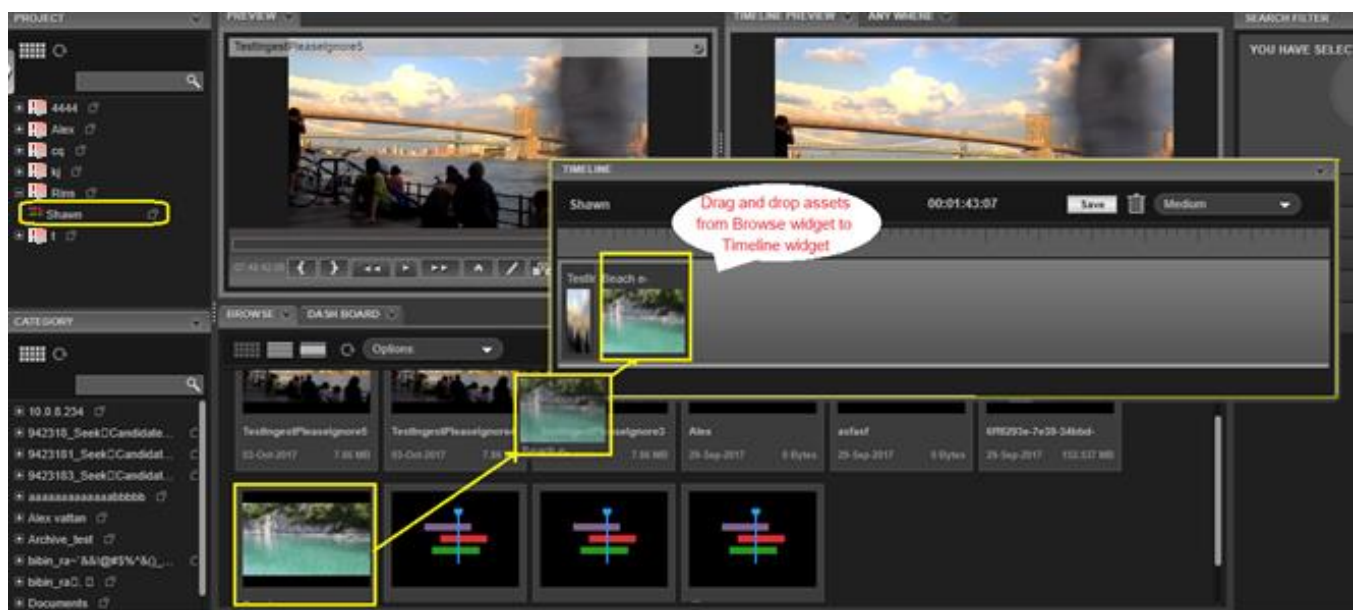


Figure 71- Create a new sequence by dragging and dropping assets from the Browse widget to the Timeline widget.

- Click on the **Save** button. A new window to *Select Storage* is displayed. Select the storage profile from the dropdown list and click on the **Save** button.

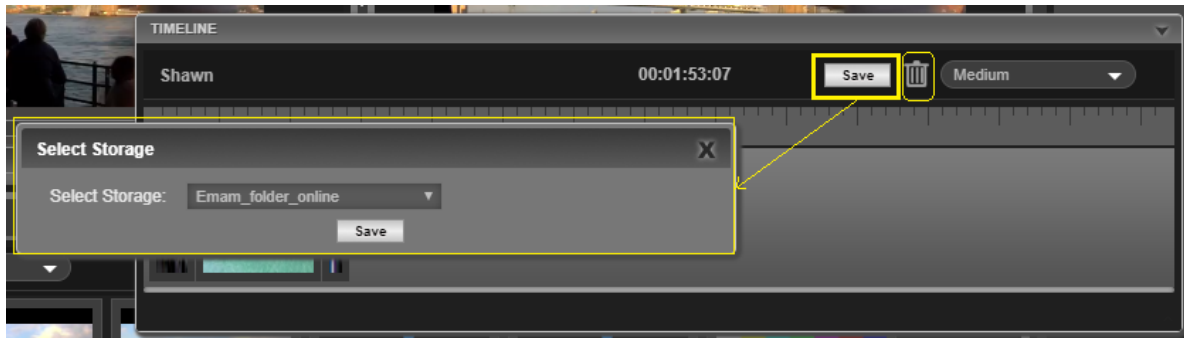


Figure 72- Save Sequence

- The sequence saved successfully message gets displayed and sequence placeholder is generated in the *Browse* widget with thumbnail as a sequence.



Figure 73- Message: Sequence saved

- Now click on the new sequence that appear under the project. This opens up the sequence in the *Timeline* widget and *Timeline Preview* widget can be used to play the sequence.

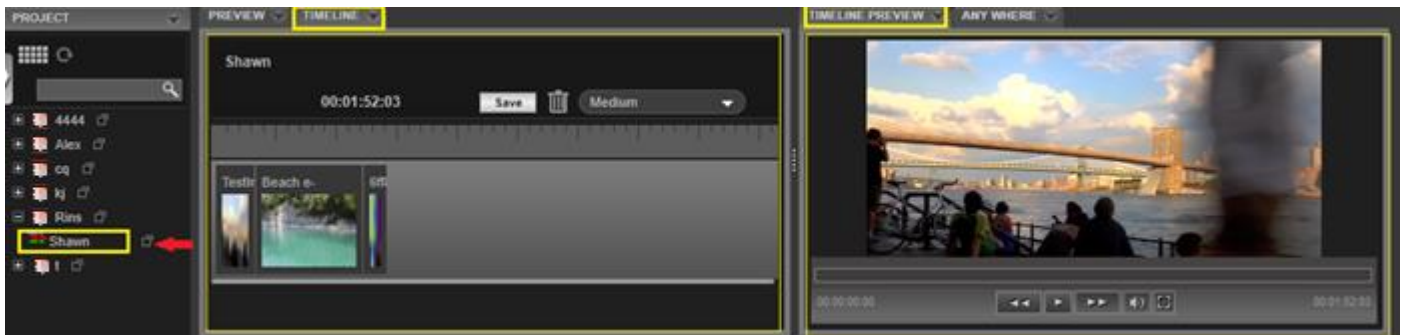


Figure 74- New sequence "Shawn" appears under the selected project

- Newly created sequence gets displayed in the *Browse* widget. They can now be added to eBIN and previewed through eShare too. Refer page [Sequence](#).

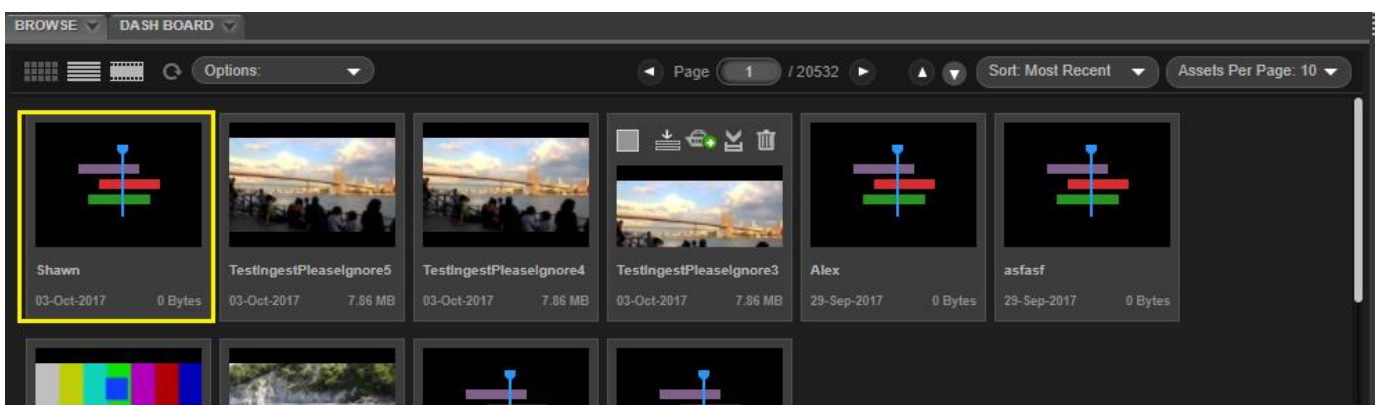


Figure 75- Newly created sequence gets displayed under Browse widget

Note: Sequences cannot be previewed and played through Preview widget. Instead use Timeline Preview widget to play the sequences. Click on any sequence in the Browse widget will automatically load sequence in the Timeline Preview player.

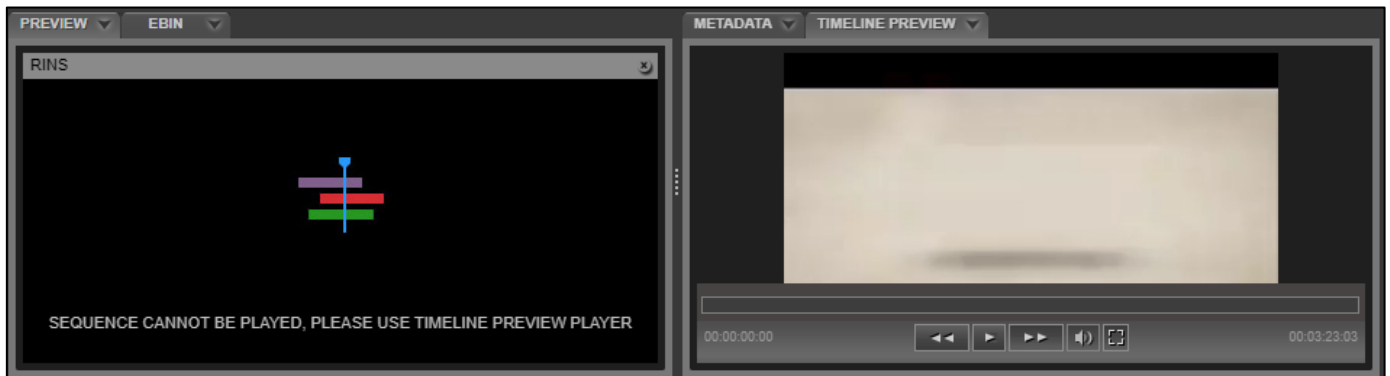


Figure 76- Sequences cannot be played using preview widget. Instead use Time Preview widget to play it.

2.1.5 Export Project

This option exports the selected project as XML files for import into other applications such as FCP or Premiere Pro. If a Premiere editor is using the integrated extension panel, then export is not required.

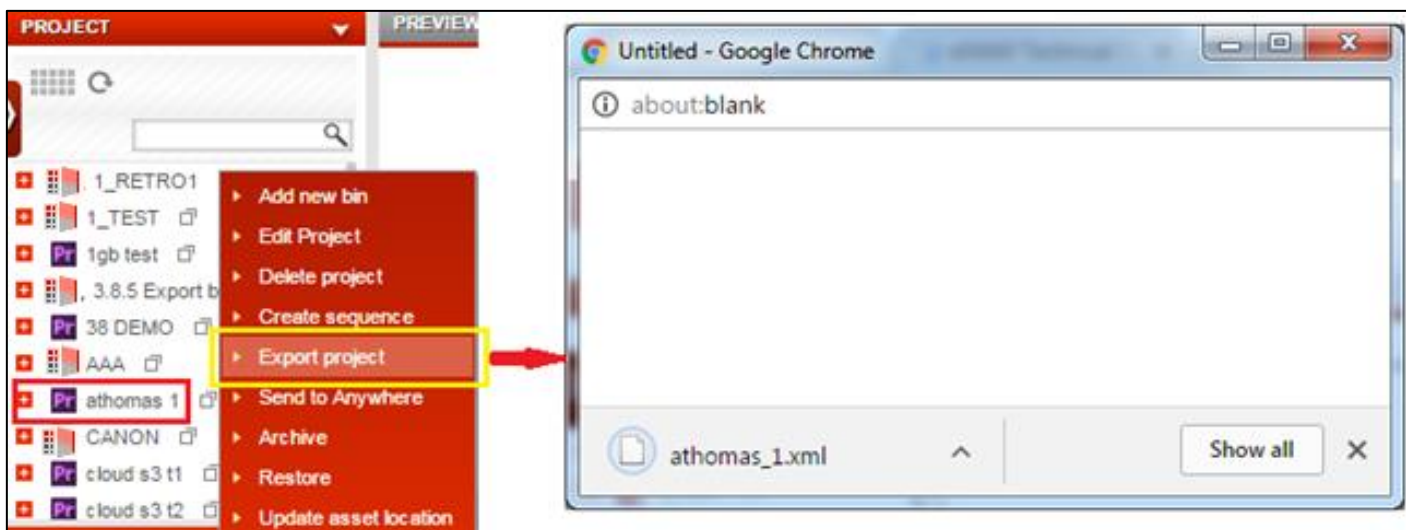


Figure 77- Export Project

2.1.6 Send to Anywhere

This process converts an eMAM project into an Anywhere production with the same name. Converted eMAM projects will be indicated as “Exported from eMAM” below the production name. Also “Restore to Anywhere” moves eMAM projects back into Anywhere. Users need to Login to Anywhere to use *Send to Anywhere* option.

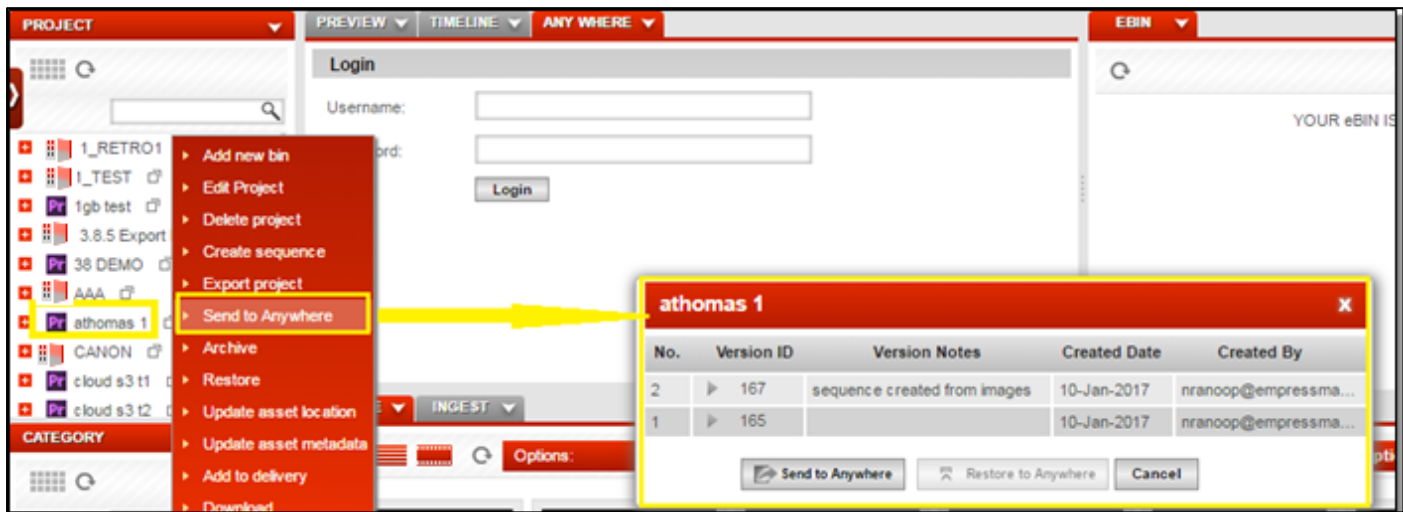


Figure 78- Send to Anywhere

Note: This option only appears where the Anywhere feature is enabled. (e.g., eMAM Enterprise or eMAM Workgroup (optional) with Adobe Anywhere is installed on network and enabled in eMAM.)

For additional information refer to [Section 2.7 Anywhere](#) or

<http://www.empressmam.com/Docs/AdobeAnywhereWhitePaper 2015.pdf>

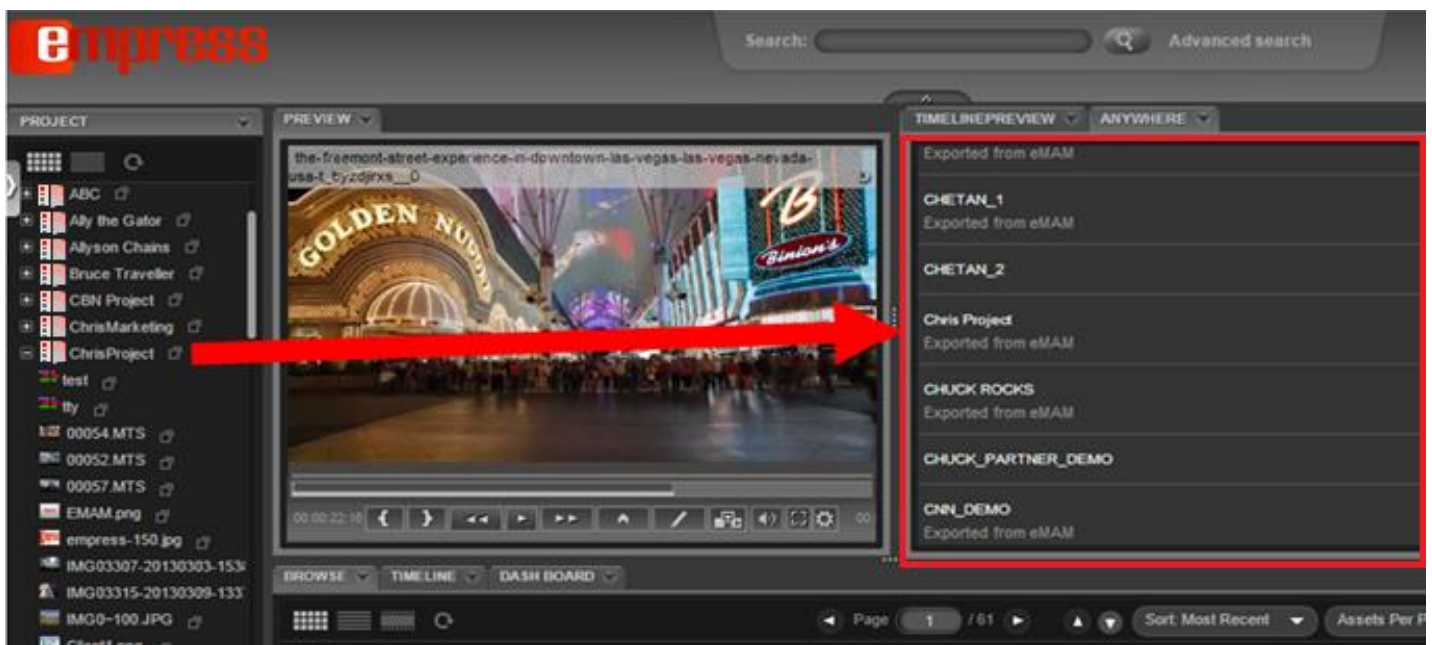


Figure 79- Creating an Anywhere production from an eMAM project is a one-click process using the “Send to Anywhere” function. Anywhere productions, which have been sent from eMAM, will indicate “Exported from eMAM” in the Anywhere widget window.

2.1.7 Archive

One-click archive adds all of the associated assets into the *Archive* queue. The archive process can be monitored with the *Dashboard* widget. Assets will be archived to archive destination(s) as determined by system administrator in the chosen archive profile (e.g., LTO tape system, cloud, off-site location, back-up server, etc.). For archiving, the priority can be set from 1-10 (*1 being the highest priority*). The user can choose to include assets from the sub projects to archive. In the archive options, the total number of assets to be archived and the total number of assets in the online storage are displayed. If there are no assets to archive, an error message will be generated.

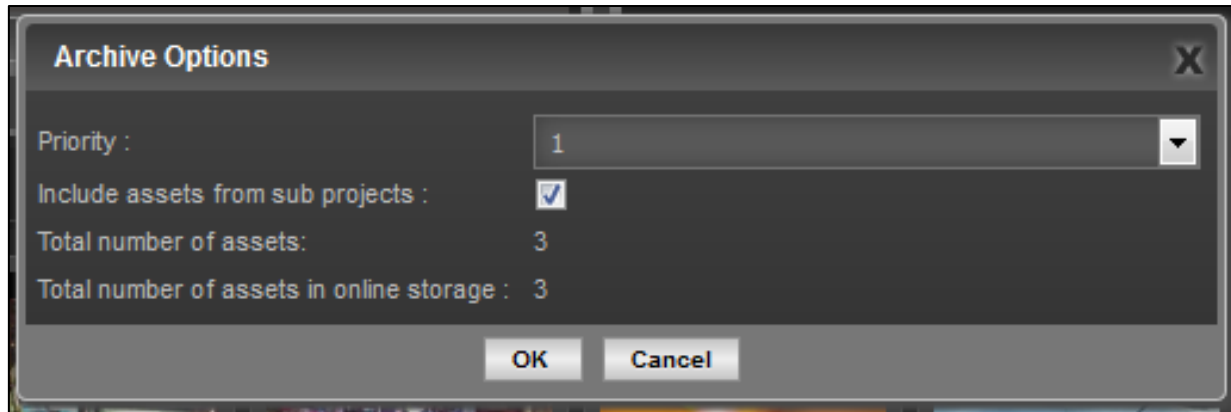


Figure 80- Archive Options dialog

User can select one of the *Archive profiles* as shown below:

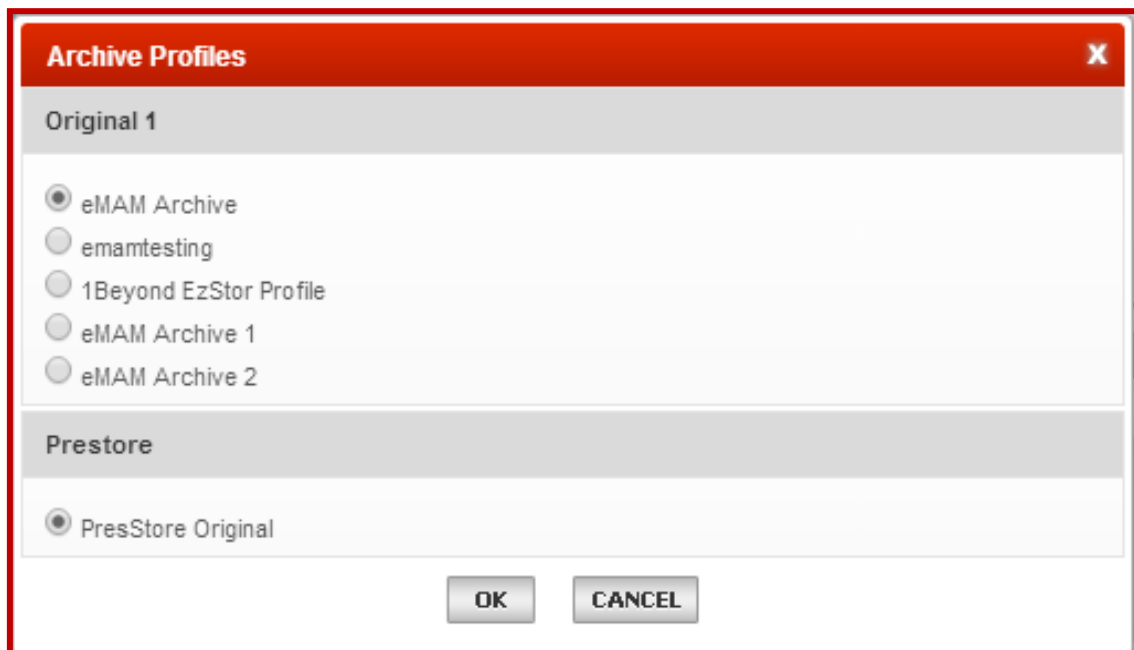


Figure 81- Archive Profiles to select from

Once the *Archive Profile* is selected, the *Archive status* window is displayed, which shows the asset *Id*, *File Name*, *Status* and *Description* of the asset archive process.

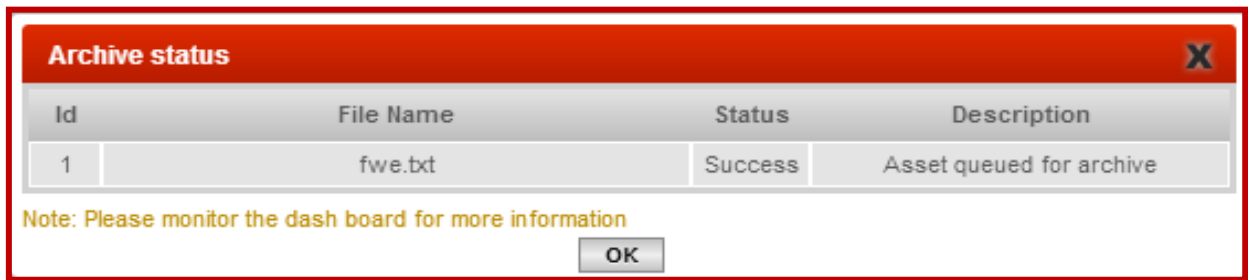


Figure 82- Archive status

The status of the archive and the name of the user who requested for the archive can be monitored from the *Archive Dashboard* as shown below. Users can also search for a job from a lengthy list of jobs in the archive queue, using search field under *type*, *file name*, *operations*, *status*, *descriptions*, and *user* columns.

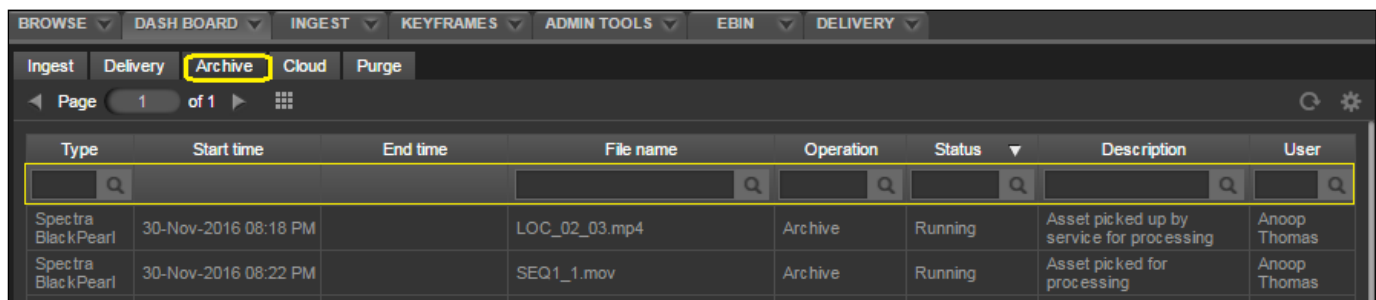


Figure 83- Archive Status and user details in Live Dashboard

2.1.8 Restore

One-click restore - This retrieves assets from the appropriate archive system(s) and restores them to the eMAM managed storage. Users need not know where the assets are restored from. eMAM will automatically retrieve them. For an archive asset stored on the shelf, an administrator will get a message to retrieve the tape and mount it in the library or drive.

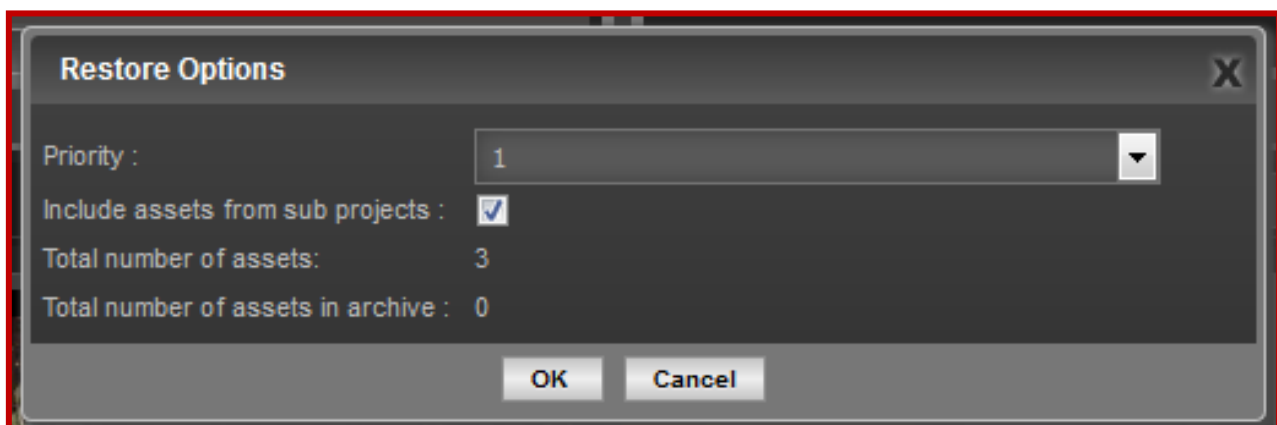


Figure 84- Restore Options

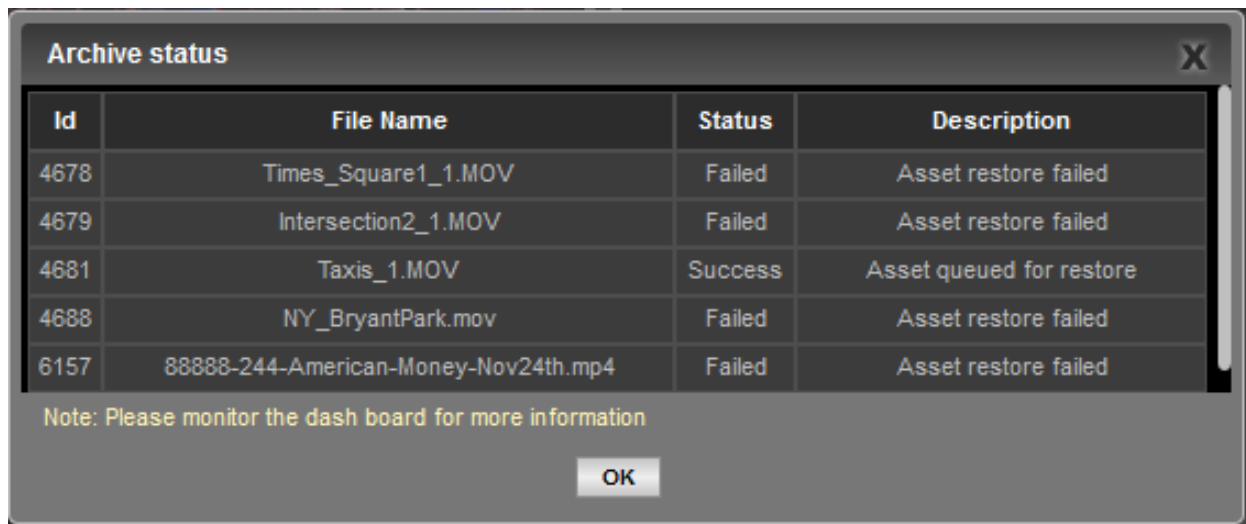


Figure 85- Archive Status Queue

If there are no assets to restore in the selected project, an error message will pop up as follows.

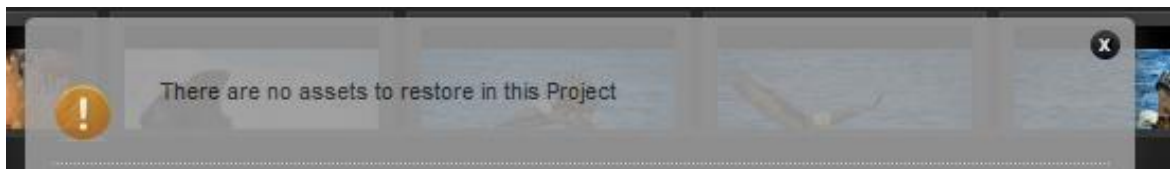
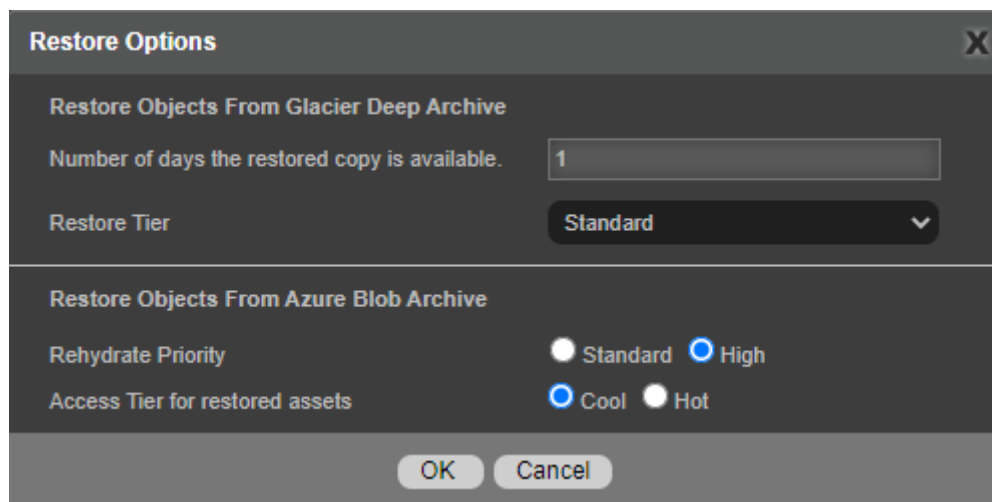


Figure 86- Error message if there are no archived assets in the project

If multiple assets are restored, below image will be displayed:



Refer [Restore](#) to see more options available for assets in S3 Glacier & Azure Blob storage archive tier.

2.1.9 Update Asset Metadata

Using this option, users can now update bulk metadata for assets under a project.

- Click on the project options and select 'Update asset metadata'.
- Asset metadata window opens up.
- Users can update *Author* and *Metadata Set* fields. Now based on the selected metadata set, fill the information in the metadata fields and click 'Save'.

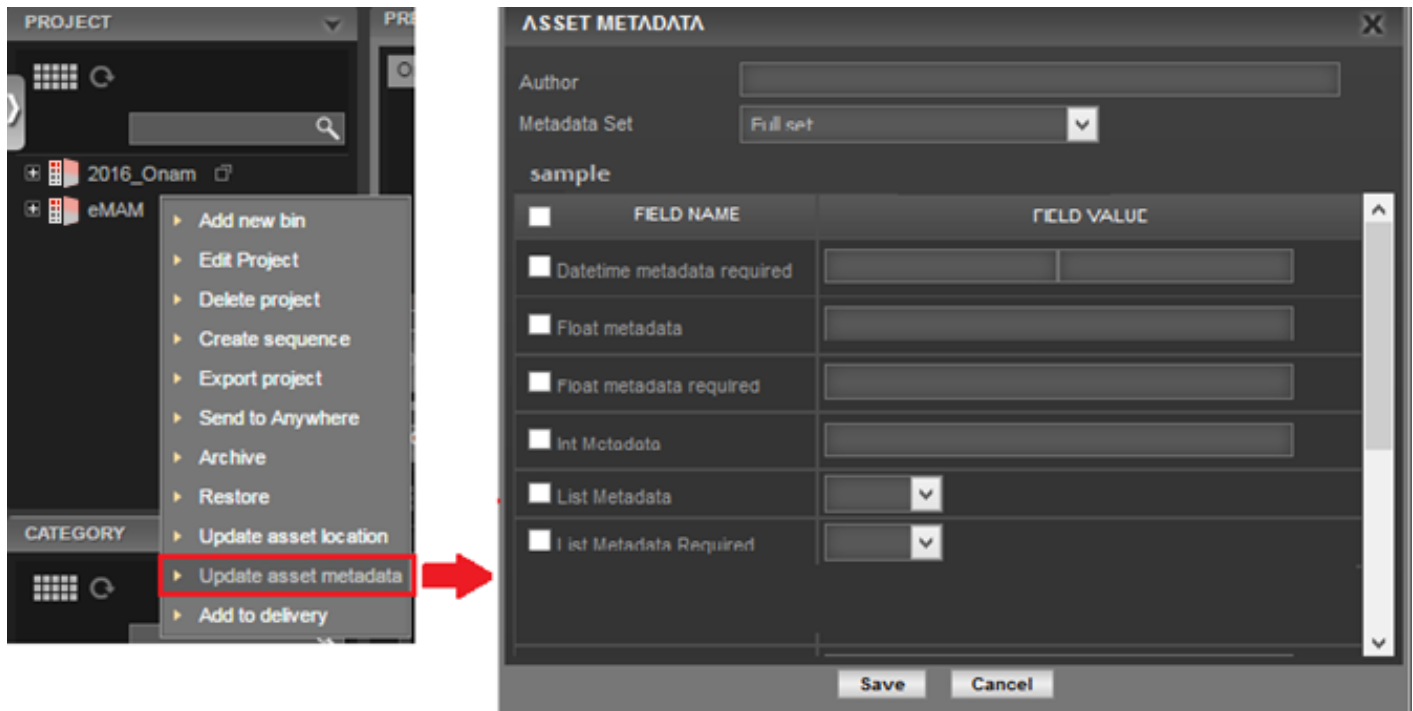


Figure 87- Update asset metadata option with asset Metadata window

2.1.10 Update Asset Location

Users can update the asset file location of all the archived assets under a project using *Update asset location* feature. It also provides a quick view of the archive status of each of the assets within the project. Archive status window opens up indicating the asset id, file name, status and description. As noted in the below image, use the *Dashboard* widget for more details. You can use this feature to know to which tape an asset got archived to. Tape barcode gets displayed as asset status under Metadata tab.

Suppose if a tape goes offline, user can easily identify with the tape barcode and put that tape back online using this Update Asset Location feature.

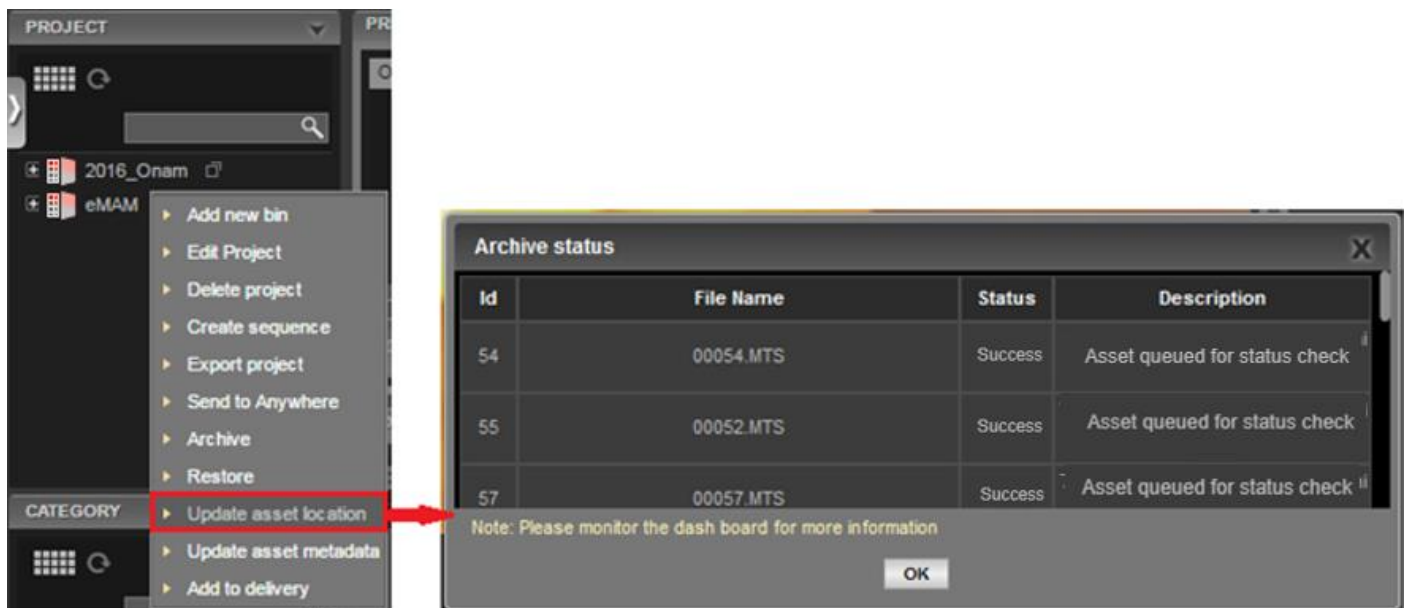


Figure 88- Select Update Asset Location function under project Archive status window opens



Figure 89- Tape barcode gets displayed as asset status under Metadata tab

2.1.11 Add to Delivery

Users can deliver the assets under a project using **Add to Delivery** option. All the assets under the project can be directly added to delivery queue by selecting a desired delivery profile.

- Select the project and click on its menu icon. Select **Add to Delivery** from the menu list options.
- Select **Delivery Profiles** window pops up. Select a **Delivery profile** from the displayed list and choose the desired options as checkboxes and click on **Add** button. Assets inside the project will be directly queued for delivery.

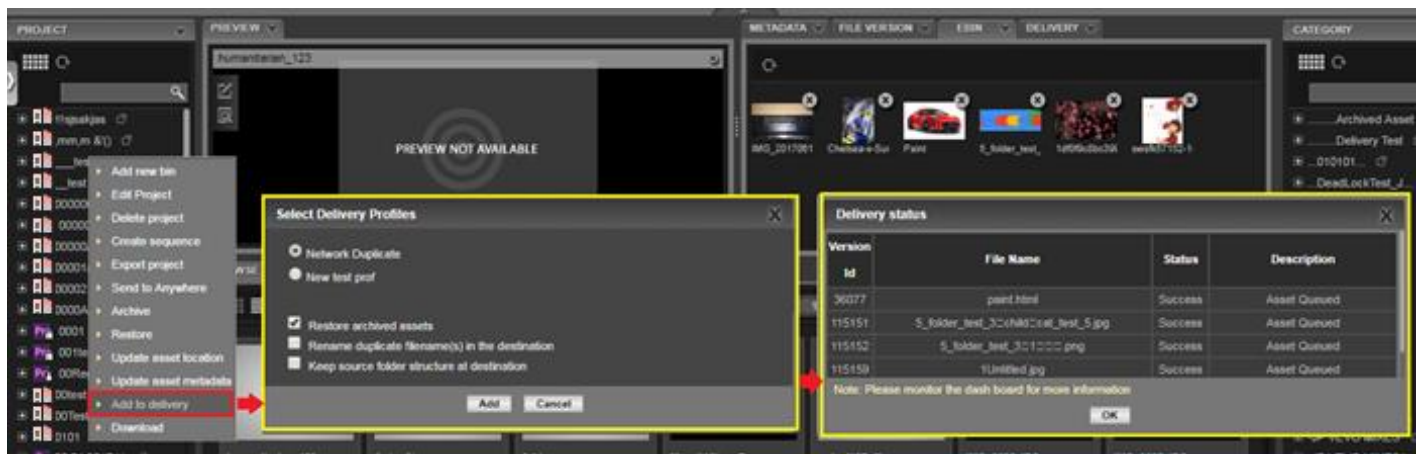


Figure 90- Select 'Add to delivery' from the project to deliver assets as per the pre-set delivery profiles.

- c. The *Delivery status* window shows the status of delivery action. Monitor *Delivery dashboard* to know the progress of the delivery of assets.

The screenshot shows the 'Delivery' dashboard in the eMAM Director interface. It features a table with columns: File name, Delivery profile, Start time, End time, Status, User, and Description. The table contains four rows of data, all with a status of 'Queued'.

File name	Delivery profile	Start time	End time	Status	User	Description
1chinese_girl_painting28.jpg	New test prof	29-Jun-2017 07:37 PM	29-Jun-2017 07:37 PM	Queued	Amal Thomas	Queued for delivery from Workflow
1Untitled.jpg	New test prof	29-Jun-2017 07:40 PM	29-Jun-2017 07:40 PM	Queued	Amal Thomas	Queued for delivery from Workflow
MultipledownloadDeskLink.jpg	New test prof	29-Jun-2017 07:40 PM	29-Jun-2017 07:40 PM	Queued	Amal Thomas	Queued for delivery from Workflow
regDeskLink.jpg	New test prof	29-Jun-2017 07:40 PM	29-Jun-2017 07:40 PM	Queued	Amal Thomas	Queued for delivery from Workflow

Figure 91- Dashboard to monitor Delivery status

2.1.12 Download

This option helps users to download all the assets under a project using the **DeskLink** app which is a cross platform desktop application with browse, upload and download options. *You can easily install DeskLink application by clicking on Download option from the Project widget (One time process).*

The DeskLink window opens, and you can choose the destination path for download and download the files to that location. You can view the assets download progress, its status message (download successful or failed) and history of all the downloads in the *DeskLink* app. Refer [Section 6](#) for more details on DeskLink.

To download all the assets under a project:

- Click on *Download* from the selected project menu options.

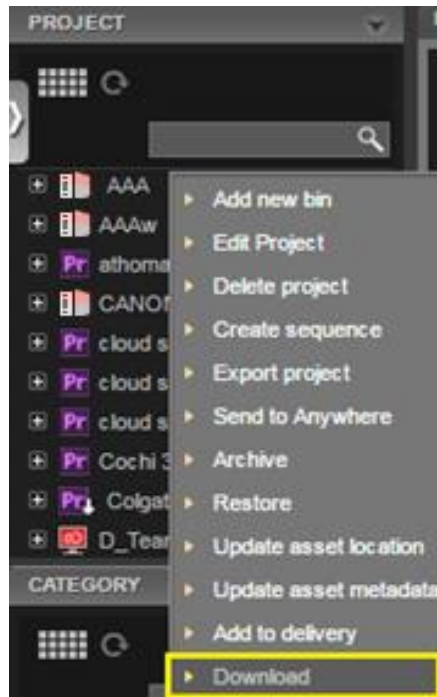


Figure 92- Project download option

- b. The *DeskLink* app download page appears. If the *DeskLink* app is not installed yet, install it in your machine from this page. If already installed, this page automatically closes after 20 secs and the *DeskLink* download page appears for the download of assets.

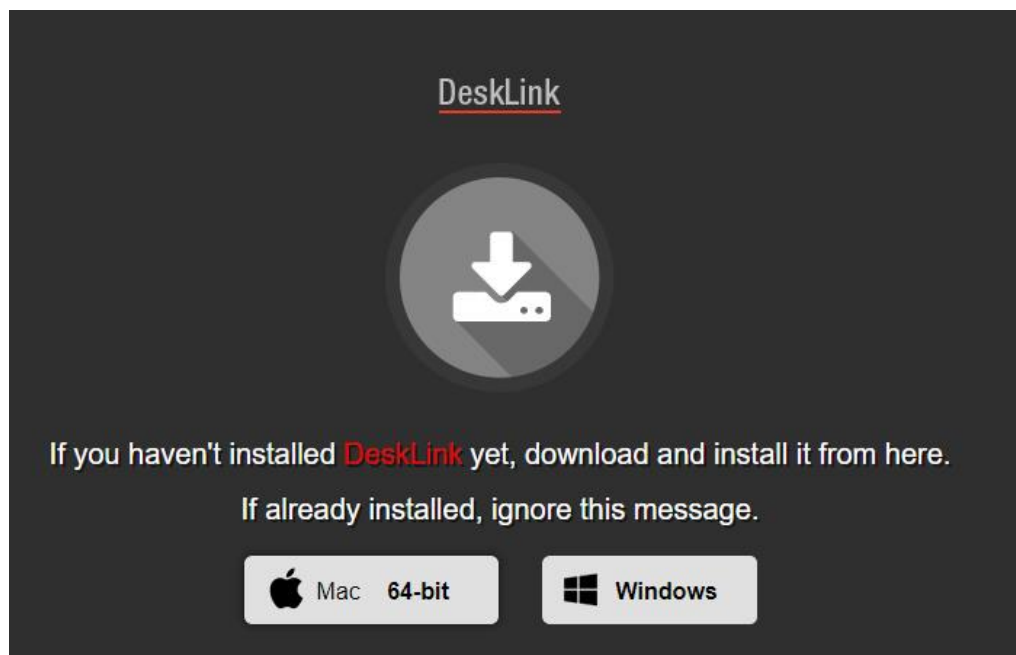


Figure 93- DeskLink app download page which closes after 20 seconds

- c. Choose the destination path for download and click on *Download* button in the *DeskLink* page as shown below:

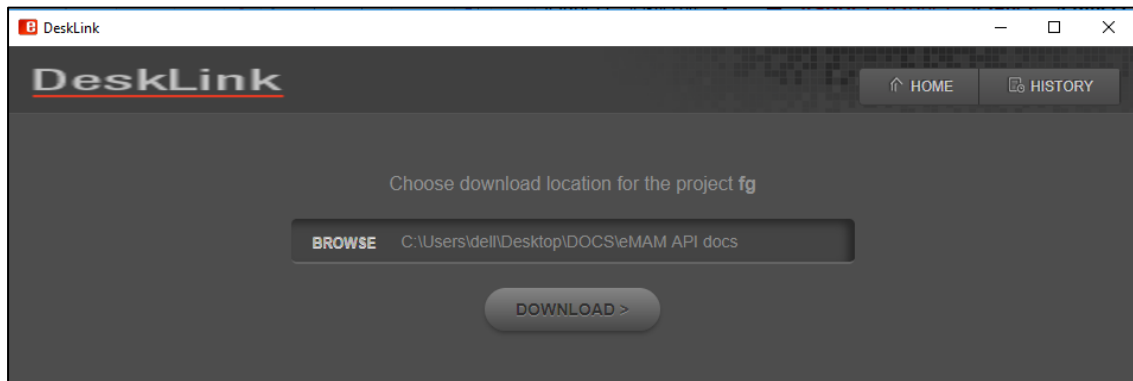


Figure 94- DeskLink- choose destination path for download

- d. All the assets under the selected project starts to get downloaded at the specified location.

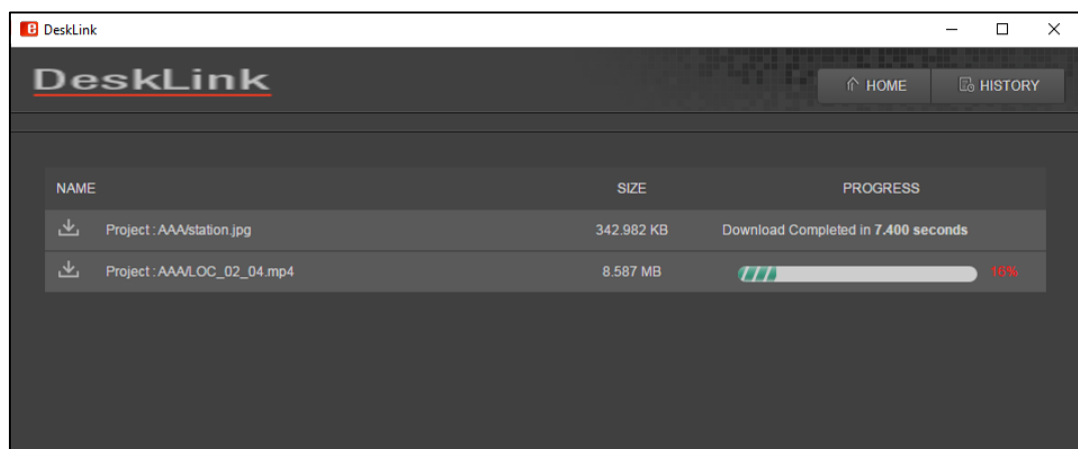


Figure 95- DeskLink download in progress

- e. You can view the history of all the downloads made under the *History* tab as shown below.

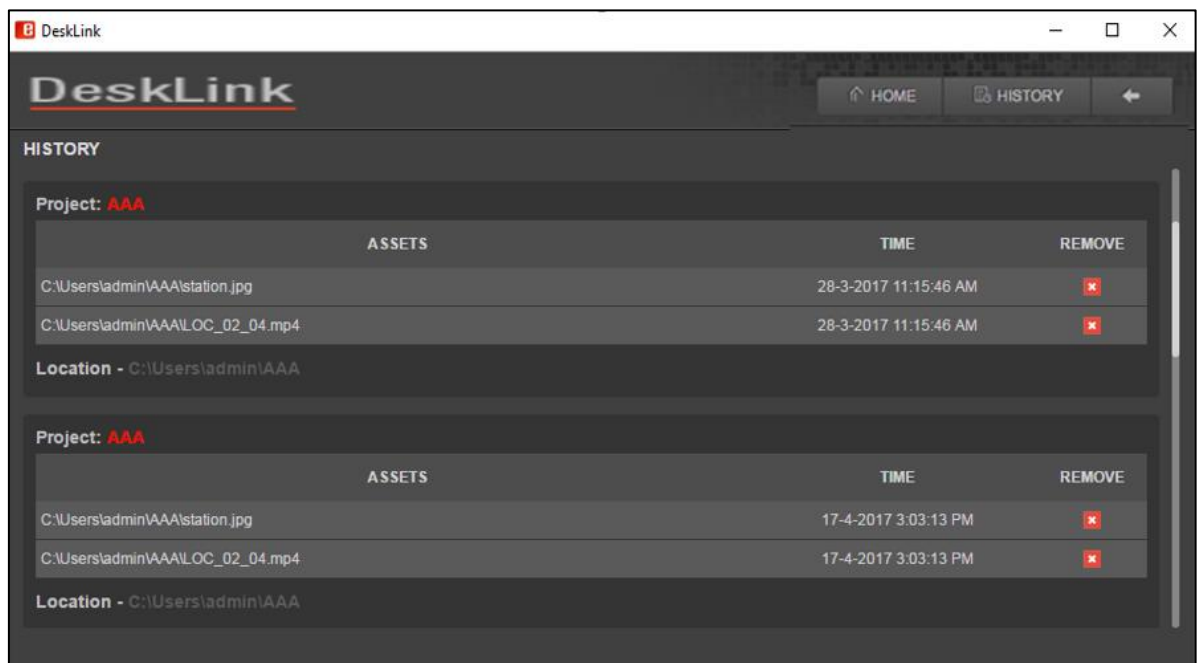


Figure 96- DeskLink History tab displays list of all downloads made by the user

2.1.13 Move to Collection

You can easily move a project to a collection using this **Move to collection** option. Just click on 'Move to Collection' for the project, you wish to move to a Collection. Now go to the Collection and select 'Paste Project'. That project now gets added to this collection.

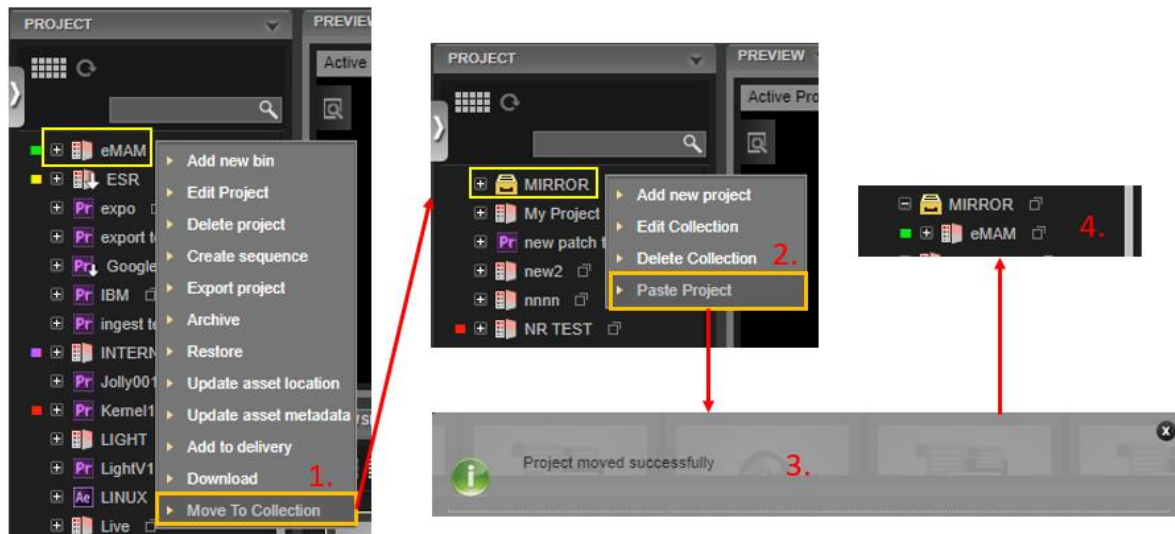


Figure 97- How to move a project to collection

Similar to projects, each asset under the projects also has functions menu like archive, restore, add to delivery, remove from project.

Remove from Project

Appears to the right menu of each asset within the project folder or bin. Removes the selected asset from the project, but does not delete or purge the asset. There is no confirmation before removal of asset from project, but a confirmation message appears after the asset is removed, as shown below.

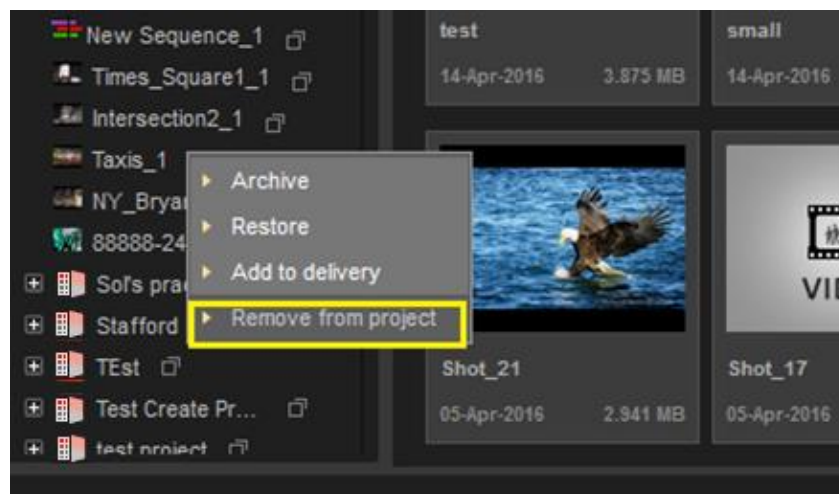


Figure 98- Remove assets from project

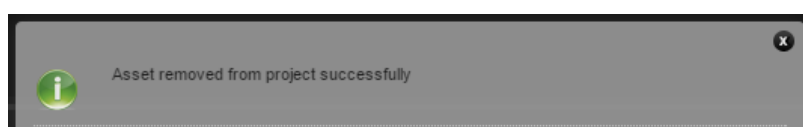


Figure 99- Confirmation message

2.2 Category

Category widget can be used to organize your assets. Just as with projects, categories can also be displayed in *List* or *Thumbnail* view.

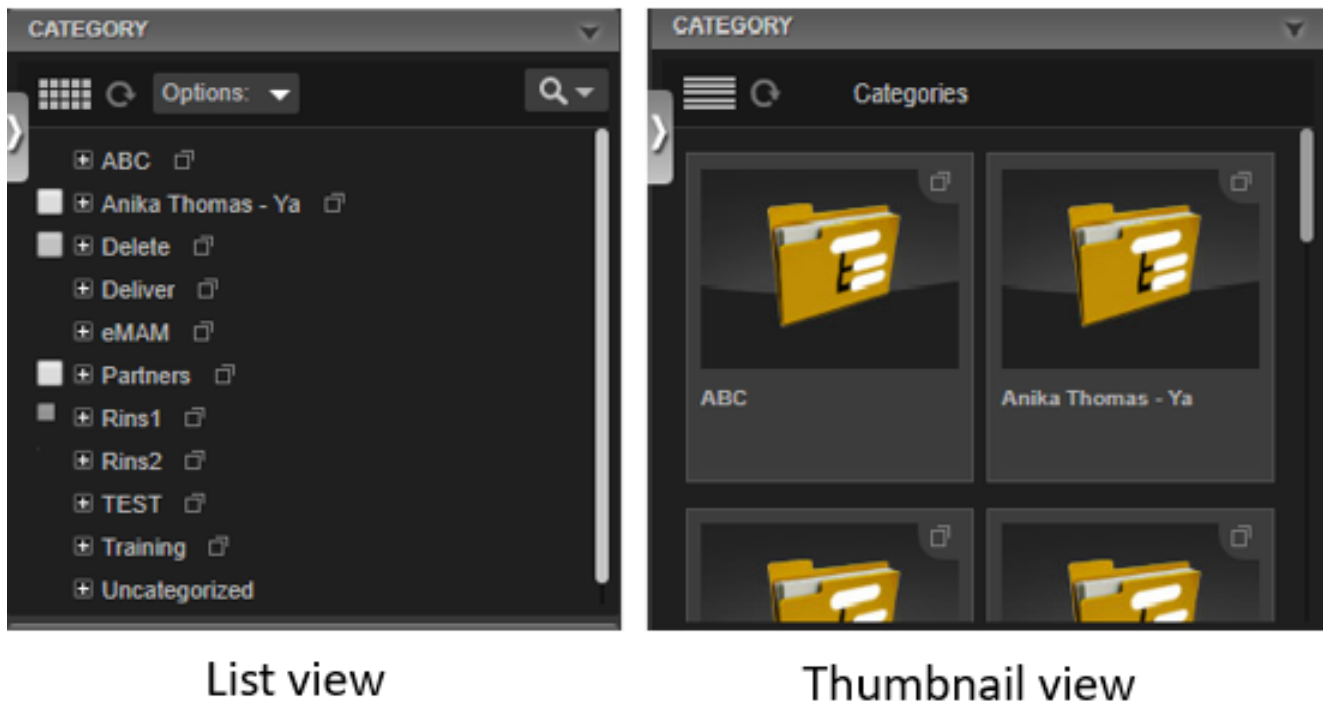


Figure 100- Categories displayed as thumbnails or list view

Categories allow administrators or users/ groups with permission to organize their assets in a hierarchical fashion. In eMAM, a user is a member of one or more user groups: access to a category of assets is restricted at the user group level. The *Category* widget will display all the categories to which a user has access (*administrators have access to all categories and projects*). Scroll down to see all the categories listed. Click on the **+** icon of each category to expand and view the assets (*including live assets*) and subcategories under them.

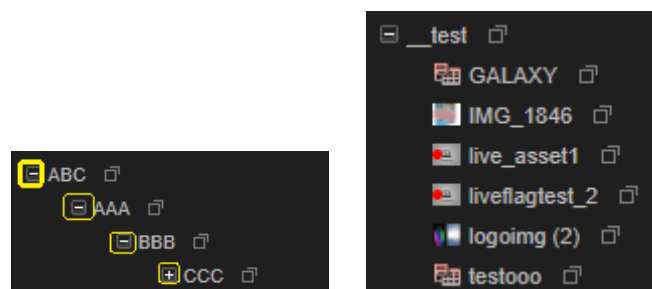


Figure 101- Parent category with subcategories and assets including Live assets

Multi selection of assets: Categories/subcategories with assets (*including project assets*) under them can be selected using the checkboxes adjacent to them. Checking parent category checkbox automatically enables checkboxes of assets and subcategories under it. You can multi select assets either by selecting the assets individually or using SHIFT+ selecting range of assets under the *Category* widget. Select one asset (A), press SHIFT Key and select asset (B). All the assets listed between these 2 assets will automatically get selected under the Category widget list view.

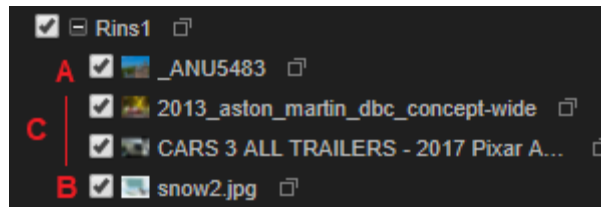
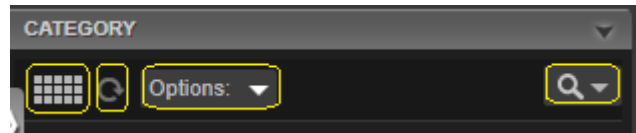



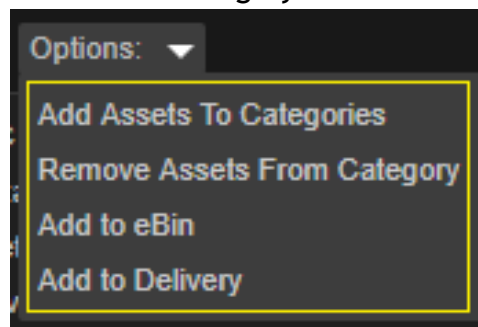


Figure 102- Multi selection of assets under a Category

The *Category* widget has following options:



- **Thumbnail**  and **List**  view: Select the thumbnail or list view to display categories accordingly.
- **Refresh**  icon: Click on the refresh icon to refresh and see the changes made under the *Category* widget.
- **Options** (only for List view): **Options** provide few multi asset functions to perform bulk operations for selected assets under a category.



- **Add Assets to Categories:** Assets under one category can be either copied or moved to another category.
 1. Select the assets under a category which needs to be copied or moved to another asset.
 2. From the *Options* dropdown list, select *Add Assets to Category*.
 3. From the new window, select the destination category(s) and click on *OK* button to copy the selected assets to another category(s). To move the assets from one category to another, enable *Remove Existing Category association* checkbox.

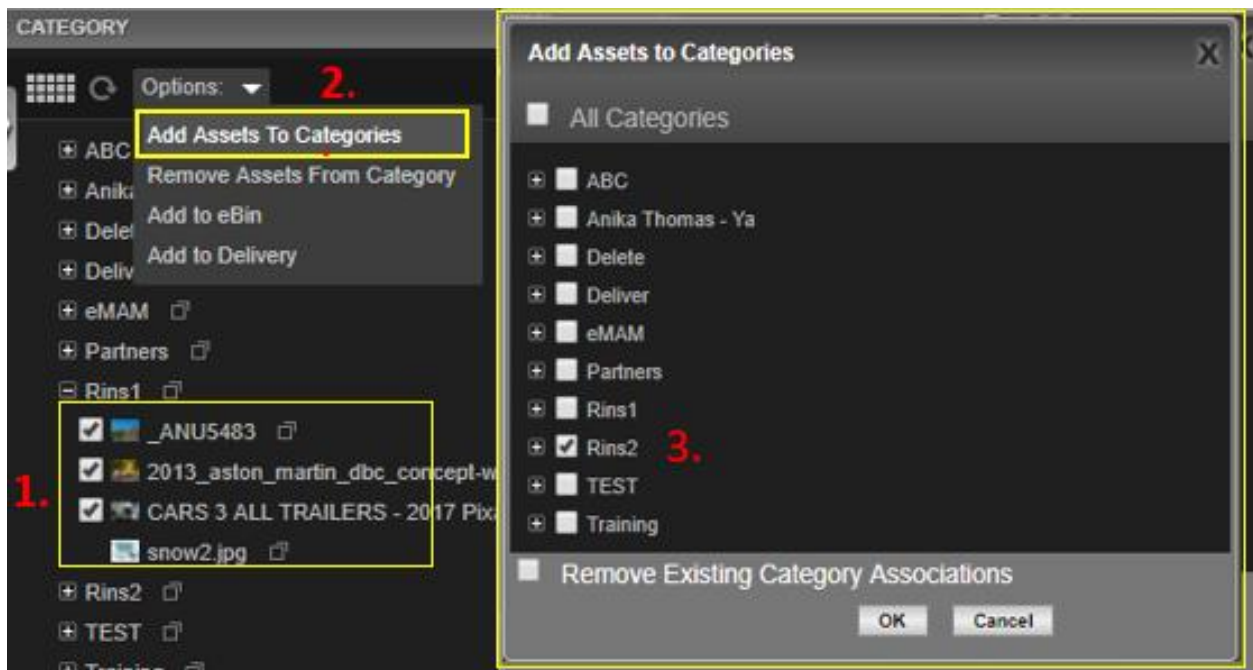


Figure 103- Category widget: Add assets to Categories

- **Remove Assets from Category:** Removes the selected assets from the category (option available for unit users too). Select the assets using checkboxes and then select *Remove Assets from Category* from the *Options* dropdown list to remove the selected assets under any category.

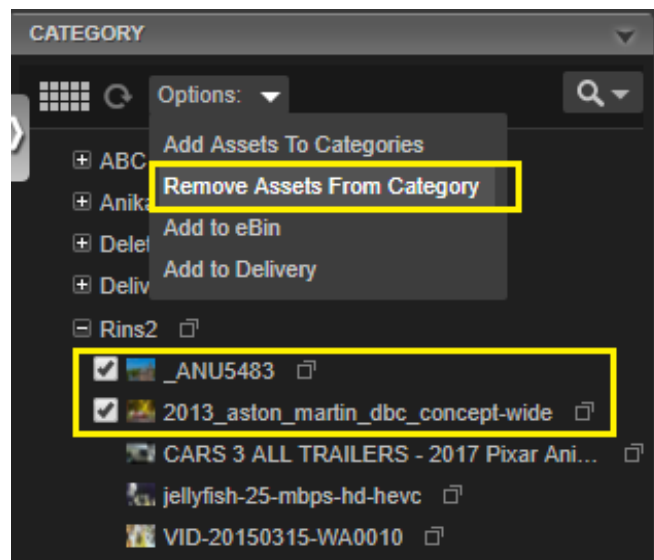


Figure 104- Category widget: Remove assets from Categories

- **Add assets to eBIN:** Adds the selected assets under a category to the eBIN basket. Select the assets under a category and then select *Add assets to eBIN* and the selected assets get added to the eBIN widget.

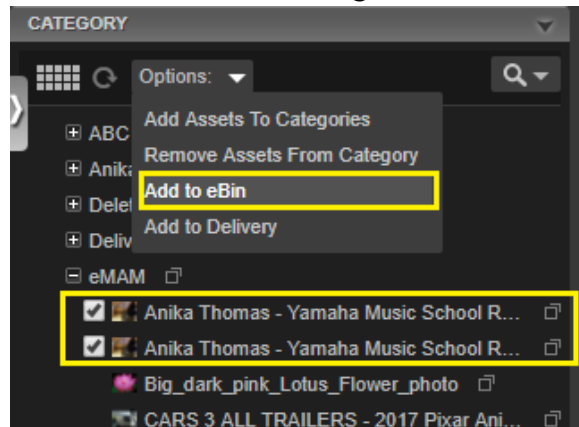


Figure 105- Category widget- Add assets to eBIN

- **Add to Delivery:** Adds the selected assets to the *Delivery* widget. Just select the assets under a category and then select *Add to Delivery*.

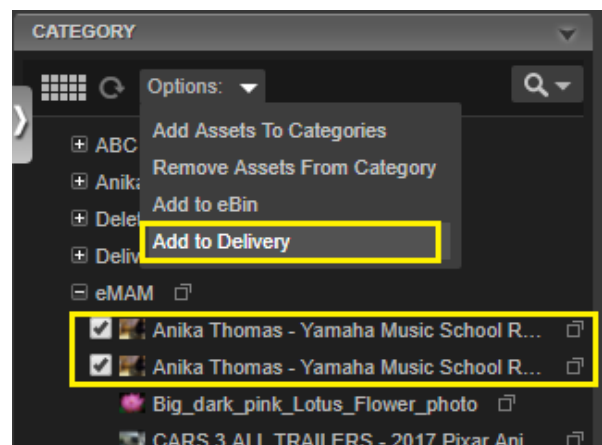



Figure 106-Category widget: Add to delivery

- **Search** : Using this option you can search for category and assets under the *Category* widget. Enter the search phrase and click on the *Search* button. You can also clear the list using X icon.

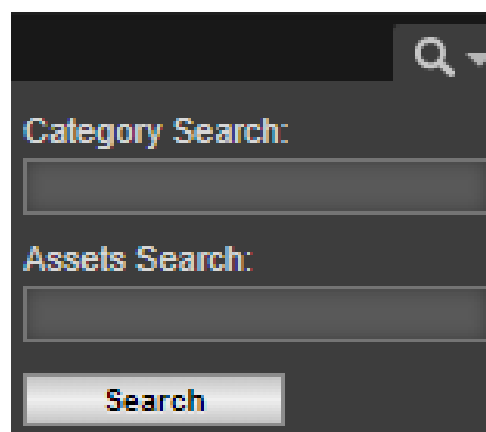


Figure 107- Category widget: Category and Asset search

Category search: Just key in the category name you are looking for (*list of suggestions gets auto populated*) and click on Search button.

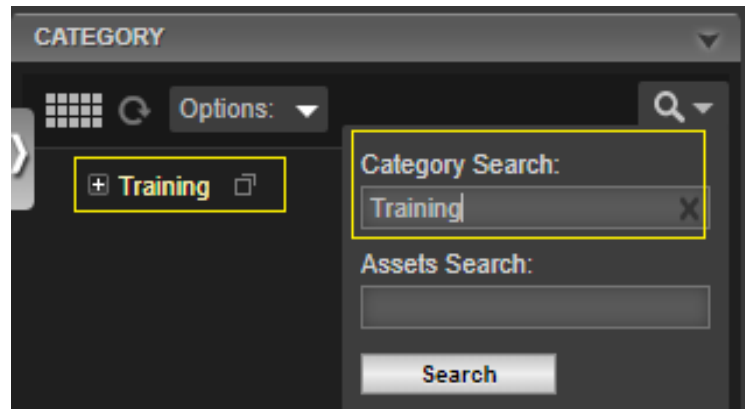


Figure 108- Category widget: Category search

Assets search: After entering a category name, just key in the asset name you are looking for (*list of suggestions gets auto populated*) and click on Search button.

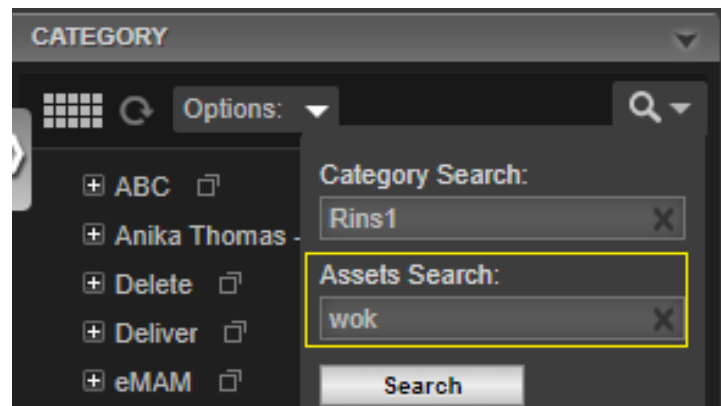
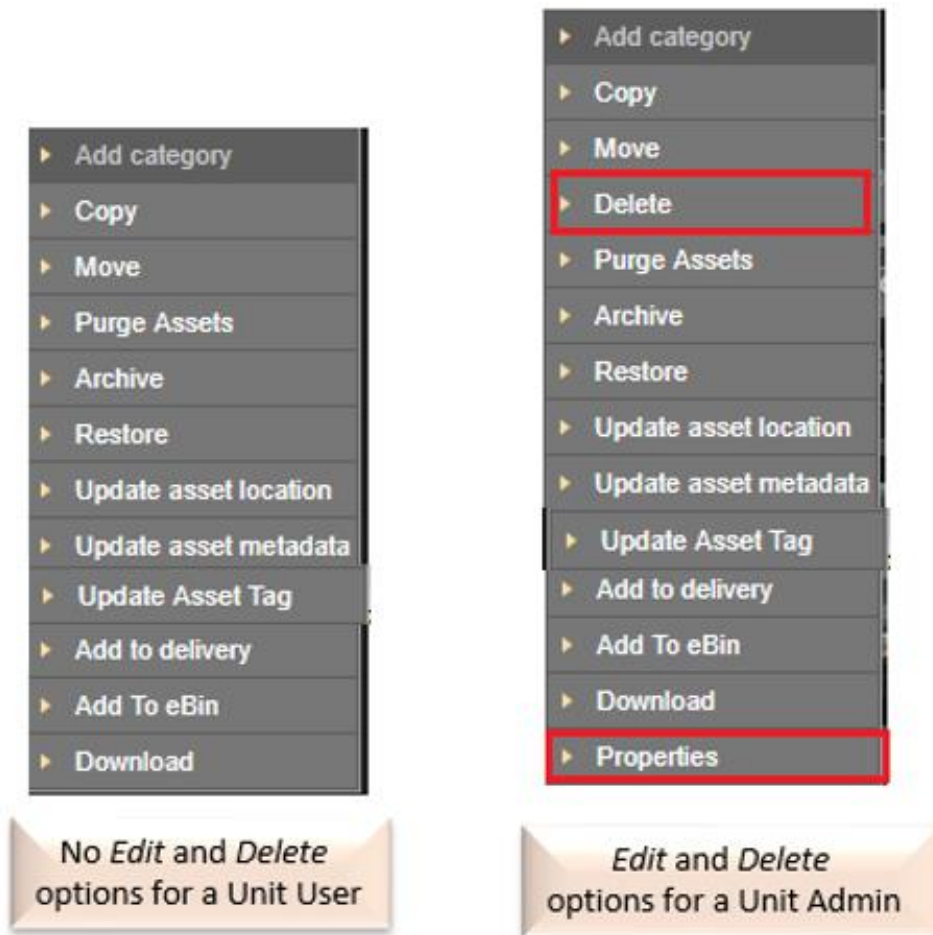


Figure 109- Category widget: Assets Search

A new category can be created with the *Add Category* function from the widget pulldown. Similar to the *Project* widget, the Category widget also has pulldown menu options next to each category to add a category (subcategory), edit a category, copy, move, delete, archive, restore, add to the eBIN, add to the delivery queue or display properties. An ingest source (e.g., P2 card) with a complex folder structure will retain that structure: category functions can process it in its entirety (i.e., archive the P2 card and all its subfolders automatically).

Note: Only Unit Admins can edit or delete (sub) categories and associate them with user groups. A unit user with Manage category permissions may create a category, but others will not see it until their user group(s) are linked to this category. A Unit User with “Manage Category” permission will NOT have permission to edit and delete Categories/subcategories, but they can add sub-categories.



Non-authorized users will be warned: Error message generated if user does not have “Manage Category” permission set in the user’s group(s) assignment.

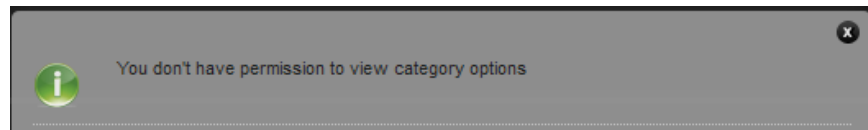


Figure 110- Error message

2.2.1 Add Category -To add a new category in the *Category* widget, (1) click on *Add Category* from the category widget dropdown and to add a new sub/child category under an existing category, click on the category menu and select *Add Category*.

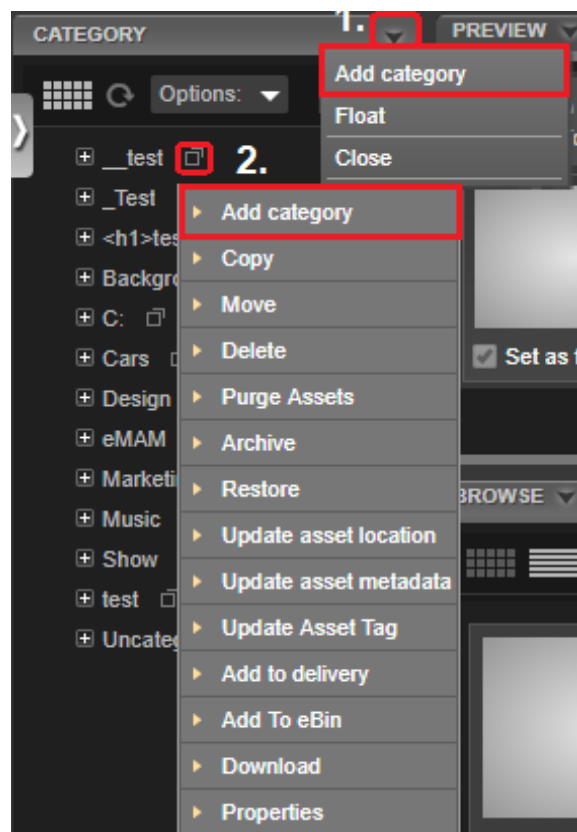


Figure 111- Add new category and child category

(2) A new *Add New Category* window pops up. Enter category name and associate a *Metadata Set* under the *Info* tab.

(3) Under the **Permissions** tab, enable the permissions you wish to associate with this new category. *Note: While creating a sub/child category, by default, only the permissions of the parent category will be displayed under Permissions tab.*

(4) Under the **Security** tab, check the *User Groups* for this new category. *Note: While creating a sub/child category, by default, only the User groups associated with the parent category will be displayed under Security tab.*

Fill in the Custom metadata tabs displayed (*changes based on Metadata Set selected*). Finally, the user can click '**Save**' to create the new category. The new category gets added under the *Category* widget.

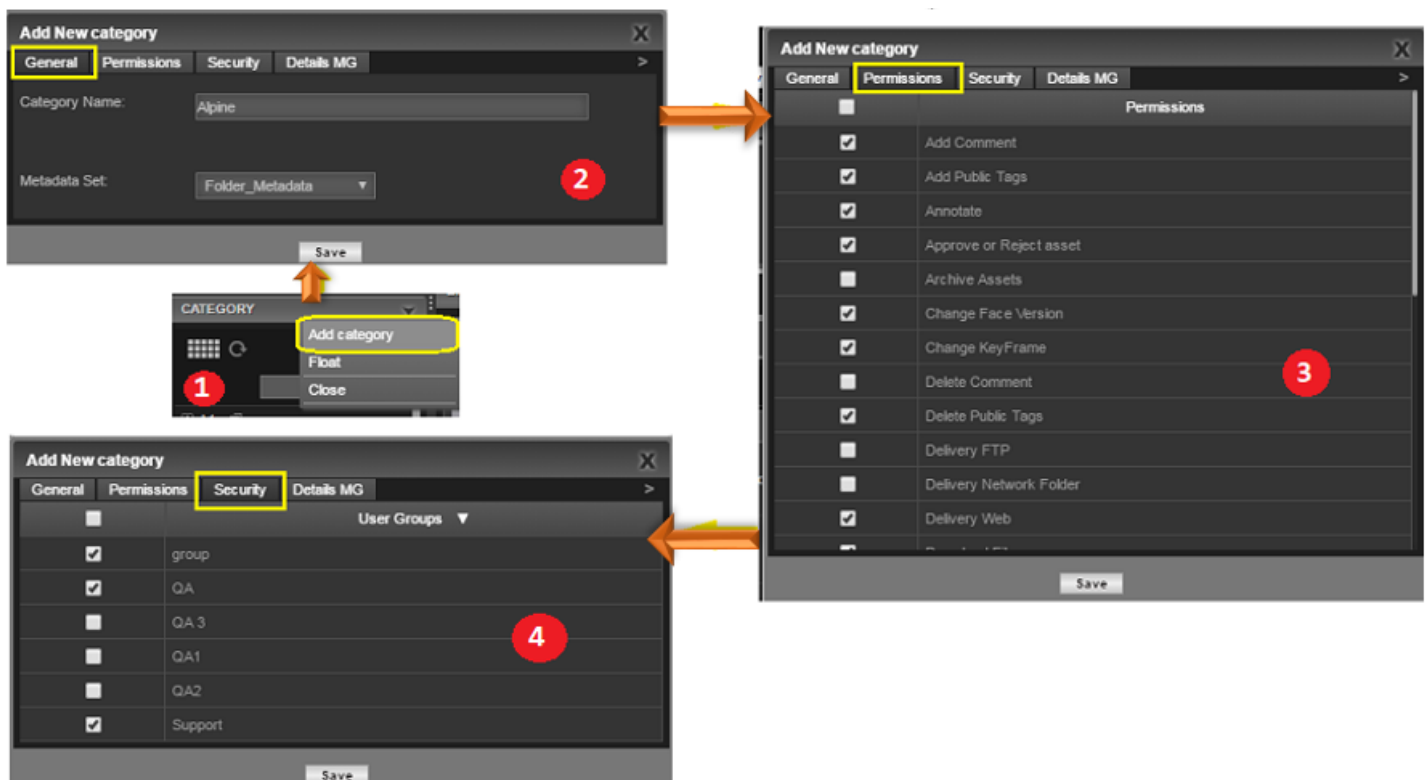


Figure 112- Adding a category

Categories can have any number of subcategories. The hierarchy is displayed as a tree view structure. The contents of a category can be shown with the “+” on the left of a category name and hidden with the “-” sign.

Category functions are available by clicking on the button the right of the category name (*must have “Manage Category” permission*). Category menu function list will only display options based on the Category and User permissions. For e.g. If a user does not have Download and Archive permission, *Download* and *Archive* option will not be displayed for that user.

Whenever a new subcategory is added, by default, it will inherit its permissions (permissions tab) and user groups (security tab) from its parent category.

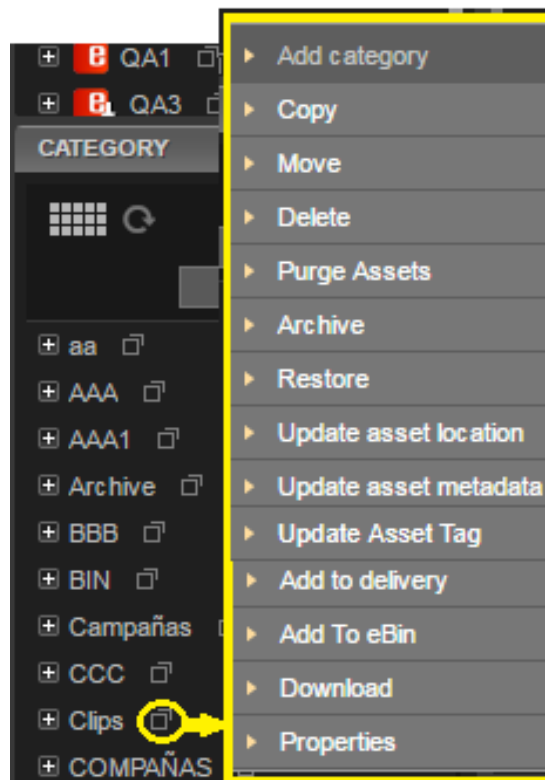


Figure 113- Category options for a user who has Manage Category Permission

2.2.2 Copy: Similar in behaviour to the copy function in Windows - it puts a copy of the category in the “clipboard” so it can be pasted into another category or new category. This does not duplicate an asset, it only creates additional asset pointers.

A category when copied to another category- users will have option to select below options:

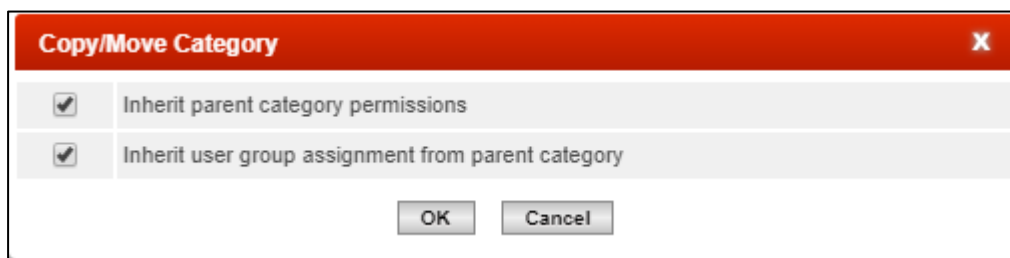


Figure 114- Copy/Move Category permissions

- *Inherit parent category permissions:* If enabled, category will inherit permissions under permission tab of the destination parent category.
- *Inherit user group assignment from parent category:* If enabled, category will inherit permissions under Security tab of the destination parent category.

Select your destination category and paste it using “Paste” from its category menu options.

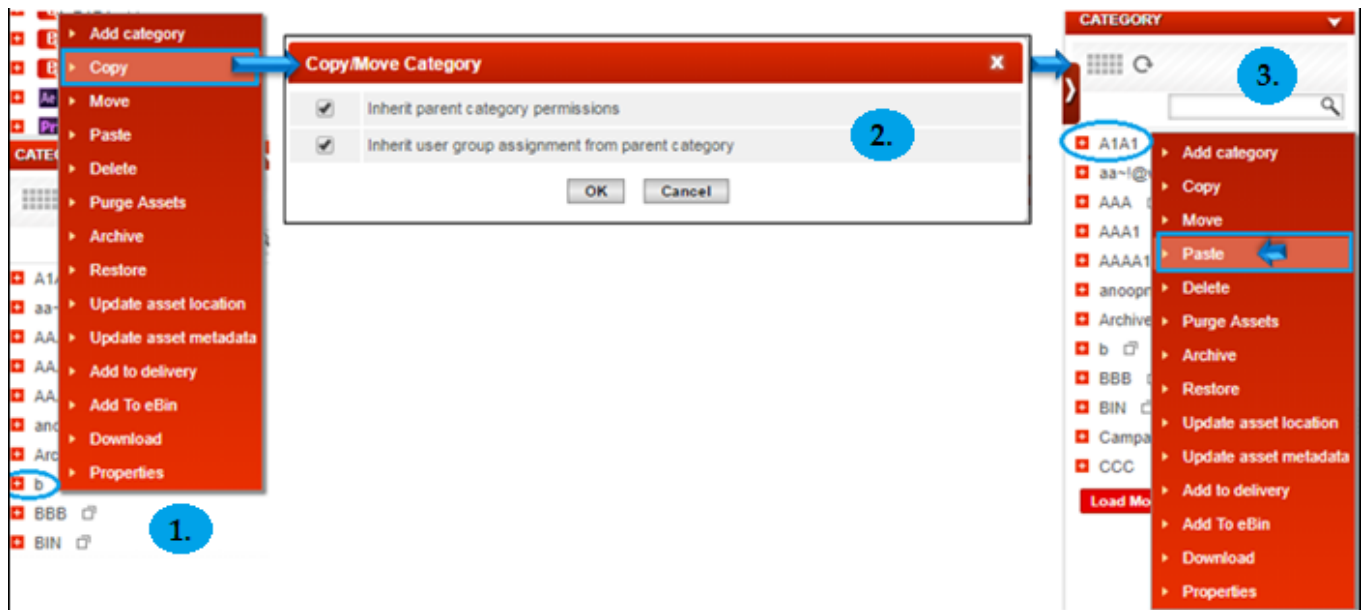


Figure 115- Copy Category process

For e.g.:

- *Category B* with all permissions under Permissions tab & associated with 1st 2 user groups under Security tab.

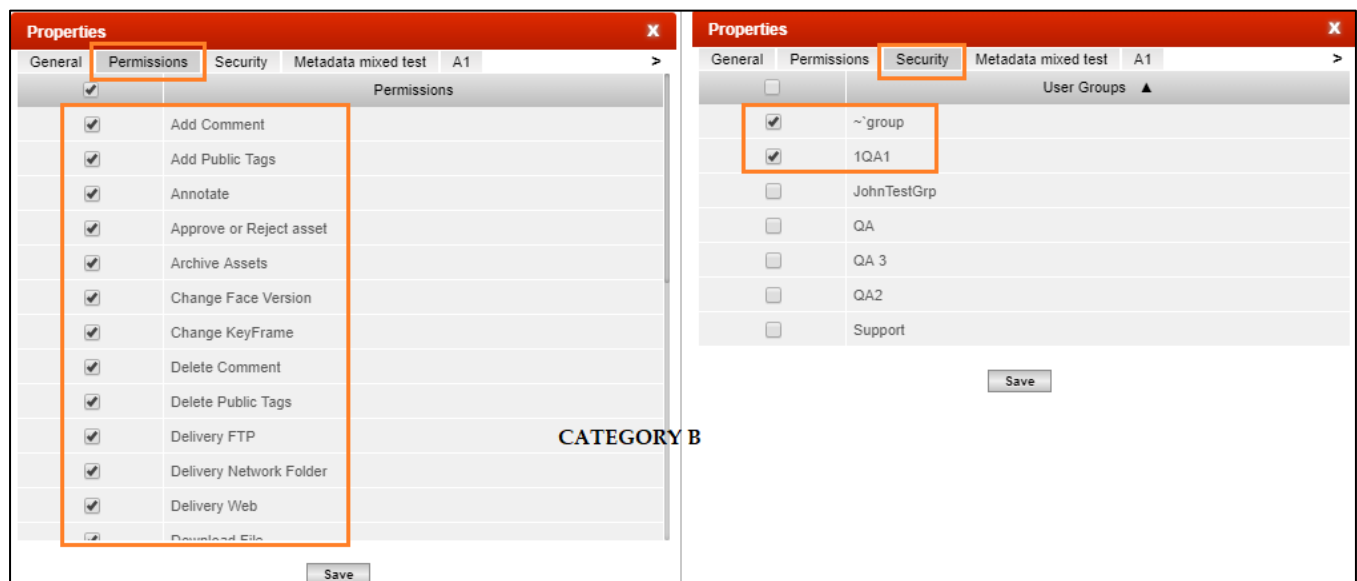


Figure 116- Category B - Permissions & Security tab

- *Category A* with only 2 permissions under Permissions tab & associated with last 2 user groups under Security tab.

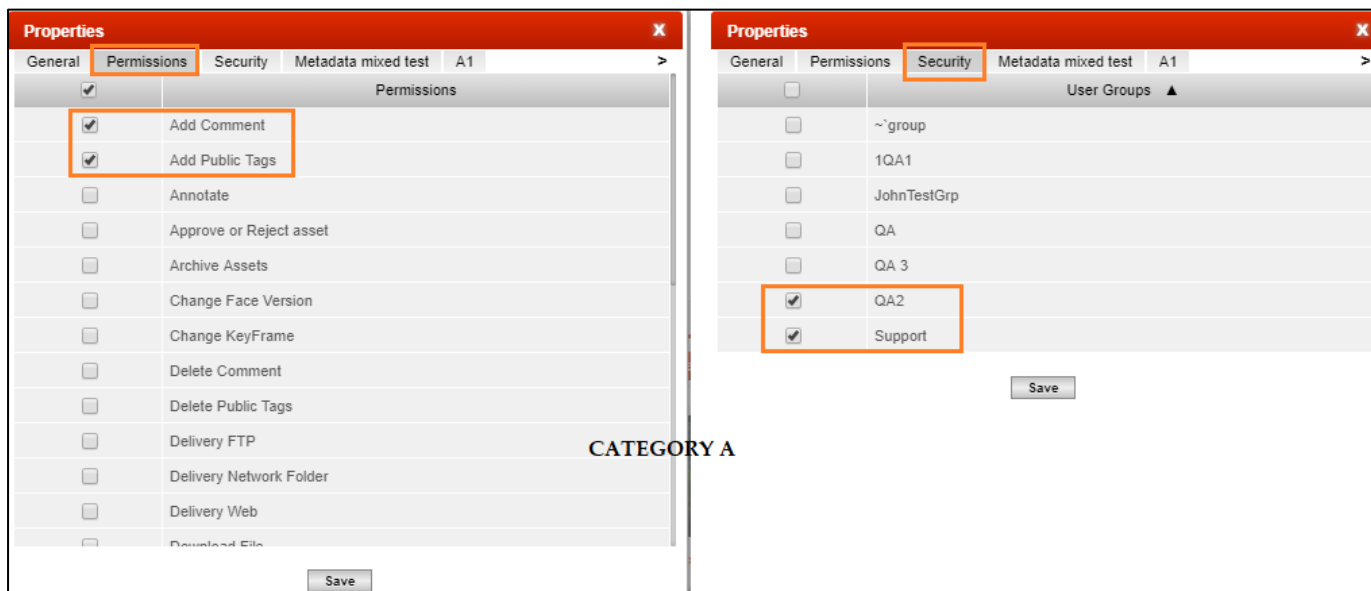


Figure 117- Category A - Permissions & Security tab

- ✓ **Permissions tab:** Permissions follow a hierarchy structure and hence a child category cannot have permissions more than the parent category.
 - Case 1: Category B is copied to Category A:
 - If *Inherit parent category permissions* checkbox is checked, child Category B will inherit parent category A permissions and will only have 2 permissions as its parent.
 - If *Inherit parent category permissions* checkbox is unchecked, then also Category B will have 2 permissions as by default child inherits permissions from parent.
 - Case 2: Category A is copied to category B:
 - If *Inherit parent category permissions* checkbox is checked, child Category A will inherit parent category B permissions and will have all permissions as its parent.
 - If *Inherit parent category permissions* checkbox is unchecked, then also Category A will only have 2 permissions (will not inherit Category B permissions).
- ✓ **Security tab:**
 - ✓ Case 1: Category B is copied to Category A:
 - If *Inherit user group assignment from parent category* checkbox is checked, child Category B will inherit parent category A user groups too. (A+B)

User Groups	
<input checked="" type="checkbox"/>	~group
<input checked="" type="checkbox"/>	1QA1
<input type="checkbox"/>	JohnTestGrp
<input type="checkbox"/>	QA
<input type="checkbox"/>	QA 3
<input checked="" type="checkbox"/>	QA2
<input checked="" type="checkbox"/>	Support

Figure 118- Security tab

- If *Inherit user group assignment from parent category* is unchecked, then child Category B will only have Category B user groups and will not inherit Category A user groups.

User Groups	
<input checked="" type="checkbox"/>	~group
<input checked="" type="checkbox"/>	1QA1
<input type="checkbox"/>	JohnTestGrp
<input type="checkbox"/>	QA
<input type="checkbox"/>	QA 3
<input type="checkbox"/>	QA2
<input type="checkbox"/>	Support

Figure 119- Security tab

- ✓ Case 2: Category A is copied to category B: Same as above.



Copy/ paste in Categories is useful for creating multiple copies of different categories with the same basic structure. First, the user makes a template structure with subcategories and bins with permissions as required. Then the user copies the category at the top level, pastes and renames the pasted copy. The process can be repeated as necessary. A "template" version can be left unpopulated for future use as well.

2.2.3 Move: Same as Copy function except here the original category gets deleted. "Move" option will move the whole category (*including assets and subcategories*) to another category. When Move is selected a new entry "Paste" will appear on the dropdown after Move. The user will select *Paste* at the location desired to paste the category. A category when moved to another category - users will have option to select: (same as Copy)

- Inherit parent category permissions
- Inherit user group assignment from parent category.

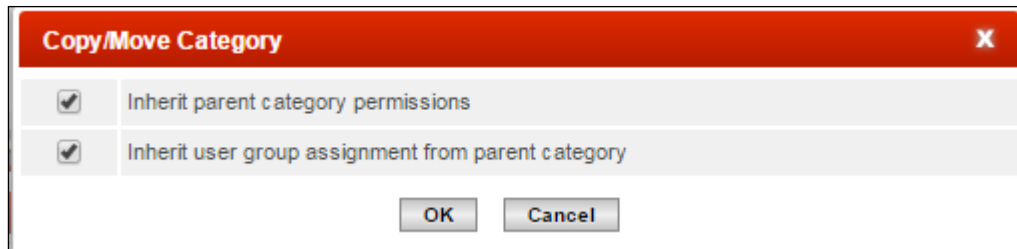


Figure 120- Copy/Move Category

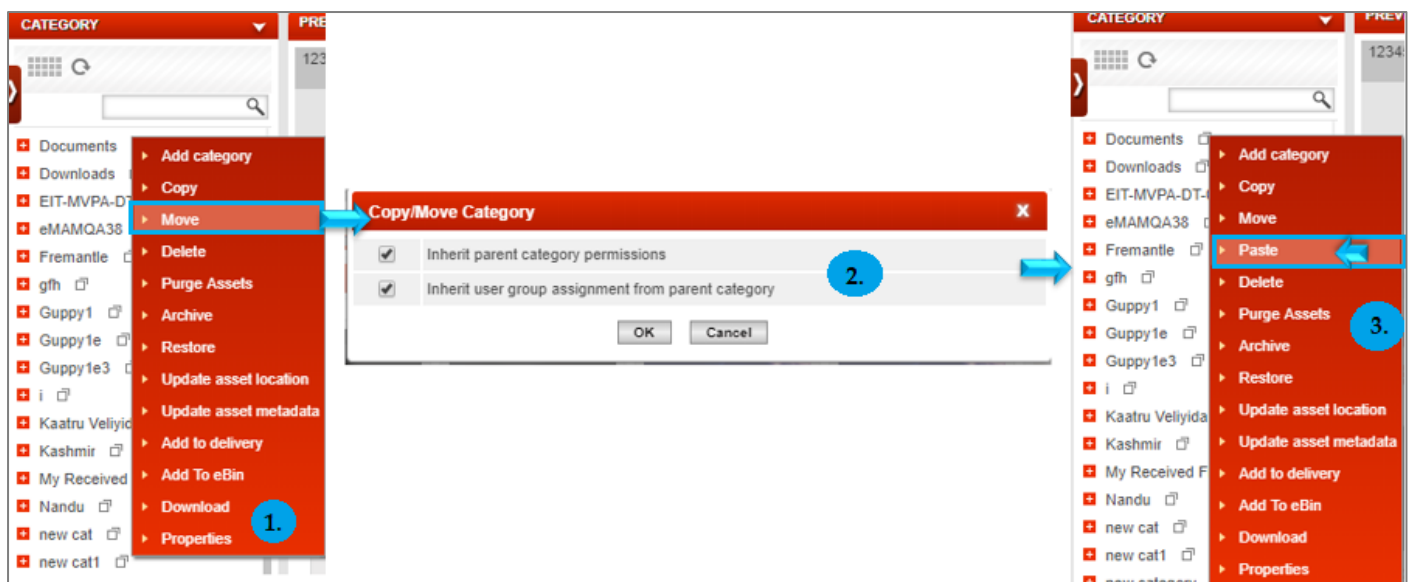


Figure 121- Move Category process

2.2.4 Delete: This option only deletes the category and all its subcategories and not the assets under categories. But if you wish to delete the assets too under a category, enable *Delete Assets* checkbox in the confirmation window before deleting the categories and subcategories. The user can choose the location from where the assets should be deleted (*this will only appear if there are more than one asset location*). Users can now delete categories assigned to user groups.

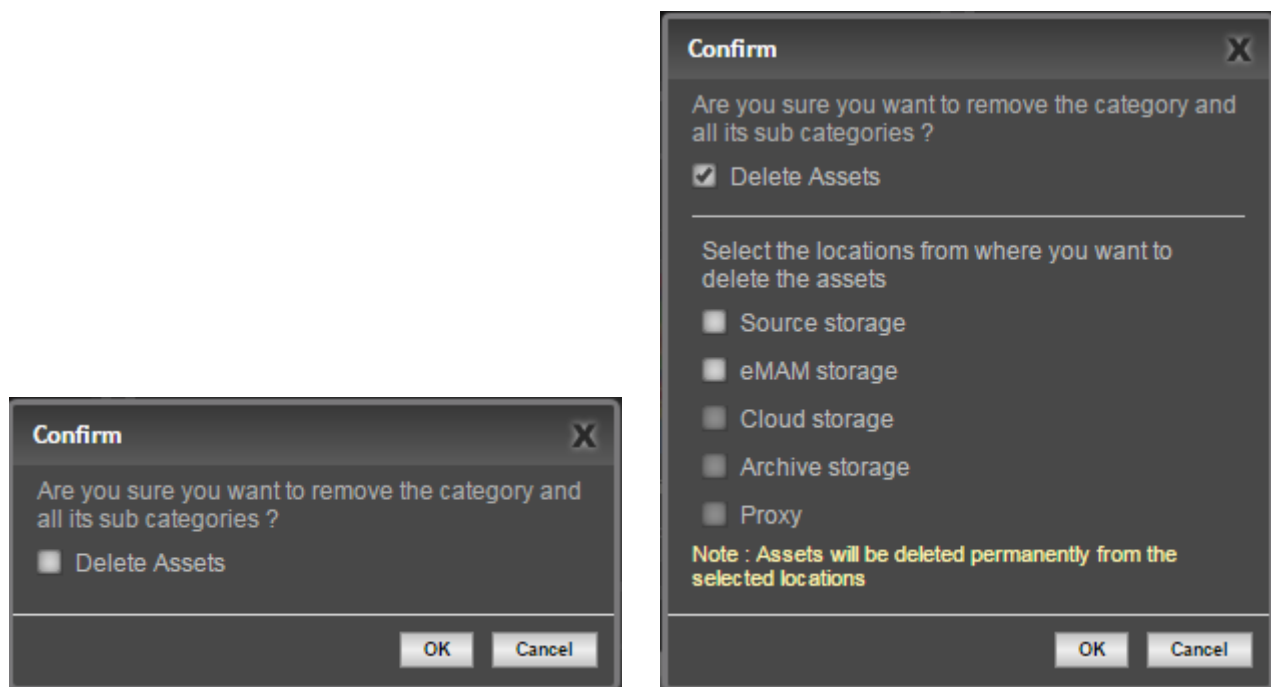


Figure 122- Deletion confirmation for category or subcategory
if there are multiple asset locations select which location(s) to delete from.

2.2.5 Purge Assets: To purge the assets under a category without deleting the category, select *Purge Assets* from the category options (*visible only to users with purge permissions*). A confirmation window pops up to select all the locations from where you want to delete the assets and click OK. If you select *Fully purge* checkbox, automatically all the other storage locations get selected by default and will fully purge the asset. Successfully deleted message box appears as shown below. Assets under that category permanently gets deleted from the storage location specified.

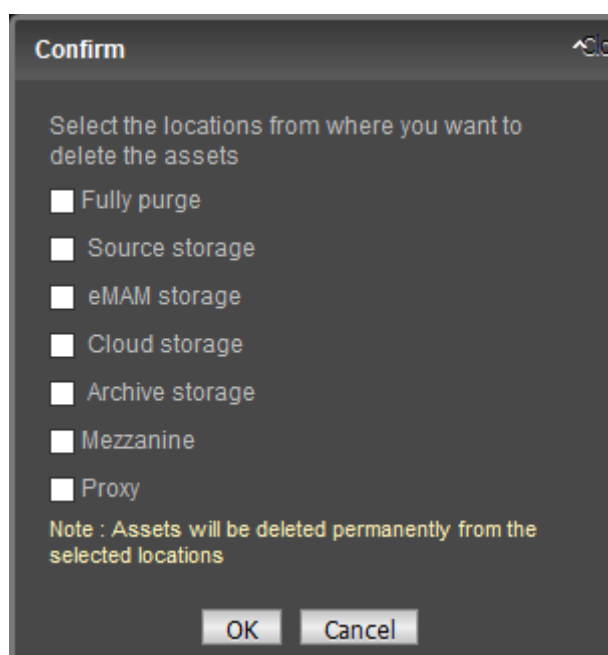


Figure 123- Confirmation window



Figure 124- Successfully removed from category message

2.2.6 Archive: Archive will send the assets in the selected Category to the preset archive destination, as determined by the system administrator. Users can indicate priority (1=highest, 5=lowest), and whether subcategories are to be included. The total number of assets and number of assets on online storage will be indicated as shown below.

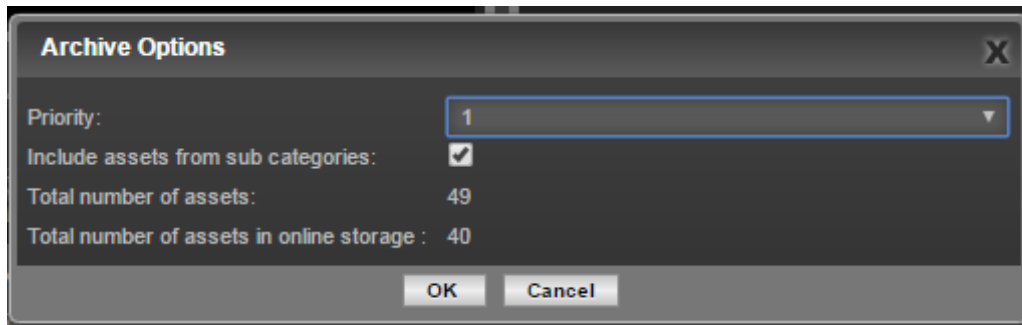


Figure 125- Options for category archive

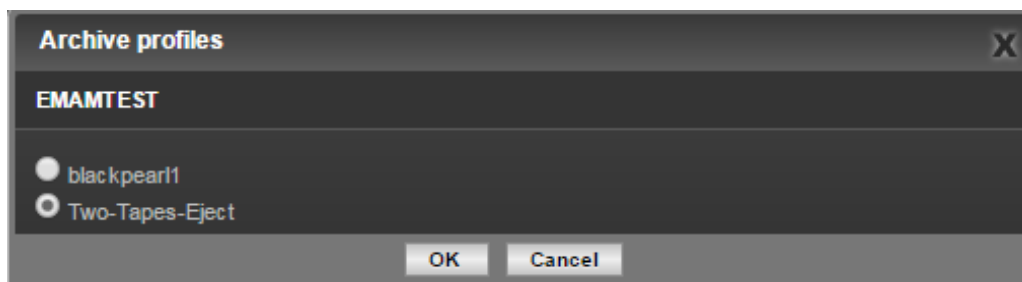


Figure 126- Select Archive profile

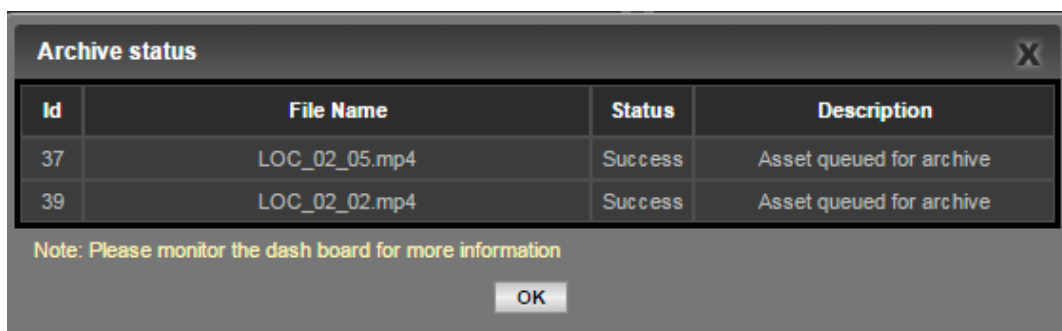


Figure 127- Archive status

Progress can be monitored in the *Dashboard* widget under the Archive tab.

Type	Start time	End time	File name	Operation	Status	Description	User
Spectra BlackPearl	24-Mar-2017 04:18 PM		LOC_02_05.mp4	Archive	Running	Asset picked for processing	Anoop Thomas
Spectra BlackPearl	24-Mar-2017 04:18 PM		LOC_02_02.mp4	Archive	Running	Asset picked for processing	Anoop Thomas
Spectra BlackPearl	24-Mar-2017 03:06 PM		station.jpg	Archive	Running	Asset picked for processing	Anoop Thomas

Figure 128- Archive dashboard

2.2.7 Restore: This option restores archived assets back to the eMAM online storage. Progress can be monitored in the *Dashboard* widget. Options are quite similar to the archive functions.

Restore Options

Priority: 1

Include assets from sub categories: ☒

Total number of assets: 4

Total number of assets in archive : 0

OK Cancel

Figure 129- Restore options similar to archive options for category.

Id	File Name	Status	Description
2		Failed	Asset restore failed
5		Success	Asset queued for restore
490		Success	Asset queued for restore

Note: Please monitor the dash board for more information

OK

Figure 130- Restore Status

Refer [Restore](#) to see more restore options for assets in S3 Glacier & Azure Blob storage.

2.2.8 Update Asset Location:

Users can update asset file location of all assets under Category too. If a user selects "Update Asset Location" option from the category menu, the selected assets will be queued in archive and the updated location will be shown in the metadata tab later.

Tape barcode gets displayed as asset status under Metadata Tab. Suppose if a tape goes offline, user can easily identify with the tape barcode and put that tape back online using this *Update Asset Location* feature.

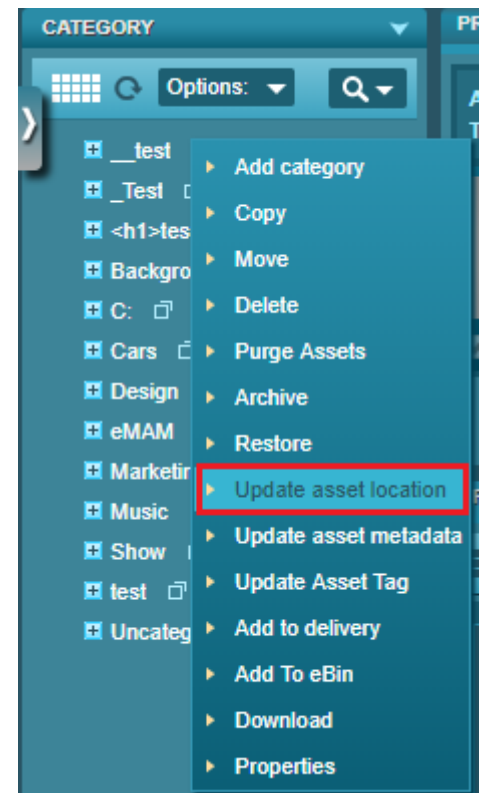


Figure 131- Select Update asset location from category menu

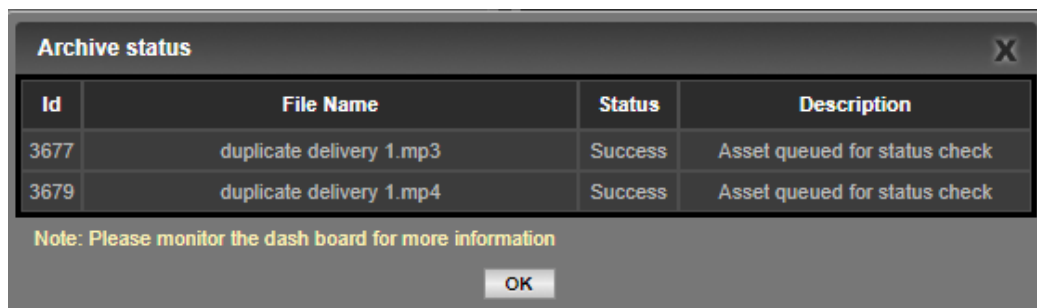


Figure 132- Archive status window

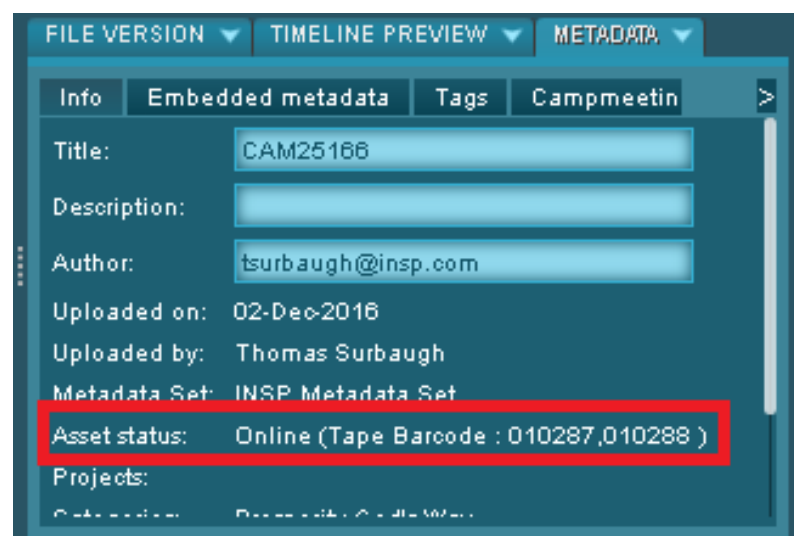


Figure 133- Tape barcode gets displayed as asset status under Metadata tab.

2.2.9 Update Asset Metadata:

Users can update bulk metadata for all assets in a category using ‘*Update asset Metadata*’ option.

- a. To update metadata of all assets under a category, click on category options and select Update asset metadata.

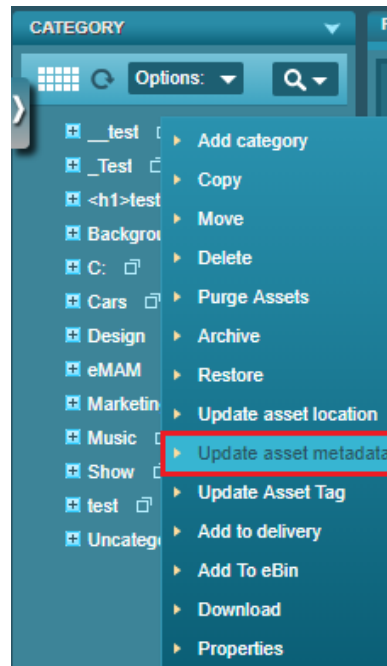


Figure 134- Update asset metadata under Category options

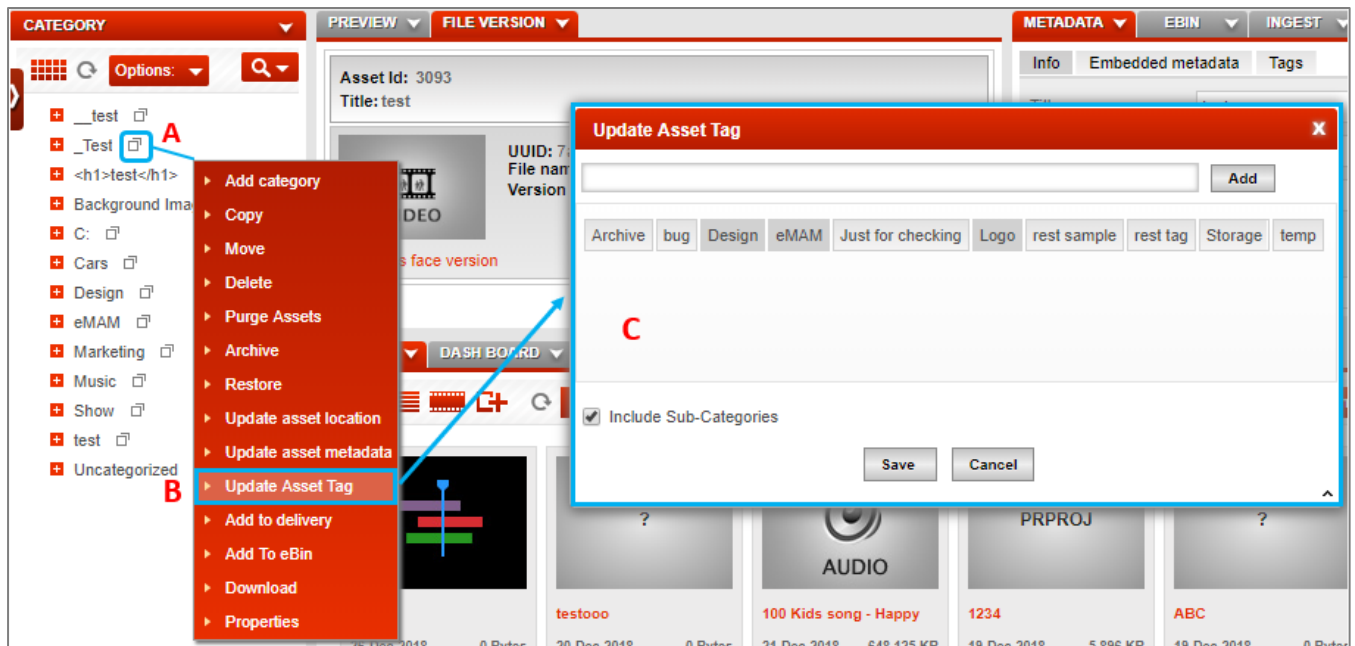
- b. Asset metadata window opens up. Enter the *author* name or select a *Metadata Set*, fill in the custom metadata field values and enable its corresponding checkboxes and click Save.

 A screenshot of the 'ASSET METADATA' window. The window has a title bar with 'ASSET METADATA' and a close button. It contains several fields: 'Author' (text input), 'Metadata Set' (dropdown menu with 'CUSTOM METADATA SET' selected), and a 'CUSTOM METADATA' section. The 'CUSTOM METADATA' section is a table with two columns: 'FIELD NAME' and 'FIELD VALUE'. It contains several rows with checkboxes and input fields for various metadata fields. At the bottom, there are 'Save' and 'Cancel' buttons.

FIELD NAME	FIELD VALUE
<input type="checkbox"/> RedFuse - Product Category	<input type="text"/>
<input type="checkbox"/> RedFuse - Brands	<input type="text"/>
<input type="checkbox"/> RedFuse - IMC Code	<input type="text"/>
<input type="checkbox"/> RedFuse - On-Air Date	<input type="text"/>
<input type="checkbox"/> Redfuse - Extranet Library ID#	<input type="text"/>
<input type="checkbox"/> CC-Thumbnail Text	<input type="text"/>

Figure 135- Asset metadata window

2.2.10 Update Asset Tag: This option will help users update tags for bulk assets under a category.



- A. Click on the category menu of the category which needs to be updated with tags.
- B. From the list of options displayed, click on *Update Asset Tag*.
- C. In the *Update Asset tag* window, click and select the tags already listed or add new tag. Enable *Include Sub-categories* if subcategories also need to be associated with these tags. Click on *Save* button to save the changes. Tags updated successfully message appears.

2.2.11 Add to Delivery: This option will add assets under the selected category to the delivery queue for delivery as per the pre-defined list of delivery options (*Super Admin*). Delivery progress may be monitored in the *Dashboard* widget.

- a. Select “*Add to Delivery*” from Category menu options to add assets to the delivery queue.

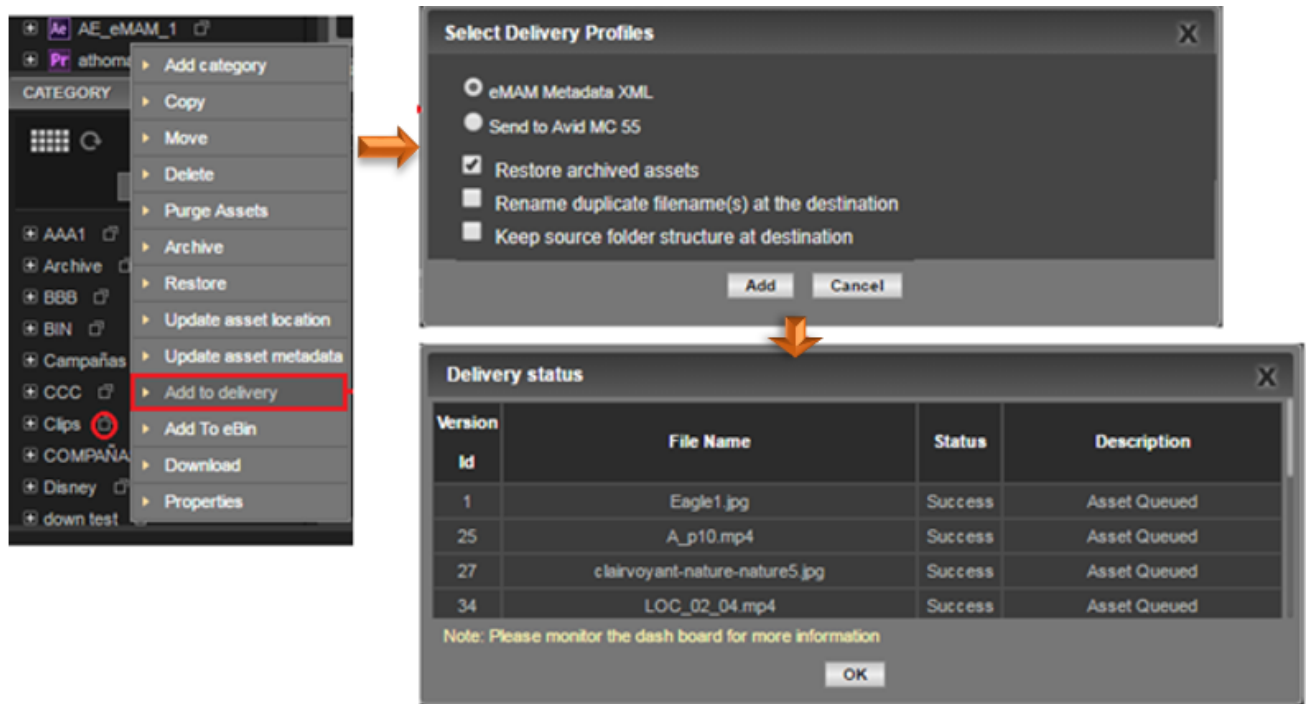


Figure 136- Add to Delivery process

- Select the desired Delivery profile from the list displayed under *Select Delivery Profiles* window.
- Select below options as required:
 - Restore archived assets-** Check this option to restore the archived assets of the selected category to the online storage so that they can be used for delivery operation.
 - Rename duplicate filename(s) at the destination-** Check this option to rename duplicate files at the destination. This will avoid overwriting of duplicate files. *Note: This option will be checked or unchecked by default based on the Delivery profile settings in Super Admin.*

Delivery Profile Users

Profile Name: Rename duplicate filename(s) in the destination: ☒

- Keep folder structure-** Check this option to deliver the assets so that the folder hierarchy is maintained.
- Click on Add button. *Delivery status* window appears to display the status of delivery action.

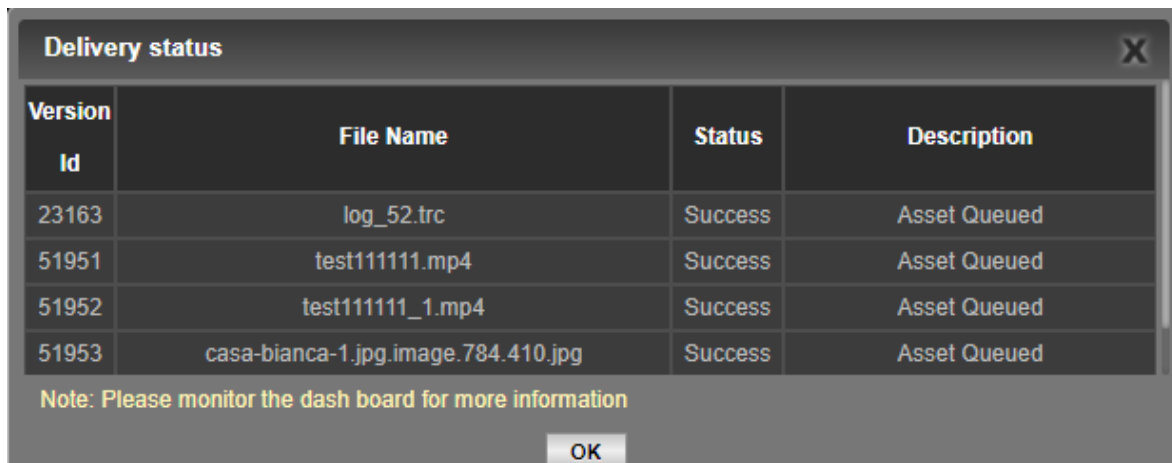


Figure 137- Delivery status window

Note: ATEME delivery profiles support stitch and delivery of files. For more details, please refer [Section 2.17 Delivery Page 205](#)

2.2.12 Add to eBIN: This option will add assets in the selected category to the eBIN widget for email and social media delivery - **eSend, eShare, eOrder and Download**. Check box option include subcategories as well.

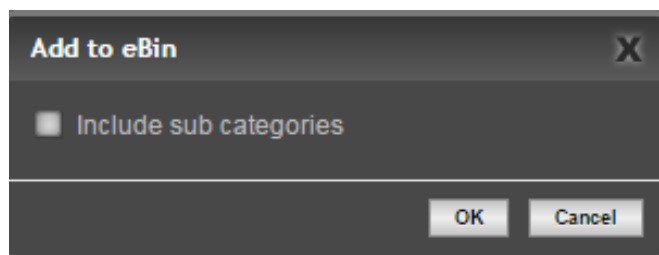


Figure 138-Add to eBIN option to include subcategories

Assets get added to eBIN with below message. See section **2.6 eBIN** for more details.



Figure 139- Assets added to eBIN message

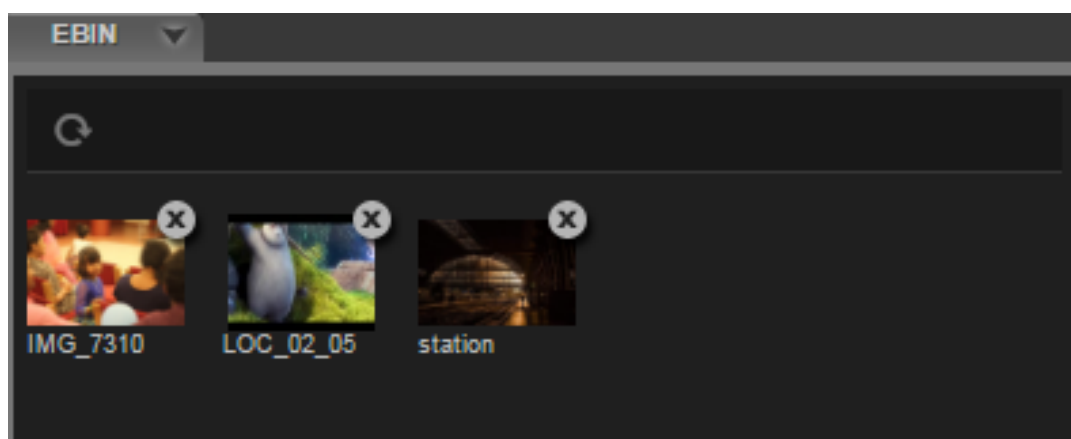


Figure 140- Assets added to eBIN widget

2.2.13 Download: This option downloads all assets in category using **DeskLink** app which is a cross platform desktop application with browse and download options. *You can easily install **DeskLink** application by clicking on Download option from Projects/Categories/eBIN (One-time process).*

DeskLink window opens up and you can choose the destination path for download and download the files to that location. You can view the assets download progress, its status message (*download successful or failed*) and history of all downloads in the DeskLink app. Refer [Section 6](#) for more details on DeskLink.

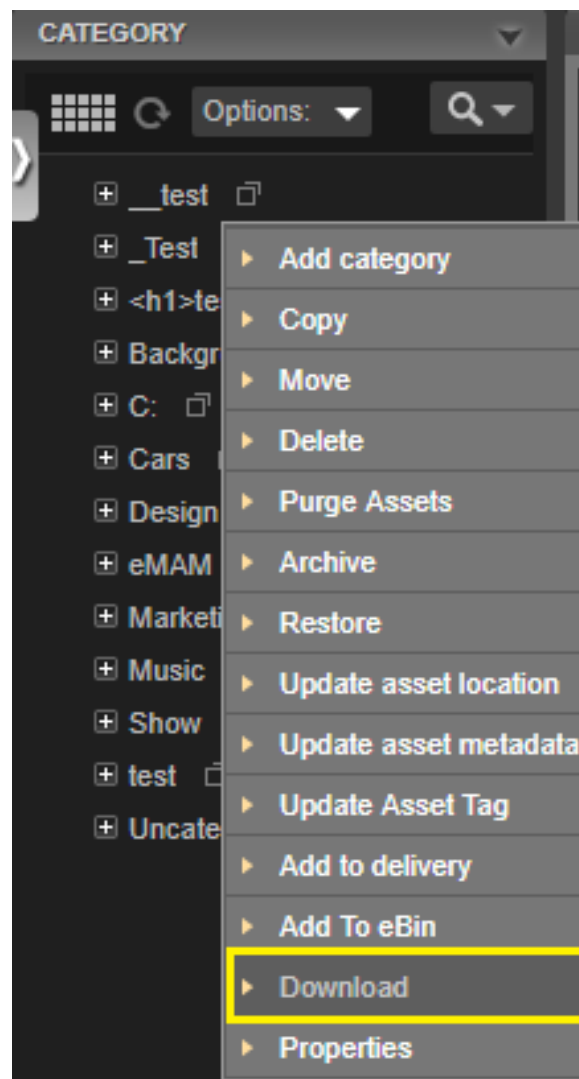


Figure 141- Category download - downloads all assets in selected category.

The DeskLink app download page appears. If the DeskLink app is not installed yet, install it in your machine from this page. If already installed, this page automatically closes after 20 secs and the DeskLink download page appears for download of assets.

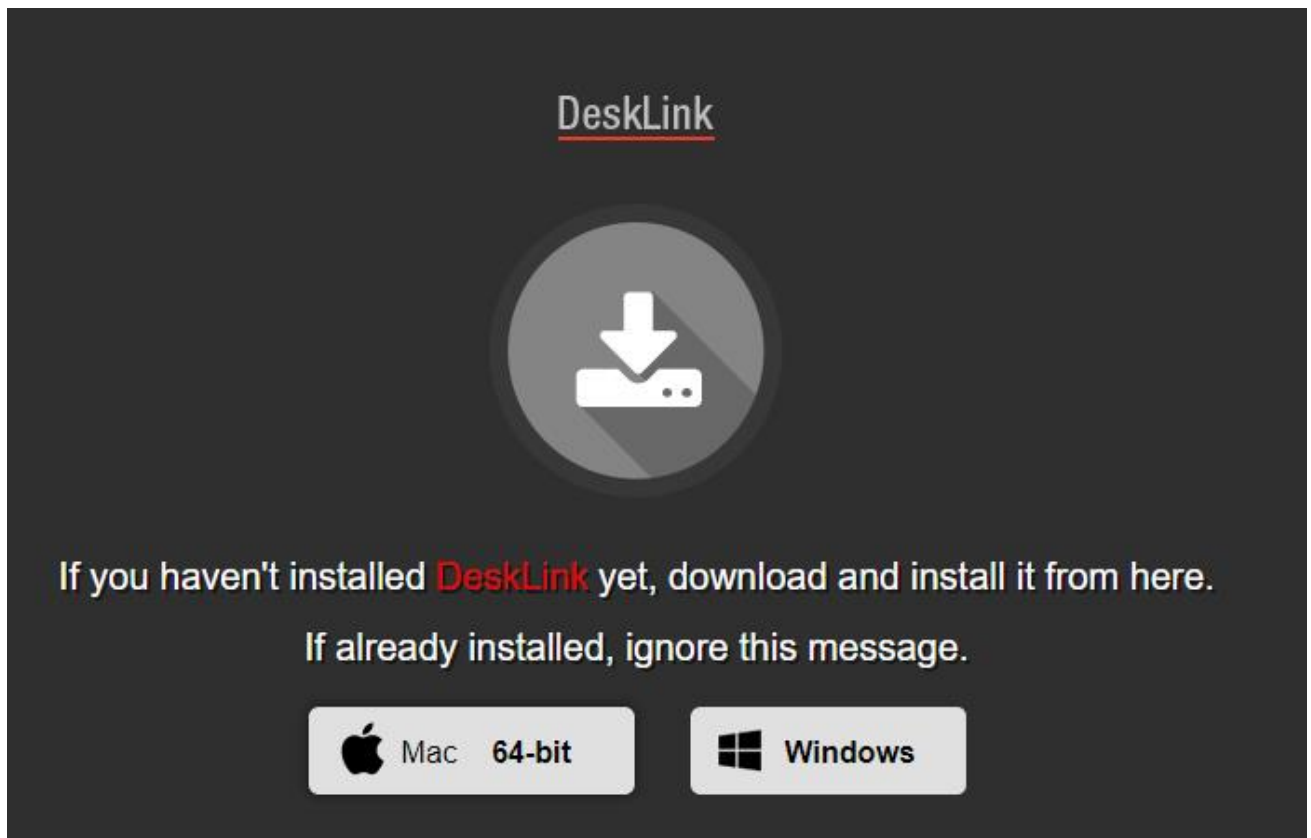


Figure 142- The DeskLink app download page which closes after 20 seconds

Choose the destination path for download and click on *Download* button in the DeskLink page as shown below:

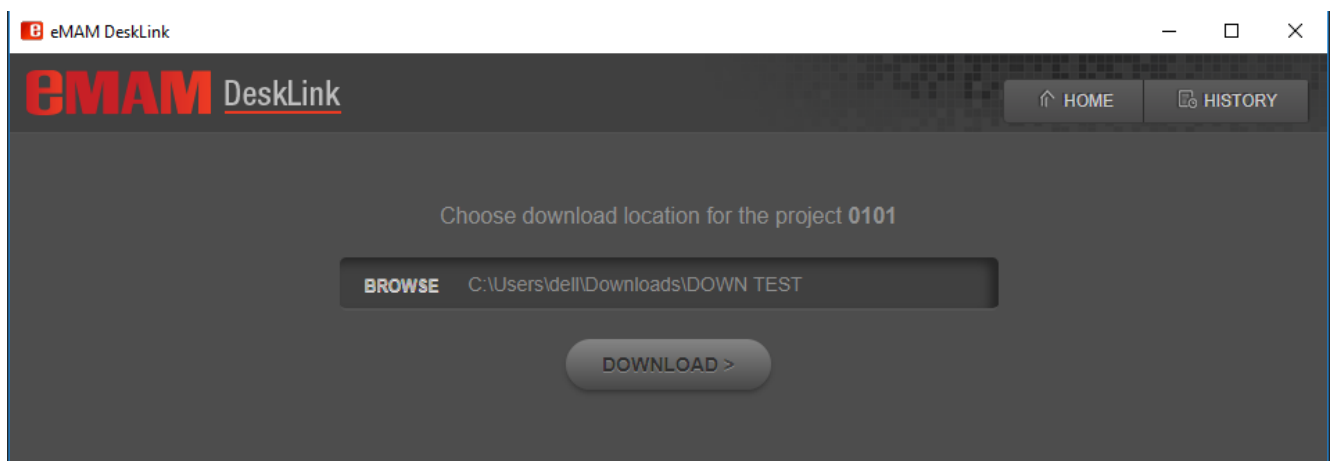


Figure 143- DeskLink- Browse the download location path

All the assets under the selected category starts to get downloaded at the specified location. History of all downloaded assets can be viewed under History tab.

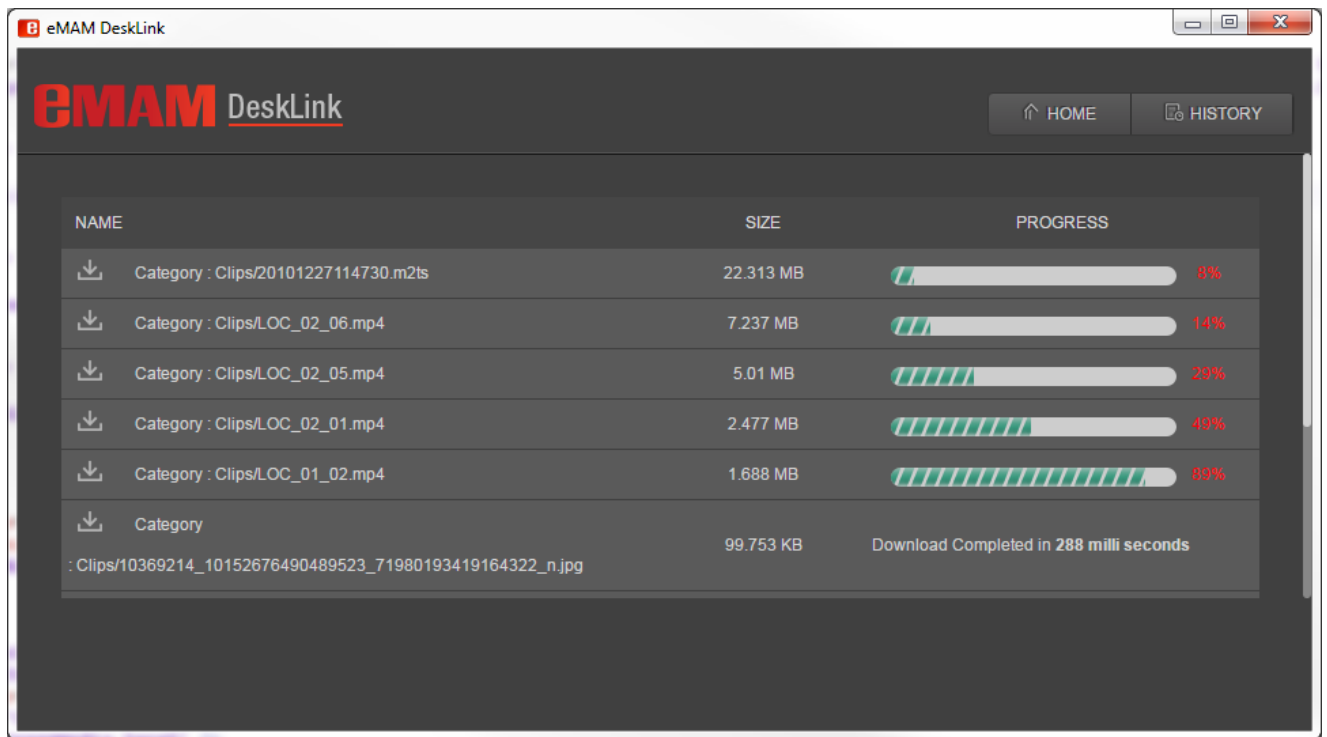


Figure 144- DeskLink: Download in Progress

2.2.14 Properties: This option not only displays properties about the selected category but also allows admin to edit category details like *category name*, *change Metadata set*, *set permissions and user groups*, and *update custom metadata fields*.

- ✓ **General:** Under *General* tab, you can see the category id, category name (editable), created by, created on and Metadata set (editable).

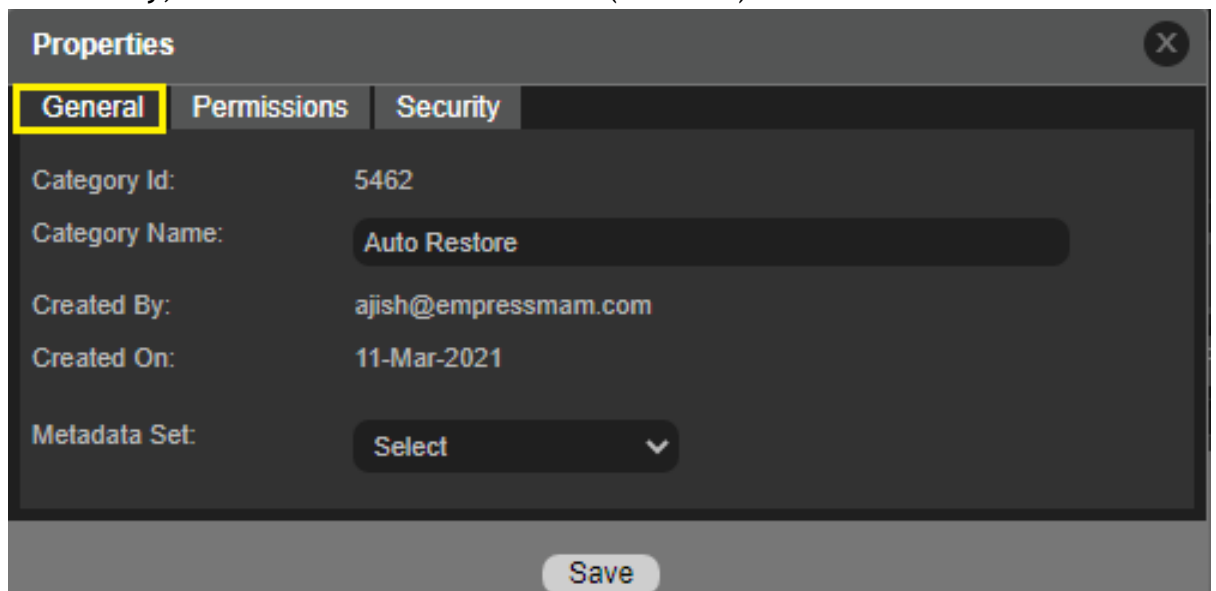


Figure 145- Category- Properties>General tab

- ✓ **Permissions:** Under *Permissions* tab, you can view the list of permissions (editable).

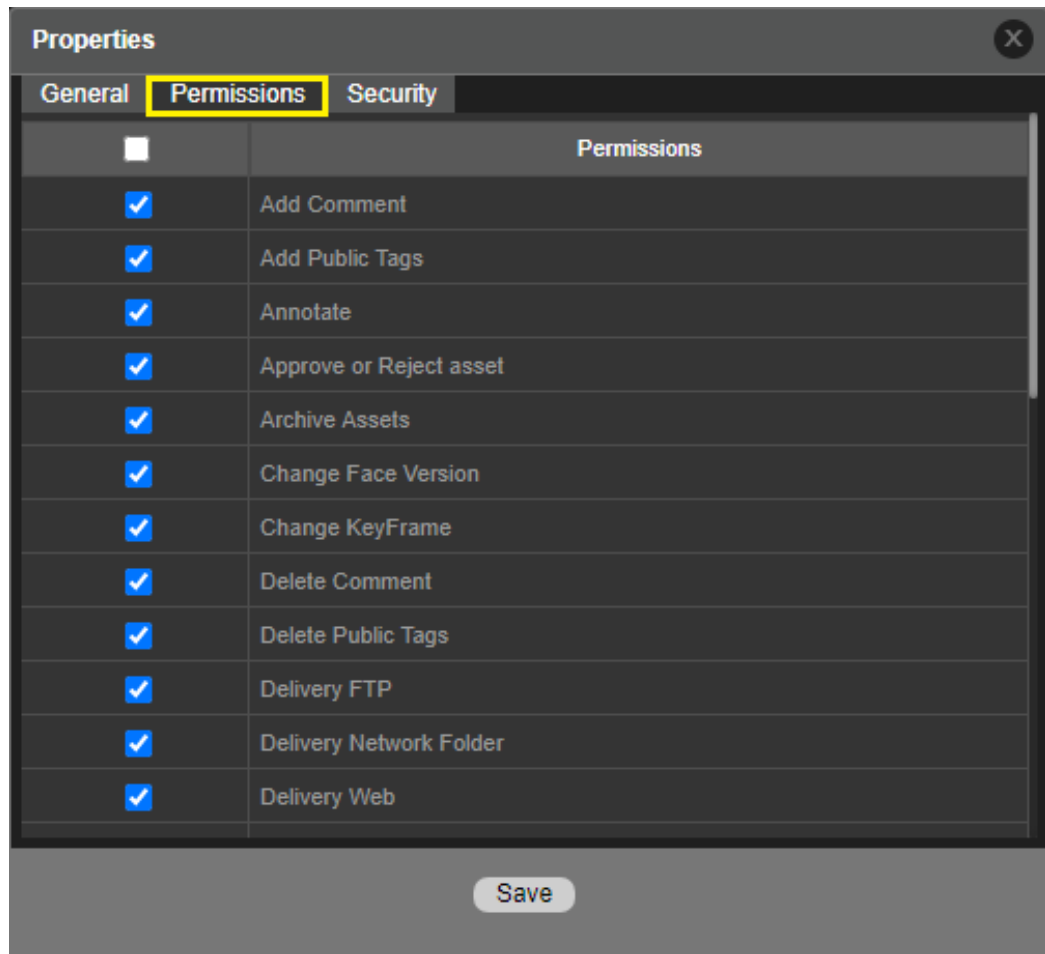


Figure 146- Category- Properties> Permissions tab

Category Permissions	Description
Add Comment	Permission to add comments to the asset.
Add Public Tags	Permission to add public tags to the assets. Public tags can be used by eMAM users to search assets. Each user can create private tags which are available to that user only.
Annotate	Permission to insert text and graphics data at a specific time in a video asset, and also to add annotation objects such as texts, lines, rectangles, ellipses etc. to image assets.
Approve or Reject Asset	Permission to Approve or Reject assets sent by another user.
Archive Assets	Permission to move native definition asset from the online storage into the archive location. System maintains the proxy copies and metadata of an asset even if it is archived.

Change Face Version	Permission to change Face version of an asset. (Face version is seen during browse and preview).
Change Keyframe	Permission to change default keyframe of assets.
Delete Comment	Permission to delete a comment.
Delete Public Tags	Permission to delete public tags of an asset.
Delivery FTP	Permission to deliver assets to different FTP locations.
Delivery Network Folder	Permission to deliver assets to different locations.
Delivery web	Not applicable
Download File	Permission to download assets.
Edit Public Tags	Permission to edit public tags of an asset.
Embed Code	Permission to generate the embed code for a video.
Insight	Permission to view and use <i>Insights</i> widget.
Marker	Permission to place markers in video assets.
Order Placement	Permission to place eOrders for assets in the eMAM system
Standard Proxy Edit	Permission to perform rough cuts in video assets using Std tab of Subclips widget.
TX Proxy Edit	Permission to view TX tab in the Subclips widget and perform rough cut edits in videos assets
Purge Assets	Permission to delete assets from storages.
Re-upload	Permission to re-upload an asset. It is used to link different versions of an asset to the face version.
Send for External Approval	Permission to send an asset to another eMAM user for external approval.
Send for Internal Approval	Permission to send an asset as an email to someone for Internal Approval. This allows one-time access to an asset to someone who is NOT an authorized user.
Transcript	Permission to view and use <i>Transcript</i> widget.

Update Metadata	Permission to update basic asset metadata (Info, Embedded metadata & Tags).
View Asset	Permission to view assets.
View Asset History	Permission to view <i>History</i> widget.
View Comment	Permission to view comments about an asset.
View eSEND	Permission to view eSEND option.
View eShare	Permission to view eShare option.

- ✓ **Security:** Under *Security* tab, you can view the list of user groups (editable) who have access to this category. Users have option to sort User groups under *Security* tab.

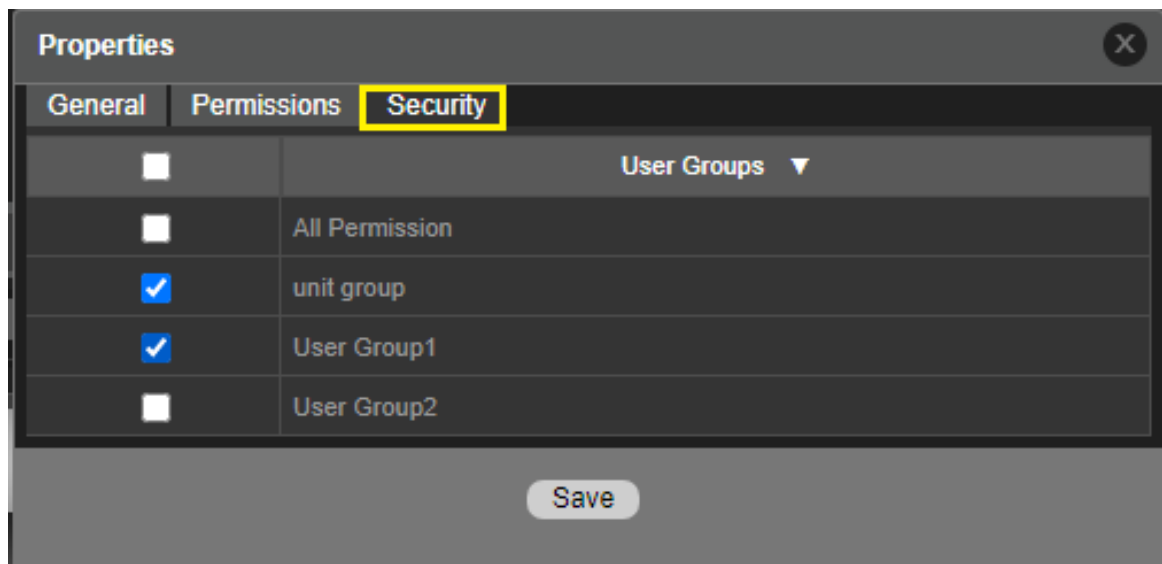


Figure 147- Category>Properties-Security tab

Any changes must be confirmed with click on the “Save” button.

2.3 Subclips

Subclips are a part of video asset that have been cut and split from the original video file. The *Subclips* widget allows users to create a smaller clip from the original video. This widget is available only for video assets. Subclips are parts of a full-length video asset. This widget allows a user to mark one or more Set-in (start) and Set-out (stop) points in a video file. These points can be used for partial file delivery, partial file restore and to make an EDL (*Edit Decision List*). These subclips can be dropped into a timeline for later editing in Adobe Premiere.

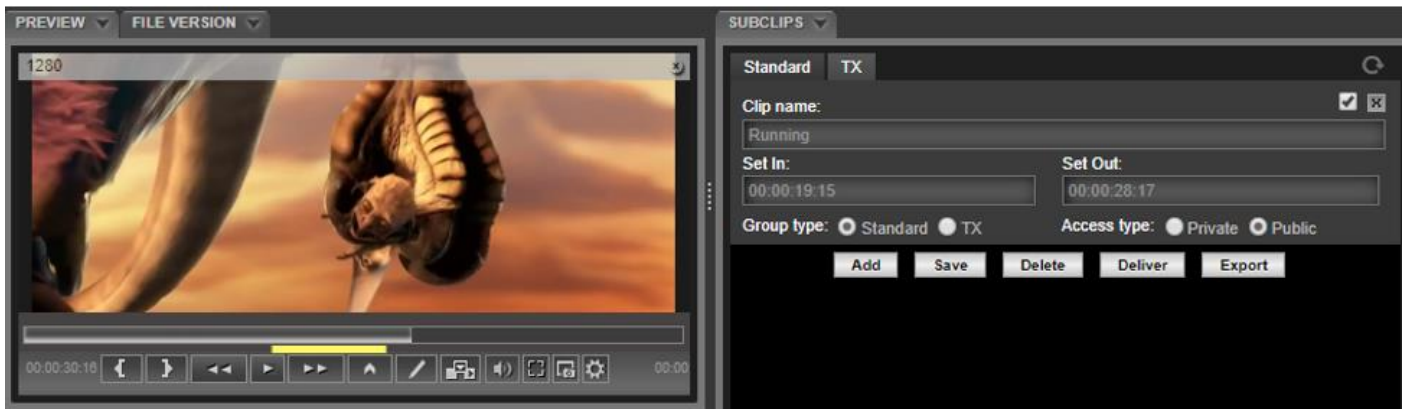
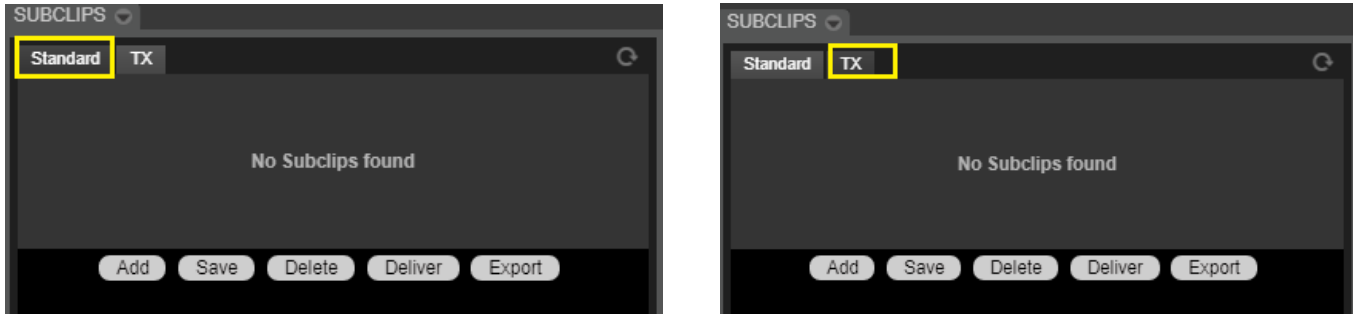


Figure 148-Subclips are made with the Subclips widget and Preview player using the set-in “{” and set-out “}” buttons. The Subclips widget has time stamps, and a yellow segment indicates the subclip range in the Preview widget.

Subclips can be grouped to Standard & TX tabs. *Standard & TX tabs are visible to users only if Standard Proxy edit & TX proxy edit permissions are enabled.* Subclips listed under Standard tab & TX tab can be used for XML delivery.



At the bottom of the *Subclips* widget are the buttons to ADD, SAVE, DELETE, DELIVER and EXPORT. One or more Subclips can be chosen by clicking on the check box at the top of the subclip and unselected by clicking the “X” at the top. Click on *Refresh* icon to see the latest changes.

2.3.1 Add: This function will create a new subclip. It must be clicked to create a new subclip before selecting set-in and set-out points. A video can have any number of subclips and can be selected from the *Browse* widget by clicking on the highlighted area. In the *Preview* widget, the video key appears with the player button. To create a subclip, the user can click on the **set-in** ‘{’ button on the left. User can then choose the **set-out** point in the video with the ‘}’ button, which will determine the length of the subclip, also indicated by a yellow line.

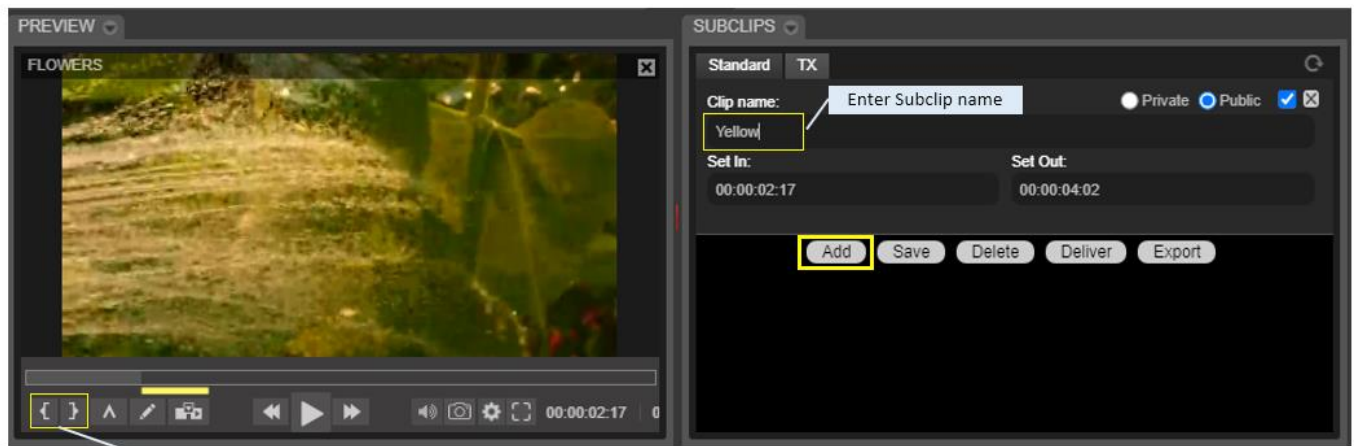


Figure 149-Preview sub-clipping

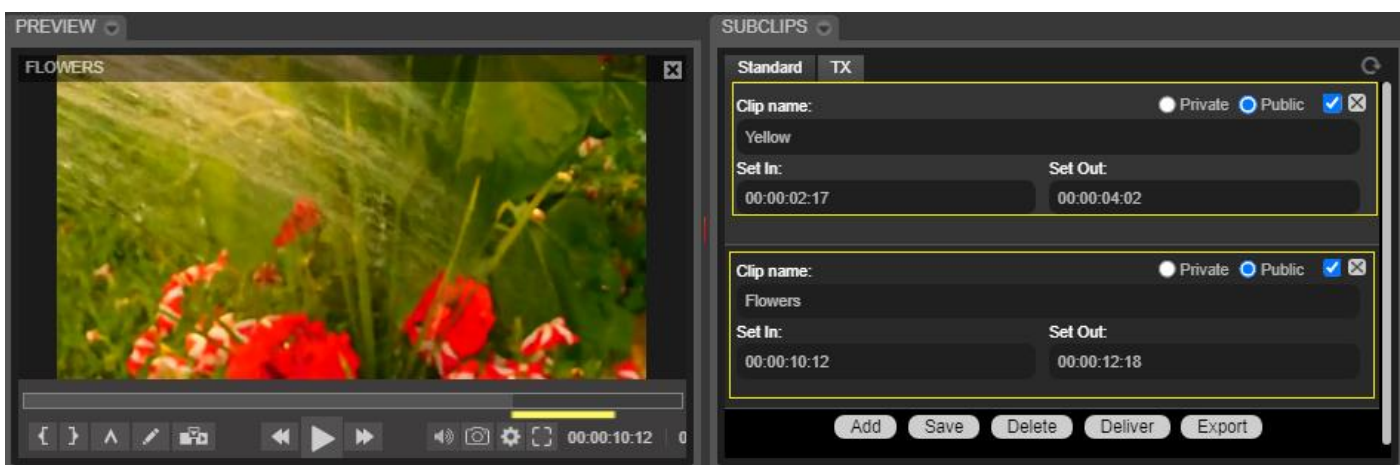


Figure 150-An asset with multiple subclips

2.3.2 Save: This will save the current subclip with successfully saved message box. Subclips are NOT automatically saved so name the subclip and click on Save button to save it. You can either save the Subclip as *Public* or *Private*. By default, *Public* radial button is enabled.

2.3.3 Delete: Click on *Delete* will delete the selected subclip (*also by clicking the “x” in the upper right of the clip name box*). Users can select subclip (s) in the *Subclips* widget by checking or unchecking the box in the upper right of the subclip name. A confirmation box appears to confirm the delete action.

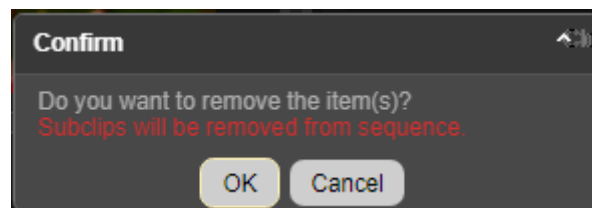


Figure 151- Pop up to confirm delete of subclip(s)

2.3.4 Deliver: Once a sub clip is created, users can deliver it by using ‘Deliver’ button to different locations in different formats. For example, Windows media clip can be made from a quick time video file. This helps users to clip their favorite segment from a video file, and deliver it in a different format, irrespective of source video format. Video file must be in the eMAM online storage to support partial file delivery.

eMAM will trigger the transcoding of the original/native video file and make a new version for delivery without affecting the original file. The user needs to select one of the available predefined delivery profiles. A subclip must be saved before it can be delivered.

Note: Only transcode delivery profiles can be used for Subclip delivery hence duplicate delivery profiles do not appear for subclip delivery.

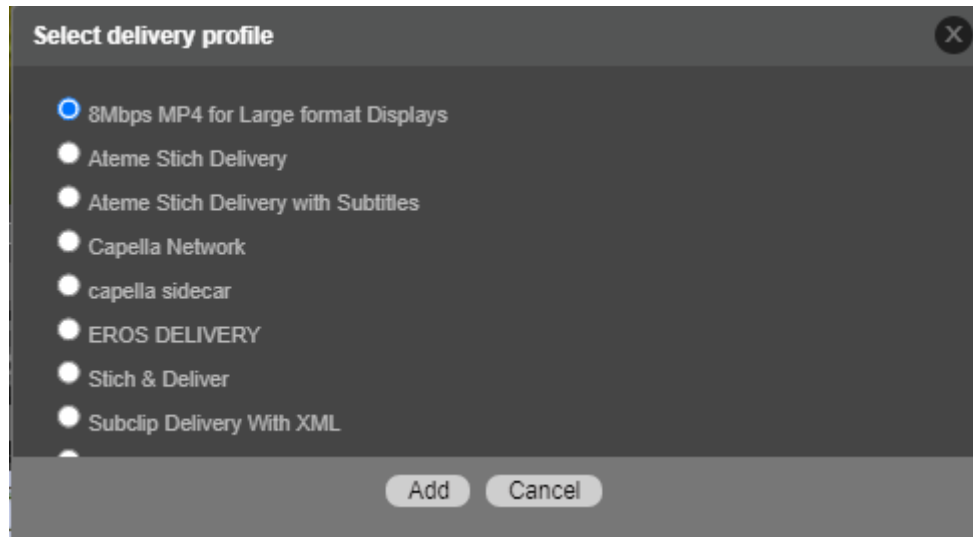
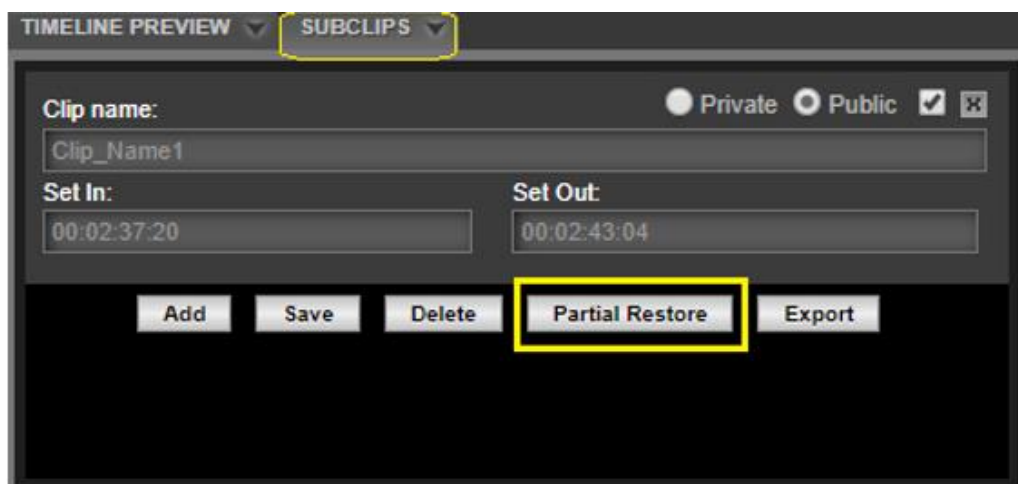


Figure 152- Delivery Profiles

2.3.5 Partial Restore: *Partial restore* allows users to restore subclips from the archived video file. Partial restore option restores only the required portion of the archived video file. This option also allows users to mark and restore multiple *Set In* and *Set Out* points (sub clips) in an archived video file.

Partial restore option is only supported by SGL, Attempo and Blackpearl storage locations. Assets archived to these locations (*non-existent in eMAM Managed storage*) with *Partial Restore File* option enabled, will display additional *Partial Restore* button under the *Subclips* widget (as shown below).



Click on *Partial restore* button to deliver this subclip. Specify the location to which subclip is to be restored by selecting the desired delivery profile from the list of delivery profiles listed and click on Add button.

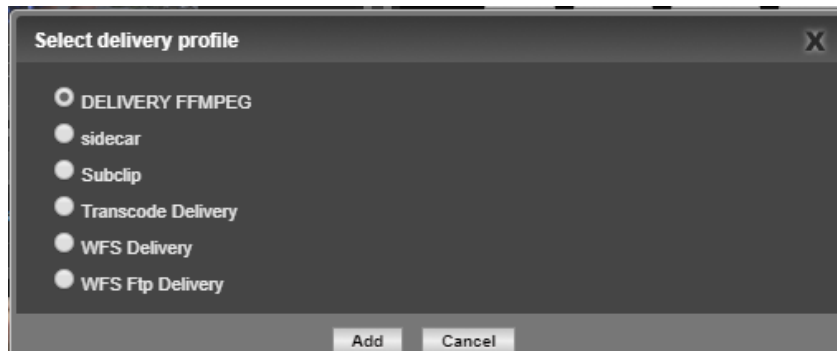


Figure 153- Partial restore button under Subclips

Job gets successfully gets added the delivery queue.

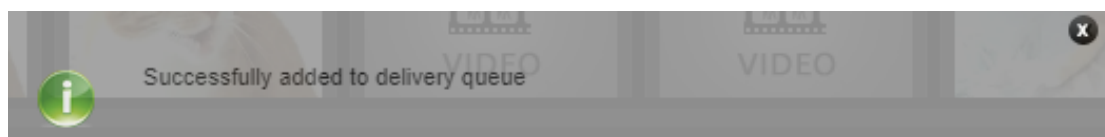


Figure 154- Job successfully added to delivery queue message.

2.3.6 Export: Click on *Export* button will export the XML code for the subclip.

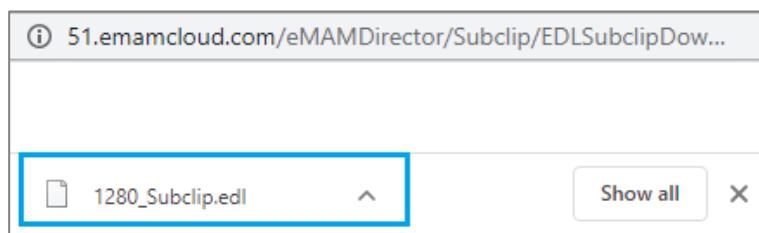


Figure 155-Export window

2.3.7 Set Prefix: The Subclips widget pull down menu has option to set prefix for the subclip names.

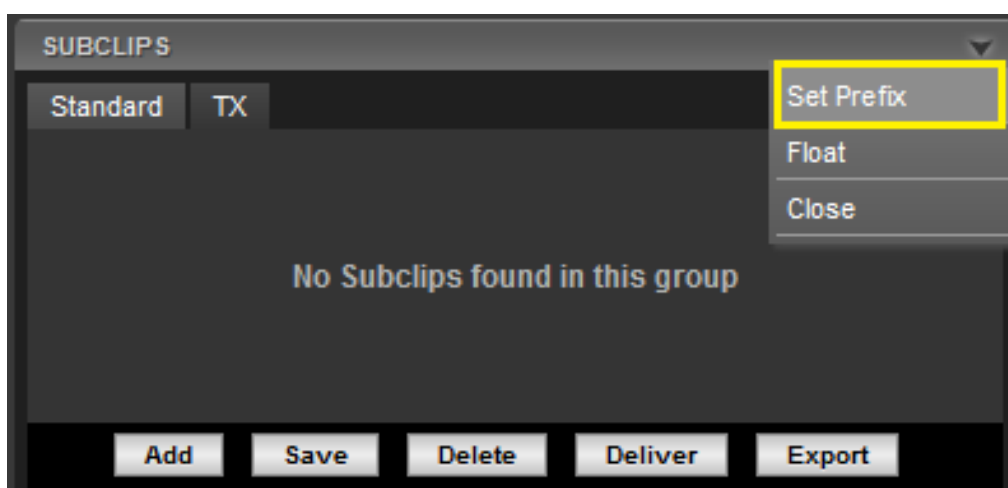


Figure 156- Set Prefix option from Subclip pull down menu

Set Prefix option allows eMAM users to set prefix for subclips which will be auto populated for subsequent subclips.

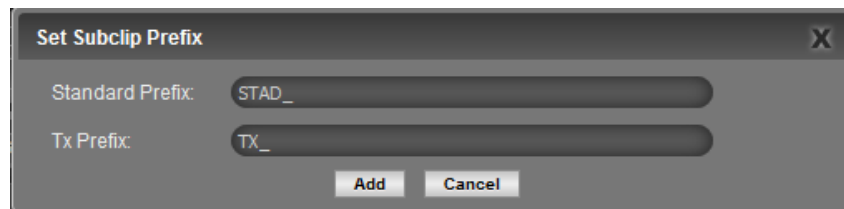


Figure 157- Set Subclip prefix

After setting this prefix, when a user adds new subclips, the subclip name will be starting with this prefix and will be displayed in this convention prefix_1, prefix_2. e.g.: STAD_1, STAD_2, STAD_3 and so on.

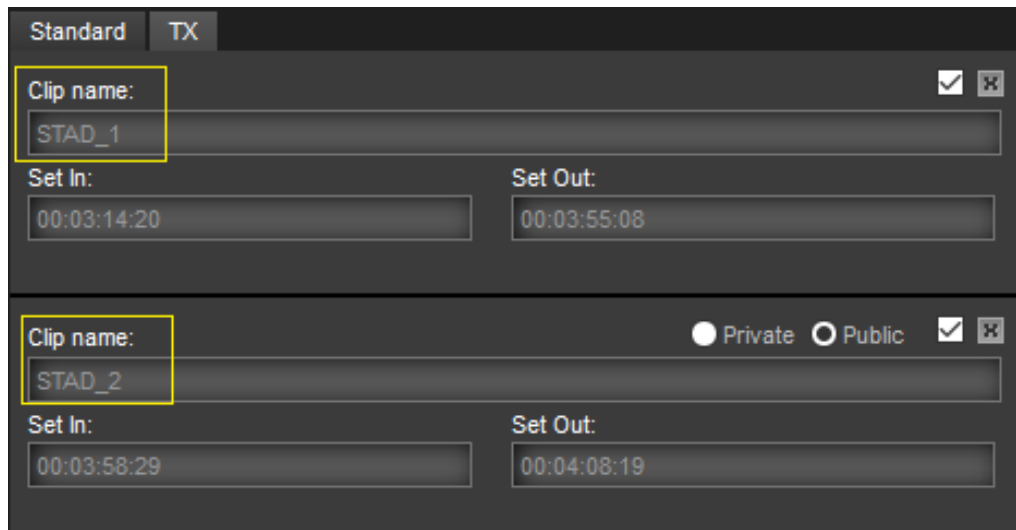


Figure 158- Subclips created will have set prefix in the name.

Click inside *Set-In* box in the *Subclips* widget player will seek to the *Set-In* time and will start playing the video from that point. Click on *Set-Out* will adjust the play head to that point and will stop playing. If the focus is inside *Set-Out* text box, pressing the key 'B' or 'b' will rewind the seek player to 3 seconds and will start playing.

Subclips Metadata: Click anywhere on the *Subclip* widget will refresh the *Metadata* widget to display the metadata (if any) related to the subclip. All the *Metadata set* associated with the subclips will be displayed here. You can choose metadata set and update the metadata fields under the metadata groups accordingly.

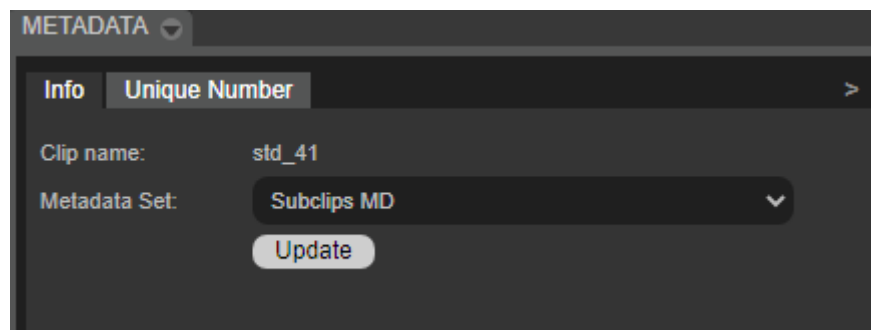


Figure 159- Subclip metadata displayed in the Metadata widget

Note: The *Metadata* widget switches to *Subclip* metadata only if there are subclip metadata sets created in the system.

2.4 Markers

The *Marker* widget allows you to add markers based on timecode with a description. This option will be available only for *video and audio assets*. Markers are used to identify important sound or action at a given point in a sequence or clip. The *Marker* widget adds markers with title and description at a specific time. The user profile pic of the user who created the maker is added with the marker. *Markers are searchable by **title** or **description** so a marker among thousands of videos can be found using a basic or advanced search (marker search function) if tagged with relevant keywords. Click on Refresh icon to see the latest changes.*

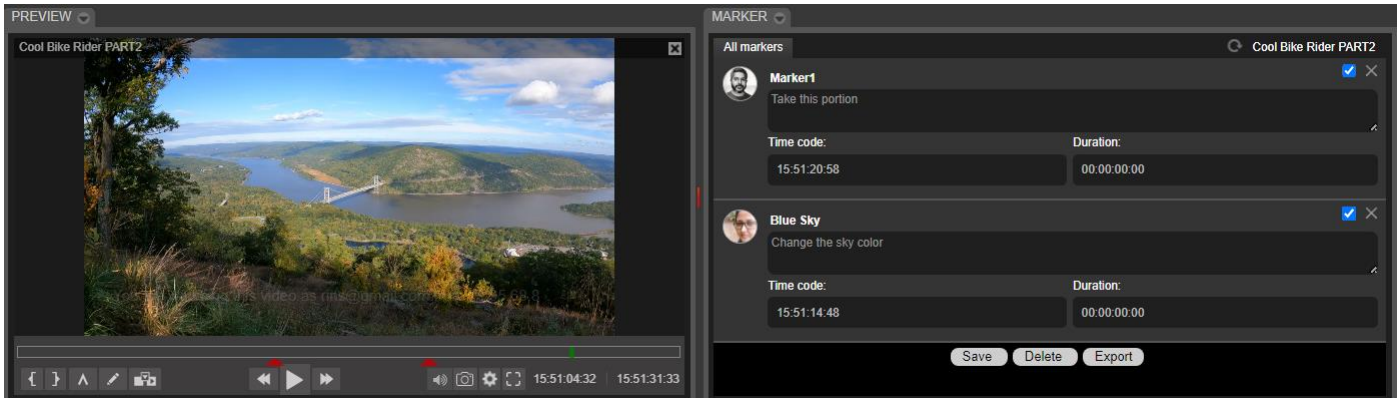



Figure 160-Marker widget next to Preview widget. Click  button set marker at desired point(s) in playback. Set markers will appear on the timeline as red upward pointing triangles ▲ as indicated above. A title and description of each marker may be viewed and/or edited in the Marker widget.

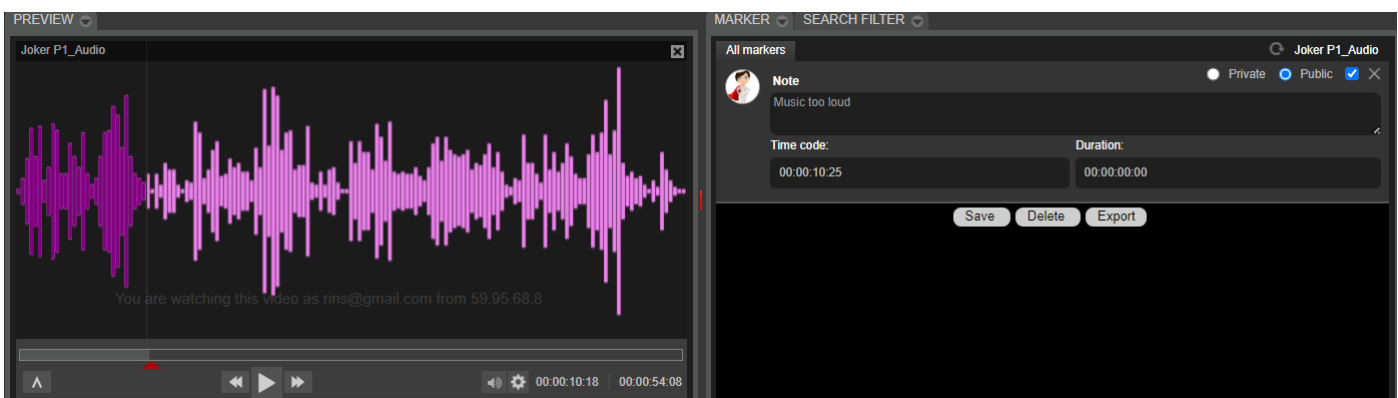



Figure 161- Markers added to an audio file.

2.4.1 Add: To create a marker, click on  from the preview window for a given video or audio. Enter a marker name and marker description. Time code is set by the system when user clicks on the *marker* button. The duration can be changed to specify how long the marker symbol should be displayed on the timeline (see Section 2.8 Preview widget [Page 135](#)). Click on “Save” to save this marker. The marker created will be indicated by a red arrow on the video or audio timeline. Clicking on a marker in the *Marker* widget will move the timeline to that marker point in the *Preview* widget.

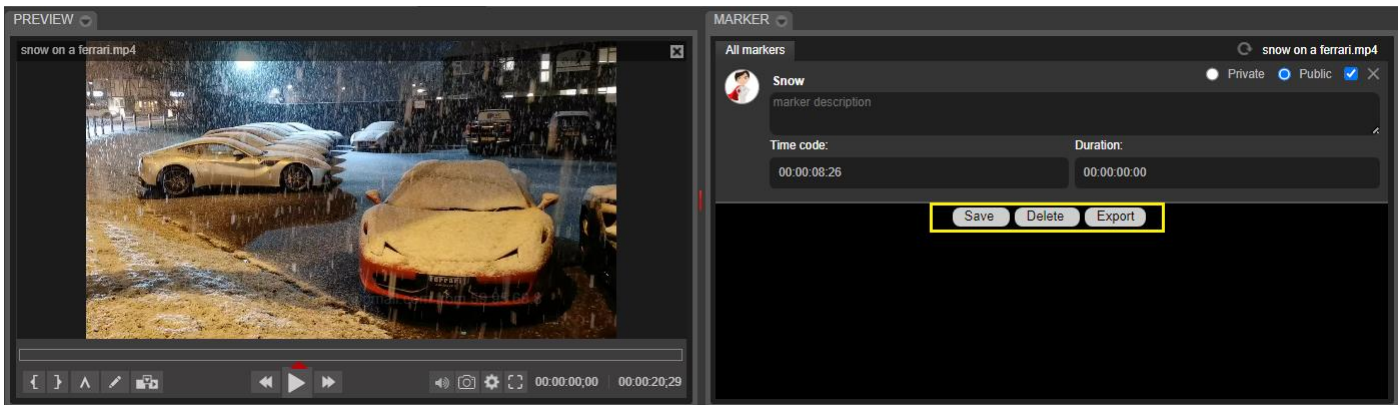


Figure 162-Markers are not automatically saved - click SAVE after updating title and description.

Once the marker has been created, users can change its name by clicking on the pre-defined marker name.

2.4.2 Delete: A user can also delete any marker created by using . To save or delete any group of markers, the user clicks on each respective checkbox, then clicks 'Delete'.

2.4.3 Access: Select **Private** or **Public** radial buttons to make markers private or public. Note: *Markers are not automatically saved. Markers marked as Private are not visible to Admins too.*

2.4.4 Export: Markers can also be exported as WebVTT (.vtt) format or SRT(.srt) format using **Export** button.

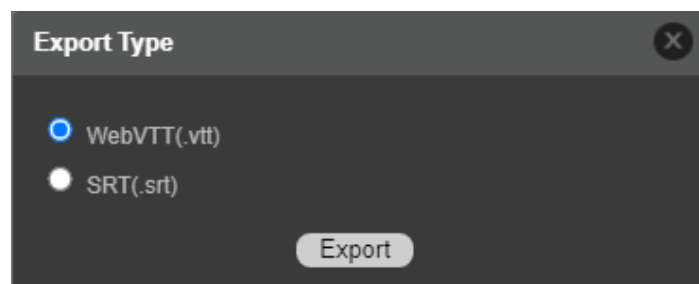


Figure 163-Export type window

Marker Metadata: If you click anywhere on the *Marker* widget, it will refresh the *Metadata* widget to display the metadata related to the markers. You can select the *metadata set* you wish to associate with the asset and update the metadata fields under the *metadata group* tab.

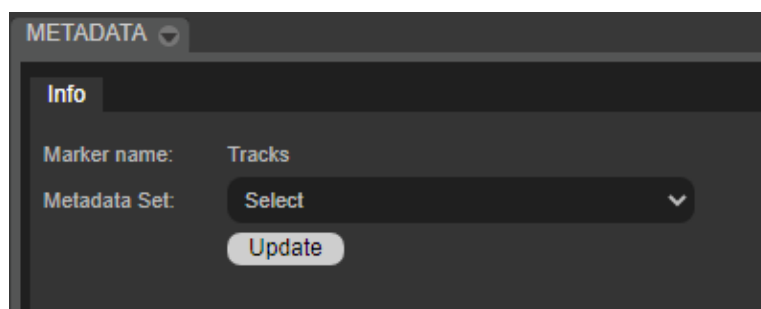


Figure 164- Marker metadata displayed under the Metadata widget.

Note: *The Metadata widget switches to Marker metadata only if there are marker metadata sets created in the system.*

2.5 Approval Users may want an asset to be approved by another person, either internally (an eMAM user) or externally. The *Approval* widget is used to send notifications via email with a link to proxy files for others to review. An overview of sharing options is in [Appendix 2 eMAM Sharing Functionalities](#).

2.5.1 Internal approval: The user will click the internal approval button and choose the recipient from the list of eMAM system users. The list on users displayed depends upon the categories this asset is associated with and the users associated with those categories.

Figure 165-Internal Approval - Select name from drop down list

The recipient will receive an email notification with a link as shown below:

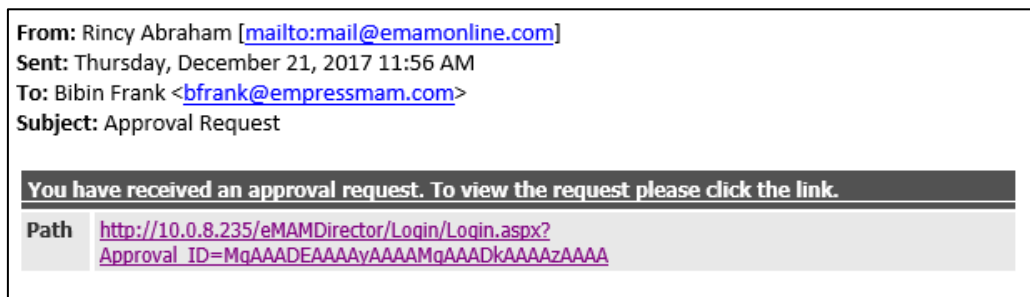


Figure 166- The email recipient (approver) must click on the hyperlink and login to eMAM to approve or reject

When the recipient(approver) logs into eMAM, below notification for asset approval is displayed.

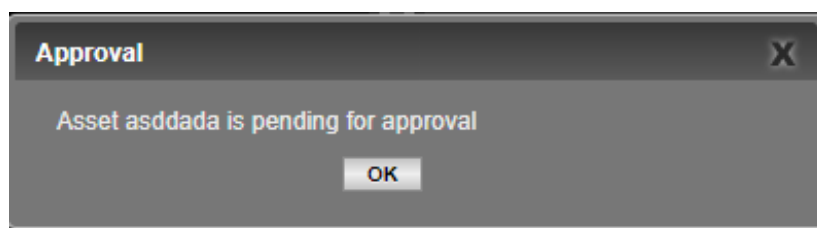


Figure 167- Approval notification displayed on login to eMAM

After review, go to the *Approval* widget to approve or reject the assets sent for approval. Select Approve or Reject radial button. Add Comments (Optional).

Figure 168- Approval Widget- approve or reject the asset

Click on *Forward with My Remarks* button or *Forward Without My Remarks* button and below message appears.

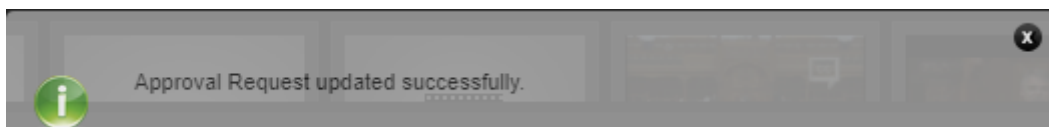


Figure 169- Message box

Based on recipient's approval or rejection of assets, user will be notified through email as shown below:

Your request on the asset has been approved.	
User	bfrank@empressmam.com
Asset Name	asddada
Version Id	212301
Comments	Approved. Good work

Figure 170- email notification once asset is approved by the recipient.

2.5.2 External approval: The user can also send an asset externally to somebody who is not an eMAM user. The user will type in the email address of the recipient, create a temporary username and password, and set an expiry date for the asset. The username and password are temporary, only for the approval process for the chosen asset. Once *approved* OR *rejected*, the link expires, and this login is disabled.

The screenshot shows the 'APPROVAL' tab in the eMAM Director interface. The 'Send to client for approval' option is selected. The form contains the following fields and values:

- Email address of client: rincyabraham12@gmail.com
- Username: Rincy
- Password: r
- Expiry date: 31-Dec-2017

Buttons for 'Cancel' and 'Send for approval' are located at the bottom of the form.

Figure 171-External Approval - enter details as shown above in the example-when the user clicks **SEND FOR APPROVAL**, an email link is sent. The internal or external approver receives the following information in their email.

The screenshot shows an email titled 'Approval Request' from Rincy Abraham (mail@emamonline.com) via amazonses.com. The email body contains the following text:

You have received an approval request. To view the request please click the link.

The email includes a table with the following details:

Path	http://10.0.8.235/eMAMDirector/Login/Login.aspx?Request_ID=18
User Name	Rincy
Password	r
Expiry Date	31-Dec-2017

Figure 172-The email recipient (approver) must click on the hyperlink and enter the given temporary username and password. The recipient will see the asset with video player options, a space for comments, and then a button to approve or reject the asset (below).

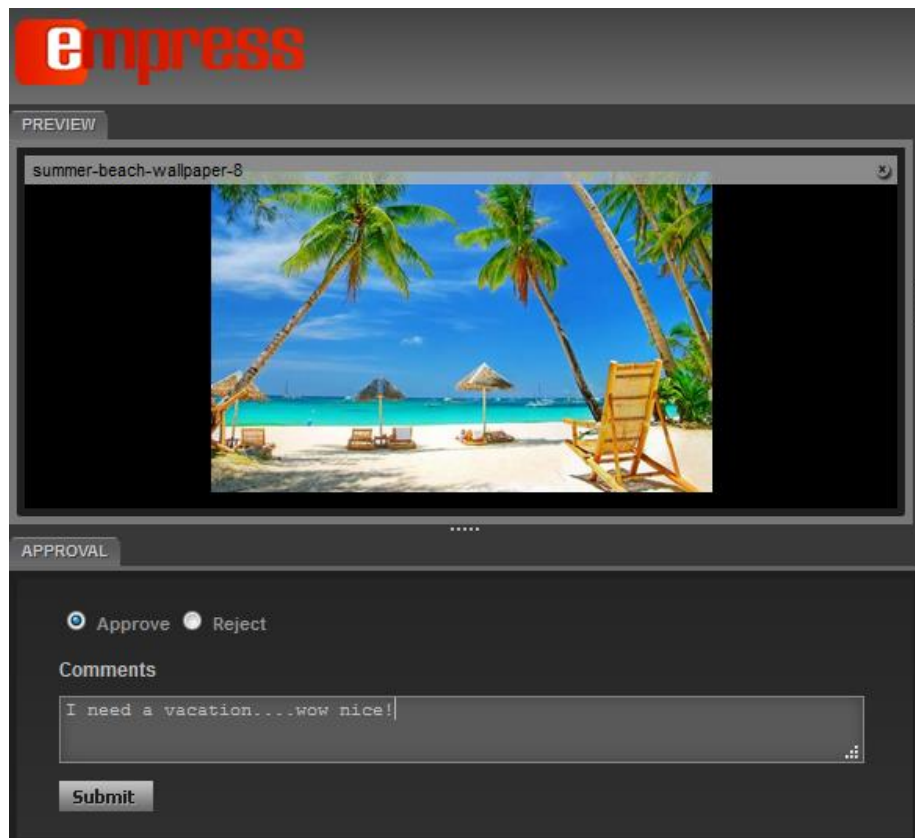


Figure 173-Approval screen for an image asset after approver clicks on link in email. For external approval, the user must enter the temporary eMAM username and password.

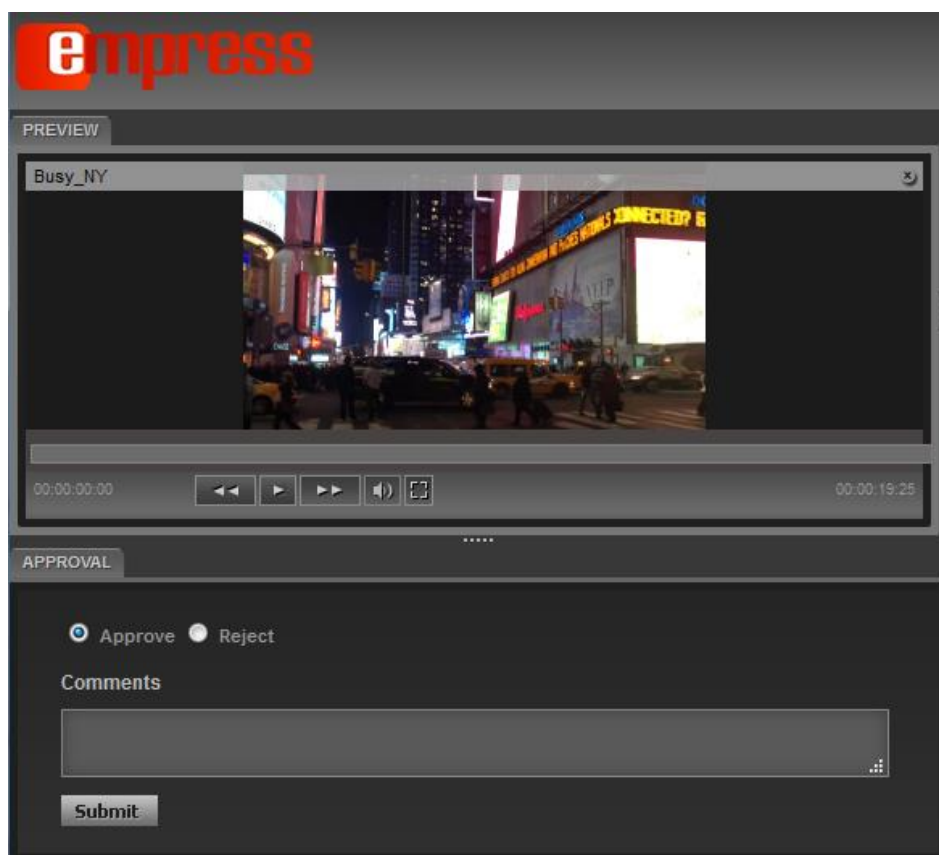


Figure 174-Approval requests for a video asset have a built-in basic player for asset review.

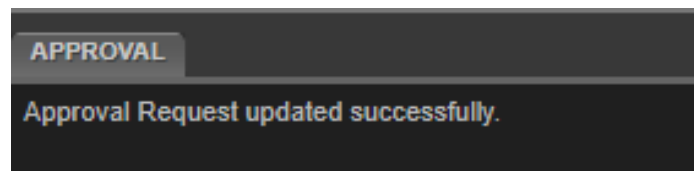


Figure 175- Once approved approval request updated successfully message appears.

Note: External recipients only have access to view the selected link. They have access to no other content in the eMAM system. Internal users have access based on their preexisting system, group, and category permissions. Once the asset has been approved/rejected, or the expiry date has passed (whichever comes first), then the link will expire.

All the approval actions taken on an asset will be displayed under its *History* widget as shown below:

PREVIEW ▾

APPROVAL ▾

HISTORY ▾




Date	Action	User	User Id
21-Dec-2017 12:26 PM	Sent for Internal Approval	Bibin Frank	3
21-Dec-2017 12:26 PM	Approve 	Bibin Frank	3
21-Dec-2017 11:55 AM	Sent for Internal Approval	Rincy Abraham	8
21-Dec-2017 10:57 AM	Ingest	Bibin User	4

Figure 176- History widget displaying list of approval actions taken on an asset.

2.6 eBIN

The eBIN widget allows eMAM users to share content in a very simple manner. An overview of sharing options is in Appendix 2. The eBIN is a method to share a group of assets through email links with a customizable player, to share assets on social media postings (*with various options*) and to download assets directly to the user's computer. eBIN recipients need no technical ability and can use any internet connection to view the content. Assets and sequences can be added to the eBIN widget using below 3 methods:

- Drag and drop the assets from the *Browse* widget to the eBIN widget.
- Click on  icon on the thumbnail view of the asset in Browse widget, to add that asset to eBIN.
- Multi select assets from the *Browse* widget and click on *Add to eBIN* from the dropdown list under *Options*.

Assets added to the eBIN widget can be removed using the “X” in the upper right-hand corner of the icon for each asset. Users can refresh the eBIN page using the Refresh  button to see the latest changes in the eBIN widget.

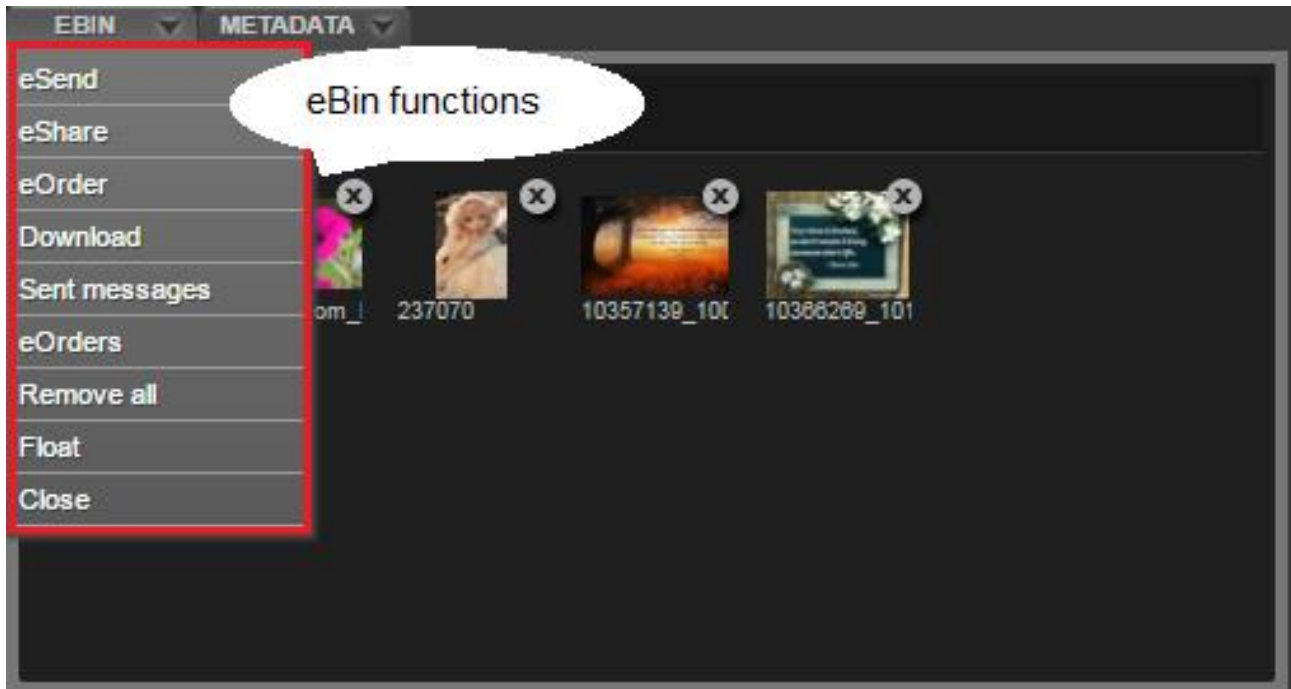


Figure 177-Content may be dragged and dropped to the eBIN widget from where it may be shared via eSend or eShare or downloaded to user's local device.

The eBIN widget has the following special pulldown menu options:

- eSend
- eShare
- eOrder
- Download
- Sent Messages
- eOrders
- Remove all

2.6.1 eSEND The user can send the assets in the eBIN to one or more recipients. A description of each field in eSend window is as follows. *Note: Sequences cannot be eSend.*

Figure 178-eSEND window options - note internal email addresses may be selected by clicking small icon to left of box to open up “Address Book”

1. **email addresses:** The user can send the eBIN to one or a series of email addresses. For internal or preset addresses click on tiny icon to left of box to open up address book. This address book is NOT the same as the user’s email address list, it is saved and maintained in the database based on the email addresses used in the past for eSend.
2. **Subject:** This shows as the subject line for the recipient’s email.
3. **Description:** This shows up as the description with the eBIN.
4. **Message ID:** Each message is tracked with a unique identifier in the system for tracking purposes. Message ID can (and should) be edited to change it from the computer-generated ID to one with a more descriptive ID. A sent message can be resent using the Director (Sent Messages option on the eBIN widget) or Client Interface (Sent Messages from

menu bar). A relevant message ID helps users find messages for resending or looking at analytics.

5. **email type:** Text emails just send the content as links, while HTML send a customizable graphical player with the email.
6. **Expiry Date:** This is the last date an eBIN can be opened.
7. **Access Limit:** This is how many times an eBIN can be opened (0=unlimited).
8. **Download:** Only if this option is chosen does the recipient have the option to download the content. There may be one or more formats for download. Available formats for download are generated at ingest, as determined by admin users.
9. **Send me a copy of this:** The sending user will also receive the eBIN message sent back to them.
10. **Unsubscribe link:** This is an option for a recipient to unsubscribe if the eBIN is used for marketing purposes (*CANSPAM legal requirement in the US and for similar laws in other jurisdictions*).
11. **Enable report tracking:** The database will track opens, plays, etc., for the eBIN message. Reporting options are available in the Admin Interface or using a third-party reporting application or script.
12. **Allow comments:** eBIN recipients can comment on the assets.
13. **Forward:** The system will track the ID of the device which opens the eBIN. Only if this option is chosen can it be opened on another device.
14. **Clear your basket after send:** All chosen assets will be removed from the eBIN after it is sent. *Uncheck if sending same content to different groups and/or using different themes.*
15. **Theme settings:**
 - **Email template theme:** For HTML messages, this option will offer *Classic* theme for the appearance of the email. The recipient will receive an email as shown below.

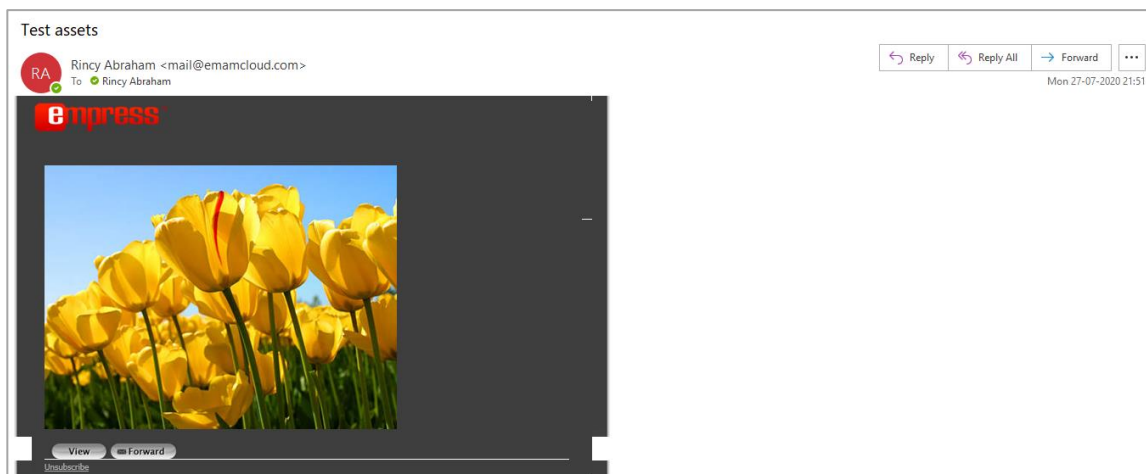


Figure 179- Email received in Classic theme

- **Preview template theme:** This option also offers *Classic* theme for the appearance of the player in the recipient's email. Different types of assets (video, audio, images, other) will be different tabs in the eBIN player. (similar to #15 above).

16. **Upload Logo:** This option allows you to upload a logo for eSend. The logo will be shown in the mail and will also be received as an attachment. Click on *Choose File* button to browse a png, jpg or gif file as logo from your machine.

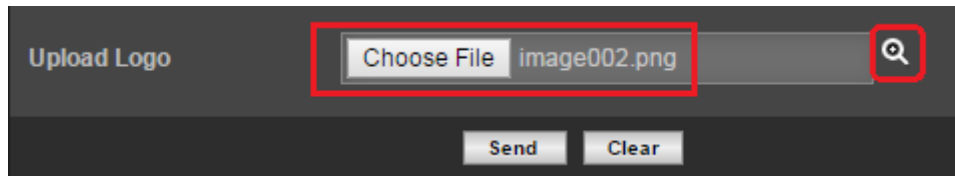



Figure 180- eSend -Upload Logo

Click on the lens  icon to preview the selected logo.

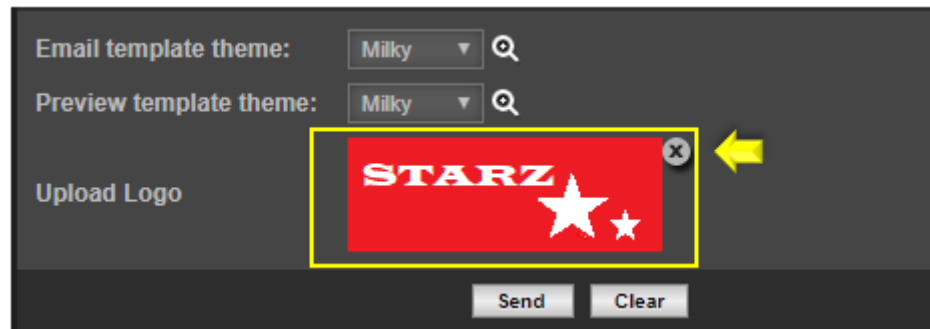


Figure 181- eSEND logo preview

Note: The logo option does not work on mail clients like Gmail and yahoo. Also, logo dimensions must be greater than 650x75.

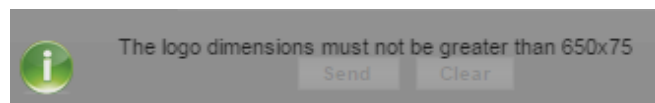


Figure 182- Warning message

17. **Send:** This will send the eBIN to the chosen recipients.

18. **Clear:** This will clear all the eBIN options entered.

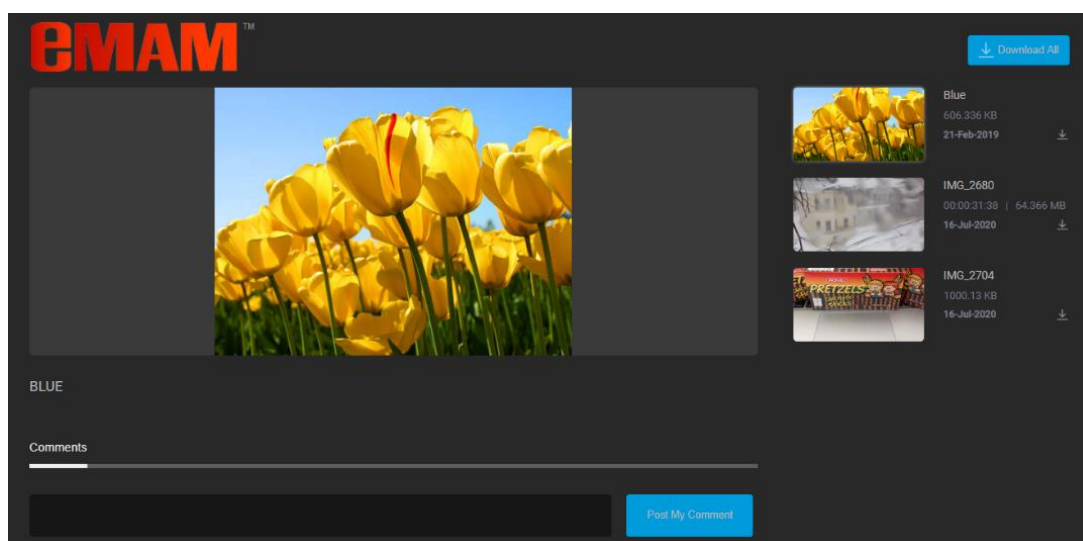


Figure 183- eSend preview page with Comment, Forward, Download and Download All option.

eSend Preview page will display different tabs based on type of assets - Videos, Images and Other Files. Based on the options selected during eSend, *Comment*, *Forward* or *Download* assets. Either download individual asset or use *Download All* option to download all assets in one click. *Download All* option is integrated with DeskLink so here DeskLink app opens to download all the assets to the desired location.

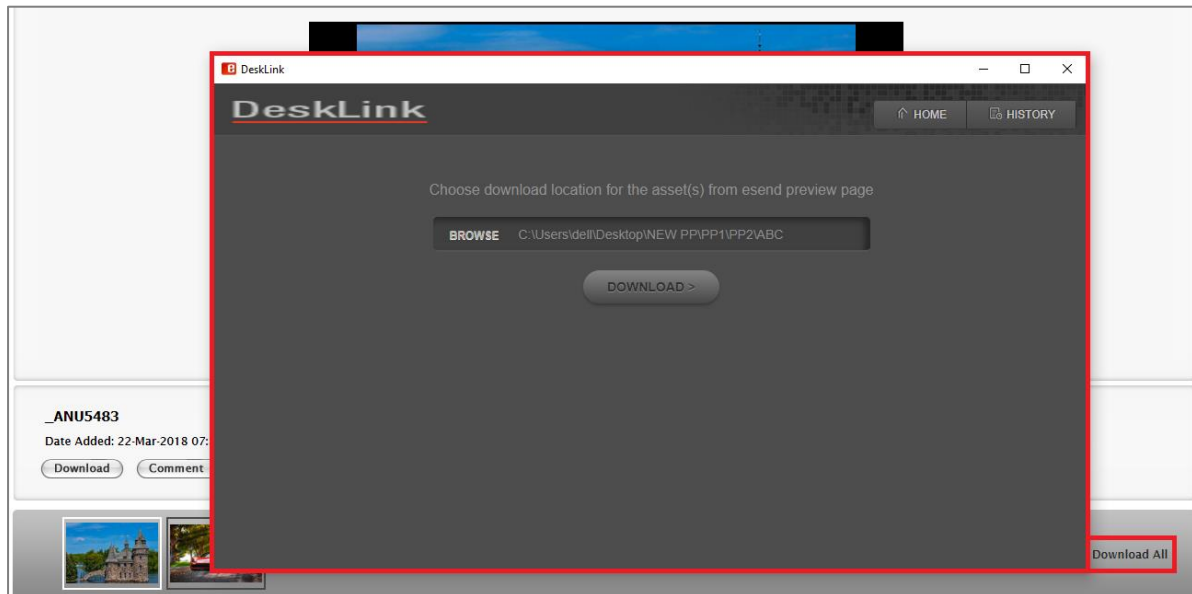
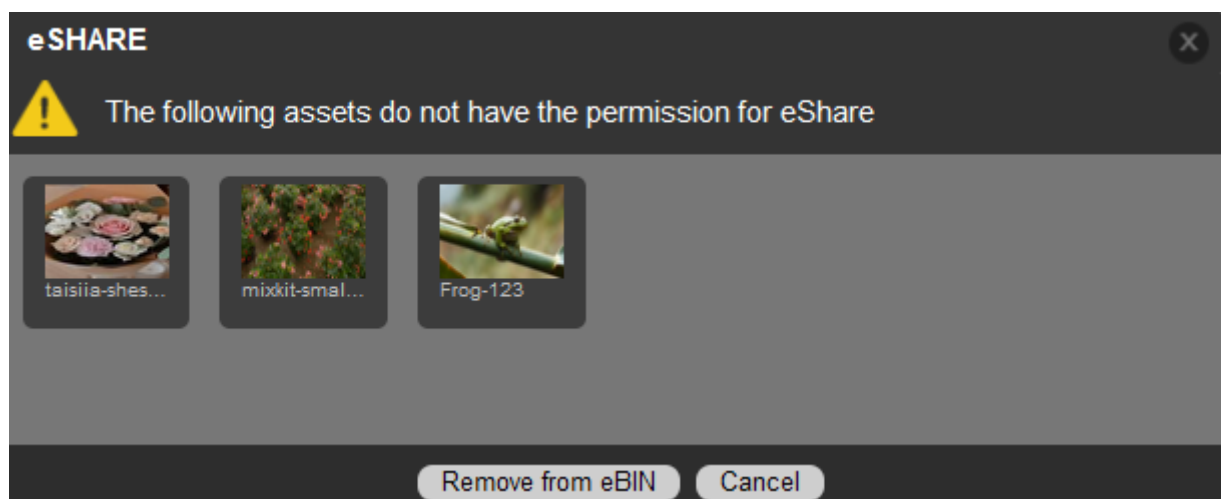


Figure 184-eSend Download All uses DeskLink to download all assets

The eBIN widget now displays sent messages as detailed in [2.6.6 Sent Messages](#) below. Resending eBIN messages is possible in the Director or Client interface.

Note: *If the assets are in Uncategorized folder, Unit Users will get below popup message when they try to eSend or eShare these assets.*



2.6.2 eSHARE

eSHARE functionality can be used to share assets in eMAM using various social media platforms. An overview of sharing options is in [Appendix 2 eMAM Sharing Functionalities](#). This widget opens up many options for sharing links to assets and sequences in eMAM:

- Social media sites *LinkedIn, Twitter, and Facebook*.
- The user's email system (e.g., Outlook)
- As a link copied from the clipboard

Note: In eMAM version 5.2, an option to show/hide social media share options have been introduced in the preference xml of Director using which you can either choose to show or hide the social media share icons in the eShare popup window.

Like other widgets, the use of this functionality is subject to permissions set by the unit admins. In some cases, admins can set some permission settings, but the organizations may block users from sharing on social media.

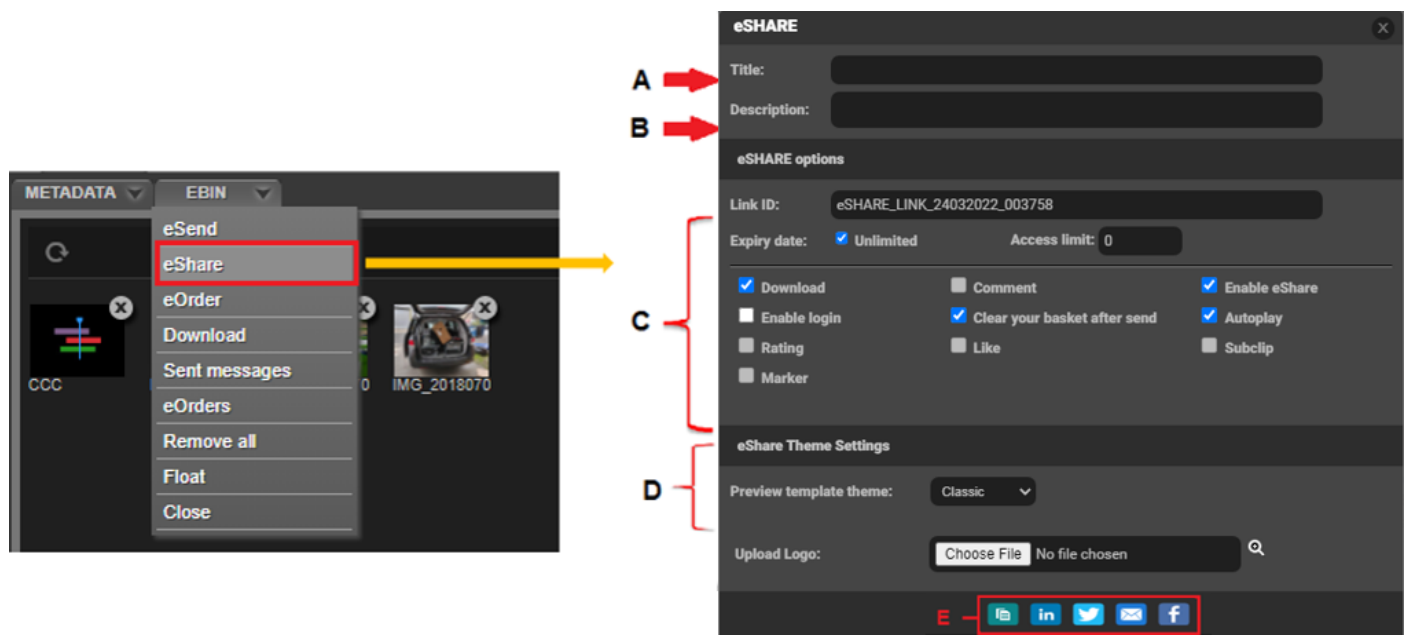


Figure 185-eSHARE page

The eSHARE window opens up after clicking on the *eShare* option from the eBIN pulldown menu. The user enters the *Title* (A), *Description* (B), selects *eSHARE options* (C) as explained below, select *eSHARE Theme Settings* (D), and selects a *delivery option* (E). Delivery options include social media platforms, an email from the user's email, or a shareable clipboard link.

A description of the eSHARE window options are as follows:

- Title:** One-line descriptive title for the eSHARE.
- Description:** A text description for the message.
- eBIN Options:**
 - Link ID:** A unique identifier will automatically be generated, but it is best for users to change to something more descriptive, so they can easily find it in the list of sent messages. A good idea is to add a description after the computer code to ensure that the message has a unique ID.

2. **Expiry Date:** Unlimited messages never expire. If the “Unlimited” box is *unchecked*, then it will display the date field, so the expiry date can be entered. The eSHARE link will expire after the expiry date.
 3. **Access Limit:** “0” means unlimited accesses. If an integer (e.g., 1, 2, 3, etc.) is entered, this is the number of times the eSHARE link may be used.
 4. **Download:** Contents may not just be viewed but can be downloaded to the recipient’s device. This is especially useful if the content does not have a preview, such as a ZIP file or an executable file, or if the recipient needs to view the content offline.
 5. **Enable login:** If checked, eMAM user credentials (login, password) will be required to access the content. The recipient must be an existing eMAM user. If it is not checked, then eMAM does not restrict access once it leaves eMAM.
 6. **Rating:** This allows recipients to rate the content.
 7. **Comment:** Enables eSHARE viewer comments. This does not track LinkedIn comments.
 8. **Clear your basket after send:** Will clear the eBIN after posting. The user should not check this box if the eBIN will be needed again (e.g., to send to several social media sites).
 9. **Like:** Enables the “Like” link.
 10. **Enable eShare:** Must be checked to allow email recipients to eShare a link.
 11. **Subclips:** Must be checked to allow email recipients to add *subclips* to video assets. (*Only for Fluid & Classic theme*)
 12. **Markers:** Must be checked to allow email recipients to add *markers* to video assets. (*Only for Fluid & Classic theme*)
 13. **Auto play:** Using this option, users can choose to auto play the videos for eShare links. If this option is enabled, videos inside the eShare URL will play automatically and move to the next video subsequently.
- D. **eSHARE Theme settings:** Users have option to select below *Preview template themes* from the dropdown list for eShare page.

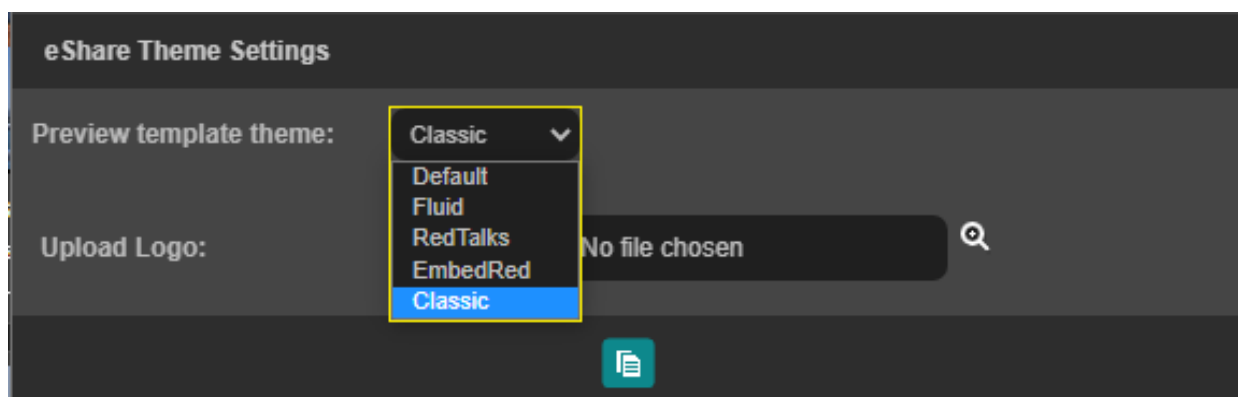


Figure 186- Preview Theme template

- a. **Classic:** This eShare theme will have *Download, enable eShare, Clear your basket after send and Autoplay* checkboxes enabled by default.

eSHARE

Title:

Description:

eSHARE options

Link ID:

Expiry date: ☒ Unlimited Access limit:

☒ Download
 ☐ Comment
 ☒ Enable eShare

☐ Enable login
 ☒ Clear your basket after send
 ☒ Autoplay

☐ Rating
 ☐ Like
 ☐ Subclip

☐ Marker

eShare Theme Settings

Preview template theme:

Upload Logo: No file chosen

If you enable “Enable login” checkbox, other checkboxes with features like *Comment, Rating, Like, Subclip & Marker* also gets enabled by default.

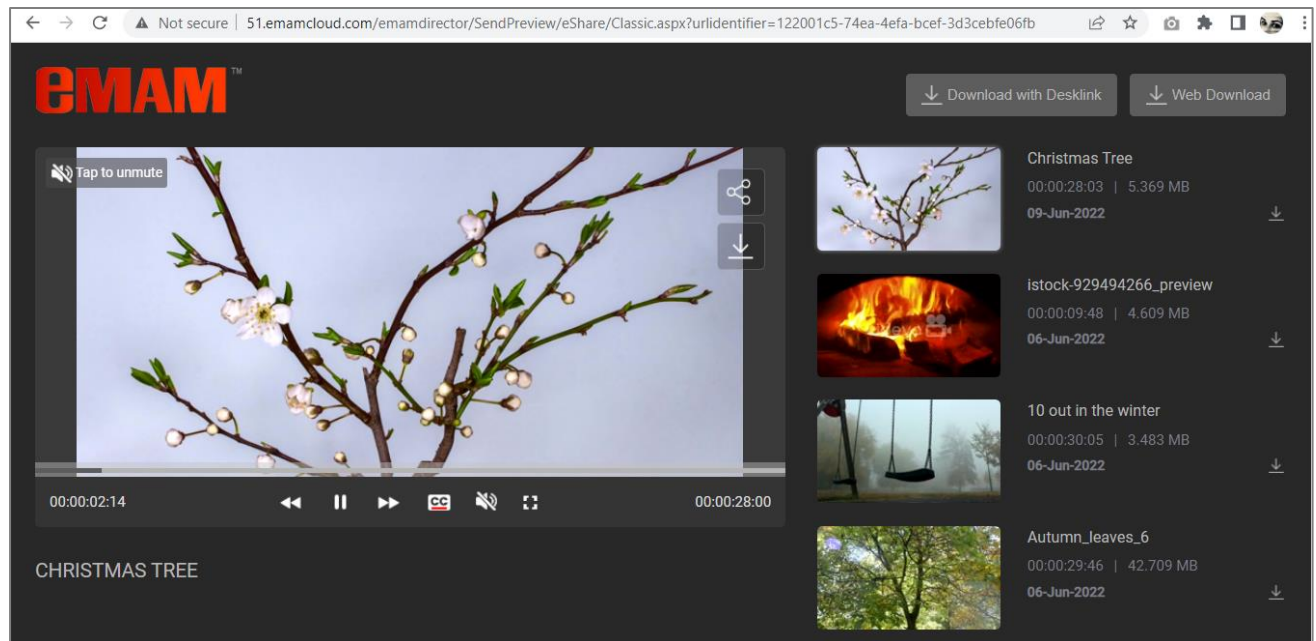
☒ Download
 ☒ Comment
 ☒ Enable eShare

☒ Enable login
 ☒ Clear your basket after send
 ☒ Autoplay

☒ Rating
 ☒ Like
 ☒ Subclip

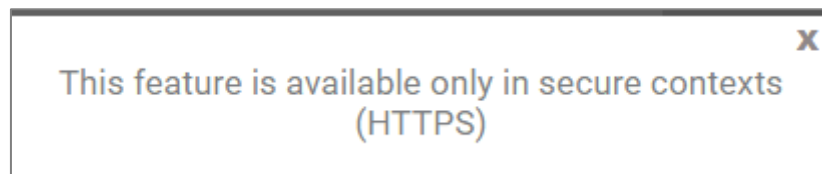
☒ Marker

Classic theme eShare page received by recipients (*without checking Enable login checkbox*):

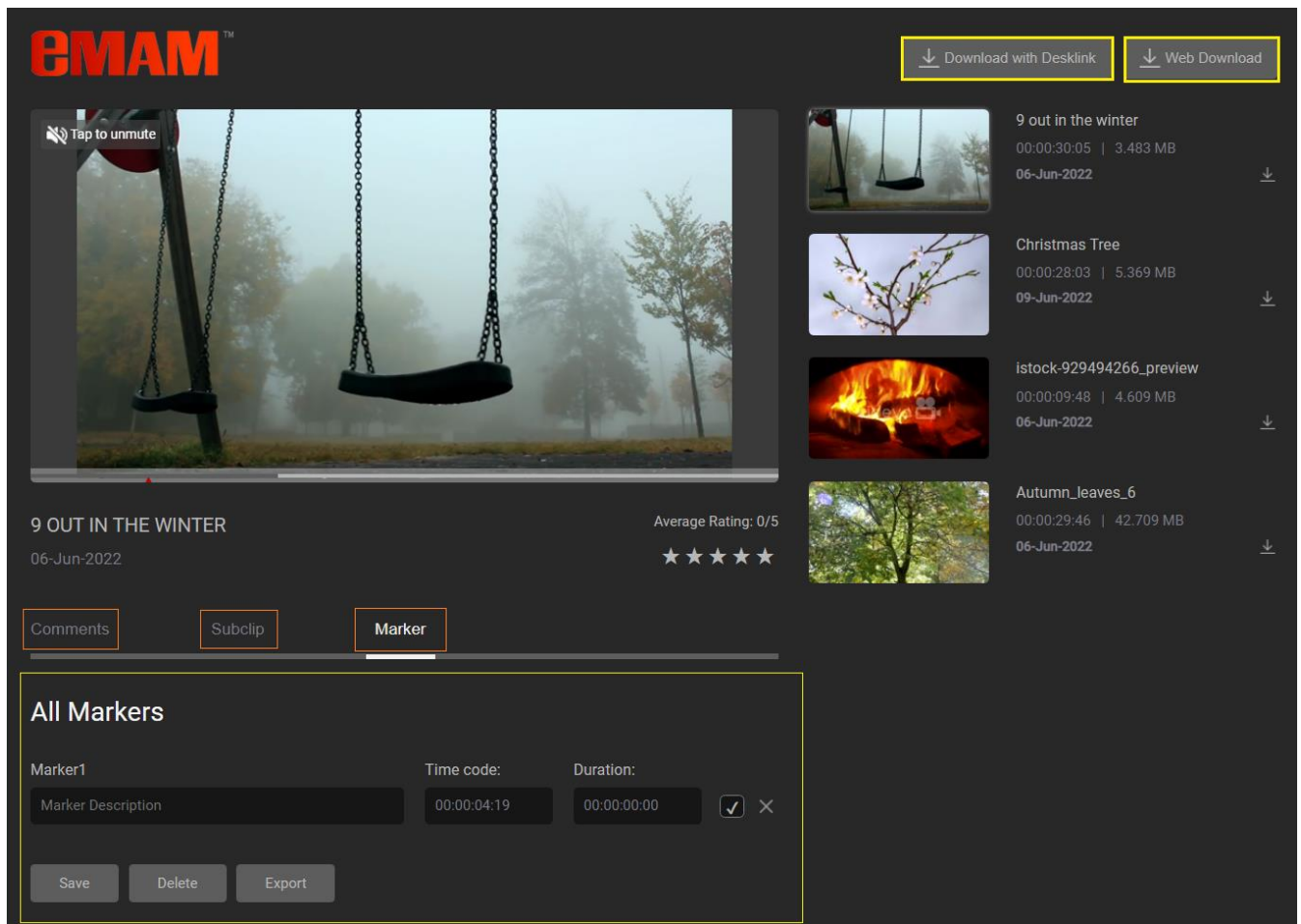


Download with DeskLink: Click on this button with open up DeskLink (*if already installed else will prompt to install*) to download these files. Choose the download path and click Download.

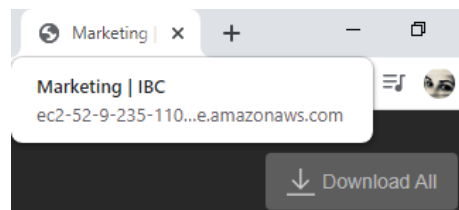
Web Download: On clicking the *Web Download* button, asset(s) get downloaded to the system. Note: *If the download URL is not secure(HTTP), below message is displayed.*



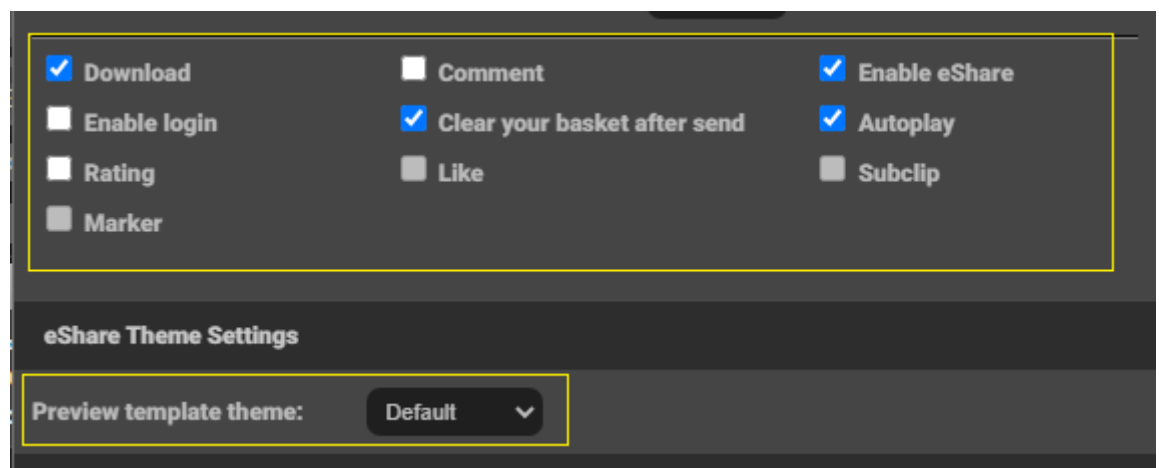
Classic theme eShare page received by recipients (*with Enable login checkbox enabled*):



eShare *Title* and *Description* will be displayed in the eShare preview page (webpage title) for *Classic* and *Fluid* themes.



- b. **Default:** *Default* theme for eShare page will have options like Download, Clear your basket after send, Enable eShare & Autoplay enabled by default.



Below is *Default* theme eShare page received by recipients.

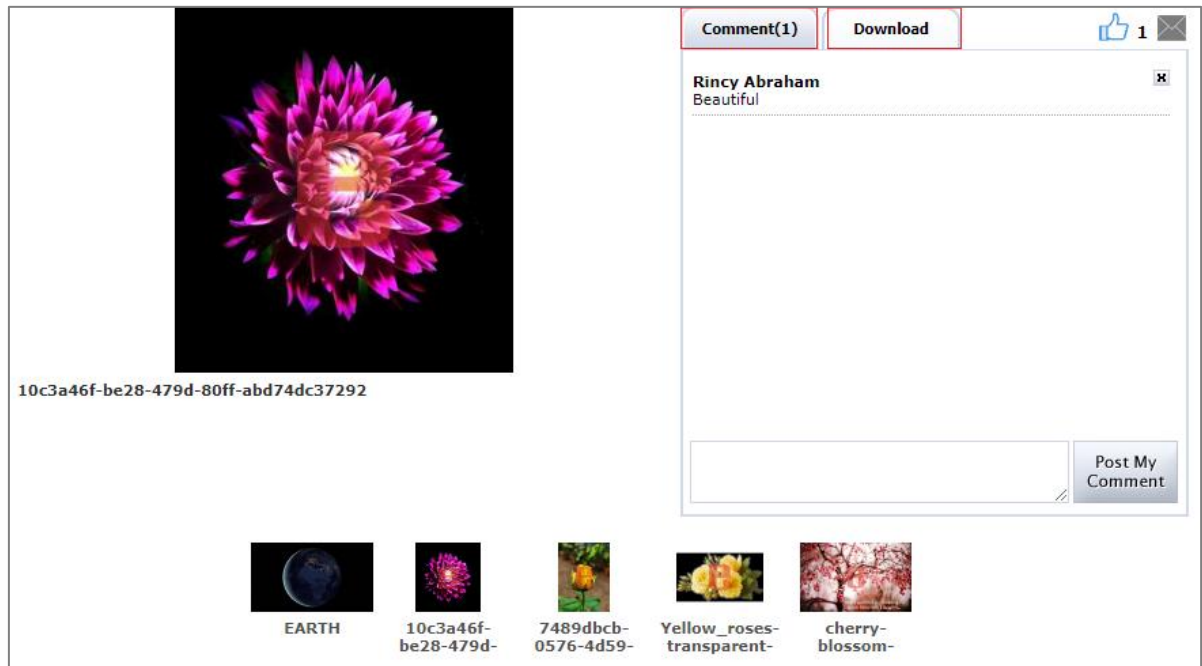
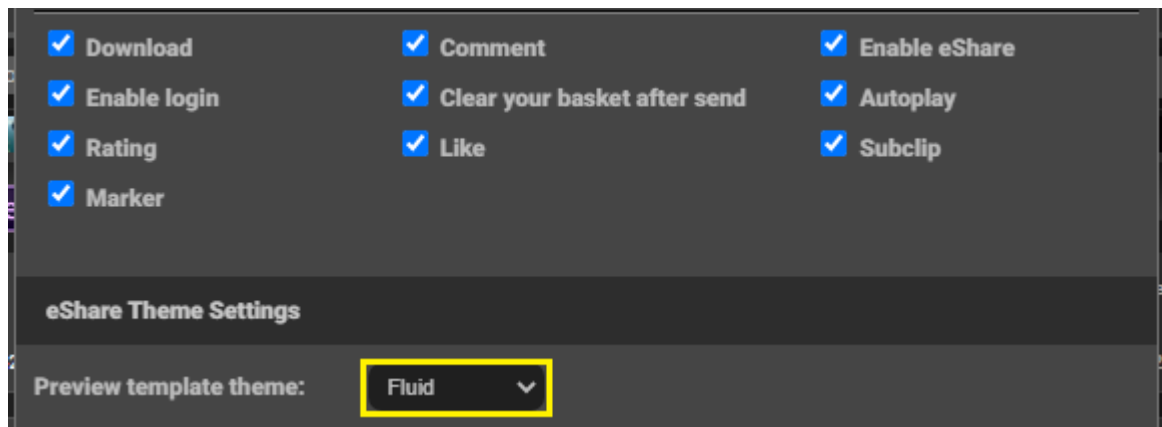


Figure 187-eSHARE default theme

- c. **Fluid:** Users now have option to select '*Fluid*' theme with HTML5 player unlike other themes which have *Flash* player. Enabling login, users can use all options including adding Comments, Like, Subclips and Markers too. *Note: Sequences can be shared and played only using Fluid theme.*



eShare Fluid theme also supports *Subtitles* and *playback platforms* in the preview player. Click on the *Settings* button and select from the list of subtitles and platforms available in the video player. *Note: Player controls auto-hide will be active only in full-screen mode.* Below is Fluid theme eShare page received by recipients.

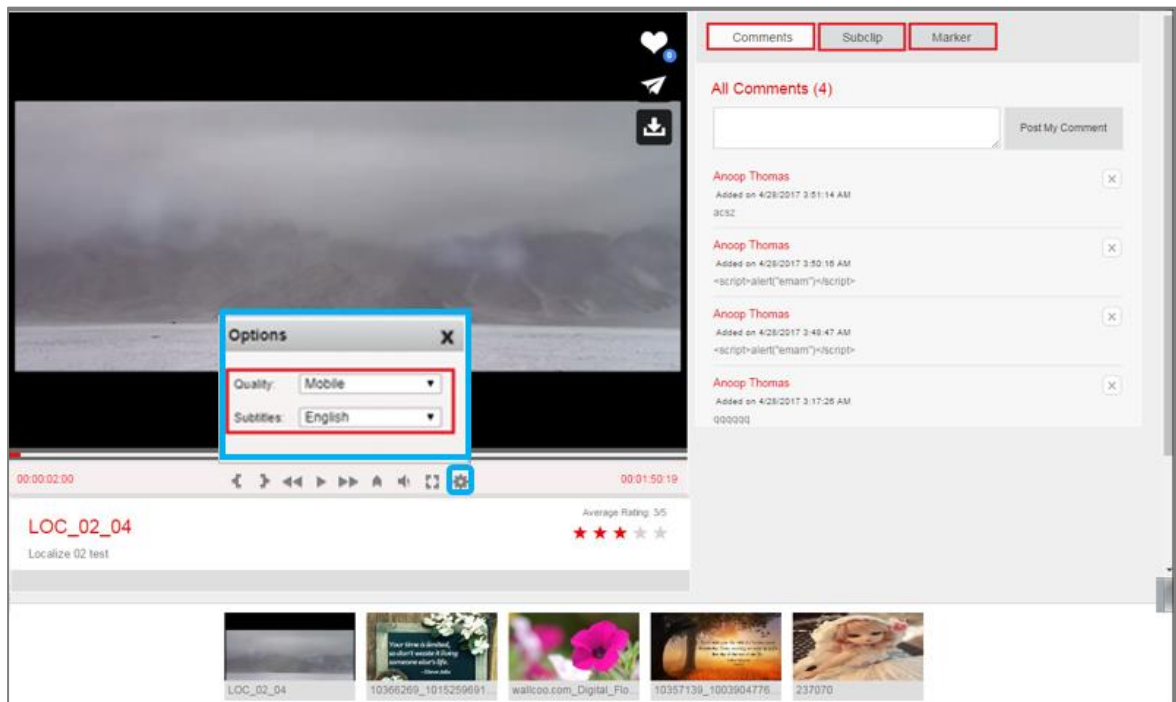


Figure 188-eSHARE Fluid theme

Note: Sequences from Browse widget can also be eShared using Fluid theme. But for sequences, functions like download, subclips, markers and other player buttons are not available. **ONLY the basic buttons in the Director Timeline Preview is available in FLUID theme.**

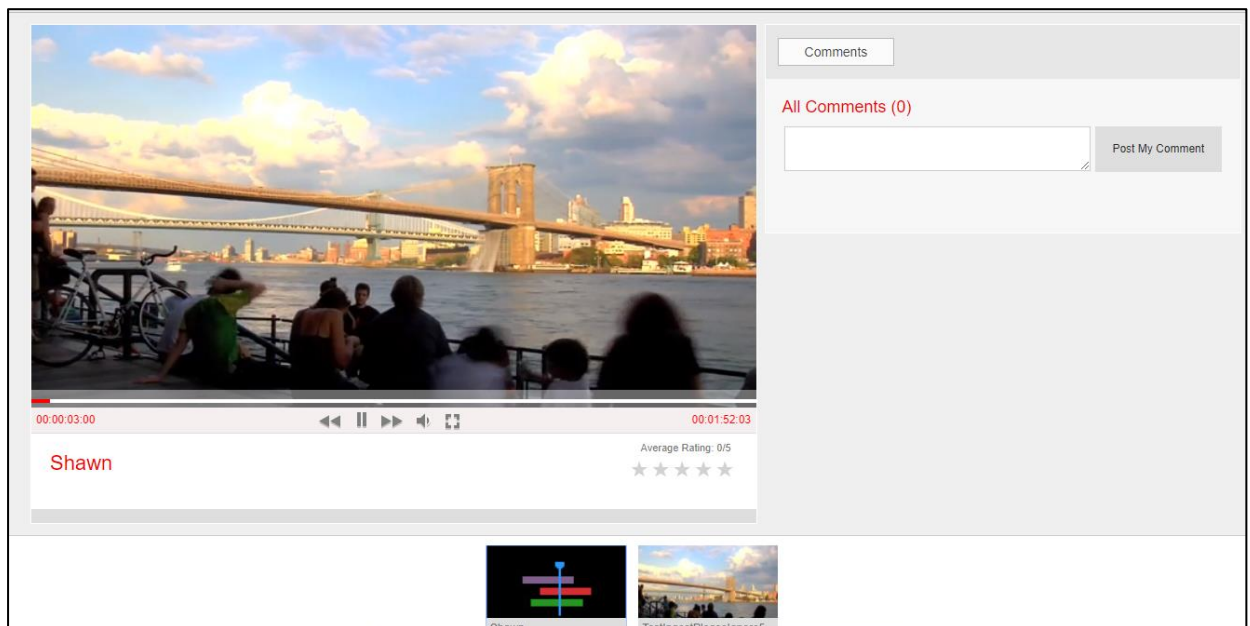


Figure 189- eShare Fluid theme for sequence

- d. **RedTalks**: eMAM users can also use *RedTalks* theme with option like download, enable login, clear basket after send, Like, enable eShare, auto play. You will also have option to upload a custom logo.

The screenshot shows the 'eShare Theme Settings' interface. At the top, there are several groups of settings, each enclosed in a box:

- Left Box:** Contains checkboxes for 'Download' (checked), 'Enable login' (checked), 'Rating' (checked), and 'Marker' (unchecked).
- Middle Box:** Contains checkboxes for 'Comment' (checked), 'Clear your basket after send' (checked), and 'Like' (checked).
- Right Box:** Contains checkboxes for 'Enable eShare' (checked), 'Autoplay' (checked), and 'Subclip' (unchecked).

Below these boxes is a 'Download' button. Underneath is the 'eShare Theme Settings' section, which includes a 'Preview template theme:' dropdown menu currently set to 'RedTalks'. At the bottom, there is an 'Upload Logo:' section with a 'Choose File' button and a 'No file chosen' text, followed by a search icon.

Figure 190- eShare RedTalks theme

Below is RedTalks eShare page received by recipients:

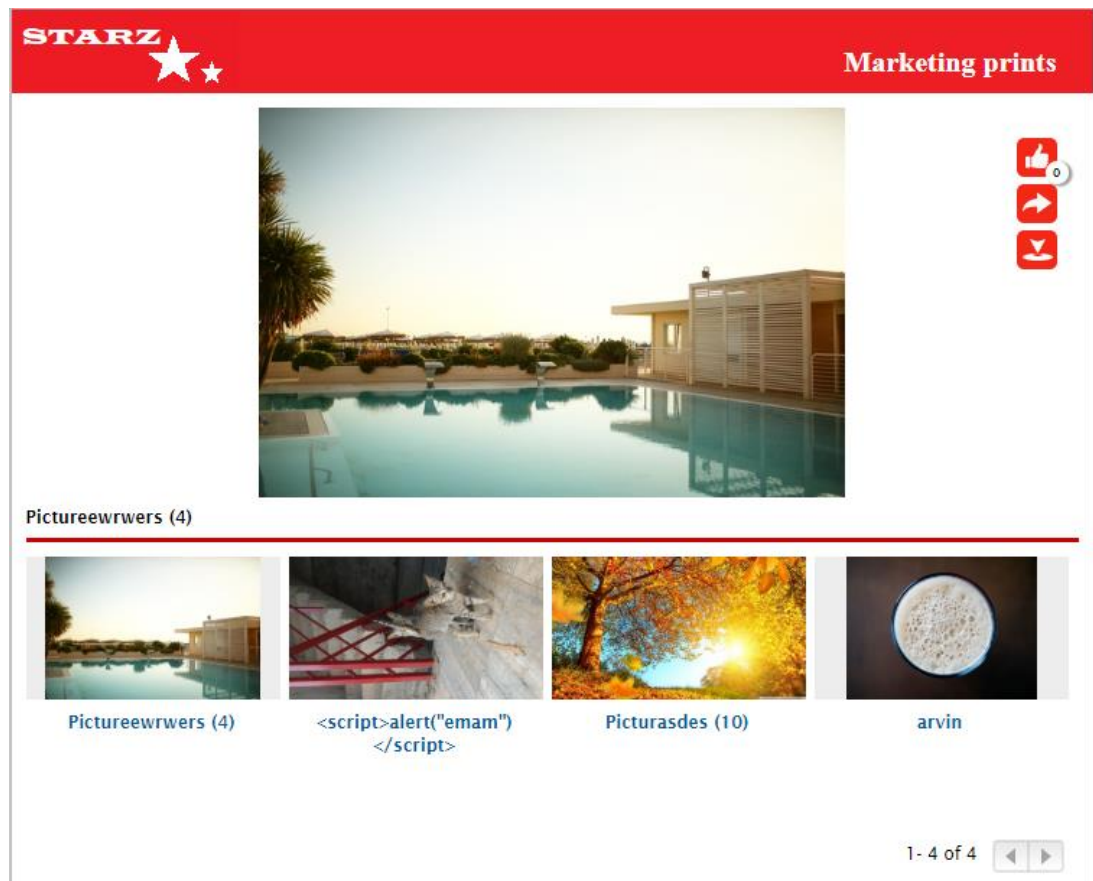


Figure 191-eShare post in RedTalks theme

- e. **EmbedRed**: With EmbedRed theme, you can *download, enable login, clear basket, enable eShare, Like, Auto play and upload custom logo*. EmbedRed theme also supports mobile playback platform. EmbedRed theme can be used to display embed value in the preview window. Metadata field id having embed value for specific assets can be defined in the preference.xml. If a video contains embed value for the specific metadata field, embed value is displayed in the preview window instead of the regular video. This can be put inside an *iframe* too.

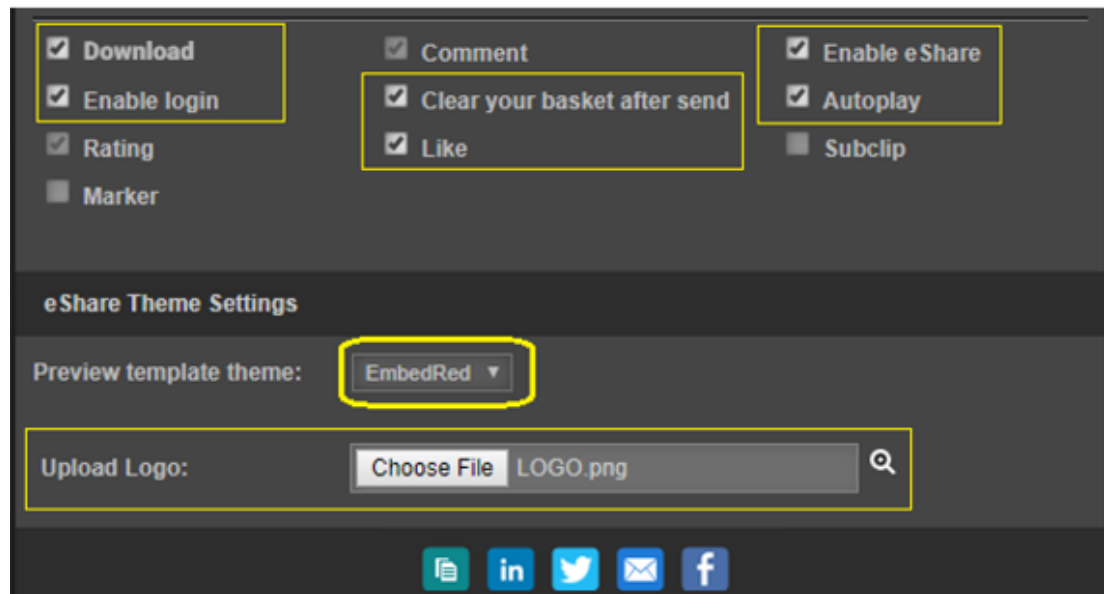


Figure 192- eShare EmbedRed theme

eShared post would like this in EmbedRed theme:

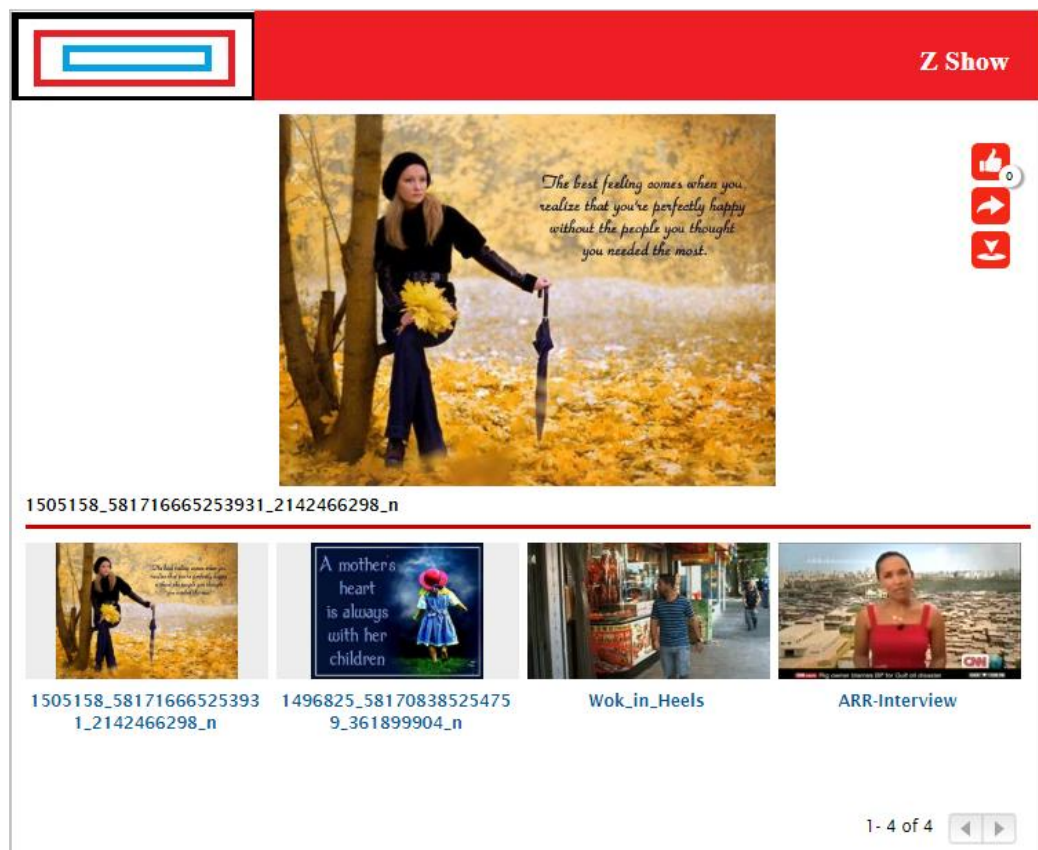


Figure 193- eShared post with EmbedRed theme

- E. **Social media** icons - these are clickable buttons which will post to the respective social media sites or user's default email application (e.g., Outlook, Thunderbird, Android email, etc.) as detailed below.



Figure 194-Social media icons

Note: In eMAM version 5.2, an option to show/hide social media share options have been introduced in the preference xml of Director using which you can either choose to show or hide the social media share icons in the eShare popup window.

For an eSHARE, the user must:

1. Place content in the eBIN as desired.
2. Select eSHARE from the eBIN widget's pull-down menu.
3. Complete eSHARE options as described above.
4. Click on one of the social media icons as described below.
5. Complete the social site-specific information and options as described in the respective section below. For email sharing, complete the email details - addresses, subject, comments, body, etc. Each social site has a different posting window - options vary depending on site.
6. Upon clicking "Share" or "Send" as appropriate, content will be shared via an eMAM share link on the social site posting or as an email link. Note that posts are subject to the *Terms and Conditions* and *Privacy Policy* of the particular social media site. Posts may be deleted by the poster if a mistake is made, so it is strongly recommended to check a post for correctness and functionality. A browser page refresh may be necessary.
7. Social site users or email recipients can preview/download the content as appropriate by clicking on the social site posting or email link - a new eBIN/eSHARE browser preview/download window or tab will open up for the user (*see LinkedIn section for example of eBIN/eSHARE preview/download browser*).
8. Repeat for other social sites if necessary - use the "Share link with others" option on the confirmation window after posting (with LinkedIn). Otherwise, select eSHARE from eBIN pull down menu if contents have not been cleared (don't select "Clear your basket after send" option in eSHARE options window under eBIN options.)
9. Happy Posting!



Copy shareable link to clipboard and this link can be shared and opened in any web interface.

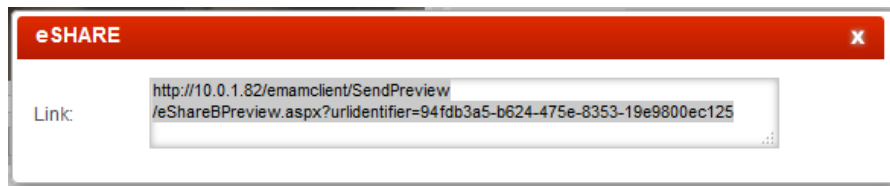


Figure 195-Shareable link may be copied to clipboard and pasted into any email or HTML file

This link when opened in a browser will dynamically display the title and description of the shared link.

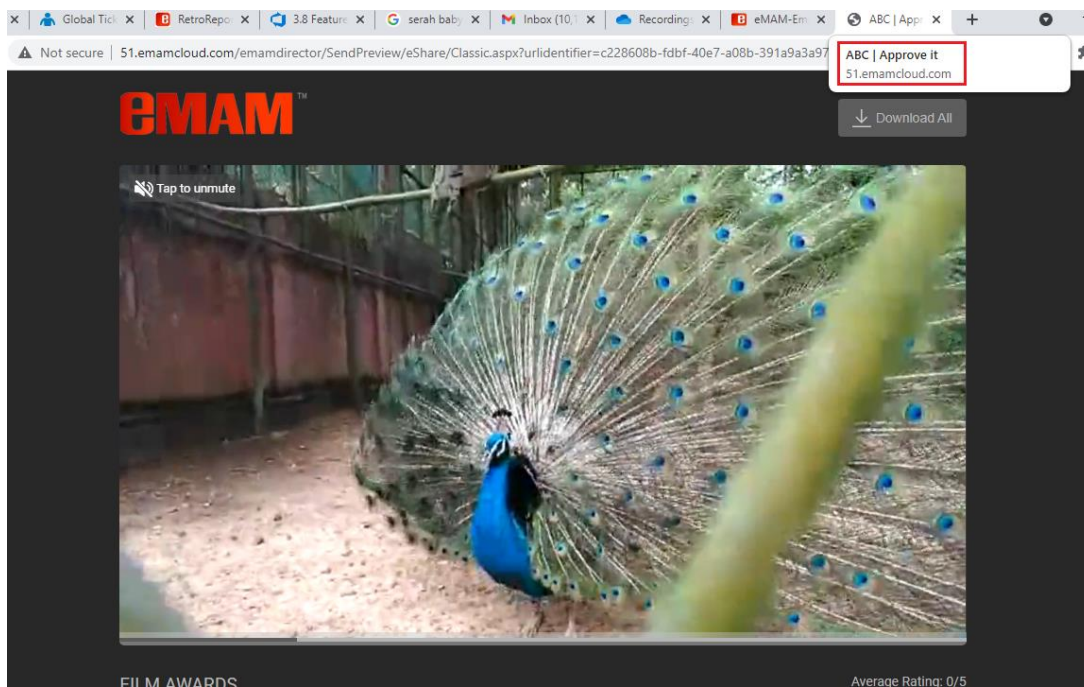


Figure 196- Link dynamically displays title and description of the eShare



LinkedIn

Clicking on this button will take the user to the LinkedIn site on the user's default browser (small window). The user must enter LinkedIn credentials to post, otherwise the LinkedIn "share an update" window will be shown. The user can enter the update text, share with Public or Connections only, post to groups, individuals, and/or Twitter post. "Share" will post on LinkedIn (and Twitter if selected - if a Twitter account is configured in LinkedIn). The post should appear almost instantly.

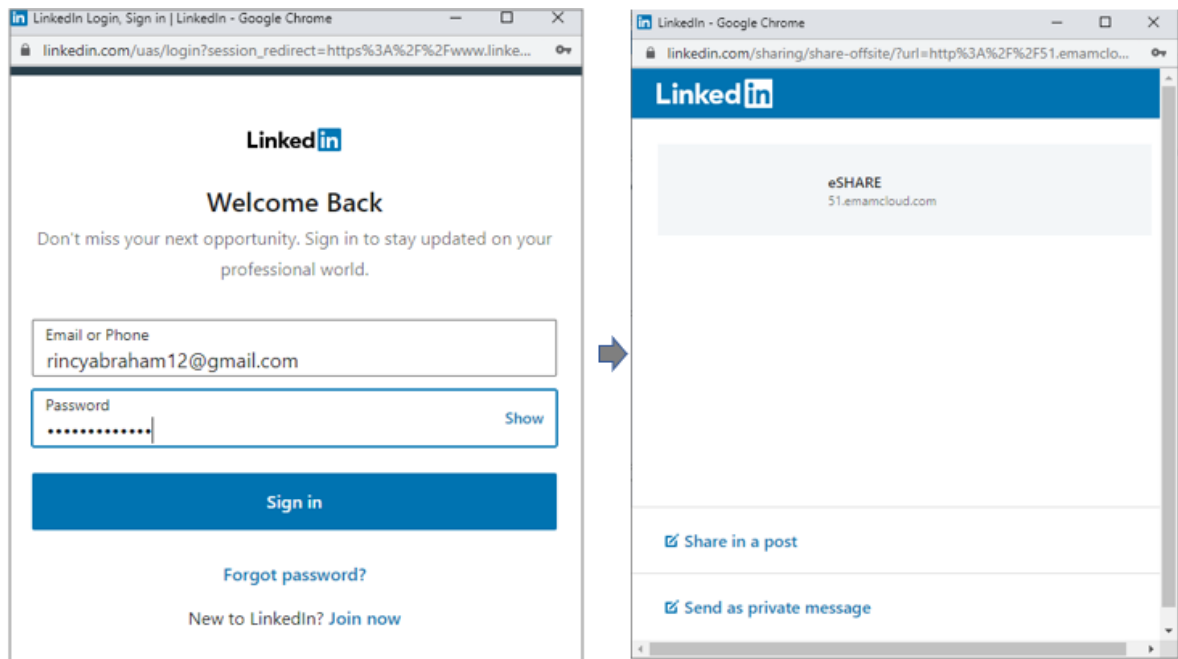
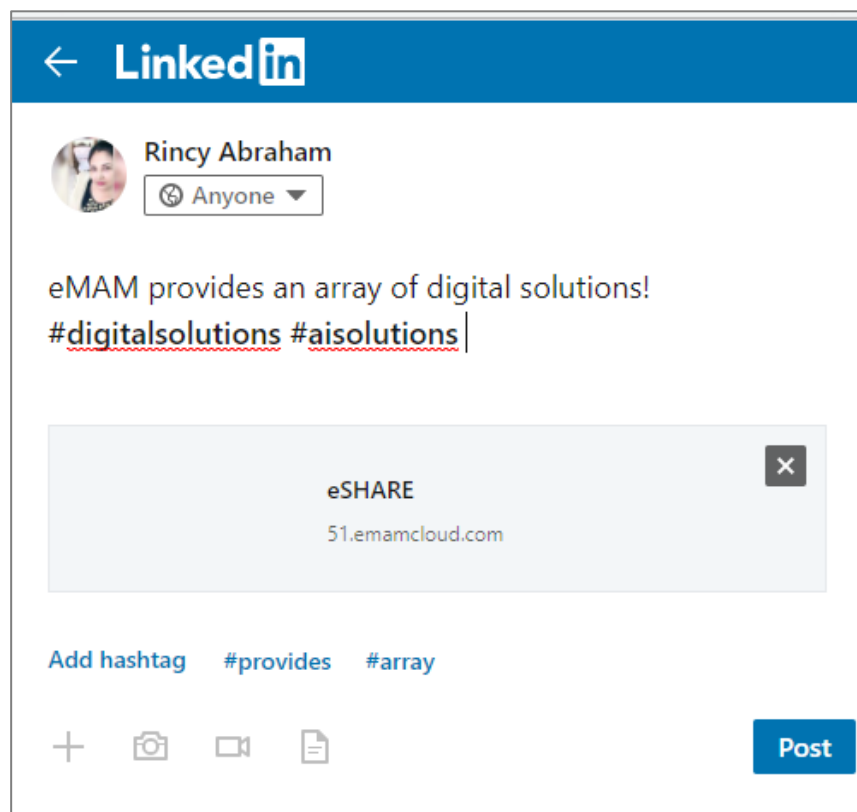


Figure 197-*If the user is not logged into LinkedIn already, they will be presented with the LinkedIn login screen. Then a window will appear to enter the post with options.*

- **Share in a post:** If you click on *Share in a post*, your contents will be displayed as a post. After making below changes click on Post.
 - ✓ Enter a title description along with related # tags.



Choose with who can see your post- *anyone, anyone + twitter, connections only or with group members* and click on Done.

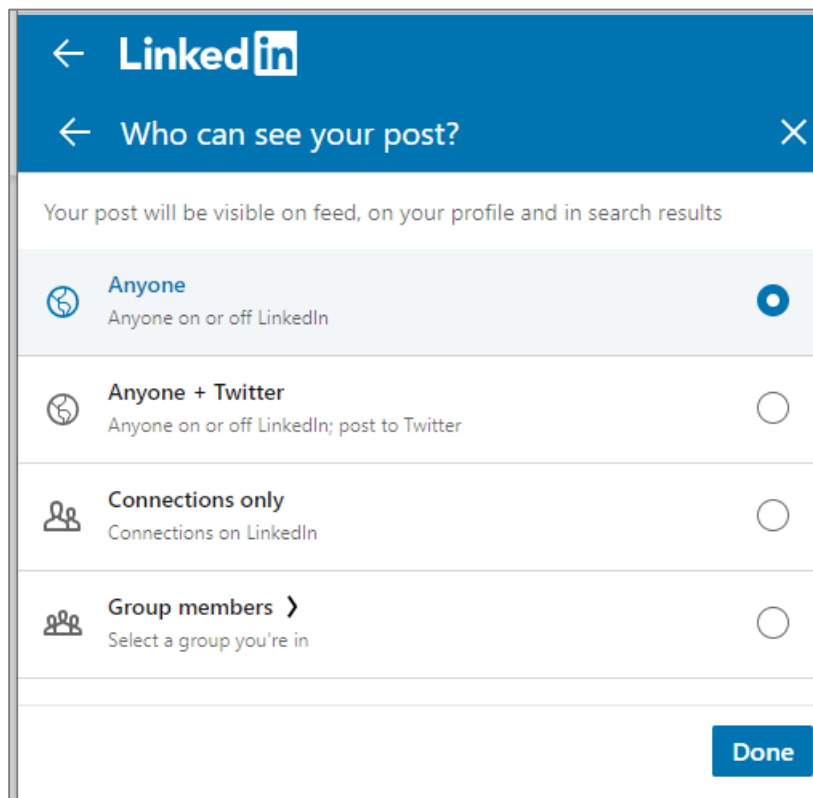


Figure 198- Choose with who can see your post

A confirmation message is displayed after a successful posting, which should appear almost instantly on the LinkedIn page.

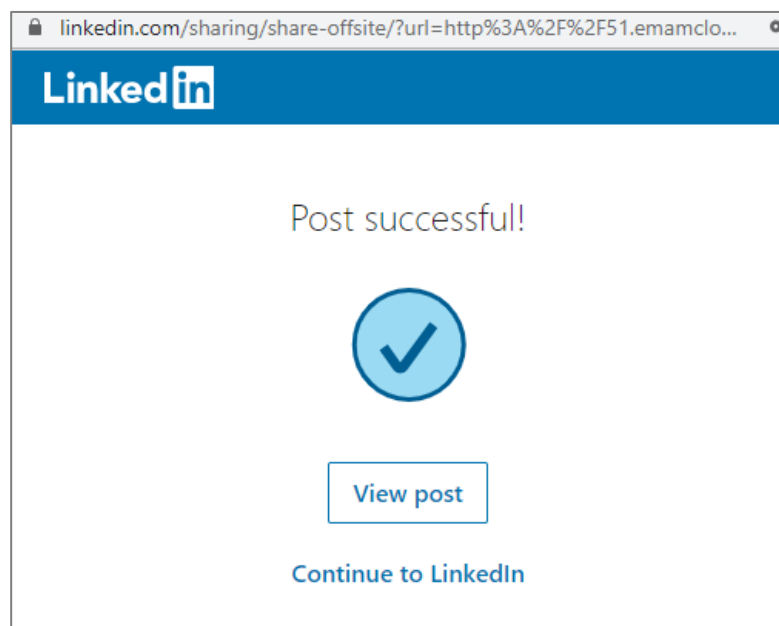


Figure 199- Message displayed after successful posting

- ✓ **Send as private message:** If you wish to share as a private message, click on *Send as private message*. Search for recipients, enter a description and click on *Send*.

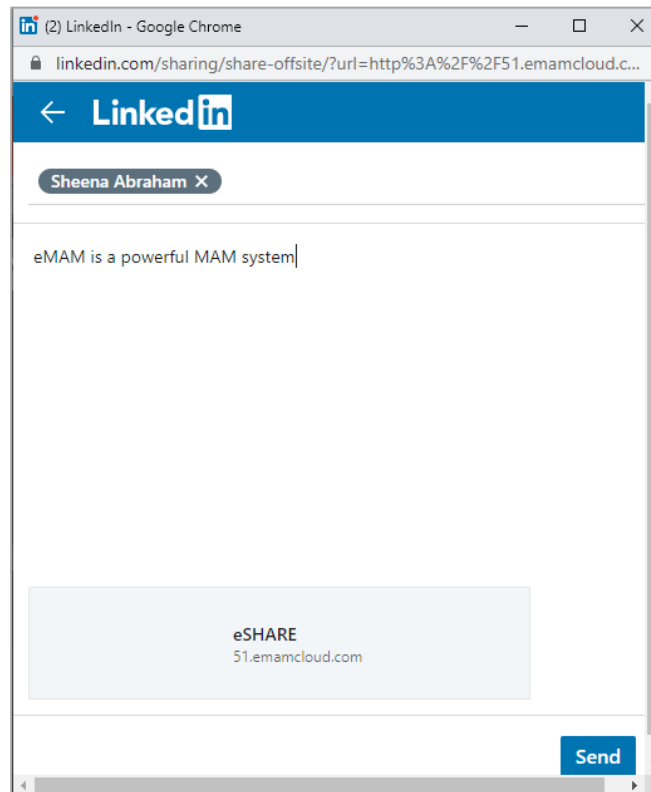


Figure 200- Send as private message

A confirmation message is displayed after the message is successfully sent to the recipients.

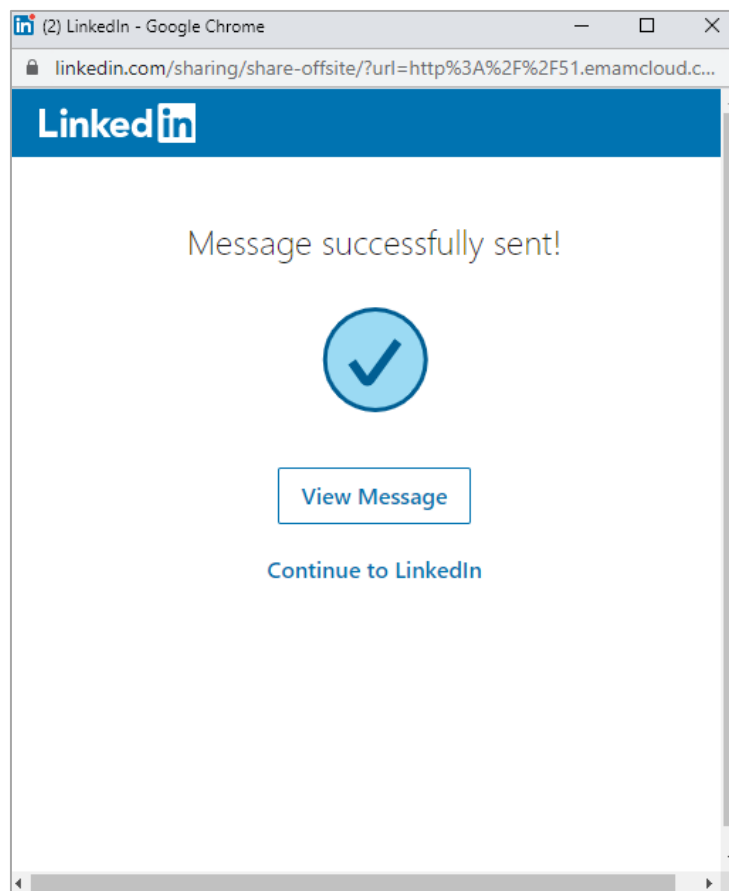


Figure 201-After successful posting confirmation message displayed.

☒ Post to groups

Group(s) *

Title *

Detail

Indicates Members Only groups, where posts are visible only to members. Posts in Open groups are visible to everyone.

Figure 202-Checking “Post to groups” will allow the user to post to

☒ Send to individuals

To *

Subject *

Message *

☒ Allow recipients to see each other's names and email addresses.

Figure 203-Checking “Send to individuals” will allow user to post directly to LinkedIn members. Note option to allow recipients to see each other’s contact info.

Figure 204-Resulting LinkedIn post and Preview player after post clicked. If “Enable login” is checked on eShare, then eMAM login required.



Twitter

Selecting the Twitter icon will create a Tweet button with the coded eSHARE link in a new window. The title of the Tweet should be edited (e.g., default “[eMAM share]” was edited in screenshot image below) to fit the description of the eSHARE content, but the coded part after the http:// must not be altered - otherwise it will break the link. A Tweet must fit within 140 characters, not counting the URL. The character count is displayed next to the Tweet button. Clicking the Tweet button will send it.

Tweets can be deleted by the Twitter if necessary. User authentication can be required if “Enable login” is selected: the person clicking on Tweet eSHARE URL will need to supply eMAM user credentials.

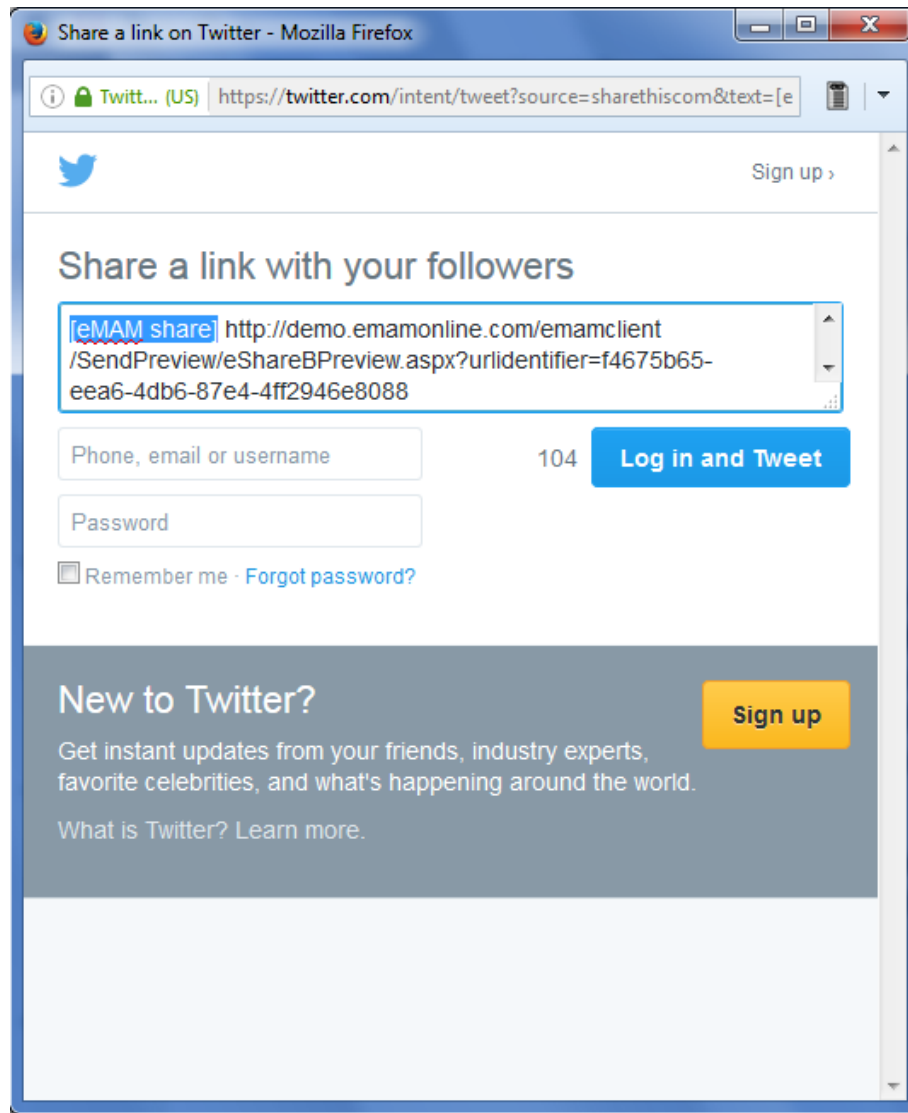


Figure 205-Posting options for Twitter - Twitter login may be required.

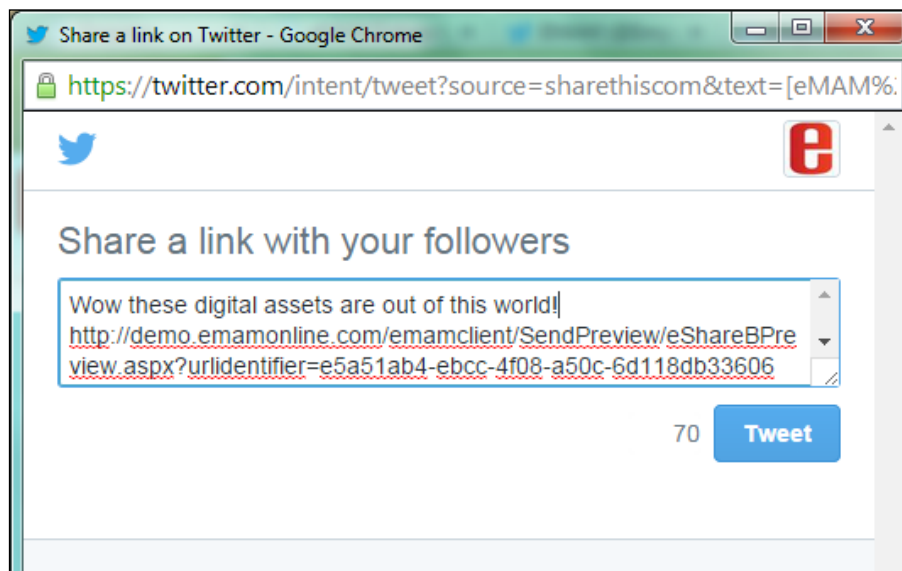


Figure 206-If already logged in, the user just edits the tweet and clicks the Tweet button.

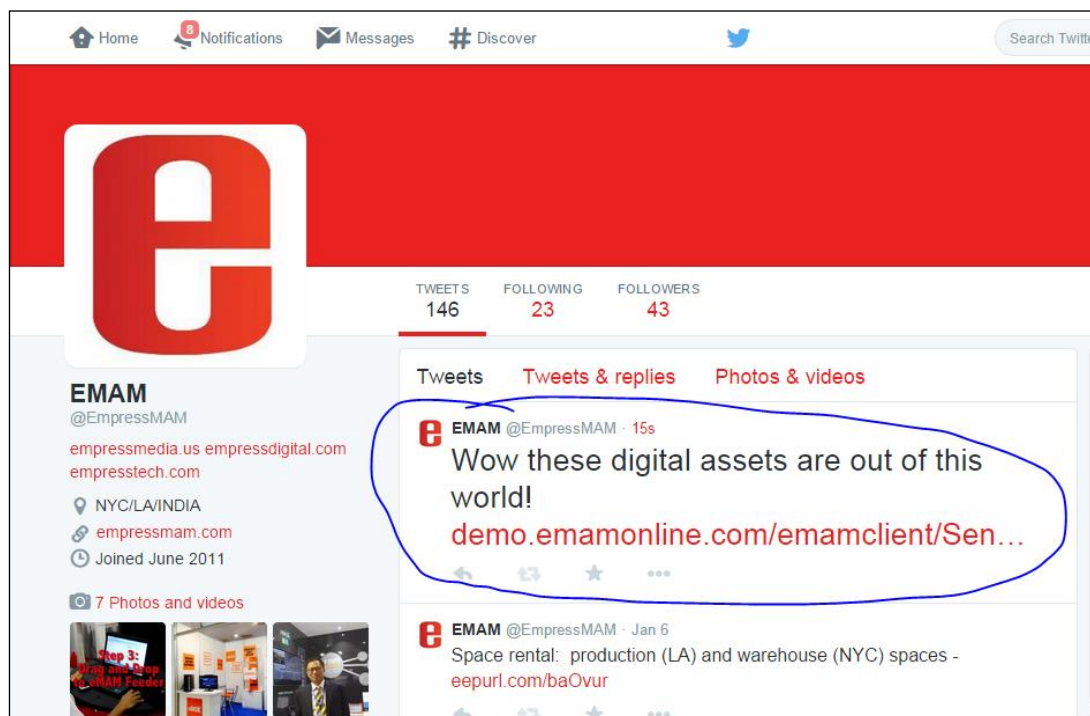


Figure 207-Tweet appears almost instantly on user's Twitter page. Clicking on the tweet link will take the recipient to the eSHARE content, with optional eMAM login credentials.



Send email shareable link

Selecting this icon simply places the eSHARE link into a blank email. The user completes the email address field, adds any optional comments, adds/ edits subject line, and clicks “Send”. This functionality will utilize the user’s default email application, such as Outlook, to create a new message to send with the eSHARE link included in the body.

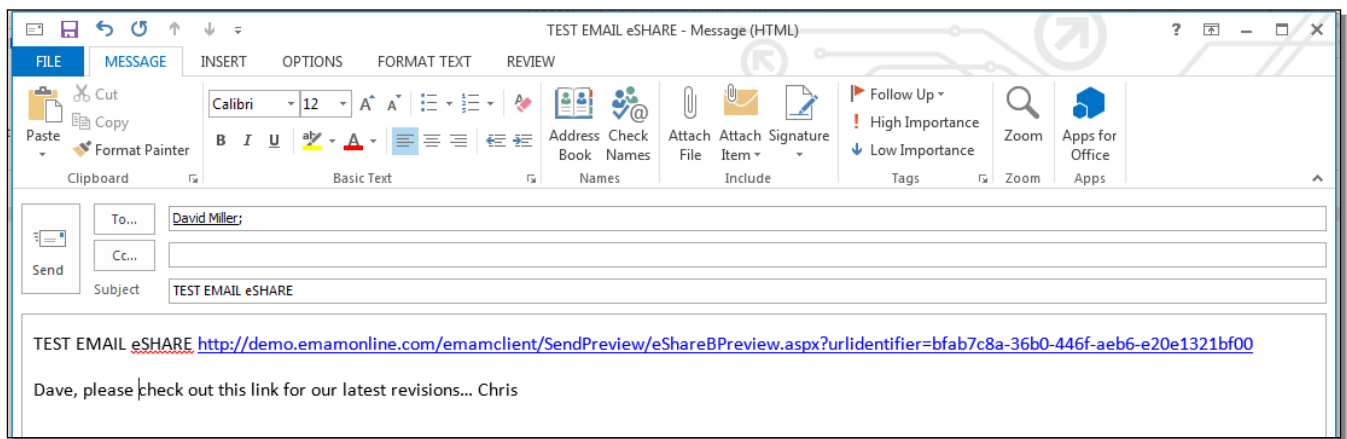


Figure 208-An example email in Outlook generated by eSHARE with the email sharing option selected. The user may edit an email as desired and send to any number of people.

The recipient can click on the eSHARE link to access the content. The user can require eMAM authentication with the “Enable login” option. *Note the email link may be copied/pasted into other email programs. If restricted access is desired, then the user can select options to limit the number of opens or expiry date before sending the email (in the main eShare window).*



Facebook

This will post the eSHARE link to a Facebook account/ page. If there is more than one Facebook sub-account for a user, then user can select the appropriate one before posting. A description can be typed in the box, then the Share Link will post it immediately. There are options to share publicly (worldwide), by geography, or by language. The post may be edited or deleted by the user posting to Facebook.

Facebook friends will click on the thumbnail picture of post or link at bottom to access the eSHARE content. The preview will be identical to LinkedIn above. The user can require eMAM authentication with “Enable login”.



Figure 209-The user can select appropriate sub-account and/or “posting as” before sharing.

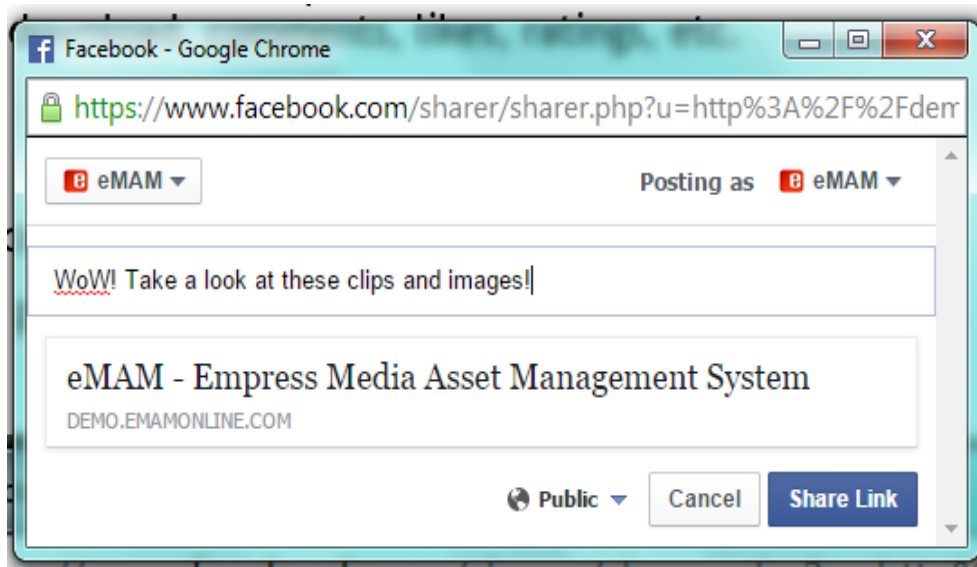


Figure 210-The user can edit the post, enter a brief description, then “Share Link” to post.



Figure 211-Facebook post will appear almost instantly (page refresh may be needed).

Facebook friends may click on the thumbnail or link below to access eBIN/eSHARE content, or like, comment or further share the post.

2.6.3 Download

The user can download all the assets added to eBIN using DeskLink app:

- Select *Download* from eBIN pull down menu.

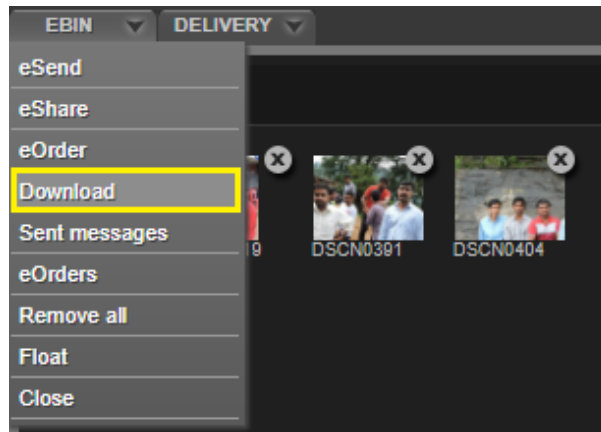


Figure 212- eBIN download

- DeskLink app download page appears (*automatically closes after 20 secs*) and immediately DeskLink page opens up as shown below (*if DeskLink is already installed on your desktop else download the app first*).

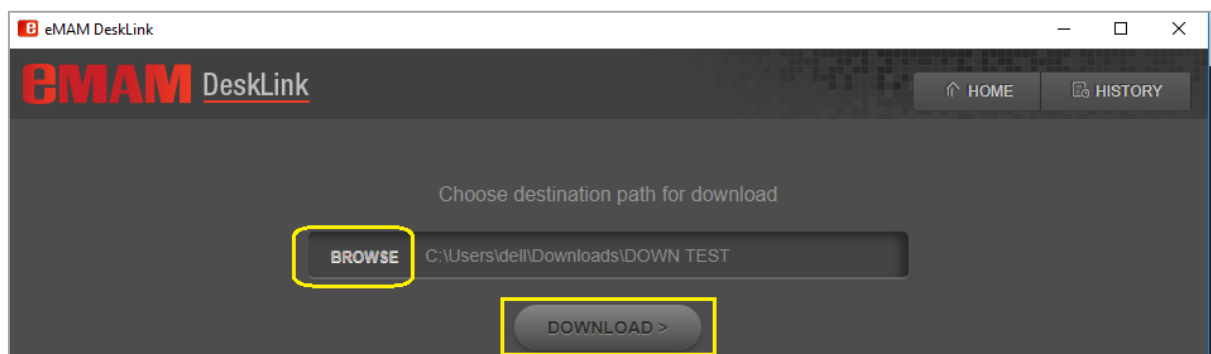


Figure 213-DeskLink: Choose download destination

- Click on *Browse* to choose the destination location for download and click on *Download* button. All the assets in the eBIN, automatically starts to get download one by one. Download in progress can be monitored with the % displayed for each asset. After successful completion of the download, a message is displayed with time taken to download for each asset.

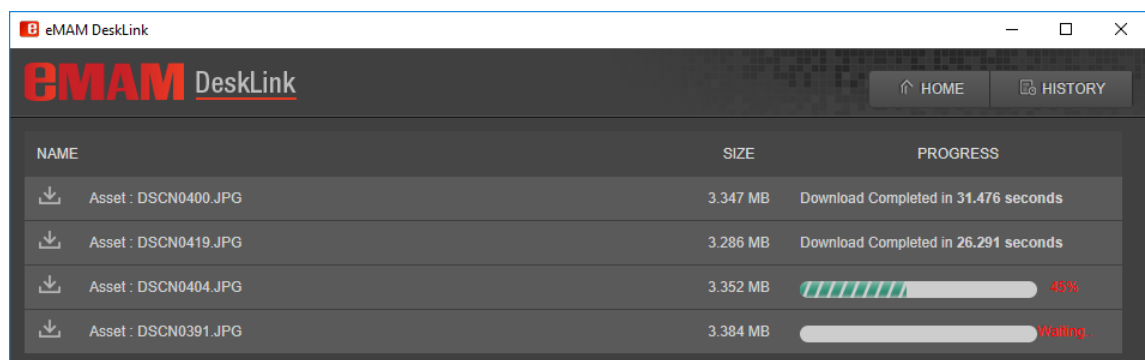


Figure 214- DeskLink: Download in progress

Click on *History* tab to view the list of all downloads (from project, category and eBIN) made by the user.

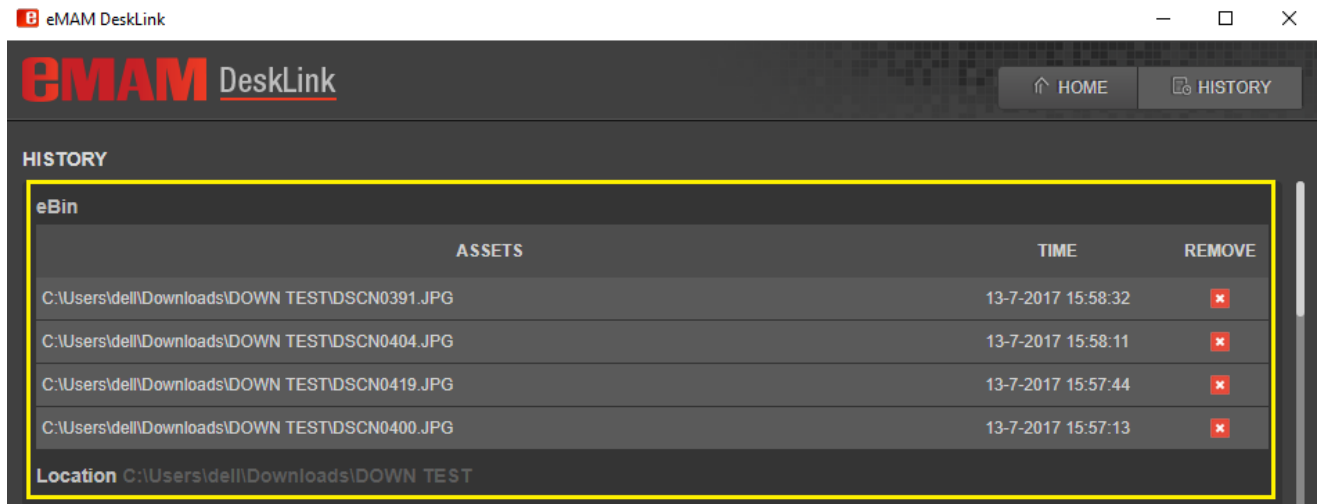


Figure 215- History tab with list of all downloads made.

2.6.4 eOrder

Users can place order for assets in the eBIN using eOrder option in Director Interface. Select eOrder from the dropdown list, fill in the details and click on *Order* button. A notification email will be sent to the email address which is configured in the Super Admin (*Unit Management>>Unit Settings*).

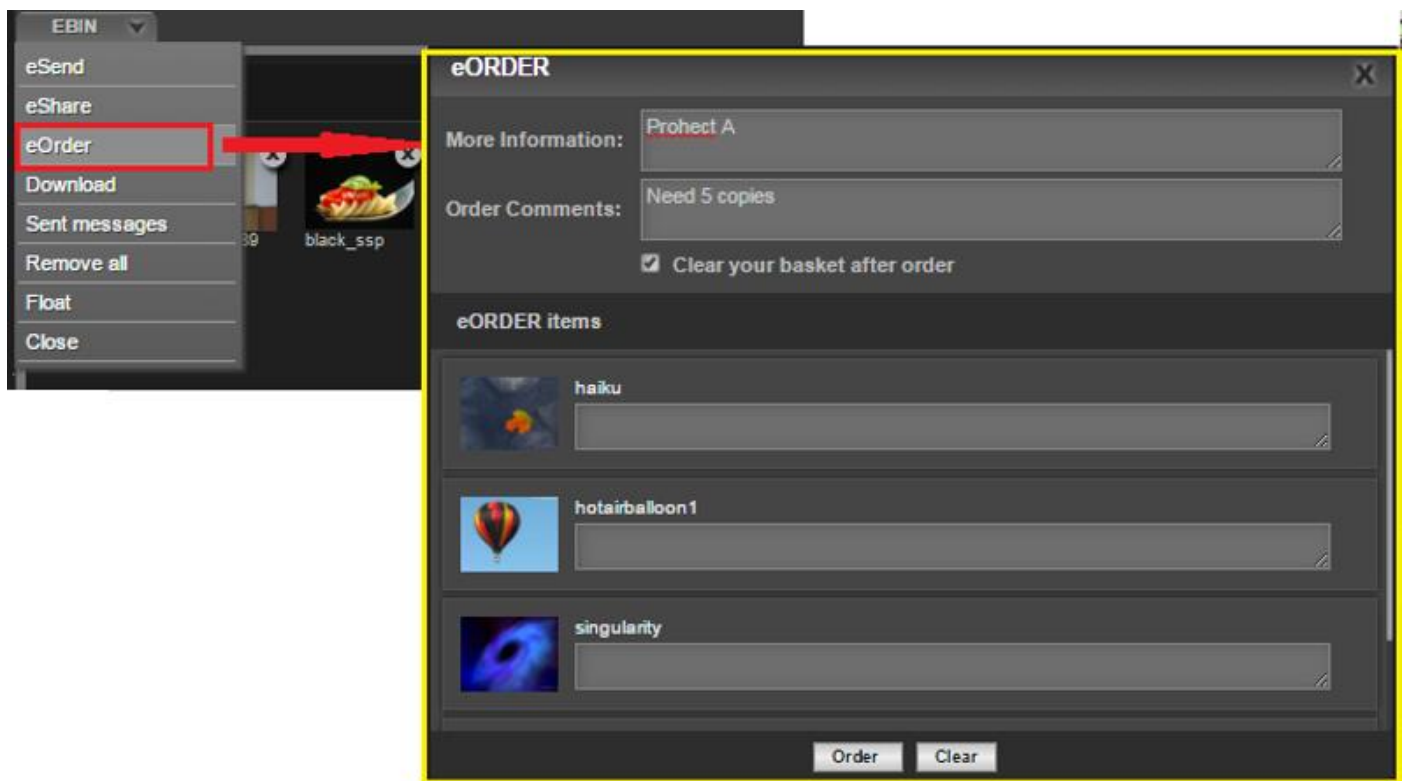
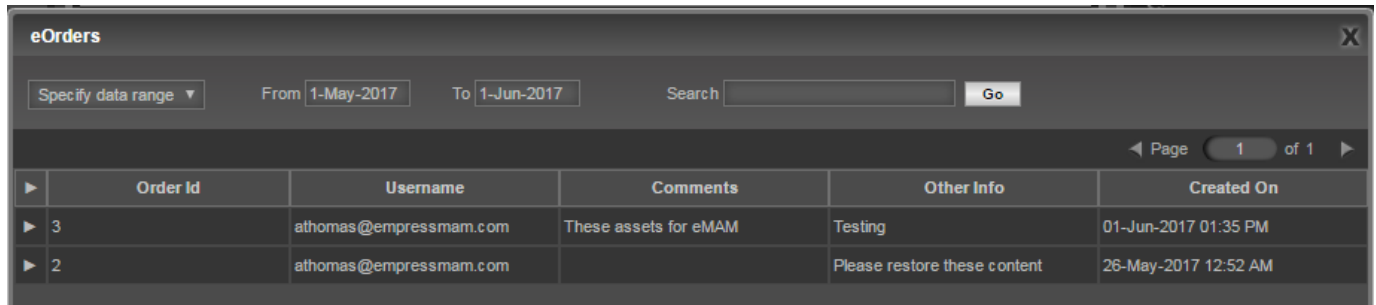


Figure 216-eORDER page

2.6.5 eOrders

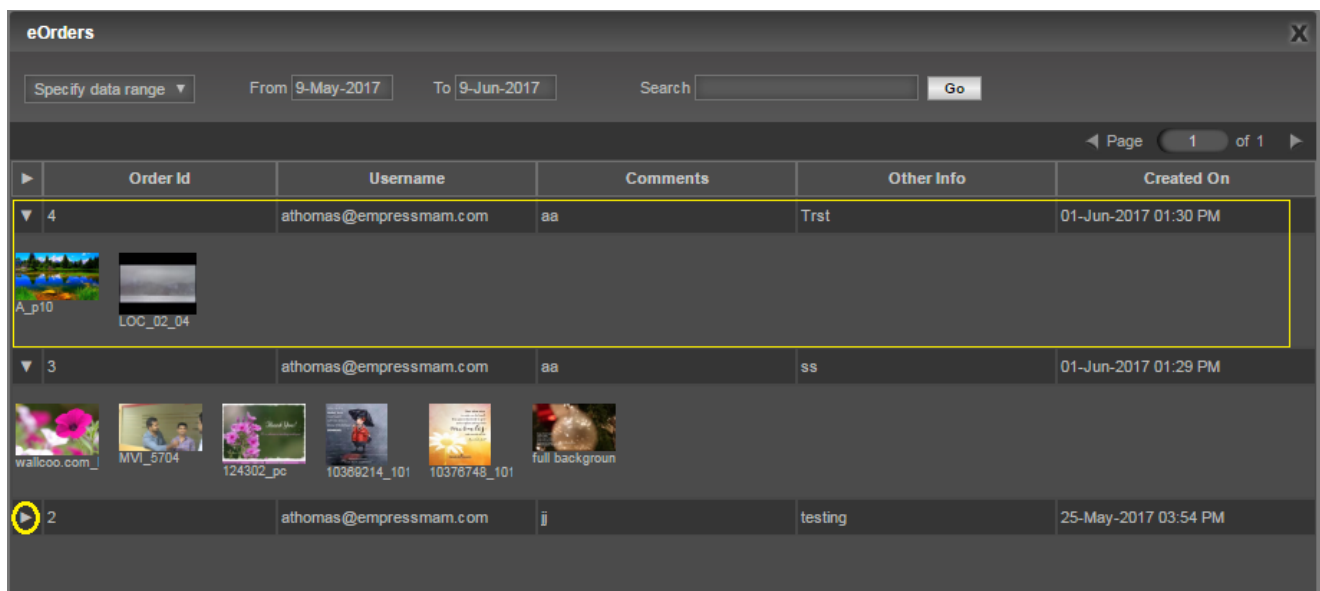
eOrders option under the eBIN widget displays list of all sent eOrders. Admin can view all the eOrders made under a particular unit however, regular users can only view the eOrders made by them. This will display the Order id, user details of who placed the order, comments, and the date order was placed.



Order Id	Username	Comments	Other Info	Created On
3	athomas@empressmam.com	These assets for eMAM	Testing	01-Jun-2017 01:35 PM
2	athomas@empressmam.com		Please restore these content	26-May-2017 12:52 AM

Figure 217- eOrders window

Click on ► icon to expand and view asset details of each order.



Order Id	Username	Comments	Other Info	Created On
4	athomas@empressmam.com	aa	Trst	01-Jun-2017 01:30 PM
3	athomas@empressmam.com	aa	ss	01-Jun-2017 01:29 PM
2	athomas@empressmam.com	i	testing	25-May-2017 03:54 PM

Figure 218- eOrders expanded window with asset details of each order

2.6.6 Sent Messages

Sent Messages invokes a historical list of previously sent eBIN messages with message ID, UUID, email address, date sent, expiry date, message and user id (similar functionality in Client Interface under “Messages”). This feature allows users to modify the eBIN sent messages / eShare links and add or remove assets. Users can search for the sent messages using message ID or UUID and open that in eBIN for editing. Existing items in sent messages can be merged with the content in eBIN or the content in eBIN can be cleared before opening the existing eBIN messages. Once the eBIN message is opened in 'edit mode', assets can be removed or added, and the modifications can be saved back to the existing eBIN message.

The user selects any previously sent message and clicks OK. A window pops up to optionally clear the existing eBIN contents. Clicking **OK** clears existing assets from eBIN or selecting

CANCEL and the message contents (assets) will be **added** to the eBIN. Once all desired contents are in the eBIN, eSend, eShare, or Download operations may be performed as previously illustrated.

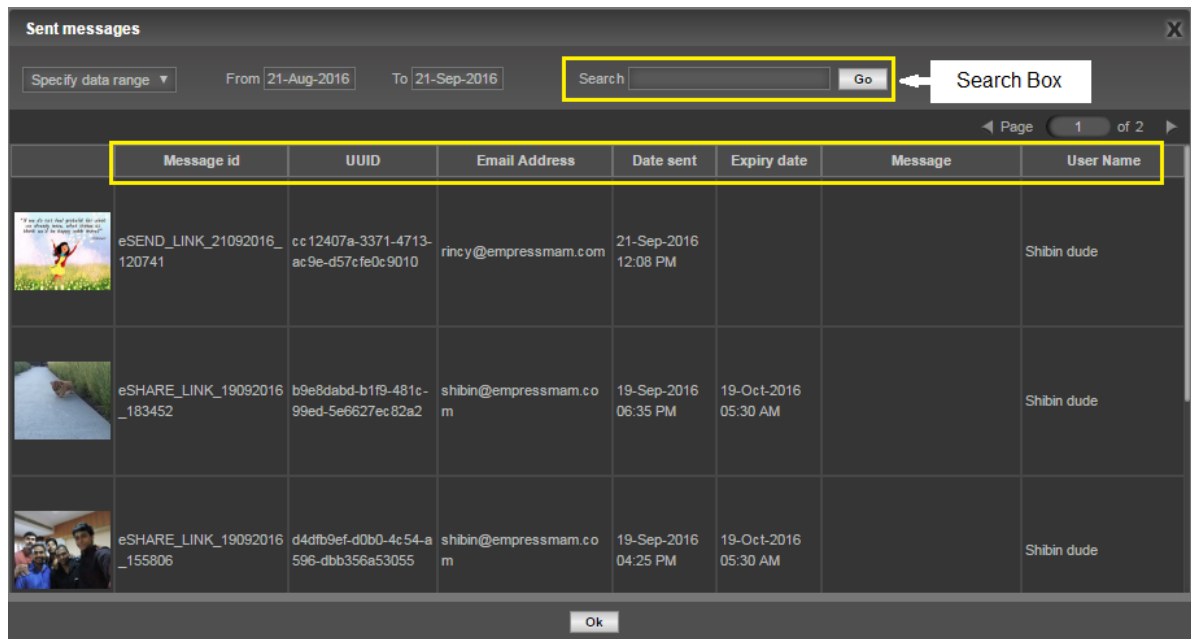


Figure 219- The Sent Message dialog lists all recently sent eBIN messages which may be selected to add to or replace eBIN contents.

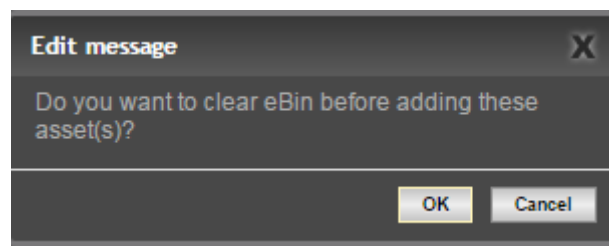


Figure 220- Option to clear contents before adding newly selected message assets to eBIN. This is useful to add multiple eBIN messages to eBIN (select CANCEL in that case).

2.6.7 Remove All

This removes all the contents from the eBIN widget.


Note: It does NOT purge assets. They are only removed/cleared from the eBIN widget.



Figure 221- Remove All from eBIN widget

2.7 Anywhere

Adobe Anywhere™ for Video is a system for worldwide editing and collaboration for Adobe Premiere and Prelude CC users. eMAM is now optimized for Anywhere by Adobe: for detailed information see http://empressmam.com/Docs/AdobeAnywhereWhitePaper_2015.pdf. Anywhere allows multiple users to edit a “Production” as a shared project at the same time (real time editing).

For supported eMAM Workgroup and eMAM Enterprise systems, eMAM has an *Anywhere* widget to allow users access to the shared productions. From the *Anywhere* widget, users must type their Anywhere username and password to login to the Anywhere system, which controls access to the shared productions. When logged in with correct credentials, the Anywhere section lists all the productions. There is a Refresh icon  at the right top corner to refresh the production list.

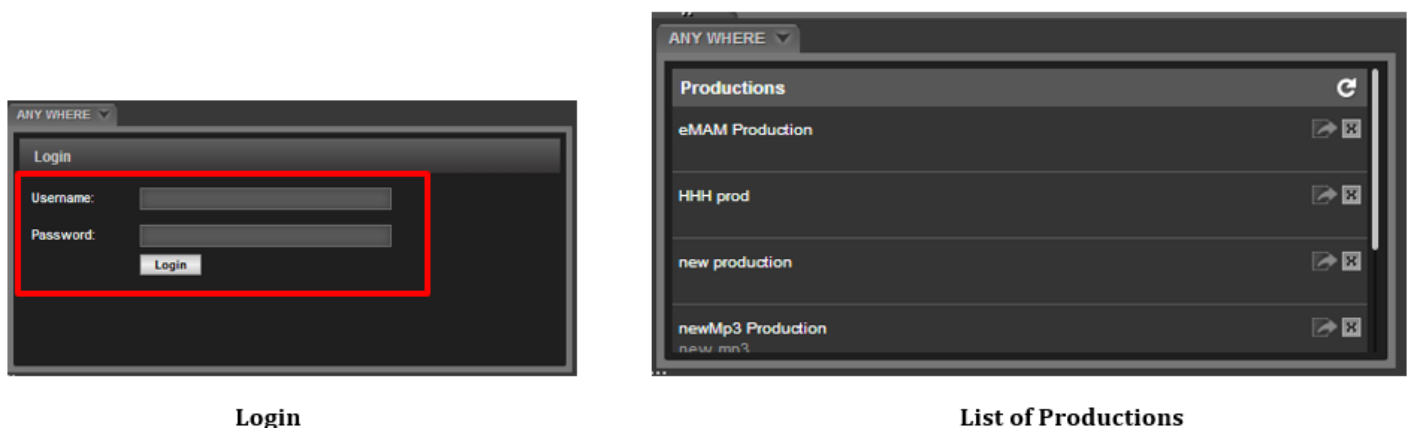


Figure 222- Login to Anywhere from within widget - view list of productions on Anywhere server.

Note: If the user is logged into the Anywhere account from multiple machine, a warning will be shown as follows:

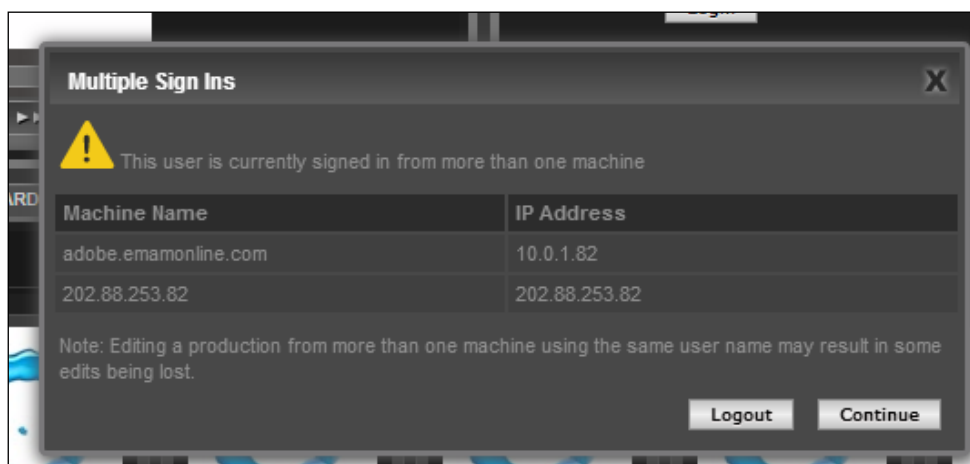


Figure 223- Multiple Sign-In alert notification

Anywhere Menu

Anywhere Menu has the following options:



Figure 224- Anywhere pull-down menu

- **Logout**- To logout from the Anywhere
- **Create**- To create a new production
- **Float**- To float the widget (or Dock to return)
- **Close**- To close the widget

Adding a New Production

The user can add new Anywhere productions by clicking on the “Create” option from the Anywhere menu. An “Add Production” popup will be open. eMAM can convert between projects created in eMAM and Anywhere productions, as described in Section 2.1 Projects.

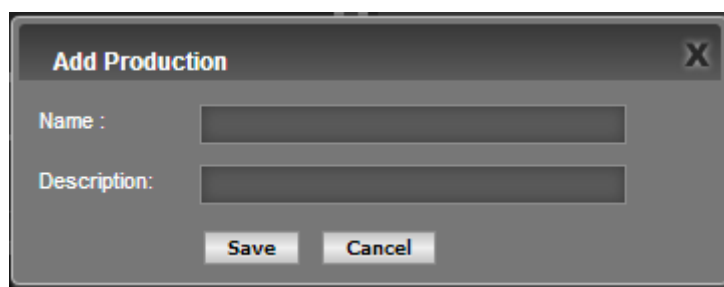



Figure 225- Add Production

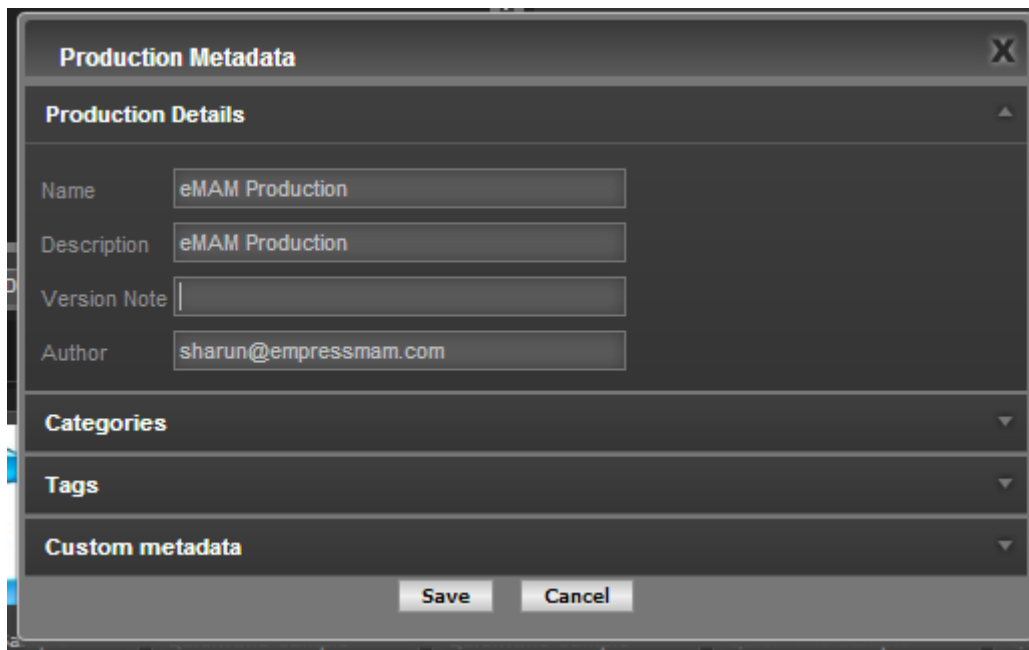
A new production may be added by selecting the *Create* from the widget pulldown. In the pop-up window, the user will name the production and add a description. Once the details are added, the user can click ‘**Add**’ to create a new production, or ‘**Cancel**’ to discard the process.

Deleting a Production

The user can delete a production by clicking the delete icon  on the right side of the production.

Exporting a Production to eMAM (Archive Functionality)

The user can export a production by clicking the export icon  on the right side of the production. A metadata popup will be displayed:



The **Production Metadata** dialog box contains the following sections and fields:

- Production Details** (expanded):
 - Name: eMAM Production
 - Description: eMAM Production
 - Version Note: (empty)
 - Author: sharun@empressmam.com
- Categories**: (collapsed)
- Tags**: (collapsed)
- Custom metadata**: (collapsed)

Buttons: Save, Cancel

Figure 226- Production Metadata

Archive production- Metadata Popup

The user can select categories, user tags and other metadata to add to the project. After “Save”, an eMAM project corresponding to an Anywhere Production will be created and the assets will be exported to eMAM.

Listing Assets of a Production

On clicking a production, the list of assets under that production will be displayed in the *Anywhere* section.

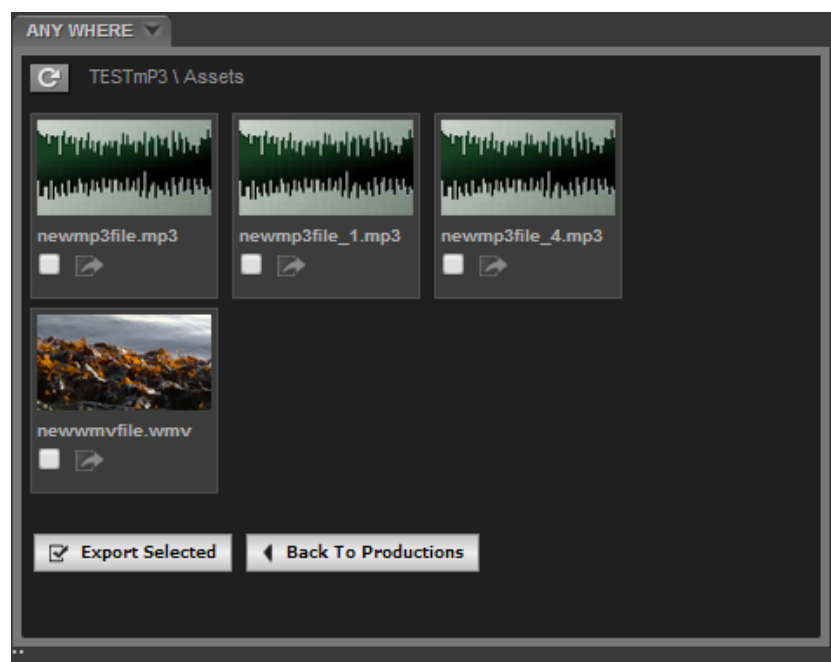


Figure 227- Anywhere with list of assets

Exporting Assets

Enter the metadata details. After they are entered, the export job can be saved. The user can go back to the list of productions by clicking on the **BACK TO PRODUCTIONS** button. Multiple assets can be exported together using the **EXPORT SELECTED** button.

Restoring Productions

Productions archived in eMAM no longer in Anywhere can be restored when the user clicks on “Restore to Anywhere”. A popup will appear, showing the versions available.

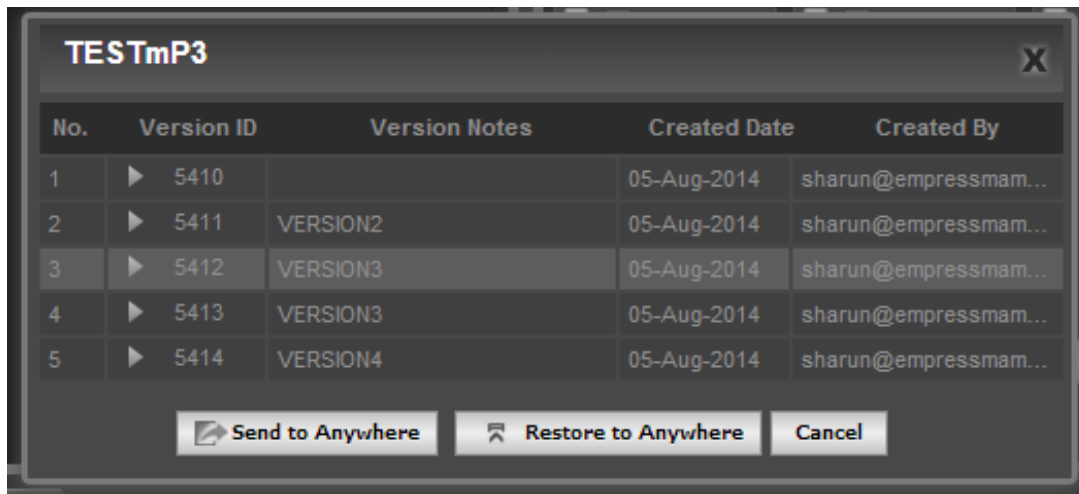
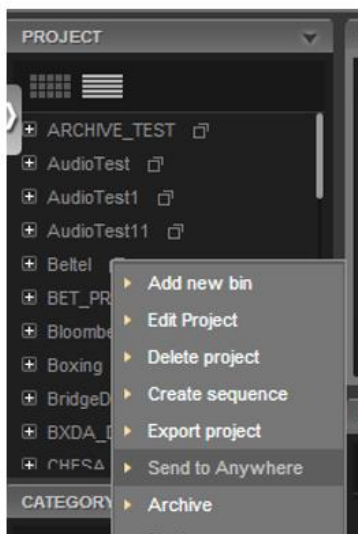


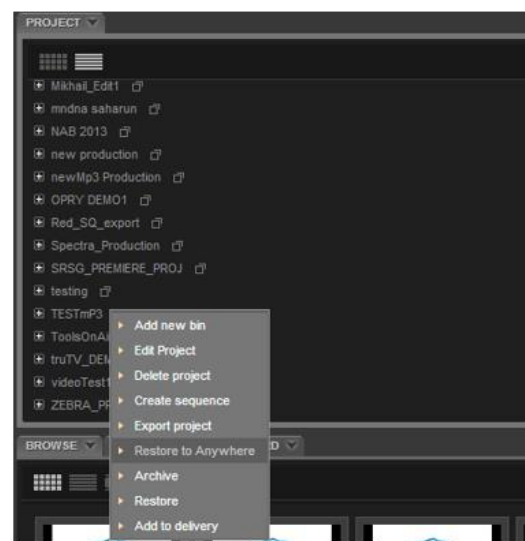
Figure 228- archived Productions list

There are two buttons available:

1. **Send to Anywhere:** Exports the project as a new production in Anywhere
2. **Restore to Anywhere:** Restores a production that was previously exported from Anywhere and later deleted.



Send to Anywhere function



Restore to Anywhere function.

Exporting Productions

Projects in eMAM (which were not exported from Anywhere) can be exported to Anywhere. In case there are multiple versions available a pop up will appear to ask the user to select the correct or latest version.

Logout

By clicking on the “Logout” link (which appears only after successful login) from the Anywhere menu, the user can logout from Anywhere.

Anywhere Production Status in eMAM

The *eMAM Project* widget indicates whether or not a project is an Anywhere production, and whether it is LOCKED (reserved) or CHECKED OUT (currently being edited). No symbol to the right of the tiny Anywhere icon means it is available as an Anywhere production. A tiny downward arrow indicates a checked-out condition, and a lock symbol indicates a locked production. See the *Project* widget section 2.1 for more information.

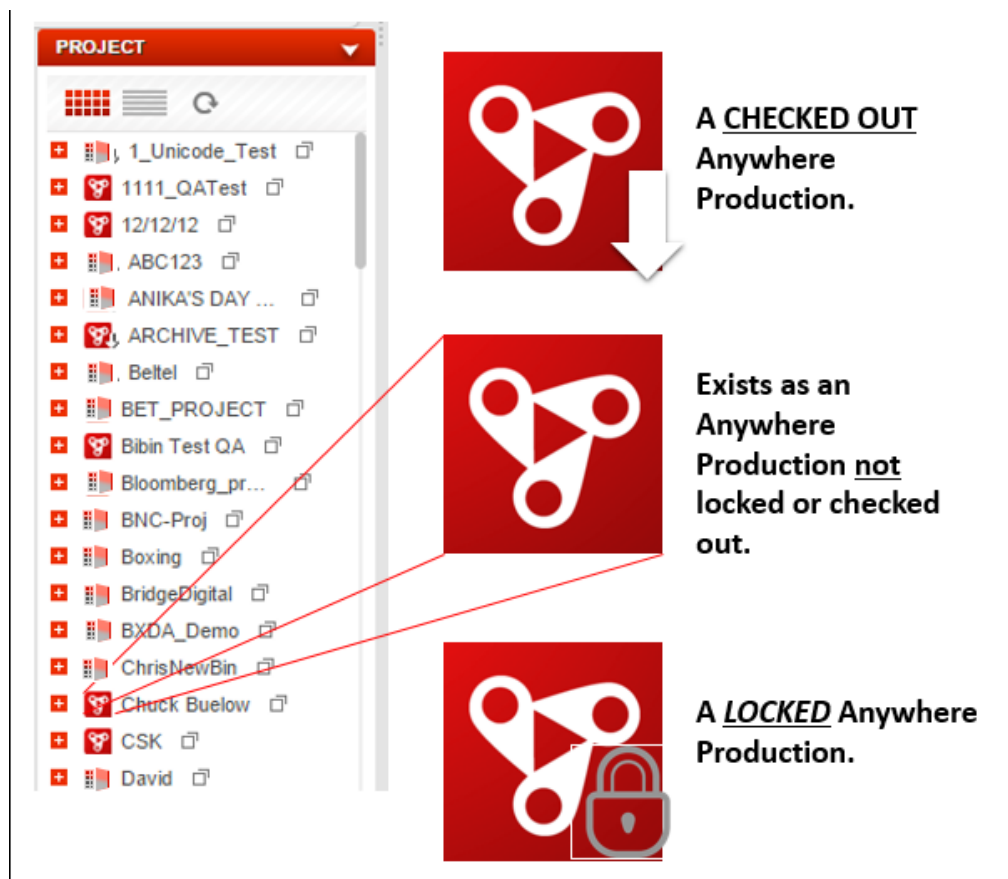


Figure 229- Various Project symbols

2.8 Preview

Clicking on an asset in the *Browse* widget will select that asset and the selected asset's preview will automatically appear in the *Preview* widget. Other widgets will also change automatically to reflect the currently chosen asset, including the *Metadata*, *Comments*, *History*, *Embed*, *Approval*, *Markers*, and *Subclips* widgets. The *Preview* widget displays preview of all the video, audio, images and other document files. Note: *Sequences exported back to eMAM can also be previewed and played in the Preview widget.*

2.8.1 Video

Videos can be previewed and played in the *Preview* widget. You can scrub forwards and backwards, pause playbacks.

Non-Live assets: Normal videos are played using HTML5 preview player and can be played at normal, fast forward and rewind speeds. You can add subclips, markers and annotations to the managed proxies. Video proxy preview displays Asset title bar, username as overlay in eMAM HTML5 player.

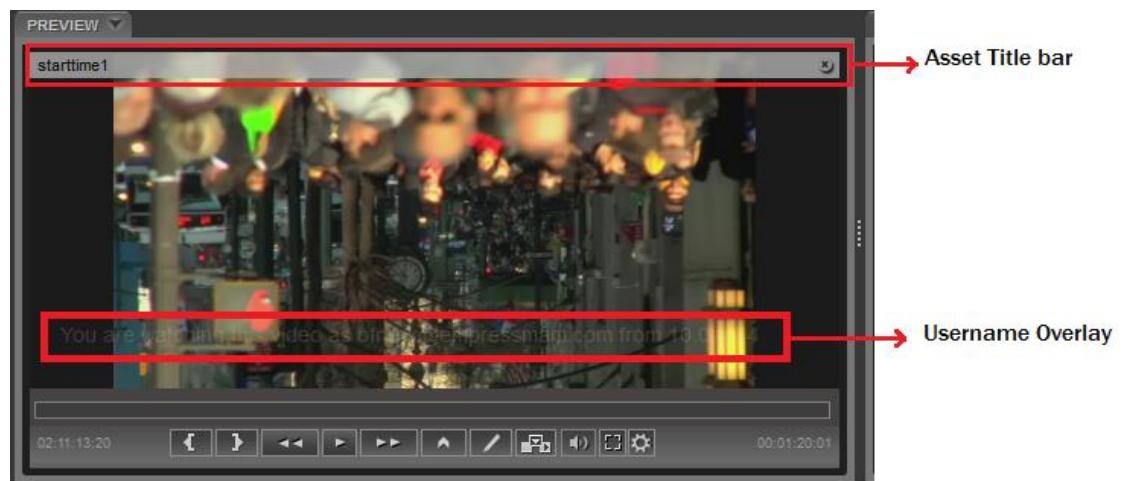


Figure 230- Video file preview

Live Assets: Live streaming/ recordings are played using Drastic player and are displayed as Live assets with **.Live** icon. You can create markers and subclips to these live assets and deliver them too. The moment live recording is over, **.Live** icon disappears. Live assets are displayed with Drastic player instead of HTML5 player.

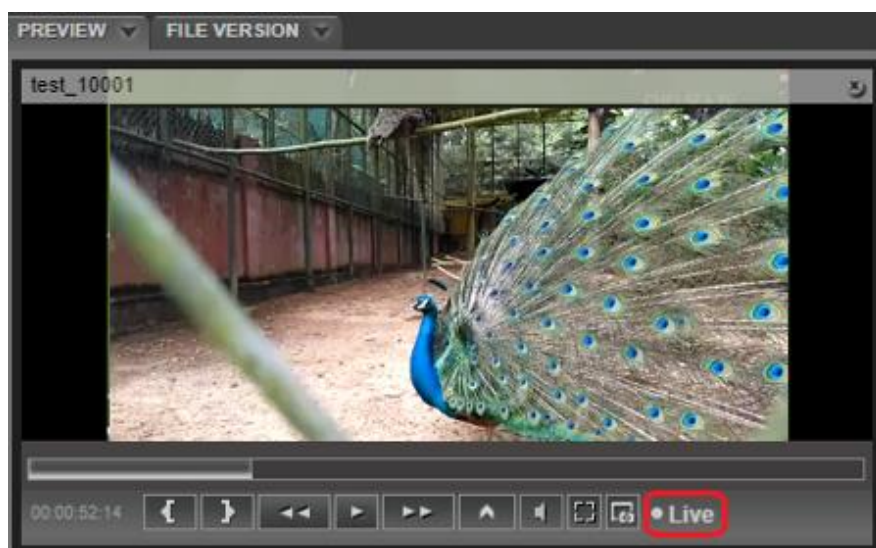


Figure 231- Live Video file with .Live icon

2.8.2 Audio: Audio files can be played through the built-in player using which you can scrub forwards and backwards and pause playback. Audio files can be previewed in *Waveform* or *Visualizer* (animated audio meter) form which can be set using the *Settings* button. In addition to that, you will also see marker and play button along with volume control button.

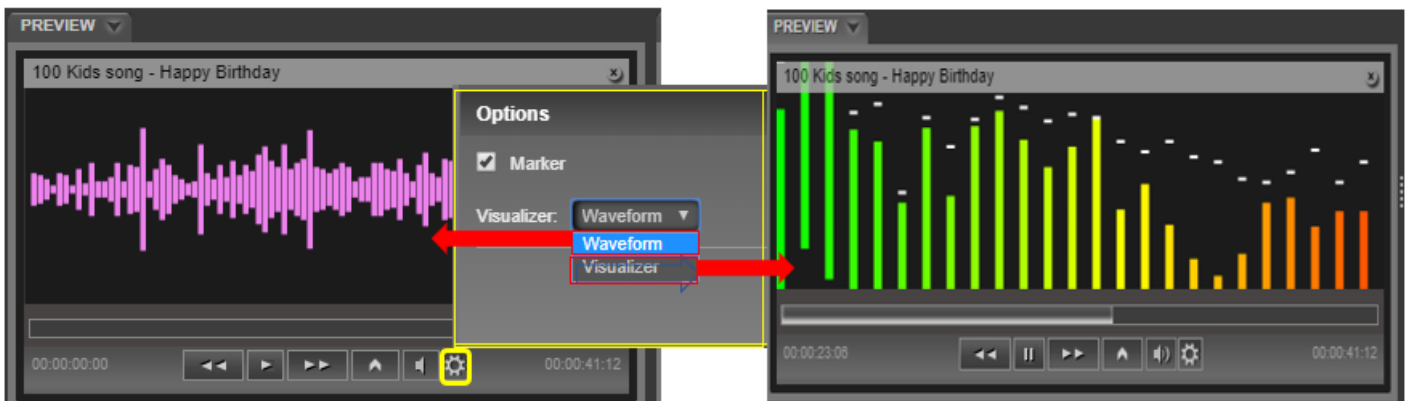
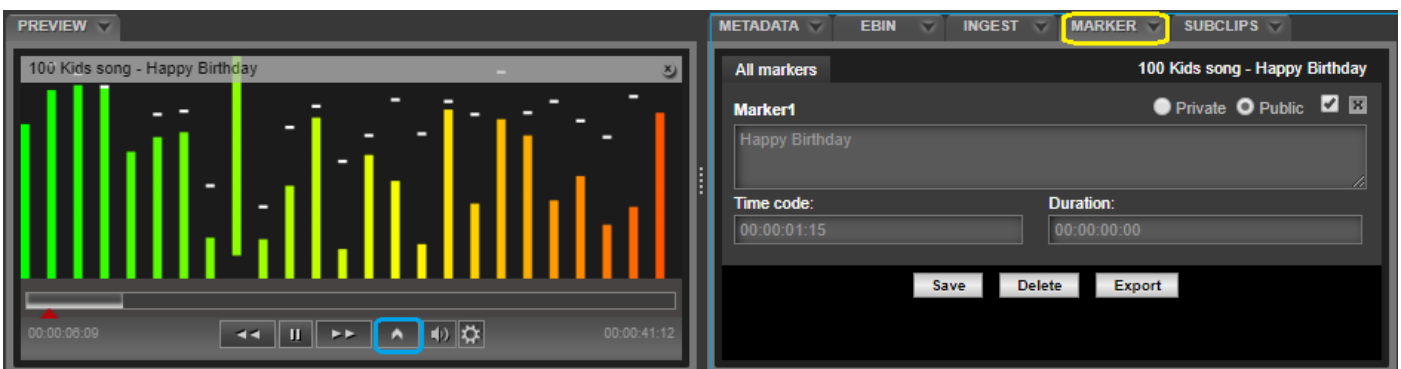


Figure 232- Audio file preview in Waveform and Visualizer form

Note: Visualizer is not supported in IE and Microsoft Edge browsers.

Markers can also be added and saved to the audio assets.



2.8.3 Image:

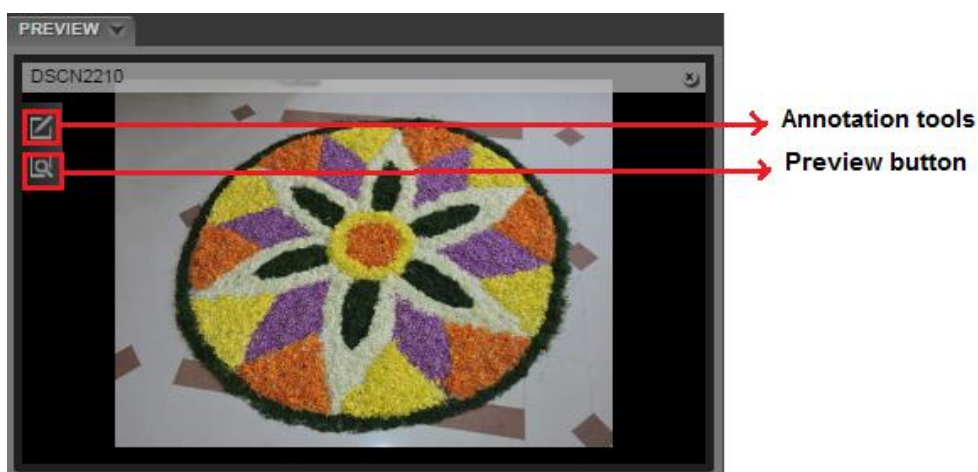


Figure 233- Image file preview

- **Annotation tools:** Click on the Annotation tools icon (as shown in the above image) to annotate the image file. Refer *Annotation Tools* section for more details.

- **Preview button:** Click on Preview button to preview the image asset.

2.8.4 Other files:

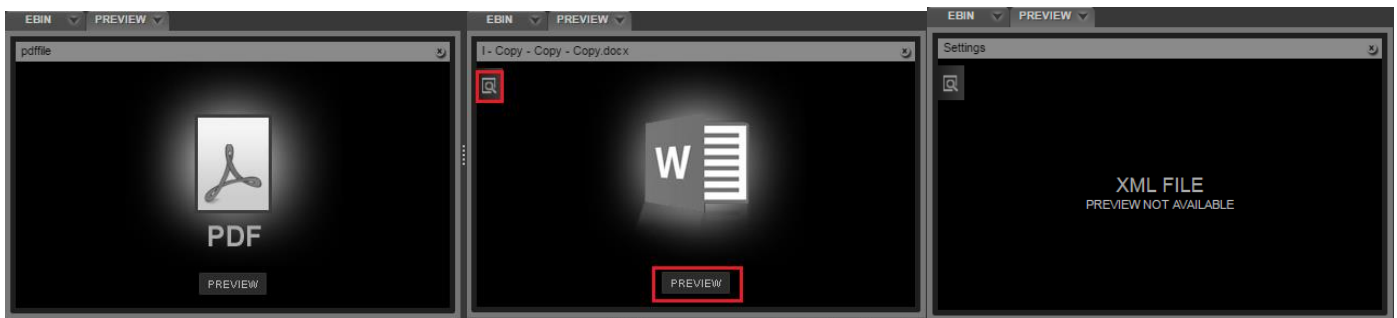


Figure 234- Other files preview

Using this button (as shown in the above Figure) in the Preview widget, users now have option to open or preview the Other files in a browser (if the browser supports open option) else it will be downloaded to the local system.

PREVIEW Using this button, users can preview the file.

eMAM Preview player: Video assets will display simple playback controls and collaboration tools as shown below.

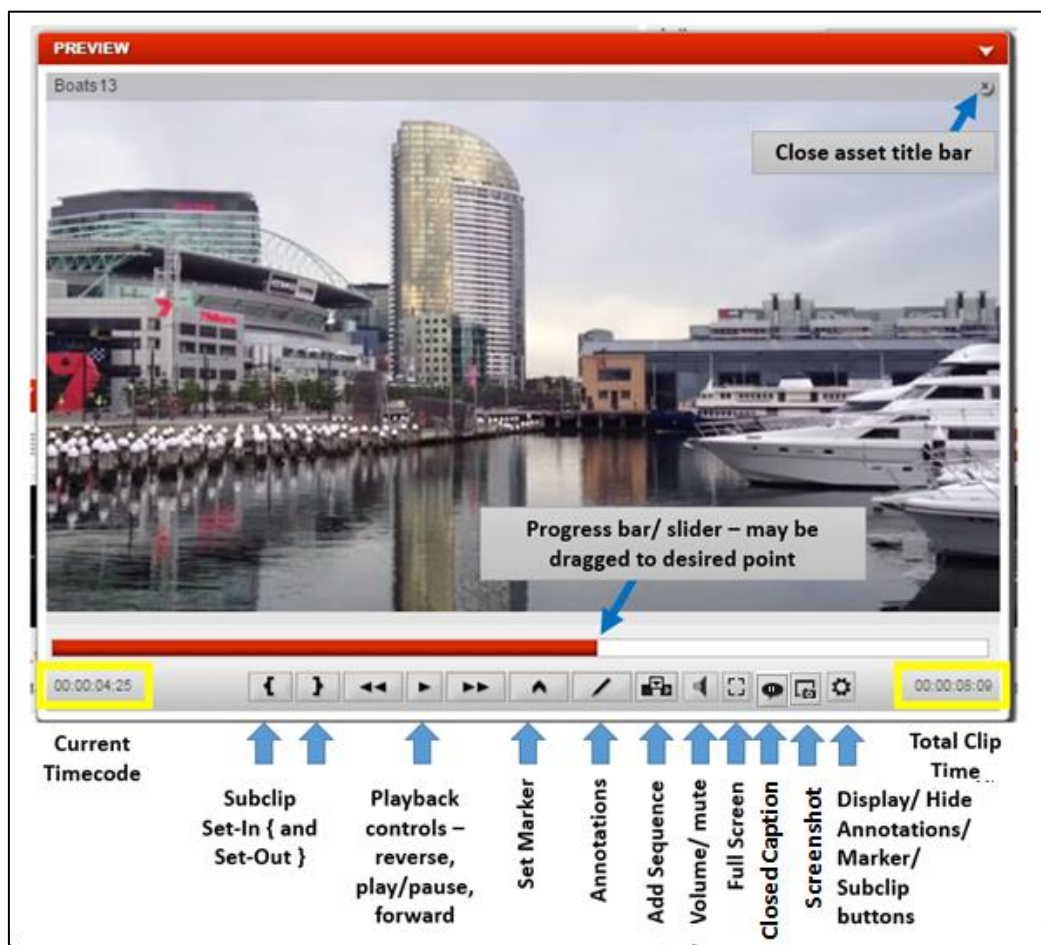











Figure 235- Asset Preview in the Preview widget's HTML5 player

- **Subclip** : In the preview player (for video assets only), there are subclip mark set-in (left curly brace '{') and mark set-out (right curly brace '}') buttons to subclip a video asset - note that the **Subclips** widget needs to be available on the workspace. The details on the current and other subclips are found in the **Subclips** widget. Below keyboard shortcuts can be used -
 - ✓ Press "I" key to mark IN or start timecode of a subclip.
 - ✓ Press "O" key to mark OUT or end timecode of a subclip.
 - ✓ Press "S" key to save the created subclip.
 (Refer [Subclips](#) section 2.3).
- **Markers** : There is a marker button  to set a mark at the current point on the timeline: the details on the current and other markers are found in the **Marker** widget. The **Marker** widget needs to be open to use the set markers function. (Refer [Markers](#) section 2.4)
- **Playback buttons** : Basic playback controls are available: play/pause, (fast) reverse and (fast) forward. J-K-L key control (Step back one frame/Play-Stop toggle/Step forward one frame) is also supported and clicking on a point in the timeline will continue playback from that point - the timeline slider may be dragged as well.
- **Add Sequence** : The Add to Sequence button  will add the clip into the selected point on the *Timeline* widget (must be open). Timecode offset: Where applicable a timecode offset will appear in the *Preview* widget. Username is also shown as overlay in eMAM HTML5 player as shown in Figure 140 above.
- **Volume** : Adjust the volume slider to adjust the volume of the video/audio asset. Click on volume button to mute it.
- **Full Screen** : Click on Full screen button to play the video in full screen.
- **Closed Caption** : Closed captioning (CC) is now available for HTML5 players in the eMAM Director - additional icon will appear on the Preview player bar if CC is present in the video.

To add closed captions to a video file:

- Go to *File Version* widget
- Click on Manage Subtitles
- Browse and choose your .vtt file and click on Add button.

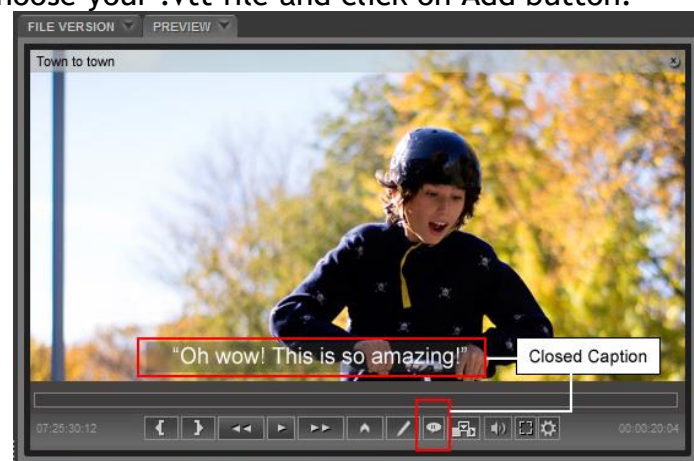




Figure 236 - Subtitle/closed caption view in HTML5 player

A new closed caption icon will appear on the video player. Now play the video asset to see the subtitles in the video at various timestamps. Refer [File Versions widget](#) section for more details.

- **Screenshot** : While playing the video, you can take a screenshot and set as thumbnail which gets displayed in the *Keyframes* widget. Refer [Keyframes](#) section for more details.
- **Settings**: Selecting the  button will allow the user to enable or disable the *Annotations*, *Marker*, *Subclips* & *Timecodes* buttons on the *Preview* widget as shown below. Checking/unchecking the corresponding box will enable or disable that tool (viewing preference).

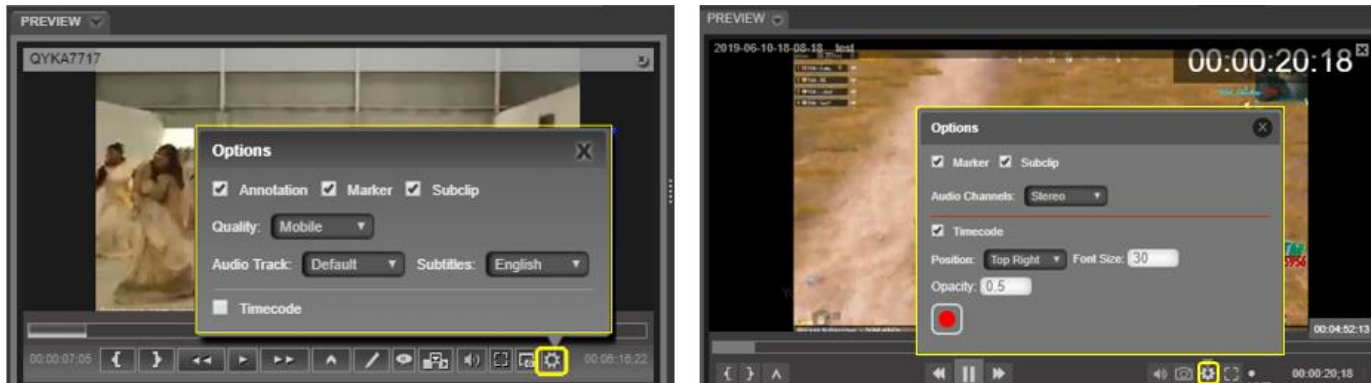


Figure 237- Preview widget- Settings options- Normal asset & Live asset

- ✓ **Annotation**: Enable *Annotation* checkbox to view *Annotation* icon in the player.

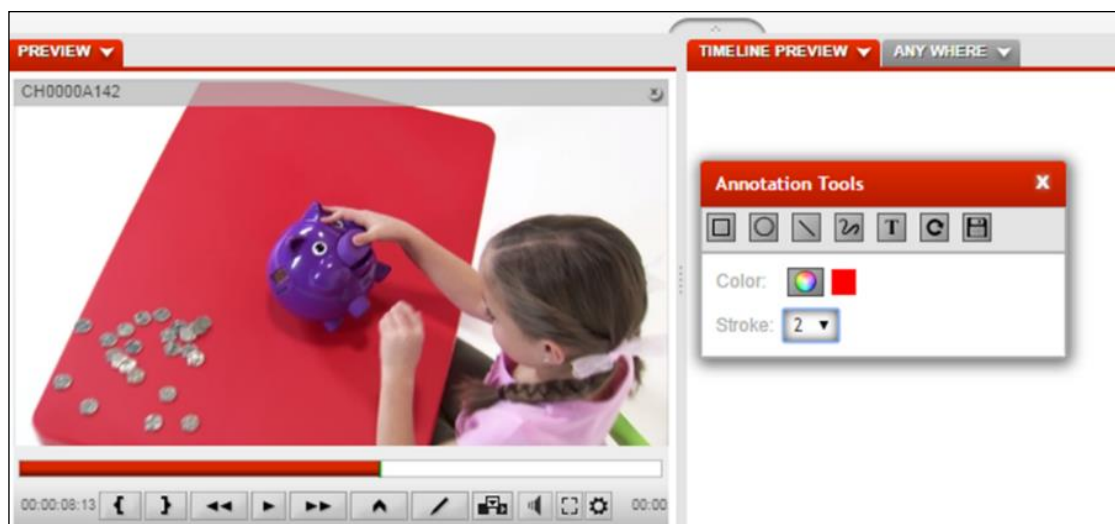


Figure 238- Preview widget with Annotation Tools shown selected



Figure 239- Preview widget shown with annotation markups.

Annotations will appear briefly for a few frames and will be indicated by a thick tick mark on the timeline (below). Annotations must be saved with the disc icon.

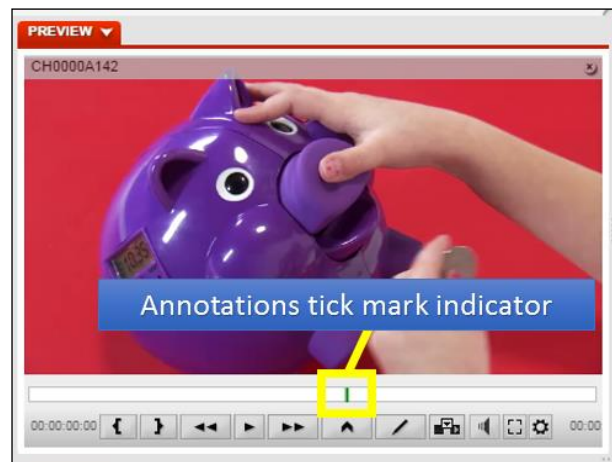


Figure 240- Tick mark indicates where annotations are present

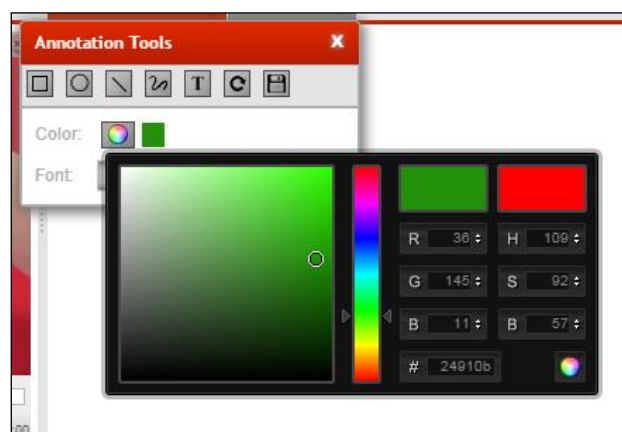


Figure 241 - Color palette selector appears when the color button is clicked. Currently selected color is indicated to the right of the button. The main color is selected by clicking on the vertical color spectrum bar; Color hues may be selected by sliding the circle in the box to the desired color. Color numerical values may also be directly entered as hex “#” box or R/G/B and H/S/B values.

Annotation Tools window: The *annotations button* opens the annotations toolbox which is used to make various editing marks and notes on the current frame of a video asset. Selecting the *annotations button* will open up a small pop up with various drawing tools - custom colors can also be selected from the palette as shown above. Clicking on the tiny color wheel will open up the palette submenu to select custom colors. *Note: Make sure Annotations feature is enabled at Super Admin level.*

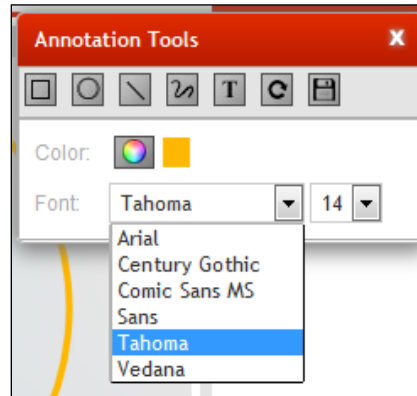












Figure 242 - Font options for the text tool

The following is a description of the other icons in the Annotations Toolbox, which allows the user to place editing marks and notes directly on the video frame.

Drawing elements will be in the selected color from the palette as shown above.

 Rectangle	Draws a rectangular polygon object.
 Circle	Draws a circle
 Line	Draws a straight line.
 Free Hand	Freehand drawing.
 Text	Makes a text box for comments (position just above desired point - select FONT and COLOR first.
 Clear Canvas	Deletes annotations. Go the annotations frame, click on <i>Clear Canvas</i> icon and the <i>Save</i> icon. CAUTION - Undoes ALL annotation marks in that frame!
 Save	Saves all changes. Annotations are not automatically saved.
Color: 	Selects the color of the line, circle or polygon graphic markers, and text color.
Stroke: 	Selects the stroke width for line, circle, or polygon graphic markers (1 to 5 range, 1= thinnest, 5= thickest)
Font: 	Font selection box appears when text annotation is selected. A few system fonts/ point sizes are available from the pull down.

- ✓ **Marker:** Enable *Marker* checkbox to view and marker icon in the Preview player.
- ✓ **Subclips:** Enable *Subclips* checkbox to view subclips icon in the Preview player.
- ✓ **Audio Track:** Users can select from various audio tracks available for a particular video file. In the eMAM HTML5 player, the user can click on the Settings icon -> Audio Track. The user can choose from the dropdown list of audio tracks available and play the video file with different audios. Up to 24 tracks can be added for a file. This option is only available for systems with a Harmonic WFS transcoder for assets with multiple audio tracks.

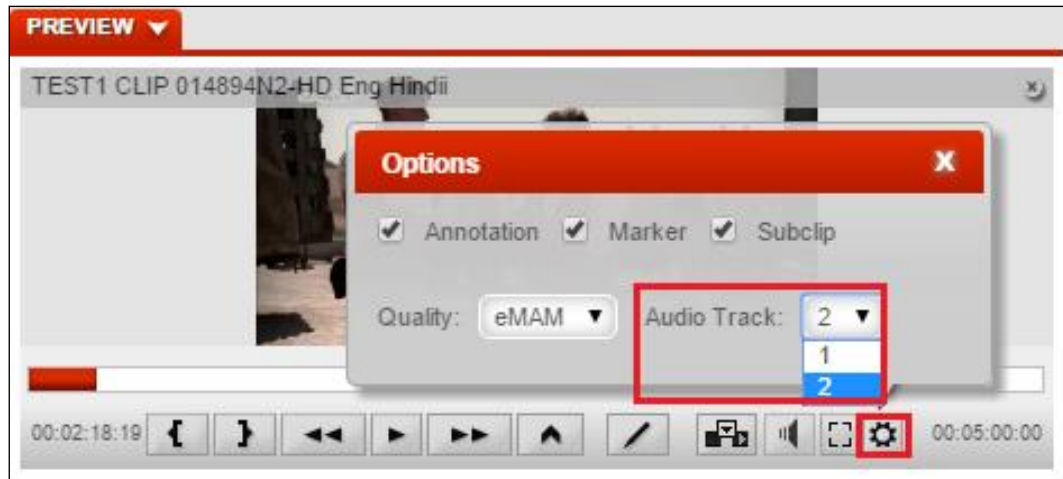


Figure 243 - Audio track selection view in eMAM HTML5 player (if available)

- ✓ **Audio Channels:** If the video asset has multiple audio channels, you can choose from the Audio Channels drop-down; Left, Right, Stereo to play different tracks.
Note: *This option is available only for Chrome and Mozilla browsers.*

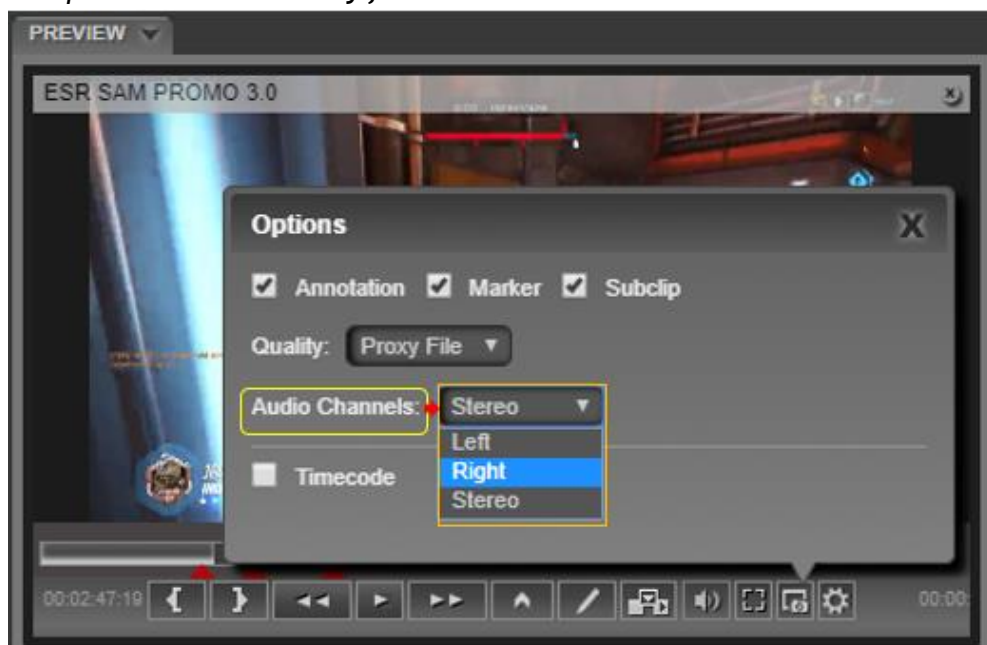


Figure 244- Select multiple audio channels

- ✓ **Quality:** In eMAM preview player, users can now select different video qualities or platforms for preview, and it displays drop frame timecode format.

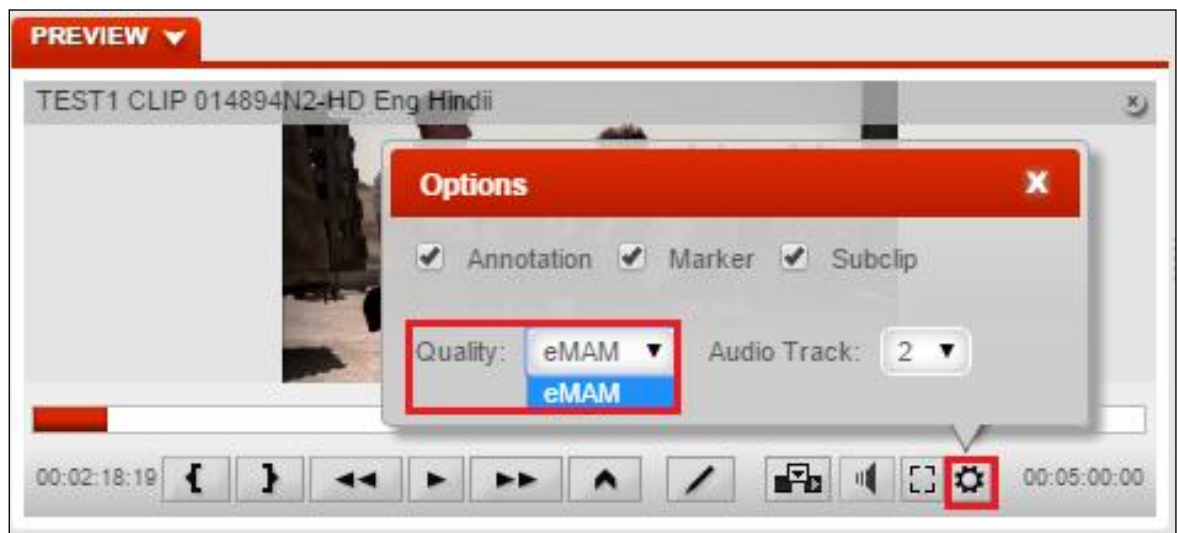


Figure 245 - Video quality selection view in eMAM HTML5 player (if available for asset)

- ✓ **Embedded Track:** For assets with multiple embedded audio tracks, users have option to select from various tracks which will be listed as dropdowns. *Note: This feature is only available in IE browser.*



Figure 246- Preview player- Embedded metadata (only in IE browser)

- ✓ **Subtitles:** Subtitles created and managed under the *File Version* widget are displayed here. You can choose from the drop-down list to display subtitles in that language.

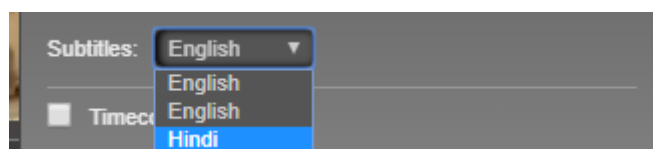


Figure 247- Subtitles drop-down

- ✓ **Timecodes:** Enable *Timecode* checkbox to view timecode settings and display timecode as overlay in the preview player. You can set the *position*, *font size* and *opacity* of the timecode code displayed here.

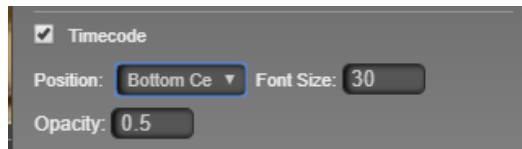
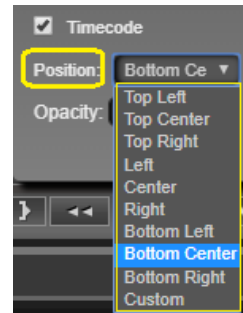
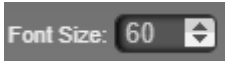



Figure 248-Timecode settings

- Position: Choose the position for timecodes from the drop-down list.



- Font Size:  You have option to increase or decrease the size of the timecode font.
- Opacity:  You have option to change the opacity of the timecodes displayed.

Based on the chosen Timecode settings, timecodes will be displayed on the Preview player (as shown below). You can also click on the displayed timecode, edit it to jump to the specified frame in the preview player.



Figure 249- Preview player with timecode overlays.

Shortcut or Hot Keys for eMAM Preview Player

Below are few shortcut Keys that can be used on the eMAM Preview Player:

- ✓ Click on "I" to mark Set IN or start timecode of a subclip.
- ✓ Click on "O" to mark Set OUT or end timecode of a subclip.
- ✓ Click on "S" to save the created subclip.
- ✓ Click on "N" to create new subclip.
- ✓ Click on "A" for annotations.
- ✓ Click on "M" for markers.
- ✓ Click on "J" for video step backward.
- ✓ Click on "L" for video step forward.
- ✓ Click on "K" for video pause.
- ✓ Click on "space" for video play.

Drastic Player: Live recordings/streaming uses Net-X-Code for transcoding and are displayed using Drastic or Net-X-Player. The moment live streaming stops, live asset turns to normal eMAM asset with eMAM Preview player. Live assets display **.Live** icon in the player. You also have option to force stop the live streaming of assets. In the *Settings* window, you can enable, markers, subclips and choose from different audio channels (Left/Right/Stereo).

Keyboard shortcut keys for Live player are:

- ✓ Click on "J" for video step backward.
- ✓ Click on "L" for video step forward.
- ✓ Click on "K" for video pause.

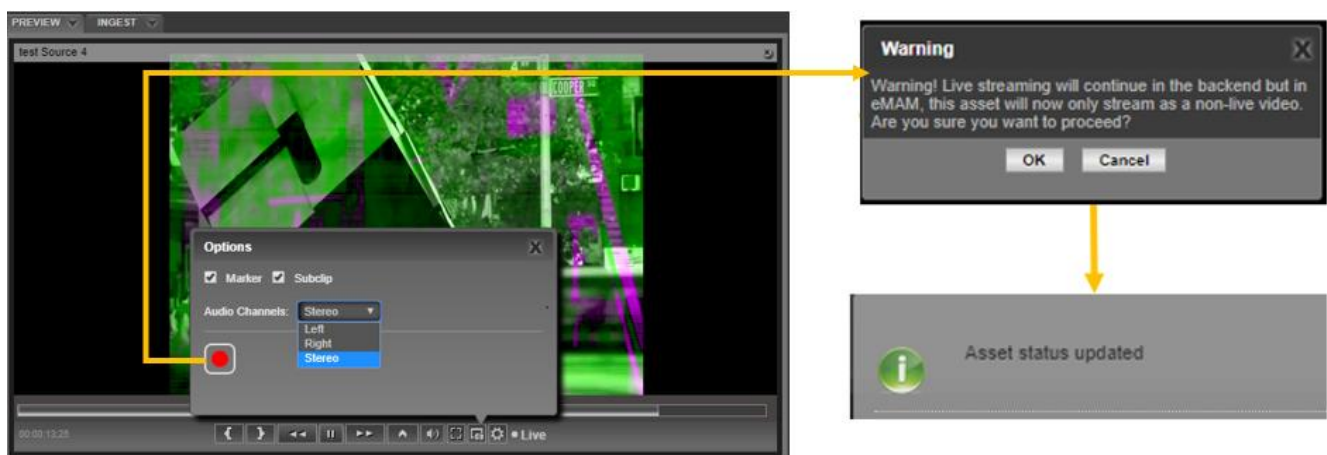



Figure 250- Click on Red button to stop live streaming

- Just click on the *Settings* icon to open Settings window.
- Click on the  Red (record on/off toggle) button.
Warning message is displayed: "Live streaming will continue in the backend but in eMAM, this asset will now only stream as a non-live video. Are you sure you want to proceed?"
- Click on Ok button.
- Asset status added message appears.
- Now this live asset changes to a non-live asset and can be played with eMAM Preview player.

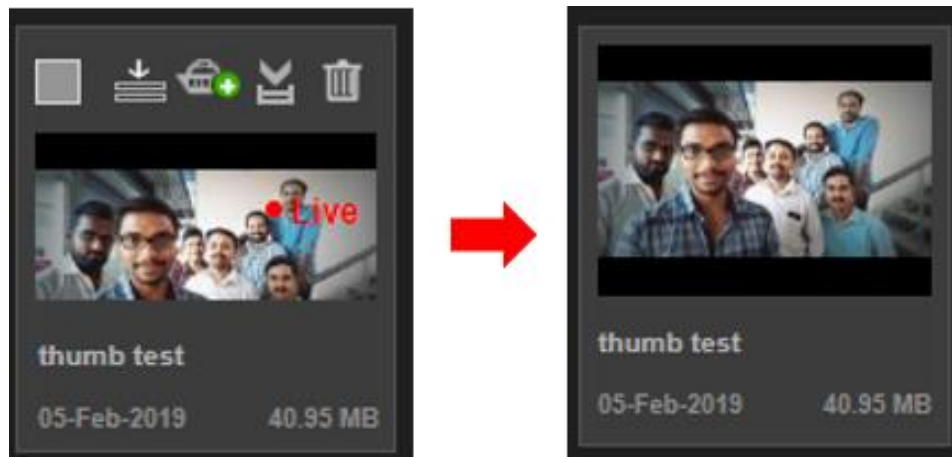


Figure 251- After force stop, live asset turns to a non-live asset.

2.9 Metadata

The *Metadata* widget is used to store searchable information about the assets. The main part of an asset is known as the “essence” (*the video frames for video asset, the musical notes of an audio clip, etc.*), while all the information about an asset is known as “metadata”. The *Metadata* widget displays the asset’s **info**, **embedded metadata**, **custom metadata** and **tags** for the selected asset. eMAM can hold any number of metadata fields, and they are all *searchable*. Therefore, assigning relevant titles, authors, descriptions, custom metadata and tags to an asset will make search of that asset much easier and can also properly trigger automated workflows. Users can *Update/Change only Title, Description, author, Metadata Set fields, Category of an asset and SOM (Start Of Media)*. Click on *Refresh* icon to refresh and see the updated changes.

Figure 252 - Metadata of Asset

2.9.1 Info tab

Info tab displays below information about an asset. Title, Description, Author and Metadata Set can be edited. After editing, the user must click *Save Metadata* button to save the changes.

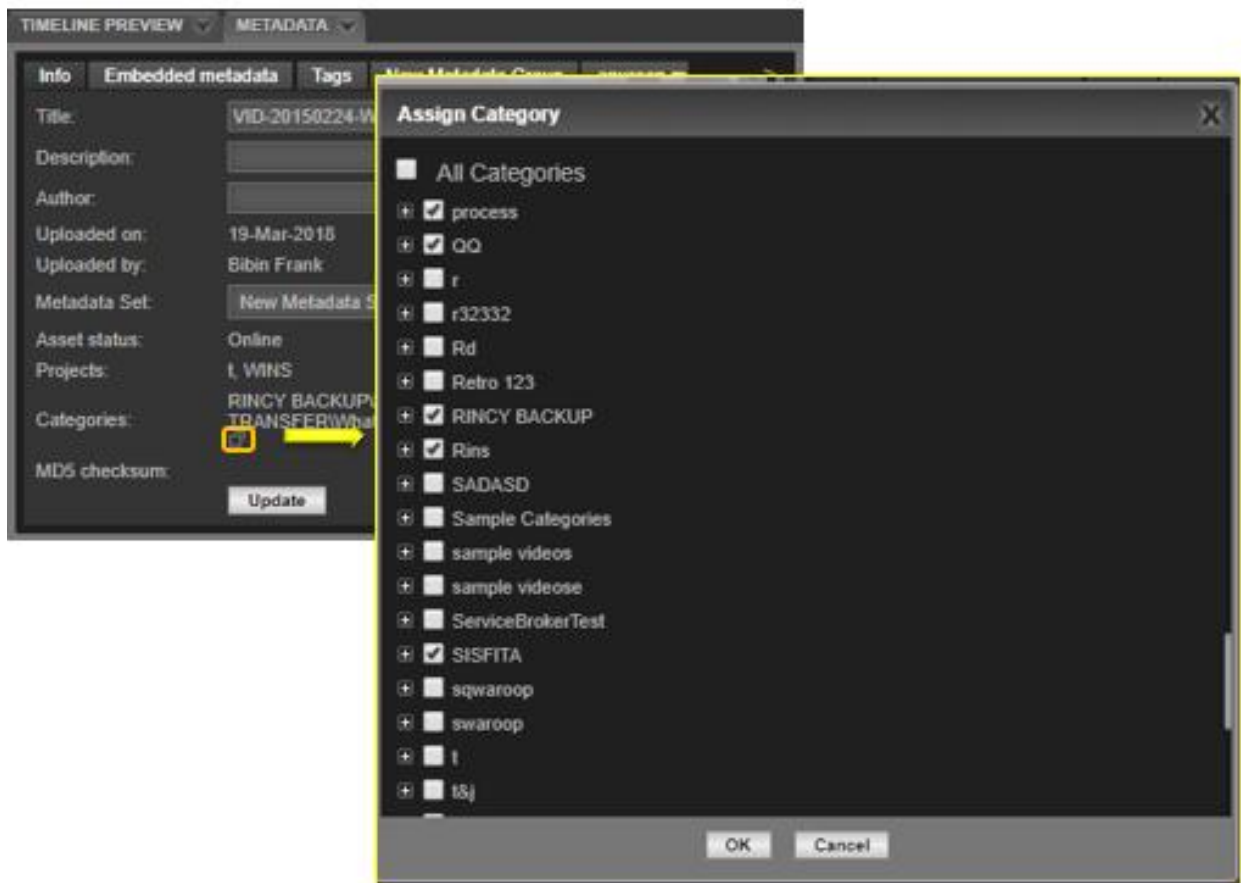
The screenshot shows a dark-themed user interface for the 'METADATA' section. The 'Info' tab is selected, showing a form with the following fields and values:


Field	Value
Title:	light
Description:	
Author:	vijith@empressinfotech.com
Uploaded on:	28-Feb-2022
Uploaded by:	vijith M V
Metadata Set:	1 - Assets
Asset status:	Online
Projects:	2.mar-bin-stream\[stream]
Categories:	[stream other], [stream]
MD5 checksum:	
Timecode Offset:	00:00:00:00

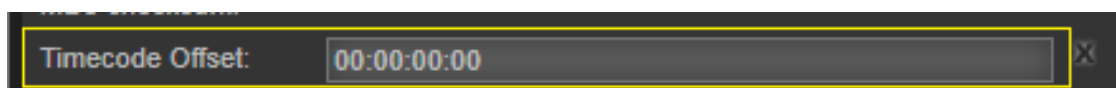
A 'Save Metadata' button is located at the bottom center of the form.

Figure 253 – Info tab- Metadata

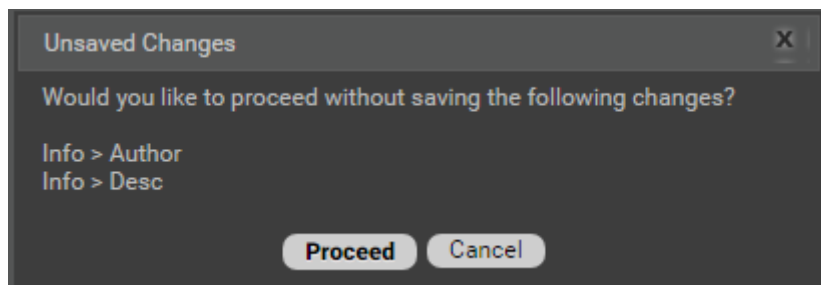
- **Title-** Displays Asset Title (editable)
- **Description-** Displays description of the asset as added by the user (editable)
- **Author-** Displays name of the author (editable)
- **Uploaded On-** Displays the date on which asset was uploaded to the system.
- **Uploaded By-** Displays the name of the person who uploaded the asset.
- **Metadata Set:** Displays list of metadata sets, the asset is associated with (editable). Based on the *Metadata Set* selected, associated *Custom Metadata group* tabs get displayed.
- **Asset status:** Displays assets status.
- **Projects:** Displays full path (parent+child) of the Projects, the asset is associated with.
- **Categories:** Displays full path (parent+child) of the Categories, the asset is associated with. You can update/change the categories associated by clicking on the small menu icon adjacent to the categories displayed. A new window with list of all Categories get displayed. Enable the checkboxes of the desired Categories and click on Ok button.



- **MD5 Checksum:** Will be displayed only if MD5 checksum calculation was enabled during ingest of this asset.
- **Timecode Offset:** Users can manually edit the *Offset timecode* values manually in cases when offset value is incorrect. Just click on the edit  icon and update the timecode value.



Note: On click of Refresh icon, any unsaved data (under Info & Custom metadata tabs) will be notified to the user with below popup window.



2.9.2 Embedded Metadata

Embedded metadata is extracted by the system at ingest and is **non-editable**. These are technical and camera information about an asset, including file name, format, and size, bit rate, format information etc. Embedded metadata can scroll for several pages depending upon the type of asset.

<div> < Info Embedded metadata Tags OnlyAssetGroup metadata grp Mixed Group </div>	
Field name	Field value
Bit depth	8 bits
Bit rate	1 748 Kbps
Bit rate	192 Kbps
Bit rate mode	Variable
Bits/(Pixel*Frame)	0.079
Channel positions	Front: L R
Channel(s)	2 channels
Chroma subsampling	4:2:0
Codec ID	avc1
Codec ID	mp42
Codec ID	40
Codec ID/Info	Advanced Video Coding
Color space	YUV

Figure 254 - Embedded Metadata

2.9.3 Custom Metadata tabs

Custom metadata fields are specific for the needs of the organization and how it organizes information. The wealth of information available about metadata schemata underscores the importance of good metadata for an organization. A key part in the use of a media asset management system is how an organization enters and structures the metadata. Metadata is usually entered at ingest. An external metadata list can also be used. Based on the *Metadata Set* selected in the Info tab, *Metadata group* tabs displayed will differ (as shown below).

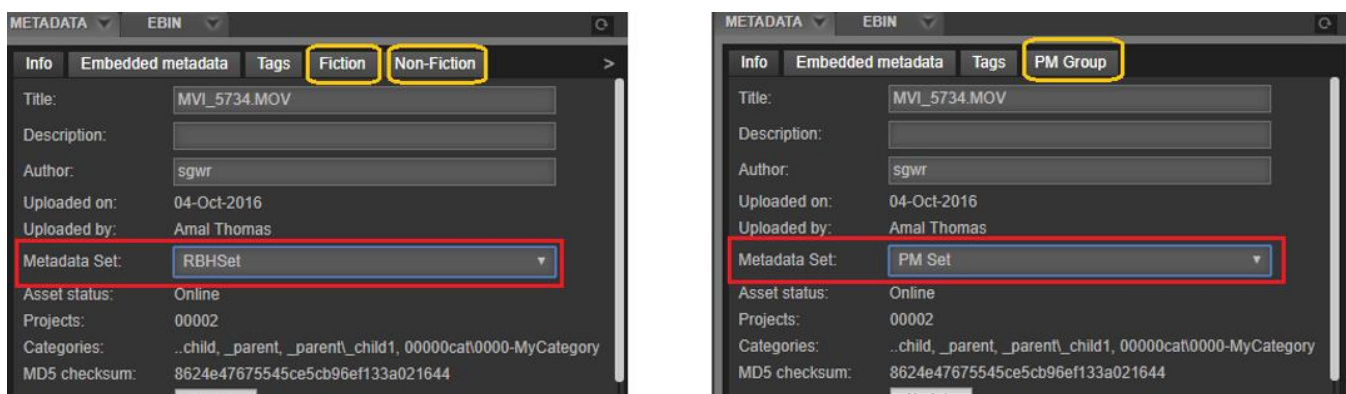


Figure 255- Metadata Sets and associated Metadata group tabs

Custom metadata values can also be inputted or edited from the *Metadata* widget even after ingest. Users can save the changes by clicking on the *SAVE METADATA* button. As many eMAM features, the ability to edit custom metadata is determined by permissions for the user.

Field name	Field value
Cameraman	Jake and the Fat Man
Producer	Jimmy Olson
Director	Superman
Camera	XDCAM
Video Technician's Name	Mike
Client_ID	677
Camera Manufacturer	Sony
Film To Scan	4
Hard Drives to Ingest	5
LTO Tapes to Ingest	6
DROPDOWN	DROP VALUE2

Save Metadata

*Figure 256- Update or enter custom metadata then SAVE METADATA.
Different field types are supported – integer, float, text, list drop down, etc.*

Metadata fields are defined in the Admin Interface or in the eMAM Director Admin Tools page. They can have default values, be required/optional, and have the following formats: integer, float (non-integer number), text, list, date time, and time code, button and multi select list:

- Integer:** whole numbers, positive or negative (-100, -77, 0, 1, 2, 3, etc.)
- Float:** floating point-any number values (e.g., 1.7322, -3.4111, 0.8877, etc.)
- Date/time** → add time value along with date value from calendar
- Timecode** → Time in “hour:minutes:seconds:milliseconds” ex: 01:30:50:000 for 1 hour, 30 minutes, 50 seconds and 0 milliseconds.
- List** -> add values as drop-down list
- Text** -> Text value
- Multi Select List**-> User can make multiple selections using checkboxes from the drop-down list of predefined values
- Button**-> Click on this button will trigger the associated workflow configured in the Super Admin. A confirmation box pops up to confirm workflow trigger. Click OK to

confirm the workflow trigger and *Cancel* to cancel the action. Refer *Super Admin doc- Workflow section* for more details.

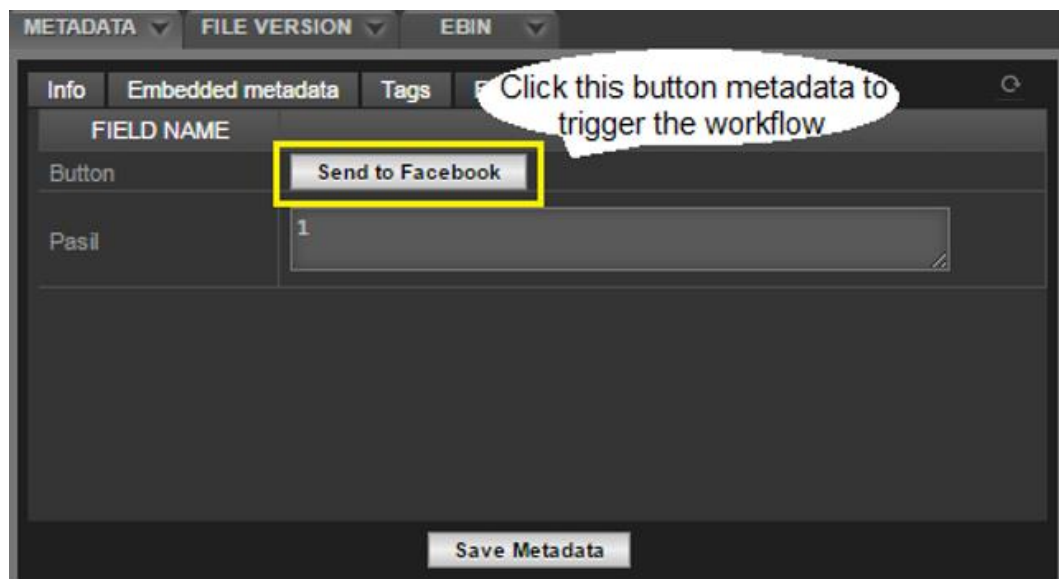


Figure 257- Custom metadata with button metadata type

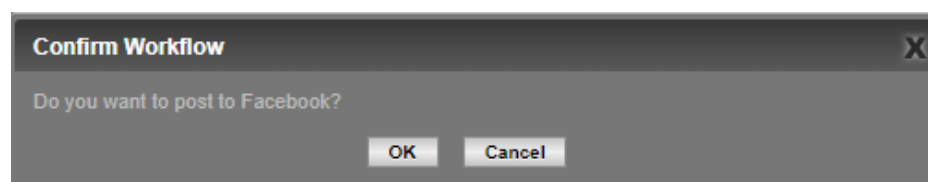


Figure 258- Message to confirm workflow trigger

Grouping and association of metadata fields

eMAM metadata can be organized into metadata groups and metadata sets.

Custom metadata can be organized into **metadata groups**. Each user group can be assigned different permissions to restrict the Update and View permissions for the metadata fields inside the group. The metadata groups can be assigned to different user groups which would control permissions for users in those groups.

For a user, the metadata fields displayed will be based on user permissions and asset type (audio, video, image, and other files such as documents). In the Admin Console or Admin Tools page, under Manage User Groups, administrators and authorized users can associate user groups with metadata groups.

The **metadata groups** in turn can be organized into different **metadata sets**. A metadata set contains metadata groups, which contain metadata fields. Each metadata set can be assigned to an Asset or a Project or a Category or Subclips or Markers.

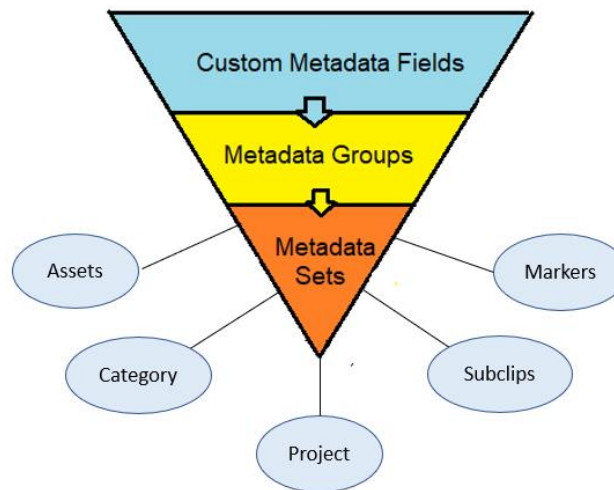


Figure 259- Relation between Metadata field, Metadata group and Metadata Set

2.9.4 Tags


eMAM can hold any number of searchable *tags* for an asset to aid search. The tags may be *public*, for all users, or *private*, usable only by the user creating it. The user can type in the text box and a list of suggestions gets auto populated (*search as you type*). Select the desired one (if already added as a tag) and click ADD to save the tag either as Public or Private. Previously created tags can be edited using the pencil icon or deleted using the  box.

Figure 260- Search tag- suggestions auto populated

Tag	Tag type		
Flower	Public	/	X
eMAM test	Public	/	X
Project A	Private	/	X

Tag:

☐ Private ☒ Public Add

Figure 261- Tags associated with asset

2.10 History

The asset **History widget** shows all actions performed on a given asset like assign/remove asset from category, ingest, download (using download manager), fully purge, archive/restore/partial restore, add/delete/update tag, approve/reject etc. It displays the date of action, the action detail, the user who performed the action, and the ID # of the user.

Click on *Refresh* icon to see the latest changes.

PREVIEW	TIMELINE	ADMIN TOOLS	HISTORY	
Date	Action	User	User Id	
28-Mar-2017 11:15 AM	Add Tag	Anoop Thomas	3	
27-Mar-2017 10:02 AM	Restore Asset	Shania jacob	1030	
22-Feb-2017 06:55 PM	Archive	Anoop(nr) NR	5	
09-Jan-2017 07:38 PM	Download Asset	Anoop Thomas	3	
07-Jan-2017 12:42 AM	Assign Category	Anoop Thomas	3	
05-Jan-2017 06:54 PM	Download Asset	Anoop Thomas	3	
12-Oct-2016 04:51 PM	Sent for Internal Approval	Anoop(nr) NR	5	
07-Oct-2016 03:16 PM	Ingest	Anoop Thomas	3	

Figure 262- Asset History

2.11 Embed

eMAM allows authorized users with permission to share the video player for assets to promote the free and unrestricted sharing of the content. Sharing options are summarized in Appendix 2. Organizations that embrace social media and other open sharing of content could approve the use of this function, while other organizations may restrict or forbid its use. The system can either generate an **EMBED** tag, which will run the video player inside another website, or a **SHARE** link, which is a short link (URL) for a user to share a video for playing on a browser.

Note: Using the scroll bar to right of widget window allows users to see other options such as Skin Autohide and Auto play in case the widget is small.

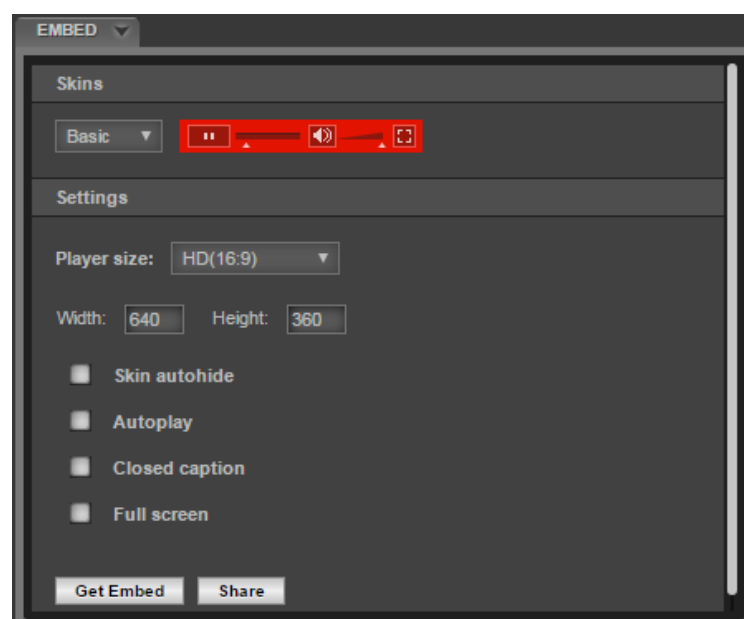



Figure 263-Embed options dialog - get embed code or share link.

2.11.1 Skins

A user can choose the appearance of the video player/skin color scheme from the drop-down menu. The options include Basic, Aqua, Classic, Candy and Custom. Users can customize the color scheme by using 'Custom' option. The  button will open the color panel to choose a skin color.

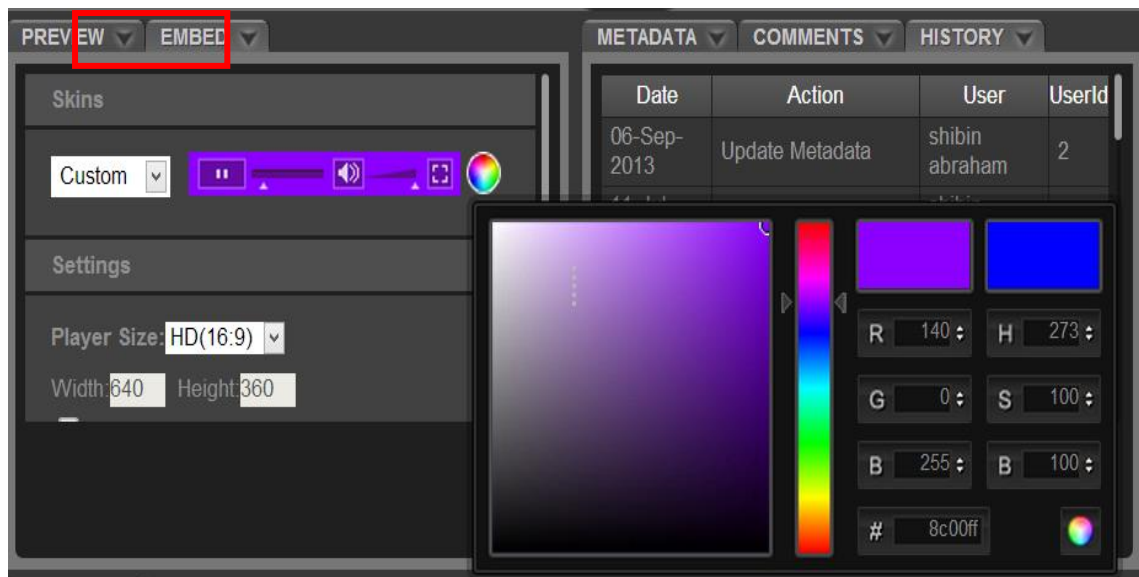


Figure 264-Color palette options for Custom skin option - unlimited color schemes available.

2.11.2 Settings

- Player Size- A user can choose the standard SD and HD players or customize the player by entering the width and the height.
- Skin Autohide- The outer skin of the player will not be visible.
- Auto play- This option will start playing the video as soon as it gets loaded in the browser. If this is not chosen, then the video will only start after the play button is pressed.
- Closed Caption- Captions are displayed, if available.
- Full Screen- The video plays in the full screen mode.

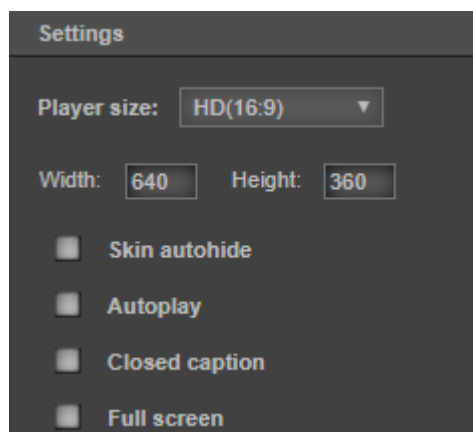


Figure 265- Settings tab to customize the player

2.11.3 Get Embed

Clicking on this button will give the user a string to use for embedding in another website.



Figure 266-Embed code for website (blog, corporate website) or Share link for email, etc.

2.11.4 Share

Clicking **SHARE** will give the user an eMAM Player URL, which can be copied and pasted in any browser to play the video with the specified settings. Users can also share the link in social media - if the user is logged in to the social network, then the posting dialog will appear. Otherwise, the user will be prompted for login details - see *sec 2.6.2 eShare* for social media posting options.

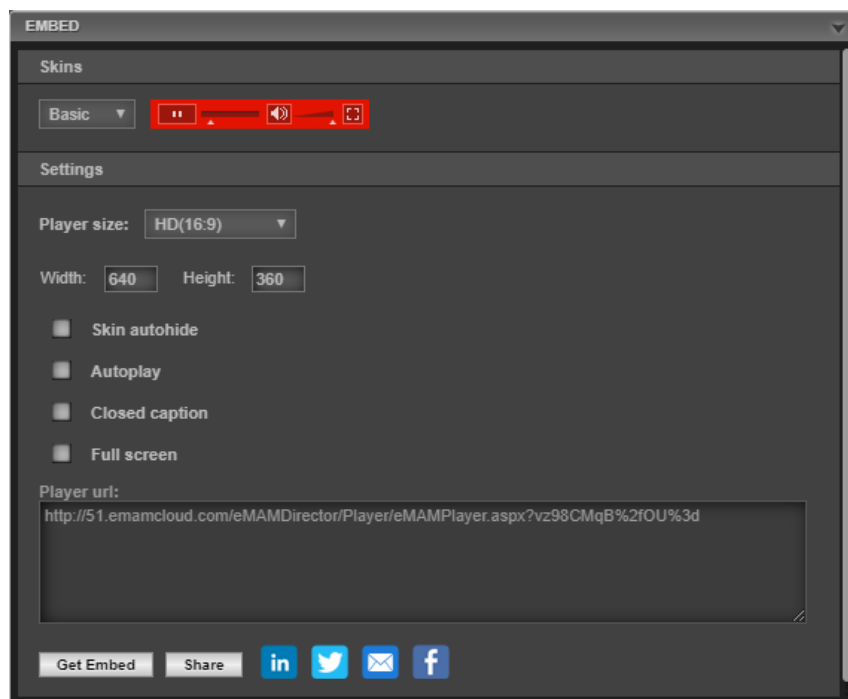


Figure 267-Share options - social media posting options.

2.12 Browse

The *Browse* widget is used to view the assets (*including the project assets*) you have stored in the eMAM system. From the Browse widget, you can see the available or chosen assets, navigate through pages of assets, and choose an individual asset for preview and other functions. The user can choose an asset by clicking on it and the selected asset gets highlighted in the *Browse* widget. Once an asset is chosen, then the following widgets will change to reflect information about that asset: **Preview**, **Metadata**, **Comments**, **History**, **Embed**, **Approval**, **File Versions**, **Marker**, **Insights**, **Transcript**, **Keyframes** and **Subclip**. The unit admins may also choose to browse only the assets resident in the category, storage, archive, cloud or source storage areas using the widget's pull-down menu.

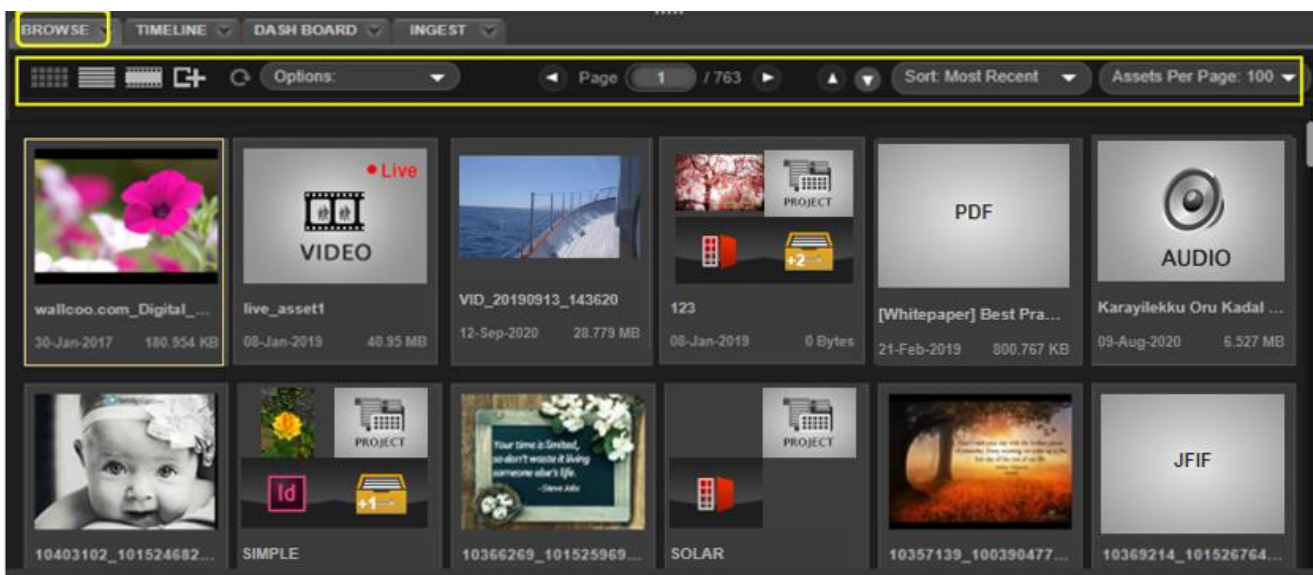


Figure 268- Browse widget

With eMAM version 5.1, live recordings can be ingested and edited in the eMAM system. Live assets are displayed with **.Live** icon. Live assets are treated as external assets and the proxy is played from the location mentioned in the JSON file. The moment live recording starts, this icon appears on the asset and disappears as soon as recording stops. When recording stops and the live assets turn to non-live assets, eMAM still refers to the JSON file to get the asset details and also play the proxy which is created by Drastic.

Filter assets: The *Browse* widget can be filtered using any of these options (*only for unit admins*): (*All (all storage locations)*, *Category*, *Storage*, *Source storage*, *Cloud storage*, *Archive*). Just click on the *Browse widget* dropdown options and choose the filter based on which you would like to browse the assets.

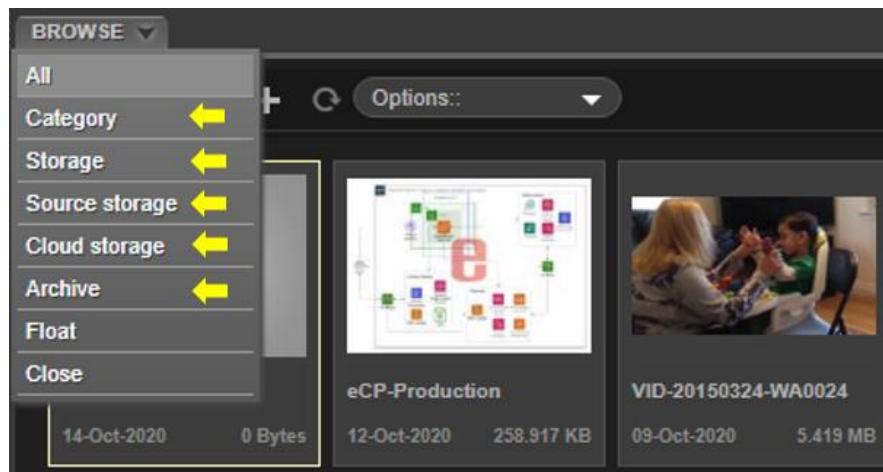


Figure 269- Browse options can be selected from widget's pull-down menu - ALL, Category, Storage, Source Storage, Cloud Storage or Archive.

- **All** (assets in all location): Select All to display assets in all the location (cloud, source, archive, storage).
- **Category**: Filter assets based on categories they are associated with. Search in the basic search bar will display categories and assets. Click on the desired category folder to see the assets under each category/subcategory.

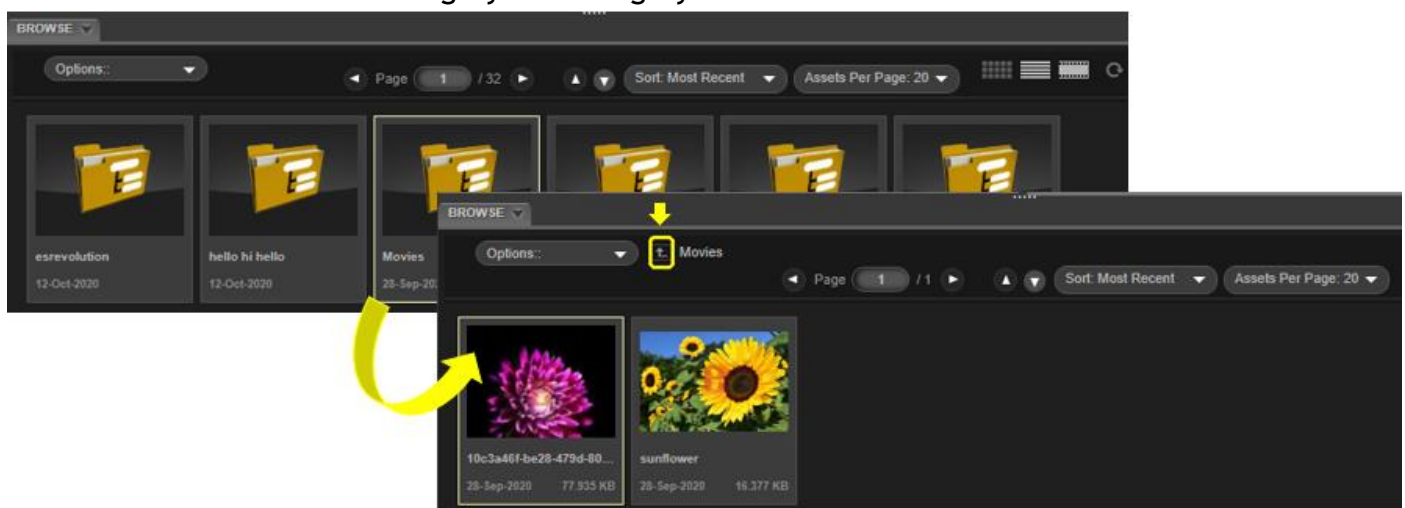


Figure 270- Browse widget- Category Filter

Here, similar to click on an asset displaying the asset metadata details in the *Metadata* widget and click on a category will display a category view in the Browse widget along with the category metadata details in the *Metadata* widget.

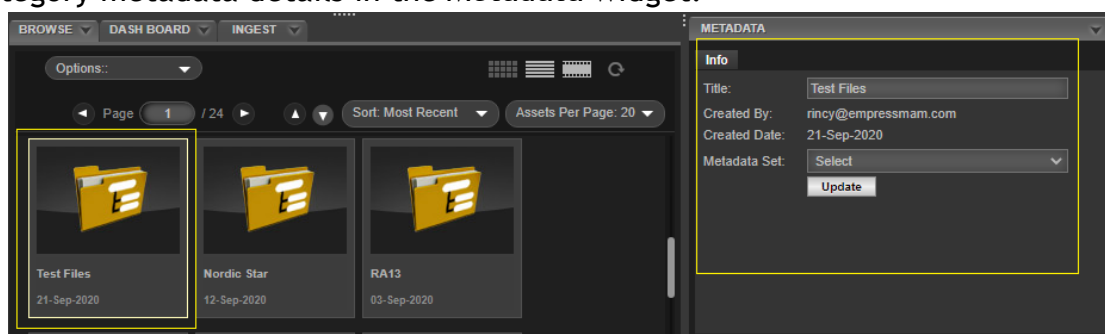


Figure 271- Browse widget Category will display category metadata under Metadata widget

Also, when you select a category in the *Browse* widget, automatically the same category gets selected in the *Category* widget.

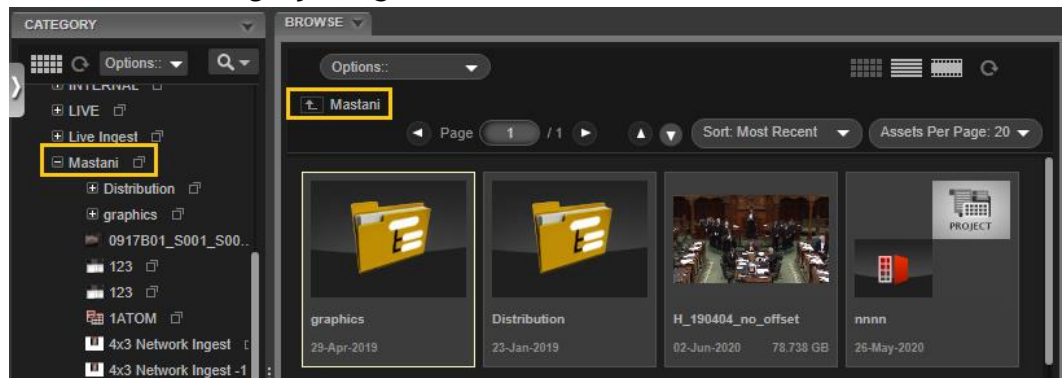


Figure 272-When a Category is selected under Browse widget automatically same category gets selected in the Category widget.

Ingest: In the *Category* filter, you can also ingest files directly to any particular category. Just click on the specified category to open it and drag and drop the files to the *Browse* widget category area.

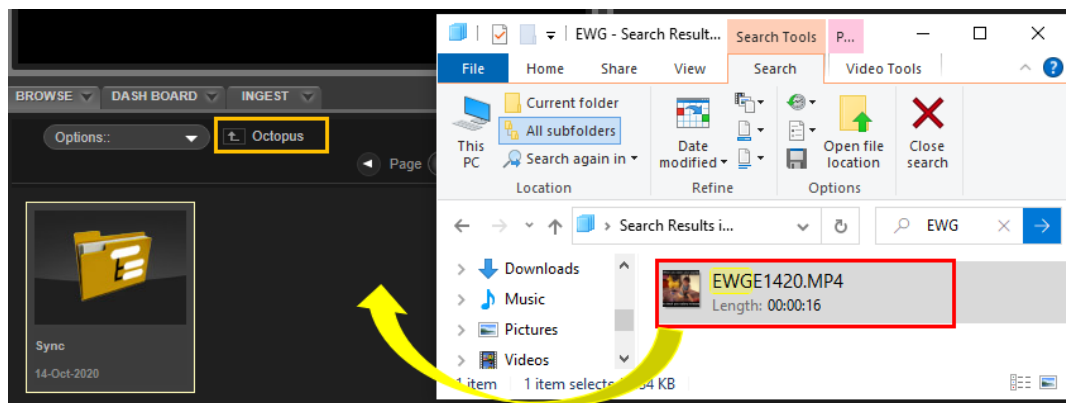


Figure 273- Browse widget category- drag & drop assets to the selected category
Asset metadata window opens up and the selected category is auto selected.

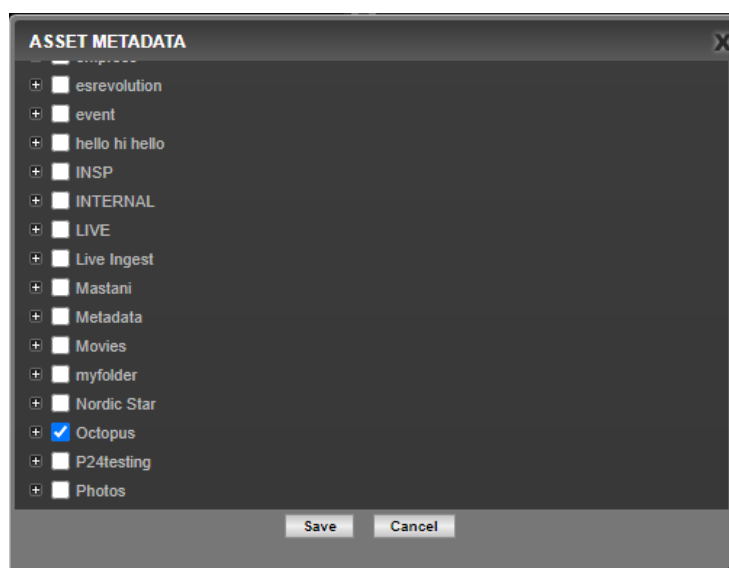


Figure 274-Browse widget category- asset metadata window opening during direct ingest

- **Storage:** Select *Storage* to display assets stored in the different storage locations (configured in the Super Admin).

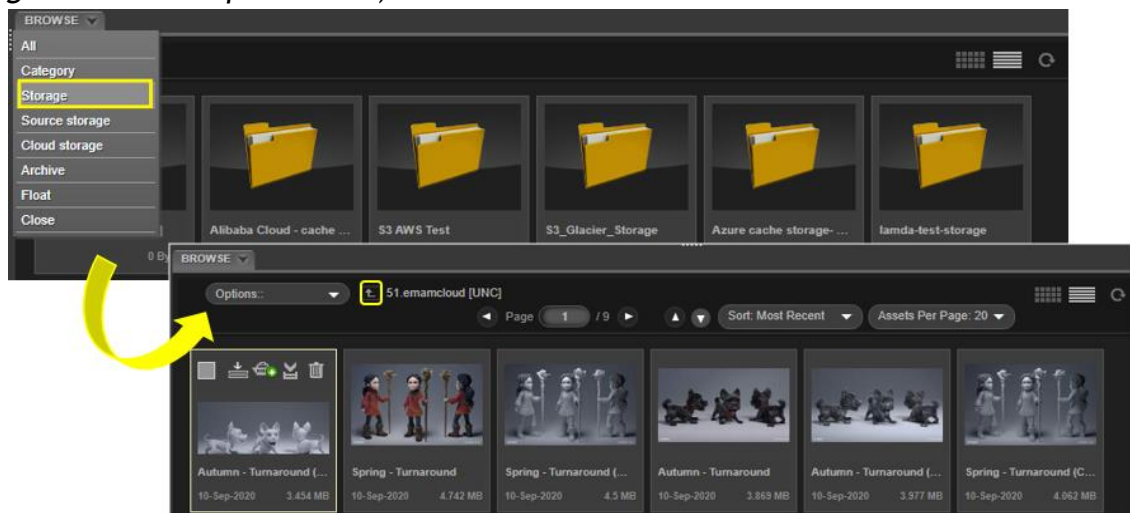


Figure 275- Browse widget- assets filtered based on storage.

- **Source Storage:** Select *Source* to display assets located in the source storage.

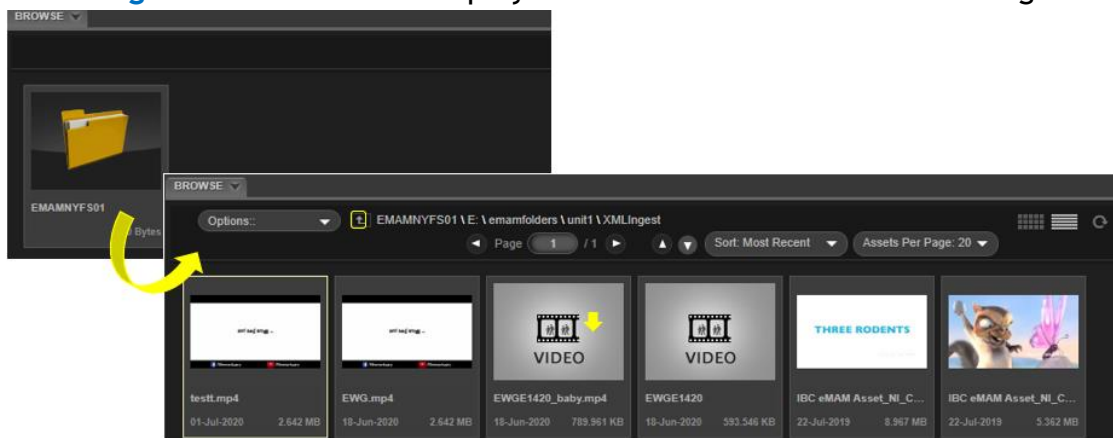


Figure 276-Browse widget- assets filtered based on source storage

- **Cloud Storage:** Select *Cloud storage* to display assets located in the cloud storages.

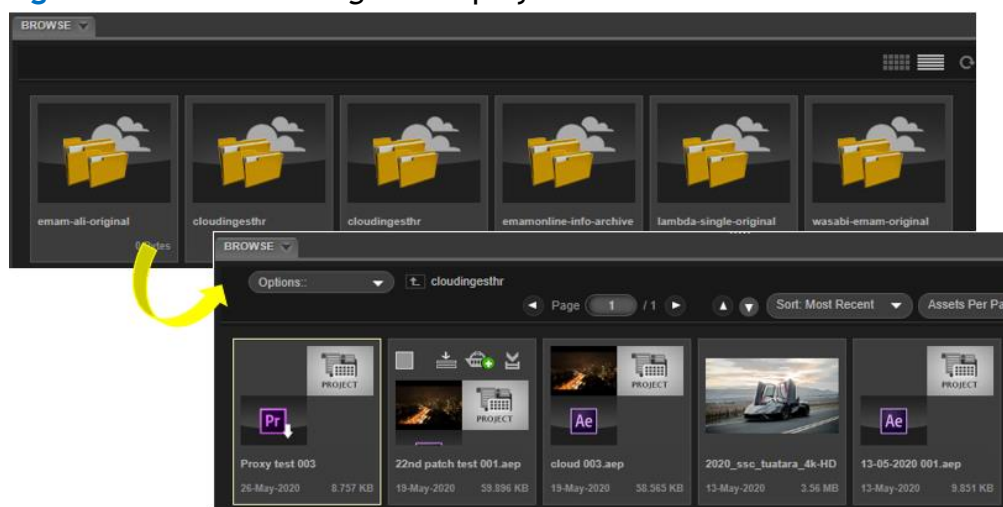


Figure 277- Browse widget- assets filtered based on the cloud storage

- **Archive:** Select *Archive* to filter and display assets in the archive locations.

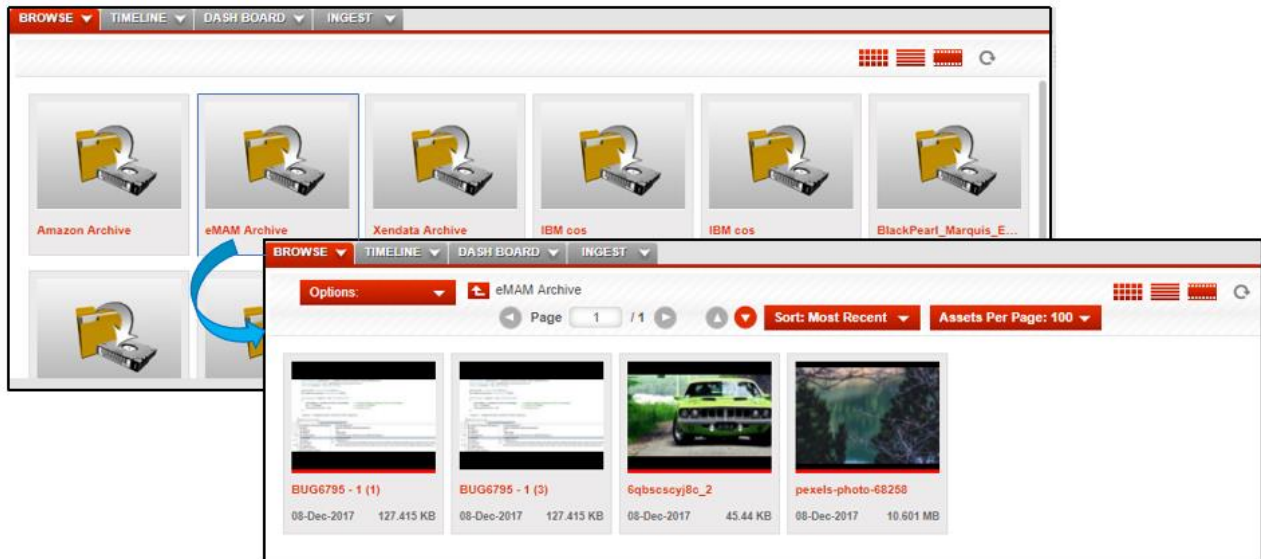






Figure 278- Assets browsed- Archive>eMAM Archive

Multi select assets: You can select multiple assets under the *Browse* widget. Click on  icon on top left-hand side of an asset and that asset gets selected with  icon. You can also use SHIFT key in the keyboard to multi select assets. Just click and select the first asset using  icon, then press the SHIFT key and hold it. Now click and select the last asset and release the SHIFT key. All the assets in between the first and last asset selected. These selected assets can be either dragged and dropped to Projects, Categories, eBIN and Delivery or you can also use *Options* dropdown to perform the same actions.

2.12.1 View Options – Thumbnail, List, Filmstrip

You can select different view options to display your files/assets under the *Browse* widget. Three view types can be selected from the upper left-hand corner of the widget (*from left to right*) to suit your personal preference: Thumbnail, List and Filmstrip . Live assets are displayed with a **.Live** icon.

- Thumbnail view:** Under **thumbnail view**, assets are displayed as small image representation of a larger image, which makes it easier and faster to look at or manage.

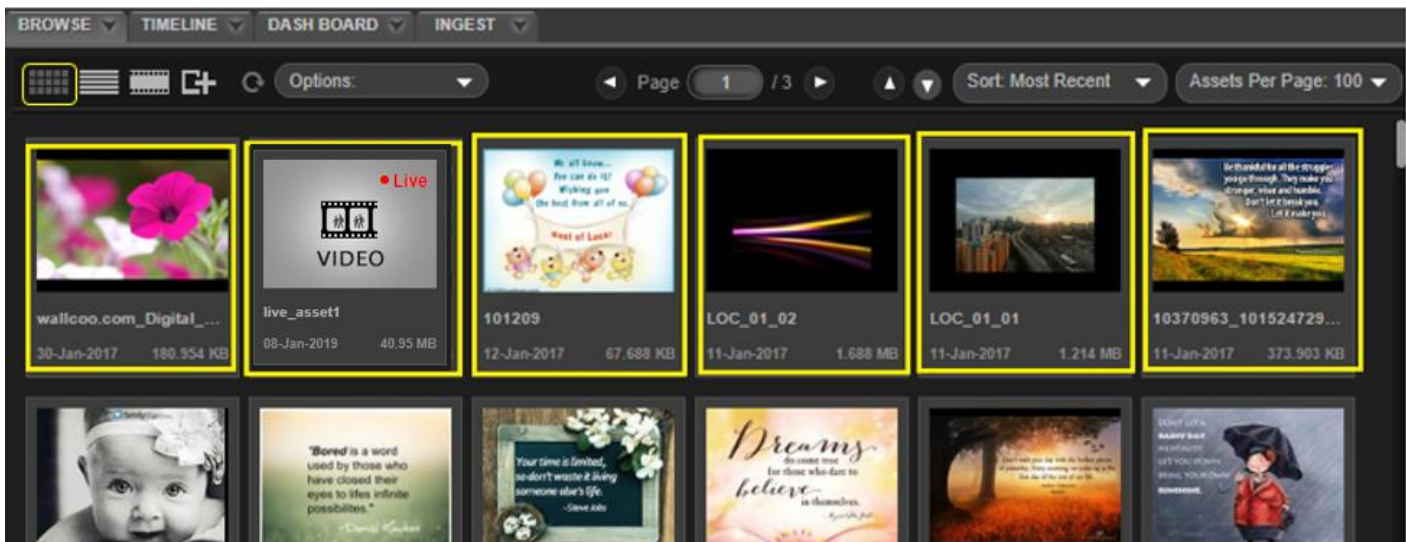
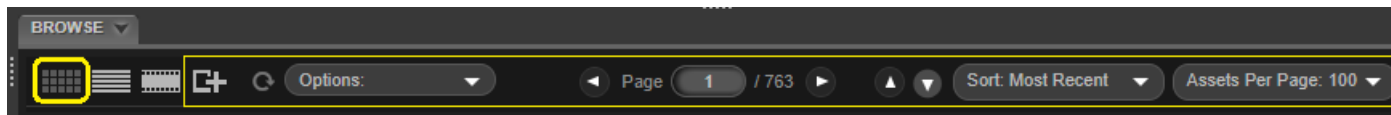


Figure 279- Thumbnail view.

The *Browse* widget thumbnail view top panel options:



View Options: Switch between these icons for *Thumbnail view*, *List view* and *Filmstrip view*.



Create a new asset: You can create a virtual asset (placeholder) and add metadata to it. Media can be associated later to this asset using *File version* ingest or *XML ingest*. Click on this icon will open up *Asset Metadata* window to add asset placeholder details.

ASSET METADATA
X

Asset Details

File name

Description

Author

Ingest Profile

Ingest Profile

S3 Transfer Acceleration

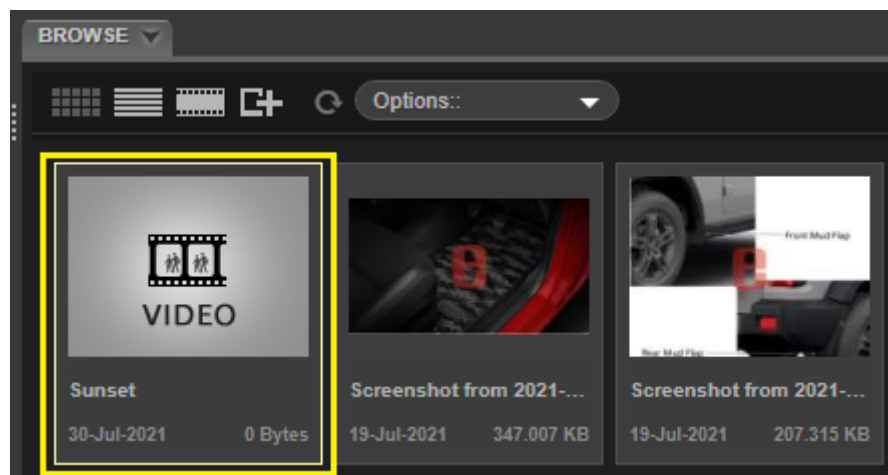
Projects

Categories

Tags

Custom Metadata

You can enter file name with extension of the asset. A placeholder as shown below will be created in the eMAM system.



Refresh: Click on *Refresh* icon to refresh the page

Options: A number of actions can be performed on the multiple assets selected using *Options* dropdown:

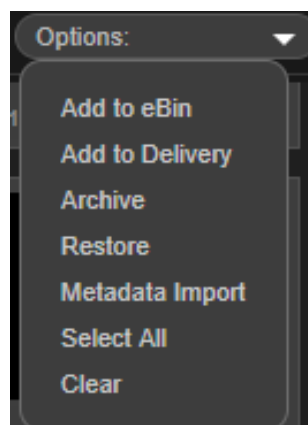


Figure 280- Options under Browse widget

1. **Add to eBIN:** Multiple assets selected can be moved to eBIN at once by selecting *Add to eBIN* option.
2. **Add to Delivery:** Multiple assets selected can be moved to delivery by select *Add to Delivery* option. Select Delivery profile and selected assets are added to the delivery queue.

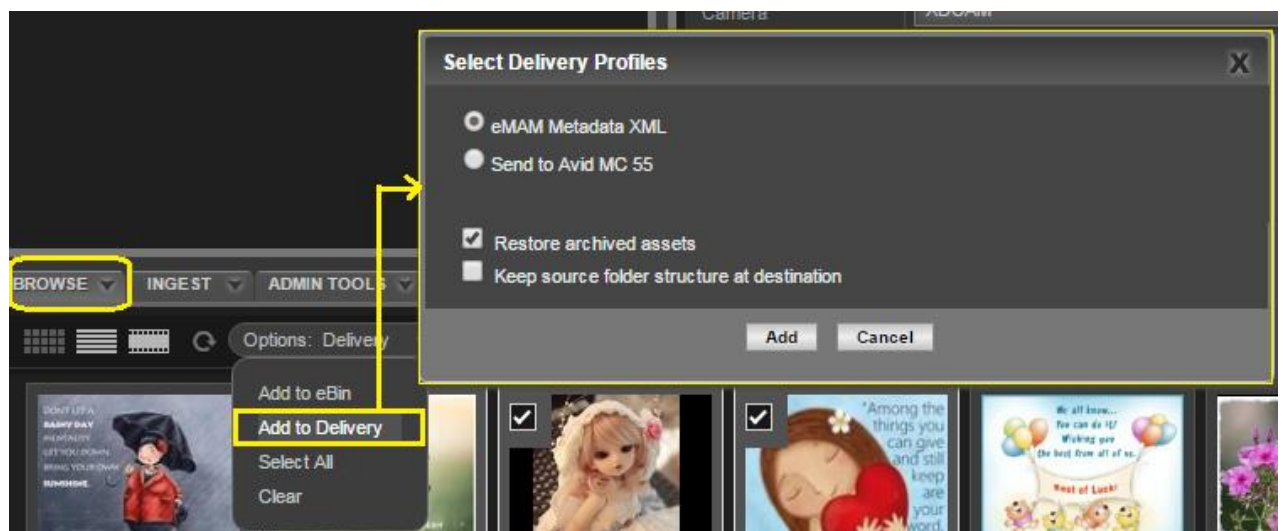


Figure 281- Assets added to Delivery queue process

3. **Archive:** Use *Archive* option to archive the selected assets. Select the desired assets for archive and click on *Archive*. Archive Profiles window opens up to select from the set archive profiles. Click *Ok* to see status of archive in the *Archive Status* window.

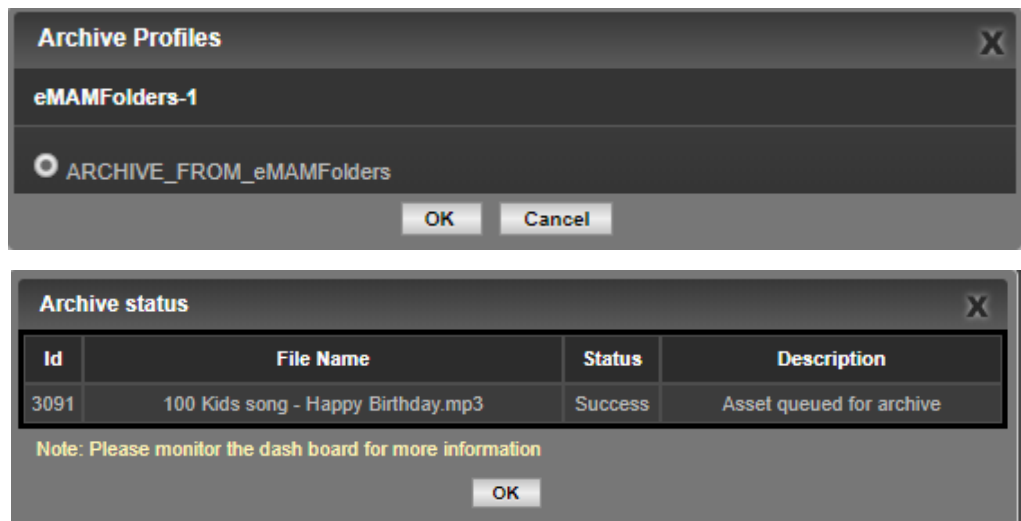
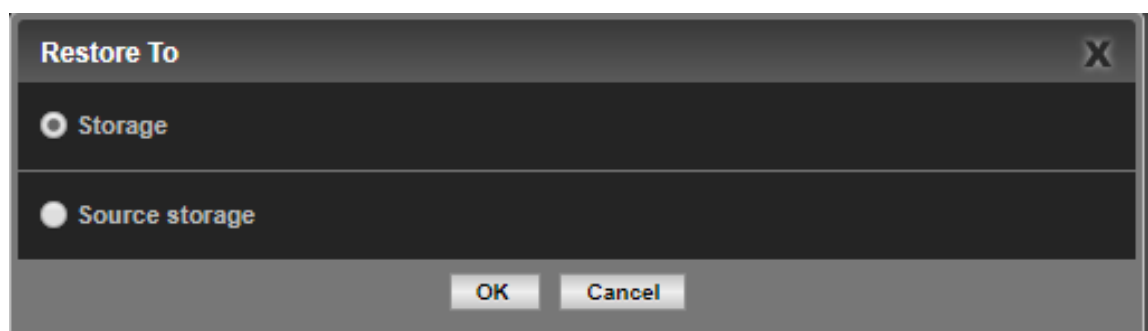


Figure 282- Archive- Select archive profiles window and archive status window.

4. **Restore:** Use *Restore* option to restore the selected archived assets. Select the archived assets and click on *Restore* from options drop-down. Select the *Restore To* location and click *OK*. *Restore status* window displays status of restore of assets.



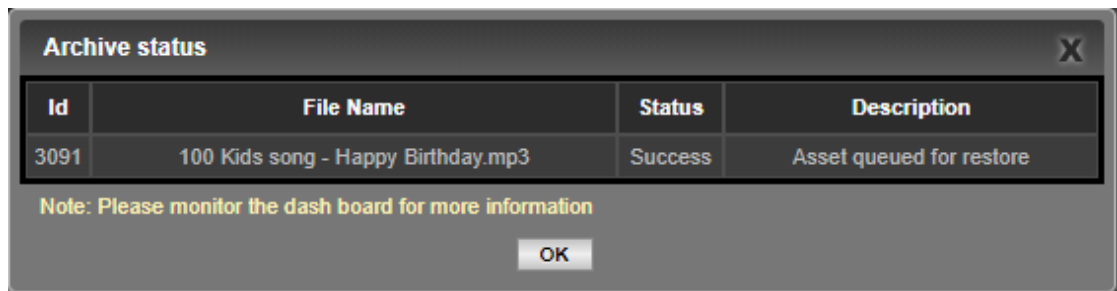
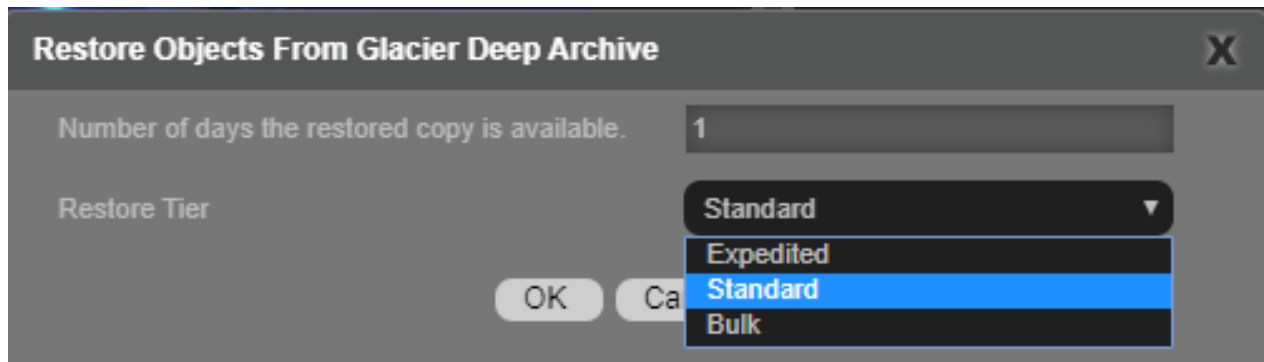


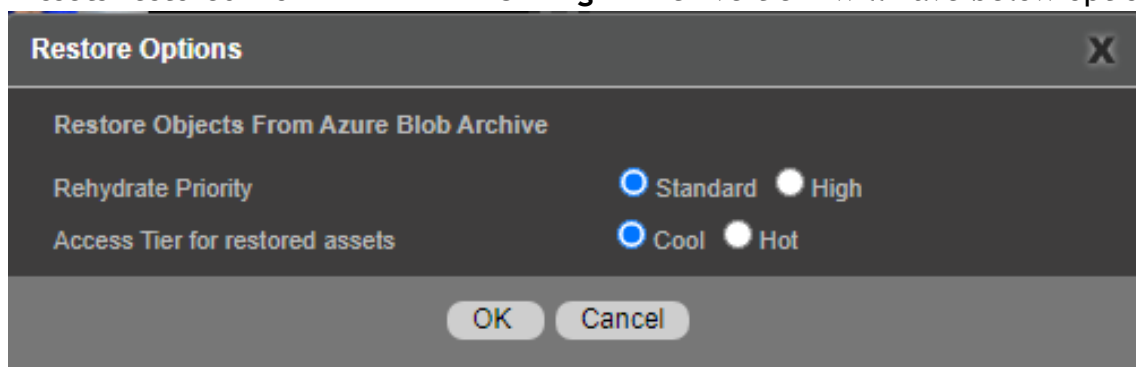
Figure 283- Select Restore to location window and Restore status window

For assets archived to **S3 Glacier** locations, you will have option to restore from Glacier Deep Archive:



- **Expedited:** Quick restore within minutes and as per the paid quota. Expedited retrieval allows you to quickly access your data when you need to have almost immediate access to your information. This retrieval type can be used for archives up to 250MB. Expedited retrieval usually completes within 1 and 5 minutes.
- **Standard:** Slower restore up to 5 hrs., but free. Standard retrieval provides access to any of your archives within several hours. Standard retrieval usually takes between 3 and 5 hours to complete.
- **Bulk:** Slowest bulk restore up to 24 hrs., free. Bulk retrievals are S3 Glacier's lowest-cost retrieval option, which you can use to retrieve large amounts, even petabytes, of data inexpensively in a day. Bulk retrievals typically complete within 5-12 hours.

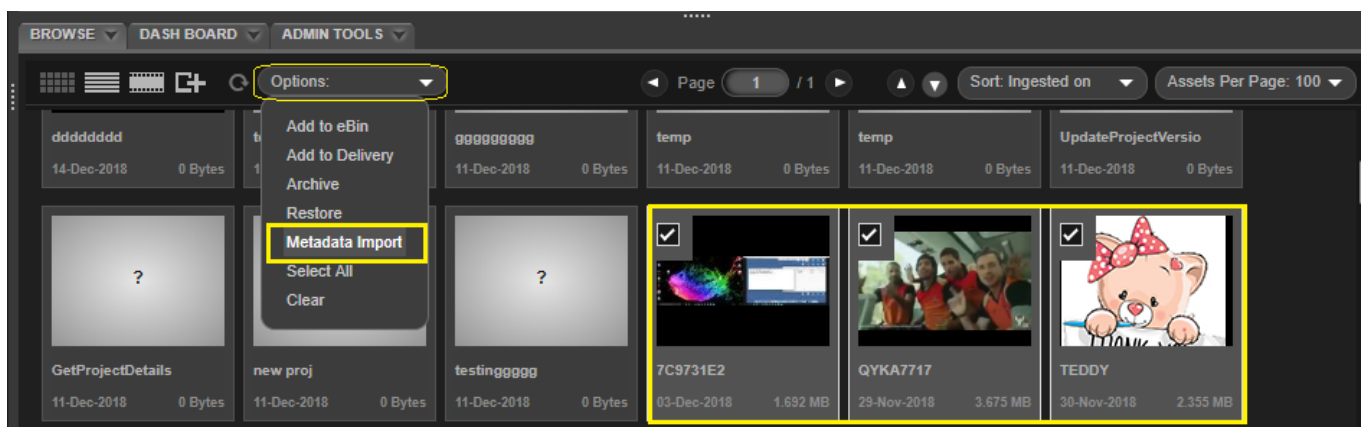
Assets restored from **Azure Blob Storage** "Archive tier" will have below options:



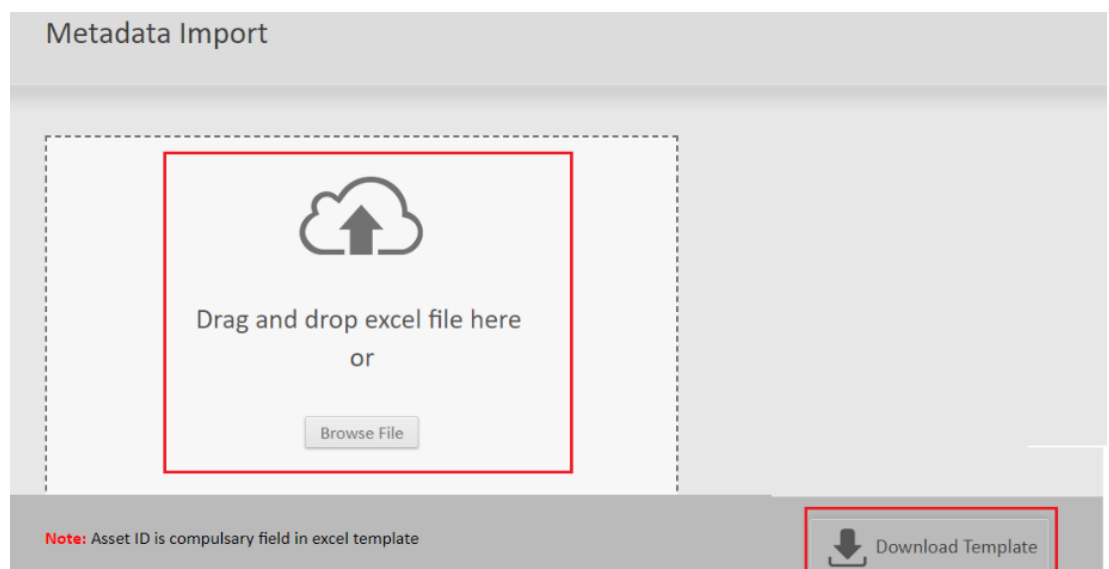
- a. Rehydrate priority: Choose any of the below:
 - i. **Standard priority:** The rehydration request will be processed in the order it was received and may take up to 15 hours.
 - ii. **High priority:** The rehydration request will be prioritized over Standard requests and may finish in under 1 hour for objects under ten GB in size.
- b. Access Tier for restored assets: Choose any of the below:
 - iii. **Hot** - Optimized for storing data that is accessed frequently.
 - iv. **Cool** - Optimized for storing data that is infrequently accessed and stored for at least 30 days.

5. **Metadata Import:** Use this metadata import option to import metadata for bulk assets.

- a. Select the list of assets from thumbnail or list view in the *Browse* widget and click on *Metadata Import* from the *Options* drop-down.



- b. Metadata Import page opens up. Click on *Download Template* to download the template excel file used for metadata import or from list view get the metadata (*Asset id and Custom metadata*) details exported as an excel.

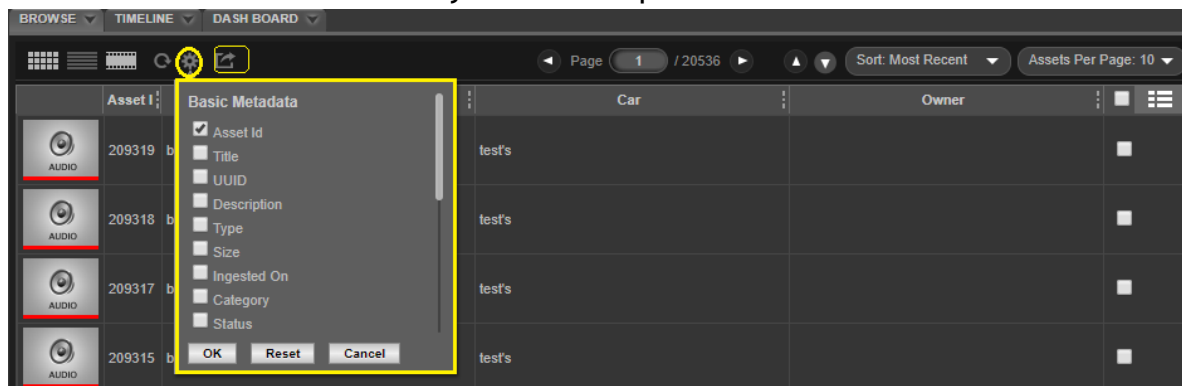


Downloaded Template excel file has two headings for columns:

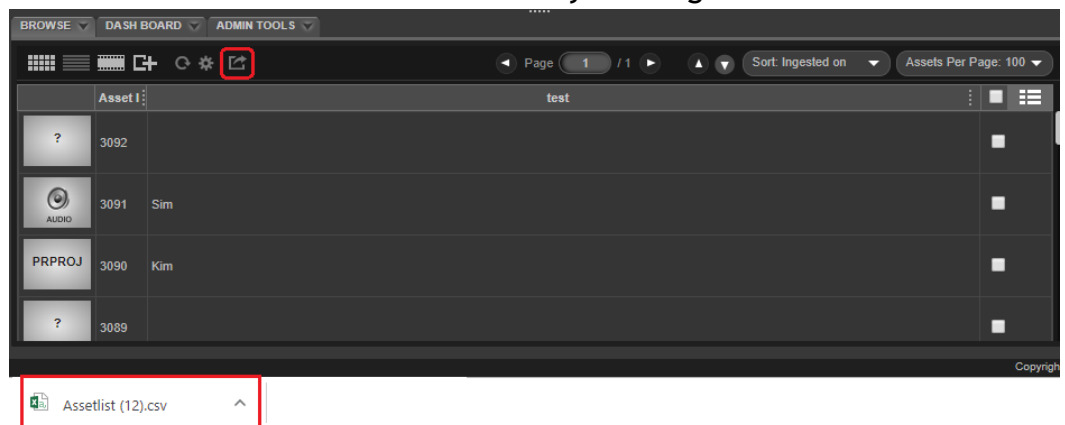
	A	B	C	D	E
1	Asset_ID	MetadataStandardId	Replace this with the actual metadata standard id.		
2					
3					
4					

1. Asset_ID
2. Metadata Standard id

1. Asset_ID: To get the list of Asset id's of assets, export the metadata for the list of assets. In the List view, click on *Select Column* icon and select *Asset id* and the custom metadata field you wish to update.



Now export this asset list details in CSV format by clicking on  icon.

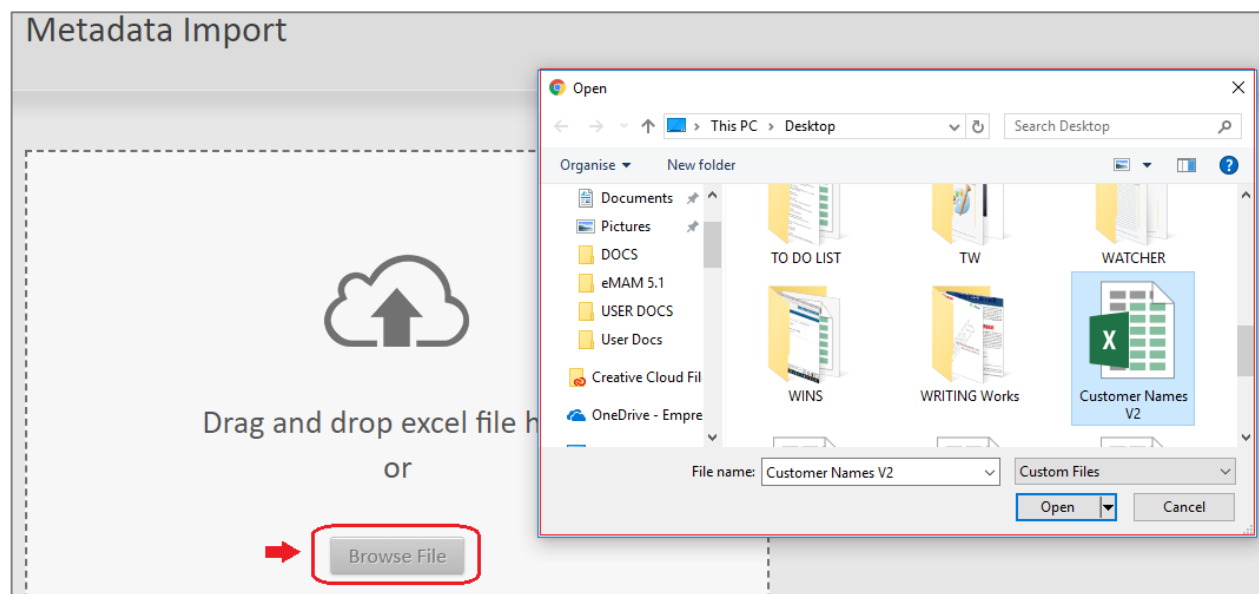


From this downloaded asset details, copy the Asset ID's of all the assets and paste it in the downloaded template excel file under asset ID column.

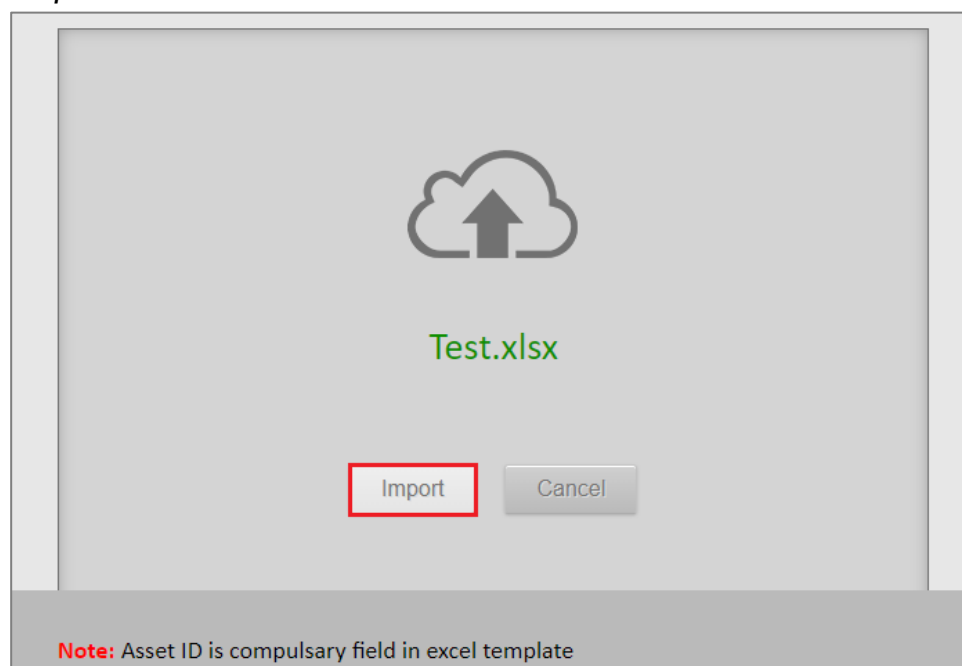
2. Metadata Standard id: Now replace the *Custom metadata* headings with *Custom Metadata Standard id's* (you can get it from Admin page>>Metadata Fields tab) and fetch desired data to the custom metadata field.

	A	B	C
1	ASSET ID	CUST_FLD_TEST_1	
2	3092	Tom	
3	3091	Sim	
4	3090	Kim	
5	3089	Lot	
6	3088	Plot	
7	3087	Life	

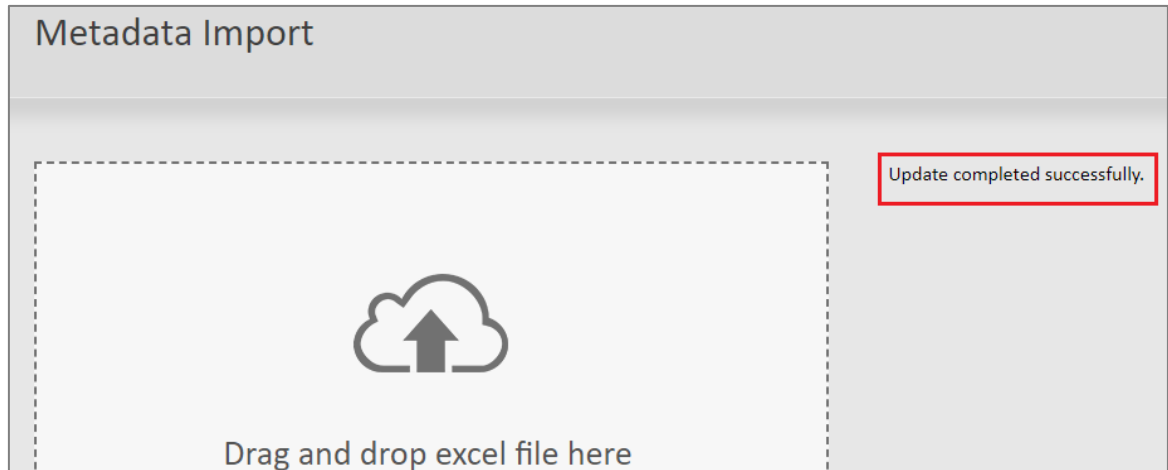
3. Save this downloaded Custom Metadata excel sheet to your machine.
- c. In the *Metadata import* page, click on *Browse file* to navigate to the saved Custom Metadata Sheet.



- d. Click on *Import* button.



- e. Once the file is successfully uploaded, *Update successfully completed* message appears. All the mentioned assets will now be updated with the custom metadata imported from the excel sheet.



6. **Select All:** Using this option, all assets in that page can be selected at one click.

7. **Clear:** using this option, all assets selected can be unselected at one click.

- b. **List view:** The List View displays more of file/asset information like Title, Description, Type, Size, Ingested On, Category, Status, Author etc.

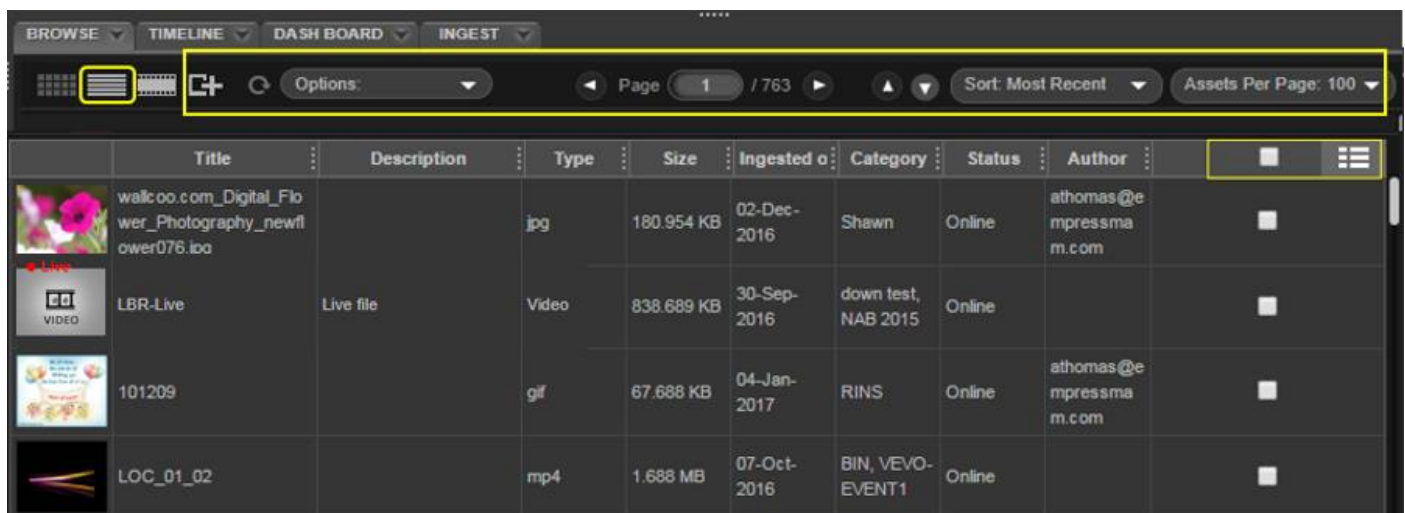


Figure 284-List view

Various options and icons on top panel in the List view are:



Refresh: To refresh the page



Create a new asset: You can create a virtual asset (placeholder) and add metadata to it. Media can be associated later to this asset. *Same as mentioned above in thumbnail view section.*



Select Columns: List view allows you to easily customise the asset details displayed by selecting only the desired columns for display in the *Browse* widget. You check/uncheck the options listed and click on *Ok*. Users can only view those metadata columns which are checked in the drop-down list. You can also click on any of the displayed column fields headers like Title, Description, Type, Size, Ingested On, Category, Status, File name, Author etc. to sort the listed asset details.

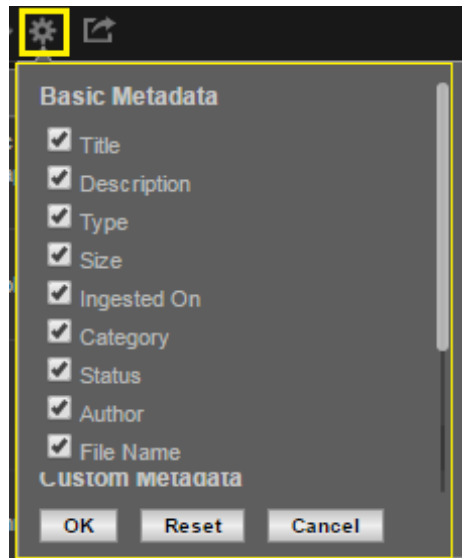


Figure 285- Metadata list screen to customize metadata columns in list view - both Basic and Custom metadata is available



Export to CSV: You can easily export all the asset list details (all pages) to CSV format just by clicking on the *Export* icon. An excel file gets downloaded with all the asset details including asset id, title, description, type, UUID, size, ingested on, category, status and author. Parameters can be customized using the *Settings* icon- Just select the parameters needed and then export the details to an excel.

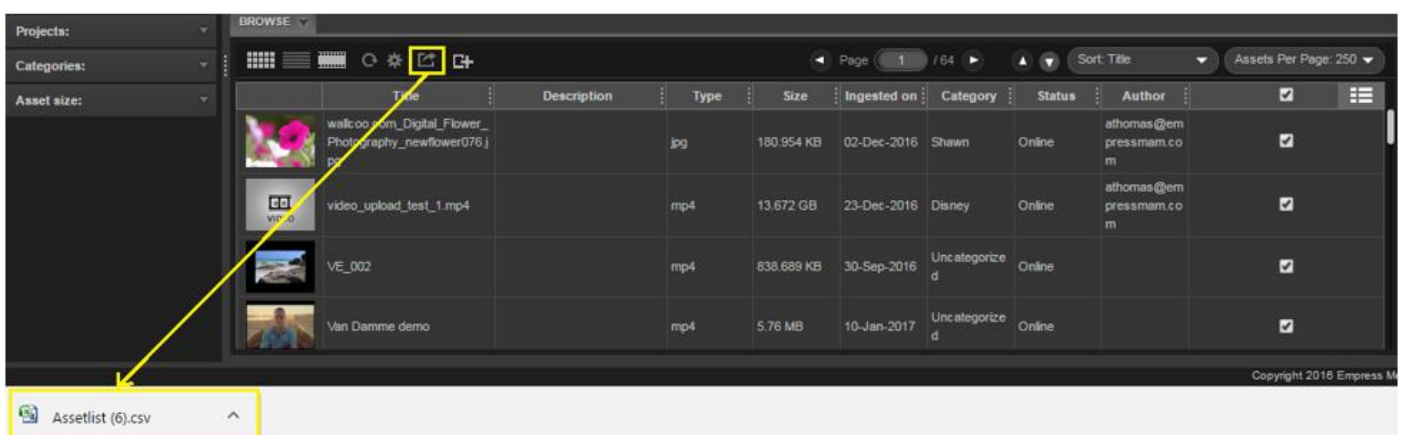




Figure 286- List View Export asset list option

A1												

 'Select All' checkbox on the top right corner of the list view allows you to select all the assets listed in the current page for bulk operations like **Purge**, **Archive**, **Restore**, **Update asset Location** and **Add to eBIN**. Click on  icon to view the list of operations as shown below.

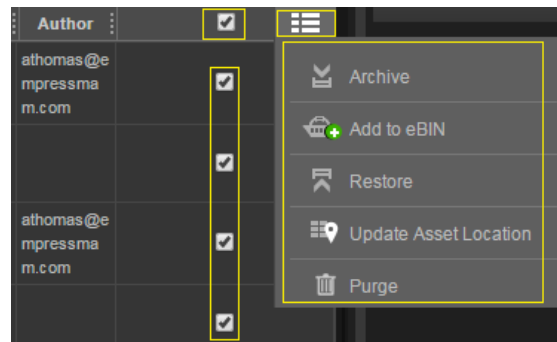


Figure 287- 'Select All' and other options in List view screen for bulk deletion.

You can also select multiple assets under list view and drag and drop them to the **Category** widget.

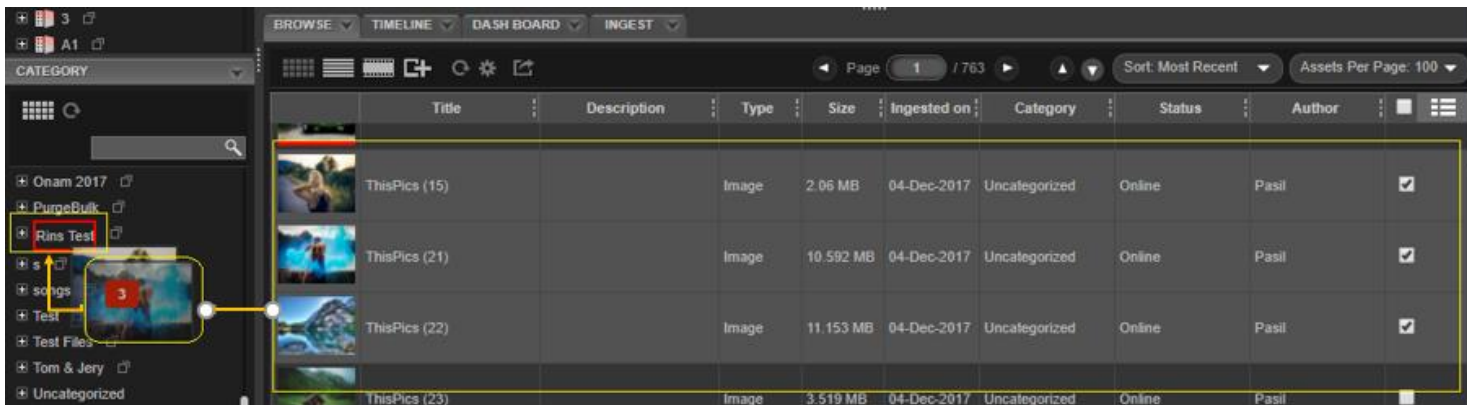


Figure 288- Drag and drop selected assets to the Category widget.

- c. **Filmstrip view:** You can click on filmstrip view to display assets as a strip of film composed of different images shown as slides. List of assets in the **Browse** widget gets displayed as filmstrips which highlights features such as Markers, annotations etc. This is mainly for video assets, making video assets functionalities easier and more user friendly. The filmstrip view is useful for looking for certain keyframes without having to play back all the videos. However, users can view other assets as well.

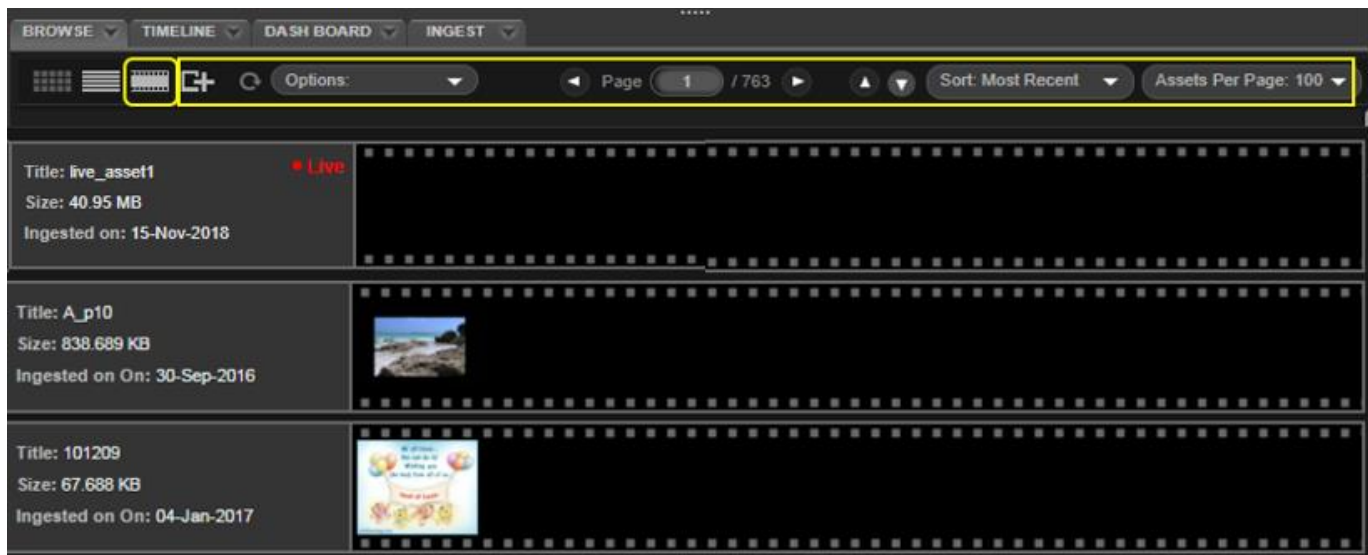



Figure 289- Filmstrip view

2.12.2 Create new asset

Using this *Create new asset*  icon, you can add a virtual asset or create a placeholder for asset by adding only the metadata of the assets. You can always go back and media to this placeholder at a later stage using File versions widget & XML ingest.

To create a virtual asset:

- Click on *Create new asset* icon.
- *Asset Metadata* window opens up. Enter File name, description under Asset details tab. File name should be added with extensions. File name without extensions will be treated as Other files.
- Similarly, fill in Ingest Profile, Projects, Categories, Tags and Custom Metadata tabs.
- Click on Create button.
- A new asset gets displayed in the *Browse* widget.

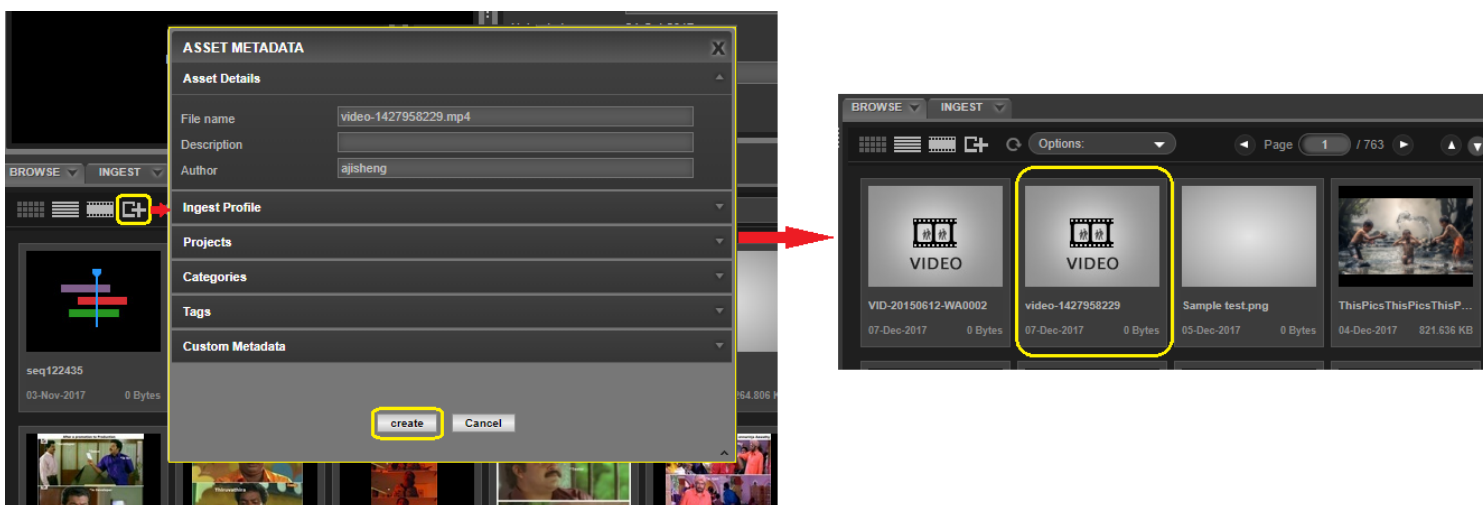
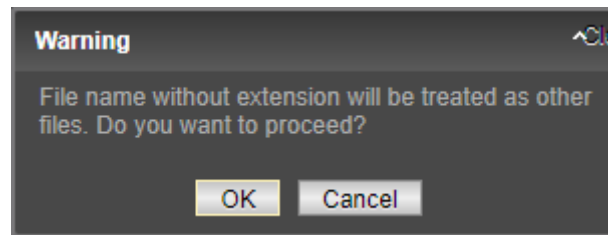
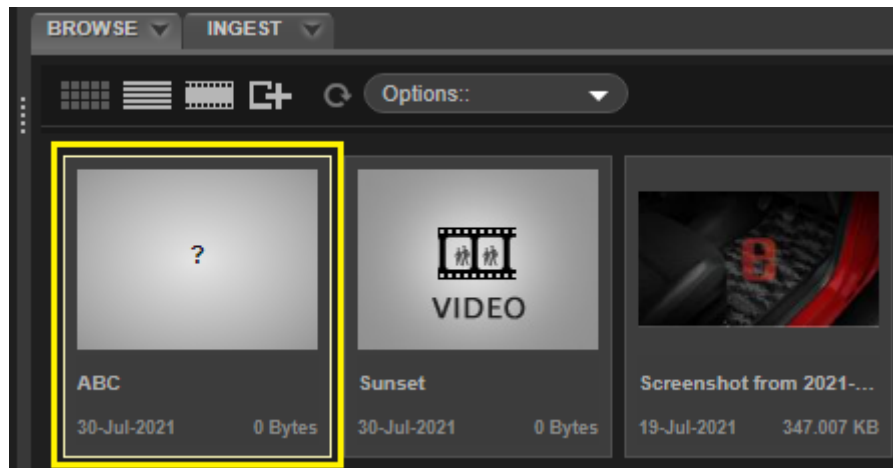


Figure 290- Create new asset process

If you enter a file name without extension, you will get a below warning message: "File name without extension will be treated as other files. Do you want to proceed"?



If you click OK, a placeholder as shown below will be created,



2.12.3 Options

eMAM users can select multiple assets under the *Browse* widget. *Options* dropdown in the thumbnail view of the *Browse* widget, displays few options like *Add to eBIN*, *Add to Delivery* for the selected assets. *Select All* option can be used to select all the assets in the page under the *Browse* widget. *Clear* option can be used to clear all the selected assets. Click on ☐ icon on top left-hand side of an asset to select any asset and that asset gets selected with ☒ icon. These selected assets can be added to Projects, Categories, eBIN, Delivery or archived, restored or used for metadata import.



Figure 291- Select asset and use Options dropdown for other functions

- You can drag and drop the selected assets to Projects and Categories.
- To add these selected assets to eBIN and Delivery, click on the **Options** dropdown on top and select **Add to eBIN** or **Add to Delivery**.
- To archive/restore the selected assets, click on **Archive** or **Restore** option.
- To import metadata for the selected assets, click on **Metadata Import**.
- Click in **Select All** to select all the assets displayed in the page.
- Click on **Clear** to Unselect the selections made.

2.12.4 Page Navigation Options

Arrows- a user can navigate through different pages using these arrows and change the sort from ascending to descending order.

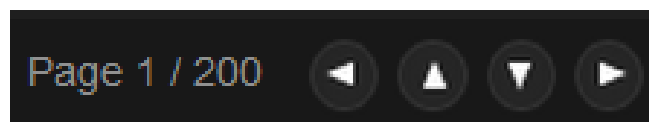


Figure 292- Page arrow options

Sort- The user can sort the assets based on "Most Recent", "Size", "Name", "Type", "Rating", "Description", "Category", "Ingested On" or "Ingested By".

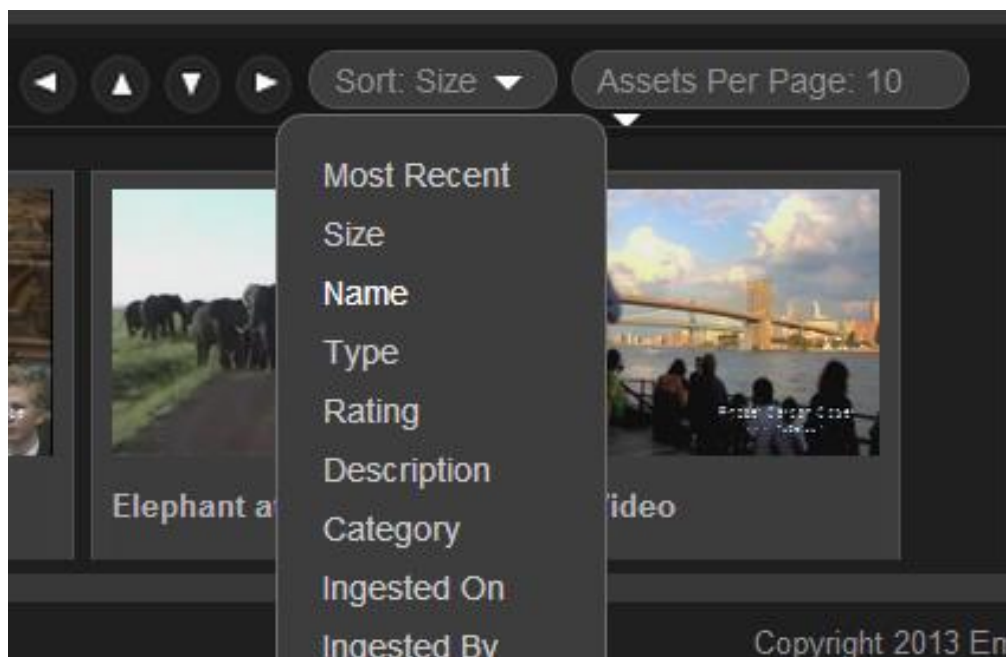


Figure 144 - Sort options

Assets per Page- The user can change the number of assets displayed per page (10, 20, 50, 100, and 250). A smaller number of assets per page will load faster.

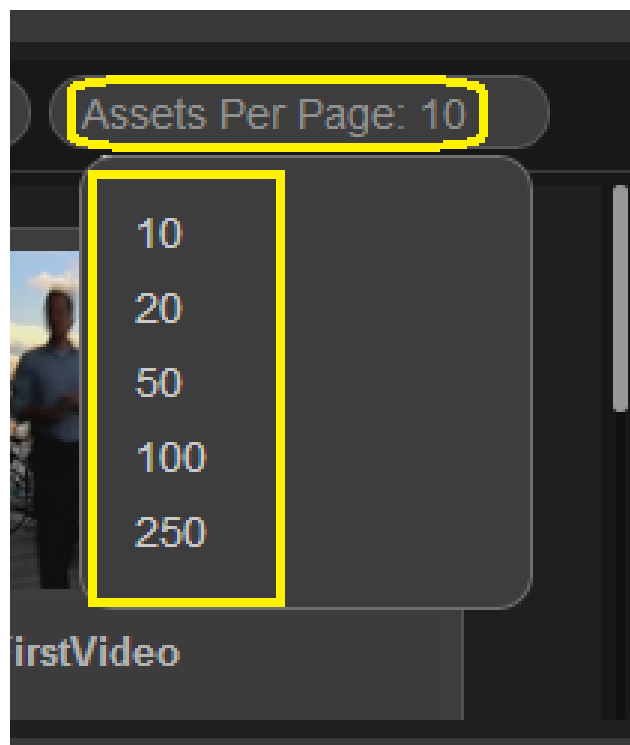


Figure 293- Browse assets in list view - # of assets per page

2.12.5 Asset Thumbnail Icons

In the thumbnail view, *hovering* the mouse over each asset thumbnail in the *Browse* widget will cause the thumbnail to change slightly to reveal four icons.

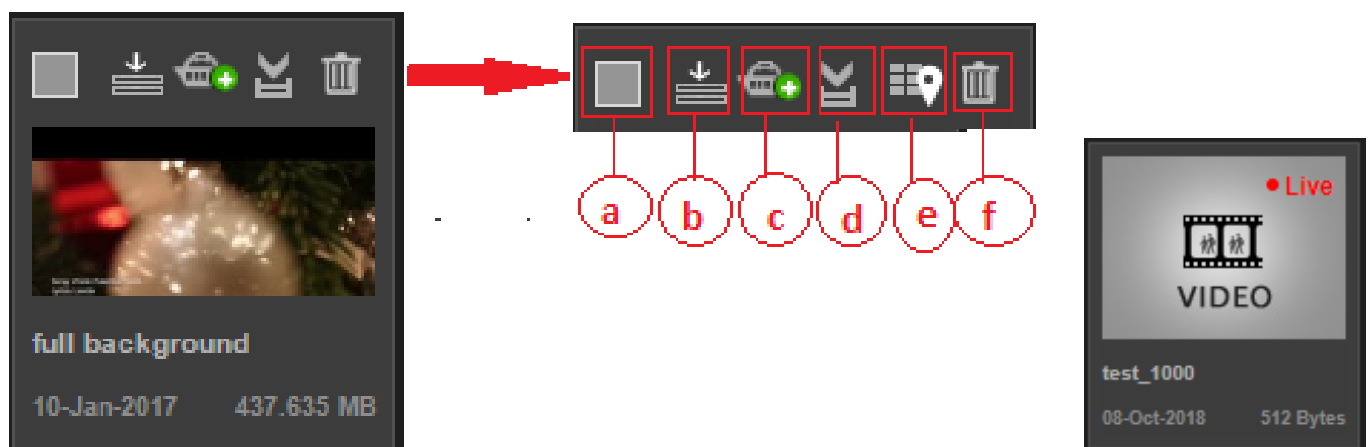




Figure 294- Thumbnail view and its options and a Live asset

Their functions are as follows:

- a. **Selection icon** -  Users can click on this icon to select an asset. Immediately asset gets selected and icon changes to  icon. Similarly, multiple assets can be selected by clicking on the selection icon of each assets individually.

You can also multi selection of assets using SHIFT key in the keyboard. Click and select the first asset, then press the SHIFT key and hold it. Click and select the last asset and release the SHIFT key. All the assets in between the first and last asset selected, gets selected automatically and now you can proceed with your bulk operations.

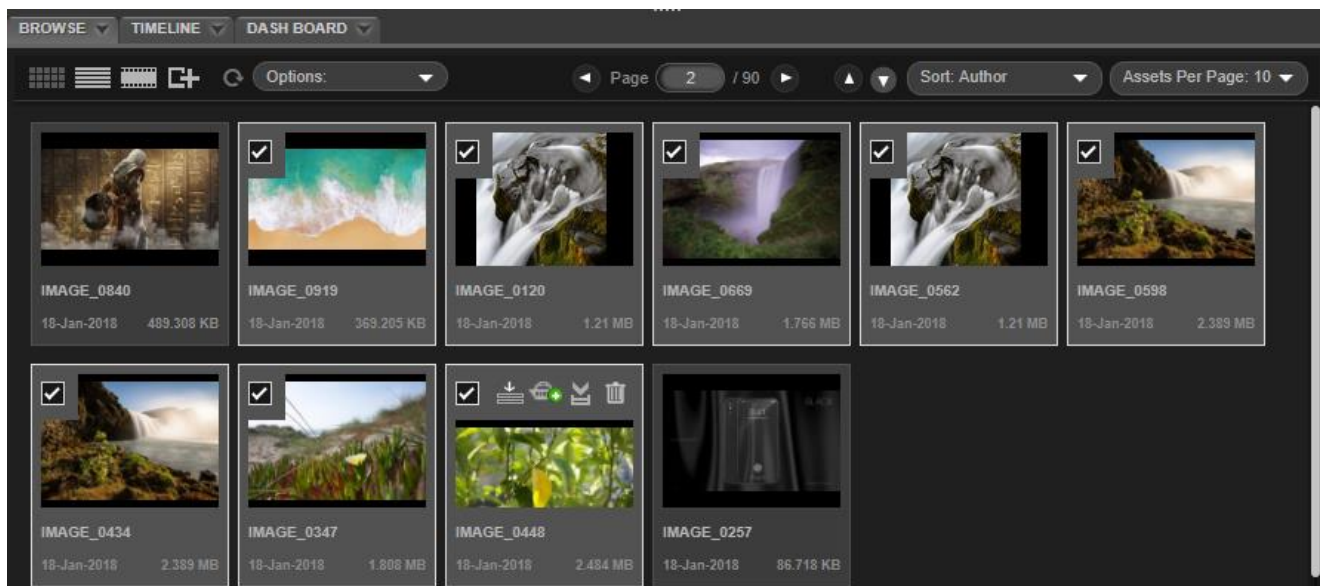



Figure 295- Select/Multi select assets

- b. **Download asset** -  will download a copy of the asset to the user's local hard drive or network drive. A pop up will appear and there may be several options for desired file format (e.g., original file or low-resolution proxy copy). The user can click one of the download buttons to initiate the download. Original files may take some time to download depending on their size and bandwidth of connection. Java must be installed and enabled, and security settings may need to be changed to add the download URL (as shown in user's browser window). If needed, the user can open the Java console (Start Menu > Java > Configure Java in Windows) and add the URL to Exception Site List on the Security tab if Java indicates a security error. Versions available for download are generated when an asset is ingested, depending on the ingest profile set by the admin.

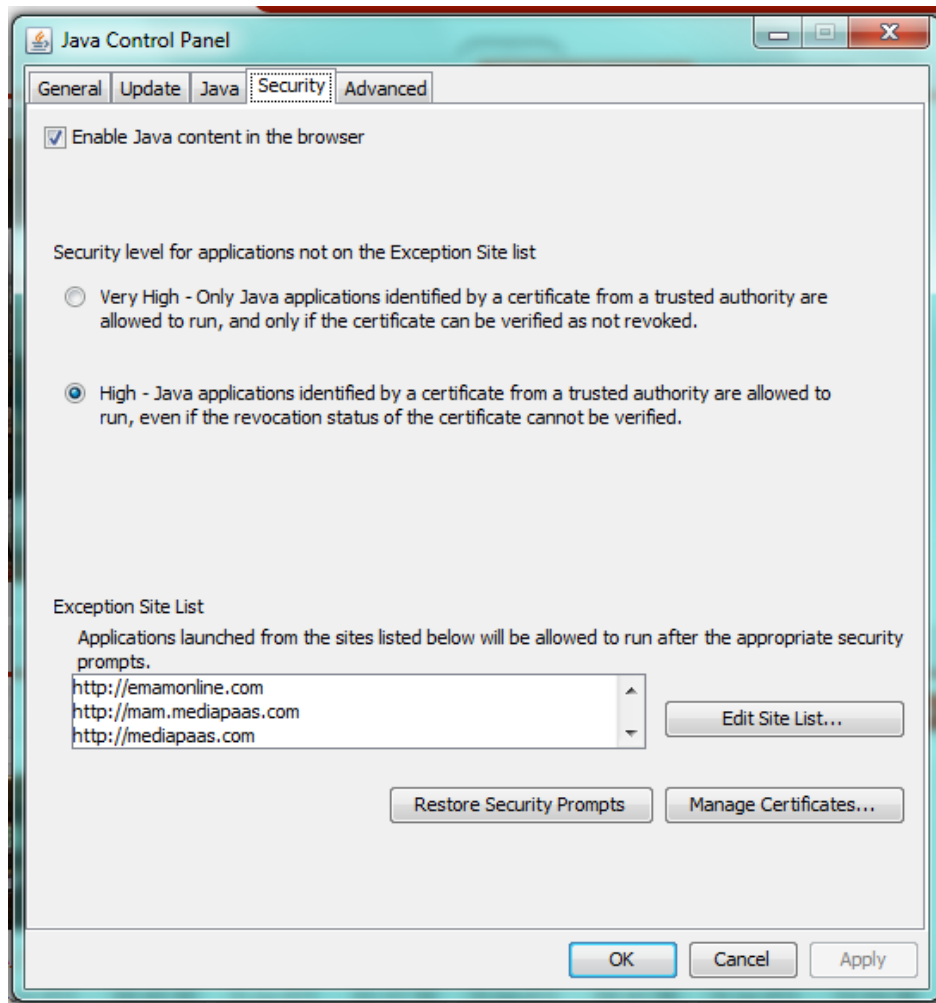


Figure 296- Paranoid Java security settings may prevent Java functions such as the eMAM downloader from functioning. The user can add the URL to the exception list if that happens.

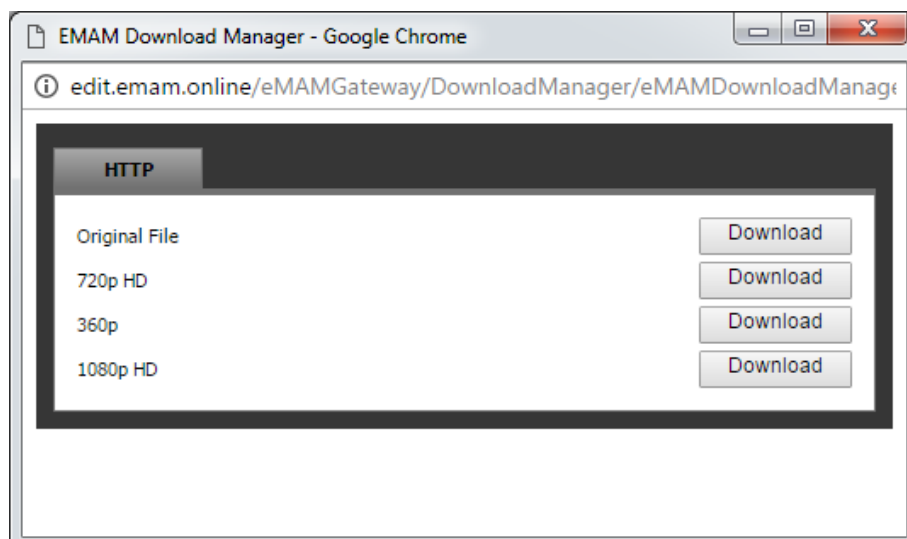


Figure 297- The user can click the appropriate download option from the eMAM Download Manager pop up. This will require Java installed, enabled with security options set.

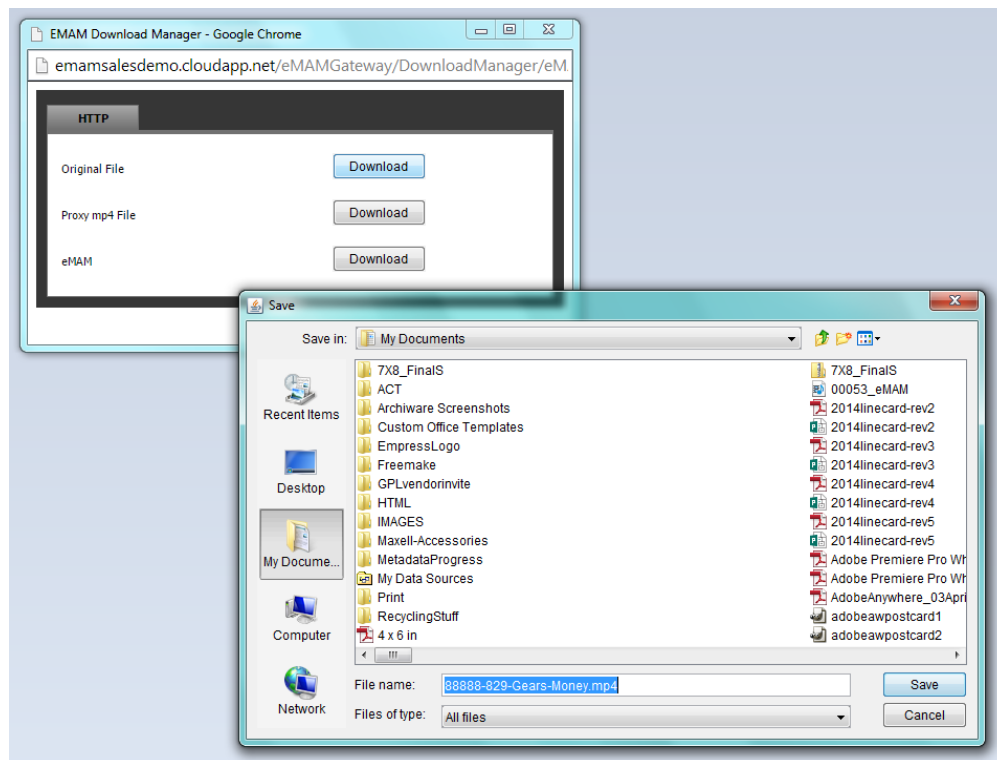


Figure 298- Select a download location.

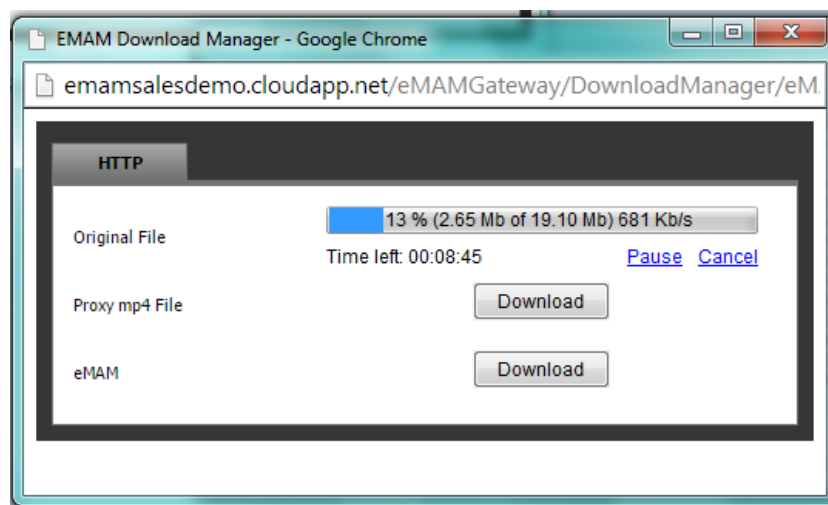



Figure 299- Progress bar indicates download status.

c. **Add to eBIN** - The basket icon with the  plus sign will add the asset to the eBIN (see [eBIN section 2.6](#)):

- Click on the  plus sign of the asset and the asset automatically gets added to the eBIN widget with below message.

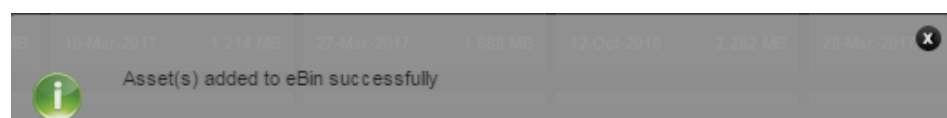



Figure 300-Asset added to eBIN message

- Select the asset(s) using  icon and choose **Add to eBIN** from *Options* dropdown menu.

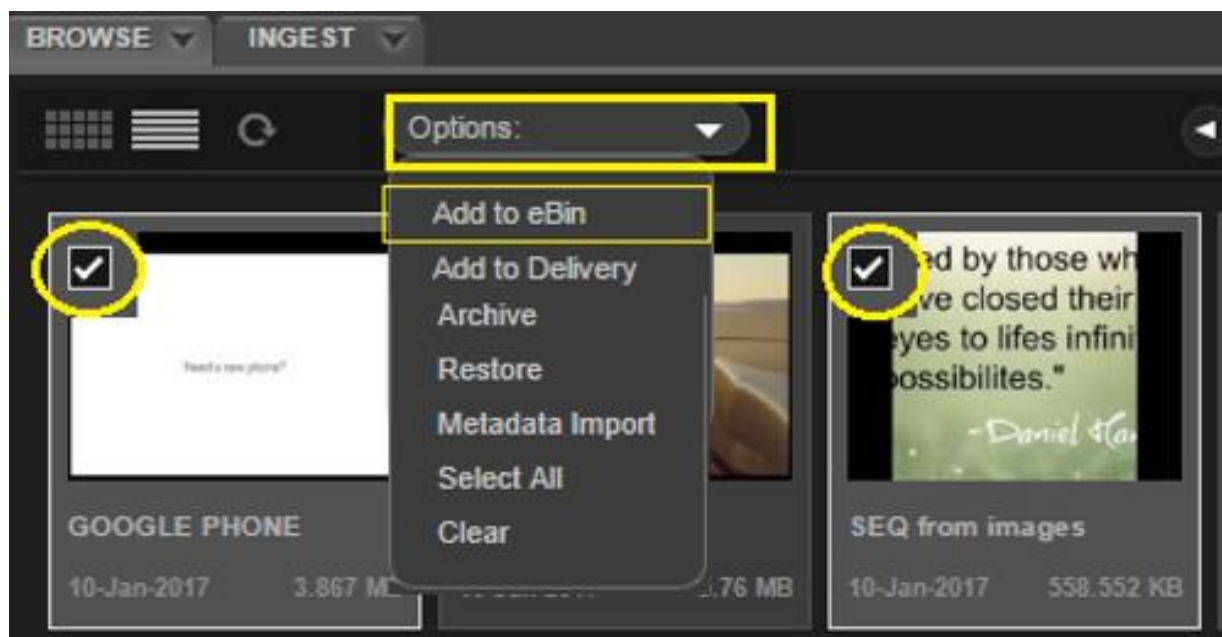





Figure 301- Multi select assets and add to eBIN

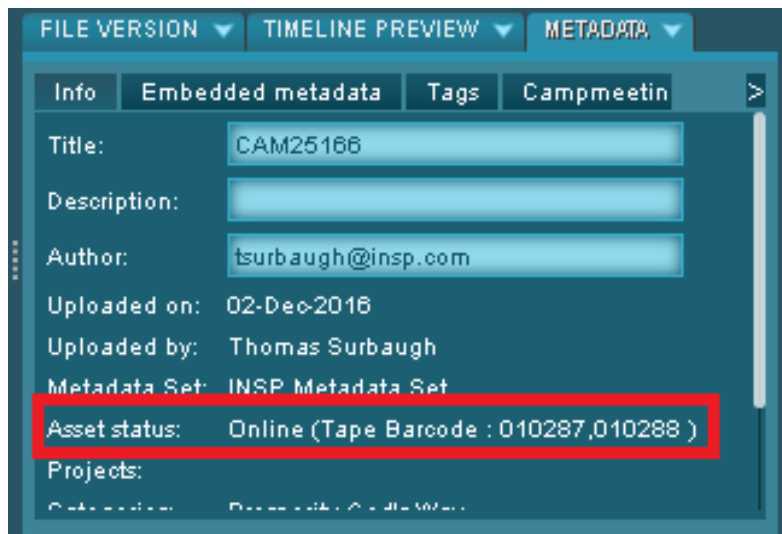
- Drag and drop the asset from the *Browse* widget to the eBIN widget.
The asset may be removed from eBIN by clicking “x” in upper right of asset in the eBIN widget.

- d. **Archive/Restore** -  Will ARCHIVE the asset to the configured archive system(s) as determined by the administrator through the Super Admin Console.  Will RESTORE the asset to the locally configured online storage system. *Note that archived assets (exists only in archive)* are indicated with a red line under the thumbnail image. This red line disappears when asset is restored to any of the storage or source storage locations. Assets that are *not* archived do not have the red line under the thumbnail and will indicate the archive icon in the upper right corner. Archive jobs can be monitored using the **Dashboard widget**.

Type	Start time	End time	File name	Operation	Status	Description	User
Spectra BlackPearl	30-Nov-2016 08:18 PM		LOC_02_03.mp4	Archive	Running	Asset picked for processing	Anoop Thomas
Spectra BlackPearl	30-Nov-2016 08:22 PM		SEQ1_1.mov	Archive	Running	Asset picked for processing	Anoop Thomas
Spectra BlackPearl	30-Nov-2016 08:22 PM		LOC_02_04.mp4	Archive	Running	Asset picked for processing	Anoop Thomas
Spectra BlackPearl	14-Dec-2016 10:57 PM		BAIN_19.wmv	Archive	Running	Asset picked for processing	Anoop Thomas
Spectra BlackPearl	03-Jan-2017 02:51 PM		walkoo.com_Digital_Flower_Photo_graphy_newflower076.jpg	Archive	Running	Asset picked for processing	Anoop Thomas


Figure 302 - Monitoring archive and restore status in the Dashboard widget.

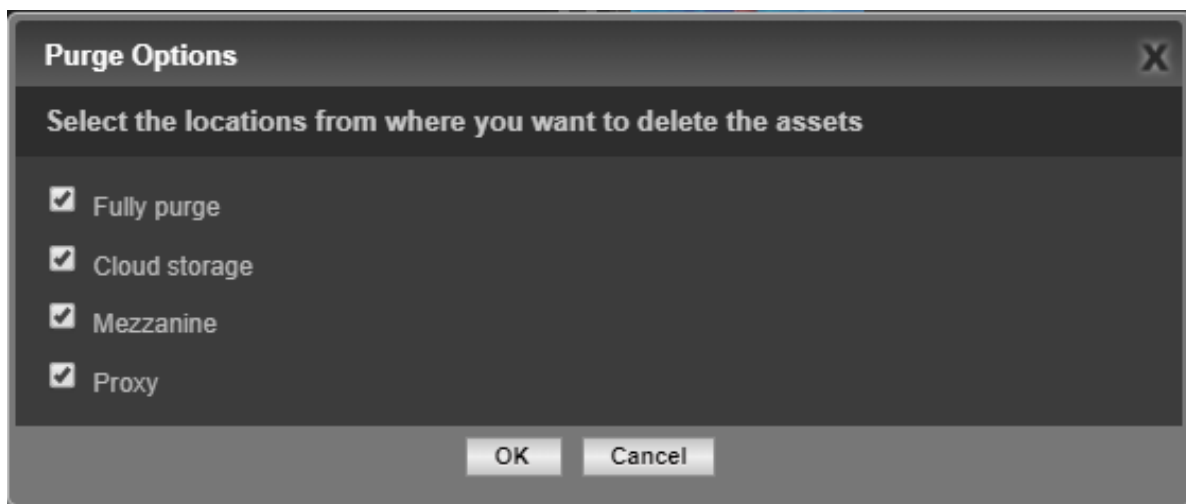
- e. **Update Asset Location** -  Allows users to update the location of the archived asset and which will be show as tape barcode under Metadata tab of the asset. This way user can identify to which tape the asset has got archived to.



The screenshot shows the 'METADATA' tab selected. Below it are sub-tabs: 'Info', 'Embedded metadata', 'Tags', and 'Campmeetin'. The 'Info' sub-tab is active, displaying fields for Title (CAM25166), Description, Author (tsurbaugh@insp.com), Upload date (02-Dec-2016), Upload by (Thomas Surbaugh), Metadata Set (INSP Metadata Set), and Asset status (Online (Tape Barcode : 010287,010288)). The 'Asset status' field is highlighted with a red rectangle.

Figure 303- Metadata tab: Asset location updated

- f. **Purge Asset** -  Trash can icon allows users to purge an asset. You will be prompted to select the locations from where you want to delete the assets. Either you can individually select any storage location of the asset or select Fully Purge checkbox (*automatically all storage locations get selected*) to fully purge the asset from all the storage locations (*cloud, mezzanine, proxy*).



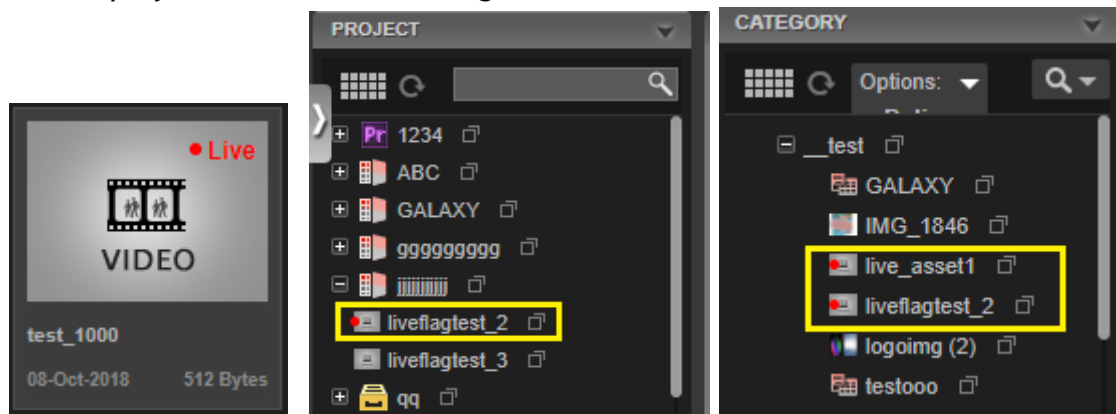
The 'Purge Options' dialog box is shown. It has a title bar with a close button (X). The main text says 'Select the locations from where you want to delete the assets'. There are four checkboxes: 'Fully purge' (checked), 'Cloud storage' (checked), 'Mezzanine' (checked), and 'Proxy' (checked). At the bottom are 'OK' and 'Cancel' buttons.

Figure 304- Purge asset- choose asset location

Note: Purge from **Storage** deletes the files from the eMAM storage, whereas purge from **Source storage** deletes the file from the source storage from where the file was initially uploaded. Purge from **Source storage** is applicable only to those assets which were uploaded via Feeder by choosing "Process from Source" option and the source location should be accessible from the eMAM Application server (Network Path).

- g. **Live Asset:** Assets displayed with **•Live** in their thumbnail are assets undergoing live recording. These assets can be dragged and dropped to Projects and Categories.

These assets can be added to Projects and Categories. Live assets are displayed using Drastic player in the *Preview* widget with .Live icon.



Note: Live assets cannot be added to eBIN and delivered. However, markers can be added and subclips can be created and delivered for Live assets.



Live asset has option to add Markers and create Subclips.

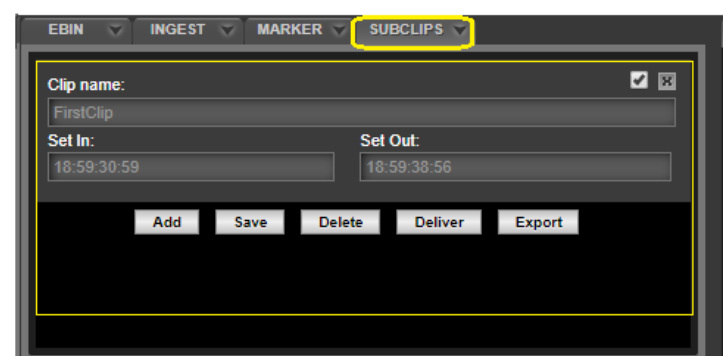
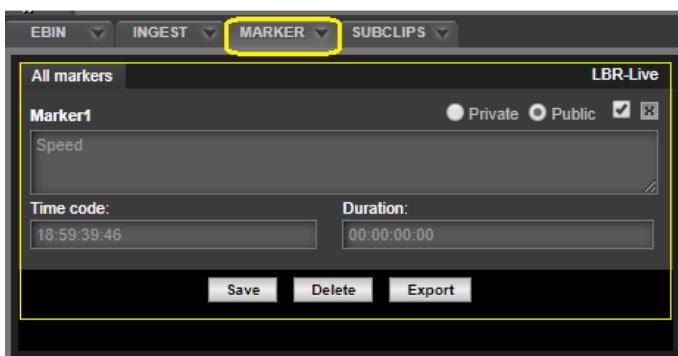


Figure 305- Markers and Subclips can be created and delivered or Live assets

2.13 Dashboard

Dashboard shows in real-time what is happening on the eMAM system. The *Dashboard* widget indicates the status of completed or pending *ingest*, *delivery*, *archive*, *cloud* operations, *purge* and *workflow job status*. Once the file vanishes from the Dashboard that process is now complete. For example, a user can check the progress and status of an ingest process can by clicking the **Ingest** tab. The users can view status by process state such as *Uploading*, *Processing*, *Added*, etc., by clicking on the individual status tile, or all processes can be viewed by clicking on the **View All** link. If the status is not known, then it is quickest to View All. When selecting View All, there is an option to display as a list or as tiles.

Note that this widget will not change if different assets are browsed. This will allow continuous monitoring of the process while performing other operations.

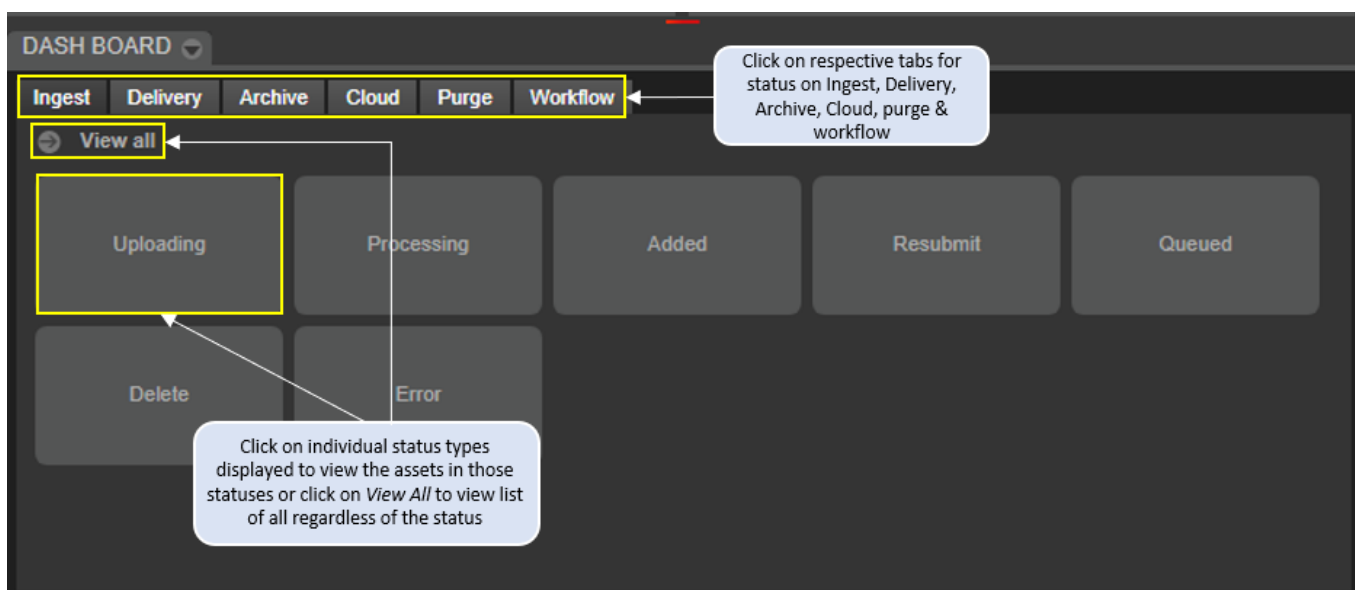


Figure 306- When selecting View All, the status can be presented in a tiled or block format, or as a tabular/list format with the respective icons as shown below.

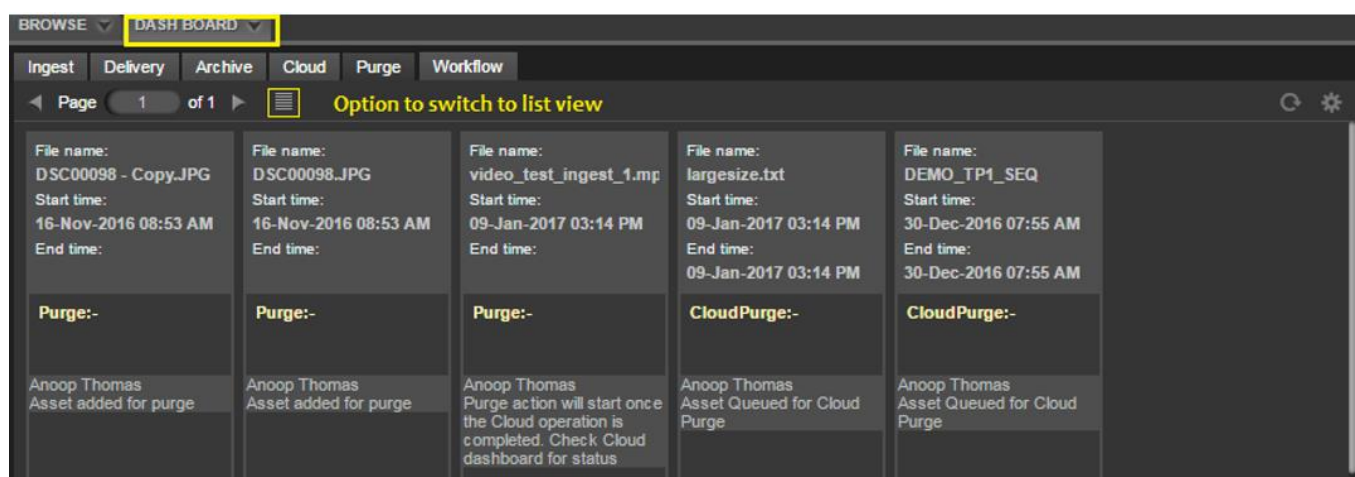


Figure 307- Tiled view dashboard - status shown in block format

Below is same data presented in list or tabular format - a user may have to expand the widget window to see all the fields. The user has the option to expand any floating widget window by positioning the mouse over one of the corners and dragging outward.

DASH BOARD

Ingest | Delivery | Archive | Cloud | Purge | Workflow

Page 1 of 4 Option to switch to tiled view. Select all Resubmit Delete Settings

File name	UUID	Start time	End time	Status	Description	User	Storage Profile
Comp 1.mp4	044C9508-03B1-4B54-8993-FEE8338E6594	21-Jan-2022 02:37 PM		Uploading	Asset Uploading	vijith M V	emam_folders
AES3(1).aep	6A94420A-4DE1-4033-8041-ASAED28D7EA3	21-Jan-2022 03:19 PM		Uploading	Asset Uploading	vijith M V	S3_Folders_NoLambda
in(1).mp4	F501FA36-8B5F-42F9-9393-846E2E995B26	21-Jan-2022 06:20 PM		Uploading	Asset Uploading	vijith M V	S3_Folders_NoLambda
River_Still (1).mp4	19916E47-1AA1-4D89-B7C2-4E926DBFF11A	21-Jan-2022 06:49 PM		Uploading	Asset Uploading	vijith M V	S3_Folders_NoLambda

DASH BOARD

Ingest | Delivery | Archive | Cloud | Purge | Workflow

Page 1 of 4 Select all Resubmit Delete Settings

File name: Comp 1.mp4 Start time: 21-Jan-2022 02:37 PM End time: Uploading:-Asset Uploading	File name: AES3(1).aep Start time: 21-Jan-2022 03:19 PM End time: Uploading:-Asset Uploading	File name: in(1).mp4 Start time: 21-Jan-2022 06:20 PM End time: Uploading:-Asset Uploading	File name: River_Still (1).mp4 Start time: 21-Jan-2022 06:49 PM End time: Uploading:-Asset Uploading	File name: 21-1-22-a1-1.mp4 Start time: 24-Jan-2022 04:36 PM End time: Uploading:-Asset Uploading	File name: River_Still (100)- Start time: 24-Jan-2022 04:36 PM End time: Uploading:-Asset Uploading
File name: pexels-pixabay- Start time: 25-Aug-2021 01:56 PM End time: Processing:-Job submitted to Lambda transcoder.	File name: s3test12.mp4 Start time: 28-Sep-2021 01:01 PM End time: Processing:-Job submitted to Lambda transcoder.	File name: retry test 001.psd Start time: 10-Dec-2021 08:40 PM End time: Processing:-Uploading new file to eMAM storage	File name: cosmos-glitch-art.jpeg Start time: 12-Jan-2022 06:21 PM End time: Processing:-Job submitted to Lambda transcoder.	File name: alex_1_2021_8.jpg Start time: 05-Oct-2021 10:44 PM End time: Added:-Asset added	File name: alex_1_2021_9.jpg Start time: 06-Oct-2021 02:09 PM End time: Added:-Asset added

Figure 308- List view dashboard- Status shown in tabular format

In the list view, the records may be sorted by the listed column headings, such as File name, UUID, Start Time, End Time, Status, Description, User (*Ingest and Archive dashboard only*) and Storage Profile (*Ingest dashboard only*) which allows for faster searching.

File name	UUID	Start time	End time	Status	Description	User	Storage Profile
Comp 1.mp4	044C9508-03B1-4B54-8993-FEE8338E6594	21-Jan-2022 02:37 PM		Uploading	Asset Uploading	vijith M V	emam_folders
AES3(1).aep	6A94420A-4DE1-4033-8041-A5AE D28D7EA3	21-Jan-2022 03:19 PM		Uploading	Asset Uploading	vijith M V	S3_Folders_NoLambda
in(1).mp4	F501FA36-8B5F-42F9-9393-846E2E995B26	21-Jan-2022 06:20 PM		Uploading	Asset Uploading	vijith M V	S3_Folders_NoLambda

Figure 309- List view

When viewing all assets in the *Dashboard* widget either as tiled or list format, the user will see below buttons on top.

Ingest Delivery Archive Cloud Purge: Tabs based on various statuses of assets.

Page 1 of 247: Page no. with page navigation icon.

: Icon to display in **Thumbnail view**.

: Icon to display in **List view**.

☒ **Select all**: 'Select all' checkbox helps users to select all the assets in the queue at one shot.

Delete: Delete option helps to delete queued assets from the dashboard.

: **Refresh** button to manually refresh the page.

: **Settings** button with Refresh interval and assets per page settings option.

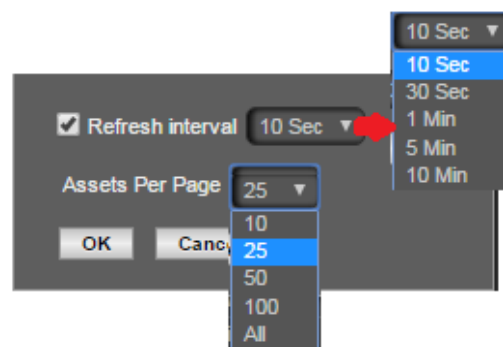
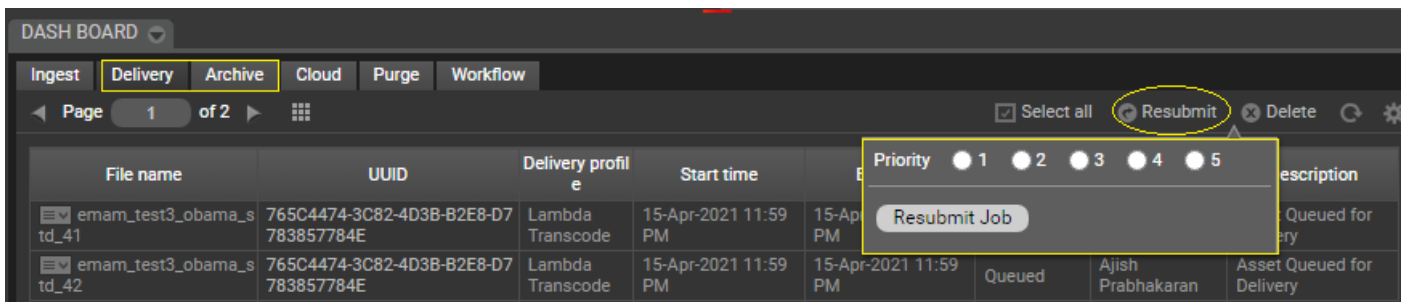


Figure 310- Changing refresh interval and # of assets per page

View all: Click **View All** button to view all the assets in all the statuses.

Resubmit: Click **Resubmit** button to resubmit assets stuck in the Ingest, Delivery, Archive, Purge and Cloud queue. You cannot delete or resubmit jobs from purge queue. If you resubmit assets from Archive & Delivery queue, you will see below option to rate priority:



However, when resubmitting assets from *Ingest* queue, you have below options to choose from:

- Ingest without preview:** Jobs will be resubmitted and ingested without a preview copy.
- Auto rename file if already exists:** Resubmitted files will be auto renamed if they already exist in the system.
- Ingest without embedded metadata:** When files fail as *ImageMagick* failed to extract embedded metadata, enabling this option will skip the *ImageMagick* embedded metadata extraction process and will fetch only the basic metadata properties such as filename, author etc. as part of embedded metadata.

The user can also prioritize tasks for ingest, archive, and delivery from the Live Dashboard in the Director. Priority can be set individually for each asset or can be set collectively for all resubmitted assets. Priority (1-5) details:

- 1: Lowest priority (Default)
- 3: Medium priority
- 5: Highest priority

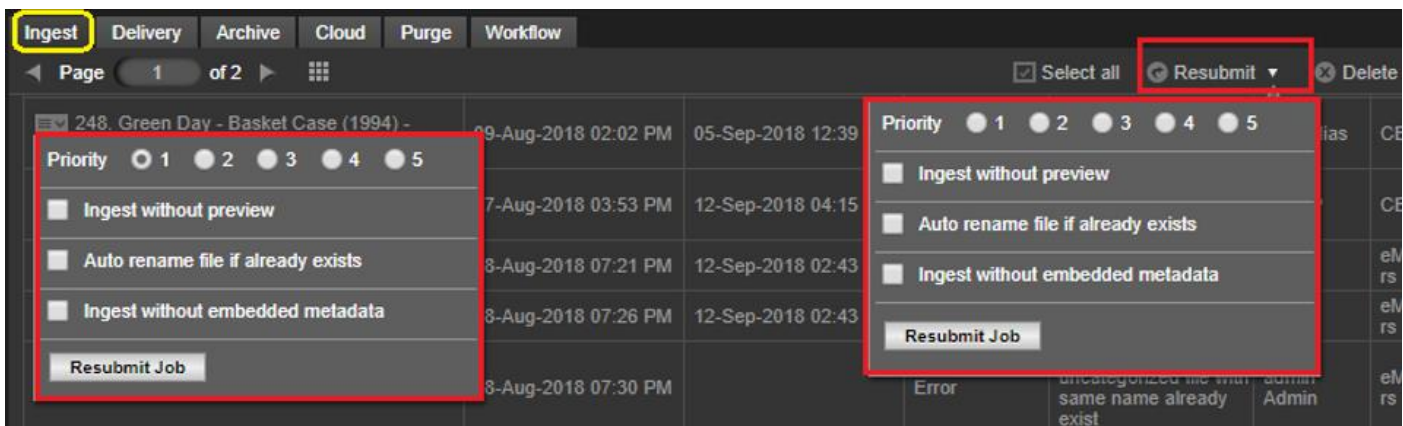


Figure 311- Setting priority screen view under *Ingest* tab

Following are the complete list of the *Dashboard* widget tabs with pertinent status categories:

2.13.1 Ingest tab

All the jobs submitted for ingest will be shown under any of these statuses - *Uploading, Processing, Added, Resubmit, Queued, Delete, Error.*

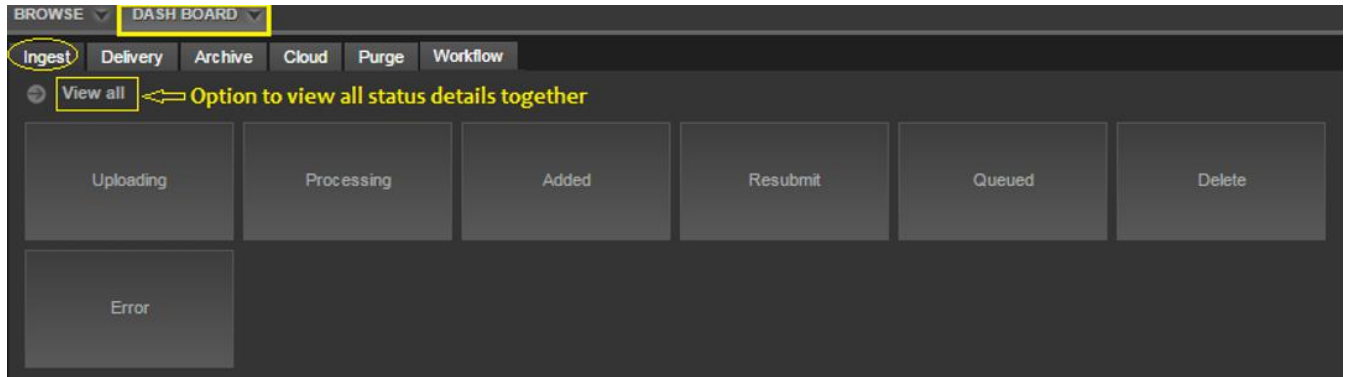


Figure 312- Various status queue under Ingest Dashboard

Ingest dashboard displays file name, UUID, start time and end time of ingest, status and description of ingest, user who ingested the file and the storage profile details.

Users can now easily search for the assets under each status of the Ingest dashboard using Filename, Description, Status or User search boxes.

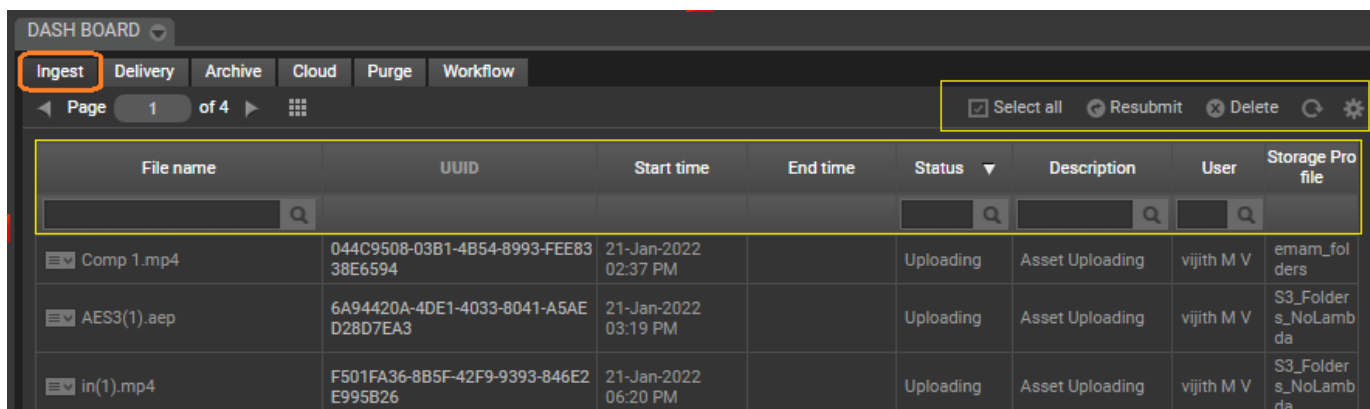


Figure 313- Search box under ingest dashboard

2.13.2 Delivery tab

All the jobs submitted for delivery will show under statuses - *Queued, Added, Failed, Deleted, Completed, Archive tab, Deleted, Failed, Passed.*

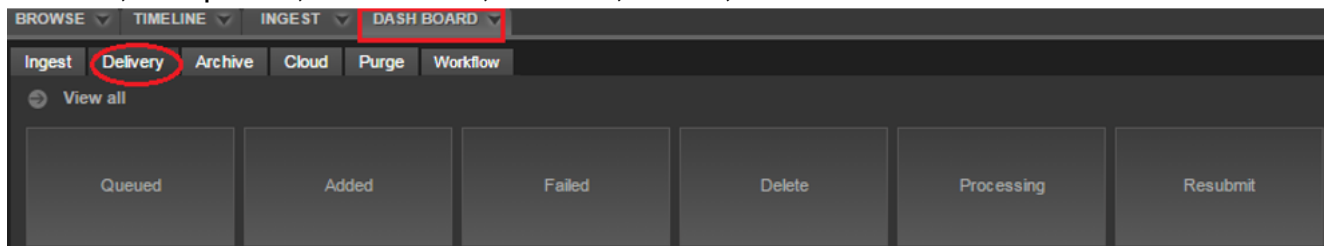


Figure 314- Various status queue under Delivery Dashboard

Users can search for any job using search box under file name, delivery profile, status, user and description. Various activities like *Select All*, *Resubmit*, *Delete*, *Refresh*, *Settings* can be performed on the list of jobs submitted for delivery as shown below:

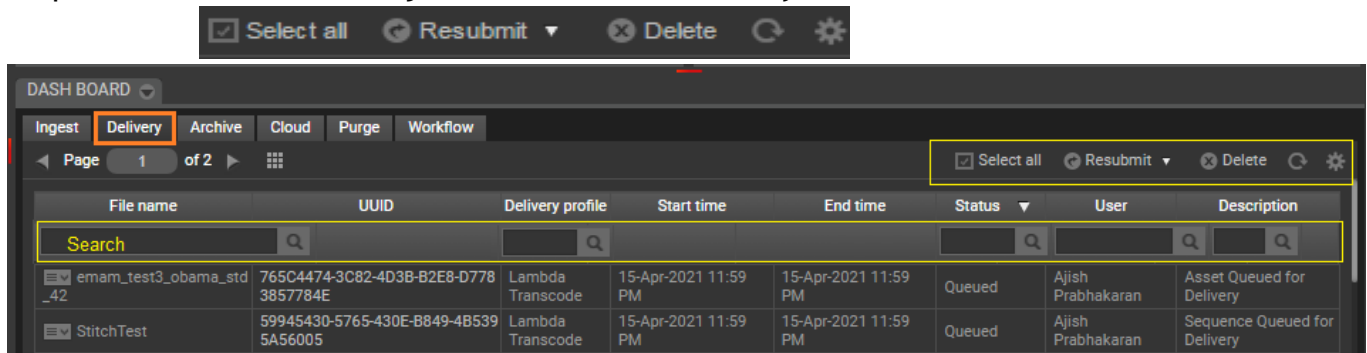


Figure 315- Search option under Delivery tab

2.13.3 Archive tab

All the jobs submitted for archive will show under statuses- *Added*, *Failed*, *Running*, *Queued*.



Figure 316- Various status queue under Archive Dashboard

Users can search for any job in Archive queue using search box under File name, Type, Operation, status, user and description. Various activities like *Submit All*, *Resubmit*, *Delete*, *Refresh* and *Settings* can be performed on the list of jobs submitted for Archive as shown below:

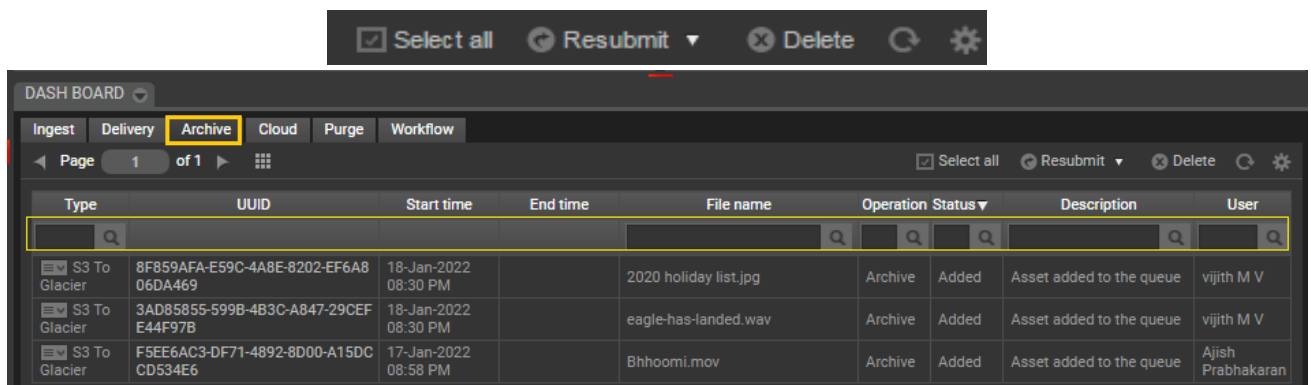


Figure 317- Search option under Archive tab

2.13.4 Cloud tab

All the jobs relating to cloud upload or purge will show under- *Cloud Purge Error, Cloud Upload Error, Cloud Purge, Cloud Upload, Cloud Purging, Cloud Uploading*.

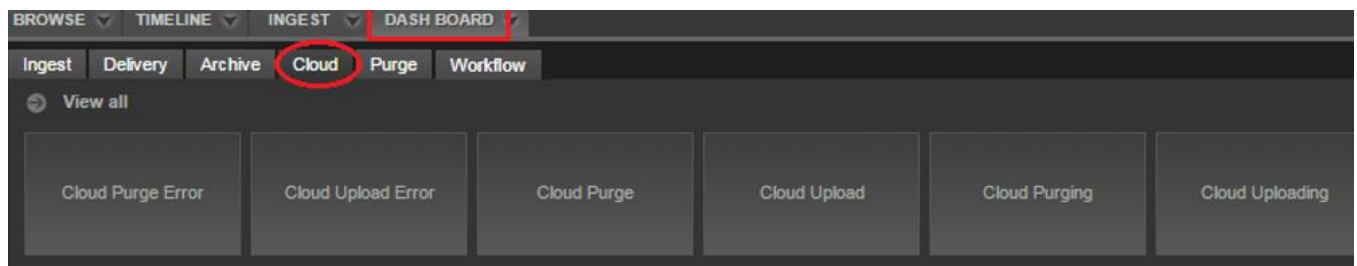


Figure 318- Various status queue under Cloud Dashboard

Users can search for any particular job in Cloud queue using search box under File name, status, user and description. Various activities can be performed on the list of jobs submitted for Cloud upload:

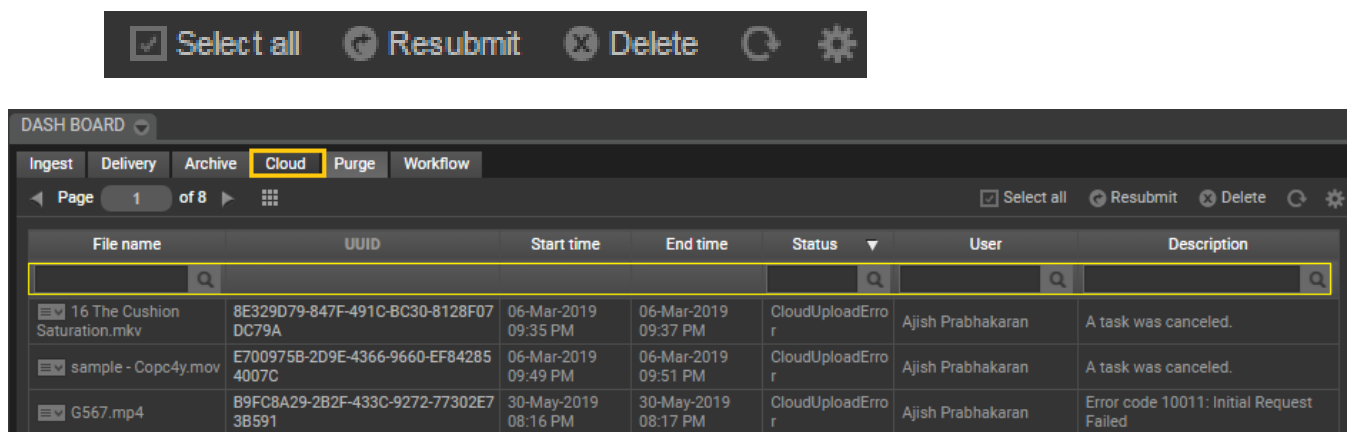


Figure 319- Search option under Cloud tab

2.13.5 Purge tab

All the jobs relating to purge will show under these statuses- *Purge, Queued, Cloud Purge, Cloud Queued, Cloud Purged, Archive Queued, Archived Purged, Purge Error*.

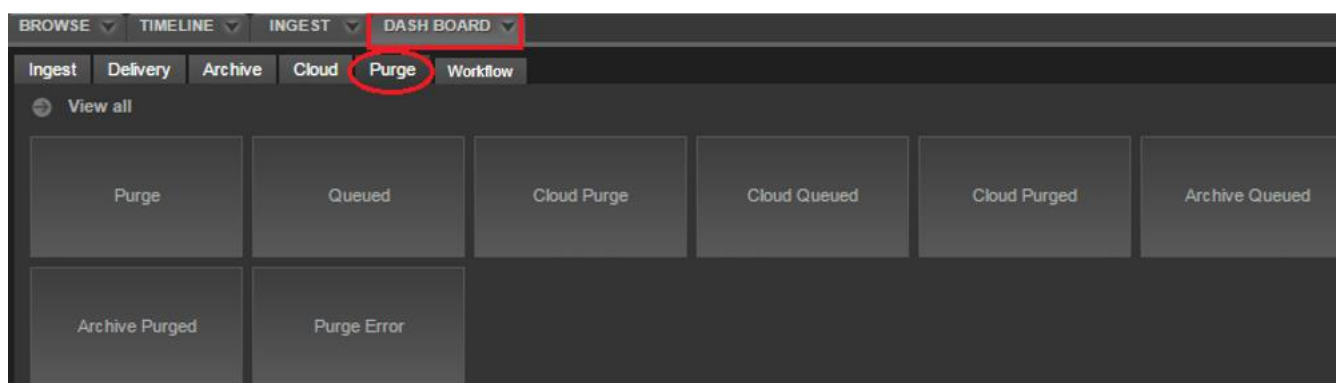



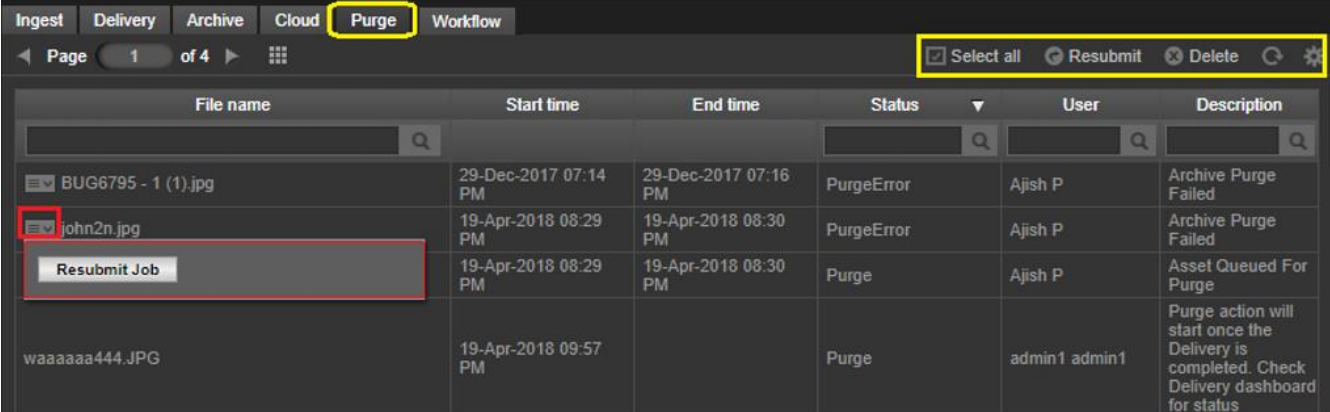
Figure 320- Various status queue under Purge Dashboard

Users can search for any particular job in purge queue using search box under file name, status, user and description. Various activities can be performed on the list of jobs (*only with status “purge error”*) submitted for purge:

 Refresh and Settings icon,

Select All: to select all jobs in the queue,

Resubmit: to resubmit the selected failed jobs (*only with status “purge error”*) back to queue for purge action.



File name	Start time	End time	Status	User	Description
BUG6795 - 1 (1).jpg	29-Dec-2017 07:14 PM	29-Dec-2017 07:16 PM	PurgeError	Ajish P	Archive Purge Failed
john2n.jpg	19-Apr-2018 08:29 PM	19-Apr-2018 08:30 PM	PurgeError	Ajish P	Archive Purge Failed
Resubmit Job	19-Apr-2018 08:29 PM	19-Apr-2018 08:30 PM	Purge	Ajish P	Asset Queued For Purge
waaaaaa444.JPG	19-Apr-2018 09:57 PM		Purge	admin1 admin1	Purge action will start once the Delivery is completed. Check Delivery dashboard for status


Figure 321- List view- Purge Dashboard

2.13.6 Workflow tab

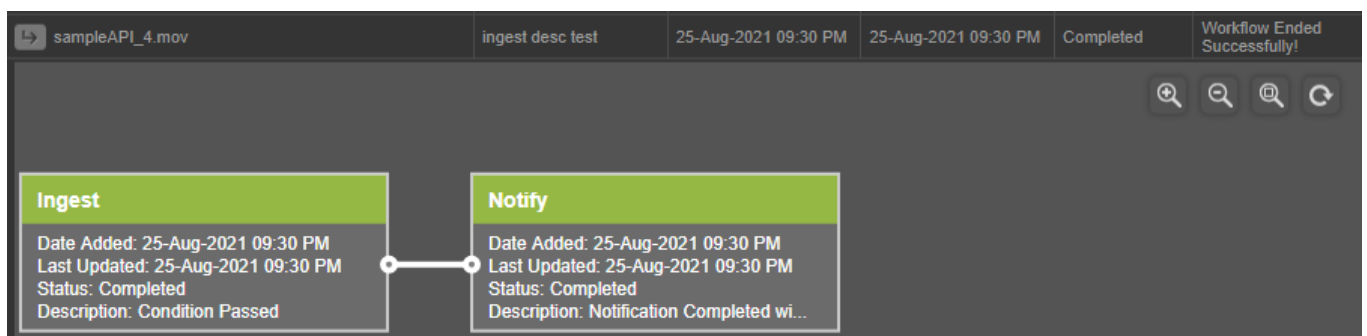
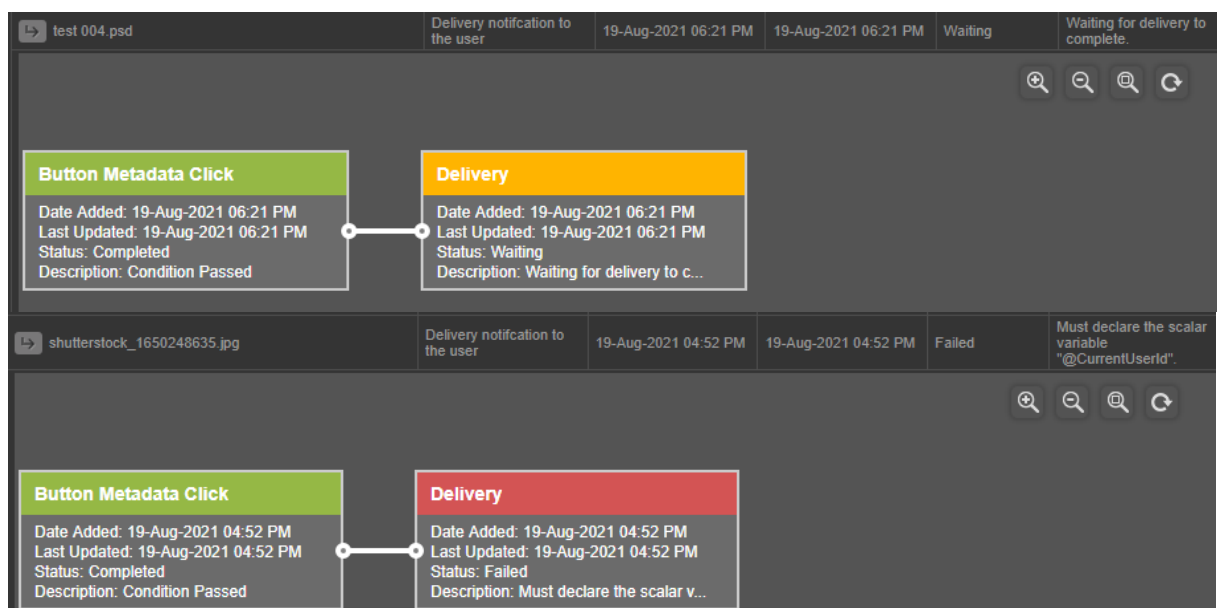
The *Workflow* tab displays the real time status of all the workflows that are executed in the eMAM system. This Workflow tab is same as the *Live Dashboard* tab in the Super Admin interface. The moment a workflow is triggered, unit admins can immediately see that workflow here in the live dashboard with a series of its action, status, and description.

eMAM will report the success or failure of each workflow process and also if any issues that may arise during the execution of the workflow.

DASH BOARD						
Ingest	Delivery	Archive	Cloud	Purge	Workflow	
Page 1 of 1						
Title	Workflow Name	Start time	End time	Status	Description	
test 004.psd	Delivery notification to the user	19-Aug-2021 07:10 PM	19-Aug-2021 07:10 PM	Waiting	Waiting for delivery to complete.	
DSC_0669.JPG	Delivery notification to the user	19-Aug-2021 07:11 PM	19-Aug-2021 07:11 PM	Waiting	Waiting for delivery to complete.	
പച്ചക്കറികളെ പരിചയപ്പെടാം - Introducing Vegetables - Minnaminni.mp4	Notify fail test	24-Aug-2021 07:04 PM	24-Aug-2021 07:04 PM	Failed	Notification Completed.	
sampleAPI_2.mov	ingest desc test	25-Aug-2021 05:59 PM	25-Aug-2021 05:59 PM	Failed	Notification Completed.	
sampleAPI_3.mov	ingest desc test	25-Aug-2021 08:53 PM	15-Aug-2021 09:48 PM	Failed	Notification Completed.	
shutterstock_1650248635.jpg	Delivery notification to the user	19-Aug-2021 04:52 PM	19-Aug-2021 04:52 PM	Failed	Must declare the scalar variable "@CurrentUserId".	
sampleAPI_4.mov	ingest desc test	25-Aug-2021 09:30 PM	25-Aug-2021 09:30 PM	Completed	Workflow Ended Successfully!	
sampleAPI_5.mov	ingest desc test	25-Aug-2021 09:37 PM	25-Aug-2021 09:37 PM	Completed	Workflow Ended Successfully!	
sampleAPI_7.mov	ingest desc test	25-Aug-2021 09:51 PM	25-Aug-2021 09:51 PM	Completed	Workflow Ended Successfully!	

Click on  icon corresponding to each workflow to expand and view the workflow chart/diagram and its progress.

The status of each action is depicted by different colors: Completed - **Green**, Failed - **Red**, and Waiting - **Orange**.



2.14 Search Filter

The **Search Filter widget** allows the user to perform what is referred to as a “*faceted search*”. It can be used to search assets based on Projects, Categories, Asset types, Asset Size and more. Click on one or more filters to filter out the assets you are looking for in the *Browse* widget. This is another quick search method for finding assets by “drilling down” certain search criteria to repeatedly narrow the search.

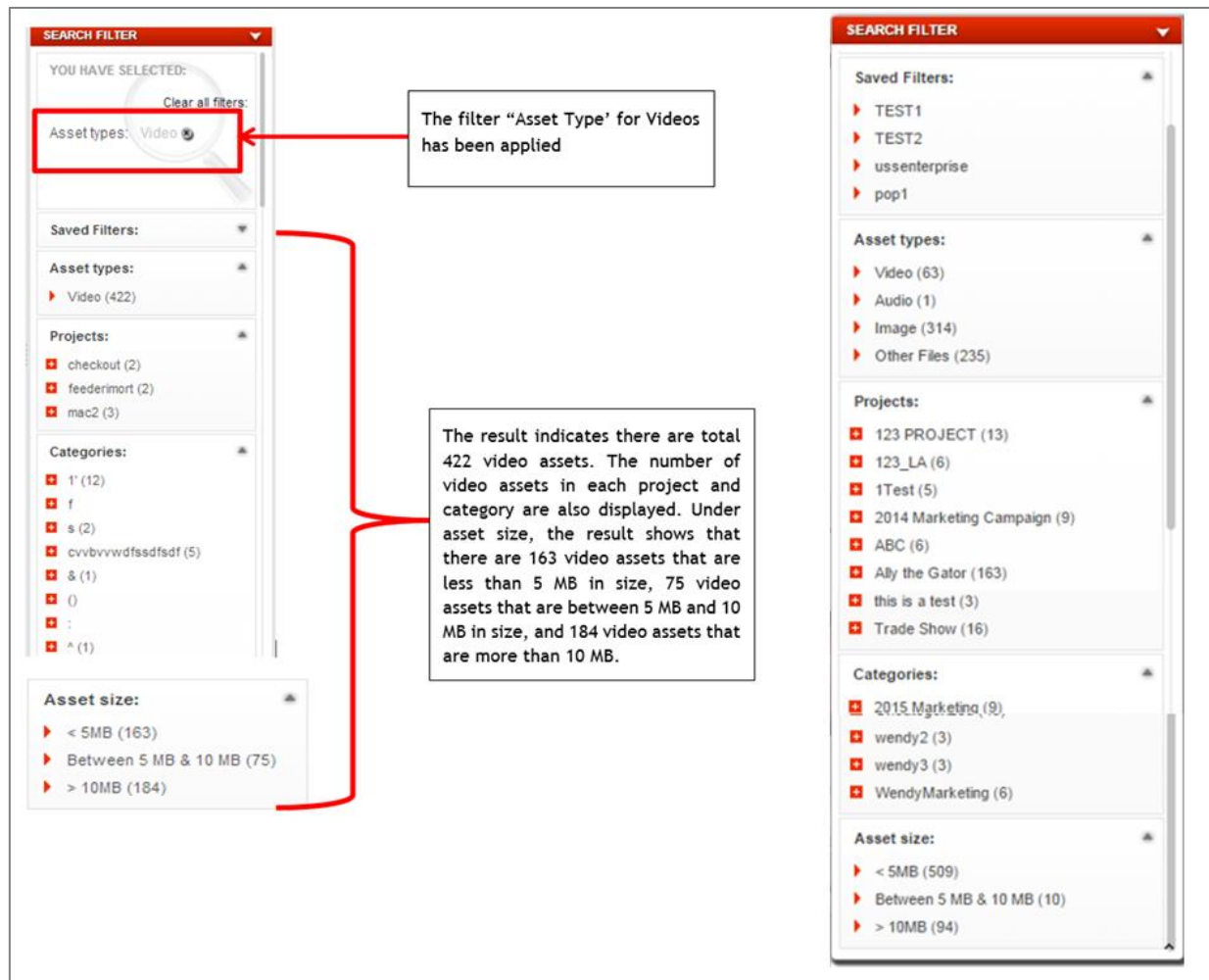
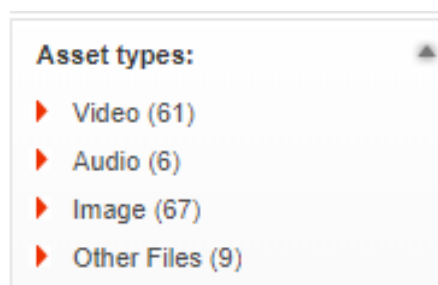
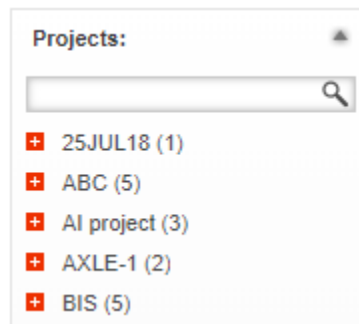


Figure 322-Using the Search Filter widget to search asset type.

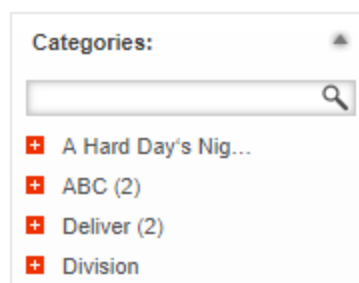
2.14.1 Asset Types: Filter assets based on the type of assets- videos, audios, images, and other files. For example, by clicking on “Video Assets”, the *Search Filter* widget will list only those project, categories and files sizes that contain video assets.



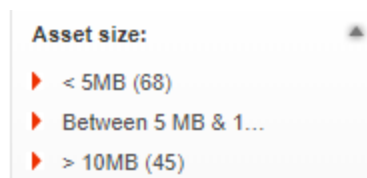
2.14.2 Projects: Filter asset based on projects by just by clicking on the project name. Assets under this project gets displayed in the *Browse* widget. You can also search for any particular project using search field.



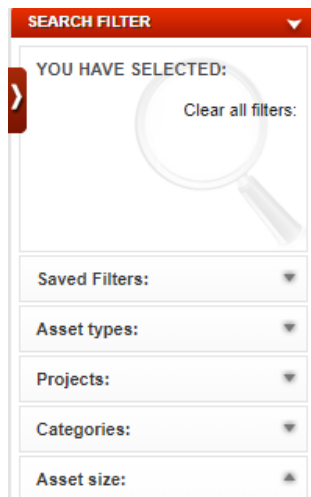
2.14.3 Categories: Filter assets based on categories by just clicking on the particular category from the list. Similar to the Projects tab, you can also search for any category using the search field.




2.14.4 Asset Size: Assets can also be filtered based on the asset size.



Further selecting by project name, category name and/or file size will narrow down choices, making it easier to “zero-in” on the desired assets. A user can start with a Project or Category, then filter down by asset type or size. It is very similar to an ecommerce shopping cart software, where the online merchant lets shoppers select by brand, then size, model, color, etc., until they find the products they want. This widget does not have any special menu options other than DOCK/FLOAT and CLOSE.



All the assets are displayed when no search filter was applied, or when ‘**Clear all Filters**’ is clicked. Other search filters work in a similar manner. To start the new search, click ‘Clear all Filters’. Individual criteria may be de-selected by clicking  next to each filter criteria, updating views to new count.

2.14.5 Saved Filters

The user can create a customized search filter to narrow down the search criteria in Advanced Search under the “Manage filters” tab. The user will specify the field in which system will search for the asset. The user can also specify custom and embedded metadata as a search field. To manage access, the filter can be made private or public. The filter is saved under “Saved Filters” in the Search widget. This is useful for frequent searches using the same criteria.

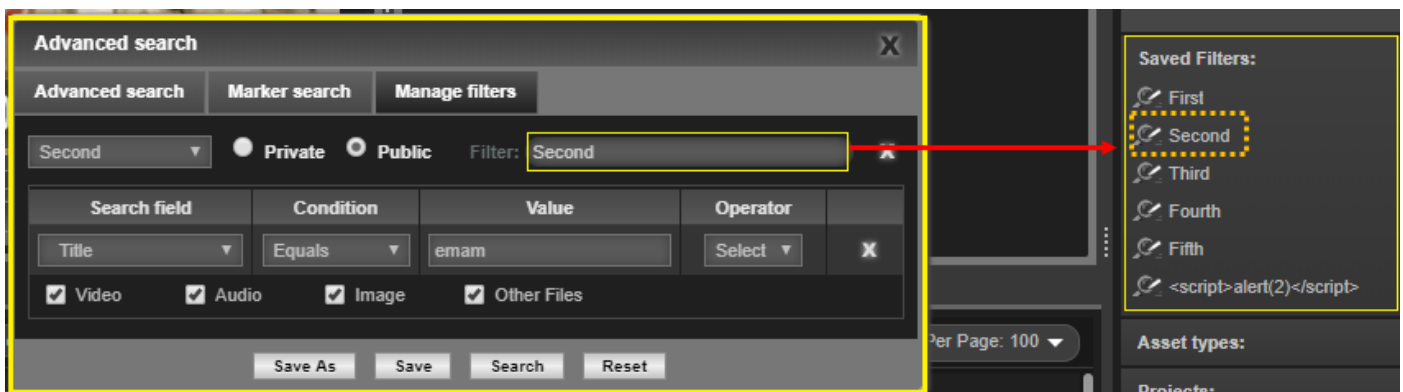



Figure 323- Saved Filters can be created in the Advance search function, Manage filters tab. Multiple criteria can be searched, and the search may be saved to appear

Saved searches later on will perform the same search again with the latest results that match your search query. To re-run the saved search filter, click on the name of the specified filter, the assets matching the search field, value and the conditions are displayed.



Figure 324- Search Filter widget overview

Unit Users have option to modify the search results. Just click on  icon corresponding to the saved filter. Search filter window appears to modify the search conditions. Then click on Save As button to save the search with a different name.

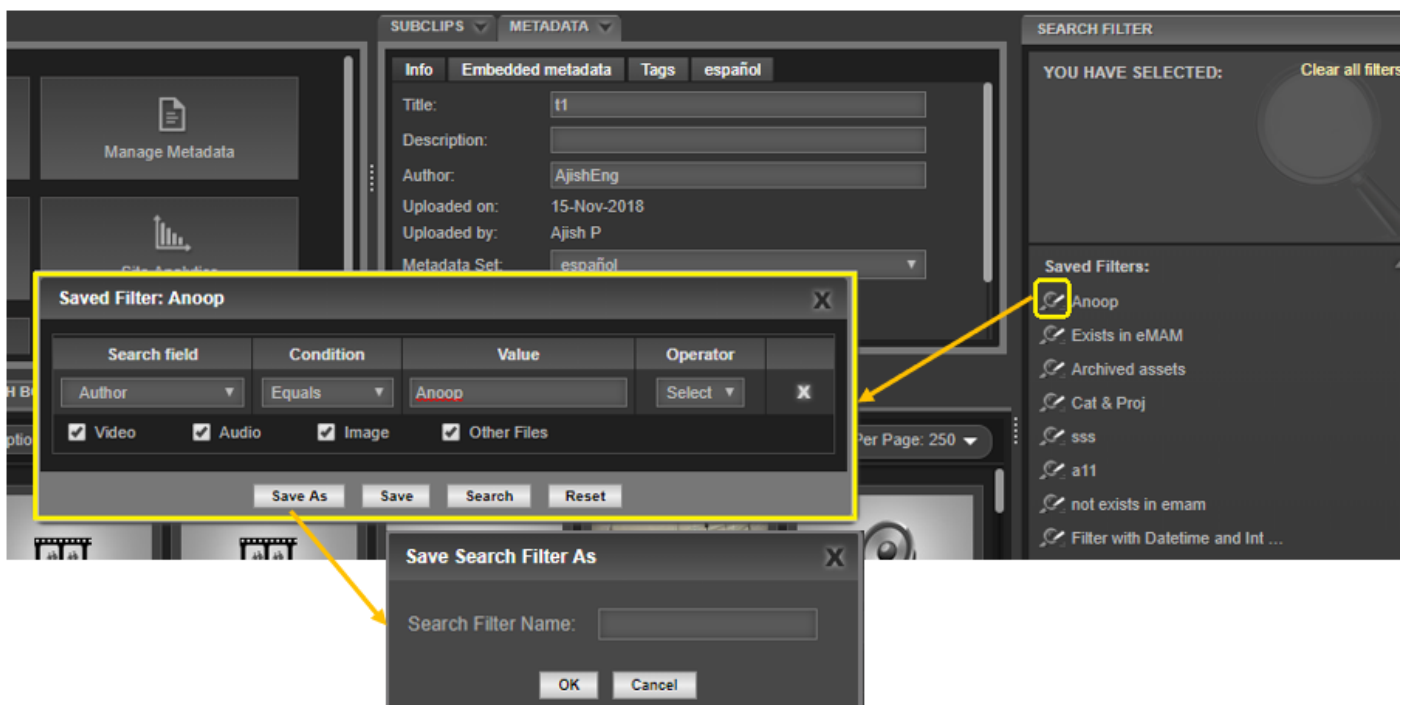


Figure 325- Option to modify Public search filters for Unit Users.

URL encoded search: Users can create links using URL encoded parameters like User Key, search strings, saved filters and other search parameters. This allows the users to make Director links to embed in the web page. Users can easily share these links which bypasses the login page.

URL format:

Director URL - <http://eMAMServername/eMAMDirector/Default.aspx>

User Key - Obtained from Admin tools page (edit user)>*Manage User Key*

File Properties - File properties as shown in Filter search, e.g., *Title, Description, Author, Extension* etc. in the format **Title=<Value>**

Custom Metadata - In the format - **Cust_<Field ID>** - Field Id as obtained from Admin tools on Manage Metadata area.

Saved Filter - Saved filter name in the format **Filter=<FilterName>**

Sample URL:

http://10.0.8.5/eMAMDirector/Default.aspx?UserKey=6dF4n%2bW0Q1g2NxG3XnBqbJtbkpvPP%2bGmmlz7d%2bA%2f1Q%3d&Title=Nexidia&Extension=mp4&Filter=test&Cust_1201=a1

This URL encoded search feature is especially beneficial for those users who always use a similar kind of filtering in their search data. This way, they can bypass unwanted steps while working on eMAM. Users can be provided with these links so that just one click takes them directly to the data they need to work on, without filtering each time.

2.15 Timeline

The *Timeline* and *Timeline Preview* widget are used to put a rough-cut sequence together for preview or to be exported to an NLE software application like Adobe Premiere Pro. You can add subclips and full clips to the timeline. The *Timeline* widget is used to create new sequences or view/edit existing sequences which will be part of a project for collaboration, edit review, etc. This widget is used in conjunction with the *Project* widget and the *Timeline Preview* widget. The user can preview sequences in the *Timeline Preview* widget, while the *Preview* widget previews only the selected asset.

Timelines allows non-technical users to share inputs into the editing process.

For the Timeline sequence the user should:

1. Setup the workspace so these five widgets are available and visible - Browse, Project, Search Filter, Timeline and Timeline Preview. It is best to float the *Timeline* widget for easier drag and drop operation. The workspace should look similar to the screenshot below. The workspace may be saved for future use.
2. For new sequences, select “Create Sequence” from the appropriate project’s pull-down menu. Give the sequence a name and click SAVE. The new blank sequence will appear under the project and the new sequence name will appear on the *Timeline* widget. This name may be edited by clicking on the name in the *Timeline* widget and saving.
3. Use Browse and Search features to find the assets for the new sequence. Only videos can be used.
4. Assets can be added to the timeline by drag and browse from the *Browse* widget to the Timeline widget. Assets can also be reordered on the timeline by drag and drop. The timeline must be saved with a storage profile. Saved timelines can be seen directly in the Premiere extension panel too.
5. To edit an existing sequence, click on the sequence name to open the sequence in the *Timeline* widget. Remember to SAVE any changes - they are not automatically saved.
6. To deliver the sequences to a predefined delivery location, click on *Stitch & Deliver*.

2.15.1 Create Sequence

Check that these five widgets - Browse, Project, Search Filter, Timeline and Timeline Preview - are open and visible to ensure a smooth Timeline sequence creation or editing workflow. It is recommended to float the Timeline widget for easy drag and drop operations.

This workspace should be saved as ‘Timeline xxx’ or something similar for future use.

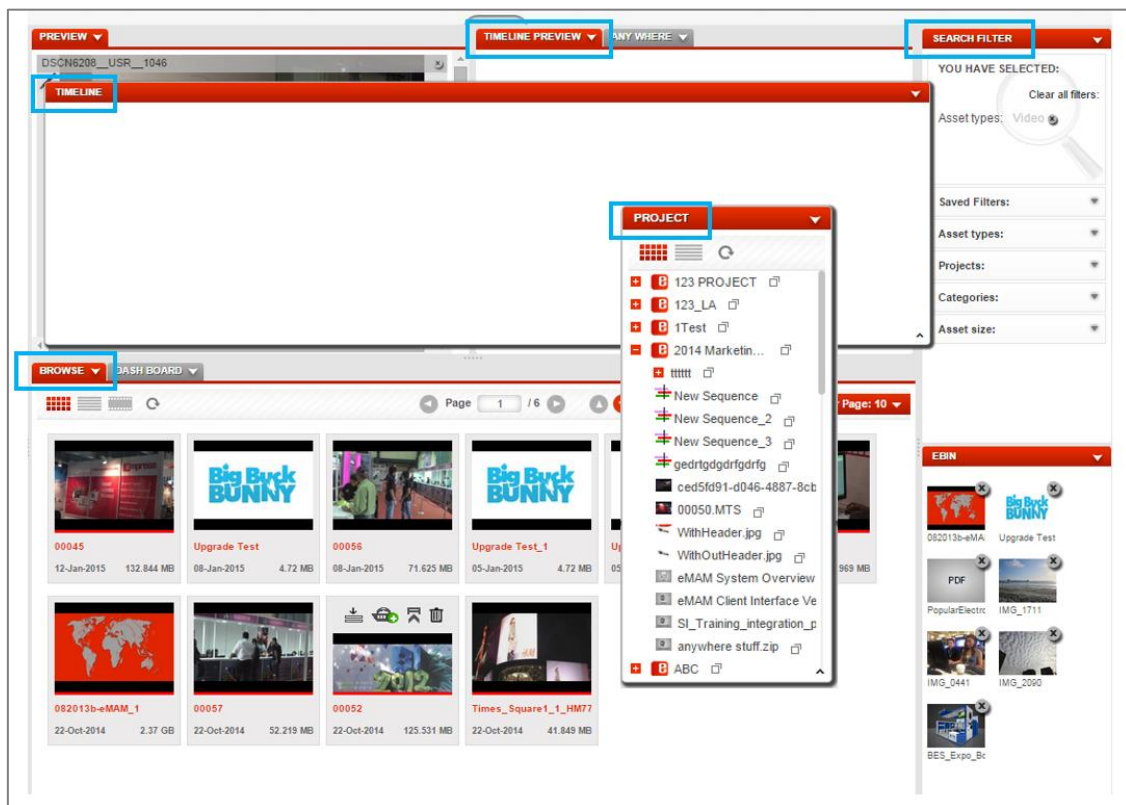


Figure 326- Check that these five widgets - Browse, Project, Search Filter, Timeline and Timeline Preview

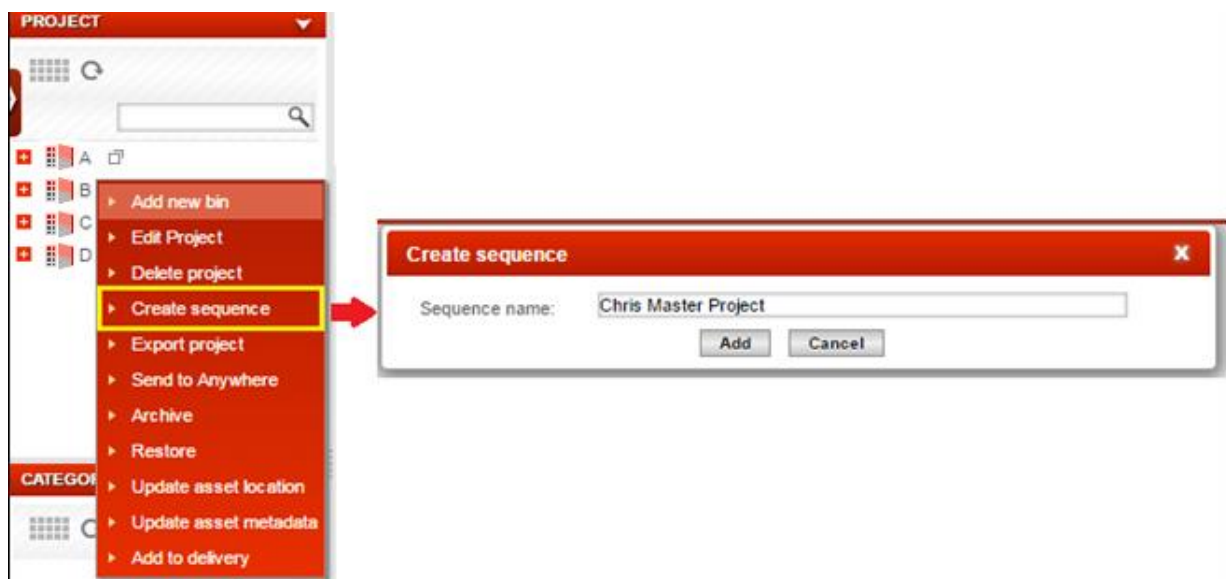


Figure 327- Creating a sequence - To create a new sequence the user selects "Create sequence" from the project's menu (icon to the right of the project name). The user must name the sequence and click "Add".

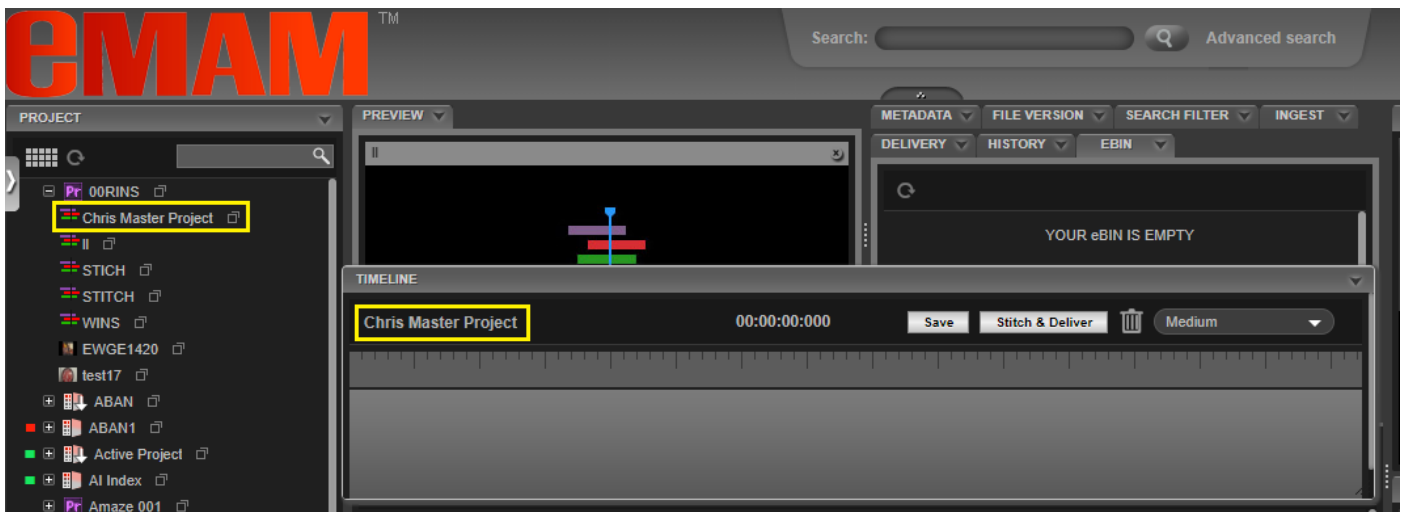


Figure 328- The new blank sequence will appear under the project with the name selected. The name of the sequence may be changed at any time by clicking on the sequence name in the Timeline widget,

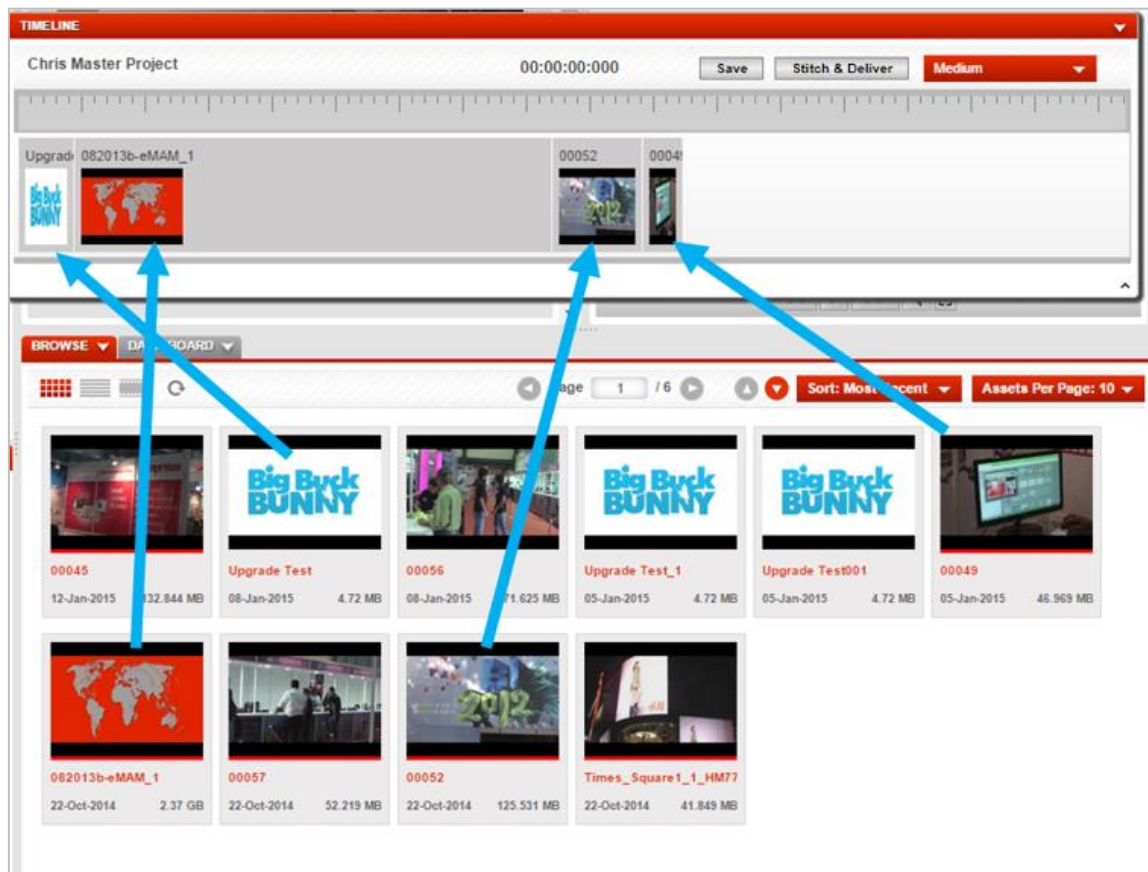


Figure 329- Once the assets are located in the Browse widget, the user may drag and drop into the Timeline widget as shown. If the order of the sequences needs to be changed, they may be dragged and dropped into order. Clips may also be deleted from the sequence by selecting the clip in the Timeline widget and clicking the trash can icon.

2.15.2 Edit Sequence: The sequence order may be edited at any time in the Timeline widget, so it is not critical to get order right initially. Just click on the sequence under the Project widget & in the Timeline widget rearrange the clips and click on Save button to save the changes.

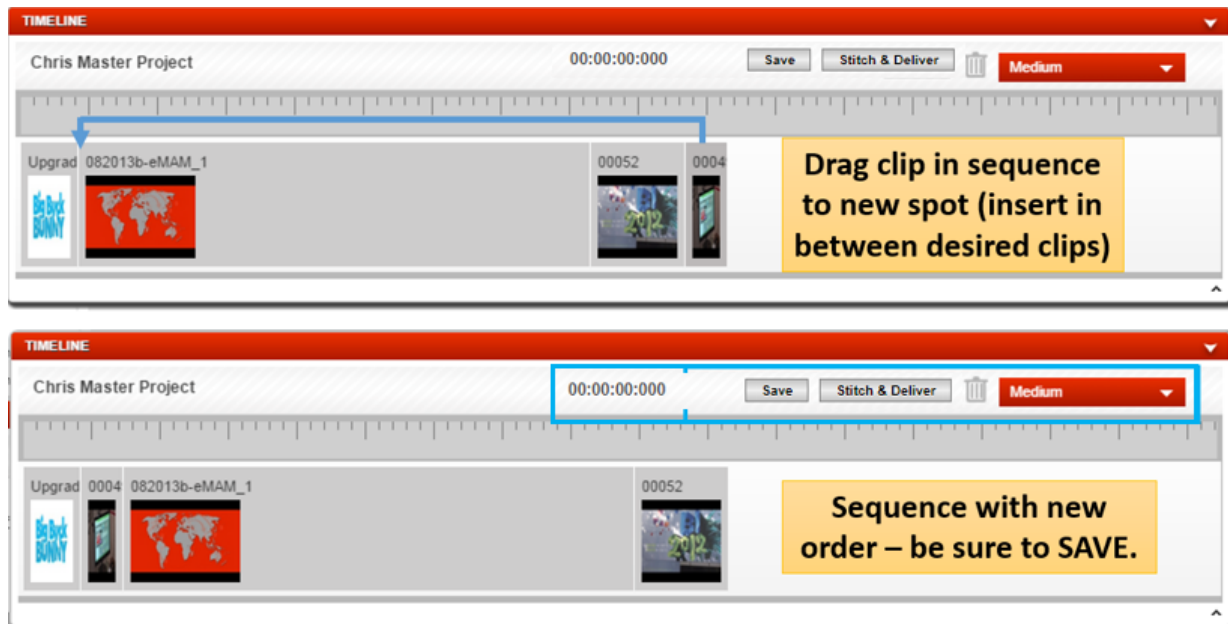


Figure 330- Sequence order may be edited at any time in the Timeline widget

The total sequence length is shown on the upper right corner. Sequences are not automatically saved, so the user must use the 'Save' button and then select a storage location and then again click on the Save button.

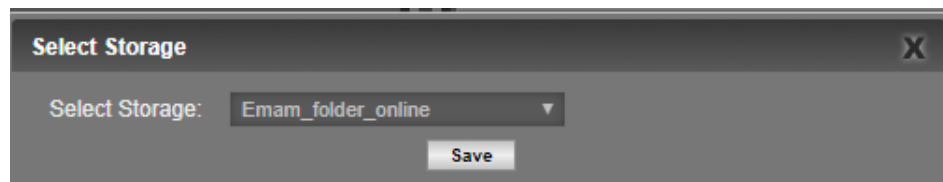


Figure 331-Select storage before saving the sequence

2.15.3 Stitch & Deliver sequence: To stitch and deliver a sequence as a single file, in the Timeline widget, click on *Stitch & Deliver* (after saving the sequence).

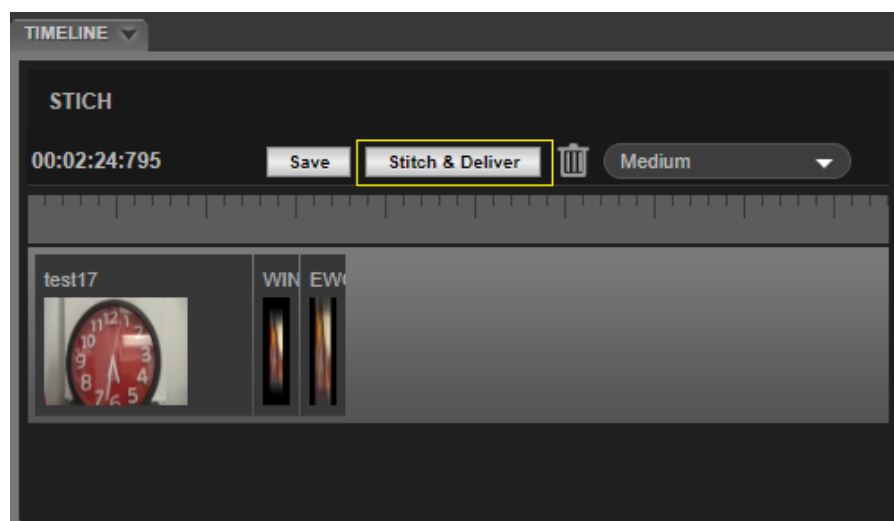


Figure 332: Click on Stitch & deliver to deliver a sequence

Choose a delivery profile(with *FFMPEG transcoder*) from the list.

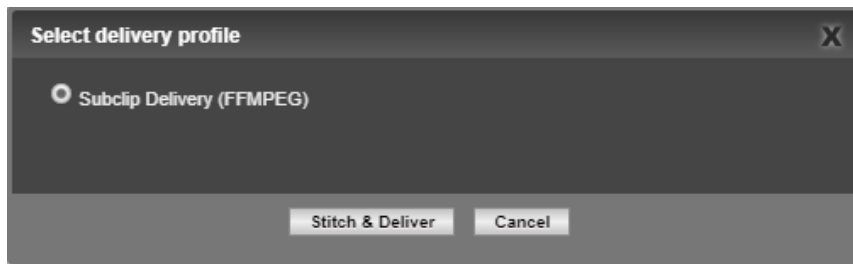


Figure 333- Choose a delivery profile

Sequence is added to the delivery queue followed by below message.



Figure 334: "Sequence added to delivery" message

In the Dashboard widget, monitor the delivery queue for delivery progress and its status.

BROWSE

DASH BOARD

Ingest

Delivery

Archive

Cloud

Purge

Page 1 of 1

Select all

Resubmit

Delete

File name	Delivery profile	Start time	End time	Status	User	Description
FFMPEG_TEST3_Clip_Name 1	Subclip Delivery (FFMPEG)	12-Mar-2020 04:09 PM	12-Mar-2020 04:09 PM	Queued	Ajish Prabhakaran	Asset Queued for Delivery
FightRoyVipin_Clip_Name2	Subclip Delivery (FFMPEG)	12-Mar-2020 04:09 PM	12-Mar-2020 04:09 PM	Queued	Ajish Prabhakaran	Asset Queued for Delivery

Figure 335- Monitor delivery progress in the Dashboard widget

Note: *Stitch & Deliver* only works for delivery profiles configured with *FFMPEG* as the transcoder.

2.15.4 Delete Sequence clip: A user can delete a clip from the sequence by clicking on the trash icon.

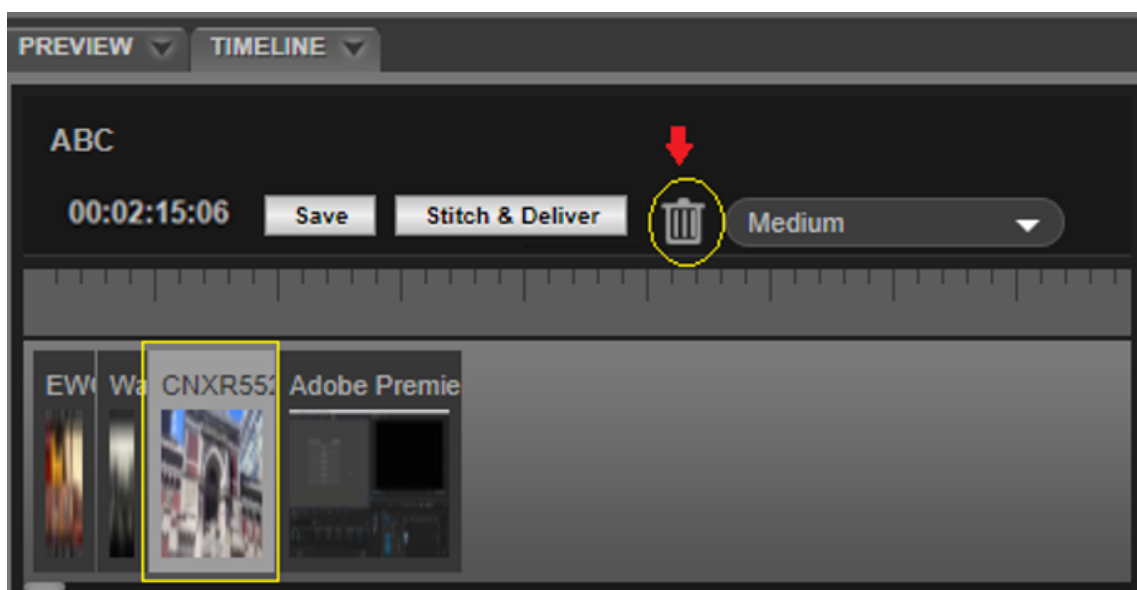


Figure 336- Delete clip in a sequence

The user can adjust the scale. Sequences can be previewed and played only using Timeline Preview widget and not from Browse widget. Sequences can be added to eBIN and shared using eShare.

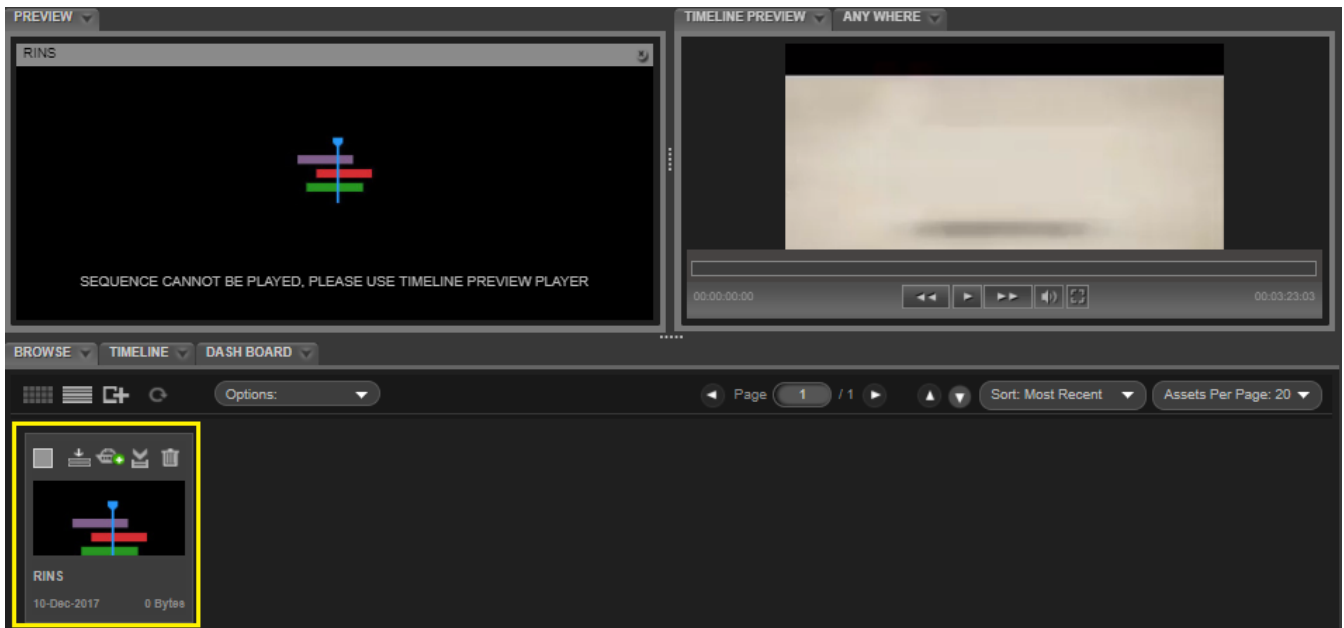


Figure 337- Play sequences in Timeline Preview widget

However, sequences exported back to eMAM from Adobe Premiere Panel are created as a sequence asset in the Browse widget and can be previewed and played in the Preview widget.



Figure 338- Play exported sequence in Preview widget.

2.16 Timeline Preview

The Timeline Preview widget is used exclusively for playing back and reviewing user created sequences assigned to a project or bin. It has simpler controls and options; this widget should not be confused with the Preview widget which provides a preview of individually selected assets in the Browse widget. Play/pause/reverse/forward is supported as well as volume/mute, full screen functions, and J-K-L support.

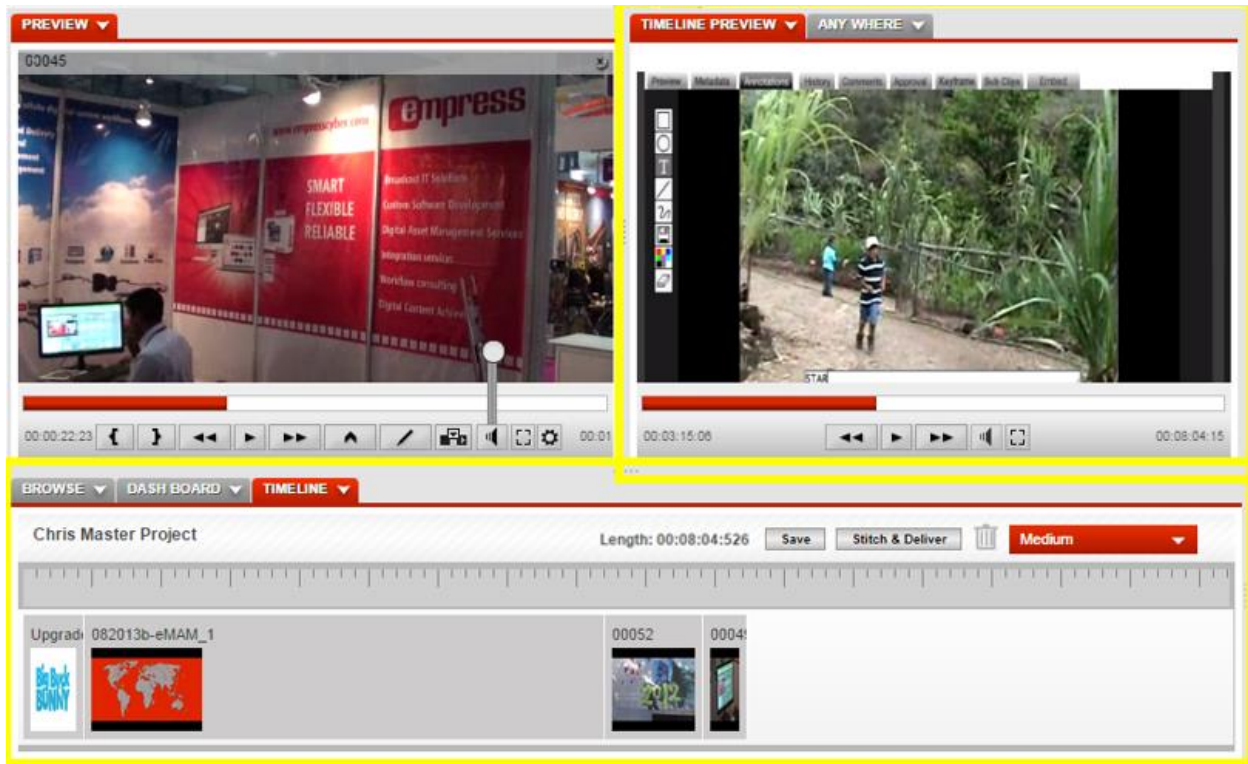


Figure 339- The Timeline Preview widget playing back the sequence just created. The Preview widget (left) plays back only individual video assets selected from the Browse widget or previews other assets. The Timeline Preview widget only previews sequences from the Timeline widget.

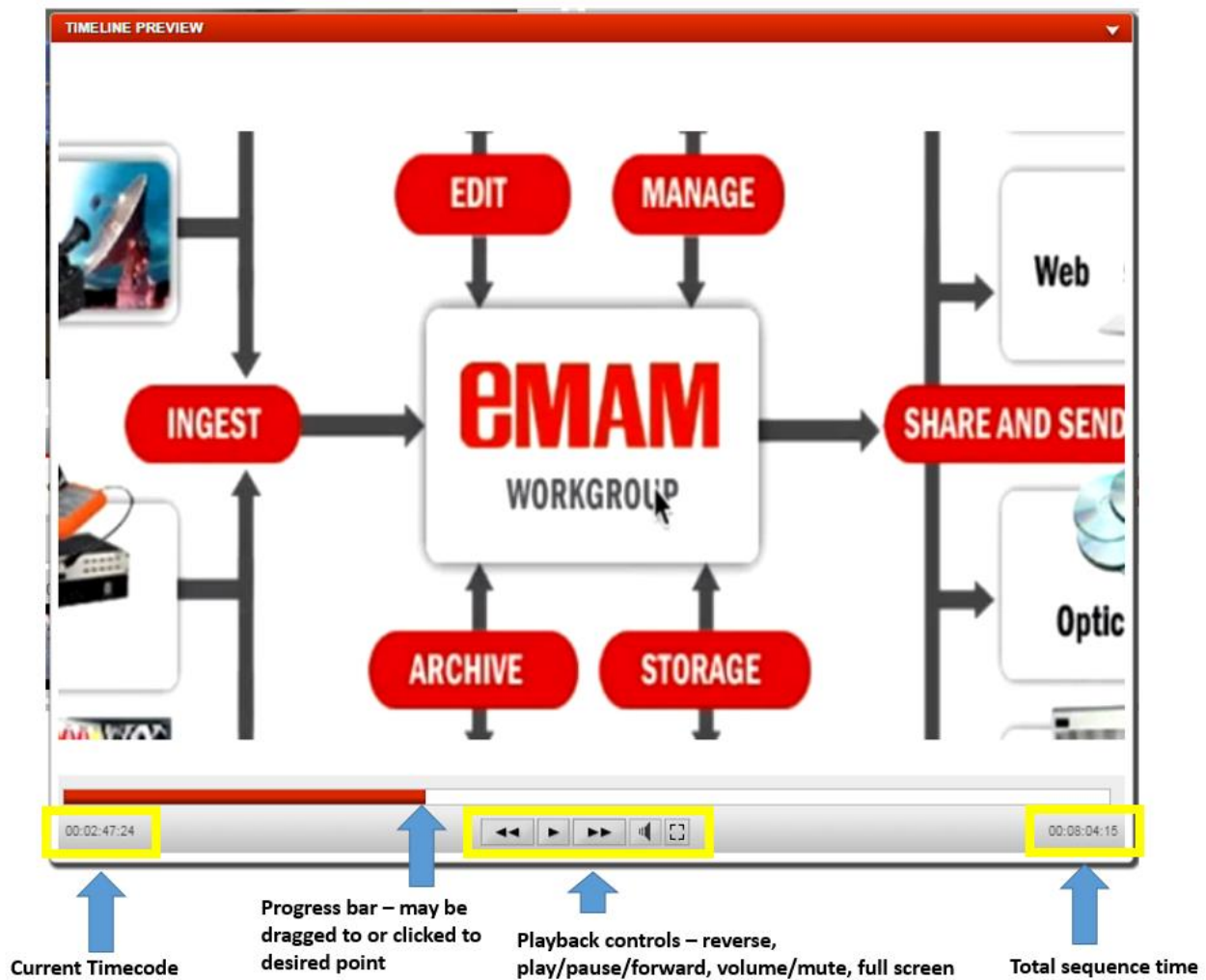


Figure 340-The Timeline Preview widget is used in conjunction with the Timeline widget to playback sequences - this widget has basic playback controls and supports J-K-L keys.

2.17 Delivery

Delivery uses the original native resolution asset copy to make a version in the needed specifications to the required destination. Assets dragged and dropped into the Delivery widget are added to the Delivery Queue.

2.17.1 Deliver: The user can click **Deliver** from the widget's pull-down menu to select the appropriate delivery profile for the selected assets. Note: eMAM 5.1 now supports delivery of assets from the source location. Also, If the asset exists only in S3 bucket, the file can be delivered directly from S3 to Local/Network/FTP.



Figure 341- Delivery: drag and drop assets and select Deliver

A pop up screen will allow the user to select the appropriate delivery profile.

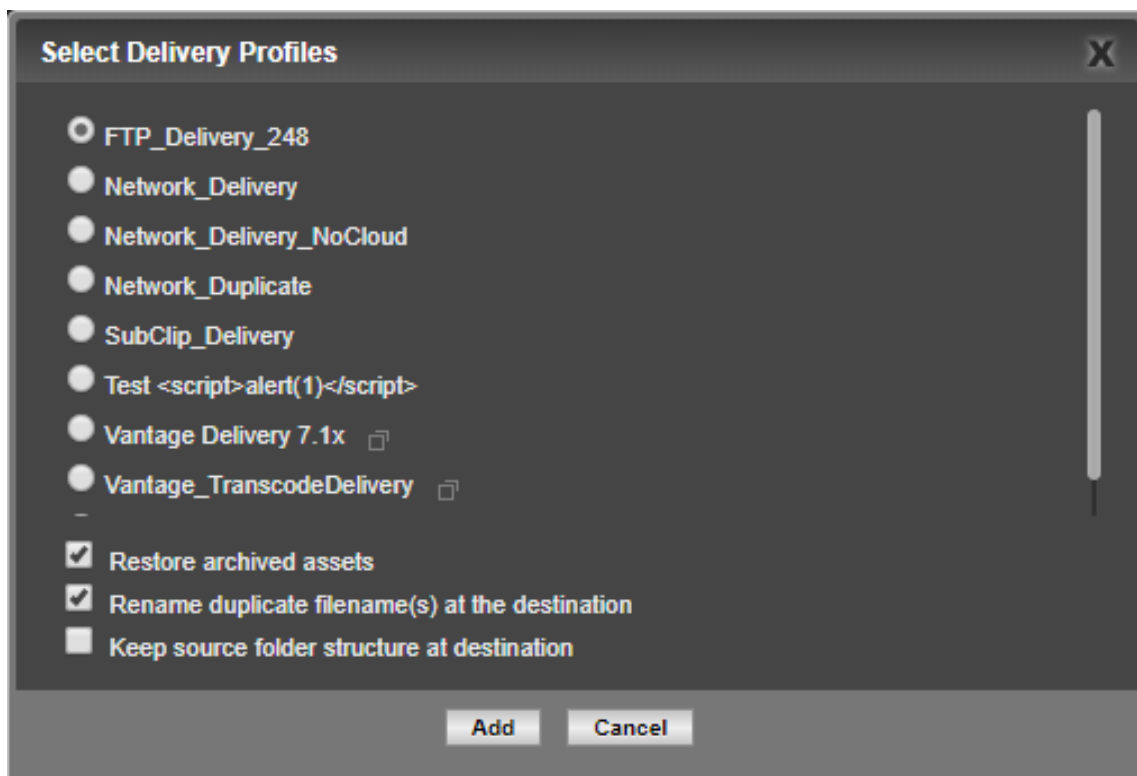


Figure 342-Select Delivery Profiles

After selecting the Delivery profile, users have option to *Restore archived assets* and *Keep source folder structure at destination*.

- If '**Restore archived assets**' option is checked, '**Total number of assets**' shows number of assets in the online and archive storage. If '**Restore archived assets**' option is unchecked, '**Total number of assets**' shows number of assets in the online storage only.
- If "**Rename duplicate file names in the destination**" option is selected, duplicate files name will be renamed after the delivery at the destination location.

- **Keep source folder structure at destination-** Check this option to deliver the assets so that the source folder hierarchy is maintained. This will help deliver entire folder, along with its assets and sub folders to any destination.

Click ADD to add to the queue or CANCEL to cancel the operation. Delivery status window pops up with each asset delivery status details:

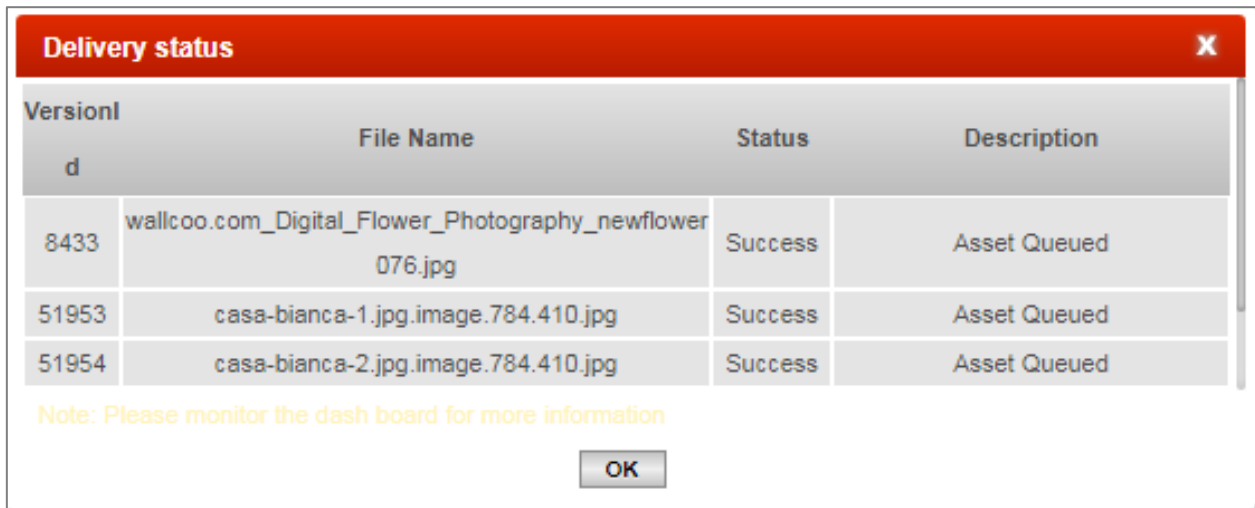


Figure 343- Delivery status window

Deliveries can be monitored in the Dashboard widget under Delivery tab.

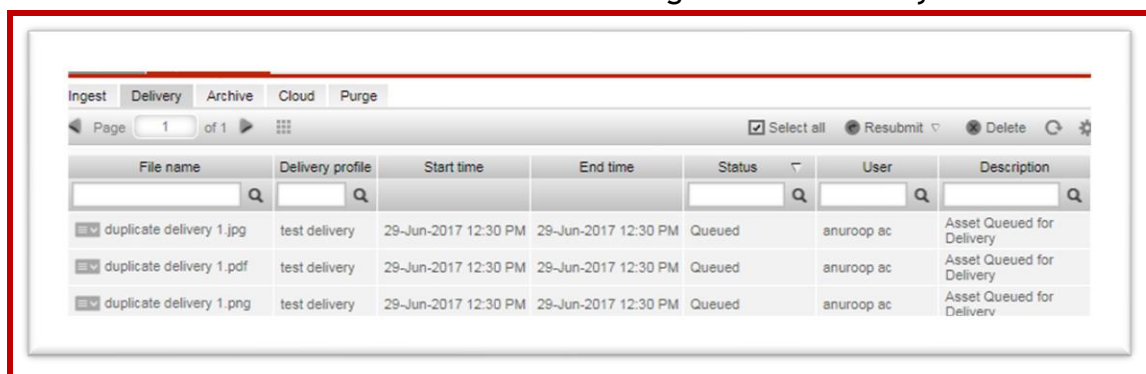


Figure 344- Monitor Delivery status under Dashboard

For deliveries using Tele stream Vantage, the user can provide, and edit the variable values.

ATEME delivery profiles support **stitch and deliver** of files from category as shown below:

Note: For Stitch & deliver workflow with ATEME, you need to enable stitch at AteME delivery profile level (SA). Also, it only works with categories.

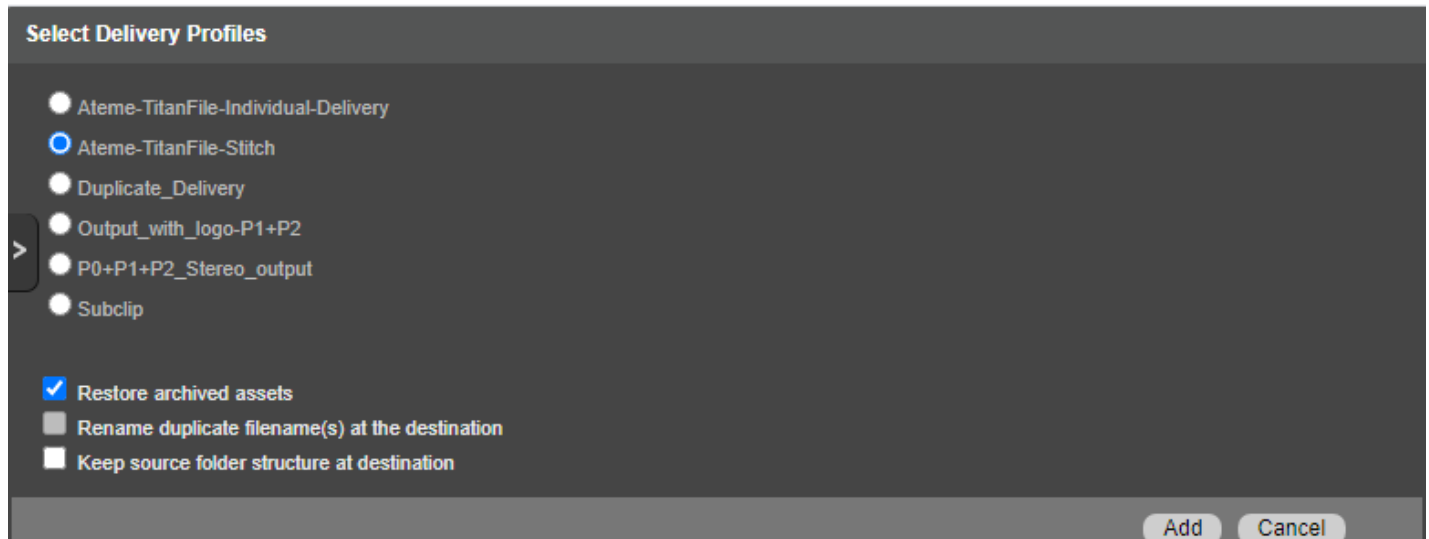


Figure 345- Select ATEME stitch profile

Based on the preset xml attached to the ATEME profile, eMAM will validate it and will throw an error if the files do not match the xml standards. If the files selected for delivery fail the validation, the missing files as per the preset are highlighted in red (as shown below). Users can either cancel this window and go back and drag and drop the right files to the selected category and retry delivery or if the files are already there in the category and listed below the same window, just drag and drop the right files to the files highlighted in **RED** before proceeding with the final stitch and delivery.

ATEME Delivery

Delivery Profile : AteME-TitanFile-Stitch

Category : undefined

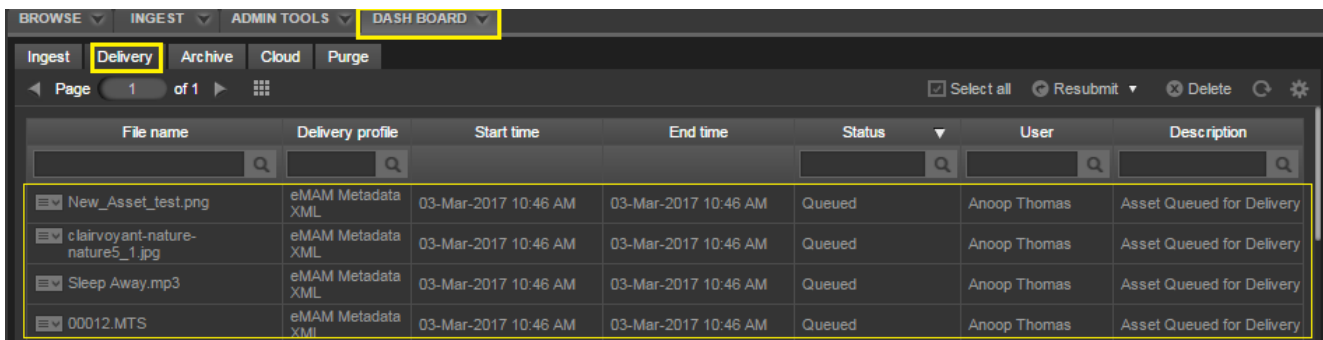
Segment	Video	Audio	Subtitle
1	Manmarziyaan P1	P1-FIV-5.1 audio.wav	Manmarziyaan P1-SBT-arabic
2	Manmarziyaan P2	P2-FIV-5.1 audio.wav	Manmarziyaan P2-SBT-arabic

Note: Please drag and drop the missing files from the table below!

	Title	Asset Type	Extension	Size	Ingested On	Category
x x x	Manmarziyaan CC	Video	mov	102.084 MB	04-Nov-2020	Movie_001
x x x	Manmarziyaan CC-FIV-5.1 audio	Audio	wav	2.747 MB	04-Nov-2020	Movie_001
x x x	Manmarziyaan CC-FIV-stereo audio	Audio	wav	938.344 KB	04-Nov-2020	Movie_001
x x x	Manmarziyaan CC-MaE-5.1 audio	Audio	wav	2.747 MB	04-Nov-2020	Movie_001
x x x	Manmarziyaan CC-MaE-stereo audio	Audio	wav	938.344 KB	04-Nov-2020	Movie_001
x x x	Manmarziyaan P1	Video	mov	157.293 MB	04-Nov-2020	Movie_001
x x x	Manmarziyaan P1-FIV-stereo audio	Audio	wav	859.971 MB	04-Nov-2020	Movie_001
x x x	Manmarziyaan P1-MaE-stereo audio	Audio	wav	859.971 MB	04-Nov-2020	Movie_001

Figure 346- Files failing xml validation are highlighted in red

Monitor dashboard to view the progress of delivery process.



File name	Delivery profile	Start time	End time	Status	User	Description
New_Asset_test.png	eMAM Metadata XML	03-Mar-2017 10:46 AM	03-Mar-2017 10:46 AM	Queued	Anoop Thomas	Asset Queued for Delivery
clairvoyant-nature-nature5_1.jpg	eMAM Metadata XML	03-Mar-2017 10:46 AM	03-Mar-2017 10:46 AM	Queued	Anoop Thomas	Asset Queued for Delivery
Sleep Away.mp3	eMAM Metadata XML	03-Mar-2017 10:46 AM	03-Mar-2017 10:46 AM	Queued	Anoop Thomas	Asset Queued for Delivery
00012.MTS	eMAM Metadata XML	03-Mar-2017 10:46 AM	03-Mar-2017 10:46 AM	Queued	Anoop Thomas	Asset Queued for Delivery

Figure 347-Delivery status may be monitored in the Dashboard widget

2.17.2 Remove All: If you wish to remove all the assets added to the Delivery widget, just click on *Remove All* from the widget drop-down menu.

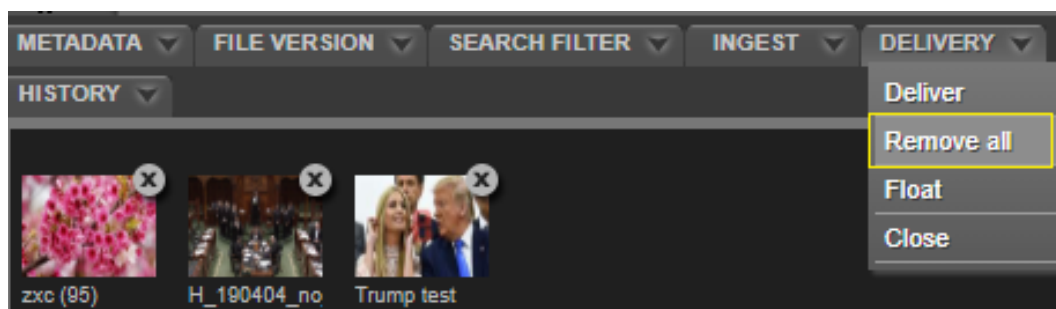
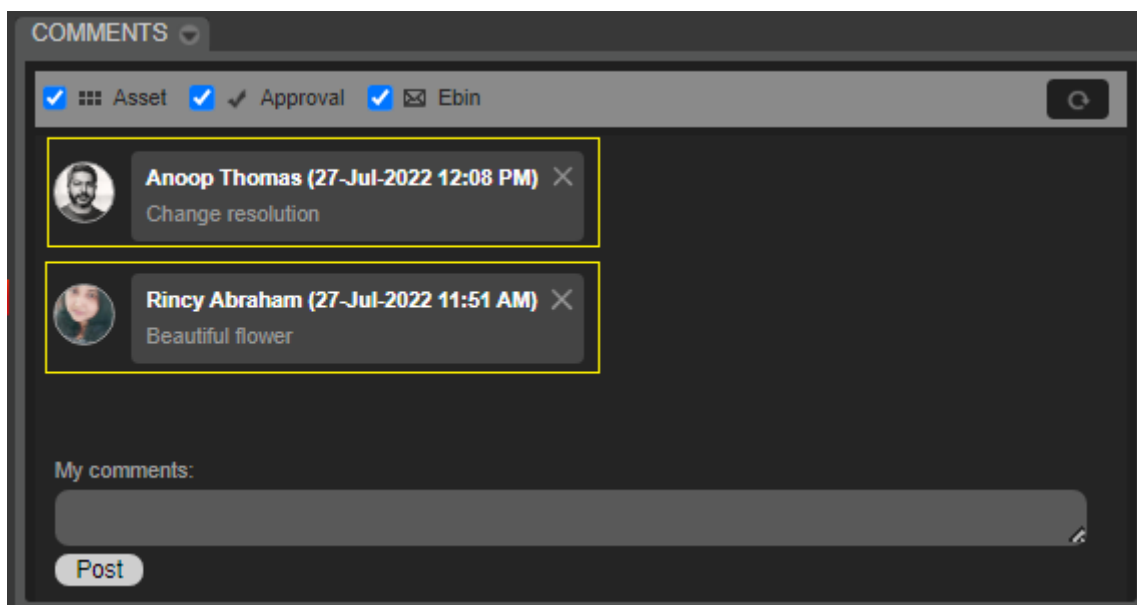


Figure 348-Remove All assets from Delivery widget


2.18 Comments

The Comments widget allows you to create a threaded dialogue with other eMAM users about the asset. You can view and/or enter comments for the selected asset in the Browse/Preview widget. Comments may be filtered by approval, eBIN or asset originated comments. Click on *Refresh* icon to see new changes. User comments are displayed with user profile pic.



2.18.1 Add: The user can enter the comments under the “My comments” box and click POST button. Comments will appear above with the username and date stamp.



2.18.2 Delete: Comments may be deleted with the  on the right, according to permissions (“x” will only appear for those that have permission).

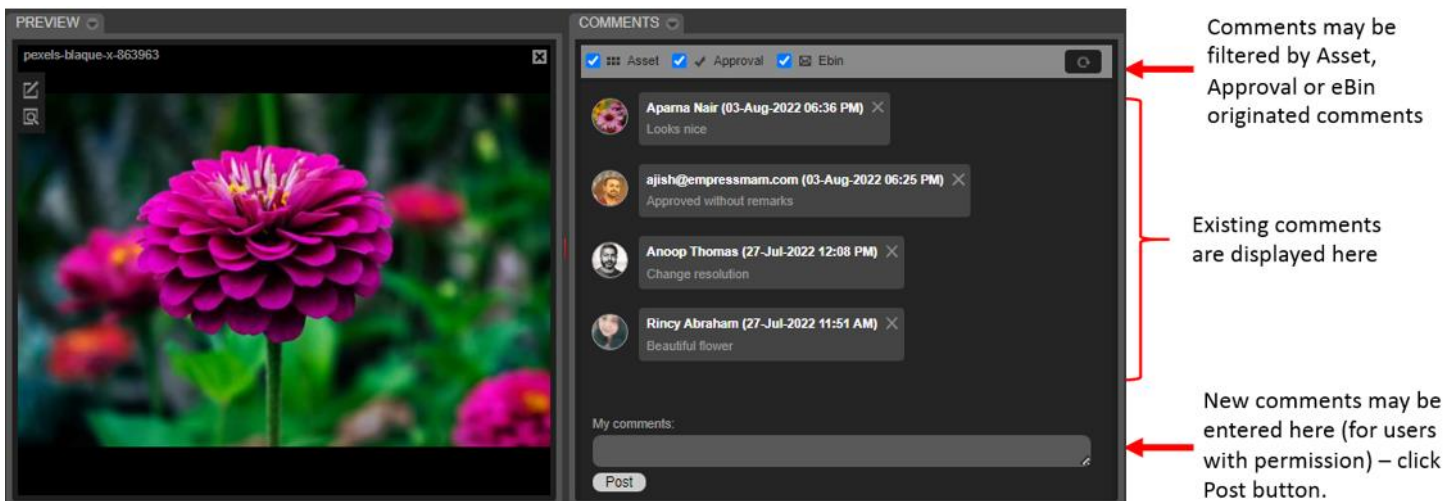
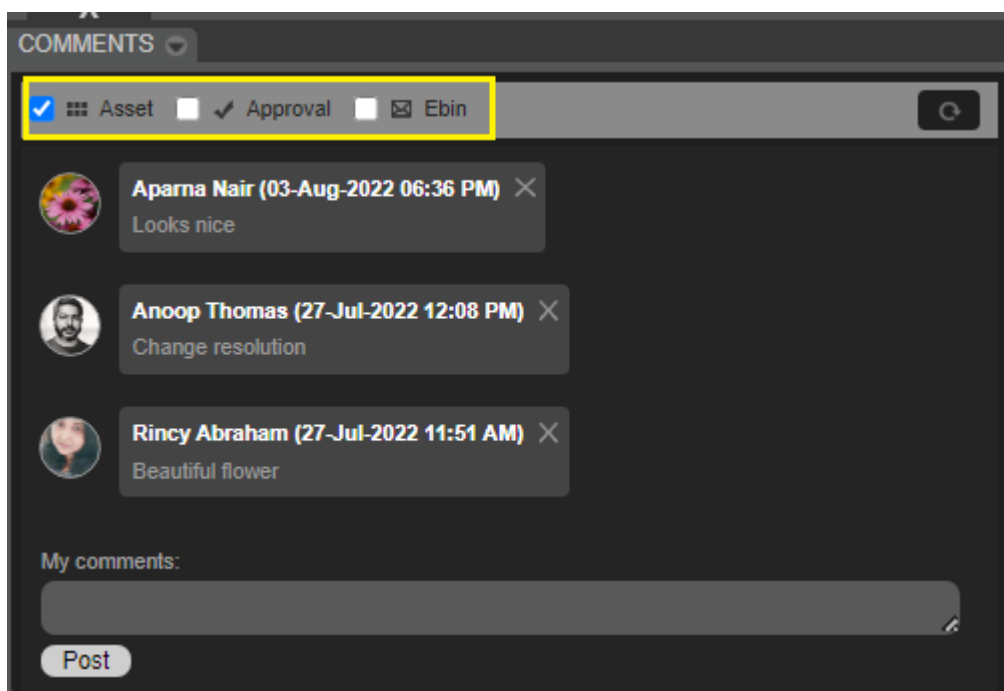


Figure 349- Comments widget shown with corresponding asset in Preview widget

Comments can be filtered based on Asset comments, eBin comments or Approval comments.



2.19 Ingest

The Ingest widget is used to upload assets into the eMAM system and features two tabs - an integrated HTML5 uploader, as well as the traditional Java-based Feeder launcher. You can upload assets to eMAM using any of the 2 tabs: Uploader or Feeder. You can also ingest assets directly to a particular category using Browse widget- Category filter. For more info refer [Page 158](#)

2.19.1 Uploader

The Uploader is an HTML5 based drag-and drop uploader: Java is not required. The user can also drag-and-drop file(s) or folder(s) into the main uploader area. It is best to move files with a common category, project or metadata together, so they can be processed and tagged together, although details can be edit later.

Add Files

Files may also be added using the ADD FILES/ADD FOLDER button, which will ask the user to pick files from any local or network-attached storage.



Think ahead & Save Time: Add files to the Uploader in groups that will share common category, project and metadata settings!

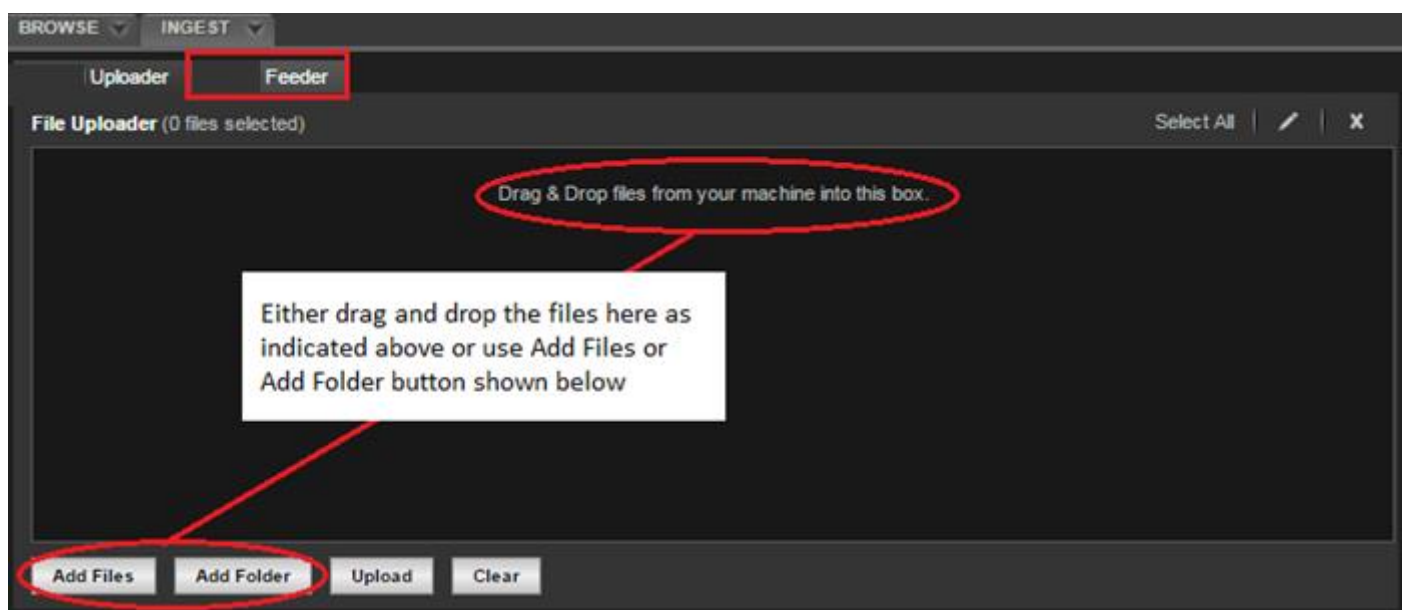


Figure 350- Files may be added to the Uploader by drag-and-drop or by using the ADD FILES/ADD FOLDER button.

Enter and Select Asset Metadata

After selecting or dropping files into upload area, you can select or enter asset metadata (*strongly recommended at this stage*) in the Asset Metadata window. Metadata is key information for later search and workflows. Metadata can also be added after ingest from the web interface.

ASSET METADATA

Asset Details

Ingest Profile

MD5 Checksum

> rojects

Categories

Tags

Custom Metadata

Save Cancel

Figure 351-Add or edit basic Asset Details (metadata)

- **Asset Details** tab: You can enter basic asset details under this tab. Multiple file names can be separated by a comma, and then the user can enter Description and Author fields.

Asset Details

Title AUDIOogg

Description Audio file

Author rincy@empressmam.com

Figure 352-Asset Details tab

- **Ingest Profile** tab: During ingest through eMAM Upload manager, you can select the Ingest profile that needs to be associated with this ingest process from the dropdown list. Based on the Xcode types, ingest profiles will be listed under their respective Xcode types. You can also select 'No Proxy' as Ingest profile during ingest provided only if 'No proxy' ingest profile is associated with that user. Using *Lambda (Media Convertor and Elastic Transcoder types)* ingest profiles, users can directly upload files to S3 buckets.

Each ingest profile is associated with an Upload Manager. Therefore each Ingest profile displayed here will show a status icon based on its connectivity status with the Upload Manager.

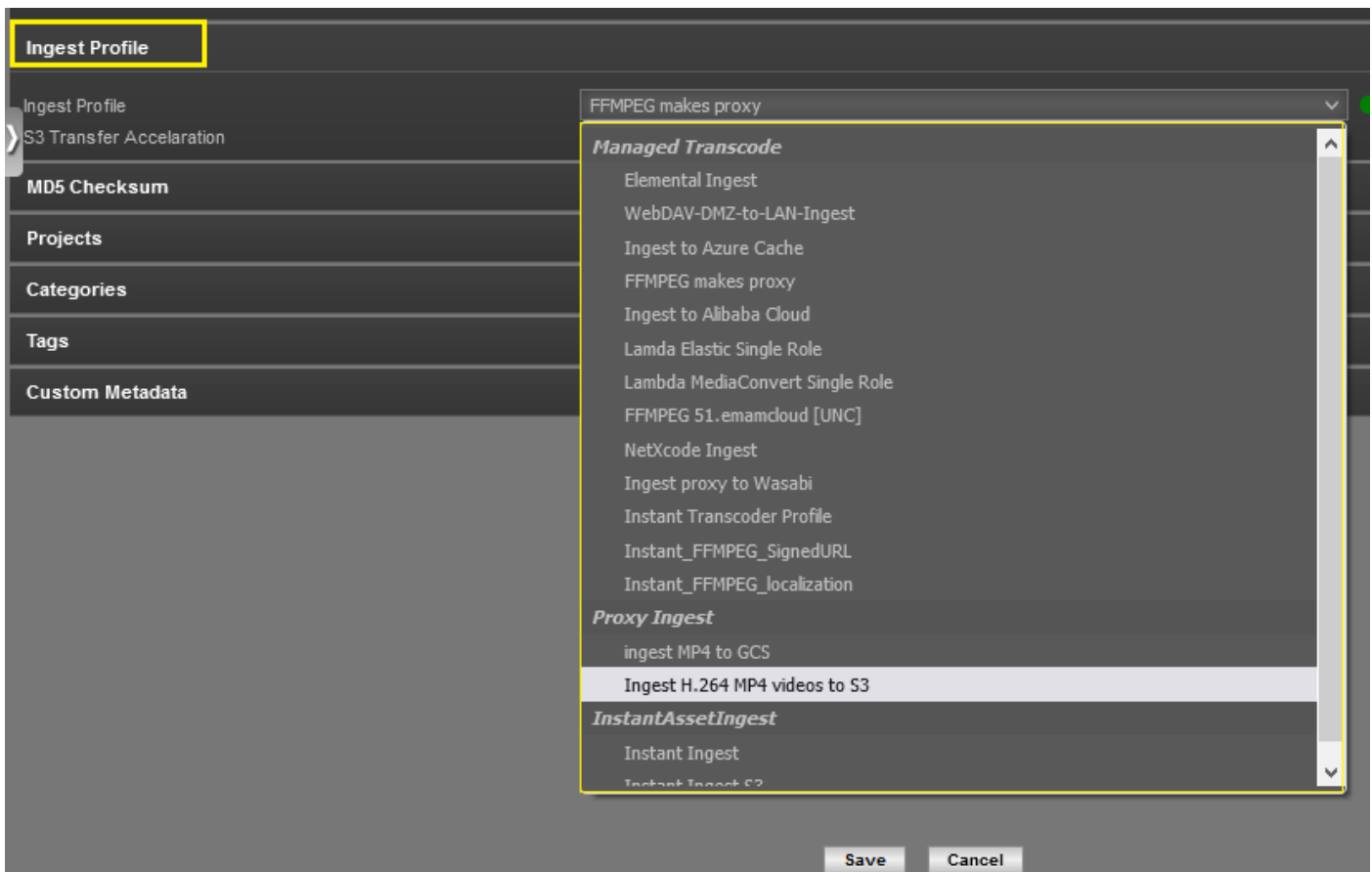


Figure 353- Ingest profile options

You can select instant ingest profiles, if you need the asset to be immediately available after ingest. For more details on Instant asset, refer [Instant Asset Workflow](#).

For *Lambda ingest profiles*, S3 transfer Acceleration works in the AWS bucket level. Which can be enabled in the Super Admin cloud storage area.

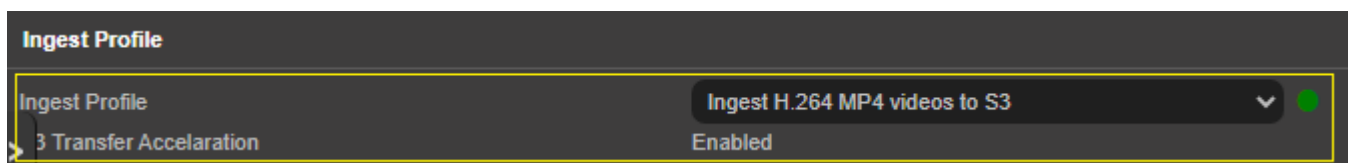


Figure 354- Lambda ingest profiles will display S3 transfer acceleration status

- **Red:** Red status icon indicates that no upload URL is associated with the ingest profile. Therefore, you need to select another ingest profile which has URL associated with it to proceed further with the ingest.

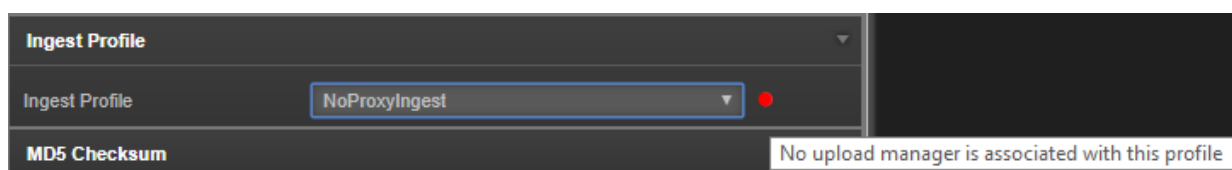


Figure 355- Ingest profile with Red icon

- **Green:** Green status icon indicates that the Upload URL is available and the upload manager has access to the ingest folder.

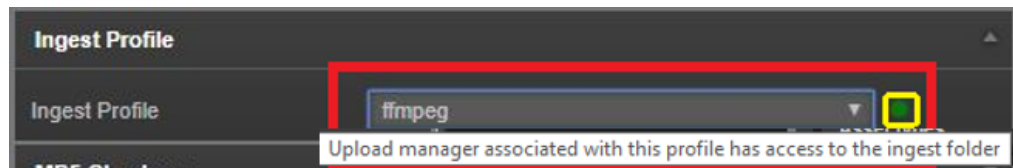


Figure 356-Ingest profile with Green icon

- **Orange:** Orange status icon indicates that the Upload URL is available but the upload manager does not have access to the ingest folder.

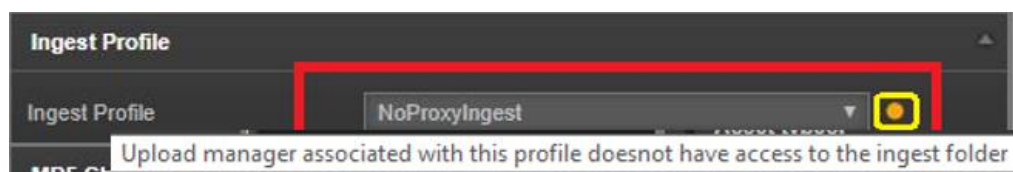


Figure 357-Ingest profile with Orange icon

- **Grey:** Grey status icon is an intermediary status which means the eMAM Director is still checking the status and so the user must wait before proceeding further with the ingest. After a while status icon will change its color. Hover on the status icon to display the tooltip message.

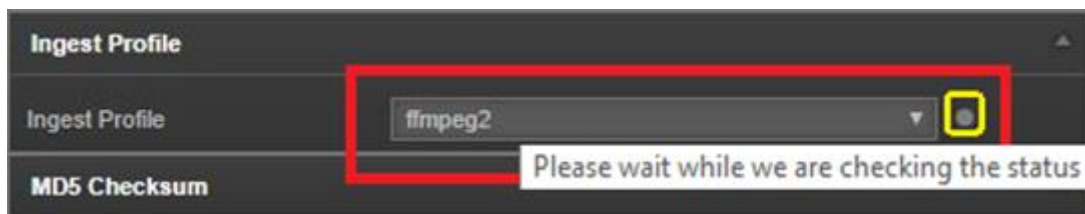


Figure 358-Ingest profile with Grey icon

- **MD5 Checksum tab:** Users can enable or disable MD5 Checksum calculation for the files during upload from the Uploader. This will also be displayed under *Metadata* tab of assets.

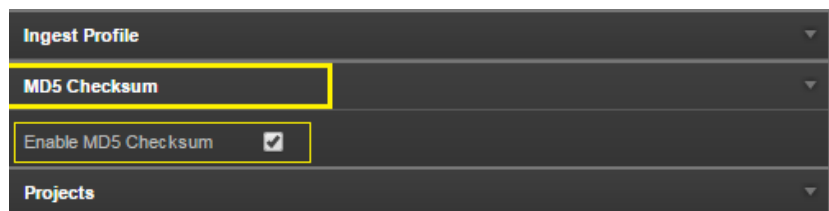


Figure 359-MD5 Checksum option

- **Projects** tab: Users can select project(s) (*inside collections too*) the asset(s) is to be assigned to. Using search bar, you can also search for desired projects.

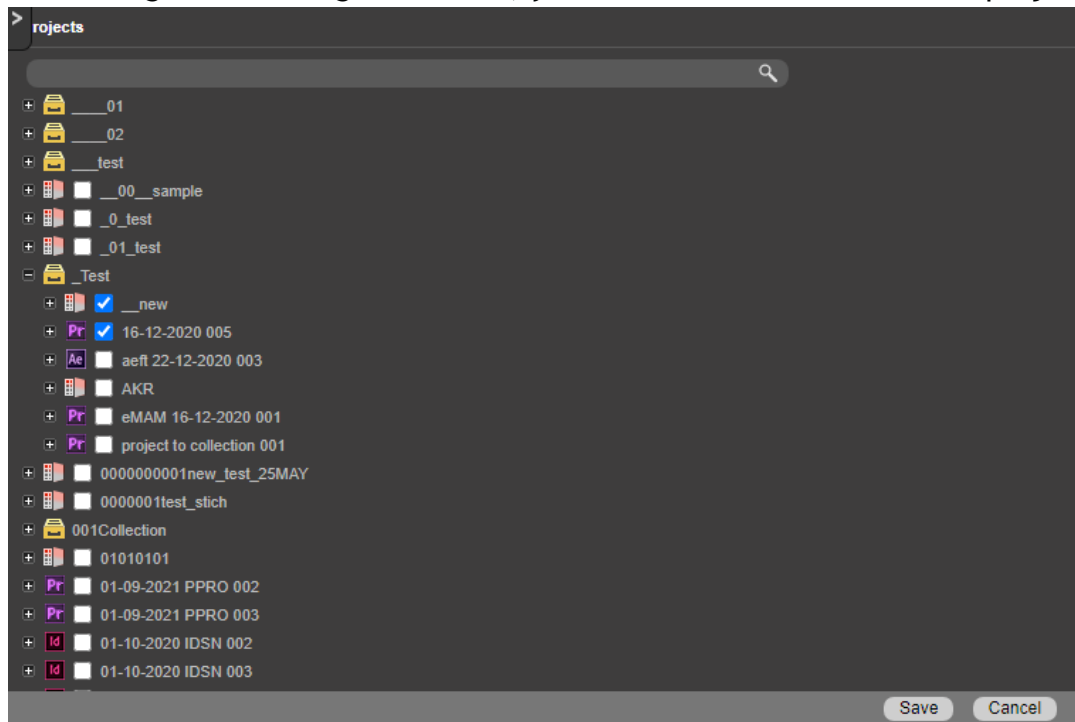


Figure 360 - Select Projects assets are to be assigned to. (Expand with + for subprojects or bins)

- **Categories** tab: Users can select categories asset(s) is (are) to be assigned to. You also have option to search for desired category using the search box.

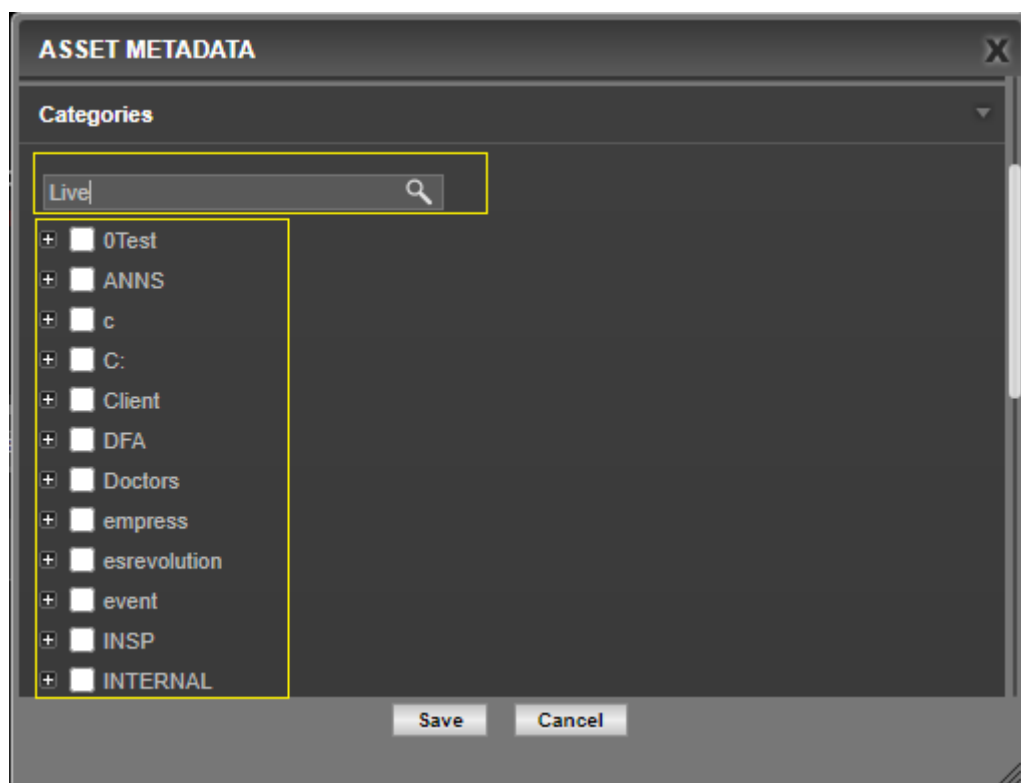


Figure 361 - Select Categories assets are to be assigned to (Expand with + for subcategories)

- **Tags tab:** Users can create new tags or assign pre-defined tags to asset(s).

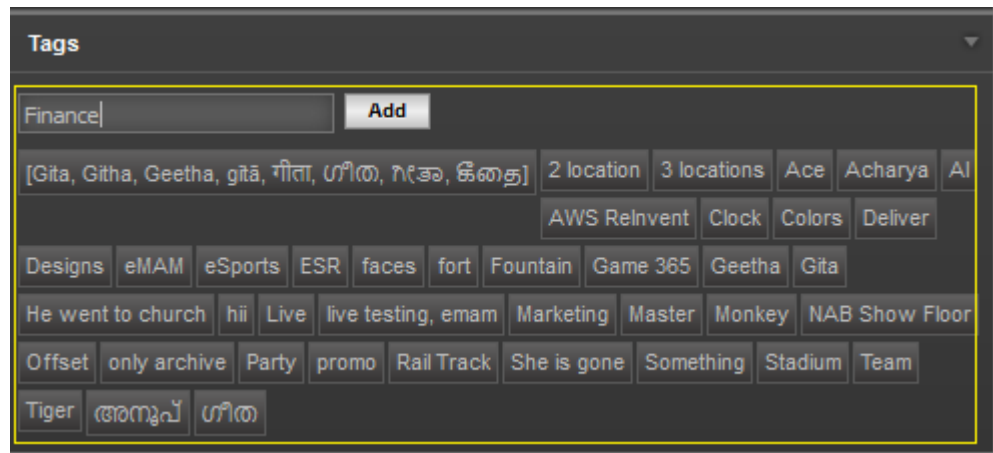


Figure 362 - Select pre-defined tags

- **Custom Metadata Tab** The user can click on **CUSTOM METADATA** to enter/ edit custom metadata fields. Selecting a **Metadata Set** will cause the relevant **Metadata group** tabs to appear. If the user clicks on the metadata group tabs, then the corresponding metadata fields may be edited. (For more on custom metadata see Sec 2.9.3 Custom Metadata in this document, or the Unit Administrator Guide Version 5.1 document, sec. 5.2.2).

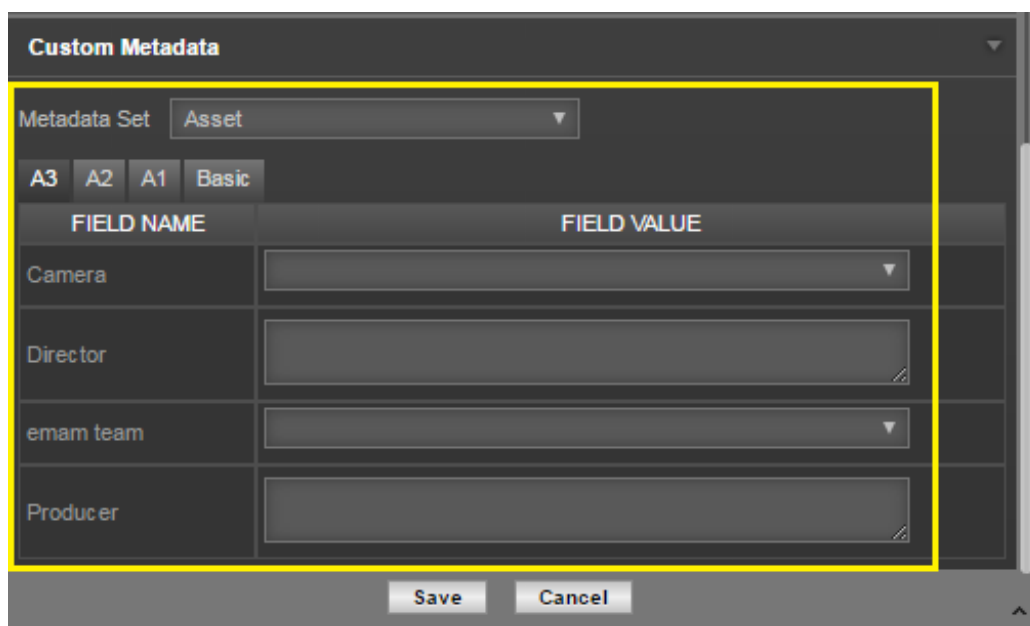


Figure 363 - The user can select a Metadata Set from the pull-down menu

FIELD NAME	FIELD VALUE
DATETIME_TEST	<input type="text"/>
DROPDOWN	DROP VALUE1 ▼
FLOAT_TEST	1.1
INT_TEST	1.1
TIMECODE_TEST	<input type="text"/>

Figure 364- The user can click on each Metadata Group tab to select or edit associated custom metadata fields

When all the metadata fields are updated, then you can click on the **SAVE** button.

Selected files will be listed in the main Uploader area. At this point, there are several options:

- More files/folders may be added - repeating the process above.
- Existing files may be edited (metadata, project, or category changes) or deleted from upload list - using icons on the right of the list. Multiple files can be selected using the mouse and the (hold) CNTL key.
- Clicking on the **UPLOAD** button starts the upload.
- The user can clear all files and start over again by clicking on the **CLEAR** button.

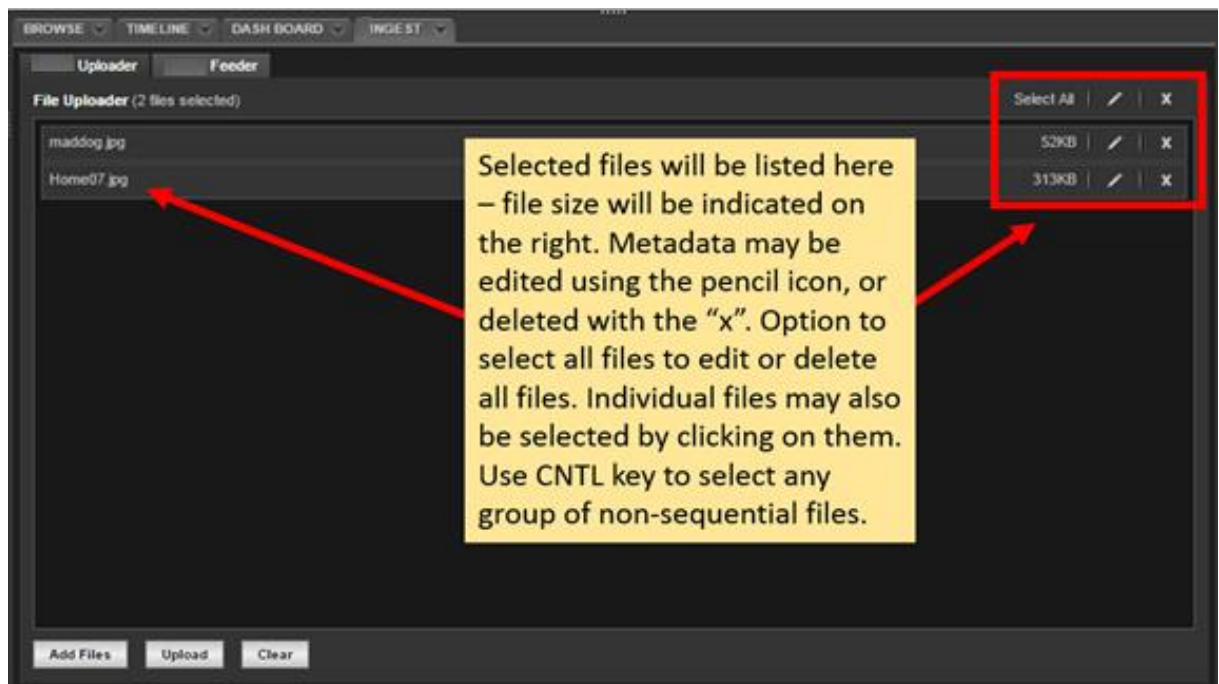


Figure 365- Once files are added to the Uploader, they may get deleted from the upload list, edited for metadata, or uploaded. Additional files may also be added at this point too.

Once the file upload has begun, progress, including errors, will be indicated. Users can view the status of all uploads through the progress bar (*graphic and textual representation of the progress in a percent format*) under the Uploader tab.

Once files are uploaded, progress may also be monitored in the Dashboard widget under the Ingest tab (see sec. 2.13 Dashboard widget) for transcode.

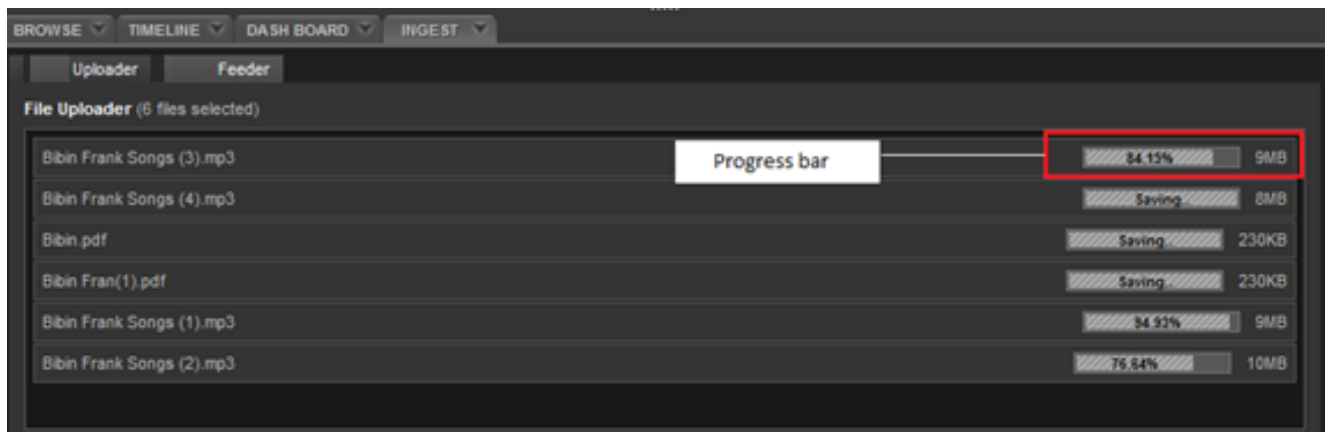


Figure 366-Uploader window view with progress bar

2.19.2 Feeder

Under the Ingest widget, Feeder tab enables you to upload and ingest new contents into eMAM by installing the Feeder desktop app (JNLP). Click on the *Download Feeder* button to install or localize Feeder application to your desktop. **Note: Java must be installed on your machine to proceed with installation.** After installation, the Feeder app can be started directly from the desktop through the desktop shortcut.

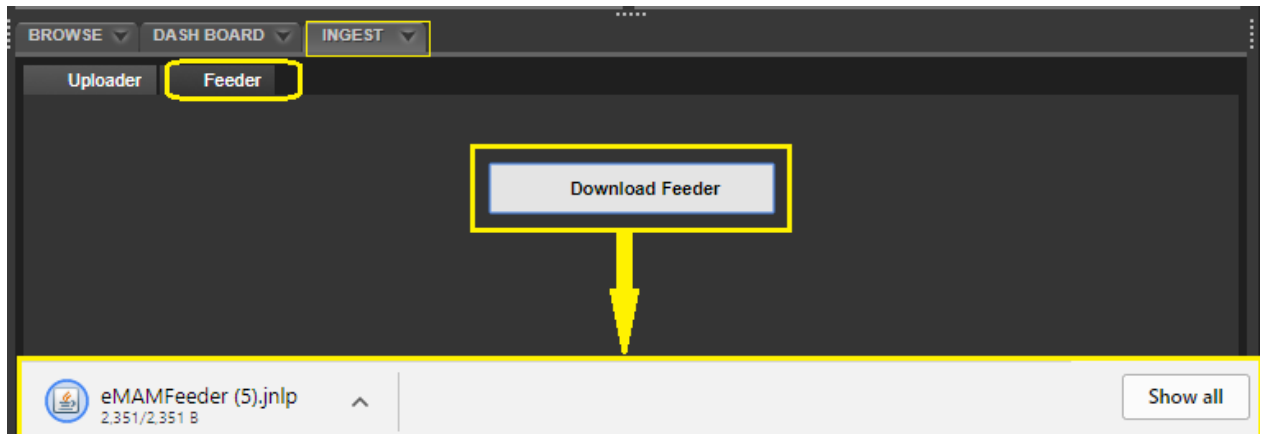


Figure 367- Launch Feeder

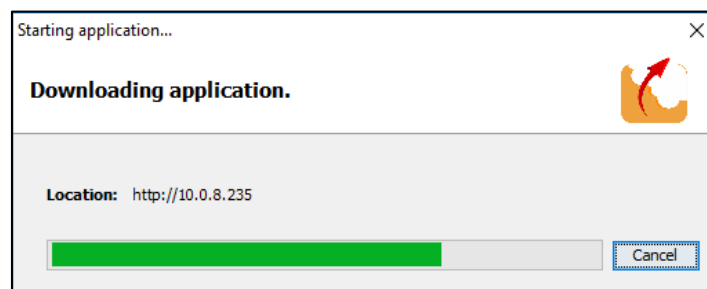


Figure 368- Open and launch the Feeder.jnlp file downloaded on your machine. Java is required on the client PC or workstation.



Figure 369- Click on 'RUN' for Feeder and File Catalyst pop up window.

The **Feeder** app will start (after a brief delay about 10-20 seconds). For more information on using the Feeder app, refer 5.1 Feeder documentation.

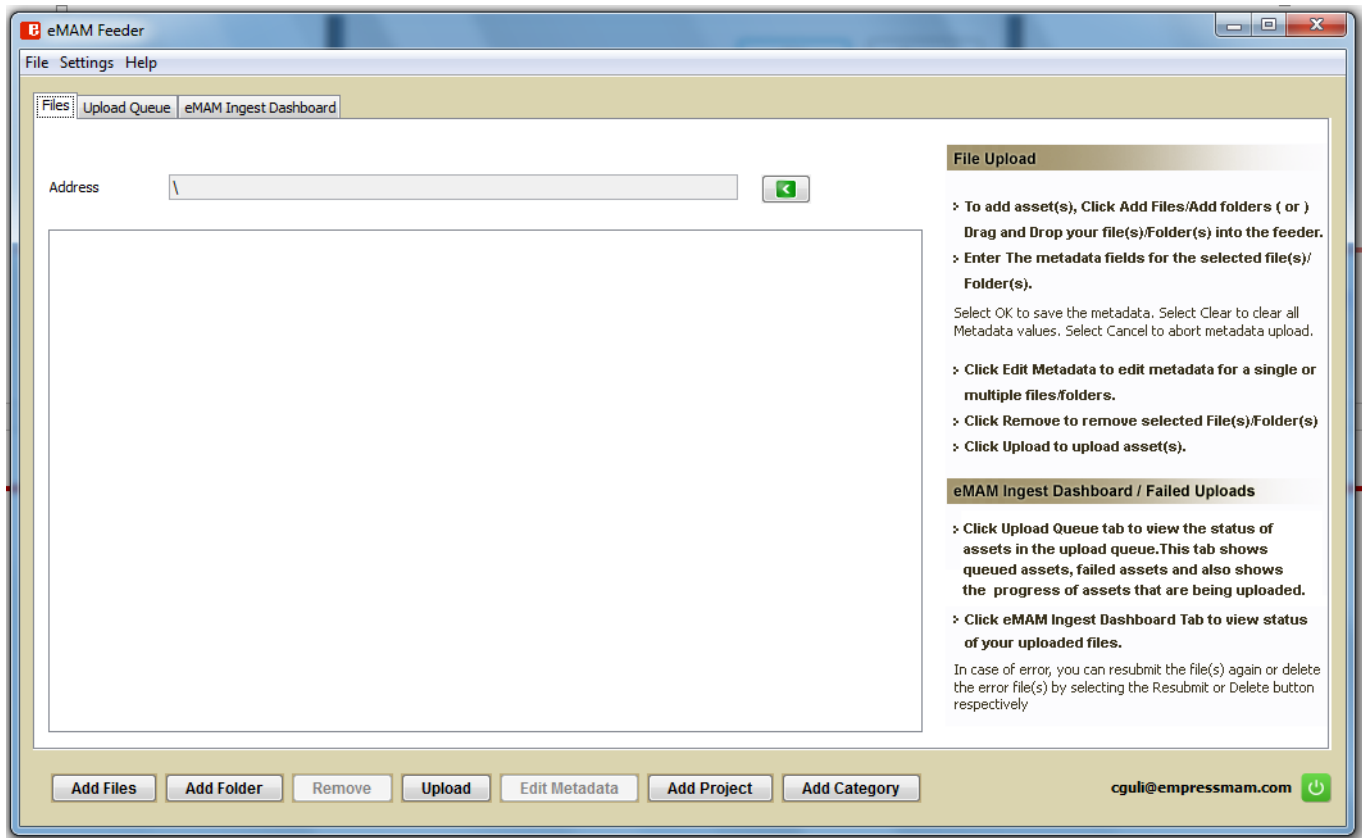


Figure 370- The Feeder main window

2.20 File Version

The **File Version** widget indicates basic information about the asset as well as a graphical summary of where the asset's files are located: **Cloud**, **Source**, **Storage**, and/or **Archive**. This widget reflects which asset is currently selected in the **Browse widget**. Information displayed is: **Asset ID**, **Title**, **UUID** (unique asset code) and **File Name**. Click on *Refresh* icon to see the latest changes.

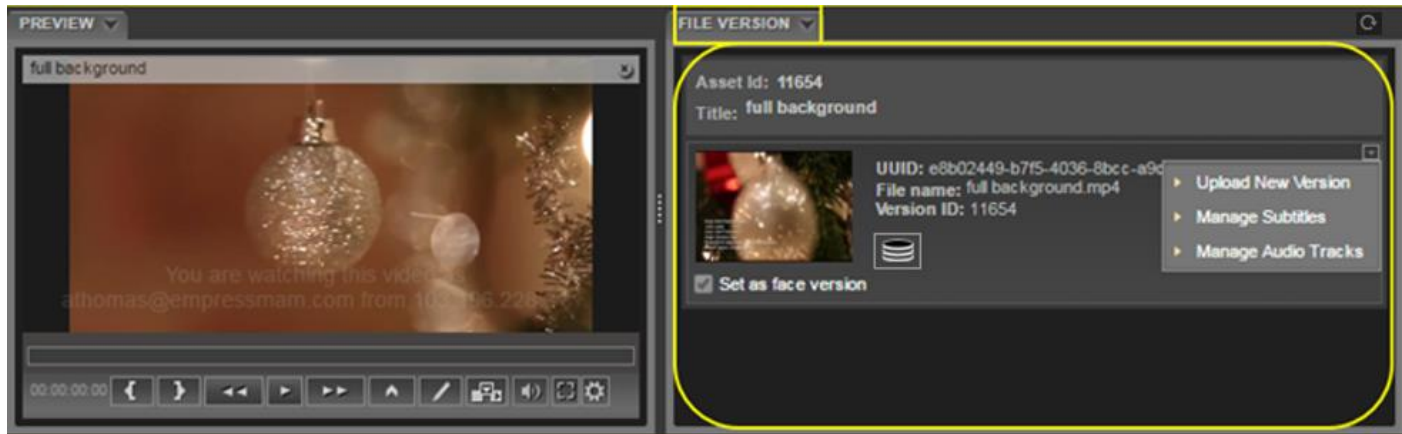


Figure 371- File Version widget docked near the Preview widget

The File Version widget docked next to the Preview widget. The File Version widget shows information about the currently selected asset in the Browse/ Preview widgets - asset Id, title, UUID, and file name. Also indicated is the location of the asset as described, and an asset thumbnail if available.

File Version(s) Widget (left), File Version widget (right) - will display icons for storage locations only where asset is currently located (up to four, minimum one).

At the bottom or to the right of the thumbnail are **up to** four icons which indicate location where the asset is stored. Hovering over the icons will display the storage location name if the user is not sure what the icons mean.

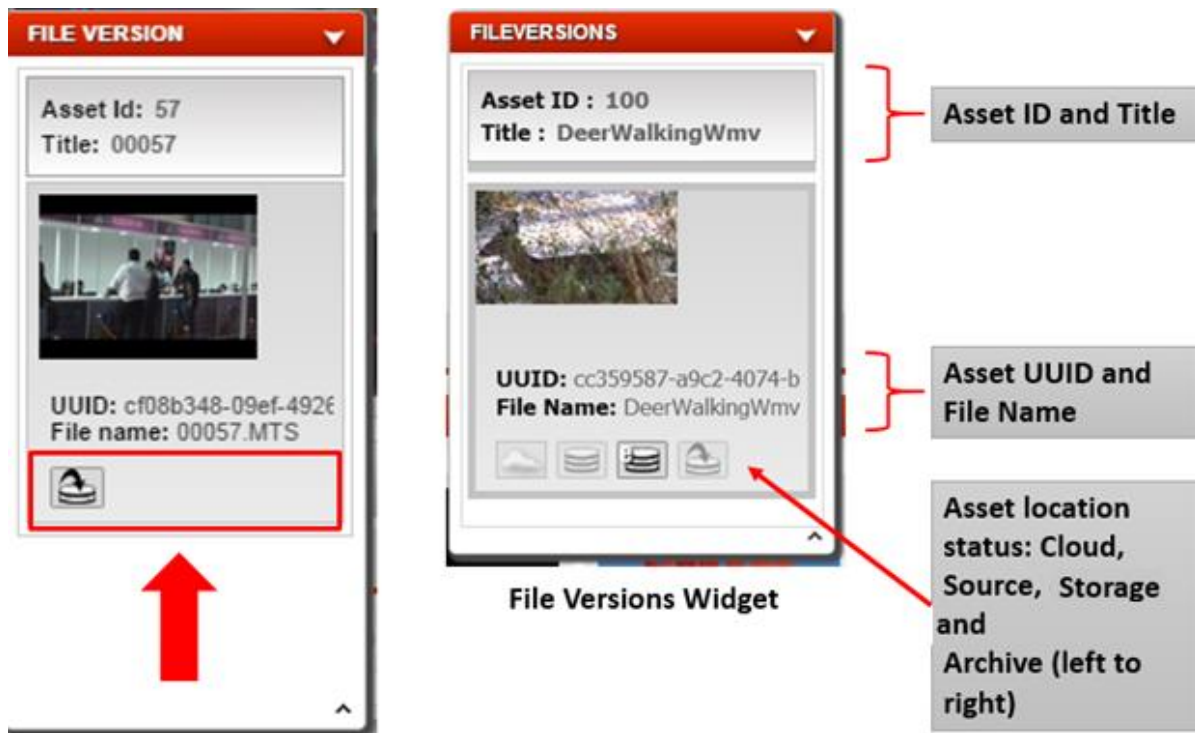


Figure 372- File Version widget

eMAM allows a user to upload a new version of a file using the File version widget.

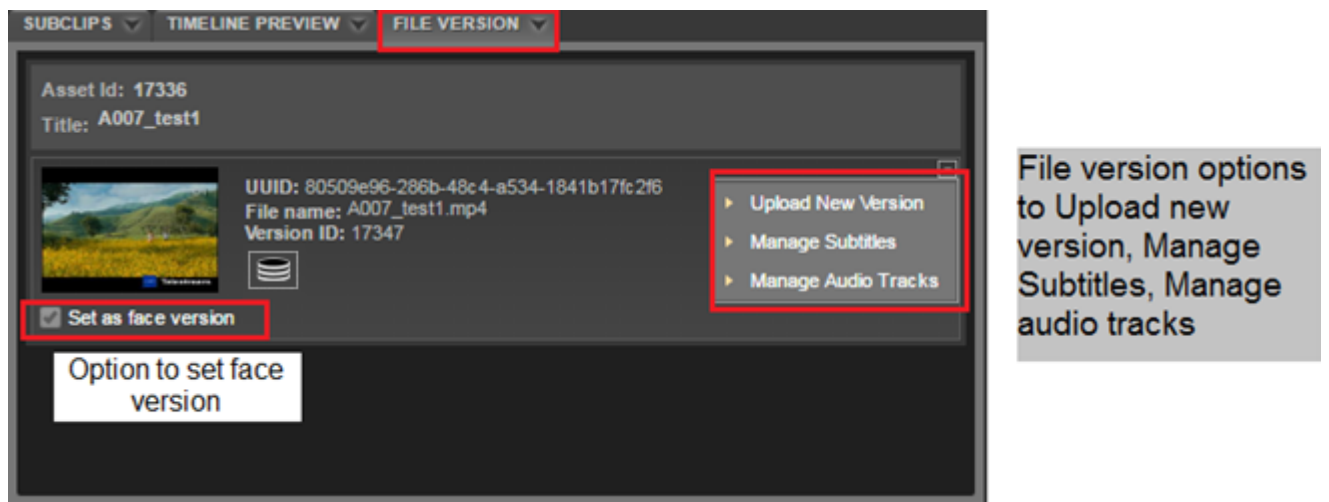


Figure 373- File version widget window

2.20.1 Upload new version: Using this option, users can upload new version of a file. Click on *Browse* and select the file.

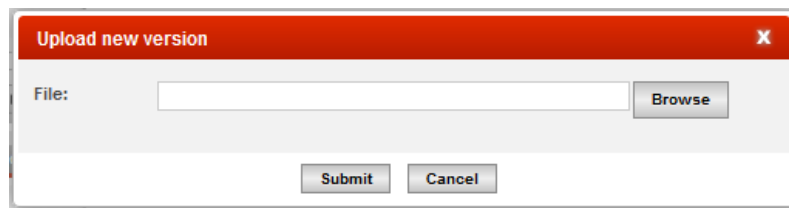


Figure 374- The user can select a file to Upload as a new version

Once the file is selected, the metadata window pops up. The metadata of the current asset is loaded in the asset metadata popup window. Choose the desired options under each tab.

Figure 375- Asset metadata window for upload of new file version

The user can save changes to the metadata window and then click the submit button. New version of the file will be uploaded via the eMAM Upload Manager.

2.20.2 Manage Subtitles:

Users can easily manage subtitles of video assets using *Manage Subtitle* option. You can add new subtitles or remove existing subtitles.

- **Add:** Browse the (.vtt) file and select language option from Title dropdown list and click 'Add'. Users can edit the Title language dropdown field and customize it too.

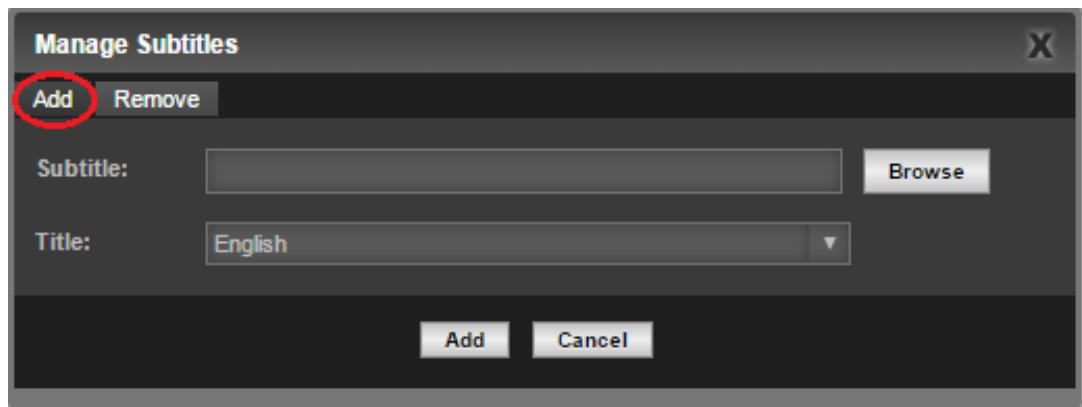


Figure 376- Add Subtitles under Manage Subtitles

- **Remove:** You can remove/delete any existing Subtitles by just clicking on its corresponding X mark.

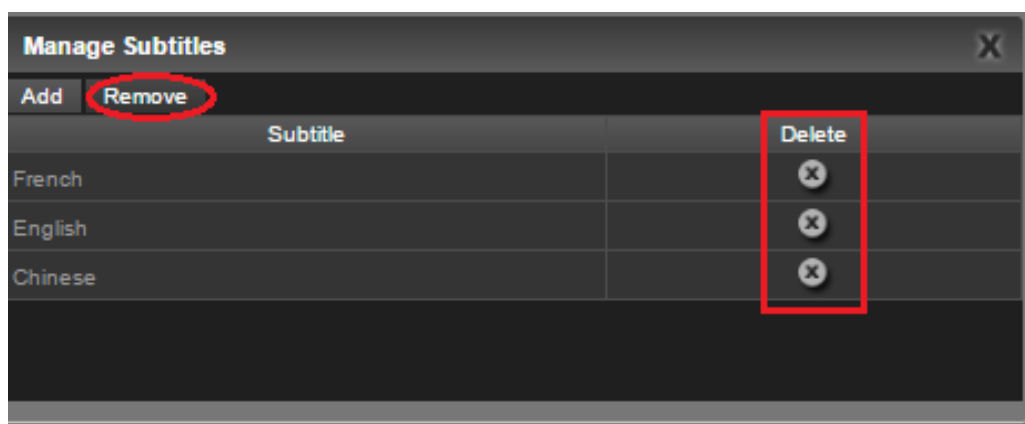


Figure 377- Remove subtitles under Manage Subtitles

2.20.3 Manage Audio Tracks:

Similar to manage Subtitles, users can also manage audio tracks of video assets using *Add* and *Remove* Option.

- **Add:** Browse the audio file and select language option from Title dropdown list and click 'Add'. Users can edit the Title language dropdown field and customize it too.

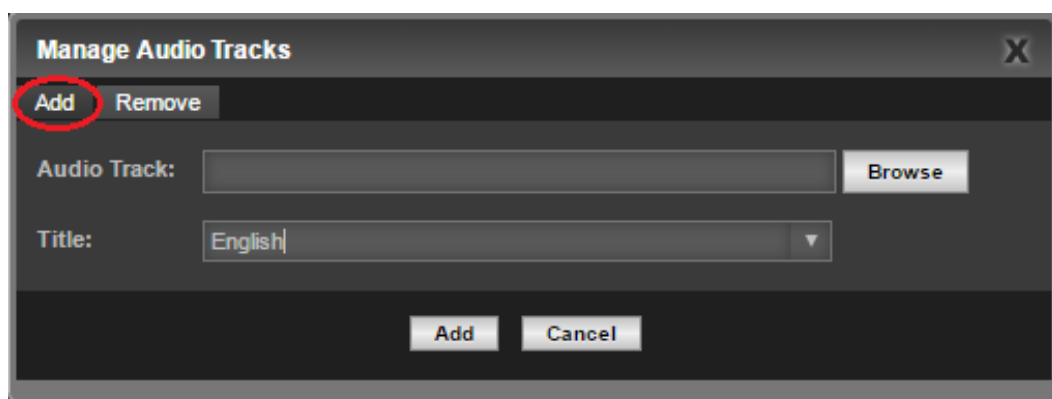


Figure 378- Add Audio tracks under Manage Subtitles

- **Remove:** You can remove/delete any existing audio files by just clicking on its corresponding X mark.

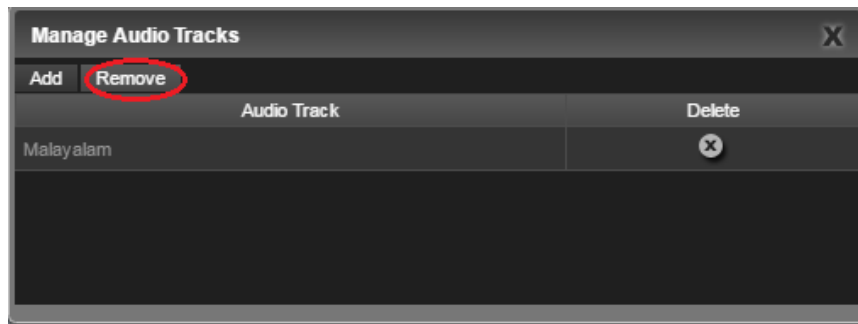


Figure 379- Remove audio tracks under Manage Subtitles

2.21 Project Versions

The **Project Versions widget** (*not to be confused with File Version(s) widget above*), works in conjunction with the Project widget to keep track of changes to the Project. It will list updated assets as they are changed through the workflow process (*edit/ collaborate/ edit*). This widget is useful for keeping track of the various versions through the various stages of project development and collaboration. It also comes in handy if a previous version of the project needs to be accessed and reused as a current or new project.

In the Project Versions widget (*and also in the Project widget*), there is the option to list the Projects, assets and sub-folders (bins) in the default list/tree format or as folders with icons as shown below. Every project has a unique **Project Id** displayed at the top right corner of the **Project Versions** widget.

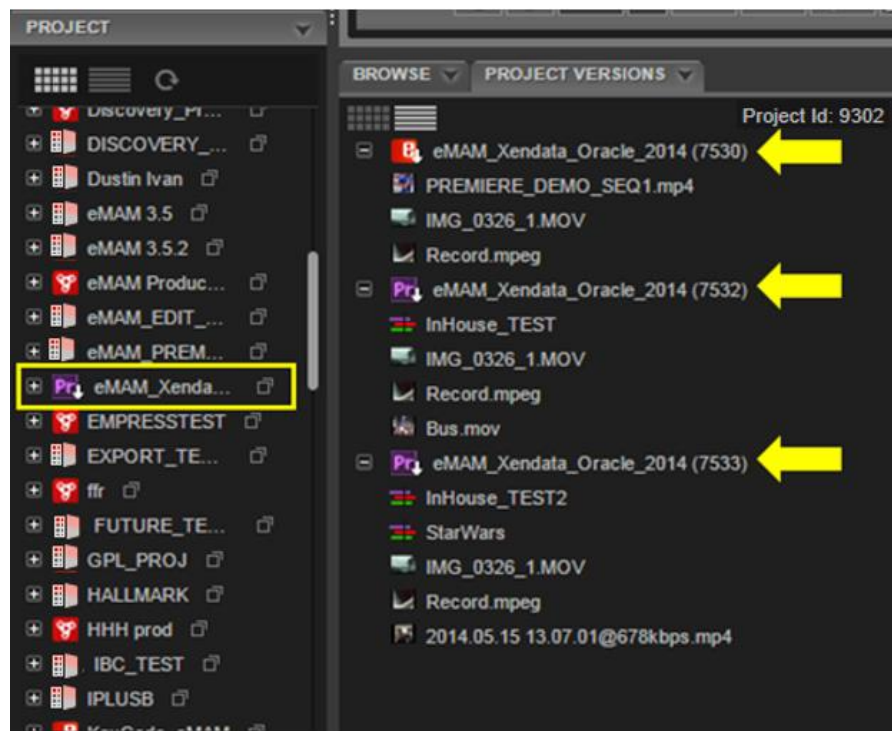


Figure 380- The Project widget (left) and the Project Versions widget (right).

In the example above, the stages of an eMAM project progressed from being a checked out eMAM project as indicated by project version 7530 into Premiere. After some editing, changes will be exported to eMAM and checked out again as version 7532 as a Premiere project. After some additional editing changes, will become a checked out Premiere project as version 7533. This widget does not have any special pull-down menu options.

Project entitled “eMAM_XenData_Oracle_2014” has three versions in this example - version 7533 being the latest and current version. The number in parenthesis is an internal version tracking number. The project versions can be expanded as shown (click “+”), indicating which assets are included in that version of the project. The project icon indicates it was a checked out eMAM project (7530) originally, but then became Premiere checked out projects (7532, 7533) after editor adds and changes in Premiere.

Both the Project and Project Versions widgets support displaying projects as a list/tree view.

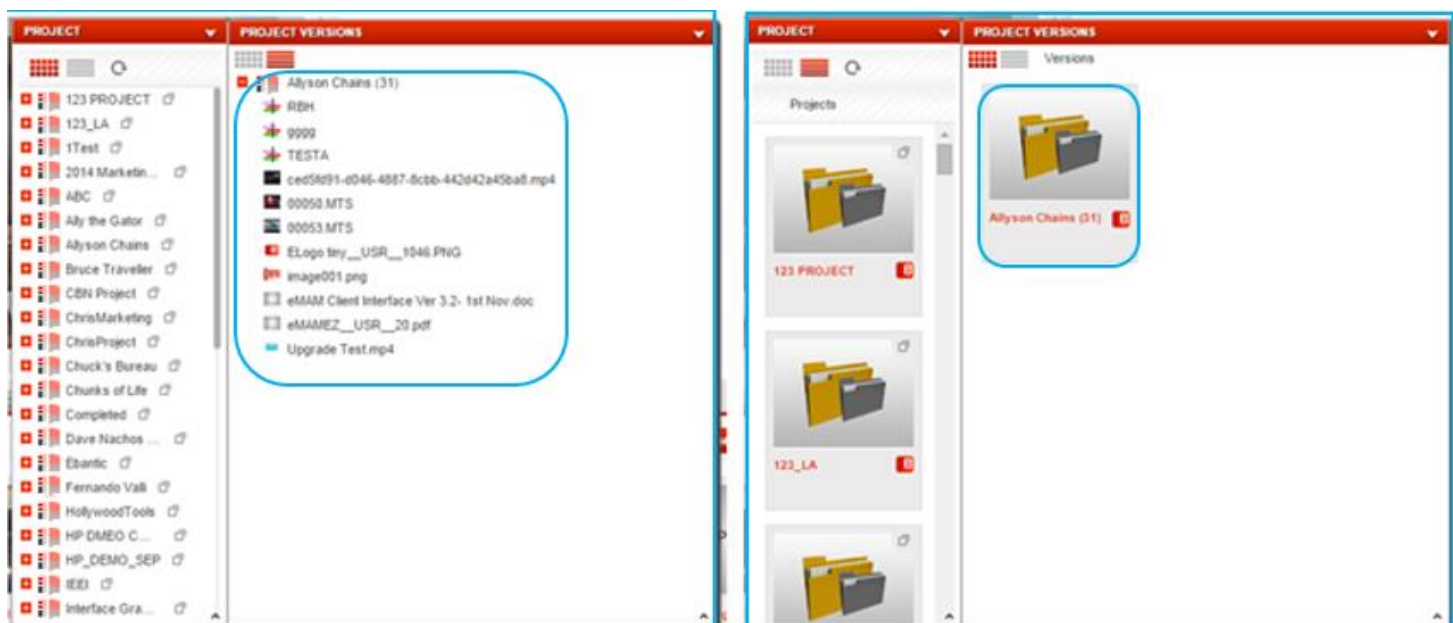


Figure 381- Both the Project and Project Versions widgets support displaying projects as a list/tree (left) or as a folder view (right).

2.22 Admin Tools

The Admin Tools widget is a convenient method to login to the Admin Tools page and manage admin activities. Admin need not login to the Admin interface separately to perform admin activities. Instead, they can manage admin activities from the Director Admin Tools page itself using Admin Tools widget. Admin Tools page can be used by the admins to perform duties such as *Manage Users*, *Manage Metadata*, *Manage Tags*, *Manage Asset Types*, *Analytics*, *Reports*, *Projects*, *Links* and *Thesaurus*.

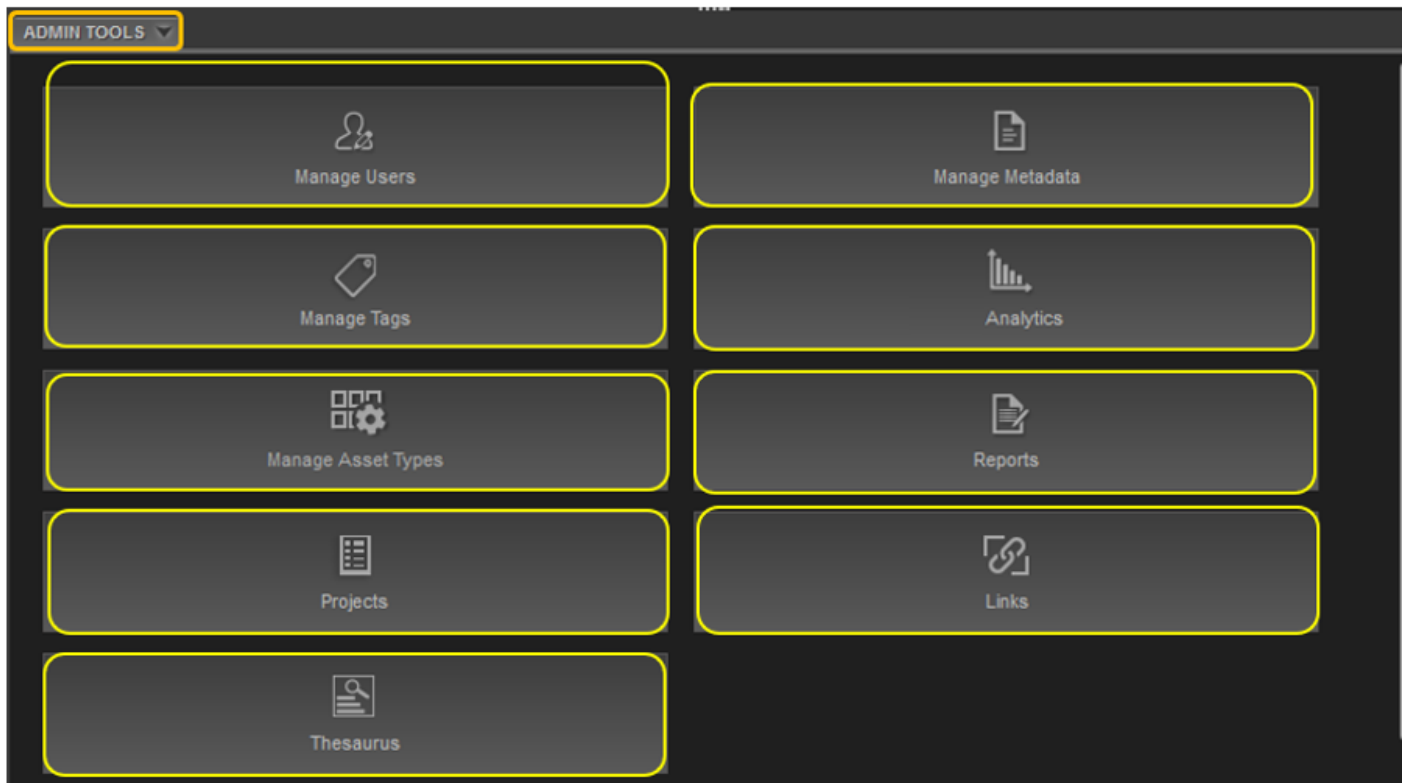


Figure 382- Admin Tools widget

Admins can manage below admin functions using Admin tools widget. Clicking on any of these options opens up a new browser tab for Admin Tools.

- Manage Users
- Manage Metadata
- Manage Tags
- Analytics
- Manage Asset Types
- Reports
- Projects
- Links
- Thesaurus

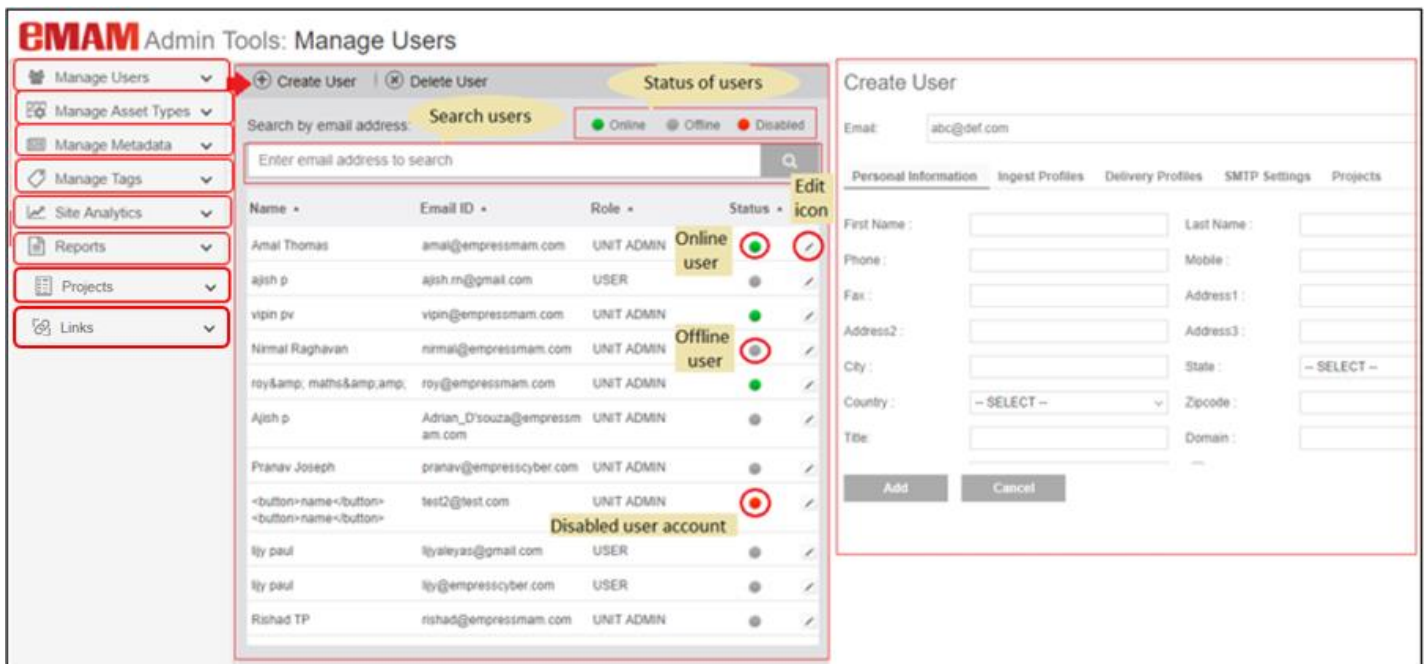
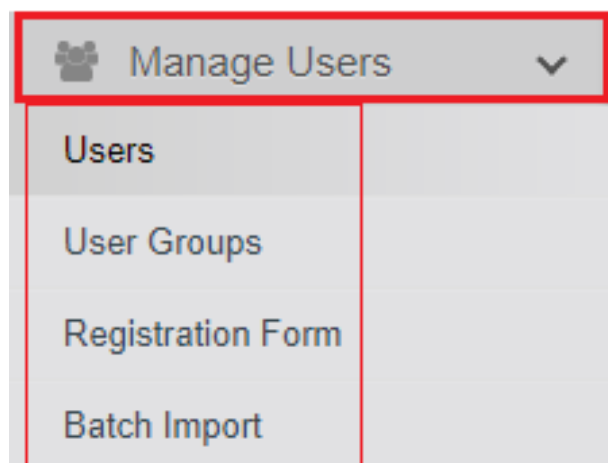


Figure 383- Admin Tools page

2.22.1 Manage Users: Click on *Manage Users* tab on the top left hand side of the page to expand it. Under *Manage Users* tab, admin users can manage users, groups, registration forms and batch import. By default, *Manage Users* detail load on the middle and right section of the page. New users can be created using **Create User** and existing users can be deleted using **Delete User** button and users list can be exported using **Export to excel** button. List of existing user accounts are displayed with their name, email id, role, and status (*Online/Offline/Disabled*). You can search for existing users using their email address under search field.



- a. **Manage Users:** Here you have option to add each user to the eMAM system. eMAM supports Active Directory which will automatically add users to the eMAM system.

Create User

Search by email address: Online Offline Disabled

Enter email address to search

Name	Email ID	Role
cesar rodriguez	crodriguez@empressmam.com	UNIT ADMIN
Anoop Thomas	athomas@empressmam.com	UNIT ADMIN
Ingest User	ingest@emamonline.com	UNIT ADMIN
Anoop(nr) NR	nranoop@empressmam.com	UNIT ADMIN
shibin abraham	shibin@empressmam.com	UNIT ADMIN
tt ttt	s1@gmail.com	USER
yy y	S2@gmail.com	UNIT ADMIN
test 1	test1@empressmam.com	USER

Create User

Email:

Personal Information | Ingest Profiles | Delivery Profiles | SMTP Settings | Projects

First Name : Last Name :

Phone : Mobile :

Fax : Address1 :

Address2 : Address3 :

City : State :

Country : Zipcode :

Title : Domain User ID :

Figure 384- Manage Users: Create user

1. **Create user:** To create a new user, click on *Create user*. Create User form details appear on the right-hand side of the page.
- Enter new user email address. The system will check if this is a valid email or a duplicate email address. If any duplicate email address already used in any other unit is used, eMAM will display below message to merge both accounts:

Create User

Email:

This email ID already exists. Would you like to merge both the user account details?

Figure 385- Message displayed for duplicate email address

- **Personal Information:** Fill in all the details of the user under *Personal Information* tab.

Create User

Email:

Personal Information | Ingest Profiles | Delivery Profiles | SMTP Settings | Projects

First Name : Last Name :

Phone : Mobile :

Fax : Address1 :

Address2 : Address3 :

City : State :

Country :

Zipcode :

Title: Domain User ID:

Role : ☒ Auto generate password

Disable Account : Account Expires :

Send Director link ☐ Send Client link ☐

Comments :

☐ Prompt user to change password on first login?

☒ Notify User

☒ Auto Generate Userkey

Figure 386- Create User- Personal Information

- Enter the general Information for the user such as name, address details, communication details etc. in the respective fields.
- **Title** of the user. It is an optional field.
- **Domain User ID:** Unit domain username. This is the login user when the system is in the active directory login mode.
- **Role:** Role of the user in the unit. It can be a *Unit Admin* or *Unit User*.
- **Auto Generate password:** Enable/Disable checkbox. New users will receive the login information via email. They will be prompted to change the password with a personal one.
- **Disable account:** Yes/No - By default it is *No* with an option to disable this account at a later time.
- **Account Expires:** Select account expiry date from the calendar for temporary users. (Optional)
- **Send Director Link / Send Client Link:** Check this option to send Director/Client link to the e-mail id of the user along with password notification email.
- **Comments:** Add comments about user.
- **Prompt user to change password on first login?** (checkbox): Select to prompt user to change password while logging in for the first time. By default, this is unchecked.

- **Notify user**(checkbox): Enable/Disable - Notify user of their new account information.
- **Auto Generate User key** (checkbox): Enable/Disable- Auto generate user key for later custom workflow options.
- **Ingest Profile:** Select the Ingest Profile to be associated with the user under *Ingest Profiles* tab.

The screenshot shows the 'Ingest Profiles' tab selected. It contains the following elements:

- Checkboxes: ☐ INTERNAL, ☒ Metadata Sidecar Ingest, ☒ Premiere Ingest, ☐ NO PROXY INGEST.
- Text: 'Select Default Ingest Profile'.
- Dropdown menu: 'Premiere Ingest'.
- Buttons: 'Add' and 'Cancel'.

Figure 387-Manage Users: Ingest Profiles

- **Delivery Profiles:** Select the delivery profiles that needs to be associated with this user.

The screenshot shows the 'Delivery Profiles' tab selected. It contains the following elements:

- Checkbox: ☐ eMAM Metadata XML.
- Buttons: 'Add' and 'Cancel'.

Figure 388-Manage Users: Delivery Profiles

- **SMTP settings:** Set SMTP settings.

The screenshot shows the 'SMTP Settings' tab selected. It contains the following elements:

- Checkbox: ☒ Use Unit SMTP settings.
- Fields: SMTP HostName (mail.emamonline.com), SMTP Password (masked), SMTP Sender Address (emam@emamonline.com), SMTP UserName (emam@emamonline.com), SMTP Port (25).
- Checkboxes: ☒ Include DisplayName, ☒ Set From Address Same as Sender address, ☒ Enable SSL.
- Buttons: 'Add' and 'Cancel'.

Figure 389- Manage Users: SMTP settings

- **Projects:** Select the projects which needs to be associated with the User and click **Add** button.

Personal Information	Ingest Profiles	Delivery Profiles	SMTP Settings	Projects
<input type="checkbox"/>				REMOTE_EDIT_PRJ1
<input type="checkbox"/>				remote_project1
<input type="checkbox"/>				remote_project2
<input type="checkbox"/>				remote_project3
<input type="checkbox"/>				remote_project4
<input type="checkbox"/>				remote_project6
<input type="checkbox"/>				RINS
<input type="checkbox"/>				Scott_Localize
<input type="checkbox"/>				Team Project test anoop
<input type="checkbox"/>				Team Project1
<input type="button" value="Add"/> <input type="button" value="Cancel"/>				

Figure 390- Manage Users: Projects

2. **Delete User:** To delete any user account details from the system, select the user from the existing list of users and click on **Delete User** button on top of the page.

+ Create User
*** Delete User**

Search by email address: ● Online ● Offline ● Disabled

Enter email address to search

Name ^	Email ID ^	Role ^	Status ^	Edit
cesar rodriguez	crodriquez@empressmam.com	UNIT ADMIN	●	
Anoop Thomas	athomas@empressmam.com	UNIT ADMIN	●	
Ingest User	ingest@emamonline.com	UNIT ADMIN	●	
Anoop(nr) NR	nranoop@empressmam.com	UNIT ADMIN	●	
shibin abraham	shibin@empressmam.com	UNIT ADMIN	●	
tt ttt	s1@gmail.com	USER	●	
yy y	S2@gmail.com	UNIT ADMIN	●	

Figure 391- Delete User

A confirmation window pop up before deleting the user.

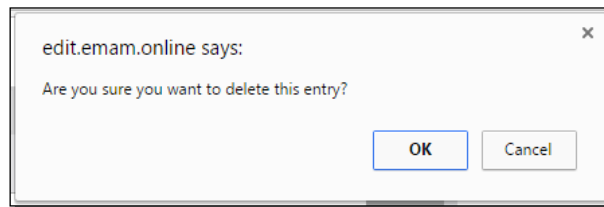


Figure 392- Confirmation message

Click OK and user gets deleted from system with below message.

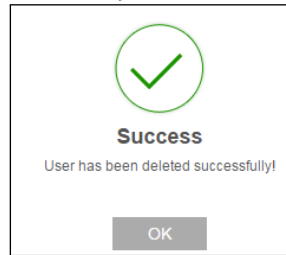


Figure 393- Message

3. **Edit User:** Using edit icon corresponding to each user, admin can edit user details and update it. Select the user and click on Edit icon.

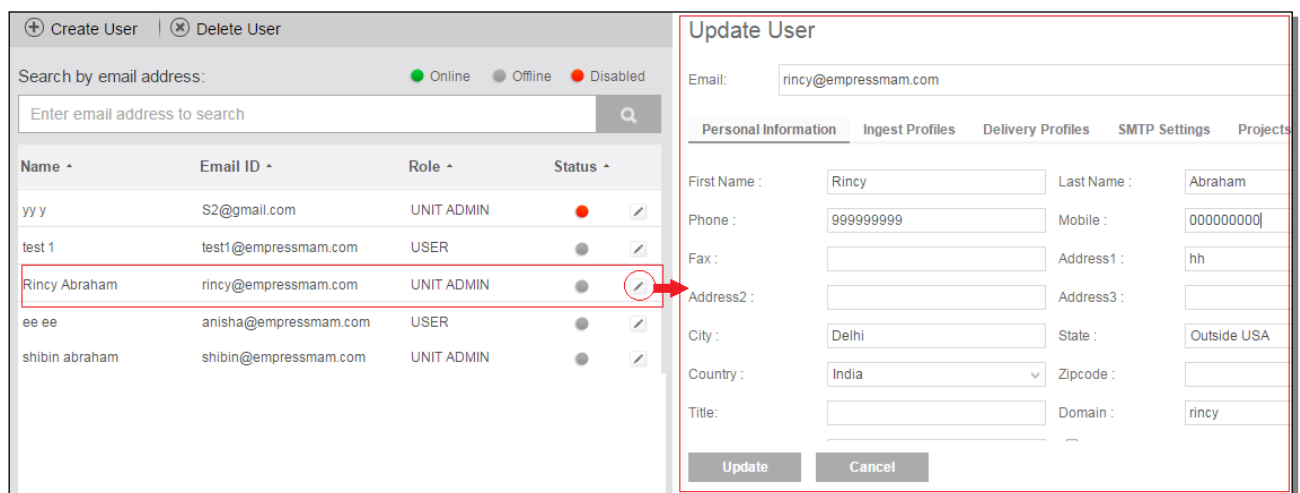


Figure 394- Edit User

Make changes in the details on the right-hand side page and click on **Update** button. Changes get updated with below message.

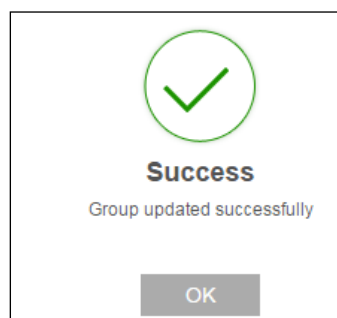


Figure 395- Message

Manage User Key: Edit user has an additional tab **Manage User Key** to generate the user key of users. Admin users will have option to generate the User key of any user using that user's password. You can use this user key for [URL encoded search](#).

To generate a user key of a user:

- Select the user and click on the edit icon.
- Select **Manage User Key** tab.
- Enter Password (user password)
- Confirm Password (user password)
- Hit **Generate** button.
- A **user key** and auto login Director URL gets generated.
- Users can use the copy button to copy user key and auto login Director URL.

The screenshot shows the 'Update User' interface. At the top, the 'Manage UserKey' tab is selected. Below the tab, there are input fields for 'Enter Password' and 'Confirm Password'. A 'Generate' button is present. Below the password fields, the 'User Key' is displayed as a long string of characters, and the 'Auto-Login Director URL' is shown as a URL containing the user key. Both the 'User Key' and the URL have copy icons to their right.

Figure 396- Manage user key

API Key : Edit user profile gives you an additional tab “API Key” to manage and control access to API keys. Here you can create API keys for users. Just click on **Create** button to generate user **API Key** and **Secret** key. Using this API key, eMAM RESTful API resources can be accessed using basic authentication. Then there will be no need to generate the access token when using API key.

The screenshot shows the 'Admin Tools: Manage Users' interface. The 'API Key' tab is selected. The 'Create' button is highlighted with a red arrow. The 'Key' and 'Secret' fields are visible.

Click on icon to display the **Secret** key.

Click on icon to copy the keys.

Click on icon to delete the keys.

Update User

Email:

Personal Information Ingest Profiles Delivery Profiles SMTP Settings Projects Groups Manage UserKey

API Key

[+ Create](#)

Key	Secret
<input type="text" value="SECRET_KEY"/>	<input type="text" value="SECRET_KEY"/>

4. **Export to excel:** To export all the existing user list, click on *Export* to excel button. A csv file gets downloaded with all user details.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	UName	email_id	domain_user	role_id	status	created_on	phone	fax	mobile	title	address1	address2	address3	city	state	country
1	Amal Thomas	amal@empressmam.com	amal	2	02-06-2019 09:37	123								IN	-99	356
2	Anoop Thomas	athomas@empressmam.com	athomas	2	12/19/2018 6:16:09 PM	5166425240				A				C	34	84C
3	anuroop ac	anuroop@empressmam.com	anuroopchandran	2	02-07-2019 04:03	9999999999				nil				cochin	2	356
4	eMAM 51	51@empressmam.com		1	1/22/2019 9:05:18 PM					A				C	1	84C
5	eMAM Metadata	metadata@empressmam.com	emetadata	3	06-07-2019 13:56	516						780		New Milford	34	84C
6	eMAM Public	public@empressmam.com	epublic	3	06-07-2019 13:54	5166425240			5166425240		780 Plympton Street			New Milford	31	84C
7	Rincy Abraham	rincy@empressmam.com	RinsA	2	1/17/2019 1:25:42 PM	99999				hhh		99		999	999	356
8	user empres	user@empressmam.com	user	3	3/14/2019 7:27:55 AM	12390				user				cochin	-99	356
9	Vetting Adobe	vetting@adobe.com	vetting	2	2/26/2019 8:19:09 AM	123456789				Adobe				EKM	-99	356

- b. **Manage User groups:** Admins have option to create, delete and edit user groups. You can edit User group details using Edit icon and search for User groups from the list, using search field.

[+ Create Group](#)
[✕ Delete Group](#)

Search by group:

Group Name	Description
Editors	
Public	
Metadata	
Dcators	

Create Group

Group Name :

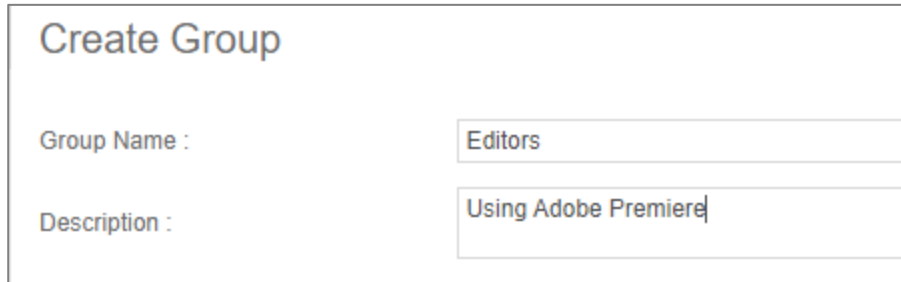
Description :

Permission	Category	Asset Type	Users	Metadata Group
<input checked="" type="checkbox"/>	Allow			
<input checked="" type="checkbox"/>	Add Comment			
<input checked="" type="checkbox"/>	Add Public Tags			
<input checked="" type="checkbox"/>	Annotate			
<input checked="" type="checkbox"/>	Anywhere			
<input checked="" type="checkbox"/>	Approve or Reject asset			
<input checked="" type="checkbox"/>	Archive Assets			
<input checked="" type="checkbox"/>	Asset Per Page			
<input checked="" type="checkbox"/>	Change Face Version			

[Create](#) [Cancel](#)

Figure 397- Manage User Groups

1. **Create Group:** To create a user group, click on **Create Group** button on top of the page
 - a. Enter Group Name- Group name must be given depending on the type of users in that group. It is a mandatory field,
 - b. Description - Type description so that it provides identification to the group.



Create Group	
Group Name :	Editors
Description :	Using Adobe Premiere

- c. Enable permissions under **Permissions** tab. A group is created to assign permissions to multiple users at the same time. Assign necessary permissions for the new group. By de-selecting a permission, the users under this user group will no longer have that option the eMAM Director interface. Click on the allow checkbox and all the permissions are selected. Newly created user group will have all the permissions that are selected here.

Permission	Category	Asset Type	Users	Metadata Group
<input checked="" type="checkbox"/> Allow				
<input checked="" type="checkbox"/>				Add Comment
<input checked="" type="checkbox"/>				Add Public Tags
<input checked="" type="checkbox"/>				Annotate
<input checked="" type="checkbox"/>				Anywhere
<input checked="" type="checkbox"/>				Approve or Reject asset
<input checked="" type="checkbox"/>				Archive Assets
<input checked="" type="checkbox"/>				Asset Per Page
<input checked="" type="checkbox"/>				Change Face Version
<input checked="" type="checkbox"/>				Change KeyFrame
<input checked="" type="checkbox"/>				Delete Comment
<input checked="" type="checkbox"/>				Delete Public Tags
<input checked="" type="checkbox"/>				Delivery FTP
<input checked="" type="checkbox"/>				Delivery Network Folder
<input checked="" type="checkbox"/>				Delivery Web
<input checked="" type="checkbox"/>				Download File
<input checked="" type="checkbox"/>				Edit Public Tags
<input checked="" type="checkbox"/>				Embed code
<input checked="" type="checkbox"/>				Ingest
<input checked="" type="checkbox"/>				Manage Category
<input checked="" type="checkbox"/>				Manage Projects
<input checked="" type="checkbox"/>				Marker
<input checked="" type="checkbox"/>				Metadata Mapping
<input checked="" type="checkbox"/>				NEXIDIA
<input checked="" type="checkbox"/>				Order Placement
<input checked="" type="checkbox"/>				Proxy Edit
<input checked="" type="checkbox"/>				Purge Assets
<input checked="" type="checkbox"/>				Rate Asset
<input checked="" type="checkbox"/>				Reports Generation
<input checked="" type="checkbox"/>				Reupload
<input checked="" type="checkbox"/>				Send For External Approval
<input checked="" type="checkbox"/>				Send For Internal Approval
<input checked="" type="checkbox"/>				Sort
<input checked="" type="checkbox"/>				Themes
<input checked="" type="checkbox"/>				Timeline
<input checked="" type="checkbox"/>				Update Metadata
<input checked="" type="checkbox"/>				View Asset
<input checked="" type="checkbox"/>				View Asset History
<input checked="" type="checkbox"/>				View Comment
<input checked="" type="checkbox"/>				View eBIN
<input checked="" type="checkbox"/>				View eSEND
<input checked="" type="checkbox"/>				View eShare

Figure 398- User group- Permissions tab

User Group Permissions	Description
Add Comment	Permission to add comments to the asset.
Add Public Tags	Permission to add public tags to the assets. Public tags can be used by eMAM users to search assets. Each user can create private tags which are available to that user only.
Annotate	Permission to insert text and graphics data at a specific time in a video asset, and also to add annotation objects such as texts, lines, rectangles, ellipses etc. to image assets.
Anywhere	Permission to view and use Anywhere widget.
Approve or Reject Asset	Permission to Approve or Reject assets sent by another user.
Archive Assets	Permission to move native definition asset from the online storage into the archive location. System maintains the proxy copies and metadata of an asset even if it is archived.
Asset Per page	Permission to view Asset per page option.
Change Face Version	Permission to change Face version of an asset. (Face version is seen during browse and preview).
Change Keyframe	Permission to change default keyframe of assets.
Delete Comment	Permission to delete a comment.
Delete Public Tags	Permission to delete public tags of an asset.
Delivery FTP	Permission to deliver assets to different FTP locations.
Delivery Network Folder	Permission to deliver assets to different locations.
Delivery web	Not Applicable
Download File	Permission to download assets.
Edit Public Tags	Permission to edit public tags of an asset.
Embed Code	Permission to generate the embed code for a video.
Ingest	Permission to ingest assets into eMAM.
Manage Category	Permission to add new category, copy category, move category, assign categories to assets on ingest and after ingest.
Manage Projects	Permission to add new projects.

Marker	Permission to place markers in video assets.
Metadata mapping	Permission to map custom metadata in eMAM Admin interface.
NEXIDIA	Permission to view and use Avid DS widget.
Order Placement	Permission to place eOrders for assets in the eMAM system
Standard Proxy Edit	Permission to perform rough cuts on video assets under Standard tab of Subclips widget.
TX Proxy Edit	Permission to perform rough cuts on video assets under TX tab of Subclips widget.
Purge Assets	Permission to delete assets from storages.
Reports Generation	Permission to generate reports.
Re-upload	Permission to re-upload an asset. It is used to link different versions of an asset to the face version.
Send for External Approval	Permission to send an asset to another eMAM user for external approval.
Send for Internal Approval	Permission to send an asset as an email to someone for Internal Approval. This allows one-time access to an asset to someone who is NOT an authorized user.
Sort	Permission to use Sort option.
Themes	Permission to use different themes.
Timeline	Permission to use Timeline and Timeline Preview widget.
Update Metadata	Permission to update asset metadata.
View Asset	Permission to view assets.
View Asset History	Permission to view History widget.
View Comment	Permission to view comments about an asset.
View eBIN	Permission to view and use eBIN features.
View eSEND	Permission to view eSEND option.
View eShare	Permission to view eShare option.

- d. Assign **Categories** to User Groups: From category list, select categories that need to be associated with the group. If a group is assigned to a particular category, it will have access permission to assets belonging to that category only. Select 'All Categories' for group to have access to assets in all the categories. *Note: Selecting one category automatically or by default selects its subcategories too.*

Permission	Category	Asset Type	Users	Metadata Group
<input checked="" type="checkbox"/>	All Categories			
<input type="checkbox"/>	+ A & B			
<input type="checkbox"/>	+ A1			
<input type="checkbox"/>	+ A1.1			
<input type="checkbox"/>	+ A2			
<input type="checkbox"/>	+ A3			
<input type="checkbox"/>	+ A4			
<input type="checkbox"/>	+ A5			
<input type="checkbox"/>	+ A6			
<input type="checkbox"/>	+ A7			

Create Cancel

Figure 399- Create Group- Category

- e. Assign **Asset types** to User Group: Select the Asset Type that needs to be associated with group. Users in a group will have access to those asset types only for which they have permission.

Permission	Category	Asset Type	Users	Metadata Group
<input checked="" type="checkbox"/>	Allow	AssetType		
<input checked="" type="checkbox"/>		Video		
<input checked="" type="checkbox"/>		Audio		
<input checked="" type="checkbox"/>		Image		
<input checked="" type="checkbox"/>		Other Files		

Create Cancel

Figure 400- Create Group- Asset type

- f. Assign **Users** to User group: To include users in the group, select them from the *Active Users* list and move to *Assigned Users* column.

Permission	Category	Asset Type	Users	Metadata Group
<div> <div>Assigned Users</div> <div> <input type="checkbox"/> Name Anoop NR </div> </div> <div> <div>Active Users</div> <div> <input type="checkbox"/> Name Shaludas MK </div> </div> <div> <div>>></div> <div><<</div> </div> <div> <div>Update</div> <div>Cancel</div> </div>				

Figure 401- Create Group- Users

- g. Assign desired **Metadata Groups** to the User Group by selecting the check boxes and click on **Create** button.

Permission	Category	Asset Type	Users	Metadata Group
<input checked="" type="checkbox"/> Select ALL				Metadatagroup Name
<input checked="" type="checkbox"/>				Basic
<input checked="" type="checkbox"/>				QA_metadata
<input checked="" type="checkbox"/>				qa
<input checked="" type="checkbox"/>				qa
<input checked="" type="checkbox"/>				qa
<input checked="" type="checkbox"/>				Basic
<input checked="" type="checkbox"/>				A1
<input checked="" type="checkbox"/>				A2
<div>Create</div> <div>Cancel</div>				

Figure 402- Create Group- Metadata group

- h. Group successfully created message box gets displayed. The new user group gets listed in the middle panel.

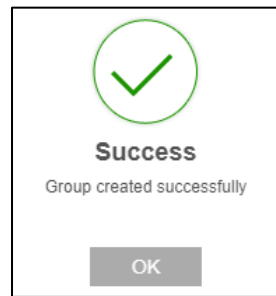


Figure 403- User group successfully created message box.

2. **Delete Group:** To delete any existing group, select the group from the list of user Groups and click on **Delete Group** on top panel as shown below:

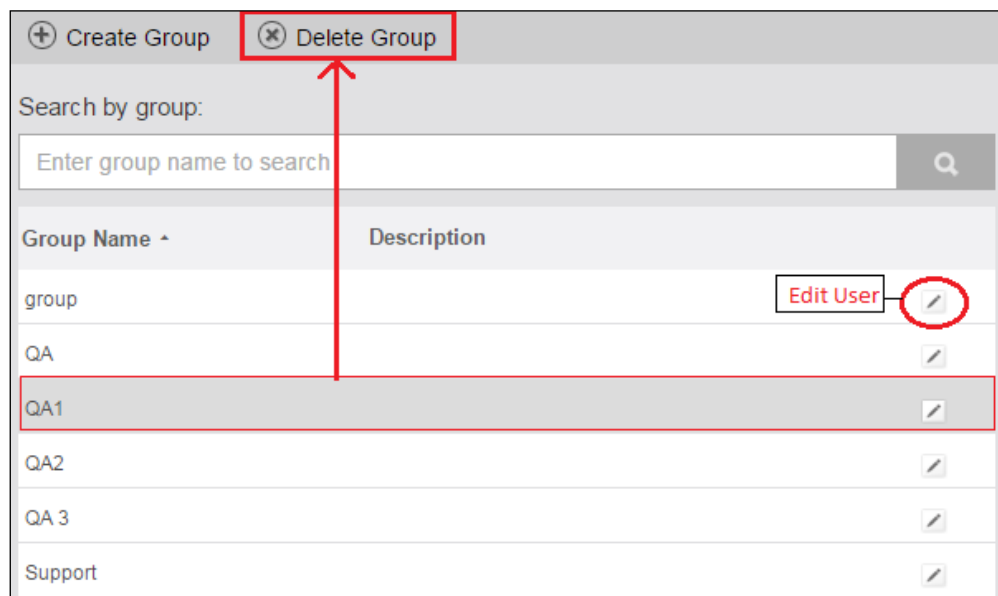


Figure 404- Delete Group

A prompt message is displayed to confirm deletion. Click OK to delete the user group.

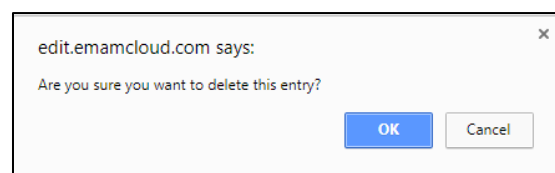
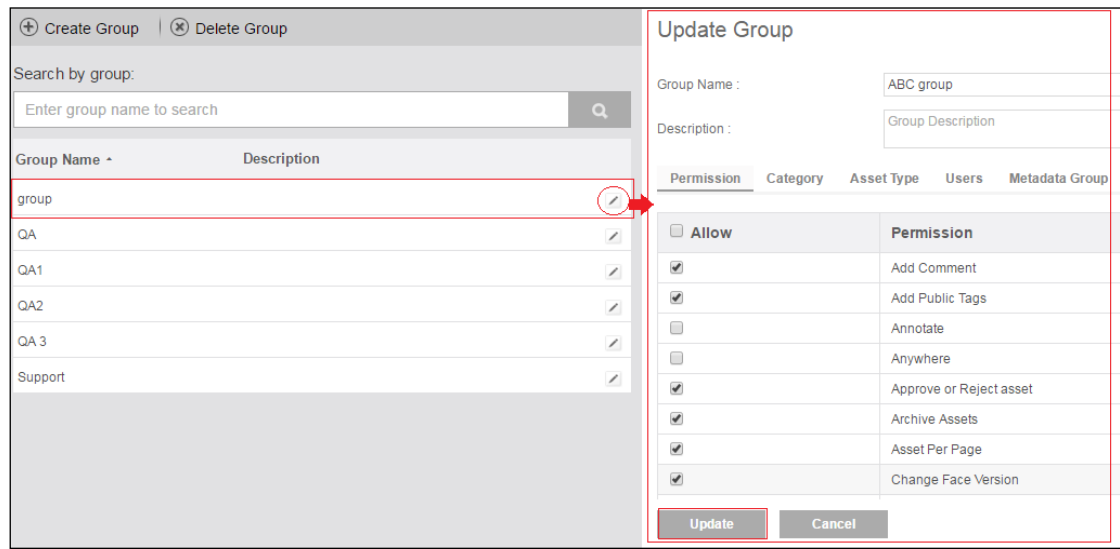


Figure 405- Message box to confirm deletion.

3. **Edit Group:** To edit any User Group details, select the user group you wish to edit from the list and click on **Edit** icon as shown below. Make changes and click on **Update** button. Changing the name or description of the group does not affect users of that group. However, changing permissions of group change permissions for all the users of that group.



+ Create Group | ✕ Delete Group

Search by group:

Enter group name to search

Group Name	Description
group	
QA	
QA1	
QA2	
QA 3	
Support	

Update Group

Group Name : ABC group

Description : Group Description

Permission Category Asset Type Users Metadata Group

Allow	Permission
<input checked="" type="checkbox"/>	Add Comment
<input checked="" type="checkbox"/>	Add Public Tags
<input type="checkbox"/>	Annotate
<input type="checkbox"/>	Anywhere
<input checked="" type="checkbox"/>	Approve or Reject asset
<input checked="" type="checkbox"/>	Archive Assets
<input checked="" type="checkbox"/>	Asset Per Page
<input checked="" type="checkbox"/>	Change Face Version

Update Cancel

Figure 406- Edit Group

Group gets updated with below message.

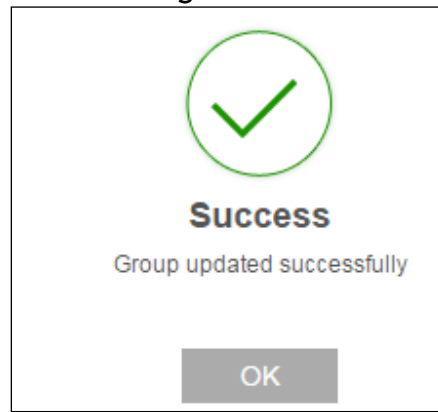


Figure 407- Message

- c. **Manage Registration Forms:** This dynamic registration form option allows users to register themselves in the eMAM system without requesting login credentials from the eMAM Unit Administrator. This feature is especially helpful when bulk users need to be created. eMAM Unit Administrator sends registration form to users. Unit Administrator can create multiple users and assign permissions and rights to users created through the registration form. Administrator can also create multiple registration forms with different permissions and rules, user groups, ingest profiles, logos and projects etc. to which users are to be assigned. Apart from creating new forms, admin can view, edit and delete the forms too.

Create Reg Form **Delete Forms**

Search by form name:

Enter form name to search

Form Name * Preview Edit

test

Project ABC

Click to Preview Registration form

Click to Edit

Create Reg Form

Form Name : Form Name

Fields Details Ingest Profile Delivery Profile Groups Projects Logo & Css

Field	Default Value	Display
Email ID *		<input checked="" type="checkbox"/>
Domain Username *		<input checked="" type="checkbox"/>
First Name *		<input type="checkbox"/>
Last Name *		<input type="checkbox"/>
Phone *		<input type="checkbox"/>
Mobile :		<input type="checkbox"/>

Create Cancel

Figure 408- Manage Registration form

1. **Create Reg Form:** To create a new registration form, click on **Create Reg Form** button on top of the page.
 - a. Fill in Form Name.
 - b. Fields tab, select fields that needs to be displayed in the Registration form. Enter email id (enabled by default), Domain username (enabled by default), first name, last name and other details. *Note: Email id and domain username fields are not visible in registration form link.*
 - c. Details tab:

Create Reg Form

Form Name : Form Name

Fields **Details** Ingest Profile Delivery Profile Groups Projects

Title :

Disable Account : No

Account Expires : dd-MMM-yyyy

☐ Send Director link http://51.emamcloud.com/eMAMDirector

☐ Send Client link http://51.emamcloud.com/eMAMClient

☒ Notify User

☐ Prompt user to change password on first login?

Create Cancel

Figure 409- Create Registration form- Details

- d. Select Ingest Profile details under Ingest Profile tab:

Fields Details **Ingest Profile** Groups Projects Logo & Css

☐ INTERNAL ☐ Premiere Ingest

☐ Metadata Sidecar Ingest ☐ NO PROXY INGEST

Select Default Ingest Profile

Create Cancel

Figure 410- Create Registration form- Ingest Profile

- e. Select Delivery Profiles under Delivery Profile tab:

Create Reg Form

Form Name :

Fields Details Ingest Profile **Delivery Profile** Groups Projects Logo & Css

☐ Duplicate Profile [Individual JSON] ☐ Duplicate Profile [GROUP TEXT]

☒ Duplicate Profile [Individual XML] ☐ Duplicate Profile [GROUP NOTIFY]

☒ Duplicate Profile [Individual TEXT] ☒ Subclip Delivery With XML

☐ Duplicate Profile [GROUP JSON] ☐ 8Mbps MP4 for Large format Displays

☐ Duplicate Profile [GROUP XML]

Create Cancel

Figure 411- Create Registration form- Delivery Profile

- f. Select the User Groups under Groups tab:

Fields Details Ingest Profile **Groups** Projects Logo & Css

<input checked="" type="checkbox"/> Allow	Groups
<input checked="" type="checkbox"/>	group
<input checked="" type="checkbox"/>	QA
<input checked="" type="checkbox"/>	QA1
<input checked="" type="checkbox"/>	QA2
<input checked="" type="checkbox"/>	QA 3
<input checked="" type="checkbox"/>	Support

Create Cancel

Figure 412- Create Registration form- Groups

- g. Select Projects under Projects tab:

Fields	Details	Ingest Profile	Groups	Projects	Logo & Css
<input checked="" type="checkbox"/>	Allow			Projects	
<input checked="" type="checkbox"/>				1gb test	
<input type="checkbox"/>				3.8.5 Export back eMAM Project	
<input checked="" type="checkbox"/>				38 DEMO	
<input checked="" type="checkbox"/>				athomas 1	
<input checked="" type="checkbox"/>				Colgate_TEST	
<input checked="" type="checkbox"/>				D_Team_Project1	
<input checked="" type="checkbox"/>				edit 2	
<input type="checkbox"/>				edit 4	
Create		Cancel			

Figure 413- Create Registration form- - Projects

- h. Users can upload a company logo in the reg form under Logos and CSS tab. If the logo is not uploaded, system uploads default logo. You can customize the user reg form page by uploading personalized Cascading Style Sheets (CSS). Administrator can upload predefined CSS to standardize look and feel of the user registration form across different platforms and devices. After customizing CSS, upload the same to the registration form. You can also download default Logo and CSS template. Then click on **Create** button.

Fields	Details	Ingest Profile	Groups	Projects	Logo & Css
Logo Upload:					
		Choose File		wallcoo.co...wer076.jpg	Upload
Css Upload:					
		Choose File		wallcoo.co...wer076.jpg	Upload
Download default CSS • Download default Logo •					
Create		Cancel			

Figure 414- Create Registration form- Logo & CSS

- i. A window pops up with successfully created message with a link to the registration form is generated. eMAM Unit Administrator can send this link through email to the users who want to create a new account in the eMAM system. Click OK.

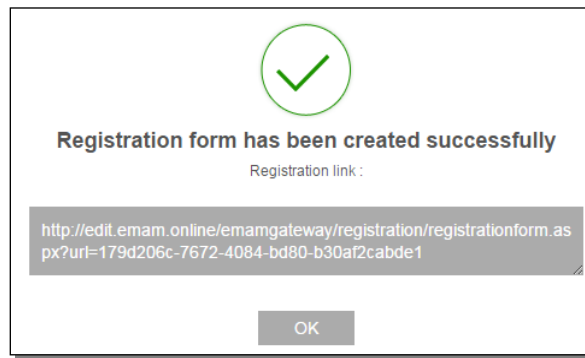


Figure 415- Message

- j. Open the link to see your newly created Registration form. User can fill in details in the Registration Form and click on '**Create My Account**' to create a new account. If account is created successfully, a confirmation window is displayed.

A registration form titled "Create an Account" with a "LOGO" placeholder at the top. The form contains the following fields: "First Name:", "Last Name:", "Phone::", "Mobile:", "Address 1:", "Address 2:", "City:", "Email:", "Confirm Email:", "State:" (with a "-- SELECT --" dropdown), and "Country:" (with a "-- SELECT --" dropdown). At the bottom are two buttons: "Create my Account" and "Clear".

Figure 416- Registration form

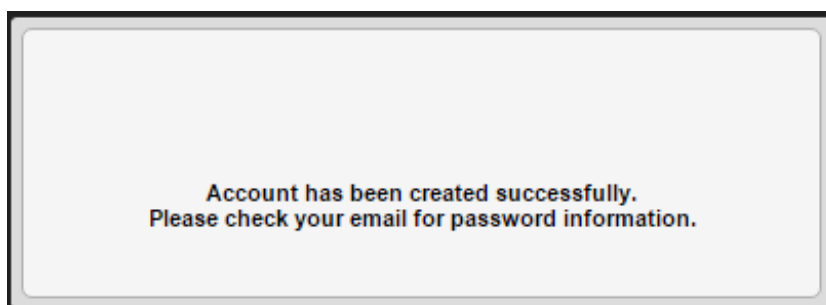


Figure 417- Message

2. **Edit Form:** To edit any existing Registration form, select the form from the list and click on *Edit* icon corresponding to the form name. Make changes and click on **Update** button to update the changes.

Field	Default Value	Display
First Name *	<input type="text"/>	<input checked="" type="checkbox"/>
Last Name *	<input type="text"/>	<input checked="" type="checkbox"/>
Phone *	<input type="text"/>	<input checked="" type="checkbox"/>
Mobile :	<input type="text"/>	<input type="checkbox"/>
Address 1 *	<input type="text"/>	<input checked="" type="checkbox"/>
Address 2 :	<input type="text"/>	<input checked="" type="checkbox"/>
	<input type="text"/>	<input type="checkbox"/>

Figure 418- Edit Form

Registration form gets updated with below message.

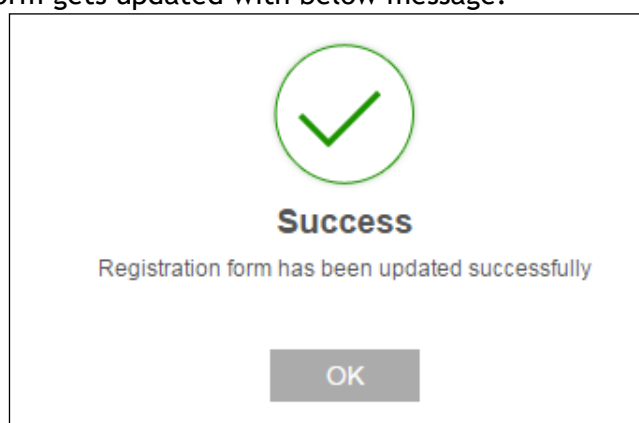


Figure 419- Message

3. **Delete Forms:** To Delete any existing Registration form, select the form and click on **Delete Forms** button as shown below:

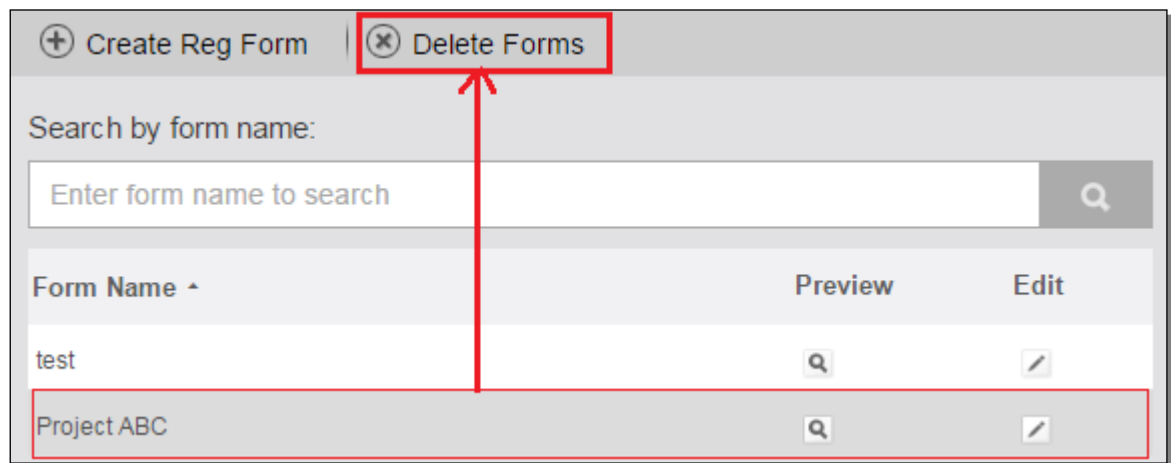


Figure 420- Delete Forms

- d. **Batch Import:** This *Batch Import* option can be used to import multiple users in batches using a spread sheet. eMAM accounts of all the users belonging to a particular user group or multiple user groups and projects, can be created in one shot. User details exported from Active Directory or Single Sign On can also be used to create eMAM user accounts.

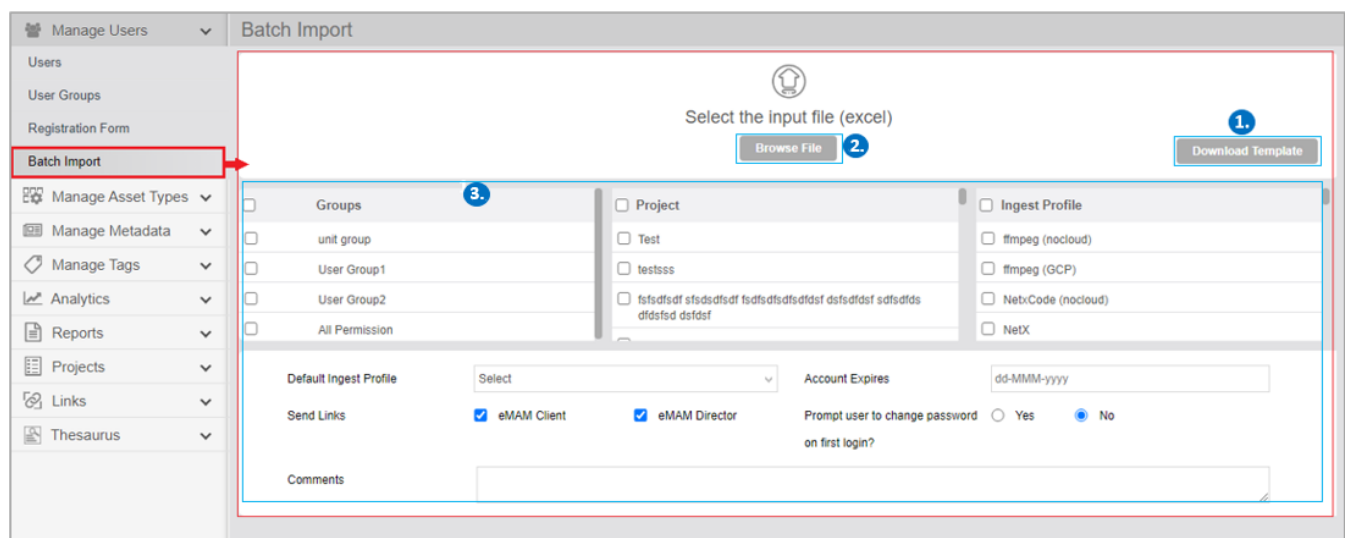
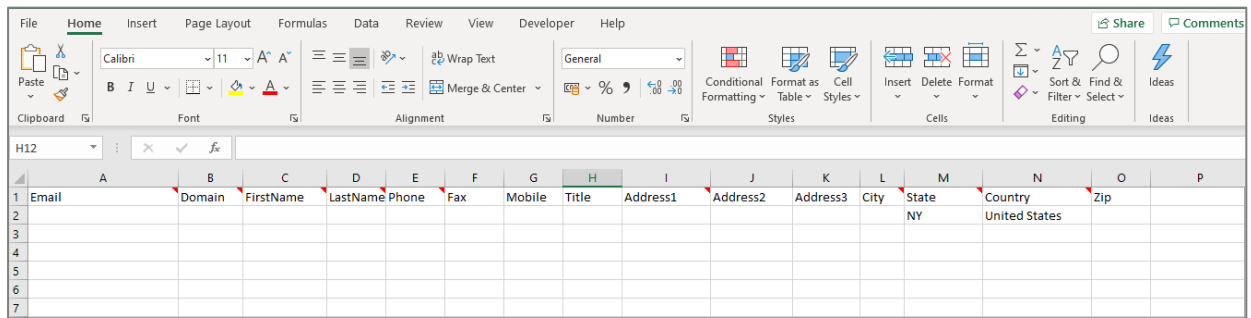


Figure 421- Batch user import

To do so, Administrators can follow the following steps:

1. **Download Template:** Click on *Download Template* on top right page to download the template for batch user import. Template looks like below:

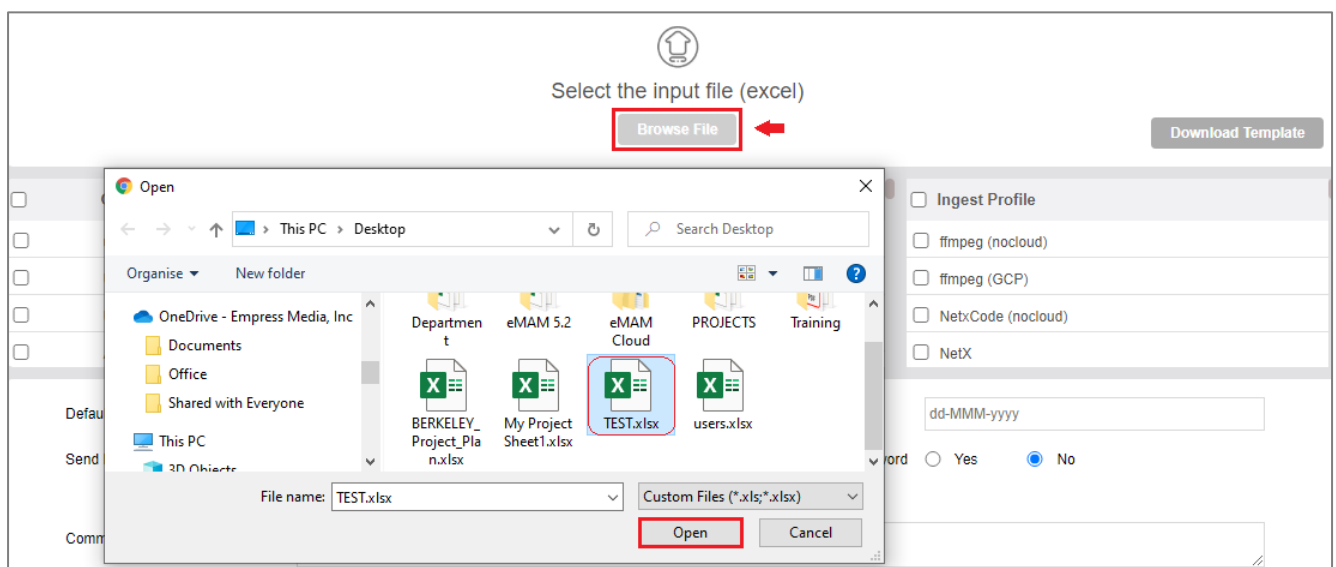


2. In the downloaded spreadsheet, fill in below details of the users and save the file:

- i. Email (*Mandatory)
- ii. Domain (*Mandatory)
- iii. First name (*Mandatory)
- iv. Last Name (*Mandatory)
- v. Phone (*Mandatory)
- vi. Fax
- vii. Mobile
- viii. Title
- ix. Address1 (*Mandatory)
- x. Address 2
- xi. Address3
- xii. City
- xiii. State (*Mandatory): Select Outside USA if Country is not USA
- xiv. Country (*Mandatory)
- xv. Zip (*Mandatory)

FirstName	LastName	Phone	Fax	Mobile	Title	Address1	Address2	Address3	City	State	Country	Zip
AB	C	98767				56 St	Park Ave			NY	United States	
DE	F	45678				10 St	Gold Ave			Outside USA	Algeria	
GH	I	76538				67 St	Silver Ave			CA	Angola	

3. Click on *Browse file* to browse and select the saved file from your machine.



4. The saved file now displays with an *Import* button as shown below.

5. **Groups:** Choose the User groups these users' needs to a part of.
6. **Project:** Choose the projects for the users.
7. **Ingest profile:** Choose the ingest profiles for the users.
8. **Default ingest profile:** choose the default ingest profile.
9. **Account Expires:** Choose the account expiry date if required.
10. **Send Links:** Enable eMAM Client and or eMAM Director to send links.
11. **Prompt user to change password on first login?** Click Yes or No.
12. **Comments:** Add comments if required.
13. Click on **Import** button.
14. Below message appears after successful import.

File imported successfully.

OK

If you miss any of the mandatory fields, warning message as show below get displayed.

2.22.2 Manage Asset Types: To manage asset type permissions, click on asset types to view more details on the right-hand side. Video, audio, images, and other files such as office documents, pdf files, Excel sheets etc. are different types of assets, and these assets can be managed using several administrator tools in eMAM. Asset type permissions are first level of permissions set by the eMAM Unit Administrator for a user.

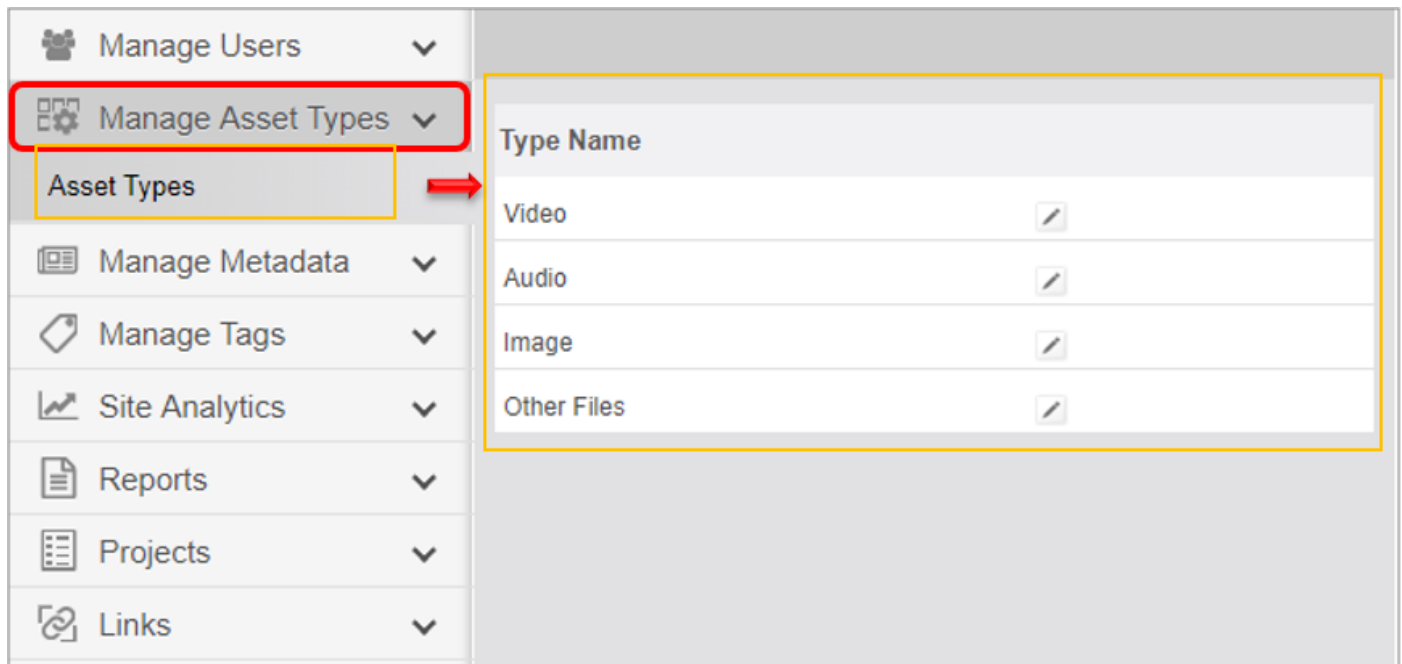


Figure 422- Manage asset types

Permissions that can be managed for various asset types are shown below. You can individually select or de select permissions or enable **Allow** checkbox to select/de select all permissions at once.

<input type="checkbox"/> Allow	Permission
<input checked="" type="checkbox"/>	Add Comment
<input checked="" type="checkbox"/>	Add Public Tags
<input checked="" type="checkbox"/>	Annotate
<input checked="" type="checkbox"/>	Approve or Reject asset
<input checked="" type="checkbox"/>	Archive Assets
<input checked="" type="checkbox"/>	Change Face Version
<input checked="" type="checkbox"/>	Delete Comment
<input checked="" type="checkbox"/>	Delete Public Tags
<input checked="" type="checkbox"/>	Delivery FTP
<input checked="" type="checkbox"/>	Delivery Network Folder
<input checked="" type="checkbox"/>	Delivery Web
<input checked="" type="checkbox"/>	Download File
<input checked="" type="checkbox"/>	Edit Public Tags
<input checked="" type="checkbox"/>	Ingest
<input checked="" type="checkbox"/>	Manage Category
<input checked="" type="checkbox"/>	Marker
<input checked="" type="checkbox"/>	Order Placement
<input checked="" type="checkbox"/>	Proxy Edit
<input checked="" type="checkbox"/>	Purge Assets
<input checked="" type="checkbox"/>	Rate Asset
<input checked="" type="checkbox"/>	Reupload
<input checked="" type="checkbox"/>	Send For External Approval
<input checked="" type="checkbox"/>	Send For Internal Approval
<input checked="" type="checkbox"/>	Update Metadata
<input checked="" type="checkbox"/>	View Asset
<input checked="" type="checkbox"/>	View Comment
<input checked="" type="checkbox"/>	View eSEND
<input checked="" type="checkbox"/>	View eShare

Figure 423- Asset permissions

Note: Permission list differs based on the type of asset selected. E.g.: markers permission is only available for Video assets.

Click on below asset types to view permissions related to it, on the right-hand side panel:

- a. **Video:** Click on *edit* icon corresponding to video to view and manage all the permissions relating to the video assets. Enable or disable permissions using the checkboxes. Use scroll bar to view permissions listed below. Click save button to update the changes.

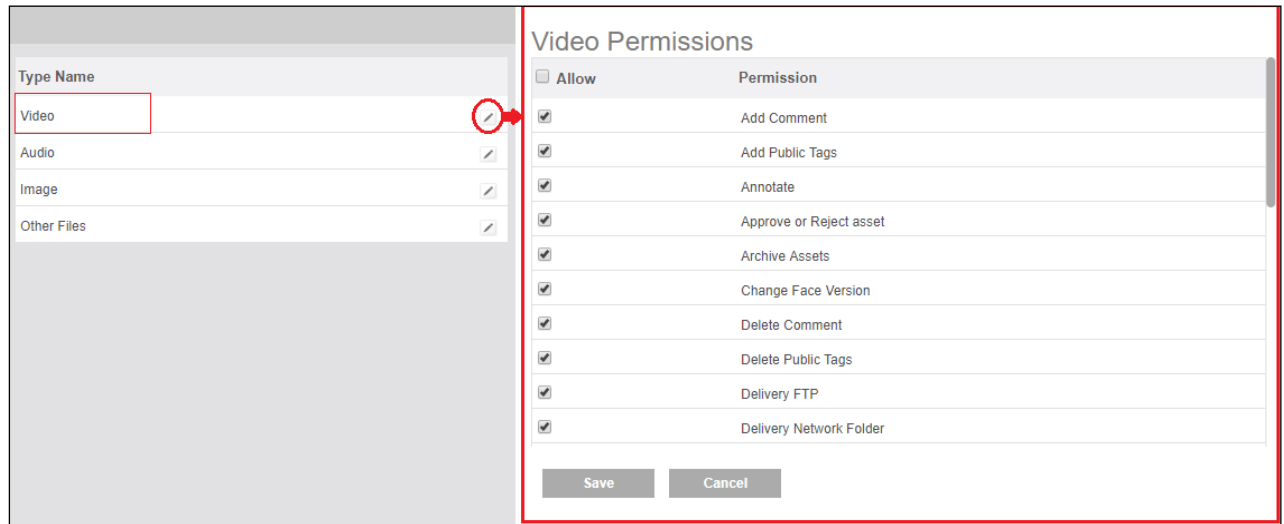


Figure 424- Manage asset types: Video permissions

- b. **Audio:** Click on *edit* icon corresponding to audio to view and manage permissions relating to audio files. Enable or disable permissions using checkboxes. Use scroll bar to view full list of permissions. Click on Save button to update the changes.

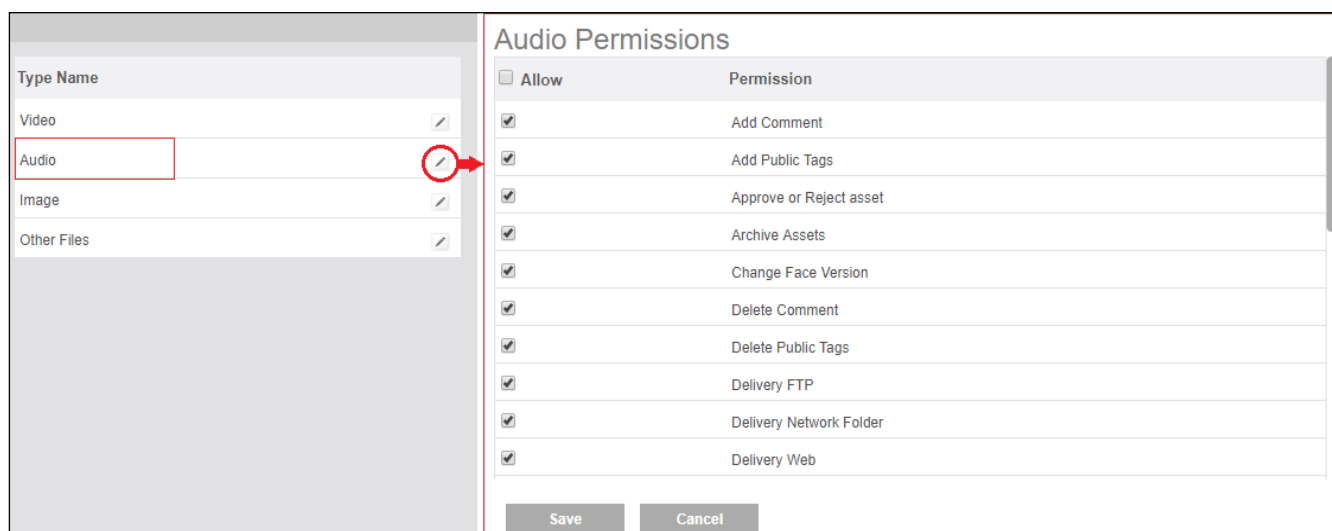


Figure 425- Manage asset types: Audio permissions

- c. **Image:** Click on edit icon corresponding to Images to view and manage the permissions relating to image files. Enable or disable permissions using checkboxes. Use scroll bar to view full list of permissions. Click on Save button to update the changes.

Allow	Permission
<input checked="" type="checkbox"/>	Add Comment
<input checked="" type="checkbox"/>	Add Public Tags
<input checked="" type="checkbox"/>	Annotate
<input checked="" type="checkbox"/>	Approve or Reject asset
<input checked="" type="checkbox"/>	Archive Assets
<input checked="" type="checkbox"/>	Change Face Version
<input checked="" type="checkbox"/>	Delete Comment
<input checked="" type="checkbox"/>	Delete Public Tags
<input checked="" type="checkbox"/>	Delivery FTP
<input checked="" type="checkbox"/>	Delivery Network Folder

Figure 426- Manage asset types: Image permissions

- d. **Other files:** Click on edit icon corresponding to Other Files to view and manage permissions relating to other files. Enable or disable permissions using checkboxes. Use scroll bar to view full list of permissions. Click on Save button to update the changes.

Allow	Permission
<input checked="" type="checkbox"/>	Add Comment
<input checked="" type="checkbox"/>	Add Public Tags
<input checked="" type="checkbox"/>	Approve or Reject asset
<input checked="" type="checkbox"/>	Archive Assets
<input checked="" type="checkbox"/>	Change Face Version
<input checked="" type="checkbox"/>	Delete Comment
<input checked="" type="checkbox"/>	Delete Public Tags
<input checked="" type="checkbox"/>	Delivery FTP
<input checked="" type="checkbox"/>	Delivery Network Folder
<input checked="" type="checkbox"/>	Delivery Web

Figure 427- Manage asset types: Other files permissions

Asset Type Permissions	Description
Add Comment	Permission to add comments to the asset.
Add Public Tags	Permission to add public tags to the assets. Public tags can be used by eMAM users to search assets. Each user can create private tags which are available to that user only.
Annotate	Permission to insert text and graphics data at a specific time in a video asset, and also to add annotation objects such as texts, lines, rectangles, ellipses etc. to image assets.
Approve or Reject Asset	Permission to Approve or Reject assets sent by another user.
Archive Assets	Permission to move native definition asset from the online storage into the archive location. System maintains the proxy copies and metadata of an asset even if it is archived.
Change Face Version	Permission to change Face version of an asset. (Face version is seen during browse and preview).
Delete Comment	Permission to delete a comment.
Delete Public Tags	Permission to delete public tags of an asset.
Delivery FTP	Permission to deliver assets to different FTP locations.
Delivery Network Folder	Permission to deliver assets to different locations.
Delivery web	Not applicable.
Download File	Permission to download assets.
Edit Public Tags	Permission to edit public tags of an asset.
Ingest	Permission to ingest assets into eMAM.
Manage Category	Permission to enable user to categorize the assets based on asset type.
Marker	Permission to place markers in video assets.
Order Placement	Permission to place eOrders for assets in the eMAM system
Standard Proxy Edit	Permission to perform rough cuts in video assets under Standard tab of the Subclips widget.

TX Proxy Edit	Permission to perform rough cuts in video assets under TX tab of the Subclips widget.
Purge Assets	Permission to delete assets from near line storage.
Re-upload	Permission to re-upload an asset. It is used to link different versions of an asset to the face version.
Send for External Approval	Permission to send an asset to another eMAM user for external approval.
Send for Internal Approval	Permission to send an asset as an email to someone for Internal Approval. This allows one-time access to an asset to someone who is NOT an authorized user.
Update Metadata	Permission to update metadata.
View Asset	Permission to view assets.
View Comment	Permission to view comments about an asset.
View eSEND	Permission to view eSEND option.
View eShare	Permission to view eShare option.

2.22.3 Manage Metadata: Admin users can manage metadata of assets which gets displayed under the Metadata widget under custom metadata tabs.

1. **Metadata fields:** Option to add, edit and delete metadata fields along with option to search using search field.
 - a. **Add Metadata field:** To create a metadata field, click on **Add Metadata Field** button on top of the page. In the right-side panel, the Add Metadata field screen is displayed.

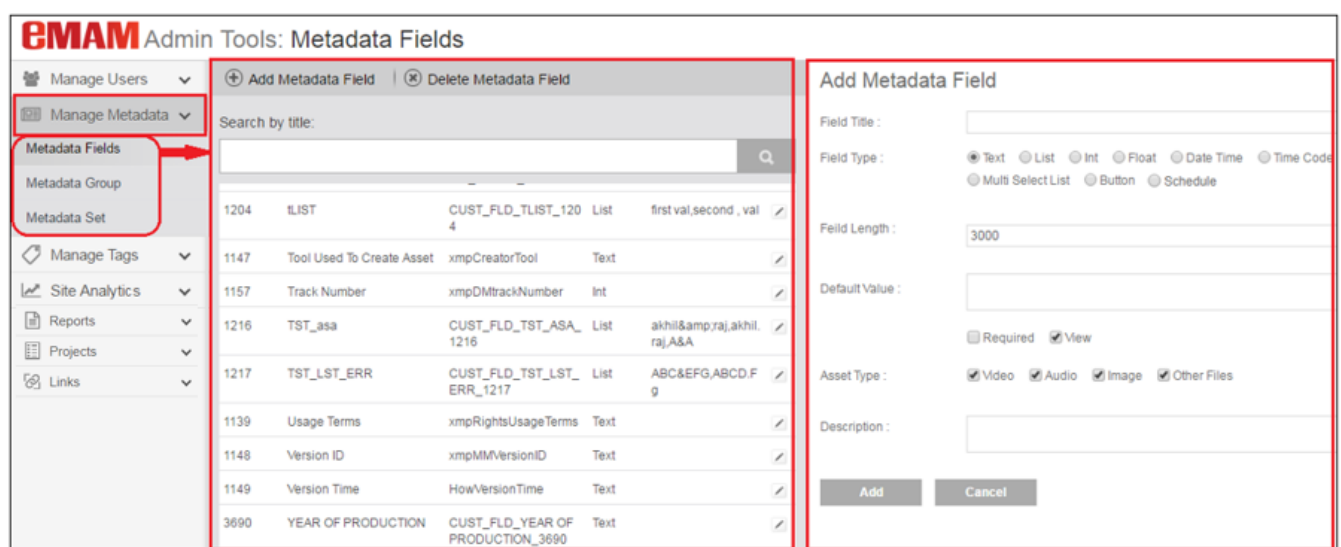


Figure 428- Admin Tools- Manage Fields

Define the following values:

- a. Field Title- Custom metadata field name
- b. Field Type- Custom metadata type. It can be text, int, list, float, date time, timecode, Multi Select List, Button and Schedule.
 - **Text:** Create a simple text field. Select *Text* radial button to create text metadata field type. Field length will by default display MAX (no limit for text characters). If you want to limit the text character length, key the character limit no.

Figure 429- Text metadata field type

- **List:** For List metadata field types, select *List* radial button and key in the variables that needs to be displayed as list and click *Add to List*. All the added variables will be displayed as list metadata field. *Note: Here you cannot multi select list values from the dropdown. To multi select list values, please use multi select list field type.*

Figure 430- List Metadata field type

- **Int:** Select *Int* radial button to create int metadata field types. Key in a value to display as default value.

Figure 431- Int metadata field type

- **Float:** Use Float field type to display any default value or text.

Figure 432- Float metadata field type

- **Date Time:** Use this option to display default Date and Time.

Field Type : ☐ Text ☐ List ☐ Int ☐ Float ☒ Date Time ☐ Time Code
☐ Multi Select List ☐ Button ☐ Schedule

Default Value : 13-Jun-2017

Asset Type :

Description :

Add

Figure 433- Date Time metadata field

- **Time code:** Use this option to display default timecode.

Field Type : ☐ Text ☐ List ☐ Int ☐ Float ☐ Date Time ☒ Time Code
☐ Multi Select List ☐ Button ☐ Schedule

Default Value : 00:01:02:222

Figure 434- Time code metadata field

- **Multi Select List:** Enable *Multi Select List* option to multi select items from list metadata fields. You can add new values to the list *Add to List* option.

Field Type : ☐ Text ☐ List ☐ Int ☐ Float ☐ Date Time ☐ Time Code
☒ Multi Select List ☐ Button ☐ Schedule

List Values :

Add To List

Project A x Project B x Project C x Project D x

Figure 435- Multi Select List option

- **Button:** To create a button metadata field type, enable *Button* Field type radial button. Key in a button name and button description.

Add Metadata Field

Field Title :

Field Type : ☐ Text ☐ List ☐ Int ☐ Float ☐ Date Time ☐ Time Code
☐ Multi Select List ☒ Button ☐ Schedule

Figure 436- Button metadata field type

Select a *Button* type by clicking on any of the below radial button. You can create 2 types of buttons to streamline and automate your workflows:

- **Server:** Server-side button metadata is used to trigger workflows that have been defined under Workflow of the Super Admin interface. Multiple workflows can be configured to a single server-side button type. With the eMAM server-side button, you can set up a metadata button to trigger any type of workflow on the eMAM server with a single click. Using

the workflow configuration settings, and a little programming, you set any workflow including delivery, publishing, and archive to any of the numerous API interconnected systems. Send metadata, JSON, XML, and so forth as HTTP POST.

Figure 437- Server button type

The button will be visible in the Metadata widget of the Director interface. And when this button is clicked, workflows that have been configured will be triggered. [For more details refer Super Admin doc-Workflow section.](#)

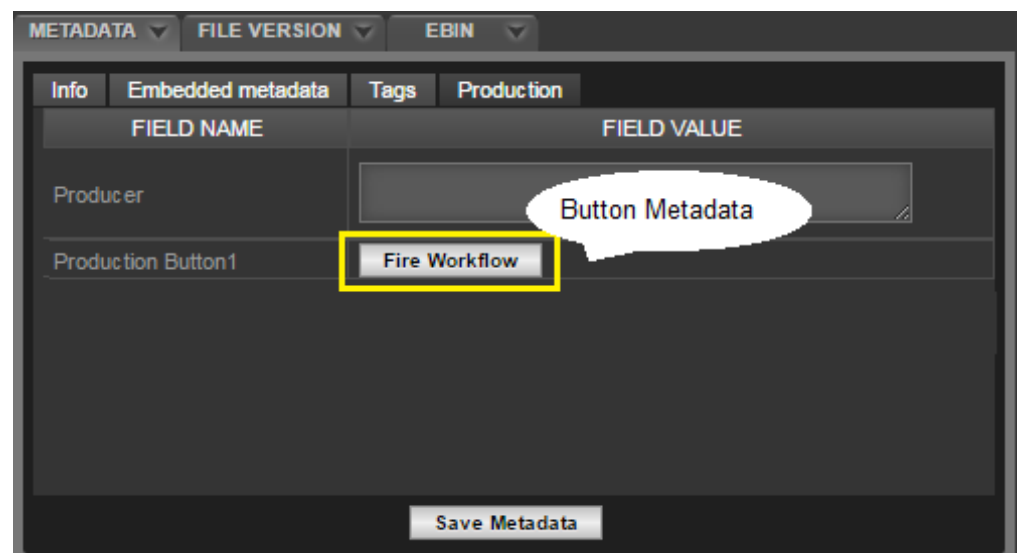


Figure 438- Button metadata displayed under Metadata widget

- **Client:** Client button types are not connected to workflows. Instead, Client-side button click can execute any JavaScript code that is provided in the script input area while creating this button. With the eMAM client-side button and a little bit of Java scripting, eMAM gives you the ability to interact with your desktop applications running in your MAC/PC client

workstation directly from eMAM Director. The client-side button can pass your media metadata to another application. The system, basic, custom and embedded metadata values can be entered in the dropdown field. This will a global value representing the value associated with any asset.

Button Name :

Button Description :

Button Type : ☐ Server ☒ Client

Client Script :

`window.open('%e_FILE_FullLowResVirtualPath%', '_blank');`

↑

This global value will be replaced by the actual Asset Low Res Virtual Path

Figure 439- Client button type

When the button is generated in the Metadata widget, these metadata values will be replaced with the corresponding asset metadata values of the loading asset.

And when this button is clicked, the JavaScript code with the corresponding asset metadata values will be executed. This button can be used to make the system play with the asset data and JavaScript as the user pleases.

For e.g. It can be used to save the metadata of an asset in a text format, or open an original asset in a separate window, or make an asset open in a separate application depending on the user's ability to play with JavaScript.

- **Schedule:** Use *Schedule* Metadata field type to schedule triggers for a workflow at a specific date and time.

Field Title :

Field Type : ☐ Text ☐ List ☐ Int ☐ Float ☐ Date Time ☐ Time Code ☒ Multi Select List ☐ Button ☒ Schedule

Asset Type : ☒ Video ☒ Audio ☒ Image ☒ Other Files

Description :

Figure 440- Schedule metadata field type

Schedule metadata field is visible under a Metadata Group in the Metadata widget where you can set the time and date for workflow trigger.

The screenshot shows a 'METADATA SEARCH FILTER' window. It has tabs for 'Embedded metadata', 'Tags', 'DIST Series', 'DIST Delivery', and 'Task Report'. The 'Embedded metadata' tab is active. It contains several input fields: 'DIST-SEASON', 'DIST-SEASON LANGUAGE', 'DIST-SEASON TYPE', and 'DIST-SEASON FRAME RATE'. Below these is the 'Expiry Date' field, which is highlighted with a yellow box. It shows a date of '19-Feb-2019' and a time of '08:00'. A 'Save Metadata' button is located at the bottom right of the form.

To know more about Schedule workflow, refer [Super Admin Console User Guide 5.1](#)

- c. **Default Value-** The value which should be displayed by default for the custom metadata field. For example, if there is a field of type int called duration, you can set the value of “10” as the default value for the duration.
 - **Required-** Enable this checkbox if this metadata field is mandatory. If enabled, you can ingest any asset without filling the mandatory field.
 - **View-** Enable this checkbox if this metadata field needs to be visible.
- d. **Asset Type-** Choose the radial button for the type of assets: video/audio/image/other files.
- b. **Delete Metadata field:** To delete any existing metadata field, select the metadata field and click on **Delete Metadata field** button.

The screenshot shows the 'Delete Metadata Field' interface. At the top, there are two buttons: 'Add Metadata Field' and 'Delete Metadata Field'. The 'Delete Metadata Field' button is highlighted with a red box. A red arrow points from this button to the row for 'Details' (Field Id 5) in the table below. The table has columns for 'Field Id', 'Title', 'Standard Id', 'Type', and 'Default Value'.

Field Id	Title	Standard Id	Type	Default Value
3	Camera	CUST_FLD_CAMERA_3	List	XDCAM,XDCAM EX,P2,RED,Other
5	Details	CUST_FLD_DETAILS_5	Text	
2	Director	CUST_FLD_DIRECTOR_2	Text	
4	emam team	CUST_FLD_EMAM TEAM_4	List	ajish,anoop,nr,joshy,shibin,sulfi,bibin,jithin,nithin
1	Producer	CUST_FLD_PRODUCER_1	Text	

Figure 441- Delete Metadata field

- c. **Edit Metadata field:** To edit any metadata field, select the metadata field and click on *Edit* icon corresponding to it. Edit Metadata field screen displays on the right-hand panel. Makes desired changes and click on **Save** button.

Table 1: Metadata Fields (Left Panel)

Field Id	Title	Standard Id	Type	Default Value
3	Camera	CUST_FLD_CAMERA_3	List	XDCAM,XDCAM EX,P2,RED,Other
5	Details	CUST_FLD_DETAILS_5	Text	
2	Director	CUST_FLD_DIRECTOR_2	Text	
4	emam team	CUST_FLD_EMAM TEAM_4	List	ajish,bibin,nithin,joji
1	Producer	CUST_FLD_PRODUCER_1	Text	

Form 1: Edit Metadata Field (Right Panel)

Field Title : emam team

Field Type : ☒ Text ☒ List ☐ Int ☐ Float ☐ Date Time ☐ Time Code

List Values : Members Add To List

ajish x bibin x nithin x joji x

Default Value :

☐ Required ☒ View

Asset Type : ☒ Video ☒ Audio ☒ Image ☒ Other Files

Description :

Buttons: Save, Cancel

Figure 442- Edit Metadata field

Metadata field gets updated with below message.

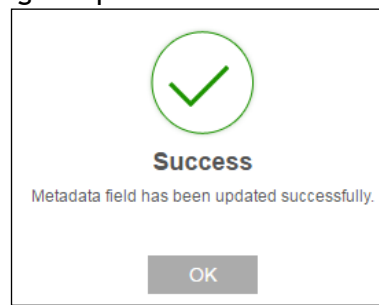


Figure 443- Message

2. **Metadata Group:** Metadata Groups are metadata fields grouped together which get displayed under the Metadata widget as custom metadata tabs. Click on *Metadata Group* tab on left side panel. Option to add, delete and edit Metadata groups gets displayed with details on middle and right panel. Also, you can search Metadata group using title under search field.

Table 2: Metadata Groups (Left Panel)

Group Id	Group Name	Standard Id	Description
2	Basic	CUST_GRP_BASIC_2	
3	QA_metadata	CUST_GRP_QA_METADATA_3	
5	qa	CUST_GRP_QA_5	
8	qa	CUST_GRP_QA_8	
10	qa	CUST_GRP_QA_10	
11	Basic	CUST_GRP_BASIC_11	
12	A1	CUST_GRP_A1_12	w
13	A2	CUST_GRP_A2_13	
14	A3	CUST_GRP_A3_14	
15	Details MG	CUST_GRP_DETAILS MG_15	

Form 2: Add Metadata Group (Right Panel)

Group Name :

Description :

Permissions : ☒ View Metadata ☒ Update Metadata

Metadata Fields Selected: Empty

Metadata Fields Available:

Name	Type	Description
Camera	List	
Details	Text	
Director	Text	
emam team	List	
Producer	Text	

Buttons: Add, Cancel

Figure 444- Metadata Group

1. **Add Metadata Group:** To add a new metadata group, click on **Add Metadata Group** on the top of page. Fill in below details for new metadata group:
 - a. Group Name
 - b. Description
 - c. Permissions: Check View metadata or Update metadata checkbox.
 - d. Metadata fields: From the list of existing *Metadata fields available* on the right panel, select the desired ones and move to *Metadata Fields Selected* Column by clicking on arrow button as shown below. Similarly, if you wish to remove any selected metadata field from left panel, select it and click on top arrow button and move it to right column. Once all the metadata fields are selected, it will be displayed under left panel *Metadata fields selected*. Click **Add** button to add the new Metadata group.

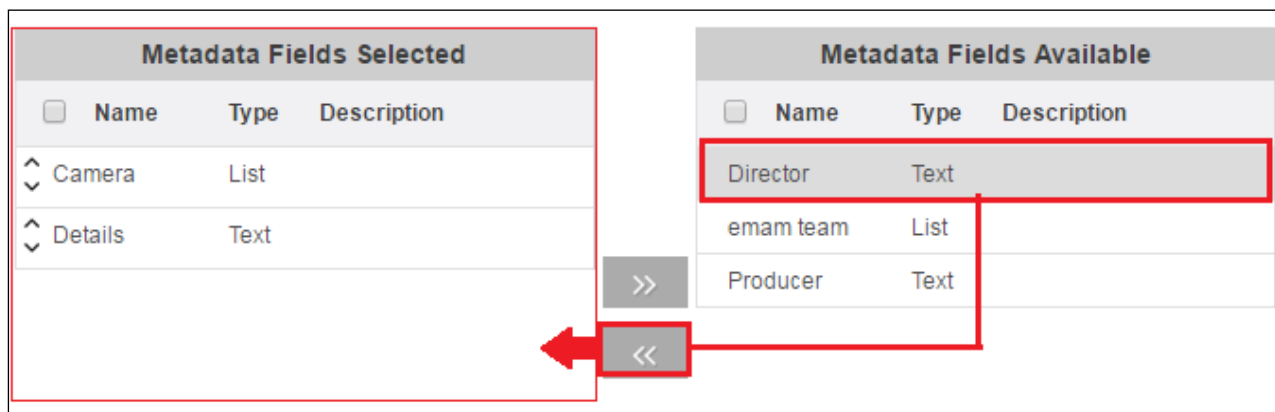


Figure 445- Add Metadata group

2. **Delete Metadata Group:** To delete any existing metadata group, select the metadata group and click on **Delete Metadata Group** button. Multiple metadata groups can be selected and deleted at one click.

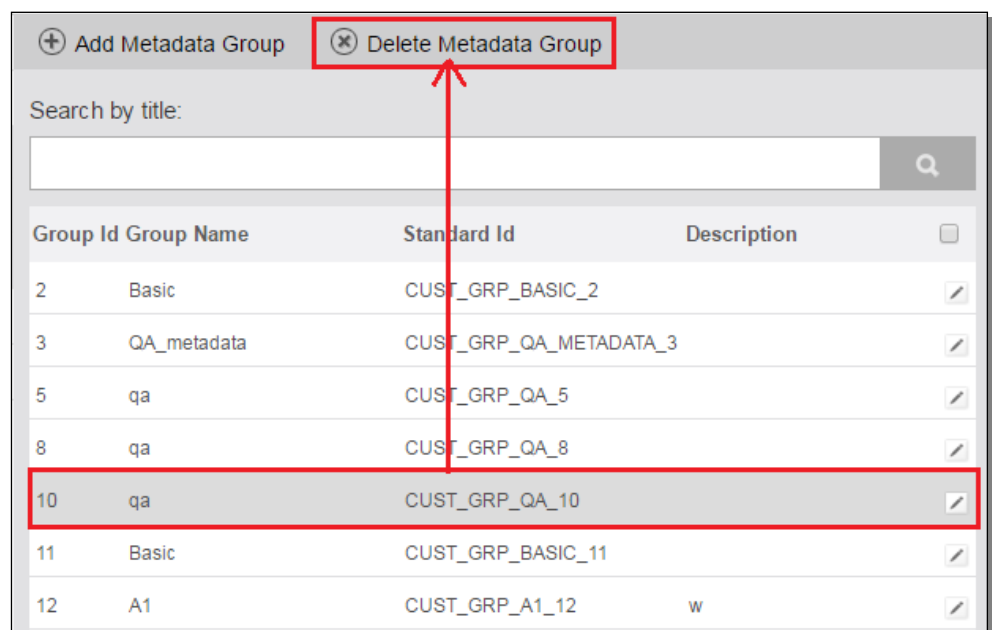


Figure 446- Delete Metadata group

3. **Edit Metadata Group:** To edit any existing Metadata group, select and click on Edit icon as shown below. Right panel will display Metadata group details. Make desired changes and click on **Save** button.

Edit Metadata Group

Group Name : QA_metadata

Description :

Permissions : ☐ View Metadata ☒ Update Metadata

Metadata Fields Selected

Name	Type	Description
Camera	List	
Director	Text	
Producer	Text	

Metadata Fields Available

Name	Type	Description
Details	Text	
emam team	List	

Save Cancel

Figure 447- Edit Metadata group

Metadata Group gets updated with below message.

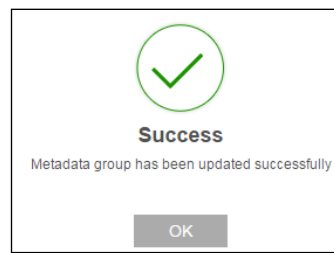


Figure 448- Message

3. **Metadata Set:** Metadata Sets are group of Metadata Groups and can be assigned to Assets, Projects, Categories, Markers and Subclips. Click on **Metadata** tab to display option to **Add, Delete and Edit Metadata Set**. Also, search by title using search field.

Add Metadata Set

Set Name :

Description :

Set Type : ☒ Asset ☐ Project ☐ Category ☐ Marker ☐ Subclip

Metadata Groups Selected

Empty

Metadata Groups Available

Name	Description
Basic	
QA_metadata	sample
qa	
qa	
Basic	
A1	w
A2	
A3	
Details MG	

Add Cancel

Figure 449- Metadata Set

1. **Add Metadata Set:** To add a new Metadata Set, click on **Add Metadata Set** button on top. Fill in below details for new metadata set details on the right panel:
 - a. Set Name: Enter a *Metadata Set* name.
 - b. Description: Enter Metadata set description.
 - c. Set Type: You can associate a metadata set to either assets or projects or categories or markers or subclips. Based on your need, choose type of metadata set; *Asset* or *Project* or *Category* or *Marker* or *Subclip* checkbox.
 - d. Metadata Groups: From the list of *Metadata Groups Available* column on the right panel, select the desired groups and move to *Metadata Groups Selected* Column by clicking on arrow button as shown below. Similarly, if you wish to remove any selected metadata group from left panel, select it and click on top arrow button and move it to right column. Once all the metadata groups are selected, it will be displayed under left panel *Metadata Groups Selected*. Click **Add** button to add the new Metadata Set.

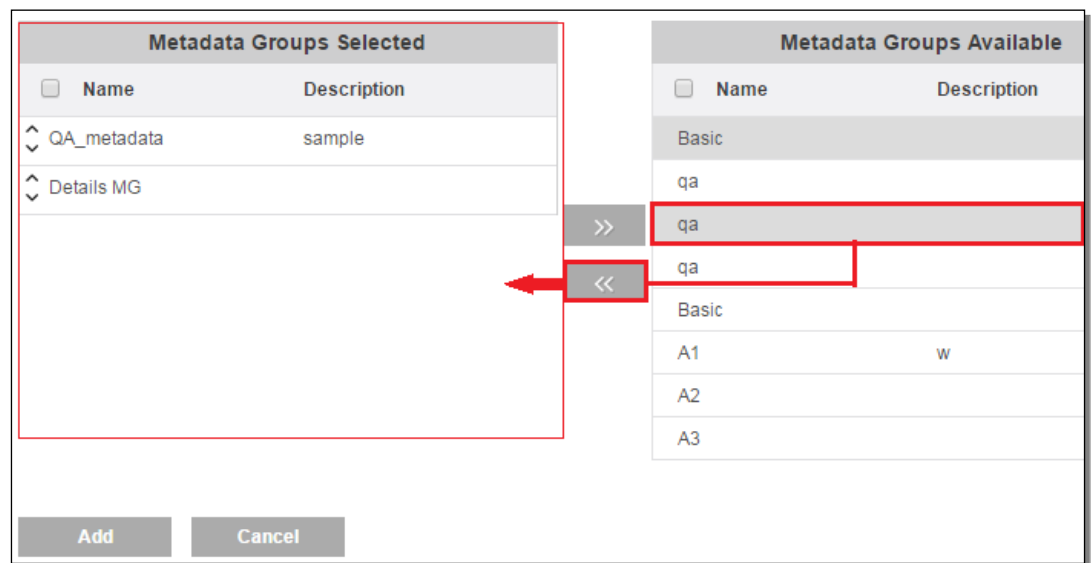


Figure 450- Add Metadata Set

2. **Delete Metadata Set:** To delete any existing Metadata set, select it and click on **Delete Metadata Set** button on top. Multiple metadata sets can be selected and deleted at one click.

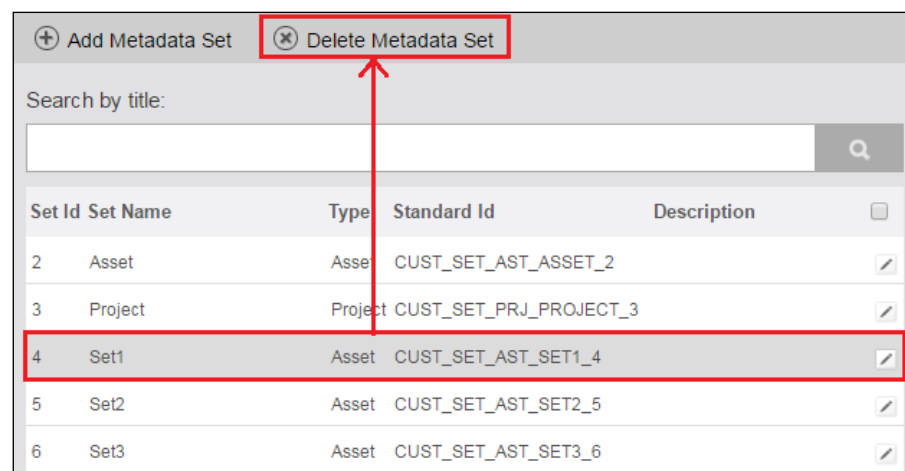


Figure 451- Delete Metadata Set

3. **Edit Metadata Set:** To edit any metadata set, select it and click on edit icon corresponding to it. Makes desired changes in the right panel details and click on **Save** to update the changes.

Metadata Sets Table:

Set Id	Set Name	Type	Standard Id	Description
2	Asset	Asset	CUST_SET_AST_ASSET_2	
3	Project	Project	CUST_SET_PRJ_PROJECT_3	
4	Set1	Asset	CUST_SET_AST_SET1_4	
5	Set2	Asset	CUST_SET_AST_SET2_5	
6	Set3	Asset	CUST_SET_AST_SET3_6	

Edit Metadata Set Form:

Set Name : Set1
 Description :
 Set Type : ☒ Asset ☐ Project

Metadata Groups Selected:

Name	Description
A1	w
A2	

Metadata Groups Available:

Name	Description
Basic	
QA_metadata	sample
qa	
qa	
qa	
Basic	
A3	
Details MG	

Buttons: Save, Cancel

Figure 452- Edit Metadata set

Metadata Set gets updated with below message.

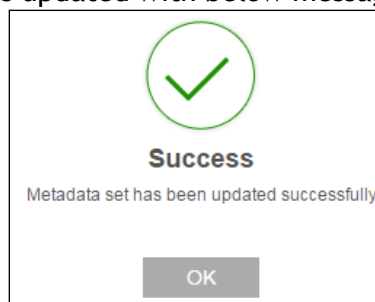


Figure 453- Message

- 2.22.4 Manage Tags:** Click on Manage Tags tab for admin users can manage all the tags using add and delete tag option. Using search field, you can search tags too.

EMAM Admin Tools: Tags

Manage Users | Manage Metadata | **Manage Tags** | Site Analytics | Reports | Projects | Links

Tags Table:

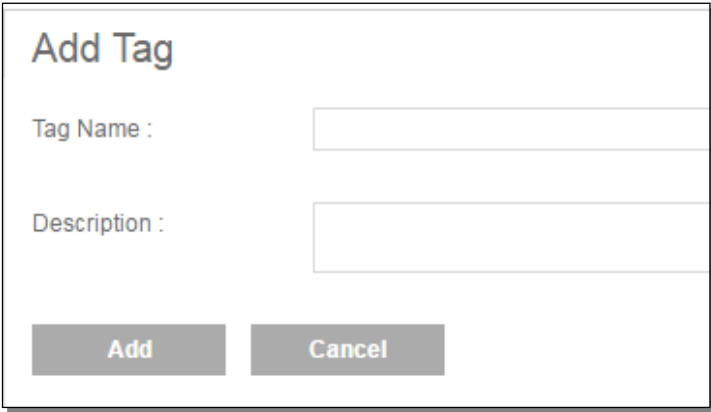
Tag Id	Tag Name	Description	Username
1	COCHIN		
2	gud		
3	hii		
4	INFOPARK		

Add Tag Form:

Tag Name :
 Description :
 Add Cancel

Figure 454- Admin Tools- Manage Tags

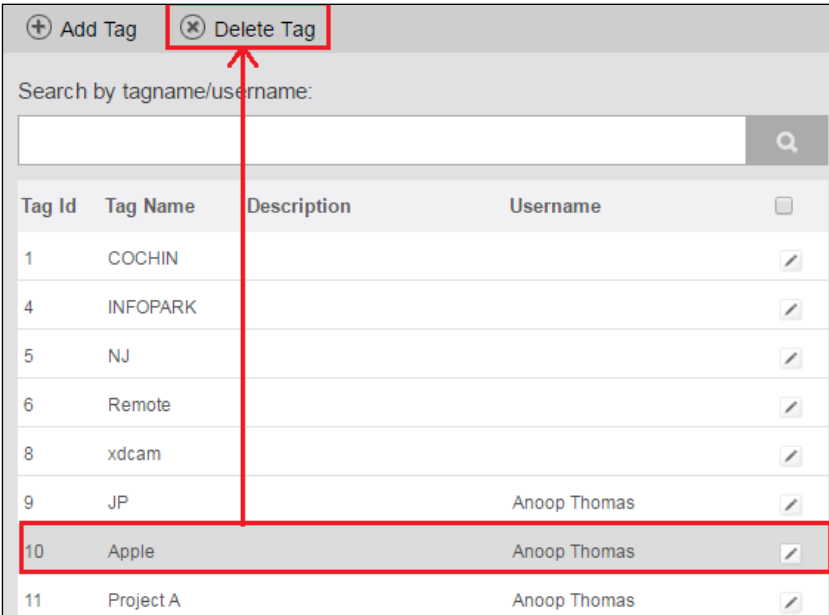
1. **Add Tag:** To add a new tag, click on *Add Tag* button on top of the page. In the right panel add tag name and description and click on *Add* button.



The 'Add Tag' form is a simple interface with a title 'Add Tag' at the top. Below the title, there are two input fields: 'Tag Name :' and 'Description :'. At the bottom of the form, there are two buttons: 'Add' and 'Cancel'.

Figure 455- Add Tag

2. **Delete Tag:** To delete any existing tag from the list of tags available, select the tag and click on *Delete Tag* button on top. Multiple tags can be selected and deleted at one click.

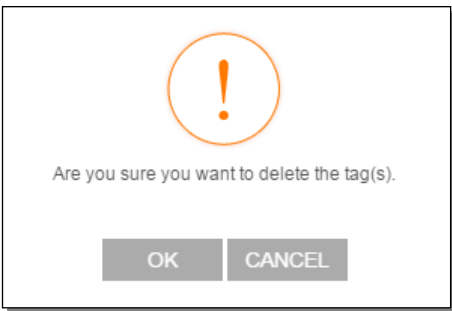


The 'Delete Tag' interface shows a list of tags with columns for Tag Id, Tag Name, Description, Username, and a checkbox. The 'Delete Tag' button is highlighted with a red box and an arrow pointing to it. The tag with Tag Id 10, 'Apple', is selected, indicated by a red box around its row.

Tag Id	Tag Name	Description	Username	
1	COCHIN			<input type="checkbox"/>
4	INFOPARK			<input type="checkbox"/>
5	NJ			<input type="checkbox"/>
6	Remote			<input type="checkbox"/>
8	xdcam			<input type="checkbox"/>
9	JP		Anoop Thomas	<input type="checkbox"/>
10	Apple		Anoop Thomas	<input checked="" type="checkbox"/>
11	Project A		Anoop Thomas	<input type="checkbox"/>

Figure 456- Delete Tag

A confirmation message box is displayed before deleting any tag. Click *OK* to delete and *Cancel* to discard it.



The confirmation message box features a large orange exclamation mark icon at the top. Below the icon, the text reads 'Are you sure you want to delete the tag(s)'. At the bottom, there are two buttons: 'OK' and 'CANCEL'.

Figure 457- Delete confirmation message box

3. **Edit Tags:** To edit an existing tag from the list, select the tag and click on Edit icon corresponding to it. Make changes in the tag details on right panel and click on **Save** to update the changes.

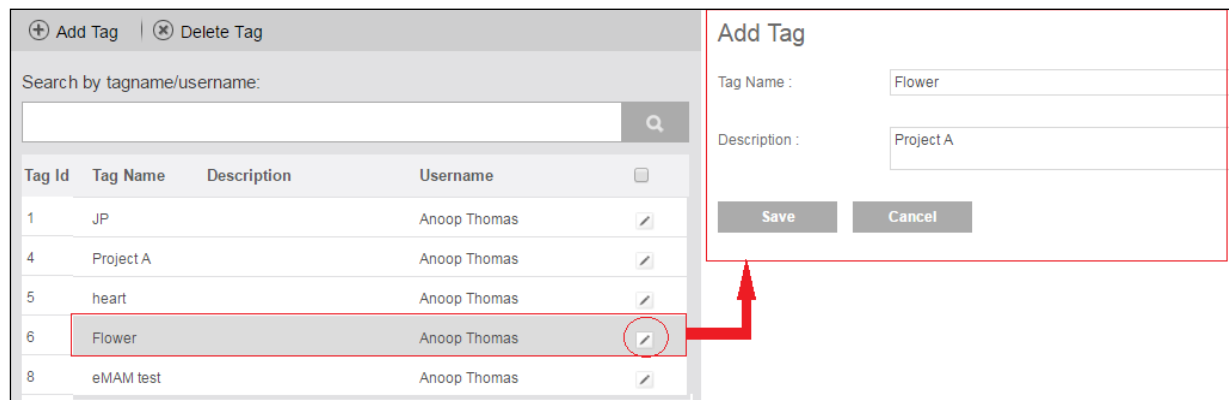


Figure 458- Edit Tag

2.22.5 Analytics: Admin users can also use *Analytics* report to analyze asset metrics and the eMAM features usage. It has two tabs: *Site Analytics* and *Asset Metrics*. *Site Analytics* can be used to generate a graph with the number of hits plotted for the complete site during the month/year. It provides an overall exhibit about user activities of eMAM application features. Visit hit count can be analyzed for video, audio, images, and other files view, projects- assign assets to projects, advanced search, custom metadata update, annotations, subclips, archive, asset categorization, proxy editing, delivery, live dashboard, reports (*report by asset history, user and asset type*). Based on the feature selected under *Features Overview* at the bottom panel, Visit details and Chart changes on top panel. *Asset Metrics* tab can be used to get asset details like, total no. of assets in a unit, total duration of video and audio assets in that unit, Total size of assets etc.

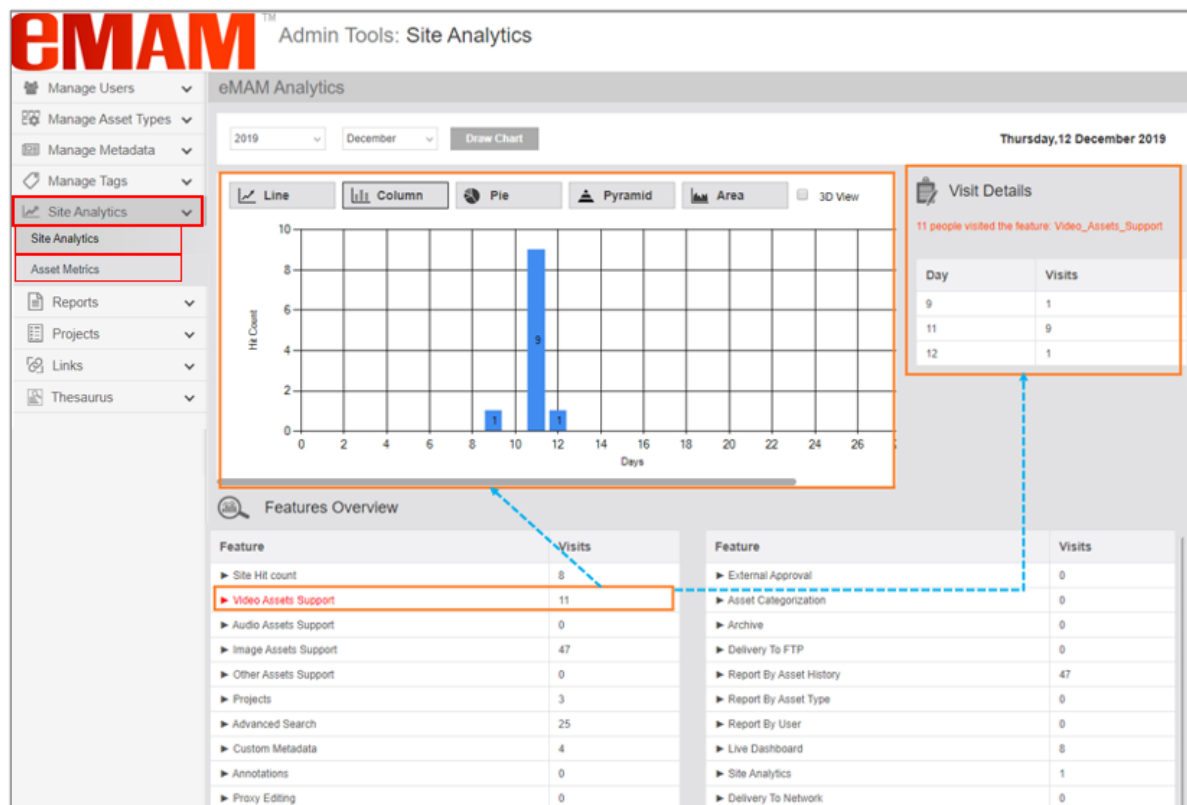


Figure 459- Admin Tools- Site Analytics

a. **Site Analytics:** Site Analytics page is displayed into three sections:

- Section 1 displays *Charts*.
- Section 2 displays *Visit Details*
- Section 3 displays *Features and visit details*.

To view the graph of any feature included in the '**Features Overview**' panel, follow the steps below:

1. Click on any feature from the list of features under *Features Overview* E.g. *Site Hit Count* as shown above.

Features Overview	
Feature	Visits
▶ Site Hit count	33
▶ Video Assets Support	62

2. Select year and month from the dropdown list and click on *Draw Chart*.

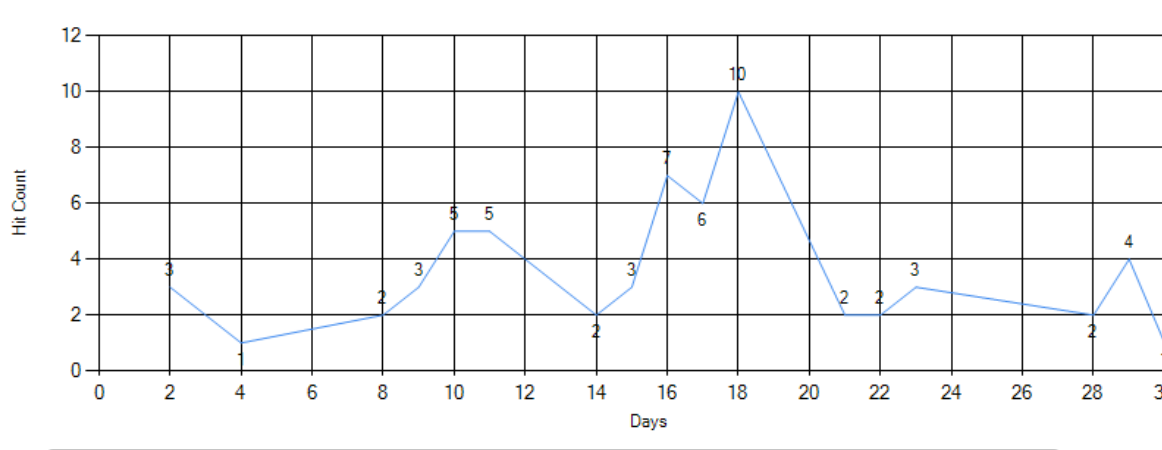
eMAM Analytics

2020

December

Draw Chart

3. Click on '**Draw Chart**' generates graph of the selected feature for the selected year and month.



You can view the details using various chart formats like Line/Column/Pie/Area/3D as shown below:

- **Line Chart**

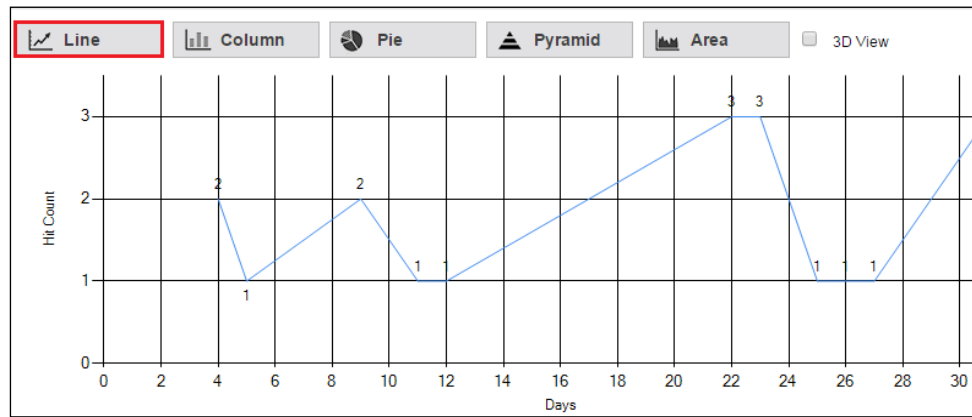


Figure 460- Line Chart

- **Column Chart**

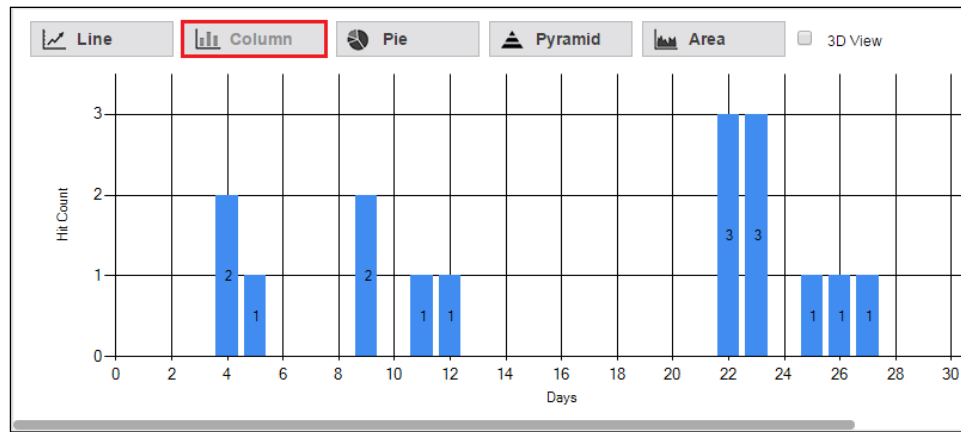


Figure 461- Column Chart

- **Pie Chart**

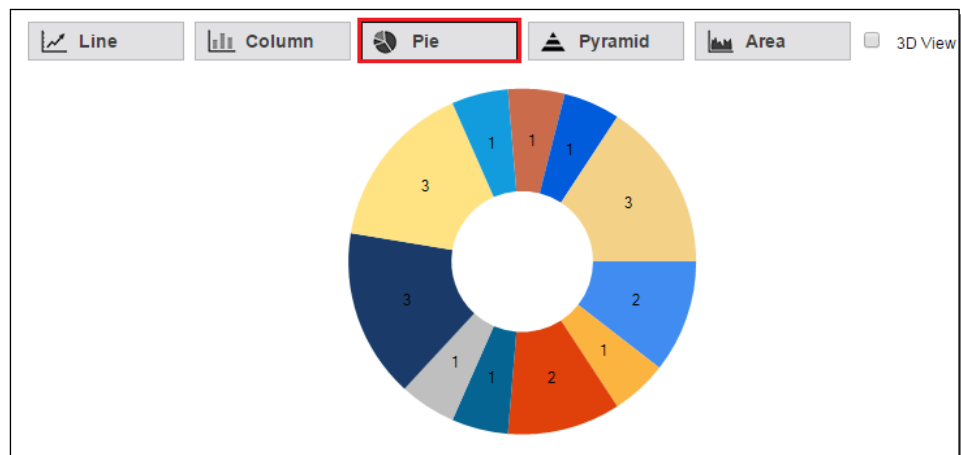


Figure 462- Pie Chart

Pyramid Chart

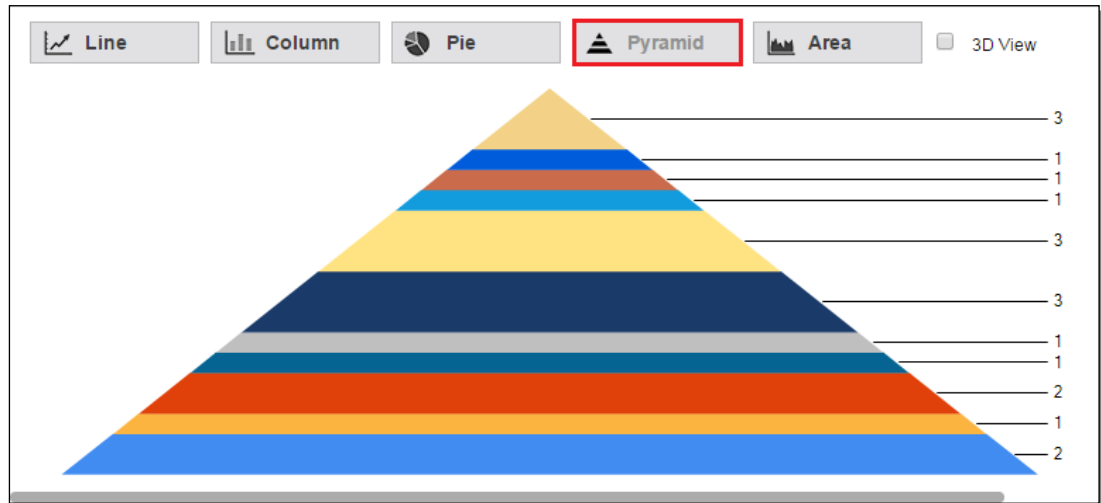


Figure 463- Pyramid Chart

Area Chart

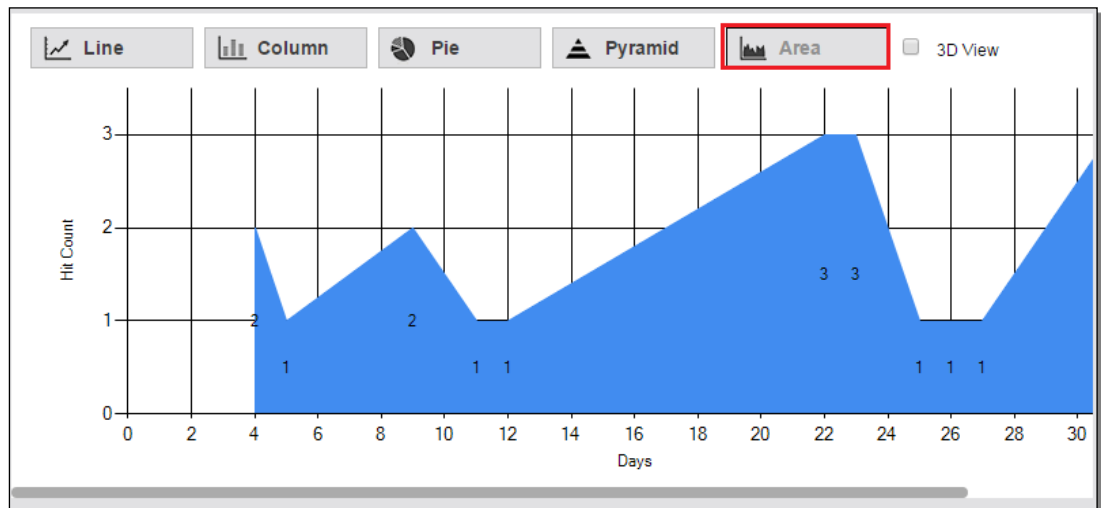


Figure 464- Area Chart

- 3D Chart: Enable 3D checkbox for various chart formats to display charts in 3D.

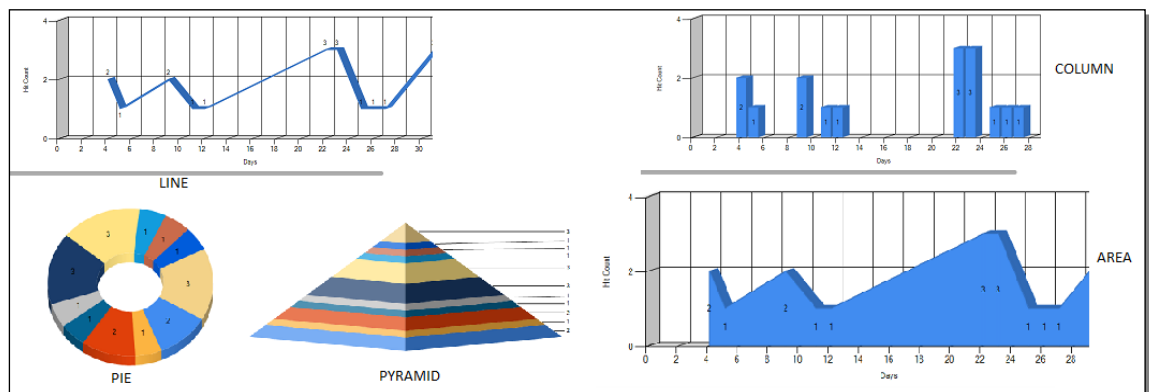


Figure 465- 3D Charts

To view graph of the selected feature for a particular year, only select year from dropdown list. To view the statistical graph of a particular month, select both month and year from the dropdown list. If both year and month dropdown lists are left empty, graph displays usage of chosen feature from the time eMAM Unit Administrator had added the user/client.

Visit Details panel in the right displays a table that shows number of visits for the day/month/ year for the selected feature.

Visit Details 61 people visited the site	
Day	Visits
2	3
4	1
8	2
9	3
10	5
11	5
14	2
15	3
16	7

Features Overview: Under this tab, visit counts are displayed based of different features.

Features Overview	
Feature	Visits
▶ Site Hit count	19
▶ Video Assets Support	0
▶ Audio Assets Support	0
▶ Image Assets Support	4
▶ Other Assets Support	0
▶ Projects	0
▶ Advanced Search	9
▶ Custom Metadata	0
▶ Annotations	0
▶ Proxy Editing	0
▶ Rating	0
▶ Internal Approval	1

Feature	Visits
▶ External Approval	0
▶ Asset Categorization	0
▶ Archive	0
▶ Delivery To FTP	0
▶ Report By Asset History	0
▶ Report By Asset Type	0
▶ Report By User	0
▶ Live Dashboard	2
▶ Site Analytics	0
▶ Delivery To Network	0
▶ Restore	0

Figure 466- Feature Overview list

List of features and detailed description of the same is mentioned below table:

Feature	Details
Site Hit count	Displays the number of times (also graphical representation) users have logged into the eMAM system.
Video Assets Support	Displays the number of times (also graphical representation) users have used the video assets.
Audio Assets Support	Displays the number of times (also graphical representation) users have used the audio assets.
Image Assets Support	Displays the number of times (also graphical representation) users have used the image assets.
Other Assets Support	Displays the number of times (also graphical representation) users have used the other files from the eMAM System.
Projects	Displays the number of times (also graphical representation) users have viewed the project feature.
Advanced Search	Displays the number of times (also graphical representation) users have used the advanced search feature.
Custom Metadata	Displays the number of times (also graphical representation) users have used the custom metadata feature.
Annotations	Displays the number of times (also graphical representation) users have used the annotations feature.
Proxy Editing	Displays the number of times (also graphical representation) users have used the proxy editing feature.
Rating	Displays the number of times (also graphical representation) users have used the rating feature.
Internal Approval	Displays the number of times (also graphical representation) users have used the internal approval feature.
External Approval	Displays the number of times (also graphical representation) users have used the external approval feature.
Asset Categorization	Displays the number of times (also graphical representation) users have used the category feature.
Archive	Displays the number of times (also graphical representation) users have used the archive feature.
Delivery To FTP	Displays the number of times (also graphical representation) users have used the delivery To FTP feature.
Report by Asset History	Displays the number of times (also graphical representation) users have viewed the asset history report.
Report by Asset Type	Displays the number of times (also graphical representation) users have viewed the asset state report.
Report by User	Displays the number of times (also graphical representation) users have viewed the user history report.
Live Dashboard	Displays the number of times (also graphical representation) users have visited the live dashboard.
Site Analytics	Displays the number of times (also graphical representation) users have used the site analytics feature.
Delivery to Network	Displays the number of times (also graphical representation) users have used the Delivery to Network feature.
Restore	Displays the number of times (also graphical representation) users have used the restore feature.

- b. **Asset Metrics (Beta):** *Asset Metrics* tab gives you details/ insights on the assets in a particular unit the eMAM system.

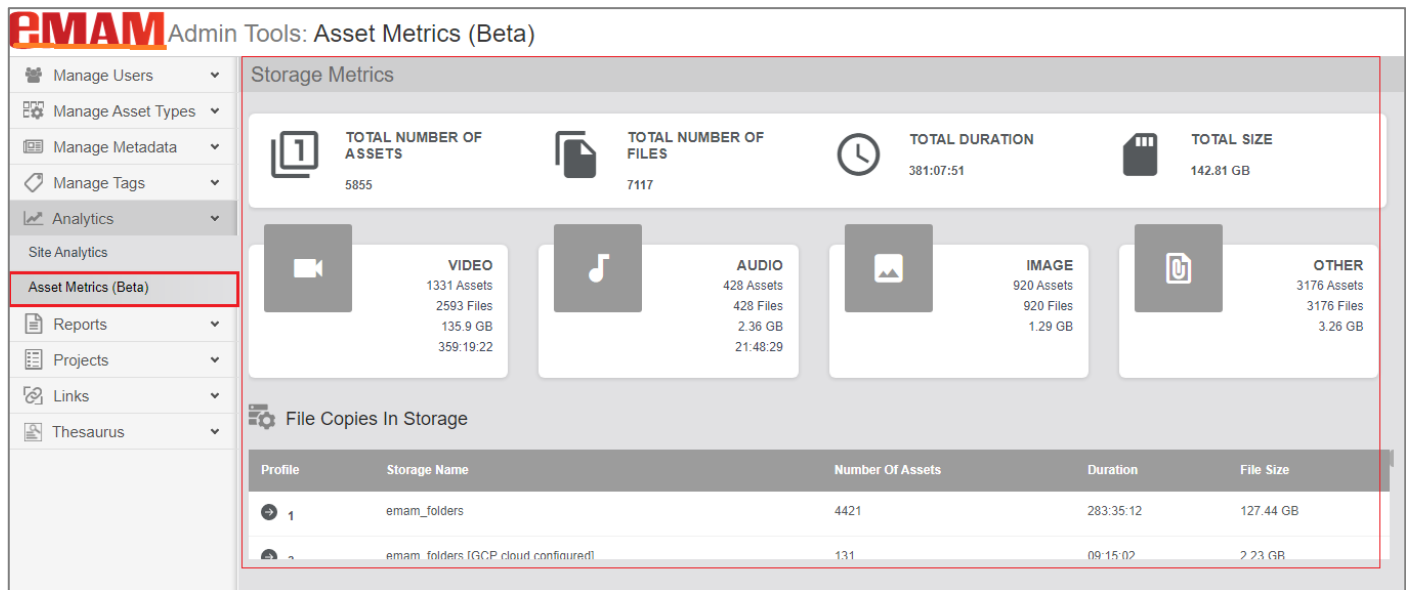


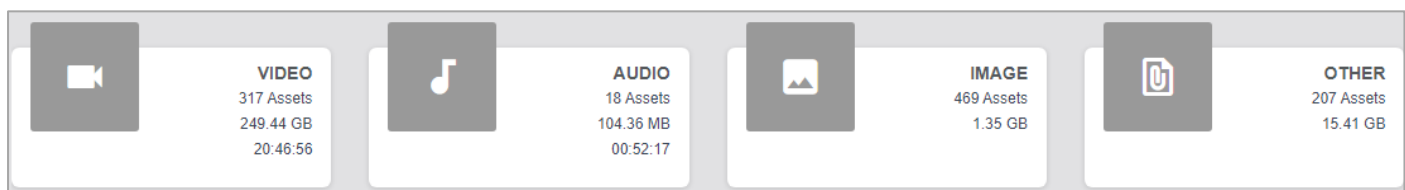
Figure 467- Admin Tools page- Analytics> Asset Metrics tab

Various metrics displayed under this tab are:

- Total no. of assets: Total no. of assets in this unit.
- Total no. of files: Total no. physical files (*versions, original, proxy, thumbnail etc.*).
- Total duration: Total duration of assets (*video & audio*) in this unit.
- Total size: Total size of assets (*video/audio/image/other*)



- Above metrics breakup based on asset types:



- Details of files/assets in each storage profiles:

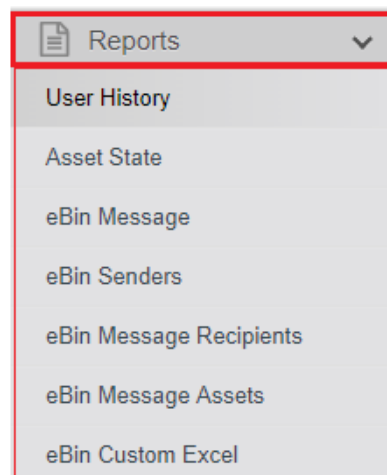
File Copies In Storage

Profile	Storage Name	Number Of Assets	Duration	File Size
1	New York NAS	522	17:10:11	200.12 GB
2	AWS S3 Cache	150	00:40:33	2.13 GB
8	Google Cloud Object Storage Cache	40	00:01:53	174.98 MB

Click on any storage profile will expand the window to display the details of assets in the *Managed storage, cloud, archive, and source*.

1	New York NAS	522	17:10:11	200.12 GB
Storage Type	Storage	Number Of Assets	Duration	File Size
Managed	\\10.0.1.92\emamfolders\unit1\o	386	03:41:03	37.48 GB
Cloud		0	00:00:00	0 Bytes
Archive		98	01:29:07	7.19 GB
Source		21	00:04:44	52.01 MB

2.22.6 Reports: Reports feature can be used by admins to generate various reports from the eMAM system. Click on the *Reports* tab to expand it and see the list of reports available:



- a. **User History Report:** User History Report displays history of all the actions performed by a particular user over a specified period of time in the eMAM System.

Admin Tools: Reports

User History Report

Select User:

User Name: **Anoop Thomas (User id:6)** Email ID: **athomas@empressmam.com**

< Page 1 of 4 > 10

Thumbnail	Asset Id	Title	Description	Action Performed	Date
	110	Leonardo DiCaprio (AI mp4 Test 2)		Ingest	Apr 4 2018 6:30PM
	109	Chris Pedersen Retirement (AI mp3 Test 2)		Ingest	Apr 4 2018 5:45PM
	108	Leonardo DiCaprio (AI mp4 Test).mp4		Ingest	Apr 4 2018 5:44PM
	107	Chris Pedersen Retirement (AI mp3 Test).mp3		Ingest	Apr 4 2018 5:42PM

Figure 468- User History Report

To generate User History report, follow the steps below:

- Under **Reports** tab, click on 'User History Report', User History report window is displayed in the dynamic display area.

- In the 'Select User' option, choose a user from the drop-down list, and click 'Go'.
- All the actions performed by the user are displayed in a chronological order in the dynamic display area. Other displayed details include Asset Thumbnail, Asset ID, Title, Description, Action performed and Date.
- To navigate between pages, click on the page number at the top of the screen.
- Click 'Export to Excel' to download Excel file of the user history. In the Excel sheet, user id and username are also displayed.

- b. **Asset State:** 'Asset State Report' generates a list of assets states for the specified time range. Report is generated by selecting State (*Active, Pending for internal approval, pending for external approval, approved, rejected, ordered, purged, fully purged, archived*) from the drop down list, and date range from the calendar.


The screenshot shows the eMAM Admin Tools: Reports interface. On the left sidebar, the 'Reports' menu is highlighted, and the 'Asset State' option is selected. The main area displays the 'Asset State Report' form. It includes a 'Select State' dropdown menu with options: Active, Pending For Internal Approval, Pending For External Approval, Approved, Rejected, Ordered, Purged, Fully Purged, and Archived. There are also input fields for 'From Date' and 'To Date' in the format dd-MMM-yyyy, and a 'Go' button.







Figure 469- Asset State Report


Asset State	Details	Date Range to be selected
Active	Ingested asset existing in near storage.	Date of asset ingestion.
Pending for Internal Approval	Active asset that has been sent for approval to an Internal User, but not yet approved or rejected.	Date when the asset was sent for approval.
Pending for External Approval	Active asset that is sent for approval to an External User but not yet approved or rejected.	Date on which the asset was sent for approval.
Approved	Active asset which has been approved.	Date on which the asset was approved.
Rejected	Active asset which is rejected and not re-submitted for approval.	Date on which the asset was rejected.
Purged	Asset which has been deleted from the system permanently. Purged assets do not exist in near or far storage, but their log is maintained at the backend.	Asset purged date.
Archived	Asset which has been moved from near line storage to far storage.	Asset archive date.
Ordered	Asset which has been ordered by any client.	Asset order date.

To generate the 'Asset State Report', follow the steps below:

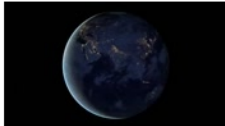
1. Under Reports tab, click on 'Assets State' report. Asset State report window is displayed in the dynamic display area.
2. Select desired **State** of assets to run the report. Refer above table.
3. Select **From & To** date for the duration of report to be generated and click on **Go**.
4. Asset State report gets generated with details like Thumbnail, Asset Id, File name, Description, Ingested On. You have option to navigate to different pages of the report and also select the no. of details to be displayed per page.
5. You can export the generated report the excel using **Export to Excel** button.

Reports generated includes data like thumbnail of asset, asset id, file name, description, Ingested on, user performing the action and "View history"  icon.

Asset State Report						
Select State:	Active	From Date:	1-Dec-2021	To Date:	18-Jan-2022	Go
State: Active		Date Range: 1-Dec-2021 to 18-Jan-2022				
Export	Export All	< Page 1 of 6 > 10				
Thumbnail	Asset Id	File Name	Description	Ingested On	User Performing the action	
	35040	Bhoomi_1.mov		01/17/2022	AjishPrabhakaran	
	35039	Bhoomi.mov		01/17/2022	RincyA	
	35038	TestEx13Jan2.prproj		01/12/2022	AjishPrabhakaran	

"View history"  icon: Click on "View history" icon to view the history of all actions performed on this asset for the selected state.


- Active state: User actions for *active* state.



Asset Id	35039
Title	Bhoomi.mov
Description	


Date	Action	User	User Id
17-Jan-2022 08:16 PM	Restore Asset	Ajish Prabhakaran	2
17-Jan-2022 08:16 PM	Archive	Ajish Prabhakaran	2
17-Jan-2022 08:16 PM	Ingest	Ajish Prabhakaran	2
17-Jan-2022 08:16 PM	Assign Category	Rincy A	1033
17-Jan-2022 08:16 PM	Assign Category	Rincy A	1033
17-Jan-2022 08:15 PM	Ingest	Rincy A	1033

- Fully purged state: User actions for *Fully purged* state

Asset Id	35007
 Title	seq-test.prproj
Description	

Date	Action	User	User Id
17-Jan-2022 08:44 PM	Complete Purge	admin3 admin1	1
17-Jan-2022 08:44 PM	Complete Purge	admin3 admin1	1
17-Jan-2022 08:43 PM	Archive	vijith M V	1348
17-Jan-2022 08:43 PM	Archive	vijith M V	1348
22-Dec-2021 08:19 PM	Reupload	vijith M V	1348
22-Dec-2021 08:13 PM	Ingest	vijith M V	1348


- Archived state: User actions for *archived* state.



Asset Id	35040		
Title	Bhhoomi_1.mov		
Description			

Date	Action	User	User Id
17-Jan-2022 09:12 PM	Restore Asset	Ajish Prabhakaran	2
17-Jan-2022 09:12 PM	Archive	Ajish Prabhakaran	2
17-Jan-2022 09:06 PM	Ingest	Ajish Prabhakaran	2

- Sent for internal & external approval: User actions for *sent for external & internal approval*.



Asset Id	22649		
Title	TST_UPOLOAD007.mp4		
Description			

Date	Action	User	User Id
02-Dec-2021 07:04 PM	Sent for External Approval	Rincy A	1033
04-Jun-2020 01:47 PM	Sent for Internal Approval	Ajish Prabhakaran	2
03-Jun-2020 01:41 PM	Reupload	Ajish Prabhakaran	2
21-May-2020 02:07 PM	Ingest	Akhil Raj	4

- c. **eBIN Message:** eBIN Message Report allows eMAM Unit Administrator to view all the emails sent through eSEND within the specified time period. Report displays all the emails sent for a given time period along with the following details-

To view **Message Report**, follow the steps below:

1. Under **Reports** tab, in the left navigation panel, select '**eBIN Message Report**'.
2. From the '**Select**' drop down list, select time range for which the report of assets is required.
 - Choose **This week**, **This month**, **This year**, or specify the date range.
 - Options '**This week**', '**This month**' and '**This year**' generate the report for current week, current month and current year respectively.
 - Reports for a specific date range can be generated by selecting '**Specify Date Range**' from the drop down list, and providing start and end date. Date range is a mandatory field and can be selected from the calendar, next to date textbox.
3. Click '**Go**' to generate the report.
4. You have option to navigate to different pages of the report and also select the no. of details to be displayed per page.
5. You can export the generated report the excel using **Export to Excel** button.

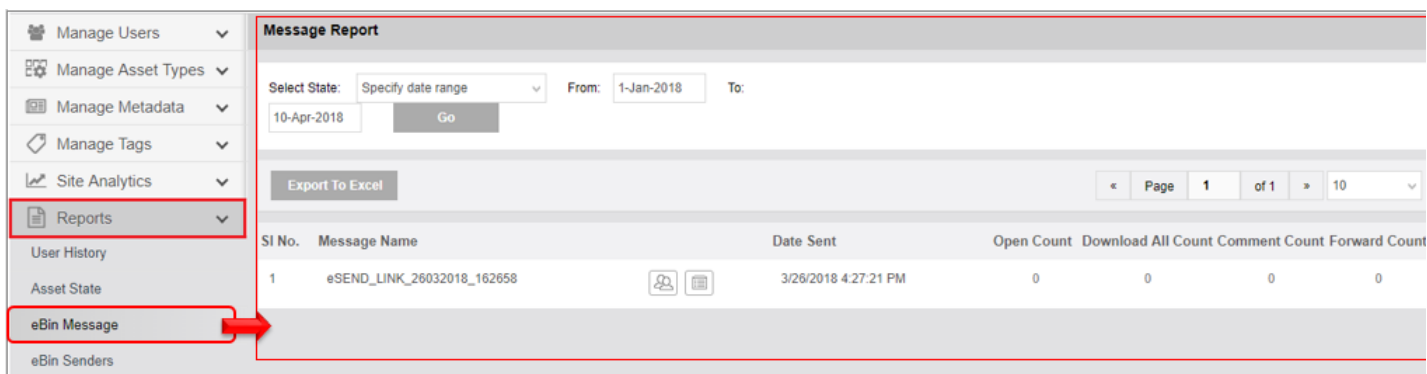




Figure 470- eBIN Message Report

Following fields are displayed in the generated report:

- **Message Name:** Email's unique identifier name. This is generated when the eMAM user uses eSEND option.
- **Date Sent:** Displays date when the email was sent.
- **Recipient Report** - Click on the **Recipient Report** icon  to view all the recipients associated with the email.
- **Asset report** - Click on **Asset Report** icon  to view all the assets associated with the email.
- **Open Count:** Shows number of times the email was viewed. Click on '**Open Count**' generates '**Actions Report**', which displays Recipient's email id and date on which eBIN message was opened.
- **Download All Count:** This Count shows the number of times '**Download All**' option was used to download all assets from the email. Click on the count generates '**Actions Report**' displaying recipient's email id and date of '**Download All**' assets.

- **Comment Count:** This count shows number of comments received for the email. Click on the count to generate 'Actions Report', displaying recipient's email id, comments entered by the recipient and date on which the mail was viewed.
- **Forward Count:** This count shows the number of times the email was forwarded. Click on the count to generate 'Actions Report', displaying email id of the recipient who forwarded the asset and date on which message was forwarded.

d. **eBIN Senders:** eBIN Senders Report provides summary of all the eBIN mails of any particular sender sent through eSEND for a specific time period to the eMAM Unit Administrator.

Reports can be generated for those senders only who have used eSEND option and have enabled tracking option for their eSEND mail.

SI No.	Message Name	Message Date	Recipient email	Asset Title	Open Count	Download All Count	Comment Count
1	eSEND_LINK_09042018_051451	4/9/2018 5:15:06 AM	rincy@empresmam.com	jellyfish-25-mbps-hd-hevc	0	0	0
2	eSEND_LINK_09042018_051451	4/9/2018 5:15:06 AM	rincy@empresmam.com	Wonder Woman Trailer #4 (2017) - Movieclips Trailers	0	0	0
3	eSEND_LINK_09042018_051451	4/9/2018 5:15:06 AM	rincy@empresmam.com	CARS 3 ALL TRAILERS - 2017 Pixar Animation	0	0	0

Figure 471- eBIN Senders Report

To generate eBIN Senders report follow below instructions:

1. Under Reports tab, in the left navigation panel, click on 'eBIN Senders Report'.
2. From the 'Select' drop down list, select time range for which the report of assets is required. If 'Specify date range' option is selected, user can specify the date range from the calendar. Selecting the options 'This week', 'This month' and 'This year' generate reports for the current week, current month and current year respectively.
Reports for a specific date range can be generated by selecting the option 'Specify Date Range' from the drop down list, and entering start date and end date in the text boxes. Date range is a mandatory field and calendar which appears near the textbox can be used to select this range.
3. Choose email id of the sender from the drop down list. Click 'Go' to generate the report.
4. To specify number of items to be displayed on each page, select a specific value from 'Items Per Page' list. User can display 10, 20, 50 or 100 items per page.
5. To navigate between pages, click left or right arrow keys, or type the page number and press enter key.
6. Results can be sorted in ascending or descending order by clicking on column header

7. To generate Senders report along with recipient's name, select the checkbox 'Include Recipient Name'.
8. To generate Senders Report along with Asset's Name, select the checkbox 'Include Asset Name'.
9. To generate Senders Report along with both recipient name and asset name, select both the checkboxes 'Include Asset Name' and 'Include Recipient Name'.
10. Click 'Export to Excel' to download Excel worksheet file of the **Senders Report**.

eBIN Senders Report generates following four types of reports:

- Senders Report
 - Senders Report (with Recipient Name)
 - Senders Report (with Asset Name)
 - Senders Report (with both Recipient Name and Asset name)
- e. **eBIN Message Recipients:** eBIN Message Recipients Report allows eMAM Unit Administrator to see all the eBIN mails received by a particular recipient in a given time period. User can generate reports on each email received by the recipient.

The screenshot displays the 'eBIN Message Recipients Report' interface. On the left, a sidebar menu has 'Reports' expanded, with 'eBIN Message Recipients' highlighted. The main content area shows a report titled 'eBIN Message Recipients Report'. At the top, there are filters: 'Select: This Month' and 'Recipient: rincy@empressmam.com', with a 'Go' button. Below the filters, there is an 'Export To Excel' button and a checkbox for 'Include Asset Name'. A pagination bar shows 'Page 1 of 1' with a total of 10 items. The main part of the interface is a table with the following data:

SI No.	Message Name	Message Date	Open Count	Download All Count	Comment Count	Forward Count
1	eSEND_LINK_09042018_051451	4/9/2018 5:15:06 AM	0	0	0	0
2	eSEND_LINK_09042018_051828	4/9/2018 5:18:47 AM	0	0	0	0
3	eSHARE_LINK_09042018_051517	4/9/2018 5:15:23 AM	0	0	0	0
4	eSHARE_LINK_09042018_051628	4/9/2018 5:16:31 AM	0	0	0	0

Figure 472- eBIN Message Recipients Report

To view recipients report, follow the steps below:

1. Under **Reports tab**, click on eBIN Message Recipient.
2. In the left navigation panel, select time range for the report from the '**Select**' drop down list.
 - Report can be generated for a week, a month, a year or for a specific date range.
 - Selecting the options '**This week**', '**This month**' and '**This year**' generate reports for the current week, current month and current year respectively.
 - Reports for a specific date range can be generated by selecting the option '**Specify Date Range**' from the drop down list, and providing start date and end date in the given text boxes. Date range is a mandatory field and can be filled with the help of the calendar.
3. To generate the recipient report, click on recipient's email ID from the recipient's dropdown list.
4. Select '**Include Asset Name**' option to generate details of all emails along with the name of received asset.
5. Click '**Go**' to generate the report.

eBIN Message Recipient report includes the following fields:

- **Message Name:** Displays email's unique identifier name. This identifier is generated when the eMAM user uses eSEND option.
- **Message Date:** Displays the date on which message was received.
- **Asset Name:** Display name of the asset.
- **Open Count:** Displays the number of times the recipient viewed the email. Click on the '**Open Count**' generates '**Actions Report**' which displays the viewed date.
- **Download all Count:** Displays the number of times '**Download All**' option was used by the recipient to download all the assets. Click on the count to generate '**Actions Report**' which displays date of the download.
- **Comment Count:** Displays the number of comments written by the recipient. Click on the count generates '**Actions Report**' which displays comments and the date on which comments was made.
- **Forward Count:** Displays number of times the recipient has forwarded the mail. A click on the count generates '**Actions Report**' displaying the forwarded date.

- f. **eBIN Message Assets:** eBIN Message Assets Report allows eMAM Unit Administrator to get a summary of all the assets sent through eSEND for the specified time period.

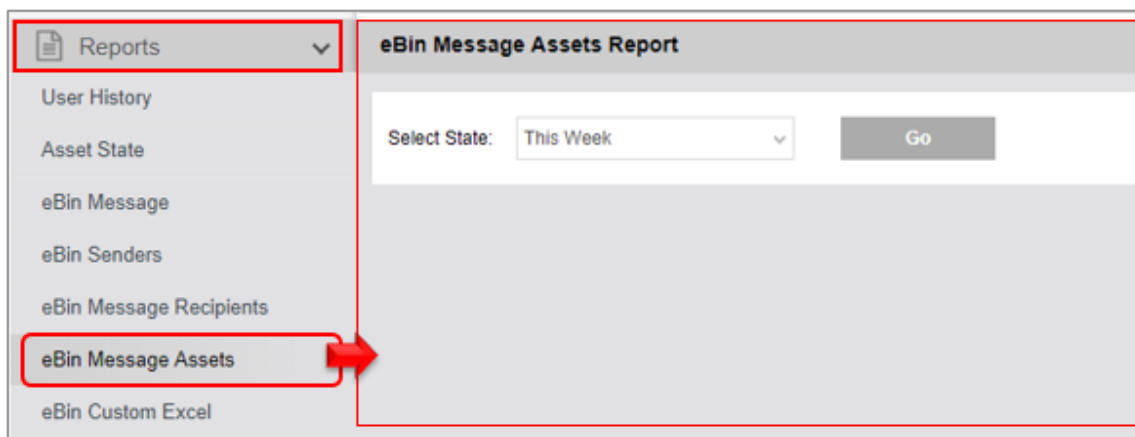


Figure 473-eBIN Message Assets report

To generate eBIN Message Assets Report, follow the steps below;

1. Under **Reports**.
2. In the left navigation panel, select '**eBIN Message Assets Report**'.
3. From the **Select** drop down list menu, select date range.
 - Report can be generated for a week, a month, an year or for a specific date range.
 - Options '**This week**', '**This Month**' and '**This Year**' generate reports for current week, current month and current year respectively.
 - Reports for a specific date range can be generated by choosing the option '**Specify Date Range**' from the drop down list and providing the start and end date in the text boxes. Use calendar to provide date range, which is a mandatory field.
4. Click '**Go**' to generate eBIN Message Asset Report.

eBIN Message Report includes following fields:

- **Asset Name:** Displays asset name.
- **Asset Type:** Displays asset type.
- **Open Count:** Displays the number of times asset has been viewed. Click on '**Open Count**' generates '**Actions Report**' which displays message name, name of the recipient who viewed the asset and date of the view.
- **Download Count:** Displays number of times asset has been downloaded. Click on Download Count generates '**Actions Report**' which displays message name, name of the recipient who downloaded the asset and download date.
- **Comment Count:** Displays number of comments for an asset. Click on the count generates '**Actions Report**' which displays comment as well as the date of comment.

- g. **eBIN Custom Excel:** You can generate a custom eBIN excel report for the selected asset belonging to the specified project and category. To generate the custom eBIN excel report, select the asset, choose the project and category from the drop-down menu, select 'To' and 'From' date, and click 'Generate Excel'. The excel sheet is created and saved in the local system.

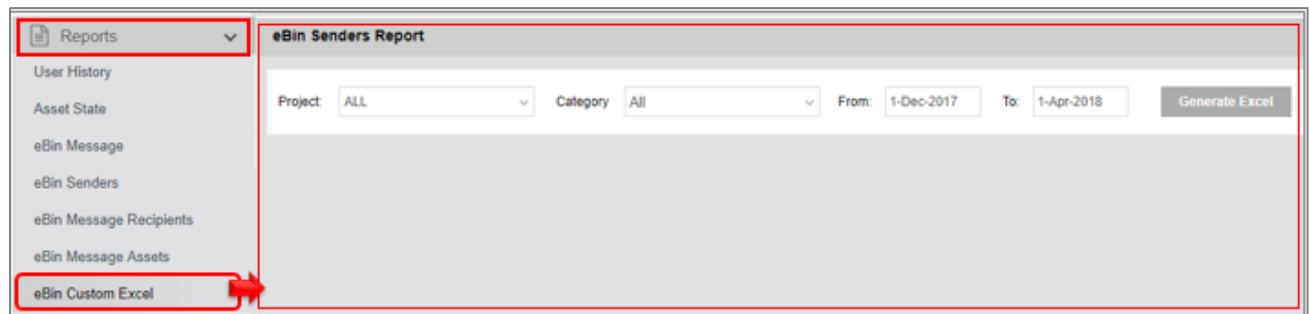


Figure 474- eBIN Custom Excel report

The generated report has asset name, asset file name, eBIN Open count, asset play count, total number of downloads, total eBIN's delivering asset and date and number of times 'eBIN Open Count' and 'Asset Play Count' actions were performed.

- 2.22.7 Projects:** Projects tab can be used by admins to customize and manage the project statuses and its color codes. Click on *Edit* button adjacent to any statuses listed and update the status name and choose a custom color by clicking on the color radial button which opens color palette window. Click on *Save* button to save the changes or *Cancel* button to discard the changes.

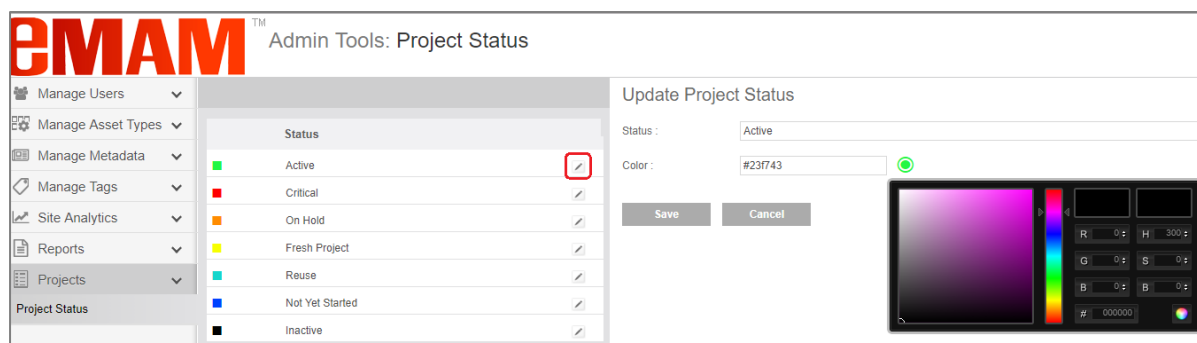


Figure 475-Projects- Mange Project Status and color codes

Enter a name of the project status and set a color code for each status as per admin's choice and click on 'Save'.

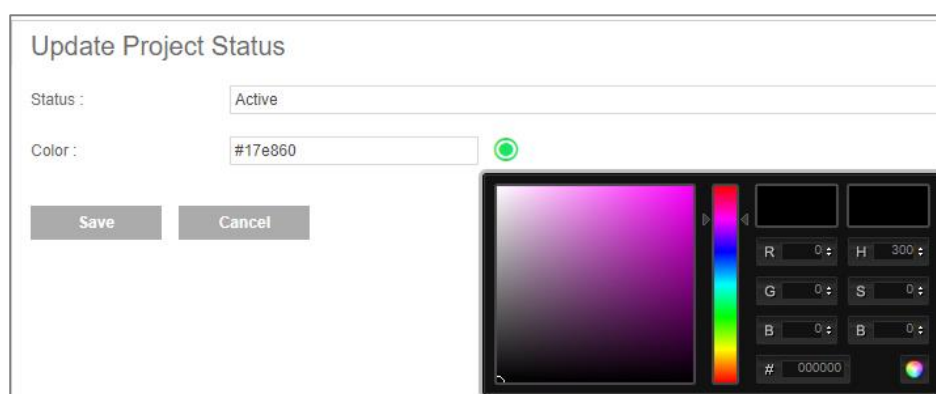


Figure 476-Projects- set status name and color code

Sample *project statuses* with corresponding color codes are listed below.















Status		
	Active	
	Critical	
	On Hold	
	Fresh Project	
	In Progress	
	Not Yet Started	
	Inactive	

Figure 477- Sample project statuses and corresponding set color codes

These color codes are assigned while creating and editing a Project and gets displayed adjacent to each project under the Project widget.

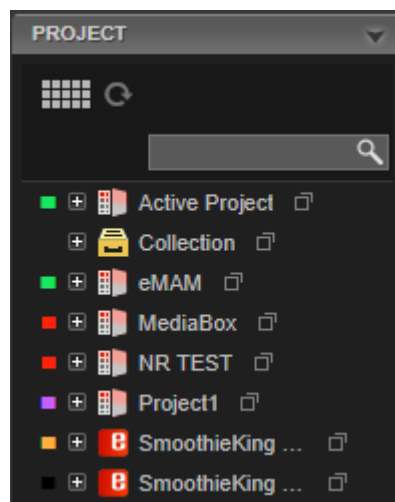


Figure 478- Projects widget displaying different project status color codes

2.22.8 Links: Admin users can use *Links* tab to configure and preview any external links (http url) like links to SQL reports etc. You can add, edit and delete the links.

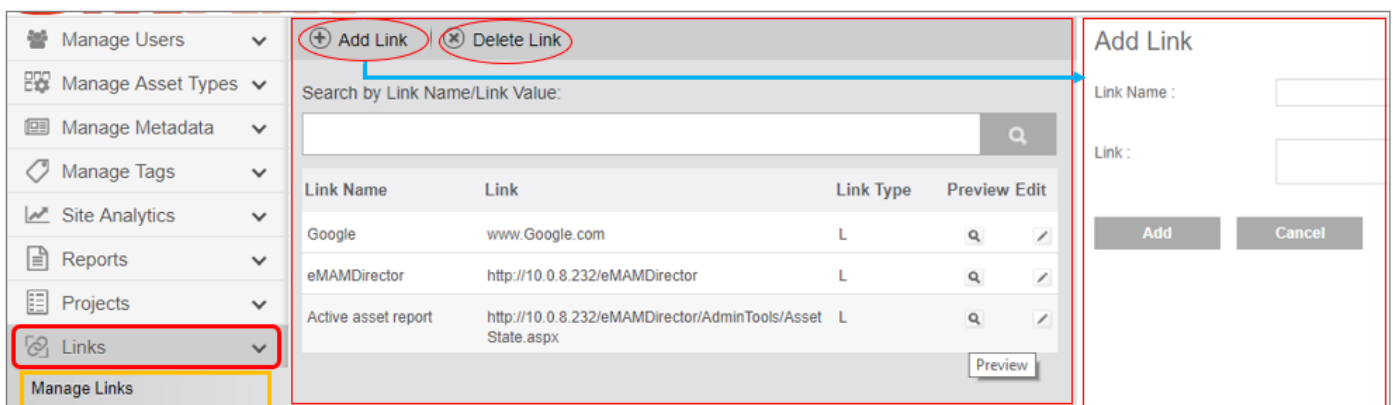


Figure 479- Add Links

There is also an option to preview the link by clicking on the lens icon.

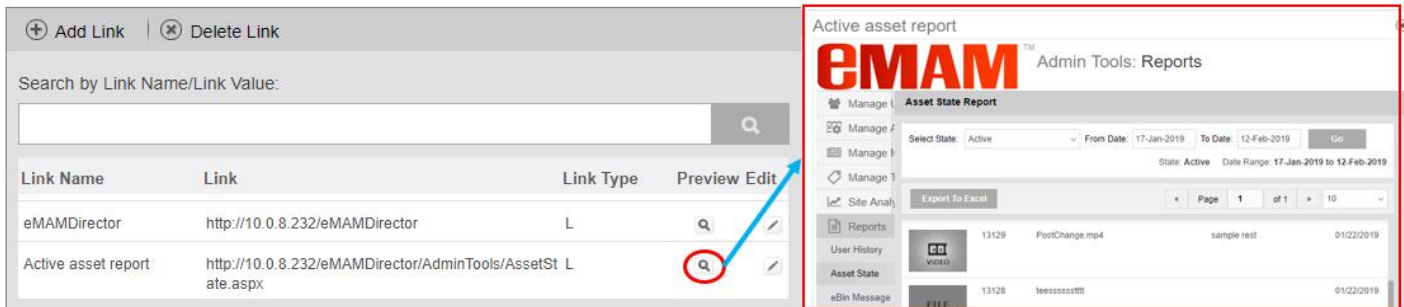


Figure 480- Edit icon

2.22.9 Thesaurus:

Super Admins can manage thesaurus search function by creating expansion sets. An expansion set contains a group of words such as "smile", "blush", and "laugh" that are substituted for one another by a full-text query. Under Thesaurus tab, you can manually add these words to the expansion sets. Therefore, if a user enables *Thesaurus* search in the Basic and Advanced search, search result will list all the assets with the searched phrase and also the synonym words in the expansion sets. In the Admin Tools widget, click on *Thesaurus* tab will take you to the *Admin Tools* page.

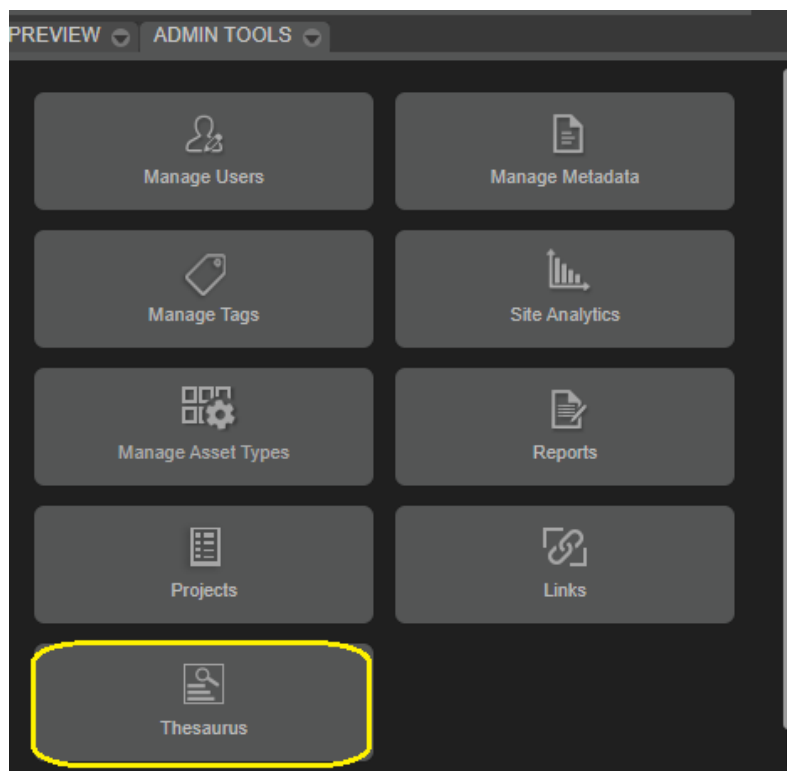
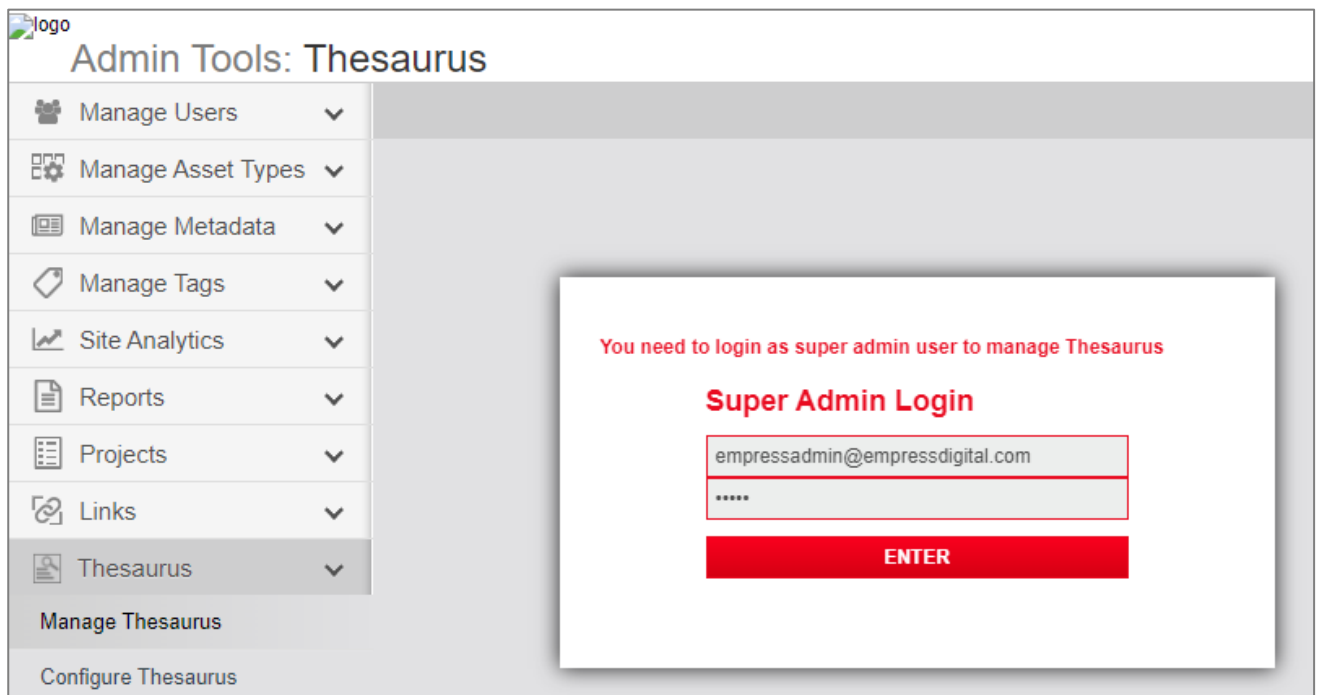


Figure 481-Admin Tools widget- Thesaurus

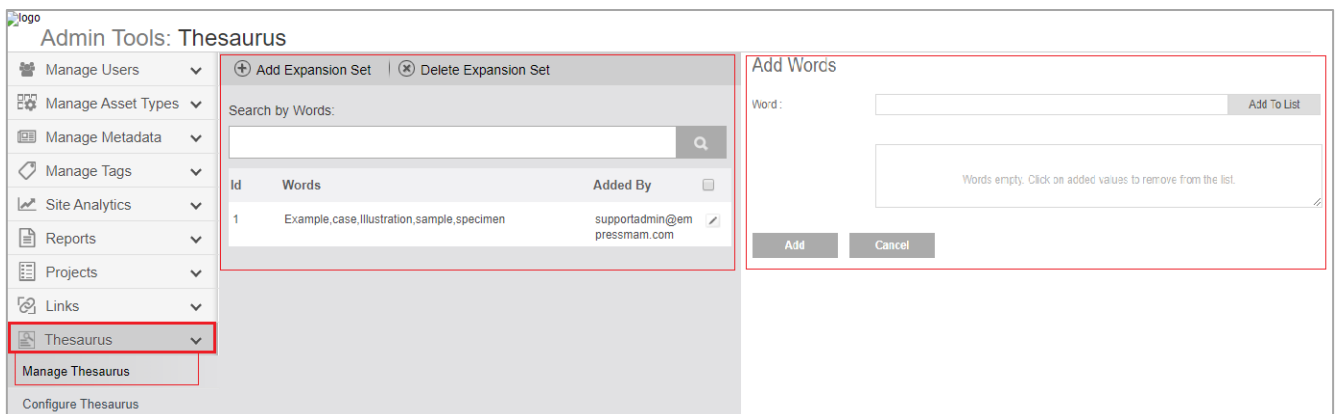
Since only Super Admins can manage thesaurus, you will be prompted to enter the super admin login credentials to proceed further.



Under *Thesaurus* tab, you will find two tabs:

- Manage Thesaurus
- Configure Thesaurus

Manage Thesaurus: Using *Manage thesaurus*, you can create expansion sets by adding a list of words to it. You can also edit and delete these expansion sets. Expansion set is group of words which will be part of thesaurus and full text search.



→ **Add Expansion Set:** In the right panel under **Add words**, enter the desired word and click on **Add to List** button. **Note:** Add only single words. Do not add words separated by commas. Newly added word gets listed below in the expansion set. Similarly, add all the words which you would like to group together for thesaurus search. To delete any word, click on X mark adjacent to the listed word. Once all the words are added, click on **Save** button to save the *Expansion Set*. Saved expansion set gets listed in the middle panel.

Add Words

Word : Add To List

Save Cancel

→ **Edit Expansion Set:** To edit any of the listed expansion set, click on the edit icon adjacent to the expansion set displayed in the middle panel.

+ Add Expansion Set ✕ Delete Expansion Set

Search by Words: Q

Id	Words	Added By	
1	Anoop, അനൂപ്, അനൂപ്	ajish@empressma m.com	
2	Milky, NWtest, SundarC	rincy@empressma m.com	
3	Life, beautiful, flowers, New	rincy@empressma m.com	

Add Words

Word : Add To List

Save Cancel

→ **Delete Expansion Set:** To delete an expansion set, select the expansion set in the middle panel and click on *Delete Expansion Set*.

+ Add Expansion Set ✕ Delete Expansion Set

Search by Words: Q

Id	Words	Added By	
1	Anoop, അനൂപ്, അനൂപ്	ajish@empressma m.com	
2	Milky, NWtest, SundarC	rincy@empressma m.com	
3	Life, beautiful, flowers, New	rincy@empressma m.com	

You will be asked to confirm the delete operation.

Are you sure you want to delete the Expansion Set(s).

OK CANCEL

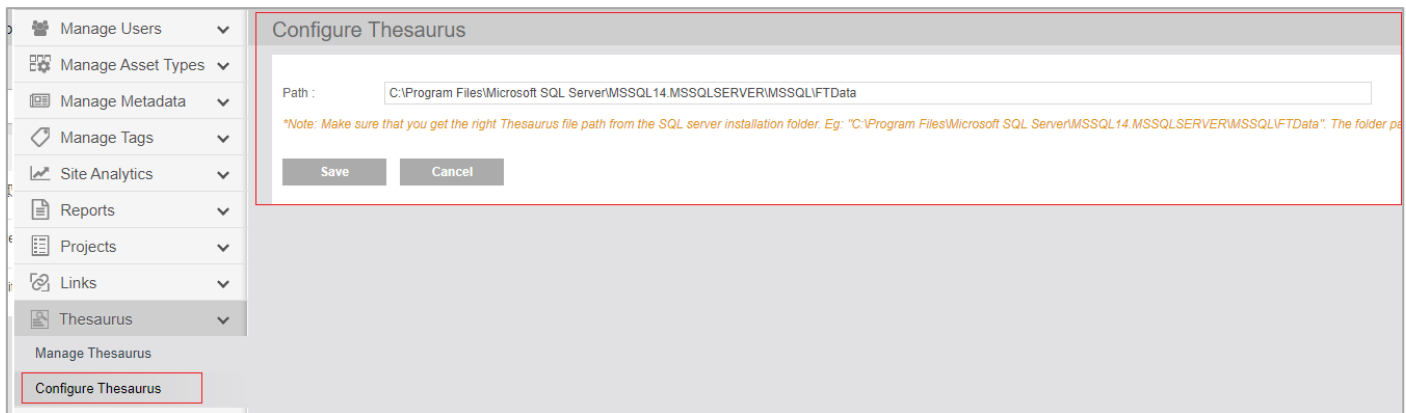
Successfully deleted message appears.

Success

Expansion Set(s) deleted successfully.

OK

Configure Thesaurus: Under Configure Thesaurus tab, you will see the path to XML where the expansion set words are saved. **Note: Make sure that you get the right Thesaurus file path from the SQL server installation folder. E.g.: "C:\Program Files\Microsoft SQL Server\MSSQL14.MSSQLSERVER\MSSQL\FTData". The folder path will be varied on different SQL versions.*



2.23 Avid DS

Avid DS is an interaction analytics software that provides indexing and mining software for video and helps users to do phonetic searches (*Voice/speech in a video*). Avid Dialogue Search will locate every clip that contains these spoken words in seconds—across all available storage and archives. You can use this feature using Avid DS widget. Avid DS widget will be visible in Director only to those users whose user group lever permissions are enabled with this feature.

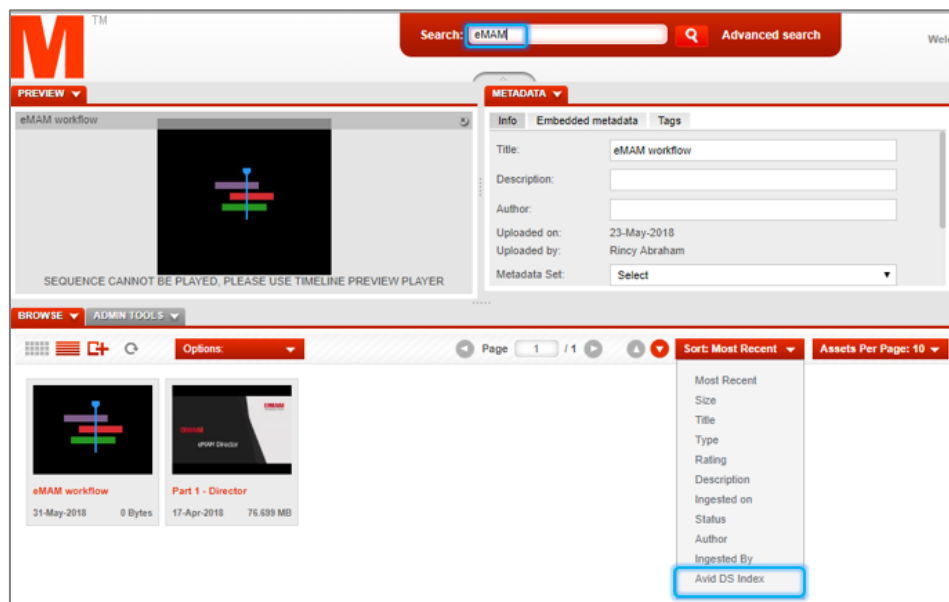


Figure 482-Phonetics searches using AVID DS

1. Type a search phrase in the *Basic search* text box and hit *Enter*.
2. Select '*Avid DS Index*' under Sort menu of the Browse widget. It displays all the video assets having the search text spoken.
3. From the assets displayed in Browse widget, click on any asset and the corresponding time codes and confidence levels of the search phrase for the assets will be displayed in the Avid DS widget.

Note: This is only applicable to eMAM installations which include Avid DS connector software API. Avid DS connector should be installed and configured to make Avid DS widget working. For more information on Avid DS, please check out their website. <https://www.avid.com/products/avid-dialogue-search> .



Figure 483- AVID DS widget appears where applicable - note confidence level of search keyword in widget at the right.

2.24 Keyframes

Keyframes widget can be used to upload custom images for videos and make it as default thumbnail. Click on *Browse* and select the thumbnail image file from your machine and click on *Upload* button to upload it. Click on *Refresh* icon to see the latest changes.

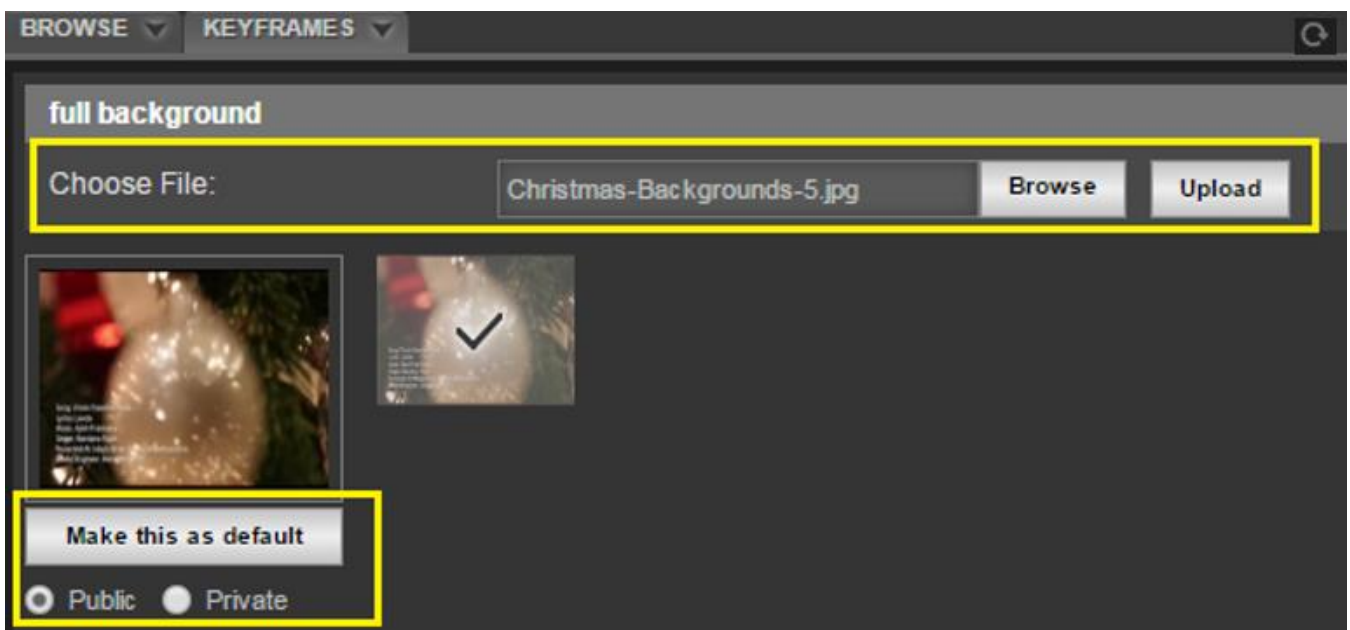




Figure 484- Keyframes widget: Upload Custom thumbnail

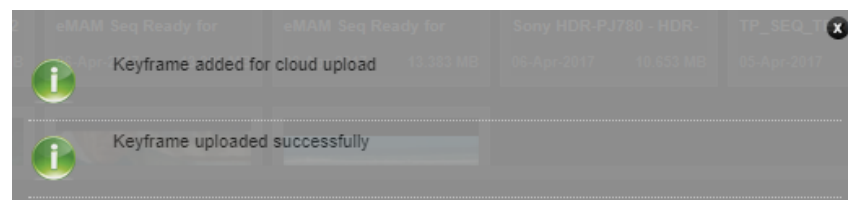
You can also set asset thumbnails from the video asset preview player using screenshot icon.



Figure 485- Add Keyframes using screenshot icon

Steps to add thumbnails from the video using Capture button are mentioned below:

- A. Play the video asset and click on the screenshot icon  to grab the screenshot of the frame you wish to add as keyframe.
- B. In the Create Thumbnail window, click on Capture  button.
- C. Keyframe updated successfully message appears after the keyframe is added to either Managed storage location or Cloud storage based on the configuration.



- D. Click on the same asset in the Browse widget to refresh and update the changes made.
- E. In the Keyframes widget, new keyframe gets displayed.

Click and select the thumbnail image which needs to be kept as default thumbnail. Select *Public* (visible to all users) or *Private* (visible only to this user) radial buttons and then click on *Make this as Default* button.

2.25 Insights

eMAM is capable of harnessing Artificial Intelligence (AI) capabilities to extract meaningful insights from image, audio and video assets. Assets ingested to eMAM can be indexed to AI services using workflow triggers to extract and tag meaningful insights from image, video and audio contents. These insights get displayed under the “Insights” & “Transcript” widget.

Note: Enable “Insight” and “Transcript” permissions at User Group, Category and Asset type level and “Insight” and “Transcript” feature under Feature Settings to view and access “Insights” and “Transcript” widget.

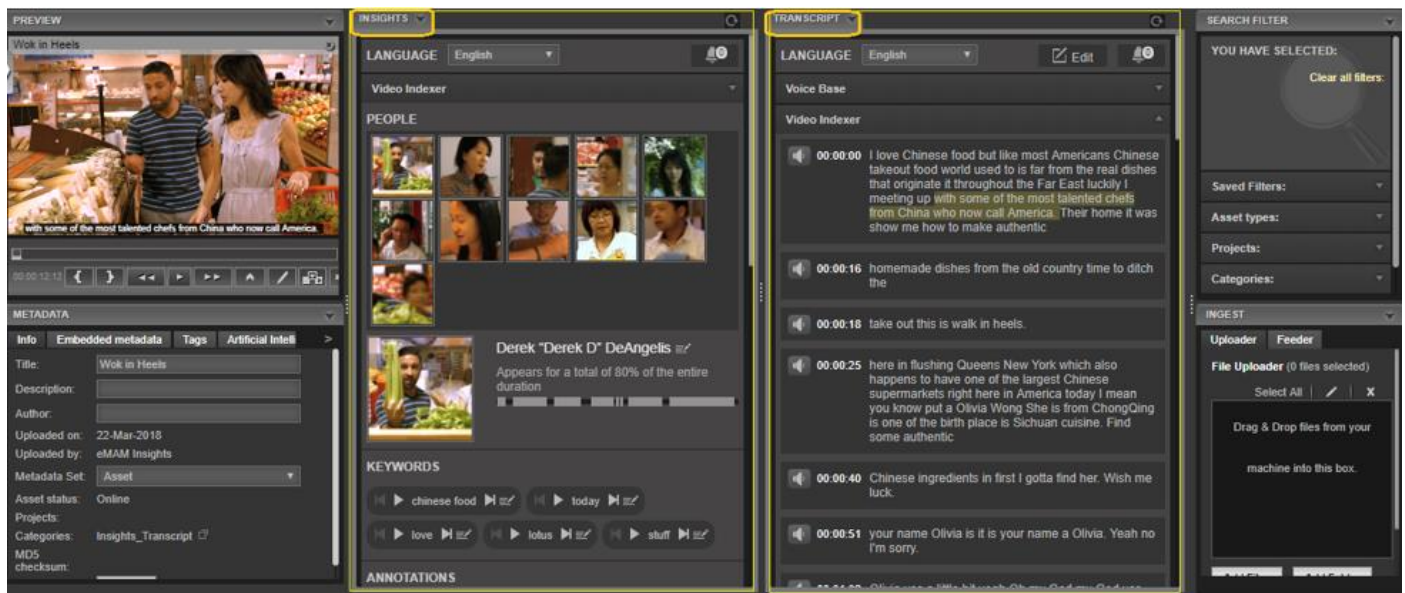


Figure 486- Insights and Transcript widget

Under the Insights widget, insights from the video and image assets such as people, objects, brands, landmarks, emotions are automatically detected and tagged with an option to edit them. Users can click on the tagged faces, keywords, annotations etc. which would automatically point to the corresponding frame in the video player. Click on Refresh icon to see latest changes. Different AI vendors provide different AI services:

- ✓ **Microsoft Video Indexer:** Insight and Transcribe. For more info, refer: <https://vi.microsoft.com/en-us/>
- ✓ **VoiceBase:** Transcribe
For more info, refer: <https://www.voicebase.com/speech-to-text/>
- ✓ **IBM Watson Speech-to-Text:** Transcribe (Speech to Text)
For more info, refer, <https://www.ibm.com/watson/services/speech-to-text/>
- ✓ **Amazon Rekognition:** Insight (image & video)
For more info, refer: <https://aws.amazon.com/rekognition/>
- ✓ **IBM Watson Media Video Enrichment:** Insight and Transcribe
For more info, refer: <https://www.ibm.com/watson/media/watson-video-enrichment/>
- ✓ **Microsoft Azure Computer Vision:** Insights and Transcribe (image assets only)
For more info, refer: <https://azure.microsoft.com/en-in/services/cognitive-services/computer-vision/>
- ✓ **Google Vision:** Insights and Transcribe (image assets only).
For more info, refer: <https://cloud.google.com/vision/>

Insights widget is mainly divided into 2 main sections-

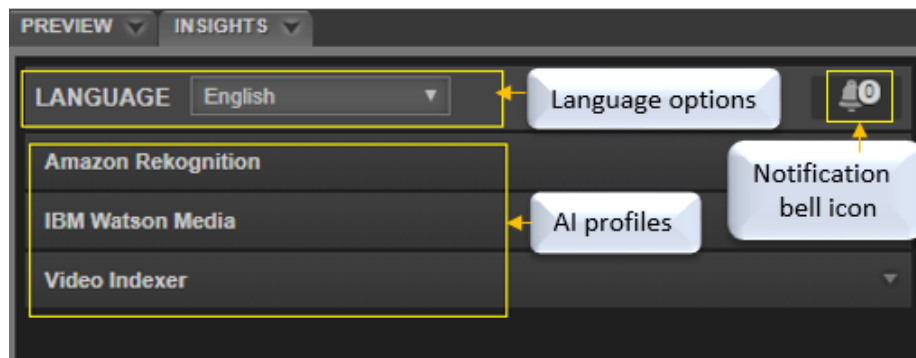


Figure 487- Insight widget

2.25.1 Language: Under this tab, all the languages supported by different AI vendors are listed as a dropdown. Users can select from the list of languages listed and automatically the displayed insights get translated to the selected language. eMAM uses language translation technology to translate insights captured from one language to another. As of now we support English, Arabic, Chinese (Simplified), Spanish, German, French, Italian, Japanese, Portuguese and Russian languages. Different AI vendors support different languages like IBM Watson Media Video Enrichment supports both English & Spanish.

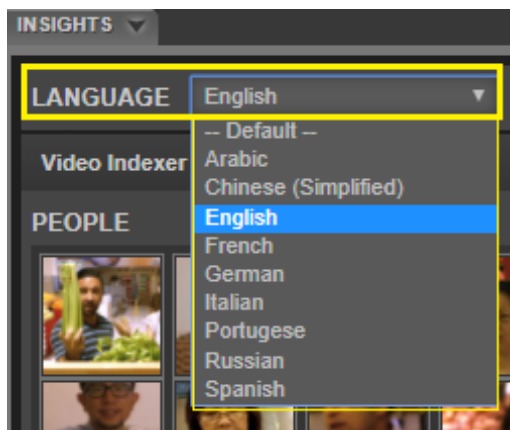


Figure 488-Insights: Language tab

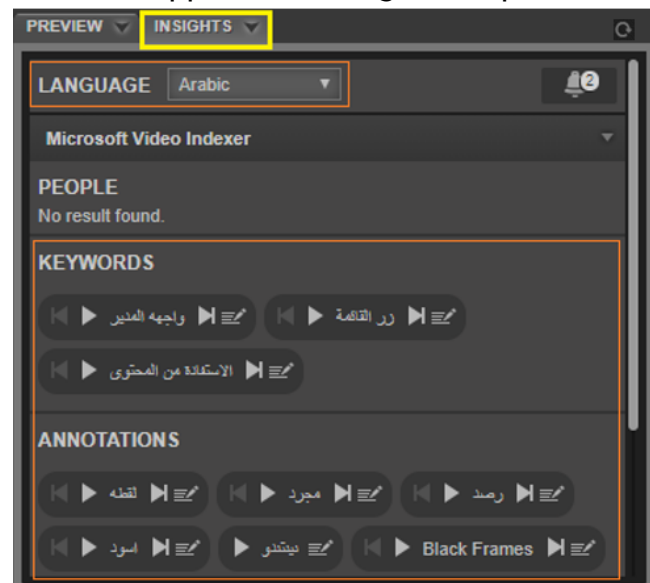


Figure 489- Insights widget displayed in Arabic language

2.25.2 AI Profiles: Users also have the flexibility to create multiple AI profiles in the Super Admin interface and based on the AI vendor selected, information from the video/image asset gets displayed here. Assets ingested to eMAM are indexed using AI services by triggering the AI workflows. AI capabilities such as face recognition, object recognition, brand detection, emotion detection etc. are used to automatically extract metadata from the video contents and display them under the Insights widget. Different

AI services display different insights. Click and expand AI profiles to see different sections under them.

E.g. - Microsoft Video Indexer profile and IBM Watson Media Video Enrichment profile.

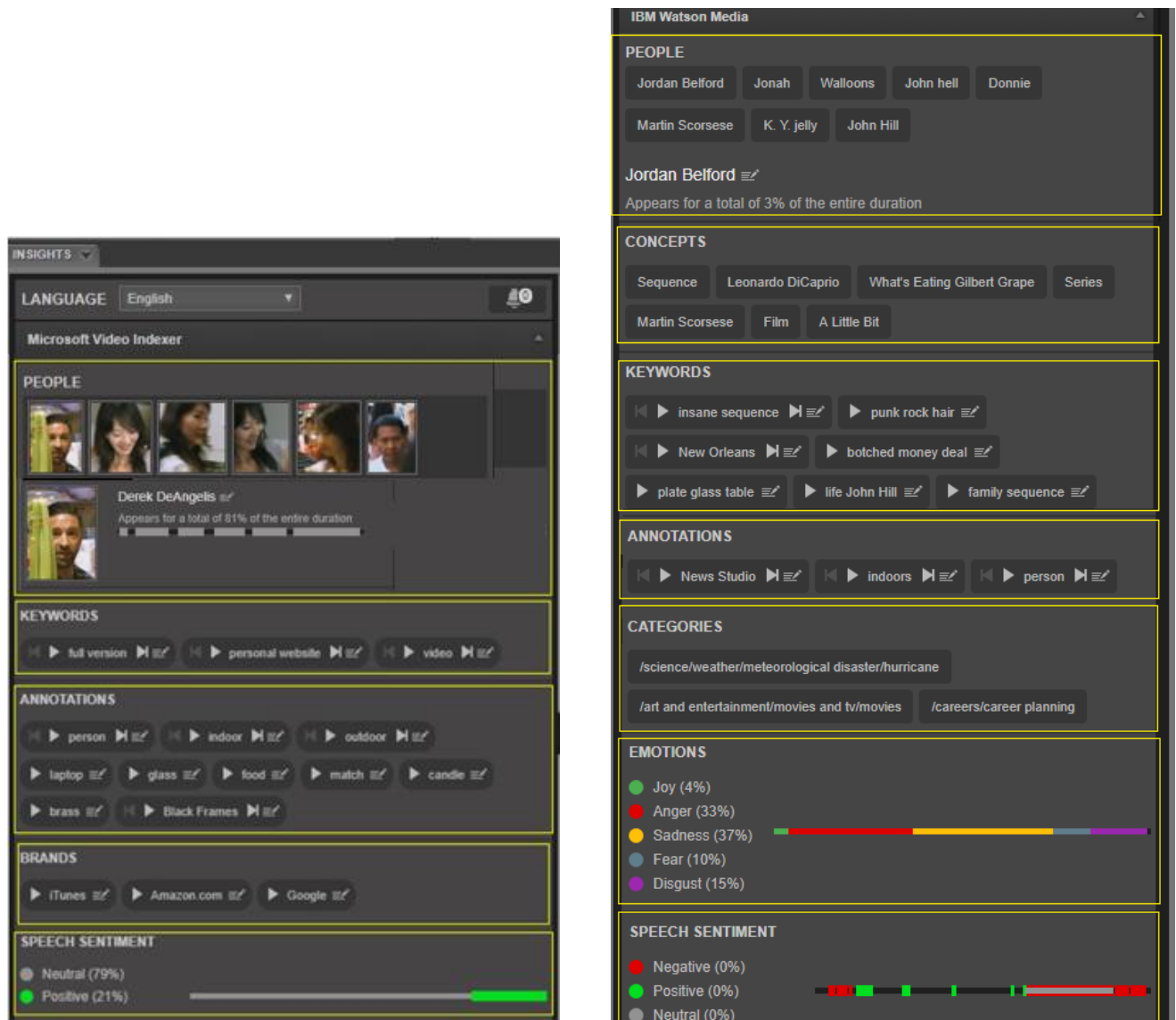


Figure 490-Insights widget: AI profile tab

2.25.2.1 People: Using face recognition/celebrity recognition technology, eMAM identifies faces (including celebrities and known faces) in a image/video and tags them automatically (only for video assets). Click on a face thumbnail/name displayed to move the player position to the first occurrence of that face/person. In case of multiple occurrences of the same face/person in the video, users can jump to the next occurrence in the video frame by clicking on the bar as shown below.

Note: Few AI profiles do not display thumbnail but only name of person like IBM Watson Media.



Figure 491-Insights widget: People tab with thumbnails

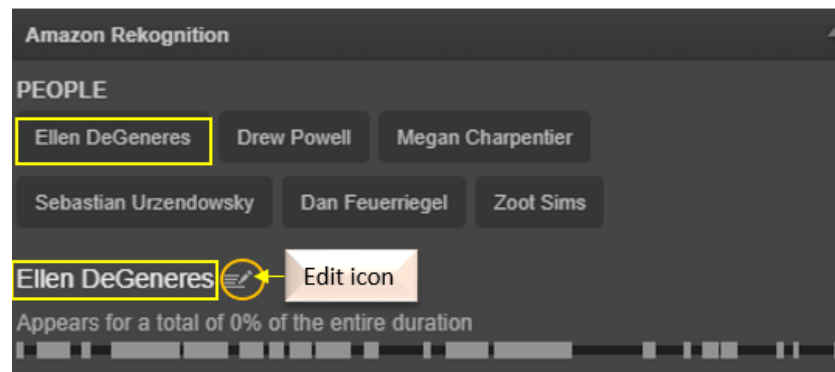


Figure 492- People tab without thumbnail

All unidentified or unknown faces and incorrect ones can be edited to enter a name for that face. To edit any face:

- Click on the face/name and click on the edit icon adjacent to it
- In the *Edit face* window, enter new name for the face and click on *Save* button.
- File name uploaded successfully* message appears.
- Updated name gets displayed for the Face.

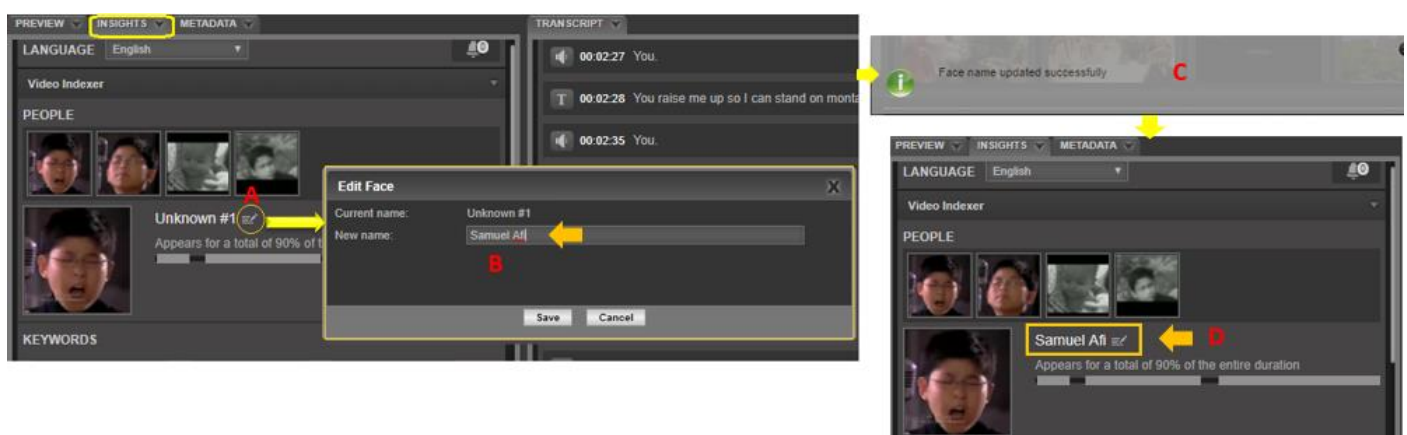



Figure 493- Insights widget: Edit faces

So, the next time any video with the same face/person is ingested, AI engine (Amazon Rekognition) will automatically tag it with the new edited name.

2.25.2.2 Celebrities: Amazon Rekognition Image detects and recognizes thousands of individuals who are famous, noteworthy, or prominent in their field.

2.25.2.3 Keywords: Keywords are the topics spoken in the video/audio or the contents from the images which are extracted, tagged and displayed under this section. In case of multiple occurrences of the same keyword, users also have the flexibility to the jump to next occurrence in the video frame by clicking on next  icon as shown below.

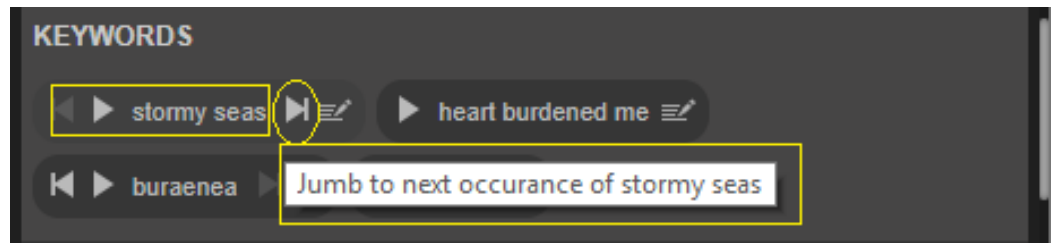


Figure 494-Insights tab: Move to next occurrence of the same Keyframe

To edit a Keyword:

- Click on the edit icon adjacent to the incorrect keyword.
- Enter the correct keyword in the Edit Keyword window.
- Keyword updated successfully message appears.
- Keyword gets displayed with edited name under Keywords tab.

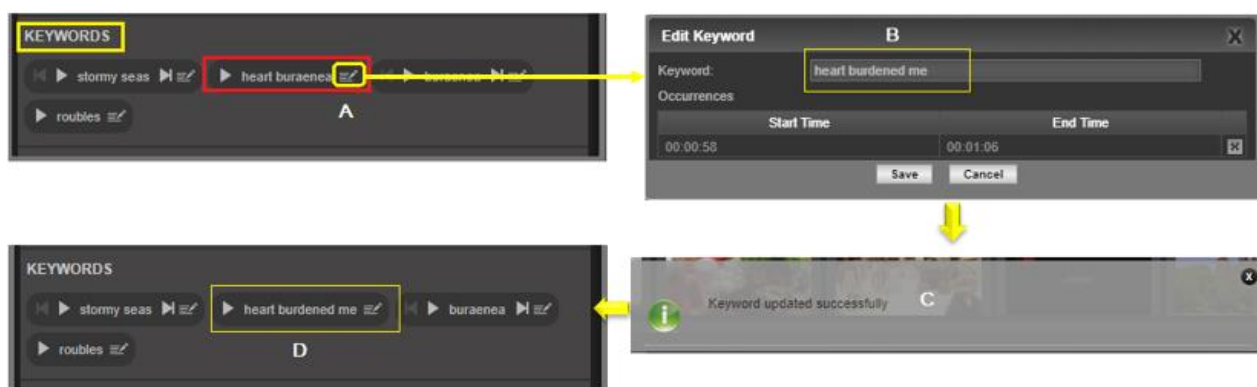



Figure 495- Insights widget: edit keyframes

2.25.2.4 Annotations: Objects identified in the video are tagged as annotations in this section. In case of multiple occurrences of the same annotation, users also have the flexibility to jump to the next occurrence in the video frame by clicking on next  icon.

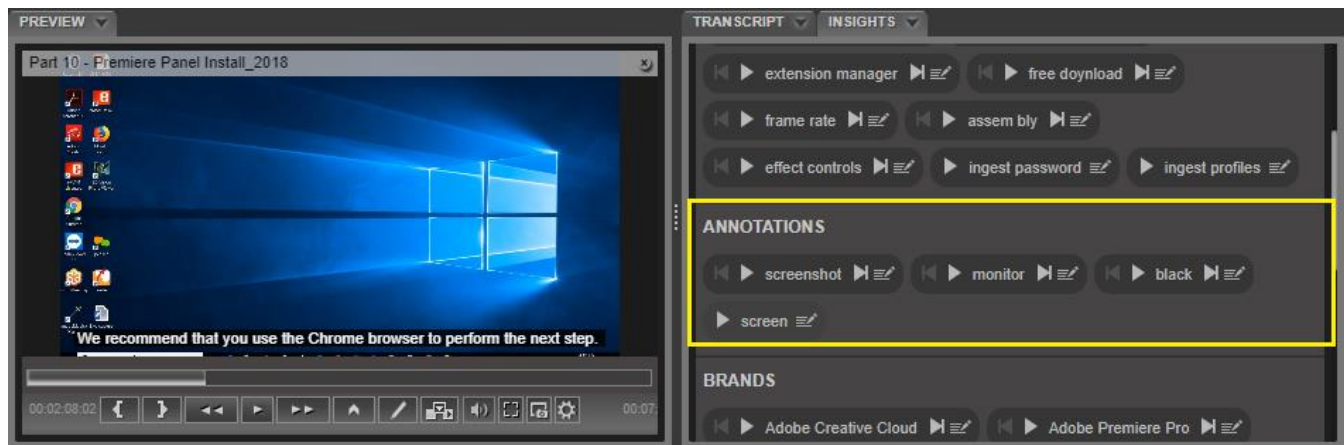




Figure 496-Insights widget: Annotations tab

Similar to Keywords, you can edit the automatically tagged annotations too. Click on the  edit icon next to annotation. Edit Annotation window opens up. Edit the name of the annotation and click on **Save** button.

Each occurrence of the same annotation is listed here with start time and end time. You also can delete them using delete  icon.

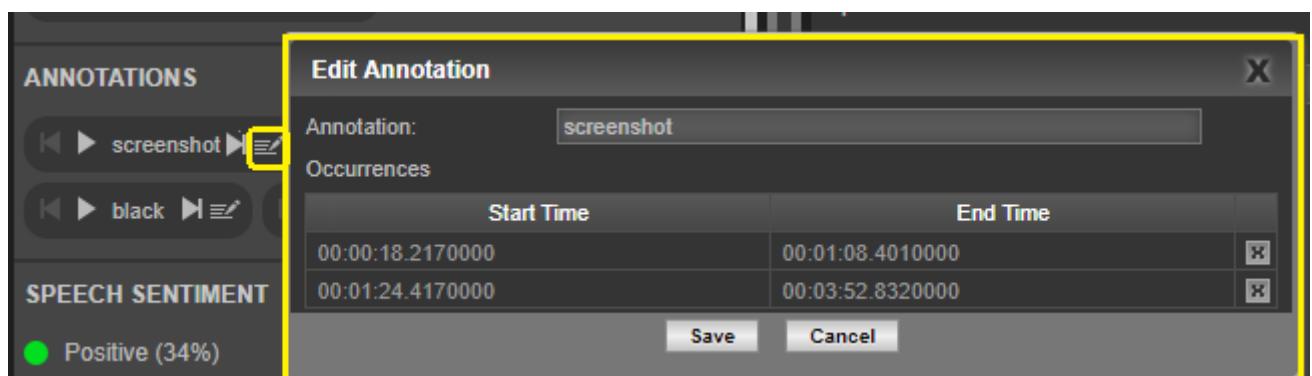



Figure 497-Insights widget: Edit Annotation

2.25.2.5 Brands: Brands of companies are detected from the words spoken in the video/audio and are tagged under this section. Users can jump to the next occurrence of the same brand in the video frame just by clicking on next the  icon.

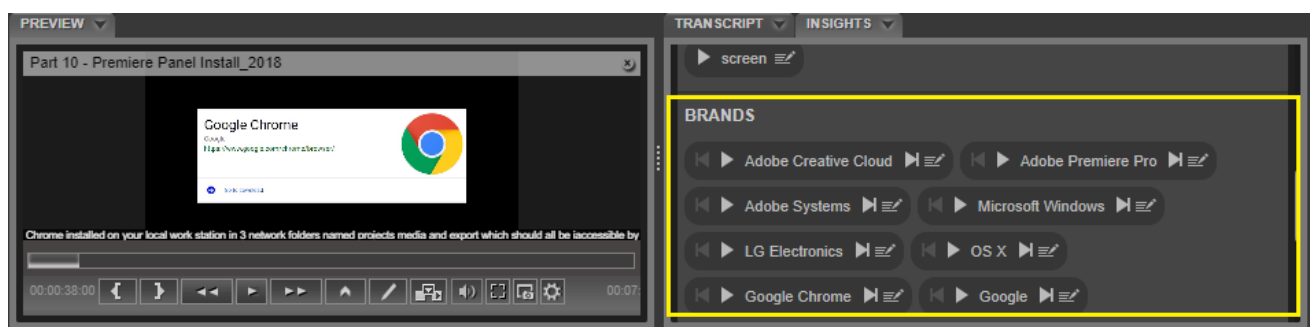




Figure 498-Insights widget: Brands tab

Similar to Keywords and Annotations, you can edit the automatically tagged brands too. Click on the  edit icon next to a brand. *Edit Brand* window opens up. Edit the name of the brand and click on **Save** button.

Each occurrence of the same brand is listed here with start time and end time. You can also delete them using delete  icon.

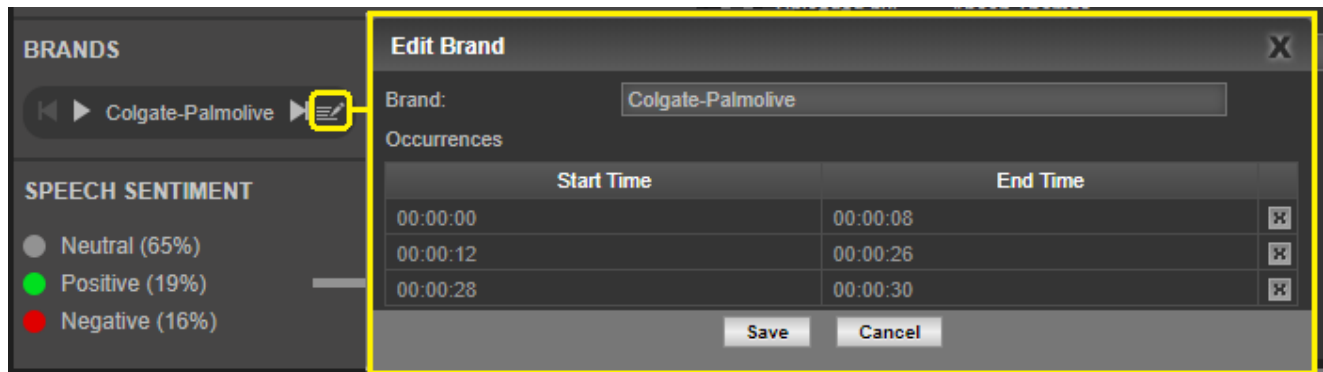


Figure 499- Insights widget: Edit Brand

2.25.2.6 Speech Sentiment: Sentiment analysis is the measurement of positive and negative language. It is a way to evaluate written or spoken language to determine if the expression is favourable, unfavourable, or neutral, and to what degree. Attitudes, opinions and emotions expressed by the speaker in the video/audio are identified and are categorized as neutral, positive and negative sentiment under this section.

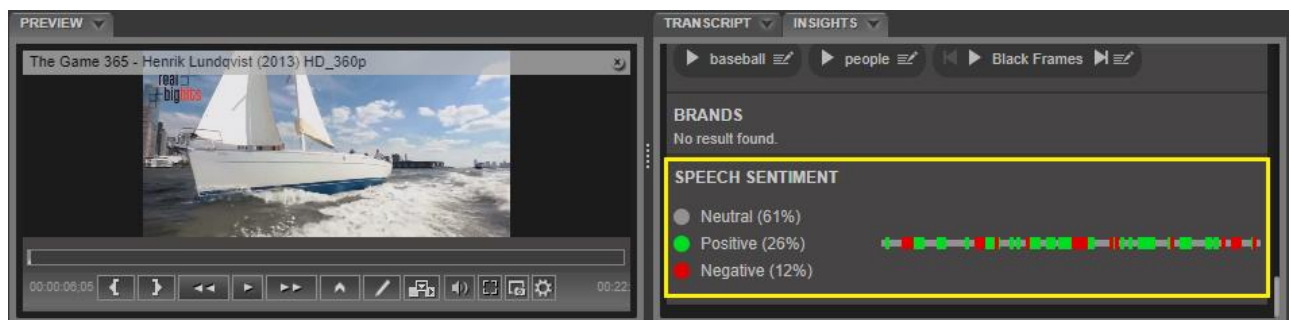


Figure 500- Insights widget: Speech Sentiment

2.25.2.7 Concepts: Various concepts from the chosen video are extracted and displayed here. For example: "Linguistics", "Marriage", "World War II" etc. Click on these concepts will redirect you to the DBpedia page which will display detailed description of the concept.

Note: This feature is currently provided by IBM Watson Media.

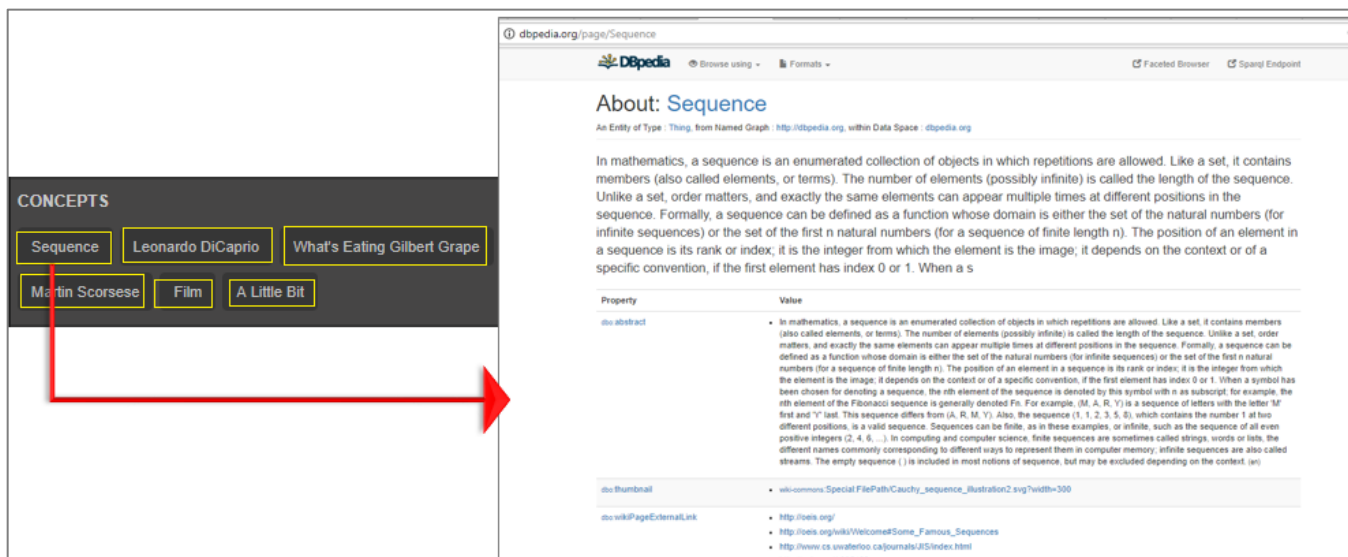


Figure 501- Insights widget: Concepts (only available for IBM Watson Media)

2.25.2.8 Categories: A hierarchical classification of the content are displayed here as categories. The list of categories is documented [here](#).

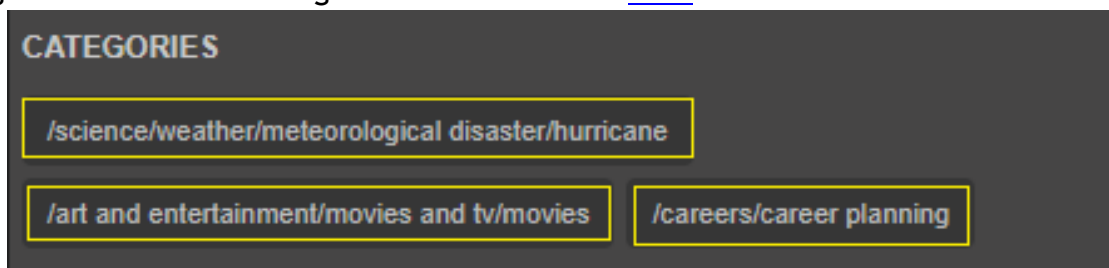


Figure 502- Insights widget: Categories (only available for IBM Watson Media)

2.25.2.9 Emotions: Five specific human emotional values (anger, fear, joy, disgust, sadness) are evaluated from the contents and are displayed here. These emotions are understood to be cross-culturally and universally communicated with particular facial expressions.



Figure 503- Insights widget: Emotions (only available for IBM Watson Media and Microsoft Video Indexer)

Notification Bell icon: If any asset fails during AI indexing, users are notified with failed error messages using this bell icon. Just click on this bell icon to display all the failed error messages displayed with UUID details of assets based on which users can take necessary steps to rectify it.

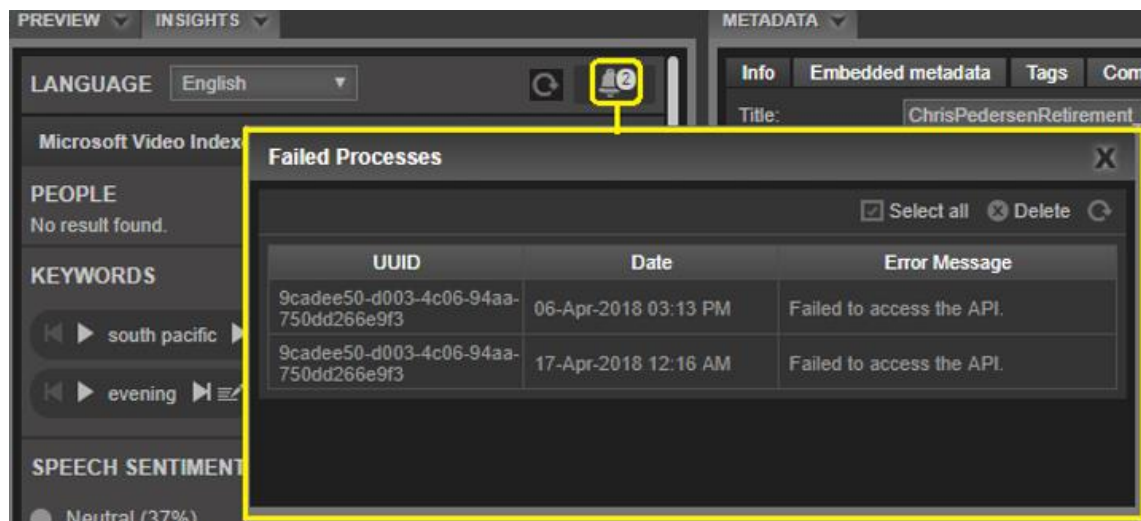
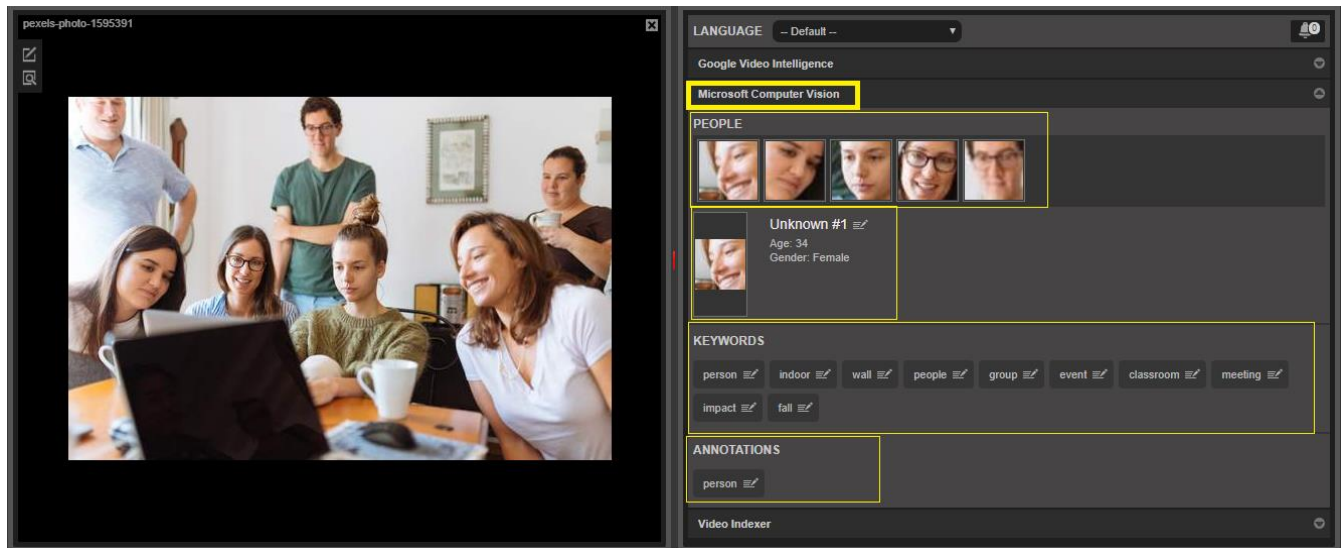


Figure 504- Bell icon window displaying failed processes

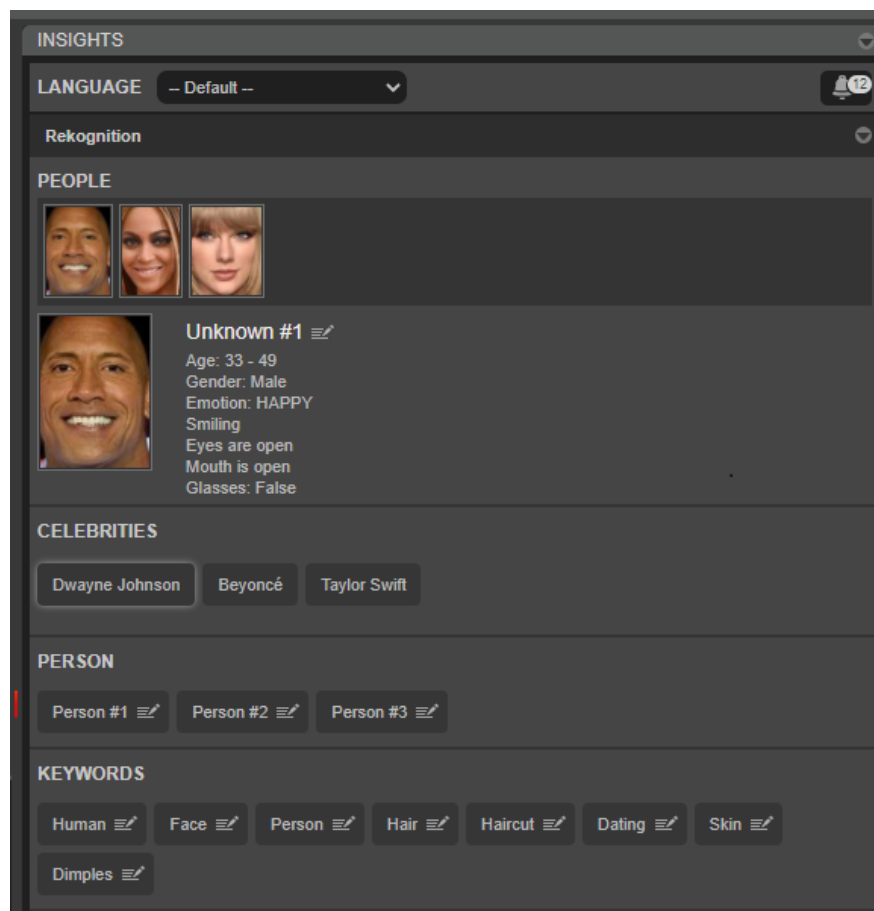
Note: Image Analysis:

- **Microsoft Azure Computer Vision** and Face API is capable of analysing images and label them with valuable insights using below cognitive services:
- Object detection: Recognises 9,000 natural and manmade landmarks from around the world.
 - Text or OCR extraction: Detects text in an image using optical character recognition (OCR) and extract the recognized words
 - Captions
 - Celebrity detection: Recognizes more than 200,000 celebrities from business, politics, sports and entertainment
 - Face detection: Detect one or more human faces in an image and get back face rectangles for where in the image the faces are,
 - Gender and Age detection: Face detection along with face attributes such as age, gender.
 - Emotion detection: emotions for each face in the image such as anger, contempt, disgust, fear, happiness, neutral, sadness, and surprise.



You can use Microsoft Video Indexer to unlock insights from video assets and Microsoft Computer Vision to detect actionable information from image assets.

- **Amazon Rekognition:** Rekognition Image is a deep learning powered image recognition service that detects objects, scenes, and faces; extracts text; recognizes celebrities;
- Detects Labels
 - Detects Faces
 - Detects Text
 - Recognizes Celebrities
 - Detects Moderation Labels



2.26 Transcript

After indexing of an asset is complete using AI engines, the Transcript widget displays the transcribes extracted from the audio/video asset. Words spoken in the video/audio assets are indexed and tagged as texts (*speech-to-text*) and the texts/subtitles (*Visual Text Recognition/OCR*) displayed in the video are also detected and tagged using AI engines capabilities. **Note: Enable “Transcript” permission at User Group, Category and Asset type level to view and access “Transcript” widget.**

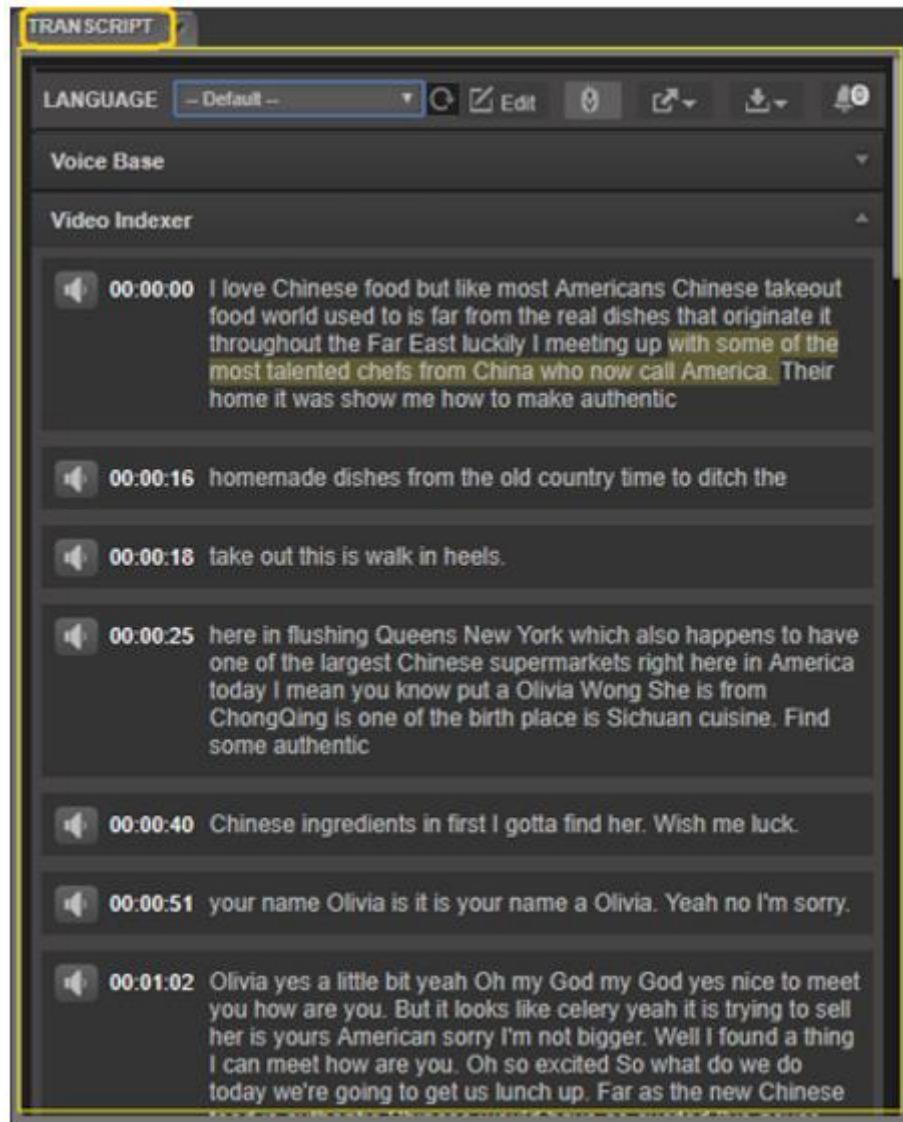


Figure 505- Transcript widget

Similar to the *Insights* widget, users can click on the transcribed texts and the corresponding frame in the video player automatically gets displayed. Also, while playing the video, texts spoken in the video automatically gets highlighted in yellow in the Transcript widget. Users also have option to edit the transcribes using the *Edit* button. Click on *Refresh* icon to see the latest changes. Transcript widget is also mainly divided into 2 main sections.

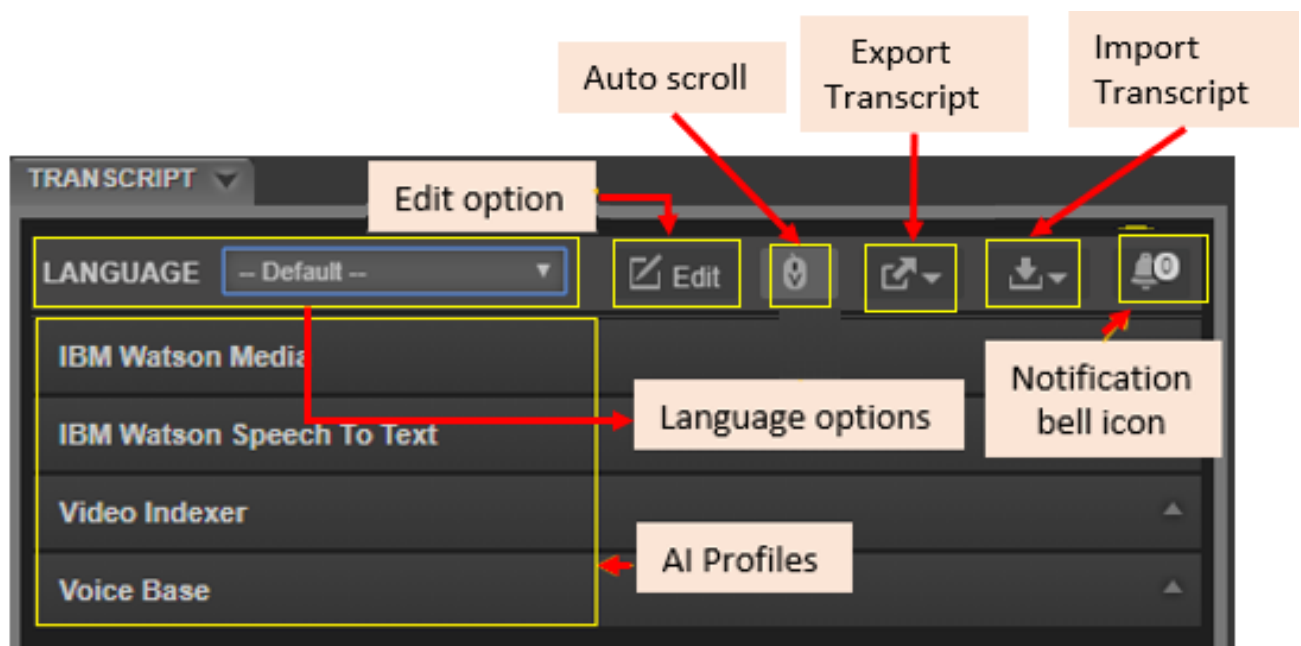


Figure 506- Transcript widget: Language AI profiles

2.26.1 Language: Language tab displays the list of languages supported by the AI vendors. Users can select the language from the drop-down list and automatically the displayed transcribes get translated to the selected language. The languages supported include English, Arabic, Chinese (Simplified), Spanish, German, French, Italian, Japanese, Portuguese and Russian languages.

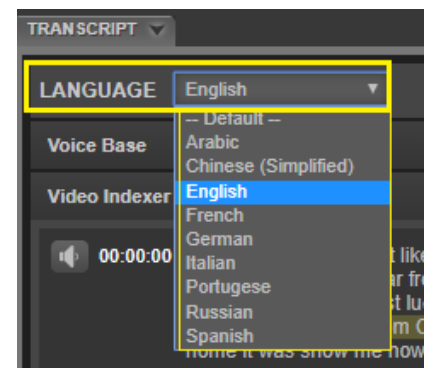
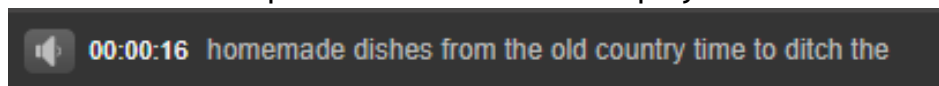


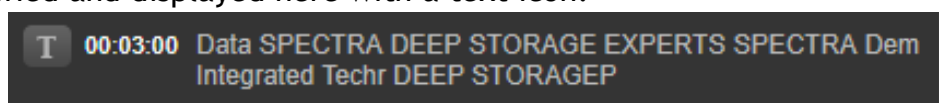
Figure 507- Transcript widget- Language tab

2.26.2 AI Profiles: Similar to the Insights widget, all the AI profiles (AI type- Transcript) configured in the Super Admin console gets displayed here. E.g.: VoiceBase Profile and Video Indexer Profile. You can choose any AI profile and under each AI profile tab, you will see following type of transcribes:

- a. **Speech to text:** Words spoken in the video are displayed as texts with a voice icon.



- b. **Visual Text Recognition/OCR:** Texts displayed in the video including subtitles are identified and displayed here with a text icon.



2.26.3 Edit : To start editing any transcribes:

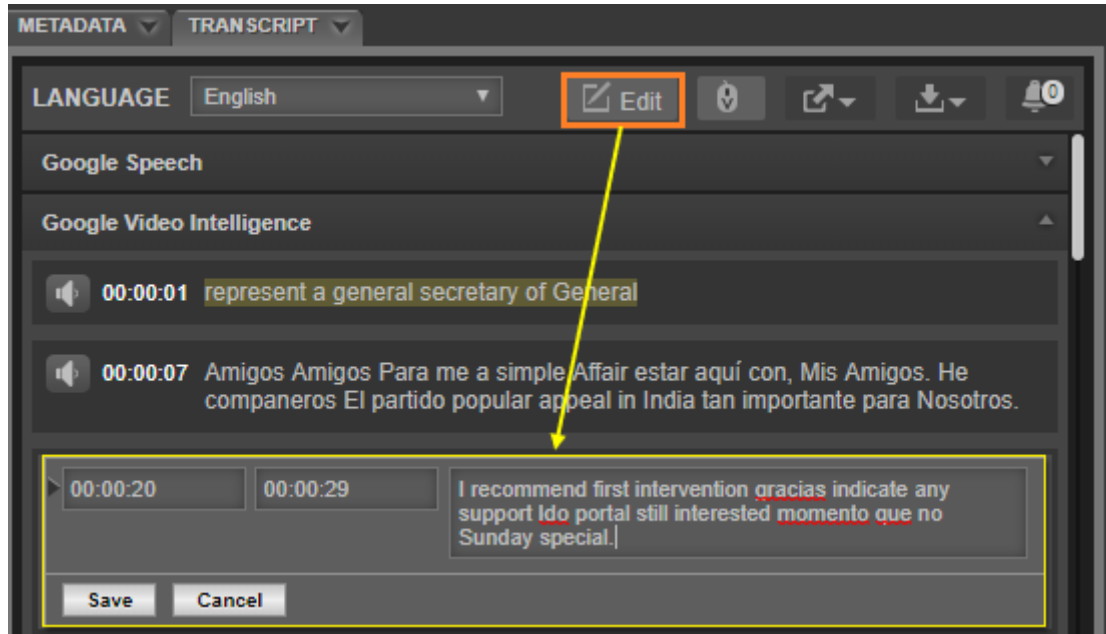


Figure 508- Edit transcribes and timecodes

- Click on the *Edit* button once.
- Click on the transcribe text or timecodes you wish to edit.
- Transcribe and timecodes open up in a box to make the required edits.
- Click on *Save* button to save the changes or *Cancel* button to discard regards.
- Similarly, click on another transcribe text and make edits.
- Once done will all the edits, click on the *Edit* button again to stop editing of transcribes.

2.26.4 AutoScroll : Enabling Auto scroll button will highlight the transcripts spoken in the video as it is being played.

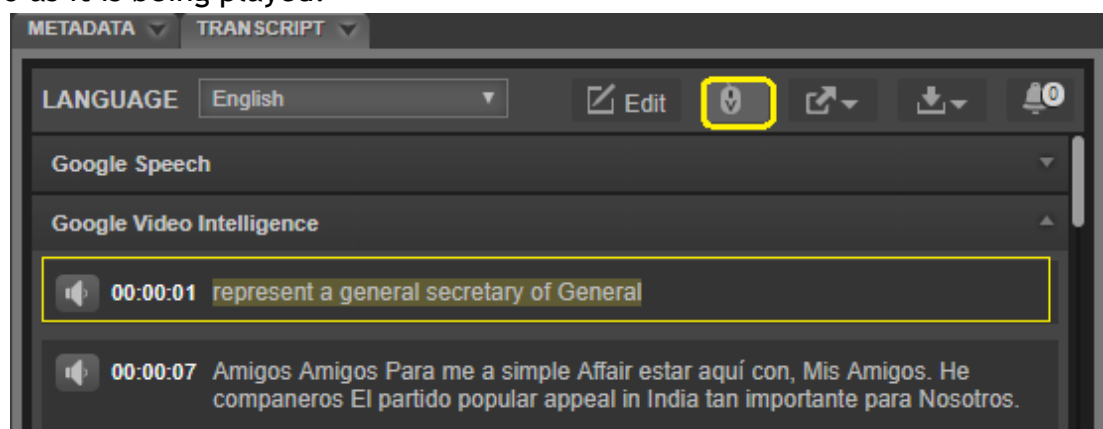



Figure 509- Auto scroll button highlights the spoken words when the video is played.

2.26.5 Export Transcript : Audio and Video asset transcripts can be exported in following formats WebVTT, SRT, JSON and XML.

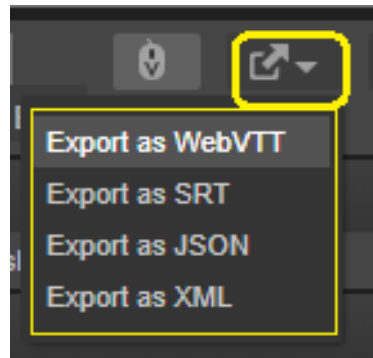



Figure 510- Format Options for Export transcript

2.26.6 Import Transcript : Transcripts for audio and video assets can be imported in two formats WebVTT and SRT.

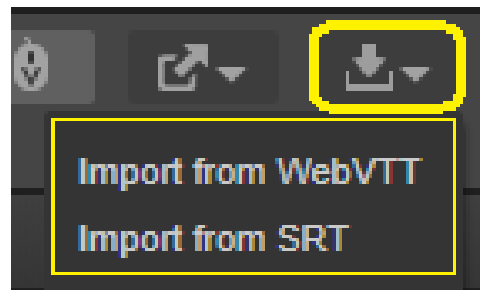



Figure 511- Format options for transcript import

2.26.7 Bell icon : Click on this bell icon to see all the notifications on errors which occurred when the workflow failed for this specific asset during AI indexing. Users can look at these errors and take necessary steps to rectify it.

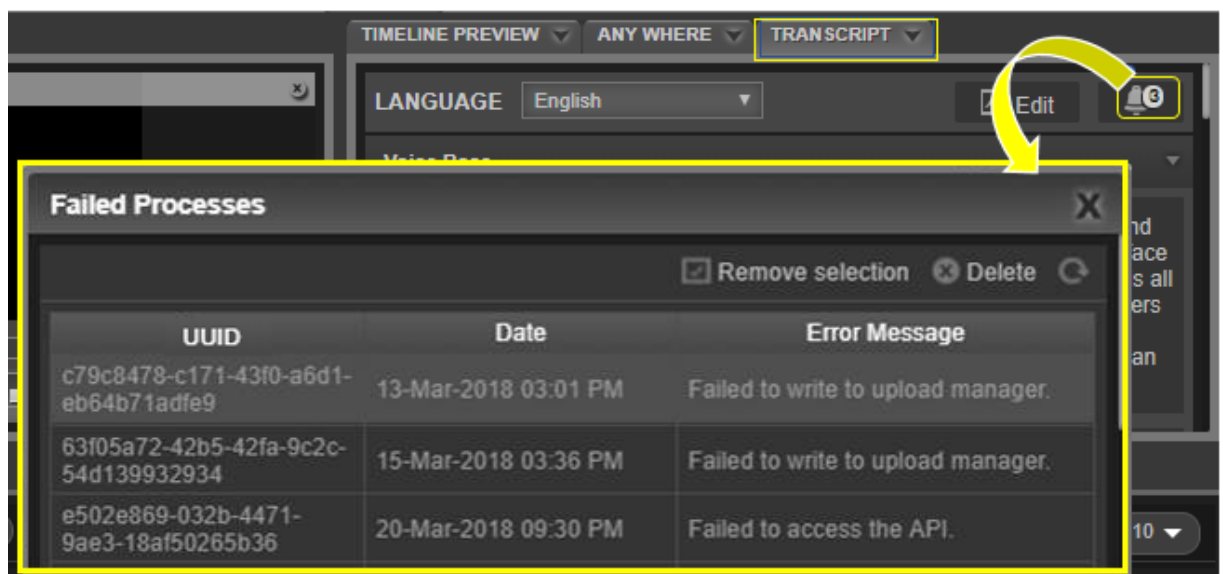


Figure 512- Bell icon displays failed AI workflows

2.27 Compare

Compare widget can be used to simultaneously play two video files and compare them. Compare widget is divided into 2 regions: left panel and right panel. You can easily drag and drop videos in each panel of the player.

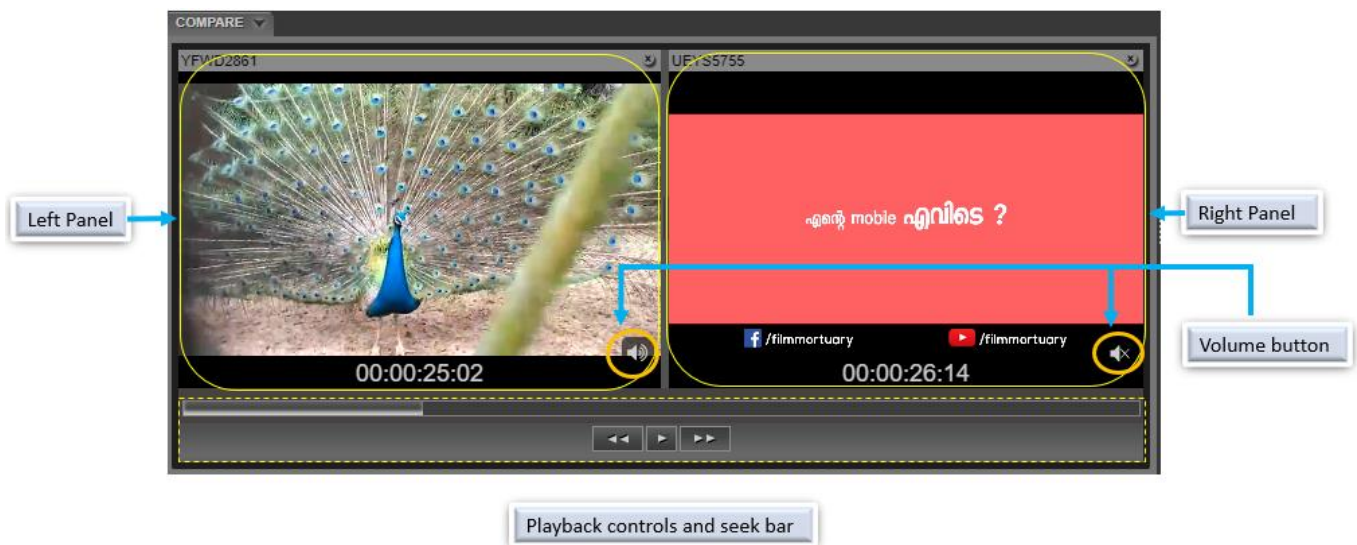


Figure 513- Compare widget- compare 2 video files

At a time, audio of only single video can be played. Toggle between the volume buttons of both the videos to play the audio of anyone. Both the video files will have single playback button (play/pause, forward, backward, go to start and go to end) to play and stop the videos simultaneously.

2.28 Essence

Essence widget can be used to attach captions or audio files to an asset. One or more files can be attached as side car to an asset. You have option to download and delete these attached files.

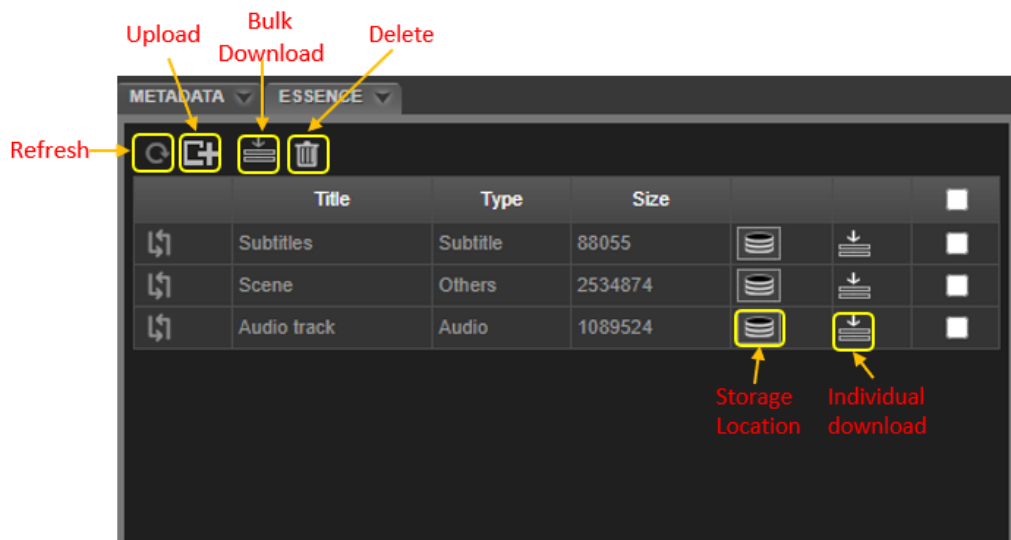

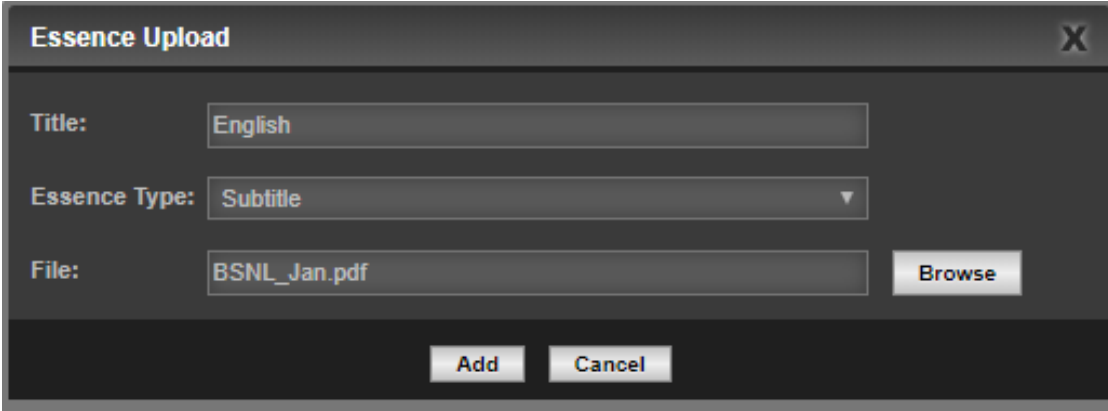


Figure 514-Essence widget

2.28.1 Upload: To attach any file to an asset, follow steps mentioned below:

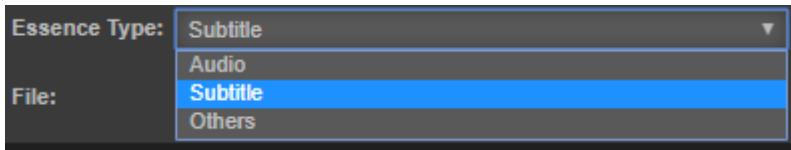
- In the Browse widget, click on the specific asset to which files needs to be attached to.
- Click on  Upload icon.
- In the *Essence Upload* window, enter below details and click on *Add* button.



The **Essence Upload** window is a dark-themed dialog box with a close button (X) in the top right corner. It contains three input fields: **Title:** with the text "English", **Essence Type:** with a dropdown menu showing "Subtitle", and **File:** with the text "BSNL_Jan.pdf" and a **Browse** button to its right. At the bottom, there are two buttons: **Add** and **Cancel**.


Figure 515- Essence Upload window to attach a file


- Title:** Enter a title.
- Essence Type:** Choose from different essence types listed- (audio, subtitle, others)




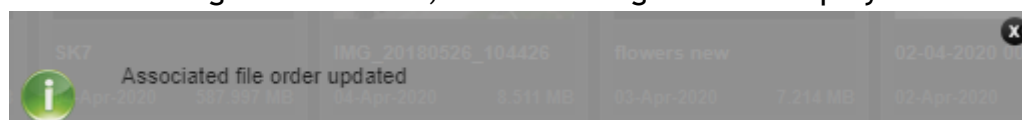
A close-up of the **Essence Type** dropdown menu. The menu is open, showing four options: **Subtitle** (selected), **Audio**, **Subtitle**, and **Others**. The **File:** label is visible to the left of the dropdown.


- File:** Click on *Browse* button to browse and choose the file from your file location.

2.28.2 Storage Location:  Displays the storage location of the attached files.

2.28.3 Download: Click on  download icon adjacent to each file for individual download or select the files checkboxes and click on Download icon on top for bulk download (*using DeskLink*) the attached files.

2.28.4 Re-arrange: Click on  icon to rearrange the listed attached files by simple drag and drop. Once rearrangement is done, below message will be displayed.



The attached files are displayed with title, essence type, size of file, its location and option to download the file. Click on  refresh icon to refresh and display the latest changes.

3.0 Relationship between Widgets

The widgets are interdependent: once a user selects any widget, related widgets are affected as well. The relationship between the widgets is described below. This is only a partial list as examples. There may be other widget relationships not listed here but the relationship between the widgets in question can be checked by opening the affected widgets into the workspace area and determining the changes by inspection.

Asset selection is done by clicking on any asset in the Browse widget. The following are intended as examples and may not be a complete list. The user can observe behavior with multiple widgets open.

Browse and Comments - Comments associated with a selected asset are displayed in the Comments widget.

Browse and Metadata - All the metadata associated with a selected asset is displayed in the Metadata widget.

Browse and History- The entire history of a selected asset is displayed under the History widget.

Browse and Embed- The Embed widget will give the user the embed code or the sharable URL for the selected asset.

Browse and Subclips-All the subclips for a selected asset are displayed in the Subclips widget.

Browse and Marker-All the markers associated with the selected asset are displayed in the Marker widget.

Preview and Marker-When a selected asset is displayed in the Preview widget, the markers associated with that asset are displayed in the Marker widget.

Preview and Subclips-When a selected asset is displayed in the Preview widget, the subclips associated with that asset are displayed in the Subclips widget.

Projects and Timeline-When the Projects widget is selected, the timelines saved under the selected project are displayed in the Timeline widget.

Timeline and Timeline Preview- If the user drags and drops sequence/timeline into the Timeline Preview, then the timeline sequence will automatically play.

Timeline and Subclips- When the timeline is displayed in the Timeline widget, the subclips associated with the selected timeline are displayed in the Subclips widget.

Search Filter and Browse-When the user performs a search operation using the Search Filter widget, the result of the search is displayed in the Browse widget.

Browse and Essence- Files attached to the selected asset in the Browse widget are displayed in the Essence widget.

4.0 Search Panel and Basic Searches

Search helps save time by allowing users to retrieve digital assets in the system as quickly as possible. eMAM offers two search options: Basic Search and Advanced Search. There is also a **Search Filter widget**, described in **Section 2.14**. The Search Filter widget allows the user to “drill down” and is an alternative means of quickly finding assets in addition to the Basic and Advanced Search methods covered here.

The search panel is on the top of the web page, as are the logo and the username. If these are not needed, then there is an up arrow below the search window that will minimize it to provide more space for the other elements of the webpage. If minimized, the top panel can be opened by clicking on the down arrow in the middle of the screen.



Figure 516- Search Options



The search bar is not case sensitive.
Multiple spaces are not allowed between the words.
There should not be any space between asterisk “*” and the word typed in the search bar.

Search function can also be performed under widgets like Projects, Categories and Dashboard.

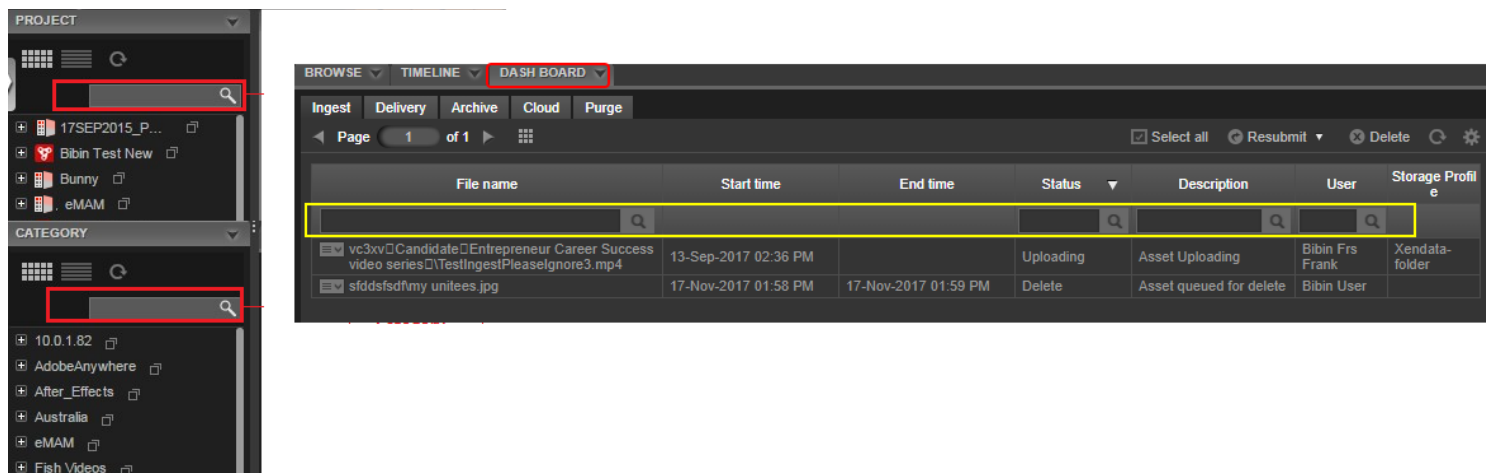


Figure 517- Search option for projects, categories and dashboard

4.1 Basic Search

Basic search is done based on relevance (meaningful search). For example, search for assets with word 'fly' returns assets that are named 'fly', 'flew', 'flying', 'flies', 'flown' and so on. For a given word or phrase, search is carried out in all the following fields-

- Title
- Description
- Author
- Custom Metadata
- Private Tag
- Public Tag

Basic search is done based on the text entered in the search box (*Full text search and thesaurus (if enabled for basic search)*). For a given word or phrase, by default search is carried out in the following fields (*other fields can also be added to the search purview by customizing it in the eMAM Director web config*):

- Title
- Description

eMAM now supports *thesaurus* search and to add thesaurus to the basic search, you can follow the steps mentioned below:


1. Open "C:\Program Files\Empress Media\eMAM Director\web.config".
2. Search for the key "BasicsearchBehaviour"
3. Change the value of "BasicsearchBehaviour" to "thesaurus"


e.g. : `<add key="BasicsearchBehaviour" value="thesaurus" />`

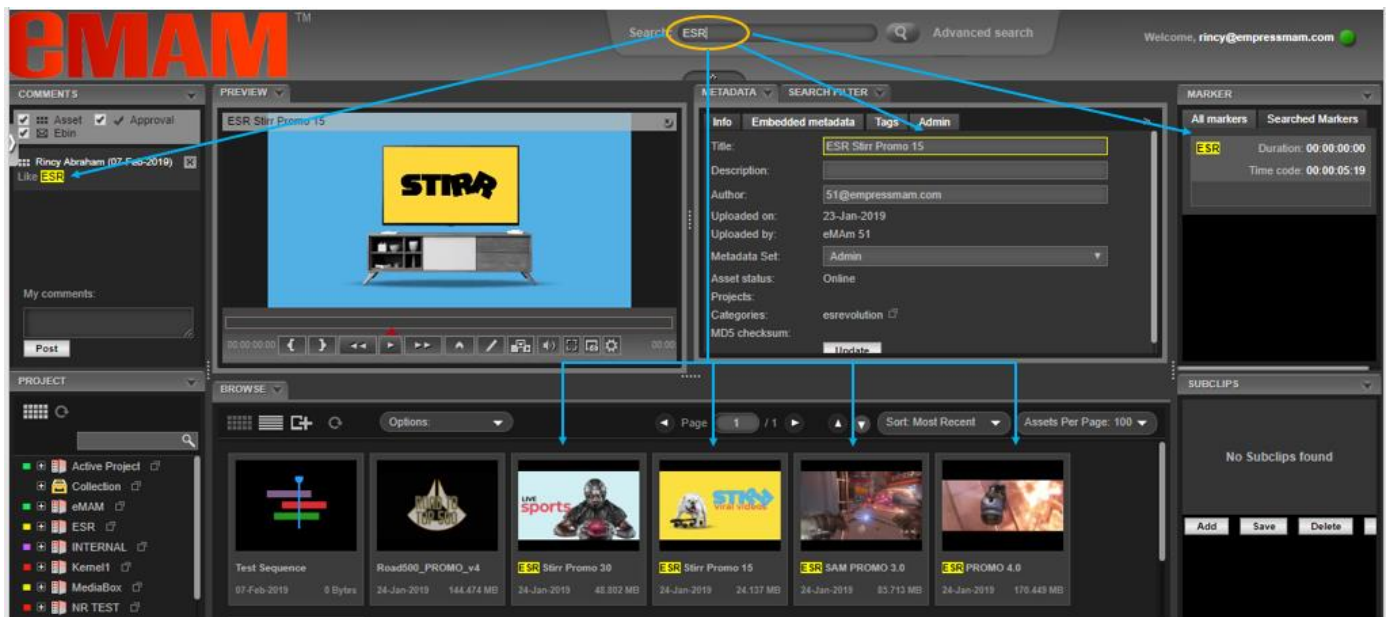
```

58
59 <appSettings>
60 <add key="eMAMAnalyticsGateway.eMAMAnalyticsGateway" value="http://EMAMQA/emamanalyticsgateway/emamanalyticsgateway.aspx" />
61 <add key="LicenseKey" value="5PJrrrqxeY5CsXow6UktBA==" />
62 <add key="eMAMPlayerUrl" value="http://EMAMQA/eMAMDirector/Player/eMAM_FLV_Player.swf" />
63 <add key="AnywhereDiscoveryURL" value="http://adobe.emamonline.com:60138/content/ea/api/discovery.json" />
64 <add key="eMAMService.eMAMService" value="http://10.0.8.234/emamgateway/emamservice.aspx" />
65 <add key="DownloadPath" value="http://EMAMQA/eMAMGateway/DownloadManager/eMAMDownloadManager.aspx" />
66 <add key="AnywhereJobCallBackUri" value="http://EMAMQA/eMAMDirector/jobstatus/jobstatus.aspx" />
67 <add key="AnywhereProductionBackUpFolder" value="M:\emamfolders\Anywhere Productions\" />
68 <add key="PackageName" value="" />
69 <add key="AdminwindowUrl" value="http://EMAMQA/eMAMAdmin" />
70 <add key="BasicsearchBehaviour" value="thesaurus" />
71 <add key="UploaderURL" value="http://10.0.8.234:8080/eMAMUploadManager/EMAMUploader" />
72 <add key="eMAMFeederGatewayURL" value="http://EMAMQA/emamgateway/emamservice.aspx" />
73 <add key="eMAMFeederAnalyticsGatewayURL" value="http://EMAMQA/emamanalyticsgateway/emamanalyticsgateway.aspx" />
74 <add key="VideoExtensions" value=".avi,.mpg,.m4v,.wmv,.fcp,.mpeg,.mpeg,.qt,.wmv,.dv,.flv,.mxf,.mp4" />
75 <add key="AudioExtensions" value=".mp3,.wma,.wav,.mp2" />
76 <add key="DocExtensions" value=".doc,.docx,.docm,.dot,.dotx,.xls,.xlsx,.xslm,.xlsh,.xla,.xlam,.ppt,.pptx,.pptm,.ysd,.rtf" />
77 <add key="ImageExtensions" value=".jpg,.gif,.jpeg,.exif,.png,.tiff,.tif,.wmf,.icon,.bmp,.dpx" />
78 <add key="ChartImageHandler" value="storage=file;timeout=20;" />
79 <add key="BasicSearchColumns" value="1,2,3,4,5,6,7,B,9,8,C,A" />

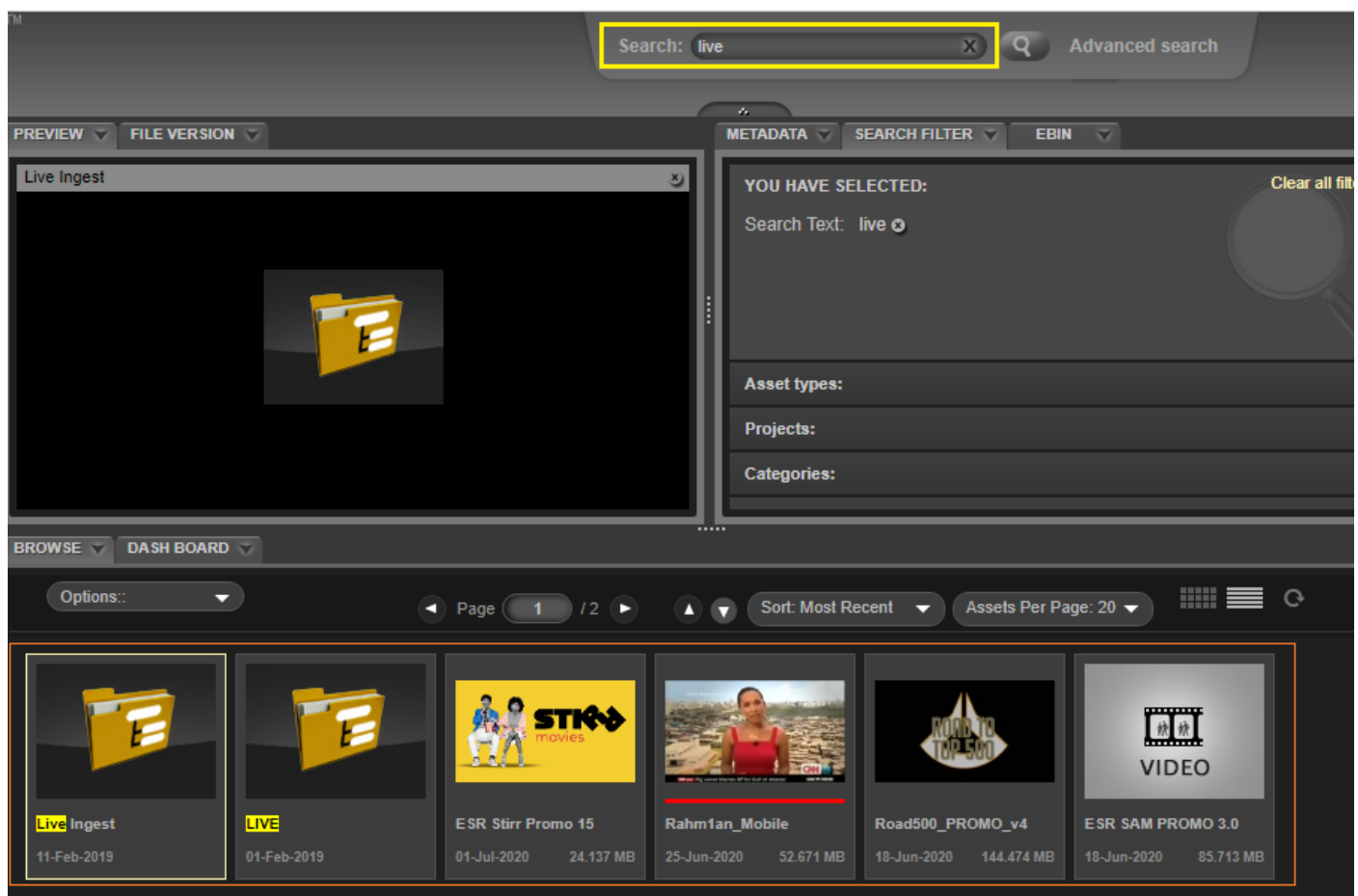
```

For basic search, the user can type a search word or a phrase in the basic search bar at the top of the screen and click . The searched word will be highlighted (*in yellow*) in the search results wherever that searched text is found including the widgets like Metadata, Markers, Subclips, Comments, Insights, Transcript etc. For e.g.: if the searched text is ESR, displayed search result

will highlight “ESR” word in sections of other widgets where all it is found. Click on the  icon in the basic search bar to clear the search results.



Note: If *Category* filter is selected under the *Browse* widget, searched result will also display the categories. This is applicable for both *Basic search* and *Advanced search* results.



4.2 Case Scenarios for Basic Search

Asset 1: **Title:** Child

Asset 2: **Title:** You may go

Asset 3: **Private Tag:** He went to church

Asset 4: **Public Tag:** She is gone

Asset 5: **Description:** Children are playing

Case 1

Basic Search word: **go**

Expansion Set: went, go, gone, goes

Search results → When Thesaurus enabled: Asset 2, Asset 3, Asset 4

→ When Thesaurus is disabled: Asset 2



In case 1, Asset 3 and Asset 4 are retrieved because thesaurus search is enabled, linking “go” with expansion set with words “went” and “gone”.

Case 2

Basic Search word: **child**

Expansion Set: children, child, kids

Search results → When Thesaurus enabled: Asset 1, Asset 5

→ When Thesaurus is disabled: Asset 1

Case 3

Basic Search word: **play**

Expansion set: play, playing , played

Search results → When Thesaurus enabled: Asset 5

→ When Thesaurus is disabled: Nil

5.0 Advanced Search Options

Advanced search option is used to narrow down the searches if there are many relevant assets. If the user knows exactly what and where to search for asset, this feature can quickly narrow results. Click on *Advanced Search* next to Basic search on top panel.



Figure 518- Advanced Search

Advanced Search window opens up.

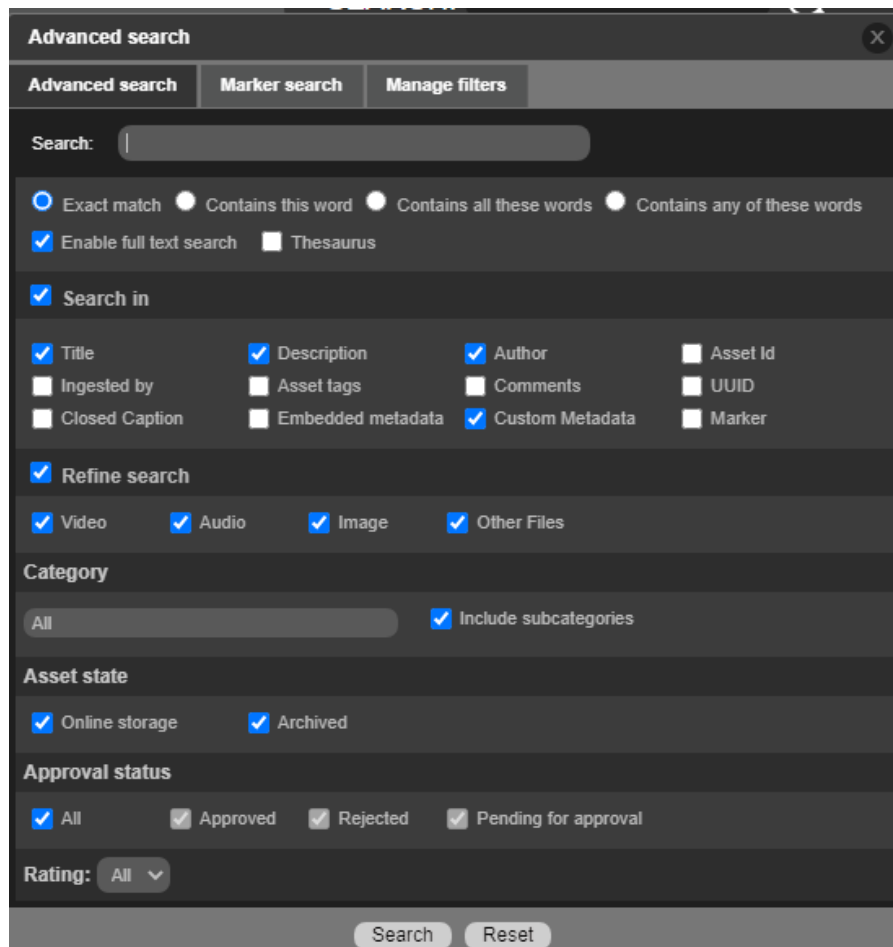

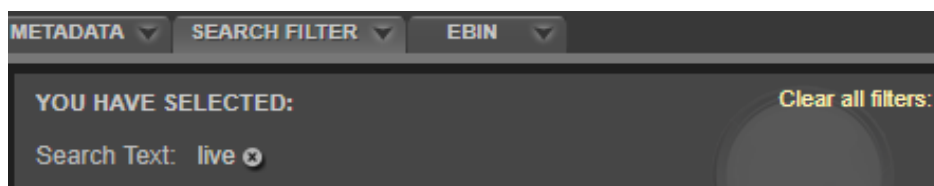


Figure 519- Advanced search window

As mentioned above for *Basic Search*, search results with highlighted searched text (*if found*) gets displayed in all the sections of the open widgets. To clear the search results, go to the search filter widget and click on  icon or on *Clear all filters*.



There are three tabs for advanced search options: Advanced Search (Section 5.1), marker search (Section 5.2) and manage saved filters/ Boolean conditional searches (Section 5.3).

5.1 Advanced Search

Under the advanced search tab, the user can enter a search term or phrase in the search text box. To narrow the search results further, the user can choose from several additional options, and then click the SEARCH button at the bottom to search or CLEAR button to deselect all the options. The search parameters can be saved using *Workspace* settings so next time you open Advanced search window; you can see the same search parameters.

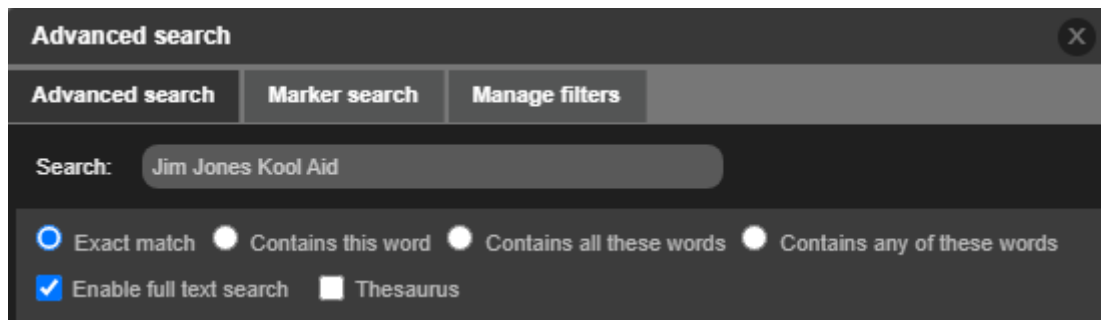


Figure 520- Advanced search options

The user can then choose any one of the four options: **Exact Match**, **Contains this word**, **Contains all these words**, **Contains any of these words**, **Enable Full Text search** and **Thesaurus**.

- If the '**Exact Match**' option is selected, then
 1. The order of search terms or phrases is important. For example, if the asset title is 'Film awards', searching for 'awards Film' will not return any asset.
 2. Space between search terms or phrases is important. For example, if the asset title is 'Filmawards', searching for 'Film awards' will not return any asset.
- If the '**Contains this word**' option is selected, then the user should enter only one search term in the search text box. If more words are entered, then a '**Multiple words are not allowed**' error message is displayed.
- If the '**Contains all these words**' option is selected, there must be more than one search term in the search text box. If not, then the '**Please Enter Multiple Words**' messages is displayed. eMAM search engine searches and returns the assets that contain all the words typed in the search text box, regardless of order.
- When the '**Contains any of these words**' option is selected for search, there must be more than one search term in the search box. If not, then the 'please enter multiple words' message is displayed. This search option returns all the assets that contain at least one of the the words entered in the search text box. For example, search for '**spring season**' returns assets with 'beauty of **spring**', '**season** of flowers', '**spring season**' always bring april shower' etc.
- **Enable Full Text Search**: Enabling full text search ignores any prepositions in the search word or phrase. Full text search is relevant only when the user selects '**Contains**

all these words' option to search an asset. If **Full Text** search is enabled, then noise words like 'it', 'in', 'of', 'to', etc. are ignored for searching assets.

- **Thesaurus:** If *Thesaurus* checkbox is enabled, all the words added in the expansion set (*Admin Tools>Thesaurus>Manage Thesaurus*) are also taken into consideration for the search operations. Refer section [Thesaurus](#). Note: *Thesaurus can be only enabled if full text search is enabled. Refer below KB articles for more details:*

- ✓ How to enable Thesaurus for basic search: <http://emamonline.smartertrack.com/kb/a289/how-to-use-thesaurus-basic-search-include-additional-column-fields-basic-search-purview.aspx>
- ✓ Types of searches: <http://emamonline.smartertrack.com/kb/a324/types-of-searches-and-their-behaviors.aspx>

The following examples explain 'Enable Full Text' option in detail:

Asset 1-Description- Nature is simply beautiful.

Asset 2- Description- Life is beautiful.

Asset 3- Description- Flowers.

Expansion Set: Life, beautiful, flowers

Advanced Search phrase- 'Nature is simply beautiful'

Case 1

Advanced Search with full text & thesaurus enabled:

Exact match	: Asset 1, Asset 2 & Asset 3 are returned as search result
Contains all these words	: Asset 1 is returned as a search result
Contains any of these words	: Asset 1 & Asset 2 are returned as search result

Case 1.2

Advanced Search with full text enabled & thesaurus disabled:

Exact match	: Asset 1 is returned as search result
Contains all these words	: Asset 1 is returned as a search result
Contains any of these words	: Asset 1 & Asset 2 are returned as search result

Case 2:

Advance search with full text disabled:

Exact match	: Asset 1 is returned as a search result
Contains all these words	: Asset 1 is returned as a search result*
Contains any of these words	: Asset 1 & 2 are returned as search result

Conclusion: For the search engine to identify noise words like 'is', 'it', 'to', 'of', 'in' etc., when 'Contains all these words' option is selected, it is essential to disable *full text search*.

Search In

The search engine automatically looks in all the fields for the search word or phrase, unless the user specifies particular fields for searching. *Search In* checkbox can be used to select/deselect all options under it at one click. ‘Search in’ fields are as follows:

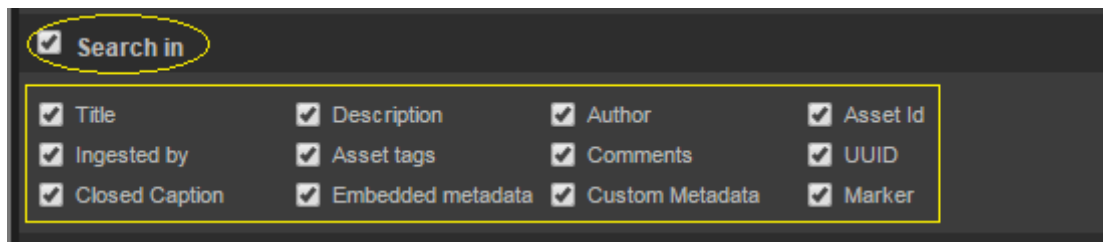


Figure 521- Search In options

- **Title**- Name of the Asset.
- **Description**- Description given to the asset while uploading.
- **Author** -email id of the user who ingested the asset is the default value, but this field can be edited.
- **Ingested By** - Name of the user who ingested the asset.
- **Asset tags** - Tags are keywords given to assets by a user. There are public tags as well as private tags.
- **Comments** - Comments given to asset by different users.
- **Closed Caption**- Text version of the spoken part of a video file.
- **Embedded metadata** - Metadata stored and maintained within the asset. It cannot be edited.
- **Custom metadata**- Metadata defined by users for an asset. It can be edited.
- **Asset id** - Each Asset ingested into eMAM system is numbered stating from 1.
- **UUID**- A unique ID associated with asset. It is an alpha numeric string. If an asset has three versions, the UUID for each version will be different.
- **Markers**: Markers of the assets.

Refine Search

To refine search criteria, the user can narrow down search criteria based on asset types. In the ‘Refine Search’ window, select asset type(s) in which search needs to be performed - video, audio, image, and other types of assets (e.g., pdf documents, PowerPoint slides, etc.). Refine Search checkbox can be used to select/deselect all below options at one click.

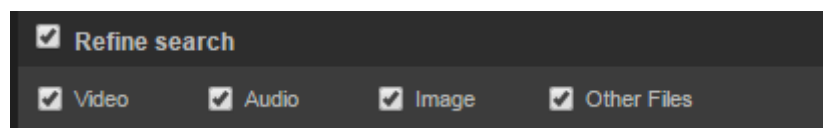


Figure 522- Refine search by asset type

Category

Advanced search can be done for any asset type belonging to any category. Search for an asset can be narrowed down to search in *All* categories or in specified categories only. This option helps

to search for assets in only a particular category, chosen from the drop-down list menu. To search assets in subcategories, the user can select '**Include subcategories**' option.

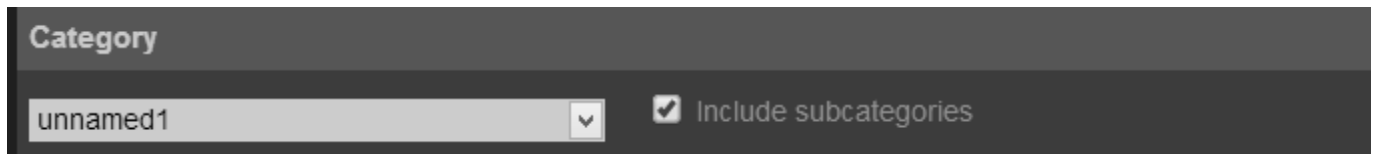


Figure 523- Search in category/ subcategory

Asset State and Approval Status

The user can narrow searches based on asset state and approval statuses.

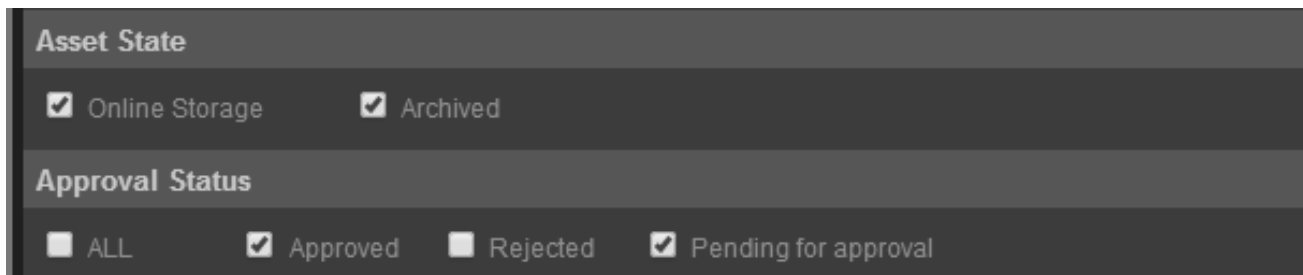


Figure 524- Search based on asset state and approval status

- **Online storage**- Search assets in the current active online storage.
- **Archived** - Assets that have been moved from the online storage to a far storage are considered archived assets. User can perform all the search operations on archived assets.
- **Approved**- Assets approved by internal or external users.
- **Rejected**- Assets rejected by internal or external users.
- **Pending for approval**- Active assets that have been sent for approval to an internal user but have not been approved or rejected yet.
- **All**: search for all assets states.

Rating

Search assets based on the rating (1 to 5) given to the assets.

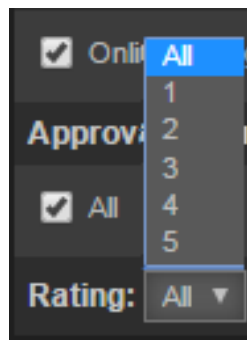


Figure 525- Search rating

5.2 Marker Search

The marker search feature allows the user to search for a location within a video that matches with the specified search criteria, based on marker name or description. The user types the search word or phrase in the search text box and chooses any one of the three options as appropriate: 'Exact Match', 'Contains any of these words' and 'Contains all of these words' as described in 5.1 Advanced Search Option above. The '**Enable Full-text Search**' option allows fast and flexible indexing for keyword-based search of text data. The user can also specify whether to search in marker name, marker description, or both by enabling *Search In* checkbox.

The SEARCH button will return assets with the appropriate markers. CANCEL will clear the selected options. Depending upon your choice, eMAM will search the keyword in Marker name or Marker description and display the results.

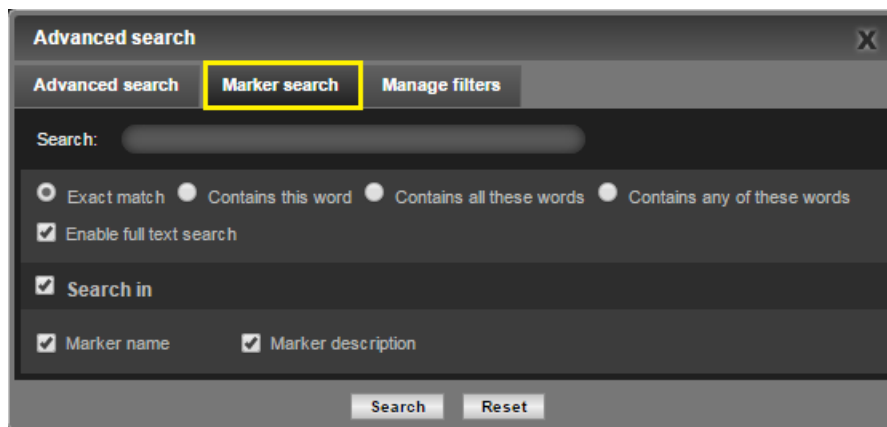


Figure 526- Marker search

e.g.: If you search for marker 'ocean' under Marker Search tab, assets with marker named 'ocean' is displayed in the Browse widget and *Marker Description* along with Marker name, Duration and time codes are displayed under *Searched Markers* tab in the Marker widget.

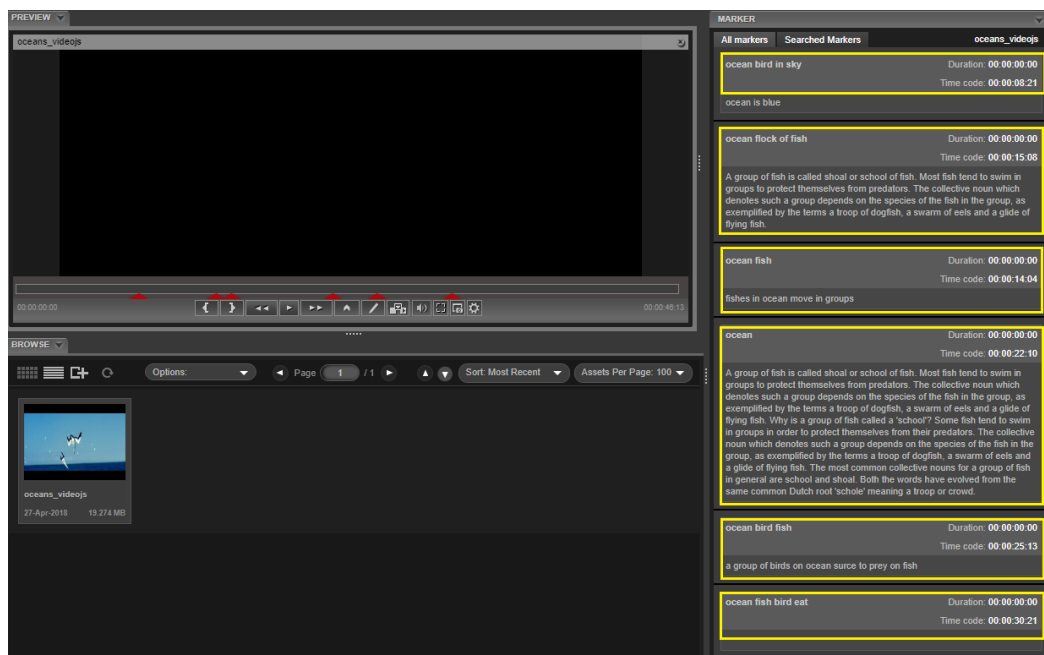


Figure 527: Marker search results for marker 'Ocean'.

5.3 Manage Filters

Search filters are specific conditions. By adding a series of filters, users can quickly narrow a search. For example, searching in a news catalog for “Bush” will yield numerous results, while a search for “Title contains Bush” AND “category=speech” and “tag=axis of evil” will quickly yield appropriate results. Note: Unit admins can create both ‘Public’ & ‘Private’ search filters however Unit users can only create ‘Public’ saved filters.

Search field	Condition	Value	Operator	
Title	Contains	jones	AND	X
Author	Contains	jim	AND	X
Description	Contains	kool aid	Select	X

Figure 528- Manage filters - create/edit/execute search

The user can enter the search word or phrase in the Search box. Under ADD FILTER, the user can make a new general filter by choosing *Add Filter* from the pulldown menu and naming the filter. The user can choose to search with ‘Equals’, or search with ‘Contains’.

For the regular users, public search filters will display SAVE AS option too (as shown below).

Search field	Condition	Value	Operator	
Title	Contains		AND	X
Description	Equals		Select	X

Figure 529- Manage Filters- Save As option for regular users

Search field: The user can then specify the search field from a pulldown list: File properties (title, author, description, tags, comments, file name, extensions, closed captions, asset id, UUID, exists in storage, exists in cloud storage, exists in archive storage, exists in source storage, tape barcode, ingested on, subclips, marker name, marker description, approval status), project, category, asset metadata set, saved filters, custom metadata, embedded metadata etc. A search

may have a series of search fields if needed. More fields can be added. They can be removed by the “X” on the right-hand side.

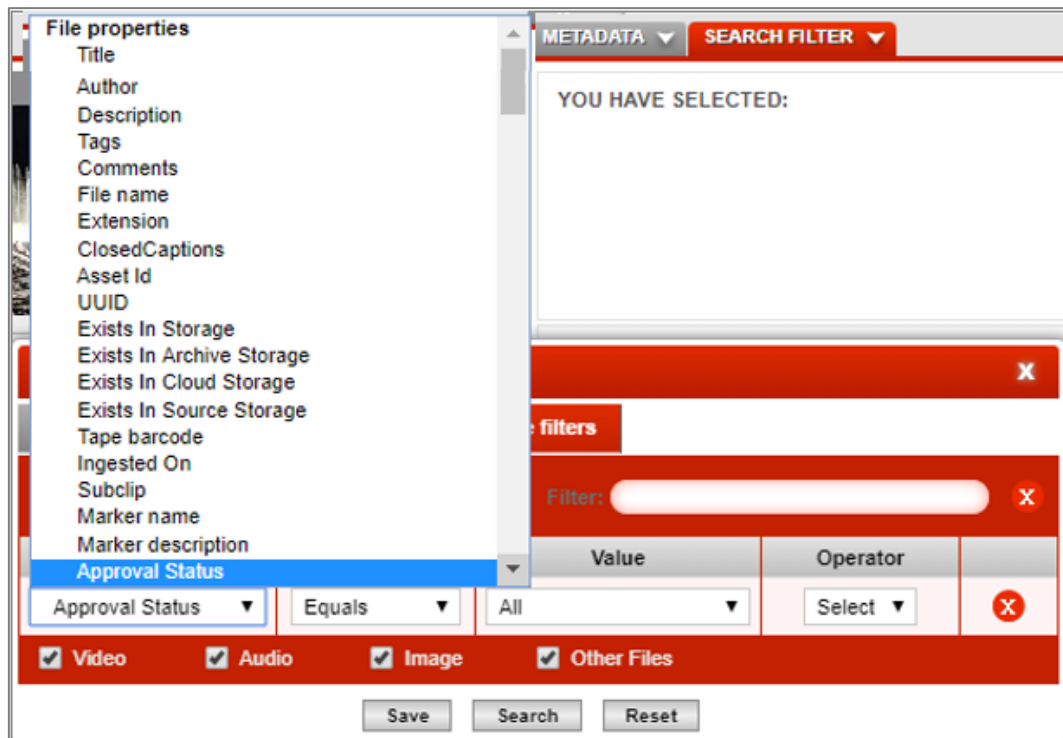


Figure 530- Search field parameters

Condition: the user can choose from the pulldown list of available conditions: ‘Equals’, ‘Contains’.

Value: The value for the filter is entered. (e.g., axis of evil). Depending upon the search field selected, value field may display different variables.

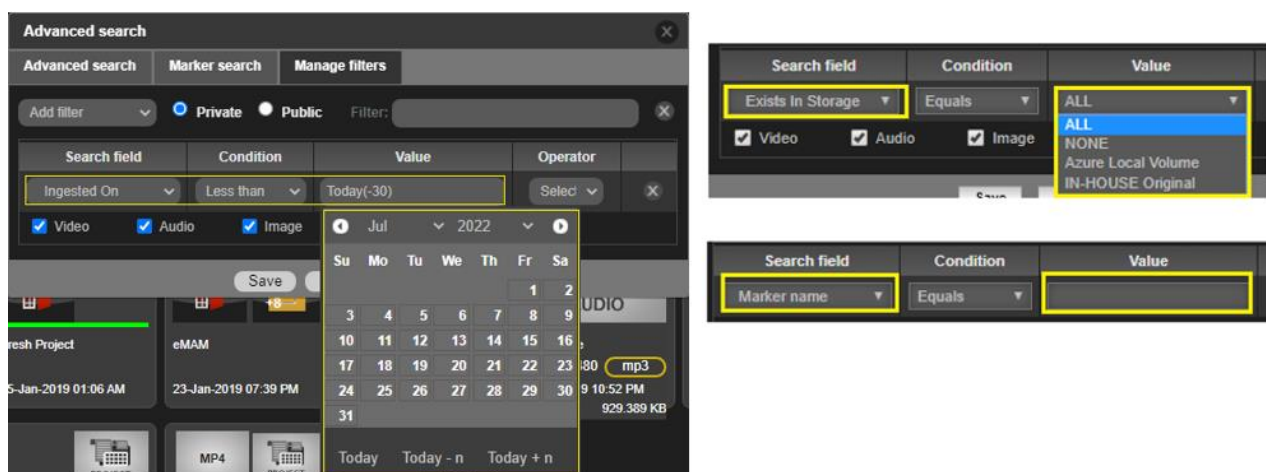


Figure 531- Value field variables differ based on the search field variable selected

“Today + n” and “Today - n” in the date pickers allows users to search for assets by adding or subtracting ‘n’ no. of days from the current date. You can edit the number of days to be added or reduced and click search to get the results.

Operator: To add another condition field, the user chooses a logical operator ‘AND’ or ‘OR’.

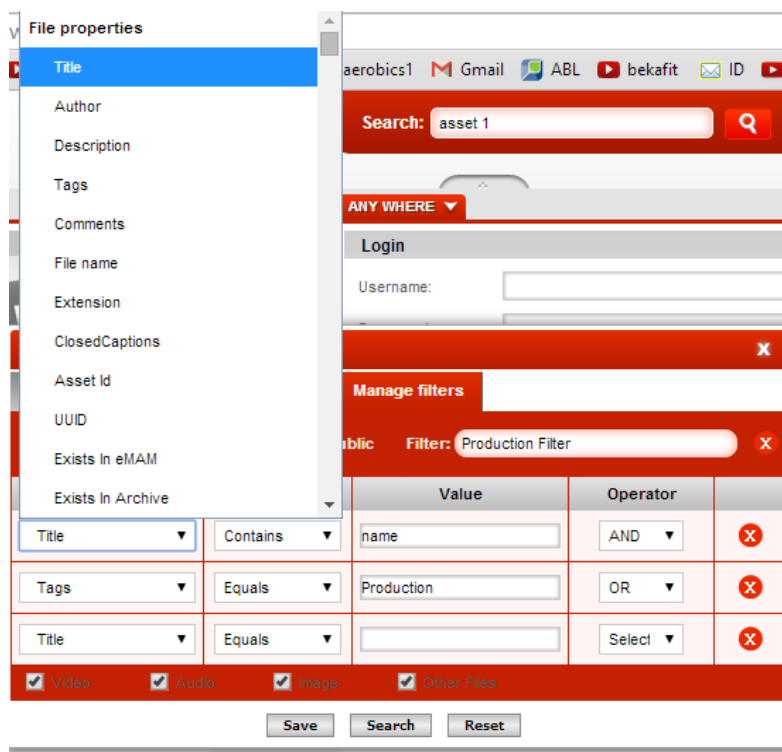


Figure 532- Conditional searching the metadata fields (embedded and custom)

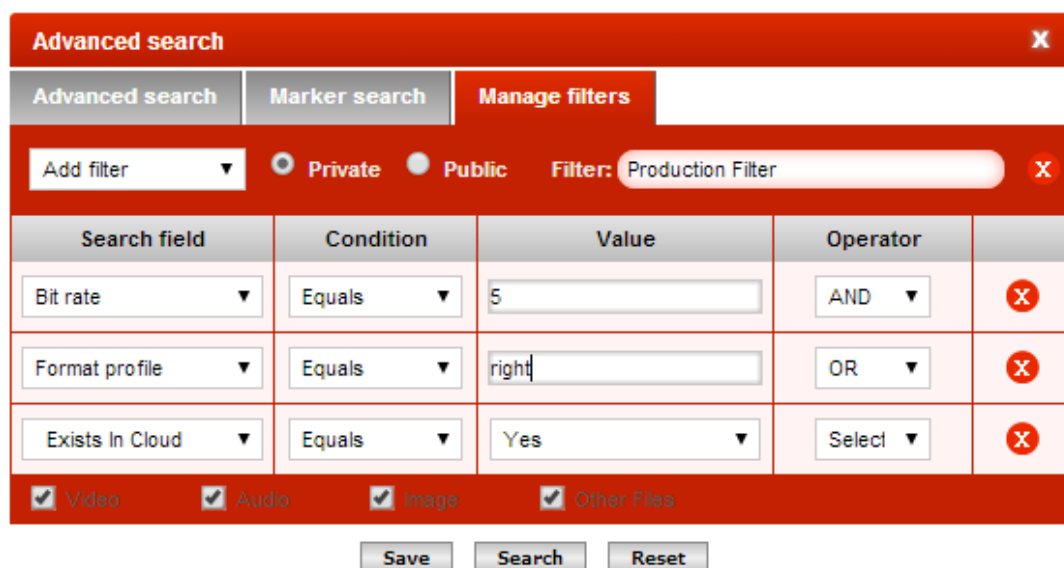


Figure 533- Managing saved filters - create and edit.

Once the advanced search criteria have been defined, you can click on any of the buttons at the bottom:

- **SAVE** to save the search criteria: Name your filter, select *Public* or *Private* and click on *Save* button to save your search criteria. These Saved filters will be displayed under *Add Filter* drop-down and under *Search Filter* widget (Saved Filters) which can be re-run for future use. Admin users have option to delete search filters created by other users.

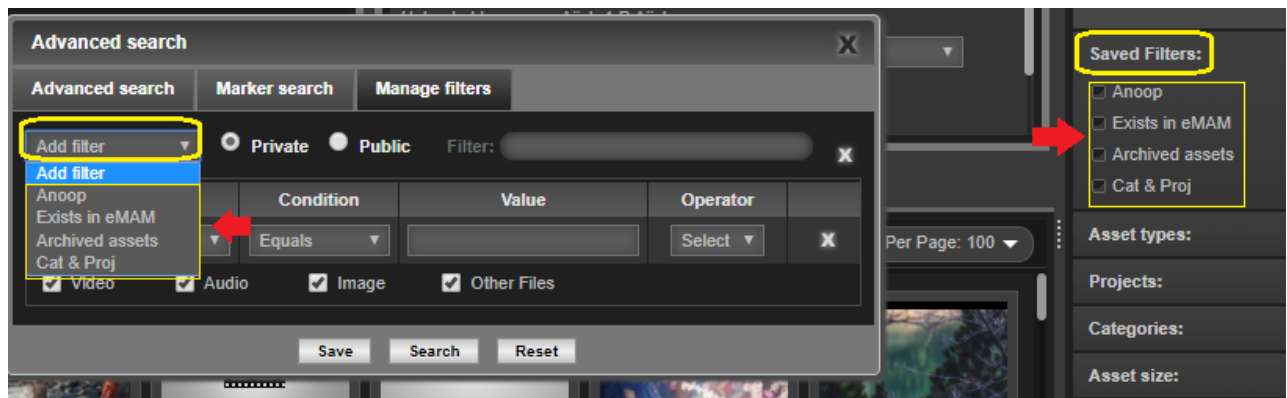


Figure 534- Saved filters displayed under Manage filter and Search Filter widget

- SAVE As: Unit Admins will have both Save and Save as option to save the public search filter results.

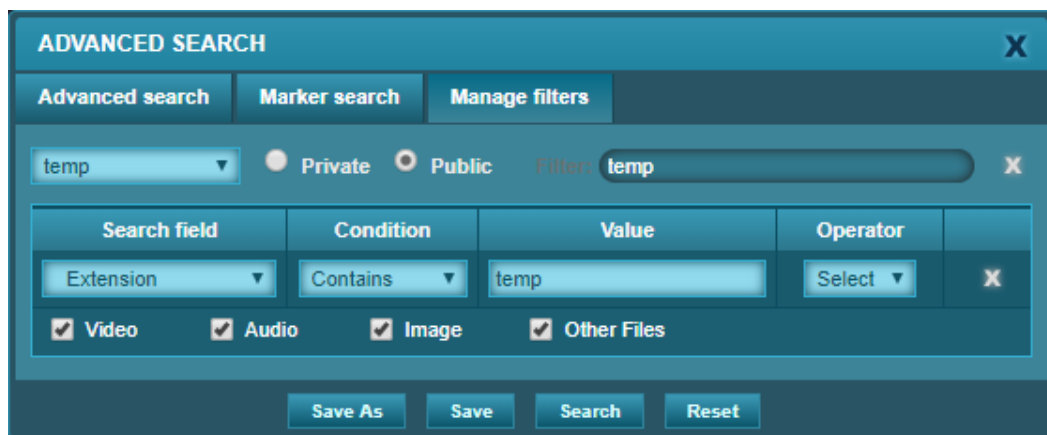


Figure 535- Unit Admin with both 'Save' and 'Save As' option for Public search filters.

However, Unit Users will also have option to edit the Public search filters and save the search using "Save As" button.

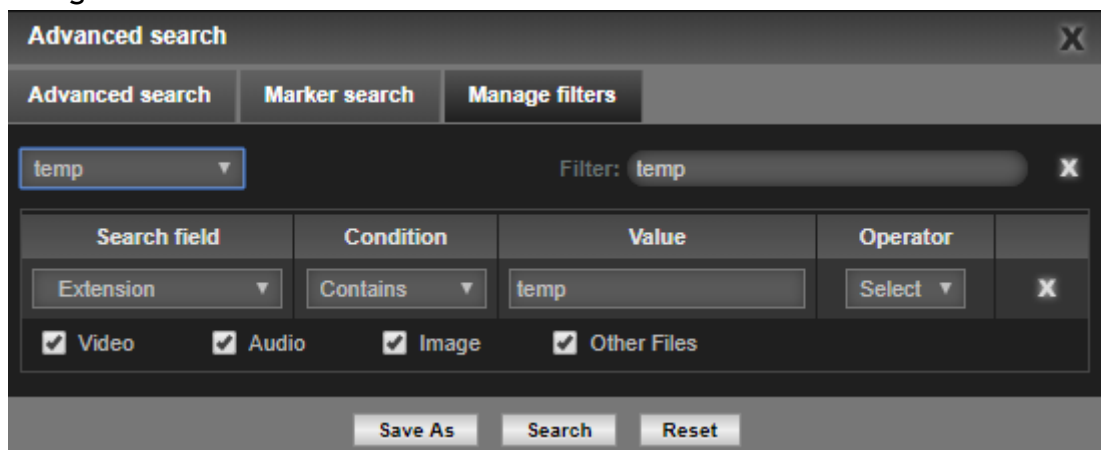


Figure 536- Unit User with 'Save As' option to modify and save Public search filters

- SEARCH to search based on the given criteria. Results gets displayed in the Browse widget.
Note: Search results include assets from subcategories as well.
- RESET to reset the defined variables.

6.0 DeskLink app

DeskLink is a cross platform desktop application with download and browse options. This new DeskLink app is built on Node.js technology and loads inside the nw.js runtime environment (<https://nwjs.io/>) which gets automatically downloaded and installed in your computer.

DeskLink paves a new way to interact with eMAM which helps users to browse projects/categories and assets without any browser support. It can act as a download manager and as a desktop asset browser too. Using this mini eMAM app, you can download assets from project/category/eBIN and also view various asset options, apply search filters, apply paging, view assets in a thumbnail or list view etc. DeskLink can be used for dynamic downloads with dashboard option where you can see the progress and status of all downloads made by you.

Note: Upload tab: *The upload feature has been moved to the eFeeder application. Please go to My Account section in eMAM Director, download eFeeder under the Apps option and Register!*

6.1 DeskLink app as a Download manager

DeskLink can act as a download manager to download projects, categories and assets in the eBIN using Download option.

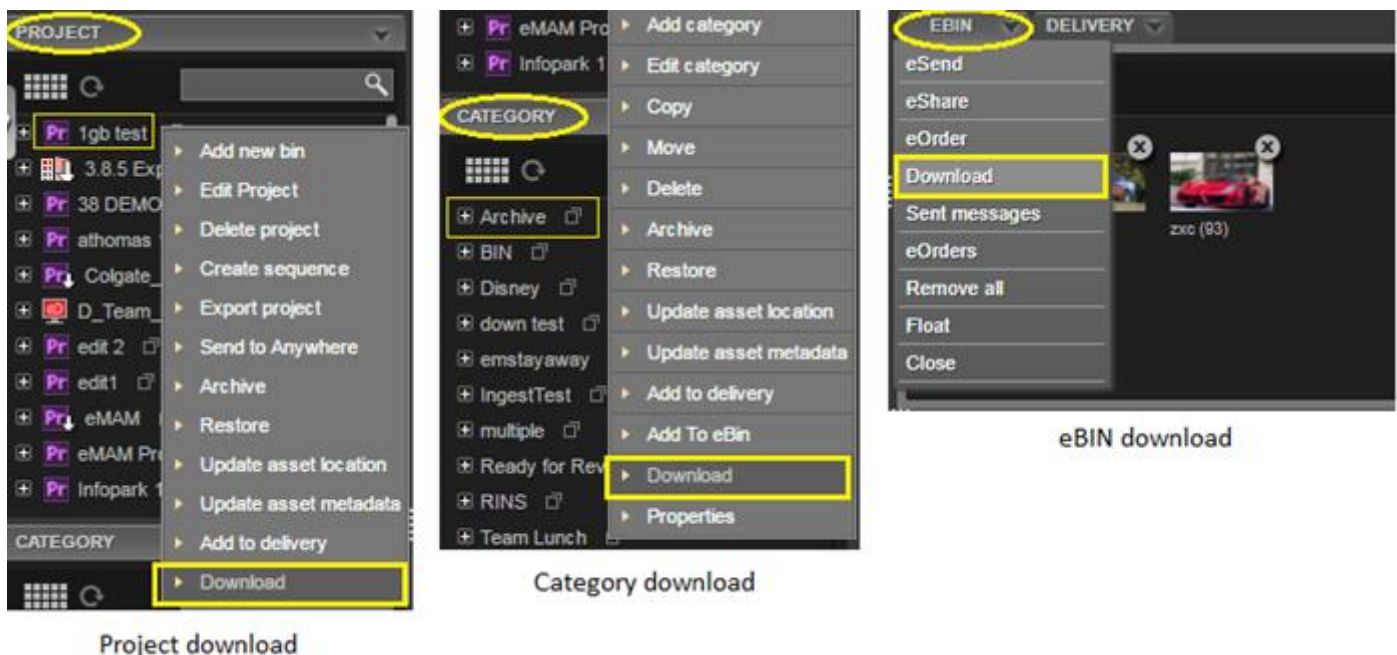


Figure 537- Download from Project, Category and eBIN

The DeskLink app download page (automatically closes after 20 secs) open up. Download DeskLink app on your machine from this page if not downloaded yet.

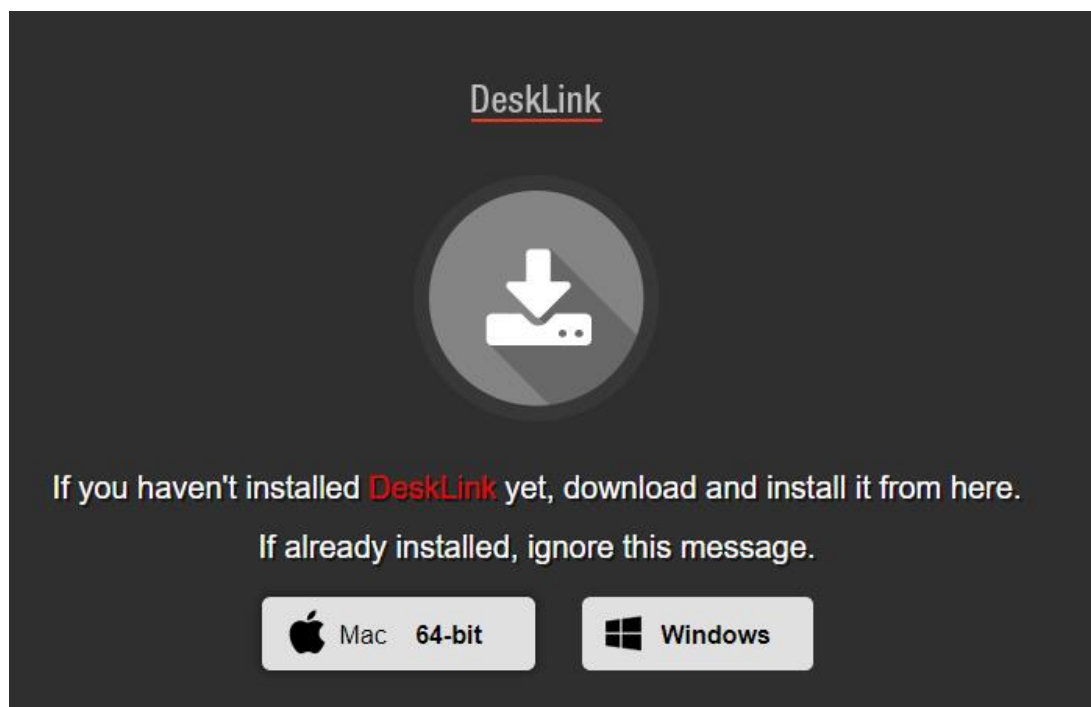


Figure 538-eMAM DeskLink app download page

If already downloaded, after a while DeskLink window opens up for download. Under Home tab, click on the Browse button and choose the destination path for download. Then click on the Download button.

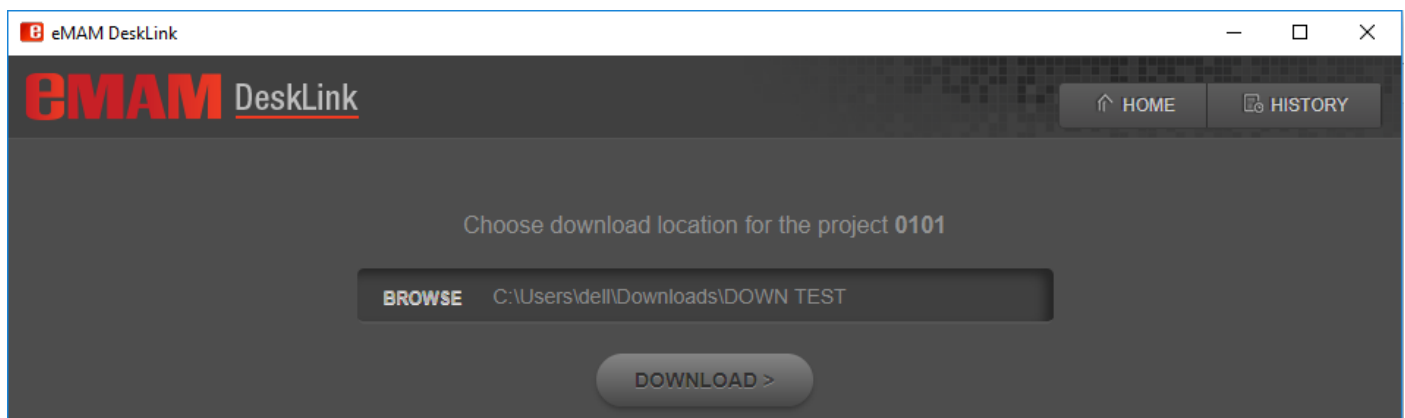


Figure 539- DeskLink download page

Download process gets initiated and all the assets under the chosen Project/Category starts to get downloaded to the specified location. This download dashboard displays details of assets getting downloaded, asset size, and the download progress bar in percentage.

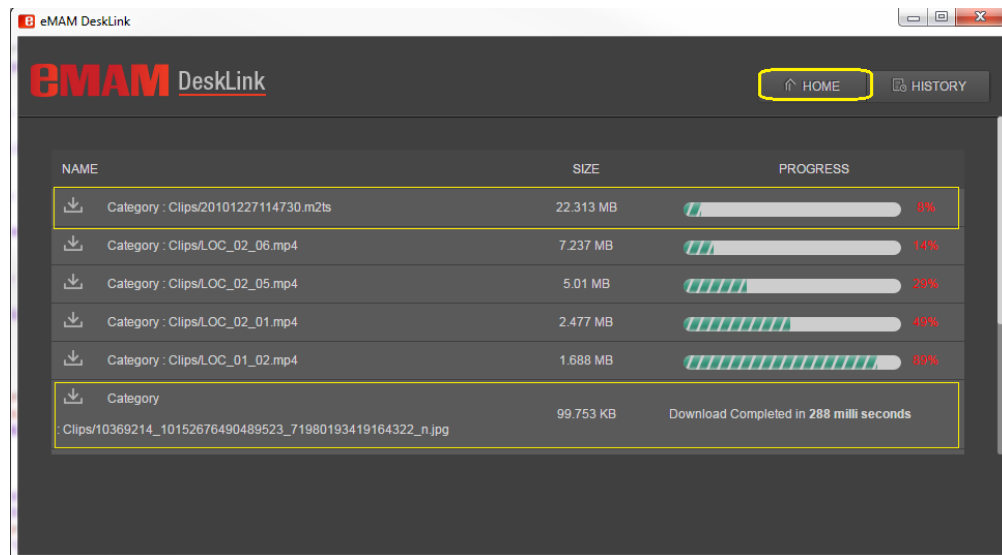


Figure 540- DeskLink: Download in Progress

For each downloaded asset, a download complete message is displayed with the time taken to download.

Category : Clips/124302_pc.jpg	70.833 KB	Download Completed in 229 milli seconds
Category : Clips/237070.jpg	63.509 KB	Download Completed in 219 milli seconds
Category : Clips/IMG_7310.JPG	6.617 MB	Download Completed in 13.577 seconds

Figure 541: Download Manager- Download complete message

History tab: The history tab displays the details of all the assets downloaded by the user. Details include source project/category, details of asset downloaded, destination download location, date and time of download and option to remove using icon. The download history of the assets will also be available under the History widget of the Director Interface.

Note: *Un-installation of the DeskLink app may lose all the details from the DeskLink history tab locally but all details will be available in the History widget of Director Interface.*

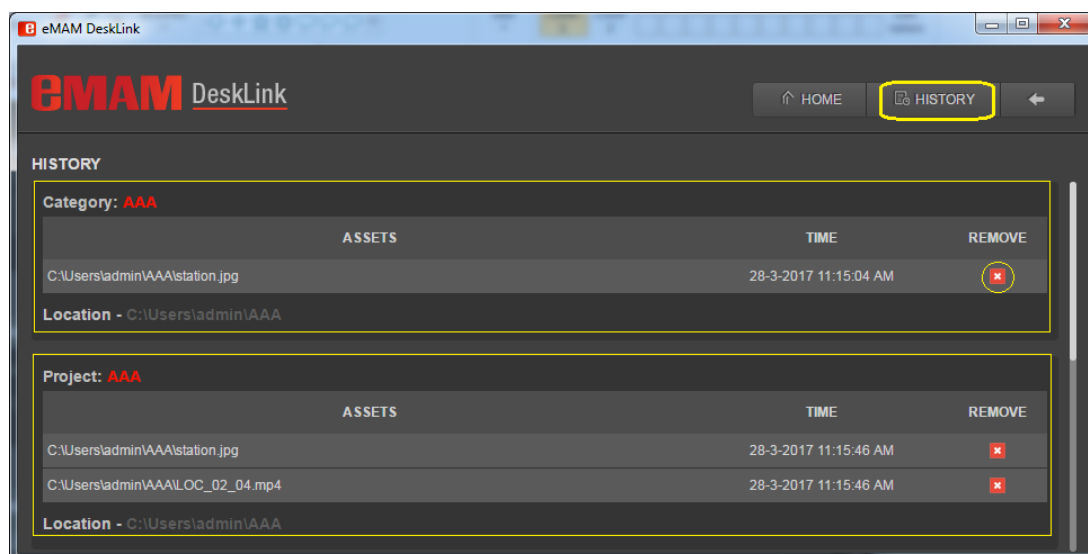


Figure 542- DeskLink: History tab

6.2 DeskLink app as a desktop browser

The *DeskLink* app can also be used as a browsing desktop app to browse projects, categories, assets. Launch the DeskLink app that is already installed on your machine. The *DeskLink* window opens up displaying list of assets under Projects, Categories and Assets tab. The *DeskLink* home page view is quite similar to eMAM panel home page. In this page, you can perform various functions like Search, Download, Archive and Restore etc. For more details on *DeskLink*, please refer [DeskLink User Guide doc](#).

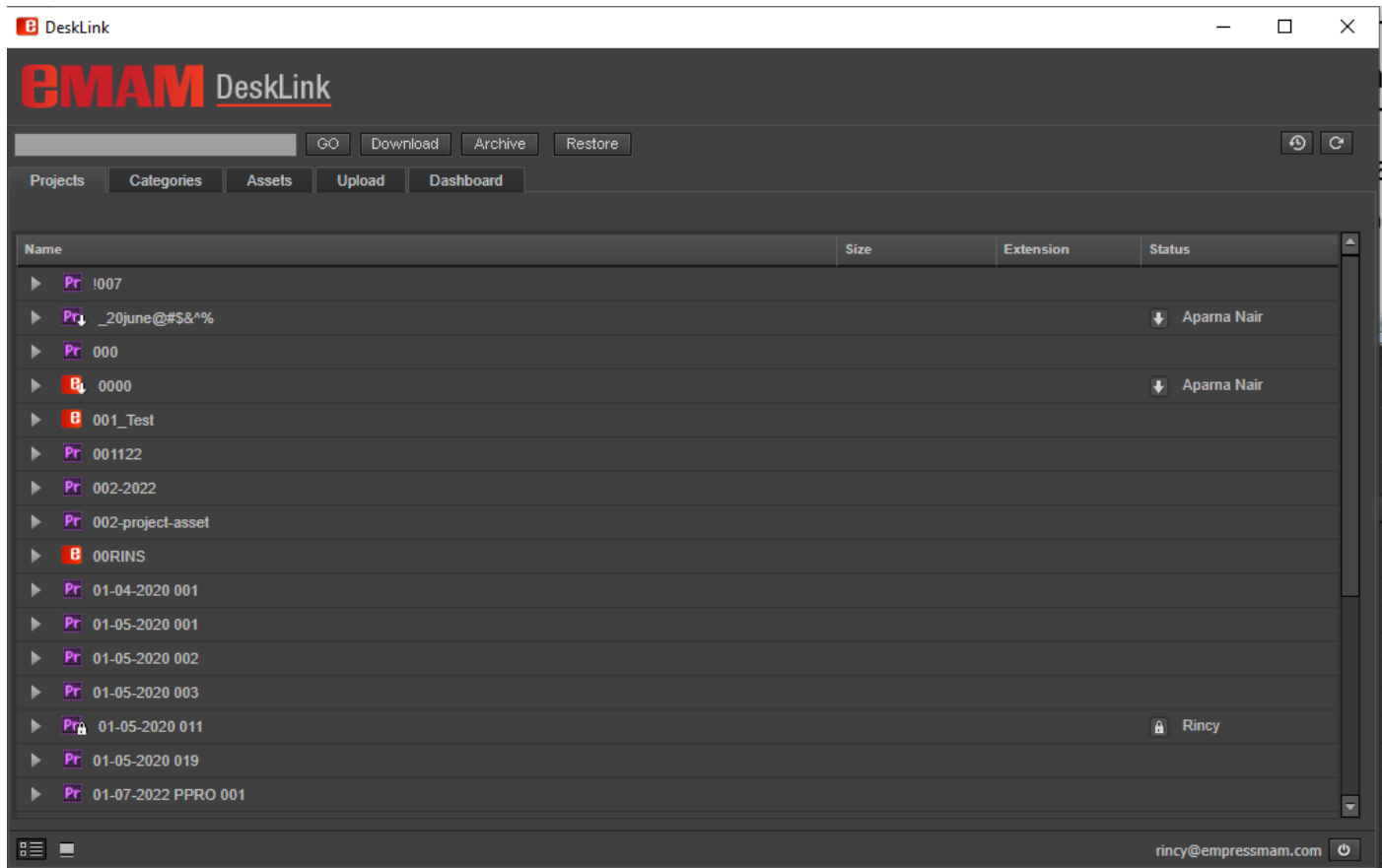


Figure 543- DeskLink- desktop browser

7.0 Appendices

Appendix 1 Examples of Advanced Search

Following cases describe various scenarios of **Advanced Search** options. Considering there are 20 assets in the system, each case describes a search word, or a phrase entered in the search text box, and the assets returned based on the option chosen by the user (*Exact Match*, *Contains this word*, *Contains all of these words*, *Contains any of these words*). These test cases are produced with 'Full text' search enabled.

Asset 1: Title: Caribbean Sunset

Asset 2: Title: Sun rises in the east

Asset 3: Description: Folk arts in Canada

Asset 4: Description: International folkloric festival

Asset 5: Description: Winter in Canada

Asset 6: Description: spring season always bring april shower

Asset 7: Author: Christopher Plummer

Asset 8: Author: Christina Taylor

Asset 9: Custom Metadata: Canada

Asset 10: Custom Metadata: Music, Title: world

Asset 11: Private Tag: Winter

Asset 12: Public Tag: Season of flowers

Asset 13: Public Tag: beauty of spring

Asset 14: Public Tag: springseason

Asset 15: Public Tag: festival de cans

Asset 16: Comments: camerashop

Asset 17: Comments: shopcamera

Asset 18: Comments: Sunset

Asset 19: Embedded Metadata:4649 bytes

Asset 20: Description: Sun sets in the west and sun rises in the east

Case 1

Search Term- Sun

Search Option	Search Result
Exact Match	Asset 2, Asset 20
Contains this word	Asset 1, Asset 2, Asset 18, Asset 20
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.

Case 2

Search phrase- Sun in the east

Search Option	Search Result
Exact Match	No result
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box.
Contains all these words	No Result Reason: Search was done with full text enabled. If the search was done with full text disabled, Asset 2 and asset 20 would have been returned.
Contains any of these words	Asset 2, Asset 20

Case 3

Search Term- Sun*

Search Option	Search Result
Exact Match	Asset 2, Asset 18, Asset 20
Contains this word	Asset 1, Asset 2, Asset 18, Asset 20.

	Reason: Asset 1 is returned because there is 'sun' in 'Caribbean ^{sun} set'
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.

Case 4

Search Term- *Sun

Search Option	Search Result
Exact Match	No result
Contains this word	Asset 1, Asset 2, Asset 18, Asset 20.
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.

Case 5

Search phrase- Caribbean Sunset

Search Option	Search Result
Exact Match	Asset 1
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option
Contains all these words	Asset 1
Contains any of these words	Asset 1, Asset 18

Case 6Search Term- **Christ**

Search Option	Search Result
Exact Match	No result
Contains this word	Asset 7, Asset 8
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.

Case 7Search Term- **Christ***

Search Option	Search Result
Exact Match	Asset 7, Asset 8 Reason: Search word 'Christ' exists in 'Christopher Plummer' and 'Christina Taylor'
Contains this word	Asset 7, Asset 8
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option

Case 8Search Term- ***Christ**

Search Option	Search Result
Exact Match	No Result
Contains this word	Asset 7, Asset 8
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option

Case 9Search Phrase- **4649 bytes**

Search Option	Search Result
Exact Match	Asset 19
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option.
Contains all these words	Asset 19
Contains any of these words	Asset 19

Case 10**Search Term - Camera**

Search Option	Search Result
Exact Match	No result
Contains this word	Asset 17, Asset16 Reason: Assets 16 and 17 are returned as search results because the search word 'camera' is there in 'camerashop' and 'shopcamera'
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.

Case 11**Search Term-Camera***

Search Option	Search Result
Exact Match	Asset 16
Contains this word	Asset 16, Asset 17 Reason: Assets 16 and 17 are returned as search results because the search word 'camera' is there in 'camerashop' and 'shopcamera'
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option
Contains any of these words	Not a valid search Reason: user needs to enter multiple words to do search using this option

Case 12

Search Term - *Camera

Search Option	Search Result
Exact Match	Asset 17
Contains this word	Asset 16, Asset 17 Reason: Assets 16 and 17 are returned as search results because the search word 'camera' is there in 'camerashop' and 'shopcamera'
Contains all these words	Not a valid search Reason: user needs to enter multiple words to search assets using this option
Contains any of these words	Not a valid search Reason: user needs to enter multiple words to search assets using this option

Case 13

Search Phrase- Season of Flowers

Search Option	Search Result
Exact Match	Asset 12
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option
Contains all these words	No result Reason: Asset 12 would have been returned if 'Enable full text' option was unchecked.
Contains any of these words	Asset 6, Asset 12, Asset 14

Case 14**Search Phrase - Music World**

Search Option	Search Result
Exact Match	No result
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option
Contains all these words	Asset 10 Reason: When 'Contains all these words' option is selected for search, search terms typed in the search text box need not belong to one particular metadata field. Asset 10 is retrieved because one of the search terms (music) is in custom metadata field while the other term (world) is in the title field.
Contains any of these words	Asset 10

Case 15**Search Phrase - Arts in Canada**

Search Option	Search Result
Exact Match	Asset 3 Reason: Asset 3 description contains 'Folkarts in Canada'
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option
Contains all these words	No Result Reason: Asset 3 would have been returned as search result if 'enable full text' option was unchecked.
Contains any of these words	Asset 3, Asset 5 and Asset 9

Case 16

Search Phrase - Spring April shower

Search Option	Search Result
Exact Match	No Result
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option
Contains all these words	Asset 6
Contains any of these words	Asset 6, Asset 13, Asset 14

Case 17

Search Phrase- Sun rises in the East

Search Option	Search Result
Exact Match	Asset 2, Asset 20 Reason: Asset 20 is returned because exact match was found within the long description of asset 20. (Asset 20: Description: Sun sets in the west and sun rises in the east)
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option.
Contains all these words	No result Reason: No result because search was done with full text enabled. If full text search was disabled, Asset 2 and Asset 20 would have been returned as a search results.
Contains any of these words	Asset 2, Asset 20

Appendix 2 eMAM Sharing Functionalities

		<i>eMAM Sharing Functionalities</i>				
	eBIN	Order	eShare	Get Embed	Share	Approval
<i>Use Case</i>	Marketing, Sharing projects	Offline fulfillment: Send Me a Disc, etc.	Marketing or Sharing with authentication	Put video with player into a website	Share a link with somebody	Send one video for approval and comments
<i>Director or Client Interface?</i>	Both	Both	Director	Both	Both	Both
<i>Which director widget?</i>	eBIN	eBIN	eBIN	Embed	Embed	Approval
<i>Sends links to which media?</i>	Any quantity of mixed media	Info only	Any quantity of mixed media	Links to one video	Links to one video	Links to one video
<i>Sending to whom?</i>	Individual emails or email list	Internal staff	Individuals or a group	Put into a website	Individuals or a group	One or more emails
<i>Authenticate recipient?</i>	No	No	Yes	No	No	Yes
<i>Delivery method</i>	Email	Email	Email, Twitter, LinkedIn Facebook	Web portal embed	Email, Twitter, LinkedIn, Facebook	Email
<i>Customize when sending?</i>	Yes. Choose from preset themes and logos or make as needed	No	No	Yes. Skins and player settings	Yes. Skins and player settings	No
<i>Player</i>	Mixed media player	No	Mixed media player	Video player for external website	Video player	Video player
<i>Recipient can do what?</i>	View, Comment on message, Download, Forward	Get info to fulfill order	View, Comment on asset, Like, Rate, Download	N/A	Play video	Comment, Preview, Approve or Disapprove
<i>Security Settings</i>	Expire Date, Restrictions on forward and download	N/A	Authenticate user, restrict download, expire date, # of accesses	None	None	expire date, sends login, link dead after approval

Appendix 3 Instant Asset Workflow

Assets ingested to eMAM using “Instant asset” ingest profiles will be available in the *Browse* widget (*without proxy*) as soon you hit *Upload* button which can be downloaded, delivered and imported to Premiere and After Effects panels for editing. For instant assets, proxies are not generated on ingest. Instead, they can be created with custom workflows like create proxy workflows.

The instant asset workflow includes:

1. The asset is ingested to eMAM via eFeeder, Web Uploader/ panels using Instant ingest profile.

2. The moment “*Upload*” button is clicked, a placeholder gets created in the *Browse* widget for the asset which will have associated custom metadata tags.

3. Based on the storage location of the ingested asset, following happens:
 - a. Local assets are uploaded to the eMAM original folder.
 - b. Cloud enabled assets are uploaded to S3 buckets.
4. As soon as the upload is complete, “Added status” is displayed in the dashboard widget.

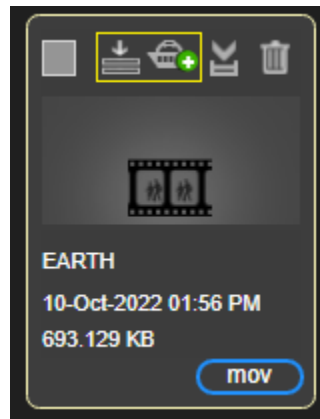
INGEST DASH BOARD BROWSE						
Ingest Delivery Archive Cloud Purge Workflow						
Page 1 of 1		Select all Resubmit Delete				
File name	Start time	End time	Status	Description	User	Storage Profile
EARTH.mov	11-Oct-2021 09:54 PM		Processing	Extracting Metadata	Ajish Prabhakar	Instant Asset Storage (s3)
emam_test79_obama-14.mp4	05-Oct-2021 08:19 PM	05-Oct-2021 08:22 PM	Error	Error code 10005: Unspecified error,Processing failed	Ajish Prabhakar	Instant Asset Storage (s3)

5. Instantly, the original media gets added to the placeholder in the *Browse* widget. The asset thumbnail shows asset status such as *Uploading*, *Processing* etc. Under the *Metadata* widget, no embedded metadata is displayed now as embedded metadata is extracted in the next stage.

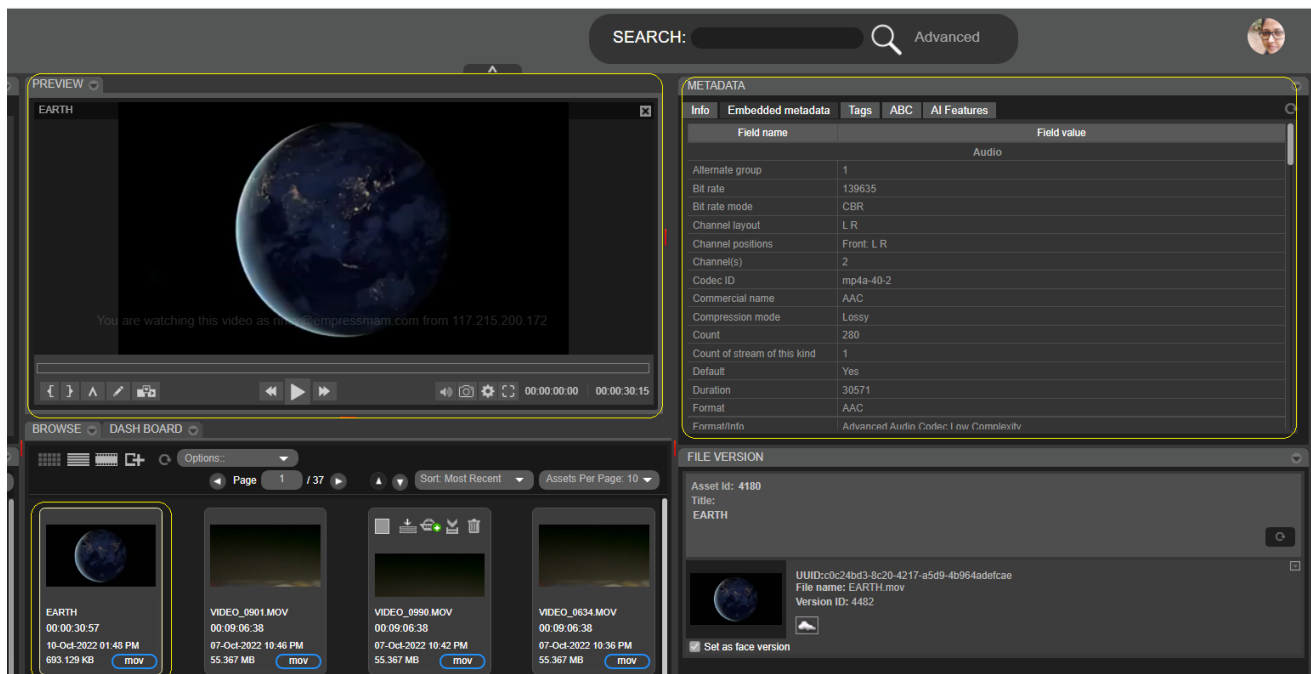
The screenshot displays the eMAM Director interface with the following components:

- PREVIEW:** A video player showing a dark frame with the text "EARTH". Below the player, it says "You are watching this video as nincy@empressmam.com from 117.215.200.172".
- METADATA:** A panel with tabs for Info, Embedded metadata, Tags, ABC, and AI Features. The "Embedded metadata" tab is active, showing a table with "Field name" and "Field value" headers. The table is empty, and a message "No Embedded metadata" is displayed in the center.
- FILE VERSION:** A panel showing details for Asset ID: 4180, Title: EARTH. It includes a video thumbnail and the following information:
 - UUID: c0c24bd3-8c20-4217-a5d9-4b964adefcae
 - File name: EARTH.mov
 - Version ID: 4482
 - A checkbox labeled "Set as face version" is checked.
- BROWSE:** A grid of asset thumbnails. The first thumbnail, labeled "EARTH", shows a "Processing" status. Other thumbnails are labeled "VIDEO_0901.MOV", "VIDEO_0990.MOV", and "VIDEO_0634.MOV", each with a "mov" button.

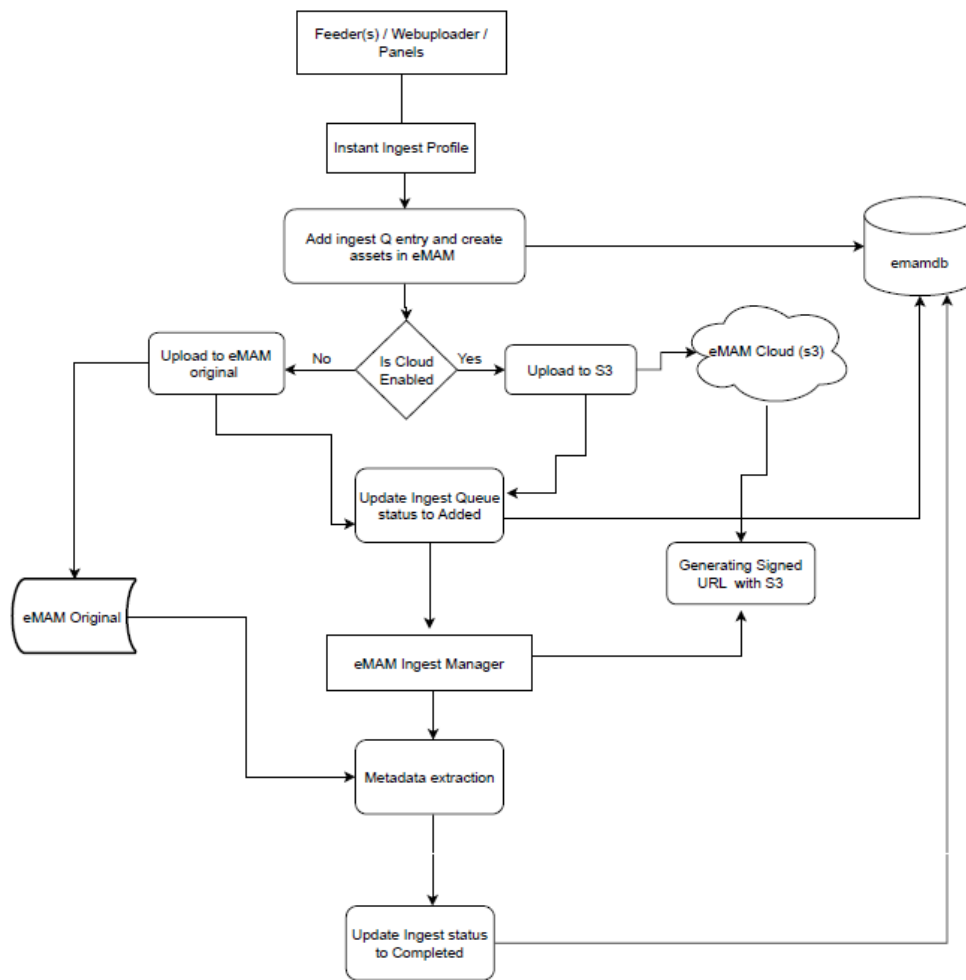
6. At this stage with no embedded metadata and thumbnail, users can still download & deliver those assets as required.



7. Next metadata extraction happens:
 - a. S3 assets: The ingest manager generates signed URL for assets in S3
 - b. The ingest manager extracts embedded metadata.



8. The Ingest manager marks the status as *Completed*.
High level workflow diagram of *instant asset* is displayed below.



Appendix 4 Glossary

This Glossary offers an alphabetical listing of terms and phrases used throughout this manual.

- **Advanced Search**- Using compound search to narrow down the search results.
- **Asset**- General term to describe any type of digital media including audio and video files, documents, etc.
- **Annotation**- Annotation is inserting text and graphics data at a specific time in a video asset, or adding annotation objects such as texts, lines, rectangles, ellipses etc to image assets.
- **Archiving**- Archiving is a process used for long-term preservation of assets. Archiving makes more efficient use of the storage devices to reduce storage costs while providing users with the necessary access.
- **Archive purge threshold**- The number of days after which the archived assets get deleted from the nearline (online) storage if the assets exist in both nearline (online) and archived storage.
- **Approval**- Process of sending assets for approval to the internal or external users.
- **Bandwidth**- Peak capacity of the connection to transfer the files. Graphics consume higher bandwidth.
- **Custom metadata**- Metadata defined in the eMAM System. Custom metadata can be edited by the users.
- **Digital Asset Management**- The process of storing, cataloging, searching and delivering digital assets.
- **Embedded metadata**- Metadata that is maintained and stored within the asset. Embedded metadata may be data that describes the source, identification, rights information, technical details of the asset etc. This metadata travels with the content as a digital label, and remains with it over its lifetime. Embedded metadata cannot be edited by the users.
- **EDL**- An EDL, **Edit Decision List**, is a text file in one of many different formats (CMX, GVG, Sony) that specifies (among other things) the time code in and out points of a subclip in a video file. User can import EDLs into FCP, Final cut Pro, for editing.
- **FTP**- File transfer Protocol- A standard Internet protocol to exchange files between computers over the net.
- **High resolution folder** (Online storage or near line storage) - Network folder created to keep the original files in the same format in which users ingested them into the eMAM System.
- **Immediate Archive**- If 'Immediate Archive' option is enabled; the asset is moved to the archive storage immediately after it is ingested into the eMAM System.
- **Ingesting**- Term that covers the process of transcoding, transferring and adding descriptive information (metadata) to an asset till it appears in the eMAM System.
- **JPEG**- Joint Photographic Experts Group is a compression standard used to reduce the disk space consumed by the images.
- **Keywords**- Words or phrases attributed to assets as metadata. Keywords are particularly relevant for images and photographs as these types of assets lack any integral descriptive information to help users identify whether they are suitable for their needs.
- **Low Resolution folder**- Low resolution folder in the eMAM system is to keep low resolution files like flv, jpg etc. created by eMAM system to preview the asset in eMAM interfaces.

- **Metadata:** ‘Data about Data’. It is descriptive information applied to the assets to support a task or activity. The most common example is to help users to locate assets in searches. Examples of metadata are description, title, tag, keywords etc.
- **NAS:** Network Attached Storage (NAS) Servers are dedicated to the storage of digital files. The purpose of having a computer whose sole purpose is file storage is to reduce the load on a web, application or database server. Unlike an external hard disk, a NAS is usually an actual computer with an operating system installed on it. Because NAS servers are specialized towards just providing storage alone, extra capacity can usually be added to them easily. NAS are commonly used for Digital Asset Management projects to provide sufficient storage capacity for repositories of larger files such as video, print/artwork files or original high resolution images. SANs (Storage Area Network) are sometimes used as an alternative to a NAS, although this is less common with dedicated Digital Asset management software.
- **Online storage:** Network location where high and low resolution folders exist.
- **Partial restore:** Retrieving a specific portion from a large archived video file without restoring the entire archived file.
- **Proxy files:** Files that are created from the original for reference purposes. They are used to represent assets - in general as a low resolution, truncated or otherwise constrained edition.
- **Purging:** The process of moving the asset from eMAM interface to recycle bin. Purged assets can be restored eMAM interface.
- **Purge threshold:** Number of days after which the recycled assets gets fully purged. A fully purged asset will not be present in any of the storage locations in eMAM.
- **Resolution-** Number of pixels per inch in a graphic file format.
- **RSS-** Real Simple Syndication- XML based Metadata standard that makes it easier for the websites to syndicate data from other web based resources.
- **SAN:** Storage Area Network (SAN) is used to aggregate the storage capability available on different devices (e.g. servers) so they appear as a single disk. The key benefits of this approach are efficiency and availability. By combining storage, SANs can prevent uneven distribution of capacity and also offer greater reliability by replicating data across the network.
- **Streaming:** Ability of media to be viewed at the same time as it is being downloaded. The key benefit of streamed assets is that the users do not need to wait until the entire file has been obtained before they can inspect it.
- **Tags:** Words or phrases that are used to describe assets. Tags can be used to search asset.
- **Thumbnail-** Miniature display of an asset.
- **Toolbar-** Standard program tool that offers buttons as shortcuts to commonly used commands.
- **Transcoding:** Process of converting one video or audio format into another. In general, it refers to the conversion of one codec to another (e.g. MPEG to FLV), although the description can also apply to conversions between container formats (e.g. QuickTime to AVI).
- **Uploading:** Process of transferring the digital assets from user’s computer to the Digital Asset Management System (DAM).
- **UUID:** A UUID (Universal Unique Identifier) is a 128-bit number used to uniquely identify assets in eMAM.

- **Versioning:** Versioning is creating new version of the asset that is improved, upgraded or customized.
- **Workflow-** The way files travel to, from and through the Digital Asset Management (DAM) system.
- **XML-** Metadata standard for describing assets such as documents and images.

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