

User Manual



ImageVault
Version 5.4



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I. Introduction

Welcome!

ImageVault is a web based file repository, which simplifies handling and storing of different media files. The basic function of ImageVault is to store files on a central server, so everyone in an organisation can access, and use the files. ImageVault also has more advanced functions, such as ability to add metadata and conversion into standardized file formats. Additional file formats will be available by using third party plugins.

I.1. Prerequisites

ImageVault is based on common web standards and is very intuitive and easy to use. Basic internet browser skills are recommended.

I.2. Manual conventions

Certain typographic conventions are used in this manual.

Running text is presented in the Gill Sans font. Notes, tips and warnings are presented in bold.

Note! A note highlights important information.

Tip! A tip contains an advice or an easier way to do something.

Warning! A warning highlights that a problem that might occur and how to avoid it.

I.3. Manual instructions

This manual is divided into three main sections. The first section gives a comprehensive description of how ImageVault is functioning and how to find your way in the user interface. If it is the first time to you use ImageVault, it is recommended that you first read through the chapters called “Start” and “Interface”. The second section is made up of Chapters 4 to 7 and describes the most common processes in ImageVault, like file upload and download and batch operations. The third and last section, made up of Chapter 8, 9 and 10 which describes administrative tasks.

I.4. Relation to other manuals

This manual is sufficient reading for the average user of the standalone version of ImageVault. The manual *ImageVault: Editor manual* is aimed towards an editor in EPiServer. Documentation aimed towards installation and development is only available online. The online documentation for ImageVault can be found online at <http://www.imagevault.se>.

1.5. What's new?

ImageVault 4.0 is redesigned from the ground up. Several functions have been added or reworked to simplify the usage. The following functions have been added.

New UI

A brand new user interface makes navigation easier and simplifies file organization.

Fast navigation

It's now possible to quickly browse pictures by using categories, free text search or vaults.

Stand alone or CMS

ImageVault can now be used either as a stand-alone program or in conjunction with a CMS solution.

Batch handling

Large volumes of files can be processed at once, i.e. converting files or adding metadata to files.

Extensive API

ImageVault functionality can easily be extended by third party plug-ins.

Refer to <http://www.imagevault.se> for up to date information about news, upgrades and plug-in availability.

2. Start

To be able to use ImageVault an account with view or contribute permissions is needed. All newer web browsers are supported; Internet Explorer 9, Firefox version 21 or Google Chrome 11 including newer releases.

2.1. ImageVault functionality

ImageVault acts as a central repository for files. All users have access to this repository, to store and download files. The system helps the users to build a structured environment for the files with storage vaults, metadata and category tagging to facilitate easy search and access.

The files only need to be stored once, but can be converted into multiple file formats. ImageVault also helps with file conversion, since several standard conversion formats can be easily set up. Images taken straight of a high resolution digital camera can be used and image conversion and size altering are applied to convert the image to a suitable format.

ImageVault helps file categorization by allowing users to add properties to the uploaded files. This is metadata in the form of categories and metadata fields which makes it much easier for other users to find and use the uploaded files. User access is controlled by vaults.

Below follows a short explanation of some of the key features in ImageVault 4.0.

2.1.1. Vaults

A vault is a storage area in ImageVault, with user rights similar to a file folder. Different types of user access control can be added to a vault, i.e to prevent accidental deletion of files or simply to restrict access to certain files. A vault cannot have sub levels. Different metadata definitions can be tailored for each vault.

2.1.2. Categories

Categories are predefined file properties that will facilitate easier search for files. The number of categories is unlimited, but a limited number should be added or created during setup. Sub categories can be added, but a maximum of 2 levels below the top level.

2.1.3. Metadata

Metadata are additional information fields that can be added to files. This can for example be the name of the photographer or an additional description of the file. Metadata can also be information stored in a file like IPTC or EXIF data.

2.2. Login

Browse to the start web address supplied by site specific documentation or your system administrator to start ImageVault. Login with the credentials supplied by your administrator.

Note! Refer to site-specific documentation or your ImageVault administrator for information on how to login on your server.

3. User interface

The ImageVault user interface consists of 6 main areas, see picture below.



Main user interface

3.1. User interface overview

File display area

All available files are displayed as preview thumbnails in the file display area. The number of visible files will depend on current vault content, current user access rights, search results or category selections.

Activity area

Under **Advanced settings**, users with administrative rights are able to maintain systemwide settings for ImageVault. In the activity area there is a search bar which is used to filter available mediafiles based on a free text search.

There are also a number of operations available that will affect the selected media in the File display. Many of these buttons are activated- and inactivated based on current users rights to the selected media. The available operations are import-, download-, move-, share- and categorize media. The button called **...More** is a menu, in which you can maintain shares and versioning for the selected media. The insert button will insert files into a cms. The button is only active if ImageVault is connected to a cms.

Category and library area

The categories section displays all available categories in the system. Selecting a category will filter which files that are displayed. The library section displays all vaults available on the server. All vaults might not be visible to all users thanks to user access rights.

Batch operation area

The batch area collects selections of files. It is possible to share, perform category or metadata batch operations or download all files.

Information/Metadata section

The information and metadata section will display information about a selected file.

Settings area

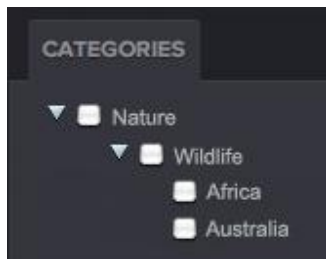
The settings area holds buttons for adding vaults, modifying categories and sort order. Vaults are described more in chapter 3.1.2 “Vault selection”. More information about categories can be found in chapter 13.4 “Categories”.

The sort order can be toggles between “Newly added first” which will display the most recent files that have been added to the system or “Name by A-Z”. This choice will display the media files sorted by name.

Note! Vaults and categories can only be created by a user with administrative privileges.

3.1.1. Categories

Categories are predefined metadata that can be added to a file. This is one of the fastest way to filter media files, except for search, and should be used as the main navigation method.



Categories

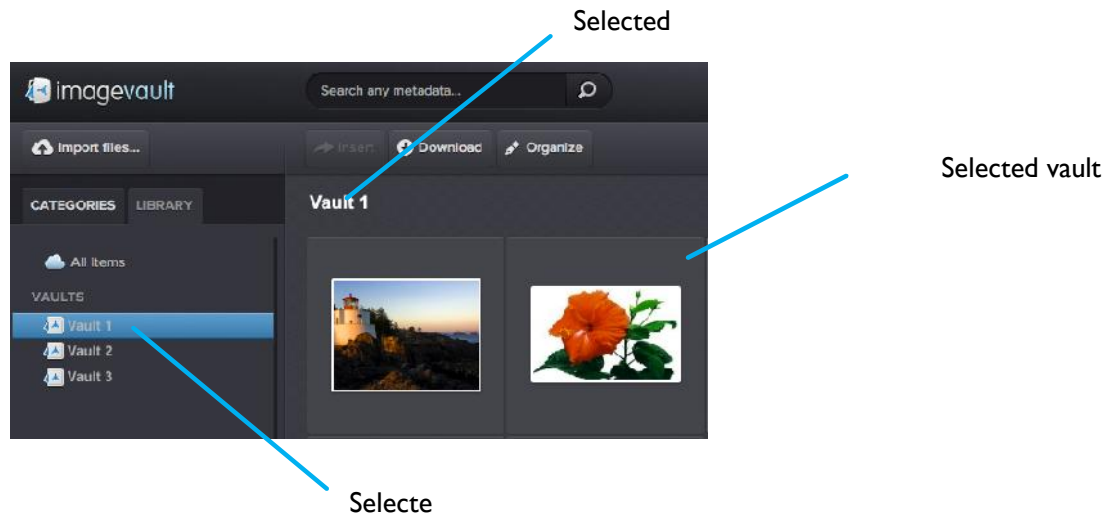
A category can have 2 sub levels. It is possible to filter files that have been tagged with a specific category keyword.

Categories should be used to group files that share a common property. Multiple categories can be combined to further narrow the search result.

3.1.2. Vault selection

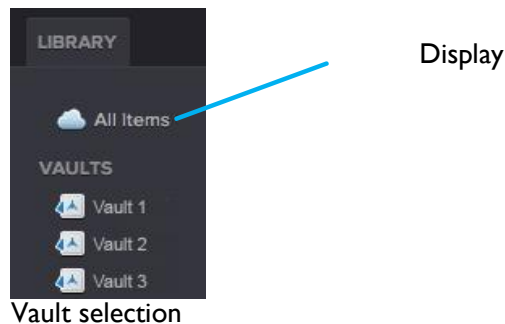
Select a vault by activating the library tab and select the vault. All images in the selected vault will be displayed.

The current vaults name will be displayed at the top of the file display area.



Current vault

To display the contents of all vaults select **All items**. This will display all files currently in the system that the user has access to. This is also the default setting when a user logs into the system.



Vault selection

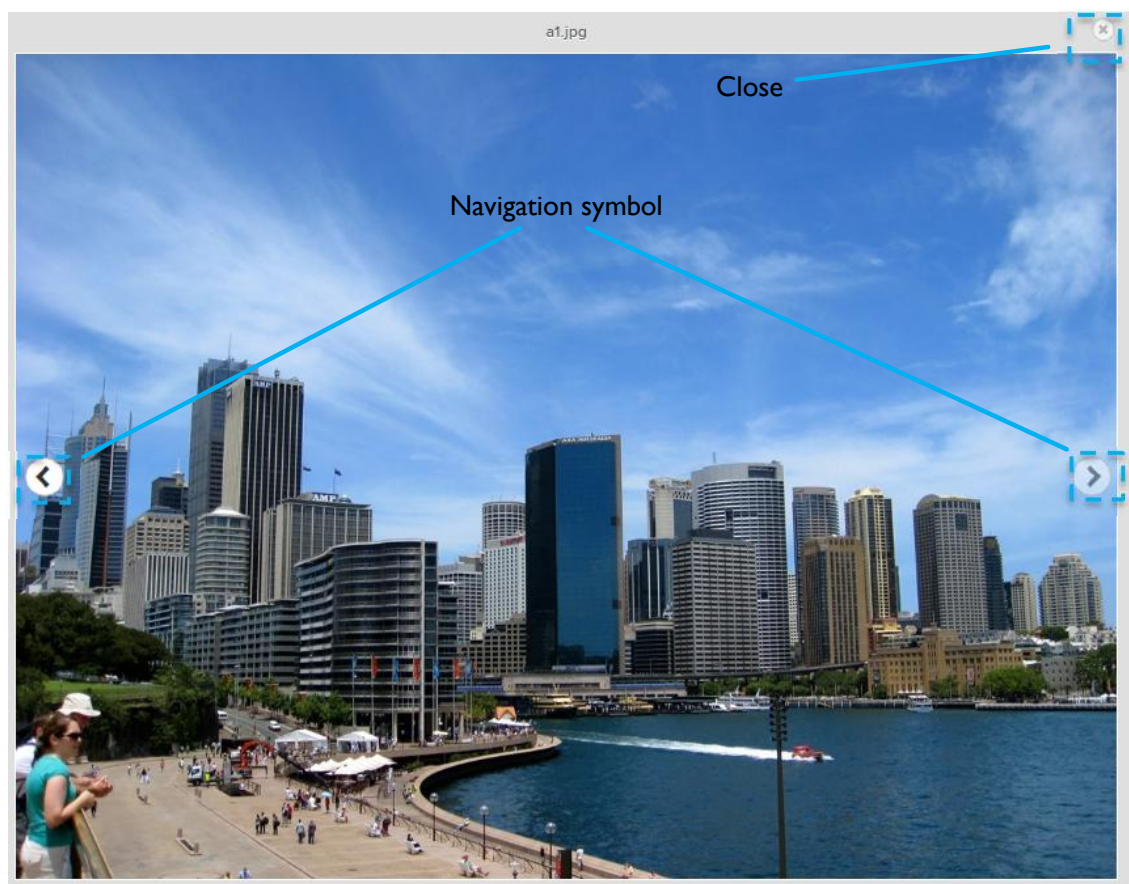
A search will be limited to the current vault. See section 5 “Search” for more info.

Note! Vaults can have different user access. All vaults will not be visible to all users.

3.1.3. File preview



File preview is initiated by clicking on preview symbol, double-clicking the selected object or by pressing Return key with an object selected. File preview is ended by clicking the close button or pressing the Esc key.



When using file preview the user can change what object to view by clicking the left or right navigation buttons. This can also be done using the left or right arrow keys. Arrow key up or down will move one row up or down.

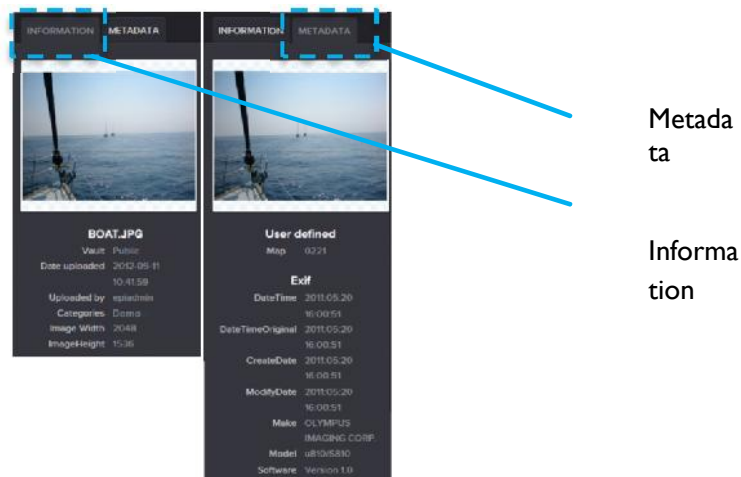
If the previewed object is a video, you can play and pause using the Spacebar.

3.1.4. File information and metadata

File information and metadata for a selected file will be displayed in the information area. File information will typically be image height and width, date of upload and current vault name.

File metadata can be metadata manually added by a user during upload. The administrator will setup which fields and what information that should be added during a file upload. Metadata fields can be customized for each vault, meaning that some vaults can have more metadata fields that need to be filled out and others fewer.

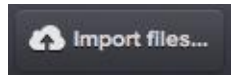
It is also possible to harvest automatic metadata. Digital images or media files normally contain metadata. This can be IPTC or EXIF data, i.e focal length of the lens used, serial number of the camera, GPS data. ImageVault can read this type of metadata during upload, without any user interaction, and save the data as file metadata.



File information and metadata

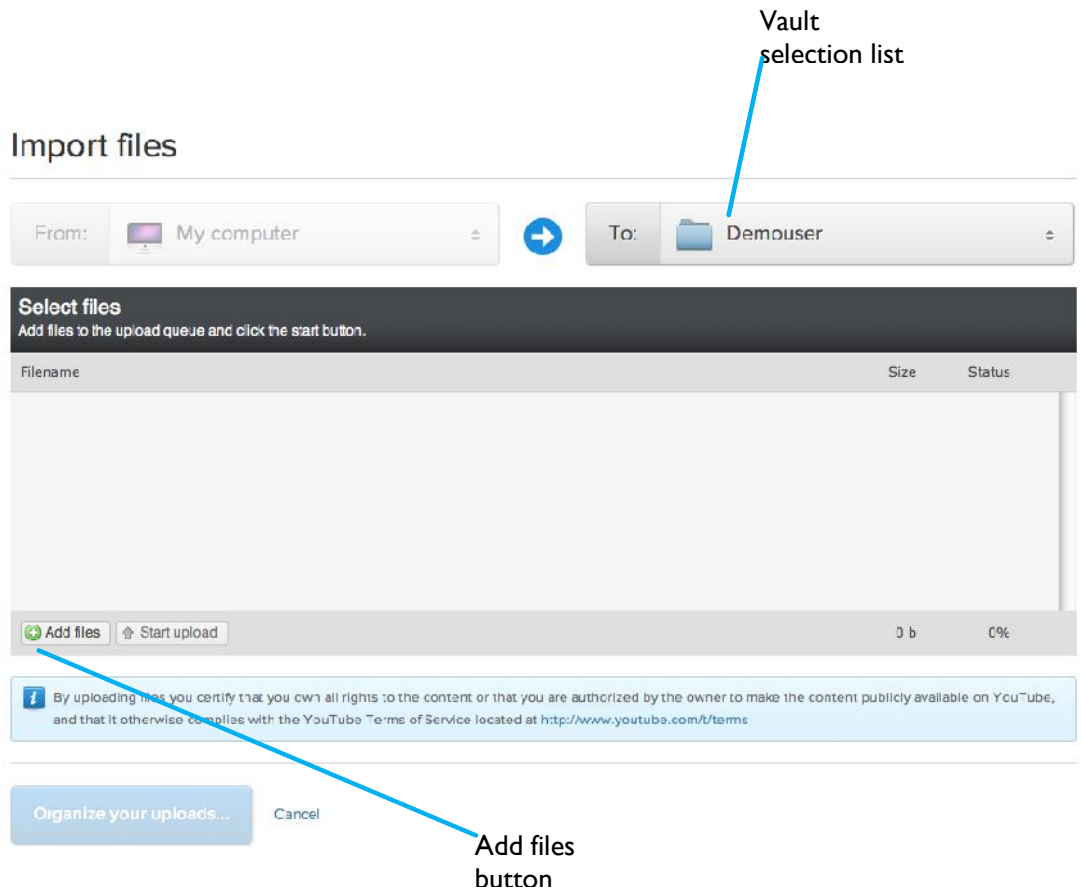
4. Importing files

Import files by pressing the **Import files...** button. This will open the import files guide.



Import file button

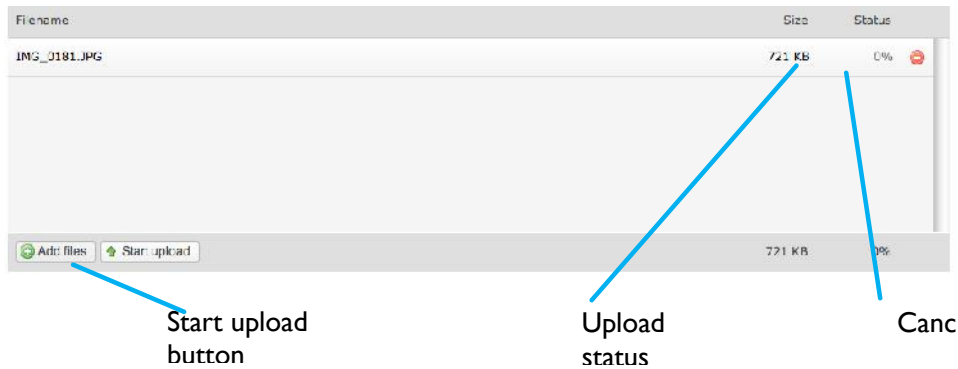
4.1. Upload


 The screenshot shows the "Import files" interface. At the top, there are two dropdown menus: "From:" set to "My computer" and "To:" set to "Demouser". A blue arrow points from the "Vault selection list" label to the "To:" dropdown. Below these is a "Select files" section with a table header: "Filename", "Size", and "Status". The table is currently empty. At the bottom of the "Select files" section, there are two buttons: "Add files" (with a plus icon) and "Start upload" (with an upload icon). A blue arrow points from the "Add files button" label to the "Add files" button. Below the table is a blue information box with a Facebook icon and text: "By uploading files you certify that you own all rights to the content or that you are authorized by the owner to make the content publicly available on YouTube, and that it otherwise complies with the YouTube Terms of Service located at http://www.youtube.com/t/terms". At the very bottom, there are two buttons: "Organize your uploads..." and "Cancel".

Import files guide

Select vault based on the target audience for the files by using the vault selection list.

Press the **Add files** button and select files from your local computer or network. Several files can be selected at once by using the normal operating system file browser. The files are added to the file selection area. This area will display the file status, where 0% represents that the file has not been uploaded yet and 100% represents that the file is uploaded to the server. The minus sign can be used to cancel the file upload for each the selected file.



File upload

Press the **Start upload** button, once all files are selected, to initiate the file upload. A progress bar will show the file upload status during upload. All files status counters should change to 100% once the file upload is complete.

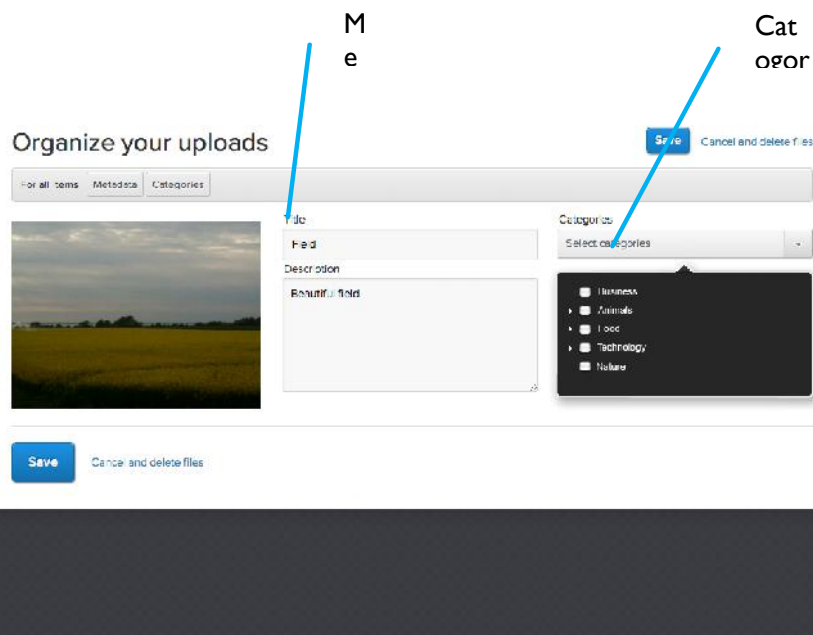
Tip! Browsers supporting HTML 5 allow you to drag and drop files as a complement to the “Add files” button.

4.2. Organizing files

Press the **Organize your uploads...** button to tag the files with the proper category and metadata.



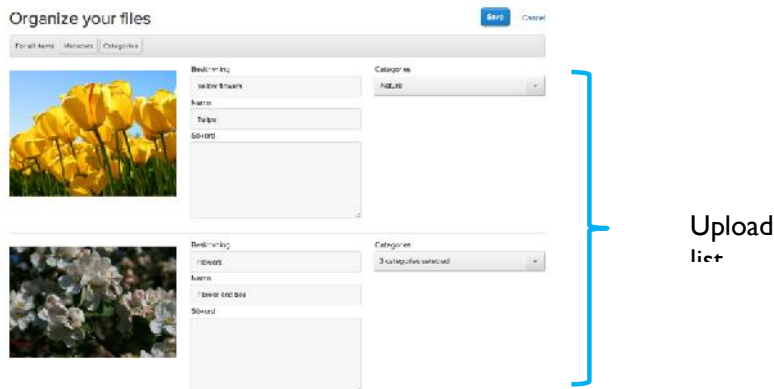
Organize uploaded files



Adding category and metadata

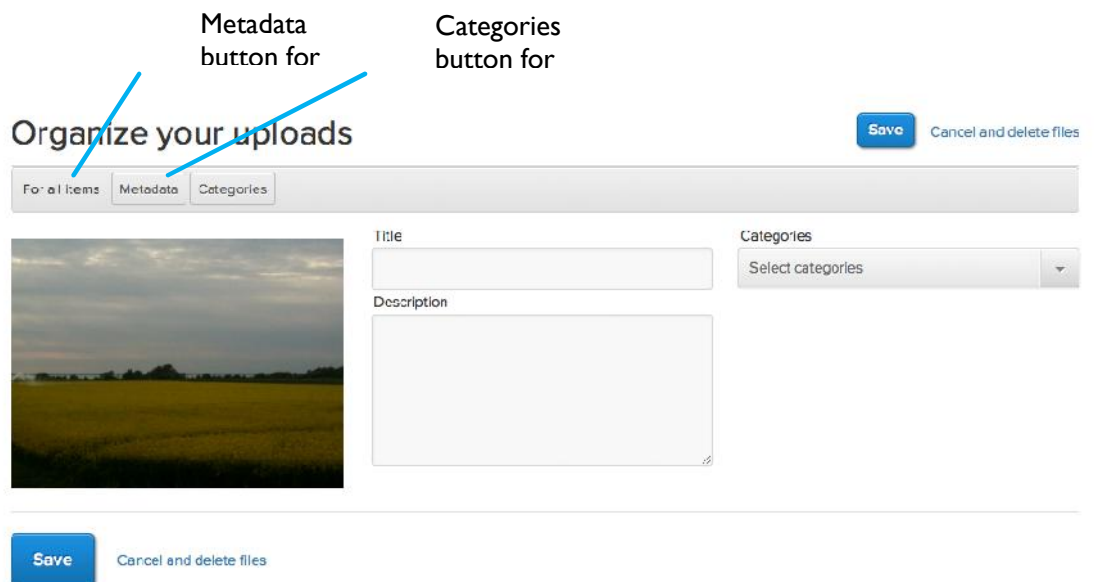
Correct file tagging, meaning adding categories and relevant information in the metadata fields, will make a file easier to find and increases the chance that a file is reused by other users. This is one of the cornerstones in a media database.

Tip! Taking the extra time during upload to add the correct properties to a file will make a huge difference when the system holds several hundred or thousands of files.



Multiple files upload list

The Organize upload page can be used in several ways. It is possible to add metadata and categories to all files listed in the upload list at once by using the menu buttons **Metadata** and **Categories** at the top of the page, rather than adding the information to one file at a time.



Organize upload

If an individual file needs specific information, it is easy to change this in the upload list. Adding metadata and category information to all files simultaneously during import is a time saver, since common properties can be added to all files and then fine-tuned for some of the uploaded files, if needed.

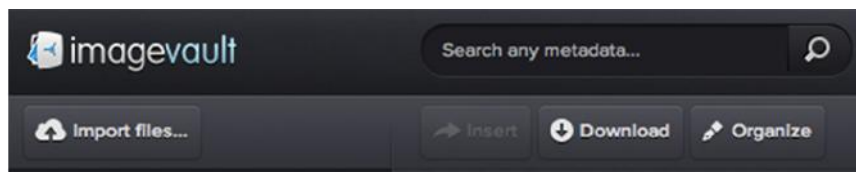
Press **Save** to complete the upload or **Cancel and delete** to cancel the upload.

Note! Depending on the setup, certain metadata fields might be mandatory and must be filled out prior to completing the upload.

Note! Metadata fields and categories are setup during installation and maintained by the administrator.

4.2.1. Altering file information

Metadata, category and other file information can be changed after a file has been uploaded. Select the file by single click in the file preview area and press the **Organize** button.

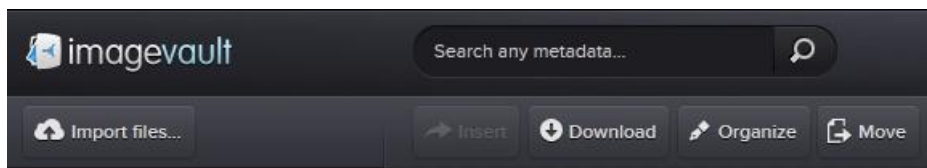


Organize file

The organize file dialog will be displayed. Modify the information and press **Save**. Press **Cancel** to abort the modification.

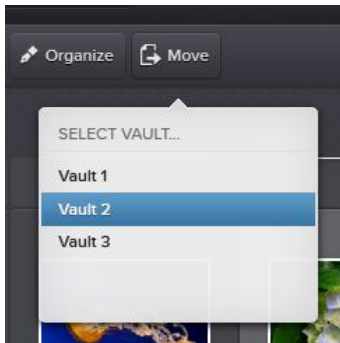
4.2.2. Move a file to a new vault

It is also possible to change which vault a file is stored in. Select the file by single click in the file preview area and press the **Move** button.



Move file

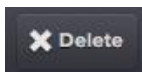
This will show a list of available vaults where the user has the rights to store the file.



The organize file dialog will be displayed. Modify the information and press **Save**. Press **Cancel** to abort the modification.

4.3. File deletion

To delete a file simply select the file by single click on the file icon in the file display area. Press the **Delete** button located at the top right of the screen.



Delete button

A user dialog window is displayed stating that the operation cannot be undone once completed. Press **Delete** to continue or **Cancel** to abort the operation and keep the file.



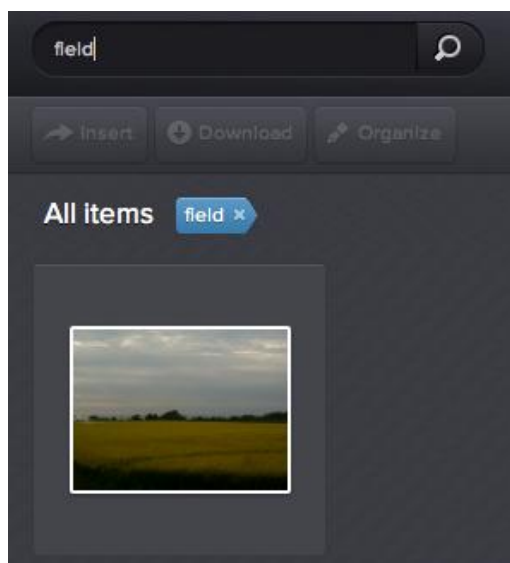
Delete file user dialog

5. Search

Search enables the user to find files that have been uploaded by other users. Search can be performed either by using free text, category search, vault selection or a combination of the above.

5.1. Free text search

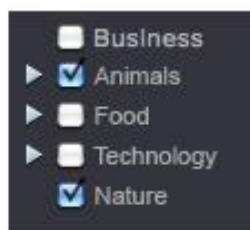
The search bar is located at the top of the user interface. Input a search phrase and press enter. The search uses automatic wildcards meaning that a search for the word “field” will also find files tagged with “fields”. A free text search is the fastest way to find a specific file if the file properties is known beforehand.



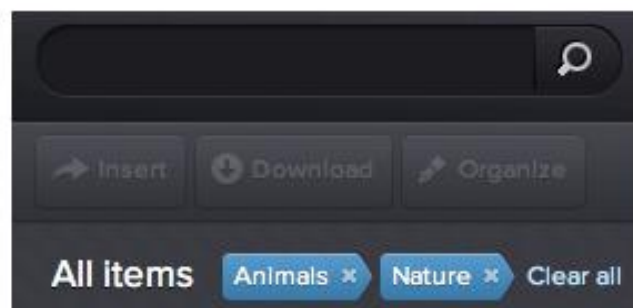
Search view

5.2. Category search

It is also possible to search for files by using the category selection. Select one or more categories. Each selected category search will be presented in the file area. The displayed files will have all selected categories as properties.



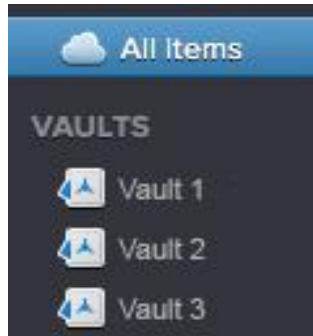
Category search



Press the x at the search parameter to remove this item from the search or press **Clear all** to remove all search parameters.

Normal search and category search can be combined. Each search parameter will be listed after each other.

5.3. Search scope



Vault selector or all items

A search or category selection will be limited to the current vault unless all files are viewed at the same time. Select **All items** in the vault selection area to display all files in the system. A search performed after selecting **All items** will be system wide.

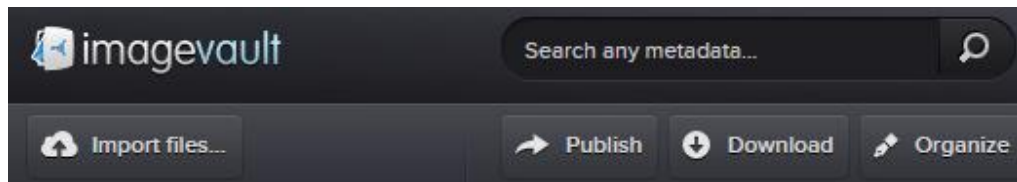
Note! Search will be conducted in the current vault!

6. File download

Files can easily be downloaded and converted to predefined formats.

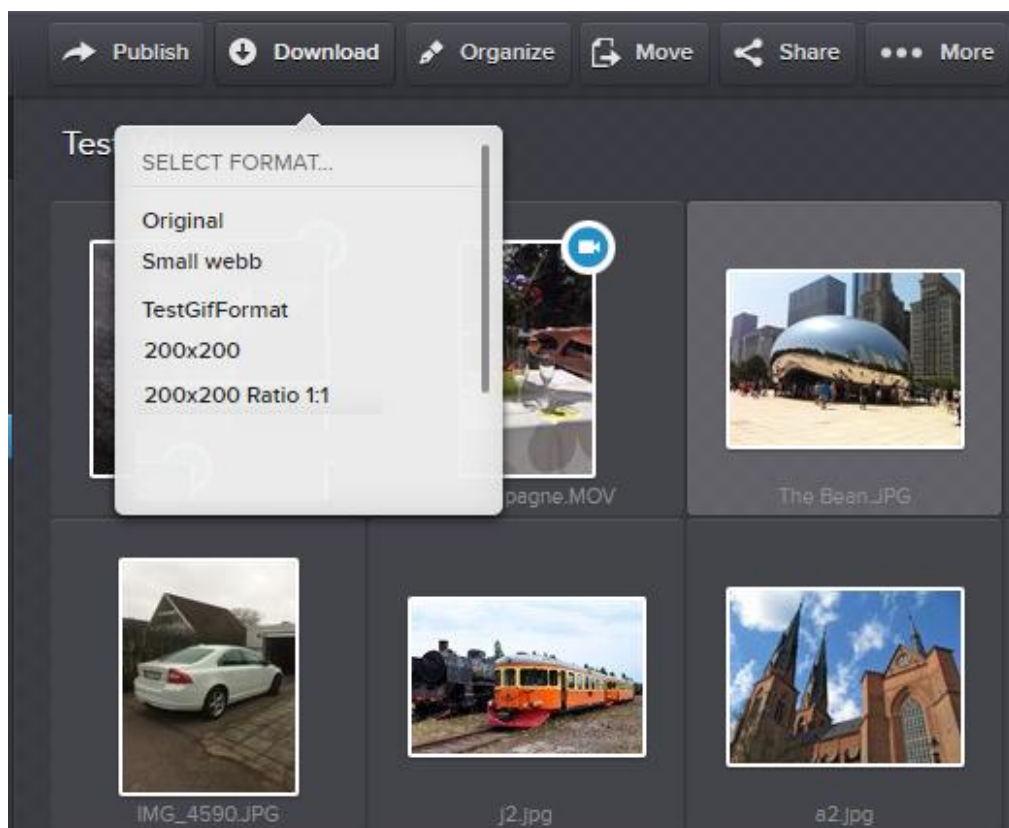
6.1. Download & conversion

Select a file in the file display area by single click and press the Download button.



Download button

This will display predefined file conversion settings. Select the one of the displayed formats. The original file format and size can be retained by selecting the Original format.



Download format presets

An operating system file download dialog will be displayed. Select a location where the file should be downloaded.

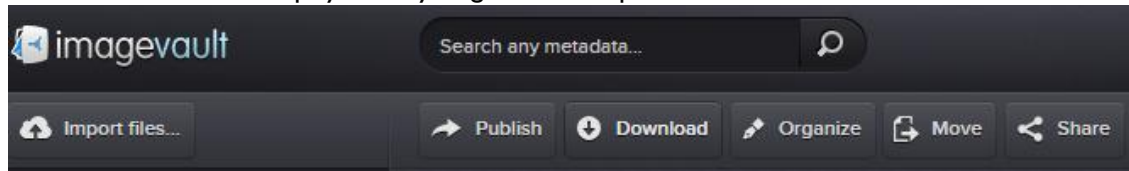
Note! The administrator can setup additional conversion formats.

7. Share files

Sometimes files need to be shared with users without access to ImageVault.

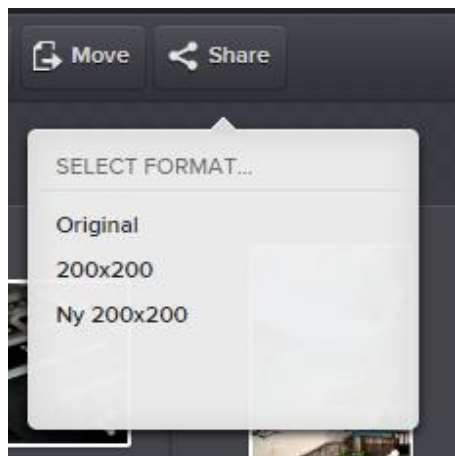
7.1. Create share

Select a file in the file display area by single click and press the Share button.

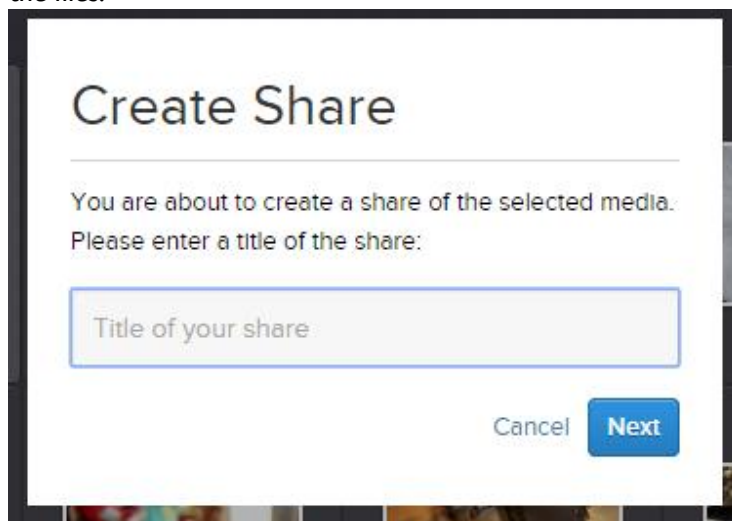


Share file

A list of the available media formats is displayed.

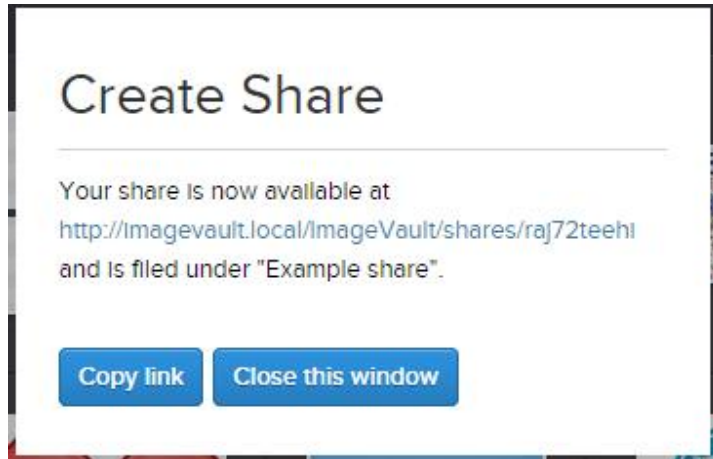


Select the format you want to use for your share. In the next prompt, enter a title for the share and press **Next** to create a link to the files. Press **Cancel** to abort without sharing the files.



Create share

Tip! The share title is used for finding and managing the share as well as a heading when the share is presented to the recipient.

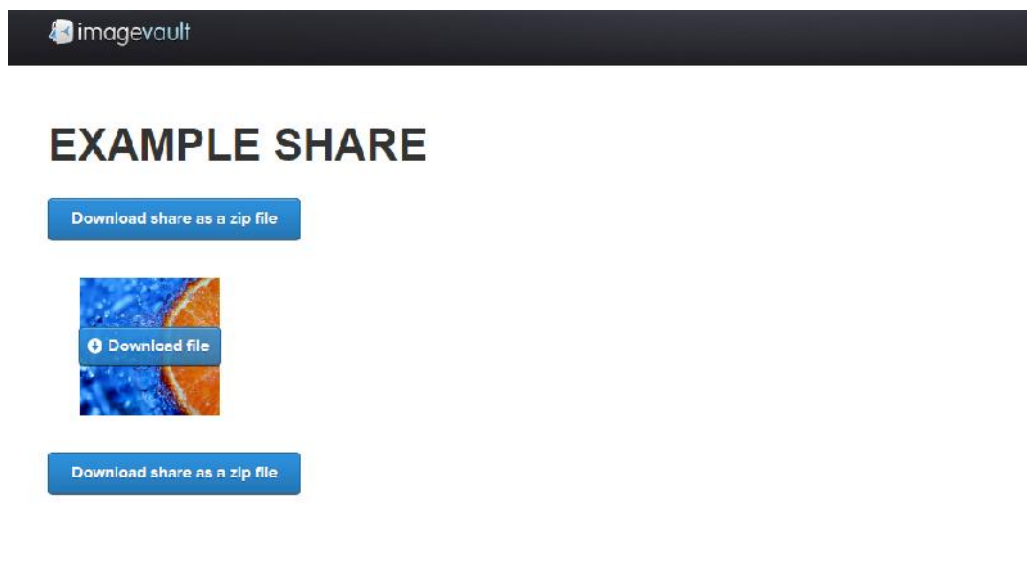


The share is now created and the link can be sent to the recipient through, for example, email. Click the **link** to see the result or click **Copy link** to copy the link to the system clipboard.

Close the dialog by clicking **Close this window**.

7.2. View shared files

The resulting page shows preview thumbnails of the files and allows for downloading individual files, in the format that was chosen for the share, or the entire share as a single zip file.



The resulting share

Tip! The download button is displayed when hovering over the thumbnail.

Note! The page that displays shares is a public page and does not require user authentication. Everyone who has access to the link will have access to the shared material.

Note! For shared pages to work for everyone, ImageVault must be reachable over the Internet. This may limit access to shared material, for example when using intranets. Contact your network administrator for more information.

7.3. Managing shared files

In the file display area, shared files have an icon on the thumbnail.



Shared file

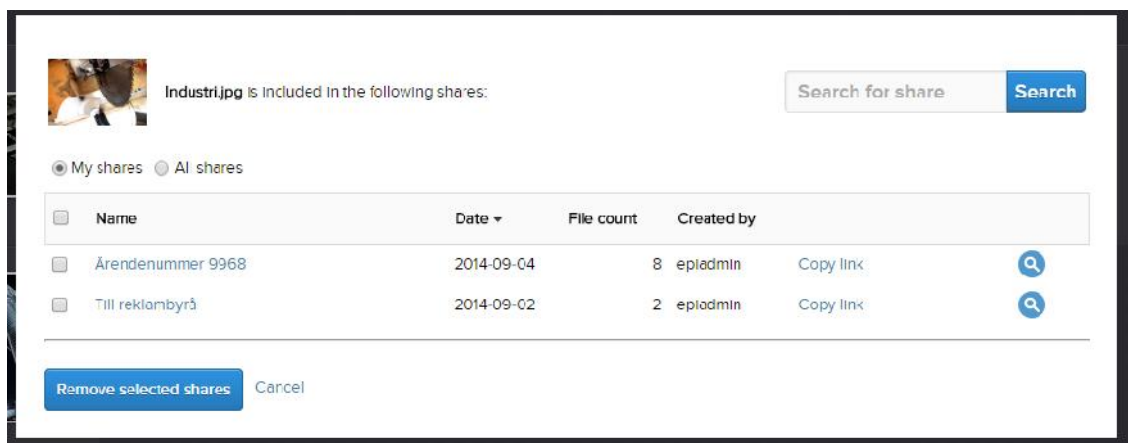
This is to distinguish files that are included in one or more shares. If the file is selected, the View Shares button is shown in the file information area.



View Shares

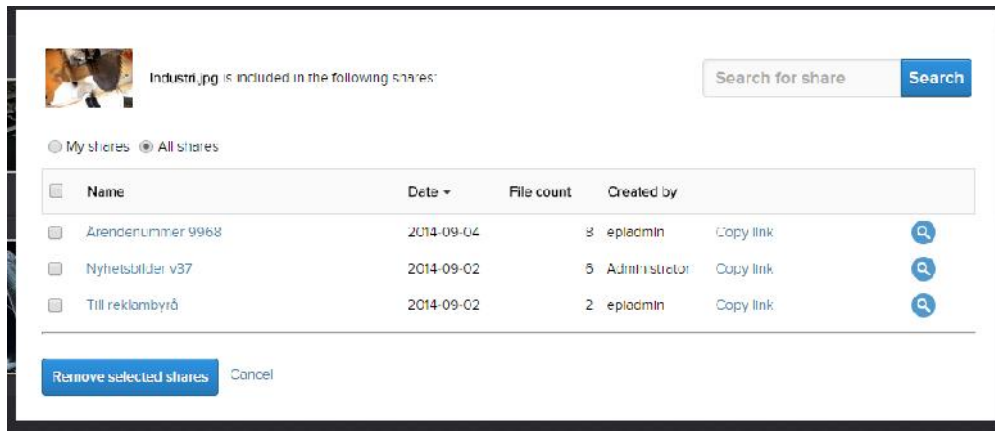
View Shares is used to manage current shares.

The default view when managing shares shows all shares for the file that the current logged in user has created.



My shares

Clicking **All shares** will instead show shares for the file by every user.



All shares

To easier find a specific share, the list can be sorted by clicking on respective column header, e.g. **Name**, **Date**, **File count** or **Created by**. You can also filter the list by entering a search term and clicking **Search**.

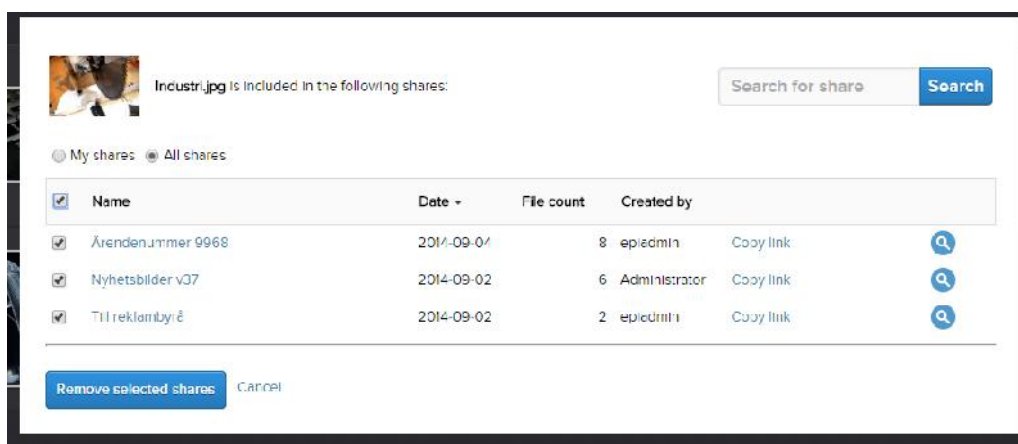
Click on the name of the share or the magnifying glass to view the shared files. **Copy link** copies the link to the system clipboard.

7.4. Remove share

When a file no longer needs to be shared the share can be removed.

To remove a share start by selecting a file that is included in the share and click **View Shares**.

Select one or more shares and click **Remove selected shares**. The checkbox in the header row will select all shares.



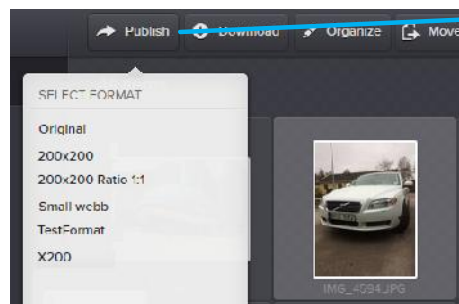
Remove share

Note! Visiting a link to a share that has been removed will display a message that the share no longer exists.

8. External link

It is a possibility to create an external link, to use in for example, social media, within a document or in a CMS. This external link could be as an ordinary URL or of type embed code.

8.1. Create external link



Publish

Select an object and click on Publish.
Choose wanted format.
(Only available for pictures)



Selected object will now be presented within the editor where user could edit it before creating an external link.

External link is created by click on Publish (Create link or..) button.

Länk och inbäddningskod



Copy embed code:
Copy embed code.


Copy link:
Copy link, URL.



Show link and embed code:
Show URI and embed code, where embed code is possible to rewrite.

8.2. Editor

It's possible to edit selected object before external link is created.



Use handle to crop.

Use slider to zoom.

It's possible to set the values for With and Hight directly in the fields.

Ratio locked.

Ratio unlocked

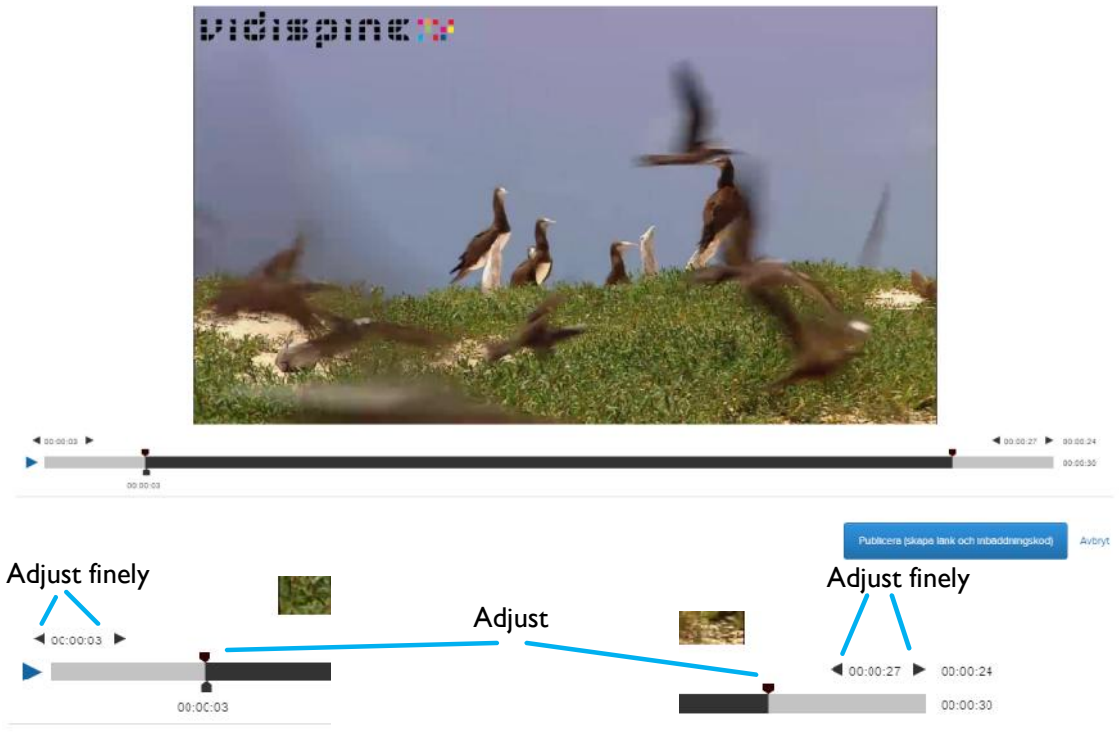
By default, the ratio locked, and the ration cannot be changed.

Clicking the ikon will enable the user change both size and ratio.

Detailed description: The image shows two states of the ImageVault editor. The top state shows a car image with a dashed crop box and a zoom slider set to 100%. A blue handle is visible in the top-right corner of the crop box. Below the image are input fields for 'Width' (1104) and 'Height' (1102), a 'Ratio' field with a lock icon, and a zoom slider. The bottom state shows the same car image with a different crop box and zoom slider. Below it, the 'Ratio' field has an unlocked icon, and the zoom slider is at a different position. A blue button at the bottom right of the interface is labeled '1800 x 1080 (4:3) (100%) Accept'.

If selected object is a video, it's possible to cut and use part of video. NOTE: This will not change original video stored in ImageVault.

Editera fil



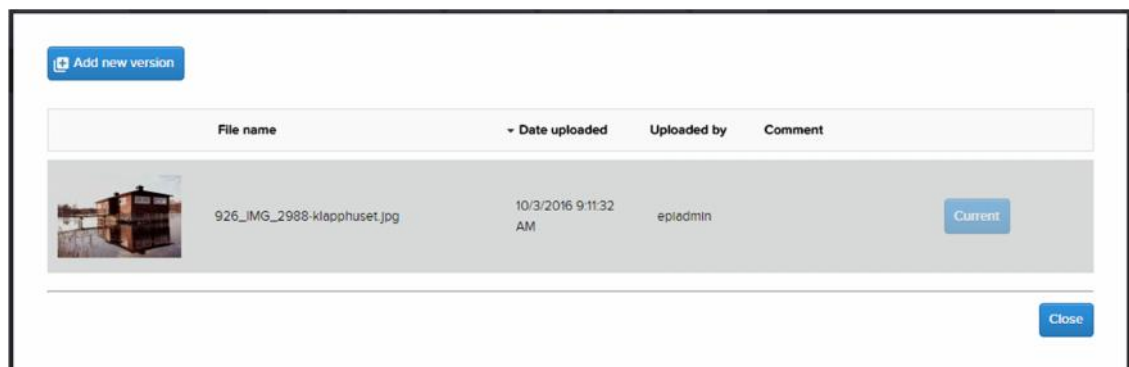
By grabbing and drawing the handles it's possible to adjust start and stop position of the video. By using the fine controls you can adjust by seconds. Time for start and stop, actual and total length will be presented to the user.

9. Version control

ImageVault supports versioning of media files i.e. the possibility to replace an existing media file with a new one. Immediately after such replacement has been issued, all subsequent requests for that specific media will return the new version.

9.1. Working with versioning

Whenever you want to update an existing media item, you will have to find- and select that media in the file display. With the media selected, the **...More** button will be enabled in the activity area. By clicking the button, a menu will be revealed, containing a menu item named **Versions**. Clicking that menu item will bring up the Versioning dialog.



The versioning dialog displays a list of versions for the selected media item. There is always one version set to **Current** that represents current version of the media. Above the list there are column headers that may be used for sorting the list. Just by clicking the desired header, the list will be sorted by the content of that column. A second click on the same header will reverse the ordering.

Note! If you do not have contribute access to the vault where the item resides, all buttons except the Close button will be inactive.


If you want to replace current version with another existing version in the list, you just click the corresponding **Use this** button on the right end of the row. After confirming the replacement, current version of the media will be updated.

9.2. Adding a new version

If you would like to add a new version of current media, you simply click the **Add new version** button in the top-left corner of the dialog and the following dialog shows up:

Add new version

Upload a file you would like to use to replace the current version of the asset.


➔

Drop a file here or click to select a file to upload.

Enter comment here

Cancel
Save

In this dialog you upload a replacement media file and set it as current version of the media.

You can upload a media file by dragging it into the marked area and then drop it.

It is also possible to upload a media file just by clicking in the marked area, after which an open file dialog will show up.

Once the media file is dropped/selected the upload will start automatically. The upload is finished when you can see the thumbnail. It is possible to replace this selection with another media file by repeating the drag-and-drop operation or by clicking in the marked area again. You can also enter a commentary text that describes the new version. Click **Save** if you want to go ahead with the replacement, else you discard the upload by clicking **Cancel**.

9.3. Categories

Categories assigned to the media item are not versioned and will be unaffected any changes to the current version.

9.4. Metadata

Metadata is versioned and a new version will add its own metadata when uploaded. Any user metadata will be copied from the old version to the new when uploading a new version.

Note! User metadata will NOT be copied from the current version when selecting an already uploaded version as the current version.

10. Traceability

ImageVault contains a functionality that will make it possible to trace where files are used.

10.1. Present usage

There is two different ways to see where a file is being used:

1: In the summary below Published on, when the current file is marked.



A list of where the current item is used will appear.



Examples of possible publishes could be:

1: External link: with information about where it's published shown with a clickable link.

2: Share: where the current names of the shares are presented.

3: Publish on site: name of site, page and property is presented.

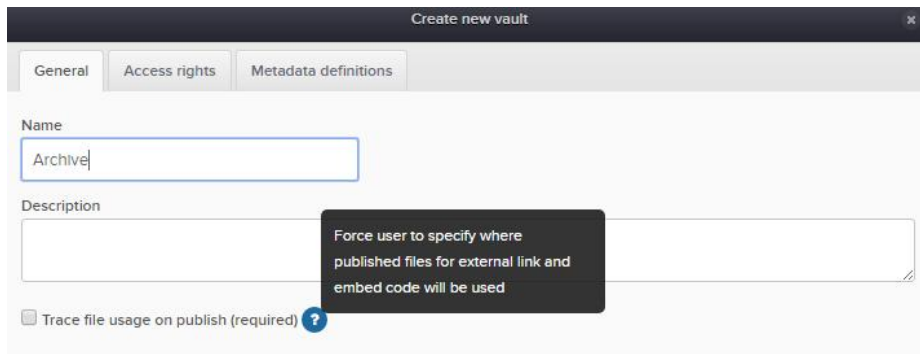
In the case of several formats being used, e.g. original, edited, thumbnail etc they will be presented within a expandable list.

10.2. Define where a file is used

When creating an external link, it will be possible to define where the file shall be published and define a clickable link.

and/or

In the dialogue for create/edit vault it will be possible to set the definition as mandatory or not.



Create new vault x

General | Access rights | Metadata definitions

Name

Archive



Description

Trace file usage on publish (required) ?

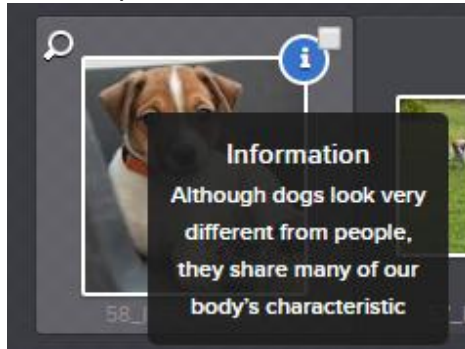
Force user to specify where published files for external link and embed code will be used

11. Information icons


It's possible to mark files in ImageVault with one or several icons containing information. When the user places the cursor over an icon the defined information will be presented. Three different types of icons exists:

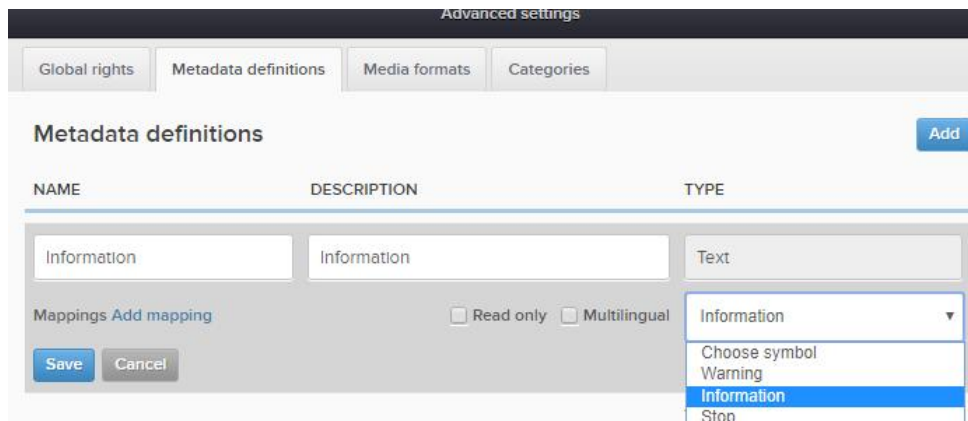
Information:  Warning:  Stop: 

For example:



11.1. Define icon

When defining a metadata type it's possible to connect an icon. The icon is selected from a drop-down menu in the Metadata definition's dialogue within .

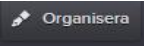


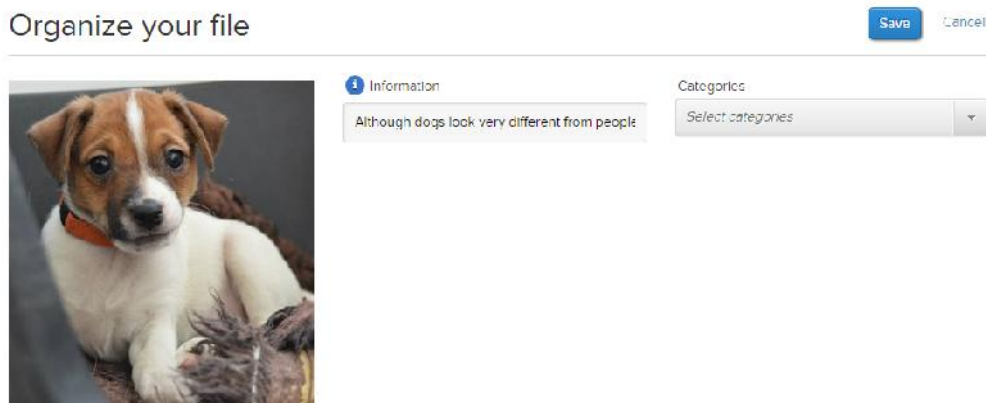
NAME	DESCRIPTION	TYPE
Information	Information	Text

Read only Multilingual


Information
 Choose symbol
 Warning
 Information
 Stop

11.2. Define text

In the "Organize dialogue",  you can add your preferred text manually for the symbols.



Organize your file



Information: Although dogs look very different from people

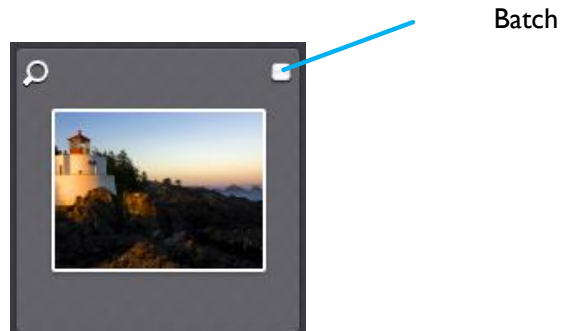
Categories: Select categories

12. Batch operations

To simplify the task of adding properties or downloading large volumes of files it is possible to perform batch operations.

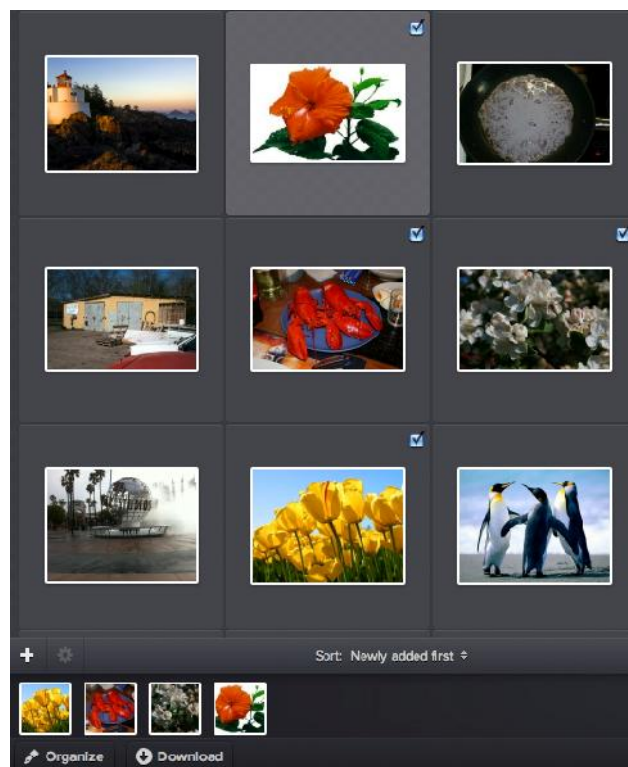
12.1. Adding files to a batch

Files can be added for batch operations in several ways. Either use the tick box on the file preview or drag and drop files to the batch area.



Batch tick box

Files can be added to the batch area at will and stays in the batch area until cleared. Files of interest can be added from consecutive searches or simple vault browsing.




Batch area

12.2. Organize files

Add category properties to the files by pressing the **Organize** button. The same user interface will be displayed as during a file upload with the exception that it is only possible to save or cancel the operation and not cancel and delete.

Organize your files [Save](#) [Cancel](#)

For all items
 Metadata
 Categories




Beskrivning

Namn

Sökord

Categories



Beskrivning

Namn

Sökord

Categories

Batch organize

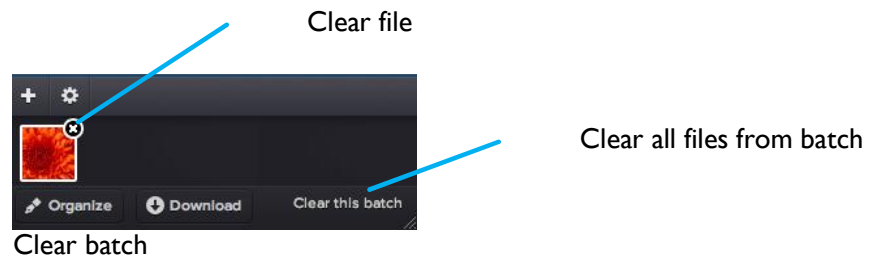
12.3. Move files

Move the files to a new vault by clicking the **Move** button. This will show a list of available vaults where the user has the rights to store the files. Once a vault is selected the same user interface will be displayed as during organize with the exception that it is only possible to save or cancel the operation and not cancel and delete.

Note! All files in the batch area will be moved to the selected vault.

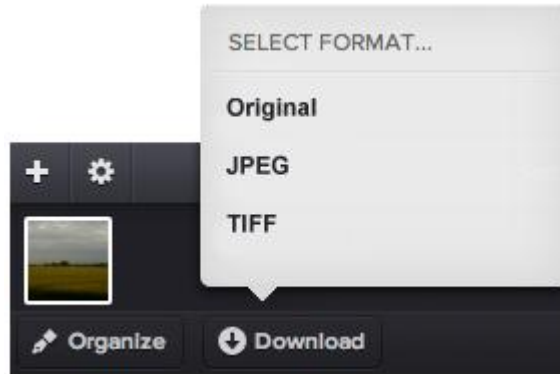
12.4. Clear batch

Clear files from the batch area either by pressing the x at the top left in the thumbnail image in the batch area, or uncheck the tick box in the file display area. All files can be cleared from the batch area by pressing **Clear this batch**.



12.5. Download files

All files in the batch area can be downloaded at the same time by pressing the **Download** button. Select a suitable conversion method and start the download.



Batch download

The files will be packaged as a zip archive. The system will present the user with a user dialog box. Select where to save the zip archive or open the archive directly.

Note! The administrator can set up additional media formats.

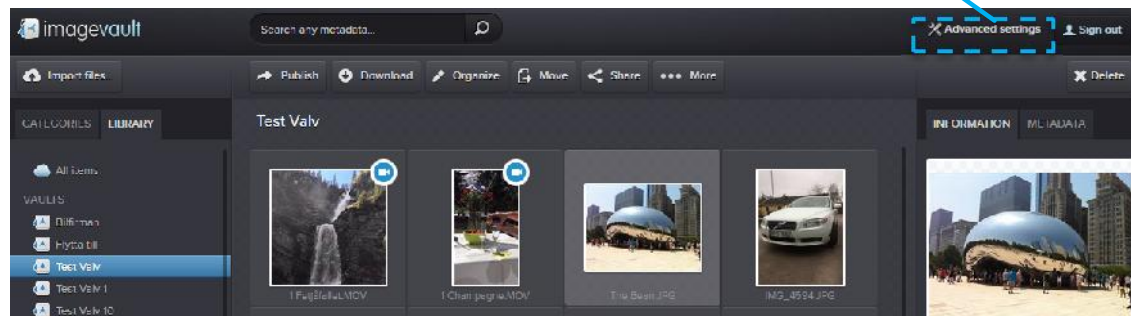
12.6. Share files

All files in the batch area can be shared by pressing the **Share** button. See 7.1 Create share for details.

13. Advanced settings

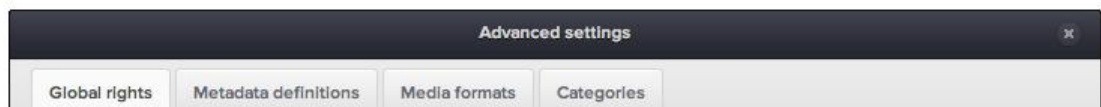
The advanced setting can be accessed by pressing the **Advanced settings** button found top right on the main user interface.

Advanced



Advanced settings

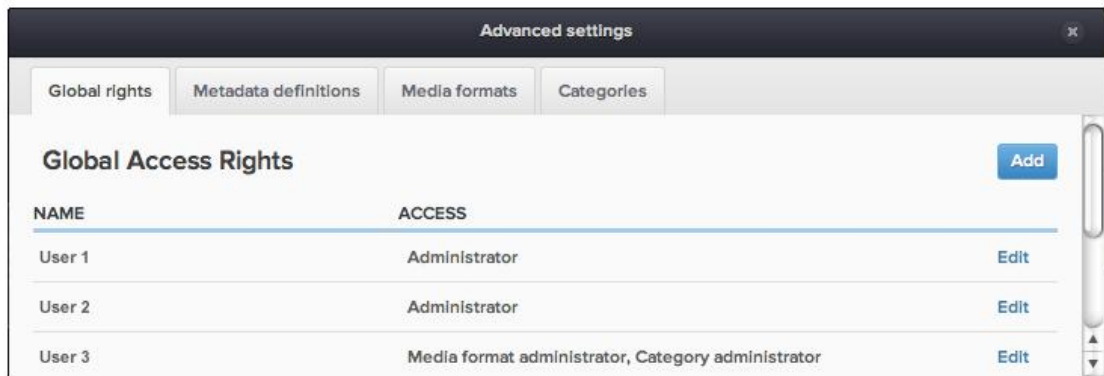
The settings are divided into four areas; global rights, metadata definitions, media formats and categories.



Settings

13.1. Global rights

The global rights setting tab lists the access rights for all administrators in the system. ImageVault uses three different administrator levels. These are administrator, media format administrator and category administrator. The administrator holds the most privileges and is a super user. The media administrator can only modify or add media formats and the category administrator can only modify or add the categories.



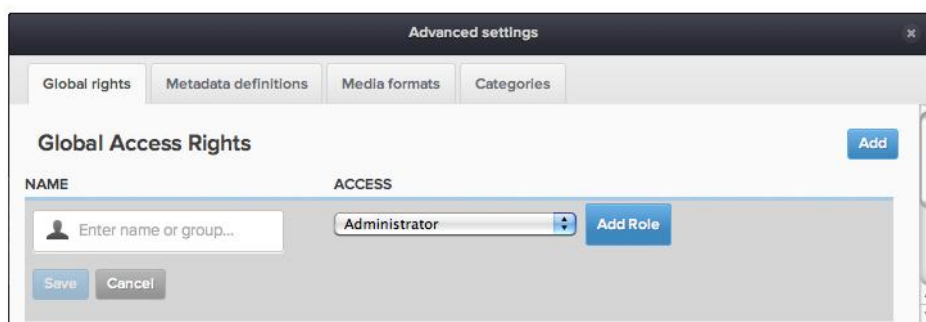
Global access rights

The administrator can perform all administrative duties. This includes:

- create vaults
- access all vaults
- make other users administrators
- add and modify categories
- add and modify media formats

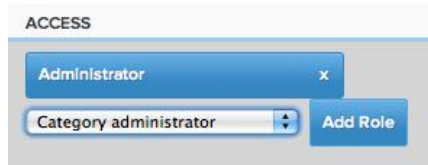
The category admin can only administer categories, such as create new or modify an existing category. The media format administrator can only modify existing media formats or create new.

The global right tab lists all administrators and their respective rights. Press **Edit** to modify or **Add** to add a new administrator. The user name can be added as a partial username. The system will automatically make a wildcard search based on the added name and present matching users and groups as a dropdown menu.



Add or modify user

Press **Add Role** to add a user role. Press **Save** to save the user role. A user role can be removed by pressing the x next to the user role.



Add and remove roles

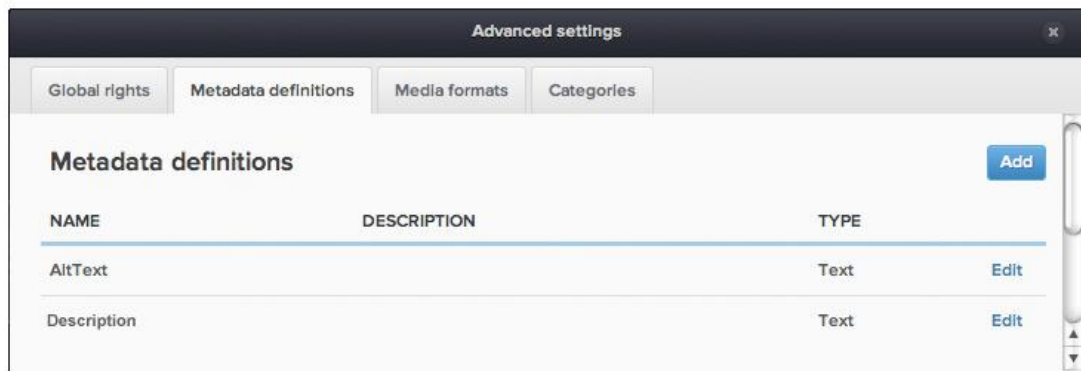
ImageVault uses federated identity for users. All users and groups are stored outside of the ImageVault system. Contact your system administrator for more information.

Note! Users and groups cannot be created in ImageVault. They have to be created in the underlying user system.

13.2. Metadata definitions

Metadata are properties that are associated with a file. The metadata can be information that was added by a digital camera, like what aperture that was used when the image was shot or if the flash was fired or suppressed. Metadata can also be information added by a user like keywords or copyright information.

Metadata definitions are templates that define what metadata tags should be read automatically during file import or what additional metadata information that can be added to a file by the user during upload.



Metadata

Press **Edit** to modify an existing metadata definition or **Add** to add a new metadata definition. Enter a name and description followed by a data type for the field.

NAME	DESCRIPTION	TYPE
<input type="text"/>	<input type="text"/>	Text
<input type="button" value="Add mapping"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>		<input type="checkbox"/> Read only <input type="checkbox"/> Multilingual

New metadata

The following types are available:

Text A normal text field with max 250 characters

Date and Time Date and/or time. The server date and time system will be used.

Number A numerical value (integer)

True/False A Boolean value

Long text A normal text field with a maximum of several thousand characters

Decimal A numerical value (float)

A metadata definition can be locked by selecting read only. A field can be allowed to contain information in multiple languages by selecting multilingual.

13.2.1. Add mapping

Press **Add** to add a metadata tag to the metadata definition. The system will automatically look for the selected metadata tag during import of a media file and add the value of the tag to the metadata for the file.



Add metadata

Select a metadata tag from the list and press **Add** to add the metadata.

It is possible to add multiple metadata tags, but the first tag that is found within the media file will be added to the metadata for the file. The picture below shows an example with multiple tags. The system will not look for the brightness tag if the aperture tag is found.



Multiple metadata tags

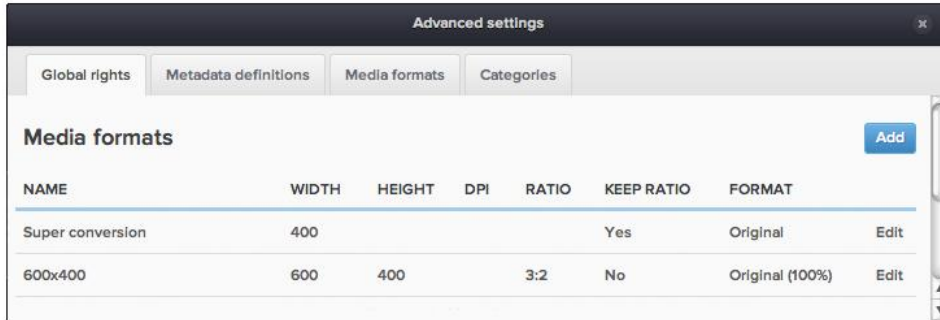
Press **Save** to save the new metadata definition or **Cancel** to discard.

Note! Metadata definitions cannot be removed once they are in use by an uploaded file.

Note! The selection of metadata tags available for mapping will increase when new media files, which contain new tags, are uploaded to the system.

13.3. Media formats


The media formats tab lists all media formats. It is also possible to see how an existing media format is setup in the list view. A media format can be used to easily make exported media files comply with a standard size or file format.



NAME	WIDTH	HEIGHT	DPI	RATIO	KEEP RATIO	FORMAT	
Super conversion	400				Yes	Original	Edit
600x400	600	400		3:2	No	Original (100%)	Edit

Media formats

Press **Edit** to modify an existing media format or **Add** to add a new format.



NAME	WIDTH	HEIGHT	DPI	RATIO	KEEP RATIO	FORMAT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="Websafe"/>

Add media format

The following properties are displayed:

Name	The name of the conversion setting
Width	The width of the image
Height	The height of the image
DPI	Dots per inch. The image resolution per square inch
Ratio	The image ratio, width/height
Keep Ratio	Yes or No. This value states if the aspect ratio is free or forced
Format	The file format of the converted file
Compression	The compression ratio. This field is only used if the file format is jpeg or websafe

See examples below:

An example conversion format called “600*400” has the following settings:
 Width=600, Height=400, Ratio=3:2, Keep Ratio=No, Format=jpeg (80%)

An image with the size 800*600 pixels will first be cropped according to the ratio setting 3:2. This means that the image height is cropped to 533 pixels. The image is then resized to the size settings width 600 pixels and height 400 pixels and converted to jpeg with the image quality set to 80%.

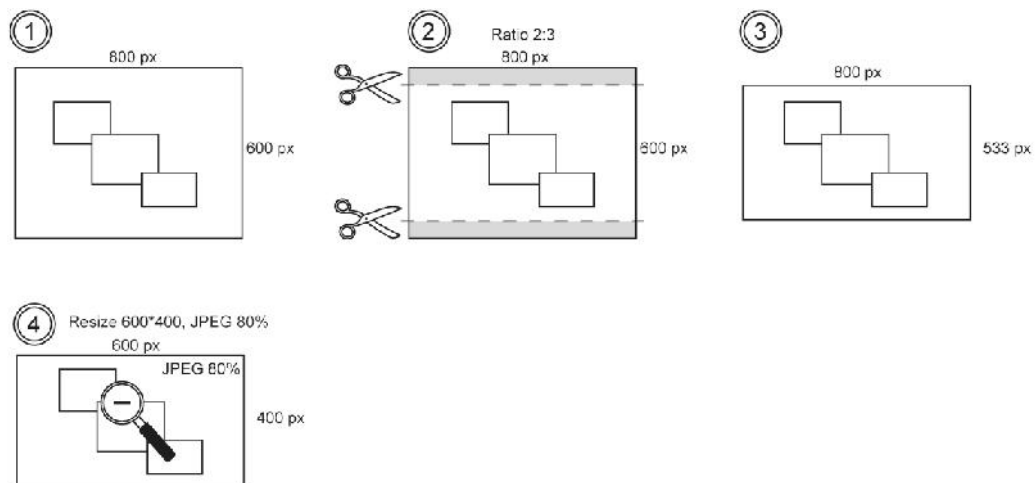


Image conversion 600*400

Another example format called “Web” has the following settings:
 Width=300, Ratio=1:1, Keep Ratio=Yes, Format=png

An image with the size 800*600 pixels will first be cropped according to the ratio setting 1:1. This means that the image height and width is cropped to 600 pixels respectively. The image is then resized to the size settings width 300 pixels and height 300. The height export value is automatically set to 300 to enforce the keep ratio setting of 1:1 and the image is converted to png.

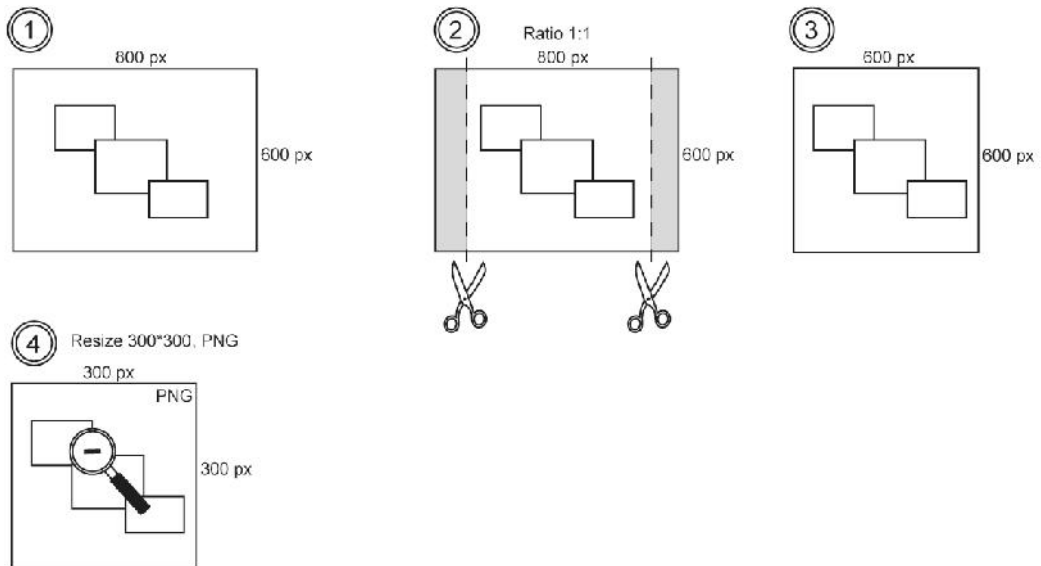


Image conversion Web

The ratio setting will supersede the keep ratio setting if both settings are added.

The available file formats are:

Websafe The websafe format setting will keep the original format for a file if it is jpeg, png or gif. Other formats, i.e. Photoshop, will be converted to jpeg or png. A CMYK file will be exported as RGB.

Jpeg The file is converted to jpeg

Tiff The file is converted to tiff

PNG The file is converted to png

GIF The file is converted to gif

Original The file retains the same file format it was originally uploaded with



File formats

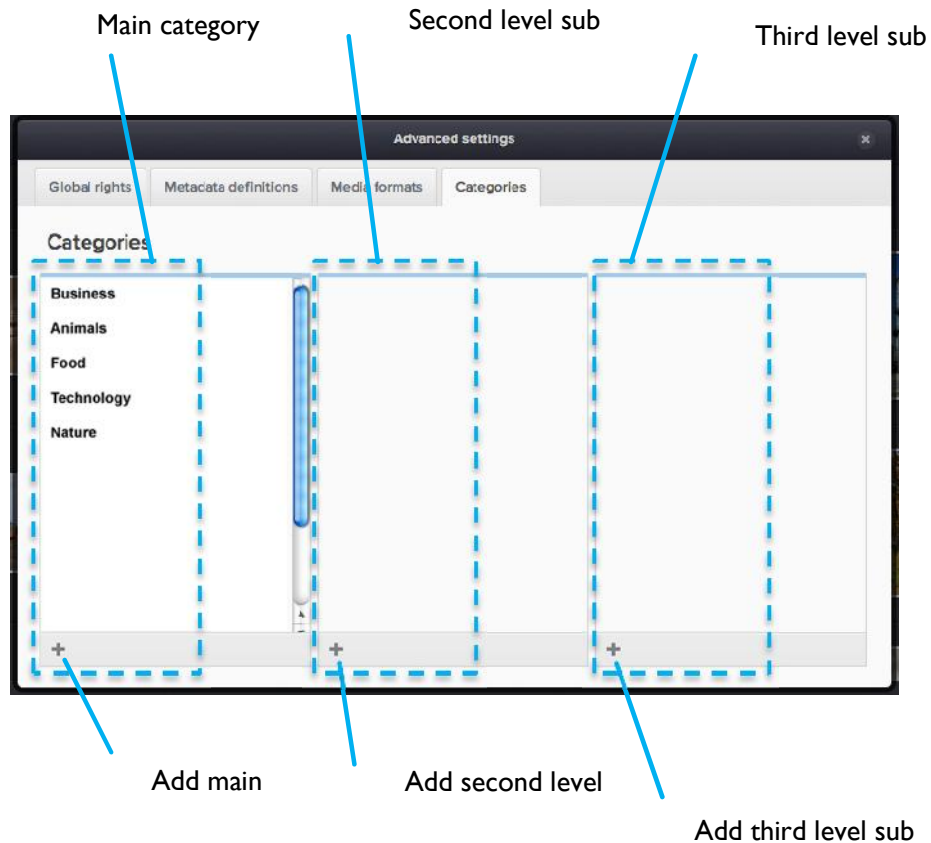
The image compression value is entered as a value 0-100 (%). A high value will produce a high quality image, often very close to the original image, but also a larger file size. A small value will produce a small file size, but might lead a low quality image due to compression artefacts.

Note! It is not possible to edit or delete a media format once a media file has been published using this format.

13.4. Categories

The categories tab displays all categories. New categories can also be added by pressing the plus sign below each category column.

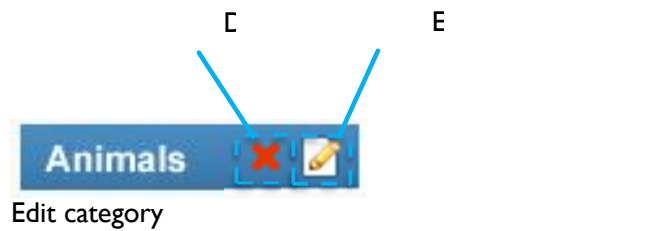
Sub categories will only be visible if the main category is selected.



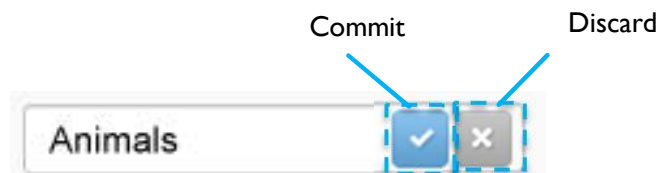
Categories

13.4.1. Rename or delete a category

Select a main category by clicking on the category name. The category will become highlighted. Either press the x to delete the category or press the page symbol to edit the name. Change the name and commit the change by pressing the check mark symbol. Cancel the operation by pressing the x.



Edit category



Save or discard category change

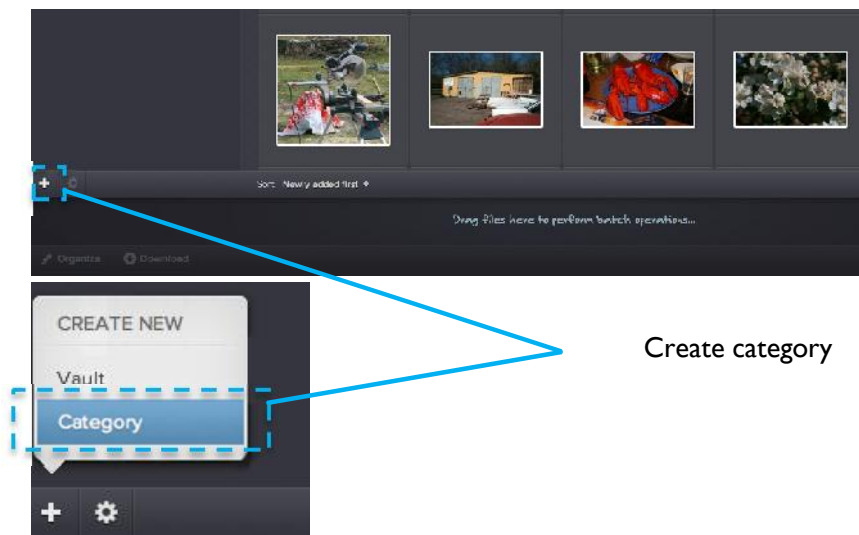
A warning will alert the user prior to deleting a category that is in use.

13.4.2. Add main or sub level category

Press the main category plus sign to create a main category. Create a second level sub category by selecting a main category and then press the second level sub category plus sign. Select the second level sub category and press the plus sign for the third sub category level to create categories in the third and last level.

13.4.3. Add a category from the main user interface

Categories can also be added by pressing the plus sign at the bottom left side of the main page.



Create new category

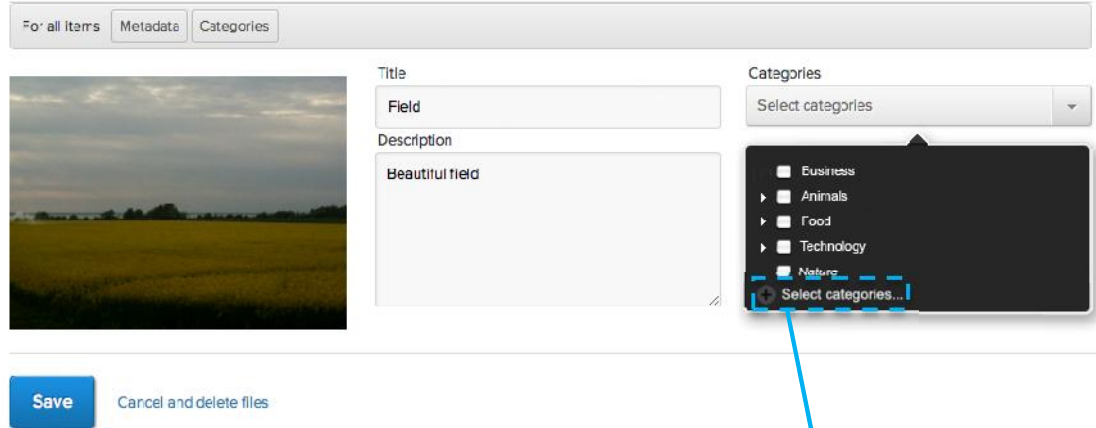
Select **Category**. This will open the categories tab in the advanced settings.

It is also possible to add categories on the fly during import.

Organize your uploads

Save Cancel and delete files

For all items Metadata Categories



Save Cancel and delete files

Add category

Add

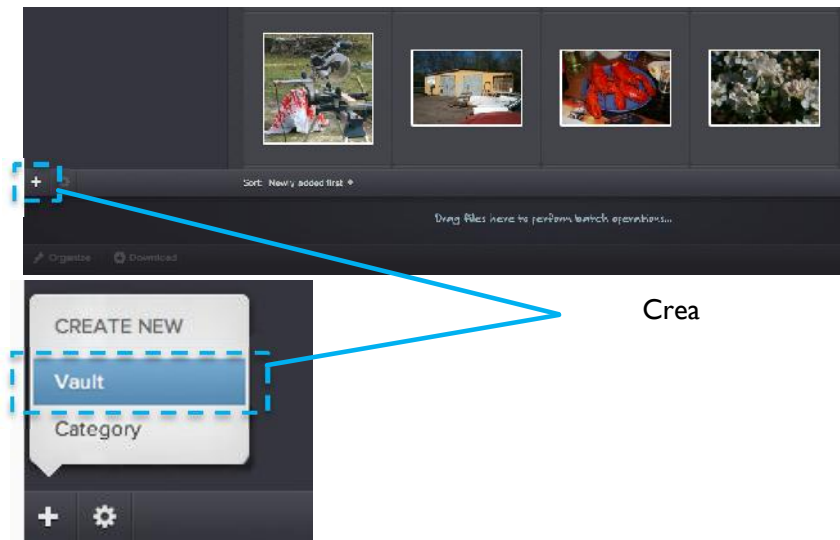
Press the plus sign at the bottom of the category list. This opens the category settings dialog described previously in this chapter. Add a new category, close the settings dialog and select the new category.

14. Vault administration

All users with sufficient privileges can add or modify vaults.

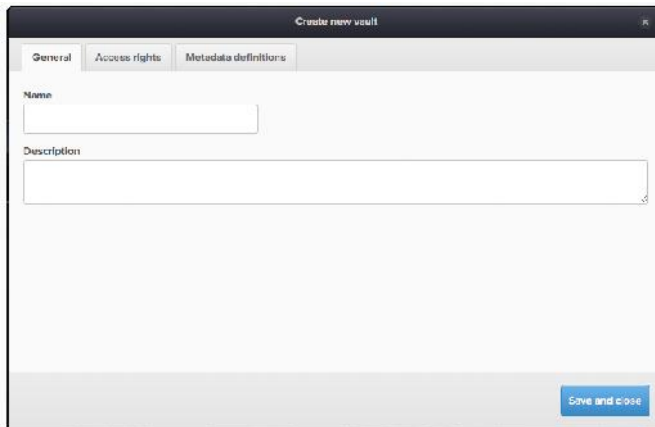
14.1. Add vault

Add a new vault by pressing the plus sign on the bottom left side of the main page. Press **Vault**.



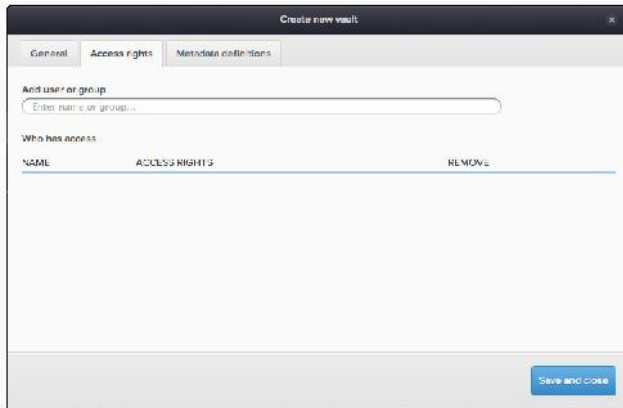
Create new vault

This will start the vault creation guide. Start by giving the vault a name and a description.



Vault general settings

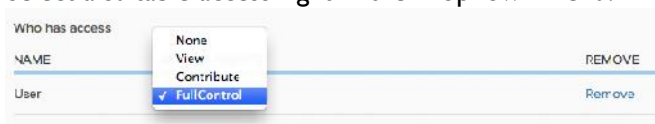
Switch to the second tab to add access rights. Add other users or groups to grant them access rights.



Vault access rights

The user or group name can be added as a partial name. The system will automatically make a wildcard search based on the added name and present matching users or groups as a dropdown menu.

Select a suitable access right in the dropdown menu.



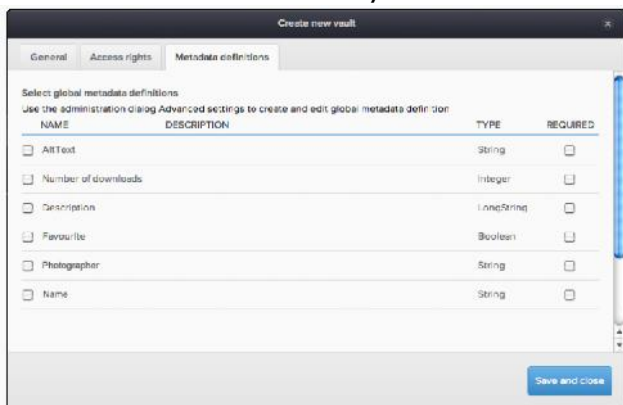
Add user

The following settings are available:

- None No access
- View See content, but not add
- Contribute Upload content, delete content and modify metadata
- FullControl Upload content, delete content, modify metadata and modify vault settings

It is possible to remove a user by pressing the Remove link.

Switch to the third tab to modify metadata definition settings for the vault.



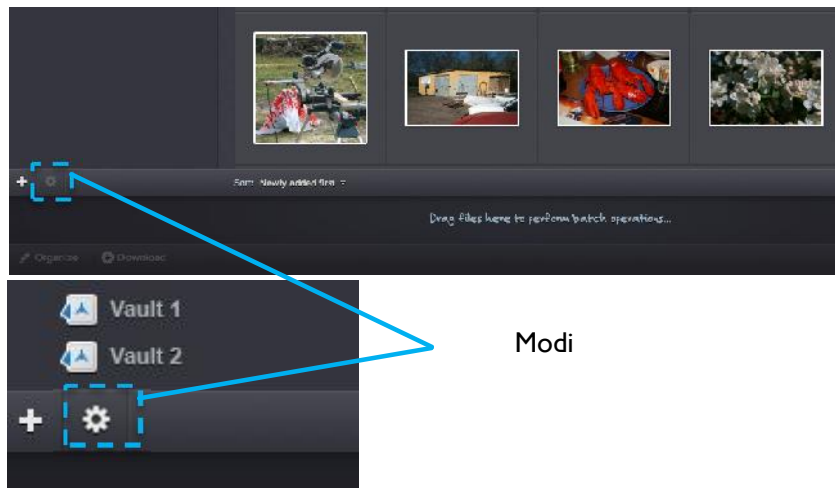
Vault metadata settings

Select metadata definition that will be used for this vault. Tick the checkbox to the left of the metadata to activate the metadata. It is also possible to force the metadata definition by ticking the checkbox to the right of the metadata. This will make the selected metadata required, meaning that the user must add this information during upload.

Create the vault by pressing the button **Save and close**.

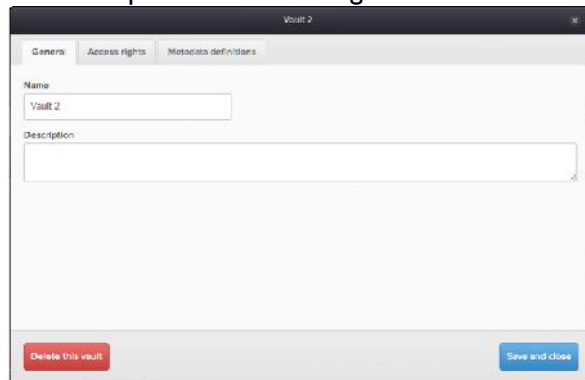
14.2. Modify Vault

Select an existing vault in the vault list. Press the cogwheel symbol located at the bottom left of the screen.



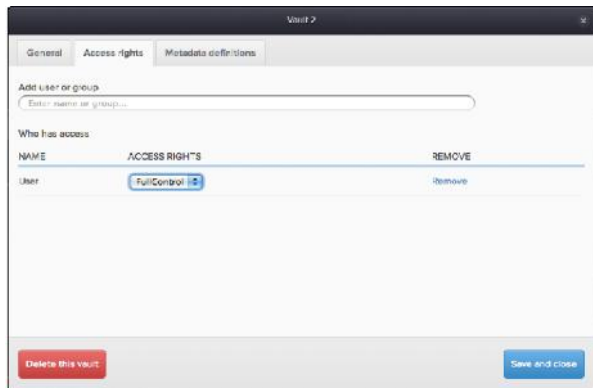
Modify vault

This will open the vault settings.



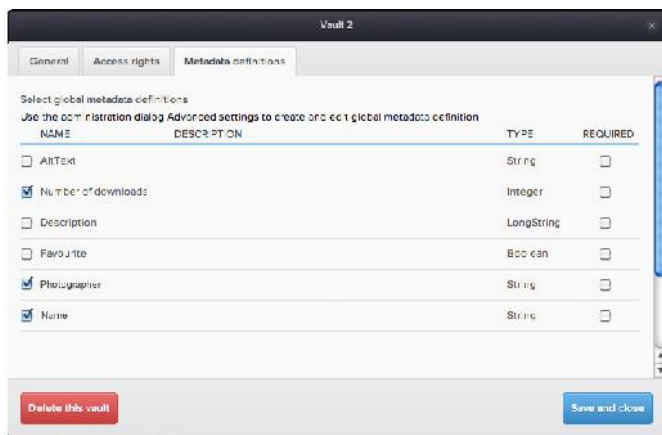
Vault setting

Modify the vault name or description. Proceed to the next tab to make more modifications.



Vault access rights

Add or remove users or modify access rights. Proceed to the last tab to modify metadata.



Vault metadata

Select or unselect vault metadata by using the checkbox located to the left of the metadata definition.

Press **Save and close** to commit the vault modification.

A vault can be deleted by pressing the **Delete this vault** button. All vault content will also be deleted.

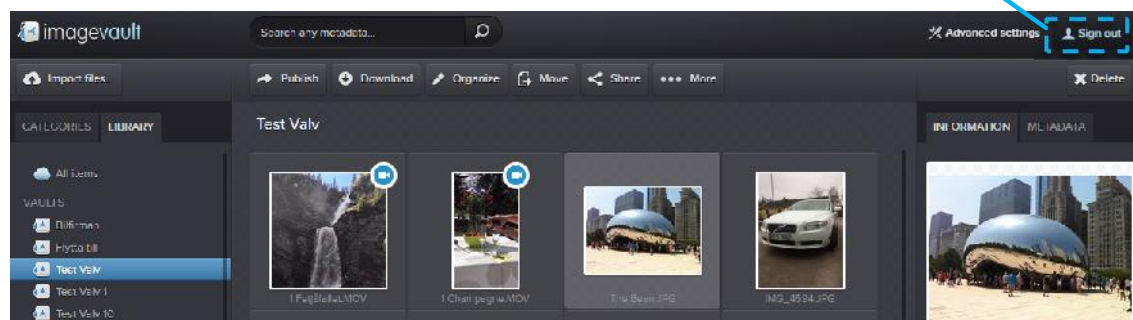
15. Authentication

ImageVault utilizes federated authentication using claims based identities. It uses the Windows Identity Foundation (WIF) as authentication layer and can be connected to an existing Identity provider (Idp). You can read more about Federated authentication and WIF at http://en.wikipedia.org/wiki/Windows_Identity_Foundation .

15.1. Signing out from ImageVault

To sign out from ImageVault you have to press the **Sign out** button.

Sign out



Sign out from ImageVault