



ImageVault Editor manual

Version 5.26

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1. Introduction

ImageVault is a cross-platform Media Asset Management system that provides all the necessary features for securely storing, locating, and utilizing digital media. By connecting the system to your existing media sources, ImageVault becomes the central hub for all your digital media needs. It is built on universal web standards and offers an intuitive and user-friendly experience.

1.1. Conventions for the manual

Some typographical conventions are used in this manual.

Notes, tips, and warnings are displayed in bold style.

Note! A note that highlights important information.

Tip! A tip that provides advice or a simpler way to do something.

Warning! A warning indicating a potential issue and how to avoid it.

1.2. Instruction for this manual

The manual is divided into two parts. The first part focuses on ImageVault as a standalone system, without connecting to other systems, and covers the functionality within ImageVault. This part begins with an overall description of ImageVault, followed by a detailed explanation of its features, and concludes with information on how to administer ImageVault.

The second part consists of several appendices that explore how ImageVault can be integrated with other systems.

1.3. Other

The extensive API available allows ImageVault capabilities to be easily expanded using third-party plugins.

1.4. Authentication

ImageVault uses Federated authentication with requirements-based identifiers. It uses Windows Identity Foundation (WIF) as the 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

2. Start

To utilize ImageVault, you require an account to sign in. After logging in, you will be presented with ImageVault's interface, where the available functionality will be determined by the permissions assigned to your user account by the administrator.

2.1. ImageVault functionality

ImageVault functions as a centralized file repository where all users have access to store and retrieve files. The system facilitates the creation of an organized file environment by offering storage vaults, metadata, and category labeling for easy search and access.

Files only need to be stored once and can be linked to multiple pages where they are used. ImageVault also assists in maintaining website standards by allowing the setup of common conversion formats. This enables high-resolution images captured directly from digital cameras to be seamlessly converted and resized to suitable formats that comply with page layouts and site requirements.

File categorization is simplified in ImageVault through the addition of properties to uploaded files. These properties include metadata fields and categories, making it easier for users to locate and utilize the uploaded files. user permissions are managed through vaults.

The following provides a brief overview of some key features of ImageVault.

2.2. Vault

A vault in ImageVault functions as a storage space, similar to a folder, with user permissions. It allows for different levels of user permission to be assigned, such as preventing accidental file deletion or restricting access to specific files. A vault does not support sub-levels. Additionally, each vault can have customized metadata definitions to suit its specific needs.

2.3. Categories

Categories are tags that you can add to an image during the uploading process, making it easier to search for files. While the number of categories you can create is unlimited, it is recommended to add or create a limited number of categories during installation. Subcategories can also be added, allowing for up to 2 levels below the top level.

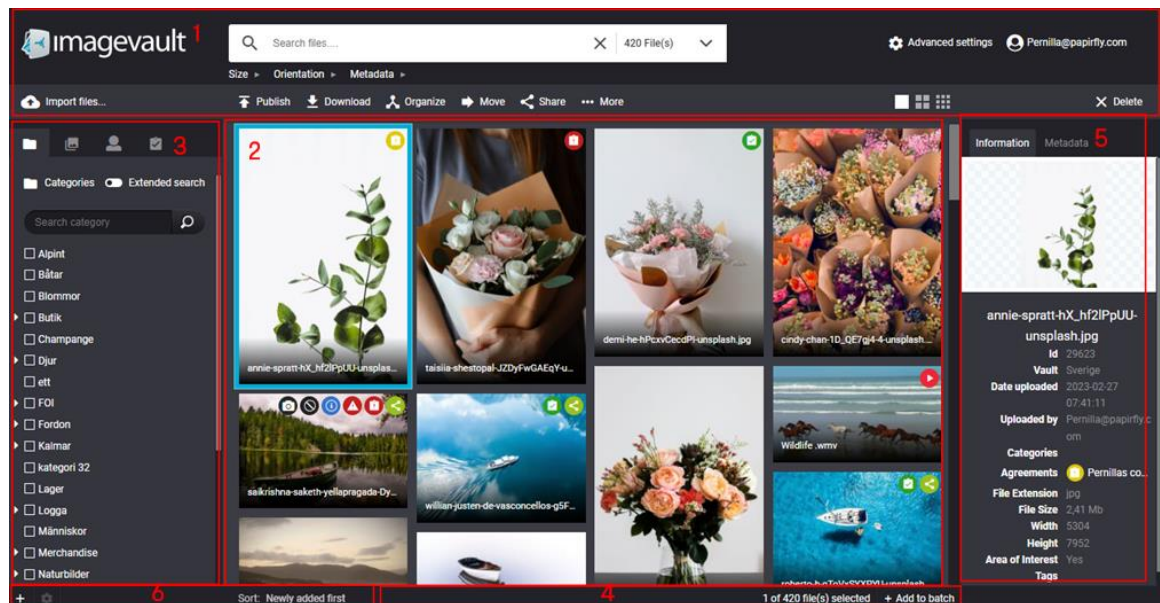
2.4. Metadata

Metadata refers to additional information fields that can be associated with files. This can include details such as the photographer's name or additional descriptions of the file. Metadata can also encompass information stored within the file itself, such as IPTC or EXIF data.

3. User interface

ImageVault's interface comprises six main components:

1. Activity area
2. File gallery
3. Filtering area for different options like vaults and categories
4. File list where you can gather selected files for collective updates, for example.
5. Information area for the selected image.
6. Settings



3.1. Activity area

Here are the functions related to file uploading, working with existing files, filtering, and searching.

In the Advanced Settings, users with administrative permissions can manage and maintain system settings.

3.2. File gallery

All available files are displayed as thumbnails in the viewport. The files shown depend on various factors such as the content of the current vault, the access rights of the current user, search results, or the selected category.

3.3. Filtering

There are four tabs in this area that enable filtering for the gallery. The tabs are as follows:

- Categories
- Library
- Digital consents
- agreements

3.4. File list

At the bottom, there is a panel where you can add files from the gallery to work with multiple selected files simultaneously.

3.5. Information area

The details and metadata section presents information about the currently selected file.

3.6. Settings

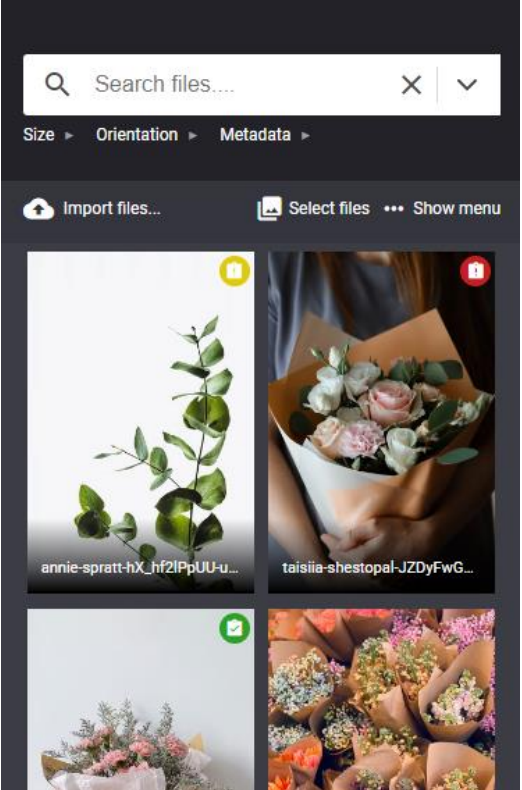
The Settings area includes buttons for adding/changing vaults, agreements, categories, co-donors, and collections. The available features in this area depend on the level of permission assigned to your user.

The sort order can be switched between "Recently added first," which displays the latest files added to the system, or "Name A-Z," which arranges media files alphabetically by name.

3.7. Mobile interface

On mobile devices, the interface is streamlined, and not all features available on desktop are accessible. The functions typically found in the activity area on desktop can be accessed through the menu on mobile.

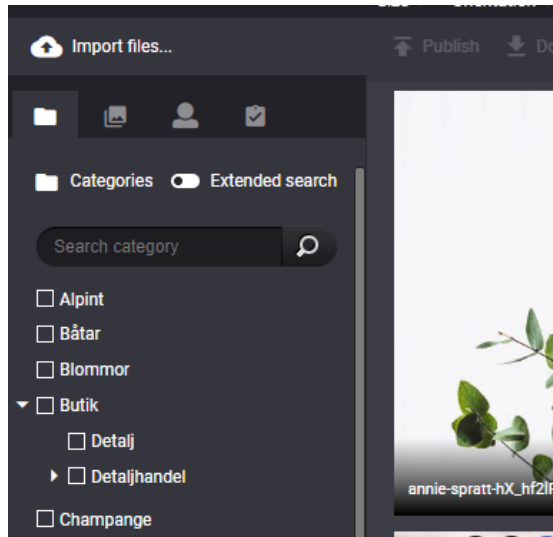
The import function is directly accessible on the left side.



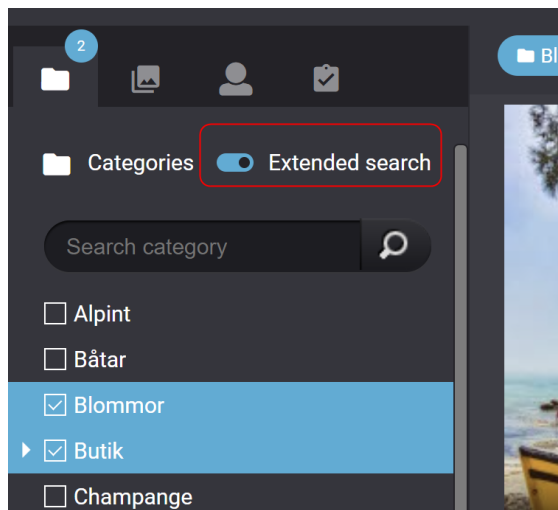
4. Categories

Categories are added to a file by the user. Only users who are category administrators or administrators themselves can create new categories. This is one of the fastest ways to filter files, except for searching, and should be used as the primary navigation method.

A category can have 2 sublevels. It is possible to filter files that have been tagged with a category



You can apply filters based on one or more categories. When Extended Search is enabled, you will receive images that have at least one of the selected categories. If Extended Search is not enabled, you will receive images that have all the selected categories.

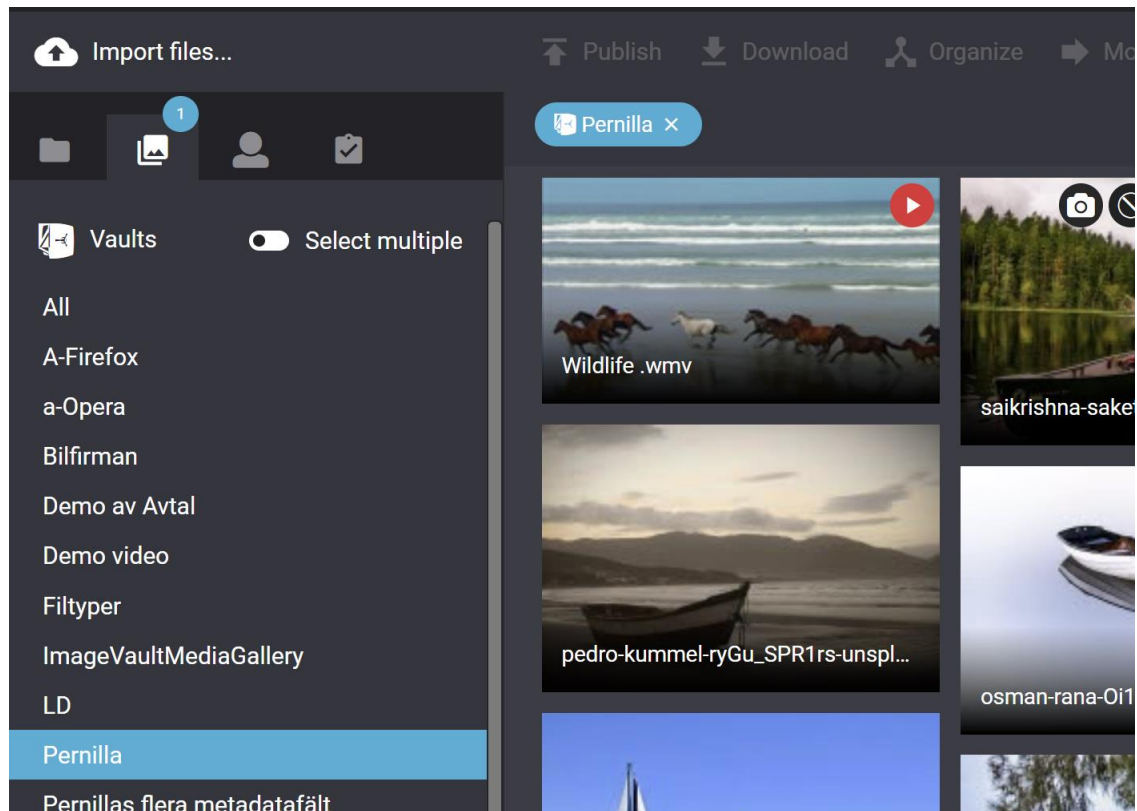


5. Vault

Vaults can be likened to folders. Only individuals with permission to access a vault can view the images within it. Creating vaults is limited to users with administrator permissions.

To view photos within a specific vault, navigate to the Library tab and click on the desired vault. The selected vault will be indicated by a chip displayed over the gallery.

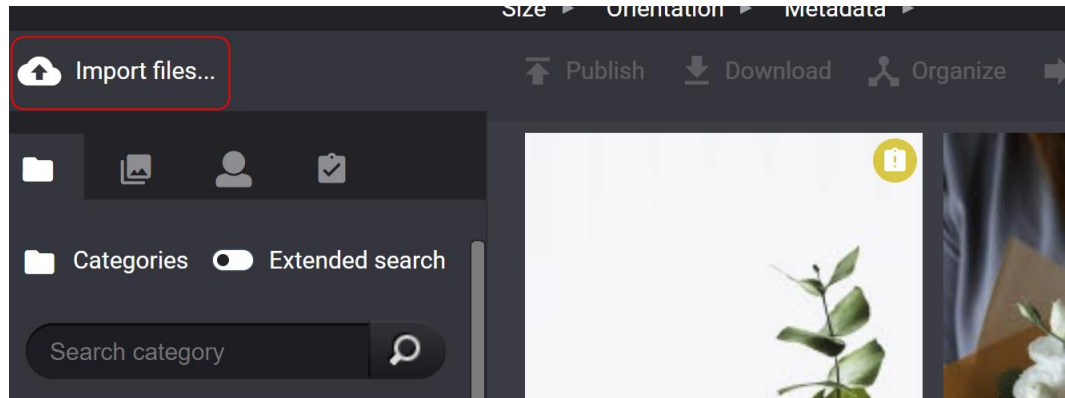
Enabling the "Select multiple" option allows you to choose multiple vaults simultaneously.



Note: Vaults can have different user permissions. Not all users will have visibility or access to all vaults

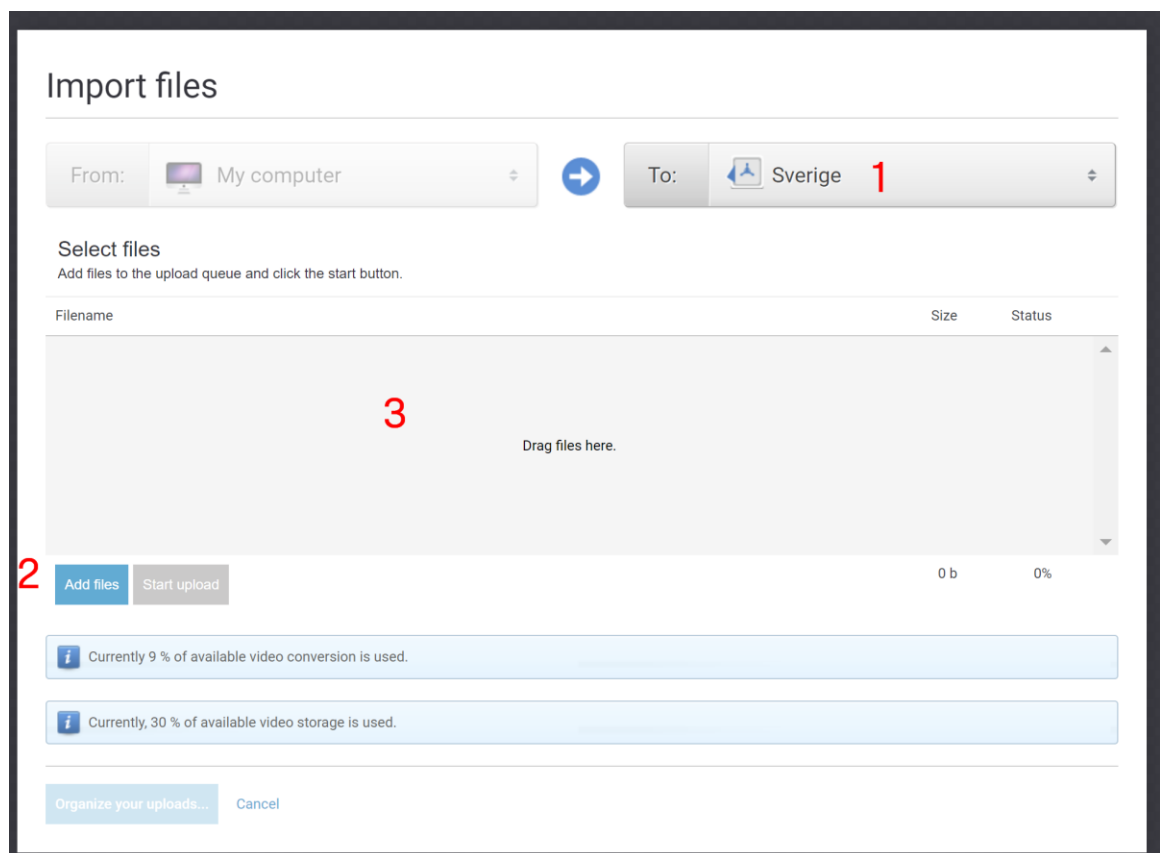
6. Import files

To import files into ImageVault, click on the Import button. This will open the import wizard.




6.1. Upload files


After clicking on Import, the first page of the import wizard will open. Here, you can choose the vault to which you want to upload the files (1). To add the files you wish to upload, either click on Add Files (2) or drag and drop the files onto the designated area where your selected files will appear (3).




Click on Start Upload (1) when you are ready to proceed with the import. If you realize that you want to include additional files after uploading, you can add them by dragging them into the designated area or using the Add Files option. To delete a file, click on the "-" (2) icon.

Import files





From:  My computer



To:  Sverige


Select files


Add files to the upload queue and click the start button.

Filename	Size	Status
angelina-jollivet-mNEpmNIFdXs-unsplash.jpg	1 MB	0%  2
cindy-chan-1D_QE7gj4-4-unsplash.jpg	2 MB	0% 
demi-he-hPcxvCecdPI-unsplash.jpg	2 MB	0% 
taisiia-shestopal-JZDyFwGAEqY-unsplash.jpg	3 MB	0% 
	8 MB	0%

Add files

Start upload 1

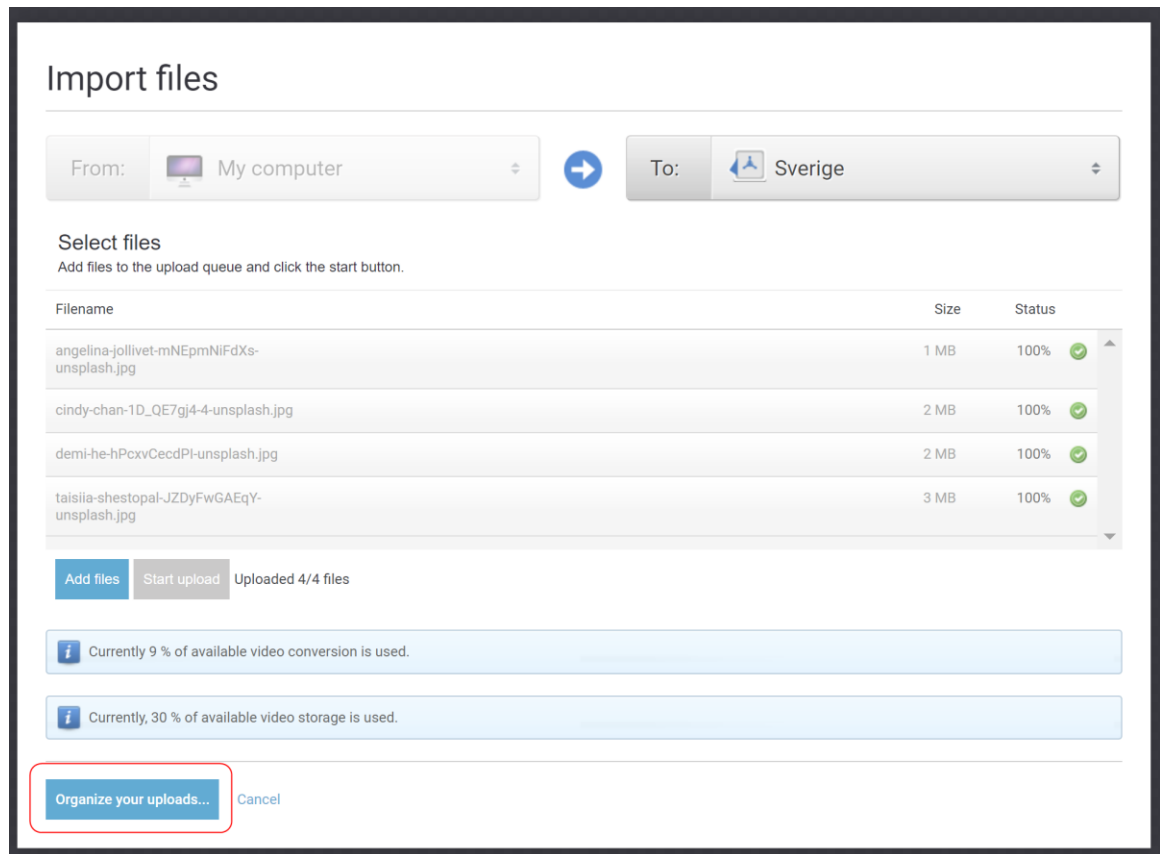
 Currently 9 % of available video conversion is used.

 Currently, 30 % of available video storage is used.

Organize your uploads...

Cancel

Once the upload is complete, click on "Organize uploaded files" to proceed to step two of the import wizard.



6.2. Organize files

Giving files the appropriate properties immediately upon upload, such as adding categories and relevant information to metadata fields, makes it easier to find the files and increases the likelihood of them being reused by other users. This is a fundamental aspect of a media database.

Hint! Investing a little extra time during the upload process to add the correct properties to a file can make a significant difference when the system contains hundreds or thousands of files.

For each file, you have the option to assign several properties. The available properties depend on the vault you have chosen to upload the files to. These properties are defined by the administrator for each respective vault. If you are uploading multiple files simultaneously, you have the option to apply the same properties to all images at the top, which saves time and avoids the need to add the same information to each individual image. If you accidentally upload a file that is already in ImageVault, you will see a "Remove duplicates" button. Using this button will delete the duplicate files from the upload.

Organize your uploads

Save

Cancel and delete files

For all items:

Remove duplicates


Metadata, Tags, Description

Digital consent

Agreements

Categories

Analyze all images



Alt-text (mandatory)

Beskrivning

Photographer

Stopp

Digital consent

Agreements

Categories


Analyze Image

Tags

Description

Filename

anita-austvika--AnWgmisp_s-unsplash.jpg



Alt-text (mandatory)

Beskrivning

Digital consent

Agreements

Categories

Click "Save" to finalize the upload or "Cancel and delete files" to cancel the upload.

Note! Depending on the settings, certain metadata fields may be mandatory and must be filled in before the upload can proceed.

Note! Metadata fields and categories are configured during installation and are managed by the administrator.

6.2.1. Analyze file

If ImageVault utilizes a cloud solution, you can receive suggestions for tags and descriptions for your image files by clicking the "Analyze Image" button. The analysis is performed using Azure AI.

20

Organize your uploads

Save

Cancel and delete files

For all items:

Remove duplicates


Metadata, Tags, Description

Digital consent

Agreements

Categories

Analyze all images



Alt-text (mandatory)

Beskrivning

Digital consent

Agreements

Categories

Analyze Image

Tags

A suggestion is presented. As a user, you can supplement it with your own additions and remove the ones you don't want to use. You will also see the suggested description that you can modify if you are not completely satisfied. Both tags and descriptions are searchable through free-text search.

Categories

Tags

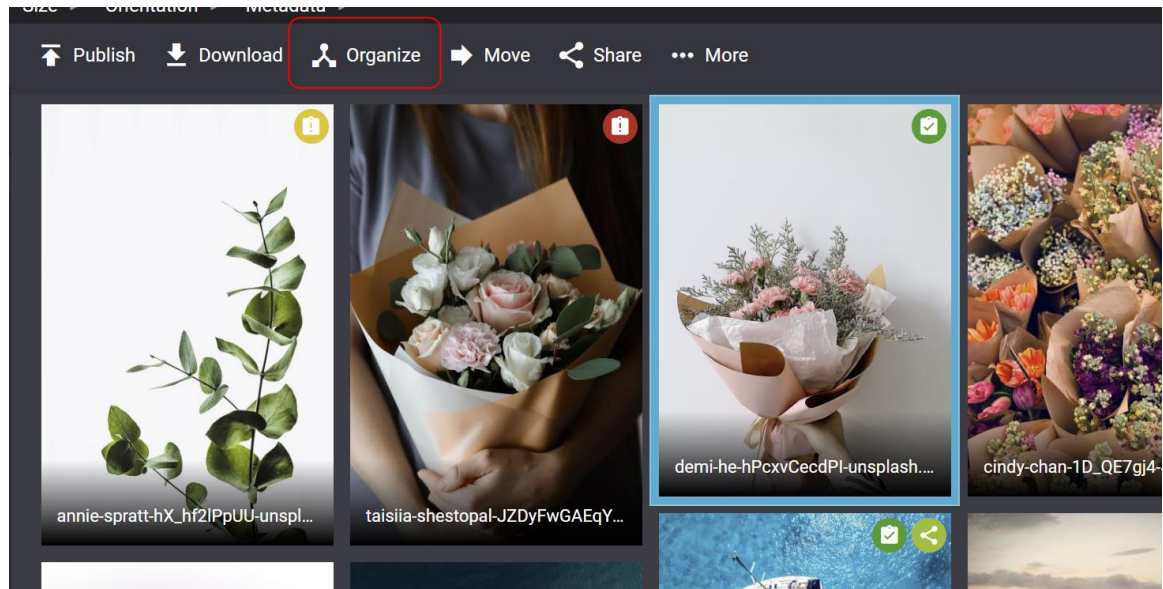
Plant × Flower × +

Description

A flower

7. Organize already uploaded files

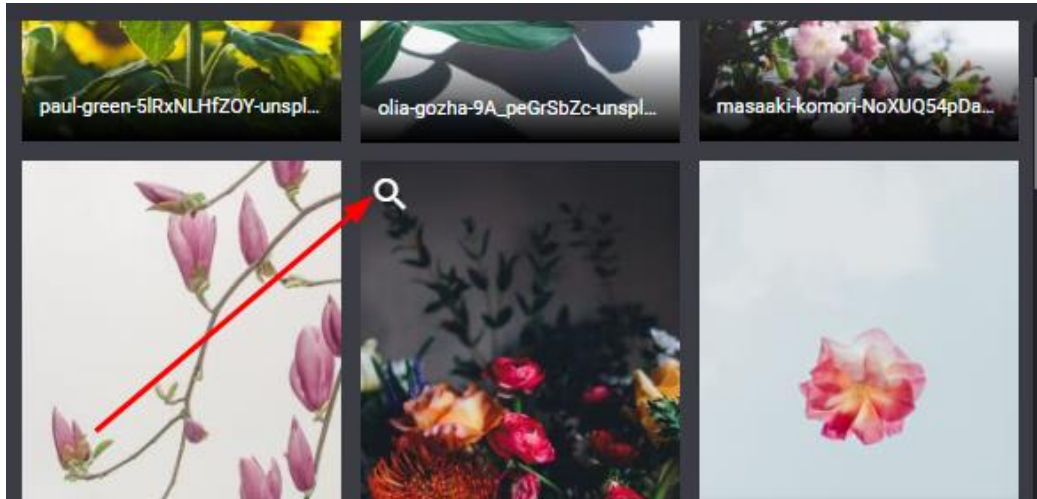
Metadata, categories, and other information can be modified after a file is uploaded. By selecting the file and clicking on "Organize," you will access the same dialog as when you imported the file.



Make the desired changes and click "Save" to save them. To close the dialog without making any changes, click "Cancel."

8. Preview

To preview a file, click on the magnifying glass icon that appears when you hover over its thumbnail. Alternatively, you can double-click the item or select a file and press Enter on your keyboard.



After opening a preview, you can browse through the files without closing it by clicking the arrow symbols on each page of the window. You can also use the arrow keys to navigate between objects.

If the item is a video, you can start or stop playback by pressing the Spacebar.

8.1. Preview the file's information and metadata

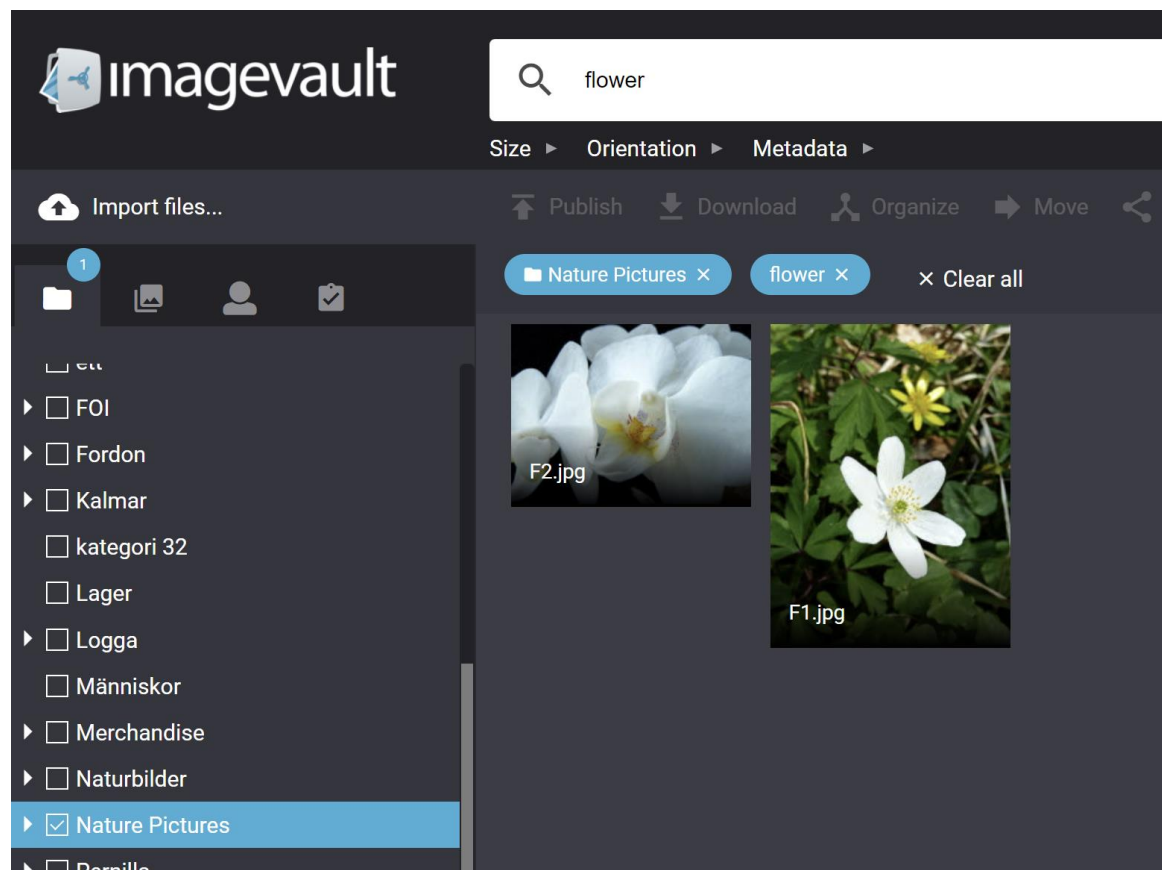
By selecting a file, you can view the information and metadata on the right side of the screen. The information section includes details such as the height and width of the image, the upload date, and the vault location of the file. Metadata refers to additional information that is manually added by a user during the file upload process.

Furthermore, it is possible to automatically load metadata that is stored within the file itself. Digital images or media files often contain embedded metadata, such as IPTC or EXIF data. This metadata may include information like the focal length, lens used, camera serial number, GPS coordinates, and more.

9. Filtering

When you apply a filter, the filter criteria appear as chips at the top, above the files. This allows you to have complete control over the selected filters, especially when multiple filters have been combined. You can remove individual chips or clear all filters by clicking "Clear All".

To narrow down the search results, you can use a combination of filters and free text search. In the example below, the filter is applied to the category "Nature Images" and the free text search is performed for the term "Flower".



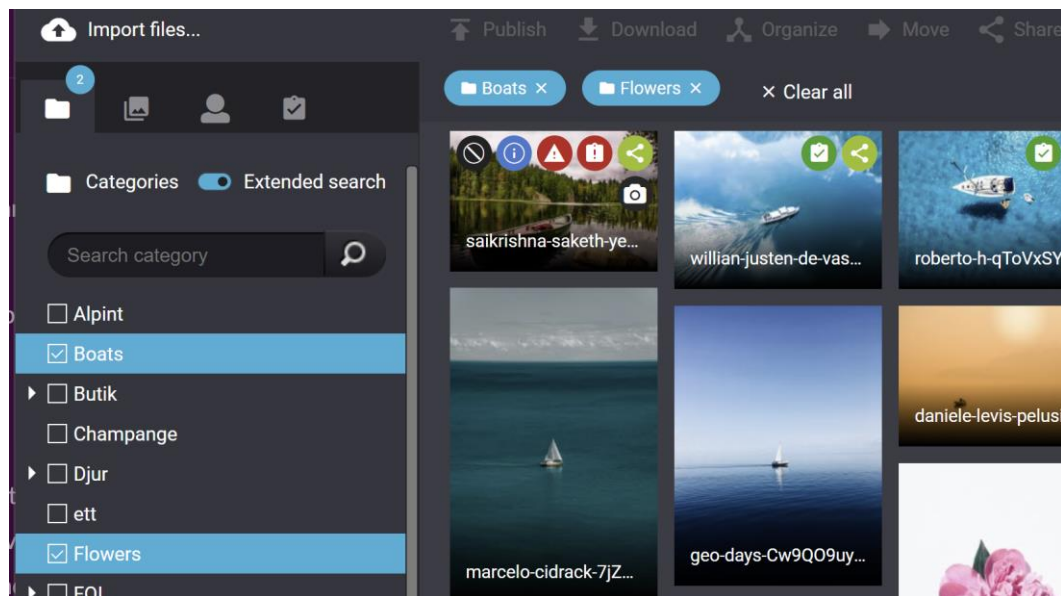
There are several different properties you can choose to filter by:

- Category
- Vault
- consenter
- agreement
- Size
- Format
- Metadata
- File type

To be able to filter by size, format, metadata, and file type, you need to have ImageVault as a cloud service. These four filters won't be visible in the interface.

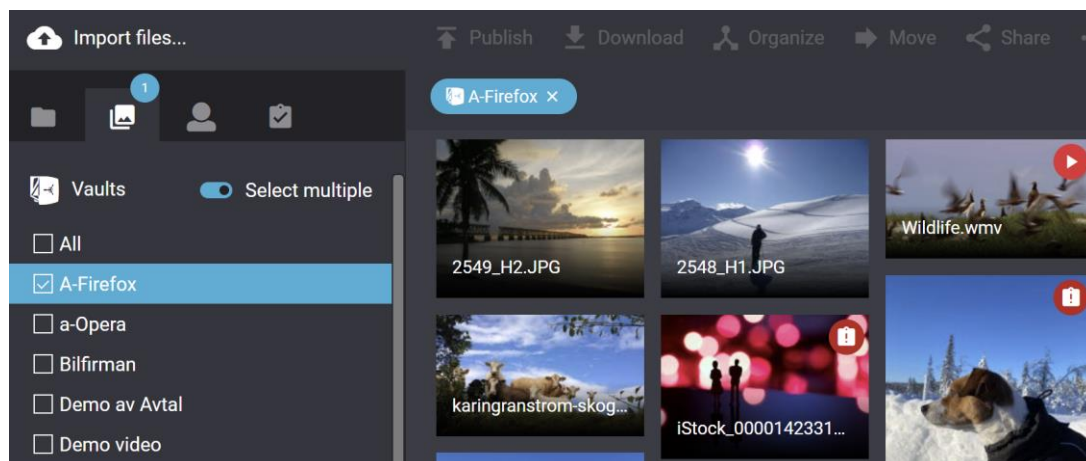
9.1. Category

When you select a category or subcategory, the files that have that category are displayed. You can select multiple categories, and the files that appear will have all the selected categories. Enabling Extended Search means that the file should have at least one of the selected categories.



9.2. Vault

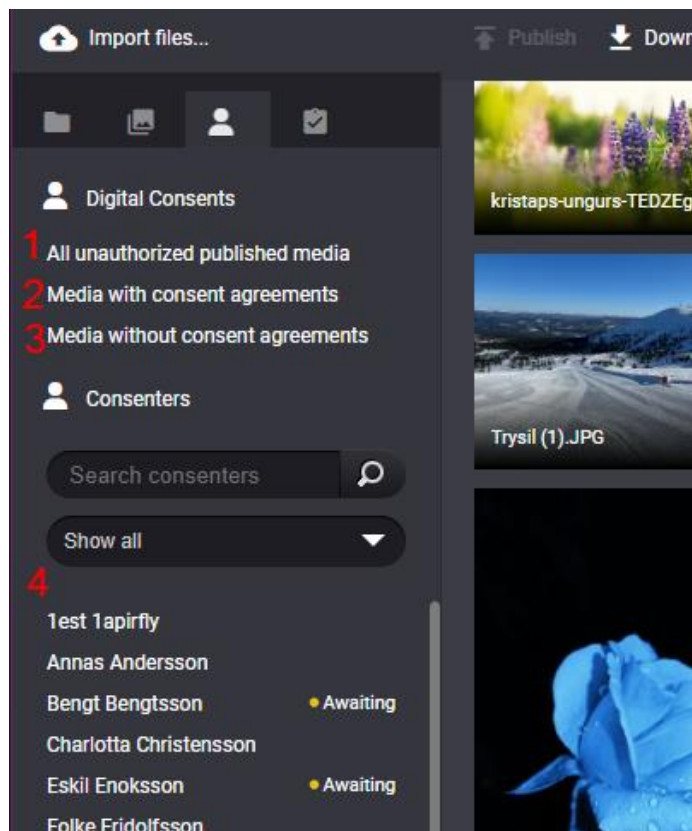
The images you see are the ones that are in the vault you have chosen to filter on. If you want to see images from multiple vaults at the same time, enable the "Select multiple" option, and then you will have the opportunity to select multiple vaults.



9.3. Consenters

This tab is only visible if you are an agreement user. Here are a few different types of filters you can use:

1. Filter for unauthorized published contracts.
2. Filter for media with consent agreements.
3. Filter for media without consent agreements.
4. Select a consenter to see the files associated with that consenter.

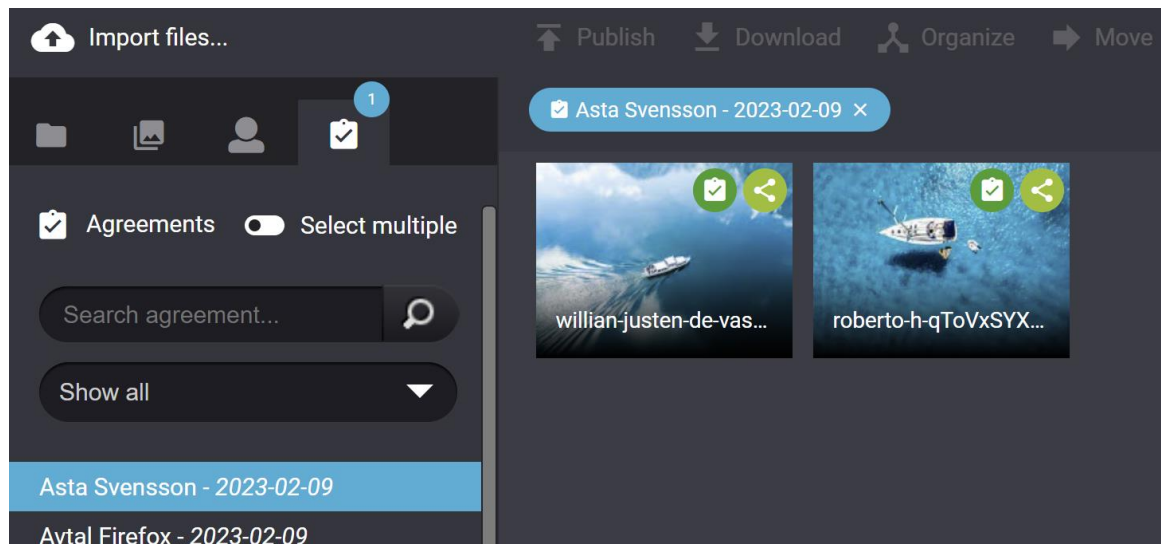


9.4. Agreement

This tab is only visible if you are an agreement user.

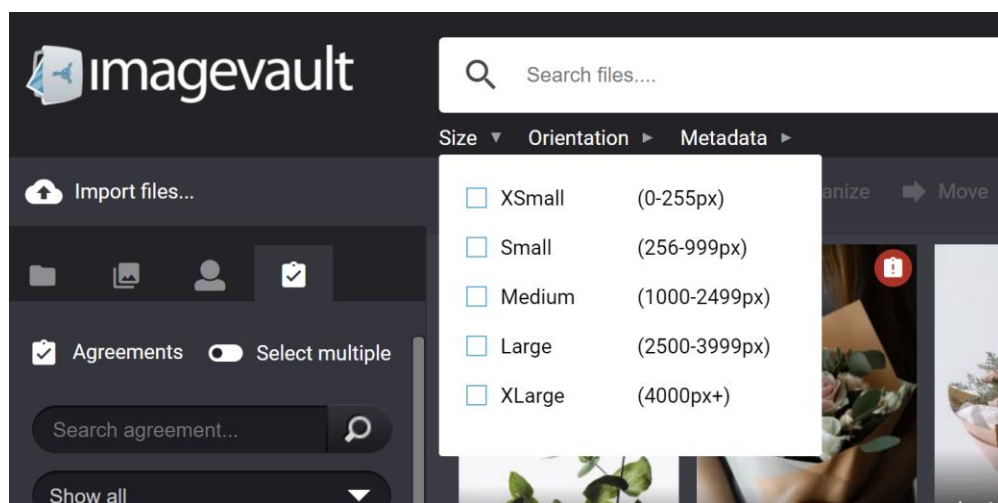
To filter, select an agreement.

To filter on multiple agreements at the same time, enable Select multiple.



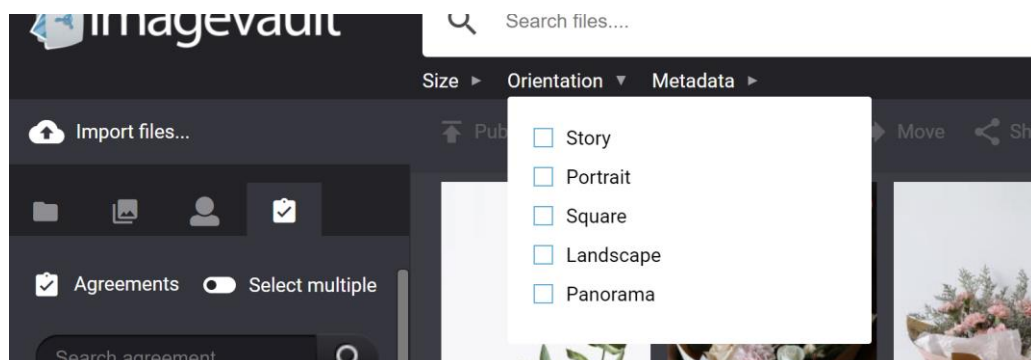
9.5. Size

You can use this filtering to view images of a specific size (in pixels)



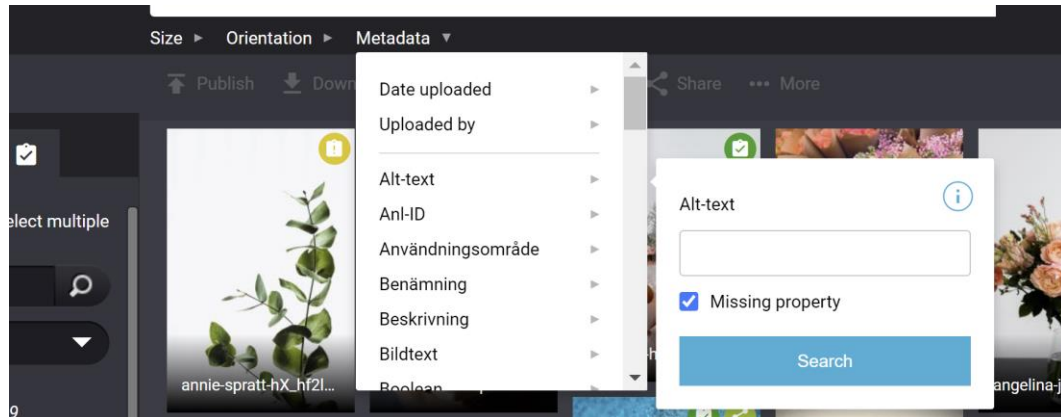
9.6. Format

You can choose to filter based on a specific format, such as square.



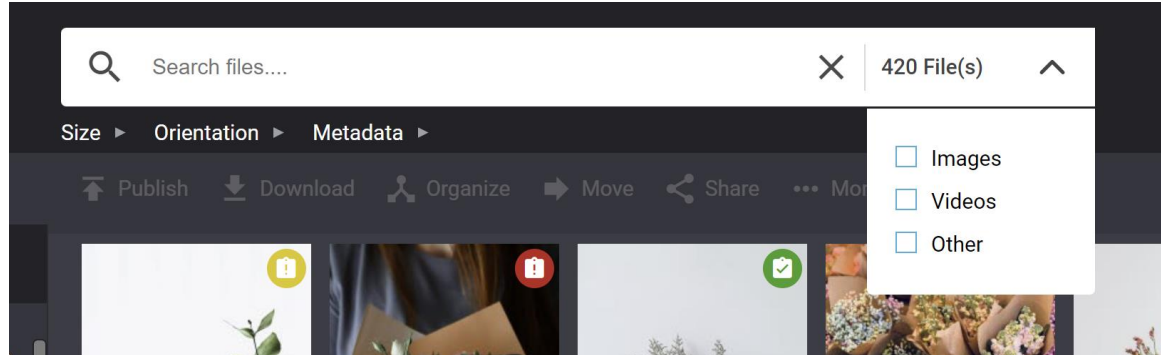
9.7. Metadata

All the different metadata that exists in your system can be used for filtering. Additionally, you have the option to filter based on missing metadata. For example, you can search for "All files that do not have alt text" by selecting the alt text filter and checking the Missing property.



9.8. File type

Here you can choose whether you want to see only images, videos, or other file types.



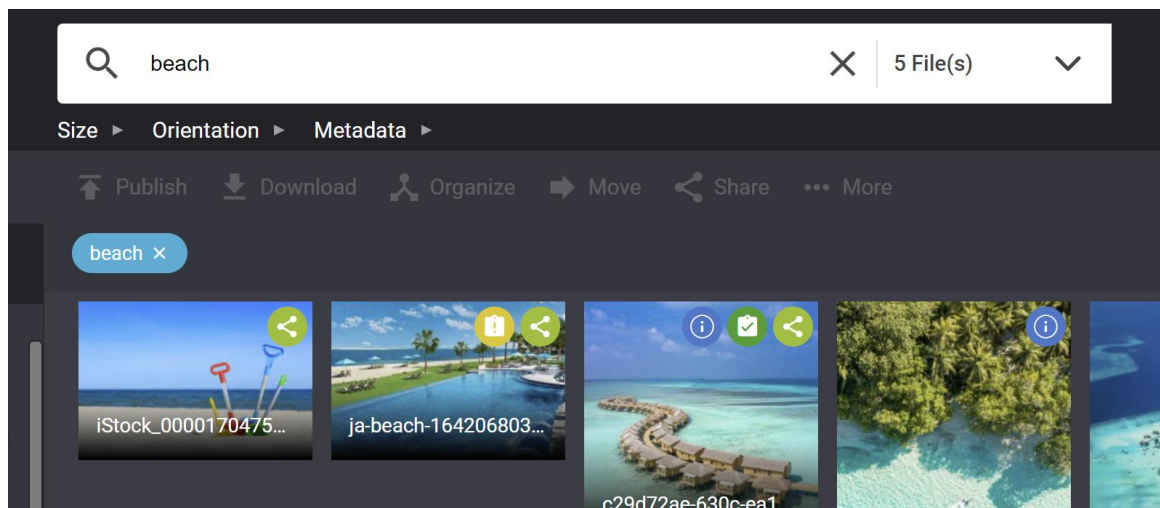
10. Search

The search bar is located in the upper part of the user interface. Type in your search query and press Enter on your keyboard. By default, the search will display results that match any of the words included in the search phrase.

If you have ImageVault as a cloud service, several suggestions will be presented as you start typing. These suggestions are based on individual keywords, compound strings, and file names.

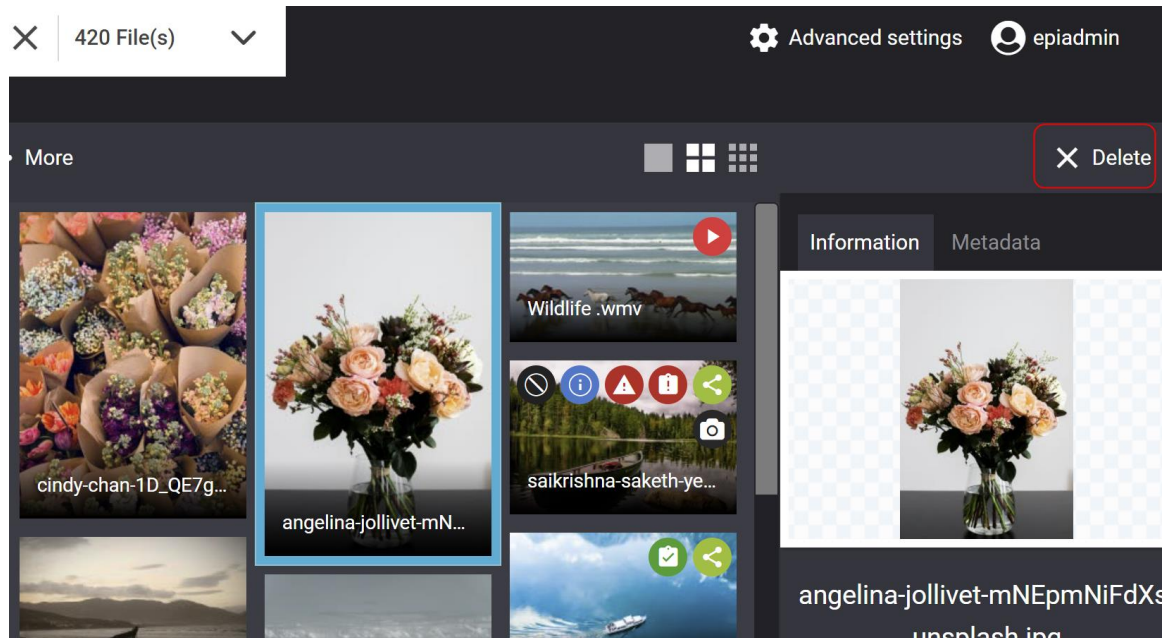


Just like when you apply filters, your search query appears as a chip that you can choose to remove whenever you want.

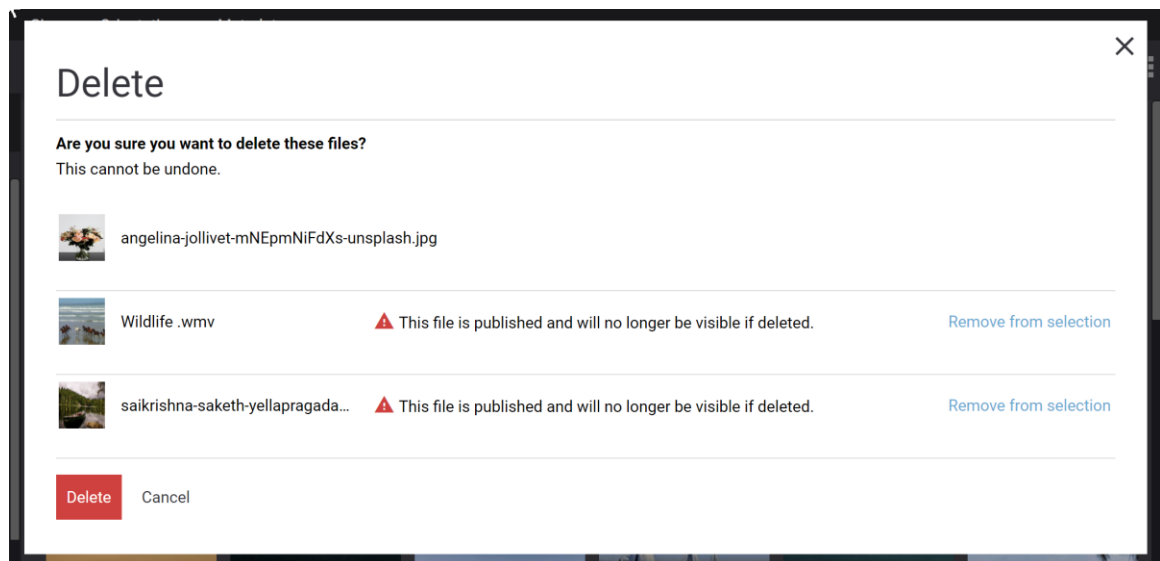


11. Delete files

Select the file or files you want to delete, then click on the "Delete" option located in the upper-right corner of the screen.



A window will open displaying a list of the files you want to delete. You will receive information if any of the files are published elsewhere as an additional precaution. If you change your mind and want to keep any file, click on "Remove from Selection". Once you are satisfied with the selection, click on "Remove" to delete the files.



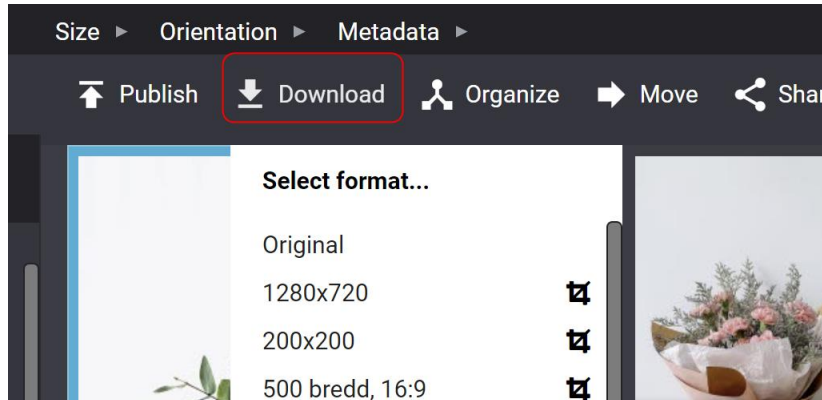
12. Download files

Files can be easily downloaded and converted to predefined formats.

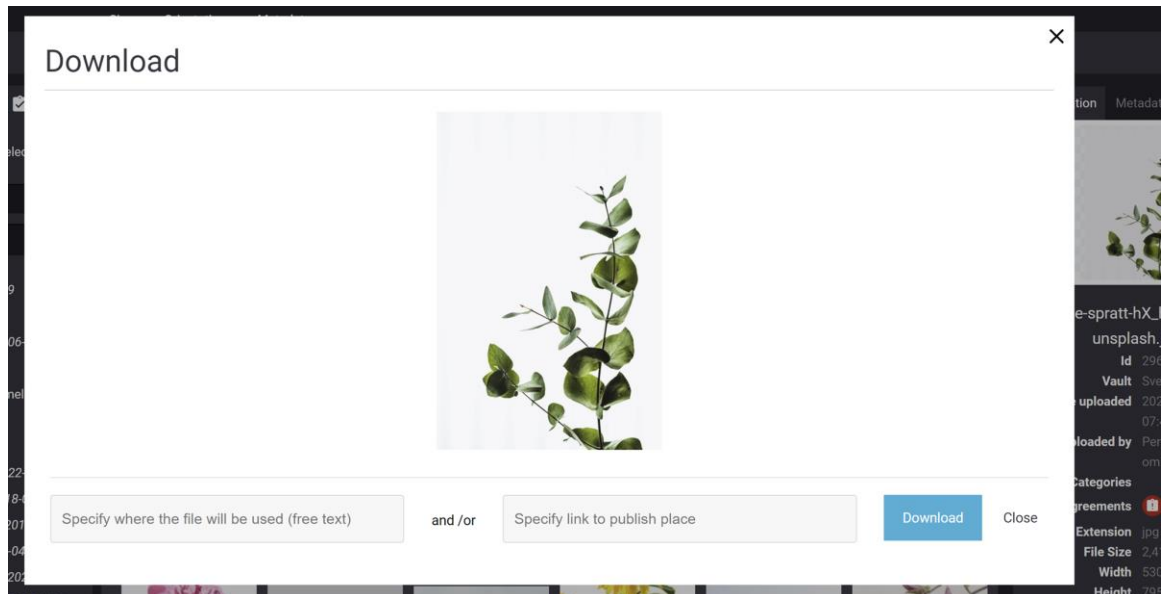
12.1. Downloading and conversion

Select one or more files, click Download.

The list shows the available formats for download. You can select only one format. To download the original format, select "Original".

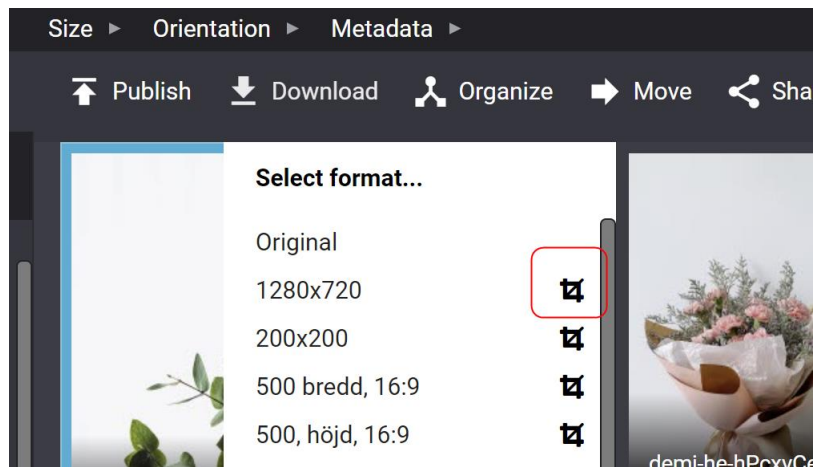


A file download dialog will appear, providing an opportunity to specify the reason for downloading the file. administrators can choose to make this field mandatory for easy file tracking.

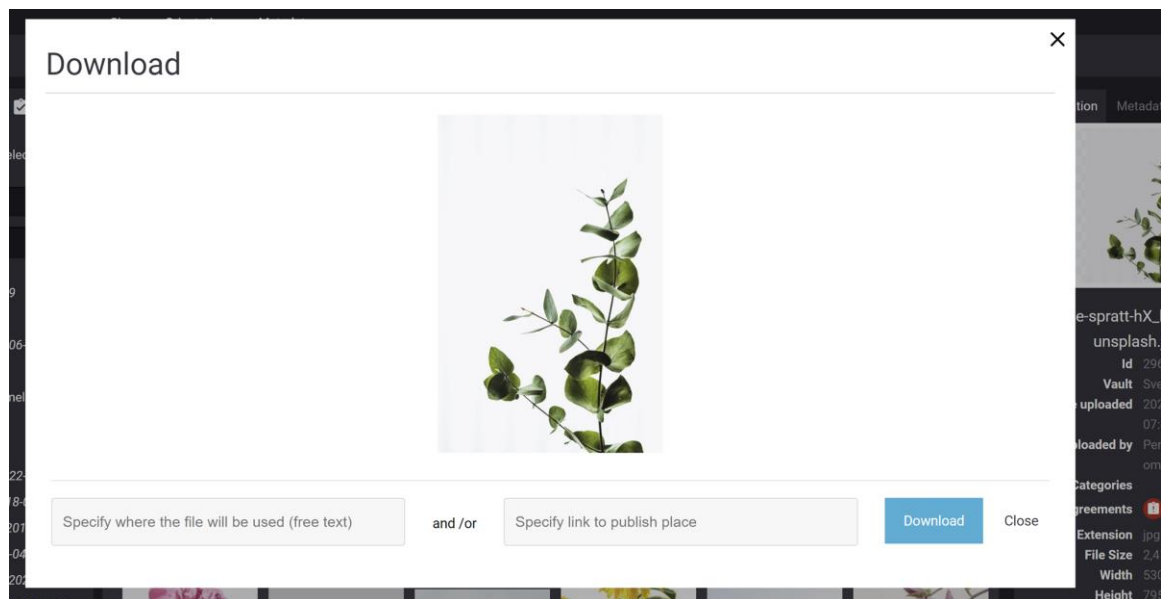


12.2. Edit file before downloading

To edit the image before downloading, click the edit icon.

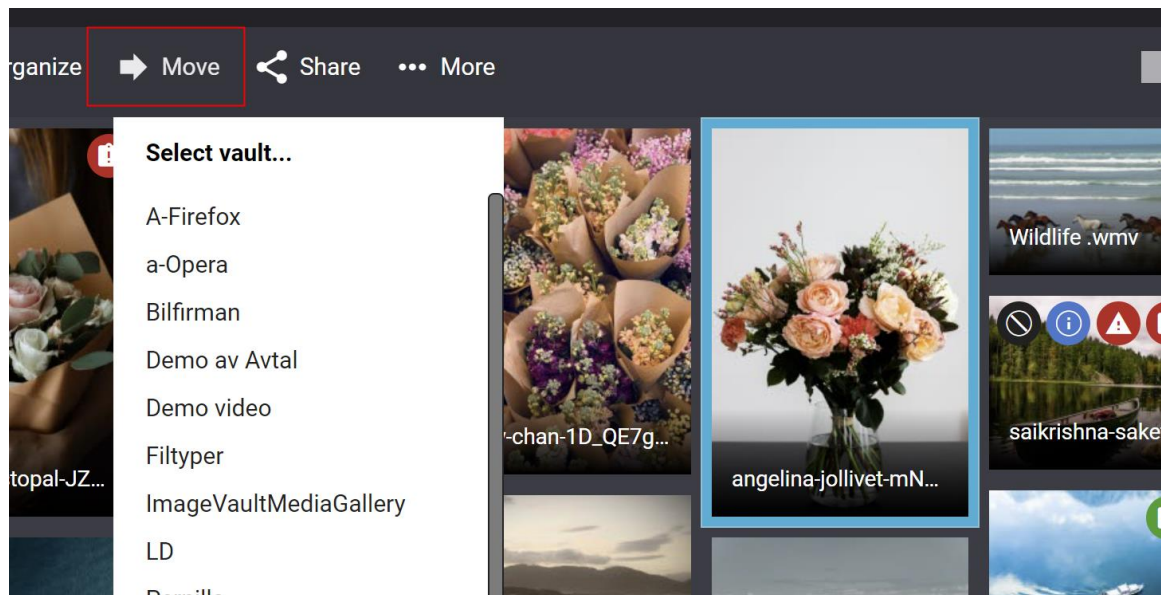


An editor is then presented, allowing you to crop, zoom in, and zoom out of the current image. Once you're done editing, click the Next button, and you will be taken to the Download dialog.



13. Move files

If you need to move a file from one vault to another, select the file you want to move and click on Move. A list of vaults you have permission to store files in will appear. Select the vault you want to move the file to. The organizing dialog opens because there may be other metadata in this vault that you need to provide for the file. Once you're done and select Save, the file will be moved to the new vault.



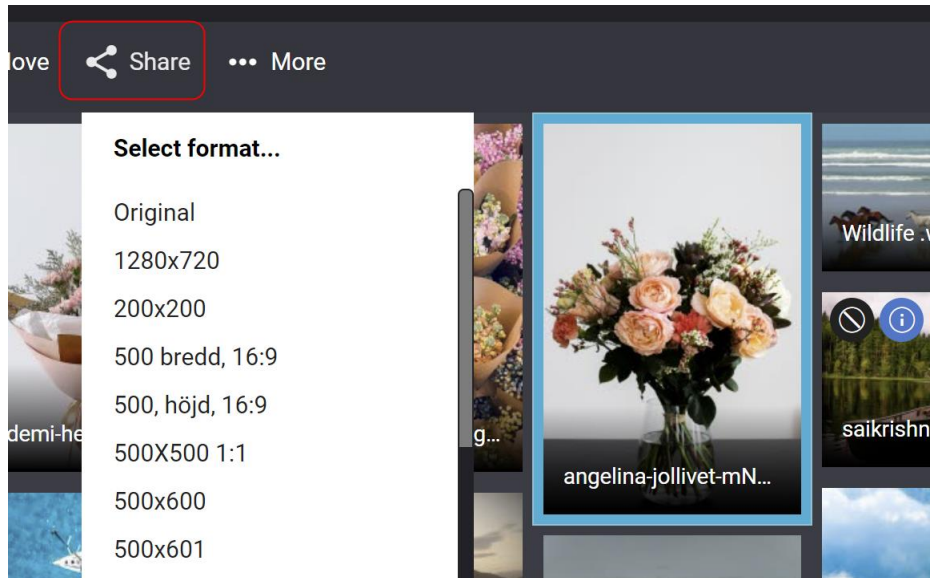
14. Share files

Sometimes it's helpful to be able to share a file with someone who doesn't have access to ImageVault.

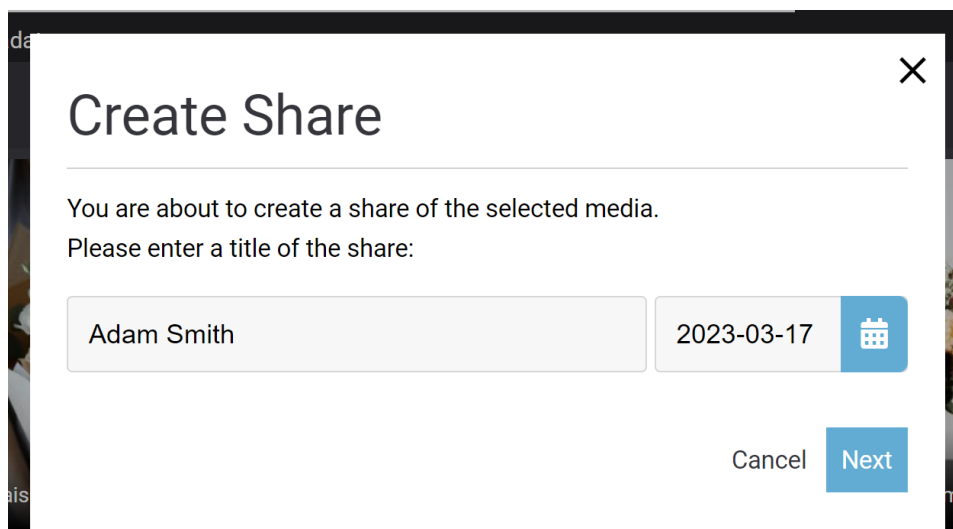
14.1. Create sharing

Select the file(s) you want to share and click Share.

A list of available sharing options is displayed. Choose the desired format or option. For the original format, select "Original".

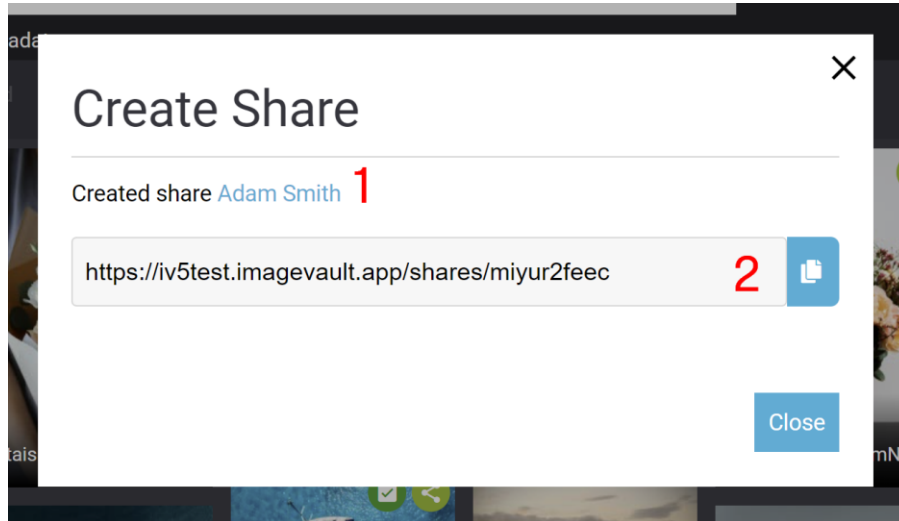


Next, enter a name for the share. You can set an expiration date for the share by entering a date in the format YYYY-MM-DD or selecting a date from the date picker. If no date is specified, the share will remain active until manually deleted. When you're finished, click Next.



Hint! The name you provide is used for identifying the share later and will also be displayed as the title for the recipient of the share.

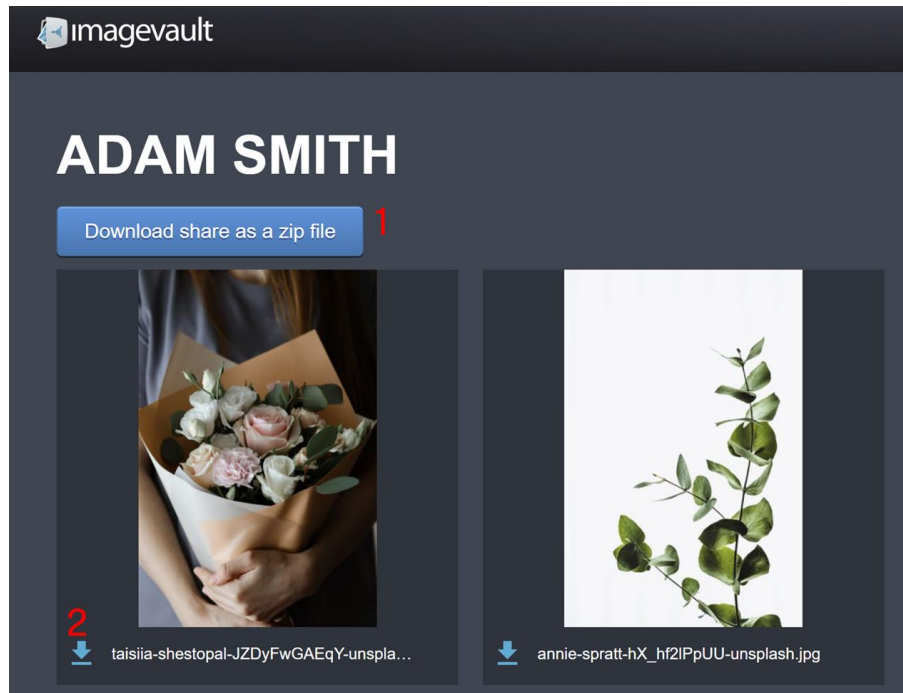
After clicking Next, you will be directed to the page where your link is created. If you have given the share a name, you can click on the name (1) to directly access the share. To send the link to a recipient, such as via email, click the copy button (2).



14.2. View shared files

The sharing page appears as shown below. In this example, two images were selected in ImageVault before sharing.

To download the entire share, click the Download as Zip File button (1). If you only want to download individual files, you can click on the download icon (2) for each file.

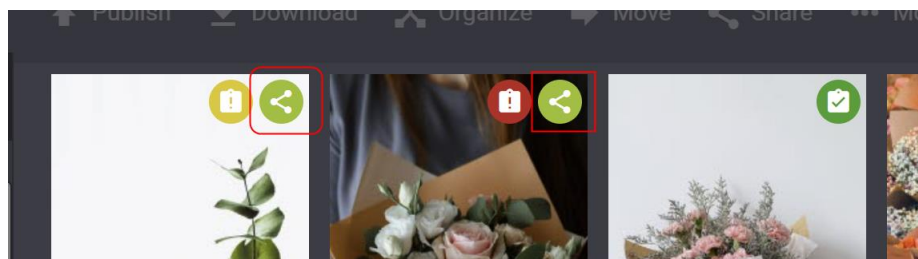


Note! The displayed page is public and does not require login. Anyone who has access to the link will be able to view the shared content.

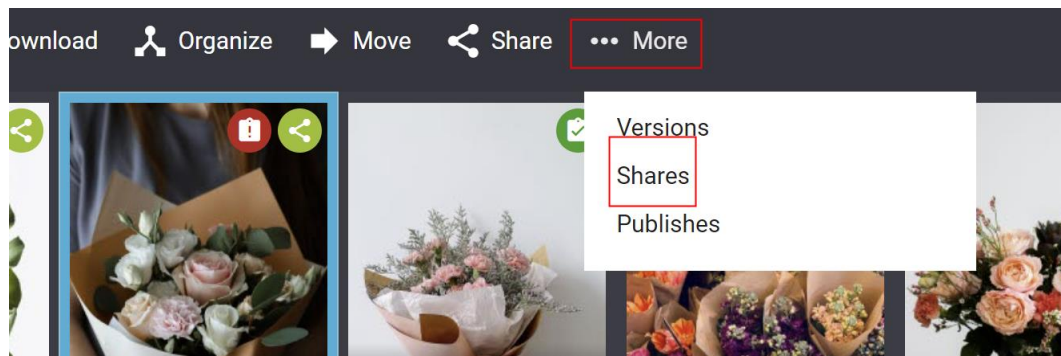
Note! In order for sharing to work for everyone, ImageVault must be accessible from the internet. This may include restrictions on accessing the content within an intranet or other network settings. Please consult your network administrator for more information.

14.3. Manage share files

An image that is shared will have a visible icon on the thumbnail.



This is done so that you can easily see which files are included in one or more shares. You can track the shares it's part of through the "More" and "Shares" menu.



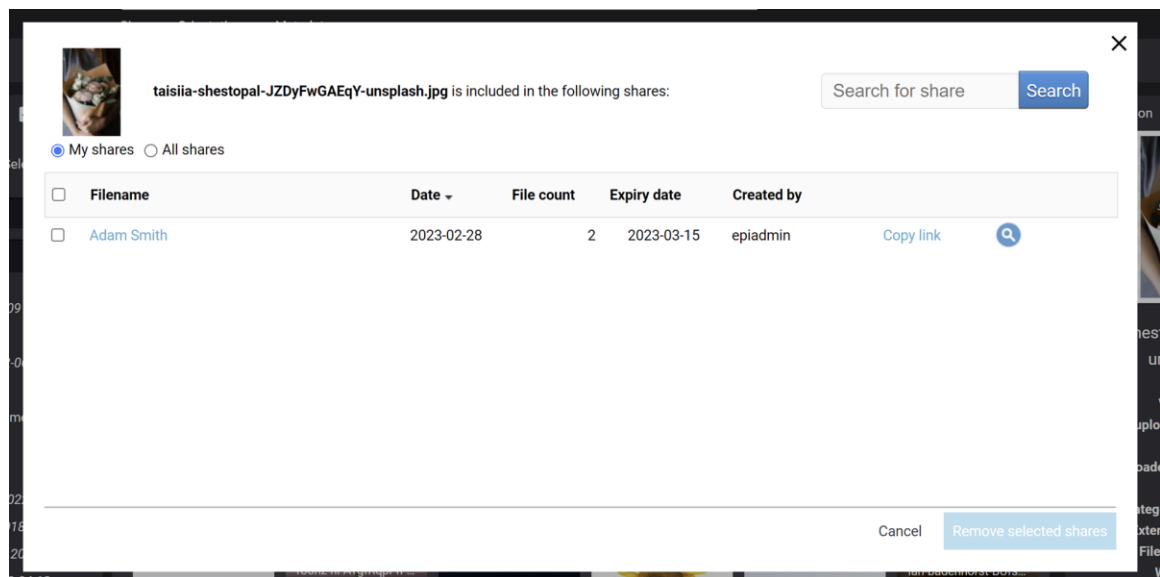
By default, the shares that include the selected image, made by the logged-in user, are displayed.

By selecting "All shares," shares made by all users on this file are displayed. If there are many shares, you can sort by column to find the share you are looking for more easily.

You can also filter the list by typing in a keyword and clicking "Search."

Clicking on the name of the share or the magnifying glass will take you to the shared files.

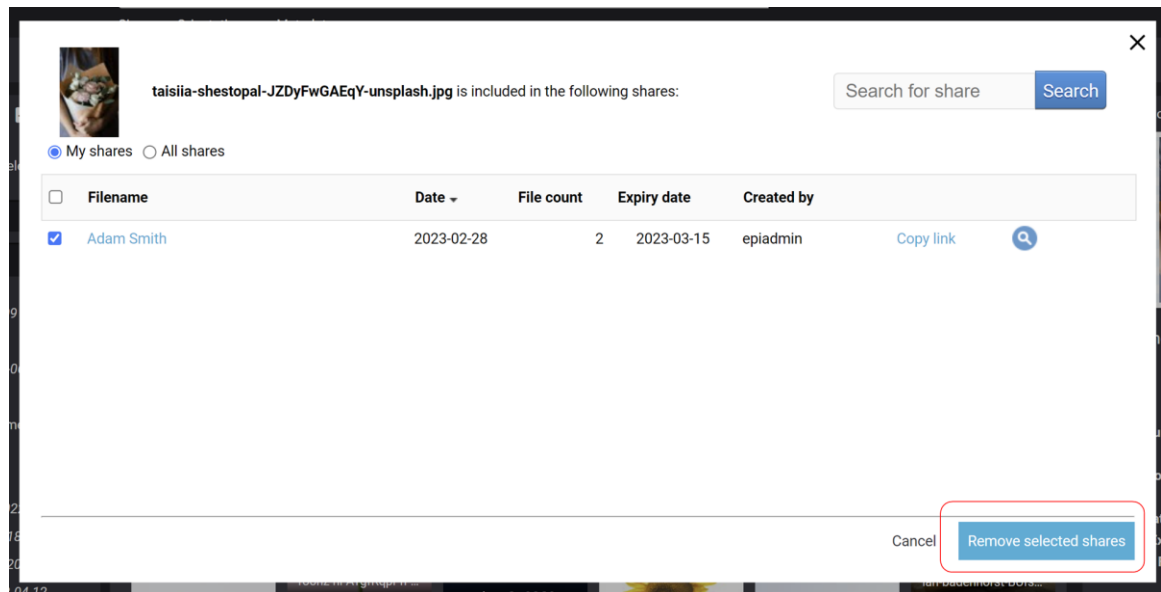
"Copy Link" saves the link to the page to the clipboard.



14.4. Remove a share

To remove a share, select a file that is part of that sharing and choose "Shares" under the "More" menu.

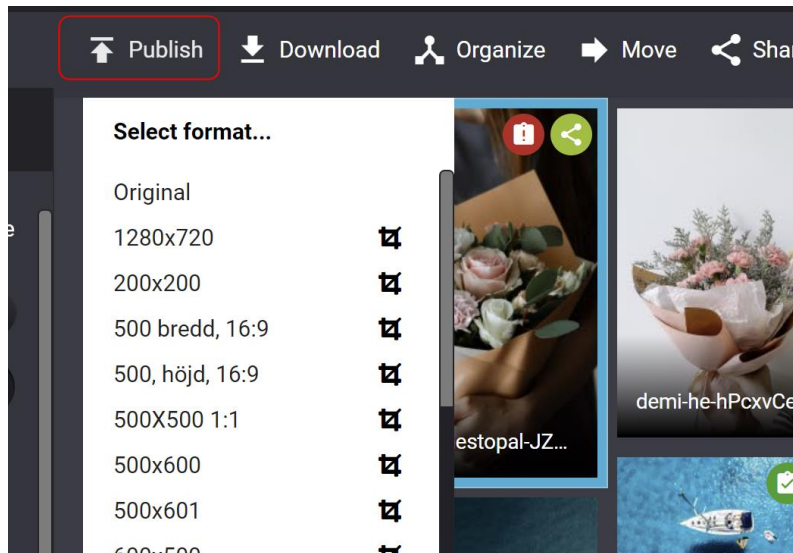
Select one or more shares and click on "Remove Selected Shares." (By checking the box in the header row, all shares are selected.)



Note! If someone saved the link and tries to visit the page after the share has been removed, a message will appear stating that the share no longer exists.

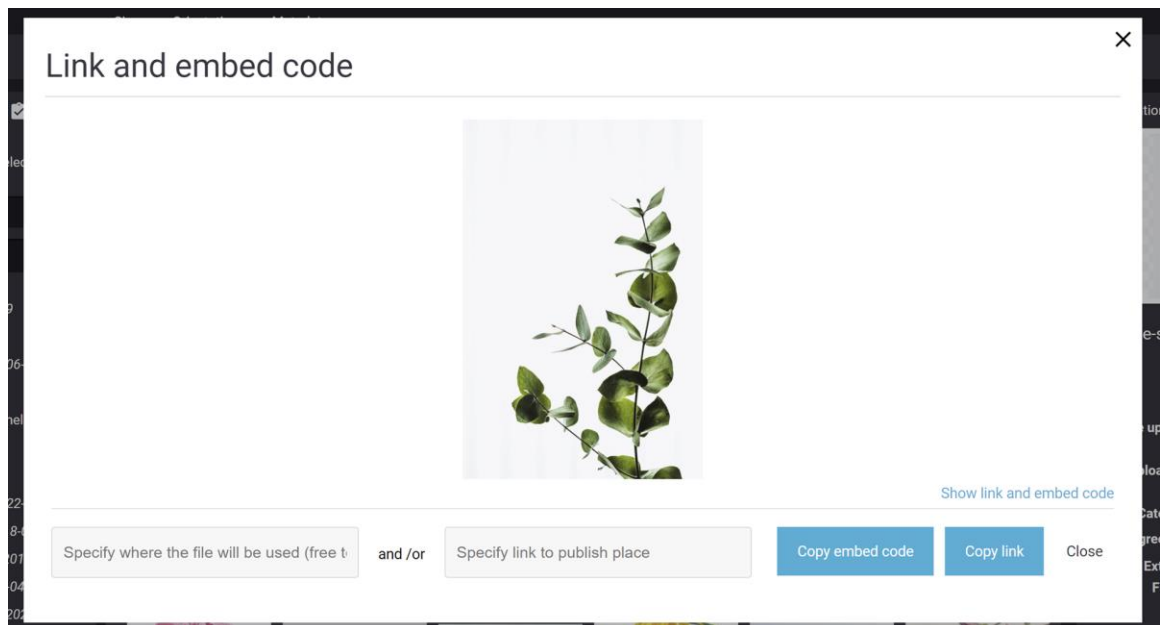
15. External link

You can create an external link to share on social media, in a document, or in a CMS. The external link can be a regular URL or an embedded code. Select an item and choose the Publish option. Select the desired format. (Available only for image or video objects)

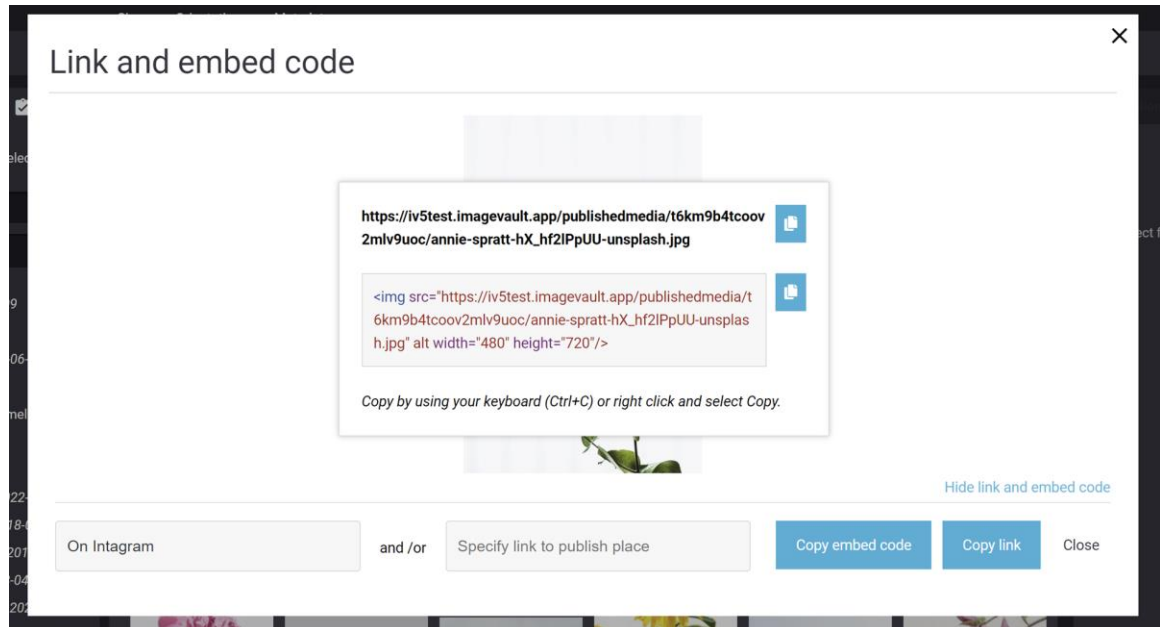


Just like when you share a file, you can add information about the publication.

Depending on whether you want a link or embed code, select the desired button.

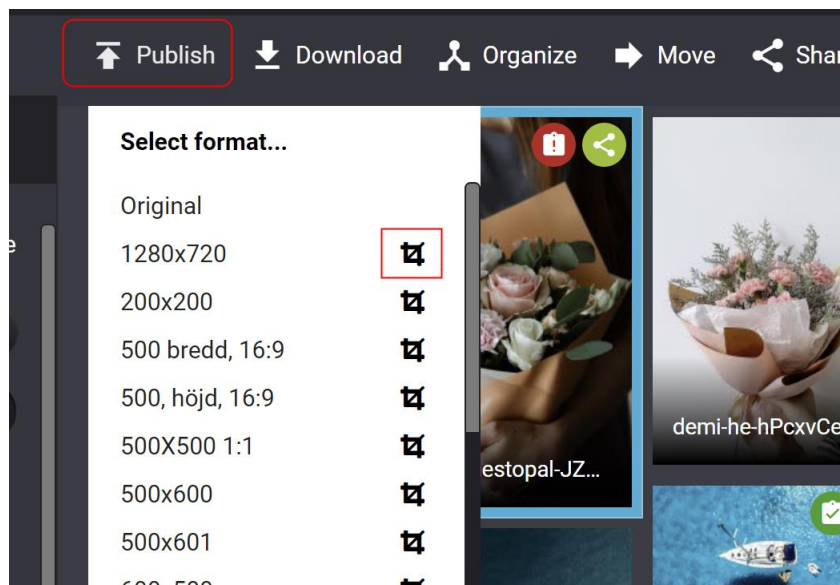


To edit the embed code, select "Show link and embed code."

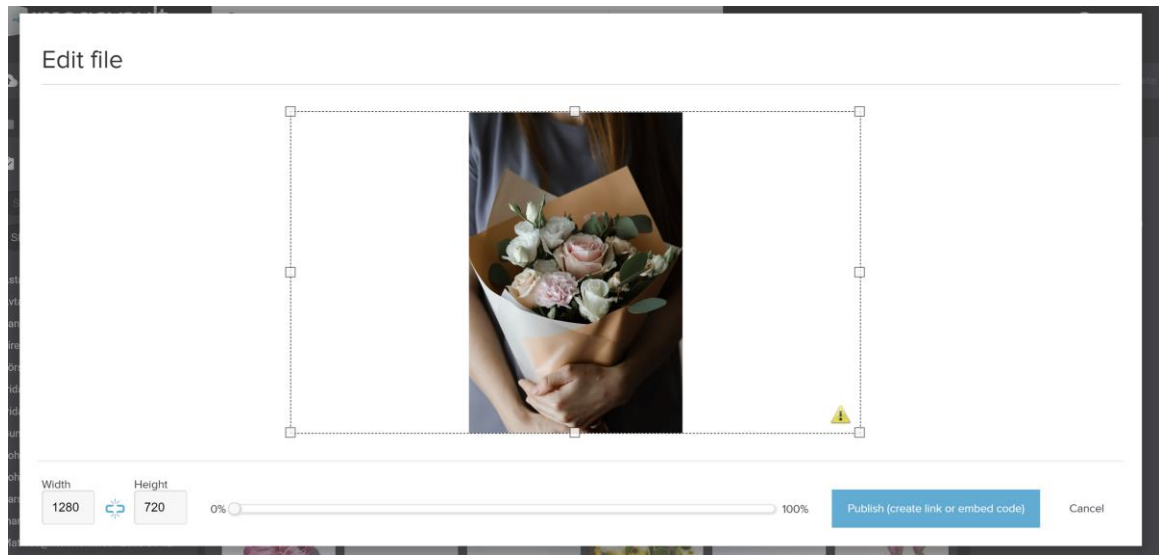


15.1. Edit image before publishing

To edit the image before publishing it, click the edit icon located to the right of the selected format. This will open the image in an editor where you can make edits before creating the link.



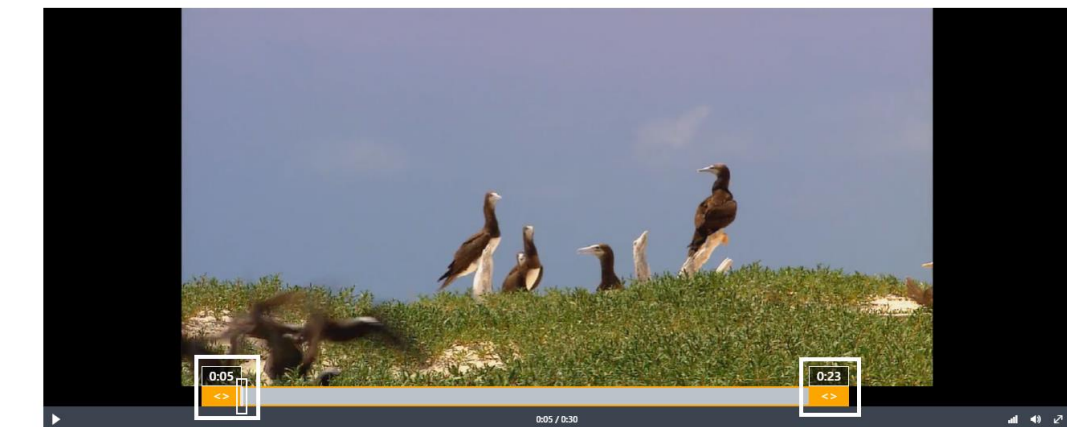
You can crop and zoom in/out of the current image. Once you are satisfied with the edits, click "Publish" and you will be taken to the next step where you can specify where the file will be used and copy the code/link.



If the item is a video, you have the option to trim a specific portion of the current video that will be presented. Please note that this edit does not affect the original video.

Using the sliders, you can adjust the start and stop points by dragging them. The start and stop times are displayed accordingly. By dragging the cursor, you can preview the content that will be presented, as well as what will be cut away from the original video.

Editera fil

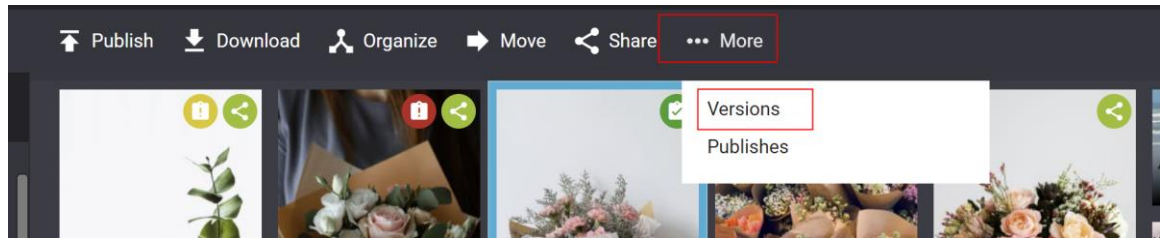


16. Versioning

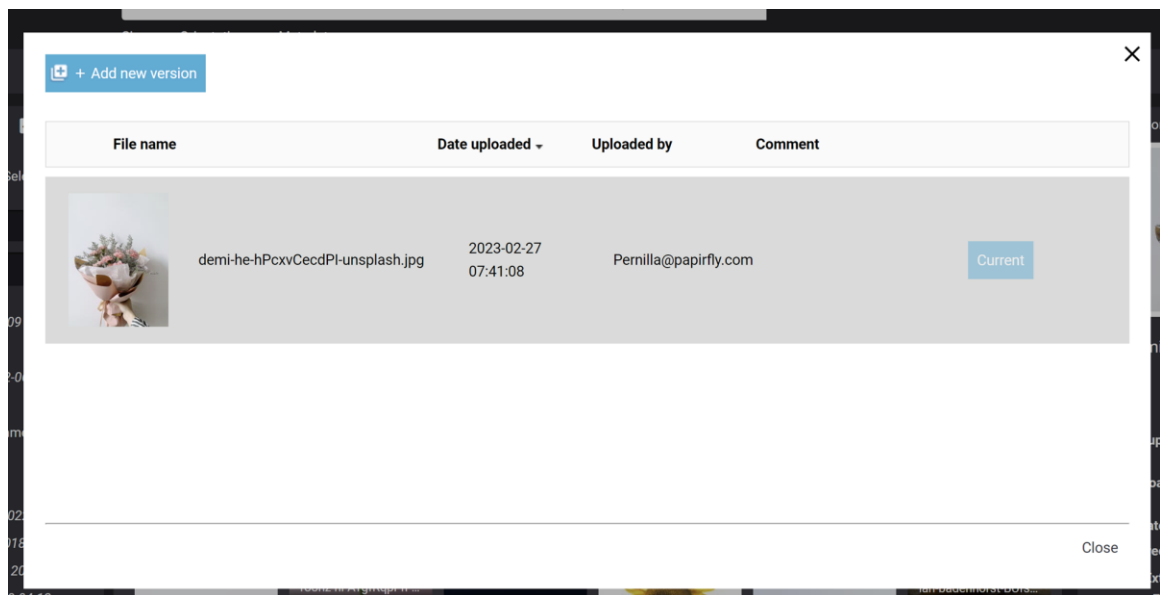
ImageVault has built-in versioning, which enables you to replace an existing file with a new one. Once a new version is activated, all instances where the image is published or shared will automatically display the new version.

16.1. Working with versions

To update a file with a new version, select it in the image gallery. Click the More menu and choose Versions.



In the window that opens, you will see a list of the existing versions of the selected file. There is always a version that is marked as "Current," which is the version displayed to the user. Above the list, there are several column headings that can be used to sort the list.

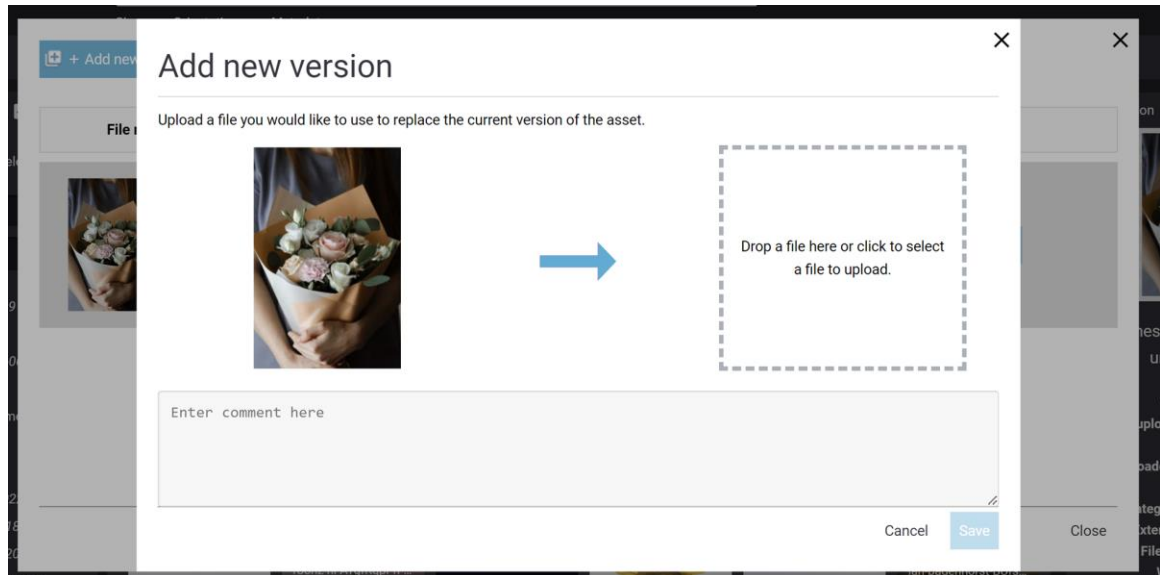


Note: If you do not have the rights to upload files to the vault where the current file is located, all buttons except the Close button will be inactive.

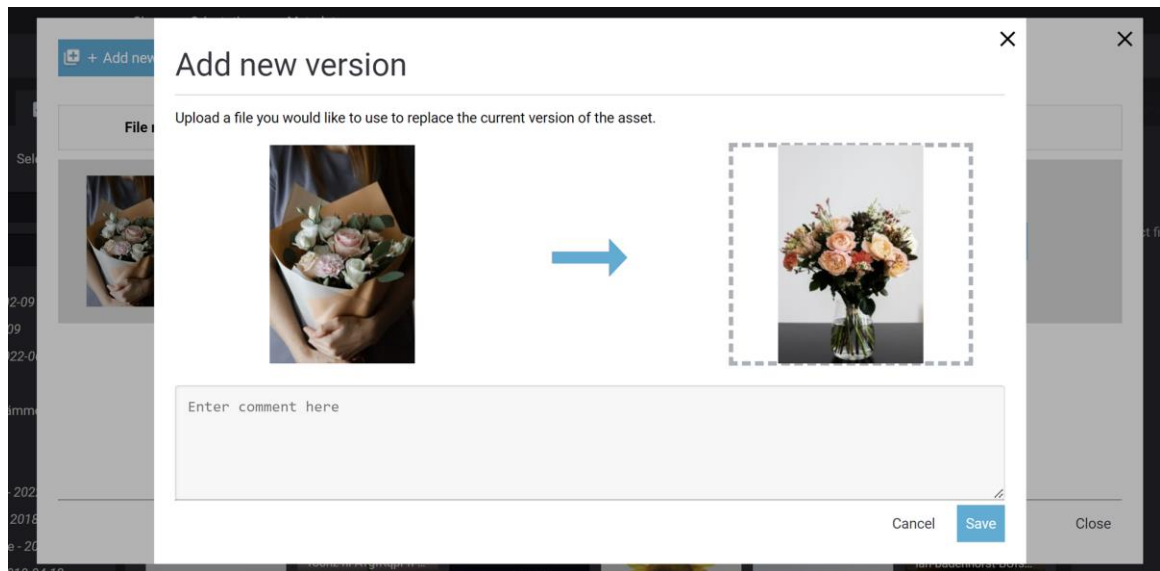
16.2. Add a new version

To change the file to a new version, click the Add New Version button. You can upload the new file by either clicking in the dotted box to browse and

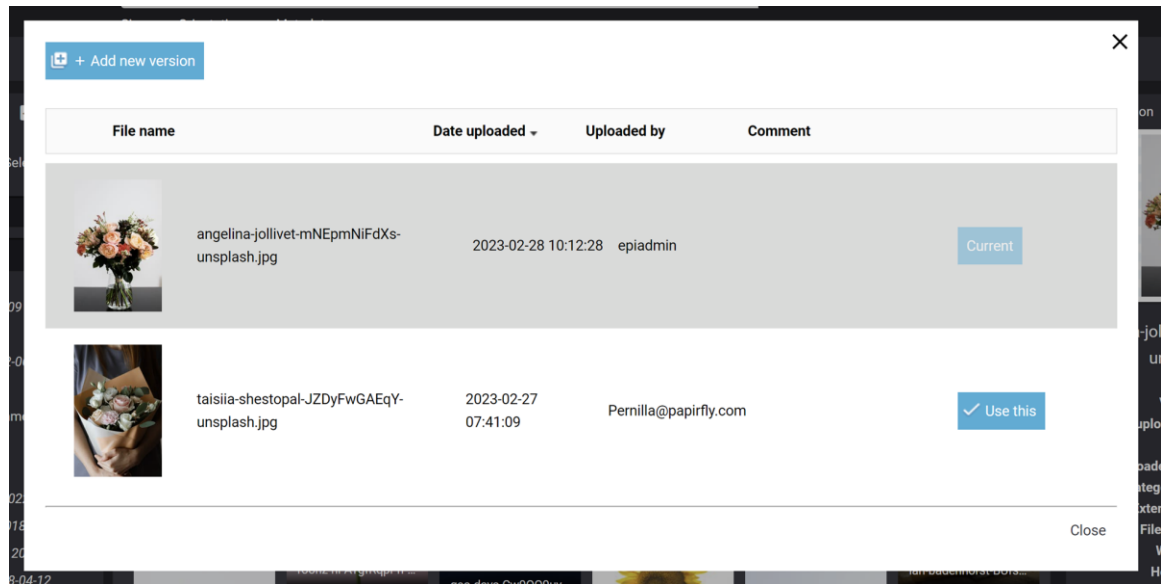
select the file from your explorer, or by dragging and dropping the file onto the designated area.



As soon as you select a file, the upload will start. The upload is complete when the thumbnail becomes visible in the area. If you wish, you can write a comment about why you changed the version.



Click Save to complete the replacement or click Cancel to abort the process.



To replace the current version with any of the previous versions in the list, click the "Use this" button. When you confirm this, the current version will be updated.

16.3. Categories

Categories are not versioned but are associated with the entire media object. Therefore, the selected categories will not be affected by version selection.

16.4. Metadata

Metadata is versioned, and a new version will include its own metadata. If you have entered user metadata on the old version, it will be copied to the new version as well.

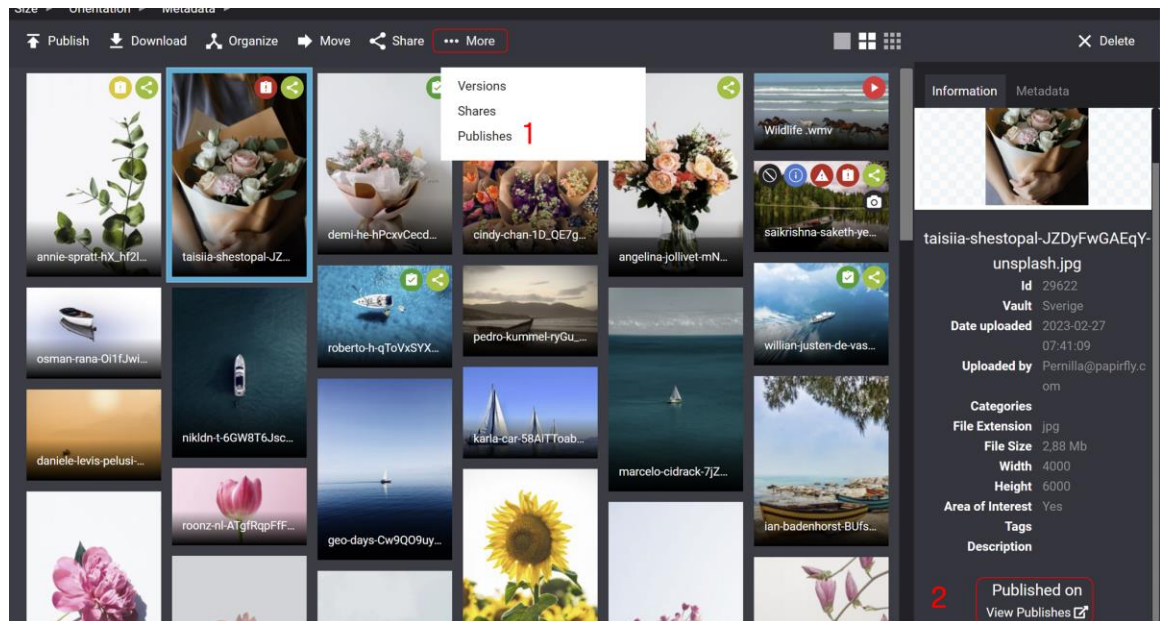
17. Traceability

ImageVault has a built-in feature that allows you to see where files are being used.

17.1. Present usage

There are two ways to access information about the publishing of a file:


1. Click the More menu and select Publishing.
2. Click the View Publications link located at the bottom column that opens on the right after selecting a file.



A window will open where you can view all the publishing information of the file.

The various possible publication points may include:

1. Publication on a web page.
2. External links where users have specified the usage location in free text and/or provided a link.
3. Shared files with the name of the current share displayed.
4. Download history, which is always tracked. If the user provided a "purpose" during the download, it will be displayed.
5. Publishing in Office or Adobe applications.
6. If multiple formats are used (e.g., original, edited format, thumbnail, etc.), they will be listed as well.



taisiiia-shestopal-JZDyFwGAEqY-unsplash.jpg exists in the following publishes

Search for publish

Search

Published on	Information	User	Created	Format	Size
Publish (external link)	www.papirfly.com	epiadmin	2023-02-28 10:30	jpeg	(4000px*6000px)
Share (included in share)	Adam Smith	epiadmin	Show 3 formats		
Download	Tim	epiadmin	Show 2 formats		
Office	Word		Hide formats		
			2023-02-28 10:33	jpeg	(4000px*6000px)
			2023-02-28 10:33	jpeg	(600px*900px)

Close

18. Icons with information

Some information about the file can be viewed through information icons on the file in the gallery. When you hover over the icon, the information is presented. The various icons that may be visible are below.

1. Camera
2. Stop
3. Information
4. Warning
5. Information about agreements
6. File is shared



Icons 1 to 4 are also presented in the organize dialog when you upload the image. The text you enter there will then appear when you hover over an icon. This allows you to easily access the information even if you do not have the right to open and edit an image.

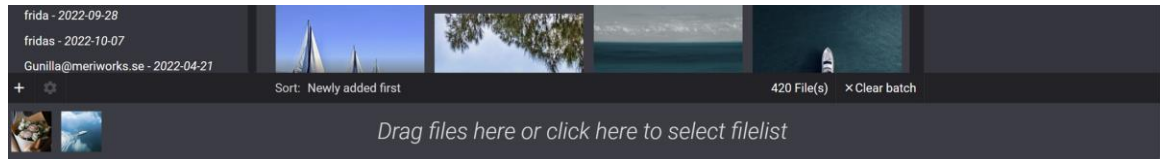
Icon 5 indicates that an agreement is attached to the file. The color of this icon may vary depending on the status of the contract, and you can read more about this in the section on agreements and Digital Consents.

Icon 6 indicates that the file is shared with someone.

19. File list

Sometimes you may need to work with multiple files simultaneously. These files could be located in different vaults, or you may have applied various filters to find them. In such cases, you can gather the files in a file list and work on them collectively.

The file list can be accessed at the bottom of the gallery. If you haven't added any files to the list, it will not be visible. However, as soon as you add files to the list, it will become visible and accessible for your convenience.



19.1. Add files to the file list

You can add files to the file list in two ways.

1. Select the files you want to use and click on Add to batch.
2. Select the files you want to use and drag them to the batch.

19.2. Working with files

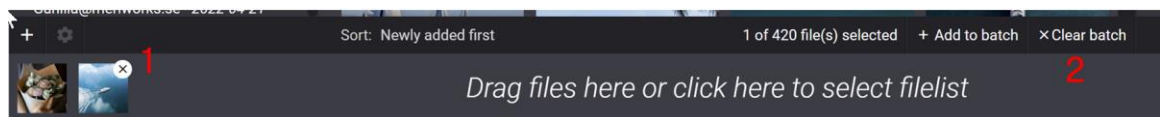
When you have selected the files you want to work on, you can utilize the features at the top, similar to how you would interact with selected files in the gallery.

19.3. Remove files from the file list

To remove a single file from the file list, hover over the file and click the delete icon on the thumbnail (1).

To delete all files, click on Clear batch (2).

It's important to note that removing files from the file list does not delete them from ImageVault, they are simply removed from the file list.

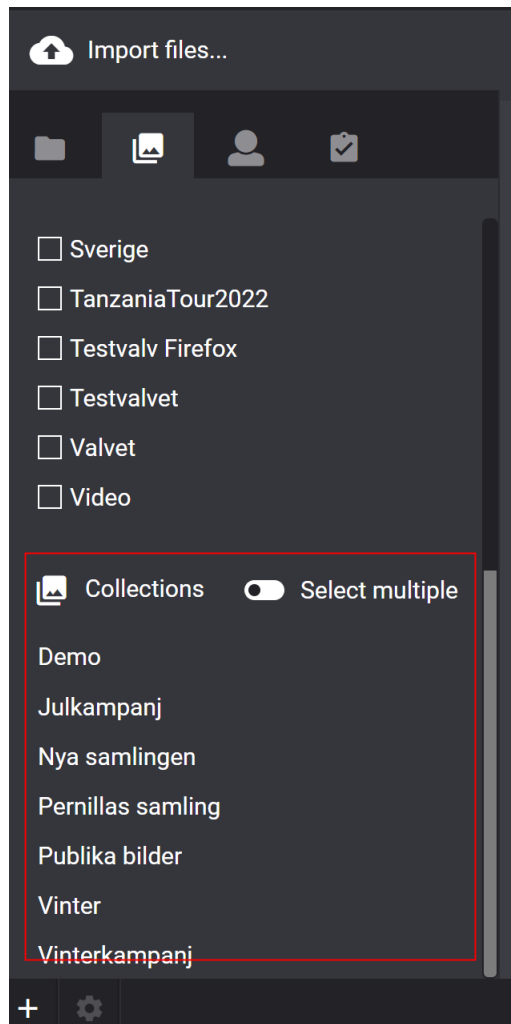


20. Collections

Collections are a way to group multiple files together, allowing for content from different vaults to be organized as a cohesive unit. Collections serve as the foundation for what can be displayed in the ImageVault Media Gallery.

To access collections, navigate to the Library tab.

Similar to vaults, you can select individual collections or multiple collections. If you wish to select multiple collections, you can use the "Select multiple" option.



20.1. Add files to a collection

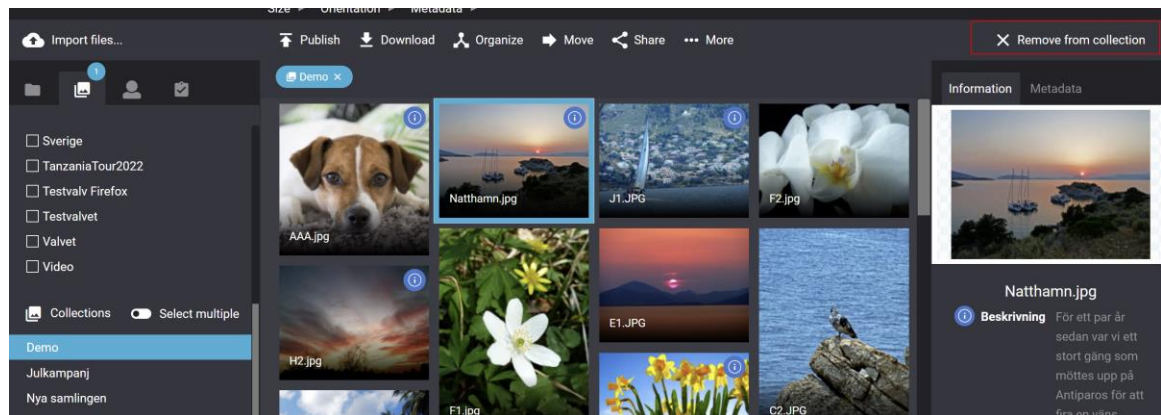
You can add files to a collection by dragging and dropping them. You can either select the files directly from the gallery or drag the files from the file list that you have created. It's important to note that the same file can be included in multiple collections, allowing for flexible organization and categorization.

20.2. Remove files from a collection

To remove a file from a collection in ImageVault, follow these steps:

1. Select the collection where the file is located.
2. Locate and select the file you want to remove.
3. Click on the "Remove from collection" option.
4. The file will be removed from the current collection, but it will not be deleted from ImageVault entirely. It will still exist in other collections or vaults where it is included.

Please note that removing a file from a collection does not delete the file from ImageVault, but only removes its association with that particular collection.



21. Digital consent

Digital consent is a simple and secure method of collecting consents and providing the opportunity for a consenter to withdraw a previously approved consent.

Digital consents are handled separately from other agreements. The administration of consents is also separated from other agreements.

The consent to the agreement can have three different statuses:

1. Awaiting
2. Agreed
3. Disagreed

The status of the consent is clearly displayed in multiple places in the system, and we will go through these below.

In the manual, we will use various definitions related to the handling of digital consents.

These include:

1. **The data controller**, the organization responsible for collecting consents needs to designate a contact person for the consenter. This person is referred to as the data controller in the system.
2. **Consenter**, an individual covered by a consent agreement who can accept or deny their consent for usage according to the Consent agreement(s). The consenter identifies themselves using an email address.
3. **Digital consent**, the consent agreements to which a consenter has digitally responded with either a yes or no.
4. **Administrator**, there are several settings that need to be made, as well as create the consent agreement to be linked to the consenters. These features only reach administrators. You can read about how this works under the section for Advanced settings.
5. **Agreement user**, this is a rights level of users who can create and add consenters and link consent agreements and media to those consenters.
6. **Editor**, a user who can see the status of a consent agreement.

21.1. Consenter interface

We will begin by explaining what the consenter can access and do, and then we will proceed to explain how you, as an agreement user, can configure this in the system.

When a consenter is involved in a digital consent process, they receive an email notification informing them about a consent agreement that requires their approval or denial. The content of this email can be customized by an administrator if you wish to personalize the default text.

When the consenter clicks the "Proceed to Contributor Page" button in the email, their personal page will appear. The text displayed above the agreements is added by an administrator in the settings.

In the example below, this consenter has denied three consent agreements, approved one, and one consent agreement is still awaiting a response.

Welcome



Below is an agreement regarding how you agree to allow us to use images in which you participate.

You can deny or accept each separate agreement.

Awaiting (1) **Approved (1)** **Rejected (3)**

[Instagram →](#)

The consenter clicks on the link for the agreement and uses the buttons to indicate whether they approve or deny the consent agreement.

1 / 1 | - 100% + |  

Ett dokument

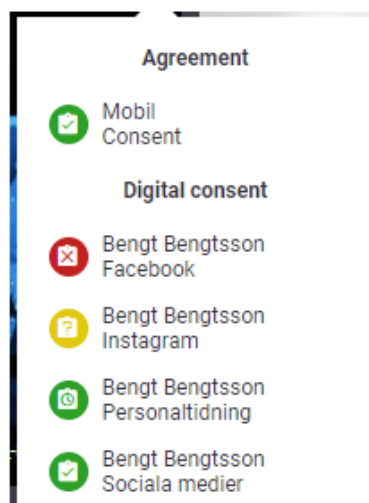
Reject

Approve

21.2. Status of a digital consent agreement

As previously described, digital consents can have three different statuses, which are represented by colored icons in ImageVault.

1. Red = The agreement is invalid. This can be due to the consenter denying approval or the expiration of a previously approved consent.
2. Yellow = Awaiting response from the consenter.
3. Green = Agreed. If the connection to a consent agreement will expire within three months, the icon remains green, but a small clock appears instead of a check mark on the icon. This indicates that the validity date needs to be reviewed.

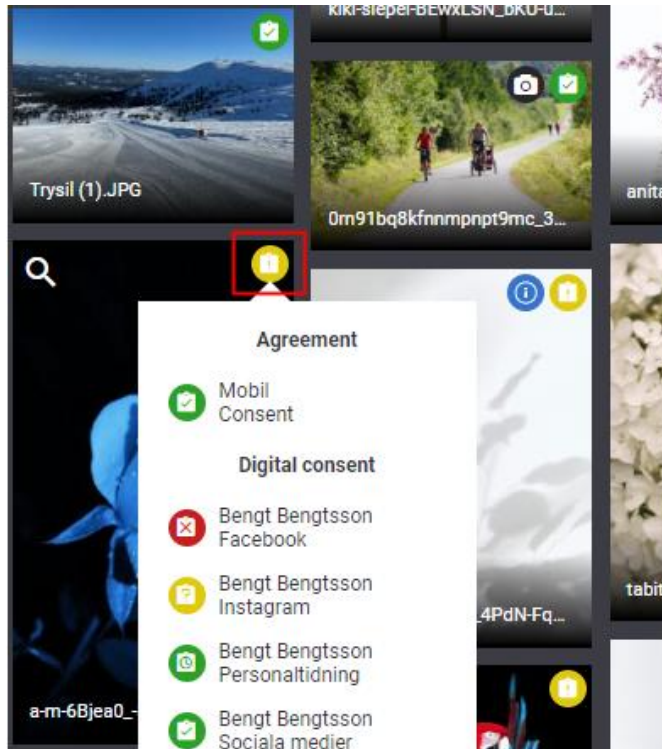


Gallery

All users, regardless of their access level, can view the status of Digital Consents and agreements through an icon displayed on the image in the image gallery.

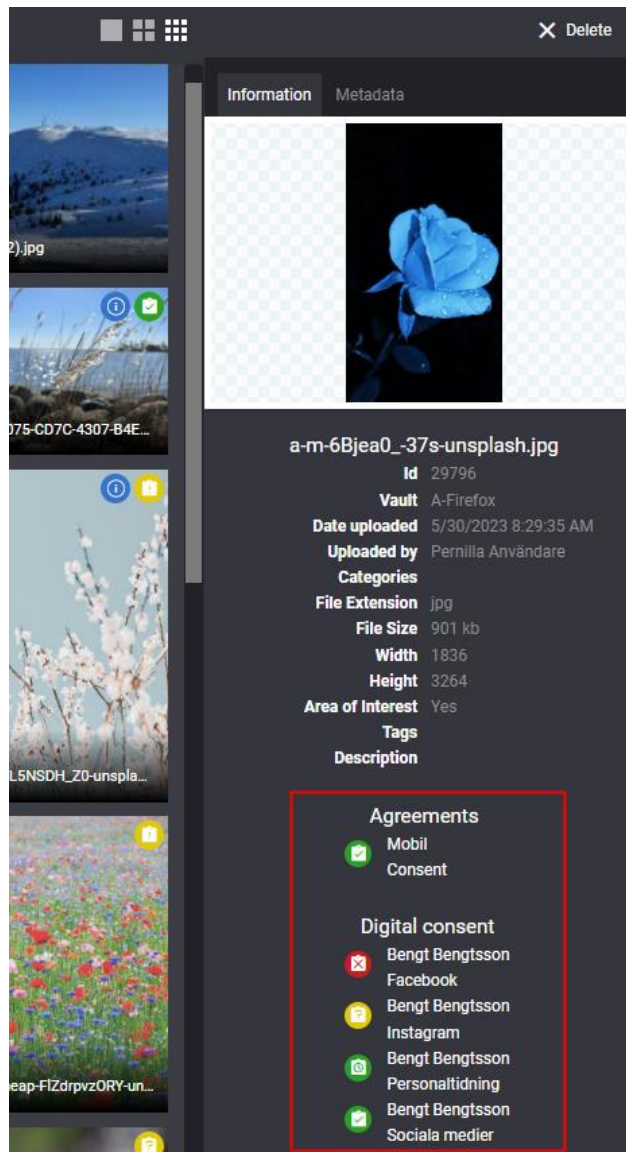
- If all consents or agreements are denied or have expired effective dates, the icon will be red.
- If all consents or agreements are approved and within the effective dates, the icon will be green.
- If there are only digital consents added, and they are awaiting a response, the icon is yellow with a question mark.
- If there are multiple consents or agreements with different statuses, the icon will be yellow.

Hover over the icon to obtain more information about each unique Digital Consent or agreement.



Information tab

If you're an agreement user or administrator, you can also see the status of Digital Consents on the right-hand side when you select an image.

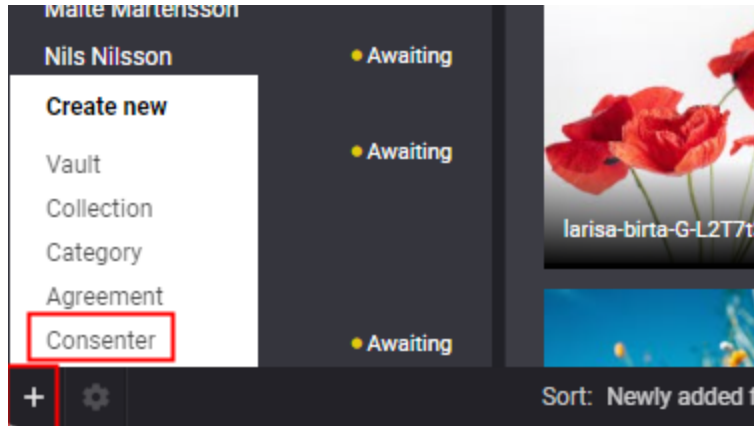


21.3. Create consenter

To enable the process mentioned above, you need to create a consenter. This can be done either directly in ImageVault or in the Organizer view if the consenter does not already exist. To perform these actions, your login must have the rights of an agreement user or administrator.

To create a consenter directly in ImageVault, follow these steps:

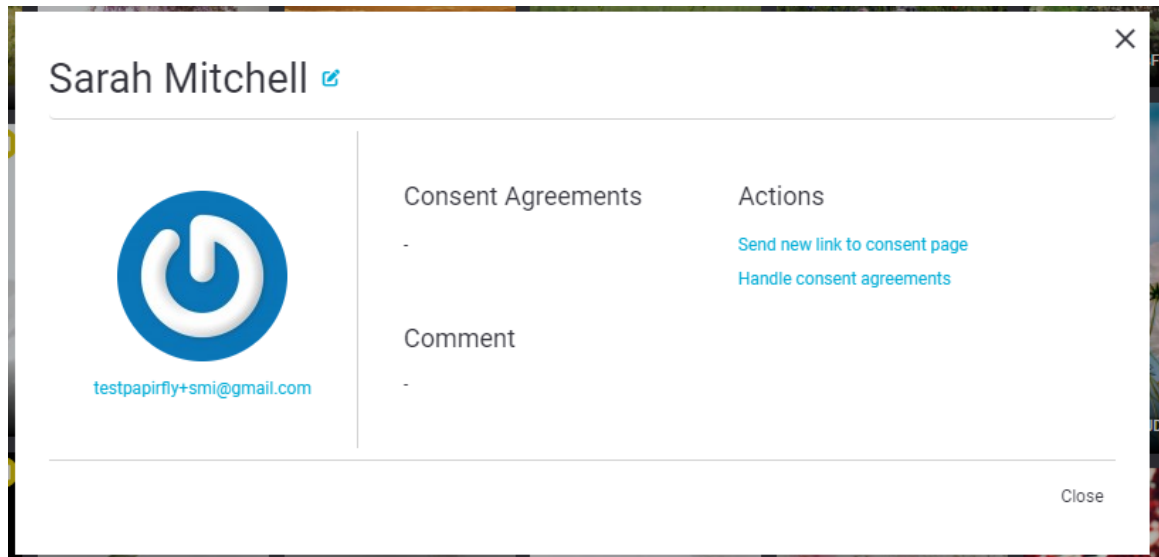
1. Click on the plus icon located at the bottom left of ImageVault.
2. Select "consenter" from the available options.



It will open a window where you can enter the consenter's first name, last name, and email. You can also add a comment if desired. Please note that the comment is not visible to the consenter; it is only visible to users within ImageVault. Once you have entered the necessary information, click "Save and Close" to complete the process.

A screenshot of the 'Create a Consenter' form. The form is titled 'Create a Consenter' and has a close button (X) in the top right corner. It contains three mandatory input fields: 'First name (mandatory)' with the value 'Sarah', 'Surname (mandatory)' with the value 'Mitchell', and 'Email (mandatory)' with the value 'testpaperfly+sm@gmail.com'. There is a red eye icon next to the email field. To the right of these fields is a 'Comment' section with a text area containing the placeholder 'Add a comment...'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save and Close'.

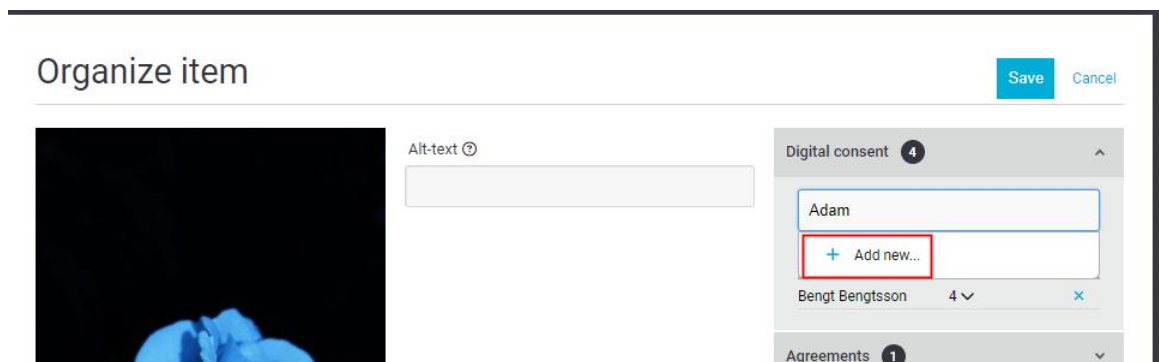
A preview of the consenter you have just created will be displayed.



If you prefer, you can choose to link consent agreements using the "Handle consent agreement" function right away. However, you can also do this when adding the consenter to the files.

To create consenters while uploading files, follow these steps:

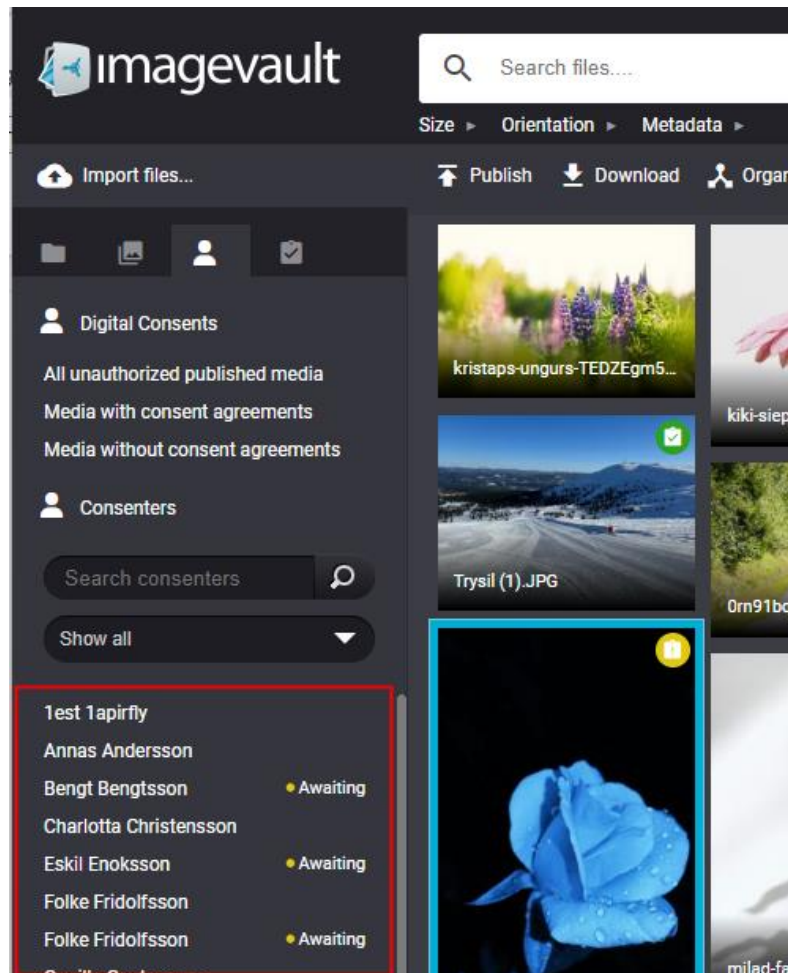
1. When uploading a file, or organizing it later, go to the organizer view.
2. In the search field, enter the name of the consenter you are looking for. Since the consenter has not been created yet, there will be no search result.
3. Click on "Add new" to create a new consenter.



The same window opens as when creating a consenter directly in ImageVault. Once you click "Save and Close," you will return to the organizer view.

21.4. List of all consenters

If you are an agreement user or administrator, you will see a list of all consenters on the left side of ImageVault. The consenters are sorted alphabetically. You can search for a consenter using the search bar. consenters who have not responded yet will be marked as "Awaiting" to the right of their name.



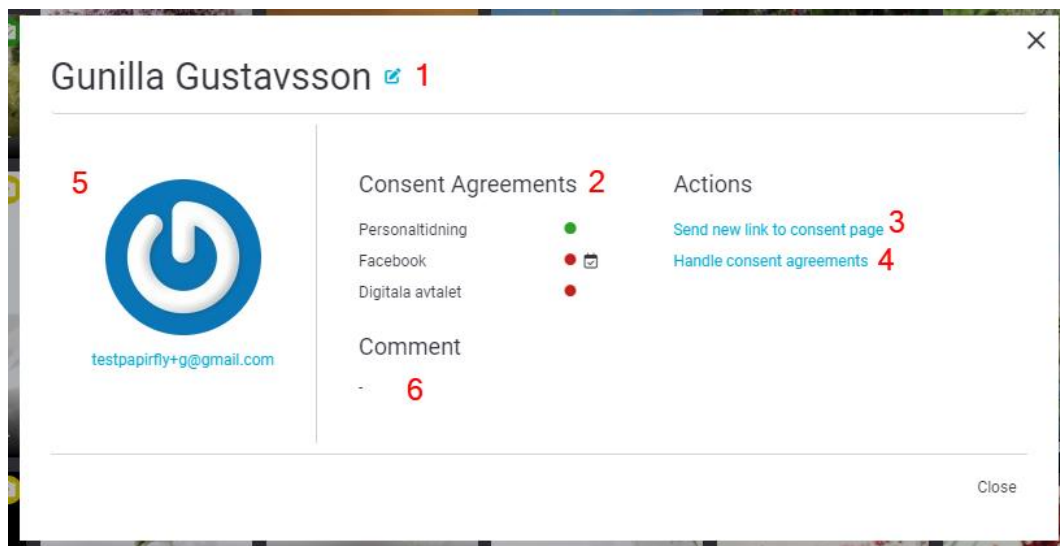
If you want to see which media files are linked to a specific consenter, you can filter them by clicking on the name of the consenter. The image gallery will then display the media files associated with that consenter.

21.5. Preview consenter

If you want to see details about a consenter, you can do so by hovering over the name and clicking on the "i" icon. The preview window is the same as the one that opens when you create a consenter. Here are the features available:

1. Edit a consenter.

2. View a list of consent agreements linked to the consenter. In this list, you can see the status colors of the consent agreements associated with the consenter. If an alarm symbol appears next to a consent agreement, it means that a reminder has been sent to the consenter to approve or deny the consent agreement. A calendar symbol indicates that a validity date has been set for the link to the consent agreement. In the example below, you can also see an icon indicating that a consent agreement has been archived after being linked to the consenter.
3. Send a new link to the consenter, allowing them to log in to their consenter page.
4. Edit the linked consent agreements and set validity dates.
5. If the consenter has an image linked to them via the Gravatar function, it will be displayed here.
6. If there is a comment, you can read it.



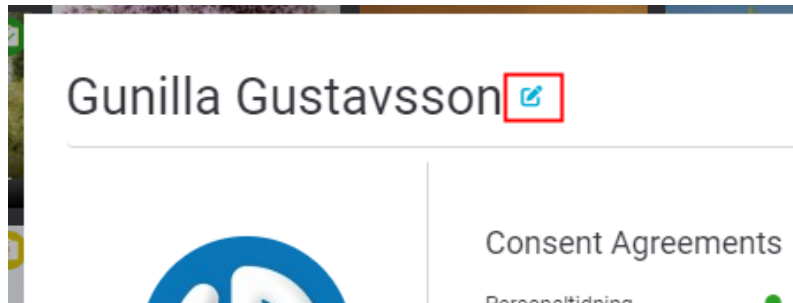
21.6. Edit a consenter

You can access the editing options for a consenter in three ways:

- Through the preview window
- Through the gear icon at the bottom of ImageVault
- Through the Organizer view if the consenter is linked to a file
-

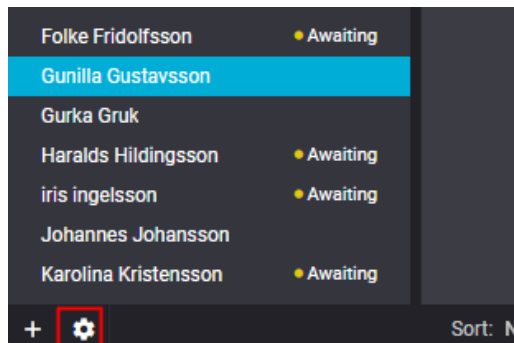
Edit through the preview

You click the edit icon after opening the preview.



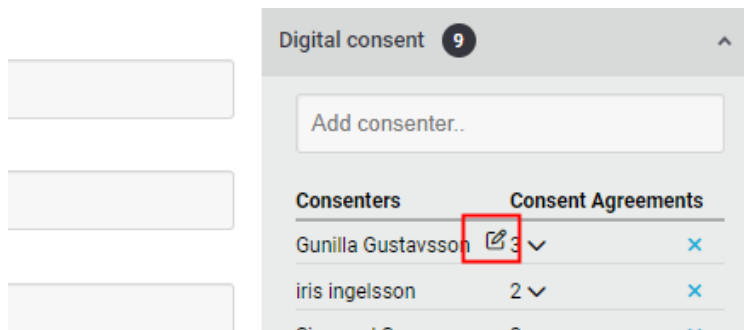
Edit via the gear icon

Select a consenter. Click the gear icon at the bottom of ImageVault.



Edit in organizer view

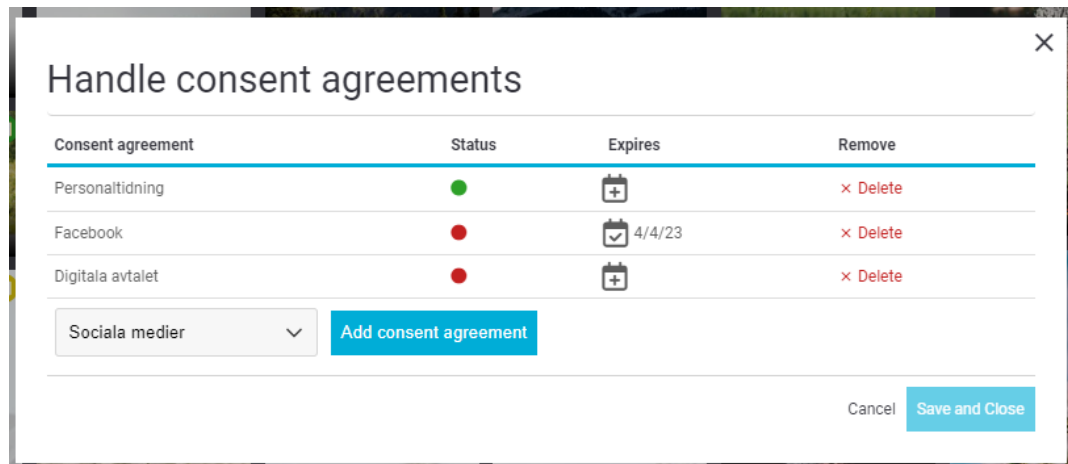
Hover over the consenter whose details you want to edit. An edit icon, represented by a pencil, will appear.



When you click on the edit icon, the same dialog opens as when you create a consenter. Make your changes and save them.

Note! If you change the email address, the link that the consenter previously received will no longer work. In that case, you need to send out a new link, which you can easily do via the consenter's preview page.

21.7. Add/remove consent agreements and manage validity dates



21.8. Add consenter and consent agreement to a file

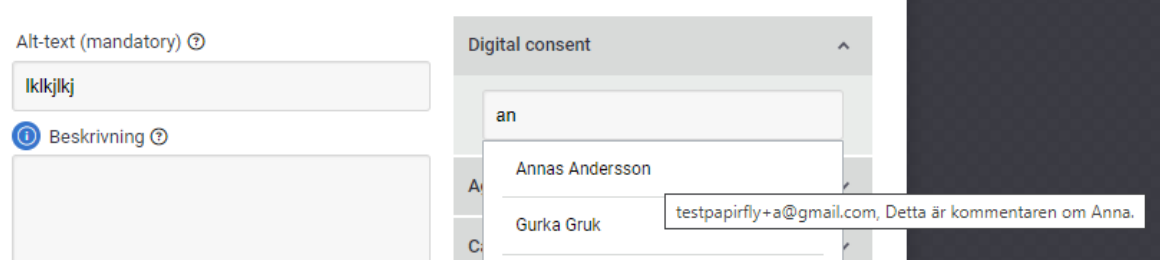
You can upload a file using the import function or open the organizer view for an already uploaded file.

When the organizer view opens, you have the option to link a consenter with an added consent agreement. However, this functionality is only visible to agreement users or administrators.

Organize item



Enter the name of the consenter you want to add to the file. If you get multiple matches, you can hover over the name to view the associated email address and any comments.



Click on the name of the consenter you wish to add to the file.

The next page of the guide displays the active consent agreements registered in ImageVault. (These are uploaded by an administrator, and you can learn more about it in the advanced settings section later in the manual.)

If the consenter is already linked to any consent agreement, it will be preselected, and you can see the status indicated by the color of the icon (1). If you wish to modify the consent agreements linked to this specific file, you can remove the already selected agreements and add more (2). Please note that you must select at least one consent agreement before you can proceed by clicking on "Continue."

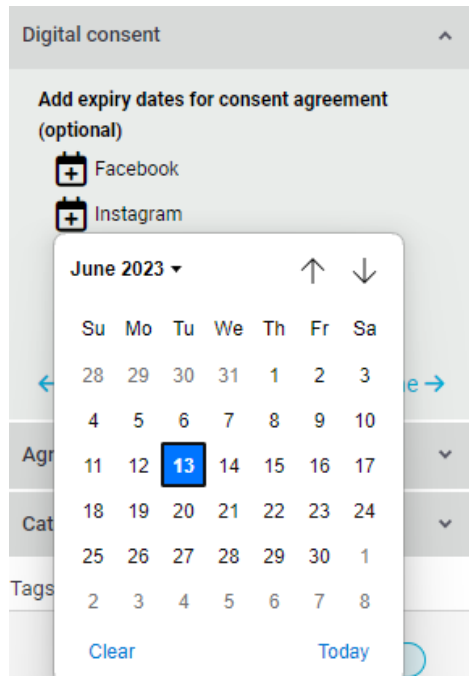
Digital consent

Select one or several consent agreements

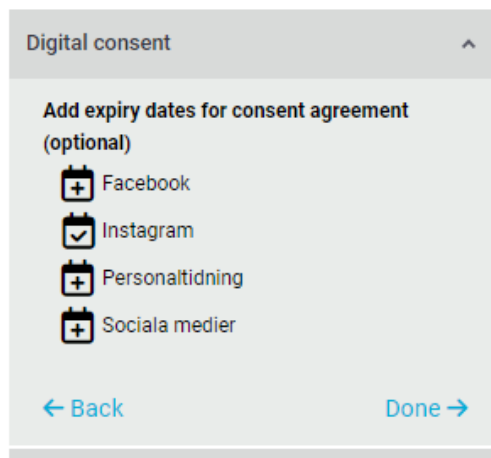
Consent Agreement	Status Icon
<input type="checkbox"/> Christmas paper	
<input type="checkbox"/> Digitala avtalet	
<input checked="" type="checkbox"/> Facebook	Green dot
<input type="checkbox"/> Facktidning	
<input checked="" type="checkbox"/> Instagram	Yellow dot
<input checked="" type="checkbox"/> Personaltidning	Red dot
<input checked="" type="checkbox"/> Sociala medier	Red dot

← Back Continue →

In the next step, you will see the selected consent agreements, and you can set the validity date by clicking on the calendar icon.



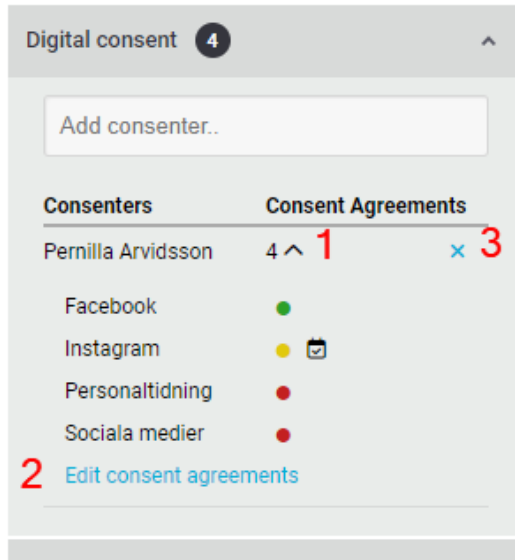
Click Done.



You are now back in the organizer view and can proceed with your upload. The consenter has also received an email with a link to the digital agreement page.

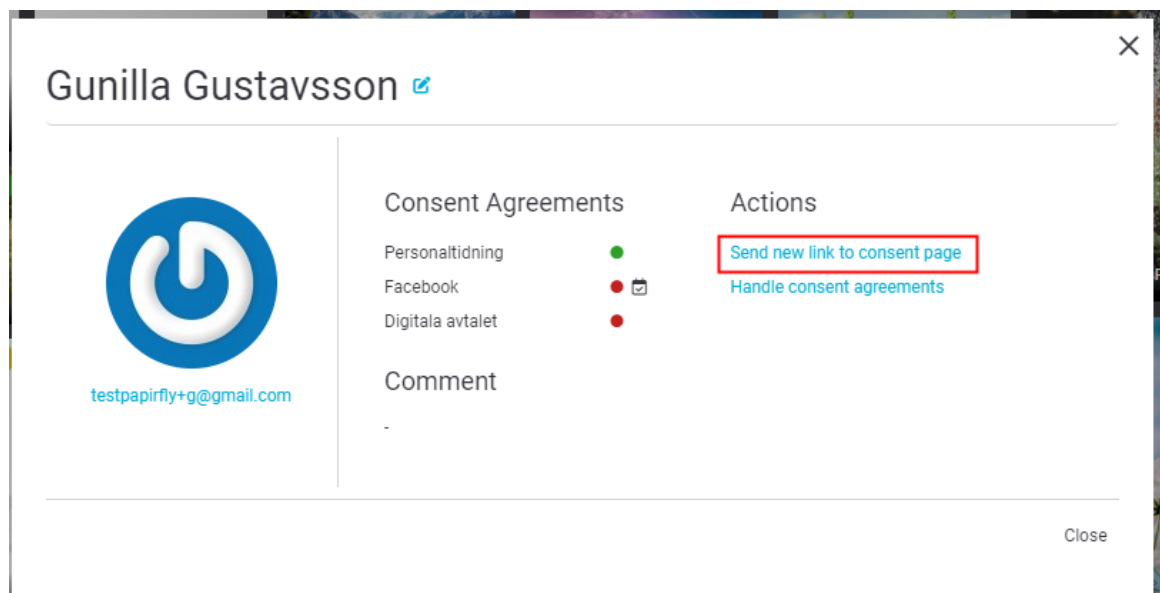
21.9. Edit the link between the consenter and the file

Select a file and click on "Organize". Then, open the "Digital Consent" section. To view the linked consent agreements, click on the arrow next to the consenter's name (1). To edit the link between the consenter and the file, click on "Edit consent agreement" (2). If you wish to remove the consenter from the file entirely, click on "Delete" (3).



21.10. Sent a new link to the consent page

If a consenter contacts you because they are unable to access their consent page, you can easily send them a new link by opening the consenter preview. Simply click on "Send new link to consent page".

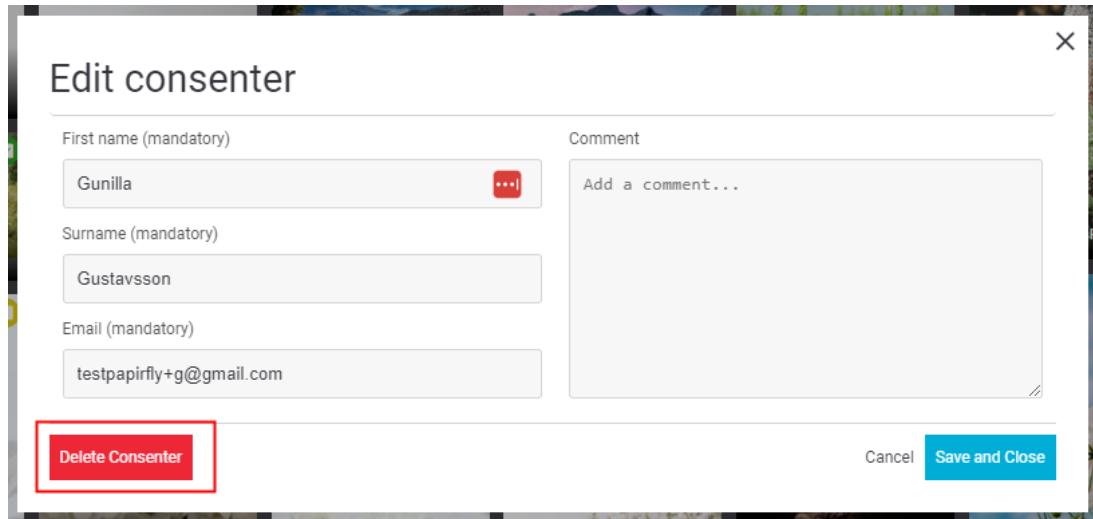


21.11. Delete a consenter

Only users with administrator rights can delete a consenter from the system. To delete a consenter, follow these steps:

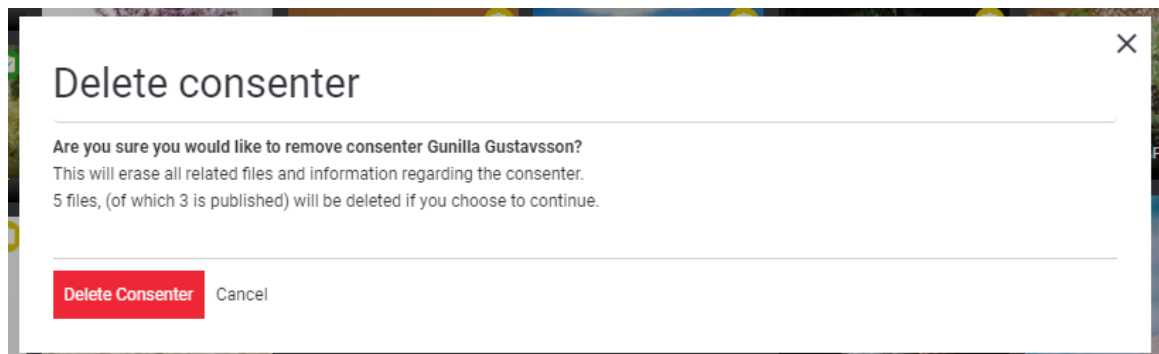
1. Go to the Edit consenter section.

2. Click on "Delete consentor".



The screenshot shows a web form titled "Edit consentor" with a close button (X) in the top right corner. The form contains three input fields on the left: "First name (mandatory)" with the value "Gunilla", "Surname (mandatory)" with the value "Gustavsson", and "Email (mandatory)" with the value "testpaperfly+g@gmail.com". To the right of these fields is a "Comment" section with a text area containing the placeholder "Add a comment...". At the bottom left, a red button labeled "Delete Consentor" is highlighted with a red rectangular box. At the bottom right, there are two buttons: a grey "Cancel" button and a blue "Save and Close" button.

Since this deletion is irreversible, both for the consentor and the files that will also be deleted, you will receive a warning to ensure that you do not accidentally delete them. Once again, click on "Delete consentor" to proceed. Please note that both the consentor and the files linked to the consentor will be permanently deleted and cannot be recovered later.



The screenshot shows a confirmation dialog titled "Delete consentor" with a close button (X) in the top right corner. The dialog contains the following text: "Are you sure you would like to remove consentor Gunilla Gustavsson?", "This will erase all related files and information regarding the consentor.", and "5 files, (of which 3 is published) will be deleted if you choose to continue." At the bottom, there are two buttons: a red "Delete Consentor" button and a grey "Cancel" button.

22. Agreement

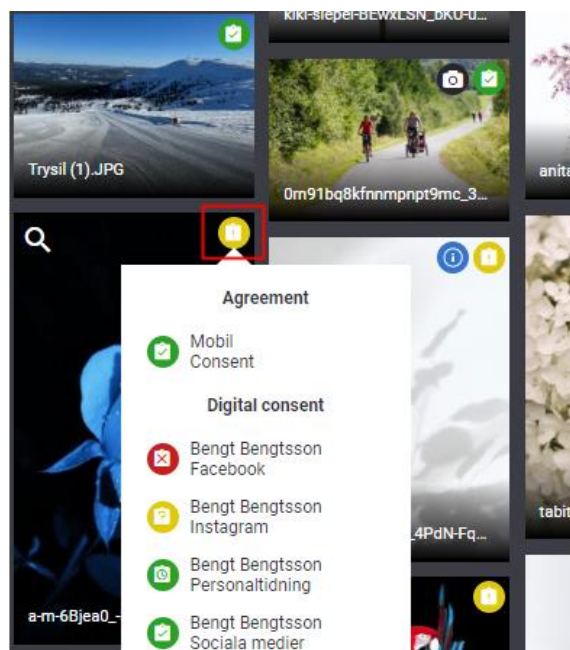
To work with agreements, your user needs to have the rights of an agreement user or administrator.

The difference between Digital consents, which also handle a type of agreement known as a consent agreement, and other agreements is that consent agreements cannot be managed via digital signing. There are also additional types of agreements available, which include:

- Consent
- agreement
- Legal obligation
- Protect the registrant's vital interests.
- Public interest and authority
- Weighing of interest

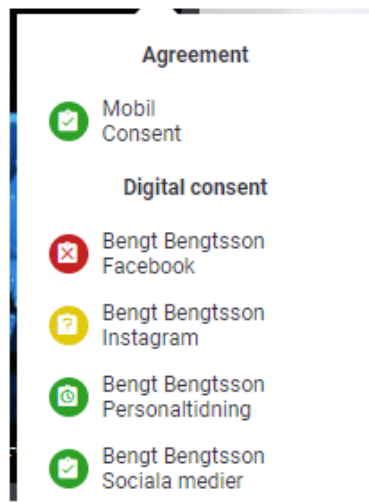
All users, regardless of their rights level, can see the status of Digital consents and Agreements directly on the thumbnail in the image gallery.

- If all agreements are denied or have expired, the icon is red.
- If all agreements are approved and within the validity period, the icon is green.
- If there are only Digital consents and they are awaiting a response, the icon is yellow with a question mark.
- If there are multiple agreements with different statuses, the icon is yellow with a warning symbol.

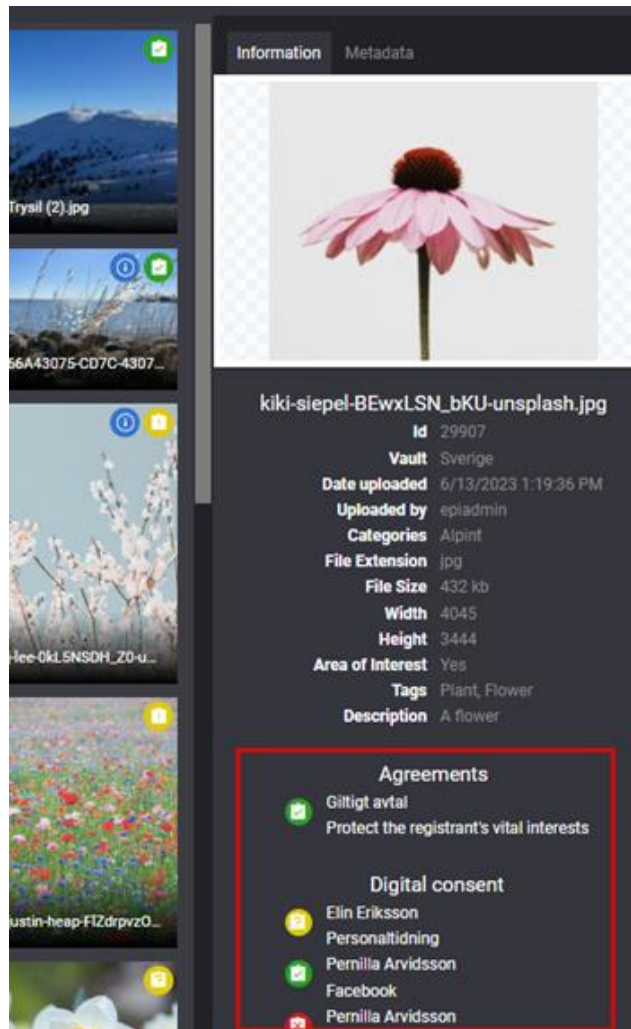


Hover over the icon. In the information that opens, you will see the status of each unique agreement.

- Red = The agreement is invalid.
- Yellow = Awaiting a response from the consenter. (Applies only to digital consent agreements)
- Green = Valid agreement. If the agreement has a validity date that expires within three months, the icon remains green, but a small clock is displayed instead of a checkmark, indicating that you need to review the validity date.

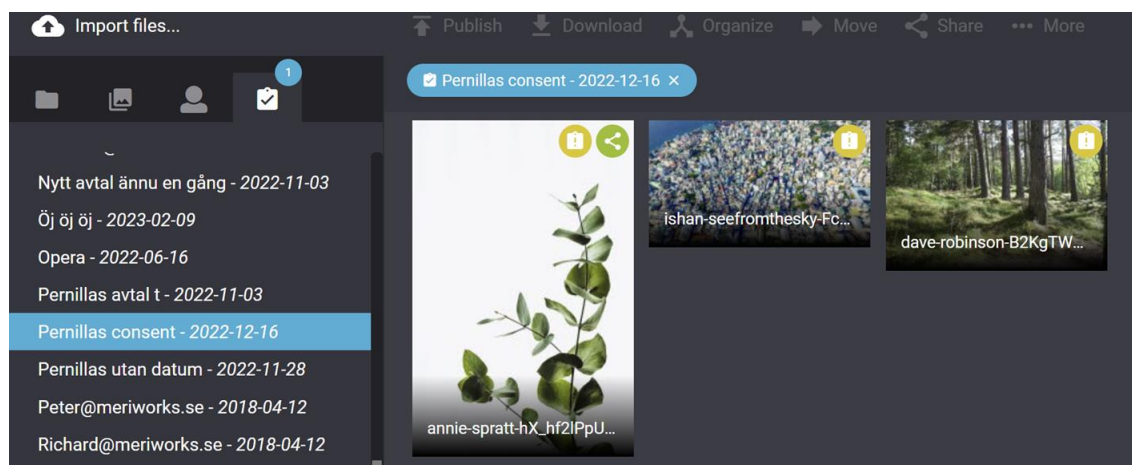


You can also see the agreements on the preview on the right side of ImageVault.



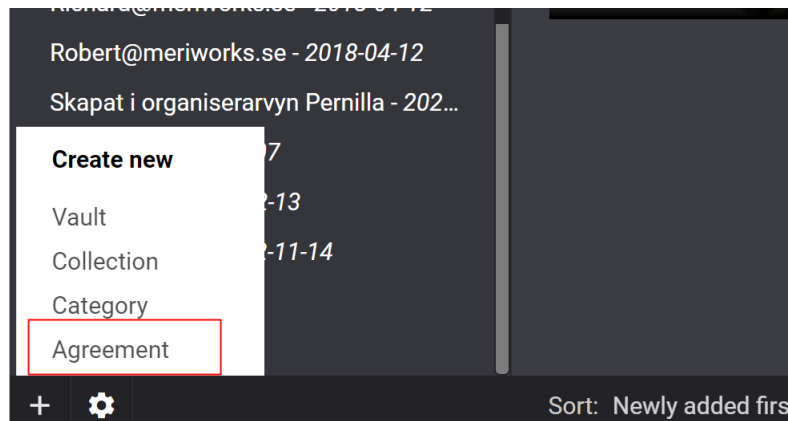
22.1. Filter by agreement

Agreements are grouped under the "Agreements" tab. If you select an agreement, all files linked to that agreement are displayed.



22.2. Create agreement

To create an agreement, click on the "+" button in the lower-left corner of ImageVault and select "Agreement."



In the window that opens, create your agreement by following these steps:

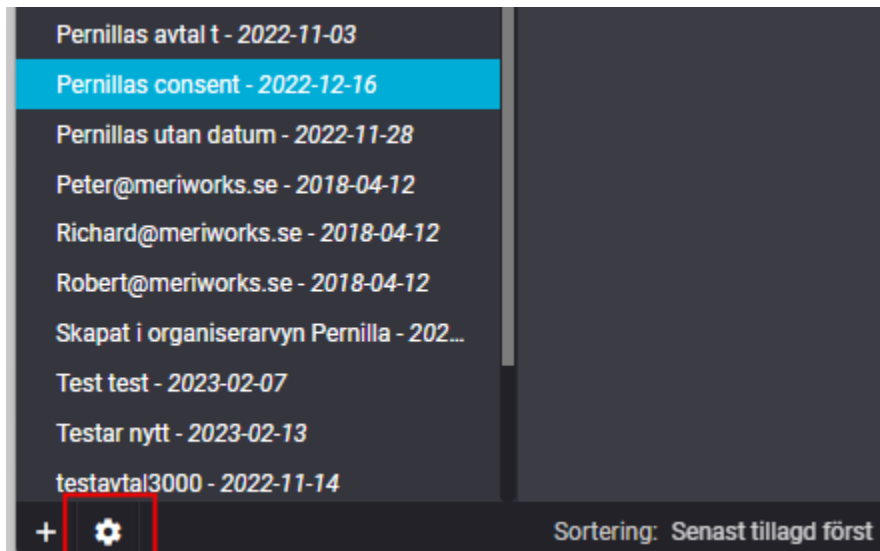
1. Provide an ID for the agreement.
2. Optionally, set a validity date for the agreement. If left blank, the agreement is valid until further notice.
3. Choose the Legal Basis for the agreement. You can select from the six reasons for handling personal data outlined in the GDPR.
4. Associate files with the agreement (up to a maximum of 3 files).
5. Optionally, include a link to tools or similar resources that confirm the chosen Legal Basis.
6. Enter any additional comments or notes related to the agreement.

A screenshot of the 'New agreement' form. The form has a title 'New agreement' at the top left and a close button 'X' at the top right. It contains several input fields: 'ID *' with a placeholder 'Enter ID (who / which is the agreem)', 'Valid to' with a date picker icon, 'Legal basis *' with a dropdown menu showing 'Consent', 'Add file(s)' with a placeholder 'Click or drop files here to upload', 'Add link' with a placeholder 'Enter link', and a large 'Comment' text area. At the bottom right, there are two buttons: 'Cancel' and 'Save and close'.

22.3. Edit an agreement

To edit an existing agreement, follow these steps:

1. Select the agreement from the list.
2. Click on the gear icon associated with the agreement.



22.4. Add an agreement to a file.

To add an agreement to a file during organization, follow these steps:

1. Open the file and navigate to the "Agreements" section.
2. Search for the agreement you want to add by using the search field. (1)
3. If the desired agreement does not exist, you can create a new one by selecting "Add new." (2)
4. If you want to assign the same agreement to multiple files, you can add it in the upper section that applies to all selected files. (3)

Organize Files

Save

Cancel

For all items:

Metadata, Tags, Description

Digital consent

Agreements **3**

Categories



Filename

artem-kniaz-RWeO3t9FxG0-unsplash.jpg

Alt-text (mandatory) ⓘ

En alt text

📘 Beskrivning ⓘ

📷 Photographer ⓘ

Digital consent

Agreements

Opera **1**

Opera - 2022-06-16

+ Add new... **2**

Utomhus x

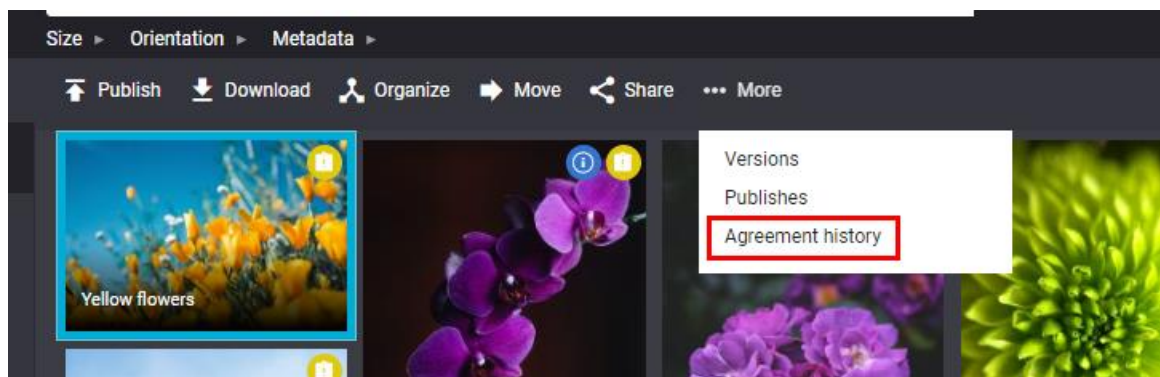
Fält x

23. Agreement history

If you are an agreement administrator or administrator, you can access the consolidated history of agreements for a specific file. To do this, follow these steps:

1. Select the file you are interested in.
2. Open the "More" menu.
3. Select "Agreement History" from the options.

By accessing the agreement history, you will be able to view a comprehensive record of all agreements associated with the file.



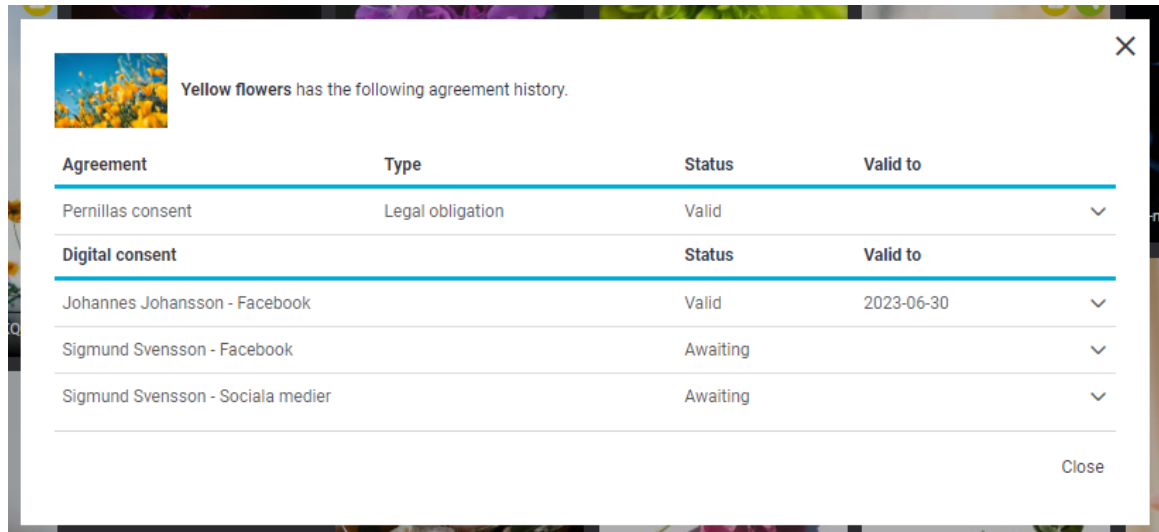
Agreements and Digital consents are displayed in two separate tables, with agreements appearing at the top.

The columns for agreements are as follows:

1. Agreement: Agreement ID
2. Type: Agreement type
3. Status: Displays the status of the agreement, which can be Valid, Invalid, or Removed
4. Valid until: Displays the expiration date if one is specified

The columns for Digital consents are as follows:

1. Digital consent: Name of the consenter and name of the consent agreement
2. Status: Displays the status of the consent, which can be Valid, Invalid, Awaiting (if the attendee hasn't responded yet), or Removed
3. Valid until: Displays the expiration date if one is specified.




Yellow flowers has the following agreement history.

Agreement	Type	Status	Valid to
Pernillas consent	Legal obligation	Valid	▼
Digital consent		Status	Valid to
Johannes Johansson - Facebook		Valid	2023-06-30
Sigmund Svensson - Facebook		Awaiting	▼
Sigmund Svensson - Sociala medier		Awaiting	▼

Close

You can expand the details of each agreement by clicking on the respective row of the agreement you wish to view.




Yellow flowers has the following agreement history.

Agreement	Type	Status	Valid to	
Pernillas consent	Legal obligation	Valid	▼	
Digital consent		Status	Valid to	
Johannes Johansson - Facebook		Valid	2023-06-30	
			^	
Date	Event	Actor	Status	Valid to
2023-05-11 08:16	Consent user approved	Johannes Johansson	Valid	2023-06-30
2023-05-11 08:15	Expiration date changed	epiadmin	Awaiting	2023-06-30
2023-05-11 08:14	Agreement added	epiadmin	Awaiting	
Sigmund Svensson - Facebook		Awaiting		▼
Sigmund Svensson - Sociala medier		Awaiting		▼

Close

If you see the information below indicating that the time and actor are unknown, it is because these agreements were linked to the file prior to the implementation of the contract history feature in the system.

Challenge



leia-cantin-ghVd3usZiQw-unsplash.jpg has the following agreement history.

Agreement	Type	Status	Valid to
dan@meriworks.se	Protect the registrant's vital interests	Invalid	2022-11-10 ^

Date	Event	Actor	Status	Valid to
Date unknown	Agreement added	👤 Unknown user	Invalid	2022-11-10

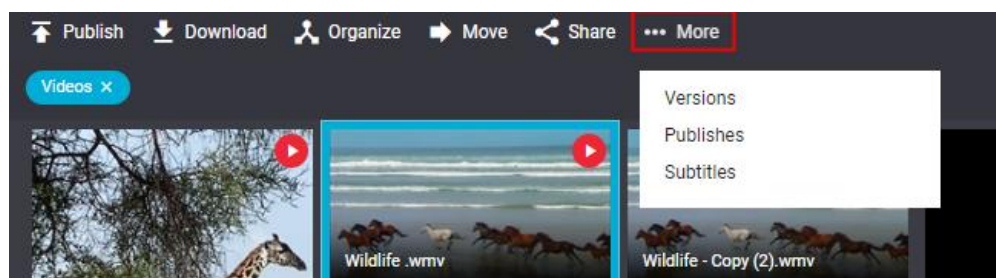
Close

24. Video – Create subtitles

To add subtitles to a video in ImageVault, you can use the "Text Track" feature. You have two options: creating subtitles manually or using audio analysis to generate subtitles automatically. Please note that this functionality requires a cloud solution and the inclusion of a separate video service.

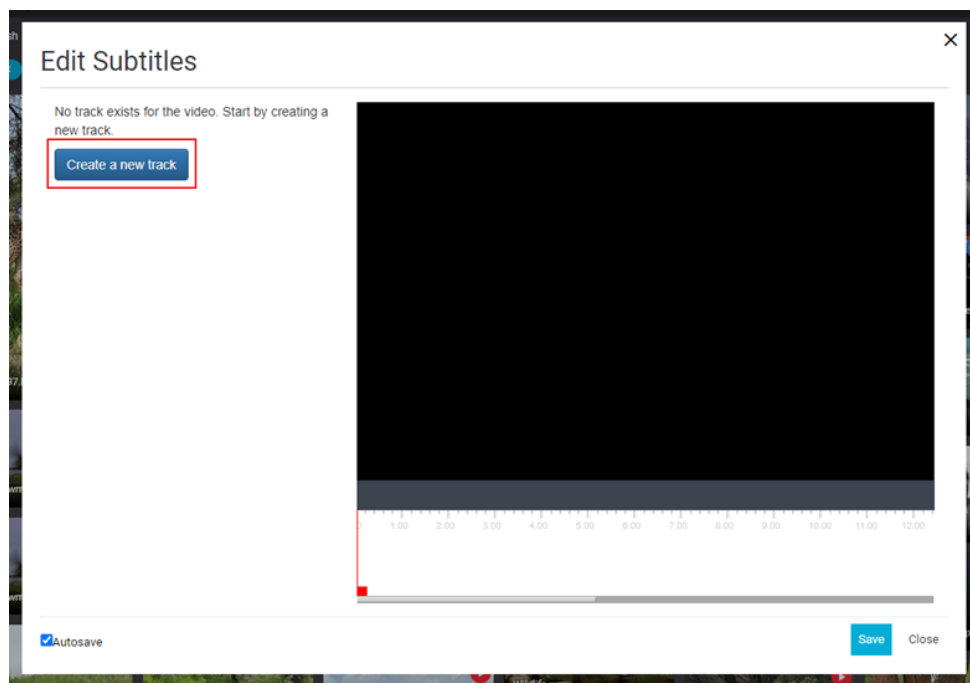
To create subtitles for a video, follow these steps:

1. Select the video you want to add subtitles to.
2. Click the "More" menu.
3. Choose "Subtitle" from the options.



24.1. Create text tracks manually

To create a new text track, click the "Create new track" button.



1. Select "Blank track"

2. Provide a name for the text track and choose the language for the track.
3. Click "Save changes".

Edit Subtitles

Create new track from

- ☒ blank track ¹
- ☐ existing track
- ☐ Upload subtitles
- ☐ speech to text

Label ²

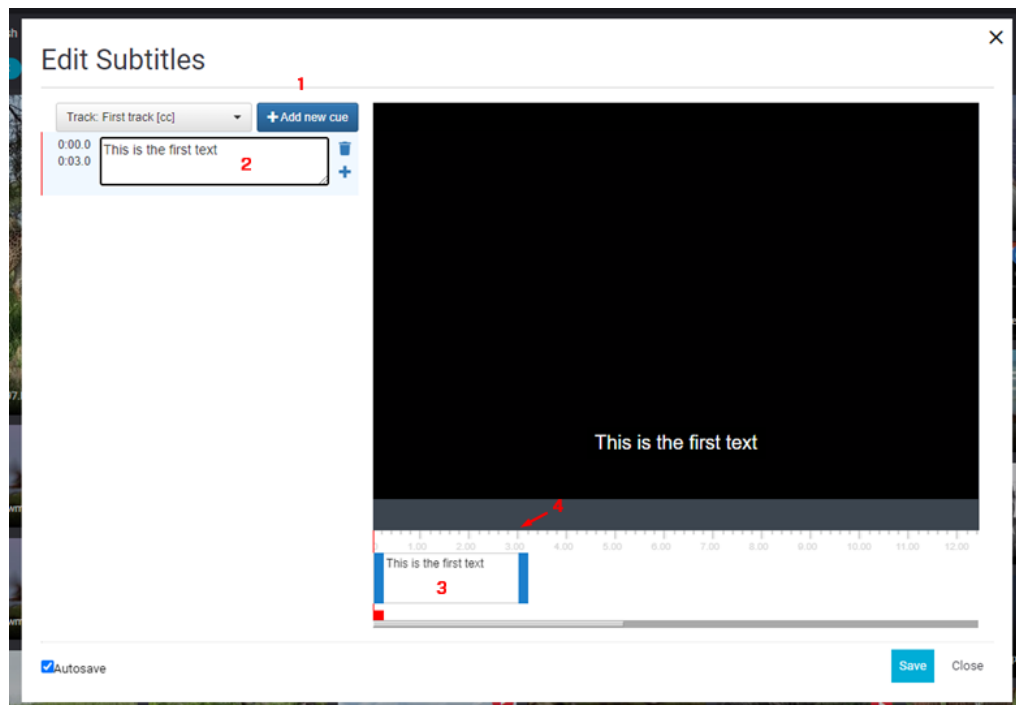
Language

☐ Disable track

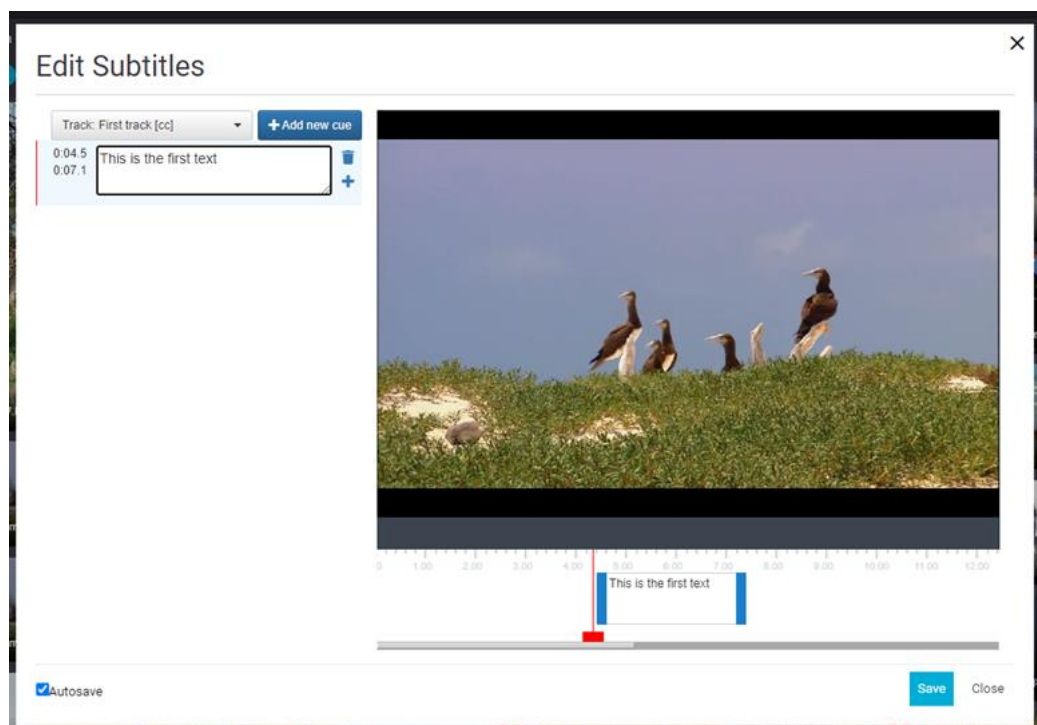
³

☒ Autosave

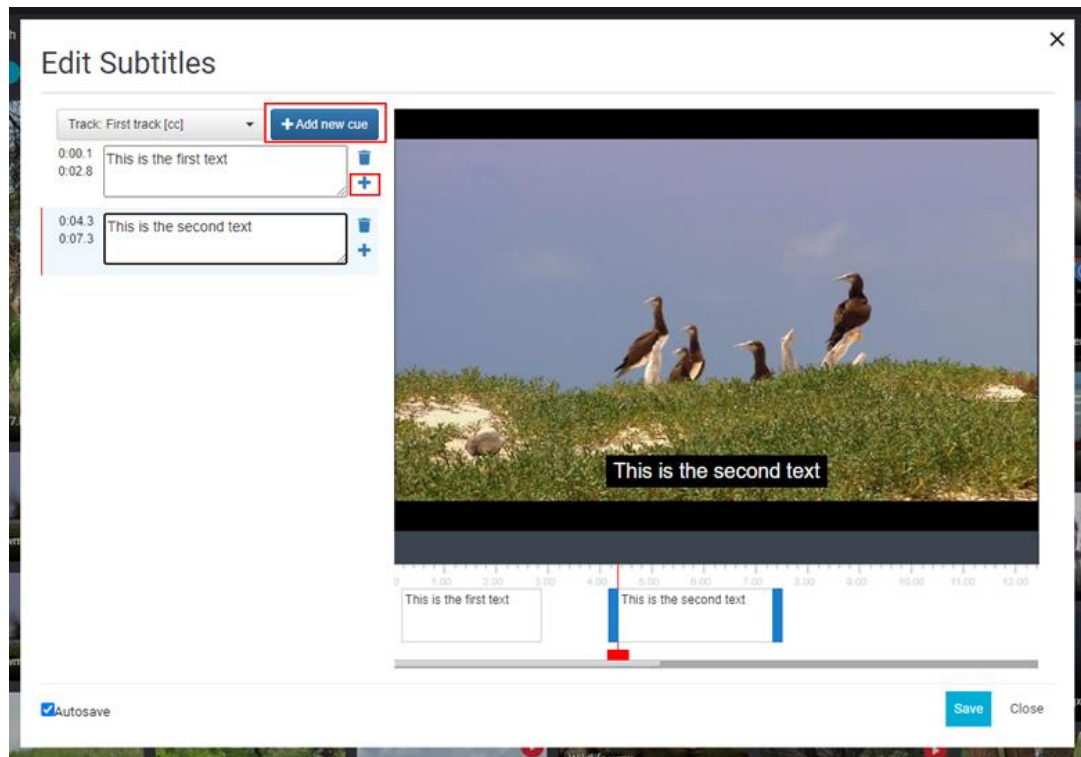
1. Click the "+ Add new cue" button.
2. A text box will open where you can enter the text.
3. The text you type will be automatically added to the text area below the video.
4. It will be indicated that this text will appear in the first three seconds of the video.



It is then possible to drag the red slider to preview the video and find the right moment where you want the text to appear. Once you've found the desired moment, drag the blue slider of the text box to determine the start and end time of the text.

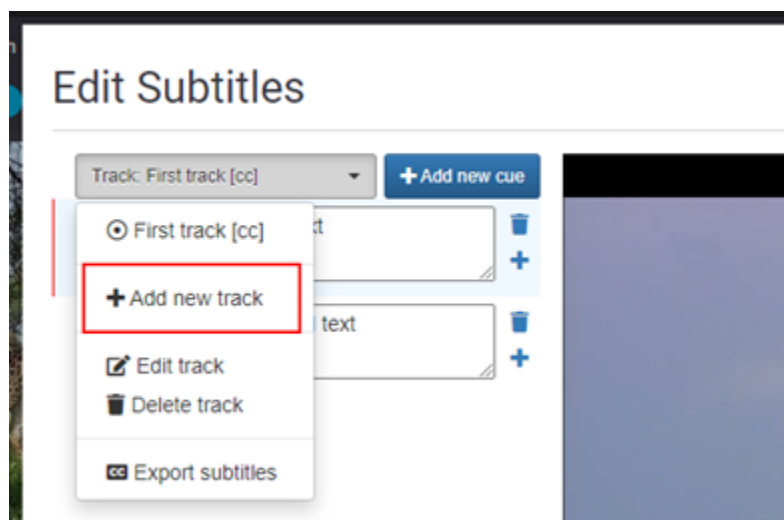


Via the "+Add new cue" or "+ icon", you can add and edit additional text blocks in the same manner. Once you have finished captioning, click on "Save" to save your changes.



24.2. Create multiple text tracks

If you want to add more text tracks, you can do so by opening the menu and selecting "Add New Track" since there is already an existing text track.



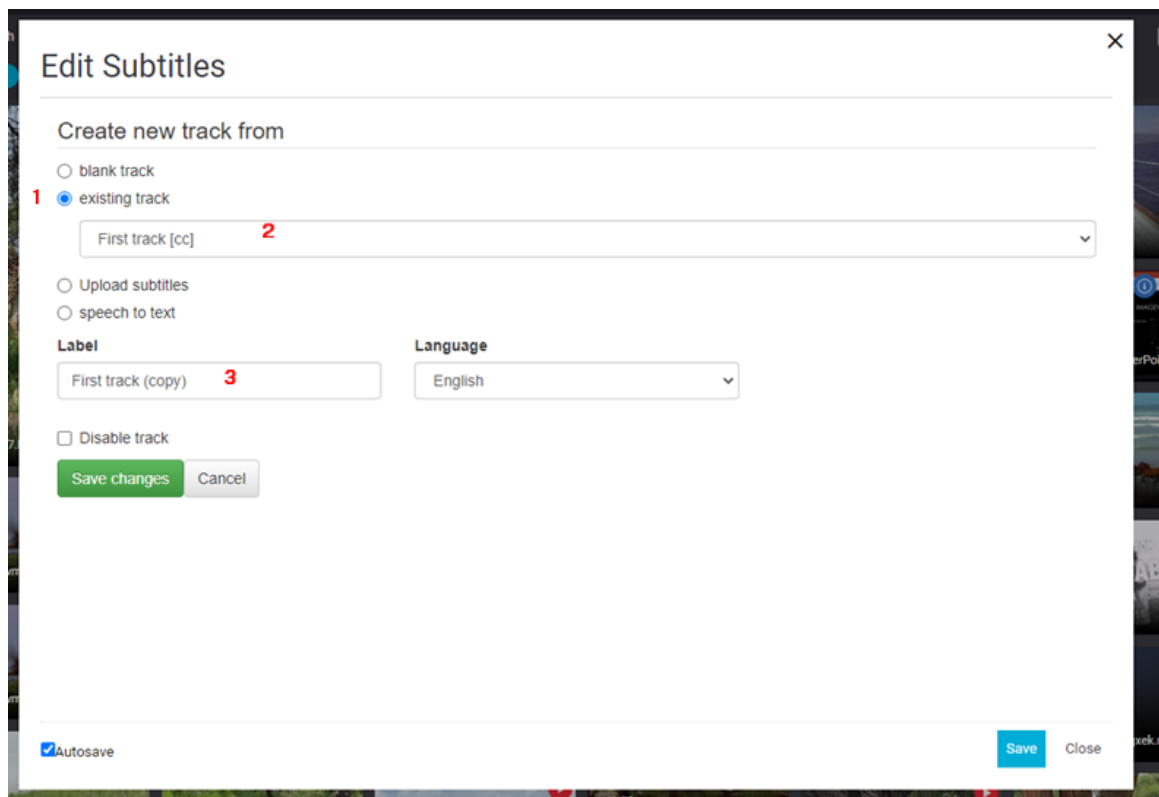
Give the track a title, select the language and save.

When the film is being viewed, the viewer has the option to choose which text track they want to see.



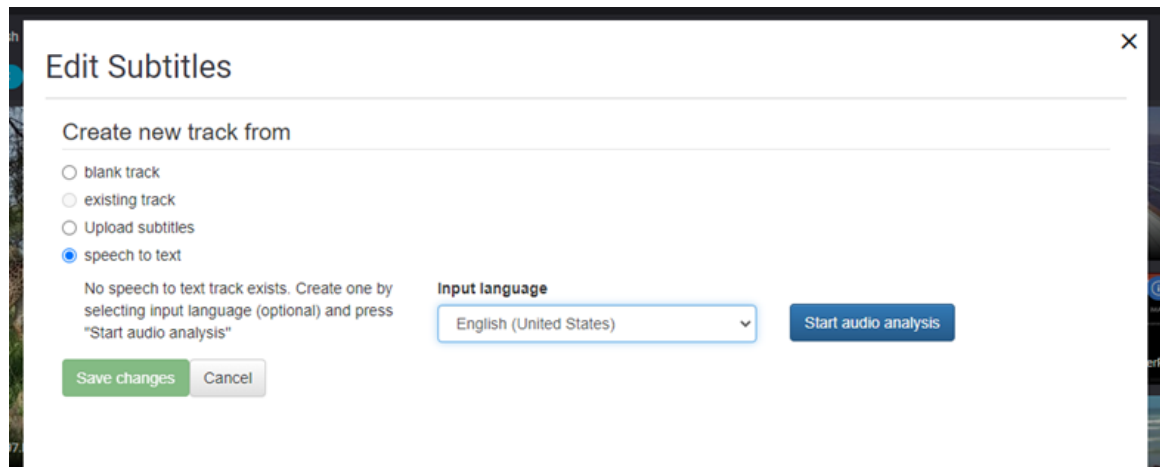
24.3. Create new text track based on existing text track

If you only want to modify specific parts of an existing text track instead of creating a new one, you can choose to start from the existing track. Instead of selecting "Empty track," choose "Existing track" (1). Then select the track you want to start from (2). A suggested name will be automatically provided (3), but you can modify it if desired. After clicking "Save changes," you can make the desired modifications to the track

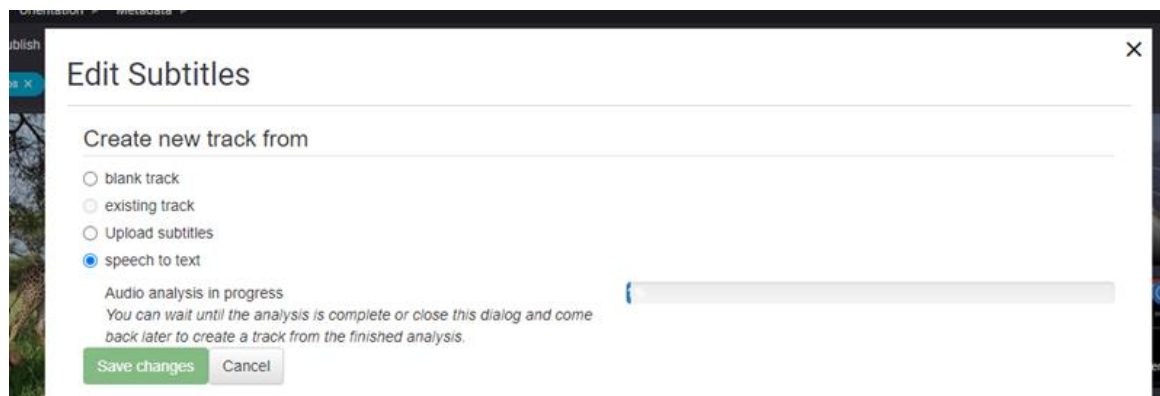


24.4. Speech to text

Via the speech-to-text function, you can generate subtitle suggestions based on the spoken content of the current video. To do this, select "Speech to Text," choose the spoken language, and click "Start audio analysis."



The text analysis process begins. During the ongoing analysis, you can close the dialog and return later to create a text track based on the analysis.



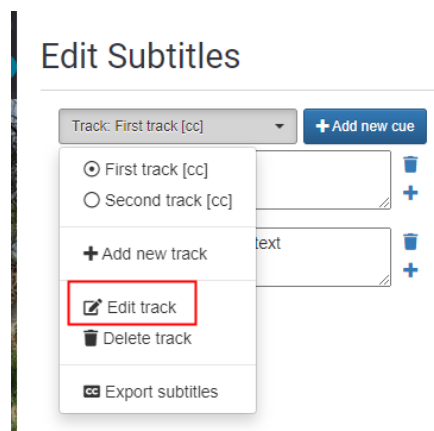
The result is a suggested block of text placed on the timeline. By editing the content of the text track, you can fine-tune it according to your needs.

24.5. Edit text tracks

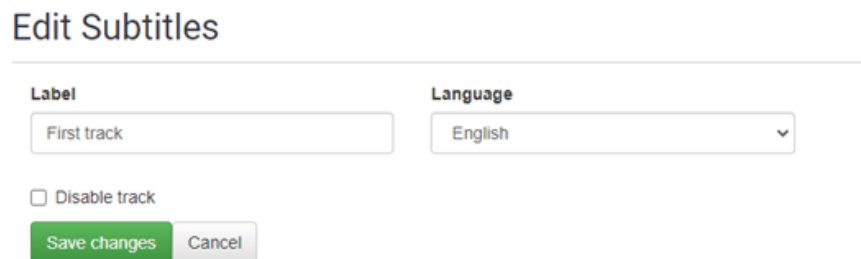
There are some editing options available for already created text tracks. You can:

1. Rename the track.
2. Change the language of the track.
3. Disable tracks.

To edit a text track, first select the track you want to edit, and then choose the "Edit track" option.

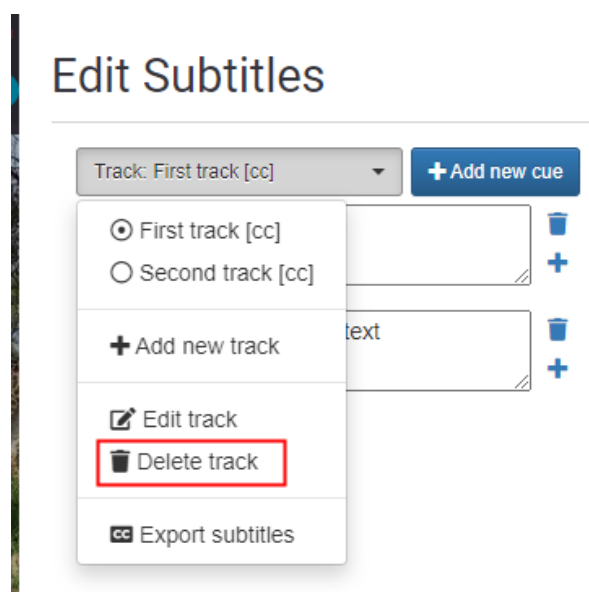


You can now make the desired changes. Disabling a track means that it will not be selectable when watching the video, but it will still be saved in the system.



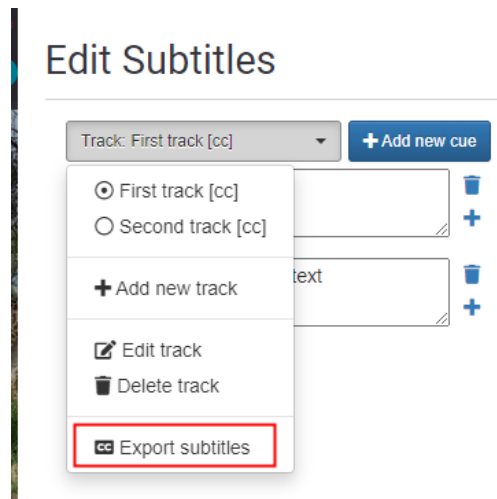
24.6. Delete text track

To delete a text track, select it from the menu, and then choose the "Delete track" option.



24.7. Export text track

Open the menu and select Export subtitles.



You will see all your text tracks. Select the format in which you want to export them.

Edit Subtitles

Export subtitles

#	Title	Language	Cues	Vtt	Srt
1	First track	en	2		
2	Second track	en	0		

Cancel

24.8. Import text track

Via the "Upload subtitles" option, you can insert and attach an existing text file. Click on "Upload Subtitles", select the file, and upload it.

Orientation > Metadata >

ish

×

Edit Subtitles

Create new track from

☐ blank track

☐ existing track

☒ Upload subtitles

Upload subtitles

☐ speech to text

Label

Language

English

☐ Disable track

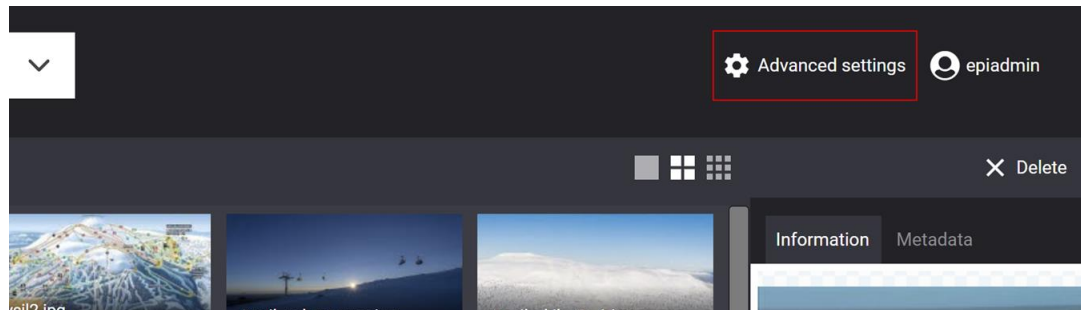
Save changes

Cancel

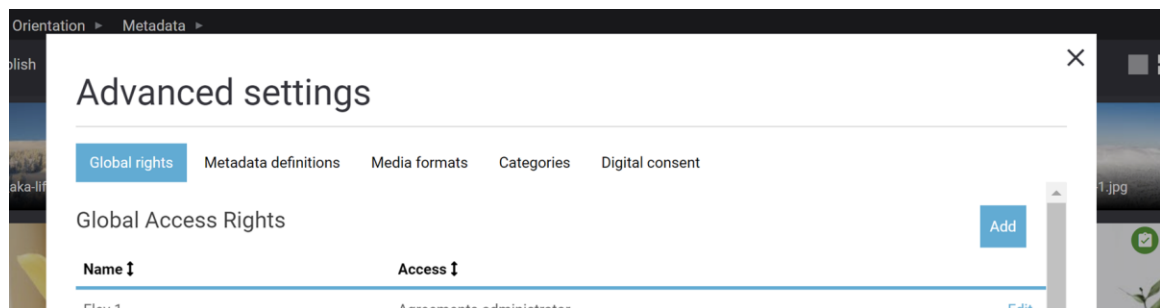
84

25. Advanced settings

In the advanced settings, you can configure various overall settings. You can access these settings by clicking on "Advanced Settings". If you don't see this option, it means that your login does not have the necessary permissions to access and modify these settings.



The settings are divided into five areas: Global rights, Metadata definitions, Media formats, Categories, and Digital consent.



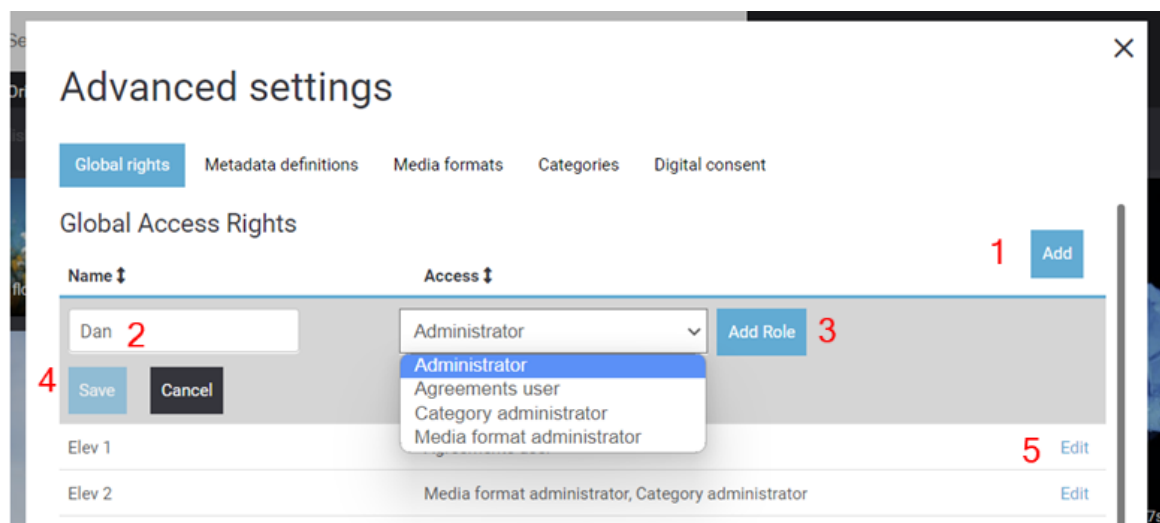
26. Global rights

Under Global Rights, the different levels of rights are divided for individual users or groups of users. ImageVault has four different rights levels, which are:

- Administrator: This is a superuser with access to all areas of the system.
- Media format administrator: This role can modify or add media formats.
- Category administrator: This role can modify or add categories.
- Agreement user: This role can manage contracts and digital consents for files. An agreement user does not have access to any settings under advanced settings.

To assign one of these rights to a user, follow these steps:

1. Click on "Add".
2. Type the name or group. A list of users/groups will appear, and you can select the one you want to assign rights to.
3. Select the rights you want to assign. Click "Add Role". If you want to assign multiple rights to one person/group, you can do so by selecting another right and clicking "Add."
4. Once you have finished assigning rights, click "Save".
5. To make changes to a previously assigned right, remove or add more, click "Edit".

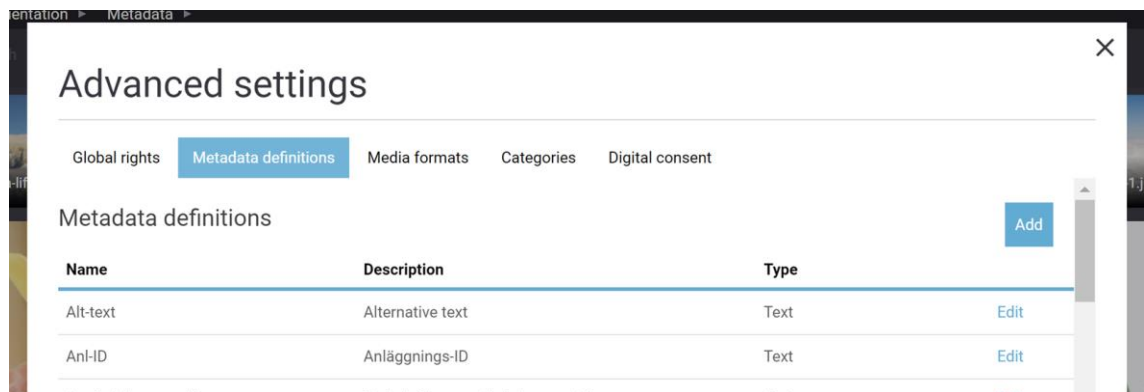


Note! Users and groups cannot be created in ImageVault. They must be created in the underlying user system.

27. Metadata definitions

Metadata refers to the properties or information associated with a file. It can include details added by the digital camera, such as aperture settings or flash usage, as well as user-added information like keywords or copyright details.

Metadata definitions are templates that specify which metadata tags should be automatically populated during file import, and they also determine what additional metadata information users can add during the upload process. These settings can only be configured by administrators.

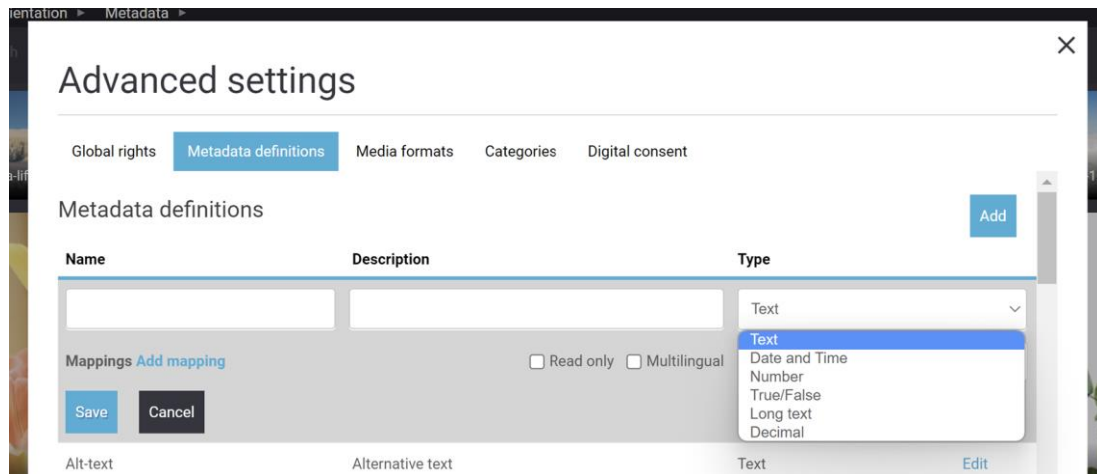


Tap on Edit to modify an existing metadata definition or Add to create a new metadata definition. Enter a name and description for the definition, followed by selecting the data type for the field.

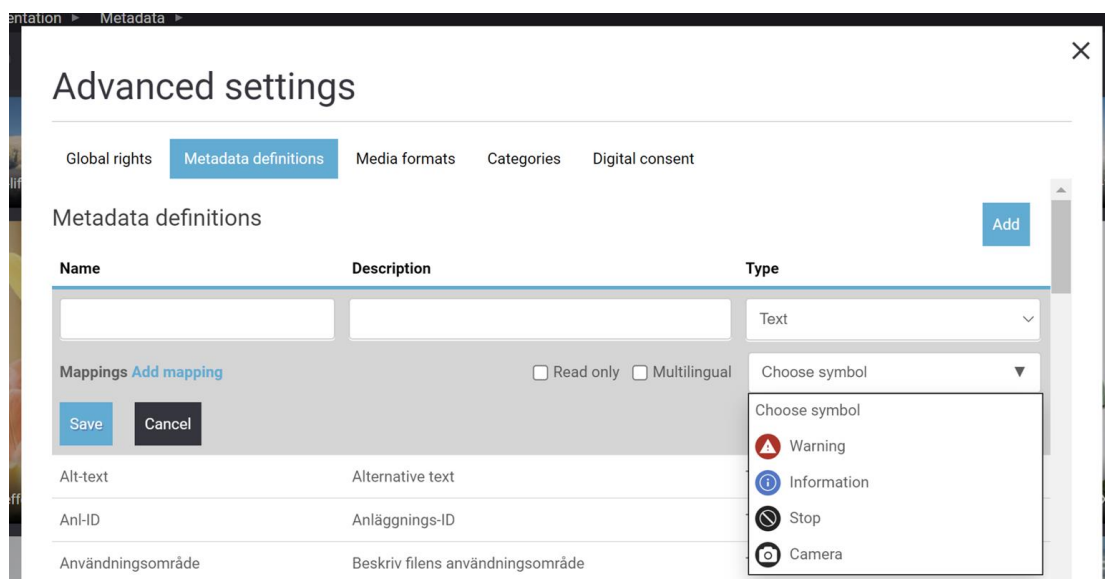
The available data types are as follows:

- Text: a regular text field with a maximum limit of 250 characters.
- Date and Time: for specifying a date and/or time. The server's date and time format will be used.
- Integer: for numeric values (whole numbers).
- Yes/No: for Boolean values, indicating a choice between "Yes" or "No".
- Long Text: a text field with a larger character limit, allowing several thousand characters.
- Decimal: for numeric values with decimal points.

You can also set a metadata definition to be read-only by selecting the "Lock" option. Additionally, if you want a field to support information in multiple languages, you can enable the "Multi-language support" feature.

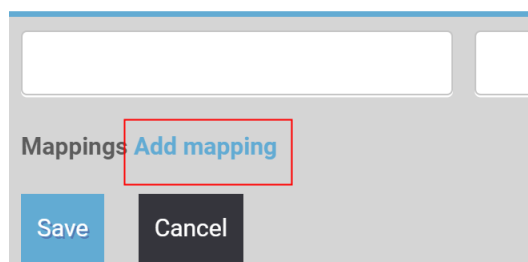


If you want the information to be directly accessible in the gallery through an information icon on the file, you can specify which symbol or icon you would like to be used for this purpose.



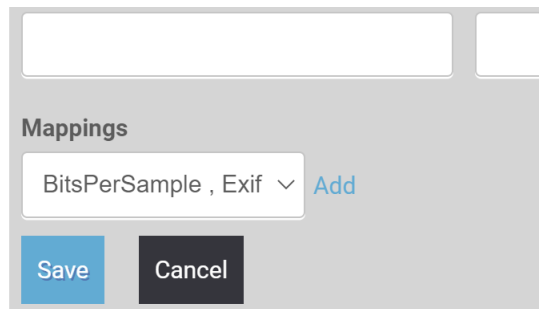
27.1. Add mapping

Use Add mapping to add a metadata tag to the metadata definition.



Select a metadata tag from the list and click Add.

The system will automatically search for the selected metadata tag during the file import process and add the tag's value to the file's metadata. Click "Save" to save the new metadata definition or "Cancel" to cancel.

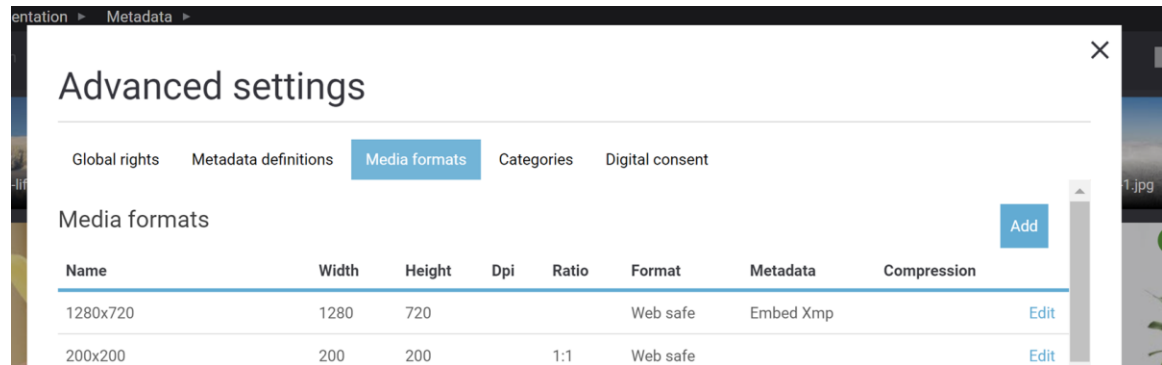


The image shows a software interface for mapping metadata tags. At the top is a search bar. Below it is a section titled "Mappings". Inside this section is a dropdown menu showing "BitsPerSample , Exif" with a downward arrow, and a blue "Add" button to its right. At the bottom of the dialog are two buttons: a blue "Save" button and a dark grey "Cancel" button.

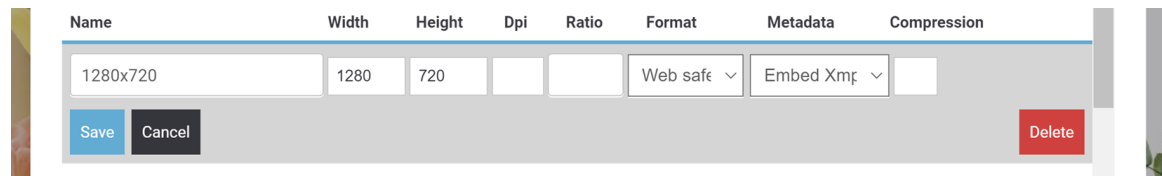
Note: The available metadata tags for mapping will increase as new media files containing new tags are uploaded to the system.

28. Media format

The Media format tab displays a list of all media formats. You can also view the settings of an existing media format in the list view. Media formats can be used to ensure that exported media files adhere to specific size or file format standards.



Click "Change" to modify an existing media format, or click "Add" to create a new media format.



The following properties are displayed:

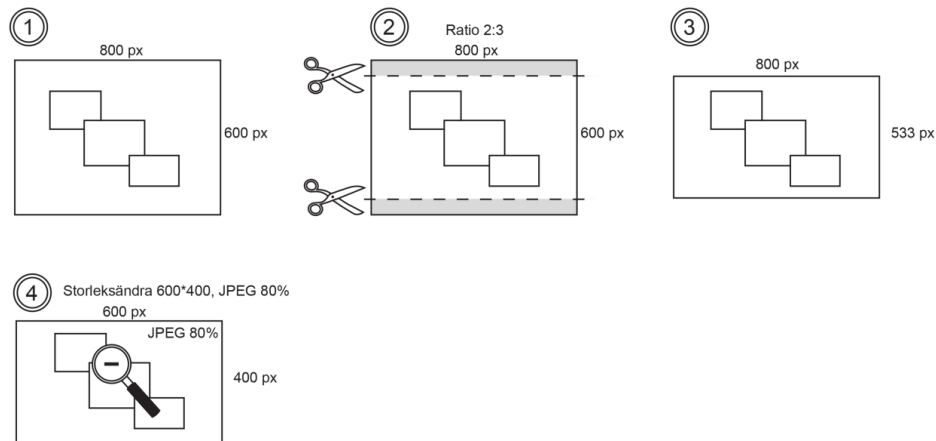
- Name: The name of the format, which is displayed in lists for users.
- Width: The width of the image.
- Height: The height of the image.
- DPI: Dots per inch, representing the image resolution per square inch.
- Ratio: The aspect ratio, calculated as width/height.
- Format: The file format of the converted file.
- Metadata: The selected option for embedded Xmp, exporting self-defined metadata.
- Compression: The degree of compression, applicable only for JPEG or websafe file formats.

Here are some examples:

- Format Name: "600 * 400"
- Width: 600 pixels
- Height: 400 pixels
- Ratio: 3:2
- Format: JPEG
- Metadata: Selected for embedded Xmp

- Compression: Not applicable (JPEG or websafe)

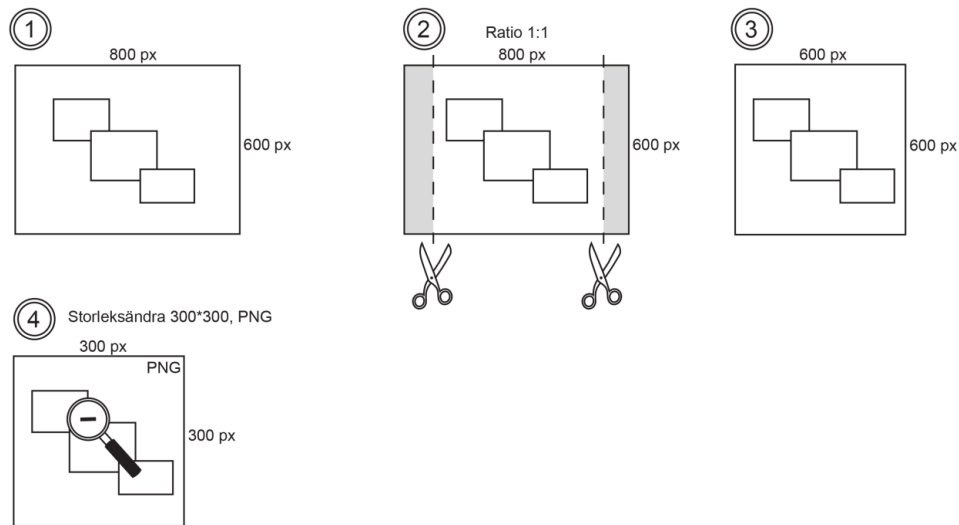
In this example, an image with the size of 800 * 600 pixels will first be cropped according to the ratio setting of 3:2. This means that the height of the image will be cropped to 533 pixels. Then, the image will be resized to the specified width of 600 pixels and height of 400 pixels, and finally converted to JPEG format.



Another example format called "Web" has the following settings:

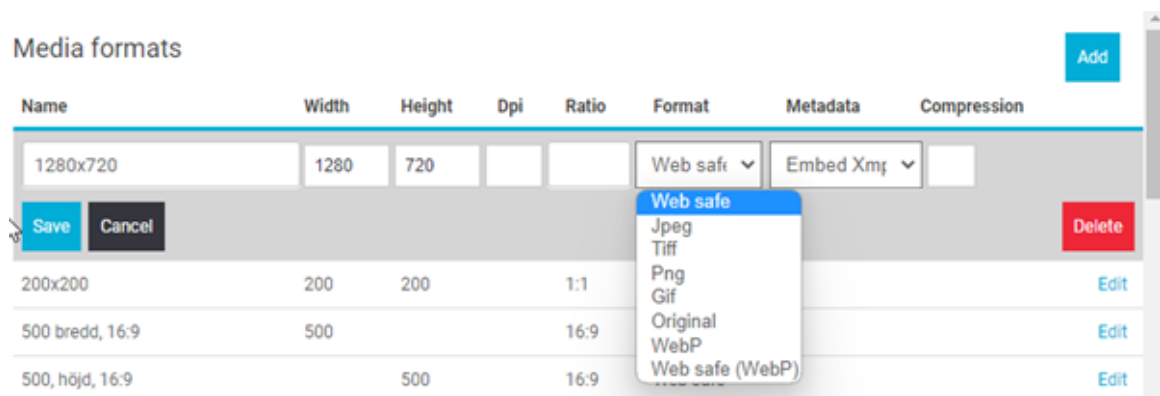
- Width: 300 pixels
- Ratio: 1:1
- Format: PNG

In this example, an image with the size of 800 * 600 pixels will first be cropped according to the 1:1 ratio setting. This means that both the height and width of the image will be cropped to 600 pixels. The image will then be resized to the specified width of 300 pixels and height of 300 pixels. The export value for the height is automatically set to 300 to maintain the 1:1 ratio. Finally, the image will be converted to the PNG format.



The available file formats are:

- Websafe: The web-safe format setting retains the original format of a file, whether it is JPEG, PNG, or GIF. Other formats, such as Photoshop, will be converted to JPEG or PNG. A CMYK file will be exported as RGB.
- JPG: The file is converted to JPEG format.
- Tiff: The file is converted to TIFF format.
- PNG: The file is converted to PNG format.
- GIF: The file is converted to GIF format.
- WebP: Provides a compressed file while maintaining quality.
- Original: The file retains the same file format that the original file was uploaded with.



The image compression value is set as a value between 0 and 100 (%). A higher value will result in a higher-quality image, closely resembling the original, but with a larger file size. A lower value will yield a smaller file size but may result in lower image quality due to compression artifacts.

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

28.1. Export meta data

If "Embedded XMP" is selected under Metadata, it means that the values for self-defined metadata will be included when the file is downloaded, published, or shared in the current format.

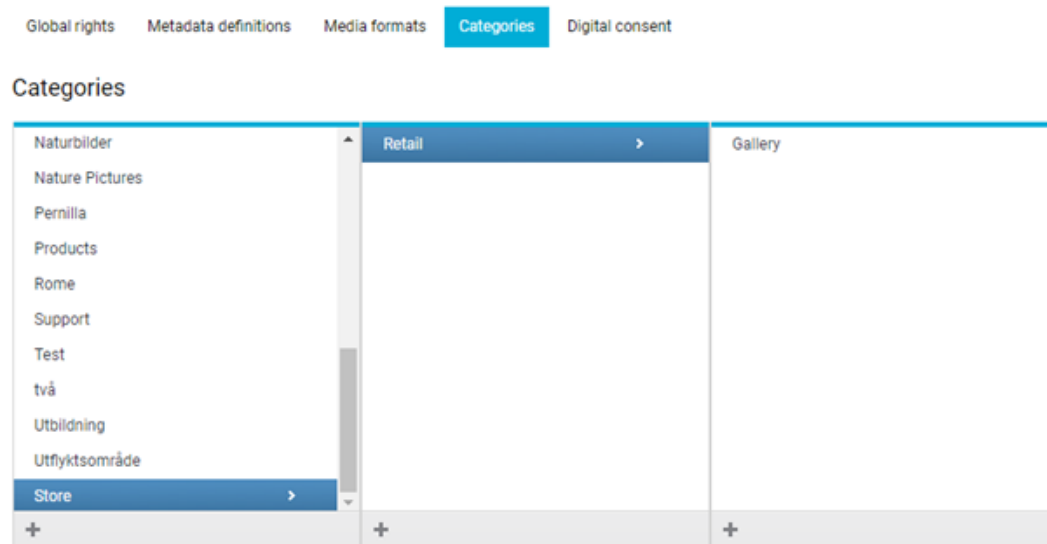
Note! This feature is supported for JPG, TIFF, and WebP formats only.



29. Categories

The Category tab displays all categories, and new categories can be added by clicking the plus sign below each category column. Subcategories are only displayed when the main category is selected.

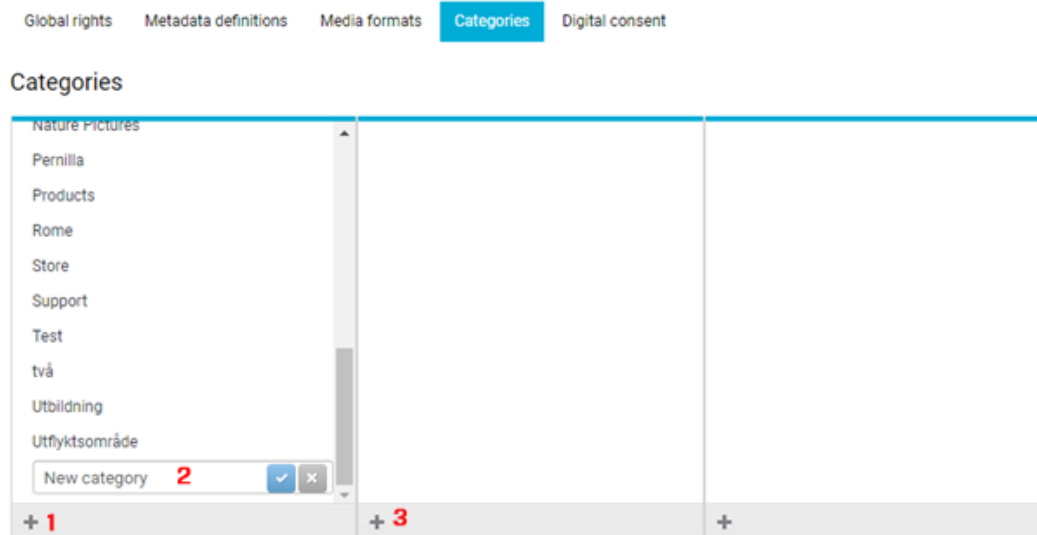
In the example below, "Store" is selected as the main category. Once selected, you will see the available subcategory options. Clicking on "Retail" as the subcategory will then display the corresponding subcategories under "Gallery."



29.1. Add a main category or a subcategory

To create a new main category, click the plus sign (1) next to the main category column. Once you've entered the category details, click the "done" icon (2) to save it.

To create a subcategory, first select a main category. Then click the plus sign (3) next to the corresponding subcategory level to add a new subcategory.



29.2. Edit or delete an already created category

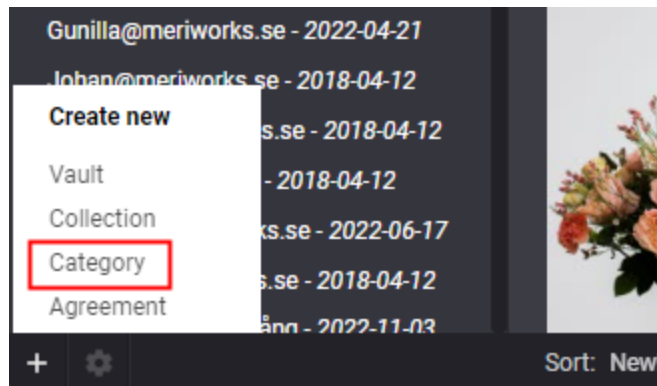
To edit a category, hover over its name and click the edit icon. This allows you to modify the category name.

To delete a category and its subcategories, click the X icon next to the category's name.



29.3. Add category outside of advanced settings

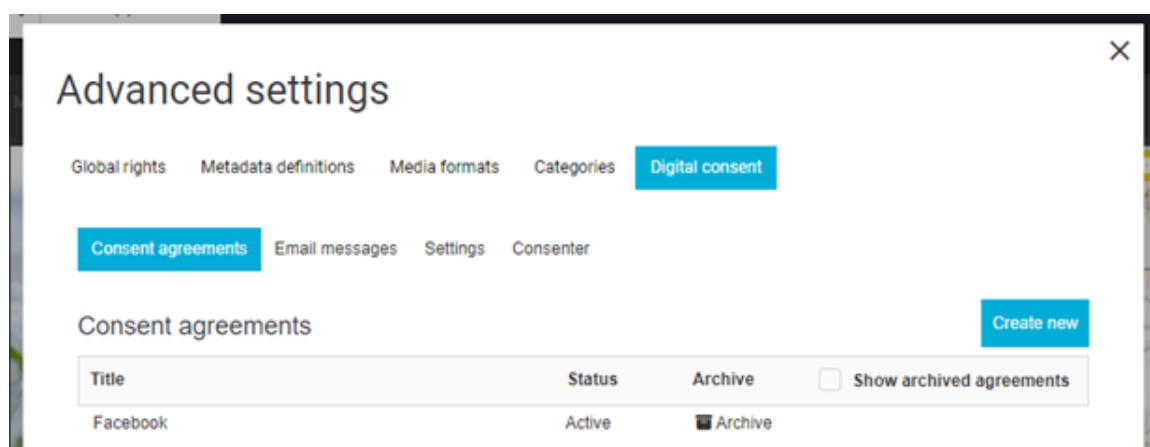
If you're a category administrator, you can choose a quicker way to add a category instead of accessing the advanced settings. Click the plus sign at the bottom of the interface and select "Category". This will open the category tab directly from the advanced settings



30. Digital consent

Your organization has the option to utilize digital consents for consent agreements. Digital consents allow the consenter of an agreement for a file to digitally sign the agreement, eliminating the need to manually upload a signed agreement for each individual consenter. The consenter will be presented with a digital consent page where they can view the status of their agreements.

To enable this functionality, specific settings must be configured. These settings can be accessed under "Advanced settings" and can only be modified by individuals with administrator rights.



30.1. Consent agreement

Under the "Consent agreements" tab, you will find a list of existing consent agreements that can be optionally connected to a consenter by a contract administrator. The agreements are sorted in alphabetical order by name, and it is not possible to change the sort order.

By checking the "Show archived" checkbox, only the archived consent agreements will be displayed. Archived agreements are no longer available for selection by a contract administrator.

Please note that once an agreement is archived, it cannot be selected by a contract administrator.

30.1.1. Create new consent agreement

1. Click the "Create new" button.
2. Enter the name for the consent agreement. This name will be displayed when associating consent agreements with digital consent

and will also appear as the contract name on the digital consent page for the consenter.

3. Upload a PDF file (only PDF format is allowed).
4. After clicking "Save," the consent agreement will be saved and immediately appear in the list. It is mandatory to provide both the name and the PDF file, so the "Save" button will only become active once these parts are completed.

Consent agreements Email messages Settings Consenter

New consent agreement

Title * 1

Facebook

Add pdf file * 2

Upload pdf

Save Cancel

Note: Please do not close the tab before the upload is complete. Otherwise, the agreement will not be accessible or readable to the consenter.

Title * 5

Facebook

Add pdf file *

Avtal 1.pdf × Remove

Save Cancel

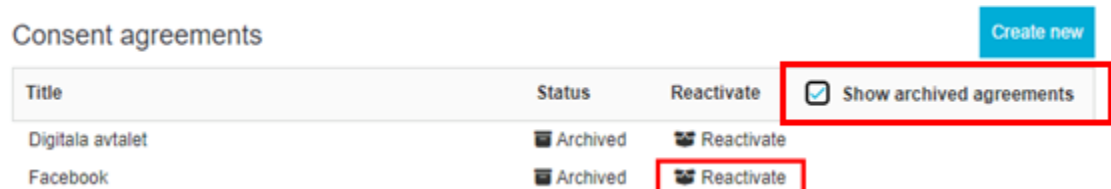
🔄

30.1.2. Archive a consent agreement

To the right of each consent agreement, you will find the "Archive" option. Click on it if you want to archive the consent agreement.

Title	Status	Archive	<input type="checkbox"/> Show archived agreements
Facebook	Active	📁 Archive	

It is possible to reactivate the consent agreement by choosing to only view archived agreements. When viewing archived agreements, the "Archive" link to the right of the name will be replaced with the "Reactivate" function.



30.1.3. Edit a consent agreement

To edit a consent agreement, click on the name of the agreement. If no consenters are linked to the agreement, you can edit both the name and upload a new file. However, once a consenter is linked to the agreement, you can only edit the name and not the uploaded file.

30.2. Email messages

Since the Digital Consents feature sends emails to consenters with a link to the agreement, there are settings related to the content of these emails. There are three different types of emails depending on the purpose of the email sent to the consenter:

1. Consent request: These texts appear in the first email sent to the consenter, requesting their consent.
2. Email reminder: You can set up a reminder to be sent to a consenter who has not responded. In this case, the reminder email will contain specific text addressed to the consenter.
3. New login link: If a consenter requests a new login link, an email will be sent containing the text specific to generating a new link for the consenter.

All three types of emails include a subject line, a message body, and the text for the button that leads to the digital consent page. There are default texts provided, but you have the option to customize these texts according to your organization's needs.

Consent agreements **Email messages** Settings Consenter

Consent request

Email reminder

New login link

Consent request Save

Subject

Medgivande för media i ImageVault

Message

B I U

Du har blivit inbjuden att lämna medgivande för media i ImageVault.
Följ länken nedan för att godkänna eller neka ditt medgivande.

Button text

Fortsätt till medgivarsidan

If you have made changes to a text and want to revert it back to the original preset text, you can click on "Reset to default text". This action will restore the original text for the email you have currently opened. It's important to note that only the text of the specific email you are working on will be restored, while any changes made to other texts will remain unchanged.

Button text

Fortsätt till medgivarsidan

Reset to default text

30.3. Settings for automatic e-mails

Here, you can configure settings related to the emails sent to the consenters. You can specify:

1. The validity duration of the link included in the email. This determines how long the link will remain active and accessible to the consenter.
2. The frequency of email reminders, if you choose to send them. You can define how often the reminder should be sent to the consenter who has not responded.
3. The maximum number of reminder emails to be sent. You can set the limit on the number of times the reminder email will be sent to the consenter.

By adjusting these settings, you can customize the behavior and timing of the emails sent as part of the consent process.

Consent agreements Email messages **Settings** Consenter

Automatic emails

Link is valid Reminders are sent Maximum no. reminders

1 Day 1 Daily 2 1 3

Reporting of media usage

Personal data controller Reporting frequency

pernilla@papirfly.com Never

Save settings

30.4. Media usage reporting settings

A file cannot be used if the consenter has not responded, denied consent, or if the consent date has expired. In such cases, you have the option to configure an email notification to be sent to the personal data controller regarding these files.

The reporting frequency determines how often the email notification is sent and can be set as follows:

- Daily: The email will be sent every day at 8 a.m.
- Weekly: The email will be sent every Monday at 8 a.m.
- Monthly: The email will be sent on the first day of each month at 8 a.m.
- Never: No email notifications will be sent.

By selecting the appropriate reporting frequency, you can control the frequency at which the personal data controller receives notifications about files that cannot be used based on consent agreements.

Consent agreements Email messages **Settings** Consenter

Automatic emails

Link is valid Reminders are sent Maximum no. reminders

1 Day Daily 1

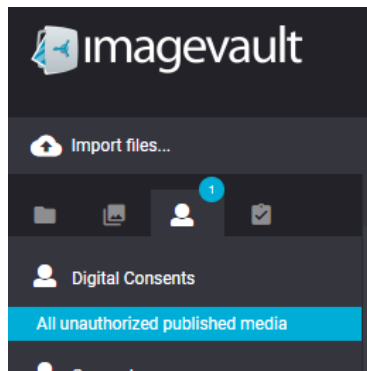
Reporting of media usage

Personal data controller Reporting frequency

pernilla@papirfly.com Never

Save settings

The email provides a summary of the number of files that are being used illegally, along with a link to the full ImageVault report page.




30.5. Consenter

On the digital consent page, you have the option to display a custom text. There is no default text provided, but you can write your own text under the "Consenter" tab.

Consent agreements Email messages Settings **Consenter**

Consenter Save

Text for the consenter page

Normal **B** *I* U 

Welcome

Below is an agreement regarding how you agree to allow us to use images in which you participate.
You can deny or accept each separate agreement.

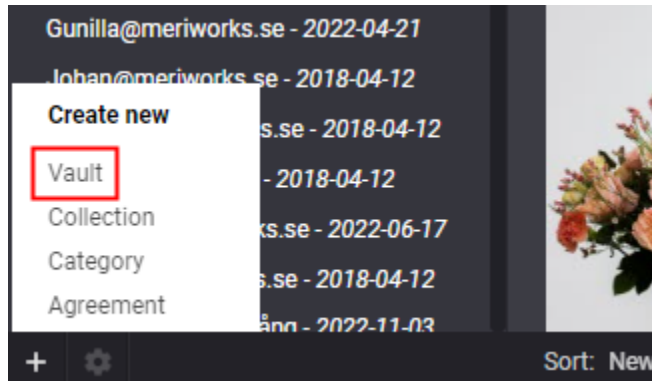
31. Administration of vaults

Any user with sufficient permissions can add or modify vaults.

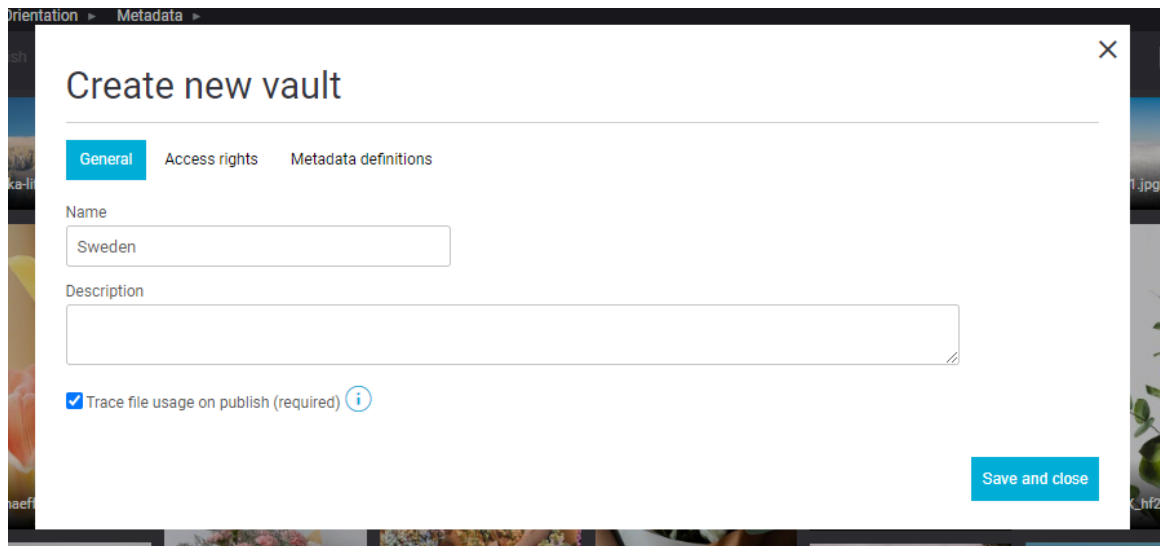
31.1. Create new vault

To create new vaults, the user needs to be an administrator.

To add a new vault, click the plus sign in the bottom left of the main page and select "Vault."



Give the vault a name. If you check "Enable traceability during publications," it will be mandatory to provide a reason for each download or action performed on the file. This helps in tracking the whereabouts of the files more effectively.

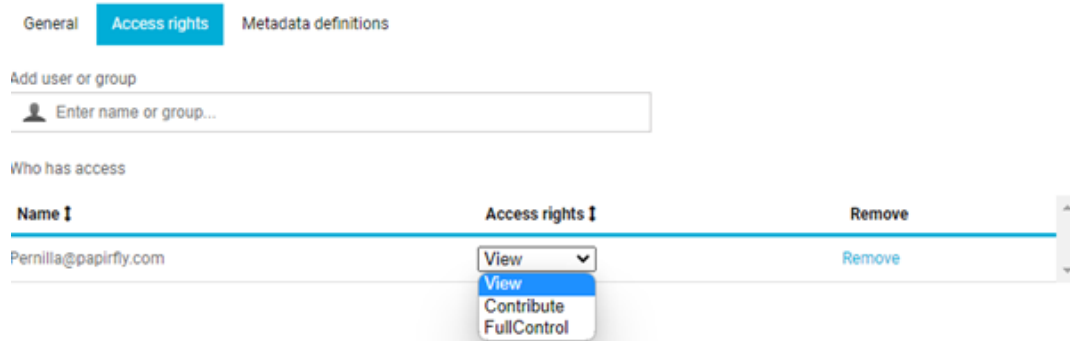


Under the Access Rights tab, you can grant additional users access to the vault. You can assign different levels of rights to these users within the vault. Please note that users who are administrators always have access to the vault.

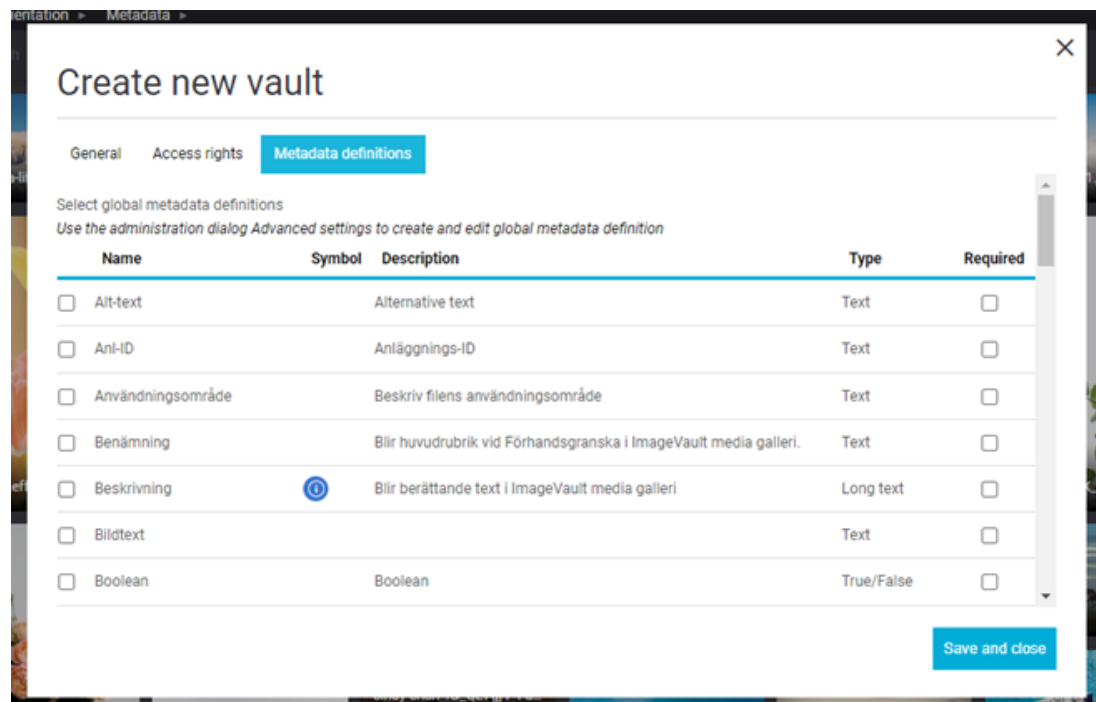
The available levels of rights are:

- View: Users can view and use files within the vault but cannot add or remove files.
- Contribute: Users can upload files, delete files, and modify metadata within the vault.
- FullControl: Users have complete control over the vault, including uploading files, deleting files, and changing vault settings.

To remove a user's access, simply click on the Remove link next to their name.

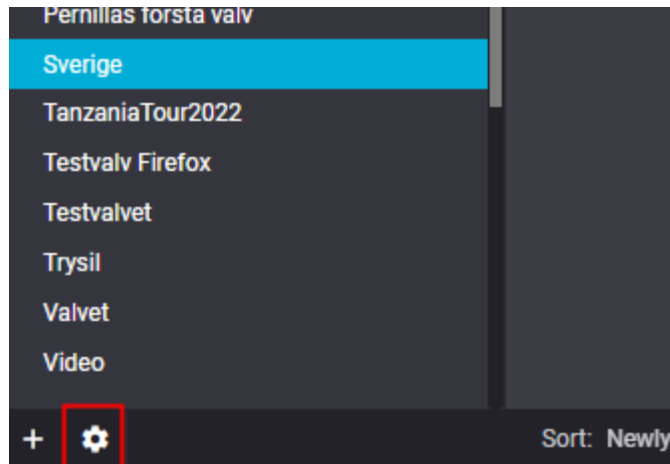


Under the Metadata Definitions tab, you can specify which of the available metadata definitions (defined in advanced settings) should apply to this vault. If you select the "Required" option, the specified metadata must be filled out in order to save in the Organize dialog.



31.2. Edit an existing vault

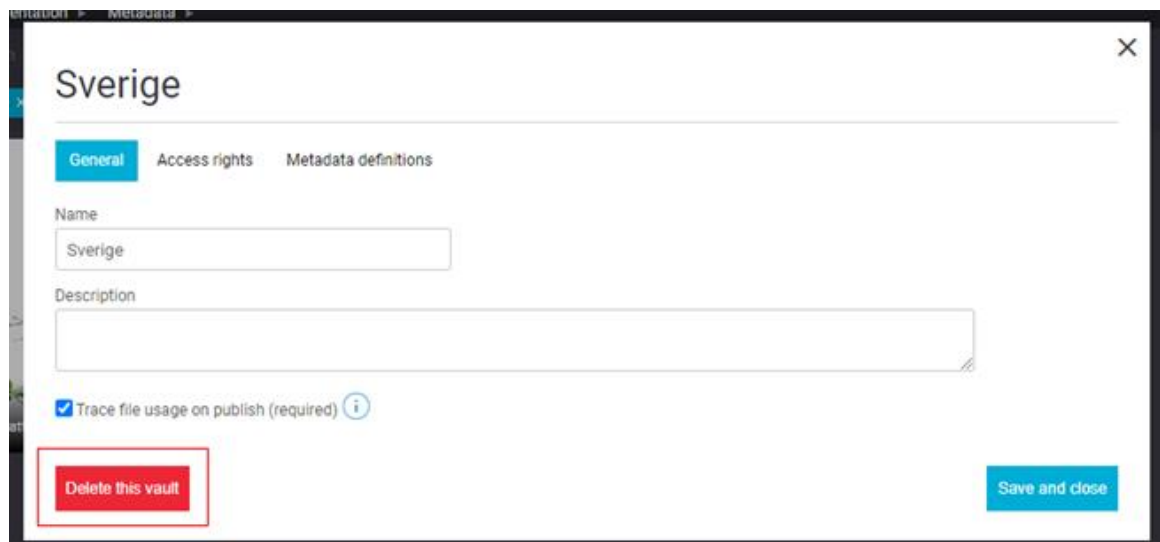
To make changes to an existing vault, select the vault and click on the gear icon at the bottom.



31.3. Delete a vault

To delete an existing vault, open it for editing. Click the Delete button.

Note! All files in the vault will also be deleted.

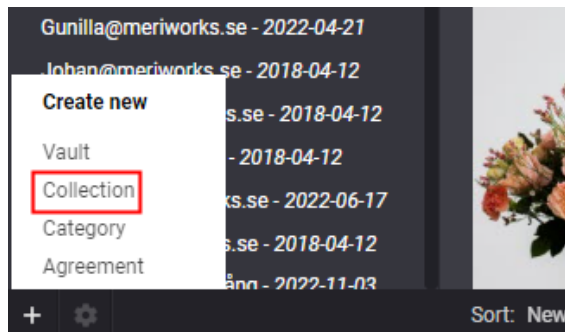


32. Collection

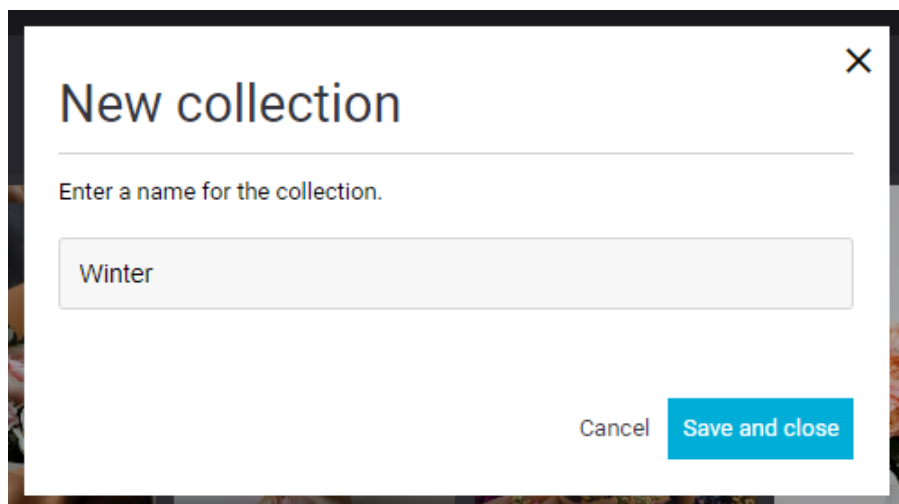
Only administrators can create or edit collections.

32.1. Create a collection

Create a new collection by clicking the plus sign at the bottom and selecting "Collection."



Name the collection a and select Save.



32.2. Edit a collection

To rename the collection, select the name, and then click the gear icon. This will open the same dialog as when you created the collection, allowing you to make changes to the collection's settings.

32.3. Delete a collection

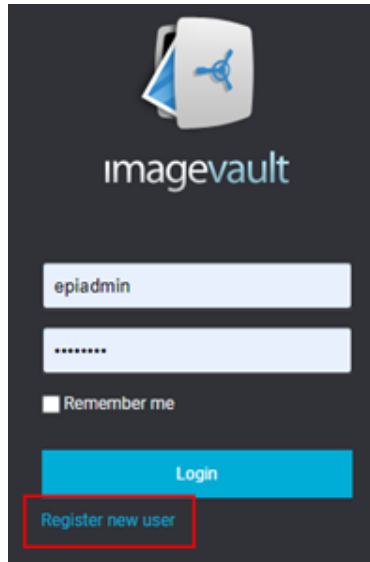
If you delete a collection, only the collection itself is deleted. The files you added to the collection are not deleted. To delete a collection, select the collection you want to delete, click the gear icon, and then select "Delete".

33. Administer users

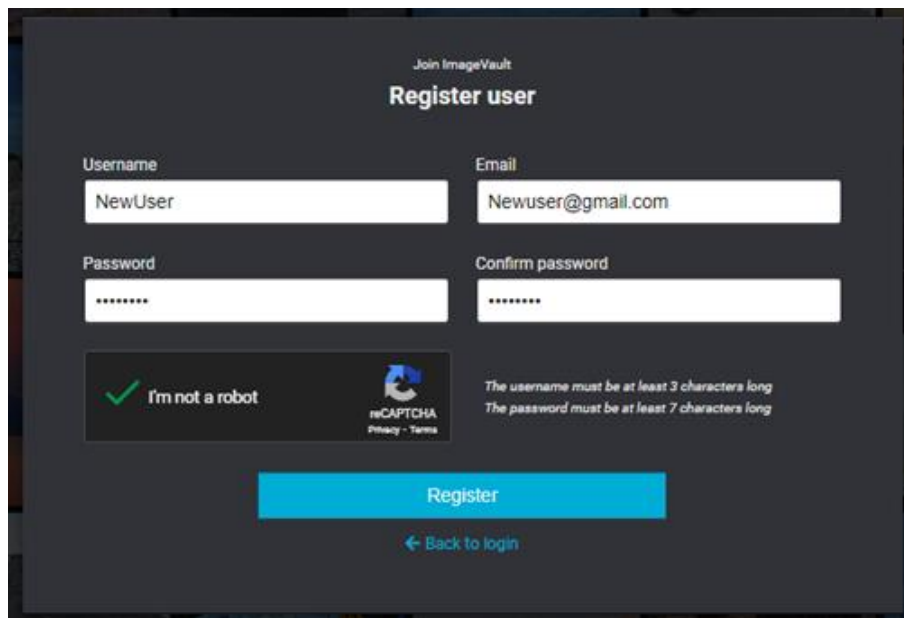
When ImageVault is set up, a "superuser" with administrator rights is created. The login credentials for this user are provided upon the installation and handover of ImageVault.

33.1. Create a user

To create new users, click register new user in the dialog to log in.

The image shows the ImageVault login interface. At the top is the ImageVault logo, which consists of a blue cube icon with a white 'V' and the text 'imagevault' in a sans-serif font. Below the logo are two input fields: the first contains the text 'epiadmin' and the second contains a series of dots representing a password. Below these fields is a checkbox labeled 'Remember me'. At the bottom are two buttons: a blue 'Login' button and a red 'Register new user' button, which is highlighted with a red rectangular border.

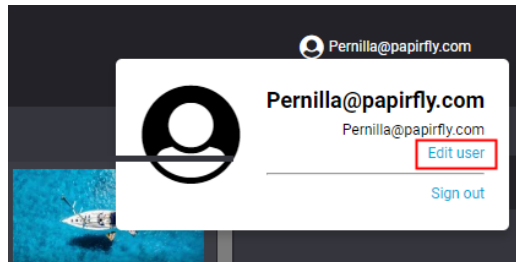
Name, password and email address must be entered, as well as verification that it is not a robot.

The image shows the ImageVault 'Register user' screen. At the top, it says 'Join ImageVault' and 'Register user'. There are four input fields arranged in a 2x2 grid: 'Username' (containing 'NewUser'), 'Email' (containing 'Newuser@gmail.com'), 'Password' (containing dots), and 'Confirm password' (containing dots). Below the input fields is a reCAPTCHA section with a green checkmark and the text 'I'm not a robot', followed by the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. To the right of the reCAPTCHA section, there are two lines of text: 'The username must be at least 3 characters long' and 'The password must be at least 7 characters long'. At the bottom center is a blue 'Register' button, and below it is a link that says '← Back to login'.

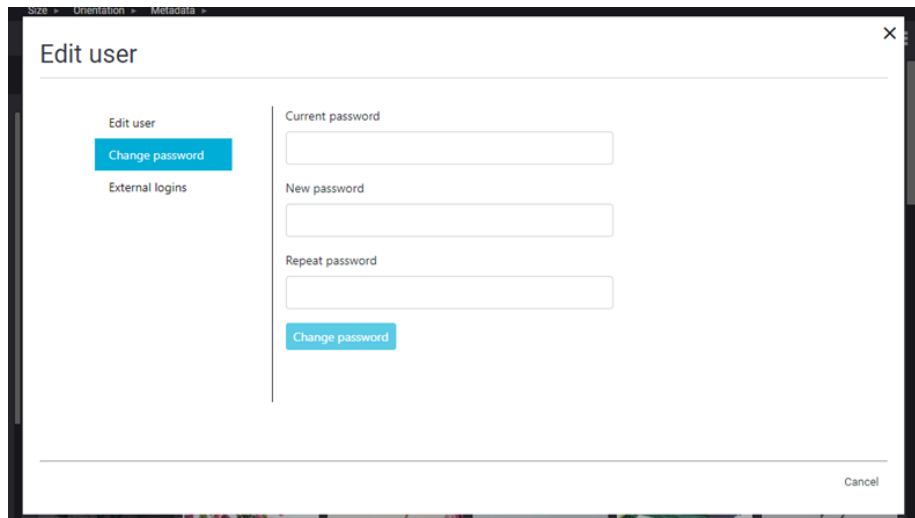
Created user has no permissions, this is set by administrator.

33.2. Edit your user login

The user can edit their user by clicking on their name in the upper right and selecting Edit user.

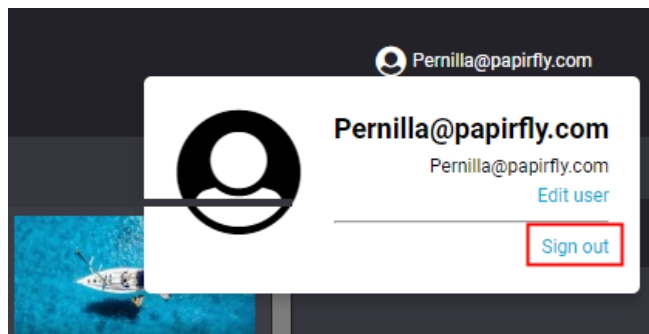


You can change your email address and password.



34. Log out

To log out, click on the user icon in the upper right corner, accompanied by clicking Sign out.



Appendix I, Connection to Optimizely

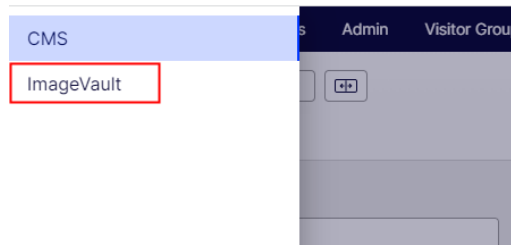
35. Introduction

This manual is written when you have Optimizely CMS 12 installed. If you have an earlier version of Optimizely, the functionality that is described here is available, but may look a little different than in the pictures in this manual.

To be able to use the connection with ImageVault, an account in Optimizely with edit permissions is needed. This account must also have rights in ImageVault.

Basic knowledge of how to create and edit pages in Optimizely is also required. More information about page creation and editing can be found in the Optimizely editor manual.

It is also possible to open ImageVault via Optimizely. It gives the user the opportunity to work in ImageVault and to administer its content without having to leave Optimizely. Click on the menu in the upper left of Optimizely and select ImageVault.



35.1. Insert media files from ImageVault

ImageVault is integrated into Optimizely and can be used in place of Optimizely's built-in image management feature. ImageVault also offers several new page properties for viewing images.

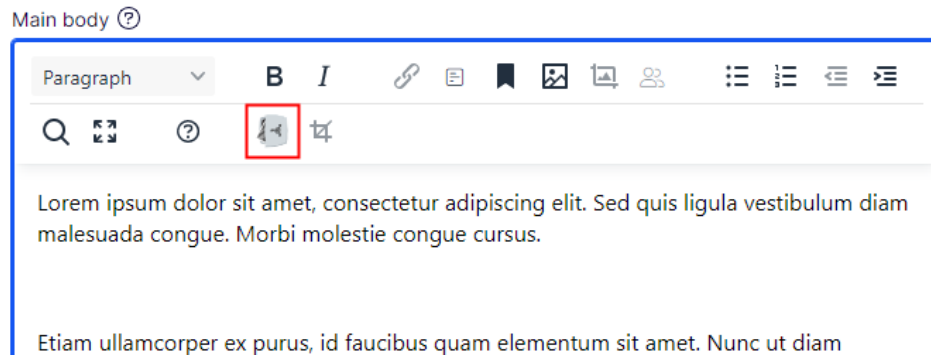
ImageVault can be used to publish media files in:

- a plain text editor.
- in the Media page property.
- in a Mediablock.

The visual appearance of a page for the Media objects varies greatly between installations due to extensive configuration capabilities in Optimizely. However, the method of adding or modifying media files will be identical to the description below.

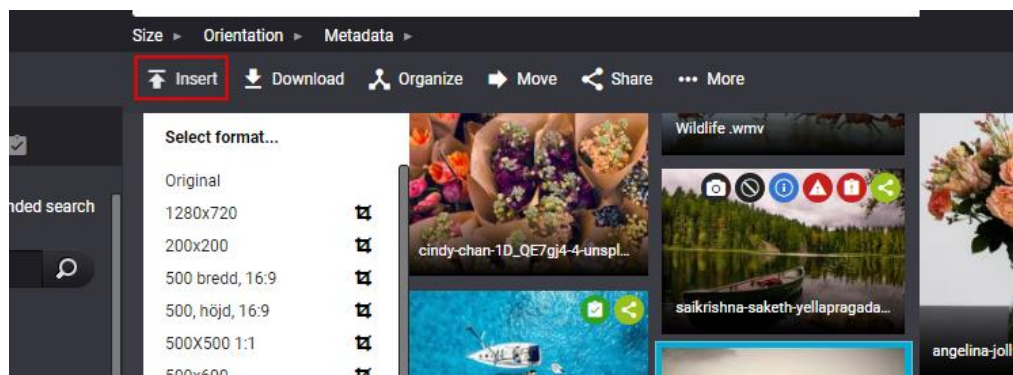
36. Insert and edit files in the text editor.

The editor is a plain text field that can hold both text and images. Place your cursor where you want to insert the picture, and click the Insert button.



Now ImageVault will open.

Unlike when working directly in ImageVault, the Publish menu item has now been replaced with Insert. This is because ImageVault is aware of that you're from Optimizely. Select the picture you want to insert and click Insert. The selections you see work just as they do in ImageVault, you choose the format you want, you can choose to click the Edit icon if you want to change the image's slicer before inserting it into Optimizely.

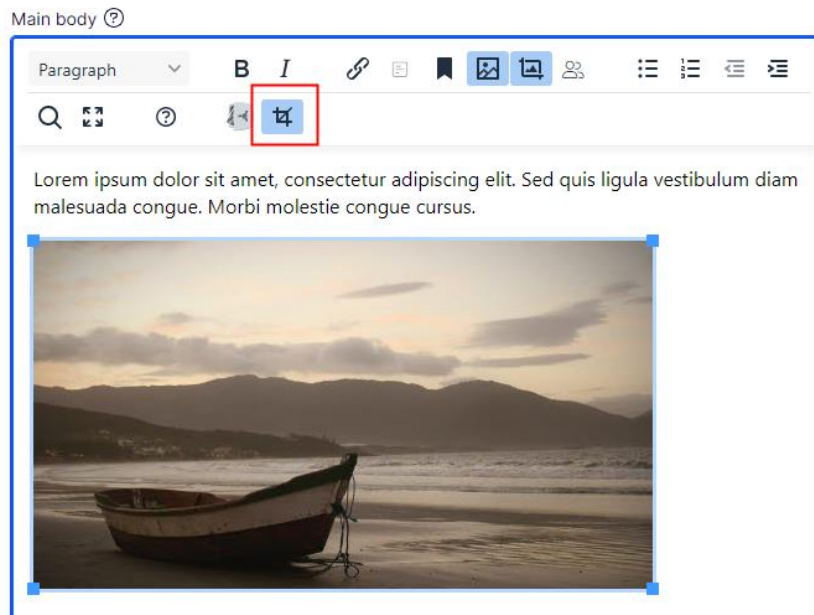


The image will be inserted on the page. The image size can be changed after placement. Use the image editor described below.

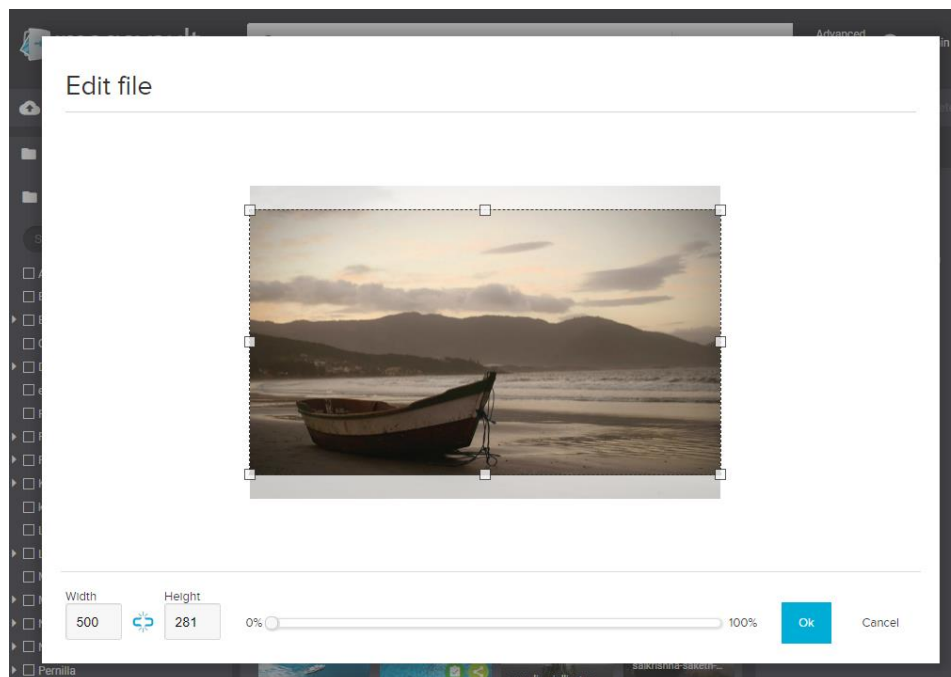
Note! Avoid resizing the image directly in the text field. This may distort the image and will not change the image size. Instead, use the ImageVault image editor.

36.1. Image editor

Select the imported photoone and press the Edit button.



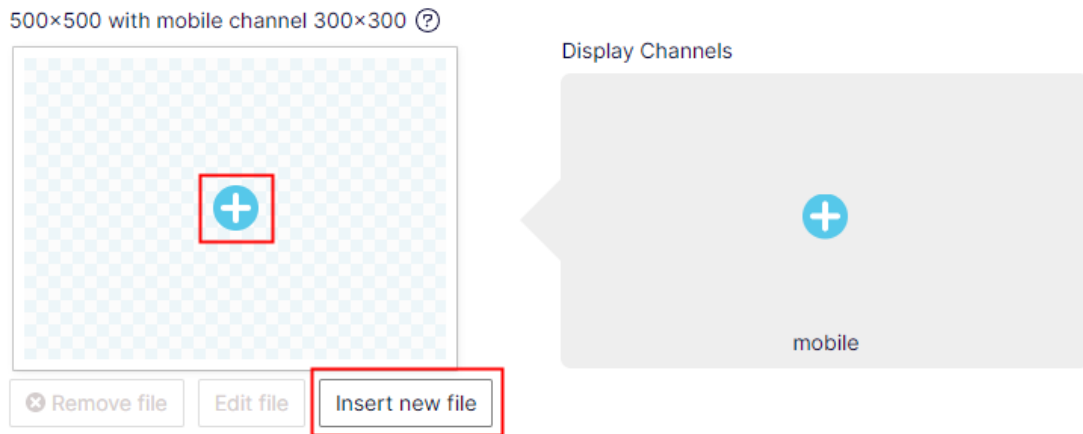
When the image editor is opened, the image is displayed according to the cropping and zooming previously done.
You can edit the file the same way you can do in ImageVault.



Press the OK button to commit the change or Cancel to cancel.

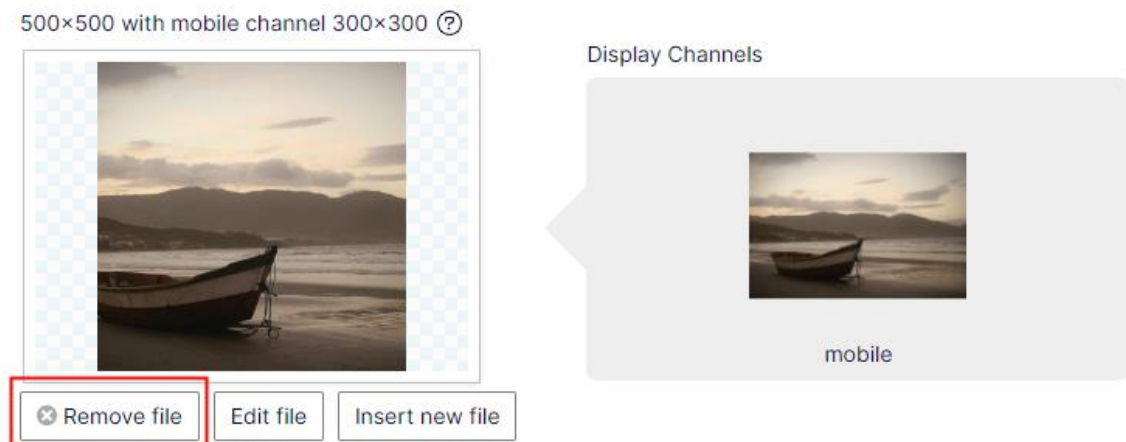
37. Insert and edit files in the page property Media

The Media page property is a page item that can be used to add a media file. To this page property it can also be added the ability to view different files in different channels. What a "channel" is can be completely different depending on the configuration that your Optimizely is built for. For example, it can be different pages that are aimed at different target groups, but it can also be, as in our example below, different devices. Click the plus icon or Insert New File to add a media file.



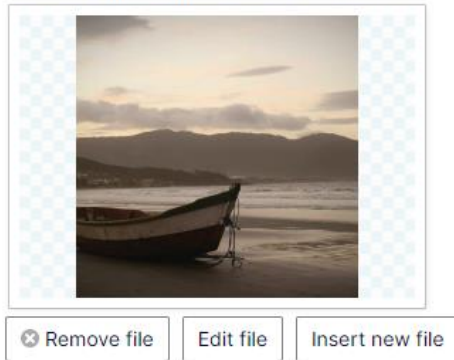
ImageVault opens. You select the file you want to import and click Insert, just like when you insert a picture into the text editor. If you have channels associated with the property, the image is downloaded to it as well.

The file can be deleted by selecting Clear file.

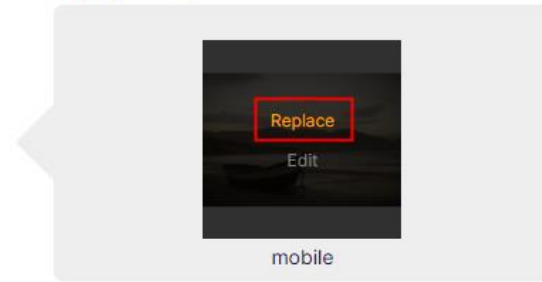


If you want a different file in the channel property, you can replace it by hovering over the image. Click Replace.

500×500 with mobile channel 300×300 (?)

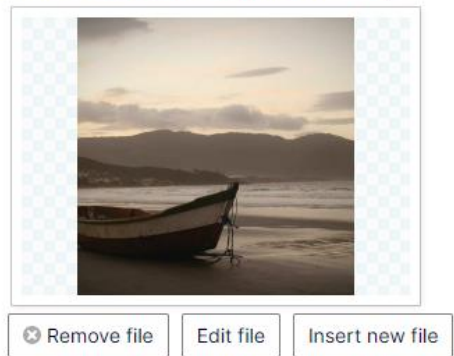


Display Channels

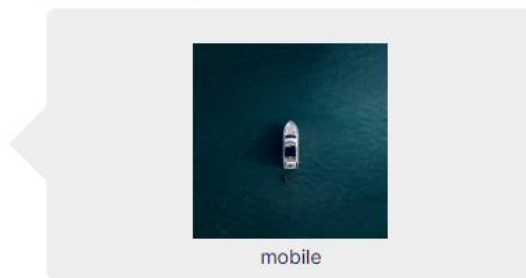


ImageVault opens and you select the file you want. When you're back in Optimizely's interface, you'll now see that you have different images in different channels.

500×500 with mobile channel 300×300 (?)

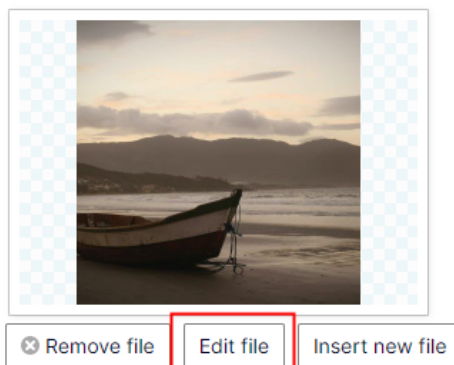


Display Channels

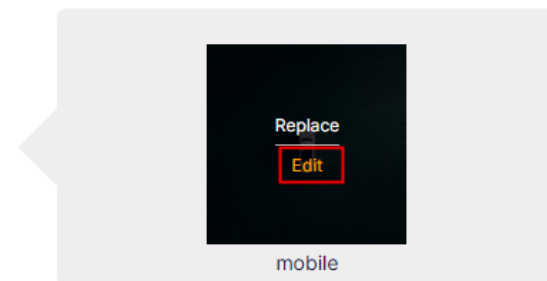


To edit the image in the Media property, click the Edit button.
If you want to edit the image in the channel, hover over the image and select Edit.

500×500 with mobile channel 300×300 (?)



Display Channels



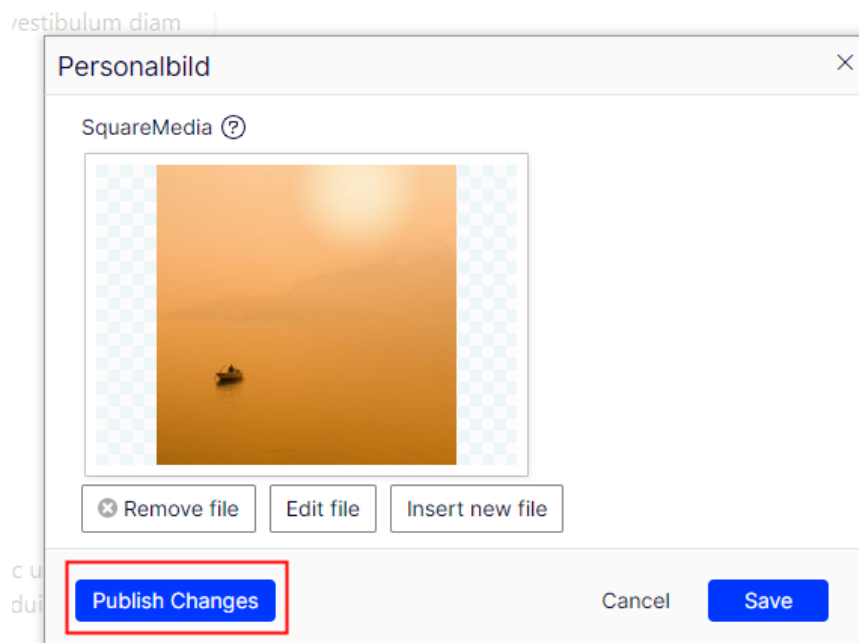
38. Insert and edit files in a media block

Many users of Optimizely work with different block types when building up their pages. This can be a good idea to do as you want to reuse the same information in several places but only have one place to update. ImageVault has therefore created media blocks for this purpose.

It is the developer of your Optimizely page who creates the configuration of the appearance of the block, so possibly your blocks will look different from those in the image below.

The functions of a block are the same as in the Media property.

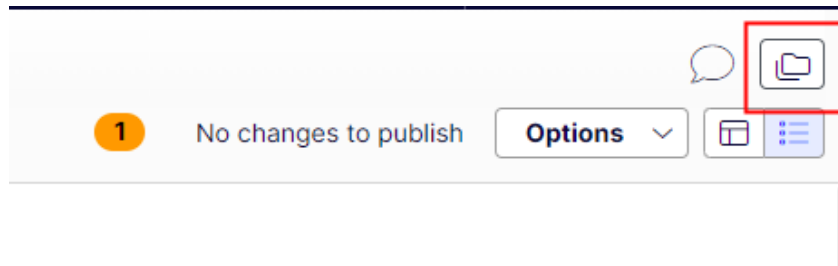
You both create and edit the file in the block associated with ImageVault in the same way that you work with any other block in Optimizely. In the example below, the block has been opened for editing. To publish the changes you made, click Publish changes just as you do with the other blocks.



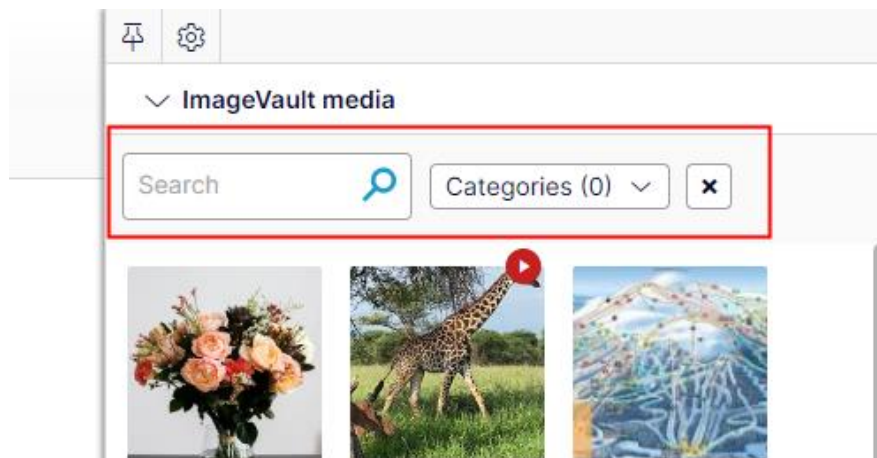
39. Optimizely Gadget

In Optimizely there is a feature called Gadget. ImageVault has built a gadget that is possible to activate, and you will then get another way you can add images. You can use this way to add images to the Media property and to Mediablock.

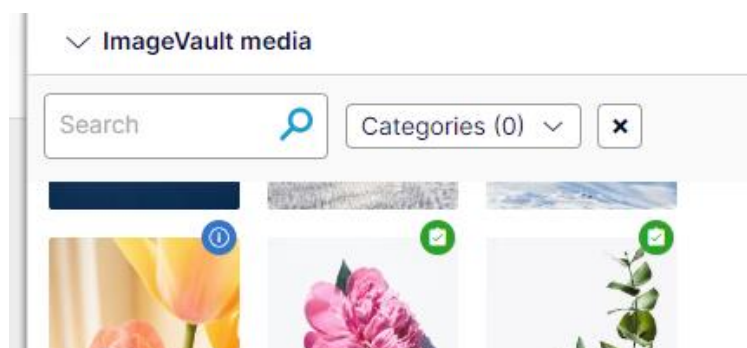
To display this gadget, click on the icon that opens the gadget surface in Optimizely.



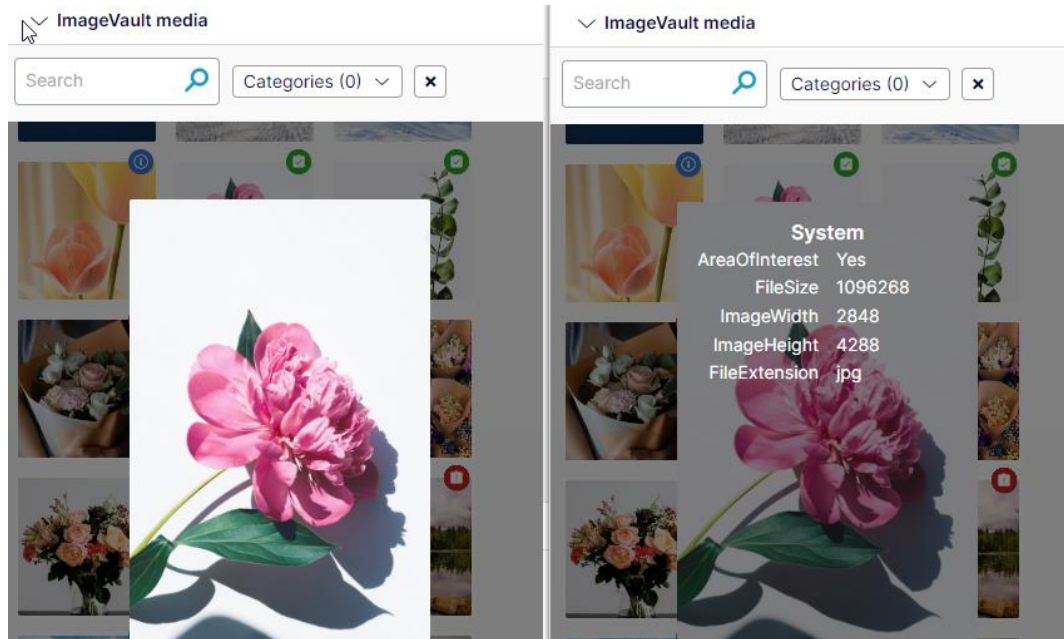
You can search for the file you want to use either through free text search and/or categories. The categories are the same categories you have in ImageVault.



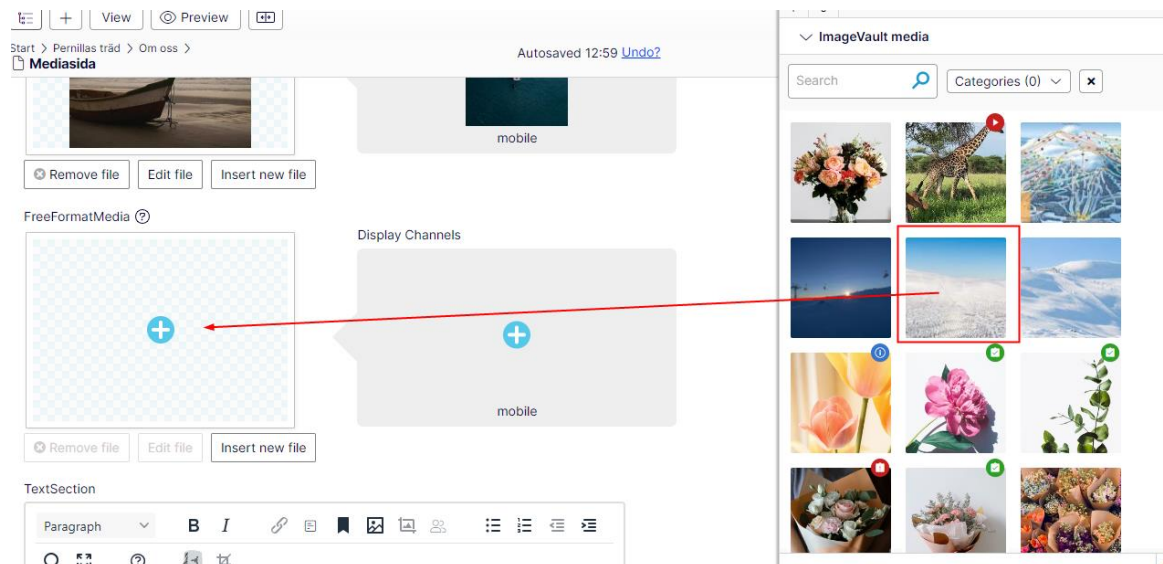
On your thumbnails, you'll see the same information icons you see in ImageVault.



You can preview the file by clicking on the magnifying glass. Then you can also see all the information that is on the file in ImageVault by hovering over the preview.



Click the file you want to use and drag it to the surface of the Media Property. If it is a block you want to add the image to, you need to open the block first, so you reach the surface for Media.

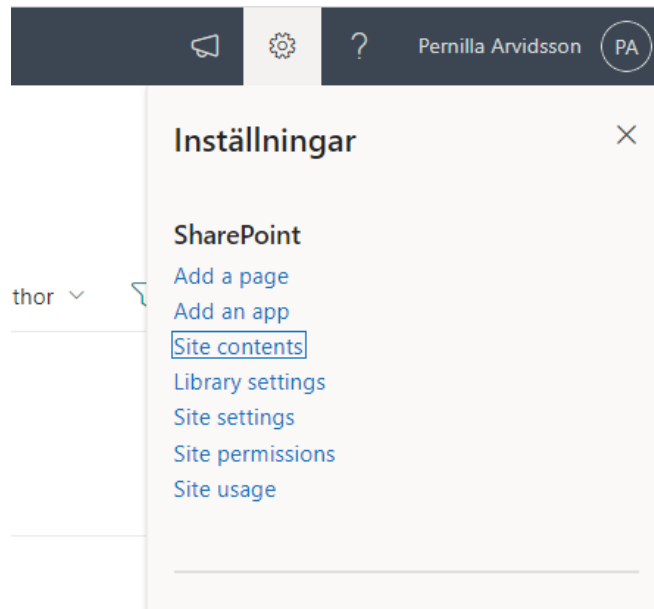


Appendix II, koppling till SharePoint

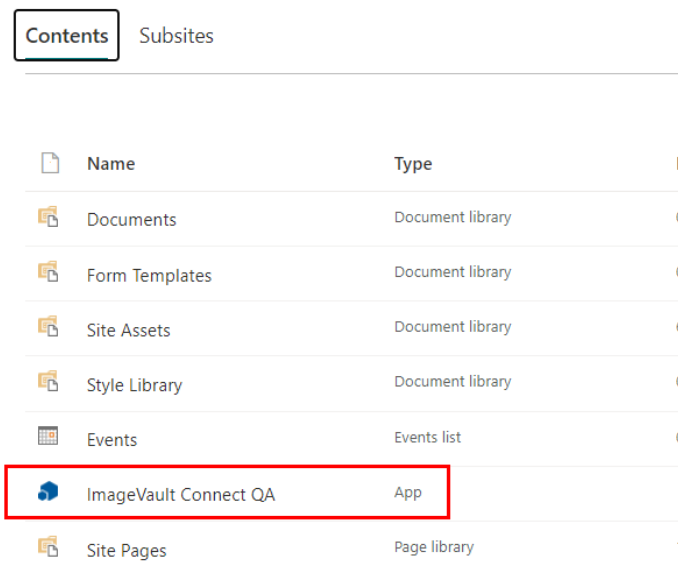
40. Start

Via SharePoint, you can add and edit files that are stored in ImageVault directly within a web part.

If you want to open ImageVault without adding a file to a web part, you can access ImageVault through Settings. Select Site contents and then ImageVault.



Select ImageVault.



Click on Open UI.

[Return to SharePoint](#)**Information**

Welcome to ImageVault Connect for SharePoint

Visit the configuration page as an administrator to set up ImageVault settings.

ImageVault UI

Visit the ImageVault UI to upload and manage your images.

Open UI

App usage

- Add AppParts to your pages.
- Modify AppPart settings and select a datasource from ImageVault.

About

- Version: 1.3.4.629

41. Insert files from ImageVault

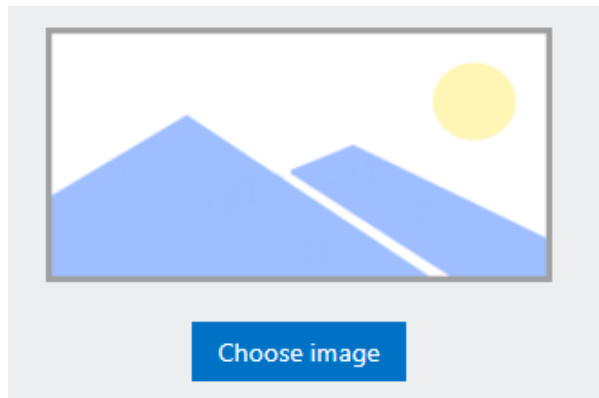
ImageVault is integrated into SharePoint and offers several web parts for displaying images.

ImageVault can be used to publish media files in the web parts ImageVault Image, ImageVault Gallery, and ImageVault Slideshow. The visual appearance of a page, for the web parts, varies greatly between installations depending on SharePoint's extensive configurations. However, the method for adding or modifying media files will be as described below.

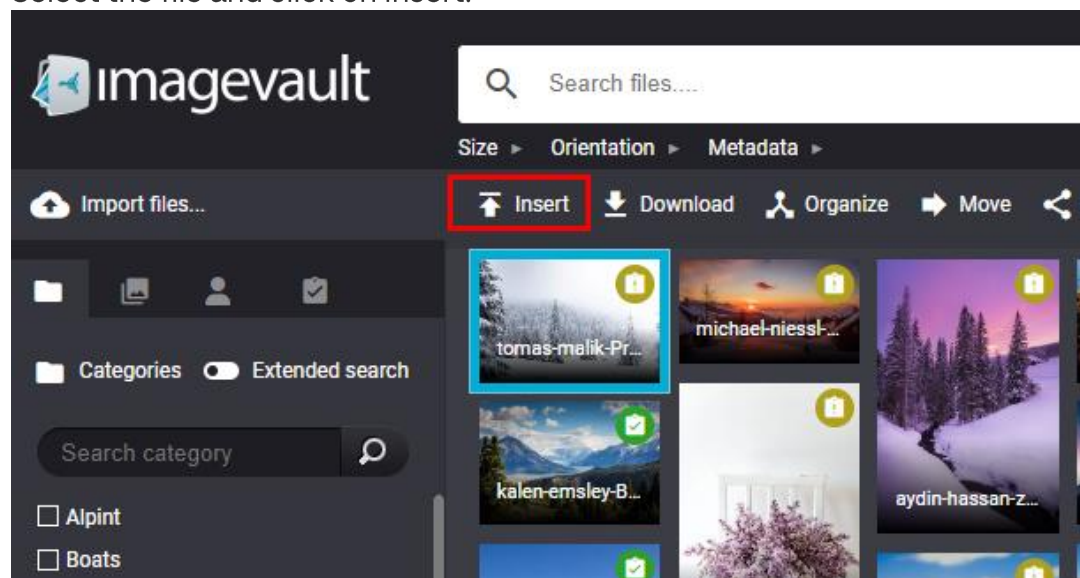
41.1. ImageVault Image

ImageVault Image is a web part for managing images or videos.

Click on Choose image to add an image or video. This will open ImageVault.

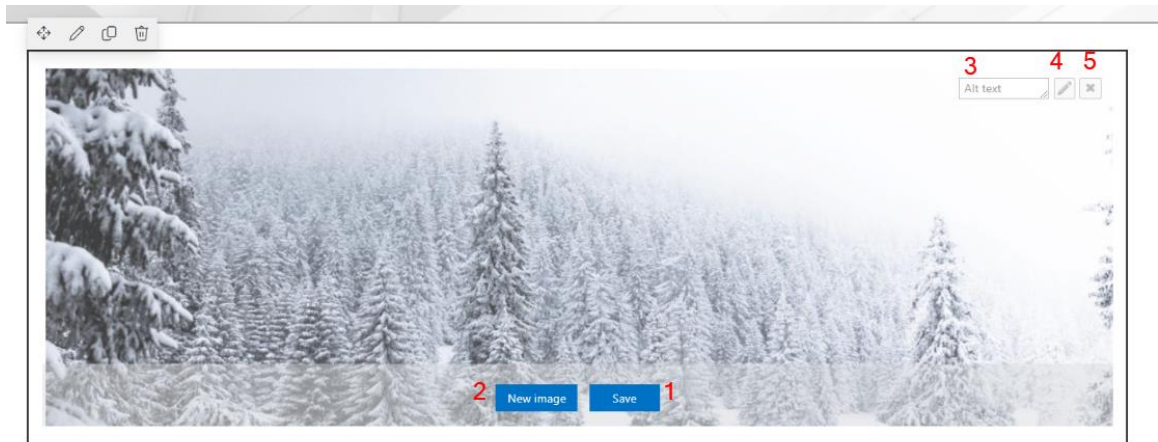


Select the file and click on Insert.



When you're back in SharePoint, you will see the image you selected. On the image, you will also see various buttons and icons with different functions.

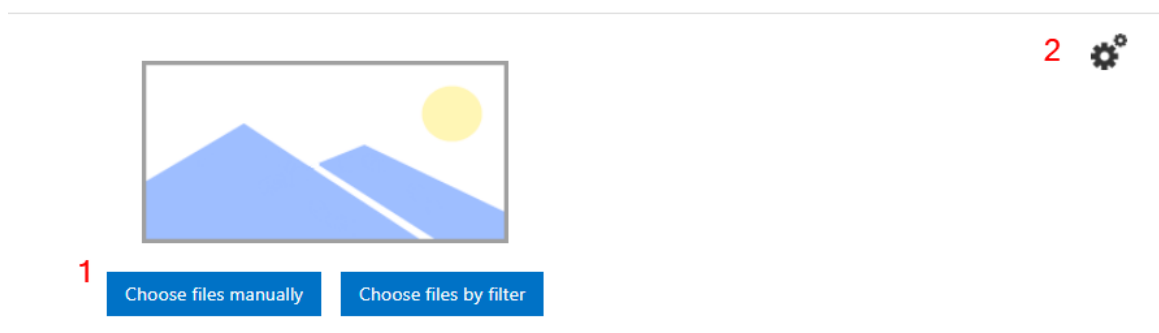
1. Save the file by clicking on the Save button.
2. If you want to replace the file, click on the New Image button.
3. You can fill in an alt-text if you want.
4. If you want to edit the image, click on the editing icon.
5. You can delete the selected file by clicking on the delete cross icon.



41.2. ImageVault Gallery

The ImageVault Gallery web part is used to create a gallery of multiple images or videos.

1. You can select images either manually or by filtering.
2. There is also an option to change presentation settings.



41.2.1. Settings

Under the gear icon, there are some settings you can adjust for your gallery.

1. The name of the gallery.
2. The desired size for each image

Personalization

Gallery description 1

[Show advanced settings](#)

Gallery image width

175

Gallery image height 2

175

Cancel **OK**

41.2.2. Choose files manually

If you want to manually select your files in ImageVault, click on the Select files manually button. ImageVault will then open, and you can choose the files you want to add to your gallery.

41.2.3. Choose files via filtering


If you choose to use filtering as a selection method, you can choose which files to include in the gallery based on vault, category, or free-text search, or a combination thereof.

41.2.4. Editing Image gallery

In the gallery you can:

1. Edit the image.
2. Remove a specific image.
3. Add an alt-text.
4. Add more files.
5. Remove all files.
6. Save

You can change the order of the images by dragging and dropping the image to the desired position instead.



Alt text

Add more files **Remove all files** **Choose files by filter** **Save**

41.3. ImageVault Slideshow

Via the ImageVault Slideshow web part, you can easily create a slideshow. The file selection works in the same way as in the ImageVault Gallery, as mentioned above.

Just like with the gallery, you can make settings by clicking on the gear icon in the top right corner.

Random Order

Random Order means that all files will be presented once in random order until every file has been presented once. Then the presentation starts again and selects randomly again.

If Random Order is not selected, the presentation will follow the order in which the files are defined.

Display Time

Display Time refers to the duration that each file is presented, in milliseconds.

Animation Speed

Animation Speed determines how long it takes to transition from one file to another, in milliseconds. A name for the slideshow can also be provided.

Animation Type

Animation Type cannot be selected in this version.

Personalization

Slideshow description

Functionality

☐ Random order

[Show advanced settings](#)

Animation

Slide duration (ms)

5000

Animation speed (ms)

1000

Animation type

Default

Cancel

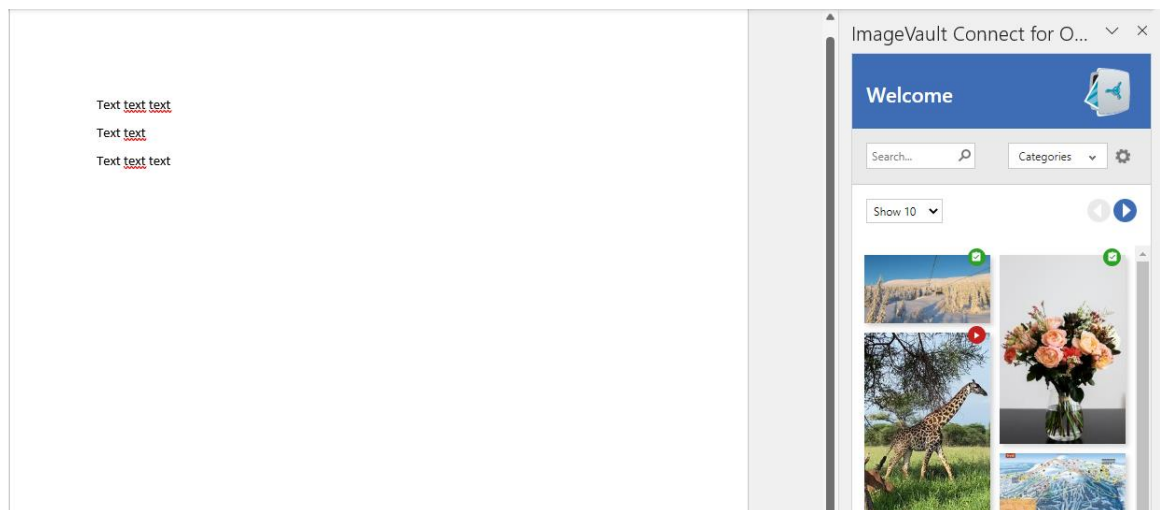
OK

Appendix III, Connection to Office

42. Introduction

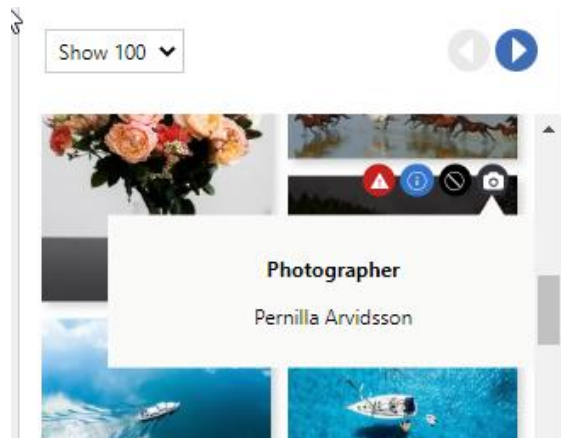
ImageVault connection for Office is an add-on service designed to make your entire image library available in Microsoft Office. In a simple and convenient way, you can insert your images into ImageVault directly into your Word or Powerpoint document. The search function makes it easy to find the images you are looking for and through one click you have the image in your document.

Files are presented in a side panel and can be selected via category and free text search.

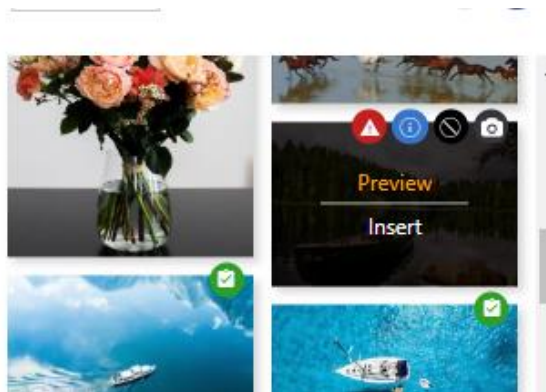


42.1. Preview the file

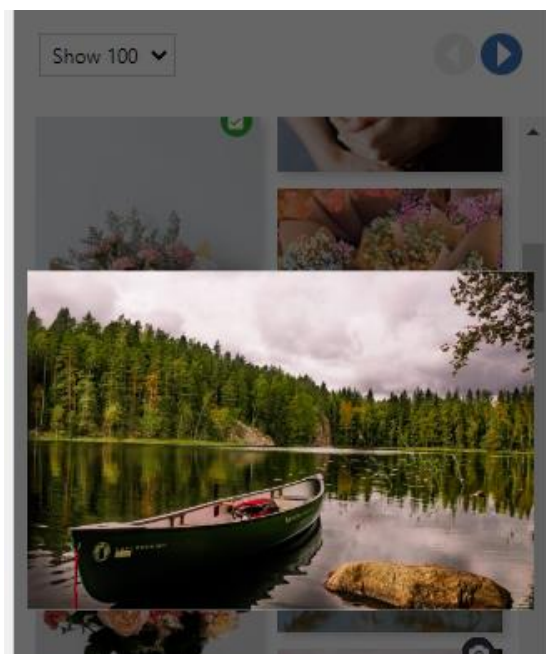
You can see some information about the file directly on the thumbnail. You'll see the same icons there that you see in ImageVault. If you hover over the icon, you will see the information.



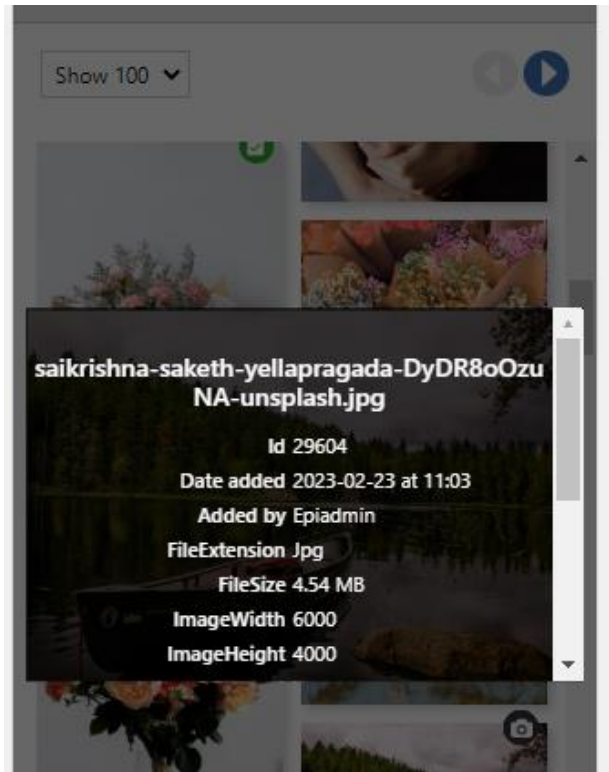
You can preview the file by hovering over it and selecting Preview.



The preview will then open in the ImageVault panel.



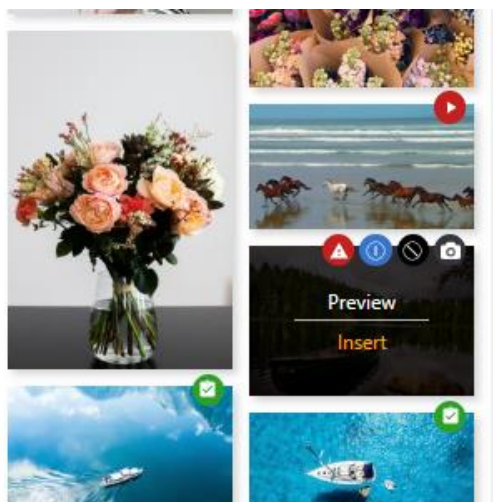
If you hover over the file when it is in the preview mode, you can see the metadata on it in ImageVault.



42.2. Insert the file into the document

Set the mouse pointer in the document where you want the file to be inserted.

Then hover over the file and select Insert.



Appendix IV, koppling till Adobe

43. Start

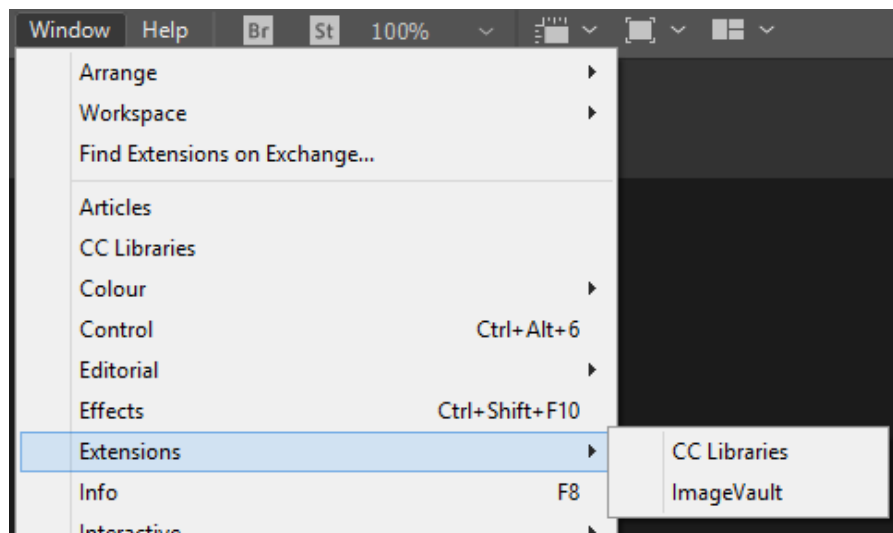
ImageVault integration for Adobe is an additional service developed to make your entire image library accessible within parts of Creative Cloud. In a simple and convenient manner, you can insert your images from ImageVault directly into your InDesign document or process files from ImageVault in Photoshop.

The search function makes it easy to find the images you are looking for, and with a single click, you can have the image in your document or available for editing.

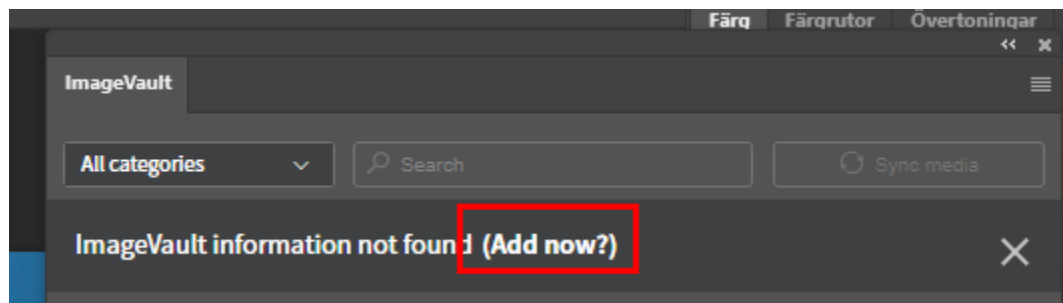
Files are presented in a sidebar panel and can be filtered by category and free-text search.

To use the integration with ImageVault, you need an account in ImageVault to log in.

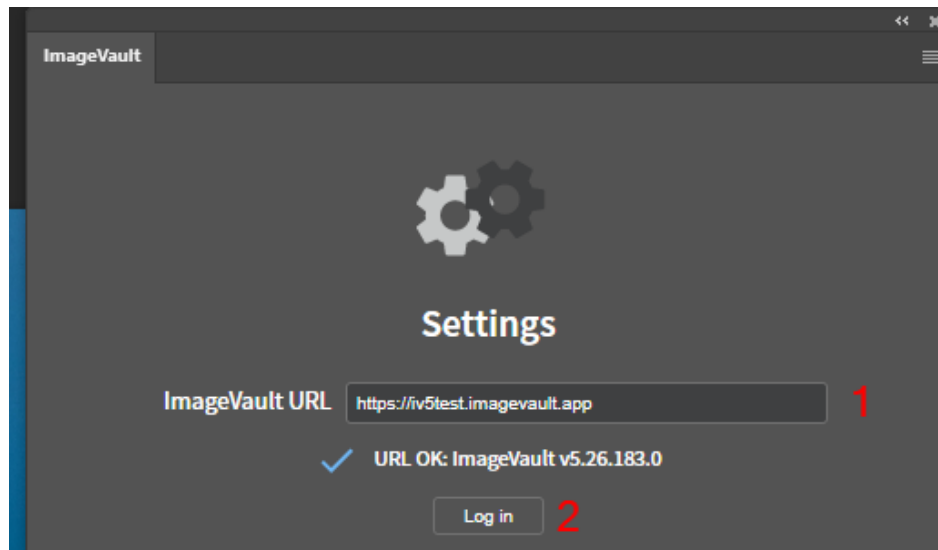
You can find the plugin via Window - Extensions - Imagevault.



Click Add now.



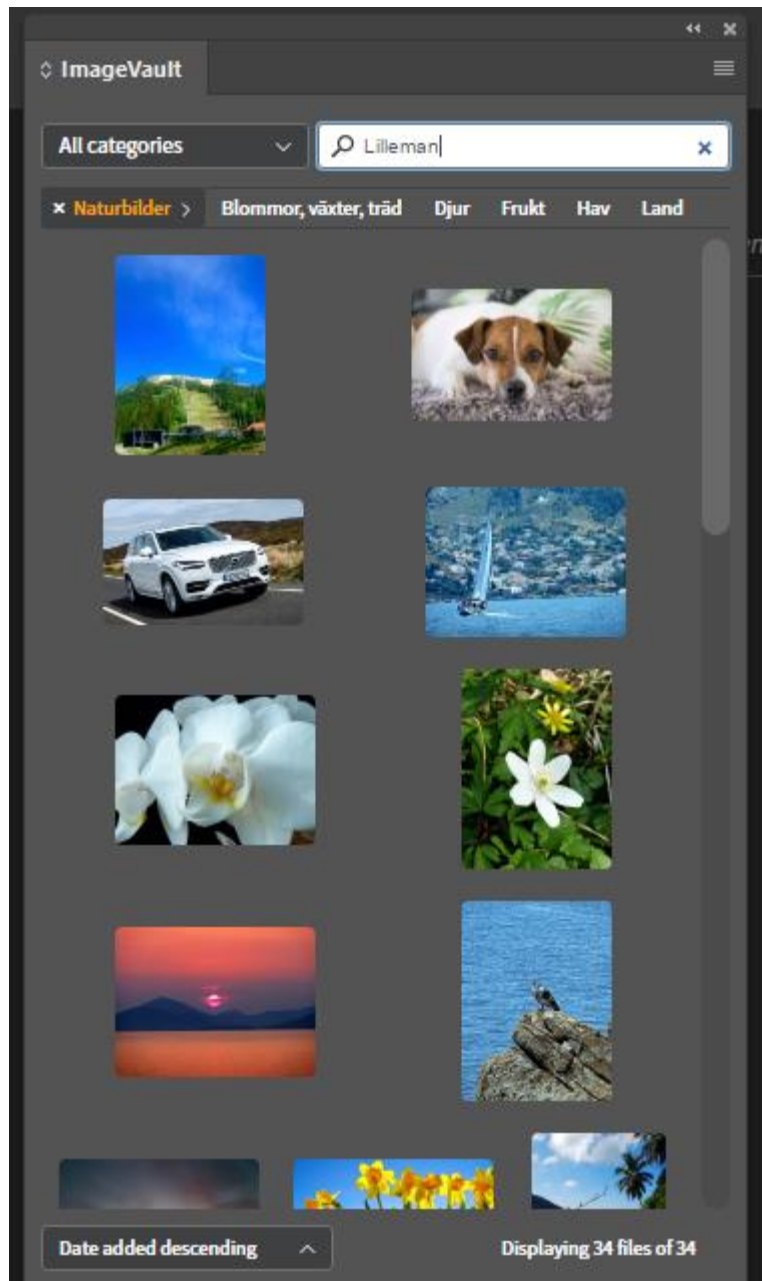
Fill in the URL (1) for ImageVault and click on Login (2).



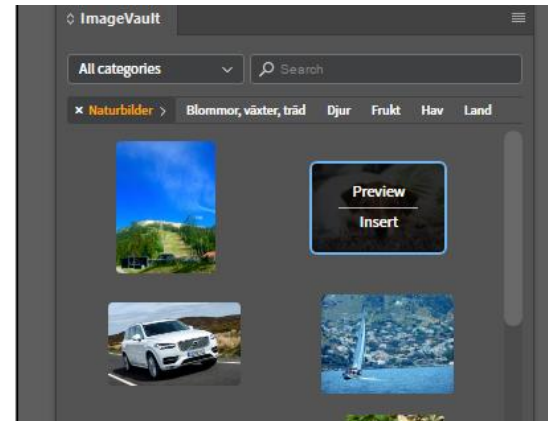
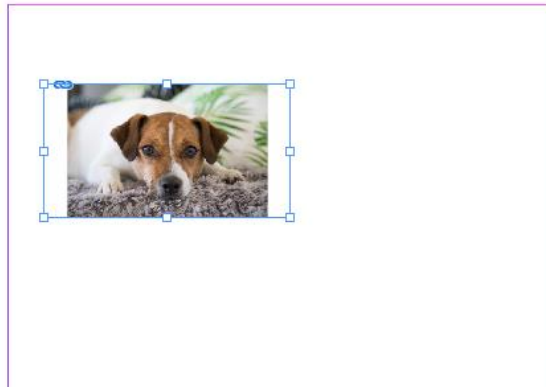
If you are already logged in to ImageVault, you will directly see your files. If you are not logged in, a window will open where you log in with your ImageVault user credentials, and then you will see your files in Adobe.

43.1. Infoga bilder från ImageVault i InDesign

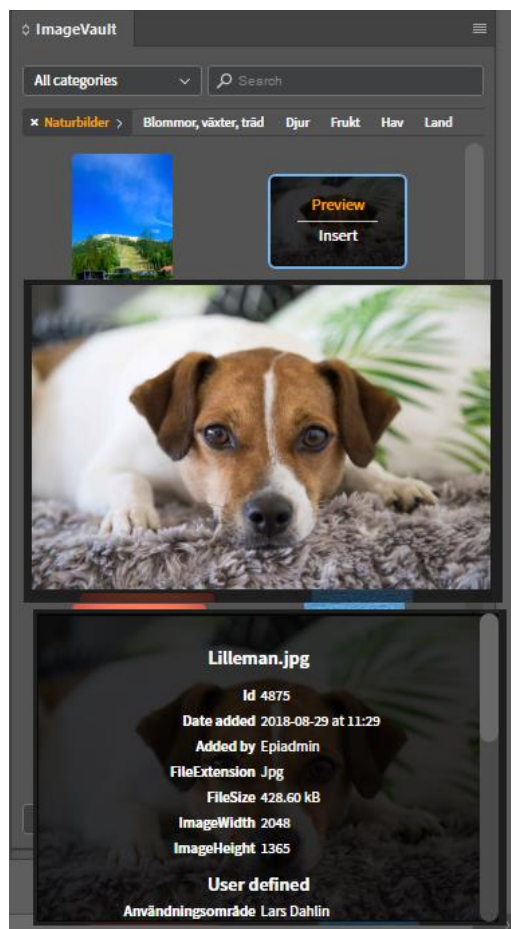
Files are presented in a sidebar panel and can be selected by category and free-text search.



Select where the file should be inserted, and then click on Insert for the current file.

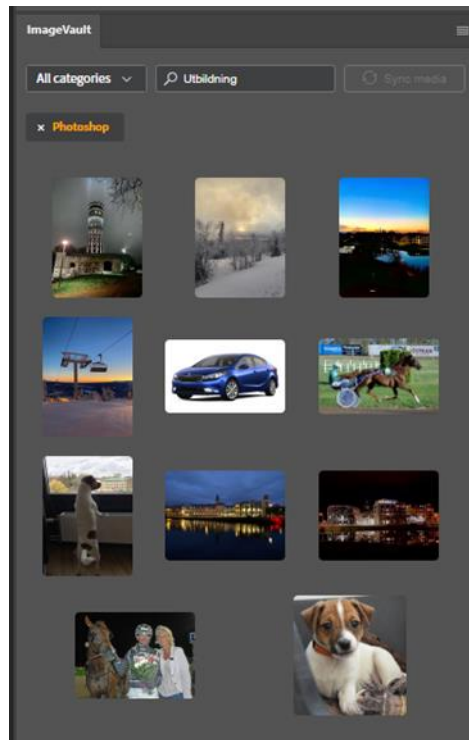


Through Preview, you can get a preview of the current file. When hovering over files, metadata and other information about the current file will be displayed.



43.2. Arbeta med bilder från ImageVault i Photoshop

Files are presented in a sidebar panel and can be filtered by category and free-text search.

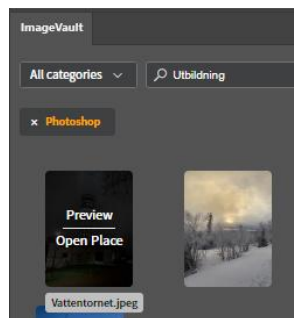


When a file is selected, three options are presented:

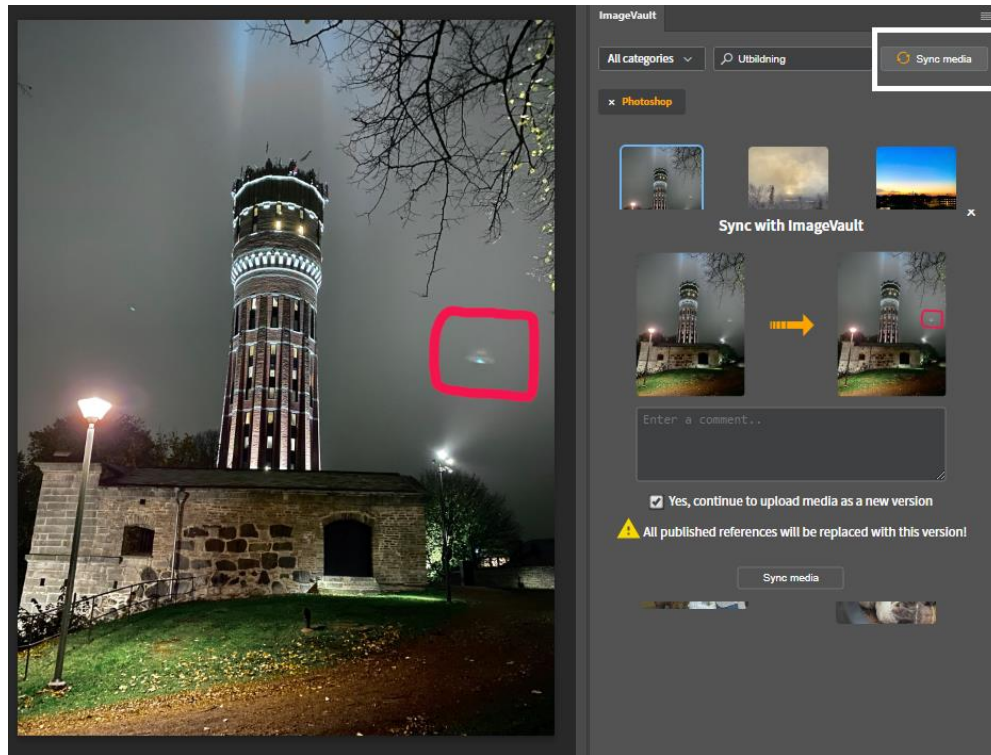
Preview: Preview the file.

Open: Insert for editing.

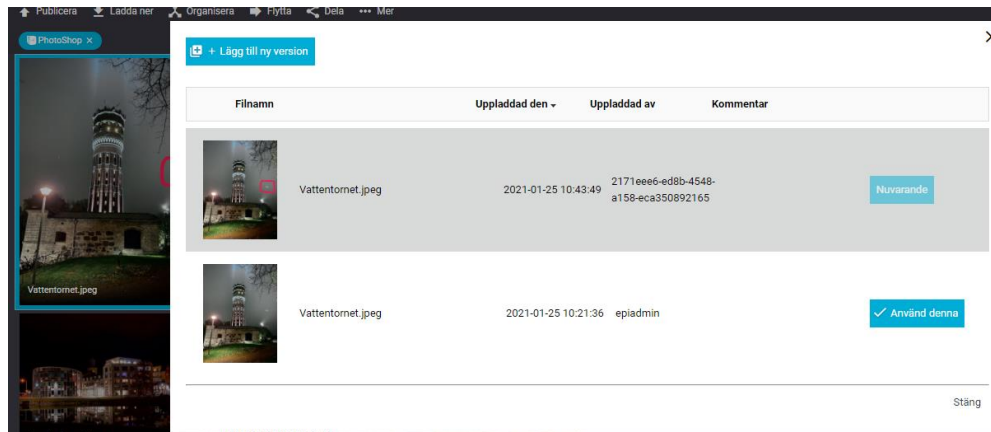
Place: Insert the file as a new layer.



After editing, you can choose to save the file locally in the usual way or sync the edited version back into ImageVault.



Syncing means that a new version is saved in ImageVault.



Appendix V, Connection to SiteVision

44. Introduction

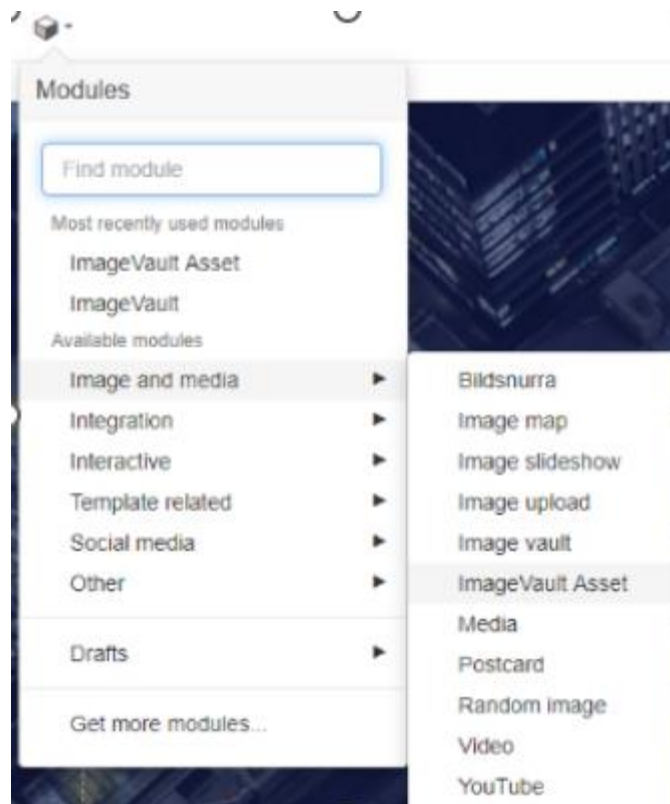
To use the connection to ImageVault, an account in ImageVault is needed to log in to.

Basic knowledge of how to create and edit pages in SiteVision is also required. More information about creating pages and editing can be found in SiteVision's editor's manual.

If you are not logged in to ImageVault when you want to access the images, a link to activation will appear. Click on the link and you will be taken to an ImageVault login box. Now the connector is ready to use.

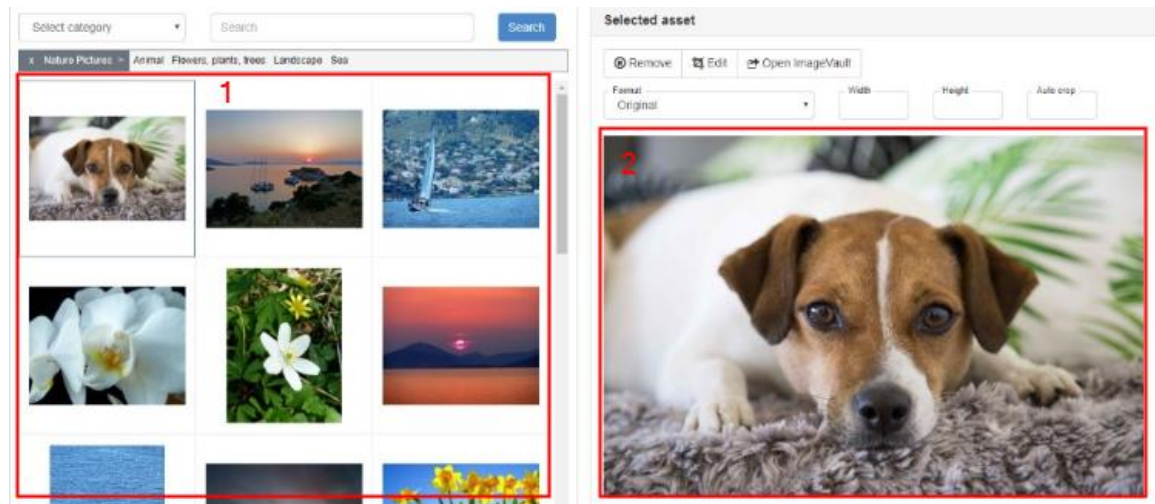
45. Insert file from ImageVault to SiteVision

1. Stand on the page in SiteVision that you want to insert the file on.
2. Click the Modules menu in top and select ImageVault asset.

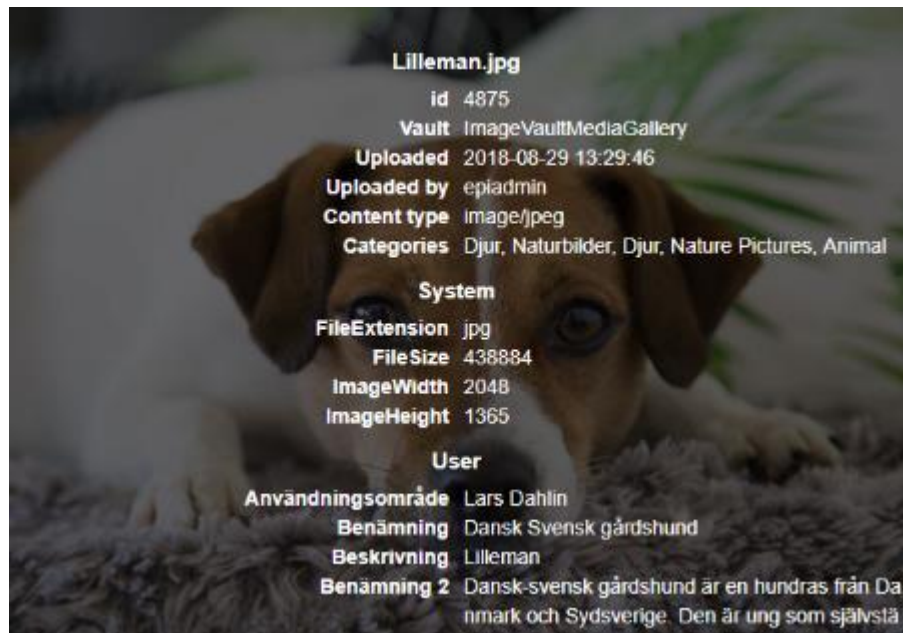


In the module that opens, you will now see the files stored in ImageVault (1). You'll see the same information icons on the images that you see in ImageVault. If you hover over an icon, you will see the information as a tooltip.

When you select a file, a preview of the file opens on the right (2). Click OK to insert it into the page in SiteVision.



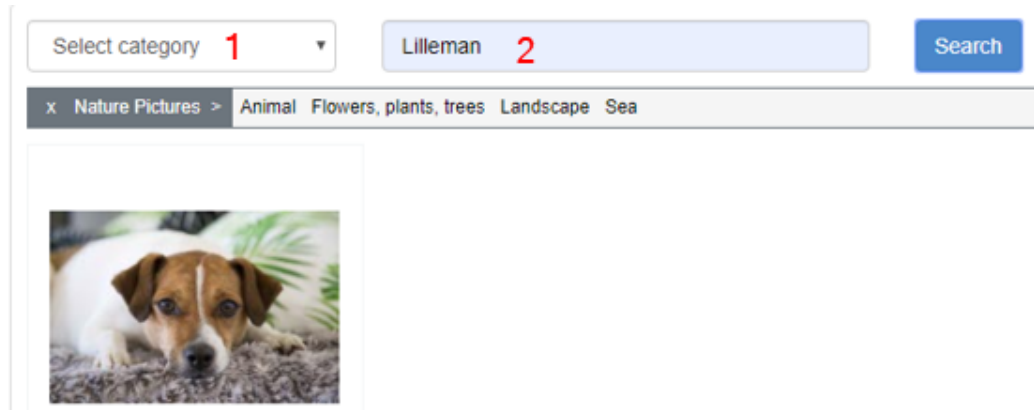
If you have several similar files and you want to see metadata about the file to choose the right one, you can hover over the preview. This will display the file's metadata.



46. Filter and search

You have the option to filter the files using the categories found in ImageVault (1).

You can also search free text in the search field (2).

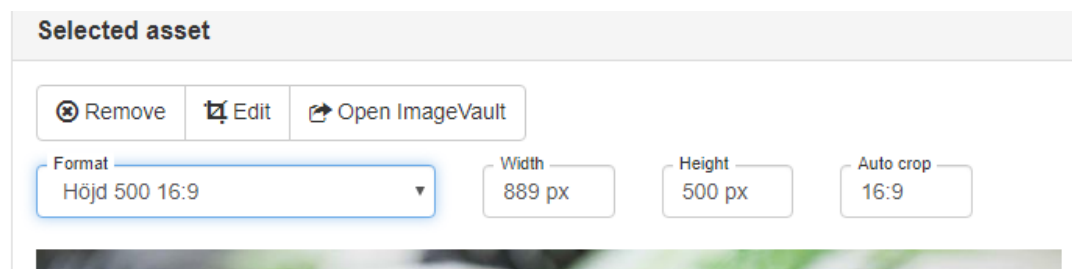


47. Features

There are several features you can use before inserting to adapt it to the purpose you want to present.

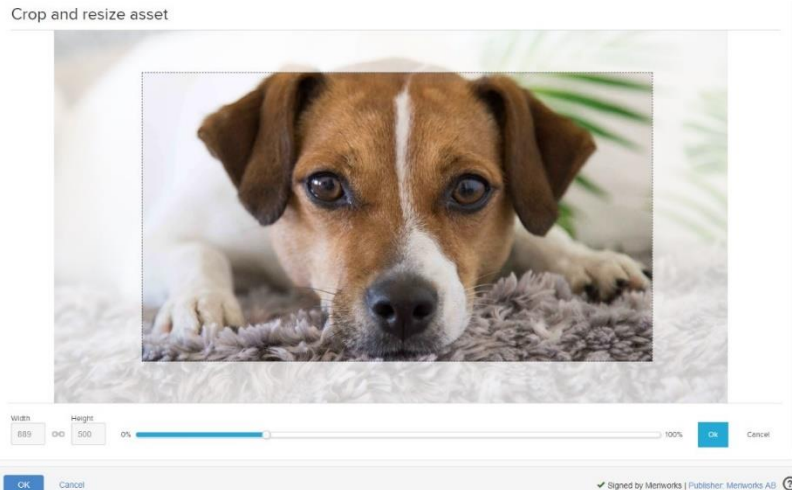
47.1. Format

It is possible to choose a predefined format for the current file, selectable formats are those created in ImageVault.



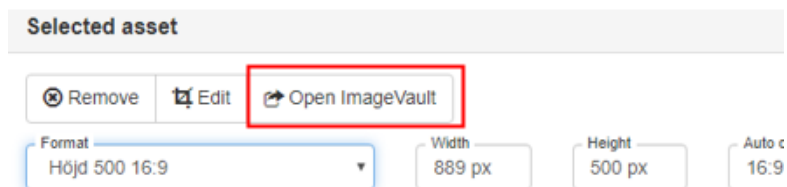
If you would rather edit the format yourself, click the Edit button.

You can now crop your file. It is possible to zoom in and out, choose which part to use. When you're done, click OK and the selected crop will be saved.



47.2. Open ImageVault

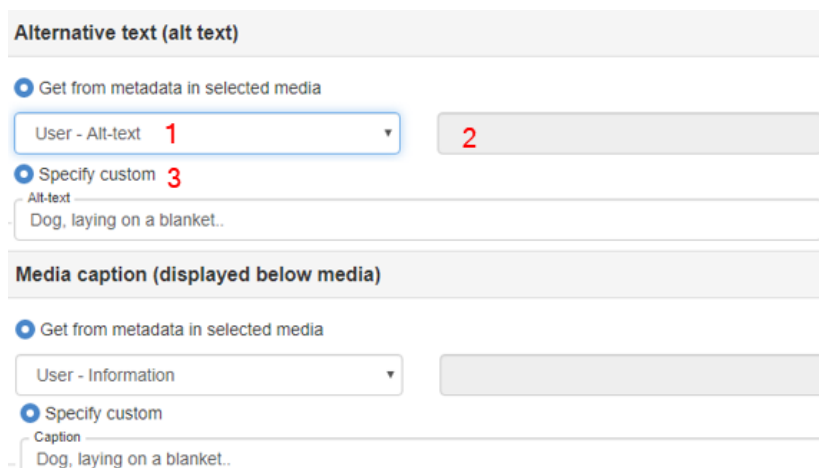
To open ImageVault, click the Open ImageVault button. ImageVault will then open in a new browser tab.



47.3. Connect/add texts to the file

You have the option to both merge text that is already on the image in ImageVault or choose to add your own texts.

To retrieve already registered text, select which field in ImageVault you want to retrieve the text from (1). You will see the text on the right (2). Instead, if you want to type your own text, select Set Custom (3).



47.4. Media interaction

With the help of Media Interaction, you can control whether the published file should be clickable, and what should be the outcome.

Media Interaction

On mouse click

☐ Do nothing

☒ Page in SiteVision

☒ Custom URL

47.5. Media optimization

If you use Media Optimization, it is possible to control so that the file does not load until it is to be presented and that you can optimize the presentation for small / retina screens.

Media optimizations

☐ Load if needed (for media that are not seen until the user has scrolled)

☐ Optimize for small/retina screens (use srcset)

47.6. Media format for puff

Wanting a special format for a puff, you can choose a predetermined format here.


Media format for puff

Format
200x200 1:1

Width
200 px

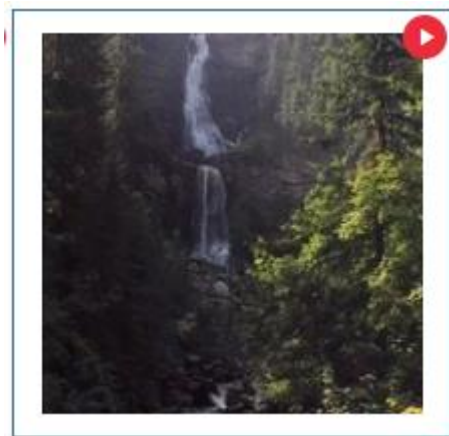
Height
200 px

Auto crop
1:1



47.7. Insert video

You'll see on the file's thumbnail if it's a video via the icon that illustrates Video.



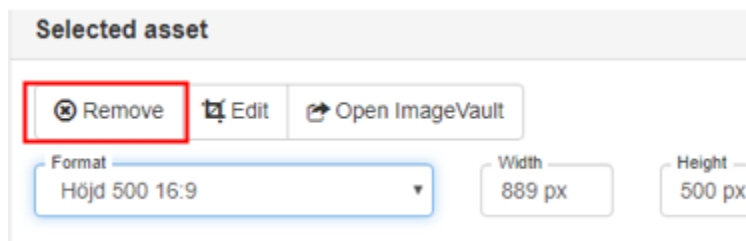
In editing mode, one can then cut the current video, to change its start and stop.

For video files, there is no option to merge alt text or media interaction.

48. Remove a file

To remove a file that is associated with the page in SiteVision, double-click the file on the page in SiteVision.

Then select Remove. You just remove the file from the page in SiteVision, the file remains in ImageVault.



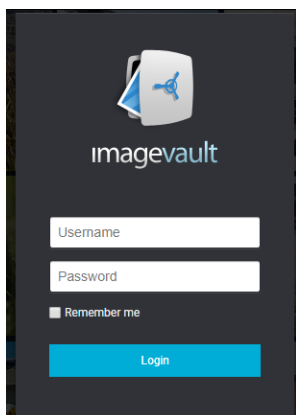
Appendix VI, Connection to WordPress

49. Introduction

To use the connection to ImageVault, an account in ImageVault is needed to log in to.

Basic knowledge of how to create and edit pages in WordPress is also required.

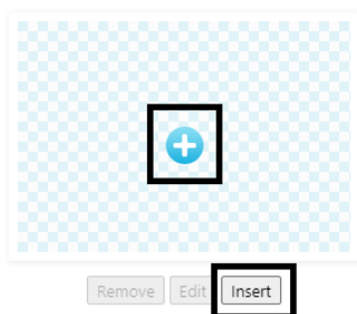
If you are not logged in to ImageVault when you want to access the images, a link to activation will appear. Click on the link and you will be taken to an ImageVault login box. Now the connector is ready to use.



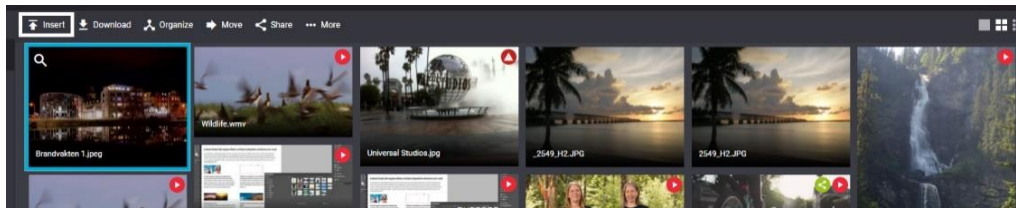
49.1. Insert files from ImageVault into WordPress.

On your page, insert a new block.

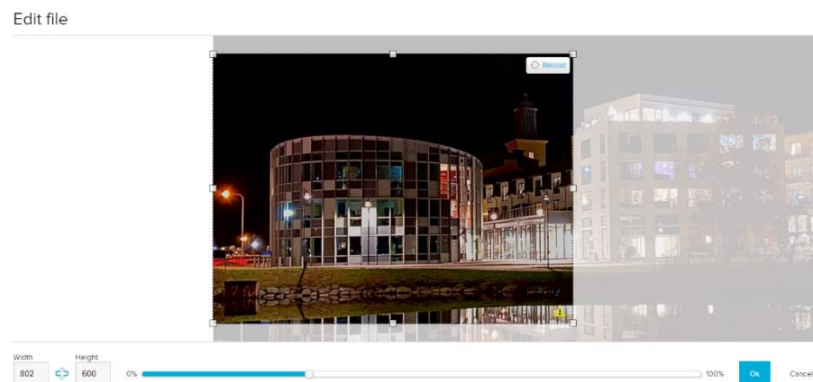
To get in touch with ImageVault, click the Insert or + icon.



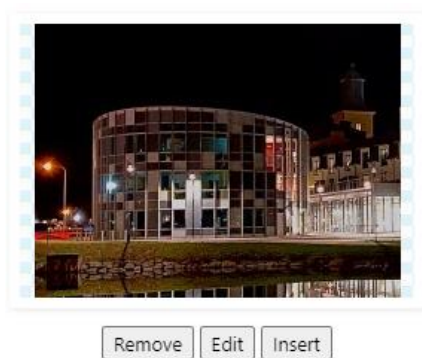
Search in the usual way in ImageVault via categories and/or free text search. Select the current file to insert and click Insert.



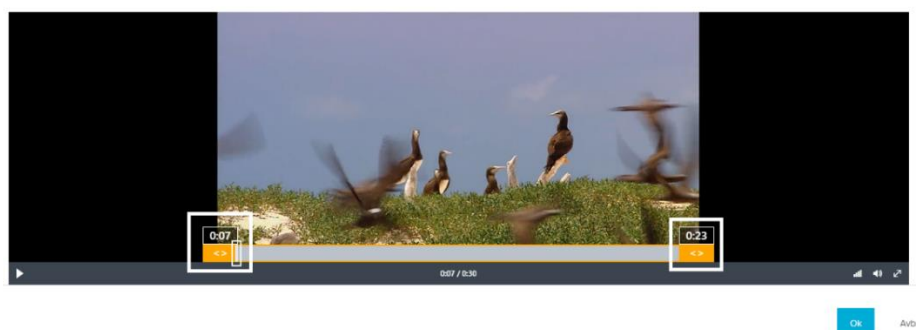
Via the editor, the image is edited to the desired size and which part to use.



If you want to change the file, click Insert and add a new file, do you want to edit again, click Edit, when you feel satisfied, publish.



If the file is a video, you can edit the start and stop to choose to publish a specific part of the current video.



Appendix VII, ImageVault Media gallery

50. Introduction

ImageVault Media Gallery is an add-on service developed to make selected parts of your image library publicly accessible. Via the administrator interface, it is possible to easily control the visitor's rights, from just being able to watch the content to downloading and sharing the content.

As a visitor, you can select what is to be presented by using categories and or free text search on e.g. metadata. Visitors can collect more files in a selection and download these or post on social media, (Facebook, Twitter or LinkedIn)

The same possibility exists on individual files.

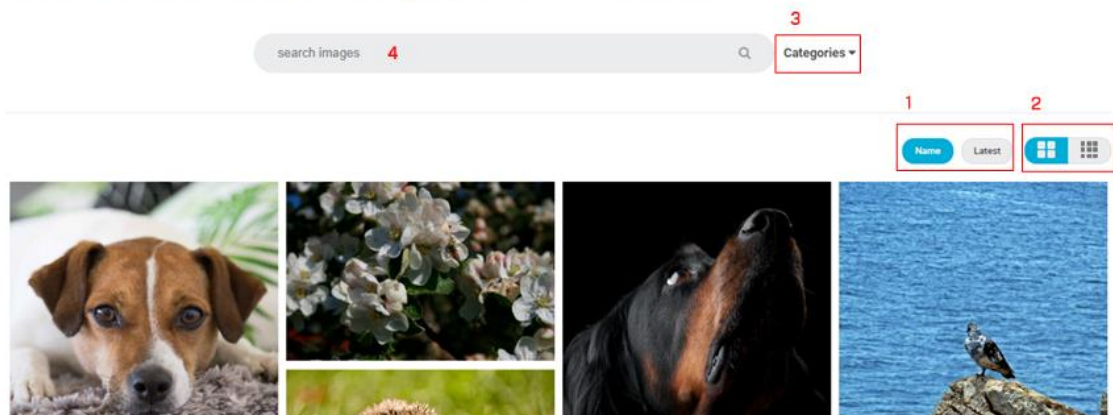
51. The interface

The visitor to the gallery has certain features they can influence:

1. The presentation can be sorted alphabetically by file name or last uploaded in ImageVault.
2. It is easy to choose the size of presented files.
3. Through the choice of category, one can filter which files are presented.
4. Free text search can also be used without a combination of category.

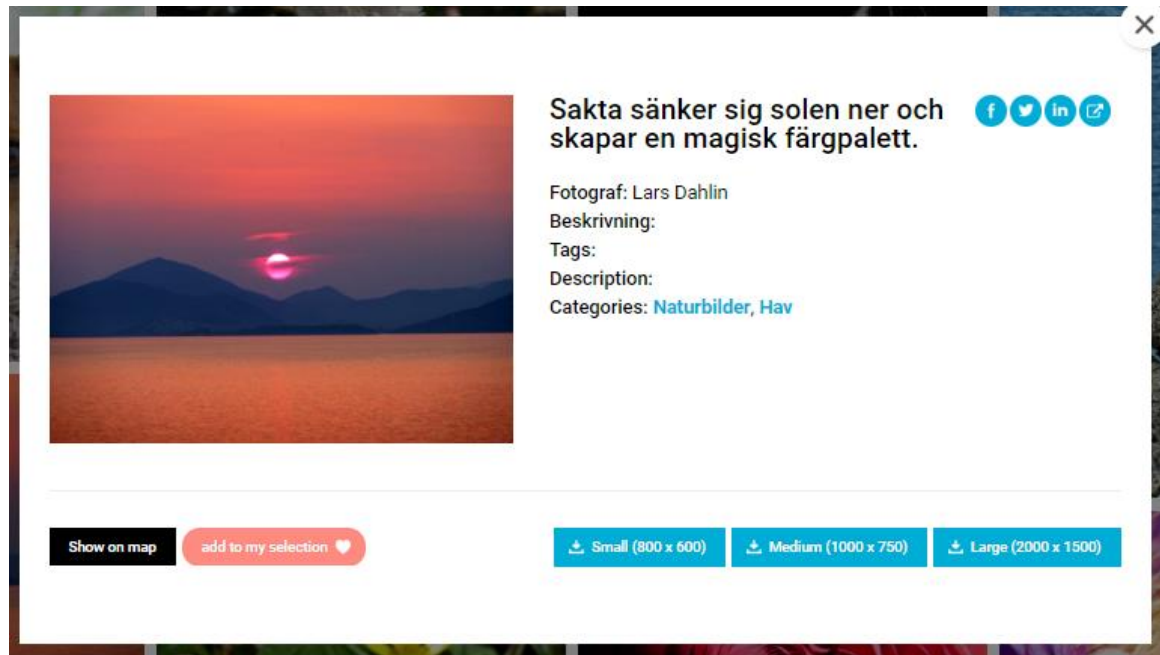
Welcome to our gallery of nature photos!

Here are a number of nature pictures from our elongated country.
For the pointer over the image, a short description is presented, click on the image and a more detailed description is presented.

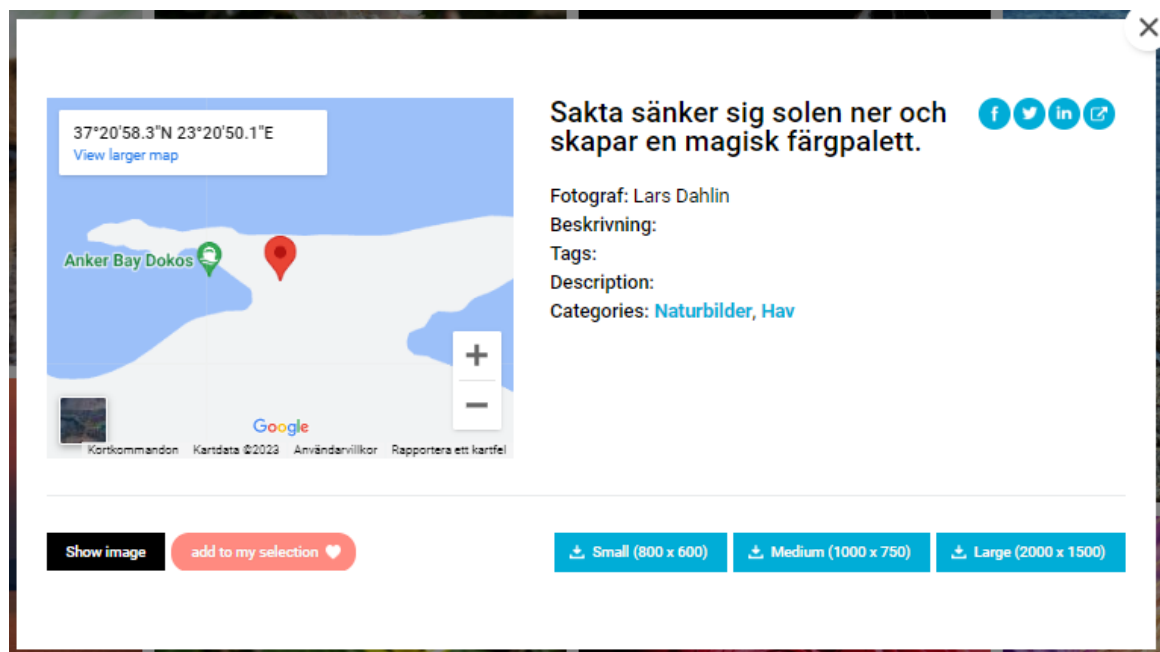


51.1. Presentation of the file

Clicking on a file opens a presentation where you can see information and categories associated with the current file.



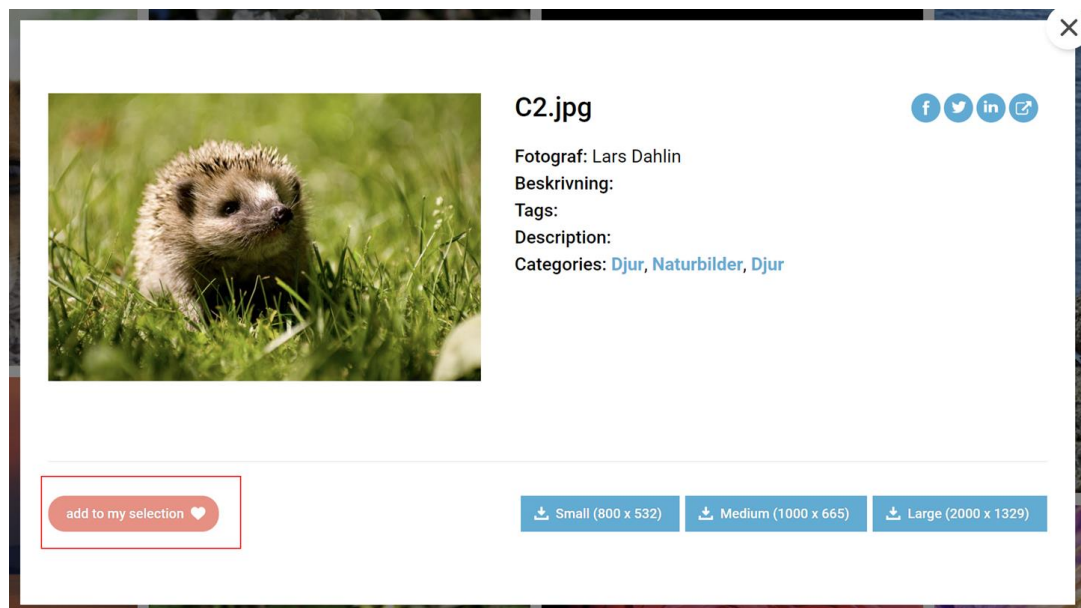
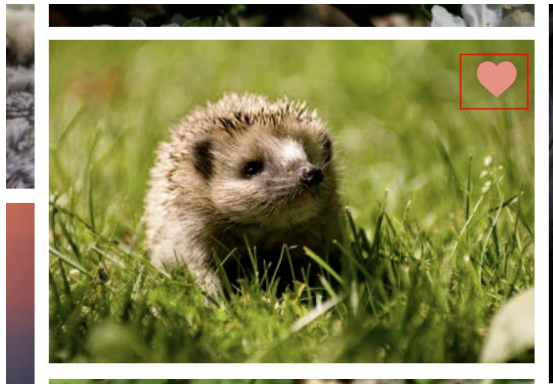
If a file has positioning in its metadata, the Show on map function lights up and it is possible to get a map indicating where the photo was taken.



52. My selection

In My Selection, a visitor can collect multiple files to work with.

To add files in My Selection, the visitor can either click on the heart in the upper right corner that appears when you hover over the file or click the Add to my selection button that is visible when you preview the file. File found in My Selection gets a red heart as an indication.



When the visitor clicks on the My Selection button at the top right, all files selected by the visitor are displayed.

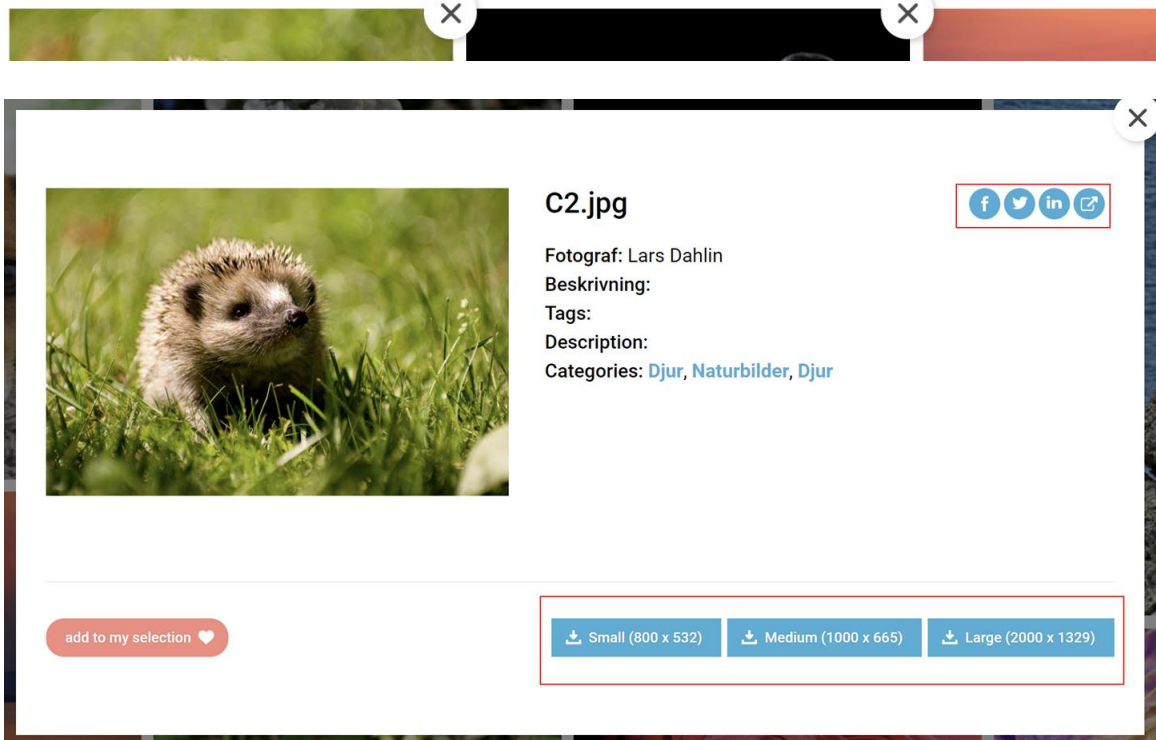
The functions that you have made available to the visitor in the administrator interface can be applied to all images in the gallery and to each individual file by previewing the file.

My selection

This is your selection of photos.

Here you collect a number of pictures that you want to download or distribute.

Download all to one zip file



52.1. Remove files

If the visitor wants to delete a file from My Selection, there are several possibilities.

When the visitor is in the gallery, the function is the same as when the file was added, i.e., click on the heart that appears in the image or on the button Remove from selection when previewing.

If the visitor is in My Selection, the function is available either via the delete button on each individual image, or on the button Clear my selection.

Files are only removed from My Selection, they remain in the ImageVault Media Gallery.

My selection

This is your selection of photos.

Here you collect a number of pictures that you want to download or distribute.

Download all to one zip file



Share My selection:

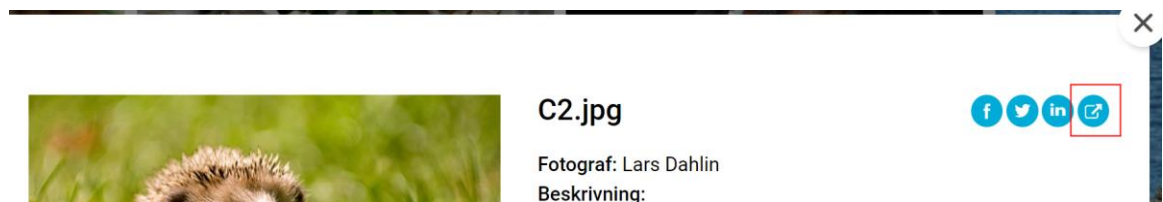


53. Features to use for the visitor

It is you as an administrator who decides which features should be available to a visitor. You can read about how to do this in the administrator section of the gallery later in the manual. Here we go through how the visitor can use the features.

53.1. Create a shareable link

The visitor can choose to create a link to share the images. Works both for individual files via Preview and for all content in My Selection.



53.2. Share on social media

If the visitor wants to share a file, or the entire selection, on social media, the visitor can click on the sharing icons for the respective social media. The icons are available both on each individual image at preview, or at the top of My Selection if you want to share the entire selection.

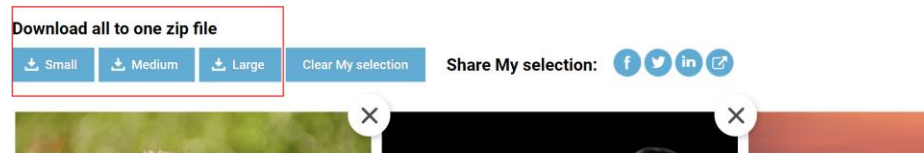


53.3. Download files

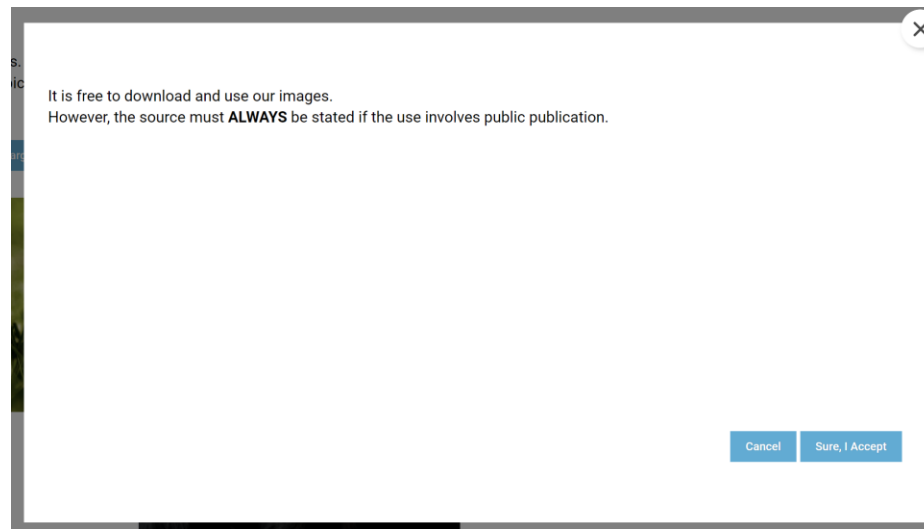
It is possible to download files, either one by one via preview, or all in My Selection. You get to choose from three different predefined formats. Downloading all files results in one .zip file.

My selection

This is your selection of photos.
Here you collect a number of pictures that you want to download or distribute.

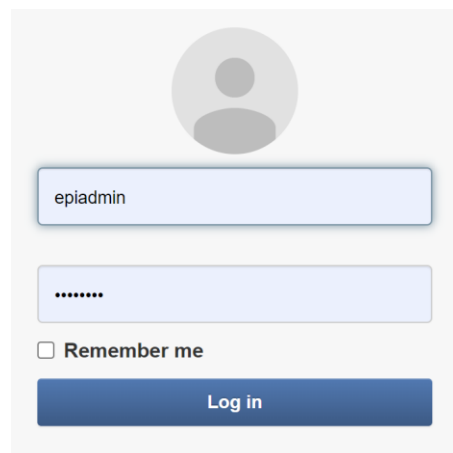


Downloading is protected by the fact that conditions of use must be signed off.



54. Administrate ImageVault Media gallery

The administrator interface is protected by login. When installing, a superuser is defined who is used to log in the first time.



Note! Don't forget to click Save at the bottom when you make any changes to settings.

54.1. Logo

It is possible to connect any logo that is desired.

Logotype

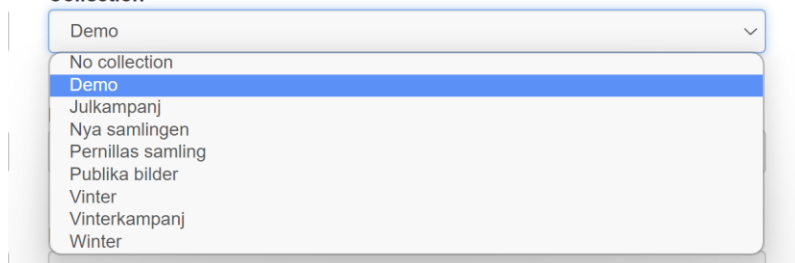
/Content/images/imagevault-logo.png



54.2. Collection

The files that appear in the gallery are the files that the administrator in ImageVault has chosen to put in different collections. You choose which collection to download files from. The names you see here are the same names of the collections in ImageVault.

Collection



54.3. Metadata displayed to the visitor

When the visitor hovers over an image, a text is displayed. That text retrieves the setting from Image Description in search results.

Image description in search results

Benämning (User)




For the Title and Description displayed during preview, connect existing metadata definitions from ImageVault where its content will be presented as Title and Description in the preview.

Header

Rubrik (User)

Description

Beskrivning (User)



Igelkotten Igge

En inspirerande sommarbild från en sprudlande sommar.

Information: Testar globalt gränssnitt.

Kommentar: Detta är en test av det globala gränssnittet som Väst Sveriges turistråd har beställt.

Fotograf: Lars Dahlin

Varning: Får ej användas för kommersiellt bruk

Categories: [Djur](#), [Natur](#), [Sommar](#)

In Metadata to display you select which metadata to be presented in the preview.

Metadata to display

Alt-text (User)

Anl-ID (User)

Användningsområde (User)

Benämning (User)

Bildtext (User)

Boolean (User)

Brand (User)


BrandMaster, Business Area (User)

Fotograf (User)

Beskrivning (User)

Tags (System)

Description (System)



Igelkotten Igge

En inspirerande sommarbild från en sprudlande sommar.

Information: Testar globalt gränssnitt.

Kommentar: Detta är en test av det globala gränssnittet som Väst Sveriges turistråd har beställt.

Fotograf: Lars Dahlin

Varning: Får ej användas för kommersiellt bruk

Categories: [Djur](#), [Natur](#), [Sommar](#)

54.4. Categories

In Categories to display you select which categories should be available to filter files with.

Categories to display

Alpint
Boats
Butik
Champange
ett
Flowers
FOI
Fordon
Kalmar

⇌

Djur
Naturbilder

54.5. Map

To initiate the map function, **latitude** and **longitude** values are selected.

Latitud GpsLatitude (Gps)	Longitud GpsLongitude (Gps)
Latitud referens GpsLatitudeRef (Gps)	Longitud referens GpsLongitudeRef (Gps)

54.6. Language

You can choose between Swedish or English as a language. Auto provides browser language.

Available languages

English

Auto
 Swedish
 English

54.7. Available features for the visitor

There are a number of checkboxes that control how a visitor can use the content, from just being able to watch to downloading and sharing the content.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Allow video download | <input checked="" type="checkbox"/> Allow images to be downloaded |
| <input checked="" type="checkbox"/> Show "My selection" | <input checked="" type="checkbox"/> Show share buttons |
| <input checked="" type="checkbox"/> Require login to mediagallery | <input type="checkbox"/> Delete recipet when downloading |
| <input type="checkbox"/> Prevent search engines from indexing the gallery | |

Image format, here are defined the formats that should be possible to choose when downloading.

Image format

Name	Width	Height	Ratio(w:h)	Format	Quality
Small	800	600		WebSafe	100
Medium	1000	1500		WebSafe	100
Large	2000	15000		WebSafe	100

54.8. Instructional texts displayed to the visitor

There are several texts that are displayed to the visitor. You can change these texts to suit you and your organization. The texts are:

1. Conditionally, this text is displayed when a person downloads a text if you have chosen for receipt to be displayed.
2. My selection, this text appears at the top of the My Selection page.
3. Cookies, when a visitor enters the gallery for the first time, this text is displayed.
4. Home page, displayed at the top of the gallery.

HTML texts

Terms of use - English

A Normal text - Black - Bold *Italic* Underline Small “ ” ☰ ☷ ↶ ↷ ✎ 🔄

It is free to download and use our images.
However, the source must **ALWAYS** be stated if the use involves public publication.

My selection - English

A Normal text - Black - Bold *Italic* Underline Small “ ” ☰ ☷ ↶ ↷ ✎ 🔄

This is your selection of photos.
Here you collect a number of pictures that you want to download or distribute.

Cookies - English

A Normal text - Black - Bold *Italic* Underline Small “ ” ☰ ☷ ↶ ↷ ✎ 🔄

A cookie is a small text file that the website you are visiting requests to be saved on your computer.
Cookies are used on many websites to give a visitor access to various features.
You can use the information in the cookie to track how users browse.

Start page - English

A Normal text - Black - Bold *Italic* Underline Small “ ” ☰ ☷ ↶ ↷ ✎ 🔄

Welcome to our gallery of nature photos!

55. Require login

If you want sign-in protection for the gallery, you can do so by first creating users under the users and permissions tab. Click Create a user.

meriworkssystemtest

General settings

Settings for ImageVault

Users and permissions

epladmin

User

Username	Permissions		Permissions
	Settings	ImageVault connection	
epladmin	✓	✓	✓
Gunilla@meriworks.se	✓		✓
Gäst			
Lars@meriworks.se			
LarsD			
Pernilla			

+ Create user

Note that all registered users, even without administrative rights, will have access to the media gallery

Remove

Remove

Remove

Remove

Remove

If the user should only have login to the gallery, do not give the user any administrative rights.

New user

Username

epladmin

Password

.....

Repeat password

The user shall have the right to administer

☐ General settings

☐ Settings for ImageVault

☐ Users and permissions

Cancel

Create user

You then need to check require login to the media gallery.

- ☒ Allow video download
- ☒ Show "My selection"
- ☒ Require login to mediagallery
- ☐ Prevent search engines from indexing the gallery