User Manual

ImageVault
Version 5.9

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Contents

1. Introduction 7
1.1. Manual conventions 7
1.2. Manual instructions 7
1.3. Relation to other manuals 7
1.4. Authentcation 7

2. Start 8
2.1. ImageVault functionality 8
2.1.1. Vaults 8
2.1.2. Categories 8
2.1.3. Metadata 9
2.2. Login 10

3. User interface 11
3.1. User interface overview 11
3.1.1. Categories 12
3.1.2. Vault selection 13
3.1.3. File preview 14
3.1.4. File information and metadata 15

4. Importing files 16
4.1. Upload 16
4.2. Organizing files 17

5. Search 20
5.1. Category search 20
5.2. Free text search 21
5.3. Search scope 24

6. File download 25
6.1. Download & conversion 25

7. Organize files 26

8. Move files 27

9. Share files 28
9.1. Create share 28
9.2. View shared files 29
9.3. Managing shared files 30
9.4. Remove share 32

10. External link 33

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10.1. Create external link 33
10.2. Editor 34

11. Version control 36
11.1. Working with versioning 36
11.2. Adding a new version 36
11.3. Categories 37
11.4. Metadata 37

12. Traceability 38
12.1. Present usage 38
12.2. Define where a file is used 39

13. Information icons 40
13.1. Define icon 41
13.2. Define text 41

14. Working with several files simultaneously 42
14.1. Mark several files 42
14.2. Adding files to a batch area 43
14.3. Clear batch 43

15. Collections 44

16. Agreements 46
16.1. New agreement 48
16.2. Edit Agreement 49
16.3. Connect files to agreement 49

17. Delete files 50

18. Advanced settings 51
18.1. Global rights 52
18.2. Metadata definitions 53
18.2.1. Add mapping 54
18.3. Media formats 55
18.4. Categories 58
18.4.1. Rename or delete a category 58
18.4.2. Add main or sub level category 59
18.4.3. Add a category from the main user interface 59

19. Vault administration 61
19.1. Add vault 61
19.2. Modify Vault 63

20. Collection administration 65
20.1. Add collection 65

20.2. Modify collection 65

21. Signing out from ImageVault 66

Appendix I, connection EPiServer 67

22. Start 67
22.1. Insert media files from ImageVault 67
22.2. Add images to the text editor field 68
22.2.1. Image editor 70

23. ImageVault page properties 73
23.1. Media property 73
23.2. Media list property 74
23.2.1. Batch insert images into a Medialist 75
23.2.2. Rearrange Medialist images 75
23.2.3. Edit images in a Media or Medialist object 75
23.3. EPiServer Gadget 77

24. Administer Media or Medialist page properties 78

Appendix II, connection SharePoint 81

25. Start 81
25.1. Insert media files from ImageVault 82
25.2. SharePoint text editor 82
25.3. Image editor 83

26. SharePoint web parts 85
26.1. ImageVaultMedia 85
26.2. ImageVault Gallery 87
26.2.1. 4.2.1. Chose files manually 88
26.2.2. Chose files via filter 89
26.3. ImageVault Slideshow 91

27. Define web part 92

Appendix III, Connection Office 93

28. Start 93
28.1. Insert files from ImageVault to a Word document 94
28.2. Insert files from ImageVault in PowerPoint document. 95

Appendix IV, connection InDesign 96

29. Start 96
29.1. Insert files from ImageVault in InDesign 97

Appendix V, ImageVault Media Gallery 98

30. Start 98
30.1. Interface 99
30.2. Preview 101
30.3. My selection 102
30.4. Create link 103
30.5. Download files 104
30.6. Remove files 105
30.7. Administrate ImageVault Mediagallery 106

1. Introduction

Welcome!

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

1.1. Manual conventions

Certain typographic conventions are used in this manual.
Running text is presented in the Gill Sans font. Notes, tips and warnings are presented in bold.

Note! A note highlights important information.

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

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

1.2. Manual instructions

This manual is divided into two main sections. The first section gives a comprehensive description of how ImageVault is functioning and how to find your way in the user interface. The second part will contain a number appendix describing ImageVault connected to other systems.

1.3. Relation to other manuals

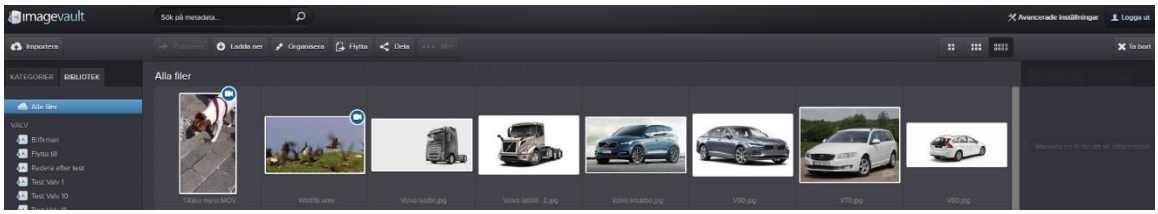
This manual is sufficient reading for the average user of the standalone version of ImageVault, or ImageVault connectecto other system.
However will a training course provided by Meriworks be recommended.
Documentation aimed towards installation and development is only available online. The online documentation for ImageVault can be found online at http://www.imagevault.se.

1.4. Authentcation

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

2. Start

To be able to use ImageVault an account with view or contribute permissions is needed. When logged in will ImageVault UI with functionality based on rights for actual user be avaiable.



2.1. ImageVault functionality

ImageVault acts as a central repository for files. All users have access to this repository, to store and download files. The system helps the users to build a structured environment for the files with storage vaults, metadata and category tagging to facilitate easy search and access.
The files only need to be stored once, but can be converted into mutiple file formats. ImageVault also helps with file conversion, since several standard conversion formats can be easily set up. Images taken straight of a high resolution digital camera can be used and image conversion and size altering are applied to convert the image to a suitable format.

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

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

2.1.1. Vaults

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

2.1.2. Categories

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

2.1.3. Metadata

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

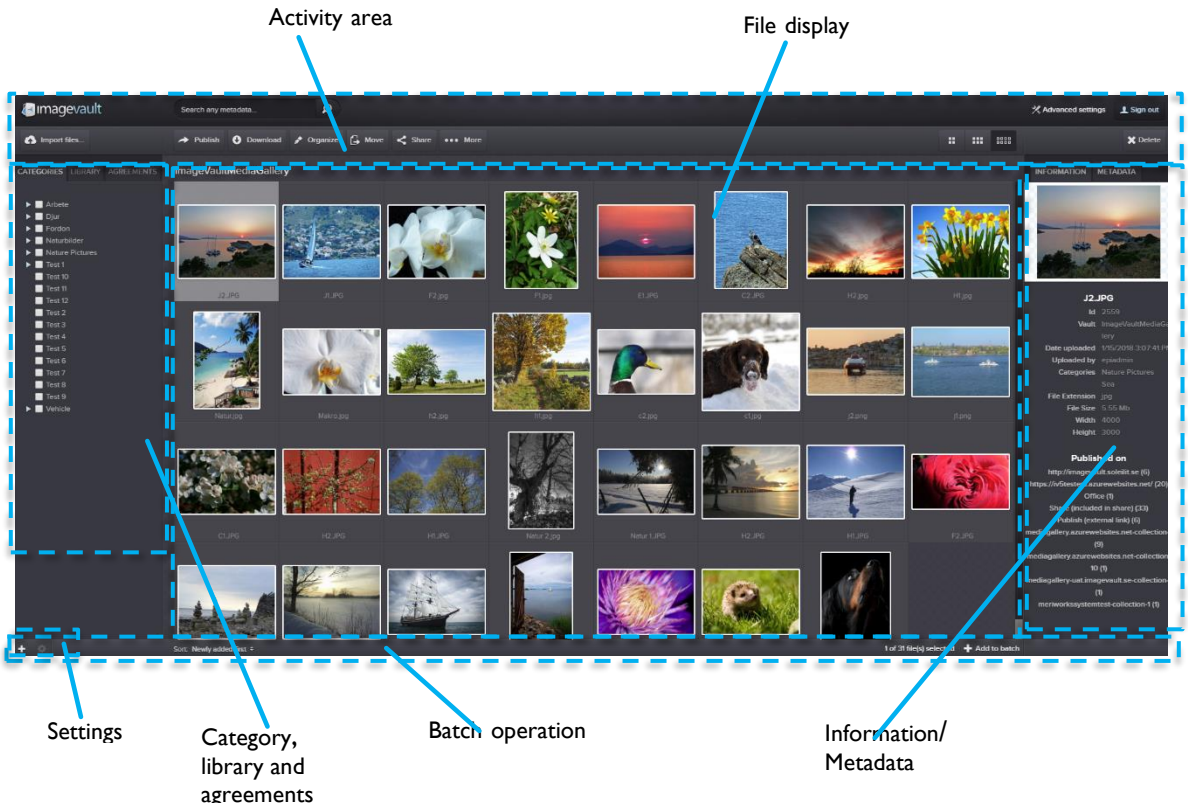
2.2. Login

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

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

3. User interface

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



Main user interface

3.1. User interface overview

File display area

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

Activity area

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

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

Category and library area

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

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

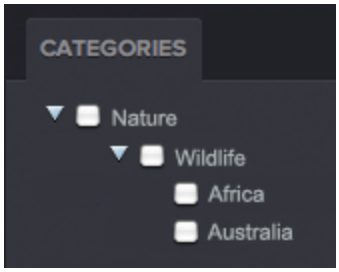
Information/Metadata section
The information and metadata section will display information about a selected file.

Settings area
The settings area holds buttons for adding vaults, modifying categories and sort order.
Vaults are described more in chapter 3.1.2 "Vault selection". More information about categories can be found in chapter 18.4 "Categories".
The sort order can be toggles between "Newly added first" which will display the most recent files that have been added to the system or "Name by A-Z". This choice will display the media files sorted by name.

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

3.1.1. Categories

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



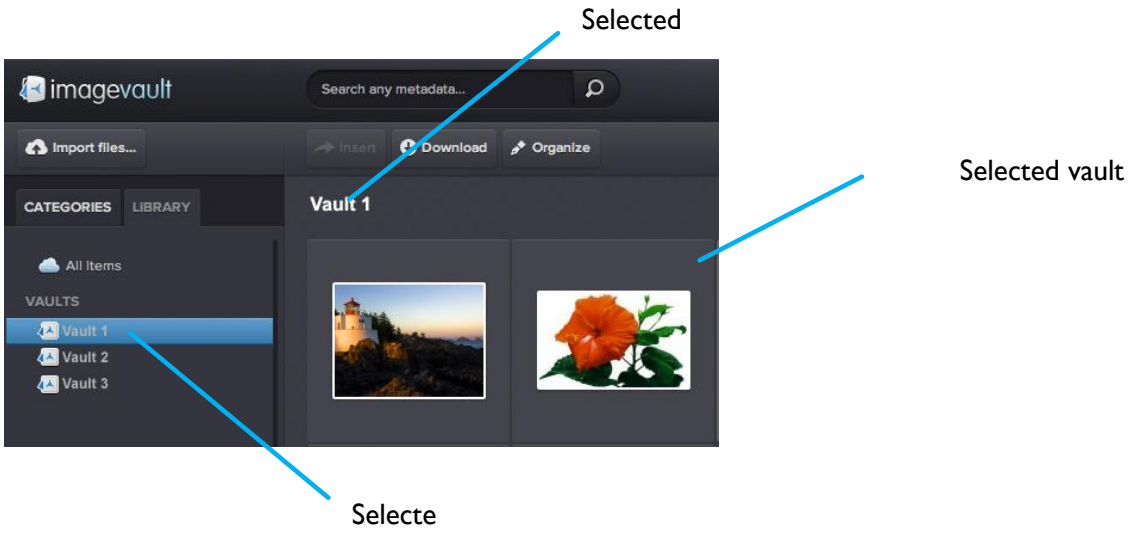
Categories

A category can have 2 sub levels. It is possible to filter files that have been tagged with a specific category keyword.
Categories should be used to group files that share a common property. Multiple categories can be combined to further narrow the search result.

3.1.2. Vault selection

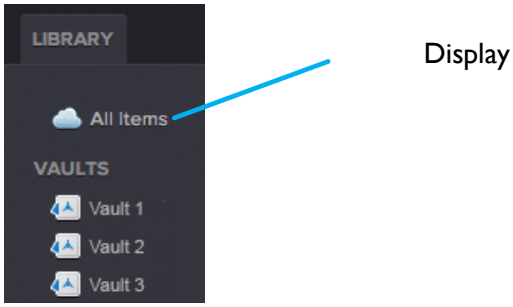
Select a vault by activating the library tab and select the vault. All images in the selected vault will be displayed.

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



Current vault

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



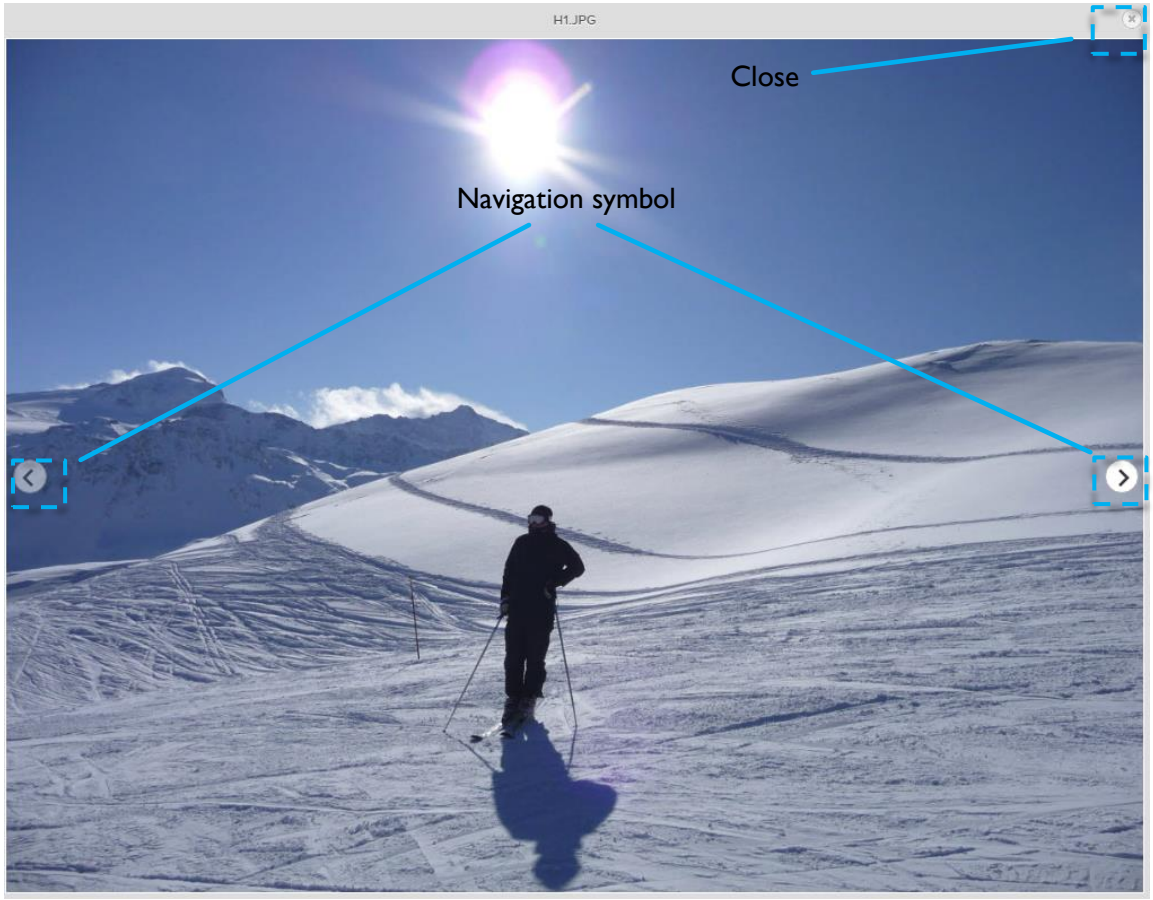
Vault selection

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

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

3.1.3. File preview

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



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

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

3.1.4. File information and metadata

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

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

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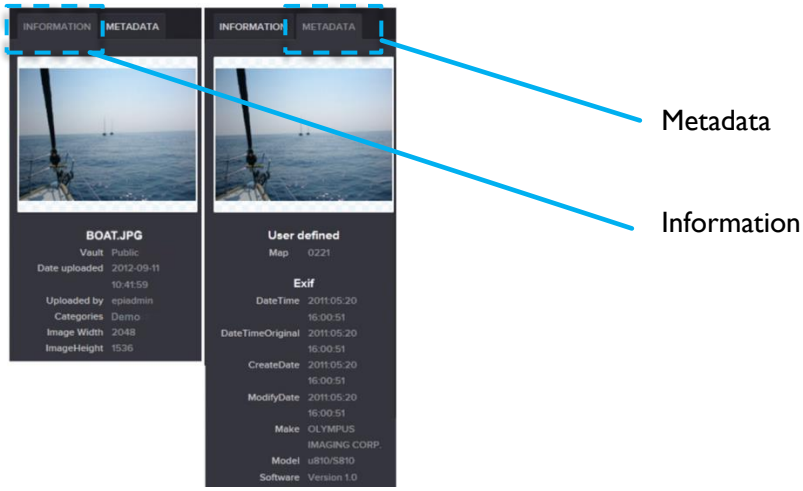
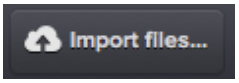
It is also possible to harvest automatic metadata. Digital images or media files normally contain metadata. This can be ITPC or EXIF data, i.e focal length of the lens used, serial number of the camera, GPS data. ImageVault can read this typ of metadata during upload, without any user interaction, and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



File information and metadata

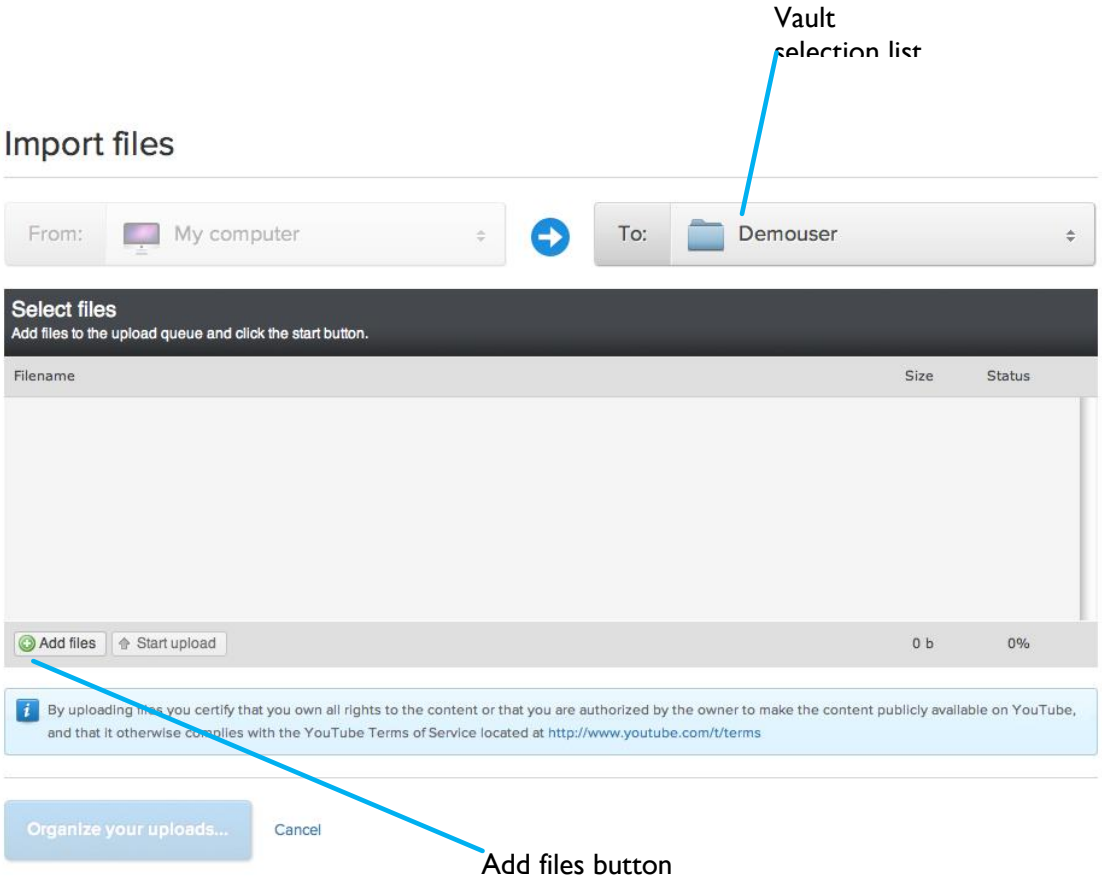
4. Importing files

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



Import file button

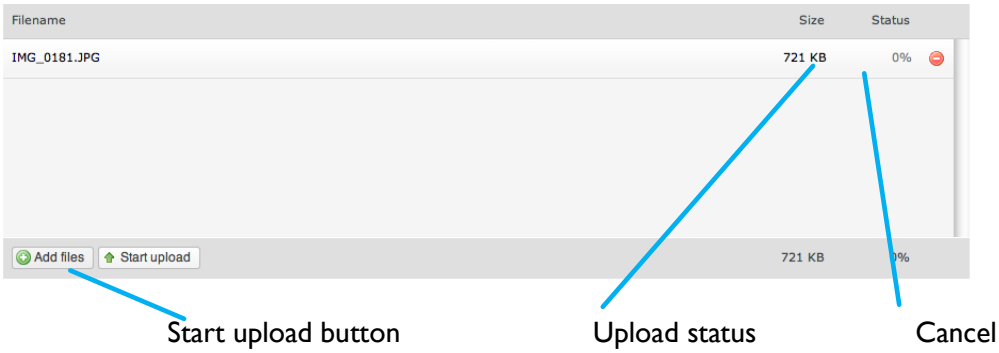
4.1. Upload



Import files guide

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

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



File upload

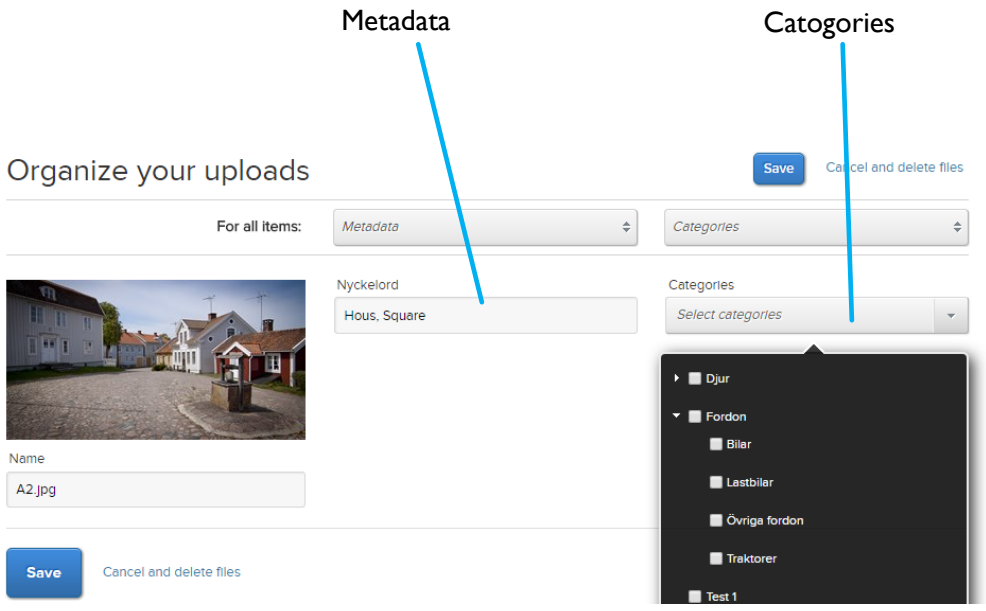
Press the ***Start upload*** button, once all files are selected, to initiate the file upload. A progress bar will show the file upload status during upload. All files status counters should change to 100% once the file upload is complete.

Tip! Browsers supporting HTML 5 allow you to drag and drop files as a complemt to the "Add files" button.

4.2. Organizing files

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

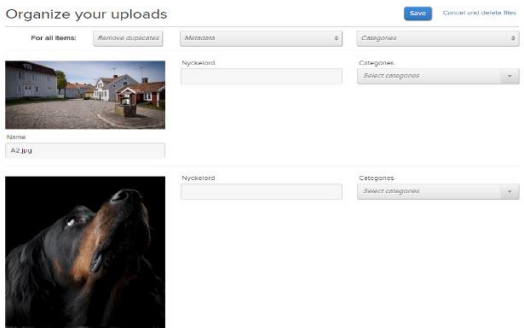
Organize uploaded files



Adding category and metadata

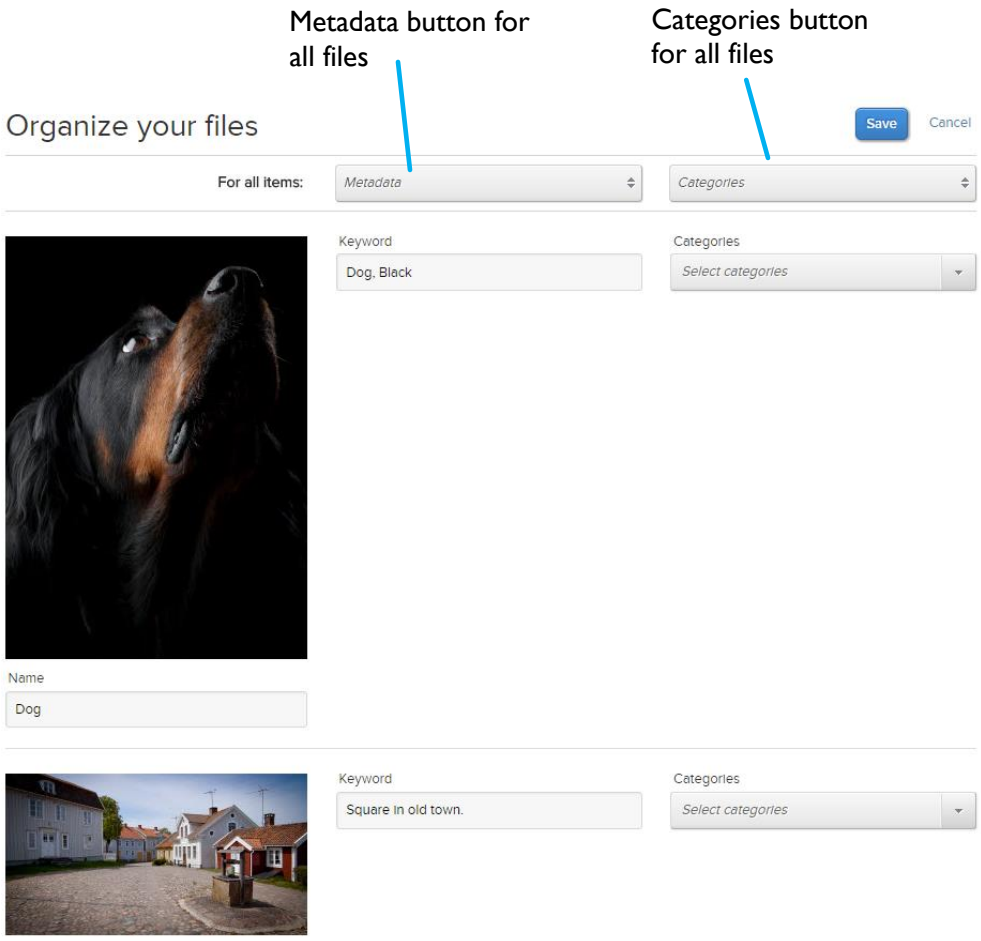
Correct file tagging, meaning adding categories and relevant information in the metadata fields, will make a file easier to find and increases the chance that a file is reused by other users. This is one of the cornerstones in a media database.

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



Multiple files upload list

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



Organize upload

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

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

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

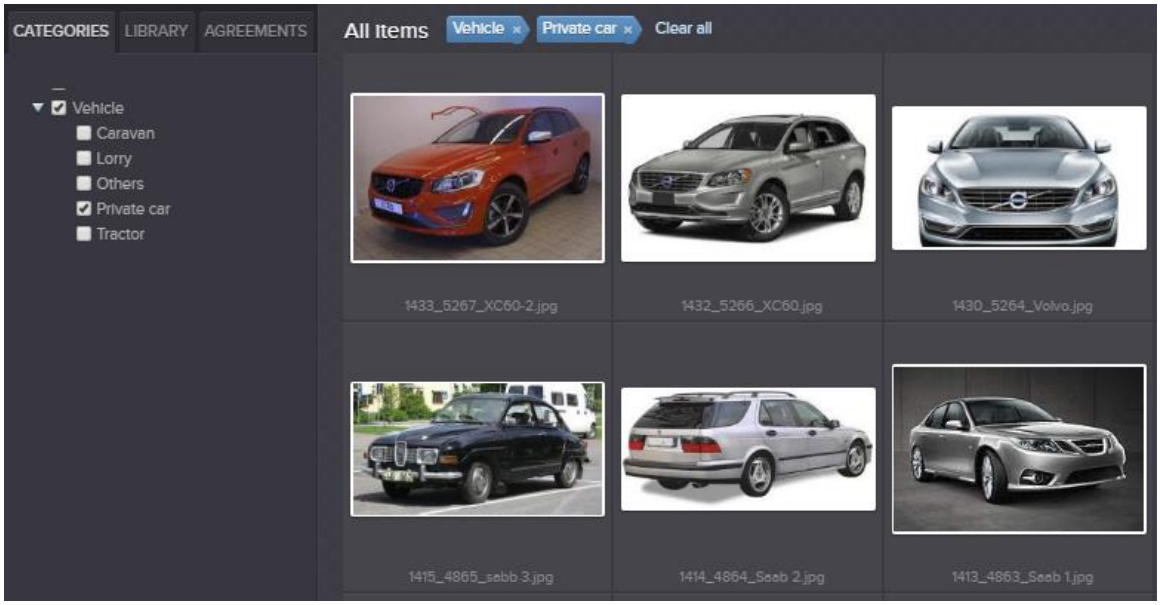
Note! Metadata fields and categories are setup during installation and maintained by the administrator.

5. Search

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

5.1. Category search

Using the category selection should be used as first selection. Select one or more categories. Each selected category search will be presented in the file area. The displayed files will have all selected categories as properties.



Category search

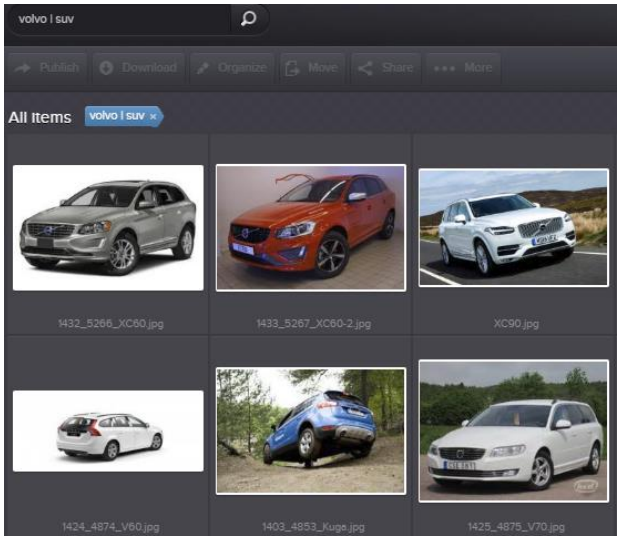
Press the x at the search parameter to remove this item from the search or press ***Clear all*** to remove all search parameters.
Category and free text search can be combined. Each search parameter will be listed after each other.

5.2. Free text search

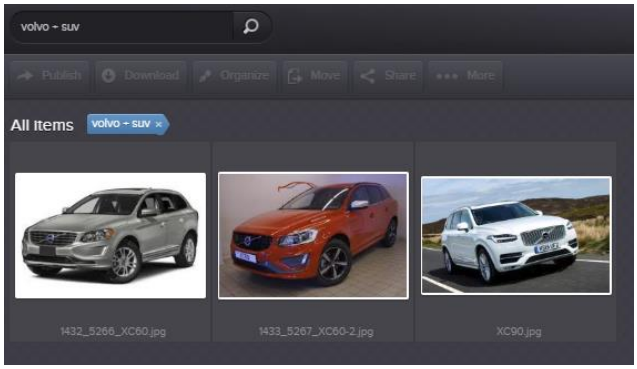
The search bar is located at the top of the user interface. Input a search phrase and press enter. The search uses automatic wildcards meaning that a search for the word “field” will also find files tagged with “fields”. A free text search is the fastest way to find a specific file if the file properties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

Note:
If a search engine is connected to ImageVault could search phrase and signs be combined to get different outcome, i.e. ImageVault installed in Azure.

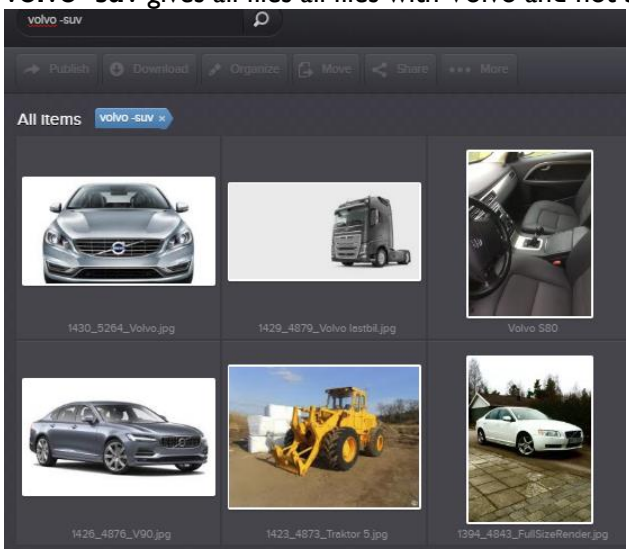
| Between two words will find all files with one of these words, (same as no sign between words).
volvo | suv will find all files all files with Volvo or suv (same as **volvo suv**)



+ Between two words will find all files with both of these words.
volvo + suv gives all files all files with Volvo and suv.

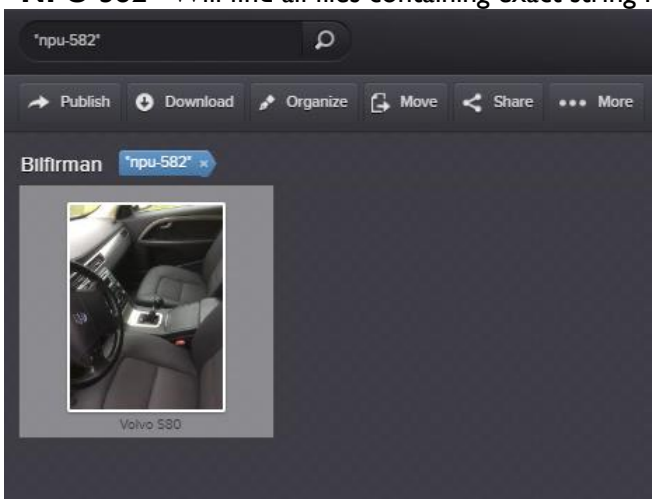


- In front of second words will find all files with first word and without second word.
volvo -suv gives all files all files with Volvo and not suv.

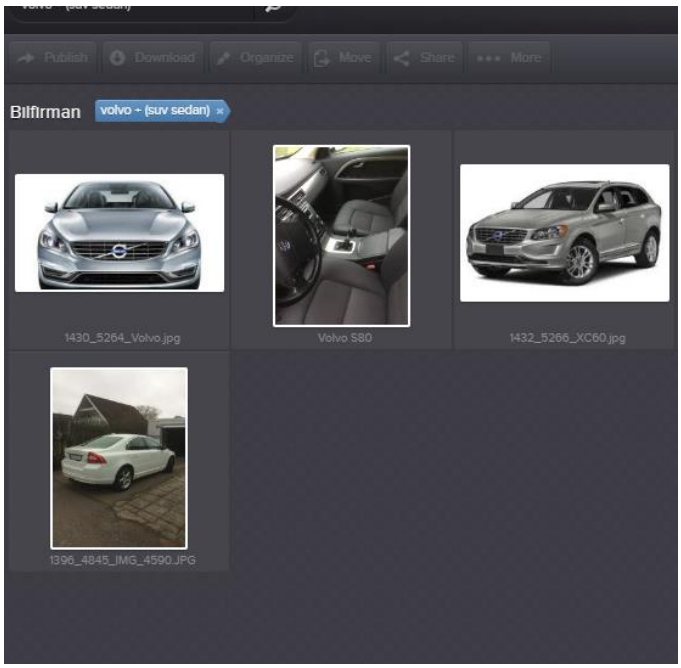


***** After word will find all files starting with word.
tra* gives all files all files starting with tra, i.e. tractor, transport.

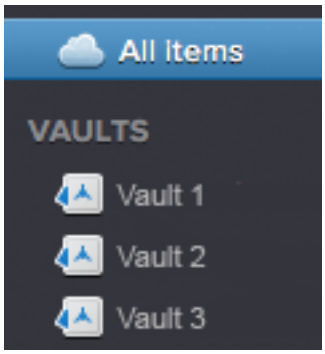
"string" Will find all files containing exact string.
"NPU-582" Will find all files containing exact string NPU-582.



() Possibility to create more complex search phrase.
volvo + (suv sedan) Will find all files containing volvo and suv or sedan.



5.3. Search scope



Vault selector or all items

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

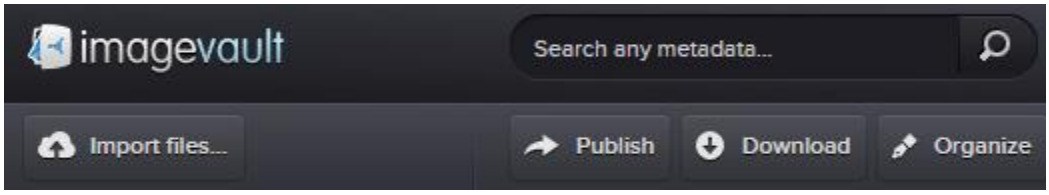
Note! Search will be conducted in the current vault!

6. File download

Files can easily be downloaded and converted to predefined formats.

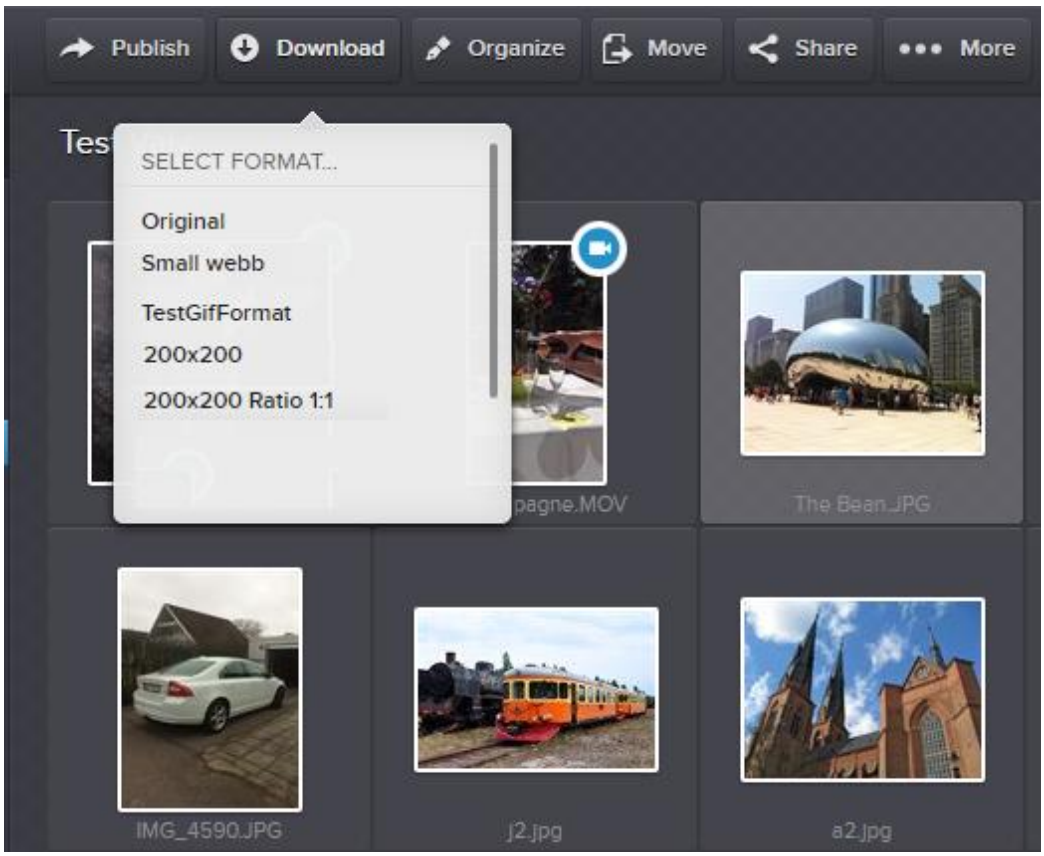
6.1. Download & conversion

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



Download button

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



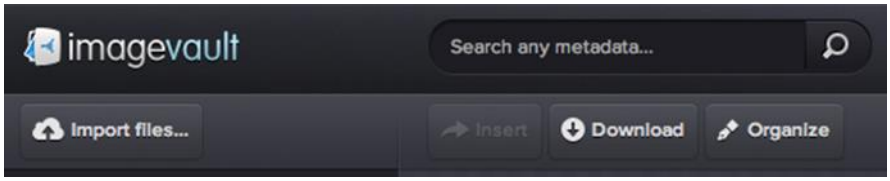
Download format presets

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

Note! The administrator can setup additional conversion formats.

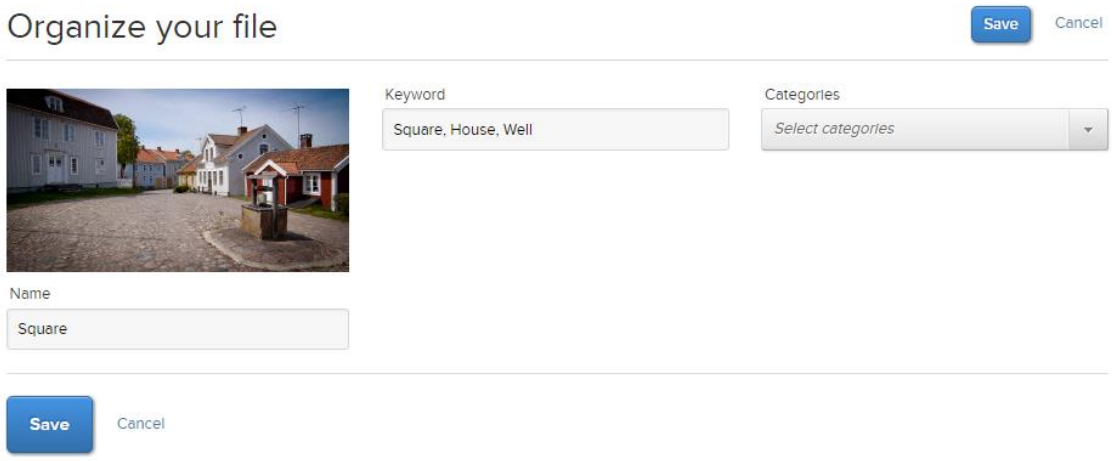
7. Organize files

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



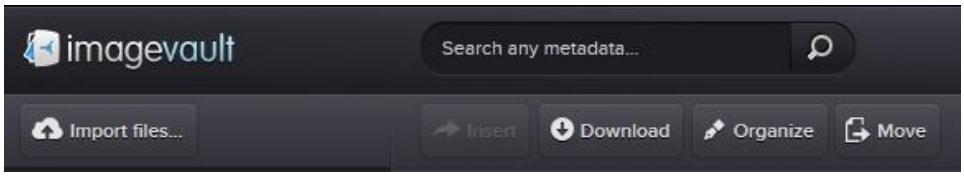
Organize file

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



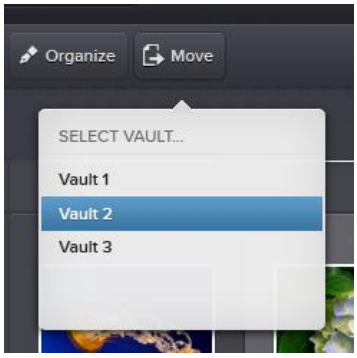
8. Move files

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



Move file

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



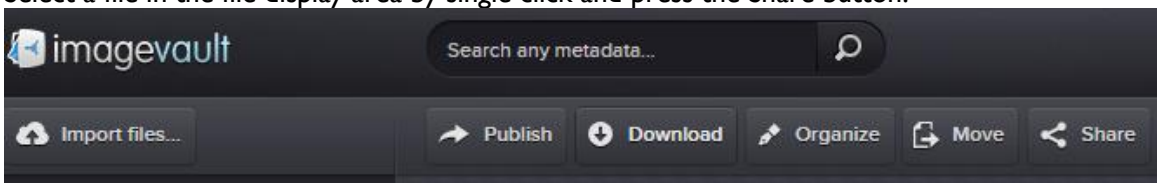
The organize file dialog will be displayed. Modify the information and press ***Save***. Press ***Cancel*** to abort the modification.

9. Share files

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

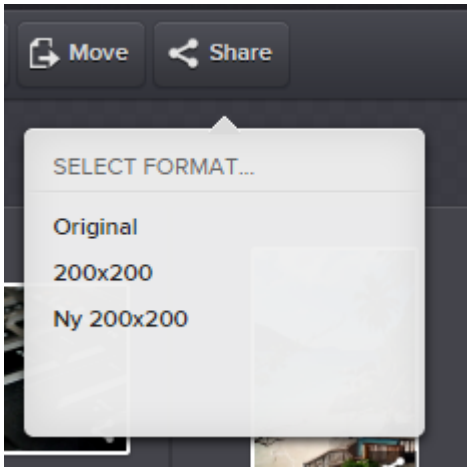
9.1. Create share

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

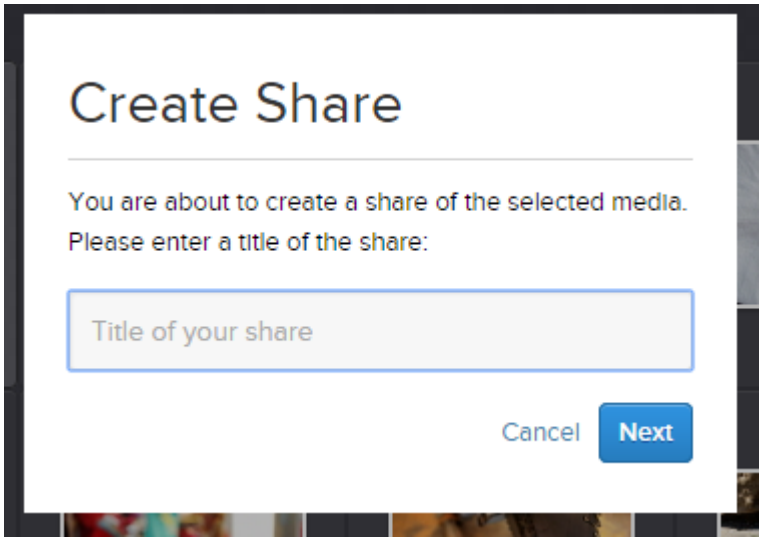


Share file

A list of the available media formats is displayed.

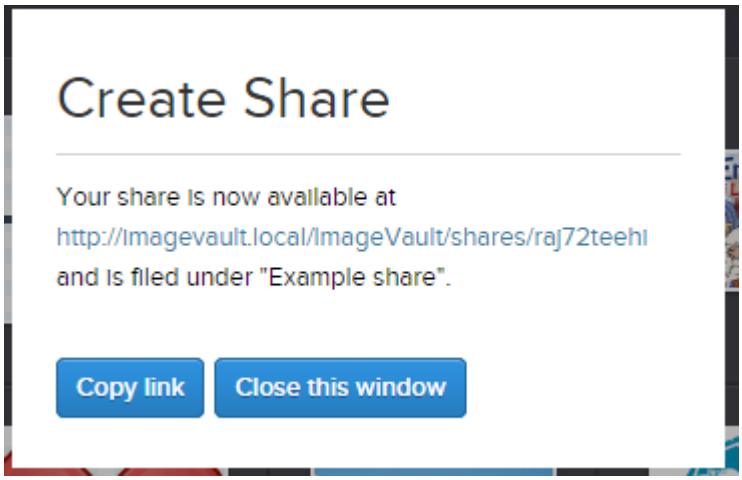


Select the format you want to use for your share. In the next prompt, enter a title for the share and press **Next** to create a link to the files. Press **Cancel** to abort without sharing the files.



Create share

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

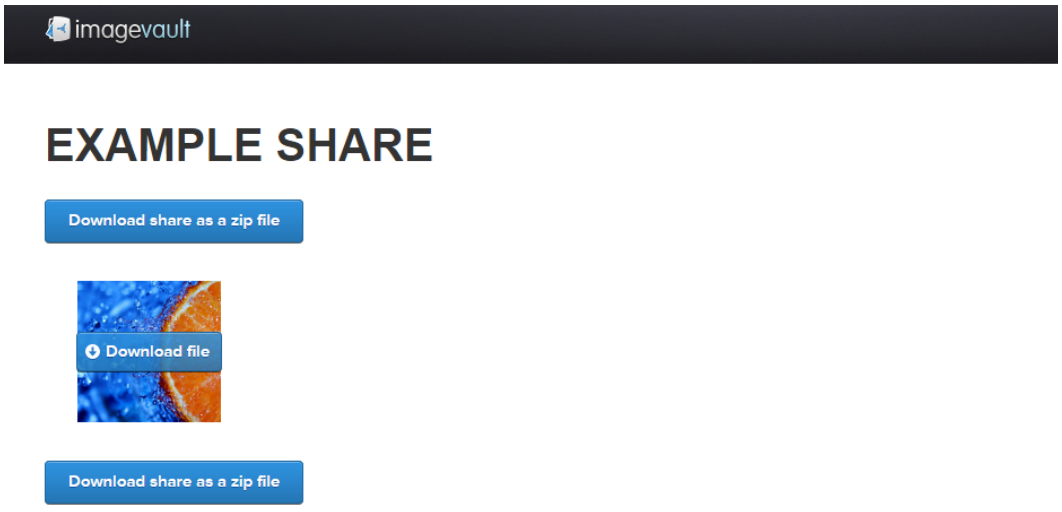


The share is now created and the link can be sent to the recipient through, for example, email. Click the **link** to see the result or click **Copy link** to copy the link to the system clipboard.

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

9.2. View shared files

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



The resulting share

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

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

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

9.3. Managing shared files

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

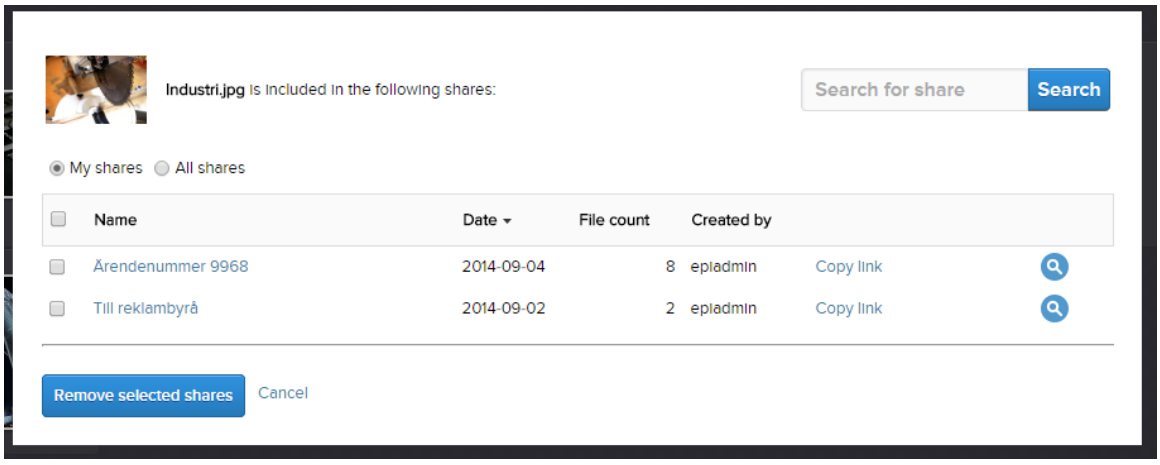
Shared file

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

View Shares

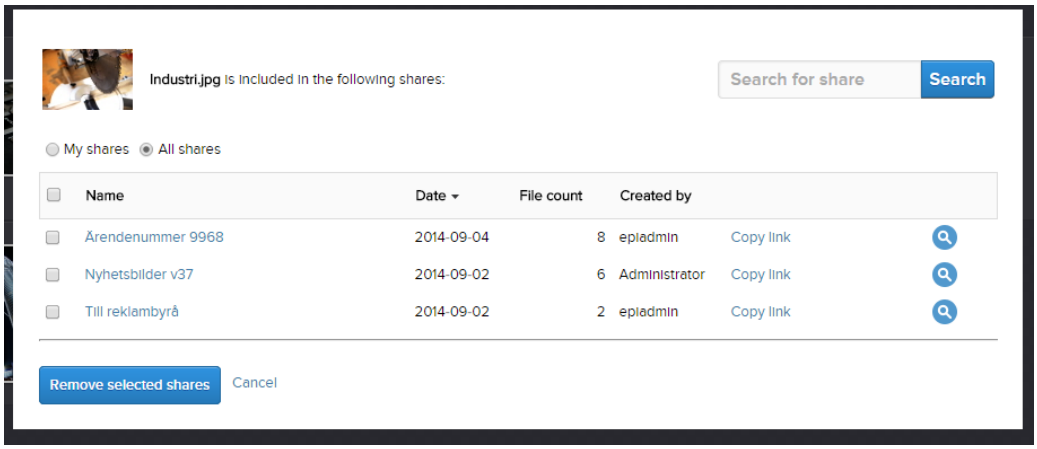
View Shares is used to manage current shares.

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



My shares

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



All shares

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

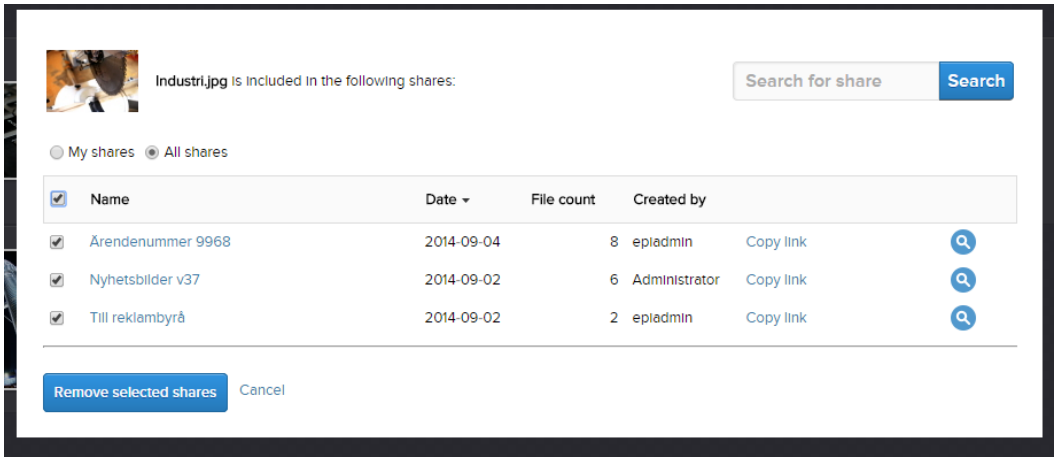
Click on the name of the share or the magnifying glass to view the shared files. **Copy link** copies the link to the system clipboard.

9.4. Remove share

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

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

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



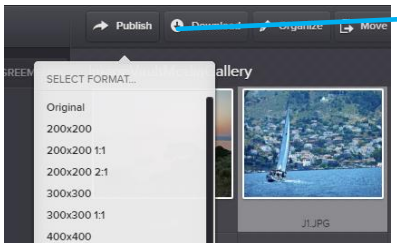
Remove share

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

10. External link

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

10.1. Create external link



Publish

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

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

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

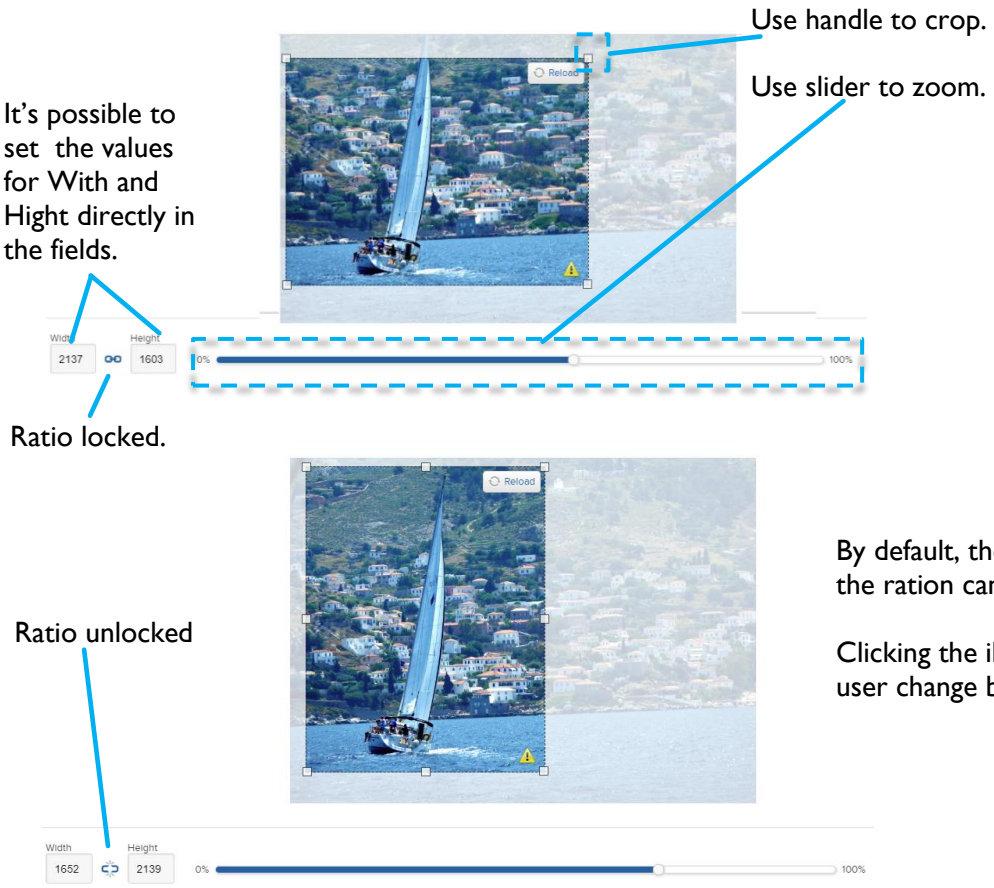
Copy embed code:
Copy embed code.

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

Copy link:
Copy link, URL.

10.2. Editor

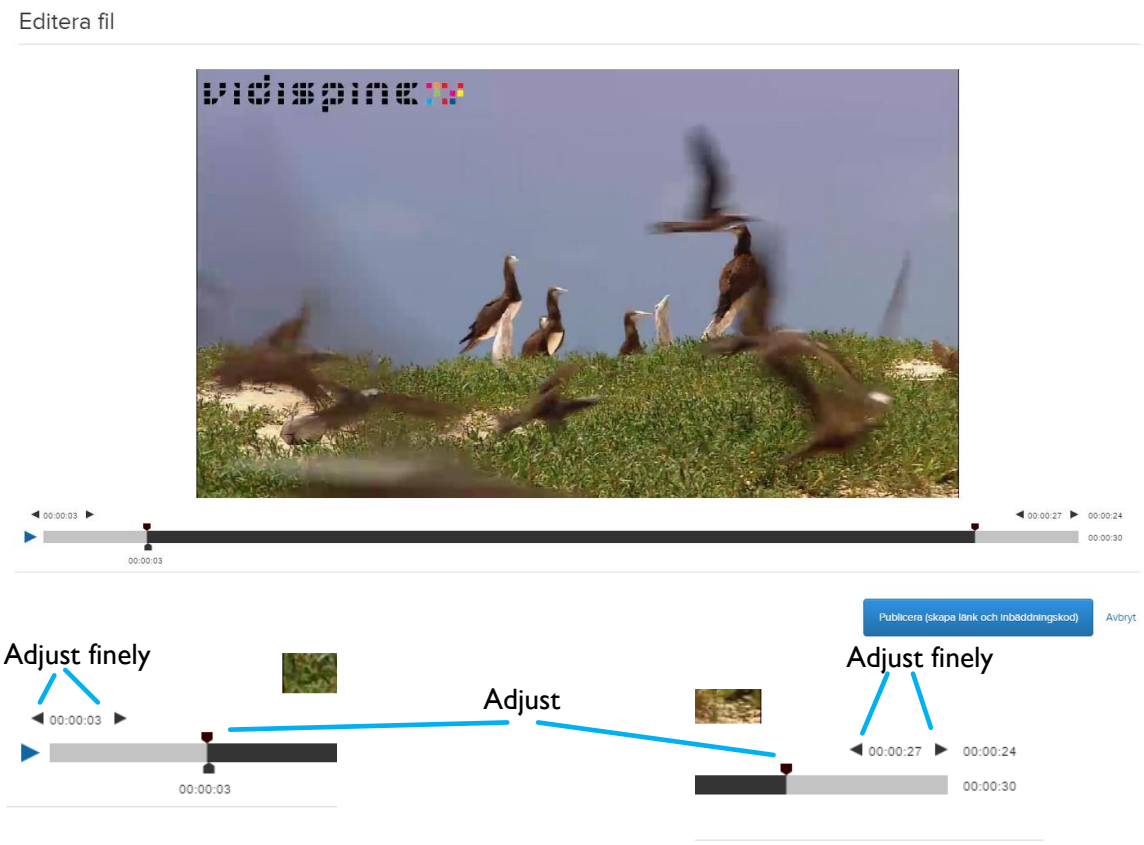
It's possible to edit selected object before external link is created.



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

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

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



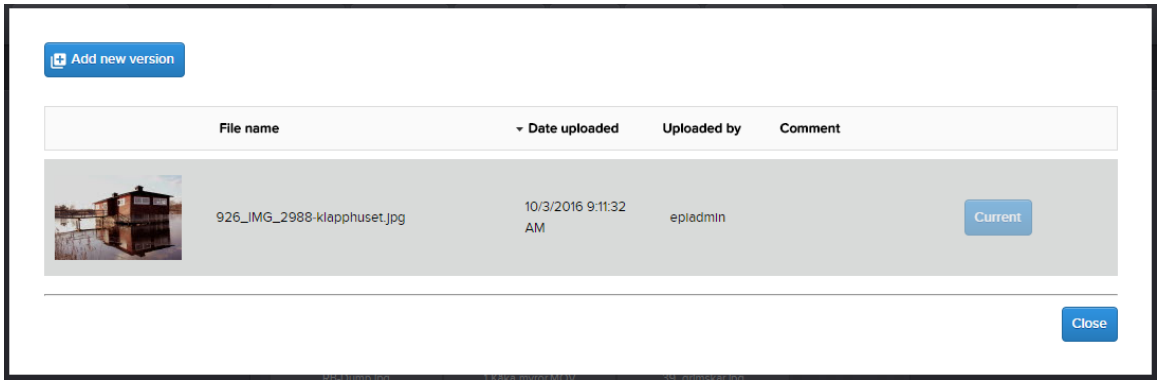
By grabbing and drawing the handles it's possible to adjust start and stop position of the video. By using the fine controls you can adjust by seconds. Time for start and stop, actual and total length will be presented to the user.

11. Version control

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

11.1. Working with versioning

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



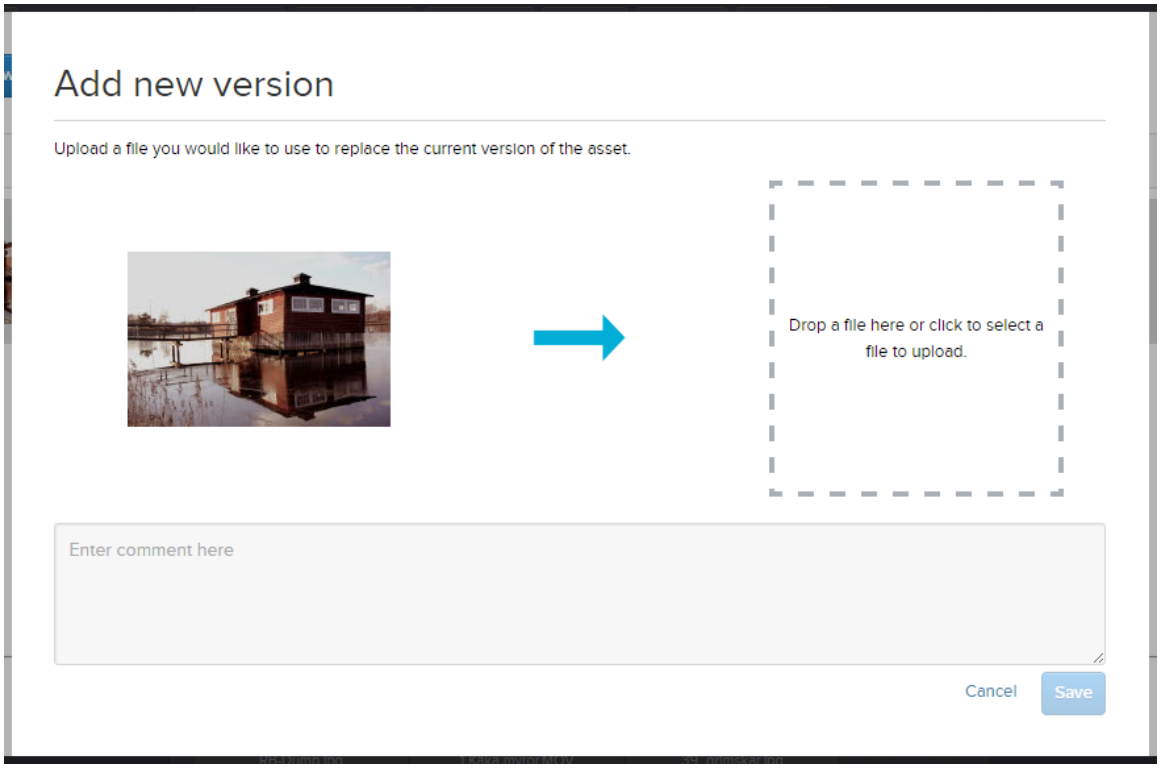
The versioning dialog displays a list of versions for the selected media item. There is always one version set to **Current** that represents current version of the media. Above the list there are column headers that may be used for sorting the list. Just by clicking the desired header, the list will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

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

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

11.2. Adding a new version

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



In this dialog you upload a replacement media file and set it as current version of the media.
You can upload a media file by dragging it into the marked area and then drop it.

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

11.3. Categories

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

11.4. Metadata

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

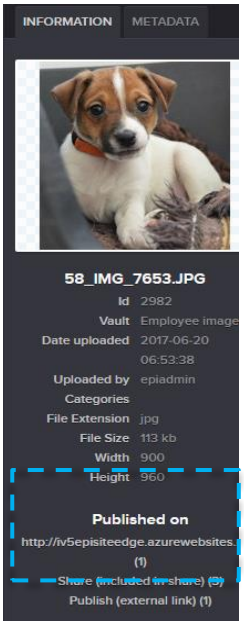
Note! User metadata will NOT be copied from the current version when selecting an already uploaded version as the current version.

12. Traceability

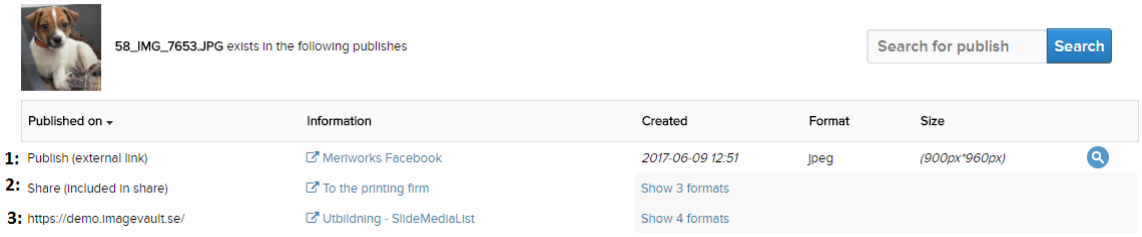
ImageVault contains a functionality that will make it possible to trace where files are used.

12.1. Present usage

There is two different ways to see where a file is being used:
1: In the summary below Published on, when the current file is marked.



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



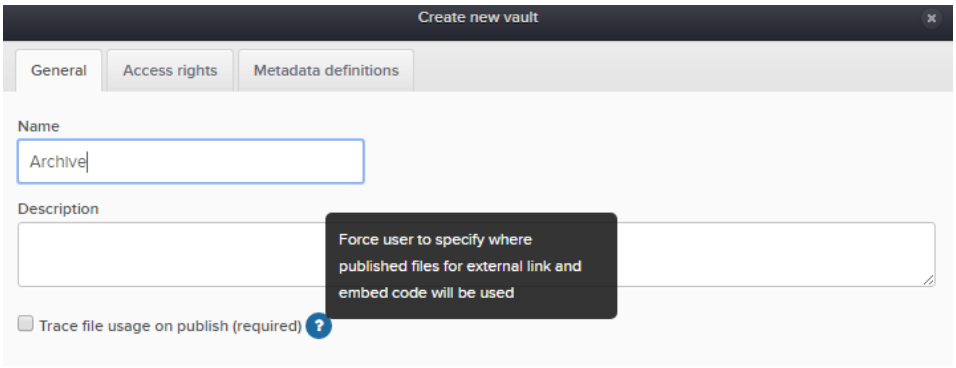
Examples of possible publishes could be:
1: External link: with information about where it's published shown with a clickable link.
2: Share: where the current names of the shares are presented.
3: Publish on site: name of site, page and property is presented.
In the case of several formats being used, e.g. original, edited, thumbnail etc they will be presented within a expandable list.

12.2. Define where a file is used

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

Specify where the file will be used (free text) and /or Specify link to publish place

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

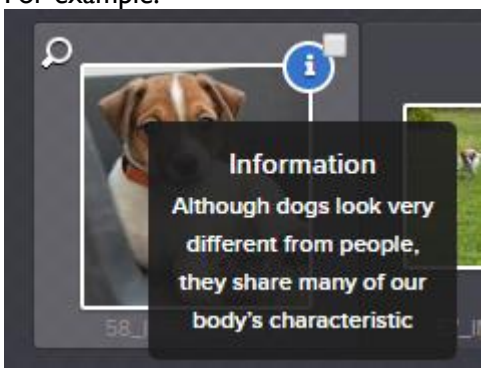


13. Information icons

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

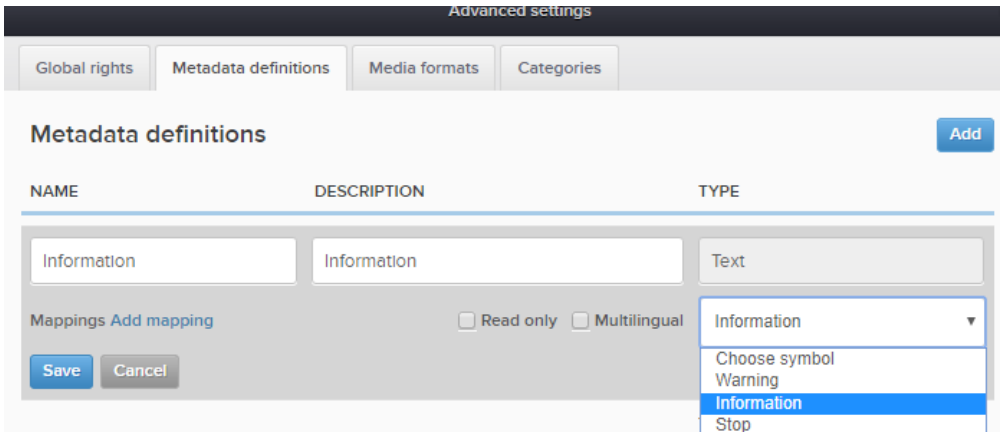
Information: Warning: Stop:

For example:



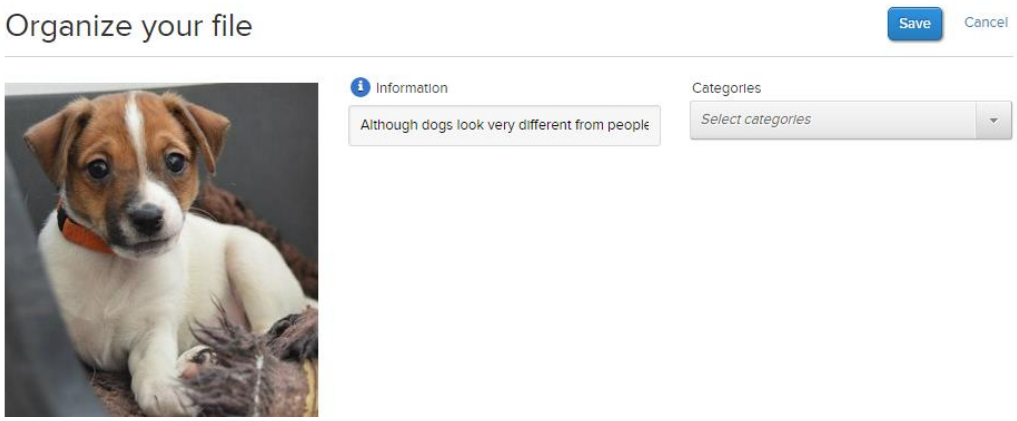
13.1. Define icon

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



13.2. Define text

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



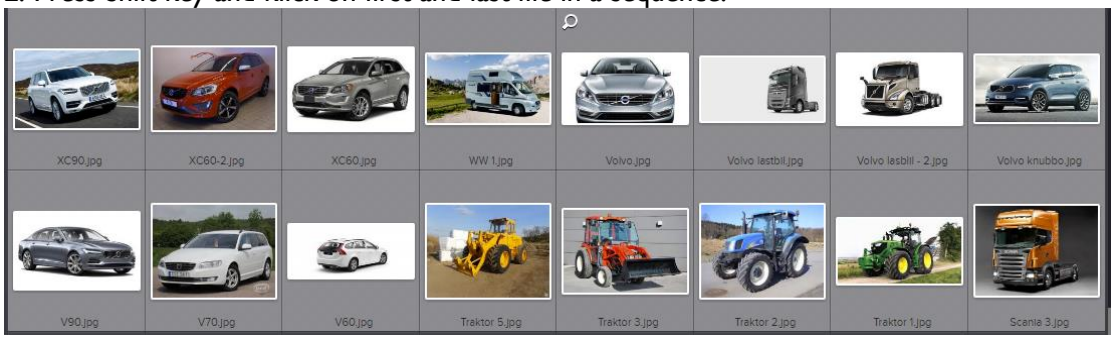
14. Working with several files simultaneously

It's possible to work with several files simultaneously, and all features are available
If files are in the same vault, or All items chosen, mark files and chose feature. If files are in different vaults, mark files in the current vault and collect these in the batch area.

14.1. Mark several files

It's possible to mark several files in a few different ways:
1: Press Ctrl key and click on files to mark them. (For Mac cmd key)

2: Press Shift key and klick on first and last file in a sequence.

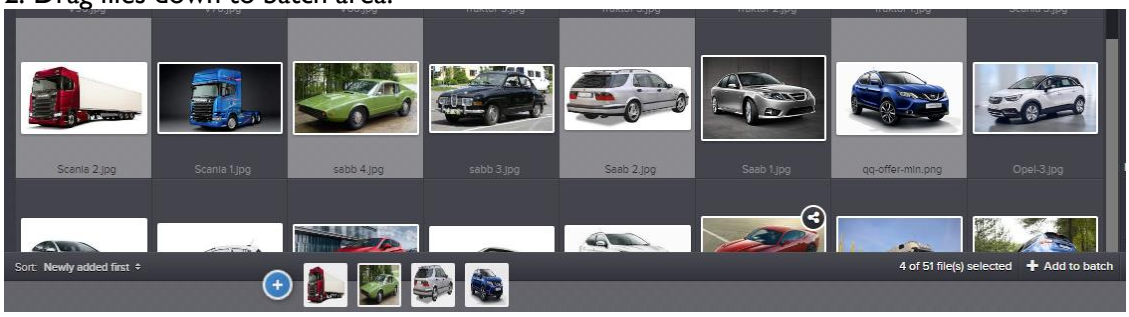


3: Mark files via klick and drag with mouse.

14.2. Adding files to a batch area

1: Click on Add to batch.

2: Drag files down to batch area.

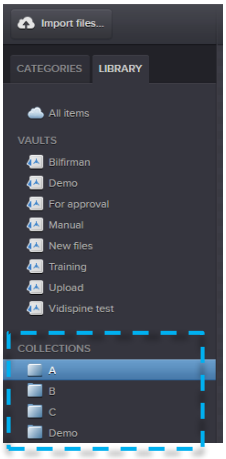


14.3. Clear batch

Clear files from batch via press X on each file, or clear all via klick on Clear batch.

15. Collections

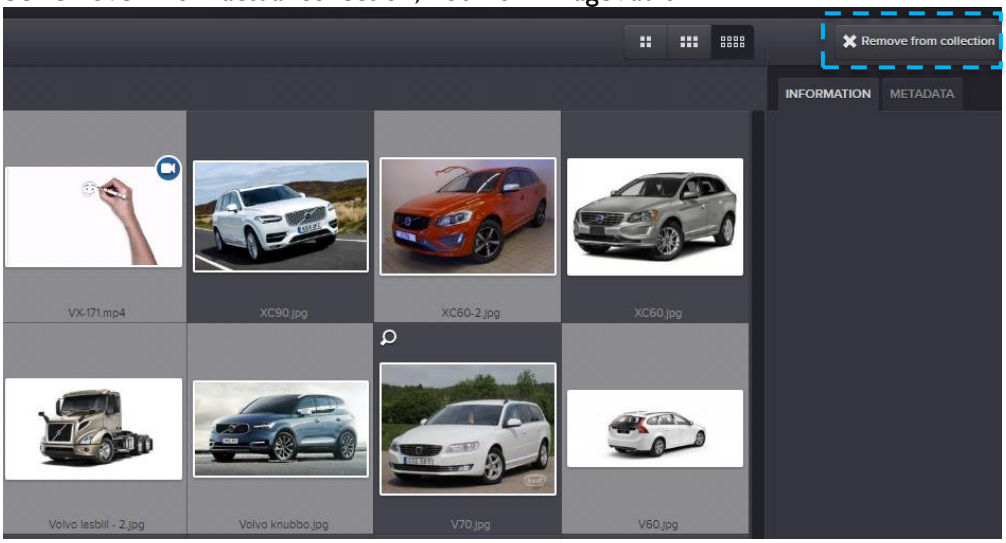
Only users with administrator privileges can see and use collections.
Collections are a number of files that stick together where content could come from different vaults. A collection will act as a foundation for what's presented in ImageVault Mediagallery.
Collections will be find direct under vault structure.



Mark files and draw them direct to chosen collection.

To add more files, repeat.

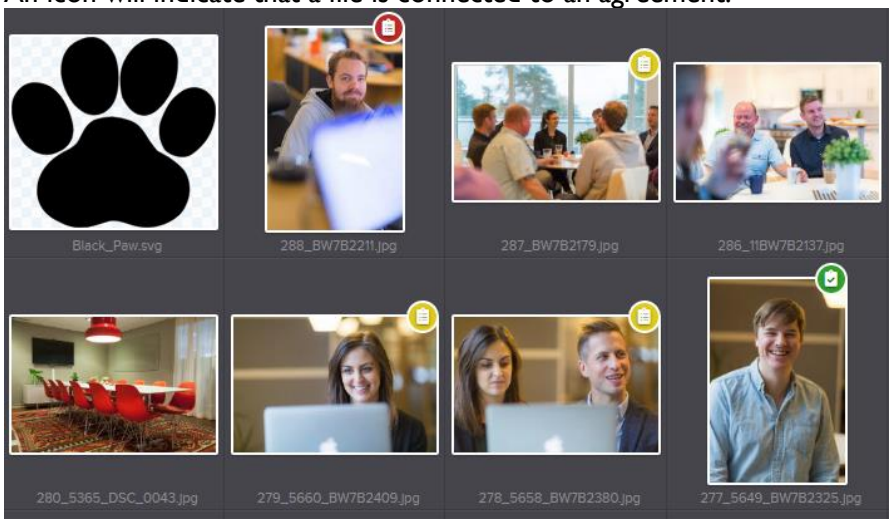
To remove files from a collection, mark files and press Remove from collection.
Note, files will be removed from collection directly without any approval. File(s) will only be removed from actual collection, not from ImageVault



16. Agreements

Via Agreements it's possible to connect a consent or similar to a file in ImageVault. An agreement can be find via search for Id or content within field Comment.
An agreement can be connected to one or several files, and a file can be connected to one or several agreements.

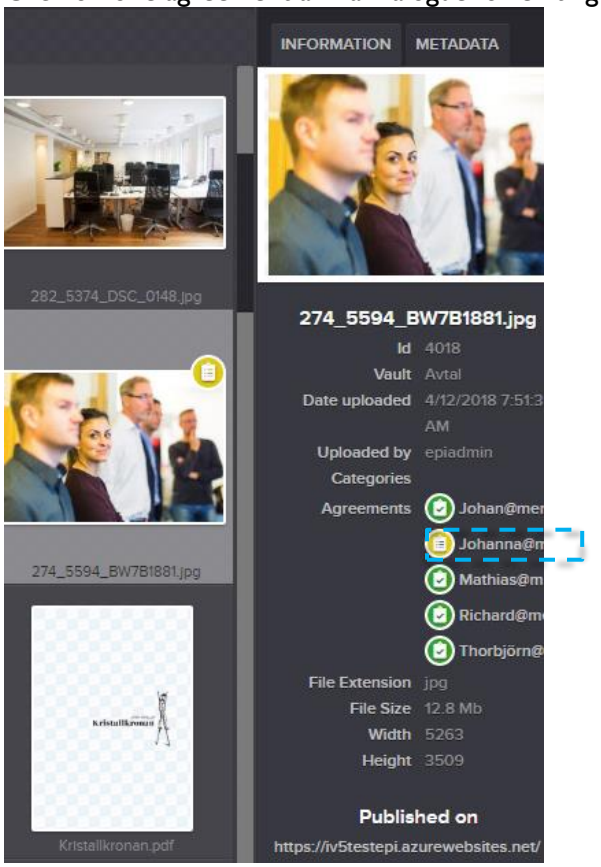
An icon will indicate that a file is connected to an agreement.



Different color will indicate status of agreement:
Green: Valid agreement without restriction
Yellow: Valid agreement with restriction less than three months
Red: Not valid agreement

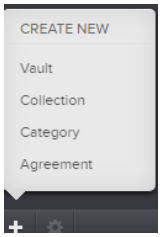
Agreements are collected under tab AGREEMENT. While marking one agreement all connected files will be presented.

When marking one file, all connected agreements will be presented under Information. Click on one agreement and a dialogue for editing actual agreement will show up.

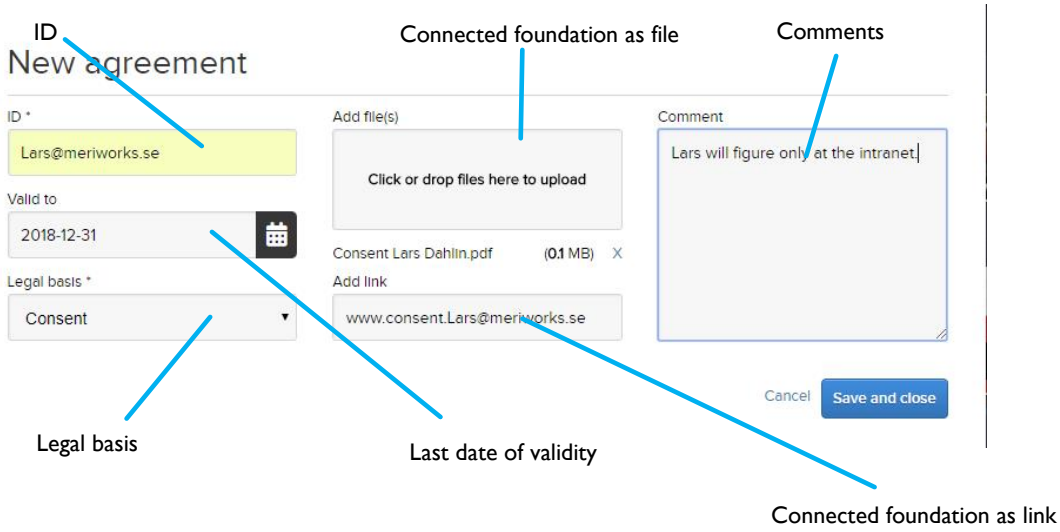


16.1. New agreement

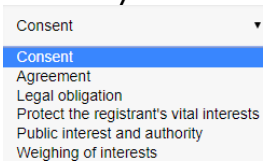
To create a new agreement, click on + and choose Agreement.



This will initiate dialog for create new agreement.



ID: Unique id for actual agreement, searchable, mandatory.
Valid to: Date that state latest validiti. If no date, agreement will be valid ongoing.
Legal basis: Swedish ”Dataskyddsförordningens” six reason for handling of personal data, mandatory.



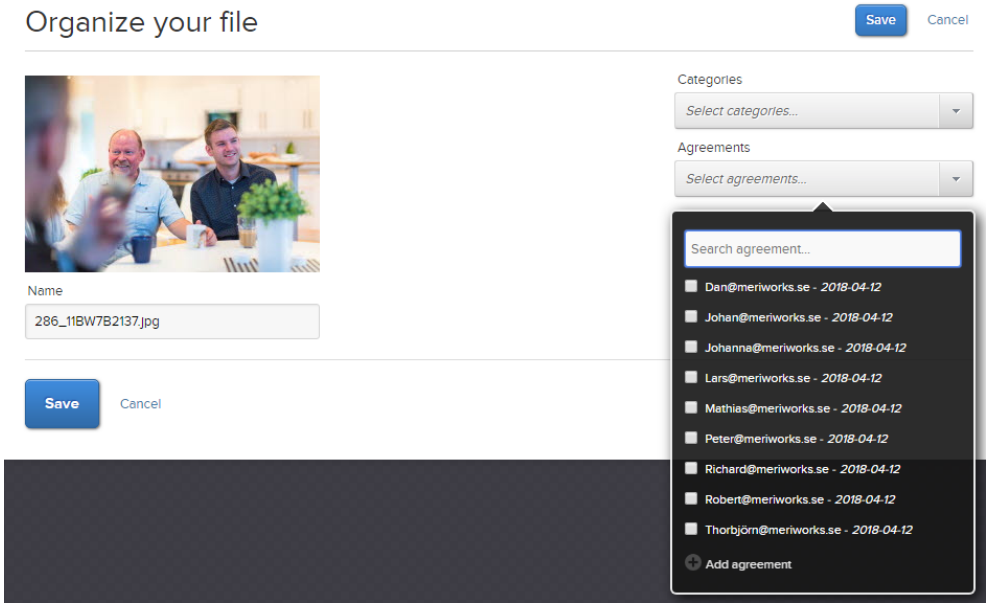
Add file(s): Connect up to three files that will act as foundation for legal basis.
Add link: Connect link to tool or similar that will act as foundation for legal basis.
Comment: Field for comments, searchable.

16.2. Edit Agreement

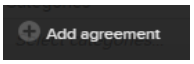
Agreement can be edited via mark actual agremeent and choose .

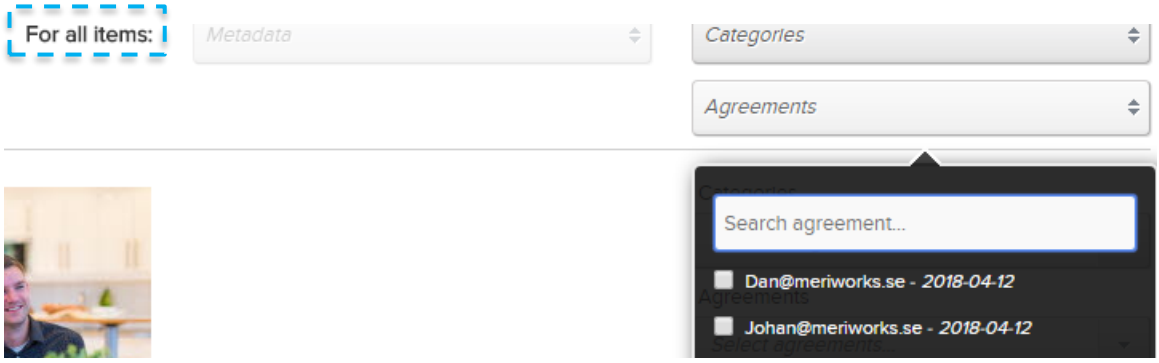
16.3. Connect files to agreement

To connect files in ImageVault, open tab Agreement in Organize and choose agreement(s), possible both at import file and afterwards via mark file(s) and initiate Organize.



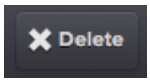
Open drop down Agreement and choose agreement(s) to connect to actual file.

It's possible to create a new agreement within same flow via  at the bottom of the list.
Via For all items it's possible to connect several files to the same agreement(s) in one sequence.



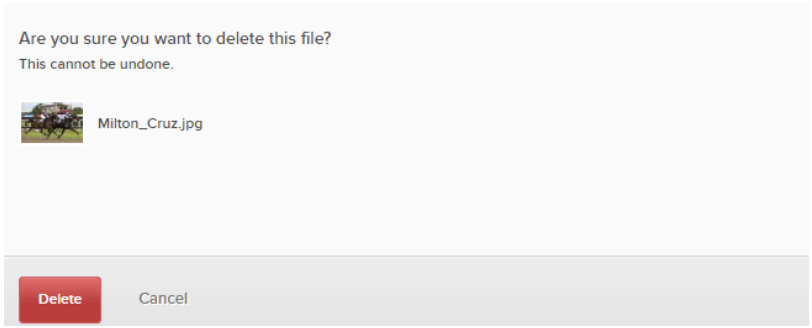
17. Delete files

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



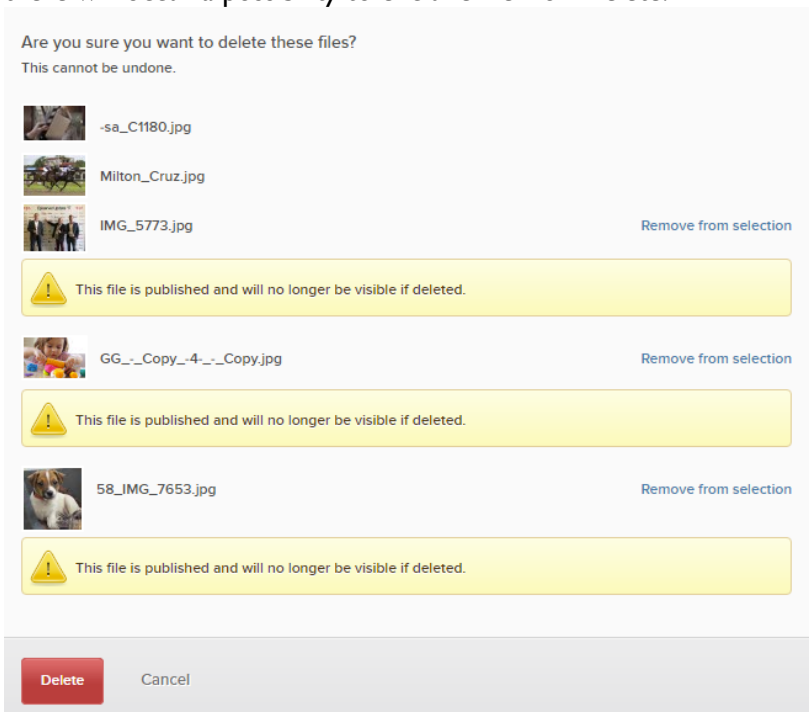
Delete button

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



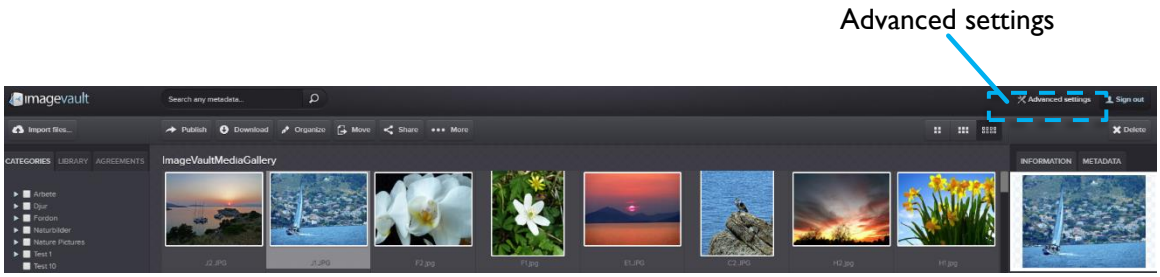
Delete file user dialog

If several files are marked they will be presented as a list. File used will be indicated and there will occur a possibility to exclude file from delete.



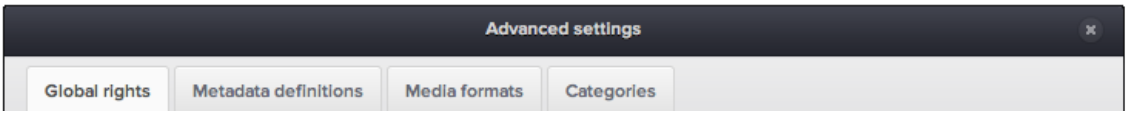
18. Advanced settings

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



Advanced settings

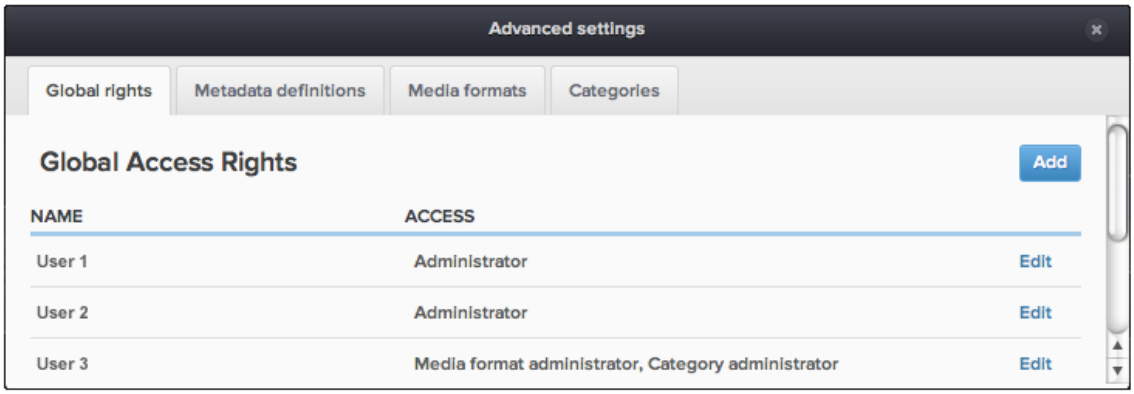
The settings are divided into four areas; global rights, metadata definitions, media formats and categories.



Settings

18.1. Global rights

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



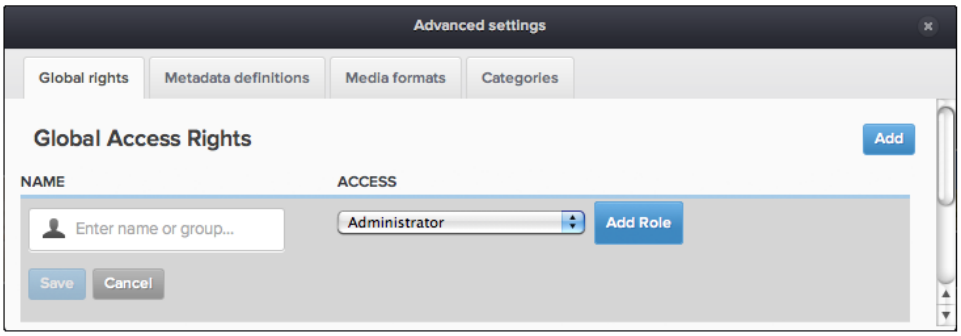
Global access rights

The administrator can perform all administrative duties. This includes:

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

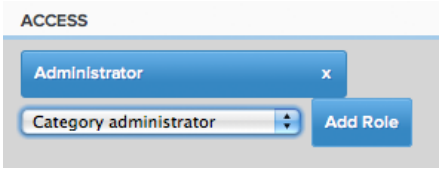
The category admin can only administer categories, such as create new or modify an existing category. The media format administrator can only modify existing media formats or create new.

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



Add or modify user

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



Add and remove roles

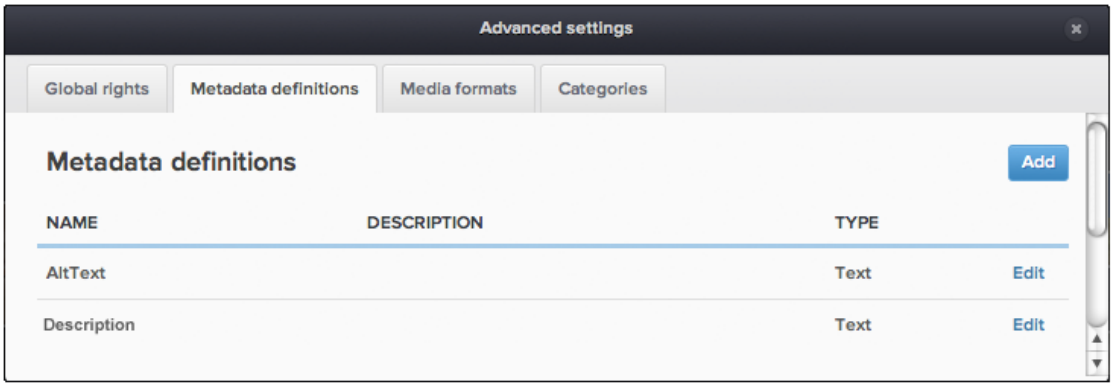
ImageVault uses federated identity for users. All users and groups are stored outside of the ImageVault system. Contact your system administrator for more information.

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

18.2. Metadata definitions

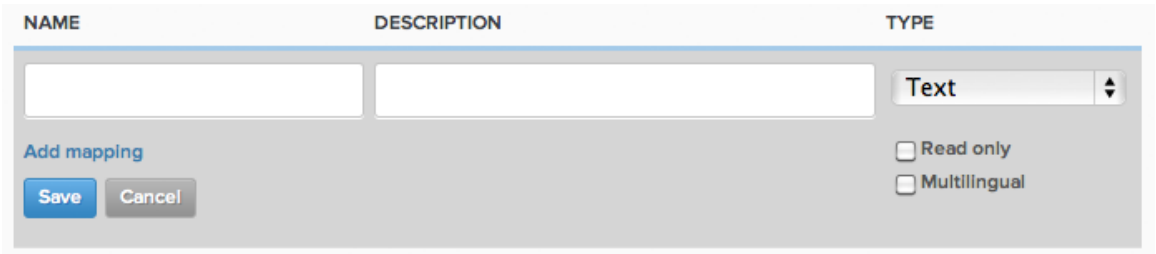
Metadata are properties that are associated with a file. The metadata can be information that was added by a digital camera, like what aperture that was used when the image was shot or if the flash was fired or suppressed. Metadata can also be information added by a user like keywords or copyright information.

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



Metadata

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



New metadata

The following types are available:
Text A normal text field with max 250 characters
Date and Time Date and/or time. The server date and time system will be used.
Number A numerical value (integer)
True/False A Boolean value
Long text A normal text field with a maximum of several thousand characters
Decimal A numerical value (float)

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

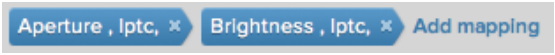
18.2.1. Add mapping

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

Add metadata

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

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



Multiple metadata tags

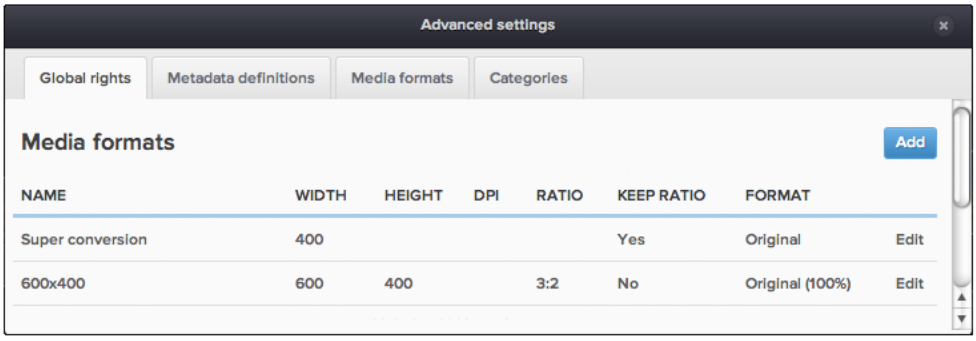
Press ***Save*** to save the new metadata definition or ***Cancel*** to discard.

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

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

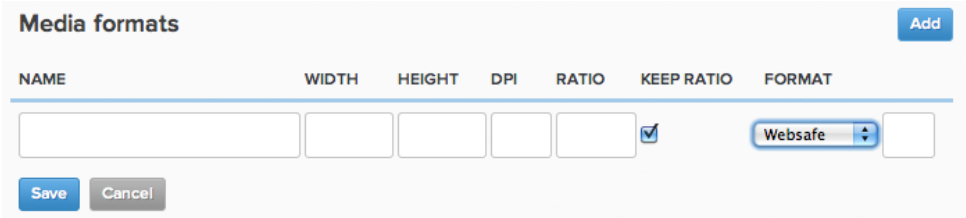
18.3. Media formats

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



Media formats

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



Add media format

The following properties are displayed:

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

See examples below:

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

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

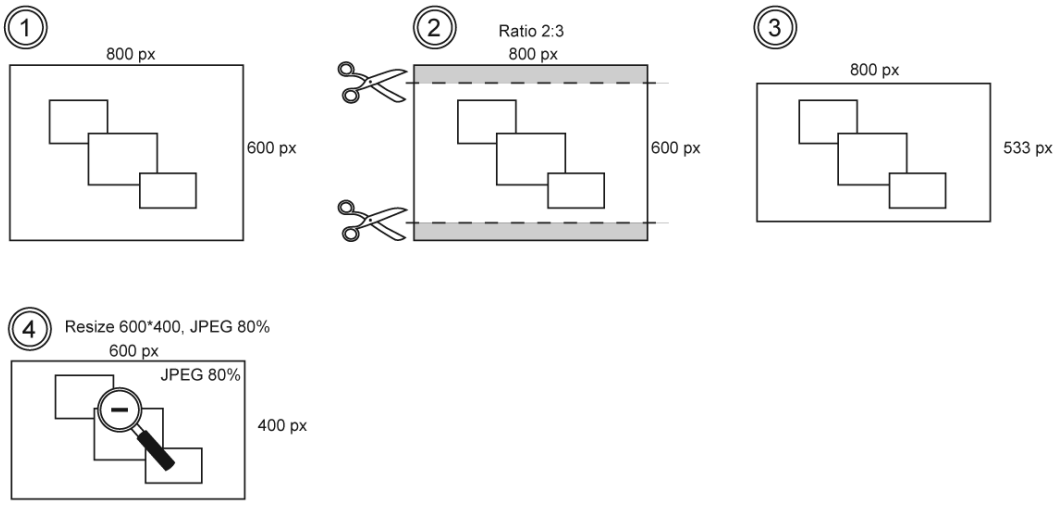


Image conversion 600*400

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

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

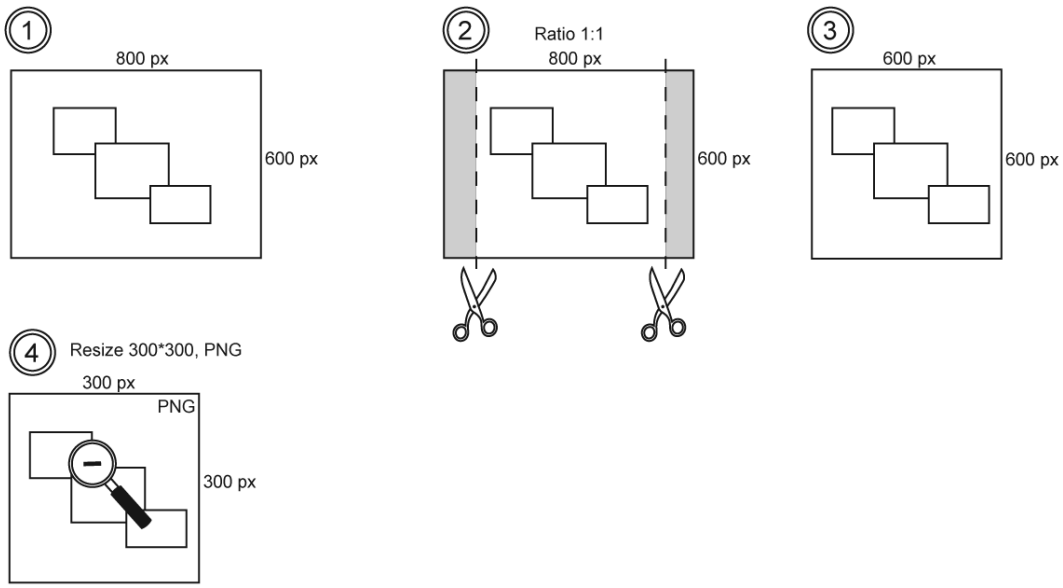


Image conversion Web

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

The available file formats are:
Websafe The websafe format setting will keep the original format for a file if it is jpeg, png or gif. Other formats, i.e. Photoshop, will be converted to jpeg or png. A CMYK file will be exported as RGB.
Jpeg The file is converted to jpeg
Tiff The file is converted to tiff
PNG The file is converted to png
GIF The file is converted to gif
Original The file retains the same file format it was originally uploaded with

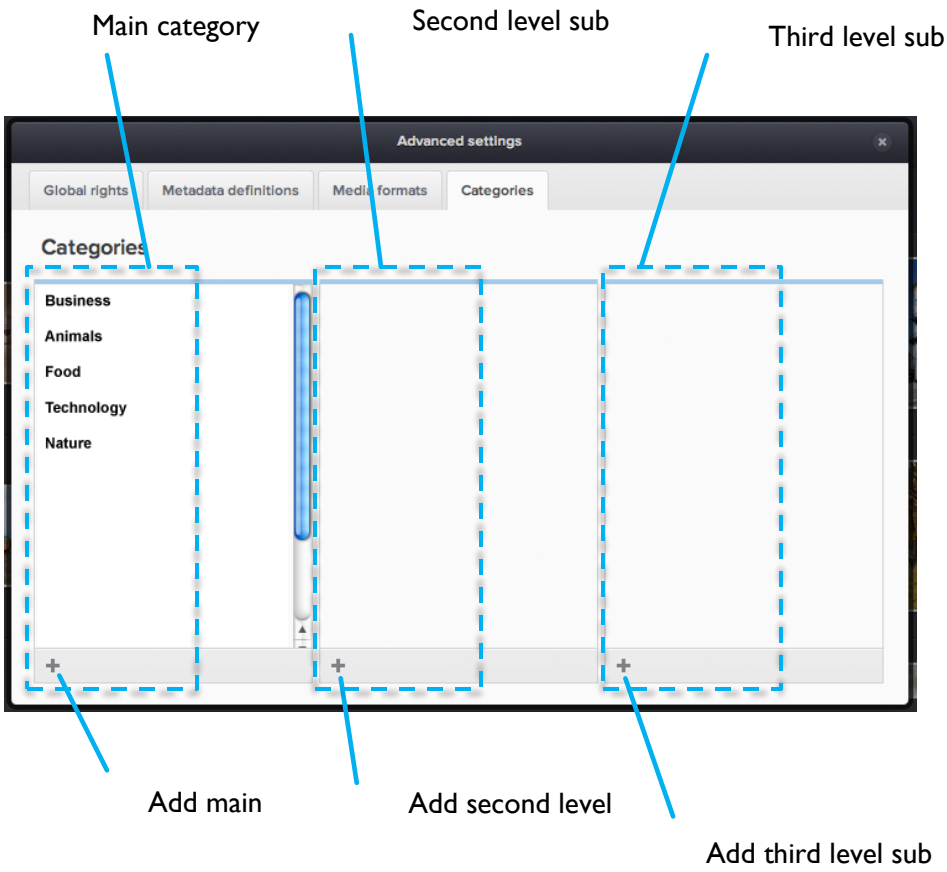
File formats

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

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

18.4. Categories

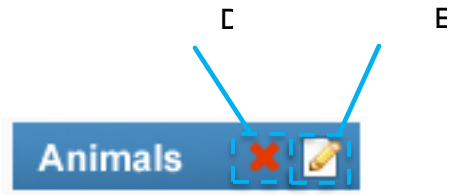
The categories tab displays all categories. New categories can also be added by pressing the plus sign below each category column.
Sub categories will only be visible if the main category is selected.



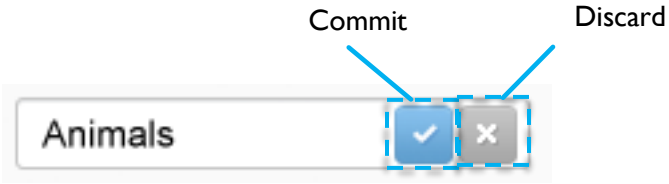
Categories

18.4.1. Rename or delete a category

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



Edit category



Save or discard category change

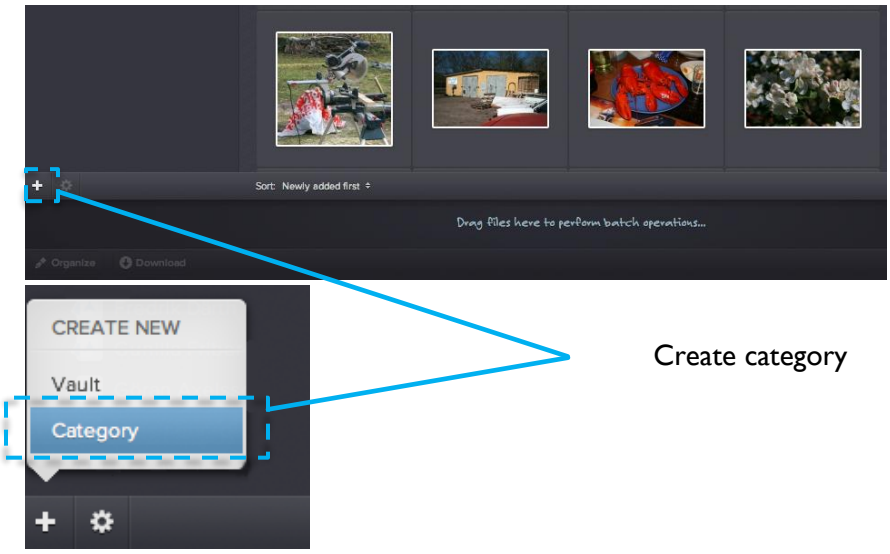
A warning will alert the user prior to deleting a category that is in use.

18.4.2. Add main or sub level category

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

18.4.3. Add a category from the main user interface

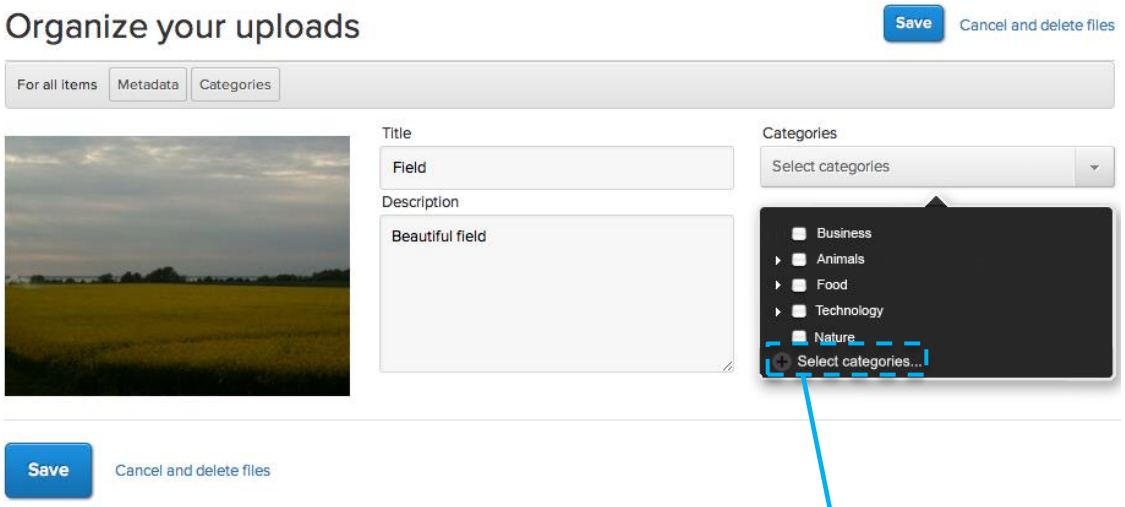
Categories can also be added by pressing the plus sign at the bottom left side of the main page.



Create new category

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

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



Add category

Add

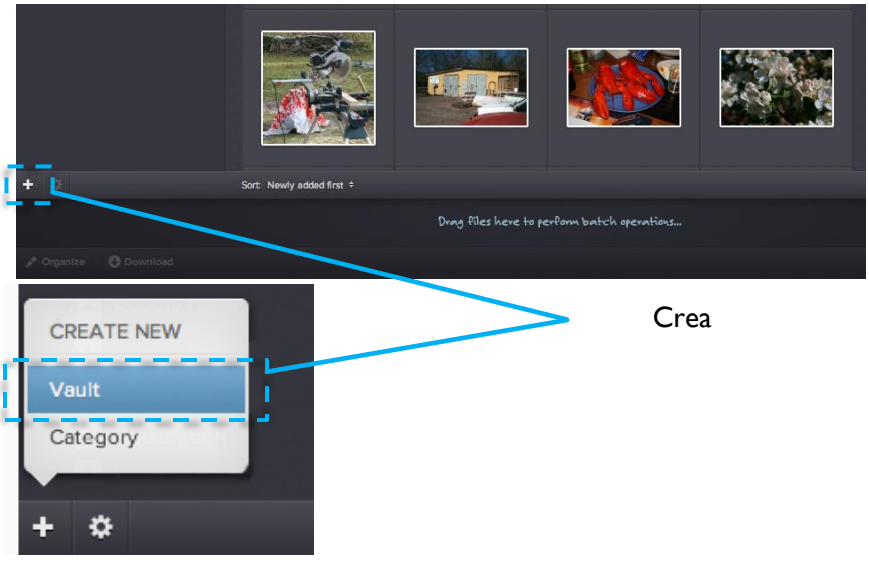
Press the plus sign at the bottom of the category list. This opens the category settings dialog described previously in this chapter. Add a new category, close the settings dialog and select the new category.

19. Vault administration

All users with sufficient privileges can add or modify vaults.

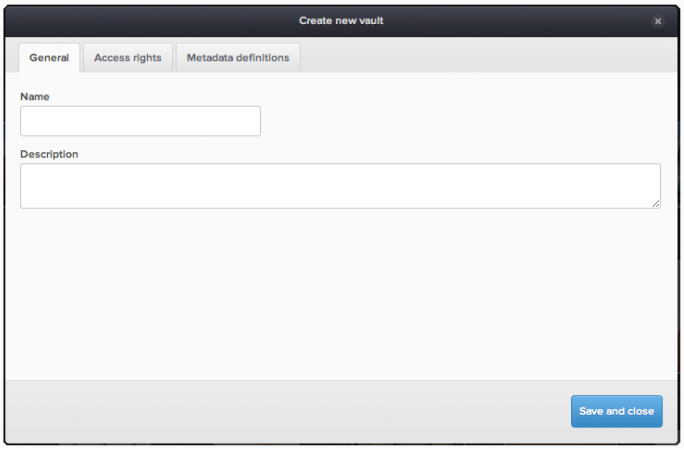
19.1. Add vault

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



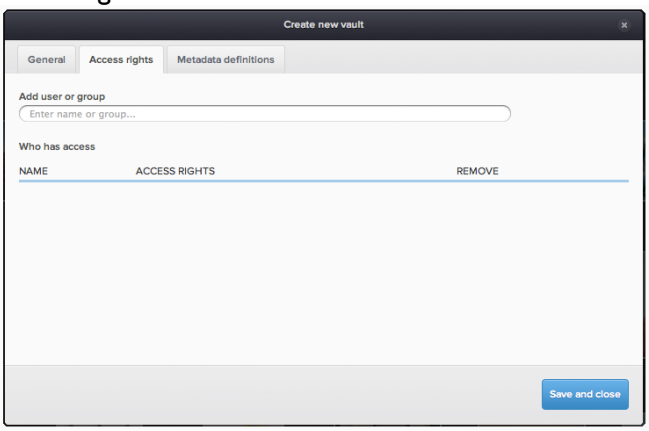
Create new vault

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



Vault general settings

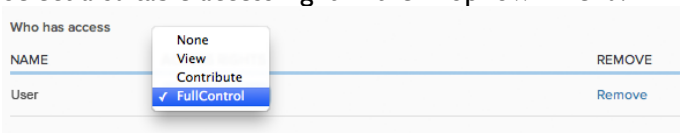
Switch to the second tab to add access rights. Add other users or groups to grant them access rights.



Vault access rights

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

Select a suitable access right in the dropdown menu.



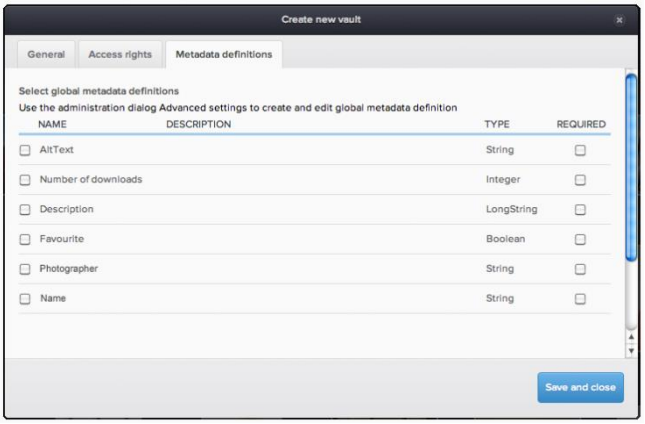
Add user

The following settings are available:

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

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

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



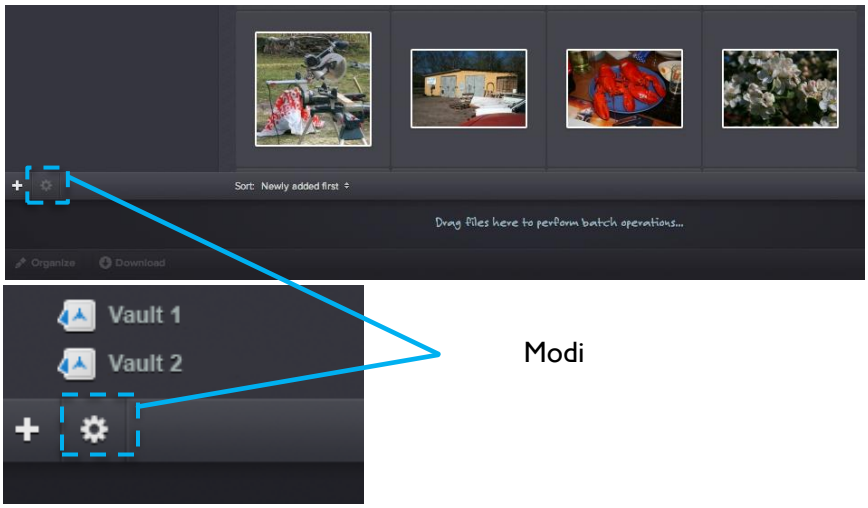
Vault metadata settings

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

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

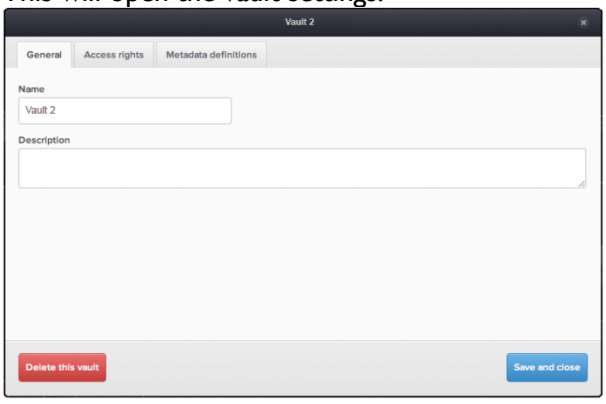
19.2. Modify Vault

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



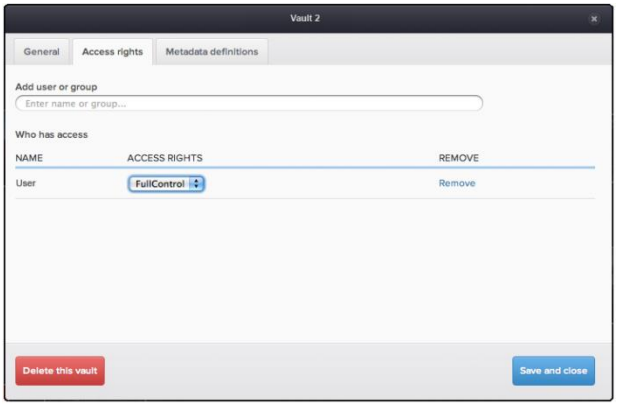
Modify vault

This will open the vault settings.



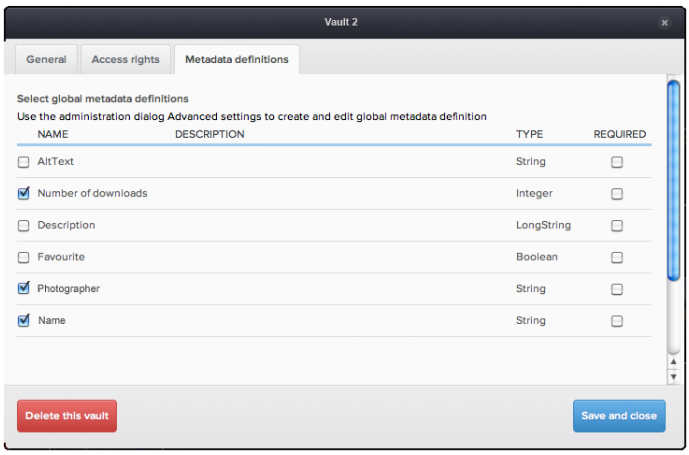
Vault setting

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



Vault access rights

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



Vault metadata

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

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

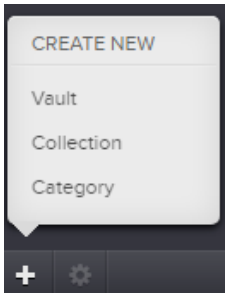
A vault can be deleted by pressing the ***Delete this vault*** button. All vault content will also be deleted.

20. Collection administration

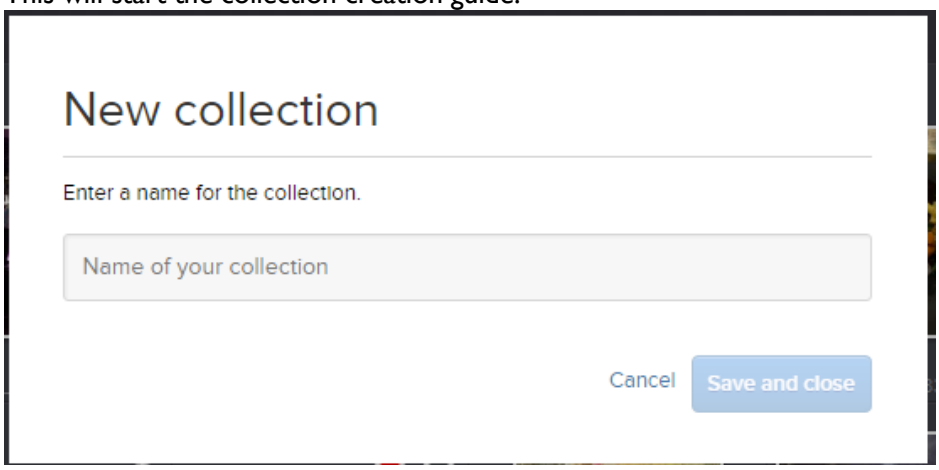
Only users with administrator privileges can add or modify collections.

20.1. Add collection

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

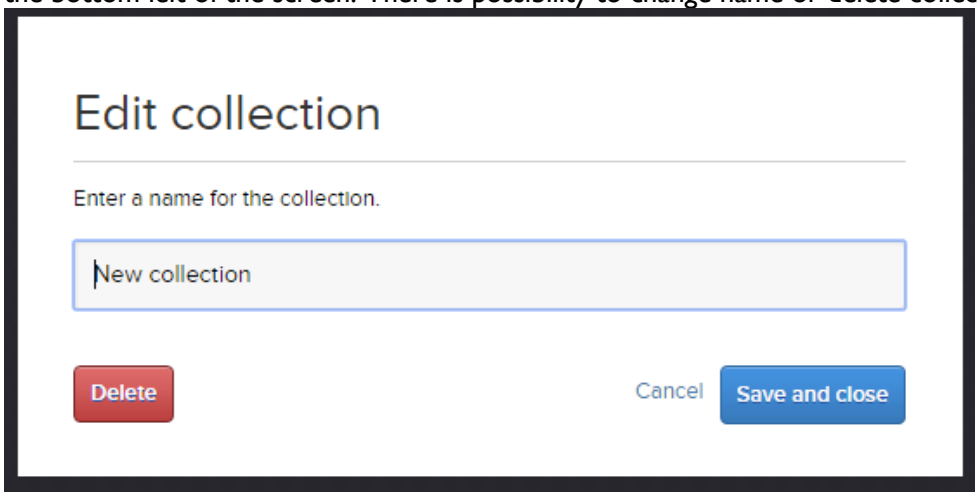


This will start the collection creation guide.



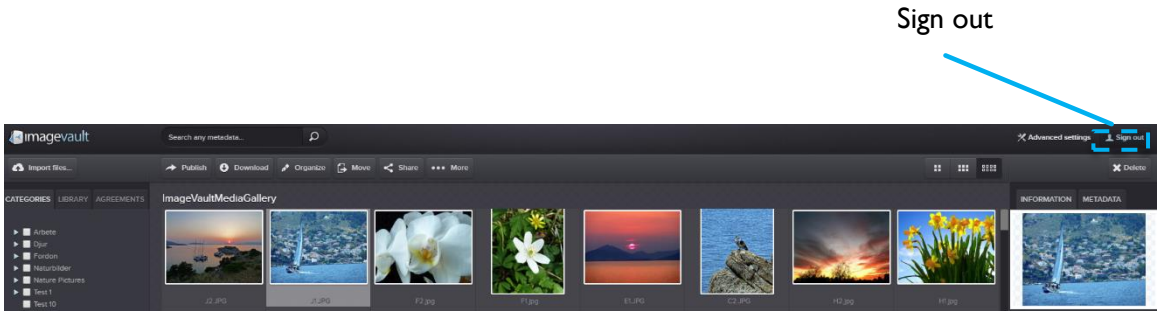
20.2. Modify collection

Select an existing collection in the collection list. Press the cogwheel symbol located at the bottom left of the screen. There is possibility to change name or delete collection.



21. Signing out from ImageVault

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

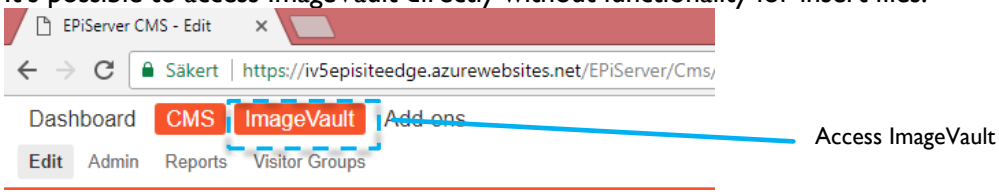


Sign out from ImageVault

Appendix I, connection EPiServer

22. Start

To be able to use ImageVault an account in EPiServer with editing permissions is needed. Basic knowledge of page creation and editing in EPiServer is also needed. More information on page creation and editing can be found in the EPiServer Editor's Manual.
It's possible to access ImageVault directly without functionality for insert files.



See chapter 3 and following.

22.1. Insert media files from ImageVault

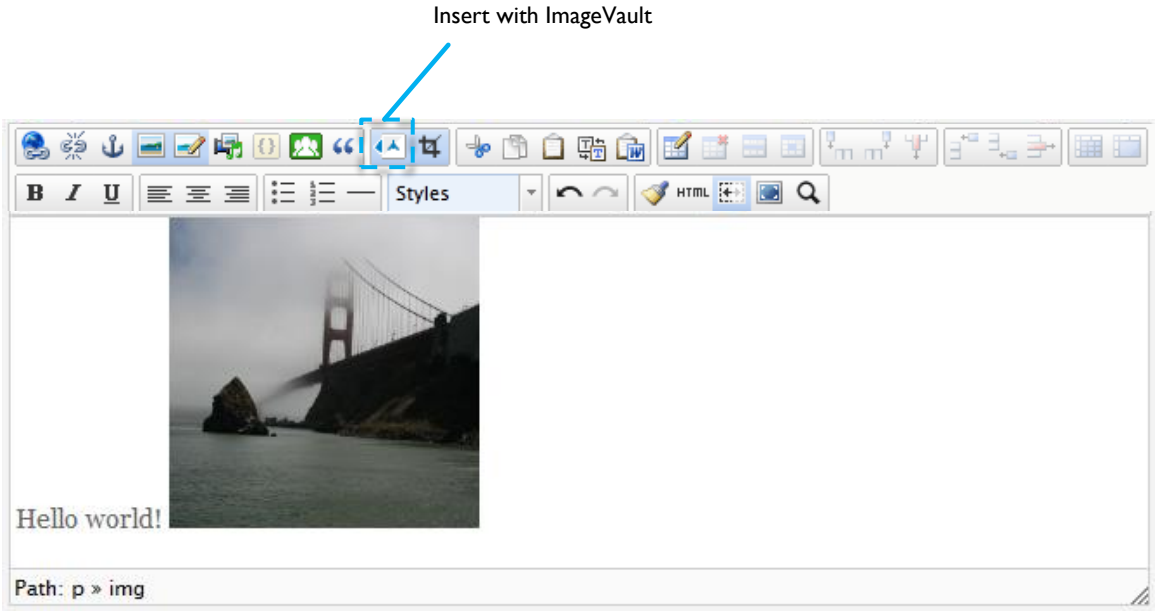
ImageVault is integrated in EPiServer and is used instead of the ordinary EPiServer image handling function. Image Vault also offers several new page properties for display of images.

ImageVault can be used to publish media files in either a normal text editor field or the EPiServer page properties Media or Medialist. The visual apperance on a page, of the Media and Medialist page properties, will differ greatly between installations due to EPiServers high degree of configurability. The method for adding or modifying the media files will however be the identical to the description below.

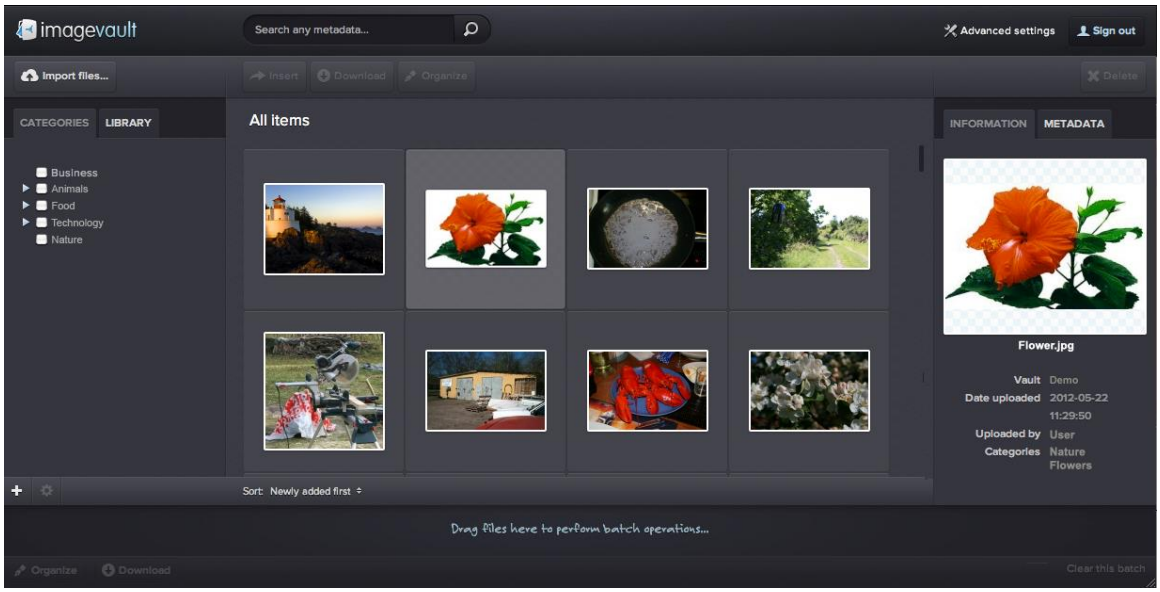
22.2. Add images to the text editor field

The text editor field is a common text field which can hold both text and images. ImageVault replaces the built in media file insert method found in EPiServer.

Use the insert button to insert media files: ***Insert with ImageVault*** .



This will open the ImageVault user interface.



ImageVault user interface

The user interface is described more thoroughly in chapter "User Interface".

Select an media file and press the button **Insert**. The system will present the user with a number of predefined media formats. A media format can be setup to both resize an image and also to convert the image file format.

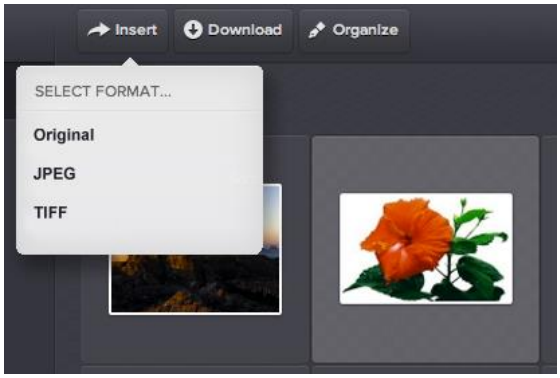


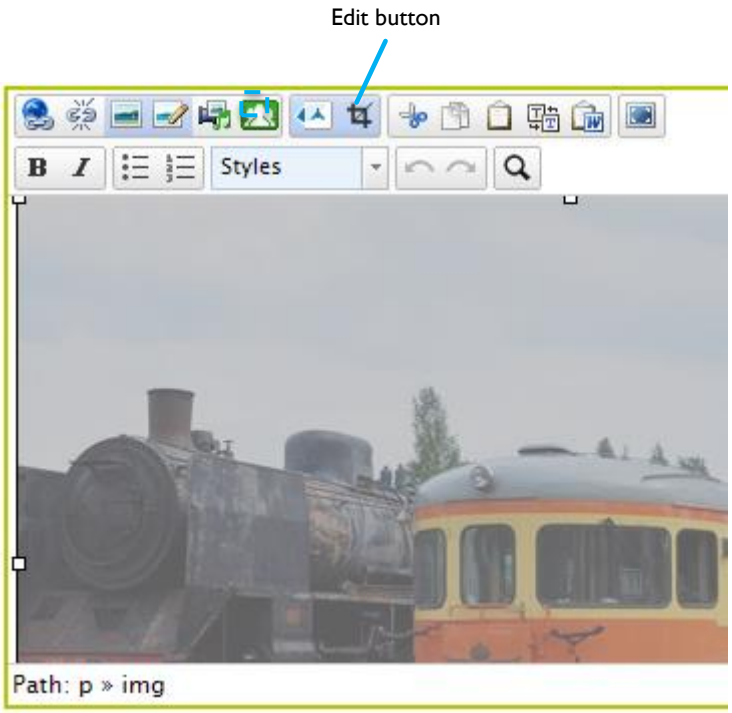
Image conversion formats

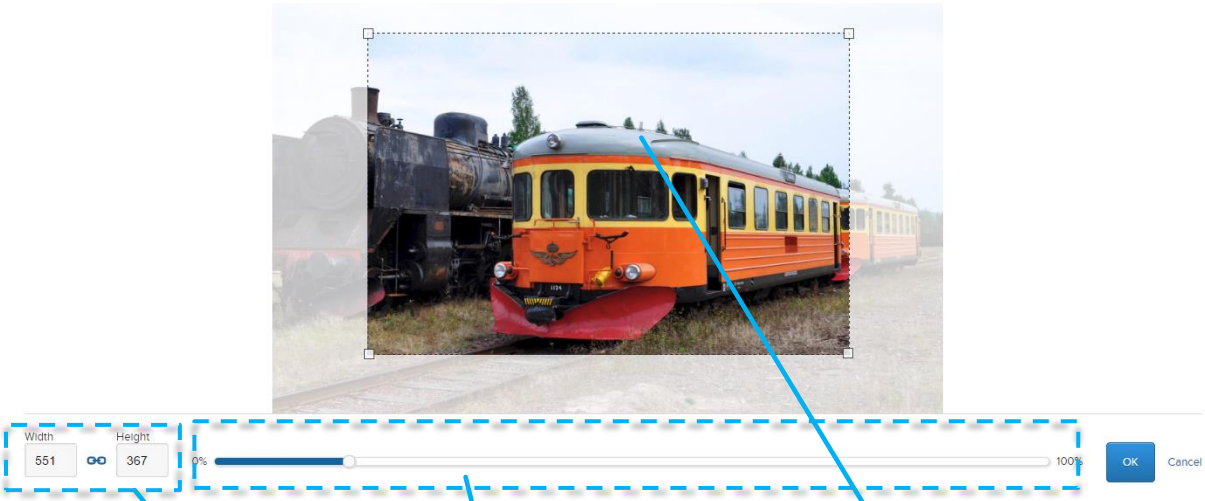
The image will be placed on the page. The image size can be altered after the insert. Use the image editor described in the next section.

Note! Avoid resizing the image using the image resize handles within the text field. This might distort the image and will not alter the image size. Use the ImageVault image editor instead.

22.2.1. Image editor

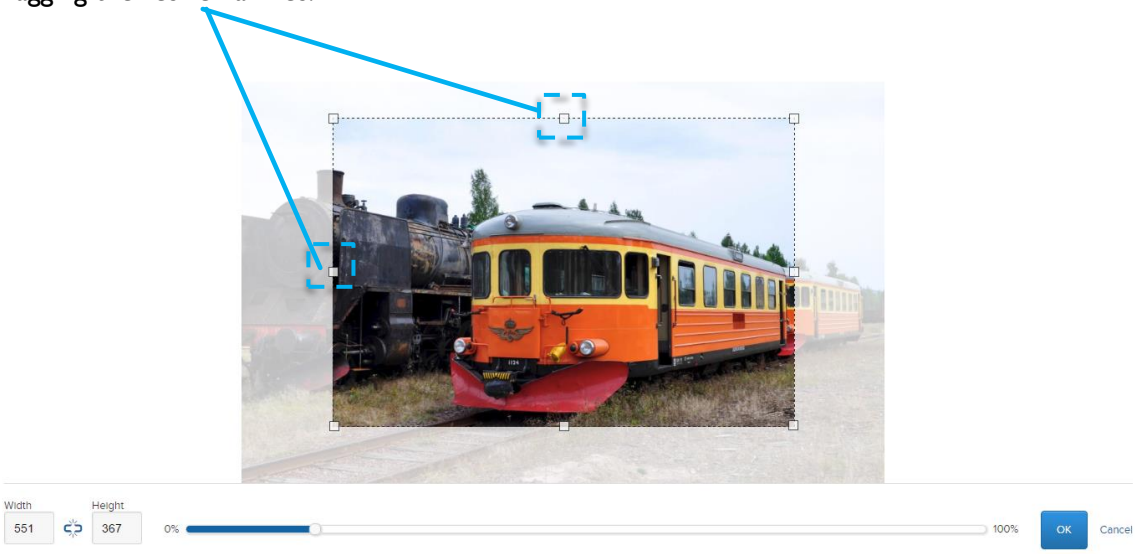
The image editor can be started by selecting an inserted image and pressing the edit button found in the text field menu .





When the editor is opened, the image is shown zoomed- and cropped according to previous operations (if any).
Use the zoom slider to zoom in or out. It is also possible to use the mouse scrollwhell to zoom.
Move the image around by clicking and moving the mouse. The image can be adjusted on a pixel by pixel basis using the arrow keys to pan up/down or left/right, if precise adjustment is needed.
The width and height can be modified either by using the size settings fields. Initially the crop area has a locked aspect ratio, so if you modify the width- or height, the aspect ratio will be maintained. In order to define the crop area freely, you will have to unlock the aspect ratio by clicking the blue link-icon in the size setting field.

When the aspect ratio of the crop area is unlocked, you may modify the crop area by dragging the resize handles.



With aspect ratio unlocked, the link-icon is broken. You may lock the aspect ratio at any time by clicking the link-icon again and the new aspect ratio will be maintained.

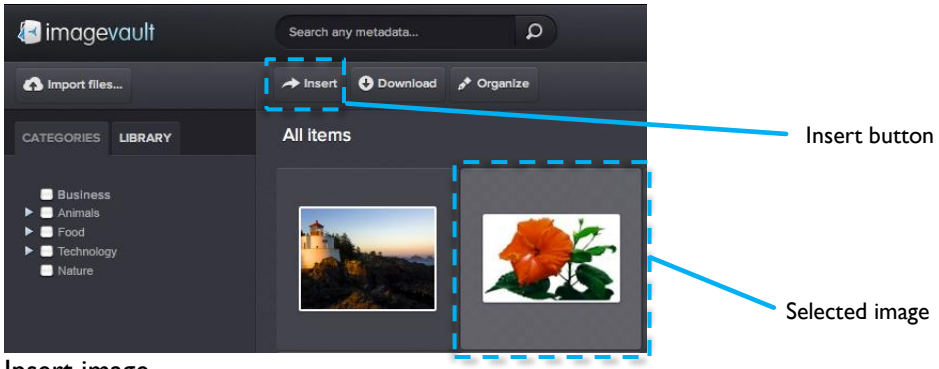
Press the **Ok** button to commit the change or cancel to abort. The top right x will also abort the edit.

23. ImageVault page properties

Image Vault adds two new types of page properties; Media and Medialist.

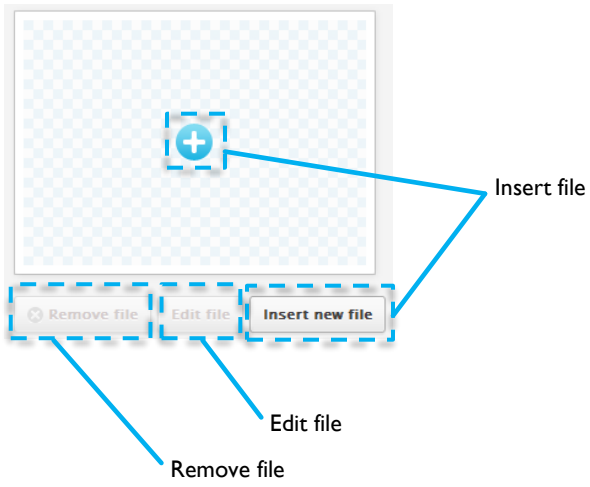
23.1. Media property

The Media property is an EPiServer page object that can be added to a page and can be used to select etiher an image or a movie. Press the plus sign or press **Insert new file** to add a media file. This will open the ImageVault user interface. Locate and select the file in ImageVault. Selection can be performed with single click on a media file. Press **Insert** to add the file.



Insert image

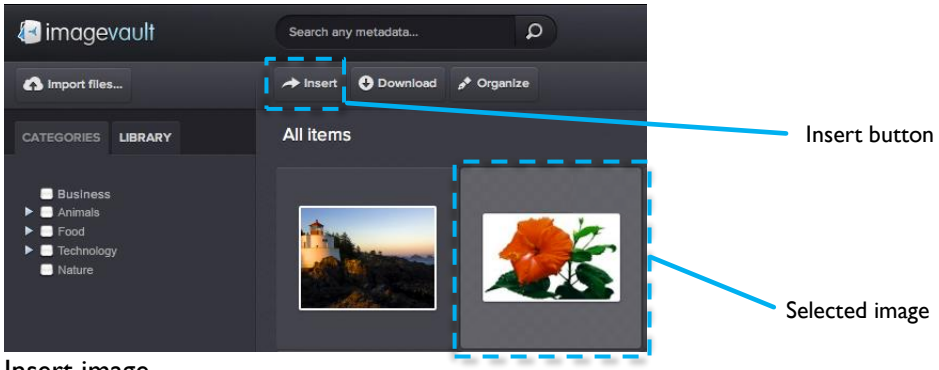
The file can be removed by pressing **Remove file**.



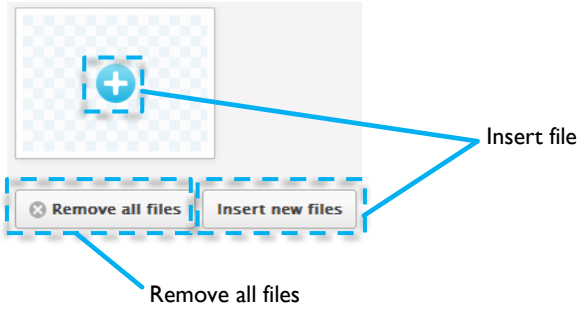
Media property

23.2. Media list property

The Medialist property is an EpiServer page object that can be added to a page and can be used to select single or multiple images. The Medialist object is typically used for an image gallery or a list of files. Press the plus sign or **Insert new files** to add a single or multiple image files. Locate the image in ImageVault and press **Insert** to add the media file.



Insert image



Media list property

23.2.1. Batch insert images into a Medialist

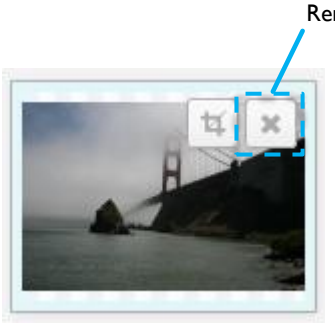
It is possible to insert multiple images into a Medialist by using the functionality Mark several files. See chapter **"Working with several files simultaneously"**

23.2.2. Rearrange Medialist images

The images in the Medialist can be rearranged by simple drag and drop. Press and hold an image and drop it to a new location. The sort order is from left to right where the leftmost image will be the first image in the Media list.

Rearrange Medialist images

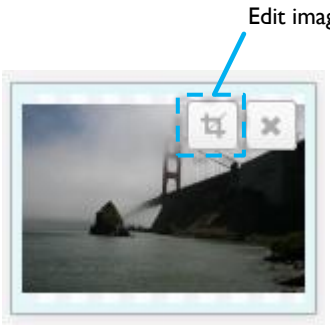
Images can be removed either by pressing **Remove all images**, which will delete all images in the Mediallist, or by pressing the X on individual images.



Remove image

23.2.3. Edit images in a Media or Medialist object

Images in a Media or Medialist object can be modified in size in a similar way as in the text editor. Press the edit symbol on the image.



Edit image

This opens the image editor.

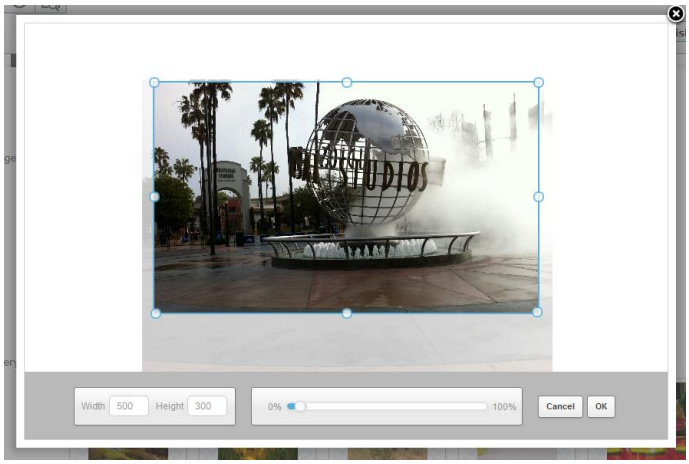


Image editor

The image can be modified in the same way that is described in the text field editor found previously in this chapter, se section “Image editor”.

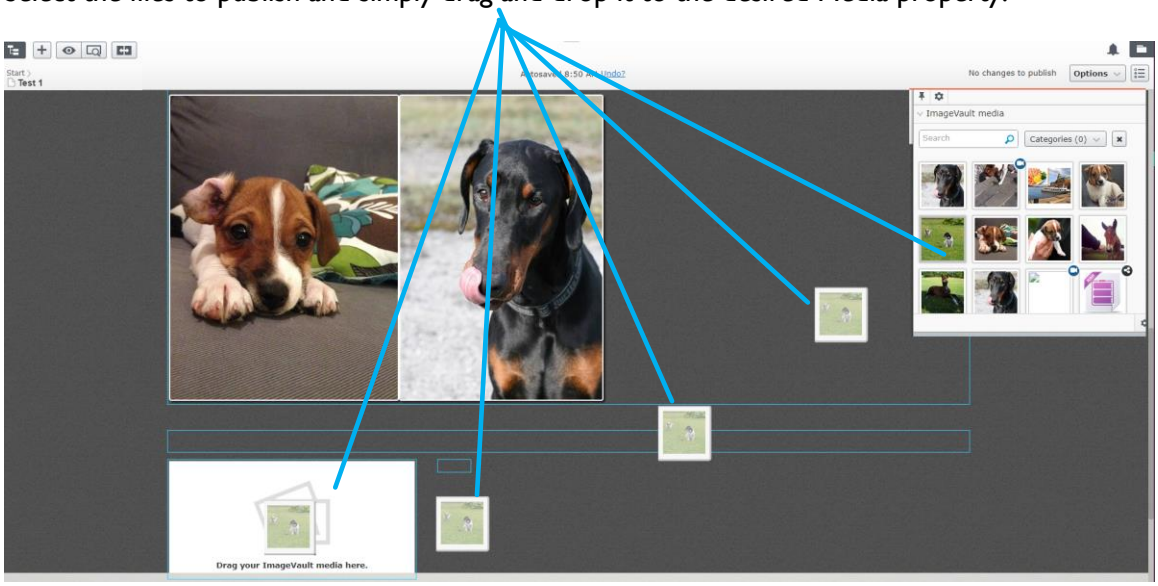
Note! The Media and Medialist page properties have settings that under certain conditions will prevent a user from resizing the image using the size setting fields. More information about this can be found in next section that handles administration.

23.3. EPiServer Gadget

In addition to the above it is also possible in EPiServer to use the ImageVault Media Gadget to find and select files.

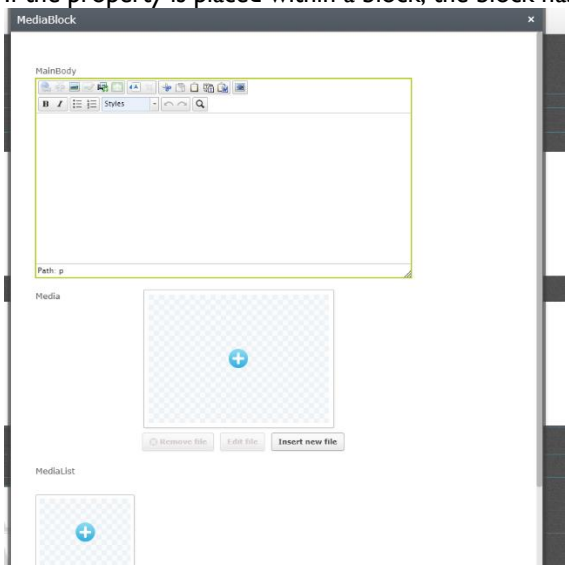
Open up the asset pane and use the ImageVault Media Gadget to search for the files to be published. The gadget will offer search based on a combination off categories and text.

Select the files to publish and simply drag and drop it to the desired Media property.



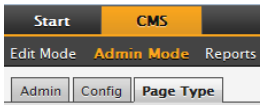
Drag and drop file to Media Property

If the property is placed within a block, the block has to be opened first by clicking in it.



24. Administer Media or Medialist page properties

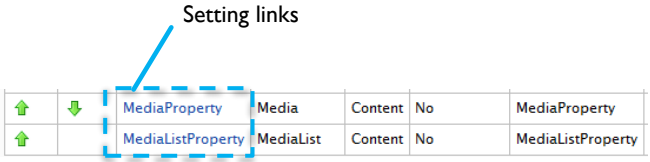
The Media and Medialist page properties have administrative settings which controls how an image can be edited and how it will be published. Navigate to Admin mode and Page Type settings.



Administration mode

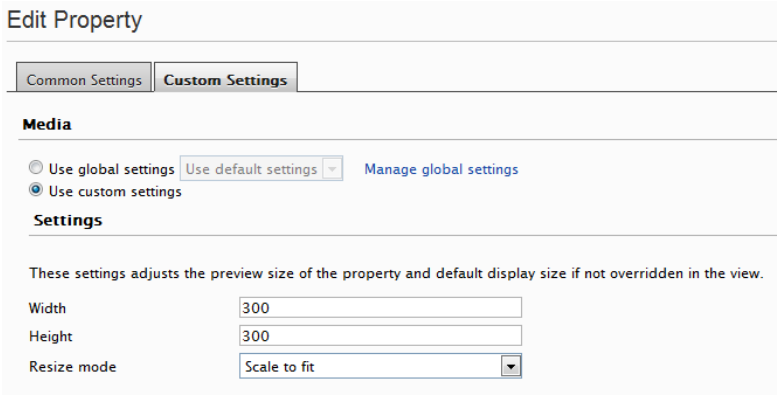
Note! Not all users have access to the administrative settings.

Select which page to change settings for. The different page elements that the page consists of are displayed in a list.



Page properties list

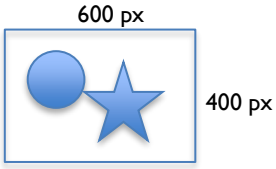
Press the settings link to administer a page property. This will open the Edit Property page. Activate the Custom Settings tab.



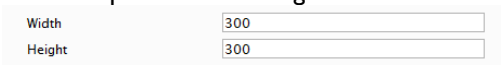
Custom settings

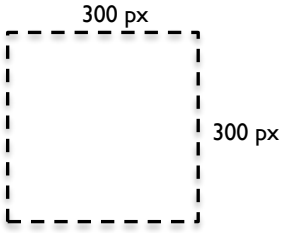
Values in the width and height settings will lock the image size to this specific value. A filled out value will restrict the editor from changing the value in the image editor, whereas a blank field will permit the editor to change the value.

The resize mode is either Scale to fit or Scale to fill. See example below. The image in the example is 600 pixels wide and 400 pixels in height, and has an aspect ratio of 1.5:1.

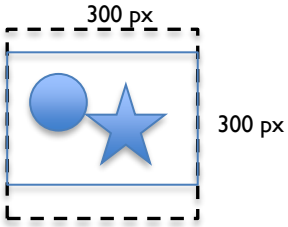


The examples show an image where the width and height settings are both set to 300 pixels.

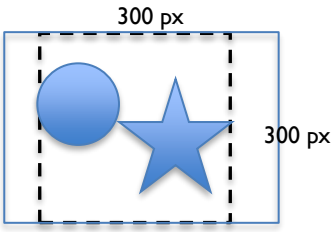




Scale to fit
The image will be scaled to fit within the given width and height boundaries.



Scale to fill
The image will be scaled in such a way that it will fill the entire are. This will in most cases lead to some degree of image cropping.



The image will be scaled to a suitable format based on the width and height aspect ratio. Both height and width values must be specified.

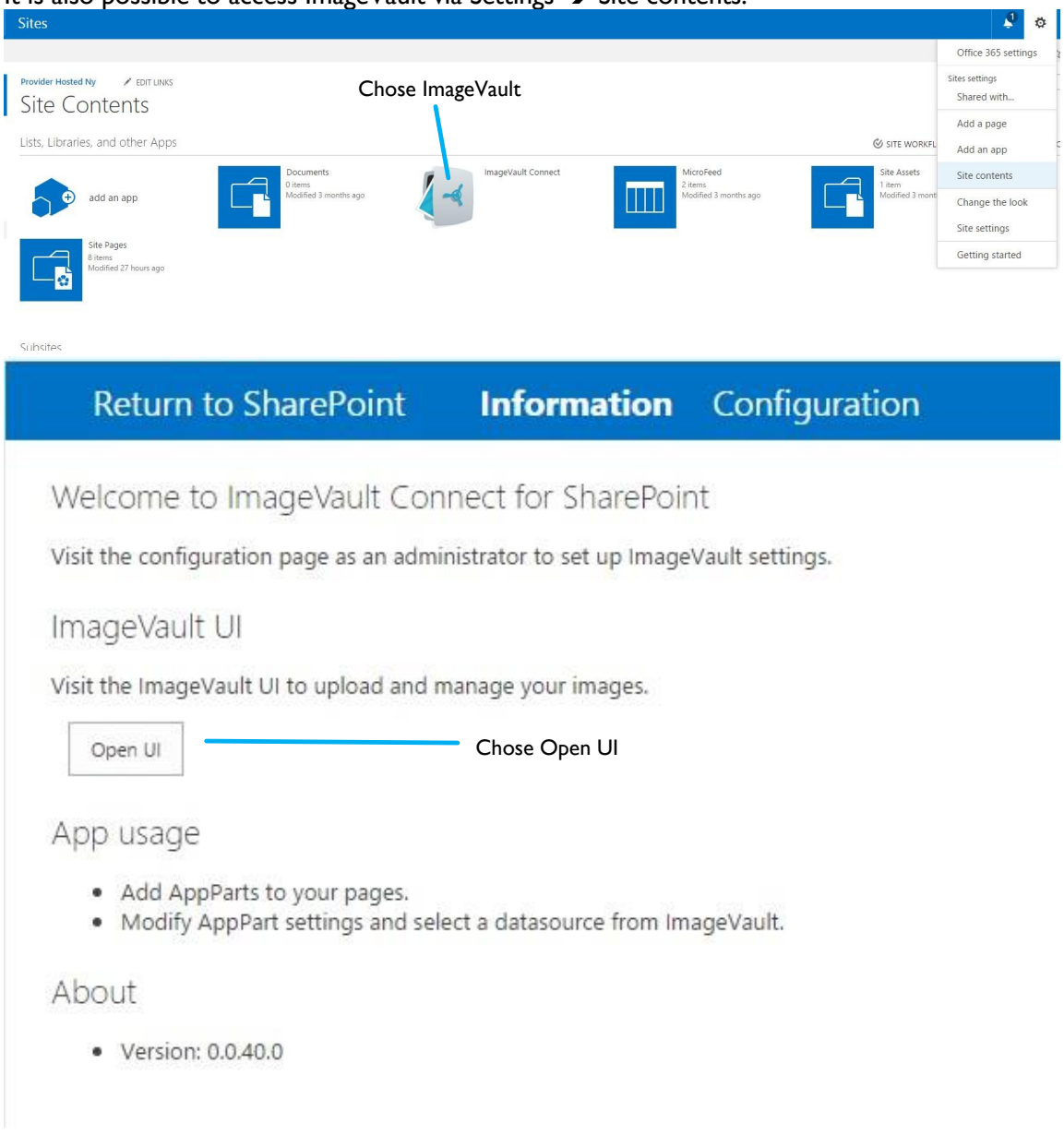
A developer can override the settings set in admin mode when creating the page template. The size settings will however still be used while editing the image.

Appendix II, connection SharePoint

25. Start

To be able to use ImageVault in SharePoint an account with editing permissions is needed. Basic knowledge of page creation and editing in SharePoint is also needed.
Editing Mode in SharePoint is used to create and edit pages. Image Vault is available during editing.

It is also possible to access ImageVault via Settings ➔ Site contents:



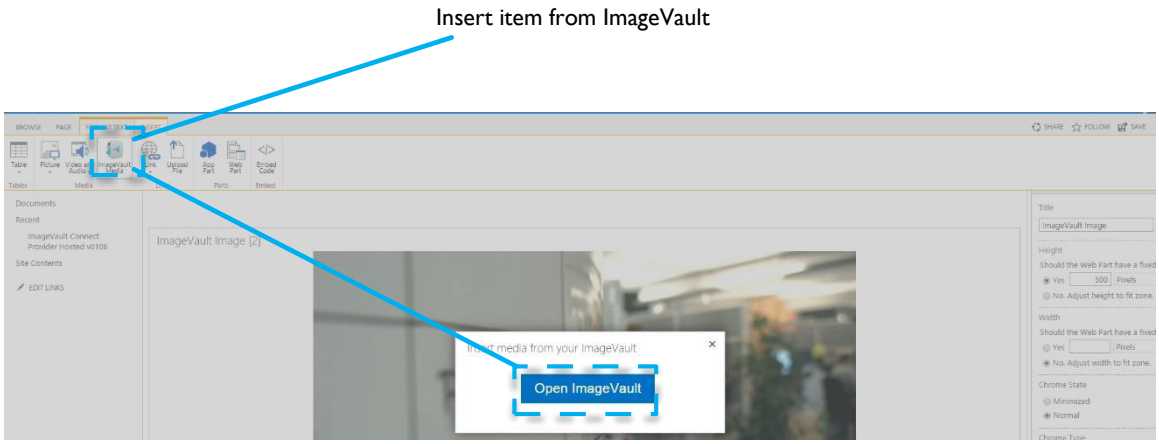
25.1. Insert media files from ImageVault

ImageVault is integrated in SharePoint and used as complement or replaces the ordinary SharePoint image handling function. Image Vault also offers several new web parts for display of images.

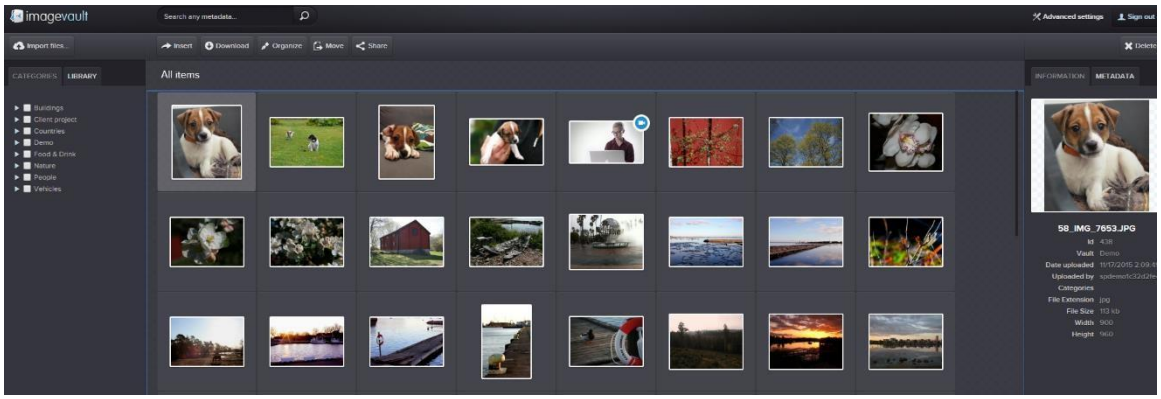
ImageVault can be used to publish media files in either a normal text editor field or the web parts ImageVault Image, ImageVault Gallery and ImageVault Slideshow. The method for adding or modifying the media files will however be the identical to the description below.

25.2. SharePoint text editor

The text editor field is a common text field which can hold both text and images. Access ImageVault Media in the toolbar and then press Open ImageVault.



This will open the ImageVault user interface.



ImageVault user interface

Select an media file and press the button **Insert**. The system will present the user with a number of predefined media formats. A media format can be setup to both resize an image and also to convert the image file format.

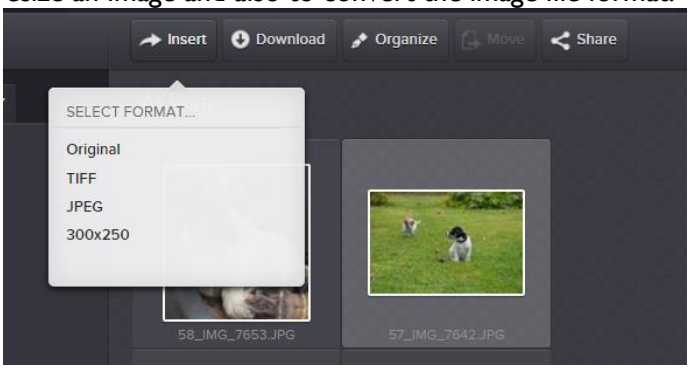


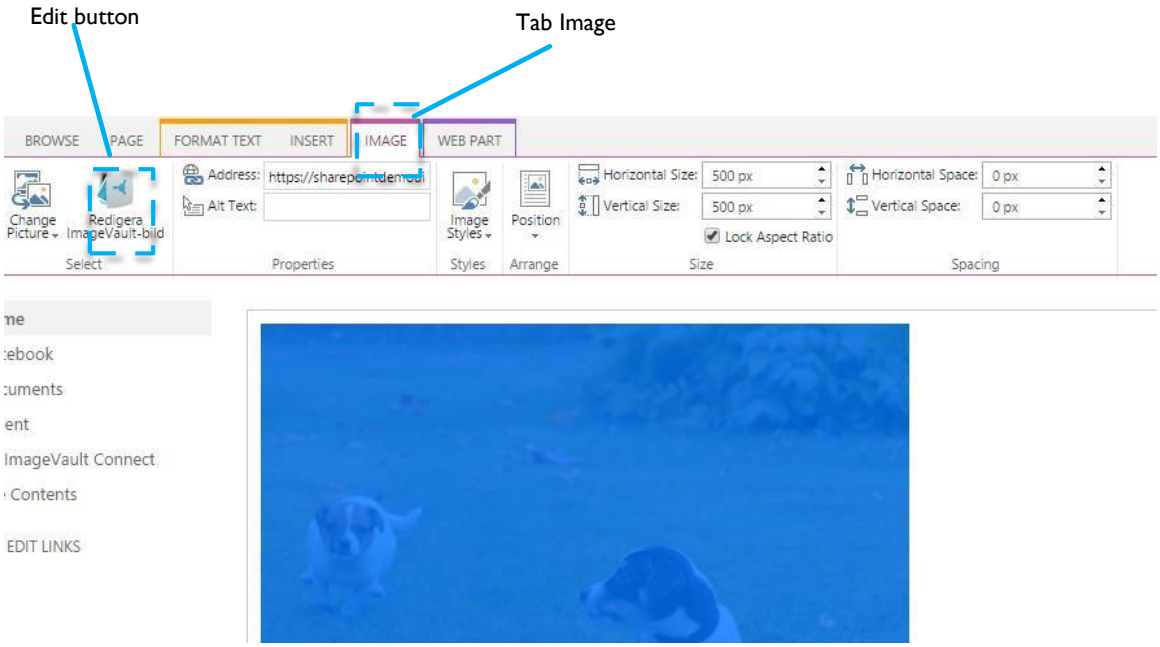
Image conversion formats

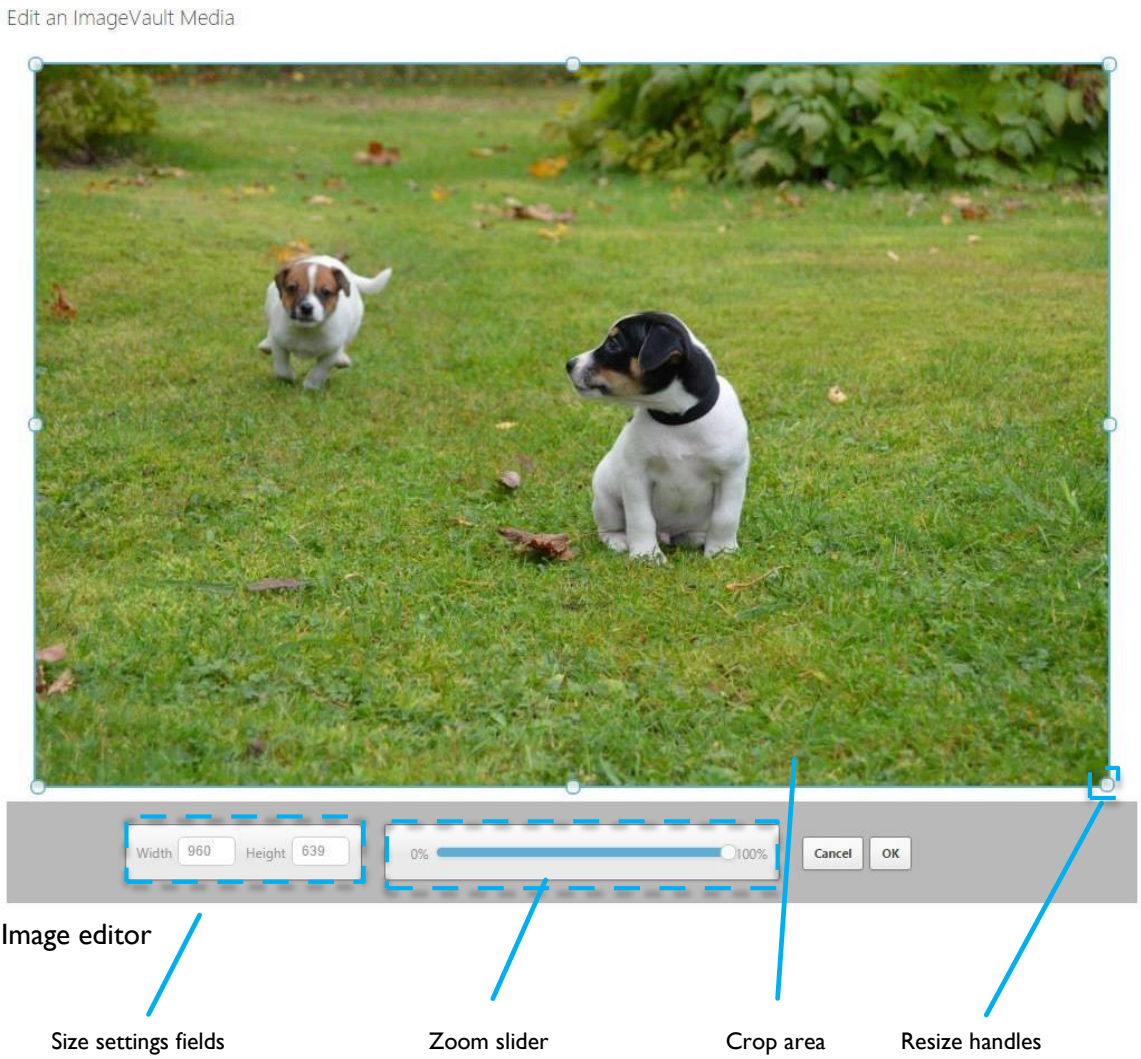
The image will be placed on the page. The image size can be altered after the insert. Use the image editor described in the next section.

Note! Avoid resizing the image using the image resize handles within the text field. This might distort the image and will not alter the image size. Use the ImageVault image editor instead.

25.3. Image editor

The image editor can be started by selecting an inserted image and pressing the edit button found in the tool bar in Tab Image.





When the editor is opened, the image is shown zoomed- and cropped according to previous operations (if any).
Use the zoom slider to zoom in or out. It is also possible to use the mouse scrollwhell to zoom.
Move the image around by clicking and moving the mouse. The image can be adjusted on a pixel by pixel basis using the arrow keys to pan up/down or left/right, if precise adjustment is needed.
The width and height can be modified either by using the size settings fields.
When the aspect ratio of the crop area is unlocked, you may modify the crop area by dragging the resize handles.

Press the **Ok** button to commit the change or **Cancel** to abort. The top right x will also abort the edit.

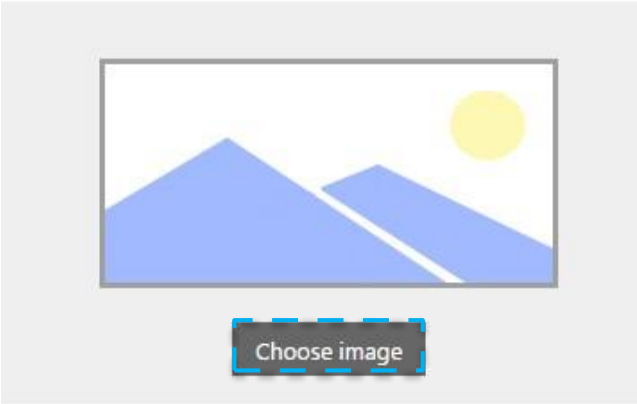
26. SharePoint web parts

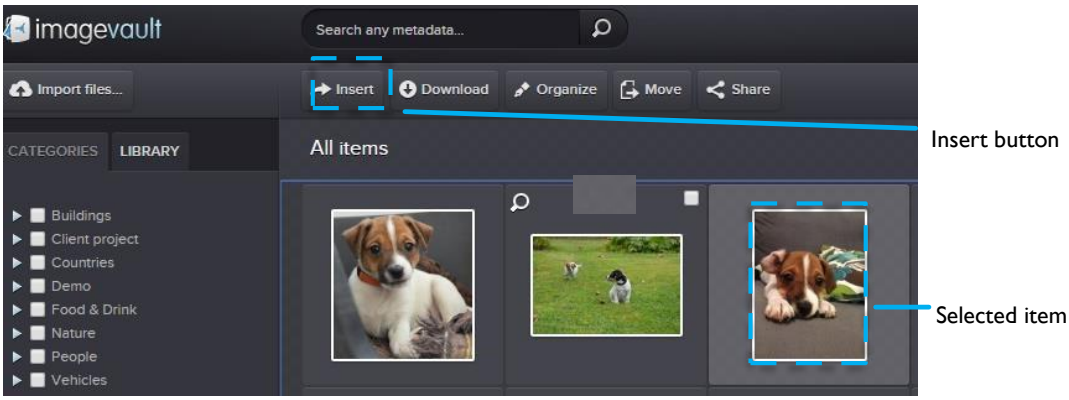
Image Vault adds tree new types of web parts; ImageVaultMedia, ImageVault Gallery and ImageVault Slideshow.

26.1. ImageVaultMedia

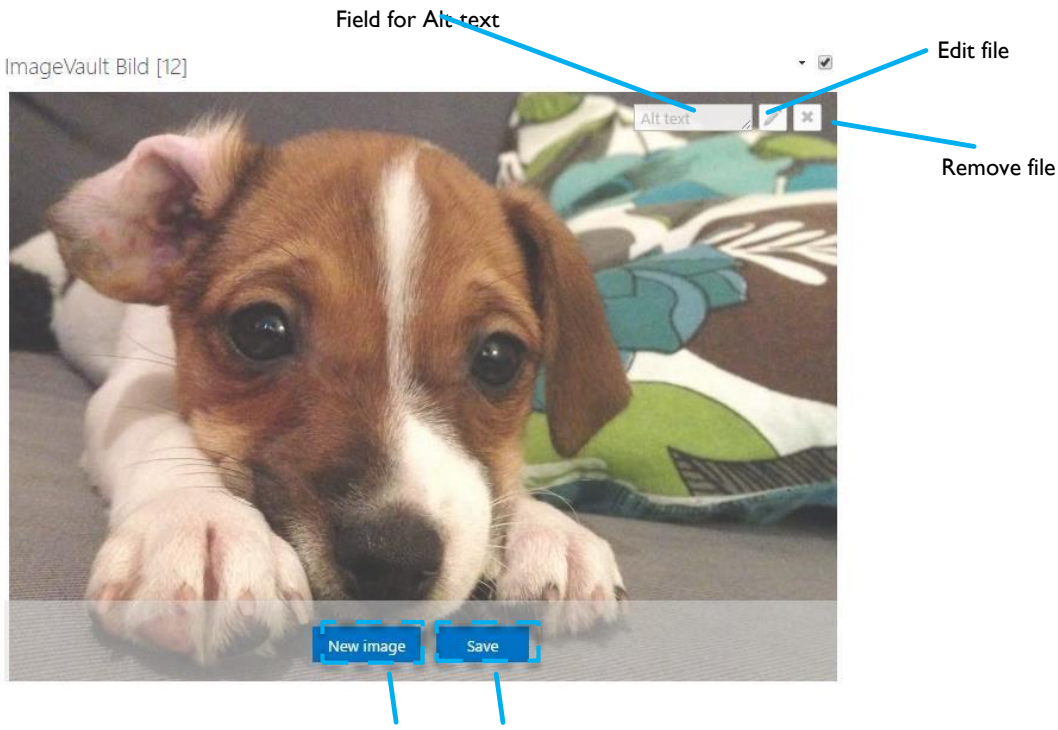
The ImageVault Media is an SharePoint web part that can be added to a page and can be used to select etiher an image or a movie.

Press the **Chose image** to add a media file. This will open the ImageVault user interface. Locate and select the file in ImageVault. Selection can be performed with single click on a media file. Press **Insert** to add the file.





Insert image



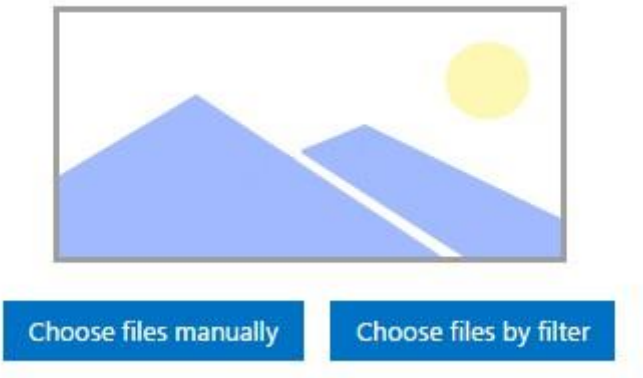
Inserted image

The editor can be initiated using the edit buton to allow the selected image to be edited as described in chapter 3.1.1 above. If an other image is wanted, use New image button to replace the selected image. If the selcted image should not be used, it can be removed using the remove file button ✖.
Once any changes are done the could be saved using the Save buttom.

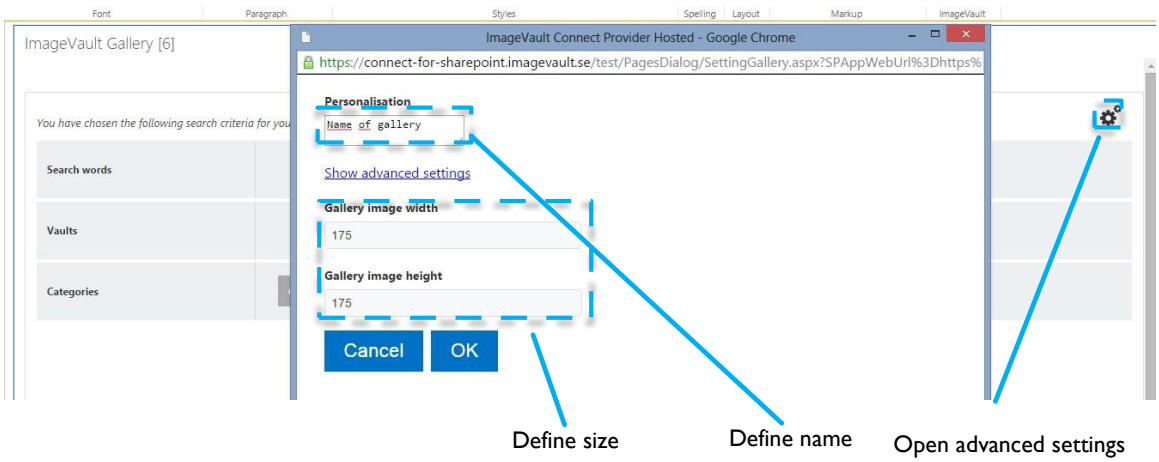
Tip! Alternative text provides a textual alternative to non-text content in web pages

26.2. ImageVault Gallery

The ImageVault Gallery web part is an SharePoint page object that can be added to a page and can be used to select single or multiple images. The ImageVault Gallery object is typically used for an image gallery or a list of files.



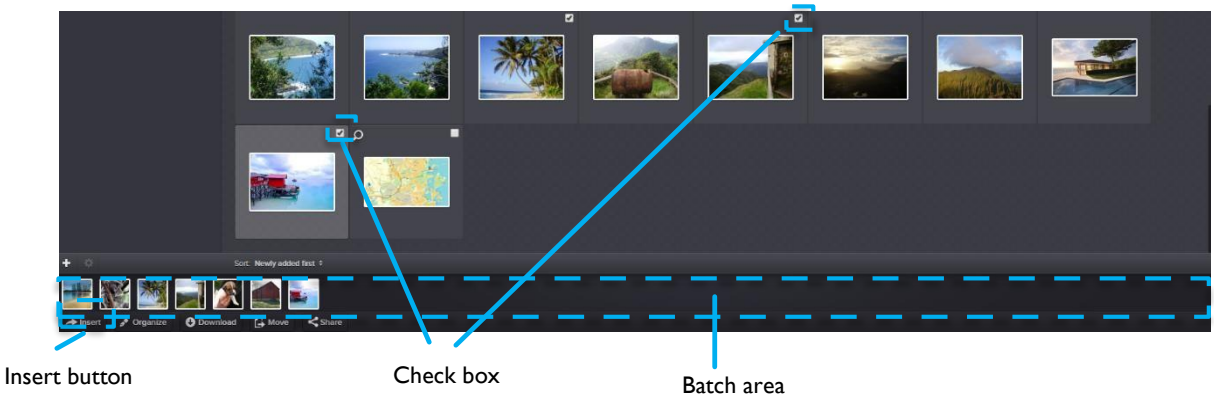
Images in ImageVault Gallery could be chosen in two ways, manually or by filter.

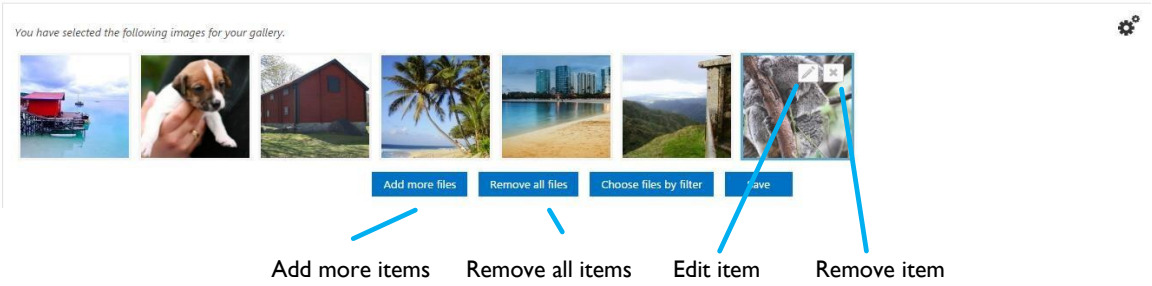


Via advanced settings there it is possible to define size for each item in the gallery and set a personal name on actual gallery.

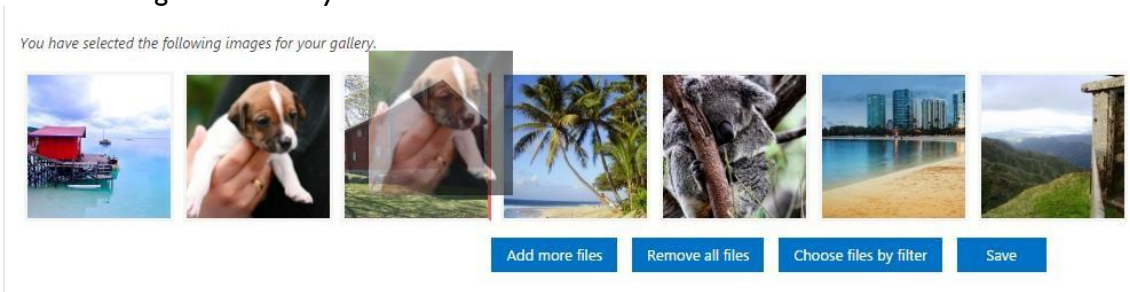
26.2.1. 4.2.1. Chose files manually

Chose files manually, opens the ImageVault interface to allow images to be choosen by either using the checkbox or drag to item to batch area. Once selected the items can be inserted to the ImageVault Gallery via Insert button.



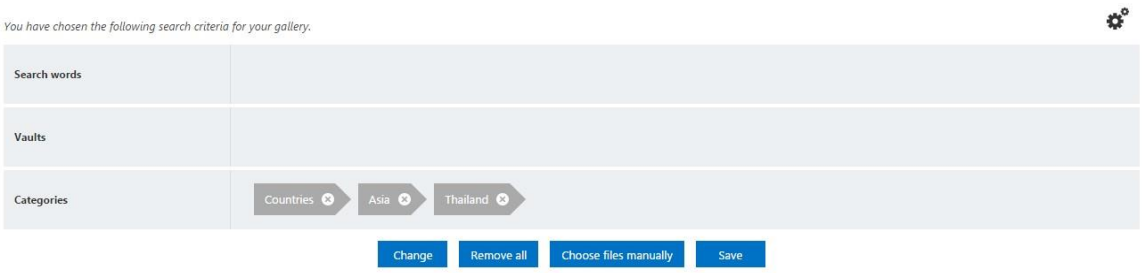


Inserted items could be edited, removed one by one or all together. It's also possible to add more items. Edit item is described in chapter 3.1.1 above.
The images in the ImageVault Gallery can be rearranged by simple drag and drop. Press and hold an image and drop it to a new location. The sort order is from left to right where the leftmost image will be the first image in the ImageVault Gallery.

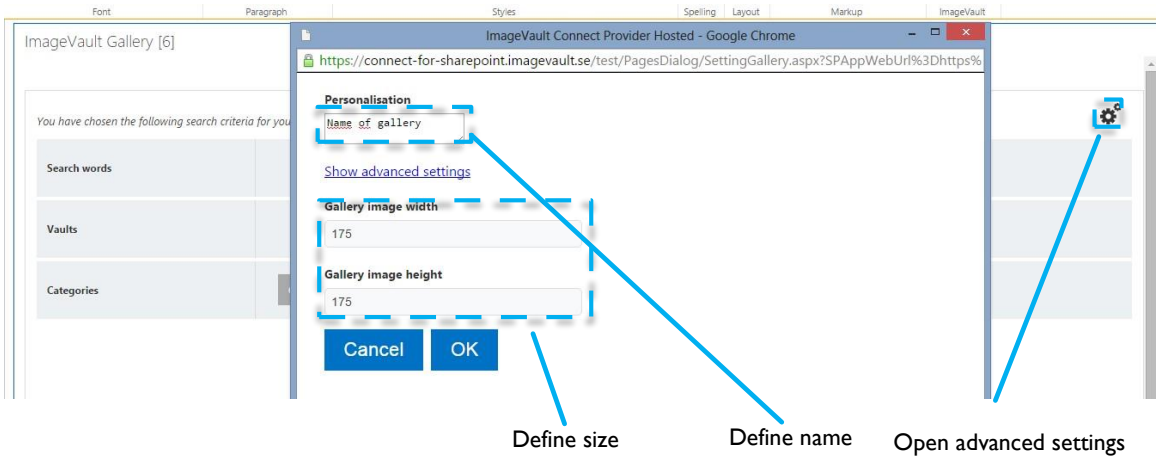


26.2.2. Chose files via filter

Choose files by filter, opens a dialoge where it's possible to choose items via creating a filter, i.e. Vault, Category or Metadata. When filter is choosen, number of avaiable items will be presented.



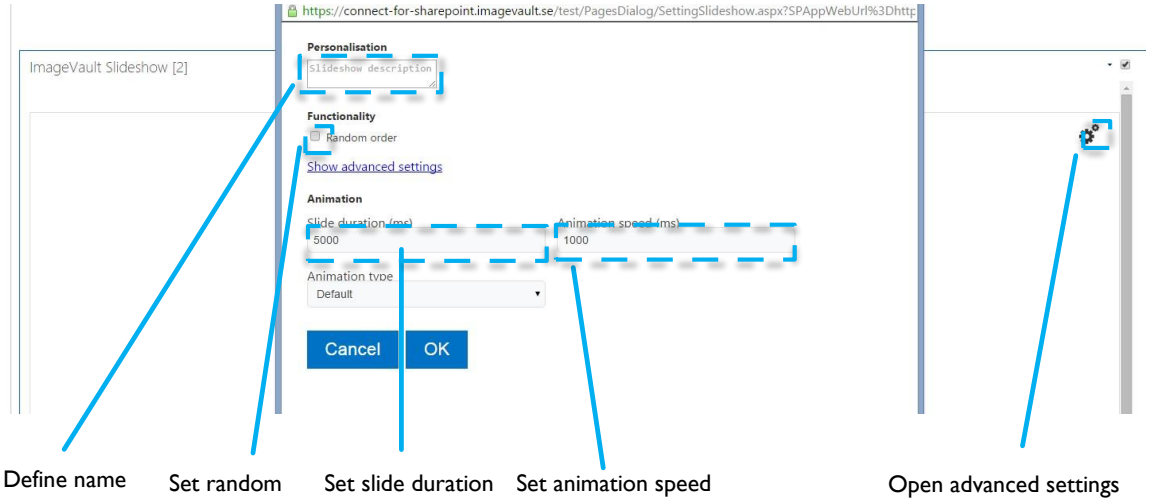
There is no possibillity to see or edit items chooosed via filter.



Via advanced settings there it is possible to define the size for each item in the gallery and set a personal name on actual gallery.

26.3. ImageVault Slideshow

Via ImageVault Slideshow it is easy to define a Slideshow. Content is added in the same way as for ImageVault Gallery, described above.



Advanced settings
Via advanced settings there it is possible to define how Slideshow wil be presented.

Random order
If checked items will be presented in random order until all items have been presented once. Default means that the items will be presented in the the sort order selected from left to right where the leftmost image will be the first image in the ImageVault Slideshow.

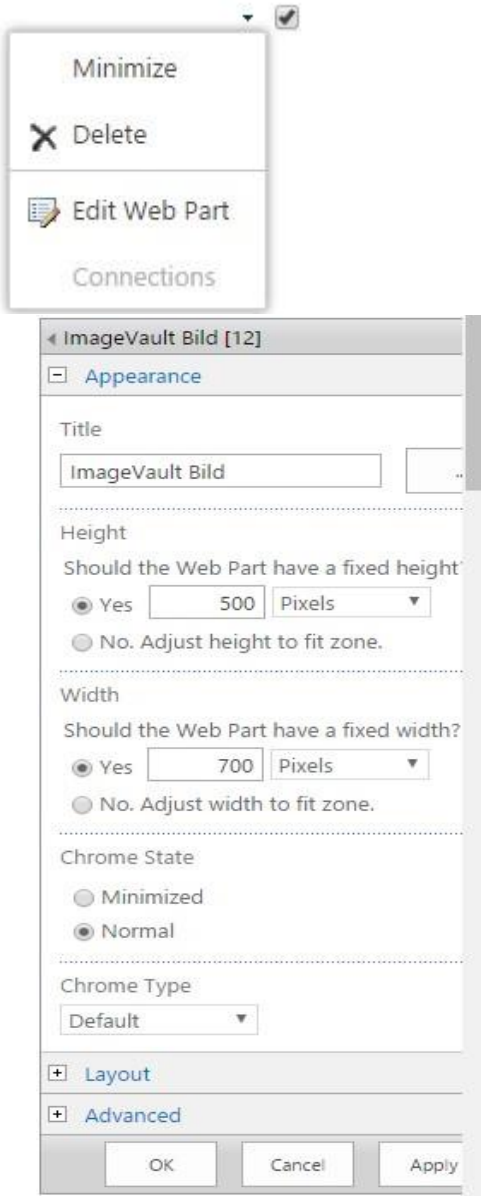
Slide duration
Time that each item will be presented

Animation speed
Time for change from one item to next

Animation type
Note! Animation type is not available in this version.

27. Define web part

The size of actual web part could be defined when editor initiated.



Define height and width on web part.

For ImageVault Media will actual picture be in this size.

For ImageVault Gallery will actual gallry be in this size.

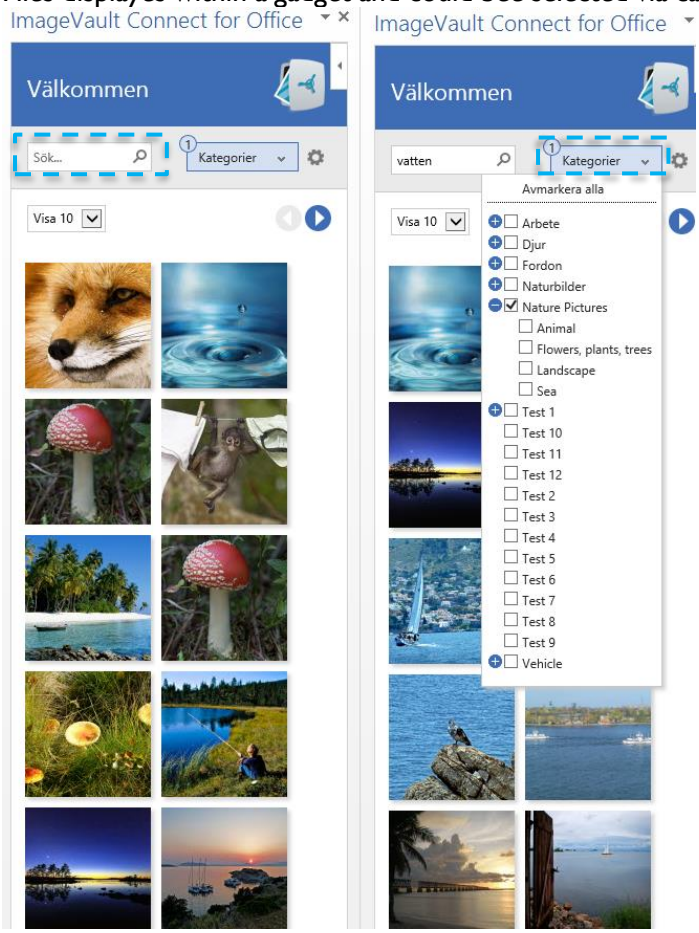
For ImageVault Slideshow will actual slide show be in this size.

Appendix III, Connection Office

28. Start

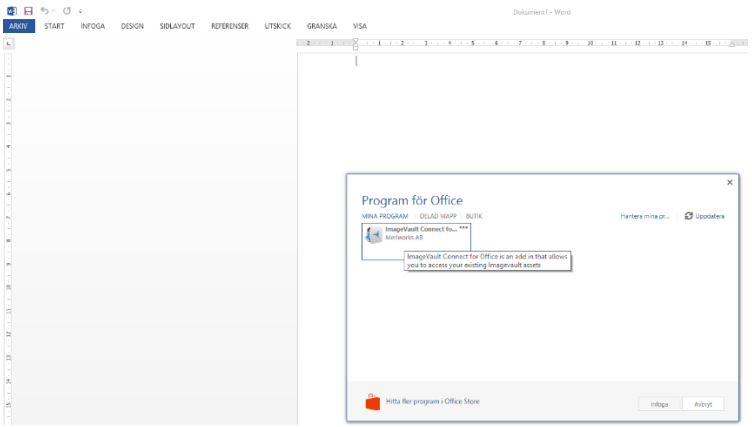
ImageVault connect för Office is an additional service developed to make your media fies accessible in Microsoft Office. In an easy and effective way, you can use selected files in ImageVault and publish these in your word or power point documents.

Files displayes within a gadget and could bee selected via category and / or free text search.

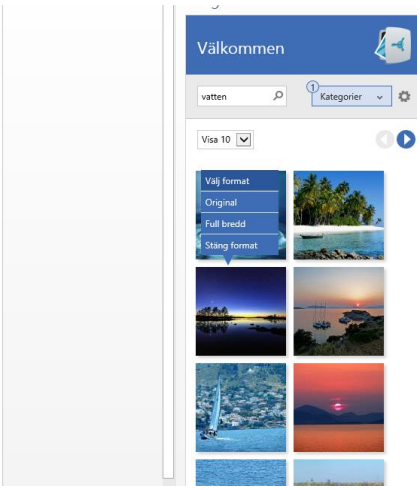


28.1. Insert files from ImageVault to a Word document

Via Infoga and Mina Program select ImageVault.



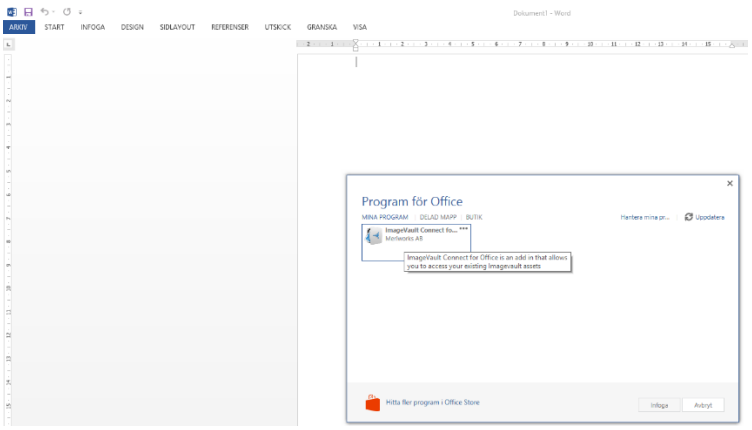
In actual document, place cursor where you want file inserted, mark file and choose format.



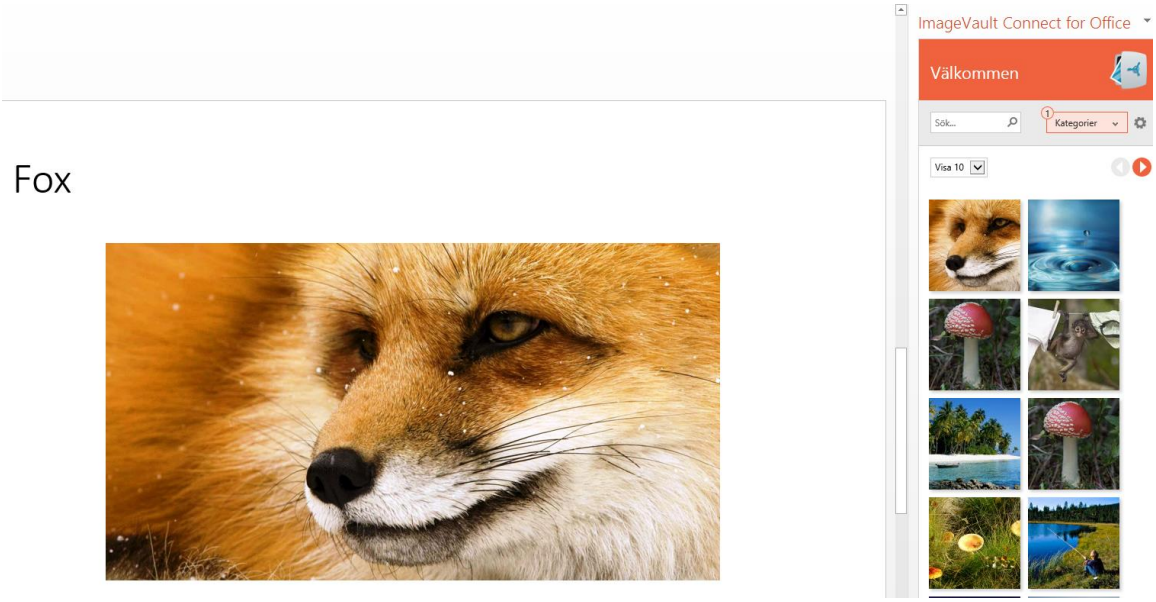
It's possible to edit inserted file via word's editor.

28.2. Insert files from ImageVault in PowerPoint document.

Via Infoga and Mina Program select ImageVault.



In actual document, choose side where you want file inserted, mark file and file will be inserted.

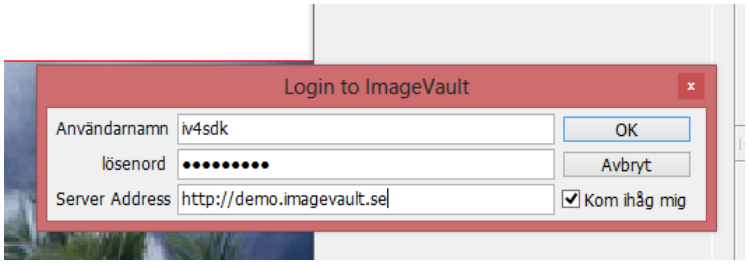


It's possible to edit inserted file via Power Point's editor.

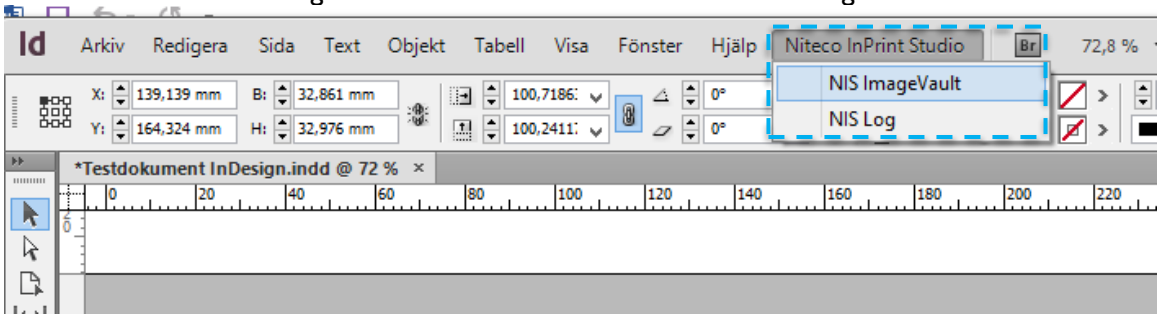
Appendix IV, connection InDesign

29. Start

ImageVault connect för InDEsign is an additional service developed to make your media fies accessible in InDesign. In an easy and effective way, you can use selected files in ImageVault and publish these in your InDesign documents.

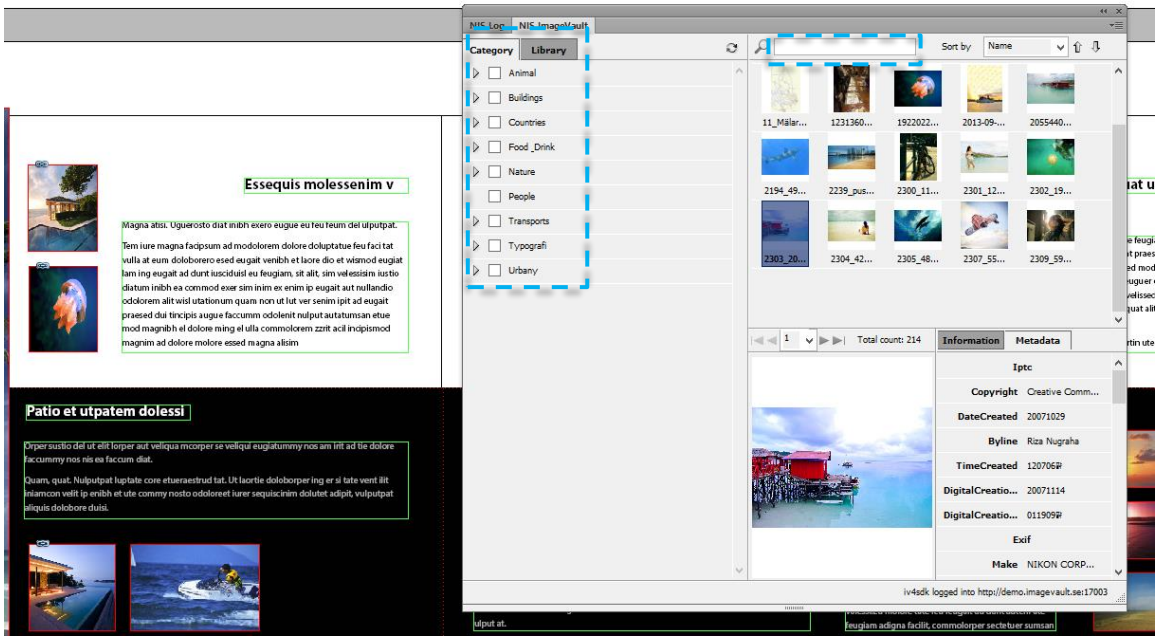


Initiate connection to ImageVault via Niteco InPrint Studio ➔ NIS ImageVault.

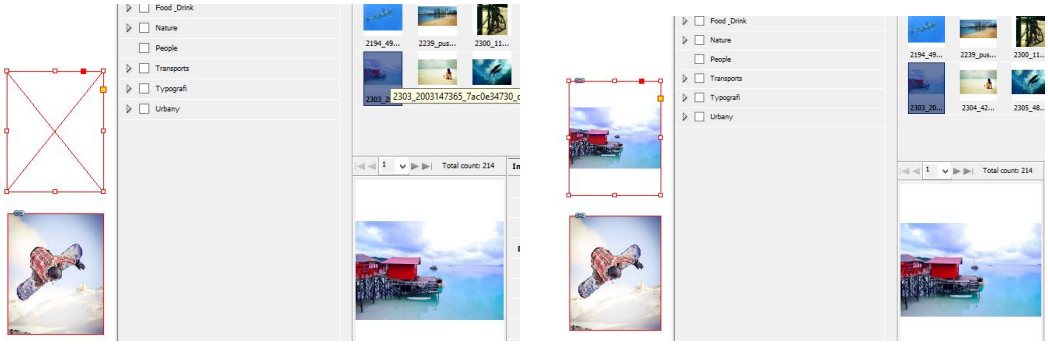


29.1. Insert files from ImageVault in InDesign

Files displayes within a gadget and could bee selected via category and / or free text search



Place cursor where you want file inserted, dubbel klick on file in gadget.



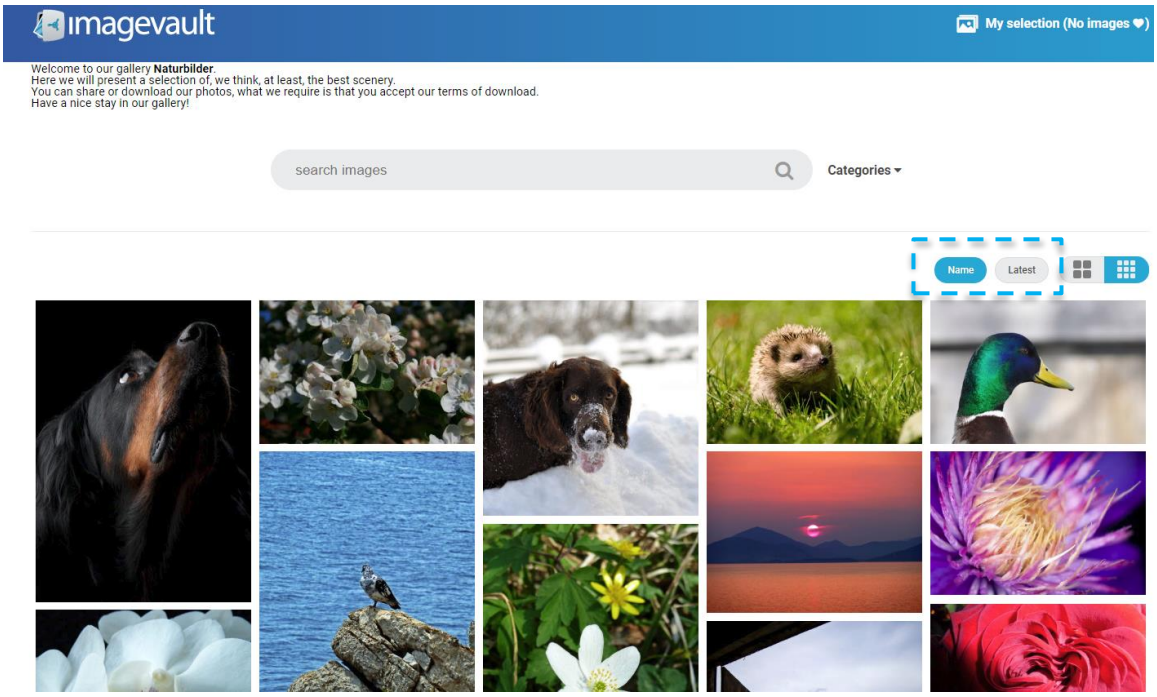
Appendix V, ImageVault Media Gallery

30. Start

ImageVault Media Gallery is an additional service developed to make selected parts of your image library accessible for everyone. In an easy and effective way, you can use selected files in ImageVault and publish these for anyone you like.

As a user, you can choose what to display by using categories and / or free text search on eg. metadata. The user can collect multiple files at once and choose to download them or publish on social media, (Facebook, Twitter or LinkedIn). The same possibility is available for individual files.

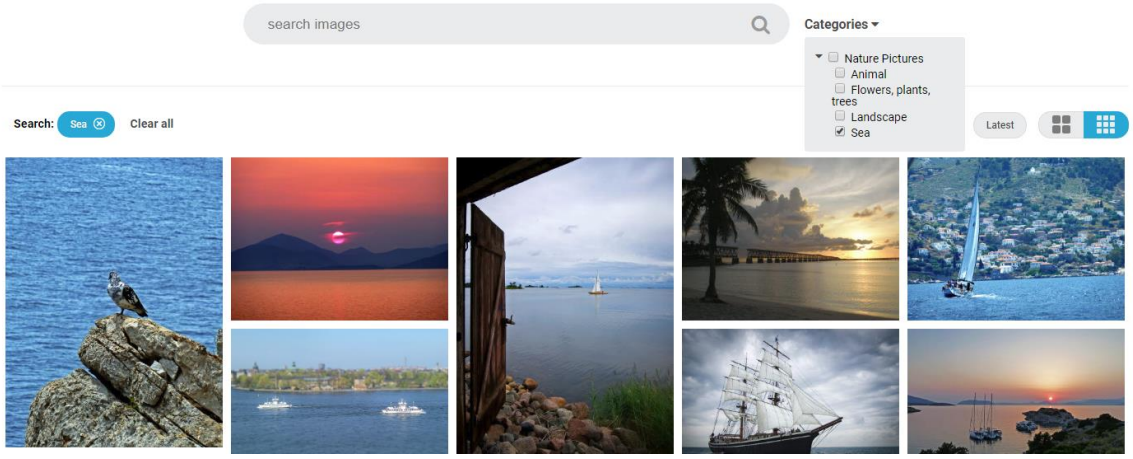
30.1. Interface



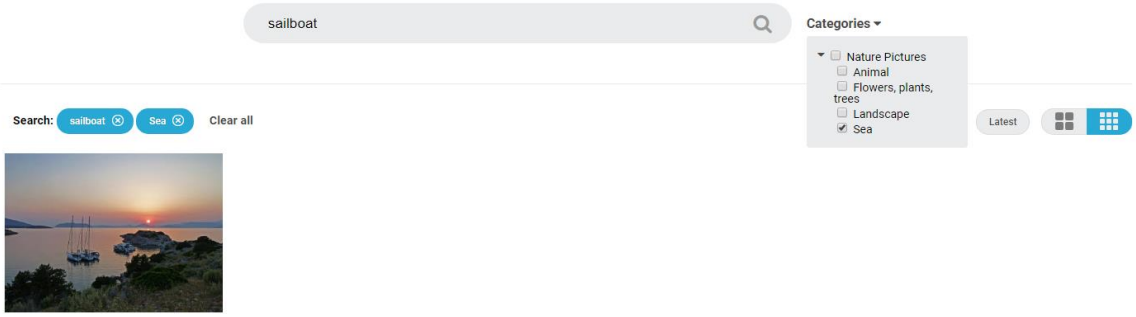
Your files can be sorted alphabetically based on file name, or latest uploaded in ImageVault.

Easily change size of the files dispayed through toggle on this button.

Roughly search among your files through Categories.



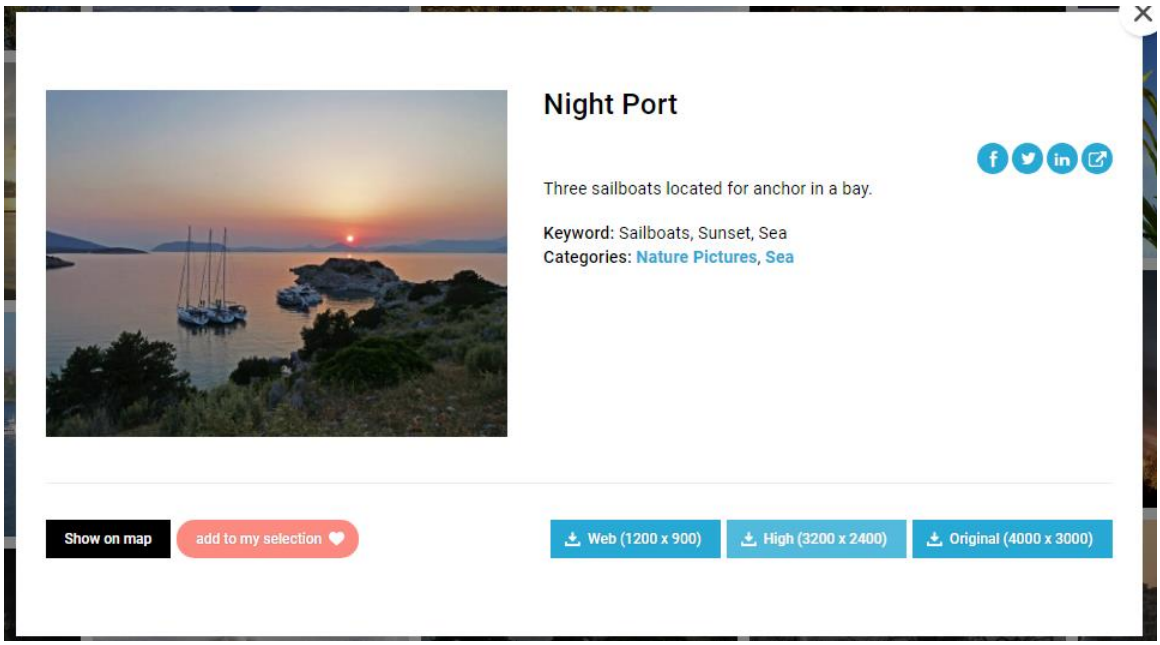
Narrow your search further by using the free text field.



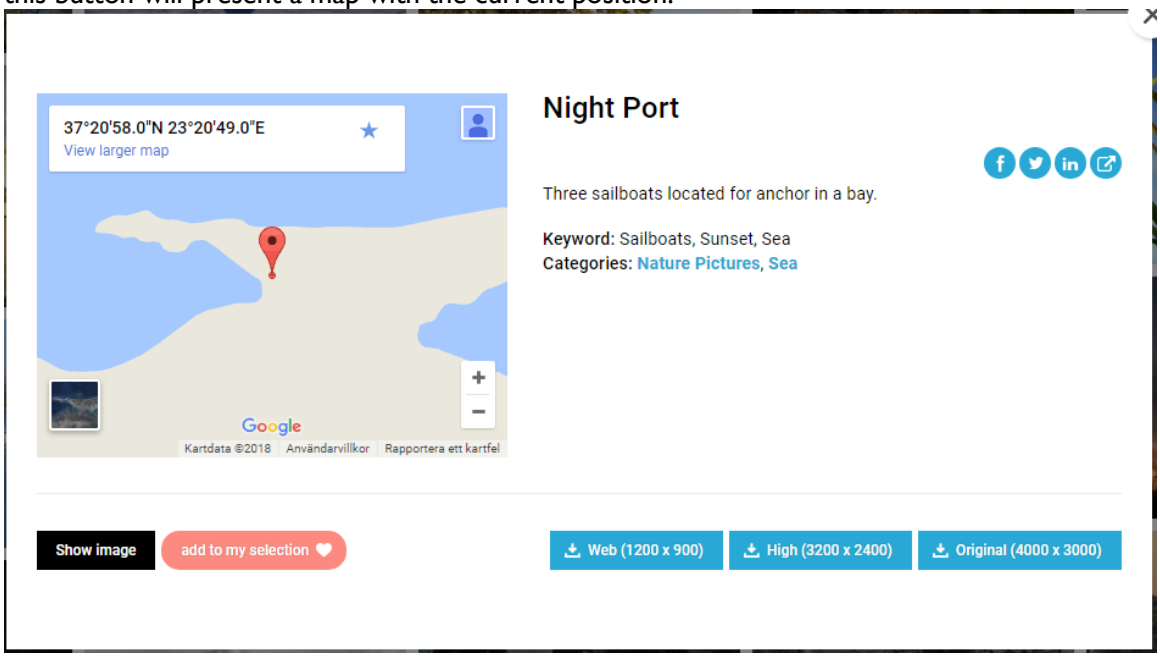
It's possible to serach by using the free text field without combining it with categories.

30.2. Preview

When you click on a file you'll get to the preview mode. All information connected to the selected file will be presented here. You can also add file to My selection or share file on social media within this view.



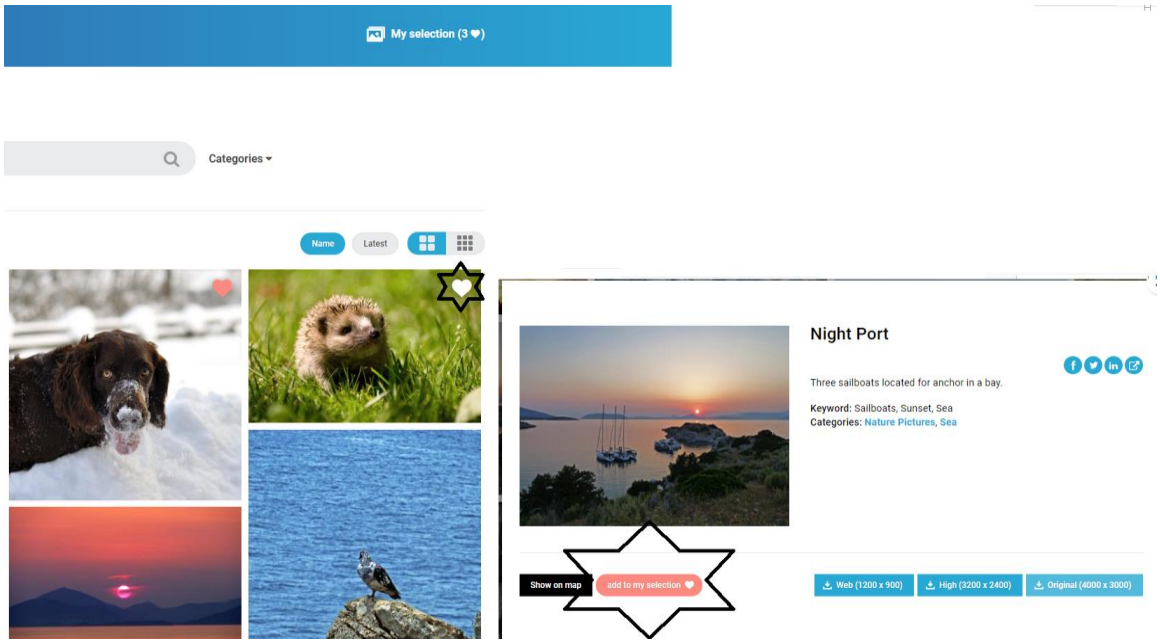
If the files position is known and added as metadata Show on map will show. Clicking on this button will present a map with the current position.



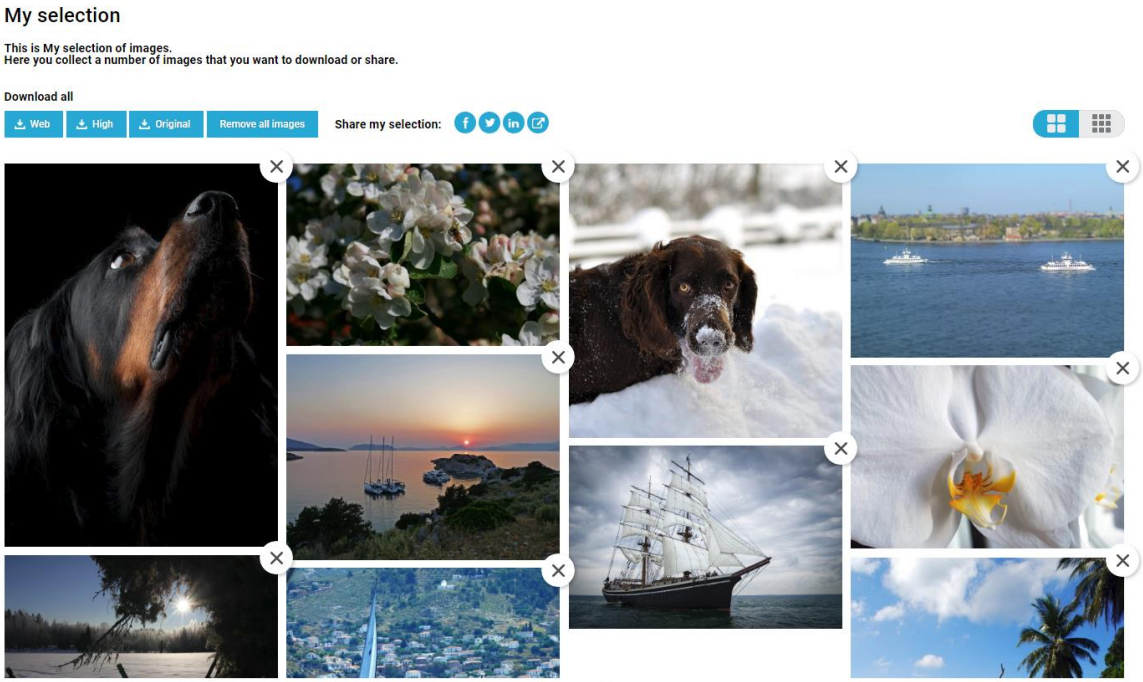
30.3. My selection

In My selection it's possible to collect a number of files to work with. My selection will only exist during your current session and cannot be saved for later on.

Add files to My selection by click on ikon, or click on Add to my selection in the preview mode.



Content within My selection could be downloaded or published on social media.

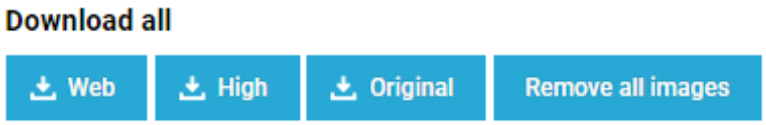


30.4. Create link

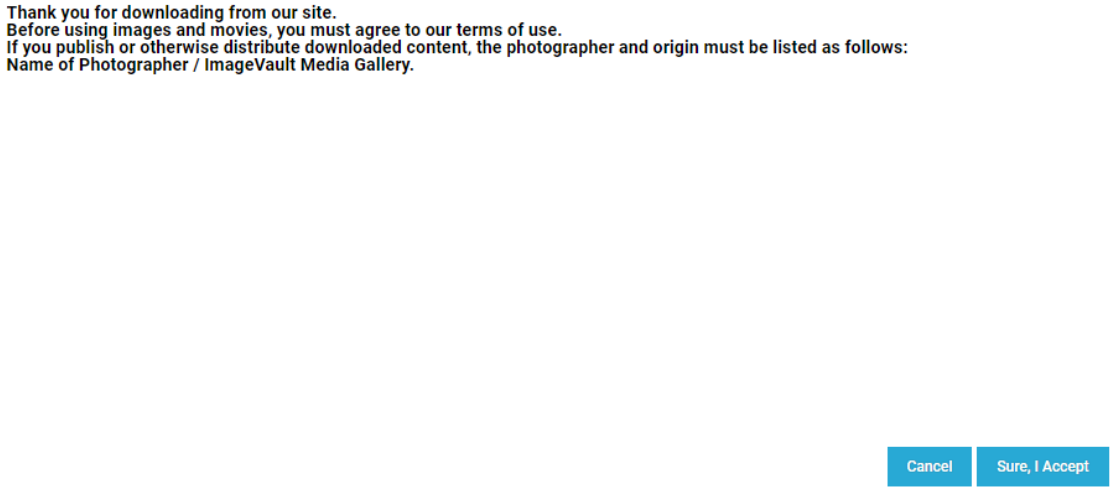
Via share icon, a link can be created that can then be shared. Works both for individual file via Preview and for all content in My Selection.

30.5. Download files

Use the preview mode to download single files. Go to My selection to download multiple files at the same time. The user can choose between three predefined formats. Downloading several files at once will result in a .zip file.



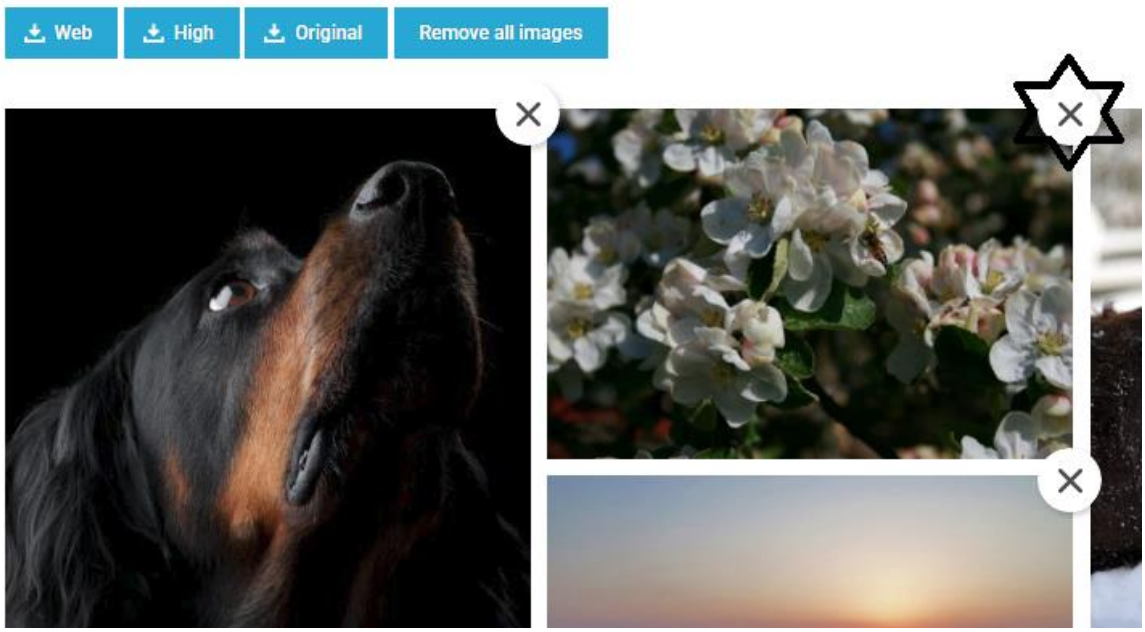
Download require acceptance of terms of use.



Terms of use has to be approved at download.

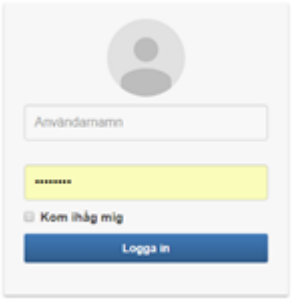
30.6. Remove files

Files in My selection could be removed, one by one, or all together. The files will only be removed from My selection, not from ImageVault Media Gallery.

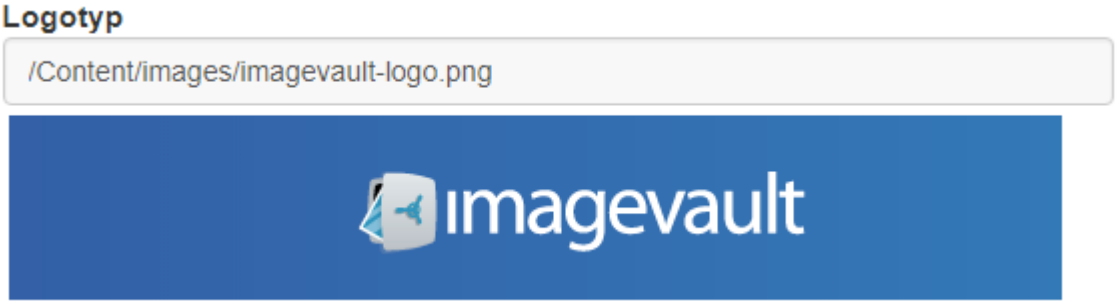


30.7. Administrate ImageVault Mediagallery

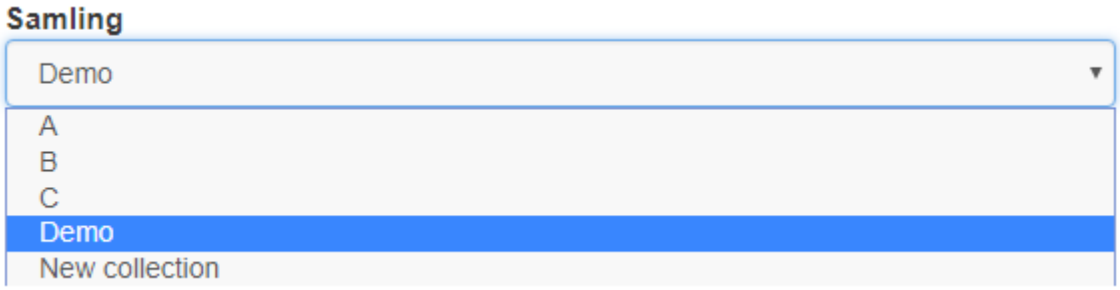
Administrators interface is protected by login. At installation will a super user be defined which could be used first time.



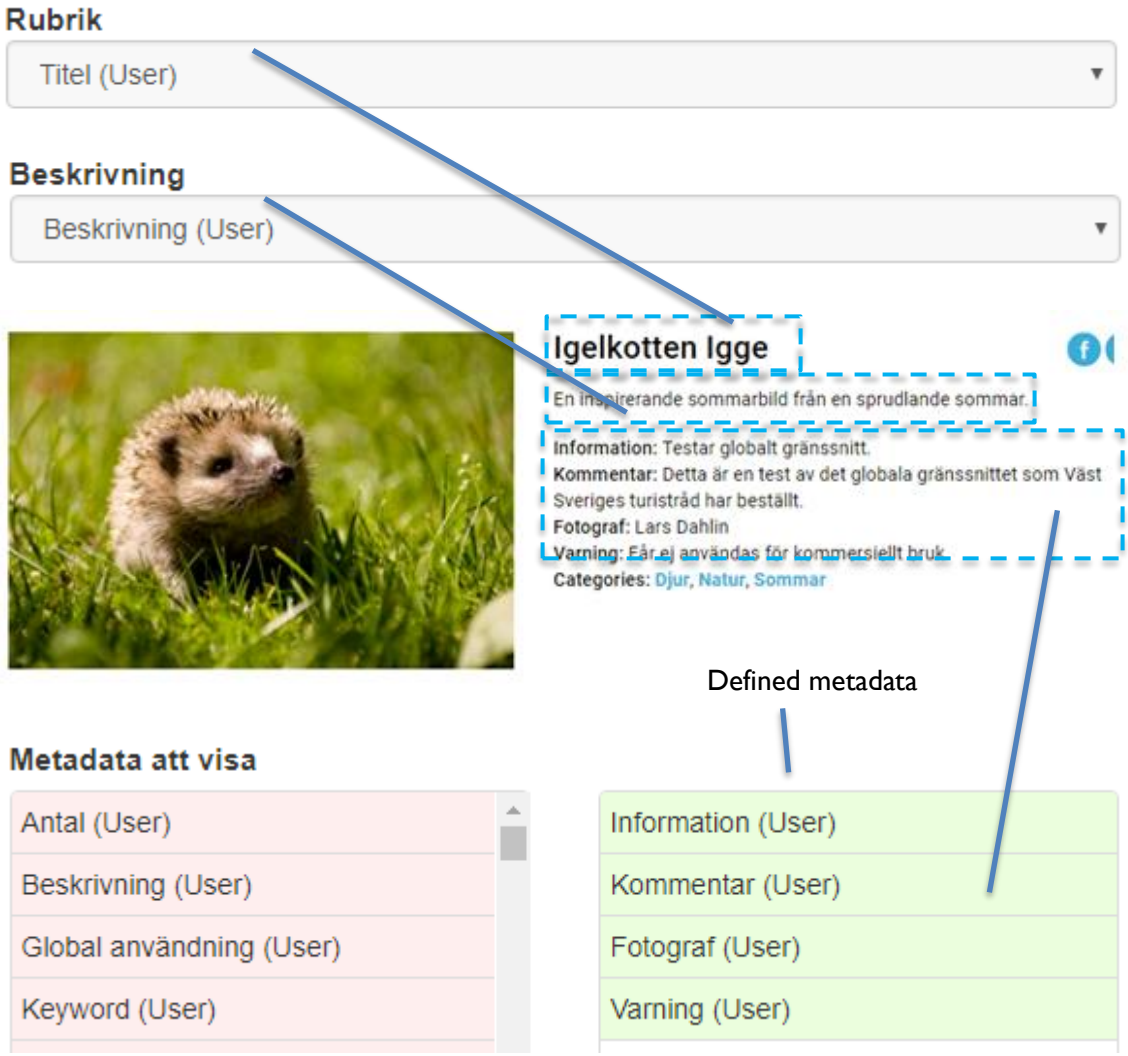
Logotype could be connected.



Define Collection in ImageVault to use.

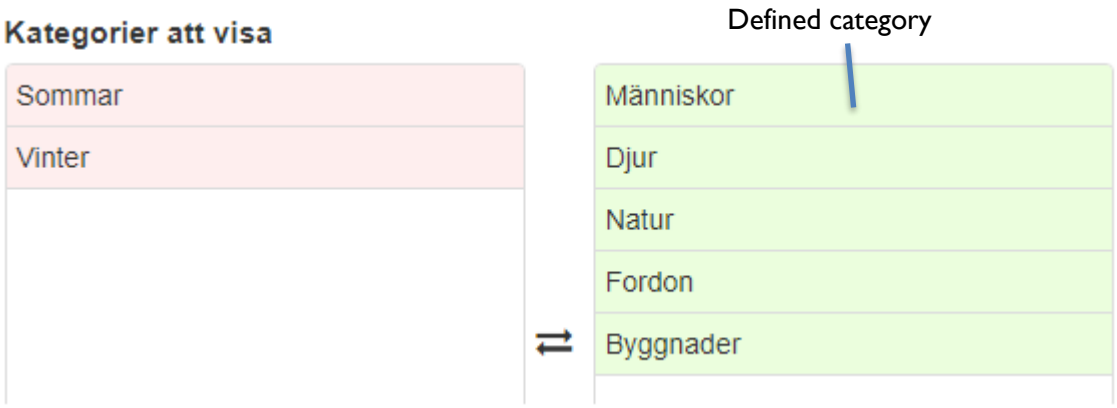


For Title and Description, connect to user defined metadata definition in ImageVault. Set value via Organize that you want to be presented as Title and Description when using preview.



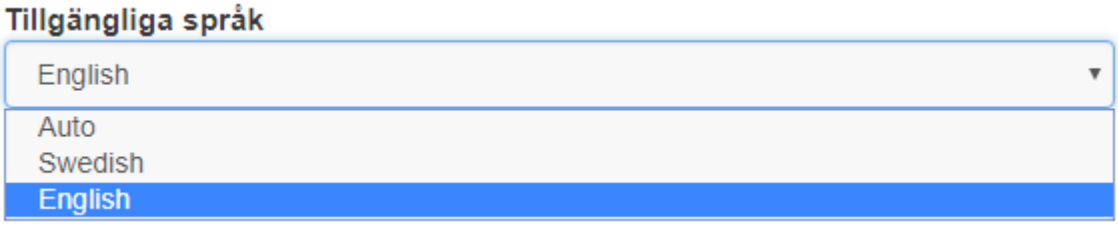
Under "Metadata att visa" defines metadata that should be presented via preview.

Under "Kategori att visa" defines categories that should be available for selection.

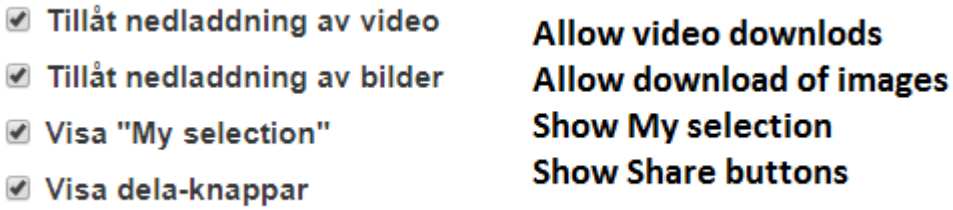


To initiate the map function, the latitude and longitude values are selected.

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

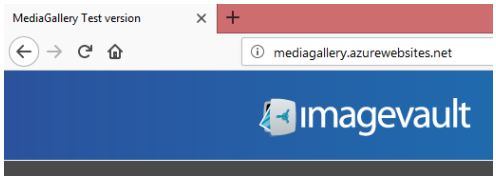


There are a number of checkboxes that control how a visitor can use the content, from being able to just view to download and distribute content.

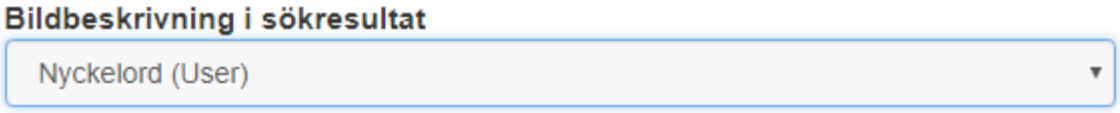


"Bildformat", here defines format used at download.

Title, showed as browser tab.

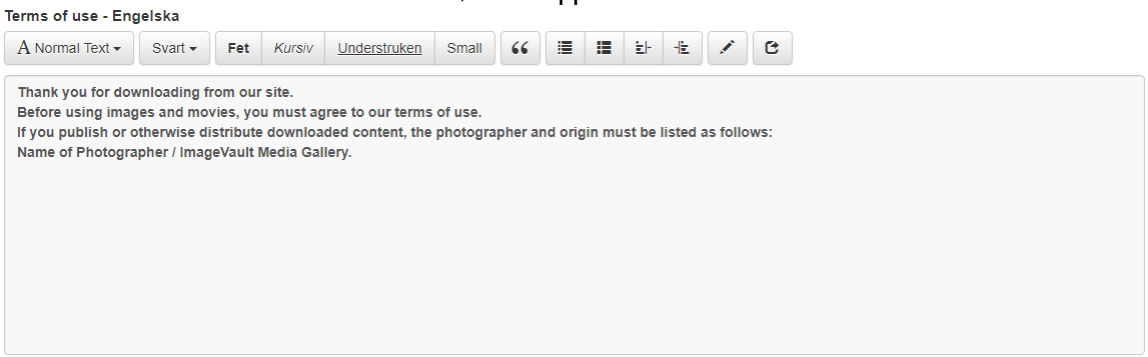


The content of defined metadata is displayed when you hover over the image.

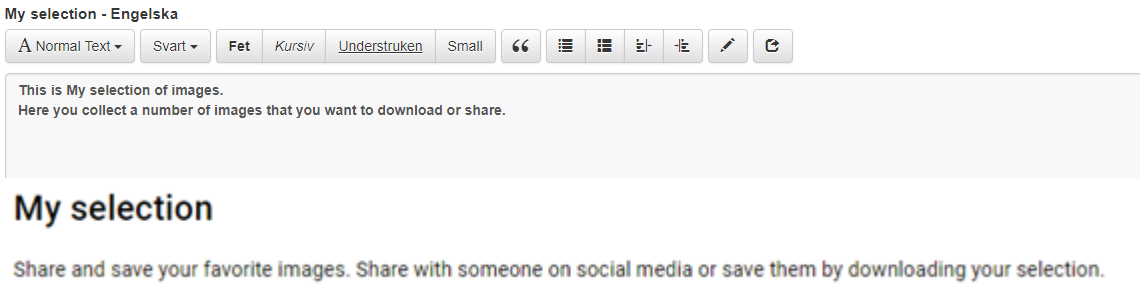


There are a number of HTML-texts to define:

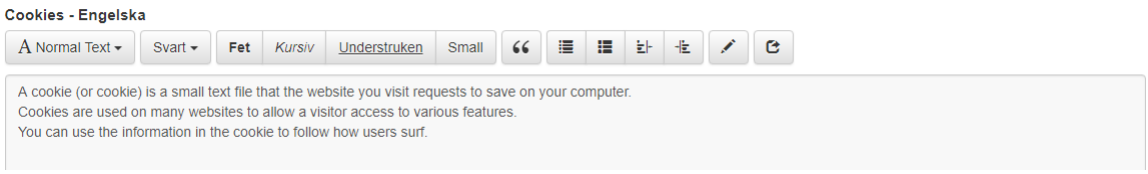
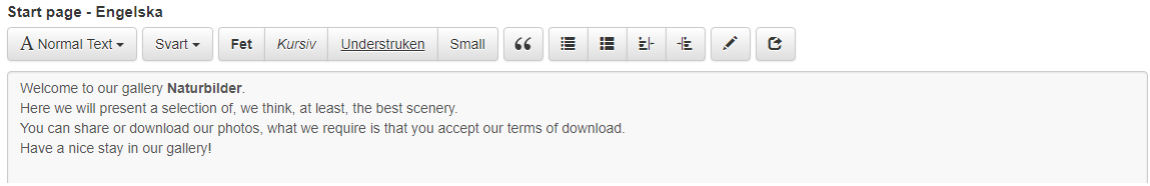
Terms of use: Text for Terms of use, to be approved at download.



My selection: Describing text in the head of My selection.



Cookies: Describing text about using cookies.



Start page: Describing text found on Start page.