



# eMAM Director Admin Tools Page

## User Guide

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## Introduction

This document outlines the features and functionalities of the eMAM Admin Tools page, a robust control center designed to provide administrators with the comprehensive tools necessary to manage, configure, and oversee the eMAM ecosystem. The eMAM Admin Tools page is a powerful control center designed to empower administrators with the tools and capabilities needed to manage, configure, and oversee various aspects of the eMAM system. This specialized interface is reserved for authorized personnel responsible for maintaining and optimizing the eMAM system.

## Admin Tools Widget

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

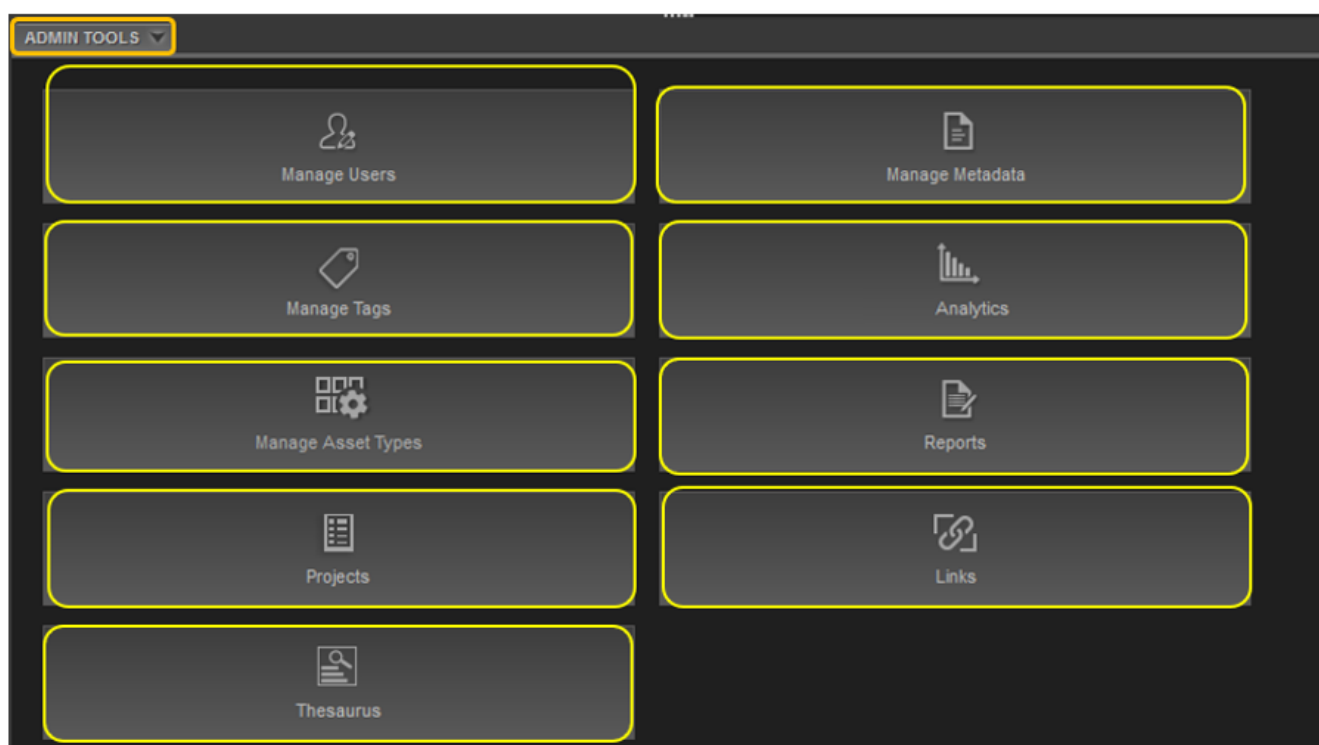


Figure 1- Admin Tools widget

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

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

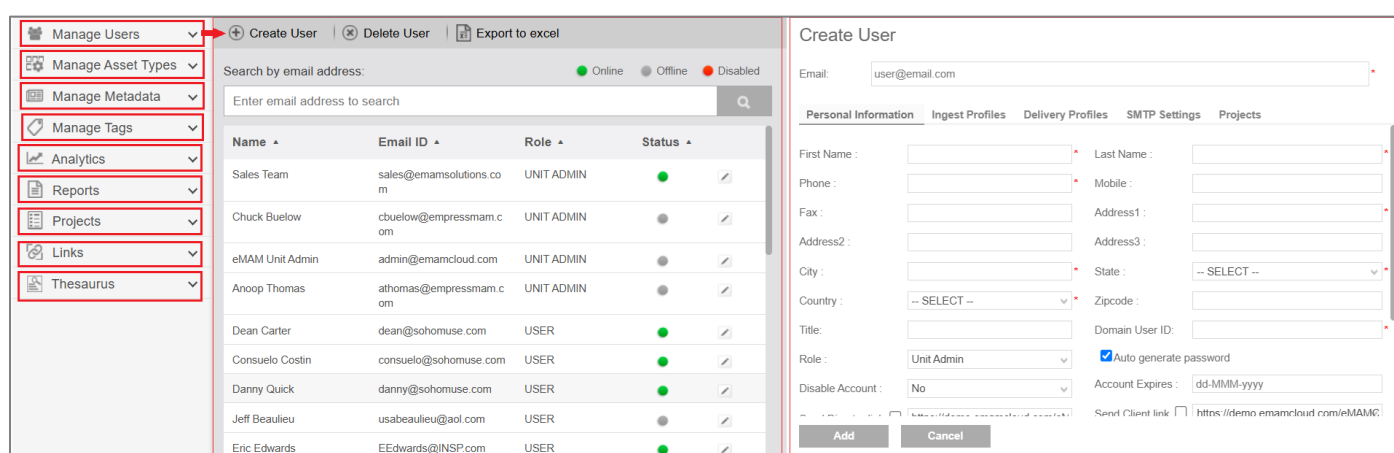


Figure 2- Admin Tools page

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

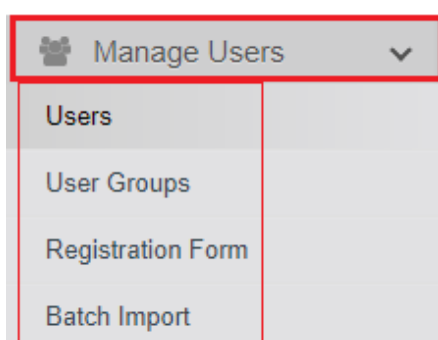


Figure 3- Manage Users tab with sub functions

- a. **Users:** Here you have option to add each user to the eMAM system. eMAM supports Active Directory which will automatically add users to the eMAM system.

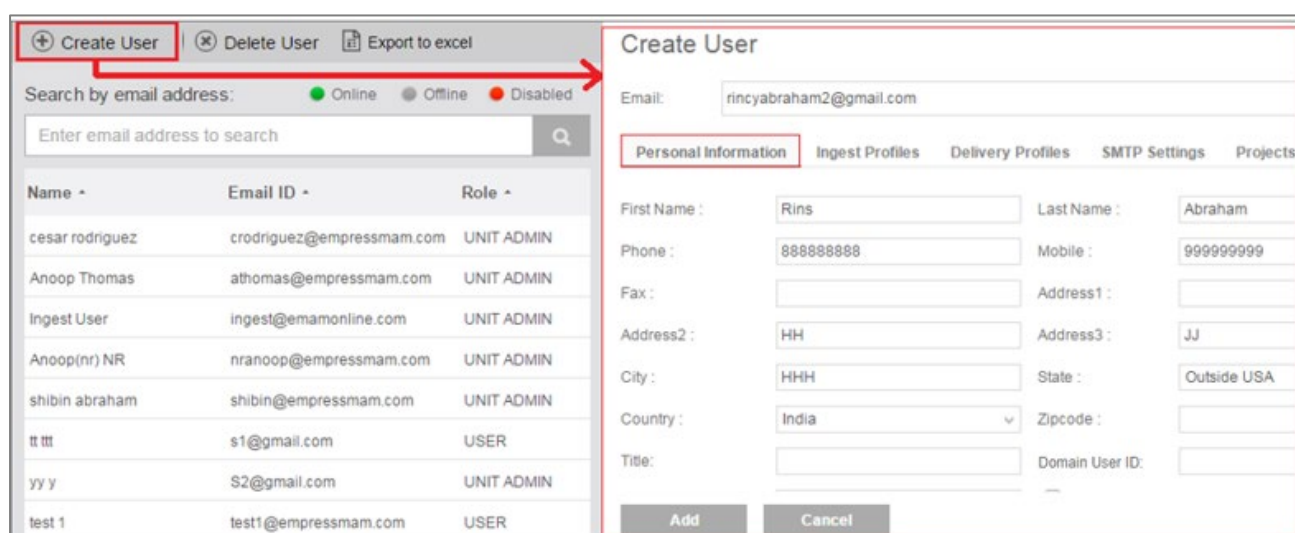
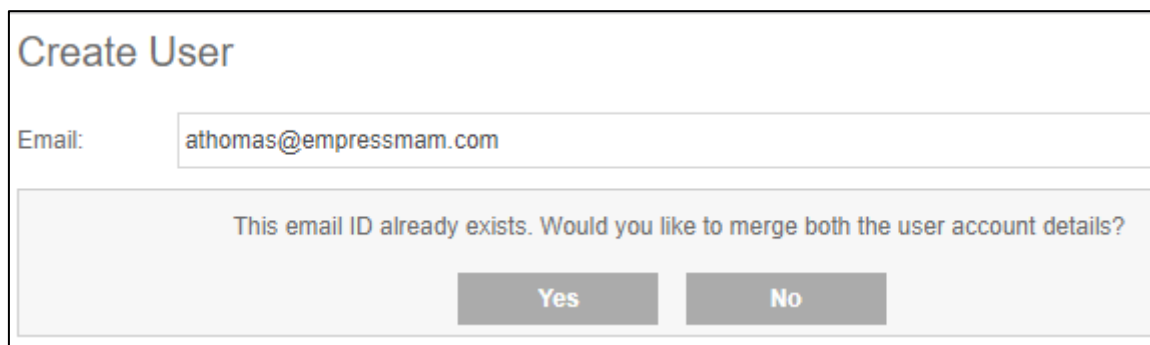


Figure 4- Manage Users: Create user

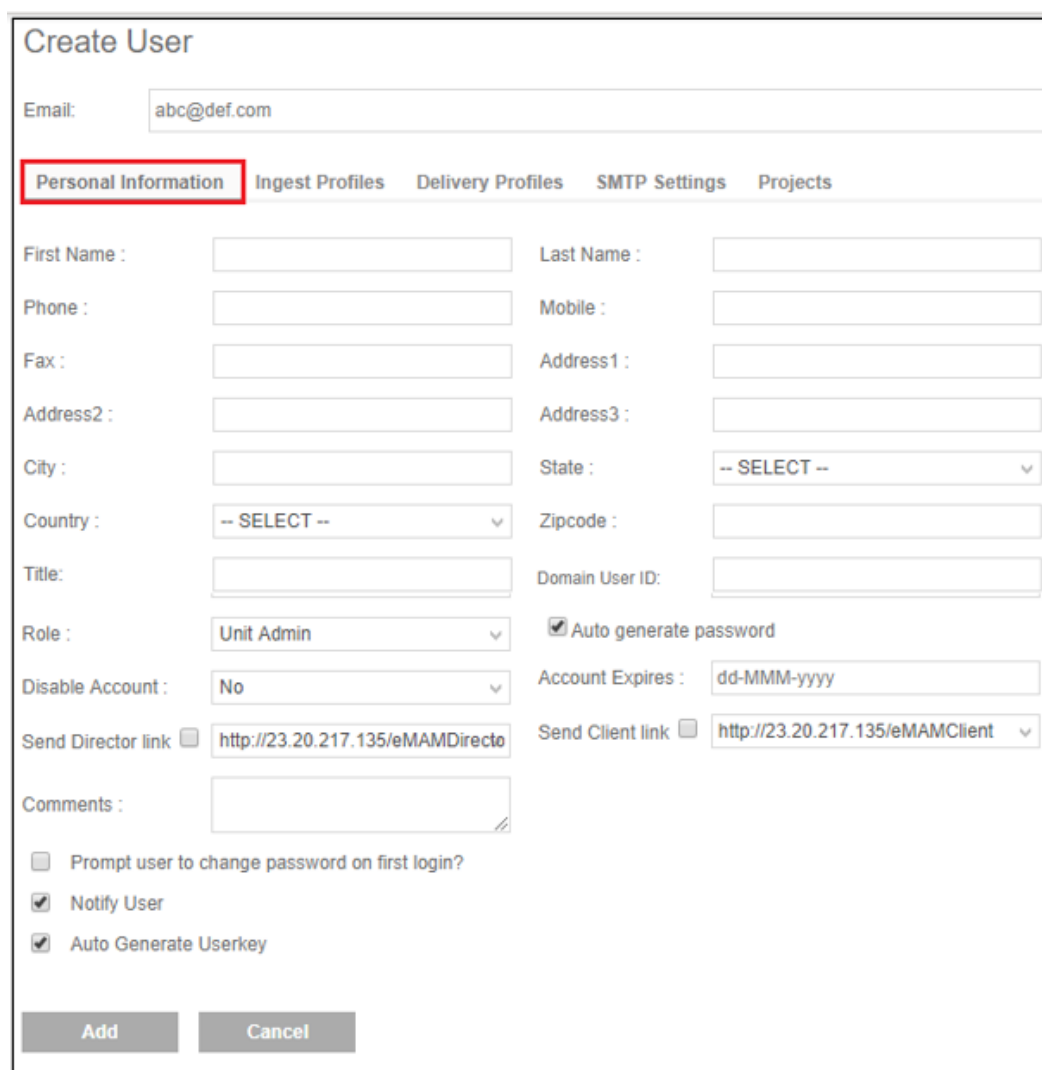
1. **Create user:** To create a new user, click on *Create user*. Create User form details appear on the right-hand side of the page.
  - Enter the new user email address. The system will check if this is a valid email or a duplicate email address. If any duplicate email address that has already been used in any other unit is used, eMAM will display below message to merge both accounts:



The screenshot shows the 'Create User' form with the email field containing 'athomas@empressmam.com'. Below the form, a message states: 'This email ID already exists. Would you like to merge both the user account details?'. There are two buttons: 'Yes' and 'No'.

**Figure 5- Message displayed for duplicate email address**

- **Personal Information:** Fill in all the details of the user under *the Personal Information* tab.



The screenshot shows the 'Create User' form with the 'Personal Information' tab selected. The email field contains 'abc@def.com'. The form includes fields for First Name, Last Name, Phone, Mobile, Fax, Address1, Address2, Address3, City, State (dropdown), Country (dropdown), Zipcode, Title, Domain User ID, Role (dropdown), Auto generate password (checkbox), Disable Account (dropdown), Account Expires (dropdown), Send Director link (checkbox), Send Client link (checkbox), and Comments. There are also checkboxes for 'Prompt user to change password on first login?', 'Notify User', and 'Auto Generate Userkey'. At the bottom, there are 'Add' and 'Cancel' buttons.

**Figure 6- Create User- Personal Information**

- Enter the general Information for the user such as name, address details, communication details etc. in the respective fields.
- **Title** of the user. It is an optional field.
- **Domain User ID**: Unit domain username. This is the login user when the system is in the active directory login mode.
- **Role**: Role of the user in the unit. It can be a *Unit Admin* or *Unit User*.
- **Auto Generate password**: Enable/Disable checkbox. New users will receive the login information via email. They will be prompted to change the password with a personal one.
- **Disable account**: Yes/No – By default it is *No* with an option to disable this account later.
- **Account Expires**: Select account expiry date from the calendar for temporary users. (Optional)
- **Send Director Link / Send Client Link**: Check this option to send Director/Client link to the e-mail id of the user along with password notification email.
- **Comments**: Add comments about user.
- **Prompt user to change password on first login** (checkbox): Select to prompt user to change password while logging in for the first time. By default, this is unchecked.
- **Notify user**(checkbox): Enable/Disable – Notify user of their new account information.
- **Auto Generate User key** (checkbox): Enable/Disable- Auto generate user key for later custom workflow options.

- **Ingest Profile**: Select the Ingest Profile to be associated with the user under *Ingest Profiles* tab.

Figure 7-Manage Users: Ingest Profiles

- **Delivery Profiles**: Select the delivery profiles that need to be associated with this user.

Figure 8-Manage Users: Delivery Profiles

- **SMTP settings**: Set SMTP settings.

Personal Information   Ingest Profiles   Delivery Profiles   **SMTP Settings**   Projects

☒ Use Unit SMTP settings

SMTP HostName : mail.emamonline.com

SMTP Password : .....

SMTP Sender Address : emam@emamonline.com

SMTP UserName : emam@emamonline.com

SMTP Port : 25

☒ Include DisplayName   ☒ Set From Address Same as Sender address   ☒ Enable SSL

Add   Cancel

Figure 9- Manage Users: SMTP settings

- **Projects:** Select the projects which need to be associated with the User and click **Add** button.

Personal Information   Ingest Profiles   Delivery Profiles   SMTP Settings   **Projects**

|                          |                         |
|--------------------------|-------------------------|
| <input type="checkbox"/> | REMOTE_EDIT_PROJ1       |
| <input type="checkbox"/> | remote_project1         |
| <input type="checkbox"/> | remote_project2         |
| <input type="checkbox"/> | remote_project3         |
| <input type="checkbox"/> | remote_project4         |
| <input type="checkbox"/> | remote_project6         |
| <input type="checkbox"/> | RINS                    |
| <input type="checkbox"/> | Scott_Localize          |
| <input type="checkbox"/> | Team Project test anoop |
| <input type="checkbox"/> | Team Project1           |

Add   Cancel

Figure 10- Manage Users: Projects

2. **Delete User:** To delete any user account details from the system, select the user from the existing list of users and click on **Delete User** button at the top of the page.

+ Create User   **\* Delete User**

Search by email address: Online Offline Disabled

Enter email address to search

| Name ^          | Email ID ^                | Role ^     | Status ^              | Edit |
|-----------------|---------------------------|------------|-----------------------|------|
| cesar rodriguez | crodriquez@empressmam.com | UNIT ADMIN | <span>Offline</span>  |      |
| Anoop Thomas    | athomas@empressmam.com    | UNIT ADMIN | <span>Online</span>   |      |
| Ingest User     | ingest@emamonline.com     | UNIT ADMIN | <span>Offline</span>  |      |
| Anoop(nr) NR    | nranoop@empressmam.com    | UNIT ADMIN | <span>Offline</span>  |      |
| shibin abraham  | shibin@empressmam.com     | UNIT ADMIN | <span>Offline</span>  |      |
| tt ttt          | s1@gmail.com              | USER       | <span>Offline</span>  |      |
| yy y            | S2@gmail.com              | UNIT ADMIN | <span>Disabled</span> |      |

Figure 11- Delete User

A confirmation window pops up before deleting the user.

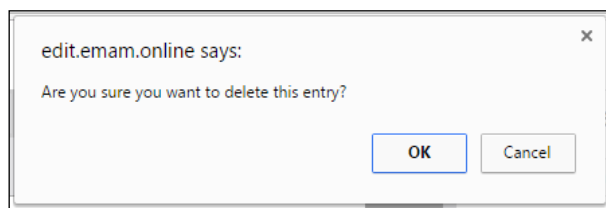


Figure 12- Confirmation message

Click OK and user gets deleted from system with below message.

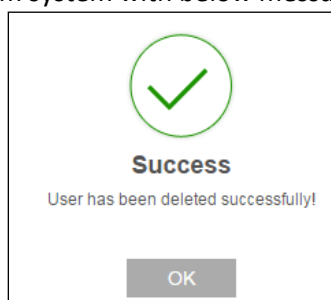


Figure 13- Message box

3. **Edit User:** Using edit icon corresponding to each user, admin can edit user details and update it. Select the user and click on *Edit* icon.

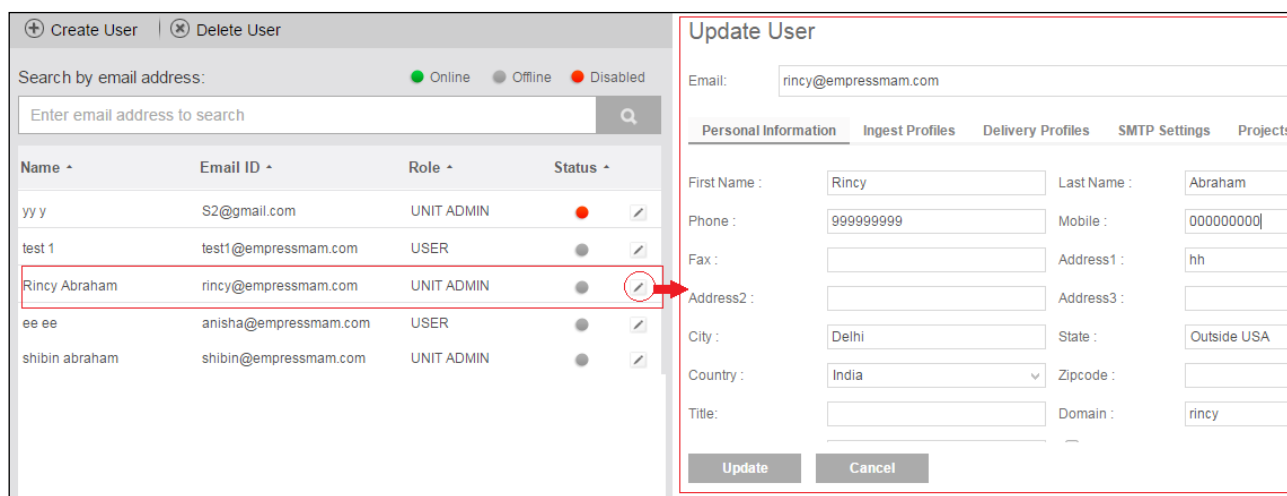


Figure 14- Edit User

Make changes in the details on the right-hand side page and click on **the Update** button. Changes get updated with the message below.

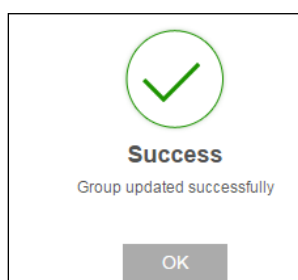


Figure 15- Message box

**Manage User Key:** Edit user has an additional tab **Manage User Key** to generate the user key of users. Admin users will have option to generate the User key of any user using that user's password. You can use this user key for URL encoded search. (Users can create links using URL encoded parameters like User Key, search strings, saved filters and other search parameters. This allows the users to make Director links to embed in the web page. Users can easily share these links which bypasses the login page.)

To generate a user key of a user:

- Select the user and click on the edit icon.
- Select **Manage User Key** tab.
- Enter Password (user password)
- Confirm Password (user password)
- Hit **Generate** button.
- A **user key** and auto login Director URL get generated.
- Users can use the copy button to copy user key and auto login Director URL.

Figure 16- Manage user key

**API Key:** Edit user profile gives you an additional tab “API Key” to manage and control access to API keys. Here you can create API keys for users. Just click on **Create** button to generate user **API Key** and **Secret** key. Using this API key, eMAM RESTful API resources can be accessed using basic authentication. Then there will be no need to generate the access token when using API key.

Figure 17- Create button to generate user API Key and Secret key

Click on  icon to display the **Secret** key.

Click on  icon to copy the keys.

Click on  icon to delete the keys.

**Update User**

Email:

Personal Information   Ingest Profiles   Delivery Profiles   SMTP Settings   Projects   Groups   **Manage UserKey**

API Key

**Create**

**Key**   **Secret**

Figure 18- Key and Secret key generated for a user

4. **Export to excel:** To export all the existing user list, click on *Export to excel* button. A csv file gets downloaded with all user details.

|   | A             | B                       | C               | D       | E      | F                     | G          | H   | I          | J     | K                   | L        | M        | N           | O     | P       |
|---|---------------|-------------------------|-----------------|---------|--------|-----------------------|------------|-----|------------|-------|---------------------|----------|----------|-------------|-------|---------|
|   | UName         | email_id                | domain_user     | role_id | status | created_on            | phone      | fax | mobile     | title | address1            | address2 | address3 | city        | state | country |
| 1 | Amal Thomas   | amal@empressmam.com     | amal            | 2       |        | 02-06-2019 09:37      | 123        |     |            |       |                     |          |          | IN          | -99   | 356     |
| 2 | Anoop Thomas  | athomas@empressmam.com  | athomas         | 2       |        | 12/19/2018 6:16:09 PM | 5166425240 |     |            | A     |                     |          |          | C           | 34    | 840     |
| 3 | anuroop ac    | anuroop@empressmam.com  | anuroopchandran | 2       |        | 02-07-2019 04:03      | 9999999999 |     |            | nil   |                     |          |          | cochin      | 2     | 356     |
| 4 | eMAM 51       | 51@empressmam.com       |                 | 1       |        | 1/22/2019 9:05:18 PM  |            |     |            | A     |                     |          |          | C           | 1     | 840     |
| 5 | eMAM Metadata | metadata@empressmam.com | emetadata       | 3       |        | 06-07-2019 13:56      | 516        |     |            |       | 780                 |          |          | New Milford | 34    | 840     |
| 6 | eMAM Public   | public@empressmam.com   | epublic         | 3       |        | 06-07-2019 13:54      | 5166425240 |     | 5166425240 |       | 780 Plympton Street |          |          | New Milford | 31    | 840     |
| 7 | Rincy Abraham | rincy@empressmam.com    | RinsA           | 2       |        | 1/17/2019 1:25:42 PM  | 99999      |     |            | hhh   |                     | 99       | 999      | cochin      | -99   | 356     |
| 8 | user empress  | user@empressmam.com     | user            | 3       |        | 3/14/2019 7:27:55 AM  | 12390      |     |            | user  |                     |          |          | cochin      | -99   | 356     |
| 9 | Vetting Adobe | vetting@adobe.com       | vetting         | 2       |        | 2/26/2019 8:19:09 AM  | 123456789  |     |            | Adobe |                     |          |          | EKM         | -99   | 356     |

Figure 19- export all the existing user list to excel

- b. **Manage User groups:** eMAM users cannot exist alone. They need to be part of at least one user group. The Admins have option to create, delete and edit user groups. You can edit the User group details using *Edit* icon and search for User groups from the list, using search field.

**Create Group**   **Delete Group**

Search by group:

| Group Name | Description |
|------------|-------------|
| Editors    |             |
| Public     |             |
| Metadata   |             |
| Dcotors    |             |

**Create Group**

Group Name :

Description :

| Permission                                | Category | Asset Type | Users | Metadata Group          |
|-------------------------------------------|----------|------------|-------|-------------------------|
| <input checked="" type="checkbox"/> Allow |          |            |       |                         |
| <input checked="" type="checkbox"/>       |          |            |       | Add Comment             |
| <input checked="" type="checkbox"/>       |          |            |       | Add Public Tags         |
| <input checked="" type="checkbox"/>       |          |            |       | Annotate                |
| <input checked="" type="checkbox"/>       |          |            |       | Anywhere                |
| <input checked="" type="checkbox"/>       |          |            |       | Approve or Reject asset |
| <input checked="" type="checkbox"/>       |          |            |       | Archive Assets          |
| <input checked="" type="checkbox"/>       |          |            |       | Asset Per Page          |
| <input checked="" type="checkbox"/>       |          |            |       | Change Face Version     |

**Create**   **Cancel**

Figure 20- Manage User Groups

1. **Create Group:** To create a user group, click on **Create Group** button on top of the page.
  - a. Enter Group Name- Group name must be given depending on the type of users in that group. It is a mandatory field,
  - b. Description - Type description so that it provides identification to the group.

Figure 21- Create User Group

- c. Enable permissions under **Permissions** tab. A group is created to assign permissions to multiple users at the same time. Assign necessary permissions for the new group. By de-selecting permission, the users under this user group will no longer have that option the eMAM Director interface. Click on the allow checkbox and all the permissions are selected. Newly created user group will have all the permissions that are selected here.

Figure 22- User group- Permissions tab

| User Group Permissions  | Description                                                                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add Comment             | Permission to add comments to the asset.                                                                                                                                        |
| Add Public Tags         | Permission to add public tags to the assets. Public tags can be used by eMAM users to search assets. Each user can create private tags which are available to that user only.   |
| Annotate                | Permission to insert text and graphics data at a specific time in a video asset, and to add annotation objects such as texts, lines, rectangles, ellipses etc. to image assets. |
| Anywhere                | Permission to view and use Anywhere widget.                                                                                                                                     |
| Approve or Reject Asset | Permission to Approve or Reject assets sent by another user.                                                                                                                    |
| Archive Assets          | Permission to move native definition asset from online storage into the archive location. System maintains the proxy copies and metadata of an asset even if it is archived.    |
| Asset Per page          | Permission to view Asset per page option.                                                                                                                                       |
| Change Face Version     | Permission to change Face version of an asset. (Face version is seen during browse and preview).                                                                                |
| Change Keyframe         | Permission to change default keyframe of assets.                                                                                                                                |
| Delete Comment          | Permission to delete a comment.                                                                                                                                                 |
| Delete Public Tags      | Permission to delete public tags of an asset.                                                                                                                                   |
| Delivery FTP            | Permission to deliver assets to different FTP locations.                                                                                                                        |
| Delivery Network Folder | Permission to deliver assets to different locations.                                                                                                                            |
| Delivery web            | Not Applicable                                                                                                                                                                  |
| Download File           | Permission to download assets.                                                                                                                                                  |
| Edit Public Tags        | Permission to edit public tags of an asset.                                                                                                                                     |
| Embed Code              | Permission to generate the embed code for a video.                                                                                                                              |
| Essence                 | Permission to see Essence widget.                                                                                                                                               |
| Ingest                  | Permission to ingest assets into eMAM.                                                                                                                                          |
| Insights                | Permission to view Insights widget.                                                                                                                                             |
| Manage Category         | Permission to add new category, copy category, move category, assign categories to assets on ingest and after ingest.                                                           |

|                            |                                                                                                                                                             |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manage Projects            | Permission to add new projects.                                                                                                                             |
| Metadata mapping           | Permission to map custom metadata in Old Admin interface. (Not Applicable now)                                                                              |
| Order Placement            | Permission to place eOrders for assets in the eMAM system                                                                                                   |
| Standard Proxy Edit        | Permission to perform rough cuts on video assets under Standard tab of Subclips widget.                                                                     |
| TX Proxy Edit              | Permission to perform rough cuts on video assets under TX tab of Subclips widget.                                                                           |
| Purge Assets               | Permission to delete assets from storages.                                                                                                                  |
| Rate Asset                 | Permission to rate assets.                                                                                                                                  |
| Reports Generation         | Permission to generate reports.                                                                                                                             |
| Re-upload                  | Permission to re-upload an asset from File version widget. It is used to link different versions of an asset to the face version.                           |
| Send for External Approval | Permission to send an asset to another eMAM user for external approval.                                                                                     |
| Send for Internal Approval | Permission to send an asset as an email to someone for Internal Approval. This allows one-time access to an asset to someone who is NOT an authorized user. |
| Sort                       | Permission to use Sort option.                                                                                                                              |
| Themes                     | Permission to use different themes.                                                                                                                         |
| Timeline                   | Permission to use Timeline and Timeline Preview widget.                                                                                                     |
| Transcript                 | Permission to view Transcript widget.                                                                                                                       |
| Update Marker              | Permission to update markers.                                                                                                                               |
| Update Metadata            | Permission to update asset metadata.                                                                                                                        |
| View Asset                 | Permission to view assets.                                                                                                                                  |
| View Asset History         | Permission to view History widget.                                                                                                                          |
| View Comment               | Permission to view comments about an asset.                                                                                                                 |
| View eBIN                  | Permission to view and use eBIN features.                                                                                                                   |
| View eSEND                 | Permission to view eSEND option.                                                                                                                            |

|             |                                   |
|-------------|-----------------------------------|
| View eShare | Permission to view eShare option. |
| View Marker | Permission to view markers.       |

- d. Assign **Categories** to User Groups: From category list, select categories that need to be associated with the group. If a group is assigned to a particular category, it will have access permission to assets belonging to that category only. Select 'All Categories' for group to have access to assets in all the categories. *Note: Selecting one category automatically or by default selects its subcategories too.*

Figure 23- Create Group- Category

- e. Assign **Asset types** to User Group: Select the *Asset Type* that needs to be associated with group. Users in a group will have access to those asset types only for which they have permission.

| AssetType   |
|-------------|
| Video       |
| Audio       |
| Image       |
| Other Files |

Figure 24- Create Group- Asset type

- f. Assign **Users** to User group: To include users in the group, select and move them from the *Active Users* list and move to *Assigned Users* column.

The screenshot shows the 'Users' tab of a 'Create Group' dialog. It features two main sections: 'Assigned Users' and 'Active Users'. The 'Assigned Users' section has a header 'Assigned Users' and a list containing 'Anoop NR'. The 'Active Users' section has a header 'Active Users' and a list containing 'Shaludas MK'. A red arrow points from 'Shaludas MK' in the 'Active Users' list to the 'Assigned Users' section. A red box highlights the '<<' button located between the two sections. At the bottom of the dialog are 'Update' and 'Cancel' buttons.

Figure 25- Create Group- Users

- g. Assign desired **Metadata Groups** to the User Group by selecting the check boxes and click on **Create** button.

The screenshot shows the 'Metadata Group' tab of a 'Create Group' dialog. It features a table with two columns: 'Select ALL' and 'Metadatagroup Name'. The table lists several metadata groups, all of which are selected with checkmarks. At the bottom of the dialog are 'Create' and 'Cancel' buttons.

| Select ALL                          | Metadatagroup Name |
|-------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | Basic              |
| <input checked="" type="checkbox"/> | QA_metadata        |
| <input checked="" type="checkbox"/> | qa                 |
| <input checked="" type="checkbox"/> | qa                 |
| <input checked="" type="checkbox"/> | qa                 |
| <input checked="" type="checkbox"/> | Basic              |
| <input checked="" type="checkbox"/> | A1                 |
| <input checked="" type="checkbox"/> | A2                 |

Figure 26- Create Group- Metadata group

- h. Group successfully created message box gets displayed. The new user group gets listed in the middle panel.

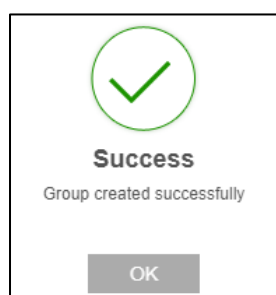


Figure 27- User group successfully created message box.

2. **Delete Group:** To delete any existing group, select the group from the list of user Groups and click on **Delete Group** on top panel as shown below:

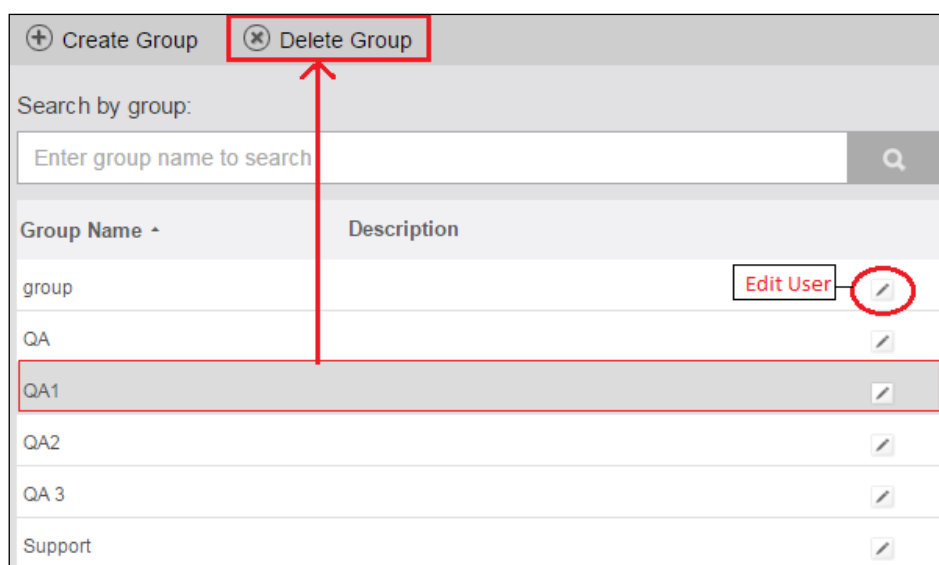


Figure 28- Delete Group

A prompt message is displayed to confirm deletion. Click OK to delete the user group.

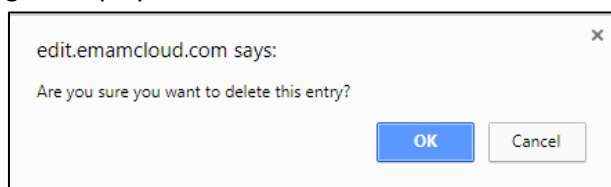


Figure 29- Message box to confirm deletion.

3. **Edit Group:** To edit any User Group details, select the user group you wish to edit from the list and click on **Edit** icon as shown below. Make changes and click on **Update** button. Changing the name or description of the group does not affect users of that group. However, changing permissions of group change permissions for all the users of that group.

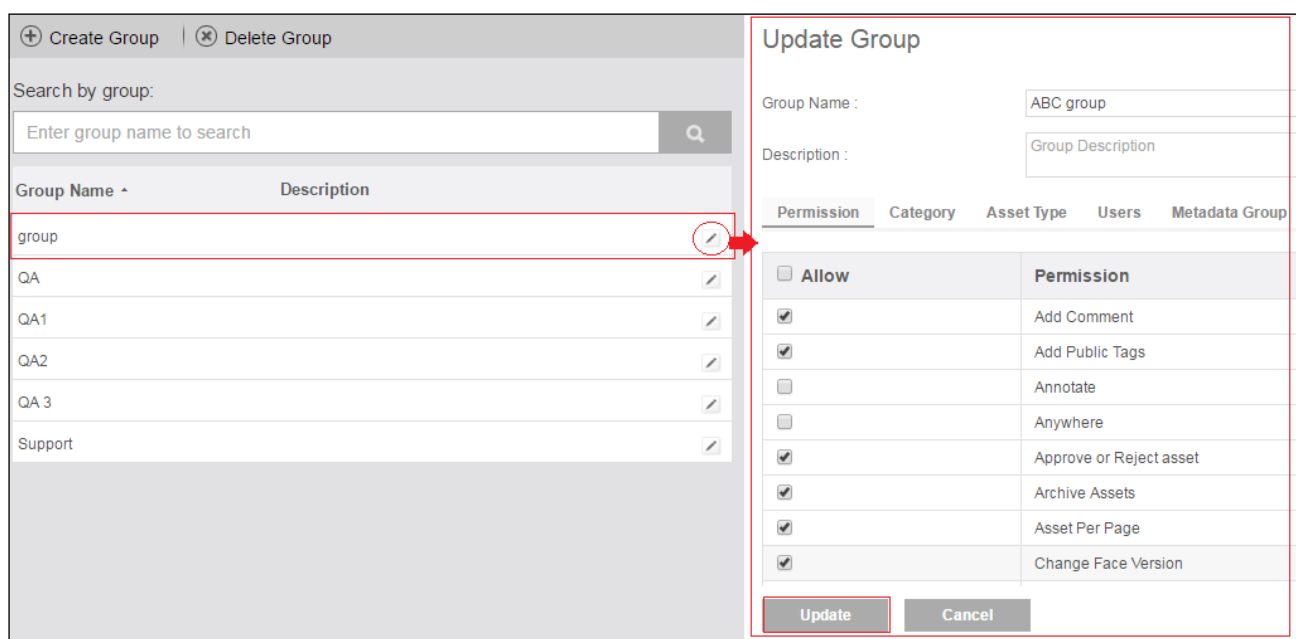


Figure 30- Edit Group

Group gets updated with the message below.

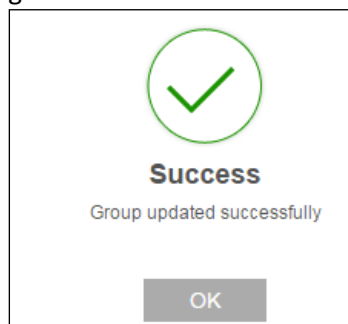


Figure 31- Message box

- c. **Manage Registration Forms:** This dynamic registration form option allows users to register themselves in the eMAM system without requesting login credentials from the eMAM Unit Administrator. This feature is especially helpful when bulk users need to be created. eMAM Unit Administrator sends registration form to users. Unit Administrator can create multiple users and assign permissions and rights to users created through the registration form. Administrators can also create multiple registration forms with different permissions and rules, user groups, ingest profiles, logos, and projects etc. to which users are to be assigned. Apart from creating new forms, admin can view, edit, and delete the forms too.

Figure 32- Manage Registration form

1. **Create Reg Form:** To create a new registration form, click on **Create Reg Form** button on top of the page.
  - a. Fill in Form Name.
  - b. Fields tab, select fields that need to be displayed in the Registration form.  
Enter email id (enabled by default), Domain username (enabled by default), first name, last name, and other details. *Note: Email id and domain username fields are not visible in registration form link.*
  - c. Details tab:

**Create Reg Form**

Form Name :

Fields **Details** Ingest Profile Delivery Profile Groups Projects

Title :

Disable Account :

Account Expires :

☐ Send Director link

☐ Send Client link

☒ Notify User

☐ Prompt user to change password on first login?

Figure 33- Create Registration form- Details

- d. Select Ingest Profile details under Ingest Profile tab:

Fields Details **Ingest Profile** Groups Projects Logo & Css

☐ INTERNAL ☐ Premiere Ingest

☐ Metadata Sidecar Ingest ☐ NO PROXY INGEST

Select Default Ingest Profile

Figure 34- Create Registration form- Ingest Profile

- e. Select the desired delivery Profiles under Delivery Profile tab:

**Create Reg Form**

Form Name :

Fields Details Ingest Profile **Delivery Profile** Groups Projects Logo & Css

☐ Duplicate Profile [Individual JSON] ☐ Duplicate Profile [GROUP TEXT]

☒ Duplicate Profile [Individual XML] ☐ Duplicate Profile [GROUP NOTIFY]

☒ Duplicate Profile [Individual TEXT] ☒ Subclip Delivery With XML

☐ Duplicate Profile [GROUP JSON] ☐ 8Mbps MP4 for Large format Displays

☐ Duplicate Profile [GROUP XML]

Figure 35- Create Registration form- Delivery Profile

- f. Select the User Groups under Groups tab:

| Fields                                           | Details | Ingest Profile | Groups  | Projects | Logo & Css |
|--------------------------------------------------|---------|----------------|---------|----------|------------|
| <input checked="" type="checkbox"/>              | Allow   |                | Groups  |          |            |
| <input checked="" type="checkbox"/>              |         |                | group   |          |            |
| <input checked="" type="checkbox"/>              |         |                | QA      |          |            |
| <input checked="" type="checkbox"/>              |         |                | QA1     |          |            |
| <input checked="" type="checkbox"/>              |         |                | QA2     |          |            |
| <input checked="" type="checkbox"/>              |         |                | QA 3    |          |            |
| <input checked="" type="checkbox"/>              |         |                | Support |          |            |
| <div> <div>Create</div> <div>Cancel</div> </div> |         |                |         |          |            |

Figure 36- Create Registration form- Groups

- g. Select Projects under Projects tab:

| Fields                                           | Details | Ingest Profile | Groups | Projects                       | Logo & Css |
|--------------------------------------------------|---------|----------------|--------|--------------------------------|------------|
| <input checked="" type="checkbox"/>              | Allow   |                |        | Projects                       |            |
| <input checked="" type="checkbox"/>              |         |                |        | 1gb test                       |            |
| <input type="checkbox"/>                         |         |                |        | 3.8.5 Export back eMAM Project |            |
| <input checked="" type="checkbox"/>              |         |                |        | 38 DEMO                        |            |
| <input checked="" type="checkbox"/>              |         |                |        | athomas 1                      |            |
| <input checked="" type="checkbox"/>              |         |                |        | Colgate_TEST                   |            |
| <input checked="" type="checkbox"/>              |         |                |        | D_Team_Project1                |            |
| <input checked="" type="checkbox"/>              |         |                |        | edit 2                         |            |
| <input type="checkbox"/>                         |         |                |        | edit 4                         |            |
| <div> <div>Create</div> <div>Cancel</div> </div> |         |                |        |                                |            |

Figure 37- Create Registration form- - Projects

- h. Users can upload a company logo in the reg form under Logos and CSS tab. If the logo is not uploaded, the system uploads default logo. You can customize the user reg form page by uploading personalized Cascading Style Sheets (CSS). Administrators can upload predefined CSS to standardize look and feel of the user registration form across different platforms and devices. After customizing CSS, upload the same to the registration form. You can also download default Logo and CSS template. Then click on **Create** button.

Figure 38- Create Registration form- Logo & CSS

- i. A window pops up with successfully created message with a link to the registration form is generated. eMAM Unit Administrator can send this link through email to the users who want to create a new account in the eMAM system. Click OK.

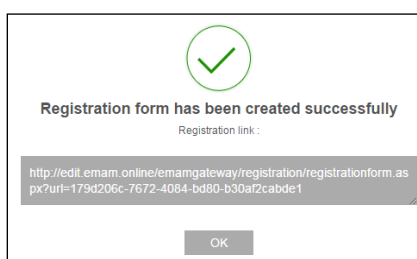


Figure 39- Message box

- j. Open the link to see your newly created Registration form. User can fill in details in the Registration Form and click on '**Create My Account**' to create a new account. If account is created successfully, a confirmation window is displayed.

Figure 40- Registration form

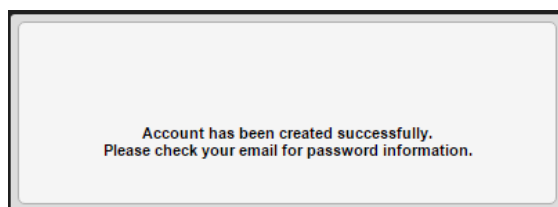


Figure 41- Message box

2. **Edit Form:** To edit any existing Registration form, select the form from the list and click on *Edit* icon corresponding to the form name. Make changes and click on **Update** button to update the changes.

Figure 42- Edit Form

Registration form gets updated with the message below.

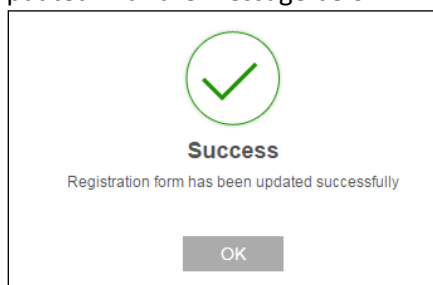


Figure 43- Message box

3. **Delete Forms:** To Delete any existing Registration form, select the form, and click on **Delete Forms** button as shown below:

Figure 44- Delete Forms

- d. **Batch Import:** This *Batch Import* option can be used to import multiple users in batches using a spread sheet. eMAM accounts of all the users belonging to a particular user group or multiple user groups and projects, can be created in one shot. User details exported from Active Directory or Single Sign On can also be used to create eMAM user accounts.

Figure 45- Batch user import

To do so, Administrators can follow the following steps:

- i. **Download Template:** Click on *Download Template* on top right page to download the template for batch user import. Template looks like below:

|   | A     | B      | C         | D        | E     | F   | G      | H     | I        | J        | K        | L    | M             | N       | O   | P |
|---|-------|--------|-----------|----------|-------|-----|--------|-------|----------|----------|----------|------|---------------|---------|-----|---|
| 1 | Email | Domain | FirstName | LastName | Phone | Fax | Mobile | Title | Address1 | Address2 | Address3 | City | State         | Country | Zip |   |
| 2 |       |        |           |          |       |     |        |       |          |          |          | NY   | United States |         |     |   |
| 3 |       |        |           |          |       |     |        |       |          |          |          |      |               |         |     |   |
| 4 |       |        |           |          |       |     |        |       |          |          |          |      |               |         |     |   |
| 5 |       |        |           |          |       |     |        |       |          |          |          |      |               |         |     |   |
| 6 |       |        |           |          |       |     |        |       |          |          |          |      |               |         |     |   |
| 7 |       |        |           |          |       |     |        |       |          |          |          |      |               |         |     |   |

Figure 46- Download template

- ii. In the downloaded spreadsheet, fill in below details of the users and save the file:

- a. Email (\*Mandatory)
- b. Domain (\*Mandatory)
- c. First name (\*Mandatory)
- d. Last Name (\*Mandatory)
- e. Phone (\*Mandatory)
- f. Fax
- g. Mobile
- h. Title
- i. Address1 (\*Mandatory)
- j. Address 2
- k. Address3
- l. City

- m. State (\*Mandatory): Select *Outside USA* if Country is not *USA*.
- n. Country (\*Mandatory)
- o. Zip (\*Mandatory)

| FirstName | LastName | Phone | Fax | Mobile | Title | Address1 | Address2   | Address3 | City | State       | Country       | Zip |
|-----------|----------|-------|-----|--------|-------|----------|------------|----------|------|-------------|---------------|-----|
| AB        | C        | 98767 |     |        |       | 56 St    | Park Ave   |          |      | NY          | United States |     |
| DE        | F        | 45678 |     |        |       | 10 St    | Gold Ave   |          |      | Outside USA | Algeria       |     |
| GH        | I        | 76538 |     |        |       | 67 St    | Silver Ave |          |      | CA          | Angola        |     |

Figure 47- Fill in user details

- iii. Click on *Browse file* to browse and select the saved file from your machine.

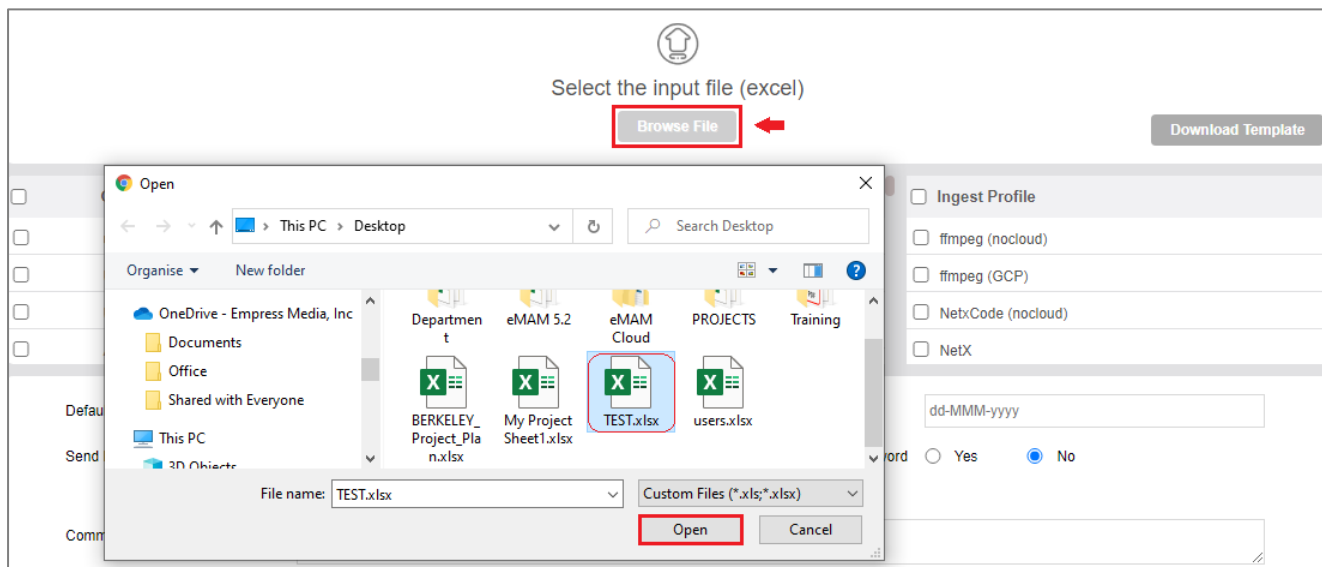


Figure 48-Browse file to browse and select the saved file from your machine

- iv. The saved file now displays with an *Import* button as shown below.

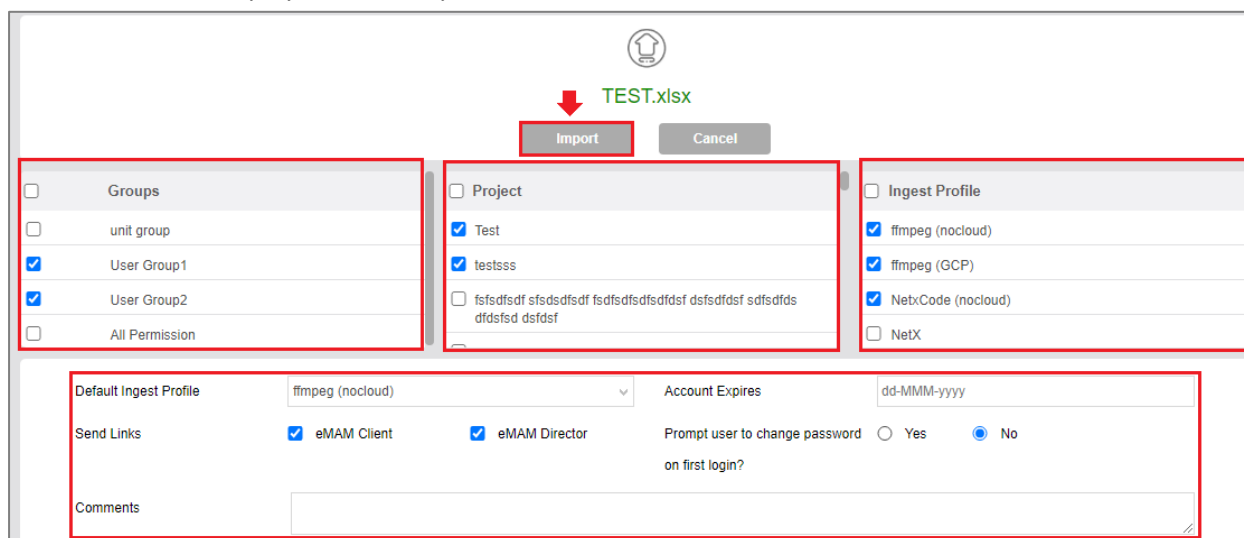


Figure 49- saved file now displays with an Import button

- v. *Groups*: Choose the User groups these users' needs to a part of.
- vi. *Project*: Choose the projects for the users.
- vii. *Ingest profile*: Choose the ingest profiles for the users.
- viii. *Default ingest profile*: choose the default ingest profile.
- ix. *Account Expires*: Choose the account expiry date if required.

- x. *Send Links: Enable eMAM Client and or eMAM Director to send links.*
- xi. *Prompt user to change password on first login: Click 'Yes' or 'No.'*
- xii. *Comments: Add comments if required.*
- xiii. Click on *Import* button.
- xiv. Below message appears after successful import.

File imported successfully.

OK

If you miss any of the mandatory fields, warning message as show below get displayed.

Batch Import

**Warning:**

Select the input file (excel)

File cannot be imported completely due to following errors.

The domain field was missing on row no: 2  
 The firstName field was missing on row no: 2  
 The lastName field was missing on row no: 2  
 The phone field was missing on row no: 2  
 The address1 field was missing on row no: 2  
 The city field was missing on row no: 2  
 The domain field was missing on row no: 3  
 The firstName field was missing on row no: 3  
 The lastName field was missing on row no: 3  
 The phone field was missing on row no: 3  
 The address1 field was missing on row no: 3  
 The state field was missing on row no: 3  
 The city field was missing on row no: 3  
 The country field was missing on row no: 3  
 The domain field was missing on row no: 4  
 The firstName field was missing on row no: 4  
 The lastName field was missing on row no: 4  
 The phone field was missing on row no: 4  
 The address1 field was missing on row no: 4  
 The state field was missing on row no: 4  
 The city field was missing on row no: 4  
 The country field was missing on row no: 4  
 The domain field was missing on row no: 5  
 The firstName field was missing on row no: 5  
 The lastName field was missing on row no: 5  
 The phone field was missing on row no: 5  
 The address1 field was missing on row no: 5  
 The state field was missing on row no: 5

☐ Project  
☒ Test  
☐ testsss  
☐ fsfsdfsdf fsfsdfsdf fsfsdfsdfsdfsdf fsfsdfsdfsdfsdf  
☐ Ingest Profile  
☒ fImpeg (nocloud)  
☐ fImpeg (GCP)  
☐ NetxCode (nocloud)  
☒ NetX

Account Expires: 30-Sep-2021

☒ eMAM Client ☒ eMAM Director

Prompt user to change password on first login? ☐ Yes ☒ No

OK

2. **Manage Asset Types:** To manage asset type permissions, click on asset types to view more details on the right-hand side. Video, audio, images, and other files such as office documents, pdf files, Excel sheets etc. are different types of assets, and these assets can be managed using several administrator tools in eMAM. Asset type permissions are the first level of permissions set by the eMAM Unit Administrator for a user.

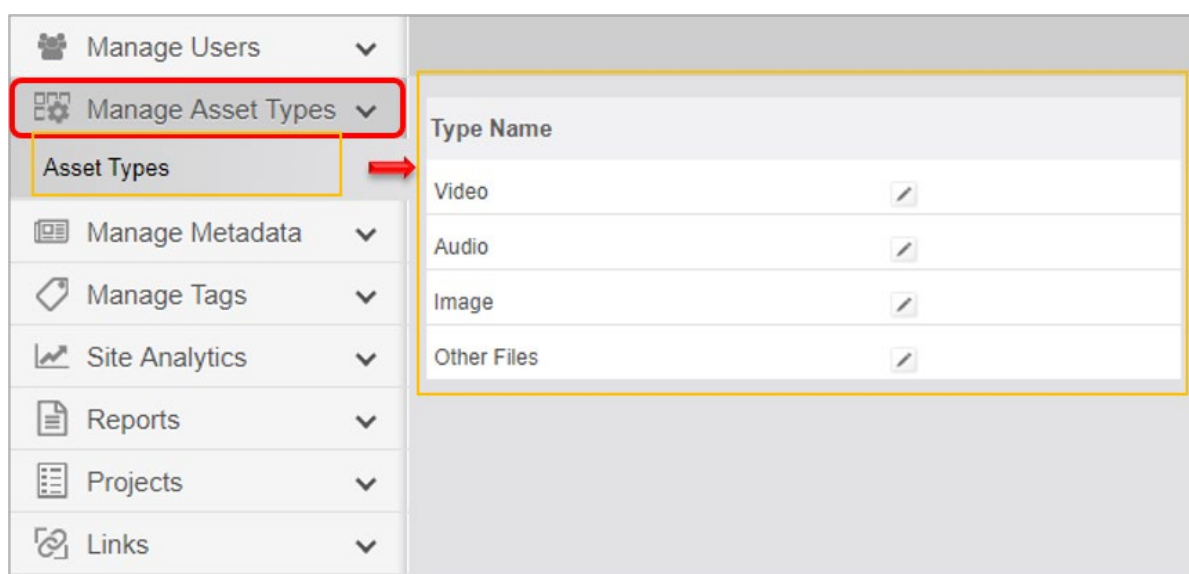


Figure 50- Manage asset types

Permissions that can be managed for various asset types are shown below. You can individually select or de select permissions or enable **Allow** checkbox to select/de select all permissions at once.

| <input type="checkbox"/> Allow      | Permission                 |
|-------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Add Comment                |
| <input checked="" type="checkbox"/> | Add Public Tags            |
| <input checked="" type="checkbox"/> | Approve or Reject asset    |
| <input checked="" type="checkbox"/> | Archive Assets             |
| <input checked="" type="checkbox"/> | Change Face Version        |
| <input checked="" type="checkbox"/> | Delete Comment             |
| <input checked="" type="checkbox"/> | Delete Public Tags         |
| <input checked="" type="checkbox"/> | Delivery FTP               |
| <input checked="" type="checkbox"/> | Delivery Network Folder    |
| <input checked="" type="checkbox"/> | Delivery Web               |
| <input checked="" type="checkbox"/> | Download File              |
| <input checked="" type="checkbox"/> | Edit Public Tags           |
| <input checked="" type="checkbox"/> | Essence                    |
| <input checked="" type="checkbox"/> | Ingest                     |
| <input checked="" type="checkbox"/> | Insight                    |
| <input checked="" type="checkbox"/> | Manage Category            |
| <input checked="" type="checkbox"/> | Order Placement            |
| <input checked="" type="checkbox"/> | Purge Assets               |
| <input checked="" type="checkbox"/> | Rate Asset                 |
| <input checked="" type="checkbox"/> | Reupload                   |
| <input checked="" type="checkbox"/> | Send For External Approval |
| <input checked="" type="checkbox"/> | Send For Internal Approval |
| <input checked="" type="checkbox"/> | Standard Proxy Edit        |
| <input checked="" type="checkbox"/> | Transcript                 |
| <input checked="" type="checkbox"/> | TX Proxy Edit              |
| <input checked="" type="checkbox"/> | Update Marker              |
| <input checked="" type="checkbox"/> | Update Metadata            |
| <input checked="" type="checkbox"/> | View Asset                 |
| <input checked="" type="checkbox"/> | View Comment               |
| <input checked="" type="checkbox"/> | View eSEND                 |
| <input checked="" type="checkbox"/> | View eShare                |
| <input checked="" type="checkbox"/> | View Marker                |

Figure 51- Asset permissions

*Note: Permission list differs based on the type of asset selected. E.g.: markers permission is only available for Video assets.*

Click on below asset types to view permissions related to it, on the right-hand side panel:

- a. **Video:** Click on *edit* icon corresponding to video to view and manage all the permissions relating to the video assets. Enable or disable permissions using the checkboxes. Use scroll bar to view permissions listed below. Click save button to update the changes.

| Type Name                           | Video Permissions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------|-------------------------------------|-------------|-------------------------------------|-----------------|-------------------------------------|----------|-------------------------------------|-------------------------|-------------------------------------|----------------|-------------------------------------|---------------------|-------------------------------------|----------------|-------------------------------------|--------------------|-------------------------------------|--------------|-------------------------------------|-------------------------|
| Video                               | <table border="1"> <thead> <tr> <th>Allow</th> <th>Permission</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>Add Comment</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Add Public Tags</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Annotate</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Approve or Reject asset</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Archive Assets</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Change Face Version</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Delete Comment</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Delete Public Tags</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Delivery FTP</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Delivery Network Folder</td></tr> </tbody> </table> | Allow | Permission | <input checked="" type="checkbox"/> | Add Comment | <input checked="" type="checkbox"/> | Add Public Tags | <input checked="" type="checkbox"/> | Annotate | <input checked="" type="checkbox"/> | Approve or Reject asset | <input checked="" type="checkbox"/> | Archive Assets | <input checked="" type="checkbox"/> | Change Face Version | <input checked="" type="checkbox"/> | Delete Comment | <input checked="" type="checkbox"/> | Delete Public Tags | <input checked="" type="checkbox"/> | Delivery FTP | <input checked="" type="checkbox"/> | Delivery Network Folder |
| Allow                               | Permission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| <input checked="" type="checkbox"/> | Add Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| <input checked="" type="checkbox"/> | Add Public Tags                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| <input checked="" type="checkbox"/> | Annotate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| <input checked="" type="checkbox"/> | Approve or Reject asset                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| <input checked="" type="checkbox"/> | Archive Assets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| <input checked="" type="checkbox"/> | Change Face Version                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| <input checked="" type="checkbox"/> | Delete Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| <input checked="" type="checkbox"/> | Delete Public Tags                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| <input checked="" type="checkbox"/> | Delivery FTP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| <input checked="" type="checkbox"/> | Delivery Network Folder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| Audio                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| Image                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |
| Other Files                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |            |                                     |             |                                     |                 |                                     |          |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |

**Figure 52- Manage asset types: Video permissions**

- a. **Audio:** Click on *edit* icon corresponding to audio to view and manage permissions relating to audio files. Enable or disable permissions using checkboxes. Use scroll bar to view full list of permissions. Click on *Save* button to update the changes.

| Type Name                           | Audio Permissions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|------------|-------------------------------------|-------------|-------------------------------------|-----------------|-------------------------------------|-------------------------|-------------------------------------|----------------|-------------------------------------|---------------------|-------------------------------------|----------------|-------------------------------------|--------------------|-------------------------------------|--------------|-------------------------------------|-------------------------|-------------------------------------|--------------|
| Video                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| Audio                               | <table border="1"> <thead> <tr> <th>Allow</th> <th>Permission</th> </tr> </thead> <tbody> <tr><td><input checked="" type="checkbox"/></td><td>Add Comment</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Add Public Tags</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Approve or Reject asset</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Archive Assets</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Change Face Version</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Delete Comment</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Delete Public Tags</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Delivery FTP</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Delivery Network Folder</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Delivery Web</td></tr> </tbody> </table> | Allow | Permission | <input checked="" type="checkbox"/> | Add Comment | <input checked="" type="checkbox"/> | Add Public Tags | <input checked="" type="checkbox"/> | Approve or Reject asset | <input checked="" type="checkbox"/> | Archive Assets | <input checked="" type="checkbox"/> | Change Face Version | <input checked="" type="checkbox"/> | Delete Comment | <input checked="" type="checkbox"/> | Delete Public Tags | <input checked="" type="checkbox"/> | Delivery FTP | <input checked="" type="checkbox"/> | Delivery Network Folder | <input checked="" type="checkbox"/> | Delivery Web |
| Allow                               | Permission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| <input checked="" type="checkbox"/> | Add Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| <input checked="" type="checkbox"/> | Add Public Tags                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| <input checked="" type="checkbox"/> | Approve or Reject asset                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| <input checked="" type="checkbox"/> | Archive Assets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| <input checked="" type="checkbox"/> | Change Face Version                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| <input checked="" type="checkbox"/> | Delete Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| <input checked="" type="checkbox"/> | Delete Public Tags                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| <input checked="" type="checkbox"/> | Delivery FTP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| <input checked="" type="checkbox"/> | Delivery Network Folder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| <input checked="" type="checkbox"/> | Delivery Web                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| Image                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |
| Other Files                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |            |                                     |             |                                     |                 |                                     |                         |                                     |                |                                     |                     |                                     |                |                                     |                    |                                     |              |                                     |                         |                                     |              |

**Figure 53- Manage asset types: Audio permissions**

- b. **Image:** Click on edit icon corresponding to Images to view and manage the permissions relating to image files. Enable or disable permissions using checkboxes. Use scroll bar to view full list of permissions. Click on **Save** button to update the changes.

| Allow                               | Permission              |
|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | Add Comment             |
| <input checked="" type="checkbox"/> | Add Public Tags         |
| <input checked="" type="checkbox"/> | Annotate                |
| <input checked="" type="checkbox"/> | Approve or Reject asset |
| <input checked="" type="checkbox"/> | Archive Assets          |
| <input checked="" type="checkbox"/> | Change Face Version     |
| <input checked="" type="checkbox"/> | Delete Comment          |
| <input checked="" type="checkbox"/> | Delete Public Tags      |
| <input checked="" type="checkbox"/> | Delivery FTP            |
| <input checked="" type="checkbox"/> | Delivery Network Folder |

**Figure 54- Manage asset types: Image permissions**

- c. **Other files:** Click on edit icon corresponding to Other Files to view and manage permissions relating to other files. Enable or disable permissions using checkboxes. Use scroll bar to view full list of permissions. Click on **Save** button to update the changes.

| Allow                               | Permission              |
|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | Add Comment             |
| <input checked="" type="checkbox"/> | Add Public Tags         |
| <input checked="" type="checkbox"/> | Approve or Reject asset |
| <input checked="" type="checkbox"/> | Archive Assets          |
| <input checked="" type="checkbox"/> | Change Face Version     |
| <input checked="" type="checkbox"/> | Delete Comment          |
| <input checked="" type="checkbox"/> | Delete Public Tags      |
| <input checked="" type="checkbox"/> | Delivery FTP            |
| <input checked="" type="checkbox"/> | Delivery Network Folder |
| <input checked="" type="checkbox"/> | Delivery Web            |

**Figure 55- Manage asset types: Other files permissions**

| Asset Type Permissions       | Description                                                                                                                                                                     |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add Comment                  | Permission to add comments to the asset.                                                                                                                                        |
| Add Public Tags              | Permission to add public tags to the assets. Public tags can be used by eMAM users to search assets. Each user can create private tags which are available to that user only.   |
| Annotate                     | Permission to insert text and graphics data at a specific time in a video asset, and to add annotation objects such as texts, lines, rectangles, ellipses etc. to image assets. |
| Approve or Reject Asset      | Permission to Approve or Reject assets sent by another user.                                                                                                                    |
| Archive Assets               | Permission to move native definition asset from online storage into the archive location. System maintains the proxy copies and metadata of an asset even if it is archived.    |
| Change Face Version          | Permission to change Face version of an asset. (Face version is seen during browse and preview).                                                                                |
| Delete Comment               | Permission to delete a comment.                                                                                                                                                 |
| Delete Public Tags           | Permission to delete public tags of an asset.                                                                                                                                   |
| Delivery FTP                 | Permission to deliver assets to different FTP locations.                                                                                                                        |
| Delivery Network Folder      | Permission to deliver assets to different locations.                                                                                                                            |
| <a href="#">Delivery web</a> | Not applicable.                                                                                                                                                                 |
| Download File                | Permission to download assets.                                                                                                                                                  |
| Edit Public Tags             | Permission to edit public tags of an asset.                                                                                                                                     |
| Essence                      | Permission to view Essence widget                                                                                                                                               |
| Ingest                       | Permission to ingest assets into eMAM.                                                                                                                                          |
| Insight                      | Permission to view Insight widget                                                                                                                                               |
| Manage Category              | Permission to enable user to categorize the assets based on asset type.                                                                                                         |
| Update Marker                | Permission to update markers.                                                                                                                                                   |
| Order Placement              | Permission to place eOrders for assets in the eMAM system                                                                                                                       |
| Standard Proxy Edit          | Permission to perform rough cuts in video assets under Standard tab of the Subclips widget.                                                                                     |
| TX Proxy Edit                | Permission to perform rough cuts in video assets under TX tab of the Subclips widget.                                                                                           |
| Purge Assets                 | Permission to delete assets from near line storage.                                                                                                                             |
| Rate Asset                   | Permission to rate asset                                                                                                                                                        |
| Re-upload                    | Permission to re-upload an asset. It is used to link different versions of an asset to the face version.                                                                        |
| Send for External Approval   | Permission to send an asset to another eMAM user for external approval.                                                                                                         |
| Send for Internal Approval   | Permission to send an asset as an email to someone for Internal Approval. This allows one-time access to an asset to someone who is NOT an authorized user.                     |
| Transcript                   | Permission to view Transcript widget                                                                                                                                            |
| Update Metadata              | Permission to update metadata.                                                                                                                                                  |
| View Asset                   | Permission to view assets.                                                                                                                                                      |
| View Comment                 | Permission to view comments about an asset.                                                                                                                                     |

|             |                                   |
|-------------|-----------------------------------|
| View eSEND  | Permission to view eSEND option.  |
| View eShare | Permission to view eShare option. |
| View Marker | Permission to view Markers.       |

3. **Manage Metadata:** Admin users can manage metadata of assets which are displayed under the Metadata widget under custom metadata tabs.

- a. **Metadata fields:** Option to add, edit and delete metadata fields along with option to search using search field.
- i. **Add Metadata field:** To create a metadata field, click on **Add Metadata Field** button on top of the page. In the right-side panel, the Add Metadata field screen is displayed.

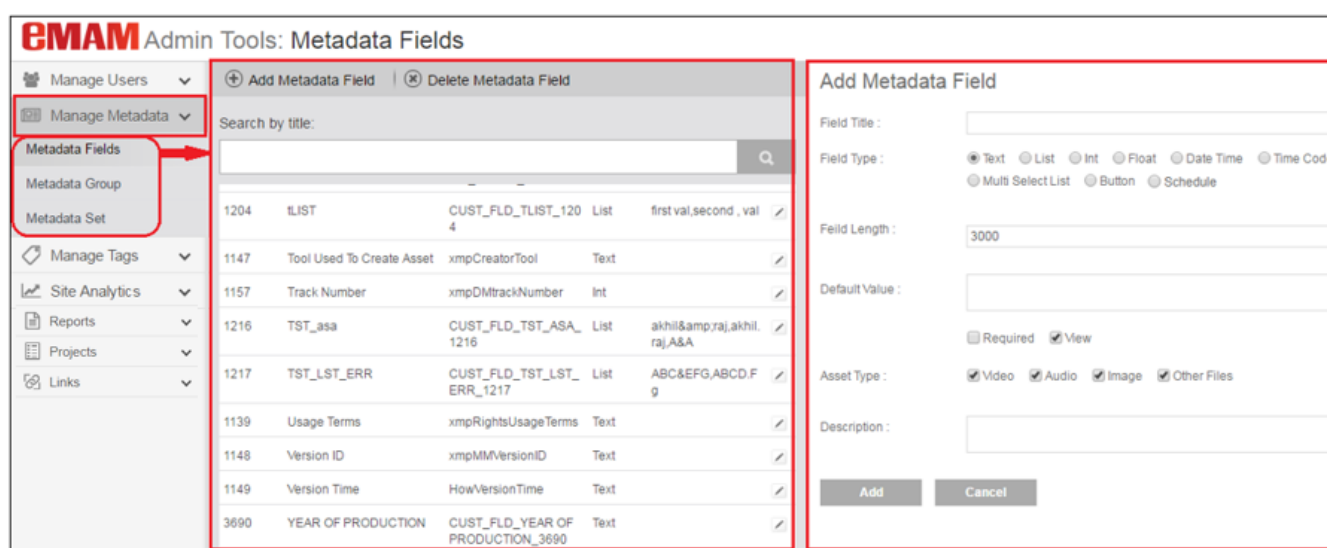


**Figure 56- Admin Tools- Manage Fields**

Define the following values:

- a. Field Title- Custom metadata field name
- b. Field Type- Custom metadata type. It can be text, int, list, float, date time, timecode, Multi Select List, Button and Schedule.
- o **Text:** Create a simple text field. Select *Text* radial button to create text metadata field type. Field length will by default display MAX (no limit for text characters). If you want to limit the text character length, key the character limit no.

**Figure 57- Text metadata field type**

- o **List:** For *List* metadata field types, select *List* radial button and key in the variables that need to be displayed as list and click *Add to List*. All the added variables will be displayed as list metadata field. *Note: Here you cannot multi select list values from the dropdown. To multi select list values, please use multi select list field type.*

Field Type : ☐ Text ☒ List ☐ Int ☐ Float ☐ Date Time ☐ Time Code  
☐ Multi Select List ☐ Button ☐ Schedule

List Values :  Add To List

Team x Project x Admin x

Figure 58- List Metadata field type

- **Int**: Select *Int* radial button to create integer metadata field types. Key in a value to display as default value.

Field Type : ☐ Text ☐ List ☒ Int ☐ Float ☐ Date Time ☐ Time Code  
☐ Multi Select List ☐ Button ☐ Schedule

Default Value :

Figure 59- Int metadata field type

- **Float**: Use *Float* field type to create integer with decimal values.

Field Type : ☐ Text ☐ List ☐ Int ☒ Float ☐ Date Time ☐ Time Code  
☐ Multi Select List ☐ Button ☐ Schedule

Default Value :

Figure 60- Float metadata field type

- **Date Time**: Use this option to display default Date and Time.

Field Type : ☐ Text ☐ List ☐ Int ☐ Float ☒ Date Time ☐ Time Code  
☐ Multi Select List ☐ Button ☐ Schedule

Default Value : 13-Jun-2017

Asset Type :  er Files

Description :

Add

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

Figure 61- Date Time metadata field

- **Time code**: Use this option to display default timecode.

Field Type : ☐ Text ☐ List ☐ Int ☐ Float ☐ Date Time ☒ Time Code  
☐ Multi Select List ☐ Button ☐ Schedule

Default Value : 00:01:02:222

Figure 62- Time code metadata field

- **Multi Select List:** Enable *Multi Select List* option to multi select items from list metadata fields. You can add new values to the list *Add to List* option.

The screenshot shows the 'Add Metadata Field' form. Under the 'Field Type' section, the 'Multi Select List' radio button is selected and highlighted with a red box. Below this, there is a 'List Values' section with a text input field and an 'Add To List' button. Below the input field, there are four buttons labeled 'Project A x', 'Project B x', 'Project C x', and 'Project D x'.

Figure 63- Multi Select List option

- **Button:** To create a button metadata field type, enable *Button* Field type radial button. Key in a button name and button description.

The screenshot shows the 'Add Metadata Field' form. Under the 'Field Type' section, the 'Button' radio button is selected and highlighted with a red box. The 'Field Title' is empty. Below the 'Field Type' section, there are fields for 'Button Name' and 'Button Description'.

Figure 64- Button metadata field type

Select a *Button* type by clicking on any of the radial buttons below. You can create 2 types of buttons to streamline and automate your workflows:

- **Server:** Server-side button metadata is used to trigger workflows that have been defined under Workflow of the Super Admin interface. Multiple workflows can be configured to a single server-side button type. With the eMAM server-side button, you can set up a metadata button to trigger any type of workflow on the eMAM server with a single click. Using the workflow configuration settings, and a little programming, you set any workflow including delivery, publishing, and archive to any of the numerous API interconnected systems. Send metadata, JSON, XML, and so forth as HTTP POST.

The screenshot shows the 'Add Metadata Field' form. Under the 'Field Type' section, the 'Button' radio button is selected and highlighted with a red box. Below this, there are fields for 'Button Name' (containing 'ABC') and 'Button Description' (containing 'Change author name to Kim'). Under the 'Button Type' section, the 'Server' radio button is selected and highlighted with a red box. Below this, there is a 'Default Value' section with a text input field. Below the input field, there are checkboxes for 'Required' (unchecked) and 'View' (checked). Below the 'Default Value' section, there is an 'Asset Type' section with checkboxes for 'Video' (checked), 'Audio' (checked), 'Image' (checked), and 'Other Files' (checked). At the bottom, there are 'Add' and 'Cancel' buttons.

Figure 65- Server button type

The button will be visible in the *Metadata* widget of the Director interface. And when this button is clicked, workflows that have been configured will be triggered. *For more details refer to the Super Admin doc-Workflow section.*

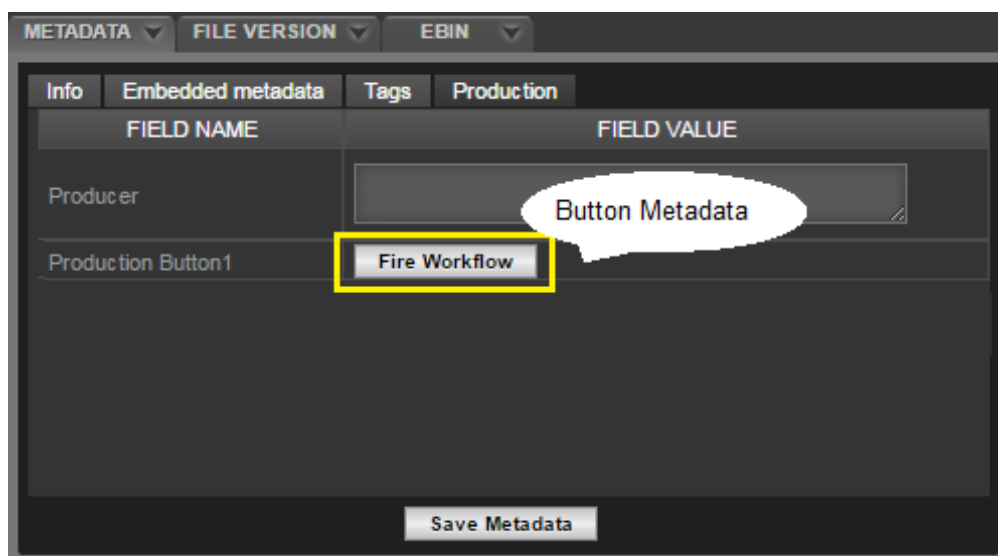


Figure 66- Button metadata displayed under Metadata widget

- **Client:** Client button types are not connected to workflows. Instead, Client-side button click can execute any JavaScript code that is provided in the script input area while creating this button. With the eMAM client-side button and a little bit of Java scripting, eMAM gives you the ability to interact with your desktop applications running in your MAC/PC client workstation directly from eMAM Director. The client-side button can pass your media metadata to another application. The system, basic, custom, and embedded metadata values can be entered in the dropdown field. This will be a global value representing the value associated with any asset.

Figure 67- Client button type

When the button is generated in the Metadata widget, these metadata values will be replaced with the corresponding asset metadata values of the loading asset.

And when this button is clicked, the JavaScript code with the corresponding asset metadata values will be executed. This button can be used to make the system play with the asset data and JavaScript as the user pleases.

For e.g. It can be used to save the metadata of an asset in a text format, or open an original asset in a separate window, or make an asset open in a separate application depending on the user's ability to play with JavaScript.

- **Schedule:** Use *Schedule* Metadata field type to schedule triggers for a workflow at a specific date and time.

Field Title : Expiry Date

Field Type : ☐ Text ☐ List ☐ Int ☐ Float ☐ Date Time ☐ Time Code ☐ Multi Select List ☐ Button ☒ Schedule

Asset Type : ☒ Video ☒ Audio ☒ Image ☒ Other Files

Description :

Figure 68- Schedule metadata field type

Schedule metadata field is visible under a Metadata Group in the Metadata widget where you can set the time and date for workflow trigger.

METADATA SEARCH FILTER

< Embedded metadata Tags DIST Series DIST Delivery Task Report >

DIST-SEASON

DIST-SEASON LANGUAGE

DIST-SEASON TYPE

DIST-SEASON FRAME RATE

Expiry Date 19-Feb-2019 08:00 X

Save Metadata

Figure 69- Schedule metadata field is visible under a Metadata Group in the Metadata widget

- **Nested List:** Nested list metadata field type can be used for tree-view value management or cascading dropdowns. These fields are interdependent. Choosing a value in the first field filters the options available in the subsequent fields. This field type is supported at asset, marker, subclip, category & project level. For example, you can use nested metadata fields to create below:

Step 1: Select Country. Choose your country from the dropdown menu. This will unlock the relevant states/provinces.

Step 2: Select State. Choose the specific state or region.

Step 3: Select District. Once the state is selected, pick the appropriate local district from the final list.

### Edit Metadata Field

Field Type : ☐ Text ☐ List ☐ Int ☐ Float ☐ Date Time ☐ Time Code  
☐ Multi Select List ☐ Button ☐ Schedule ☒ Nested List

Define Levels : (in order)

**Current Levels**

Country → State → District

**Add/Edit Data Entries**

Add New Country  
  
  
Country: -- Select Country --

Add New State  
  
  
State: -- Select State --

Add New District  
  
  
District: -- Select District --

Add New District  
  
  
District: -- Select District --

Default Value :

☐ Required ☒ View

Asset Type : ☒ Video ☒ Audio ☒ Image ☒ Other Files

Description :

Figure 70- Create Nested list metadata fields

This will be displayed below to the users:

METADATA

< ms\_Slack Review and Approve Rights Mgmt **Nested** >

| FIELD NAME | FIELD VALUE |
|------------|-------------|
| Country    | India       |
| State      | Kerala      |
| District   | Kollam      |

Figure 71- Nested list metadata fields

- c. **Default Value**- The value which should be displayed by default for the custom metadata field. For example, if there is a field of type int called duration, you can set the value of “10” as the default value for the duration.
- **Required**- Enable this checkbox if this metadata field is mandatory. If enabled, you can ingest any asset without filling the mandatory field.
  - **View**- Enable this checkbox if this metadata field needs to be visible.
- d. **Asset Type**- Choose the radial button for the type of assets: video/audio/image/other files.
- i. **Delete Metadata field**: To delete any existing metadata field, select the metadata field and click on **Delete Metadata field** button.

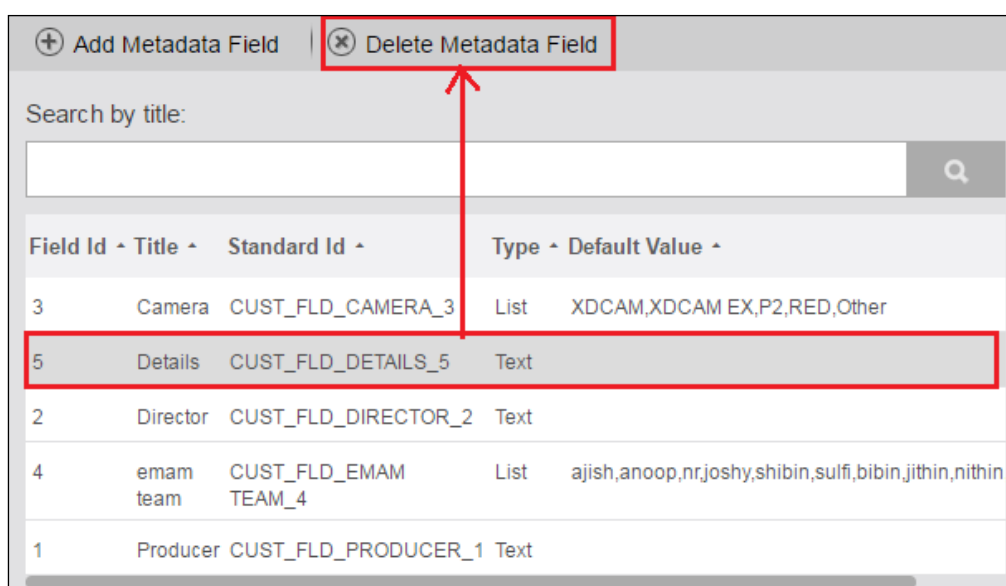


Figure 72- Delete Metadata field

- ii. **Edit Metadata field**: To edit any metadata field, select the metadata field and click on **Edit** icon corresponding to it. Edit Metadata field screen displays on the right-hand panel. Make desired changes and click on **Save** button. Note: *Field type cannot be changed.*

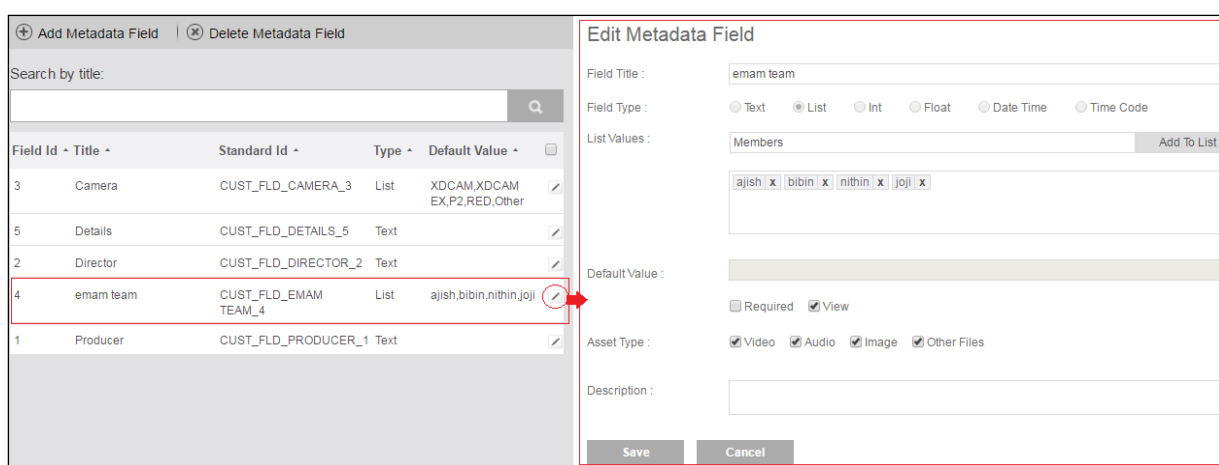


Figure 73- Edit Metadata field

Metadata field gets updated with the message below.

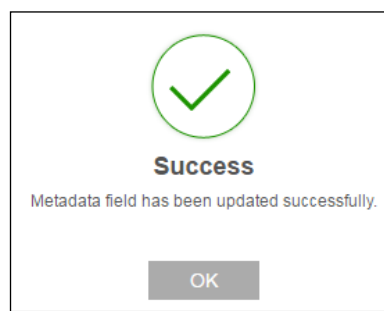


Figure 74- Message box

- b. **Metadata Group:** Metadata Groups are metadata fields grouped together which get displayed under the Metadata widget as custom metadata tabs. Click on *Metadata Group* tab on left side panel. Option to add, delete and edit Metadata groups gets displayed with details on middle and right panel. Also, you can search Metadata group using title under search field.

Figure 75- Metadata Group

1. **Add Metadata Group:** To add a new metadata group, click on **Add Metadata Group** on the top of page. Fill in below details for new metadata group:
  - a. Group Name
  - b. Description
  - c. Permissions: Check View metadata or Update metadata checkbox.
  - d. Metadata fields: From the list of existing *Metadata fields available* on the right panel, select the desired ones and move to *Metadata Fields Selected* Column by clicking on arrow button as shown below. Similarly, if you wish to remove any selected metadata field from left panel, select it and click on top arrow button and move it to right column. Once all the metadata fields are selected, it will be displayed under left panel *Metadata fields selected*. Click **Add** button to add the new Metadata group.

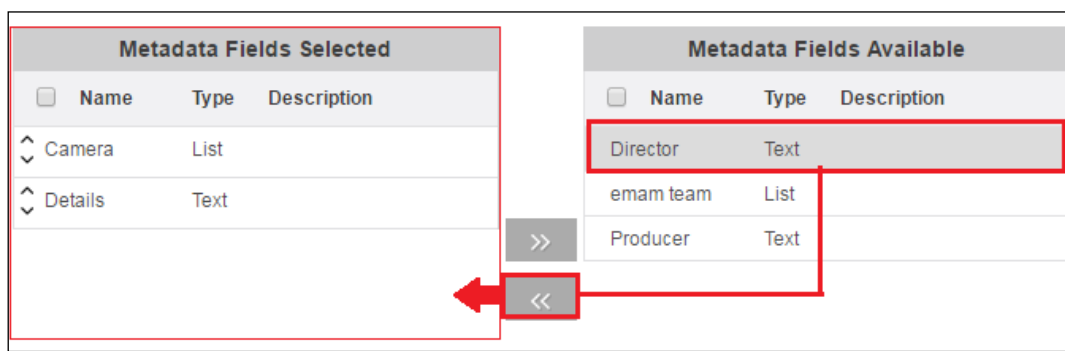


Figure 76- Add Metadata group

2. **Delete Metadata Group:** To delete any existing metadata group, select the metadata group and click on **Delete Metadata Group** button. Multiple metadata groups can be selected and deleted at one click.

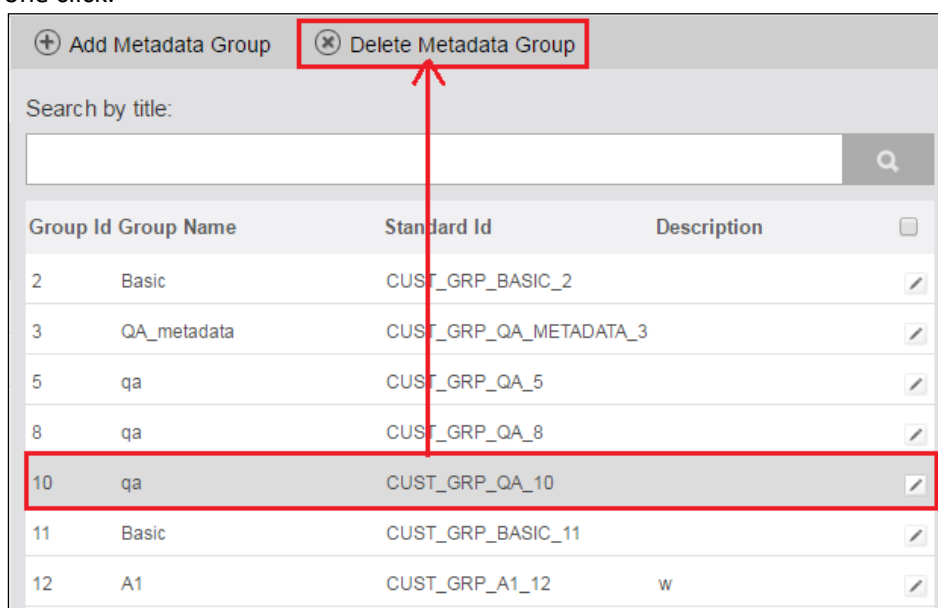


Figure 77- Delete Metadata group

3. **Edit Metadata Group:** To edit any existing Metadata group, select and click on Edit icon as shown below. Right panel will display Metadata group details. Make desired changes and click on **Save** button.

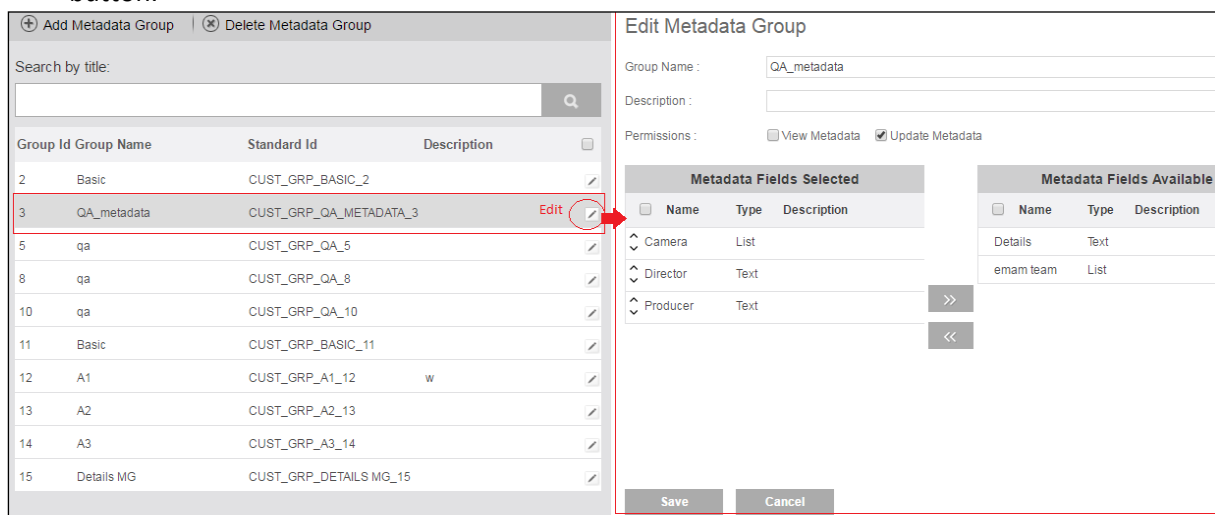


Figure 78- Edit Metadata group

Metadata Group gets updated with the message below.

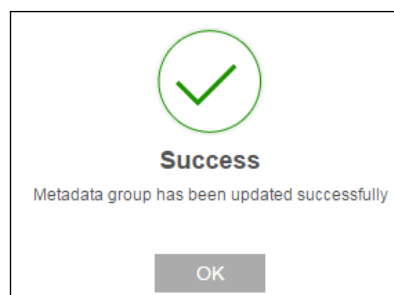


Figure 79- Message box

- c. **Metadata Set:** Metadata Sets are group of Metadata Groups and can be assigned to Assets, Projects, Categories, Markers and Subclips. Click on *Metadata tab* to display option to **Add, Delete and Edit Metadata Set**. Also, search by title using search field.

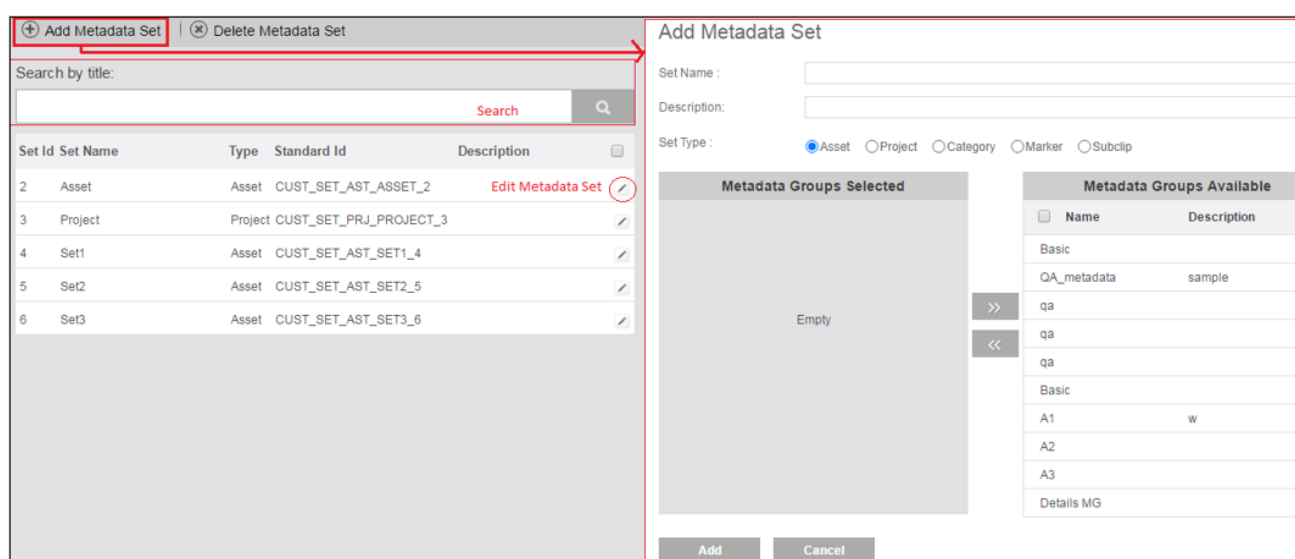


Figure 80- Metadata Set

1. **Add Metadata Set:** To add a new Metadata Set, click on **Add Metadata Set** button on top. Fill in below details for new metadata set details on the right panel:
  - a. Set Name: Enter a *Metadata Set* name.
  - b. Description: Enter Metadata set description.
  - c. Set Type: You can associate a metadata set with either assets or projects or categories or markers or subclips. Based on your need, choose type of metadata set; *Asset* or *Project* or *Category* or *Marker* or *Subclip* checkbox.
  - d. Metadata Groups: From the list of *Metadata Groups Available* column on the right panel, select the desired groups and move to *Metadata Groups Selected* Column by clicking on arrow button as shown below. Similarly, if you wish to remove any selected metadata group from left panel, select it and click on top arrow button and move it to right column. Once all the metadata groups are selected, it will be displayed under left panel *Metadata Groups Selected*. Click **Add** button to add the new Metadata Set.

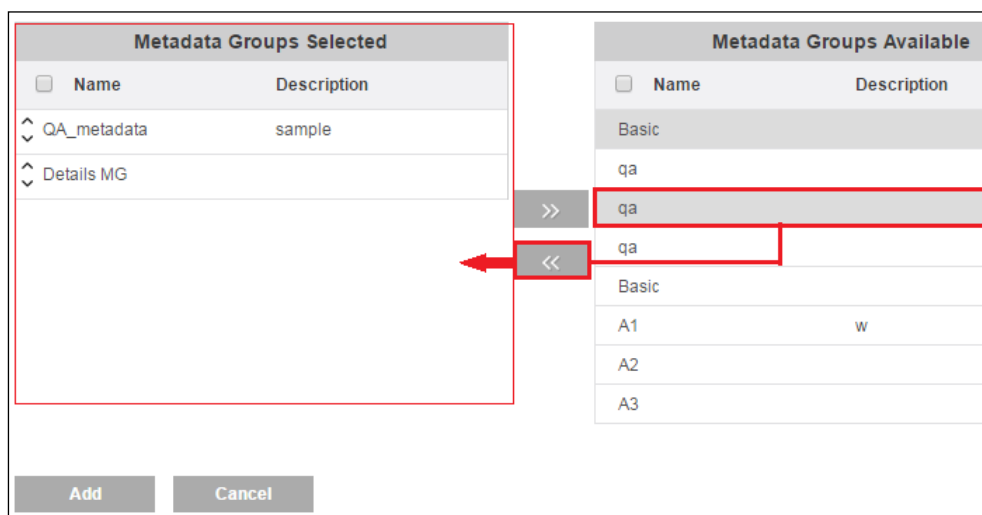


Figure 81- Add Metadata Set

2. **Delete Metadata Set:** To delete any existing Metadata set, select it, and click on *Delete Metadata Set* button on top. Multiple metadata sets can be selected and deleted at one click.

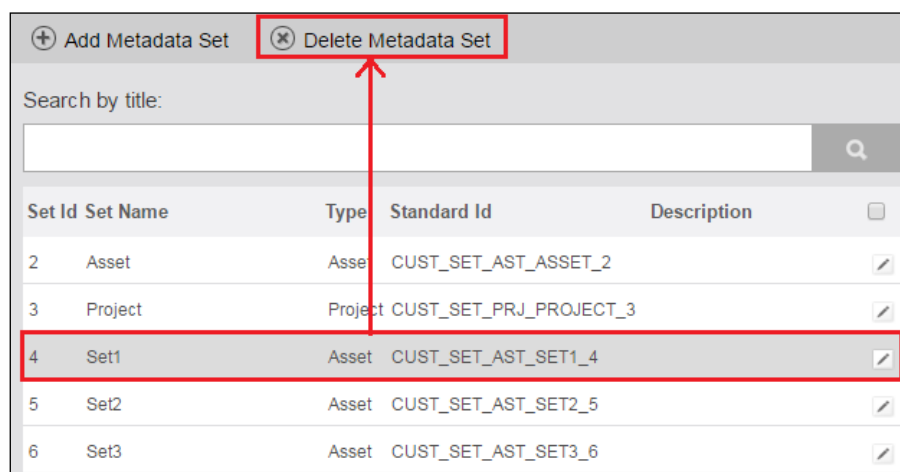


Figure 82- Delete Metadata Set

3. **Edit Metadata Set:** To edit any metadata set, select it, and click on edit icon corresponding to it. Make desired changes in the right panel details and click on **Save** to update the changes.

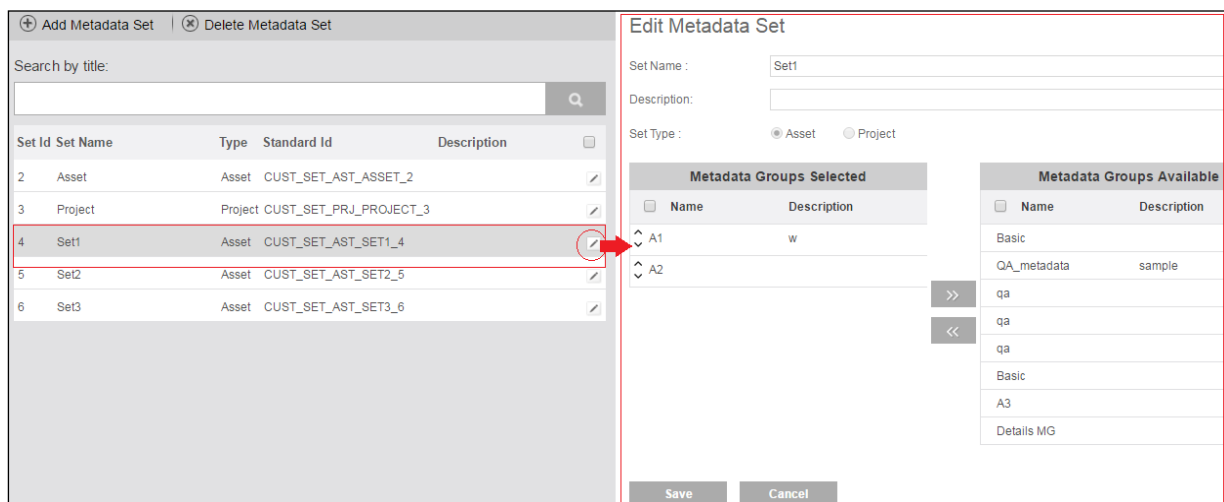


Figure 83- Edit Metadata set

Metadata Set gets updated with the message below.

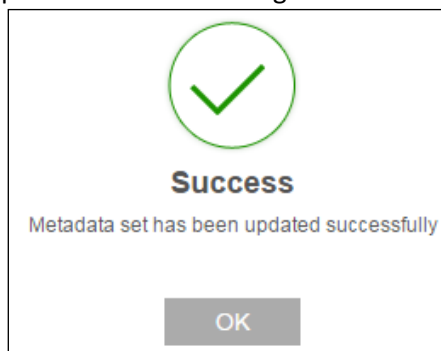


Figure 84- Message box

4. **Manage Tags:** Click on *Manage Tags* tab to manage all the tags using add and delete tag option. Using the search field, you can search the tags too.

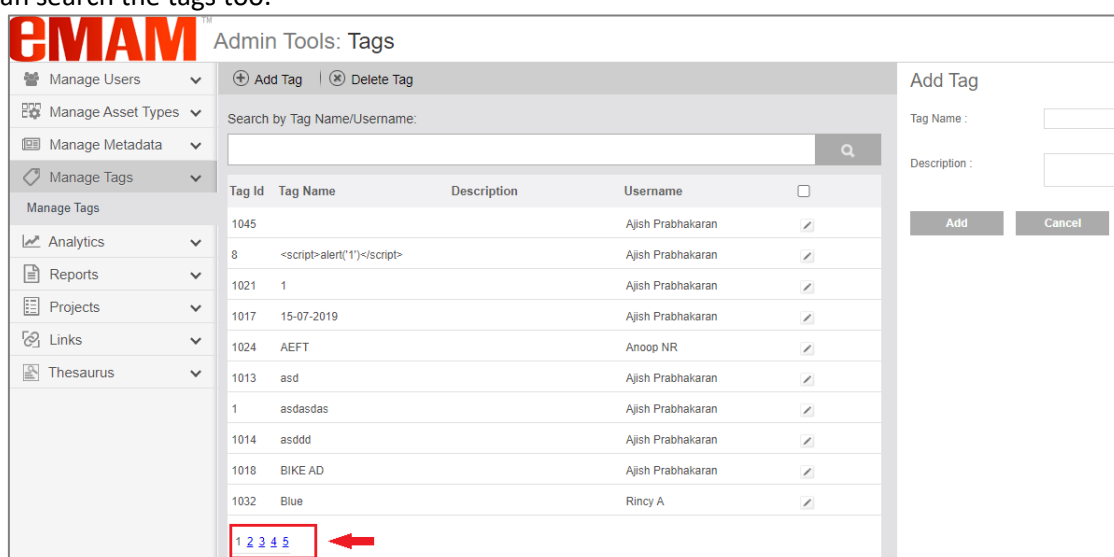


Figure 85- Admin Tools- Manage Tags

1. **Add Tag:** To add a new tag, click on *Add Tag* button on top of the page. In the right panel add tag name and description and click on **Add** button.

Figure 86- Add Tag

2. **Delete Tag:** To delete any existing tag from the list of tags available, select the tag and click on *Delete Tag* button on top. Multiple tags can be selected and deleted at one click.

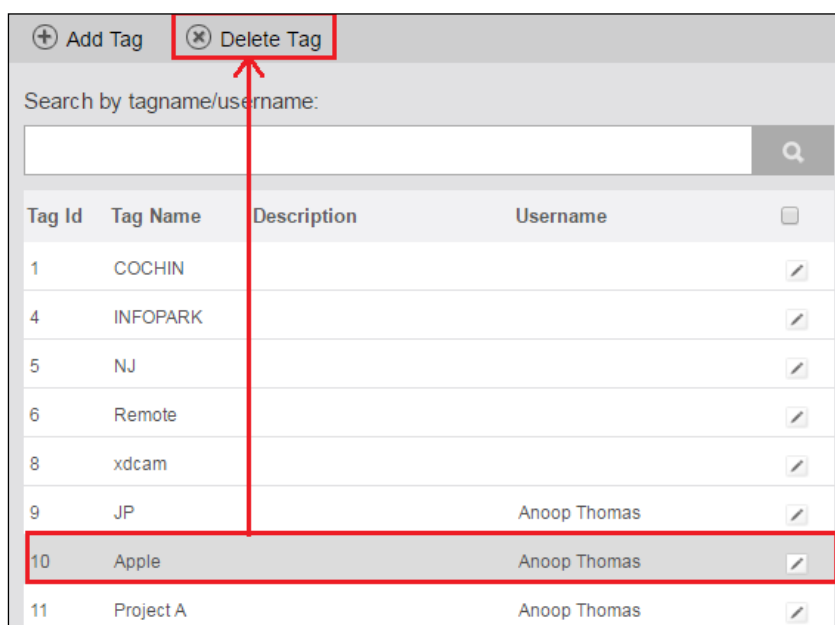


Figure 87- Delete Tag

A confirmation message box is displayed before deleting any tag. Click *OK* to delete and *Cancel* to discard it.

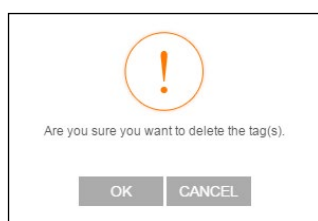


Figure 88- Delete confirmation message box

3. **Edit Tags:** To edit an existing tag from the list, select the tag and click on Edit icon corresponding to it. Make changes in the tag details on right panel and click on **Save** to update the changes.

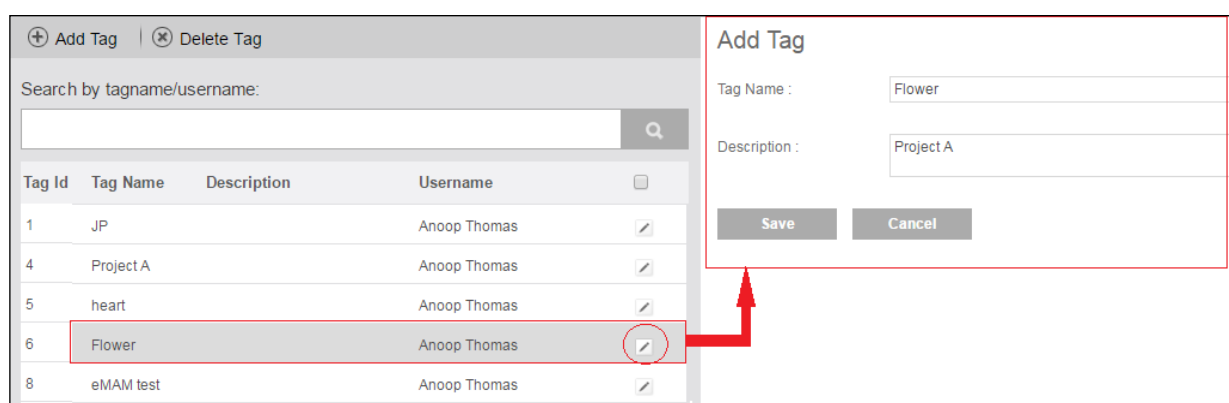


Figure 89- Edit Tag

5. **Analytics:** Admin users can also use *Analytics* report to analyze asset metrics and the eMAM features usage. It has two tabs: *Site Analytics* and *Asset Metrics*. *Site Analytics* can be used to generate a graph with the number of hits plotted for the complete site during the month/year. It provides an overall exhibit about user activities of eMAM application features. Visit hit count can be analyzed for video, audio, images, and other files view, projects- assign assets to projects, advanced search, custom metadata update, annotations, subclips, archive, asset categorization, proxy editing, delivery, live dashboard, reports (*report by asset history, user and asset type*). Based on the feature selected under *Features Overview* at the bottom panel, *Visit details* and *Chart* changes on top panel. *Asset Metrics*

tab can be used to get asset details like, total no. of assets in a unit, total duration of video and audio assets in that unit, Total size of assets etc.

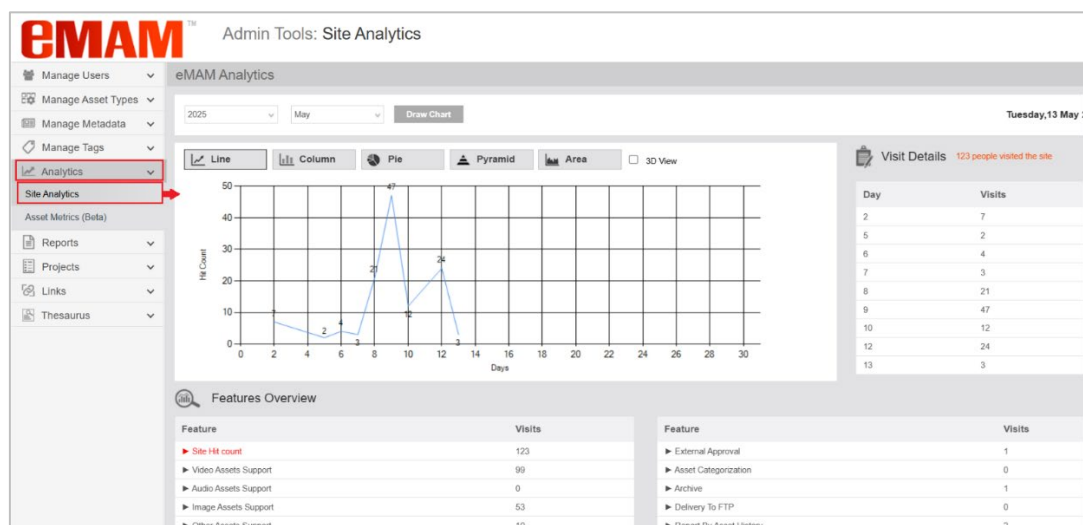


Figure 90- Admin Tools- Analytics

a. **Site Analytics:** The *Site Analytics* page is displayed into three sections:

- Section 1 displays *Charts*.
- Section 2 displays *Visit Details*
- Section 3 displays *Features and visit details*.

To view the graph of any feature included in the '**Features Overview**' panel, follow the steps below:

1. Click on any feature from the list of features under *Features Overview* E.g., *Site Hit Count* as shown above.

| Features Overview      |        |
|------------------------|--------|
| Feature                | Visits |
| ▶ Site Hit count       | 33     |
| ▶ Video Assets Support | 62     |

Figure 91- Feature Overview

2. Select year and month from the dropdown list and click on *Draw Chart*.

The screenshot shows the 'eMAM Analytics' header with a date selector. It includes two dropdown menus: one for the year '2020' and one for the month 'December'. To the right of these dropdowns is a 'Draw Chart' button.

Figure 92- eMAM Analytics

3. Click on '**Draw Chart**' generates graph of the selected feature for the selected year and month.

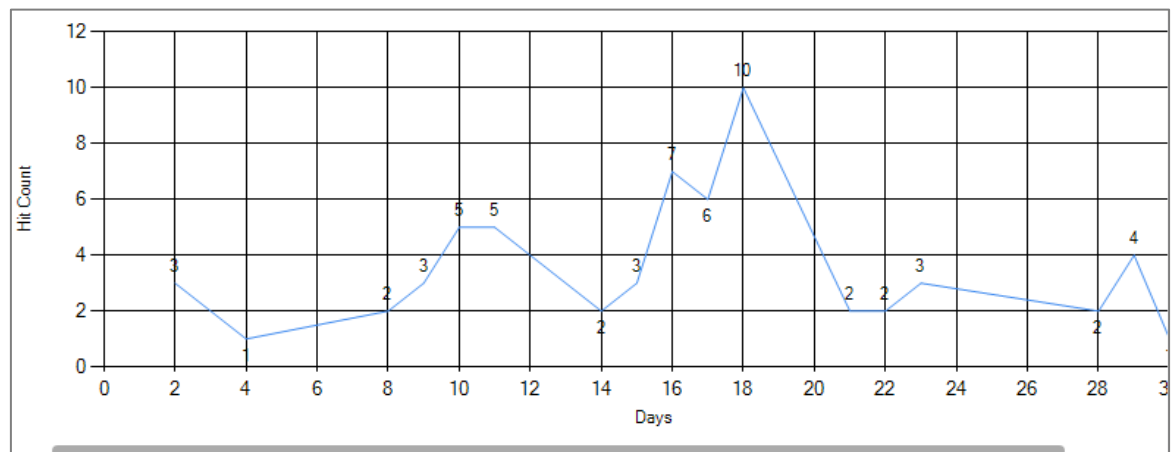


Figure 93- Draw Chart

You can view the details using various chart formats like Line/Column/Pie/Area/3D as shown below:

○ **Line Chart**

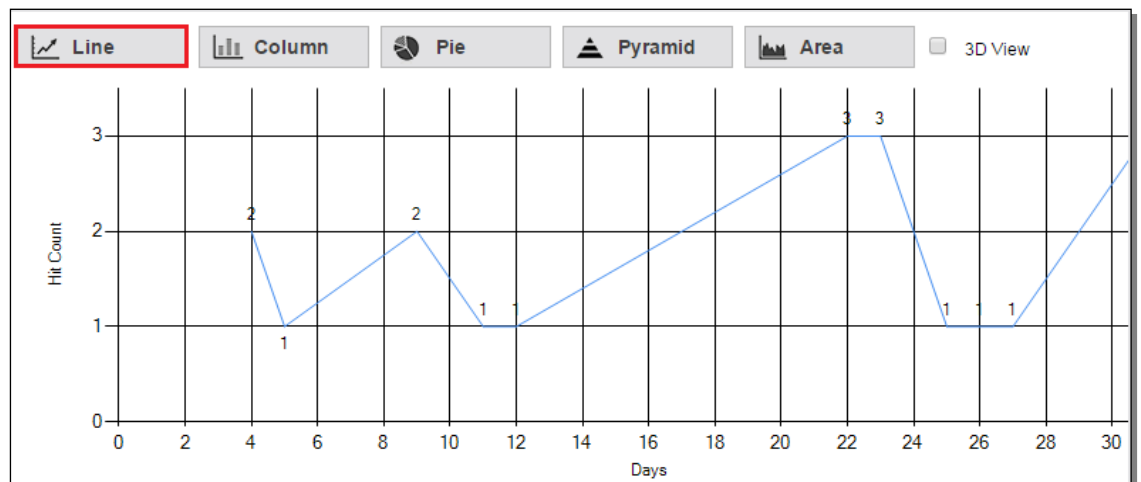


Figure 94- Line Chart

○ **Column Chart**

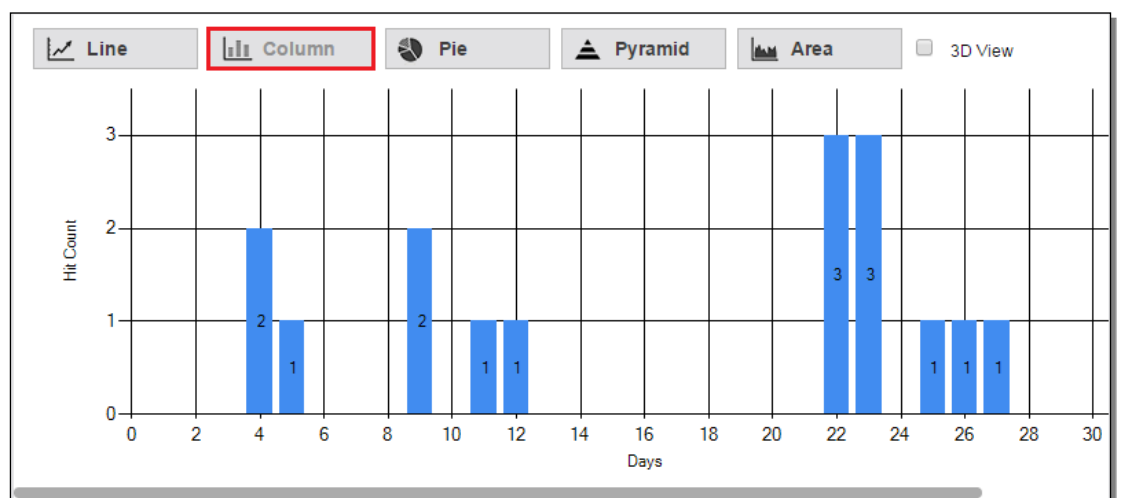


Figure 95- Column Chart

○ Pie Chart

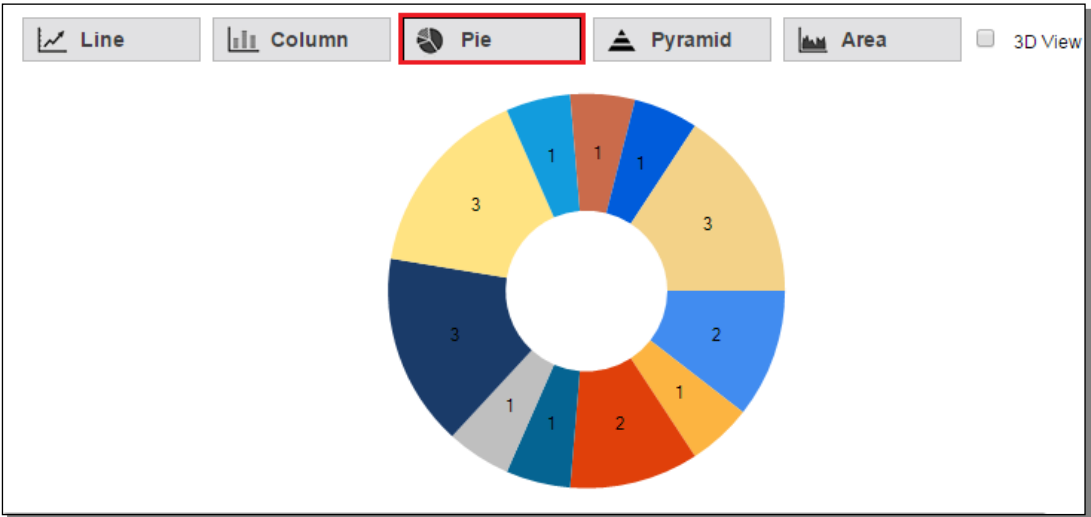


Figure 96- Pie Chart

○ Pyramid Chart

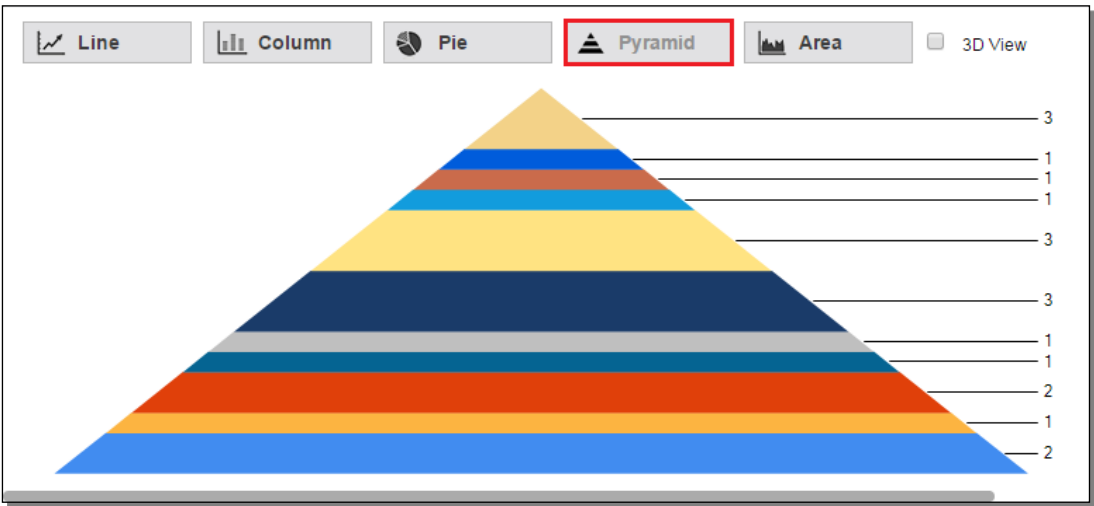


Figure 97- Pyramid Chart

○ Area Chart

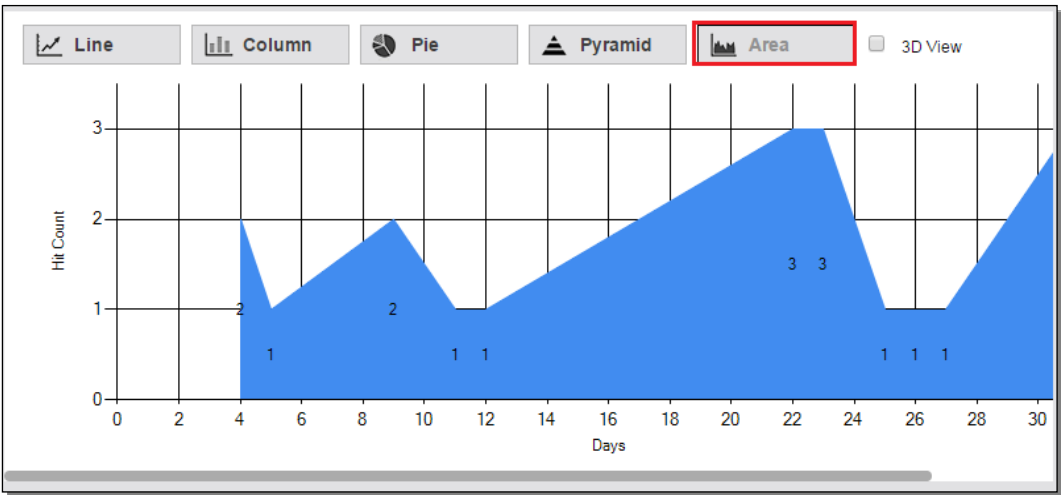


Figure 98- Area Chart

- **3D Chart:** Enable 3D checkbox for various chart formats to display charts in 3D.

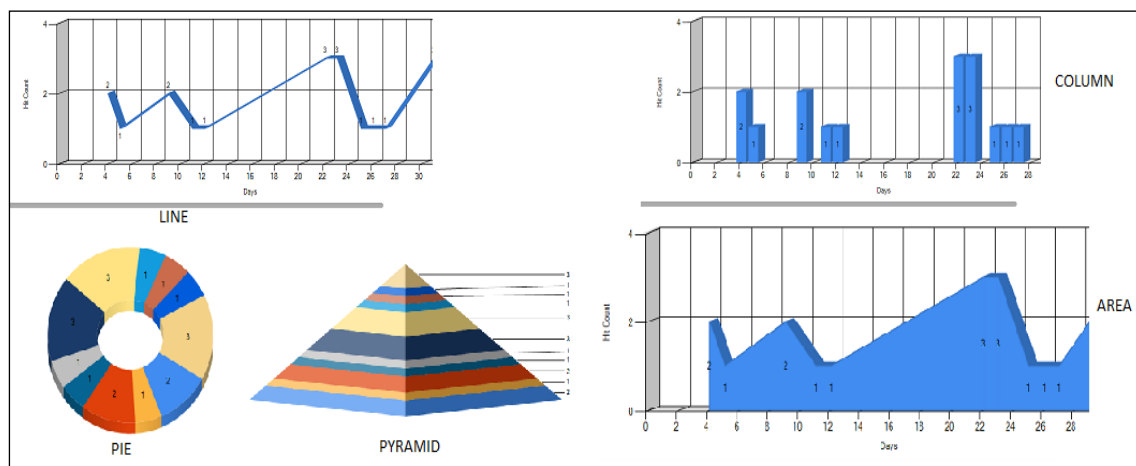


Figure 99- 3D Charts

To view graph of the selected feature for a particular year, only select year from dropdown list. To view the statistical graph of a particular month, select both month and year from the dropdown list. If both year and month dropdown lists are left empty, graph displays usage of chosen feature from the time eMAM Unit Administrator had added the user/client.

**Visit Details** panel in the right displays a table that shows number of visits for the day/month/ year for the selected feature.

|  Visit Details <span>61 people visited the site</span> |        |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Day                                                                                                                                       | Visits |
| 2                                                                                                                                         | 3      |
| 4                                                                                                                                         | 1      |
| 8                                                                                                                                         | 2      |
| 9                                                                                                                                         | 3      |
| 10                                                                                                                                        | 5      |
| 11                                                                                                                                        | 5      |
| 14                                                                                                                                        | 2      |
| 15                                                                                                                                        | 3      |
| 16                                                                                                                                        | 7      |

Figure 100- Site visit details

**Features Overview:** Under this tab, visit counts are displayed based on different features.

| Features Overview         |  |        |  |
|---------------------------|--|--------|--|
| Feature                   |  | Visits |  |
| ▶ Site Hit count          |  | 19     |  |
| ▶ Video Assets Support    |  | 0      |  |
| ▶ Audio Assets Support    |  | 0      |  |
| ▶ Image Assets Support    |  | 4      |  |
| ▶ Other Assets Support    |  | 0      |  |
| ▶ Projects                |  | 0      |  |
| ▶ Advanced Search         |  | 9      |  |
| ▶ Custom Metadata         |  | 0      |  |
| ▶ Annotations             |  | 0      |  |
| ▶ Proxy Editing           |  | 0      |  |
| ▶ Rating                  |  | 0      |  |
| ▶ Internal Approval       |  | 1      |  |
| Feature                   |  | Visits |  |
| ▶ External Approval       |  | 0      |  |
| ▶ Asset Categorization    |  | 0      |  |
| ▶ Archive                 |  | 0      |  |
| ▶ Delivery To FTP         |  | 0      |  |
| ▶ Report By Asset History |  | 0      |  |
| ▶ Report By Asset Type    |  | 0      |  |
| ▶ Report By User          |  | 0      |  |
| ▶ Live Dashboard          |  | 2      |  |
| ▶ Site Analytics          |  | 0      |  |
| ▶ Delivery To Network     |  | 0      |  |
| ▶ Restore                 |  | 0      |  |

Figure 101- Feature Overview list

List of features and detailed description of the same are mentioned below table:

| Feature                 | Details                                                                                                            |
|-------------------------|--------------------------------------------------------------------------------------------------------------------|
| Site Hit count          | Displays the number of times (also graphical representation) users have logged into the eMAM system.               |
| Video Assets Support    | Displays the number of times (also graphical representation) users have used the video assets.                     |
| Audio Assets Support    | Displays the number of times (also graphical representation) users have used the audio assets.                     |
| Image Assets Support    | Displays the number of times (also graphical representation) users have used the image assets.                     |
| Other Assets Support    | Displays the number of times (also graphical representation) users have used the other files from the eMAM System. |
| Projects                | Displays the number of times (also graphical representation) users have viewed the project feature.                |
| Advanced Search         | Displays the number of times (also graphical representation) users have used the advanced search feature.          |
| Custom Metadata         | Displays the number of times (also graphical representation) users have used the custom metadata feature.          |
| Annotations             | Displays the number of times (also graphical representation) users have used the annotations feature.              |
| Proxy Editing           | Displays the number of times (also graphical representation) users have used the proxy editing feature.            |
| Rating                  | Displays the number of times (also graphical representation) users have used the rating feature.                   |
| Internal Approval       | Displays the number of times (also graphical representation) users have used the internal approval feature.        |
| External Approval       | Displays the number of times (also graphical representation) users have used the external approval feature.        |
| Asset Categorization    | Displays the number of times (also graphical representation) users have used the category feature.                 |
| Archive                 | Displays the number of times (also graphical representation) users have used the archive feature.                  |
| Delivery To FTP         | Displays the number of times (also graphical representation) users have used the delivery To FTP feature.          |
| Report by Asset History | Displays the number of times (also graphical representation) users have viewed the asset history report.           |
| Report by Asset Type    | Displays the number of times (also graphical representation) users have viewed the asset state report.             |
| Report by User          | Displays the number of times (also graphical representation) users have viewed the user history report.            |
| Live Dashboard          | Displays the number of times (also graphical representation) users have visited the live dashboard.                |
| Site Analytics          | Displays the number of times (also graphical representation) users have used the site analytics feature.           |
| Delivery to Network     | Displays the number of times (also graphical representation) users have used the Delivery to Network feature.      |
| Restore                 | Displays the number of times (also graphical representation) users have used the restore feature.                  |

- b. **Asset Metrics (Beta):** Asset Metrics tab gives you details/ insights on the assets in a particular unit the eMAM system.

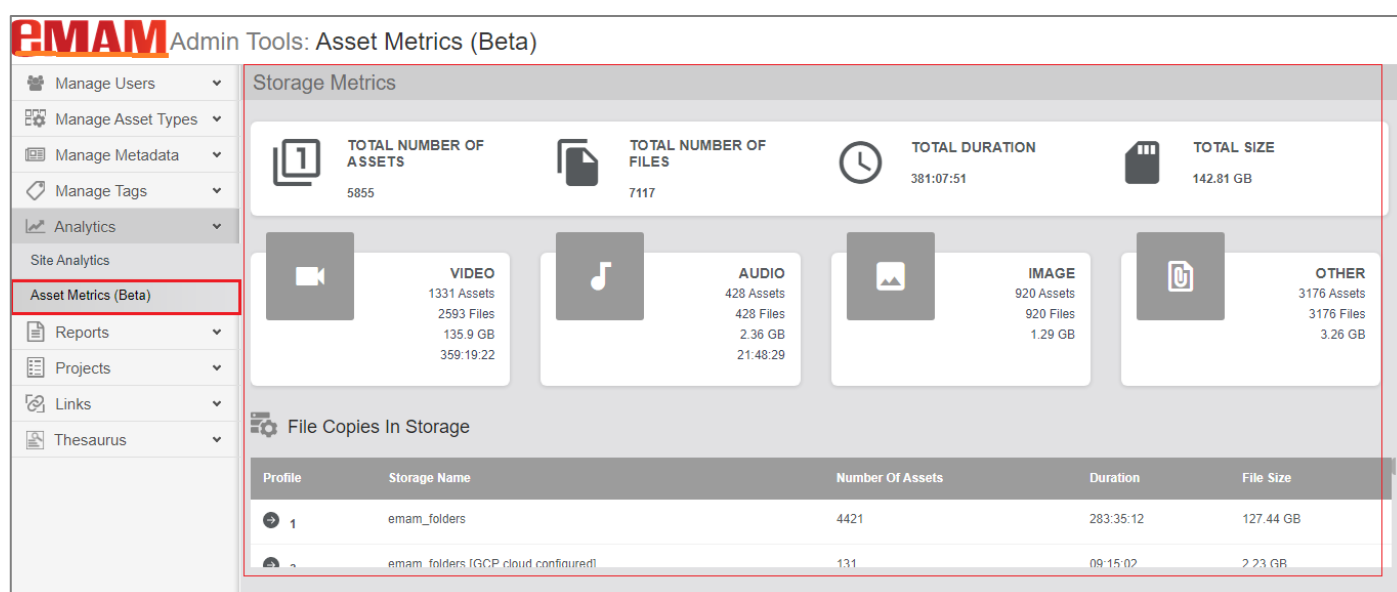


Figure 102- Admin Tools page- Analytics> Asset Metrics tab

Various metrics displayed under this tab are:

- Total no. of assets: Total no. of assets in this unit.
- Total no. of files: Total no. physical files (*versions, original, proxy, thumbnail etc.*).
- Total duration: Total duration of assets (*video & audio*) in this unit.
- Total size: Total size of assets (*video/audio/image/other*)



Figure 103- Storage metrics

- e. Above metrics breakup based on asset types:

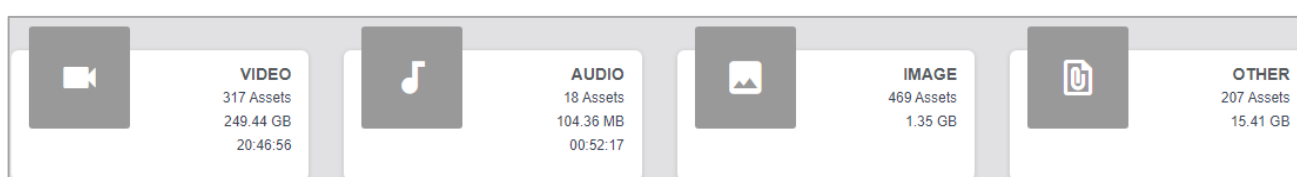


Figure 104- metrics breakup based on asset types

- f. Details of files/assets in each storage profiles:

| File Copies In Storage |                                   |                  |          |           |
|------------------------|-----------------------------------|------------------|----------|-----------|
| Profile                | Storage Name                      | Number Of Assets | Duration | File Size |
| 1                      | New York NAS                      | 522              | 17:10:11 | 200.12 GB |
| 2                      | AWS S3 Cache                      | 150              | 00:40:33 | 2.13 GB   |
| 8                      | Google Cloud Object Storage Cache | 40               | 00:01:53 | 174.98 MB |

Figure 105- Details of files/assets in each storage profiles

Click on any storage profile will expand the window to display the details of assets in the *Managed storage, cloud, archive, and source*.

| 1            | New York NAS                    | 522              | 17:10:11 | 200.12 GB |
|--------------|---------------------------------|------------------|----------|-----------|
| Storage Type | Storage                         | Number Of Assets | Duration | File Size |
| Managed      | \\10.0.1.92\emamfolders\unit1\o | 386              | 03:41:03 | 37.48 GB  |
| Cloud        |                                 | 0                | 00:00:00 | 0 Bytes   |
| Archive      |                                 | 98               | 01:29:07 | 7.19 GB   |
| Source       |                                 | 21               | 00:04:44 | 52.01 MB  |

Figure 106- window to display the details of assets in the Managed storage, cloud, archive, and source

6. **Reports:** Reports feature can be used by admins to generate various reports from the eMAM system. Click on the **Reports** tab to expand it and see the list of reports available:

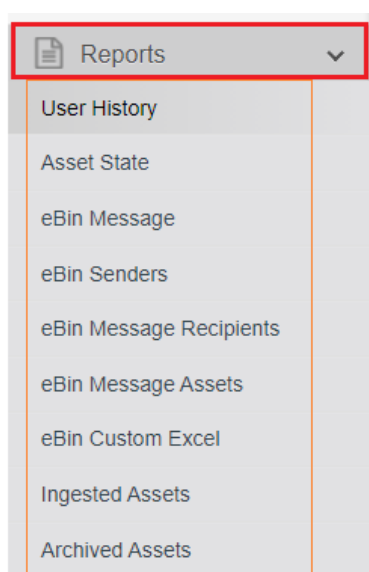


Figure 107- List of reports

- a. **User History:** User History Report displays history of all the actions performed by a particular user over a specified period of time in the eMAM System.

Admin Tools: Reports

Manage Users Manage Asset Types Manage Metadata Manage Tags Site Analytics Reports User History Asset State eBin Message eBin Senders eBin Message Recipients eBin Message Assets eBin Custom Excel Projects Links

**User History Report**

Select User: athomas@empressmam.com Go

User Name: Anoop Thomas (User Id:6) Email ID: athomas@empressmam.com

Export To Excel

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| Thumbnail | Asset Id | Title                                       | Description | Action Performed | Date              |
|-----------|----------|---------------------------------------------|-------------|------------------|-------------------|
|           | 110      | Leonardo DiCaprio (AI mp4 Test 2)           |             | Ingest           | Apr 4 2018 6:30PM |
| AUDIO     | 109      | Chris Pedersen Retirement (AI mp3 Test 2)   |             | Ingest           | Apr 4 2018 5:45PM |
|           | 108      | Leonardo DiCaprio (AI mp4 Test).mp4         |             | Ingest           | Apr 4 2018 5:44PM |
| AUDIO     | 107      | Chris Pedersen Retirement (AI mp3 Test).mp3 |             | Ingest           | Apr 4 2018 5:42PM |

Figure 108- User History Report

To generate *User History* report, follow the steps below:

- Under **Reports** tab, click on '**User History Report**,' **User History report** window is displayed in the dynamic display area.
- In the '**Select User**' option, choose a user from the drop-down list, and click '**Go**'.
- All the actions performed by the user are displayed in a chronological order in the dynamic display area. Other displayed details include Asset Thumbnail, Asset ID, Title, Description, Action performed and Date.
- To navigate between pages, click on the page number at the top of the screen.
- Click '**Export to Excel**' to download Excel file of the user history. In the Excel sheet, user id and username are also displayed.

- b. **Asset State:** '**Asset State Report**' generates a list of assets states for the specified time range. Report is generated by selecting State (*Active, Pending for internal approval, pending for external approval, approved, rejected, ordered, purged, fully purged, archived*) from the drop down list, and date range from the calendar.

The screenshot shows the 'eMAM Admin Tools: Reports' interface. On the left sidebar, the 'Reports' menu item is highlighted with a red box and an arrow, and the 'Asset State' sub-item is also highlighted with a red box and an arrow. The main content area is titled 'Asset State Report'. It features a 'Select State' dropdown menu with a list of asset states: Active, Pending For Internal Approval, Pending For External Approval, Approved, Rejected, Ordered, Purged, Fully Purged, and Archived. To the right of the dropdown are 'From Date' and 'To Date' input fields, both with placeholder text 'dd-MMM-yyyy', and a 'Go' button.

Figure 109- Asset State Report

| Asset State                          | Details                                                                                                                                                  | Date Range to be selected                      |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Active</b>                        | Ingested asset existing in near storage.                                                                                                                 | Date of asset ingestion.                       |
| <b>Pending for Internal Approval</b> | Active asset that has been sent for approval to an Internal User, but not yet approved or rejected.                                                      | Date when the asset was sent for approval.     |
| <b>Pending for External Approval</b> | Active asset that is sent for approval to an External User but not yet approved or rejected.                                                             | Date on which the asset was sent for approval. |
| <b>Approved</b>                      | Active asset which has been approved.                                                                                                                    | Date on which the asset was approved.          |
| <b>Rejected</b>                      | Active asset which is rejected and not re-submitted for approval.                                                                                        | Date on which the asset was rejected.          |
| <b>Purged</b>                        | Asset which has been deleted from the system permanently. Purged assets do not exist in near or far storage, but their log is maintained at the backend. | Asset purged date.                             |

|                     |                                                                   |                         |
|---------------------|-------------------------------------------------------------------|-------------------------|
| <b>Archived</b>     | Asset which has been moved from near line storage to far storage. | Asset archive date.     |
| <b>Ordered</b>      | Asset which has been ordered by any client.                       | Asset order date.       |
| <b>Fully purged</b> | Assets which have been fully purged from eMAM system              | Fully purged date range |

To generate the '**Asset State Report**', follow the steps below:

1. Under Reports tab, click on '**Assets State**' report. **Asset State report** window is displayed in the dynamic display area.
2. Select desired **State** of assets to run the report. Refer above table.
3. Select **From & To** date for the duration of report to be generated and click on **Go**.
4. Asset State report gets generated with details like Thumbnail, Asset Id, File name, Description, Ingested On. You have the option to navigate to different pages of the report and select the no. of details to be displayed per page.
5. Export: You can export the generated report (current page) to excel using **Export** button.
6. Export All: You can export all the pages using **Export All** button.

|   | A     | B        | C                         | D                   | E           | F              | G                          |
|---|-------|----------|---------------------------|---------------------|-------------|----------------|----------------------------|
| 1 | ROWID | Asset_Id | Title                     | file_name           | Description | Date_of_Action | User_Performing_the_action |
| 2 | 1     | 39092    | ere pro 20                | pro 2020 001.prproj |             | 12-01-2022     | AnoopNR                    |
| 3 | 2     | 39091    | video-oct-deo-oct-1-6.mov |                     |             | 12-01-2022     | AnoopNR                    |
| 4 | 3     | 39090    | u_ex21091                 | ex210917.log        |             | 12-01-2022     | AjishPrabhakaran           |
| 5 | 4     | 39089    | u_ex22072                 | ex220728.log        |             | 12-01-2022     | AjishPrabhakaran           |
| 6 | 5     | 39088    | u_ex22053                 | ex220531.log        |             | 12-01-2022     | AjishPrabhakaran           |
| 7 | 6     | 39087    | u_ex21100                 | ex211008.log        |             | 12-01-2022     | AjishPrabhakaran           |
| 8 | 7     | 39086    | u_ex18080                 | ex180801.log        |             | 12-01-2022     | AjishPrabhakaran           |

Figure 110- Asset State Report in excel

Reports generated includes data like *thumbnail of asset, asset id, file name, description, Ingested on, user performing the action* and "View history"  icon.

Asset State Report

Select State: Active

From Date: 1-Dec-2021

To Date: 18-Jan-2022

Go

State: Active Date Range: 1-Dec-2021 to 18-Jan-2022

Export

Export All

«

Page

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»

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| Thumbnail                                                                           | Asset Id | File Name           | Description | Ingested On | User Performing the action |                                                                                       |
|-------------------------------------------------------------------------------------|----------|---------------------|-------------|-------------|----------------------------|---------------------------------------------------------------------------------------|
|  | 35040    | Bhhoomi_1.mov       |             | 01/17/2022  | AjishPrabhakaran           |  |
|  | 35039    | Bhhoomi.mov         |             | 01/17/2022  | RincyA                     |  |
| <div>PRPROJ<br/>FILE</div>                                                          | 35038    | TestEx13Jan2.prproj |             | 01/12/2022  | AjishPrabhakaran           |  |

Figure 111- Asset state report

"View history"  icon: Click on "View history" icon to view the history of all actions performed on this asset for the selected state.

- a. **Active state:** User actions for assets in *active* state i/e: all the assets in the eMAM system except ones purged..



Asset Id

35039

Title

Bhoomi.mov

Description

| Date                 | Action          | User              | User Id |
|----------------------|-----------------|-------------------|---------|
| 17-Jan-2022 08:16 PM | Restore Asset   | Ajish Prabhakaran | 2       |
| 17-Jan-2022 08:16 PM | Archive         | Ajish Prabhakaran | 2       |
| 17-Jan-2022 08:16 PM | Ingest          | Ajish Prabhakaran | 2       |
| 17-Jan-2022 08:16 PM | Assign Category | Rincy A           | 1033    |
| 17-Jan-2022 08:16 PM | Assign Category | Rincy A           | 1033    |
| 17-Jan-2022 08:15 PM | Ingest          | Rincy A           | 1033    |

Figure 112-Active asset state report

- b. **Fully purged state:** User actions for assets those were *Fully purged* from eMAM system.

Asset Id

35007

 Title

seq-test.prproj

Description

| Date                 | Action         | User          | User Id |
|----------------------|----------------|---------------|---------|
| 17-Jan-2022 08:44 PM | Complete Purge | admin3 admin1 | 1       |
| 17-Jan-2022 08:44 PM | Complete Purge | admin3 admin1 | 1       |
| 17-Jan-2022 08:43 PM | Archive        | vijith M V    | 1348    |
| 17-Jan-2022 08:43 PM | Archive        | vijith M V    | 1348    |
| 22-Dec-2021 08:19 PM | Reupload       | vijith M V    | 1348    |
| 22-Dec-2021 08:13 PM | Ingest         | vijith M V    | 1348    |

Figure 113- Fully purged asset state report

- c. **Archived state:** User actions for assets in *archived* state during a timeframe.



|             |               |
|-------------|---------------|
| Asset Id    | 35040         |
| Title       | Bhhoomi_1.mov |
| Description |               |

| Date                 | Action        | User              | User Id |
|----------------------|---------------|-------------------|---------|
| 17-Jan-2022 09:12 PM | Restore Asset | Ajish Prabhakaran | 2       |
| 17-Jan-2022 09:12 PM | Archive       | Ajish Prabhakaran | 2       |
| 17-Jan-2022 09:06 PM | Ingest        | Ajish Prabhakaran | 2       |

Figure 114- Archived asset state report

- d. **Pending for internal approval:** User actions for assets for *pending for internal approval* during a timeframe.

| Select State:                                                                       | Pending For Internal Approval | From Date:                               | 1-Jun-2022    | To Date:       | 23-Oct-2023                | Go                                                                                    |
|-------------------------------------------------------------------------------------|-------------------------------|------------------------------------------|---------------|----------------|----------------------------|---------------------------------------------------------------------------------------|
| State: Pending For Internal Approval Date Range: 1-Jun-2022 to 23-Oct-2023          |                               |                                          |               |                |                            |                                                                                       |
| Export                                                                              | Export All                    | Page 1 of 1                              |               |                |                            |                                                                                       |
| Thumbnail                                                                           | Asset Id                      | File Name                                | Description   | Date of Action | User Performing the action |                                                                                       |
|  | 2574                          | Vintage Car Collection.mp4               | cars          | 06/07/2023     | Rins a                     |  |
|  | 2301                          | GH010051.MP4                             | Mountain Bike | 11/17/2022     | Chuck Buelow               |  |
|  | 3895                          | office-skyscrapers-business-district.jpg |               | 08/04/2022     | Rincy Abraham              |  |

Figure 115- Pending for approval asset state report

|  | Asset Id                   | 65853                                                                             |                 |         |
|-----------------------------------------------------------------------------------|----------------------------|-----------------------------------------------------------------------------------|-----------------|---------|
|                                                                                   | Title                      | 105johann-siemens-EPy0gBJzzZU-unsplash.jpg                                        |                 |         |
|                                                                                   | Description                |                                                                                   |                 |         |
|                                                                                   |                            |                                                                                   |                 |         |
| Date                                                                              | Action                     |                                                                                   | User            | User Id |
| 23-Oct-2023 05:45 PM                                                              | Sent for Internal Approval |                                                                                   | Aparna Nair     | 14      |
| 23-Oct-2023 05:45 PM                                                              | Reject                     |  | Aparna Nair     | 14      |
| 23-Oct-2023 05:43 PM                                                              | Sent for Internal Approval |                                                                                   | aparna nair     | 20      |
| 19-Oct-2023 04:19 PM                                                              | Ingest                     |                                                                                   | eMAM Unit Admin | 2       |

Figure 116- User actions performed on an asset

- e. **Pending for External approval:** User actions for assets for *pending for external approval* during a timeframe.

|                                                                                    |                               |                 |            |          |             |                 |                                                                                      |  |  |
|------------------------------------------------------------------------------------|-------------------------------|-----------------|------------|----------|-------------|-----------------|--------------------------------------------------------------------------------------|--|--|
| Select State:                                                                      | Pending For External Approval | From Date:      | 1-Jun-2022 | To Date: | 23-Oct-2023 | Go              | State: Pending For External Approval    Date Range: 1-Jun-2022 to 23-Oct-2023        |  |  |
| <div>Export    Export All</div>                                                    |                               |                 |            |          |             |                 | <div>&lt;    Page    1    of 1    &gt;    10    ▾</div>                              |  |  |
| MP4 FILE                                                                           | 7853                          | GH010084.MP4    |            |          | 08/25/2023  | Rincy Abraham   |   |  |  |
| MP4 FILE                                                                           | 7853                          | GH010084.MP4    |            |          | 08/25/2023  | Rincy Abraham   |   |  |  |
| MP4 FILE                                                                           | 3276                          | big sur seq.mp4 |            |          | 07/07/2023  | Rincy Abraham   |   |  |  |
|   | 6556                          | VIDEO_0504.MOV  |            |          | 02/23/2023  | eMAM Unit Admin |   |  |  |
|  | 2324                          | GH010052_2.MP4  | attorney   |          | 11/18/2022  | Chuck Buelow    |  |  |  |

Figure 117- Pending for External approval asset state report

|  | Asset Id                   | 4111                                                                                |                 |         |
|-------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------------------|-----------------|---------|
|                                                                                     | Title                      | pexels-tgh-1269674 (1).jpg                                                          |                 |         |
|                                                                                     | Description                | new asset                                                                           |                 |         |
|                                                                                     |                            |                                                                                     |                 |         |
| Date                                                                                | Action                     |                                                                                     | User            | User Id |
| 19-May-2023 02:44 PM                                                                | Change Category            |  | eMAM Unit Admin | 2       |
| 19-May-2023 02:44 PM                                                                | Change Category            |  | eMAM Unit Admin | 2       |
| 03-Feb-2023 05:43 PM                                                                | Sent for External Approval |                                                                                     | aparna nair     | 20      |

Figure 118- User actions on an asset

- f. **Rejected:** Report on assets rejected when sent for approval during a timeframe.

| Select State:       | <div>Rejected</div> | From Date:            | <div>1-Oct-2022</div> | To Date:                                                                             | <div>23-Oct-2023</div> | <div>Go</div>              | State:      | <div>Rejected</div> | Date Range: | <div>1-Oct-2022 to 23-Oct-2023</div> |
|---------------------|---------------------|-----------------------|-----------------------|--------------------------------------------------------------------------------------|------------------------|----------------------------|-------------|---------------------|-------------|--------------------------------------|
| <div>Export</div>   |                     | <div>Export All</div> |                       | <div>«</div> <div>Page</div> <div>1</div> <div>of 1</div> <div>»</div> <div>10</div> |                        |                            |             |                     |             |                                      |
| Thumbnail           | Asset Id            | File Name             | Description           | Date of Action                                                                       | Comments               | User Performing the action |             |                     |             |                                      |
| <div>MOV FILE</div> | 65861               | Timeline 1 OCT1.mov   |                       | 10/23/2023 9:11:29 AM                                                                | No budget              | aparna nair                | <div></div> |                     |             |                                      |
| <div>MOV FILE</div> | 65861               | Timeline 1 OCT1.mov   |                       | 10/23/2023 9:09:33 AM                                                                | no budget              | aparna nair                | <div></div> |                     |             |                                      |
| <div>MOV FILE</div> | 65864               | Timeline 1 121.mov    |                       | 10/23/2023 8:48:27 AM                                                                | rejected               | Aparna Nair                | <div></div> |                     |             |                                      |

Figure 119- Rejected asset state report

| MOV                  | Asset Id                   | 65861                                                                                           |         |  |
|----------------------|----------------------------|-------------------------------------------------------------------------------------------------|---------|--|
|                      | Title                      | Timeline 1 OCT1.mov                                                                             |         |  |
|                      | Description                |                                                                                                 |         |  |
|                      |                            |                                                                                                 |         |  |
| Date                 | Action                     | User                                                                                            | User Id |  |
| 23-Oct-2023 02:42 PM | Sent for Internal Approval | Rincy Abraham                                                                                   | 11      |  |
| 23-Oct-2023 02:42 PM | Reject                     |  Rincy Abraham | 11      |  |
| 23-Oct-2023 02:41 PM | Sent for Internal Approval | aparna nair                                                                                     | 20      |  |
| 23-Oct-2023 02:40 PM | Reject                     |  Rincy Abraham | 11      |  |
| 23-Oct-2023 02:39 PM | Sent for Internal Approval | aparna nair                                                                                     | 20      |  |
| 20-Oct-2023 06:19 PM | Inoest                     | Aparna Nair                                                                                     | 14      |  |

Figure 120- User actions on an asset

- g. **Ordered:** Report on assets ordered during a timeframe.

| Select State:                                                                       | Ordered    | From Date:         | 1-Oct-2022  | To Date:       | 23-Oct-2023                                                                                         | Go | State: Ordered | Date Range: 1-Oct-2022 to 23-Oct-2023 |
|-------------------------------------------------------------------------------------|------------|--------------------|-------------|----------------|-----------------------------------------------------------------------------------------------------|----|----------------|---------------------------------------|
| Export                                                                              | Export All | « Page 1 of 1 » 10 |             |                |                                                                                                     |    |                |                                       |
| Thumbnail                                                                           | Asset Id   | File Name          | Description | Date of Action | User Performing the action                                                                          |    |                |                                       |
|    | 2599       | woods.mp4          |             | 10/23/2023     | Rincy Abraham    |    |                |                                       |
|    | 2603       | windy rocks.mp4    |             | 10/23/2023     | Rincy Abraham    |    |                |                                       |
|  | 2615       | Windy Outdoor      |             | 10/23/2023     | Rincy Abraham  |    |                |                                       |
|  | 6556       | VIDEO_0504.MOV     |             | 10/23/2023     | Rincy Abraham  |    |                |                                       |

Figure 121- Ordered asset state report

|                      |                 |                                               |         |  |
|----------------------|-----------------|-----------------------------------------------|---------|--|
| MOV                  | Asset Id        | 45727                                         |         |  |
|                      | Title           | etxm virat new photo FILE cln vis 071122 .mov |         |  |
|                      | Description     | .                                             |         |  |
|                      |                 |                                               |         |  |
| Date                 | Action          | User                                          | User Id |  |
| 30-Aug-2023 07:00 PM | Complete Purge  | eMAM Super Admin                              | 1       |  |
| 03-Feb-2023 04:36 PM | Order Placement | Aparna Nair                                   | 14      |  |

Figure 122-User action on an asset

- c. **eBIN Message:** eBIN Message Report allows eMAM Unit Administrator to view all the emails sent through eSEND within the specified time period. Report displays all the emails sent for a given time period along with the following details-

To view **Message Report**, follow the steps below:

- Under **Reports** tab, in the left navigation panel, select '**eBIN Message Report.**'
- From the '**Select**' drop down list, select time range for which the report of assets is required.
  - Choose **This week, This month, This year**, or specify the date range.
  - Options '**This week**', '**This month**' and '**This year**' generate the report for current week, current month and current year respectively.

- Reports for a specific date range can be generated by selecting '**Specify Date Range**' from the drop down list, and providing start and end date. Date range is a mandatory field and can be selected from the calendar, next to date textbox.
3. Click '**Go**' to generate the report.
  4. You have the option to navigate to different pages of the report and select the no. of details to be displayed per page.
  5. You can export the generated report the excel using **Export to Excel** button.

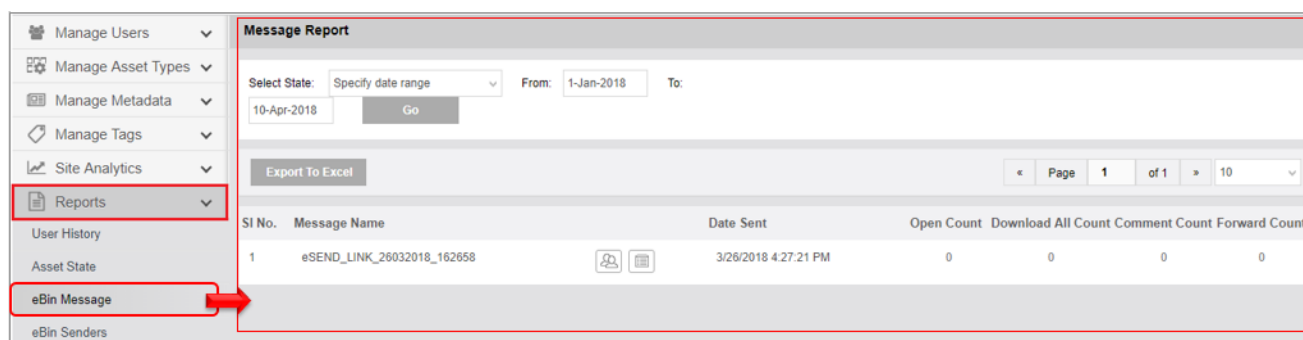


Figure 123- eBIN Message Report

Following fields are displayed in the generated report:

- **Message Name:** Email's unique identifier name. This is generated when the eMAM user uses eSEND option.
  - **Date Sent:** Displays date when the email was sent.
  - **Recipient Report** - Click on the **Recipient Report** icon  to view all the recipients associated with the email.
  - **Asset report** - Click on **Asset Report** icon  to view all the assets associated with the email.
  - **Open Count:** Shows number of times the email was viewed. Click on '**Open Count**' generates '**Actions Report**,' which displays Recipient's email id and date on which eBIN message was opened.
  - **Download All Count:** This Count shows the number of times '**Download All**' option was used to download all assets from the email. Click on the count generates '**Actions Report**' displaying recipient's email id and date of '**Download All**' assets.
  - **Comment Count:** This count shows number of comments received for the email. Click on the count to generate 'Actions Report,' displaying recipient's email id, comments entered by the recipient and date on which the mail was viewed.
  - **Forward Count:** This count shows the number of times the email was forwarded. Click on the count to generate 'Actions Report,' displaying email id of the recipient who forwarded the asset and date on which message was forwarded.
- d. **eBIN Senders:** eBIN Senders Report provides summary of all the eBIN mails of any particular sender sent through eSEND for a specific time period to the eMAM Unit Administrator.

Reports can be generated for those senders only who have used eSEND option and have enabled tracking option for their eSEND mail.

**eBIN Senders Report**

Select:  Sender:

☒ Include Asset Name ☒ Include Recipient Name Page 1 of 2 10

| SI No. | Message Name               | Message Date        | Recipient email     | Asset Title                                          | Open Count | Download All Count | Comment Count |
|--------|----------------------------|---------------------|---------------------|------------------------------------------------------|------------|--------------------|---------------|
| 1      | eSEND_LINK_09042018_051451 | 4/9/2018 5:15:06 AM | rincy@empresmam.com | jellyfish-25-mbps-hd-hevc                            | 0          | 0                  | 0             |
| 2      | eSEND_LINK_09042018_051451 | 4/9/2018 5:15:06 AM | rincy@empresmam.com | Wonder Woman Trailer #4 (2017) - Movieclips Trailers | 0          | 0                  | 0             |
| 3      | eSEND_LINK_09042018_051451 | 4/9/2018 5:15:06 AM | rincy@empresmam.com | CARS 3 ALL TRAILERS - 2017 Pixar Animation           | 0          | 0                  | 0             |

Figure 124- eBIN Senders Report

To generate *eBIN Senders* report follow below instructions:

- Under Reports tab, in the left navigation panel, click on '**eBIN Senders Report.**'
- From the '**Select**' drop down list, select time range for which the report of assets is required. If '**Specify date range**' option is selected, user can specify the date range from the calendar. Selecting the options '**This week**', '**This month**' and '**This year**' generate reports for the current week, current month and current year respectively.  
Reports for a specific date range can be generated by selecting the option '**Specify Date Range**' from the drop down list, and entering start date and end date in the text boxes. Date range is a mandatory field and calendar which appears near the textbox can be used to select this range.
- Choose email id of the sender from the drop down list. Click '**Go**' to generate the report.
- To specify number of items to be displayed on each page, select a specific value from '**Items Per Page**' list. User can display 10, 20, 50 or 100 items per page.
- To navigate between pages, click left or right arrow keys, or type the page number and press enter key.
- Results can be sorted in ascending or descending order by clicking on column header
- To generate Senders report along with recipient's name, select the checkbox '**Include Recipient Name**'.
- To generate Senders Report along with Asset's Name, select the checkbox '**Include Asset Name**'.
- To generate Senders Report along with both recipient name and asset name, select both the checkboxes '**Include Asset Name**' and '**Include Recipient Name**'.
- Click '**Export to Excel**' to download Excel worksheet file of the **Senders Report**.

eBIN Senders Report generates following four types of reports:

- Senders Report
- Senders Report (with Recipient Name)
- Senders Report (with Asset Name)

- Senders Report (with both Recipient Name and Asset name)
- e. **eBIN Message Recipients:** eBIN Message Recipients Report allows eMAM Unit Administrator to see all the eBIN mails received by a particular recipient in a given time period. User can generate reports on each email received by the recipient.

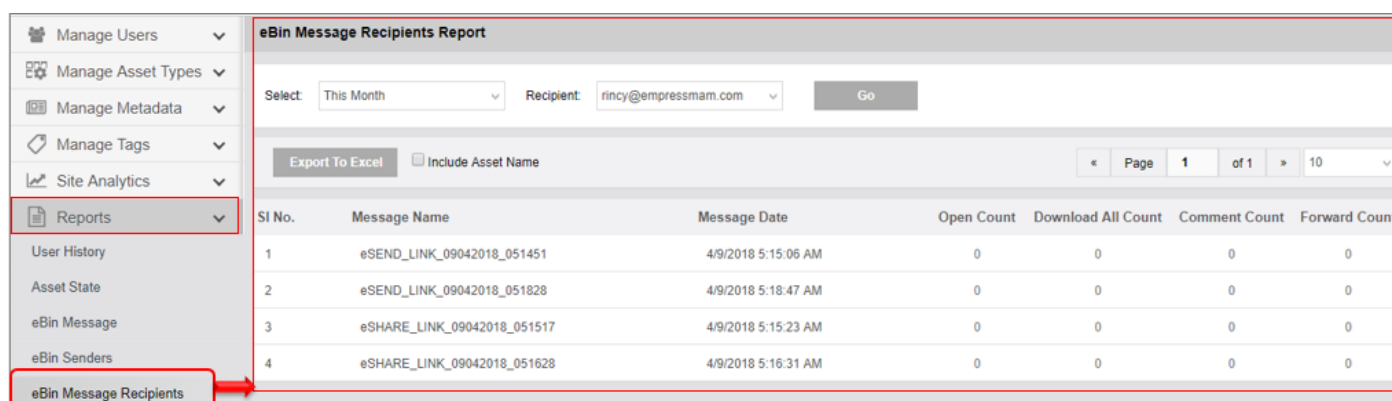


Figure 125- eBIN Message Recipients Report

To view recipients report, follow the steps below:

1. Under **Reports** tab, click on eBIN Message Recipient.
2. In the left navigation panel, select time range for the report from the '**Select**' drop down list.
  - Report can be generated for a week, a month, a year or for a specific date range.
  - Selecting the options '**This week**', '**This month**' and '**This year**' generate reports for the current week, current month and current year respectively.
  - Reports for a specific date range can be generated by selecting the option '**Specify Date Range**' from the drop down list, and providing start date and end date in the given text boxes. Date range is a mandatory field and can be filled with the help of the calendar.
3. To generate the recipient report, click on recipient's email ID from the recipient's dropdown list.
4. Select '**Include Asset Name**' option to generate details of all emails along with the name of received asset.
5. Click '**Go**' to generate the report.

**eBIN Message Recipient** report includes the following fields:

- **Message Name:** Displays email's unique identifier name. This identifier is generated when the eMAM user uses eSEND option.
- **Message Date:** Displays the date on which message was received.
- **Asset Name:** Display name of the asset.
- **Open Count:** Displays the number of times the recipient viewed the email. Click on the '**Open Count**' generates '**Actions Report**' which displays the viewed date.

- **Download all Count:** Displays the number of times '**Download All**' option was used by the recipient to download all the assets. Click on the count to generate '**Actions Report**' which displays date of the download.
  - **Comment Count:** Displays the number of comments written by the recipient. Click on the count generates '**Actions Report**' which displays comments and the date on which comments was made.
  - **Forward Count:** Displays number of times the recipient has forwarded the mail. A click on the count generates '**Actions Report**' displaying the forwarded date.
- f. **eBIN Message Assets:** eBIN Message Assets Report allows eMAM Unit Administrator to get a summary of all the assets sent through eSEND for the specified time period.

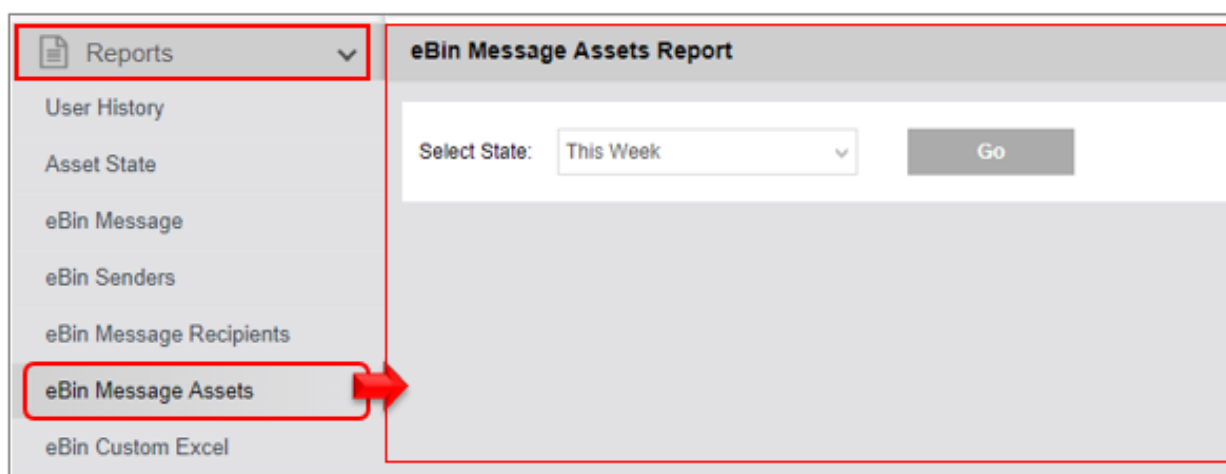


Figure 126-eBIN Message Assets report

To generate eBIN Message Assets Report, follow the steps below.

1. Under **Reports**.
2. In the left navigation panel, select '**eBIN Message Assets Report**'.
3. From the **Select** drop down list menu, select date range.
  - Report can be generated for a week, a month, an year or for a specific date range.
  - Options '**This week**', '**This Month**' and '**This Year**' generate reports for current week, current month and current year respectively.
  - Reports for a specific date range can be generated by choosing the option '**Specify Date Range**' from the drop down list and providing the start and end date in the text boxes. Use calendar to provide date range, which is a mandatory field.
4. Click '**Go**' to generate eBIN Message Asset Report.

eBIN Message Report includes following fields:

- **Asset Name:** Displays asset name.
- **Asset Type:** Displays asset type.

- **Open Count:** Displays the number of times asset has been viewed. Click on '**Open Count**' generates '**Actions Report**' which displays message name, name of the recipient who viewed the asset and date of the view.
  - **Download Count:** Displays number of times asset has been downloaded. Click on Download Count generates '**Actions Report**' which displays message name, name of the recipient who downloaded the asset and download date.
  - **Comment Count:** Displays number of comments for an asset. Click on the count generates '**Actions Report**' which displays comment as well as the date of comment.
- g. **eBIN Custom Excel:** You can generate a custom eBIN excel report for the selected asset belonging to the specified project and category. To generate the custom eBIN excel report, select the asset, choose the project and category from the drop-down menu, select 'To' and 'From' date, and click '**Generate Excel**'. The excel sheet is created and saved in the local system.

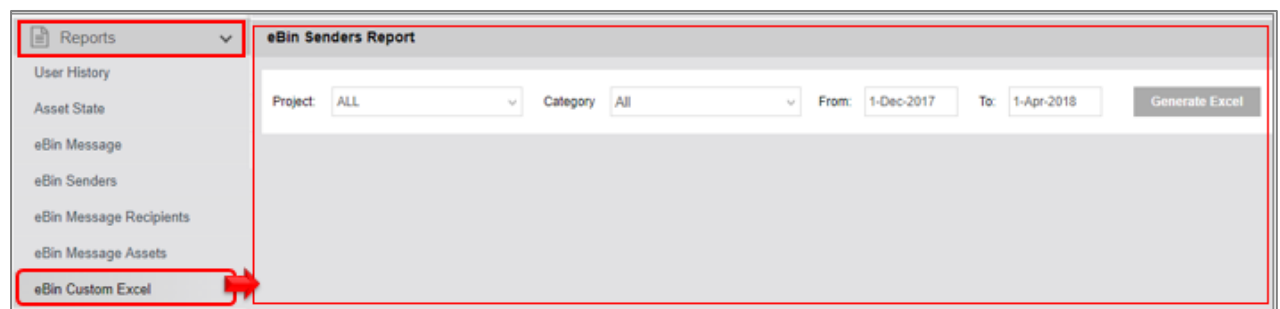


Figure 127- eBIN Custom Excel report

The generated report has asset name, asset file name, eBIN Open count, asset play count, total number of downloads, total eBIN's delivering asset and date and number of times 'eBIN Open Count' and 'Asset Play Count' actions were performed.

- h. **Ingested Assets:** Using this option, you can generate a report on the assets ingested to eMAM system using year, month, date range, user details.

| Ingested Asset Report |       |        |             |            |                          |                              |
|-----------------------|-------|--------|-------------|------------|--------------------------|------------------------------|
| Year:                 | 2022  | Month: | March       | Date Range | <input type="checkbox"/> | User: athomas@empressmam.com |
|                       |       |        |             | Go         | Export To Excel          |                              |
| Year                  | Month | Day    | No of files | Size(GB)   | Duration                 |                              |
| 2022                  | March | 1      | 1           | 0.05       | 00:00:00                 |                              |
| 2022                  | March | 2      | 8           | 0.26       | 00:00:00                 |                              |
| 2022                  | March | 8      | 9           | 0.08       | 00:00:00                 |                              |
| 2022                  | March | 9      | 12          | 0.28       | 00:00:00                 |                              |
| 2022                  | March | 23     | 14          | 0.00       | 00:00:00                 |                              |

Figure 128- Ingested assets report

Fill the details and click on Go to generate the report. Click on *Export to Excel* to export this report to an excel. You can also select a date range and search.

From Date: 1-Sep-2021
To Date: 1-Jun-2023
Date Range ☒

Figure 129- select a date range and search

- i. **Archived Assets:** Using this option, you can generate report on the assets archived from the eMAM system using year, month, date range, user details.

| Archived Asset Report |                 |                                     |                              |                    |
|-----------------------|-----------------|-------------------------------------|------------------------------|--------------------|
| Year: 2023            | Month: February | Date Range <input type="checkbox"/> | User: athomas@empressmam.com | Go Export To Excel |
| Year                  | Month           | Day                                 | No of files                  | Size(GB)           |
| 2023                  | February        | 7                                   | 9                            | 7.94               |
| 2023                  | February        | 8                                   | 6                            | 22.38              |
| 2023                  | February        | 16                                  | 3                            | 15.00              |

Figure 130- report on the assets archived

Fill the details and click on *Go* to generate the report. Click on *Export to Excel* to export this report to an excel.

7. **Projects:** Projects tab can be used by admins to customize and manage the project statuses and its color codes. Click on *Edit* button adjacent to any statuses listed and update the status name and choose a custom color by clicking on the color radial button which opens color palette window. Click on *Save* button to save the changes or *Cancel* button to discard the changes.

Figure 131-Projects- Mange Project Status and color codes

Enter a name of the project status and set a color code for each status as per admin's choice and click on 'Save.'

Figure 132-Projects- set status name and color code

Sample *project statuses* with corresponding color codes are listed below.

| Status                                                                            |                 |                                                                                   |
|-----------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------|
|  | Active          |  |
|  | Critical        |  |
|  | On Hold         |  |
|  | Fresh Project   |  |
|  | In Progress     |  |
|  | Not Yet Started |  |
|  | Inactive        |  |

Figure 133- Sample project statuses and corresponding set color codes

These color codes are assigned while creating and editing a Project and gets displayed adjacent to each project under the Project widget.

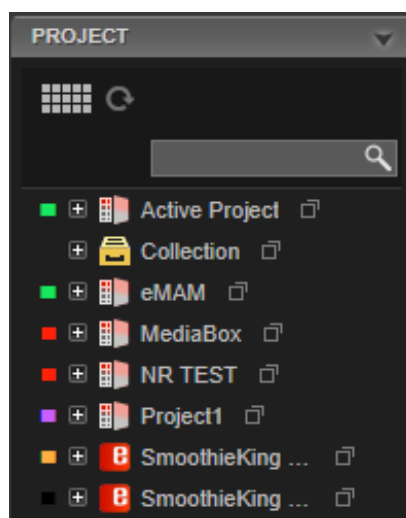


Figure 134- Projects widget displaying different project status color codes

8. **Links:** The Admin users can use *Links* tab to configure any external links (http URL) like links to SQL reports etc. You can assign these links to specific user groups in addition to add, edit, delete the links.

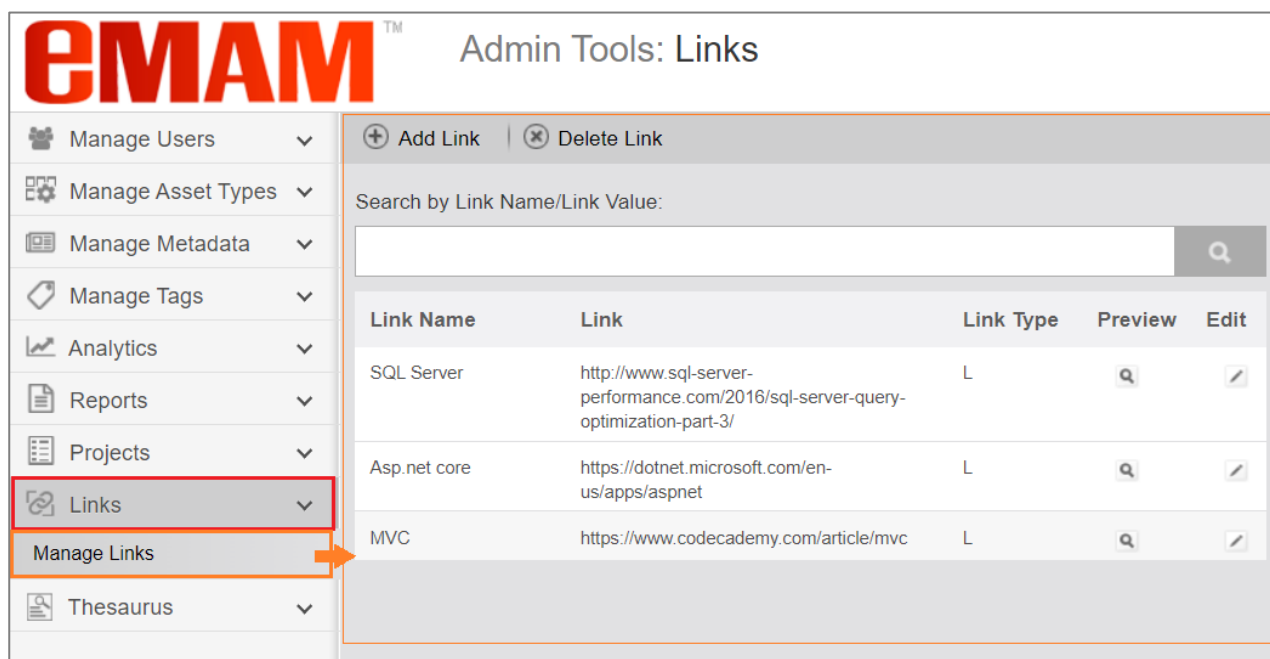


Figure 135- Add Links

**Add Link:**

- Link Name: Enter Link name.
- Link: Enter Link URL
- User Groups: Choose desired user groups which needs permission to access this link.

**Add Tag**

Link Name :

Link :

| <input type="checkbox"/> All        | Group Name |
|-------------------------------------|------------|
| <input type="checkbox"/>            | qa         |
| <input type="checkbox"/>            | qw         |
| <input checked="" type="checkbox"/> | Reviewer 1 |
| <input checked="" type="checkbox"/> | Reviewer 2 |
| <input type="checkbox"/>            | New        |
| <input type="checkbox"/>            | Group 2    |
| <input type="checkbox"/>            | comment    |

Figure 136- Add Link to User groups

**Delete Link:** When you select an existing link and click on Delete Link, below message is displayed.

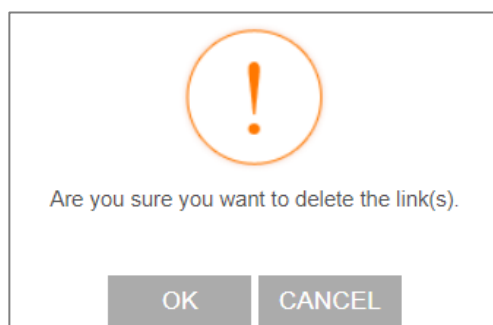


Figure 137- Confirmation window

Click Ok or Cancel as desired.

**Preview:** There is also an option to preview the link by clicking on the lens icon.

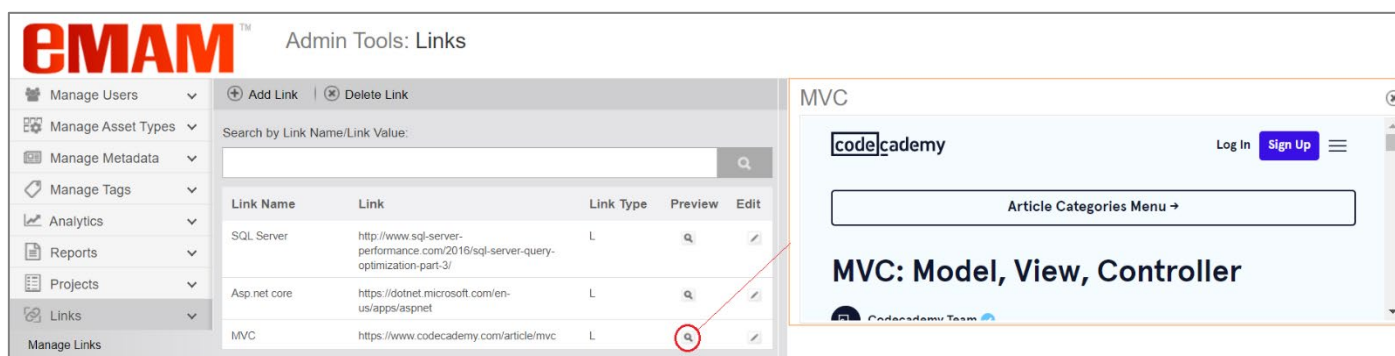


Figure 138- Preview icon

Users having access will be able to view these external links under the *Links* widget.

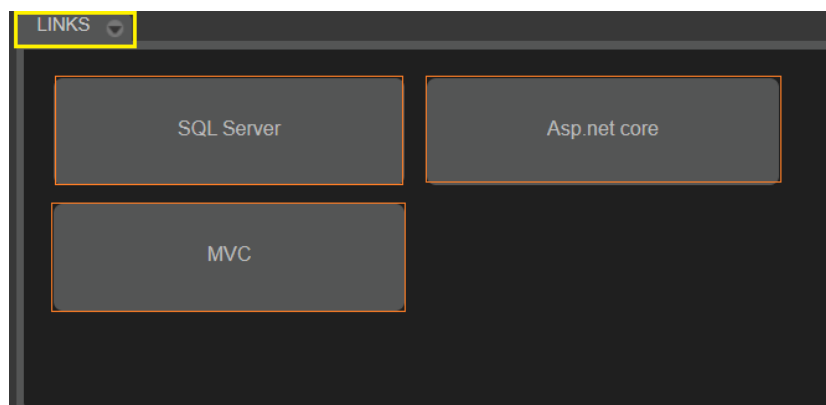


Figure 139- view these external links under the Links widget

Click on any of these to open these external links in another window.

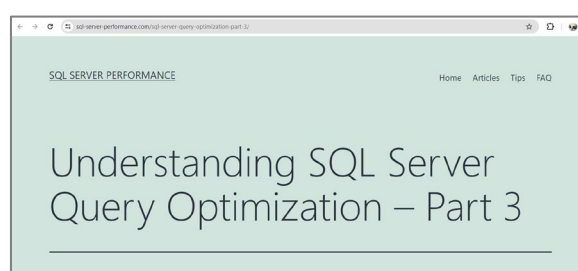


Figure 140- open these external links in another window

## 9. Thesaurus:

Super Admins can manage thesaurus search function by creating expansion sets. An expansion set contains a group of words such as "smile", "blush", and "laugh" that are substituted for one another by a full-text query. Under Thesaurus tab, you can manually add these words to the expansion sets. Therefore, if a user enables *Thesaurus* search in the Basic and Advanced search, search result will list all the assets with the searched phrase and the synonym words in the expansion sets. In the Admin Tools widget, click on *Thesaurus* tab will take you to the *Admin Tools* page.

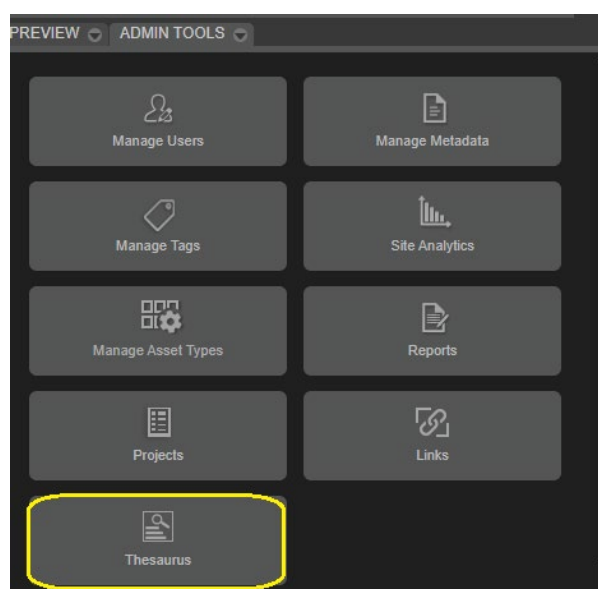


Figure 141-Admin Tools widget- Thesaurus

Since only Super Admins can manage thesaurus, you will be prompted to enter the super admin login credentials to proceed further.

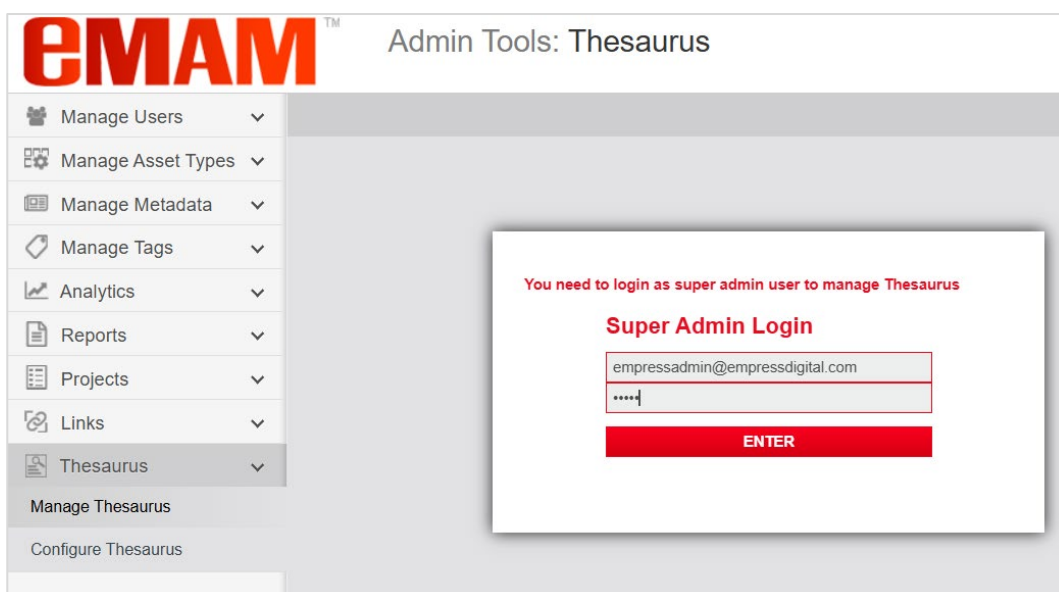


Figure 142- Thesaurus tab

Under *Thesaurus* tab, you will find two tabs:

- Manage Thesaurus
- Configure Thesaurus

a. **Manage Thesaurus:** Using *Manage thesaurus*, you can create expansion sets by adding a list of words to it. You can also edit and delete these expansion sets. Expansion set is group of words which will be part of thesaurus and full text search.

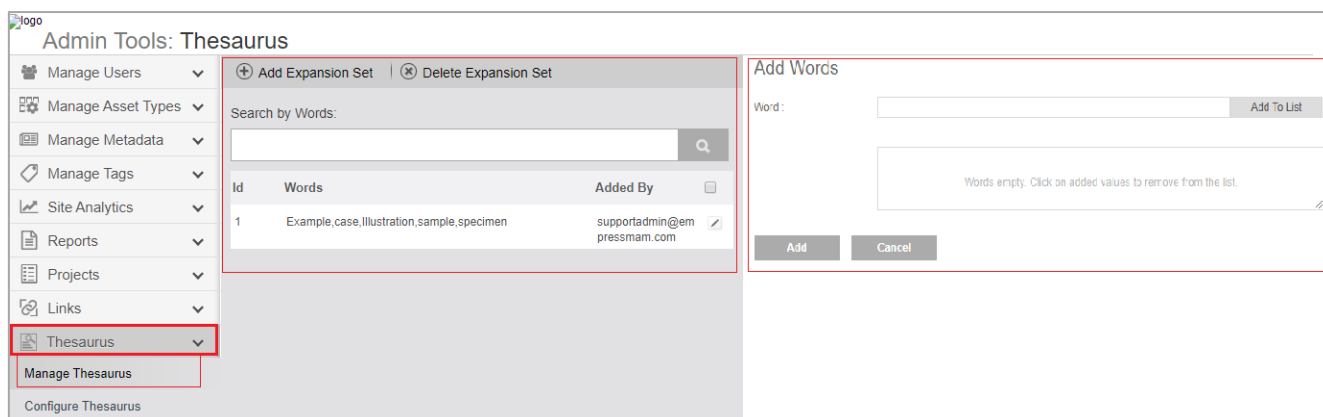


Figure 143- Thesaurus\_Add expansion set

→ **Add Expansion Set:** In the right panel under **Add words**, enter the desired word and click on *Add to List* button. **Note:** Add only single words. Do not add words separated by commas. Newly added word gets listed below in the expansion set. Similarly, add all the words which you would like to group together for thesaurus search. To delete any word, click on X mark adjacent to the listed word. Once all the words are added, click on *Save* button to save the *Expansion Set*. Saved expansion set gets listed in the middle panel.



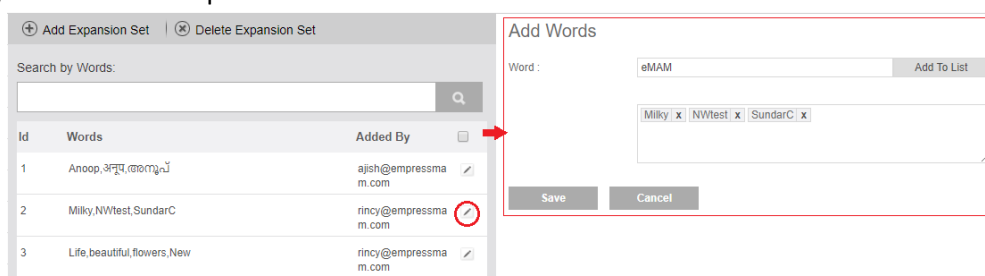
**Add Words**

Word :  Add To List

Save Cancel

Figure 144- Add Expansion set

- **Edit Expansion Set:** To edit any of the listed expansion set, click on the edit icon adjacent to the expansion set displayed in the middle panel.



+ Add Expansion Set | ✕ Delete Expansion Set

Search by Words:  Q

| Id | Words                         | Added By                 |  |
|----|-------------------------------|--------------------------|--|
| 1  | Anoop, അനൂപ്, അനൂപ്           | ajish@empressma<br>m.com |  |
| 2  | Milky, NWtest, SundarC        | rincy@empressma<br>m.com |  |
| 3  | Life, beautiful, flowers, New | rincy@empressma<br>m.com |  |

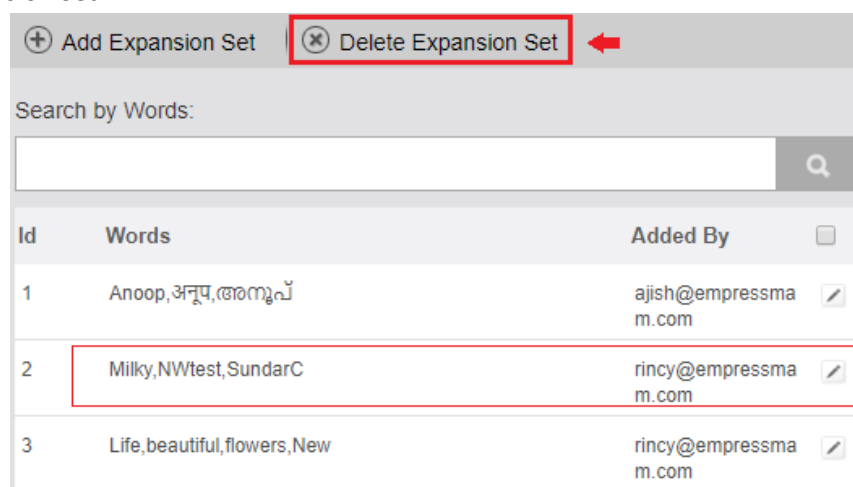
**Add Words**

Word :  Add To List

Save Cancel

Figure 145- Edit Expansion Set

- **Delete Expansion Set:** To delete an expansion set, select the expansion set in the middle panel and click on *Delete Expansion Set*.



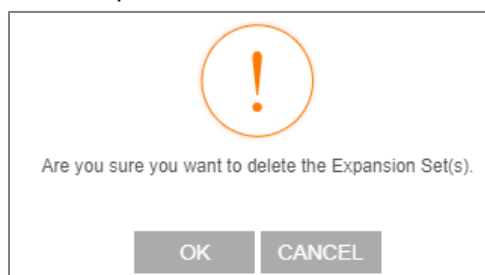
+ Add Expansion Set | ✕ Delete Expansion Set

Search by Words:  Q

| Id | Words                         | Added By                 |  |
|----|-------------------------------|--------------------------|--|
| 1  | Anoop, അനൂപ്, അനൂപ്           | ajish@empressma<br>m.com |  |
| 2  | Milky, NWtest, SundarC        | rincy@empressma<br>m.com |  |
| 3  | Life, beautiful, flowers, New | rincy@empressma<br>m.com |  |

Figure 146- Delete Expansion Set

You will be asked to confirm the delete operation.



Are you sure you want to delete the Expansion Set(s).

OK CANCEL

Figure 147- Confirm the delete operation

Successfully deleted message appears.

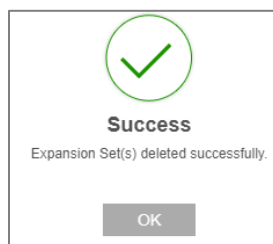


Figure 148- Successfully deleted message

b. **Configure Thesaurus:** Under Configure Thesaurus tab, you will see the path to XML where the expansion set words are saved. *\*Note: Make sure that you get the right Thesaurus file path from the SQL server installation folder. E.g.: "C:\Program Files\Microsoft SQL Server\MSSQL14.MSSQLSERVER\MSSQL\FTData". The folder path will be varied on different SQL versions.*

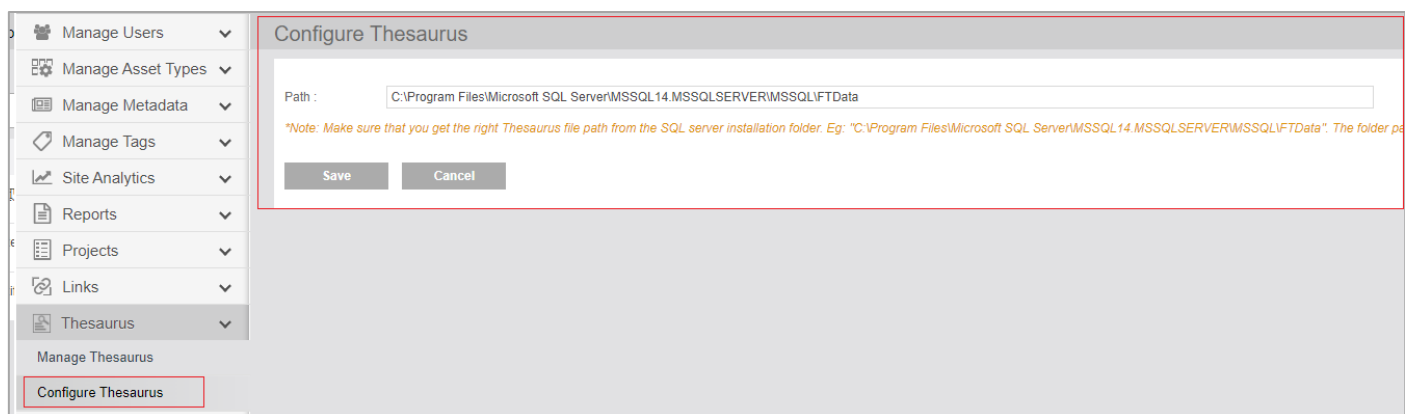


Figure 149- Configure Thesaurus tab

## Need Help

Please contact eMAM Support team [support@emamsolutions.com](mailto:support@emamsolutions.com).

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