eMAM Director Interface

User Guide

Version 6.0

August 2025

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1.0 Introduction to eMAM Director Interface

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

1. The Super Admin interface or Super Admin Console, used by Administrative users, often IT staff, or EMAM Staff to make and maintain system settings.
2. The eFeeder and Feeder(Java), ingest applications for worldwide upload of assets into the eMAM system.
3. The DeskLink app for download of bulk assets.
4. The App Manager for managing eMAM panels in Adobe applications.
5. The Client interface for browse and search of assets and categories.

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

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

Major changes introduced are detailed in eMAM Version 6.0 Release Notes.

Note: Some features may not be supported across all eMAM products –refer to the comparison chart Comparison_chart.pdf *to see which features are available for the various eMAM products.*

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

1.1 Login to the eMAM Director Interface

As per the best practices, there are two types of "admin" users in an eMAM system. Each organization has one or more "super admin" who are responsible for managing the hardware and software used to run the system, but this role for an eMAM Online (cloud) account would be fulfilled by eMAM staff. Organizations also often have one or "unit admin" who define the business processes: user roles, permissions, categories, and so forth. Usually, questions users may have about the daily use of the system should be directed to their unit admin, while the super admin performs the IT/support role. In this document, we will use the more general "admin" term.

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

Enter the eMAM Director URL in the browser's address bar.

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

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

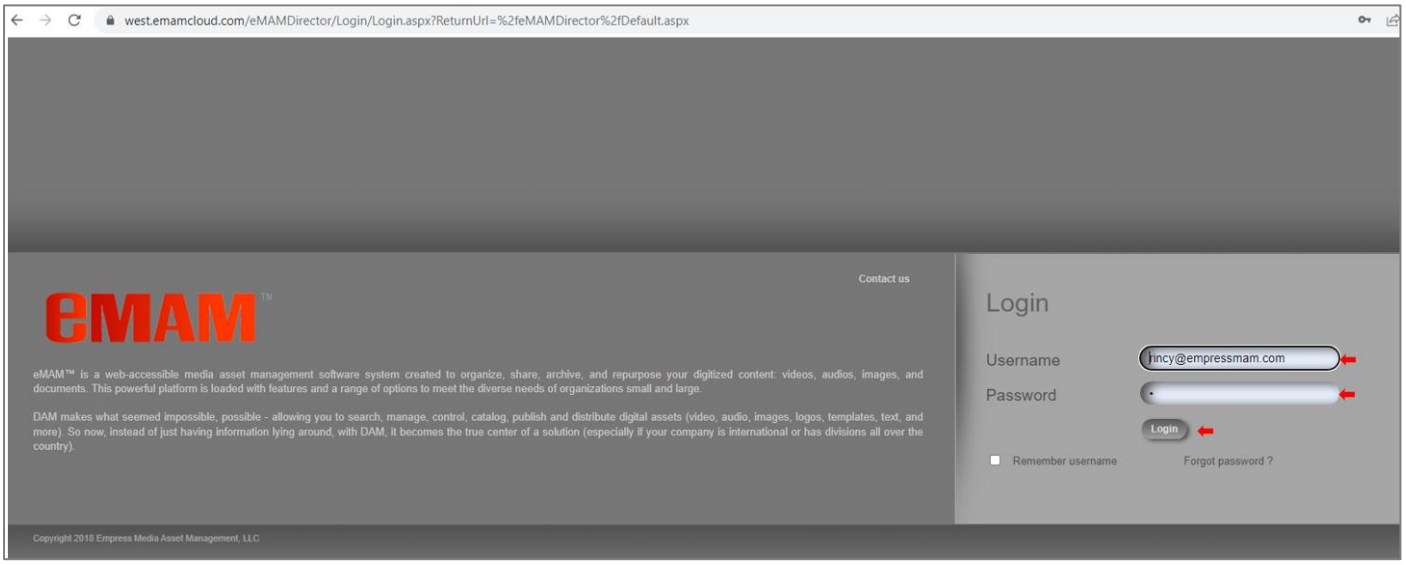


Figure 1- Login screen

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

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

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

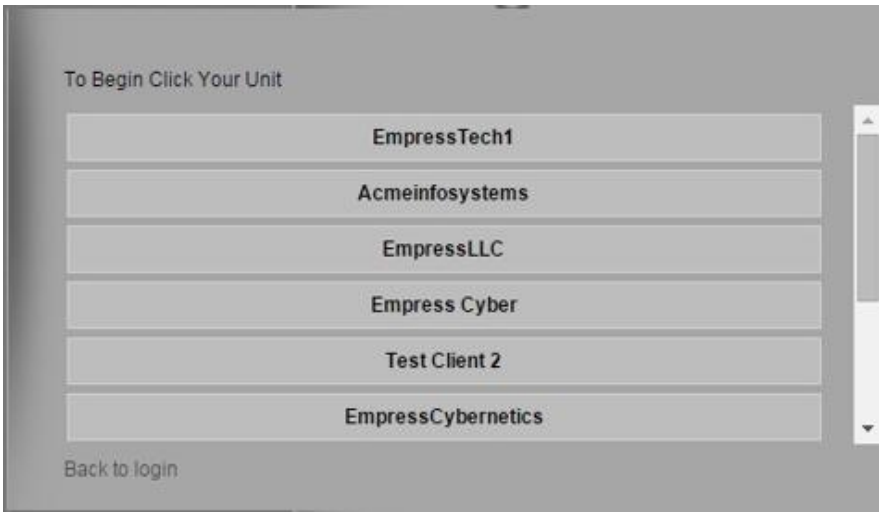


Figure 2- Multi-unit login screen for Director

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

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1.2 eMAM Director Web Page Layout and Interface

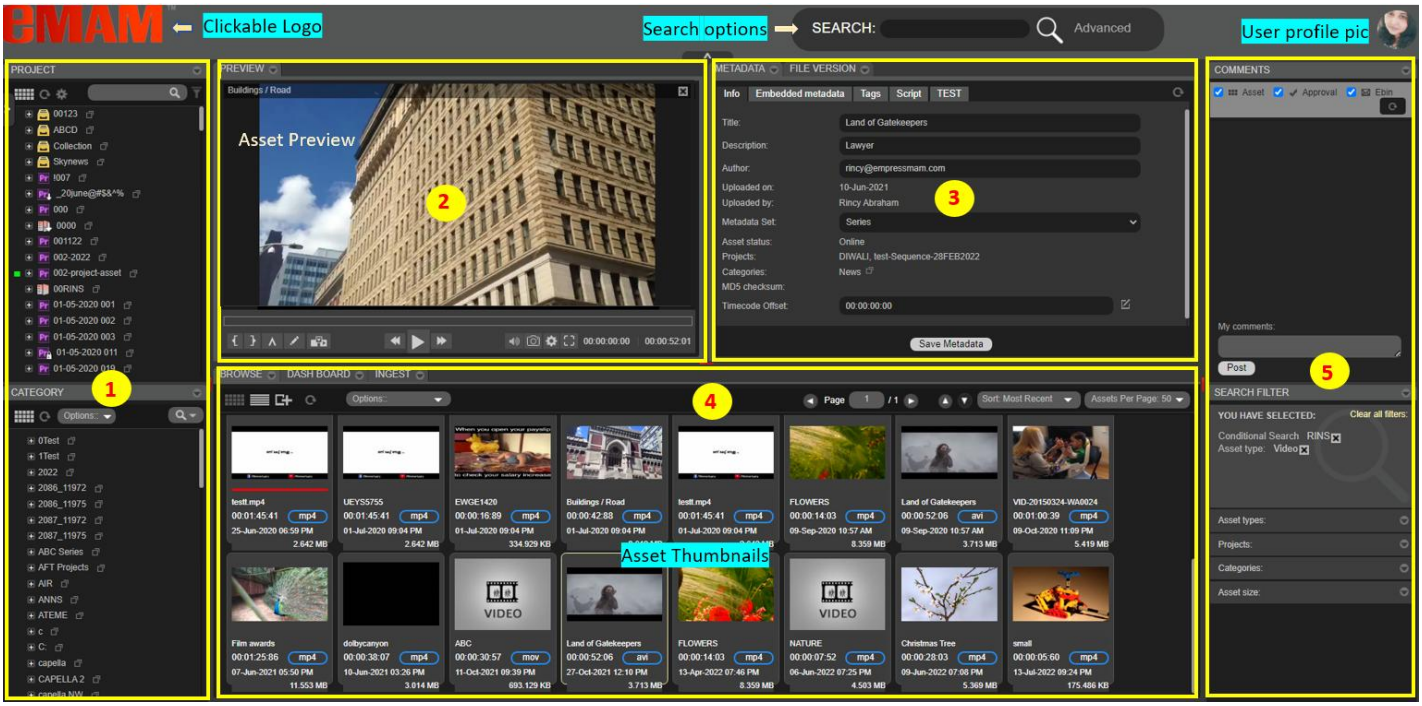


Figure 3- Director Interface main page

1.3 Resizable Page Regions

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

On-Screen Messages

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

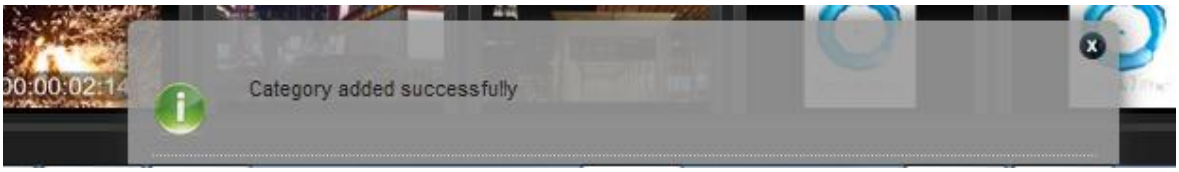


Figure 4- Message box display

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1.4 Widget Holder

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

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

 Will expand, and  will collapse the widget holder display.



Figure 5- Widget holder with all unused widgets

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1.5 Widget General Features

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

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



Figure 6- Widget: Float/Dock/Close options

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

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

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

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1.6 Settings

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

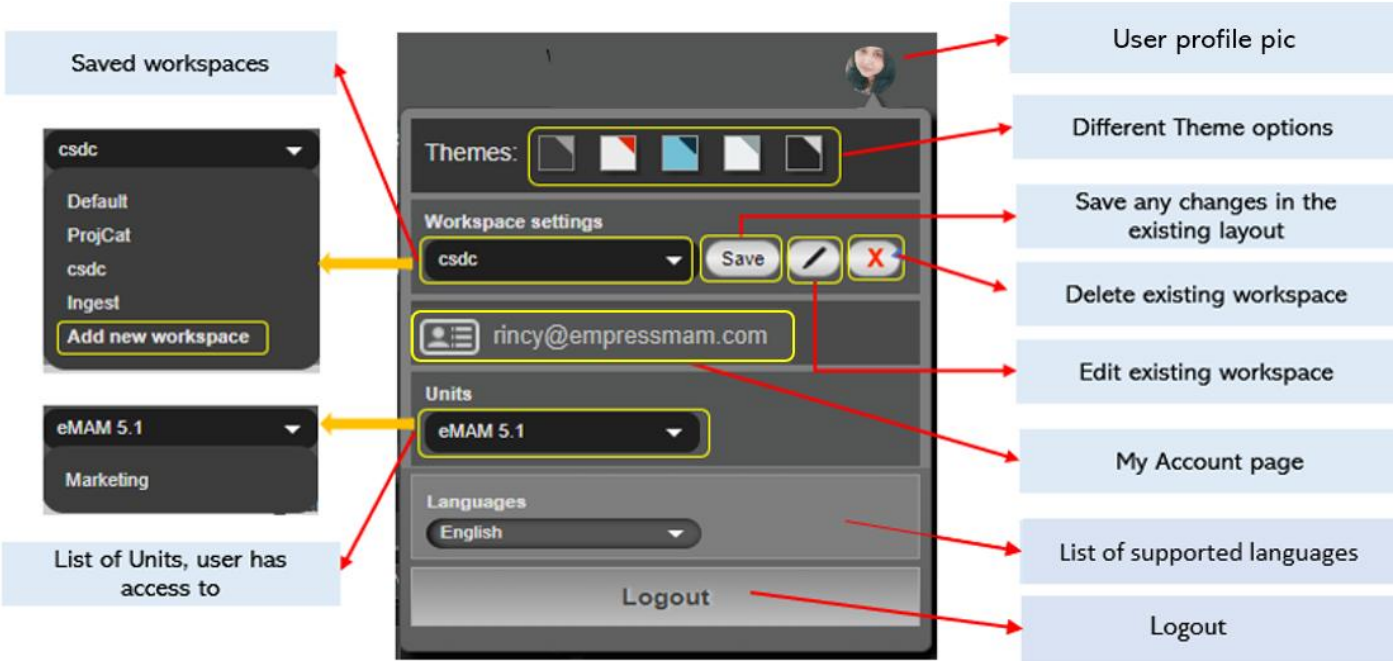


Figure 7- The workspace setting options

1.6.1 Themes: Select from the below four theme settings:

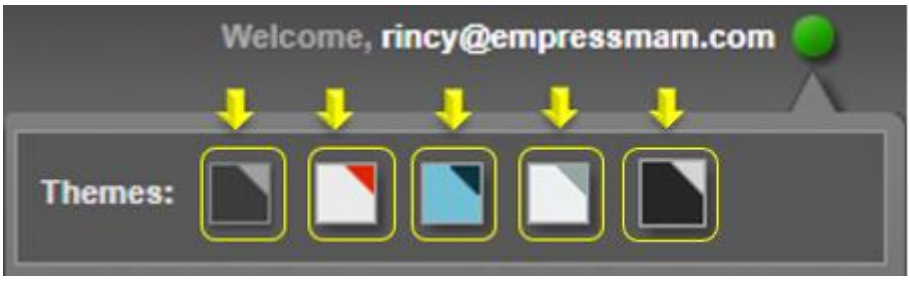


Figure 8- Selecting a theme color

"**Dark/Classic**" which features a grey/black metallic tone workspace.

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

"**Turquoise**" which gives a very fresh blue/green look and feel.

"**Slate**" which has a fresh look similar to MAC.

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

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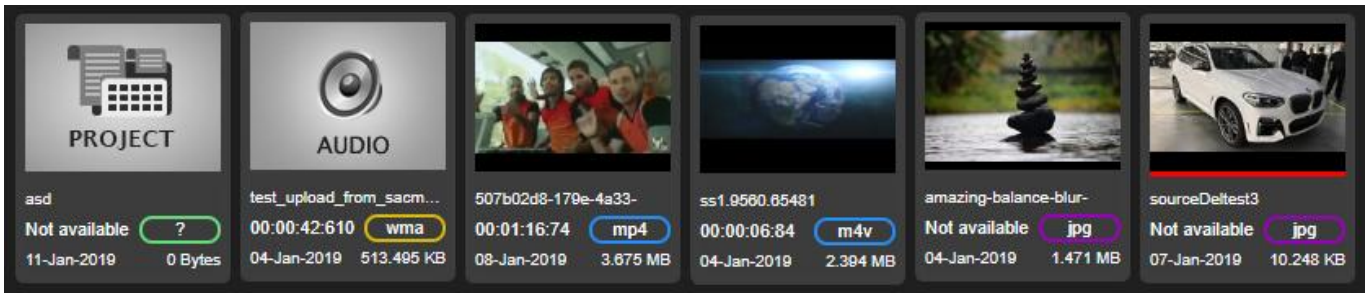


Figure 9- Classic Plus view

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

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

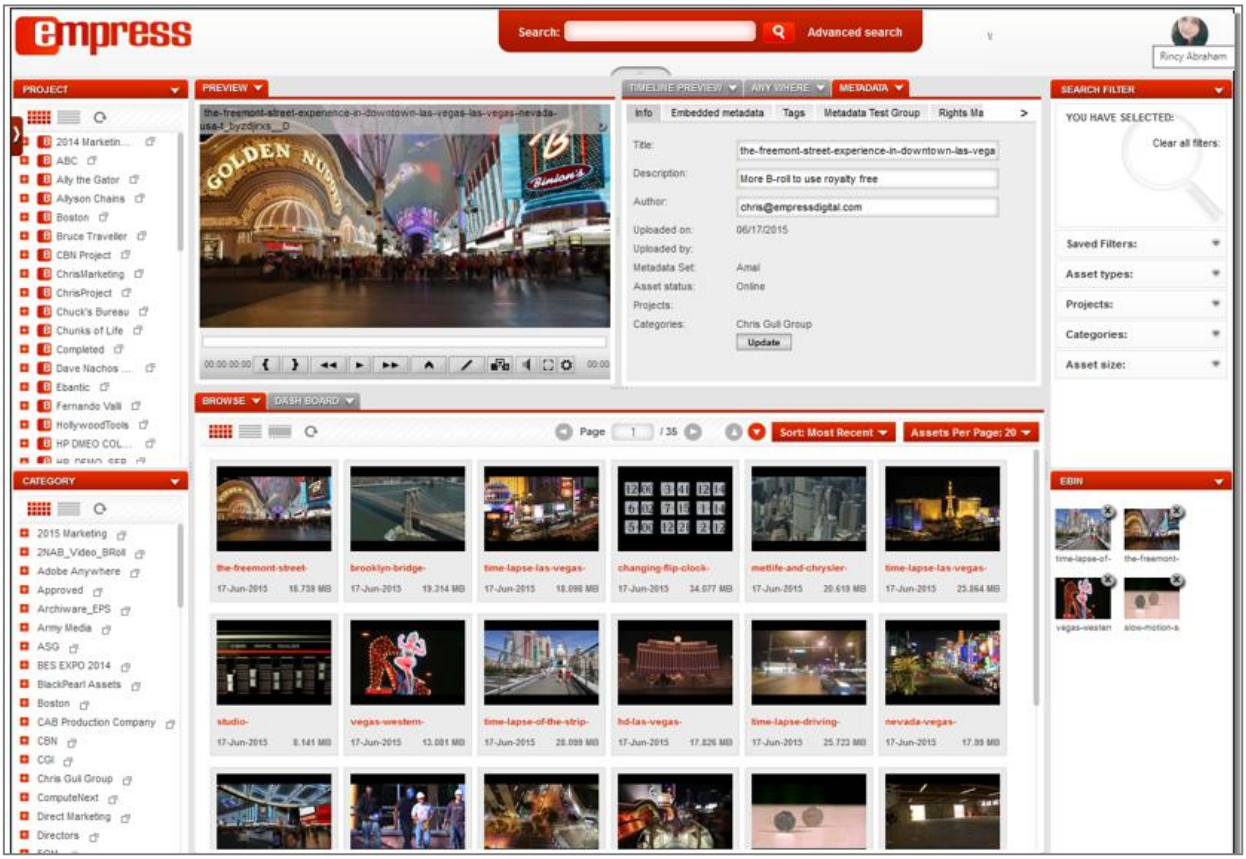


Figure 10- Light theme workspace

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Figure 11- Dark/Classic theme workspace



Figure 12- Turquoise theme workspace

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Figure 13- Slate theme workspace

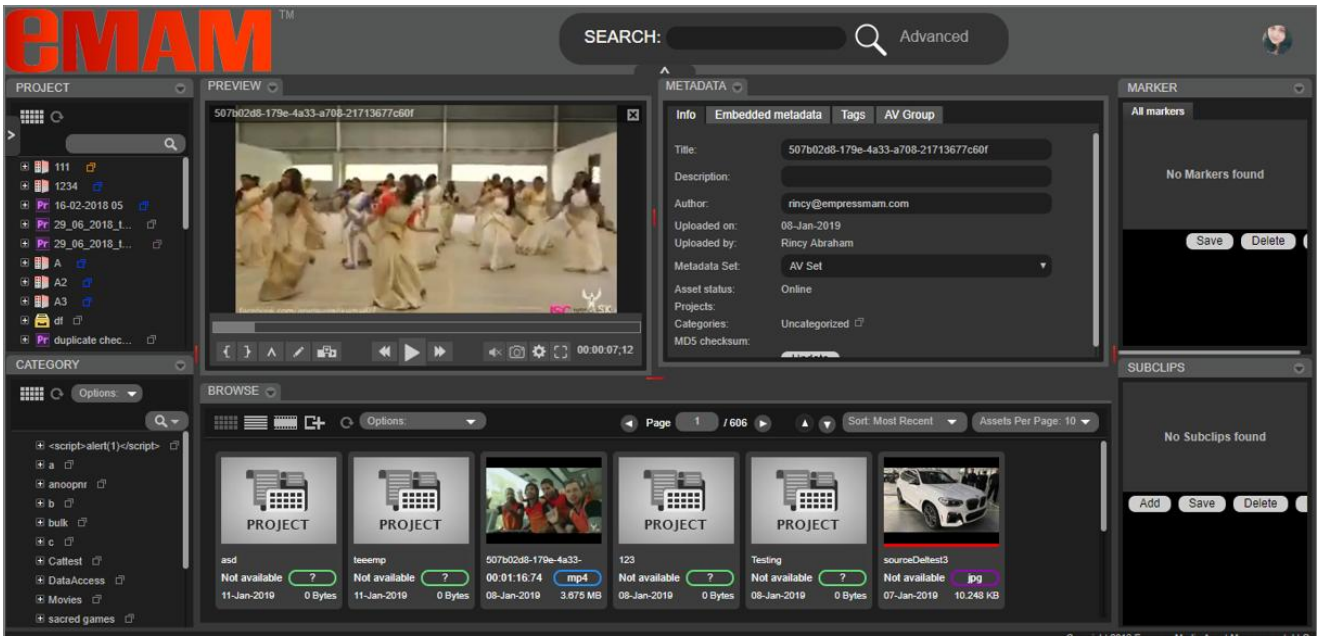


Figure 14- Classic Plus theme workspace

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

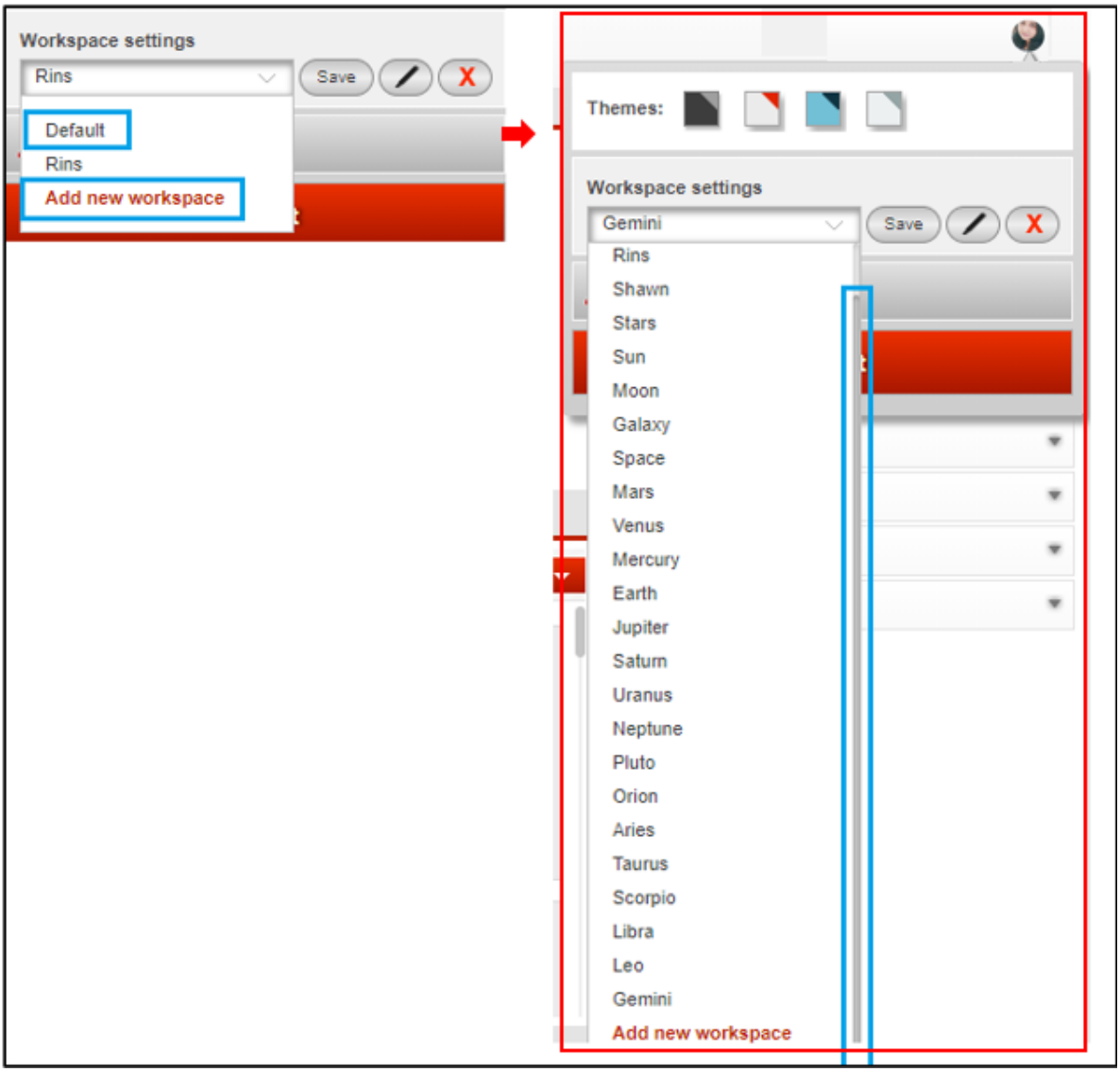


Figure 15- Workspace settings

To create a new workspace, click on ***Add New Workspace*** from the workspace dropdown list and then name it on the pop-up box that follows – and then SAVE it. In the future, the user can scroll and view the list of all workspaces saved using the scrollbar and select one by clicking on the designated name then the saved workspace will appear.

(Note: *A resized and re-positioned floating widget cannot be saved. Floating widgets will revert back to the default position).*

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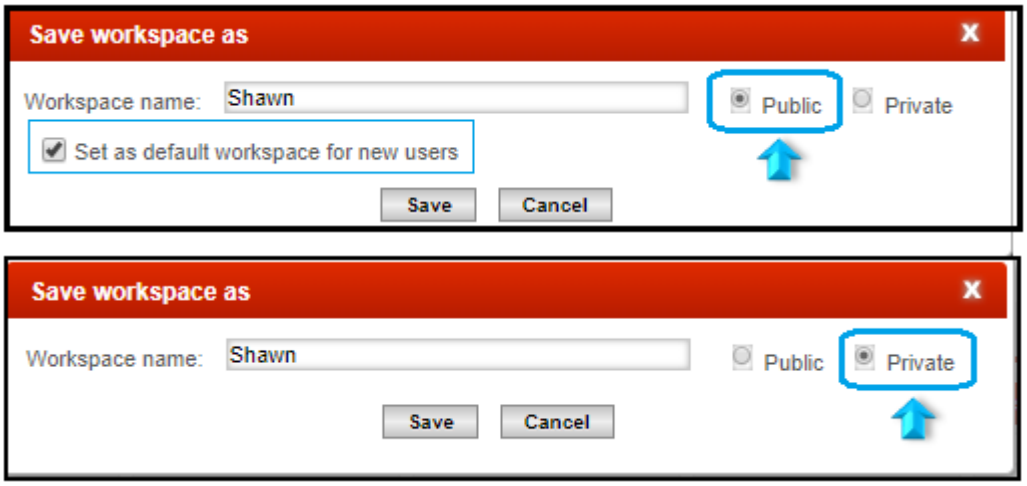


Figure 16- Add New workspace- Private or Public (only for Unit Admin)

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

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

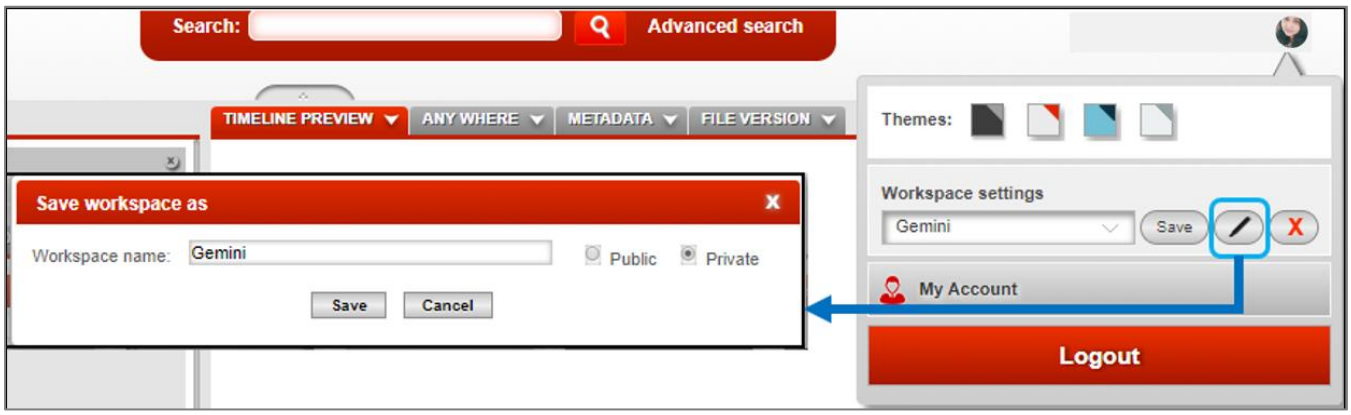


Figure - Edit workspace

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

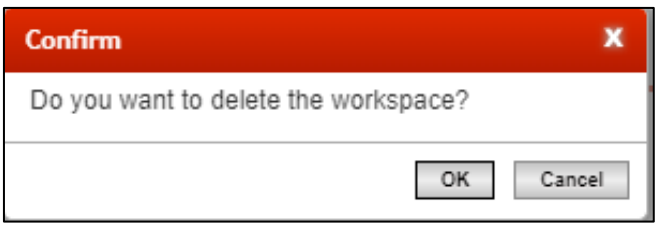


Figure 16 -Delete workspace confirmation box

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

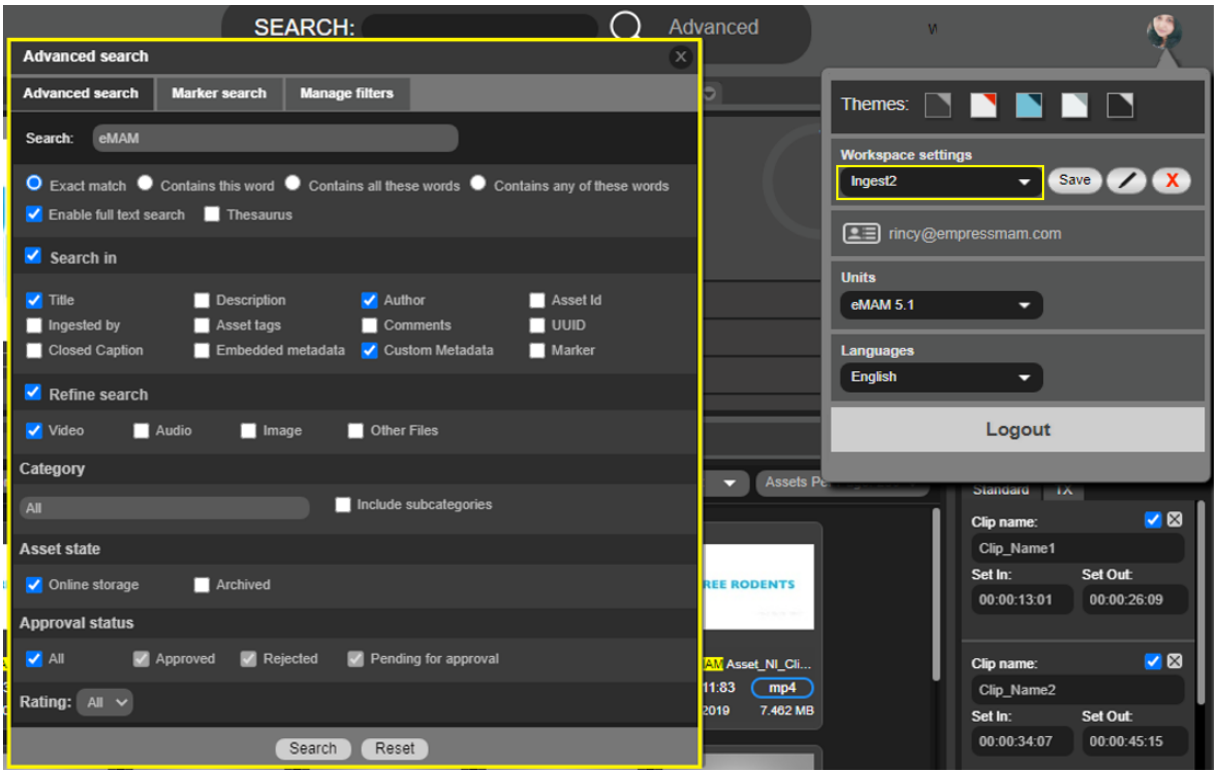


Figure 17- Workspace settings saves Advanced search parameters

1.6.3 User Account (My Account)

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



Figure 18- My Account

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

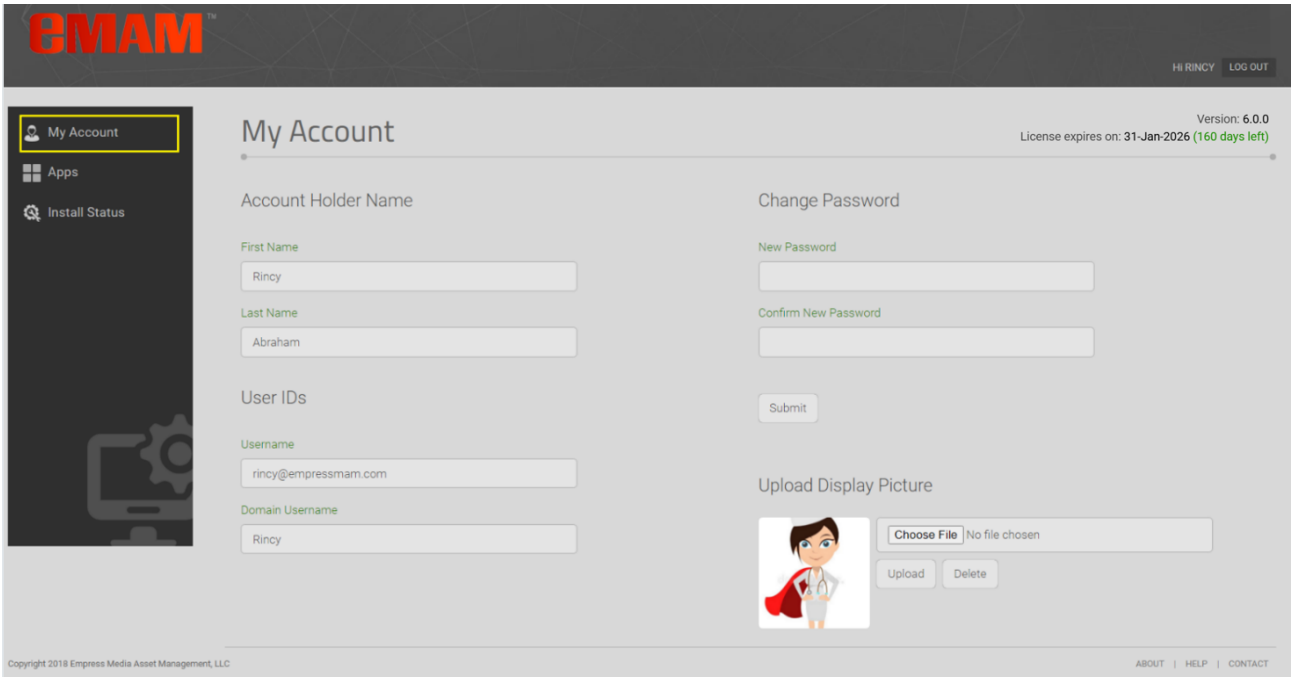


Figure 19- My account page to manage account and App installations

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

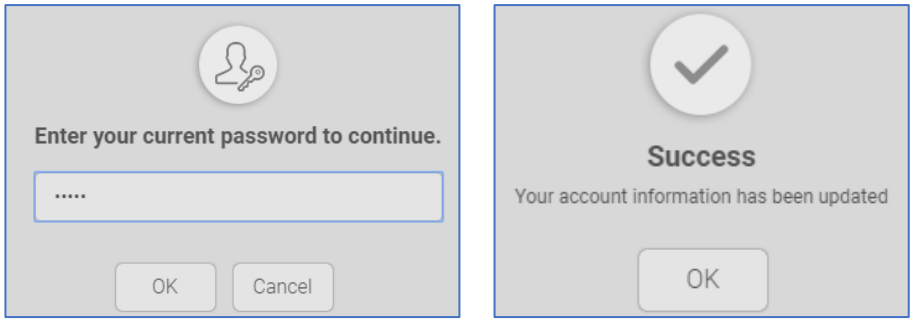


Figure 20- Box to enter old password and update success message box.

License details are displayed in 3 distinct colors indicating below:

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

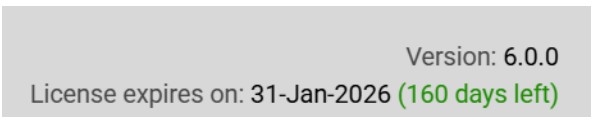
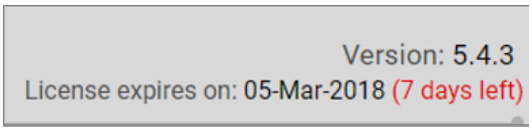


Figure 21- eMAM version & License details

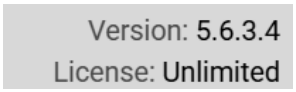
- **Orange**: License expiry date falls between 30-15 days.



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



- **Black**: Unlimited



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

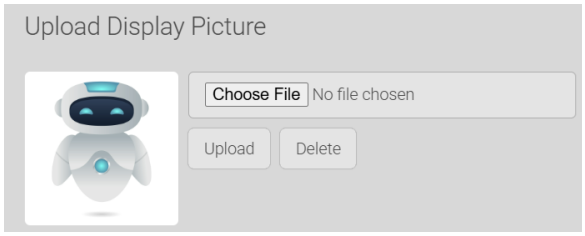


Figure 22- Upload Display picture

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

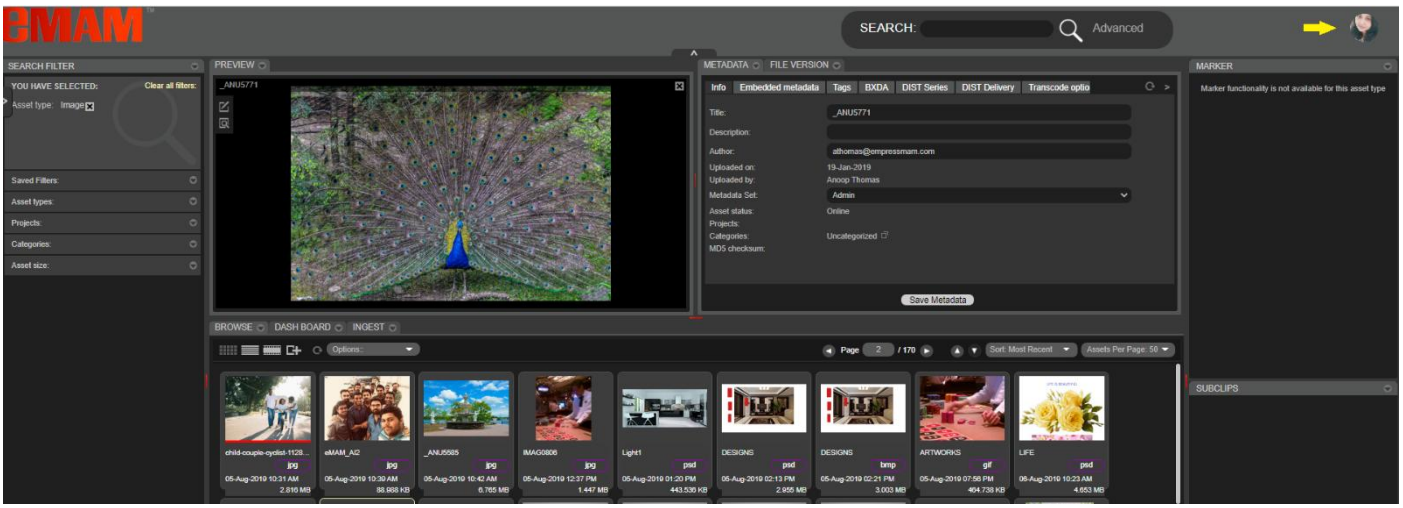


Figure 23- user pic gets displayed on the home page

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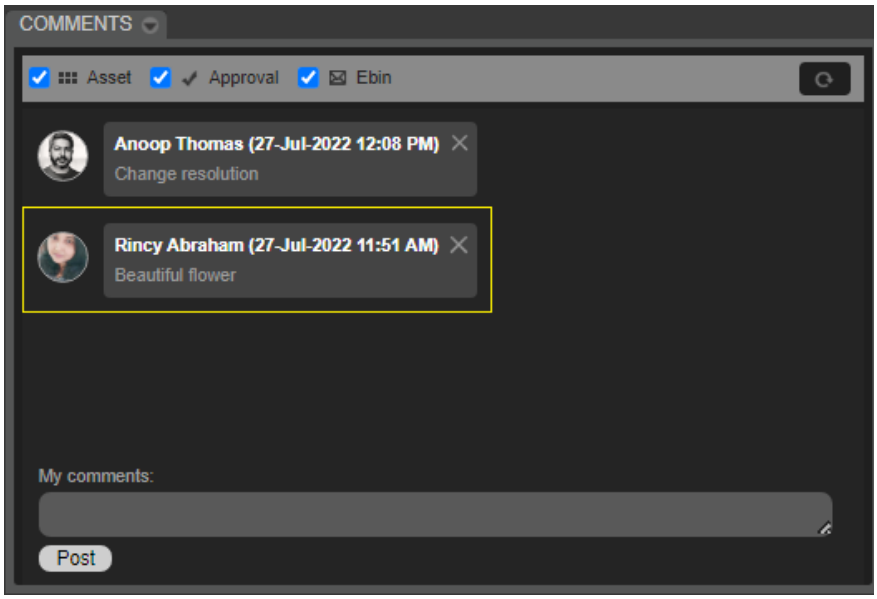


Figure 24- user pic gets displayed on Comments widget

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

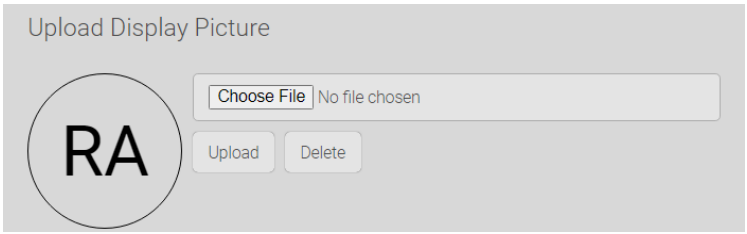


Figure 25- Upload display picture

b. **Apps:** The *Apps* tab list all the apps available to the eMAM user for installation. Click on the desired App icon box you wish to download to proceed with download of that app.

✓ **eFeeder** is a desktop application built on electron platform for *Windows* & *Mac* machines. To install **eFeeder** *(Electron platform),* click on the e*Feeder* icon under the *Apps* tab as shown below and then click on the e*Feeder* button. Based on your machine type, click on **Windows** or **Mac** button to download the msi file.

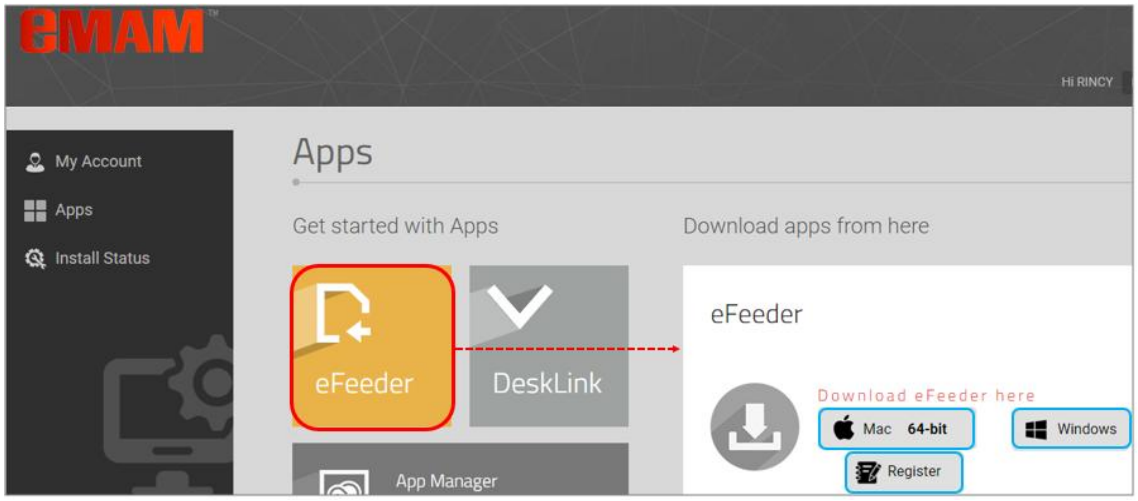


Figure 26- My Account>Apps tab> Feeder

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



Figure 27-eFeeder icon

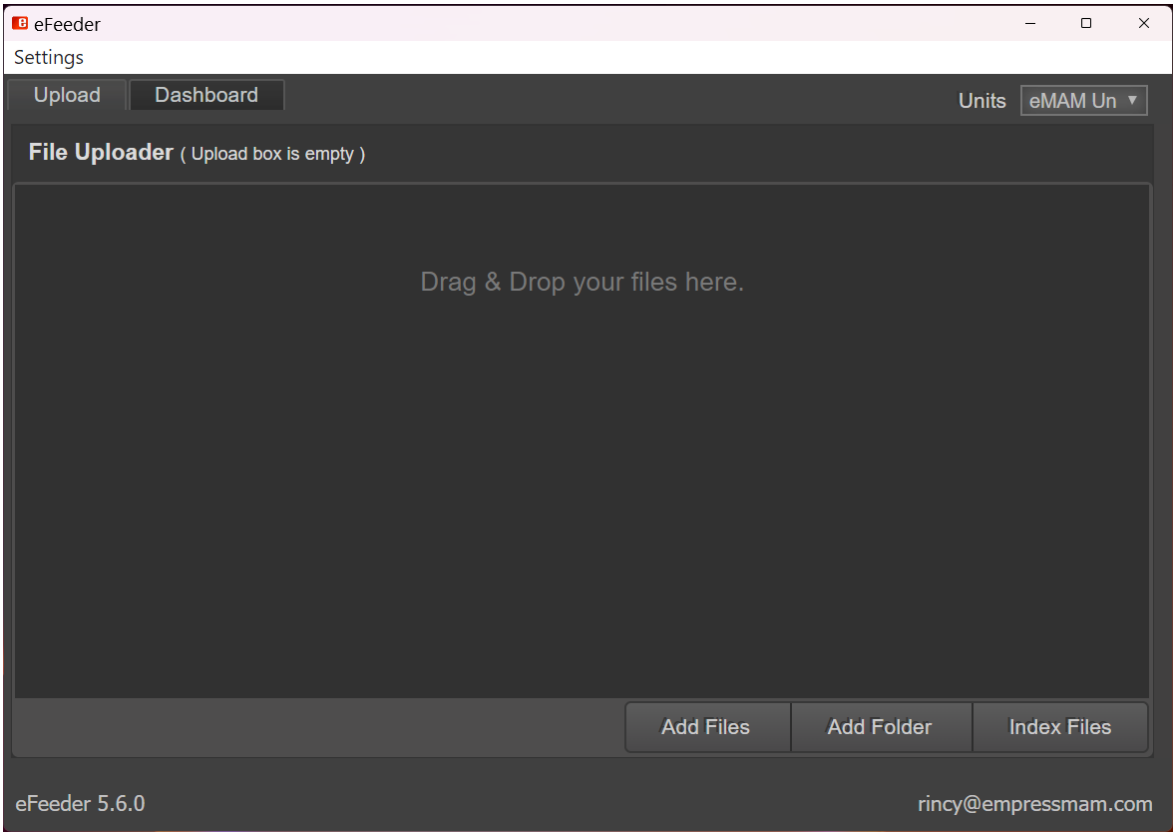


Figure 28- eFeeder app in Windows machine.

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

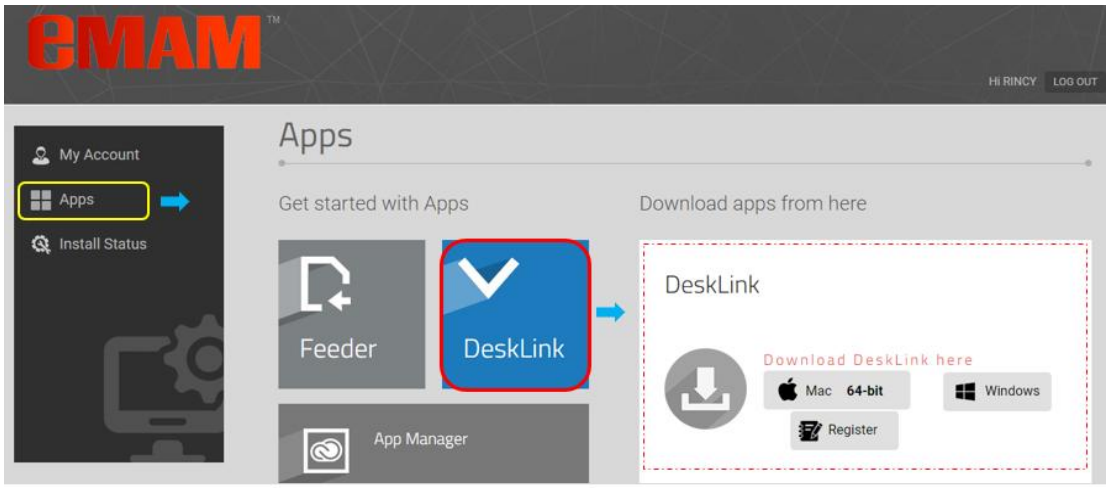


Figure 29- My Account> Install DeskLink

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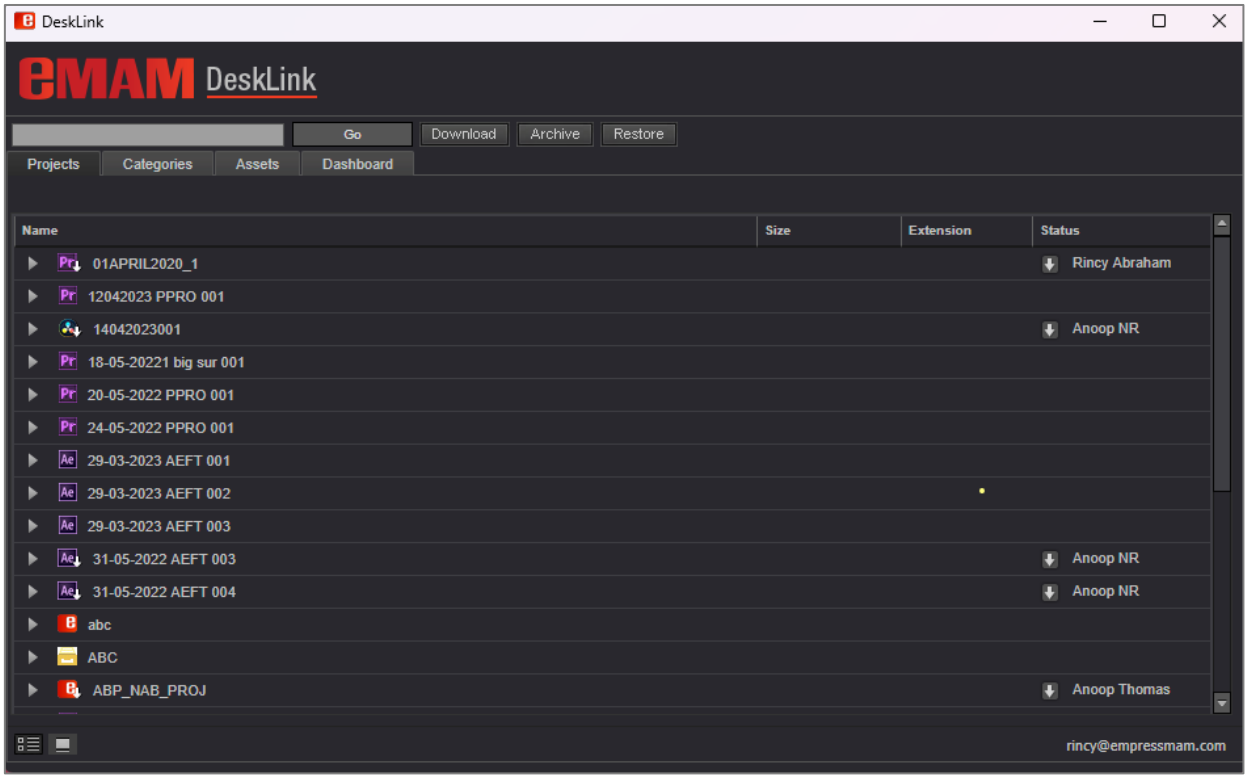


Figure 30- eMAM DeskLink

✓ To install eMAM Panel for **Avid Media Composer**, click on *Extension panel for Media Composer.*

1. Click on the **'Bundle Media Composer Panel'** to create a custom **'eMAM.avpi'** which will be linking to your eMAM Director.

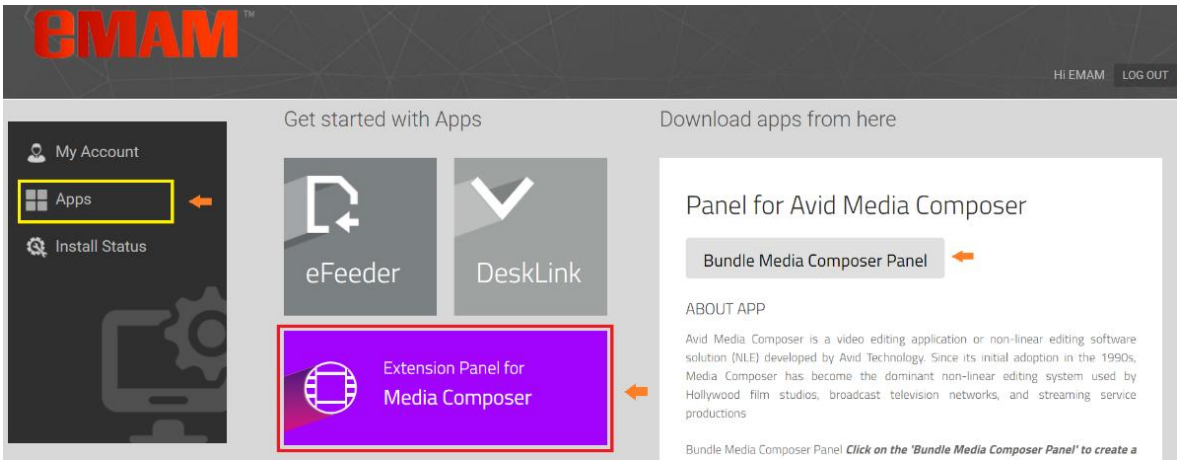


Figure 31- Click on the 'Bundle Media Composer Panel'

2. After bundling of **'eMAM.avpi'** is complete, a new button **'Download Media Composer Panel'** appears. Click on **'Download Media Composer Panel'** to download the **'eMAM.avpi'** to your local workstation.
3. Place the **eMAM.avpi** folder inside the below folder;
   Windows : *%ProgramData%\Avid\PanelSDKPlugins*
   MAC : */Library/Application Support/Avid/PanelSDKPlugins*
4. Restart the *Avid Media Composer*
5. Go to *Menu>>Tools>>eMAM*

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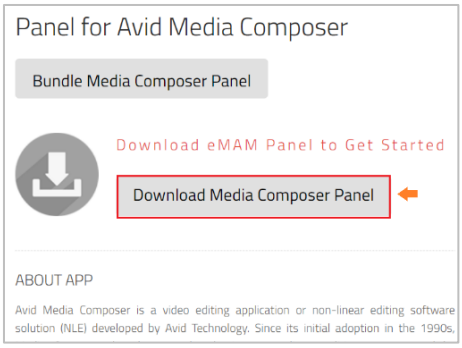


Figure 32- Click on 'Download Media Composer Panel'

✓ To install **eMAM App Manager**, click on the *App Manager* box. Based on the type of your machine, download Extension Manager Command Line tool by clicking ***MAC*** or ***Windows*** button.
eMAM App Manager is a single desktop app to manage the extension panels for Adobe Creative Cloud applications such as *Adobe Premiere Pro, Adobe After Effects, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Media Encoder*. Using the App Manager, users can control the installation, version upgrade and removal of the extensions in the Adobe Creative Cloud Applications. Just connect to the server and click on *Install* or *Remove* button of the Adobe CC applications, to either install or remove the extension panels. The *App Manager* also monitors the application upgrade and notifies the user (*with an Update button*) if there is a new upgrade available for any of its Adobe CC applications. To know more about eMAM App Manager, refer *eMAM App Manager doc*.

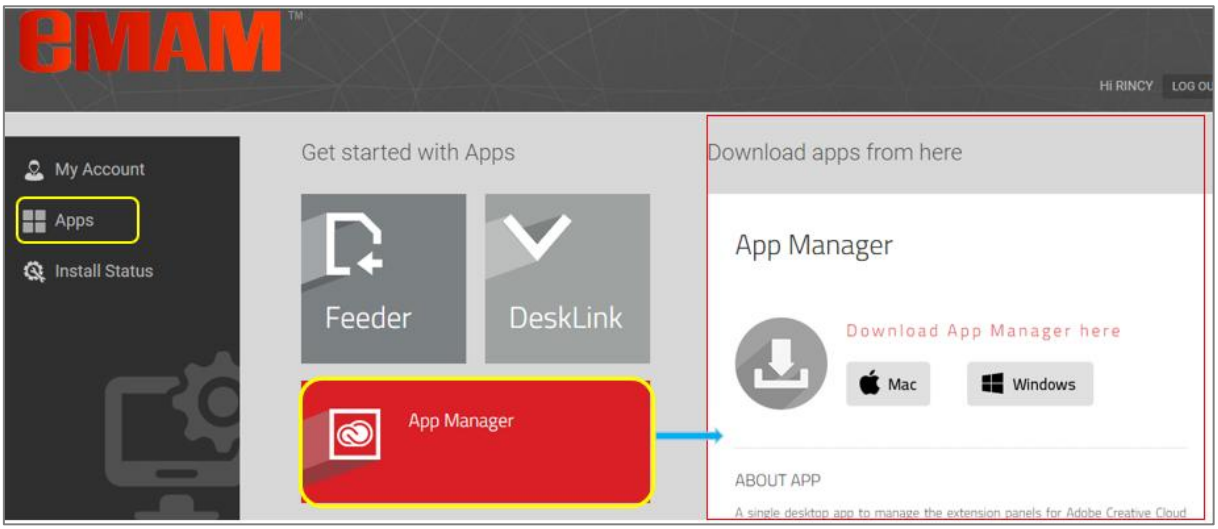


Figure 33- My Account- Install App Manager

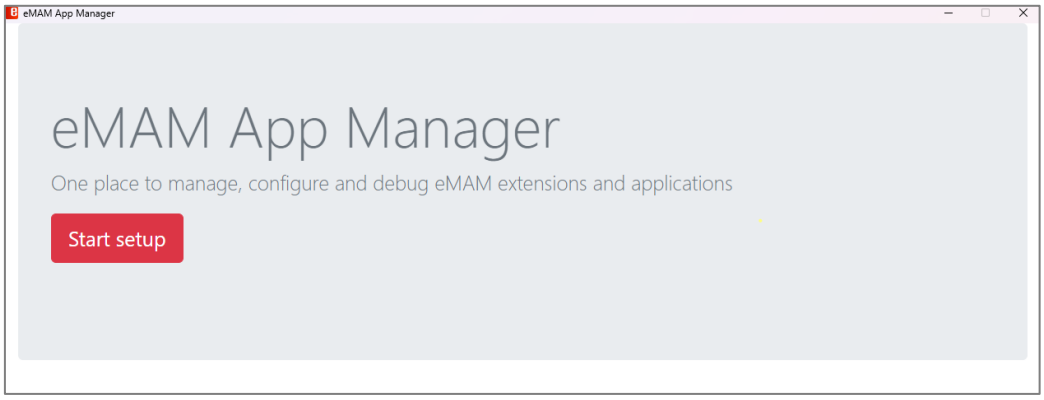


Figure 34- eMAM App Manager

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✓ **Extension Plugin for DaVinci Resolve**: To install extension plugin for Blackmagic DaVinci Resolve, under the *Apps* tab, scroll down and click on *Extension Plugin for DaVinci Resolve icon*. Then on the right-hand side of the page, click on the *Download DaVinci Resolve Plugin* to download setup file.

1. Unzip *com.emam.resolve.zip*
2. Place the *com.emam.resolve* folder inside the below folder;
   Windows : *C:/ProgramData/Blackmagic Design/DaVinci Resolve/Support/Workflow Integration Plugins/*
   MAC : */Library/Application Support/Blackmagic Design/DaVinci Resolve/Workflow Integration Plugins/*
3. Restart DaVinci Resolve Studio application.

Note : eMAM extension is not supported in the free version of DaVinci Resolve.



Figure 35- click on the Download DaVinci Resolve Plugin

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

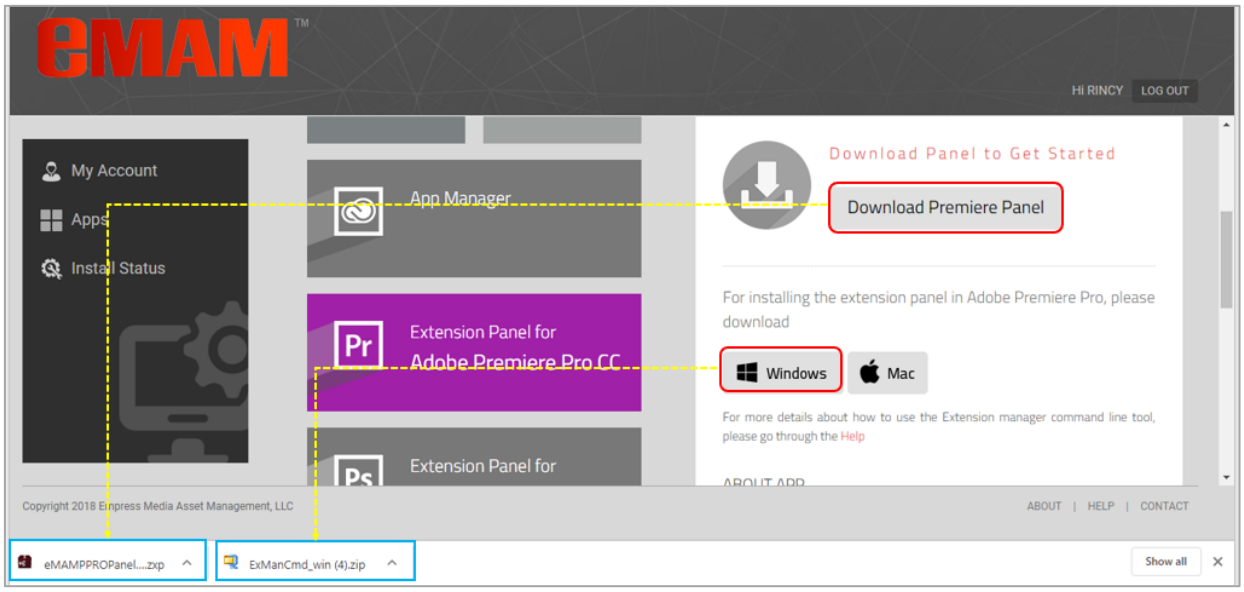


Figure 36- Download zxp and exmancmd tool based on your type of machine.

Refer *eMAM Premiere Panel installation Guide 5.6_Director guide* for details steps on how to install the eMAM Panel.

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

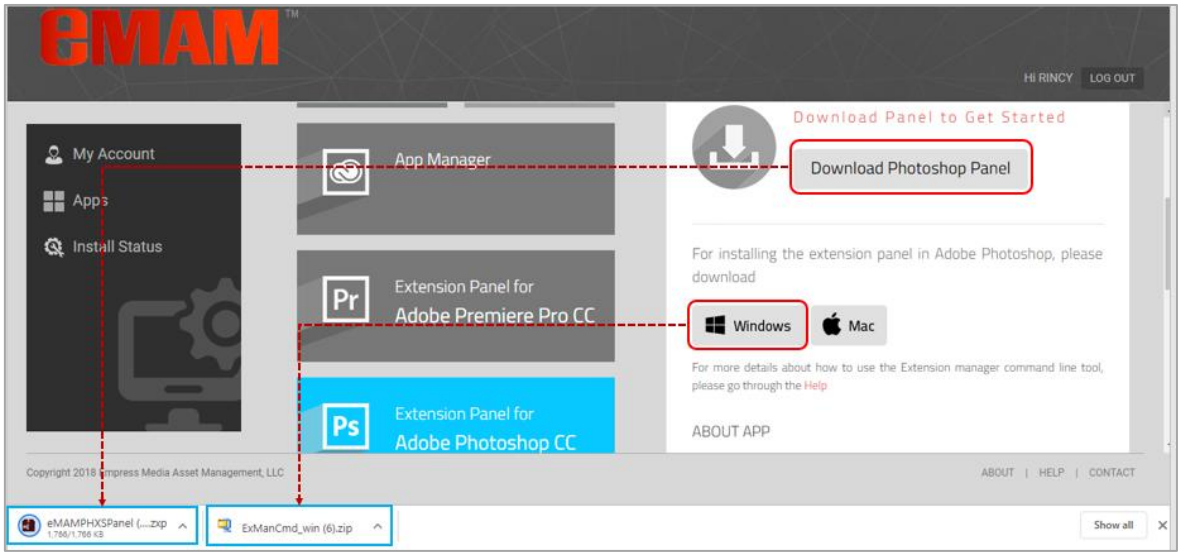


Figure 37- Download zxp file and exmancmd tool based on your machine type

Refer *eMAM Photoshop Panel installation Guide 5.6_Director guide* for details steps on how to install the eMAM Panel.

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

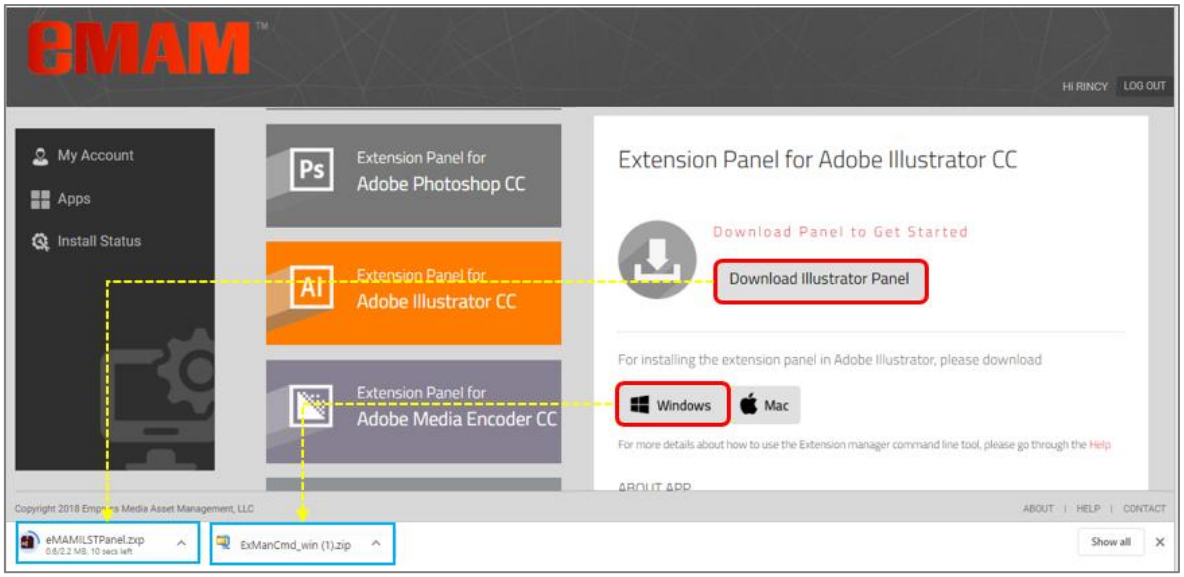


Figure 38- Download zxp file and exmancmd tool based on your machine type

Refer *eMAM Illustrator Panel installation Guide 5.6_Director guide* for details steps on how to install the eMAM Panel.

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

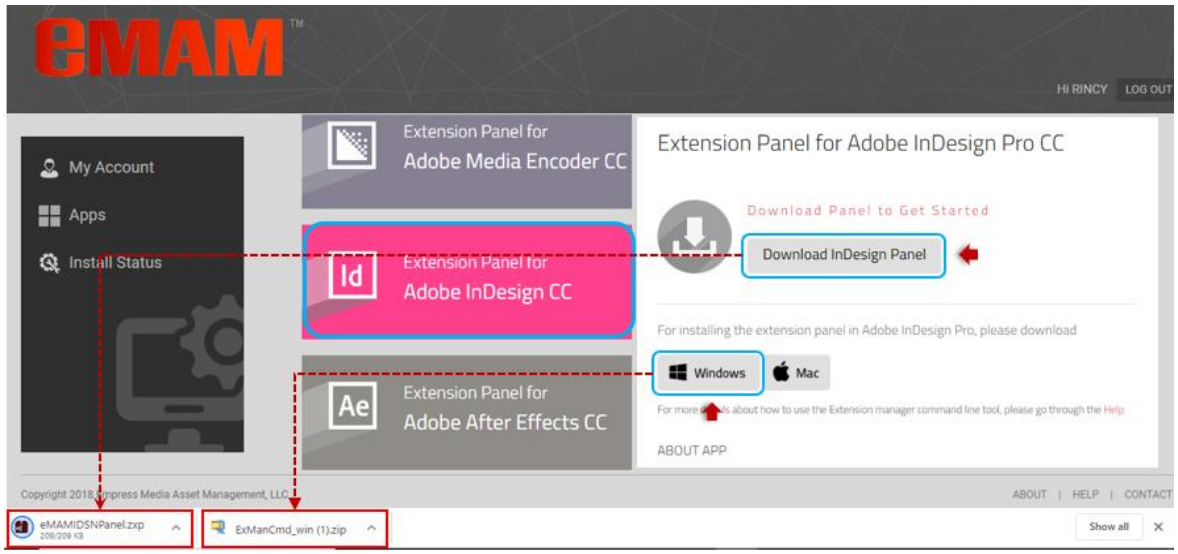


Figure 39- Download zxp file and exmancmd tool based on your machine type

Refer eMAM InDesign Panel installation Guide 5.6_Director guide for details steps on how to install the eMAM Panel.

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

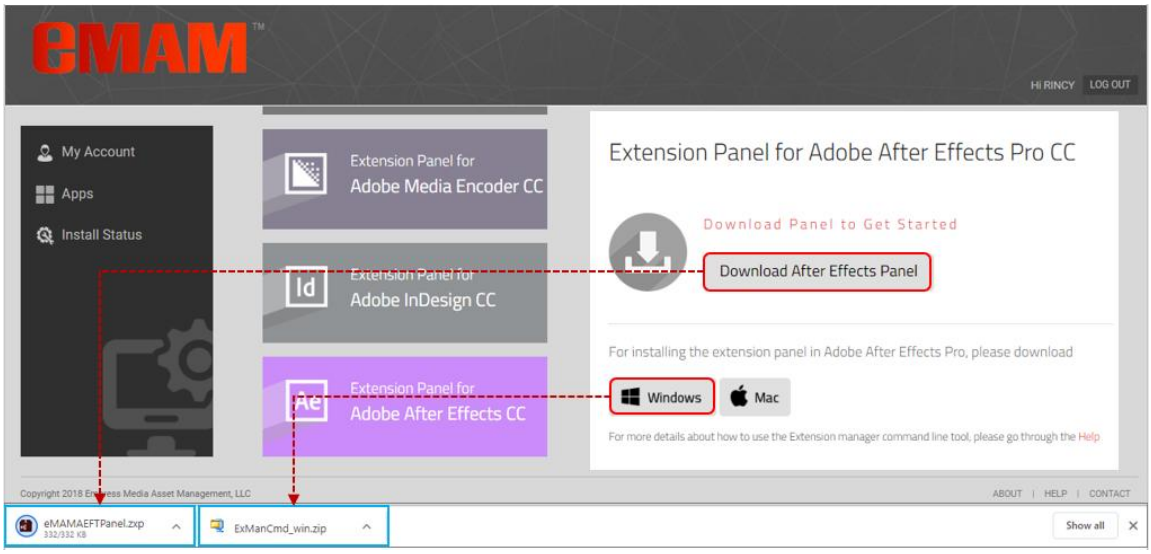


Figure 40- Download zxp file and exmancmd tool based on your machine type

Refer eMAM After Effects Panel installation Guide 5.6_Director guide for details steps on how to install the eMAM Panel.

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

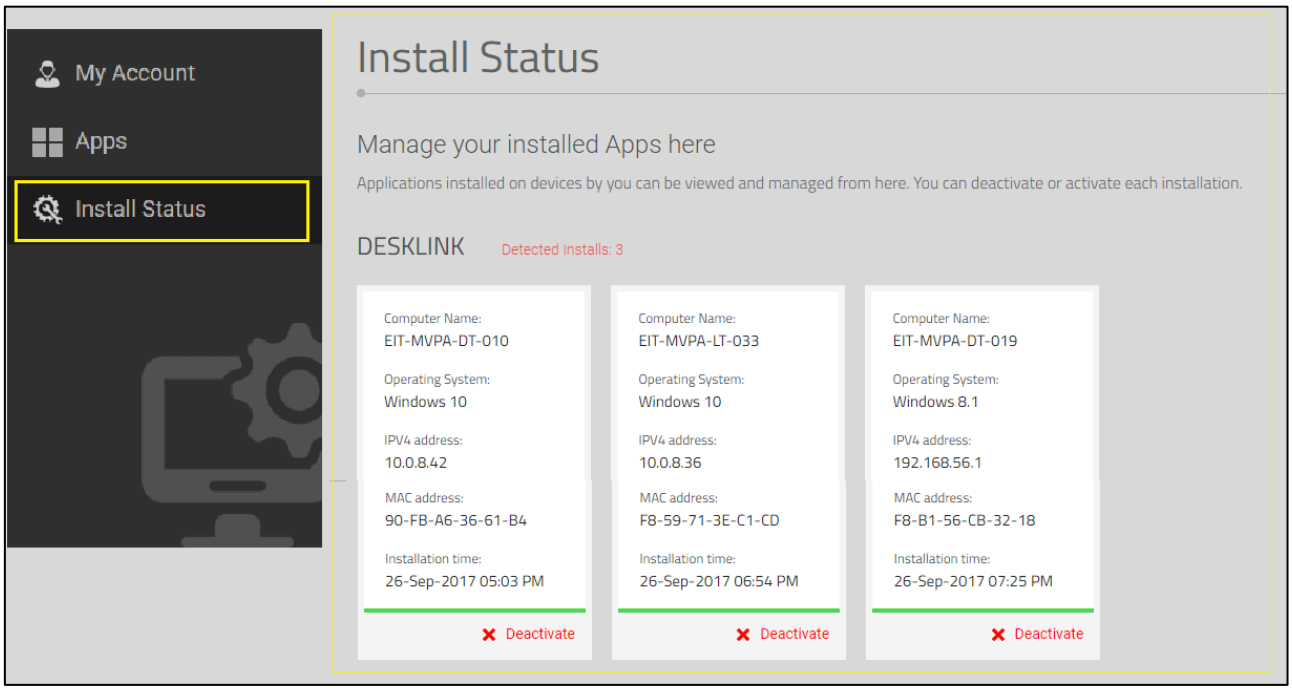


Figure 41- My Account> Install Status

1.6.4 Units

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



Figure 42-Units

A. Just click on the *Unit* dropdown list and choose the desired unit.
B. A confirmation message box to confirm the change of unit appears. Click *OK*.

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C. eMAM Director page is refreshed to display the new unit.

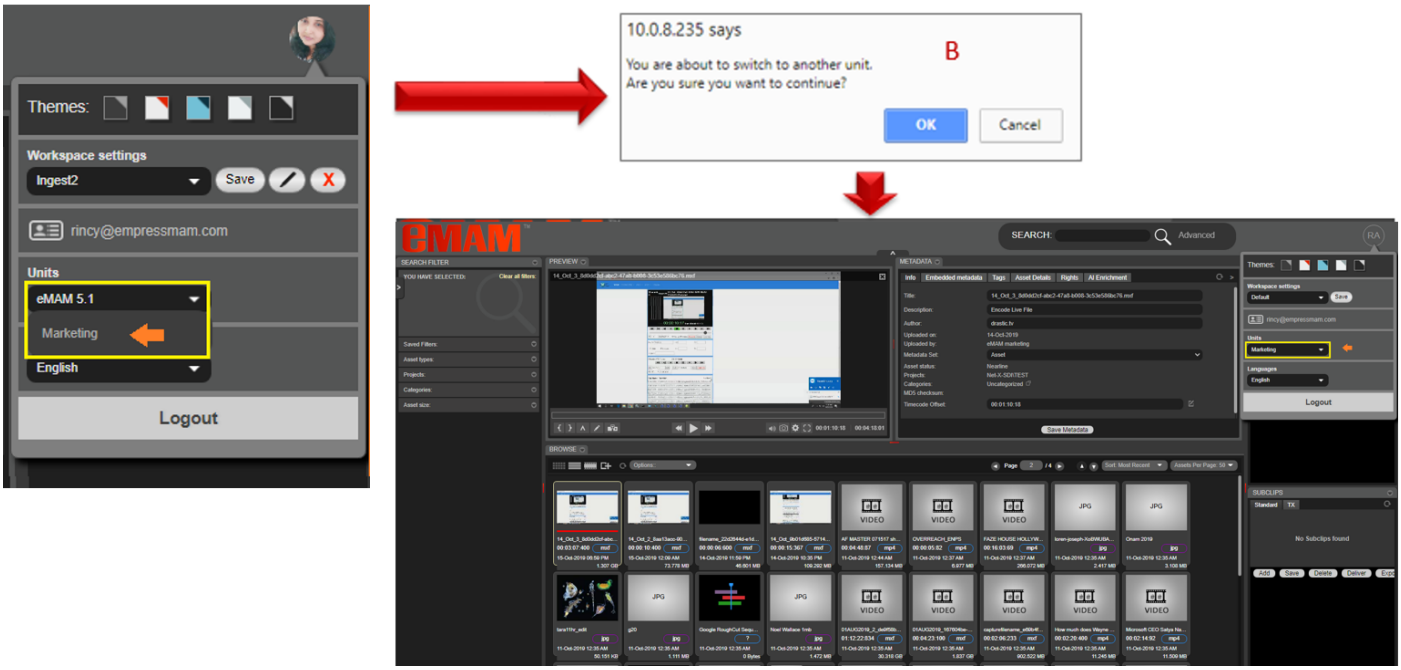


Figure 43- Switching from one unit to another

1.6.5 Languages

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

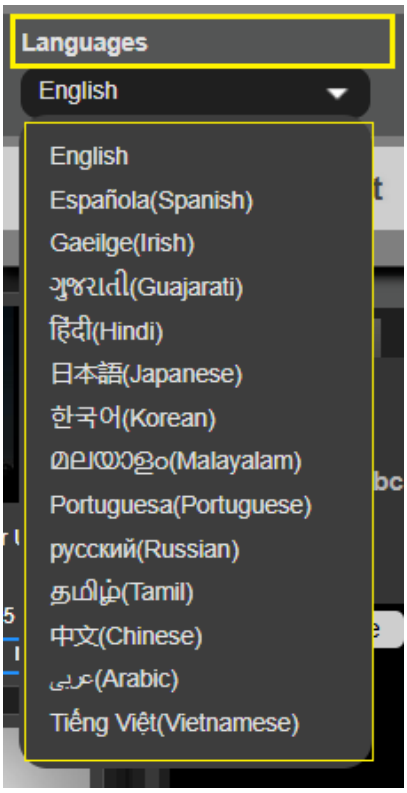


Figure 44- List of eMAM supported languages

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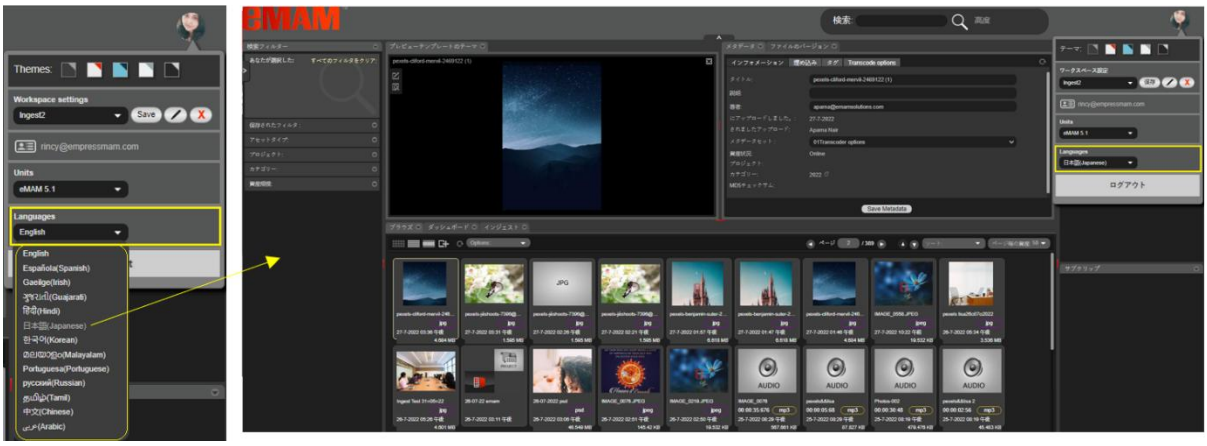


Figure 45- eMAM UI displayed in Japanese language.

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

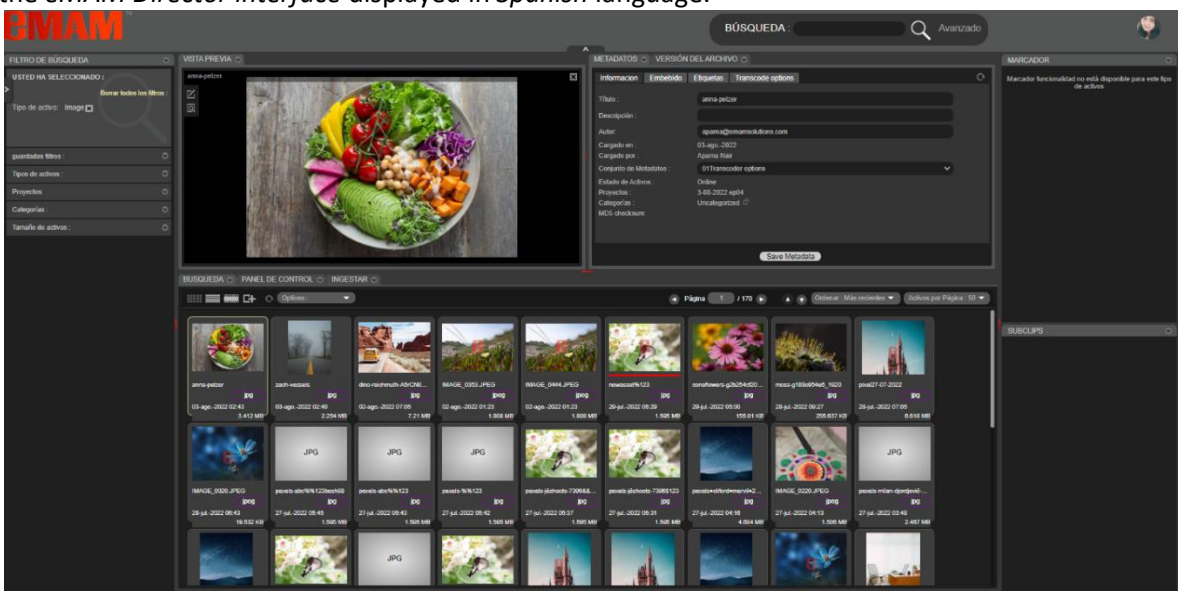


Figure 46- eMAM Director UI displayed in Spanish language

1.6.6 Logout

Click on the ***Logout* button to logout from the eMAM system**. For security reasons, users will be automatically logged out of the interface after a period of inactivity.

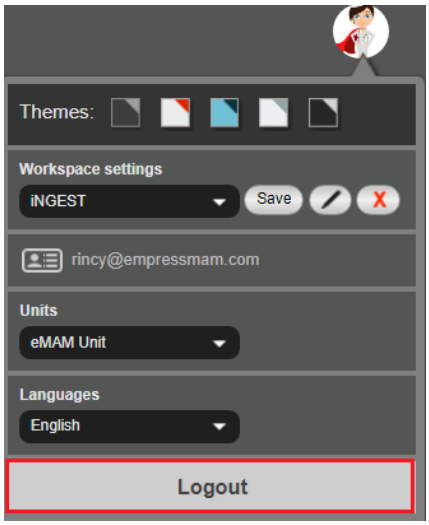


Figure 47- Logout

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2.0 Widget Functions

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

2.1 Project

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

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

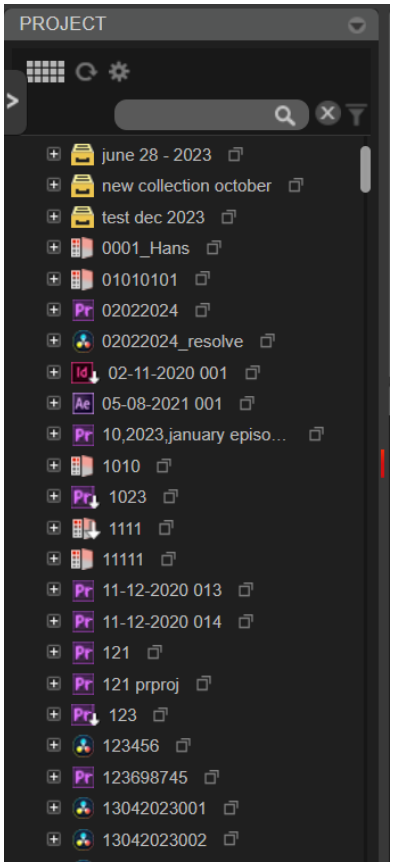


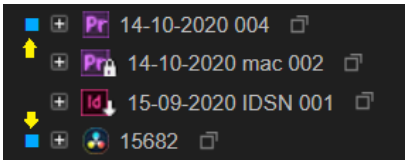
Figure 48- Project widget with list of Projects

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



Figure 49- Project asset thumbnail

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



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Project Widget Icons

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

- A project with icon is an eMAM project.
- Resolve projects will be displayed with logo.
- Premiere Pro projects will be indicated by icon with the familiar Premiere logo.
- After Effects projects will be displayed with logo.
- InDesign projects will be displayed with logo.
- If the icon has a downward pointing arrow next to it, it is checked out.
- Projects with the lock symbol are locked by Premiere for editing.
- Check in and checkout are similar to borrowing books from a public library – "checked out" means the project is not available and the user must wait until it is "checked in" by the editor.
- A lock symbol over the icon indicates the project is locked, while a downward arrow indicates it is checked out.

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

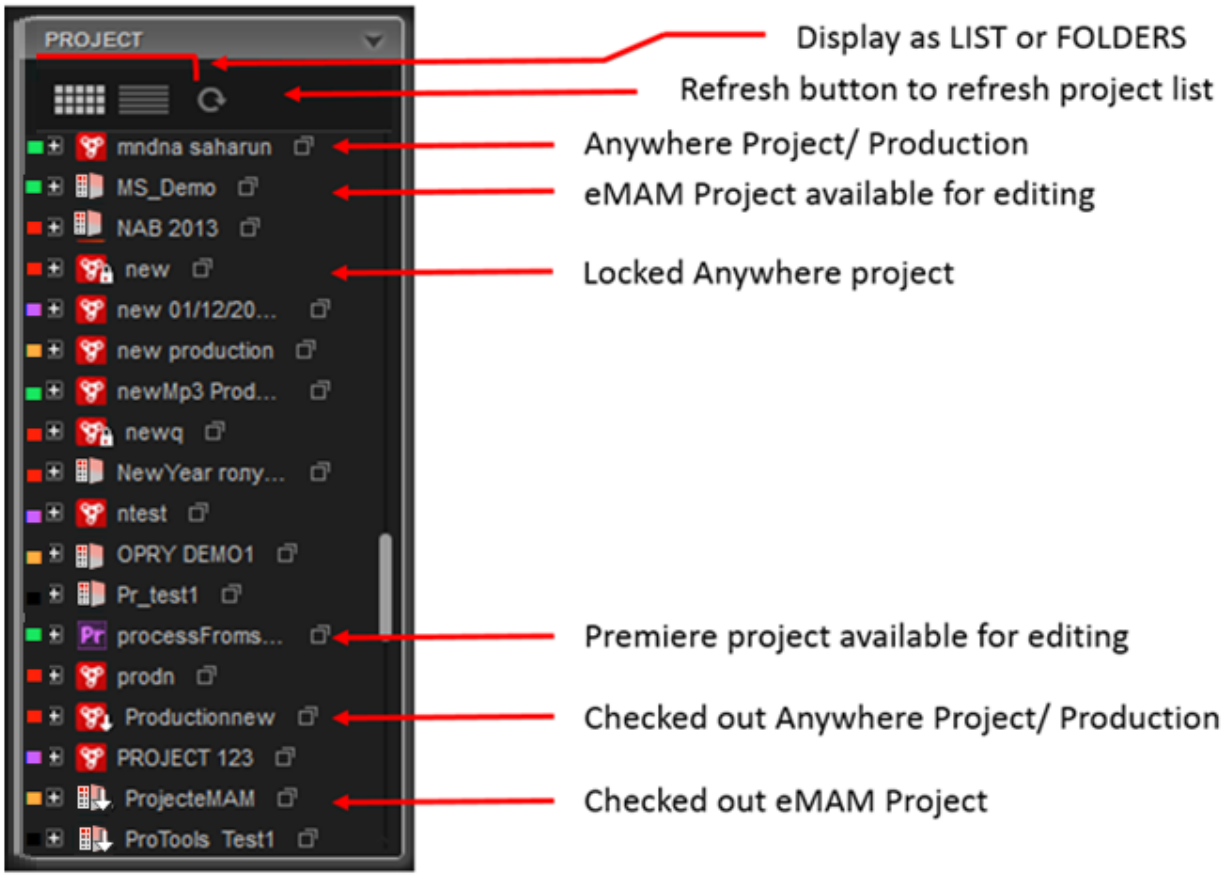


Figure 50- Project widget icon examples

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

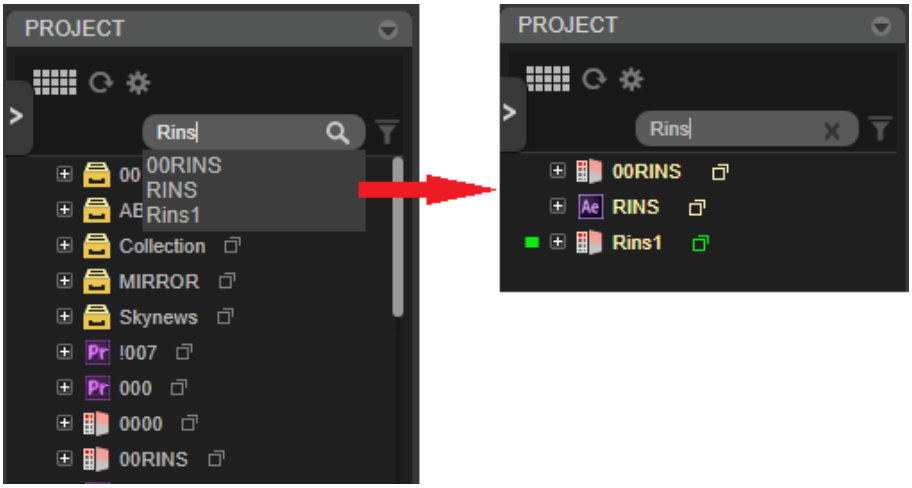


Figure 51- 'Search as you type' under Projects

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

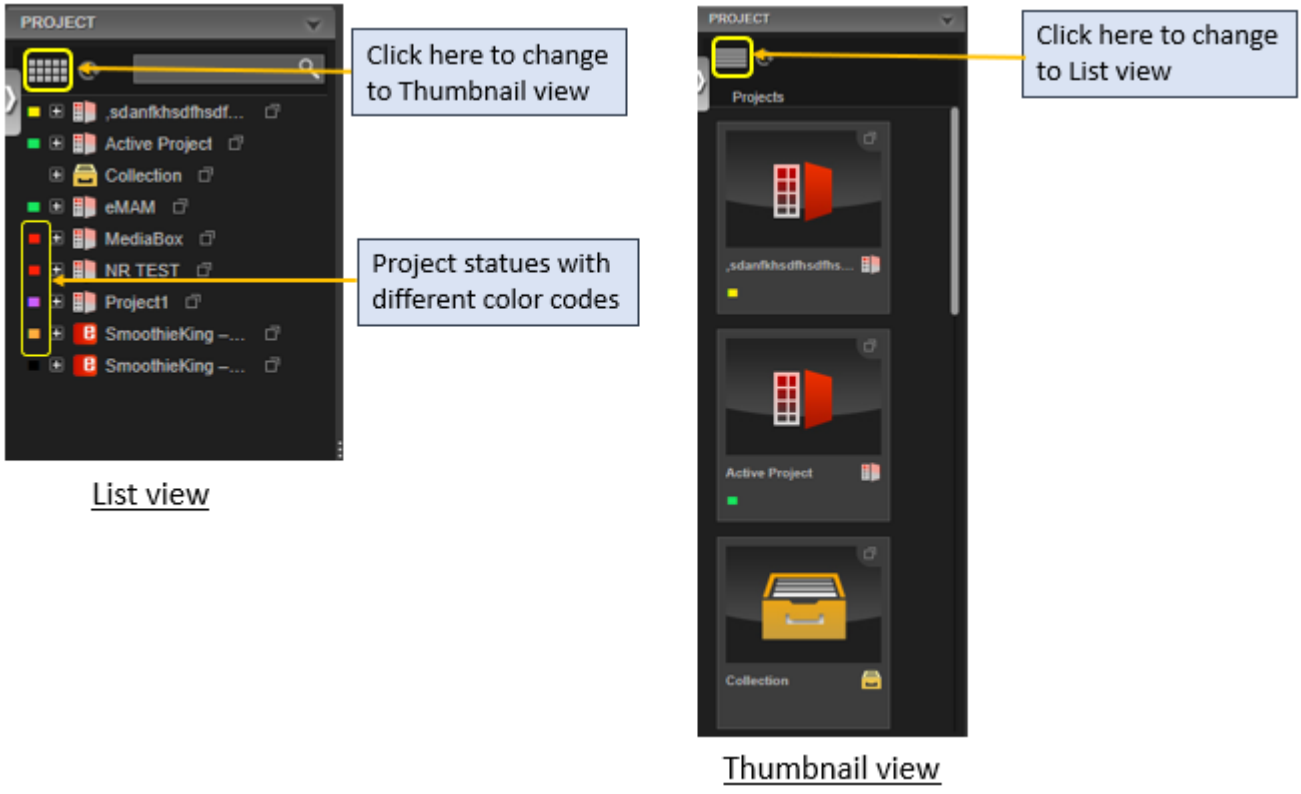


Figure 52- Projects in List and Thumbnail View

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

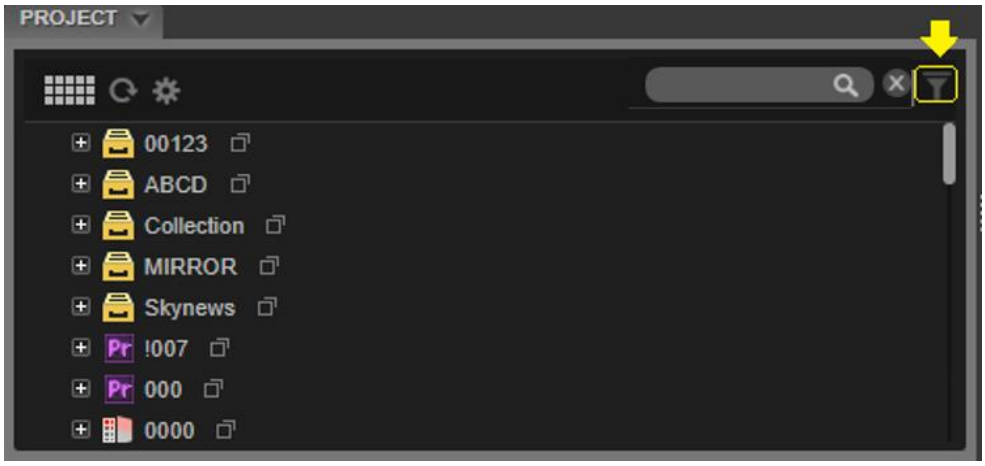


Figure 53- Project Filter

This opens up *Advanced Project Filter* window.

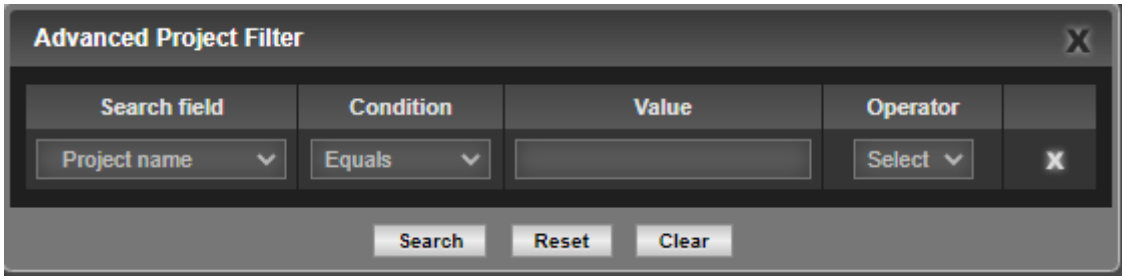


Figure 54- Advanced Project Filter

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

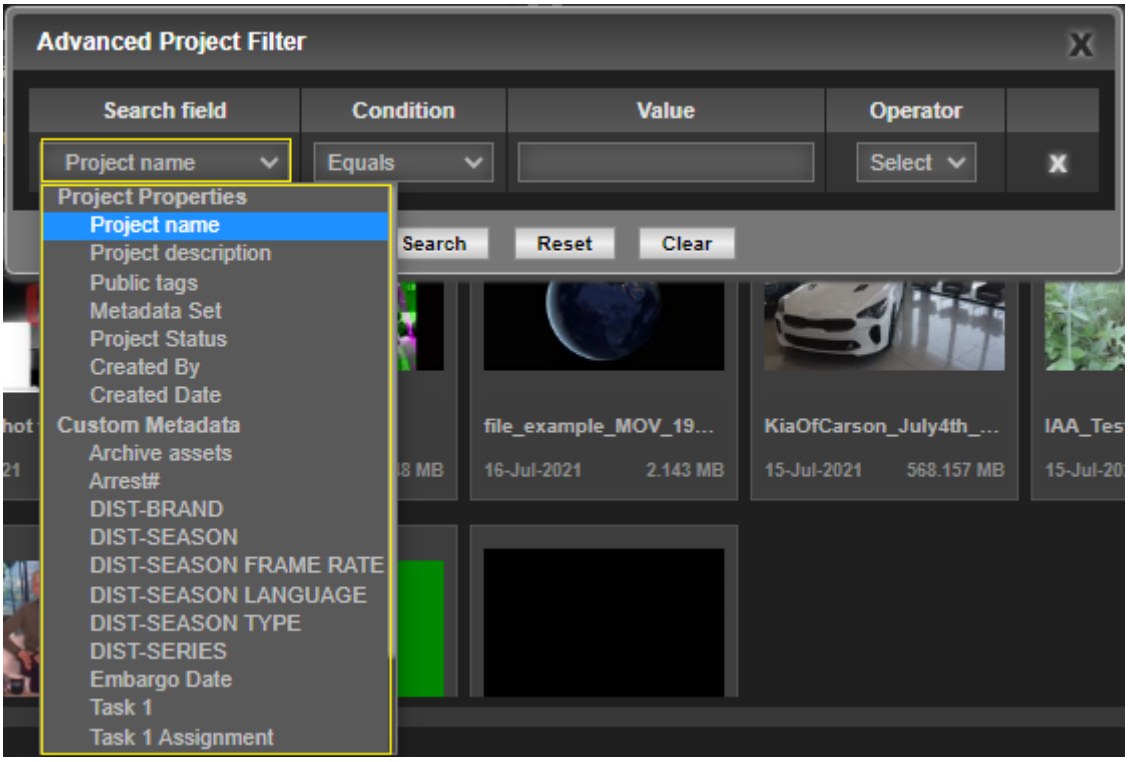


Figure 55- Advanced project filter search field parameters

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

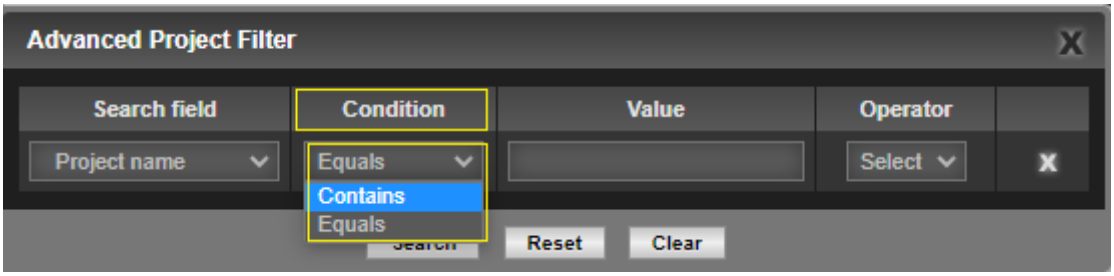


Figure 56- Set condition for project search filter

Now enter the values for the search parameter chosen.

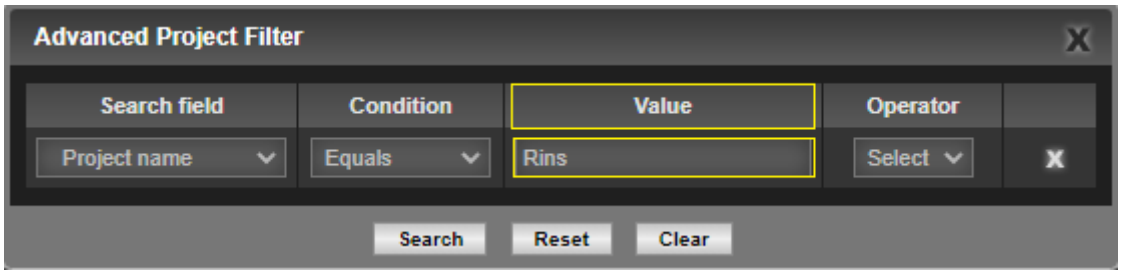


Figure 57- Enter project search parameter value

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

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

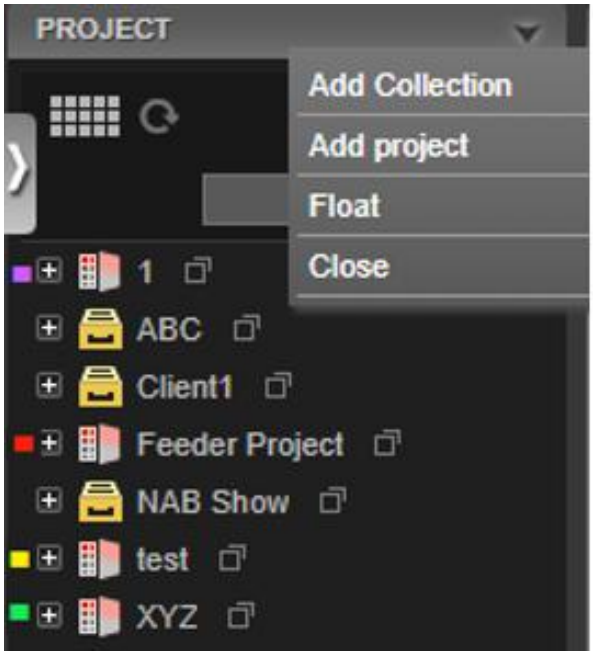


Figure 58- Project widget- pull down menu to add Collection and Project

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

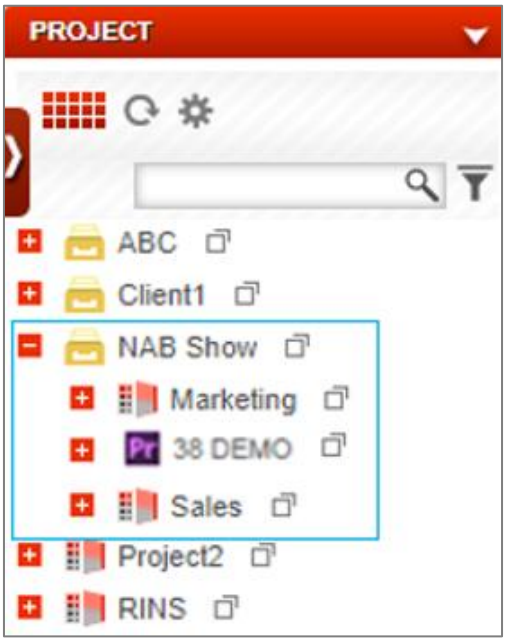


Figure 59- A Collection

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

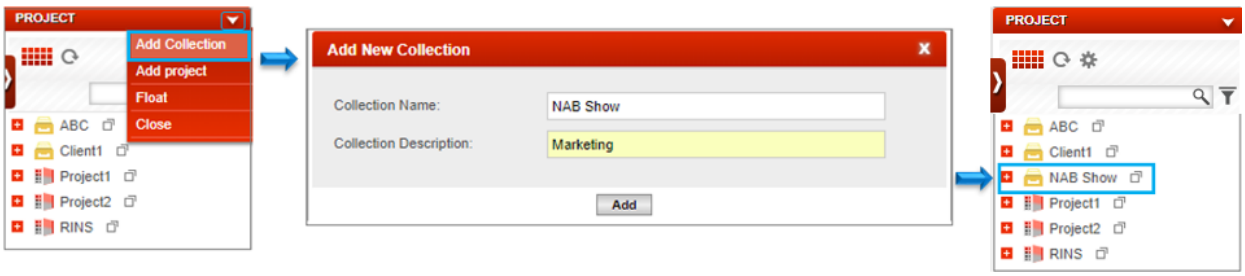


Figure 60-How to create a Collection

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

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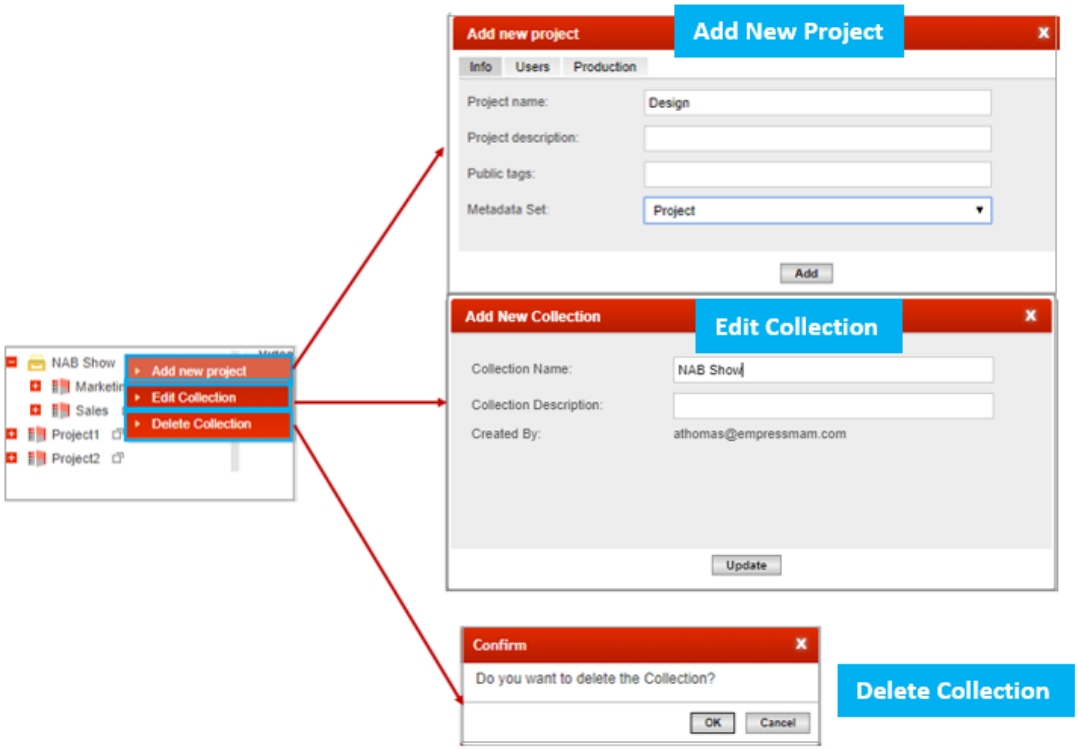


Figure 61- Collection drop-down function (add new project, edit collection, delete collection)

Click on *Collection* menu icon and select:

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

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

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

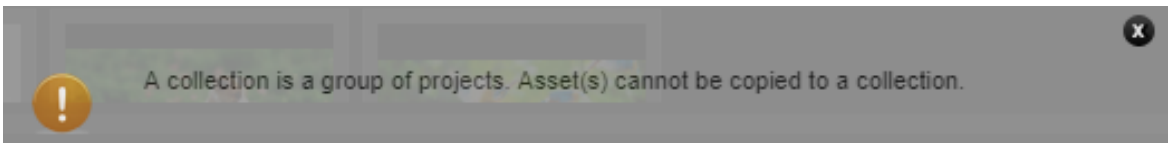
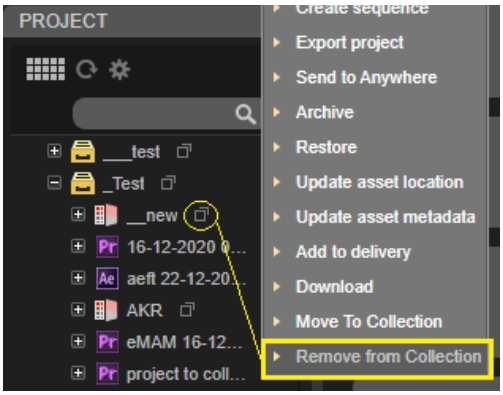


Figure 62- Message box

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

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

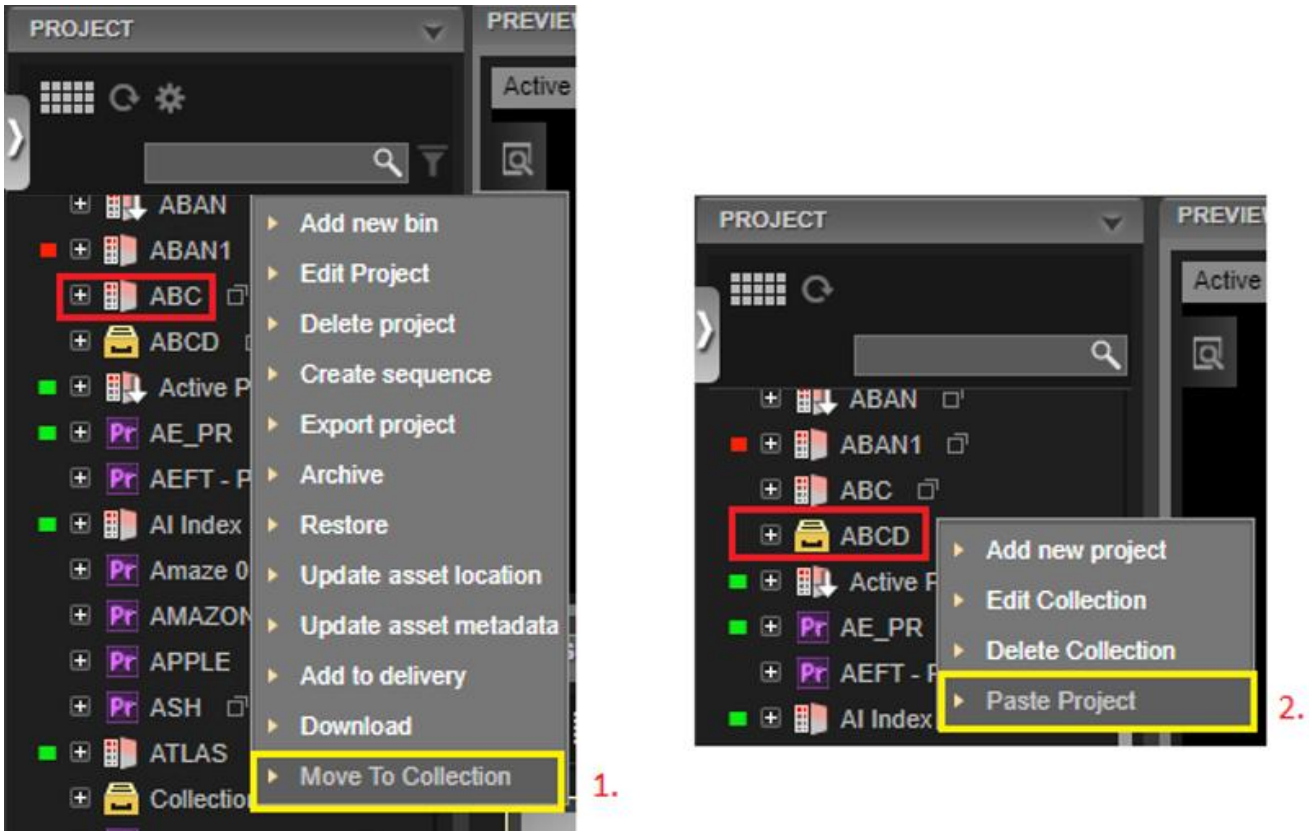


Figure 63- Project moved to a collection

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

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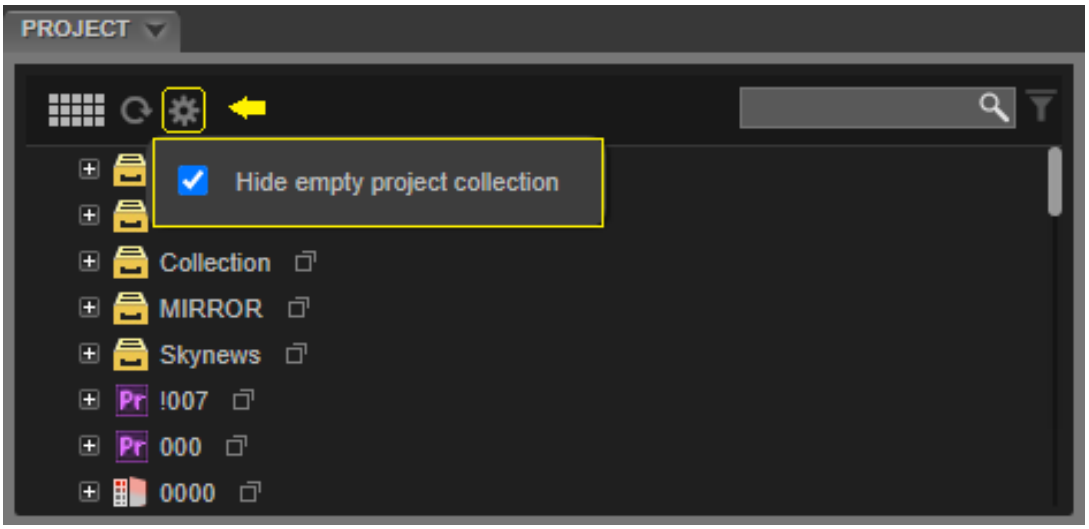


Figure 64- Hide empty project collection

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

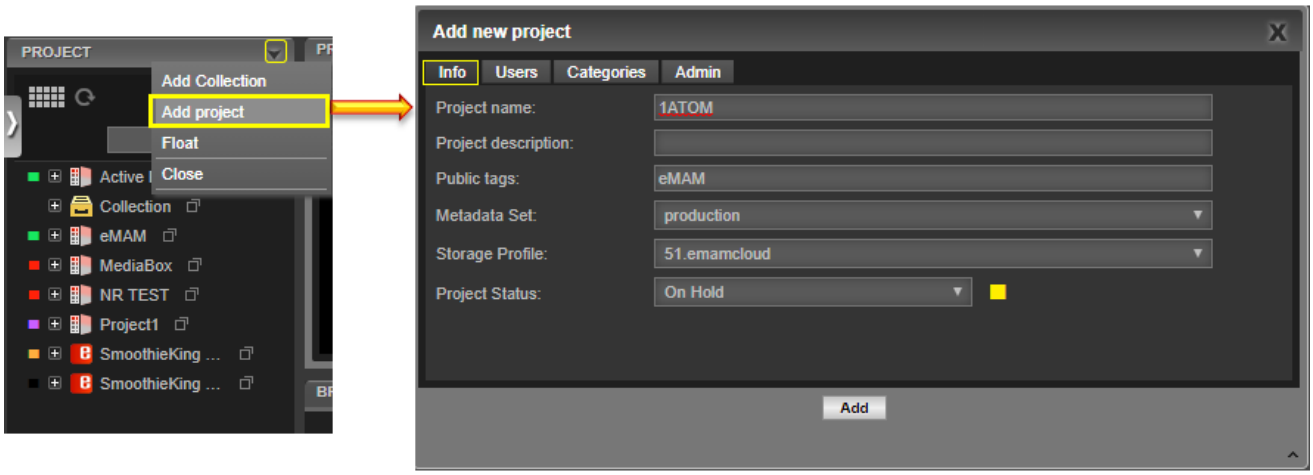


Figure 65- Add New Project

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

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

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

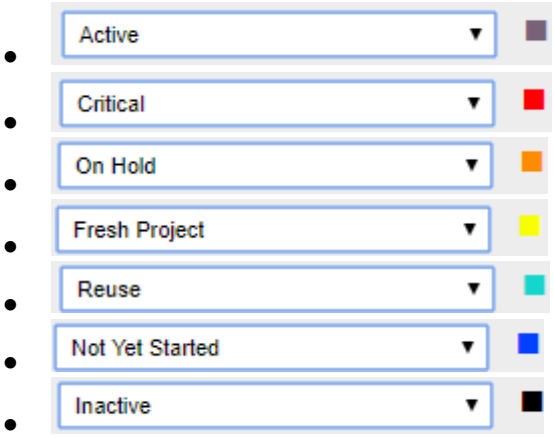


Figure 66- Project statuses with different color codes

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

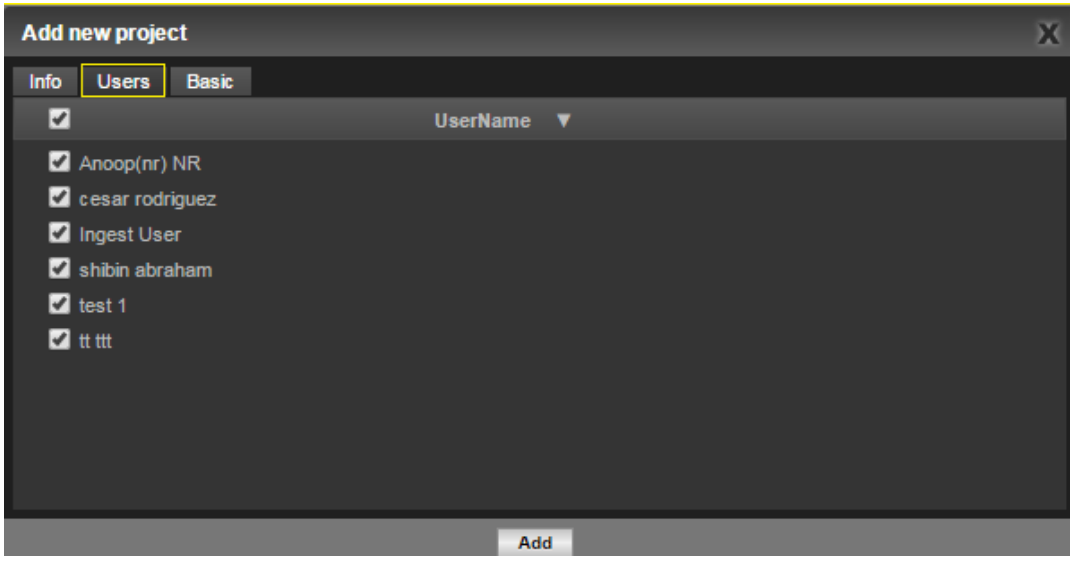


Figure 67- Users Tab-Select users who all can have access to this project

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

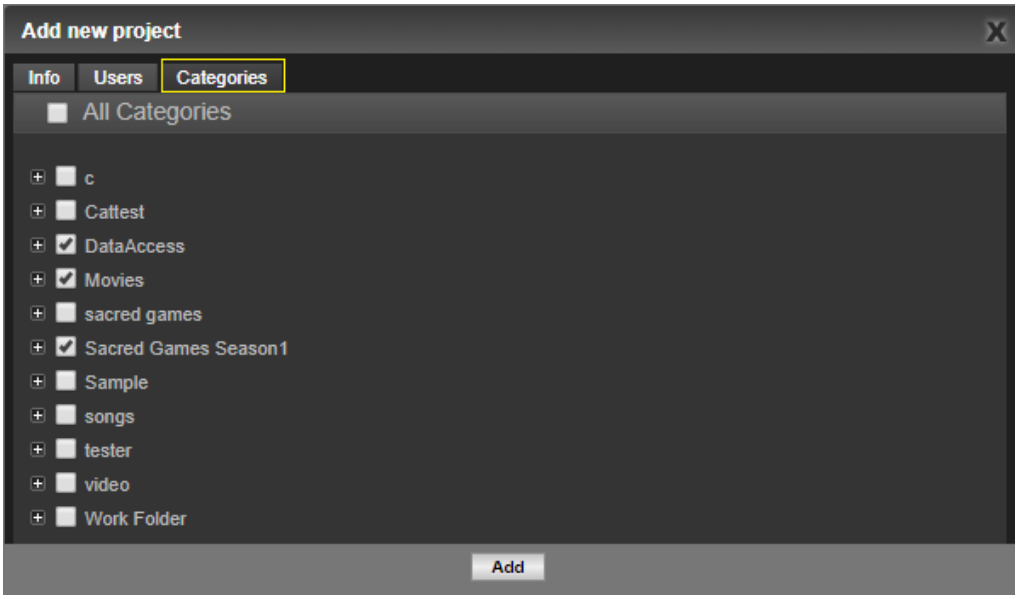


Figure 68- Categories tab- Select the categories that needs to be associated with this project.

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

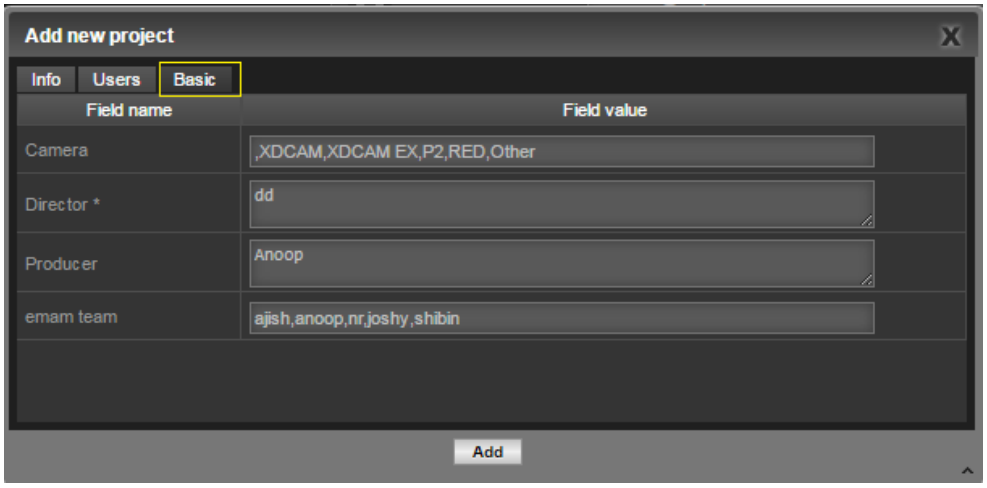


Figure 69- Fill in Custom Metadata fields

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

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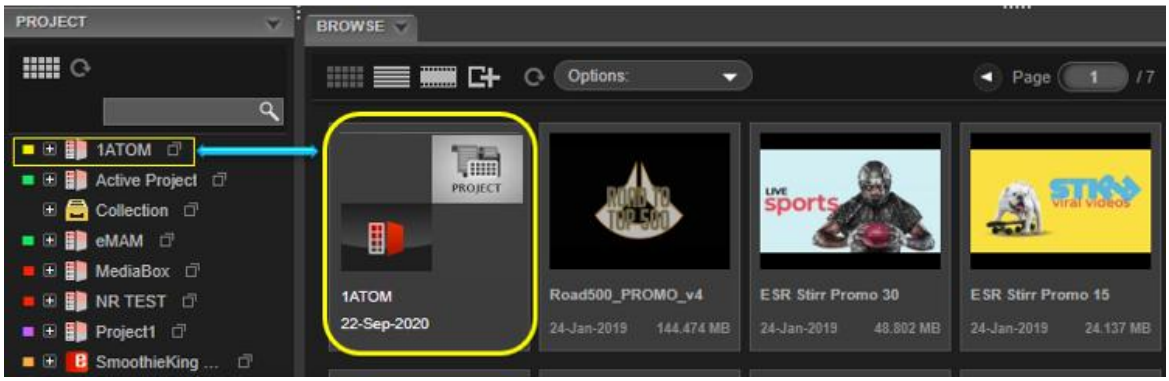


Figure 70- New project"1ATOM" added as project and project asset.

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

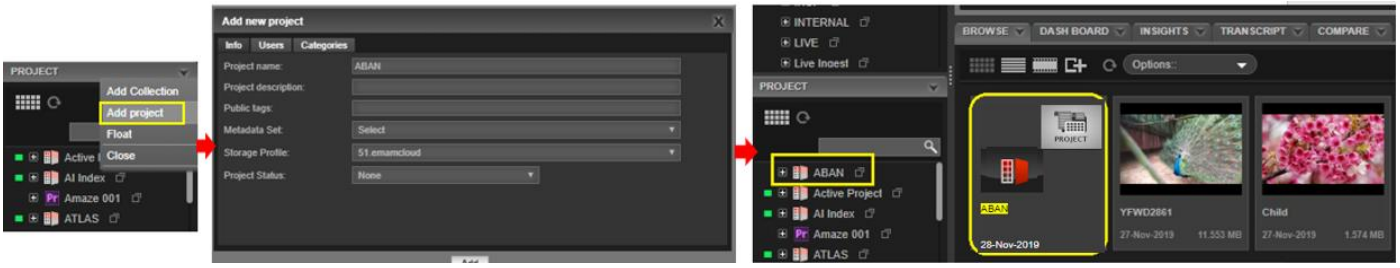


Figure 71-Project asset is only created when storage profile is selected while creating a project.

Assets can be added to this project asset. Like any other asset, project assets can also be selected, searched for, dragged to a category, added to eBIN, added to delivery, archived, and downloaded. However, if we add a "Project Asset" to a category it does not add the linked projects contents to the category; In case of purge- if a "Project Asset" is purged it removes the project file associated with it and not the actual project or whole assets under that project. But if the linked project is deleted from the *Project* widget the "Project Asset" associated with it will be deleted from eMAM. "Project Asset" concept is supported for projects created from eMAM and Premiere panel. When projects are exported from Adobe Premiere using eMAM panel, the *.prproj* file gets linked to this project asset. If you click on the *Project asset* under the *Browse* widget, it will filter the *Project* widget to display assets under that project.

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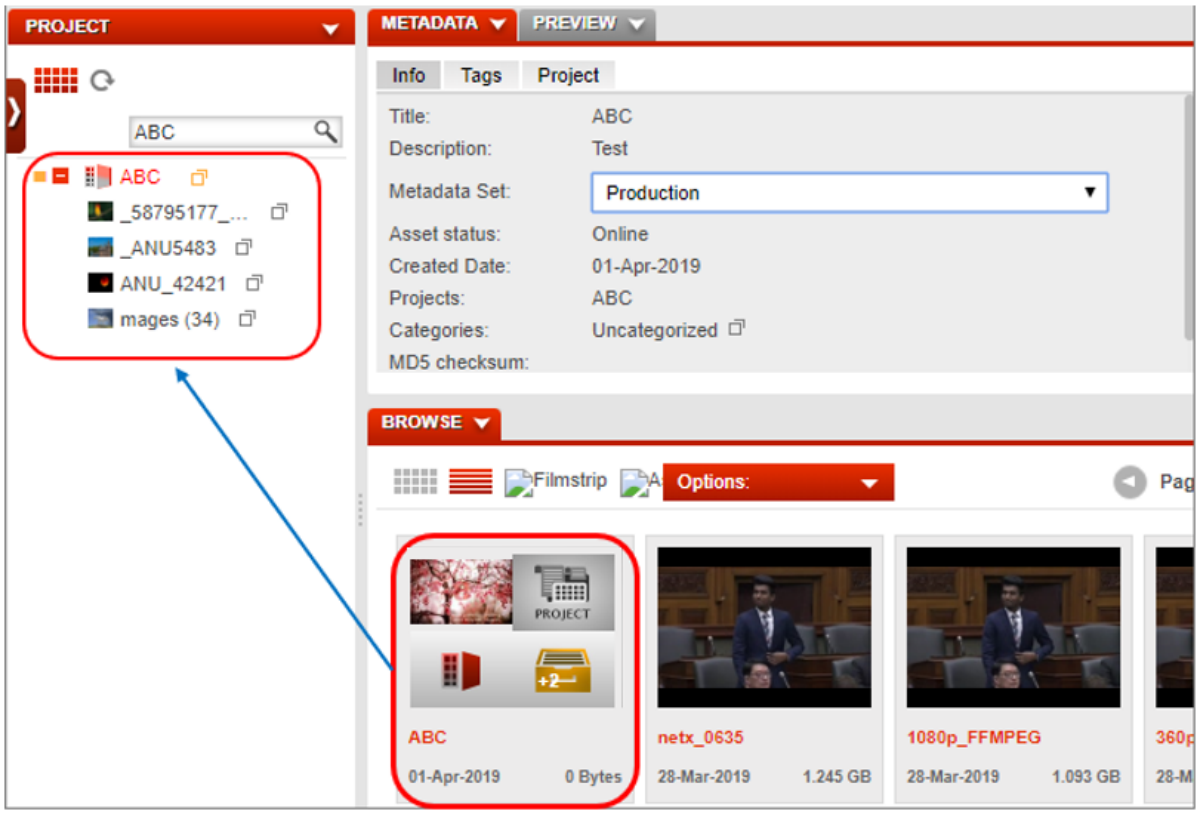


Figure 72- Click on the project asset to filter and display assets under that project.

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

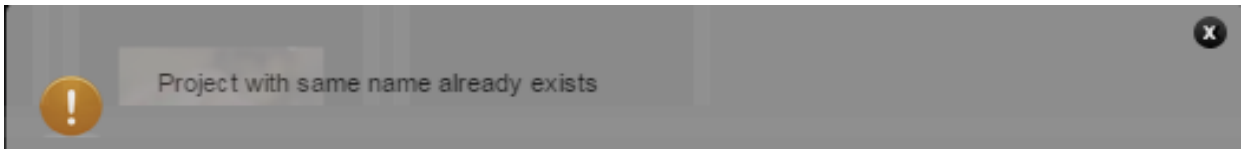


Figure 73- Message box

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

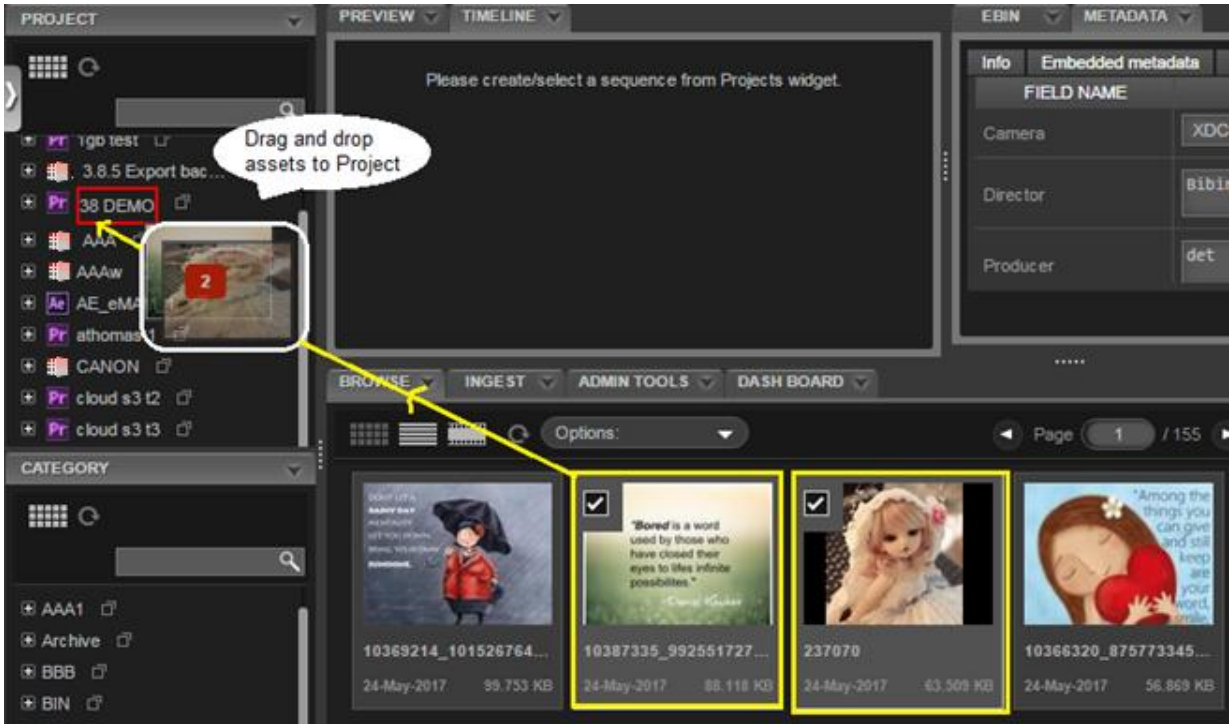


Figure 74- Drag and drop assets to 3.8 DEMO project

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

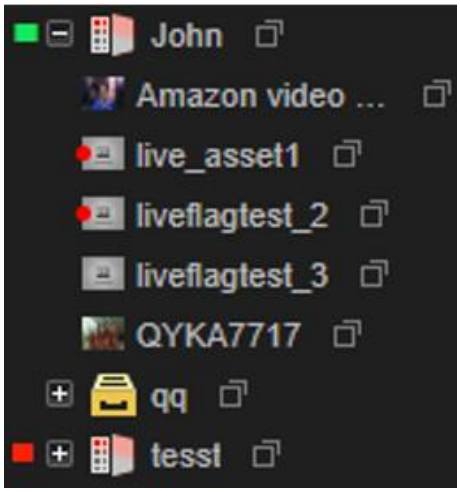


Figure 75- Live assets displayed under a Project

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

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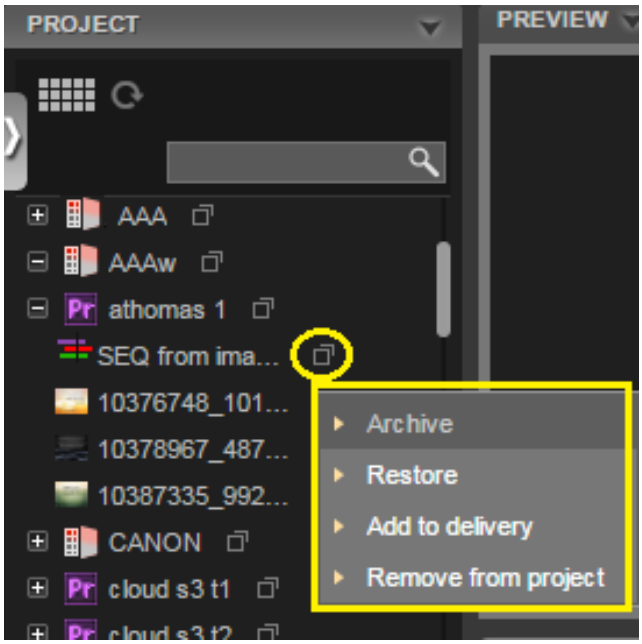


Figure 76- Asset sub menus under Project

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

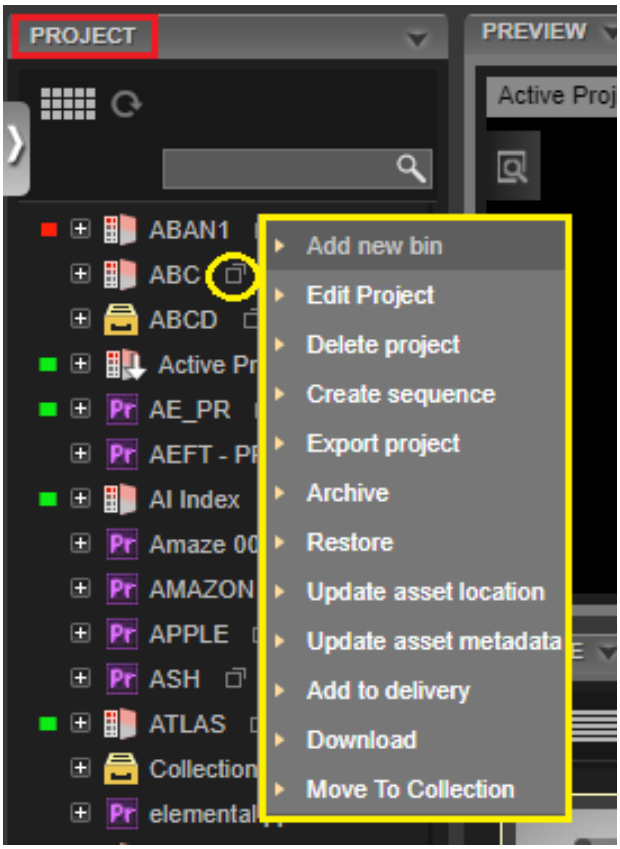


Figure 77- Project Functions

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2.1.1 Add New Bin

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

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

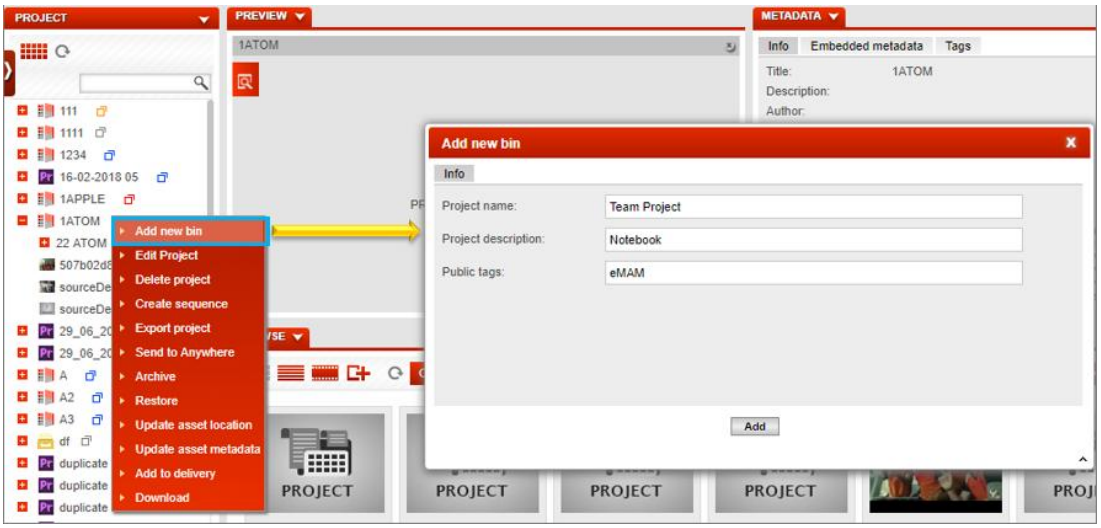


Figure 78- Project hierarchy and adding a new Bin to an existing project.

2.1.2 Edit Project

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

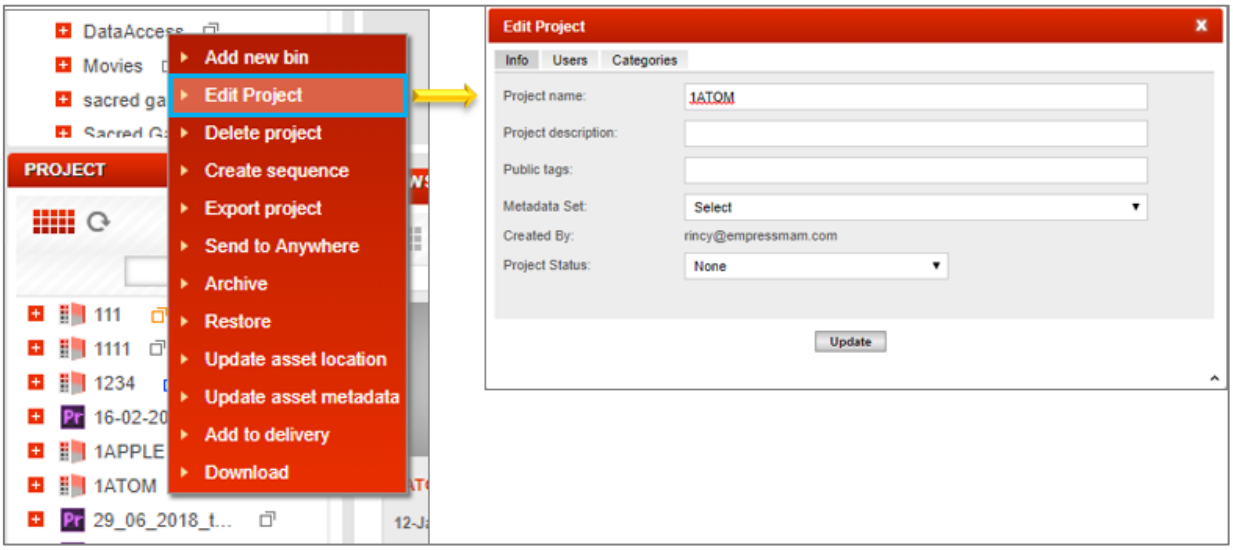


Figure 79- Edit Project – opportunity to select or edit a metadata set as well.

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

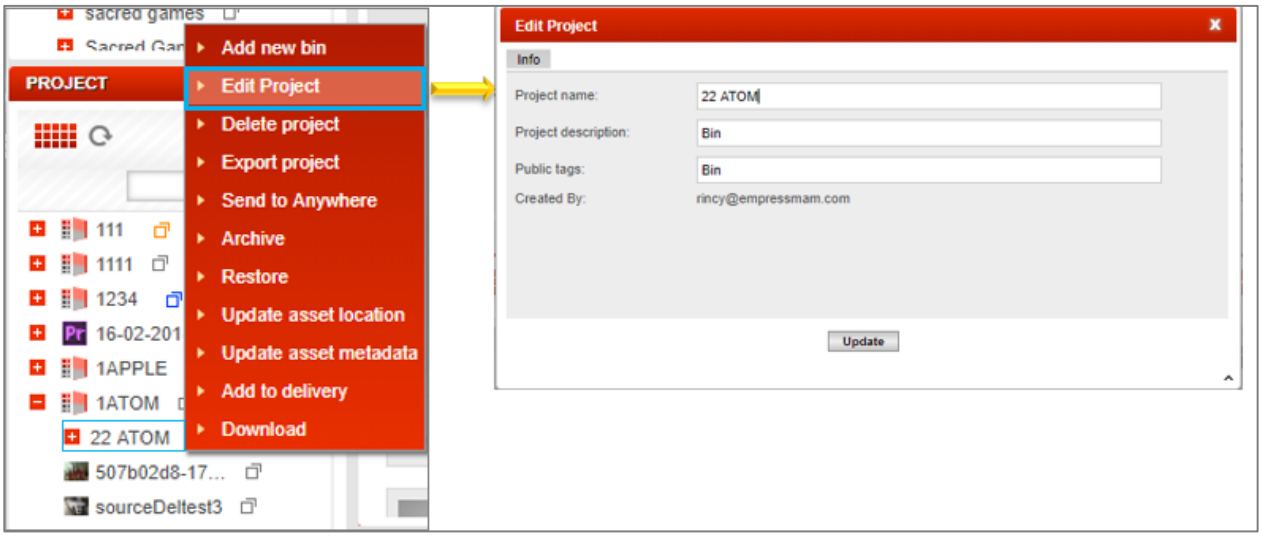


Figure 80- Edit Bin

2.1.3 Delete Project

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

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

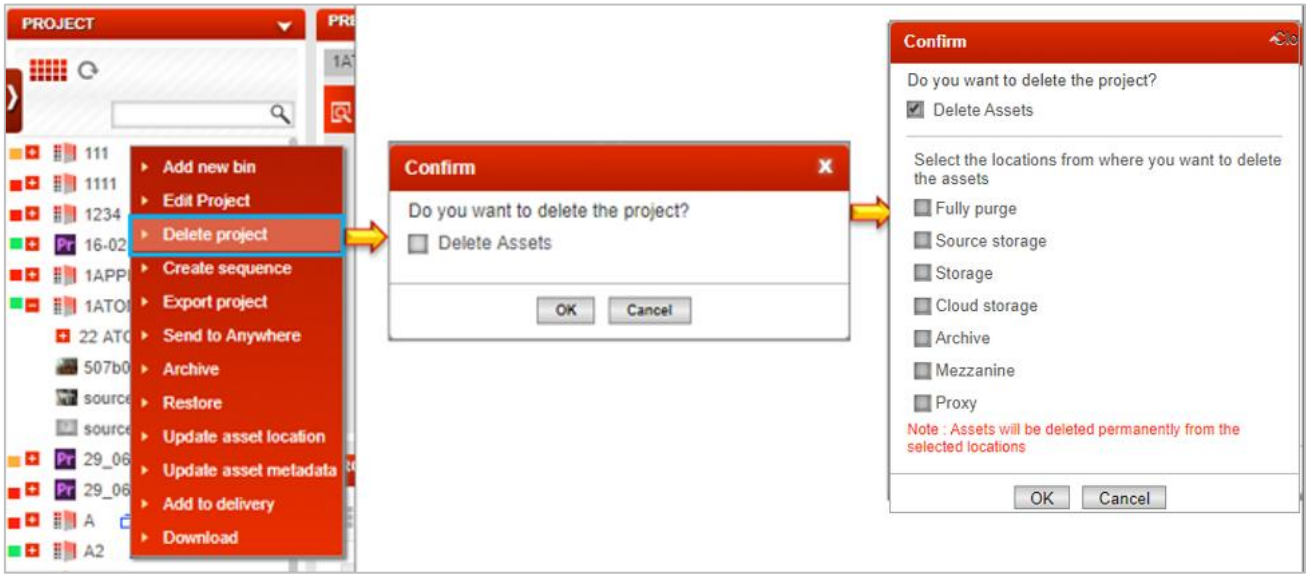


Figure -Project deletion must be confirmed, or may be cancelled

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2.1.4 Create Sequence

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

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



Figure 81- Sequences are indicated as shown

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

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

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Figure 82- Creating a new sequence – first name it.

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



Figure 83- Create a new sequence by dragging and dropping assets from the Browse widget to the Timeline widget.

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

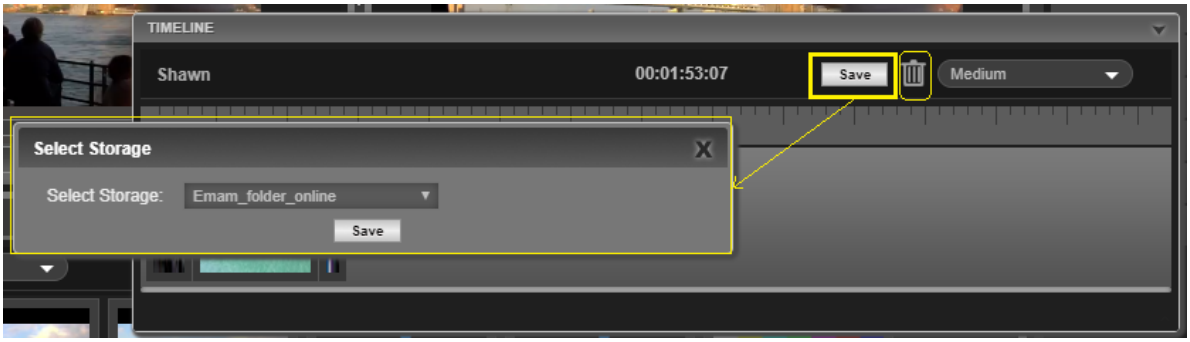


Figure 84- Save Sequence

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

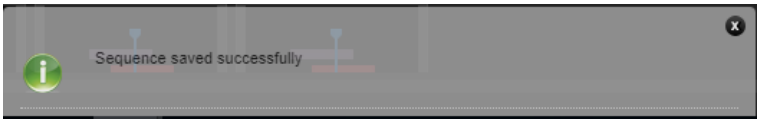


Figure 85- Message: Sequence saved

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



Figure 86- New sequence "Shawn" appears under the selected project

6. Newly created sequence gets displayed in the *Browse* widget. They can now be added to eBIN and previewed through eShare too. *Refer page* ***Sequence.***

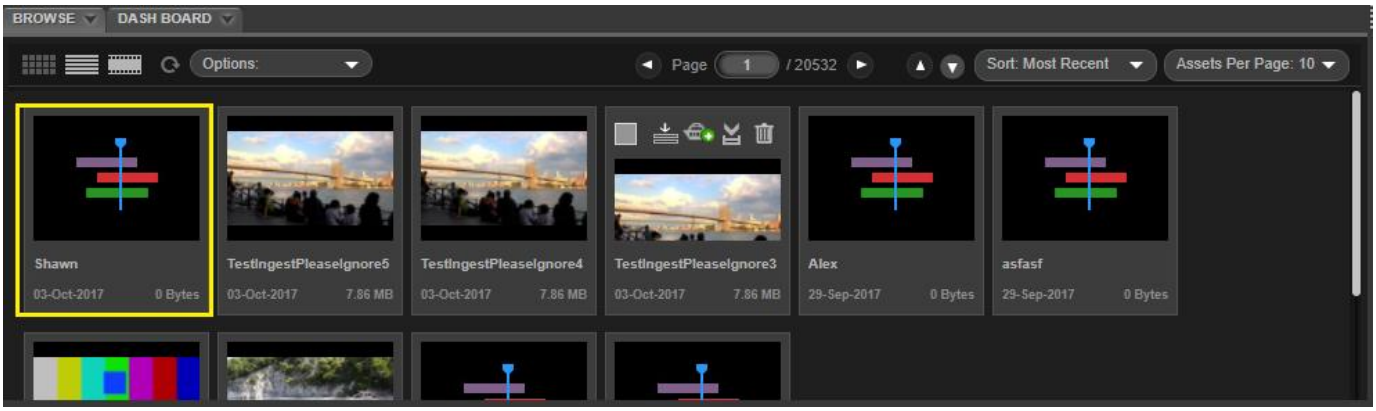


Figure 87- Newly created sequence gets displayed under Browse widget

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

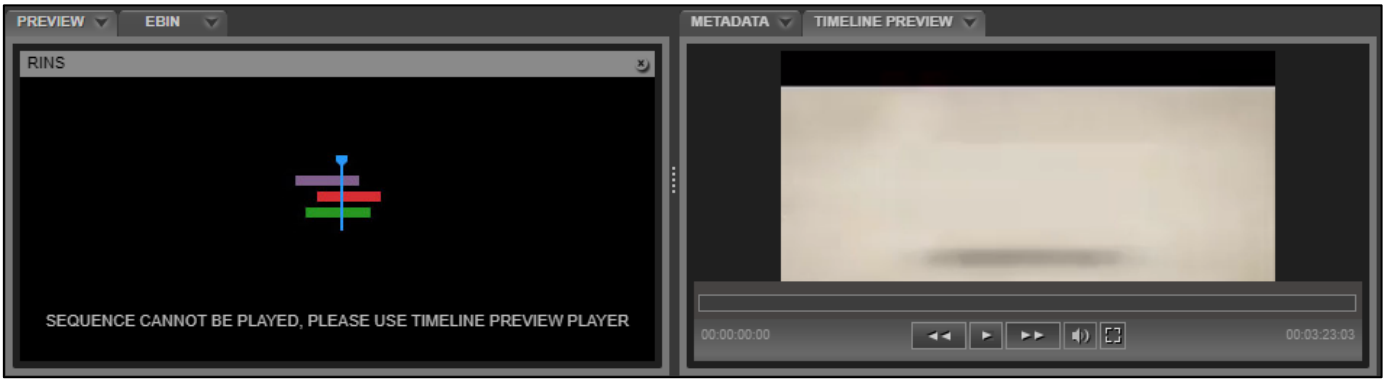


Figure 88- Sequences cannot be played using preview widget. Instead use Time Preview widget to play it.

2.1.5 Export Project

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

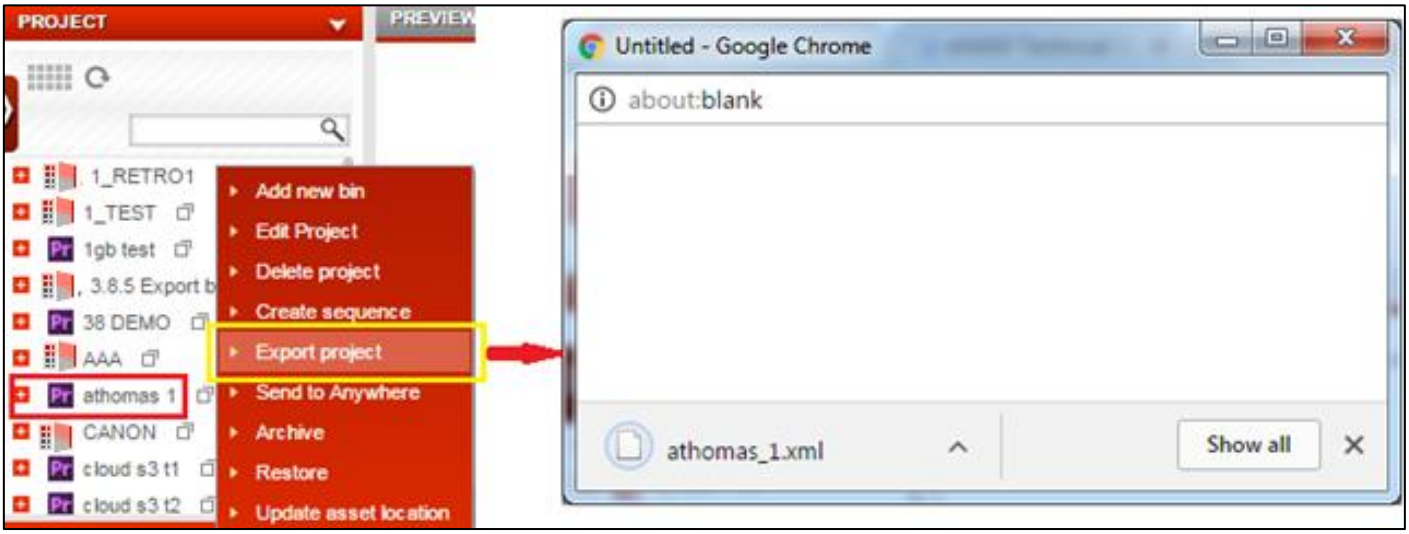


Figure 89- Export Project

2.1.6 Archive

One-click archive adds all of the associated assets into the *Archive* queue. Assets will be archived to archive destination(s) as determined by system administrator in the chosen archive profile (e.g., LTO tape system, cloud, off-site location, back-up server, etc.).
A confirmation window appears to confirm archival.

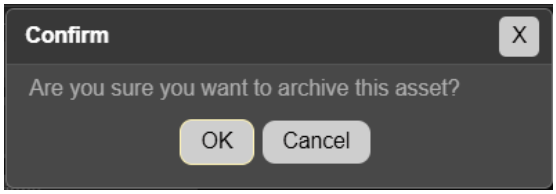


Figure 90- confirmation window appears to confirm archival

Archive Options window appears. For archiving, the priority can be set from 1-10 (*1 being the highest priority*). The user can choose to include assets from the sub projects to archive. In the archive options, the total number of assets to be archived and the total number of assets in the online storage are displayed. If there are no assets to archive, an error message will be generated.

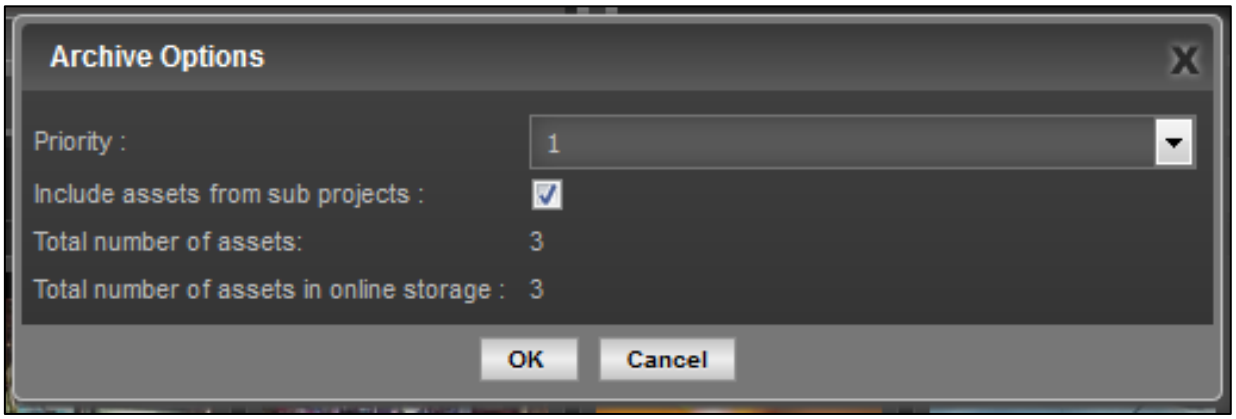


Figure 91- Archive Options dialog

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

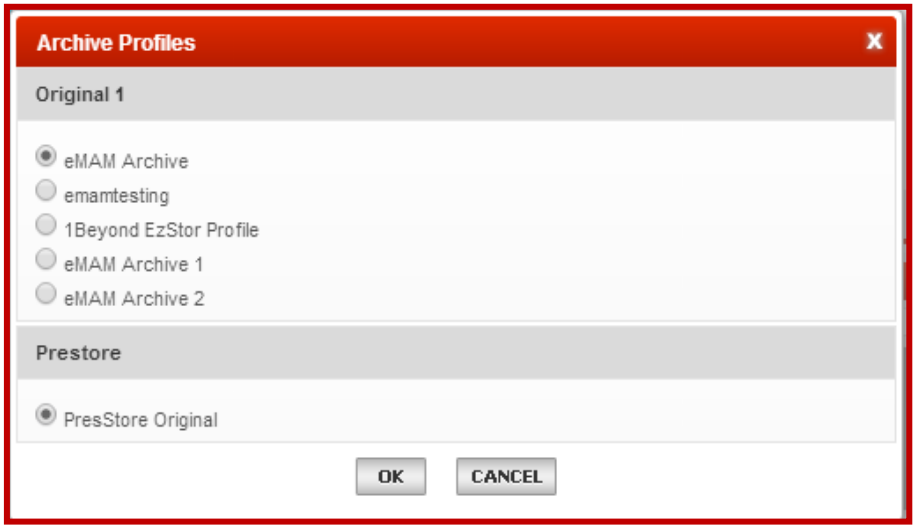


Figure 92- Archive Profiles to select from

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

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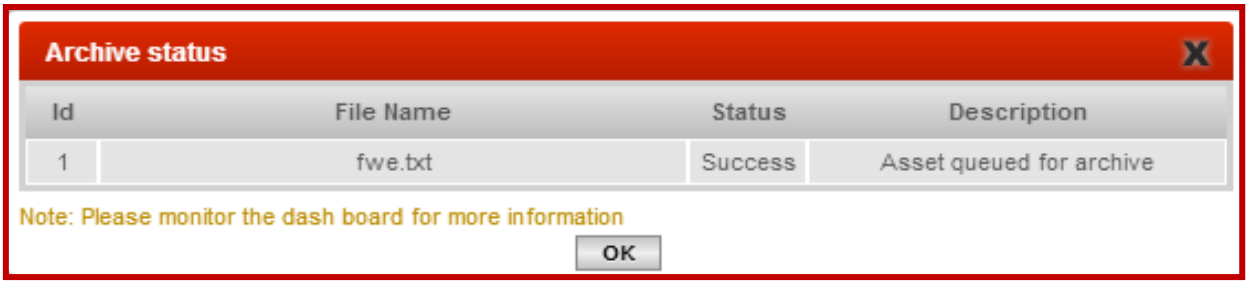


Figure 93- Archive status

The archive process can be monitored with the *Dashboard* widget.

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

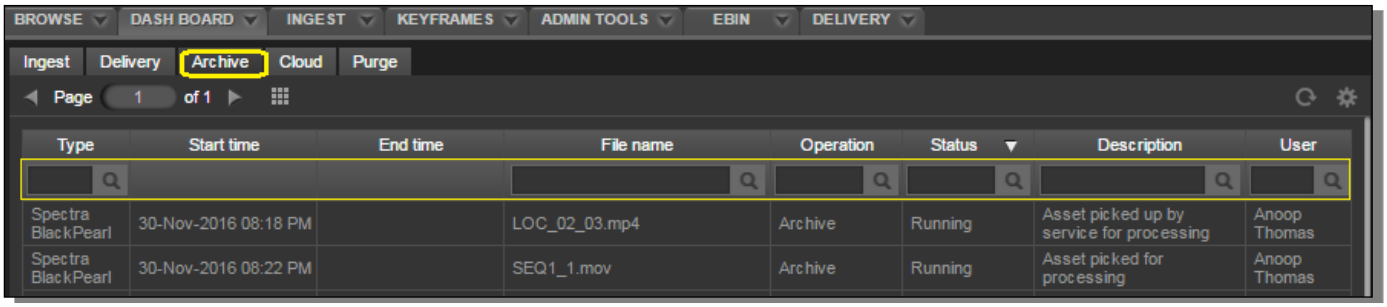


Figure 94- Archive Status and user details in Live Dashboard

2.1.7 Restore

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

A confirmation window appears to confirm the restore.

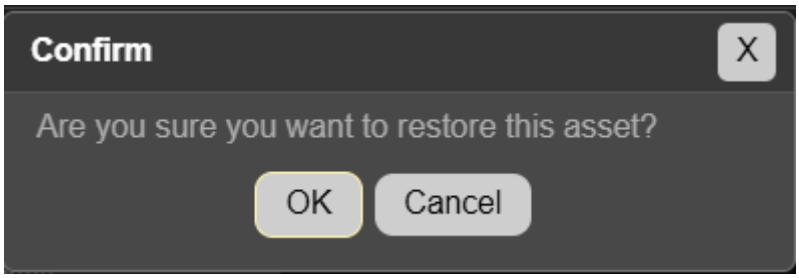


Figure 95- confirmation window appears to confirm the restore

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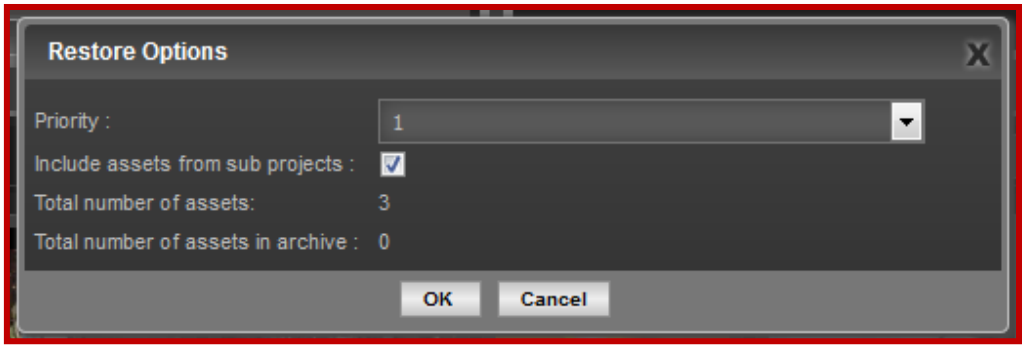


Figure 96- Restore Options

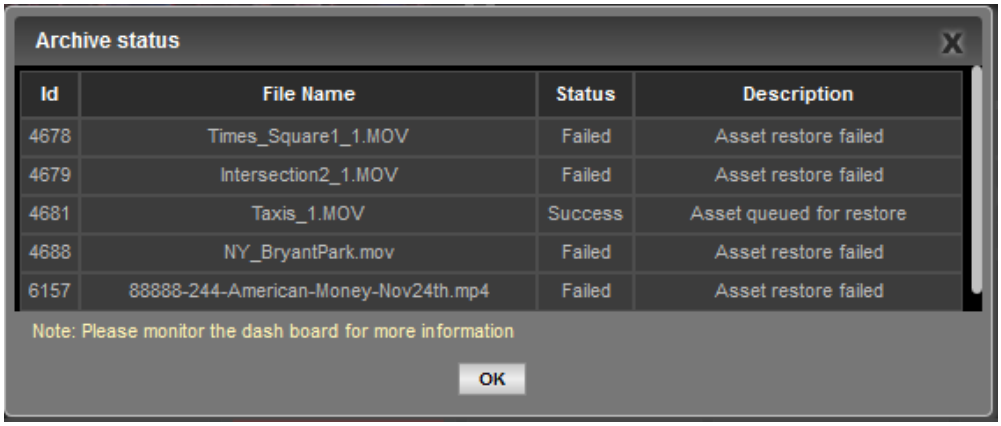


Figure 97- Archive Status Queue

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



Figure 98- Error message if there are no archived assets in the project

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

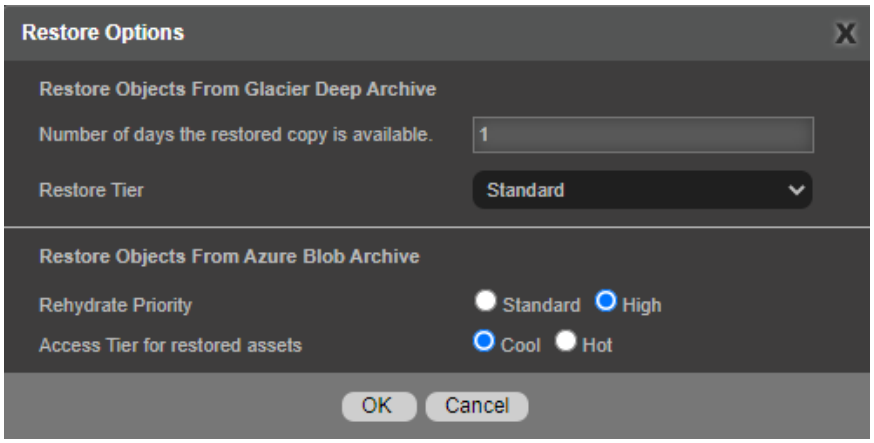


Figure 99- Restore Options window

Refer ***Restore*** to see more options available for assets in S3 Glacier & Azure Blob storage archive tier.

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2.1.8 Update Asset Metadata

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

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

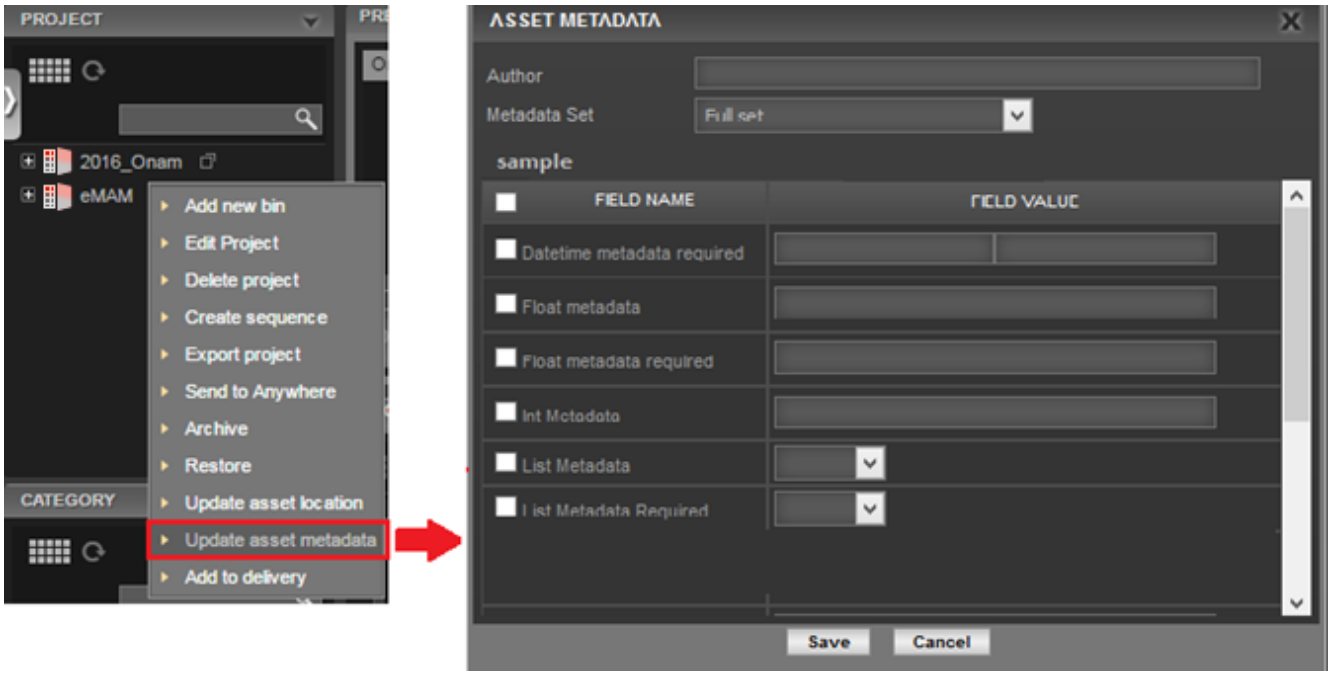


Figure 100- Update asset metadata option with asset Metadata window

2.1.9 Update Asset Location

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

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

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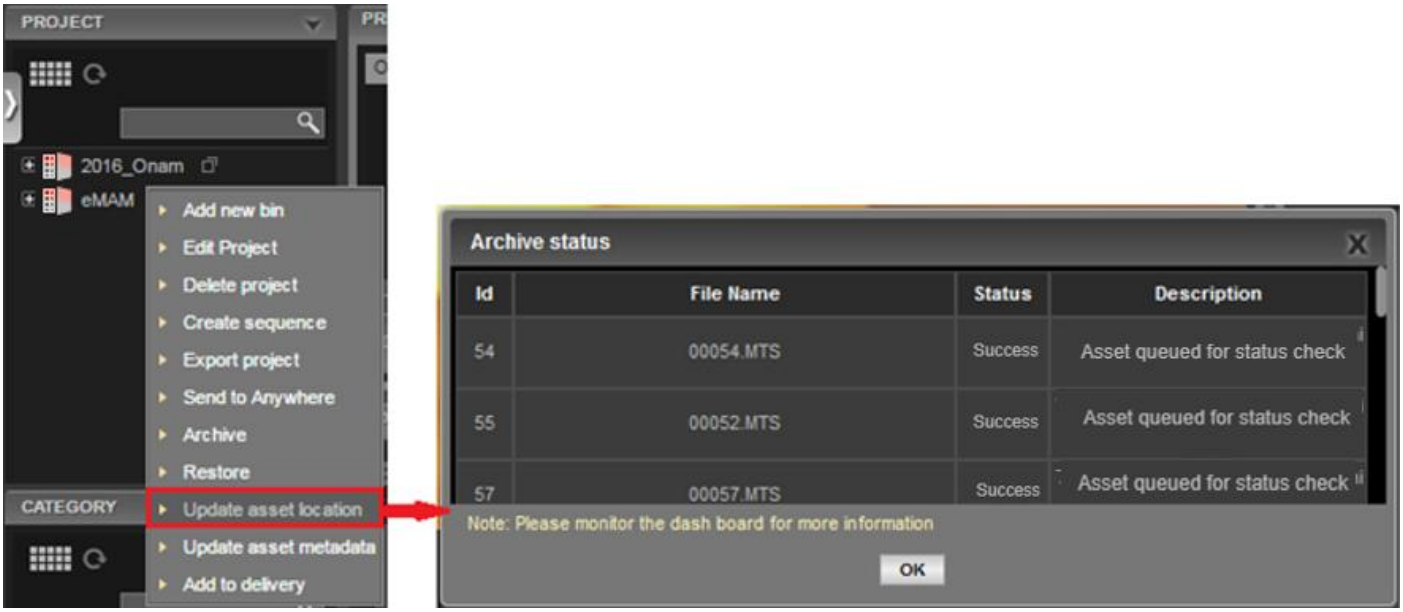


Figure 101- Select Update Asset Location function under project Archive status window opens

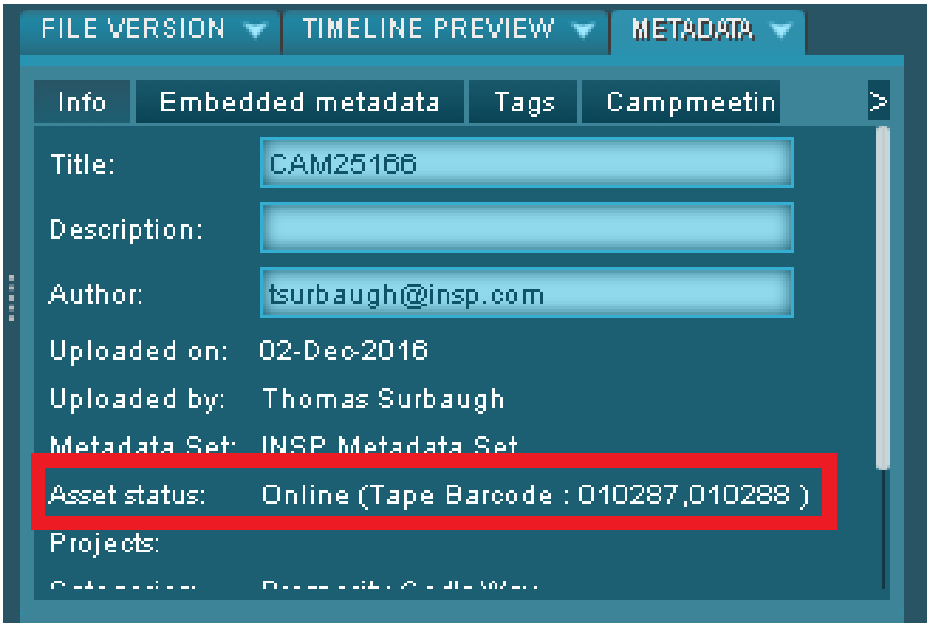


Figure 102- Tape barcode gets displayed as asset status under Metadata tab

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2.1.10 Add to Delivery

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

a. Select the project and click on its menu icon. Select *Add to Delivery* from the menu list options.

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

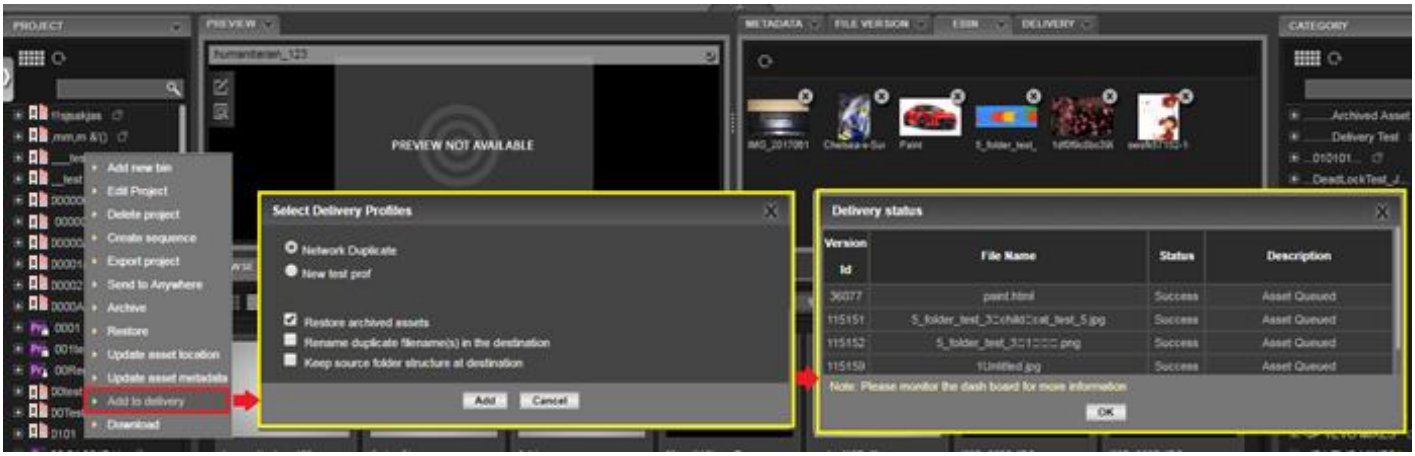


Figure 103- Select 'Add to delivery' from the project to deliver assets as per the pre-set delivery profiles.

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

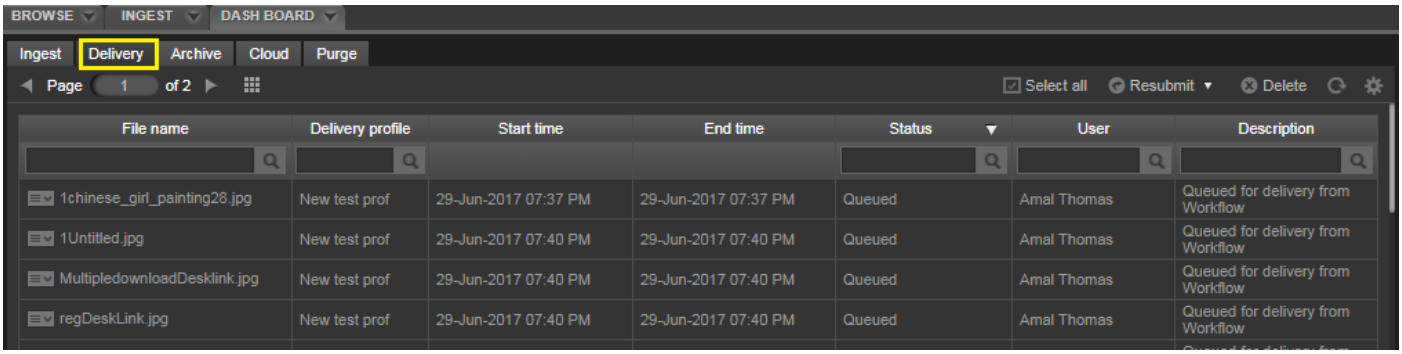


Figure 104- Dashboard to monitor Delivery status

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2.1.11 Download

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

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

To download all the assets under a project:

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

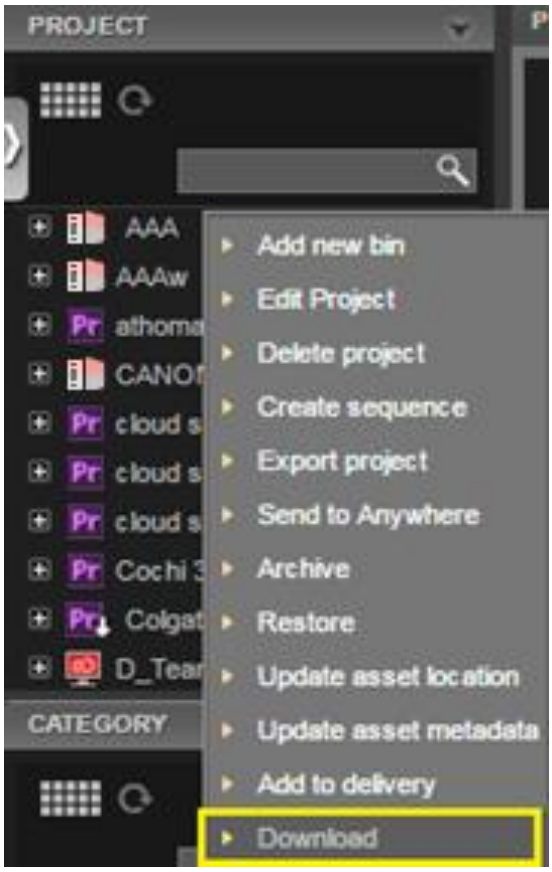


Figure 105- Project download option

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

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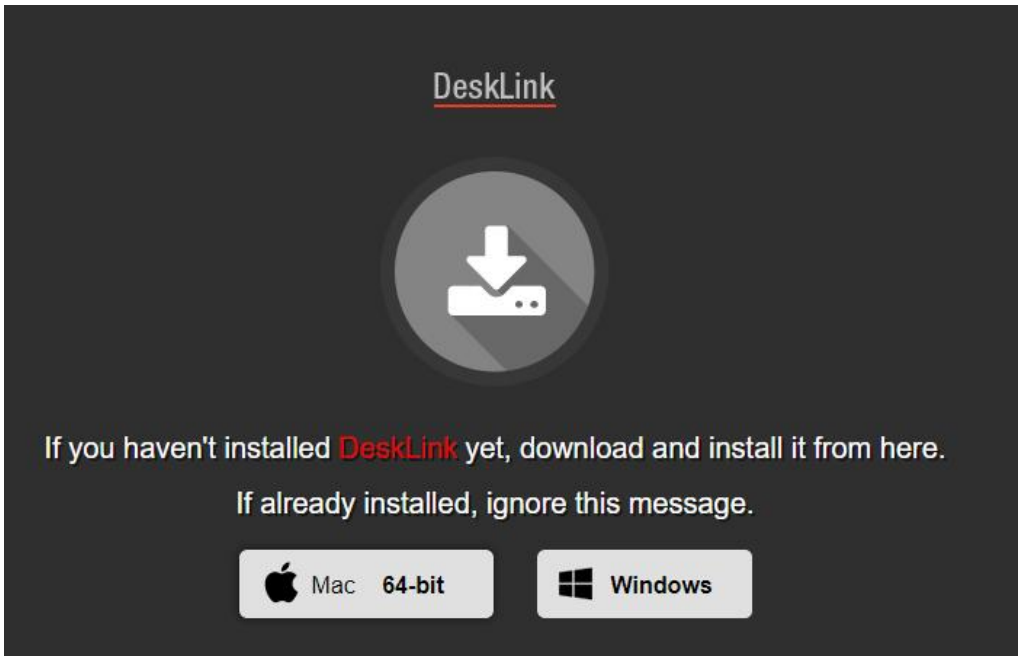


Figure 106- DeskLink app download page which closes after 20 seconds

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

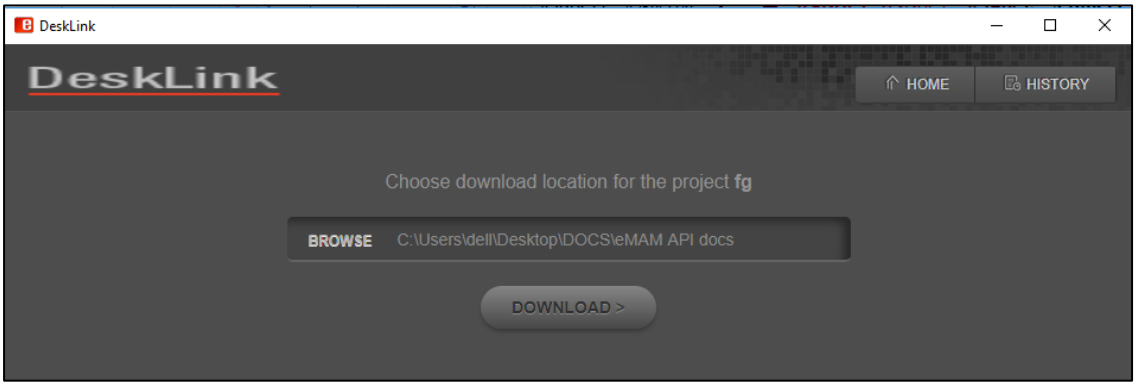


Figure 107- DeskLink- choose destination path for download

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

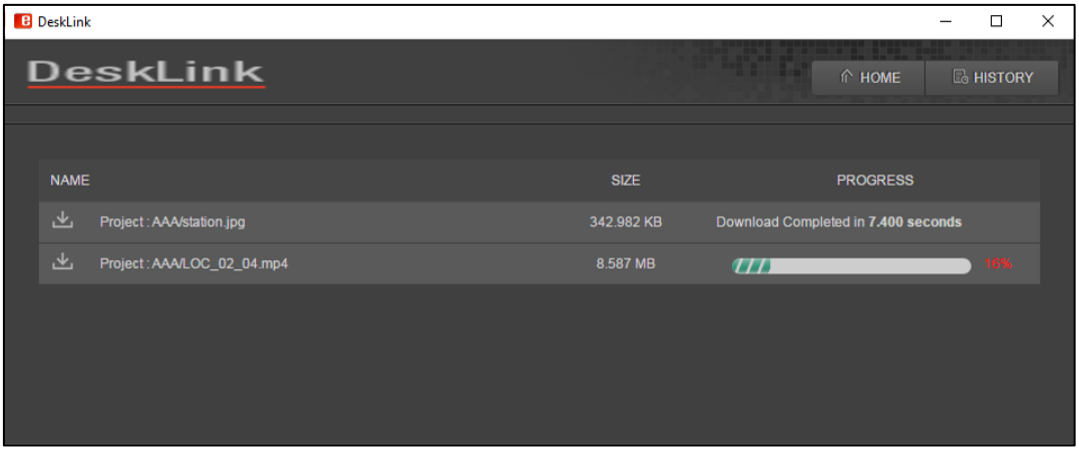


Figure 108- DeskLink download in progress

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

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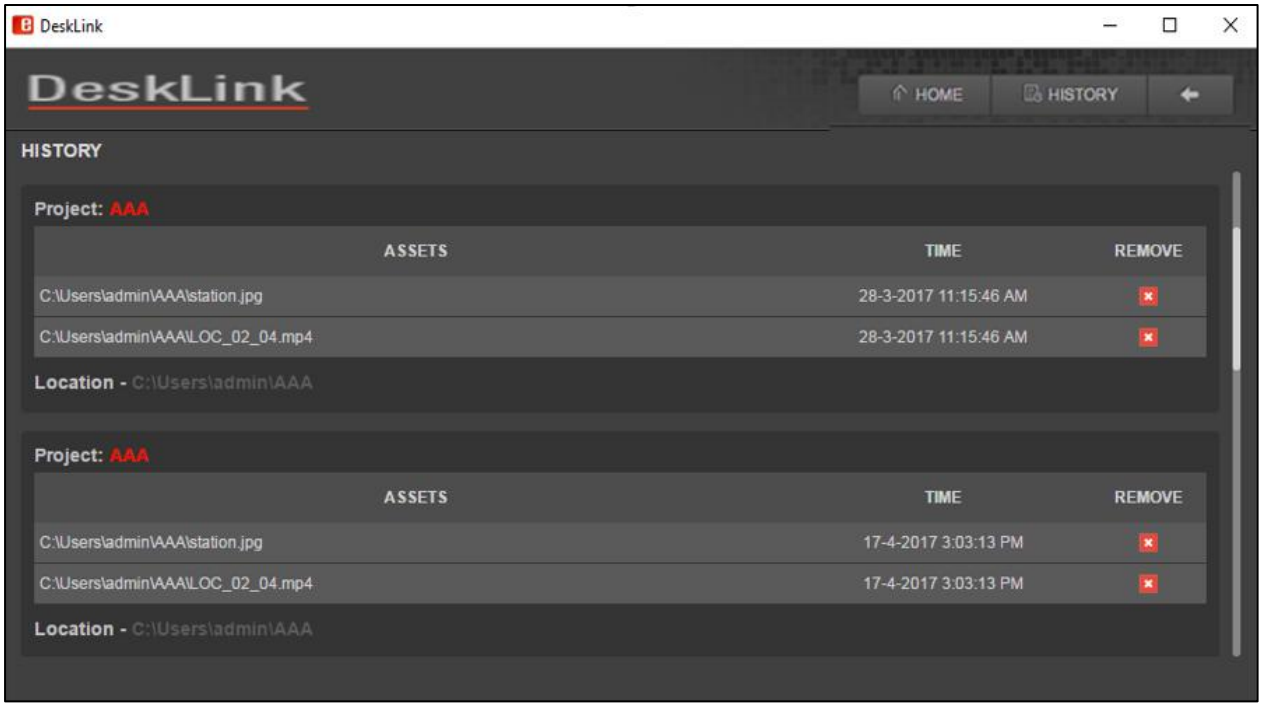


Figure 109- DeskLink History tab displays list of all downloads made by the user

2.1.12 Move to Collection

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

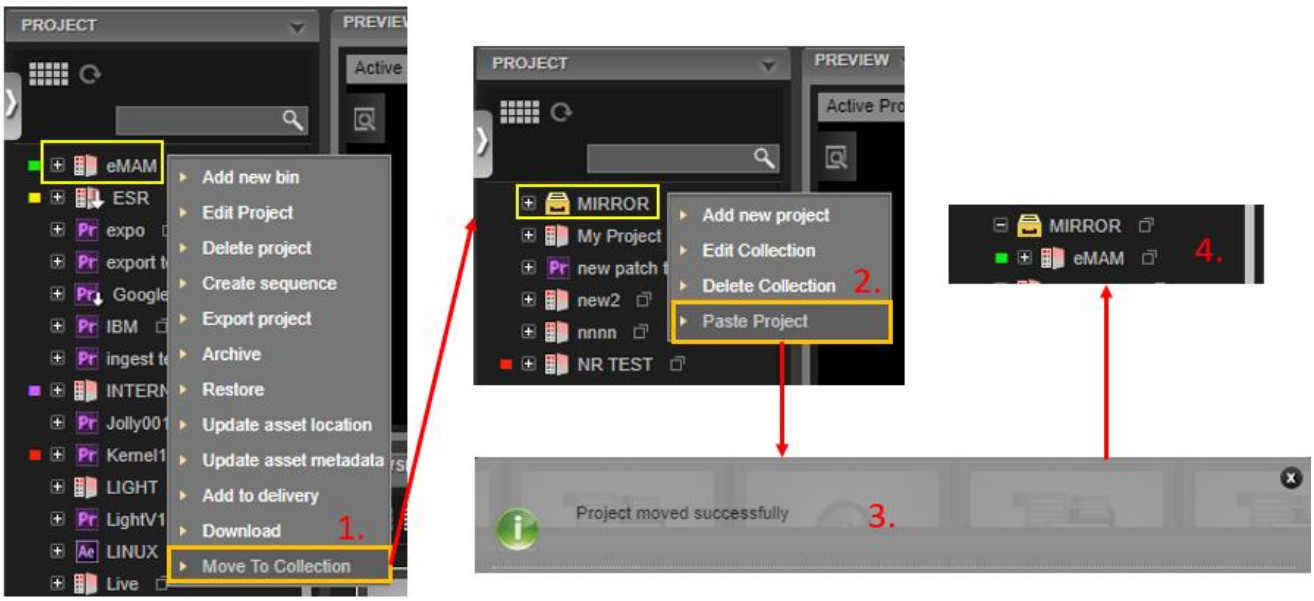


Figure 110- How to move a project to collection

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

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Remove from Project

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

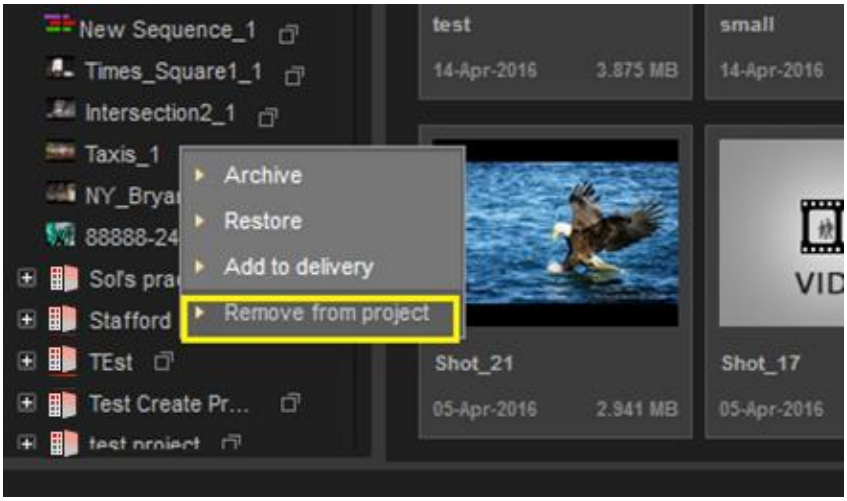


Figure 111- Remove assets from project

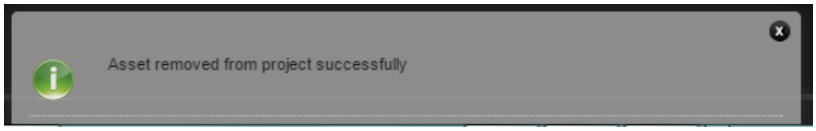


Figure 112- Confirmation message

2.2 Category

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

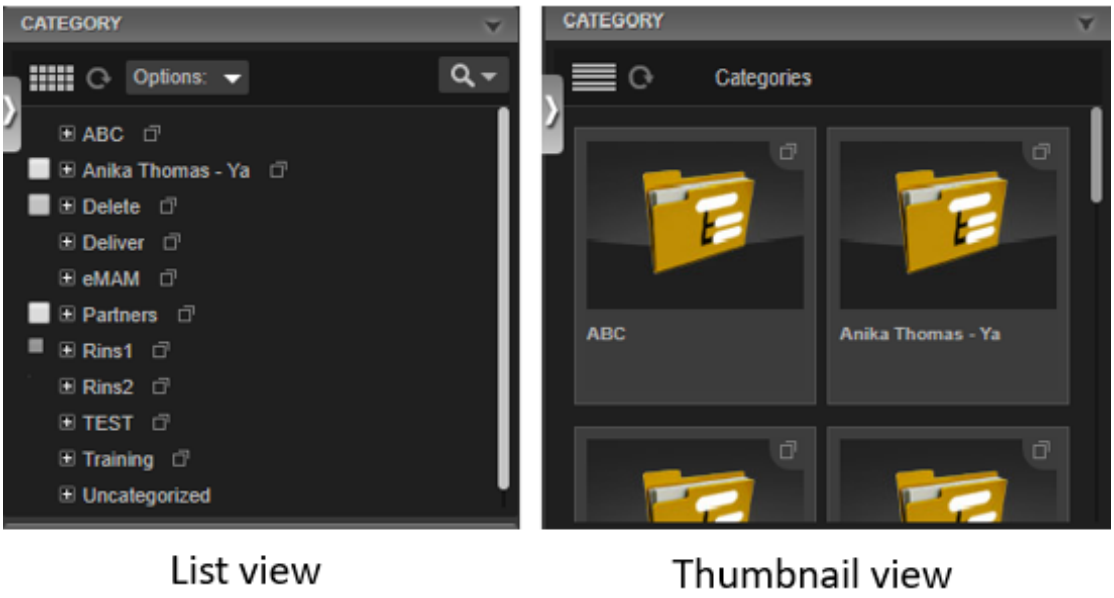


Figure 113- Categories displayed as thumbnails or list view

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

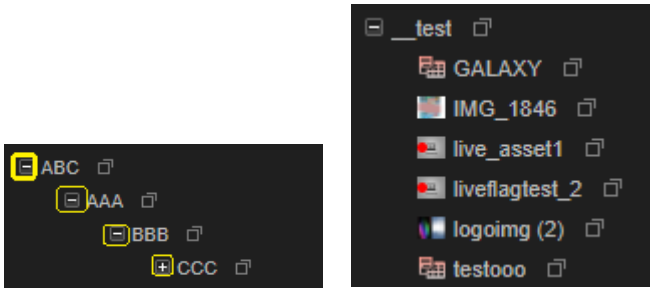
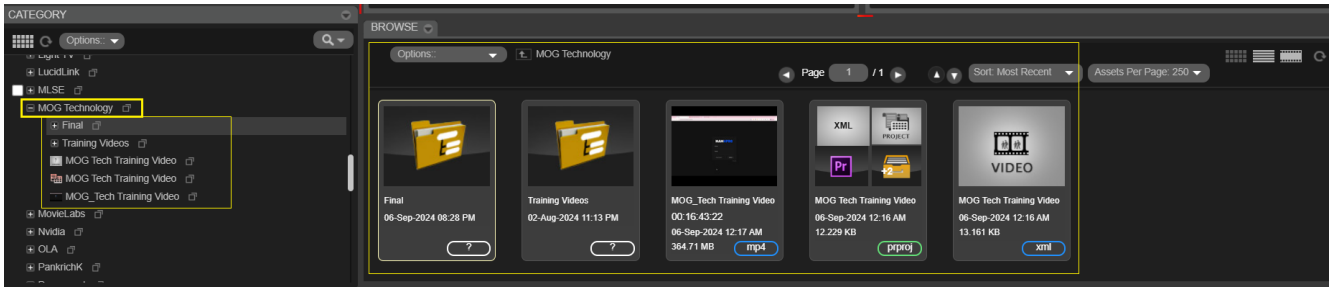


Figure 114- Parent category with subcategories and assets including Live assets

Filter the assets in the *Browse* widget by clicking the categories from the *Category* widget.



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

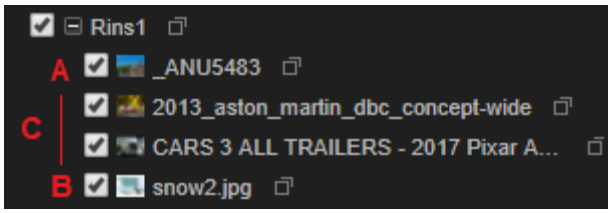
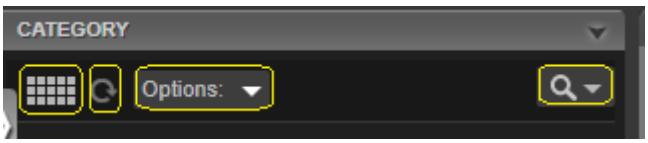


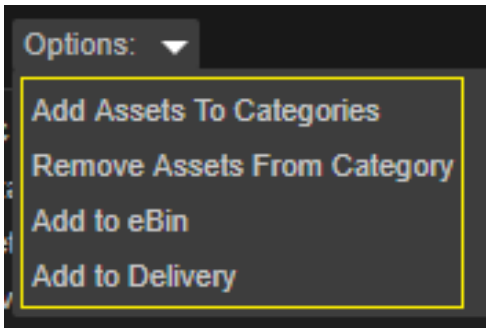
Figure 115- Multi selection of assets under a Category

The *Category* widget has following options:



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



➢ **Add Assets to Categories**: Assets under one category can be either copied or moved to another category.

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

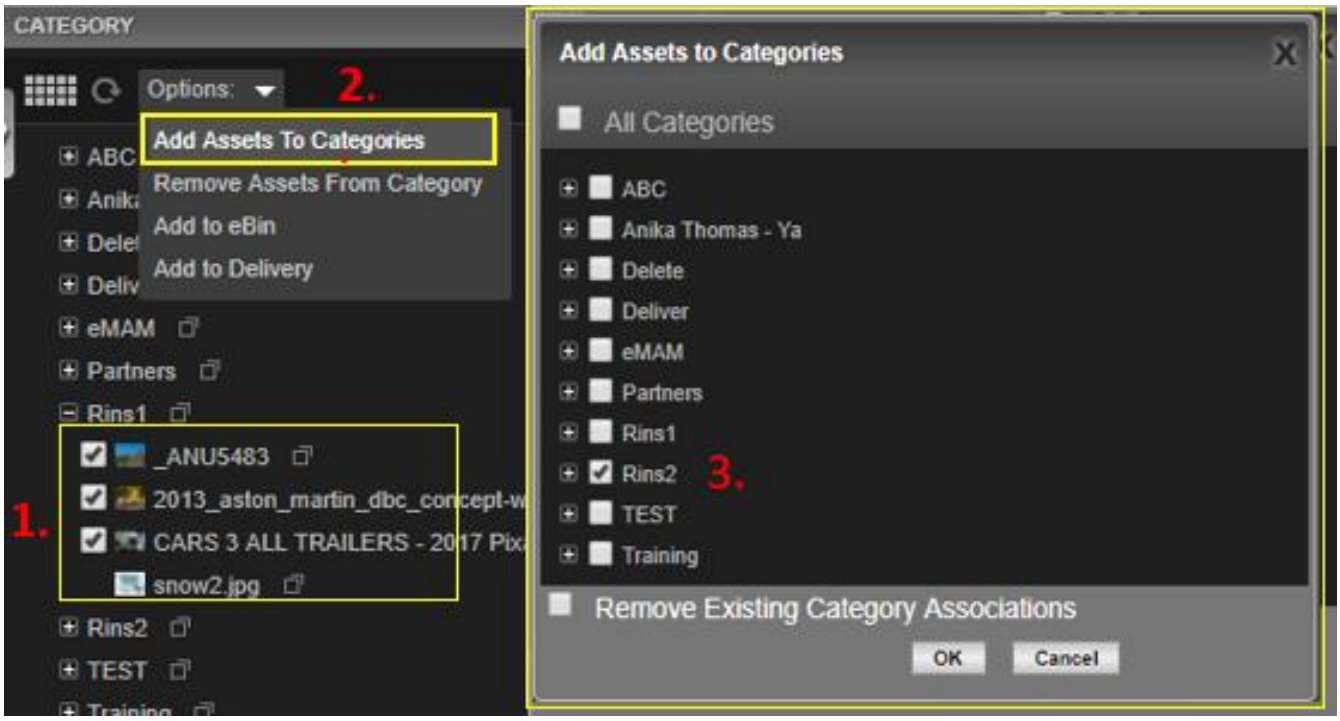


Figure 116- Category widget: Add assets to Categories

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

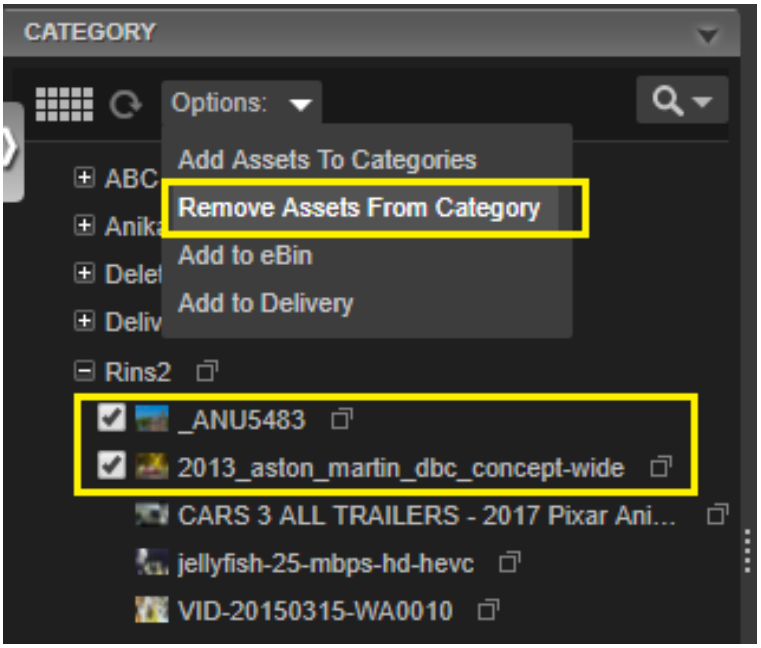


Figure 117- Category widget: Remove assets from Categories

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

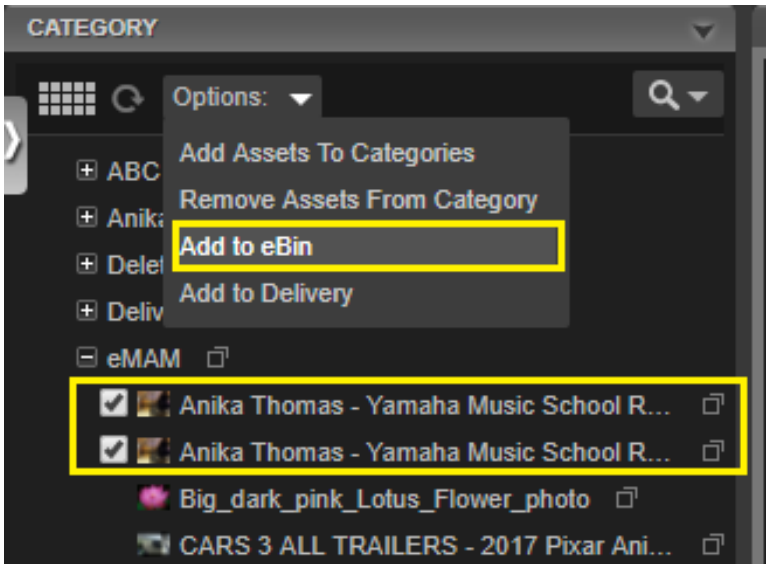


Figure 118- Category widget- Add assets to eBIN

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

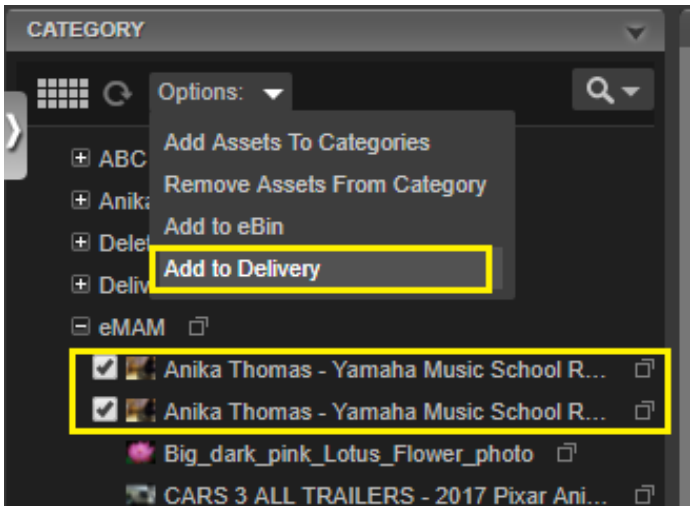


Figure 119-Category widget: Add to delivery

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

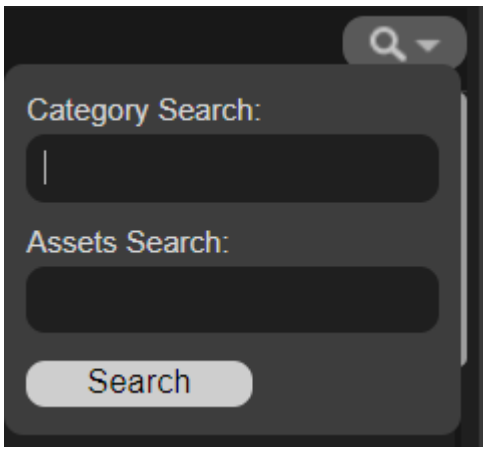


Figure 120- Category widget: Category and Asset search

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

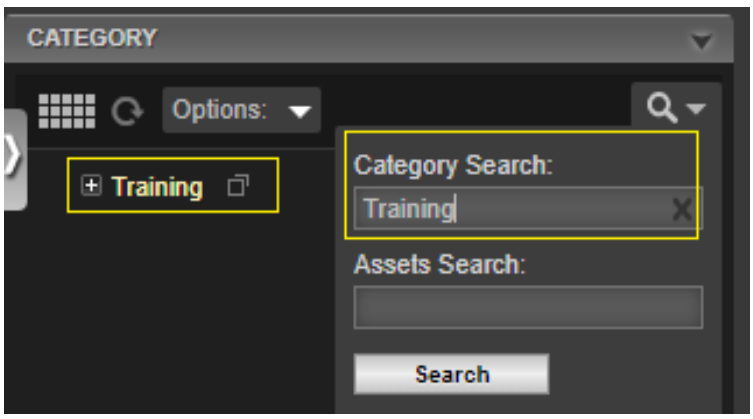


Figure 121- Category widget: Category search

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

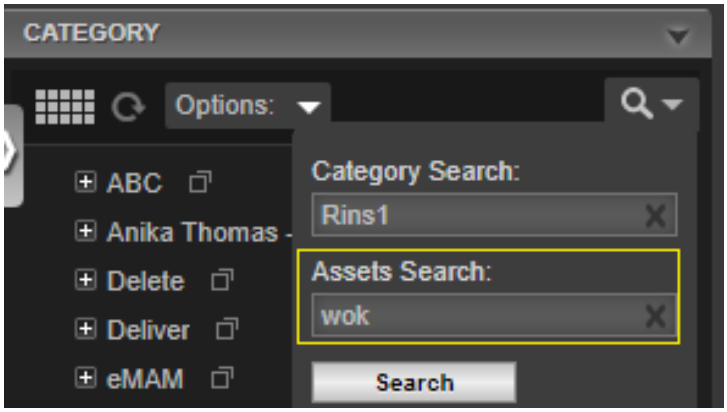


Figure 122- Category widget: Assets Search

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

Asset Options: These functions are available by clicking on the button the right menu of the asset name.

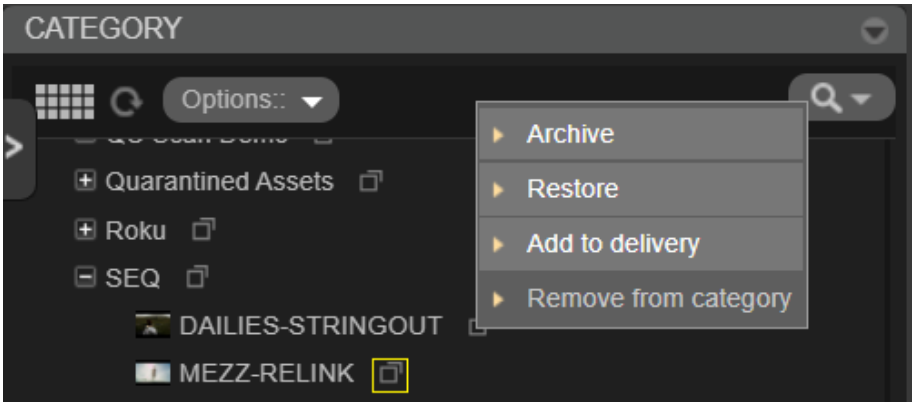


Figure 123- Asset options

You can *archive* this asset, *restore* archived asset, *add this asset to delivery* and *remove this asset from this category*. When you remove an asset from a category, a confirmation window is displayed for confirmation on removal.

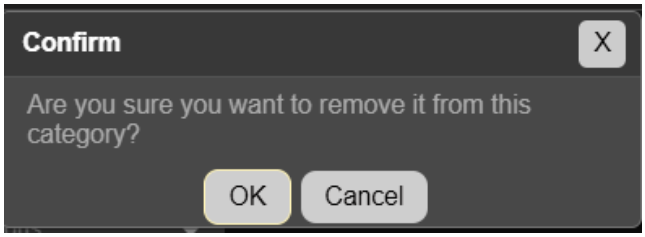


Figure 124- a confirmation window

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Category Options: These functions are available by clicking on the button the right of the category name (*must have "Manage Category" permission*).

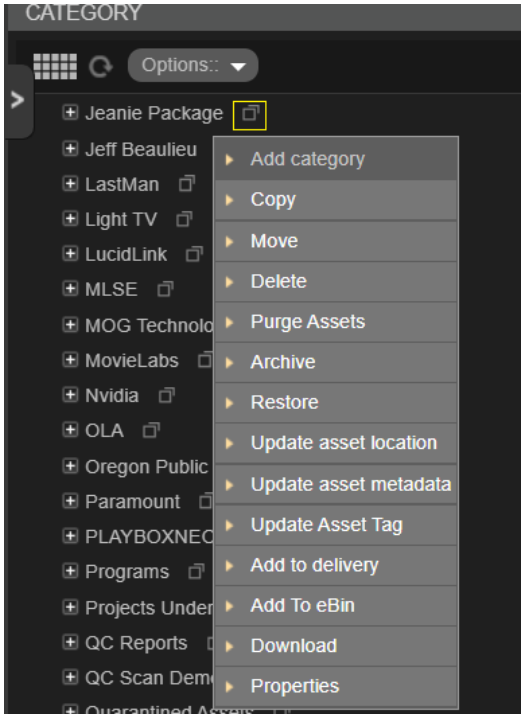


Figure 125- Category options

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

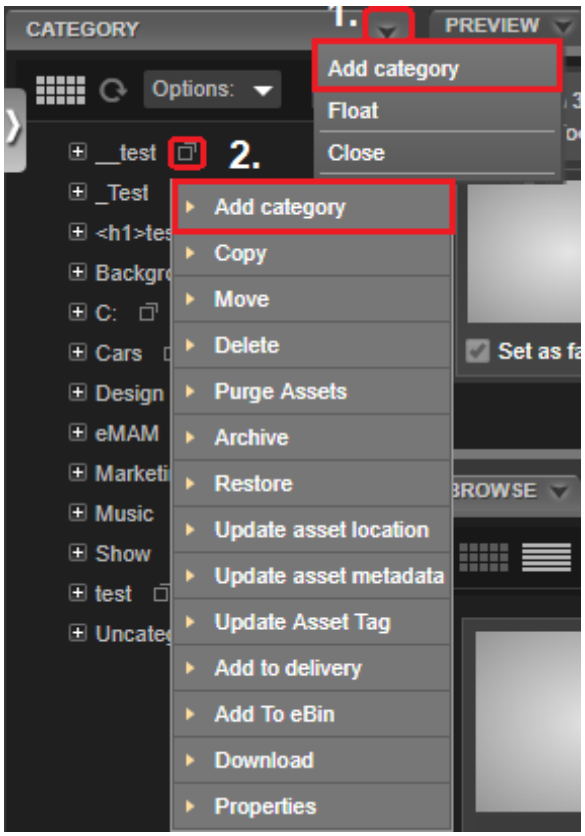


Figure 126- Add new category and child category

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

(3) Under the **Permissions** *tab (only visible for unit admins)*, enable the permissions you wish to associate with this new category.

Note: Unit Admin-While creating a sub/child category, by default, only the permissions of the parent category will be displayed under Permissions tab.

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

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

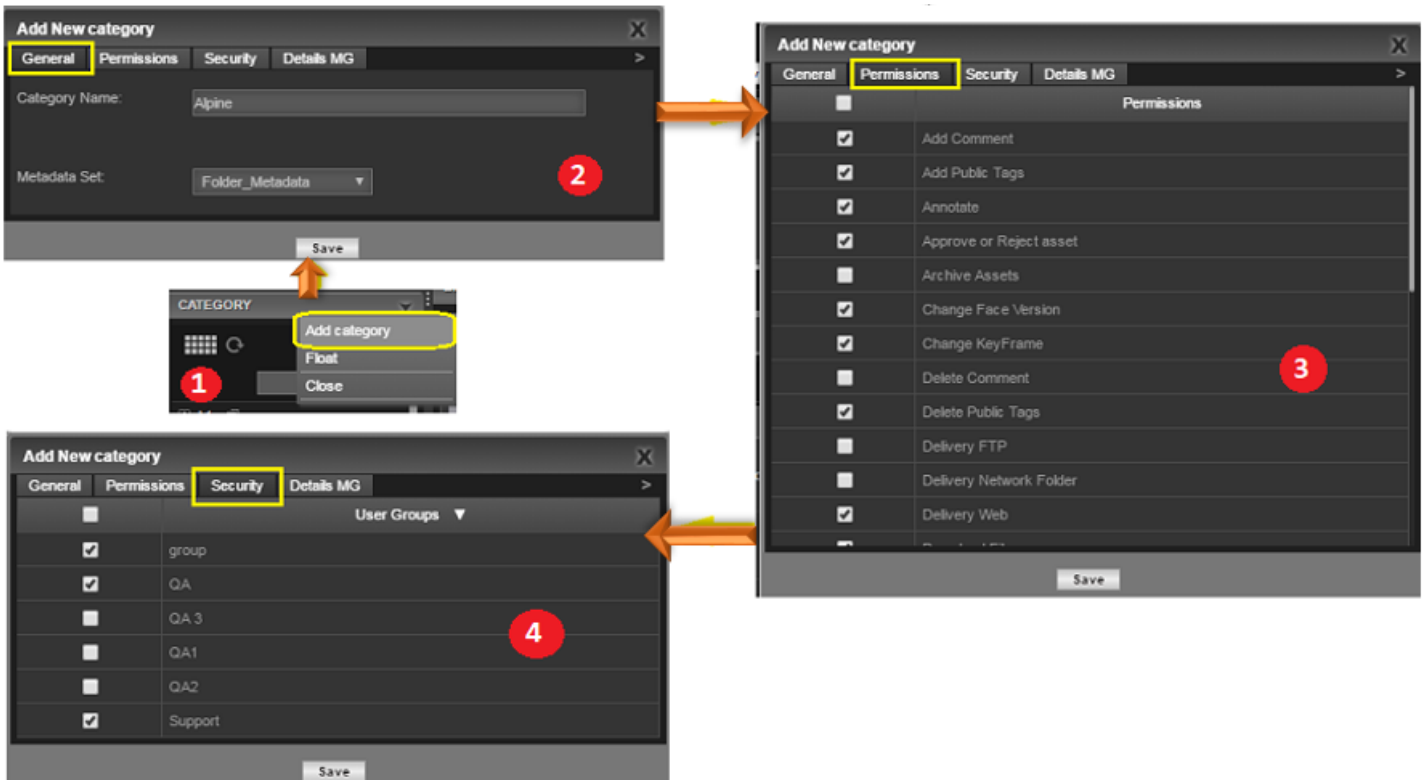


Figure 127- Adding a category by unit admin

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

Category menu function list will only display options based on the Category and User permissions. For e.g. If a user does not have Download and Archive permission, *Download* and *Archive* option will not be displayed for that user.

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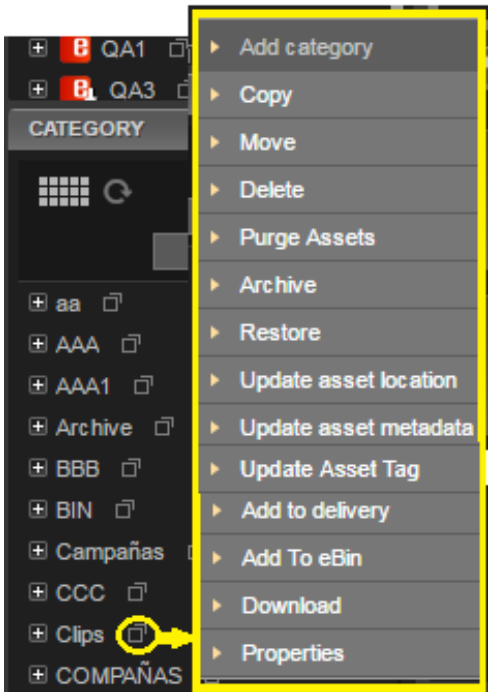


Figure 128- Category options for a user who has Manage Category Permission

Unit Admin & Unit User_Options displayed:

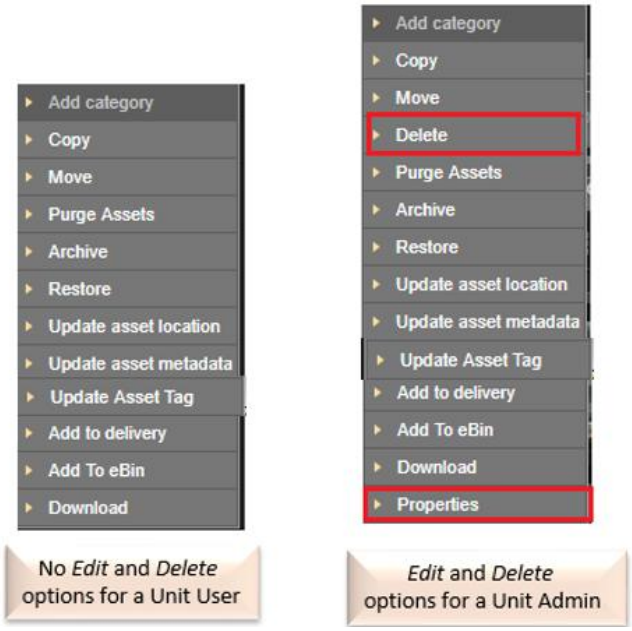


Figure 129- Unit Admin & Unit User_Options displayed

- **Unit Admin**- Only Unit Admins can edit or delete (sub) categories and associate them with user groups using *Properties* function. Whenever a new subcategory is added, by default, it will inherit its permissions (permissions tab) and user groups (security tab) from its parent category. Only Admins have option to edit category including option to assign permissions.

- **Unit Users:** A unit user with *Manage category* permissions may create a category, but others will not see it until their user group(s) are linked to this category. A Unit User with "Manage Category" permission will NOT have permission to edit and delete Categories/subcategories, but they can

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add sub-categories. While adding a new category, they do not have visibility to *Permissions* and *Security* tab. Categories/subcategories will inherit permissions from the User group.

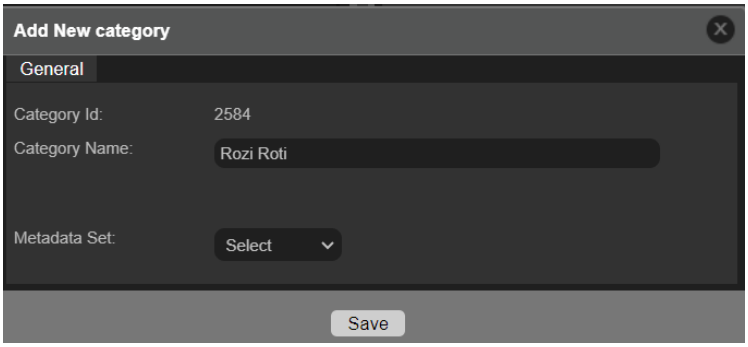


Figure 130- Add new category

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

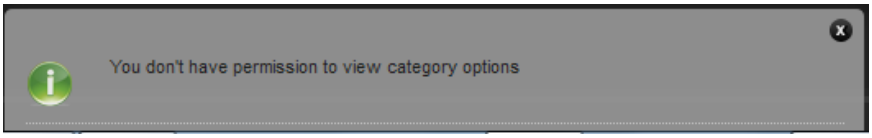


Figure 131- Error message

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

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

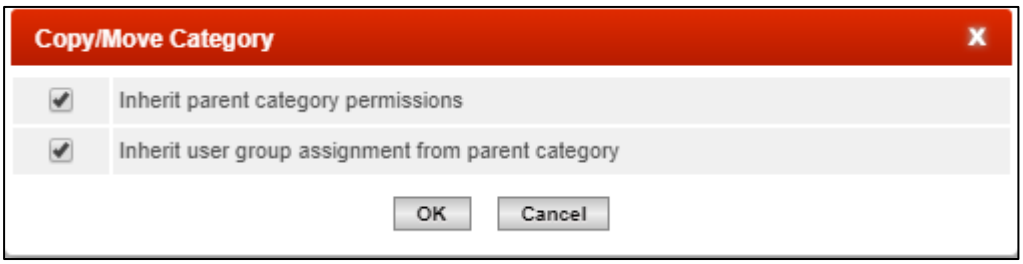


Figure 132- Copy/Move Category permissions

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

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

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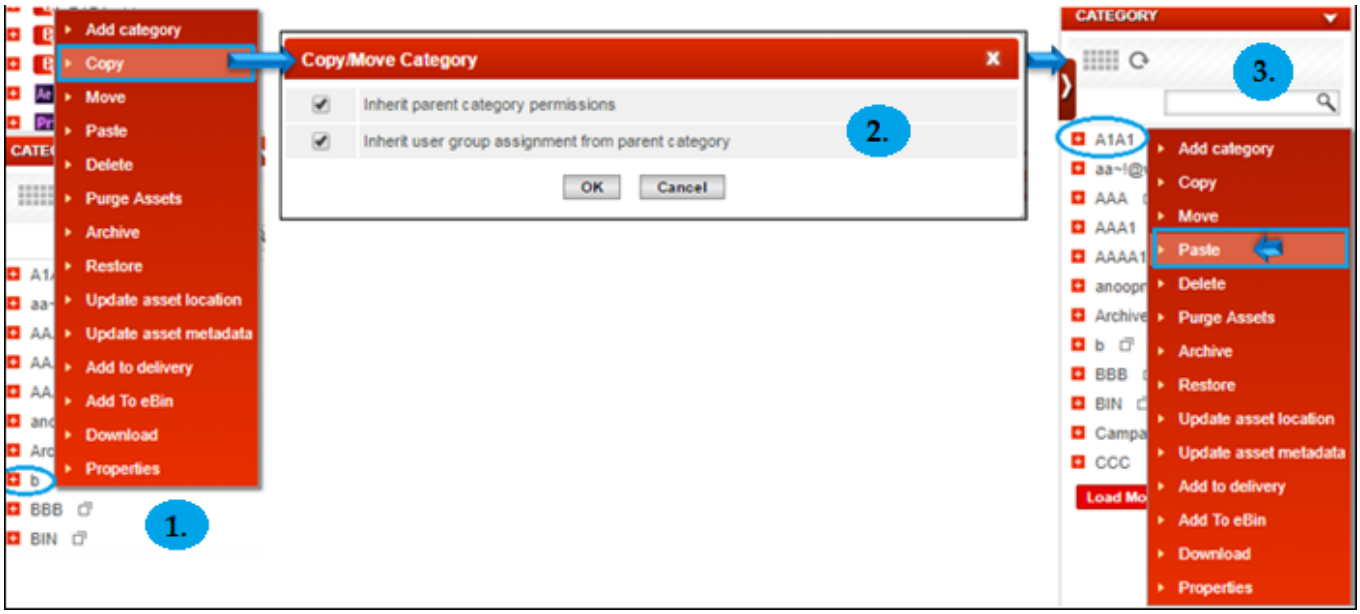


Figure 133- Copy Category process

For e.g.:

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

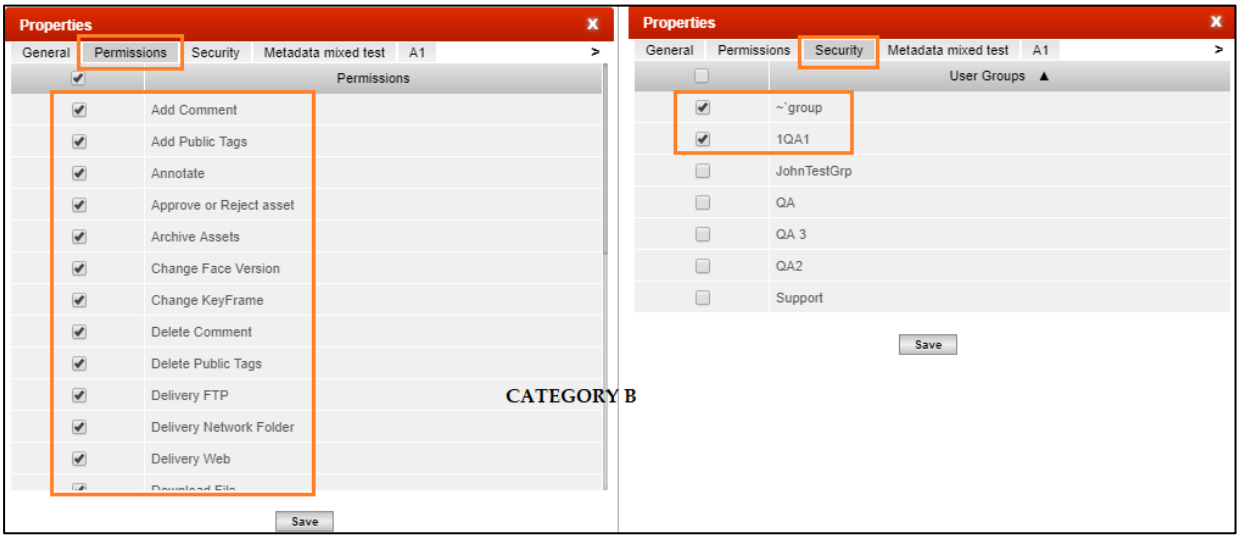


Figure 134- Category B - Permissions & Security tab

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

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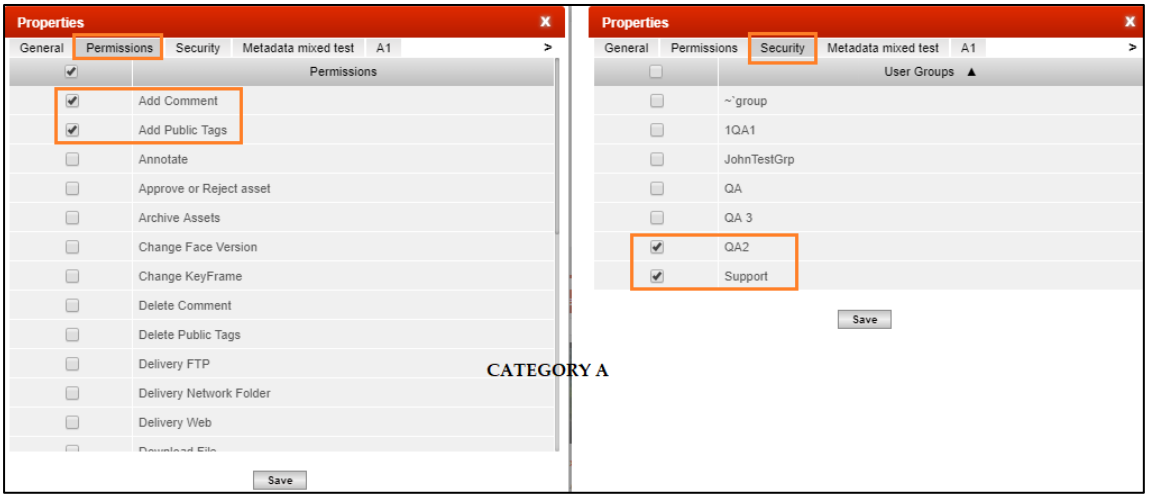


Figure 135- Category A - Permissions & Security tab

✓ **Permissions tab:** Permissions follow a hierarchy structure and hence a child category cannot have permissions more that the parent category.

- Case 1: Category B is copied to Category A:
  - If ***Inherit parent category permissions*** checkbox is checked, child Category B will inherit parent category A permissions and will only have 2 permissions as its parent.
  - If ***Inherit parent category permissions*** checkbox is unchecked, then also Category B have 2 permissions as by default child inherits permissions from parent.
- Case 2: Category A is copied to category B:
  - If ***Inherit parent category permissions*** checkbox is checked, child Category A will inherit parent category B permissions and will have all permissions as its parent.
  - If ***Inherit parent category permissions*** checkbox is unchecked, then also Category A will only have 2 permissions (*will not inherit Category B permissions*).

✓ **Security tab**:

1. Case 1: Category B is copied to Category A:
   - If ***Inherit user group assignment from parent category*** checkbox is checked, child Category B will inherit parent category A user groups too. (A+B)

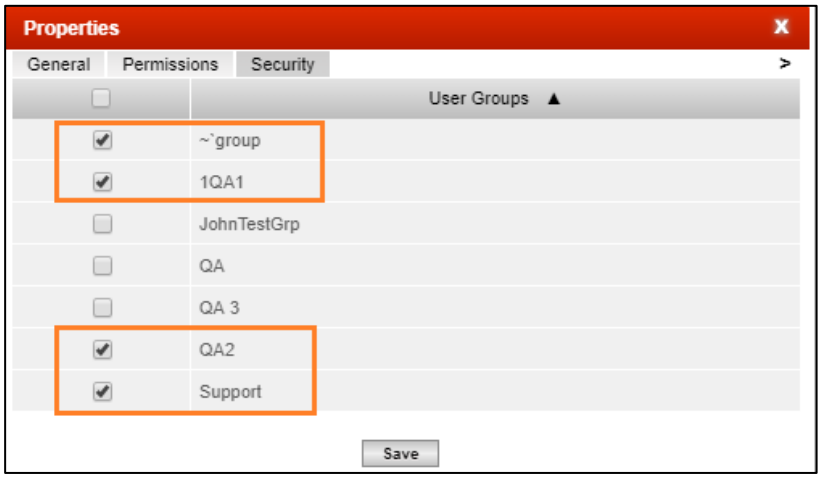


Figure 136- Security tab

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

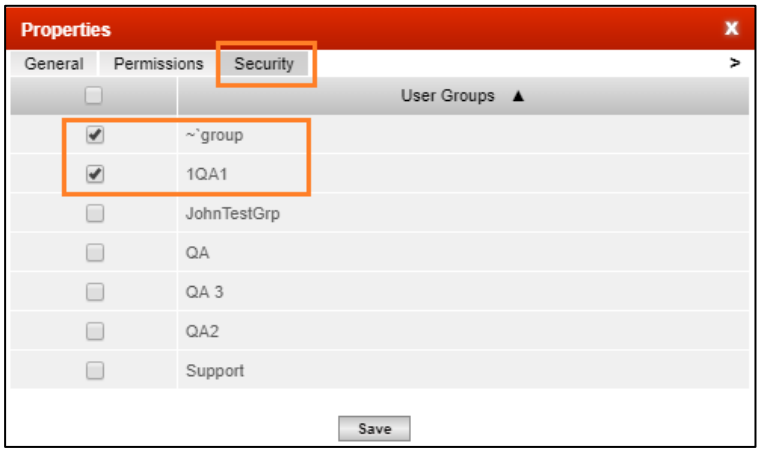


Figure 137- Security tab

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



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

2.2.3 Move:

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

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

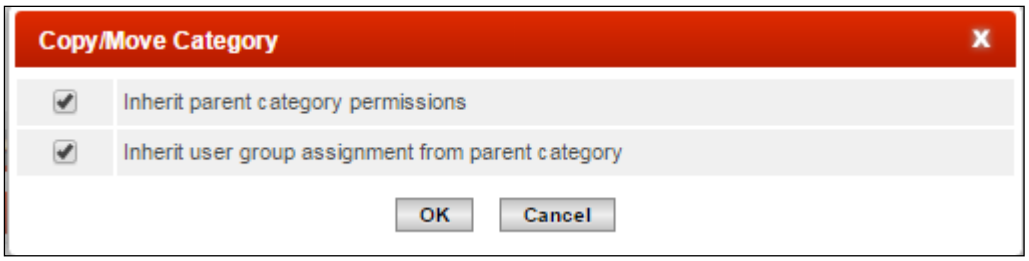


Figure 138- Copy/Move Category

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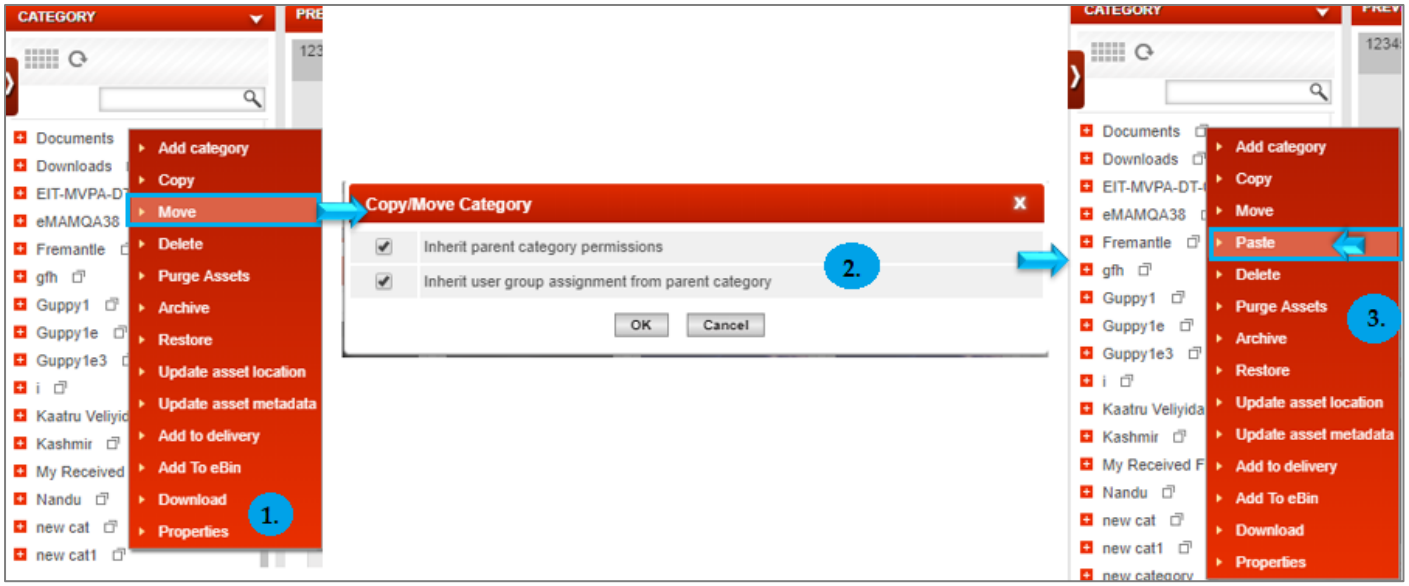


Figure 139- Move Category process

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

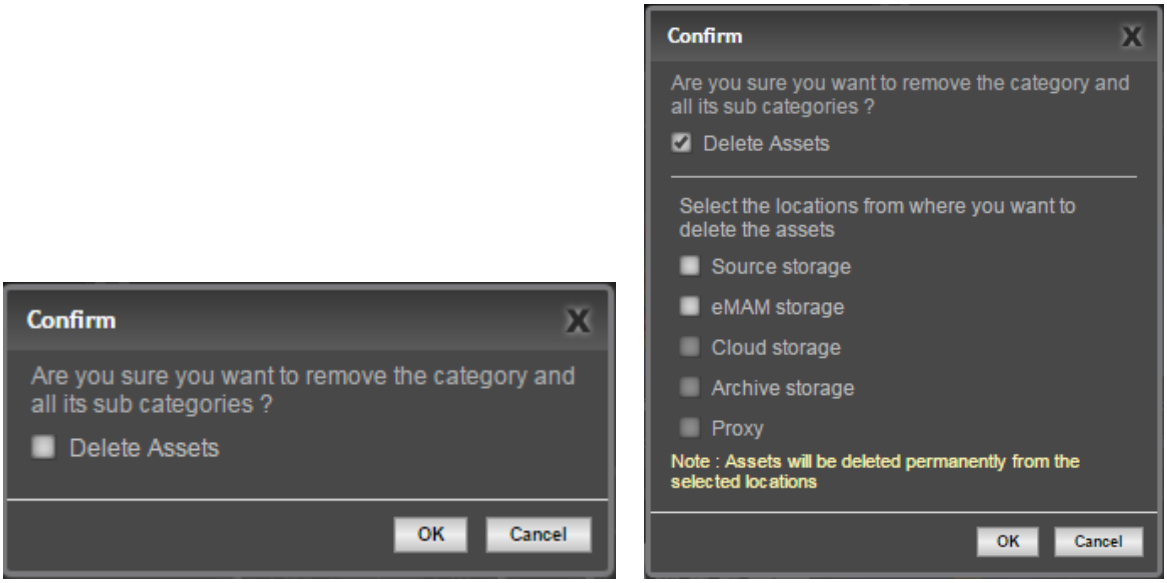


Figure 140- Deletion confirmation for category or subcategory
if there are multiple asset locations select which location(s) to delete from.

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

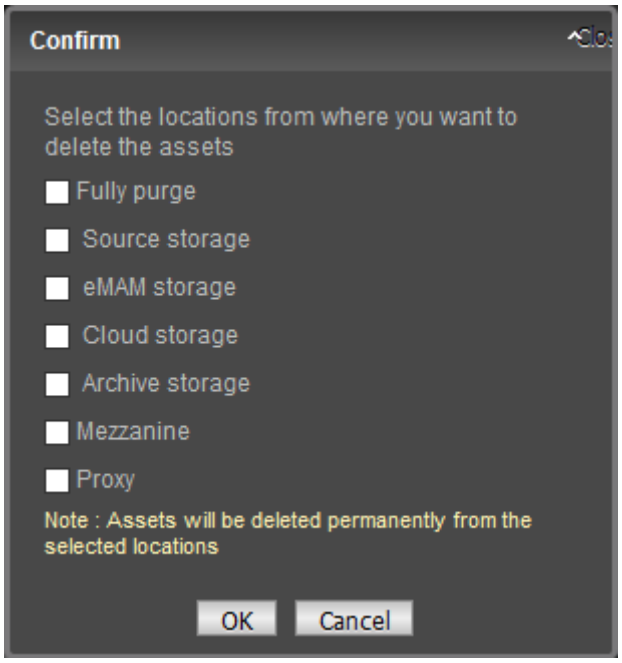


Figure 141- Confirmation window



Figure 142- Successfully removed from category message

2.2.6 Archive: Archive will send the assets in the selected Category to the preset archive destination, as determined by the system administrator.

A confirmation window will appear to confirm archive.

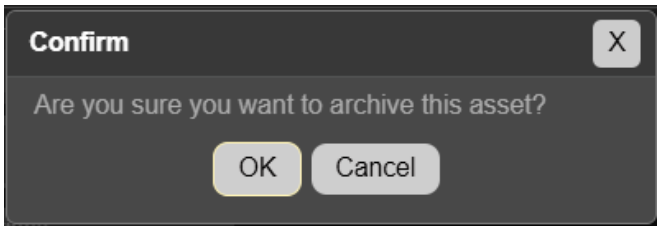


Figure 143- confirmation window

Users can indicate priority (1=highest, 5=lowest), and whether subcategories are to be included. The total number of assets and number of assets on online storage will be indicated as shown below.

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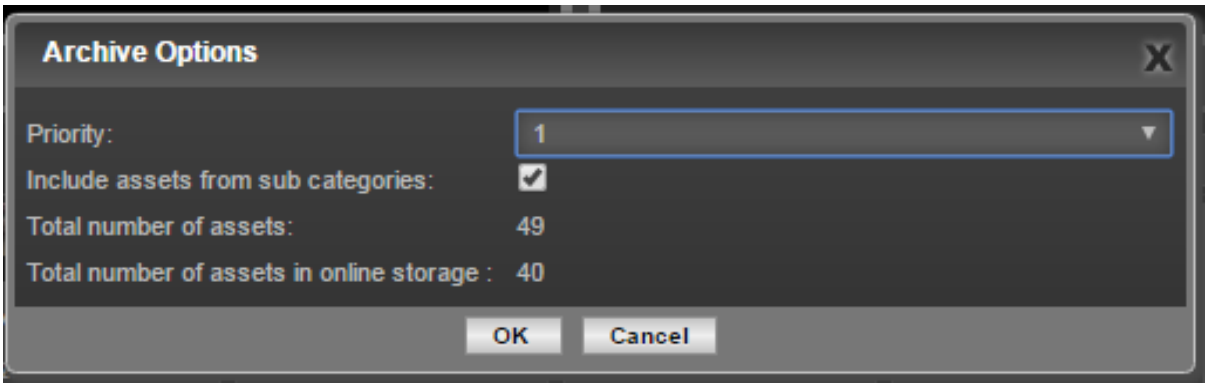


Figure 144- Options for category archive

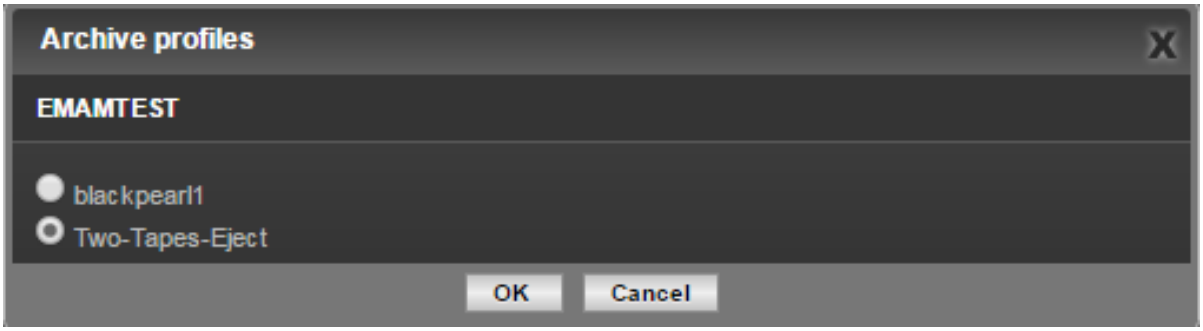


Figure 145- Select Archive profile

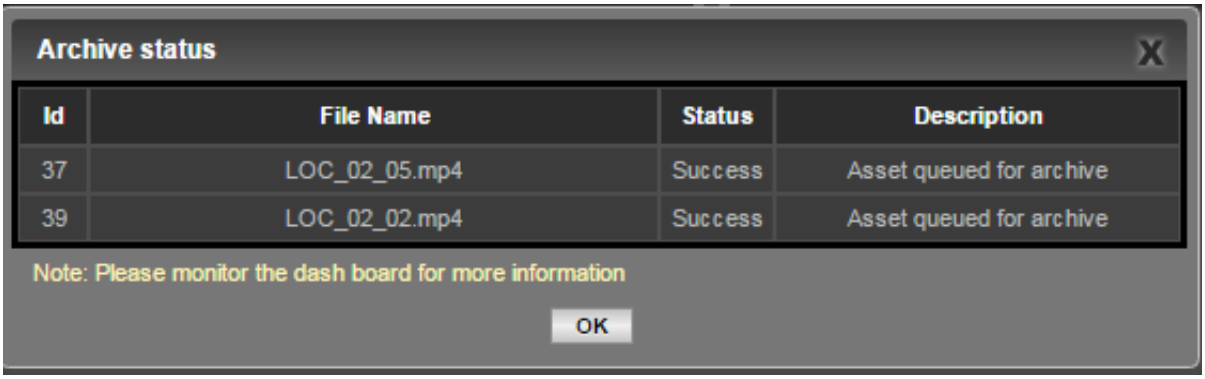


Figure 146- Archive status

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

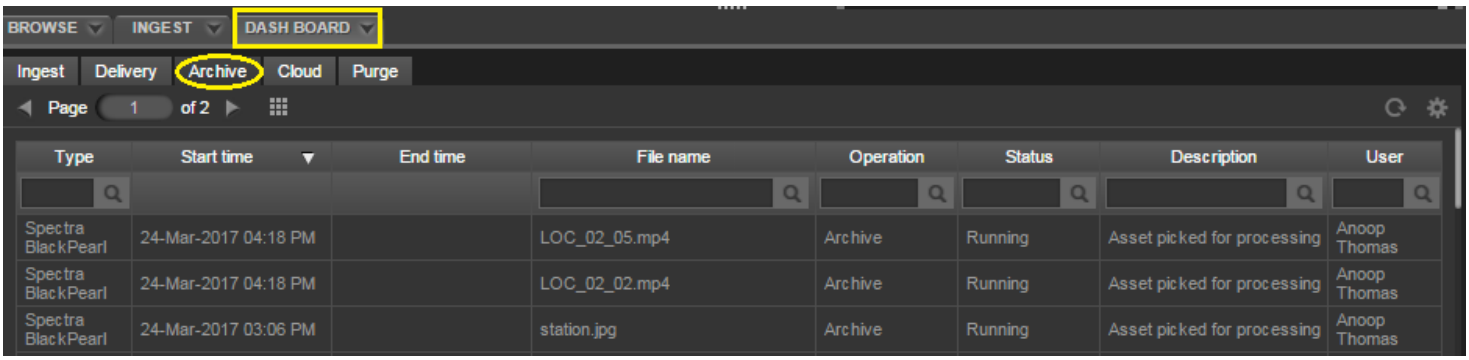


Figure 147- Archive dashboard

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2.2.7 Restore: This option restores archived assets back to the eMAM online storage. A confirmation window will appear to confirm restore.

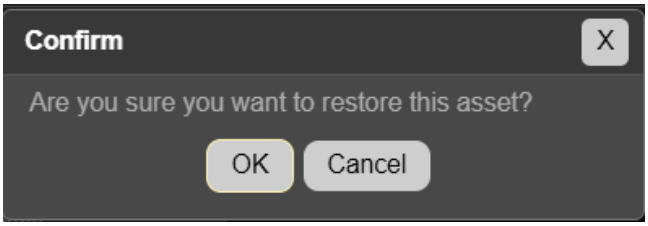


Figure 148- confirmation window

Progress can be monitored in the *Dashboard* widget. Options are quite similar to the archive functions.

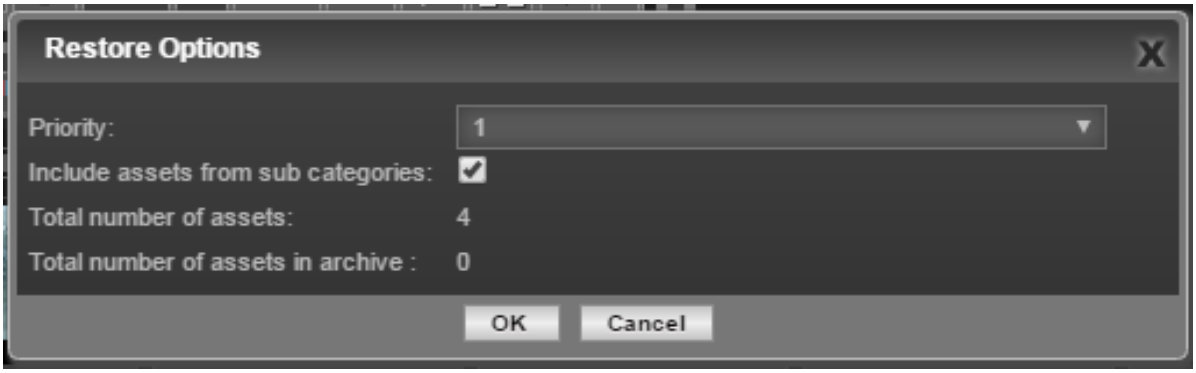


Figure 149- Restore options similar to archive options for category.

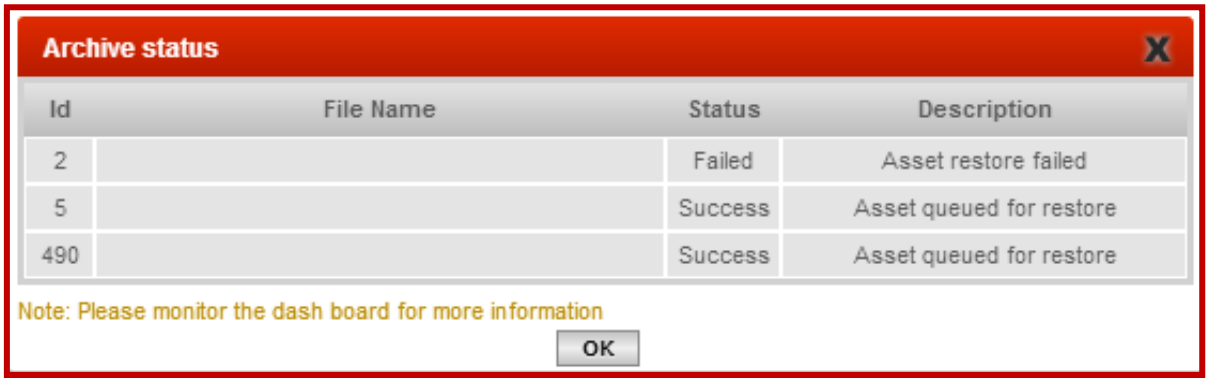


Figure 150- Restore Status

Refer ***Restore*** to see more restore options for assets in S3 Glacier & Azure Blob storage.

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2.2.8 Update Asset Location:

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

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

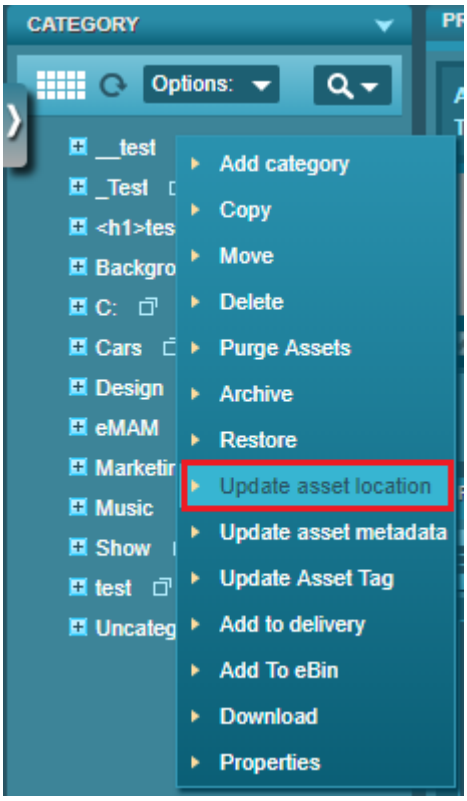


Figure 151- Select Update asset location from category menu

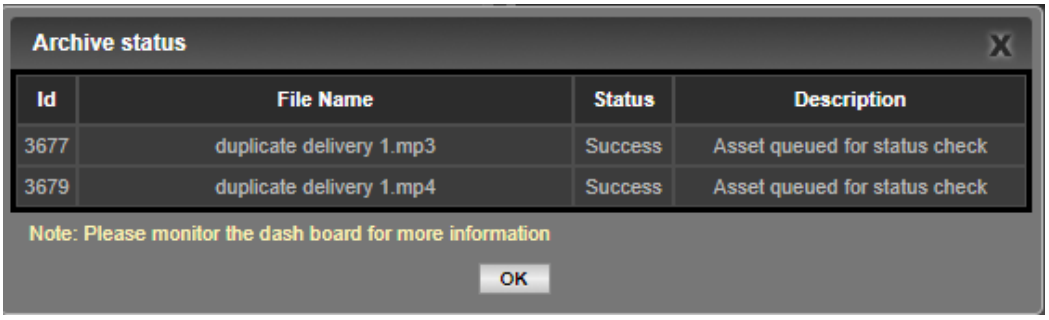


Figure 152- Archive status window

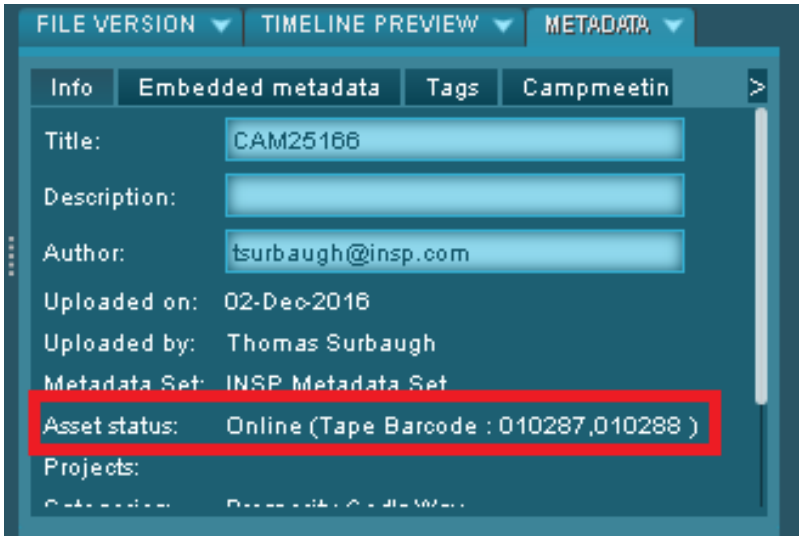


Figure 153- Tape barcode gets displayed as asset status under Metadata tab.

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2.2.9 Update Asset Metadata:

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

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

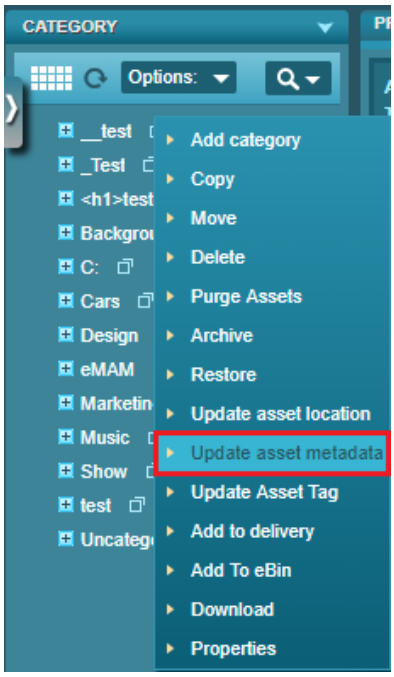


Figure 154- Update asset metadata under Category options

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

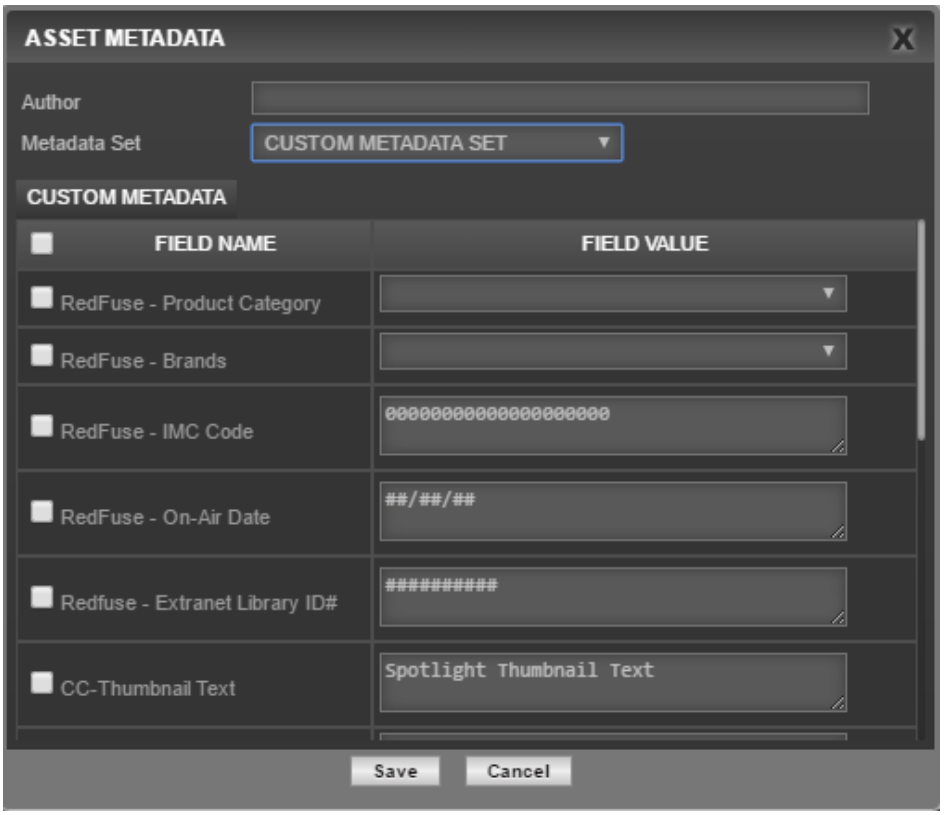


Figure 155- Asset metadata window

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

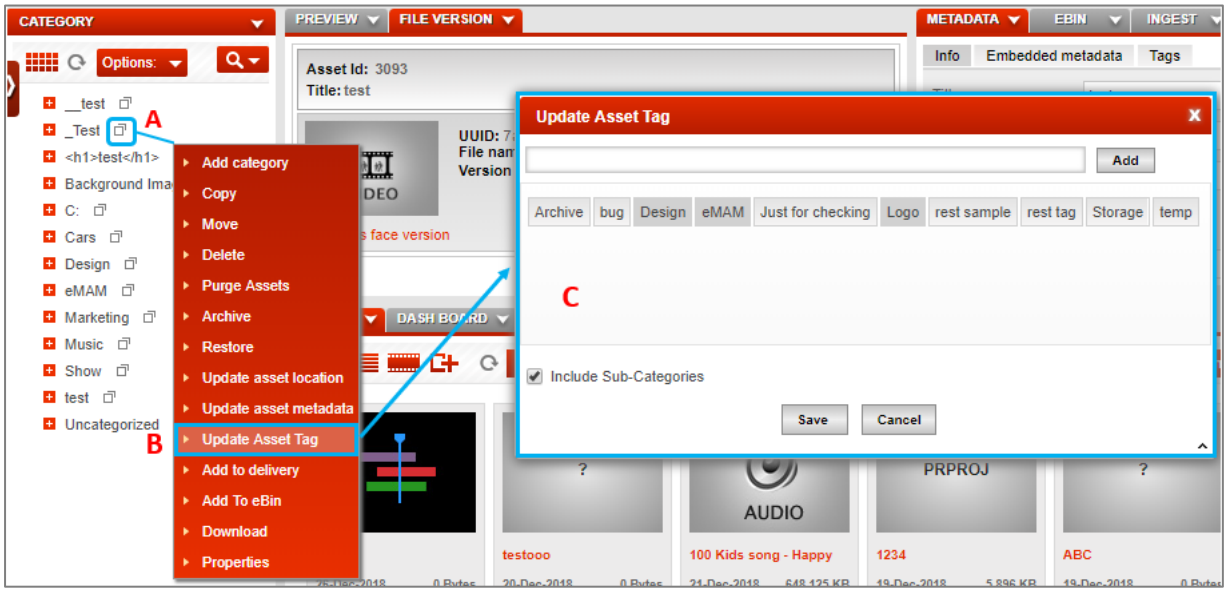


Figure 156- Update Asset tag

A. Click on the category menu of the category which needs to be updated with tags.

B. From the list of options displayed, click on *Update Asset Tag*.

C. In the *Update Asset tag* window, click and select the tags already listed or add new tag. Enable *Include Sub-categories* if subcategories also need to be associated with these tags. Click on *Save* button to save the changes. Tags updated successfully message appears.

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

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

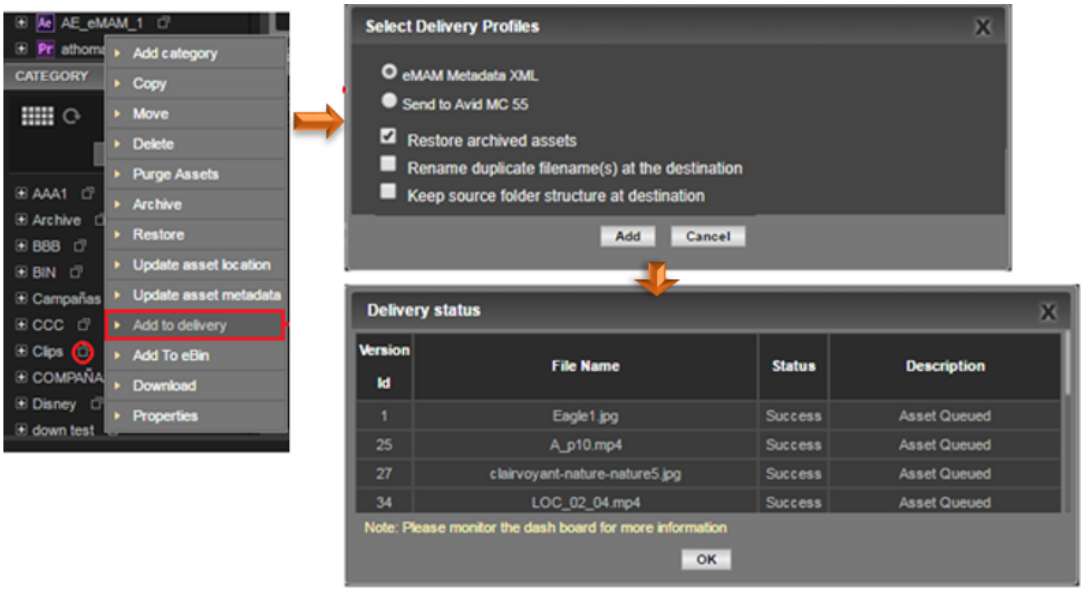


Figure 157- Add to Delivery process

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b. Select the desired Delivery profile from the list displayed under *Select Delivery Profiles* window.

c. Select below options as required:

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



Figure 158- Delivery profile settings in Super Admin

- **Keep folder structure**- Check this option to deliver the assets so that the folder hierarchy is maintained.

d. Click on Add button. *Delivery status* window appears to display the status of delivery action.

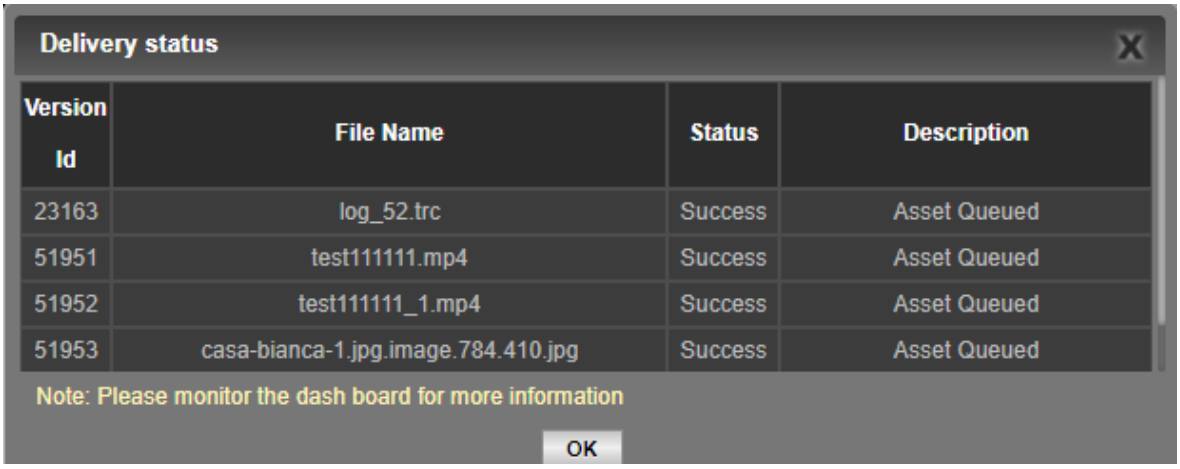


Figure 159- Delivery status window

Note: ATEME delivery profiles support stitch and delivery of files. For more details, please refer Section 2.17 Delivery Page 201

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

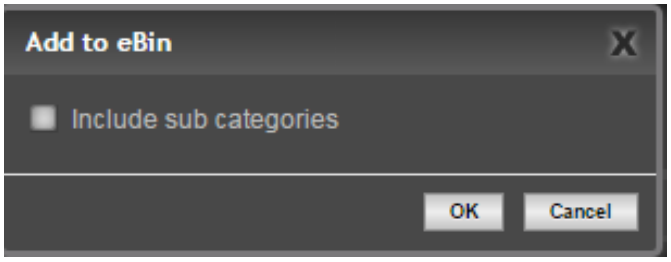


Figure 160-Add to eBIN option to include subcategories

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

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Figure 161- Assets added to eBIN message

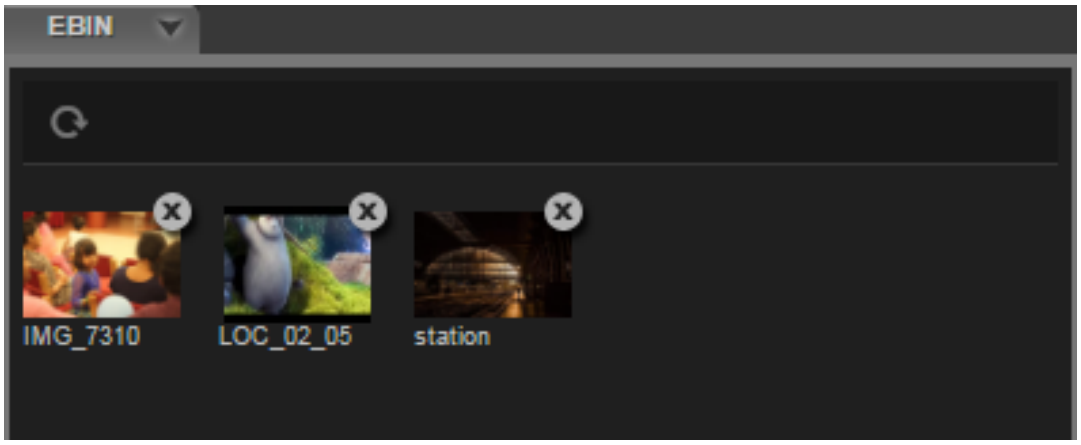


Figure 162- Assets added to eBIN widget

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

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

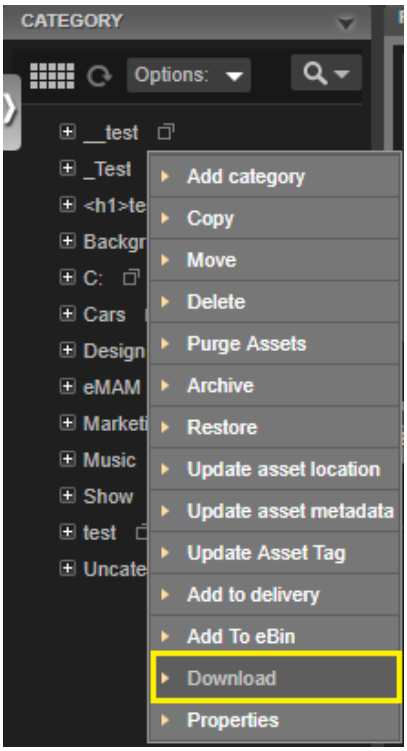


Figure 163- Category download – downloads all assets in selected category.

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

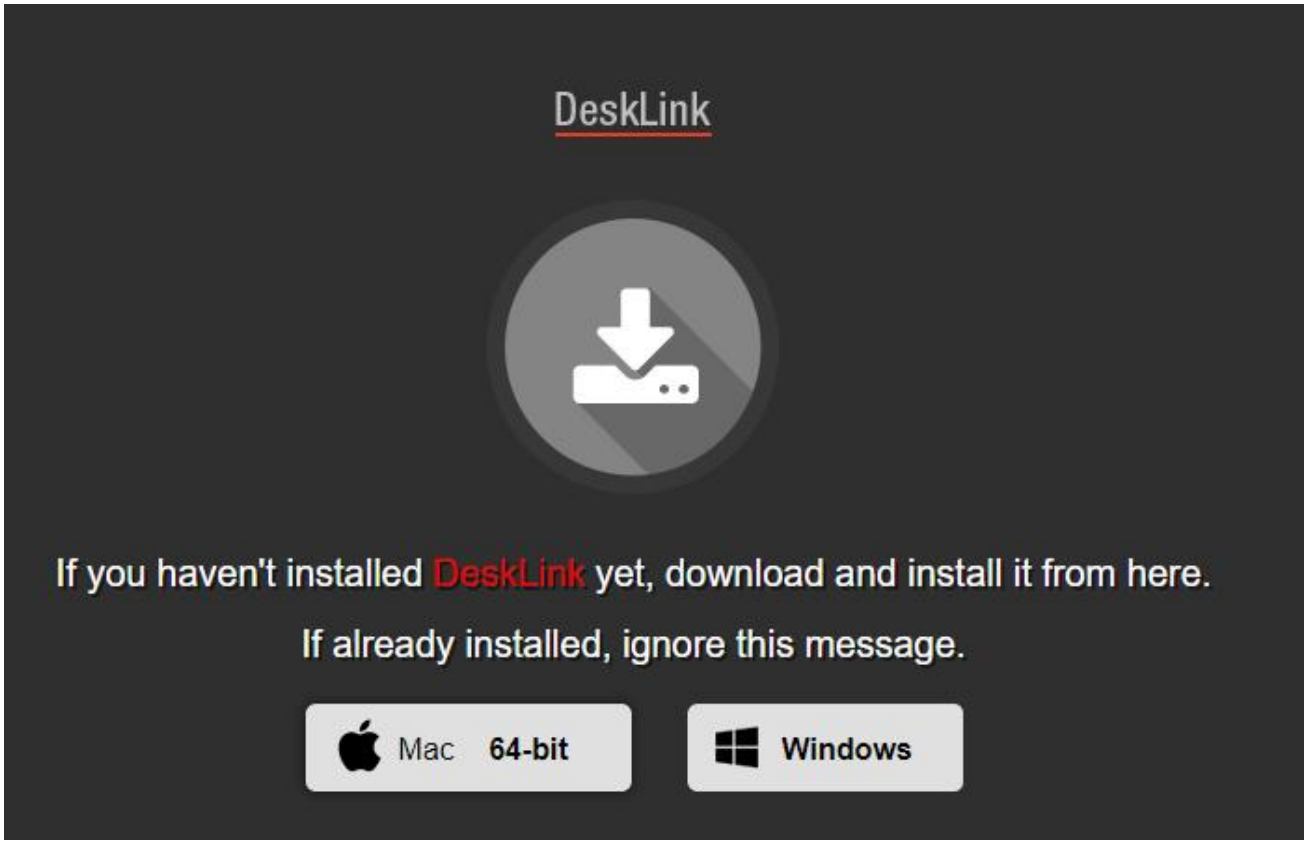


Figure 164- The DeskLink app download page which closes after 20 seconds

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

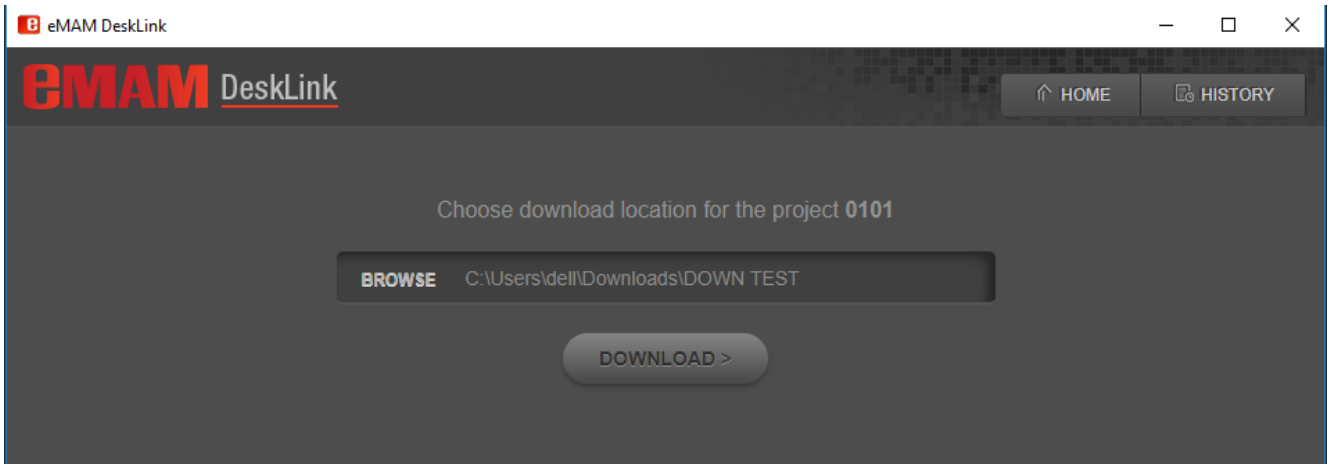


Figure 165- DeskLink- Browse the download location path

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

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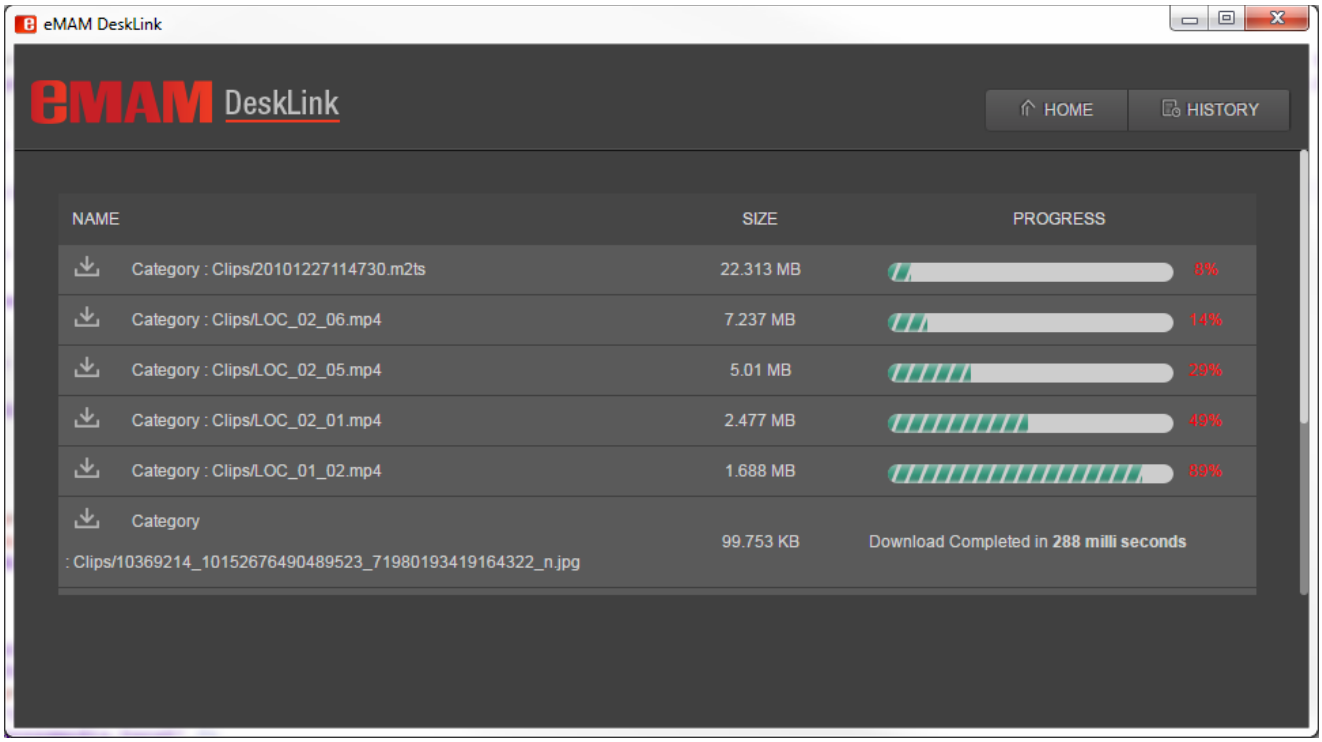


Figure 166- DeskLink: Download in Progress

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

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

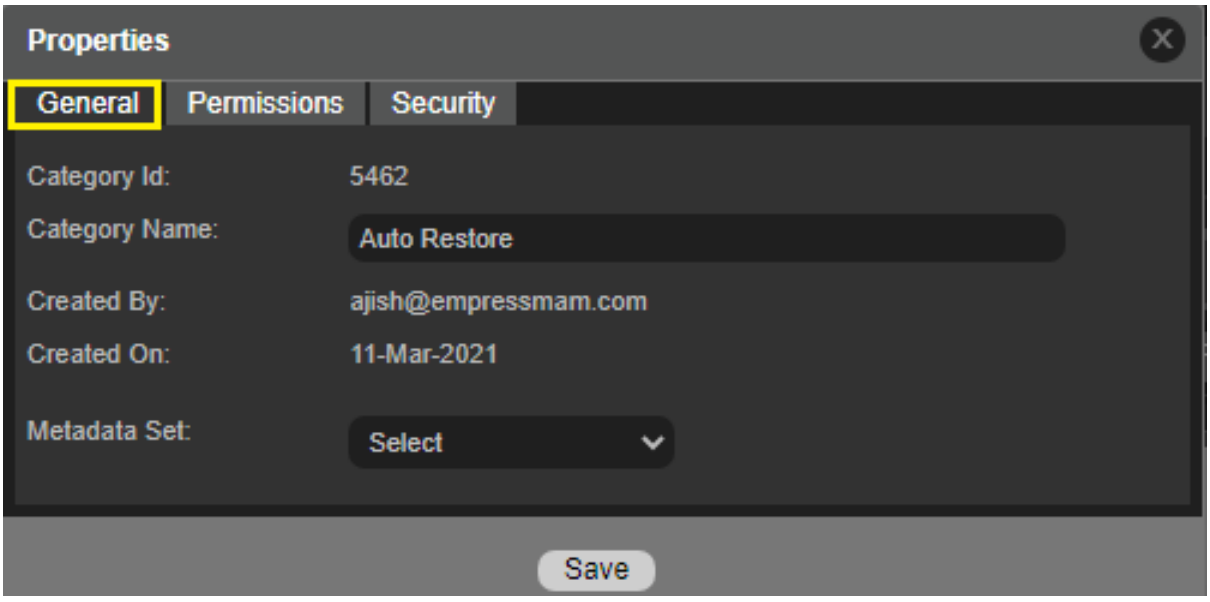


Figure 167- Category- Properties>General tab

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

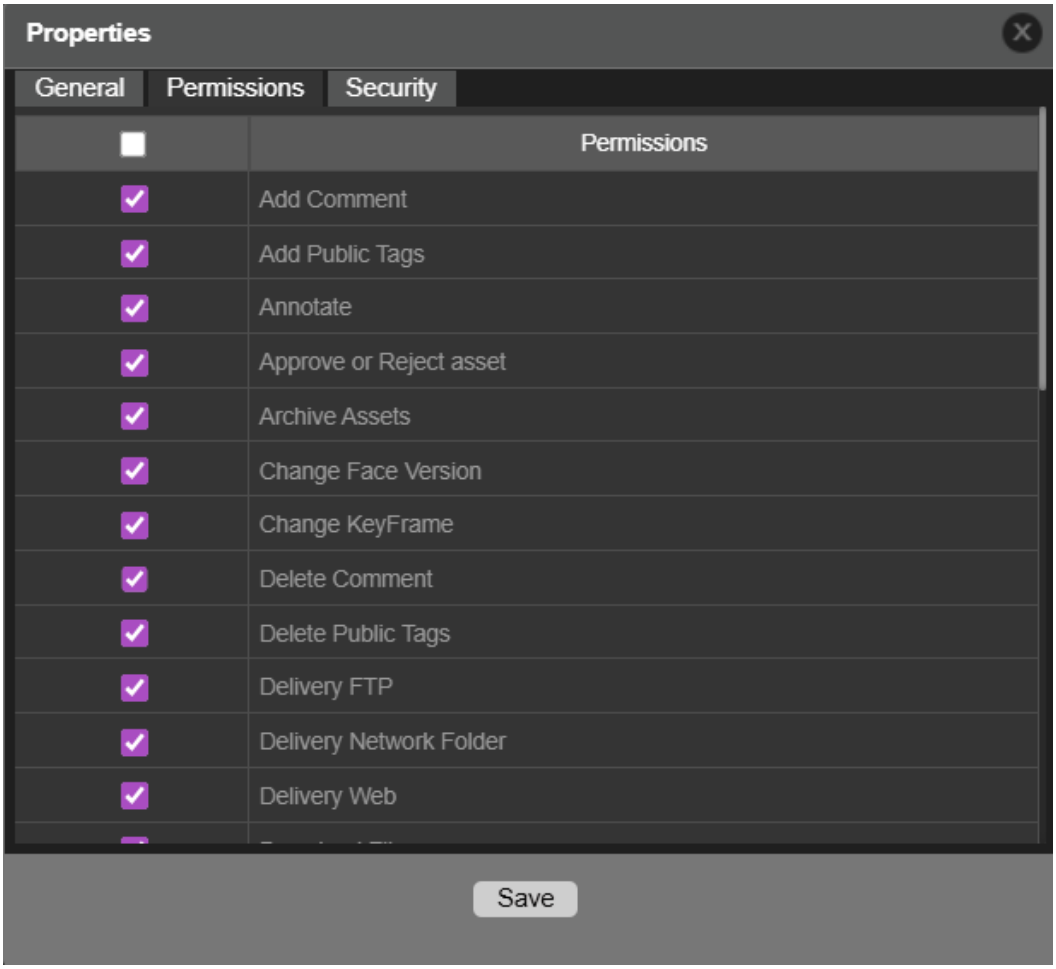


Figure 168- Category- Properties> Permissions tab

List of category permissions with description:

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

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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 view *Essence* widget
Insight	Permission to view and use *Insights* widget.
Order Placement	Permission to place eOrders for assets in the eMAM system
Purge Assets	Permission to delete assets from storages.
Rate Asset	Permission to rate assets
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.
Standard Proxy Edit	Permission to perform rough cuts in video assets using Std tab of Subclips widget.
TX Proxy Edit	Permission to view TX tab in the Subclips widget and perform rough cut edits in videos assets
Transcript	Permission to view and use *Transcript* widget.

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Update Marker	Permissions to update markers
Update Metadata	Permission to update basic asset metadata (Info, Embedded metadata & Tags).
View Asset	Permission to view assets.
View Asset History	Permission to view *History* widget.
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 marker widget

Note:

- If both ***View marker*** & ***Update marker*** permissions are disabled (either at asset or category or user group level), Marker widget will not be displayed.
- If ***Update marker*** is enabled and ***View marker*** permission is disabled (either at asset or category or user group level), Marker widget will not be displayed.
- If ***View marker*** is enabled and ***Update marker*** permission is disabled (either at asset or category or user group level), Marker widget displays markers without update options.

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

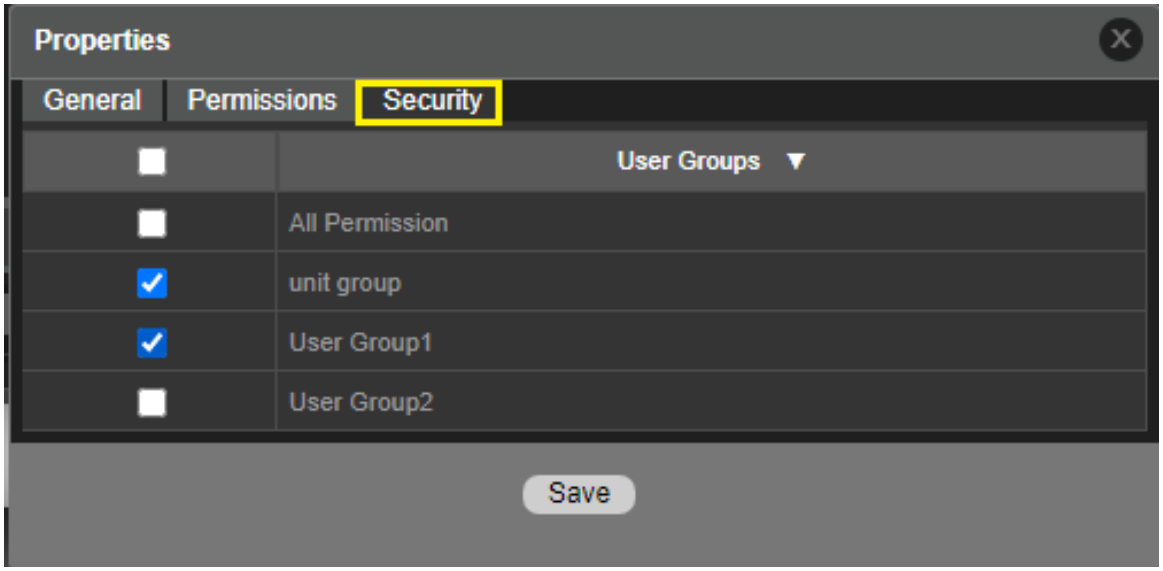


Figure 169- Category>Properties-Security tab

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

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2.3 Subclips

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

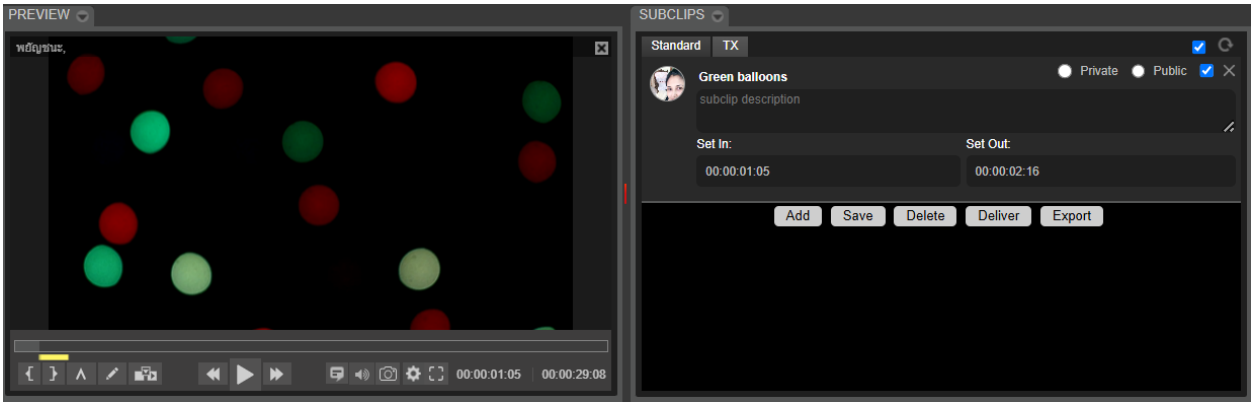


Figure 170-Subclips are made with the Subclips widget and Preview player using the set-in "{"and set-out "}" buttons. The Subclips widget has time stamps, and a yellow segment indicates the subclip range in the Preview widget.

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

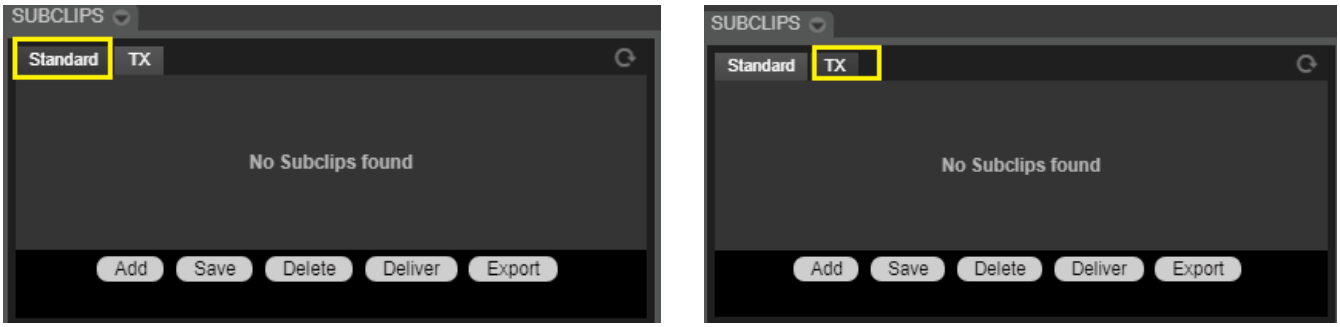


Figure 171- Subclips Standard & TX tab

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

The 'Select All' (which is checked by default) and 'Refresh' icons are used to select all the subclips and refresh the window, respectively.

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

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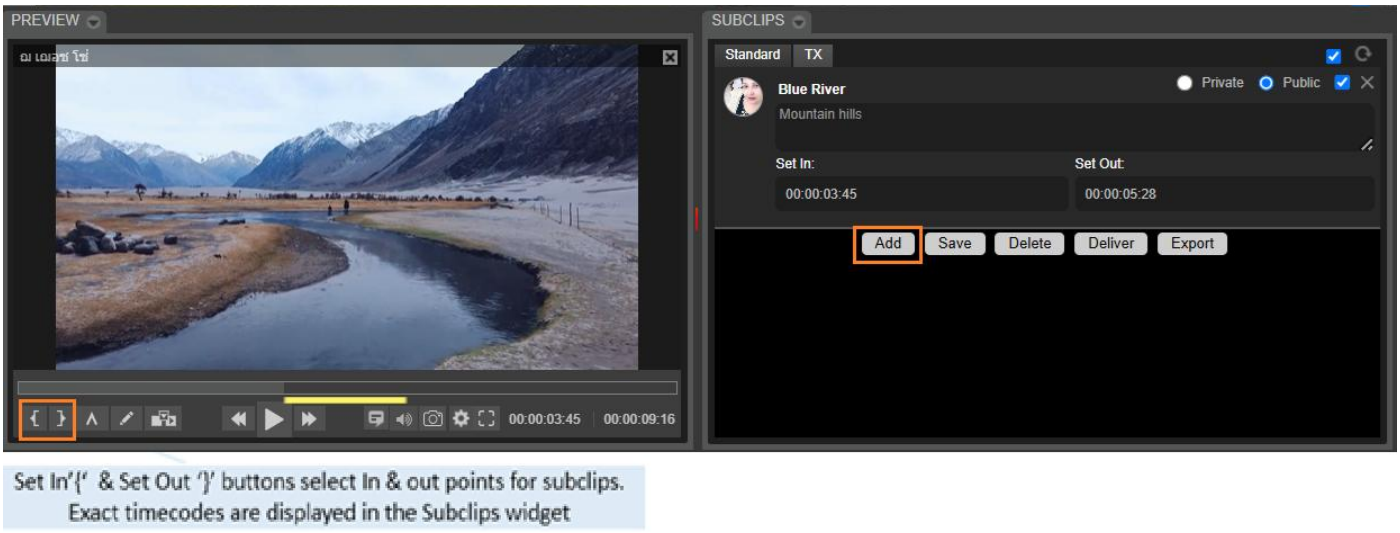


Figure 172-Preview sub-clipping

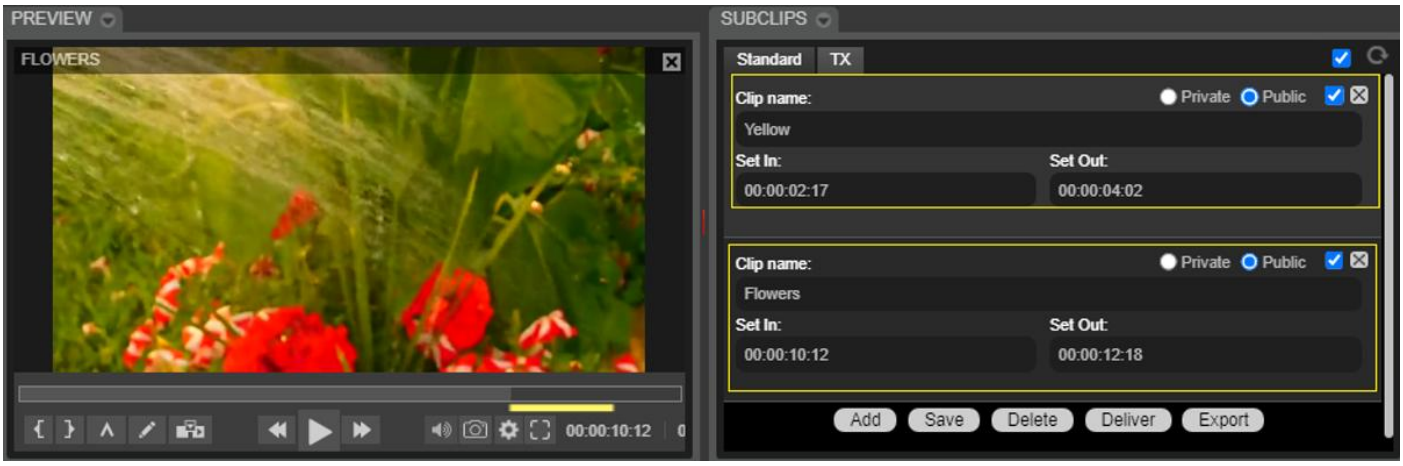


Figure 173-An asset with multiple subclips

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

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

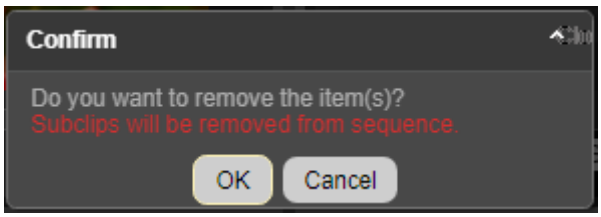


Figure 174- Pop up to confirm delete of subclip(s)

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

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

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

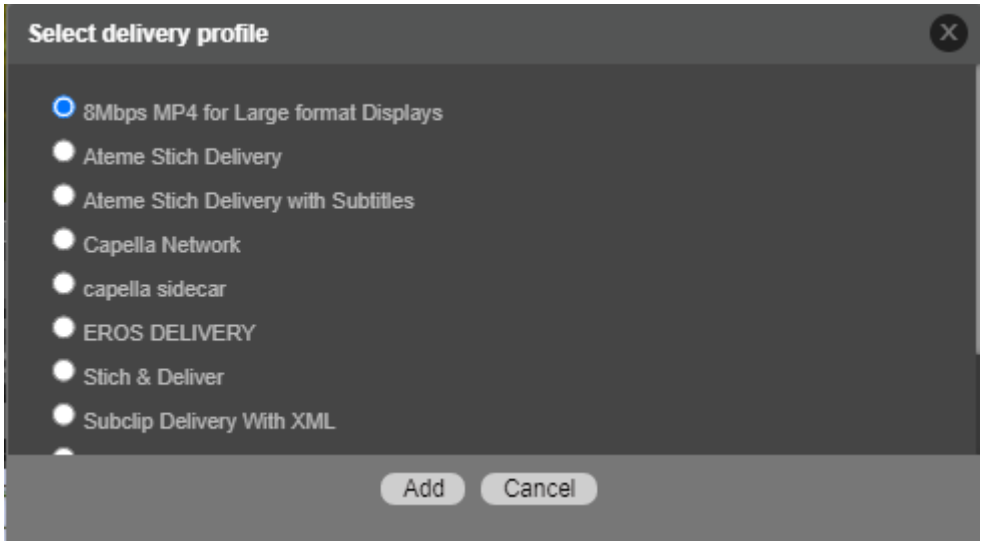


Figure 175- Delivery Profiles

2.3.**5 Partial Restore**: *Partial restore* allows users to restore subclips from the archived video file. Partial restore option restores only the required portion of the archived video file. This option also allows users to mark and restore multiple *Set In* and *Set Out* points (sub clips) in an archived video file.

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

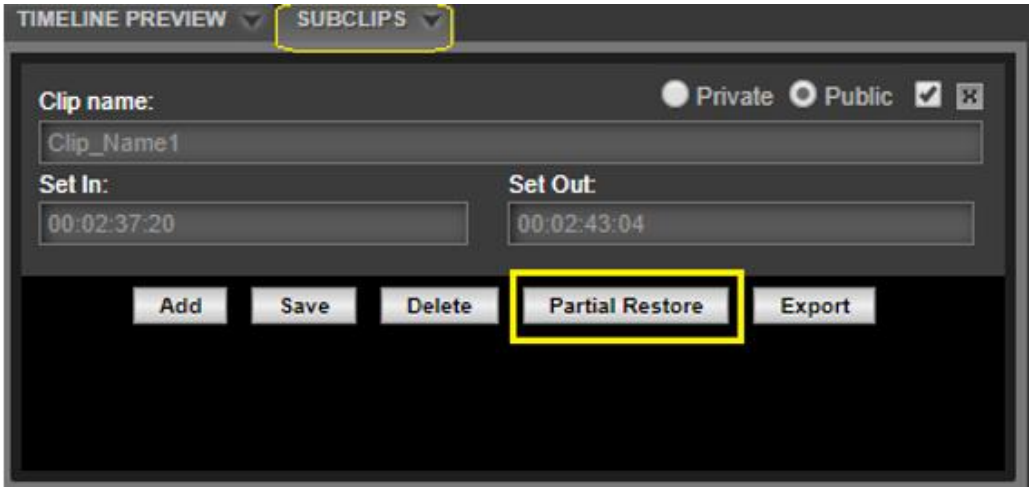


Figure 176- Partial Restore button under the Subclips widget

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



Figure 177- Partial restore button under Subclips

Job gets successfully gets added the delivery queue.

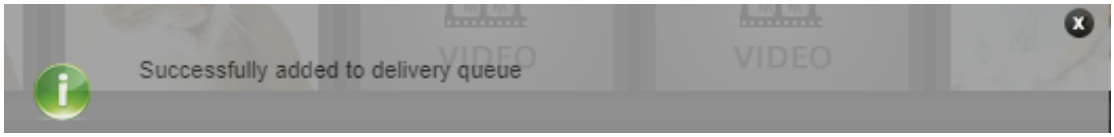


Figure 178- Job successfully added to delivery queue message.

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

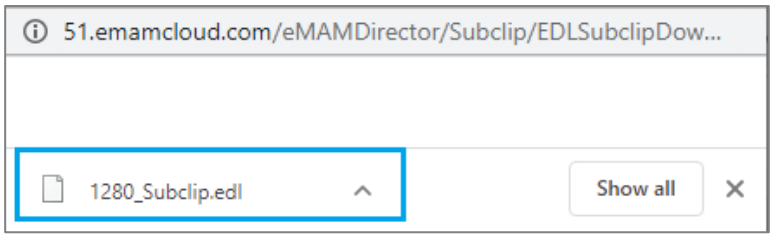


Figure 179-Export window

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

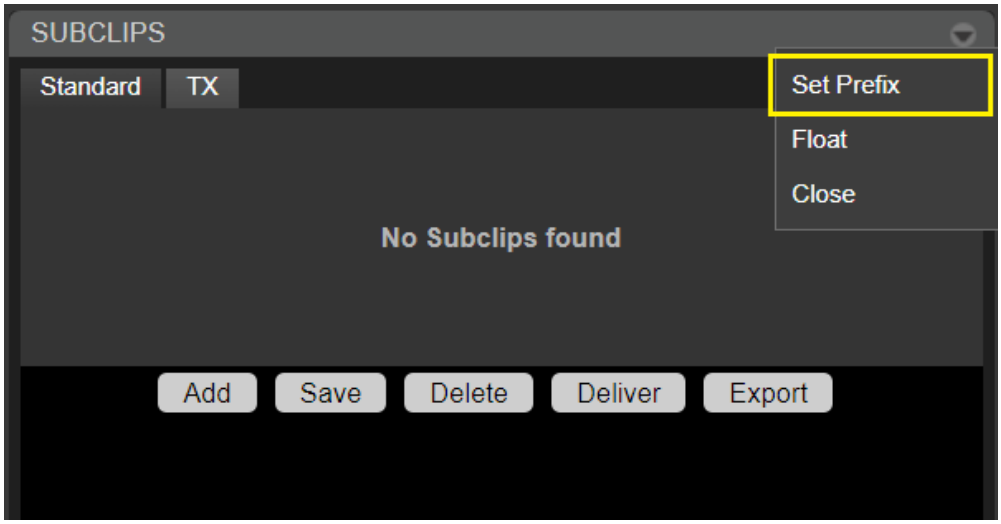


Figure 180- Set Prefix option from Subclip pull down menu

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

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Figure 181- Set Subclip prefix

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

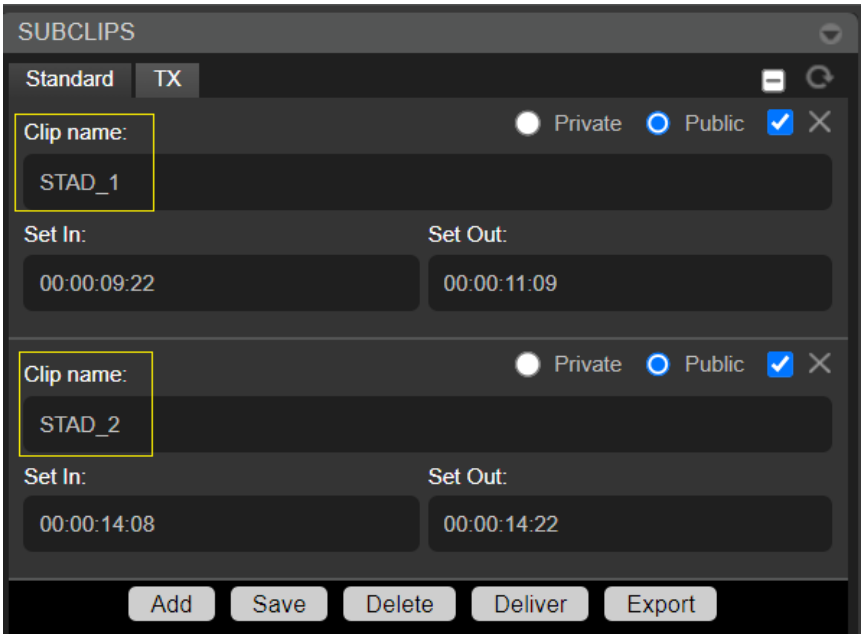


Figure 182- Subclips created will have set prefix in the name.

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

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

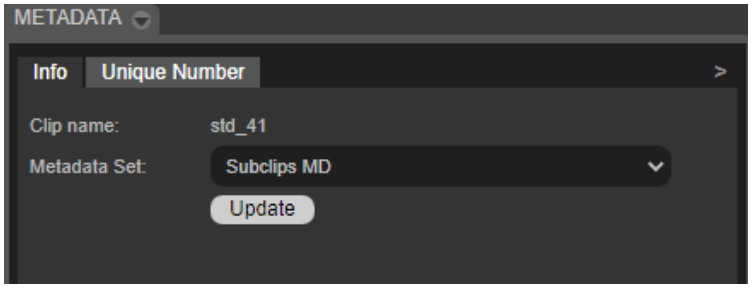


Figure 183- Subclip metadata displayed in the Metadata widget

Note: The Metadata widget switches to Subclip metadata only if there are subclip metadata sets created in the system. The Sub-clip widget checkboxes remain unchecked by default. They need to be selected individually to perform any operation on them.

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2.4 Markers

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

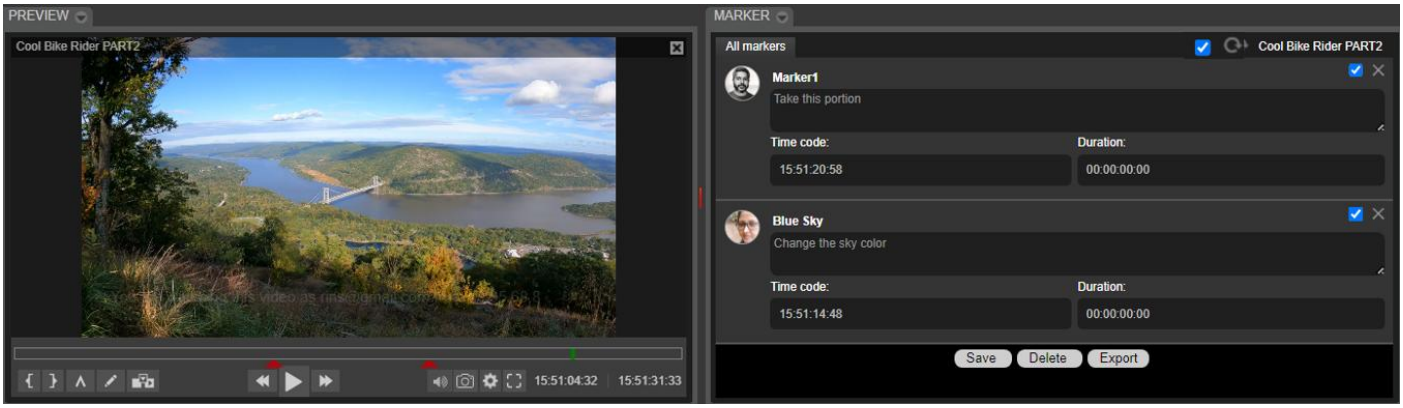


Figure 184-Marker widget next to Preview widget. Click button set marker at desired point(s) in playback. Set markers will appear on the timeline as red upward pointing triangles as indicated above. A title and description of each marker may be viewed and/or edited in the Marker widget.

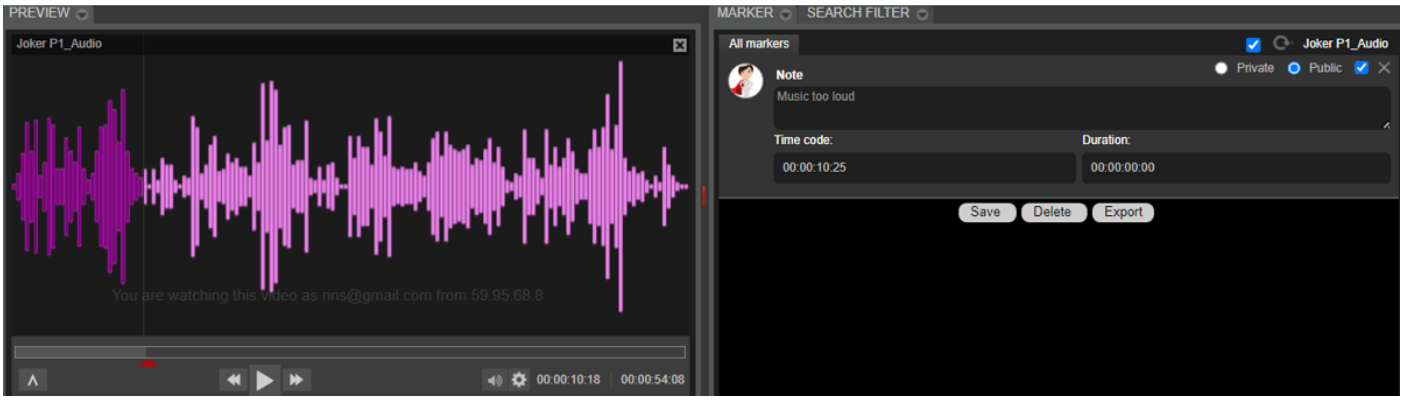


Figure 185- Markers added to an audio file.

2.4.1 Add: To create a marker, click on from the preview window for a given video or audio. Enter a marker name and marker description. Time code is set by the system when user clicks on the *marker* button. The duration can be changed to specify how long the marker symbol should be displayed on the timeline (*see Section 2.8 Preview widget Page 132*). Click on "Save" to save this marker. The marker created will be indicated by a red arrow on the video or audio timeline.

Clicking on a marker in the *Marker* widget will move the timeline to that marker point in the *Preview* widget.

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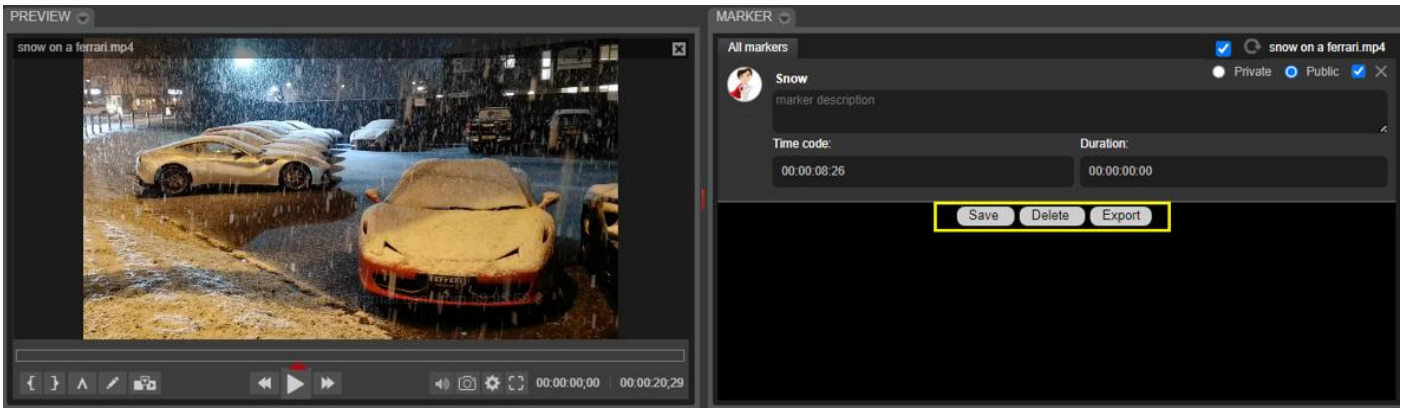


Figure 186-Markers are not automatically saved – click SAVE after updating title and description.

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

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

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

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

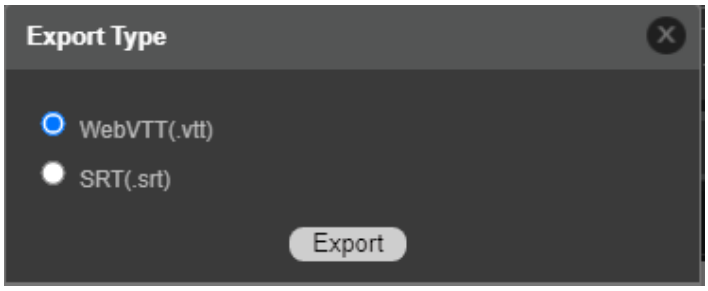


Figure 187-Export type window

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

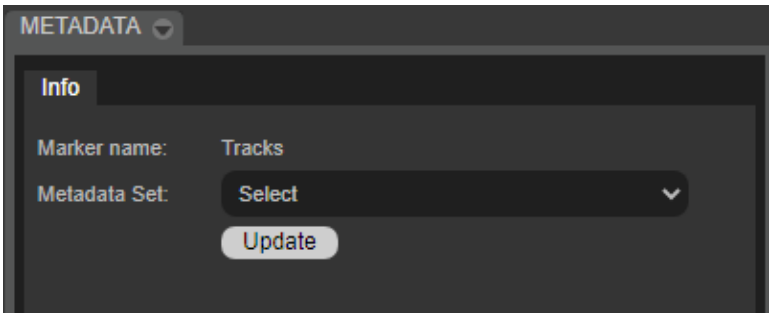


Figure 188- Marker metadata displayed under the Metadata widget.

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

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

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

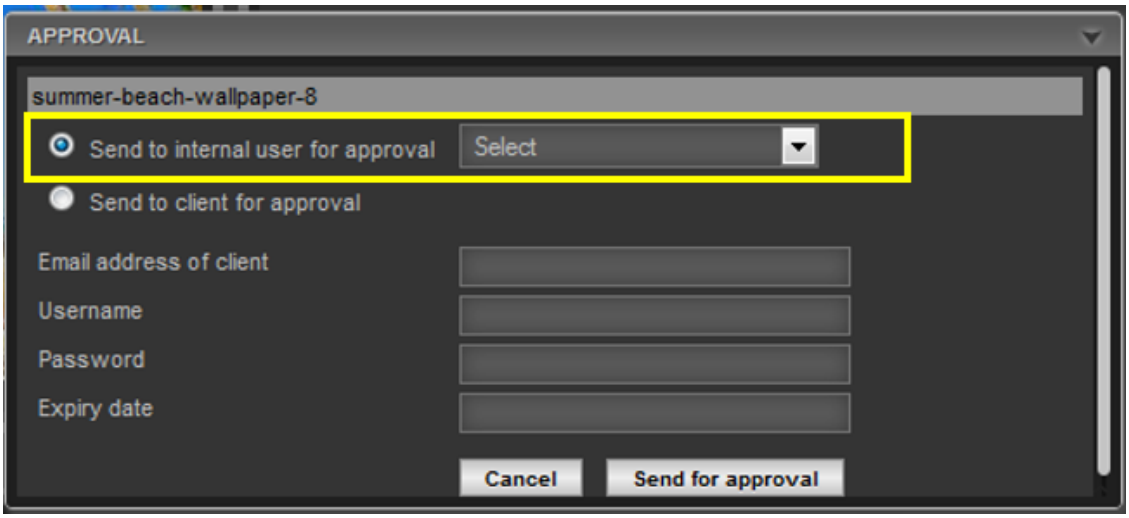


Figure 189-Internal Approval – Select name from drop down list

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

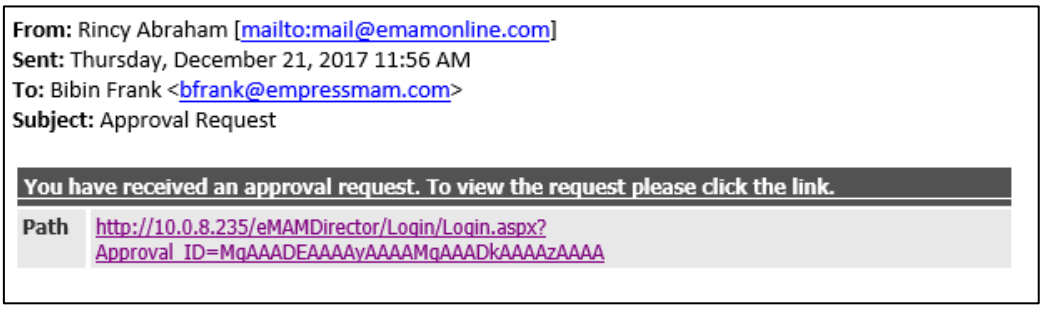


Figure 190- The email recipient (approver) must click on the hyperlink and login to eMAM to approve or reject

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

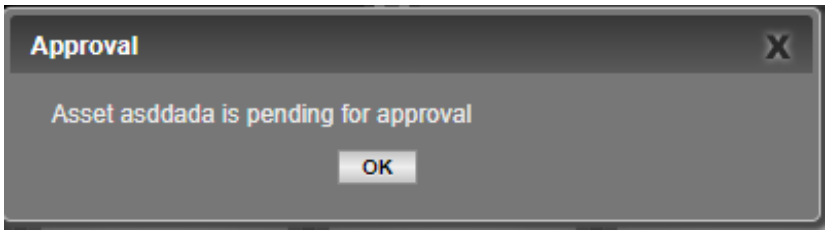


Figure 191- Approval notification displayed on login to eMAM

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

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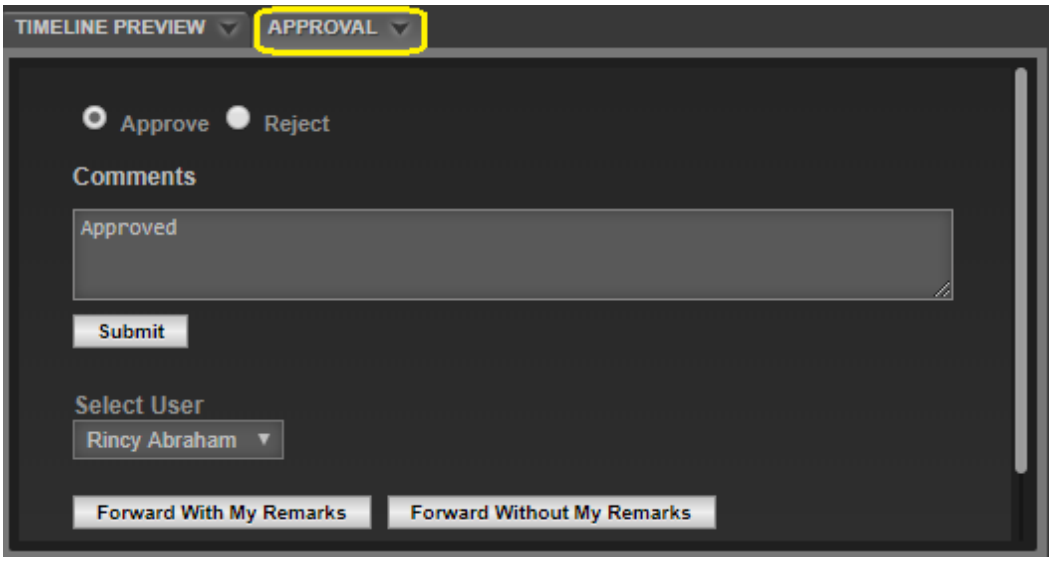


Figure 192- Approval Widget- approve or reject the asset

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

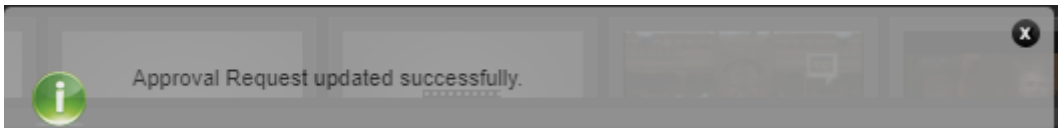


Figure 193- Message box

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

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

Figure 194- email notification once asset is approved by the recipient.

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

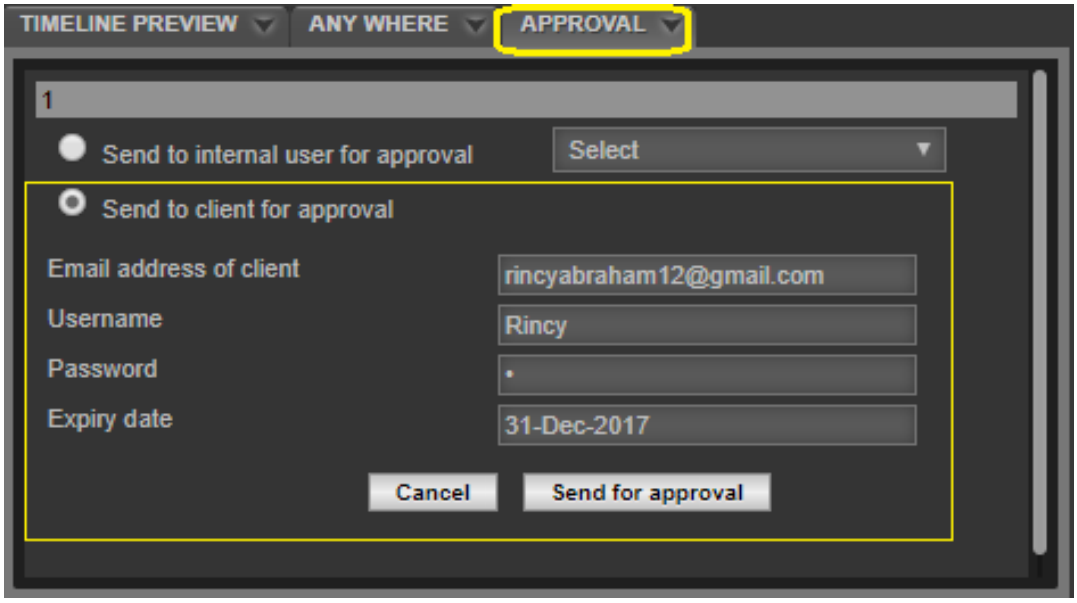


Figure 195-External Approval – enter details as shown above in the example-when the user clicks SEND FOR APPROVAL, an email link is sent. The internal or external approver receives the following information in their email.

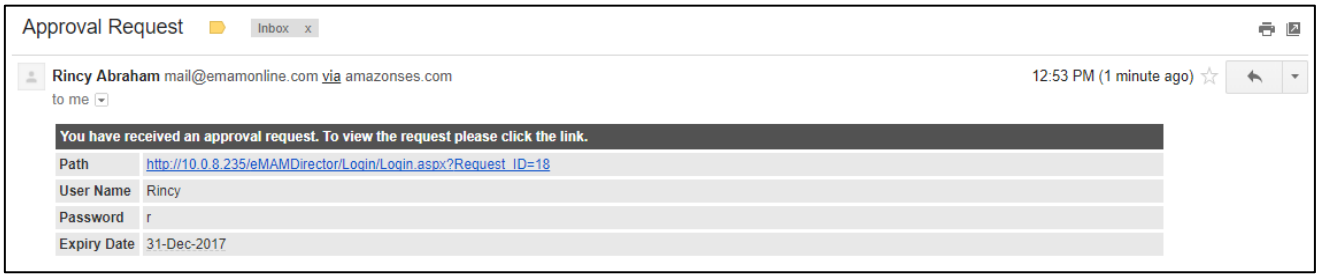


Figure 196-The email recipient (approver) must click on the hyperlink and enter the given temporary username and password. The recipient will see the asset with video player options, a space for comments, and then a button to approve or reject the asset (below).

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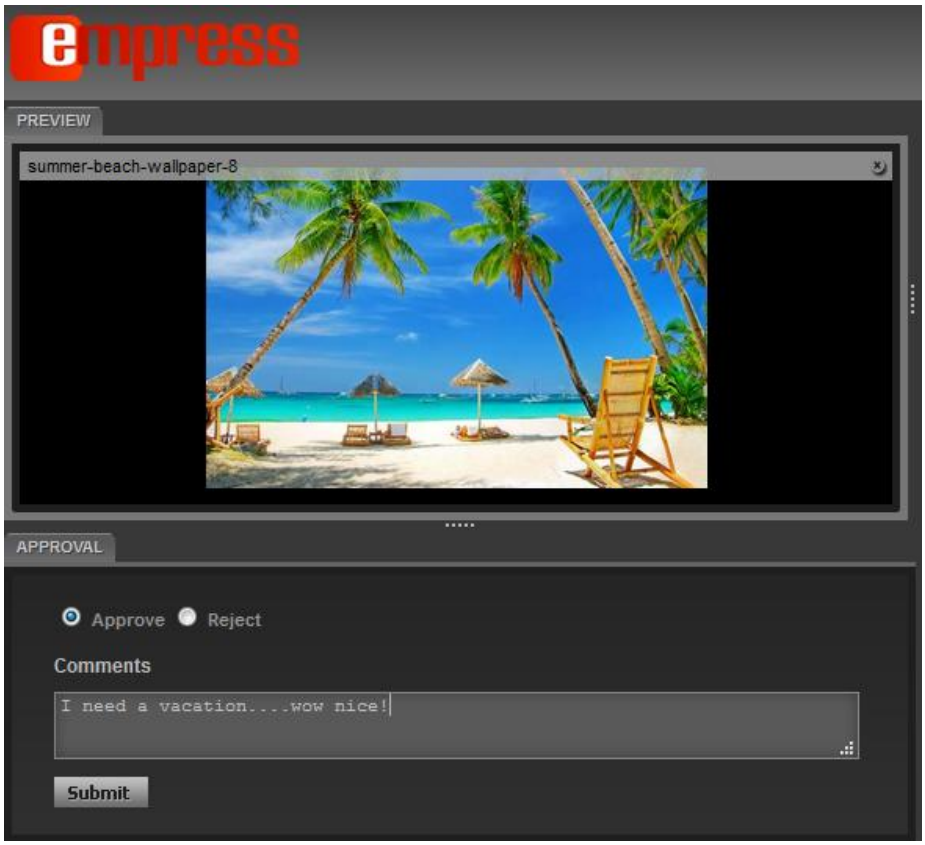


Figure 197-Approval screen for an image asset after approver clicks on link in email. For external approval, the user must enter the temporary eMAM username and password.

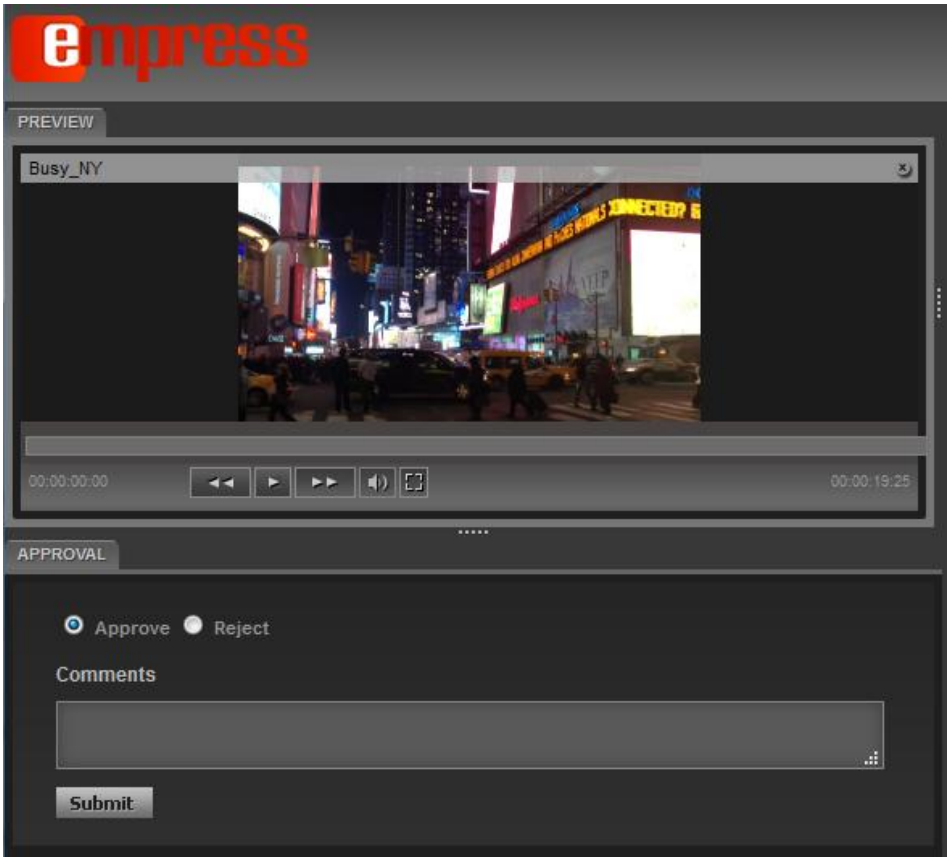


Figure 198-Approval requests for a video asset have a built-in basic player for asset review.

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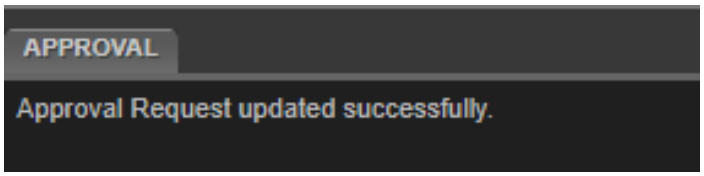


Figure 199- Once approved approval request updated successfully message appears.

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

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

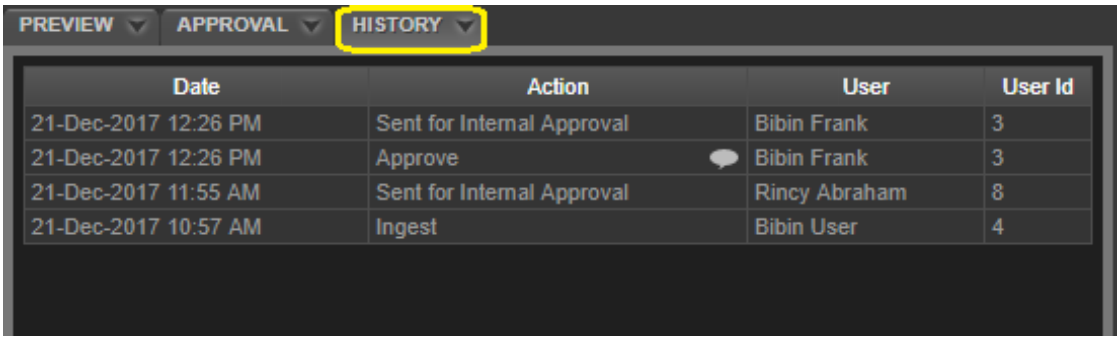


Figure 200- History widget displaying list of approval actions taken on an asset.

2.6 eBIN

The eBIN widget allows eMAM users to share content in a very simple manner. An overview of sharing options is in Appendix 2. The eBIN is a method to share a group of assets through email links with a customizable player, to share assets on social media postings (*with various options*) and to download assets directly to the user's computer. eBIN recipients need no technical ability and can use any internet connection to view the content. Assets and sequences can be added to the eBIN widget using the 4 methods:

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

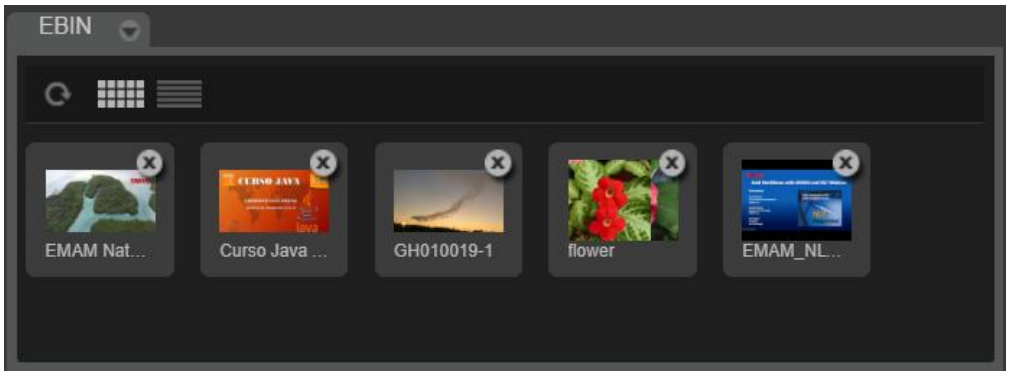


Figure 201- eBIN widget

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Refresh  : Click on this icon to refresh eBIN widget.

Thumbnail view  : This is the default view which displays only the asset thumbnails.

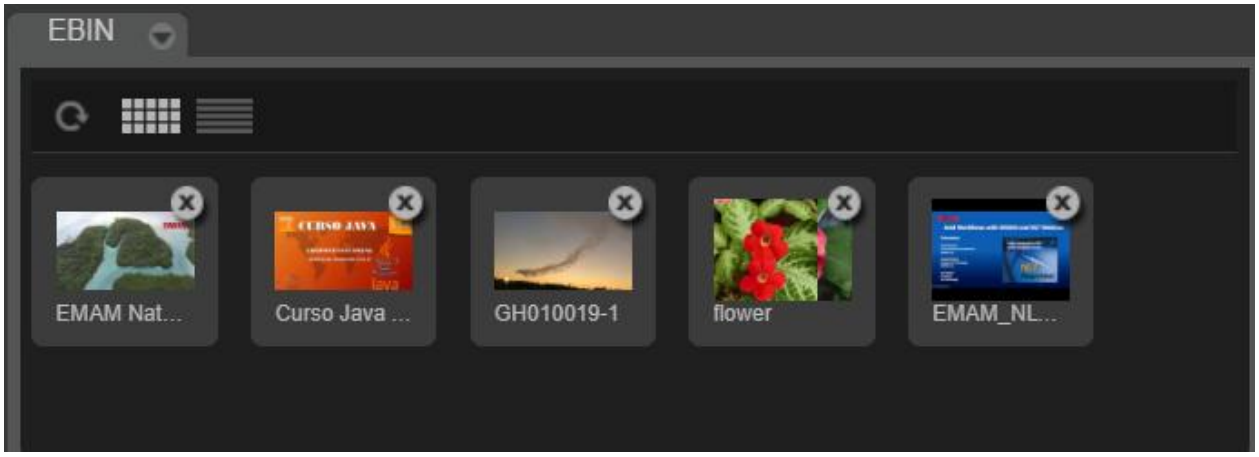


Figure 202-eBIN Thumbnail view

List view: Along with asset thumbnail, the *List* view displays asset details such as title, filename, type, duration and size.

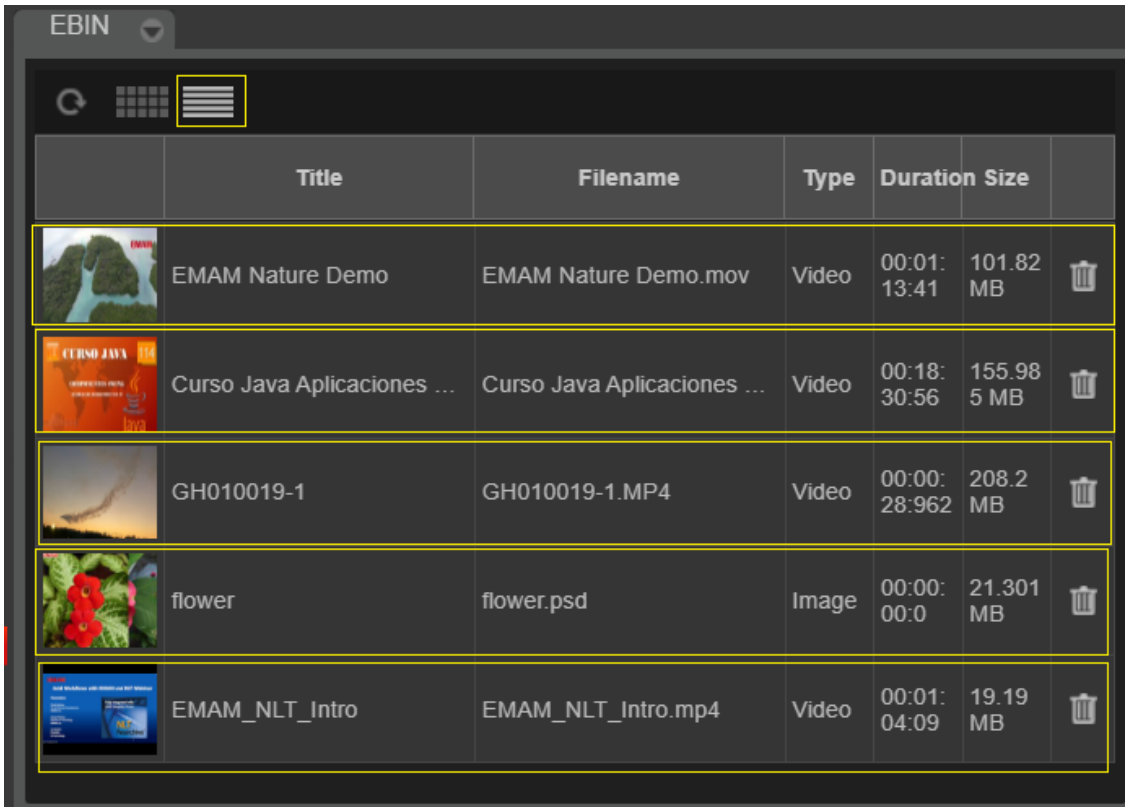


Figure 203- eBIN List view

Once the assets are added to the eBIN, you have option to remove any asset from the eBIN using the "X" in the upper right-hand corner of the icon for each asset (thumbnail view) or delete icon (list view). Users can refresh the eBIN page using the Refresh button to see the latest changes in the eBIN widget.

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Figure 204-Content may be dragged and dropped to the eBIN widget from where it may be shared via eSend or eShare or downloaded to user's local device.

The eBIN widget has the following special pulldown menu options:

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

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

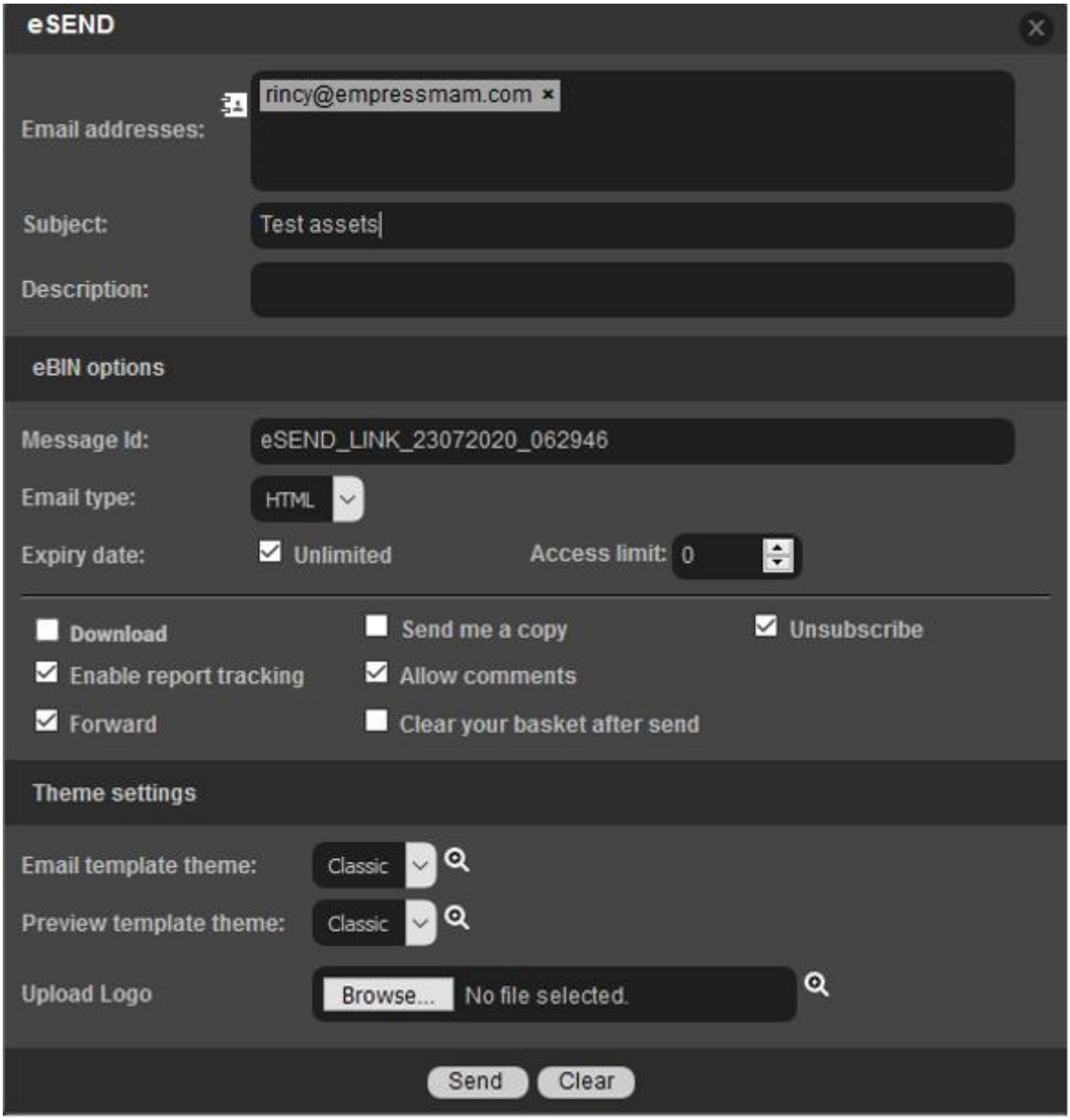


Figure 205-eSEND window options – note internal email addresses may be selected by clicking small icon to left of box to open up "Address Book"

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

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eBIN widget) or Client Interface (Sent Messages from menu bar). A relevant message ID helps users find messages for resending or looking at analytics.

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

- **Email template theme**: For HTML messages, this option will offer *Classic* theme for the appearance of the email. The recipient will receive an email as shown below.

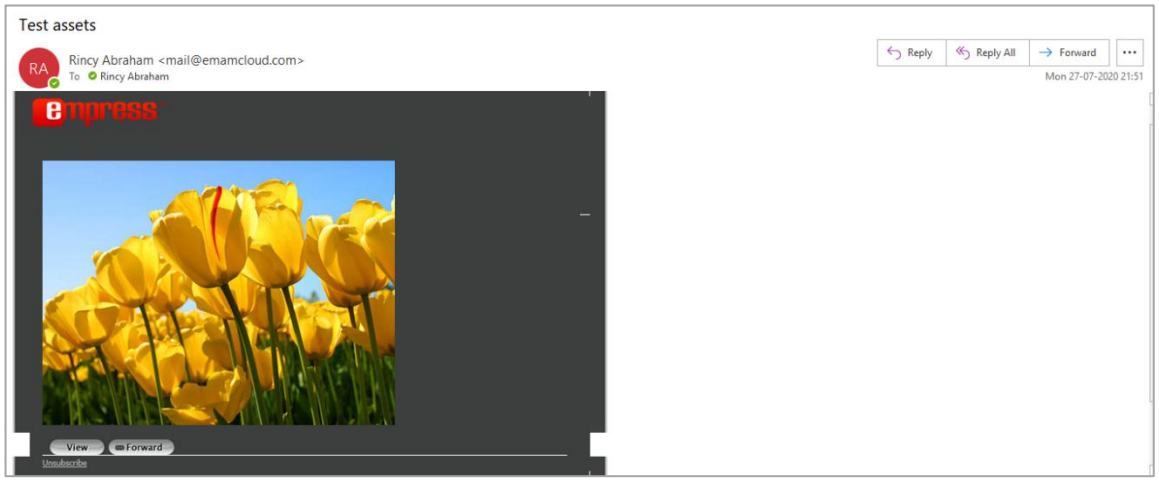


Figure 206- Email received in Classic theme

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

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

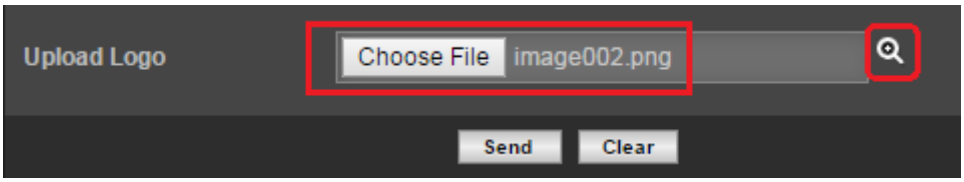


Figure 207- eSend -Upload Logo

Click on the lens icon to preview the selected logo.

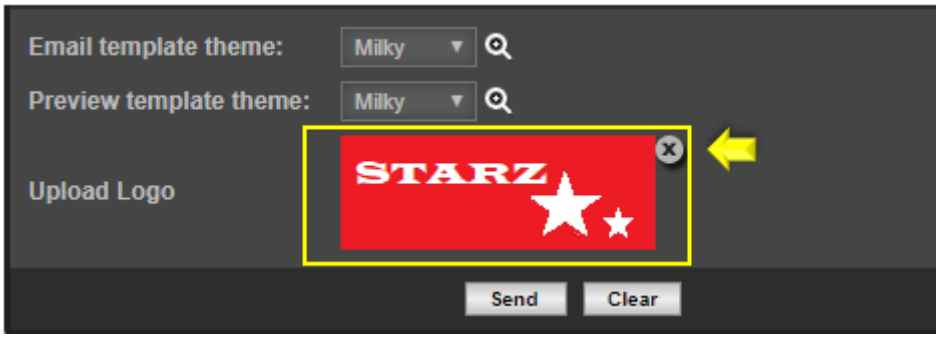


Figure 208- eSEND logo preview

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

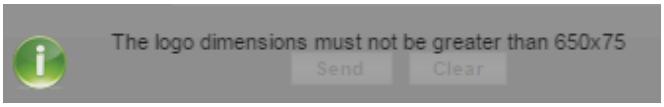


Figure 209- Warning message

17. **Send**: This will send the eBIN assets to the chosen recipients.
18. **Clear**: This will clear all the eBIN options entered.

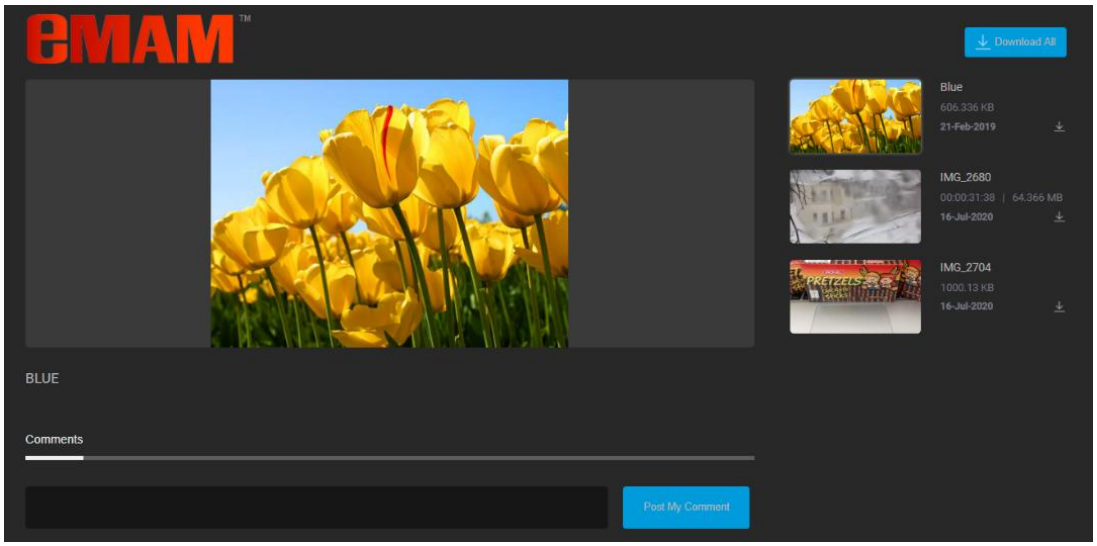


Figure 210- eSend preview page with Comment, Forward, Download and Download All option.

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

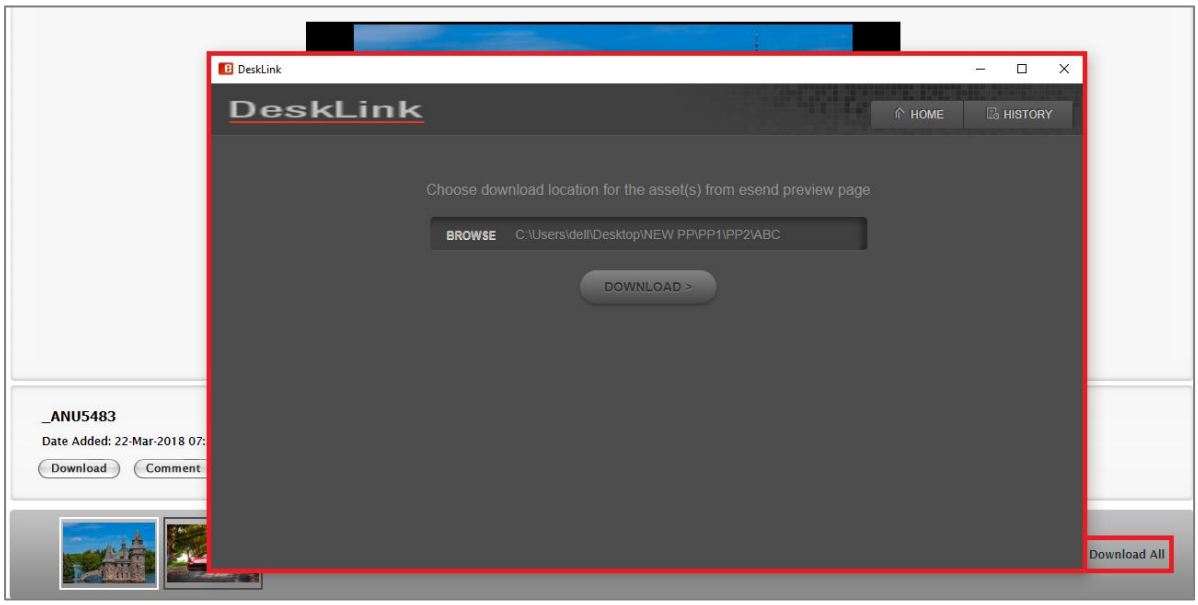


Figure 211- eSend Download All uses DeskLink to download all assets

The eBIN widget now displays sent messages as detailed in *2.6.6 Sent Messages* below. Resending eBIN messages is possible in the Director or Client interface.

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

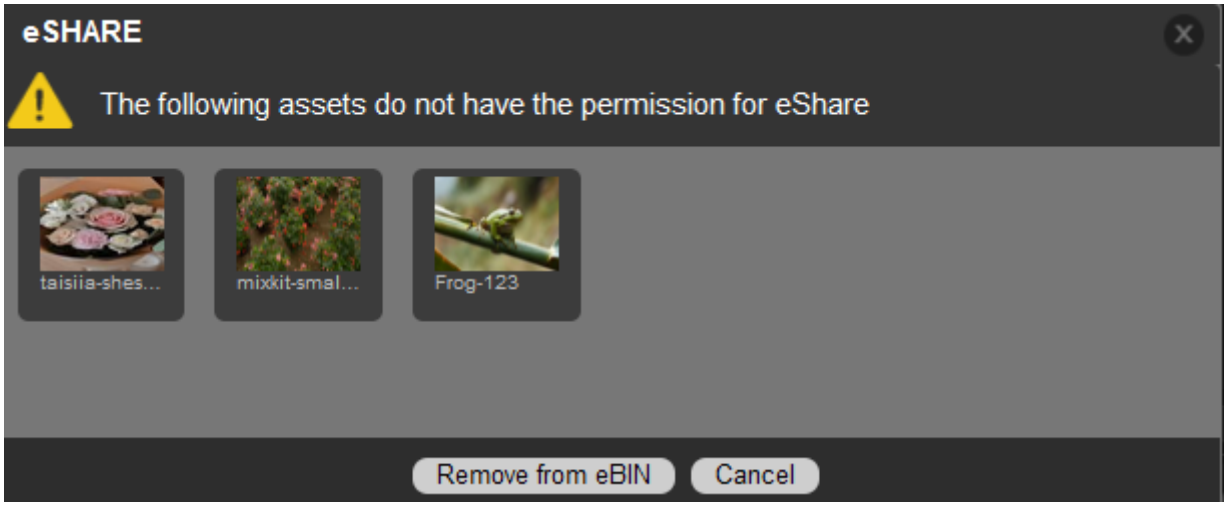


Figure 212- popup message

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2.6.2 eSHARE

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

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

Note: *There is an option to show/hide social media share options in the preference xml of Director using which you can either choose to show or hide the social media share icons in the eShare popup window.*

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

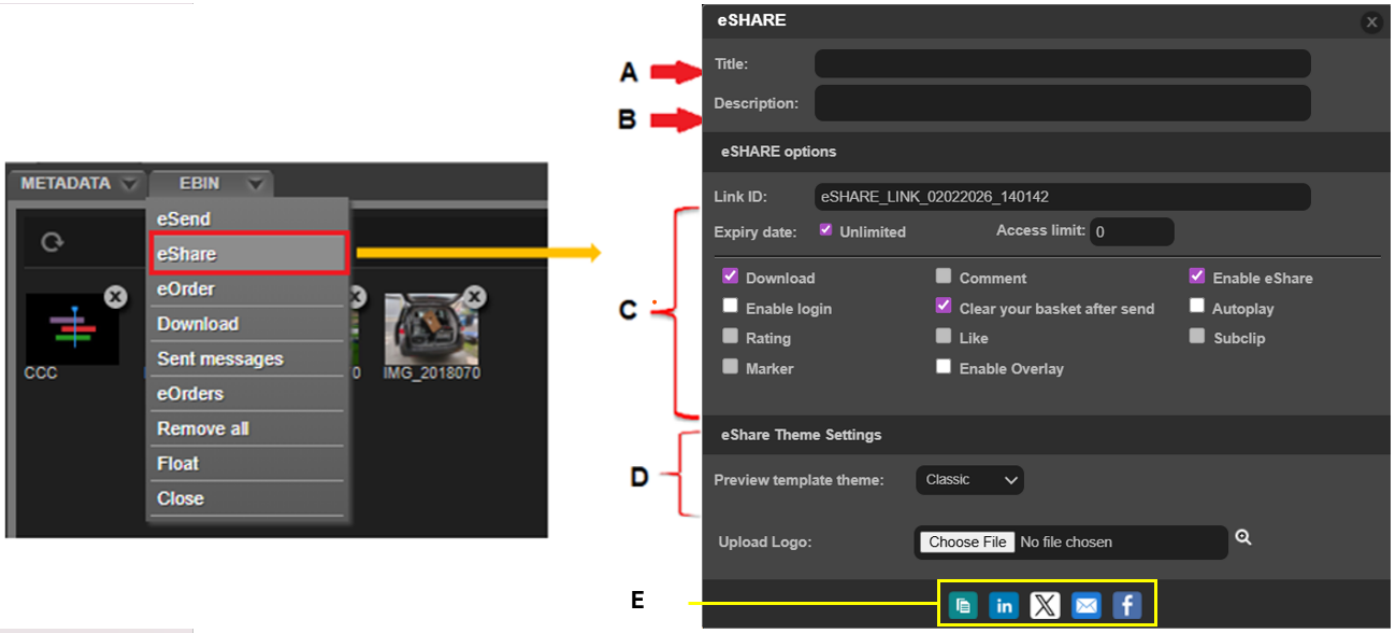


Figure 213-eSHARE page

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

A description of the eSHARE window options is as follows:

A. **Title**: One-line descriptive title for the eSHARE.

B. **Description**: A text description for the message.

C. **eShare Options**:

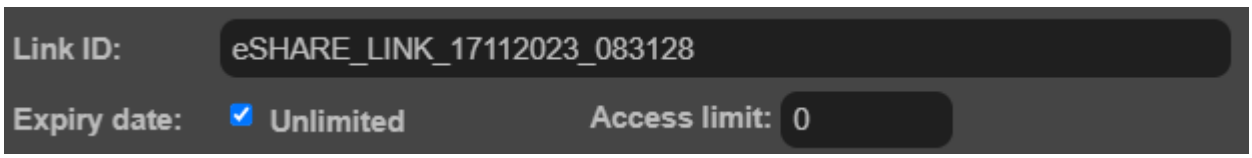


Figure 214-eShare options

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1. **Link ID**: A unique identifier will automatically be generated, but it is best for users to change to something more descriptive, so they can easily find it in the list of sent messages. A good idea is to add a description after the computer code to ensure that the message has a unique ID.
2. **Expiry Date**: Unlimited messages never expire. If the "Unlimited" box is ***un***checked, then it will display the date field, so the expiry date can be entered. The eSHARE link will expire after the expiry date.
3. **Access Limit**: "0" means unlimited accesses. If an integer (e.g., 1, 2, 3, etc.) is entered, this is the number of times the eSHARE link may be used.

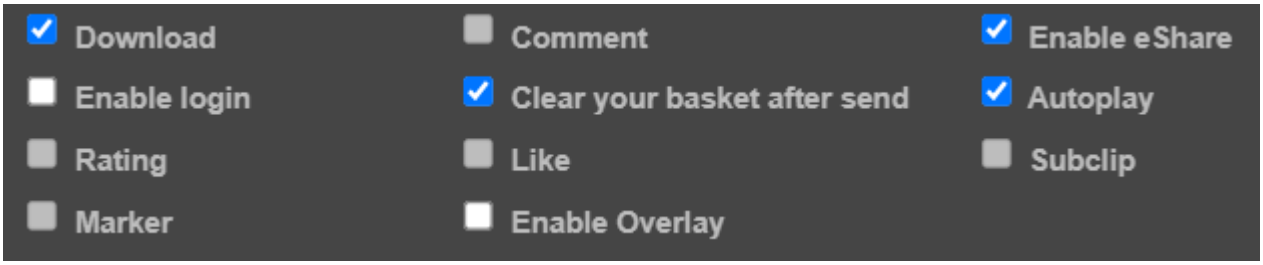


Figure 215-eShare more options

a. **Download**: (*enabled by default*) Contents may not just be viewed but can be downloaded to the recipient's device. This is especially useful if the content does not have a preview, such as a ZIP file or an executable file, or if the recipient needs to view the content offline.

b. **Comment**: Enables eSHARE viewer comments. This does not track LinkedIn comments. (*not available for RedTalks & EmbedRed themes*)

c. **Enable eShare**: (*enabled by default*) This allows email recipients to eShare a link.

d. **Enable login**: If checked, eMAM user credentials (login, password) will be required to access the content. The recipient must be an existing eMAM user. If it is not checked, then eMAM does not restrict access once it leaves eMAM. (*disabled by default)*

e. **Clear your basket after send**: Will clear the eBIN after posting. The user should not check this box if the eBIN will be needed again (e.g., to send to several social media sites).

f. **Auto play:** Using this option, users can choose to auto play the videos for eShare links. If this option is enabled, videos inside the eShare URL will play automatically and move to the next video subsequently.

g. **Rating**: This allows recipients to rate the content.

h. **Like**: Enables the "Like" link. Auto enabled when '*Énable login*' checkbox is checked. *(Only applicable for Fluid & Classic theme)*

i. **Subclips:** Must be checked to allow email recipients to add s*ubclips* to video assets. Auto enabled when '*Énable login*' checkbox is checked. *(Only available for Fluid & Classic theme)*

j. **Markers:** Must be checked to allow email recipients to add *markers* to video assets. Auto enabled when '*Énable login*' checkbox is checked. *(Only available for Fluid & Classic theme)*

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k. **Enable Overlay:** Enable this option to add *Text watermark* and *Logo overlay* in the eShare links. (*Only applicable for Classic Theme*)

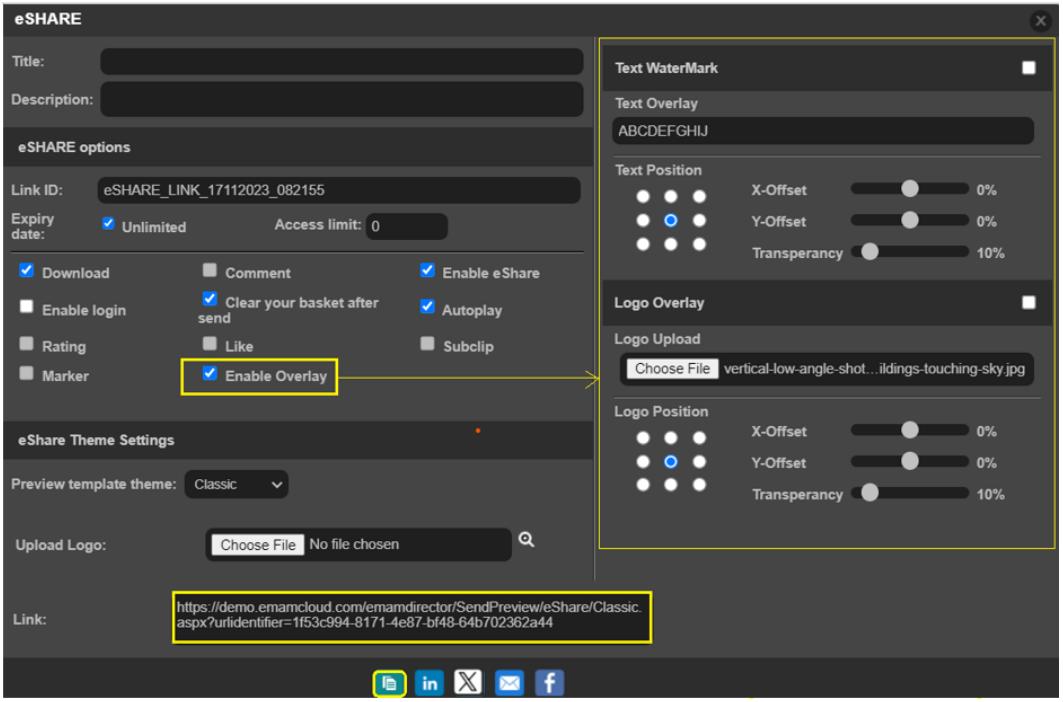


Figure 216- eShare Enable Overlay options

Text Overlay:

- Text overlay- Enter the text to be displayed as watermark
- Text Position: Choose a position for the text to be displayed on the frame.
  - X- Offset: Choose X offset
  - Y- Offset: Choose Y offset
  - Transparency: Slide the bar to choose transparency.

Logo Overlay

- Logo Upload: Click on *Choose File* and upload logo.
- Logo Position: Choose a position for the logo to be displayed on the frame.
  - X- Offset: Choose X offset
  - Y- Offset: Choose Y offset
  - Transparency: Slide the bar to choose transparency.

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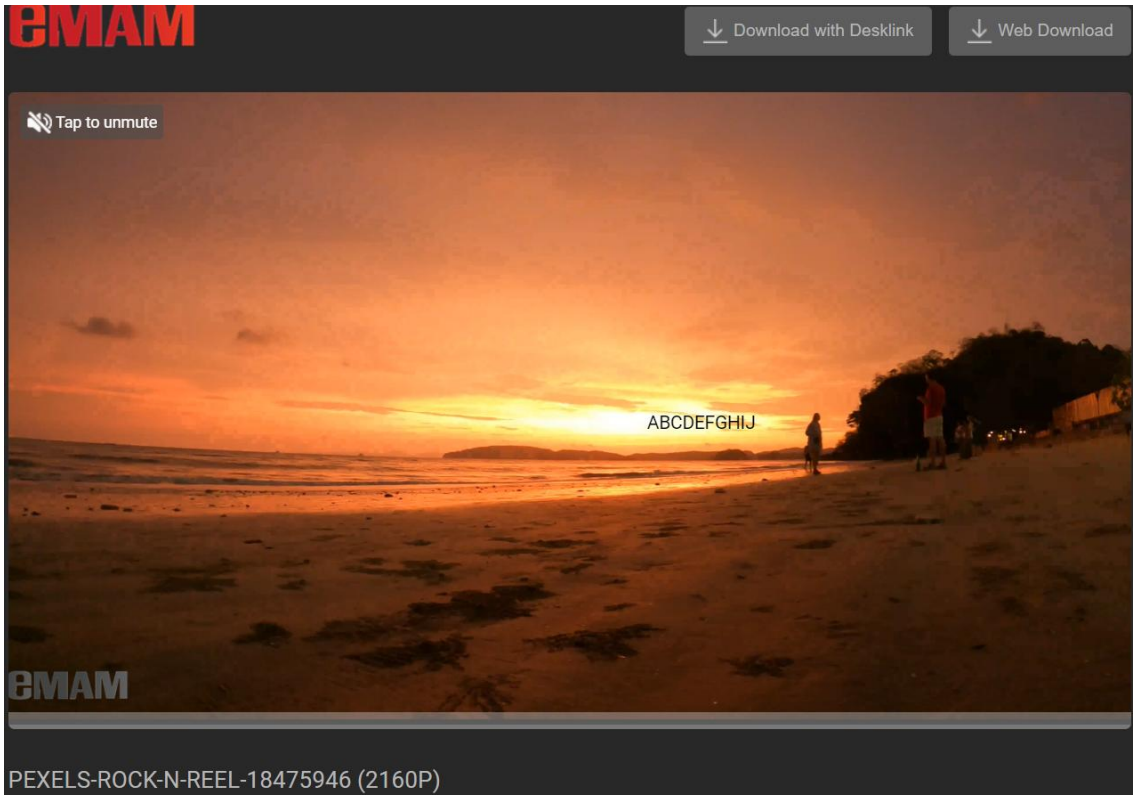


Figure 217- eShare_Text & Logo Overlay

D. **eSHARE Theme settings**: Users have option to select below *Preview template themes* from the dropdown list for eShare page.

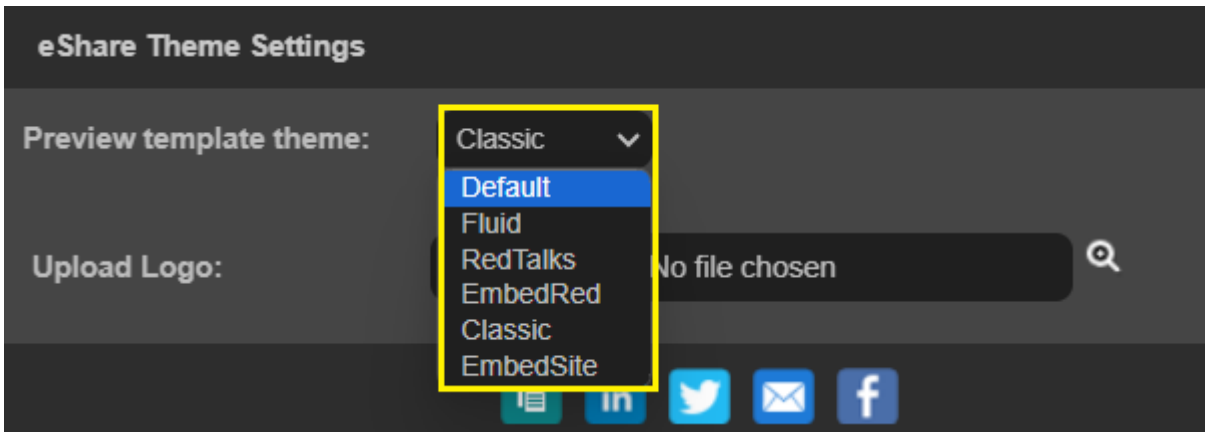


Figure 218- Preview Theme templates

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

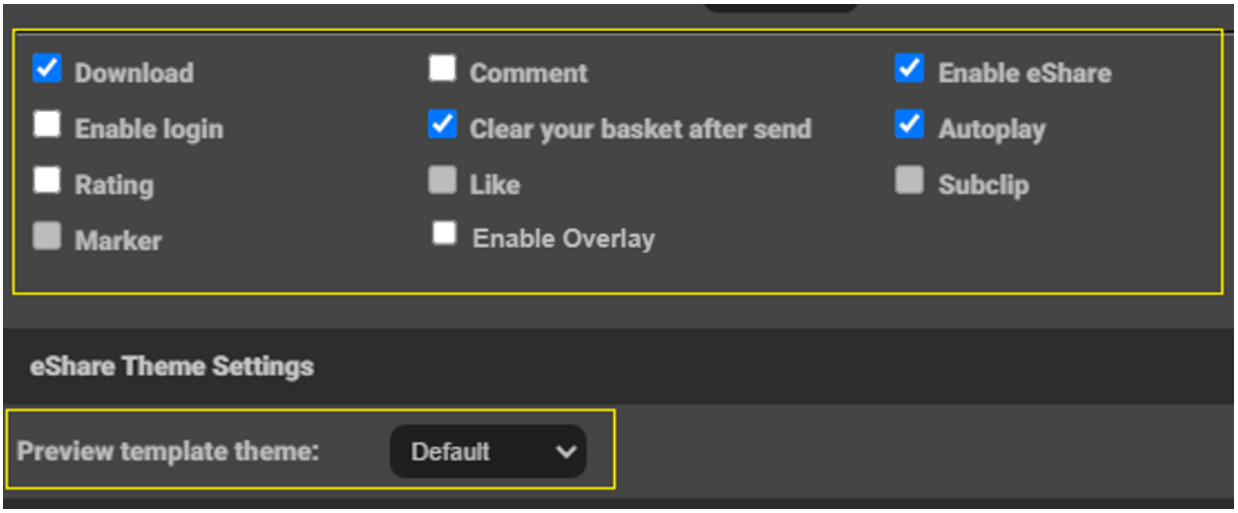


Figure 219- Options for default eShare theme

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

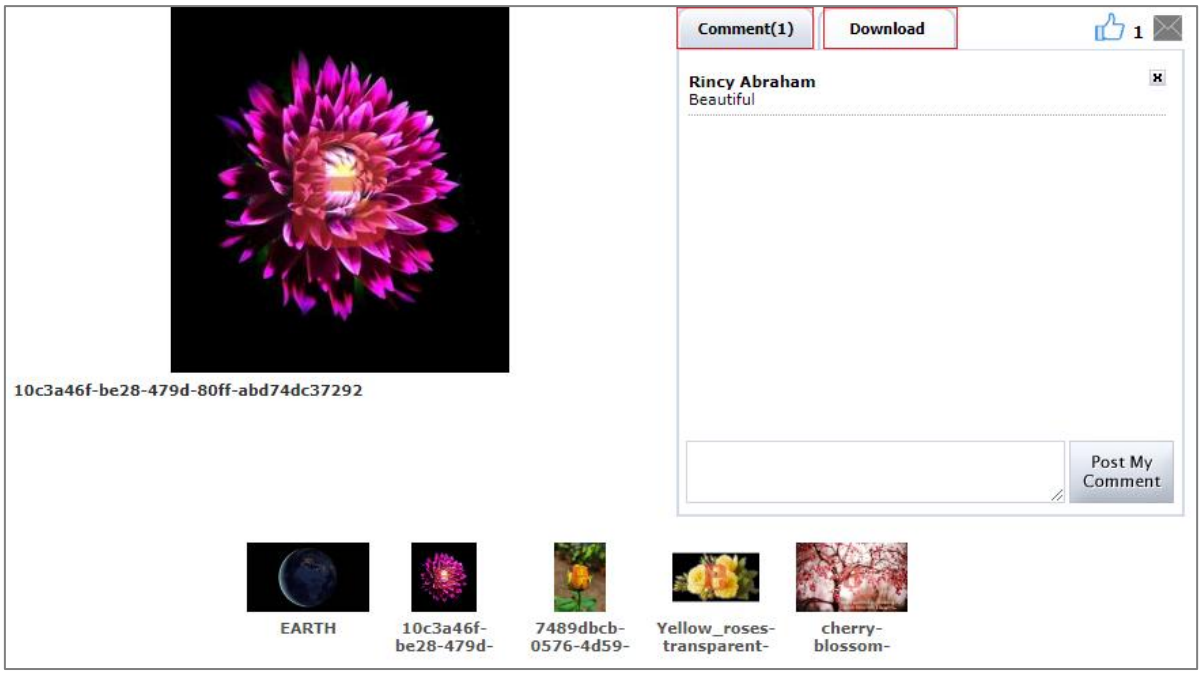


Figure 220-eSHARE default theme

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

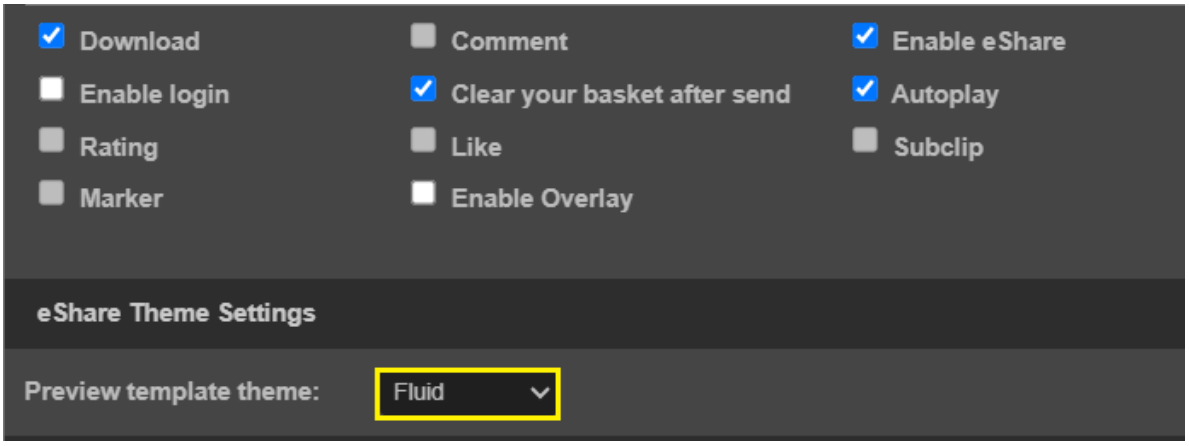


Figure 221- Options for Fluid eShare theme

eShare Fluid theme also supports *Subtitles* and *playback platforms* in the preview player. Click on the *Settings* button and select from the list of subtitles and platforms available in the video player.

Note: Player controls auto-hide will be active only in full-screen mode. Below is *Fluid* theme eShare page received by recipients.

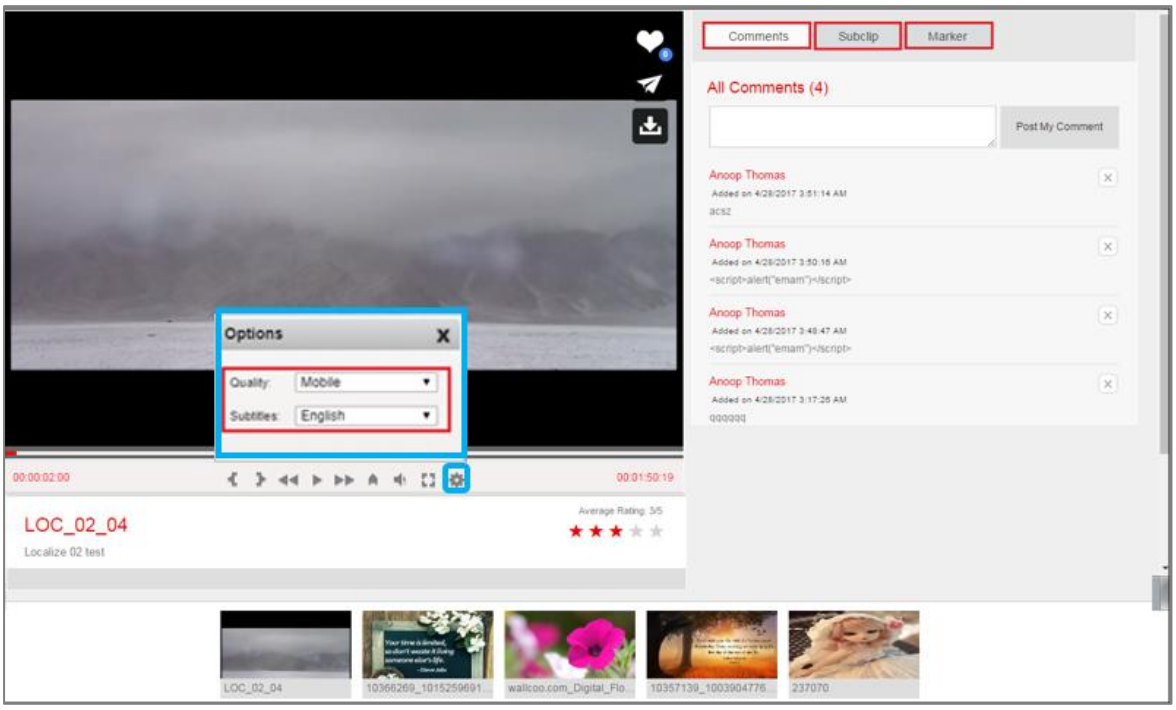


Figure 222-eSHARE Fluid theme

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

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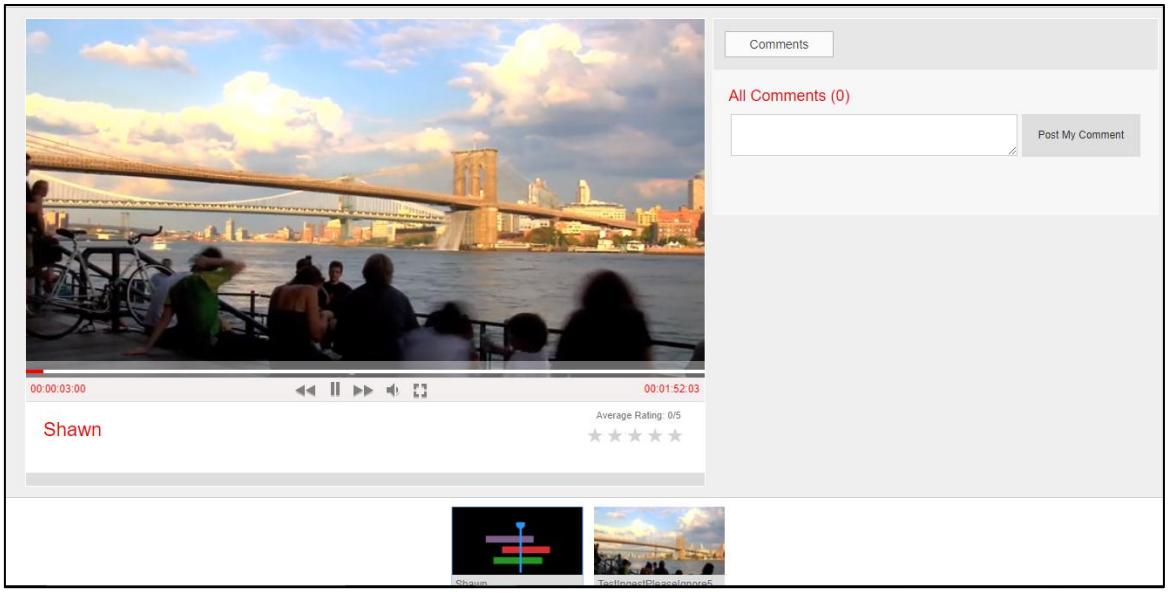


Figure 223- eShare Fluid theme for sequence

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

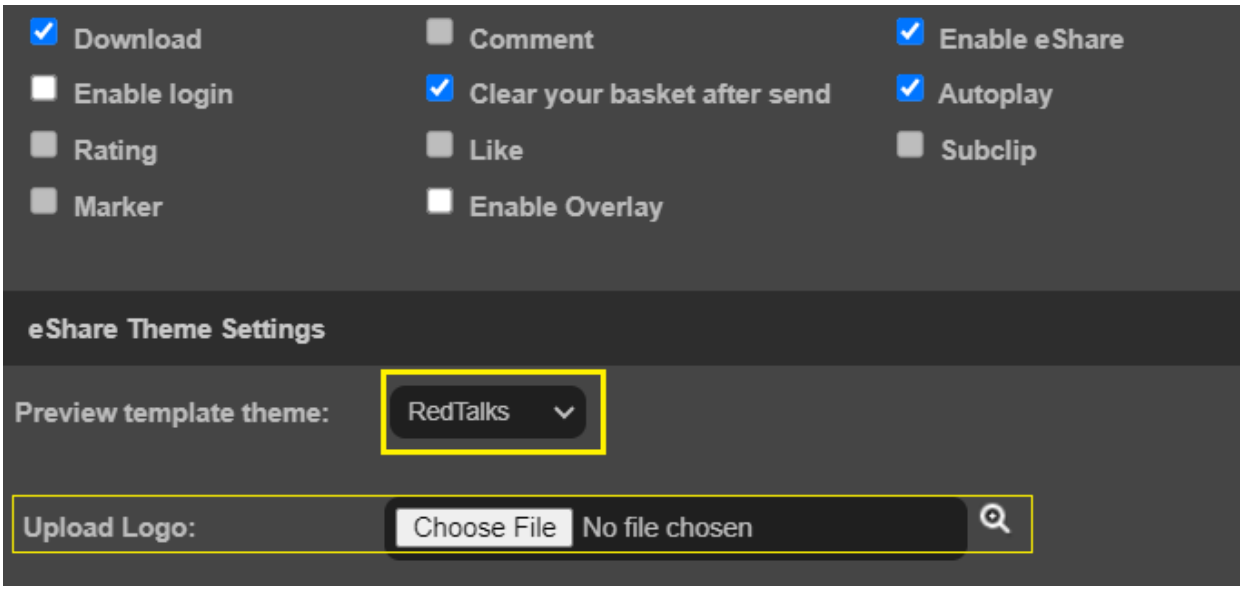


Figure 224- Options for eShare RedTalks theme

Below is RedTalks eShare page received by recipients:

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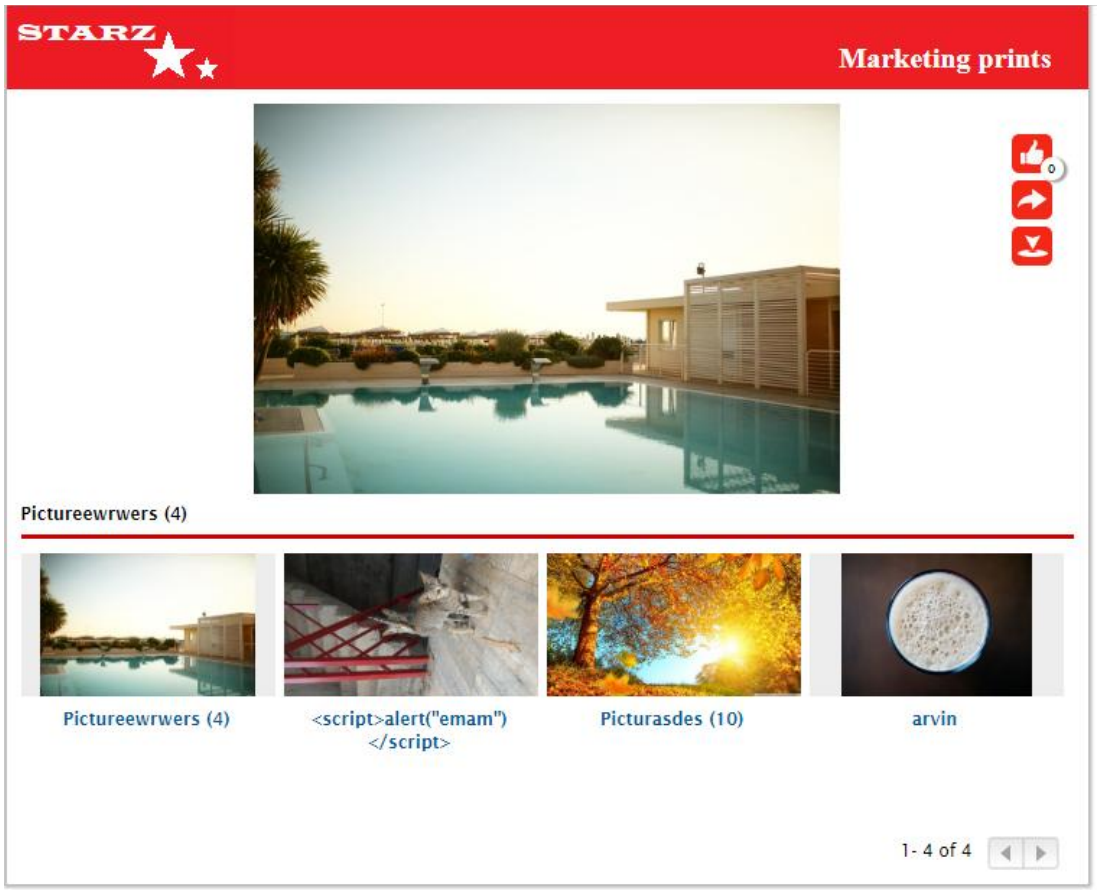


Figure 225-eShare post in RedTalks theme

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

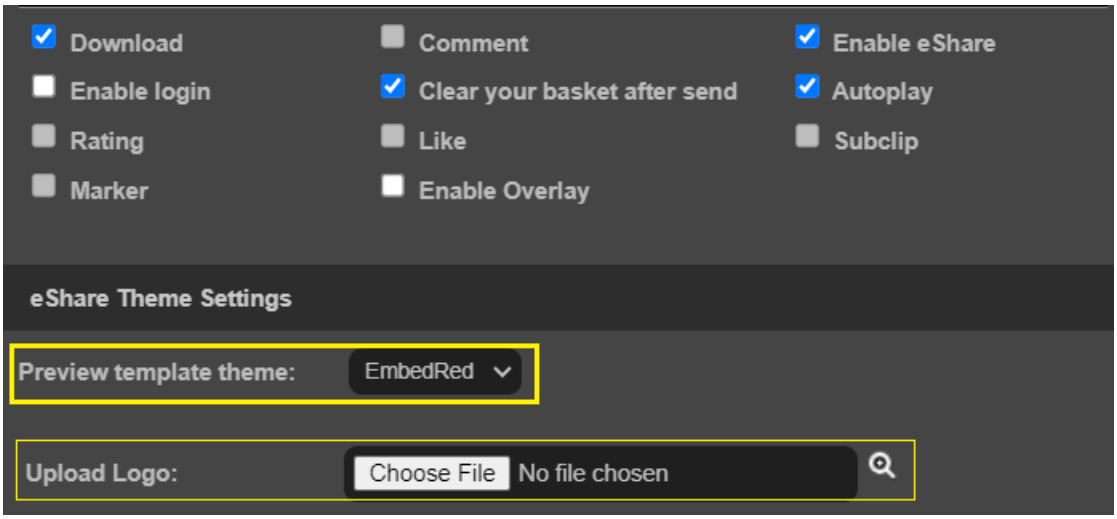


Figure 226- eShare EmbedRed theme

eShared post would like this in *EmbedRed* theme:

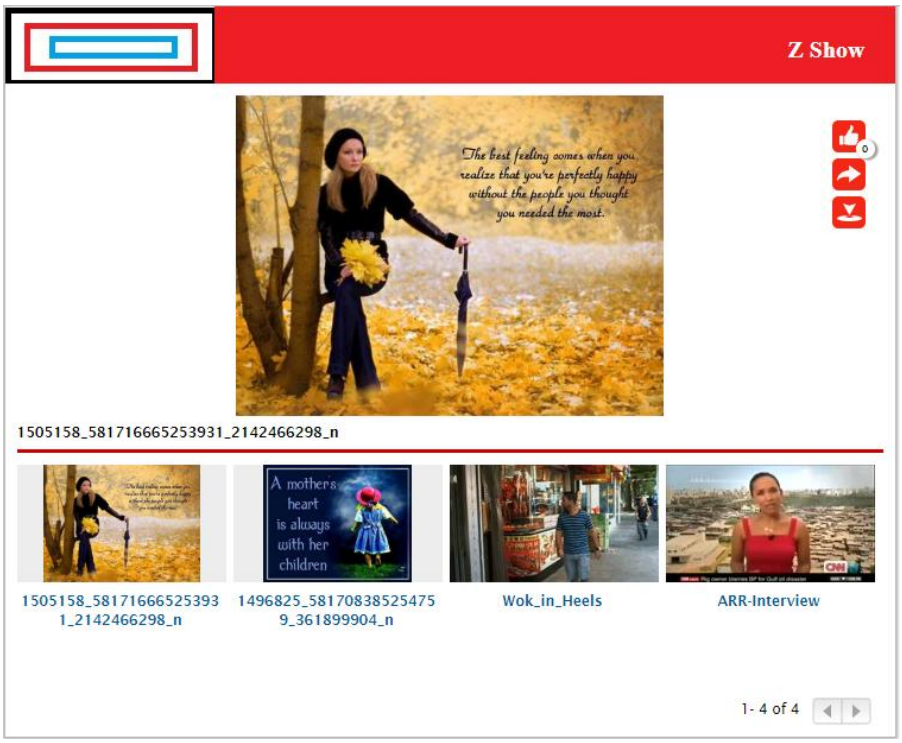


Figure 227- eShared post with EmbedRed theme

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

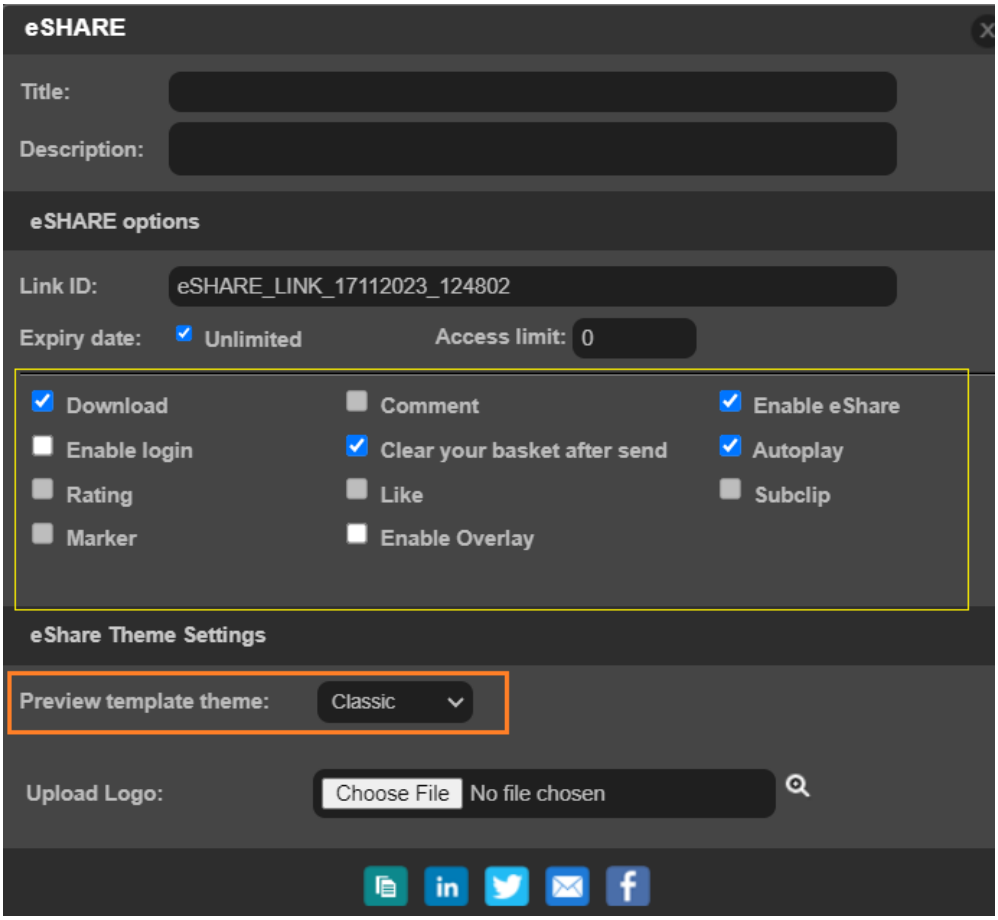


Figure 228- Options for Classic eShare theme

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

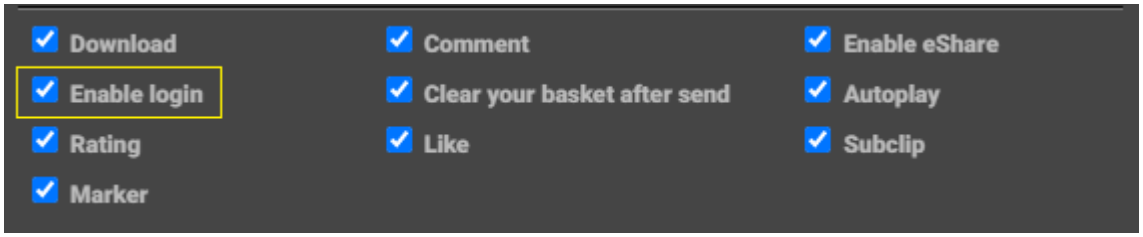


Figure 229- Classic eShare theme options

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

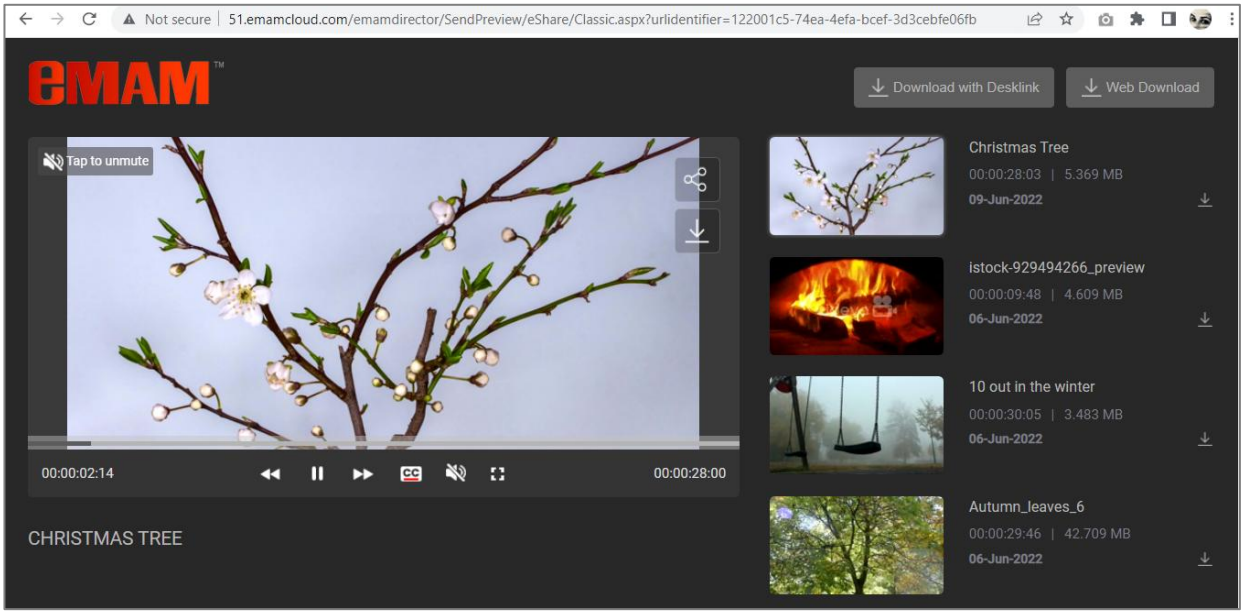


Figure 230- Classic theme eShare page received by recipients

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

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

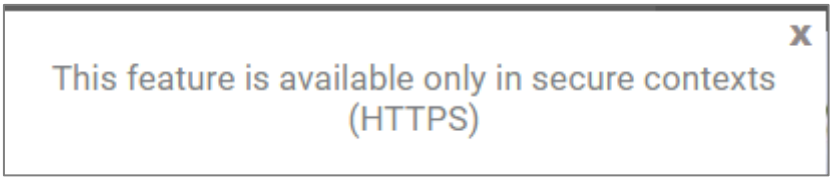


Figure 231- Message displayed

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

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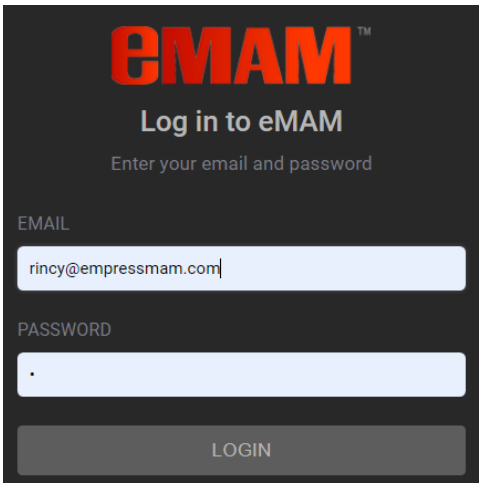


Figure 232- eMAM login page

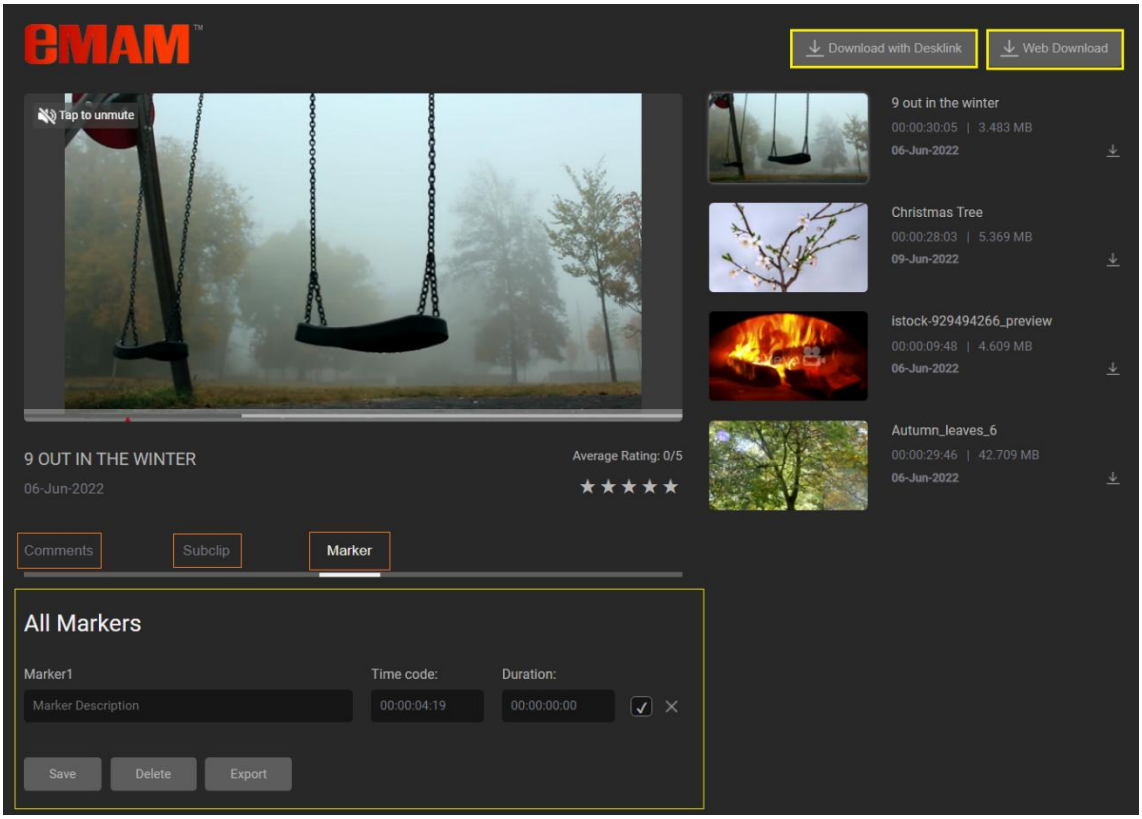


Figure 233- Classic theme eShare page received by recipients (with Enable login checkbox enabled)

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

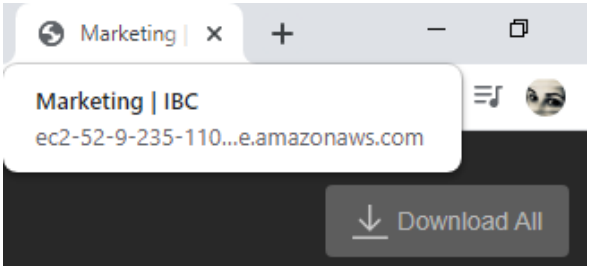


Figure 234- eShare Title and Description will be displayed in the eShare preview page (webpage title)

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f. **EmbedSite:** This eShare theme will have Download, enable eShare and other options checkboxes disabled by default. There is no option to add a logo too.

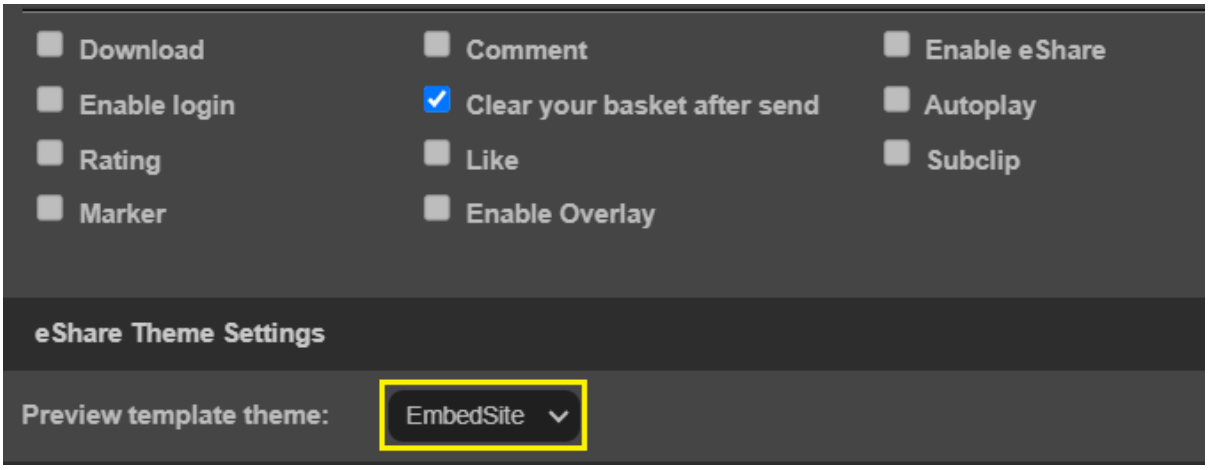


Figure 235- Options for EmbedSite eShare theme

EmbedSite theme eShare page received by recipients will be displayed as shown below:

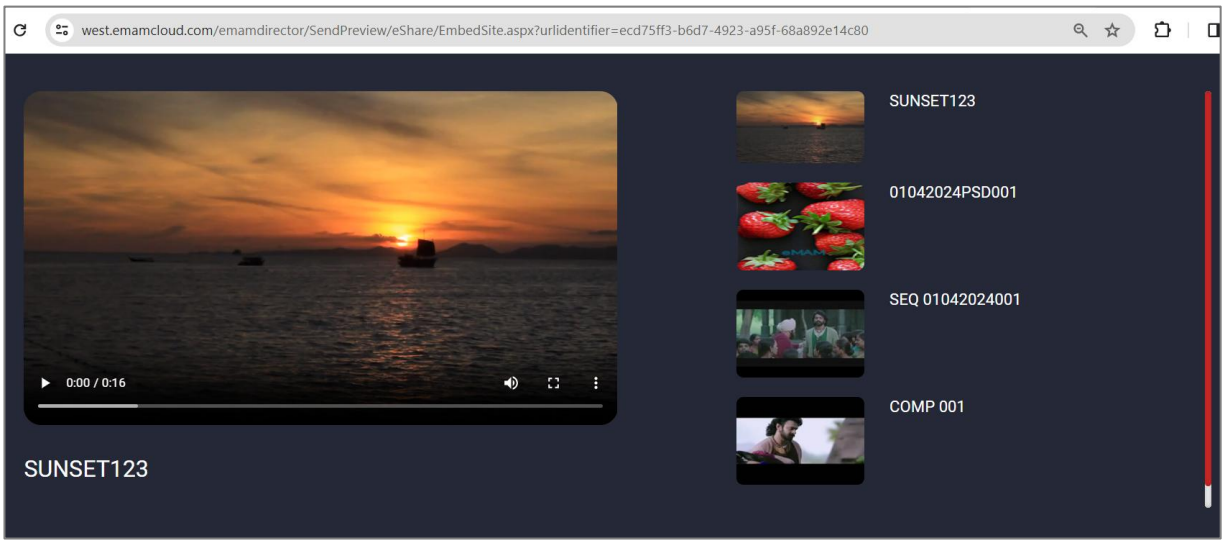


Figure 236- EmbedSite theme eShare page

EmbedSite eShare theme can be used to embed in other sites as iframe.

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

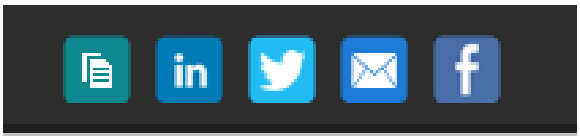


Figure 237-Social media icons

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

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For an eSHARE, the user must:

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



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

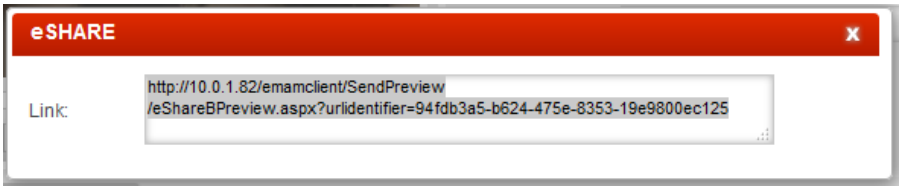


Figure 238-Shareable link may be copied to clipboard and pasted into any email or HTML file

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

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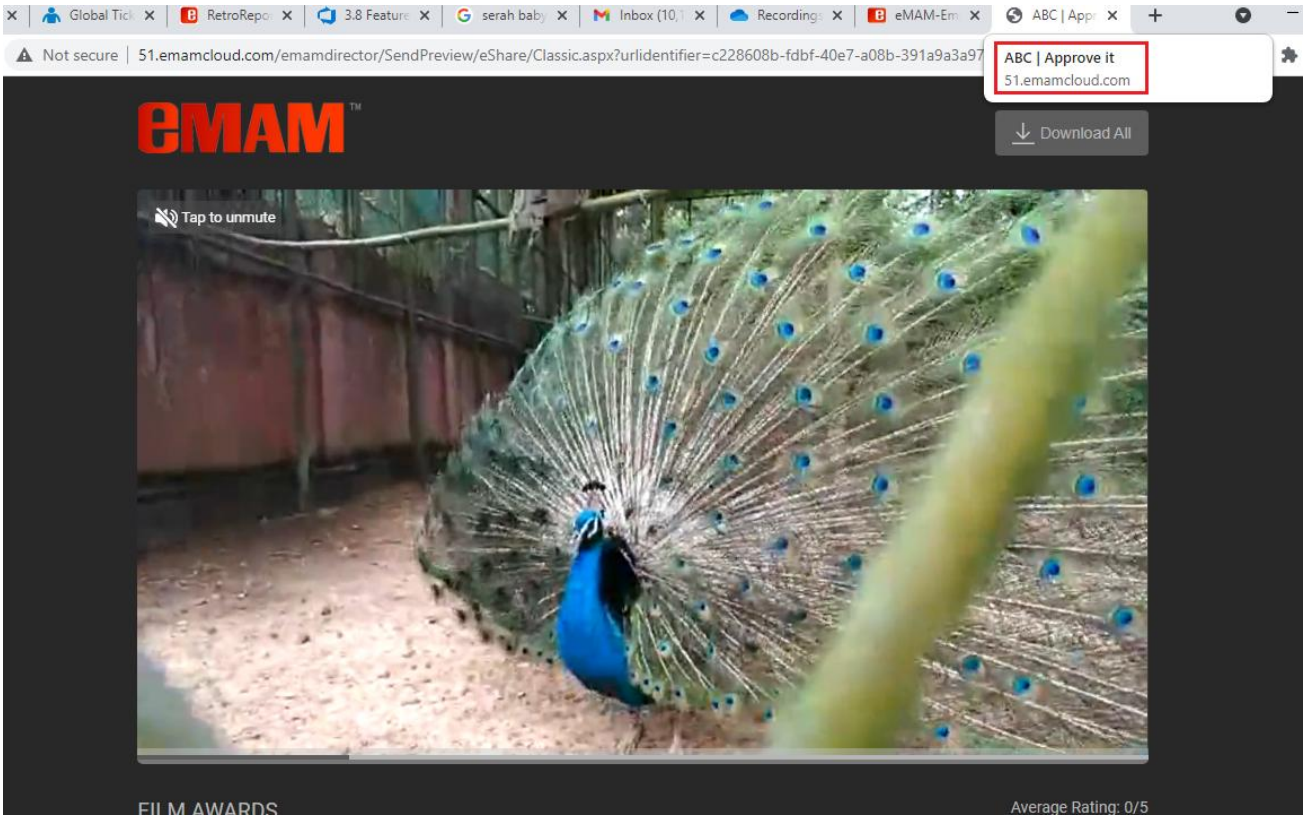


Figure 239- Link dynamically displays title and description of the eShare

LinkedIn

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

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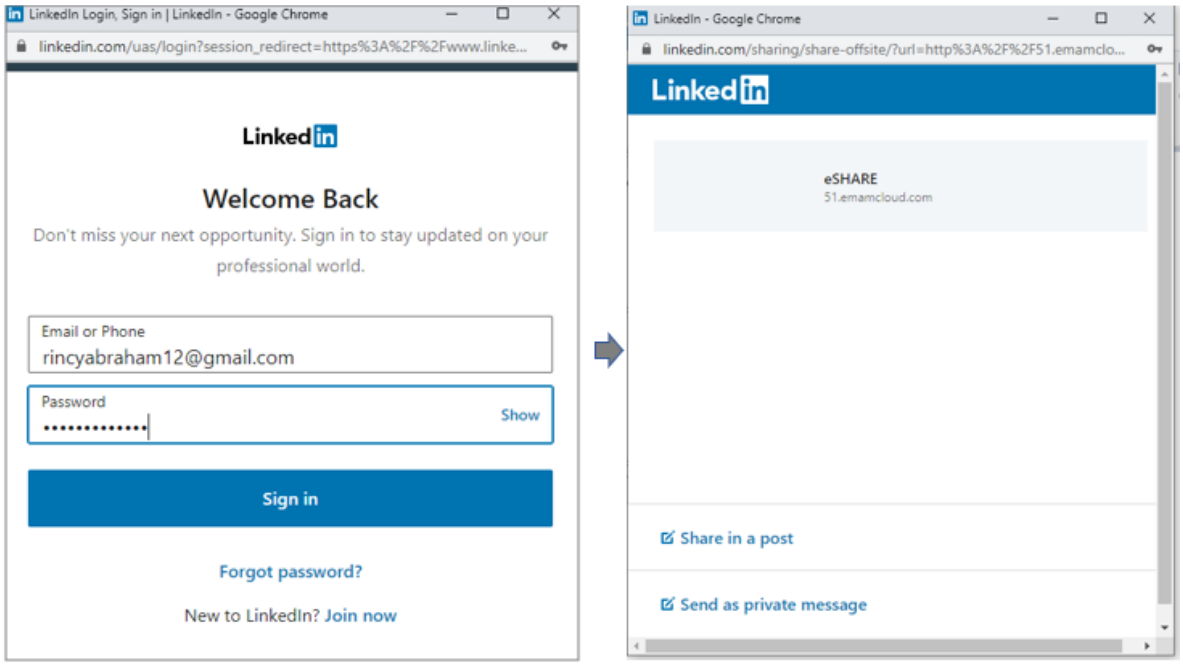


Figure 240-If the user is not logged into LinkedIn already, they will be presented with the LinkedIn login screen. Then a window will appear to enter the post with options.

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

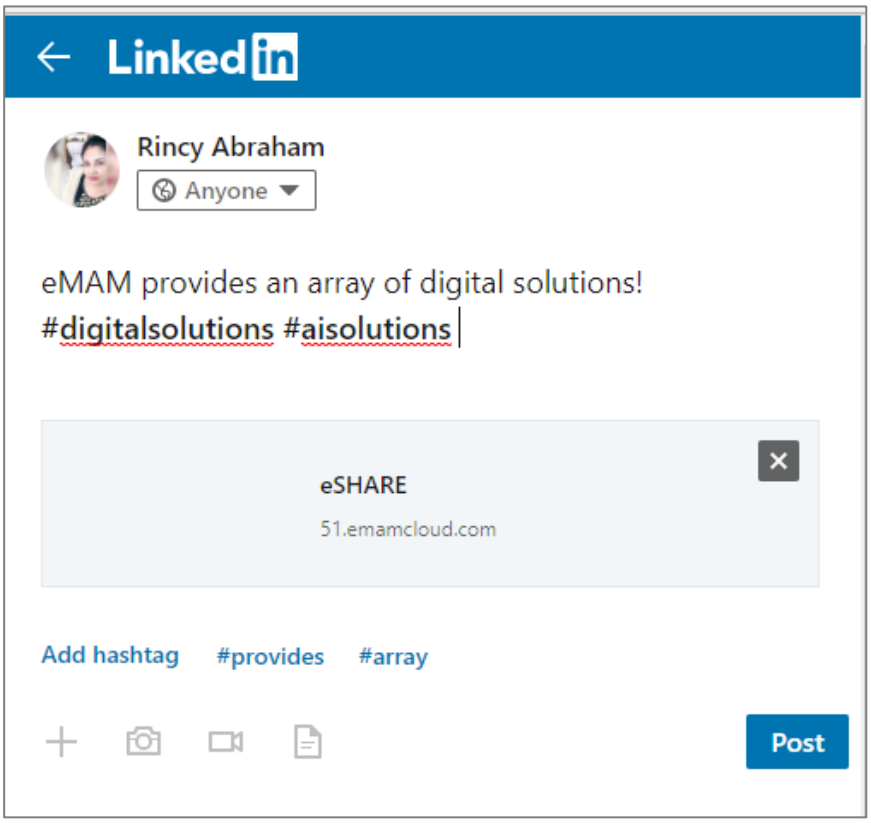


Figure 241- Enter a title description along with related # tags.

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

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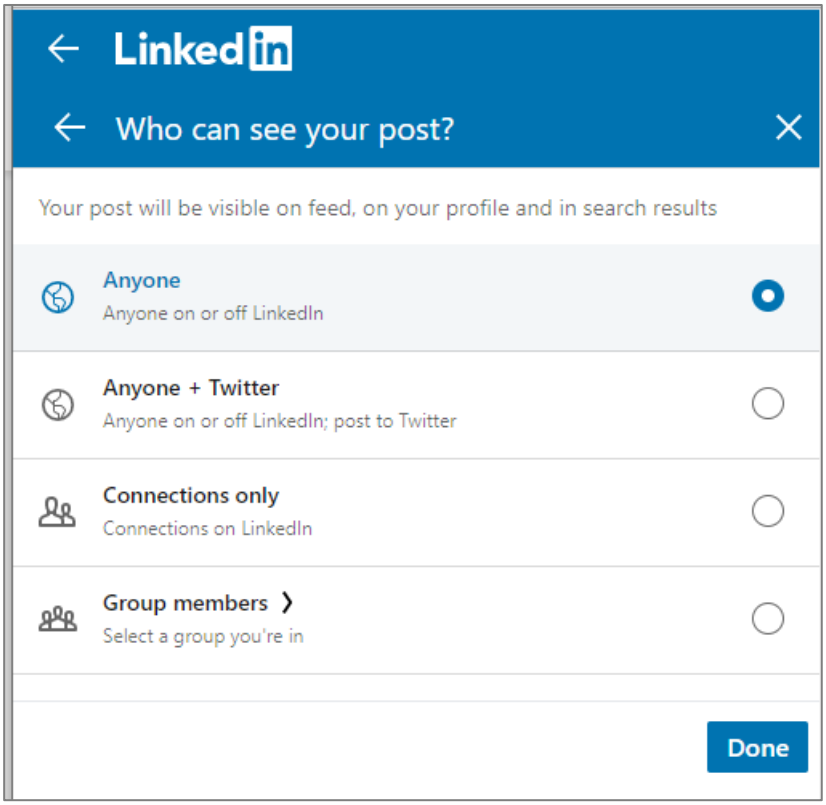


Figure 242- Choose who can see your post

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

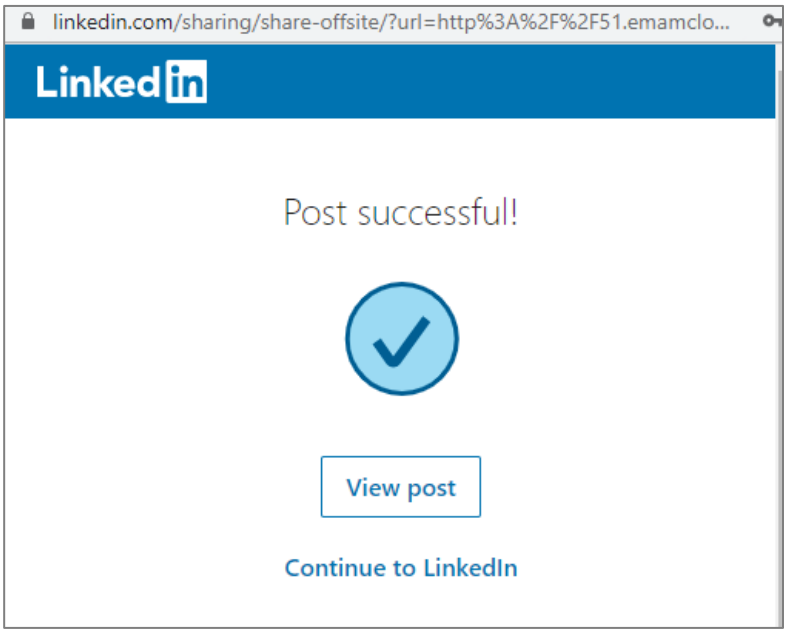


Figure 243- Message displayed after successful posting

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

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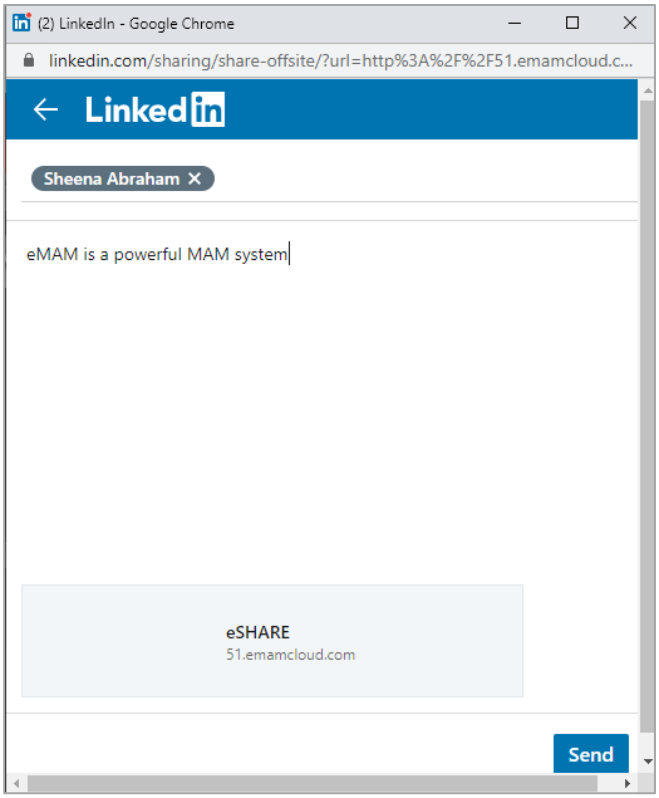


Figure 244- Send as private message

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

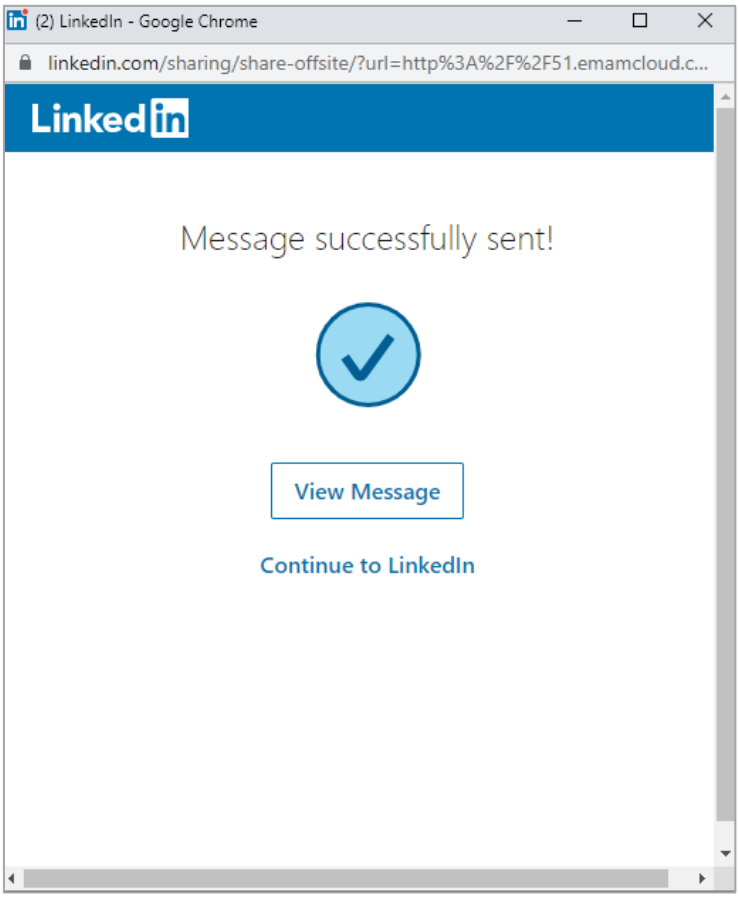


Figure 245-After successful posting confirmation message displayed.

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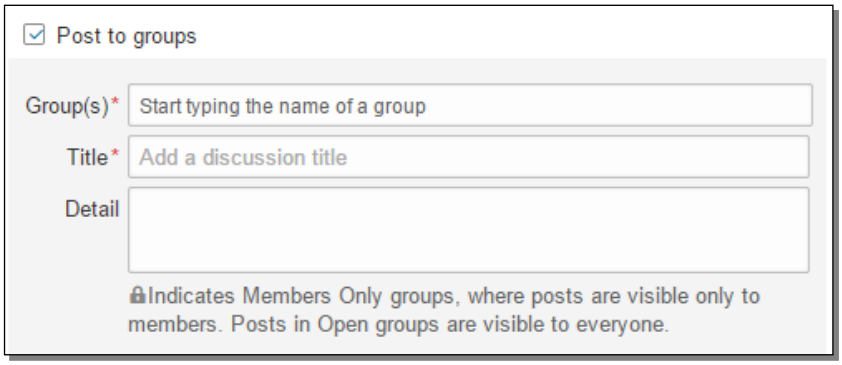


Figure 246-Checking "Post to groups" will allow the user to post to

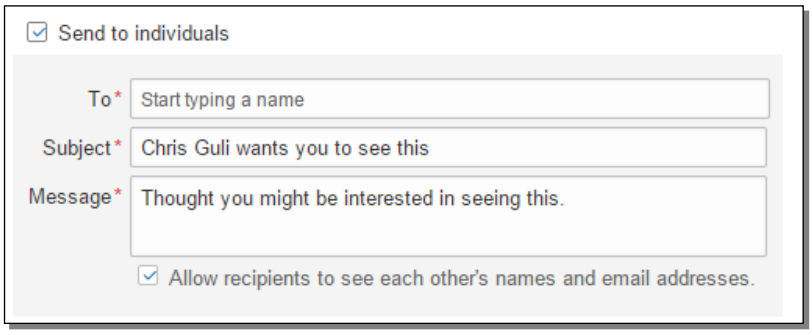


Figure 247-Checking "Send to individuals" will allow user to post directly to LinkedIn members. Note option to allow recipients to see each other's contact info.

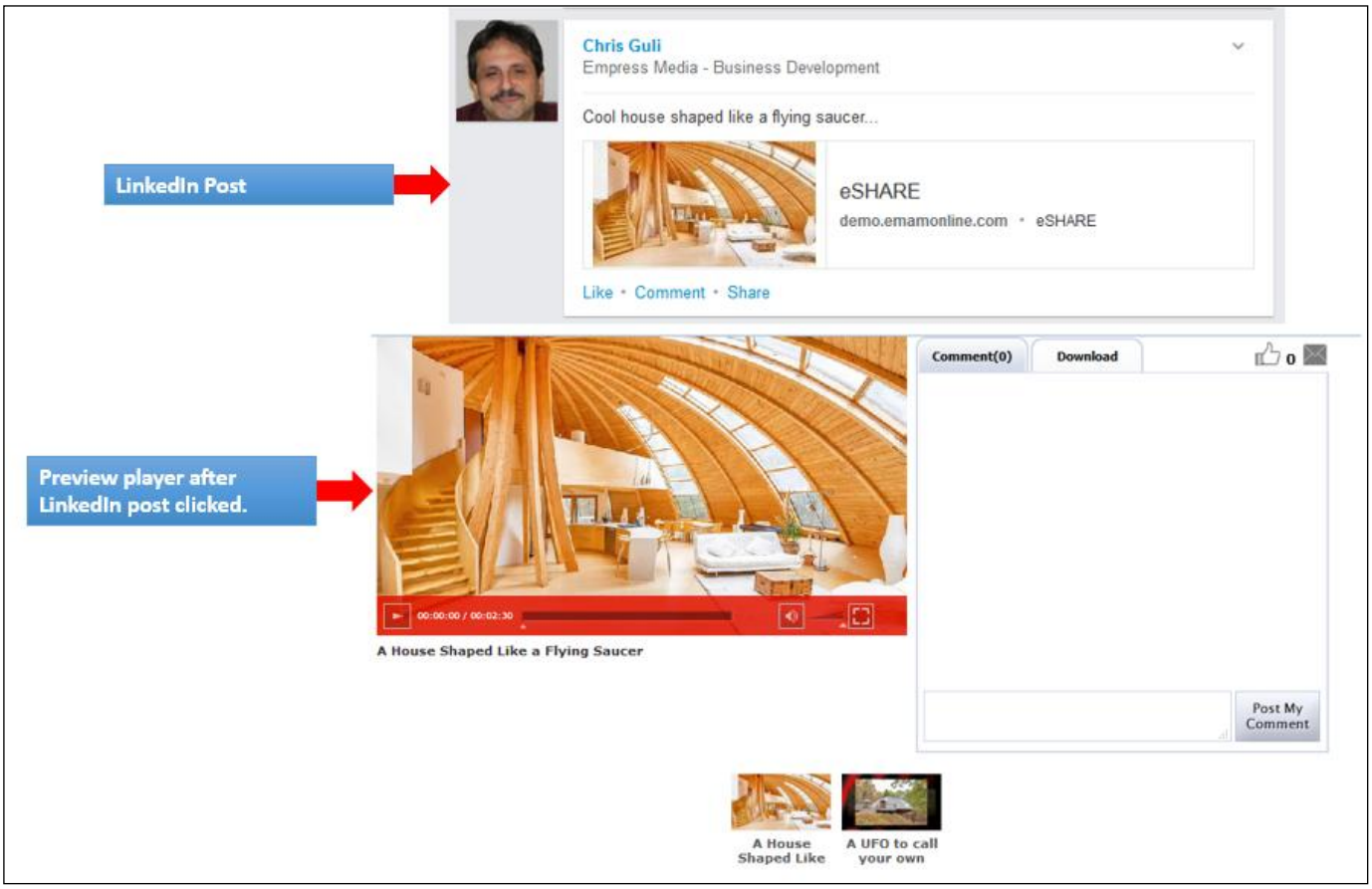


Figure 248-Resulting LinkedIn post and Preview player after post clicked. If "Enable login" is checked on eShare, then eMAM login required.

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Twitter (Qfficially known as X)

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

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

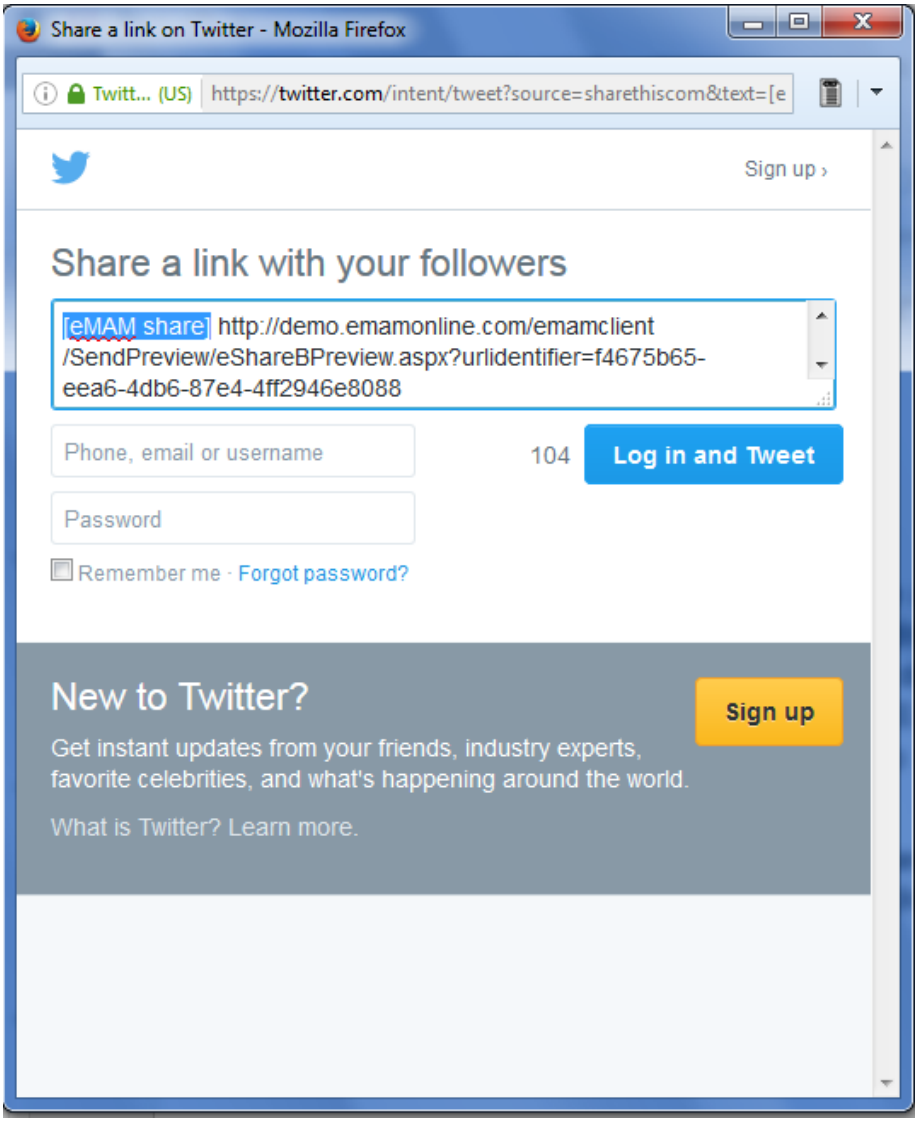


Figure 249-Posting options for Twitter – Twitter login may be required.

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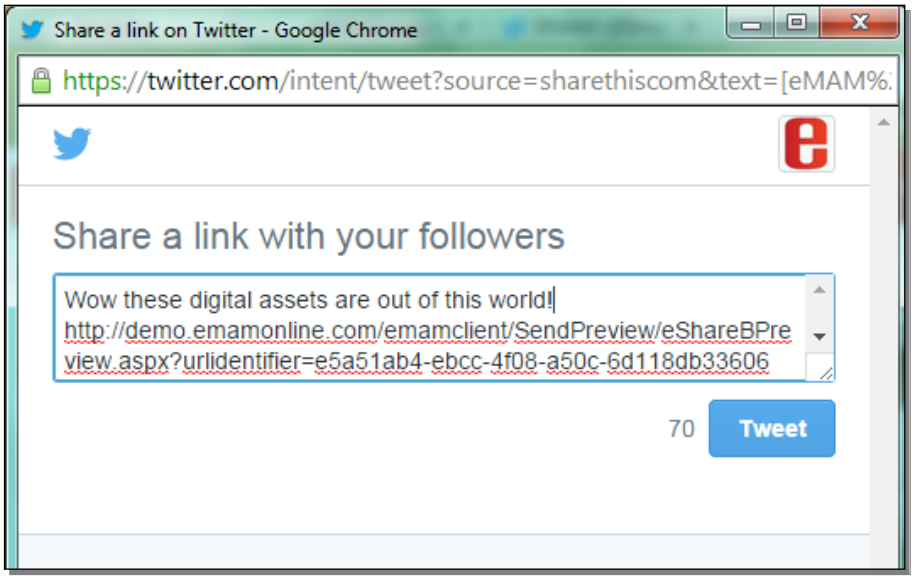


Figure 250-If already logged in, the user just edits the tweet and clicks the Tweet button.

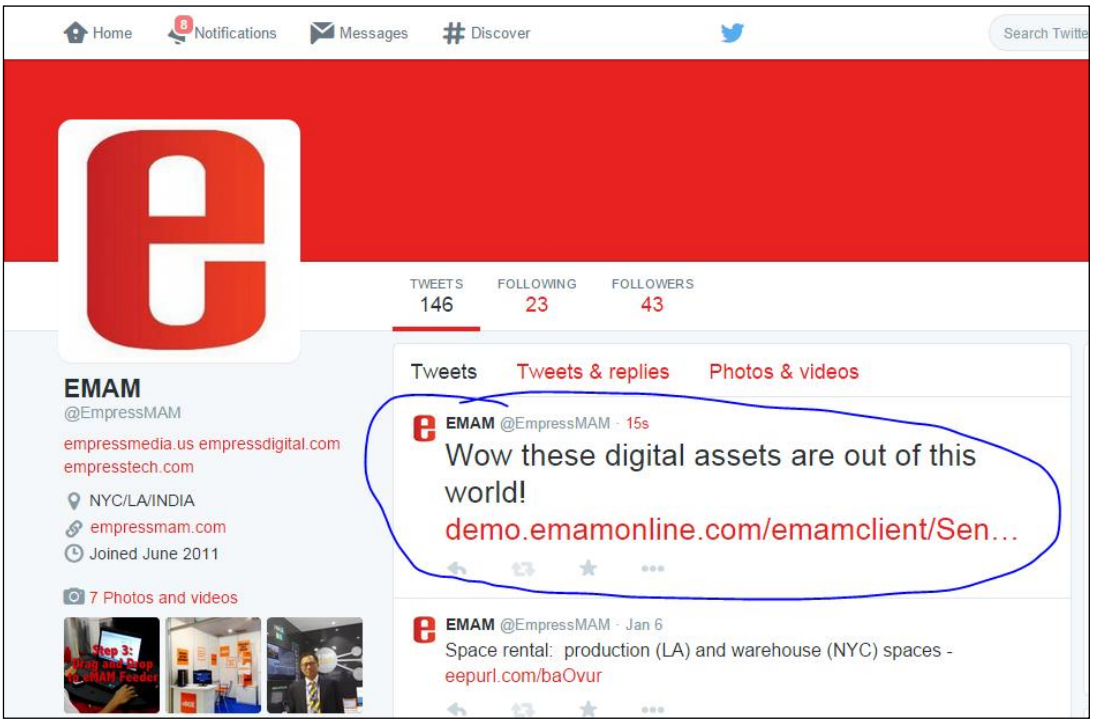


Figure 251-Tweet appears almost instantly on user's Twitter page. Clicking on the tweet link will take the recipient to the eSHARE content, with optional eMAM login credentials.

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Send email shareable link

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

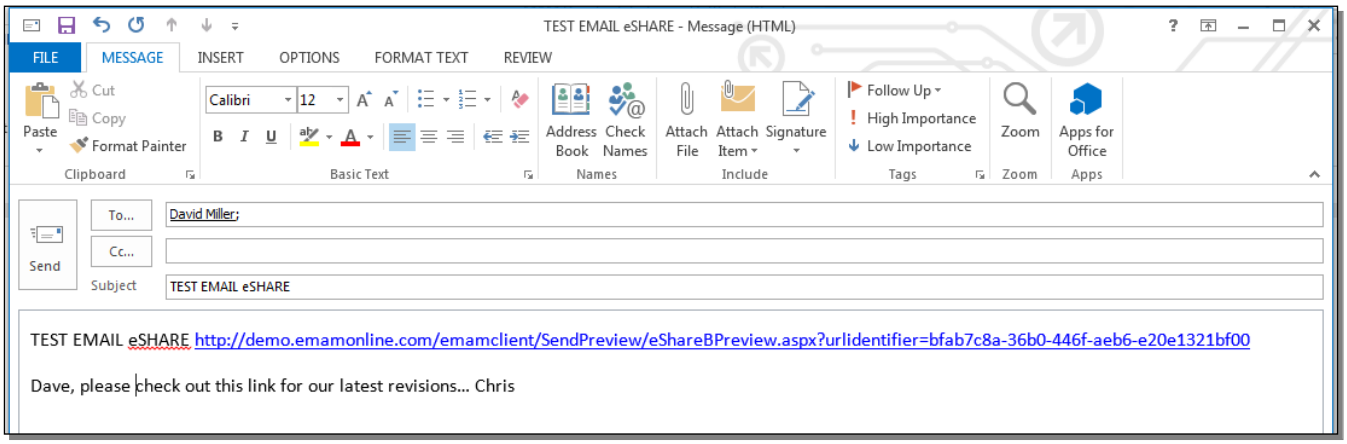


Figure 252-An example email in Outlook generated by eSHARE with the email sharing option selected. The user may edit an email as desired and send to any number of people.

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

Facebook

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

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

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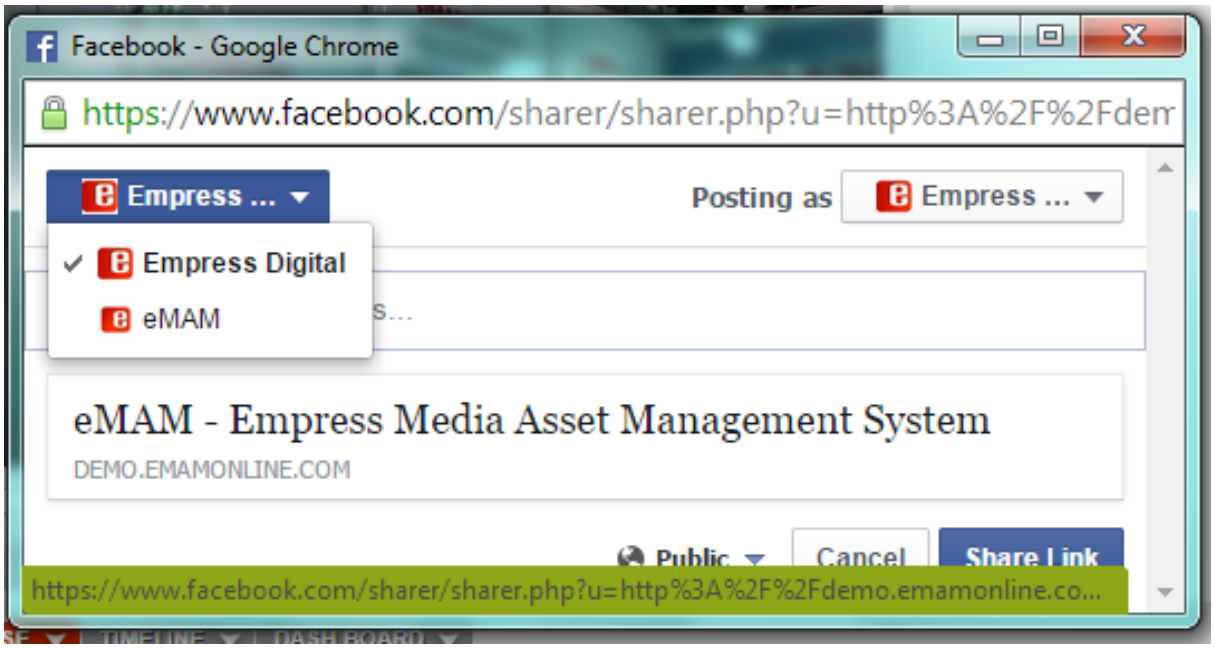


Figure 253-The user can select appropriate sub-account and/or "posting as" before sharing.

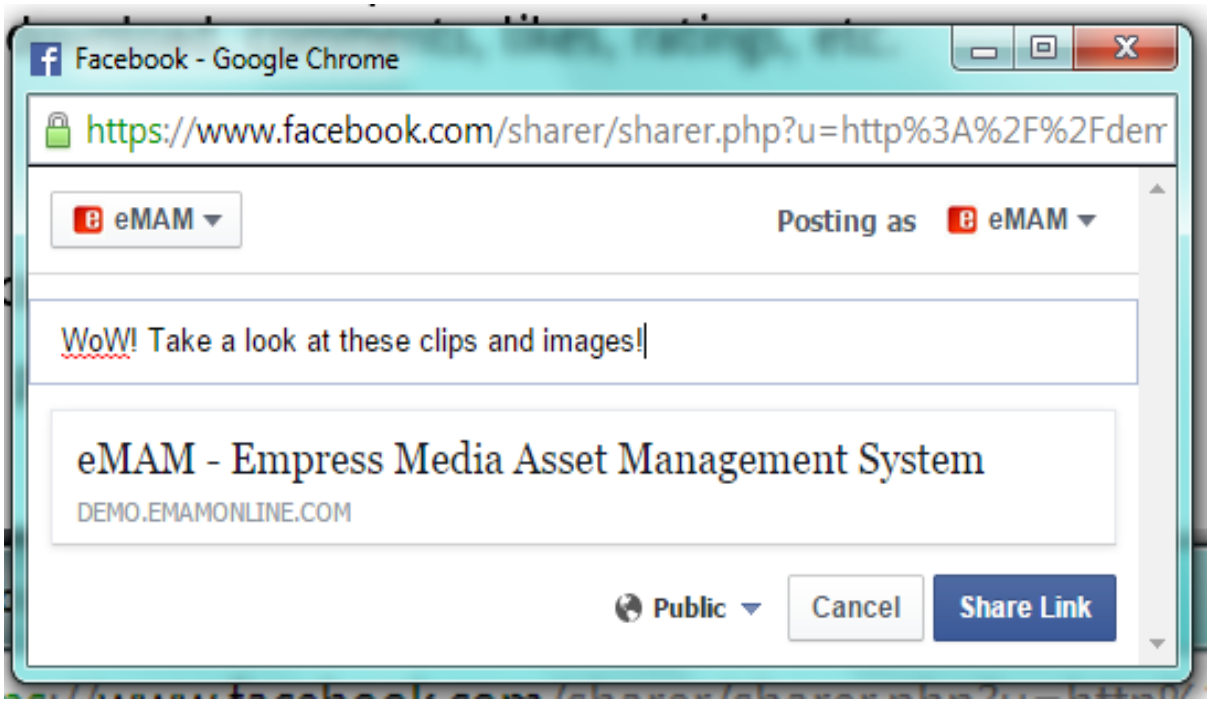


Figure 254-The user can edit the post, enter a brief description, then "Share Link" to post.

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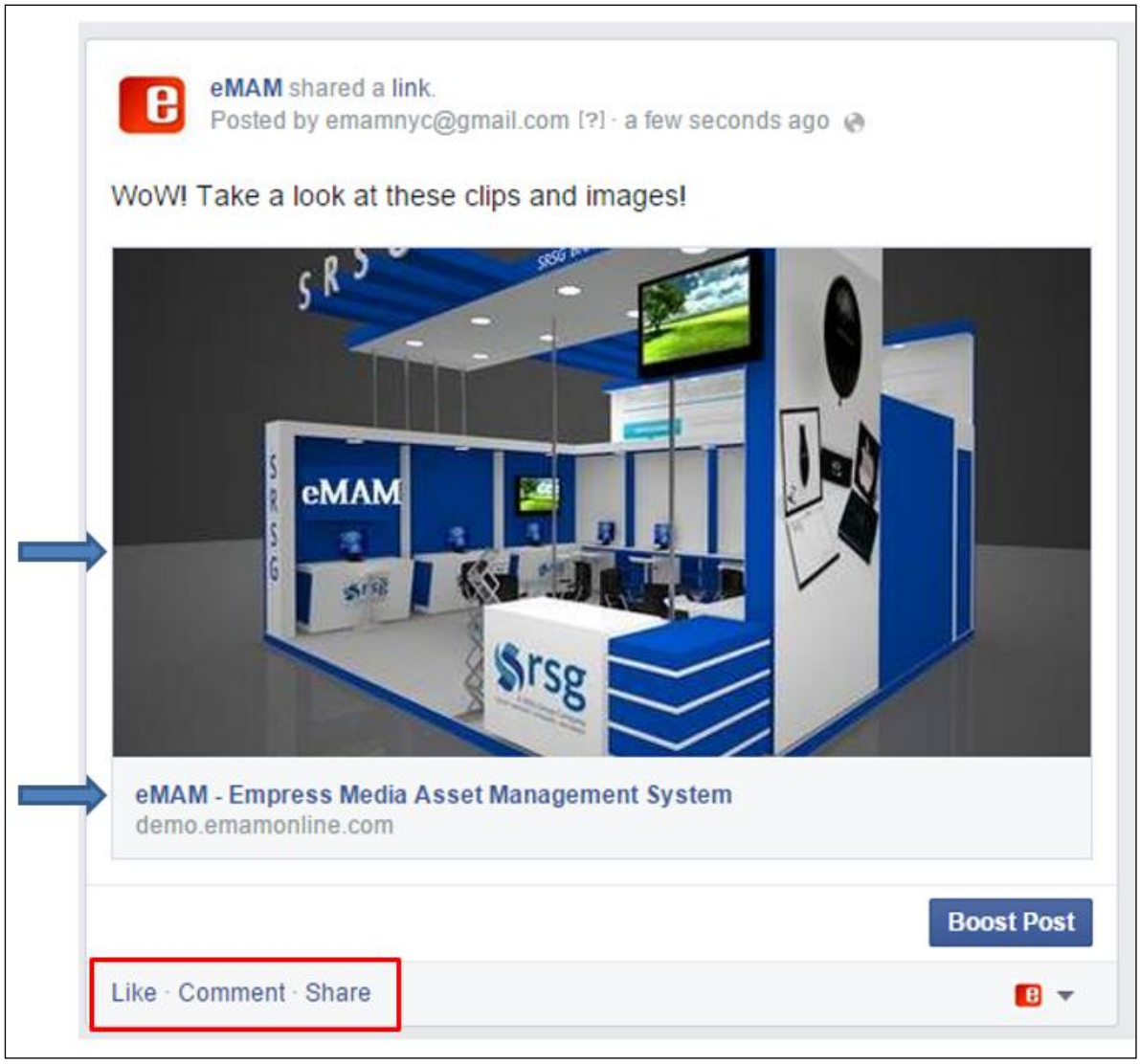


Figure 255-Facebook post will appear almost instantly (page refresh may be needed).

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

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2.6.3 Download

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

- Select *Download* from eBIN pull down menu.

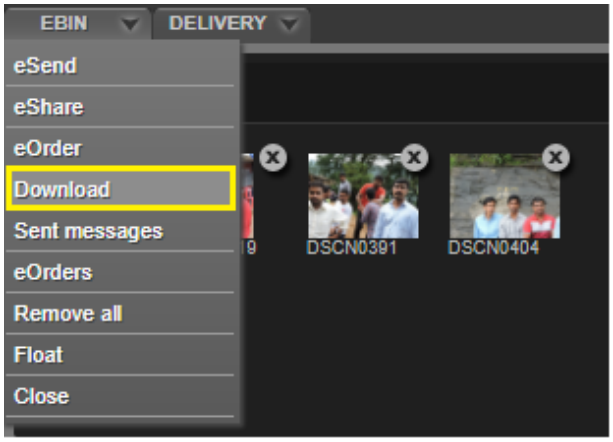


Figure 256- eBIN download

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

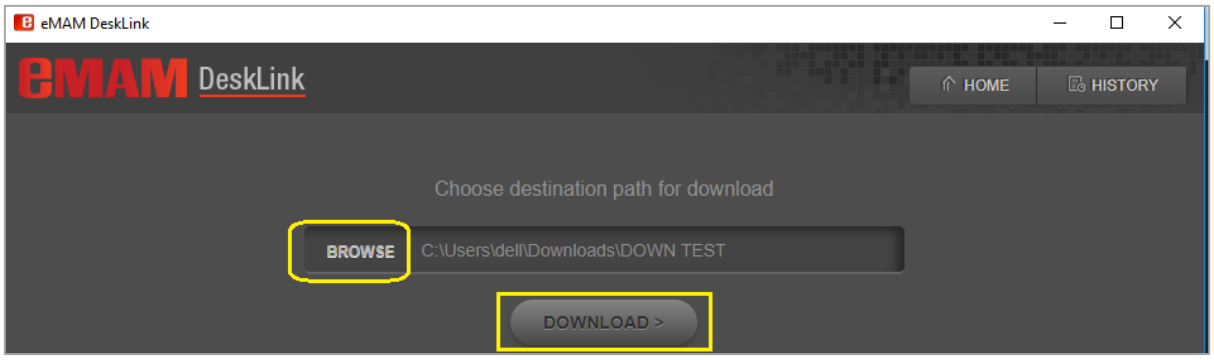


Figure 257-DeskLink: Choose download destination

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

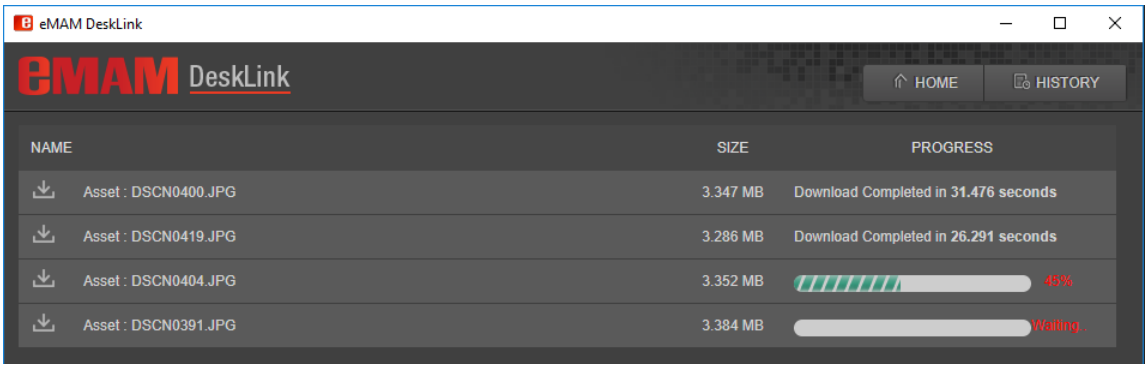


Figure 258- DeskLink: Download in progress

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

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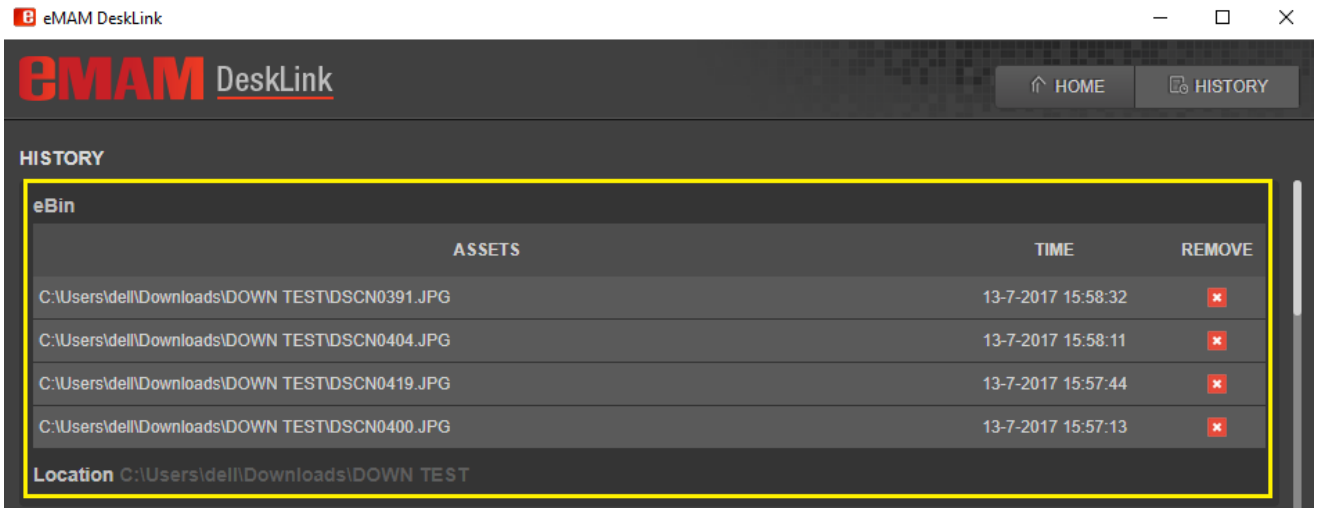


Figure 259- History tab with list of all downloads made.

2.6.4 eOrder

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

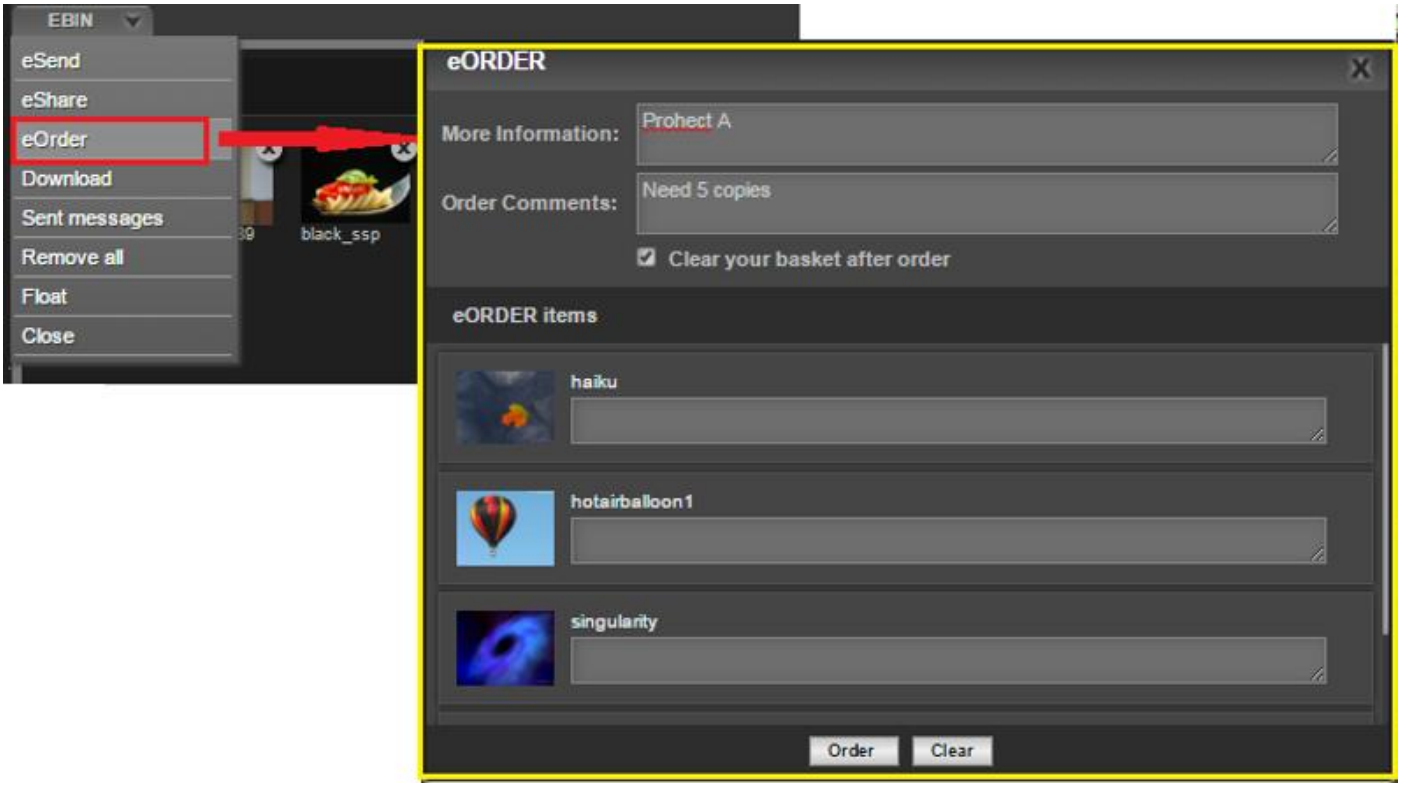


Figure 260-eORDER page

2.6.5 eOrders

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

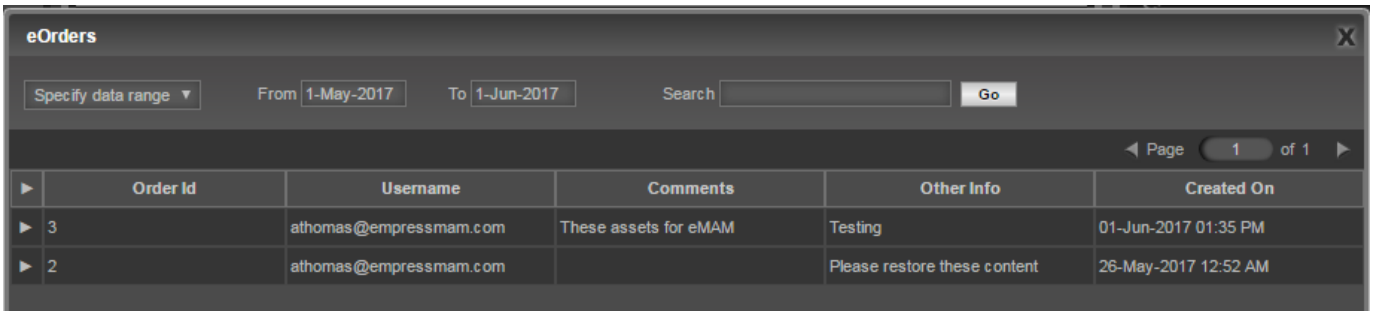


Figure 261- eOrders window

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

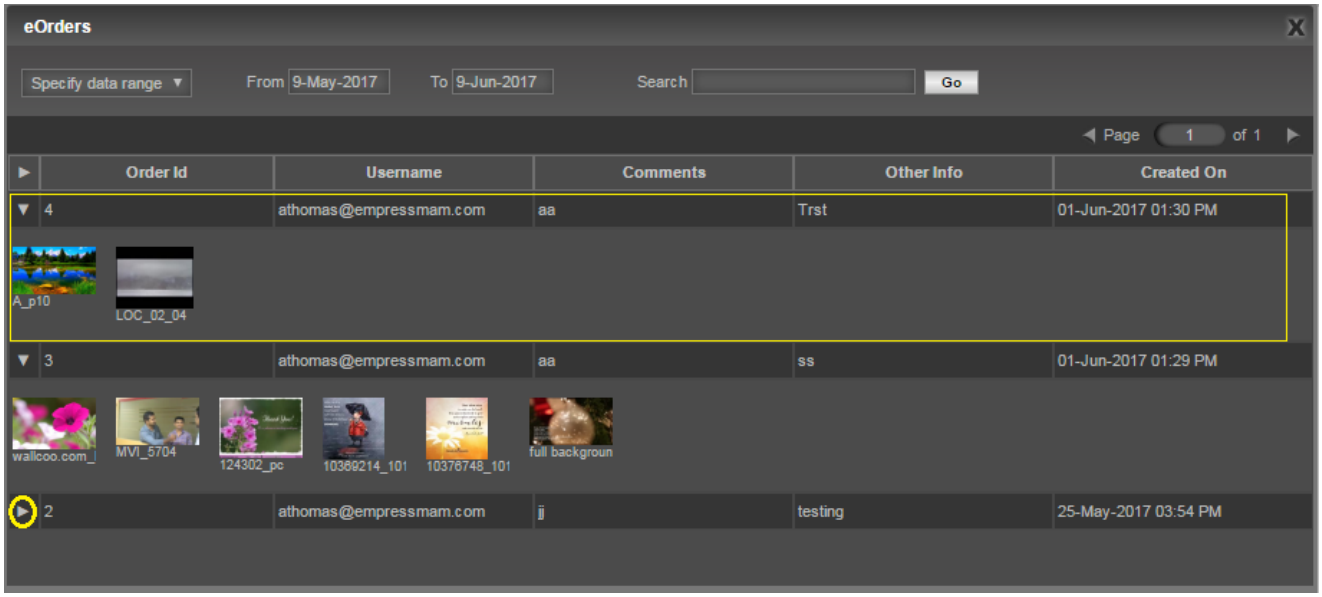


Figure 262- eOrders expanded window with asset details of each order

2.6.6 Sent Messages

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

The user selects any previously sent message and clicks OK. A window pops up to optionally clear the existing eBIN contents. Clicking **OK** clears existing assets from eBIN or selecting **CANCEL** and the message contents (assets) will be ***added*** to the eBIN. Once all desired contents are in eBIN, eSend, eShare, or Download operations may be performed as previously illustrated.

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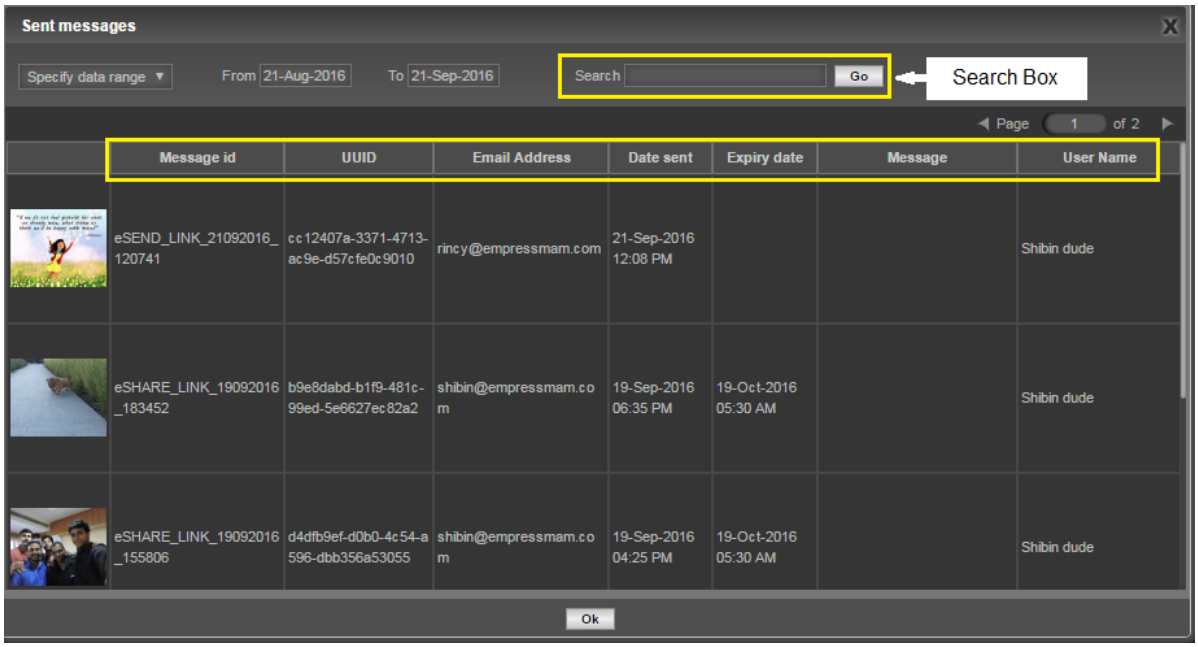


Figure 263- The Sent Message dialog lists all recently sent eBIN messages which may be selected to add to or replace eBIN contents.

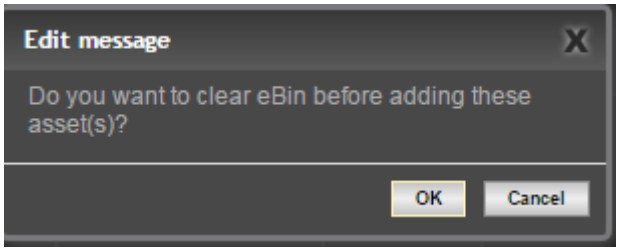


Figure 264- Option to clear contents before adding newly selected message assets to eBIN. This is useful to add multiple eBIN messages to eBIN (select CANCEL in that case).

2.6.7 Remove All

This removes all the contents from the eBIN widget.

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



Figure 265- Remove All from eBIN widget

2.7 Preview

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

Note: *If Microsoft Office is installed on the server, docs and spreadsheets ingested to eMAM will have a proxy created as PDF which can be previewed in eMAM interface under the Preview widget.*

If MS Office is not installed, these files will be treated as Other files and no preview will be available in the eMAM interface.

Sequences exported back to eMAM can also be previewed and played in the Preview widget.

2.7.1 Video

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

Non-Live assets: Normal videos are played using HTM5 preview player and can be played at normal, fast forward and rewind speeds. You can add subclips, markers and annotations to the managed proxies. Video proxy preview displays Asset title bar, username as overlay in eMAM HTML5 player.

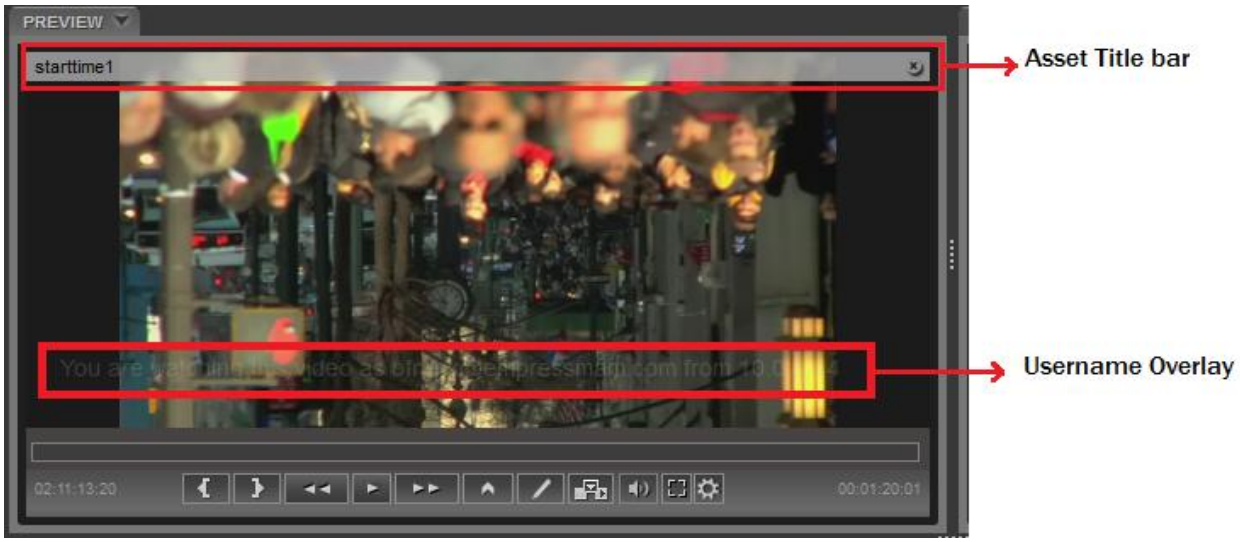


Figure 266- Video file preview

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

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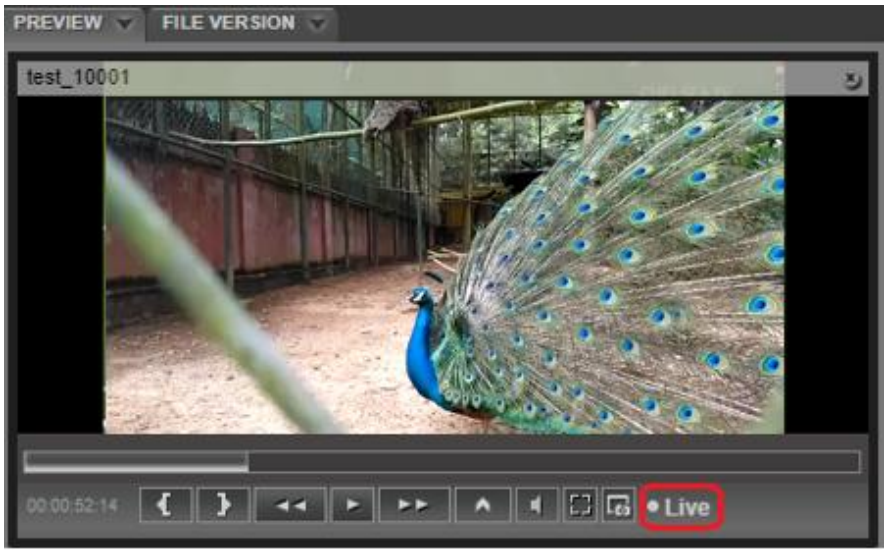


Figure 267- Live Video file with .Live icon

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

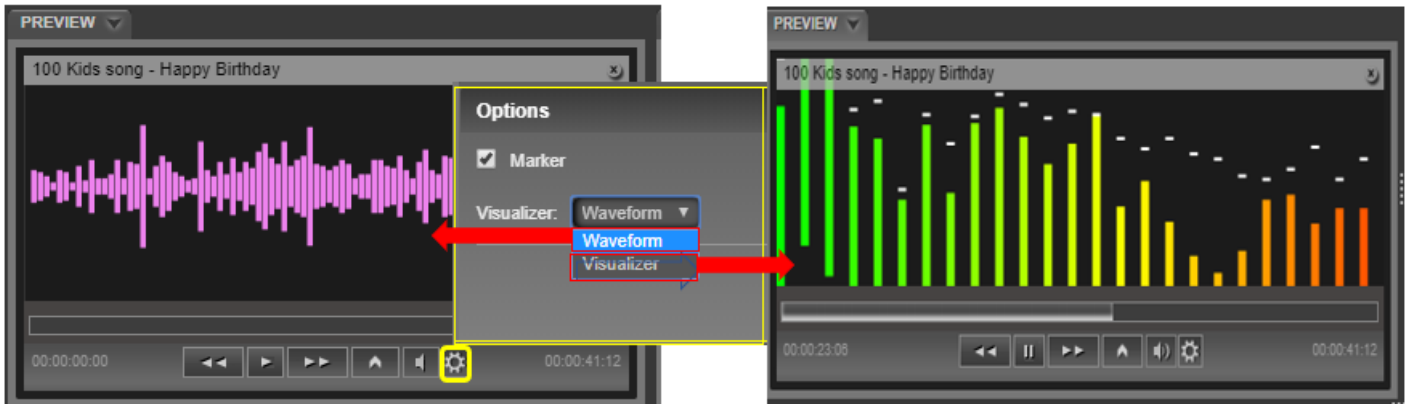


Figure 268- Audio file preview in Waveform and Visualizer form

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

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

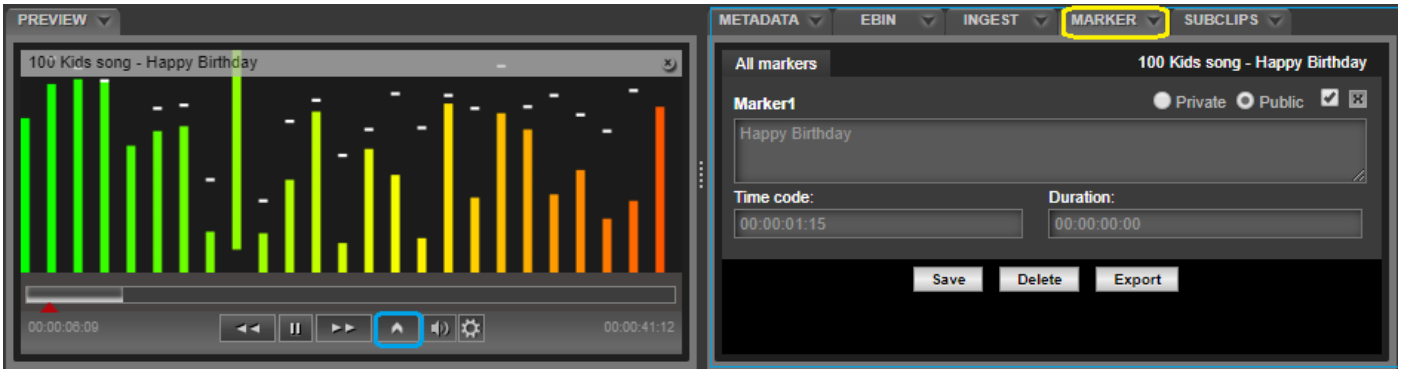


Figure 269- Markers in Audio assets

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2.7.3 Image:



Figure 270- Image file preview

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

2.7.4 Other files:



Figure 271- Other files preview

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

 Using this button, users can preview the file.

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

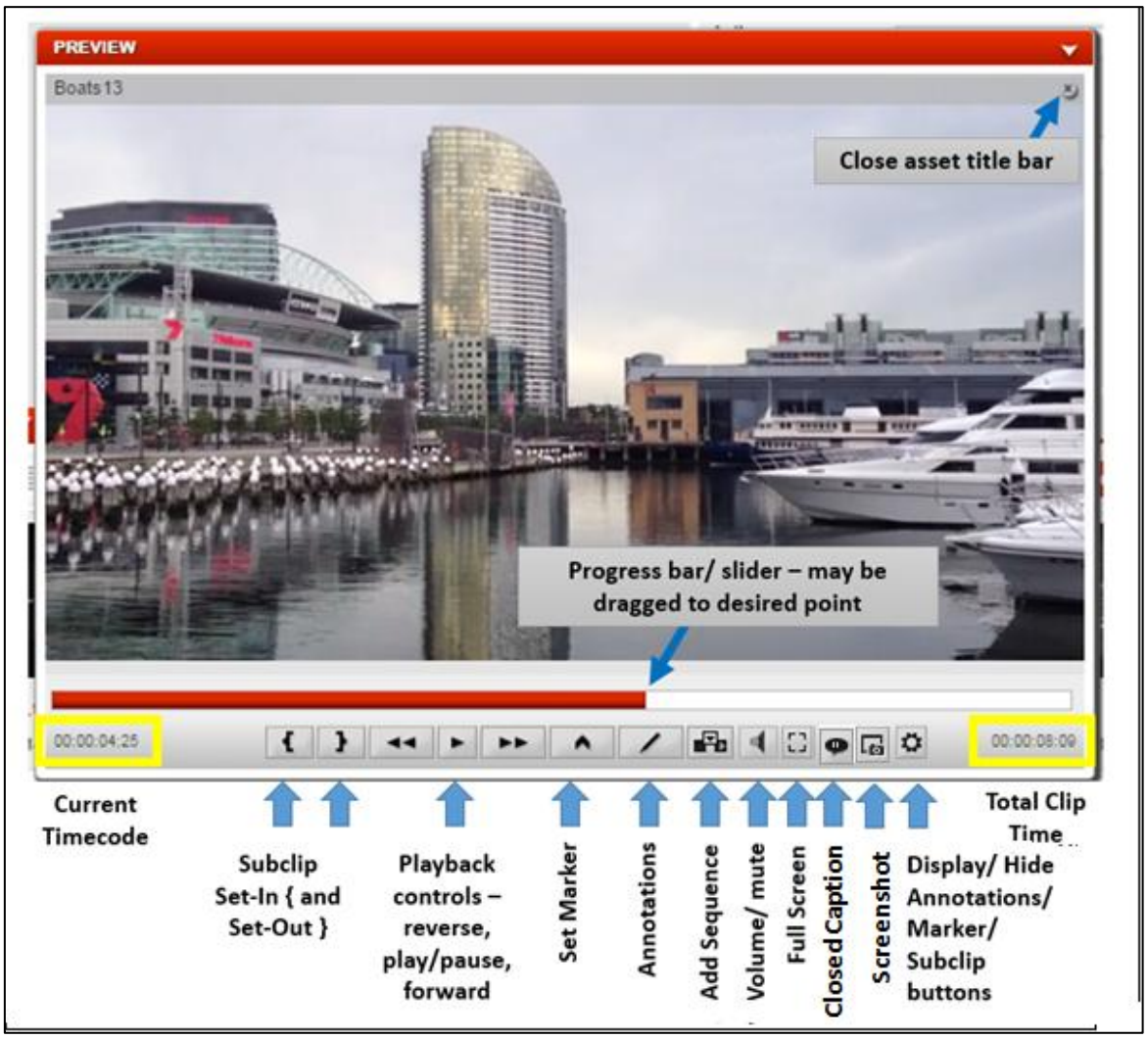


Figure 272- Asset Preview in the Preview widget's HTML5 player

- **Subclip** { }: In the preview player (for video assets only), there are subclip mark set-in (left curly brace '{') and mark set-out (right curly brace '}') buttons to subclip a video asset – note that the **Subclips** widget needs to be available on the workspace. The details on the current and other subclips are found in the Subclips widget. Below keyboard shortcuts can be used –
  - ✓ Press "I" key to mark IN or start timecode of a subclip.
  - ✓ Press "O" key to mark OUT or end timecode of a subclip.
  - ✓ Press "S" key to save the created subclip.

  (*Refer Subclips section 2.3*).
- **Markers** ^: There is a marker button ^ to set a mark at the current point on the timeline: the details on the current and other markers are found in the **Marker widget**. The *Marker* widget needs to be open to use the set markers function. (*Refer Markers section 2.4*)
- **Playback buttons** ◄◄ ► ►►: Basic playback controls are available: play/pause, (fast) reverse and (fast) forward. J-K-L key control (Step back one frame/Play-Stop toggle/Step forward one frame) is also supported and clicking on a point in the timeline will continue playback from that point – the timeline slider may be dragged as well.

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- **Add Sequence**: The Add to Sequence button will add the clip into the selected point on the *Timeline* widget (must be open). Timecode offset: Where applicable a timecode offset will appear in the *Preview* widget. Username is also shown as overlay in eMAM HTML5 player as shown in Figure 140 above.
- **Volume**: Adjust the volume slider to adjust the volume of the video/audio asset. Click on volume button to mute it.
- **Full Screen**: Click on Full screen button to play the video in full screen.
- **Closed Caption**: Closed captioning (CC) is now available for HTML5 players in the eMAM Director – additional icon will appear on the Preview player bar if CC is present in the video.

  To add closed captions to a video file:

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

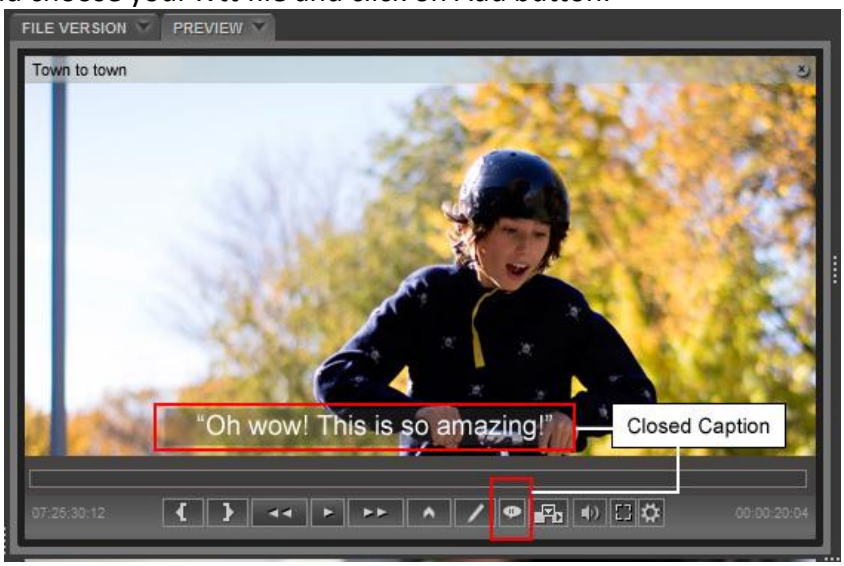


Figure 273 - Subtitle/closed caption view in HTML5 player

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

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

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Figure 274- Preview widget- Settings options- Normal asset & Live asset

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



Figure 275- Preview widget with Annotation Tools shown selected



Figure 276- Preview widget shown with annotation markups.

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

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Figure 277- Tick mark indicates where annotations are present



Figure 278 - Color palette selector appears when the color button is clicked. Currently selected color is indicated to the right of the button. The main color is selected by clicking on the vertical color spectrum bar; Color hues may be selected by sliding the circle in the box to the desired color. Color numerical values may also be directly entered as hex "#" box or R/G/B and H/S/B values.

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

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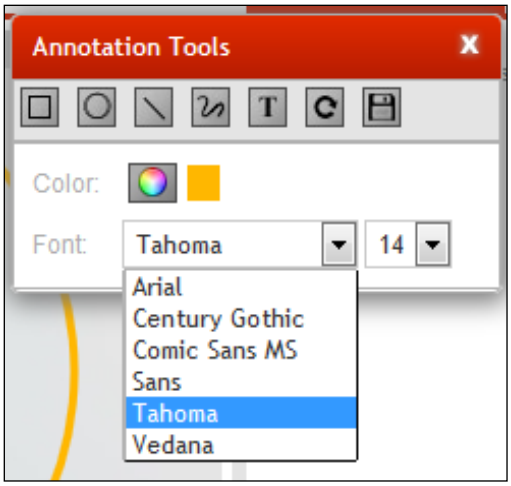


Figure 279 - Font options for the text tool

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

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

Rectangle	Draws a rectangular polygon object.
Circle	Draws a circle
Line	Draws a straight line.
Free Hand	Freehand drawing.
Text	Makes a text box for comments (position just above desired point – select FONT and COLOR first.
Clear Canvas	Deletes annotations. Go the annotations frame, click on *Clear Canvas* icon and the *Save* icon. CAUTION – Undoes ALL annotation marks in that frame!
Save	Saves all changes. Annotations are **not** automatically saved.
Color:	Selects the color of the line, circle or polygon graphic markers, and text color.
Stroke: 3	Selects the stroke width for line, circle, or polygon graphic markers (1 to 5 range, 1= thinnest, 5= thickest)
Font: Vedana 14	Font selection box appears when text annotation is selected. A few system fonts/ point sizes are available from the pull down.

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

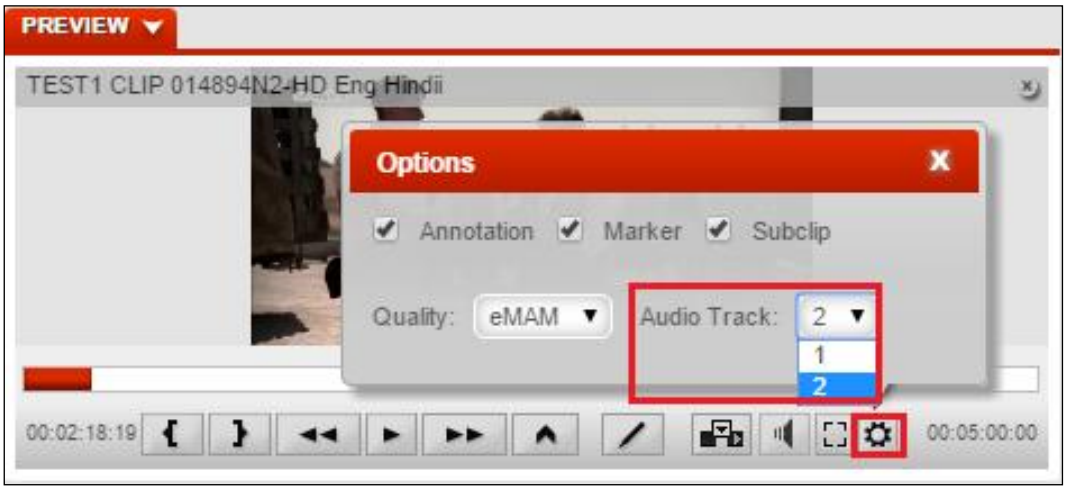


Figure 280 **- Audio track selection view in eMAM HTML5 player (if available)**

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

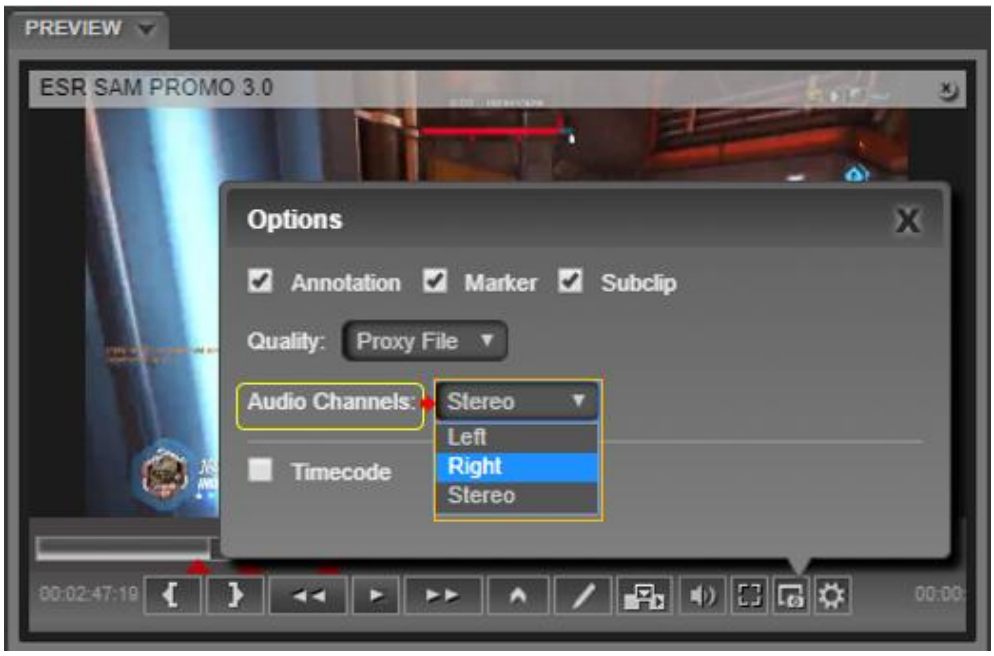


Figure 281- Select multiple audio channels

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

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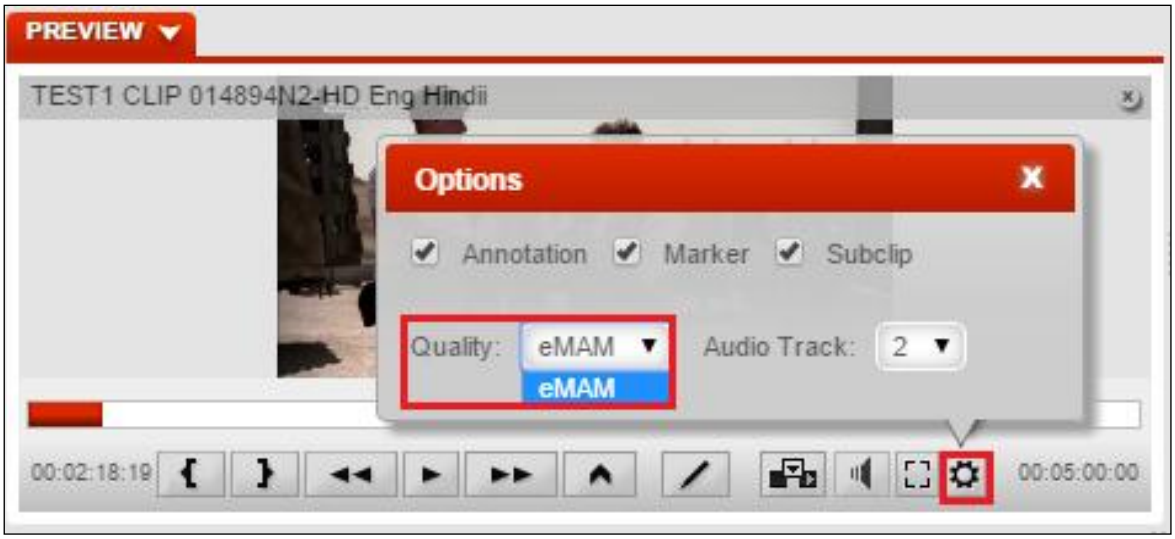


Figure 282 - Video quality selection view in eMAM HTML5 player (if available for asset)

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

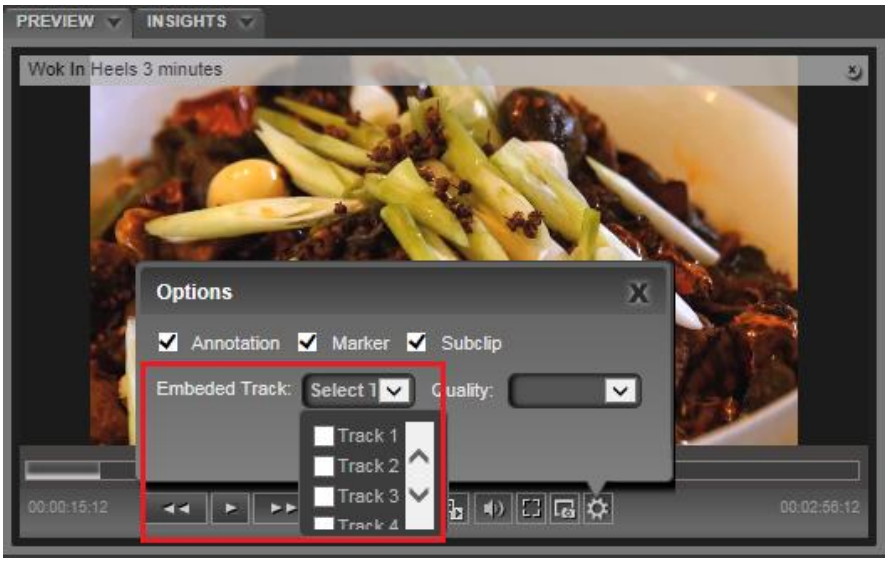


Figure 283- Preview player- Embedded metadata (only in IE browser)

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

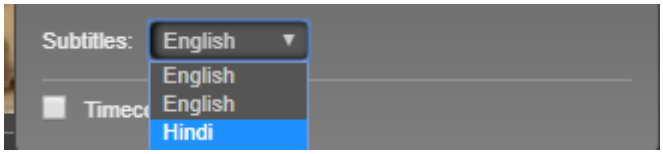


Figure 284- Subtitles drop-down

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

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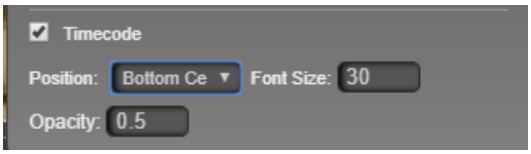
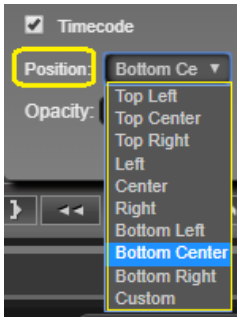
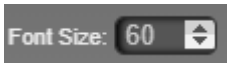


Figure 285-Timecode settings

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



- Font Size: 

You have option to increase or decrease the size of the timecode font.
- Opacity: 

You have option to change the opacity of the timecodes displayed.

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



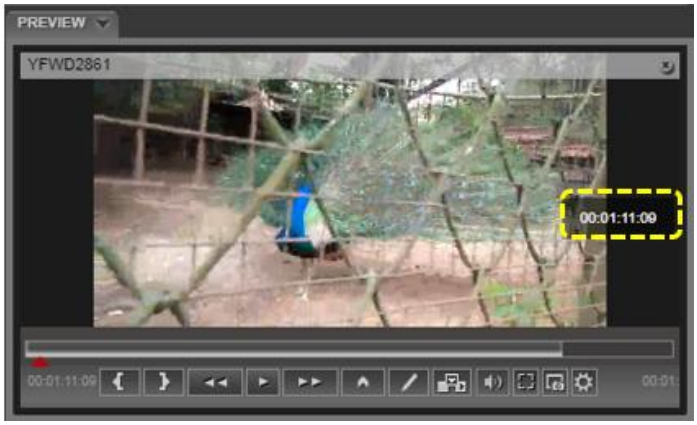


Figure 286- Preview player with timecode overlays.

Shortcut or Hot Keys for eMAM Preview Player

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

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

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

Keyboard shortcut keys for Live player are:

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

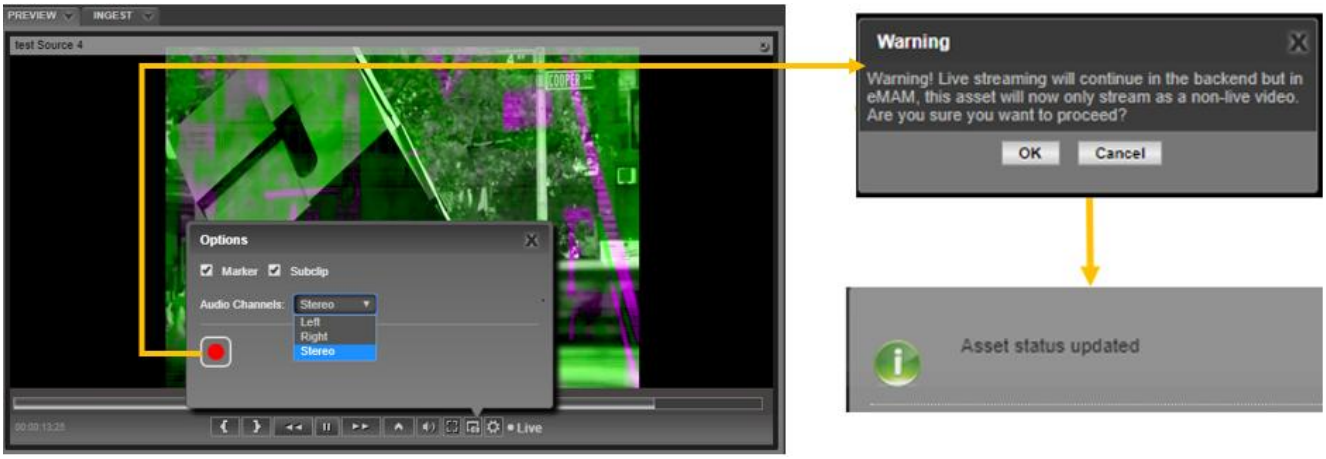


Figure 287- Click on Red button to stop live streaming

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



Figure 288- After force stop, live asset turns into a non-live asset.

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2.8 Metadata

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

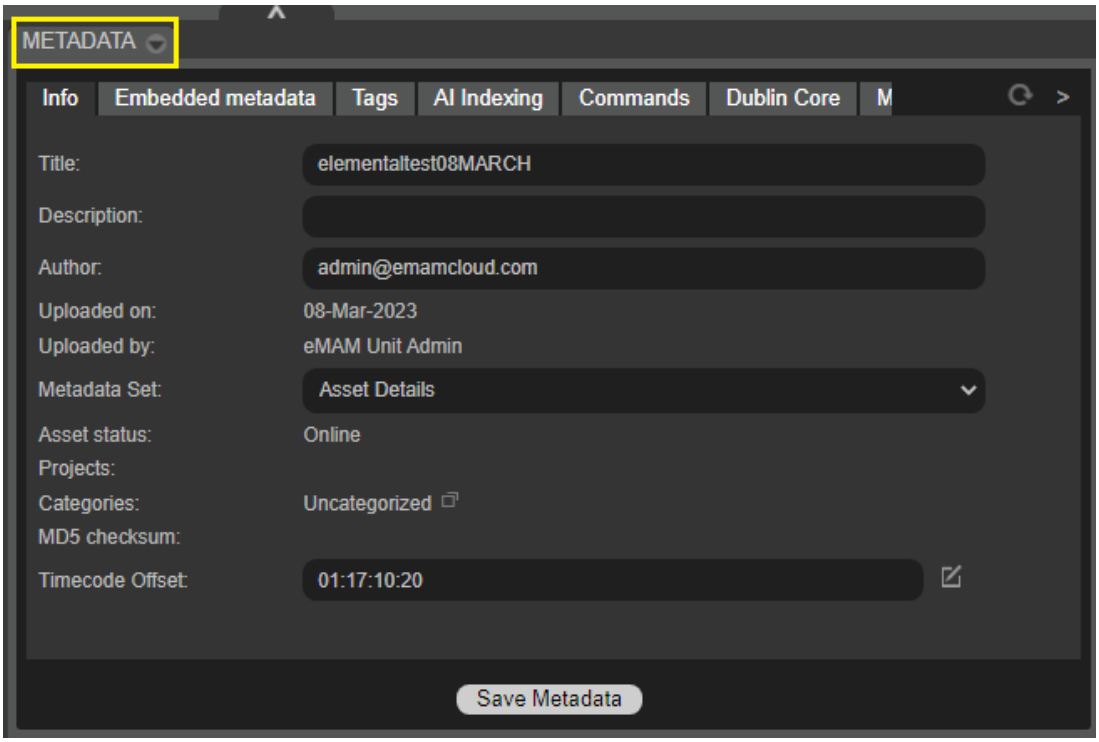


Figure 289 - Metadata of Asset

2.8.1 Info tab

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

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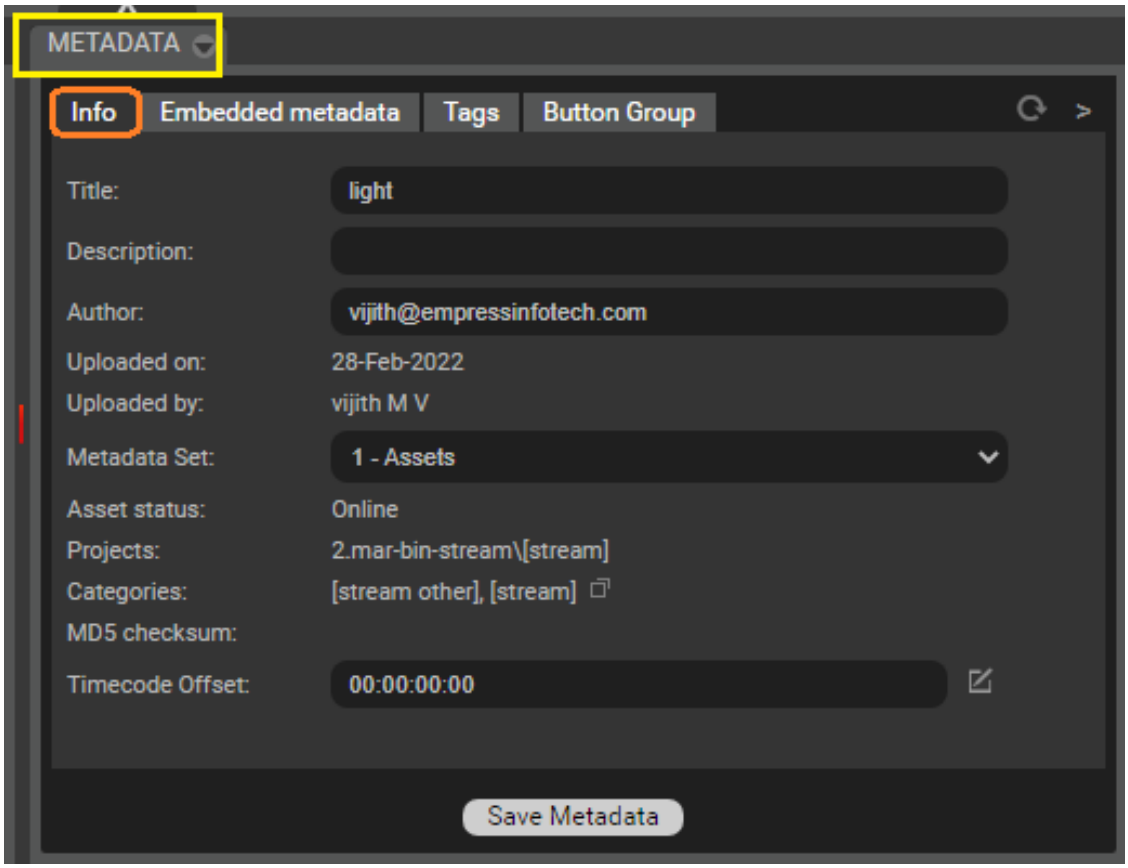
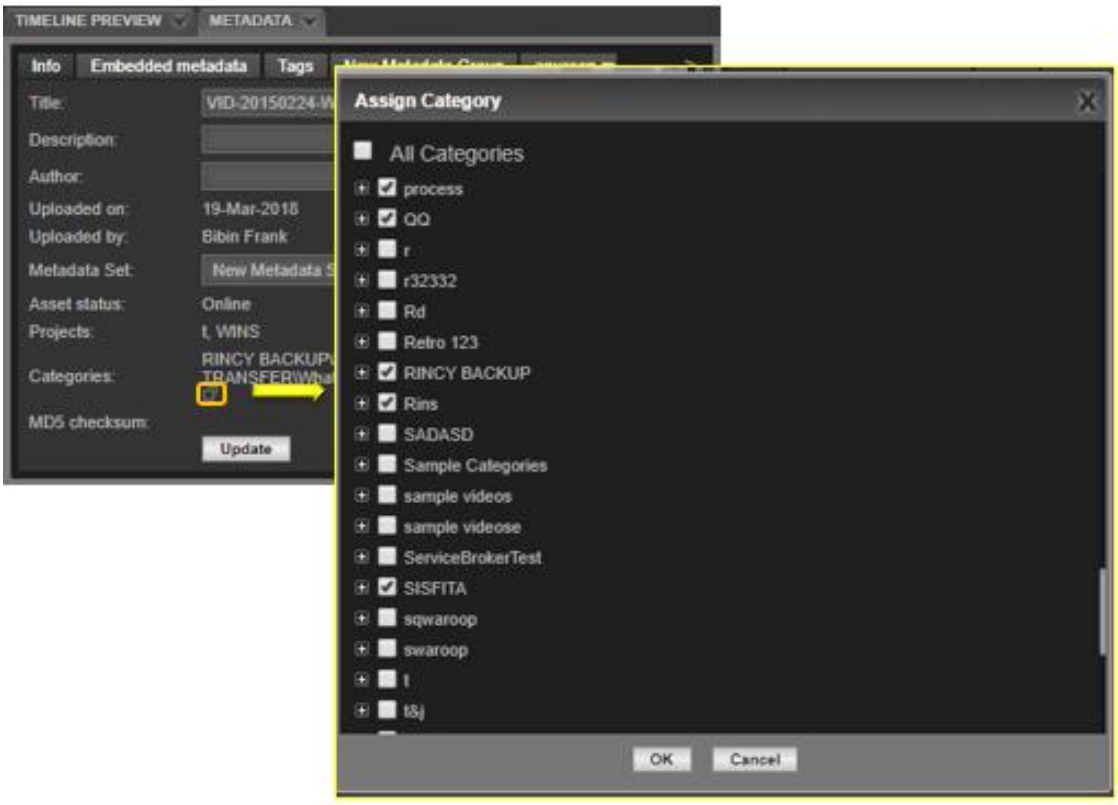


Figure 290 – Info tab- Metadata

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

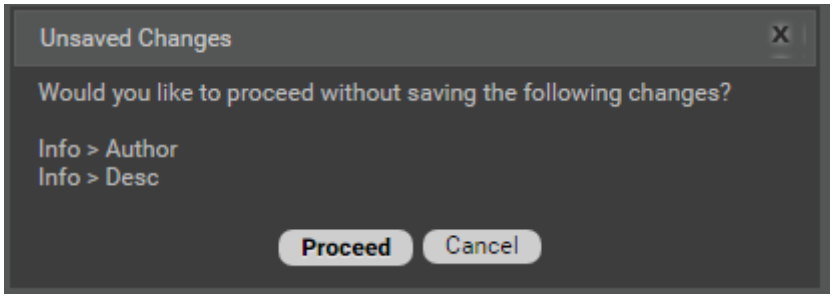
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- **MD5 Checksum**: Will be displayed only if MD5 checksum calculation was enabled during ingest of this asset.
- **Timecode Offset**: Users can manually edit the *Offset timecode* values manually in cases when offset value is incorrect. Just click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



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



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2.8.2 Embedded Metadata

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

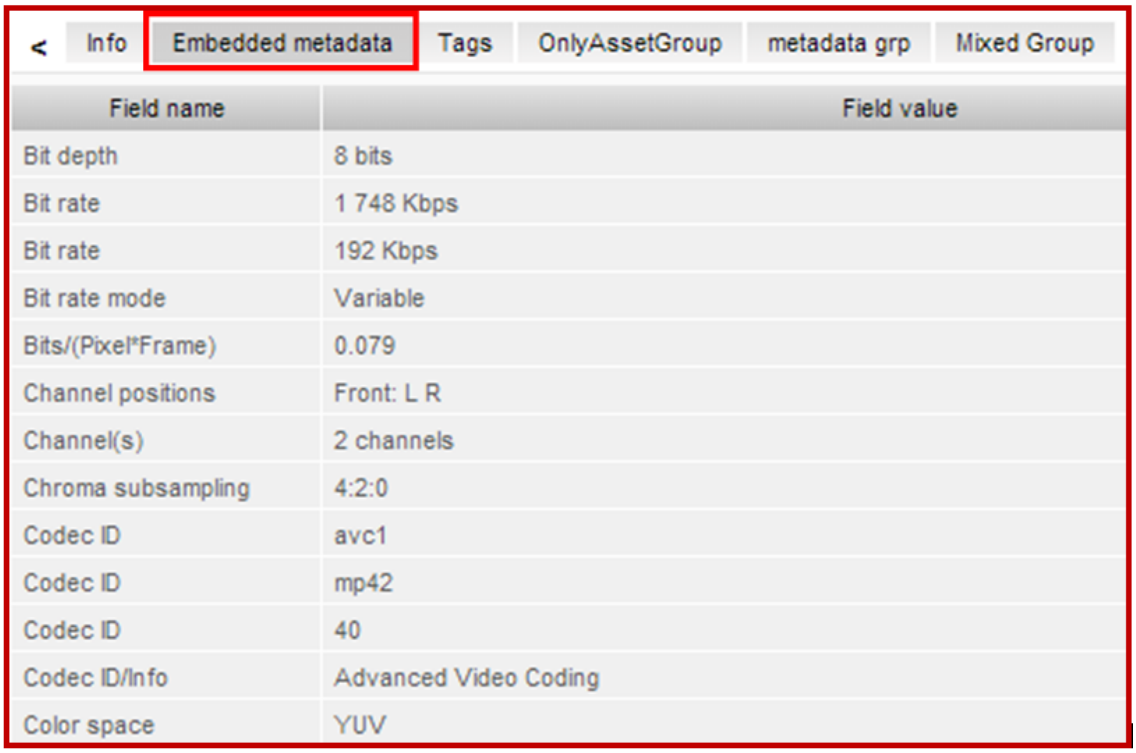


Figure 291 – Embedded Metadata

2.8.3 Custom Metadata tabs

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

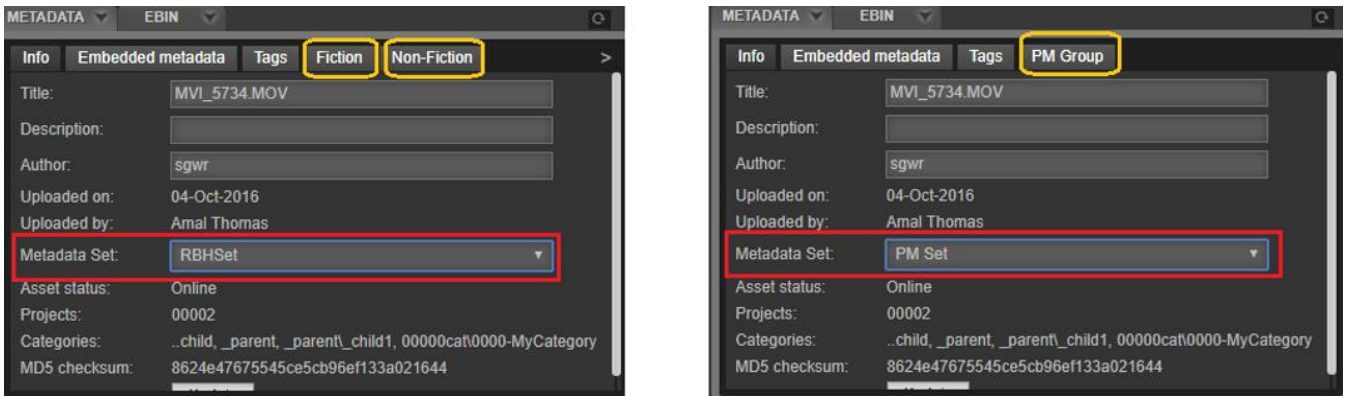


Figure 292- Metadata Sets and associated Metadata group tabs

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

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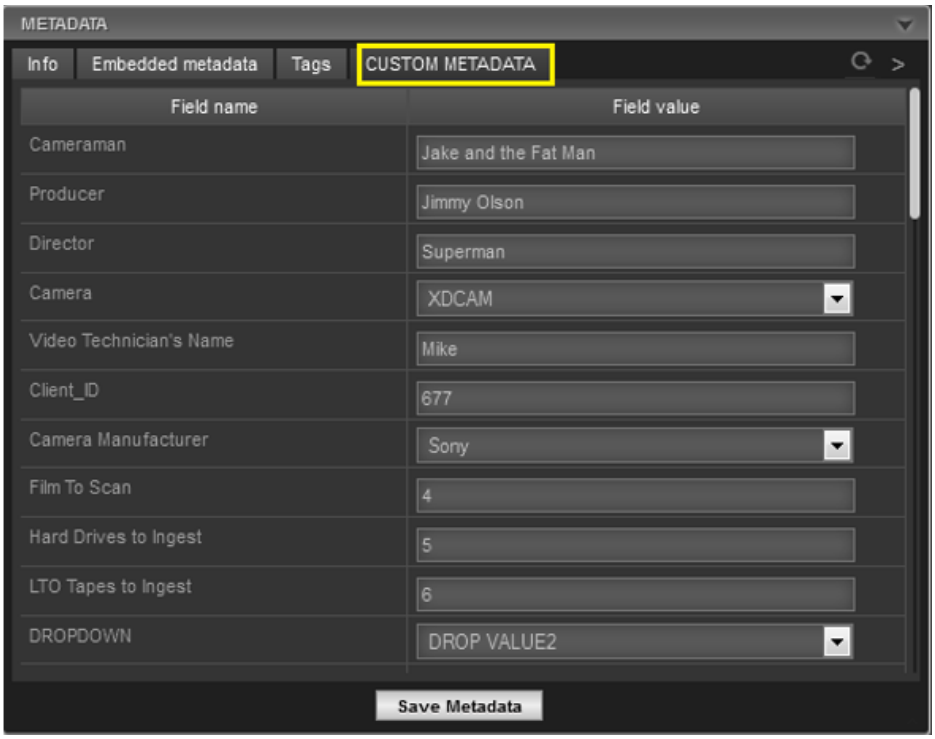


Figure 293- Update or enter custom metadata then SAVE METADATA. Different field types are supported – integer, float, text, list drop down, etc.

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

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

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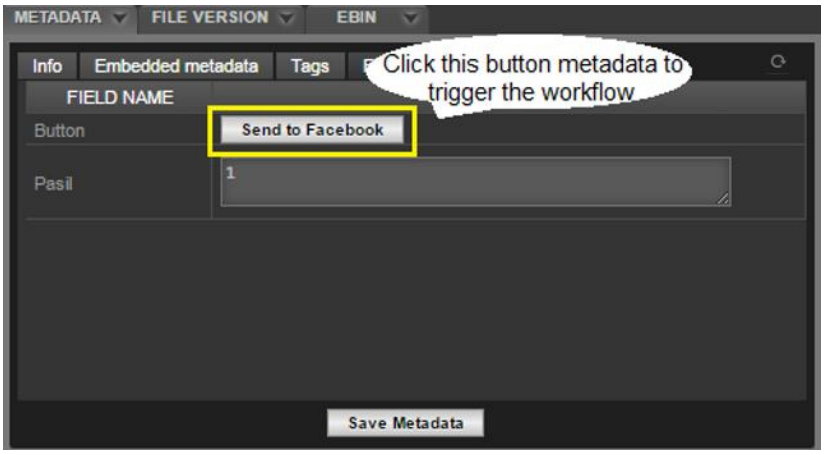


Figure 294- Custom metadata with button metadata type



Figure 295- Message to confirm workflow trigger

Grouping and association of metadata fields

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

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

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

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

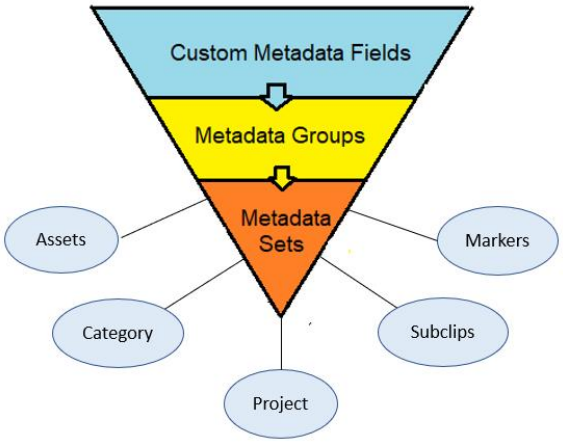


Figure 296- Relation between Metadata field, Metadata group and Metadata Set

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2.8.4 Tags

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

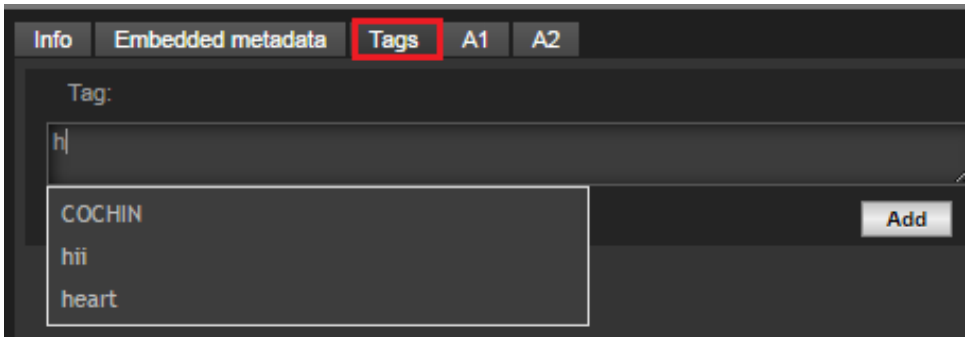


Figure 297- Search tag- suggestions auto populated

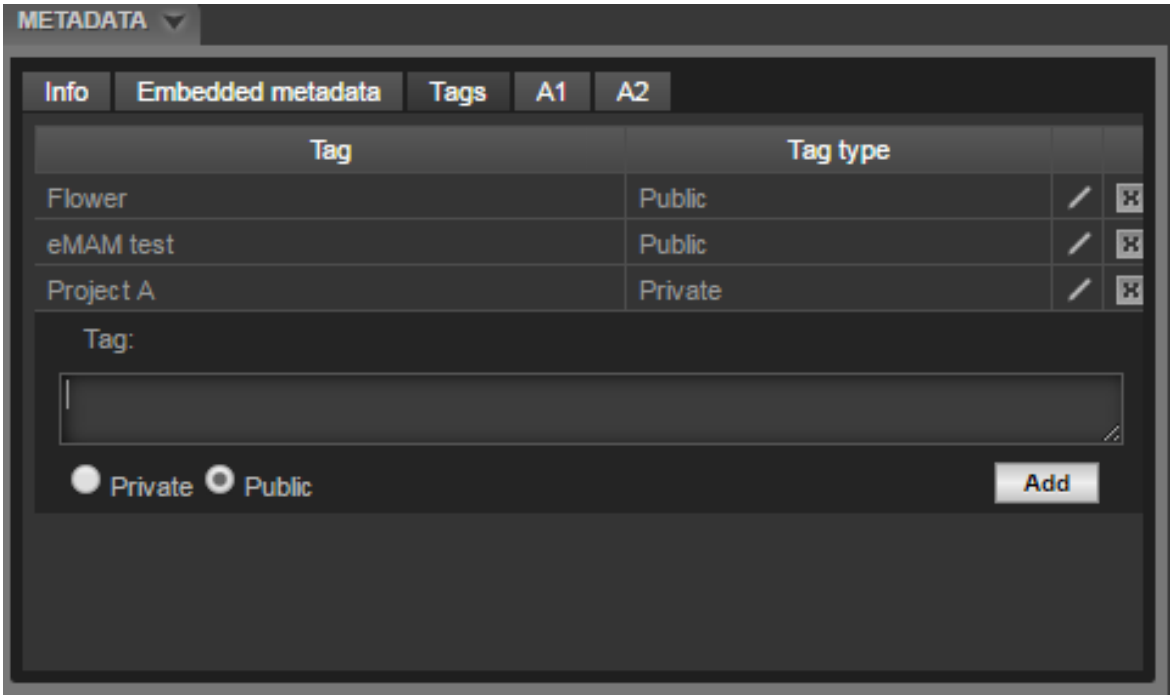


Figure 298-Tags associated with asset

2.9 History

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

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

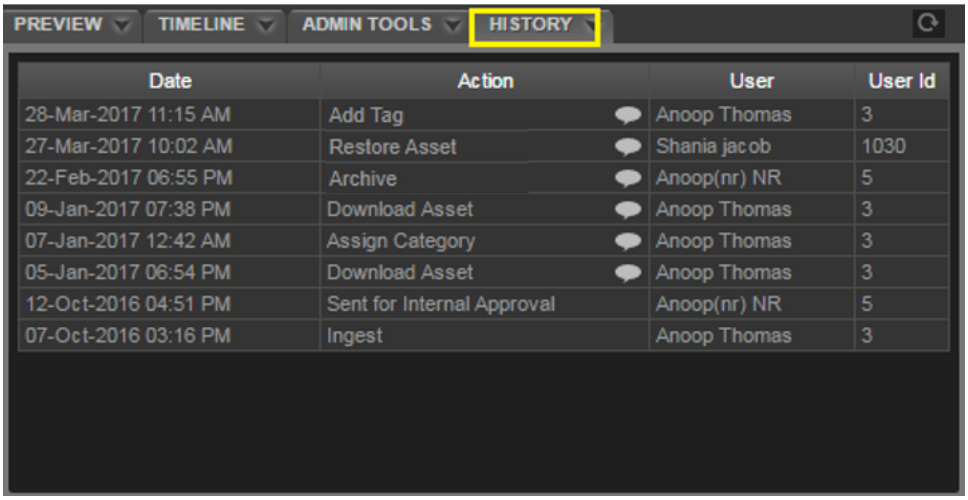


Figure 299- Asset History

2.10 Embed

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

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

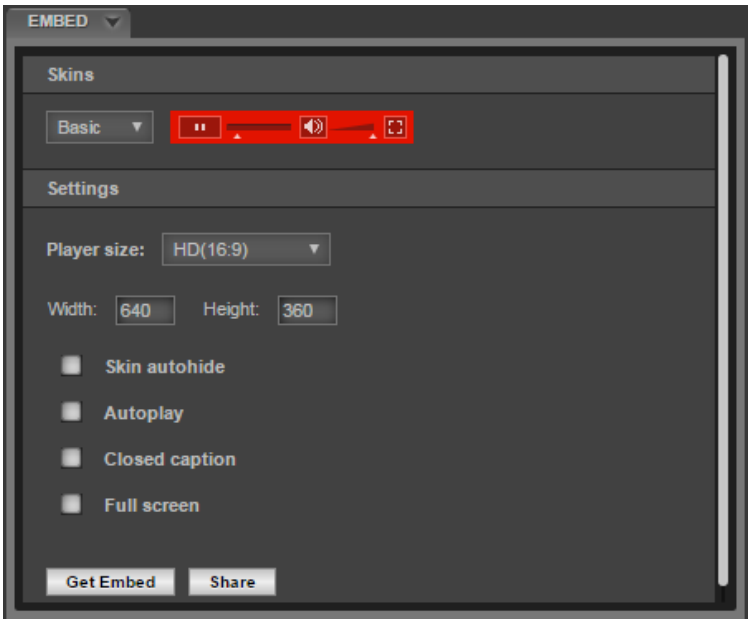


Figure 300-Embed options dialog – get embed code or share link.

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2.10.1 Skins

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

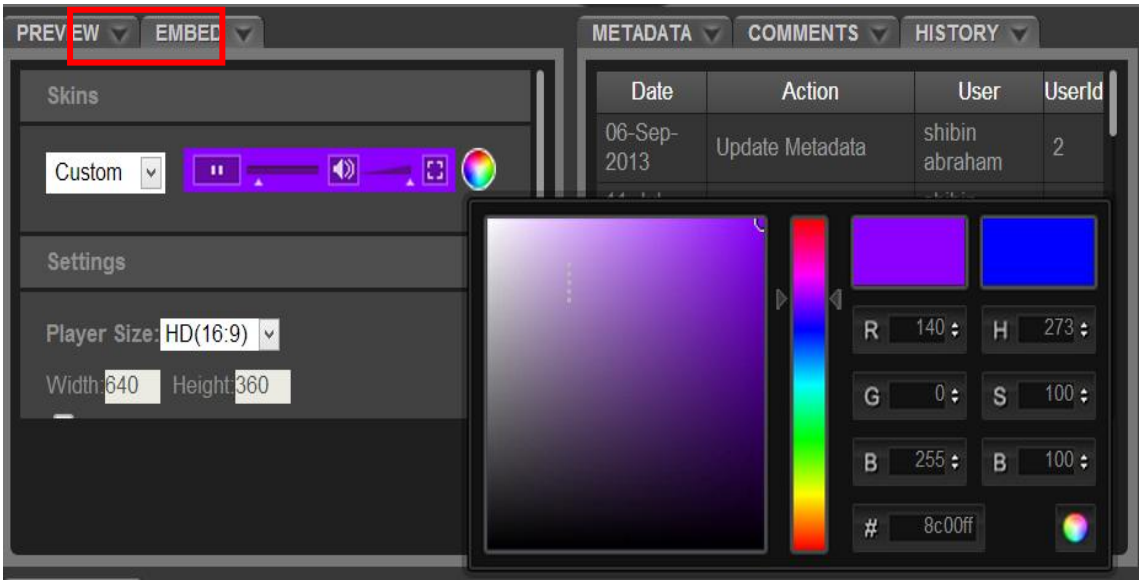


Figure 301-Color palette options for Custom skin option – unlimited color schemes available.

2.10.2 Settings

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

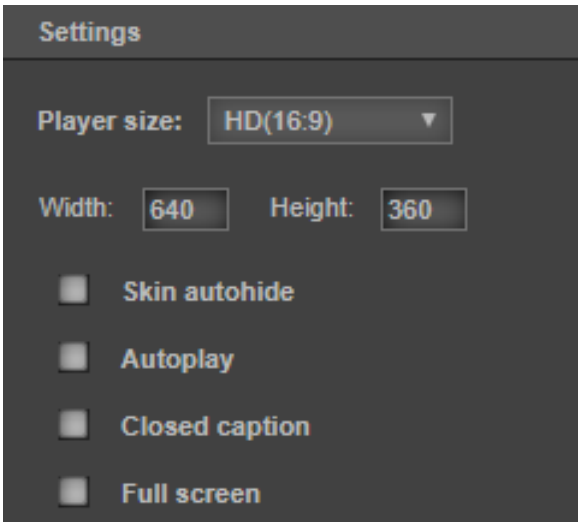


Figure 302- Settings tab to customize the player

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2.10.3 Get Embed

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



Figure 303-Embed code for website (blog, corporate website) or Share link for email, etc.

2.10.4 Share

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

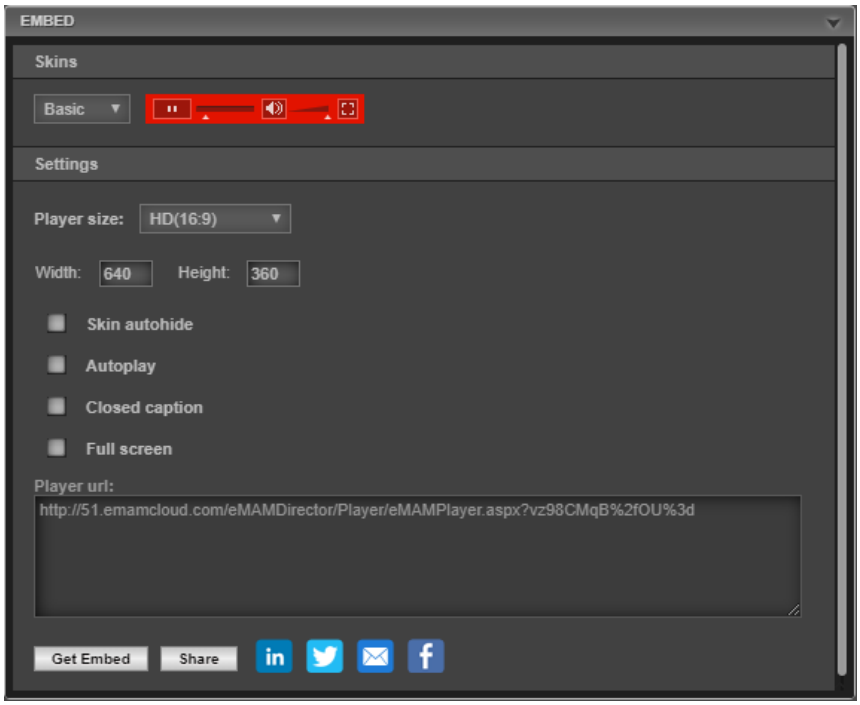


Figure 304-Share options – social media posting options.

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2.11 Browse

The *Browse* widget is used to view all the assets (*including the project assets i.e., premiere(prproj), after effects (aep*), InDesign (indd), DaVinci resolve(drp) etc.) you have stored in the eMAM system. From the Browse widget, you can see the available or chosen assets, navigate through pages of assets, and choose an individual asset for preview and other functions. You can see a quick preview of the video assets in the Browse widget with a simple mover hover on the thumbnail of each asset, without having to open each asset individually. The user can choose an asset by clicking on it and the selected asset gets highlighted in the *Browse* widget. Once an asset is chosen, then the following widgets will change to reflect information about that asset: **Preview**, **Metadata**, **Comments**, **History**, **Embed**, **Approval**, File Versions, **Marker**, **Insights**, **Transcript, Keyframes** and **Subclip**. The unit admins may also choose to browse only the assets resident in the category, storage, archive, cloud or source storage areas using the widget's pull-down menu.

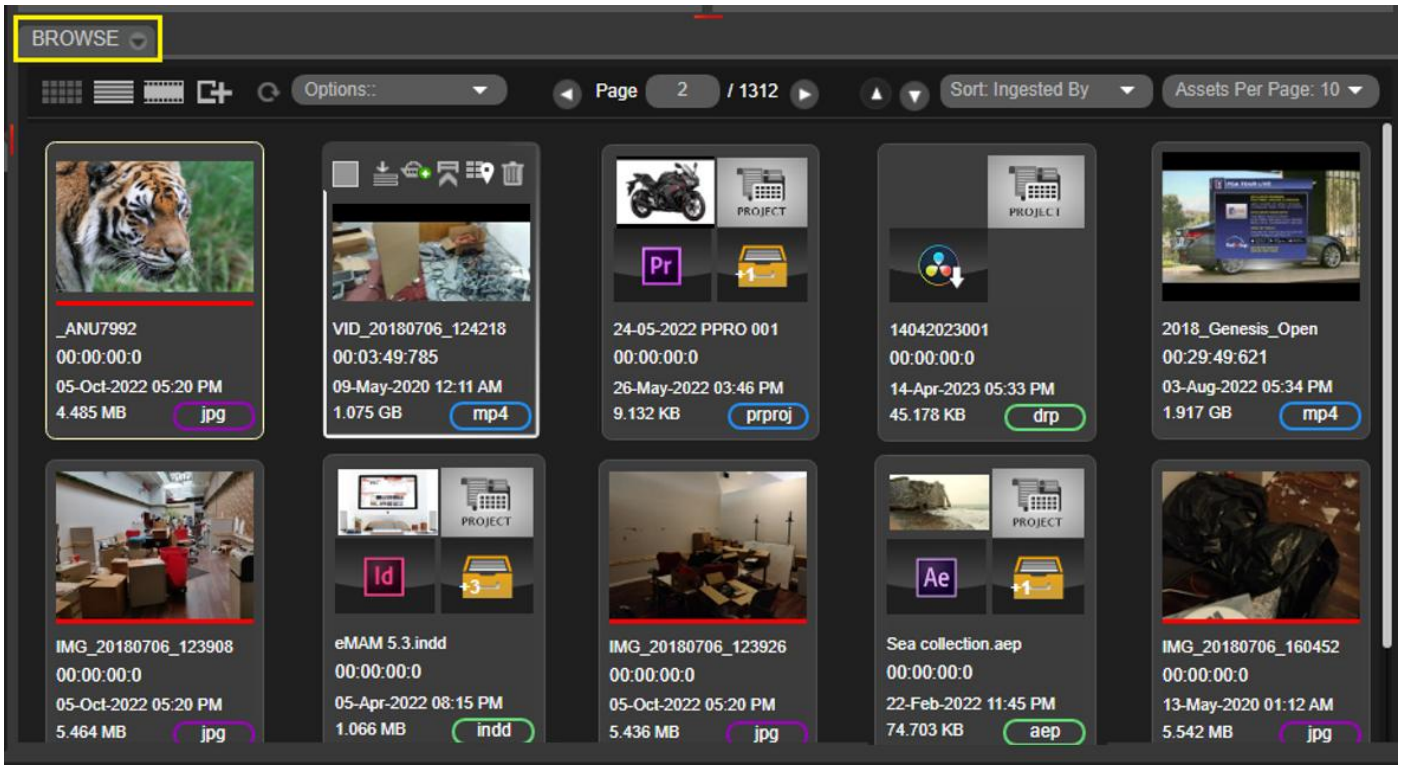


Figure 305- Browse widget

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

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

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

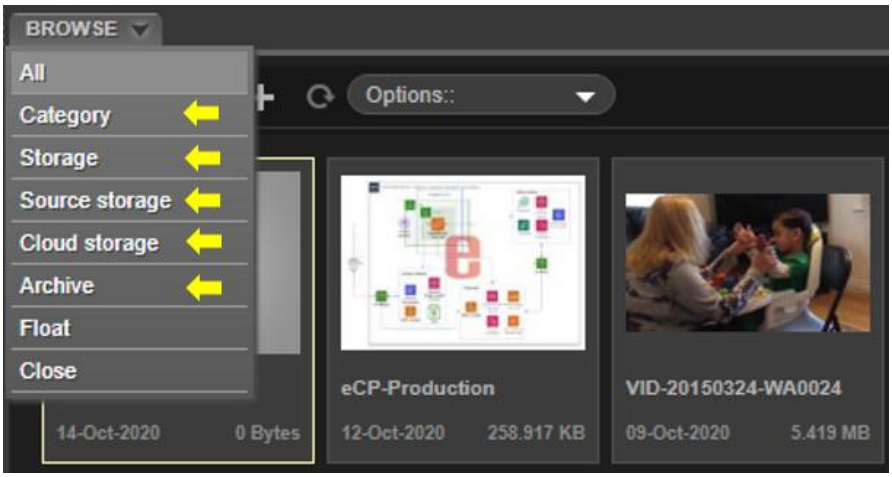


Figure 306- Browse options can be selected from widget's pull-down menu – ALL, Category, Storage, Source Storage, Cloud Storage or Archive.

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



Figure 307- Browse widget- Category Filter

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

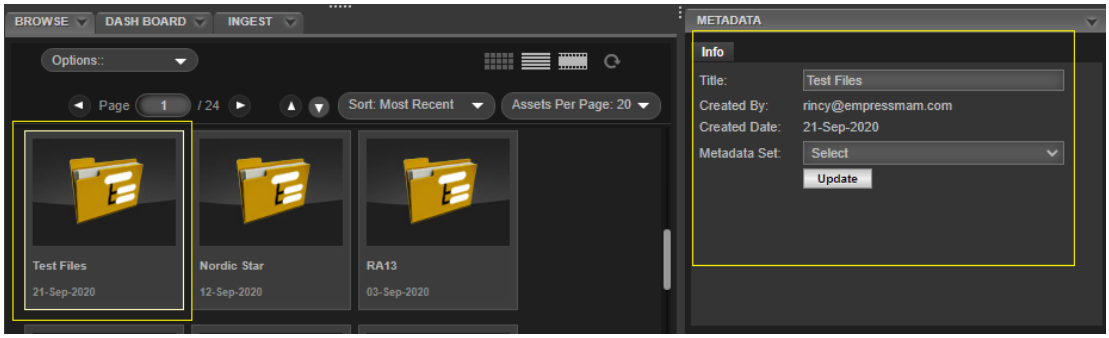


Figure 308- Browse widget Category will display category metadata under Metadata widget

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

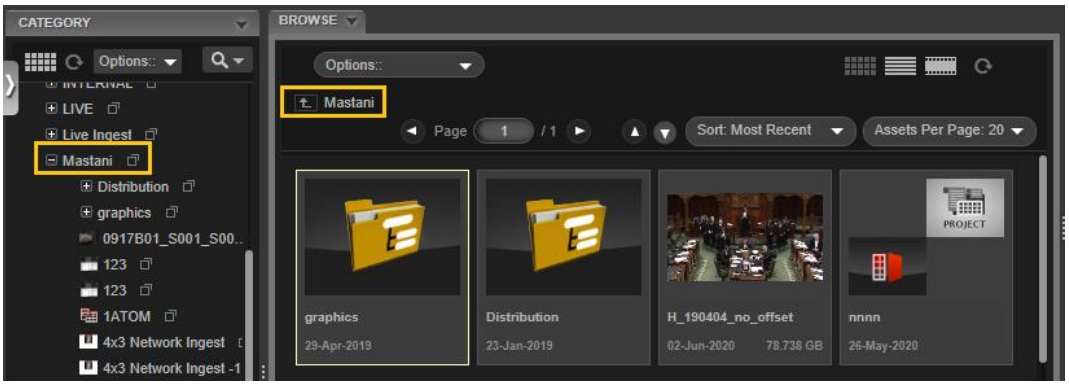


Figure 309-When a Category is selected under Browse widget automatically same category gets selected in the Category widget.

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

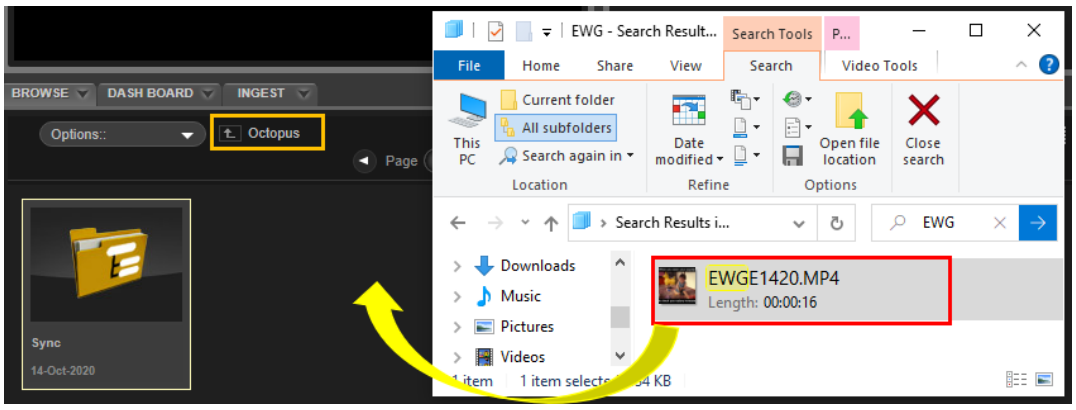


Figure 310- Browse widget category- drag & drop assets to the selected category

Asset metadata window opens up and the selected category is auto selected.

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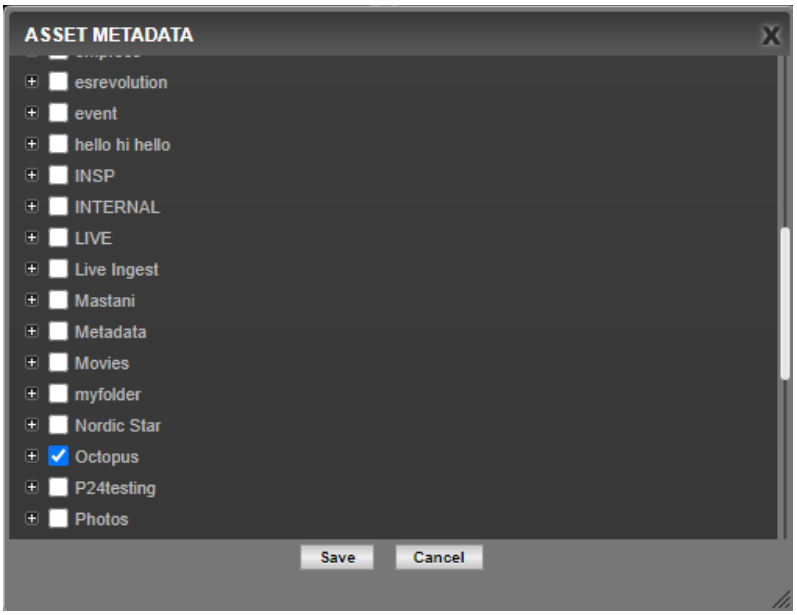


Figure 311-Browse widget category- asset metadata window opening during direct ingest

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

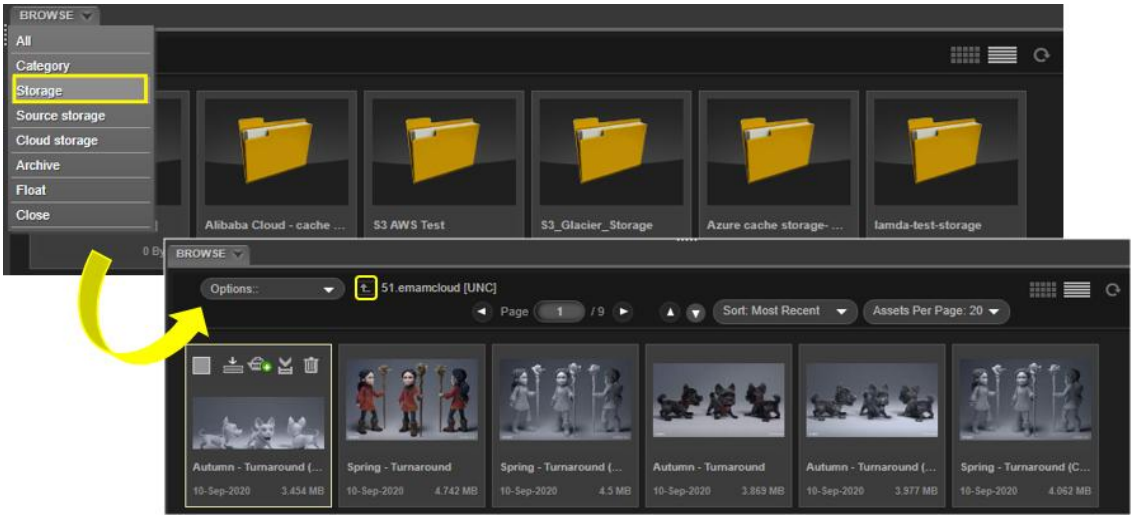


Figure 312- Browse widget- assets filtered based on storage.

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

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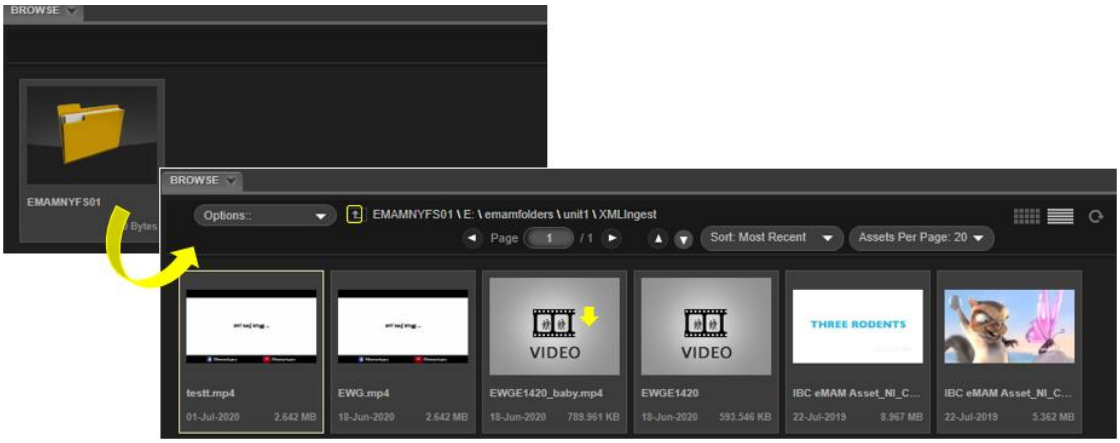


Figure 313-Browse widget- assets filtered based on source storage

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



Figure 314- Browse widget- assets filtered based on the cloud storage

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

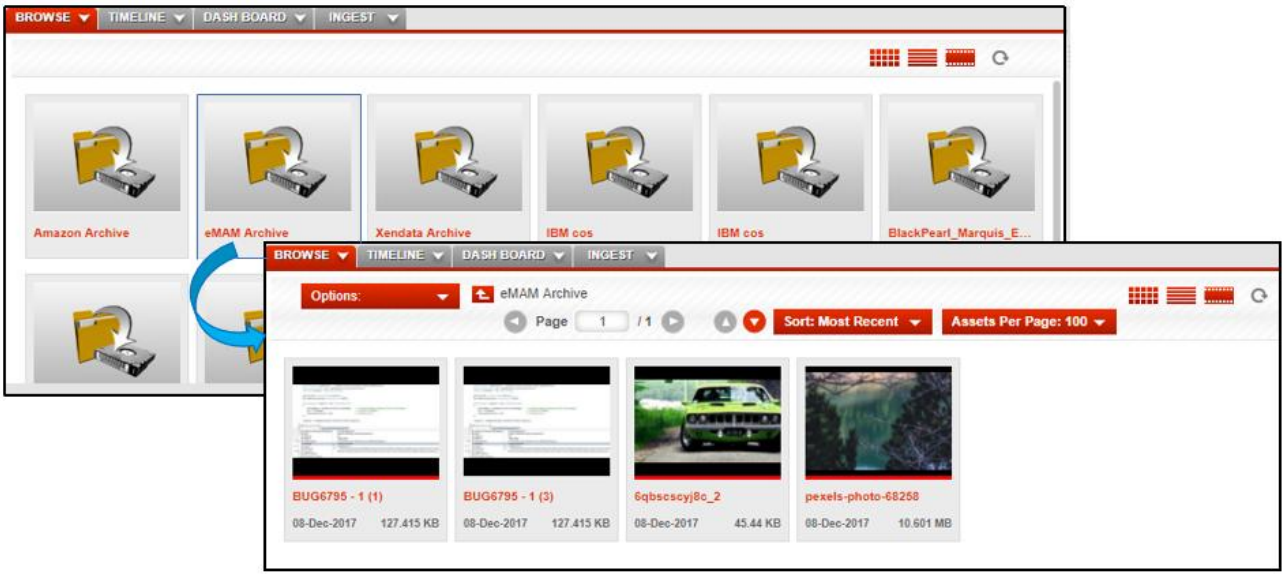


Figure 315- Assets browsed- Archive>eMAM Archive

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The *Browse* widget has following in the top panel options:



2.11.1 Thumbnail view

You can select different view options to display your files/assets under the *Browse* widget. Three view types can be selected from the upper left-hand corner of the widget (*from left to right*) to suit your personal preference: Thumbnail, List and Filmstrip.  **View** Switch between these icons for *Thumbnail view, List view and Filmstrip* view.

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

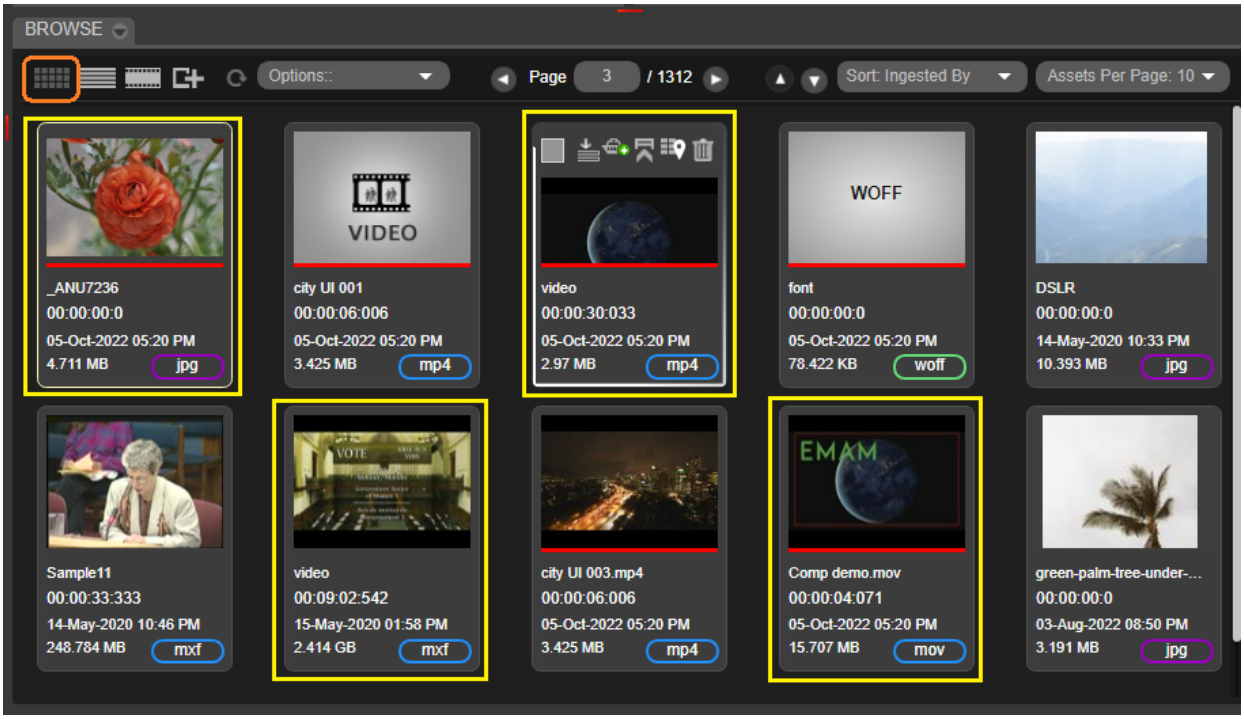


Figure 316- Thumbnail view.

- **Options**: Under thumbnail view, a number of actions (*Add to Delivery, Add to eBIN, Archive & Restore*) can be performed on the multiple assets selected using *Options* dropdown. *Select All* option can be used to select all the assets in the page under the *Browse* widget.
  You can drag and drop the selected assets to Projects and Categories too. *Clear* option can be used to clear all the selected assets. Click on  icon on top left-hand side of an asset to select any asset and that asset gets selected with  icon. These selected assets can be added to Projects, Categories, eBIN, Delivery or archived, restored or used for metadata import.

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Figure 317- Select asset and use Options dropdown for other functions

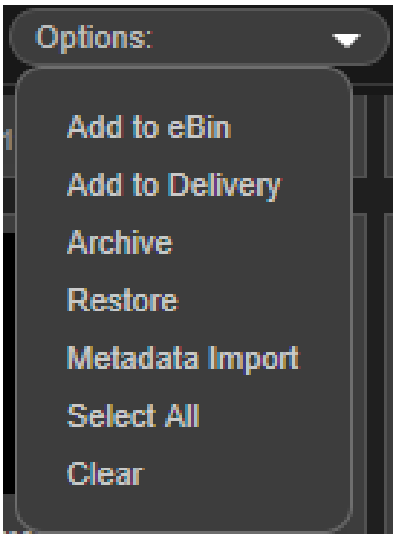


Figure 318- Options under Browse widget

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

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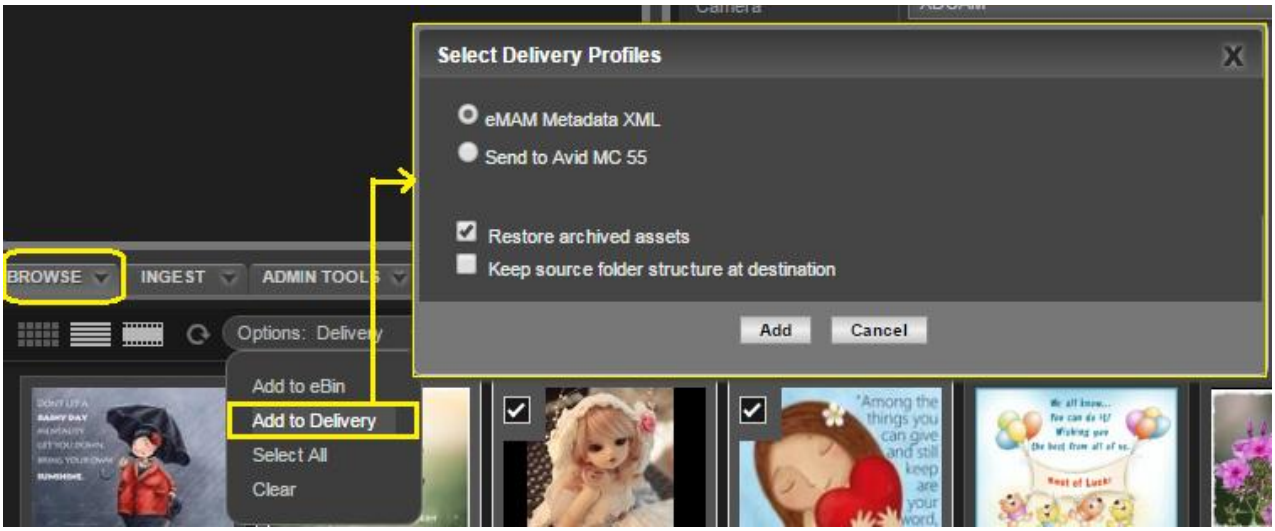


Figure 319- Assets added to Delivery queue process

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

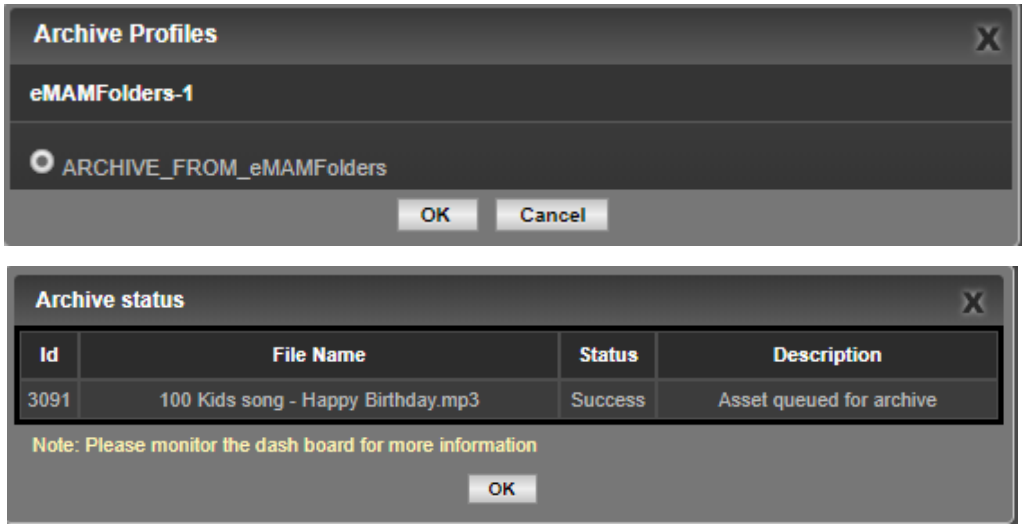
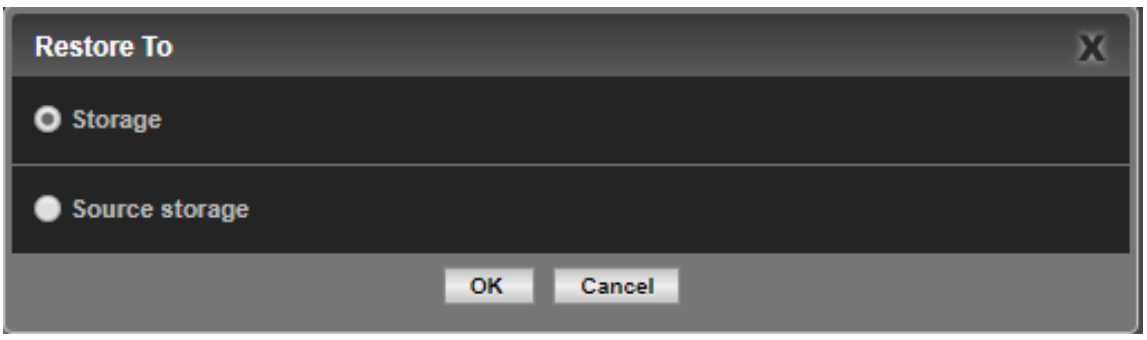


Figure 320- Archive- Select archive profiles window and archive status window.

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



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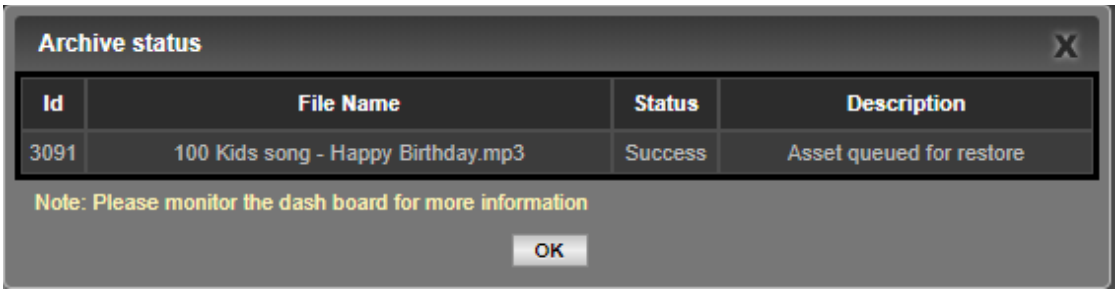
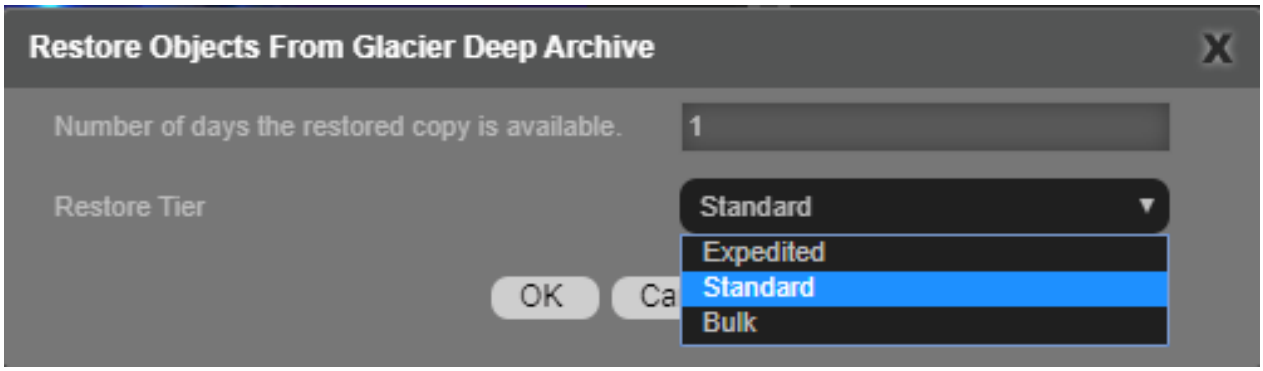


Figure 321- Select Restore to location window and Restore status window

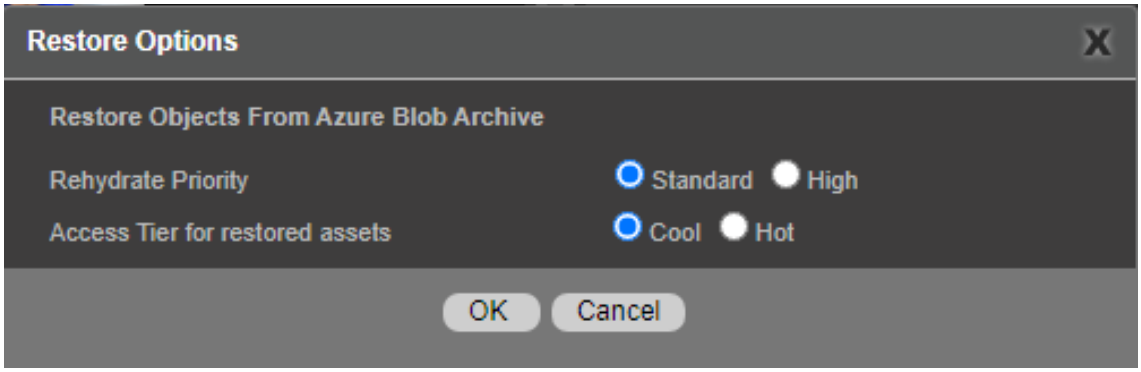
For assets archived to **S3 Glacier** locations, you will have option to restore from Glacier Deep Archive:



- **Expedited**: Quick restore within minutes and as per the paid quota. Expedited retrieval allows you to quickly access your data when you need to have almost immediate access to your information. This retrieval type can be used for archives up to 250MB. Expedited retrieval usually completes within 1 and 5 minutes.
- **Standard**: Slower restore up to 5 hrs., but free. Standard retrieval provides access to any of your archives within several hours. Standard retrieval usually takes between 3 and 5 hours to complete.

- **Bulk**: Slowest bulk restore up to 24 hrs., free. Bulk retrievals are S3 Glacier's lowest-cost retrieval option, which you can use to retrieve large amounts, even petabytes, of data inexpensively in a day. Bulk retrievals typically complete within 5–12 hours.

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



a. Rehydrate priority: Choose any of the below:

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i. **Standard priority**: The rehydration request will be processed in the order it was received and may take up to 15 hours.
ii. **High priority**: The rehydration request will be prioritized over Standard requests and may finish in under 1 hour for objects under ten GB in size.

b. Access Tier for restored assets: Choose any of the below:
iii. **Hot** - Optimized for storing data that is accessed frequently.
iv. **Cool** - Optimized for storing data that is infrequently accessed and stored for at least 30 days.

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

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

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

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

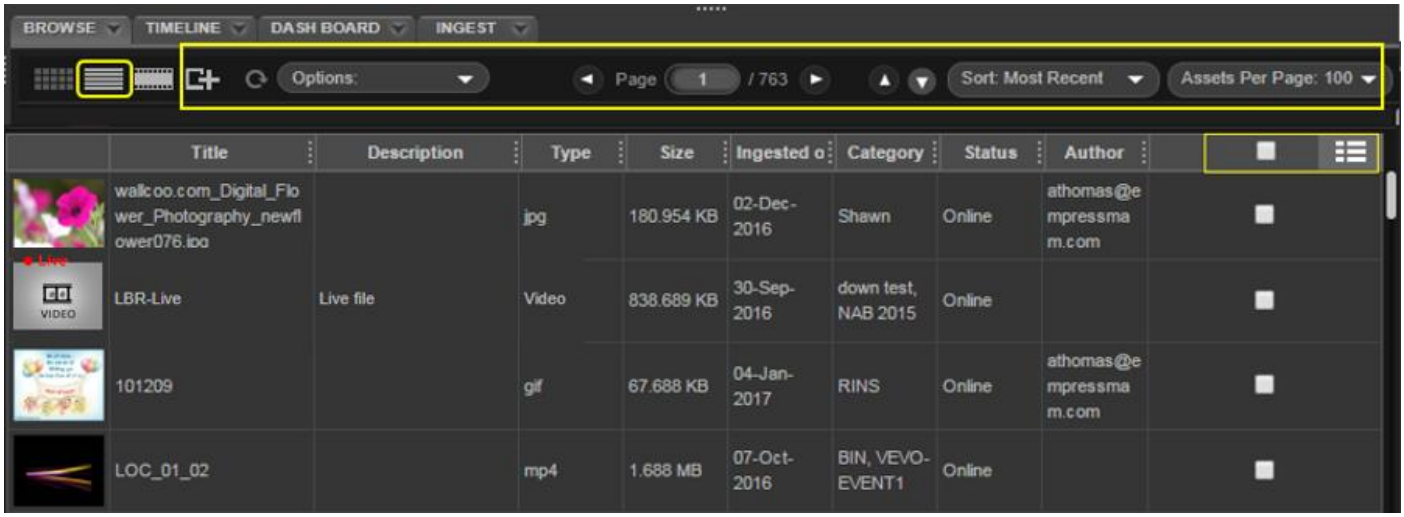


Figure 322-List view

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

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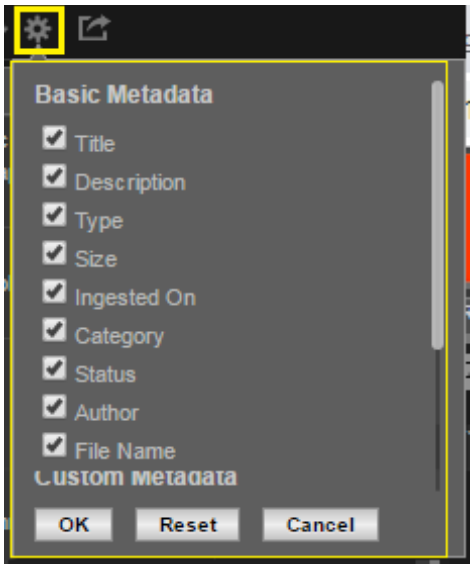


Figure 323- Metadata list screen to customize metadata columns in list view – both Basic and Custom metadata is available

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

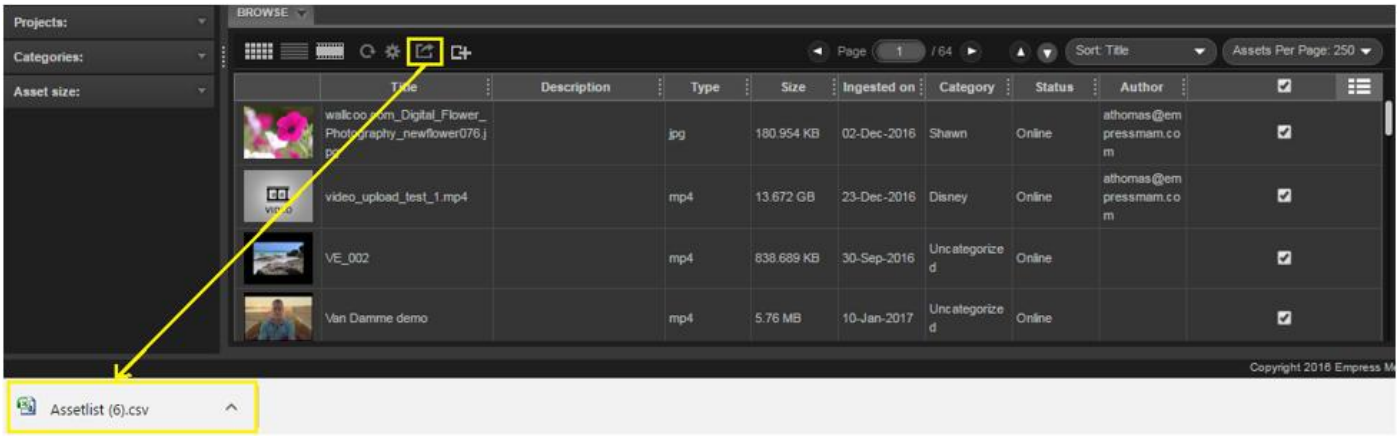


Figure 324- List View Export asset list option

	A	B	C	D	E	F	G	H	I	J	K	L
1	TITLE	DESCRIPTION	TYPE	SIZE	INGESTED (	CATEGORY	STATUS	AUTHOR	FILE_NAME			
2	pexels-daria-shevtsova-1376199		Image	1.227 MB	12/21/2020	Uncategorized	Online	ajish@empressmam.com	pexels-daria-shevtsova-1376199.jpg			
3	testing		Other Files	0 Bytes	12/21/2020	Uncategorized	Online	ajish@empressmam.com	testing.docx			
4	Slow String-20190123T080104Z-001		Other Files	30.623 MB	12/18/2020	Uncategorized	Online	ajish@empressmam.com	Slow String-20190123T080104Z-001.zip			

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

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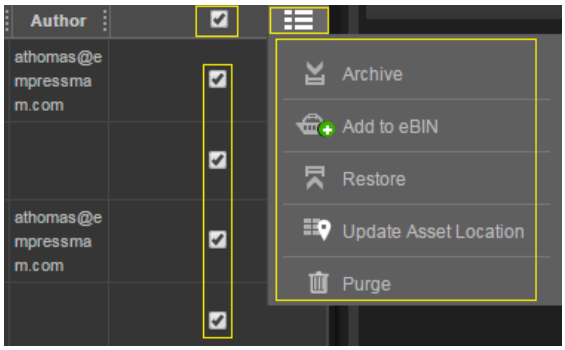


Figure 325- 'Select All' and other options in List view screen for bulk deletion.

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

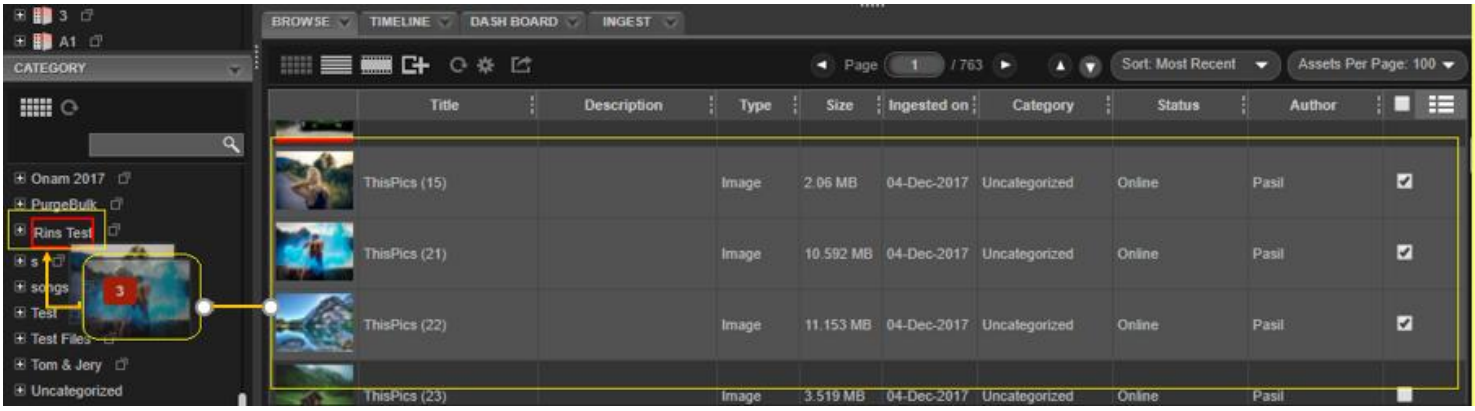


Figure 326- Drag and drop selected assets to the Category widget.

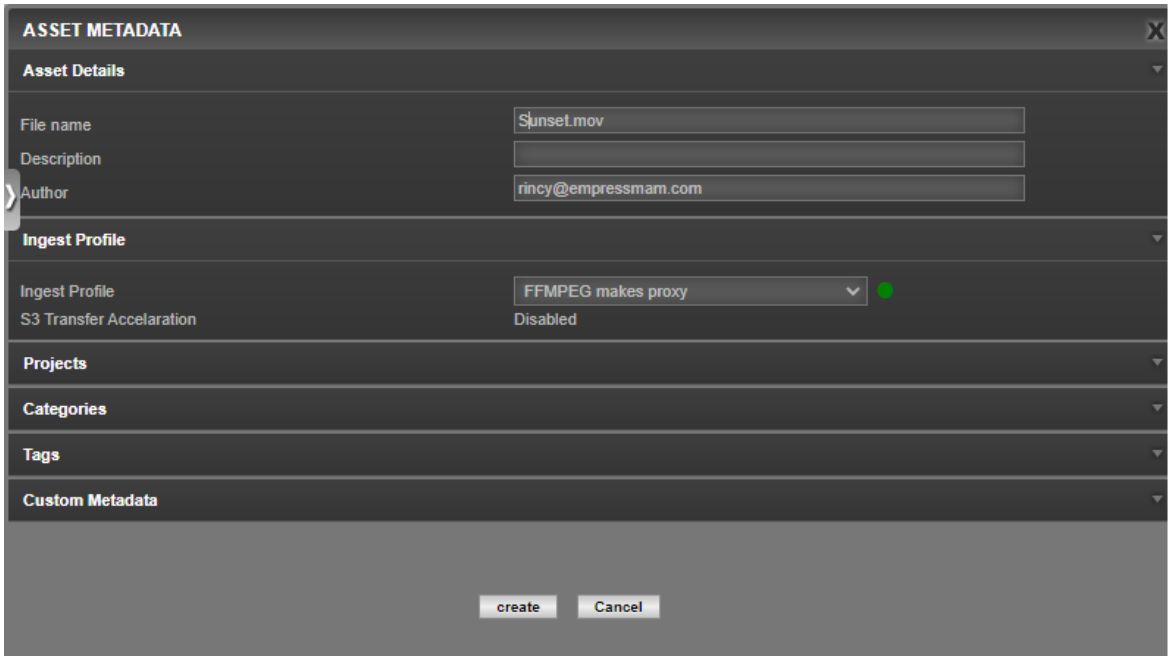
2.11.3 Filmstrip view: You can click on filmstrip view to display assets as a strip of film composed of different images shown as slides. List of assets in the *Browse* widget gets displayed as filmstrips which highlights features such as Markers, annotations etc. This is mainly for video assets, making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



Figure 327- Filmstrip view

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



To create a virtual asset:

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

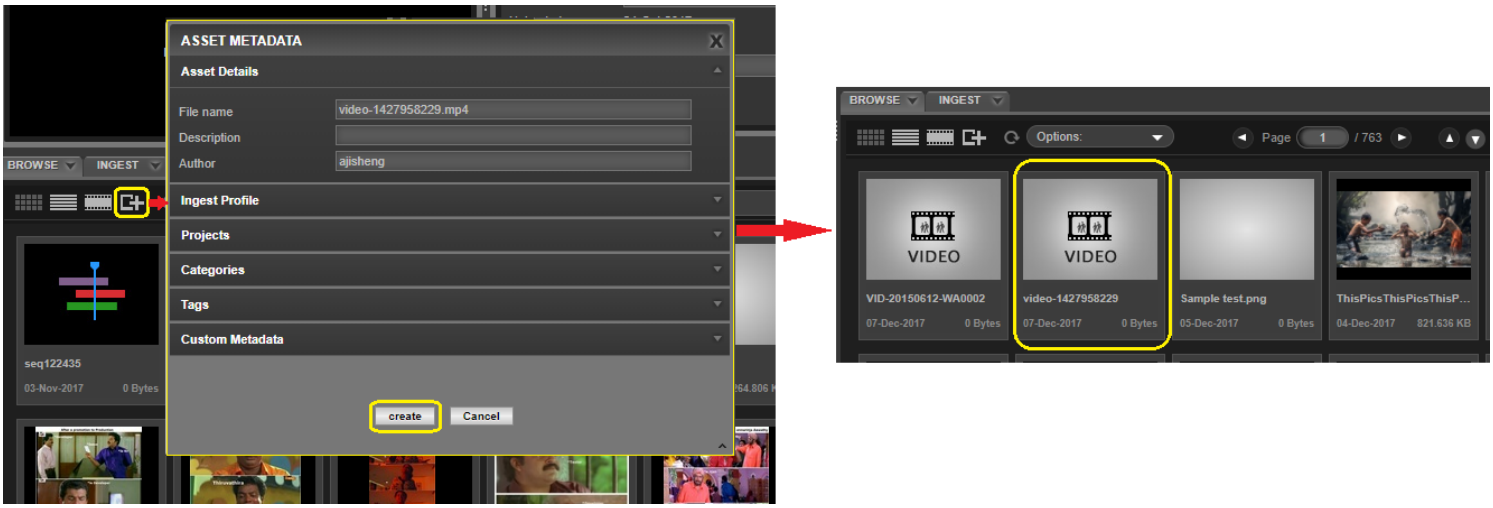
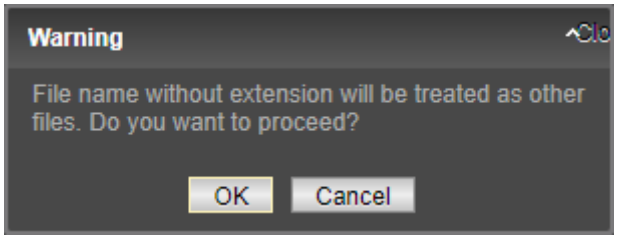


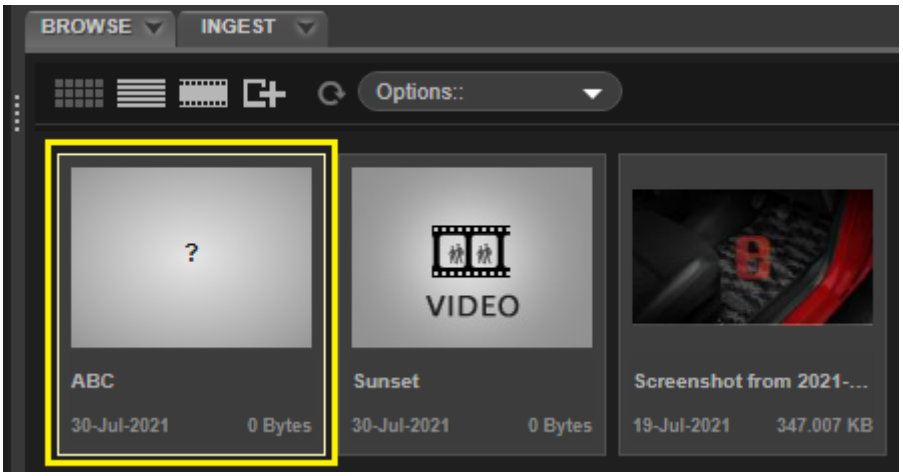
Figure 328- Create new asset process

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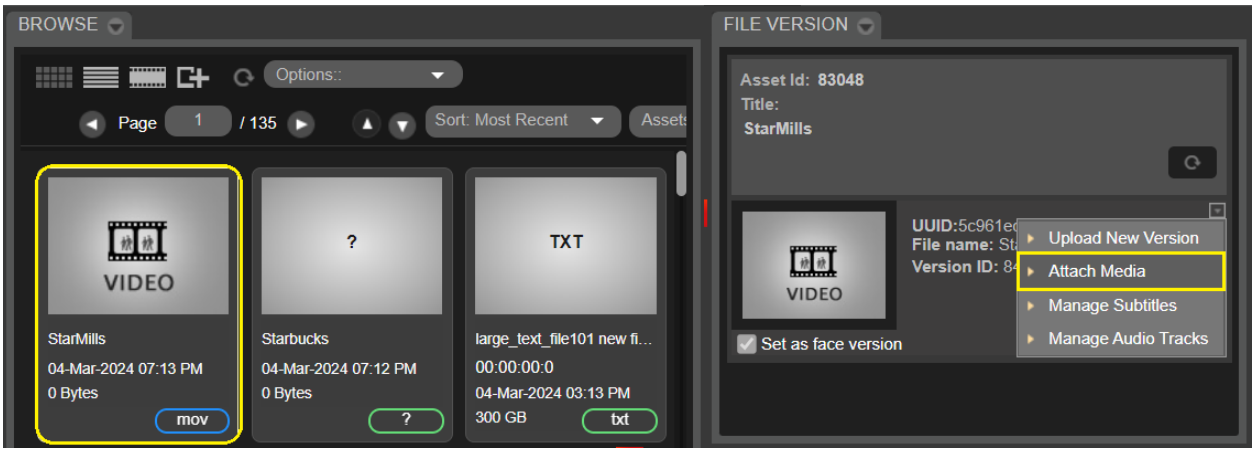
If you enter a file name without extension, you will get a below warning message: "*File name without extension will be treated as other files. Do you want to proceed*"?



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



You can always attach option to attach media as original file using File Version widget.



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

2.11.6 Page Navigation Options

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



Figure 329- Page arrow options

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

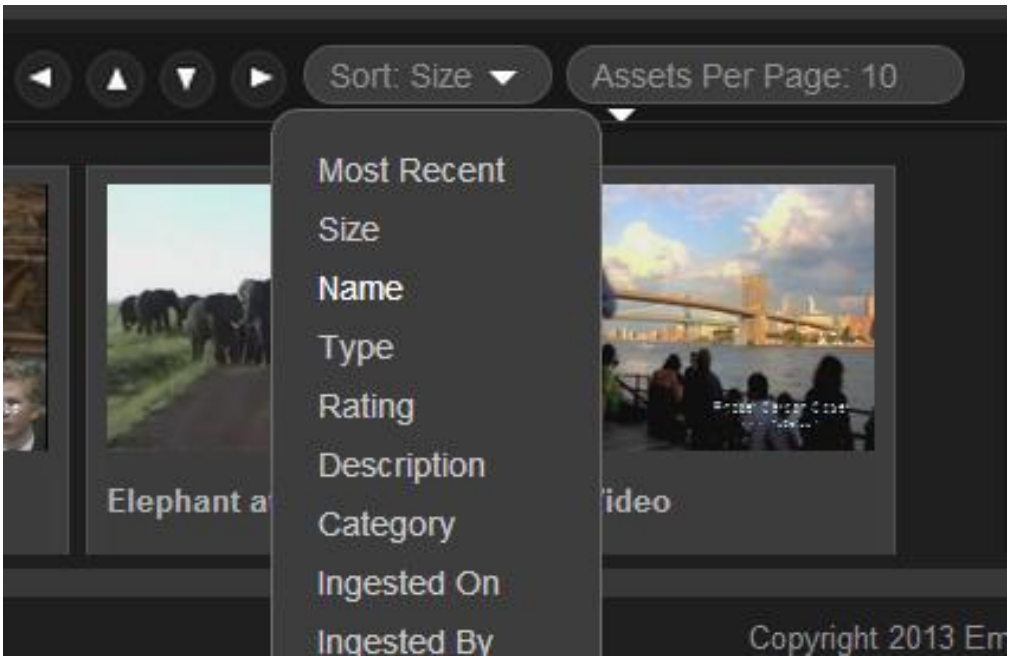


Figure 144 – Sort options

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

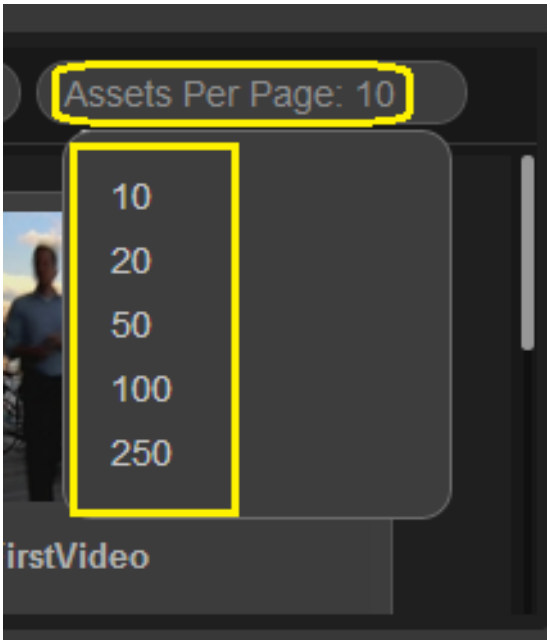


Figure 330- Browse assets in list view - # of assets per page

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2.11.9 Asset Thumbnail Icons

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

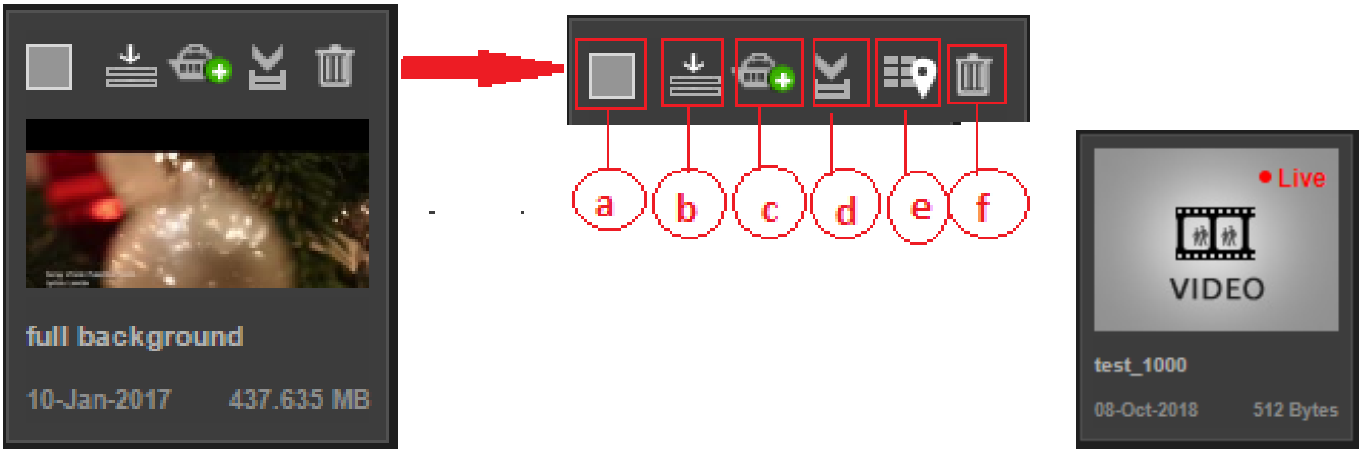


Figure 331- Thumbnail view and its options and a Live asset

Their functions are as follows:

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

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



Figure 332- Select/Multi select assets

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

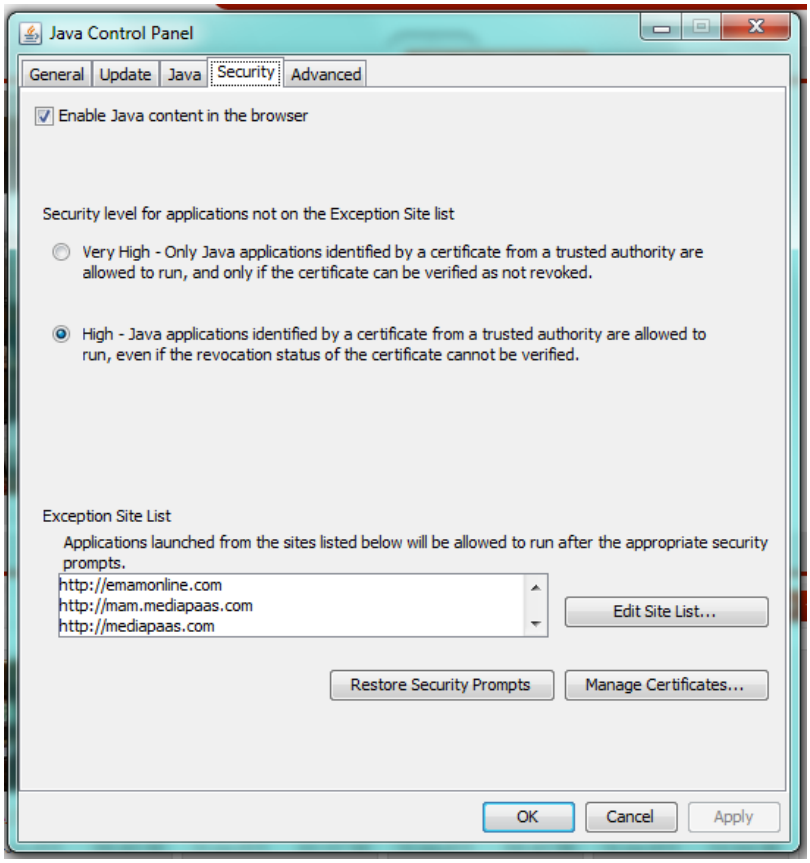


Figure 333- Paranoid Java security settings may prevent Java functions such as the eMAM downloader from functioning. The user can add the URL to the exception list if that happens.

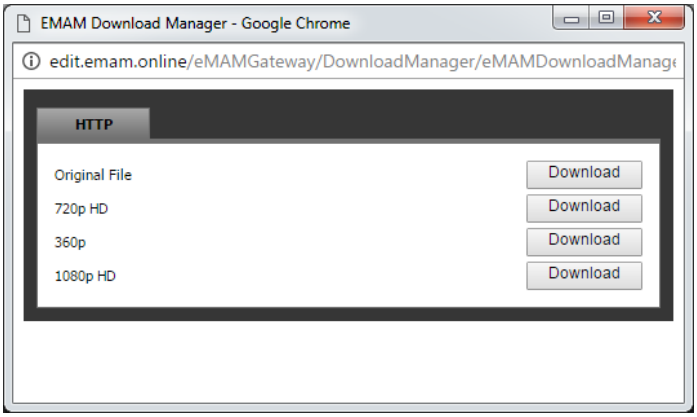


Figure 334- The user can click the appropriate download option from the eMAM Download Manager pop up. This will require Java installed, enabled with security options set.

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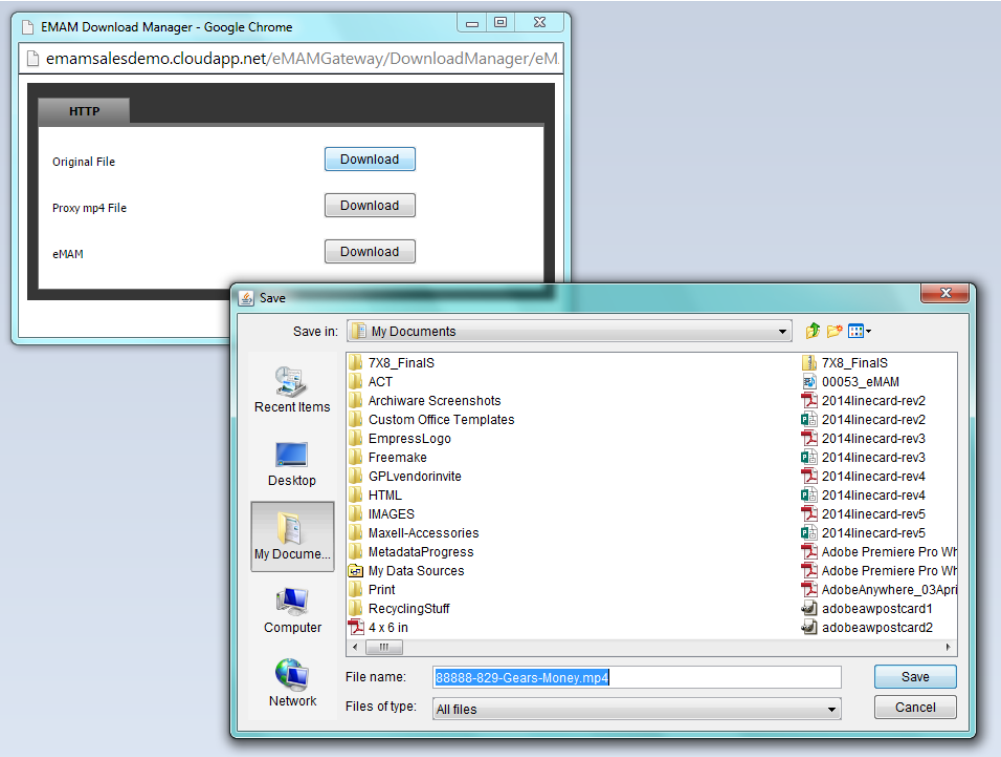


Figure 335- Select a download location.

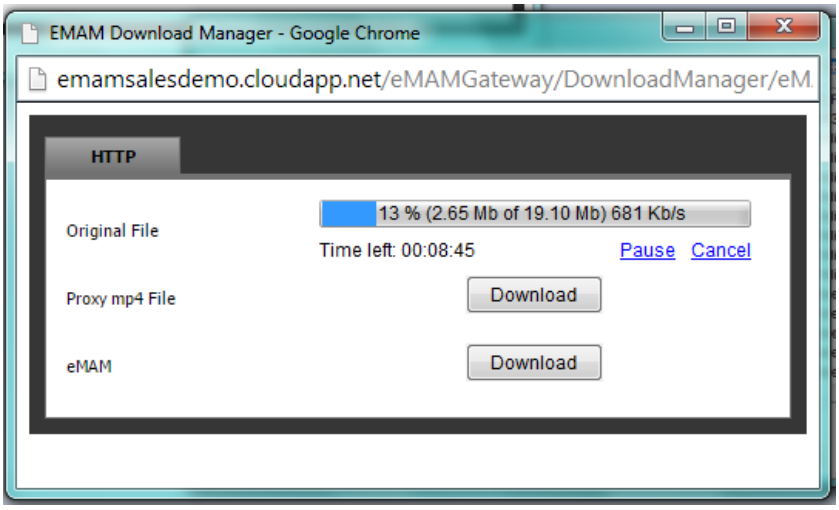


Figure 336- Progress bar indicates download status.

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

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

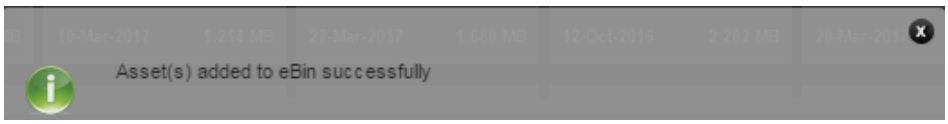


Figure 337-Asset added to eBIN message

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

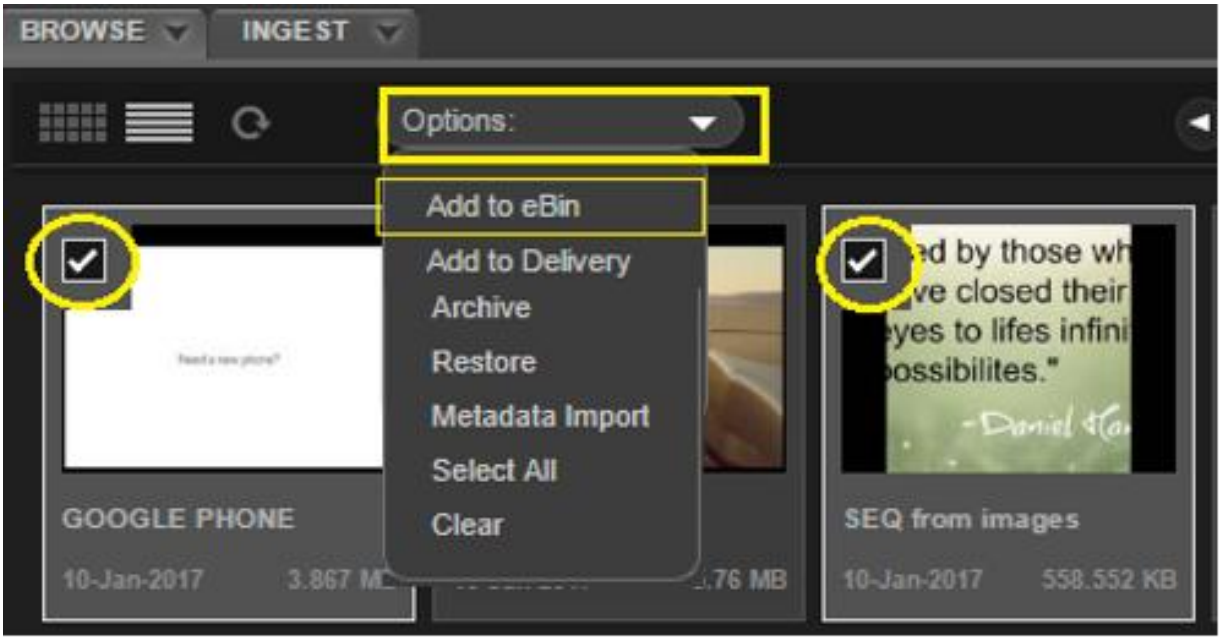


Figure 338- Multi select assets and add to eBIN

- Drag and drop the asset from the *Browse* widget to the eBIN widget.

  The asset may be removed from eBIN by clicking "x" in upper right of asset in the eBIN widget.

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

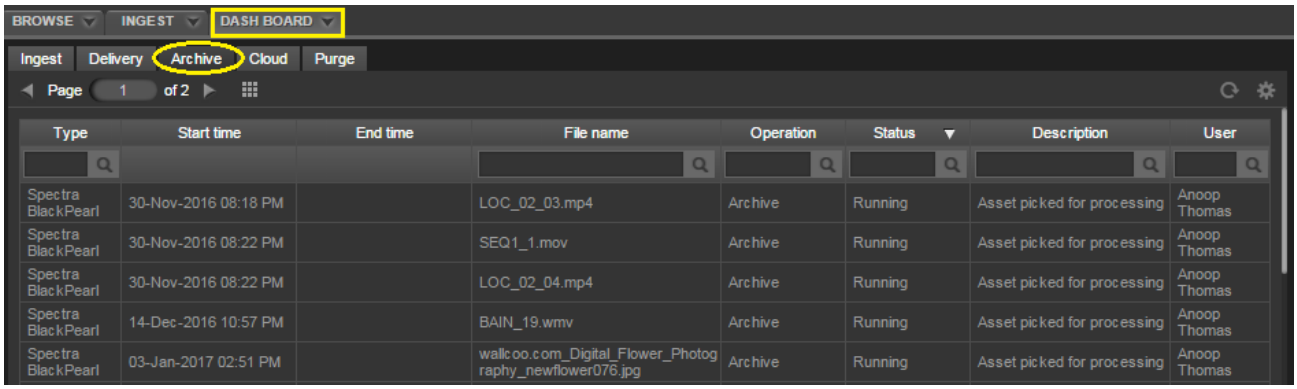


Figure 339 – Monitoring archive and restore status in the Dashboard widget.

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

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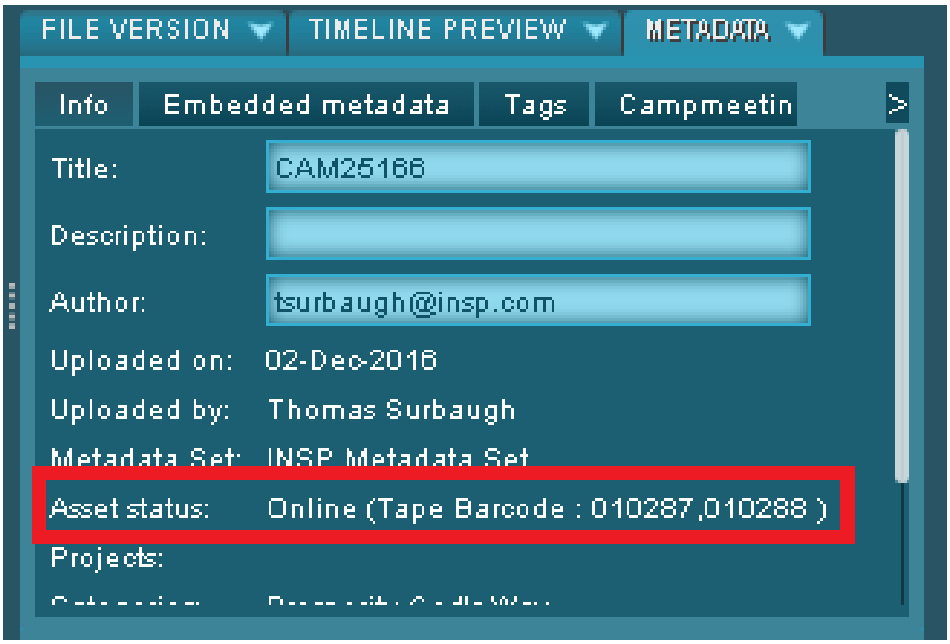


Figure 340- Metadata tab: Asset location updated

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

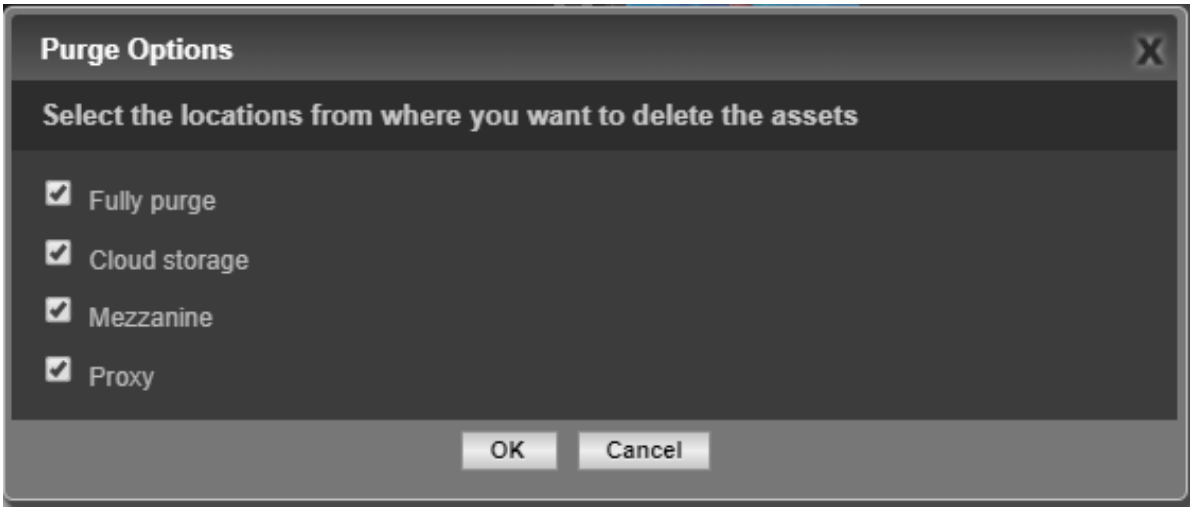


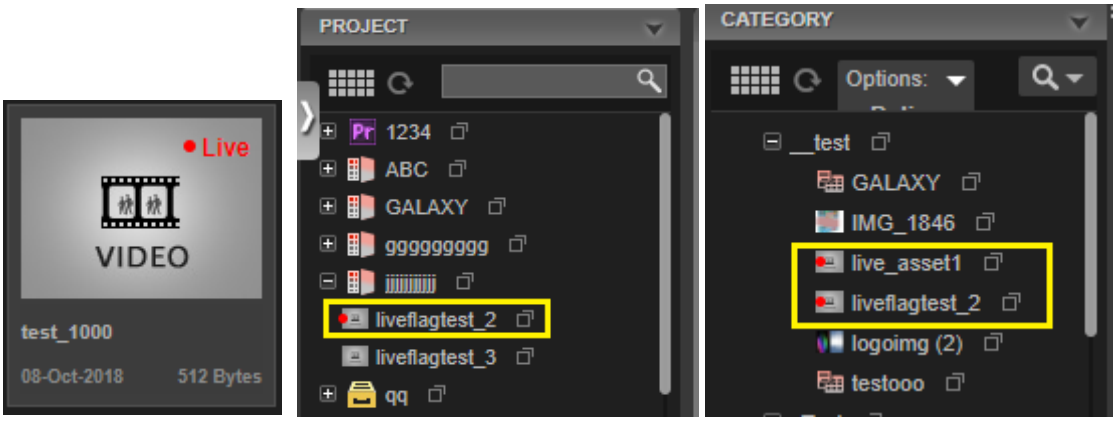
Figure 341- Purge asset- choose asset location

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

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

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



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

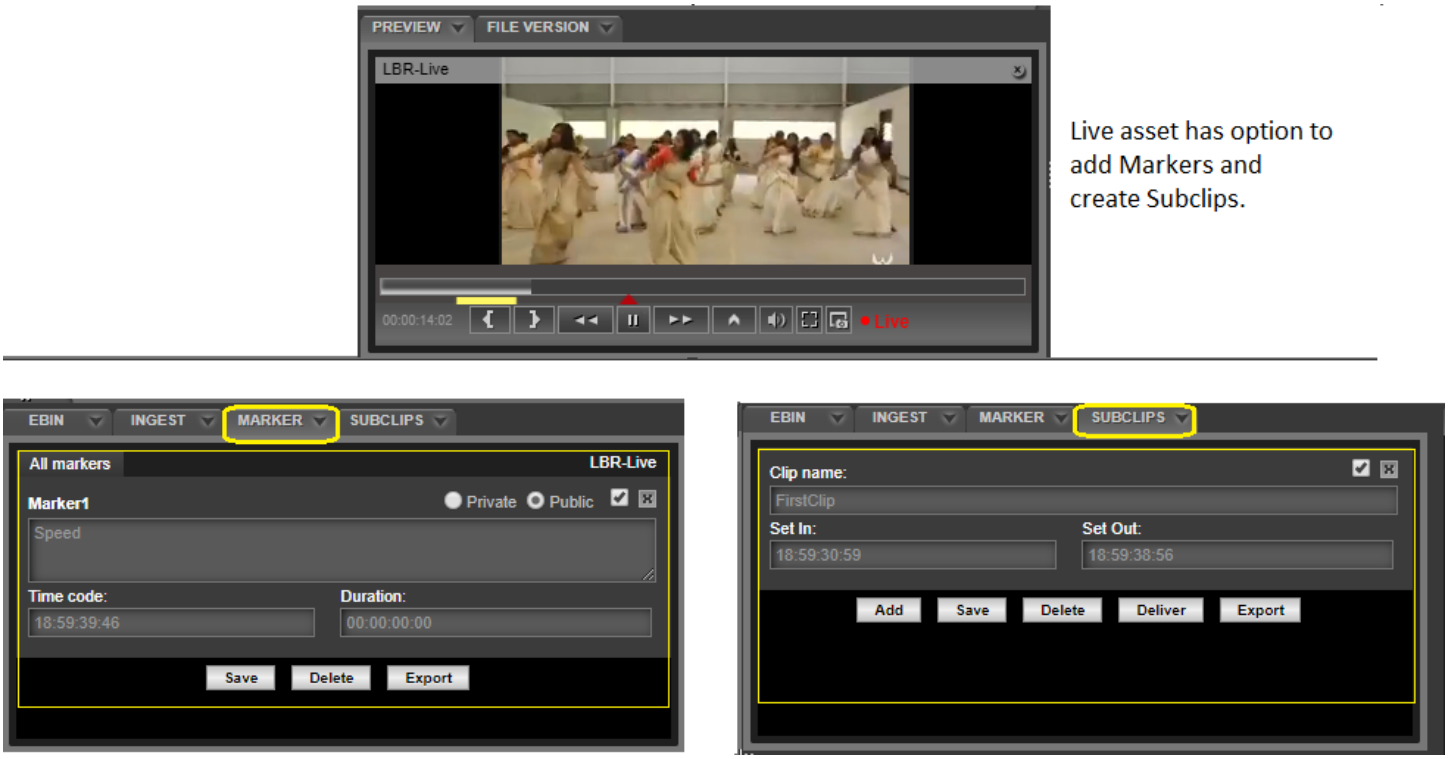


Figure 342- Markers and Subclips can be created and delivered on Live assets

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2.13 Dashboard

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

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

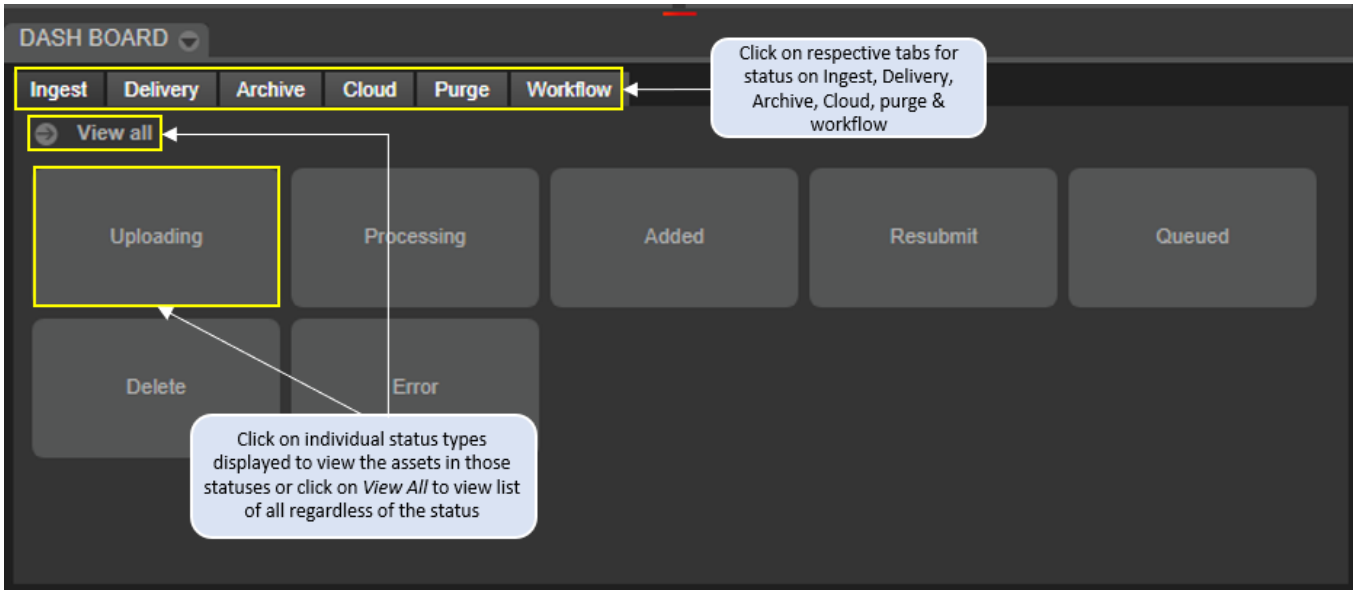


Figure 343- When selecting View All, the status can be presented in a tiled or block format, or as a tabular/list format with the respective icons as shown below.

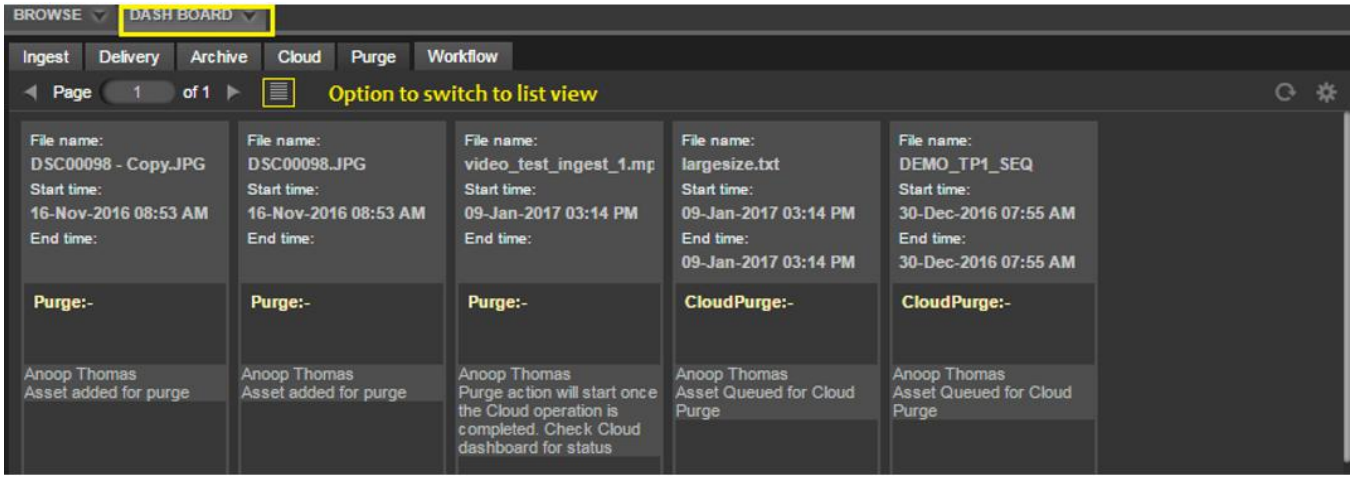


Figure 344- Tiled view dashboard – status shown in block format

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

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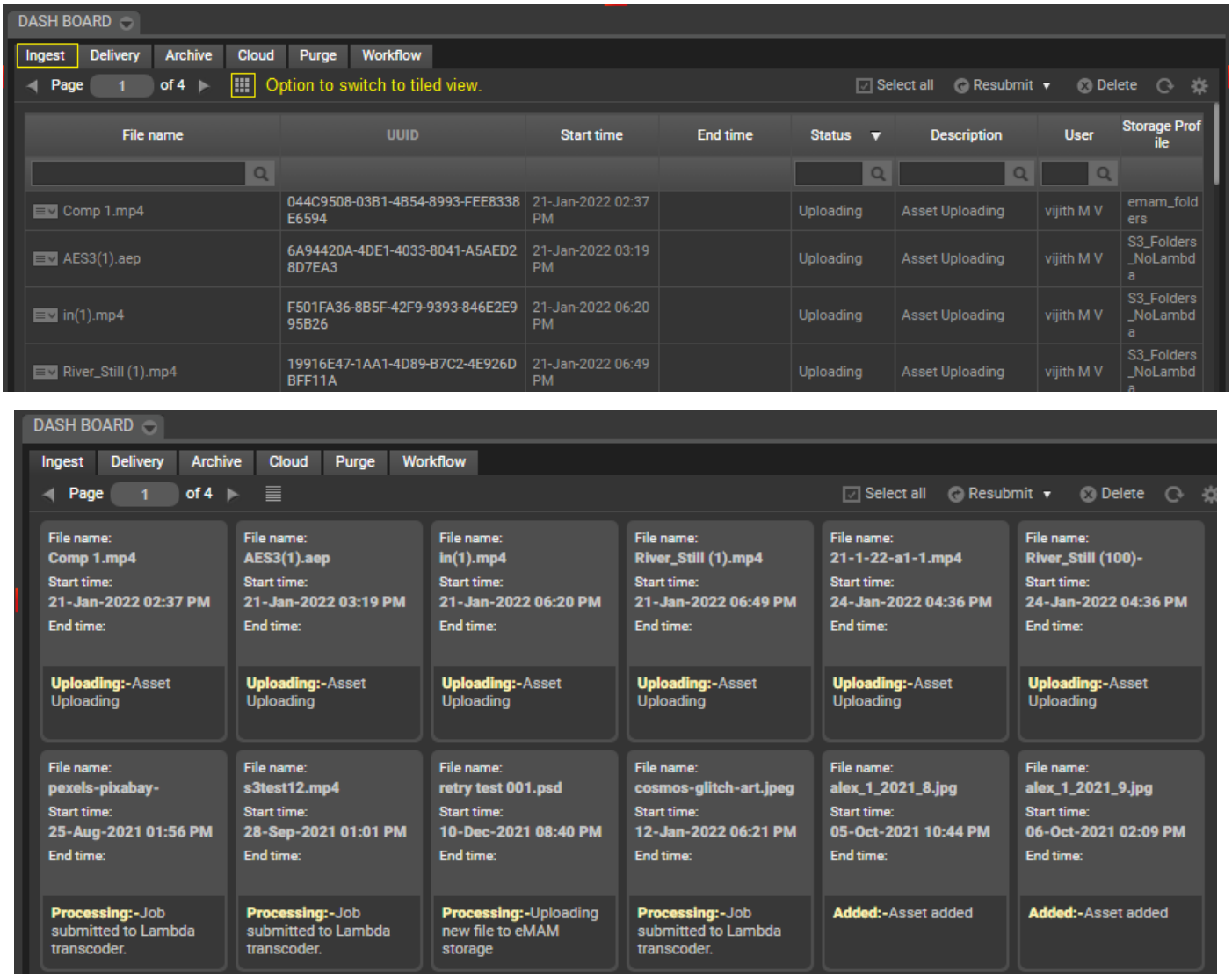


Figure 345- List view dashboard- Status shown in tabular format

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

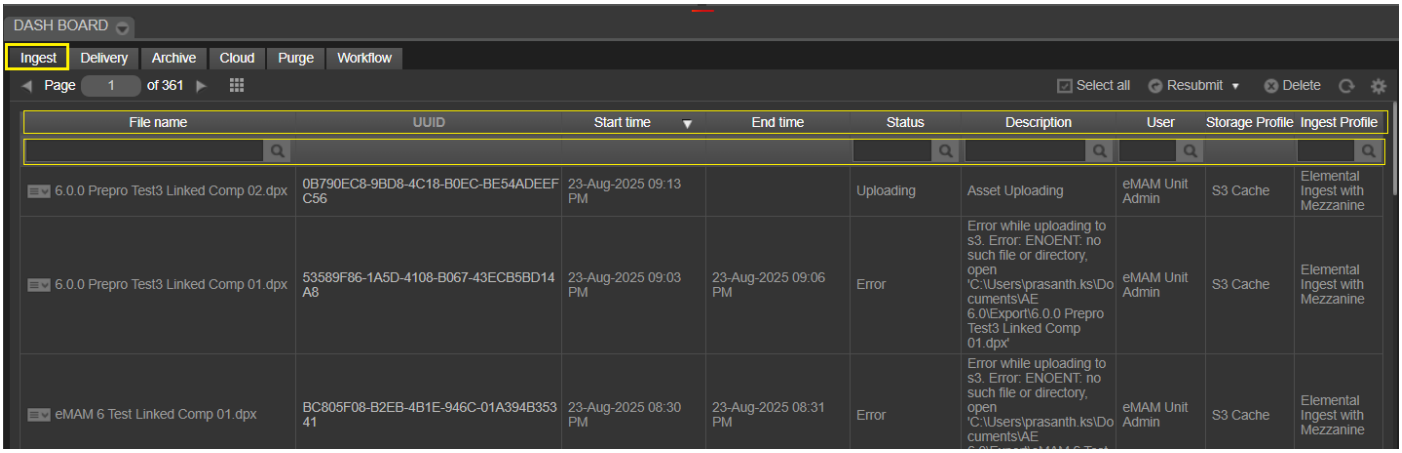
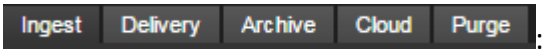


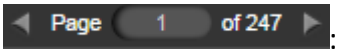
Figure 346- List view

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



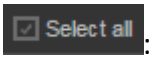
: Tabs based on various statuses of assets.



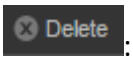
: Page no. with page navigation icon.


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


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



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



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


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


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

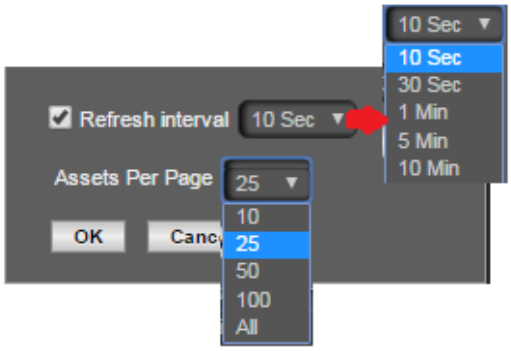
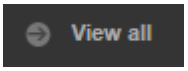
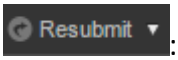


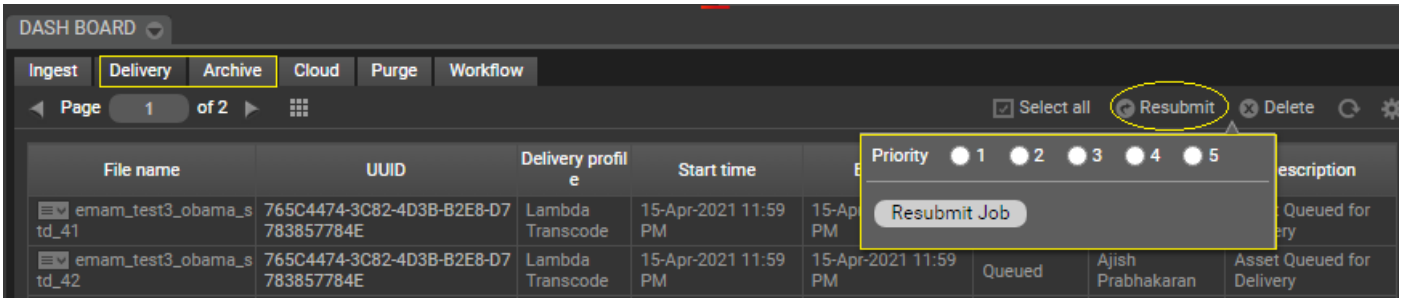
Figure 347- Changing refresh interval and # of assets per page



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



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



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

a. ***Ingest without preview***: Jobs will be resubmitted and ingested without a preview copy.
b. ***Auto rename file if already exists***: Resubmitted files will be auto renamed if they already exist in the system.

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c. ***Ingest without embedded metadata***: When files fail as *ImageMagick* failed to extract embedded metadata, enabling this option will skip the *ImageMagick* embedded metadata extraction process and will fetch only the basic metadata properties such as filename, author etc. as part of embedded metadata.

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

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

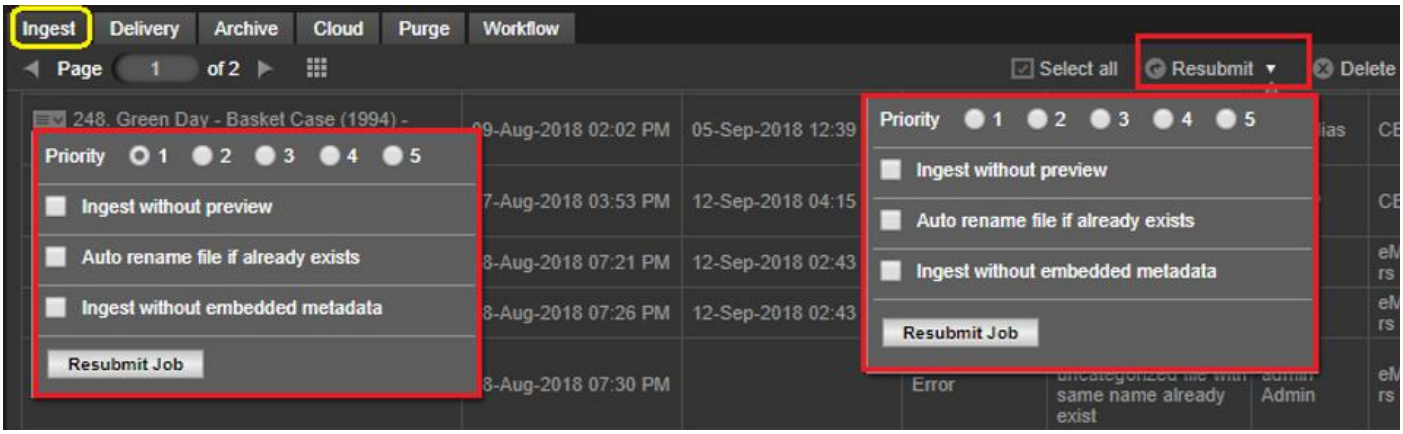


Figure 348- Setting priority screen view under Ingest tab

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

2.13.1 Ingest tab

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

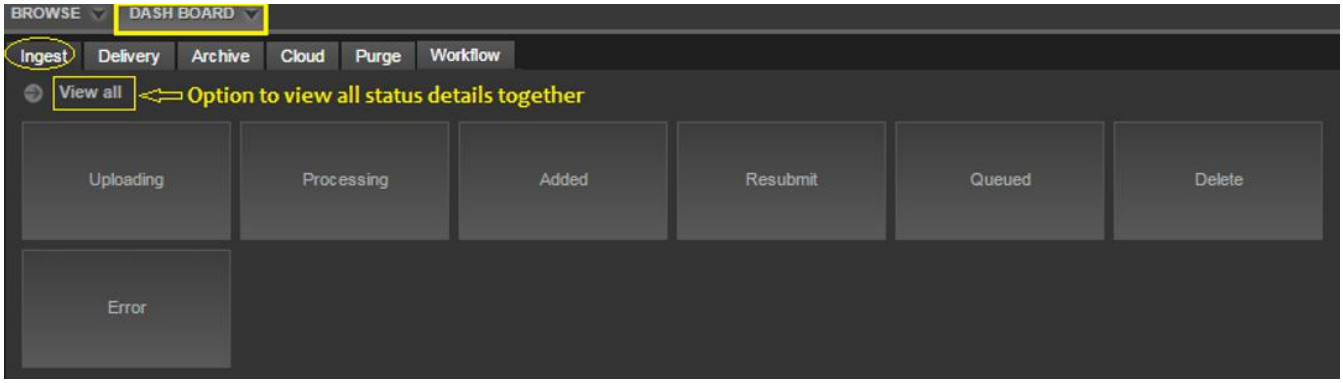


Figure 349-Various status queue under Ingest Dashboard

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

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

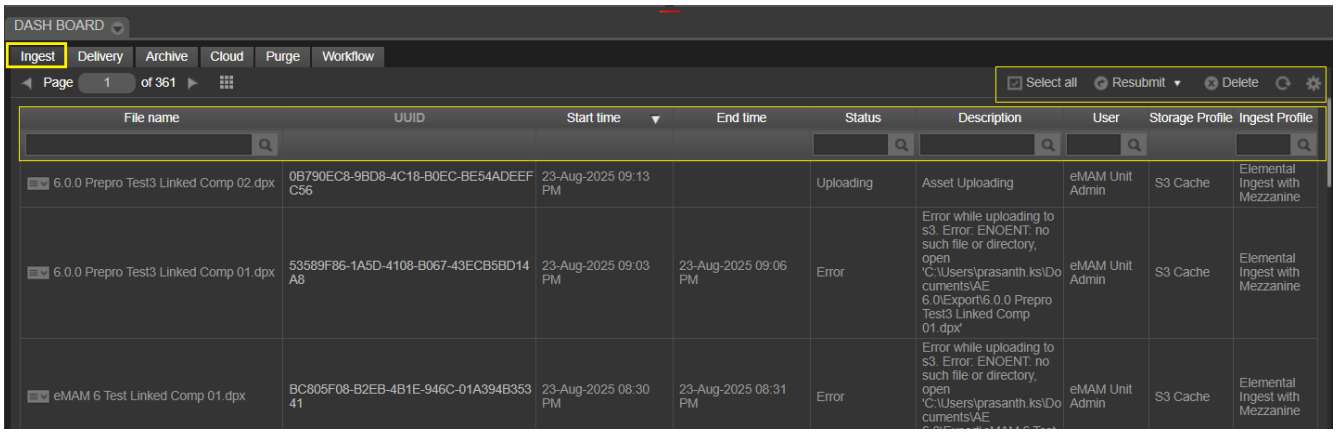


Figure 350- Search box under ingest dashboard

2.13.2 Delivery tab

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

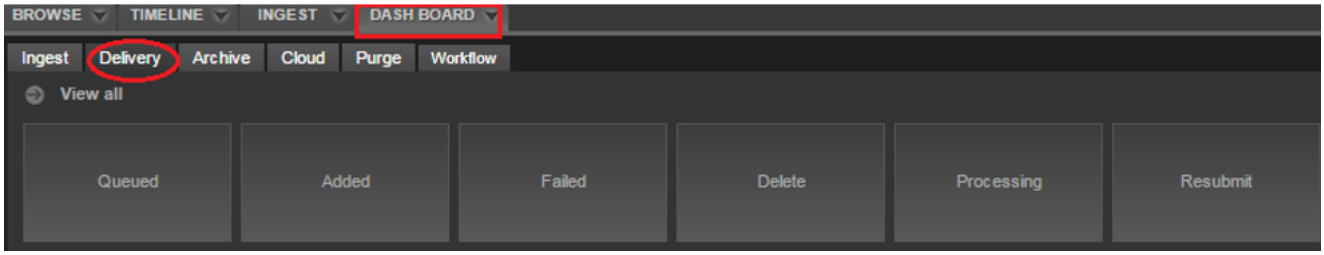
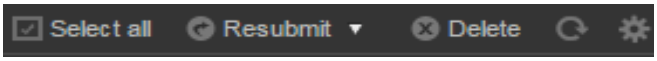


Figure 351- Various status queue under Delivery Dashboard

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



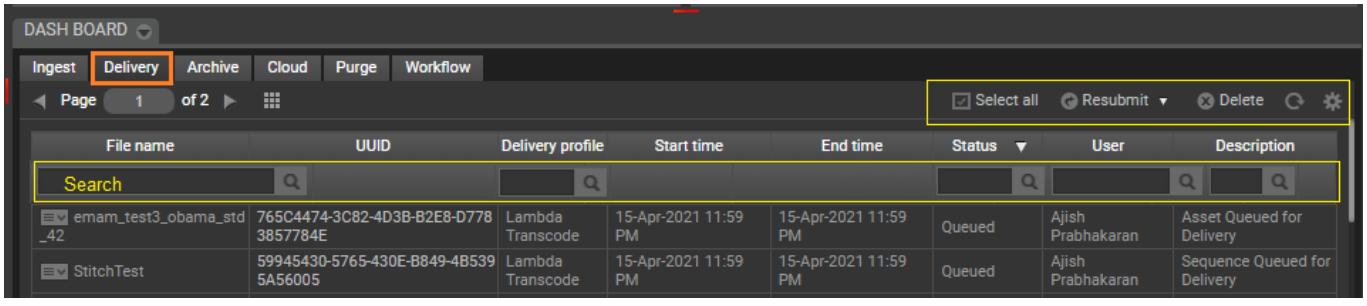


Figure 352- Search option under Delivery tab

2.13.3 Archive tab

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

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Figure 353- Various status queue under Archive Dashboard

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

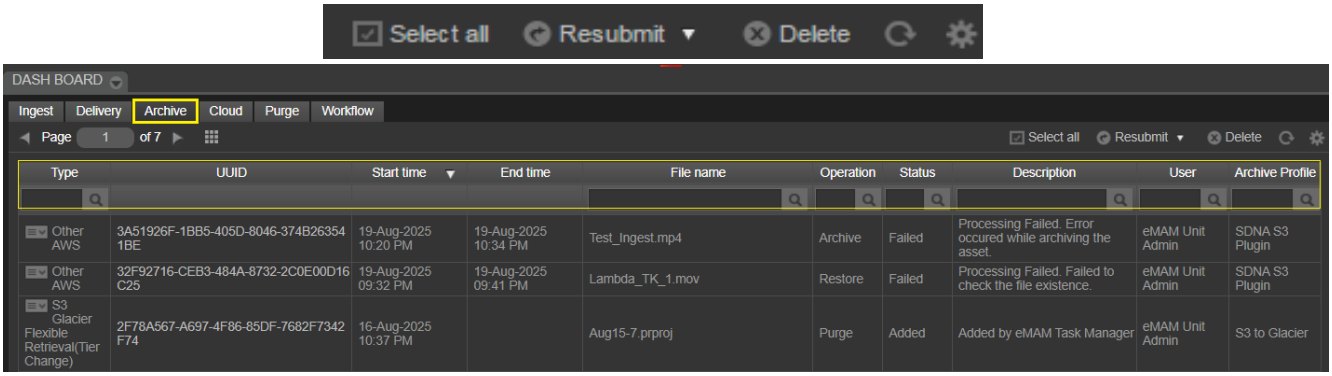


Figure 354- Search option under Archive tab

2.13.4 Cloud tab

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

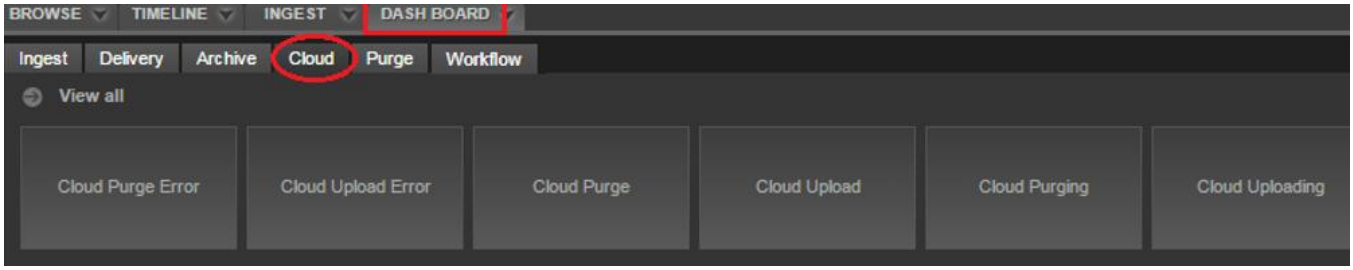
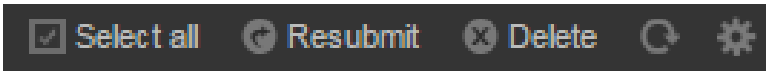


Figure 355- Various status queue under Cloud Dashboard

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



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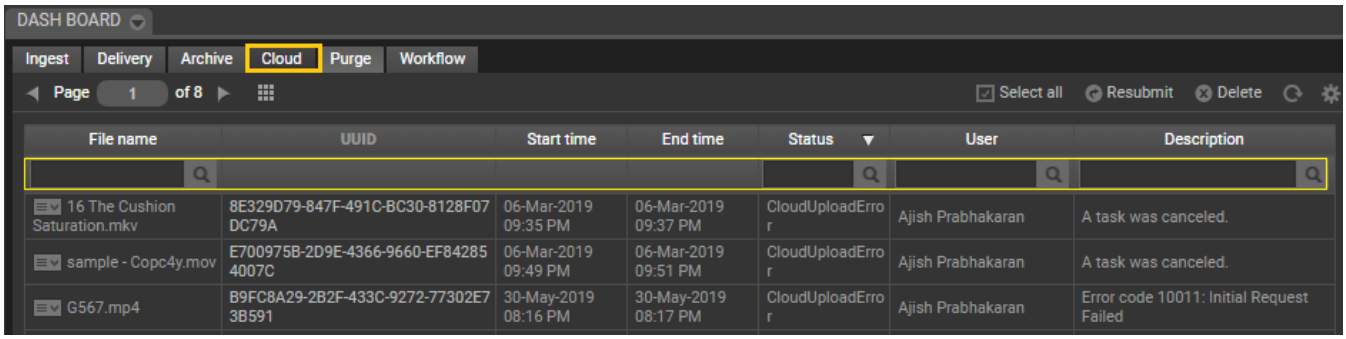


Figure 356- Search option under Cloud tab

2.13.5 Purge tab

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

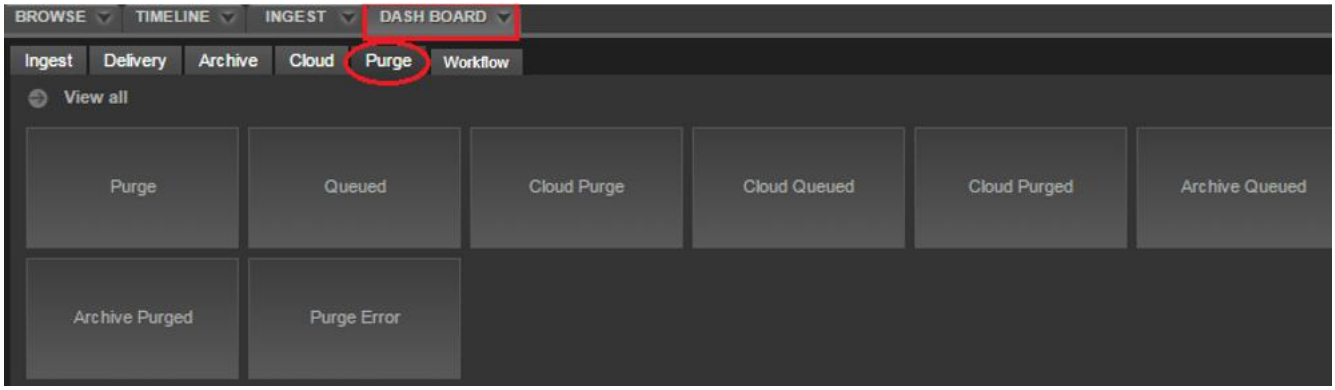


Figure 357- Various status queue under Purge Dashboard

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

 Refresh and Settings icon,

Select All: to select all jobs in the queue,

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

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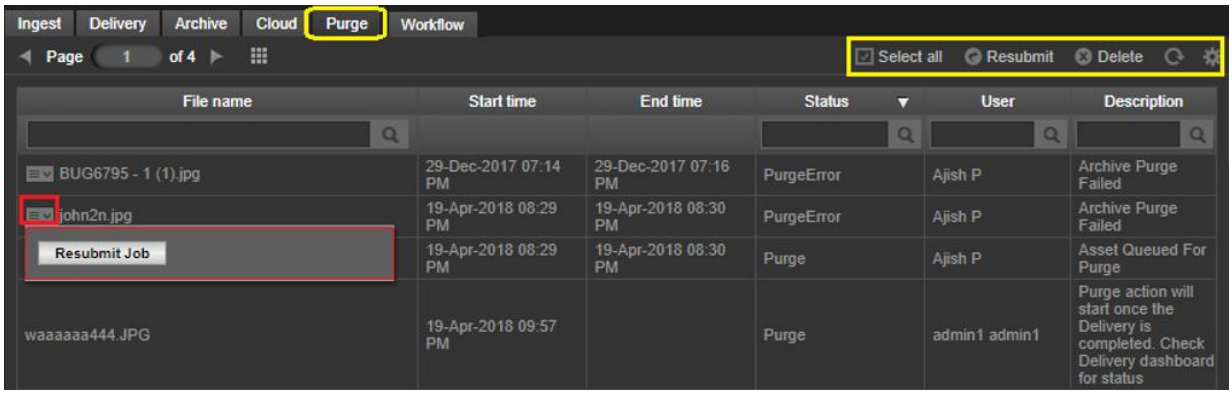
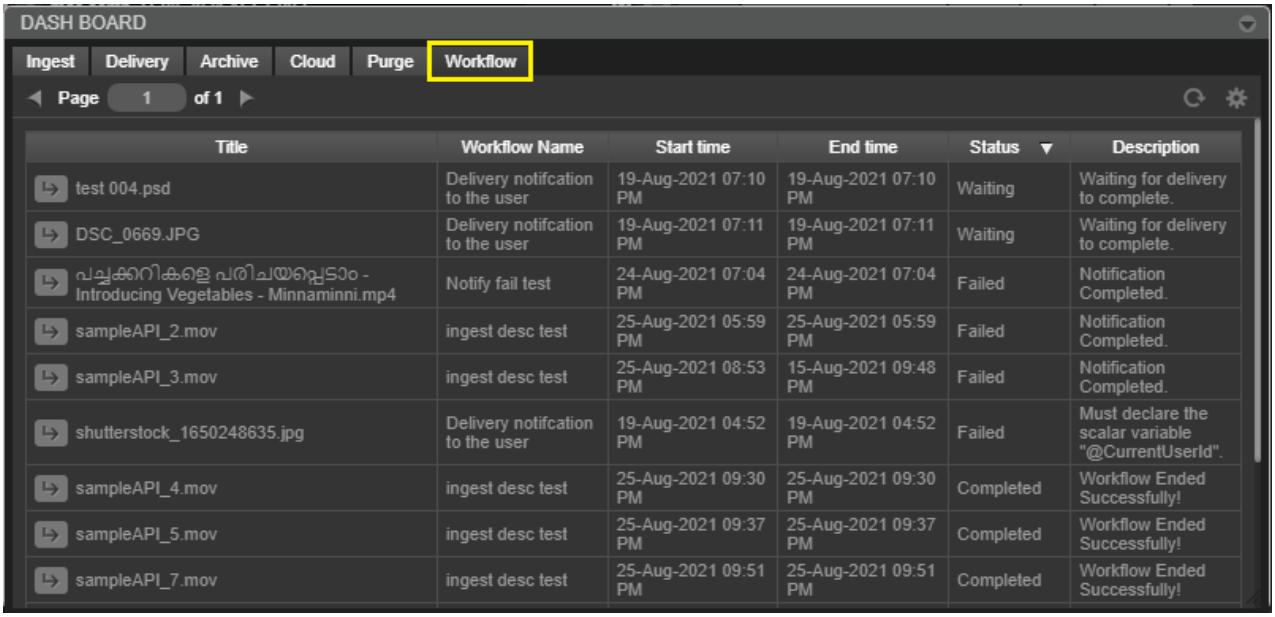


Figure 358- List view- Purge Dashboard

2.13.6 Workflow tab

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

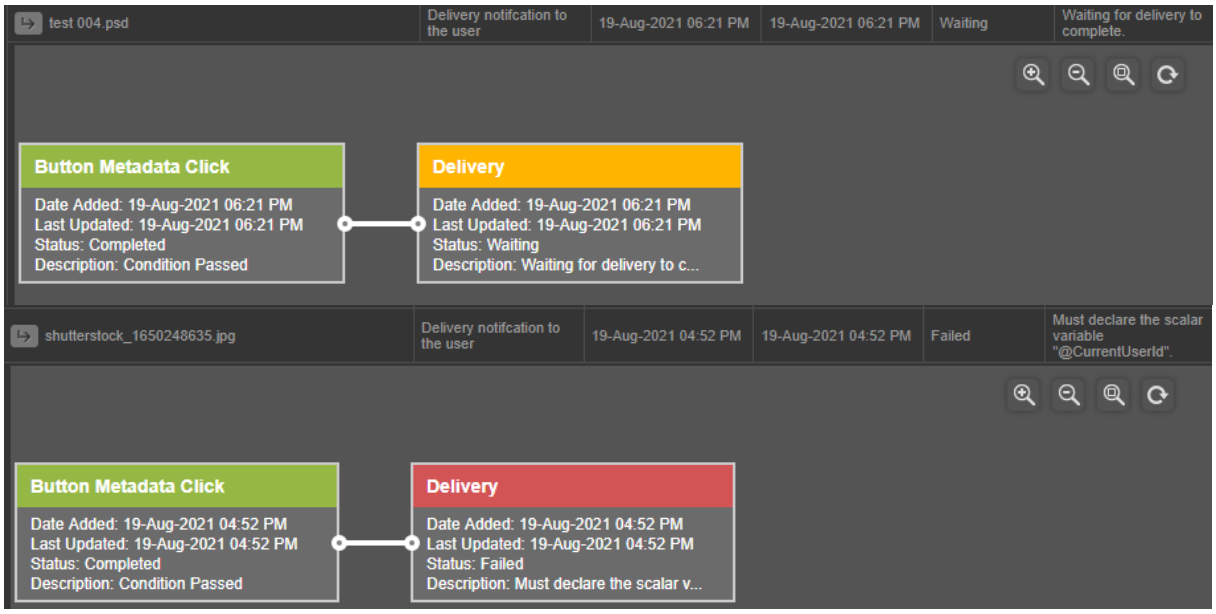
eMAM will report the success or failure of each workflow process and also if any issues that may arise during the execution of the workflow.

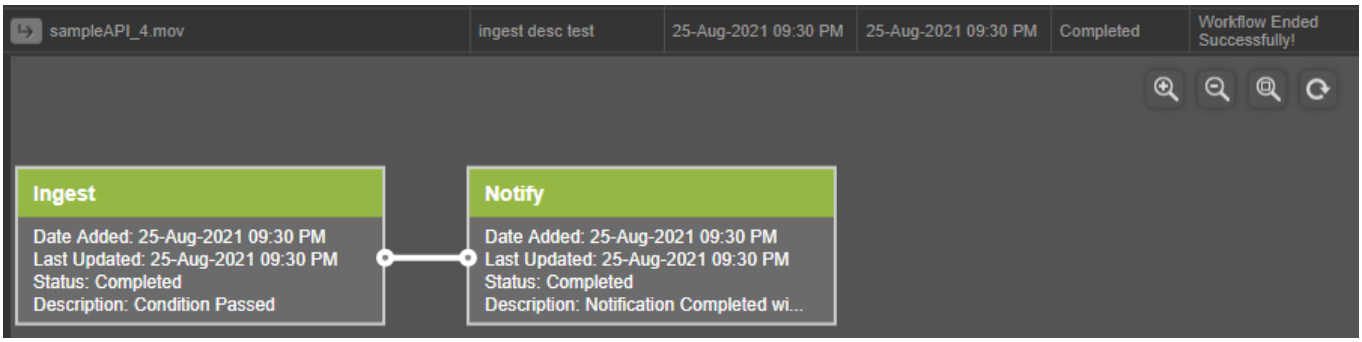


Click on  icon corresponding to each workflow to expand and view the workflow chart/diagram and its progress.

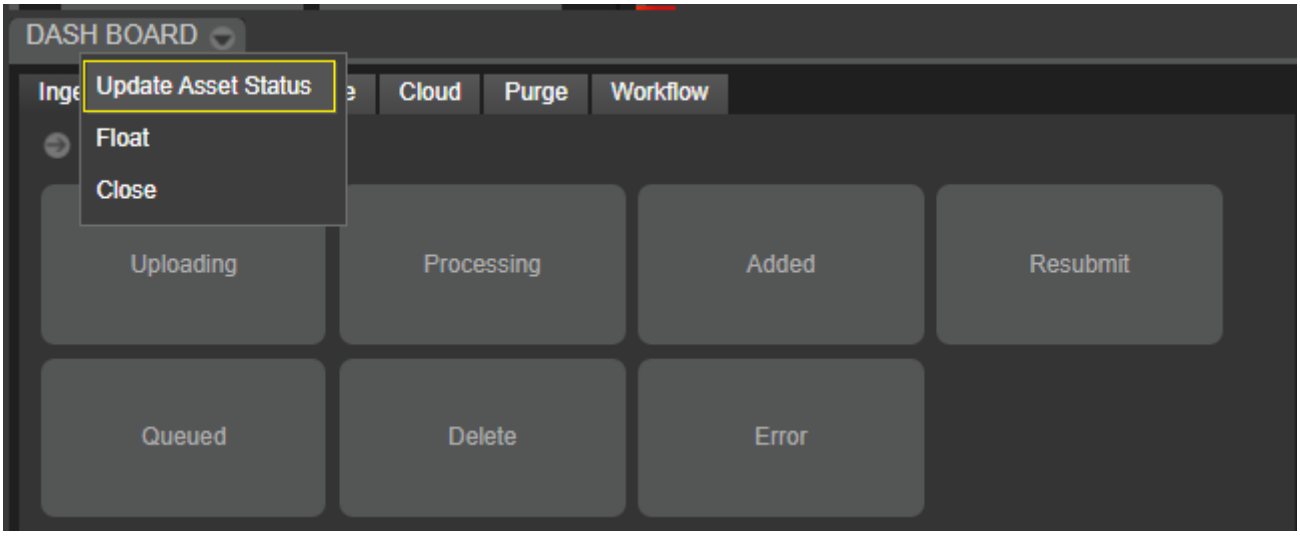
The status of each action is depicted by different colors: Completed – Green, Failed – Red, and Waiting – Orange.

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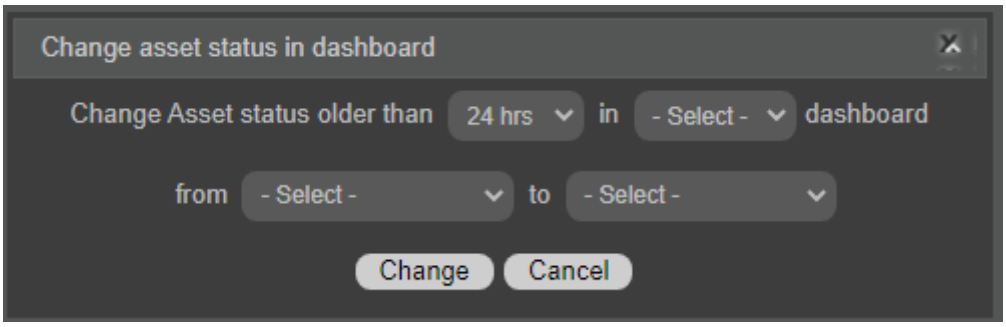


Update Asset Status: Users have option to update the asset status and take care of assets stuck in the queue for a long time.



Click on *Update Asset Status* will open a new window to change asset status in dashboard.

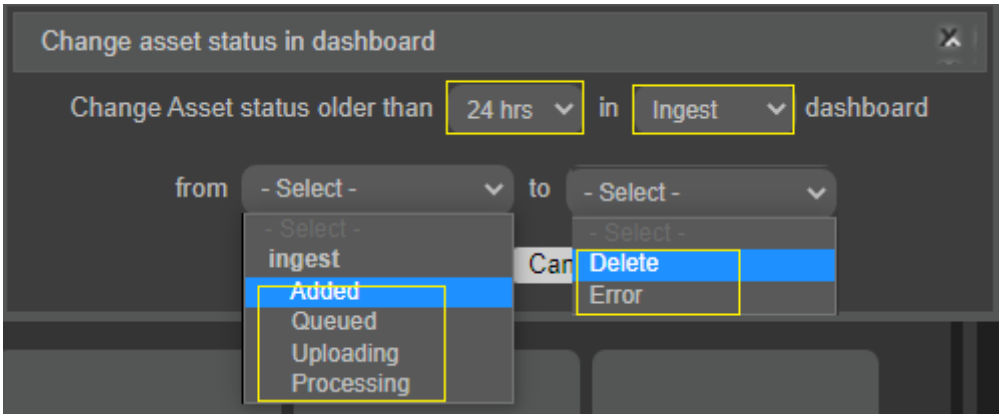
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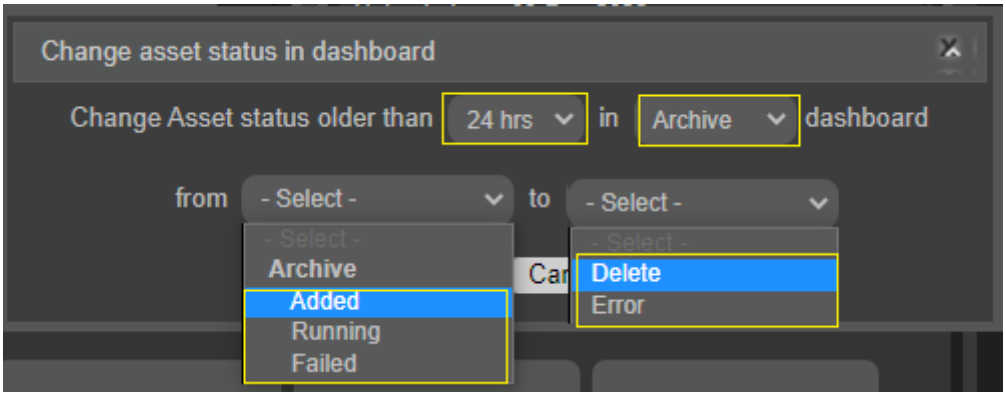
You have option to change the asset status older than 24 or 48 hrs in the Archive/Ingest/Cloud/Delivery dashboard from one status to another.

Note: *Unlike Unit Admins, Unit users will have option to change the dashboard status of assets ingested only by them.*

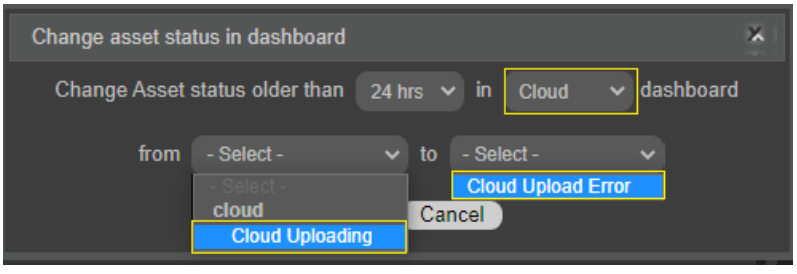
Ingest:



Archive:

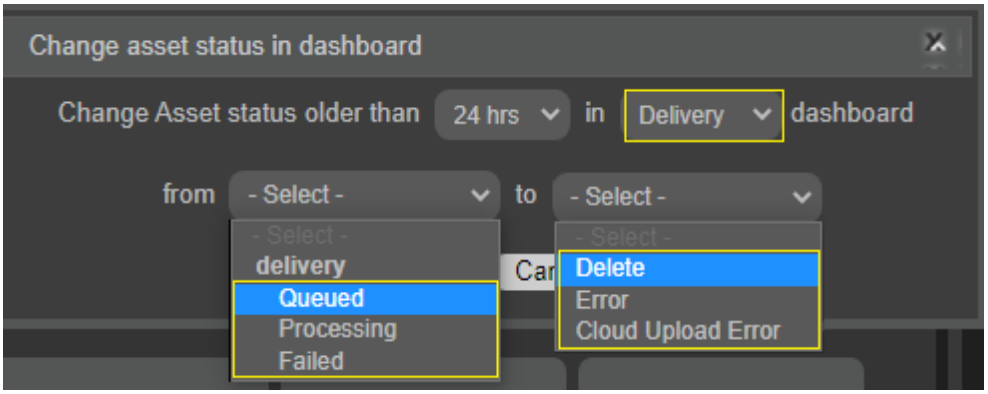


Cloud:



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Delivery:



2.14 Search Filter

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

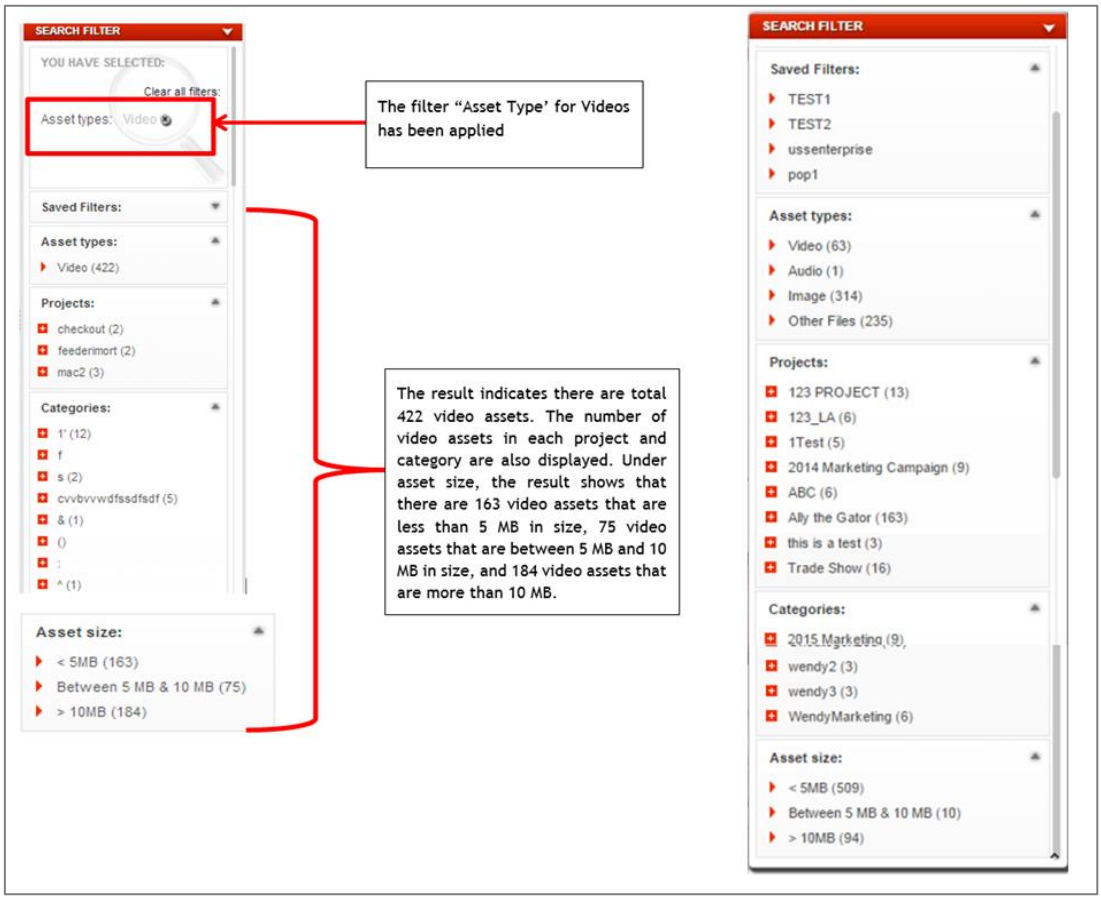
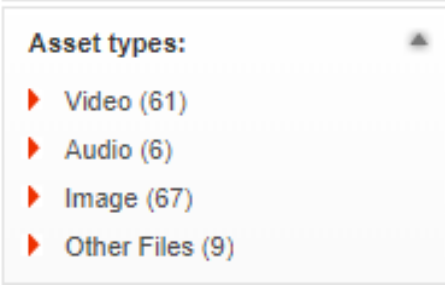


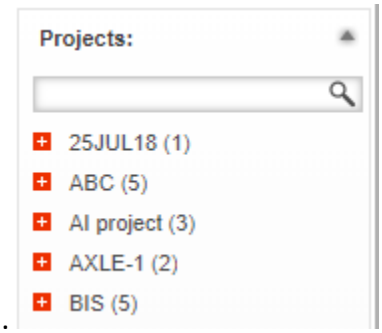
Figure 359-Using the Search Filter widget to search asset type.

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

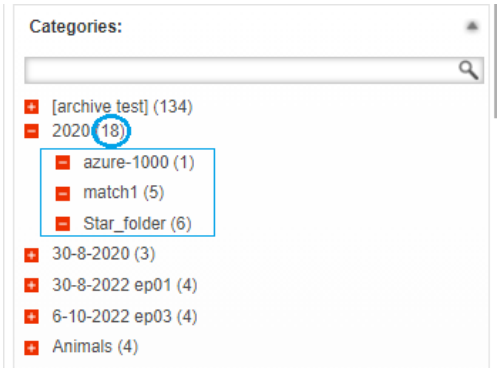
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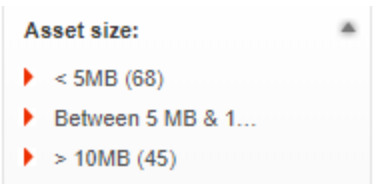
2.14.2 Projects: Filter asset based on projects by just by clicking on the project name. Assets under this project gets displayed in the *Browse* widget. You can also search for any particular project using search field. Each parent category will display the no. of assets in that category + the no. assets in the subcategory.



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

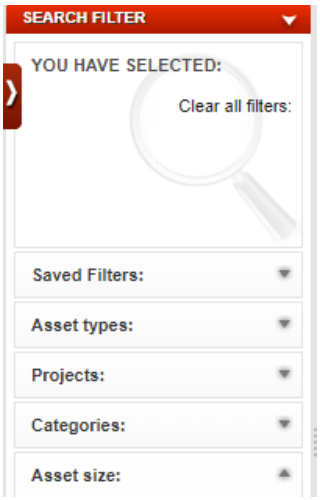


2.14.4 Asset Size: Assets can also be filtered based on the asset size.



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

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

2.14.5 Saved Filters

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

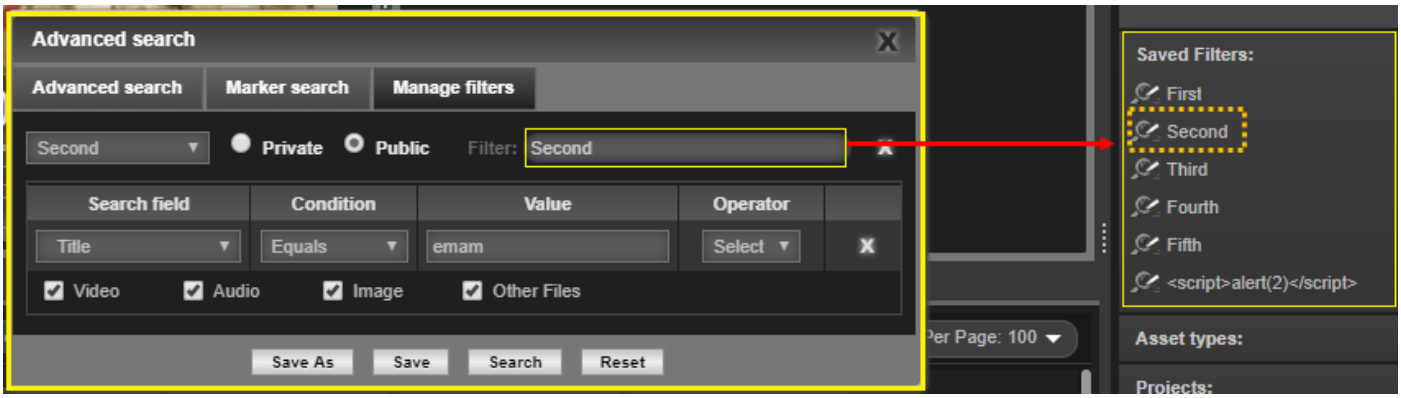


Figure 360- Saved Filters can be created in the Advance search function, Manage filters tab. Multiple criteria can be searched, and the search may be saved to appear

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

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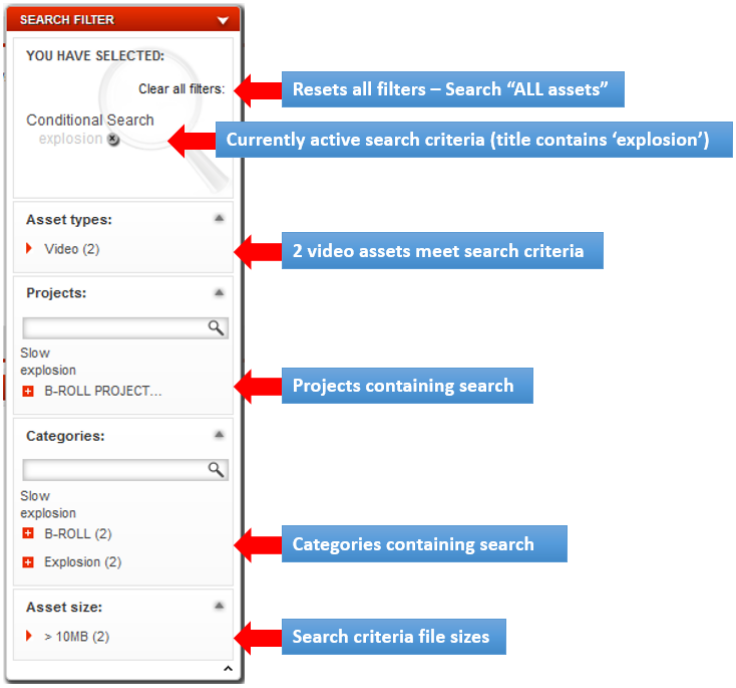


Figure 361- Search Filter widget overview

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

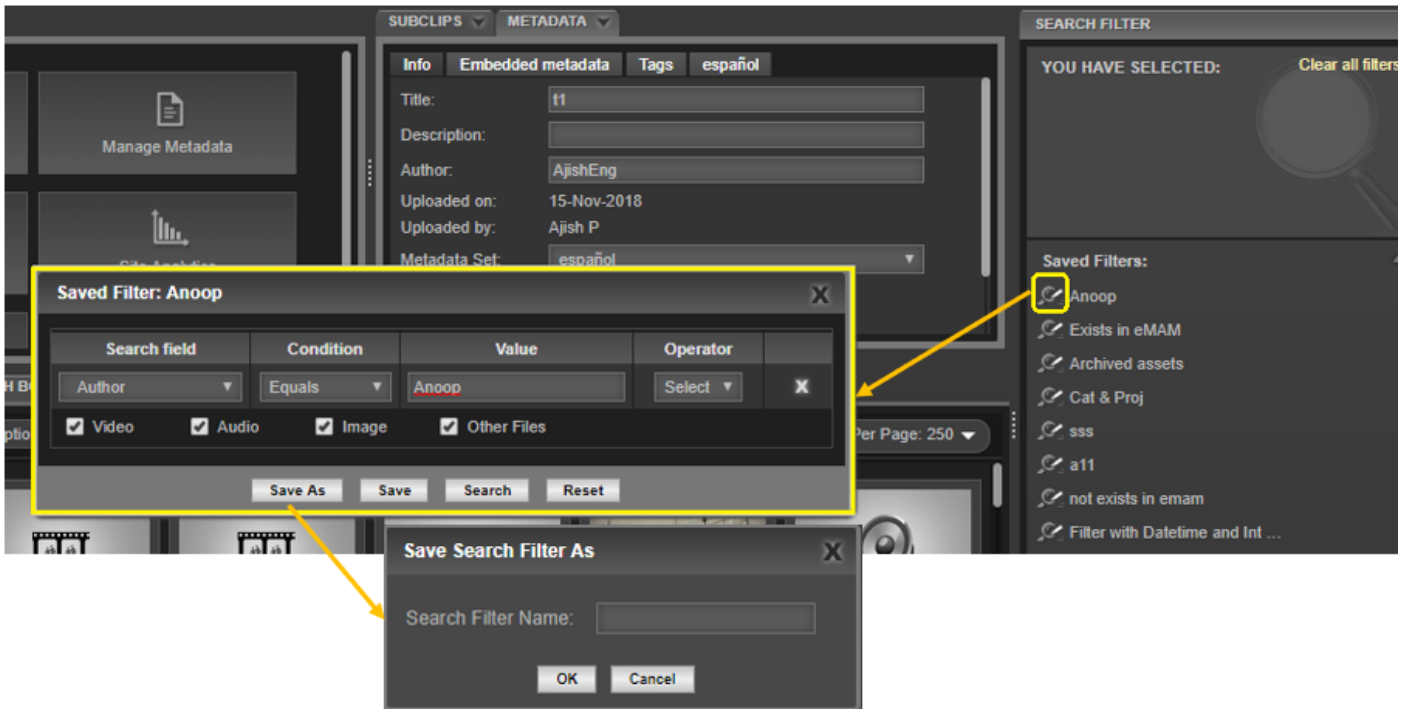


Figure 362- Option to modify Public search filters for Unit Users.

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

URL format:

Director URL – http://eMAMServername/eMAMDirector/Default.aspx

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

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

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

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

Sample URL:
http://10.0.8.5/eMAMDirector/Default.aspx?UserKey=6dF4n%2bW0Q1g2NxG3XnBgbJtbkpvPP%2bGmmllz7d%2bA%2f1Q%3d&Title=Nexidia&Extension=mp4&Filter=test&Cust_1201=a1

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

2.15 Timeline

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

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

For the Timeline sequence the user should:

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

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2.15.1 Create Sequence

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

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

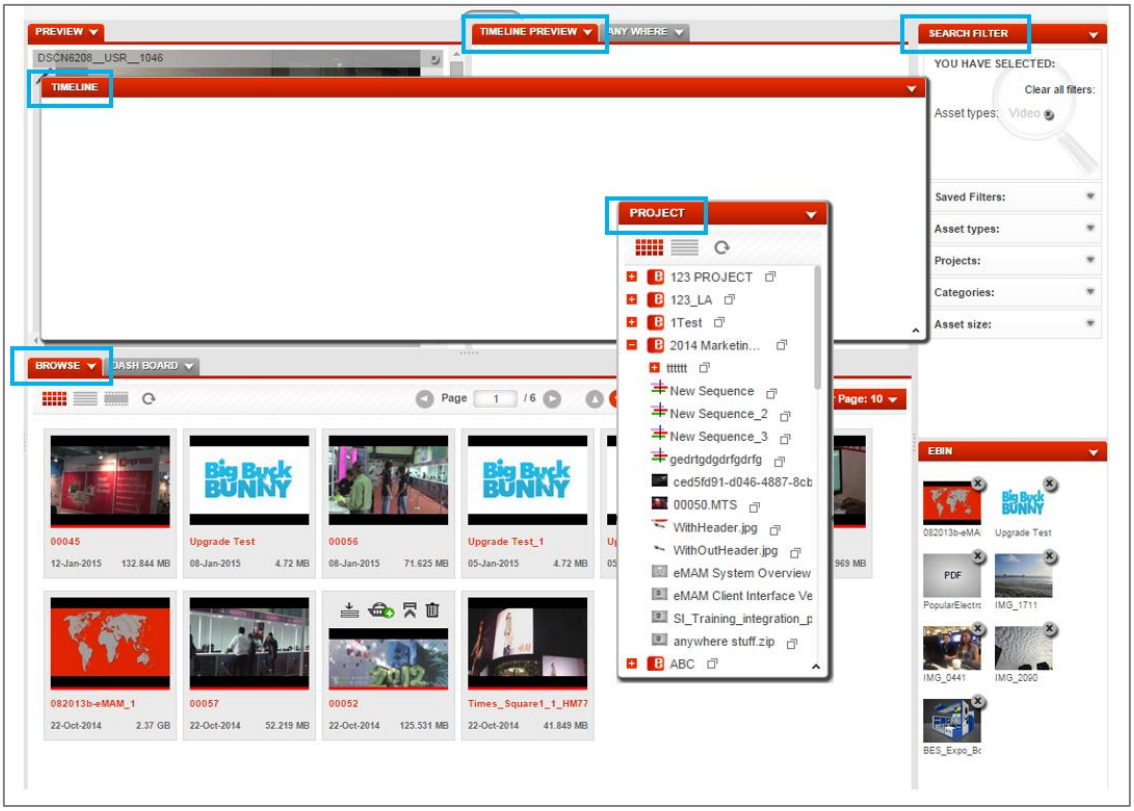


Figure 363- Check that these five widgets – Browse, Project, Search Filter, Timeline and Timeline Preview



Figure 364- Creating a sequence - To create a new sequence the user selects "Create sequence" from the project's menu (icon to the right of the project name). The user must name the sequence and click "Add".

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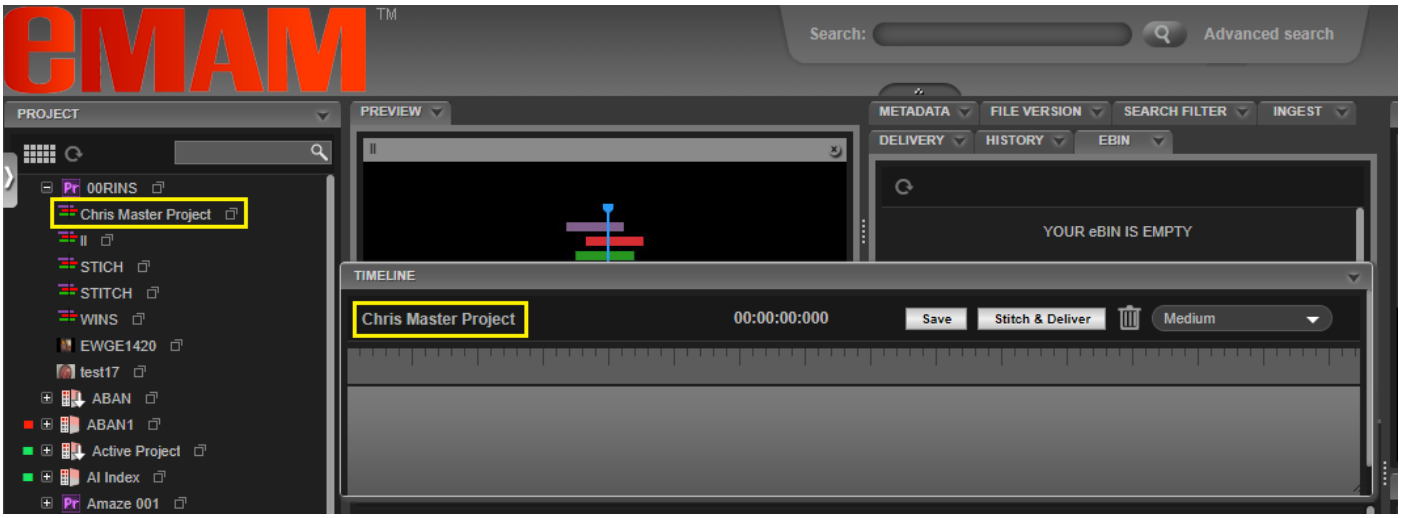


Figure 365- The new blank sequence will appear under the project with the name selected. The name of the sequence may be changed at any time by clicking on the sequence name in the Timeline widget,

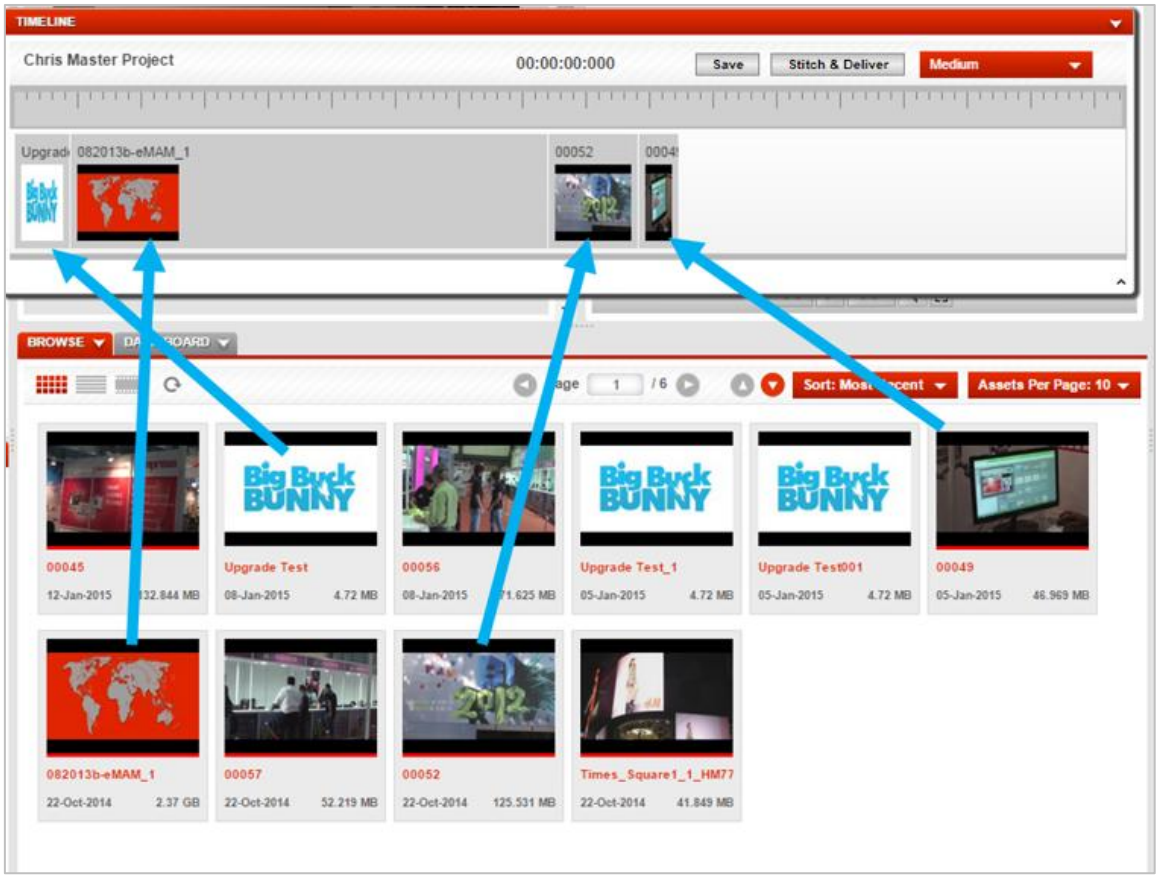


Figure 366- Once the assets are located in the Browse widget, the user may drag and drop into the Timeline widget as shown. If the order of the sequences needs to be changed, they may be dragged and dropped into order. Clips may also be deleted from the sequence by selecting the clip in the Timeline widget and clicking the trash can icon.

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

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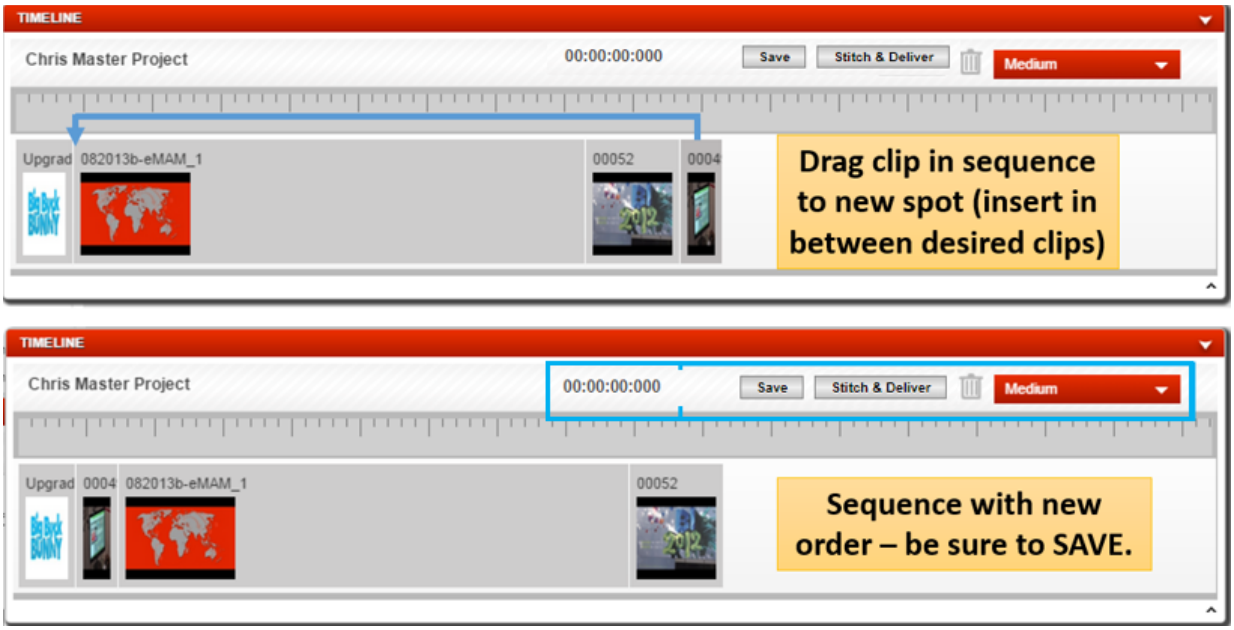


Figure 367- Sequence order may be edited at any time in the Timeline widget

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

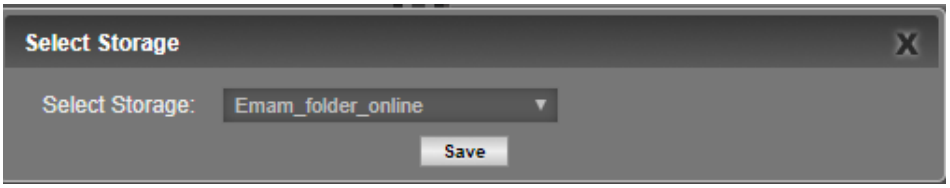


Figure 368-Select storage before saving the sequence

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

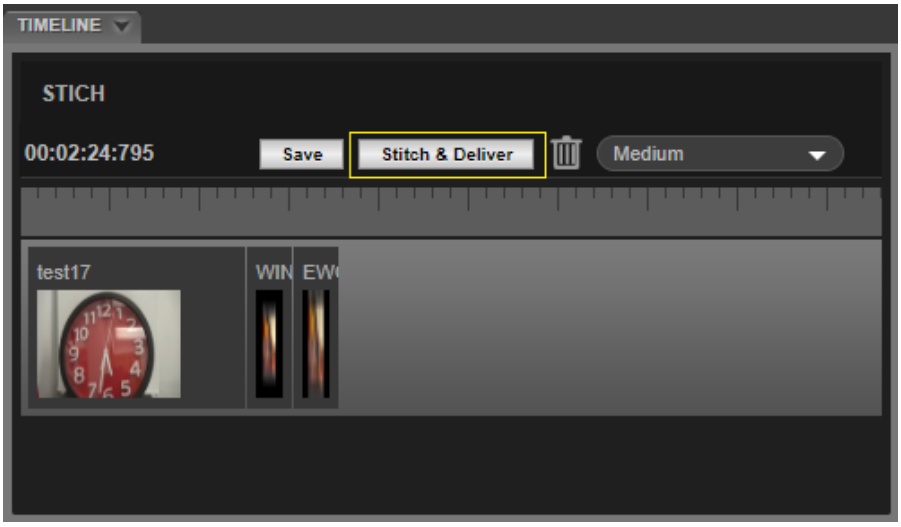


Figure 369: Click on Stitch & deliver to deliver a sequence

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

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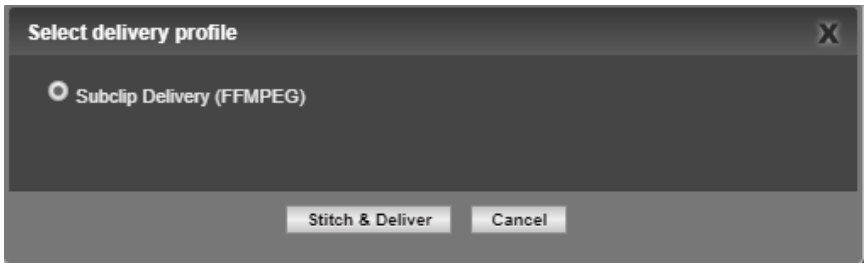


Figure 370- Choose a delivery profile

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



Figure 371:"Sequence added to delivery" message

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

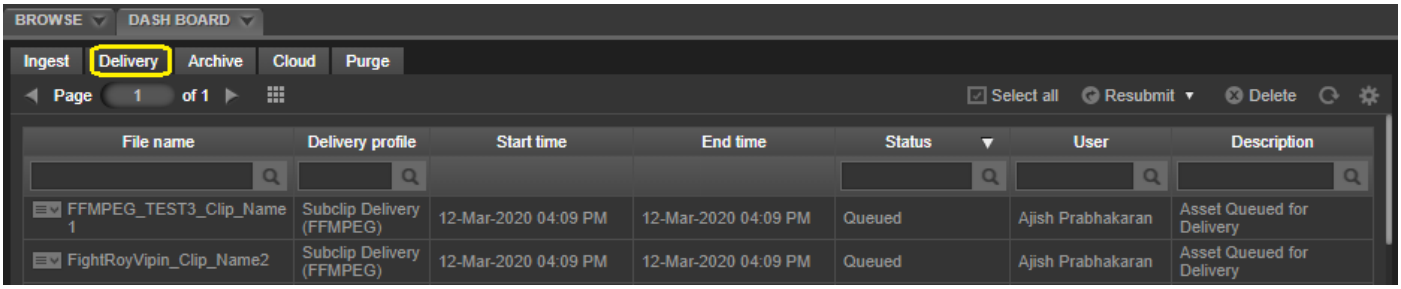


Figure 372- Monitor delivery progress in the Dashboard widget

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

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

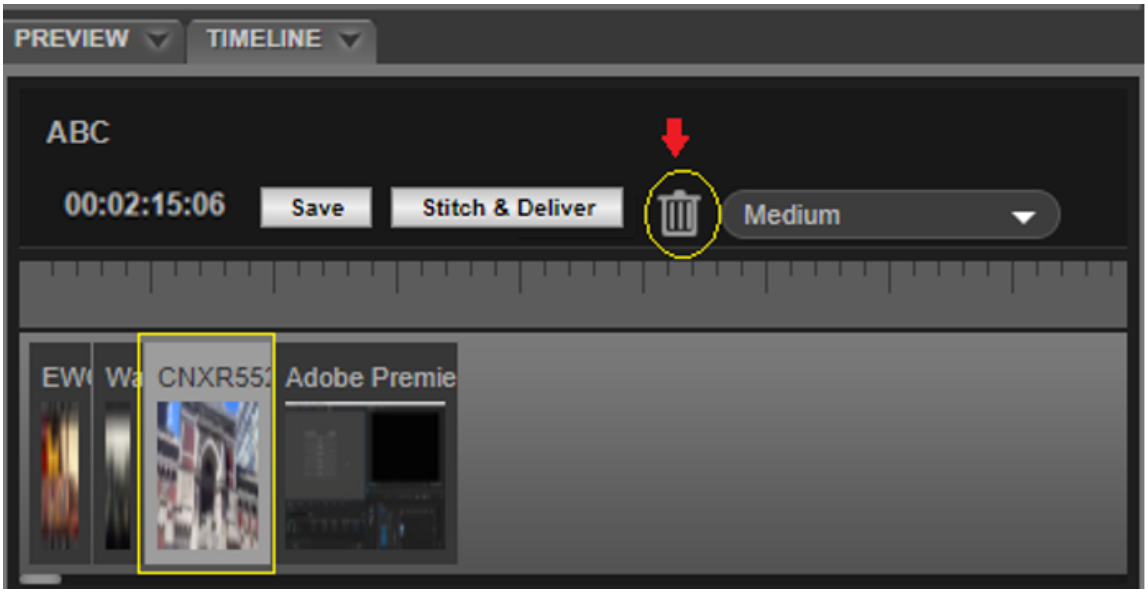


Figure 373- Delete clip in a sequence

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

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Figure 374- Play sequences in Timeline Preview widget

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



Figure 375- Play exported sequence in Preview widget.

2.16 Timeline Preview

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

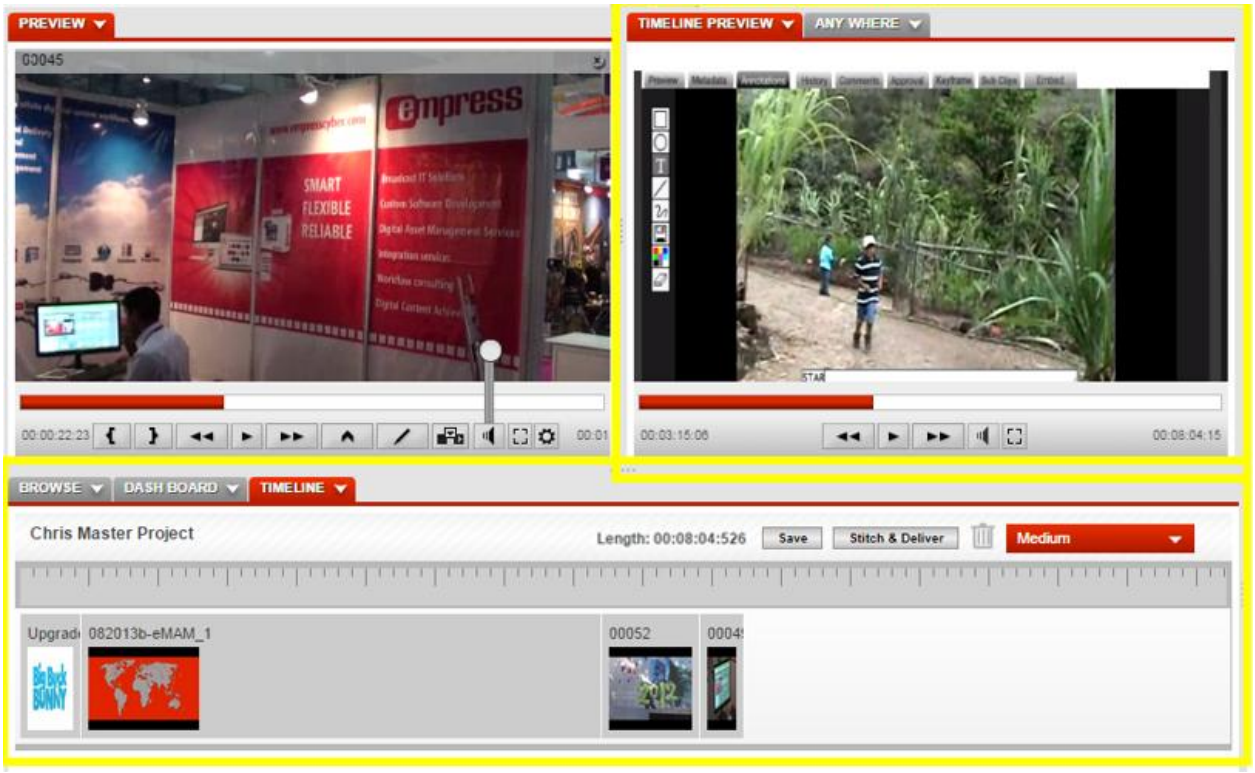


Figure 376- The Timeline Preview widget playing back the sequence just created. The Preview widget (left) plays back only individual video assets selected from the Browse widget or previews other assets. The Timeline Preview widget only previews sequences from the Timeline widget.

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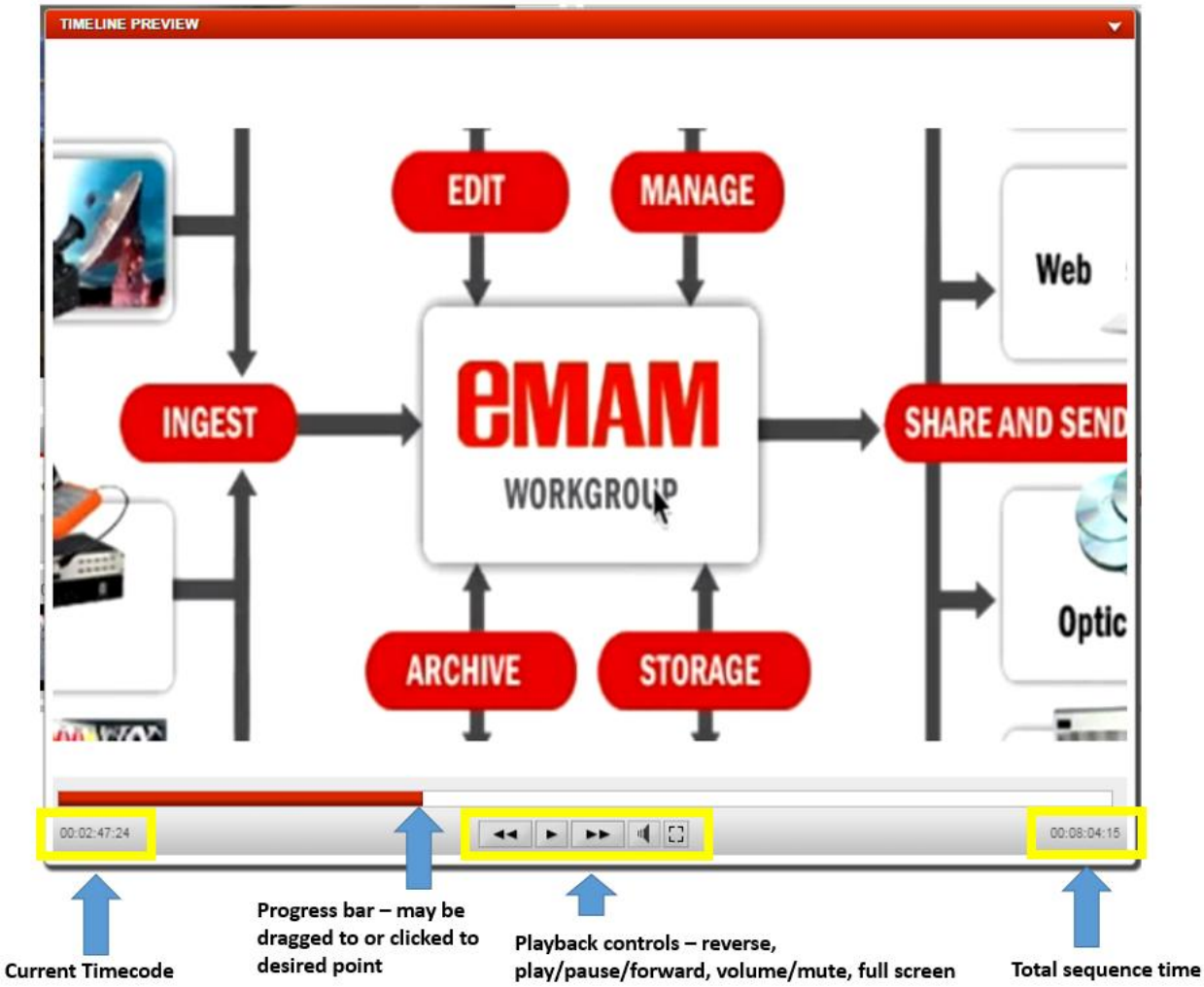


Figure 377-The Timeline Preview widget is used in conjunction with the Timeline widget to playback sequences – this widget has basic playback controls and supports J-K-L keys.

2.17 Delivery

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

2.17.1 Deliver: The user can click ***Deliver*** from the widget's pull-down menu to select the appropriate delivery profile for the selected assets.

Note: *eMAM 5.1 now supports delivery of assets from the source location. Also, If the asset exists only in S3 bucket, the file can be delivered directly from S3 to Local/Network/FTP.*

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***Figure 378- Delivery: drag and drop assets and select* Deliver**

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

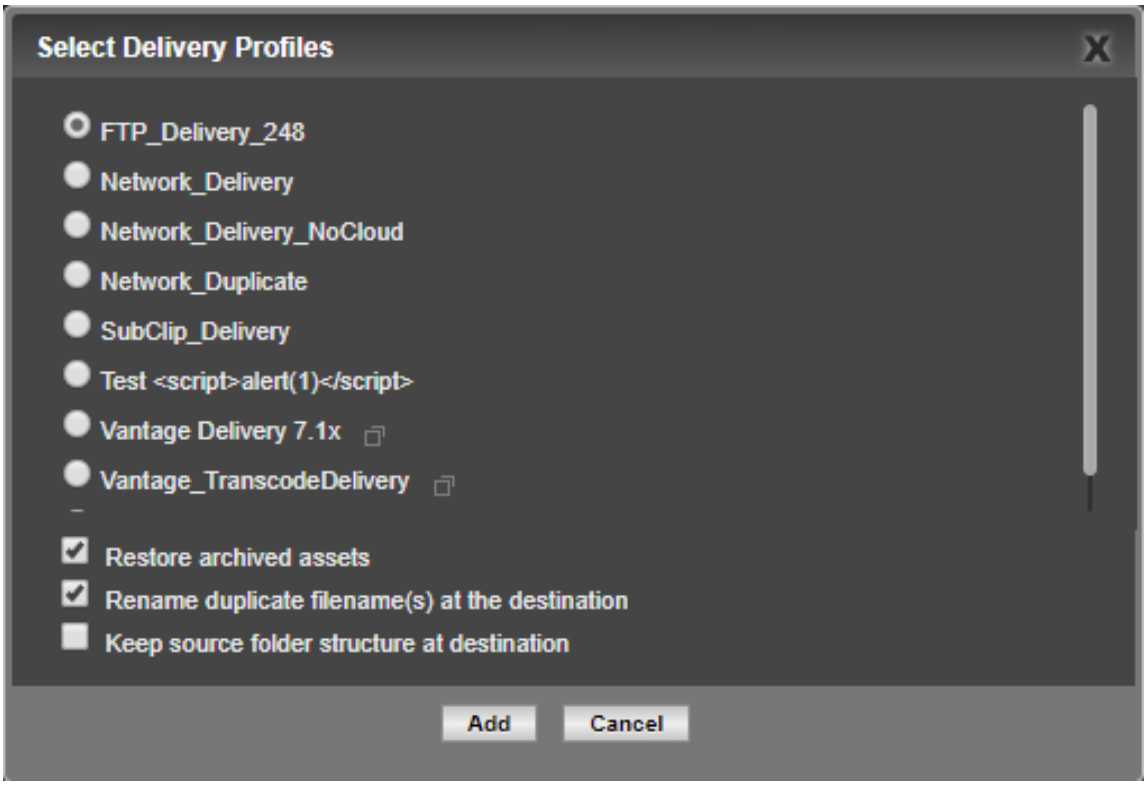


Figure 379-Select Delivery Profiles

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

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

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

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

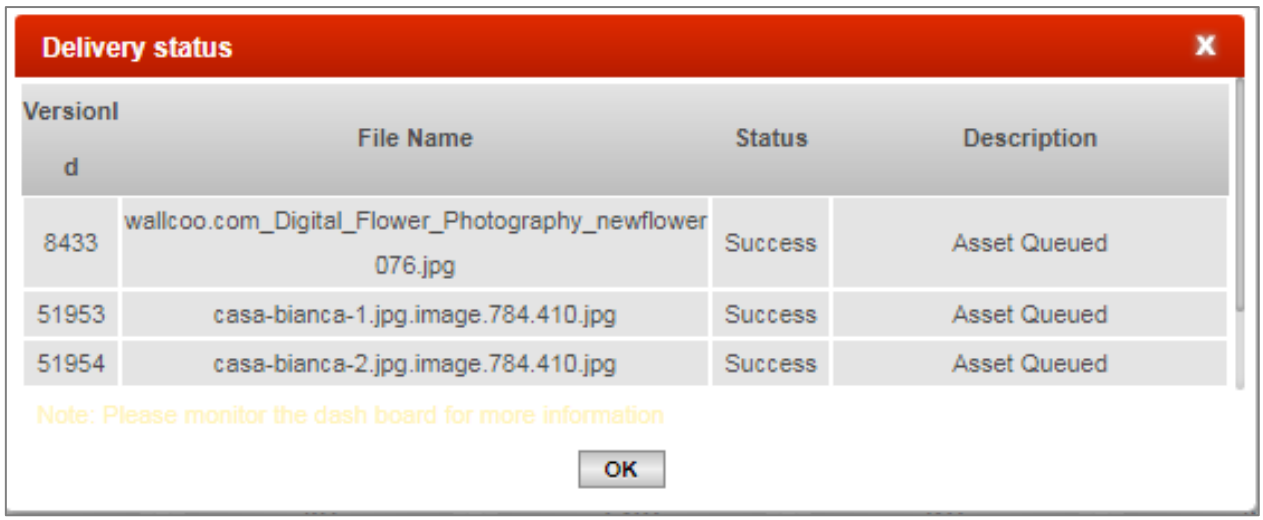


Figure 380- Delivery status window

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

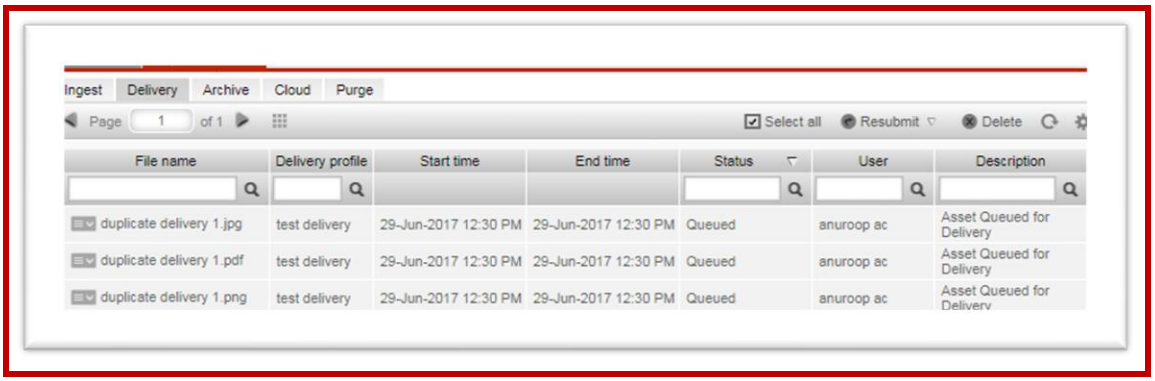


Figure 381- Monitor Delivery status under Dashboard

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

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

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

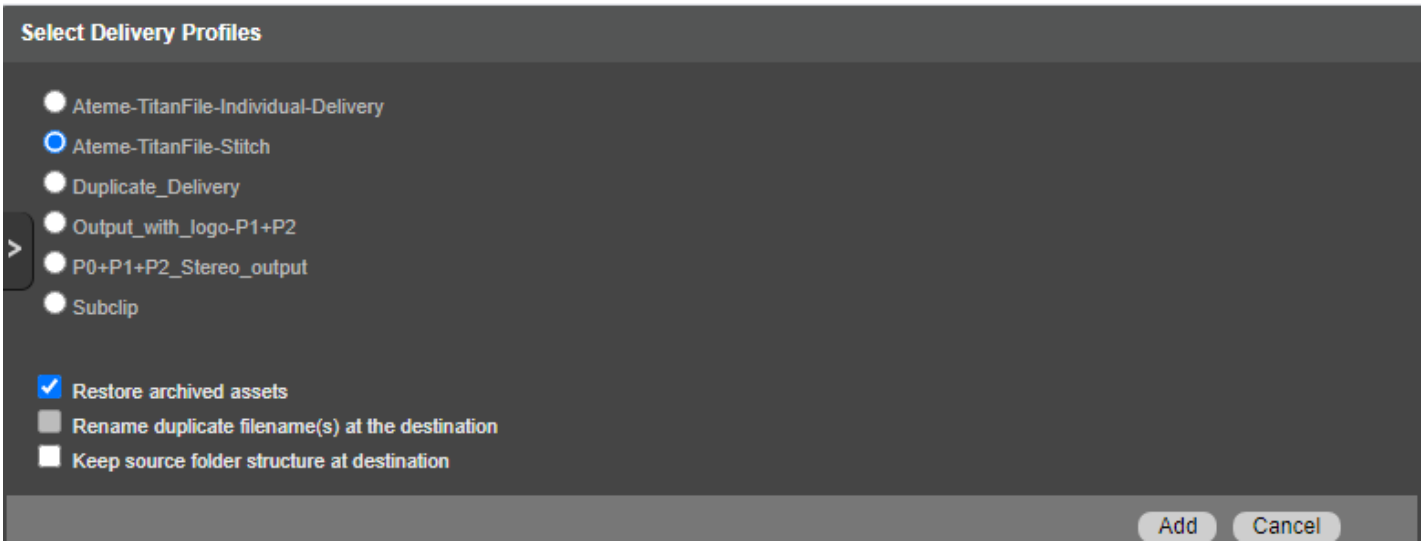


Figure 382- Select ATEME stitch profile

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

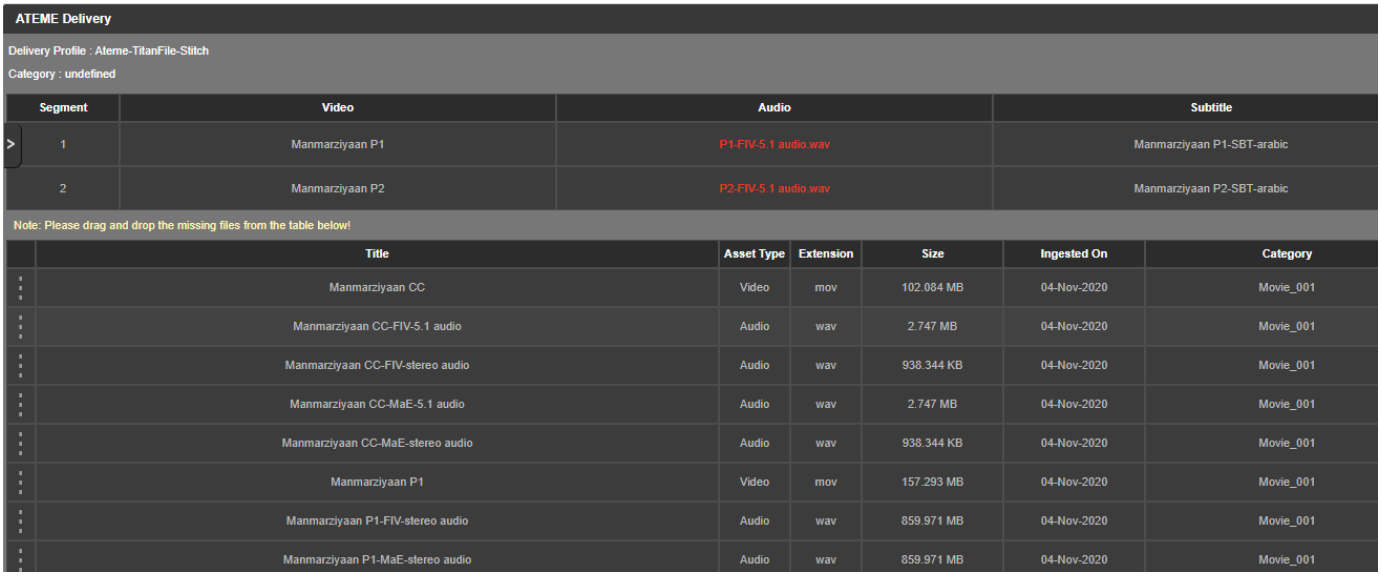


Figure 383- Files failing xml validation are highlighted in red

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Monitor dashboard to view the progress of delivery process.

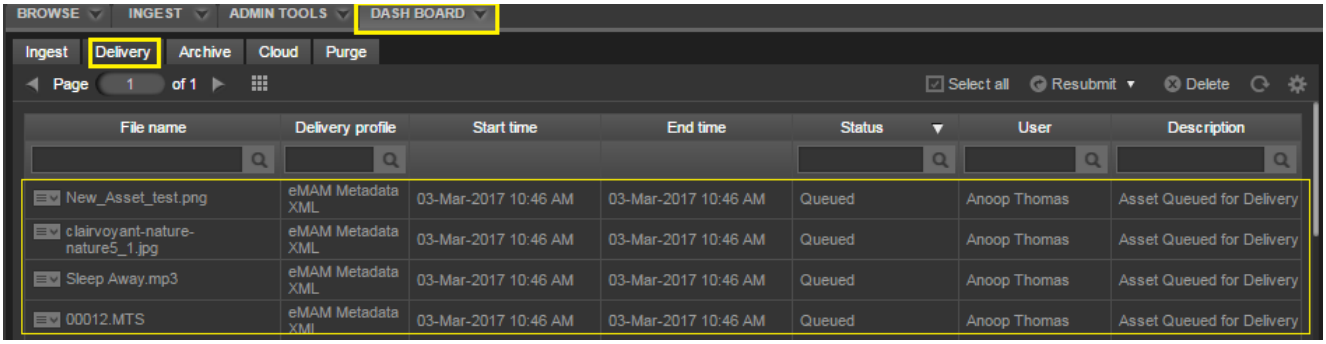


Figure 384-Delivery status may be monitored in the Dashboard widget

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

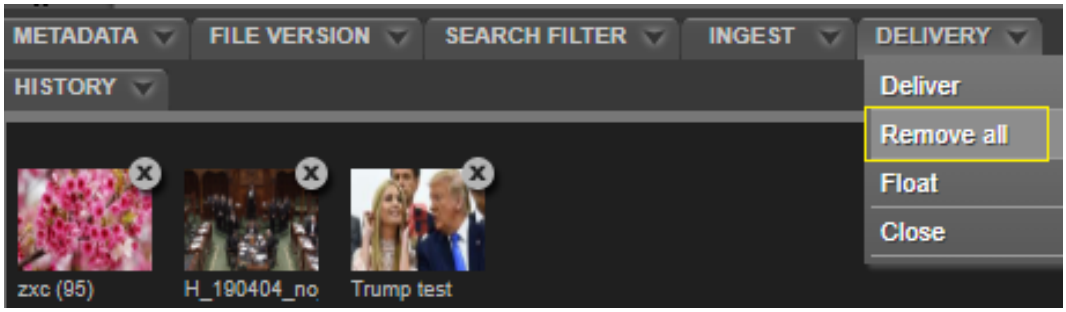
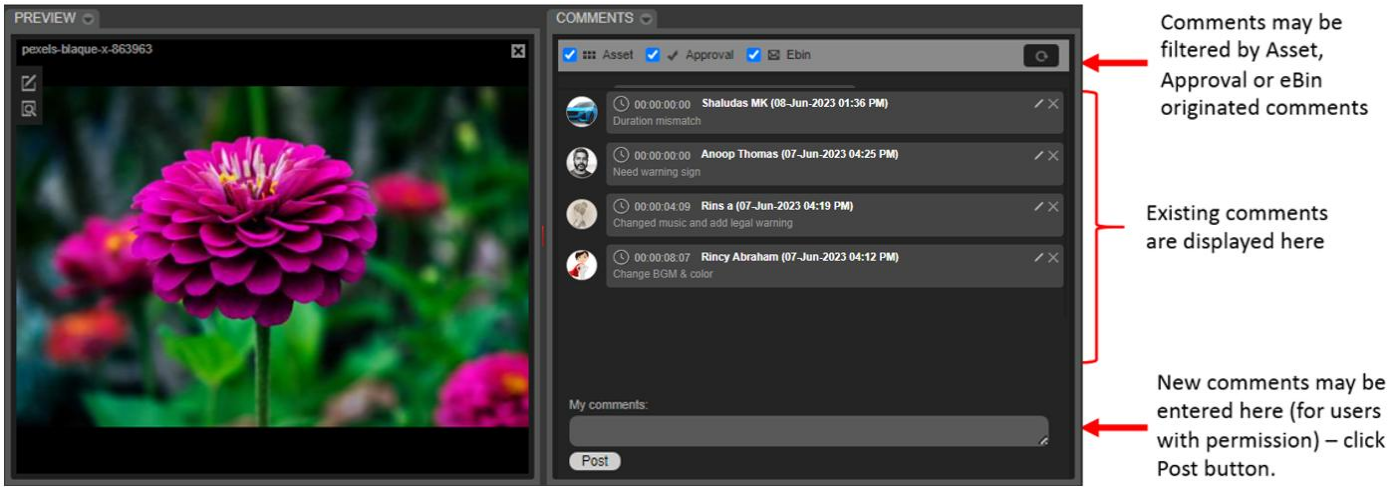


Figure 385-Remove All assets from Delivery widget

2.18 Comments

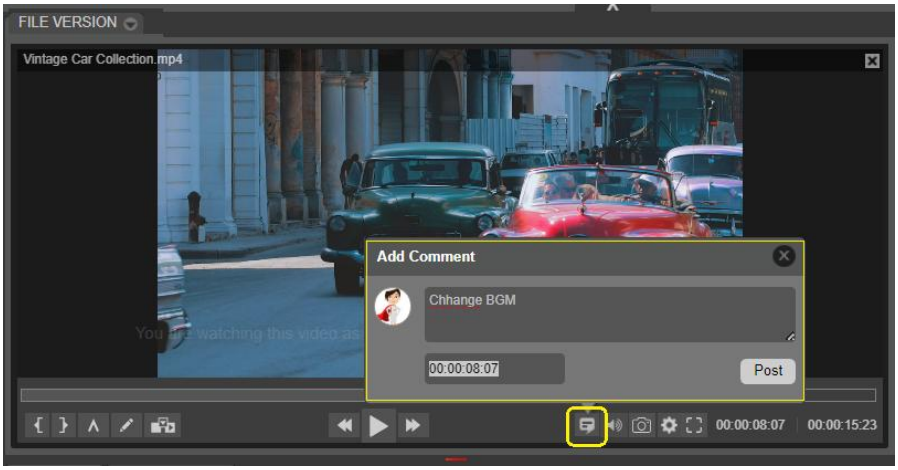
The *Comments* widget allows you to create a threaded dialogue with other eMAM users about the asset. You can add timecode specific comments for the selected asset in the *Browse/Preview* widget. Users can easily and accurately capture important moments as timecodes in the media files. Comments may be filtered by approval, eBIN or asset originated comments. Click on *Refresh* icon to see the new changes. User comments are displayed with user profile pic.



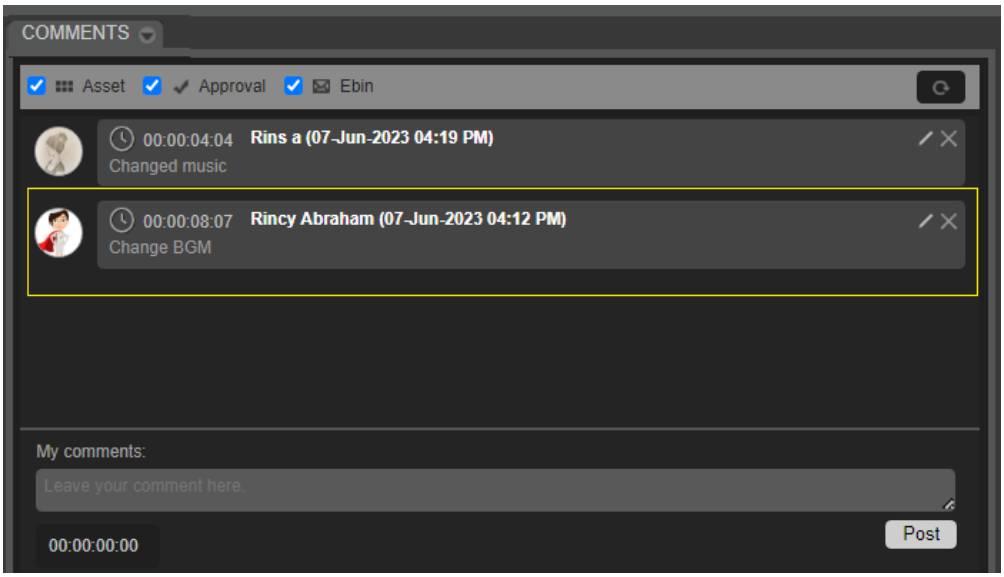
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2.18.1 Add Comment: To add comment with timecode captured, you can follow any of the below options:

- Play the video and click on *Add comment* icon in the Preview player. Just add your comments as the timecode is automatically captured. Click on *Post*.



Posted comments are displayed under the *Comments* widget. Click on each comment would take that timecode frame in the *Preview* widget.



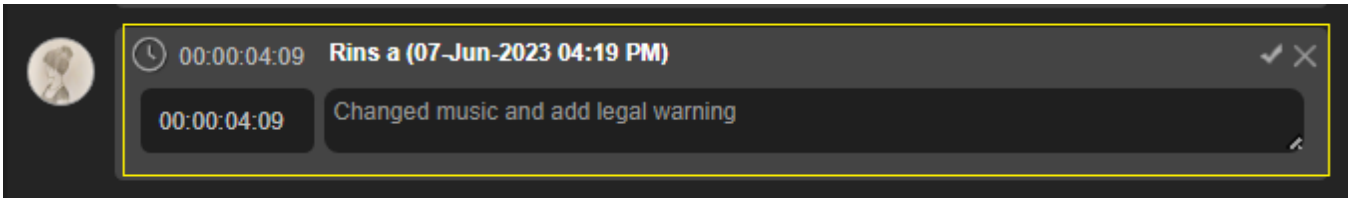
- Or you can also place the seek player in the Preview player to the desired position and add your comments under *My Comments* field and click on *Post*. Based on the seek player position time code gets captioned in your comment.



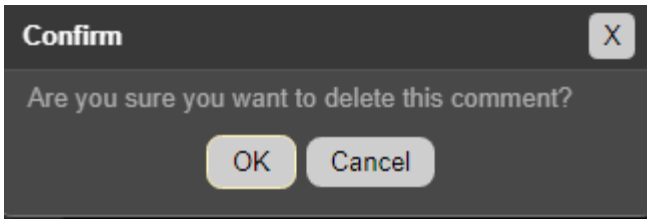
Comments will appear above with the timecode, username, date and time stamp. Similarly, comments posted by other users also get displayed here.

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2.18.2 Edit Comment: Comments added can be edited. Just click on edit icon corresponding to the a comment to edit your comment or timecode and click on to save it.



2.18.3 Delete Comment: Click on if you wish delete your comment. You will get below window to confirm your deletion. Click on *OK* to confirm deletion and *Cancel* to cancel this operation.



2.19 Ingest

The Ingest widget is used to upload assets into the eMAM system and features two tabs – an integrated HTML5 uploader, as well as the traditional Java-based Feeder launcher. You can upload assets to eMAM using any of the 2 tabs: Uploader or Feeder. You can also ingest assets directly to a particular category using Browse widget- Category filter. For more info refer *Page 157*

2.19.1 Uploader

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

Add Files

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



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

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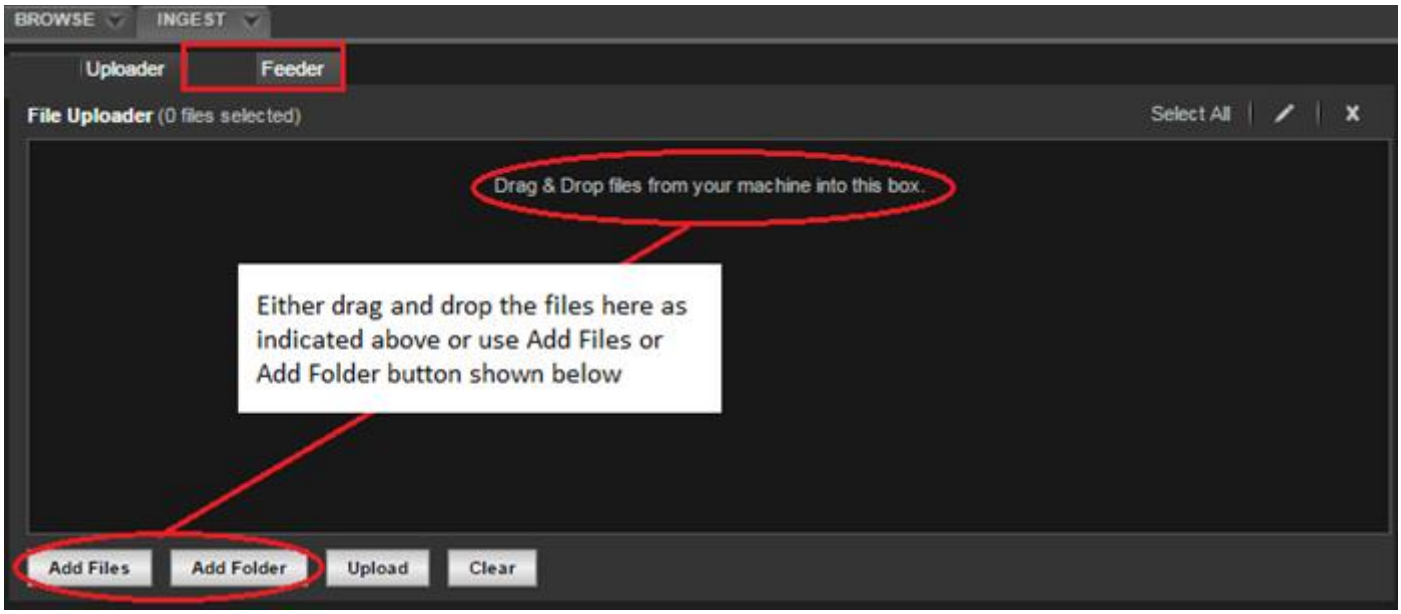


Figure 386- Files may be added to the Uploader by drag-and-drop or by using the ADD FILES/ADD FOLDER button.

Enter and Select Asset Metadata

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



Figure 387-Add or edit basic Asset Details (metadata)

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

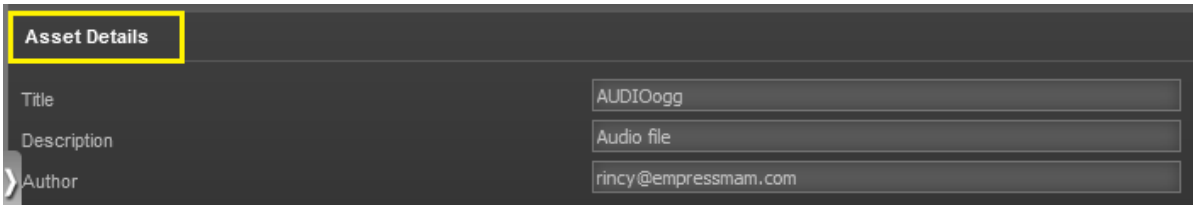


Figure 388-Asset Details tab

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

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

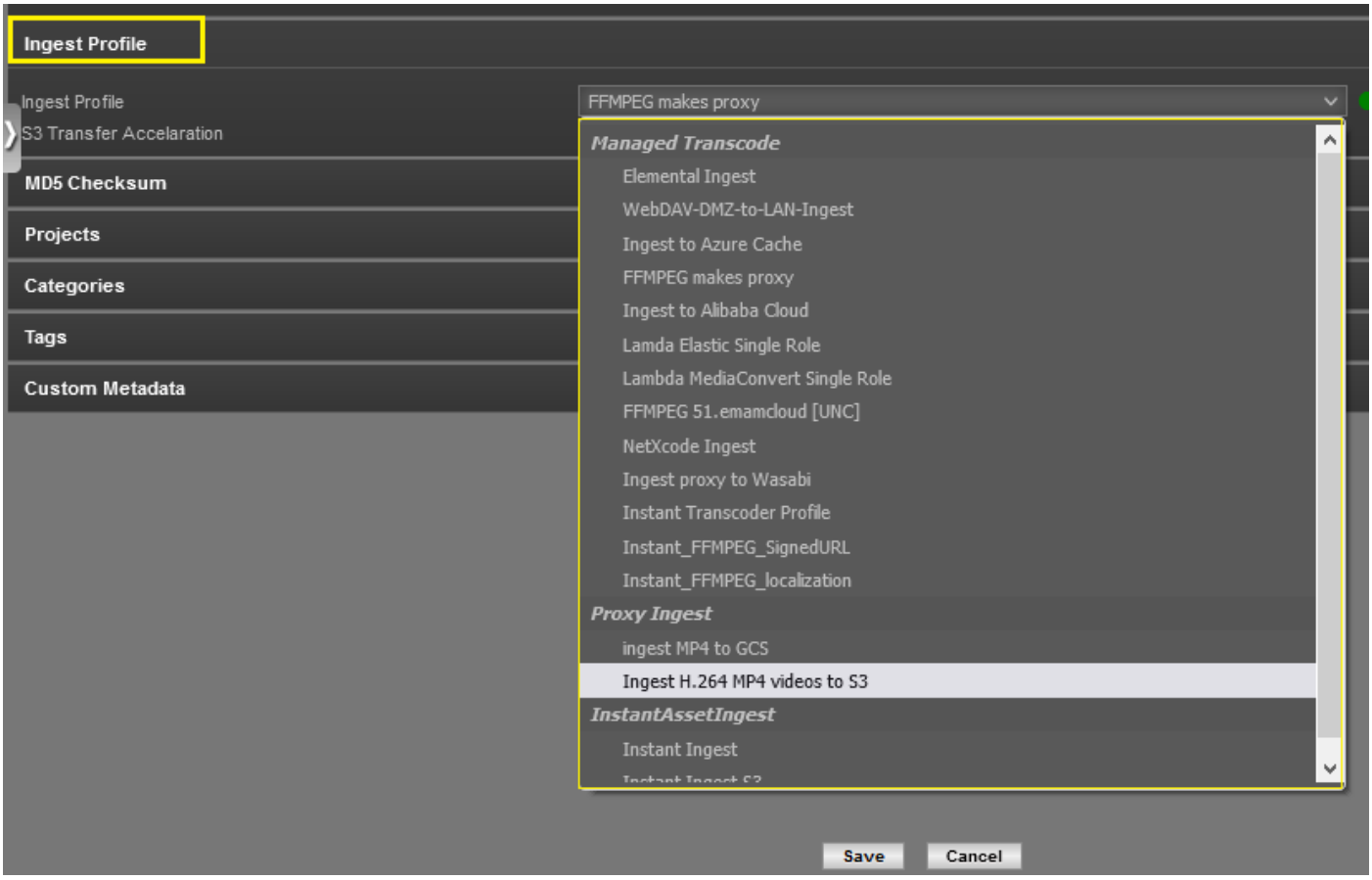


Figure 389- Ingest profile options

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

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

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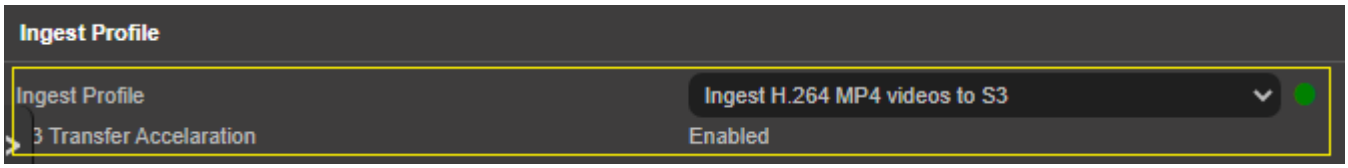


Figure 390- Lambda ingest profiles will display S3 transfer acceleration status

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



Figure 391- Ingest profile with Red icon

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

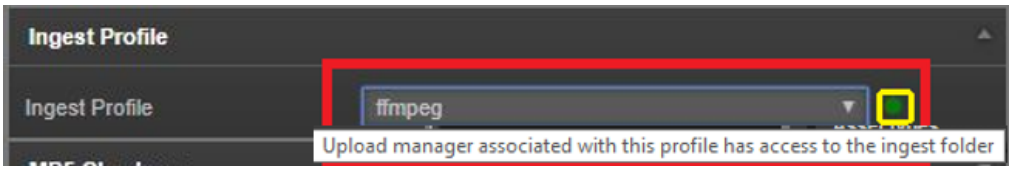


Figure 392-Ingest profile with Green icon

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

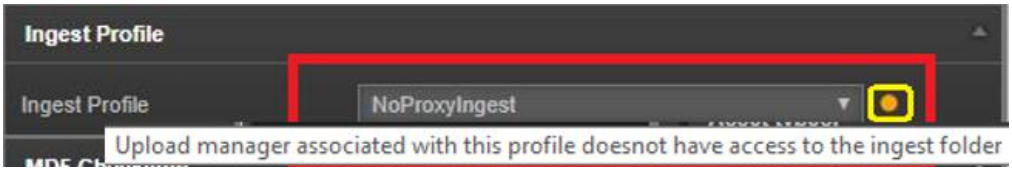


Figure 393-Ingest profile with Orange icon

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

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Figure 394-Ingest profile with Grey icon

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

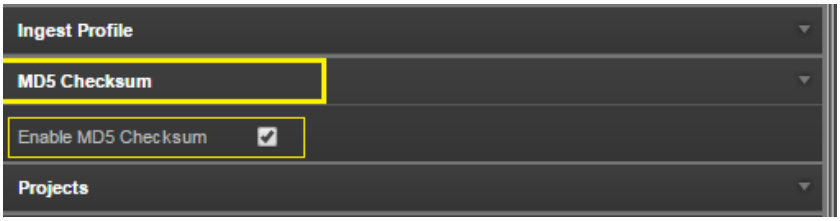


Figure 395-MD5 Checksum option

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

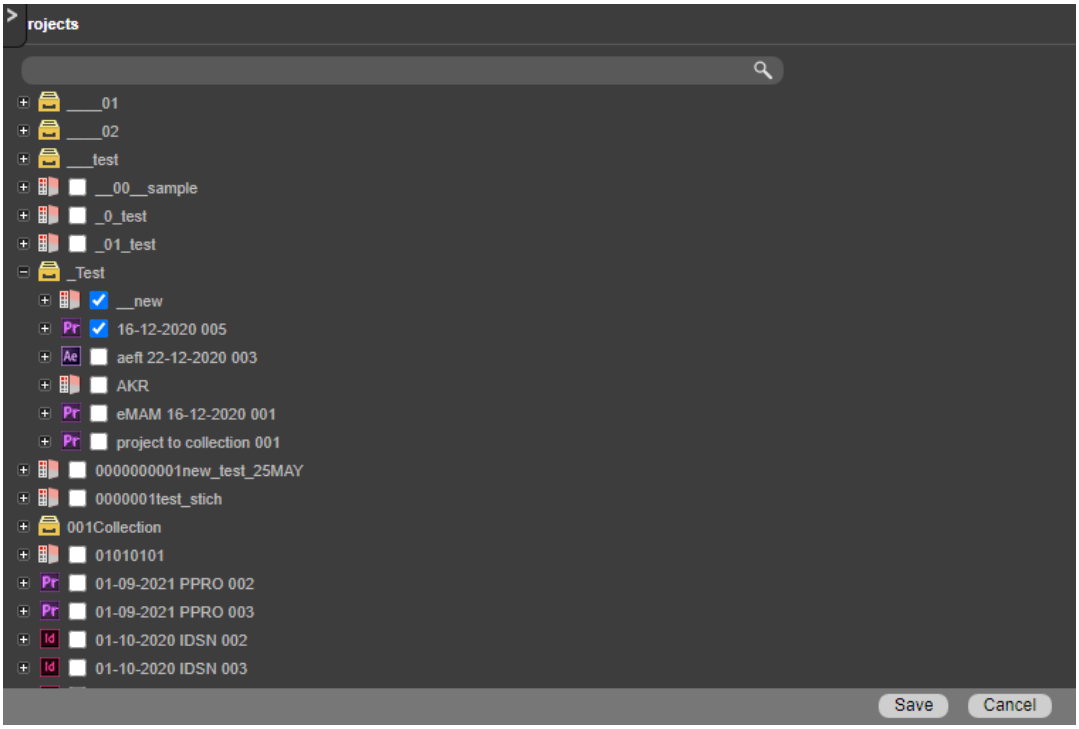


Figure 396 - Select Projects assets are to be assigned to. (Expand with + for subprojects or bins)

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

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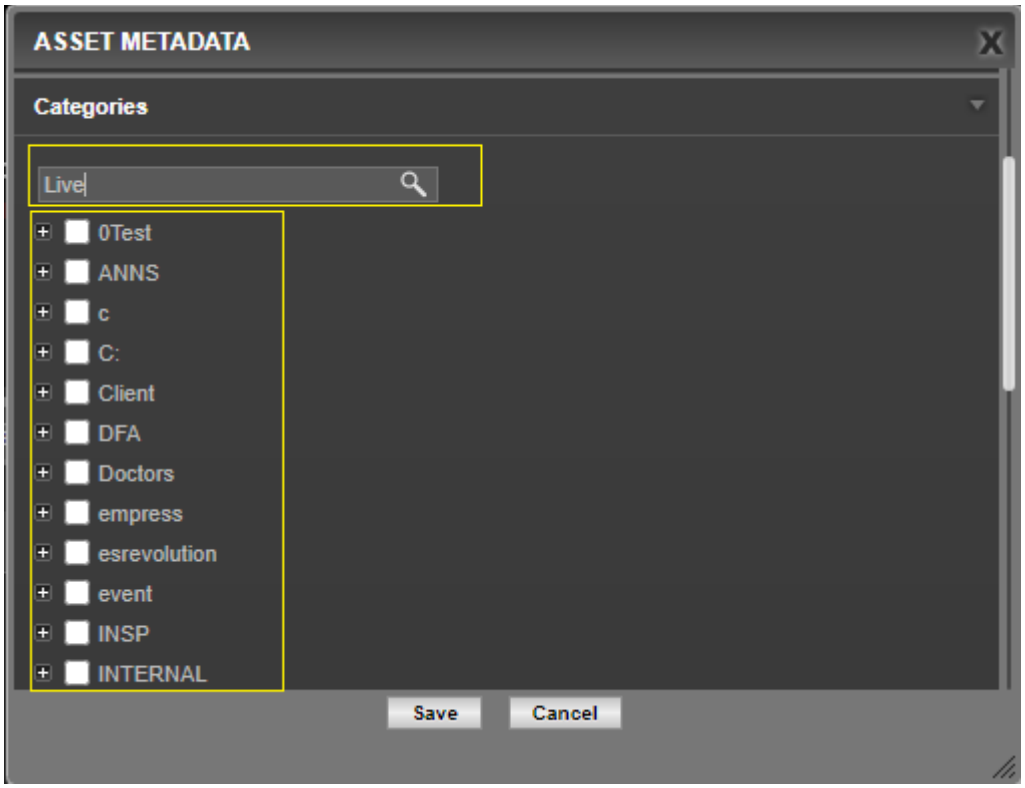


Figure 397 - Select Categories assets are to be assigned to (Expand with + for subcategories)

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

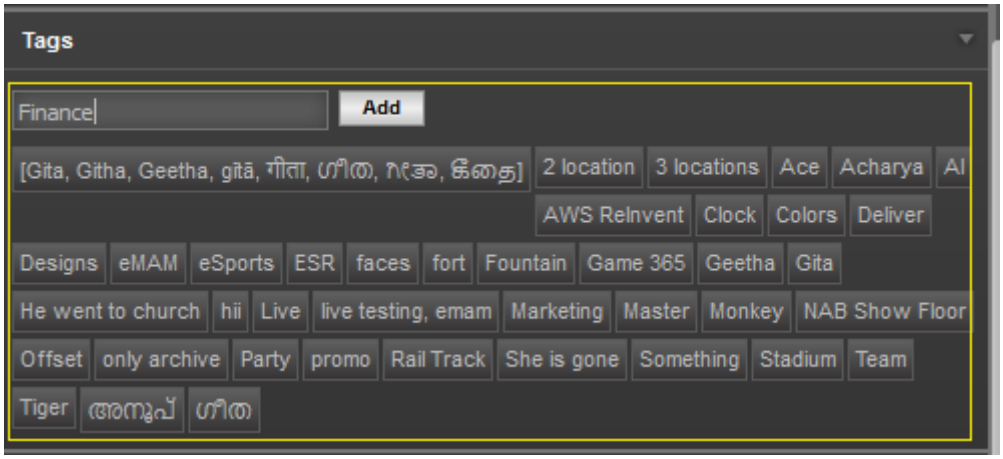


Figure 398 - Select pre-defined tags

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

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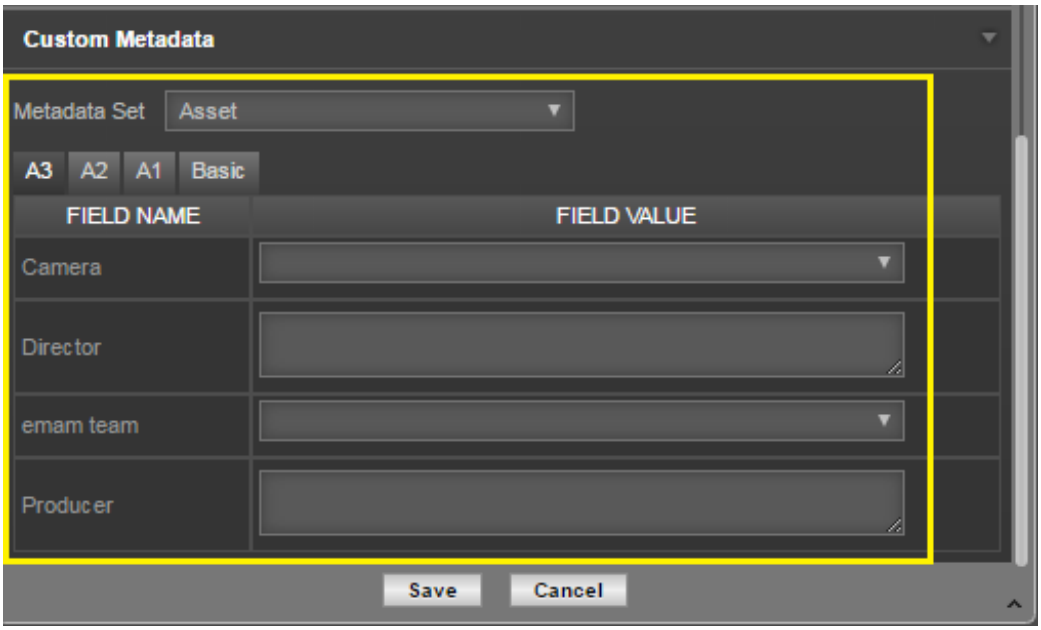


Figure 399 - The user can select a Metadata Set from the pull-down menu

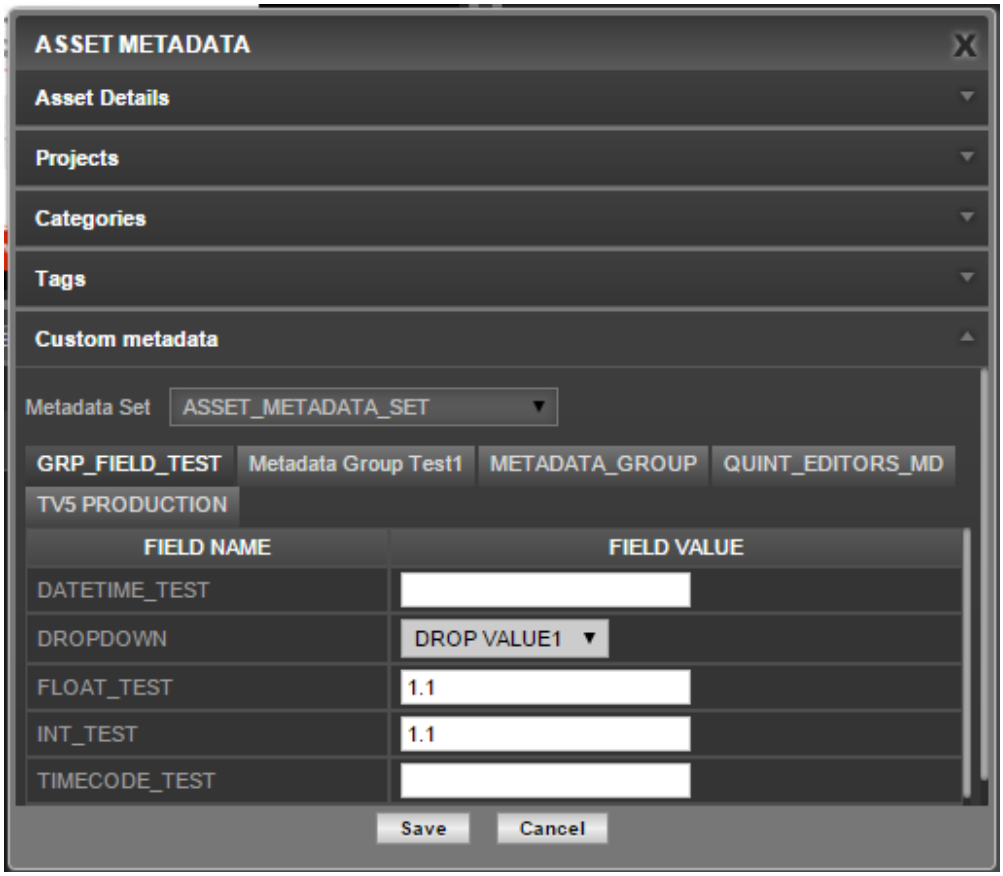


Figure 400- The user can click on each Metadata Group tab to select or edit associated custom metadata fields

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

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

- More files/folders may be added – repeating the process above.
- Existing files may be edited (metadata, project, or category changes) or deleted from upload list – using icons on the right of the list. Multiple files can be selected using the mouse and the (hold) CNTL key.

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- Clicking on the UPLOAD button starts the upload.
- The user can clear all files and start over again by clicking on the CLEAR button.

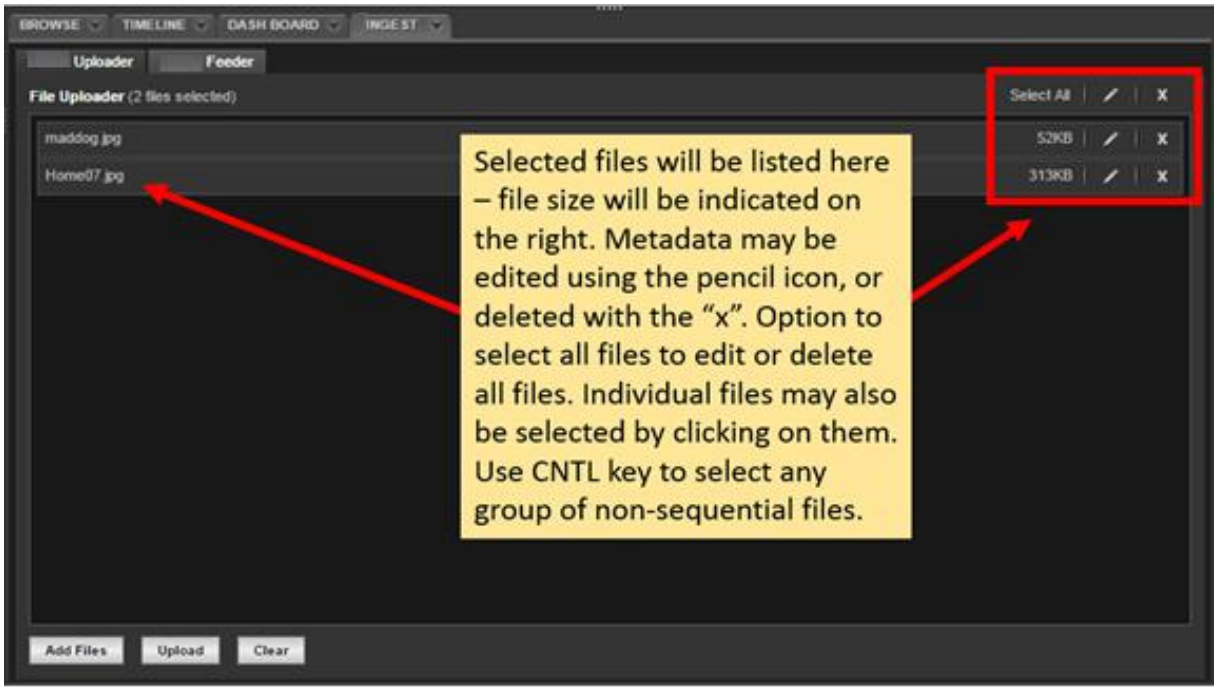


Figure 401- Once files are added to the Uploader, they may get deleted from the upload list, edited for metadata, or uploaded. Additional files may also be added at this point too.

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

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

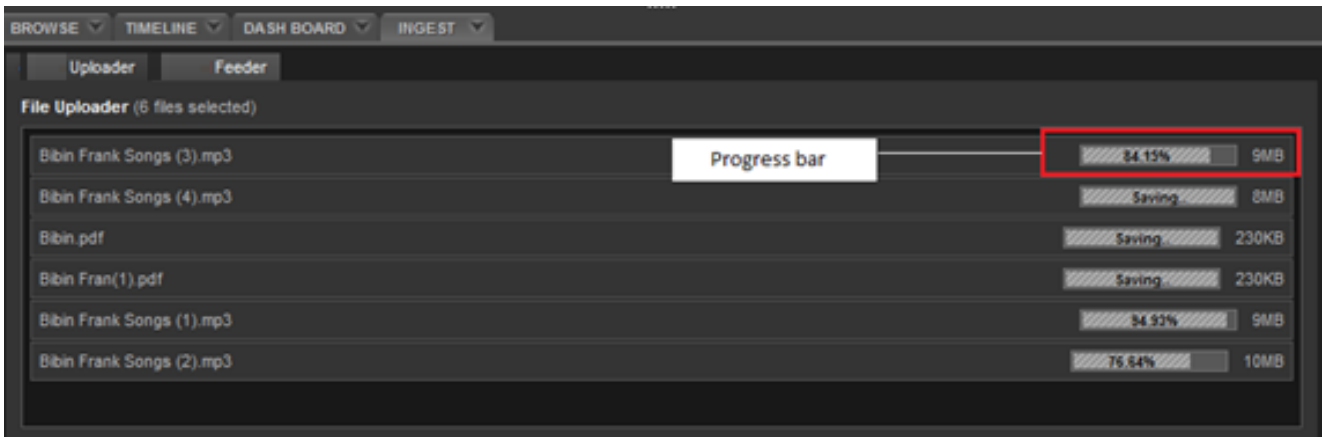


Figure 402-Uploader window view with progress bar

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2.19.2 Feeder

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

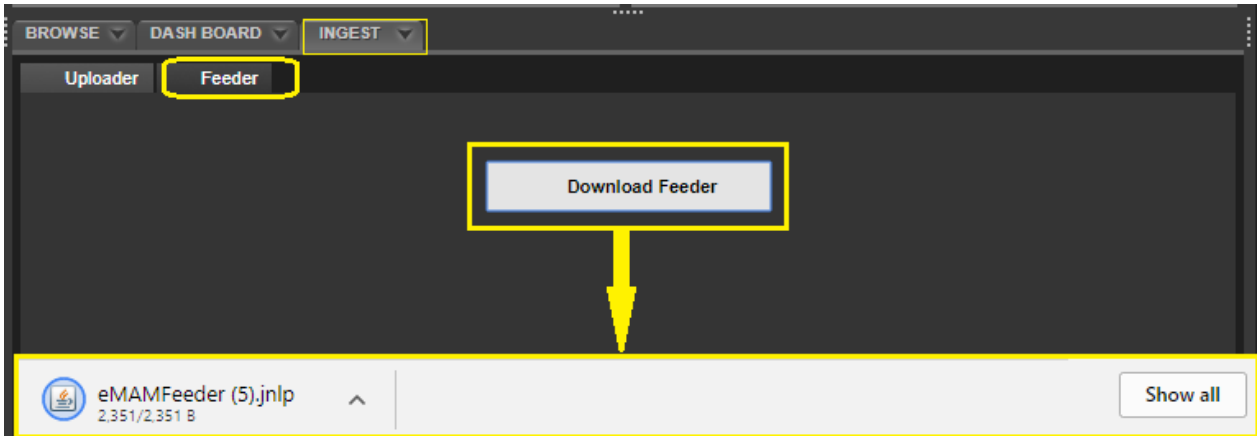


Figure 403- Launch Feeder

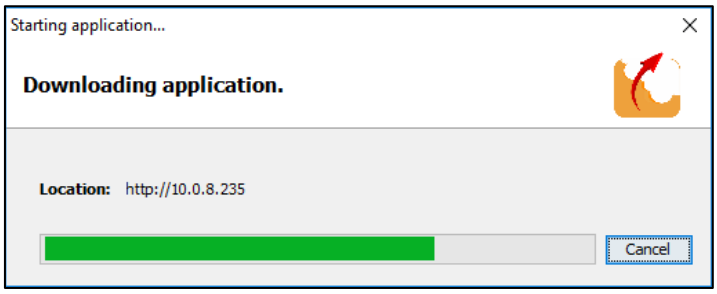


Figure 404- Open and launch the Feeder.jnlp file downloaded on your machine. Java is required on the client PC or workstation.



Figure 405- Click on 'RUN' for Feeder and File Catalyst pop up window.

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

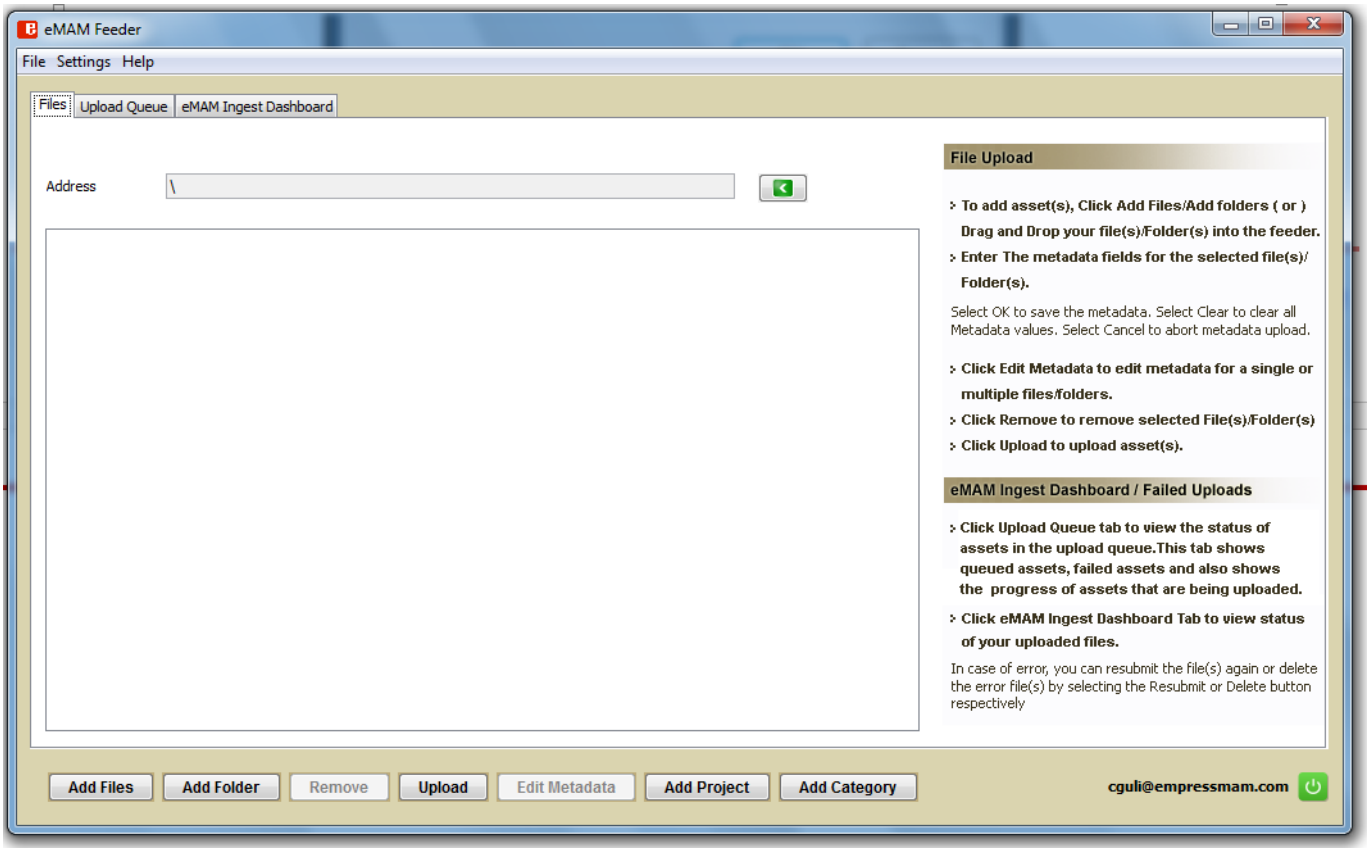


Figure 406- The Feeder main window

2.20 File Version

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

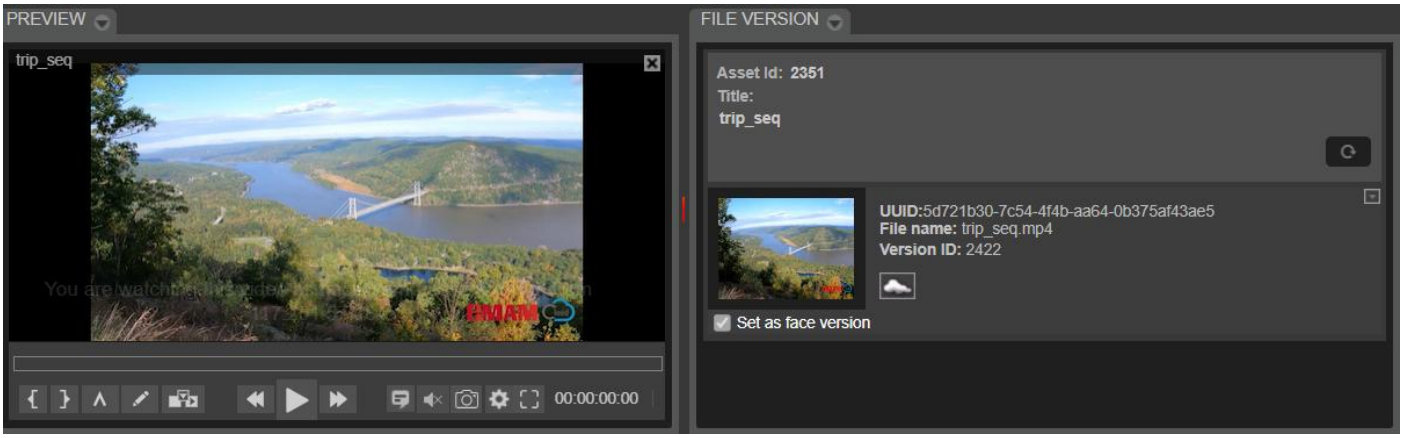
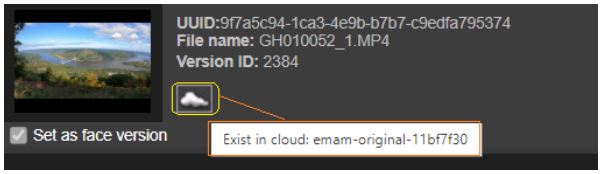


Figure 407- File Version widget docked near the Preview widget

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



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

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

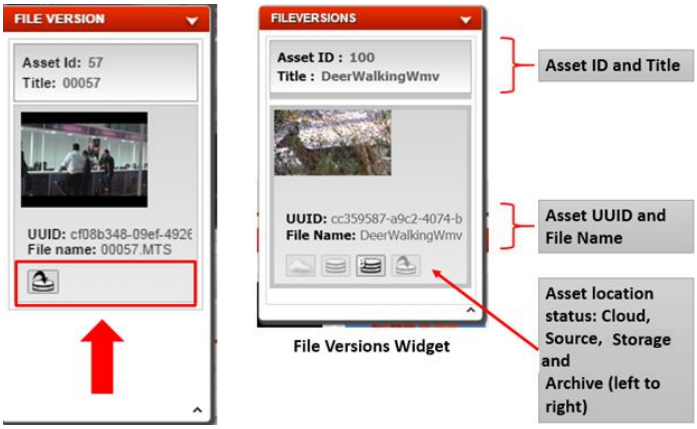


Figure 408- File Version widget

Various options are available in the File Version widget:

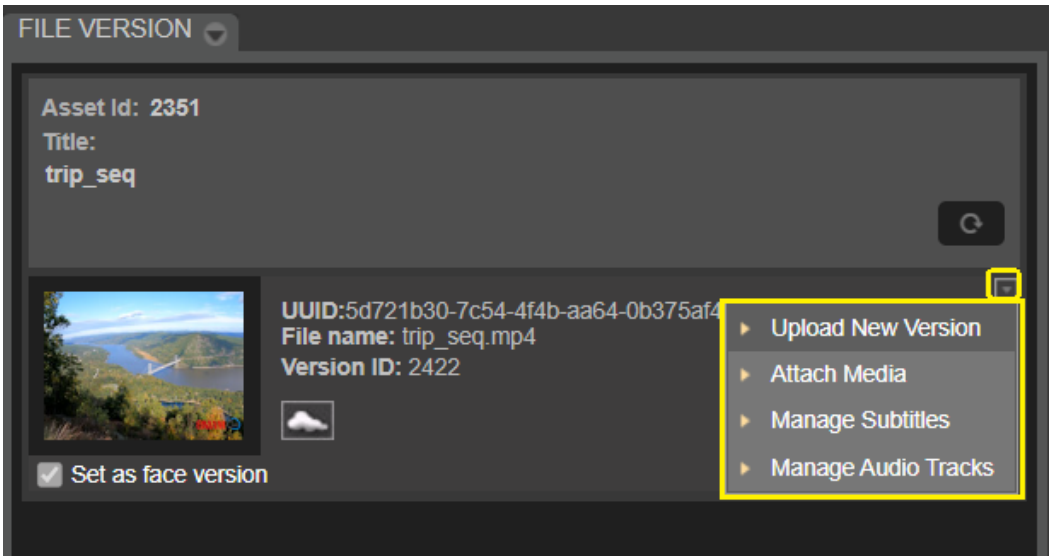


Figure 409- File version widget window

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

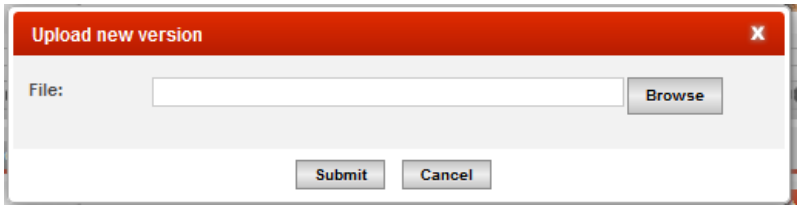


Figure 410- The user can select a file to Upload as a new version

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

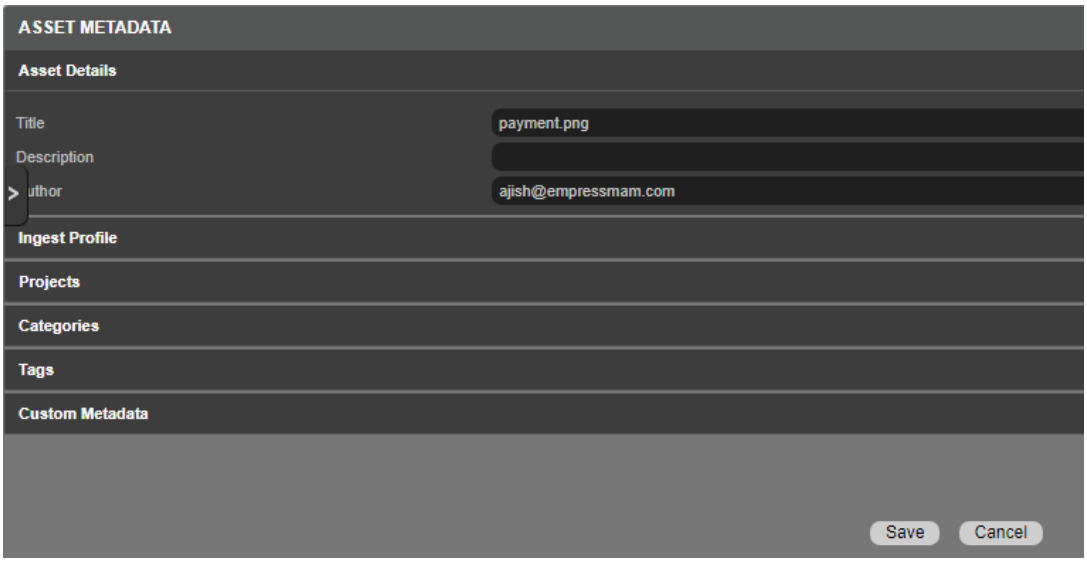


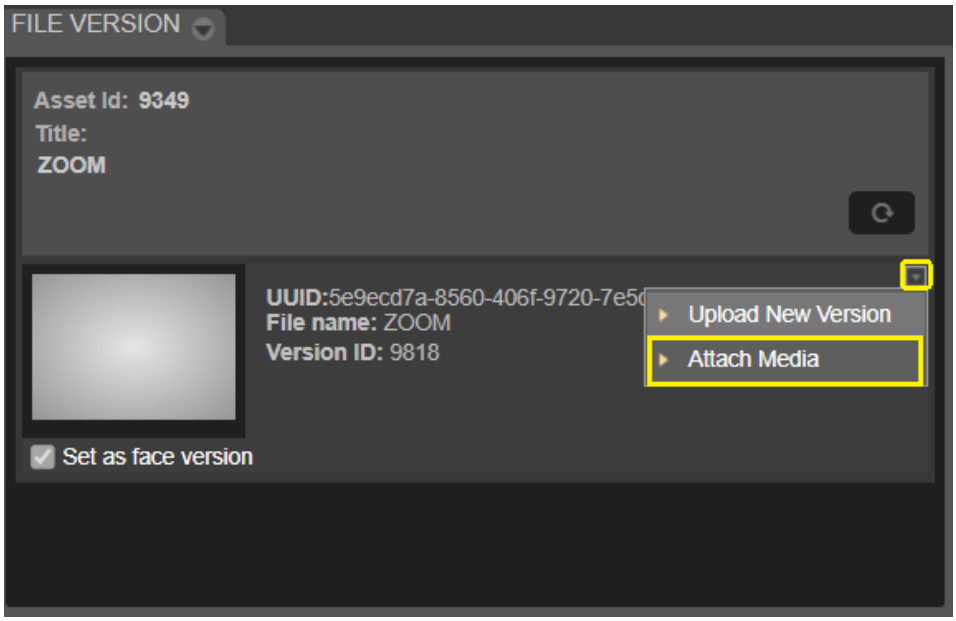
Figure 411- Asset metadata window for upload of new file version

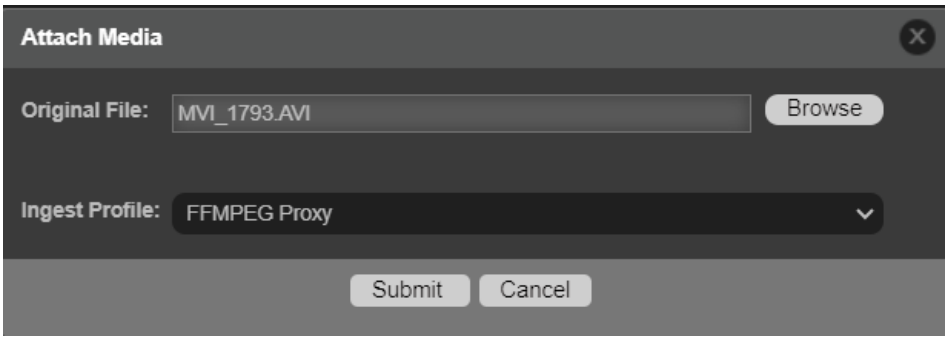
The user can save changes to the metadata window and then click the submit button. New version of the file will be uploaded via the eMAM Upload Manager.

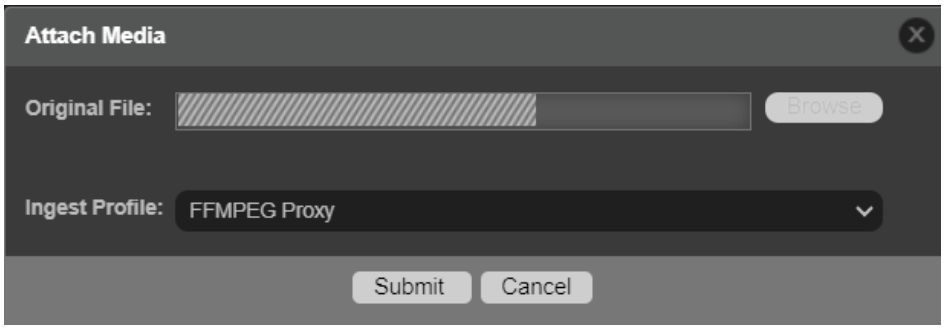
2.20.2 Attach Media:

This option can be used to attach media (*original file*) to placeholders and proxy only assets. Just click on *'Attach media'*. The uploaded file gets added to the *Original* folder. This original file can be downloaded from the *Browse* widget. Note: *This option is only visible for placeholders and proxy only assets.*

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2.20.3 Manage Subtitles:

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

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

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Figure 412- Add Subtitles under Manage Subtitles

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

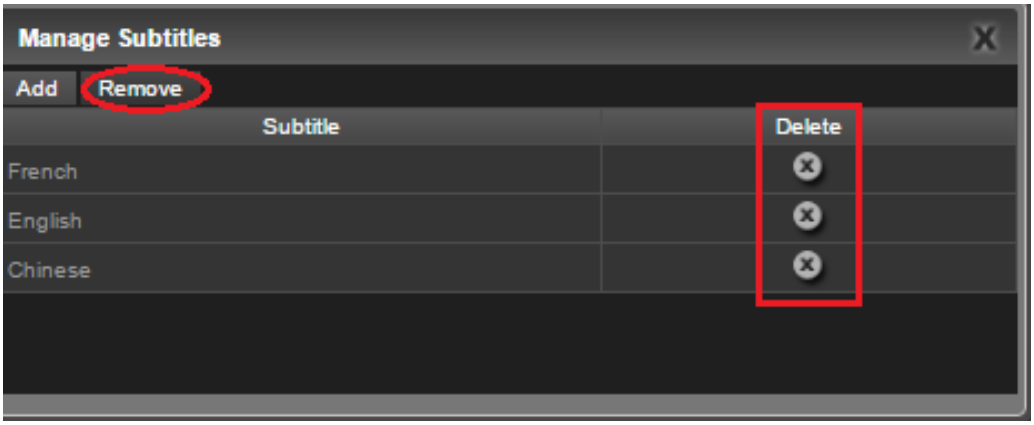


Figure 413- Remove subtitles under Manage Subtitles

2.20.4 Manage Audio Tracks:

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

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



Figure 414- Add Audio tracks under Manage Subtitles

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

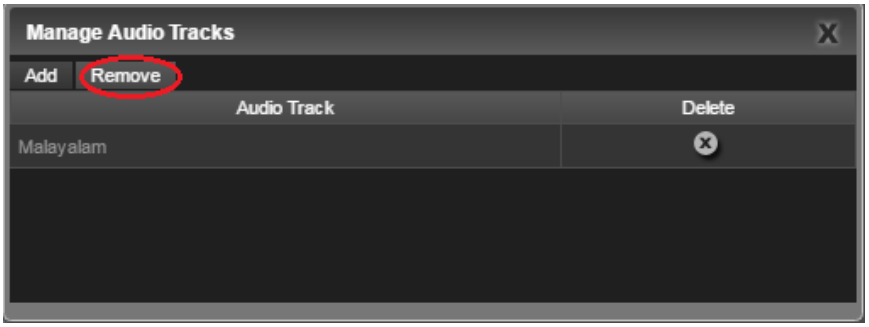


Figure 415- Remove audio tracks under Manage Subtitles

2.21 Project Versions

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

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

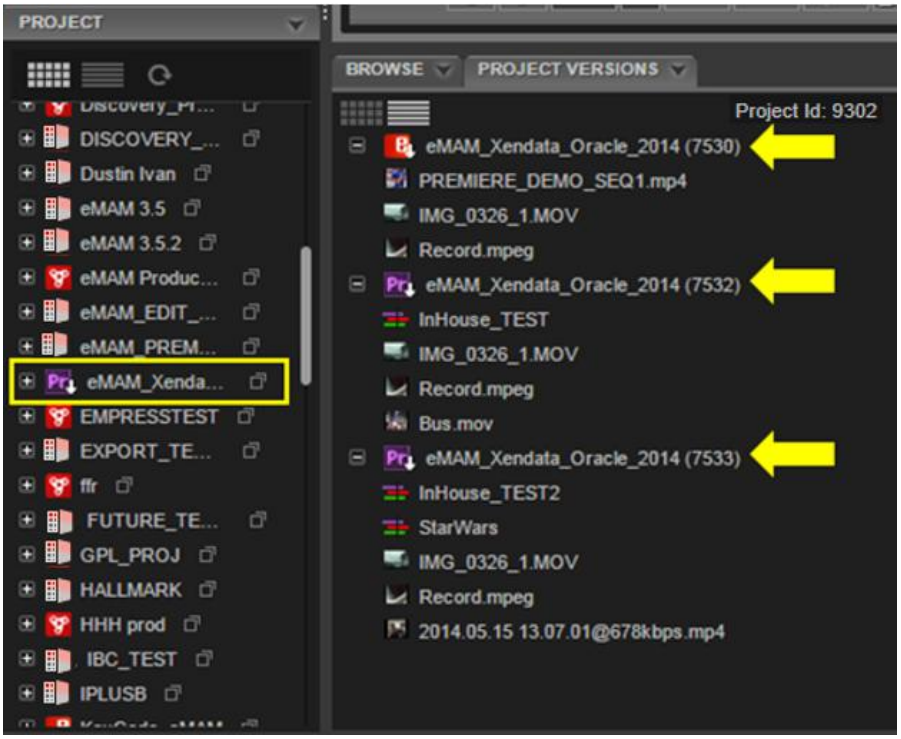


Figure 416- The Project widget (left) and the Project Versions widget (right).

In the example above, the stages of an eMAM project progressed from being a checked out eMAM project as indicated by project version 7530 into Premiere. After some editing, changes will be exported to eMAM

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and checked out again as version 7532 as a Premiere project. After some additional editing changes, will become a checked out Premiere project as version 7533. This widget does not have any special pull-down menu options.

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

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

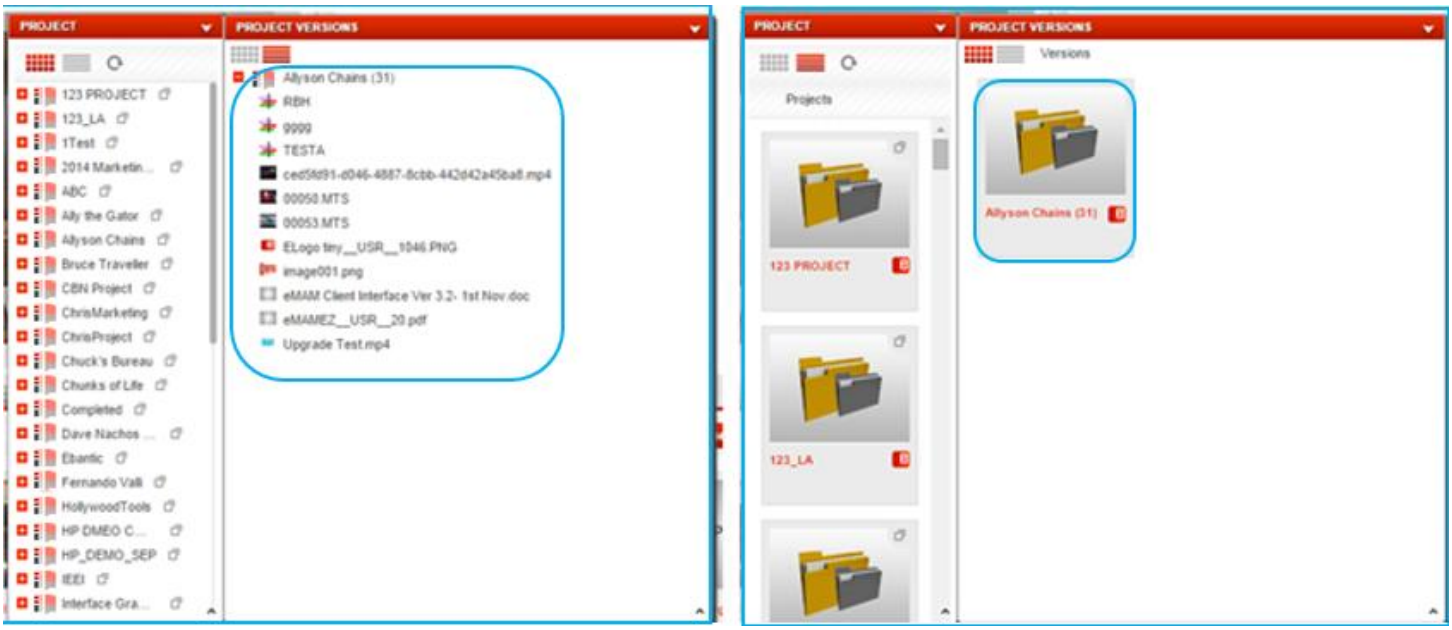


Figure 417- Both the Project and Project Versions widgets support displaying projects as a list/tree (left) or as a folder view (right).

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2.22 Admin Tools

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

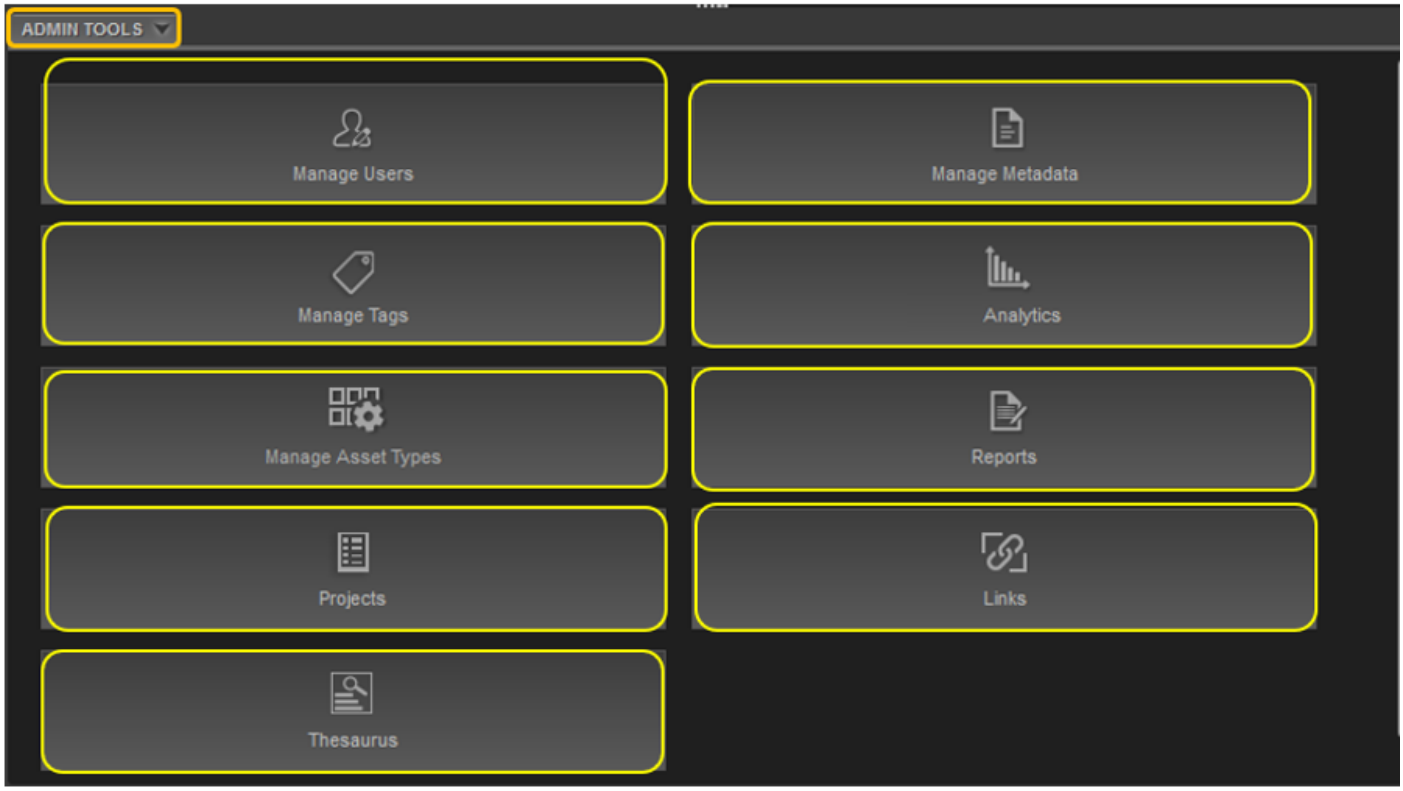


Figure 418- Admin Tools widget

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

To learn more about Admin Tools widget, please refer ***eMAM Admin Tools Guide 5.5.***

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2.23 Keyframes

Keyframes widget can be used to upload custom images for videos and make it as default thumbnail. Click on *Browse* and select the thumbnail image file from your machine and click on *Upload* button to upload it. Click on *Refresh* icon to see the latest changes.

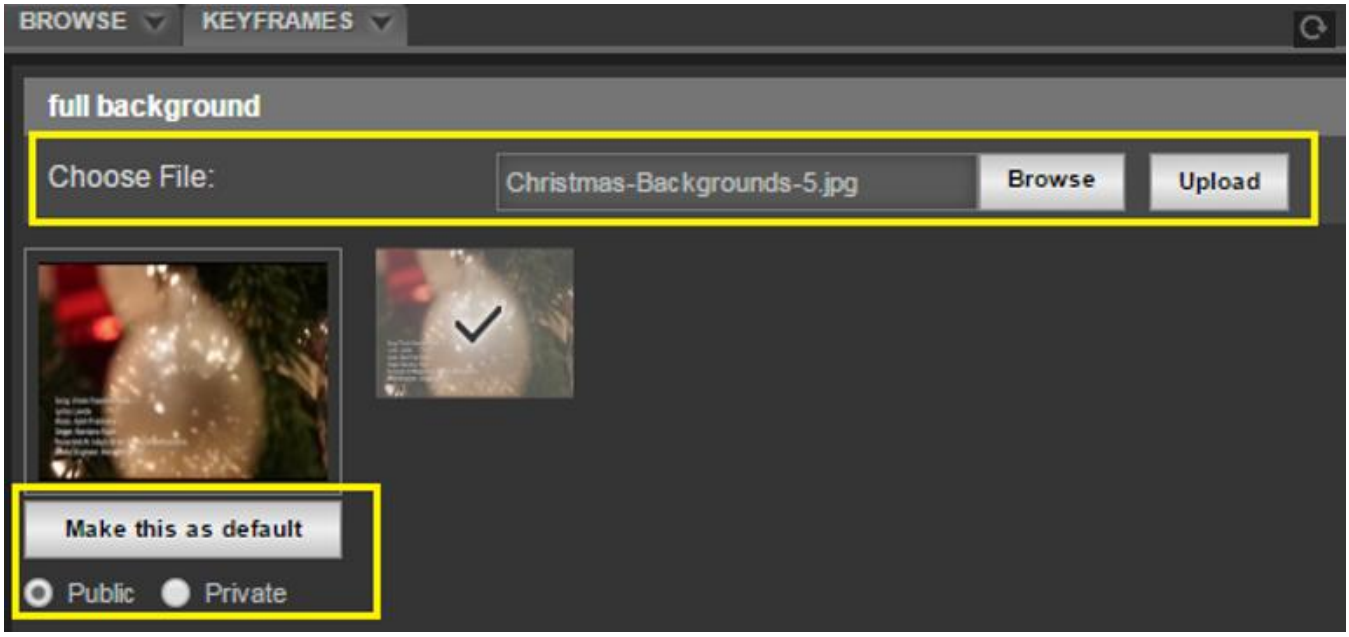


Figure 419- Keyframes widget: Upload Custom thumbnail

You can also set asset thumbnails from the video asset preview player using screenshot icon.



Figure 420- Add Keyframes using screenshot icon

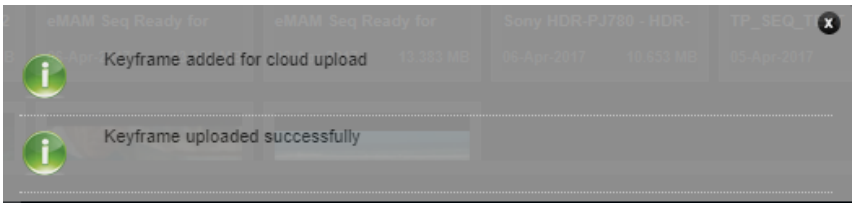
Steps to add thumbnails from the video using Capture button are mentioned below:

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A. *Play the video asset and click on the* screenshot *icon* *to grab the screenshot of the frame you wish to add as keyframe.*

B. *In the Create Thumbnail window, click on* Capture Capture *button.*

C. Keyframe updated successfully *message appears after the keyframe is added to either Managed storage location or Cloud storage based on the configuration.*



D. *Click on the same asset in the Browse widget to refresh and update the changes made.*

E. *In the Keyframes widget, new keyframe gets displayed.*

Click and select the thumbnail image which needs to be kept as default thumbnail. Select *Public* (*visible to all users*) or *Private* (*visible only to this user*) radial buttons and then click on *Make this as Default* button.

2.24 Insights

eMAM is capable of harnessing Artificial Intelligence (AI) capabilities to extract meaningful insights from image, audio and video assets. Assets ingested to eMAM can be indexed to AI services using workflow triggers to extract and tag meaningful insights from image, video and audio contents. These insights get displayed under the “Insights” & “Transcript” widget.

Note: Enable “Insight” and “Transcript” permissions at ***User Group***, ***Category*** *and* ***Asset type*** *level and “Insight” and “Transcript” feature under* ***Feature Settings*** *to view and access “Insights” and “Transcript” widget.*

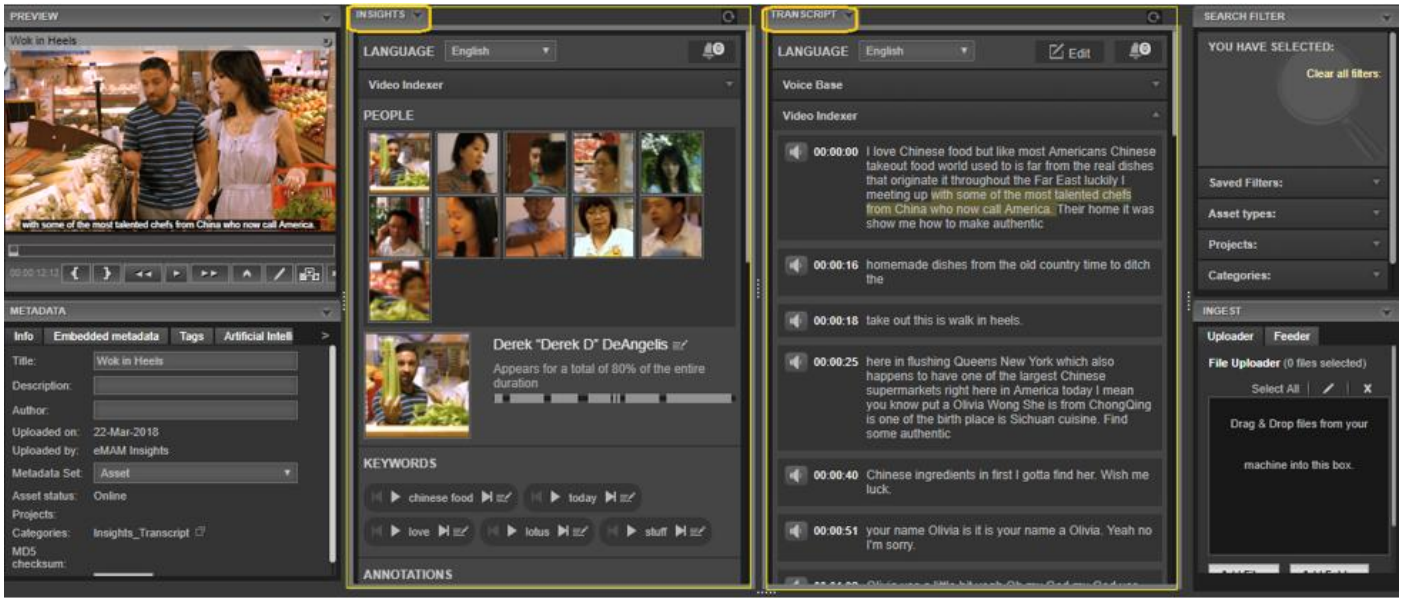


Figure 421- Insights and Transcript widget

Under the Insights widget, insights from the video and image assets such as people, objects, brands, landmarks, emotions are automatically detected and tagged with an option to edit them. Users can click on the tagged faces, keywords, annotations etc. which would automatically point to the corresponding frame in the video player. Click on Refresh icon to see latest changes. Different AI vendors provide different AI services:

- ✓ **Microsoft Video Indexer**: Insight and Transcribe. For more info, refer: https://vi.microsoft.com/en-us/
- ✓ **VoiceBase**: Transcribe
  For more info, refer: https://www.voicebase.com/speech-to-text/
- ✓ **IBM Watson Speech-to-Text**: Transcribe (Speech to Text)
  For more info**,** refer, https://www.ibm.com/watson/services/speech-to-text/
- ✓ **Amazon Rekognition**: Insight (image & video)
  For more info, refer: https://aws.amazon.com/rekognition/
- ✓ **IBM Watson Media Video Enrichment**: Insight and Transcribe
  For more info, refer: https://www.ibm.com/watson/media/watson-video-enrichment/
- ✓ **Microsoft Azure Computer Vision**: Insights and Transcribe (image assets only)
  For more info, refer: https://azure.microsoft.com/en-in/services/cognitive-services/computer-vision/
- ✓ **Google Vision:** Insights and Transcribe (image assets only).
  For more info, refer: https://cloud.google.com/vision/
- ✓ **TwelveLabs:** Federated search & Generative AI.
  Need more details on **Twelve Labs**, refer: https://twelvelabs.io/

Insights widget is mainly divided into 2 main sections-

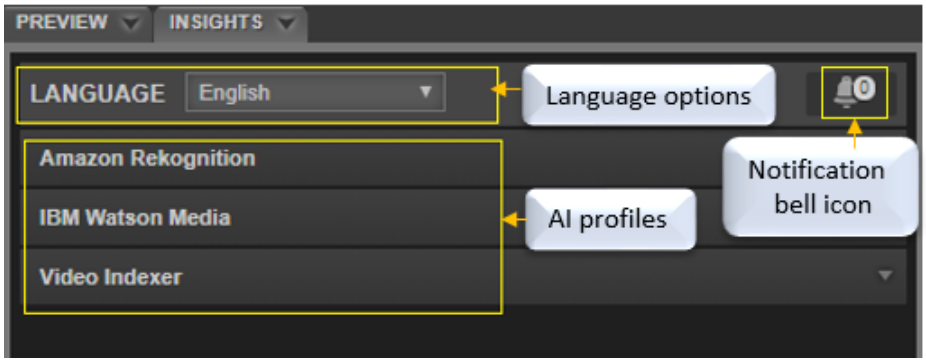


Figure 422- Insight widget

2.24.1 **Language**: Under this tab, all the languages supported by different AI vendors are listed as a dropdown. Users can select from the list of languages listed and automatically the displayed insights get translated to the selected language. eMAM uses language translation technology to translate insights captured from one language to another. As of now we support English, Arabic, Chinese (Simplified), Spanish, German, French, Italian, Japanese, Portuguese and Russian languages. Different AI vendors support different languages like IBM Watson Media Video Enrichment supports both English & Spanish.

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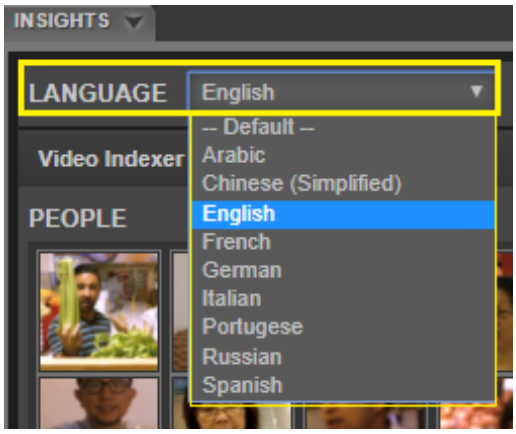


Figure 423-Insights: Language tab

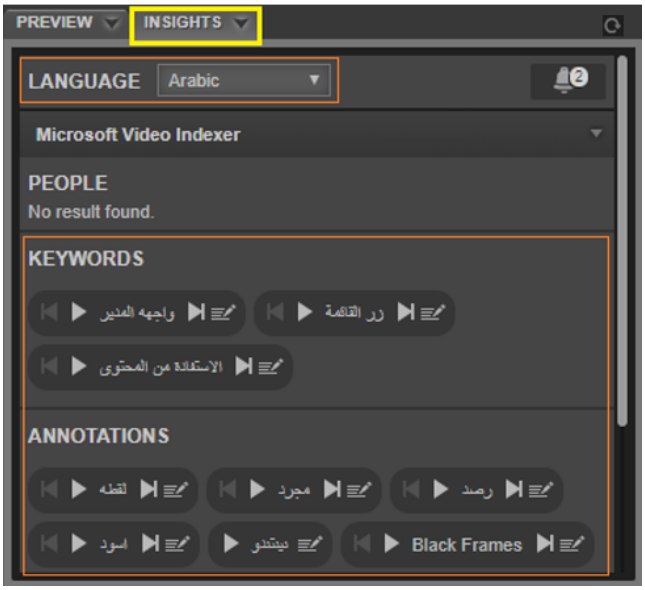


Figure 424- Insights widget displayed in Arabic language

2.24.2 **AI Profiles**: Users also have the flexibility to create multiple AI profiles in the Super Admin interface and based on the AI vendor selected, information from the video/image asset gets displayed here. Assets ingested to eMAM are indexed using AI services by triggering the AI workflows. AI capabilities such as face recognition, object recognition, brand detection, emotion detection etc. are used to automatically extract metadata from the video contents and display them under the Insights widget. Different AI services display different insights. Click and expand AI profiles to see different sections under them.

E.g.- Microsoft Video Indexer profile and IBM Watson Media Video Enrichment profile.

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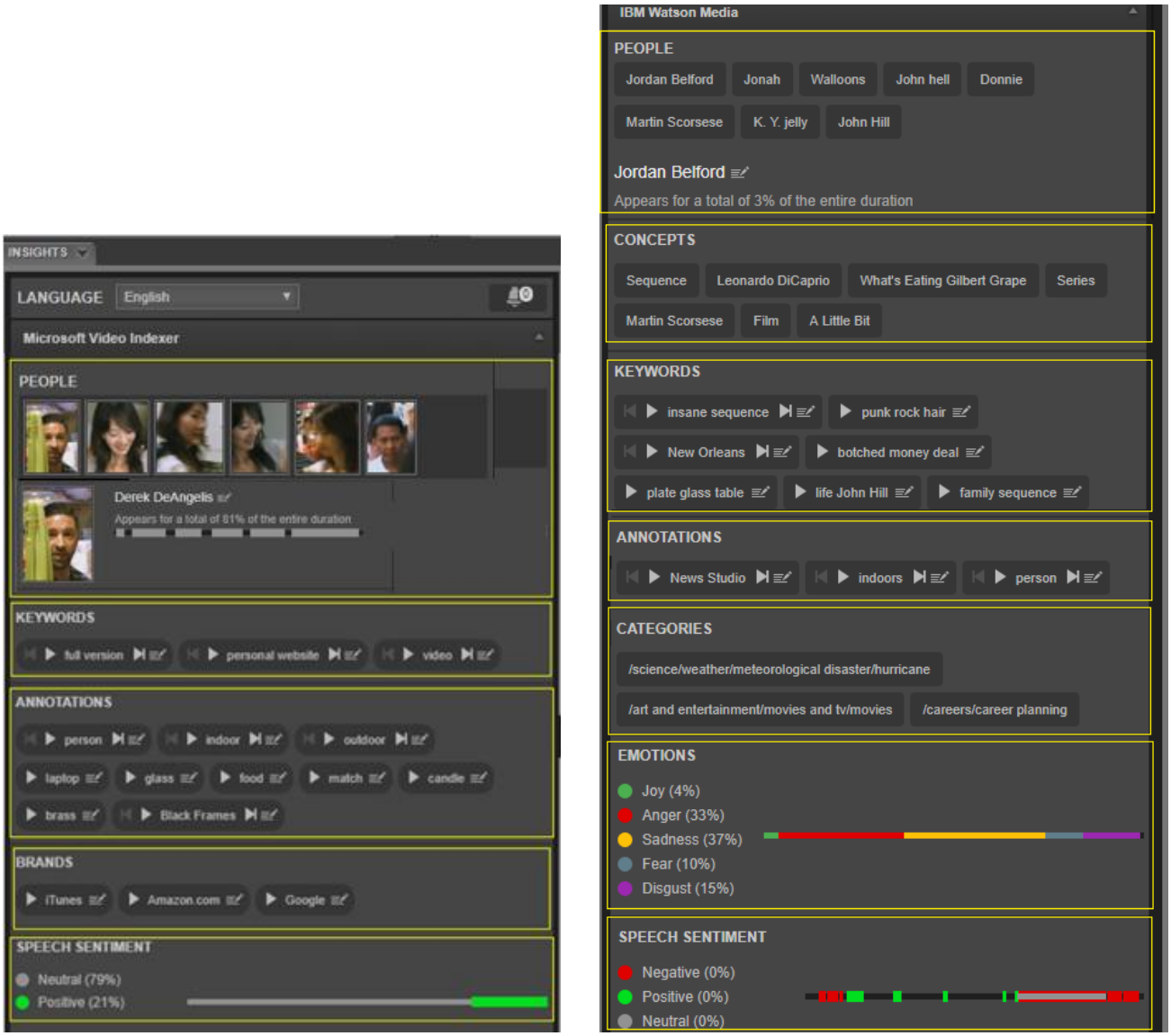
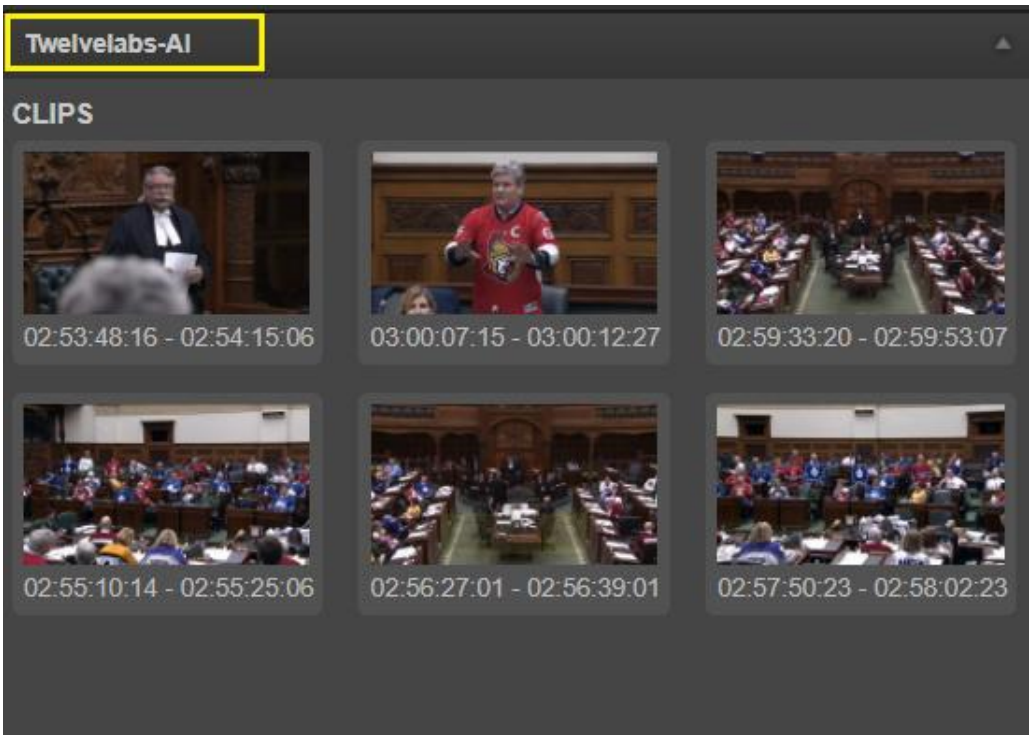


Figure 425-Insights widget: AI profile tab

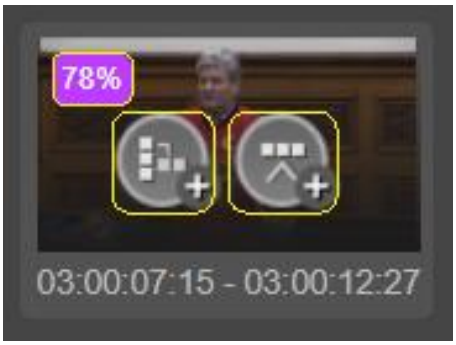
TwelveLabs: TwelveLabs supports both Federated search and Generative AI.

- **Federated Search:** Federated search enables users to retrieve relevant content not only from eMAM database but also from TwelveLabs database. This saves time and effort, especially in environments where media assets are distributed across various repositories or cloud services. These contents are displayed as small clips under Insights widget. Each clip shows In and Out time code of the clip.

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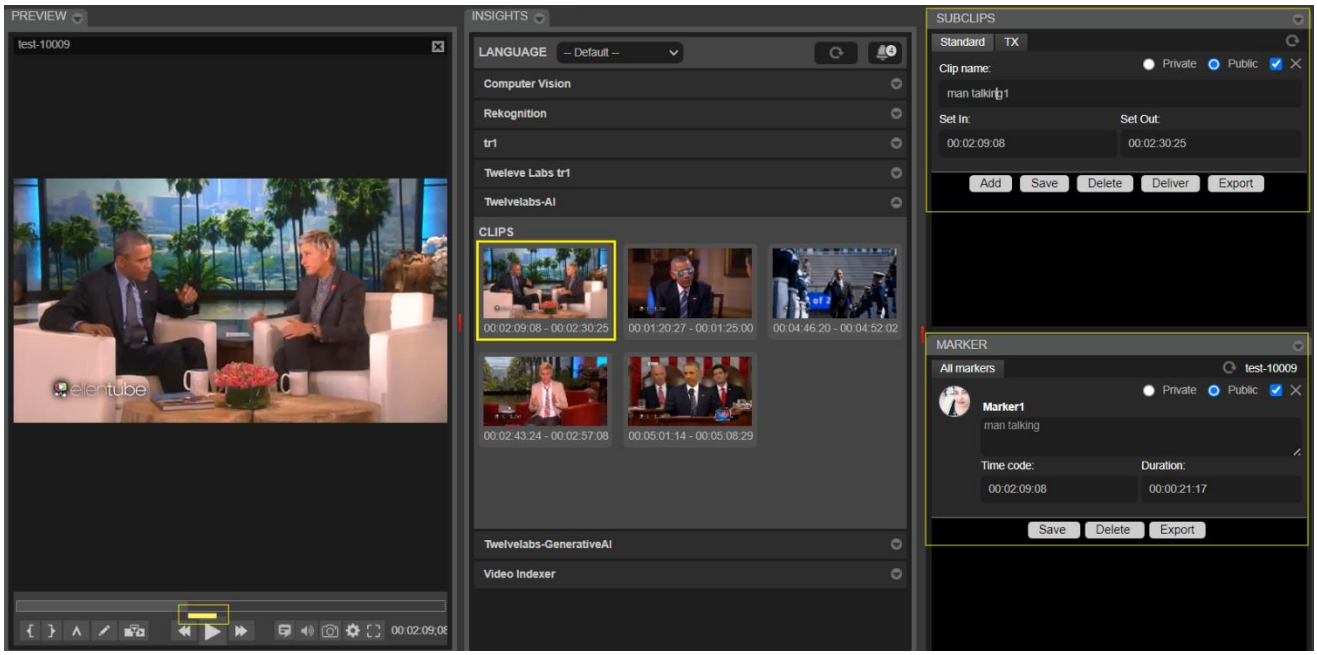


When you hover over a clip, it displays:

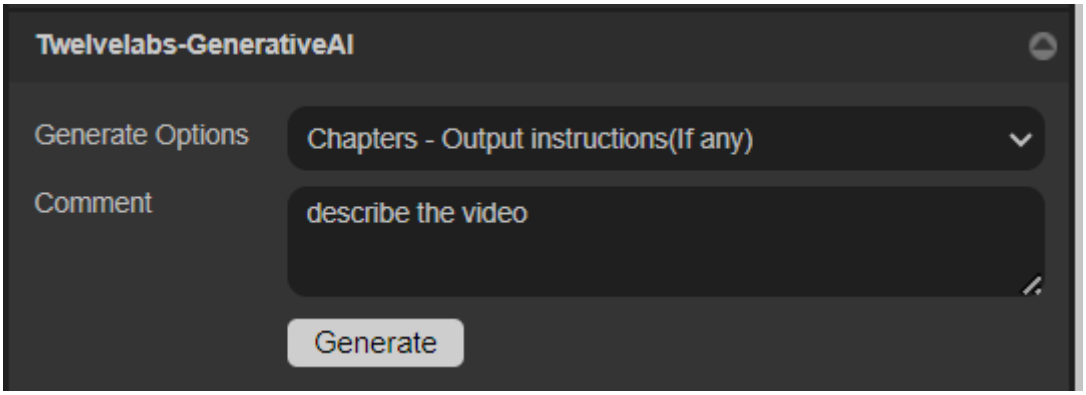


- Confidence score: This indicates the level of certainty or confidence in a prediction or result generated by an AI model.
- Create subclip: Click on this icon to create a subclip of this clip. Ensure the Subclip widget is dragged to the workspace.
- Create Marker: Click on this icon to create a Marker on this clip. Ensure the Marker widget is dragged to the workspace.

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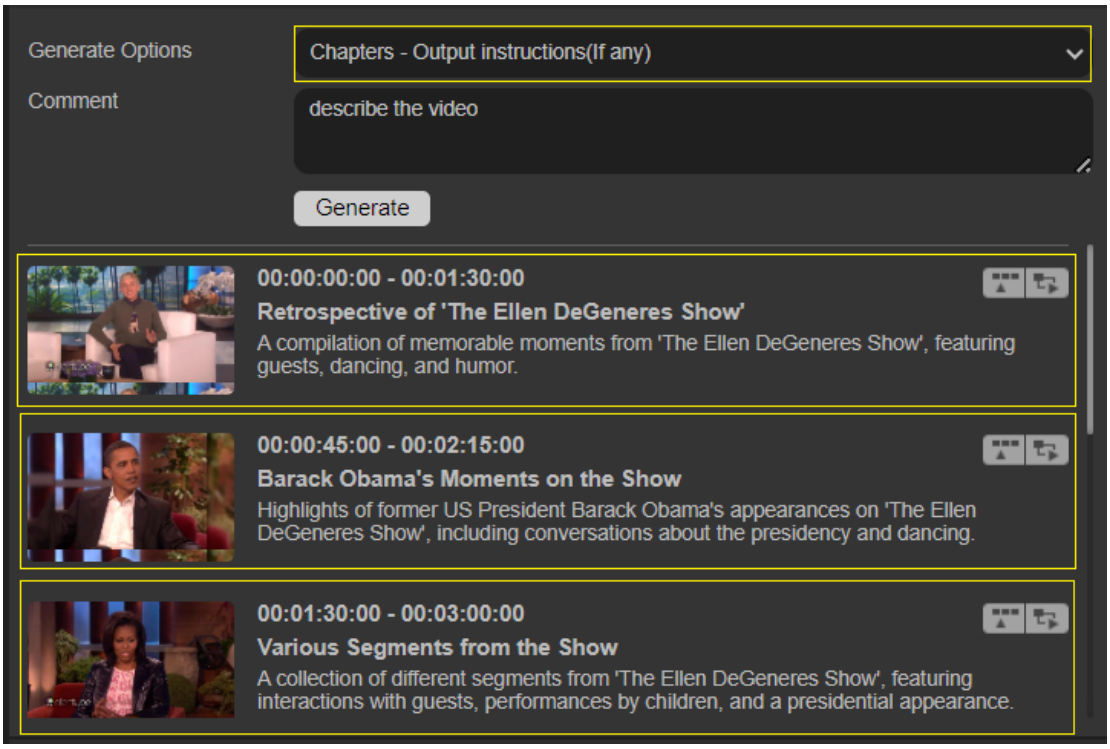
- **Generative AI:** The Generative AI option can automatically generate descriptive metadata for media assets, improving the organization and categorization of content within the MAM system. It can provide personalized content recommendations to users. This can be particularly useful for tasks such as creating subtitles for videos, generating textual summaries of audio content, or even producing derivative works based on original media assets.



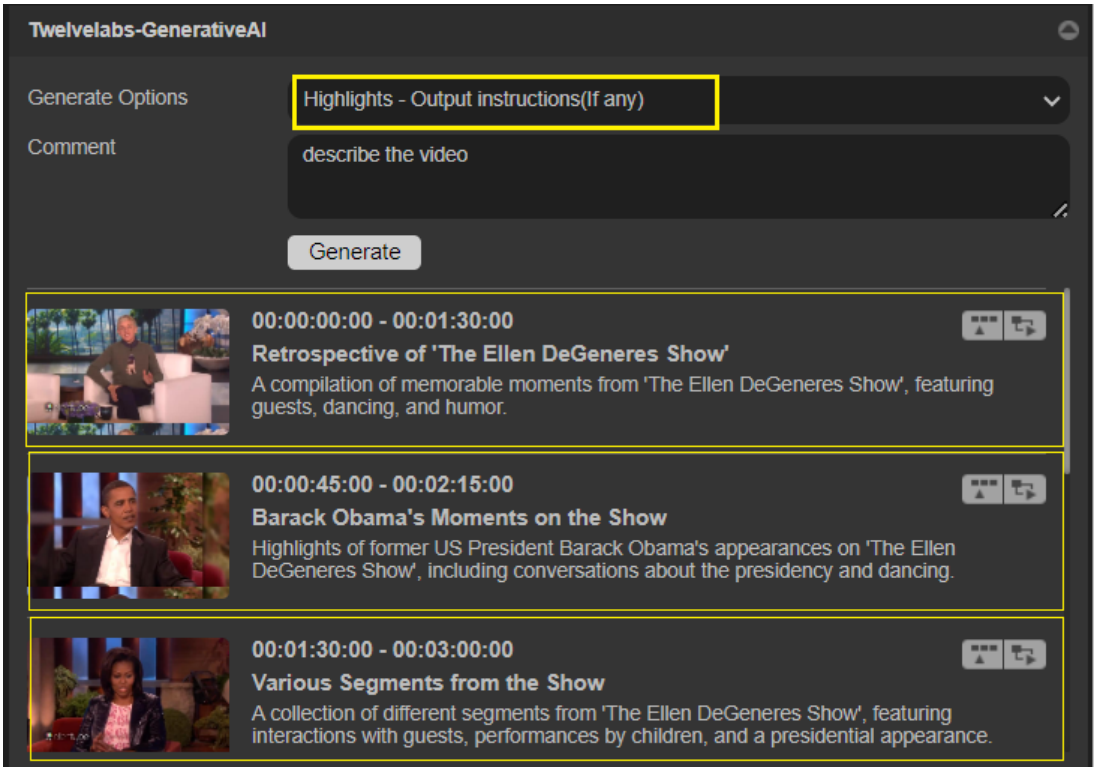
Choose any of the below *Generate options*, enter *Comment* to describe the video and click on **Generate**. You can use any of the below **Generate options**:

  - **Chapters**: A chronological list of all the chapters in a video, providing a granular breakdown of its content. For each chapter, the platform returns its starting and end times, measured in seconds from the beginning of the video clip, a descriptive headline that offers a brief of the events or activities within that part of the video, and an accompanying summary that elaborates on the headline.

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- **Highlights**: A chronologically ordered list of the most important events within a video. Unlike chapters, highlights only capture the key moments, providing a snapshot of the video's main topics. For each highlight, the platform returns its starting and end times, measured in seconds from the beginning of the video, a title, and a brief description that captures the essence of this part of the video.

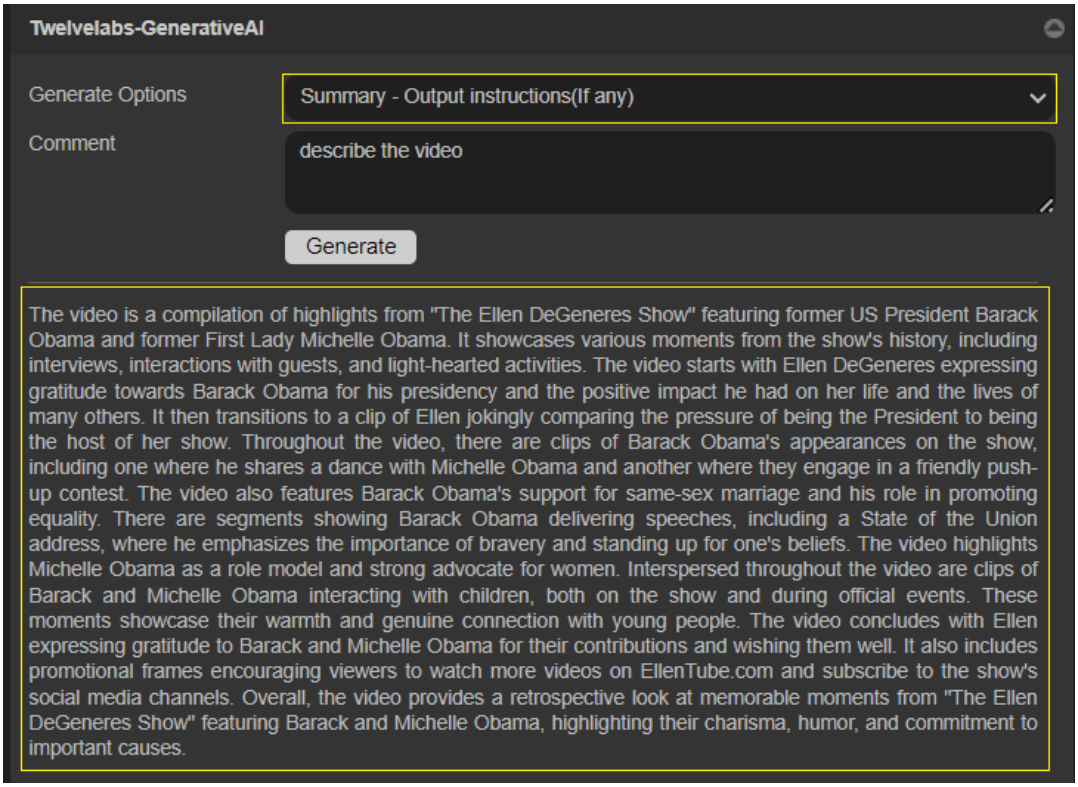


 : Add to marker: Click on this icon to add this clip to marker.

 : Create a subclip: Click on this icon to create a subclip of this clip.

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- **Summary**: A brief that encapsulates the key points of a video, presenting the most important information clearly and concisely.



2.24.2.1 People: Using face recognition/celebrity recognition technology, eMAM identifies faces (*including celebrities and known faces*) in a image/video and tags them automatically (*only for video assets*). Click on a face thumbnail/name displayed to move the player position to the first occurrence of that face/person. In case of multiple occurrences of the same face/person in the video, users can jump to the next occurrence in the video frame by clicking on the bar as shown below.

Note: Few AI profiles do not display thumbnail but only name of person like IBM Watson Media.



Figure 426-Insights widget: People tab with thumbnails

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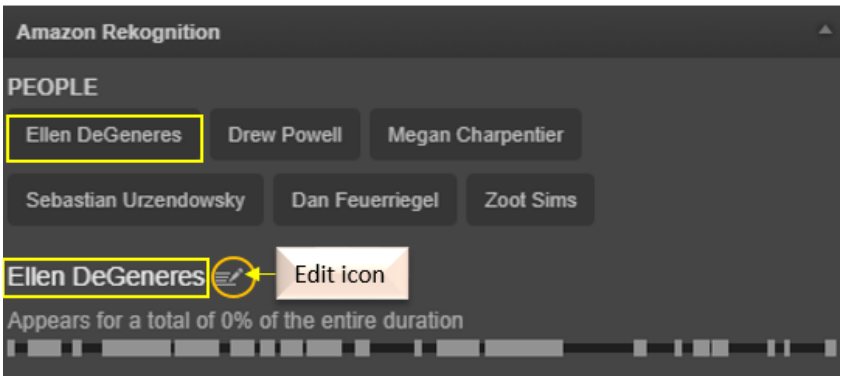


Figure 427- People tab without thumbnail

All unidentified or unknown faces and incorrect ones can be edited to enter a name for that face. To edit any face:

A. Click on the face/name and click on the edit icon adjacent to it.
B. In the *Edit face* window, enter new name for the face and click on *Save* button.
C. *File name uploaded successfully* message appears.
D. Updated name gets displayed for the Face.

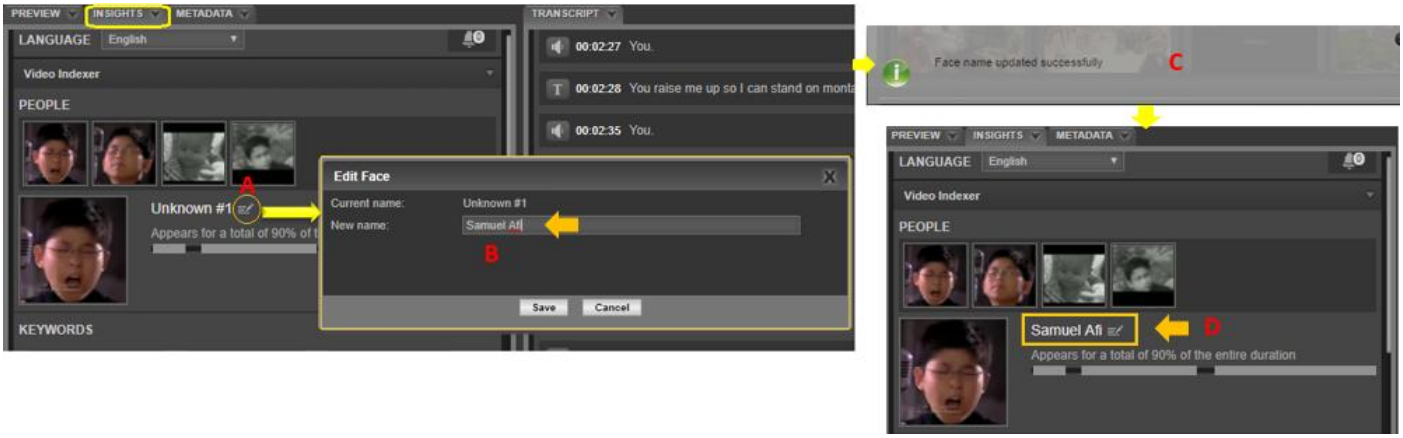


Figure 428- Insights widget: Edit faces

So, the next time any video with the same face/person is ingested, AI engine (Amazon Rekognition) will automatically tag it with the new edited name.

2.24.2.2 Celebrities: Amazon Rekognition Image detects and recognizes thousands of individuals who are famous, noteworthy, or prominent in their field.

2.24.2.3 Keywords: Keywords are the topics spoken in the video/audio or the contents from the images which are extracted, tagged and displayed under this section. In case of multiple occurrences of the same keyword, users also have the flexibility to the jump to next occurrence in the video frame by clicking on next icon as shown below.

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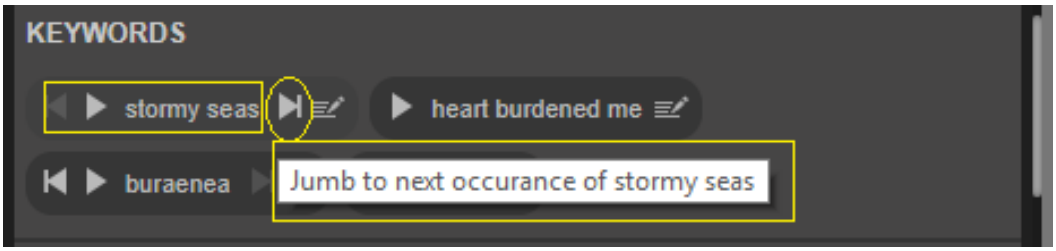


Figure 429-Insights tab: Move to next occurrence of the same Keyframe

To edit a Keyword:

A. Click on the edit icon adjacent to the incorrect keyword.
B. Enter the correct keyword in the Edit Keyword window.
C. *Keyword updated successfully* message appears.
D. Keyword gets displayed with edited name under Keywords tab.

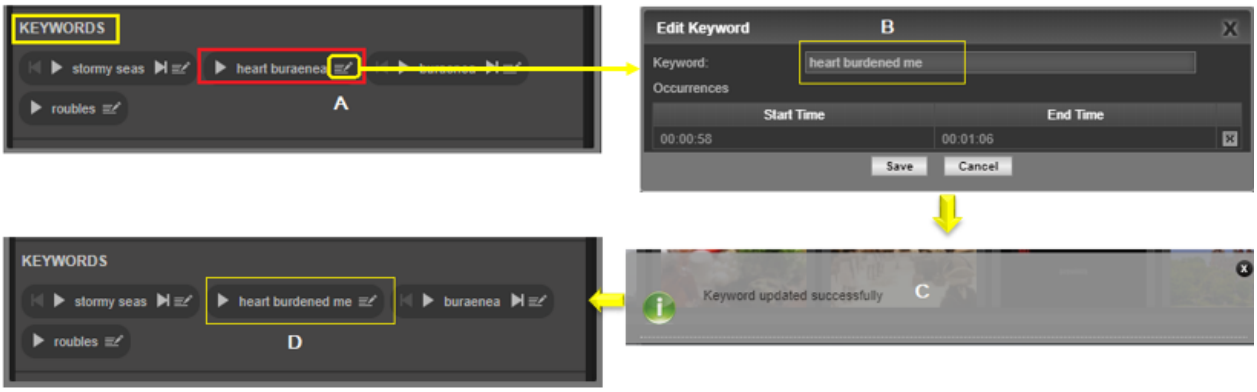


Figure 430- Insights widget: edit keyframes

2.24.2.4 Annotations: Objects identified in the video are tagged as annotations in this section. In case of multiple occurrences of the same annotation, users also have the flexibility to jump to the next occurrence in the video frame by clicking on next  icon.

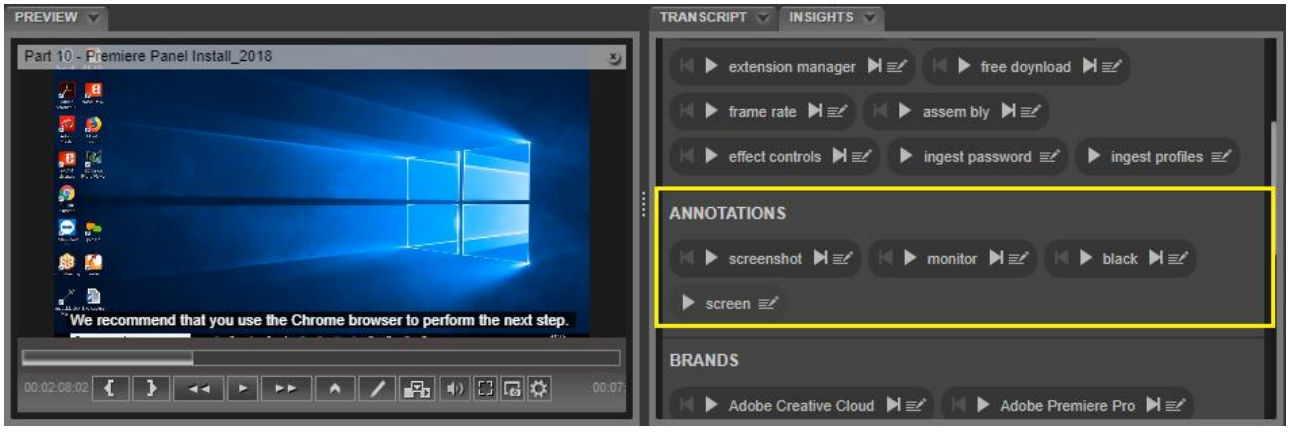


Figure 431-Insights widget: Annotations tab

Similar to Keywords, you can edit the automatically tagged annotations too. Click on the  edit icon next to annotation. Edit Annotation window opens up. Edit the name of the annotation and click on ***Save*** button.

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Each occurrence of the same annotation is listed here with start time and end time. You also can delete them using delete icon.

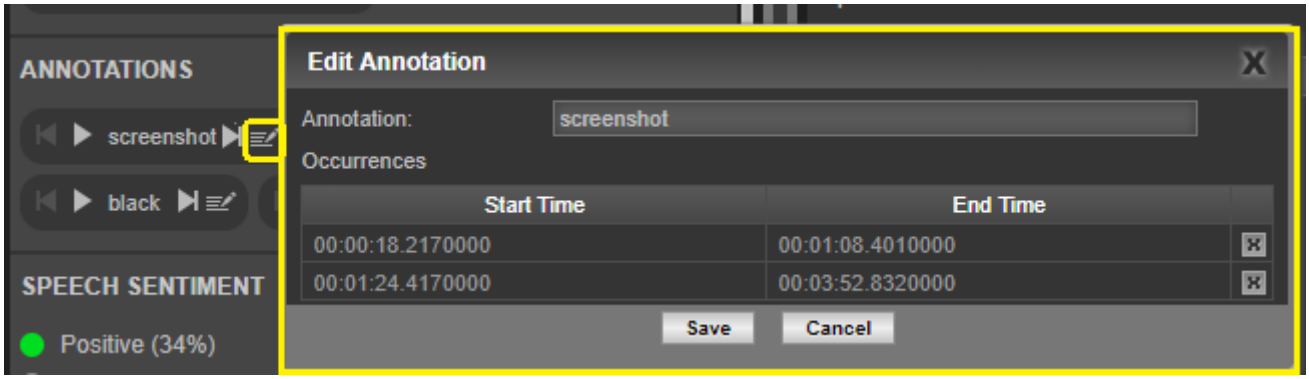


Figure 432-Insights widget: Edit Annotation

2.24.2.5 Brands: Brands of companies are detected from the words spoken in the video/audio and are tagged under this section. Users can jump to the next occurrence of the same brand in the video frame just by clicking on next the icon.

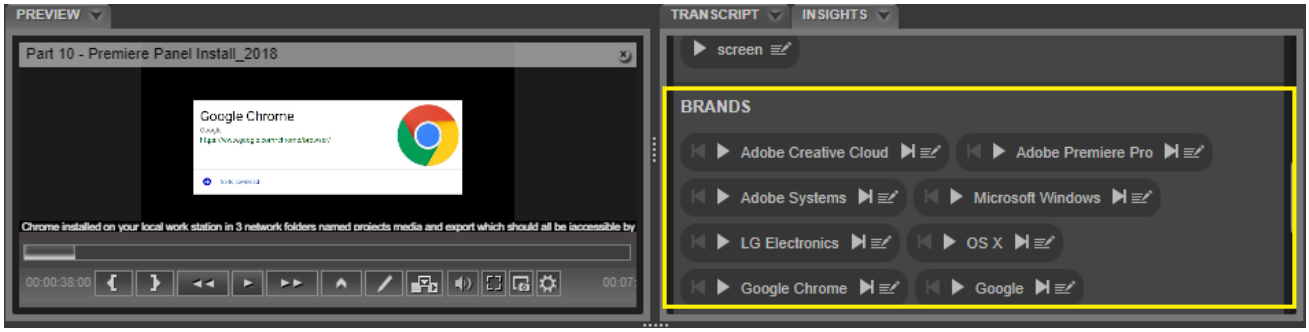


Figure 433-Insights widget: Brands tab

Similar to Keywords and Annotations, you can edit the automatically tagged brands too. Click on the edit icon next to a brand. *Edit Brand* window opens up. Edit the name of the brand and click on ***Save*** button.

Each occurrence of the same brand is listed here with start time and end time. You can also delete them using delete icon.

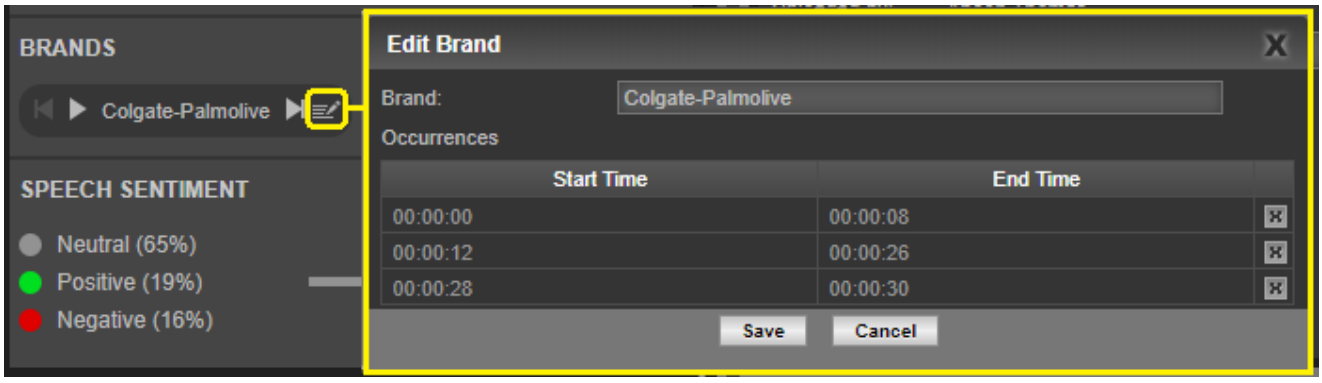


Figure 434- Insights widget: Edit Brand

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2.24.2.6 Speech Sentiment: Sentiment analysis is the measurement of positive and negative language. It is a way to evaluate written or spoken language to determine if the expression is favourable, unfavourable, or neutral, and to what degree. Attitudes, opinions and emotions expressed by the speaker in the video/audio are identified and are categorized as neutral, positive and negative sentiment under this section.

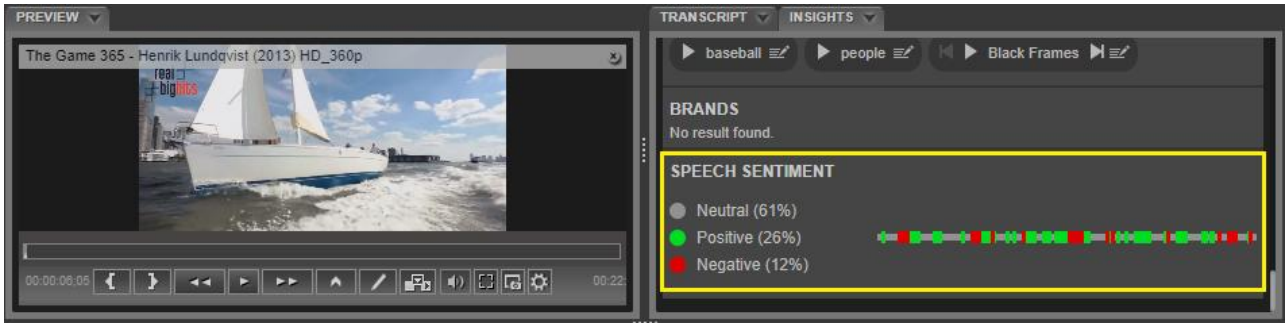


Figure 435- Insights widget: Speech Sentiment

2.24.2.7 Concepts: Various concepts from the chosen video are extracted and displayed here. For example: "Linguistics", "Marriage", "World War II" etc. Click on these concepts will redirect you to the DBpedia page which will display detailed description of the concept.

Note: *This feature is currently provided by IBM Watson Media.*

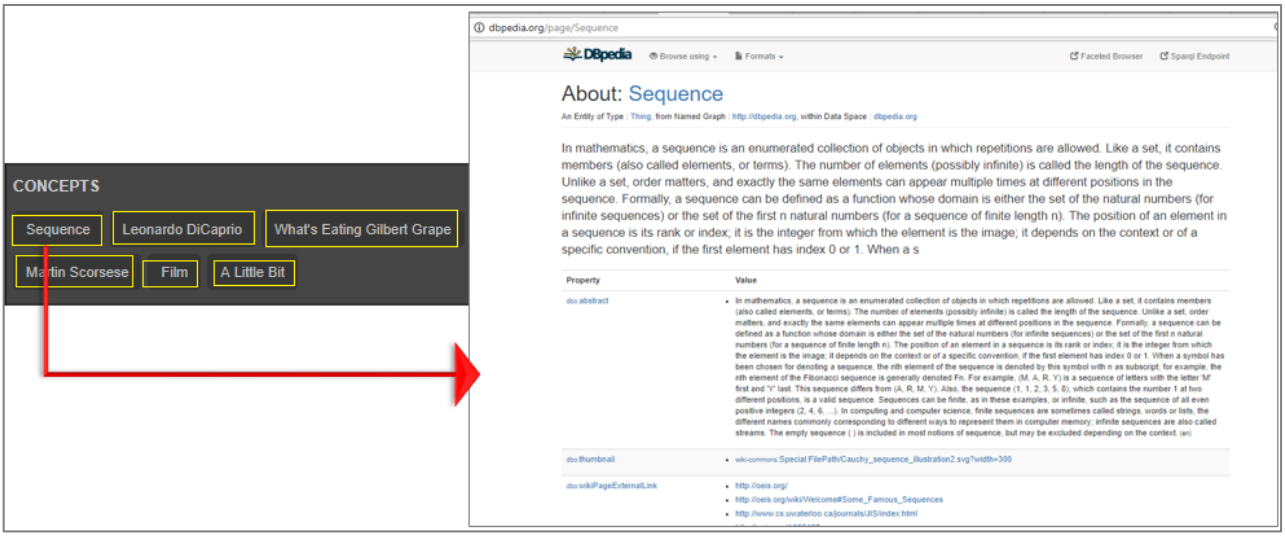


Figure 436- Insights widget: Concepts (only available for IBM Watson Media)

2.24.2.8 Categories: A hierarchical classification of the content are displayed here as categories. The list of categories is documented here.

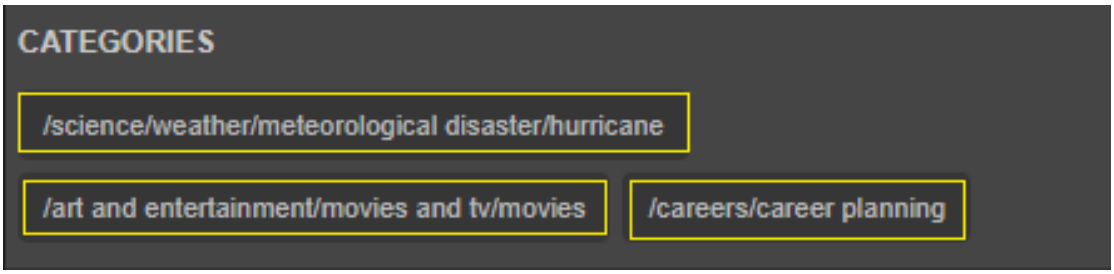


Figure 437- Insights widget: Categories (only available for IBM Watson Media)

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2.24.2.9 Emotions: Five specific human emotional values (anger, fear, joy, disgust, sadness) are evaluated from the contents and are displayed here. These emotions are understood to be cross-culturally and universally communicated with particular facial expressions.



Figure 438- Insights widget: Emotions (only available for IBM Watson Media and Microsoft Video Indexer)

Notification Bell  **icon:** If any asset fails during AI indexing, users are notified with failed error messages using this bell icon. Just click on this bell icon to display all the failed error messages displayed with UUID details of assets based on which users can take necessary steps to rectify it.

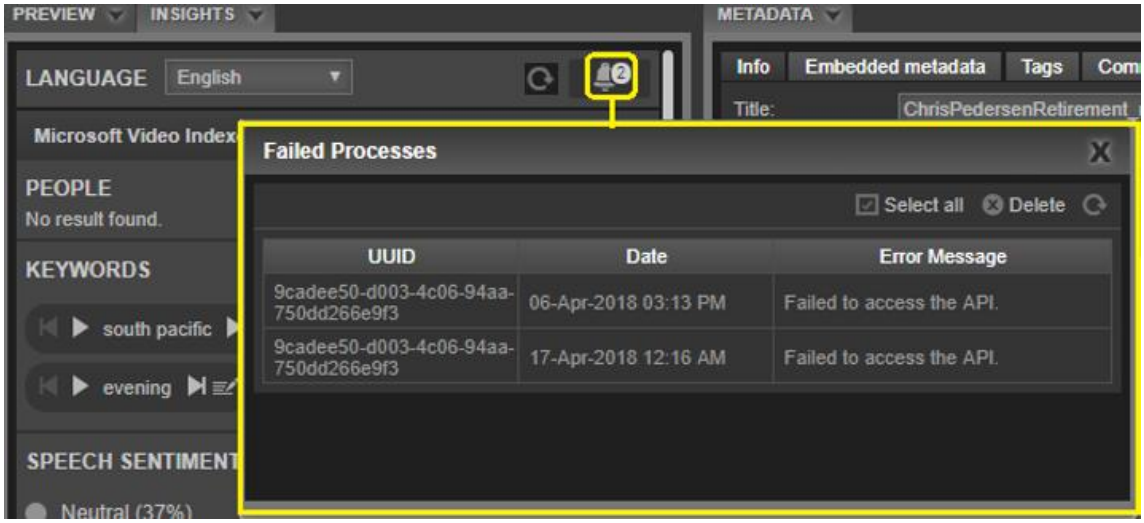


Figure 439- Bell icon window displaying failed processes

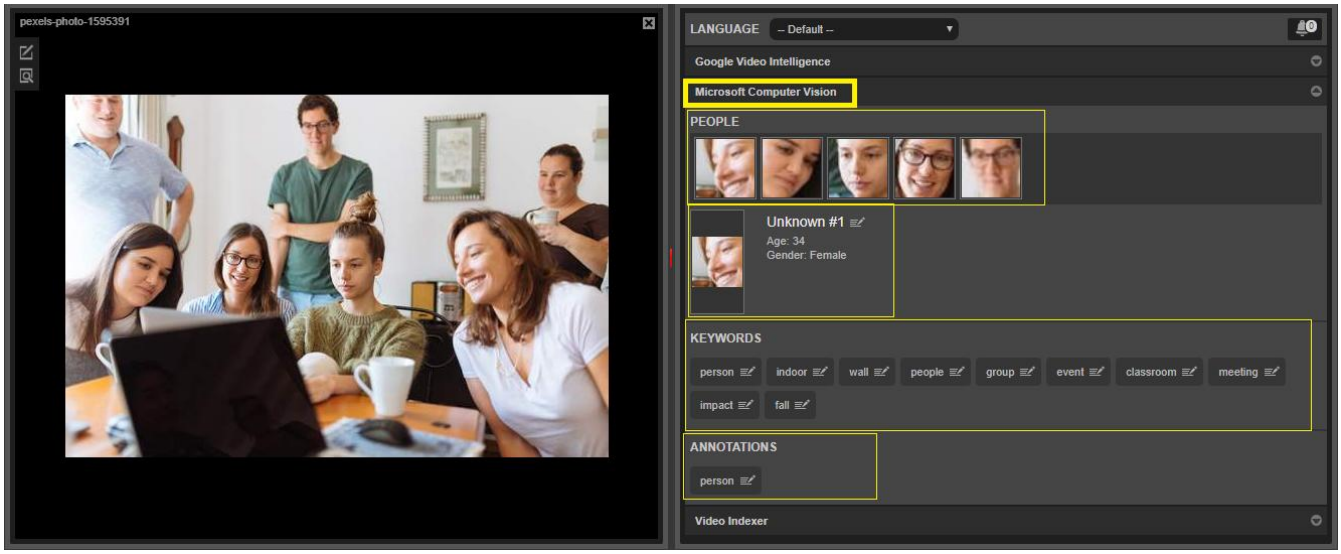
Note: **Image Analysis**:

→ **Microsoft Azure Computer Vision** and Face API is capable of analysing images and label them with valuable insights using below cognitive services:

- Object detection: Recognises 9,000 natural and manmade landmarks from around the world.
- Text or OCR extraction: Detects text in an image using optical character recognition (OCR) and extract the recognized words
- Captions
- Celebrity detection: Recognizes more than 200,000 celebrities from business, politics, sports and entertainment
- Face detection: Detect one or more human faces in an image and get back face rectangles for where in the image the faces are,
- Gender and Age detection: Face detection along with face attributes such as age, gender.

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- Emotion detection: emotions for each face in the image such as anger, contempt, disgust, fear, happiness, neutral, sadness, and surprise.



You can use Microsoft Video Indexer to unlock insights from video assets and Microsoft Computer Vision to detect actionable information from image assets.

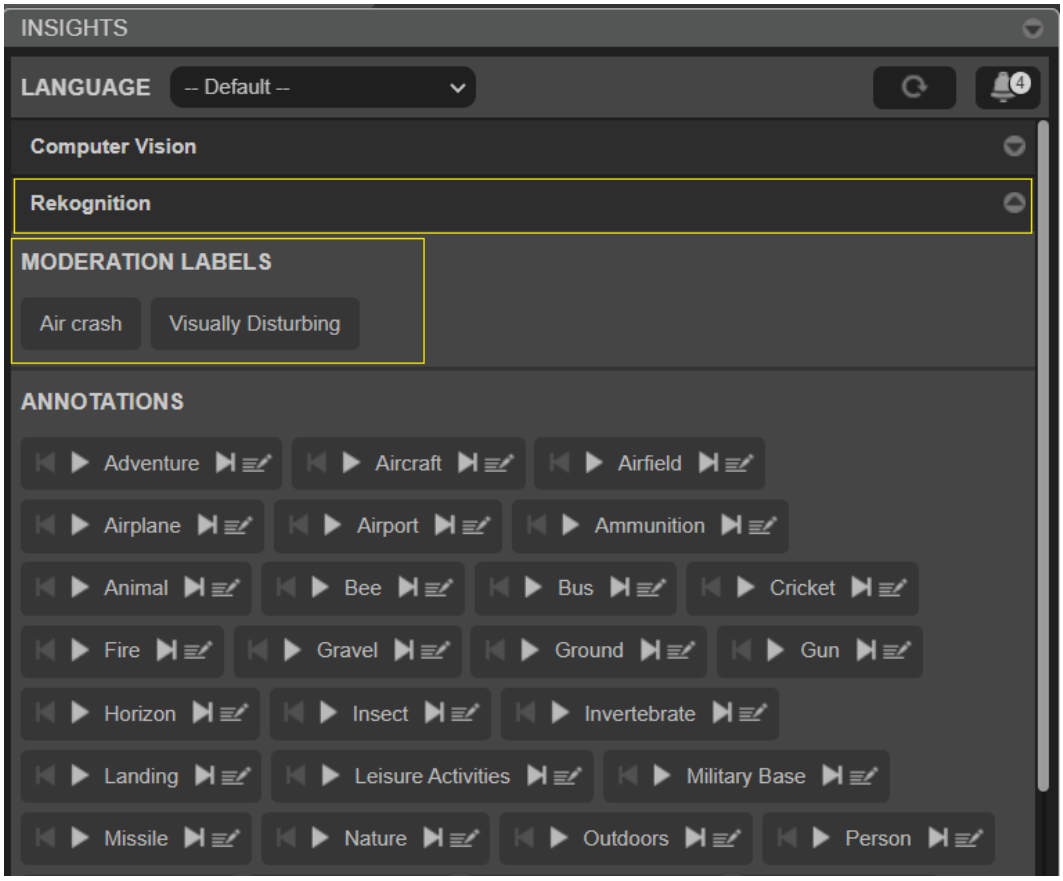
→ **Amazon Rekognition**: Rekognition Image is a deep learning powered image recognition service that detects objects, scenes, and faces; extracts text; recognizes celebrities;

- Detects Labels
- Detects Faces
- Detects Text
- Recognizes Celebrities
- Detects Moderation Labels



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Insights widget also displays content detected by Amazon Rekognition as inappropriate, unwanted, or offensive under *Moderation labels*.



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2.25 Transcript

After indexing of an asset is complete using AI engines, the Transcript widget displays the transcribes extracted from the audio/video asset. Words spoken in the video/audio assets are indexed and tagged as texts (*speech-to-text*) and the texts/subtitles (*Visual Text Recognition/OCR*) displayed in the video are also detected and tagged using AI engines capabilities. eMAM is integrated with a no. of AI engines for speech to text services; Voice Base, IBM Watson Speech to Text, HPE IDOL Speech server, Amazon Transcribe, Google Speech to Text, Deepgram, Microsoft Video Indexer, IBM Watson Media Video Enrichment, Google Video Intelligence.

*Note: Enable "Transcript" permission at **User Group**, **Category** and **Asset type** level to view and access "Transcript" widget.*

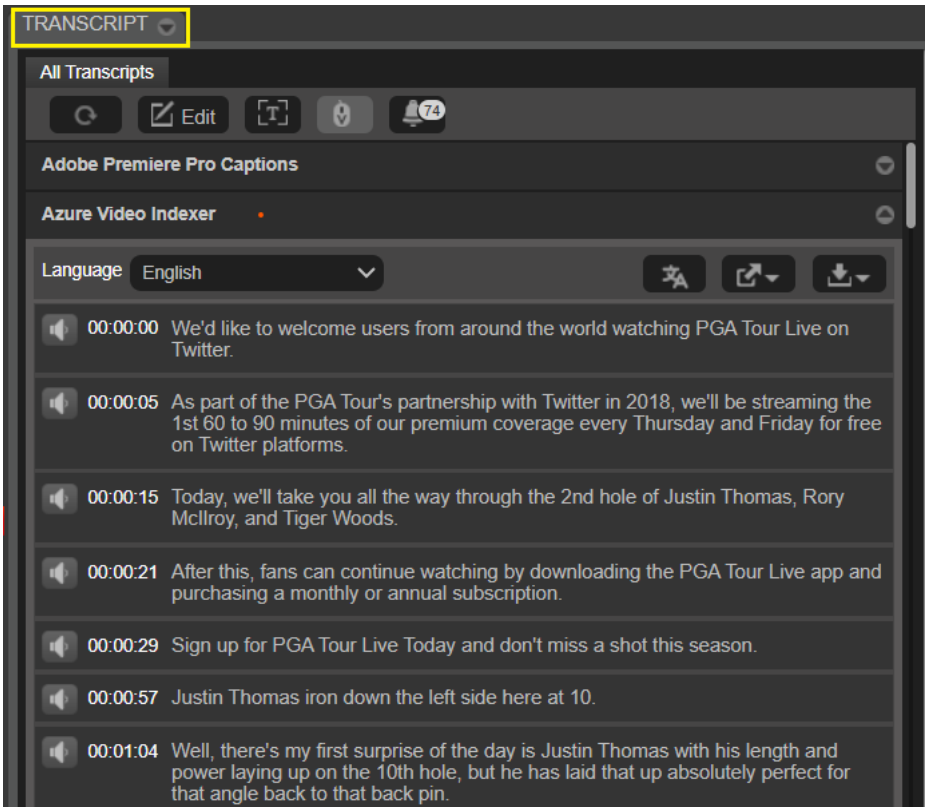


Figure 440- Transcript widget

Similar to the *Insights* widget, users can click on the transcribed texts and the corresponding frame in the video player automatically gets displayed. Also, while playing the video, texts spoken in the video automatically gets highlighted in yellow in the Transcript widget. Users also have option to edit the transcribes using the *Edit* button. Click on *Refresh* icon to see the latest changes.

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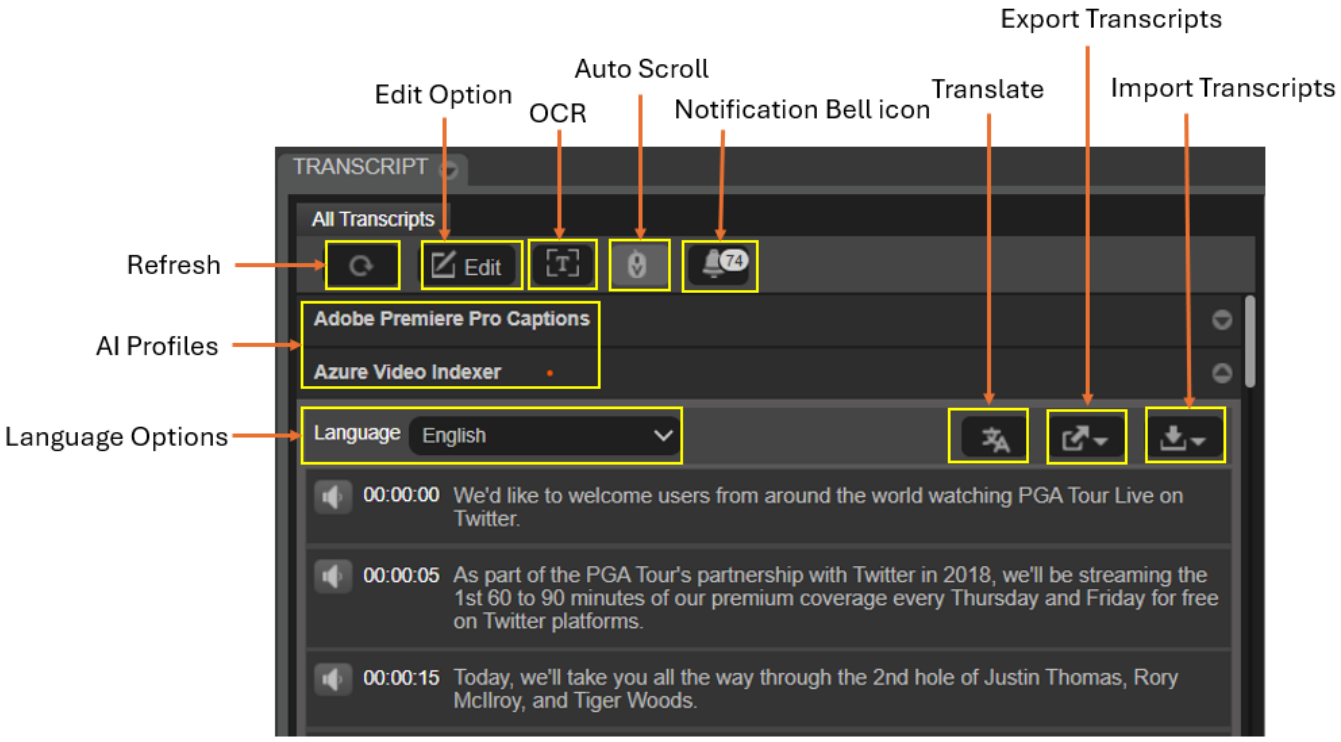


Figure 441- Transcript widget: Language AI profiles

Global icons under Transcript widget:

2.25.1 Refresh: Click on this icon to refresh the transcript widget.

2.25.2 Edit: To start editing any transcribes:

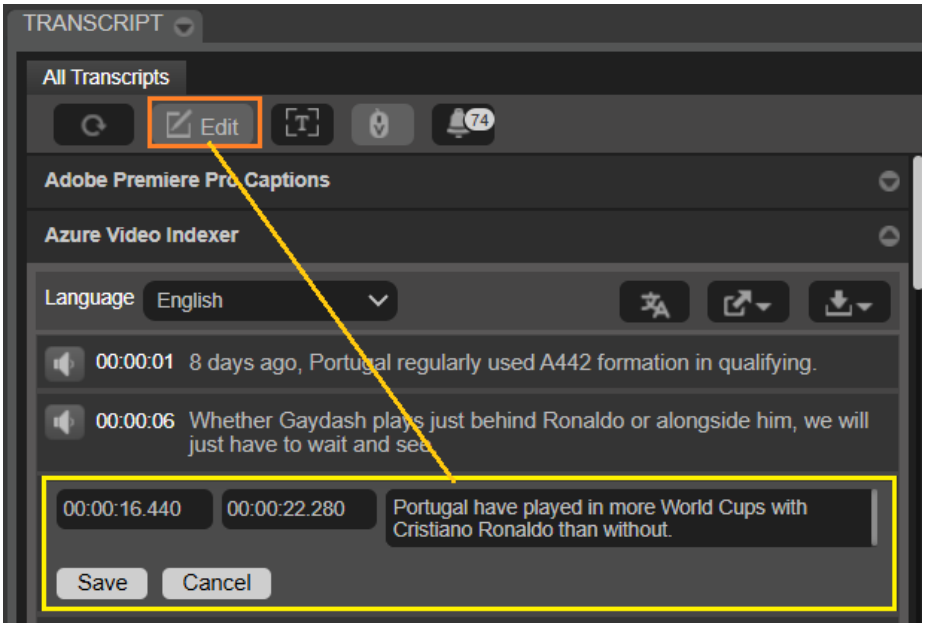


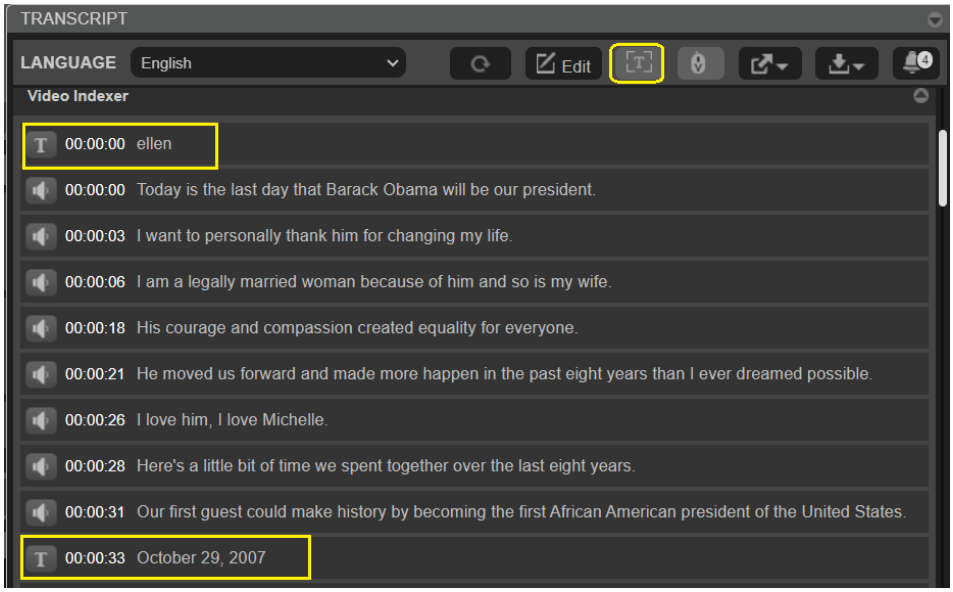
Figure 442- Edit transcribes and timecodes

- Click on the *Edit* button once.
- Click on the transcribe text or timecodes you wish to edit.
- Transcribe and timecodes open up in a box to make the required edits.

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- Click on *Save* button to save the changes or *Cancel* button to discard regards.
- Similarly, click on another transcribe text and make edits.
- Once done will all the edits, click on the *Edit* button again to stop editing of transcribes.

2.25.3 OCR : Enable OCR icon to display the OCR texts (*texts displayed in the video including subtitles*) along with audio transcript texts.



When OCR icon is disabled, it will display only audio transcript texts

2.25.4 AutoScroll : Enabling Auto scroll button will highlight the transcripts spoken in the video as it is being played.

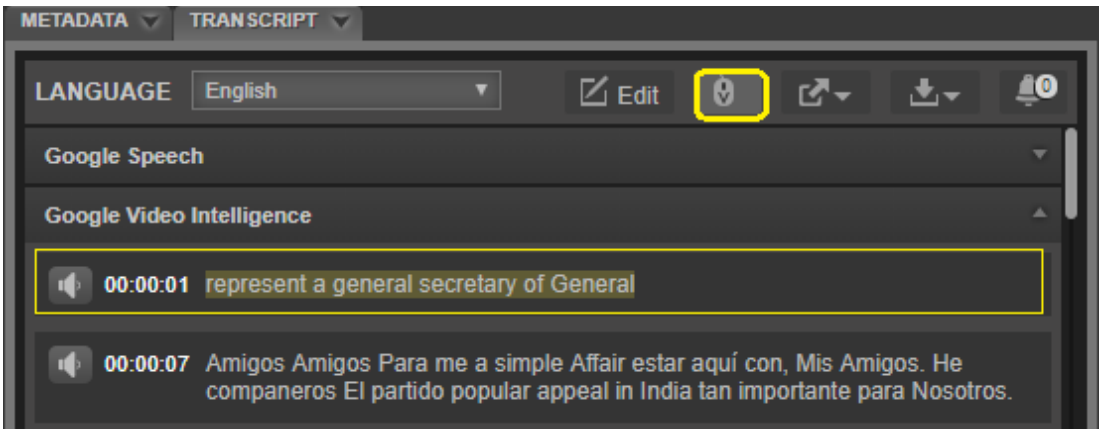


Figure 443- Auto scroll button highlights the spoken words when the video is played.

2.25.5 Bell icon : Click on this bell icon to see all the notifications on errors which occurred when the workflow failed for this specific asset during AI indexing. Users can look at these errors and take necessary steps to rectify it.

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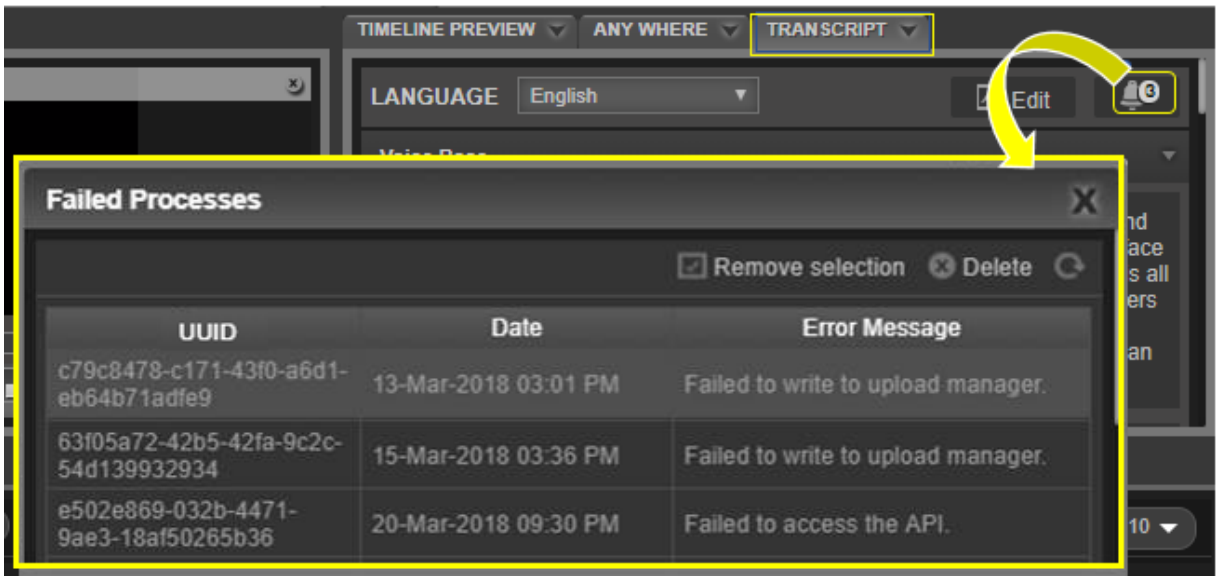
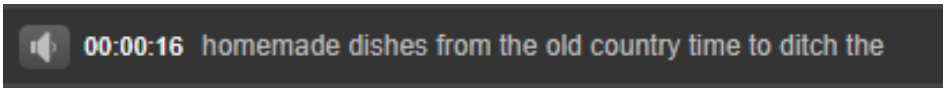


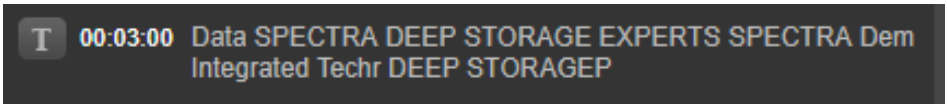
Figure 444- Bell icon displays failed AI workflows

AI Profiles: Similar to the Insights widget, all the AI profiles (AI type- Transcript) configured in the Super Admin console gets displayed here. E.g.: VoiceBase Profile and Video Indexer Profile. You can choose any AI profile and under each AI profile tab, you will see following:

a. **Speech to text**: Words spoken in the video are displayed as texts with a voice icon.



b. **Visual Text Recognition/OCR**: Texts displayed in the video including subtitles are identified and displayed here with a text icon.



Icons under each AI profile:

2.25.2.1 **Language**: Language tab displays the list of languages supported by the AI vendors. Users can select the language from the drop-down list and automatically the displayed transcribes get translated to the selected language. The languages supported include English, Arabic, Chinese (Simplified), Spanish, German, French, Italian, Japanese, Portuguese, Russian, Hindi & Hebrew languages.

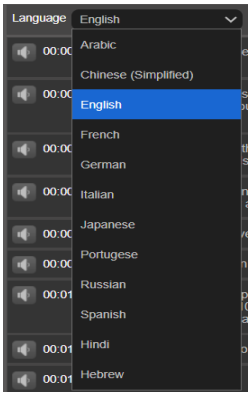


Figure 445- Transcript widget- Language tab

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2.25.2.2 Translate : This feature allows users to translate transcripts (*including custom transcripts*) uploaded to the Transcript widget. Additionally, any edits made in one language can be translated to other language versions as well.

Just click the *AWS Translate* icon, select your target language, and then click the *Translate* button.

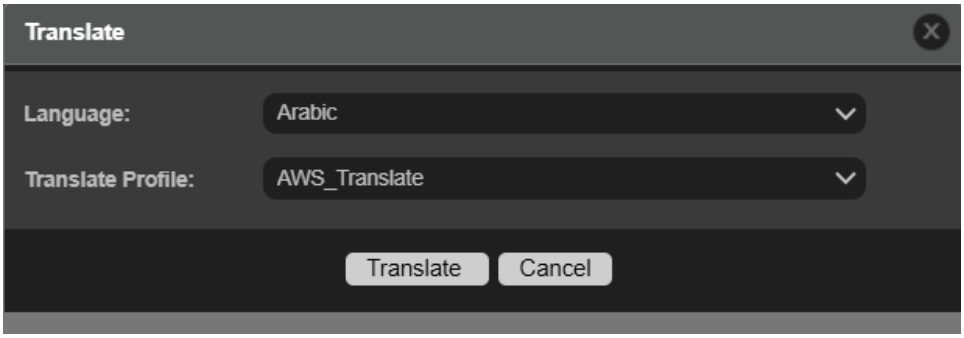


Figure 446- AWS Translate icon

2.25.2.3 Export Transcript : Audio and Video asset transcripts can be exported in following formats WebVTT, SRT, JSON and XML.

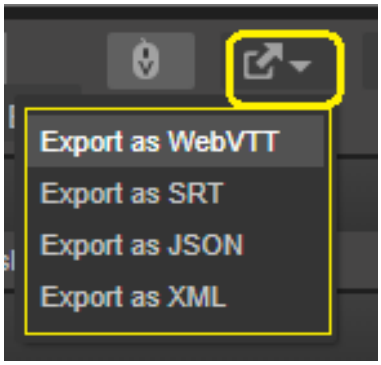


Figure 447- Format Options for Export transcript

2.25.2.4 Import Transcript : Transcripts for audio and video assets can be imported in two formats WebVTT and SRT. You also have option to select the language of the imported transcripts.

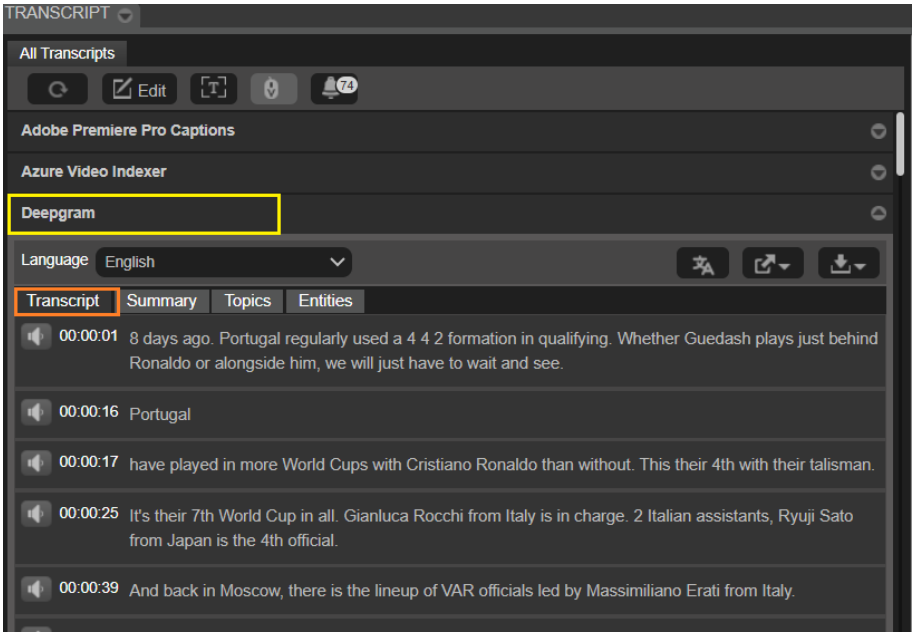


Figure 448- Format options for transcript import

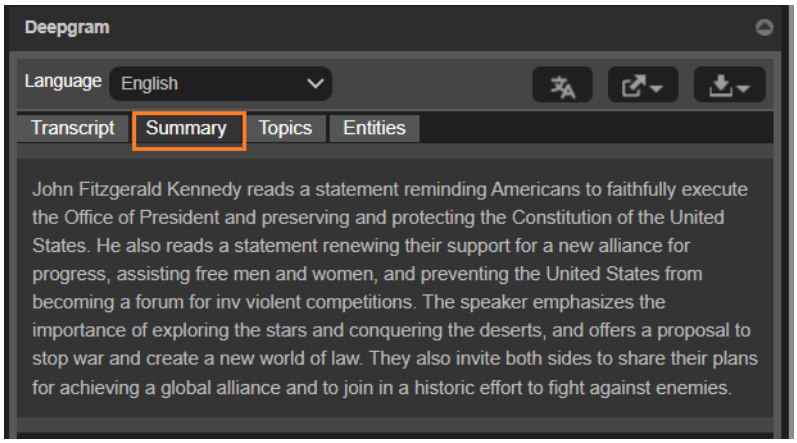
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Deepgram AI profile: Deepgram transcribed texts are displayed under different tabs:

a. **Transcript**: Transcript tab displays spoken words in the video/audio as written texts.



b. **Summary**: Summary tab displays summaries generated from the video/audio content.

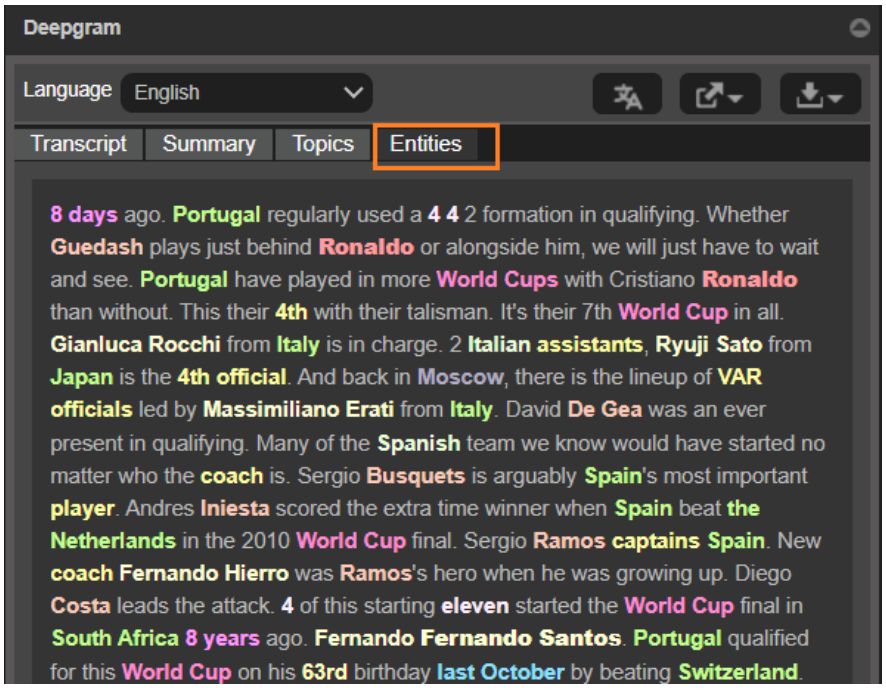


c. **Topics**: Topics tab display key topics identified for sections of content.

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d. **Entities**: Entries tab displays key entities identified from content in submitted audio.



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2.26 Compare

Compare widget can be used to simultaneously play two video files and compare them. Compare widget is divided into 2 regions: left panel and right panel. You can easily drag and drop videos in each panel of the player.

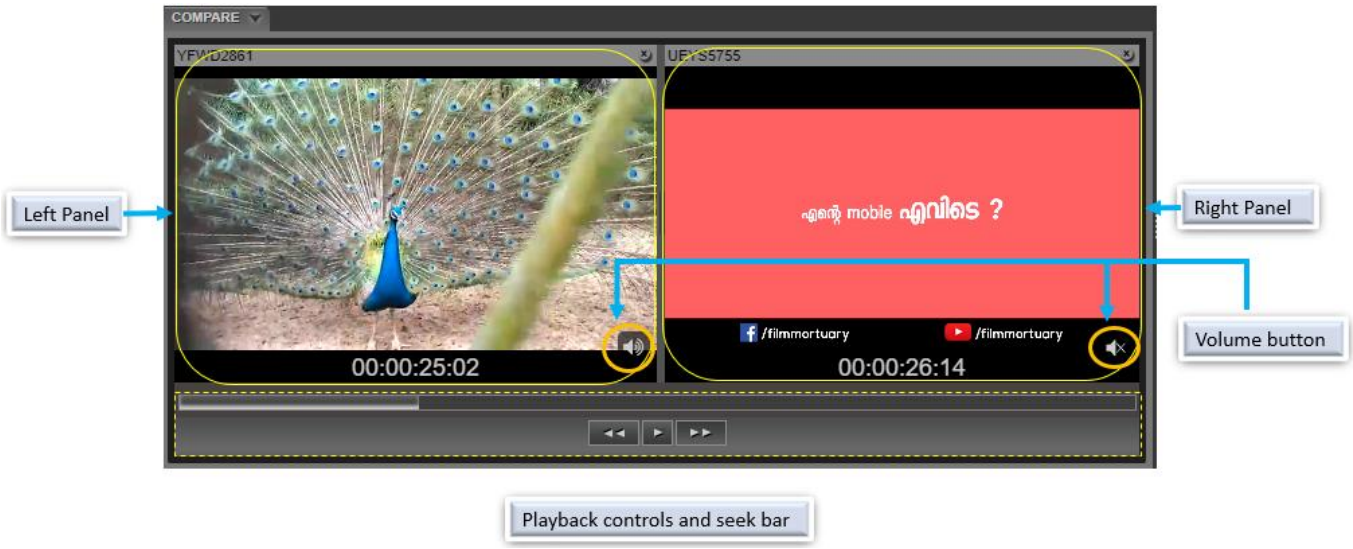


Figure 449- Compare widget- compare 2 video files

At a time, audio of only single video can be played. Toggle between the volume buttons of both the videos to play the audio of anyone. Both the video files will have single playback button (*play/pause, forward, backward, go to start and go to end*) to play and stop the videos simultaneously.

2.27 Essence

Essence widget can be used to attach captions or audio files to an asset. One or more files can be attached as side car to an asset. You have option to download and delete these attached files.

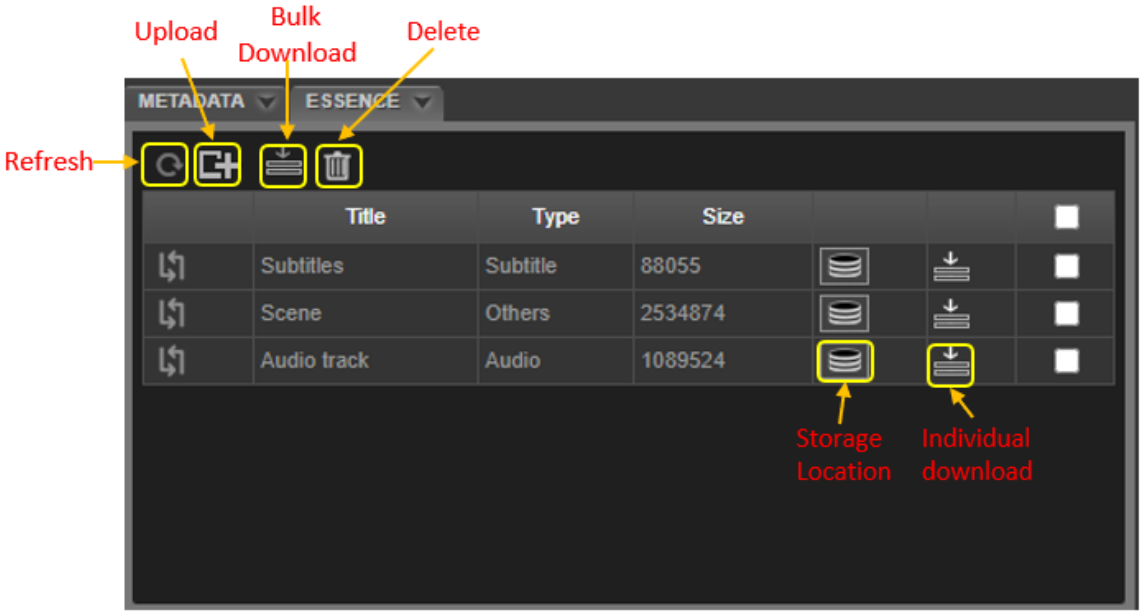


Figure 450-Essence widget

2.27.1 Upload: To attach any file to an asset, follow steps mentioned below:

a. In the Browse widget, click on the specific asset to which files needs to be attached to.

b. Click on *Upload* icon.

c. In the *Essence Upload* window, enter below details and click on *Add* button.

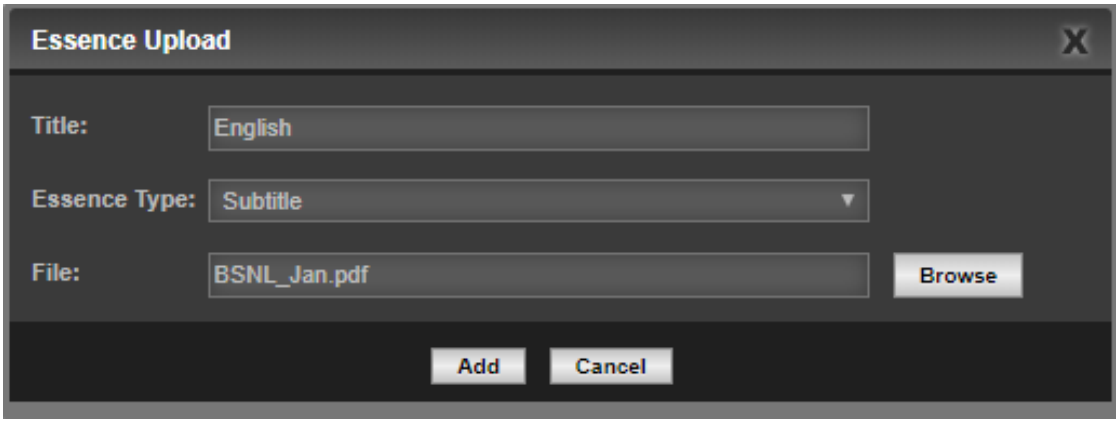


Figure 451- Essence Upload window to attach a file

- *Title*: Enter a title.
- *Essence Type*: Choose from different essence types listed- (audio, subtitle, others)

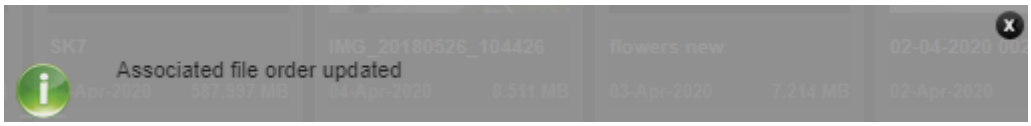


- *File*: Click on *Browse* button to browse and choose the file from your file location.

2.27.2 Storage Location: Displays the storage location of the attached files.

2.27.3 Download: Click on download icon adjacent to each file for individual download or select the files checkboxes and click on Download icon on top for bulk download (*using DeskLink*) the attached files.

2.27.4 Re-arrange: Click on icon to rearrange the listed attached files by simple drag and drop. Once rearrangement is done, below message will be displayed.

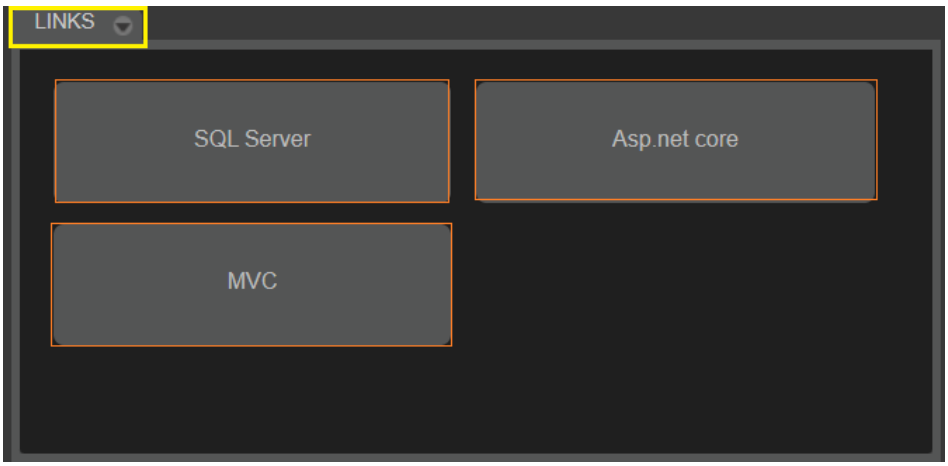


The attached files are displayed with title, essence type, size of file, its location and option to download the file. Click on refresh icon to refresh and display the latest changes.

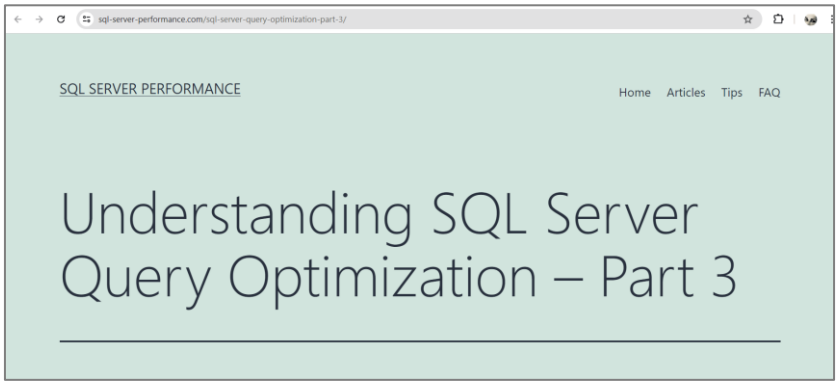
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2.28 Links

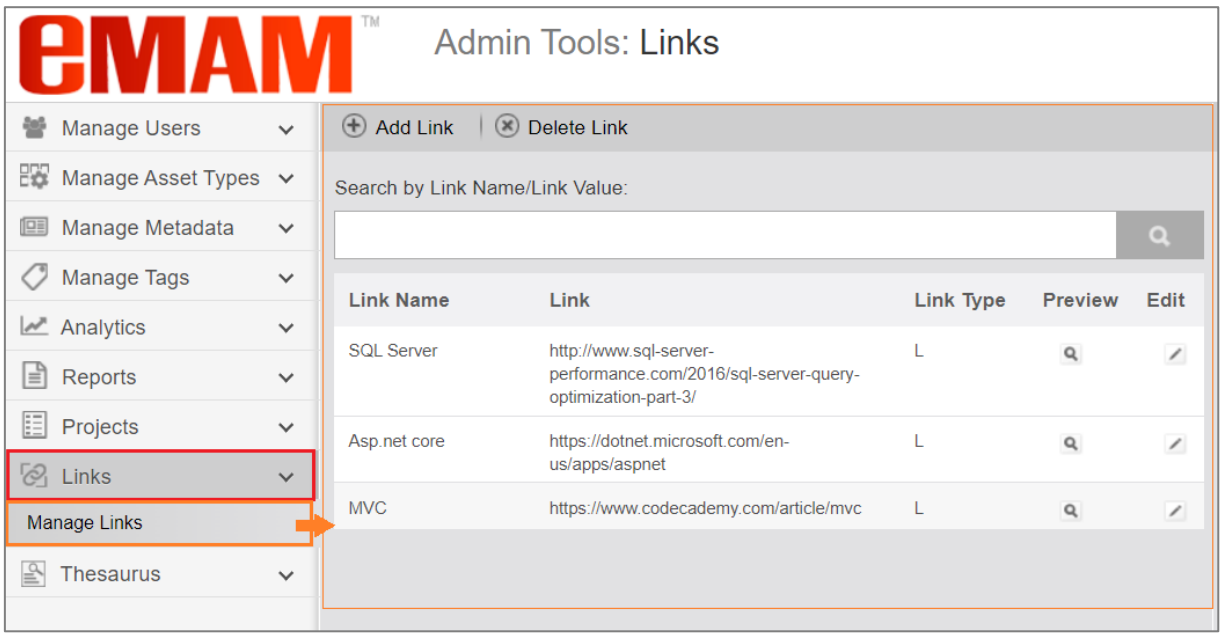
The Links widget shows all the external links configured by the admins in the eMAM system that users can access.



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



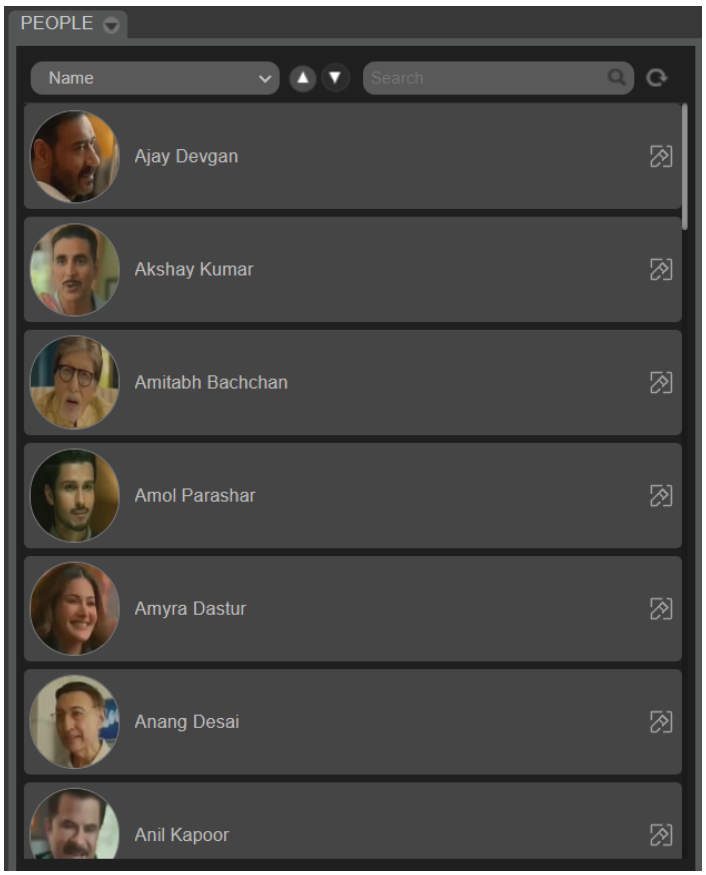
Note: While creating these links in the *Admin Tools* page, the admins have option to configure the external links and associate them with specific user groups.



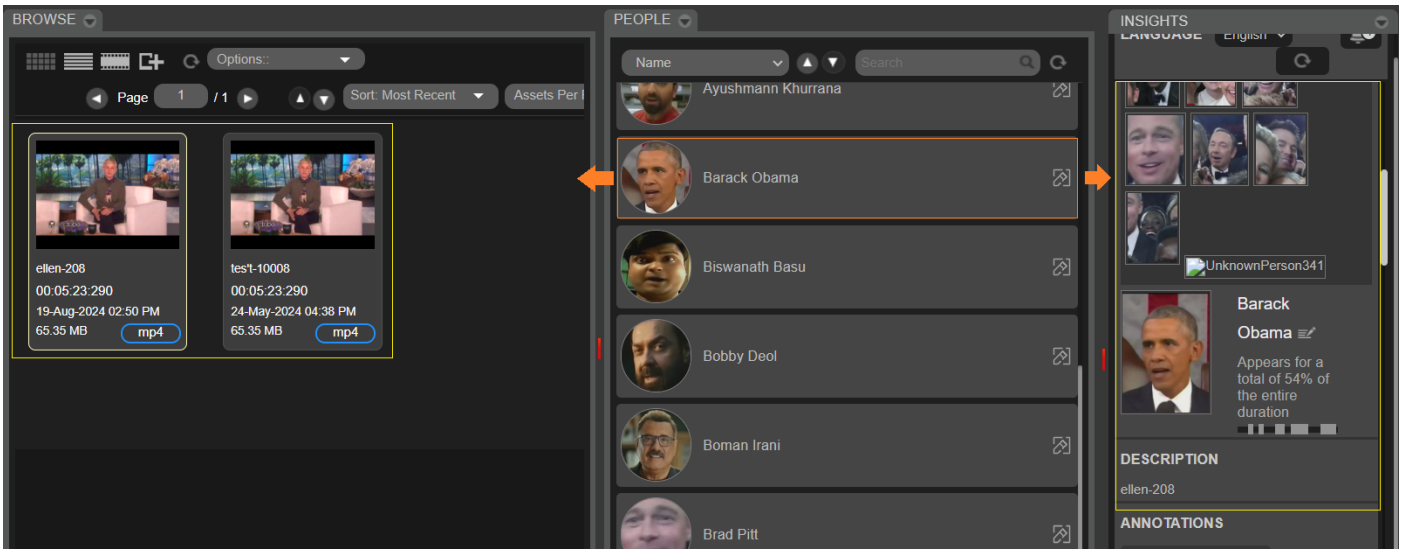
© 2026 EMAM, Inc.

2.29 People

The *People* widget displays faces of all the people tagged from the AI (*Video Indexer*) indexed assets. This widget displays AI tagged person face thumbnail and name.



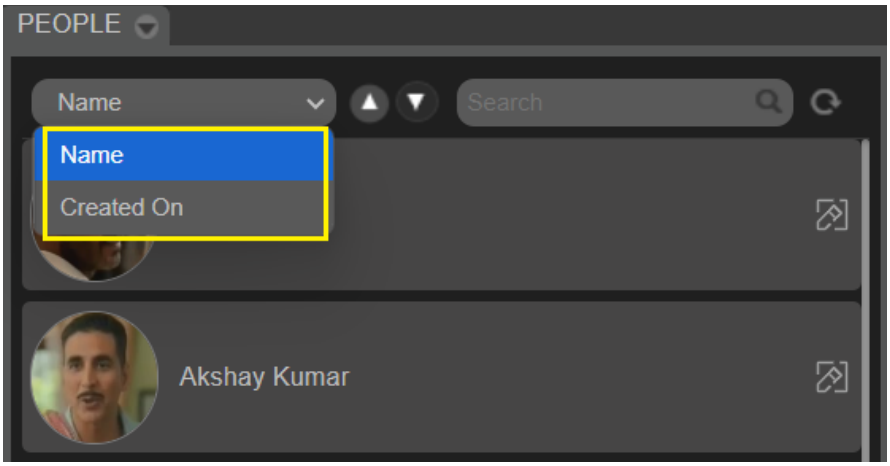
Click on a person's face or name will display the assets featuring that individual in the *Browse* widget and will also refresh the *Insights* widget to show their AI-tagged thumbnail.



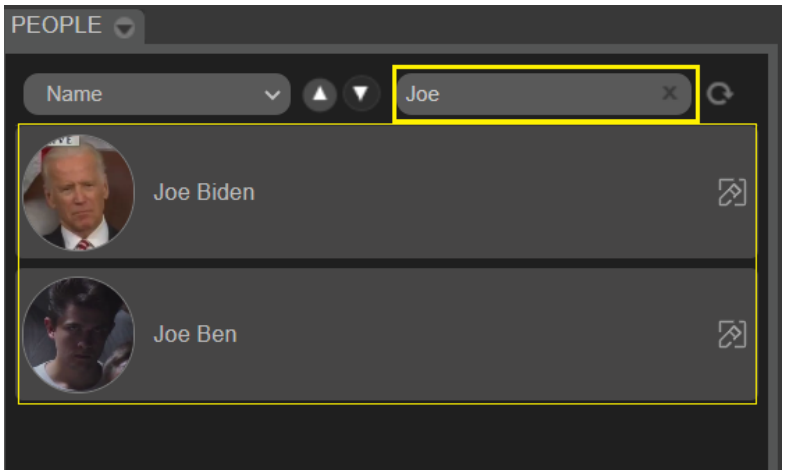
Options in the *People* widget:

- **Sort**: Users can sort the displayed list of people by either the "Name" or "Created on" parameters.

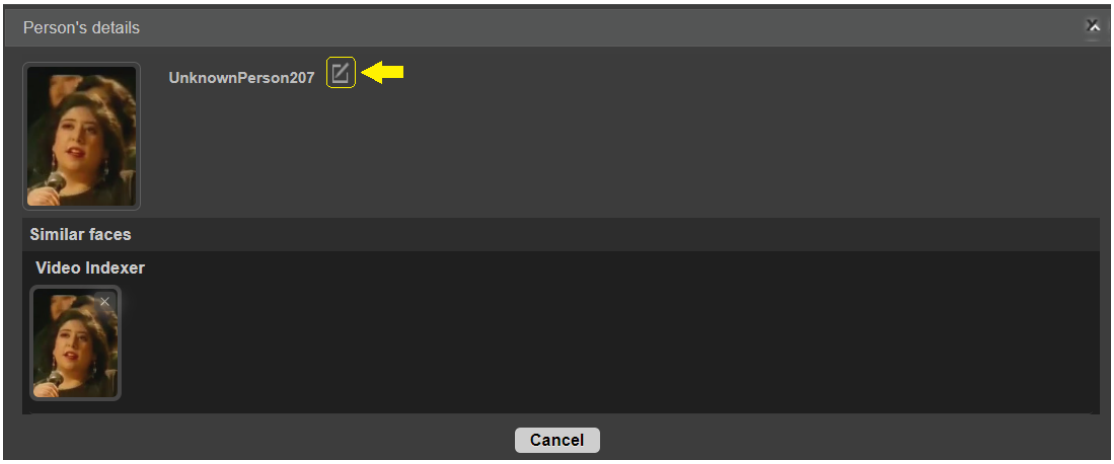
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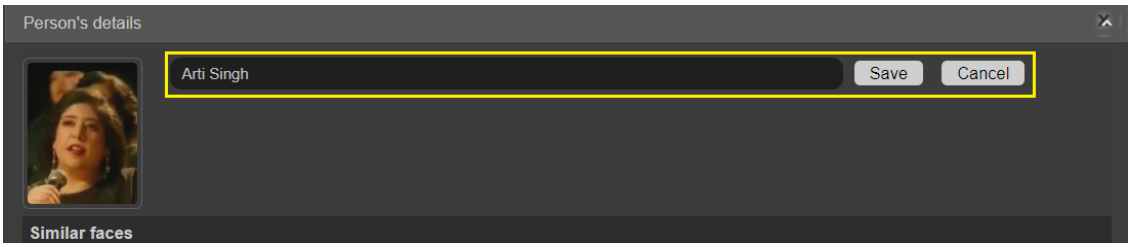
- **Ascending & Descending**  : Click on these icons to sort the listed people in ascending or descending order
- **Search:** Use the search tab to search for any person from the list.



- **Refresh**: Click on  refresh icon to reset the changes.
- **Edit**  **:** Edit option allows you to edit the person's already tagged/unknown name. Just click on *Edit* icon and a new window opens up.



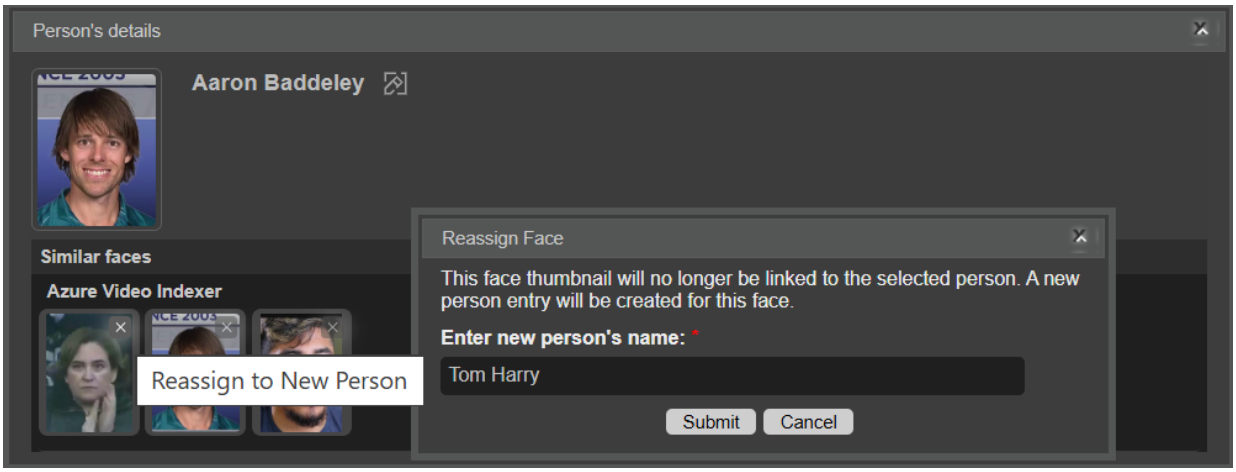
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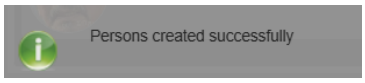
Click on *Save* to save the new name and below message is displayed.



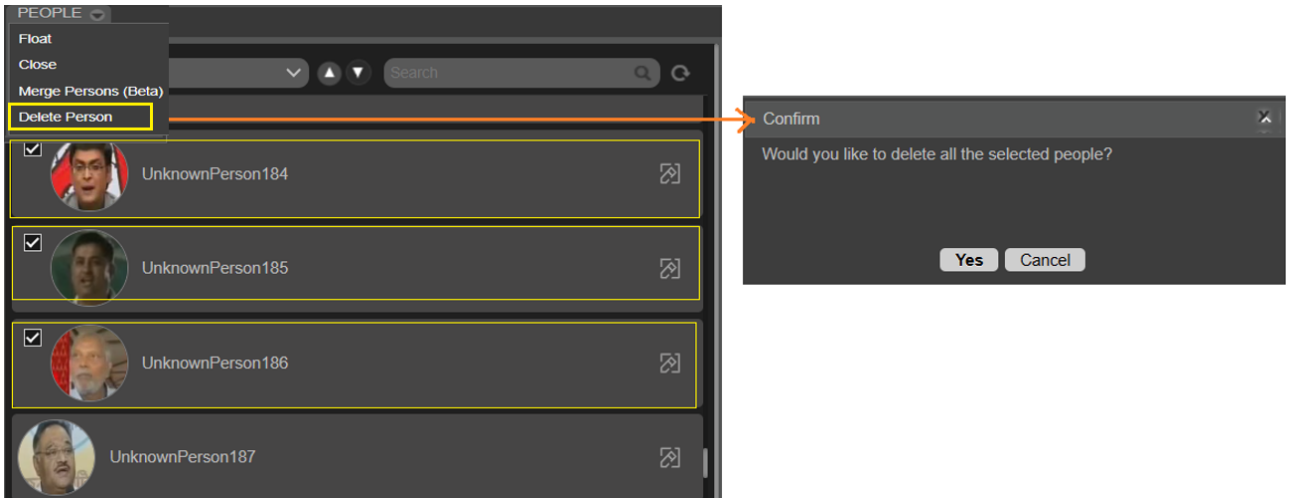
Reassign to new person: You also have the option to delete any incorrectly detected faces and re assign that face to a new person. Click on X on face thumbnail to remove and reassign it and then clicj on submit button.



Below message is displayed.

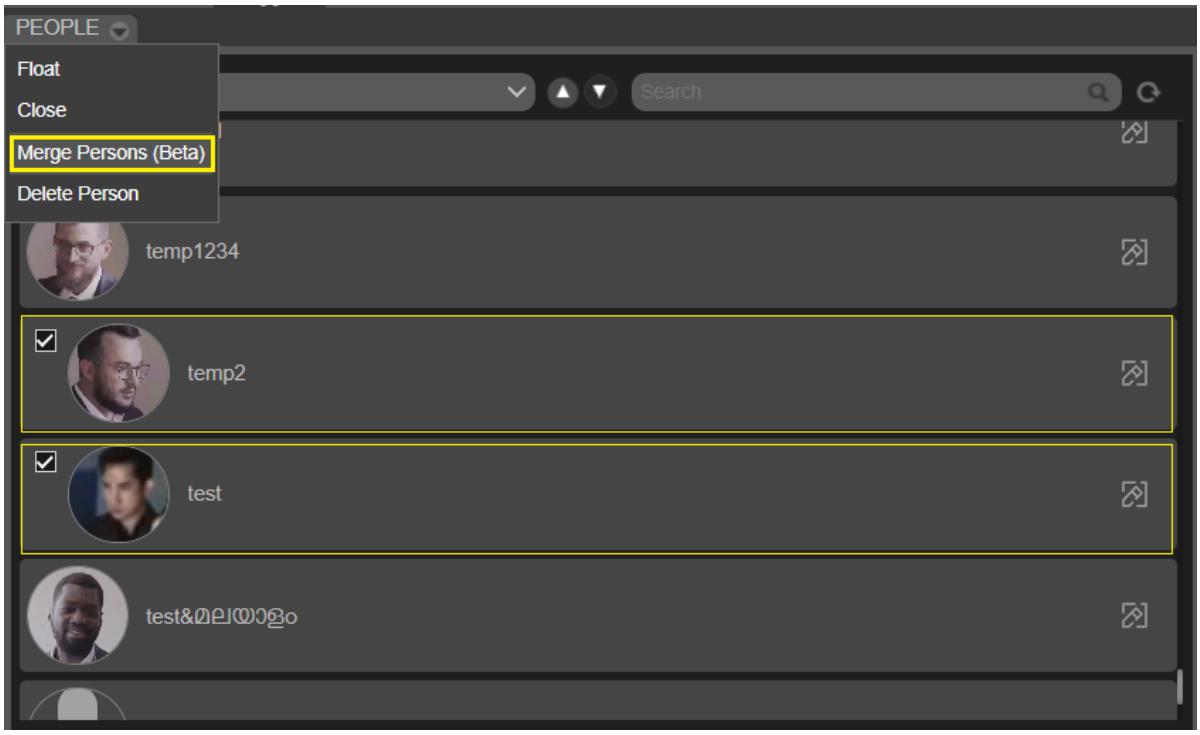


Delete person: To delete persons in the People widget, select the persons and click on *Delete person* from the widget options. A confirmation pop up window will be displayed to confirm deletion.

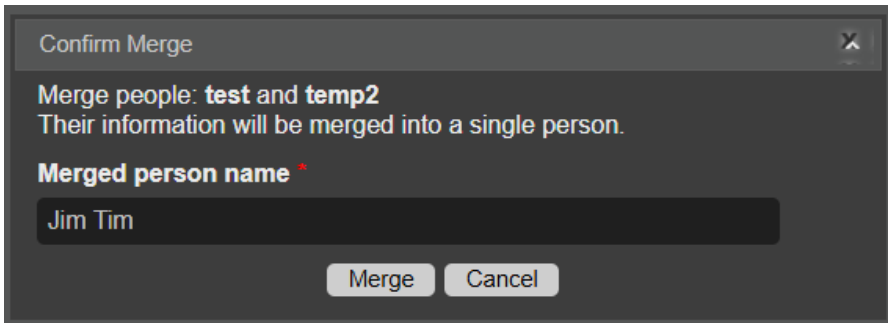


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Merge Persons: Users can merge multiple persons into one, using *Merge Persons* option.



In the *Confirm Merge* window, confirm the name and click on **Merge**. A success message is displayed after completion.



2.30 Admin Tools

For Admin Tools widget, refer eMAM Admin Tools Guide 6.0.pdf

3.0 Relationship between Widgets

The widgets are interdependent: once a user selects any widget, related widgets are affected as well. The relationship between the widgets is described below. This is only a partial list as examples. There may be other widget relationships not listed here but the relationship between the widgets in question can be checked by opening the affected widgets into the workspace area and determining the changes by inspection.

Asset selection is done by clicking on any asset in the Browse widget. The following are intended as examples and may not be a complete list. The user can observe behavior with multiple widgets open.

Browse and Comments - Comments associated with a selected asset are displayed in the Comments widget.

Browse and Metadata – All the metadata associated with a selected asset is displayed in the Metadata widget.

Browse and History- The entire history of a selected asset is displayed under the History widget.

Browse and Embed- The Embed widget will give the user the embed code or the sharable URL for the selected asset.

Browse and Subclips-All the subclips for a selected asset are displayed in the Subclips widget.

Browse and Marker-All the markers associated with the selected asset are displayed in the Marker widget.

Preview and Marker-When a selected asset is displayed in the Preview widget, the markers associated with that asset are displayed in the Marker widget.

Preview and Subclips-When a selected asset is displayed in the Preview widget, the subclips associated with that asset are displayed in the Subclips widget.

Projects and Timeline-When the Projects widget is selected, the timelines saved under the selected project are displayed in the Timeline widget.

Timeline and Timeline Preview- If the user drags and drops sequence/timeline into the Timeline Preview, then the timeline sequence will automatically play.

Timeline and Subclips- When the timeline is displayed in the Timeline widget, the subclips associated with the selected timeline are displayed in the Subclips widget.

Search Filter and Browse-When the user performs a search operation using the Search Filter widget, the result of the search is displayed in the Browse widget.

Browse and Essence- Files attached to the selected asset in the Browse widget are displayed in the Essence widget.

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4.0 Search Panel and Basic Search

Search helps save time by allowing users to retrieve digital assets in the system as quickly as possible. eMAM offers two search options: Basic Search and Advanced Search. There is also a **Search Filter widget**, described in **Section 2.14**. The Search Filter widget allows the user to "drill down" and is an alternative means of quickly finding assets in addition to the Basic and Advanced Search methods covered here.

The search panel is on the top of the web page, as are the logo and the username. If these are not needed, then there is an up arrow below the search window that will minimize it to provide more space for the other elements of the webpage. If minimized, the top panel can be opened by clicking on the down arrow in the middle of the screen.



Figure 452- Search Options

The search bar is not case sensitive.
Multiple spaces are not allowed between the words.
There should not be any space between asterisk '*' and the word typed in the search bar.

Search function can also be performed under widgets like Projects, Categories and Dashboard.

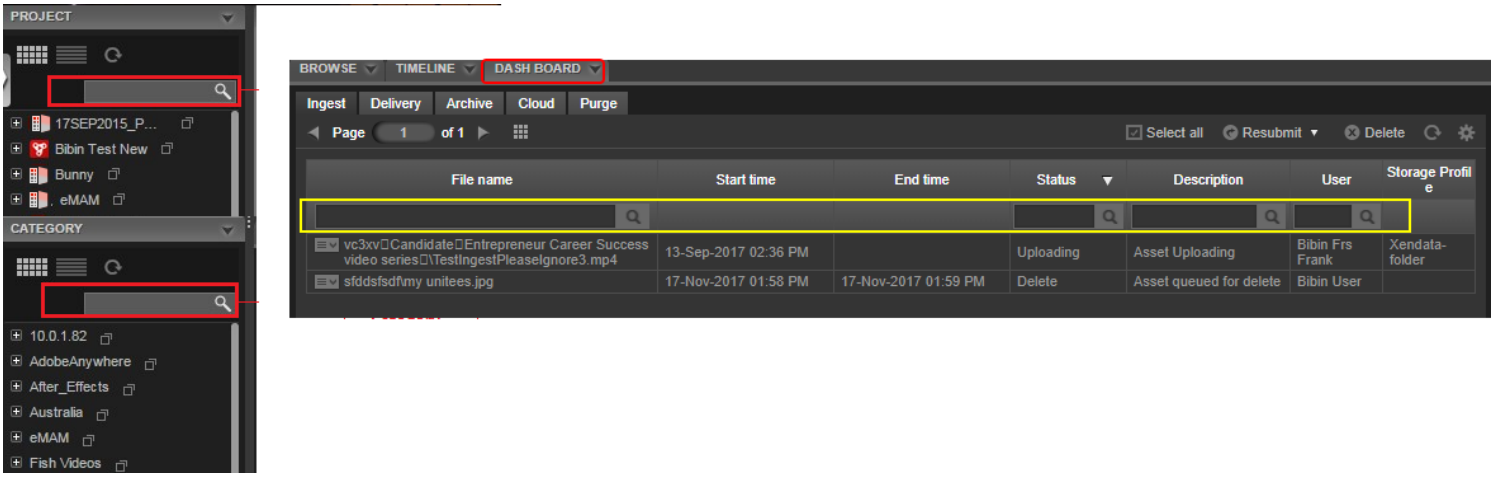


Figure 453- Search option for projects, categories and dashboard

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4.1 Basic Search

Basic search is done based on relevance (meaningful search). For example, searching for assets with word 'fly' returns assets that are named 'fly', 'flew', 'flying', 'flies', 'flown' and so on. For a given word or phrase, search is carried out in all the following fields-

- Title
- Description
- Author
- Custom Metadata
- Private Tag
- Public Tag

Basic search is done based on the text entered in the search box (*Full text search and thesaurus (if enabled for basic search)*). For a given word or phrase, by default search is carried out in the following fields (*other fields can also be added to the search purview by customizing it in the eMAM Director web config*):

- Title
- Description

Search parameters can be customized in *web.config*. E.g.: To add thesaurus to the basic search, you can follow the steps mentioned below:

1. Open "*C:\Program Files\Empress Media\eMAM Director\web.config*".
2. Search for the key "*BasicsearchBehaviour*"
3. Change the value of "*BasicsearchBehaviour*" to "thesaurus"

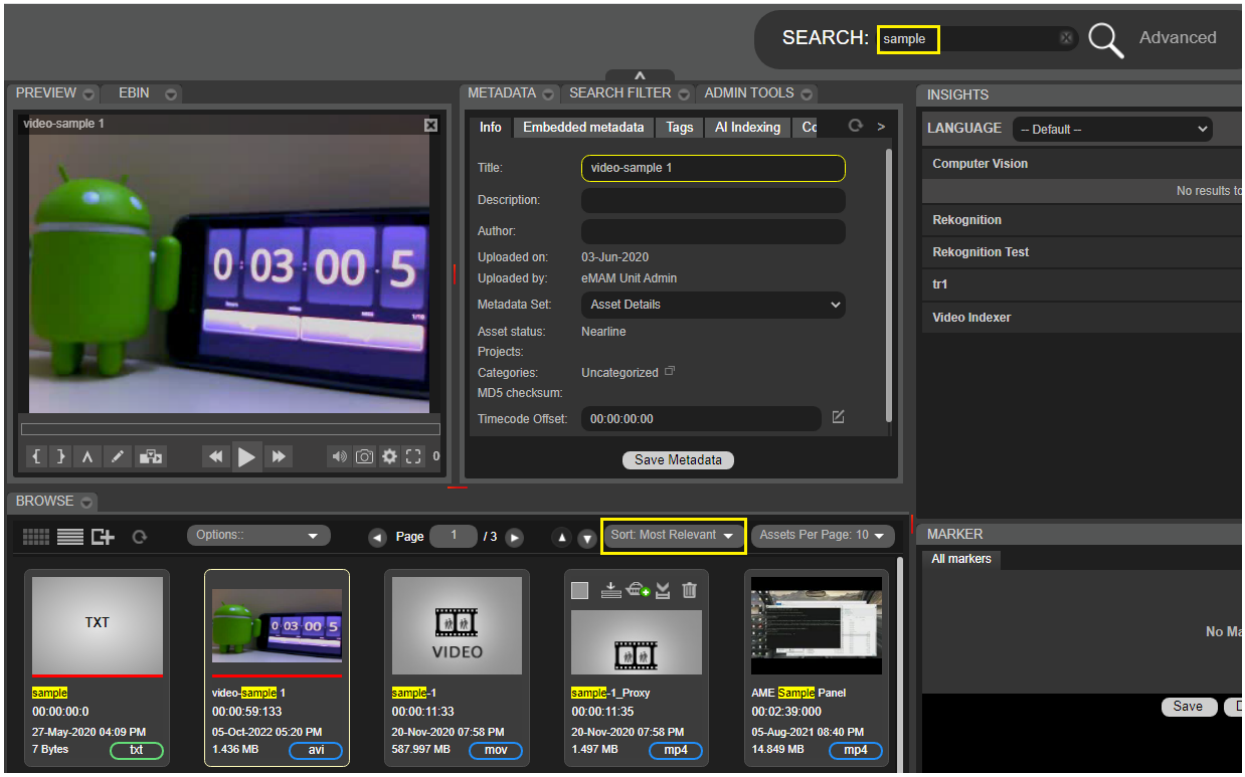
e.g. : <add key="*BasicsearchBehaviour*" value="thesaurus" />

```
<appSettings>
  <add key="eMAMAnalyticsGateway.eMAMAnalyticsGateway" value="http://EMAMQA/emamanalyticsgateway/emamanalyticsgateway.asmx" />
  <add key="LicenseKey" value="5PJrrrqxeY5CsXow6UktBA==" />
  <add key="eMAMPlayerUrl" value="http://EMAMQA/eMAMDirector/Player/eMAM_FLV_Player.swf" />
  <add key="AnyWhereDiscoveryURL" value="http://adobe.emamonline.com:60138/content/ea/api/discovery.json" />
  <add key="eMAMService.eMAMService" value="http://10.0.8.234/emamgateway/emamservice.asmx" />
  <add key="DownloadPath" value="http://EMAMQA/eMAMGateway/DownloadManager/eMAMDownloadManager.aspx" />
  <add key="AnywhereJobCallBackUri" value="http://EMAMQA/eMAMDirector/jobstatus/jobstatus.aspx" />
  <add key="AnywhereProductionBackUpFolder" value="M:\emamfolders\Anywhere Productions\" />
  <add key="PackageName" value="" />
  <add key="AdminwindowUrl" value="http://EMAMQA/eMAMAdmin" />
  <add key="BasicsearchBehaviour" value="thesaurus" />
  <add key="UploaderURL" value="http://10.0.8.234:8080/eMAMUploadManager/EMAMUploader" />
  <add key="eMAMFeederGatewayURL" value="http://EMAMQA/emamgateway/emamservice.asmx" />
  <add key="eMAMFeederAnalyticsGatewayURL" value="http://EMAMQA/emamanalyticsgateway/emamanalyticsgateway.asmx" />
  <add key="VideoExtensions" value=".avi,.mpg,.m4v,.wmv,.fcp,.mpe,.mpeg,.qt,.wm,.dv,.flv,.mxf,.mp4" />
  <add key="AudioExtensions" value=".mp3,.wma,.wav,.mp2" />
  <add key="DocExtensions" value=".doc,.docx,.docm,.dot,.dotx,.xls,.xlsx,.xlsm,.xlsb,.xla,.xlam,.ppt,.pptx,.pptm,.vsd,.rtf" />
  <add key="ImageExtensions" value=".jpg,.gif,.jpeg,.exif,.png,.tiff,.tif,.wmf,.icon,.bmp,.dpx" />
  <add key="ChartImageHandler" value="storage=file;timeout=20;" />
  <add key="BasicSearchColumns" value="1,2,3,4,5,6,7,B,9,8,C,A" />
```

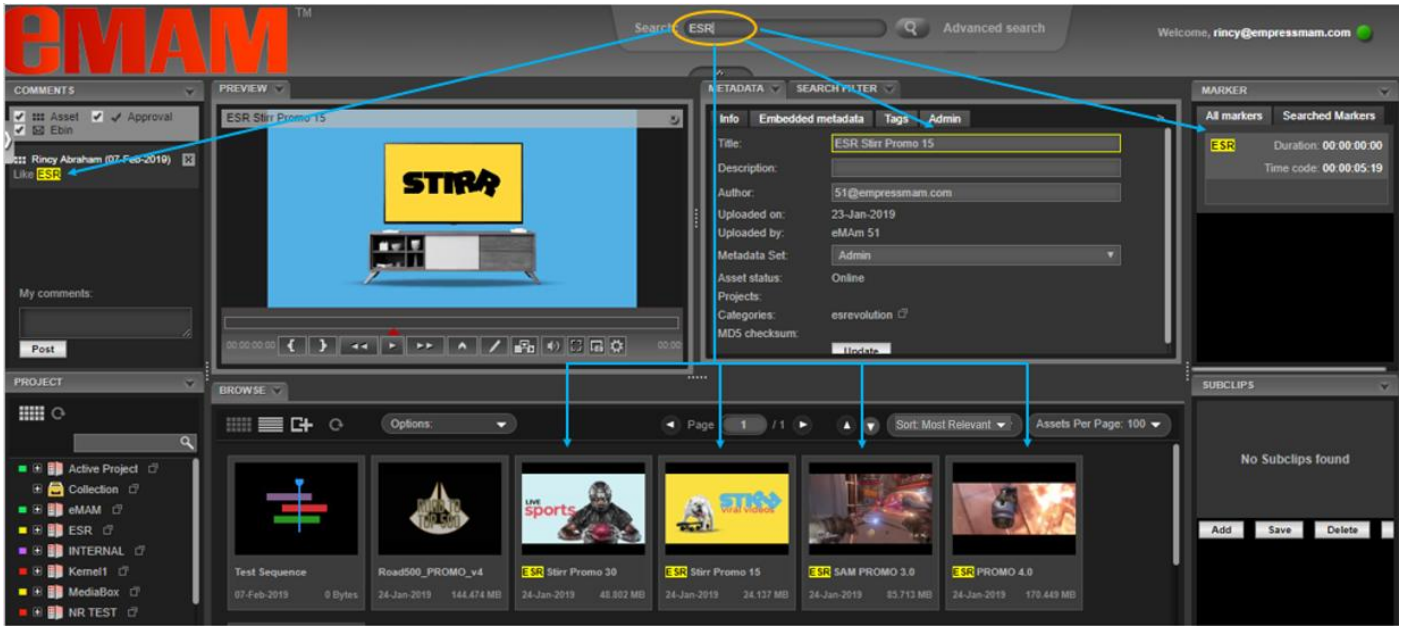
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For basic search, the user can type a search word or a phrase in the basic search bar at the top of the screen and click  . The searched word will be highlighted (*in yellow*) in the search results wherever that searched text is found including the widgets like Metadata, Markers, Subclips, Comments, Insights, Transcript etc.

Basic search now gives the most relevant search results based on the user's search keyword and dynamically displays the “Most Relevant” option in the sort dropdown in the *Browse* widget. eMAM ranks the assets based on the presence of search keyword in asset title, description and other metadata and order the assets based on the rank.

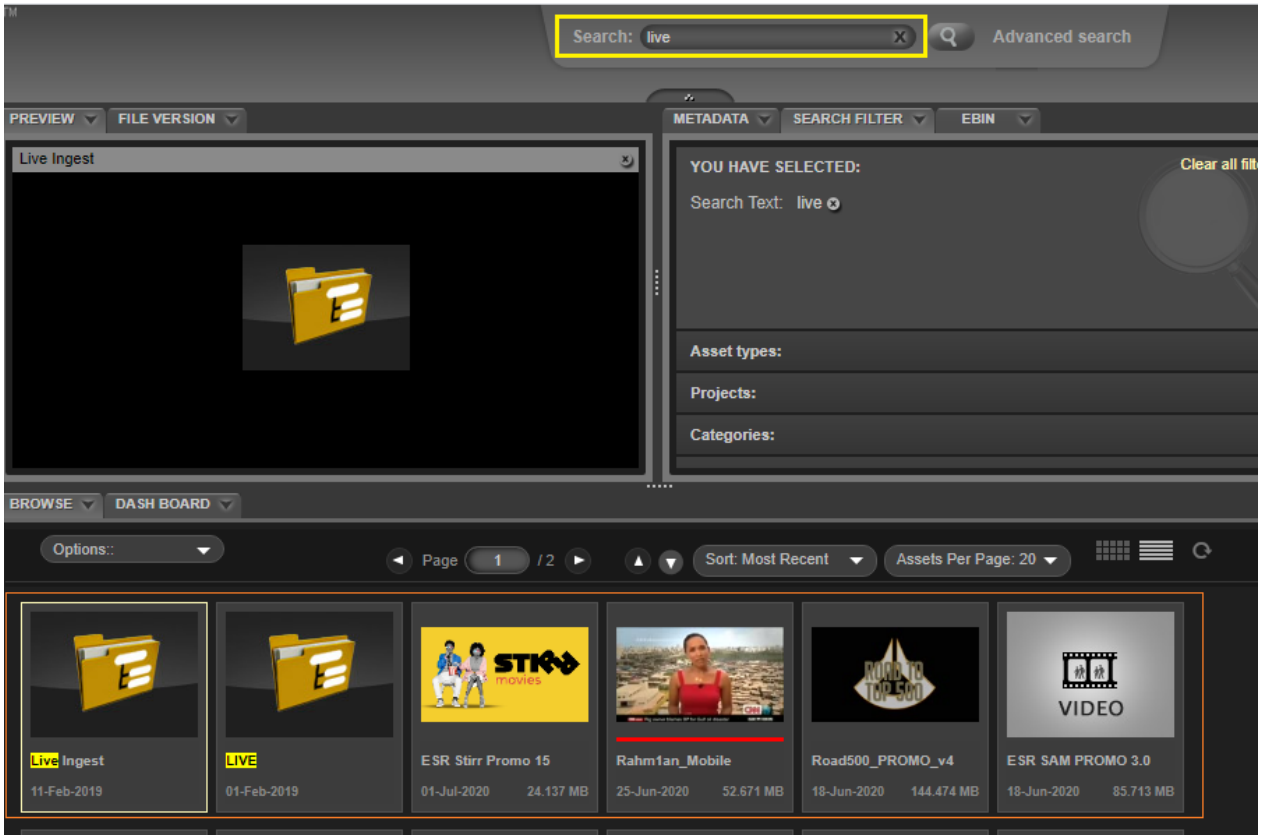


For e.g.: if the searched text is ESR, displayed search result will highlight “ESR” word in sections of other widgets where all it is found. Click on the  icon in the basic search bar to clear the search results.



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Note: If *Category* filter is selected under the *Browse* widget, searched result will also display the categories. This is applicable for both *Basic search* and *Advanced search* results.



4.2 Case Scenarios for Basic Search

Asset 1: **Title**: Child

Asset 2: **Title**: You may go

Asset 3: **Private Tag**: He went to church

Asset 4: **Public Tag**: She is gone

Asset 5: **Description**: Children are playing

Case 1

Basic Search word: **go**

Expansion Set: went, go, gone, goes

Search results →When Thesaurus enabled: Asset 2, Asset 3, Asset 4

→When Thesaurus is disabled: Asset 2

In case 1, Asset 3 and Asset 4 are retrieved because thesaurus search is enabled, linking "go" with expansion set with words "went" and "gone".

Case 2

Basic Search word: **child**

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Expansion Set: children, child, kids

Search results → When Thesaurus enabled: Asset 1, Asset 5

→ When Thesaurus is disabled: Asset 1

Case 3

Basic Search word: **play**

Expansion set: play, playing , played

Search results → When Thesaurus enabled: Asset 5

→ When Thesaurus is disabled: Nil

5.0 Advanced Search Options

The Advanced search option is used to narrow down the searches if there are many relevant assets. If the user knows exactly what and where to search for asset, this feature can quickly narrow results. Click on *Advanced Search* next to Basic search on top panel.



Figure 454- Advanced Search

Advanced Search window opens up.

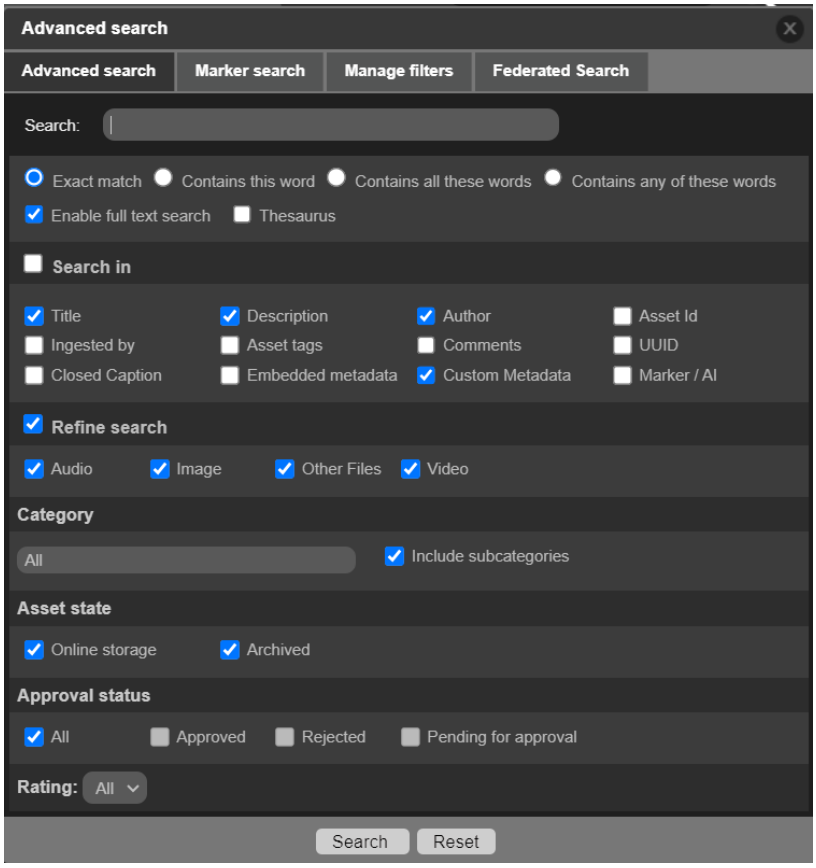
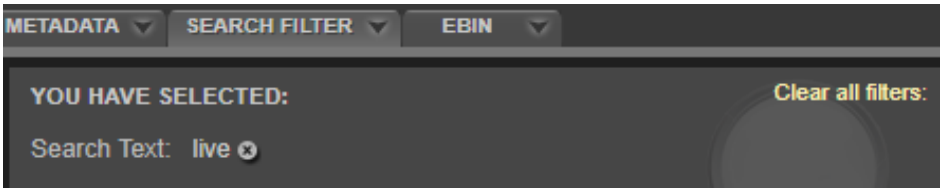


Figure 455- Advanced search window

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Similar to *Basic Search*, search results with highlighted searched text (*if found*) get displayed in all the sections of the open widgets. To clear the search results, go to the search filter widget and click on icon or on *Clear all filters*.



There are three tabs for advanced search options: Advanced Search (Section 5.1), marker search (Section 5.2) and manage saved filters/ Boolean conditional searches (Section 5.3).

5.1 Advanced Search

Under the *Advanced search* tab, the user can enter a search term or phrase in the search text box**.** To narrow the search results further, the user can choose from several additional options, and then click the SEARCH button at the bottom to search or RESET button to deselect all the options. The search parameters can be saved using *Workspace* settings so next time you open Advanced search window, you can see the same search parameters. Click on icon to remove/clear the search results.

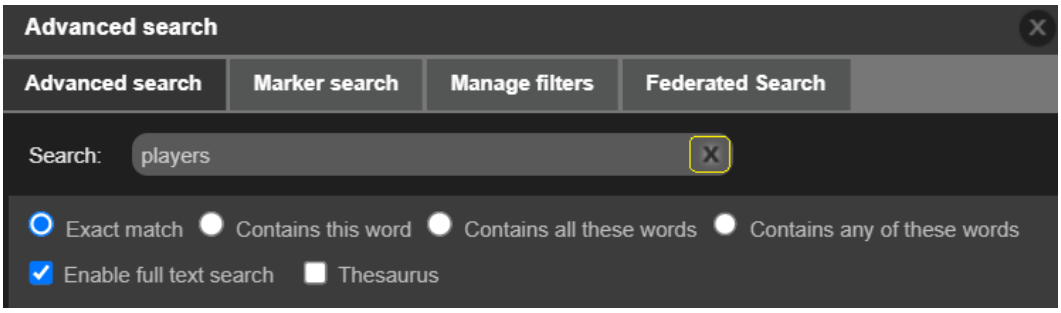


Figure 456- Advanced search options

The user can then choose any one of the four options: ***Exact Match, Contains this word, Contains all these words, Contains any of these words, Enable Full Text search*** and ***Thesaurus*****.**

- If the '**Exact Match'** option is selected, then

  1. The order of search terms or phrases is important. For example, if the asset title is 'Film awards', searching for 'awards Film' will not return any asset.
  2. Space between search terms or phrases is important. For example, if the asset title is 'Filmawards', searching for 'Film awards' will not return any asset.

- If the '**Contains this word'** option is selected, then the user should enter only one search term in the search text box. If more words are entered, then a '**Multiple words are not allowed**' error message is displayed.

- If the **'Contains all these words'** option is selected, there must be more than one search term in the search text box. If not, then the '**Please Enter Multiple Words**' messages is displayed. eMAM search engine searches and returns the assets that contain all the words typed in the search text box, regardless of order.

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- When the '**Contains any of these words**' option is selected for search, there must be more than one search term in the search box. If not, then the 'please enter multiple words' message is displayed. This search option returns all the assets that contain at least one of the the words entered in the search text box. For example, search for 'spring season' returns assets with 'beauty of 'spring', 'season' of flowers', 'spring season' always bring april shower' etc.

- **Enable Full Text Search**: Enabling full text search ignores any prepositions in the search word or phrase. Full text search is relevant only when the user selects '**Contains all these words**' option to search an asset. If ***Full Text*** search is enabled, then noise words like 'it', 'in', 'of', 'to', etc. are ignored for searching assets.

- **Thesaurus**: If *Thesaurus* checkbox is enabled, all the words added in the expansion set (*Admin Tools>Thesaurus>Manage Thesaurus*) are also taken into consideration for the search operations. Refer section ***Error! Reference source not found.***. Note: *Thesaurus can be only enabled if full text search is enabled. Refer below KB articles for more details:*

✓ *Types of searches & how to enable Thesaurus for basic search:* https://support.emamsolutions.com/portal/en/kb/articles/types-of-searches-and-their-behaviors

The following examples explain '**Enable Full Text'** option in detail:

Asset 1-Description- Nature is simply beautiful.
Asset 2- **Description**- Life is beautiful.
Asset 3- **Description**- Flowers.
Expansion Set: Life, beautiful, flowers

Advanced Search phrase- 'Nature is simply beautiful'

Case 1

Advanced Search with *full text & thesaurus* enabled:

Exact match : Asset 1, Asset 2 & Asset 3 are returned as search result

Contains all these words : Asset 1 is returned as a search result

Contains any of these words : Asset 1 & Asset 2 are returned as search result

Case 1.2

Advanced Search with *full text* enabled *& thesaurus disabled*:

Exact match : Asset 1 is returned as search result

Contains all these words : Asset 1 is returned as a search result

Contains any of these words : Asset 1 & Asset 2 are returned as search result

Case 2:

Advance search with *full text* disabled:

Exact match : Asset 1 is returned as a search result

Contains all these words : Asset 1 is returned as a search result*

Contains any of these words : Asset 1 & 2 are returned as search result

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Conclusion: For the search engine to identify noise words like 'is', 'it', 'to', 'of', 'in' etc., when 'Contains all these words' option is selected, it is essential to disable *full text search*.

Search In

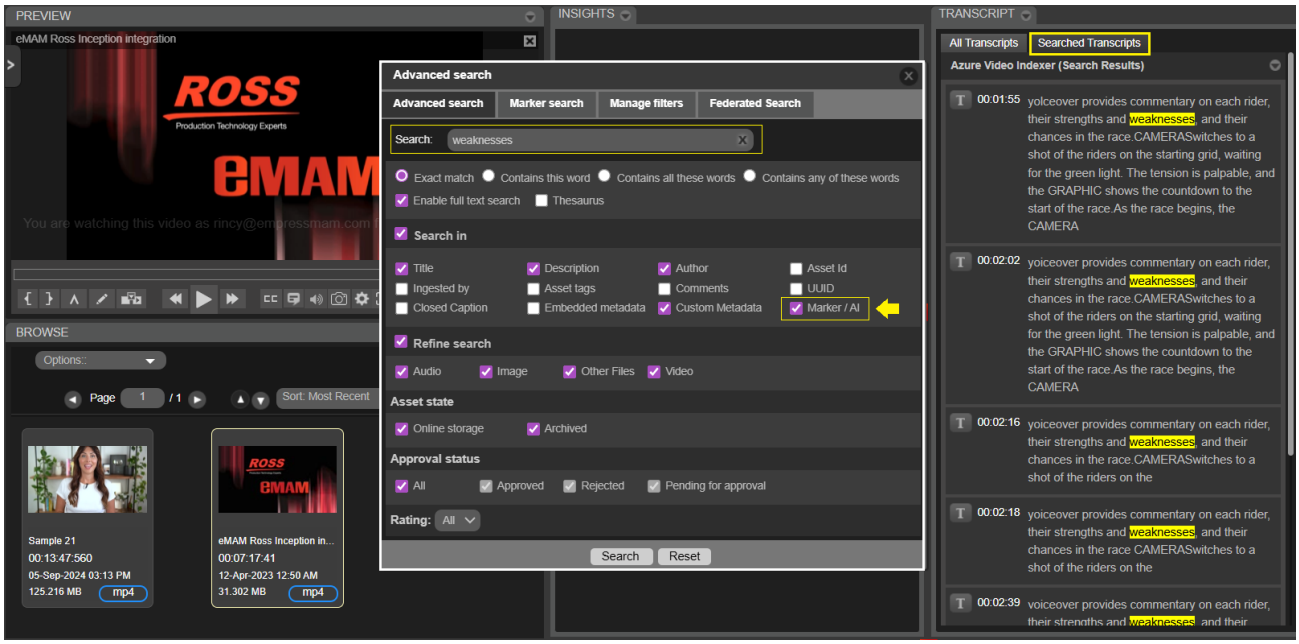
The search engine automatically looks in all the fields for the search word or phrase, unless the user specifies particular fields for searching. *Search In* checkbox can be used to select/deselect all options under it at one click. **'Search in'** fields are as follows:



Figure 457- Search In options

- **Title**- Name of the Asset.
- **Description**- Description given to the asset while uploading.
- **Author** –email id of the user who ingested the asset is the default value, but this field can be edited.
- **Asset id** – Each Asset ingested into eMAM system is numbered starting from 1.
- **Ingested By** – Name of the user who ingested the asset.
- **Asset tags** – Tags are keywords given to assets by a user. There are public tags as well as private tags.
- **Comments** – Comments given to asset by different users.
- **UUID**- A unique ID associated with asset. It is an alpha numeric string. If an asset has three versions, the UUID for each version will be different.
- **Closed Caption**- Text version of the spoken part of a video file.
- **Embedded metadata** - Metadata stored and maintained within the asset. It cannot be edited.
- **Custom metadata**- Metadata defined by users for an asset. It can be edited.
- **Marker/AI**: Search within Markers and AI indexed assets. Key in the search keywords and enable *Marker/AI* and click on *Search*. Searched transcripts along with timecode results will get displayed and highlighted under *Searched Transcript* tab in the *Transcript* widget.

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Refine Search

To refine search criteria, the user can narrow down search criteria based on asset types. In the '**Refine Search'** window, select asset type(s) in which search needs to be performed – video, audio, image, and other types of assets (e.g., pdf documents, PowerPoint slides, etc.). Refine Search checkbox can be used to select/deselect all below options at one click.

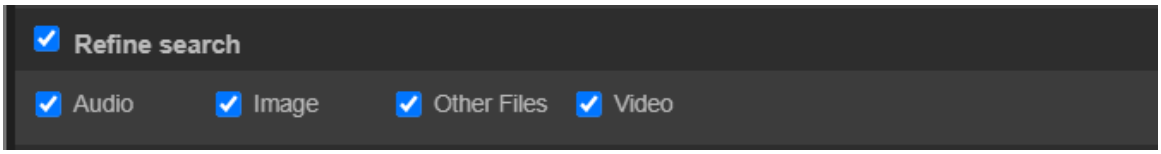
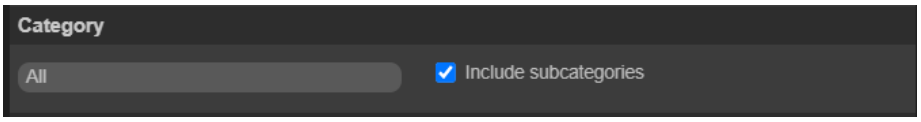


Figure 458- Refine search by asset type

Category

Advanced search can be done for any asset type belonging to any category. Search for an asset can be narrowed down to search in ***All*** categories or in specified categories only. This option helps to search for assets in only a particular category, chosen from the drop-down list menu.



To search assets in subcategories, the user can select '**Include subcategories'** option.

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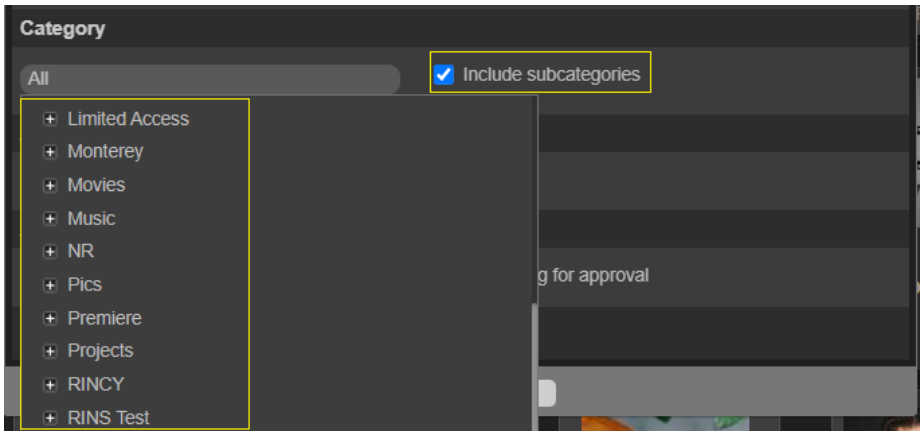


Figure 459- Search in category/ subcategory

Asset State and Approval Status

The user can narrow searches based on asset state and approval statuses.

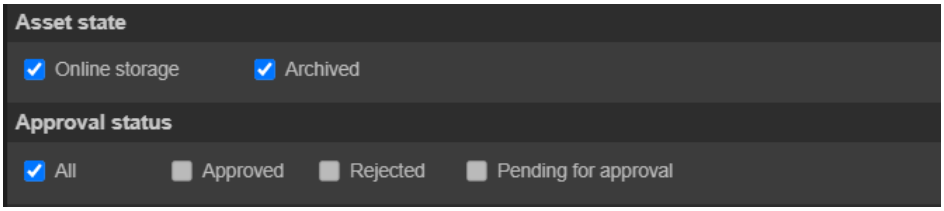


Figure 460- Search based on asset state and approval status

- **Online storage-** Search assets in the current active online storage**.**
- **Archived** - Assets that have been moved from the online storage to a far storage are considered archived assets. User can perform all the search operations on archived assets.
- **Approved–** Assets approved by internal or external users.
- **Rejected–** Assets rejected by internal or external users.
- **Pending for approval**- Active assets that have been sent for approval to an internal user but have not been approved or rejected yet.
- **All:** search for all assets states.

Rating

Search assets based on the rating (1 to 5) given to the assets.

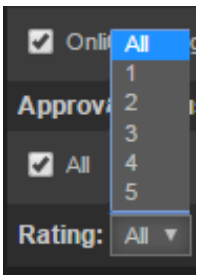


Figure 461- Search rating

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5.2 Marker Search

The marker search feature allows the user to search for a location within a video that matches with the specified search criteria, based on marker name or description. The user types the search word or phrase in the search text box and chooses any one of the three options as appropriate: '*Exact Match*', '*Contains any of these words'*, *Thesaurus* and '*Contains all of these words'* as described in 5.1 Advanced Search Option above. The '***Enable Full-text Search'*** option allows fast and flexible indexing for keyword-based search of text data. Users can also search within the marker metadata. Just specify whether to *search in* marker name, marker description, marker metadata or all by enabling *Search In* checkbox.

The SEARCH button will return assets with the appropriate markers. CANCEL will clear the selected options. Depending upon your choice, eMAM will search the keyword in Marker name or Marker description or marker metadata and display the results.

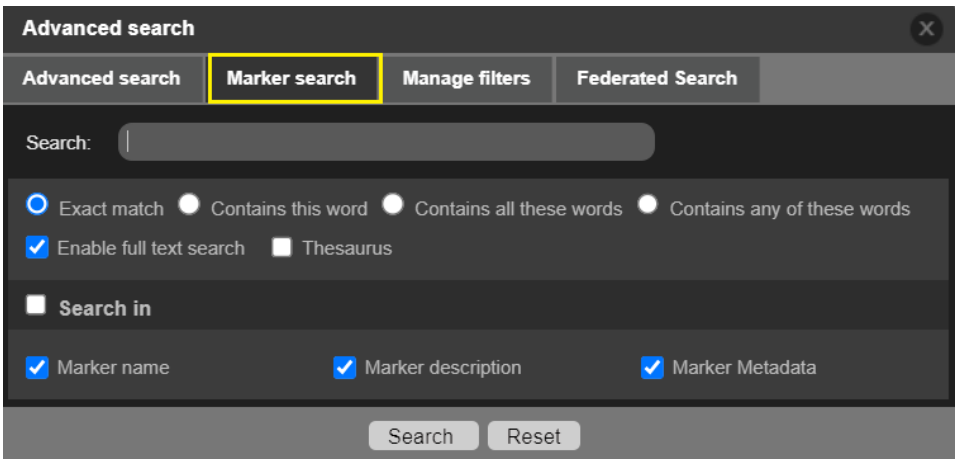


Figure 462- Marker search

e.g.: If you search for marker 'ocean' under Marker Search tab, assets with marker named 'ocean' is displayed in the Browse widget and *Marker Description* along with Marker name, Duration and time codes are displayed under *Searched Markers* tab in the Marker widget.

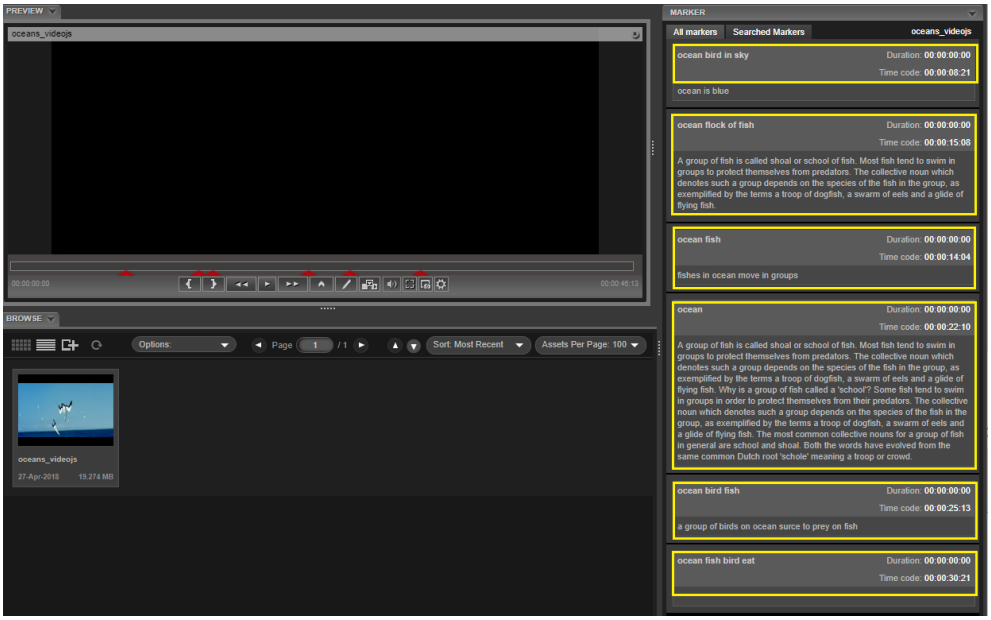


Figure 463: Marker search results for marker 'Ocean'.

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5.3 Manage Filters

Search filters are specific conditions. By adding a series of filters, users can quickly narrow a search. For example, searching in a news catalog for "Bush" will yield numerous results, while a search for "Title contains Bush" AND "category=speech" and "tag=axis of evil" will quickly yield appropriate results. Note: Unit admins can create both '*Public*' & '*Private*' search filters however Unit users can only create '*Public*' saved filters.

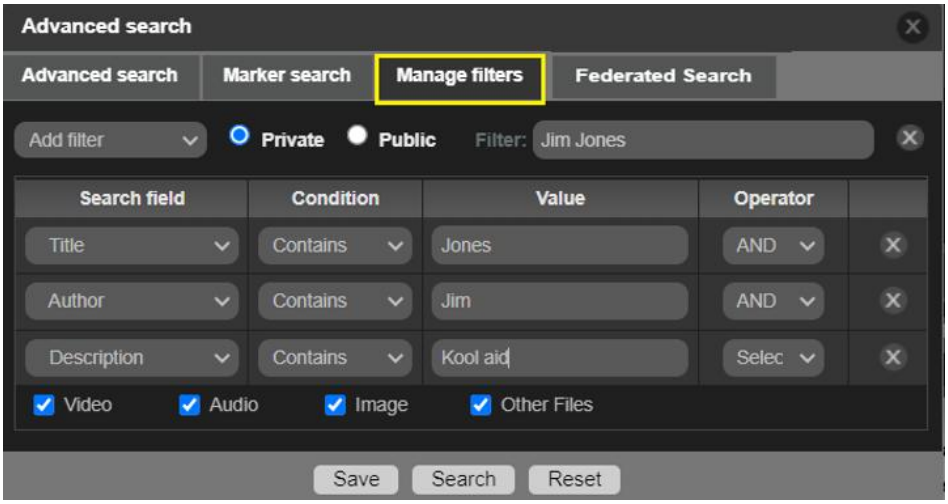
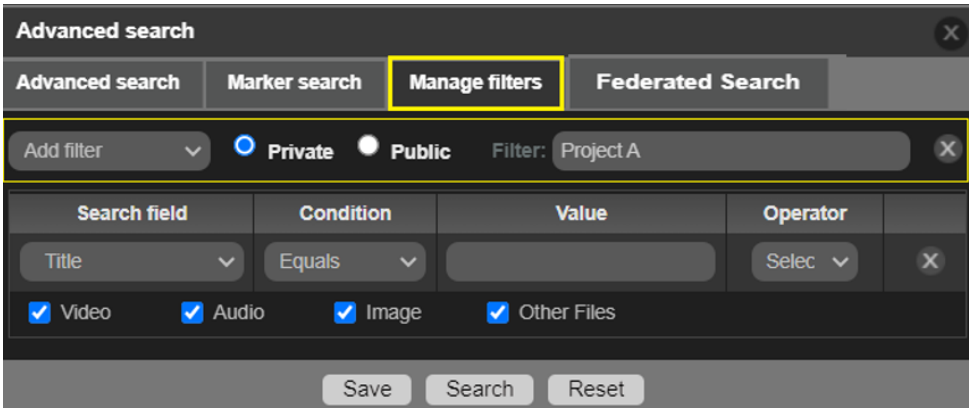
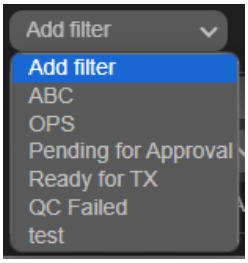


Figure 464- Manage filters - create/edit/execute search

Add Filter: Under ADD FILTER, the user can make a new general filter by choosing *Add Filter* from the pulldown menu and naming the filter.



You can also find the saved filters in the dropdown list.



Choose ***Private*** (selected by default) or ***Public.*** For the regular users, public search filters will display SAVE AS option too (as shown below).

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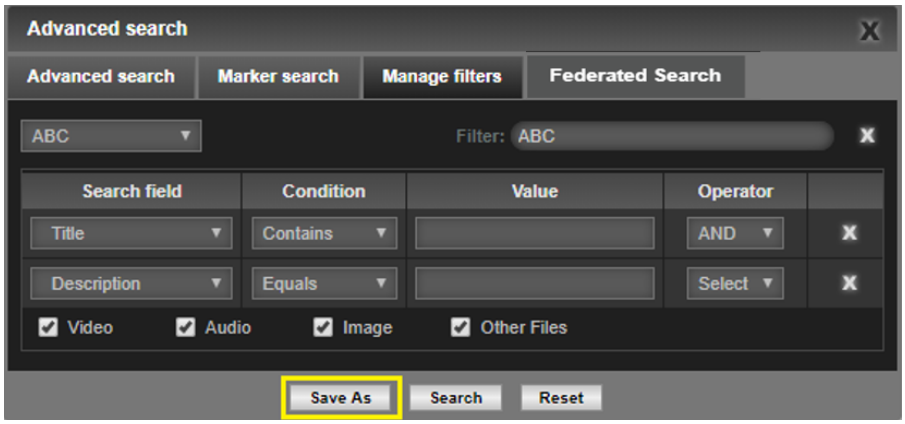
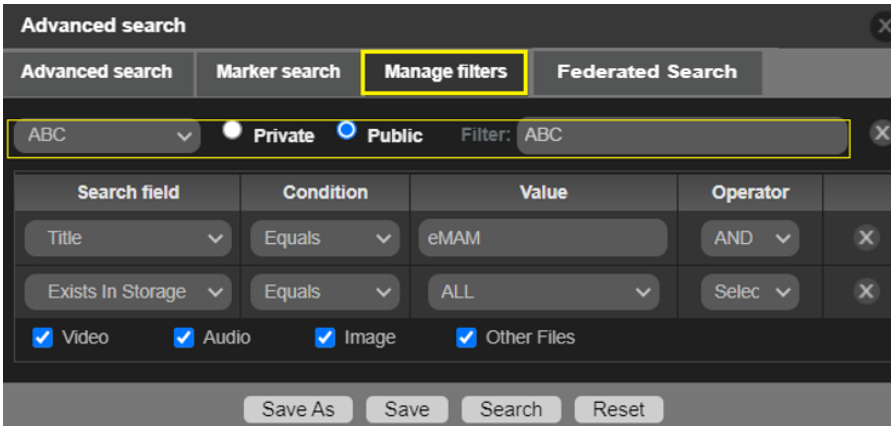


Figure 465- Manage Filters- Save As option for regular users

Filter: The user can enter the search word or phrase in the *Search* box.



Search field: The user can then specify the search field from a pulldown list: File properties (*title, author, description, tags, comments, file name, extensions, closed captions, asset id, UUID, exists in storage, exists in cloud storage, exists in archive storage, exists in source storage, tape barcode, ingested on, subclips, marker name, marker description, approval status*), project, Insight, Transcript, *Topics, Entity, Summary (for searching assets tagged using Deepgram)*, Category, asset metadata set, saved filters, custom metadata, embedded metadata, Is proxy exists? etc. A search may have a series of search fields if needed. More fields can be added. They can be removed by the "X" on the right-hand side.

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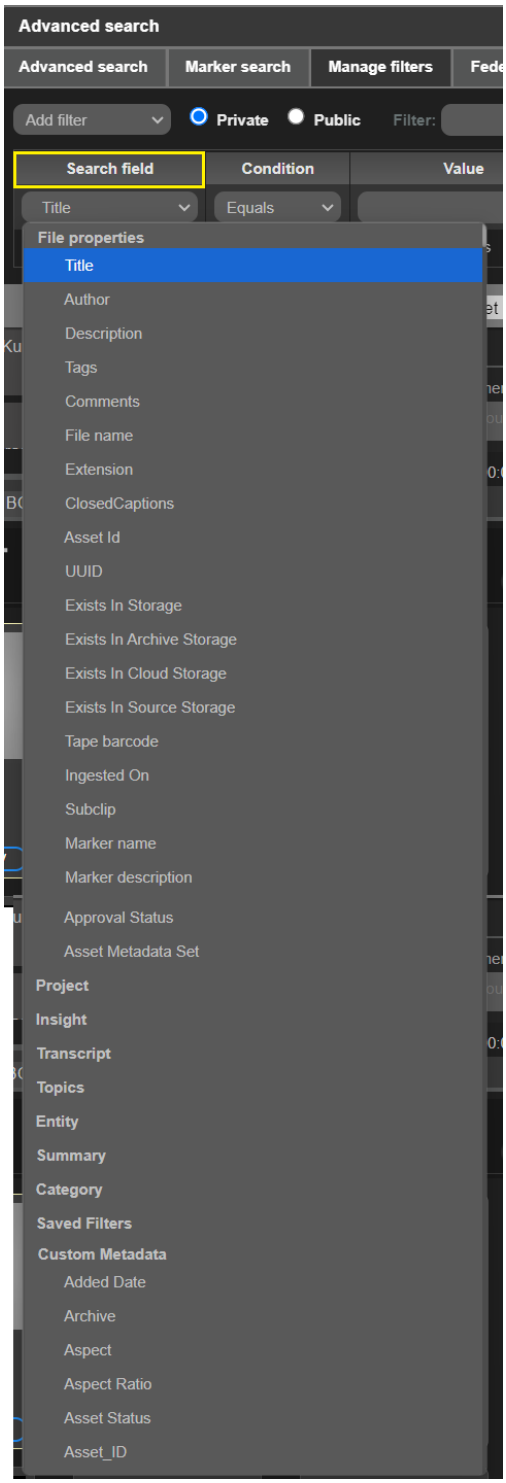
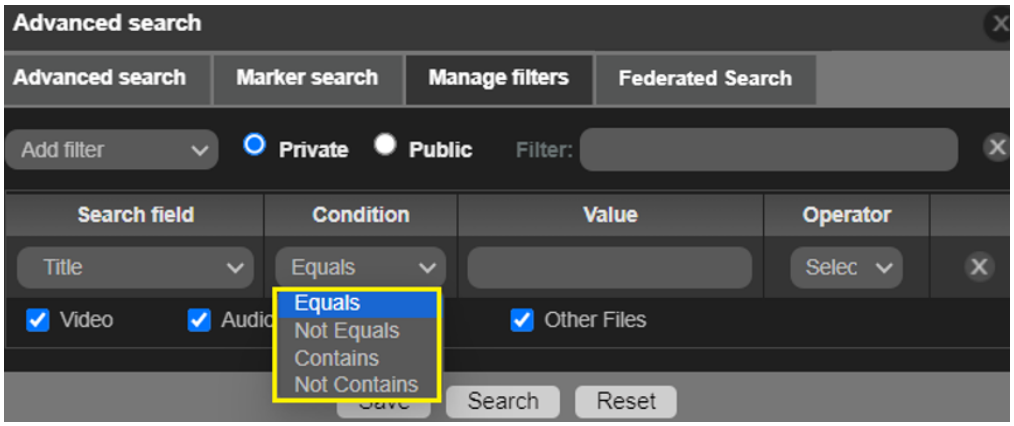


Figure 466- Search field parameters

Condition: the user can choose from the pulldown list of available conditions: '*Equals'*, 'Not Equals','*Contains'*, 'Not Contains'.

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Value: The value for the filter is entered. (e.g., axis of evil). Depending upon the search field selected, value field may display different variables.

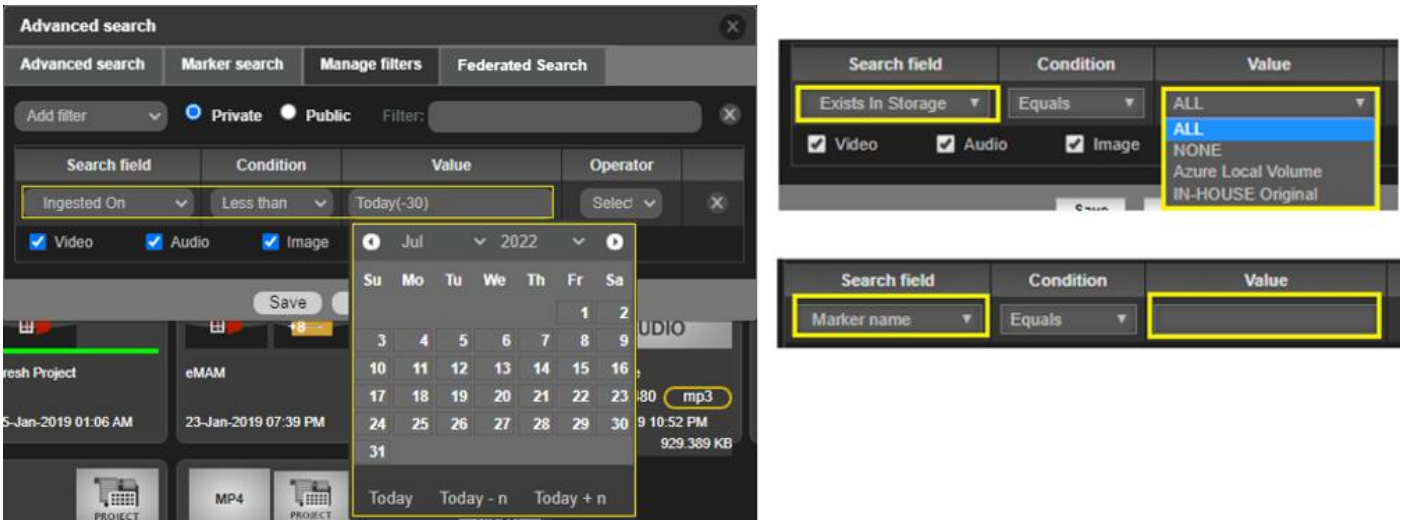


Figure 467- Value field variables differ based on the search field variable selected

"*Today + n*" and *Today – n*" in the date pickers allows users to search for assets by adding or subtracting 'n' no. of days from the current date. You can edit the number of days to be added or reduced and click search to get the results.

Operator: To add another condition field, the user chooses a logical operator '**AND'** or '**OR'**.

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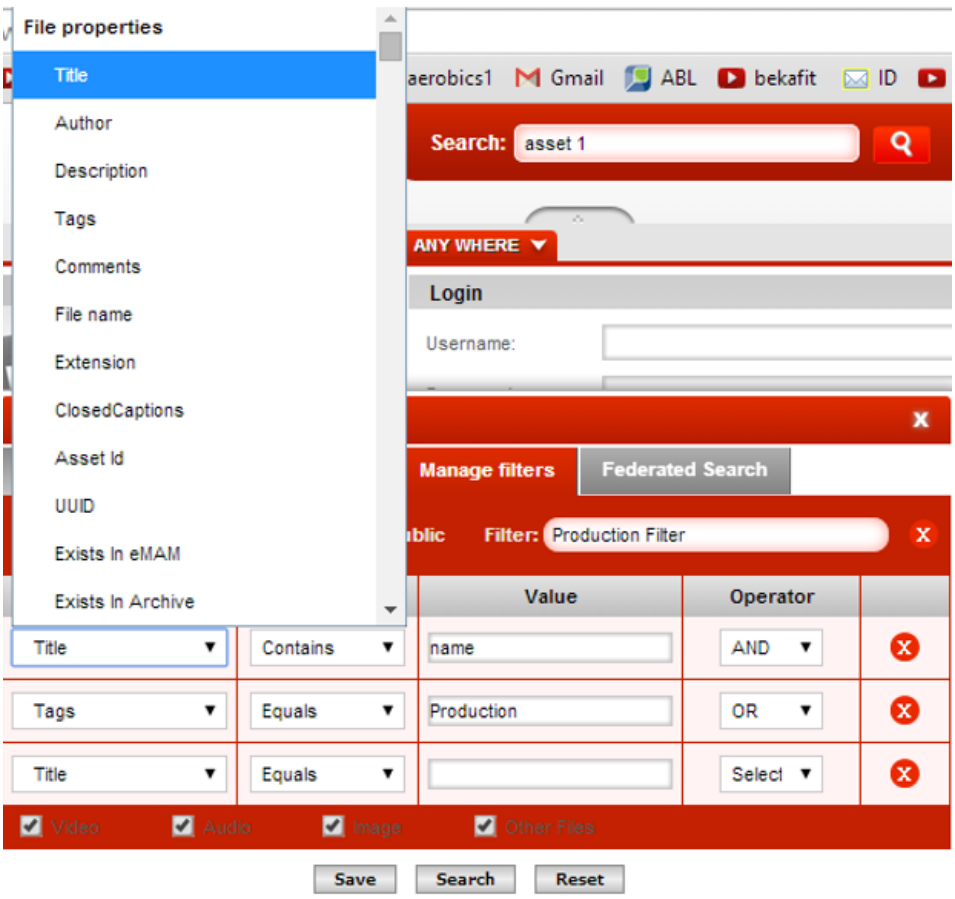


Figure 468- Conditional searching the metadata fields (embedded and custom)

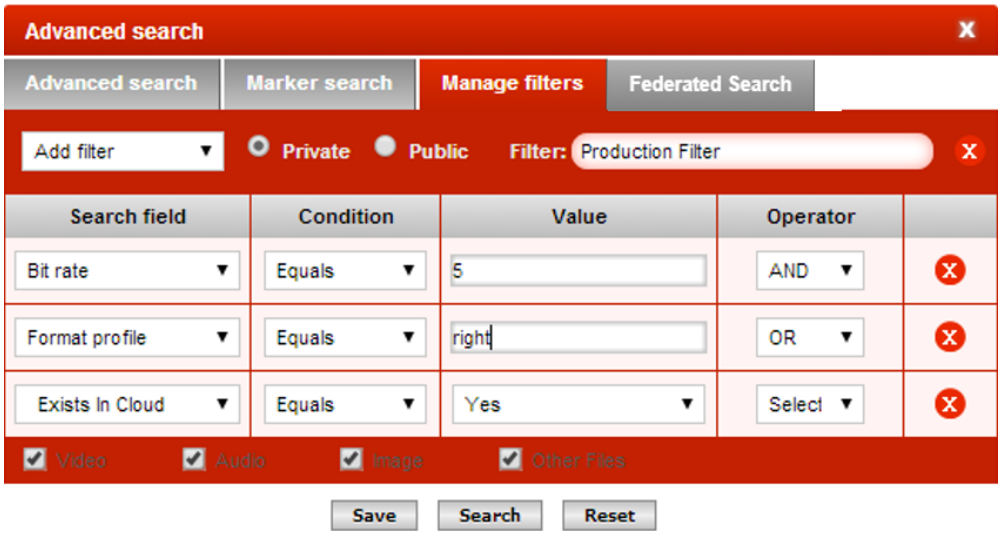


Figure 469- Managing saved filters - create and edit.

Once the advanced search criteria have been defined, you can click on any of the buttons at the bottom:

- SAVE to save the search criteria: Name your filter, select *Public* or *Private* and click on *Save* button to save your search criteria. These Saved filters will be displayed under *Add Filter* drop-down and under *Search Filter* widget (Saved Filters) which can be re-run for future use. Admin users have option to delete search filters created by other users.

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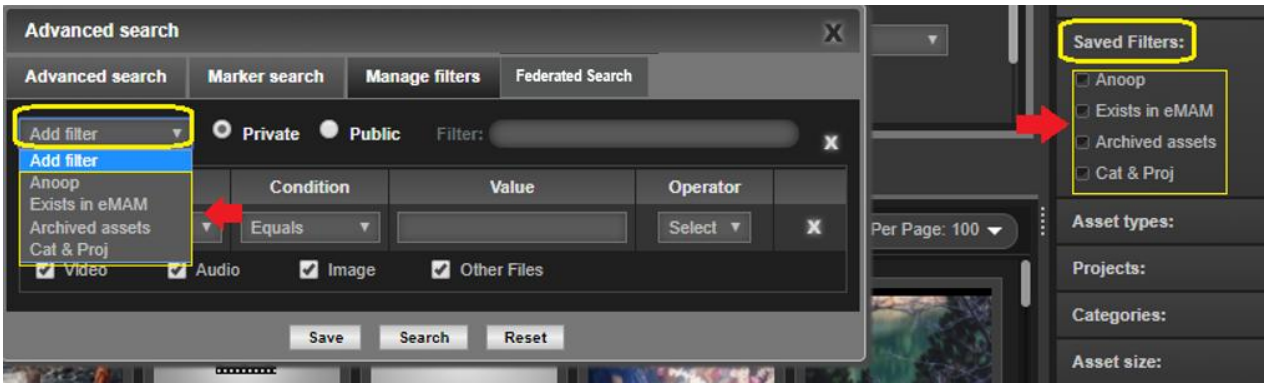


Figure 470- Saved filters displayed under Manage filter and Search Filter widget

- SAVE As: Unit Admins will have both *Save* and *Save as* option to save the public search filter results.

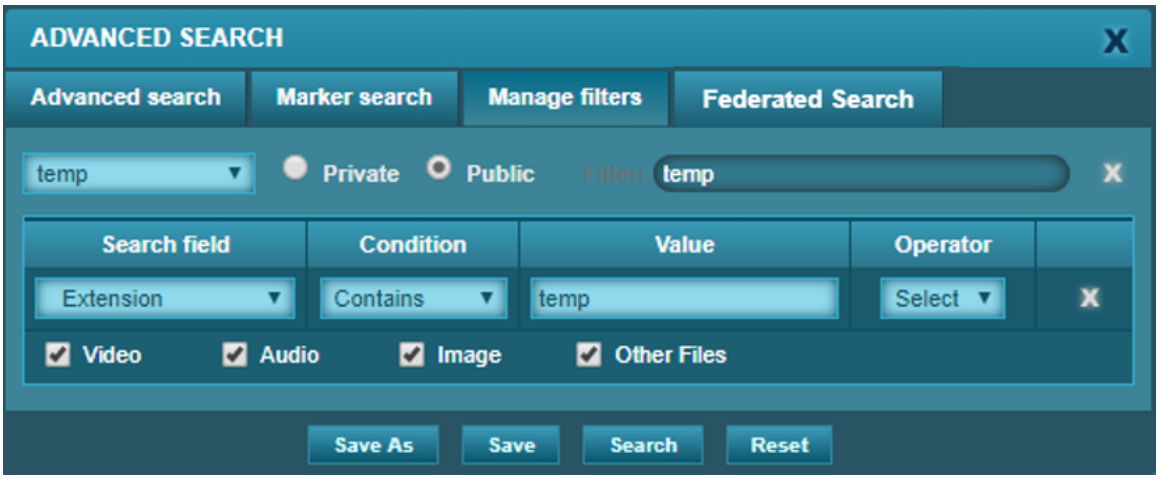


Figure 471- Unit Admin with both 'Save' and 'Save As' option for Public search filters.

However, Unit Users will also have option to edit the *Public* search filters and save the search using "Save As" button.

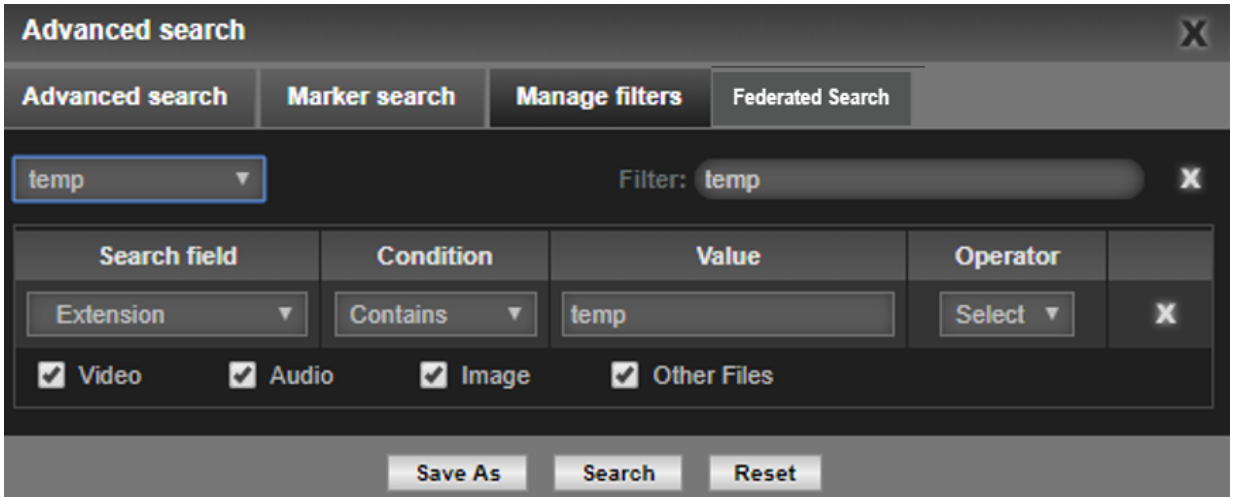


Figure 472- Unit User with 'Save As' option to modify and save Public search filters

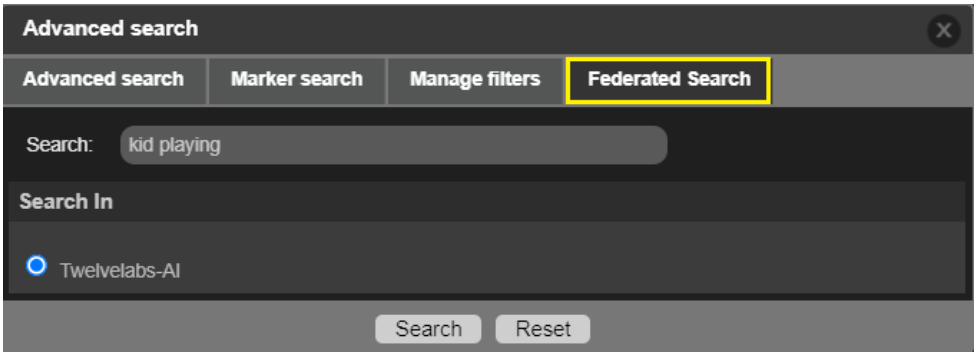
- SEARCH to search based on the given criteria. Results gets displayed in the Browse widget. *Note: Search results include assets from subcategories as well.*
- RESET to reset the defined variables.

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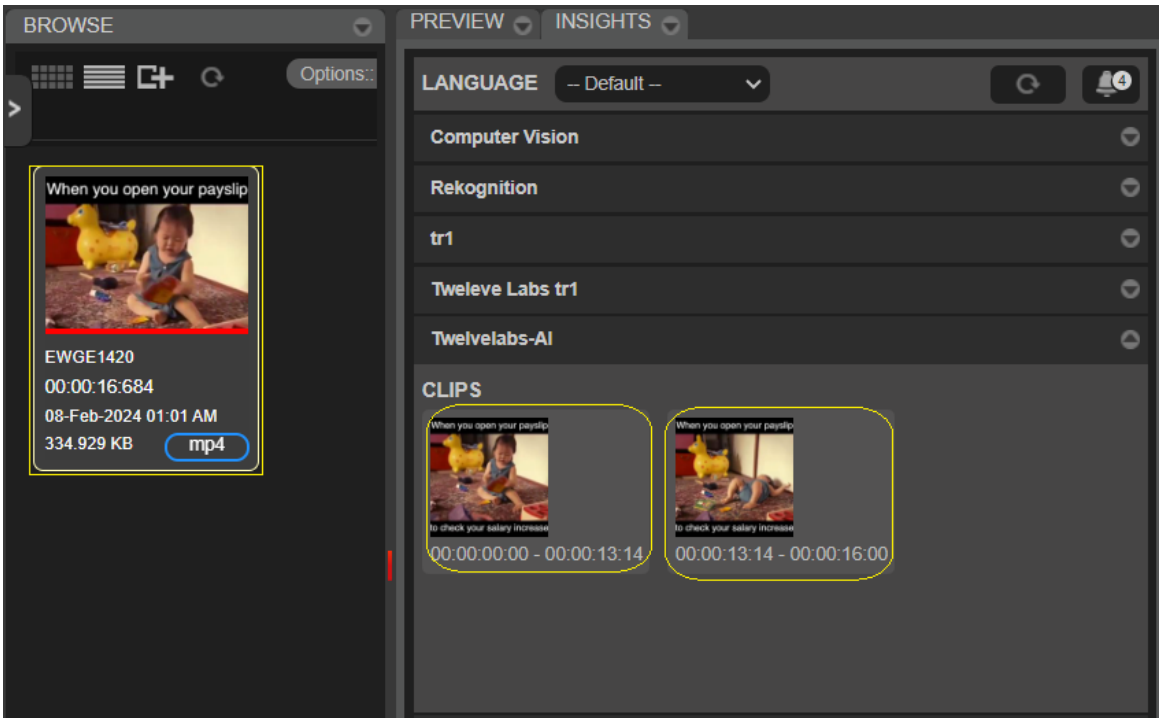
5.4 Federated Search

Federated search enables users to search assets in the multiple databases (eMAM DB & Twelve Labs AI DB).Twelve Labs Marengo supports *Federated search* which enables eMAM users to retrieve relevant content not only from eMAM database but also from Twelve Labs database. This saves time and effort, especially in environments where media assets are distributed across various repositories or cloud services.

To search within assets indexed by *Twelve Labs Marengo* engine, type what are you looking for under *Advanced search>Federated search* tab. E.g. Kid playing.



Search results are displayed in the *Browse* widget. Short clips from the indexed video based on the search term or phase are displayed in the Insights widget.



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6.0 Appendices

Appendix 1 Examples of Advanced Search

Following cases describe various scenarios of **Advanced Search** options. Considering there are 20 assets in the system, each case describes a search word, or a phrase entered in the search text box, and the assets returned based on the option chosen by the user (*Exact Match, Contains this word, Contains all of these words, Contains any of these words*). These test cases are produced with '**Full text'** search enabled.

Asset 1: Title: Caribbean Sunset

Asset 2: Title: Sun rises in the east

Asset 3: Description: Folk arts in Canada

Asset 4: Description: International folkloric festival

Asset 5: Description: Winter in Canada

Asset 6: Description: spring season always bring april shower

Asset 7: Author: Christopher Plummer

Asset 8: Author: Christina Taylor

Asset 9: Custom Metadata: Canada

Asset 10: Custom Metadata: Music, Title: world

Asset 11: Private Tag: Winter

Asset 12: Public Tag: Season of flowers

Asset 13: Public Tag: beauty of spring

Asset 14: Public Tag: springseason

Asset 15: Public Tag: festival de cans

Asset 16: Comments: camerashop

Asset 17: Comments: shopcamera

Asset 18: Comments: Sunset

Asset 19: Embedded Metadata:4649 bytes

Asset 20: Description: Sun sets in the west and sun rises in the east

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Case 1

Search Term- **Sun**

Search Option	**Search Result**
Exact Match	Asset 2, Asset 20
Contains this word	Asset 1, Asset 2, Asset 18, Asset 20
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.

Case 2

Search phrase- **Sun in the east**

Search Option	**Search Result**
Exact Match	No result
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box.
Contains all these words	No Result Reason: Search was done with full text enabled. If the search was done with full text disabled, Asset 2 and asset 20 would have been returned.
Contains any of these words	Asset 2, Asset 20

Case 3

Search Term- **Sun***

Search Option	**Search Result**
Exact Match	Asset 2, Asset 18, Asset 20
Contains this word	Asset 1, Asset 2, Asset 18, Asset 20.

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	Reason: Asset 1 is returned because there is 'sun' in 'Caribbeansunset'
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.

Case 4

Search Term- ***Sun**

Search Option	**Search Result**
Exact Match	No result
Contains this word	Asset 1, Asset 2, Asset 18, Asset 20.
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.

Case 5

Search phrase- **Caribbean Sunset**

Search Option	**Search Result**
Exact Match	Asset 1
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option
Contains all these words	Asset 1

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Contains any of these words	Asset 1, Asset 18

Case 6

Search Term- **Christ**

Search Option	**Search Result**
Exact Match	No result
Contains this word	Asset 7, Asset 8
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.

Case 7

Search Term- **Christ***

Search Option	**Search Result**
Exact Match	Asset 7, Asset 8 Reason: Search word 'Christ' exists in 'Christopher Plummer' and 'Christina Taylor'
Contains this word	Asset 7, Asset 8
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option

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Case 8

Search Term- ***Christ**

Search Option	**Search Result**
Exact Match	No Result
Contains this word	Asset 7, Asset 8
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option

Case 9

Search Phrase- **4649 bytes**

Search Option	**Search Result**
Exact Match	Asset 19
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option.
Contains all these words	Asset 19
Contains any of these words	Asset 19

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Case 10

Search Term - **Camera**

Search Option	**Search Result**
Exact Match	No result
Contains this word	Asset 17, Asset16 Reason: Assets 16 and 17 are returned as search results because the search word 'camera' is there in 'camerashop' and 'shopcamera'
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option
Contains any of these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option.

Case 11

Search Term-**Camera***

Search Option	**Search Result**
Exact Match	Asset 16
Contains this word	Asset 16, Asset 17 Reason: Assets 16 and 17 are returned as search results because the search word 'camera' is there in 'camerashop' and 'shopcamera'
Contains all these words	Not a valid search Reason: User needs to enter multiple words to search assets using this option
Contains any of these words	Not a valid search Reason: user needs to enter multiple words to do search using this option

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Case 12

Search Term - ***Camera**

Search Option	**Search Result**
Exact Match	Asset 17
Contains this word	Asset 16, Asset 17 Reason: Assets 16 and 17 are returned as search results because the search word 'camera' is there in 'camerashop' and 'shopcamera'
Contains all these words	Not a valid search Reason: user needs to enter multiple words to search assets using this option
Contains any of these words	Not a valid search Reason: user needs to enter multiple words to search assets using this option

Case 13

Search Phrase- **Season of Flowers**

Search Option	**Search Result**
Exact Match	Asset 12
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option
Contains all these words	No result Reason: Asset 12 would have been returned if 'Enable full text' option was unchecked.
Contains any of these words	Asset 6, Asset 12, Asset 14

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Case 14

Search Phrase - **Music World**

Search Option	Search Result
Exact Match	No result
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option
Contains all these words	Asset 10 Reason: When 'Contains all these words' option is selected for search, search terms typed in the search text box need not belong to one particular metadata field. Asset 10 is retrieved because one of the search terms (music) is in custom metadata field while the other term (world) is in the title field.
Contains any of these words	Asset 10

Case 15

Search Phrase - **Arts in Canada**

Search Option	Search Result
Exact Match	Asset 3 Reason: Asset 3 description contains 'Folkarts in Canada'
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option
Contains all these words	No Result Reason: Asset 3 would have been returned as search result if 'enable full text' option was unchecked.
Contains any of these words	Asset 3, Asset 5 and Asset 9

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Case 16

Search Phrase - **Spring April shower**

Search Option	Search Result
Exact Match	No Result
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option
Contains all these words	Asset 6
Contains any of these words	Asset 6, Asset 13, Asset 14

Case 17

Search Phrase- **Sun rises in the East**

Search Option	Search Result
Exact Match	Asset 2, Asset 20 Reason: Asset 20 is returned because exact match was found within the long description of asset 20. (Asset 20: Description: Sun sets in the west and sun rises in the east)
Contains this word	Not a valid search Reason: Multiple words not allowed in the search text box when using this option.
Contains all these words	No result Reason: No result because search was done with full text enabled. If full text search was disabled, Asset 2 and Asset 20 would have been returned as a search results.
Contains any of these words	Asset 2, Asset 20

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Appendix 2 eMAM Sharing Functionalities

		eMAM Sharing Functionalities				
	eBIN	Order	eShare	Get Embed	Share	Approval
Use Case	Marketing, Sharing projects	Offline fulfillment: Send Me a Disc, etc.	Marketing or Sharing with authentication	Put video with player into a website	Share a link with somebody	Send one video for approval and comments
Director or Client Interface?	Both	Both	Director	Both	Both	Both
Which director widget?	eBIN	eBIN	eBIN	Embed	Embed	Approval
Sends links to which media?	Any quantity of mixed media	Info only	Any quantity of mixed media	Links to one video	Links to one video	Links to one video
Sending to whom?	Individual emails or email list	Internal staff	Individuals or a group	Put into a website	Individuals or a group	One or more emails
Authenticate recipient?	No	No	Yes	No	No	Yes
Delivery method	Email	Email	Email, Twitter, LinkedIn Facebook	Web portal embed	Email, Twitter, Linked In, Facebook	Email
Customize when sending?	Yes. Choose from preset themes and logos or make as needed	No	No	Yes. Skins and player settings	Yes. Skins and player settings	No
Player	Mixed media player	No	Mixed media player	Video player for external website	Video player	Video player
Recipient can do what?	View, Comment on message, Download, Forward	Get info to fulfill order	View, Comment on asset, Like, Rate, Download	N/A	Play video	Comment, Preview, Approve or Disapprove
Security Settings	Expire Date, Restrictions on forward and download	N/A	Authenticate user, restrict download, expire date, # of accesses	None	None	expire date, sends login, link dead after approval

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Appendix 3 Instant Asset Workflow

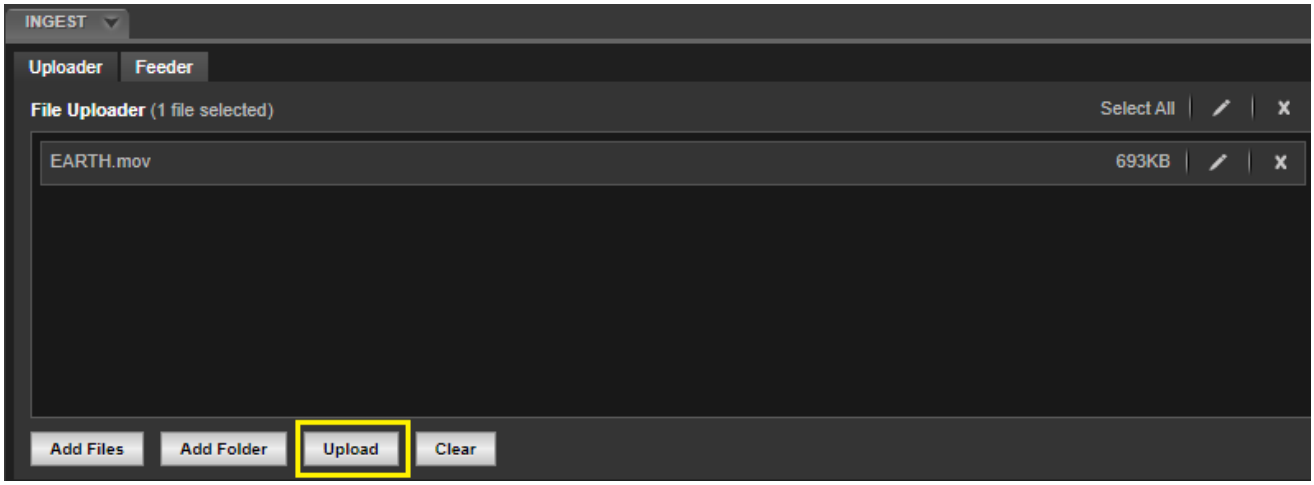
Assets ingested to eMAM using "Instant asset" ingest profiles will be available in the *Browse* widget (*without proxy*) as soon you hit *Upload* button which can be downloaded, delivered and imported to Premiere and After Effects panels for editing. For instant assets, proxies are not generated on ingest. Instead, they can be created with custom workflows like create proxy workflows.

The instant asset workflow includes:

1. The asset is ingested to eMAM via *eFeeder, Web Uploader/ panels* using Instant ingest profile.



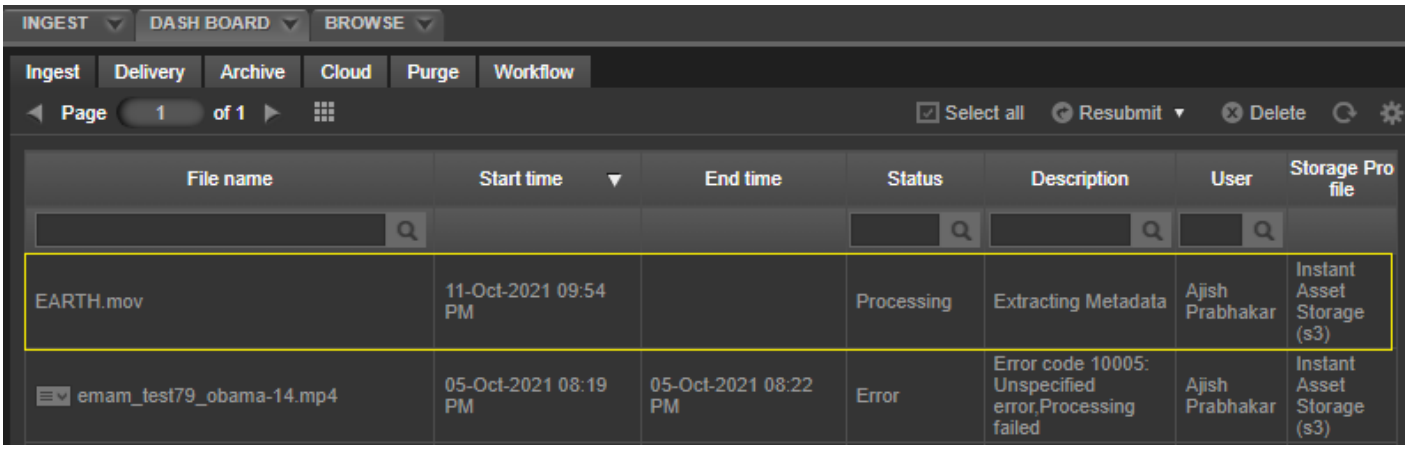
2. The moment "*Upload*" button is clicked; a placeholder gets created in the *Browse* widget for the asset which will have associated custom metadata tags.



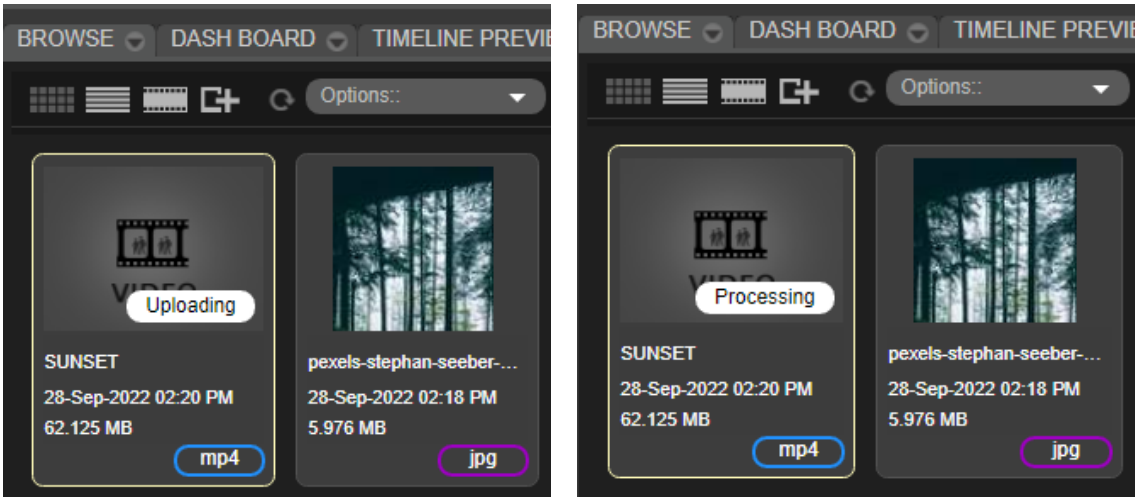
3. Based on the storage location of the ingested asset, following happens:
    a. Local assets are uploaded to the eMAM original folder.
    b. Cloud enabled assets are uploaded to S3 buckets.

4. As soon as the upload is complete, "Added status" is displayed in the dashboard widget.

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5. Instantly, the original media gets added to the placeholder in the *Browse* widget. The asset thumbnail shows asset status such as *Uploading*, *Processing* etc.



6. Under the *Metadata* widget, no embedded metadata is displayed now as embedded metadata is extracted in the next stage.

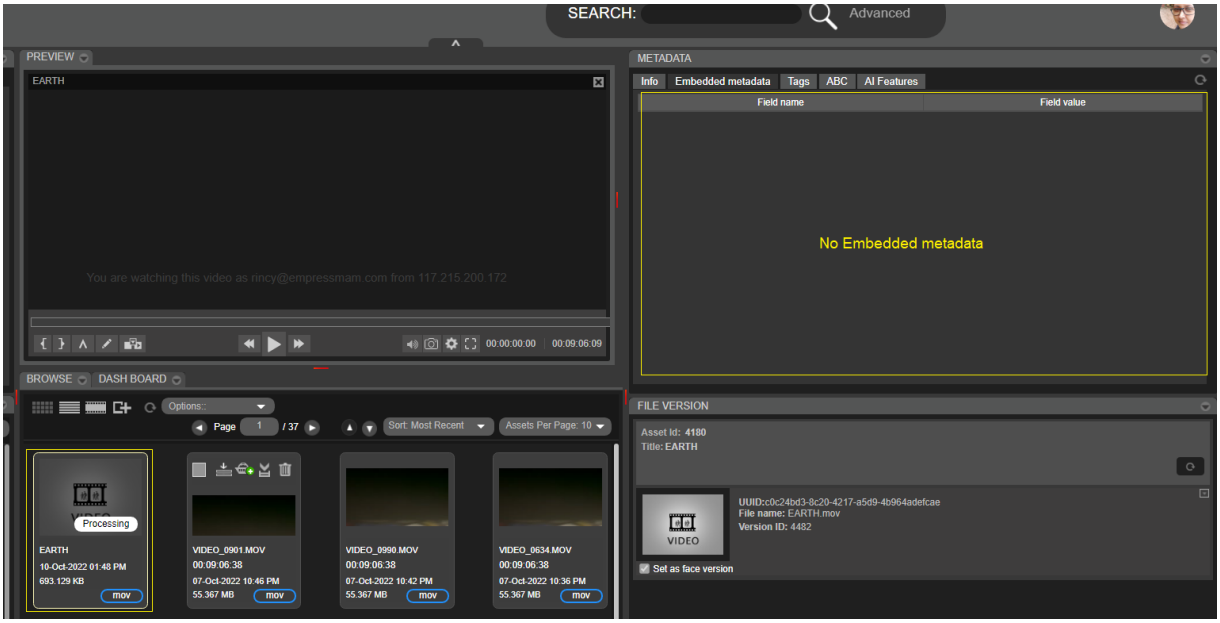


Figure 473- No embedded metadata is displayed

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7. At this stage with no embedded metadata and thumbnail, users can still download & deliver those assets as required.

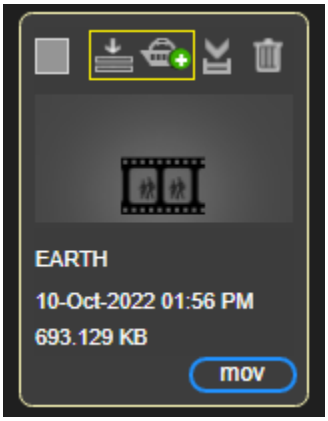


Figure 474- Download & deliver those assets

8. Next metadata extraction happens:
    a. S3 assets: The ingest manager generates signed URL for assets in S3
    b. The ingest manager extracts embedded metadata.

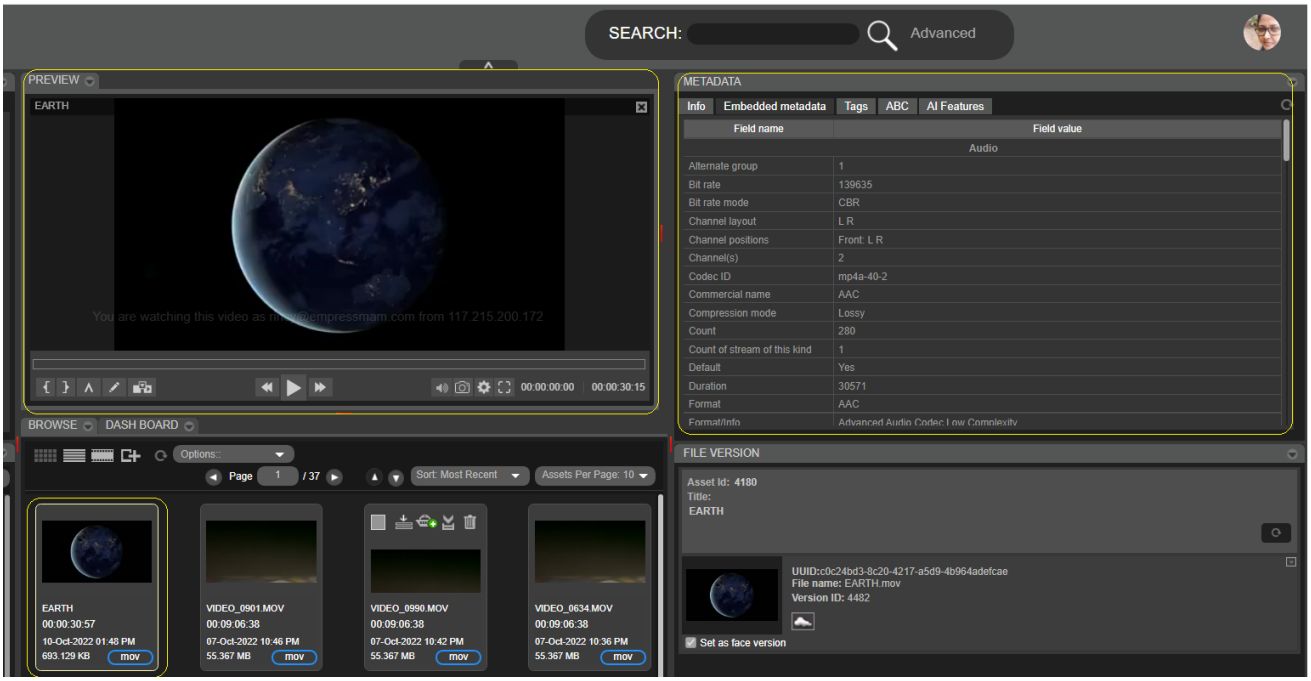


Figure 475- ingest manager extracts embedded metadata

9. The Ingest manager marks the status as *Completed*.

    High level workflow diagram of *instant asset* is displayed below.

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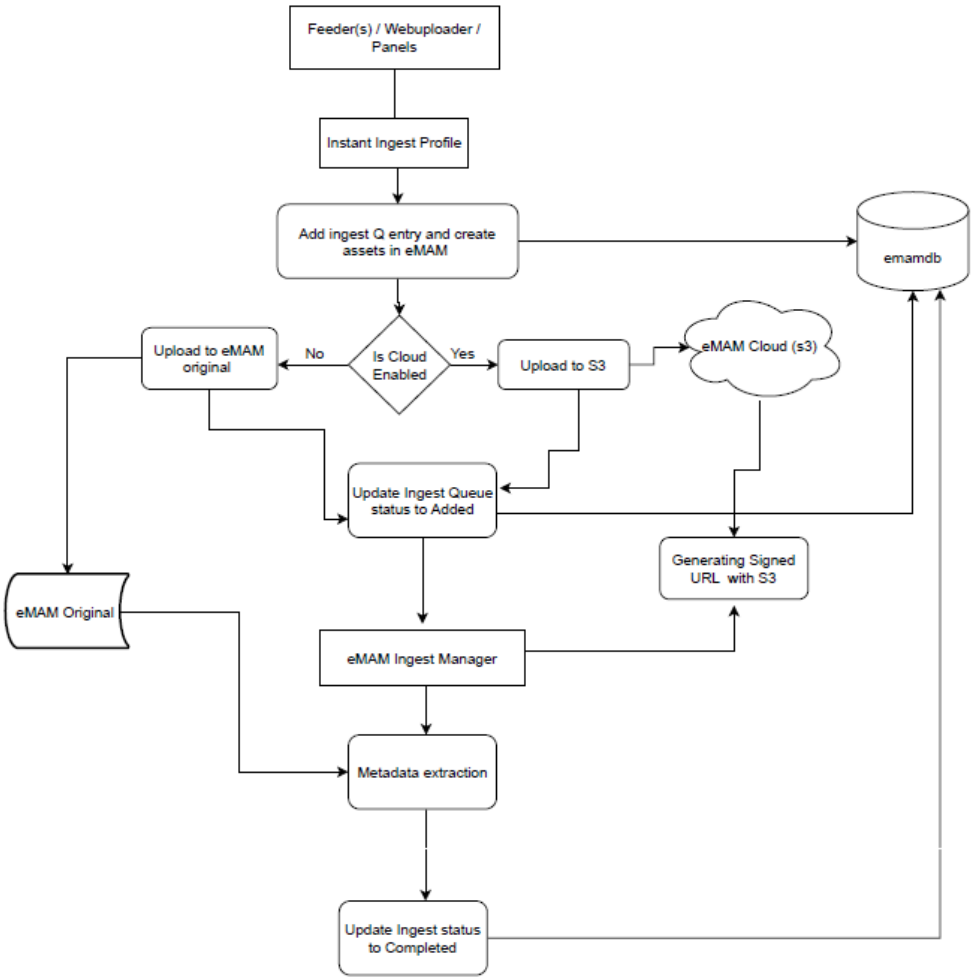


Figure 476- workflow diagram of instant asset

Appendix 4 Glossary

This Glossary offers an alphabetical listing of terms and phrases used throughout this manual.

- **Advanced Search**- Using compound search to narrow down the search results.
- **Asset**- General term to describe any type of digital media including audio and video files, documents, etc.
- **Annotation**- Annotation is inserting text and graphics data at a specific time in a video asset, or adding annotation objects such as texts, lines, rectangles, ellipses etc to image assets.
- **Archiving**- Archiving is a process used for long-term preservation of assets. Archiving makes more efficient use of the storage devices to reduce storage costs while providing users with the necessary access.
- **Archive purge threshold**- The number of days after which the archived assets get deleted from the nearline (online) storage if the assets exist in both nearline (online) and archived storage.
- **Approval**- Process of sending assets for approval to the internal or external users.
- **Bandwidth**- Peak capacity of the connection to transfer the files. Graphics consume higher bandwidth.
- **Custom metadata**- Metadata defined in the eMAM System. Custom metadata can be edited by the users.
- **Digital Asset Management**- The process of storing, cataloging, searching and delivering digital assets.
- **Embedded metadata**- Metadata that is maintained and stored within the asset. Embedded metadata may be data that describes the source, identification, rights information, technical details of the asset etc. This metadata travels with the content as a digital label, and remains with it over its lifetime. Embedded metadata cannot be edited by the users.
- **EDL**- An EDL, **Edit Decision List**, is a text file in one of many different formats (CMX, GVG, Sony) that specifies (among other things) the time code in and out points of a subclip in a video file. User can import EDLs into FCP, Final cut Pro, for editing.
- **FTP**- File transfer Protocol- A standard Internet protocol to exchange files between computers over the net.
- **High resolution folder** (Online storage or near line storage) - Network folder created to keep the original files in the same format in which users ingested them into the eMAM System.
- **Immediate Archive**- If 'Immediate Archive' option is enabled; the asset is moved to the archive storage immediately after it is ingested into the eMAM System.
- **Ingesting**- Term that covers the process of transcoding, transferring and adding descriptive information (metadata) to an asset till it appears in the eMAM System.
- **Keywords**- Words or phrases attributed to assets as metadata. Keywords are particularly relevant for images and photographs as these types of assets lack any integral descriptive information to help users identify whether they are suitable for their needs.
- **Low Resolution folder**- Low resolution folder in the eMAM system is to the keep low resolution files like flv, jpg etc. created by eMAM system to preview the asset in eMAM interfaces.
- **Metadata**: 'Data about Data'. It is descriptive information applied to the assets to support a task or activity. The most common example is to help users to locate assets in searches. Examples of metadata are description, title, tag, keywords etc.
- **NAS**: Network Attached Storage (NAS) Servers are dedicated to the storage of digital files. The purpose of having a computer whose sole purpose is file storage is to reduce the load on a web, application or

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database server. Unlike an external hard disk, a NAS is usually an actual computer with an operating system installed on it. Because NAS servers are specialized towards just providing storage alone, extra capacity can usually be added to them easily. NAS are commonly used for Digital Asset Management projects to provide sufficient storage capacity for repositories of larger files such as video, print/artwork files or original high resolution images. SANs (Storage Area Network) are sometimes used as an alternative to a NAS, although this is less common with dedicated Digital Asset management software.

- **Online storage**: Network location where high and low resolution folders exist.
- **Partial restore**: Retrieving a specific portion from a large archived video file without restoring the entire archived file.
- **Proxy files**: Files that are created from the original for reference purposes. They are used to represent assets - in general as a low resolution, truncated or otherwise constrained edition.
- **Purging**: The process of moving the asset from eMAM interface to recycle bin. Purged assets can be restored eMAM interface.
- **Purge threshold**: Number of days after which the recycled assets gets fully purged. A fully purged asset will not be present in any of the storage locations in eMAM.
- **Resolution**- Number of pixels per inch in a graphic file format.
- **RSS**- Real Simple Syndication- XML based Metadata standard that makes it easier for the websites to syndicate data from other web based resources.
- **SAN**: Storage Area Network (SAN) is used to aggregate the storage capability available on different devices (e.g. servers) so they appear as a single disk. The key benefits of this approach are efficiency and availability. By combining storage, SANs can prevent uneven distribution of capacity and also offer greater reliability by replicating data across the network.
- **Streaming**: Ability of media to be viewed at the same time as it is being downloaded. The key benefit of streamed assets is that the users do not need to wait until the entire file has been obtained before they can inspect it.
- **Tags**: Words or phrases that are used to describe assets. Tags can be used to search asset.
- **Thumbnail**- Miniature display of an asset.
- **Toolbar**- Standard program tool that offers buttons as shortcuts to commonly used commands.
- **Transcoding**: Process of converting one video or audio format into another. In general, it refers to the conversion of one codec to another (e.g. MPEG to FLV), although the description can also apply to conversions between container formats (e.g. QuickTime to AVI).
- **Uploading**: Process of transferring the digital assets from user's computer to the Digital Asset Management System (DAM).
- **UUID**: A UUID (Universal Unique IDentifier) is a 128-bit number used to uniquely identify assets in eMAM.
- **Versioning**: Versioning is creating new version of the asset that is improved, upgraded or customized.
- **Workflow**- The way files travel to, from and through the Digital Asset Management (DAM) system.
- **XML**- Metadata standard for describing assets such as documents and images.

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