oodrive media

# Administrator Guide

## Media Library Management & Administration

## Terms of use



## Distribution list

| Company | Role |
|---|---|
| Oodrive Group | Oodrive Group colleagues and customers |

# Contents

# 1. Getting started configuring your workspace

As an Oodrive account holder with administrative rights, you have been made administrator of one or more administration modules on your company's workspace.

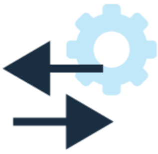
As a result, you are responsible for configuring a certain number of options relating to the behavior of applications offered to your organization's employees.

Several administration modules may be available to you in the Oodrive Suite portal, depending on how these responsibilities have been assigned within your company.

Some administration modules are shared between all Oodrive solutions and allow you to configure and monitor your workspace as a whole :

| Shared administration modules | |
|---|---|
| **Access Management** | • Configuration of workspace access and authentication<br>Access documentation |
| **User Management** | • Management of workspace users<br>Access documentation |
| **Custom Graphics Management** | • Configuration of the workspace name, logos and colors<br>Access documentation |
| **Activity tracking** | • Activity tracking for all workspace users<br>Access documentation |

Other administration modules are dedicated to a specific solution. These modules allow you to configure each application according to the needs of your organization :

| Solution-specific administration modules | |
|---|---|
| **Share Administration**  | • Module dedicated to Oodrive Work_share and Oodrive Work<br>• Configuration of options for sharing and collaboration applications<br>• Monitoring of user activities<br>Access documentation |
| **Work Administration**  | • Module dedicated to Oodrive Work<br>• Teamspace management<br>Access documentation |
| **Backup Management**  | • Module dedicated to Oodrive Save<br>• Configuration of savesets and backup policies for your user base<br>Access documentation |
| **Oodrive Media Administration**  | • Module dedicated to Oodrive Media<br>• Configuration of the Media Library application<br>Access documentation |
| **Oodrive Meet Administration**  | • Module dedicated to Oodrive Meet<br>• Configuration of meeting options<br>Access documentation |

An administrator guide is available for each of these modules in order to assist you in configuring your workspace, depending on your role.

**Please note:** Only Oodrive technical support can be responsible for assigning and modifying administration rights. As a result, the administration modules to which you have access depend on the configuration defined by Oodrive support and its main point of contact within your company.

## 1.1. Compatibility

Oodrive solutions run on different operating systems and browsers. You will find the list of compatible versions below:

### Operating systems

- **Windows**

  Operating systems covered by Microsoft standard support (Cf. Windows lifecycle: http://windows.microsoft. com/en-us/windows/lifecycle)

- **MacOs et iOS**

  Major versions n and n-1 (current and previous)

- **Android**

  Major versions n and n-1 (current and previous)

### Web browsers

- **Microsoft Edge, Google Chrome and Mozilla Firefox**

  Major versions n and n-1 (current and previous)

- **Safari**

  Latest major version available on a compatible Apple operating system

### Other software

- **JRE (for applets)**

  JRE (and JDK) supported by Oracle on their respective operating systems

- **Microsoft Outlook**

  Versions covered by Microsoft standard support

## 1.2. Log in to your workspace

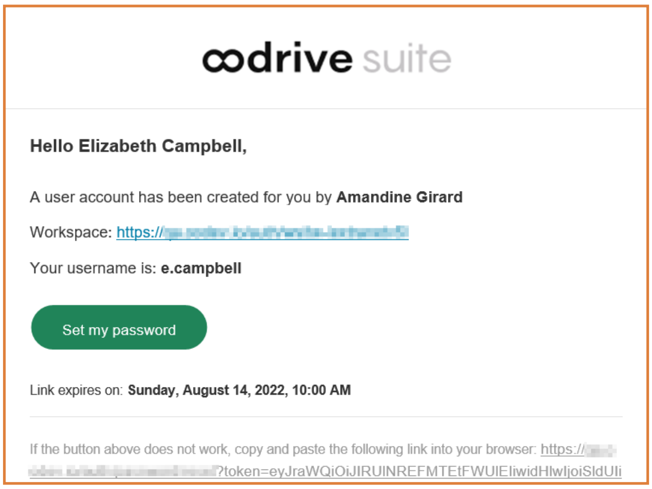
There are two ways to log in to your workspace:

- using your Oodrive login credentials
- using your company login credentials

The login options available on your workspace depend on your Access Management module settings.

### Log in with your Oodrive login credentials

1. Retrieve the username emailed to you when your account was created and click **Set my password**.




2. You will be redirected to a browser page asking you to set a password and confirm it before clicking **Validate**.

3. Click **Log in** to access the login page.

   **Please note:** If the Oodrive login field is not displayed, click **Log in using your login credentials** to access it.

4. Enter your username and click **Next**.

5. Enter the password you have just specified, then click **Log in**.

   **Careful:** After 5 failed login attempts, a security code will automatically be sent via email. This code will be required in addition to your password.

   If you have forgotten your password, click **Forgot your password?**

   If two-factor authentication has already been configured on your workspace, you will also be asked to enter the code received on your mobile device.

6. Next, you will access the Oodrive Suite portal, where you will find all the applications and configuration modules to which you have access.

To return to the portal at any time, click on 

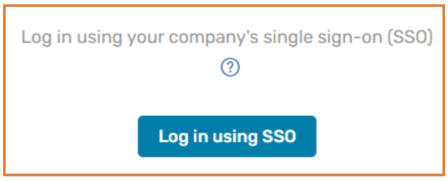
in the upper-right corner of the page, then select **Portal**.

**Please note:** As a security measure, you will be automatically logged out of your session after 30 minutes of inactivity. You can extend your session by clicking **Continue to browse** when the logout warning appears on the screen.

Log out at any time by clicking on your name in the upper-right corner of the page, then on **Logout**.

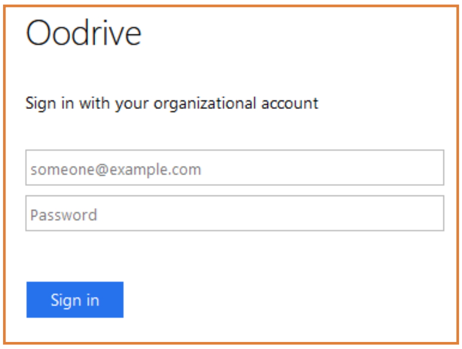
## Log in with your company login credentials

1. Click the **Log in using SSO** button.




   If the button is not available, click **Log in using your company's single sign-on (SSO)**

2. Enter your company login credentials and click **Log in**.




If you have forgotten the password associated with your company username, please contact your company's IT administrator.

If two-factor authentication has already been configured on your workspace, you will also be asked to enter the code received on your mobile device.

3. Next, you will access the Oodrive Suite portal where you will find all the applications and configuration modules to which you have access.

To return to the portal at any time, click on 

in the upper-right corner of the page, then select **Portal**.

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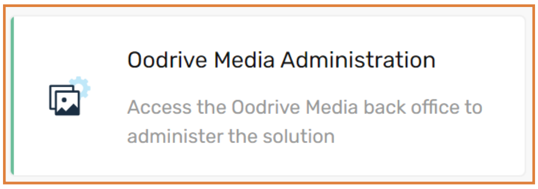
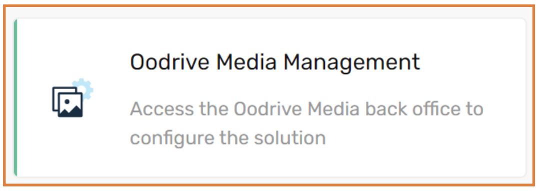
Log out at any time by clicking on your name in the upper-right corner of the page, then on **Logout**.

## 1.3. Overview of the Media Library Administration and Management modules

<table>
<tr><th>I am an Administrator</th><th>I am a Manager</th></tr>
<tr><td>
</td><td>
</td></tr>
</table>

| I am an Administrator | I am a Manager |
|---|---|
| You are the technical manager responsible for implementing the Media Library for your company.<br><br>You configure the Oodrive Media solution using the Oodrive platform administration modules, including the Media Library Administration module. | You are a business manager responsible for the day-to-day management of the Media Library.<br><br>As the person in charge of the administrative management of the Media Library, you aim to facilitate access to your company's digital assets for your colleagues. |

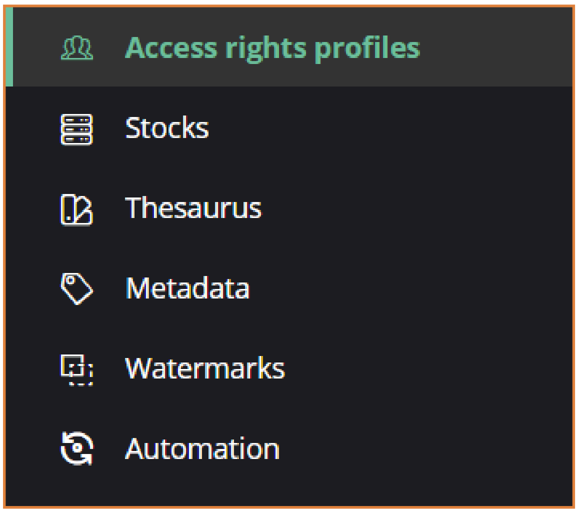
The Media Library Administration and Management modules allow you to implement the tools and processes necessary for managing your Media Library:

- **Life cycle of media files**
    - Creating and managing stocks of media files
    - Defining a default import stock
    - Creating automation rules
- **Metadata and searches**
    - Creating and adding to a thesaurus
    - Configuring and organizing metadata fields
- **User rights**
    - Defining user rights for stocks
    - Configuring and applying watermarks

## 1.4. Browse the Media Library Administration module

In the navigation panel on the left-hand side of the page, you can quickly access each section of the Media Library Administration module.

**Note:** If you are a Manager, your Administrator can choose whether or not to give you access to the Access rights profiles section.



## 2. Managing access rights profiles

The Access rights profiles section lets you create different groups of users, to which you can then assign custom sets of access rights. These access rights profiles help you to better control the range of actions available to your colleagues in the Media Library.

**Please note:** A Manager can only manage User access rights profiles.

|  |  |
|---|---|
| The **Manager** profile is assigned to colleagues who need to **manage the configuration of the Media Library**.<br><br>• This type of profile can only be assigned by Oodrive Support.<br>• A Manager has access to the Media Library Management module.<br>• All new Managers are automatically added to the default manager profile. | The **User** profile is assigned to colleagues who simply need to **use the Media Library application**.<br><br>• This type of profile is automatically assigned to any new user account created on the platform by Administrators and Managers.<br>• All new Users are automatically added to the default user profile. |

**Important:** In order for users to be visible in the Media Library Administration module, make sure that user accounts have already been created with the **Visible to other users** option enabled.

For more information about user provisioning, please refer to the **Users** or **Access Management** module documentation.

### 2.1. Step 1: Create an access rights profile

1. In the navigation panel on the left-hand side of the page, click the **Access rights profiles** section.

2. If you are an Administrator, click the tab for the access rights profile you want to create (**Managers** or **Users**).

3. Click **+ Create**.

   **Tip:** To create a new access rights profile based on an existing profile, select the profile you want to duplicate and click **Clone**.

4. Enter the name of the access rights profile and if you wish, add a description for the profile.

   **Note:** You can modify this information later by selecting the profile, then clicking **Edit** in the **General settings** section of the side panel on the right.

5. Click **Create**.

The new profile does not have any access rights to the Media Library. You must now configure this profile to define the functional scope you want to associate with it.

## 2.2. Step 2: Configure an access rights profile

### Configure a User-type rights profile

#### Media Library rights

1. Select the access rights profile you want to configure.

2. In the side panel on the right, go to the **Media library rights** section and click **Manage**.

3. Select the options you want to enable:
   - **Upload**: Allows the user to upload media files into the import stock.
   - **Request the HD**: Allows the user to request the original format for media files when they are not entitled to download them.
   - **Selection share**: Allows the user to share their private selections via a sharing link.

4. Click **Validate** to save the configuration.

#### Stocks rights

Each profile has a specific set of access rights for each stock in the Media Library.

1. Select the access rights profile you want to configure.

2. In the side panel on the right, go to the **Stock rights** section and click **Manage**.

3. Select the stock for which you want to configure access rights in the **Change the profile's rights for the stock** drop-down list.

4. Select the options you want to enable.

   **Please note:** If you enable the **High definition** option, users will also be able to share media files with download rights.

5. Click **Apply** to save the configuration.

6. Repeat the previous three steps as many times as necessary to configure rights for all the other stocks.

7. Once you have finished, click **Close**.

Now that you have finished configuring the access rights profile, you can associate users with it.

## Configure a Manager-type rights profile

### Access rights to the Media Library

1. Select the access rights profile you want to configure.

2. In the side panel on the right, go to the **Media library rights** section and click **Manage**.

3. Select the options you want to enable.

   **Please note:** If you enable the **Access rights profiles** option, the Access rights profiles section becomes available to Managers in the Media Library Management module.

4. Click **Validate** to save the configuration.

### Access rights for stocks

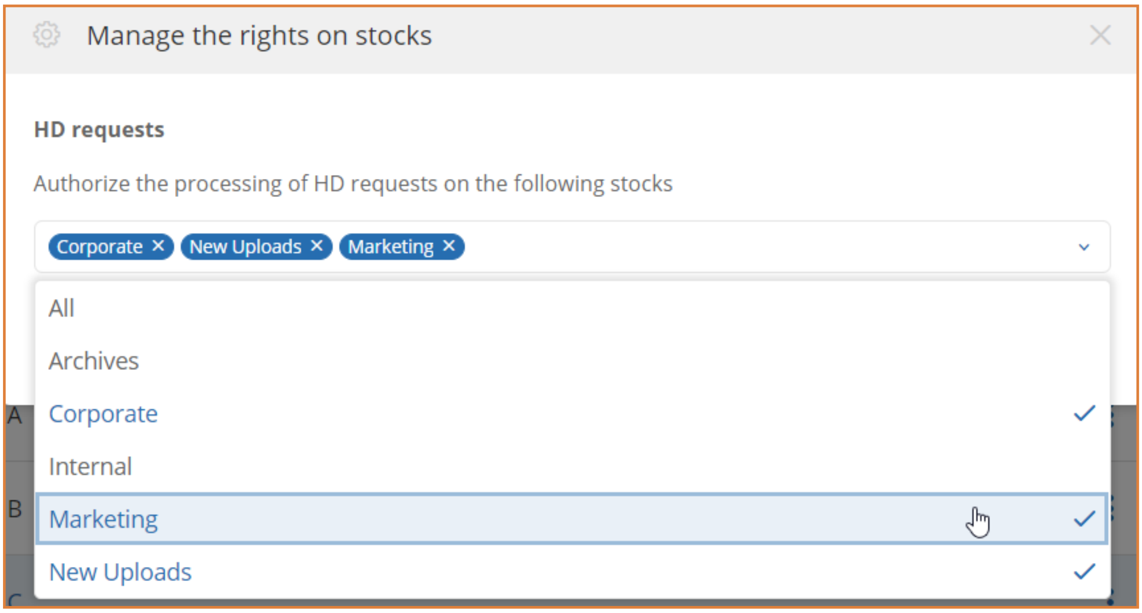
You can allow Managers to process HD requests issued by Users. This authorization must be granted individually for each stock.

1. Select the access rights profile you want to configure.

2. In the side panel on the right, go to the **Stock rights** section and click **Manage**.

3. Click on the drop-down list to show available stocks.

4. Select the stocks whose Managers you want to allow to process HD requests.




**Note:** Click **All** to select all stocks available in the Media Library.

5. When you have finished, click the small arrow ⌄ to the right of the list to collapse it.

6. Click **Apply** to save the configuration.

Now that you have finished configuring the access rights profile, you can associate users with it.

## 2.3. Step 3: Associate users with an access rights profile

You can associate users with an access rights profile automatically or manually.

To configure automatic add of users to an access rights profile, you must define a list of criteria for this profile, which users must meet in order to be added.

The available automatic add criteria are the following:

- Company
- Department
- Job title
- Email address domain name

Once the automatic add rule has been enabled, new users will automatically be associated with the access rights profile for which they meet the required criteria when their account is created.

If no match is found, users will be placed in the Managers or Users default profile, depending on their profile type.

## Configure automatic add

### Define and enable automatic add criteria

1. Select the access rights profile you want to associate users with.

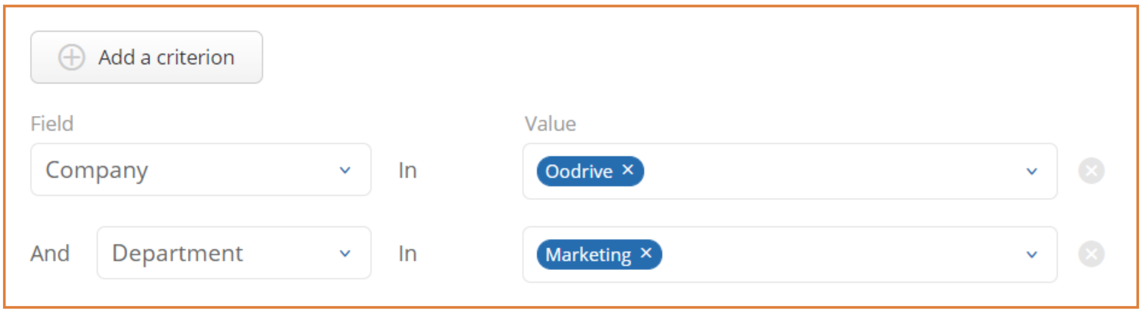
2. In the side panel on the right, go to the **Users** section.

3. Next to **Define the criteria for automatic addition to the rights profile**, click **Update**.

4. Click **Add a criterion**.

5. Select a field of the user file for your first search criterion and enter a value.

6. Add as many criteria as you need by clicking **Add a criterion**.




   **Important:** You can click **X** to remove a criterion.

7. Enable the **Automatically add users** setting to activate the automatic add rule.

8. Click **Validate** to save your criteria.

Each new Oodrive Media user created on your workspace will automatically be added to this access rights profile, if they meet the criteria you just defined. Those who do not meet these criteria will be placed in the default profile, or in another profile for which you have defined automatic add criteria.

Return to this section at any time modify or deactivate automatic add of users to the access rights profile.

### Force add users

You can move users from the default profile to a profile for which you have defined automatic add criteria.

1. Select the access rights profile you want to associate users with.

2. In the side panel on the right, go to the **Users** section.

3. Next to **Performing the automatic addition**, click **Force**.

Users in the default profile who meet the automatic add criteria are moved to the selected access rights profile.

## Add users manually

If you want to manually add users to an access rights profile, their accounts must have already been created In the Users module, with the **Visible to other users** option enabled.

1. Select the access rights profile you want to associate users with.

2. In the side panel on the right, go to the **Users** section.

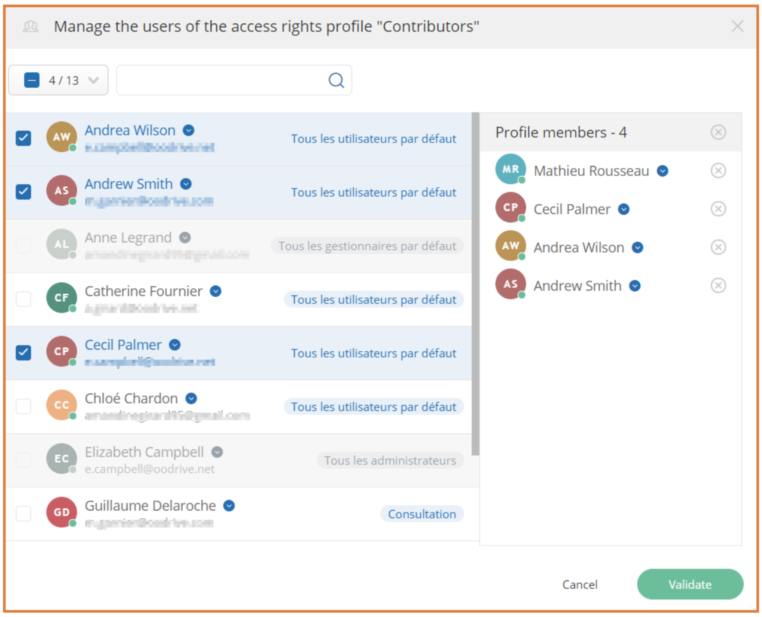
3. Next to **Add or remove users from this profile**, click **Update**.

4. This takes you to the list of Media Library users.

   You cannot select grayed-out users, because their profile type is not compatible with the selected access rights.

5. Click on the name of each user you want to associate with the access rights profile.

   **Tip:** To help you quickly find a colleague, enter their name in the search bar above the list of users.




   Users associated with the access rights profile appear on the right, in the **Profile members** list.

6. Once you have finished, click **Validate**.

## 2.4. Remove a user from an access rights profile

**Note:** You don’t need to remove a user from their current access rights profile before manually associating them with a new profile.

1. Select the access rights profile you want to associate users with.

2. In the side panel on the right, go to the **Users** section.

3. Next to **Add or remove users from this profile**, click **Update**.

4. In the **Profile members** list, click on the small cross to the right of a user’s name to remove them from the access rights profile.

5. Once you have finished, click **Validate**.

Depending on their profile type, the user is automatically re-associated with the default Manager or User access rights profile.

## 2.5. Download the users list

To view details about the users associated with an access rights profile, you can download their list in CSV format.

This list contains the following information about users in the access rights profile:

- First name and last name
- Email
- Username
- Company
- Job title
- Department

1. Click **Export**.

2. In your web browser, a **ProfileName.csv** file will download.

   Click on the downloaded file to open.

# 3. Managing stocks

A stock is a virtual storage space where you can group media files to which you want to apply the same settings.

These settings allow you to apply watermarks and to set permissions on the stock media for each access rights profile.

You can use stocks to group and manage media:

- By general theme or media type.
- According to user type (Internal Stock, Marketing Stock, etc.).
- According to their stage in the media life cycle (For indexing, Active, Archive, etc.).

**Please note:** A media file can only belong to one stock at a time.

## 3.1. Create and configure a stock

### Step 1: Create the stock

1. In the navigation panel on the left-hand side of the page, click the **Stocks** section.
2. Click **+ Create**.

   **Tip:** To create a new stock based on an existing one, select the stock you want to duplicate and click **Clone**.
3. Enter the name of the stock and add a description of the purpose or intended use of the stock if you wish.

   **Note:** You can modify this information later by selecting the stock, then clicking **Edit** in the **General settings** section of the side panel on the right.
4. Click **Create**.

### Step 2: Define access rights for each profile

Each profile has a specific set of access rights for each stock.

1. In the side panel on the right, go to the **Profiles' rights** section and click **Manage**.
2. Click on the drop-down list to show the list of access rights profiles.
3. Select a profile to configure its access rights for this stock.

4. Define the access rights:

   - **If you have selected a Manager profile**, enable or disable the option for processing HD requests.
   - **If you have selected a User profile**, select the options you want to enable.

   **Please note:** If you enable the **High definition** option, users will also be able to share media with download rights.

5. Repeat these steps as many times as necessary to define the access rights of each profile on this stock.

6. Click **Apply** to save the configuration.

## Apply a watermark

You can choose to apply a watermark to a stock's media files. When sharing, this watermark will be applied automatically for all users who do not have the right to view media without watermarks.

**Important:** Before you can apply a watermark to a stock, you must create the watermark in the Watermark section.

1. In the navigation panel on the left-hand side of the page, click the Stocks section.

2. Select the stock you want to apply a watermark to.

3. In the side panel on the right, go to the **Watermark** section and click **Manage**.

4. Click on the drop-down list to show the list of available watermarks.

5. Select the watermark you want to apply to the stock.

   A preview of a watermarked media is generated automatically so that you can view the final result.

   To view your watermark on other media files, generate a new preview by clicking **Change preview**.

6. Click **Validate** to apply the watermark.

## 3.2. Transfer media files from one stock to another

1. In the navigation panel on the left-hand side of the page, click the Stocks section.

2. Identify the stock from which you want to transfer media files and click on the three small dots to the right of its name.

3. Select **Transfer**.

4. Use the drop-down list to select the target stock for the media files.

5. Click **Transfer**.

All media files from the original stock are migrated to the target stock.

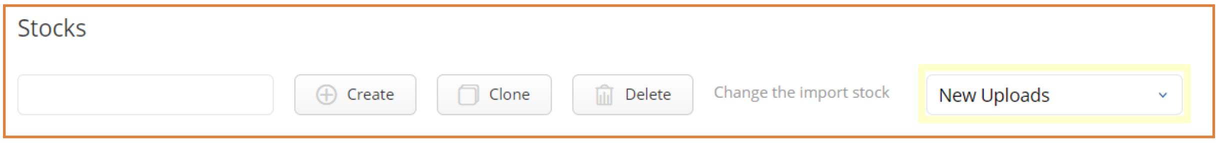
## 3.3. Define the import stock

The import stock is the default stock where media files uploaded by contributors are placed.

1. In the navigation panel on the left-hand side of the page, click the **Stocks** section.

2. Click on the **Change the import stock** drop-down list and select the stock of your choice.

The change is saved automatically.



# 4. Managing thesauri

This section will help you create, configure, and build a thesaurus.

A thesaurus is a list of standardized terms that you can arrange into semantic order. There are several advantages to configuring thesauri in the Media Library:

- **Facilitate searches** by recommending suggestions to users when they enter text in the search bar.
- **Facilitate indexing** with suggestions generated by the thesaurus during indexing.
- **Create standardized and controlled vocabulary** through the mandatory use of terms from a thesaurus for indexing.

You can make the indexing process more consistent by controlling vocabulary in your Media Library. When combined with the autofill feature in searches, this method significantly increases the likelihood of a match between the terms chosen by the indexer and the terms chosen by users performing searches.

If you want to configure indexing assistance using thesaurus data, you need to make a link between metadata fields and the thesaurus in the Metadata section.

## 4.1. Create a thesaurus

### Step 1: Add a thesaurus

There is no limit to the number of thesauri in your Media Library. This means that you can add as many thesauri as you need.

#### Create a thesaurus

1. In the navigation panel on the left-hand side of the page, click the **Thesaurus** section.

2. Click **+ Create thesaurus**.

   **Tip:** To create a new thesaurus based on an existing one, select the thesaurus you want to duplicate and click **Clone**.

3. Enter the name of the thesaurus and if you wish, add a description.

   **Note:** You can modify this information later by selecting the thesaurus, then clicking **Edit** in the **General settings** section of the side panel on the right.

4. Click **Create**.

### Import a thesaurus

To facilitate data communication between the Media Library and your other tools, you can import an existing thesaurus in XML format, in accordance with the SKOS standard.

If you want to view the XML template used on the Media Library, go to the **Thesaurus** section and click **Import**. You can save the sample template by clicking the **Download a template** link at the bottom of the window.

1. In the navigation panel on the left-hand side of the page, click the Thesaurus section.

2. Click **Import**.

3. Enter the name of the thesaurus and if you wish, add a description.

   **Note:** You can modify this information later by selecting the thesaurus, then clicking **Edit** in the **General settings** section of the side panel on the right.

4. Click **Choose the file** and select a thesaurus in XML format using your file manager.

   **Important:** To ensure that the import is successful, you need to select an XML file that is compliant with the SKOS standard.

5. Click **Create**.

## Step 2: Enable a thesaurus for the Media Library

1. Select the thesaurus you want to enable.

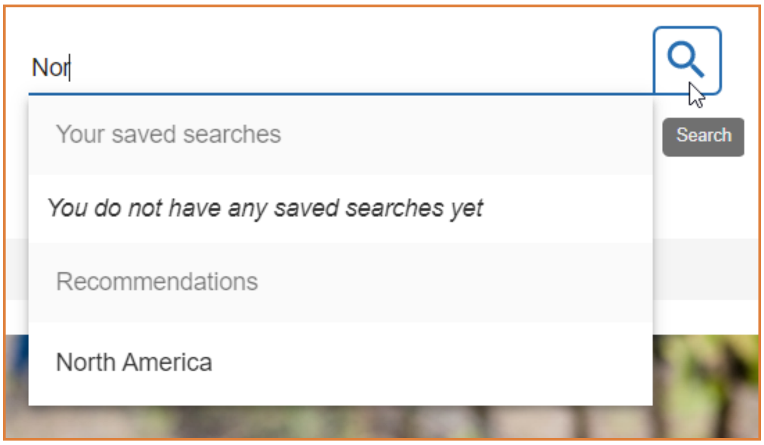
2. In the side panel on the right, go to the **General settings** section and click **Edit**.

3. Manage thesaurus activation options for the Media Library:
   - **Enable this thesaurus**: The thesaurus is enabled for the Media Library.

     **Important:** If this option is not enabled, autofill options for search and indexing will not be available in the Media Library, even if you have configured them.
   - **Use for auto-complete search**: Terms from the thesaurus are recommended to users when they perform searches in the Media Library.

4. Click **Validate**.

In the example below, autofill for searches has been enabled for the Media Library:




## 4.2. Add to a thesaurus

### Access a thesaurus

1. In the navigation panel on the left-hand side of the page, click the **Thesaurus** section.

2. To access a thesaurus, click the icon to the left of its name.

   This takes you to the list of terms that form the thesaurus.

3. Click again on to go back to the list of thesauri.

### Add a concept

When you add a concept to the thesaurus, you define a preferred term which will be used to represent that concept in the Media Library.

1. Go to the thesaurus you want to add to by clicking the icon to the left of its name.

2. Hover over the name of the thesaurus and click **+ Add concept**.

3. Select a language from the drop-down list and enter the term you want to add, then click **Add term**.

   Repeat these steps to add the same term in another language.

4. Once you have finished, click **Create**.

The new concept is added at the root level of the thesaurus.

**Tip:** You can add specific contexts in the same way. To do this, hover over a term in the thesaurus and click **+ Add narrower concept**.

## Add equivalent terms

Some thesaurus entries may have equivalent terms which could potentially be entered by Media Library users when indexing or searching. You can add these equivalent terms as alternatives to the preferred term.

You can add two types of equivalent terms:

- **Alternative terms**: Official variants used to represent the same concept (regional variants, acronyms, abbreviations)
- **Hidden terms**: Incorrect variants that you do not want to publicize, but may make searching easier (prohibited or incorrectly-spelled terms)

During searches, equivalent terms automatically direct the user to results matching the preferred term.

In the same way, if the autofill function is enabled for indexing, the Media Library will suggest the preferred term to users entering an equivalent term.

1. Go to your chosen thesaurus by clicking the icon to the left of its name.
2. Click the term for which you want to add an equivalent term.
3. In the side panel on the right, go to the **Terms** section and click **Manage**.
4. Go to either the **Alternative terms** or **Hidden terms** section, depending on the type of equivalent term you want to add.
5. Select a language from the drop-down list and enter the term you want to add, then click **Add term**.
6. Repeat these steps to add as many equivalent terms as necessary.
7. Once you have finished, click **Validate**.

## Manage relations between terms

You can create semantic links between terms in the thesaurus. For example, for each thesaurus entry, you can enter:

- **broader concepts** (parent terms)
- **narrower concepts** (child terms)
- **related concepts** (similar but not equivalent, opposite, or complementary)

Semantic link management is intended as a reference for administrators. It does not currently have a direct effect on the Media Library.

**Requirements:** Terms must have been added to the thesaurus in advance.

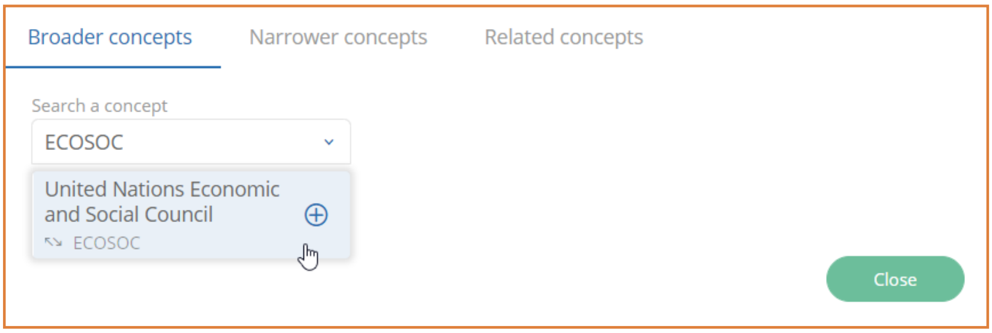
1. Go to your chosen thesaurus by clicking the icon to the left of its name.

2. Click on the terms whose relations you want to manage.

3. In the side panel on the right, go to the **Relations** section and click **Manage**.

4. Depending on the type of semantic link you want to add, click on one of the following tabs: **Broader concepts**, **Narrower concepts** or **Related concepts**.

5. In the search bar, start entering the thesaurus term you want to link and click on it when it appears among the recommendations.




   The semantic link is then created.

   **Important:** You can delete a semantic link by clicking the icon to the left of the linked term.

6. Repeat the process as many times as necessary to add other semantic links.

7. Once you have finished, click **Close**.

## 4.3. Export a thesaurus

To facilitate data communication between the Media Library and your other tools, you can export your thesauri in XML format.

1. In the navigation panel on the left-hand side of the page, click the **Thesaurus** section.

2. Select the thesaurus you want to export.

3. Click **Export** and save the XML file using your browser.

You will find the **ThesaurusName.xml** file in your **Downloads** folder.

You can now archive it, work on it locally on your computer, or import it into another tool.

# 5. Managing metadata

The Media Library is supplied with default metadata fields: Title, description, copyright, usage rights, reference and keywords.

As a Media Library Administrator or Manager, you can edit these default fields or add new customized metadata fields.

This enables you to organize your metadata fields according to the specific classification requirements of your organization. Managing your metadata will make it easier for users to perform indexing and search operations on your Media Library.

## 5.1. How Media Library searches work

### Full-text search

To help users find media more easily, a search bar allows them to perform a full-text search on the Media Library.

This case-sensitive search is performed on the metadata of each media file available to the user currently logged in to the Media Library.

It is possible to perform complex searches using the following search operators:

| Operator | Result | Example |
|---|---|---|
| **OR, \|\|** | Searches for one word or another word | *combination OR combining*<br><br>Displays all media files that have metadata containing the words "combination" or "combining". |
| **AND, &&** | Searches for one word and another word | *combination && combining*<br><br>Displays only media files with metadata containing both the words "combination" and "combining". |
| * | Replaces any sequence of characters | *combin**<br><br>Displays all media files with metadata containing a word starting with "combin". For example: combination, combining, combinable, etc. |

| Operator | Result | Example |
| --- | --- | --- |
| " " | Searches for a group of words | *"combination of numbers"*<br><br>Displays only media files with metadata containing the complete expression contained within the quotes. |
| ( ) | Isolates expressions | *(combination AND numbers) OR combining*<br><br>Displays all media files with metadata containing the word "combining" or a combination of the words "combination" and "numbers". |
| ~ | Performs an approximate search when used at the end of a word | *combnaton~*<br><br>Displays all media files with metadata containing a word similar to the word entered, including misspellings. |
| **NOT, !, -** | Excludes a word from the search | *combin* -combining*<br><br>Displays media files with metadata containing a word that starts with "combin", while excluding media files with metadata containing the word "combining". |

## Faceted filter search

Users can perform a keyword search on the Media Library or Import sessions. The search can then be narrowed down using the available filters generated from the media metadata.

Faceted filters enable you to refine a keyword search based on the following criteria:

- media type (picture, video, audio, document…)
- visibility (private or public)
- state (among those available to the logged in user)
- metadata fields (among those available to the logged in user)

### Search from the Media Library Home page

Users can narrow down their keyword searches using faceted filters.

1. Access the Media Library application.

2. Click the **All media** icon to display all media files available in the Media Library.

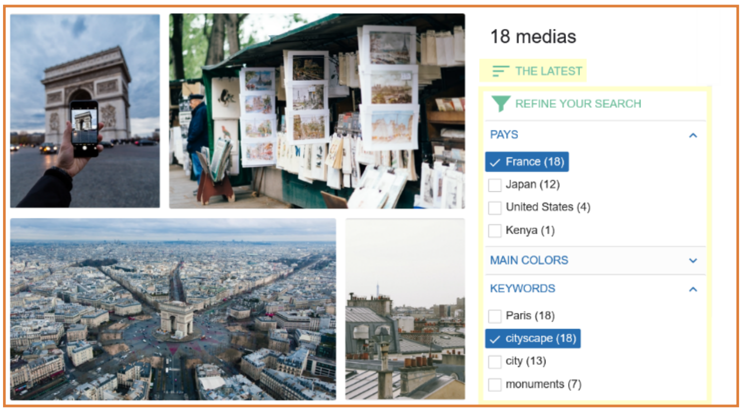
3. Click the search bar to enter your keyword and then click the **Search** icon to display the first results of your search.

4. To change the display order, click the sorting icon in the side panel on the right and select the media files you want to display first: **By relevance**, **The latest** or **The oldest**.

5. To refine the results, select one or more tags in the available categories under **Refine your search**.

    - If you select several tags **in the same category**, media files matching at least one of these tags will appear.
    - If you select tags **in different categories**, the results of these different categories will overlap.

      For example, if you select three tags in two different categories, the Media Library will display media files matching the following rule: (Tag A OR Tag B) AND (Tag C).




6. The media library displays your search results by filtering only media files that meet all your defined criteria.

To reset the results and display all media without filters, click the **All media** icon .

**Tip:** You can also use the filter panel directly without doing a keyword search to find your media.

## Search from the import sessions

Contributors can also perform keyword searches from the import sessions and narrow them down using faceted filters.

1. Access the Media Library application.

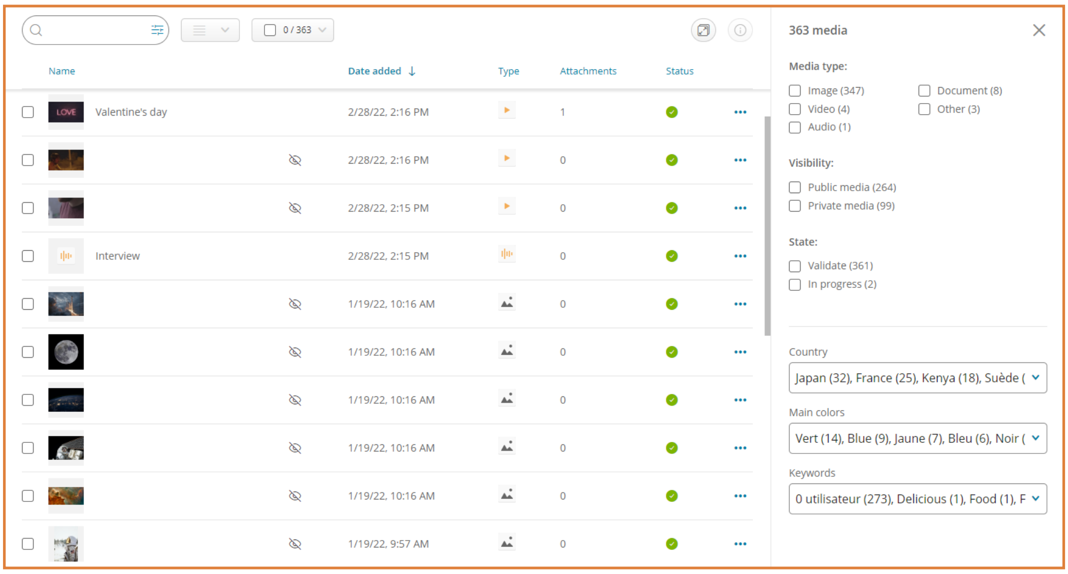
2. Click the **Upload** icon in the upper-right corner of the application to access the **Import sessions**.

3. Access the media files you want to manage by doing either of the following:
   - To access the media files you imported on the Media Library, go to the **My media** menu.
   - To access all the media files available on the Media Library, go to the **All media** menu.

4. Click the search bar to enter your keyword and then press the **Enter** button to display the first search results.

   **Note:** If you do not want to perform a keyword search, you can also access the filter panel directly and filter all media.

5. Click the icon to open the filter panel in the upper-right corner of the application




6. To refine the results, select one or more tags in the available categories.

- If you select several tags **in the same category**, media files matching at least one of these tags will appear.
- If you select tags **in different categories**, the results of these different categories will overlap.

  For example, if you select three tags in two different categories, the Media Library will display media files matching the following rule: (Tag A OR Tag B) AND (Tag C).

7. The media library displays your search results by filtering only media files that meet all your defined criteria.

To reset the results and display all media without filters, click **Reinitialize** Reinitialize .

## Multicriteria search

Users also have access to an advanced search menu which allows them to perform multicriteria searches on the Media Library or Import sessions

This search type enables users to build and combine multiple search criteria based on the following parameters:

- media type (picture, video, audio, document…)
- visibility (private or public)
- stock (among those available to the logged in user)
- metadata fields (among those available to the logged in user)

**Note:** If your search contains metadata fields in text format, you can select the language as an additional search parameter for each field with that format.

### Multicriteria search from the Media Library

1. Access the Media Library application.
2. Click the **All media** icon to display all media files available in the Media Library.
3. To open the advanced search menu, click the **Search** icon in the upper-right corner of the application, then click the **Multicriteria search** icon .

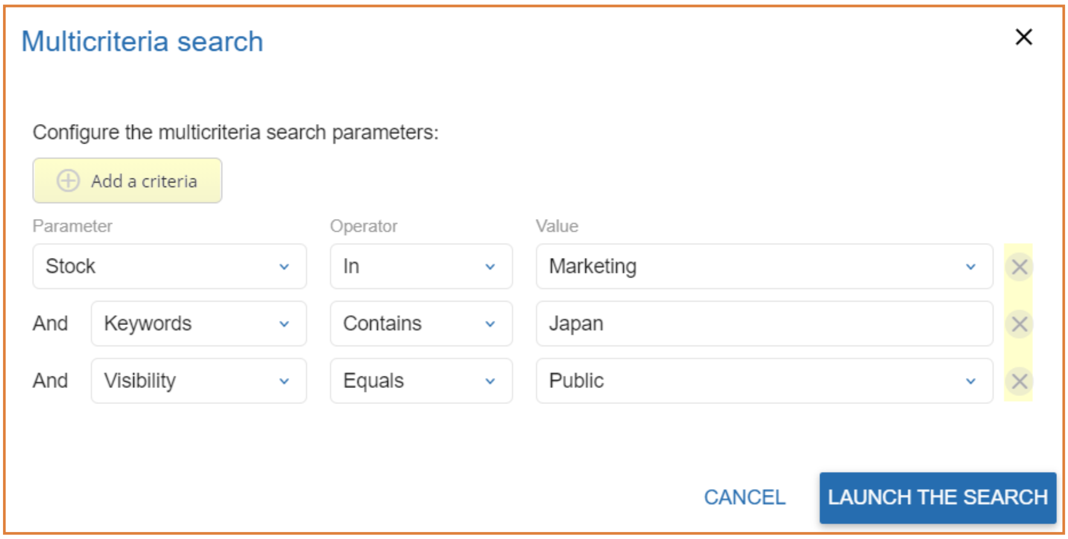
   You are now able to define your search criteria.

4. Select the parameter for your first search criterion, then build it using the **Operator** and **Value** fields.

   If you selected a text metadata field type parameter (Title, Description, ...), you can choose the metadata language for each field with this format.

5. Add as many criteria as you want by clicking the **Add a criteria** button.

   **Important:** You can click **X** to remove a criterion.




   The search will only display media files corresponding to all the specified criteria.

6. When you have finished defining your search criteria, click **Launch the search**.

The Media Library displays the results of your multicriteria search.

Modify your search at any time by clicking **Edit the search**.

To reset the results and display all media without filters, click the **All media** icon .

## Multicriteria search from the import sessions

1. Access the Media Library application.

2. Click the **Upload** icon in the upper-right corner of the application to access the **Import sessions**.

3. Access the media files you want to manage by doing either of the following:
   - To access the media files you imported on the Media Library, go to the **My media** menu.
   - To access all the media files available on the Media Library, go to the **All media** menu.

4. To open the advanced search menu, click the **Multicriteria Search** icon located in the search bar.

   You are now able to define your search criteria.

5. Select the parameter for your first search criterion, then build it using the **Operator** and **Value** fields.

   If you selected a text metadata field type parameter (Title, Description, ...), you can choose the metadata language for each field with this format.

6. Add as many criteria as you want by clicking **Add a criteria**.

   **Important:** You can click **X** to remove a criterion.

   The search will only display media files corresponding to all the specified criteria.

7. When you have finished defining your search criteria, click **Launch the search**.

The Media Library displays the results of your multicriteria search.

To reset the results and display all media without filters, click **Reinitialize** Reinitialize .

## 5.2. Create a metadata field

The Information you enter when creating a new field cannot be modified later, apart from the field's description.

1. In the navigation panel on the left-hand side of the page, click the **Metadata** section.

2. Click **Create**.

   **Tip:** To create a new field based on an existing one, select the field you want to duplicate and click Clone.

3. Enter the name of the new field, and add a description if you wish.

oodrive.com
Oodrive – 26 rue du Faubourg Poissonnière – 75010 Paris, France
T : +33 (0) 1 46 22 07 00 – F : +33 (0) 1 46 22 32 00

4. Using the **Field type** drop-down list, select the type of metadata the field is expected to contain:
   - **String**: The user enters free text into the field.
   - **Date**: The user selects the date of their choice using a calendar.
   - **Number**: The user enters a numeric value.
   - **Boolean**: The status of the field is indicated by a toggle switch which the user can enable or disable.

5. If you want the field to be able to accept multiple values, select Multivalued field.

   **Note:** This option is only available for fields of type **String**.

6. Click **Create**.

Once the field is created, you will need to configure it.

## 5.3. Configure a metadata field

### Configure the field

#### Define general settings

1. Select the field you want to configure.

2. In the side panel on the right, go to the **General settings** section and click **Edit**.

3. If necessary, add a description or edit the existing description.

4. Select the options you want to enable:

| Option | Associated access rights |
|---|---|
| **Enable field on Media Library** | The field is enabled in the Media Library.<br><br>**Important:** Activating this option on its own is not enough to make the field available in the Media Library; you also need to define the stocks and access rights profiles for which the field should be visible.<br><br>If this option is disabled, the field will no longer be displayed in the Media Library. |
| **Enabled for fulltext search** | The values entered for this field will be indexed for full-text searches.<br><br>**Note:** This option is only available for fields of type “String”. |
| **Make the field read-only** | You cannot complete or edit the field from the Media Library.<br><br>However, you can fill it in automatically by extracting metadata when importing media files. |
| **Make the field required** | The field becomes required in the Media Library.<br><br>Users who index the media files must fill in the required fields before they can save the metadata. |

5. Click **Validate** to save the configuration.

## Link the field to a metadata standard

The Media Library lets you set up automatic media file indexing via metadata extraction.

To enable the system to populate a field automatically, you need to choose from the various standards to determine which metadata you need to extract from the original files when importing media files.

1. Select the field you want to configure.

2. In the side panel on the right, go to the **Associations** section and click **Manage**.

3. Using the **Metadata standards** drop-down list, select the metadata you want to associate with the field for the file types of your choice.

4. Once you have finished, click **Validate**.

### Configure indexing assistance

You can enable two indexing assistance options in the Media Library.

- **Field autofill**

  When a user is filling out a metadata field, the Media Library suggests values that have already been entered by other users, or values from a thesaurus.

- **Keyword discovery**

  When prompted by a user, the system analyzes a media file and suggests a list of keywords relating to the media visual.

**Requirements:** If you want to configure autofill for a field using thesaurus values, you will first need to create that thesaurus in the **Thesaurus** section.

1. Select the field you want to configure indexing assistance for.

2. In the side panel on the right, go to the **Indexing assistance** section and click **Edit**.

3. If you want to enable autofill, select the **Auto-completion** option, then select an autofill method from the drop-down list:

   - **Suggest values already entered**: When the user starts to fill in this field, the system suggests values for that field already entered either by that user or by other users of the Media Library.

   - **Suggest thesauri terms**: When the user starts to fill in this field, the system suggests values taken from a thesaurus.

4. If you have selected the **Suggest thesauri terms** option, select the thesaurus or thesauri of your choice from the drop-down list.

   To force the use of values from the thesauri, select the **Authorize only values from selected thesauri** option.

5. If you want to enable keyword discovery, select **Enable tag discovery**.

6. Click **Validate**.

## Enable the field in the Media Library

Once the field has been configured, you will need to manage its behavior in the Media Library.

### Make the field visible in the Media Library

You will need to define the stocks and access rights profiles for which the field will be visible.

1. Select the field you want to enable.

2. In the side panel on the right, go to the **Activation** section and click **Manage**.

3. Click the **Activate the metadata field for the following stocks** drop-down list and select the stock(s) for which you want to make the field available.

   **Note:** You can enter the name of a stock in the search bar to make it easier to find.

4. When you have finished making your selection, click the list again to collapse it.

5. In the **Activate the metadata field for the following access rights profiles** drop-down list, select the profiles for which the field will be visible.

   If you want to make the field visible to all Media Library users and share recipients, select the **Make the field public** option.

6. Click **Validate**.

**Important:** The field will only be available for the selected stocks and profiles if the Enable field on media library option has been enabled in the General settings of the field.

### Manage how the field is displayed in the Media Library

1. Select the field that you want to modify.

2. In the side panel on the right, go to the **Display on media library** section and click **Manage**.

3. To define the field's display name on the Media Library, select a language from the drop-down menu and fill in the matching label, then click **Add Label**.

   Repeat these steps to define one label per language. If there is no label associated with a language, the display name will be the one you entered when the field was created.

4. Click **-** or **+** to adjust the **Display order** of the field in the Media Library.

5. Click **Validate**.

### Require that contributors fill in this field

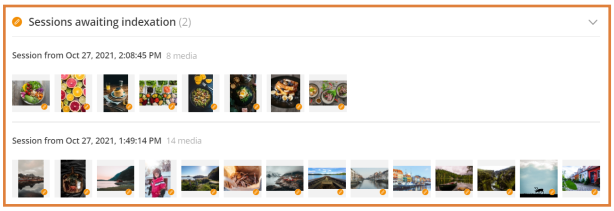
To help you save time on the indexing process, you can enable a feature that will encourage contributors to fill in certain metadata fields when importing media files.

Once enabled, contributors will be prompted to add metadata to the media files in their import sessions.

1. Select the field for which you want to manage.
2. In the side panel on the right, go to the **Display on media library** section and click **Manage**.
3. Enable the setting **Request that users fill in this field when indexing import sessions**.
4. Click **Validate**.

Repeat these steps to configure each field contributors are required to fill.

New import sessions will be placed in the **Sessions awaiting Indexation** section until the contributor has finished adding the required metadata to all media files in the session.




## 5.4. Import metadata

You can import metadata in bulk to simplify the media indexing process. You can also import metadata in bulk in other languages.

The metadata import file also lets you make the following changes:

- Change the stock where media files are placed
- Add media files to a selection
- Change the visibility status of media files

### Step 1: Download a metadata import template

#### From the Media Library Administration module

The import template you download from the Media Library Administration module is generated automatically from fields configured in the **Metadata** section.

This template contains an exhaustive list of all metadata fields available in the Media Library.

Select this template if you want to:

- Manage metadata for media files belonging to a number of different selections
- Modify the stock for the media files and enter the relevant metadata with a single import file

1. In the navigation panel on the left-hand side of the page, click the **Metadata** section.
2. Click **Import metadata**.
3. Click **Download a template** and save the CSV file to your computer.

### From a selection

You can import metadata by editing the export file for a selection and reimporting it.

**Please note:** This template is not exhaustive; It only contains metadata fields that are available for media files in the selection. The availability of these fields depends on the stock with which each media is associated..

Select this template if you want to manage metadata imports on a selection-by-selection basis.

1. Access the Media Library application.
2. Click the **Selections** icon to access all selections available in the Media Library.

   **Tip:** You can also access selections from **Import Sessions** by clicking on the **Upload** icon in the upper-right corner of the application then on **Selections**.
3. Double-click on the selection of your choice to open it.
4. Above the name of the selection, click the **Download** icon and select **Export the selection to CSV**.
5. Save the **SelectionName.csv** file to your computer.

## Step 2: Prepare the metadata import file

1. Open the CSV sample template.

   Each row represents a media file and each column a metadata field.
2. Identify a media file by filling in one of the following columns:
   - **oomedia-id**: Unique identifier for the media file in the Media Library

     This field is prefilled if you have downloaded the import template from a selection.
   - **oomedia-filename**: Name of the media file, followed by its extension

     You can find this information in the **Technical information** section when you select a media file in the Media Library.

3. If you want to change a media file's stock, enter the name of the stock you want to move the media file to in the **oomedia-stock** column.

   **Note:** If the name you enter is not recognized, the media file will remain in its original stock.

4. If you want to add the media file to a selection, enter the name of the selection in the oomedia-selection column.

   **Note:** If the selection does not exist, it will be automatically created with the description entered in the **oomedia-description-selection** field.

5. If you want to modify the visibility status of a media file, edit the current value in the **oomedia-private** column. Enter **YES** to make it private and **NO** to make it public.

6. Using the sample values, fill in the cells corresponding to the metadata fields configured in your Media Library.
   - If you fill in a cell, values previously entered for this field will be deleted and replaced by the new value(s) you just entered.
   - If you leave a cell empty, pre-entered values are retained, unless you choose to enable the **Empty fields when cells are empty** option when importing the file.
   - To fill in a multivalued field, put a line break between each value.

   **Important:** The available metadata fields for a media file depend on the stock that the file belongs to. If you enter a metadata item for an unavailable field, it will not be processed during the import.

7. Repeat these steps to define metadata for other media.

8. Make sure to save your import file in CSV format.

### Step 3: Import metadata

1. In the navigation panel on the left-hand side of the page, click the **Metadata** section.

2. Click **Import metadata**, then **Choose the file**.

3. Select your import file in CSV format using your file manager.

4. Select the language of the metadata to import from the drop-down list.

5. Select the import options you want to enable:

| Option | Effect on the Media Library |
|---|---|
| **Empty fields when cells are empty** | If a cell in the CSV file is not filled in, the Media Library will empty the field in question.<br><br>If values have already been entered for this field, they will be deleted.<br><br>**Note:** This option will only affect customizable fields. The stocks and media selections are not affected. |
| **Automatically create a selection with the changed media** | The Media Library adds all the changed media to a private selection named “**CSV import “NameOfFile.csv” - date - time**”. |

6. Click **Import**.

The media files’ metadata are updated in the Media Library.

If you have selected the **Automatically create a selection with the changed media** option, you can export the metadata file for this selection to check that your changes have been incorporated.

## 5.5. Restore a deleted field

You have the option of restoring a metadata field that has been deleted from your Media Library. If Media Library users had entered metadata for this field before it was deleted, this metadata will also be restored.

1. In the navigation panel on the left-hand side of the page, click the **Metadata** section.

2. Click **Create**.

3. Select the **Existing** option.

4. Using the **Metadata field name** drop-down list, select the field you want to restore.

   When restoring, you are not able to edit field creation information.

5. Click **Create**.

## 6. Creating watermarks

The **Watermarks** section lets you create text or image watermarks to protect your media files.

When applied to a stock, the watermark is displayed automatically when viewing this stock's media files online, unless the user is authorized to view without watermarks.

1. In the navigation panel on the left-hand side of the page, click the **Watermarks** section.

2. Click **+ Create**.

3. Enter the name of the watermark, then click **Create**.

   The type of watermark is text by default.

4. **To configure a text watermark:**
   - In the side panel on the right, go to the **Text watermark** settings section and click **Edit**.
   - In the **Configure the watermark text** section, enter the text you want to display and define its appearance using the available formatting options.

   **To configure an image watermark:**
   - In the side panel on the right, go to the **Image watermark** section and click **Transform**.
   - In the **Choose the watermark image** section, click **Change the watermark image** and select an image using your file manager.

5. In the **Anchor point of the watermark** section, select the location of the watermark on the media files.

   A preview of a watermarked media is generated automatically so that you can view the final result. You can generate a new preview by clicking **Change preview**.

6. Click **Validate**.

The watermark has been created. You can now apply it to the stock(s) of your choice from the **Stocks** section of the module.

# 7. Creating automation rules

Automation rules help you to manage your media by automating a number of actions.

For example, automation rules can be configured to:

- Manage the life cycle of your media files.
- Generate email notifications.

Automation rules execute consecutively on the Media Library. As a result, you should design and order them carefully to ensure that automatic media processing operations work exactly as you expect.

## 7.1. Step 1: Create an automation rule

1. In the navigation panel on the left-hand side of the page, click the **Automation** section.

2. Click **Create**.

   **Tip:** To create a new rule based on an existing one, select the rule you want to duplicate and click **Clone**.

3. Enter the name of the rule, and if you wish, add a description to specify its purpose.

   **Note:** You can modify this information later by selecting the rule, then clicking **Edit** in the **General settings** section of the side panel on the right.

4. Click **Create**.

You will now need to configure your rule.

## 7.2. Step 2: Configure an automation rule

1. Select the rule you have just created.

2. In the side panel on the right, go to the **Conditions and actions** section and click **Edit**.

3. In the **Conditions section**, click **Add a condition** to start to define a new condition.

4. Select the parameter to which the condition relates, then construct it by filling in the **Operator** and **Value** fields.

   If you selected a text metadata field type parameter (Title, Description, ...), you can choose the metadata language for each field with this format.

5. Repeat these steps as many times as necessary to add more conditions.

   **Important:** You can click **X** to remove a condition.

   Your rule will only apply if all the defined conditions are met.

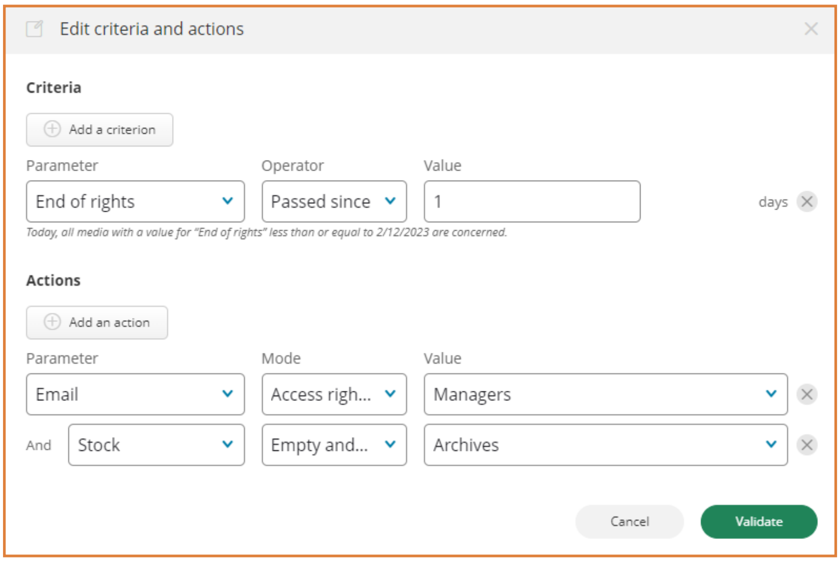
6. In the **Actions** section, click **Add Action** to start to define the behavior of the rule.

7. Select the parameter that will be affected by the rule, then define the action you want to perform by filling in the **Mode** and **Value** fields.

   If you selected a text metadata field type parameter (Title, Description, ...), you can choose the metadata language for each field with this format.

   **Note:** To generate an email notification, select the **Email** setting, then select the recipient(s).

8. Repeat the process as many times as necessary to add other actions.




   **Important:** You can click **X** to remove an action.

9. When you have finished configuring your rule, click **Validate** to save it.

You can update a rule at any time by selecting it and clicking **Edit** in the **Conditions and actions** section on the side panel on the right.

## 7.3. Step 3: Configure the execution of a rule

When you have finished creating your rules, you need to define their order of execution and enable them in the Media Library.

1. Select the rule you want to enable.

2. In the side panel on the right, go to the **General settings** section and **click** Edit.

3. Set the execution order for your rule.

4. Select the **Activate this rule** option to enable its execution in the Media Library.

5. Click **Validate** to save the configuration.

   Your rule is now enabled in the Media Library.

6. Repeat this procedure as many times as necessary to enable each rule and rearrange them in order of execution.

If you want to execute a rule that has been newly created or updated, go to the **Force the execution of the rule** section and click **Execute**, then **Apply**.

This operation executes the new rule for all media currently in the Media Library.

# 8. View Media Library statistics

The Tops section allows you to view media- use statistics, including keyword searches performed by your colleagues on the Media Library.

You can view the three following rankings:

- **TOP 10 of the most viewed media**

  This includes media viewed in full-screen mode, as well as media shared via link or email, if the share has been opened.

- **TOP 10 of the most downloaded media**

  This includes media downloaded as original or low definition. The statistics ranking does not include instances where only attachments are downloaded.

- **TOP 10 of the most searched terms**

  This includes keywords used by users performing plain- text searches. These statistics are not case sensitive.

## 8.1. Filter statistics

For more precise data on your colleagues' activity on the Media Library, you can filter the statistics according to the criteria of your choice.

1. In the navigation panel on the left-hand side of the page, click the **Tops** section.

   You are viewing the non-filtered statistics of the whole Media Library.

2. Use the filters at the top of the page to refine your search by:

   - **Individual users:** Select one or several users whose activity you wish to view.

     To view the activity of colleagues who were not logged in to the Media Library, select the **Anonymous** user. You will then see the statistics of colleagues who accessed the Media Library via a sharing link or e-mail.

   - **Period of time:** Select a predefined period of time or click **Customized** to enter a start and end date.
   - **Access rights profile:** Select one or several access rights profiles among those available on the Media Library.
   - **Stock:** Select one or several stocks among those available on the Media Library.

# 9. Managing media from the Media Library

In addition to giving you access to the Media Library Administration module, your status as Administrator or Manager grants you additional management rights on the media uploaded into your Media Library.

As a Media Library Administrator or Manager, you can:

- Index media files uploaded by contributors in multiple languages.
- Manage and share media selections.
- Add attachments to media files.
- Manage HD requests from users.

## 9.1. Index media files

Create searchable media to help Media Library users easily find what they are looking for.

1. Access the Media Library application.

2. Click the **Upload** icon in the upper-right corner of the application to access the **Import sessions**.

3. Access the media files you want to manage by doing either of the following:
   - To access the media files you imported on the Media Library, go to the **My media** menu.
   - To access all the media files available on the Media Library, go to the **All media** menu.

   You can narrow down your search by clicking on the filter icon and selecting the criteria of your choice in the filter panel (media type, visibility, state, keywords).

4. Select your chosen media file(s).

   **Note:** Hold down the **Ctrl** or ⌘ key to select several media files.

5. Click the **Index** button above the media file list.

   **Note:** The available metadata fields are defined in the **Metadata** section of the administration module.

6. Select the media indexation language then fill in the metadata fields.

   If you have configured indexing assistance:

   - To help you complete each field, one or more suggestions may appear. Click on a suggestion to select it.
   - Click **Add automatically** to produce a list of keywords relating to the media visual.

7. When you have finished, click **Submit** to save the metadata.

8. Repeat the previous steps to index your media in a different language.

## 9.2. Organize media into selections

Media selections allow you to freely group media around a shared theme or project. All Media Library users are able to create media selections for their own personal use, regardless of their access rights profile.

As an Administrator, you also have the following access rights:

- Access all media selections created by users
- Make a selection public so that all your colleagues may browse it
- Share a selection of media files via email

If you are a Manager, your Administrator can choose whether or not to assign you the same rights.

### Create a selection of media files

#### Create a selection of media files from the Media Library Home page

1. Access the Media Library application.

2. From the Media Library home page, click the **Selections** icon in the upper-right corner of the application to access the selections.

   This menu displays all selections created by Media Library users.

3. Click **+ Create a selection** in the side panel on the right.

4. Enter the title of the selection, and add a description if you want to.

5. Click **Create**.

Once the selection has been created, you can access it by double-clicking on the corresponding tile in the selections menu.

### Create a selection of media files from the import sessions

1. Access the Media Library application.

2. Click the **Upload** icon in the upper-right corner of the application to access the **Import sessions**.

3. Click the **Selections** section in the navigation panel on the left of the screen to access the selections menu.

   This menu displays all selections created by Media Library users.

4. Click **+ Create a selection** above the selections.

5. Enter the title of the selection, and add a description if you want to.

6. Click **Create**.

   Once the selection has been created, you can access it by double-clicking on the corresponding tile in the selections menu.

**Note:** To delete a selection from the **Selections** section of the **Import Sessions**, select the selection and click **Delete** twice.

## Add media files to a selection

### Add media files to an existing selection

1. Access the Media Library application.

2. Click the **Upload** icon in the upper-right corner of the application to access the **Import sessions**.

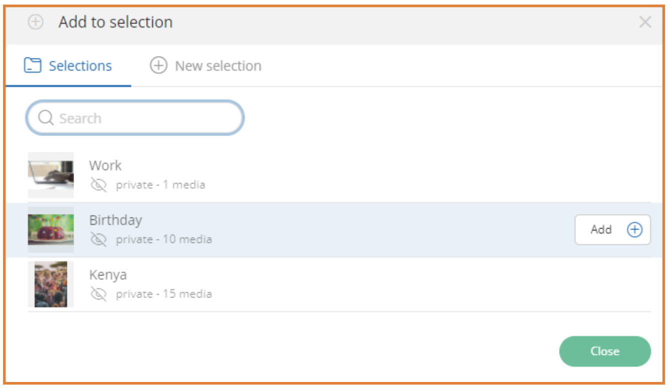
3. From the **Import sessions** page, click **My media** or **All media** in the navigation panel on the left.

4. Select the media file(s) you want to manage.

5. Click on the icon to open the information panel, then click **Add to Selection** in the **Info** tab.

6. From the **Selections** tab, use the search bar to quickly find an existing selection.

7. Hover over the selection you want to associate the media file(s) with and click **Add**. You can add a media file to as many selections as you want.




## Add media files to a new selection

1. Access the Media Library application.

2. Click the **Upload** icon in the upper-right corner of the application to access the **Import sessions**.

3. From the **Import sessions** page, click on the **My media** or **All media** tab in the navigation panel on the left of the screen.

4. Select your chosen media file(s).

5. Click on the icon to open the information panel then, click **Add to Selection** in the **Info** tab.

6. From the **New selection** tab, fill in the title and description of your new selection.

7. Once you've completed the information of the new selection, click **Add**. The selection is created and the selected media file(s) are automatically added.

## Publish a selection

Selections created in the Media Library are private by default. They can only be viewed by their creator and by individuals with the right to manage selections.

If you want all Media Library users to be able to view a selection, you must change the status of the selection and make it public.

**Important:** If you make public a selection created by a User, that user will lose control over their selection: this means they will no longer be able to edit or delete it, or to add new media files.

As a result, we recommend that you only publish selections created by Administrators or Managers who have the right to manage selections.

### Publish a selection of media files from the Media Library Home page

1. From the Media Library home page, click the **Selections** icon .

   This gives you access to all selections created by Media Library users.

2. Click on the selection you want to publish.

3. Click the **Make it public** icon .

The selection can now be viewed by everyone. If you wish to, you can also publicize it by creating an access link on the home page of your Media Library.

### Publish a selection of media files from the import sessions

1. Access the Media Library application.

2. Click the **Upload** icon in the upper-right corner of the application to access the **Import sessions**.

3. Click the **Selections** section in the navigation panel on the left of the screen to access the selections menu.

   This menu displays all selections created by Media Library users.

4. Select the selection you want to publish.

5. Click on the icon to open the information panel, then click **Public (visible on the media library)** in the **Make this selection** section of the **Edit** tab.

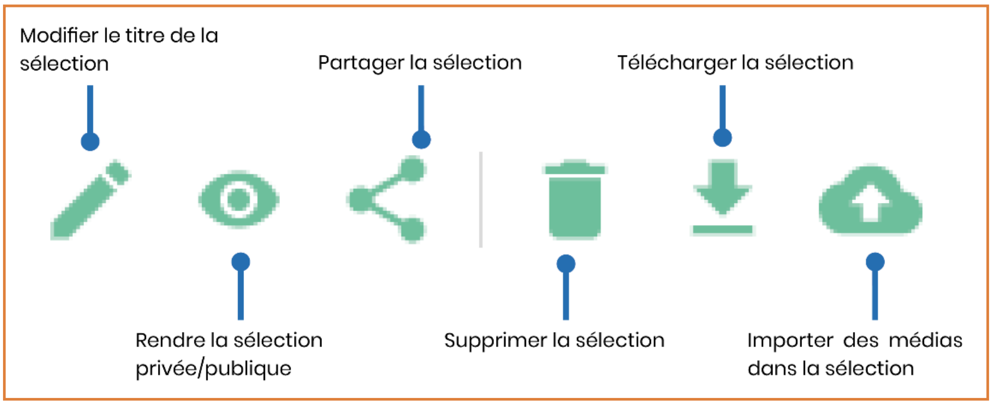
   The selection can now be viewed by everyone.

## Manage selections

### Quick actions on selections

From the Media Library home page, double-click a selection in the **Selections** menu to go to its detailed view.

You can use the set of icons above the title of the selection to edit, share, or download the selection:




## Manage media files for a selection

### From the Media Library Home page

1. From the Media Library home page, double-click a selection in the **Selections** menu to go to its detailed view.
2. Hover over the media file you want to manage and perform one of the following actions:
   - **To remove this media file from the selection**, click the icon.
   - **To make this media file the thumbnail for the selection**, click the icon.

### From the import sessions

1. Access the Media Library application.
2. Click the **Upload** icon in the upper-right corner of the application to access the **Import sessions**.
3. Click the **Selections** section in the navigation panel on the left of the screen to access the selections menu.
4. Double-click a selection to go to its detailed view.
5. Select the media file(s) you want to manage.
6. **To manage a single media file**, click on the three small dots to the right of that media to display the available actions.

   You will then be able to:

   - Index, download or delete the media file,

- Modify selections associated with the media file,
- Manage attachments for the media file.
- Remove the media file from the selection.
- Set the media file as cover for the selection.

**To manage multiple media files at once**, select the media files, then use the buttons along the top of the screen to **Index**, **Delete**, **Download** or **Remove from selection** all selected media files.

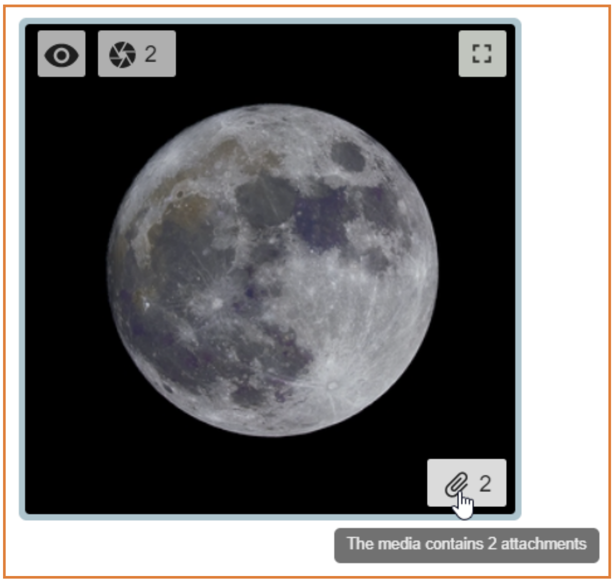
## 9.3. Add an attachment to a media file

As an Administrator or Manager, you are able to add one or more attachments to a media file, such as alternative versions or documents describing how to use this media.

1. Access the Media Library application.
2. From the Media Library home page, go to the **All Media** menu, or perform a Media Library search to find the media file to which you want to add an attachment.
3. Select the the media file of your choice.
4. In the side panel on the right, click the **Manage attachments** icon.
5. This takes you to the Attachments management menu.
6. Click **Add attachments**.
7. Browse the file explorer on your computer and select one or more multimedia files while holding down the **Ctrl** or ⌘ key.

   **Please note:** The number of attachments you can add to a media file is limited to 10, and the size of each attachment may not exceed 5 MB.
8. Click **Open** to import your files into the Media Library.
9. When you have finished, click the cross in the upper-right corner of the menu to close it.

Once the attachments have been added, you can see them by hovering over the media file.




Media Library users with the right to download files in HD can also download the attachments.

To remove an attachment, go back to the Attachments management menu of a media file and click on the trash icon next to the attachment you want to delete.

## 9.4. Manage HD requests

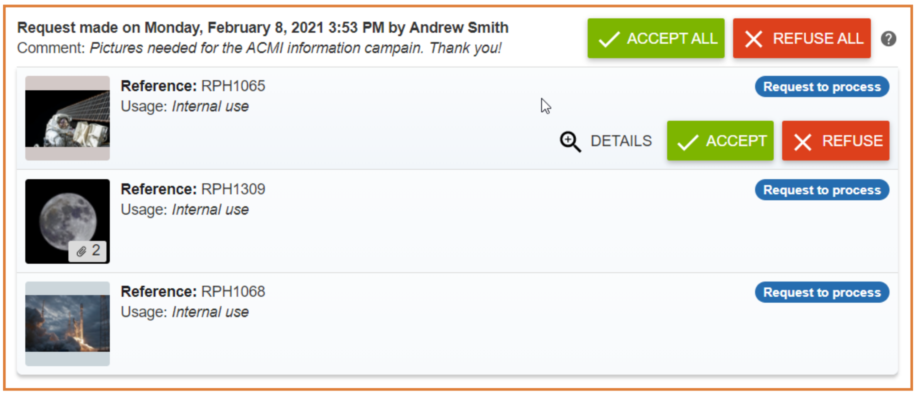
If HD requests have been enabled for a stock, they must be processed by an Administrator or by a Manager, who may decide whether or not to allow a user to download the high-definition media file they requested.

If you are an Administrator, you have the right to manage HD requests by default. If you are a Manager, your Administrator can choose whether or not to assign you this right.

1. From the Media Library home page, click the burger menu ☰ in the upper-right corner of the page.

2. Select **HD requests** to go to the list of requests to process.

3. Hover over the section corresponding to a media file to display the available actions.




   **Note:** You can access the request details by clicking **Details**. A window opens in which you can view the media file and its properties, along with any comments the requesting user has left for your attention.

4. Click **Accept** or **Refuse**.

   **Note:** If the request includes several media files, you can click **Accept all** or **Refuse all** to process the batch of media files in one single action.

5. If you want to, you can provide details of your reasons for accepting or refusing the request in the **Comment** field.

6. Click **Accept** or **Refuse** again to confirm your choice.

The requesting user will receive an email confirming the status of their request. If the request is accepted, they can download the media file in HD for a period of one month after their request has been approved.

# 10.Customizing the Media Library home page

As an Administrator, you can configure the Media Library home page to promote certain content and create a customized user journey.

You have the right to:

- Create and manage widgets on the Media Library home page
- Create new customizable pages when configuring a widget

If you are a Manager, your Administrator can choose whether or not to assign you the same rights.

## 10.1. Step 1: Go to edit mode

1. Go to the Media Library home page.

   **Note:** To go back to the home page from any another page in the application, click on the name of your Media Library in the upper-left corner of the screen.

2. Click the **Edit the page** icon  in the upper-left corner of the screen.

This takes you to the edit mode for the home page.

## 10.2. Step 2: Add a widget

1. Click on one of the following icons to add a widget:

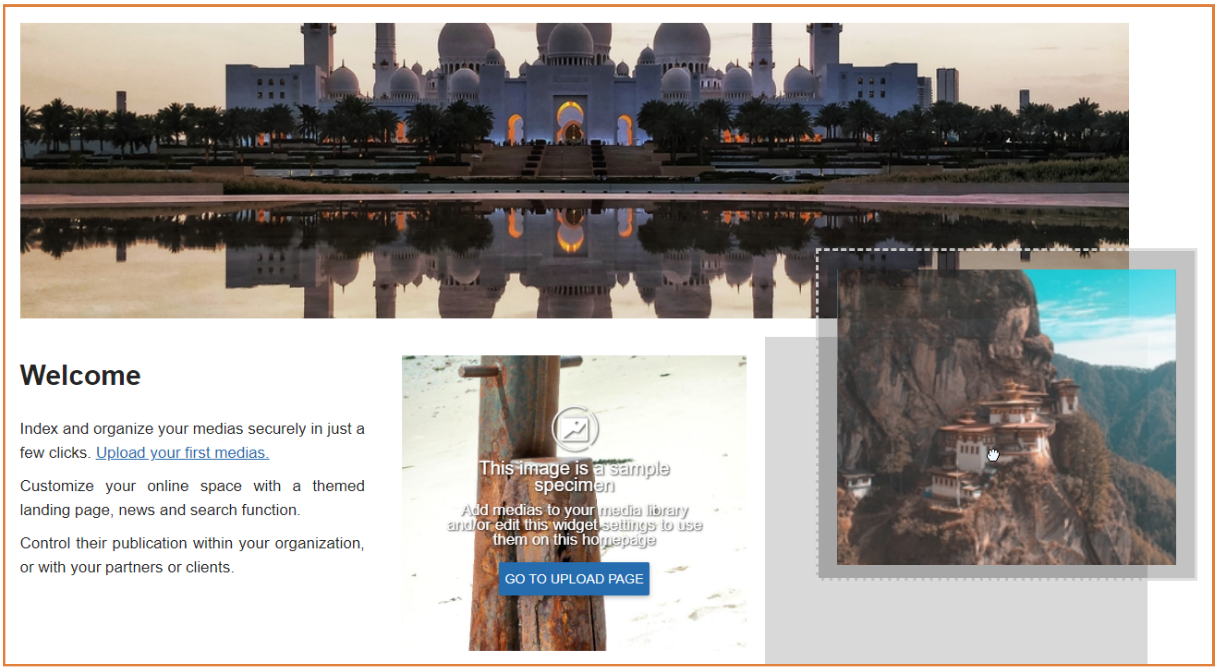
Media widget

Text widget

Media slideshow

   The widget is automatically added to the page.

2. To move the widget, drag and drop it to the location of your choice. Available locations are shown in gray as you hover over them.




To delete a widget, hover over it and click the trash icon.

## 10.3.Step 3: Configure a widget

### Configure a text widget

1. Hover over the text widget you want to configure.

2. Click the **Edit widget settings** icon to open the configuration window for the item.

3. Enter the text you want to display, then define its appearance using the available formatting options.

4. Once you have finished, click **Validate**.

### Configure an image widget or a slideshow

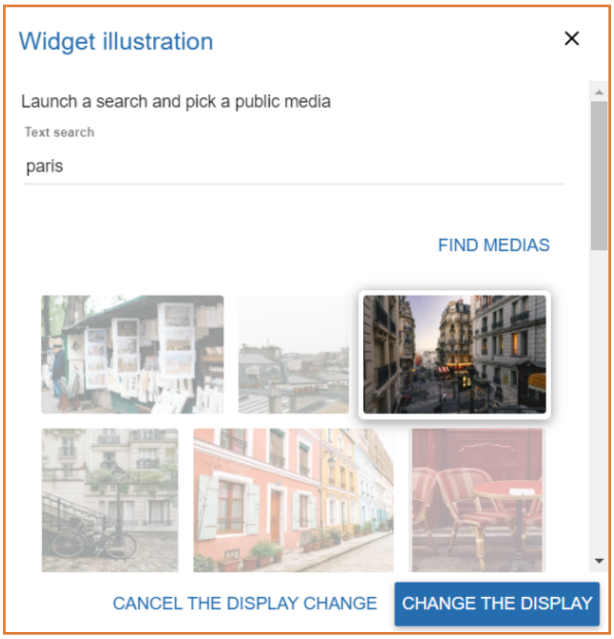
1. Hover over the image widget or slideshow you want to configure.

2. Click the **Edit widget settings** icon to open the configuration window for the item.

3. To display a title, click **Change the title** and enter the text you want to display, then click **Validate**.

4. To choose the media file you want to display, click **Change the image**.

   Type a keyword in the search bar and press **Enter**.




   Select a media file from the results and click **Change the image**.

   **Note:** If you are configuring a slideshow, hold down the **Ctrl** or ⌘ key to select several media files.

5. To choose the action to execute when a user clicks the widget, click **Change the action** then select the action of your choice:

   - **No action**: No action is performed: The widget or slideshow is purely decorative.
   - **Search**: Displays the result of a media search.
   - **Multicriteria search**: Displays the result of a media search using several criteria.
   - **Selection**: Opens one of the selections available in the Media Library.
   - **Page**: Opens a new Media Library page.

     **Note:** Once you have created this new page, you can customize it using widgets, just as you would for the home page.
   - **Url**: Opens the URL of your choice in a new browser tab.

6. Once you have selected an action, follow the instructions on the screen to finish configuring it, then click **Validate**.

7. Once you have finished your configuration, click **Validate**.

## 10.4.Step 4: Save changes

When you have finished customizing the home page, click **Save current page** to save your changes.

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