



AME Administration Guide

Active Media Explorer

Version 2.0

Active Circle

AME Administration Guide: Active Media Explorer

Version 2.0

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Overview

About this Guide

The purpose of this document is to provide administrators with a guide to the administration and configuration of the Active Media Explorer (AME). The main focus is on the usage of the AME Administration interface, with some references to command line options and configuration files. It is assumed that the reader is familiar with how to access and use the Active Media Explorer web application.

Additional documentation

The following Active Circle documents could be useful for the administrator:

- *AME User Guide*
- *AME Installation Guide*
- AME README file (located in the /ame directory on the AME server)
- *AMC Installation Guide* (Active Media Connector)
- *Active Circle Administration Guide*



Tip

For more information about AME configuration files and advanced configuration options which are normally set during installation of the product, please refer to the document called *AME Installation Guide*.

What's New

Version 2.0 of Active Media Explorer introduces new functionality, such as a new look for the interface, media workflow states, customized home page, personalized navigation tabs, metadata export/import with XML, LDAP support, improved search, and several other updates and fixes. For a detailed overview of all the new features and corrections in each new patch, please refer to the *Release Notes* document for the latest version of AME.

Starting AME

To start the AME service, you must access the AME system using a terminal session and run this command:

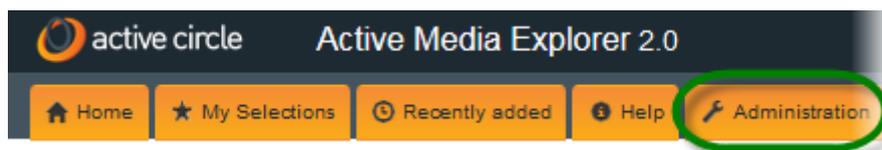
```
service ame start
```

The command will start the database and the web server, mount shares and directories, and start the AME service. To stop the AME service, use the `stop` option for the same command.

Administration Interface

You access the **Administration** area of Active Media Explorer by logging in with an administrator account and selecting the **Administration** tab on the main menu at the top of the workspace.

Figure 1. Accessing the Administration area



The bottom part of the page displays summary information about the number of online users and disk usage.

Administration Tasks

Below is a description with links to the most important administration topics and tasks:

[Manage Media](#)

Direct links to many configuration tasks have been grouped together under this heading on the main Administration page. You can use these for quick access to certain tasks like upload configuration, ingest configuration, special media searches, metadata and field management. Categories:

- [“Contribute New Media”](#)
- [“Ingest process”](#)
- [“Predefined Searches”](#)
- [“Fields”](#)

[Monitoring Jobs](#)

The AME jobs include the ingest processes, media deletion and updating Active Circle metadata. The user interface contains a panel where you can monitor job progress, view logs and manage jobs. Main topics:

- [“Active Media Explorer Job List”](#)
- [“Configuring Job Purge”](#)

[Manage Storage Volumes](#)

Add, modify, delete and associate storage volumes. Main tasks:

- [“Creating a New Volume”](#)
- [“Deleting a Volume”](#)

[Users and Groups](#)

Add, modify and delete users and groups, and manage their permissions. Main tasks:

- [“Creating Users”](#)
- [“Creating Groups”](#)
- [“Setting Permissions”](#)
- [“Associating User Groups with Domains”](#)

[Domains & Ingest](#)

Domains are used to define which media should be available to different user groups and which actions to be enabled for the media. Ingest rules are also defined in the domains. Main tasks:

- [“Creating Domains”](#)
- [“Adding Ingest Rules”](#)

Overview

System Configuration

- [“Adding Upload Targets”](#)
- [“Domain Group permissions”](#)

Several administration tasks which are managed by the Active Circle plugin are grouped together in a tabbed interface for easier access:

- [“User Interface”](#)
- [“Home Page”](#)
- [“Navigation Bar”](#)
- [“Search”](#)
- [“Metadata Fields”](#)
- [“Ingest Behavior”](#)
- [“Media Types to Ingest”](#)
- [“Definitive Delete”](#)
- [“Mail”](#)
- [“Media Upload”](#)
- [“Validation \(workflow\)”](#)

Masked/Deleted Media

You can search for deleted media by name or user, schedule automatic media deletion jobs and purge deleted media. Main tasks:

- [“Finding Deleted Media”](#)
- [“Deleting Media Permanently”](#)
- [“Download or Edit Deleted Media”](#)

Restore & Send To

A selection of media can be sent via FTP instead of downloading locally, using the Active Media Connector. Main tasks:

- [“Activating Send To”](#)
- [“Configuring FTP Targets”](#)
- [“Viewing and Managing Transfer Jobs”](#)

Metadata Import & Export

You can import media metadata from an external resource during the ingest process. You can also use an XML file to import metadata manually. Main tasks:

- [“Configure Import for Ingest”](#)
- [“XML Format for Import”](#)
- [“Importing XML Metadata Manually”](#)
- [“Exporting Metadata in XML Format”](#)

Plugins

Plugins extend the functionality of Active Media Explorer. Some plugins (like the Active Circle plugin, the ACAPI plugin and Domain Management) are activated by default, others are optional. It is also possible to add customer-specific plugins.

View Statistics and Reports

You can view statistics for various categories such as user sessions, keyword use and media download during a year or a month. The statistics may be viewed by user group. You can also create reports in CSV format based on various criteria and time periods, for example media downloads during the last week.

Overview

Installation Check

This feature will check the integrity of the installation and display a report of program component versions, memory and file size limits, media access information, Active Circle AMC connection and more.

Chapter 1. Manage Media

Several administration tasks relating to media are grouped together in this list of shortcuts for quicker access to configuration screens, media actions and predefined media searches.

Contribute New Media

In addition to the automatic ingest of media into AME, users can also contribute media to the system through the **Upload** feature. How to upload media is described in the *AME User Guide*.

The task **View my contributions - active** lets you view the list of active media you have contributed. The corresponding media are displayed in a regular media search results view.

The **Configure Upload Behavior** link will open the “[Media Upload](#)” tab under **Active Media Explorer Configuration**.

Ingest process

This category contains the following links relating to ingest of media.

Ingest Behavior	This link opens the “ Ingest Behavior ” tab under Active Media Explorer Configuration .
Configuration of Ingested Media	This link opens the “ Media Types to Ingest ” tab under Active Media Explorer Configuration .
View Ingest Jobs (browsing & API)	This link opens the Active Media Explorer Job List . It gives you an overview of API and full ingest jobs, delete and purge jobs and metadata update jobs.
Configure Active Media Connector (acapi)	This link opens the options page for the AMC plugin (ac_acapi) .
Associated Files Definition	This link opens the options page for the Associated Files Definition plugin (ac_alterate_files).
Configure preview generation (ffmpeg)	This link opens the options page for the ac_ffmpeg plugin.
Import Metadata Plugin Configuration	This link opens the options page for the plugin that defines Metadata Import (ac_import_metadata).
Configure preview generation	This link opens the options page for the ac_preview_proc plugin. This plugin can be used to specify alternative methods for creating thumbnail images and video previews (replacing the internal AME processing). This can be in the form of scripts or copying files based on patterns, and it allows for retrieval of already existing thumbnails or previews produced by a render farm.
View media that are currently processing (locked)	This link displays a list of media which are locked because they are being processed.

Predefined Searches

Some special predefined searches have been made available in the **Search** category of the **Manage Media** page. These let you search media in a specific states, for easy, one-click access:

- | | |
|--|---|
| View Media Not Used in Selections | This link displays the media which have not yet been included in a selection. Equivalent to typing the special search term !unused in the simple search box. |
| No downloads | This link displays media which have not yet been downloaded. Equivalent to typing the special search term !nodownload in the simple search box. |
| No Preview Media | This link displays media which have no preview. This will show you which media you may need to request a preview regeneration for. Equivalent to typing the special search term !nopreview in the simple search box. |
| View Media not attached to any domain | This link displays "orphaned" media. Equivalent to typing the special search term !nodomain in the simple search box. |

Fields

The metadata associated with the media resources in the system are central to media management. Tasks relating to the metadata have been grouped under the **Fields** category of the **Manage Media** page:

- **Field list:** Displays the list of all metadata fields in a sortable list including information about field Id, field title, short name, Exiftool tag and tab name in the media view (if any).
- **Manage Field Options and default Field Values:** Displays the page where you can define options for fields with predefined choices and specify default values for any metadata field.
- **Metadata fields display:** Displays the "[Metadata Fields](#)" tab of the AME Configuration page. This lets you define the fields to display in the interface, and how to order and sort them.
- **Search fields:** Lets you define the fields to be searchable for simple or advanced search in AME using a graphical interface. For more information, see "[Search](#)" under **AME Configuration**.
- **Field editing (Media Types / Fields):** This link opens the "[System Data Base Setup](#)" where you can [add and edit fields](#).
- **Manage related keywords:** Takes you to the page where you can create and edit relationships between keywords. Creating related keywords can help users during searches, by suggesting alternate search words which are related to the term entered by the user (for example for keywords containing accented characters).
- **View related keywords if search is accent insensitive**

Chapter 2. Manage Storage Volumes

To make media available to the Active Media Explorer, the media files must first be "ingested" into the system from storage volumes defined by the administrator, which will be mounted when the AME starts.

Storage volumes provide the functionality for configuring the shares and directories where the AME data are stored. This replaces the "Ingestible Directories" feature as well as the "Add shares" and CIFS server configuration scripts from previous versions.

Volume management allows mounting of Active Circle shares as well as NFS and CIFS shares, and makes it possible to store media in volumes that are not Active Circle shares. This way the administrator can create a primary and secondary layer of storage locations for media, where the secondary volume will be an Active Circle archiving location.

To view, add, modify or delete storage volumes, go to the **Administration** area and select **Manage Storage Volumes**. This will display the list of existing volumes.

Figure 2.1. Volume Management

The screenshot displays the 'Volume Management' interface. It is divided into two main sections: 'Main Volumes' and 'Special Volumes'. The 'Main Volumes' section shows a table with 3 volumes. The 'Special Volumes' section shows a table with 2 volumes. An arrow points from the text 'Secondary archive volume' to the 'localTest_archive' volume in the Main Volumes table.

Name	Type	Target	Mode	Mount type	Status
localTest	Local	/mnt/ame_shares/localTest	rw		OK
localTest_archive	Active Circle	admin@localhost/common	rw	cifs	OK: Mounted
multimedia	Active Circle	admin@localhost/multimedia	rw	cifs	OK: Mounted
projects	Active Circle	admin@localhost/projects	rw	cifs	OK: Mounted

Name	Type	Target	Mode	Mount type	Status
Preview Storage (filestore)	Active Circle	admin@localhost/ame_proxy	rw	cifs	OK: Mounted
Database & configuration backup	Active Circle	admin@localhost/ame_backup	rw	cifs	OK: Mounted

Root folder: /mnt/ame_shares

New Main Volume Creation

The Volume's name will be used as folder name directly under the root folder

Volume Name

Creating a New Volume

To define a new storage volume, go to the **New Main Volume Creation** section at the bottom of the **Volume Management** page and type a volume name in the text field. Then click on **Create**.

The volume name you enter, will be used as the name for the directory that will be created directly under the root folder of the AME media path. By default, the root folder is /mnt/ame_shares on the system where the AME is installed (it is indicated on the

Volume Management page). The name can only contain alphanumerical characters, special characters are not allowed.



Tip

It is a good rule to use the same name on the volume as the name of the storage location (target) it is referring to, be it an Active Circle share or a local or file server directory.

The **Volume Edit** page will be displayed. This page will have a different layout depending on the type of volume you are creating. Once you select the type in the **Type** drop-down list, the rest of the page will change to display the options for that volume type. **Archive volumes**, which are secondary volumes, can be attached to volumes of type "Local" and "File Server", and always have the type "Active Circle". Each type is described in the following sections.

Figure 2.2. Selecting Volume Type

The screenshot shows a web form titled "Volume edit". It contains several fields: "Volume name" with the value "New Volume", "Type" with a dropdown menu open showing "Active Circle", "Local", "Active Circle", and "File server", "Read only", and "Target" with the value "New Volume".

By default, three types of volumes can be configured:

- Active Circle
- Local
- File Server

In addition, other volume types can be added by activating plugins in AME, for example MatrixStore volumes.

Active Circle Volume

Active Circle volumes are the standard type of storage locations in the Active Media Explorer. They can be both primary and secondary storage locations. Media stored on Active Circle volumes can be located both on disk and tape.

Figure 2.3. Active Circle Volume Settings

Type	Active Circle
Read only	<input type="checkbox"/>
Target	multimedia (The share name)
Mount type	cifs
Mount options	noperm,file_mode=0777,dir_mode=0777
Server	AME server

The **Volume Edit** page contains several options. All the fields have already been filled in with the default values for the volume type. For an Active Circle volume, the defaults are to use a share with the same name as the volume name you entered, and to mount it on the AME server using the CIFS protocol and the default admin login credentials.

If you want to change the settings, for example to mount using NFS or on another server, fill out the fields as described below:

- Read only** Check this box if AME should only have read access to the volume. This will be indicated by "ro" in the **Mode** column in the list of volumes (otherwise the mode will be indicated by "rw" for read and write permission).
- Target** This is the Active Circle share name that the volume will refer to. This share must already exist in Active Circle, or AME will not be able to mount it.
- Mount type** Choose the protocol to be used to mount the volume. The choices are **cifs** or **nfs**.
- Mount options** Mount options are added to the mount command for the CIFS and NFS protocols. Unless you have specific requirements, please leave the default options which are provided. The volume will not work properly if you leave the mount options blank.
- Server** Define the server which contains the storage location the volume is referring to. This must be an Active Circle **node**, which can also be the **local** server (127.0.0.1) or the **AME server** if Active Circle is installed on the same system. Fill out the server name (for example the Active Circle node name), the host (hostname or IP address), and the user name and password. The server you specify must correspond to the type you have selected for the volume.
- Note that if you change any parameters for an already existing server, the modifications will affect all AME volumes which are associated with this server.

Click on **Save** when you have finished filling out all the parameters for the storage volume.

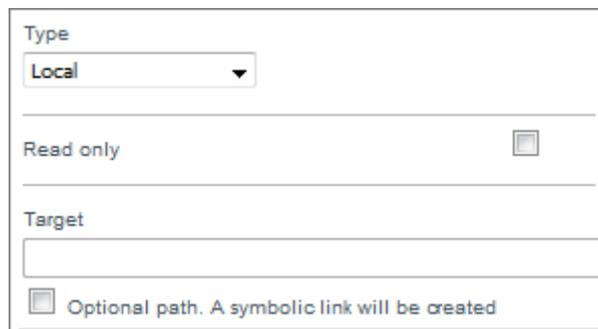
Local Volume

For local volumes, the **Volume Edit** page contains only two options. If you don't specify any options here, a directory with the same name as the volume name you entered will be

Chapter 2. Manage Storage Volumes

created under the AME media root path (/mnt/ame_shares by default). This is the normal configuration.

Figure 2.4. Local Volume Settings



The screenshot shows a dialog box titled "Local Volume Settings". It contains the following elements:

- A "Type" dropdown menu with "Local" selected.
- A "Read only" checkbox, which is currently unchecked.
- A "Target" text input field.
- An "Optional path. A symbolic link will be created" checkbox, which is currently unchecked.

Read only Check this box if AME should only have read access to the volume. This will be indicated by "ro" in the **Mode** column in the list of volumes (otherwise the mode will be indicated by "rw" for read and write permission).

Target This is the directory name on the local system that the volume will refer to. This is an optional field. By default the folder will be created by AME under the media path using the name of the volume (/mnt/ame_shares/volumename). If you want the volume to refer to another location on your local system than a directory under the media path, click in the check box and enter the full path to the directory in the **Target** field. Note that this directory must exist, it will not be created by AME. The system will create a symbolic link to this directory.



Tip

If you specify a target directory, make sure that the AME web server has access to it (it will not if you created it as a "root" user). If the system does not have access, the volume status will be shown in yellow as **WARNING: Volume not in mode 'rw' but 'ro'**. In this case, the AME will gain access if you change the owner of the directory to the web server user, which is "apache".

Click on **Save** when you have finished filling out all the parameters for the storage volume.

An archive volume can be added to this volume type. For more information, please see ["Archive Volume"](#).

File Server Volume

You can use a share on a file server available on the network as an AME storage volume. The options are almost identical to an Active Circle volume.

Figure 2.5. File Server Volume Settings

Type	File server
Read only	<input type="checkbox"/>
Target	ame-data (The first level of path to mount)
Mount type	cifs
Mount options	noperm,file_mode=0777,dir_mode=0777
Server	Configure a new s

The **Volume Edit** page contains several options. Most importantly, you have to specify which file server to connect to.

- | | |
|----------------------|--|
| Read only | Check this box if AME should only have read access to the volume. This will be indicated by "ro" in the Mode column in the list of volumes (otherwise the mode will be indicated by "rw" for read and write permission). |
| Target | This is the name of the share on the file server that the volume will refer to. This share must already exist and be accessible, or AME will not be able to mount it. The AME assumes that the target name you enter is a directory in the root of the file server. |
| Mount type | Choose the protocol to be used to mount the volume. The choices are cifs or nfs . |
| Mount options | Mount options are added to the mount command for the CIFS and NFS protocols. Unless you have specific requirements, please leave the default options which are provided. Depending on the server, the volume may not work properly if you leave the mount options blank. |
| Server | Define the server which contains the storage location the volume is referring to. This can be any file server you wish to use. Fill out the server name the host (hostname or IP address), and the user name and password. The server you specify must correspond to the type you have selected for the volume. |

Note that if you change any parameters for an already existing server, the modifications will affect all AME volumes which are associated with this server.

Click on **Save** when you have finished filling out all the parameters for the storage volume.

An archive volume can be added to this volume type. For more information, please see ["Archive Volume"](#).

Archive Volume

An archive volume is an Active Circle volume which is attached as a secondary volume to an AME volume of type *Local* or *File Server*.

To add an archive volume, click on the **Add archive volume** button at the bottom of the settings page for a primary volume.

Figure 2.6. Archive Volume Settings

Archive Volume	
Volume name	ame-data_archive
Type	Active Circle
Read only	<input type="checkbox"/>
Target	ame-data (The share name)
Mount type	cifs
Mount options	noperm,file_mode=0777,dir_mode=0777
Server	node1

Since an archive volume always needs to have the type Active Circle, the settings are nearly identical to an Active Circle primary volume in AME. One difference is the volume name, which is created automatically, and which you cannot change. For example:

- Primary volume name: ame-data
- Archive volume name: ame-data_archive

Archive volumes have one specific setting at the bottom of the configuration page:

Use this volume for FTP SendTo

This option is selected by default, and means that the FTP SendTo feature will use the archive volume in case of an FTP file transfer. This is because the primary volume might not be available to the Active Media Connector (acapi), which performs the transfer. If you uncheck this option, the AMC must have local access to the primary volume.

For the rest of the settings, please refer to [“Active Circle Volume”](#).

Click on **Save** when you have finished filling out all the parameters for the storage volume. In the storage volume list, the archive (secondary) volume will be listed underneath the primary volume it is attached to.

Associate Volume with Domain

Before media can be ingested from the storage volumes you have created, they must be defined in ingest rules in an AME domain. If you want to associate a volume with an existing domain, select the domain in the Administration interface as described in [“Ingest Rules”](#).

The volume settings page also contains a direct link for creating a new domain with the same name as the volume. If you want to create a new domain based on the current volume, click on **Create an associated domain to ingest all files of this volume** under the **Domains** at the bottom of the configuration page for the volume.

Deleting a Volume

To delete a volume from the system, click on the trash can icon in the **Action** column to the right of the volume in the list of main storage volumes. Click on the **Delete** button at the confirmation message if you really want to remove the volume from AME.

Chapter 2. Manage Storage Volumes

To remove a secondary (archive) volume without deleting the primary volume, click on **Edit** in the **Action** column for the primary volume and then click on the **Remove archive volume** button in the volume edit page.

Chapter 3. Users and Groups

The actions available for an AME user depends on the permissions set by the administrator. The permissions depend on the group the user belongs to. Users other than the main administrator which was defined during installation must be created in the AME Administration interface. Each user must belong to a group. Consequently, users which should have different permissions need to be placed in different groups.

Manage Users

To view, add, remove, modify or search for users, go to the **Administration** area and select **Manage Users**. This will display the list of existing users and the options available for managing user information.

Creating Users

To create a new user account, follow these steps:

1. Enter a user name in the field **Create user with user name....** User names must only contain alphanumeric characters, cannot contain spaces and should be lowercase (login is case-sensitive).
2. Click on the **Create** button.
3. On the **Edit User** page, enter the password and the full name, select a group and fill in the user's e-mail.
4. Fill in or check the other user information fields as necessary.
5. Click on **Save** to create the user account.

Modify User Information

To modify a user account, including adding the user to a new group, follow these steps:

1. In the list of users, click on either the **user name** or the **Edit** item in the "Tools" column to the right.
2. Modify the user information as required.
3. Click on **Save** to update the user account.

Delete Users

To delete a user account, follow these steps:

1. In the list of users, click on either the **user name** or the **Edit** item in the "Tools" column to the right.
2. Click to place a check mark in the box labelled **Tick to delete this user**.
3. Click on **Save** to remove the user account.

You can also delete all inactive user accounts, by selecting the **Purge** item next to **Purge users** at the bottom of the list of users. A new page is displayed where you can define the period of inactivity that will lead to removal of an account. The default period is 12 months. When you are ready, click on the **Purge** button to delete the user accounts permanently.

Search for Users

You can search for users by user name, full name or e-mail address.

1. Below the list of users, enter a search term in the **Search Users** field.
2. Click on **Search**.
3. AME will display the results of the search. AME will find all users where the user name, full name or e-mail address contains the characters you type. The search is not case sensitive.

Manage Groups

To define which functionality users have access to, you need to assign permissions for each user. This is done by assigning the user to a group during the user creation or when modifying the user information.

To view, create, remove or modify groups, go to the **Administration** area and select **Group Management**. This will display the list of existing groups and options for creating and editing groups.

Figure 3.1. Group Management

Group management

Results display: 15 | 30 | 60 | All

Total: 8 Groups

Name	Permissions	Tools
General Users	s,g,q,n,f*,j*	> Manage users > Edit > Filters
Administrators	s,g,c,e,t,h,r,u,i,e-2,e-1,e0,e1,e3,v,o,m,q,n,f*,j*,k,R,Ra,Rb	> Manage users > Edit > Filters
Archivists	s,g,c,e,t,h,r,u,i,e1,e2,e3,v,q,n,f*,j*	> Manage users > Edit > Filters
Read	s,g,f*,F*,D,q,n,j*,p	> Manage users > Edit > Filters
Read and Upload	s,g,c,f*,F*,D,q,n,j*,p	> Manage users > Edit > Filters
Read and Write	s,g,e-2,e-1,e0,e1,e2,e3,q,n,f*,j*	> Manage users > Edit > Filters
Read, Write and Upload	s,g,c,f*,e-2,e-1,e0,e1,e2,e3,q,n,j*	> Manage users > Edit > Filters
Super Admin	s,g,c,e,a,t,h,u,r,i,e-2,e-1,e0,e1,e2,e3,o,m,g,v,q,n,f*,j*,k,R,Ra	> Manage users > Edit > Filters

Search Groups

New group

Group name Parent

Default Groups

The *permissions string* is displayed to the right of each group name. This is a comma-separated list of the permissions parameters selected for each group. For a description of the available permissions, please see [Appendix A, Group Permissions](#).

Initially, a set of default groups are available to make it easier to configure types of access. The most common groups are listed below. These can be used as a base for your own group creation. Edit the group rights, or create a new group and copy the permissions string from the group that has the permission set that you want to use as a starting point.

Chapter 3. Users and Groups

General Users	The default group that all users belong to unless they have been explicitly assigned to another group. The permissions for this group let the users search and download media and create and edit selections. Users can change their own password.
Read	Users in this group only have read access to media and metadata. It is similar to the "General Users", except that the permissions explicitly DENY editing metadata and deleting media. The users in this group are not allowed to change their own password, which is useful for shared accounts.
Read and Upload	This group has the right to upload media to AME. Note that the upload feature is only activated if the group has been added to a domain where an upload target has been configured. The users in this group are not allowed to change their own password.
Read and Write	Adds the permission to edit and delete media in any archive state.
Read, Write and Upload	Users in this group can read, edit, delete and upload media.
Super Admin	This user group has all permissions. The default administrator account is a member of this group.

Creating Groups

To create a new group, follow these steps:

1. Enter a new group name in the field **Group Name** under the **New Group** heading below the list of groups.
2. If the new group should be a sub-group in a hierarchy, select a parent group. Sub-groups do not inherit permissions, but users in a parent group can manage the sub-groups. You can move a group in the hierarchy later, by selecting a new parent in the group settings by using the parent group's reference number (displayed in the settings for each group).
3. Click on the [Create](#) button.
4. On the group settings page, click on [Launch Permissions Manager](#).
5. Click to place a check mark in the appropriate permissions boxes in each category.
6. Click on [Save](#) to save your selections.
7. When you are done setting permissions, click on the **Back to group management** link at the top of the page. This will take you back to the main settings page for the group, where you will see that the **Permissions** list has been filled out with the *permissions string* corresponding to the boxes you checked in the **Permissions Manager**.
8. The rest of the fields on the group settings page are optional fields for restricting rights further. They will be filled in automatically by the **Domains** functionality when that feature is used with groups. Please do not edit or remove any parameters that have been filled in automatically. The recommended way to configure access to various media and locations is to use the [Domains](#) feature.
9. Click on [Save](#) to save the settings and create the group.

Setting Permissions

To set permissions for a group, click on the permissions string next to the group name in the list of groups (or click on **Edit** to the right of the permissions string) and then on the [Launch Permissions Manager](#) button. This will display a list of all the available permissions, where the existing permissions for the group are checked off. Remove or add check marks as appropriate. For a description of the available permissions, please see [Appendix A, Group Permissions](#).



Tip

For restricting access to various media and setting media download, upload, editing and deletion rights we recommend using the [Domains](#) feature, which provides high level [user group access settings](#). Users in groups which have not been added to a specific domain, will by default have access to all the media ingested in the AME system.

Delete a Group

To delete a group, follow these steps:

1. Click on the group name in the list or click on **Edit** to the right of the permissions string for the group.
2. Scroll to the bottom of the group settings page and click on the [Delete](#) button.
3. Click on [OK](#) at the confirmation message if you really want to delete the group. Any users belonging to the deleted group will be automatically moved to the default group "General Users".

Chapter 4. Domains

Domains are a central concept in Active Media Explorer. Media Domains are used to restrict or partition access to media and functionality based on:

- [Ingest directories](#)
- [User groups](#)
- [Upload targets](#)

This means that different user groups can have access to different media sources and upload targets. If no domains are defined, no media will be available in the Active Media Explorer interface.

To access the domain functionality, go to the **Administration** area and click on **Manage Domains**.

Figure 4.1. Domain Management

The screenshot shows the 'Domain Management' interface. At the top, it says 'This page allows you to manage domains. Domain definition permit to separate médias for user groups'. Below that, it indicates 'Results display: 15 | 30 | 60 | All' and 'Total: 2 domain(s)'. A table lists two domains: 'newdomain' and 'okltest'. The table has columns for Name/ID, Full Name, Ingest, Admin User, Comment, Created, Number of Media, and Edit. Below the table, it says 'Total: 0 orphan domain media(s)'. There is a search bar with a 'Search' button. At the bottom, there is a 'New Domain Creation' section with a text input field and a 'Create' button.

Name/ID	Full Name	Ingest	Admin User	Comment	Created	Number of Media	Edit
newdomain	New	Yes	admin	New	19 December 14	0	> Domain > Groups > Rules > Upload Target
okltest	Test Domain	Yes	admin	For testing	19 December 14	0	> Domain > Groups > Rules > Upload Target

If any domains have been defined, a list of domains with summary information will be displayed. In addition to the name, the list contains information such as whether the domain is enabled or not, the number of media it contains, ingest directories and links to options. Below the domain list, the number of media that have no domain ("orphans") is listed.



Tip

The domain feature is managed by a plugin. You can deactivate the domain management functionality in the "[Domain Plugin \(ac_domain\)](#)".

Creating Domains

To create a new domain, type a name in the **Domain Name** field under the **New Domain Creation** heading. The name must contain only alphanumeric characters and no spaces. Click on the [Create](#) button to open the page where you can specify the details for the domain.

The following fields and options are available:

Name/ID	The name or number that you specified will already be filled in.
Full Name	Type a more descriptive name if you wish.
Enabled	This box is checked by default. You can disable the domain by removing the check mark.
Domain Administrator Name	Select a user name from the drop-down list.
Comment	Any text that describes the domain in more detail.
Created	The date and time of creation of the domain.
Ingest Rules	This is where you specify the directories to be included in the ingest processing for this domain. For more information, see “Ingest Rules” .
Attached User Groups	This is where you specify the user groups that will belong to this domain. For more information, see “Associating User Groups with Domains” .
Upload Target	This is where you specify a directory on an Active Circle share where any uploaded media in this domain should be stored. For more information, see “Adding Upload Targets” .
Tick to delete this domain	Check this box if you want to delete the domain. For more information, see “Deleting Domains” .

Click on [Save](#) to create the domain.

Ingest Rules

Only directories on shares which have been included in a domain *ingest rule* will be processed by the ingest functionality. The ingest script processes each domain separately, so you can divide the media ingest sources into several domains.

You must specify at least one ingest rule for each domain, otherwise the domain will not be included in the media ingest processing.

To add, modify or delete an ingest rule, click on the **Rules** link in the **Edit** column of the list of domains. Alternatively, you can click on the domain name and then on the link next to the **Ingest Rules** label.

Adding Ingest Rules

Ingest rules define a set of directories with reference to the AME *media path*. The media path in this context is the root directory for ingest, which is defined by default as:

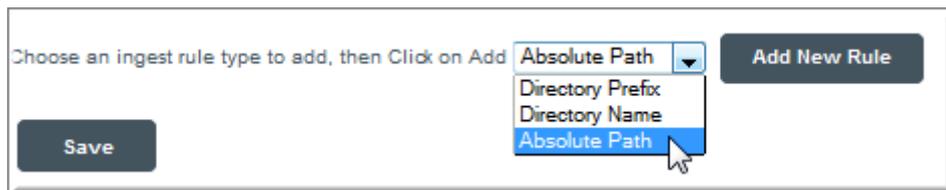
Chapter 4. Domains

/mnt/ame_shares/

There are three ways to specify which directories should be included in the ingest processing:

- | | |
|-------------------------|--|
| Directory Prefix | Specify a prefix to include all directories (on any level in the media path) which start with the characters you type. |
| Directory Name | Specify a directory name. If there are more than one occurrence of this directory name at any level in the media path, all the matching directories will be included in the ingest processing. |
| Absolute Path | Specify a full path, beginning at the root of the media path. The path must start with the root symbol "/" (slash). Be aware that if you have specified an absolute path in one domain, you cannot specify an absolute path in another domain that refers to a directory underneath the one already used in the other domain. For example, if one domain contains a rule with absolute path /Video, you cannot have a rule specifying the path /Video/HD in another domain, as all the media under /Video is already ingested as part of the first domain. |

Figure 4.2. Ingest Rule Type



Select the rule type and click on the **Add New Rule** button. Type in the name, prefix or absolute path in the field **Rule Definition**.

To add another rule, select a type and click on **Add New Rule** again.

When you are done adding rules, click on **Save**.



Note

The media ingest process is by default scheduled to run every day at 11 PM. The schedule can be modified in the file `/etc/cron.d/ame-ingest`. For more information, see [Appendix D, Ingest commands and scheduling](#).

Modifying or Deleting Ingest Rules

To access the rules, click on the **Rules** link next to the rule in the list of domains.

To modify an existing rule, edit the text in the **Rule Definition** field.

To delete a rule, click on the trash can icon under the **Delete** column next to the rule.

Click on **Save** to save the changes/confirm deletion.



Note

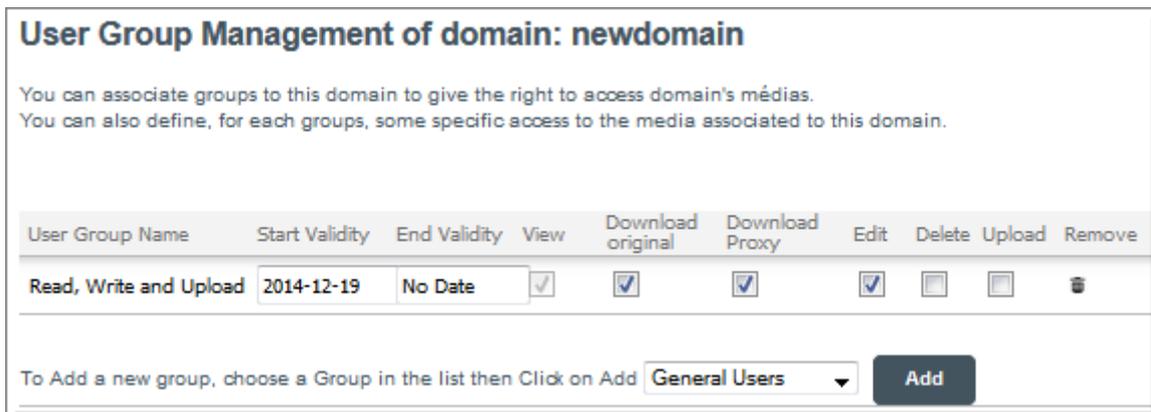
When you modify or delete a rule, you may receive a warning informing you that the media discovered (ingested) by the rule will remain associated with the domain until a media-domain consistency check has been performed. This means that the media already ingested will be available to the domain's user's, but no new media will be ingested from the location(s) specified by the deleted rule. Consistency checks must be run manually, and can be configured using the domains plugin. For more information, see [Appendix C, Media-Domain Consistency Check](#)

Associating User Groups with Domains

Initially, users of all groups have access to all the media ingested into the AME unless the group has been added to one or more specific domains. It is therefore useful to add user groups to domains to control what the users have access to. Once a user group is associated with a domain, the users in the group can only see and work with media defined by the rules in that domain (or domains, if the group is associated with several domains).

To add or display user groups for a domain, click on the **Groups** link for the domain in the list of domains. The list of groups (if any) will be displayed.

Figure 4.3. User Groups in Domain



To add a group to the domain, select it in the drop-down list and click on **Add**.

Domain Group permissions

A line providing several options for granting and restricting access for the group is displayed.

- Start Validity** Specify the date when the group association should take effect. The default is the current date.
- End Validity** Specify the date when the group association should end. The default is "No Date", which means the group association will not expire.
- Download original** When the box has a check mark, the users are allowed to download the original media. If you uncheck this box for a user group which normally has permission for download, the download button for the users will be greyed out and contain the text "Restricted".

Download Proxy	When the box has a check mark, the users are allowed to download the low resolution version of the media. If you uncheck this box for a user group which normally has permission for proxy download, the download button for the users will not be present for videos and will be greyed out and contain the text "Restricted" for photos. Additionally, the "View" button for images will be hidden.
Edit	When the box has a check mark, the users are allowed to edit the media.
Delete (media)	When the box has a check mark, the users are allowed to delete the media. However, if the user groups' permissions do not allow deleting media, the box is not enabled and you cannot check it.
Upload	When the box has a check mark, the users are allowed to upload media. However, if the user groups' permissions do not allow uploading media, the box is not enabled and you cannot check it.
Delete (group)	Click on the trash icon can to delete the group from the domain.

Adding Upload Targets

You can define one or more locations where uploaded media should be placed. There are two requirements for the upload target to be valid:

- The target path must match paths in the domain ingest rules
- The target path must be specified as an absolute path from the media path root, which means it must start with / (slash).

To add an upload target, click on the **Upload Target** link for the domain.

Figure 4.4. Upload Targets in Domain

Upload target of domain: newdomain

Upload targets defines the directory where the users of associated group can upload

Upload Target Path	Delete
/multimedia/Videos	

Add New Target

Save

Click on **Add New Target** and enter a valid path in the **Upload Target Path** field. The system will not accept any paths not complying with the requirements stated above.

If you want to add a path which is not in the path specified by the domain's ingest rules, you must first create a new ingest rule to make the path available as an upload target.

Disabling Domains

To disable a domain, click on the domain name or the **Options** link for the domain in the list of domains. On the domains options page, remove the check mark next to the field **Enabled**.

Click on **Save**.

In the list of domains, the **Enabled** columns will display "No" for the domain.

When the domain is disabled, its ingest rules will not be processed.

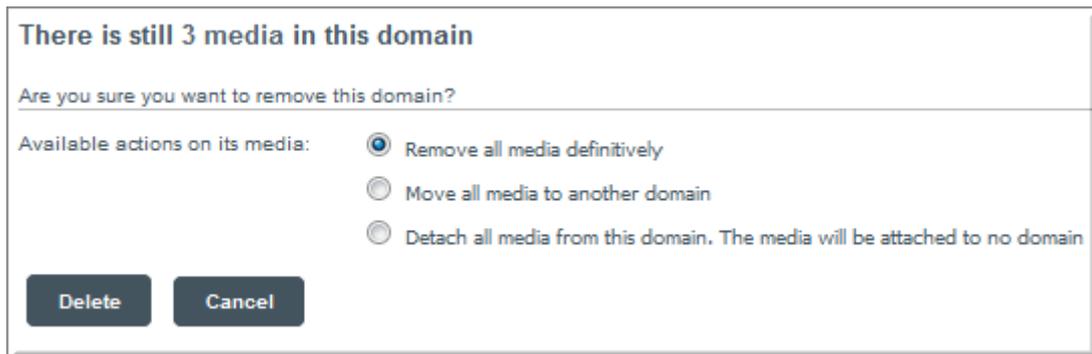
Deleting Domains

To delete a domain, click on the domain name or the **Options** link for the domain in the list of domains. On the domains options page, click to place a check mark next to the field **Tick to delete this domain**.

Click on **Save**.

If there are media associated with this domain, the **Domain deletion** options page will be displayed:

Figure 4.5. Delete Domains Options



You must choose one of the following options for how to deal with the media:

- Remove all media definitively
- Move all media to another domain. If you select this option, a field will appear with a drop-down list where you can select another domain for the media.
- Detach all media from this domain. The media will not be attached to any domain (will become "orphans").

Click on **Delete** to remove the domain.

Chapter 5. System Configuration

The AME system configuration is managed by the Active Circle plugin. The settings for this plugin have been grouped together in a separate, tabbed administration section. To access these settings, go to the main **Administration** page and select the option **Active Media Explorer Configuration**.

The settings you can configure fall into the following categories, each represented by a separate tab:

- “User Interface”
- “Home Page”
- “Navigation Bar”
- “Search”
- “Metadata Fields”
- “Ingest Behavior”
- “Media Types to Ingest”
- “Definitive Delete”
- “Mail”
- “Media Upload”
- “Validation (workflow)”

For each tab you make modifications on, you must click on **Save** to activate the new settings.

User Interface

This tab lets you define availability or display of certain elements in the user interface.

- Activate the **associated files** feature (alternate files) for users to associate files to media manually.
- If you want to display a **metadata report** within each media view in the AME interface, select **Activate Metadata Report link using exiftool in view page**. This will add a box called **Metadata Report** below the media in the media view. It will contain a link called **View Report** which you can click to get detailed metadata information for the medium.
- Activate the **related media** functionality, which lets users link media under **Status and relationships** in the media editing page.
- **Separate by file extension** will group the related media view by file extension.
- **Separate by media type** will group the related media view by media type.
- Set the **default language** for the user interface.
- Set the **theme** (color scheme) for the web application. The default theme in AME version 2.0 is "activecircle". The descriptions of the user and administration interfaces in the AME documentation is based on this theme.

Home Page

You can define the page which will be displayed to users by default when they log on. You can choose between the following options:

Default home page

This will display the AME welcome page. Selecting this option will also create a new tab named **Home** on the main

menu in AME. By default, this page contains panels with shortcut links to the **Recently added** page and the **My Selections** page. In addition, you can add link panels to **Advanced Search** and **Help** (documentation) to the home page by clicking in the corresponding check boxes.

You can customize the home page even further by adding additional panels with links to other pages in the system. Under **Custom panels for the home page**, you can specify a link title, a descriptive text and the link address. Click on [Add](#) to add the panel.

Recently added page This option will always show the list of recently added media.

Custom page You can specify a URL for a custom page in PHP format.

Remember to click on the **Save** button at the bottom of the page to activate your changes.

Navigation Bar

Use the **Top navigation bar** tab to customize the main menu in AME. Enabling features on this page will create the corresponding tab on the main navigation bar. The pre-defined tabs which can be activated or deactivated on this page are:

- Advanced search
- Search results
- Public selections
- Recently added (enabled by default)
- Help (enabled by default)
- Request offline media (see separate section below)
- Adding an alert icon on the "Administration" tab when there is a pending request

You can also create other tabs, by defining **Custom links**. Type in a title and the path and file name of the .php file, and click on [Add](#). This is convenient for allowing users quick access to frequently used pages in your AME environment.

Request Offline Media

You can allow users to request that offline media be brought online. To do this, place a check mark in the **Request offline media** box on the **Top navigation bar** tab. This will create a new tab called **My requests** on the main menu bar of the AME. Requests are normally made by the user clicking on a purple download button for an offline media, which will initiate a request to the administrator asking that the specified archive tape be brought online.

By default, request notifications are sent to and from the administrator only by e-mail. It is also possible to enable a feature for managing requests directly in the AME interface. This is described in the next section.



Tip

For users to be able to take advantage of the request feature, their user group must have the permission "q" (Can make media requests). For more information on how to set group permissions, please see ["Setting Permissions"](#).

Managing requests

When managed requests have been enabled, the administrator can manage all users requests directly in the interface (in addition or instead of by e-mail). This also enables the **My Requests** feature for the users, so they can see the status of their own requests.

Request management is enabled per user group. Follow this procedure:

1. On the main Administration page, click on **Group Management**
2. In user group list, click on the name of the user group to open the group settings
3. Scroll to the bottom of the group settings page
4. Under **Request Mode**, select **Managed Request**
5. Click on Save
6. Go back to the user group list and repeat the procedure if you want to enable more groups.

When requests have been made by users, you can manage them by going to the main Administration page and selecting **Manage Requests**. The number of pending requests will be displayed next to this option. The list of requests will be displayed.

Figure 5.1. Manage Requests

Request ID	Description	Username	Full name	Date	Items	Type	Ass Status	Tools
2	Reason for request: Put Online the necessary tape E01006L4 to download media number : 111	testuser	Test User	05 March 14	1	Managed request	Approved	> Edit
1	Reason for request: Put Online the necessary tape E01006L4 to download media number : 112	testuser	Test User	05 March 14	1	Managed request	Approved	> Edit
4	Reason for request: Please give me access to this resource	testuser	Test User	05 March 14	1	Managed request	Declined	> Edit
3	Reason for request: Please give me access to this resource	testuser	Test User	05 March 14	1	Managed request	Declined	> Edit

Click on **Edit** to change the status on the request, assign it, set an expiry date or delete it.

Currently the user request functionality in Active Media Explorer consists of requests for offline media and access to restricted media.

Search

The options on the **Search** tab lets you configure the search functionality and customize the contents of the simple search box.

For **Simple Search**, there are options for adding or removing search fields from the search box. You can remove or display all fields except the main search field, activate search on

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media IDs and by date (year/month/day), move the buttons up or down, display a toggle box for media types and define settings for automatic completion of entered search terms.

For **Advanced Search**, you can activate the **From Date** and **To Date** search fields in advanced search that will allow users to search for media within a **date range**.

You can also deactivate or activate **Accent insensitive search**, so that searches using accented characters will also search for the same term without accents. This option is activated by default.

To configure **Search Fields**, click on the link at the bottom of the page. It will display a page where you can add or remove fields from searches.

Search fields

The **Search fields** page can be accessed from two places:

- Using the **Search fields** link under **Manage Media** on the main Administration page
- Clicking on **Configure** at the bottom of the **Search** tab in **AME Configuration**.

This page is a graphical representation of the search fields defined in the [AME system database](#). It lets you add and remove search fields from the simple or advanced search features of the system. Each field is represented as a label.

Figure 5.2. Search fields

Search fields

Simple search

State x

Keywords x Add

Advanced search

Keywords x Title x Document Extract x Credit x Expiry date x Caption x Notes x Named person(s) x

Camera make / model x Original filename x Video contents list x Source x Website x Artist x Album x Track x

Year x Genre x Duration x Channel mode x Sample rate x Audio bitrate x Frame rate x Video bitrate x

Aspect ratio x Video size x Image size x Extracted text x File size x AC Share x AC Pathname x Accessibility x

Nearest x Tape x Archived x Tar Index x File Index x In Cache x Backup Tape Tar Index x Backup Tape File Index x

Backup Tape x Domain x Checksum x State x Master x Timecode de départ x Timecode de fin x Type x Duration x

Compressor Name x File Type x Media Creation date x Media Modification Date x File Modification Date x

Country x Add

Save

Field Partial word searches enabled Field not indexed or without short name

To remove a field, click on the "X" on its label.

To add a field, select it from the drop-down list and click on Add.

Important: Remember to click on the **Save** button when you are done, to activate the changes. This will update the system database. If you navigate away from this page without saving your changes, they will be lost.



Note

Fields are only searchable if they have also been *indexed*. To enable indexing for a field, you must go to “[System Data Base Setup](#)” and follow the instructions under “[Making Fields Searchable](#)”.

Fields for which partial search has been enabled, are indicated in a different shade/color than the other fields.

Fields for which indexing has not been enabled in the system database, are indicated with a pink label with red text. When you click on **Save**, these fields will have their **Index this field** option updated to "Yes" in the system database. In addition, the search field page will display these labels at the top of the page with a message reminding you to manually reindex the fields using the “[System Data Base Setup](#)” if you want existing data for the fields to be searchable.

Figure 5.3. Fields to be manually reindexed



Metadata Fields

The media metadata are displayed in three different views in the interface, and you can define which fields should be shown in each:

- List view
- Thumbnail view
- Info box (shown when hovering over a media thumbnail)

To add a new field for a view, select the field in the drop-down list and click **Add**. To modify the display order of the fields, simply drag the field label to the right or the left. To prevent a field from being displayed, click on the **x** on the field label.

You can set the define which fields should be available for sorting the media views, using the labels under **Sort Fields**. Here you can also set the default field to sort by.

You can also modify the order of the tabs shown under **Media Details** in each media view. Drag the tab label to change the order. The **Description** tab cannot be moved.

Lastly you can specify which date field should be used by default when searching for media by date.

Ingest Behavior

If you want the title of media in the AME interface to contain the full path of the original media file, select **Title includes media path**. This will add the share name and the path to the title of the media in AME. You can also choose not to use the embedded media titles during ingest.

Ingest operations may require significant resources on the AME system. To avoid that more than one ingest process is run at any time, you should select the option **Forbid two ingest processes running at same time**. You can choose to run ingest in simulation mode to check if the ingest includes the expected media.

You can choose not to have previews generated for audio and video files. You can also modify the limit for how many times the re-generation of previews will be attempted before giving up (the default is 10).

Media Types to Ingest

Defining media types to ingest previously had to be done using configuration files. This functionality is now part of the Administration interface. The list under **Media to Ingest** contains all the media types which are already configured. You can add or remove file types to ingest by extension and specify the type of media for each.

Figure 5.4. Defining Media Types

File Extension	Media Type	Generate Preview	MIME Type	MIME Subtype	Remove
3gp	Video	<input checked="" type="checkbox"/>	video	3gpp	
avi	Video	<input checked="" type="checkbox"/>	video	msvideo	
flv	Video	<input checked="" type="checkbox"/>			
gif	Photo	<input type="checkbox"/>	image	gif	
jpeg	Photo	<input type="checkbox"/>	image	jpeg	
jpg	Photo	<input type="checkbox"/>	image	jpeg	
mov	Video	<input checked="" type="checkbox"/>	video	quicktime	

If you want to add an extension, make sure that ImageMagick or FFMpeg can also process the extension. The settings page contains a link to a list of supported media formats for each utility.

For videos, you can select whether ingest should **Generate a preview** or not. For images, this box is greyed out, since previews only apply to videos (not to be confused with thumbnails). You can select the MIME type and subtype for each file extension.

To add an extension, type it in the text field at the bottom of the list, and click on the [Add](#) button.

By default, AME will not ingest files which have an extension which is not defined in the **Media to Ingest** table. If you want such "unknown" files to be ingested anyway, you must select the default processing type for them. You can choose that all such extensions be ingested either as photos, documents, audio or video.

Definitive Delete

When AME users delete media, the default action is that the media will only be marked for deletion and not permanently removed. The plugin lets the administrator specify how to handle deleted media and schedule deletion jobs.

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The **Delete Behavior** section offers three options for deleted media:

- **Remove Original file when deleting media:** Check this box if you want the original media file to be deleted from the file system when the corresponding media proxy and metadata is deleted from AME.
- **Remove empty directories:** This will remove directories which have no content after media deletion. This option is selected by default.
- **Check and delete media without original files:** Use this option if you do not want to have any media in AME representing original media files which have been deleted from the file system.

Check all three options if you want the AME media database and filestore to always be synchronized with the Active Circle file system. The default behavior is that the original media files are not deleted when media are deleted from AME and that deleting original media files will not automatically result in the media being deleted from AME.

You can run deletion in simulation mode by checking the appropriate box.



Important

When using any of the options which either deletes or checks for original media in the file system, you must ensure that the shares containing the originals are properly mounted and available. If not, it may result in the database and the file system becoming out of sync and possible unplanned file removals.

Schedule or Execute Deletion

The deletion behavior options will have no effect until a definitive deletion job is run. If a delete job is scheduled, the date and time of the next execution is displayed next to the field **Deletion Scheduling and Execution**.

To schedule or execute a delete job, click on the link **Configure Scheduling**.

Figure 5.5. Scheduling a Definitive Deletion Job

Scheduling of "Definitive Media Delete" Job

Activate scheduling Every day at 22 : 0

Save Scheduling Execute Job Now

Click to place a check mark in the box **Activate scheduling** .

Select if you want to schedule the job to run every day, week, month or year. Then enter the time of day when the job will be run. Click on **Save Scheduling** to activate the schedule.

You can also start a delete job manually, by clicking **Execute Job Now**. This will automatically schedule a definitive deletion job to run once within the following two minutes. If you go back to the **Active Circle Plugin Configuration** page, the job will be listed in the **Deletion Scheduling and Execution** field:



Mail

Use the **Mail** tab to configure e-mail options for request notifications. Specify the e-mail addresses for the recipient and sender, and the settings for the SMTP server.

Media Upload

Use the **Media Upload** tab to enable or disable the upload functionality for users who belong to a group which has permission to upload. In addition, the group must have the **Upload** option enabled in the domain the groups belongs to.

If the users should not see an **Upload** task in their main menu, remove the check mark in the box **Show an upload link in the top navigation**.

You can also set the default upload interface for the system (java or swf/flash).

You can set a limit for the largest file size that can be uploaded. The value is specified in bytes. The default value is 2000000000, which is equivalent to 1.86 gigabytes.

Lastly, you can set the default media type for upload, which will be used if the user does not specify another type during the upload.

There is a link at the bottom of the page which will take you to "[System Data Base Setup](#)", where you can configure additional sources for uploads.

Validation (workflow)

Use the **Validation** tab to enable and configure workflow states for each media resource. This functionality is not enabled by default. Media can have the states "New", "Draft" and "Validated". All media which have not been edited yet, will be in the state "New". Once editing has begun, the media will be automatically moved to the "Draft" state, and it will stay in that state until it has been validated.

When the functionality is enabled, you can choose where the "State" field should be displayed to the users. The state can be indicated with a "State" column in media list view. In addition, it can be added as a search field in simple and advanced search.

You can set conditions for when users are allowed to validate a media resource. Only when the selected fields have been filled in will users be allowed to validate the media. By default, the only requirement is the "Title" field. To add another field as condition, select it from the list and click on **Add**.



Note

Administrators are allowed to validate media even though the conditions have not been met. Pay close attention when validating if you are doing it from an administrator account. If a media has been validated by mistake, the validation can be cancelled by going to the bottom of the media edit page and clicking on the "cancel validation" button.

Chapter 6. Monitoring & Managing Jobs

Active Media Explorer jobs are processes which are used to add, manage, update and delete media in the system. There are several types of jobs:

- Jobs ingesting media files by browsing the storage volumes (full ingest)
- Jobs ingesting new media files and updating media files which have changed since the last full ingest. This ingest is run by the Active Media Connector (Active Circle API) triggered by file audit events, and allows for quicker additions of newly added media files.
- Jobs deleting media without originals
- Jobs purging deleted media
- Jobs updating Active Circle metadata

The AME interface contains a Job List page which lets the administrator view job progress, logs and summary information, filter the job view by type and status and configure job purge and scheduling.

Active Media Explorer Job List

The job list can be accessed using the link **View Active Media Explorer Jobs** on the main administration page or one of the **View Ingest ... Jobs** links under **Manage Media**.

Figure 6.1. AME Job List

Type	Id	Status	Stage	Progress	Creation	Duration	Error	Tools
Ingest by Active-Circle API	49	RUNNING	Regenerating: 1	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%	08 February 14:18	00:00:07	> Log	> View > Delete
Update Active-Circle Meta-data	45	DONE - Normally	3 updated	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	08 February 13:00	00:02:23	> Log	> View > Delete
Ingest by Active-Circle API	44	DONE - Normally	0 ingested	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	08 February 13:00	00:01:11	> Log	> View > Delete
Purge deleted-media	32	DONE - Normally	18 purged	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	08 February 10:00	00:00:27	> Log	> View > Delete
Update Active-Circle Meta-data	30	DONE - Normally	4 updated	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	08 February 09:30	00:01:07	> Log	> View > Delete
Ingest by browsing	29	DONE - Normally	29 ingested	<div style="width: 100%;"><div style="width: 100%;"></div></div> 100%	08 February 09:27	00:51:36	> Log	> View > Delete
Ingest by browsing	28	DONE - Interrupted	0 ingested	<div style="width: 54%;"><div style="width: 54%;"></div></div> 54%	08 February 09:22	00:02:09	> Log	> View > Delete

Filters Type : Status : Status cause : Show empty job

The list shows both jobs in progress and completed jobs. Each line represents a job, displaying summary information like the type, Id, status, stage, progress, creation date and duration of each job, as well as any errors and tool links. By default, jobs which contain no data (no media actions performed) are not displayed in the list. If you want to display even the empty jobs, click in the box labelled **Show empty jobs** at the bottom of the page.

You can choose to view all or only one type of job by selecting the **type** under **Filters**.

The job view can also be filtered by **Status** (New, Running, Pending, Done) and what event caused the status (Normally, Cancelled, Interrupted, Failed, Timeout).

At the bottom of the list there are links which let you **Configure Job Purge** and **Configure Scheduling** of deletion and purging jobs.

Job Tools

The last column of the job list table contains links to tools for each job:

- Log** The job log shows a chronological list of the actions performed by the job with time stamps, including the list of media (if any), status updates and any errors. You can filter the log by level of importance (Information, Warning, Error).
- View** The individual job view shows more detailed summary information for the job and the results of the processing.
- Delete** You can delete jobs manually if you do not want them to appear in the list. You will be asked to confirm the deletion after clicking on **Delete**.

Configuring Job Purge

The **Purge jobs** page can be accessed from two places:

- Using the **Configure Job Purge** link on the **Active Media Explorer Job List** page
- Clicking on **Options** next to the plugin **ac_job** in the list of plugins

Set the values for the maximum number of jobs to keep (default value is 2000) and the job retention period (default is 30 days). Beyond these thresholds, jobs will be automatically purged.

You can choose to have jobs which did not perform any actions (empty jobs) be deleted automatically.

At the bottom of the page the scheduling of the job purge is displayed.

Configuring Scheduling

The **Configure Scheduling** page can be accessed from two places:

- Using the **Configure Scheduling** link on the **Active Media Explorer Job List** page.
- Clicking on **Options** next to the plugin **ac_job** in the list of plugins and then clicking on **Configure Scheduling**.

By default, jobs are scheduled to be purged every evening at 23:00. You can change the time or deactivate the scheduling.

You can also run the job manually by clicking on the **Execute Job Now** button.

Chapter 7. Metadata Import & Export

It is possible to import metadata for media from external sources through the regular ingest process. The AME allows you to define scripts for generating xml data containing the metadata of the ingested media. You can also import metadata from XML files through a manual operation. In addition, you can export all the metadata for all the media in the system in the same format.

The Active Media Explorer defines its own XML format for importing metadata. Any external metadata which are to be ingested/imported, need to conform to this format. Examples of this are provided further down in this chapter. The provided plugin (`ac_import_metadata`) can run an external script which must return the imported metadata in the correct XML format. Depending on the original external format of the metadata, the script needs to perform the necessary conversion of the data into the AME XML format. Creation of such scripts are outside of the scope of this document and the functionality of the AME, and will be specific to each external format and environment. This chapter will explain how to configure the import functionality built into AME, the XML format to be used and how to use the default import script which is provided with the Active Media Explorer.

Topics:

- [Configure Import for Ingest](#)
- [Description of XML Format for Import](#)
- [Importing XML Metadata Manually](#)
- [Exporting Metadata in XML Format](#)

Configure Import for Ingest

To enable the import data functionality, the `ac_import_metadata` [plugin must first be activated](#), as explained in the plugin chapter.

Once activated, the configuration options for metadata import can be accessed from two places:

- Using the **Import Metadata Plugin Configuration** link under **Manage Media** on the main Administration page
- Clicking on **Options** next to the plugin `ac_import_metadata` in the list of plugins

Figure 7.1. Import Plugin Configuration

By default, none of the options are selected.

Import Metadata for new media	The import script will be run for any new media which are ingested.
Import Metadata for existing media	The import script will be run on media which have already been ingested. A similar type of import can be done manually, without a script, by using the Import Data feature on the main AME Administration page.
Command to Execute	<p>The full path and file name of the script to be executed during ingest. A default script is provided with the AME:</p> <pre>/var/www/ame/plugins/ac_import_metadata/samples/default_xml_import.bash</pre> <p>This script will process any valid XML file having the same name as a media file in the same directory. For example, if the file <code>Video001.xml</code> exists in the same directory as <code>Video001.mp4</code>, and the XML is valid, the metadata will be read from the XML file and ingested together with the corresponding mp4 file. See below for valid XML format.</p>
List of metadata (optional)	You can specify a list of metadata names separated by commas to be passed as parameters to the command script. Only non-empty metadata values will be passed.
Activate debug messages	This will produce more data for investigating problems.
Keep command output file	AME produces an internal XML data flow during the ingest, based on the XML data being passed

to it. These data are treated as temporary and will be deleted after ingest processing. If you want this XML to be kept as a file for reference/investigation purposes after the ingest is done, you can check this box.

XML Format for Import

Any import script must return an XML description of the imported metadata for each media resource in the following XML format:

```
<?xml version="1.0" encoding="UTF-8"?>
<xml>
  <resourceset version="1.6">
    <resource>
      <keypath>path/media_filename</keypath>
      <field ref="18">My description of the picture</field>
      <field name="title">The Title</field>
    </resource>
  </resourceset>
</xml>
```

Each media file is defined by a `<resource>` element. The file name is defined by the `<keypath>` element. Whether the path should be included, depends on how the script is written. Each metadata value is specified in a `<field>` element using the metadata field name or Id number as reference. Metadata field names and Ids can be found in the [System Database Setup](#) tree structure under the **Media Types / Fields** item. Note that any field specified must already exist in the system database.



Tip

Field name Id numbers take precedence over field names in the XML file. If using field names, make sure you specify the **Shorthand name** and not the field "Title" (display name), if they are different.

The below example illustrates how to specify values for the "Notes" (Id=25), "Keywords" (Id=1) and "Country" (Id=3) metadata fields for two mp4 video files (both names and ids used just for syntax illustration) using the default import script:



Note

The default import script assumes that the XML file resides in the same directory as the media file. Therefore no path should be specified for the `<keypath>` element, just the file name.

Example 7.1. Metadata import file video001.xml using field ids

```
<?xml version="1.0" encoding="UTF-8"?>
<xml>
  <resourceset version="1.6">
    <resource>
      <keypath>Video001.mp4</keypath>
      <field ref="25">This is wild</field>
```

```
<field ref="1">outdoor,night,animals</field>
<field ref="3">Kenya</field>
</resource>
</resourceset>
</xml>
```

Example 7.2. Metadata import file video002.xml using field names

```
<?xml version="1.0" encoding="UTF-8"?>
<xml>
  <resourceset version="1.6">
    <resource>
      <keypath>Video002.mp4</keypath>
      <field name="notes">This looks delicious</field>
      <field name="keywords">cuisine,bakery,desert</field>
      <field name="country">France</field>
    </resource>
  </resourceset>
</xml>
```

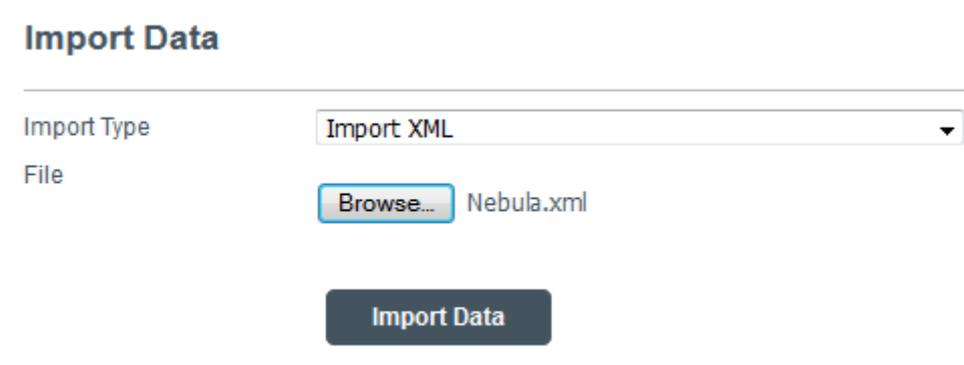
A README-file with reference information and a general example can be found here:

- /var/www/ame/plugins/ac_import_metadata/readme.txt
- By clicking on the **Informations About The Import Metadata Plugin** link on the **Import Data** page under AME Administration.

Importing XML Metadata Manually

In addition to metadata import from XML during ingest, you can import additional metadata for existing AME media resources at any time by using the **Import Data** link on the main AME Administration page. This lets you specify a predefined XML file containing valid XML metadata syntax for *one or more* media files.

Figure 7.2. Import XML Data



Here you simply browse to select the XML you have prepared and click on [Import Data](#).

During the execution of the file, information and error messages will be displayed on the screen. Once the processing has been successfully completed, you can go to the corresponding media to verify that the metadata were updated.

At the bottom of the Import screen, you can click on the **Informations About The Import Metadata Plugin** link to open the reference readme file for data import.

Example 7.3. XML Import file with metadata for two video files

```
<?xml version="1.0" encoding="UTF-8"?>
<xml>
  <resourceset version="1.6">
    <resource>
      <keypath>multimedia/Video001.mp4</keypath>
      <field ref="25">This is wild</field>
      <field ref="1">outdoor,night,animals</field>
      <field ref="3">Kenya</field>
    </resource>
    <resource>
      <keypath>multimedia/Video002.mp4</keypath>
      <field name="notes">This looks delicious</field>
      <field name="keywords">cuisine,bakery,dessert</field>
      <field name="country">France</field>
    </resource>
  </resourceset>
</xml>
```



Note

In the example above, the path is included in the `<keypath>` element. This is the full path relative to the root of the AME *media path* (not the full file system path). The manual import feature does not make any assumptions about where the media files reside, so the path must be specified.

Exporting Metadata in XML Format

You can export the metadata for *all media* in the system in the same XML format as described above, by using the **Export Data** link on the main AME Administration page.

Simply leave the **Export type** as "XML" and click on the [Export Data](#) button. This will produce one XML file containing all the metadata fields for all your media. The system will ask you to specify a location for saving the file.

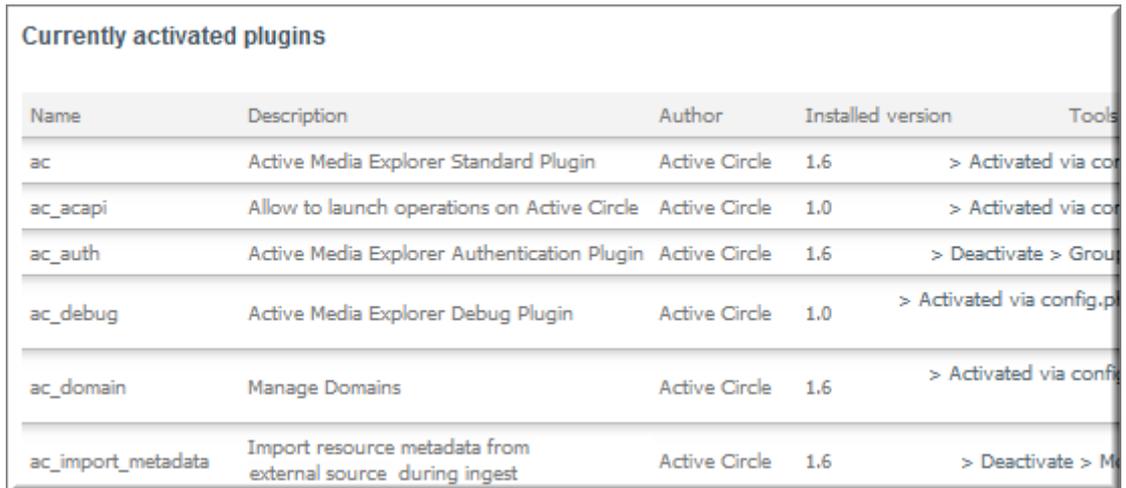
The XML export file can be used as a backup, reference or for moving media resources elsewhere.

Chapter 8. Plugins

Plugins are used to add functionality to the basic features of the Active Media Explorer. The administrator can activate and deactivate plugins, define which groups have access to each plugin's functionality and configure the behavior of each plugin.

To access the Plugin Manager, go to the **Administration** area and click on **Manage Plugins**.

Figure 8.1. Plugin Manager



Currently activated plugins				
Name	Description	Author	Installed version	Tools
ac	Active Media Explorer Standard Plugin	Active Circle	1.6	> Activated via con
ac_acapi	Allow to launch operations on Active Circle	Active Circle	1.0	> Activated via con
ac_auth	Active Media Explorer Authentication Plugin	Active Circle	1.6	> Deactivate > Group
ac_debug	Active Media Explorer Debug Plugin	Active Circle	1.0	> Activated via config.pl
ac_domain	Manage Domains	Active Circle	1.6	> Activated via confi
ac_import_metadata	Import resource metadata from external source during ingest	Active Circle	1.6	> Deactivate > M

The plugins page consists of three parts:

Currently Activated Plugins

Initially, this list contains the plugins which are activated by default in the `config.php` configuration file. These plugins cannot be deactivated using the Administration interface. When you activate a plugin from the list of available plugins, it will be added to this list.

Available Plugins

These plugins provide extended functionality which is not activated by default. These plugins can be activated and deactivated using the Administration interface.

Upload Plugin

This feature lets you upload a custom plugin file if additional customer-specific functionality is required.

Plugin Settings

For each plugin, you can define which user groups should have access to the functionality. You can also configure options for most of the plugins.

Group Access

By default, all the user groups have access to all plugins. Some plugins have the option **Group Access** which you can use to restrict access to the plugin functionality to certain

groups. Certain base features provided by plugins such as `ac` and `ac_acapi` cannot be restricted, so these plugins will not have the option to define group access.

To restrict access to the plugin functionality to certain groups, do the following:

1. Go to the **Plugin Manager** page
2. Find the plugin in the list, and click on the **Group Access** link in the **Tools** column
3. Select **This plugin is activated for the selected groups only**
4. Click to place a check mark next to the group(s) you want to have access to the plugin functionality
5. Click on **Save**

Options

Several plugins can be configured using the Administration interface. This will be indicated for each plugin by the presence of an **Options** link in the **Tools** column for the plugin entry. Click on the **Options** link to access the plugin configuration page. When you have modified the configuration options, remember to click on the **Save** button to save your changes.

The next sections describe the configurable options of some of the plugins that are activated by default.



Tip

The options for the Active Circle plugin (`ac`) are described under [Chapter 5, System Configuration](#).

Active Media Connector (acapi)

The Active Media Connector (or "acapi") manages the communications requests between Active Media Explorer and Active Circle. In the options of the plugin, you can edit the port number of the acapi host and the user and password used to access it. Note that changes to any of these parameters also require changing configuration files on the AME system. Please see [Appendix F, Changing System Password](#) for more information about changing passwords for Active Circle, AMC and AME.

Configure Unavailable Media for Ingest

In the plugin options for the Active Media Connector, you can also specify if media with the status offline or nearline are to be included in ingest operations. By default, only online and nearline media are included. Ingesting offline media will require that an operator is available for inserting tapes with offline media into the tape library. If you want to make offline media ingestible, de-select **Offline Media not available for ingest**. If you want to exclude nearline media from ingest operations, select **Nearline Media not available for ingest**.

Click on **Save** to activate the changes.

Domain Plugin (ac_domain)

The domain plugin is used to activate the domains functionality, activate individual media access management and configure media-domain consistency checking.

Domain activation

The main option for the Manage Domains plugin is **Activate Domain Management**. This option is activated by default. Remove the check mark if you do not wish to use the domains functionality.

Media Access Management

When **Media Access Management** is activated by the administrator, the users of AME can grant read and download rights to other users for individual media. This functionality is independent of the domain access rights, which means that a user group can be given access to media even though the users of the group do not have access to the media's domain.

When this functionality is activated, the option **Manage access** will appear in the **Media Tools** box for all media in the system.

The assignment of rights for individual media is meant for special cases where a temporary access outside of the media domain is required. Management of permissions for media in a domain should normally be done using the [user groups functionality](#) of the domain.

Media-domain Consistency Check

In addition the plugin provides an option related to the media-domain consistency checking feature. By default, media that do not match any domain rules are not automatically deleted (instead they become "orphan" media). If you want such media to be automatically removed following a consistency check, you should click to place a check mark next to the **Remove media not matching any rules** field. For more information about consistency checks, please see [Appendix C, Media-Domain Consistency Check](#).

Click on **Save** to activate any changes.

Associated Files (ac_alternate_files)

The options for the associated files feature can be accessed from two places:

- Using the **Associated Files Definition** link under **Manage Media** on the main Administration page
- Clicking on **Options** next to the plugin **ac_alternate_files** in the list of plugins

You can define files associations by three different methods:

- **Associated Files based on same file with different extensions:** Defines a list of extensions for associated files. Files with the same name as the actual media file, but with an extension listed here, will be automatically associated with the media.
- **Associated Files based on same file name with a suffix and same extension:** This will automatically associate files with a name that contains a defined suffix in addition to the media file name, if the associated file also has the same extension as the media file.
- **Associated Files based on same file pattern with some name substitutions:** This is a specialized association which is defined in a configuration file. See the instructions on screen and in the referenced configuration file.

You can also choose to remove existing media from the AME database if the associated file already exist as a media.

Preview Generation (ac_ffmpeg)

The options for ffmpeg can be accessed from two places:

- Using the **Configure preview generation** link under **Manage Media** on the main Administration page
- Clicking on **Options** next to the plugin **ac_ffmpeg** in the list of plugins

The ffmpeg plugin options let you define default settings for generation of video previews in AME, such as video size, bitrate, frame rate and codec.

You can also define a watermark to be displayed on all video previews in AME, such as a company logo. You can specify the position of the watermark and the image file to be used.

You can also specify custom command line parameters for ffmpeg.

Metadata Import (ac_import_metadata)

To activate the metadata import with xml feature, you need to activate the plugin called **ac_import_metadata**.

This plugin allows you to define scripts for generating an xml file with the metadata of the ingested media. It also allows metadata to be imported from an external resource during the ingest process.

This plugin has a special option called **More Info** in the plugin list. Clicking this will display a "readme" file with information about the format to use for creating xml import files.

Please refer to [Chapter 7, Metadata Import & Export](#) for more information about configuring the options of this plugin and using the xml metadata import feature.

Other Plugins

Enable Edit Note Field

You can activate a field to let users edit and view notes related to a selected file directly in the media view. The field will appear in the **Description** tab of the **Media Details** with the heading "Notes".

To enable this functionality, you need to activate the **ac_edit_note** plugin from the list of available plugins. This plugin is not activated by default.

Debug Configuration

The debug settings are defined by the **ac_debug** plugin, which is activated by default. Not all options are enabled by default, so if you want full debugging functionality, you need to select the appropriate settings in the options for the debug plugin.

One setting lets you enable the SQL log for the system database. Note that this should only be turned on temporarily, as this log generates a significant amount of data.

LDAP Support

LDAP support is provided by the **posixldapauth** plugin, which is not activated by default. When activated and properly configured, this functionality lets AME connect to an LDAP directory. Supported directory types are "Active Directory" and "Open LDAP".

Chapter 8. Plugins

Users defined in the LDAP directory will then be able to authenticate themselves on AME. During the initial connection, the user account is automatically created and added to a group. Groups in the directory can also be mapped to AME user groups.

Click on **Enabled** in the plugin options page to activate the functionality. Fill in all the required information for connecting to your LDAP directory.

Chapter 9. Manage Deleted Media

Media which have been deleted by users, will not longer be visible to the users, but they are not removed from the system. Instead, they are marked for deletion so that the administrator can review the deleted media. AME administrators can search for deleted media in the system and perform actions on them. To access this functionality, go to the **Administration** area and click on **Manage Deleted Media**.

Finding Deleted Media

To obtain a list of media marked for deletion, you have two options:

- **Search Deleted Media By User:** Click on this link to perform an automatic search for any media which have been deleted by users. If you want to use specific criteria to search for deleted media, click on **Advanced Search** instead.
- **Search Deleted Media From File System:** Click on this link to perform an automatic search for media which have been deleted from the Active Circle file system (where originals are stored).

The matching media will be displayed as a regular search result (thumbnails or list, according to your choice) under the heading **Deleted Resources**. At the bottom of the page, the usual actions are available:

- Save search query to selection
- Save search items to selection
- Calculate disk space used by results

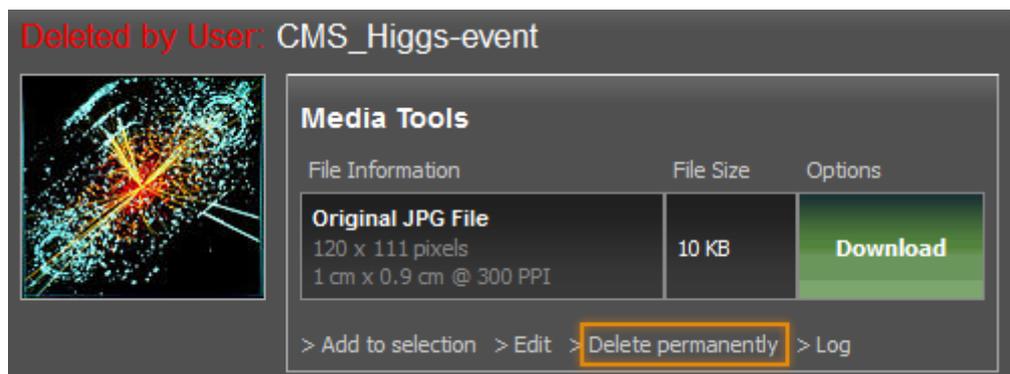
Schedule Definitive Deletion Job

The last option on the **Manage Deleted Media** page is **Access to Delete Job Configuration**. Click on this option to go to the **Active Circle Plugin Configuration**, where you can configure the options and scheduling of deletions. For more information about this, see [“Definitive Delete”](#).

Deleted Media Actions

If you select user-deleted media, the item will be displayed in a media view:

Figure 9.1. Deleted Media View



Deleting Media Permanently

To remove the item from the system permanently, click on **Delete permanently**. You will be presented with a page that asks you to confirm deletion by clicking on the **Delete Media** button.

If you want to remove several media in one operation, you can add the media to a temporary selection by clicking **Add to selection**. You can then permanently remove the whole selection including the media by selecting **Delete Selection** from the **Tools** list for the selection.

Download or Edit Deleted Media

Other actions that are available for deleted media:

- **Download:** You can still download the original, which will not be deleted unless you have modified the deletion settings in the “**Definitive Delete**”.
- **Add to selection:** Add deleted media to a selection to apply the same action to a group of media.
- **Edit:** You can edit the tags and metadata of the media. If you do this and save your changes, the media will be reactivated and will no longer be marked for deletion. You can also re-activate the media without editing, by selecting **Edit** and then change the **Status** field to "Active". Both methods will make the media reappear in the users' media searches.
- **Log:** Click to display the log for this media. Below is an example of a log for a user-deleted media which have been edited and re-activated by the administrator.

Figure 9.2. Log of Re-activated Deleted Media

Media Log : Media ID 51					
Date	User	Action	Field	Difference	
12 September 13 @ 13:49	Test User	Created media			
12 September 13 @ 13:49	Test User	Uploaded file			
25 September 13 @ 10:16	Test User	Deleted media			
25 September 13 @ 10:19	Admin User	Edited media field	Title		+ Mystery file
25 September 13 @ 10:19	Admin User	Edited media field	Keywords		+ Invalid Internal
25 September 13 @ 10:19	Admin User	Edited media field	Named Person(s)		+ okl
25 September 13 @ 10:19	Admin User	Edited media field	File Modification Date		- 13:49:26 + 13:49
25 September 13 @ 10:19	Admin User	Change status			Deleted by User -> Active

Chapter 10. Transfer Jobs & Send To

Active Circle Transfer jobs are Active Media Connector tasks which are initiated when users perform an **Send To** (FTP or local) or **Destage** operation. These procedures are often called *restoring* media.

The **Send To** feature allows users to send a selection of original media files to an FTP target or a local API target instead of downloading them directly. The "Send To" operation uses the Active Media Connector to initiate a job which will "restore" the media from the Active Circle archive. The administrator makes this functionality available by activating a plugin and creating FTP or API targets. The administrator can then monitor and manage the transfer jobs created by the users.



Note

If the media to be sent exist on both a primary and a secondary volume, the media residing on the secondary (archive) volume will be used for the transfer.

If both a primary and secondary volume is available, but the media only exist on the primary (non-Active Circle) volume, the transfer job will copy the files from a local mount point of the primary volume. This means that the system running AMC needs local access (using a mount point) to the media using the same path as the one used by AME.

The same plugin/functionality is used to activate the "Destaging" functionality. Destaging is the process of retrieving media from tape and bringing them online (to a cache area on disk).

Activating Send To

To enable the "Send To" feature, go to the **Administration** area and click on **Manage Plugins**. Under the heading "Available Plugins", find the **ac_acapi_restore** plugin. In the **Tools** column for the plugin, click on **Activate**. The plugin will now appear under the heading "Currently Activated Plugins".

This plugin is activated for all groups by default. If you want to restrict the usage of the "Send To" feature to certain groups, click on the **Group Access** link.

When you activate the **ac_acapi_restore** plugin, the "Send To" functionality is enabled by default. The next section of this document describes how to deactivate the feature or modify its options.

Configuring Transfer Jobs

To configure Active Circle Transfer Job options, which control the behavior of the "Send To" feature, find the **ac_acapi_restore** plugin in the list of currently activated plugins and click on **Options**. Alternatively, you can click on the **View Active Circle Transfer Jobs** in the main Administration area and click on the **Configure** link under the list of jobs.

The following parameters can be configured:

Activate Send To

Use this box to activate or deactivate the functionality. If you uncheck this box, the **Send To** action will be hidden from the users' selection tools.

Chapter 10. Transfer Jobs & Send To

Activate "Send To Local Folder" Feature	A selection of media can be restored to a local folder on the machine running the Active Media Connector server (the Active Circle API), once an API Target has been defined.
Activate Destaging	You can activate the destaging functionality, which means that users can copy media to the cache of the storage system to bring the data online. If you check this box, the Destage action will appear in the list of selection tools for the users.
Send login/password to API	Check this option to automatically send the login and password defined in the FTP target to the Active Media Connector when the user launches a Send To operation. This allows users to send media to the FTP target without entering login information each time.
Show only jobs of current user	When this option is checked, each user will only see their own transfer jobs.
Add entry to each transferred media log	Remove the check mark to disable this logging.
Notify user by email	Remove the check mark if no notification is to be sent to the user.
Max. number of displayed jobs	The maximum number of transfer jobs to display. The default is 10,000.
Priority	The priority of transfer jobs specified as a number between 0 and 100. The default is 50.
Make best effort	This option is enabled by default. It means that the system will try to restore nearline and offline files in the "Send To" selection if possible. If this box is not checked, the transfer job will stop once it encounters a file which is not online.

Remember to click on **Save** to activate any changes.

Configuring FTP Targets

When using the "Send To" feature, users select an FTP target which defines where to send the media files to. The FTP target(s) must be defined by the administrator.

To create or modify an FTP target, go to the **Administration** area and click on **System Data Base Setup**. In the database tree view, click on the plus sign next to **Send To FTP Targets**.

To create a new FTP target:

1. Click on **New FTP Target**
2. Enter a name for the new target, and click on **Save**
3. In the tree view, click on the newly created FTP target
4. Make sure that the **Enabled** field contains "Yes", otherwise the target will not be visible to users.
5. Fill in the other parameters for the FTP target, such as IP address, login, password, user group access, etc.

6. Click on **Save**

Configuring API Targets

When using the "Send To API Local Folder" feature, users select an API target which defines where to send the media files to. The API target is a local folder on the machine running the Active Media Connector server (the Active Circle API). The API target(s) must be defined by the administrator.

To create or modify an API target, go to the **Administration** area and click on **System Data Base Setup**. In the database tree view, click on the plus sign next to **API Targets**.

To create a new API target:

1. Click on **New API Target**
2. Enter a name for the new target, and click on **Save**
3. In the tree view, click on the newly created API target
4. Make sure that the **Enabled** field contains "Yes", otherwise the target will not be visible to users.
5. Fill in the other parameters for the API target, such as folder path, user group and description.
6. Click on **Save**

Viewing and Managing Transfer Jobs

When the **ac_acapi_restore** plugin is activated, a new option appears in the AME **Administration** area:

View Active Circle Transfer Jobs

Click on this option to see a list of all the transfer jobs in the system. The list will show both destaging and "Send To" jobs.

Figure 10.1. Transfer Jobs List

#...	Name	Created	User	Type	Prio...	File	Status	Progress	Uptime
+	Big Selection	2013-10-...	testuser	TRANSFER	50	17	DONE	<div style="width: 100%;"></div>	00h:01m:7s
+	Big Selection	2013-10-...	testuser	TRANSFER	50	17	DONE	<div style="width: 100%;"></div>	00h:01m:15s
+	Destage	2013-10-...	testuser	DESTAGE	50	4	DONE	<div style="width: 100%;"></div>	00h:00m:26s
+	New Selection	2013-09-...	testuser	DESTAGE	50	1	DONE	<div style="width: 100%;"></div>	00h:00m:11s

You can view details for a job by clicking on the arrow symbol in the leftmost column of the job's line. This will display the tapes involved (if any) and list all the files in the job with status information for each file.

You can refresh or toggle automatic refresh of the list by using the icons at the upper right corner of the jobs list.

You can also delete or restart individual jobs by clicking on the trash can or restart arrow symbols, respectively.

Chapter 11. Data Base Administration

This chapter describes administration tasks related to database information retrieval, configuration and export. The topics covered are:

- [“Statistics and Reports”](#)
- [“System Data Base Setup”](#)
- [“SQL Data Export and Import”](#)

Statistics and Reports

The Active Media Explorer provides two types of reporting functionality to the administrator:

- Statistics in graphical format
- Reports on screen and in CSV format

View Statistics in Charts

To access this functionality, go to the **Administration** area and click on **View Statistics**.

The top of the page contains drop-down lists for selecting criteria in the following categories:

- User Activity
- Year
- Month
- User Group

Select the criteria, and click on [View Statistics](#) to display a chart at the bottom of the page. If no user groups are selected, statistics for all the users are displayed.

To send the charts for all the user activity categories to a printer, select **Print all statistics for this year** and click on [View Statistics](#). This will print all the user activity charts for the current year for the selected user group(s).

View Reports

To access this functionality, go to the **Administration** area and click on **View Reports**.

Reports display detailed data relating to the usage of AME, such as keyword use, media downloads, media views and user details. The reports can be downloaded in CSV format which can be opened in most spreadsheet applications.

Select the report you want to create from the **View Report** list. Select the time period and click on:

- [View Report](#) if you want to display the report in table format in the browser
- [Send To](#) if you want to download the report in CSV format in order to open it in a spreadsheet application.

System Data Base Setup

To access this functionality, go to the **Administration** area and click on **System Data Base Setup**.

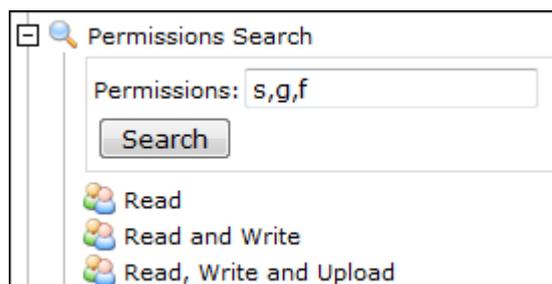
Figure 11.1. System Setup Tree View



The system database setup gives you access to more details of the AME configuration. In most cases, there is no need to modify the database setup, so the following will only give a short description of each category or functionality. One commonly used item, “[Configuring FTP Targets](#)”, is described in greater detail in the next section.

The database setup contains the following functionality:

- | | |
|--------------------------------|--|
| Group Management | The same functionality is available through the “ Manage Groups ” choice in the regular Administration interface. |
| Media Types/Fields | You can use this to modify or add media types and data fields. You can for example use this feature to add search fields to simple or advanced search or to make new fields searchable . |
| Reports | You can create new reports or modify existing reports for the “ View Reports ” feature. Knowledge of writing SQL queries is required. |
| Downloads/Preview Sizes | Add or modify default settings for media proxies. |
| Database Statistics | This gives you summary information for the database contents. |
| Permissions Search | You can find which user groups contain specific permissions by typing one or more permission parameters (separated by commas) in the Permissions field and clicking Search . The groups containing the specified permissions will be displayed in three view below the search box: |



Send To FTP Targets	Use this to configure targets for sending (downloading) a media selection by FTP.
Upload Targets	Upload targets are configured in the Manage Domains option of the regular Administration interface under " Adding Upload Targets ".
Upload Sources	If you need to configure other sources for local upload than the pre-configured sources, you can add them here.



Note

Keep in mind when configuring the database:

- Do not delete existing fields in the database.
- When creating new fields, make sure the **Field id** has a value of 200 or higher (the default). For each new field created, the field id value will be incremented by one.

Adding Types/Fields

You can add new fields and types to the AME database. Click to expand the **Media Types / Fields** item in the database tree view. Then select **New Media Type**.

- To add a type, select **New Media Type**.
- To add a field, click on a type (for example "Video" and then select **New Field**.

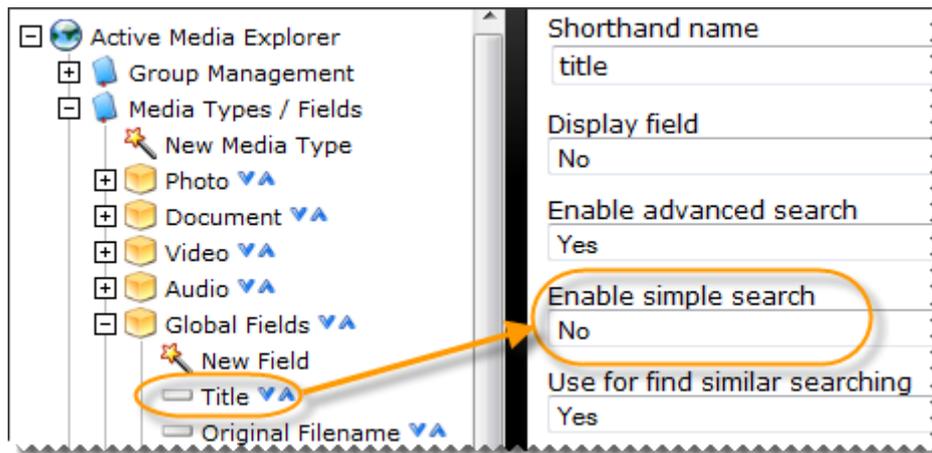
Adding Fields

Enter the title of the new field, and click on **Save**. The new field will now appear in the tree view under the type you had selected. To configure the field, click on it in the tree view. Make sure you fill out all the necessary field, such as Resource Type, Field Type, Tab name, etc.

Adding Fields to Search Panels

You can add fields to the **Simple Search** panel and the **Advanced Search** page in AME using **System Data Base Setup**. Click to expand the **Media Types / Fields** item in the database tree view. Then select **Global Fields**. Click on the field you want to add to simple search, for example **Title**.

Figure 11.2. Editing Data Fields



The settings panel for the field will be shown to the right. Scroll down to the field **Enable simple search**. Set the value to "Yes".

Click on **Save** at the bottom of the page to activate the setting. The **Title** field will now be displayed in the **Simple Search** panel for the users.

If you want to add a field to the **Advanced Search** page, for example "Country", you select this field in the three view and enable the option **Enable advanced search** for it using the same procedure as above. Note that for the field to appear in advanced search, you must also fill in the **Shorthand name** field.



Important

If you want to use other fields than the default set in the database for search, you can add new fields to the database by clicking on **New Field**. Adding new fields is better than renaming or deleting existing fields, in order to preserve the product's base search functionality, keeping open the possibility of reverting and to be able to benefit from product upgrades to this feature. If you want to remove a default field from the search, you can simply disable it from being displayed on the search page or disable indexing for it.

Making Fields Searchable

For a field in the AME database to be included in searches, indexing needs to be activated for the field. In addition, you need to enter a short name for the field. This is independent of whether the field is displayed on the search page or not. You can add a newly created or an existing field to search. Note however that existing data will not be automatically indexed if the data were entered before you turned on indexing for the field. To include existing data, you need to [reindex the field manually](#).



Tip

To see a list of the fields which have been added to search, but which have not been indexed, use the ["Search fields"](#) page.

Go to **System Data Base Setup**. Click to expand the **Media Types / Fields** item in the database tree view. Then select **Global Fields**. Click on the field you want to add to search, for example a field you have just created.

Figure 11.3. Enable Indexing of Field

reindex this field'. Below this is a dropdown menu labeled 'Index this field' with 'Yes' selected. Further down is another dropdown menu labeled 'Enable partial indexing' with 'No' selected. A warning message states: 'Partial keyword indexing (prefix+infix indexing) should be used sparingly as it will significantly increase the index size. See the wiki for details.'" data-bbox="237 171 885 328"/>

Indexing
If you enable indexing below and the field already contains data, you will need to [reindex this field](#)

Index this field
Yes

Partial keyword indexing (prefix+infix indexing) should be used sparingly as it will significantly increase the index size. See the wiki for details.

Enable partial indexing
No

The settings panel for the field will be shown to the right. Scroll down to the field **Index this field**. Set the value to "Yes".

Remember to also type in a name in the field **Shorthand name**.

If you want the search feature to find matches for parts (3 or more characters) of this field, set the value to "Yes" for **Enable partial indexing** as well.

Click on **Save** at the bottom of the page to activate the setting. The field will now be included in searches from the **Simple Search** panel and the field **All Fields** in **Advanced Search**. If you want the field to also be visible in the search panels, see "[Adding Types/Fields](#)".

Manually Reindexing Fields

If you enable indexing for a field by setting **Index this field** to "Yes", and the field already contains data, you will need to reindex the field.

To run manual reindexing of the field, click in the link in the message above the indexing field that says **reindex this field**. At the confirmation message, click to confirm or cancel the reindexing.



Note

Reindexing may take time and consume significant server resources. Be sure to consider the amount of existing data that exists for the field and the load on the system.

SQL Data Export and Import

To access the SQL export or import functionality, go to the **Administration** area and click on **Export Data** or **Import Data**.

For information about the xml metadata import and export feature, please see [Chapter 7, Metadata Import & Export](#).

Using the database **Export Data** feature, you can export an SQL dump file containing the data in the system database. You can import the same type of file using the **Import Data**

Chapter 11. Data Base Administration

feature. This is not meant to be a backup solution for the Active Media Explorer data. For more information about backing up the system, please see [Appendix B, Backup AME](#)

Chapter 12. Troubleshooting

This section describes methods that can be used to search for problems.

Using Logs

The Active Media Explorer has a number of log files which can be searched for errors or indications of problems. The log files are located in the `/var/log/ame` directory.

Table 12.1. AME Log Files

File	Description
<code>/var/log/ame/ingest.log</code>	The log from the ingest process which is being run daily. Lists all files and directories which have been ingested.
<code>/var/log/ame/ingest_by_api.log</code>	The log from the ingest process which is being run every hour by the Active Media Connector (API) using file audit.
<code>/var/log/ame/update_metadata_ac.log</code>	Log from the script that synchronizes the AME with Active Circle to obtain the archiving status of the media in AME.
<code>/var/log/ame/activesync_index_encode*.log</code>	Log from the ffmpeg processing of the ingested files.
<code>/var/log/ame/cron.job.log</code>	Log from internally scheduled tasks in AME, such as media purges, associating media with the correct domain, e-mail notifications and database cleaning.
<code>/var/log/ame/purge_deleted_resources.log</code>	Log for definitive media deletion jobs, if scheduled.
<code>/var/log/ame/debug.txt</code>	Additional logging for troubleshooting purposes. Written when the <code>ac_debug</code> plugin is activated.
<code>/var/log/ame/ame_db_and_web_backup.log</code>	Log from the backup process for AME configuration files, database and web files. Written if backup jobs have been scheduled and executed.
<code>/var/log/ame/sql.log</code>	AME database SQL log. Written only if activated in the <code>ac_debug</code> plugin. Note that this log fills up with data quickly, so it should only be enabled temporarily.
<code>/etc/logrotate.d/ame</code>	Defines log rotation of the logs under <code>/var/log/ame</code>

Appendix A. Group Permissions

The tables in this appendix summarize the most common permissions in different categories. The full list of permissions is available in the **Permissions Manager** in the group settings in the AME Administration area. These permissions parameters can be used to set detailed access restrictions for groups.



Tip

The easiest way to set permissions for groups in AME is to use the [pre-configured groups](#) in the system combined with the access right settings provided by the [domain user group access](#) functionality.

Some permission parameters are in lower case and some in upper case letters. The case must be respected. Be aware that in the **Permissions Manager**, a few of the permissions are written in *italic* type. These permission are granted by default (their box is already checked when creating a new group), and do not show up in the permissions string of the group. If you deselect these default permissions, the letter will appear in the permissions string to indicate that the right has been removed. For example, the allow password change permission '*p*' will show up in the permissions string as 'p' if this default permission is removed in the **Permissions Manager**. These permissions that are granted by default are also shown in *italics* in the tables below.

Table A.1. Search and Access

Permission	Description
s	Search capability
v	Can download restricted resources and view confidential media (normally admin only)
<i>g</i>	Restrict access to all available media (not applicable in this version of AME)
q	Can make media requests
w	Show watermarked previews/thumbnails

Table A.2. Metadata Fields

Permission	Description
f*	Can see all fields
<i>F*</i>	Can edit all fields (for editable media)
f<n>	Can see field with reference <n>
f-<n>	Cannot see field with reference <n>
F<n>	Deny write access to field with reference <n>
F-<n>	Allow write access to field with reference <n>

Appendix A. Group Permissions

Table A.3. Media Types

Permission	Description
T1	Can see media type 'Photo'
T2	Can see media type 'Document'
T3	Can see media type 'Video'
T4	Can see media type 'Audio'
X<n>	Restricted access only to media type <n>. Not applicable in the current version.

Table A.4. Media Creation and Management

Permission	Description
c	Can create media / upload files (admin users; media go to 'Active' state)
D	Can delete media (to which the user has write access)
e-2	Edit access to workflow state 'Pending Submission'
e-1	Edit access to workflow state 'Pending Review'
e0	Edit access to workflow state 'Active'
e1	Edit access to workflow state 'Waiting to be archived'
e2	Edit access to workflow state 'Delete from File System'
e3	Edit access to workflow state 'Deleted by User'
d	Can create media / upload files (normal users; media go to 'Pending Submission' state via My Contributions)
i	Can manage archive media
n	Can tag media using 'Speed Tagging' (if enabled in the configuration)

Table A.5. Selections

Permission	Description
b	Enable bottom selection area ("Lightbox"). Removing this permission will disable the "Selections" functionality for the user group.
h	Can publish selections as themes
j*	Can see all theme categories
J	When searching, display only media that exist within themes to which the user has access

Table A.6. Administration

Permission	Description
t	Can access the Administration area
r	Can manage research requests
R	Can manage media requests

Appendix A. Group Permissions

Permission	Description
Ra	Can assign media requests to others
Rb	Can be assigned media requests
o	Can customize text (intro/help)
m	Can bulk-mail users
u	Can manage users
k	Can manage keywords
a	Can access the System Database Setup area

Table A.7. Other

Permission	Description
p	Can change own account password

Appendix B. Backup AME

There are several categories of data which are used by Active Media Explorer. The table below shows the categories and what type of backup scenario is available.

Table B.1. AME Backup Scenarios

Data category	Backup scenario
AME configuration files	Not backed up by default. Automatic backup can be configured in <code>/etc/cron.d/ame-backup</code> . See below for more information.
AME system database	Not backed up by default. Automatic backup can be configured in <code>/etc/cron.d/ame-backup</code> . See below for more information.
Low-resolution media proxies (previews) and metadata	Reside on shares and are backed up by the Active Circle archive system. These files (also called "filestore" in AME) can in addition be backed up from AME, but it is not recommended.
Original media files (full size)	These files reside on Active Circle shares and are automatically archived by the Active Circle storage system.

Configuration files and data base

To make a one-time backup of the AME data base, configuration files and web files, run this command in a terminal session on the system where AME is installed:

```
/var/www/ame/plugins/ac/tools/ame_db_and_web_backup.sh
```

This script will create three tar files which will by default be copied to the `ame_backup` share in Active Circle:

- `ame-db-hostname-timestamp.tar.gz`
- `ame-web-hostname-timestamp.tar.gz`
- `ame-conf-hostname-timestamp.tar`

The default backup location is `mnt/ame_backup`, which corresponds to the `ame_backup` share in Active Circle. You can change this location by modifying the following line in the file `/etc/sysconfig/ame`:

```
BACKUP=/mnt/ame_backup
```

Schedule Automatic Backup

The backup of the AME configuration files and database described above can also be scheduled to run automatically by editing the following file on the AME system:

```
/etc/cron.d/ame-backup
```

Under the heading "Make a backup of database", this file contains two pre-defined crontab lines for running the `ame_db_and_web_backup.sh` script which was described in the

Appendix B. Backup AME

previous section. One configures the backup to run at 11:15 PM every night, the other every 3 hours. Both lines are commented out by default (# sign in front). If you want the backup to run automatically, uncomment one of the lines. If you want to modify the scheduling, please refer to the Linux crontab documentation.

```
#####
# Active Media Explorer
# automatic backup
#####
# choose hours and periodicity and uncomment needed instructions
# configure backup directory in /etc/sysconfig/ame BACKUP
# configure database connexion information in /etc/sysconfig/ame

# Make a backup of database
# at 23h15 without mail if there is failure
# 15 23 * * * root /var/www/ame/plugins/ac/tools/ame_db_and_web_backup.sh >> ...
# every 3 hours with mail if there is failure
# * */3 * * * root /var/www/ame/plugins/ac/tools/ame_db_and_web_backup.sh >> ...
...
```

Verifying Backup Settings in Active Circle

The low-resolution media proxies and metadata created by AME as well as the original full-size media files, reside on shares in the Active Circle storage system. Because of this, the data will always be secure, and will not need to be backed up separately. You may, however, want to verify the archiving settings for these shares in Active Circle.

The Active Circle shares used by default for AME-specific content are:

- **ame_proxy**: Low-resolution previews and metadata
- **ame_backup**: Daily backup (if activated) of AME configuration files, data base and web files

The original full-size media are stored securely on user-defined Active Circle shares which are mounted on the AME system under the following path:

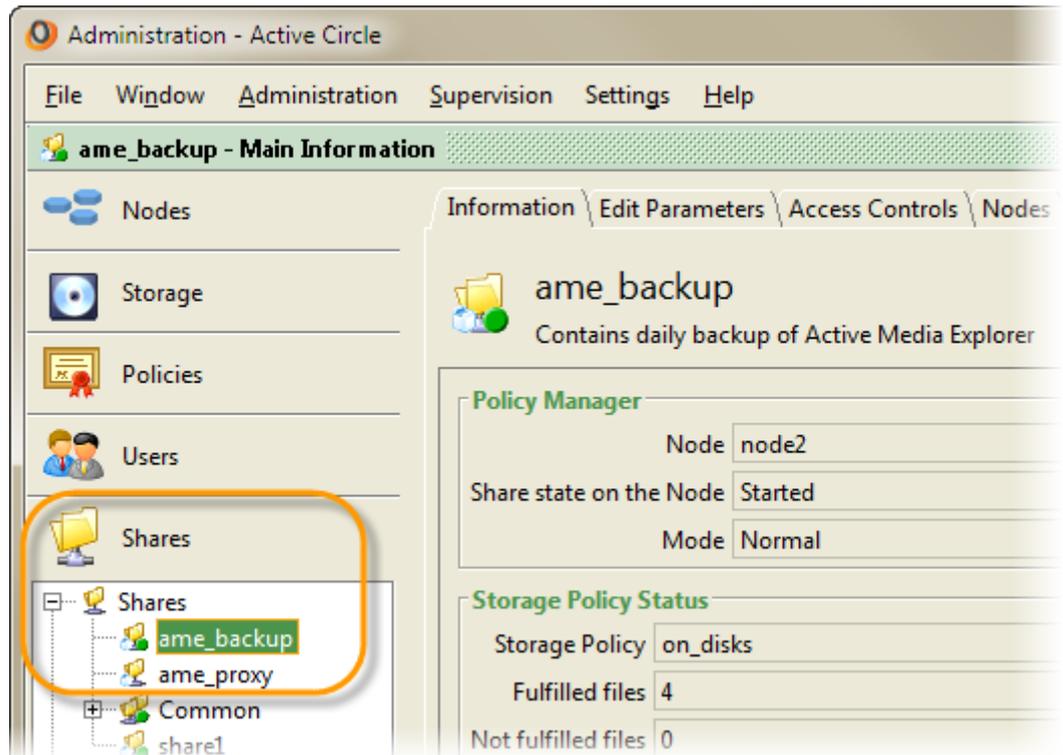
```
/mnt/ame_shares
```

To verify that all the above mentioned shares are being automatically archived by Active Circle, you need to check the share settings in the Active Circle Administration Tool. For information on how to start the Administration Tool, please see the *Active Circle Administration Guide*.

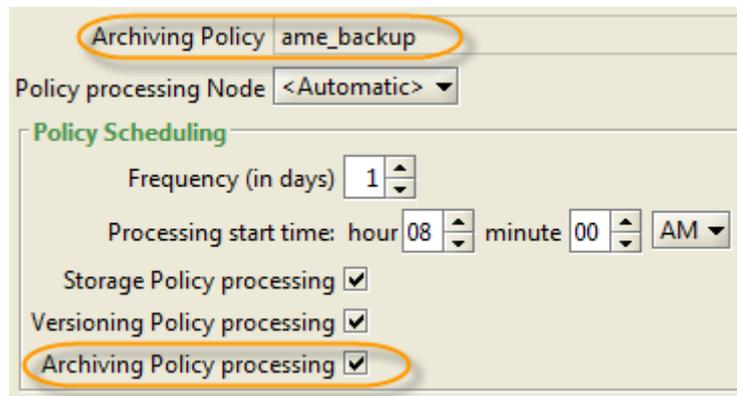
Follow this procedure for each share:

1. In the Active Circle Administration Tool, click on the **Shares** view:

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2. Select the share (for example "ame_backup")
3. Click on the **Edit Parameters** tab
4. Verify that an archiving policy is defined in the field **Archiving Policy**
5. Under **Policy Scheduling**, verify that the **Archiving Policy Scheduling** box has a check mark in it:



6. If you make any changes, click on the **Apply** button at the bottom right of the page to save your changes.

Appendix C. Media-Domain Consistency Check

A consistency check will verify whether any media belong to incorrect domains according to ingest rules. The media will be associated with the correct domain if any rules match the media's location. Files which do not match any rules after a consistency check, will either be left in the system as "orphans" or deleted.

If you want the consistency check to automatically remove "orphaned" media, you must activate the functionality in the Domains plugin. Go to **Manage Plugins**, find the **ac_domains** plugin in the list and click on **Options**. Under **Configure Media/Rules Check**, place a check mark in the box **Remove media that does not match any rules**.

The consistency check is performed by running a command on the system where the AME is installed.

Command to check domain media consistency:

```
php /var/www/ame/plugins/ac_domain/batch/check_resources_domain.php
```

Sample output from a consistency check:

```
<timestamp> Start /var/www/ame/plugins/ac_domain/batch/check_resources_domain.php ...
<timestamp> Running in simulation mode
<timestamp> For domain newdomain
<timestamp> --> Managing folder projects/Anna/
<timestamp> No file with wrong domain for newdomain
<timestamp> End Managing domain newdomain
<timestamp> For domain okltest
<timestamp> --> Managing folder multimedia/Resources/
<timestamp> --> Managing folder multimedia/Videos/
<timestamp> 'multimedia/Videos/test1.mp4' has domain '' instead of 'okltest'
<timestamp> 'multimedia/Videos/test2.mp4' has domain '' instead of 'okltest'
<timestamp> 'multimedia/Videos/test2.mp4' has domain '' instead of 'okltest'
<timestamp> 3 files with wrong domain for okltest
<timestamp> End Managing domain okltest
<timestamp> Looking at files that are not matching any rules
<timestamp> No file does not match any rules
<timestamp> Done /var/www/ame/plugins/ac_domain/batch/check_resources_domain.php ...
```

Appendix D. Ingest commands and scheduling

By default, the media ingest process is automated and scheduled to run every day at 11 PM. In addition, an ingest of newly added media by the AMC is scheduled to run every hour. If necessary, it is possible to:

- Start an ingest manually
- Schedule the ingest to run at a different time or frequency

These operations cannot be done from the AME Administration interface. In both cases, you need to access the system where AME is installed through a terminal session (command line).

Running ingest scripts

To start the full ingest by browsing processing manually, run this command:

```
php /var/www/ame/plugins/ac/batch/ingest.php
```

To start the ingest of media added since the last ingest, run this command:

```
php /var/www/ame/plugins/ac/batch/ingest_by_api.php
```

Modifying ingest scheduling

To modify the scheduling of the ingest scripts, you must edit the following file:

```
/etc/cron.d/ame-ingest
```

This file is a `cron` file. Please do not modify this file if you are not familiar with cron files or the crontab functionality in Linux.

Logs

Each ingest method produces its own log file during the scheduled runs.

- Full ingest: `/var/log/ame/ingest.log`
- Ingest by API: `/var/log/ame/ingest_by_api.log`

You can also view these logs using the graphical user interface, as described in [“Active Media Explorer Job List”](#).

Appendix E. Synchronization of Active Circle Metadata

By default, the synchronization of metadata between Active Circle and Active Media Explorer is scheduled to run automatically every 30 minutes. If necessary, it is possible to:

- Run metadata synchronization manually
- Schedule the synchronization to run at a different time or frequency

These operations cannot be done from the AME Administration interface. In both cases, you need to access the system where AME is installed through a terminal session (command line).

Running synchronization

To start metadata synchronization manually, run this command:

```
php /var/www/ame/plugins/ac/batch/update_metadata_ac.php
```

Modifying metadata scheduling

To modify the scheduling of the metadata synchronization, you must edit the following file:

```
/etc/cron.d/ame-sync
```

This file is a `cron` file. Please do not modify this file if you are not familiar with cron files or the crontab functionality in Linux.

Log

The automatic metadata synchronization processing creates its own log file:

```
/var/log/ame/update_metadata_ac.log
```

You can also view this log using the graphical user interface, as described in [“Active Media Explorer Job List”](#).

Appendix F. Changing System Password

By default, the Active Circle "admin" user and its password is used both by the Active Circle API (ACAPI) and the Active Media Explorer. For the API and AME, this login information is stored in configuration files on the systems where the products are installed.

If the password is changed in Active Circle, the configuration files for the API and AME must also be updated so that the communication between the components can continue.



Note

You can change the password of the current administrative user by clicking on the user name link in the upper right corner of the AME interface, just like for any other user. This will not, however, update the password used to communicate with Active Circle and ACAPEI in the configuration files. You need to follow the procedure described in this section for a system-wide administrator password change.

Updating the password in ACAPEI

To change the password in the Active Circle API, edit this file:

```
/etc/ac/acapi-config.groovy
```

Type in the new password in the section shown below, which in this example would mean replacing 1234 by the new password.

```
acapi {
    users {

        // Defines the users. The syntax is
        // userLogin {
        //     password = "passwordValue"
        // }
        admin { password = "1234" }
```

Updating the password in AME

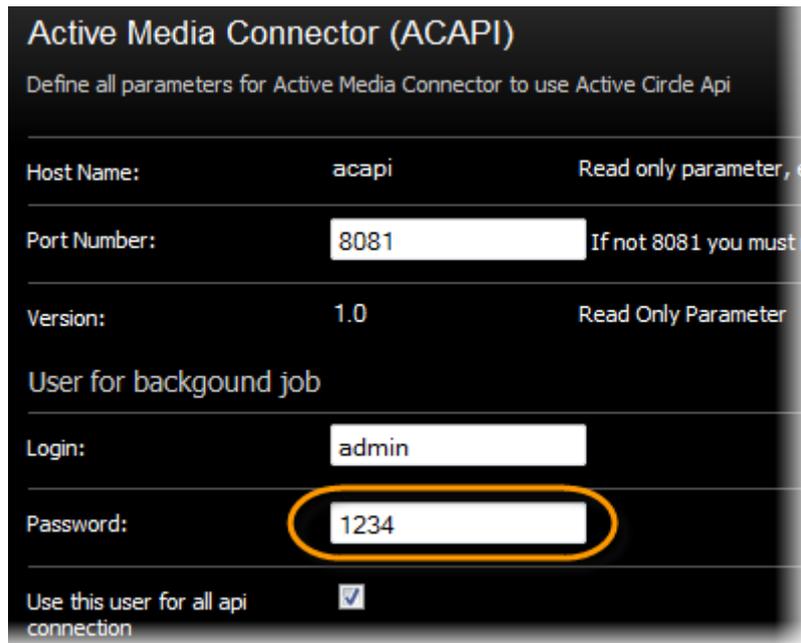
To change the password in the ACAPEI plugin, go to the AME Administration area and select **Manage Plugins**.

Find the **ac_acapi** plugin in the list, and click on **Options** in the **Tools** column.

Type in the new password in the section shown below, which in this example would mean replacing 1234 by the new password.

Appendix F. Changing System Password

Figure F.1. Password for the ACAPI plugin



Active Media Connector (ACAPI)

Define all parameters for Active Media Connector to use Active Circle Api

Host Name: acapi Read only parameter, e

Port Number: 8081 If not 8081 you must m

Version: 1.0 Read Only Parameter

User for background job

Login: admin

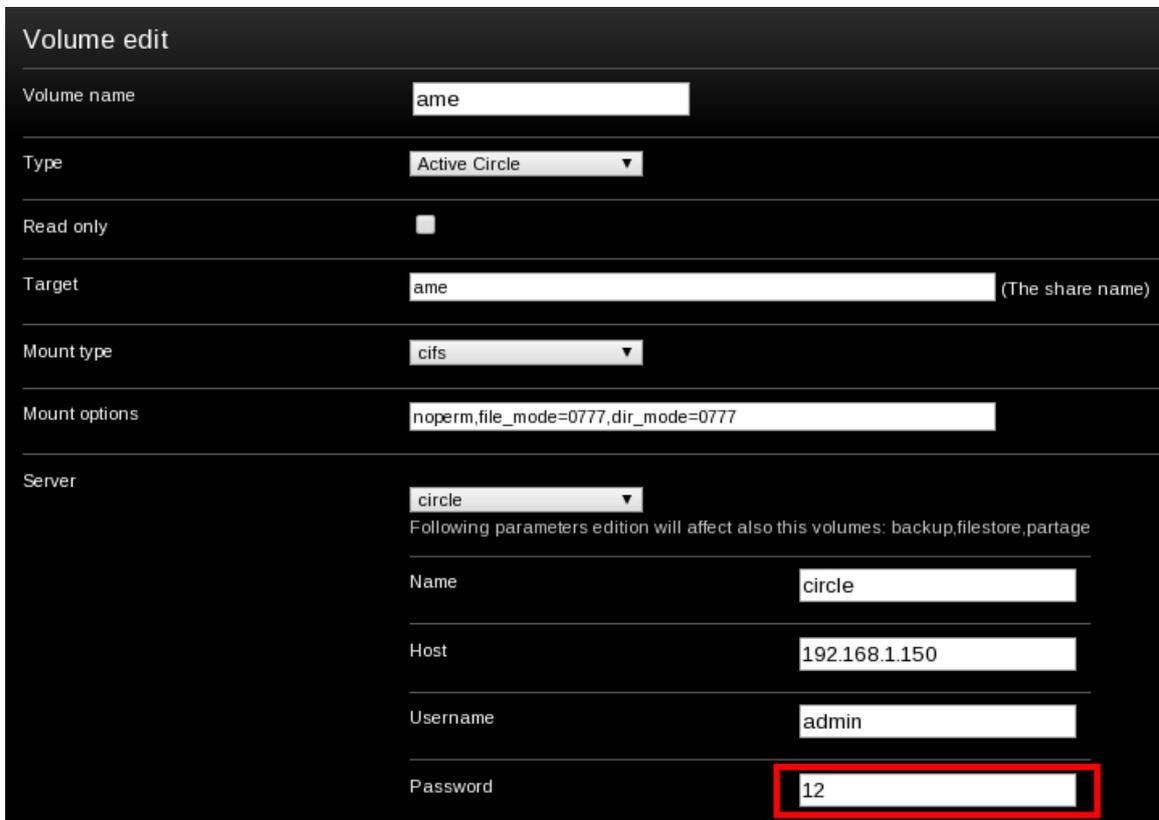
Password: 1234

Use this user for all api connection

You must change the password for each Active Circle volume. Go to the AME Administration area and select **Manage Storage Volume**.

Click on the **volume name** in the list and change the password in the **Server** section.

Figure F.2. Password for the Active Circle storage volume



Volume edit

Volume name: ame

Type: Active Circle

Read only:

Target: ame (The share name)

Mount type: cifs

Mount options: noperm,file_mode=0777,dir_mode=0777

Server: circle

Following parameters edition will affect also this volumes: backup,filestore,partage

Name: circle

Host: 192.168.1.150

Username: admin

Password: 12

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