



## **AME User Guide**

# **Active Media Explorer**

**Version 2.0**

**Active Circle**

# AME User Guide: Active Media Explorer

Version 2.0

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# Chapter 1. Getting Started

The Active Media Explorer (AME) allows users to search, browse, index and download media. You can organize the media in selections to perform further actions on them. Depending on user permissions, you can also add media manually by uploading media to be processed by AME.

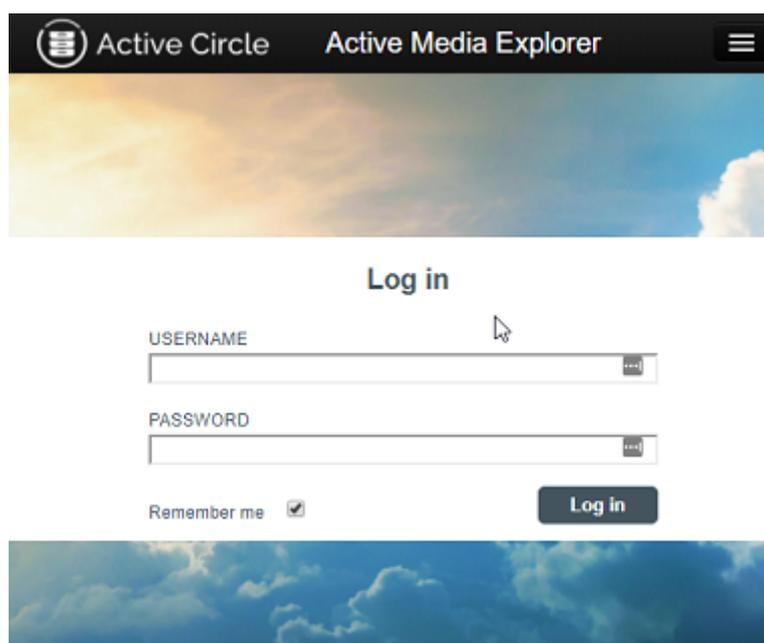
Using the AME interface, you can download the original media file or lower resolution versions of the photos and videos. You can also preview the media without downloading. The video previews (also called "proxies") are full-length, low resolution versions of the original, and they can be played directly in the AME interface.

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## Accessing the Active Media Explorer

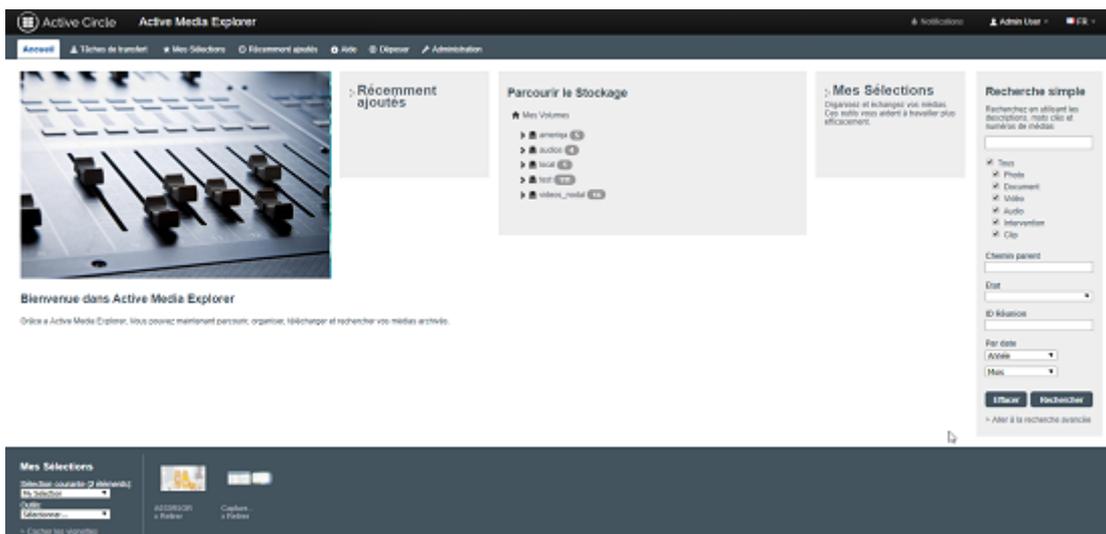
The Active Media Explorer is a web application that can be accessed from any browser. Enter the host name or IP address of the system where AME is installed, and the login screen will be displayed.

**Figure 1.1. AME Login Screen**



Enter your user name and password and click on [Log in](#). The AME home page will be displayed.

Figure 1.2. AME Home Page



The first time you log in a welcome message and an illustration photo slide show is shown. For subsequent logins the screen will be filled with recently added media.



### Tip

Make the AME start page a bookmark (or a favorite) in your browser, so you can access it easily later without having to remember the server name or address.

## Changing Password

To change your password, click on your user name which is displayed at the top right corner of the AME interface. The **Change Your Password** page will be shown.

Enter the new password twice and click on Save.

To log out from AME, click on **Log Out** next to your user name in the top right corner of the interface.

# Overview

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Below is a list of the main tasks that you can perform in AME. For each, there is a link to the topic in this document where the task is described in more detail.

<b>Search</b>	<p>The typical starting point in AME is finding the media that you want to work with. AME offers both a simple search feature and a full-featured advanced search functionality supporting detailed search criteria.</p> <ul style="list-style-type: none"><li>• <a href="#">“Simple Search”</a></li><li>• <a href="#">“Advanced Search”</a></li><li>• <a href="#">“Search Examples”</a></li></ul>
<b>Working with Search Results</b>	<p>Once your workspace contains media resulting from your search, you can perform several actions on them, like sorting the media, calculating disk usage or adding the media to a selection.</p> <ul style="list-style-type: none"><li>• <a href="#">Viewing and adding results to selections</a></li><li>• <a href="#">“Sort Order”</a></li><li>• <a href="#">“Calculating Disk Usage”</a> used by results</li><li>• <a href="#">“Exporting results”</a> (CSV and PDF)</li></ul>
<b>Working with Media</b>	<p>You access the media details and tools by selecting a media thumbnail or title in a search result or a selection. You can then view and perform actions on the media.</p> <ul style="list-style-type: none"><li>• <a href="#">“Editing Media ”</a></li><li>• <a href="#">“Downloading Media”</a></li><li>• <a href="#">“Deleting Media ”</a></li><li>• <a href="#">“Media Status and Accessibility ”</a></li></ul>
<b>Working with Selections</b>	<p>Selections let you organize your media and provide several additional tools which can be applied to multiple media at once.</p> <ul style="list-style-type: none"><li>• <a href="#">“Creating and Editing Selections ”</a></li><li>• <a href="#">“Deleting Selections ”</a></li><li>• <a href="#">“Adding Multiple Media to a Selection”</a></li><li>• <a href="#">“Editing Multiple Media”</a></li><li>• <a href="#">“Deleting Multiple Media”</a></li></ul>
<b>Uploading Media</b>	<p>You can upload media (single or in batch) from your own workstation to the AME system. The upload functionality lets you specify metadata which will be included when AME processes the media and creates the previews and low resolution proxies.</p> <ul style="list-style-type: none"><li>• <a href="#">Chapter 5, <i>Uploading Media</i></a></li></ul>
<b>Restoring Media</b>	<p>Media can be restored (retrieved) from the archiving system and sent to the system cache, a folder on the API server or to another system via FTP.</p> <ul style="list-style-type: none"><li>• <a href="#">“Send To”</a></li><li>• <a href="#">“Send To Local Folder”</a></li><li>• <a href="#">“Destaging ”</a> (download to cache)</li></ul>



### Tip

There is an alphabetical index at the end of this document which lists all tasks, features and functionality available to the users of the Active Media Explorer on a more detailed level. Each index entry refers to a page number which you can click on to go directly to the topic in this document.

## The Workspace

The AME workspace give you access to all the important features of the AME system in a single screen. The main work area is occupied by a list or thumbnail view of the media you are working with, with menus, options and search features displayed around it.

Figure 1.3. AME Workspace



The workspace consists of the following areas:

### Main Menu

Along the top of the workspace there is a dynamic menu bar with tabs that gives you direct access to various features, depending on your user group permissions and system configuration. The default tabs are **Home**, **My Selections** and **Recently added** media. If you have the right to upload media to the AME system, there will be an **Upload** tab here as well. In addition there is a **Help** tab which takes you to a page where you can view the product documentation online or download it in PDF format.

### Search

The **Simple Search** box is always available on the right side of the interface, regardless of what you are working on. From here you can type in search words directly and select options like media type, year and month. Clicking on **Advanced Search** at the bottom of the search panel will open a search page where

## Chapter 1. Getting Started

you can search using all the search criteria available in the system.

### Display Options

The line along the top of the work area shows information about the number of media found by the latest search and lets you choose whether to display the media as **Thumbnails** or as a **List**. You can also choose the sort order based on date, media accessibility and the storage status of the media.

### Search Results

Most of the workspace is reserved for the display of found or selected media in either thumbnail or list view. The **Recently added** search results will be the default view when you log into AME. You will therefore have an instant overview of the latest additions to the system each time you log in. You can click on an item to view the contents and get access to media tools. Each item has an **Add to Selection** icon that can be clicked to add it to the current selection. At the bottom of the media list (you will most likely have to scroll down to see this) are actions that can be performed on all the listed media, such as saving the search query to a selection for re-use, saving the found media to a selection and calculating disk space used by the results.

### Selections Panel

At the bottom of the workspace you will find a box containing a preview of the current selection. Here you can choose another selection, create new selections, edit selections and use tools to perform actions on the media in the selections.



### Tip

If your system has been upgraded, and your workspace does not have the look and feel shown above, please contact your administrator.



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# Chapter 2. Finding Media

Use the search panel, which is displayed on the right side of every screen, to enter simple free-text searches or to access the advanced search screen.

Searches in AME are *case insensitive*. This means that it does not matter if you type lower or upper case characters in the search fields. This is valid for both simple and advanced search. Special characters will be ignored and treated as spaces, except for the search wild card (\*).

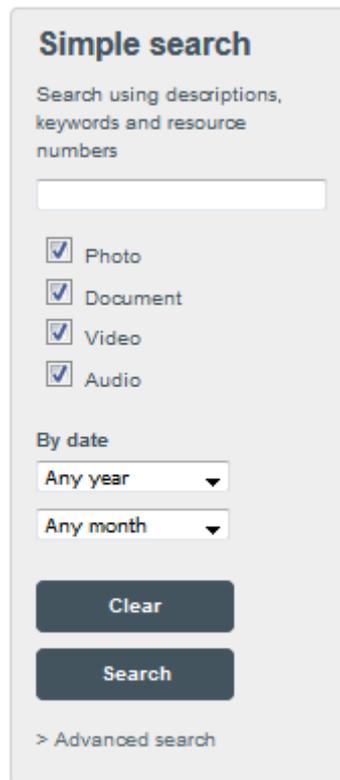
---

## Simple Search

When you type text into the simple search field, the system will automatically search all the enabled data fields of all the media in the system. This includes media titles, file names, file extensions, archive tape names, media accessibility, archiving status and more.

The system will start searching as you type and offer suggestions if it finds matching media. If there are one or more matches, the search text field will turn yellow. The below figure is an example of the elements that the simple search box can contain. Your administrator may add (or remove) other fields to the box.

**Figure 2.1. Simple Search Panel**



The screenshot shows a 'Simple search' panel with the following elements:

- Title: **Simple search**
- Subtitle: Search using descriptions, keywords and resource numbers
- Search input field: A white text box.
- Media type filters: Four checkboxes, all checked: Photo, Document, Video, and Audio.
- Sorting options: 'By date' with two dropdown menus: 'Any year' and 'Any month'.
- Buttons: 'Clear' and 'Search' buttons.
- Link: '> Advanced search' at the bottom.

## General Search Rules

When you type search words into the general simple search field, the following rules apply:

**Media titles:** The system will search in the media titles for any text you enter, both *partial and exact* matches. For example, typing *image* will

## Chapter 2. Finding Media

find any media containing the word "image" in the title (for example "image001", "newimage", "MyImage", etc.).

**Media IDs:** If you type a number, it will be interpreted as a search for a media ID. A media ID is automatically assigned to all media when they are added to AME.

**Other fields:** The system will always try to find an *exact* match for the search word you type in any media data field. For example, typing `foot` will find all media containing the word "foot" in any data field, but if there are media containing a field value of "football", they will not be found unless the word is in the title.

To perform partial searches in any other fields than titles, add the search wild card `*` before or after the search word (no spaces). For example, typing `foot*` will find all media containing the word "foot", "football", "footing", etc. in any data field.

## Search Behavior

The AME search functionality processes searches in the following ways, depending on whether you type text, numbers or a combination into the simple search box:

**Table 2.1. Default Search Behavior**

Type of query	Search processing
Text only, one word	Searches for exact text matches in media titles, media file names and data fields. In addition, the system will look for any partial matches in the titles of media only. Partial text matches in other data fields are not found.
Text only, multiple words	If you separate search words with spaces, the system will find all media which contain exact text matches of ALL the search words in media titles, media file names and media metadata. Media containing only one of the words will not be found. No partial matches will be found. Each search word will be treated separately, so media containing all the search words will be found even if the words do not appear in the same text string. If you want to search for a string containing multiple words separated by spaces, you must enclose the search term in quotes, for example: "This is a keyword".
Numbers only	If you type a number, AME will only search among the media IDs for an exact match (each media item has a unique ID number).
Combination of text and numbers	If you type a combination of letters and numbers without any spaces, the search will behave the same way as for text-only. If you use spaces between words and numbers, the search will behave the same way as multiple words with only text.
Text or numbers with asterisk wild card (*)	You can use the special character <code>*</code> as wild card for searches. This allows you to search for partial matches in any enabled data field (not only titles). For example, if you type <code>*image*</code> ,

## Chapter 2. Finding Media

Type of query	Search processing
	the system will find all media with a field containing the letters "image". If you enter a number in combination with the wild card, for example 34*, the system will find any media with a field that begins with "34", including the media with ID 34.

For examples of searches that can be done in AME, please see [“Search Examples”](#).

By default, the simple search panel lets you narrow the search by specifying the media type and the year and month of the creation embedded in the original media (the date fields can be reconfigured to refer to other dates associated with the media). Click on [Search](#) to view the search results. Click on [Clear](#) to empty the search criteria from the search fields.

After a search has been performed, a link called **Search Results** will appear on the main menu in the top right corner of the screen. You can use this link to get back to the latest search result wherever you are in the interface.

**Note**

The **Simple Search** panel may contain more or fewer fields than shown above. The AME administrator can configure the search panel to contain additional fields by modifying the system data base. For more information on adding such search shortcuts, see the *AME Administration Guide*.

## Advanced Search

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You access the advanced search page by clicking on the link called **Go to Advanced Search** at the bottom of the **Simple Search** panel on any AME screen.

The **Advanced Search** page allows you to search all fields associated with the media individually, including the options from the simple search panel. Use the fields to enter specific search criteria for additional options such as keywords, file type, storage location, accessibility, tape name, archiving status, media dates, domain, video compression mode and more. The available fields depend on the setup of the AME data base by the system administrator.

Figure 2.2. Advanced Search Panel

The screenshot displays the Advanced Search Panel with the following elements:

- Search for..** section with checked checkboxes for: Resources of all types, Photo, Document, Video, Audio, and Clip.
- All fields** search input field.
- Global Fields** section header.
- Media ID(s)** search input field.
- By date** section with dropdown menus for Any year, Any month, and Any day.
- File Access Date** and **Checksum** search input fields.
- Backup Tape Tar Index** and **Backup Tape File Index** search input fields.
- Media Creation date**, **Media Modification Date**, and **File Modification Date** sections, each with dropdown menus for Any year, Any month, and Any day.
- At the bottom, a **Clear** button and a **View 13 matching results** button (highlighted with an orange oval).

The three fields at the top of the advanced search page correspond to the default options on the simple search panel. You can enter a general search word in the **All Fields** box to search for the text in ALL the available fields for ALL the media (this is the same as using the text entry field in **Simple Search**). Note that this is the only field in advanced search where the search wild card (\*) will work.

Leaving a text or check box empty or date boxes at "Any..." will include all the occurrences of these items in the search. If no search criteria/text are specified, all the media the user has access to will be selected. If you select a search option, only the matching media will be included in the results. The number of matching media will be displayed and updated in real time on the **View XX matching results** button at the very bottom of the advanced search page (where XX is the number of results). If no media are found, this button will display the text **No matching results** and be disabled.

For examples of how to use some of the default search options, please see the next section.



### Note

The **Advanced Search** page may contain more or fewer fields than shown above. The AME administrator can configure the search page to contain additional fields by modifying the system data base. For more information on modifying search options, see the *AME Administration Guide*.

## Search Examples

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This section describes search scenarios using simple or advanced search.

As soon as you type in a search term or select a search option, AME starts looking for all media corresponding to the search criteria. The number of matches will be displayed on the button `View XX matching results` at the bottom of the page in real time. Click on the button to view the results. If no results are found, this button will display the text `No matching results` and be disabled.

## Using keywords containing spaces

You can now enter and search for keywords containing several words and spaces. To do this, the keyword string must be entered between quotes, for example "This is a keyword".

## Finding recently added media

AME provides a shortcut link on the main menu called **Recently added**. This is located in the top right part of the screen, under your user name. Clicking on this link will display the last media which have been added to the AME system.

## Finding media without previews

To find media which don't have thumbnails, you can use the special search term:

```
!nopreview
```

In the **Simple Search** panel, type in `!nopreview` in the search box and click on `Search`. If any media without thumbnails exist, they will be presented with their default representations for the media type.

It is possible for administrators to regenerate thumbnails and previews for media. For more information, please see "[Regenerating previews](#)".

## Finding media with empty fields

To find media which have a specific field empty, you can use the special search term:

```
!empty
```

You must specify the field immediately after the search term, without spaces.

If you for example want to find all the media which do not have the field "Notes" filled in, type in `!emptynotes` in the search box in the **Simple Search** panel, and click on `Search`. This could be useful if media validation is being used, and you would like to find media which lack data in a field required for validation.

## Finding all videos recorded in a month/year/day

To find media according to the original recording date embedded in the media, we can use a simple search.

In the **Simple Search** panel, select "2012" in the **Year** drop-down list.

You can narrow the search further by media type, month or search word. If enabled, you can also select the day of the month. Click on [Search](#).



### Note

The administrator can reconfigure the generic date field to refer to another field or date. In that case, the details of this scenario will not apply.

## Finding media using a date range

If the administrator had enabled *date range* for the advanced search feature, the date field will be divided into a set of **From Date** and **To Date** fields. Using these fields, you can search for media between two dates.

## Finding all media modified in the last month

Go to **Advanced Search**. Scroll down to the field **Media Modification Date**. Select the year and month from the drop-down lists.

## Finding media in a domain

Go to **Advanced Search**. Scroll down to the field **Domain**. Next to this field there will be a check box for each domain that the user has access to and that contain media. Select one or more domains to find the media in the domain(s).

## Finding videos by compression type

Go to **Advanced Search**. Scroll down to the field **Compressor Name**. Type in the name of the compressor, for example "h.264".

## Finding online media

Go to **Advanced Search**. Scroll down to the field **Accessibility**. Select the check box labeled **ONLINE**. Make sure that none of the other check boxes are selected. The system will automatically search for all media which are located on disk (including the cache). The options **NEARLINE** and **OFFLINE** refer to media stored on tapes. Media can exist both on disk and tape, or just on disk or tape.

## Finding offline media

Go to **Advanced Search**. Scroll down to the field **Accessibility**. Select the check box labeled **OFFLINE**. Make sure that none of the other check boxes are selected. The system will automatically search for all media which are located ONLY on a tape which has been

removed from the tape library. To access these media, an operator will have to insert the tape into the tape library.

### Finding the archive status of media

When media has the status "Archived", it means that the original media file has been copied to tape. This does not necessarily mean that the media is "offline", since the media will remain online as long as a copy also exists on disk.

Go to **Advanced Search**. Scroll down to the field **Archived**. If you want to find media which have been archived, select the check box labeled **YES**. If you want to find media which have not been archived, select **NO**. The search results will also display the numbers of the tapes the media are stored on.

### Finding media stored on tape

If you know the whole number (bar code) of the tape, proceed like this:

Go to **Advanced Search**. Scroll down to the field **Tape**. Type in the exact number of a tape. You can only enter one tape in the search box.

If you know only part of the tape number (bar code), or you want to search for several tapes where part of the number is the same, you can try this alternative method:

Go to **Advanced Search**. Go to the field at the top of the page called **All Fields**. Type in a partial number of a tape and add the \* character as wild card. For example, if a tape or a series of tapes begin with "E0101", type E0101\* in the search field. You can also add an asterisk (\*) at the beginning. Note that this method will also find any media that might contain the string "E0101" in another field than "Tape". You can identify such "false" results by checking the search results in list view and sort on **Tape**. Any media which do not have the a tape with "E0101" listed in the **Tape** column should be dismissed.

### Finding media ingested from a particular share

Go to **Advanced Search**. Scroll down to the field **AC Share**. Type in the name of an Active Circle share which is being used with AME.

### Finding media according to storage path

Go to **Advanced Search**. Scroll down to the field **AC Pathname**. Type in the path corresponding to the original media on an Active Circle share which is being used with AME. The path should start with the directory directly under the share. The path must correspond to directories defined in ingest rules in AME.

## Working with Search Results

---

The central part of the AME workspace is normally filled with search results. Whether the media displayed are produced by a simple or advanced search, a click on the **Recently added** tab or by viewing the contents of a selection, the options are basically the same.

The search results screen offers several ways to let you view and manipulate the found media:

## Chapter 2. Finding Media

- [Selecting display type](#)
- [Viewing media status and information](#)
- [Sorting results](#)
- [Exporting results to CSV or PDF](#)
- [Saving searches](#)
- [Calculating disk space](#) used by results

## Results Display

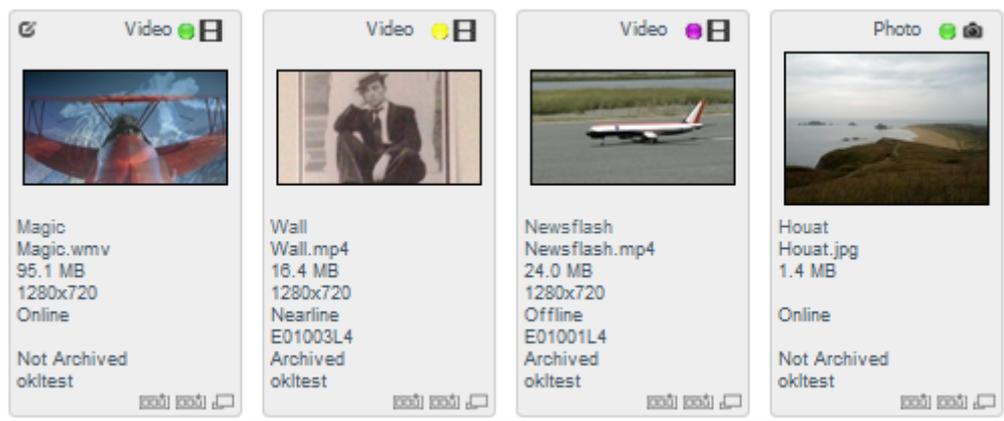
Along the top of the search results view, there is an information and options bar which shows the number of media found and allows you to control the display and sorting of the search results:



You can choose to display the media with thumbnails (default) or in a list. You can also choose how many results should be displayed per page (20 is the default choice). Once you have selected the display type and number, the system will remember your choice for subsequent search and selection displays until you change the setting.

In thumbnail view, each media item is displayed in a frame containing a miniature preview image, the media status and basic media information. You can click on the image or the title to view the item.

**Figure 2.3. Thumbnails View**



In the bottom right corner of each media frame, there is an icon that you can click on to add the media item to the current selection:

Add to selection icon: 

If you select the **List** display option, the media are displayed in table format.

**Figure 2.4. List View — Sorted by Accessibility**

Title	Original filename	AC Share	AC Pathname	Accessibility	Tape	Archived	ID
<b>Magic</b>	Magic.wmv	multimedia	videos/Magic.wmv	Online		Not Archived	24
<b>Mars</b>	Mars.jpg	multimedia	images/archive/Mars.jpg	Online	E01002L4	Archived	32
<b>Houat</b>	Houat.jpg	multimedia	images/Houat.jpg	Online		Not Archived	10
<b>Newsflash</b>	Newsflash.mp4	multimedia	videos/archive-offline/Newsflash.mp4	Offline	E01001L4	Archived	45
<b>NGC_3603</b>	NGC_3603.jpg	multimedia	images/archive-offline/NGC_3603.jpg	Offline	E01004L4	Archived	40
<b>Venus</b>	Venus.jpg	multimedia	images/archive/Venus.jpg	Nearline	E01002L4	Archived	35
<b>Wall</b>	Wall.mp4	multimedia	videos/archive/Wall.mp4	Nearline	E01003L4	Archived	43

You can click on the media title or the **View** link in the **Tools** column to view the item. To add an item to a selection, click on the **Add to selection** link in the **Tools** column to the right (not shown above). The above shows most of the default columns for the list view, but more can be displayed depending on the system configuration.

## Media Information

The media information displayed in the search depends on the display type you have chosen (thumbnails or list). The descriptions below first lists the elements which are common for both views, then the elements that are specific to each view:

### Common media information elements:

#### Accessibility

Indicates on which storage type the media can be accessed. In thumbnail view the accessibility is shown with a graphical status indicator, while in list view the status is written with text:

-  **Online:** The media resource is available on disk in the primary storage.
-  **Online:** Yellow status for media with accessibility status "Online" means that the Active Circle volume where the media is located, is a *secondary* volume. The media is available on disk.
-  **Nearline:** The media resource is only available on tape, but the tape is present in the tape library.
-  **Offline:** Media is only available on tape, and the tape has been removed from the tape library.
-  **Unknown:** Media is not found or no connection to AMC.

#### Archiving Status

In thumbnail view, archived media are indicated by the presence of a square frame around the colored accessibility indicator:



For example, a green (online) indicator surrounded by a square means that the media file exists both on disk and archive tape.

## Chapter 2. Finding Media

In list view, the status is shown as either "Yes" or "No" in the **Archived** column.

**Tape** For all archived media, the name/bar code of the tape will be indicated.

In addition to the above, the media title and file name are always shown.

### Thumbnail view – Specific media information:

- Media type ("Video", "Photo", etc.)
- Preview image
- Original file size
- Video size (resolution)
- Domain

### List view – Specific media information:

- Video bit rate
- AC share (location of original media)
- AC pathname (path to original media)
- Media ID number

## Sort Order

The general sort options are available under the **Sort Order** heading on the options bar above the search results. Click on one of the sort options to sort the results. Click again on the same sort option to reverse the order (not available for **As added**). The following sort options are available:

<b>As added</b>	This is the default sort order. The most recently added media will be shown first.
<b>Date</b>	The media will be sorted according to the embedded recording date of the media (the system administrator can associate this field with another date in the media metadata). It is the same date as used by the <b>By Date</b> filed in the search panel.
<b>Accessibility</b>	The media will be sorted according to the availability level, which can be "Online" (on disk), "Nearline" (on tape), "Offline" (on tape) or "Unknown" (file not found or no connection).
<b>Tape</b>	The media will be sorted according to the bar code of the tape where they have been archived
<b>Archived</b>	The media will be sorted according to the archive status on tape ("Yes", "No" or "Unknown").

In the list view mode, you have more sort options. You can sort by any data field by clicking on the column headings. To reverse the sort order, click on the same column heading again.

## Exporting results

Search results can be exported to a comma-separated text file (CSV) or as a contact sheet in PDF format. The export functionality is available at the bottom of all result displays, both in list and thumbnail mode.

## Chapter 2. Finding Media

To export search results, click on either **PDF** or **CSV** next to **Export Results** at the bottom of the screen.

**Figure 2.5. Export Results or Selections**



To export a selection, open the selection **Tools** menu and click on **Export to CSV** or **Export to PDF**. The **Export PDF** functionality replaces the **Contact Sheet** option from the previous version of AME.

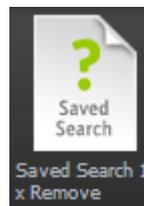
The **Export Configuration** page will open, where you can select various settings for the export, such as file name, which metadata fields to include and options for CSV format and the layout of the PDF contact sheet.

The file or contact sheet produced by the export is automatically downloaded through your browser, where you can either view it or save it to disk.

## Saving Searches

At the bottom of each search results screen and selection display screen, you will find two options that let you save the latest search information:

- **Save search query to selection:** This option will save the search criteria you specified, so that you can perform the same search later. The query will be saved to the current selection. You will see the following icon appear in the selection:



The title is "Saved Search 1" for the first query. If you save more queries to the same selection, the number will increase by one each time.

- **Save search items to selection:** This will place all the search results in the current selection.

One way of using this feature, is to save results that you would like to update quickly whenever new matching media have been added. You would then save both the query and the search results to the same selection. When you want to update the selection, just click on the **Saved Search** icon in the selection, and the search will be performed again. Finally, you can save the search results to the same selection, thereby obtaining an updated selection matching the saved search criteria.

## Calculating Disk Usage

The final option at the bottom of the search results page and all selection display pages is **Calculate disk space used by results**. This feature can be useful when you want to know how much space the media you have found or selected will occupy once they have been

## ***Chapter 2. Finding Media***

downloaded or sent to another system. Using this option, you can for example check if there is enough space for the media on the destination.

# Chapter 3. Working with Media

In AME, you access media either through a search results display, a list of recent media additions or by displaying the contents of a selection.

There are a couple of ways to view media items and get access to media details and tools, depending on the display type:

- Thumbnails view: Click on the media title or the miniature image
- List view: Click on the media title or the **View** link in the **Tools** column

**Figure 3.1. AME Media View – Photo**

**Houat Island** < Previous result | View all results | Next result >

**Media Tools**

File information	File size	Options
<b>Original JPG File</b> 2592 x 1944 pixels (5 MP) 21.9 cm x 16.5 cm @ 300 PPI	1.4 MB	<a href="#">Download</a>
<b>Low resolution print</b> 2000 x 1500 pixels (3 MP) 16.9 cm x 12.7 cm @ 300 PPI	519 KB	<a href="#">Download</a>
<b>Screen</b> 1067 x 800 pixels 9 cm x 6.8 cm @ 300 PPI	149 KB	<a href="#">Download</a>
<b>Preview</b> Full screen preview	149 KB	<a href="#">View</a>

> Add to selection > [Edit](#) > Manage associated files  
> Log > Manage access

**Media Details**

Description Photo ActiveCircle

Media ID	Media Type	Contributed by	File Access Date
486	Photo	Admin User	2015-02-03 18:08:47
Date	File Type	Media Creation date	Media Modification Date
28 September 13	JPEG	28 September 13	28 September 13

[Notes](#)  
Nice view!

**Metadata report**  
> View report

The media view consists of the following elements:

**Media Title**

The title can be edited using the **Edit** tool.

**Media preview**

- **Video:** Full-length, low resolution version of film which can be played back directly in the media view by clicking on the preview

	<ul style="list-style-type: none"><li>• <b>Photo:</b> Low resolution version which can be expanded to full-screen view by clicking on the preview</li></ul>
<b>Media tools</b>	<ul style="list-style-type: none"><li>• Download different sizes of media</li><li>• Add media to selection</li><li>• Edit media metadata</li><li>• Delete media</li><li>• View media log</li></ul>
<b>Media status and accessibility</b>	Displayed as color coding and status messages on download buttons in tools panel.
<b>Navigation links</b>	Navigate through search results (Previous All Next).
<b>Media details</b>	General media description, format-specific information and Active Circle storage data. Contains an editable field for notes if the feature has been enabled by the administrator.
<b>Metadata report view</b>	List of metadata extracted from media. Only present if activated by administrator.  To view the extracted metadata, click on the <b>View Report</b> link. This will expand the box into a complete list of the metadata extracted from the media. At the top of the list there is a link that can be used to <b>Update the metadata using exiftool</b> (the current values will be overwritten).
<b>Related Media</b>	List of <a href="#">linked media</a> . Only present if activated by administrator. Depending on the system settings, the related media will be displayed all in one frame or grouped into several frames by file extension or media type.

Depending on the width of the screen, the tools panel may be displayed below the media preview.

## Media Tools

---

The **Media Tools** panel lists the different resolutions or versions the media is available in. The version on top is always the original media file. For each available version, there is a **Download** button.

Below the download list, there are additional tools for adding the item to a selection, editing the metadata, deleting the media, associating files, managing access and viewing the media log.

Figure 3.2. Media Tools – Video

Media Tools		
File information	File size	Options
Original WMV File	95.1 MB	Download
Preview MP4 File	9.6 MB	Download

> Add to selection > Edit > Manage associated files > Log  
> Manage access

## Downloading Media

You can download either the original media file or a smaller version locally. Click on the **Download** button next to the version of the media you wish to download. The **Download In Progress** screen will be displayed. If the media is online, the download will begin almost immediately. If the media is on tape (nearline), it can take some time before the download starts. If the media is on a tape which is not present in the tape library (offline), you can send a request for the tape to be inserted by clicking on the download button (if the administrator has enabled this feature).

For videos, the preview displayed in the media view is the same as the low-resolution version available through download. The file size is displayed for the full-size original file and the preview version.

For photos, several different size versions may be available for download or viewing. For each version, the pixel dimensions, print size, resolution and file size is displayed.

The download button for the original media can have other colors than green, which indicates that the media is not online. For more information, see "[Media Status and Accessibility](#)".

If any of the buttons are missing or are greyed out with the text "Restricted", you do not have access to the media. For more information, see [Chapter 7, Troubleshooting](#).

## Editing Media

All the media in the system have various data associated with them. These data consist of basic information such as file name, media type, creation date, etc. as well as metadata extracted during the AME ingest or upload process. In addition, users can modify and add information to the data fields which are associated with the media.

To access the editing screen, click on the **Edit** link in the **Media Tools** panel.

Figure 3.3. Editing Media

## Edit Media

[< Previous result](#) | [View all results](#) | [Next result >](#)

---

Media ID	434
----------	-----

---

File	 <p style="margin: 0;">WMV File (95.1 MB)</p> <p style="margin: 0;"><a href="#">&gt; Manage associated files</a></p>
------	---

---

Edit preview images (preview / thumbnail only)	<input style="width: 100%;" type="text" value="Select..."/>
---	---

---

Media Type	<input style="width: 100%;" type="text" value="Video"/>
------------	---

---

Domain	okltest
--------	---------

---

Path*	/okltest/video/Magic.wmv
-------	--------------------------

### Media Metadata

---

File Access Date	<input style="width: 100%;" type="text" value="2015-02-03 14:29:49"/>
------------------	---

---

Title	<input style="width: 100%;" type="text" value="Magic"/>
-------	---

---

Keywords	<input style="width: 100%;" type="text"/>
----------	---

The top part of the editing screen displays general information such as the media ID, a thumbnail image, the domain and path of the file. This information cannot be modified by the user. In the general section, only the **Media Type** can be changed. This can be used if the media was ingested/uploaded using an incorrect type definition.

The main editable part is the **Media Metadata**. These fields contain both manually entered data and automatically extracted file data. An example is the **Keywords** field, where you can enter several words which describe the media, if the predefined values in other fields do not apply. Separate the words by spaces or commas. Keywords can be used to categorize the data and will be useful during media searches. For more information about metadata, see the next section.

Remember to click on the Save button on the bottom of the page when you are done.

To edit multiple media in one operation, you need to use a selection. For more information, see [“Editing Multiple Media”](#)

## Media Validation and Workflow

When the **Validation** functionality has been activated by the administrator, each media resource in the system will be assigned a "state". When activated, the state is displayed in the "State" column in the media list view and with icons on the media thumbnails, and can be one of the following:

- **New:** All media which have not yet been edited, will be in this state. This state is not indicated on media thumbnails
- **Draft:** Once media have been edited, they automatically enter the "draft" state. The media stay in this state until they are validated. This state is indicated by a pencil icon next to the **Edit** link under **Media Tools** and in the top left corner of thumbnails:



- **Validated:** This state is the final state, and means that the media editing has been approved. The validation is done manually for each item, by clicking on the **Save and validate** button at the bottom of the media editing page next to the **Save** button. This state is indicated by a green check mark next to the **Edit** link under **Media Tools** and in the top left corner of thumbnails:



If the conditions for validating a media resource have not been met, it will be indicated by the following text displayed on a button next to the **Save** button in the media editing page: **The conditions required to validate this media have not been met.** You can click on this button to find out which field needs to be filled in. Clicking will highlight the necessary field in red and a message will indicate the field name.

## Linking media

You can establish a relationship between media that belongs together. To add a link to another media, go to the media view and select **Edit** in the **Media Tools** box.

Scroll to the bottom of the **Edit Media** page, where you will find the **Related Media** field. Enter the media IDs of the media resources you would like to link to the current media. Separate the media numbers with commas. Click on **Save** when you are done.

When you go back to the media view, you will find a new section added at the bottom of the page, called **Related Media**. This box shows the thumbnails of the linked media. You can click to view the related media as a result set. Depending on the system settings, the related media are displayed all in one group, or they can be grouped by file extension or media type.

## Using Metadata

Metadata is the main method for organizing media in AME. Since the primary way of finding media in AME is through search, having standardized and complete metadata for the media becomes very important. Media which have little or no metadata associated with it, can become hard to find.

## Chapter 3. Working with Media

The metadata should be filled in as soon as possible after the media has been added to AME. For manual uploads, the data should preferably be filled in during the upload, when the editing screen is available.

Using drop-down lists and check boxes with fixed data options is helpful for making sure data are entered in a standard way within defined ranges and without typing mistakes.

The full set of metadata fields available in AME depends on what the administrator has defined in the system data base for your organization. Below is a list of the editable data fields available by default in AME.

### **Media Metadata:**

- Title
- Keywords (free text field)
- Caption
- Extracted Text (for documents)
- Country
- Named Person(s)
- File Type
- Credit
- Expiry Date
- Notes
- Website
- Media Creation Date
- Media Modification Date
- File Modification Date

### **Video Properties:**

- Compressor Name
- Duration
- Frame Rate
- Video Bit rate
- Aspect Ratio
- Video Size
- Start Time code
- Video Contents List

### **Photo Properties:**

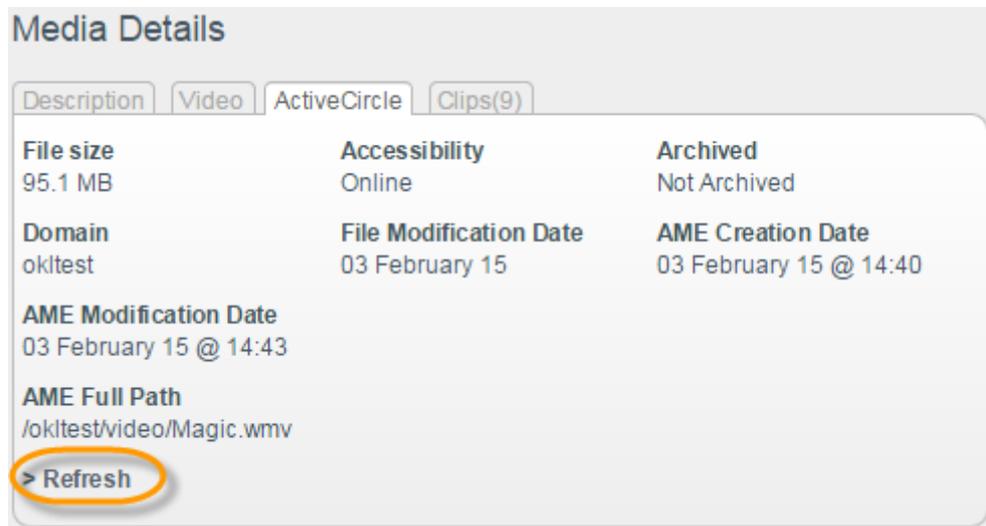
- Camera Make / Model
- Source
- Image Size

## Refreshing Metadata

You can manually refresh the metadata coming from Active Circle for individual media. These are the metadata which tell you the status of the media in the storage system (online, offline, tape, etc.). By default, these metadata are updated automatically every 30 minutes.

To trigger an instant update of the metadata, go to the **Active Circle** tab in the **Media Details** in the media view. Click on the **Refresh** link.

**Figure 3.4. Media Tools – Video**



## Deleting Media

To delete a media item, click on the **Delete** link at the bottom of the **Media Tools** panel in the media view. The **Delete Media** screen will be displayed, where you will have to confirm if you just want to remove the media from the interface or if you want to delete the media files permanently.

If you just want to mark the media resource for deletion, click on the **Delete Media** button without selecting any other option. In this case, the administrator or the next purge (if activated) will have to complete the deletion of the media files from the database or disk.

If you want to delete the media in a more definitive manner, tick the check box above the delete button and then click on **Delete Media**. The text on the screen describes the type of deletion which will be performed if you check the box, which is based on how the administrator has configured the system. The action will be one of the following:

- The media will be deleted from the AME database and the original file will be kept on disk. In this case, the original media could be ingested again. If you want to delete the original media from disk as well, it must be done manually. This is the default behavior.
- The media will be deleted from the AME database and the original file will be deleted from disk as well.

If checked, the permanent deletion from database and disk will happen instantly without any administrator intervention.

To delete multiple media in one operation, you need to use a selection. For more information, see [“Deleting Multiple Media”](#).

## Managing Access

You can give users in a user group access to an individual media resource, even though the users don't have access to the media through the domain they belong to. This way you can share specific media with other users in cases where users outside the media's domain need

to view or download the media. This is meant to be a temporary way of sharing access to certain media resources outside of their regular domain.

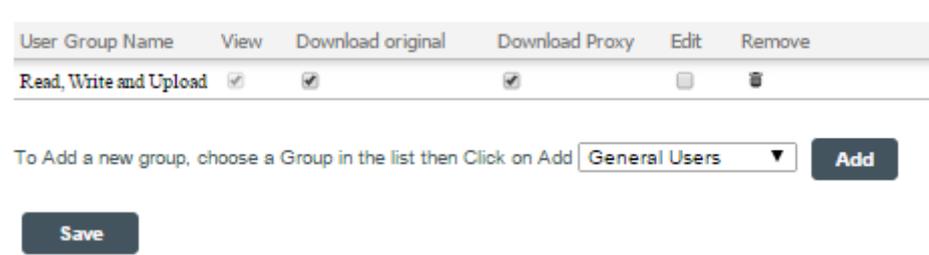


### Note

This functionality is only available if activated by the administrator, and only for media which the user has the right to edit.

To modify the access rights for a media item, click on the **Manage access** link at the bottom of the **Media Tools** panel in the media view. The **User Group Access Management** screen will be displayed, where you can add, modify or remove access to the media resource for user groups.

**Figure 3.5. Manage User Group Access to Media**



To add a new group, select it from the drop-down list and click on **Add**. The user group will by default be given the right to view and download the proxy and original media. Once a group is added, you can modify the access by removing default access types or adding the edit permission. To remove the access of a whole user group, click on the trash can icon in the **Remove** column.

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

To manage access to a group of media at the same time, you can place the media you want to share in a selection, and then select **Manage access** from the tools menu of the selection. For more information, see [“Adding Media to Selections”](#).



### Note

If you change the access for a selection of media, all the previously defined access rights for each media in the selection will be replaced by the rights you define on the **User Group Access Management** screen.

## Managing Associated Files



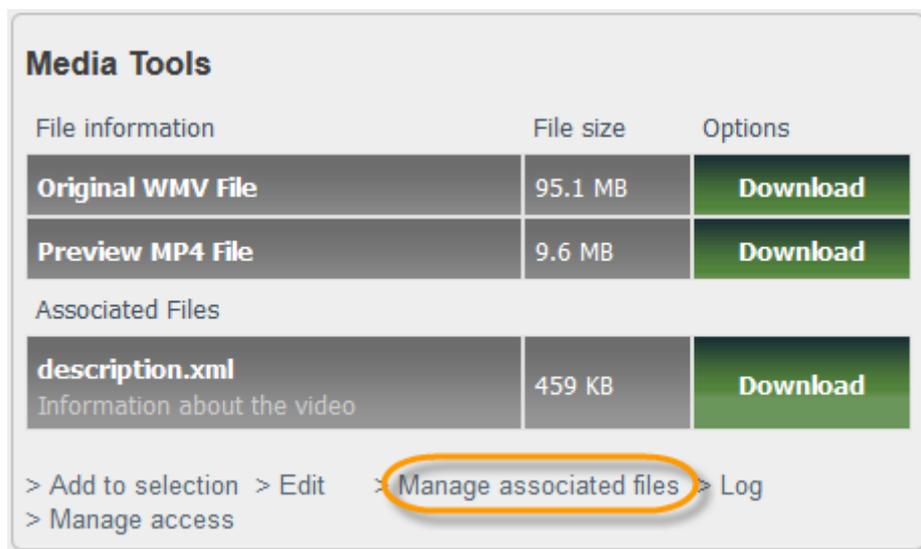
### Note

This functionality is only available if activated by the administrator.

Users of Active Media Explorer can manually associate additional files with a media resource. Associated files will be displayed next to the media preview in the media view, and it can be downloaded by clicking on it, just like the actual media files. An associated file can be

any file that is related to the media, like a file containing descriptive metadata, etc. Any file format is allowed. AME creates no preview for the associated files, but it lets you download them for external viewing.

**Figure 3.6. Associated Files**



To add, modify or delete an associated file, click on the **Manage associated files** link at the bottom of the **Media Tools** panel in the media view. The **Manage Associated Files** screen will be displayed. If there are already files in the list, you can click on **Delete** or **Edit** to modify the files.

To add a new file, type a name in the field **Name** and click on the **Create** button. The **Edit Associated File** will be displayed. Add a description (optional) and click on the **Choose File** button to upload a file.

To add multiple associated files in one operation, click on the link **Batch upload associated files (Java)** at the bottom of the **Manage Associated Files** screen. This will open a file selection dialog where you can add several files to be associated with the current media resource.

This functionality comes in addition to the automatic file association feature which can be configured by administrators in Active Media Explorer.

## Viewing Media Log

To view the log for a media item, click on the **Log** link at the bottom of the **Media Tools** panel in the media view. A list of all modifications made since the media was ingested in AME will be displayed.

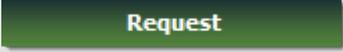
Whenever a field has been edited, the name of the field is listed along with the changes which were made.

## Media Status and Accessibility

In the media view, the accessibility of the original media is indicated by the color and the text of the download button. The colors correspond to the ones used to indicate the [status in the search results](#).

## Chapter 3. Working with Media

The table below summarizes the different download states of the media in AME.

	The media resource is online on a primary volume and can be downloaded from disk.
	The media resource is online in the archive system and can be downloaded from disk. The button is yellow to indicate that the archive volume has been defined as a secondary storage volume.
	The media resource is nearline in the archive system and can be downloaded from a tape which is present in the tape library
	The media resource is offline and can be downloaded from a tape only after the tape has been inserted into the tape library by an operator. You can click on the button to send a request for the tape to be inserted (if the administrator has enabled the user request functionality).
	The media status is unknown. There could be a problem with the connection to the AMC or the tape library.
	The media resource was not found. The original media file has been deleted, moved or renamed.
	You do not have access to the media resource, but you can send a message to the administrator to request access by clicking on the download button.

## Media Requests

Currently, two types of requests are available to the users of the Active Media Explorer:

- Requests for offline media: By clicking on a purple "offline" media download button.
- Requests for access to restricted media: By clicking on a "Restricted" media download button.

This functionality is only available if enabled by the administrator and the user group you belong to has been given the permission to request media.

When you click to request a media resource, an e-mail will be sent to the administrator. In addition, a selection containing the requested media will be automatically created under **My Selections**. The name of the selection will be "Request" followed by the request number. This can help you keep track of the media you have requested.

The administrator can also enable request management, which means you will be able to see and follow the processing of your requests using the **My Requests** item on the main menu in AME. You will receive an e-mail from the system when the administrator changes updates the status of your request.

Clicking on the **My Requests** item will display the list of the requests you have made, with their status:

Figure 3.7. My Requests

Request ID	Description	Date	Items	Status	Tools
4	Reason for request: Please give me access to this resource	05 March 14 @ 14:13	1	Declined	> View > Select
3	Reason for request: Please give me access to this resource	05 March 14 @ 14:12	1	Declined	> View > Select
2	Reason for request: Put Online the necessary tape E01006L4 to download media number : 111	05 March 14 @ 13:51	1	Approved	> View > Select
1	Reason for request: Put Online the necessary tape E01006L4 to download media number : 112	05 March 14 @ 13:51	1	Approved	> View > Select

## Media Details

In the media view, the **Media Details** are displayed below the media preview and the media tools.

Figure 3.8. Media Details – Active Circle Information

The screenshot shows a 'Media Details' window with three tabs: 'Description', 'Active Circle', and 'Photo'. The 'Active Circle' tab is selected. The information displayed is as follows:

File Size <b>1.8 MB</b>	AC Share <b>multimedia</b>	Accessibility <b>ONLINE</b>
Nearest <b>DISK</b>	Tape <b>E01009L4</b>	Archived <b>Archived</b>
Tar Index <b>0</b>	File Index <b>512</b>	Domain <b>okltest</b>
File Modification Date <b>18 March 11</b>	AME Creation Date <b>02 September 13 @ 23:00</b>	AME Modification Date <b>02 September 13 @ 23:00</b>
AME Full Path <b>/multimedia/Resources/P1140053.JPG</b>		

The section consists of different categories of information divided into three tabs:

**Description** This tab displays general information about the media, such as the media ID, media type, file type, media creation date, media modification date, website, keywords and other metadata that might be associated with the media. If the feature has been enabled by your administrator, this tab also contains a **Notes** field that can be used to enter notes pertaining to the media that you would like to save with the media or share with your organization. Click on the pencil symbol to the right to edit a note. Click on **OK** to save the note.

**Video/Photo** This tab displays type-specific information about the media. This can be for example duration, frame rate, video bit rate and size for videos and camera model and image size for photos.

### ***Chapter 3. Working with Media***

#### **Active Circle**

This tab displays information about the data collected from the Active Circle storage system, where the AME data reside. This information includes the file size of the original media file, the storage location, accessibility, archiving status, domain and file dates.

---

# Chapter 4. Working with Selections

You can use selections to manage the media you find in AME. Build up collections of photos, videos and saved searches which will be available wherever you log into AME. A selection is like a basket of media that you will use for a specific purpose.

You can create several selections and give each one a name of your choosing. You can for example create a selection for each project. You can keep selections private, or make one or more of them public, so you can share the contents with your team.

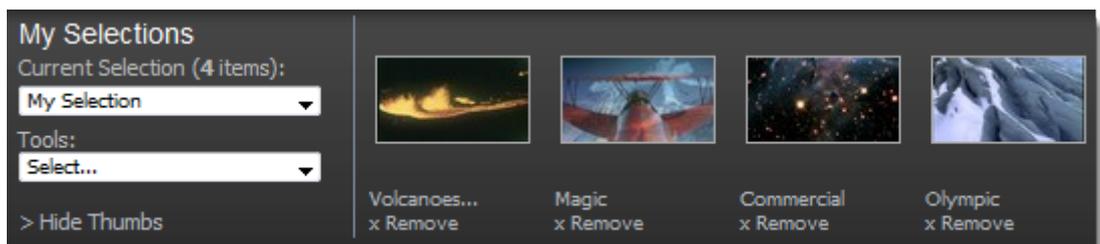
Selections provide several tools which you can use on all the media in a selection. You can for example edit the data fields of multiple media in one operation through the use of a selection.

---

## My Selections Panel

The bottom part of every AME screen consists of the **My Selections** area, where the contents of the current selection are displayed as thumbnails.

**Figure 4.1. My Selections Panel**



The selection called **My Selection** is created by default, so you have a selection to start with (this selection cannot be deleted).

You can perform the following actions from the **My Selections** panel:

- Choose the selection to work with from the **Current Selection** list box
- Choose a tool from the **Tools** list box for performing actions on all the media in the selection
- Reduce the panel to a line without thumbnails, by clicking on **Hide Thumbs**
- Open a media item by clicking on a thumbnail image or a media title
- Remove a media item by clicking on the **x Remove** link below the media title

To display all the media in a selection as thumbnails or a list in the main workspace, click on the **Tools** list box and select **View All**. All the media will be shown on the screen above the panel, in the same type of view as a standard search result.

---

## Creating and Editing Selections

To create a new selection, click on the **Current Selection** list box and select the menu option (**Create New Selection**). A new text field will be displayed below the list, where you need to type in the name of the new selection. Press the **Enter** key when done. The selection is now created, and you can begin adding media to it immediately.

## Chapter 4. Working with Selections

You edit the fields and settings of your selection, by selecting **Edit Selection** from the **Tools** menu. You can edit the following fields:

- **Name:** The name of the selection
- **Related Keywords:** Type in keywords which describe the selection. These keywords can be used when searching for selections later.
- **Access:** Select whether the selection should be **Private** or **Public**. Public selections can be viewed by other users.
- **Attached Users:** Add other users to your selection, so that your selection will appear in their list of selections. Use this to share your selections with your team, without necessarily making the selection public.
- **Allow other users to add/remove media:** By default, no other users can alter the contents of your selection, even when you have shared it or made it public. Select this option to allow other users to add or remove media in your selection.
- **Relate all media in this selection:** This option will create a relationship between the media in the selection for search purposes. This feature is not yet implemented.
- **Remove all media from this selection:** Select this option to empty the selection. The media will not be deleted, but they will no longer belong to the current selection.
- **Delete all media in this selection:** Select this option if you want to delete the actual media files which belong to the selection, without deleting the selection itself.
- **Selection Log:** Click on **Log >** to view a record of all the events for the selection. The log includes the date, user, action, media ID and media title relating to any modifications of the selection settings or contents.

Remember to click on the **Save** button to activate your changes.

## Managing Selections

---

To display a list of all your selections, click on the **My Selections** tab on the main menu of AME.

The list contains your own selections, the ones you have been attached to by other users and any public selections you have added to your selections. Above the list you will find a search field where you can enter selection names or selection keywords to find specific selections (only whole words are accepted).

The list contains the following information for each selection: Name, owner, ID, creation date, the number of items it contains and whether access is private or public. In addition, each selection line provides access to the general selection tools, which are the same as in the **My Selections** panel.

Below the list of selections, you will find a **Create New Selection** area where you can type in and create a new selection name. When you click on **Create**, you will be taken directly to the **Edit Selection** screen.

## Finding and Using a Public Selection

At the bottom of the **Manage My Selections** screen, there is a feature which lets you **Find a Public Selection**. Click on the link, and a list of public selections will be displayed. These are selections which you and other users have set to "Public" in the **Access** field.

To display the contents of a public selection directly from this list, click on the **Selection Name**.

To add a public selection to your own set of selections, click on the **Tools** menu for the selection and select **Add to my selections**. The public selection will now appear in your **Manage My Selections** list and in the **Current Selection** list in the "My Selection" panel.

Other general selection options are available from the **Tools** menu of the public selections, depending on your group permissions.

## Deleting Selections

---

To delete a selection without deleting the media it contains, select it and select **Delete Selection** from the **Tools** menu. You will be asked to confirm the deletion. The media which belonged to the selection will remain in the system

To delete a selection and also delete the media it contains at the same time, select **Purge** from the **Tools** menu. You will be asked to confirm the deletion. Both the selection itself, and the media that was in it, will be removed from the system.

Note that the **Tools** menu for selections is also available on the "[Managing Selections](#)" page.

## Adding Media to Selections

---

To add media to a selection, you first need to select the selection you want to use as the **Current Selection** in the **My Selections** panel.

Whenever media appears on screen, it contains an **Add to Selection** link. Individual media can be added by clicking on this link from the media view of a single media or from any list of media. When media are displayed in the workspace as thumbnails, the option appears as an icon.

Add to selection icon:



## Adding Multiple Media to a Selection

At the bottom of all search results screens and any list or thumbnail display of media, the following link appears:

**Save search items to selection**

Click on this option to add all the media to the current selection.

## Removing Media from a Selection

---

To remove a media item from the current selection, click on the **x Remove** link which is located under the media title in the **My Selections** panel.

If the contents of a selection is displayed on the workspace in thumbnail view, each media panel contains an icon in the lower right corner which you can click to remove the media from the selection.

Remove from selection icon:



## Removing Multiple Media from a Selection

AME provides two methods for removing all the media from a selection without deleting the selection itself.

*Method 1:*

Select the menu option **Empty Selection** on the selection **Tools** menu.

*Method 2:*

Select the menu option **Edit Selection** on the selection **Tools** menu. On the **Edit Selection** page, click on **Remove all media from this selection** and click on Save.

## Editing Multiple Media

---

To edit the data fields of several media in one operation, you have to first [add the media to a selection](#).

Once the media to be edited belongs to a selection, you can edit them all at the same time. Follow this procedure:

1. On the **Tools** menu for the selection, select **Edit All**. The **Edit Multiple Media** page will be displayed. This screen contains a check box for each available data field for the media.
2. Select only the fields you want to change, by clicking in the appropriate check boxes.
3. If the purpose of the editing is to correct a set of media for which the media type has been incorrectly registered, click on **Media Type**. If not, do not touch this field.
4. For each field you click on, an **Edit Mode** box will be displayed. This lets you choose how you want the existing and new text or options to be processed. Up to four options may be presented, depending on the type of field:
  - **Replace All:** Any existing text or options for this field will be overwritten by the new values you specify.
  - **Append:** The new text or options you specify will be added to the existing values.
  - **Remove:** The text or options you specify will be removed from the media field, if the value exists. For example, if all the media in the selection have the keyword "action", and you want to remove this, you select **Remove** and type in "action" in the text field.
  - **Find and Replace:** Use this option if you want to replace a specific word or option by a new value. When you select this option, the input field will split into a **Find** field and a **replace with** field.
5. When you have made all the necessary changes, click on Save to activate the changes.

## Edit Selection Previews

---

You can perform simple editing tasks on the previews (thumbnails) of a selection of media:

- Rotate clockwise
- Rotate counter-clockwise

- Brighten previews
- Darken previews

To edit all the previews in a selection, select the **Edit selection previews** on the Tools menu for the selections. Select the desired transformation from the list that will be displayed.

## Deleting Multiple Media

---

To delete several media in one operation, you first have to [add the media to a selection](#).

Once the media to be deleted belongs to a selection, you can delete them all at the same time.

There are two ways of deleting all the media in a selection from the system:

- Purge:** On the **Tools** menu for the selection, select **Purge**. This will remove all the media in the selection as well as the selection itself from the system.
- Delete Media:** On the **Tools** menu for the selection, select **Delete Media**. This will remove all the media in the selection (but not the selection itself) from the system.



### Tip

It could be a good idea to create a new "temporary" selection specifically for this purpose, especially when using the **Purge** feature.

## Regenerating previews

---

Users with administrative privileges can issue a request for recreating the previews for one or more media. The previews for the media will then be regenerated during the next full ingest session.

The media you want to regenerate previews for, must first be added to a selection. Once the media are in a selection, go to the **Tools** menu and click on **Regenerate previews**. This will send a request to the system for recreating the previews.

Once the request has been sent, the thumbnails and previews of the media will be reset to the default representation for the media type. The download buttons for the previews will also be removed from the media tools.

The regeneration of previews happens during the complete ingest cycle which is by default scheduled to run once every evening.

This feature is useful for media previews which did not get generated correctly during the initial ingest.

If you want to find out which media are missing previews (and would be candidates for regeneration), you can use the AME search feature to identify them. For more information, please see ["Finding media without previews"](#).

## Viewing Logs

---

AME keeps a log of the modifications for each selection. To view the log, choose a selection and select **View Log** from the **Tools** menu.

## ***Chapter 4. Working with Selections***

For each action, the log displays the date and time, the user who performed the action, the type of action and the ID and title of the media involved. Examples of logged actions are adding and removing media and changing selection settings (such as making the selection public or private).

# Chapter 5. Uploading Media

You can add media to the AME system manually, using the **Upload** feature. This lets you choose one or more media from your workstation or a network drive and add them to AME. You can also specify metadata for the media, which will be added to the AME data base along with the media files.

To access this functionality, click on the **Upload** tab the main menu of the AME screen.

**Figure 5.1. Upload Media Option**



If you see no **Upload** tab on your screen, it means that you have not been given permission to use this feature, or that no **Upload Target** has been defined for your domain. Contact your system administrator or consult the *AME Administration Guide*.

## Upload Settings

Clicking on the **Upload** tab on the main menu will display the **Add Media Batch** screen.

**Figure 5.2. Add Media in Batch Mode**

### Add Media Batch - In Browser (Java - recommended)

#### Step 1: Specify Default Content For New Media

Please specify the default upload settings and the default values for the metadata of the resources you are about to upload.

\* This is a required field

Upload From	Workstation (Java) ▼
<input type="button" value="Next"/> <input type="button" value="Clear"/>	
Media Type	Photo ▼
Domain	okltest ▼
Path*	/common/Uploaded ▼

On this page you can specify default upload settings and common initial values for all the uploaded media.

#### Upload From

This drop-down list contains upload sources which have been defined and enabled in the system. By default, the choices are **Workstation (Java)** and

**Workstation (HTML/Flash).** The default is Java. The second option will use an HTML5-based uploader in newer browsers, but will revert to the Flash version in older browsers (if Flash plugin is installed). Once you have verified/filled in all the other settings on this screen, you may click on [Next](#) to proceed to the file selection screen.

<b>Do not import embedded metadata...</b>	Select this option if you want to skip <b>ExifTool</b> processing for all the media in this upload. This means that the metadata in the media files will not be extracted and added to the AME data base. You may add metadata manually instead, under the <b>Media Metadata</b> heading further down on the same page.
<b>Media Type</b>	Select the media type ("Video", "Photo", etc.). The default type for the system will already be selected. Note that you can only choose one media type per upload, so all the media files you select should be of the same type.
<b>Domain</b>	The domains which you have access to, will be available in the list. Select the appropriate domain where the media should be available, according to the way media access and projects are organized where you work.
<b>Path</b>	Select a path for the media. Only paths already defined as <i>upload targets</i> in the selected domain will be available. This will become the location of the original media file in the Active Circle archive system.
<b>Media Metadata</b>	Use the metadata fields and options to specify values that will be common to all the media in this upload. For example, if you specify a <b>title</b> , all the media will get the same title. If you specify no title, the media will have the title which is defined by the ingest configuration. By default, it is the title which is embedded in each media file. If no title is embedded in the media file, the file name (with out without path) will be used. Metadata can be added or modified for each media individually after upload.

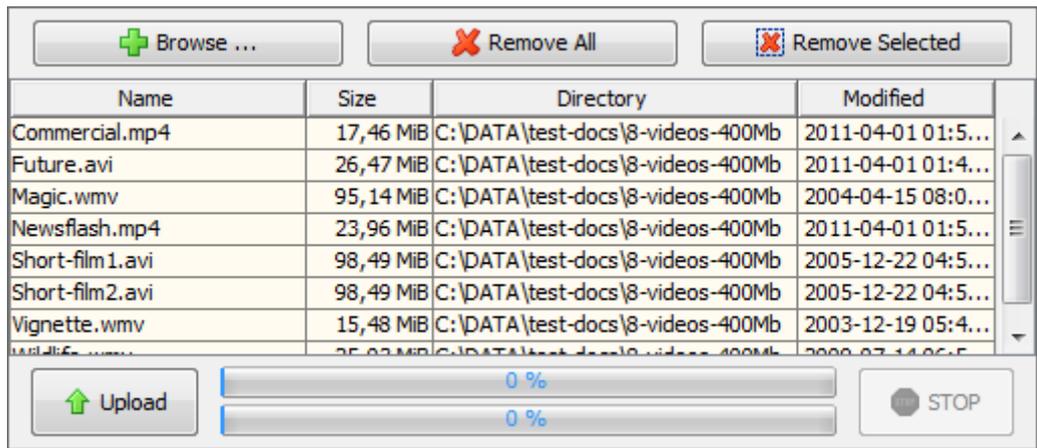
When you have finished specifying settings, click on [Next](#) to proceed to the file selection screen. If there are problems displaying this screen, click on the link at the bottom of the page for the **HTML/Flash uploader**.

## Selecting Media

---

To select media files, click on the [Browse](#) button (for HTML/Flash uploads, click on the [Add files/Upload](#) button). Navigate to the location of the files, and select one or multiple files (using the **Ctrl** or **Shift** keys on Windows, or the **Cmd** key on Mac). Once you have selected the files, the next step depends on whether you use the Java, HTML5 or Flash uploader.

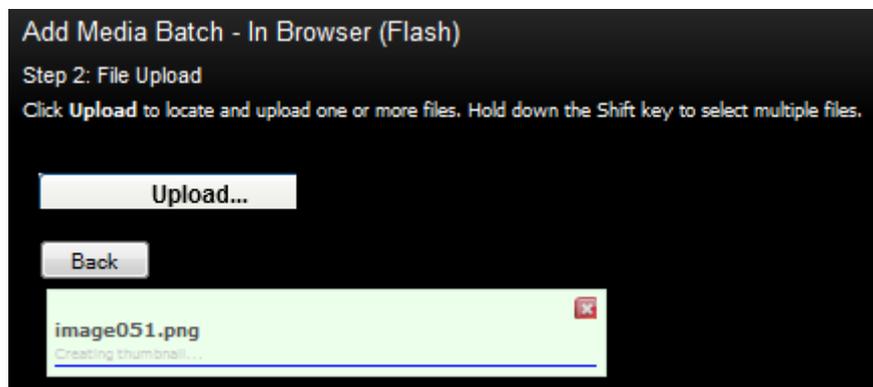
Figure 5.3. Files to Upload – Java



The Java file selection box lets you view and modify the list of files to upload. All the files listed in the box will be uploaded. If you want to remove files, select them in the list and click on **Remove Selected**. Click on **Upload** to start the upload. You can click on **STOP** to stop the upload.

In Flash mode, the upload will start automatically as soon as you have selected the files. A progress bar will be displayed for each file:

Figure 5.4. Files to Upload – Flash



You can click on the close icon to stop the upload for an individual file.

In HTML5 mode, click on **Add Files** or drag files into the box. You can click on the close icon next to a file to remove it from the list. When you are ready to upload the listed files, click on **Start Upload**:

Figure 5.5. Files to Upload – HTML

Filename	Size	Status
Jupiter.jpg	1.9 mb	0% 
Venus.jpg	1.6 mb	0% 
Mars.jpg	2.3 mb	0% 
Earth.jpg	1.3 mb	0% 
 Add Files		 Start Upload
		7.1 mb 0%

The AME system transfers the files and creates the thumbnails.



### Important

Do not navigate away from the upload page while the upload is in progress.

When the upload is complete, you should be able to see the added files in AME by clicking on the **Recently added** tab in the workspace.



### Tip

Make sure that you have specified any common metadata you want to associate with the media (or batch of media), *before* you click on Upload. You can click on **Back** to return to the page where you can enter metadata for the media. It is also possible to add metadata for all the media in the upload later, by using a selection to [edit multiple files](#) at once.

Media which have been uploaded manually, will have a "Contributed by" field in the **Description** part of the [media details](#) indicating the name of the user who performed the upload.

---

# Chapter 6. Restoring Media

When you download original media in AME, you are in fact retrieving the full-size media file from the Active Circle archiving system (from disk or tape). This is also called "restoring" the media. Instead of downloading media one by one through your workstation, AME also allows you to retrieve multiple media files and send them to another system for further processing or play-out.

This feature saves time and system resources by sending the files directly from the archive to the destination system, without using resources on your workstation.

There are several scenarios for restoring media from the archiving system using this functionality:

- **Send To:** Use this feature to specify an FTP server as destination for the selected media files.
- **Send To Local Folder:** Use this feature to specify a local folder on the Active Media Connector server (Active Circle API) as destination for the selected media files.
- **Bringing files online (Destage):** Use this feature to copy files located on tapes in the archiving system to the cache of the storage system, which will change the accessibility of the media to *online*. This is also called "destaging".

## Send To

---

To restore media from the archiving system and send them to an FTP server, you first have to [add the media to a selection](#).

Once the media to be restored belongs to a selection, choose the selection as the **Current Selection** in the **My Selections** panel. Then select **Send To** from the **Tools** menu.

The Send Selection screen will be displayed, where you can select the **Destination (FTP Target)** and review the status of all the media selected for the operation. You can also enter a name that identifies this transfer job within the Active Media Connector.

By default, the original media files are transferred. If you only need to send lower resolution versions of the media, you can select **Preview** for the **Resolution** option.

Figure 6.1. Send To – Files

API Transfer Job Name

---

Destination choice

---

Behavior  Do the best effort to send media. If offline, the job will stop

---

Resolution  Original  Preview

Files					
#	Source	Destination	Size	Status	Inform
8	common/Uploaded/DicDacDoc.mp4	ftp://adm...	17.92 Mb	ONLINE	
8	common/Uploaded/Magic.wmv	ftp://adm...	95.14 Mb	ONLINE	
8	common/Uploaded/Wildlife.wmv	ftp://adm...	25.03 Mb	ONLINE	
8	common/Uploaded/Houat.jpg	ftp://adm...	1.42 Mb	ONLINE	
8	common/Uploaded/Nebula.jpg	ftp://adm...	12.28 Mb	ONLINE	
8	common/Uploaded/P1140053.JPG	ftp://adm...JPG	1.80 Mb	ONLINE	

Select an FTP target in the drop-down list labeled **Destination**. The available targets are defined by the administrator, according to the domain you have selected.

By default, the system will try to send all accessible files. Files which are offline will not be sent, but the rest of the files will be processed. If you want the process to stop once it encounters an offline file, click to remove the check mark labeled **Do the best effort to send files**. When this option is deselected, the system will stop processing when an offline file is encountered, which may allow an operator to insert the required tape in the tape library.

When you are ready to send the files, click on the Start Transfer button.

The job progress screen will be displayed. From here you can see the overall progress and the status of each file.

Figure 6.2. Send To – Progress

Job							
#...	Name	Created	User	Type	Priori...	File ...	Status
+	BaseProject	2015-02-0...	admin	TRANSFER	50	6	<b>DONE</b>

Files	
#	Status
+	<b>NEW</b>

The options on the job level is to **Restart** the job, get **Details** about the job and **Delete** the job.

If some of the media in the selection need to be retrieved from tape, the tapes will be listed below the job progress. **Nearline tapes** are tapes which are in a library, and files will automatically be retrieved from those tapes. **Offline tapes** are tapes which are not present in the tape library, and retrieving these files will require the intervention of a tape library operator.

## Send To Local Folder

To restore media from the archiving system and send them to a local folder on the Active Media Connector (API) server, you first have to [add the media to a selection](#).

Once the media to be restored belongs to a selection, choose the selection as the **Current Selection** in the **My Selections** panel. Then select **Send To Local Folder** from the **Tools** menu.

The Send Selection to API server folder screen will be displayed, where you can select the **API Target** and review the status of all the media selected for the operation. You can also enter a name that identifies this transfer job within the Active Media Connector.

The information types displayed and the rest of the transfer process is identical to the procedure described for Send To in the previous section of this document.

## Destaging

Destaging means bringing the media files online, if they are located on tape. This can be useful to prepare media for processing, since the destage feature will ensure that the media have the highest possible accessibility with the fastest access time. The media will not be downloaded to your workstation, but will be copied directly to the cache of the storage system.

## Chapter 6. Restoring Media

To restore media from the archiving system and bring them online, you first have to [add the media to a selection](#).

Once the media to be restored belongs to a selection, choose the selection as the **Current Selection** in the **My Selections** panel. Then select **Destage** from the **Tools** menu.

The Destage screen will be displayed, where you can review the status of all the media selected for the operation.

When you are ready to retrieve the files, click on the [Start Destaging](#) button.

The job progress screen will be displayed. From here you can see the overall progress and the status of each file.

The options on the job level is to **Restart** the job, get **Details** about the job and **Delete** the job.

The tapes where the media are located, will be listed below the job progress. **Nearline tapes** are tapes which are in a library, and files will automatically be retrieved from those tapes. **Offline tapes** are tapes which are not present in the tape library, and retrieving these files will require the intervention of a tape library operator.

# Chapter 7. Troubleshooting

This chapter gives descriptions of certain situations or problems that may arise during the use of AME, with tips on how to resolve them.

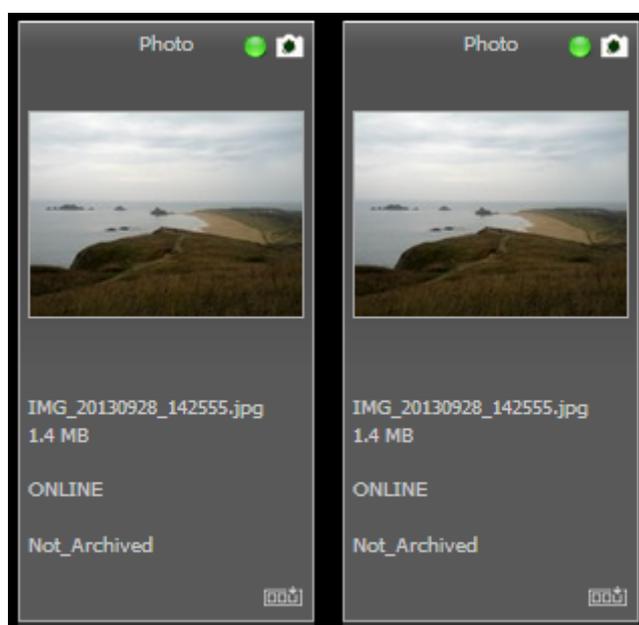
## Duplicated media

If you see two media which appear to be the same in the AME search results, you should first check if they both have a valid accessibility status and refer to the same original media file. AME uses the original file name, including the path, as the identifier for a media.

## Same media with valid status

You may see two media which appear like this:

Figure 7.1. Two copies of the same file



The file names on both thumbnails are the same, because this is the internal file name reported by the media metadata. Switch to **List** view to see the original file names in the source:

Figure 7.2. Original files names differ

Original Filename	AC Share	AC Pathname	Accessibility
IMG_20130928_142555.jpg	common	Upload/1382347445_copy_of_IMG_20130928_142555.jpg	ONLINE
IMG_20130928_142555.jpg	common	Upload/IMG_20130928_142555.jpg	ONLINE

In the figure above, the **AC Pathname** column displays the original file name. In this case, the seemingly identical media in AME refer to two different copies of the same content which both have been added to the system.

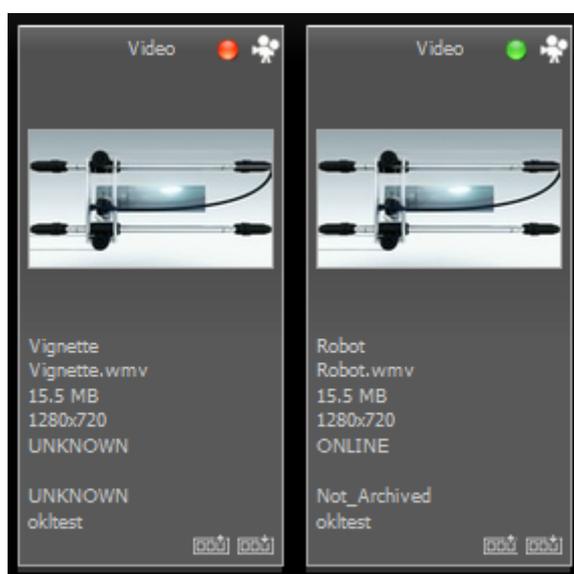
### Possible causes:

- The same file was uploaded twice. The **Upload** feature will automatically create a copy with a new name if the same file is uploaded twice to the same target.
- The same file exists in two different paths, which both are part of the ingestible directories of AME. This could happen if the original file is copied to another path under the AME media path, which means it will be ingested again as a new media file.

## One of the media has unknown status

You may see two media which seem to be the same, but where one has the status **Unknown**:

**Figure 7.3. Duplicates with unknown status**



### Possible causes:

- The original file was moved to a different path in the storage system. In this case, the apparent file names could be the same, but the original media in AME will be reported as not found.
- The original media was renamed in the storage system. In this case the file names will be different, but the original media will not be found, and the media with the new name will appear as a new media.



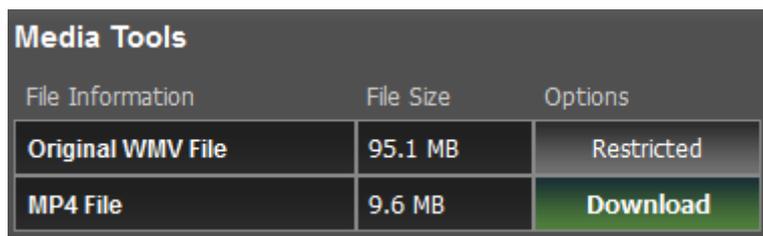
### Note

If the original media which was moved or renamed contained manually entered metadata, the new version of the media in AME will not have these metadata.

## Download Button is Grey

If the **Media Tools** show a grey download button with the text "Restricted", it means you don't have permission to download the original media:

Figure 7.4. Restricted Access



File Information	File Size	Options
Original WMV File	95.1 MB	Restricted
MP4 File	9.6 MB	Download

The access is set by the administrator in the domain settings. Please contact your administrator for help.

## Proxy Download Button is Missing

---

If the **Media Tools** panel does not display a download button for the low-resolution (proxy) version of the media, it means that you do not have permission to view or download the proxy.

The access is set by the administrator in the domain settings. Please contact your administrator for help.



---

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