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EasyMAM V.2.0.0.0

## **Preface**

Dear Easy MAM customer,

We would like to welcoming you to Easy Media Suite family via Easy MAM program. While we are willing to communicate with our customers to be sure if they get sufficient support and the program meets all customers' needs, we appreciate if you can give feedback about your opinion related to Easy MAM.

Please send your questions, suggestions and assistance requests to [support@easymediasuite.com](mailto:support@easymediasuite.com)

General feedback: [info@easymediasuite.com](mailto:info@easymediasuite.com)

Customer Support phone number: +90 212 582 23 07

Customer Support fax number: +90 212 582 93 95

This section provides an overview of the Easy MAM user documentation. You find it on the product page at: <http://www.easymediasuite.com/en/products/media-asset-manager>> "Downloads"

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Please send your comments or questions to:

Devtek Bilişim Elektronik San. Tic. Ltd. Şti.

Address: Kaptanpasa District Piyalepasa Boulevard Famas Plaza B Blok Floor:15 No:105-108

Okmeydani Sisli-Istanbul / Turkey

Tel.: 90 212 582 23 07

Fax: 90 212 582 93 95

[info@easymediasuite.com](mailto:info@easymediasuite.com)

<http://www.easymediasuite.com/>

## **Overview**

Easy Mam system is designed with user friendly interface. Training or deep knowledge in computers are not strictly required. All functions have been described in this user manual. In order to setup the system and to utilize the program efficiently, it is recommended to read the all sections.

If you have further questions, sales and support team are always ready and pleased to help you, [support@easymediasuite.com](mailto:support@easymediasuite.com)

## **Getting Started**

Introduces the Easy MAM and describes how to set up and start working with the product. The user manual contains the description of Easy MAM of all functions.

## Manual Conventions

*Italic text* indicates a text on software UI.

Underlined text indicates a key stroke on keyboard.

***Bold and italic text*** indicates graphics shown in this manual.

## Symbols



A note provides important information, recommendations, reminders and suggestions.



The See Also notes refer to other relevant sections, chapters or manuals.



The caution paragraph indicates a potentially dangerous operation.

## Using the Mouse

Click	Press and release the left mouse button.
Right-click	Press and release the right mouse button.
Double-click	Click the left mouse button twice in rapid succession.
Drag&drop	Move the mouse while holding down the left mouse button and then release.

## Installation



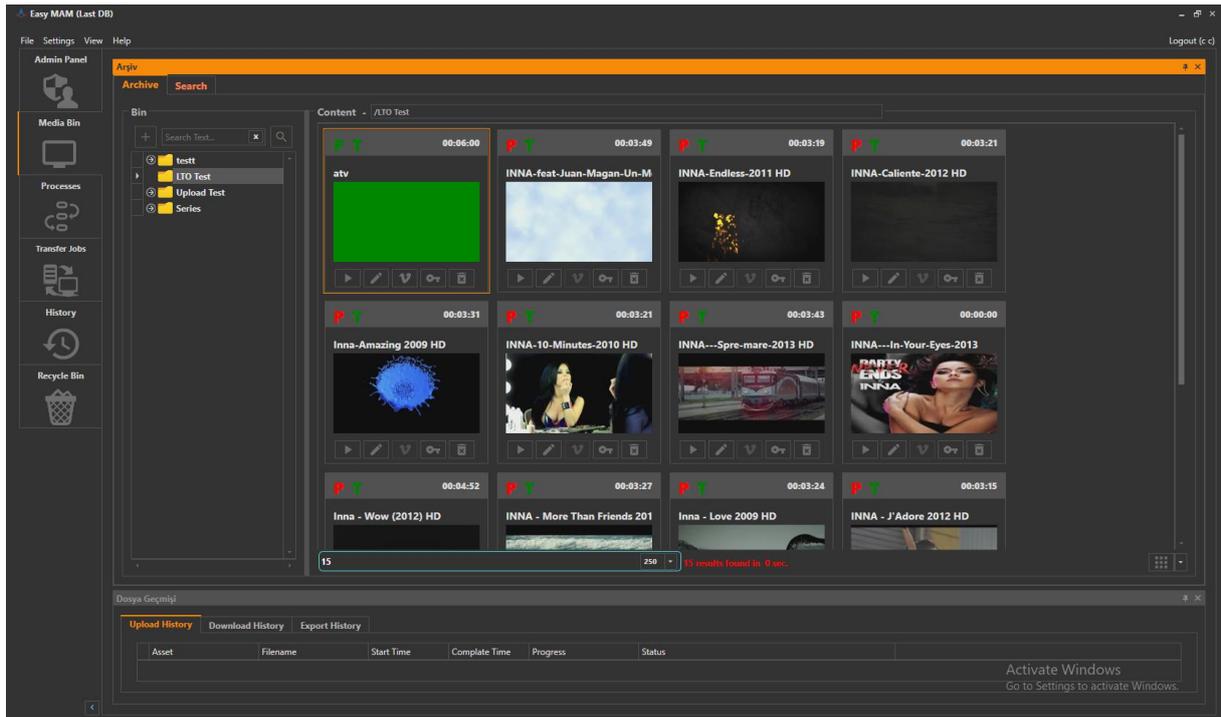
Before the installation process, you must ensure that a file archiver software is installed on the computer to extract installation files from compressed file.



If the computer has an antivirus software; before extracting installation files from compressed file, you must ensure that antivirus doesn't block all executable files by setting it's security level lower or deactivating it until installation process is over.



Before the installation process, you must ensure that the driver of graphics card is properly installed.



Graphic 1: Easy MAM Main Window

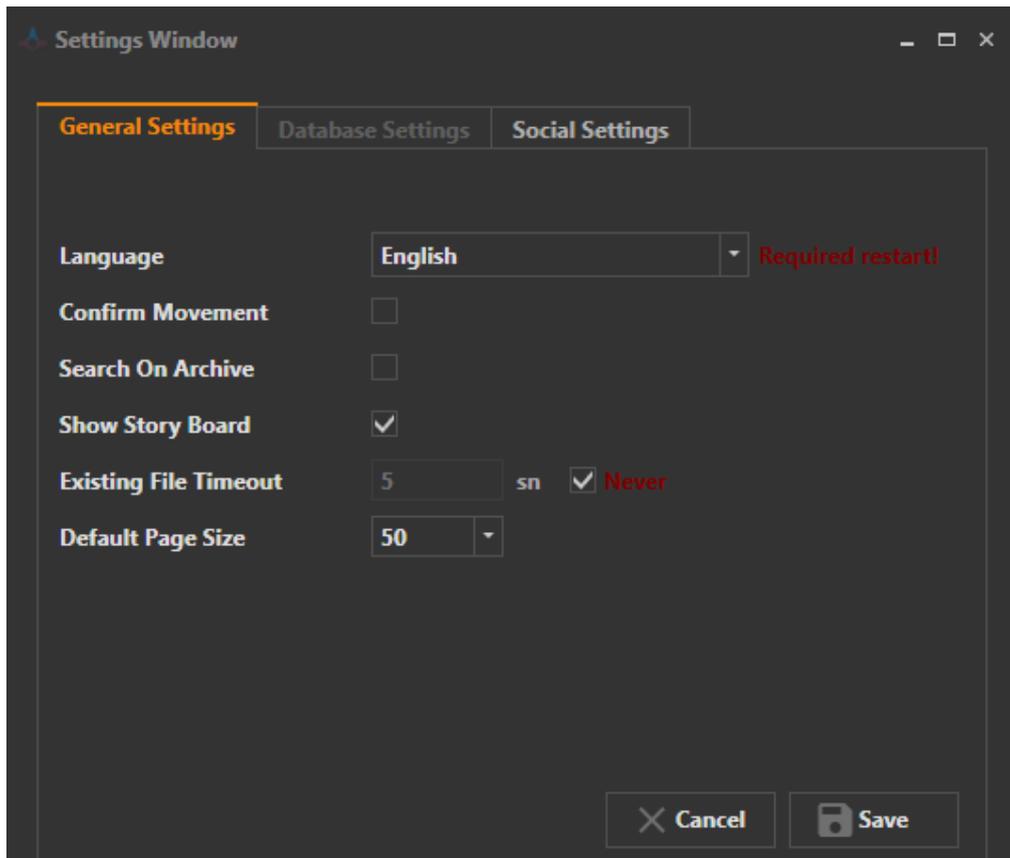
## BASIC TERMS and GENERAL INFORMATION

### 1. Settings Menu

#### 1.1 Settings Window

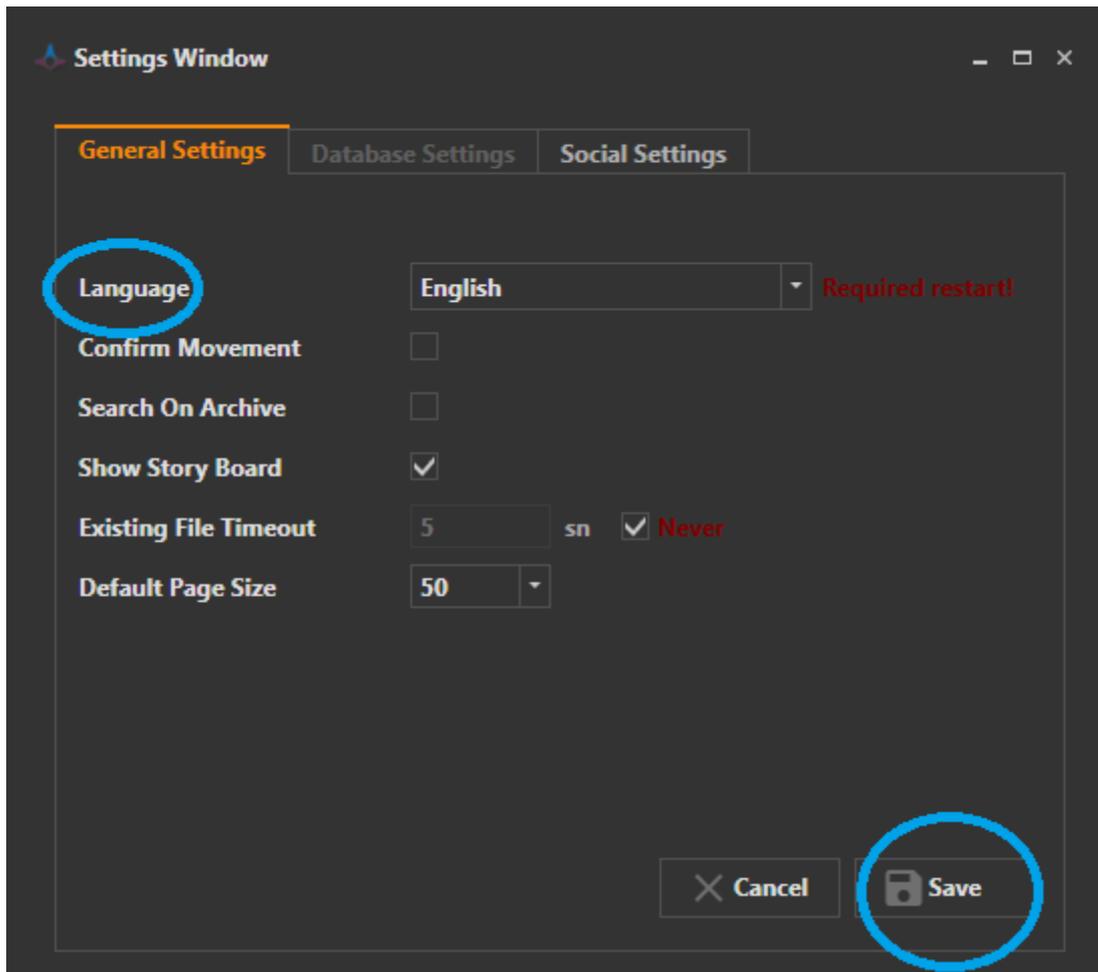
##### 1.1.1 General Settings

When click in to *Settings menu*, a window will be open as shown Graphic 2. In the first tab of "*Settings Window*" *general settings* will appear (Graphic 2).



Graphic 2: General Settings

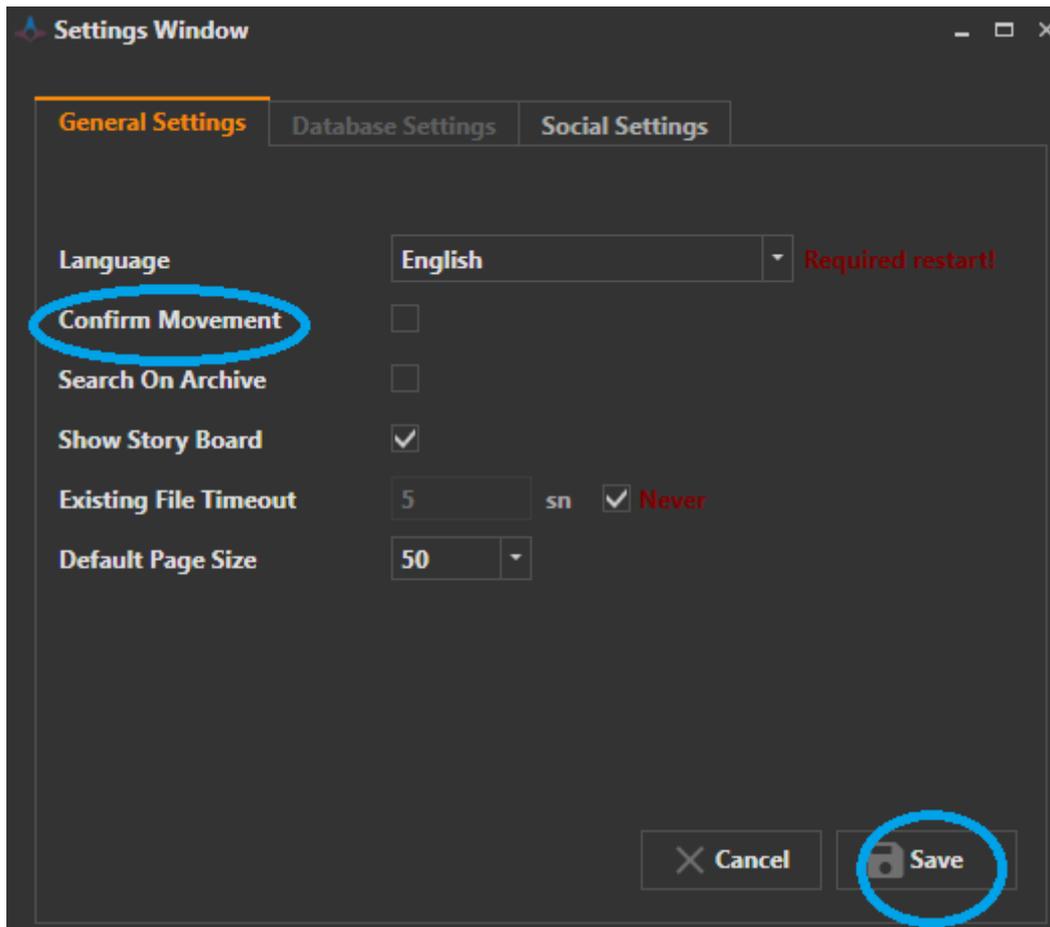
These settings are as follows: *Language, Confirm Movement, Search on Archive, Show Story Board, Existing File Timeout, Default Page Size.*



Graphic 3: Language Settings

*Language:* This section is used to change the language. It is required to restart the Easy MAM after language changing.

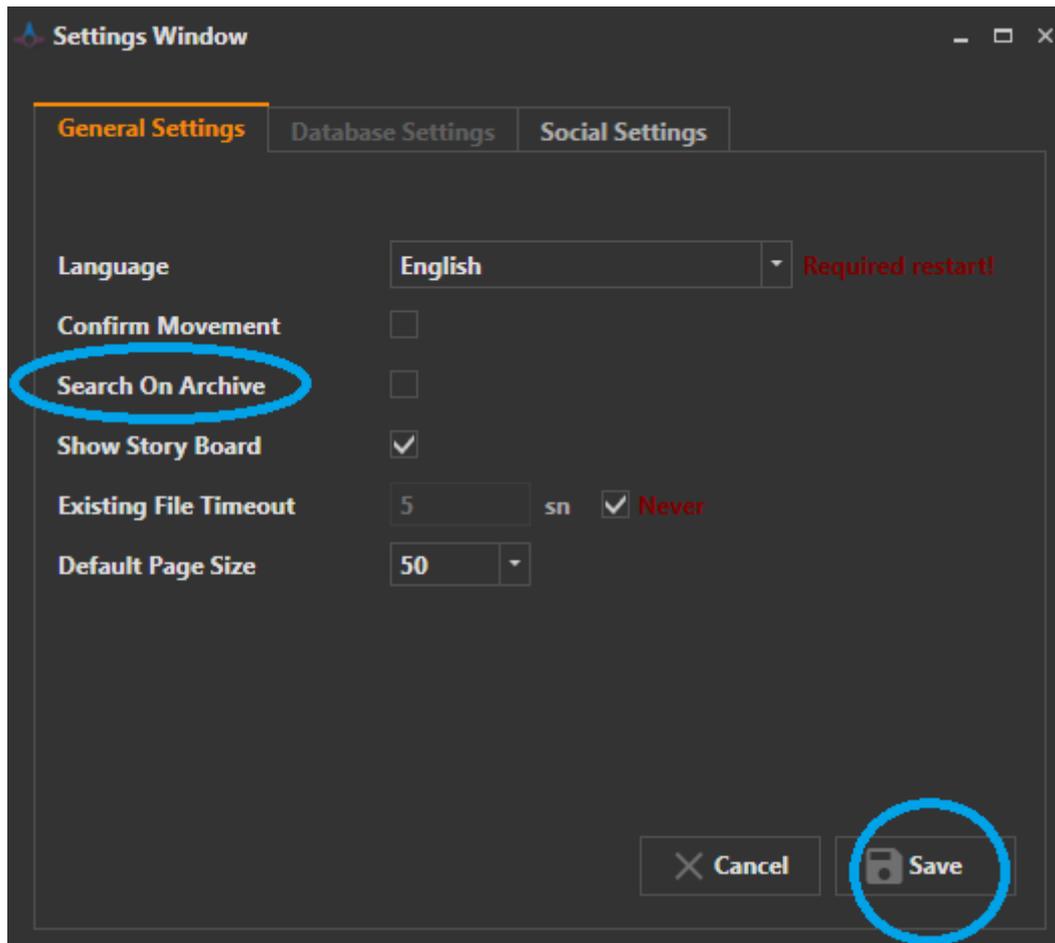
- 1) Click the '*Language*' section
- 2) Choose the required language
- 3) Click the '*Save*' button to save the changes
- 4) Restart the program to be able to use the program with required language
- 5) Click the '*Cancel*' button to close the settings panel without making change



Graphic 4: Confirm Movement

*Confirm Movement*: It is used, if the users would like to have confirmation message after deleting, drag and dropping, copying etc. the assets.

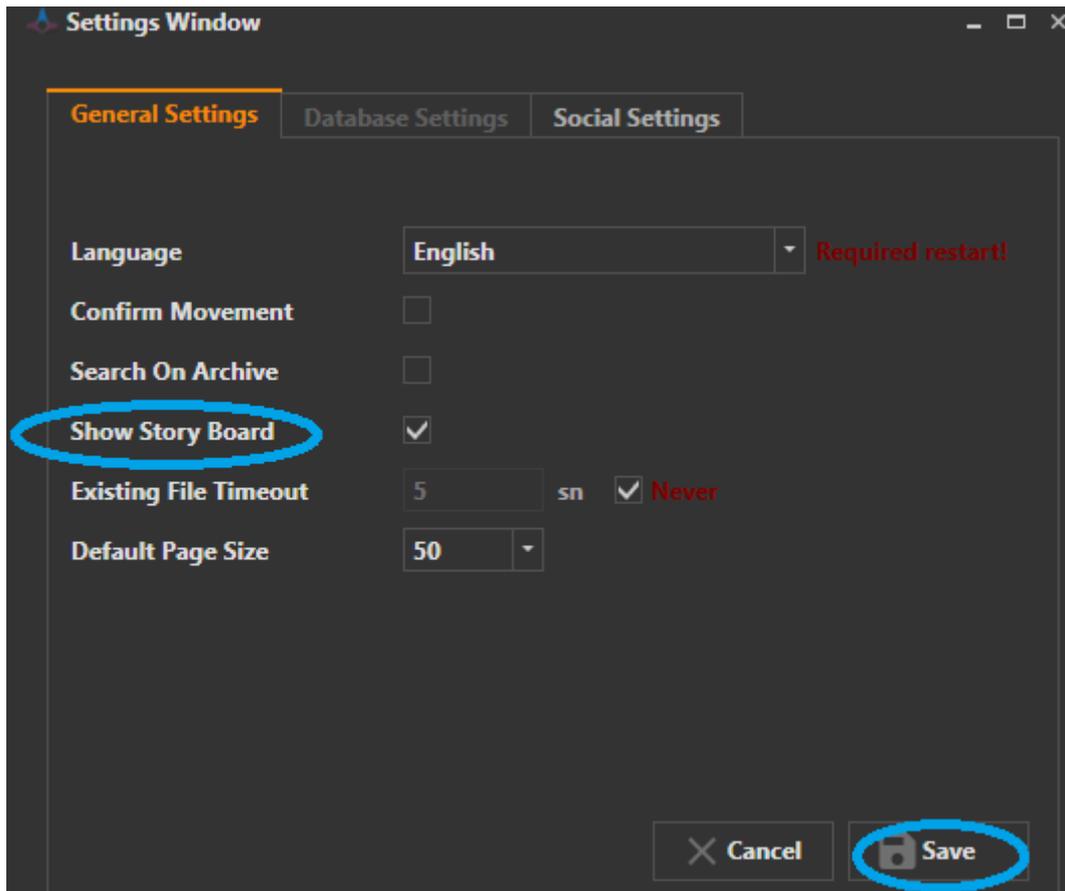
- 1) Click the '*Confirm Movement*' box
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change



Graphic 5: Search on Archive

*Search on Archive:* Click the associated box to be able to search the assets on archive.

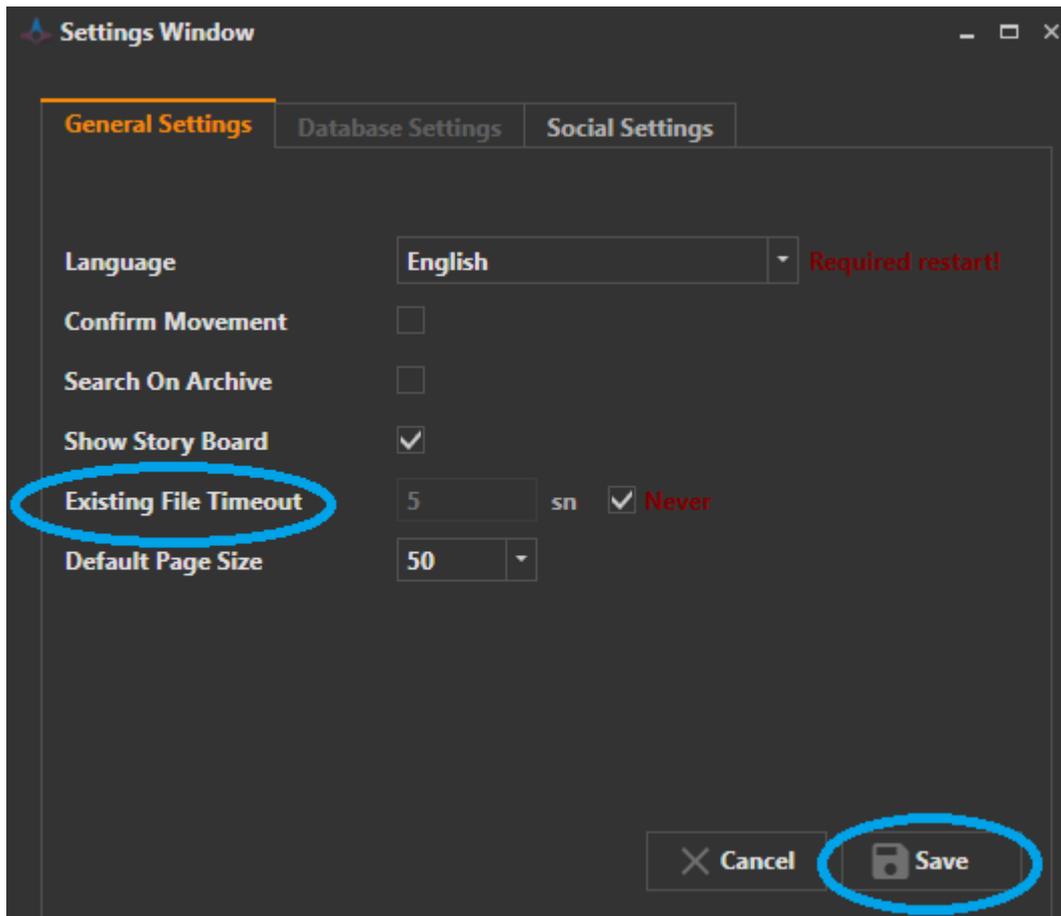
- 1) Click the 'Search On Archive' box
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 6: Show Story Board

*Show Story Board:* This option provides to show the main asset's content at intervals of 10 seconds as a small picture.

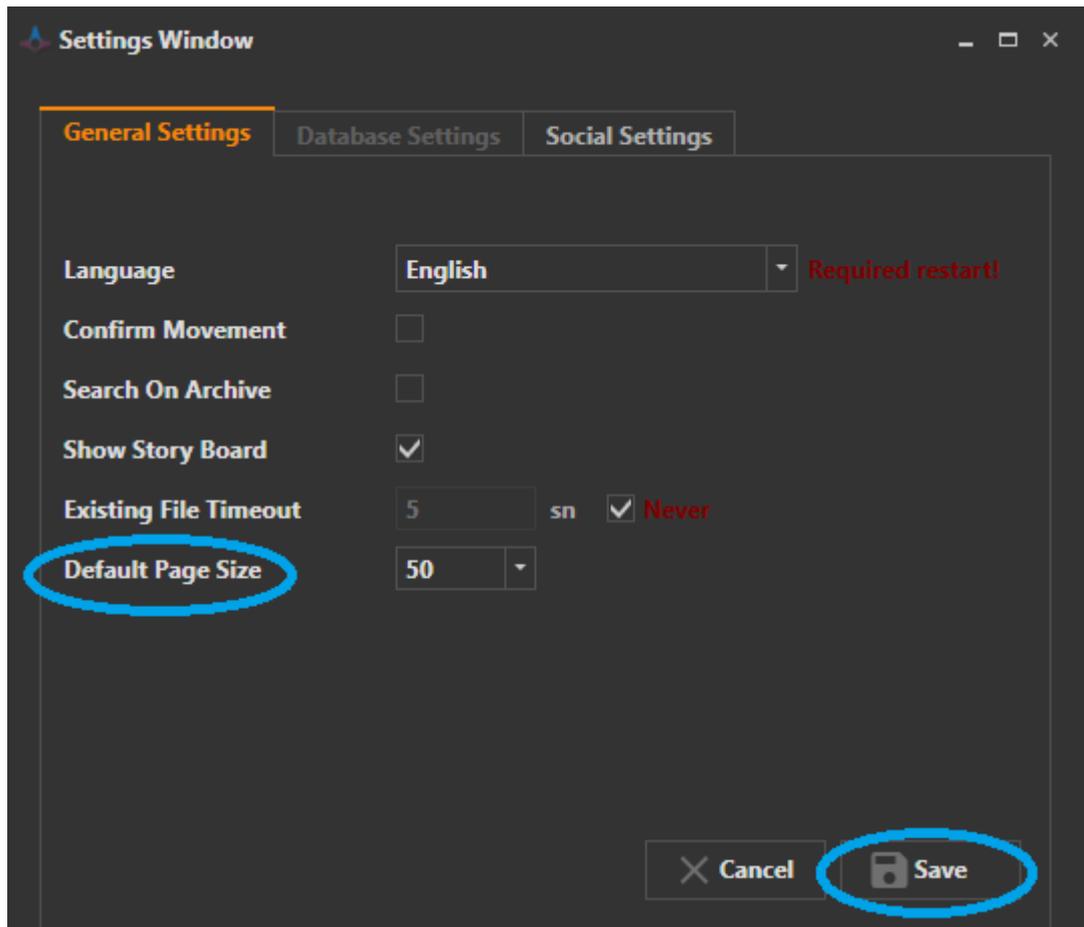
- 1) Click the 'Show Story Board' box
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 7: Existing File Timeout

*Existing File Timeout.* If the file already exists in the MAM this option asks about the file (to keep it or replace with the existing file) and the warn small page stay duration also can be set.

- 1) Choose the time for the duration or click the never box to not allowed the confirmation message.
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



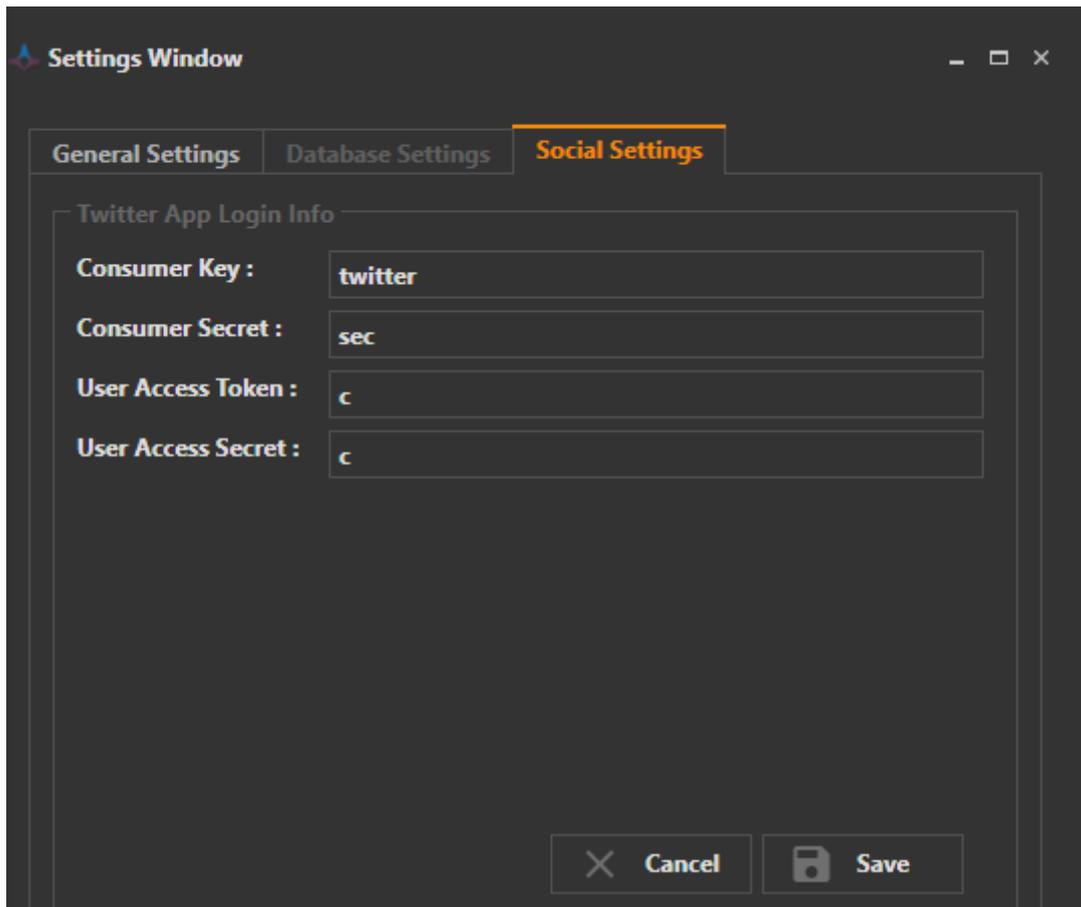
Graphic 8: Default Page Size

*Default Page Size:* It arranges the file assets number of one page in content section.

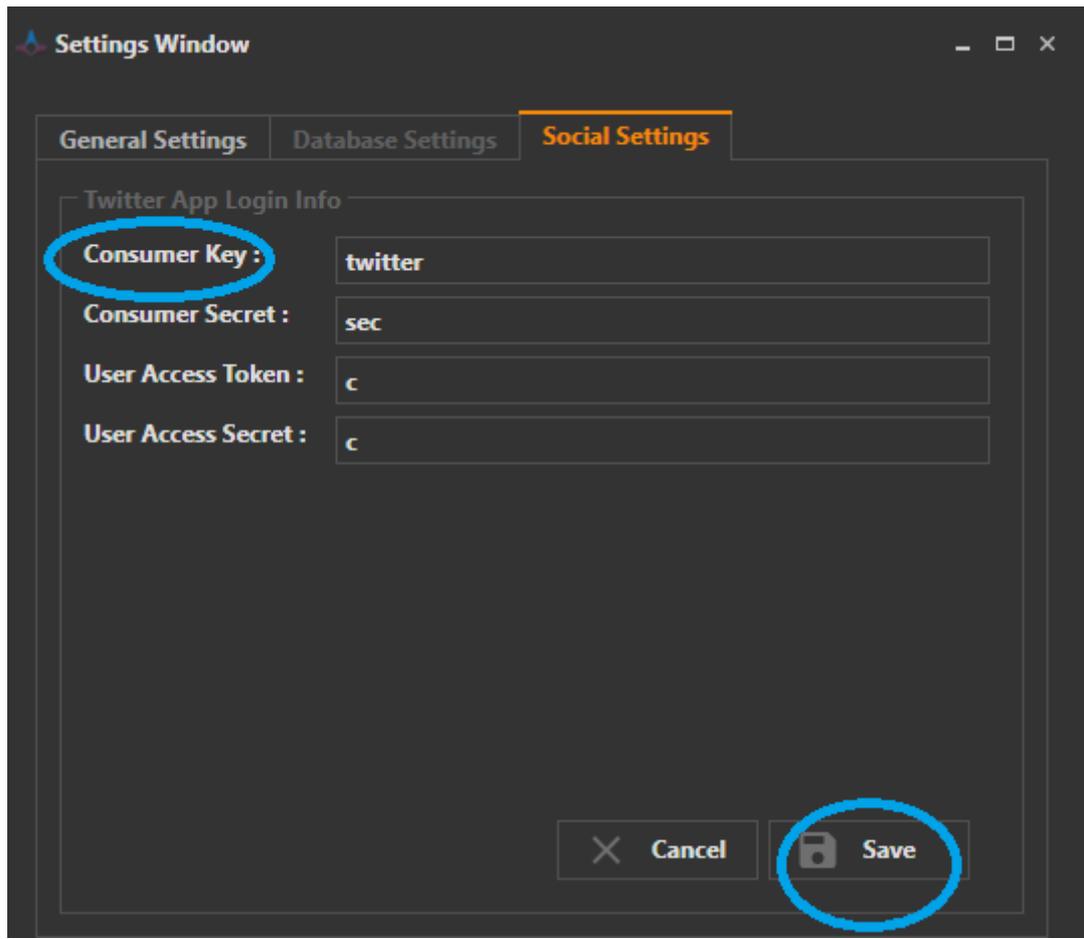
- 1) Choose the number of assets that required in one page in the content section.
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

### 1.1.2 Social Settings

*Social settings* as it is shown on the Graphic 9 connects the Easy MAM to the social media such as twitter and also it can be implemented for the others like facebook, instagram and so on.

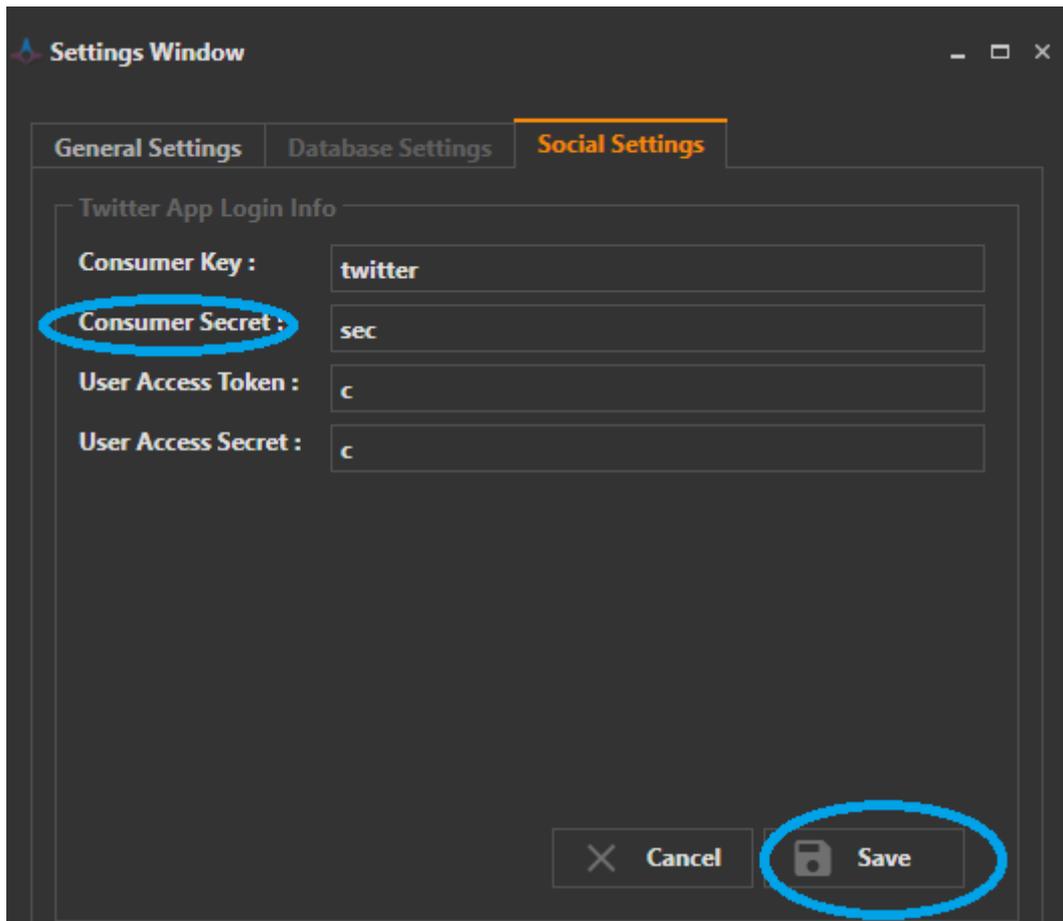


Graphic 9: Social Settings



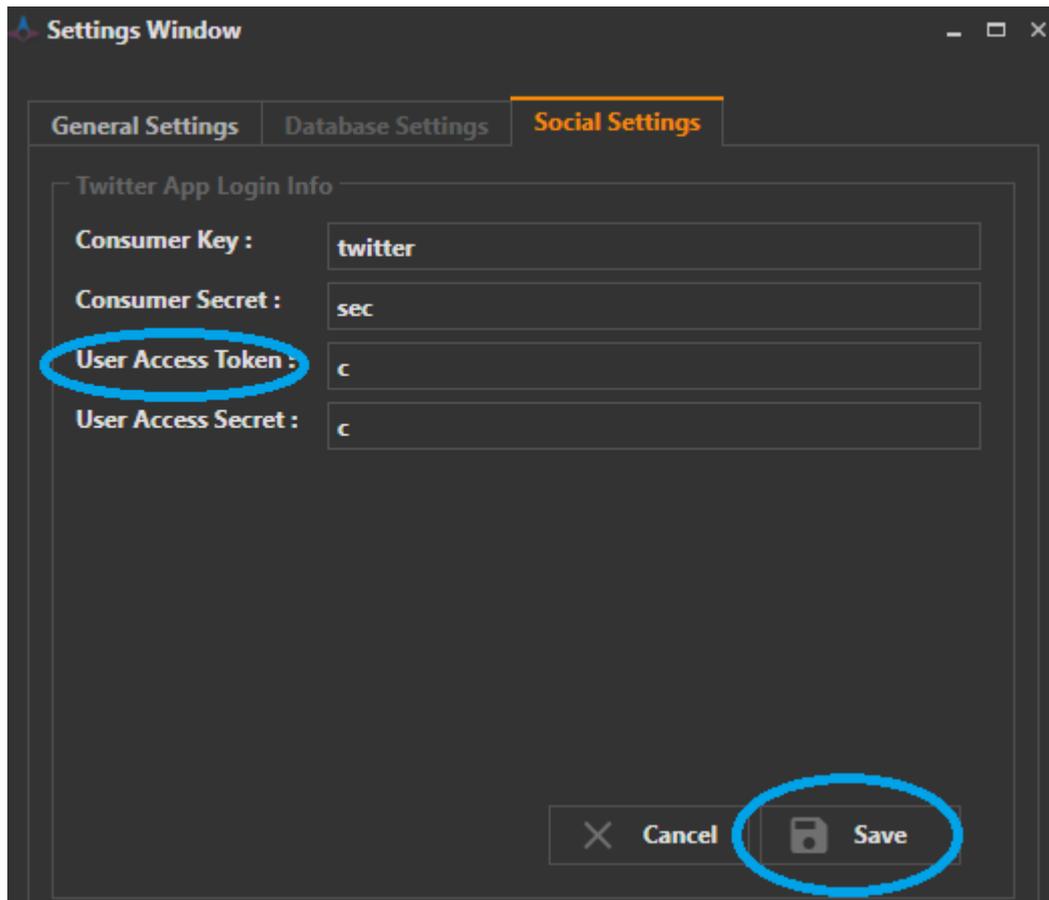
Graphic 10: Consumer Key

- 1) Use '*Consumer Key*' to select the social media
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change



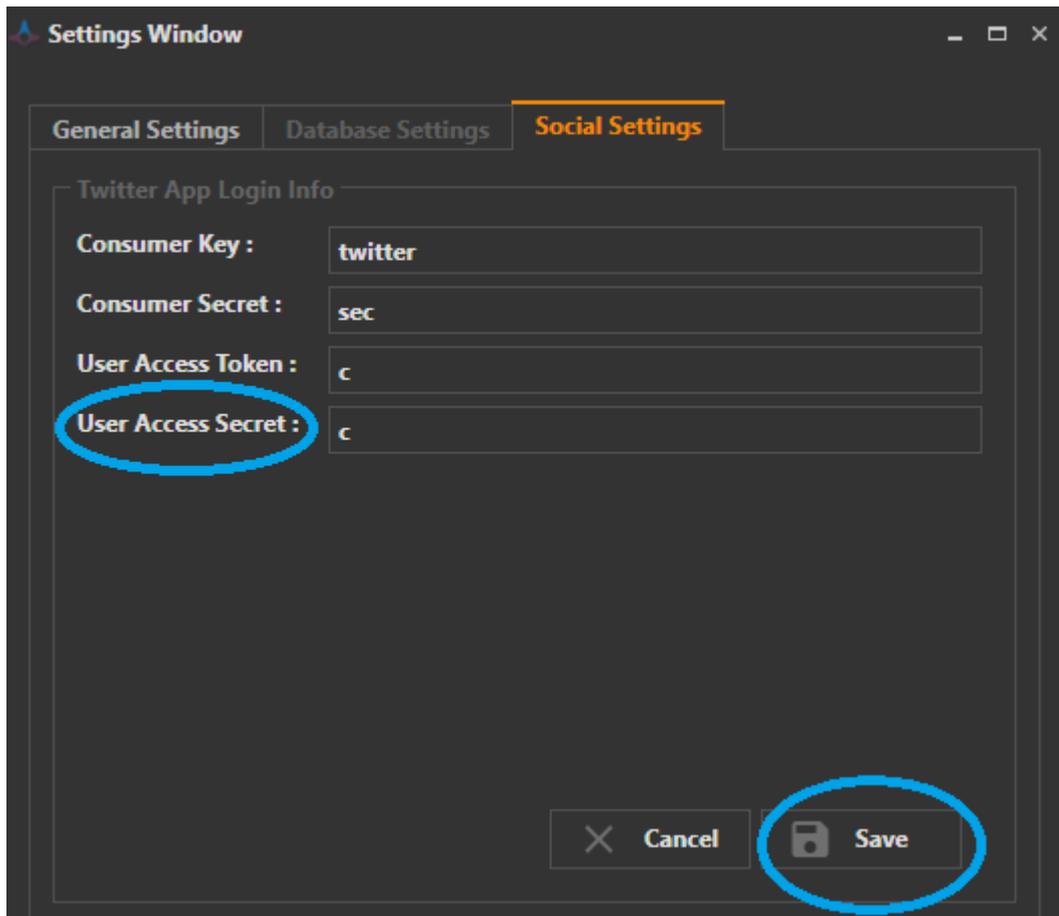
Graphic 11: Consumer Secret

- 1) Enter the Twitter API code which is coming from twitter application
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 12: User Access Token

- 1) Enter the Twitter API code
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

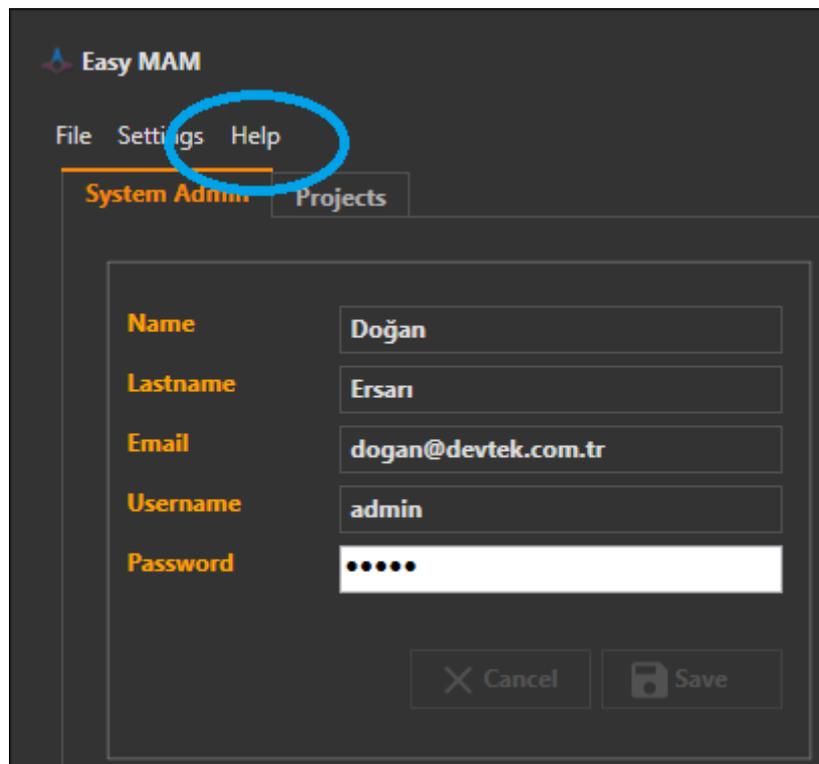


Graphic 13: User Access Secret

- 1) Enter the Twitter API code
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

## 2. Help Menu

It is a short way to create a shortcut of the useful functions like frames, numbers etc. It also provides system update.



Graphic 14: Help Menu

- 1) Click the 'Help Menu'
- 2) Choose 'About' to check the software updates of the system
- 3) Choose 'Player Shortcut' to have the keyboard on the screen
- 4) Click the 'Help Menu' twice to close the sections

### 2.1 Player Shortcut

Shortcuts can be used in the program as shown in the Graphic 15.

These are as follows:

- 1- (- frame): Used to go back one frame on the video being played.
- 2- (- vol): Used to decrease the volume during playback.
- 3- (+ frame): Used to go forward one frame on the video being played.
- 4- (- sec): Used to go back one second on the video being played.
- 5- (play): Used to play selected video.
- 6- (+ sec): Used to go forward one second on the video being played.
- 7- (- min): Used to go back one minute on the video being played.
- 8- (+ vol): Used to increase the volume during playback.
- 9- (+ min): Used to go forward one minute on the video being played.



Graphic 15: Player Shortcut

## 2.2 How to Use Window

: To add new content at list.

: Used to add a new proxy server.

: Used to add a new thumbnail.

: Used to save changes.

: Used to cancel last operation.

: Used to delete selected item.

: Used to edit selected item.

: Used for advanced search.

: Used for the regulation of authority.

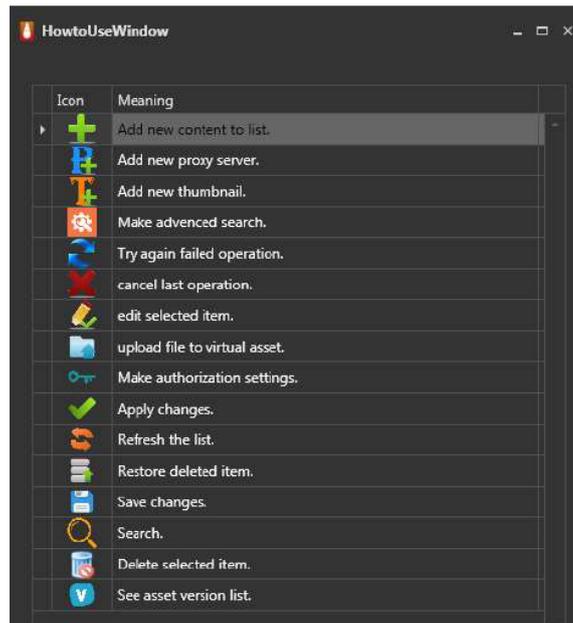
: Used to refresh list.

: Used to restore deleted items.

: Used to record the changes made.

: Used to search files.

: To display the version list of the item.

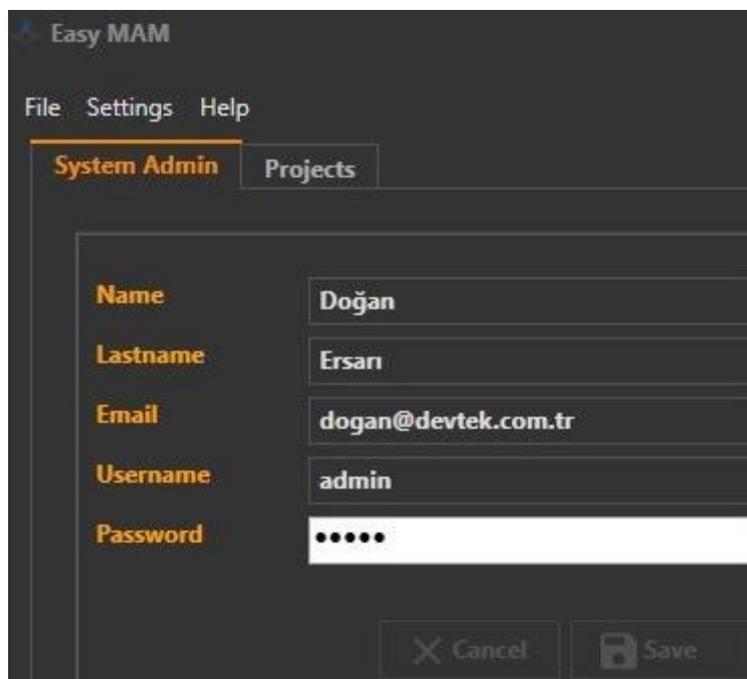


Graphic 16: How to Use Window

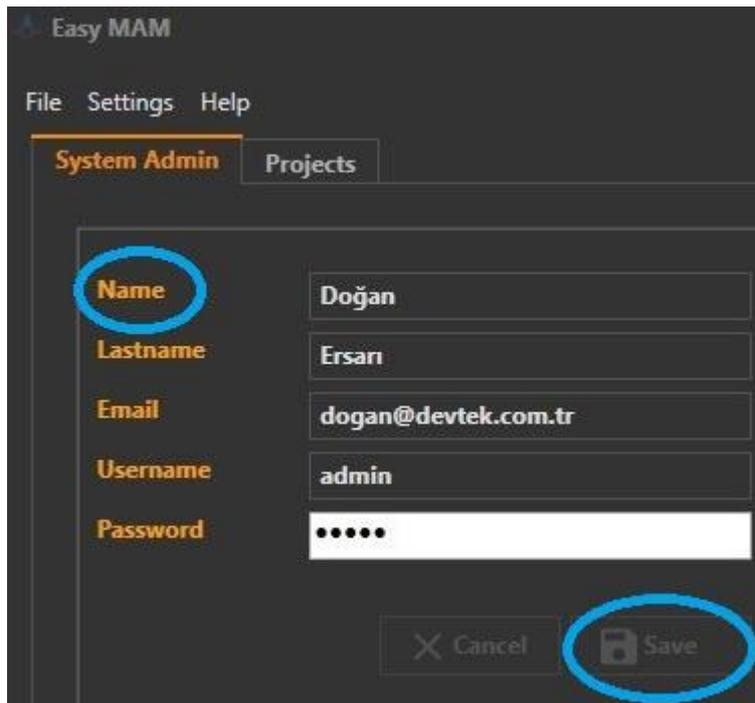
### 3. System Admin Settings

#### 3.1 System Admin

System administrator settings can be edited in this section. In order to change the admin, the workflow should be as follows below.

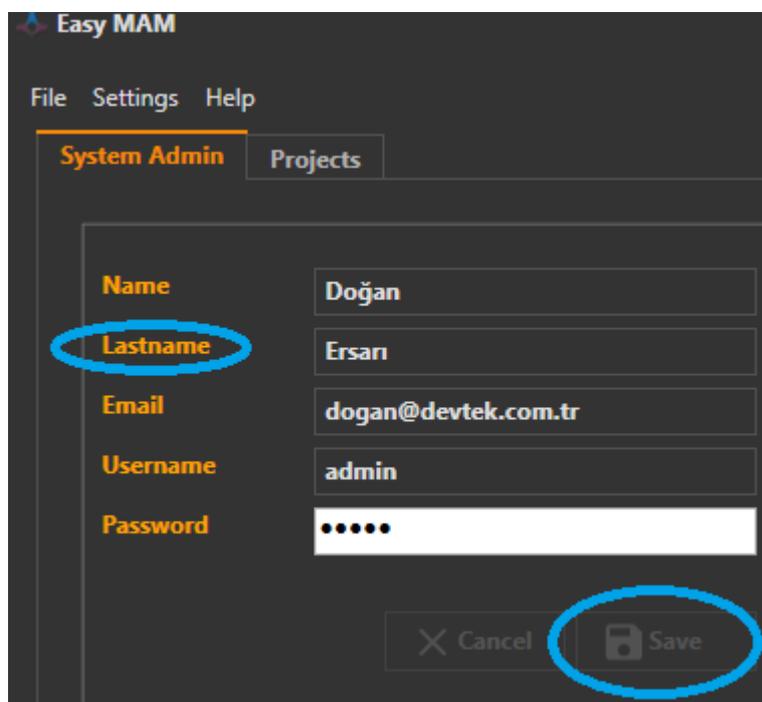


Graphic 17: System Admin



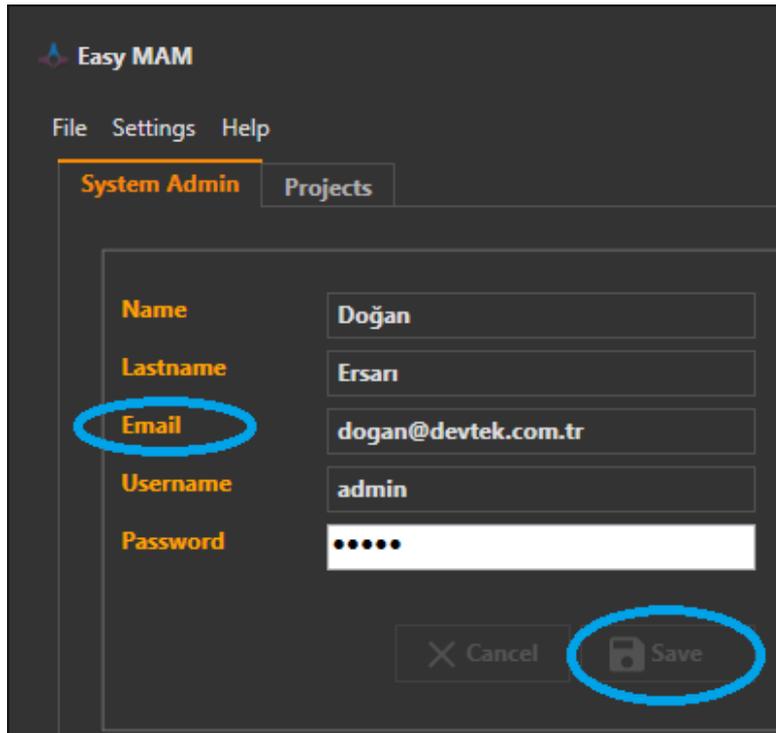
Graphic 18: System Admin Name

- 1) Write the '*Name*' in the space in front of the labelling name word
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change



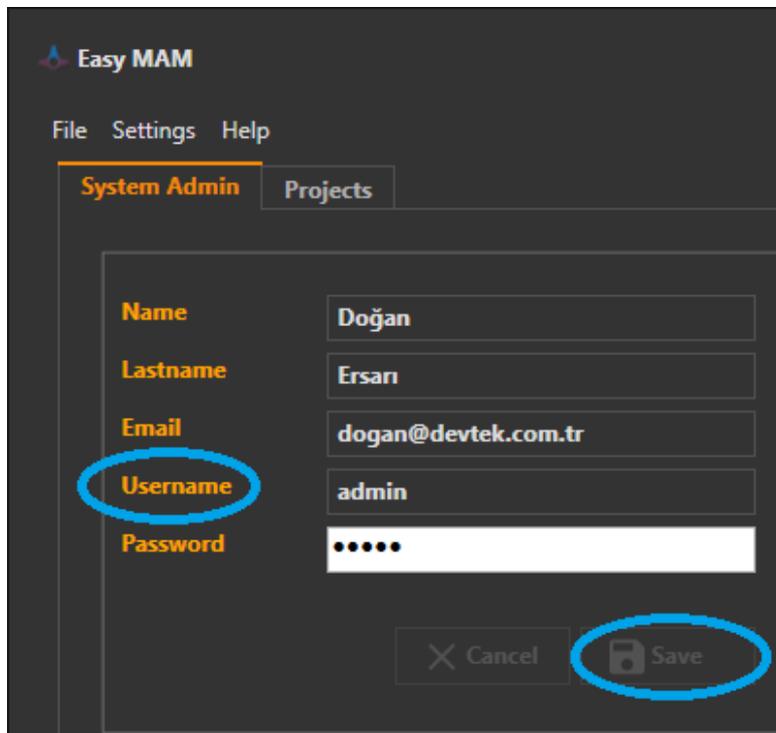
Graphic 19: System Admin Surname

- 1) Write the '*Lastname*' in the space in front of the labelling lastname word
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change



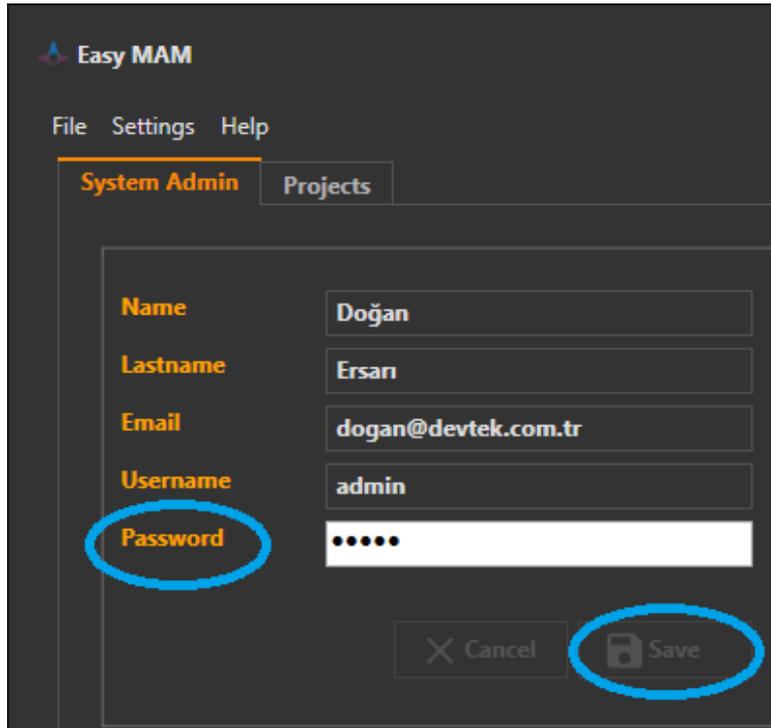
Graphic 20: System Admin Email

- 1) Write the '*Email*' address in the space in front of the labelling Email word
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change



Graphic 21: System Admin Username

- 1) Write the *username* in the space in front of the labelling '*Username*' word
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change

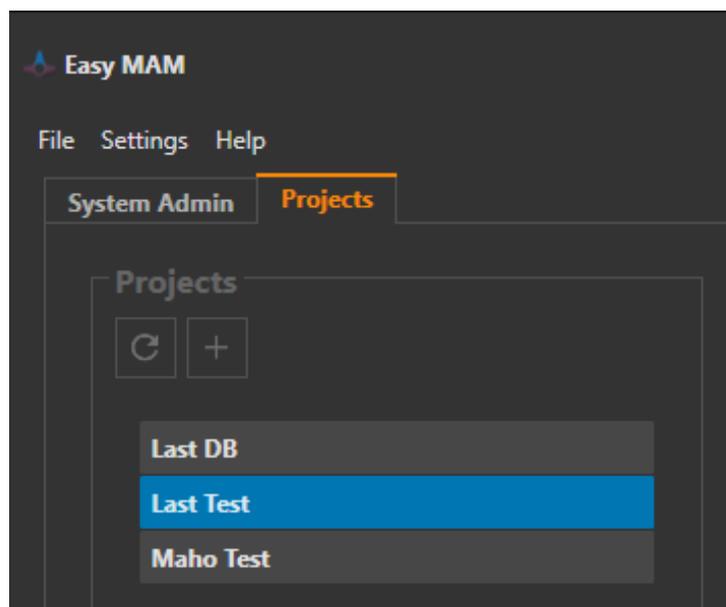


Graphic 22: System Admin Password

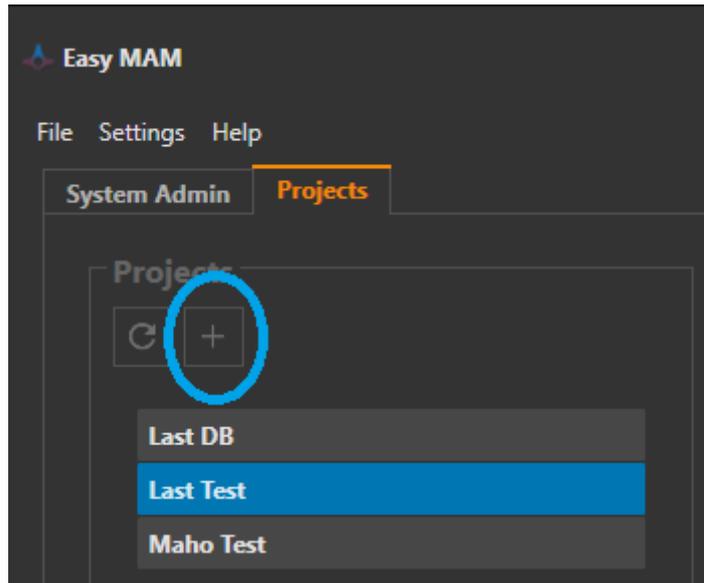
- 1) Write the '*Password*' in the space in front of the labelling '*Password*' word
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change

### 3.2 Projects

Create a new project under the '*Projects*' tab or making changes to existing projects can be performed.

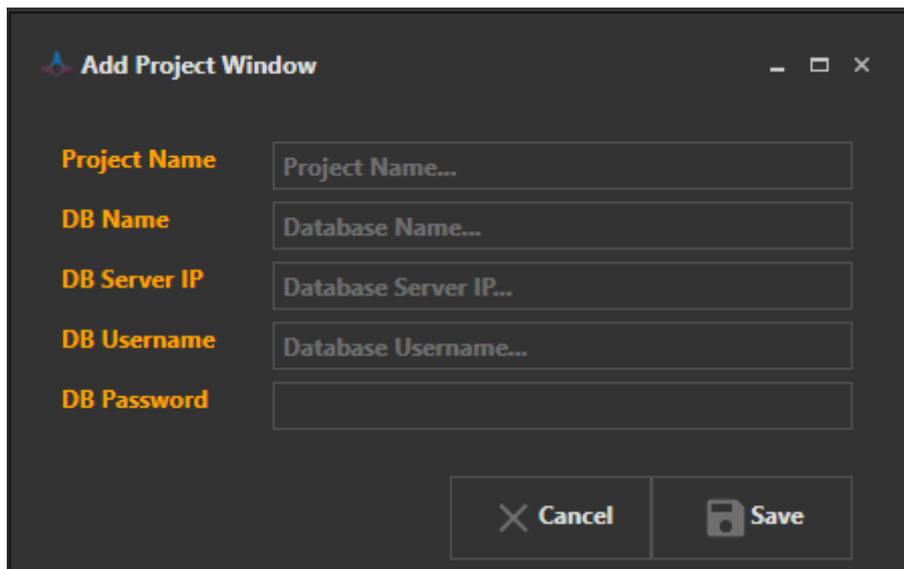


Graphic 23: Project



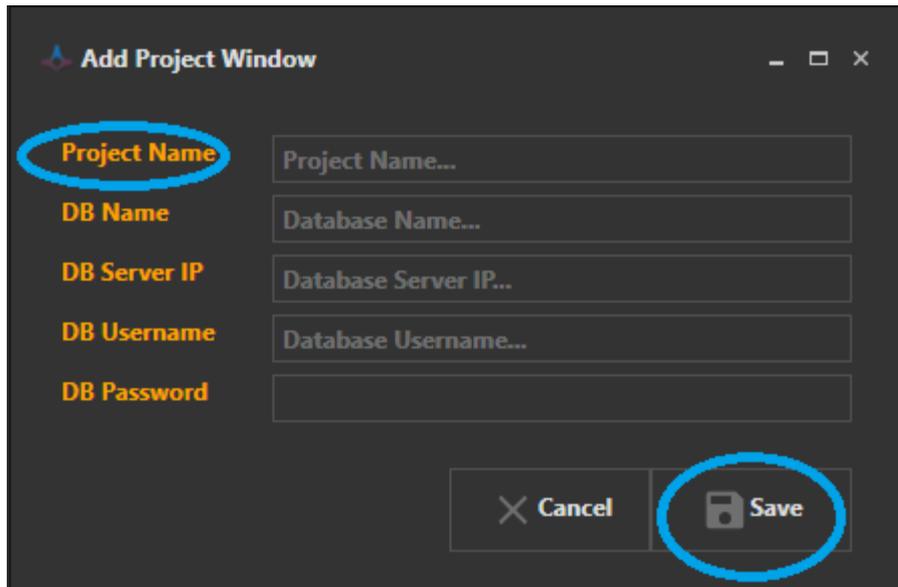
Graphic 24: Projects

Click + button to create a new project.  
Then the new page will open in the Graphic 25



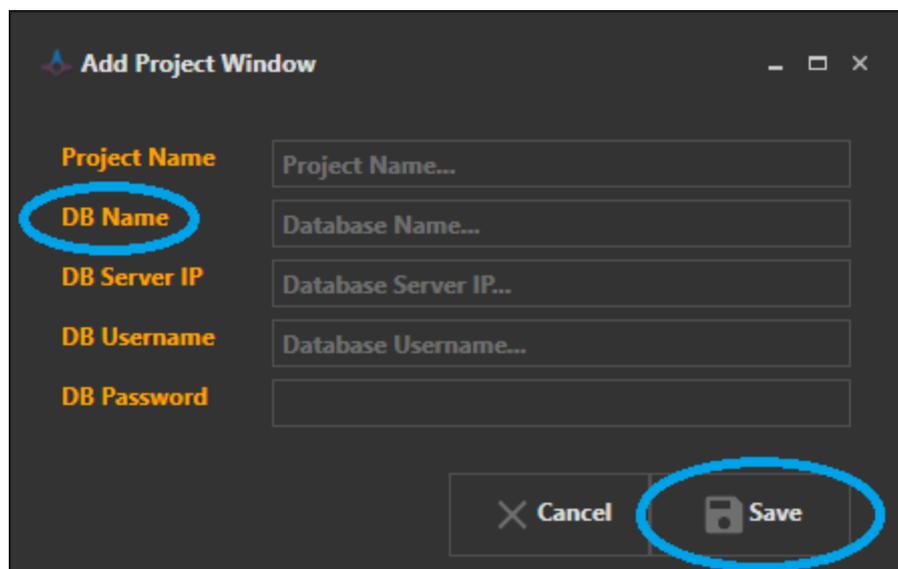
Graphic 25: Projects

To create a new project;



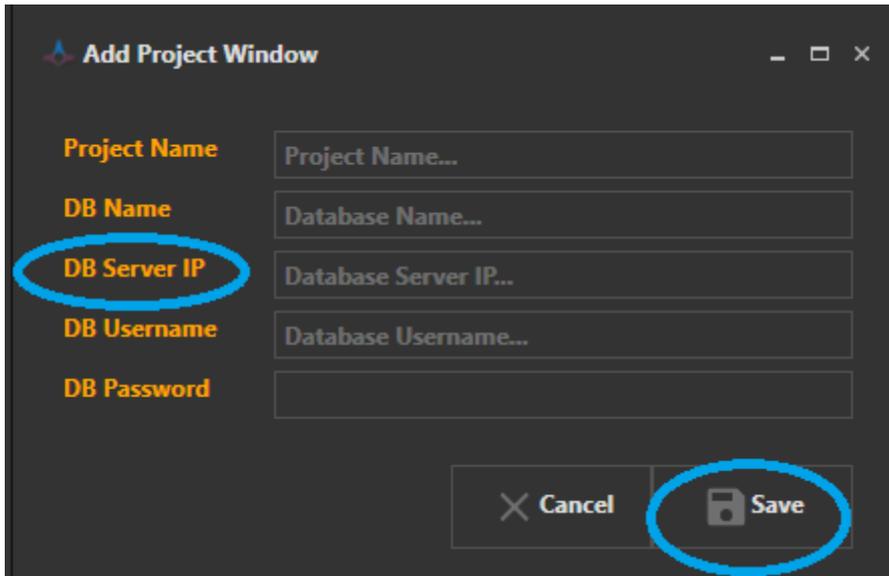
Graphic 26: Add Project Window

- 1) In order to create a new project, project name should enter the space in front of the related function as shown above
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



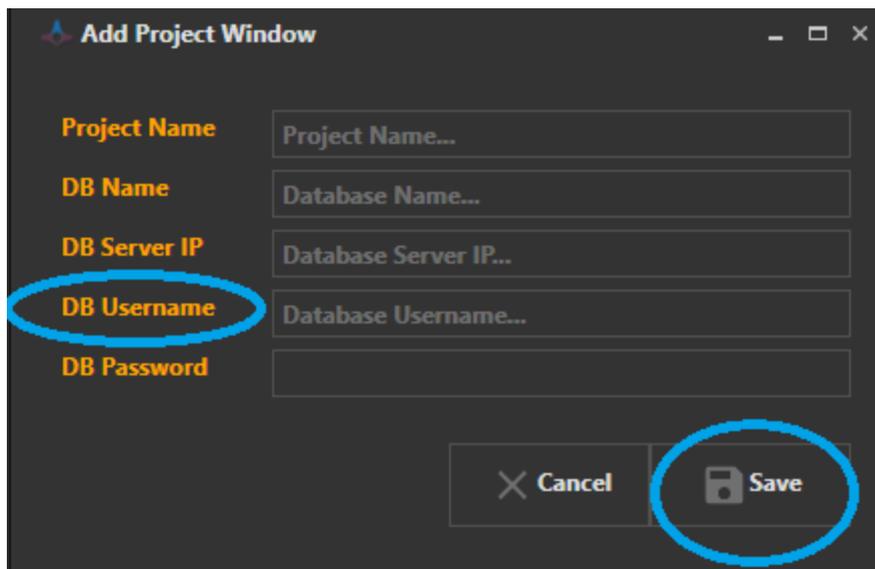
Graphic 27: Add Project Window

- 1) In order to create a new project, 'Database (DB) Name' should enter the space in front of the related function as shown above
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



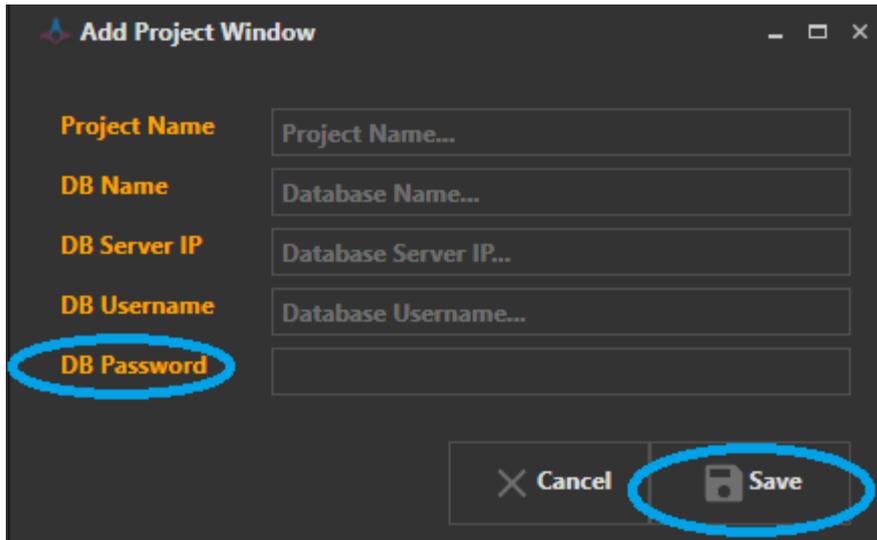
Graphic 28: Add Project Window

- 1) In order to create a new project, '*Database (DB) Server IP*' should enter the space in front of the related function as shown above
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



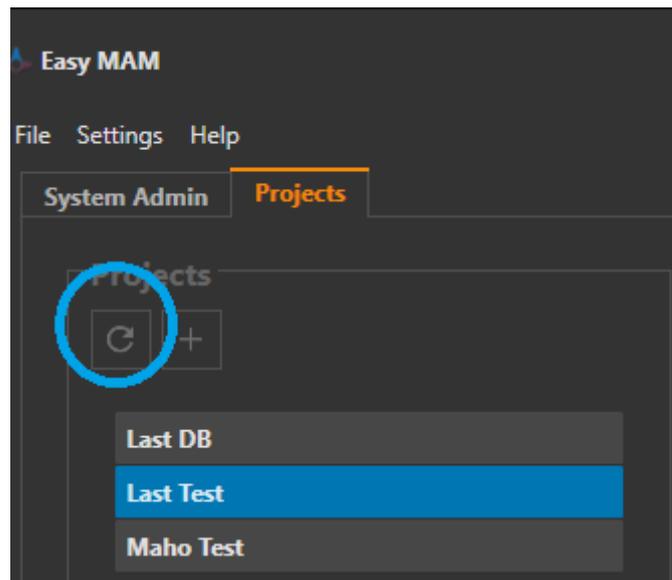
Graphic 29: Add Project Window

- 1) In order to create a new project, '*Database (DB) Username*' should enter the space in front of the related function as shown above
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 30: Add Project Window

- 1) In order to create a new project, 'Database (DB) Password' should enter the space in front of the related function as shown above
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 31: Projects

Click the highlighted button above to refresh the project list.

### 3.2.1 General

*Server IP* = To the IP address of MAM Server to connect is entered

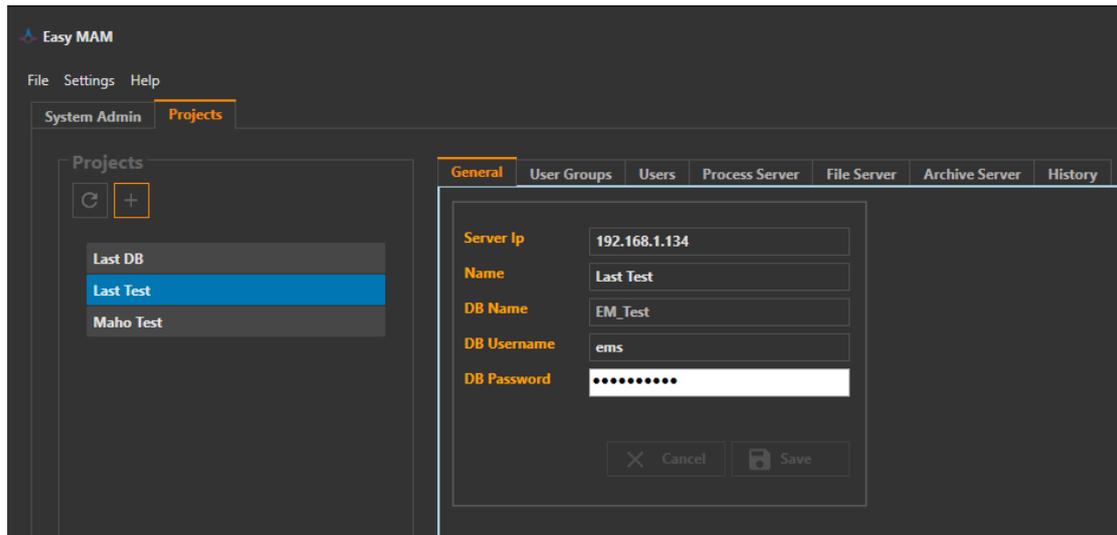
*Name* = Project name

*Db\_name* = Database name at MAM server.

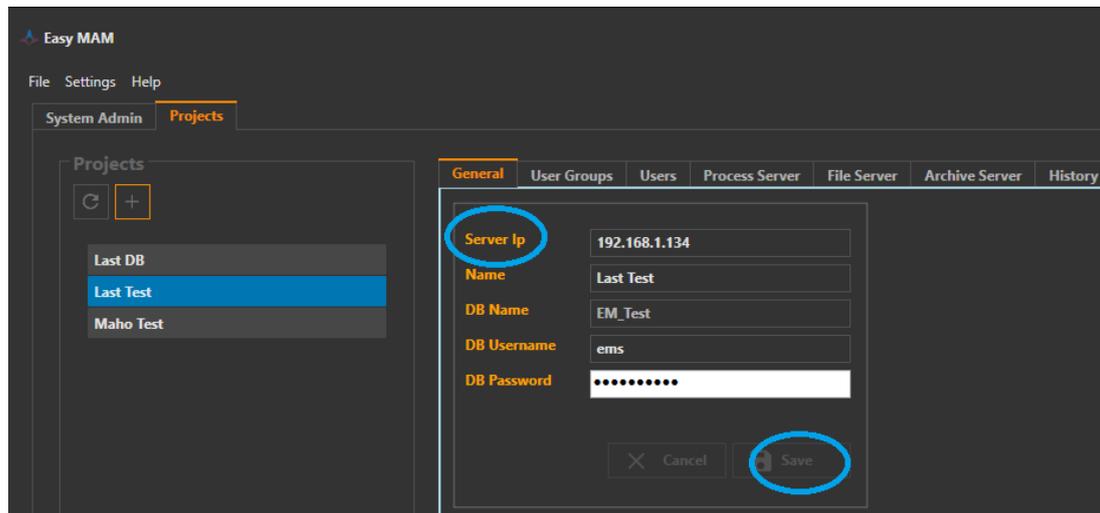
*Db\_username* = Database username

*Db\_password* = Database password.

In this section allows to change server ip where the interface is connected besides allows to change admin name and password.

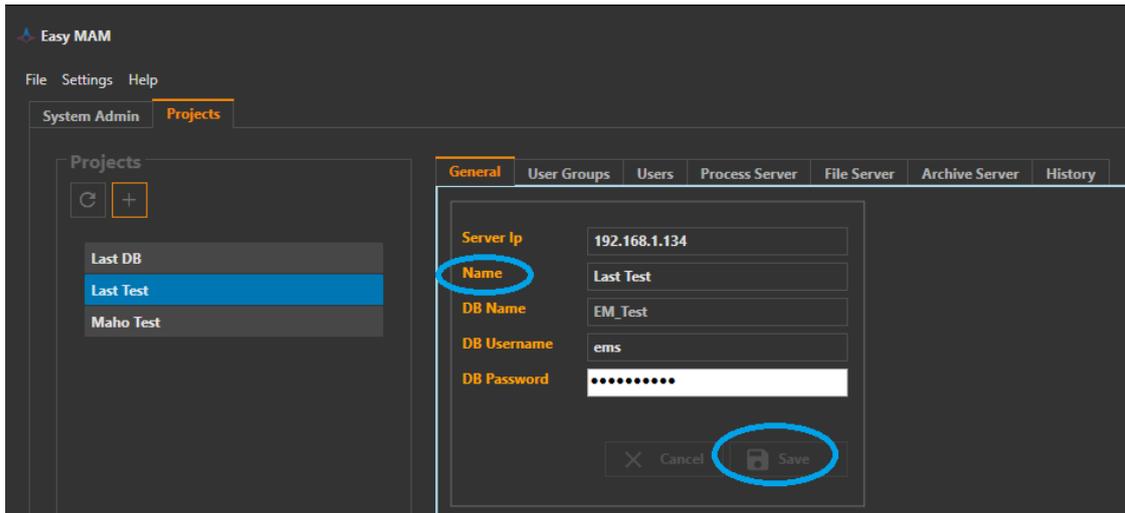


Graphic 32: General Project Settings



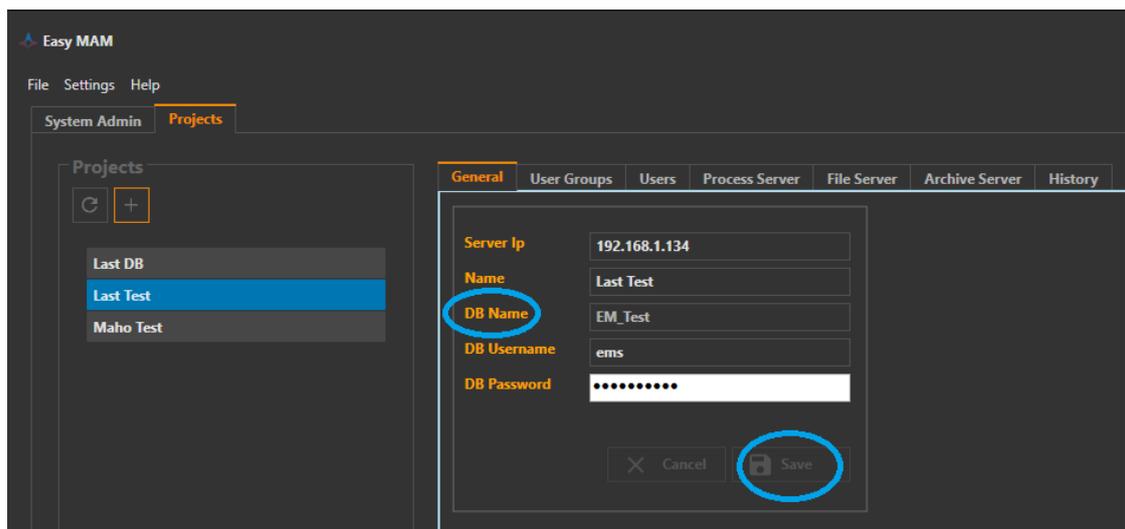
Graphic 33: General Project Settings Server IP

- 1) In order to connect a MAM server to create a project, 'Server Ip' address should enter
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



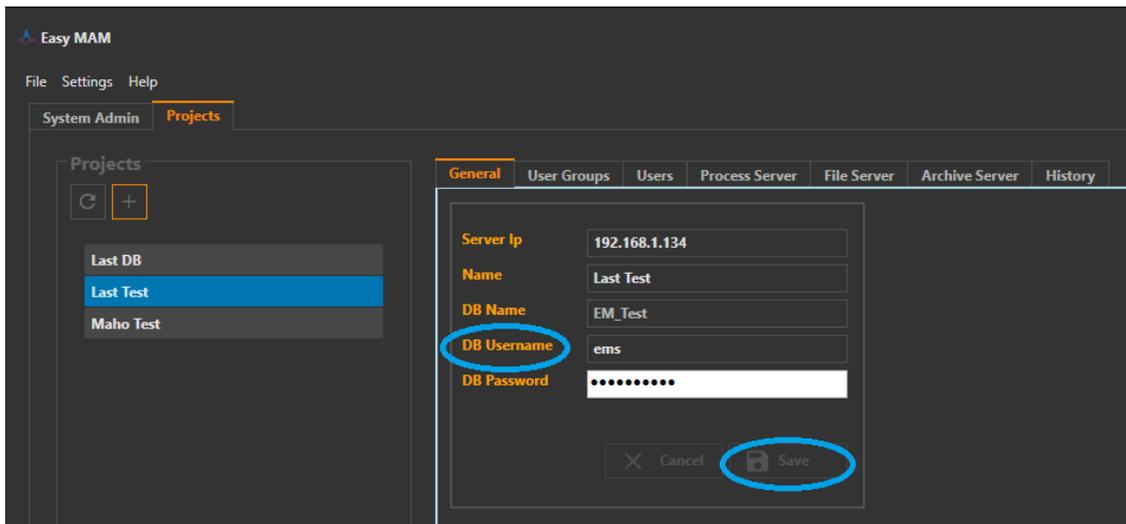
Graphic 34: General Project Settings Name

- 1) In order to create a project, project '*Name*' should enter
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change



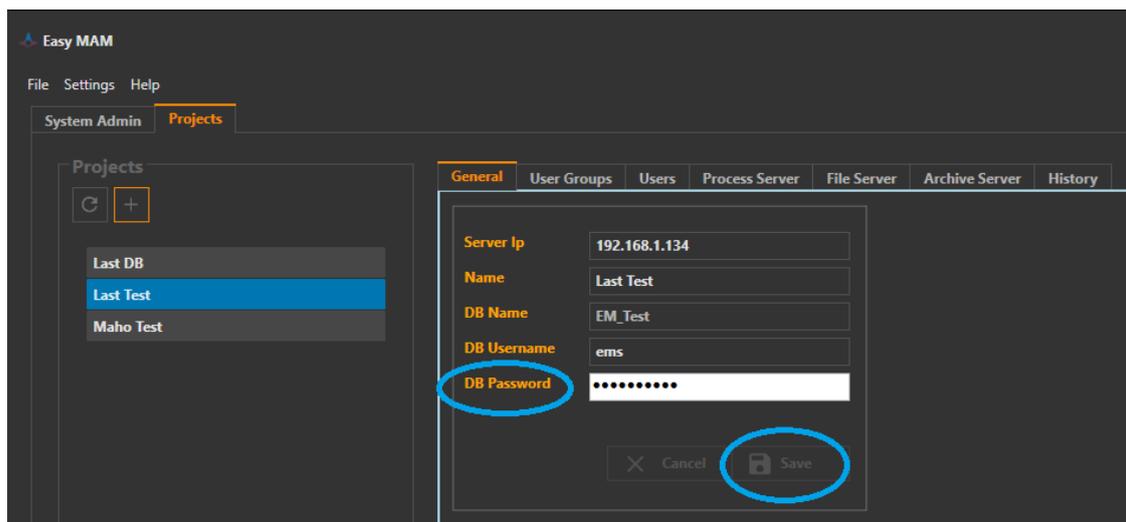
Graphic 35: General Project Settings Database (DB) Name

- 1) In order to create a project, '*Database (DB) name*' should enter
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change



Graphic 36: General Project Settings Database (DB) Username

- 1) In order to create a project, '*Database (DB) Username*' should enter
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

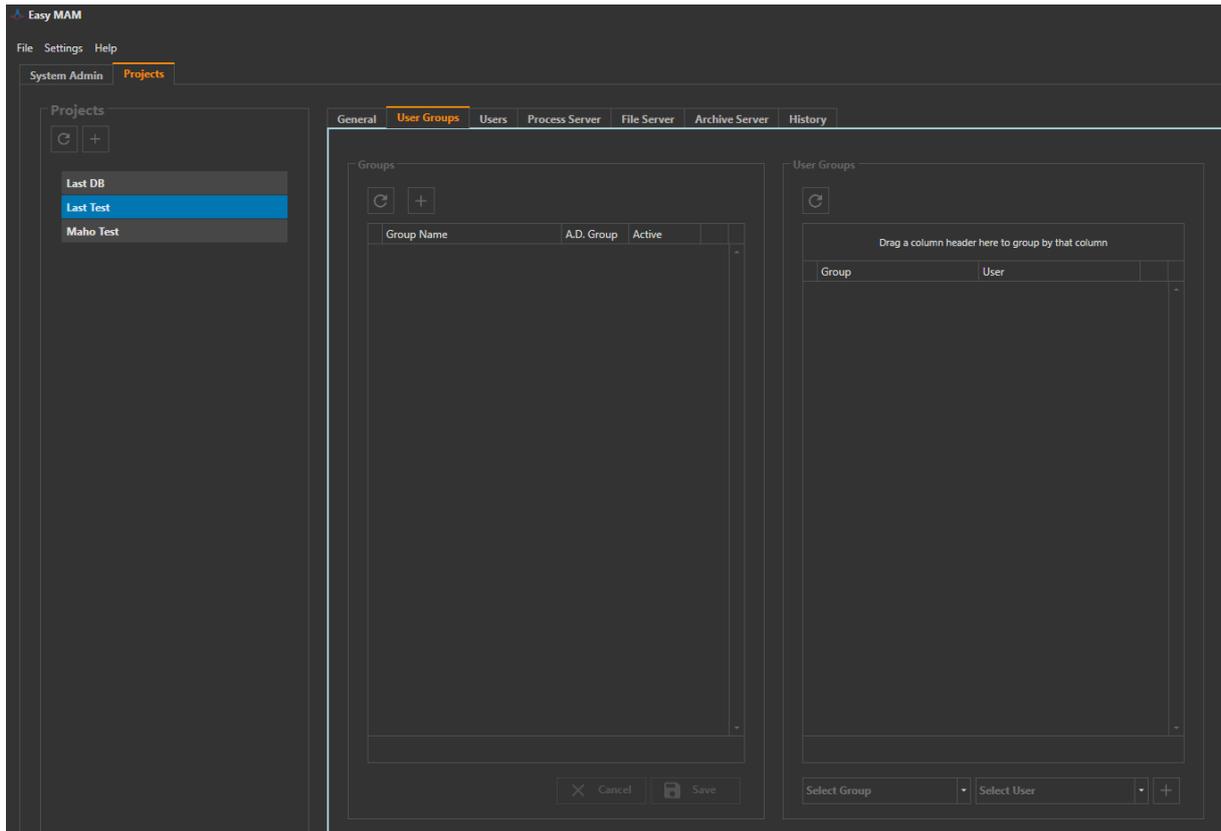


Graphic 37: General Project Settings Database (DB) Password

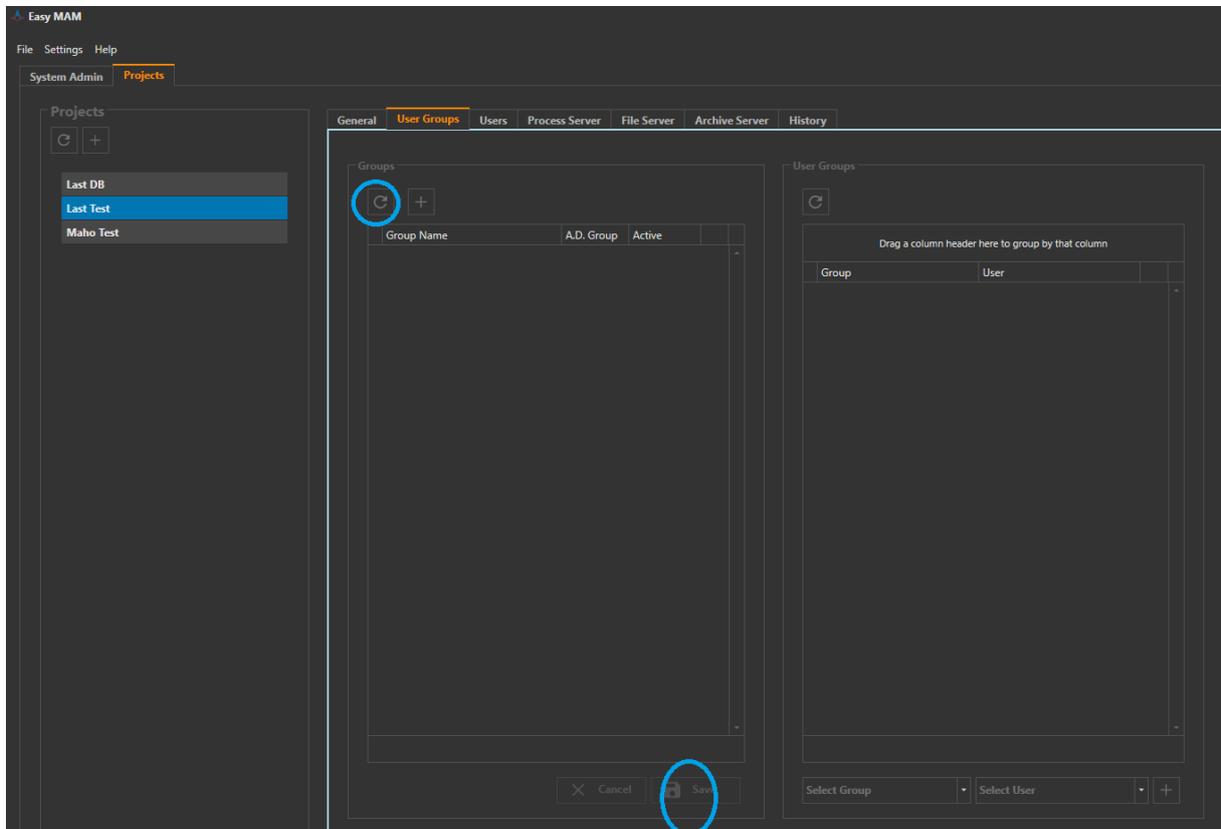
- 1) In order to create a project, '*Database (DB) Password*' should enter
- 2) Click the save function to 'Save' the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

### 3.2.2 User Groups

User groups and users of each group are created or deleted in this section besides their authorizations can be edited on Easy MAM. Users groups can be active or passive in this section.

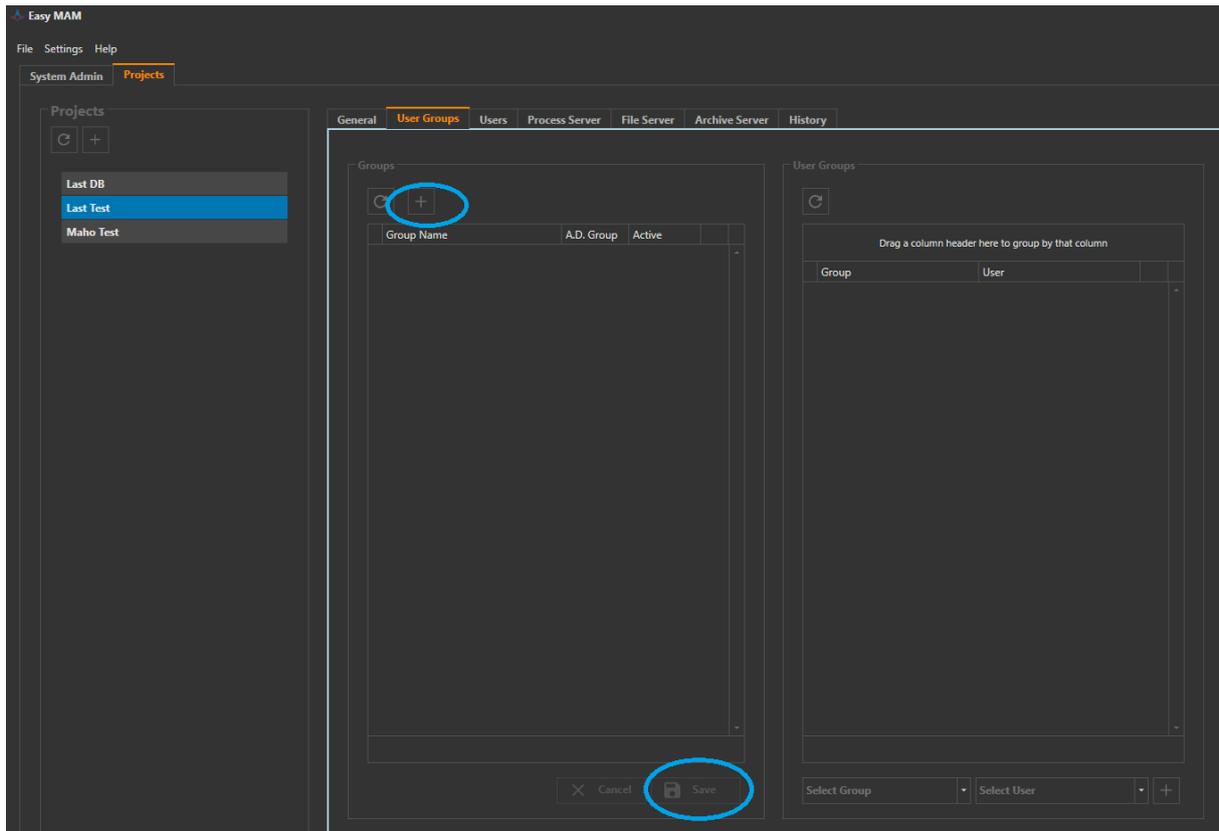


Graphic 38: User Groups



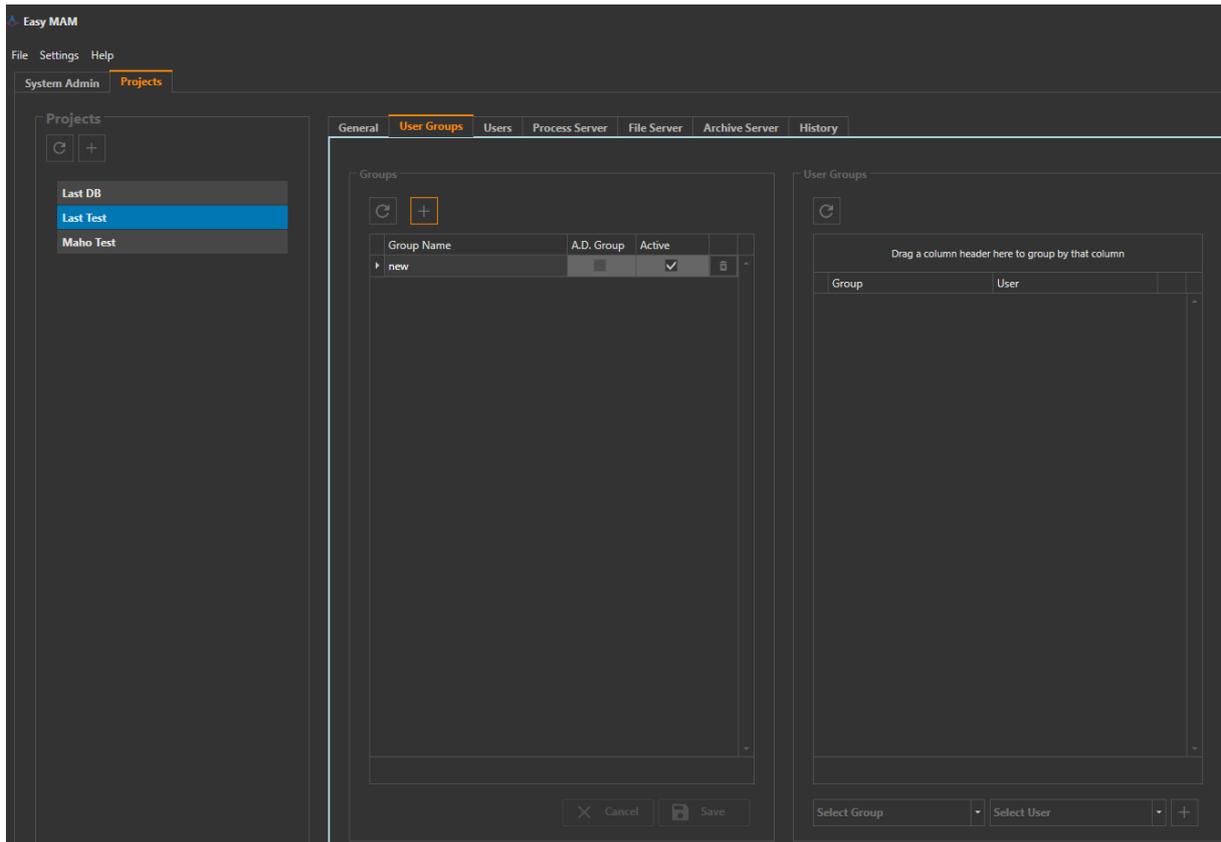
Graphic 39: User Groups tools

In order to refresh the groups, use the tool in blue circle on the left top of the user groups panel



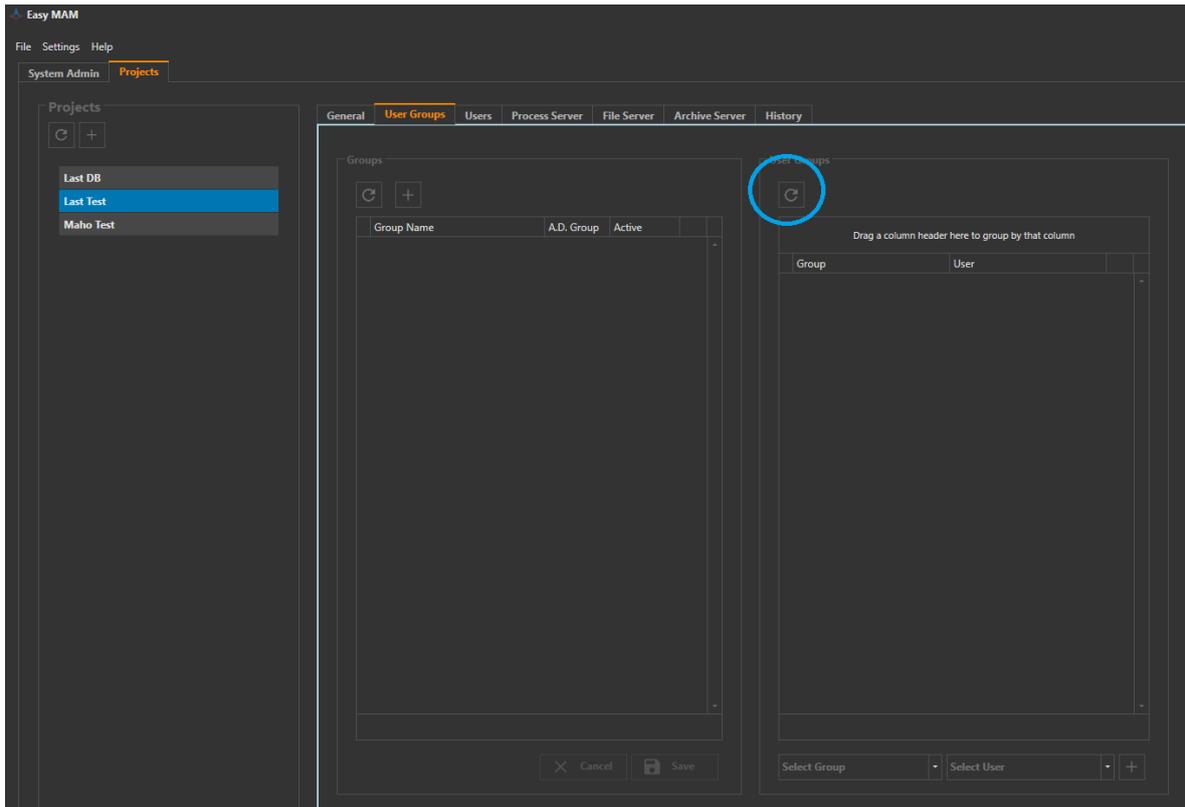
Graphic 40: User Groups Tool

- 1) In order to create a usergroup, use the + tool in blue circle on the left top of the 'User Groups' panel
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



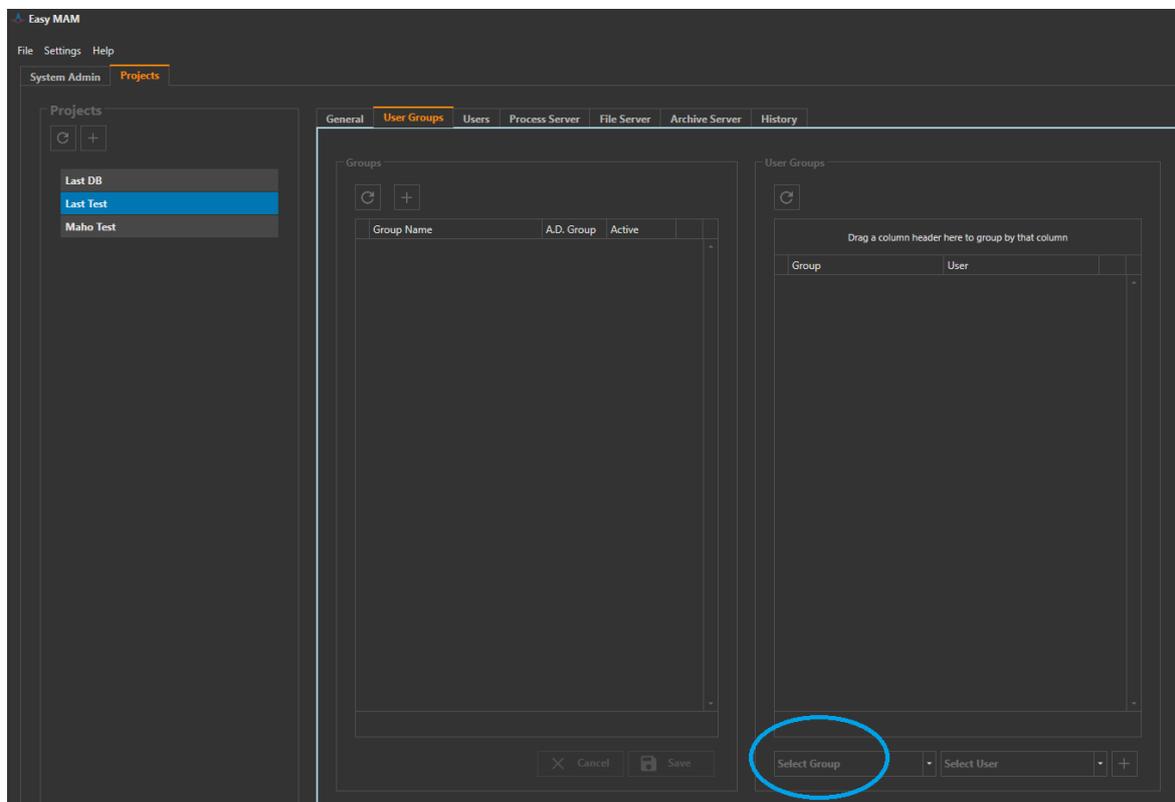
Graphic 41: User Groups Tool

- 1) In order to create a usergroup, if the + tool is clicked, Graphic 41 will appear
- 2) New '*Group Name*' and activation can change in this panel
- 3) Click the '*Save*' function to save the changes
- 4) Click the '*Cancel*' function to close the settings panel without making change



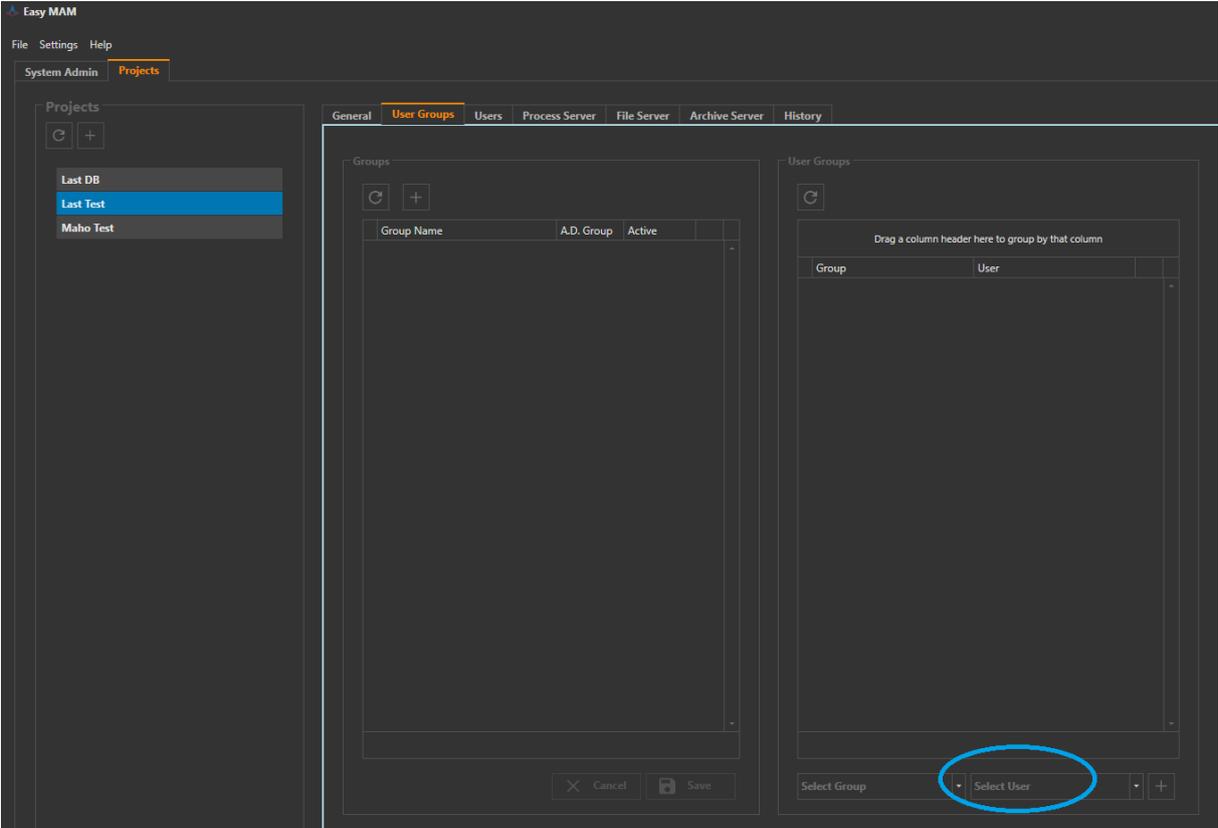
Graphic 42: User Groups Tool

In order to refresh the usergroups, use the tool in blue circle on the right top of the user groups panel



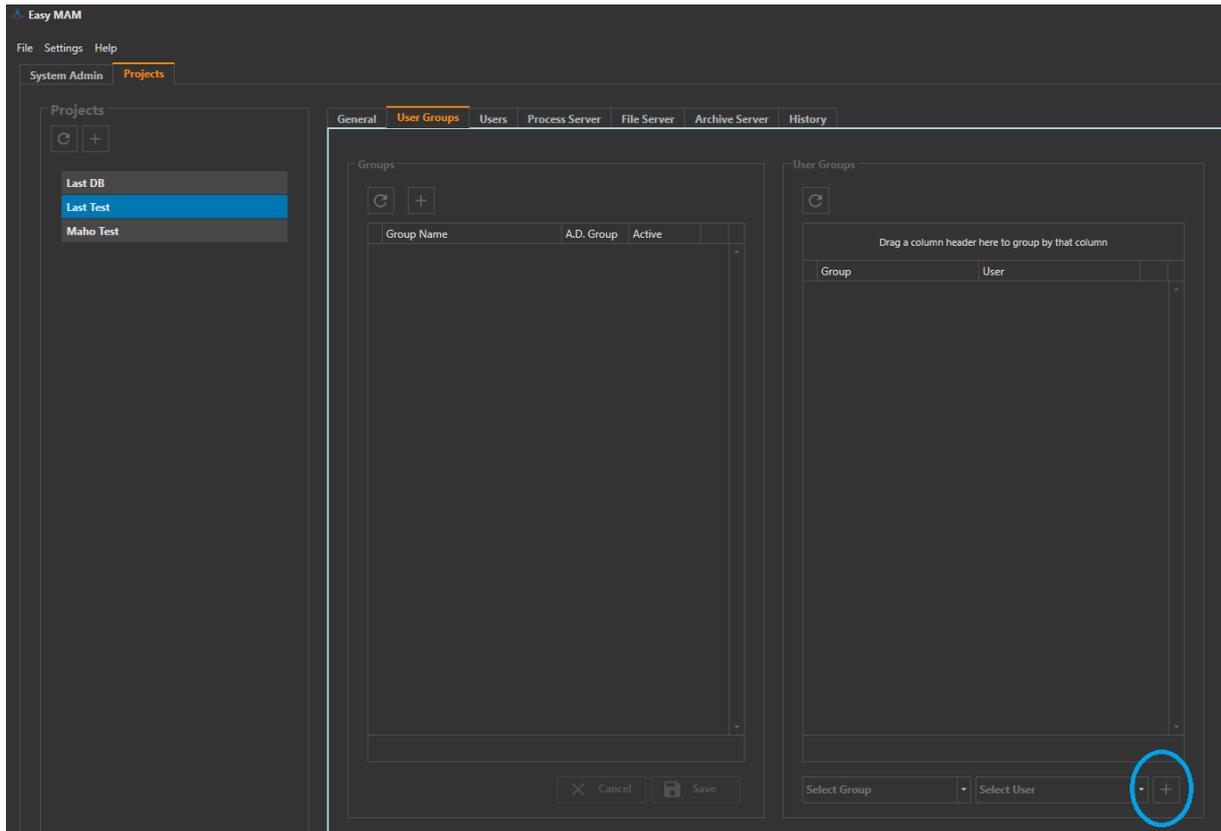
Graphic 43: User Groups Tool

To select a group, use the tool in blue circle on the right bottom of the user groups panel.



Graphic 44: User Groups Tool

To select the user, use the tool in blue circle on the right bottom of the user groups panel.

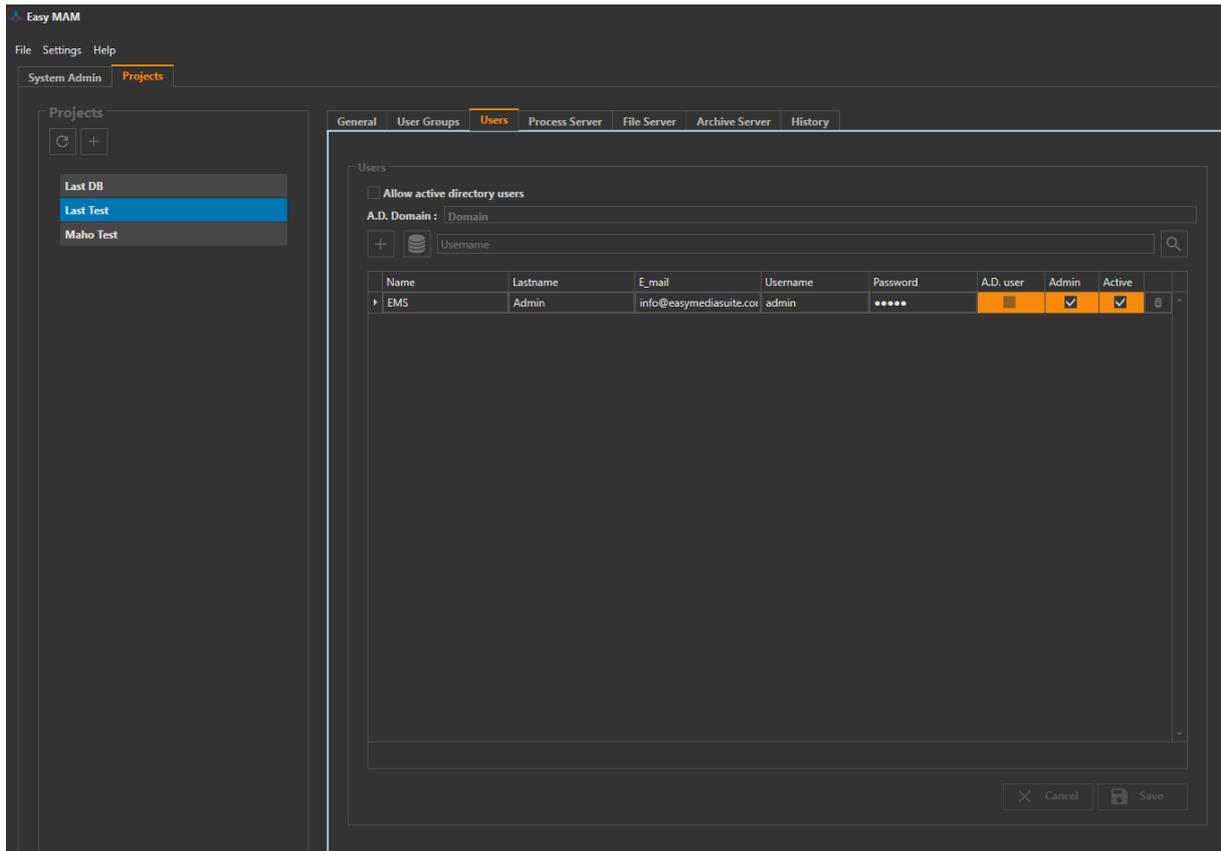


Graphic 45: User Groups Tool

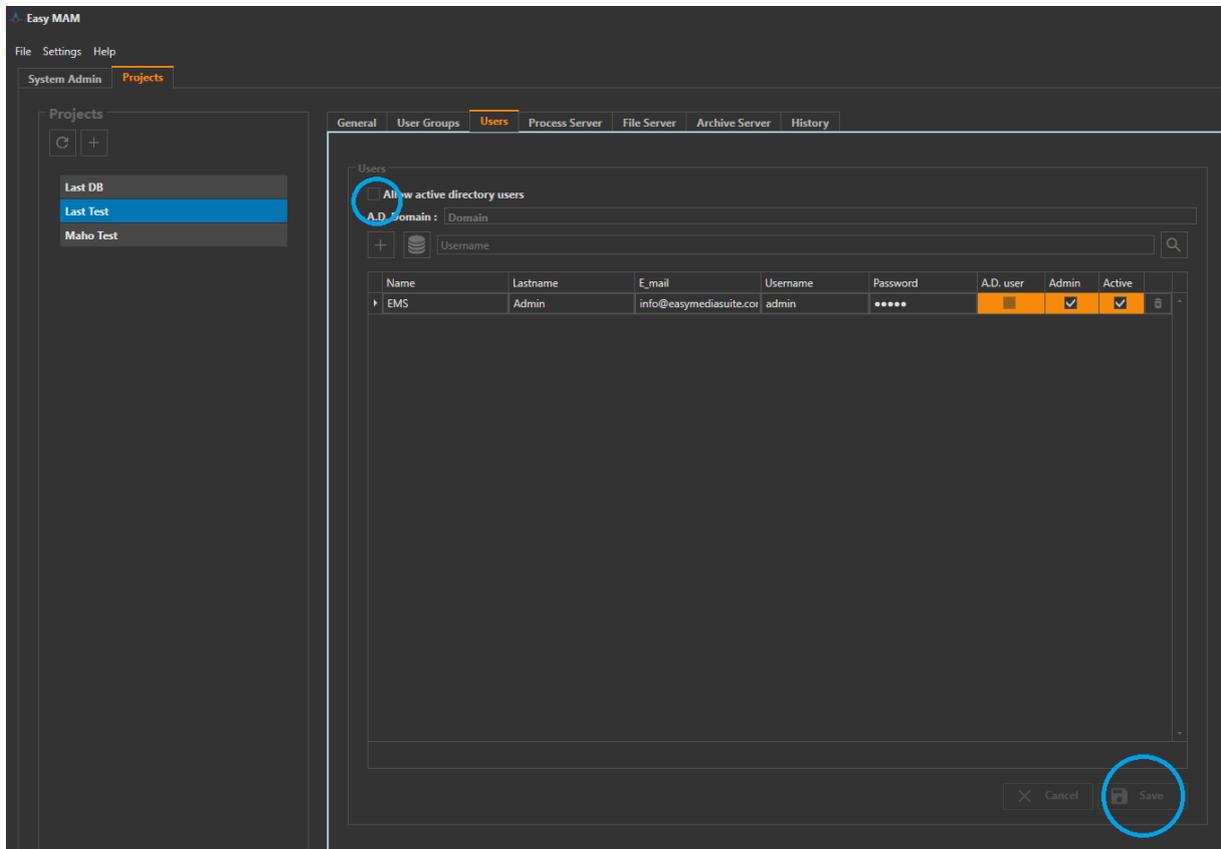
To dedicate the user to the required *user groups*, use the tool in the blue circle on the right bottom of the *user groups* panel.

### 3.2.3 Users

*Username, password, name, surname, e-mail address, authentication* is edited in this section.

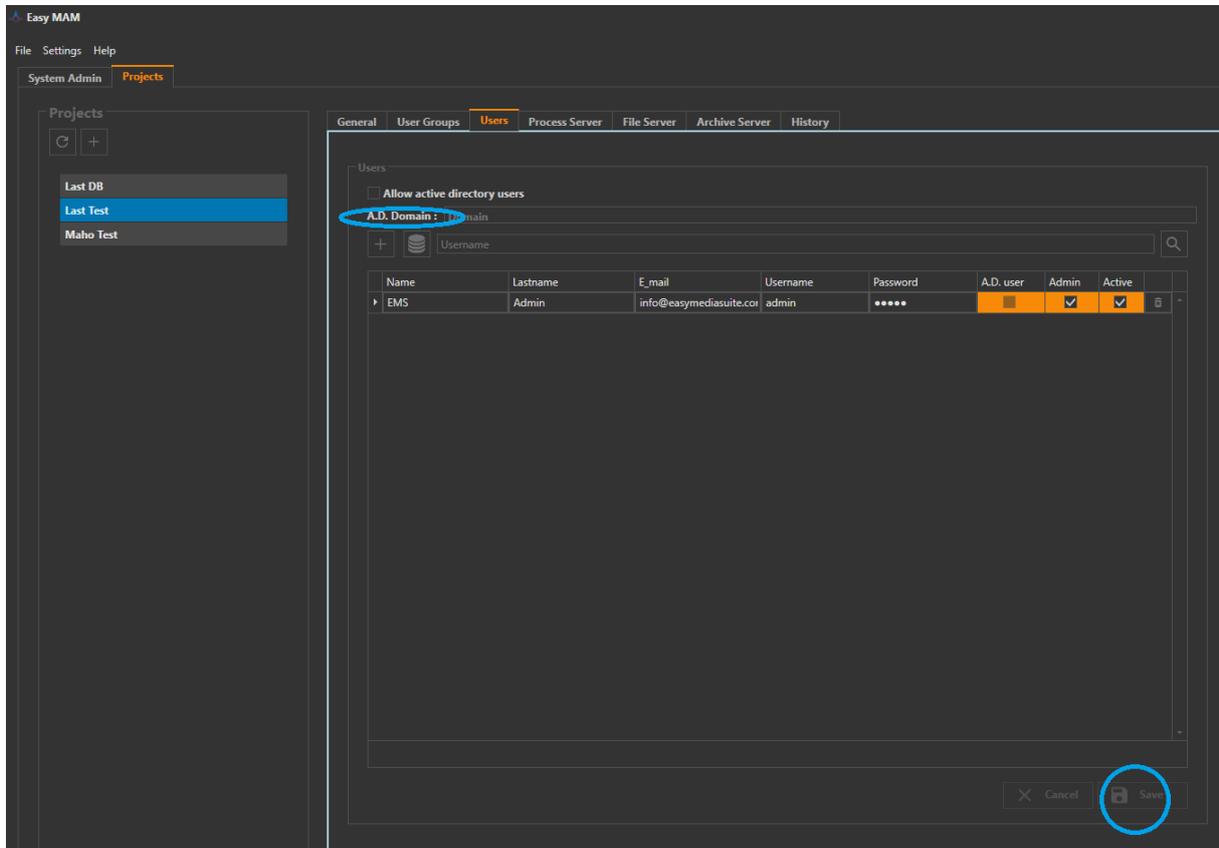


Graphic 46: Users Setting



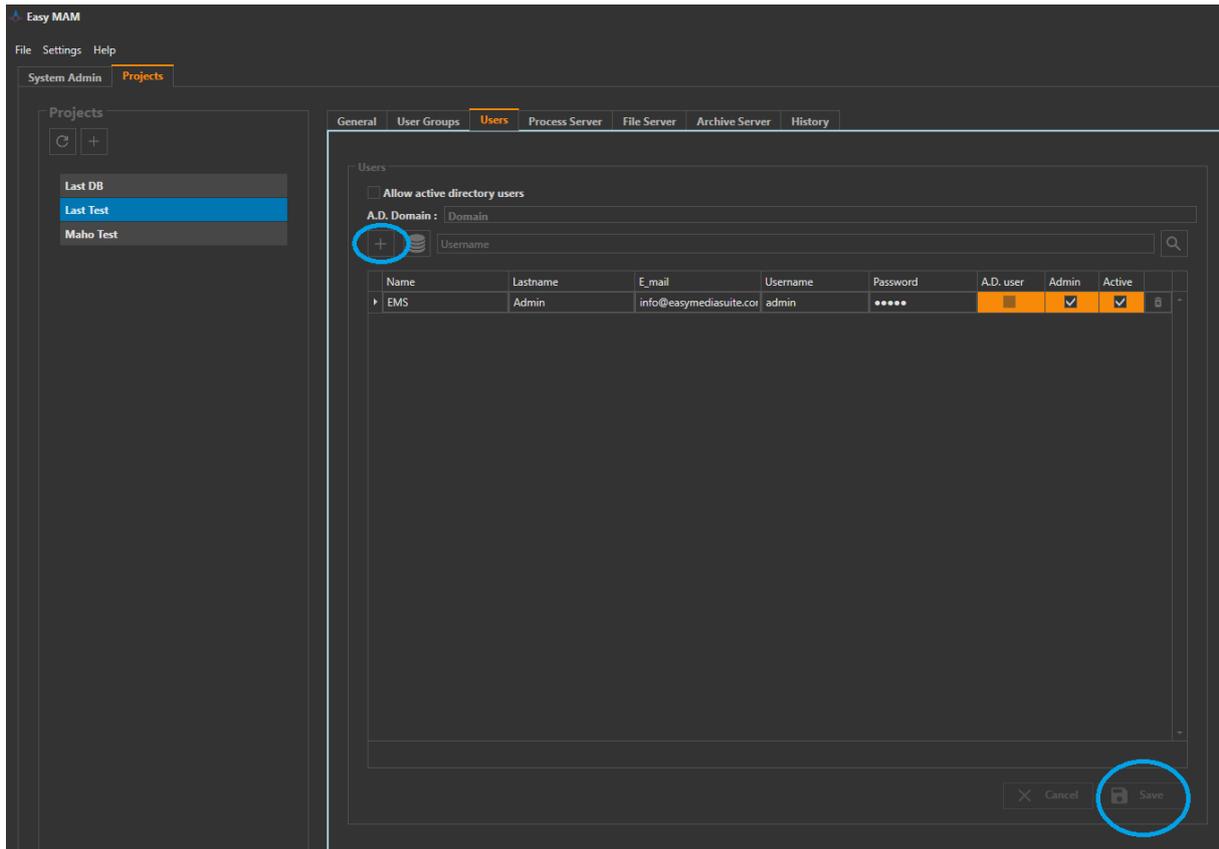
Graphic 47: Users Setting Tool

- 1) In order to allow the users to log in to MAM via own computers with password, click 'Active Directory' label on the left top
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



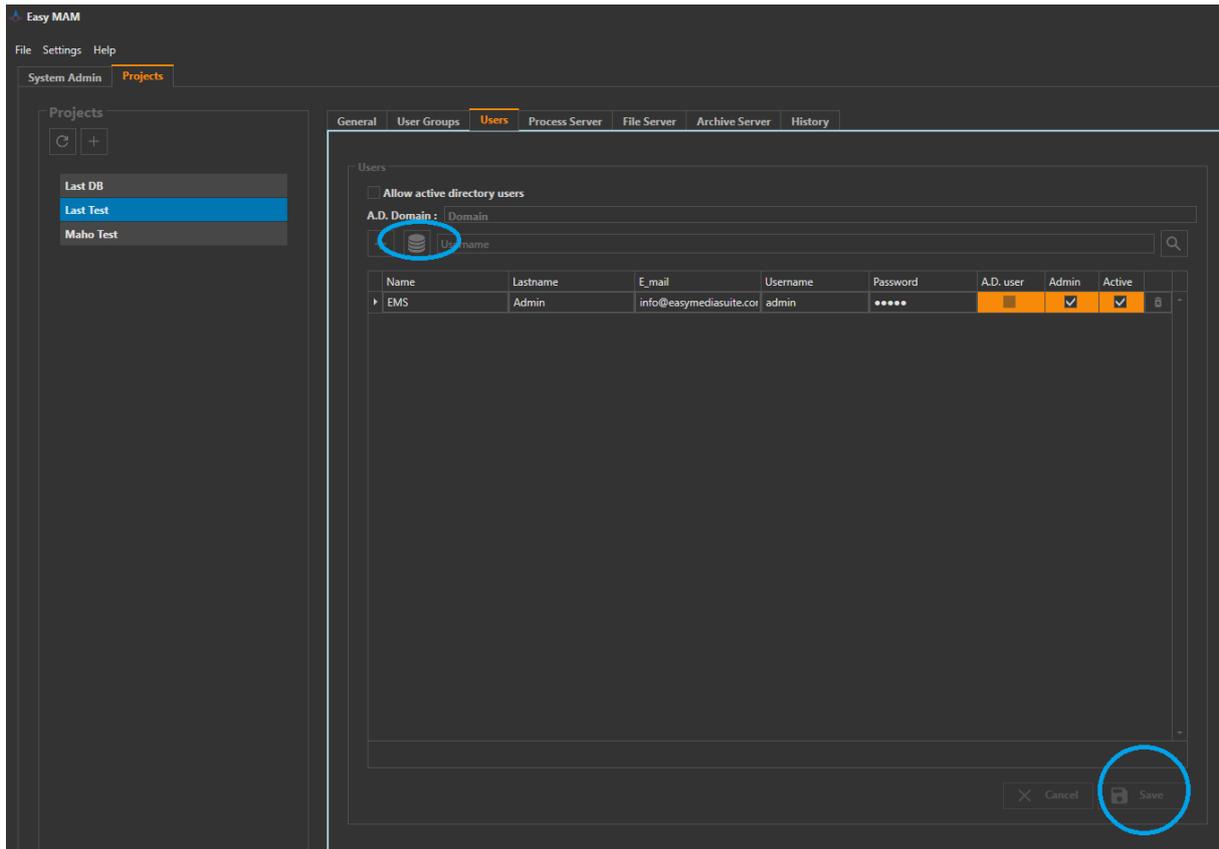
Graphic 48: Users Setting Tool

- 1) In order to allow the users to log in to MAM via own computers with password, enter domain address of the 'Active Directory' server
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 49: Users Setting Tool

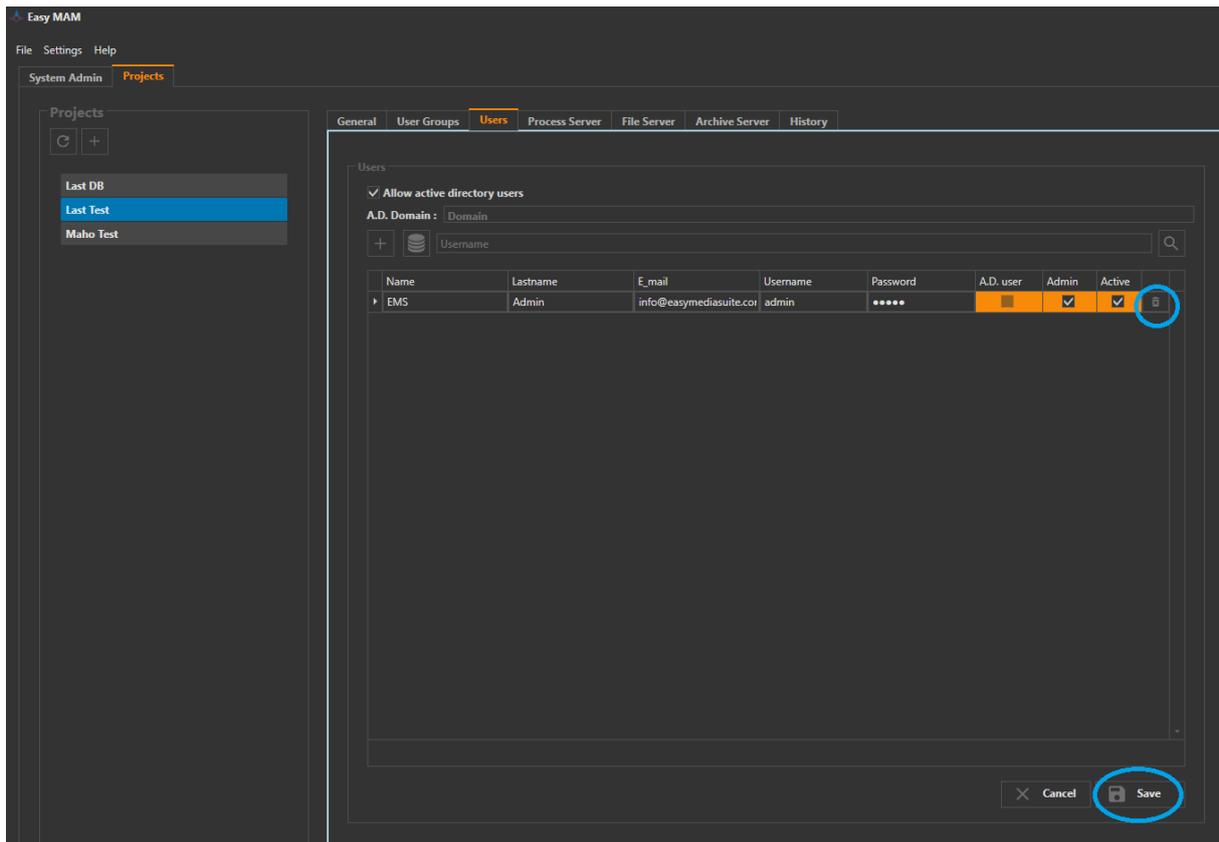
- 1) In order to add 'Users' to Easy MAM click the + box
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 50: Users Group Tool

- 1) In order to add users to 'Active Directory', click the box in the blue circle on the left top
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

Differences between, *users* and *active directory users* is, while *users* can only log in in the Easy MAM *active directory users* can also enter users Easy MAM account.

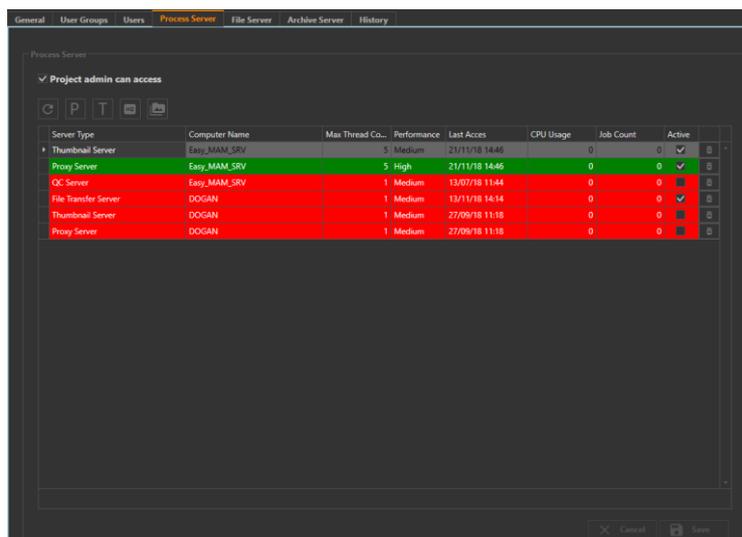


Graphic 51: Users Group Tool

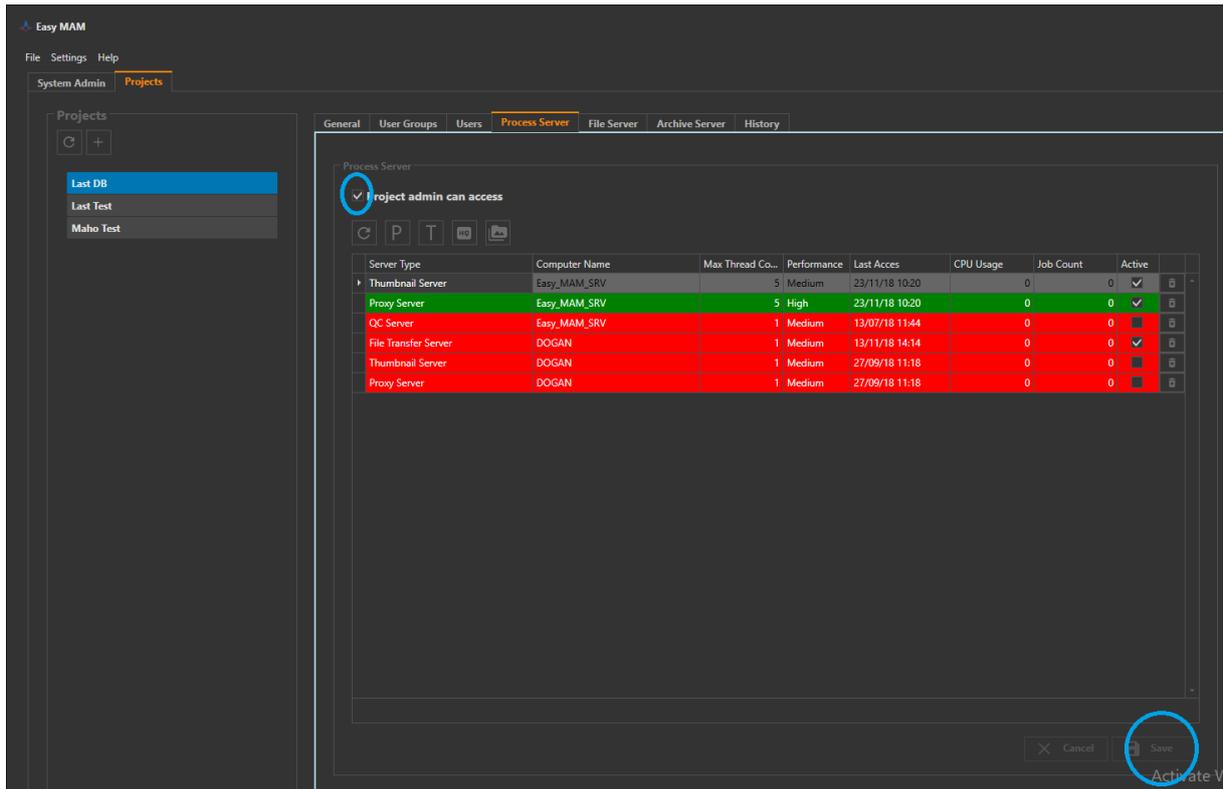
- 1) In order to delete one or more users to click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

### 3.2.4 Process Server

Process Server displays the performance and used capacity of all servers which are *Proxy Server*, *Thumbnail Server*, *File Transfer Server*, *Quality Check Server*. These servers do not appear in the default settings they must be entered manually by ip address.

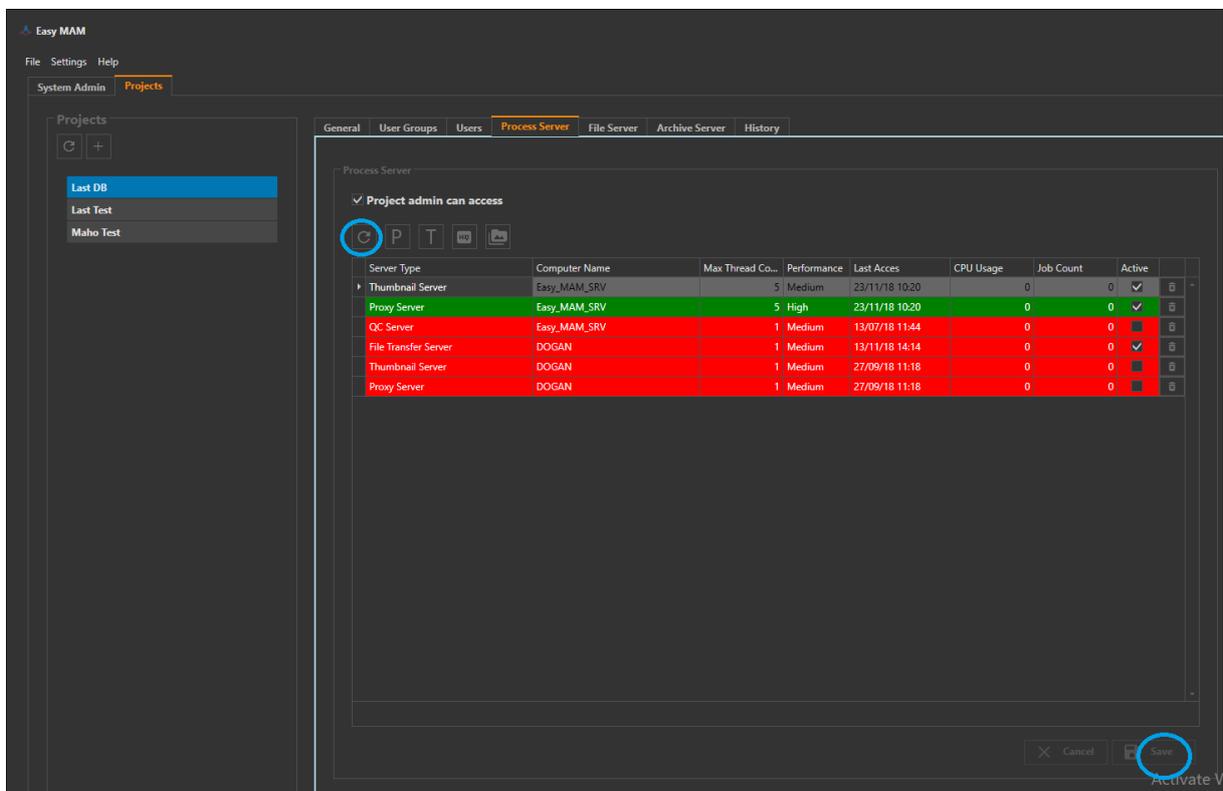


Graphic 52: Process Server



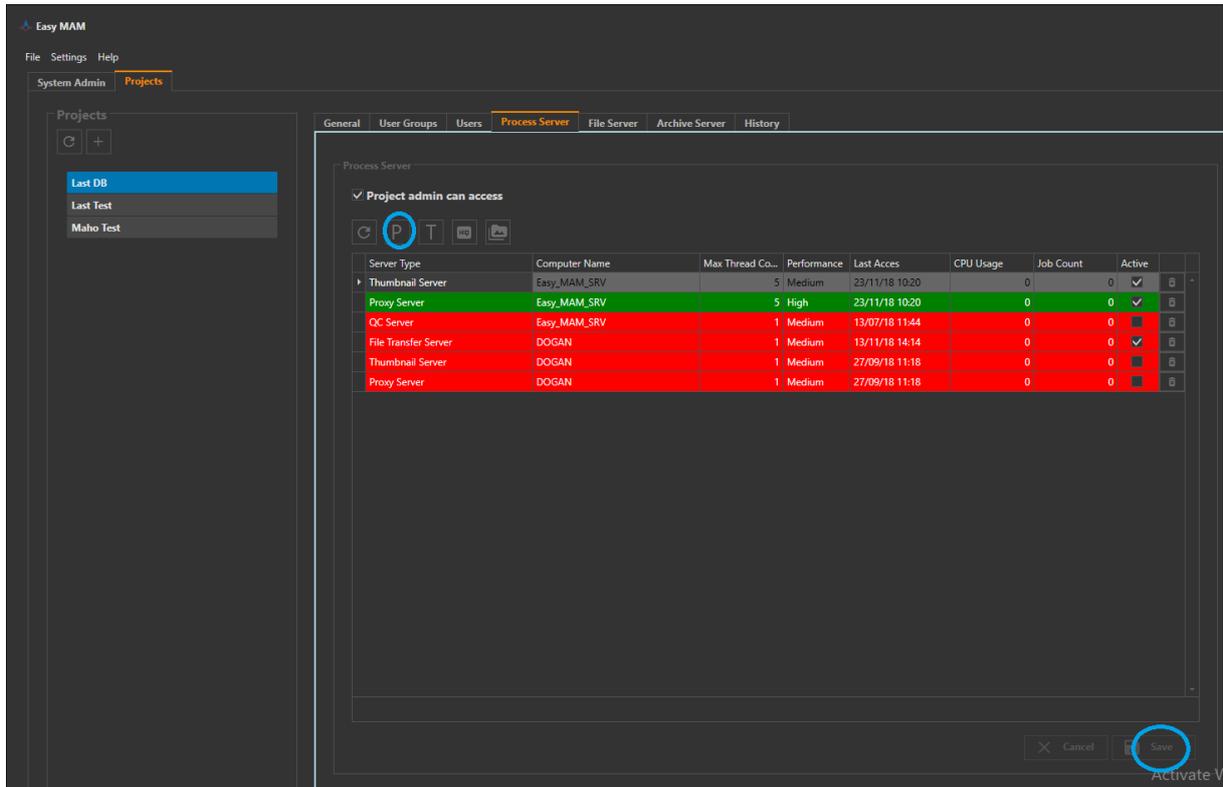
Graphic 53: Process Server Tool

- 1) In order to allow project admin to access the 'Process Server' click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



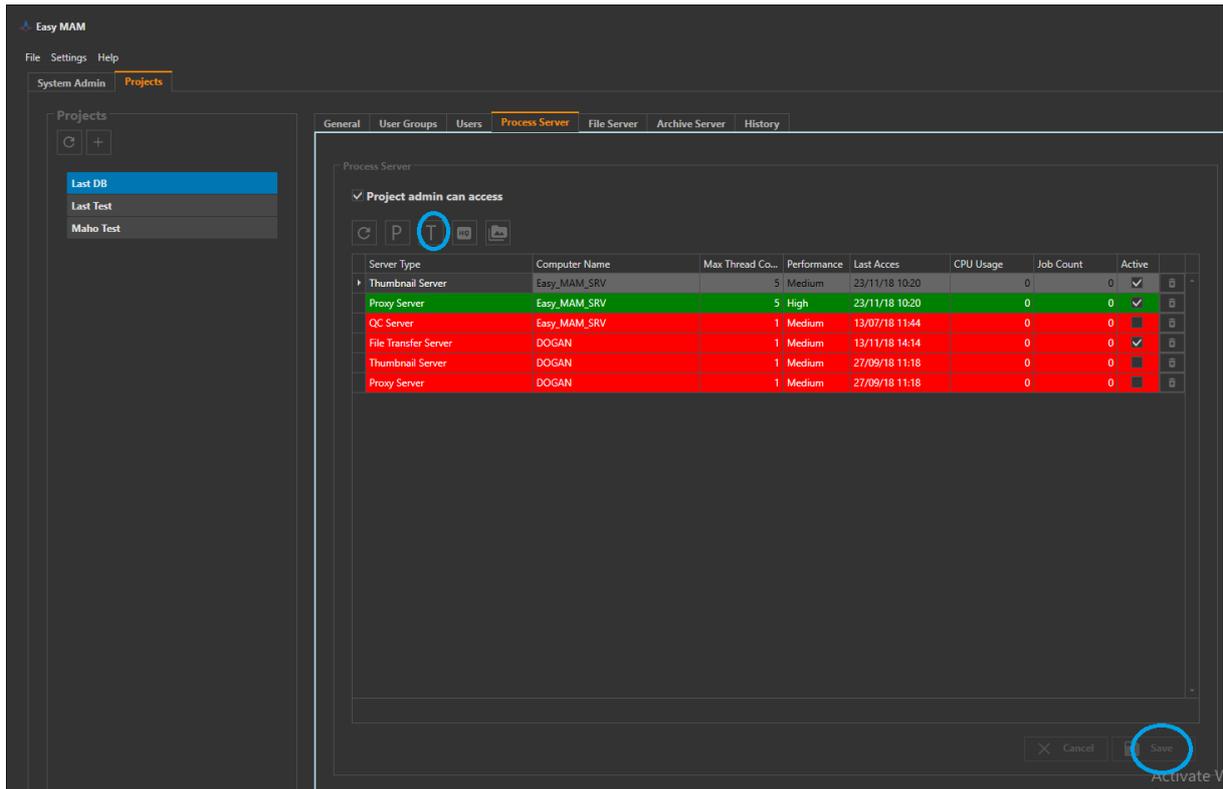
Graphic 54: Process Server Tool

In order to refresh the process server panel, click the box in the blue circle



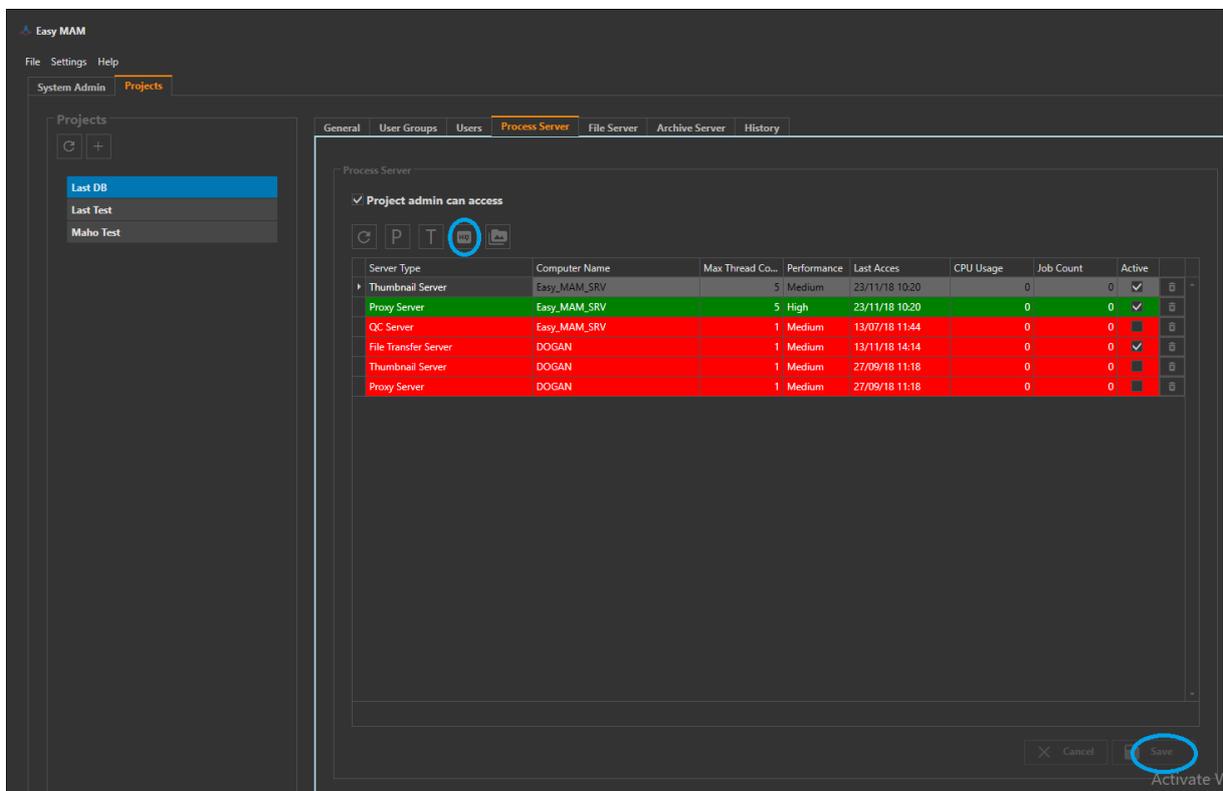
Graphic 55: Process Server Tool

- 1) In order to check the 'Process Server', click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



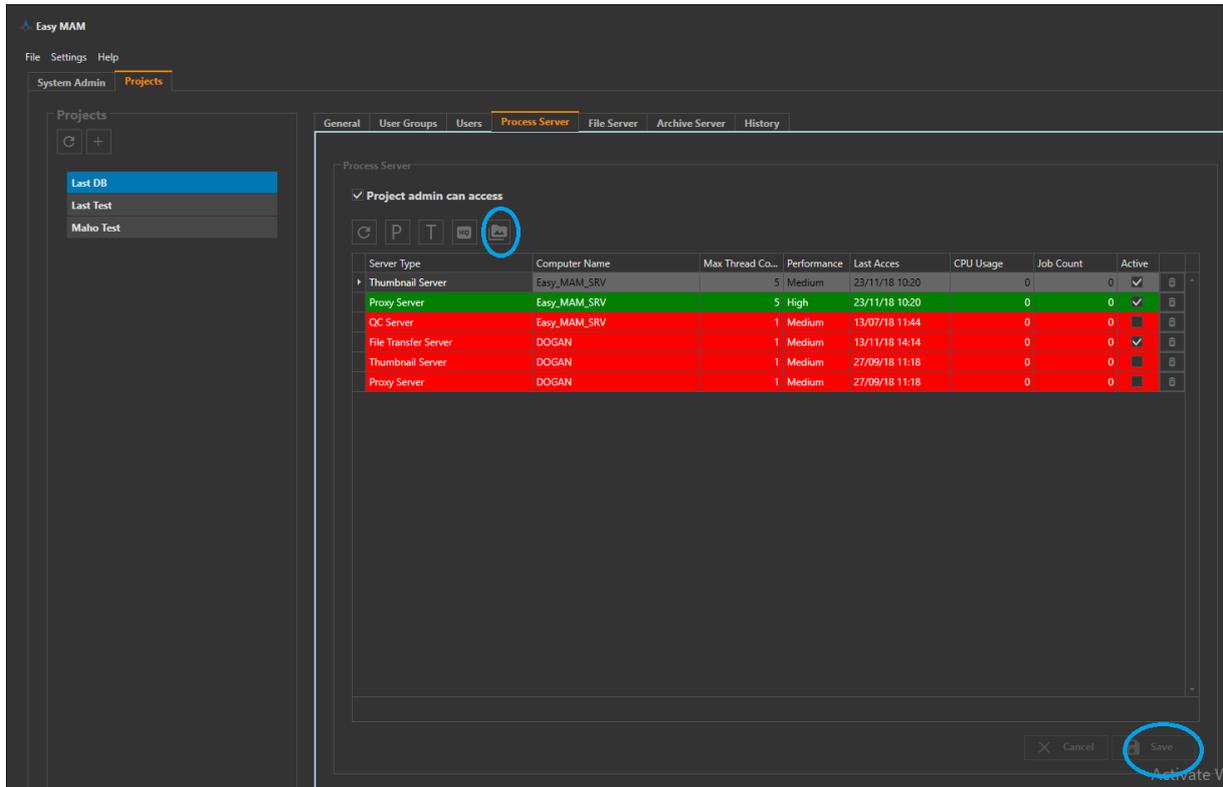
Graphic 56: Process Server Tool

- 1) In order to check the 'Thumbnail Server', click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



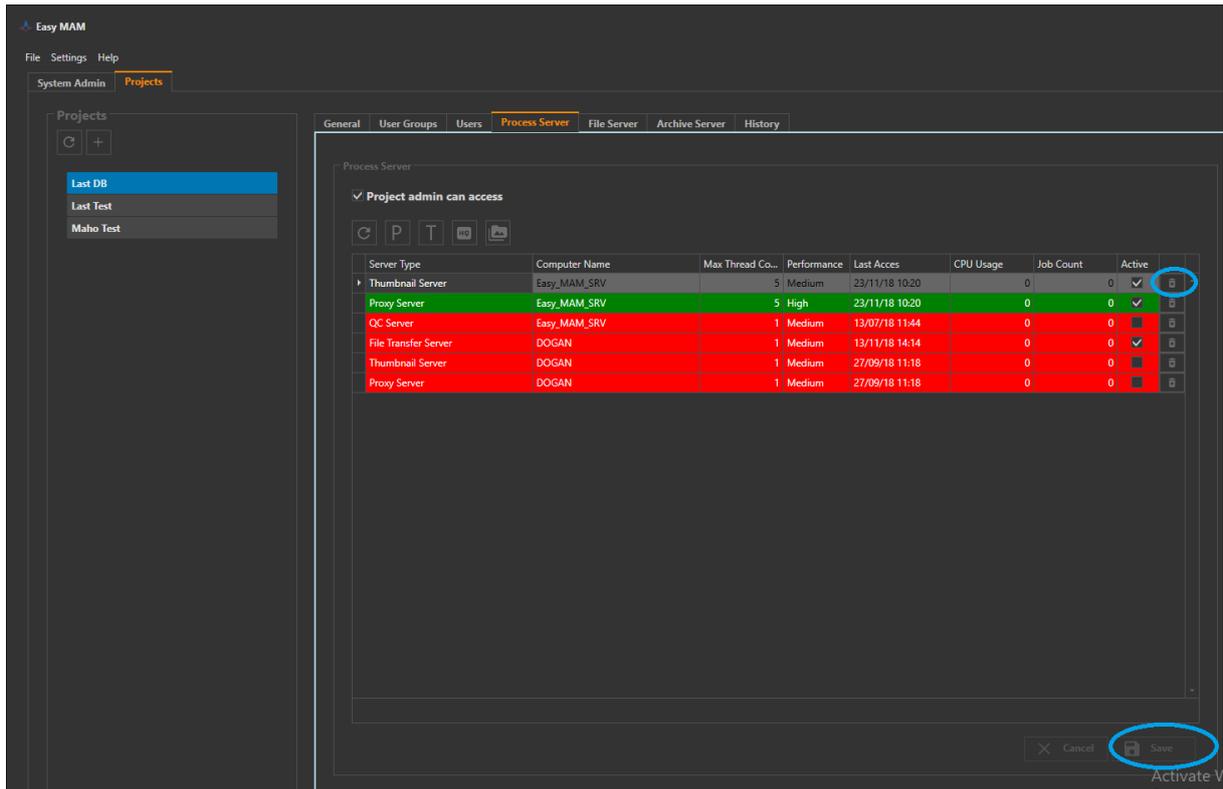
Graphic 57: Process Server Tool

- 1) In order to check the 'Quality Server', click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 58: Process Server Tool

- 1) In order to check the 'File Transfer', click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



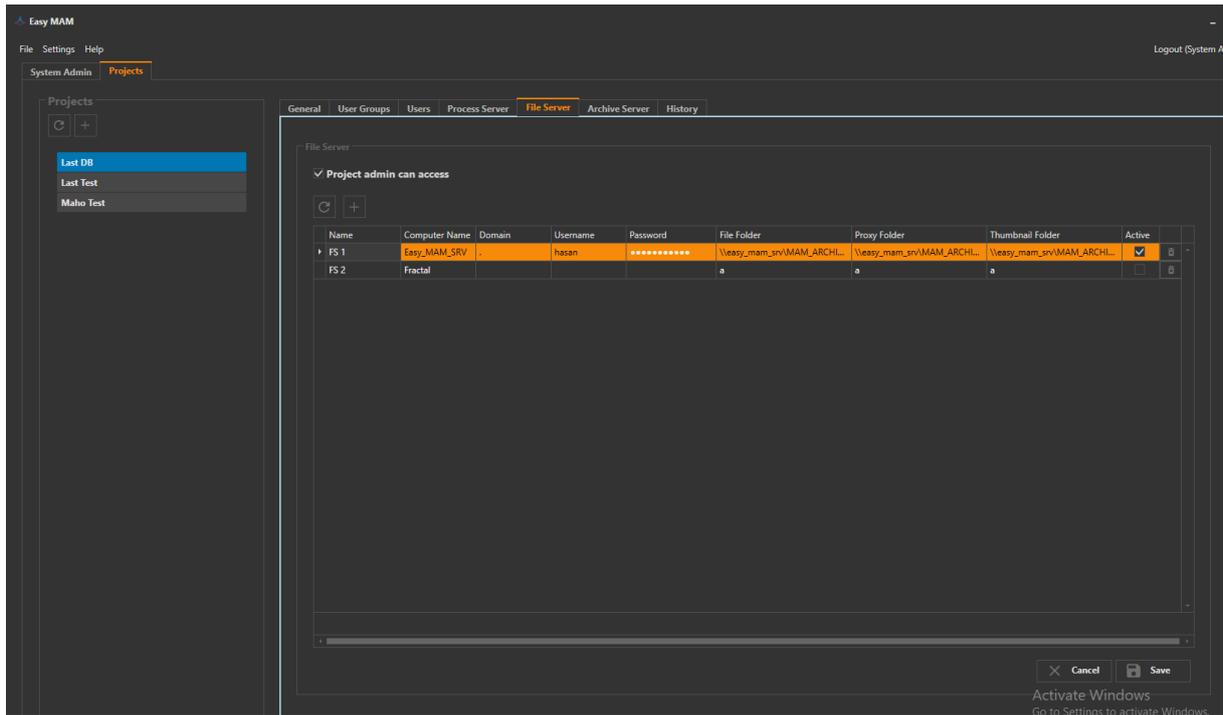
Graphic 59: Process Server Tool

- 1) In order to delete the 'Process Servers', click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

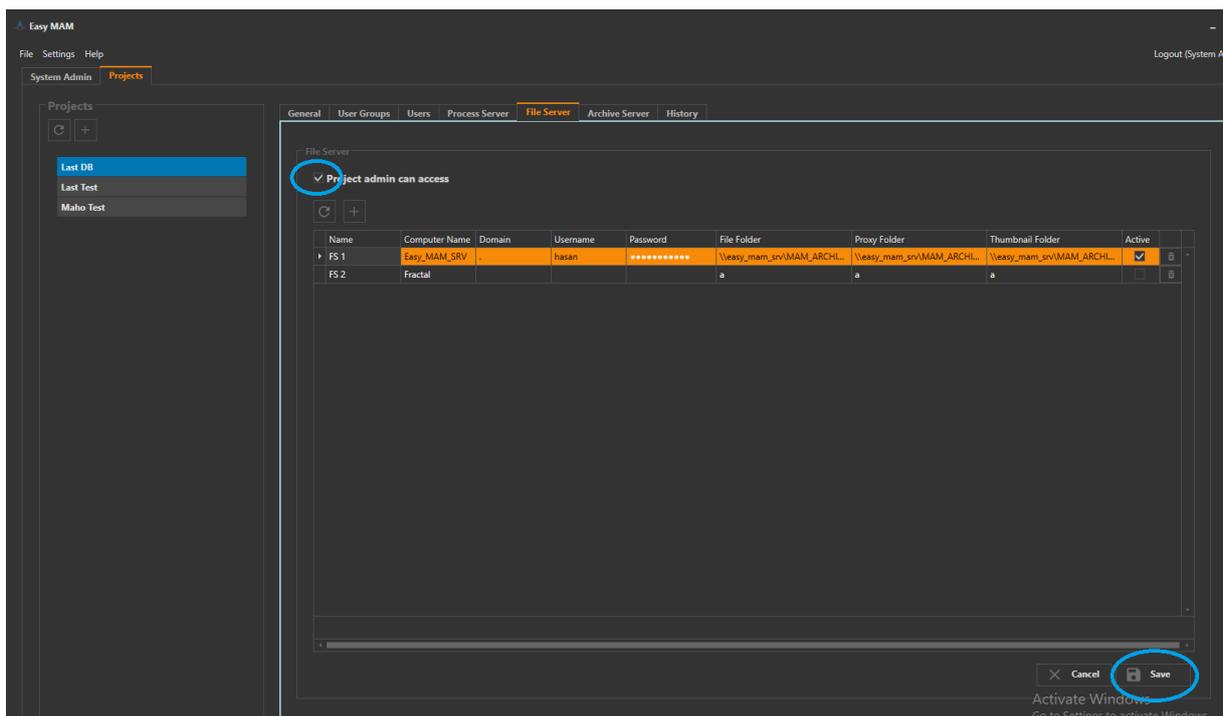
### 3.2.5 File Server

It is used to display situation (location and active, passive states) of the *Proxy* and *Thumbnail* files which are transmitted on the *File Transfer Server*.

*File servers* can be added by different users.

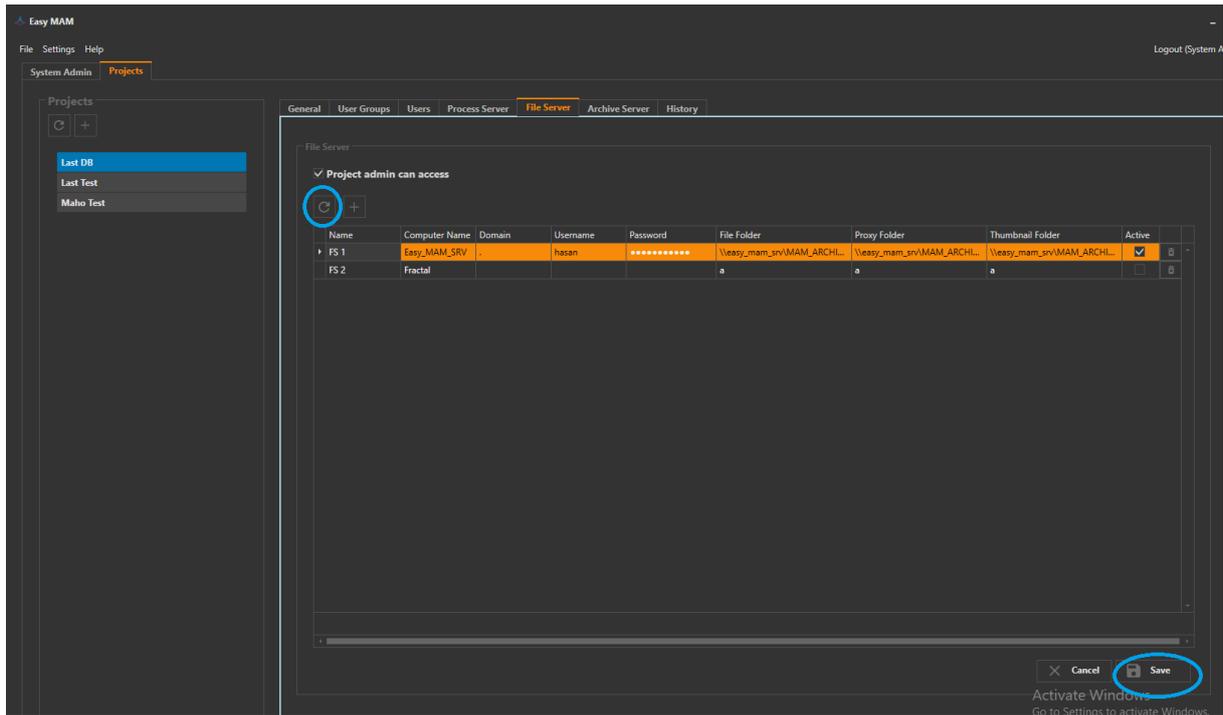


Graphic 60: File Server



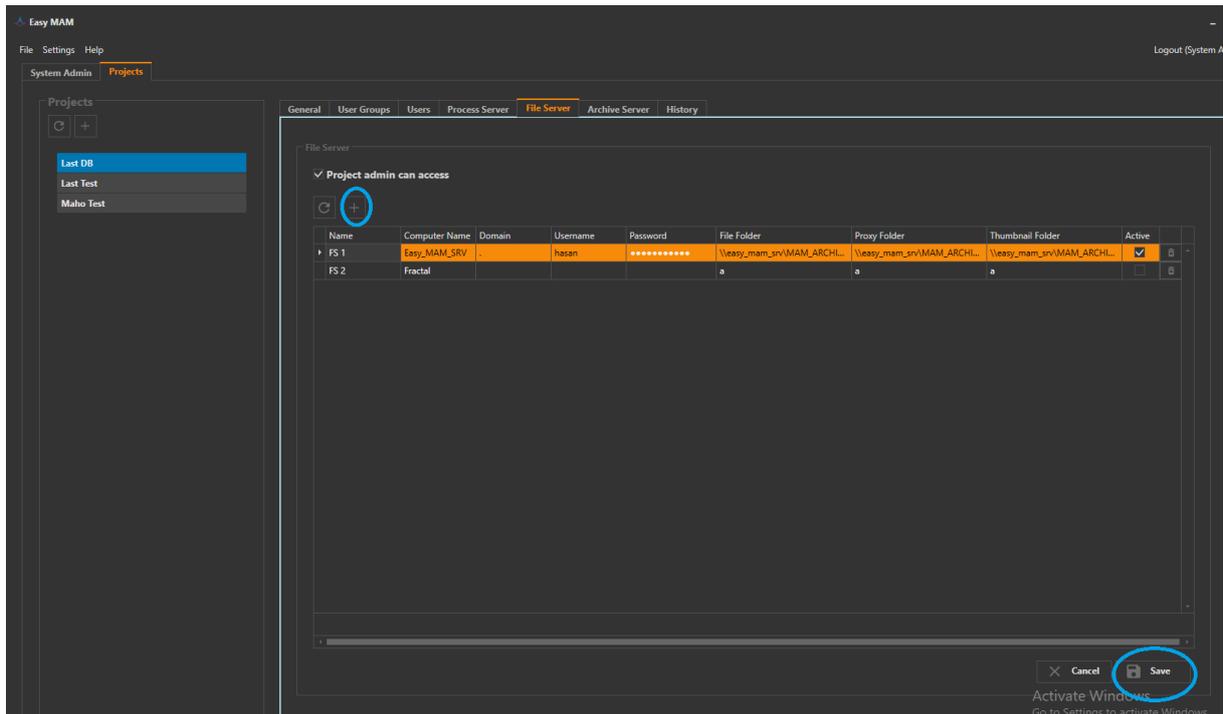
Graphic 61: File Server Tool

- 1) In order to allow project admin to access 'File Server' click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



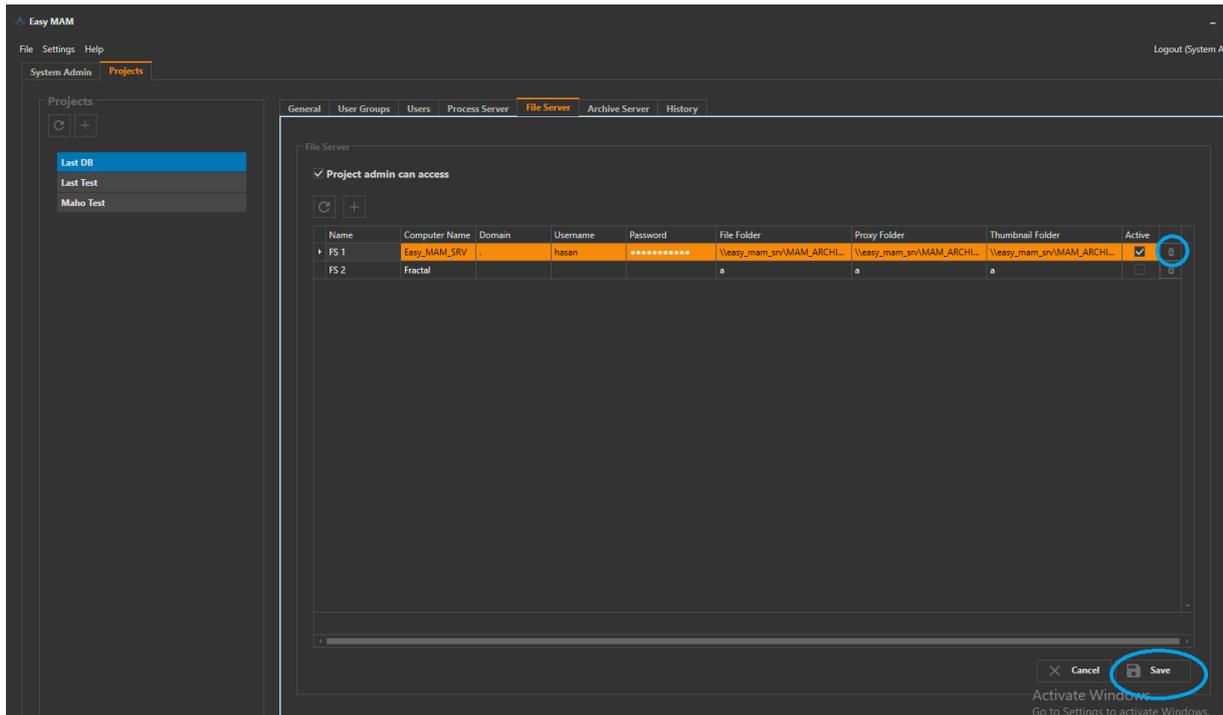
Graphic 62: File Server Tool

In order to refresh the *file server* panel, click the box in the blue circle



Graphic 63: File Server Tool

- 1) In order to add a *file server*, click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

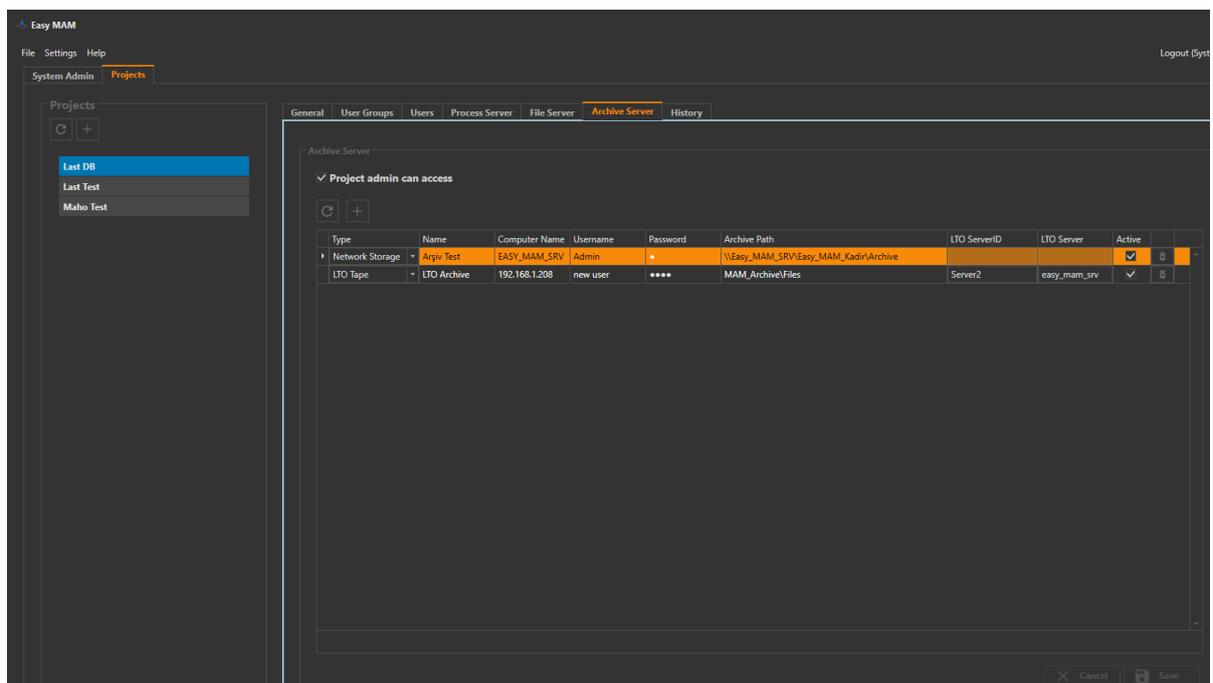


Graphic 64: File Server Tool

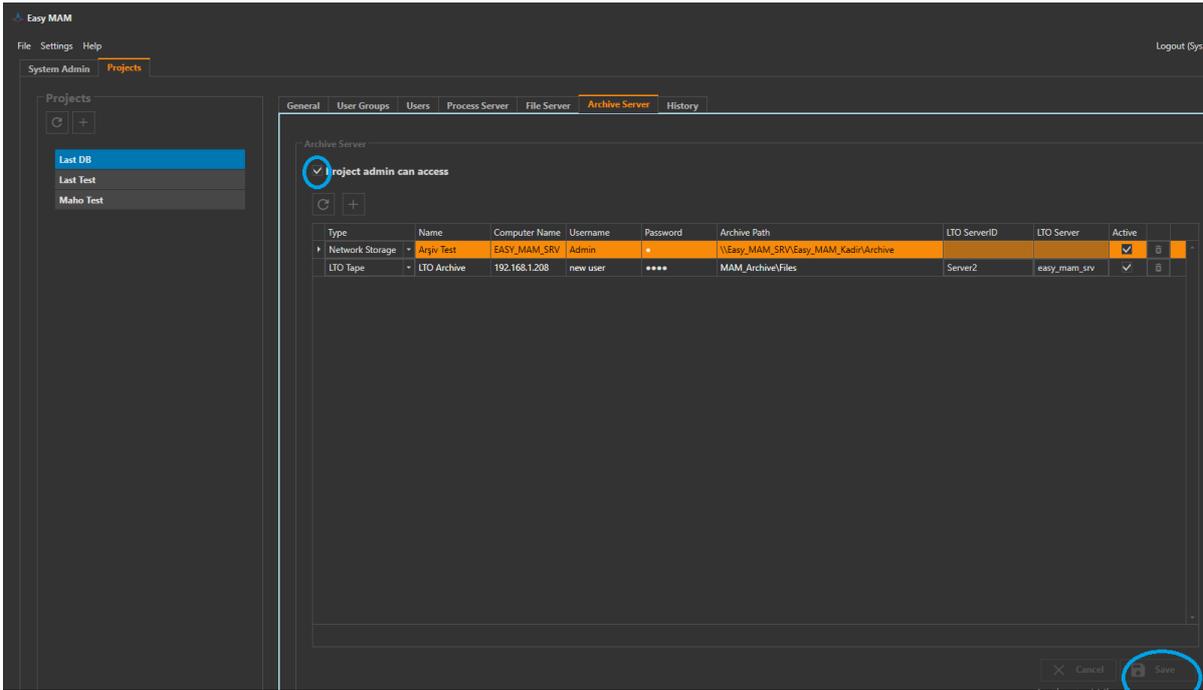
- 1) In order to delete a *file server*, click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

### 3.2.6 Archive Server

There are two types of Archive Servers in Easy MAM which are *Archive Server* and *LTO (Linear Tape Open)*. New servers can be added using the button. Files Servers can be added in this section for aging module.

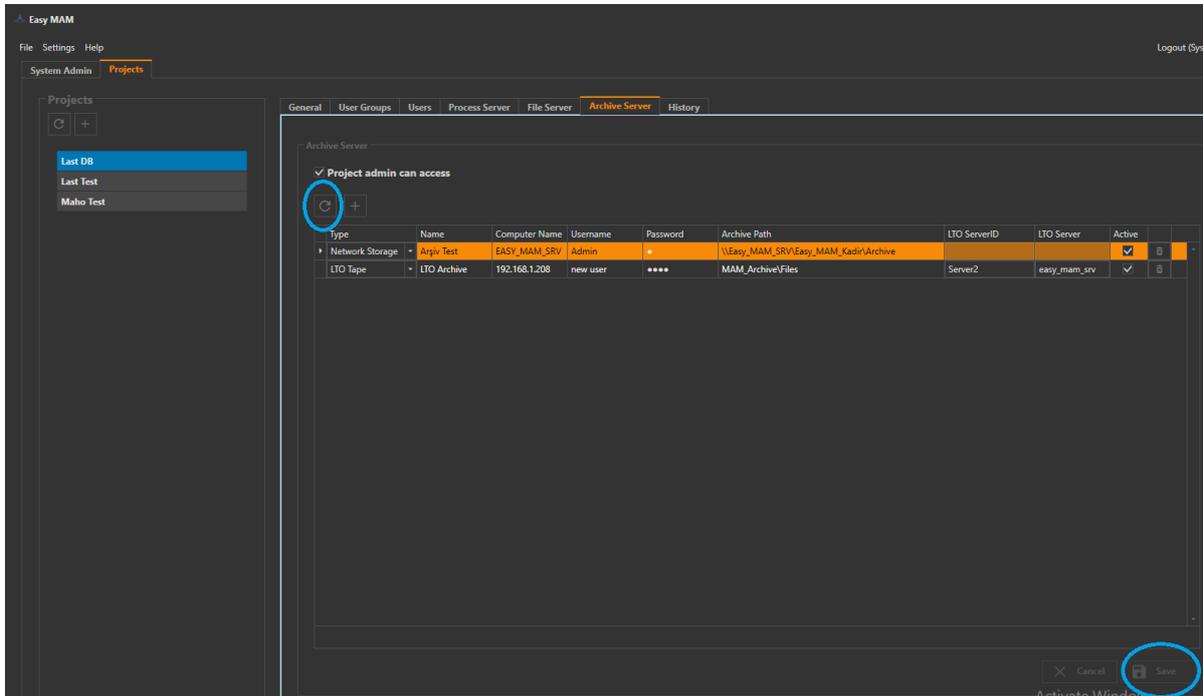


Graphic 65: Archive Server



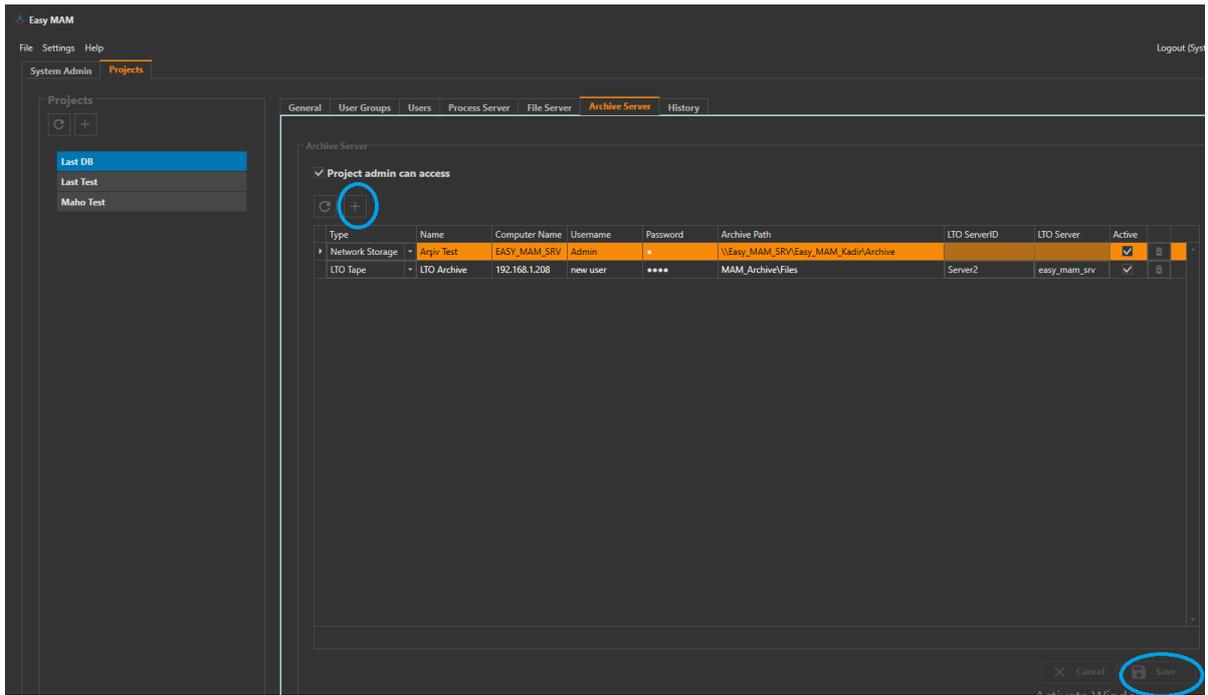
Graphic 66: Archive Server Tool

- 1) In order to allow project admin to access the 'Archive Server' click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



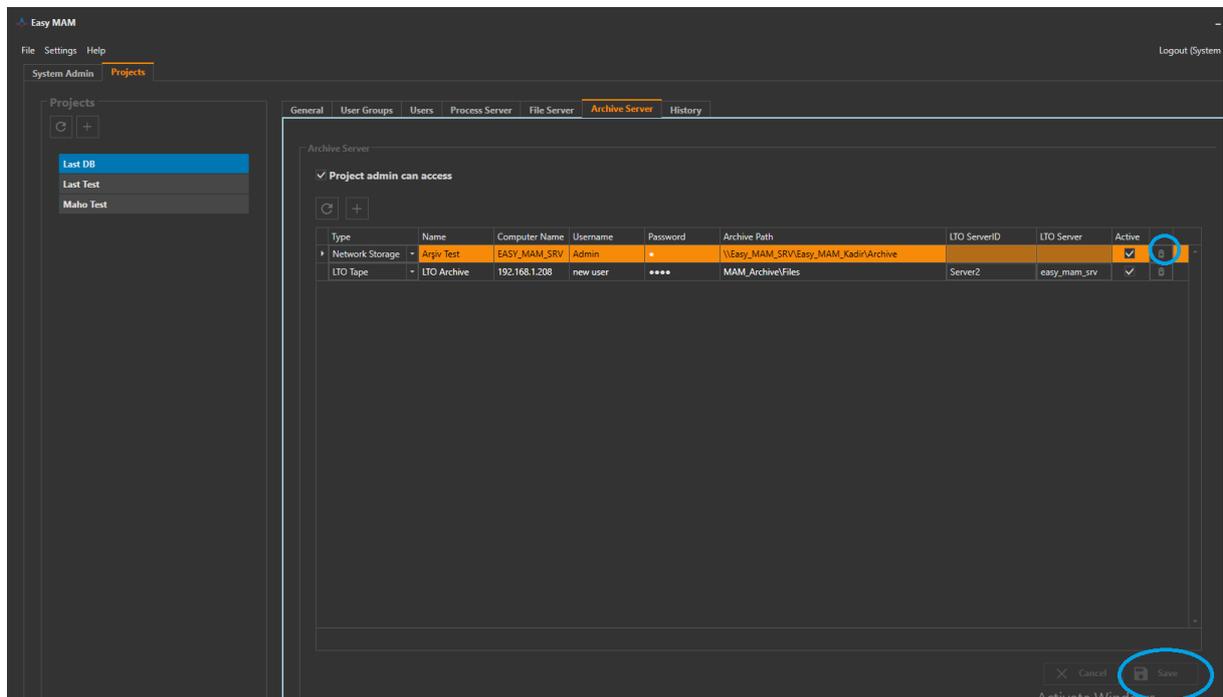
Graphic 67: Archive Server Tool

In order to refresh the *archive server* panel, click the box in the blue circle



Graphic 68: Archive Server Tool

- 1) In order to add *archive server*, click the + box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 69: Archive Server Tool

- 1) In order to delete *archive server*, click the box in the blue circle on the top
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

### 3.2.7 LTO Archive Server

1. Install XenData6 Server and Alert Module - v 6.22 by downloading from "http://xendata.com/support-xendata6-server/downloads/XDServerx64-6.22.2716.300.msi" address.
2. Install XenData Workflow API software - v 6.25 by downloading from "http://xendata.com/support-xendata6-server/downloads/XDWorkflowAPIx32-6.25.2626.-1.msi" address.
3. Apply license for these softwares
4. Apply configurations settings as below sample for the "C:\Program Files (x86)\XenData\Workflow API\MediaServers.xml" file.

Not :

<Server>easy\_mam\_srv</Server> => this is remote computer name that contains shared folder  
 <Path>Easy\_MAM\_Storage</Path> => this is shared folder name.

("\\easy\_mam\_srv\Easy\_MAM\_Storage")

Configuration for MediaServers.xml file:

<?xml version="1.0" encoding="utf-8"?>

<!-- Sample XenData Workflow Configuration file -->

<MediaServerList>

<MediaServer ID="MyServer">

<DLL>CIFSCClient.dll</DLL>

<Port>cifs</Port>

<Server>easy\_mam\_srv</Server>

<Path>Easy\_MAM\_Storage</Path>

<User>easy\_mam\_srv\hasan</User>

<Password>Fractal1978</Password>

</MediaServer>

</MediaServerList>

//-----

5.Easy\_MAM -> Admin Panel-> Archive Server

Add New Server

Choose LTO Tape as Server type

Enter LTO Server configuration info

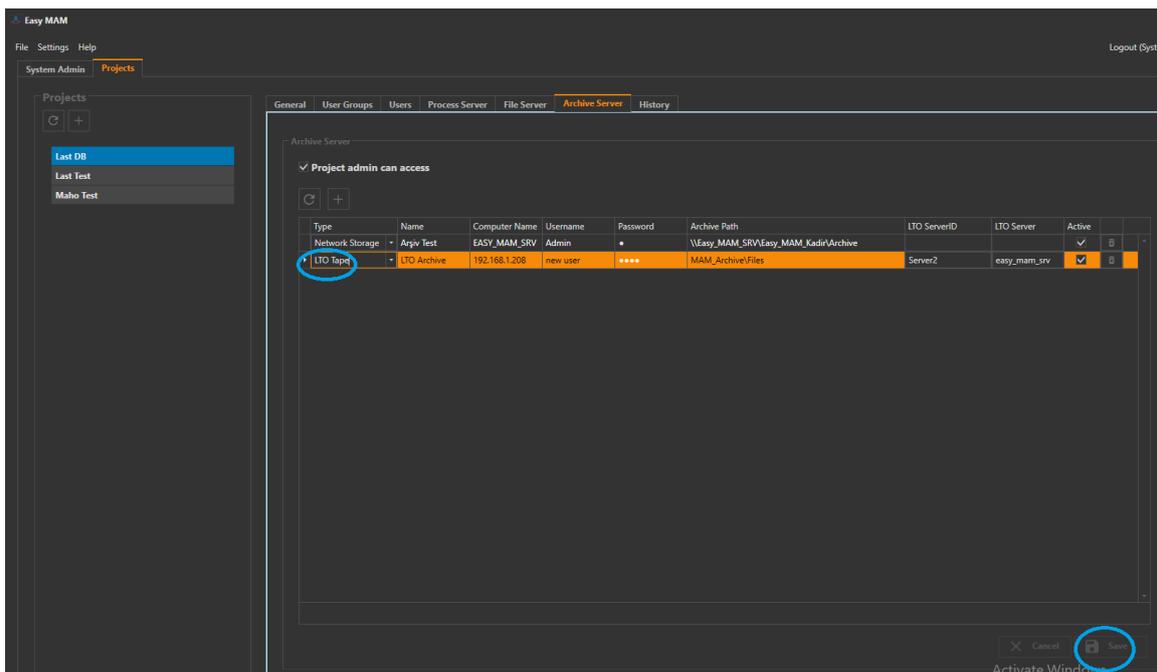
Sample for above configuration:

LTO ServerID : MyServer

LTO Server : easy\_mam\_srv

Archive Path : MAM\_Archive\Files

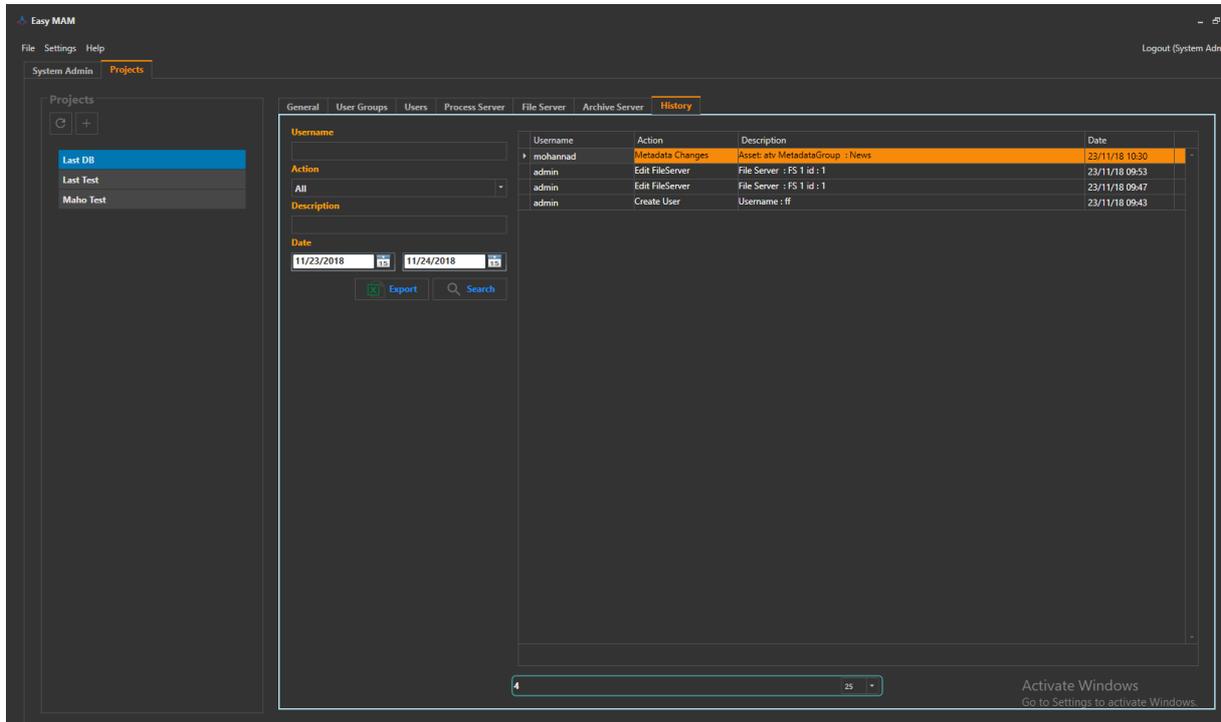
///End of configuration



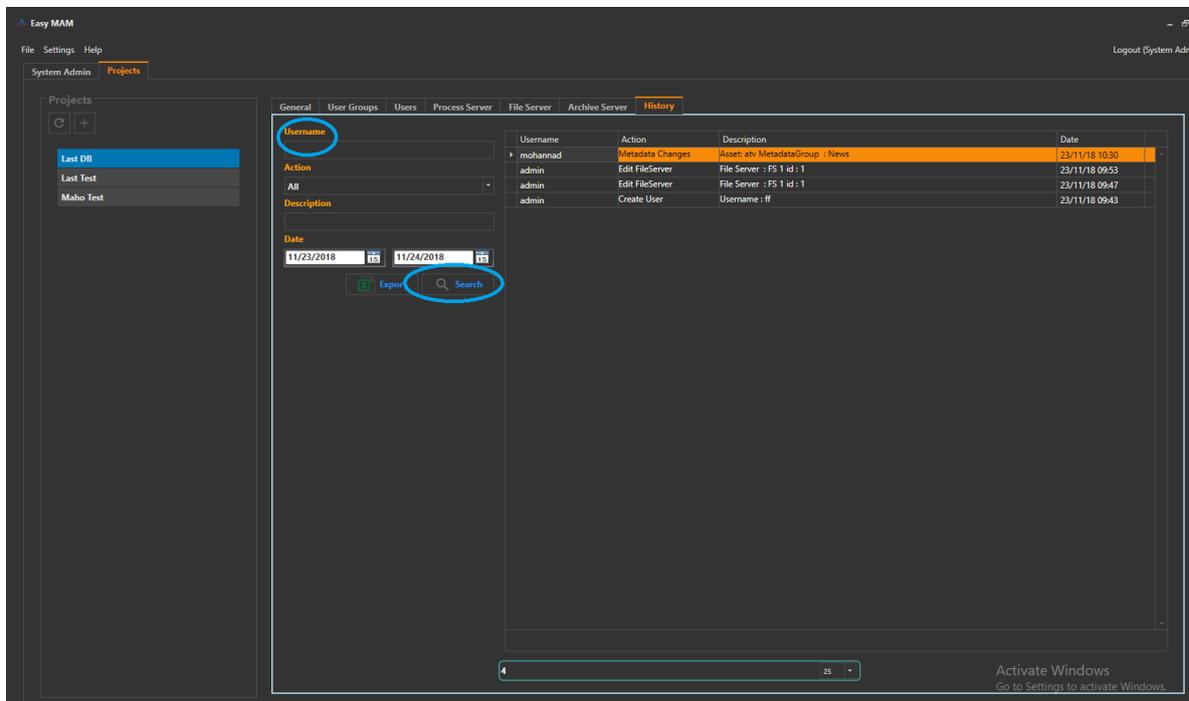
Graphic 70: LTO Archive Server

### 3.2.8 History

In the *history* section the actions, which are performed by the users, are displayed and it is searchable according to the date, user or action type.

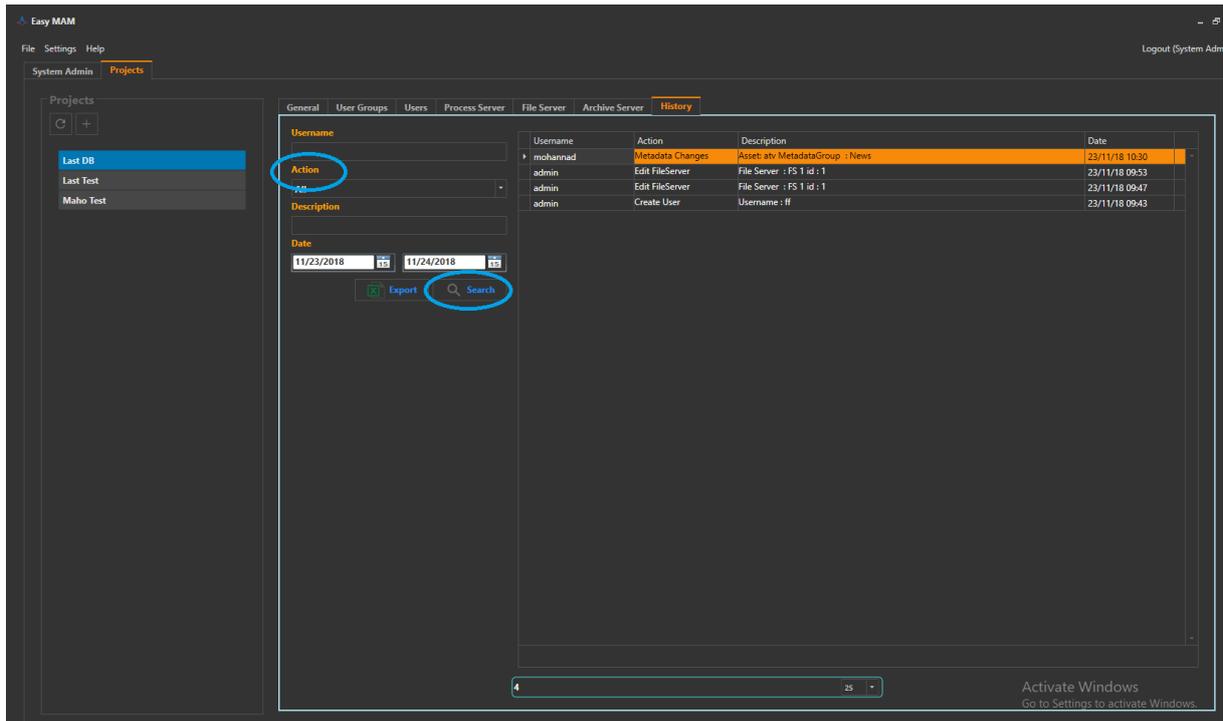


Graphic 71: History



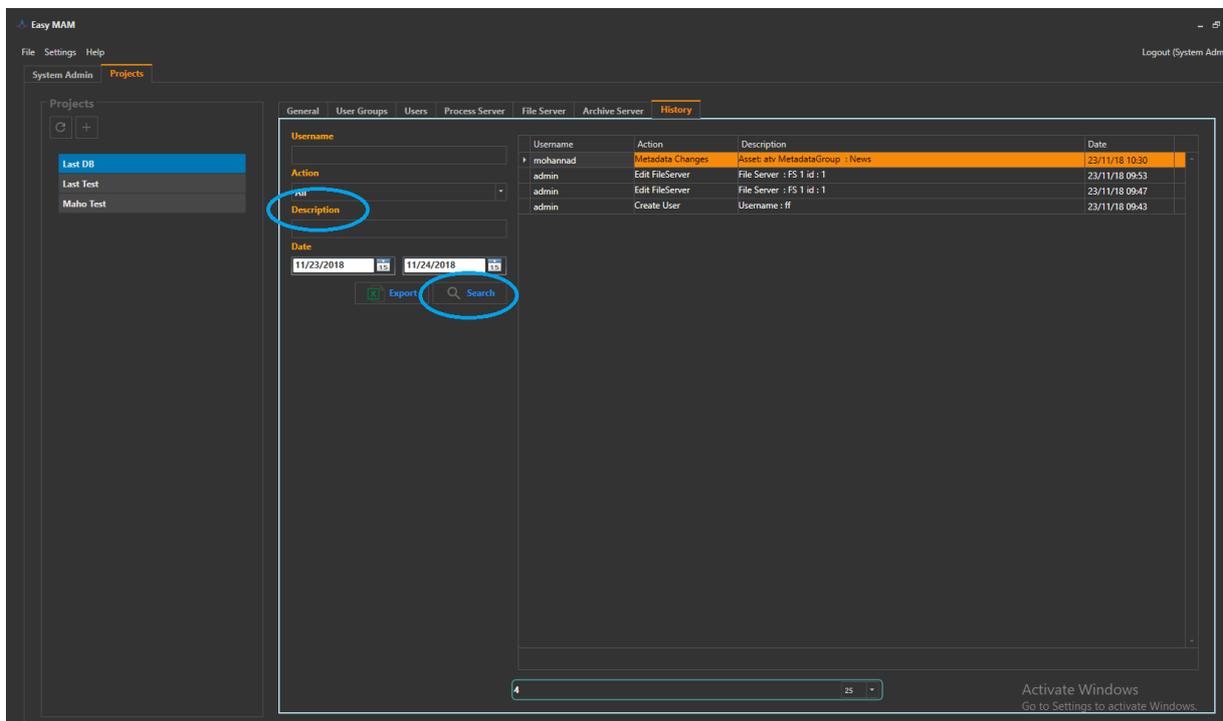
Graphic 72: History Tool

- 1) In order to see the 'History' according to 'Username' write the username in the space on the top
- 2) Click the 'Search' button to see the result



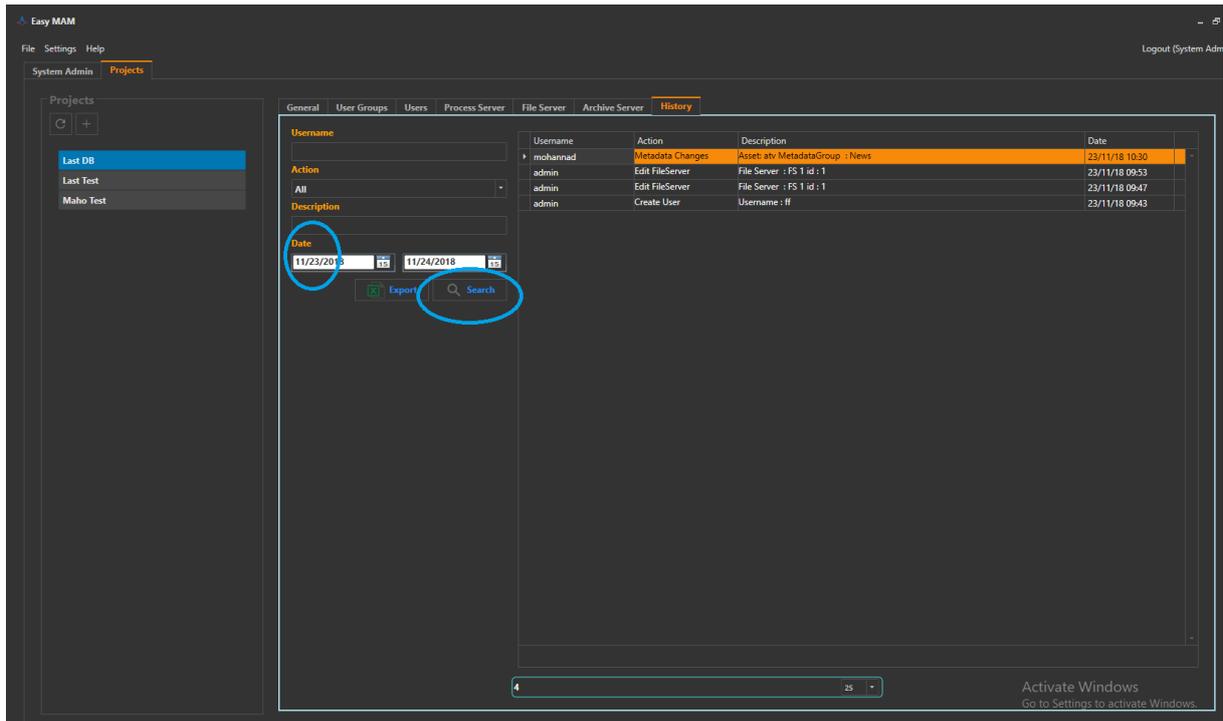
Graphic 73: History Tool

- 1) In order to see the 'History' according to *action* write the action name in the space on the top
- 2) Click the 'Search' button to see the result



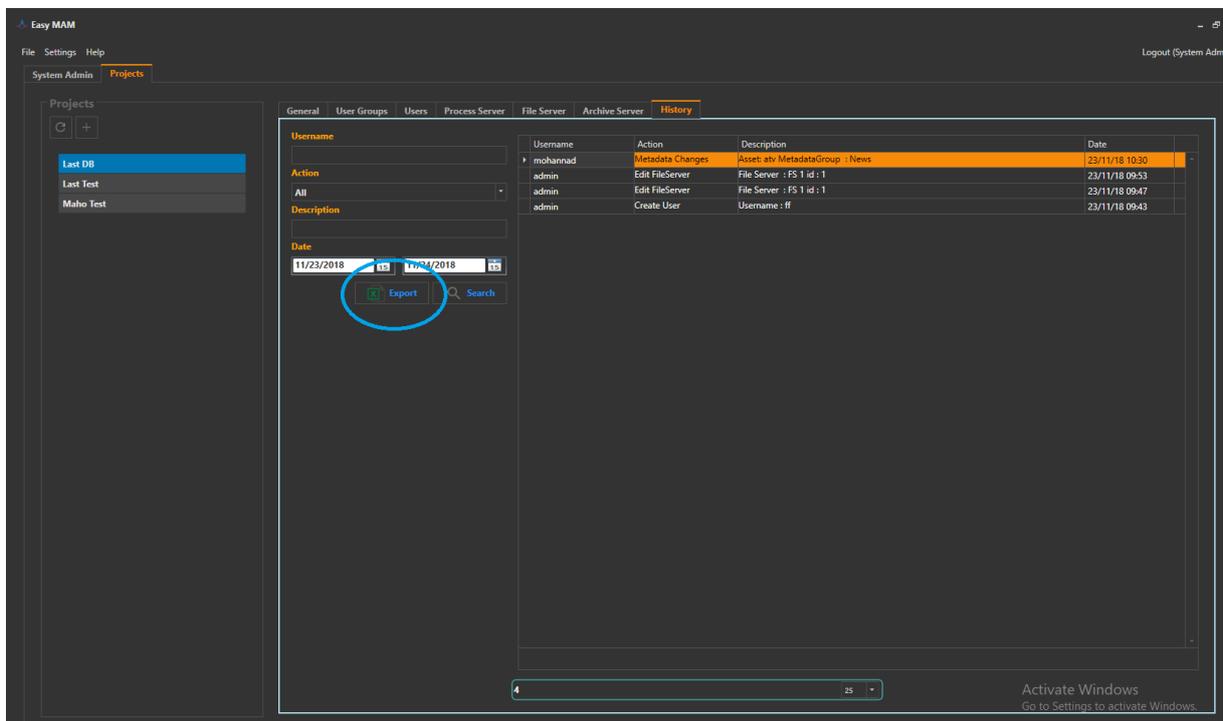
Graphic 74: History Tool

- 1) In order to see the history according to *Description*, write the description in the space on the top
- 2) Click the 'Search' button to see the result



Graphic 75: History Tool

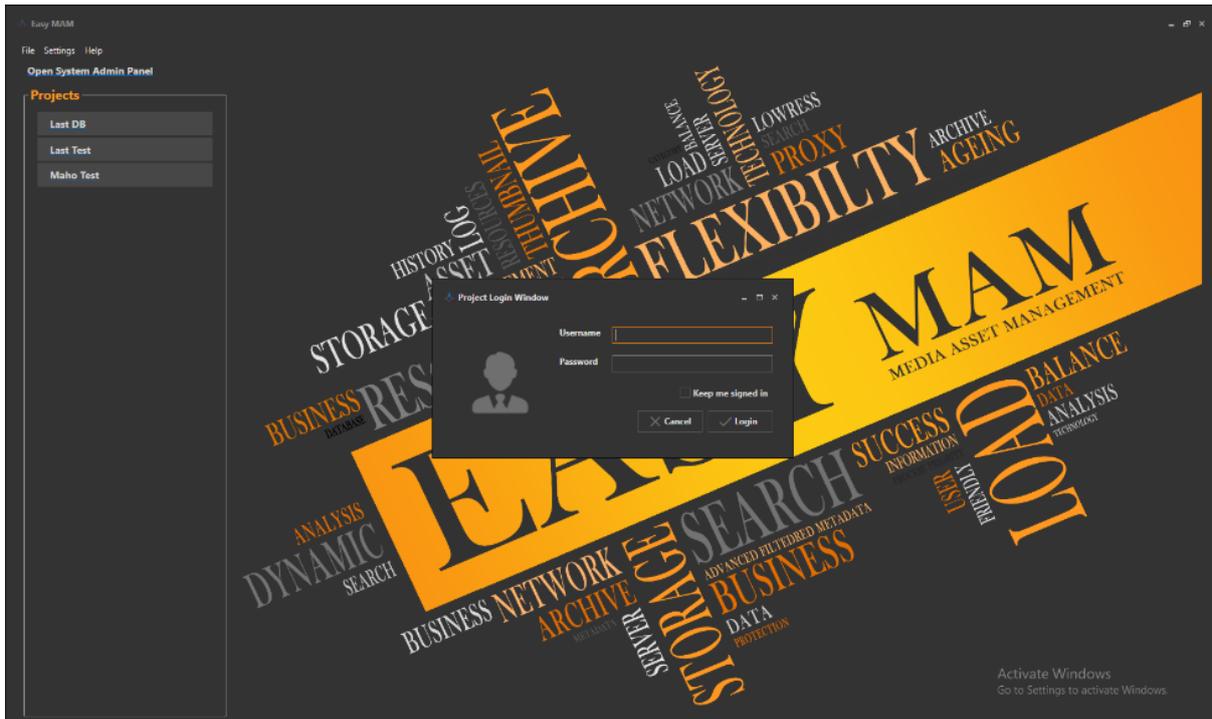
- 1) In order to see the 'History' according to 'Date', choose the date in the calendar
- 2) Click the 'Search' button to see the result



Graphic 76: History Tool

In order to have the 'History' details with excell file click the export button



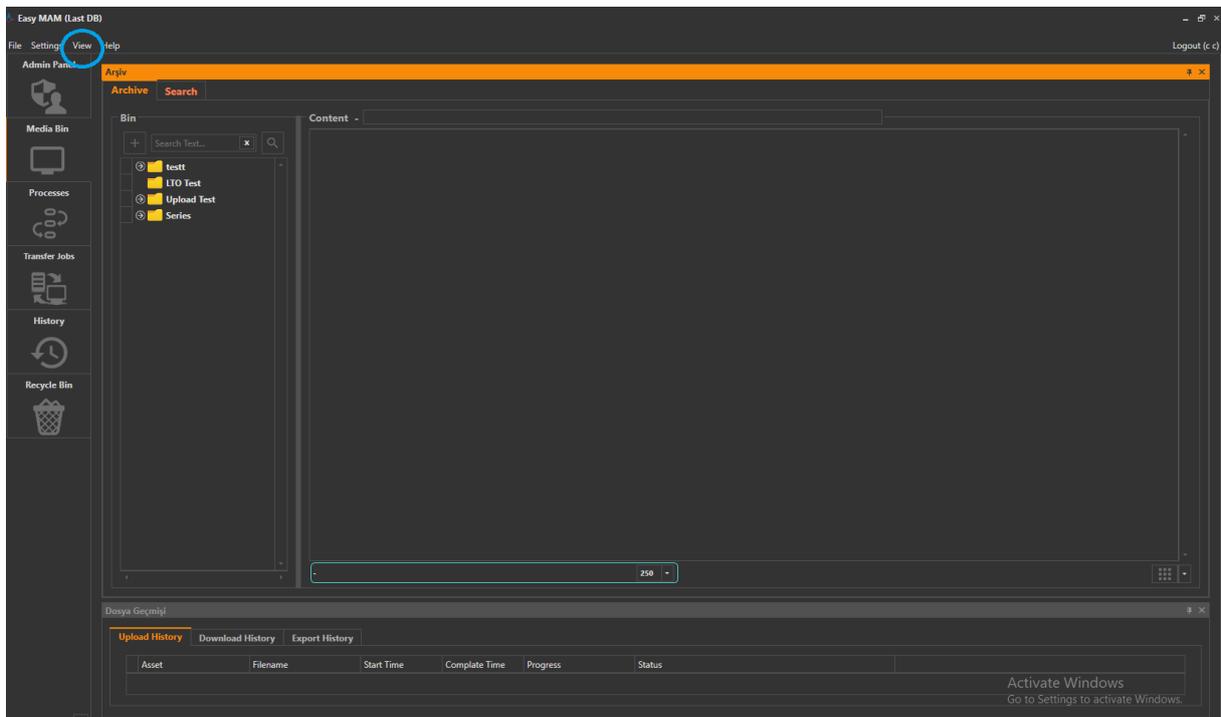


Graphic 79: User Login

- 1) To log in to Easy MAM, enter the *username* and *password*
- 2) Click the Login box

#### 4.1 View Menu

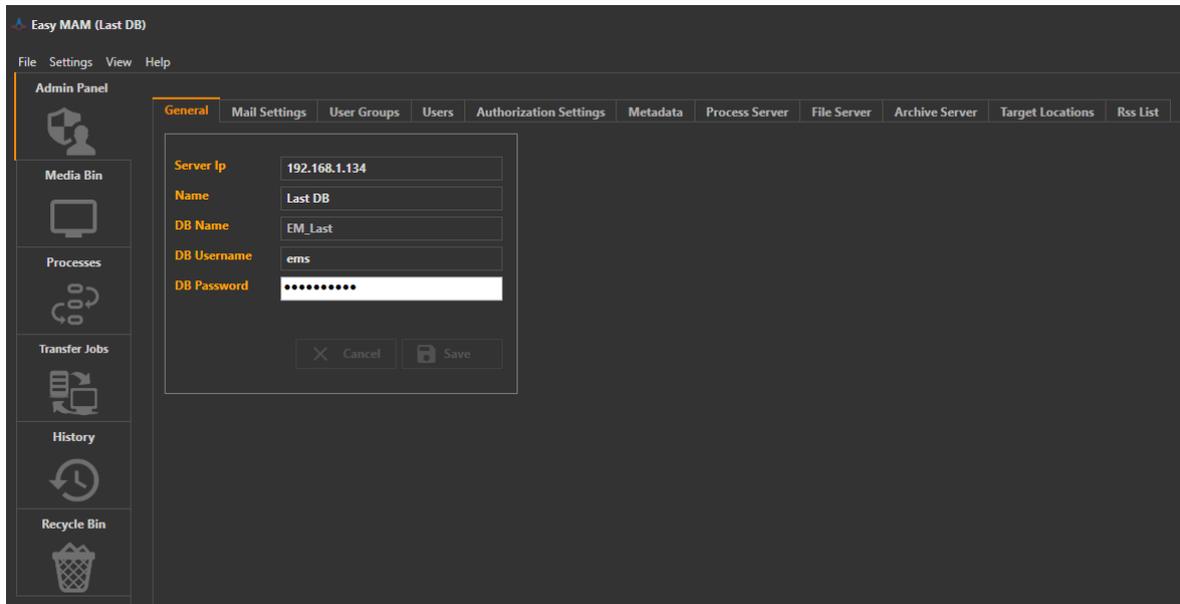
*View menu* provides three options to show them in an alternatively short way on the top of the program screen. It shows corresponding data which is chosen by the user which are *Archive*, *File History*, *Metadata*.



Graphic 80: View Menu

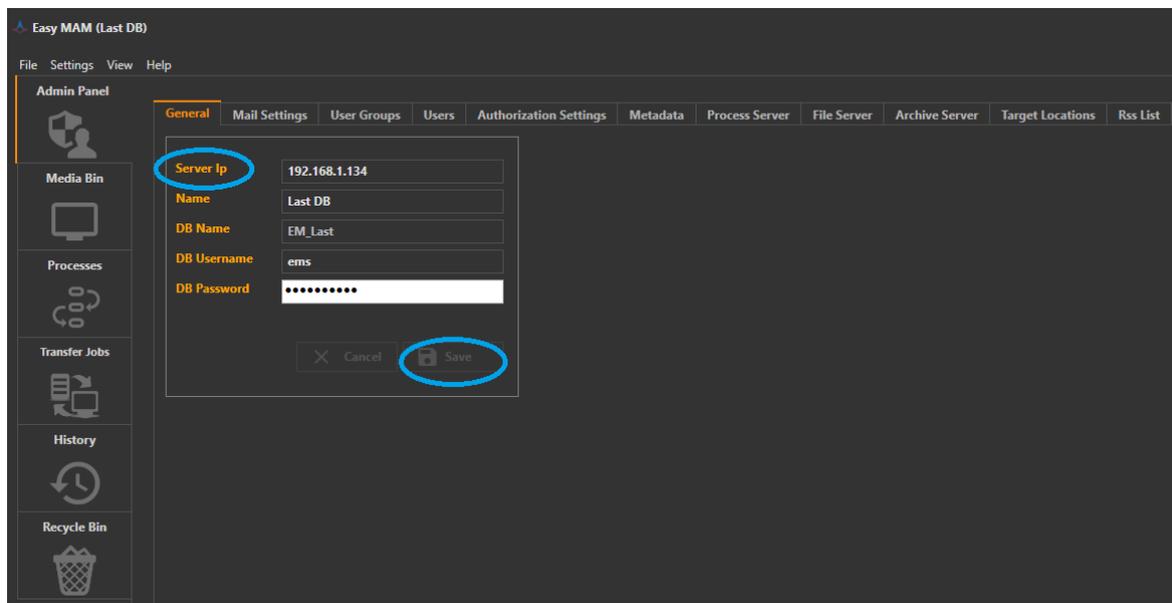
## 4.2 Admin Panel

It can make changes to the project within the project administrator privileges after logging project. It is situated in the admin panel as Graphic 81 for changes.



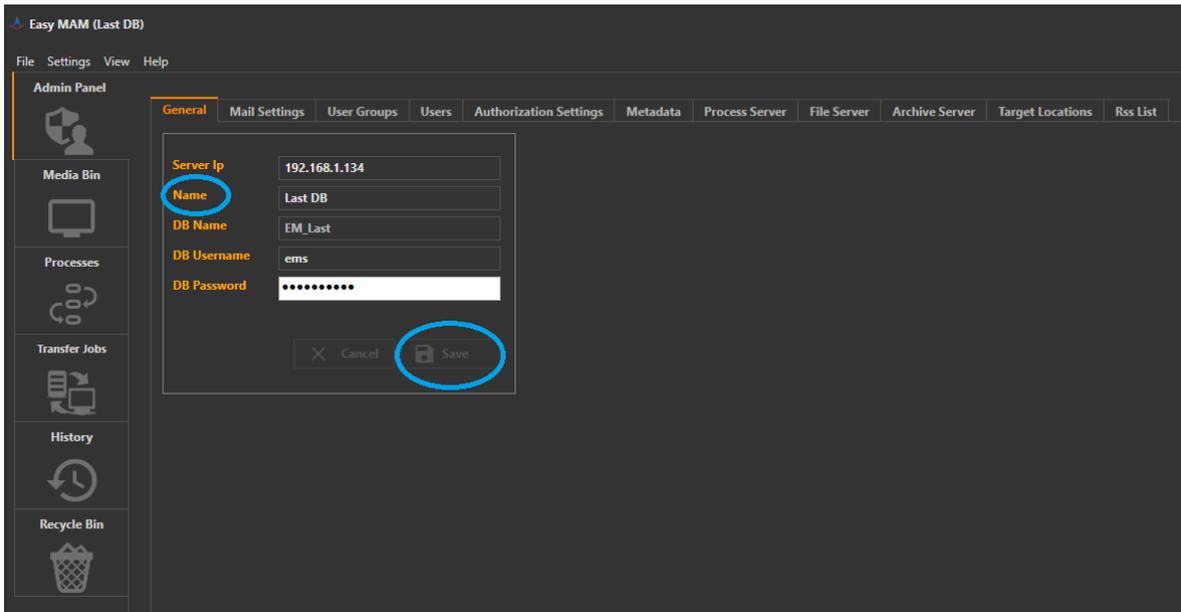
Graphic 81: User Admin Panel

### 4.2.1 General



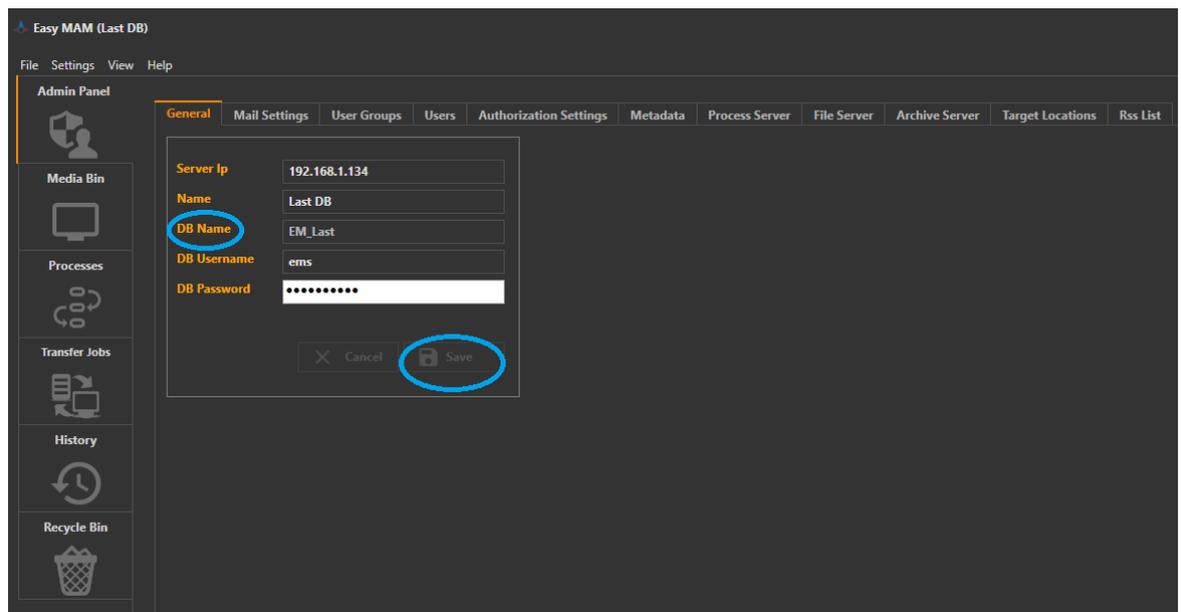
Graphic 82: Admin Panel General Settings

- 1) To enter the database '*Server Ip*' Address, enter the ip address in the gap in front of the blue circle
- 4) Click the '*Save*' function to save the changes
- 5) Click the '*Cancel*' function to close the settings panel without making change



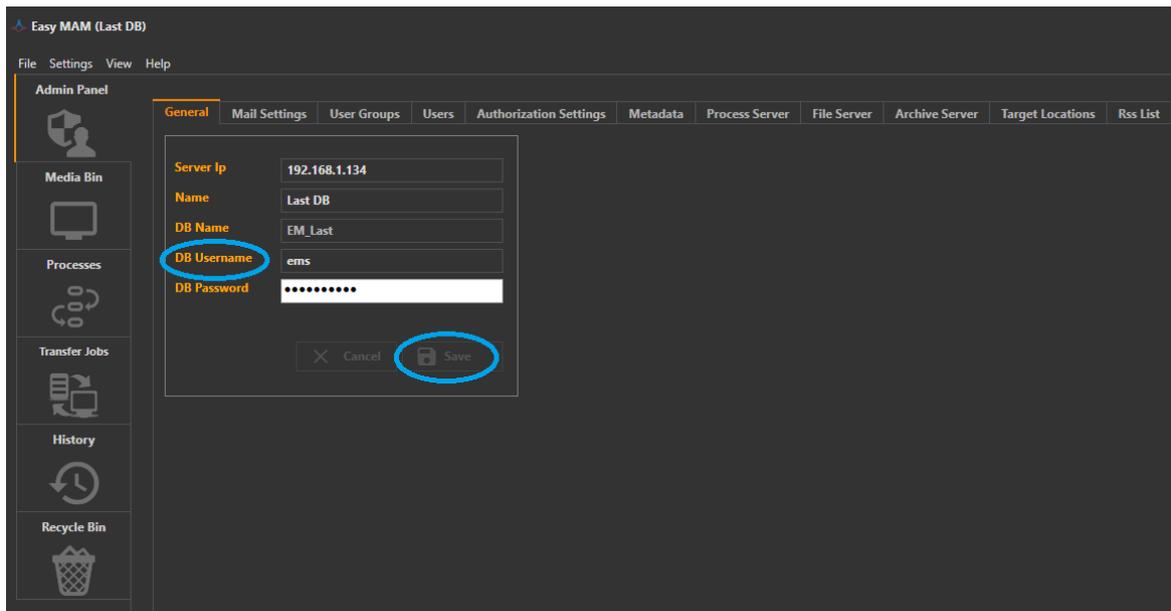
Graphic 83: Admin Panel General Settings

- 1) Enter the project '*Name*' in the gap in front of the blue circle
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change



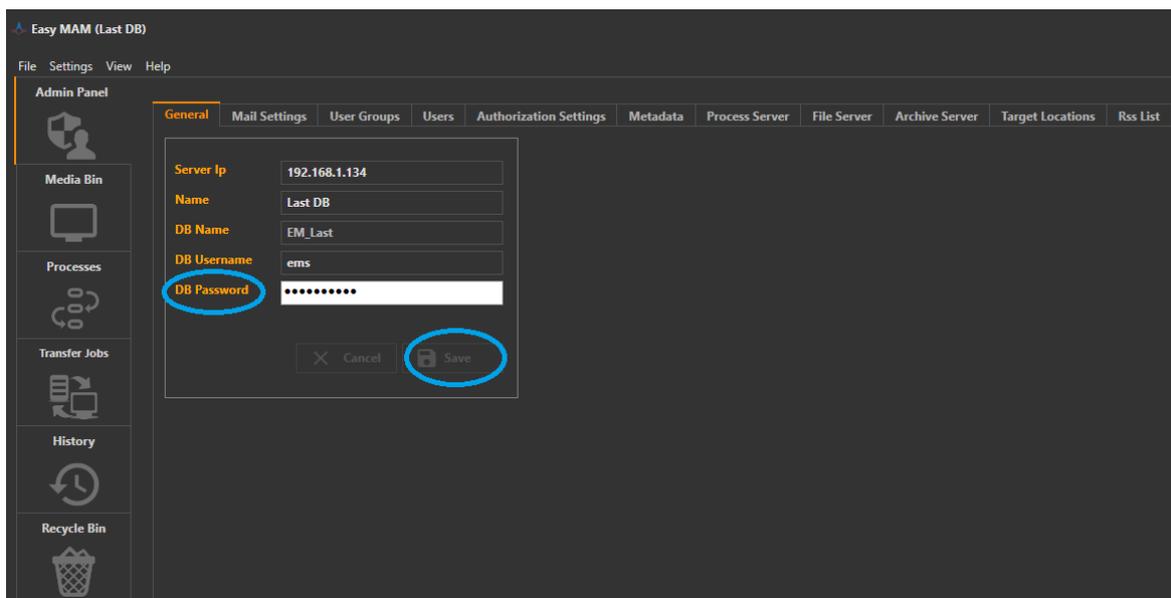
Graphic 84: Admin Panel General Settings

- 1) Enter the '*Database (DB) Name*' in the gap in front of the blue circle
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change



Graphic 85: Admin Panel General Settings

- 1) Enter the '*Database (DB) Username*' in the gap in front of the blue circle
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change



Graphic 86: Admin Panel General Settings

- 1) Enter the '*Database (DB) Password*' in the gap in front of the blue circle
- 2) Click the '*Save*' function to save the changes
- 3) Click the '*Cancel*' function to close the settings panel without making change

#### 4.2.2 Mail Settings

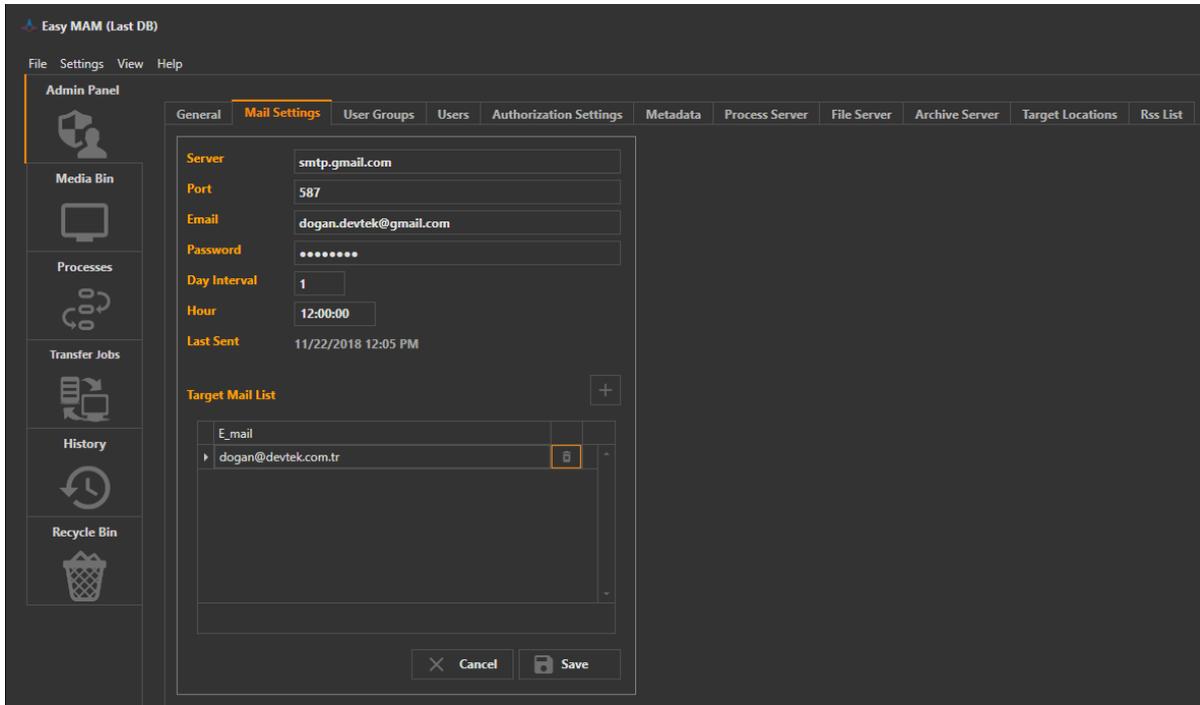
In this section allows to edit the dedicated names who receive the report as well as the transmit mail address.

*Server* = Corresponding mail server address entered

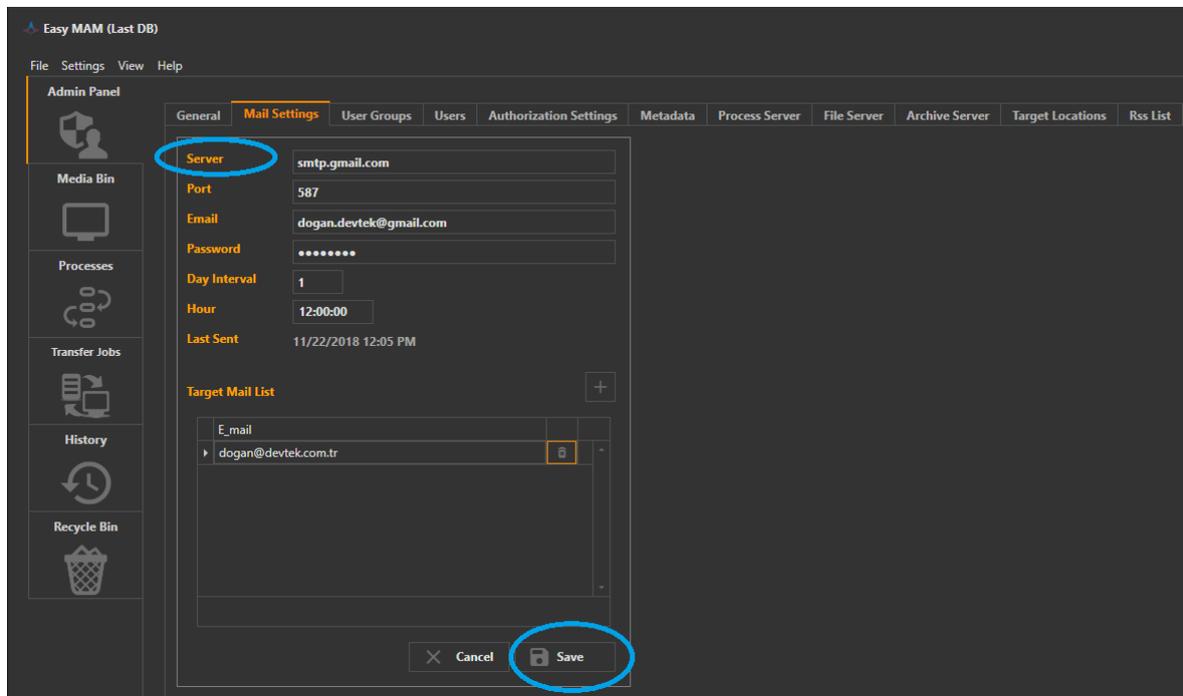
*Port* = Related port number entered where the mail report sends

*Email* = Transmit mail address is entered

*Password* = Password of the transmit mail address is entered  
*Day Interval* = Report mails are sent at the entered duration intervals  
*Hour* = Report delivery time is entered  
*Last Sent* = Last time of report delivery time is shown  
*Target Mail List* = Dedicated users who receive the report are entered

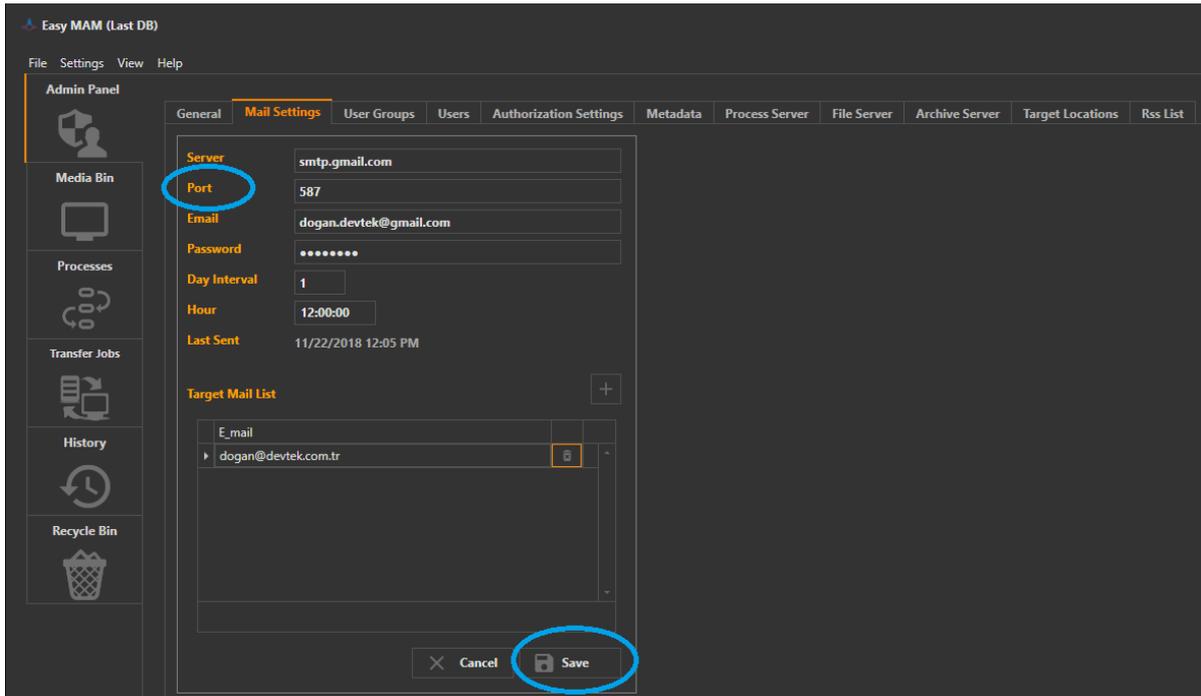


Graphic 87: Mail Settings



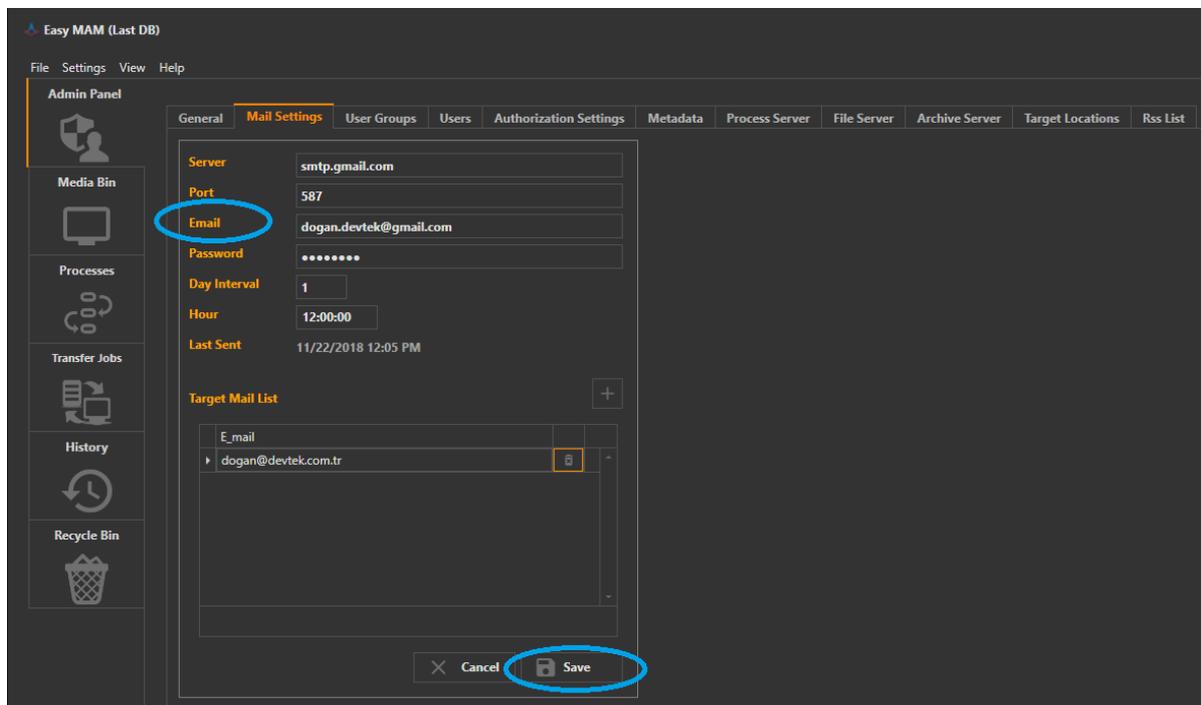
Graphic 88: Mail Settings Tool

- 1) Enter the corresponding mail server address
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Close' button to close the window without making any changes



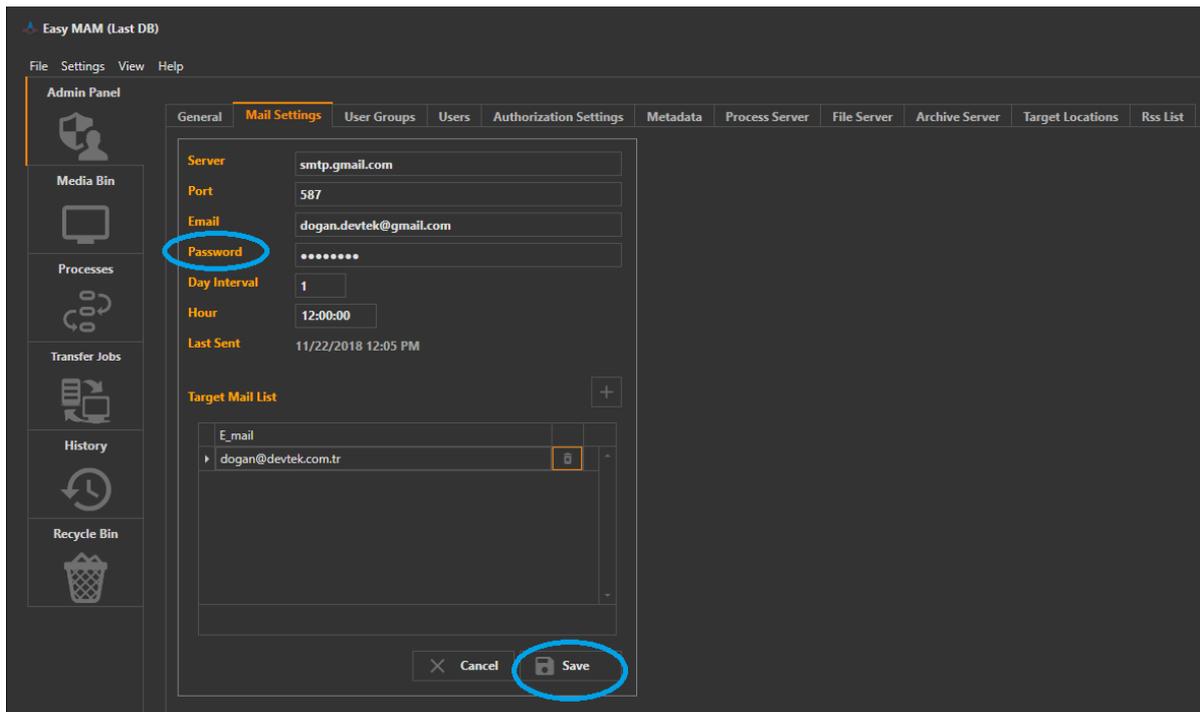
Graphic 89: Mail Settings Tool

- 1) Enter the related port number where the mail report sends
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Close' button to close the window without making any changes



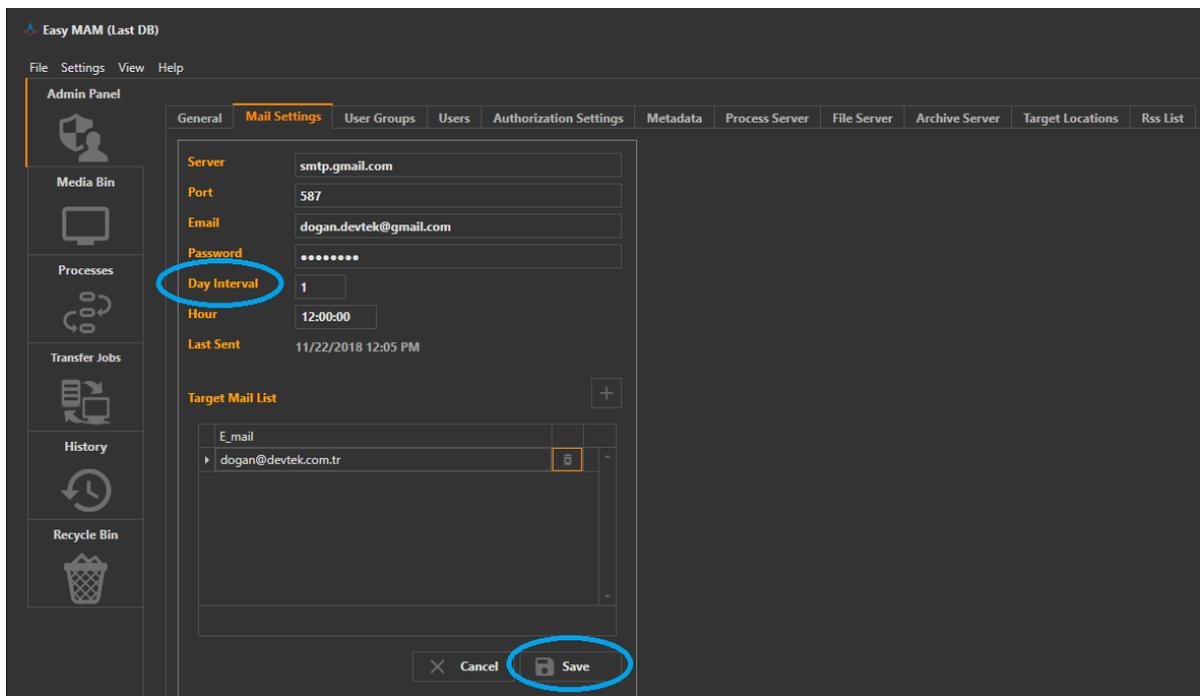
Graphic 90: Mail Settings Tool

- 1) Enter the transmit mail address
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Close' button to close the window without making any changes



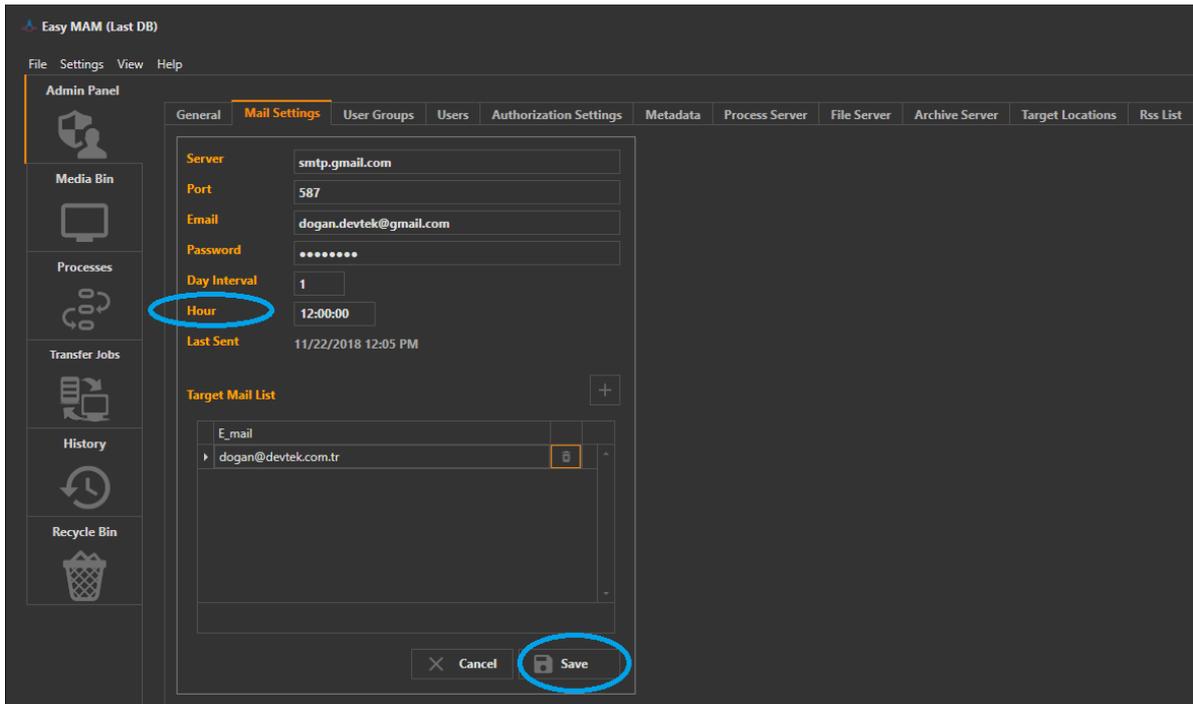
Graphic 91: Mail Settings Tool

- 1) Enter the 'Password' of transmit mail address
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Close' button to close the window without making any changes



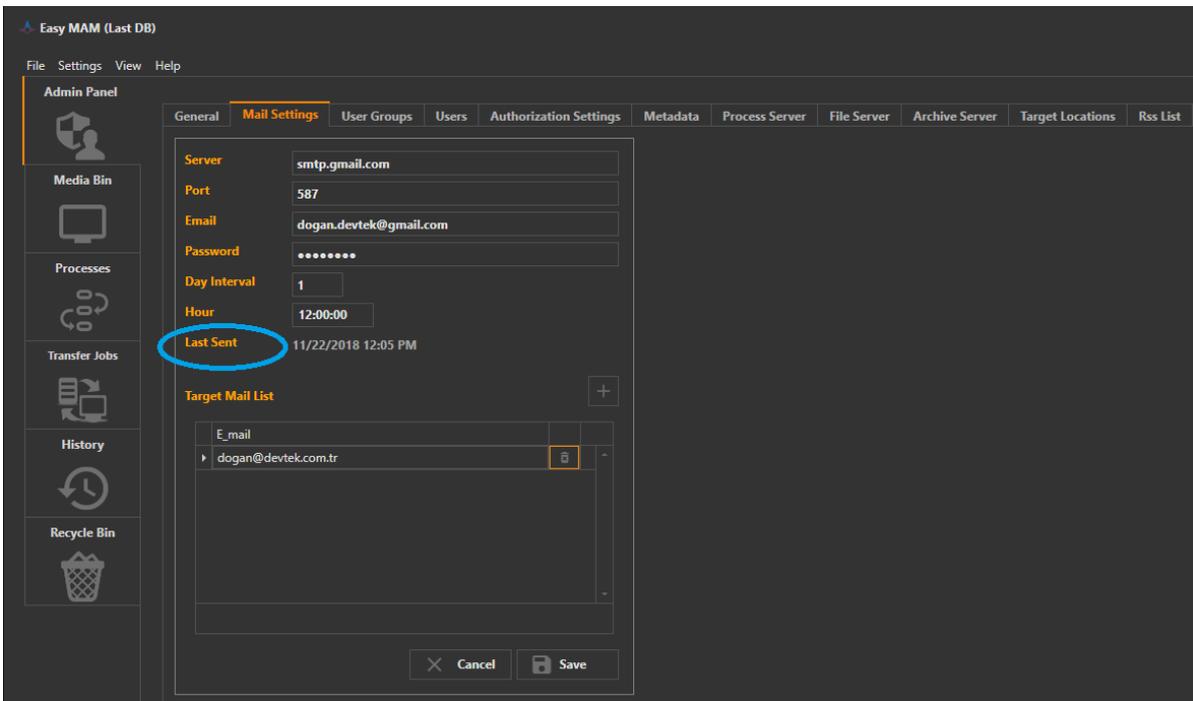
Graphic 92: Mail Settings Tool

- 1) Enter the required 'Day Interval' to send the mails
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Close' button to close the window without making any changes



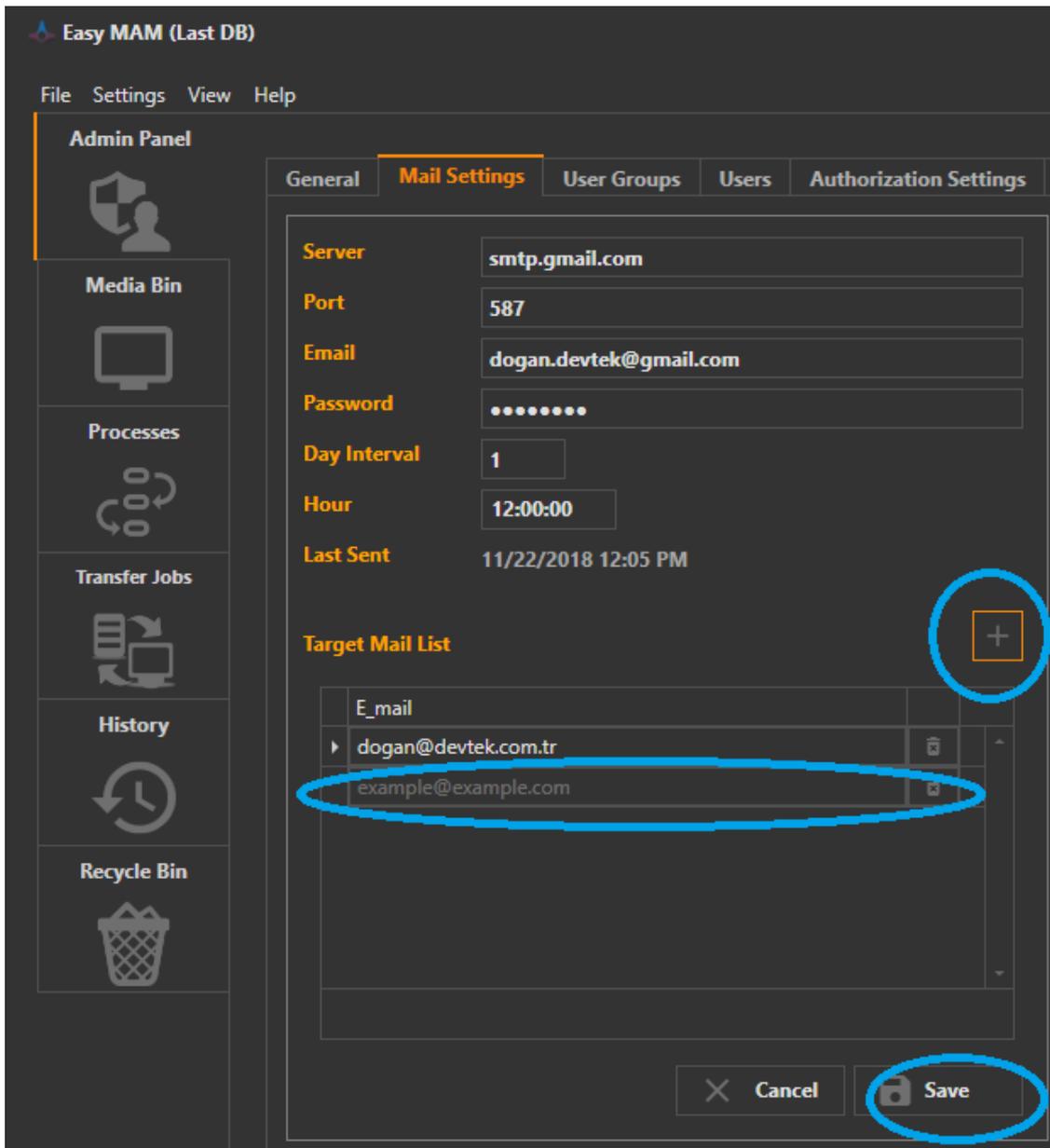
Graphic 93: Mail Settings Tool

- 1) Enter the report delivery time
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Close' button to close the window without making any changes



Graphic 94: Mail Settings Tool

*Last Sent* = Last time of report delivery time is shown

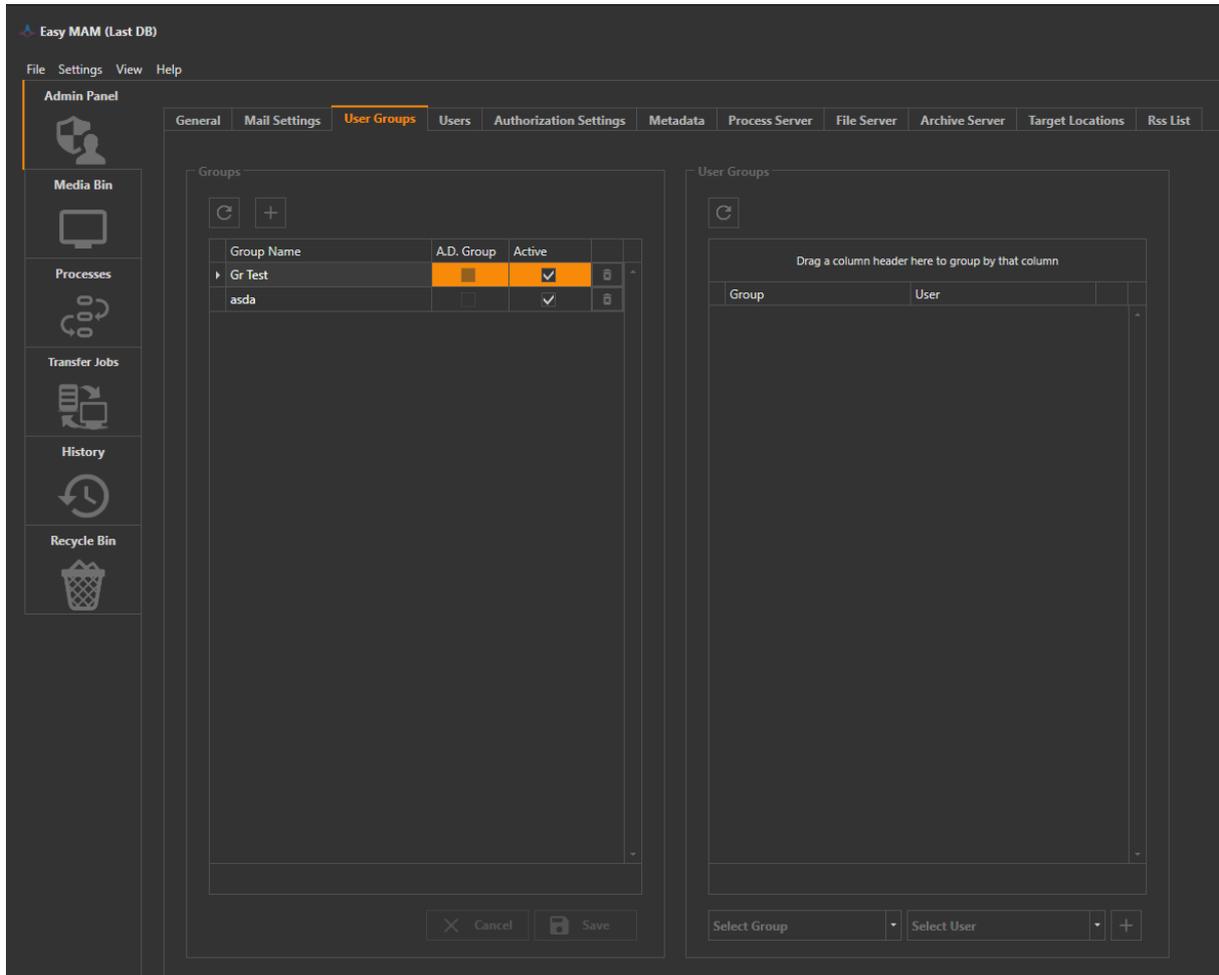


Graphic 95: Mail Settings Tool

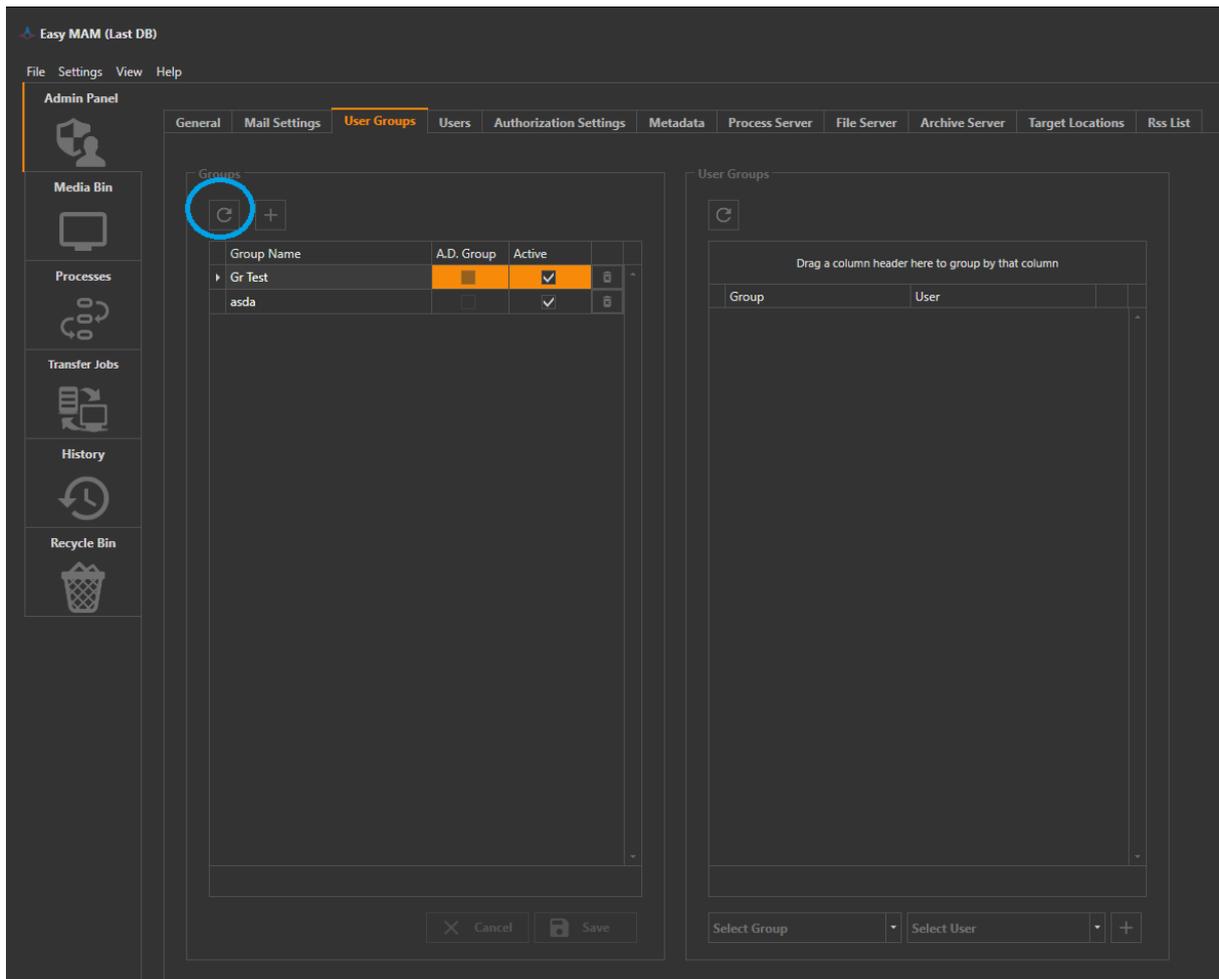
- 1) Click the + button to add new mail address
- 2) Enter the 'E\_mail' address in the space
- 3) Click the 'Save' button to save the changes
- 4) Click the 'Close' button to close the window without making any changes

### 4.2.3 User Groups

*User groups* and *users* of each group are created or deleted in this section besides their authorizations can be edited on Easy MAM. Users groups can be active or passive in this section.

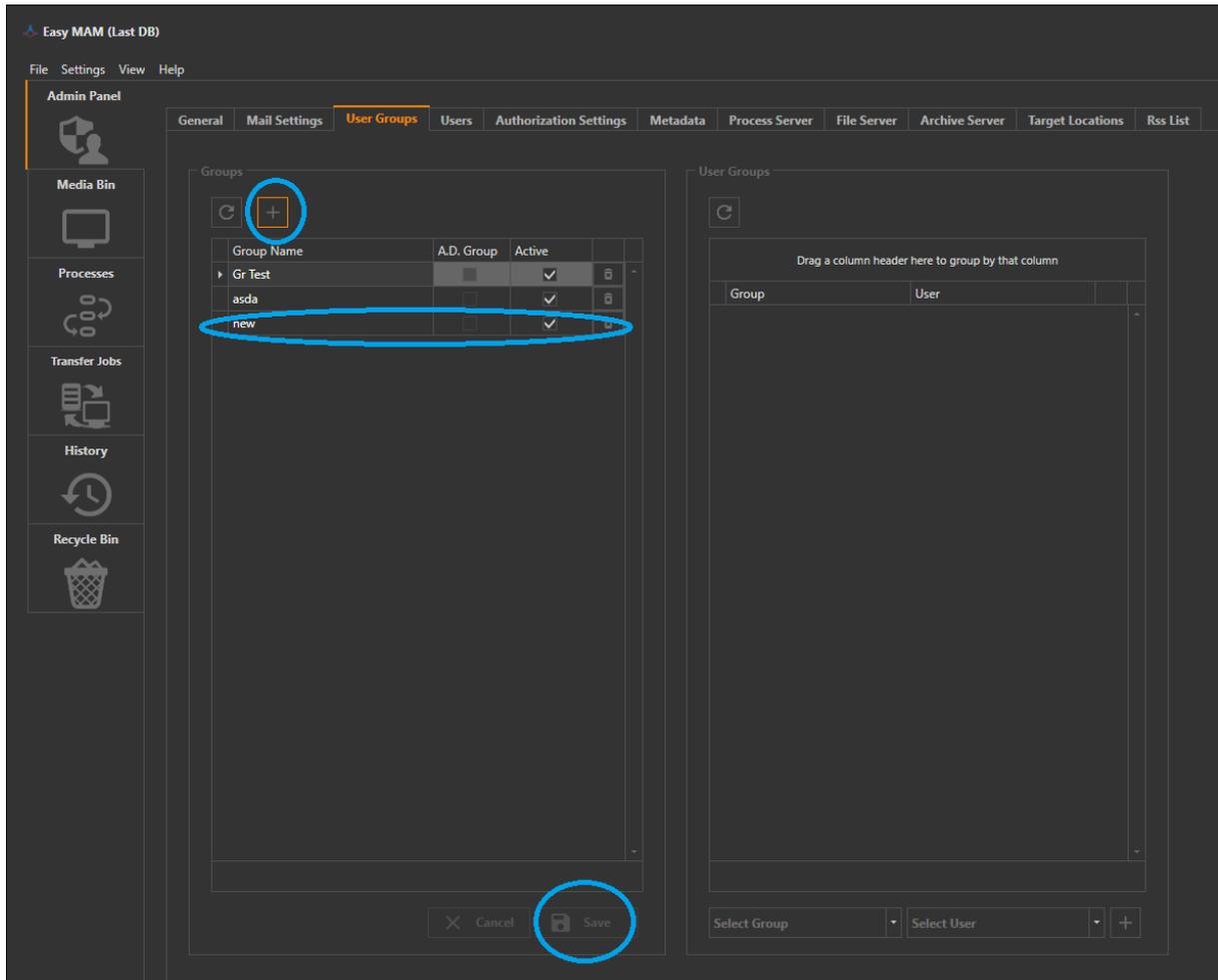


Graphic 96: User Groups



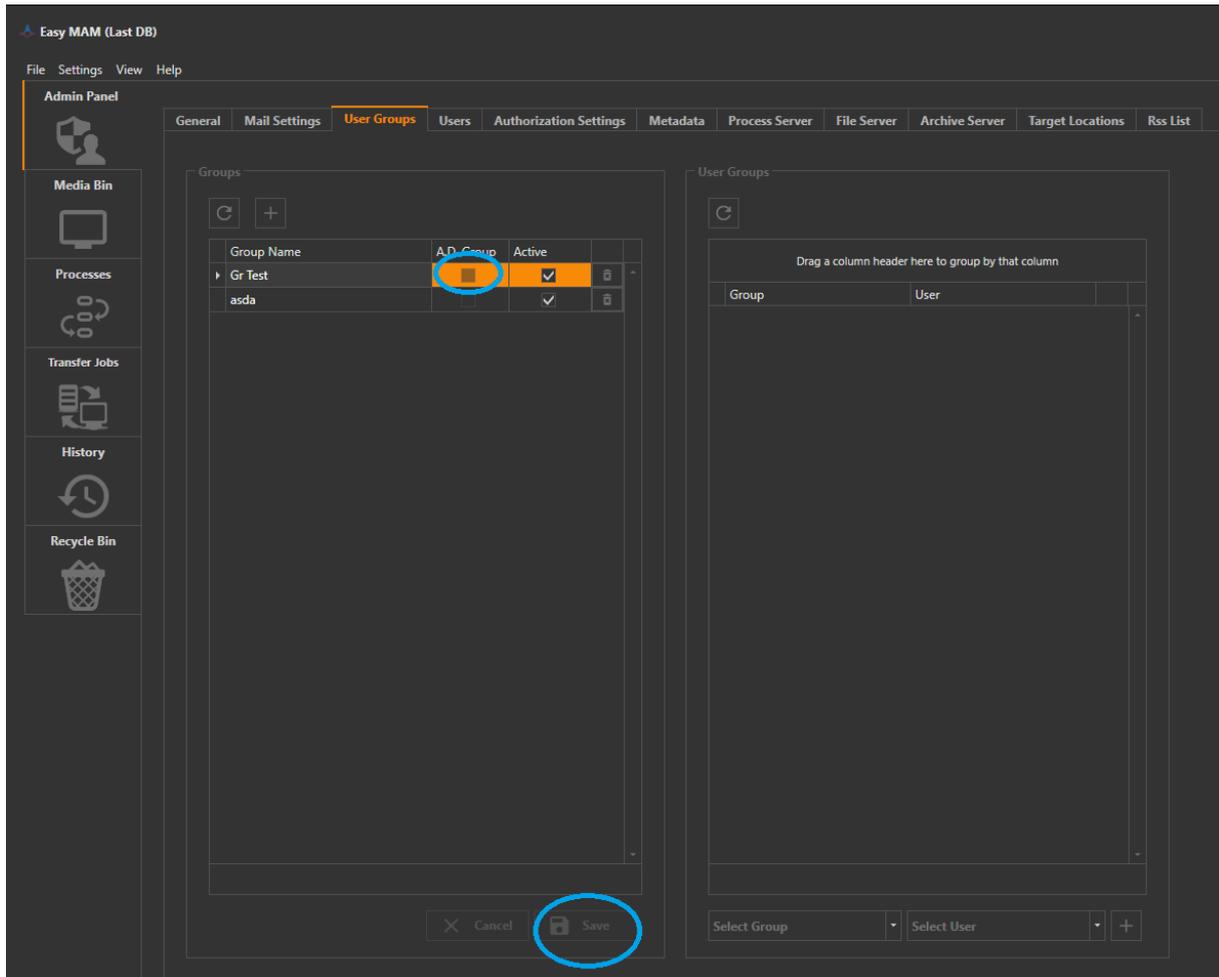
Graphic 97: User Goups Tool

To refresh the groups panel, use the item in blue circle.



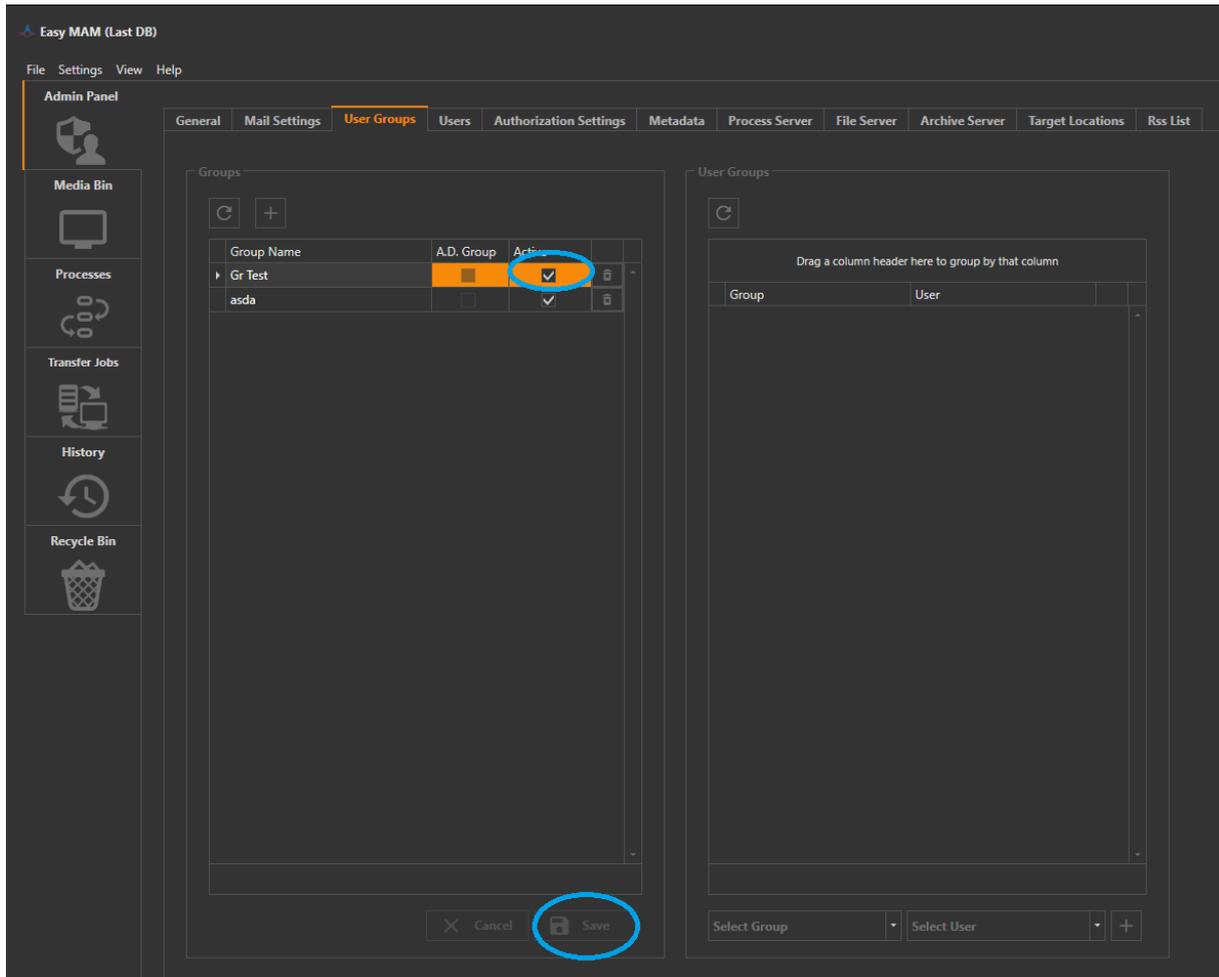
Graphic 98: User Groups Tool

- 1) Click the + button to add new group
- 2) Enter the mail address in the space
- 3) Click the 'Save' button to save the changes
- 4) Click the 'Close' button to close the window without making any changes



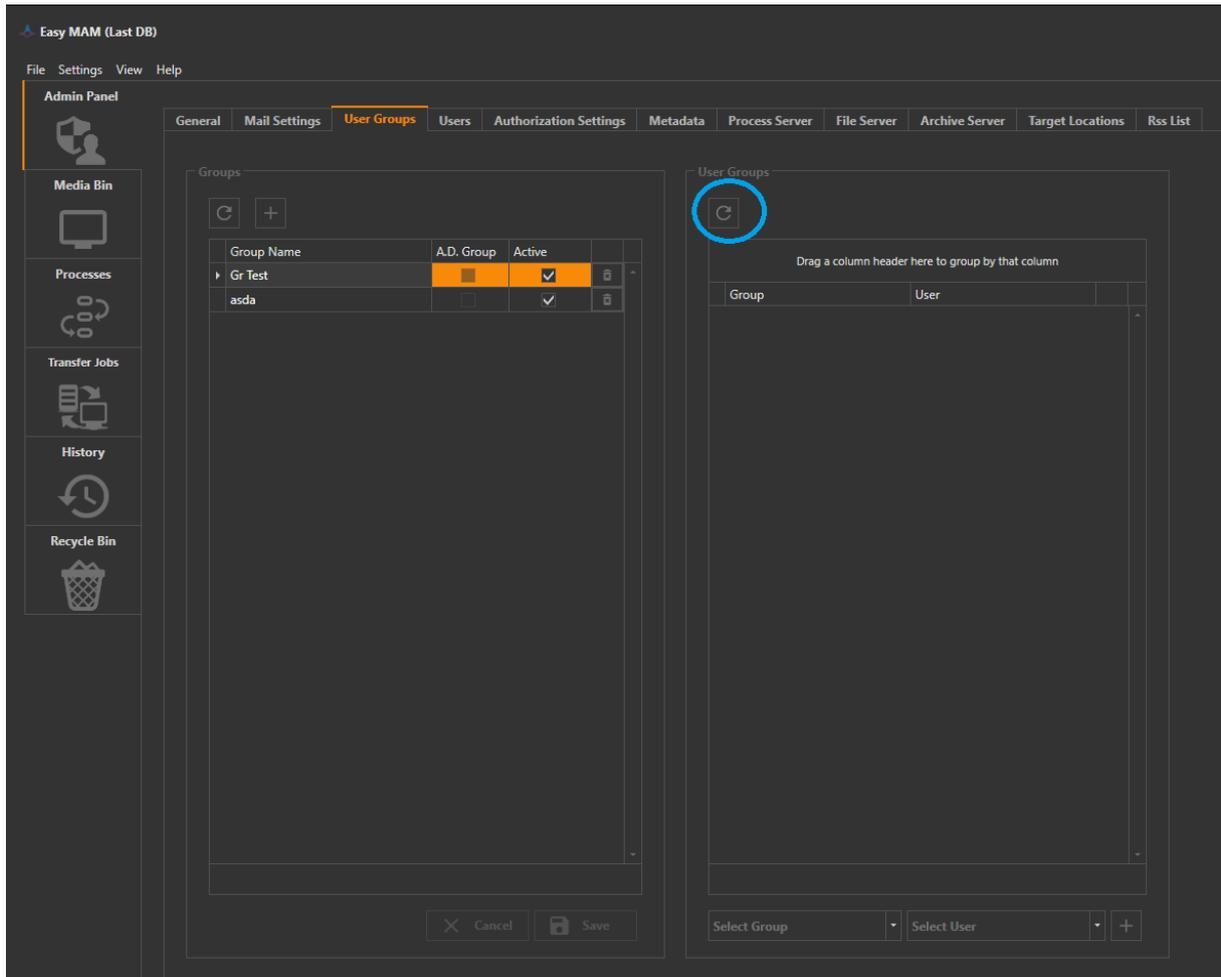
Graphic 99: User Groups Tool

- 1) Click the 'A.D. Group' to give active directory authorization to the dedicated group
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Close' button to close the window without making any changes



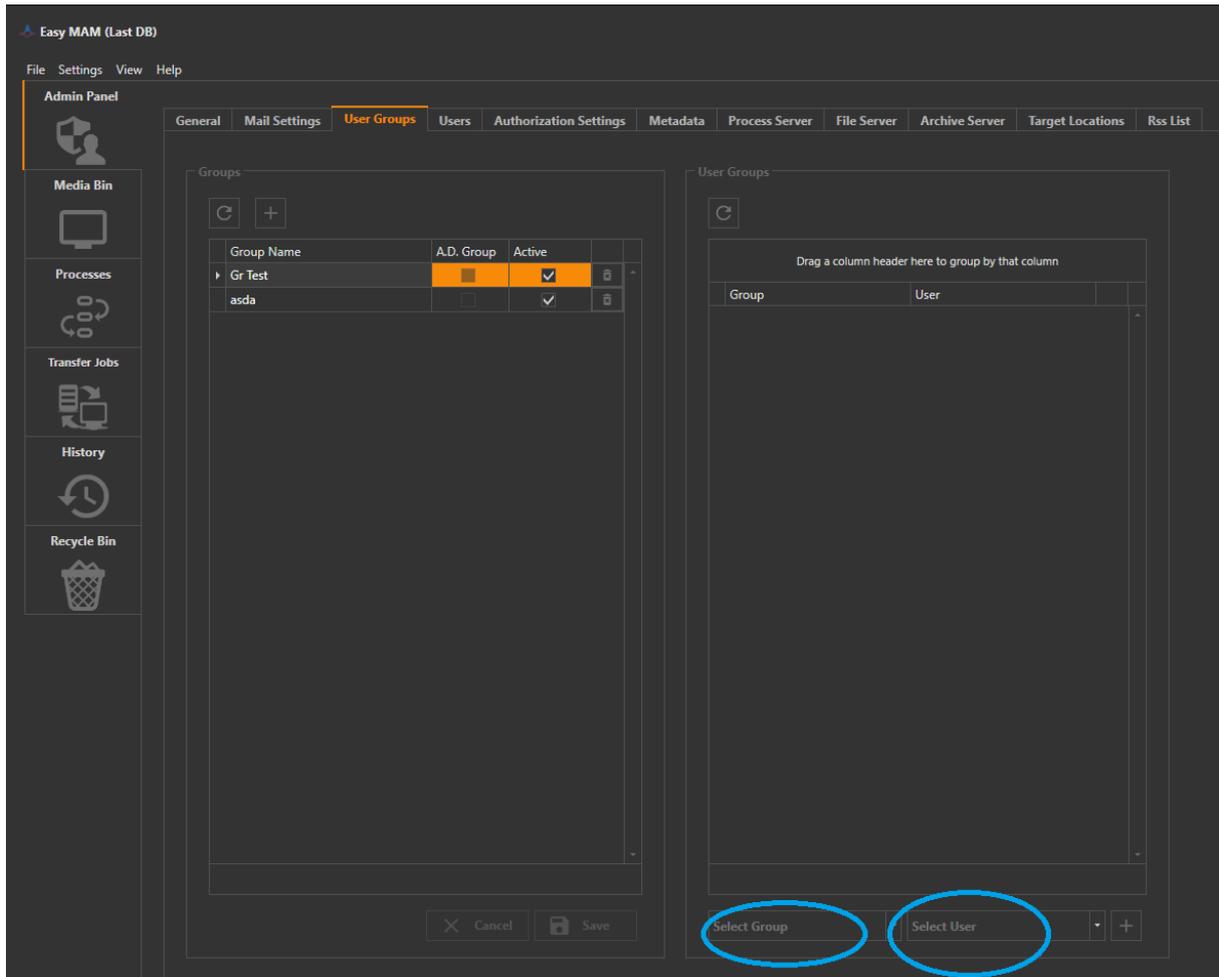
Graphic 100: User Groups Tool

- 1) Click the 'Active' item to give active directory authorization to the dedicated group
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Close' button to close the window without making any changes



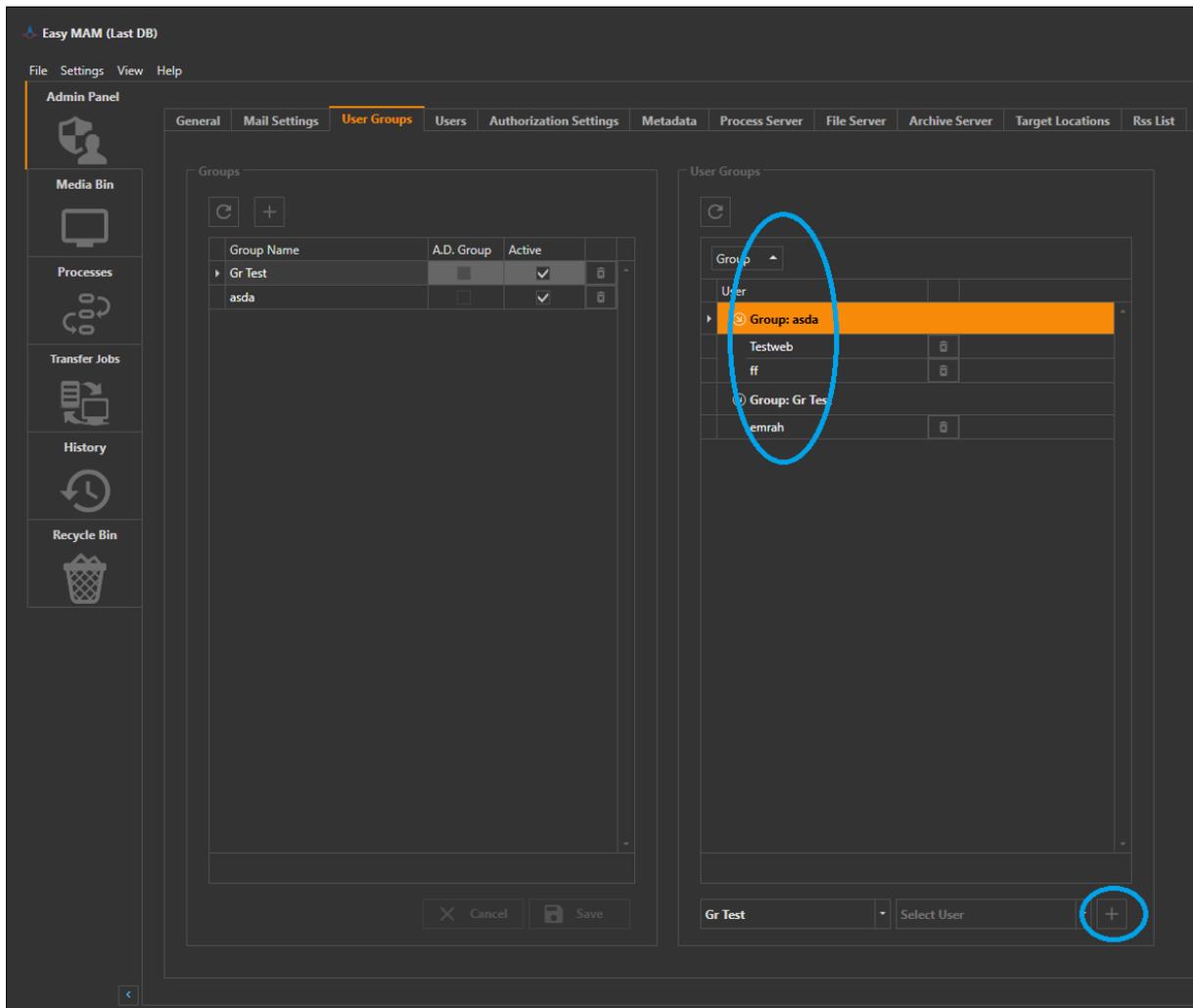
Graphic 101: User Groups Tool

Click the item in the blue circle to refresh the user groups.



Graphic 102: User Groups Tool

- 1) To select the 'User Group', click on to select group which is highlight with blue circle
- 2) To select the 'User', click on to select user which is highlight with blue circle



Graphic 103: User Groups Tool

- 1) Click the + item to add the users to the chosen user group
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Close' button to close the window without making any changes

## 4.2.4 Users

Username, password, name, surname, e-mail address, authentication is edited in this section.

Easy MAM (Last DB)

File Settings View Help

Admin Panel

Media Bin

Processes

Transfer Jobs

History

Recycle Bin

General Mail Settings User Groups **Users** Authorization Settings Metadata Process Server File Server Archive Server Target Locations Rss List

Users

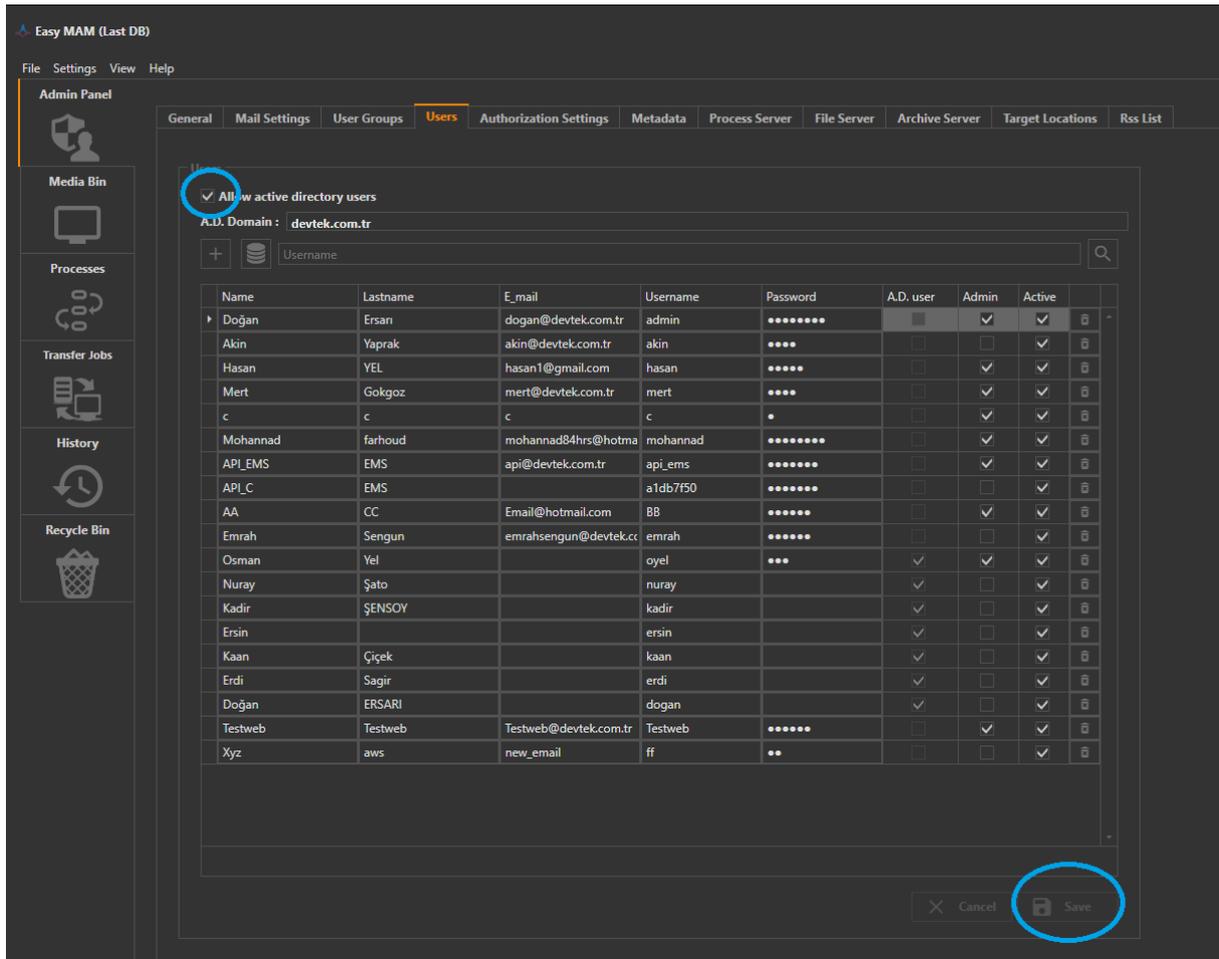
Allow active directory users

A.D. Domain : devtek.com.tr

+

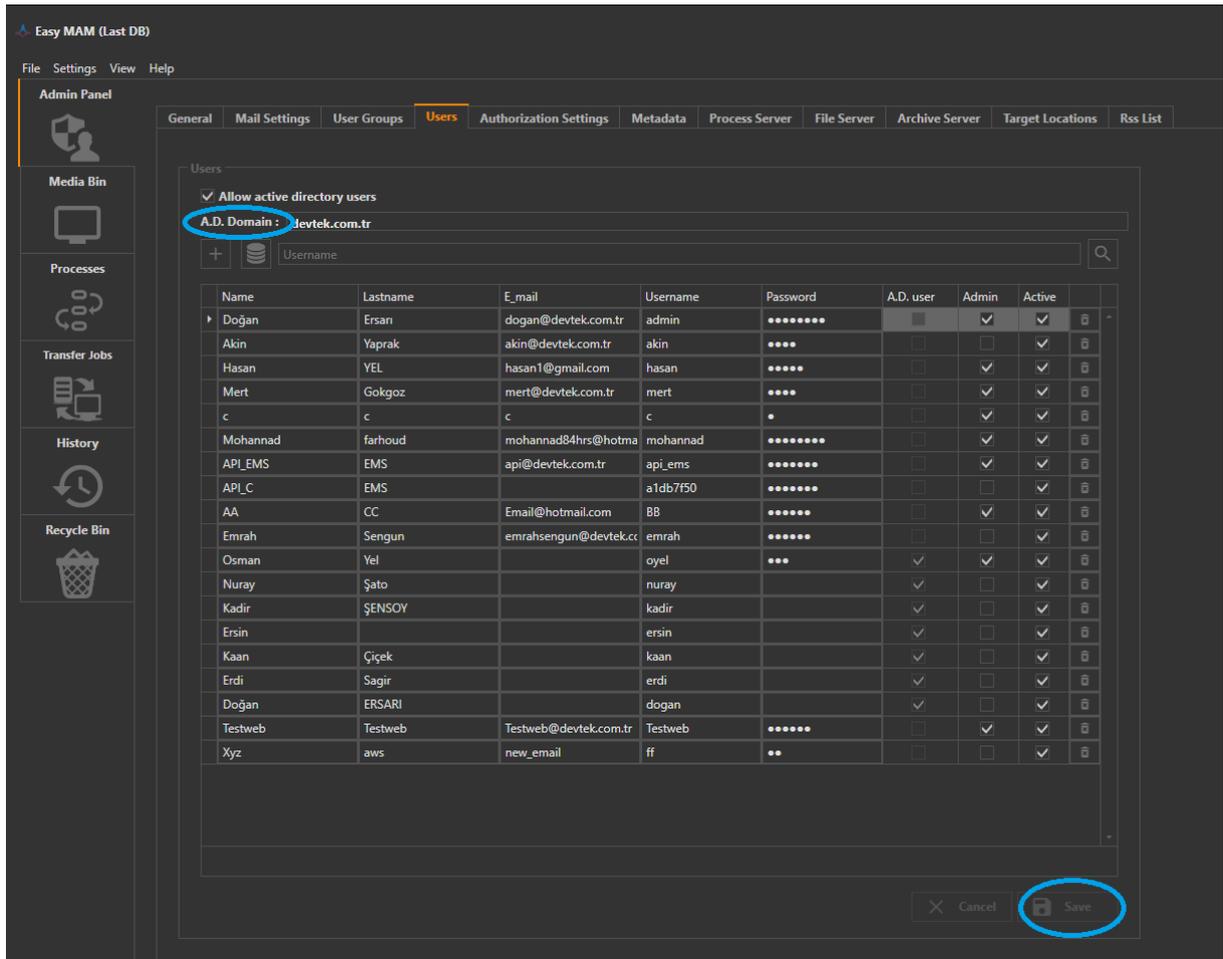
Name	Lastname	E_mail	Username	Password	A.D. user	Admin	Active	
Doğan	Ersan	dogan@devtek.com.tr	admin	••••••••	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Akin	Yaprak	akin@devtek.com.tr	akin	••••	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Hasan	YEL	hasan1@gmail.com	hasan	••••	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Mert	Gokgoz	mert@devtek.com.tr	mert	••••	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
c	c	c	c	•	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Mohannad	farhoud	mohannad84hrs@hotmail.com	mohannad	••••••••	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
API_EMS	EMS	api@devtek.com.tr	api_ems	••••••••	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
API_C	EMS		a1db7f50	••••••••	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
AA	CC	Email@hotmail.com	BB	••••••••	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Emrah	Sengun	emrahsengun@devtek.com.tr	emrah	••••••••	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Osman	Yel		oyel	•••	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Nuray	Şato		nuray		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Kadir	ŞENSOY		kadir		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Ersin			ersin		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Kaan	Çiçek		kaan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Erdi	Sagir		erdi		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Doğan	ERSARI		dogan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Testweb	Testweb	Testweb@devtek.com.tr	Testweb	••••••••	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>
Xyz	aws	new_email	ff	••	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Delete"/>

Graphic 104: Users



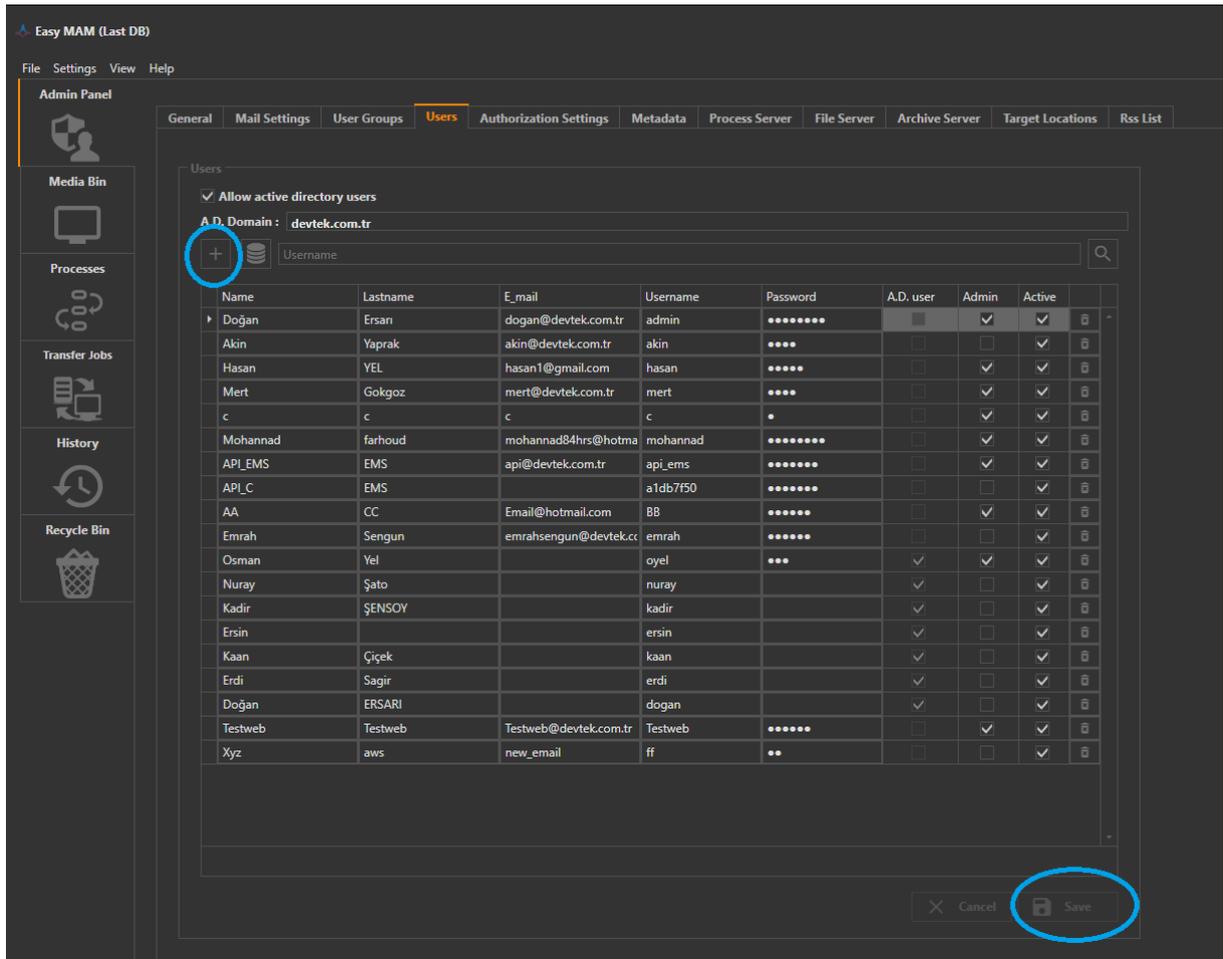
Graphic 105: Users Tool

- 1) In order to allow the users to log in to MAM via own computers with password, click active directory label on the left top
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



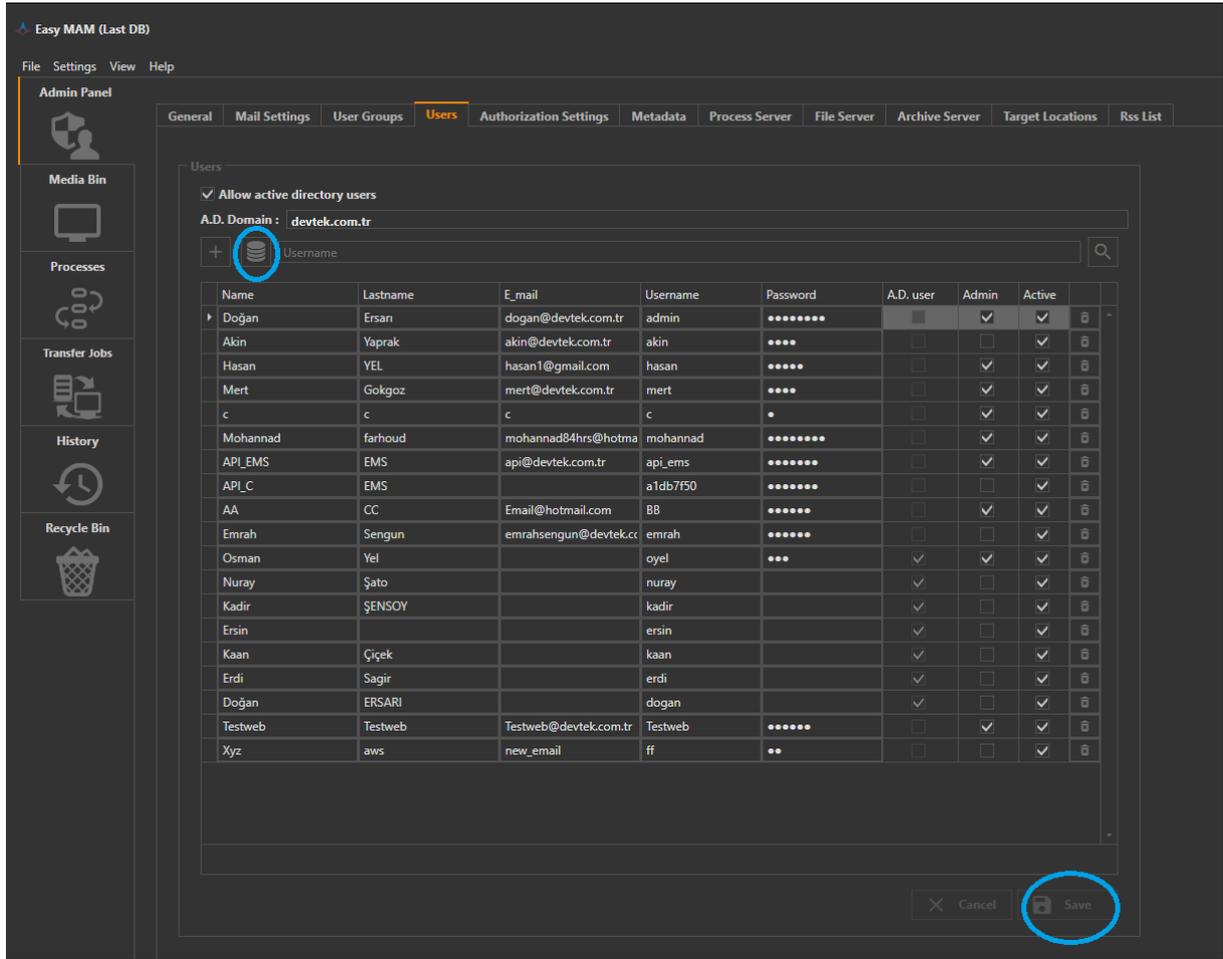
Graphic 106: Users Tool

- 1) In order to allow the users to log in to MAM via own computers with password, enter domain address of the Active Directory server
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 107: Users Tool

- 1) In order to add users to Easy MAM click the + box
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change



Graphic 108: Users Tool

- 1) In order to add users to 'Active Directory' click the box in the blue circle
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

Differences between, *users* and *active directory users* is, while *users* can only log in in the Easy MAM *active directory users* can also enter users Easy MAM account

#### 4.2.5 Authorization Settings

Authority like (reading, writing, saving etc.) of the users and user groups can be edited in this section.

The screenshot displays the 'Easy MAM (Last DB)' application interface. The top navigation bar includes 'File', 'Settings', 'View', and 'Help'. The 'Admin Panel' is active, with sub-tabs for 'General', 'Mail Settings', 'User Groups', 'Users', 'Authorization Settings' (highlighted), 'Metadata', 'Process Server', 'File Server', 'Archive Server', 'Target Locations', and 'Rss List'. The left sidebar contains icons for 'Media Bin', 'Processes', 'Transfer Jobs', 'History', and 'Recycle Bin'. The main content area is split into two sections:

- User Group Authorization Settings:** A table with columns: User Group, Read, Write, Edit, Delete, Org. Download, Pr. Download, Archive, Broadcast. The 'asda' group is highlighted.
- User Authorization Settings:** A table with columns: User Group, Read, Write, Edit, Delete, Org. Download, Pr. Download, Archive, Broadcast. The 'mert' user is highlighted.

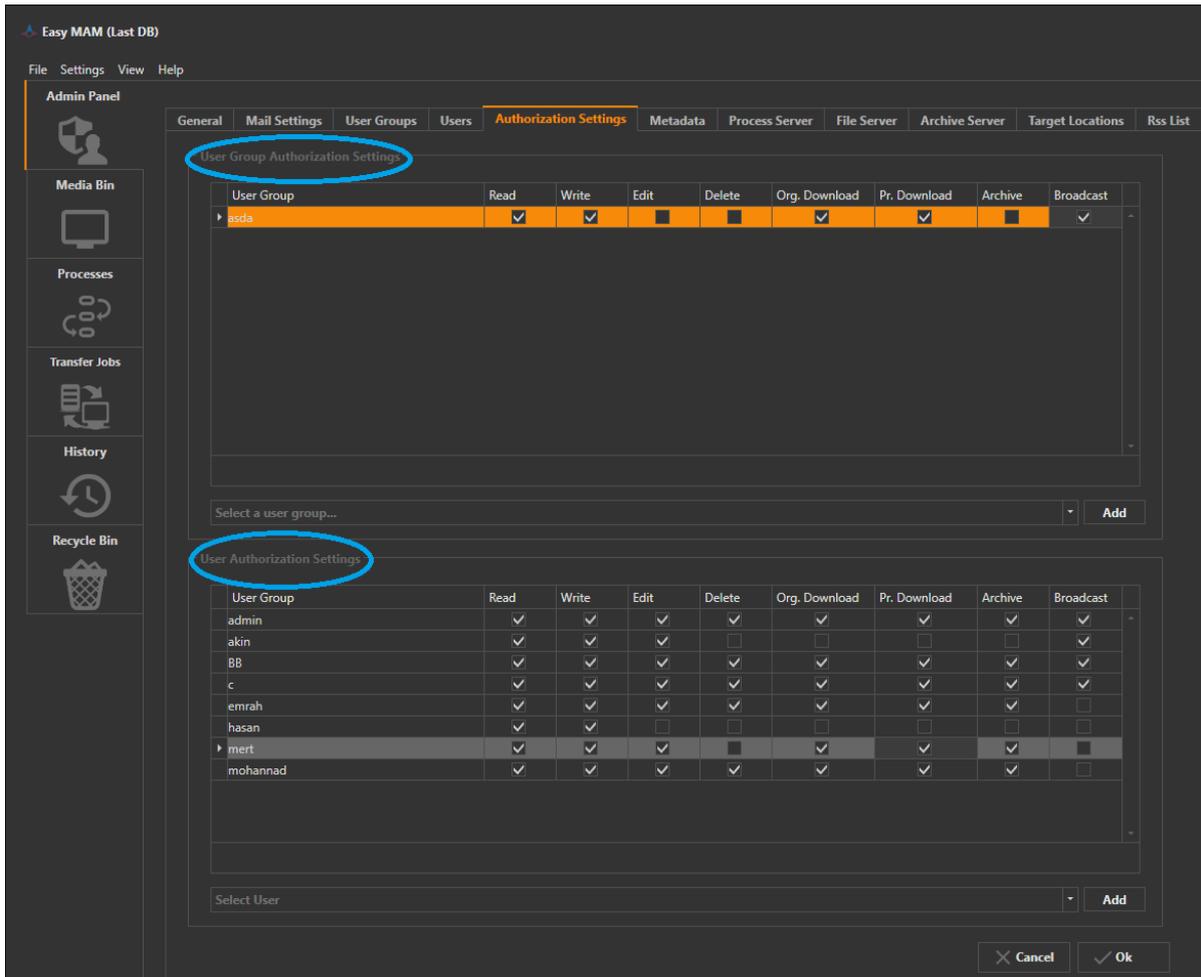
Both tables have a 'Select a user group...' or 'Select User' dropdown and an 'Add' button. At the bottom right, there are 'Cancel' and 'Ok' buttons.

User Group	Read	Write	Edit	Delete	Org. Download	Pr. Download	Archive	Broadcast
asda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

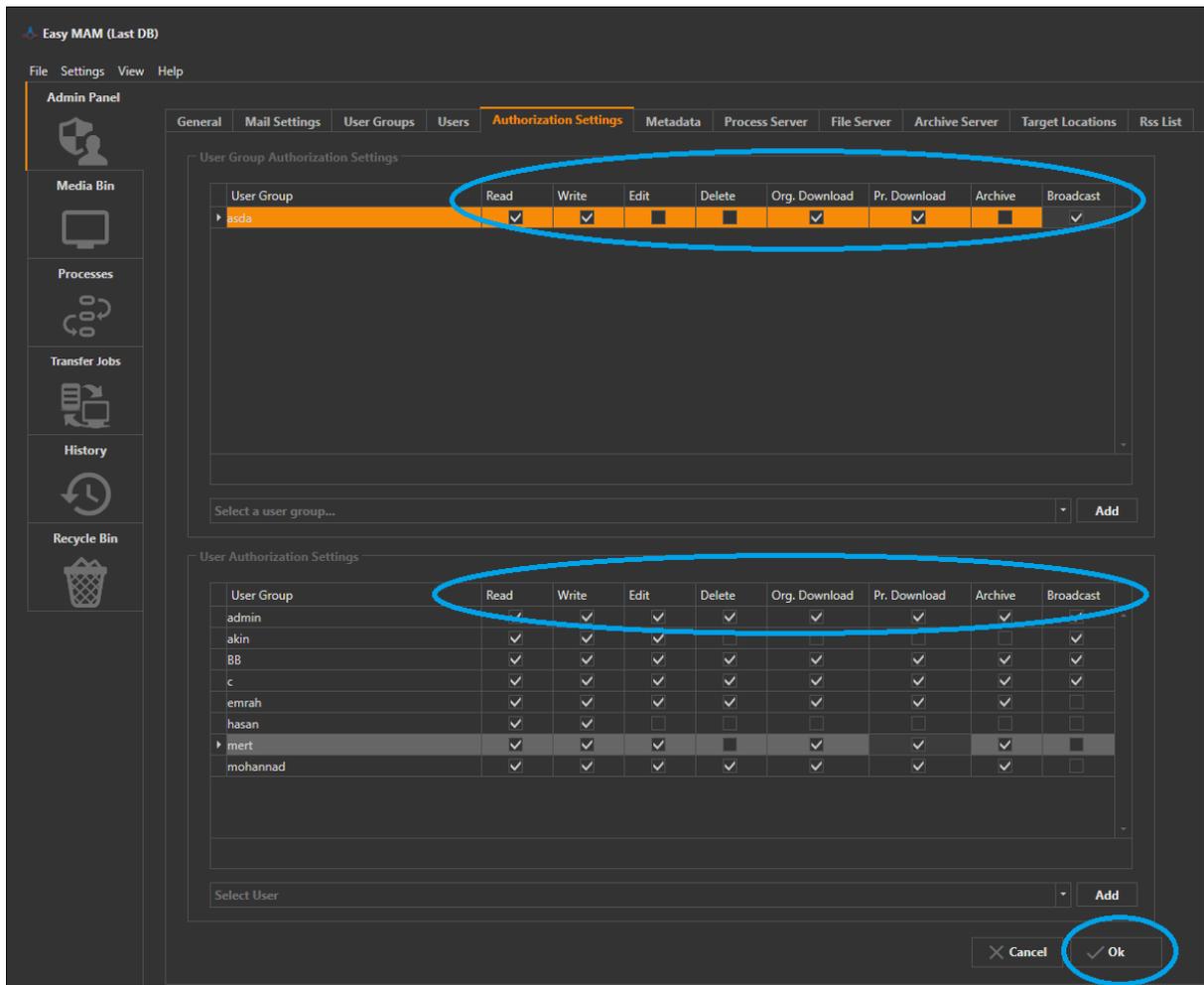
User Group	Read	Write	Edit	Delete	Org. Download	Pr. Download	Archive	Broadcast
admin	<input checked="" type="checkbox"/>							
akin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BB	<input checked="" type="checkbox"/>							
c	<input checked="" type="checkbox"/>							
emrah	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
hasan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
mert	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
mohannad	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

Graphic 109: Authorization Settings



Graphic 110: Authorization Settings Tool

There are two panels for authorization tool; to change the authorization settings of user group use the top panel, to change the *authorization settings* of user, use the bottom panel.

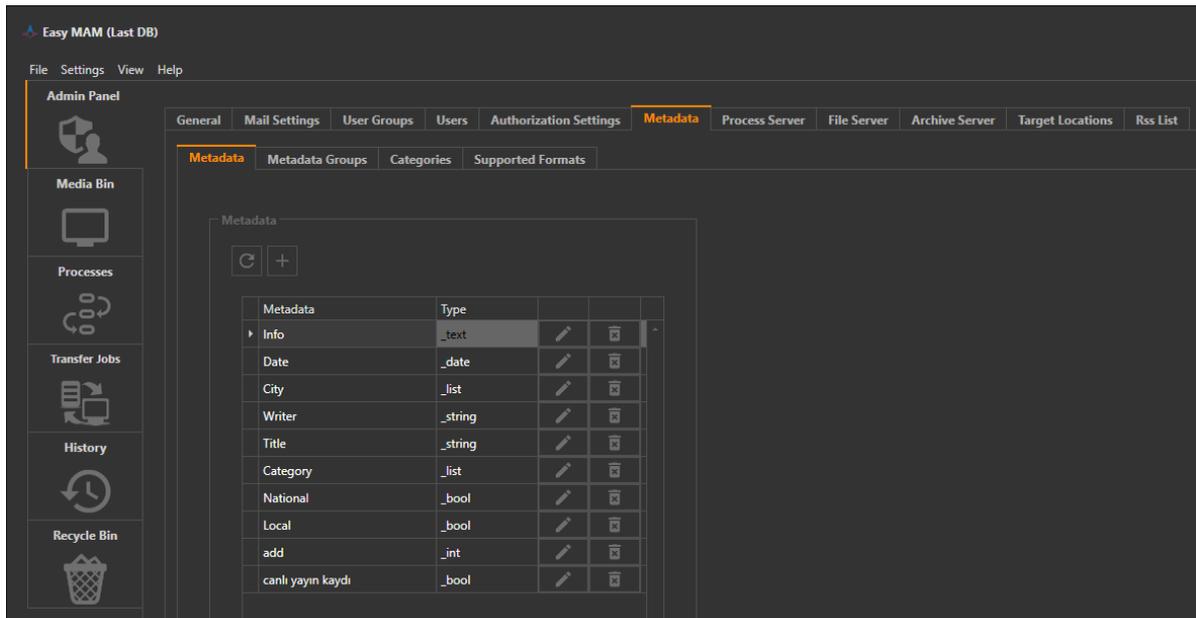


Graphic 111: Authorization Settings Tool

- 1) In order to add or remove the rights for the users or user group click the corresponding box to the dedicated authorization
- 2) Click the 'Ok' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

#### 4.2.6 Metadata

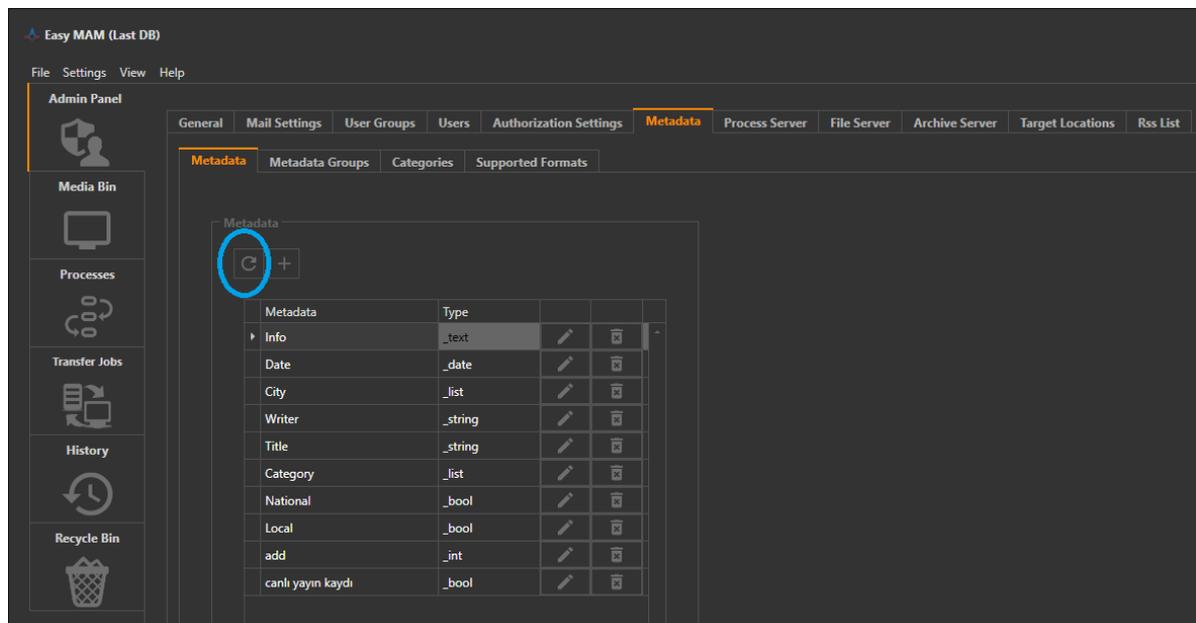
Metadata consists of four parts which are *metadata*, *metadata groups*, *categories*, *supported formats*.



Graphic 112: Metadata

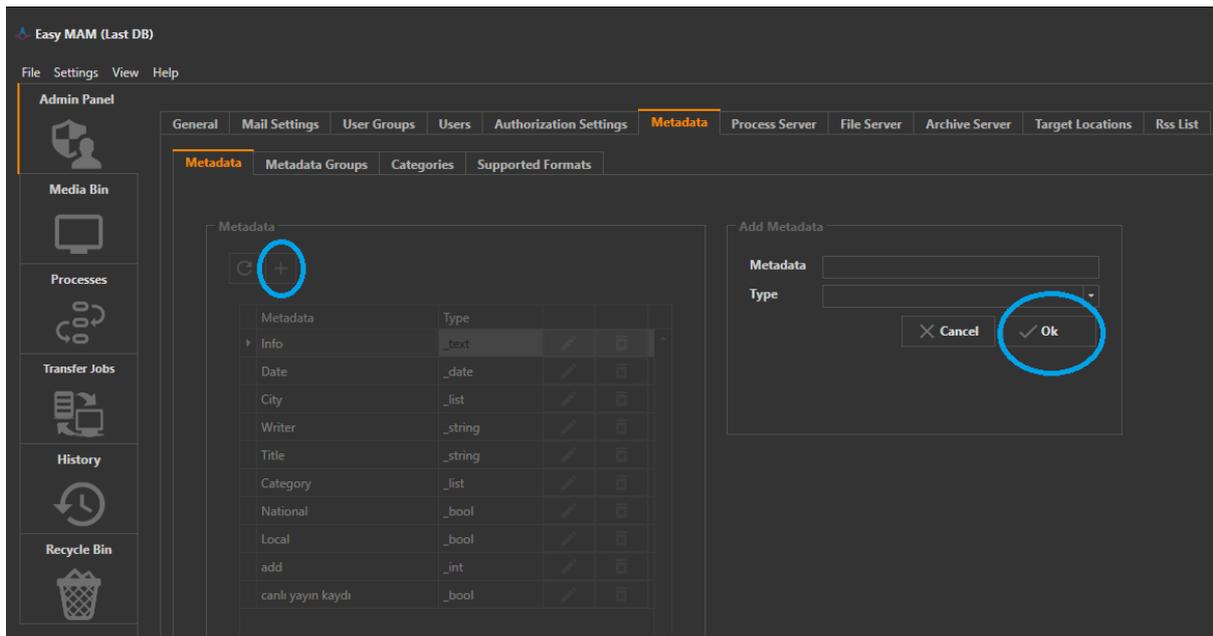
#### 4.2.7 Metadata Categories

Data types are specified in the Easy MAM in this part which are *int*, *double*, *text*, *string*, *date*, *list*, *bool*.



Graphic 113: Metadata Tools

To refresh the metadata panel, use the item in the blue circle.



Graphic 114: Metadata Tool

- 1) In order to add *metadata* type, use the + item
- 2) The right small Add Metadata window will open, fill the metadata and type parts
- 3) Click the 'Ok' function to save the changes
- 4) Click the 'Cancel' function to close the settings panel without making change

#### 4.2.7.a Int Type

It is used to write integer in the content.

#### 4.2.7.b Double Type

It is used to write decimal numbers in the content.

#### 4.2.7.c Bool Type

It allows to use check box refer to true or false options.

#### 4.2.7.d String Type

It is used to write single line metadata in the content.

#### 4.2.7.e Text Type

It allows to enter the datas more than one line in the content.

#### 4.2.7.f Date Type

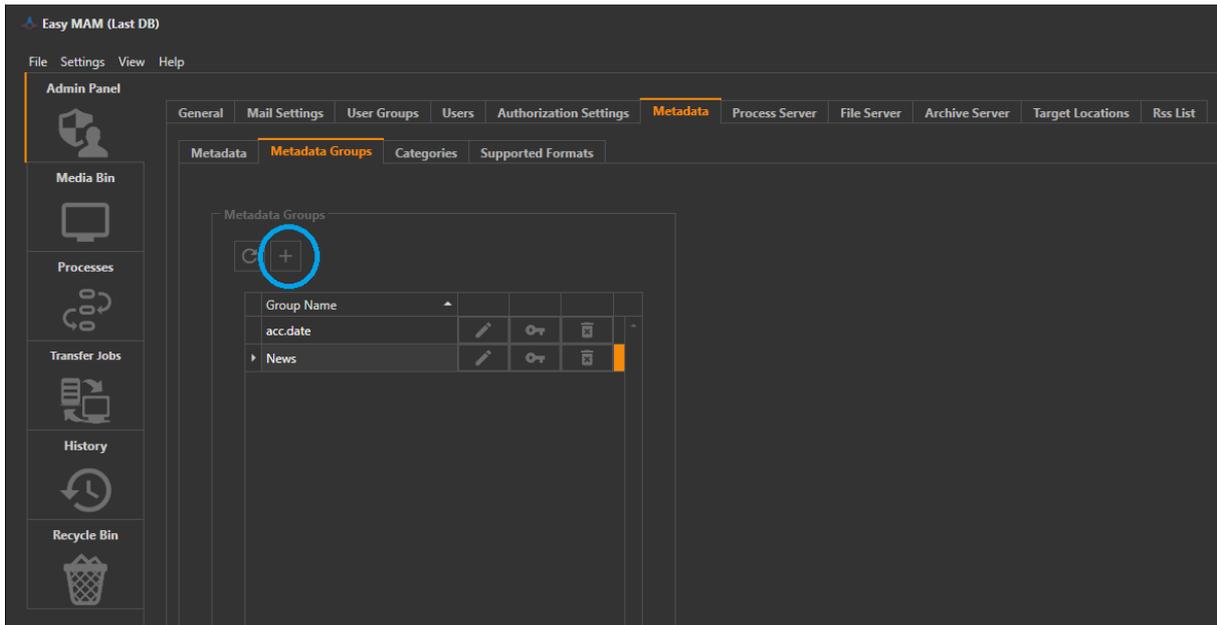
It allows to enter the date in the content.

#### 4.2.7.g List Type

It allows to write the datas as list.

#### 4.2.8 Metadata Groups

It is used to create the groups for the contents of the assets for the related assets.

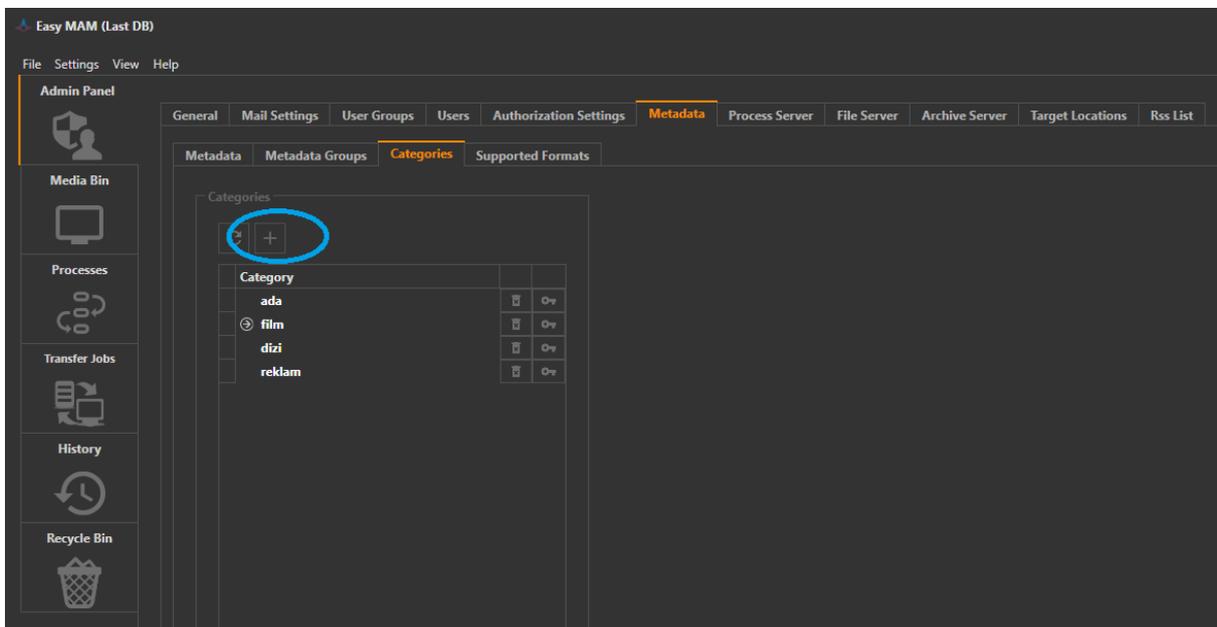


Graphic 115: Metadata Groups

- 1) In order to add *metadata groups*, use the + item
- 2) Enter the *group name*

#### 4.2.9 Categories

Content *categories* such as news or movie can be edited in this section

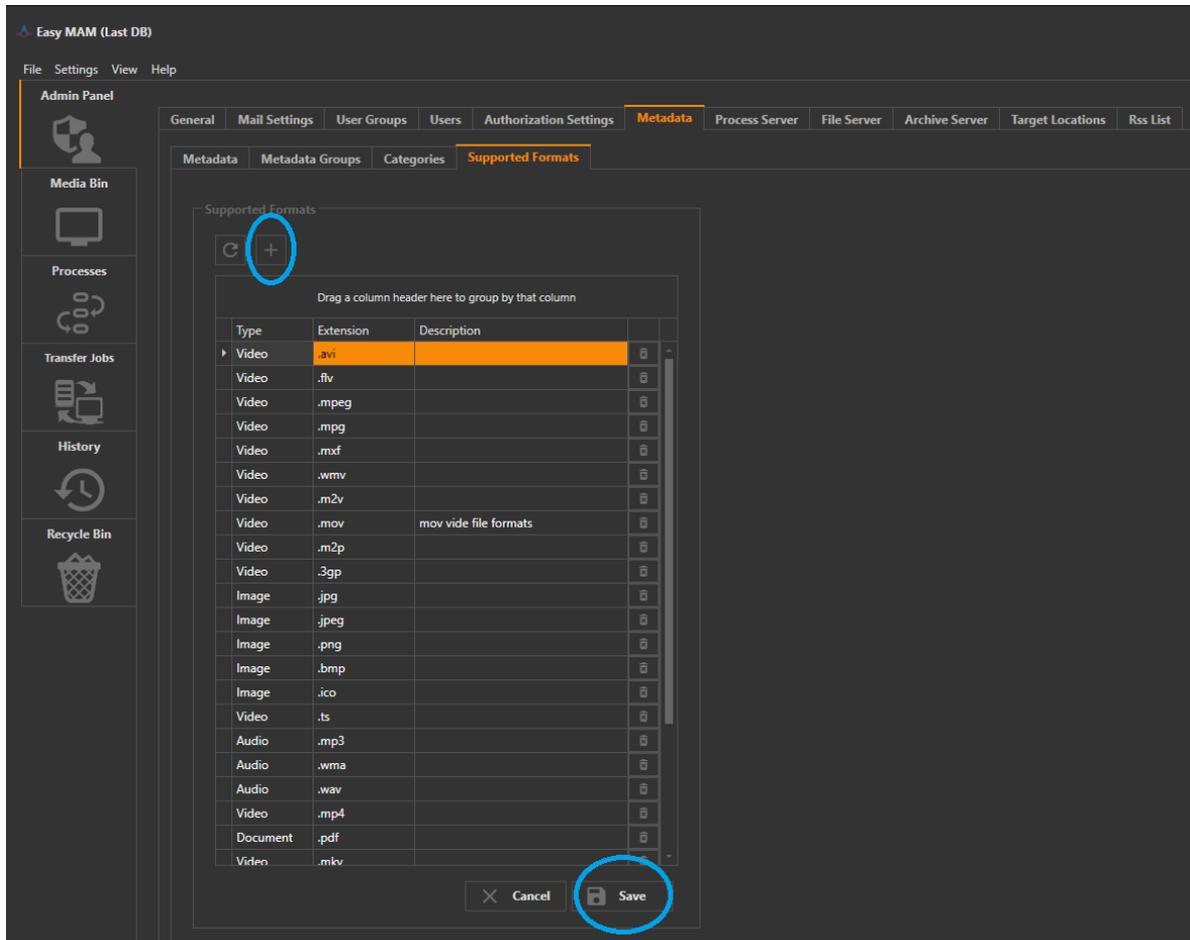


Graphic 116: Metadata Categories

- 1) In order to add *metadata categories*, use the + item
- 2) Enter the *category name*

#### 4.2.10 Supported Format

It includes the formats for *audio*, *video* and *documents* which are supported by *metadata*. The format types which are included automatically or manually in this section could be used in the Easy MAM as a *metadata type*.

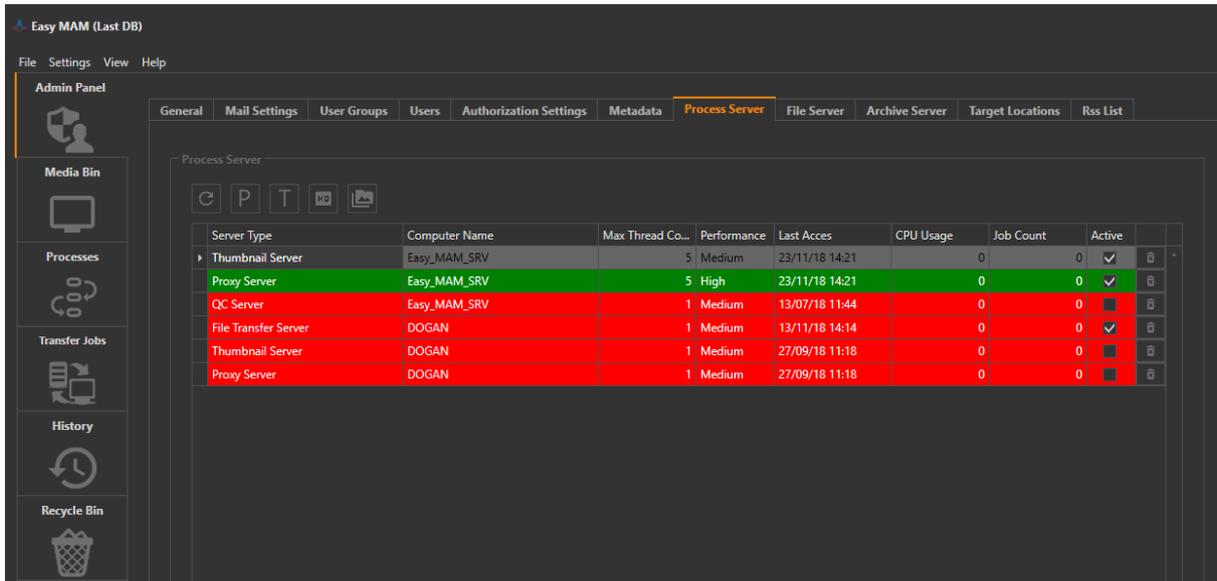


Graphic 117: Supported Formats

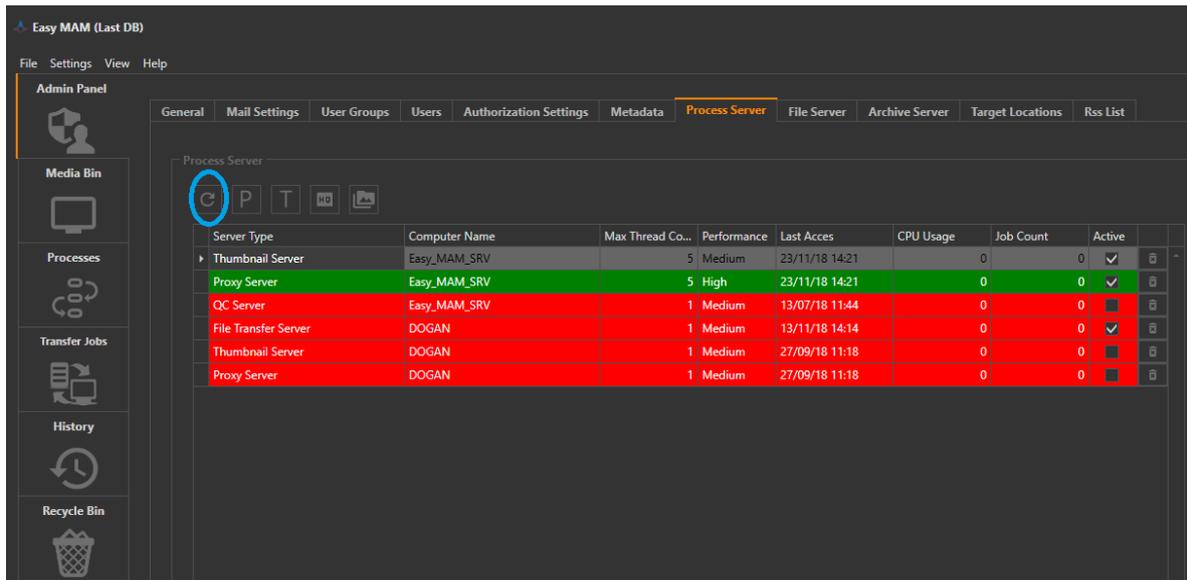
- 1) In order to add metadata formats, use the + item
- 2) Click the 'Save' function to save the changes
- 3) Click the 'Cancel' function to close the window

#### 4.2.11 Process Server

Thumbnail server and proxy server are hosting in the process server. New server can be added and can observe current work situation in this tab.

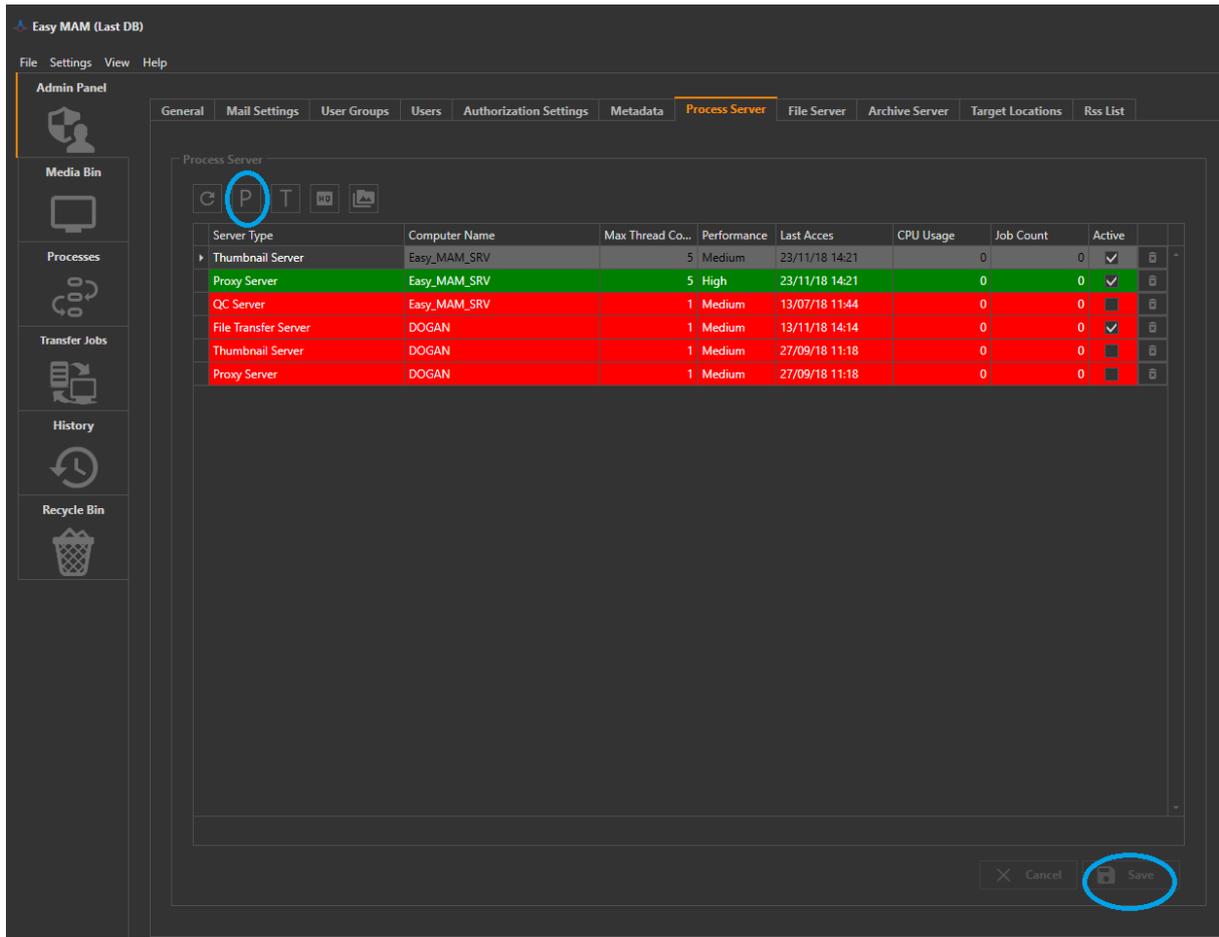


Graphic 118: Process Server



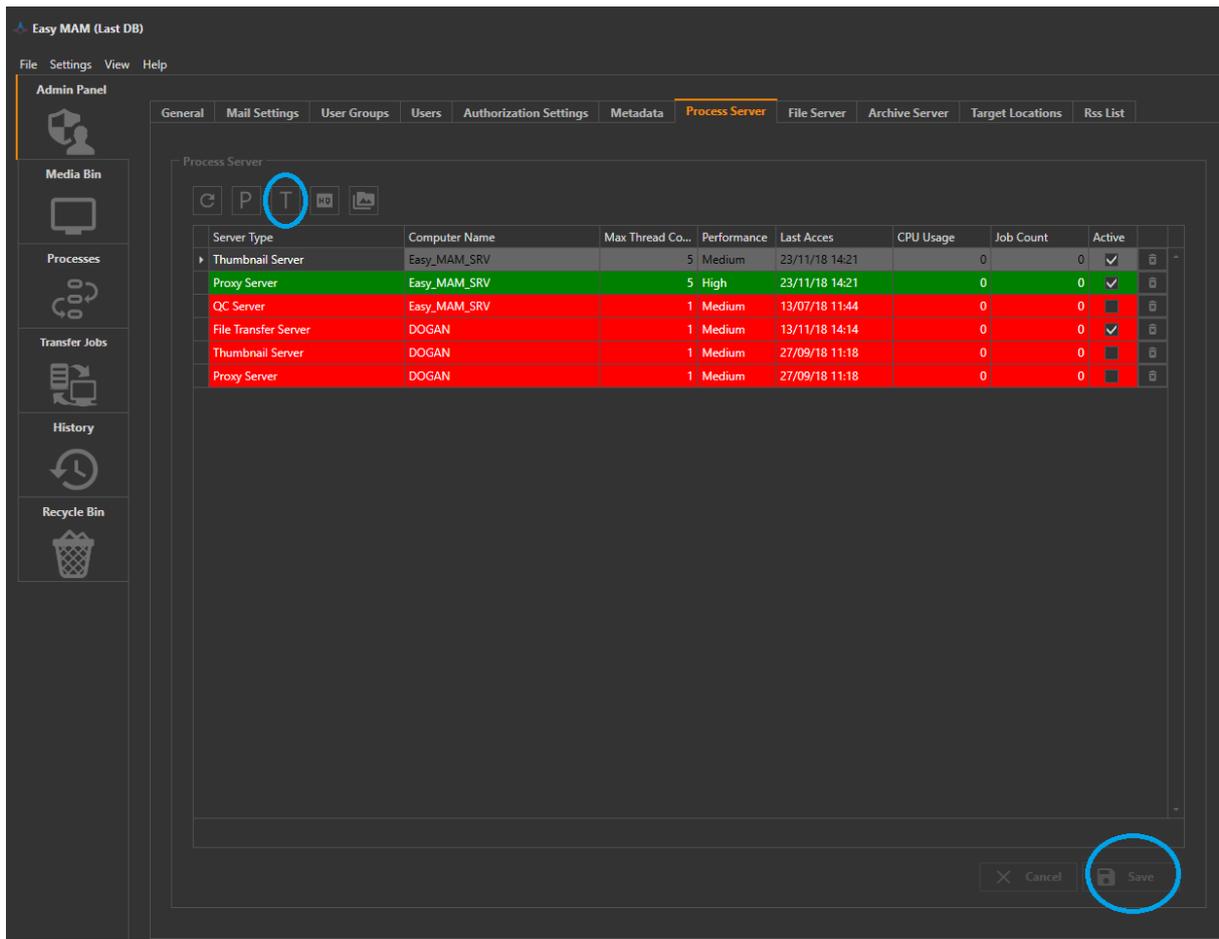
Graphic 119: Process Server Tool

To refresh the process server panel, use the button.



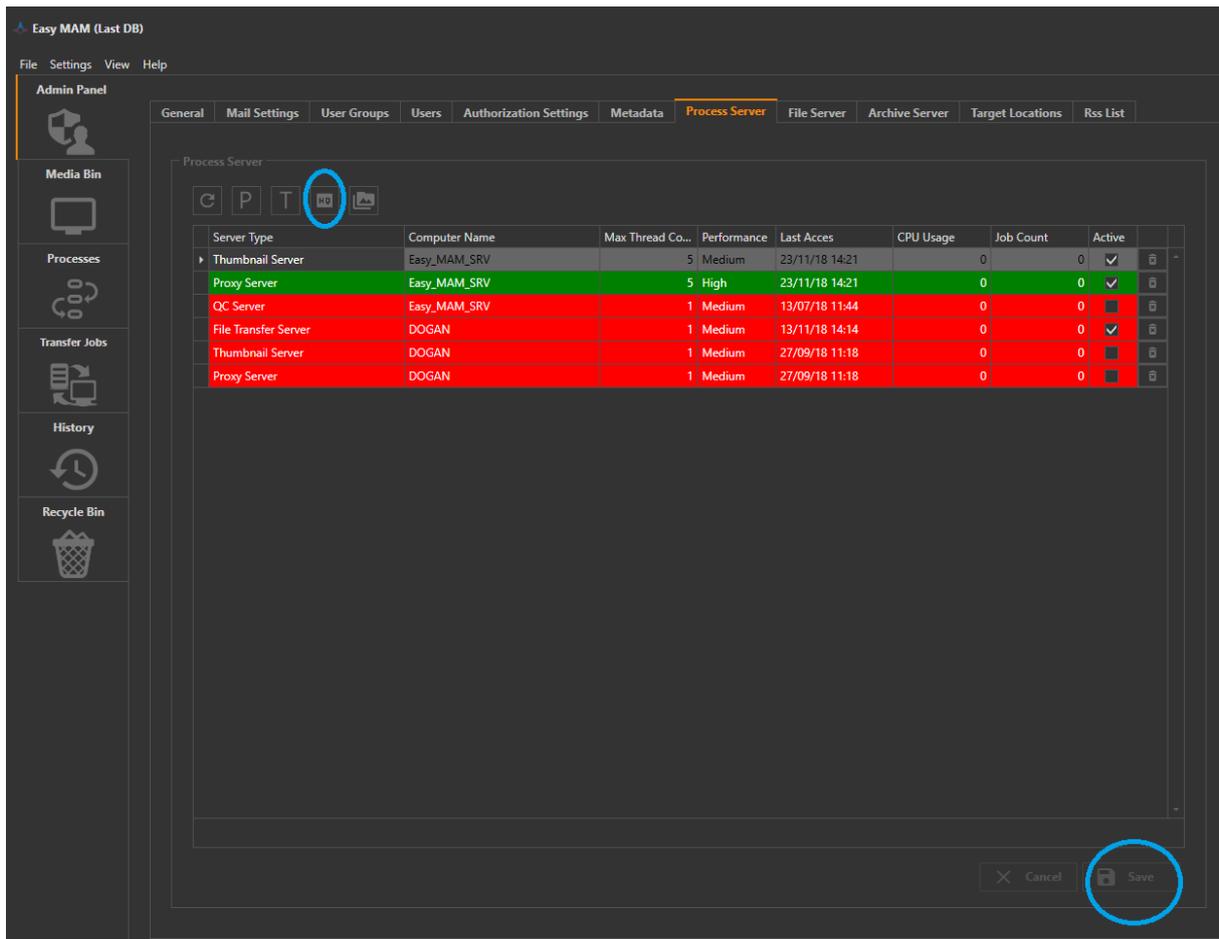
Graphic 120: Process Server Tool

- 1) To add *Proxy Server* to the Easy MAM, use the item in the blue circle
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Cancel' button to close the window



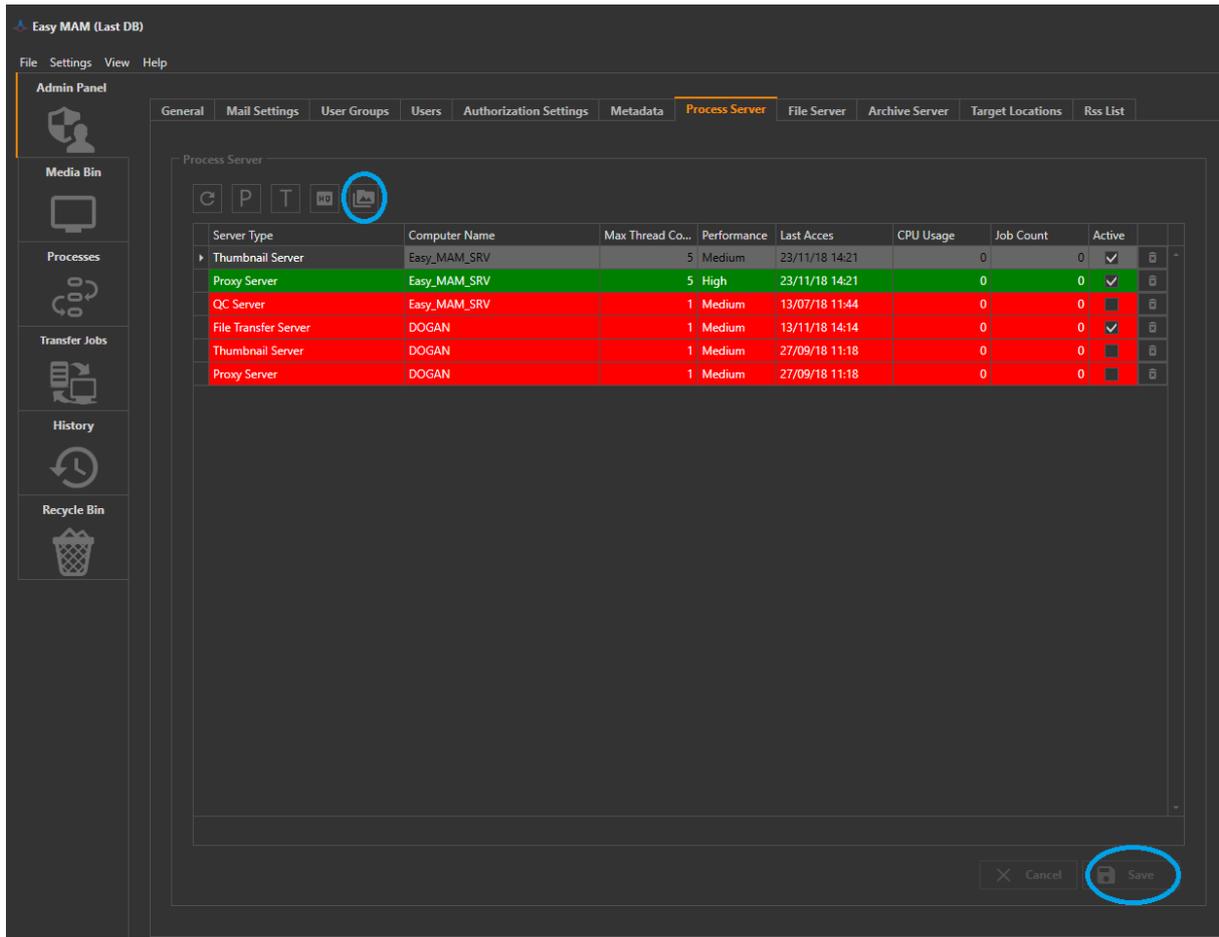
Graphic 121: Process Server Tool

- 1) To add 'Thumbnail Server' to the Easy MAM, use the item in the blue circle
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Cancel' button to close the window



Graphic 122: Process Server Tool

- 1) To add 'Quality Check Server' to the Easy MAM, use the item in the blue circle
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Cancel' button to close the window

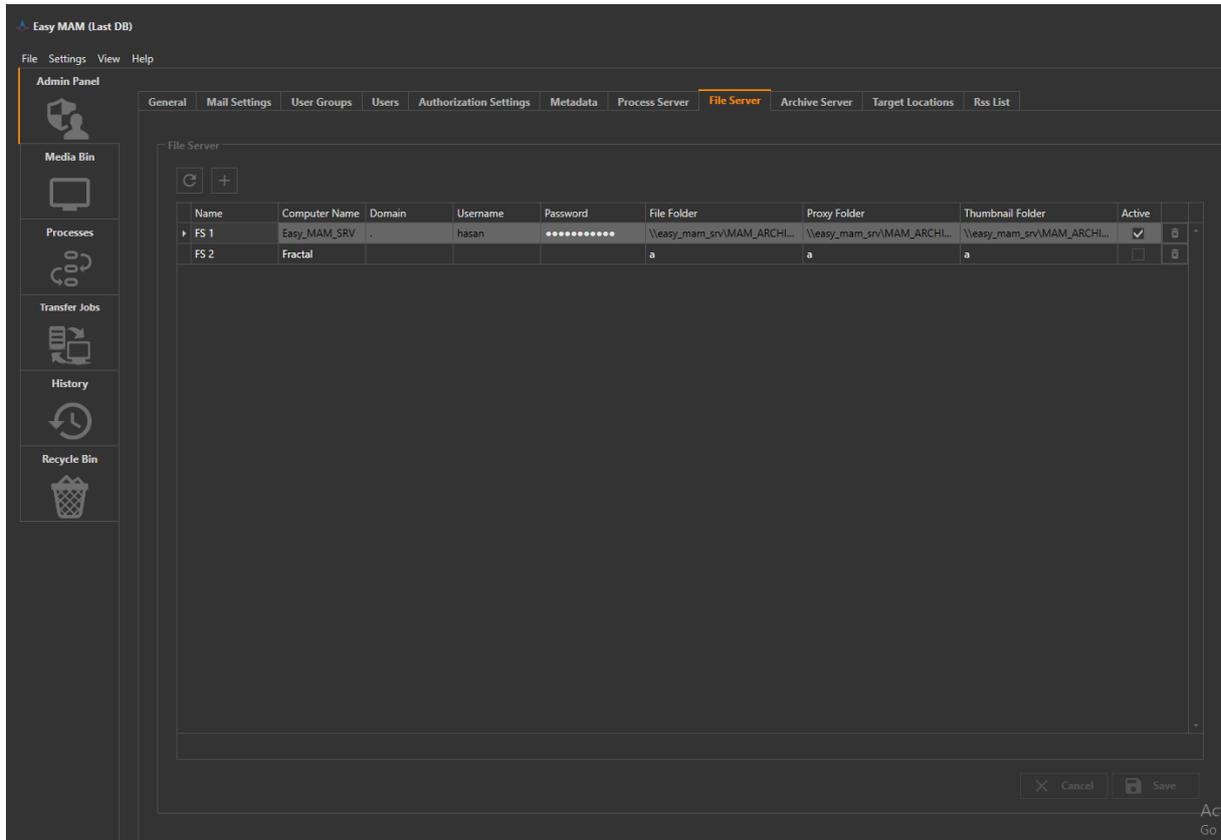


Graphic 123: Process Server Tool

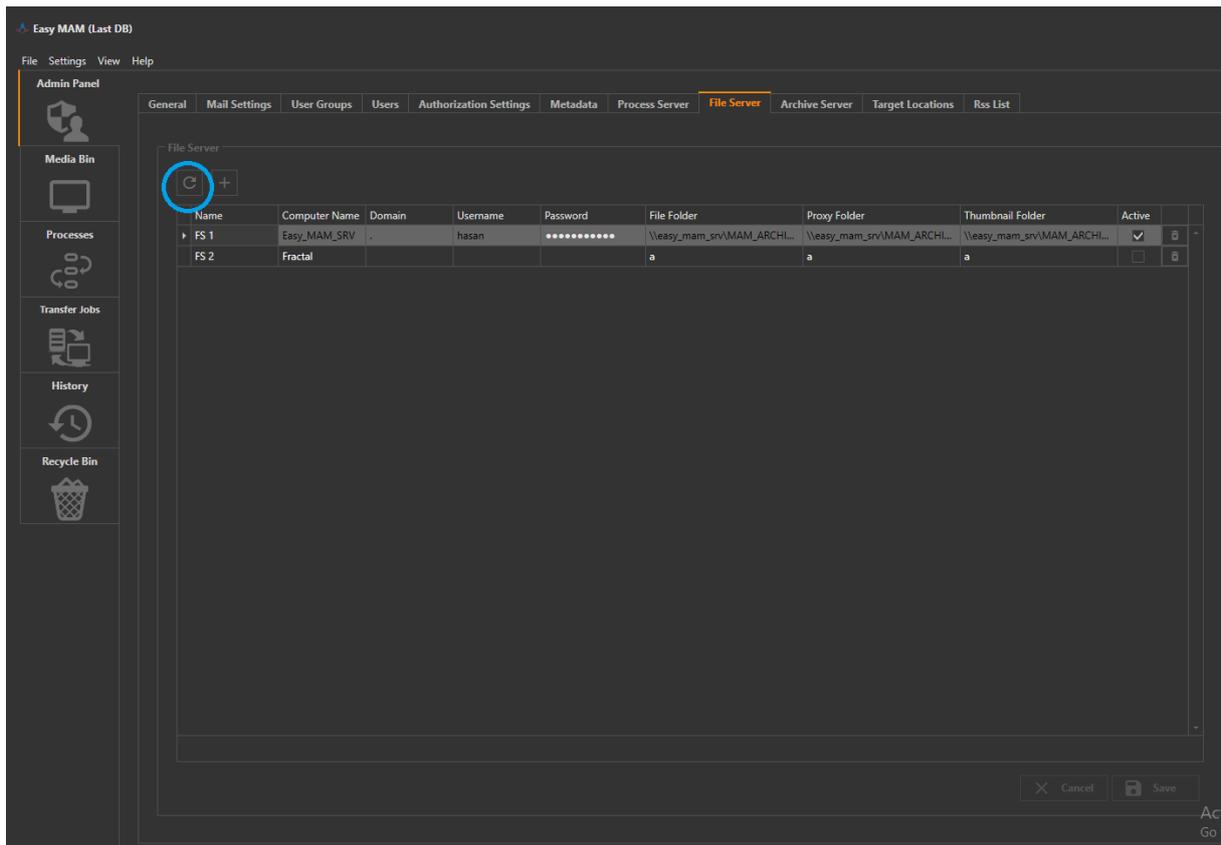
- 1) To add 'File Transfer Server' to the Easy MAM, use the item in the blue circle
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Cancel' button to close the window

#### 4.2.12 File Server

*File server* includes file information and new servers can be added. As well as active server can be made passive or active.

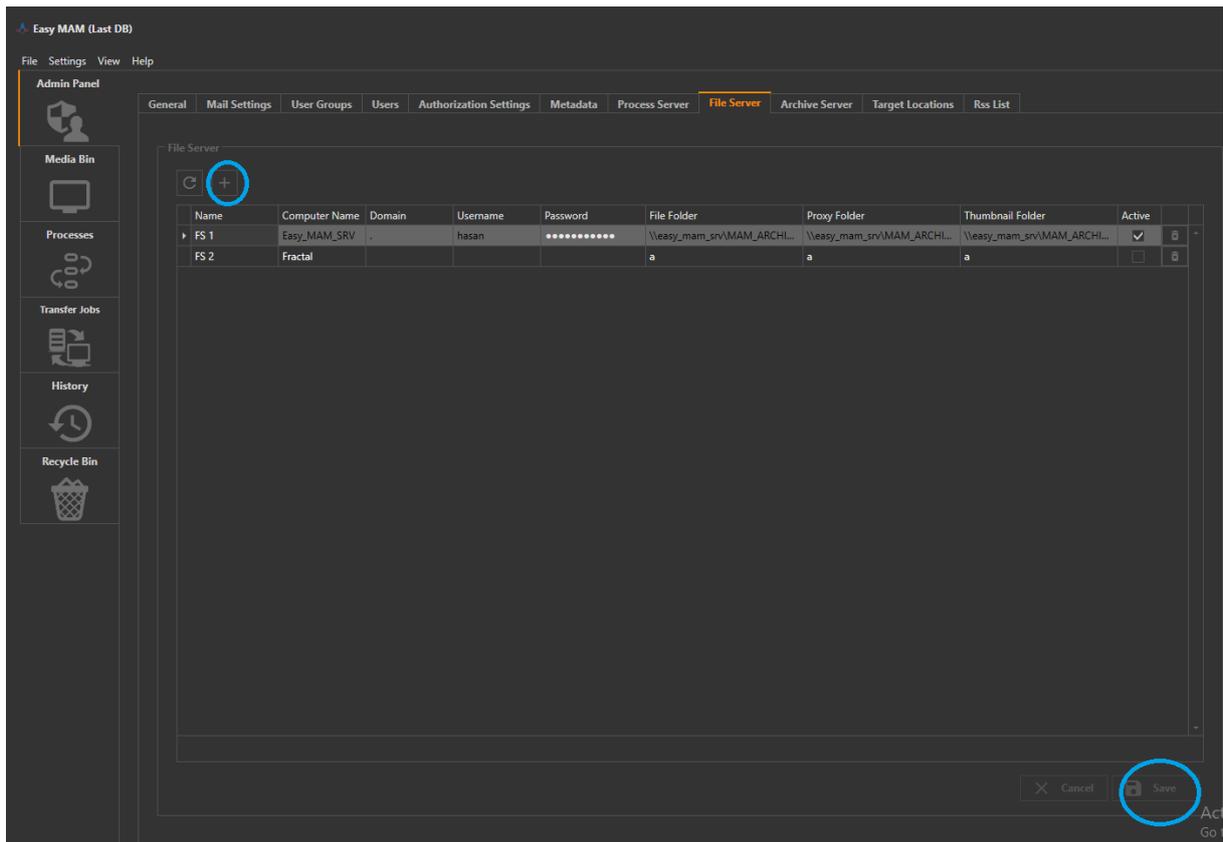


Graphic 124: File Server



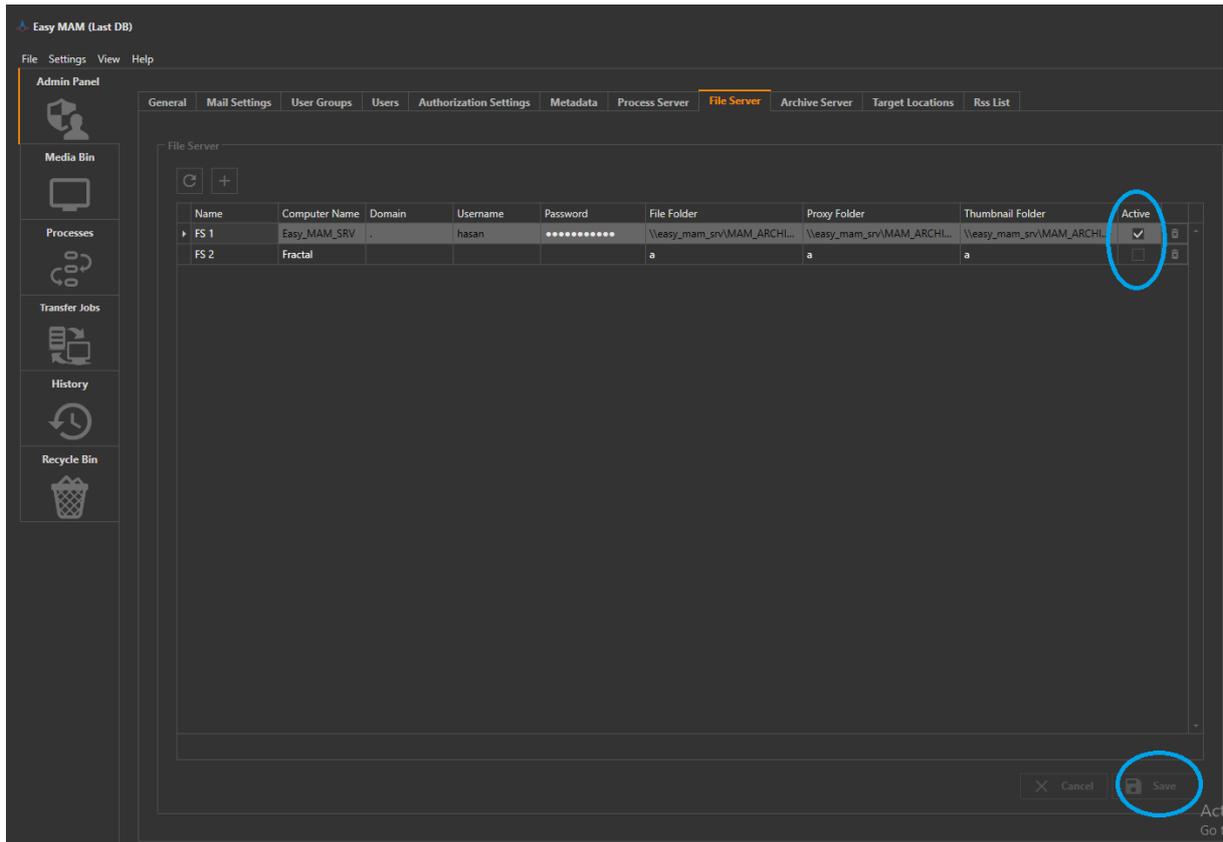
Graphic 125: File Server Tool

To refresh the *file server* panel, use the button.



Graphic 126: File Server Tool

- 1) To add new 'File Server', click + button
- 2) Enter the information of 'File Server'
- 3) Click the 'Save' button to save the changes
- 4) Click the 'Cancel' button to cancel the progress

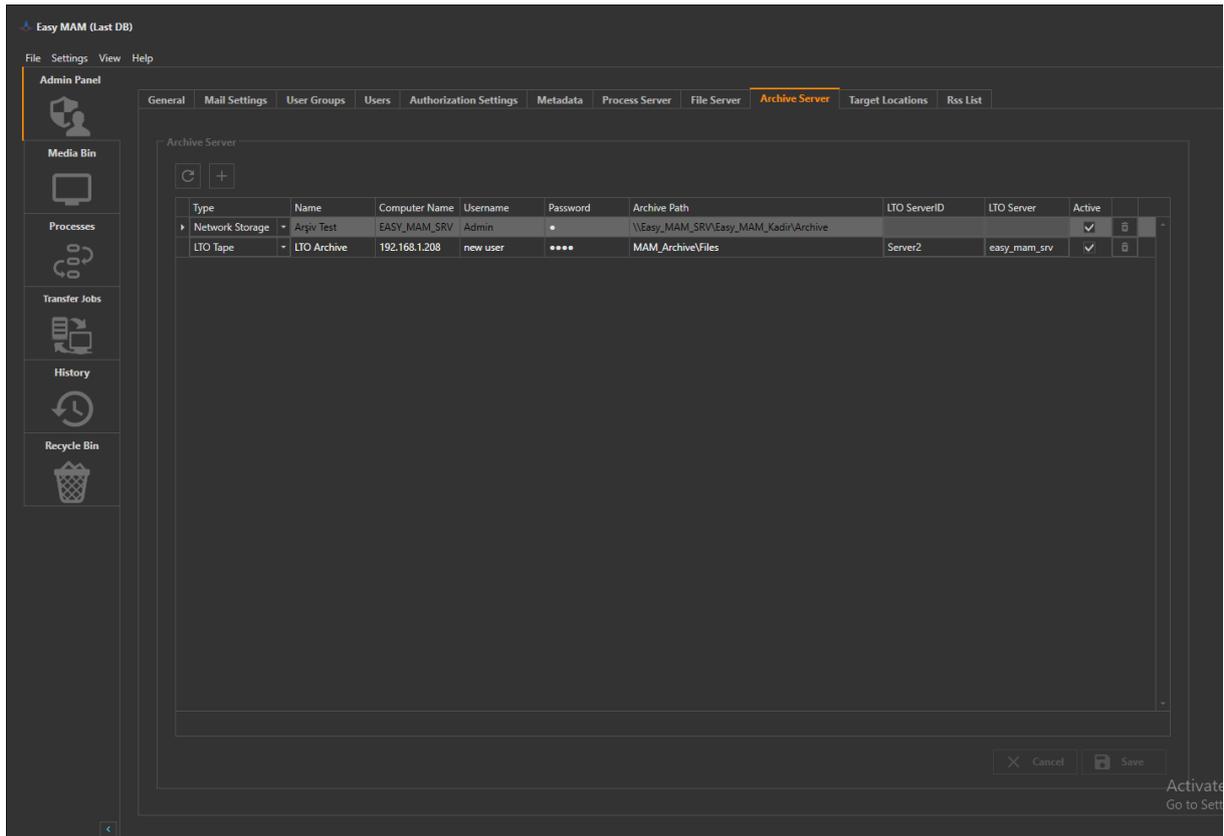


Graphic 127: File Server Tool

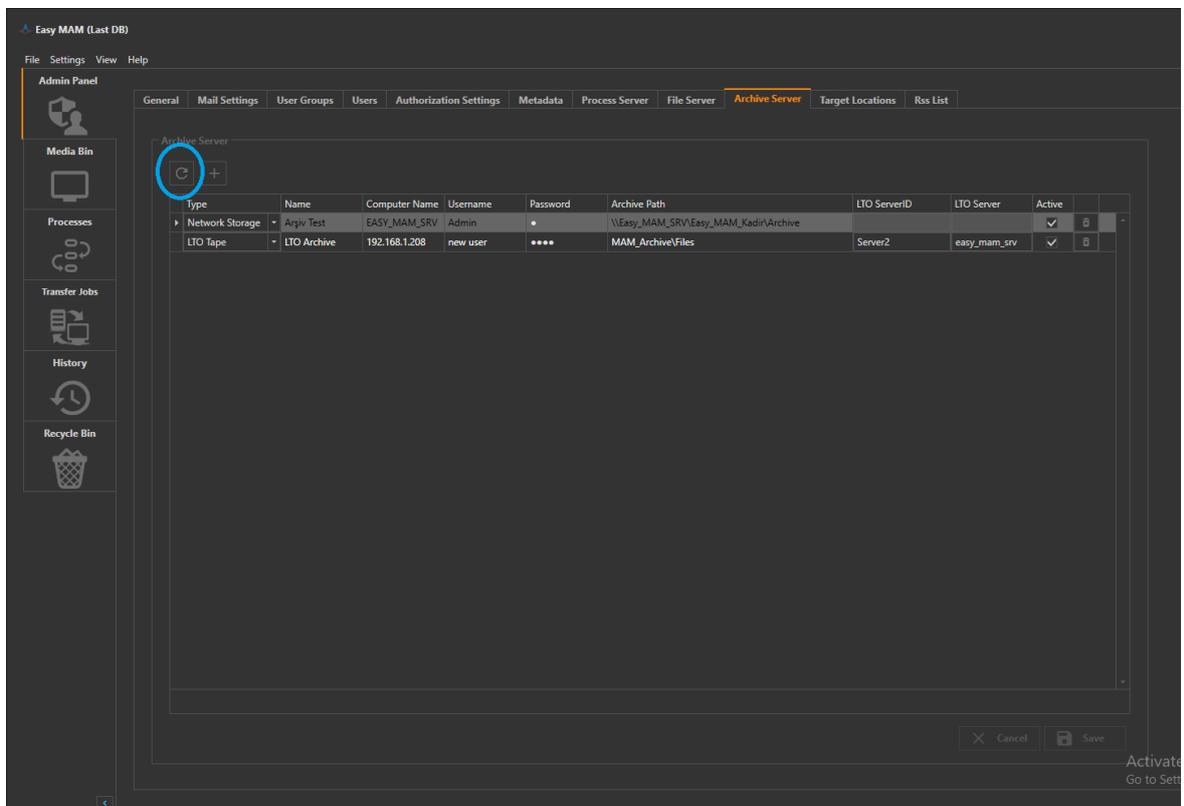
- 1) In order to make active or passive the '*File Servers*' use the active box with corresponding to the file server
- 2) Click the '*Save*' button to save the changes
- 3) Click the '*Cancel*' button to close the changes

#### 4.2.13 Archive Server

There are two types of *Archive Servers* in Easy MAM which are *Archive Server* and *LTO (Linear Tape Open)*. New servers can be added using the button. Files Servers can be added in this section for aging module.

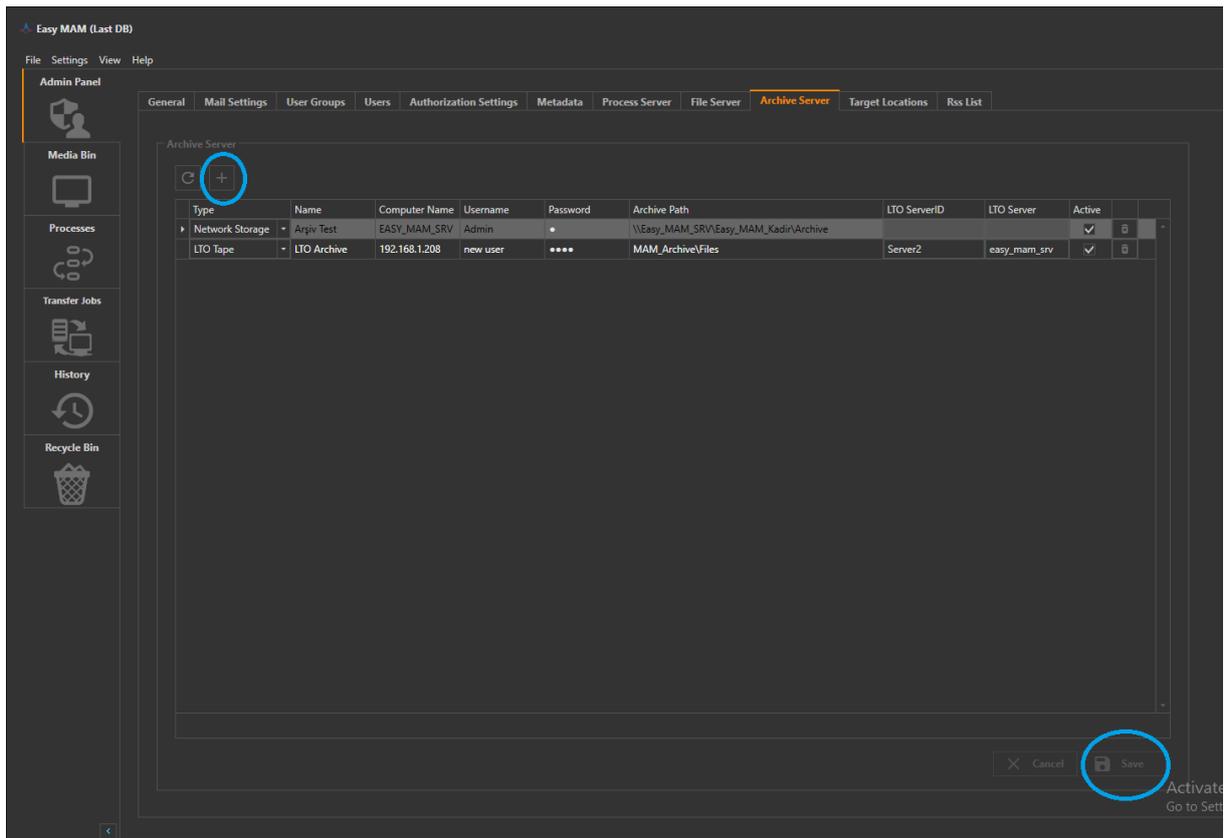


Graphic 128: Archive Server



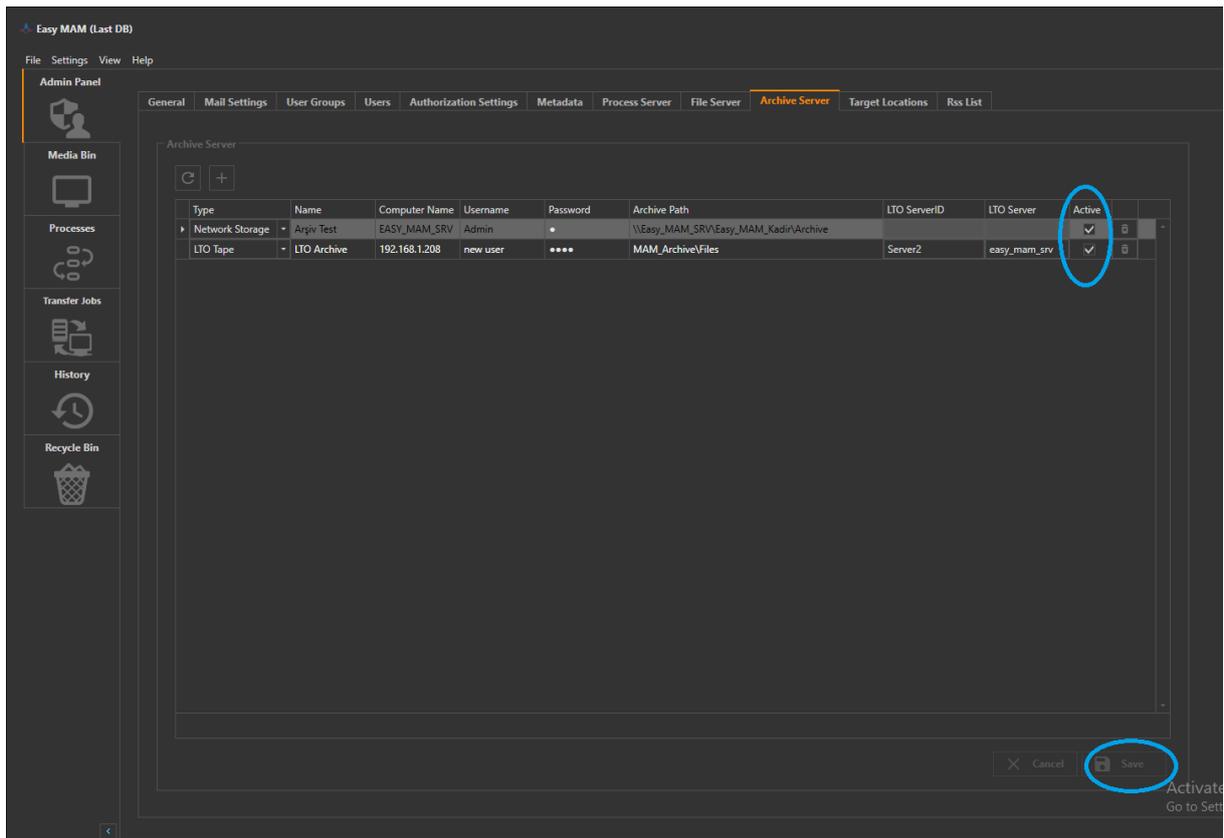
Graphic 129: Archive Server Tool

To refresh the archive server panel, use the button.



Graphic 130: Archive Server Tool

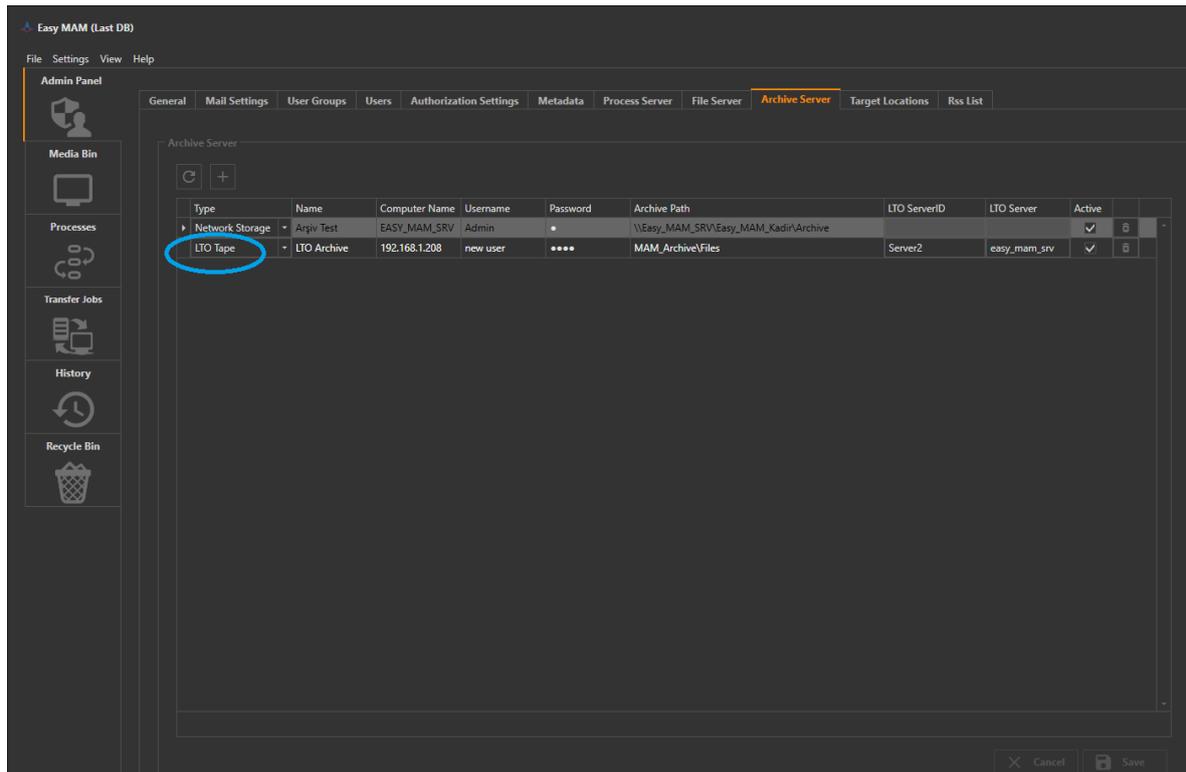
- 1) To add the new 'Archive server', click + button
- 2) Enter the 'name, computer name, username, password, path, server and server id'
- 3) Click the 'Save' button to save the changes
- 4) Click the 'Cancel' button to cancel the changes



Graphic 131: Archive Server Tool

- 1) To changes the activation of the 'Archive Server', use the button top
- 2) Click the 'Save' button to save the changes
- 3) Click the 'Cancel' button to close the changes

## LTO (Linear Tape Open) Archive Server



Graphic 132: LTO Archive Server

1. Install XenData6 Server and Alert Module - v 6.22 by downloading from "<http://xendata.com/support-xendata6-server/downloads/XDServerx64-6.22.2716.300.msi>" address.
2. Install XenData Workflow API software - v 6.25 by downloading from "<http://xendata.com/support-xendata6-server/downloads/XDWorkflowAPIx32-6.25.2626.-1.msi>" address.
3. Apply license for these softwares
4. Apply configurations settings as below sample for the "C:\Program Files (x86)\XenData\Workflow API\MediaServers.xml" file.

Not :

<Server>easy\_mam\_srv</Server> => this is remote computer name that contains shared folder  
 <Path>Easy\_MAM\_Storage</Path> => this is shared folder name.

("\\easy\_mam\_srv\Easy\_MAM\_Storage")

Configuration for MediaServers.xml file:

```
<?xml version="1.0" encoding="utf-8"?>
```

```
<!-- Sample XenData Workflow Configuration file -->
```

```
<MediaServerList>
```

```
<MediaServer ID="MyServer">
```

```
<DLL>CIFSCClient.dll</DLL>
```

```
<Port>cifs</Port>
```

```
<Server>easy_mam_srv</Server>
```

```
<Path>Easy_MAM_Storage</Path>
```

```
<User>easy_mam_srv\hasan</User>
```

```
<Password>Fractal1978</Password>
```

```
</MediaServer>
```

```
</MediaServerList>
```

```
//-----
```

5. Easy\_MAM -> Admin Panel-> Archive Server

Add New Server

Choose LTO Tape as Server type

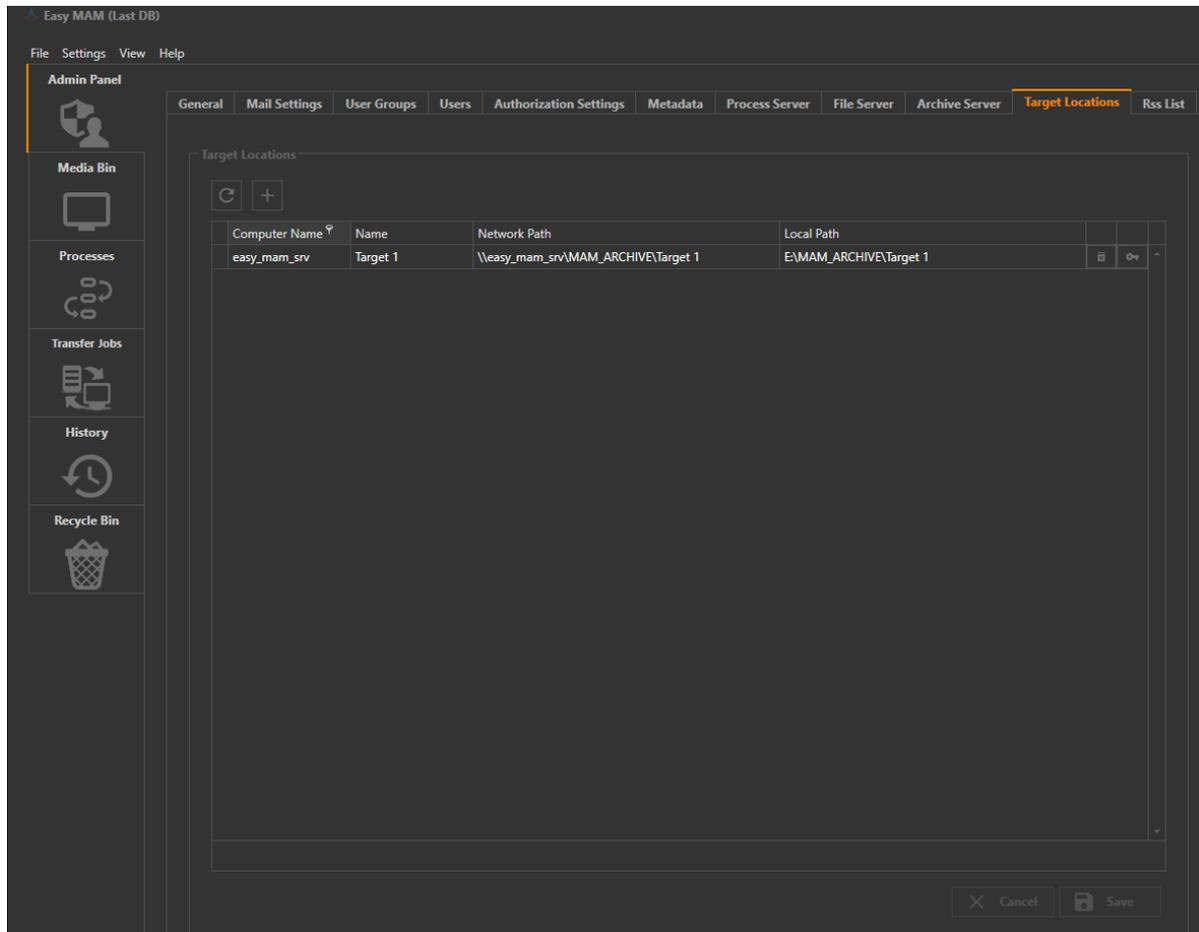
Enter LTO Server configuration info

Sample for above configuration:

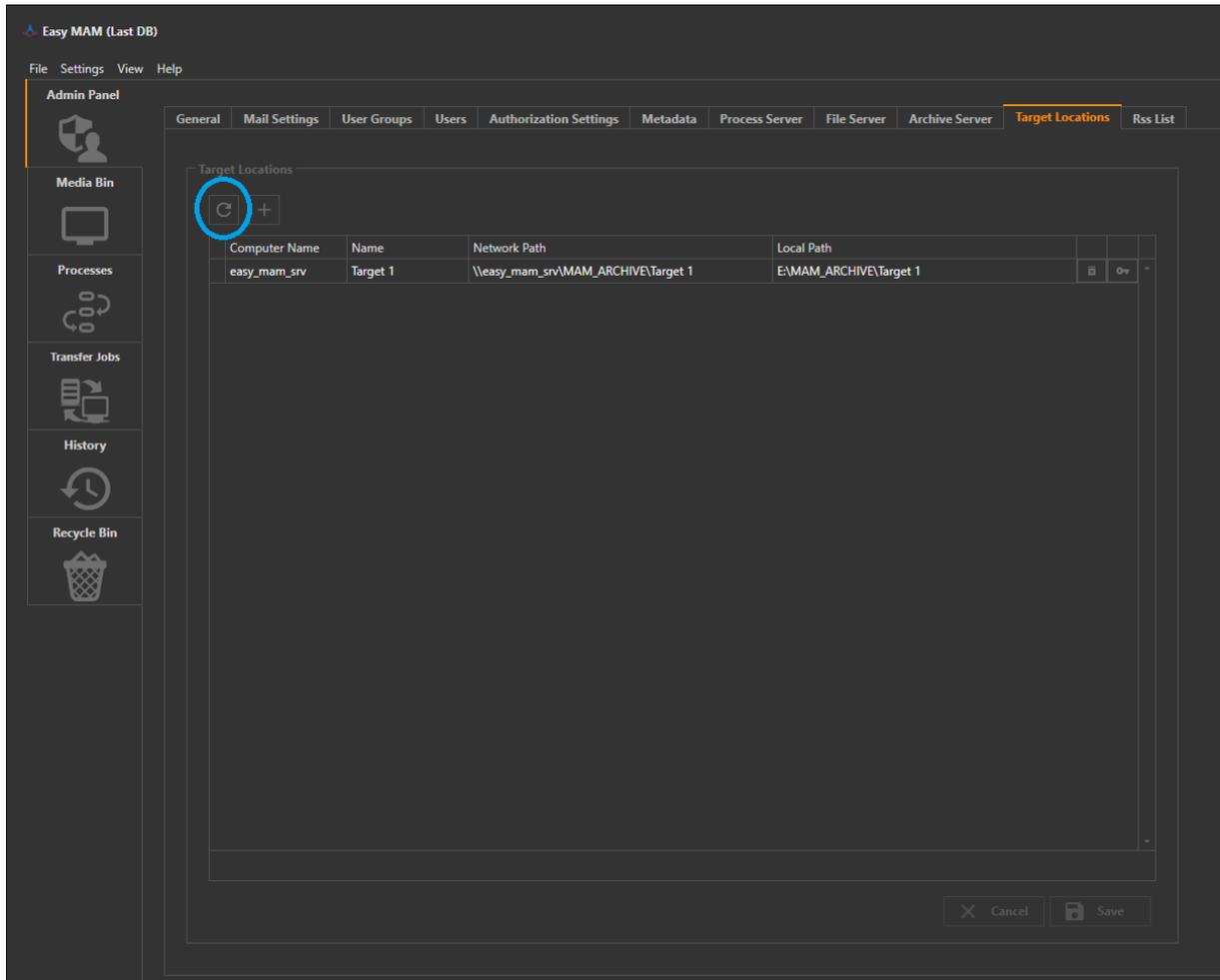
LTO ServerID : MyServer  
LTO Server : easy\_mam\_srv  
Archive Path : MAM\_Archive\Files  
///End of configuration

#### 4.2.14 Target Location

It is used to select the location to send the data and enter the new target receive location.

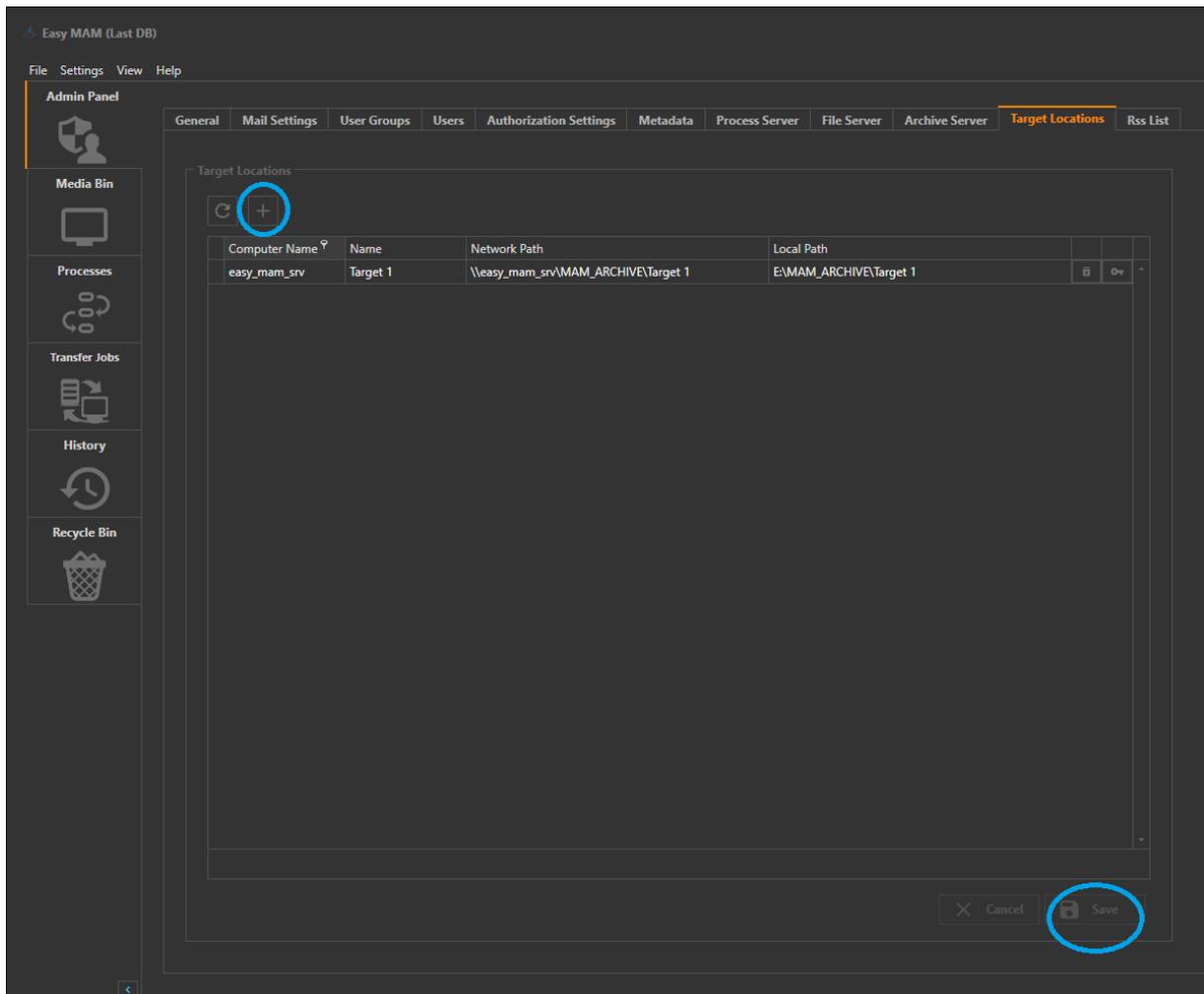


Graphic 133: Target Location



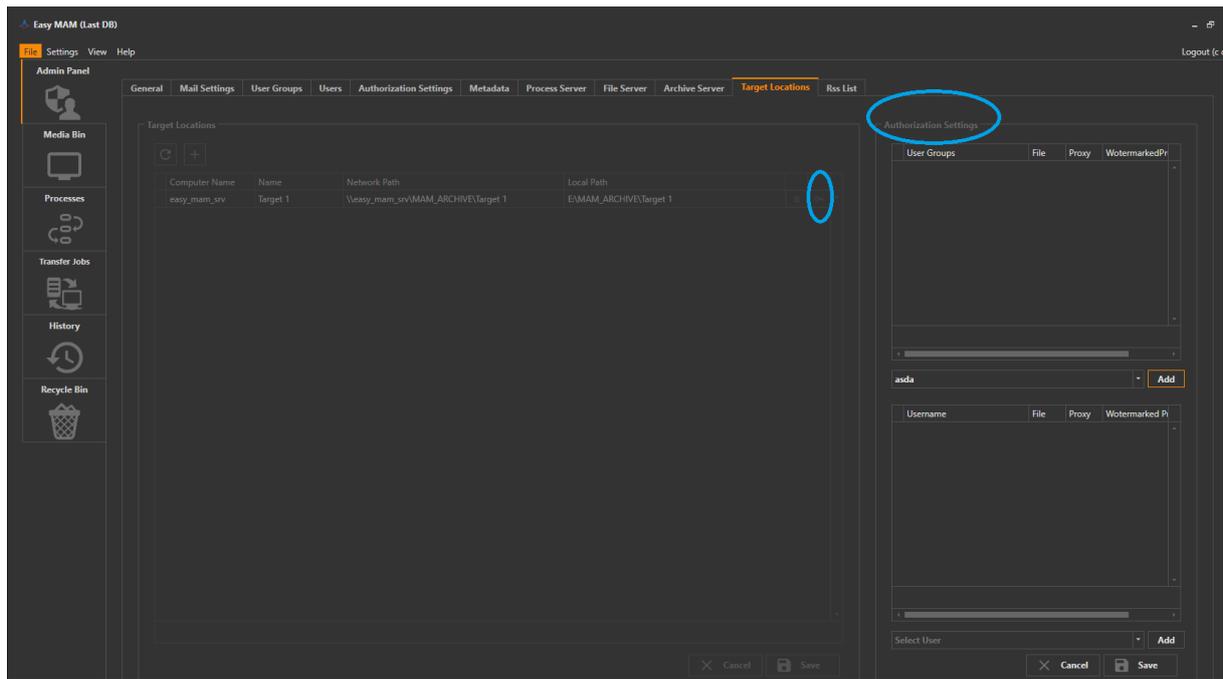
Graphic 134: Target Location Tool

Use this button to refresh the target location panel.



Graphic 135: Target Location Tool

- 1) Use + button to add new *target location*
- 2) Enter the related information
- 3) Click 'Save' button to save the changes
- 4) Click 'Cancel' button to close the window

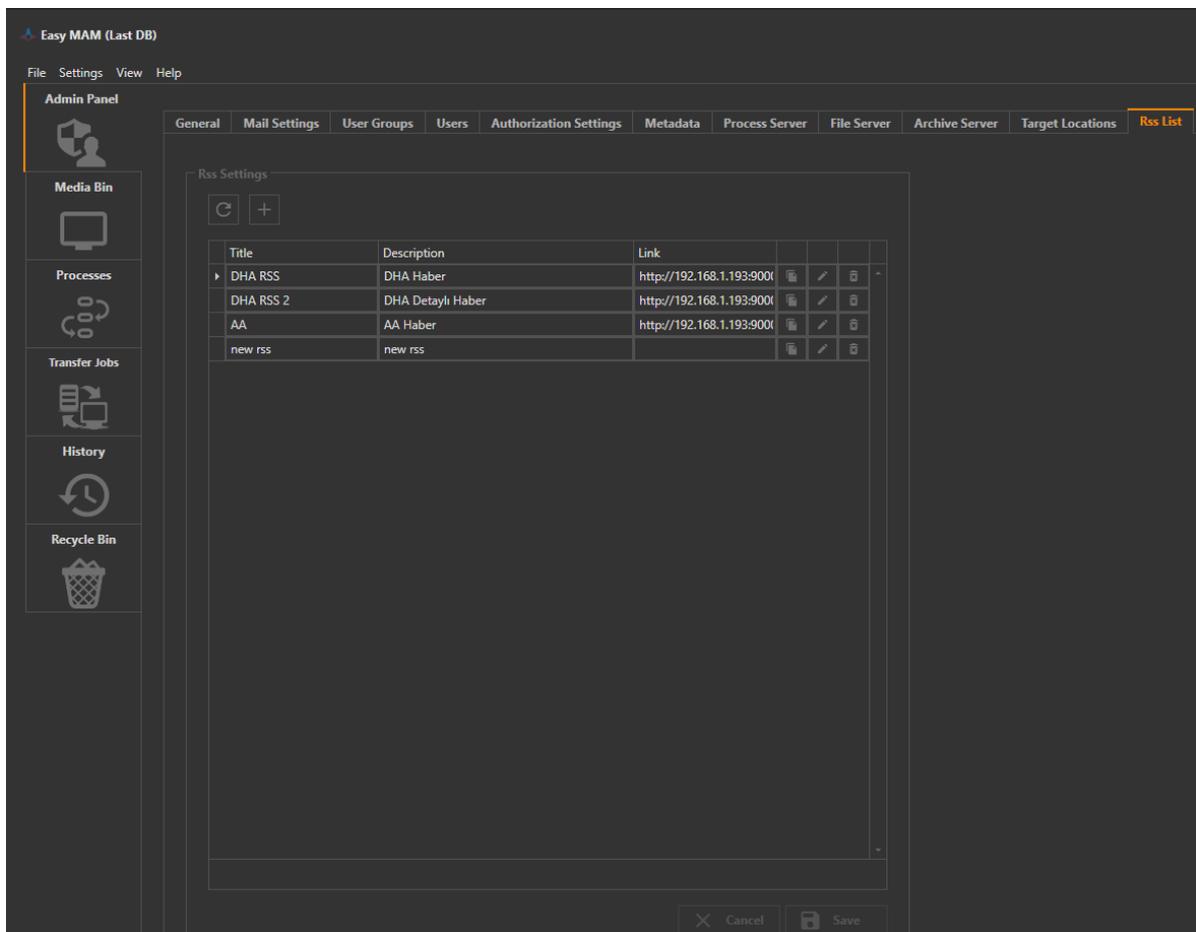


Graphic 136: Target Location Tool

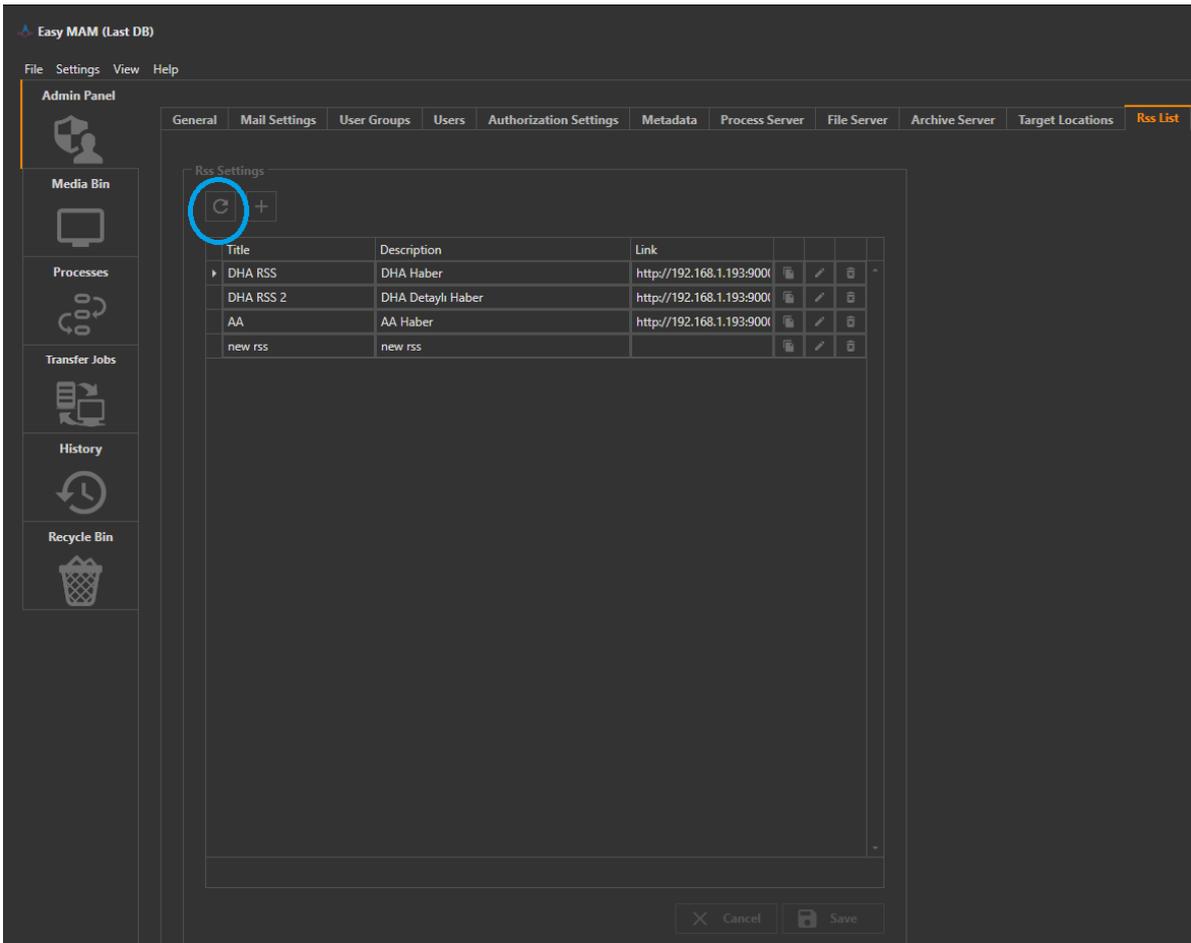
When you click on the key item (in blue circle), 'Authorization Settings' window will open to make decision who can send the file to the dedicated 'Target Location'.

#### 4.2.15 Rss (Rich Side Summary) List

*Rss List* in the Easy MAM provides to collect all metadata in a file and also keeps them up to date. This function can be used for different purposes by different users.

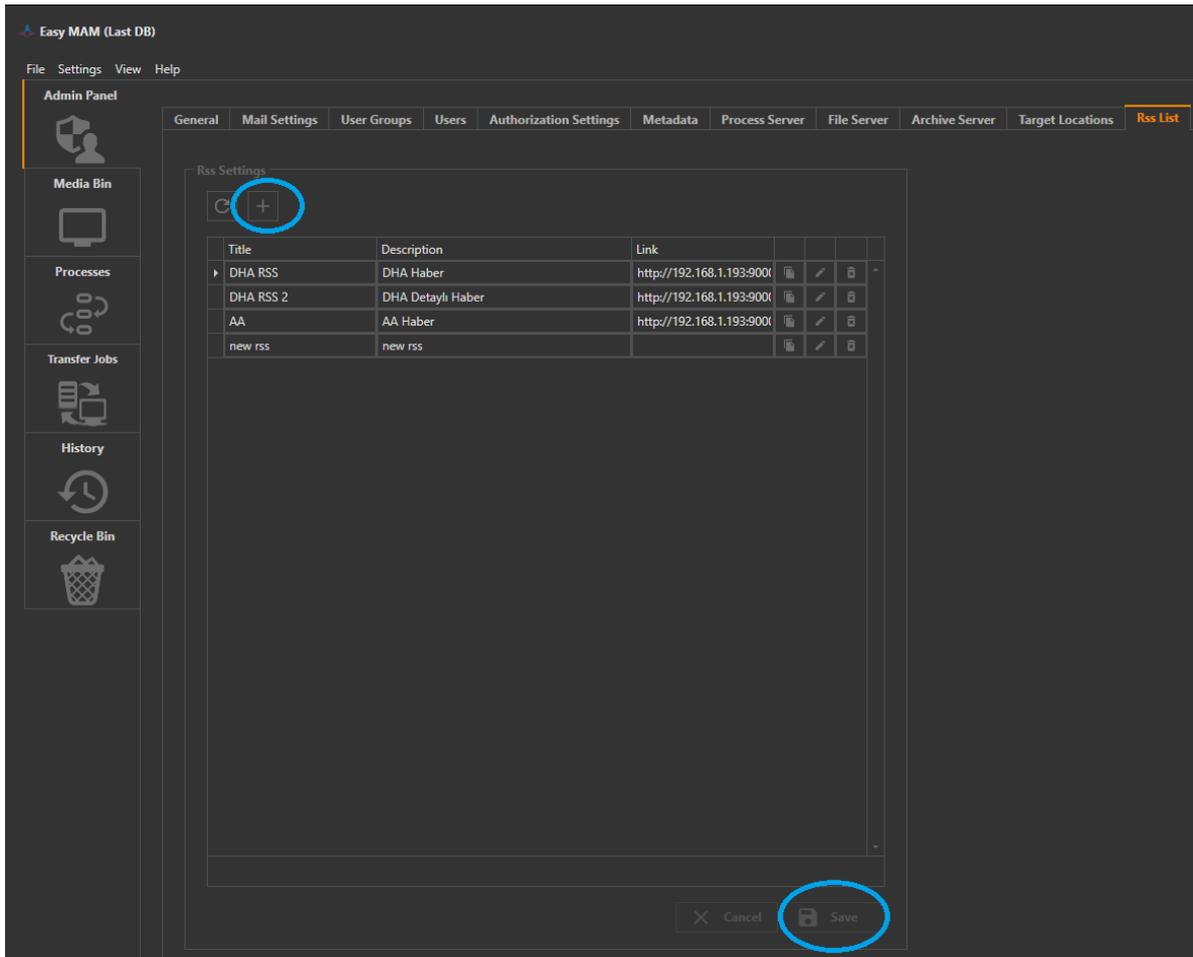


Graphic 137: Rss List



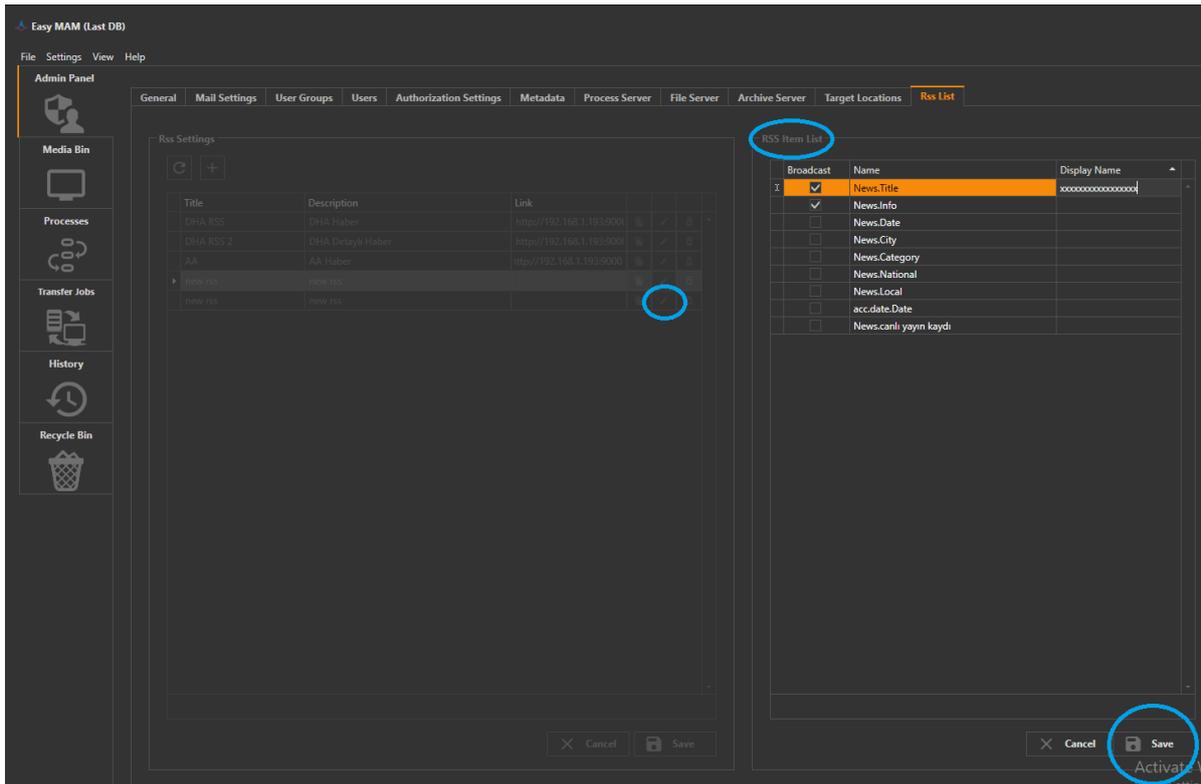
Graphic 138: Rss List Tool

Use the button to refresh the *Rss List*.



Graphic 139: Rss List Tool

- 1) To add new 'Rss' use + button
- 2) Click 'Save' button to save the changes
- 3) Click 'Cancel' button to cancel changes



Graphic 140: Rss List Tool

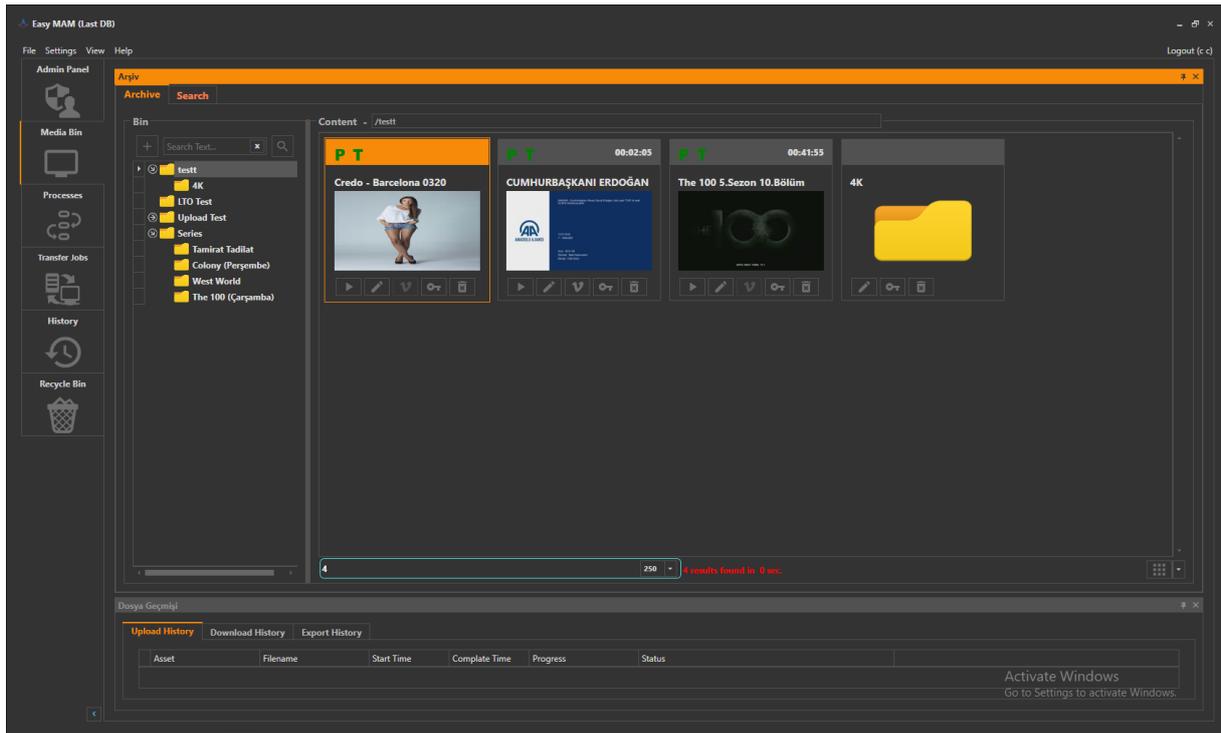
- 1) Use the item on the left side in the circle to change the *metadata types* related to 'Rss List'
- 2) Then the right window will open
- 3) Choose the '*Metadata Type*' to make changes
- 4) Click the 'Save' button to save changes
- 5) Click the 'Cancel' button to close to configuration window

## 5. Media Bin

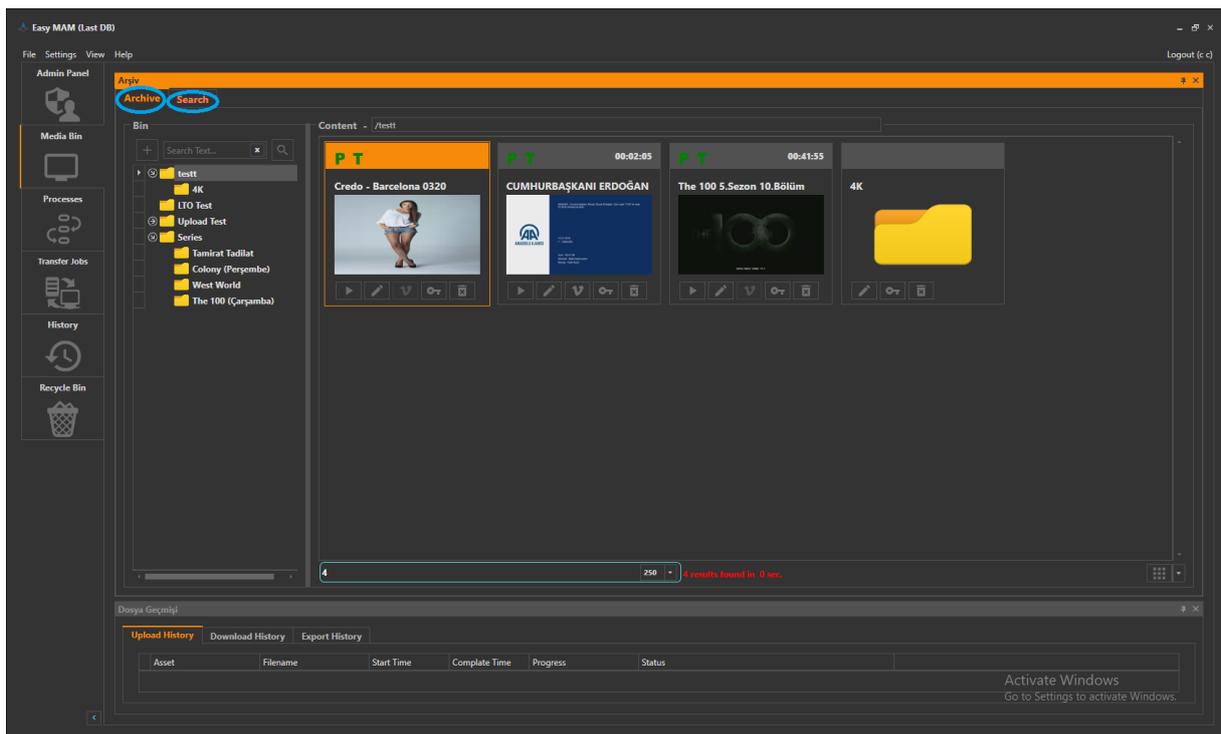
It is used to search the assets, to get the files from the archive, and to make trim means cutting and merge processes. Right click opens options according to the authorization of the users.

Directory list appears according to the authorization of the users.

Bin button is used to add new bin files.

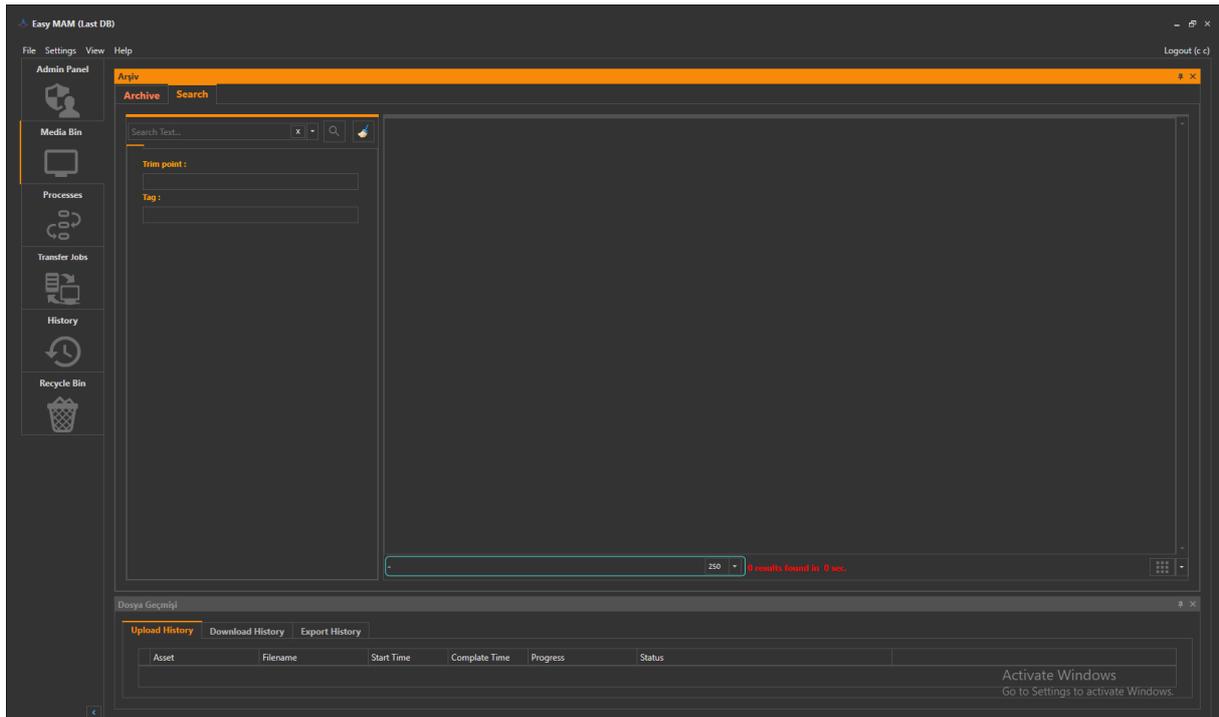


Graphic 141: Media Bin



Graphic 142: Media Bin Tool

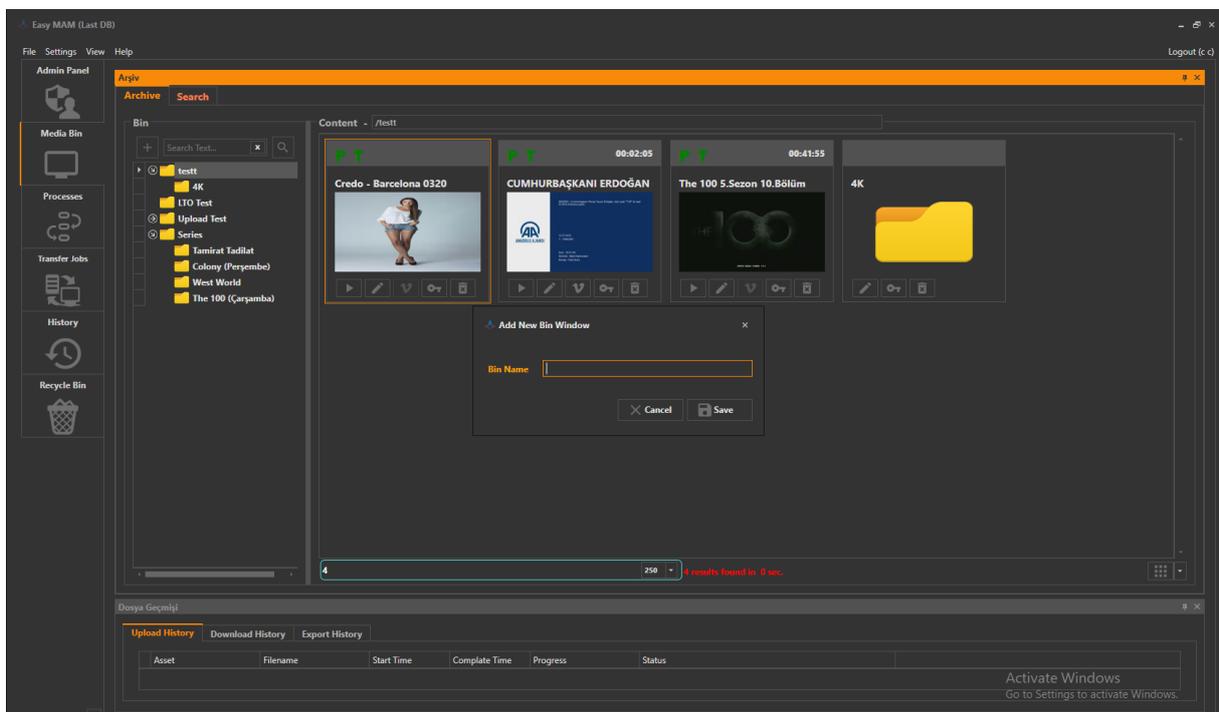
There are two different items in the media bin which are *Archive* and *Search tools*.  
*Archive* panel shows the all assets in the archive.



Graphic 143: Media Bin Tool

Search panel allows to find the asset with corresponding search type like name or etc.

When you right click on the *media bin*, the section as follows below will open.



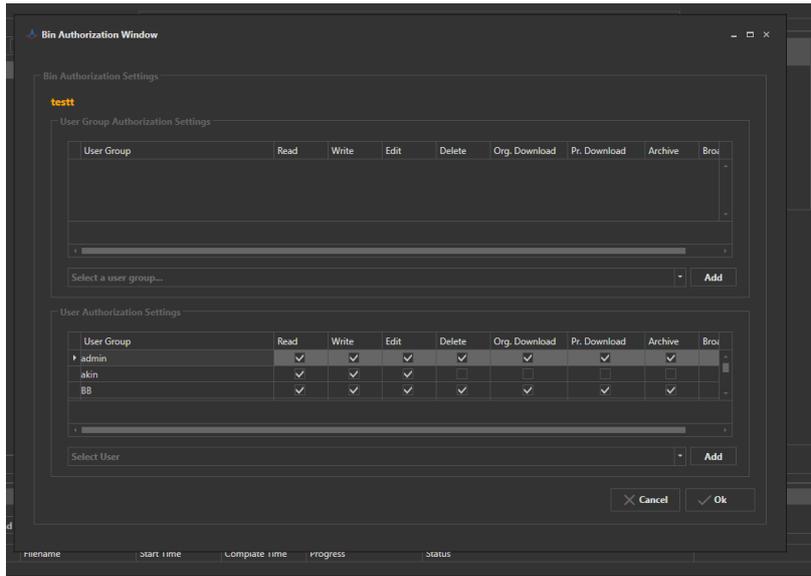
Graphic 144: Media Bin Tool – Add new bin

Use this actions to add new bin.

**Rename:** It is used to change folder name.

**Delete:** It is used to delete folder

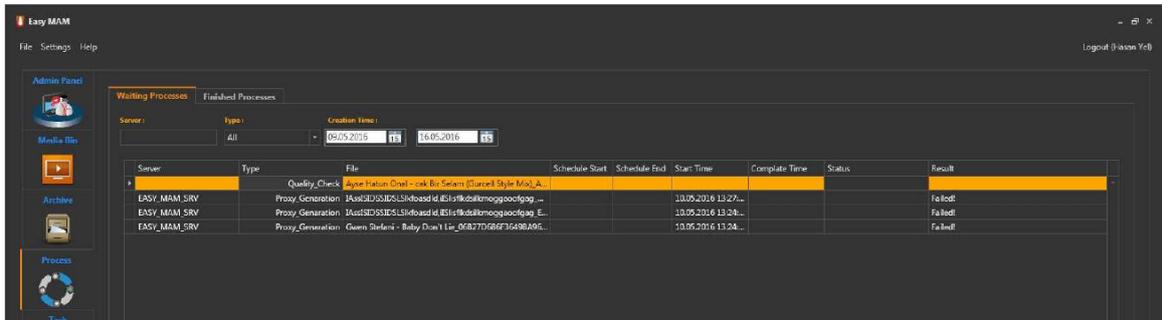
**Authorization Settings:** This setting help to delete authorization rights of users and groups.



Graphic 145: Authorization Settings

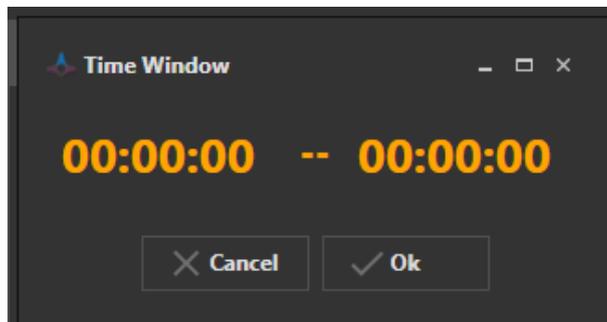
**Archive Job Options:**

**Make QC:** Easy Media Archive has Quality Check server which checks the quality of the assets and shows the quality rate between zero and five to the users. Quality check process is performed to check whether the content is suitable for publication process through the process tab to see the process progress can be monitored.



Graphic 146: Quality Check

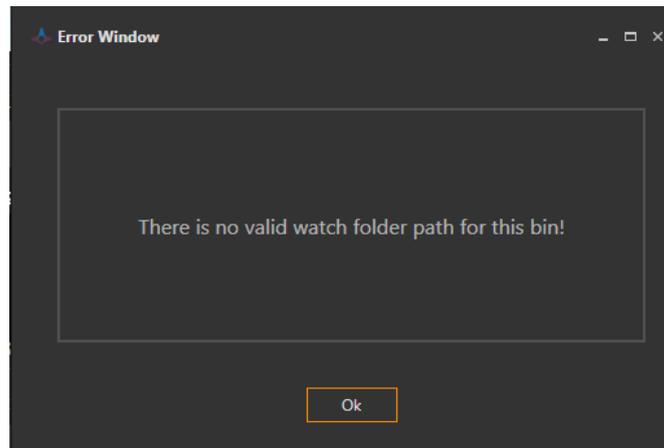
**Schedule:** Content of the set time to go through the process is carried out at a certain time in Quality Check. Time can set in schedule screen.



Graphic 147: Schedule

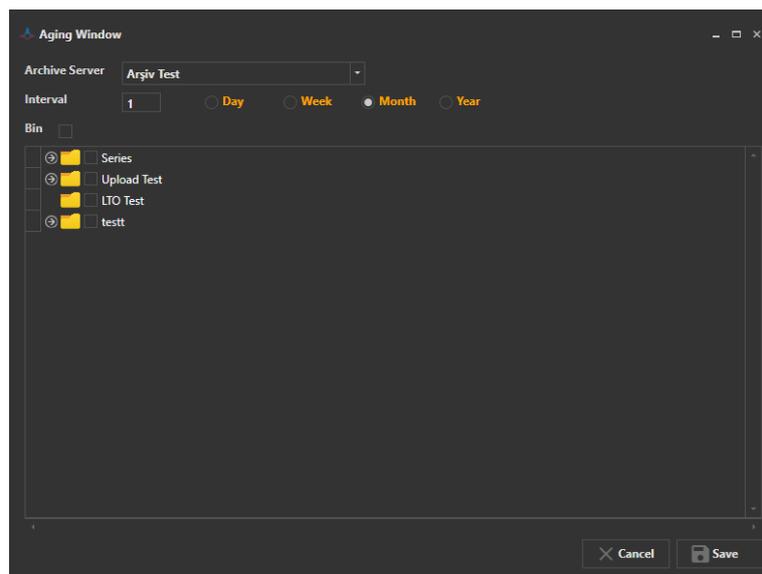
**Do nothing:** This option is scheduled to be activated for any actions.

**Enable Watch Folder:** By using this function, it is possible to up to date the file in Easy MAM simultaneously with the corresponding file which is chosen or created by the users.



Graphic 148: Watch Folder

**Aging:** Aging property is used archiving of unused files in a certain time dedicated to user decision. In this window three options appear;



Graphic 149: Aging

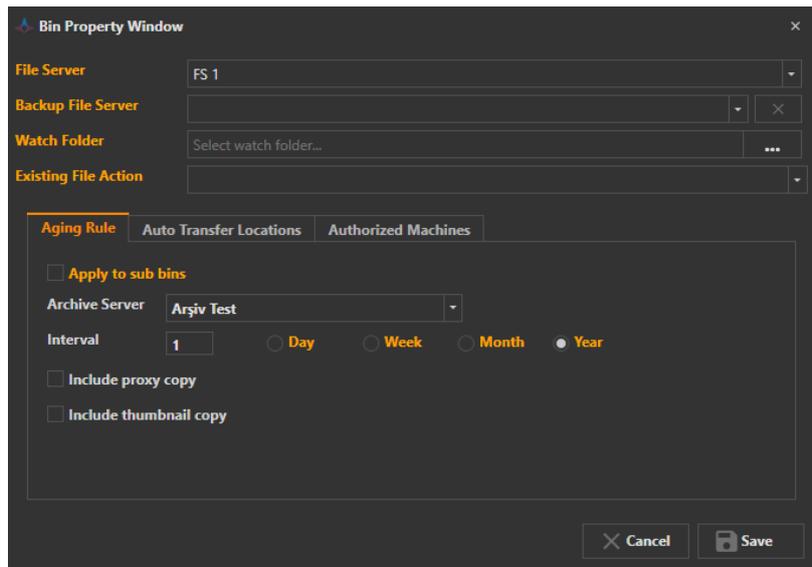
**Interval:** Days, weeks, months, years specified as options.

**Bin:** It is used to select the related Bin file.

- 1) Choose the 'Archive Server' for aging rules
- 2) Choose the 'Interval' according to the 'Day, Week, Month, Year'
- 3) To choose the 'Bin' file click in to the bin box
- 4) Click 'Save' button to save the changes
- 5) Click 'Cancel' button to cancel changes

### Properties

Information of bin is held in the properties section.



Graphic 150: Bin Properties

- 1) Select 'File Server' to be able to select a file
- 2) Select 'Backup File Server' to backup the files
- 3) Select 'Watch Folder' if any related watch folder exists
- 4) If the selected file is already in bin so existing file action window will open, to arrange the question of the action select the question
- 5) Use 'Aging Rule' function for the related file in media bin and choose the following actions
  - a) If all files should have *aging* rule click the apply to sub bins
  - b) Choose the *archive server* to be able to archive the files
  - c) Choose the '*Interval*' for *aging* rule
  - d) Choose the *proxy* or *thumbnail* sample it they are necessary
- 6) Click the 'Save' button to save the changes
- 7) Click the 'Cancel' button to cancel the changes

**Backup File Server:** Select backup server.

**Watch Folder:** It is used to select watch folder.

**Existing File Action:** It is used to select exist files in the archive to make changes with aging rule, transfer location and authorizeds on the assets.

### 5.1 Asset Window

This function is used for preview window. This section also has other features as below.

▶ : Play button is used to play the selected content.

⏮ : The Rewind button is used to go back 1 second on the video.

■ : The Stop button is used to stop the video.

⏭ : The Forward button is used to move forward for 1 second on the video.

⏸ : Trim in button is used to start trim here if you want to use a certain part of the content.

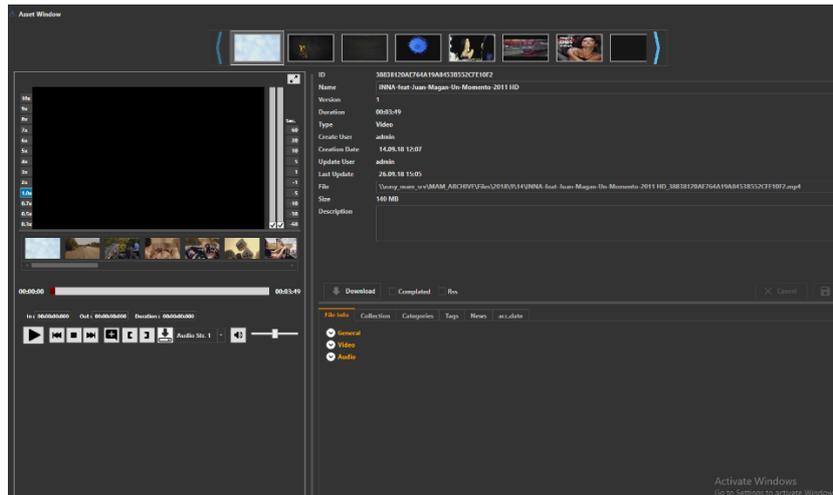
⏹ : Trim out button is used to finish trim here if you want to use a certain part of the content.

🗑 : Clear button is used to clear the marked trim in and out points.

⊕ : Add button is used to add the range of the selected trim points as new content.

🔊 : The Volume button is used to turn the sound off and on.

When the content is trimmed, it appears as new trim in the preview section. The new content also will be added to the content section as a new trim.



Graphic 151: Trim

## 5.2 Asset Metadata

Metadata information about the contents can be viewed and modified in Asset Metadata section. The subsections are below.

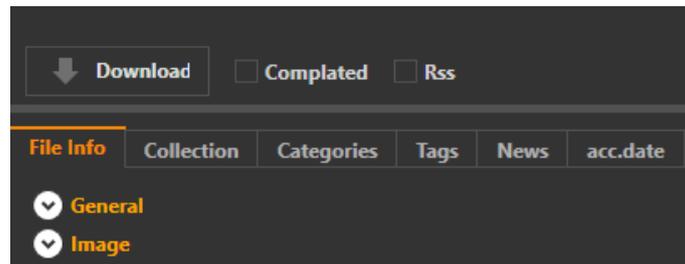
**Categories:** Content categories such as news or movie can be edited in this section.

**Tag:** Tags can be added and edited while searching for content in the Tag section.

**Smartsigns:** This is the SmartSign icon that will be used when the content is broadcasted.

**File Info:** Technical specifications such as video values, sound values, etc. can be viewed here

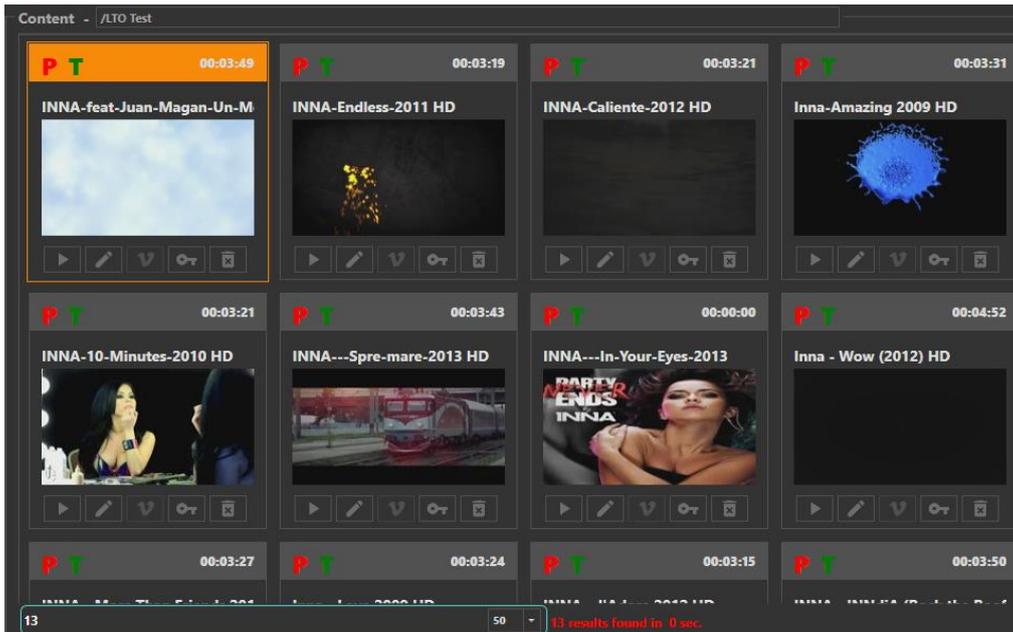
**Product Info:** Information about the content is set here, such as the country, creation date, creator, etc.



Graphic 152: Asset Metadata

## 5.3 Content

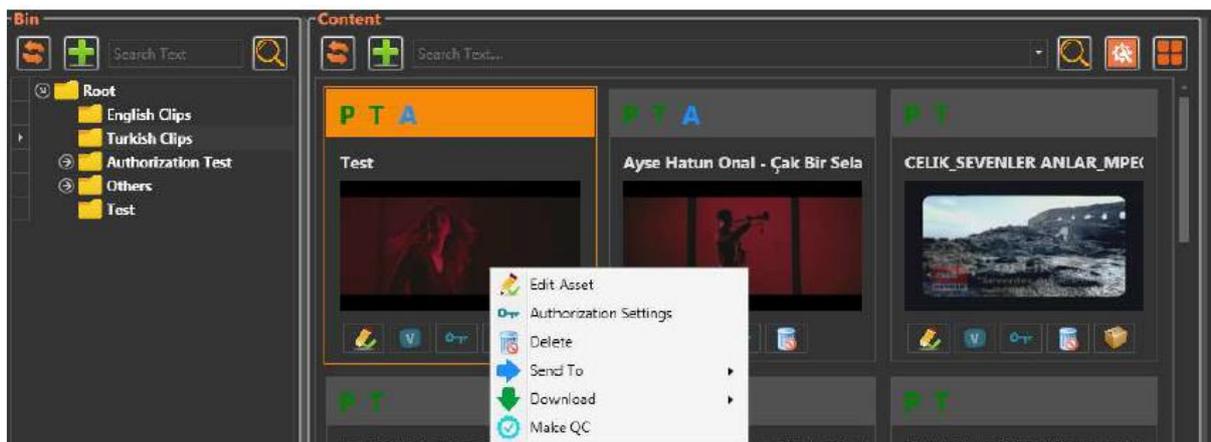
It shows the selected files and allows to send the data to the archives, allows to create *proxy* and *thumbnail*. It also allows to drag and drop.



Graphic 153: Content Window

Files can be searched in the folder by using button. Details can be searched by using button. New content can be added to the content section via button. Button is used to refresh for showing the changes made.

When you right click on any content in the Content window, you will see options such as Graphic 153. These options are as follows.



Graphic 154: Content Properties

**Edit Asset:** In this section, metadata information about the content can be edited. Details are available in Asset Metadata section.

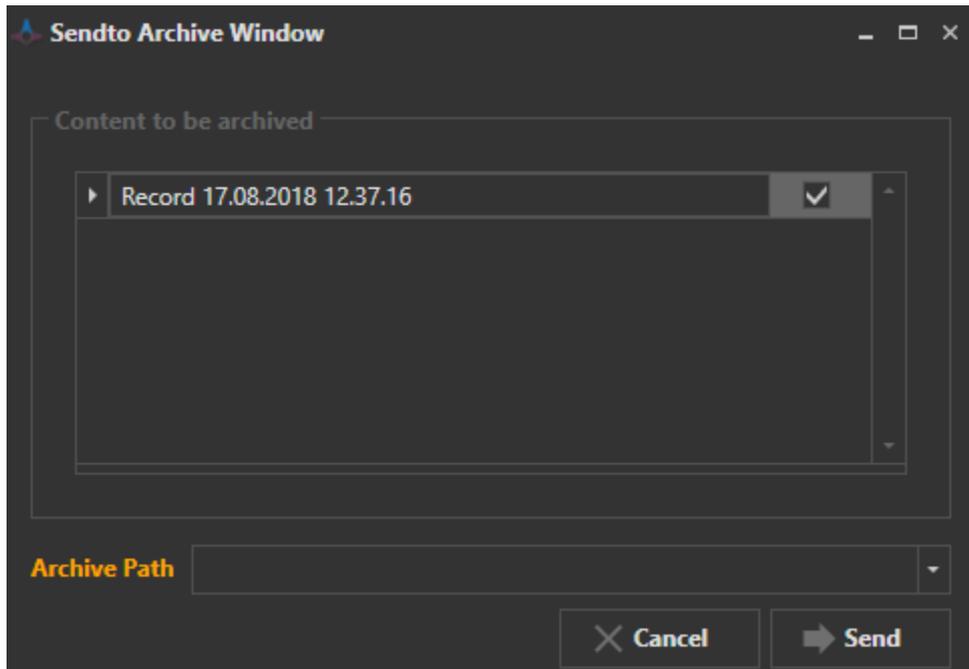
**Authorization Settings:** User authorizations are set.

**Delete:** It is used to delete content.

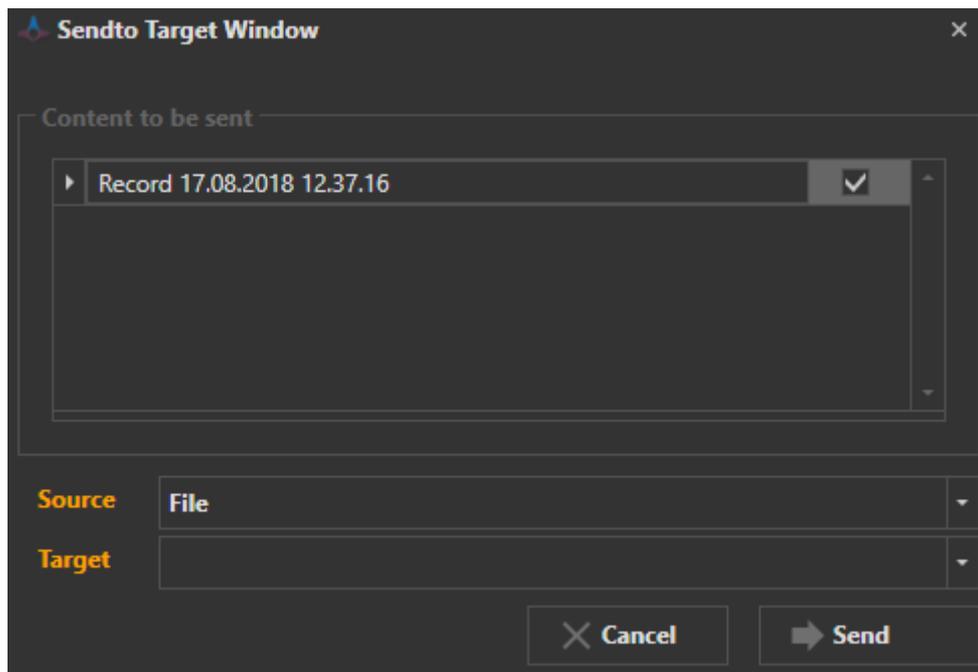
**Send to:** Two options appear. These options are:

**1.Archive:** Content is sent to a pre-defined archive server. The letter A appears in blue color on the submitted content.

2. *Target*: The content is sent to the target location.

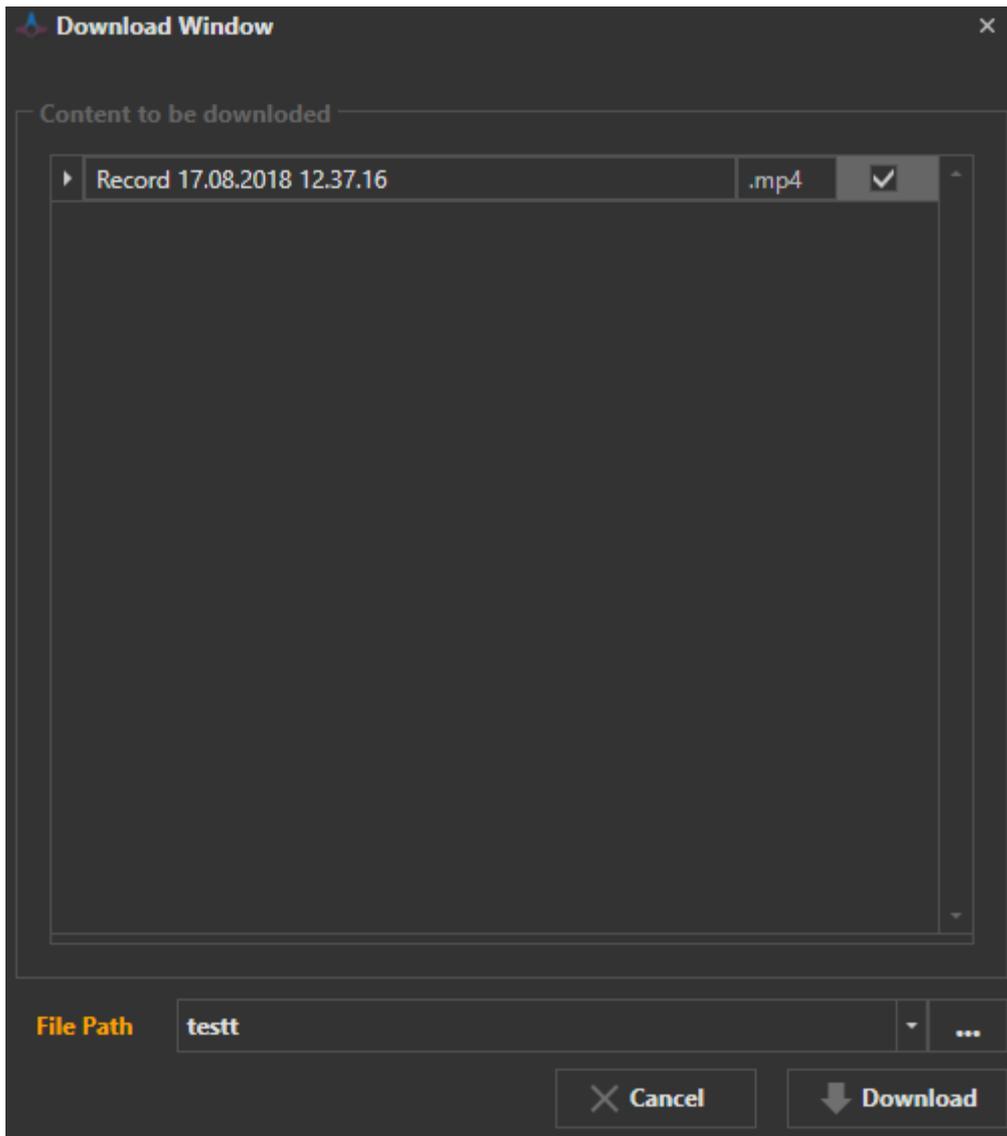


Graphic 155: Send to Archive Display



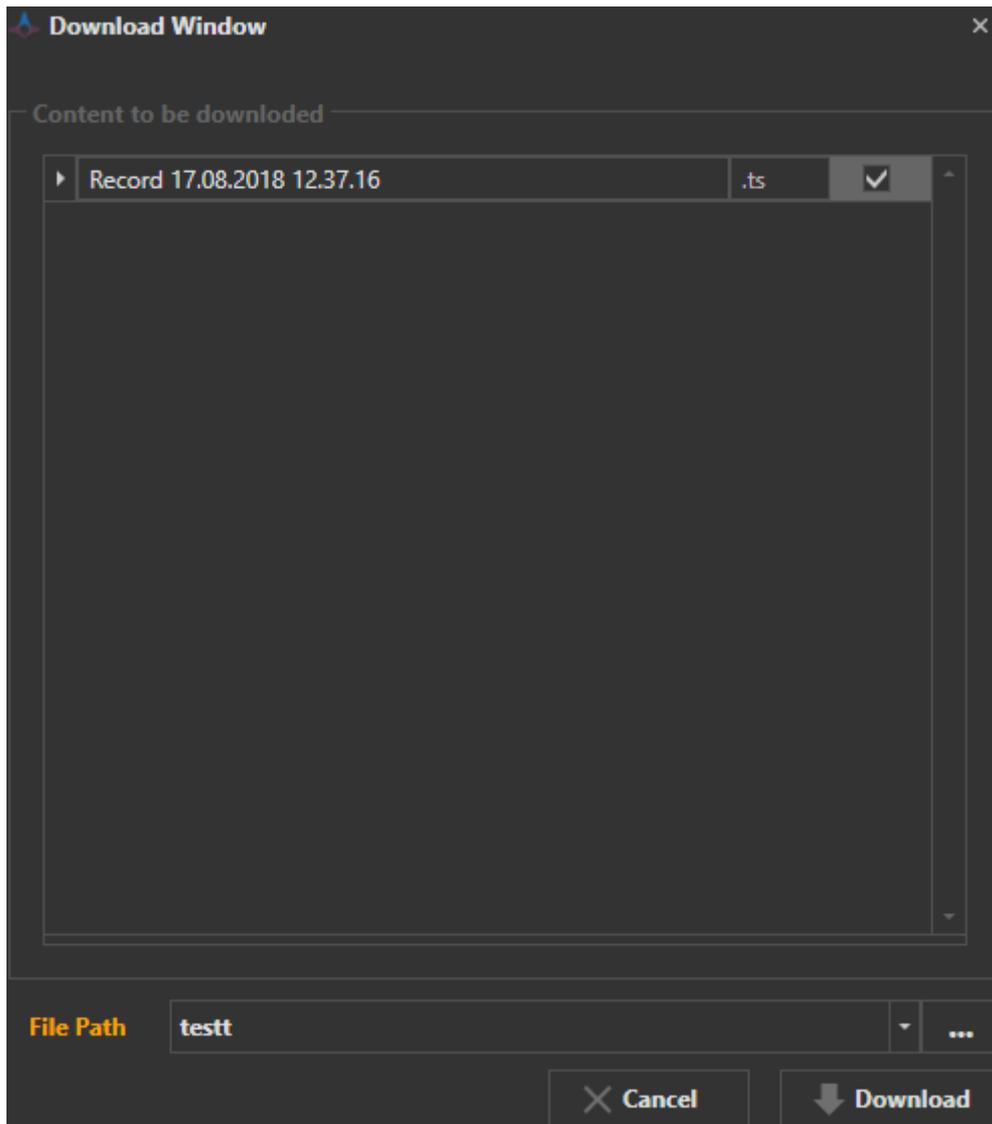
Graphic 156: Send to Target Display

*Get File*: There are two options to get the file, which are proxy and original file.



Graphic 157: Get File by Proxy

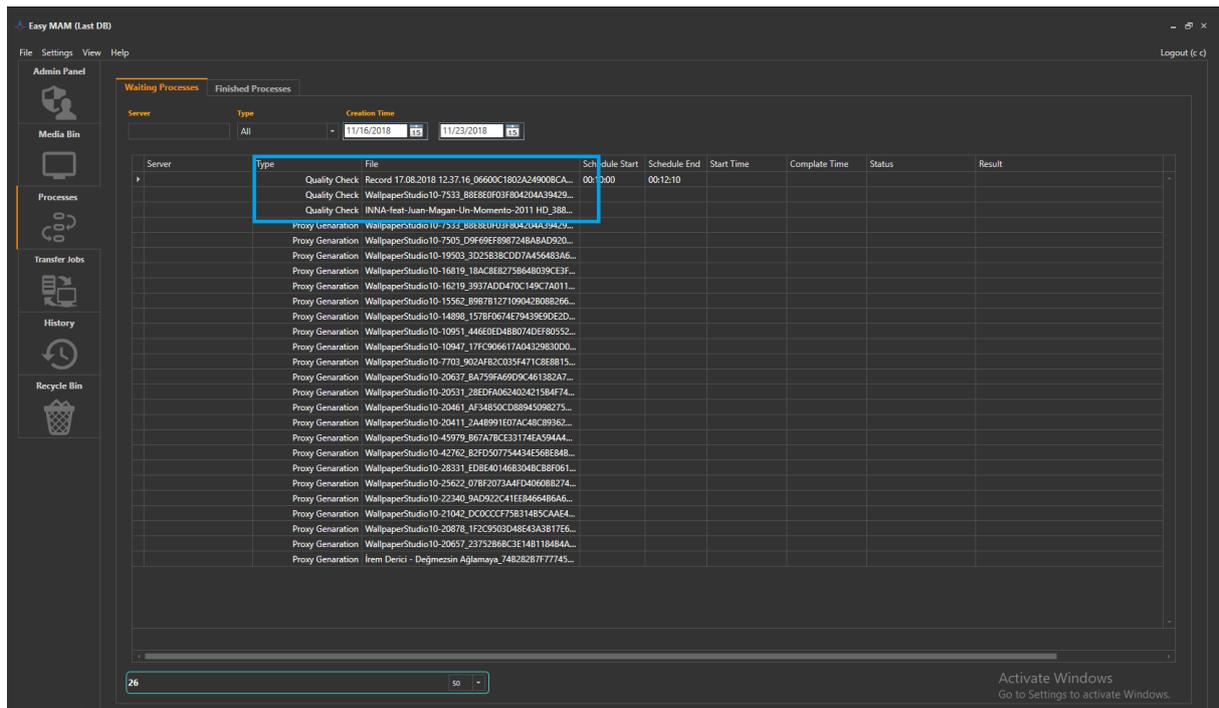
1. *Proxy*: The *proxy* sample of the content is downloaded in the computer.



Graphic 158: Get file by original file

**2.Original File:** The original content is downloaded in the computer.

**Make QC:** *Quality Check* is performed for the selected file.



Graphic 159: Quality Check

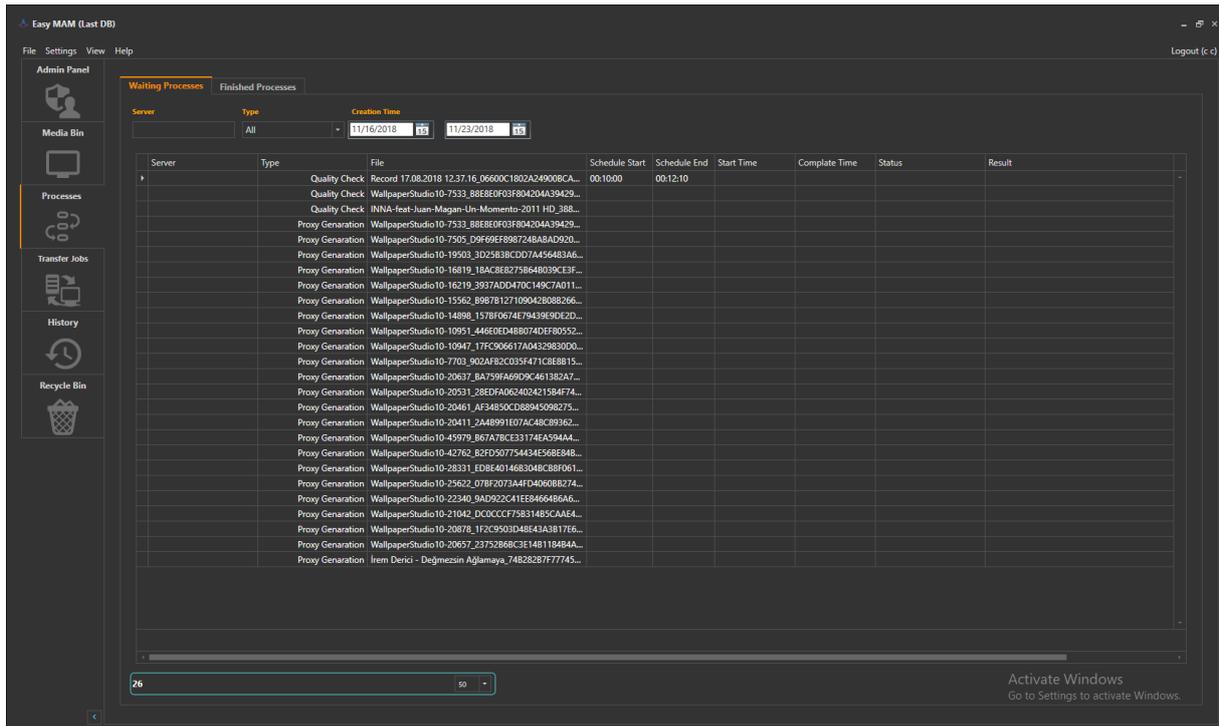
When QC is performed in the media bin, it could be seen in the process function that QC is performing.

**NOTE:** Some icons appear on the thumbnails in the Content section. If there is a green letter P on the top of the photo, this is the proxy file created. If there is a green letter T, it means thumbnail is created. The blue letter A indicates that your content is sent to the archive. If a file is archived, the archive icon disappears from the icons under the image as seen in Graphic 43. Tasks of the other icons are below:

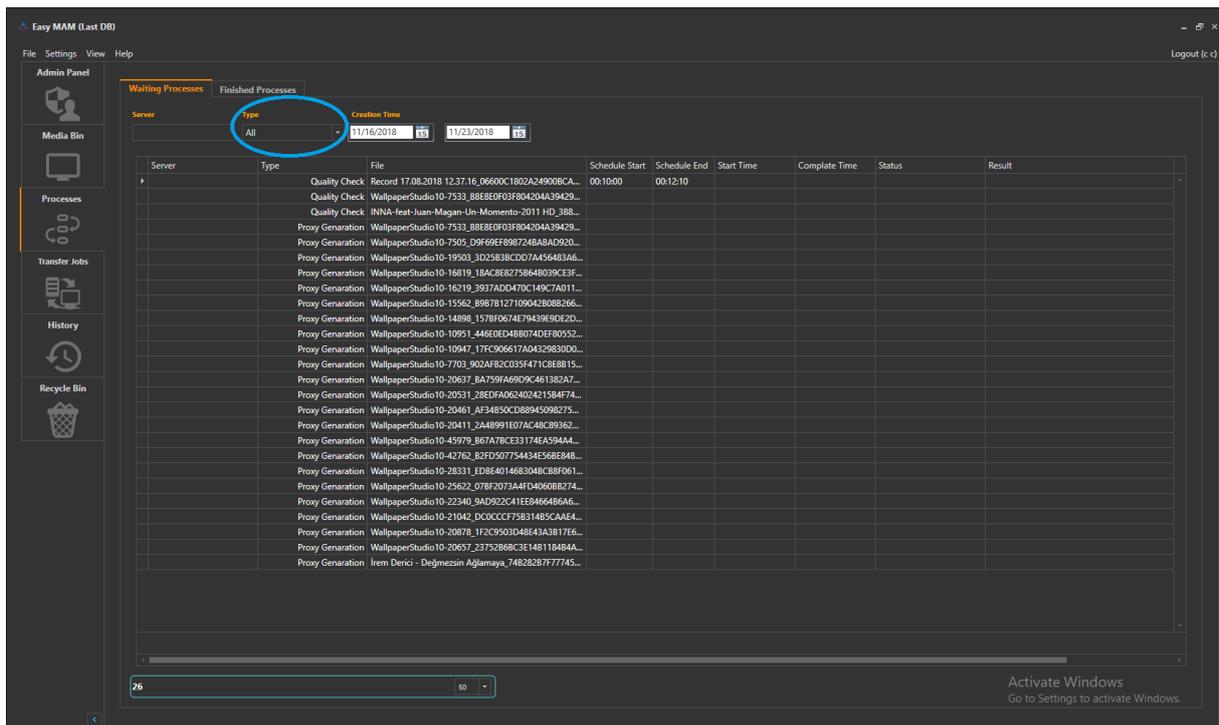
- : It is used to delete content.
- : It indicates version information of content.
- : It is used to edit the authorizations.
- : It is used to edit the content.

## 6. Process

Processes such as proxy creation and archiving can be displayed in the process section. Besides, these processes can be searched according to date, server and type. Process consists of two parts as *Waiting Process* and *Finished Process*.

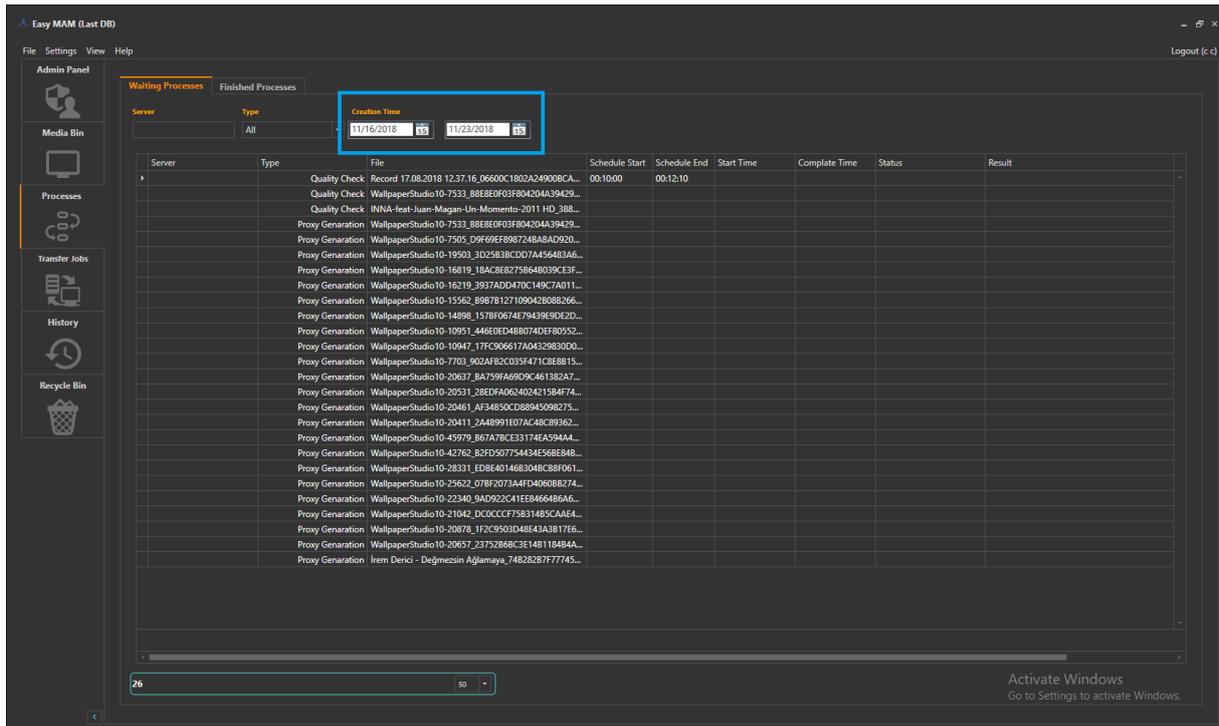


Graphic 160: Process Tool



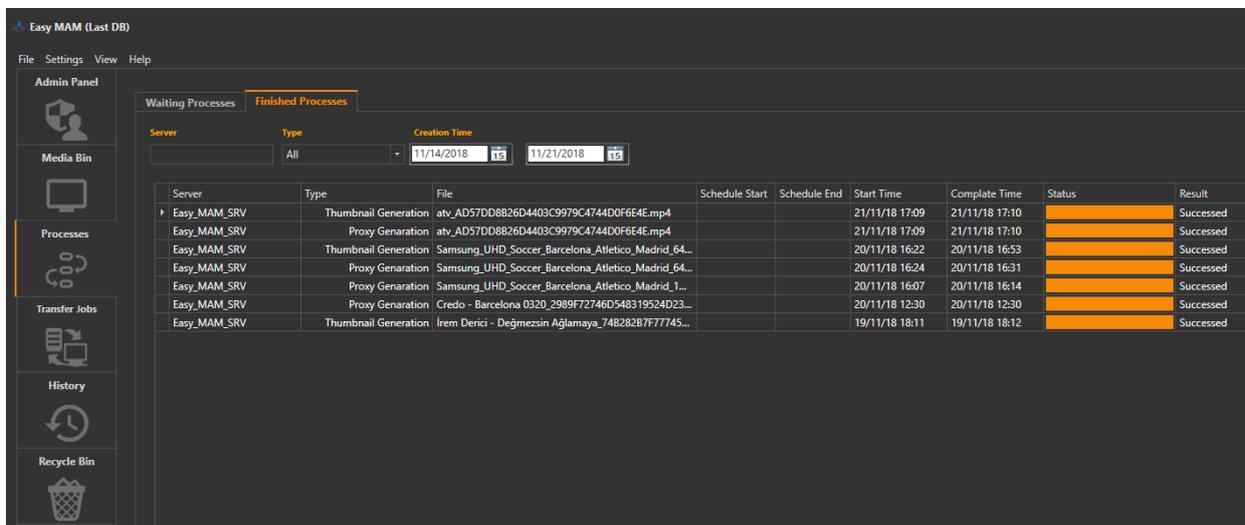
Graphic 161: Waiting Processes

- 1) Use the type of the process from the group which is, 'Thumbnail Generation, Proxy Generation, Transcoding and Quality Check'
- 2) Then the process about the chosen one will display



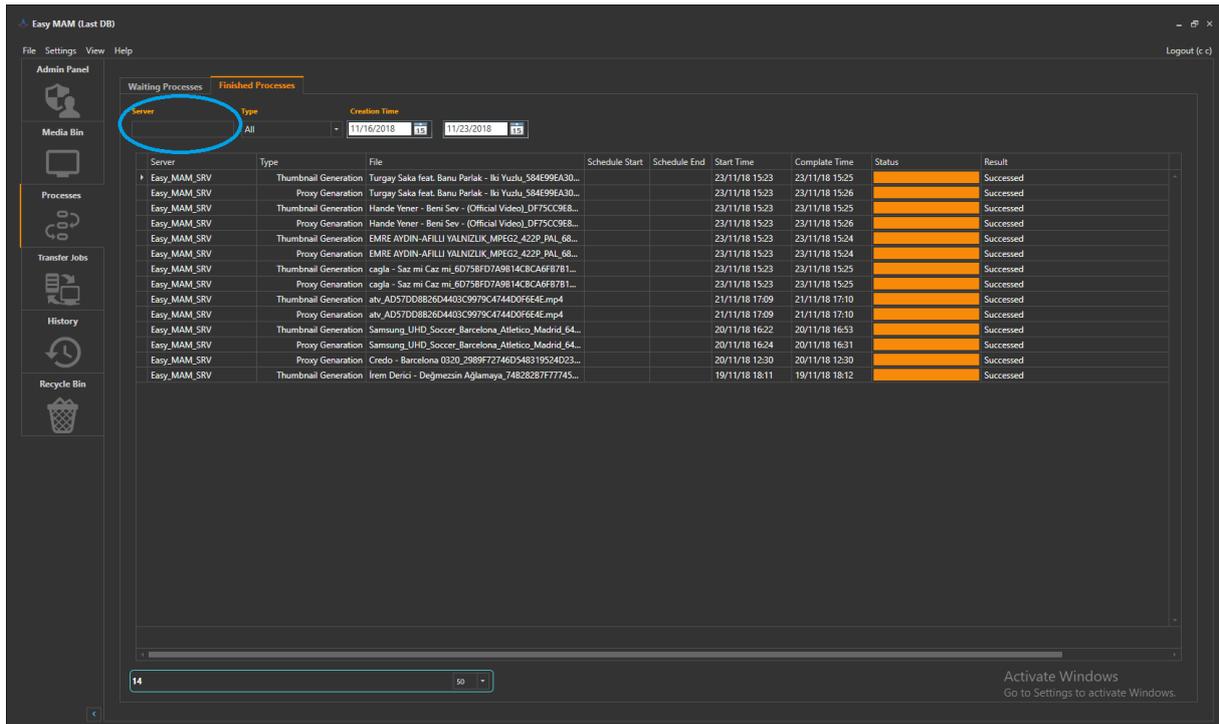
Graphic 162: Waiting Processes

Choose the date to see the process which happens in that time.



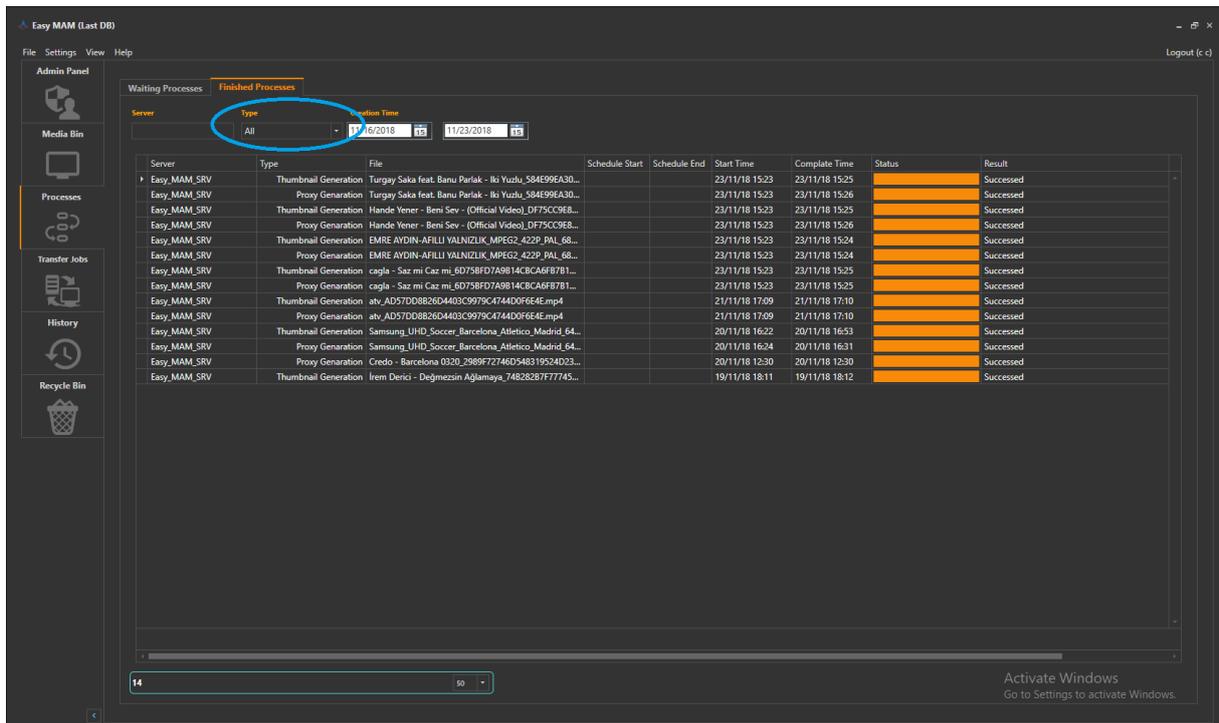
Graphic 163: Finished Process

Finished process displays the finished operation.



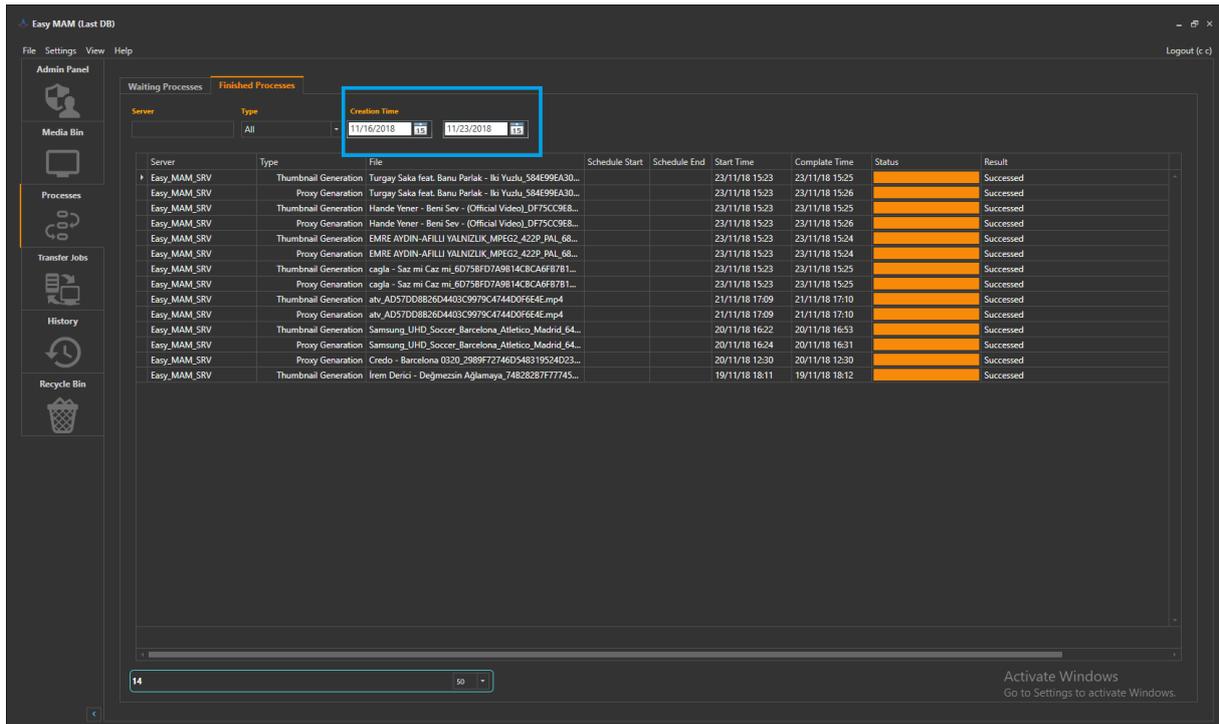
Graphic 164: Finished process Tool

Write the *server name* in the server box to see its processes.



Graphic 165: Finished Process Tool

- 1) Choose the *type* of the process from the group which is, 'Thumbnail Generation, Proxy Generation, Transcoding and Quality Check'
- 2) Then the *process* about the chosen one will display

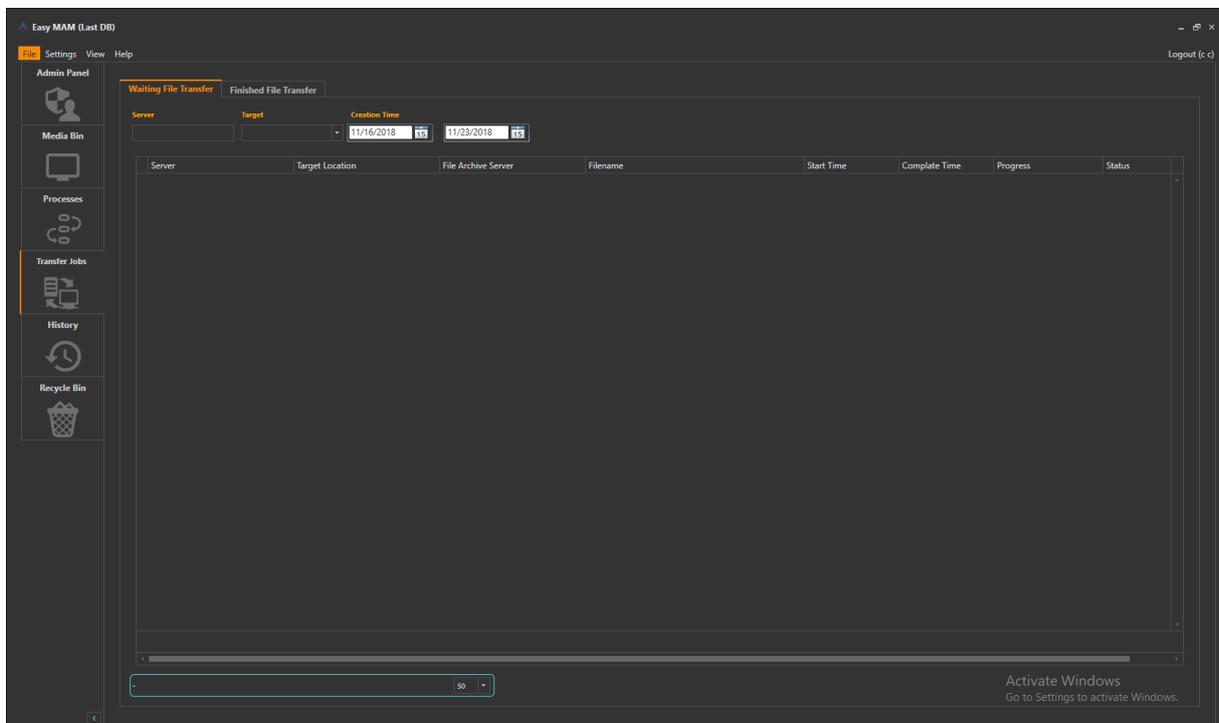


Graphic 166: Finised Process Tool

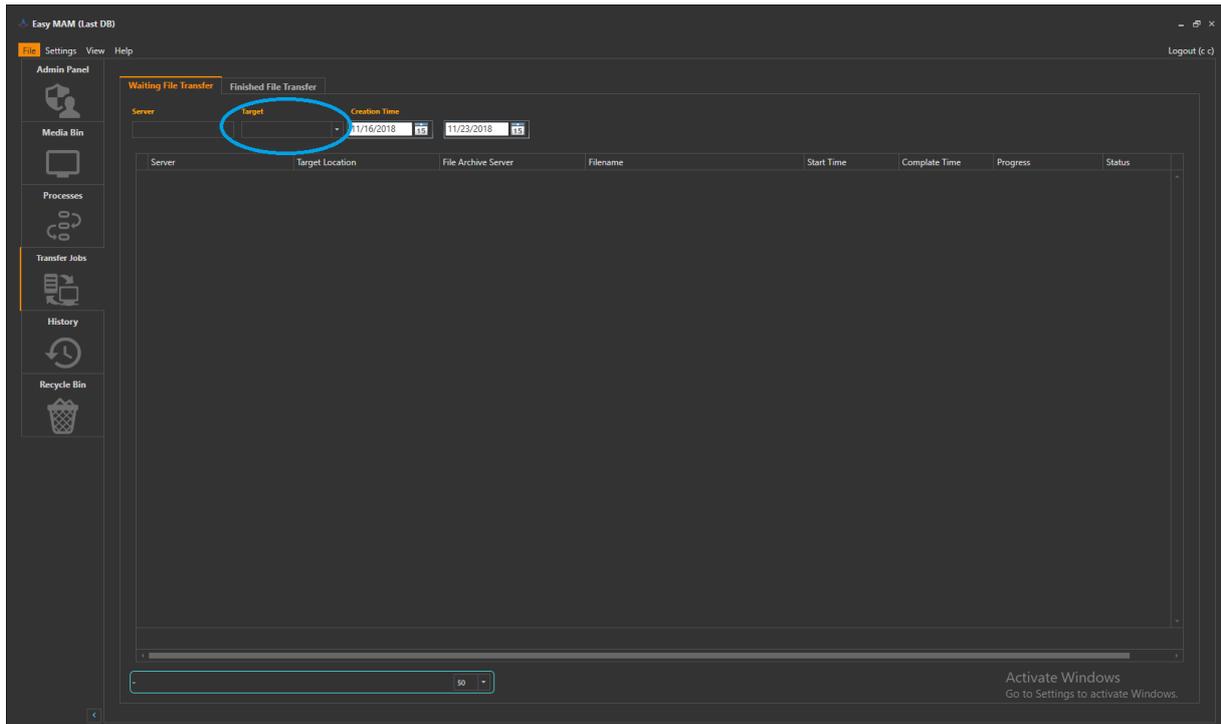
Choose the date to see the *process* which happened in that time

## 7. Transfer Jobs

Status of finished and transfer file can be track in this section. It also has searchable interface via date, target location and server.

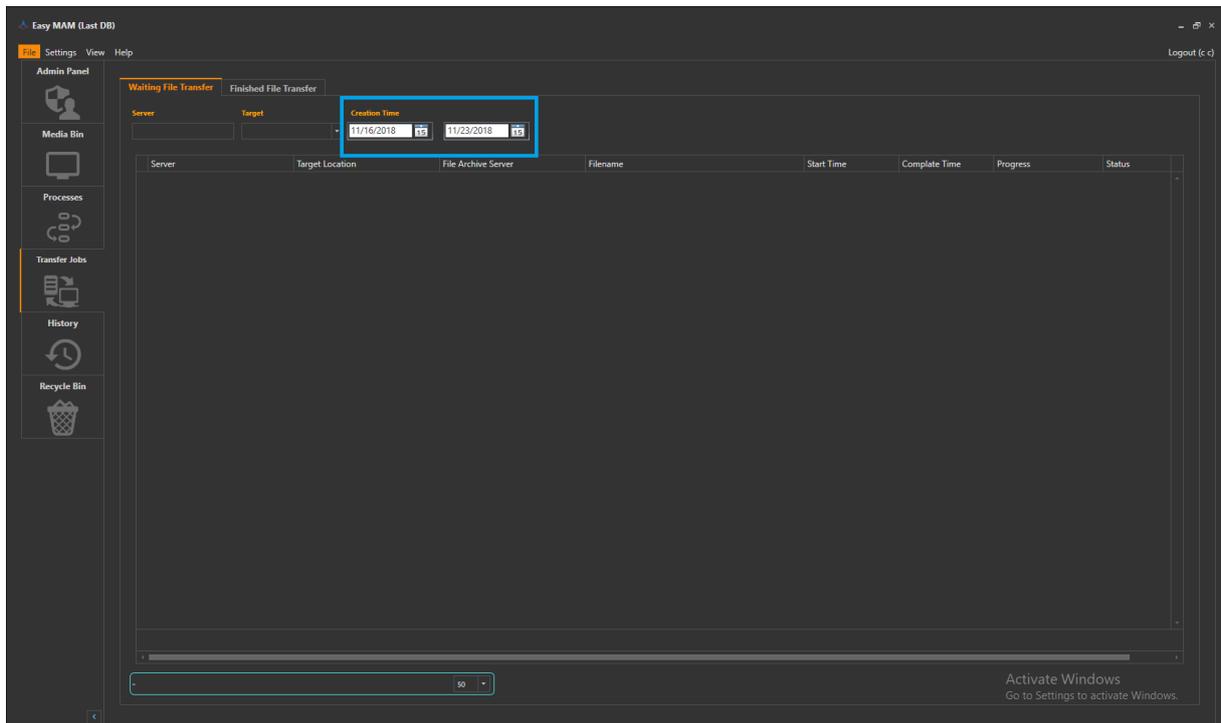


Graphic 167: Waiting File Transfer



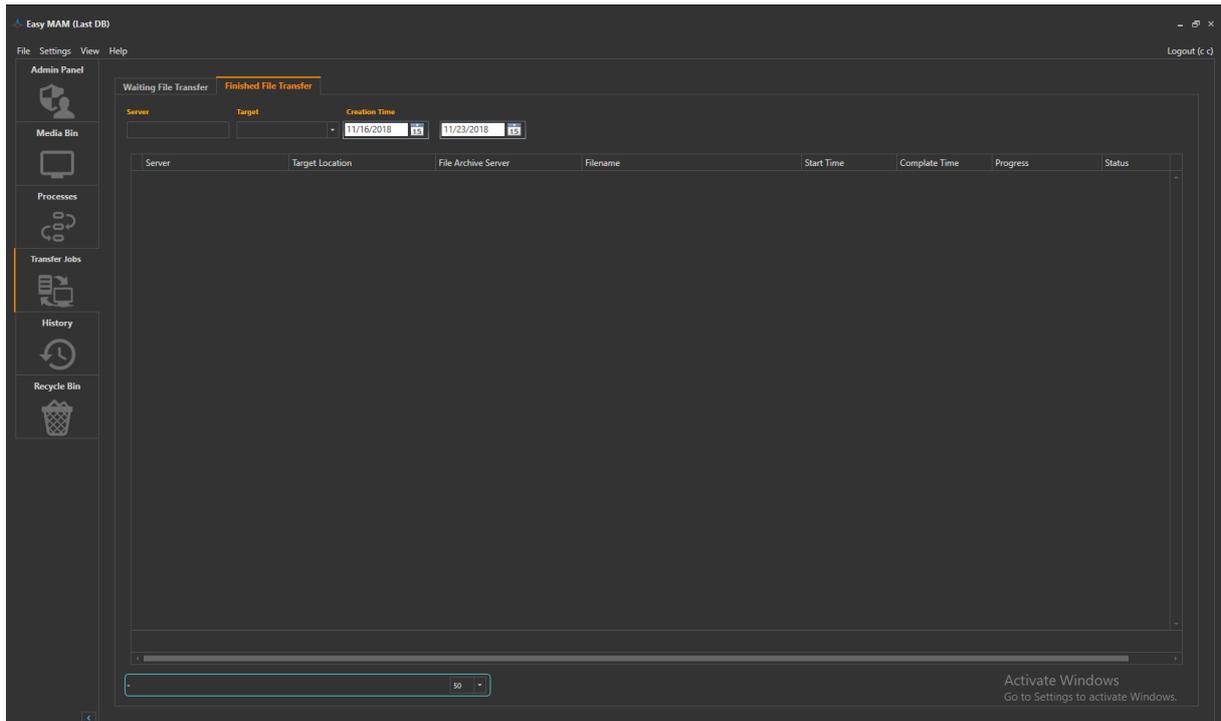
Graphic 168: Waiting File Transfer Tool

Choose the target transfer to see the result of the transmission to the required location.

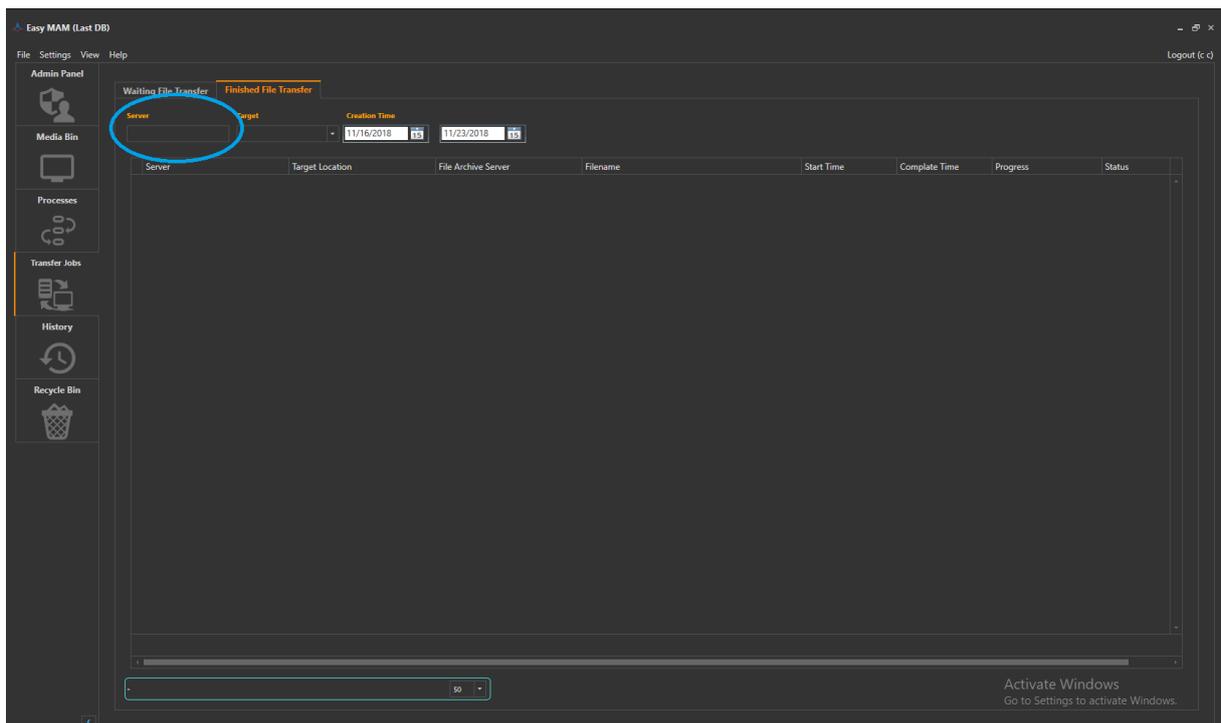


Graphic 169: Waiting File Transfer Tool

Select the date to see the transmission in that time.

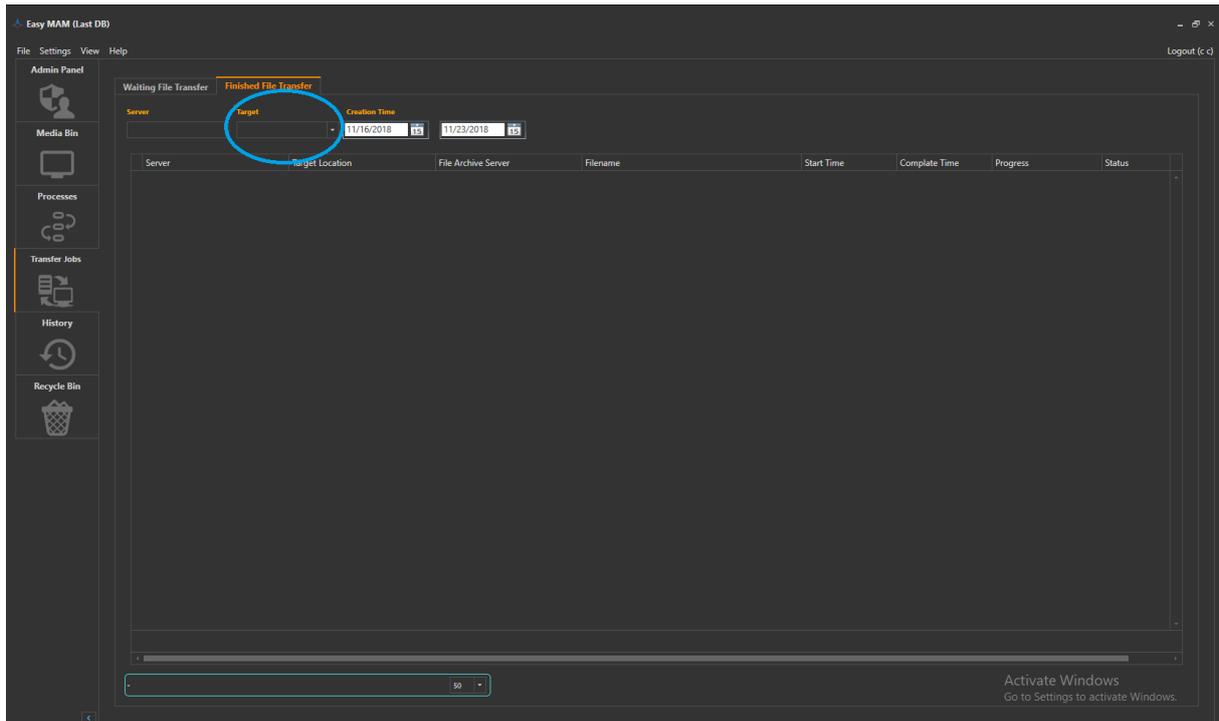


Graphic 170: Finished File Transfer



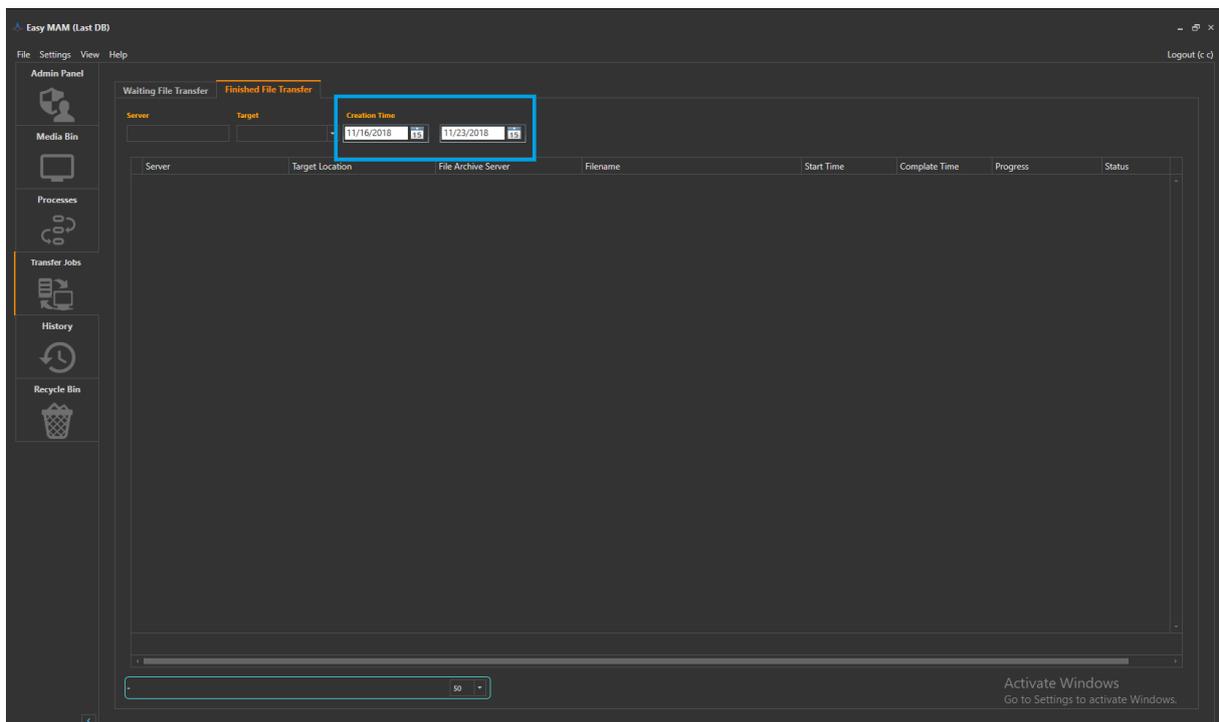
Graphic 171: Finished File Transfer

Write the server name in the server box to see its transmission.



Graphic 172: Finished File Process Tool

Choose the *target location* to see its transmission.

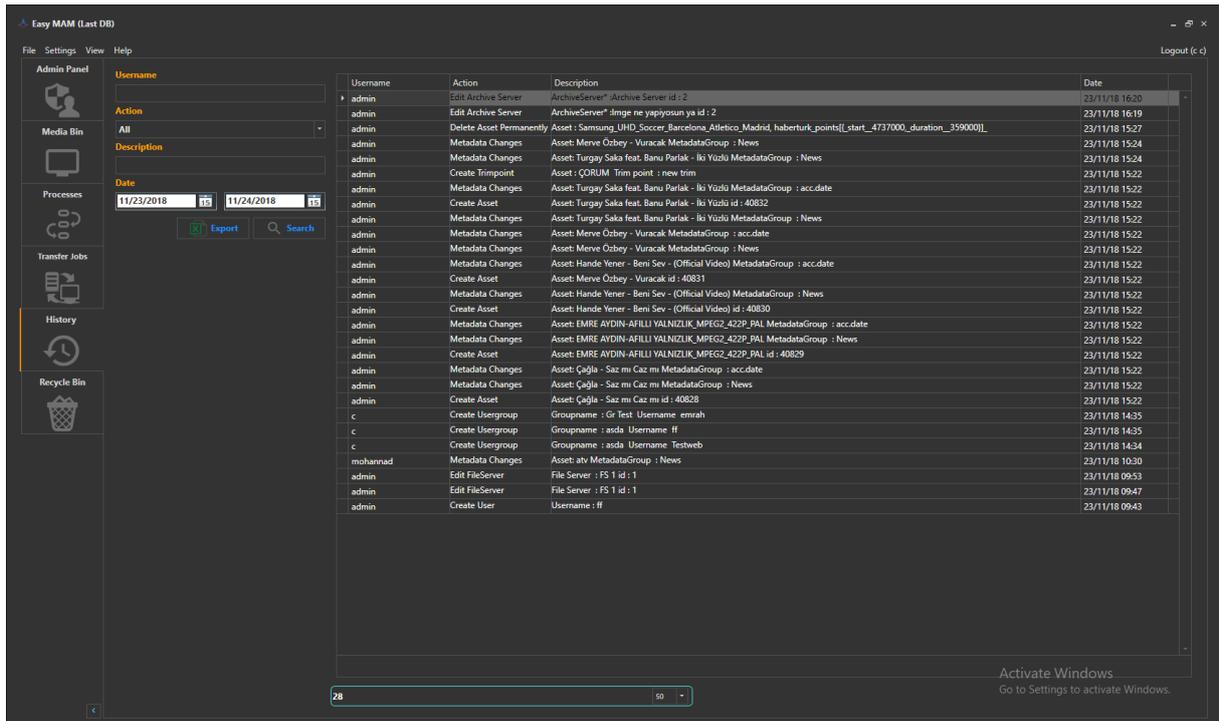


Graphic 173: Finished File Process Tool

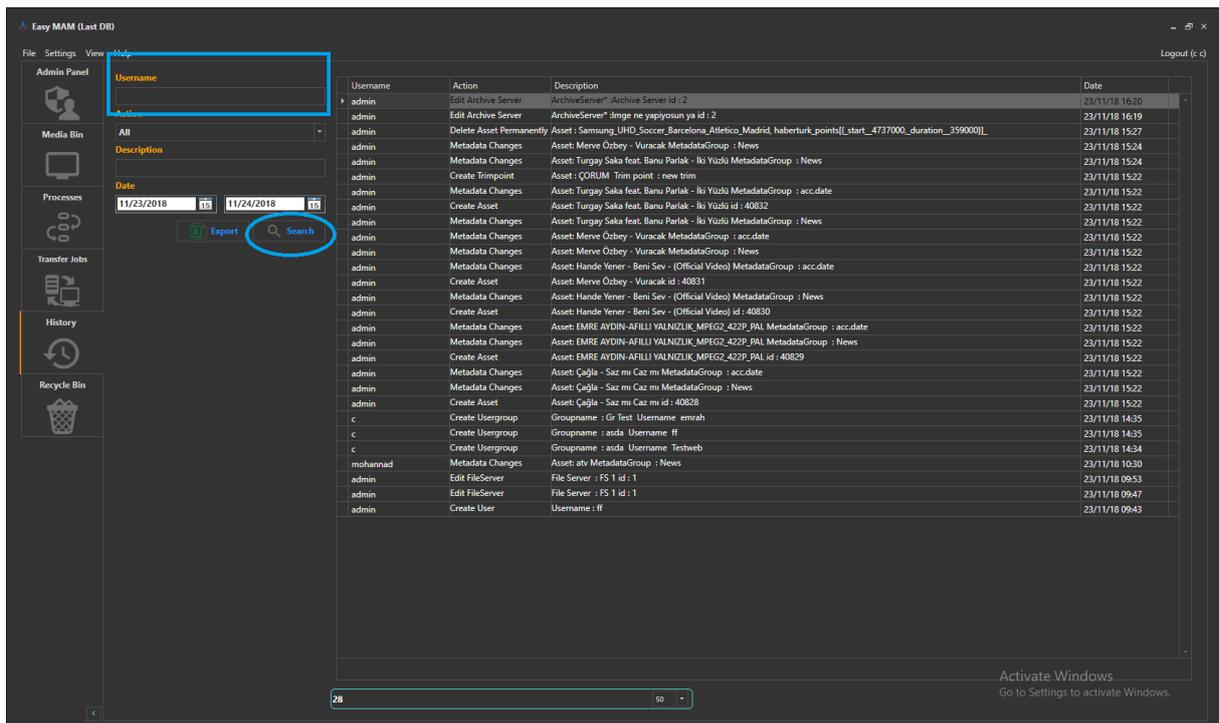
Choose the date to see the transmission in that time.

## 8. History

In the *History* section, the actions performed by the users are displayed and search can be done according to the *date*, *user* or *action type*.

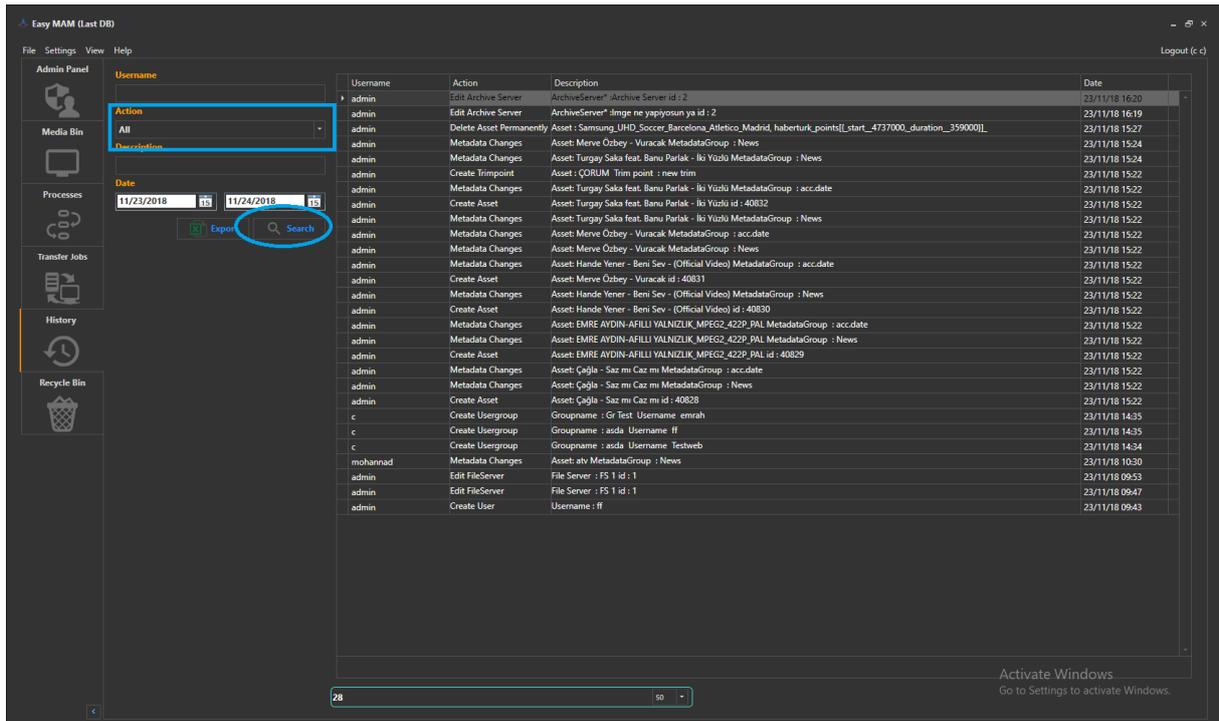


Graphic 174: History



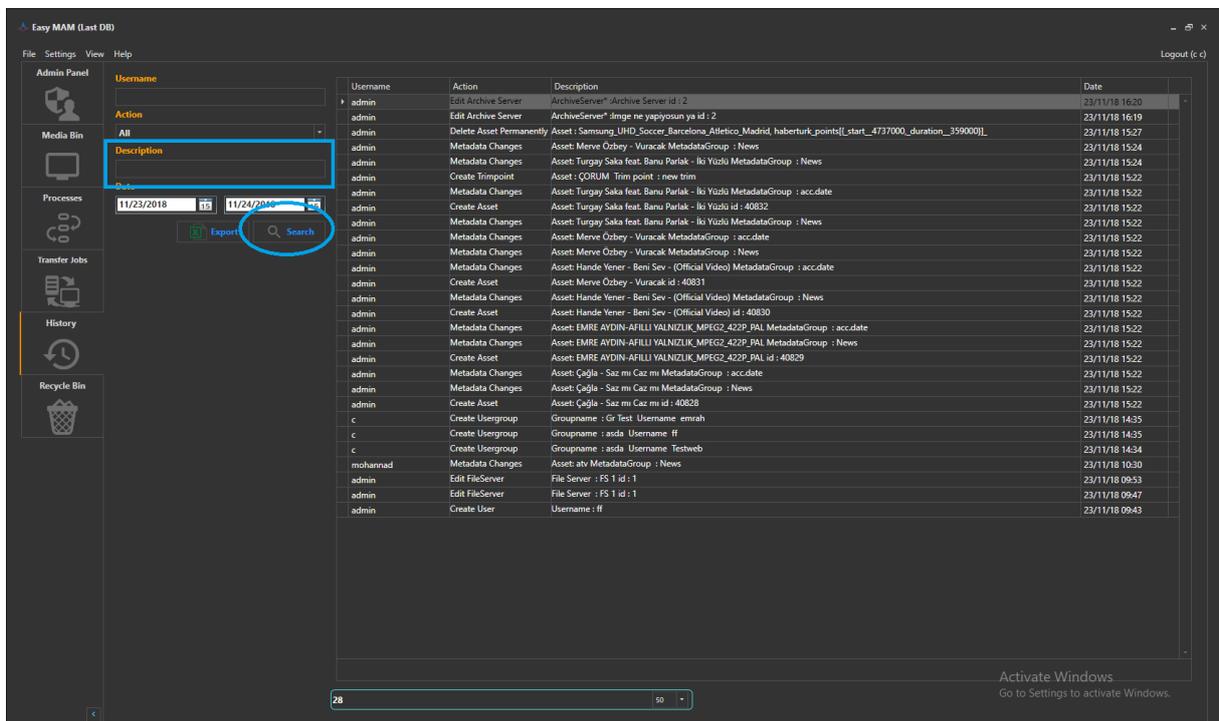
Graphic 175: History Tool

- 1) Write the username
- 2) Click the search tool to see the history of related user



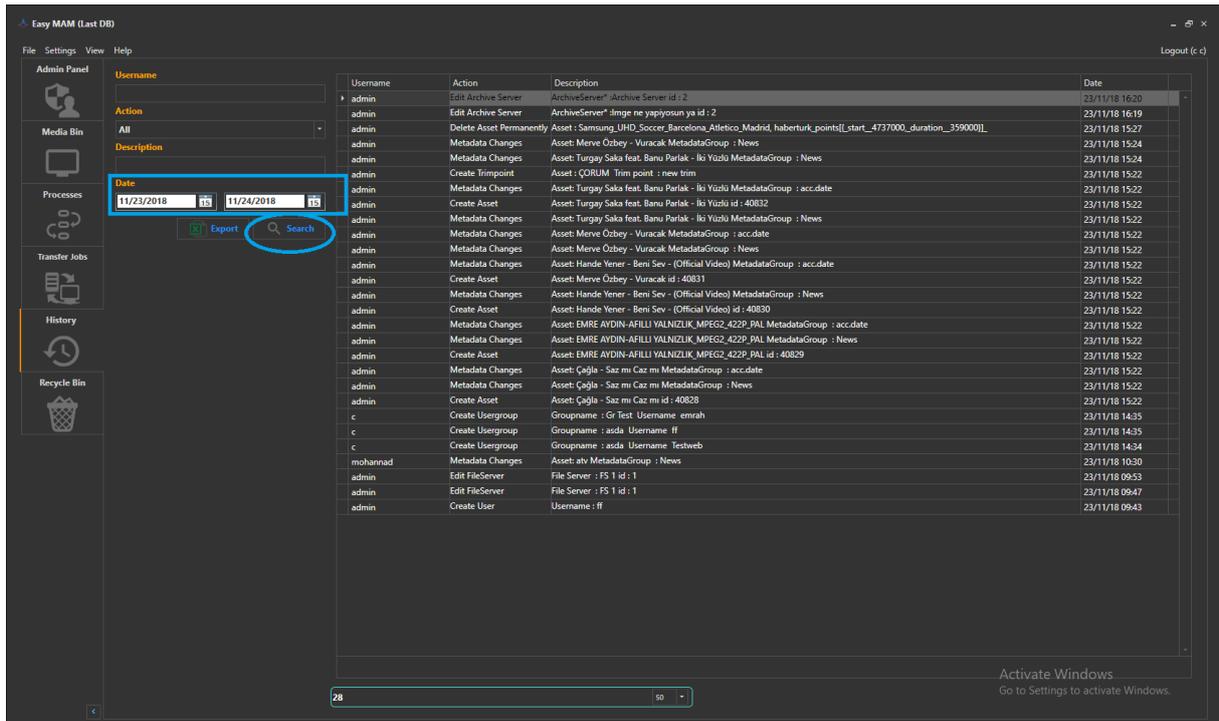
Graphic 176: History Tool

- 1) Choose the action from the existing ones
- 2) Click the search button to see the history of the dedicated action type



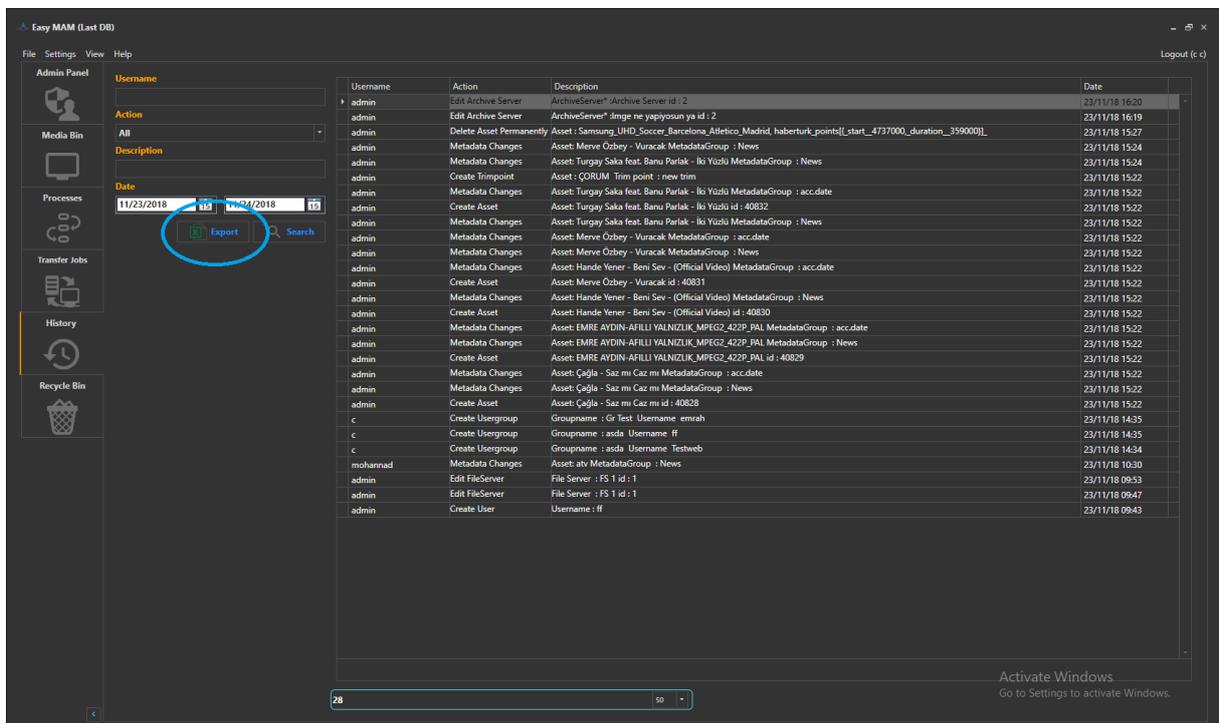
Graphic 177: History Tool

- 1) Write 'Description' for the content
- 2) Click the 'Search' button to see the history of the description



Graphic 178: History Tool

- 1) Select the start and end 'Date'
- 2) Click the 'Search' tool to see the result for the time

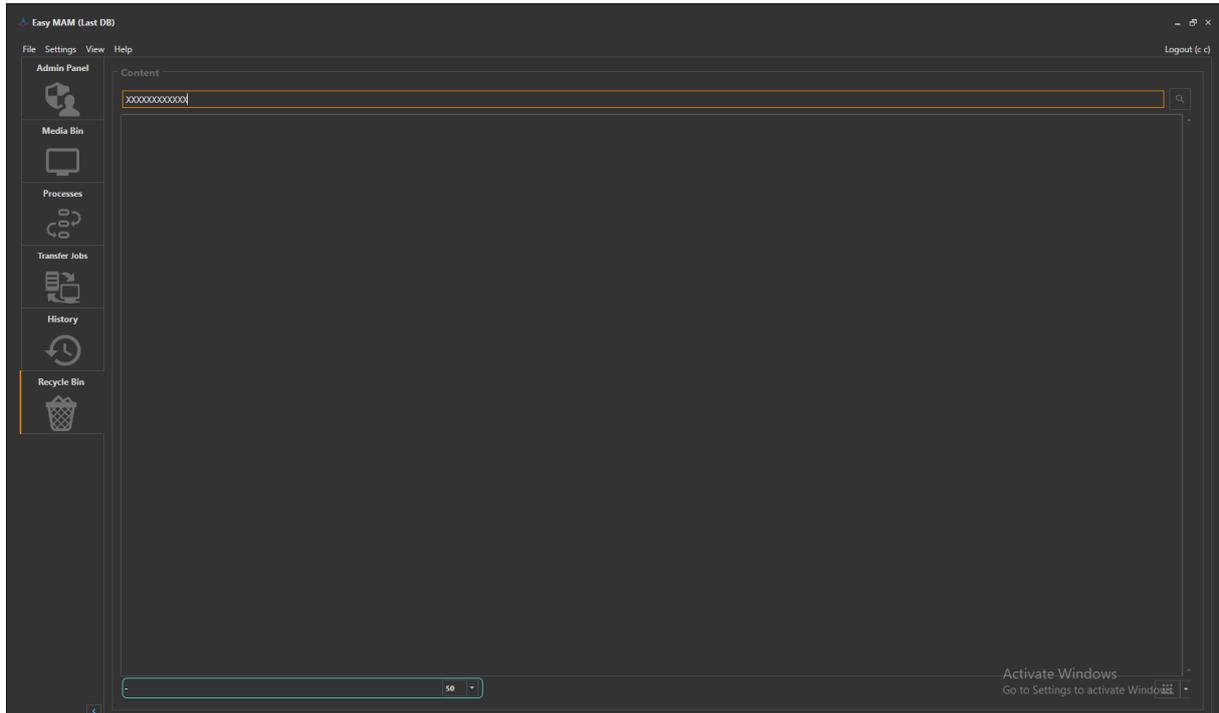


Graphic 179: History Tool

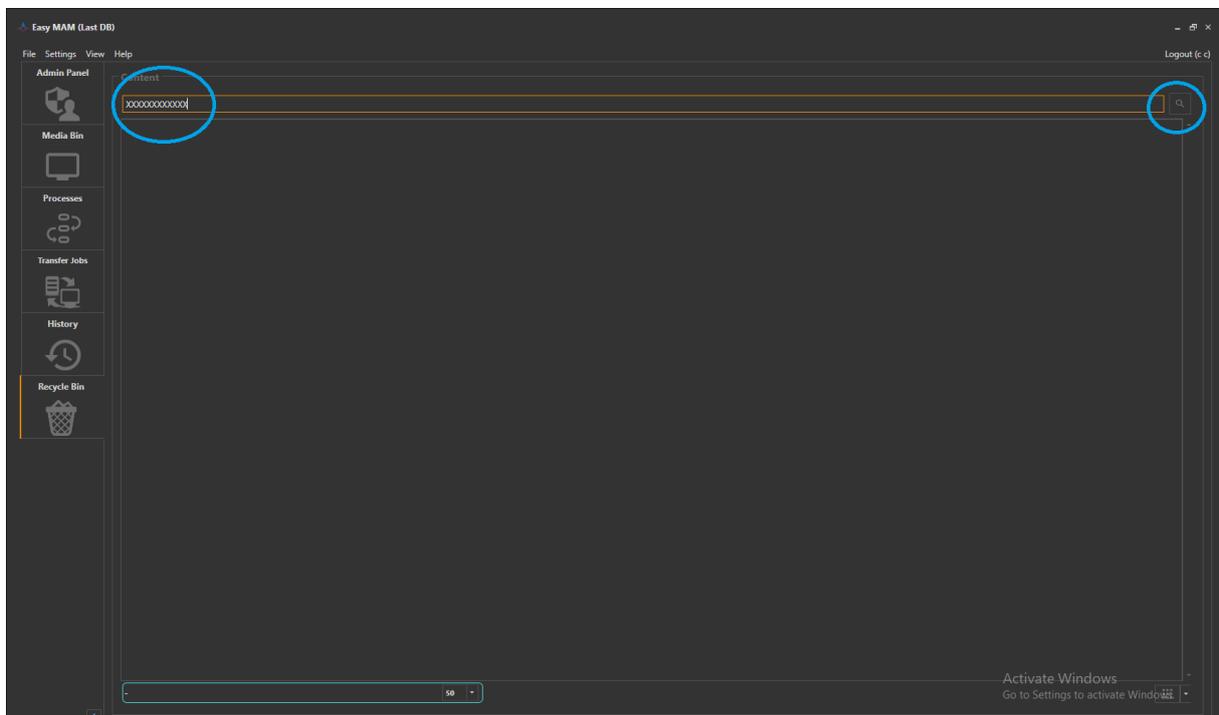
Use the export button to have the results in excel file.

## 9. Recycle Bin

Deleted content can be viewed and searched in *Recycle Bin*.



Graphic 180: Recycle Bin



Graphic 181: Recycle Bin Tool

- 1) Write the '*Content*' name
- 2) Click the search button to see the result