EasyMAM V.2.0.0.0 USER MANUAL Ver.2.0 – December 2018 Easy MAM USER MANUAL EasyMAM V.2.0 December 2018 Index

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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 opinon related to Easy MAM.

Please send your questions, suggestions and assistance requests to support@easymediasuite.com General feedback: 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 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

### **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.

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**

E,	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.

e Settings View	Help					Logout
Admin Panel	Arsiv					* >
	Archive Search					
		Content 010 Tert				
Media Bin						
	+ Search Text X Q	P T 00:06:00	<b>P T</b> 00:03:49	P T 00:03:19	<b>P T</b> 00:03:21	
	testt	atv	INNA-feat-Juan-Magan-Un-M	INNA-Endless-2011 HD	INNA-Caliente-2012 HD	
Processes	() Upload Test			CONSTRUCTION OF STRUCTURE		
282	⊖ <mark>⊂</mark> Series		1. C. C. A. A. A.	20		
			A.S. (1997)			
Transfer Jobs			2000	1.112		
₿ñ						
10.45						
		00:03:31	00:03:21	00:03:43	P 00:00:00	
<i>4</i> 5		Inna-Amazing 2009 HD	INNA-10-Minutes-2010 HD	INNASpre-mare-2013 HD	INNAIn-Your-Eyes-2013	
Recycle Bin					MENER SE	
		1 1 1 X 10 1	P 🦉 🤇 👘		INÍNA	
w I		and the second sec				
		<b>p T</b> 00:04:52	00:03:27	00:03:24	<b>9 7</b> 00:03:15	
		Inna - Wow (2012) HD	INNA - More Than Friends 201	Inna - Love 2009 HD	INNA - J'Adore 2012 HD	
				A A A A A A A A A A A A A A A A A A A		
		15	250			
	Unload History Download Mistory D	meet lifetom				
	Download History E	xport history				
	Asset Filename	Start Time Complate	Time Progress Statu			
						Activate windows

Graphic 1: Easy MAM Main Window

**BASIC TERMS and GENERAL INFORMATION** 

1.Settings Menu1.1 Settings Window1.1.1 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).

🙏 Settings Window		- ¤ ×
General Settings Databas	se Settings Social Settin	ıgs
Language	English	Required restart!
Confirm Movement		
Search On Archive		
Show Story Board	$\checkmark$	
Existing File Timeout	5 sn 🗸 Nev	
Default Page Size	50 -	
		Cancel

Graphic 2: General Settings

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

🐣 Settings Window					×
General Settings	Databas		Social Settings		
Language		English		- Requi	
Confirm Movemen	t				
Search On Archive					
Show Story Board		$\checkmark$			
Existing File Timeo	ut		sn 🗸 Never		
Default Page Size		50 -			
					$\frown$
			$\times c$	ancel 🚺	Save

Graphic 3: Language Settings

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

🐣 Settings Window			_ ¤ ×
General Settings	Database Settings	Social Settings	]
Language	English		Required restart!
Confirm Movemen	<b>)</b>		
Search On Archive			
Show Story Board	$\checkmark$		
Existing File Timeo	ut 5	sn 🗸 Never	
Default Page Size	50	•	
			$\sim$
		×	Cancel Save

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

	Settings Window							 ı ×
	General Settings	Databas		Socia	I Settings			
	Language		English			- Re		
	Confirm Movemen	t						
<	Search On Archive	>						
	Show Story Board		$\checkmark$					
	Existing File Timeo	ut		sn	✓ Never			
	Default Page Size		50 -					
					×c	ancel	Save	

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

-\$	<ul> <li>Settings Window</li> </ul>							_ 0	⊐ ×
	General Settings	Databas		Soci	al Settings				
	Language		English			- Re			
	Confirm Movemen	t							
	Search On Archive								
<	Show Story Board	>	$\checkmark$						
	Existing File Timeo	ut		sn	✓ Never				
	Default Page Size		50	•					
					×c	ancel	Sav	/e	

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.

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

*	Settings Window							-	×
	General Settings	Databas		Soci	al Settings				
	Language		English			•			
	Confirm Movement	t							
	Search On Archive								
	Show Story Board		$\checkmark$						
	Existing File Timeou	ıt		sn	V Never				
	Default Page Size		50 -						
					×c	ancel	<b>B</b> Sa	ve	

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

🙏 Settings Window				_ 🗆 ×
General Settings	Database Settings	Social Settings		
Language	English		• Required	
Confirm Movement				
Search On Archive				
Show Story Board	$\checkmark$			
Existing File Timeou	t 5	sn 🔽 Never		
Default Page Size	50 .			
			_	
		$\times c$	ancel	Save

Graphic 8: Default Page Size

Default Page Size: It arranges the file assests 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.

👌 Settings Window			-	. = ×
General Settings Dat		Social Settings		
Twitter App Login Inf				
Consumer Key :	twitter			
Consumer Secret :	sec			
User Access Token :	c			
User Access Secret :	c			
		× Cancel	<b>Save</b>	

Graphic 9: Social Settings

🐣 Settings Window			_ 🗆 ×
General Settings Dat		Social Settings	
Twitter App Login Info			
Consumer Key:	twitter		
Consumer Secret :	sec		
User Access Token :	c		
User Access Secret :	c		
		X Cancel	Save

Graphic 10: Consumer Key

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

🐣 Settings Window				- 🗆 ×
General Settings Dat		Social Settings		
Twitter App Login Inf				
Consumer Key :	twitter			
Consumer Secret :	sec			
User Access Token :	c			
User Access Secret :	c			
				_
		× Cancel	Save	

Graphic 11: Consumer Secret

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

*	Settings Window				 ı x
	General Settings Dat		Social Settings		
	Twitter App Login Info				
	Consumer Key :	twitter			
	Consumer Secret :	sec			
	User Access Token	c			
	User Access Secret :	c			
				$\frown$	
			× Cancel	Save	
				$\sim$	

Graphic 12: User Access Token

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

\land Settings Window			_ O ×
General Settings Dat		Social Settings	
Twitter App Login Info			
Consumer Key :	twitter		
Consumer Secret :	sec		
User Access Token :	c		
User Access Secret :	c		
		× Cancel	Save

Graphic 13: User Access Secret

- Enter the Twitter API code
   Click the 'Save' function to save the changes
   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.

Easy MAM File Settings Help System Admin Proj	jects
Name	Doğan
Lastname	Ersan
Email	dogan@devtek.com.tr
Username	admin
Password	•••••
	X Cancel

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.

📥 Player	Shortcut		×
	/	*	- mark in
<b>7</b> -min	8	9 +min	+ mark
4 -sec	5 play	<b>6</b> +sec	
1 -framı	2	3 +fram	Enter
	0	- unmark	

Graphic 15: Player Shortcut

# 2.2 How to Use Window

- t: To add new content at list.
- B: Used to add a new proxy server.
- **I**: Used to add a new thumbnail.
- ✓: Used to save changes.
- X: Used to cancel last operation.
- is: Used to delete selected item.
- &: Used to edit selected item.
- 🙉: Used for advanced search.
- •••: Used for the regulation of authority.
- S: Used to refresh list.
- The sector and the se
- E: Used to record the changes made.
- $\bigcirc$ : Used to search files.
- **V**: To display the version list of the item.

HowtoUs	eWindow	_ <b>—</b> ×
Icon	Meaning	
• +	Add new content to list.	-
R	Add new proxy server.	
	Add new thumbnail.	
2	Make advenced search.	
2	Try again failed operation.	
	cancel last operation.	
- 2	edit selected item.	
	upload file to virtual asset.	
	Make authorization settings.	
×	Apply changes.	
8	Refresh the list.	
	Restore deleted item.	
	Save changes.	
Q	Search.	
	Delete selected item.	
0	See asset version list.	

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

e Settings Help	
System Admin	Projects
Name	Doğan
Lastname	Ersan
Email	dogan@devtek.com.tr
Username	admin
Password	••••
	X Cancel R Save

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

Easy MAM					
F	ile	Settings Help	D		
	Sy	stem Admin	Pro	jects	
		Name		Doğan	
	<	Lastname		Ersarı	
		Email		dogan@devtek.com.tr	
		Username		admin	
		Password		•••••	
				$\sim$	
				🗙 Cancel 🌔 🖬 Save	

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

🔥 Ea	👃 Easy MAM					
File	Settings Help					
S	ystem Admin Pro	jects				
	Name	Doğan				
	Lastname	Ersan				
<	Email	dogan@devtek.com.tr				
	Username	admin				
	Password	••••				
		X Cancel Save				

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

👌 Easy MAM	
File Settings Help	
System Admin	Projects
Name	Doğan
Lastname	Ersarı
Email	dogan@devtek.com.tr
Username	admin
Password	•••••
	X Cancel Bave

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

🐣 Easy MAM						
File Settings Help						
System Admin Pr	ojects					
Name	Doğan					
Lastname	Ersarı					
Email	dogan@devtek.com.tr					
Username	admin					
Password	•••••					
	X Cancel Save					

Graphic 22: System Admin Password

- 1) Write the 'Password' in the space in front of the labelling 'Password' word
- Click the 'Save' function to save the changes
   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.

- <b>}</b> E	asy MAM		
File	Settings Help	•	
	System Admin	Projects	
	Projects -		
	Last DB		
	Last Test		
	Maho Tes	t	

Graphic 23: Project

👃 Easy MAM				
File Settings Help				
System Admin Projects				
Projects C + Last DB				
Last Test				
Maho Test				

Graphic 24: Projects

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

🙏 Add Project Wi	ndow _ 🗆 ×	
Project Name	Project Name	
DB Name	Database Name	
DB Server IP	Database Server IP	
DB Username	Database Username	
DB Password		
	Cancel Save	

Graphic 25: Projects

To create a new project;

🐣 Add Project Wir	ndow _ 🗆 ×
Project Name	Project Name
DB Name	Database Name
DB Server IP	Database Server IP
DB Username	Database Username
DB Password	

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

📥 Add Project Wi	ndow _ 🗆 ×
Project Name	Project Name
DB Name	Database Name
DB Server IP	Database Server IP
DB Username	Database Username
DB Password	
	X Cancel Save

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

	🗄 Add Project Win	dow _ □ ×
	Project Name	Project Name
	DB Name	Database Name
<	DB Server IP	Database Server IP
	DB Username	Database Username
	DB Password	
		Cancel Save

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

4	🐣 Add Project Window				×
	Project Name	Project Name			]
	DB Name	Database Name			
	DB Server IP	Database Server IP			]
	DB Username	Database Username			
	DB Password				
		X Cancel	iave		)

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

📥 Add Project Wir	woode woode woode woode woode woode woode woode woode water
Project Name	Project Name
DB Name	Database Name
DB Server IP	Database Server IP
DB Username	Database Username
DB Password	
	Cancel Save

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
- Click the 'Save' function to save the changes
   Click the 'Cancel' function to close the settings panel without making change

👆 Easy M	ІАМ
File Sett	tings Help
Systen	n Admin Projects
C	C +
	Last DB
	Last Test
	Maho Test

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.

🙏 Easy MAM							·
System Admin Projects							
Projects	General	User Grou	ıps Users	Process Server	File Server	Archive Server	History
	Server	lp [	192.168.1.134	1			
Last DB	Name		l act Tect				
Last Test	DP Nor						
Maho Test			EM_lest				
	DB Use	rname	ems				
	DB Pass	sword	•••••				
				icel 🔂 Save			

Graphic 32: General Project Settings

🙏 Easy MAM							
File Settings Help							
System Admin Projects							
Projects	General	User Groups	Users	Process Server	File Server	Archive Server	History
C +							
Last DR	Server	P) 192.	168.1.134				
Last Test	Name	Last	Test				
Maho Test	DB Nam	EM_1	fest				
	DB User	name ems					
	DB Pass	word ••••	•••••				
				cel Save	>		

Graphic 33: General Project Settings Server IP

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

🐣 Easy MAM						
File Settings Help						
System Admin Projects						
	General User G	Groups Users	Process Server	File Server	Archive Server	History
<u>C</u> +						
Last DB	Server Ip	192.168.1.134				
Last Test	DR Name	Last Test				
Maho Test		EM_lest				
	DR Password	ems				
	DUTASSWULU					
			cel B Save	>		

Graphic 34: General Project Settings Name

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

🕹 Easy MAM						
File Settings Help						
System Admin Projects						
Projects	General User Gr	oups Users	Process Server	File Server	Archive Server	History
G +						
Last DB	Server Ip	192.168.1.134	l			
Last Test	Name	Last Test				
Maho Test	DB Name	EM_Test				
	DB Username	ems				
	DB Password	•••••				
			cel Save	>		

Graphic 35: General Project Settings Database (DB) Name

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

🛧 Easy MAM					
File Settings Help					
System Admin Projects Projects	General User Gro	oups Users Process Server	File Server	Archive Server	History
	Server Ip	192.168.1.134	]		
Last DB	Name	Last Test			
Maho Test	DB Name	EM_Test			
	DB Username	ems			
	DB Password	•••••	_		
		X Cancel Save	$\geq$		

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

🔥 Easy MAM						
File Settings Help						
System Admin Projects						
	General User Gro	oups Users	Process Server	File Server	Archive Server	History
Last DB	Server ip	192.168.1.134				
Last Test	Name	Last Test				
Maho Test	DB Name	EM_Test				
	DB Username	ems				
	DB Password	•••••				
			cel 🕞 Save	>		

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.

📥 Ea	sy MAM						
File	Settings Help						
Sy	stem Admin Projects						
		General User Groups Users	Process Server File Server A	Archive Server Histo	n v		
	C +				.,,		
	Last DB						
	Maho Test	Group Name	A.D. Group Active				
					Drag a column head	er here to group by that column	
					Group	User	

Graphic 38: User Groups



Graphic 39: User Groups tools

🐣 Easy MAM		
File Settings Help		
System Admin Projects		
	General Users Process Server File Server Archive Server	History
Last DB		
Last lest		
	Group ivame A.D. Group Active	Drag a column header here to group by that column
		Group User
	X Cancel G Save	

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
- Click the 'Save' function to save the changes
   Click the 'Cancel' function to close the settings panel without making change

Easy MAM				
File Settings Help				
System Admin Projects				
	General User Groups Users	Process Server File Server Archive Se	erver History	
Last DB				
Last Test				
Maho Test	Group Name	A.D. Group Active	Drag a column h	eader here to group by that column
			Group	User

Graphic 41: User Groups Tool

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

🙏 Easy MAM				
File Settings Help				
Sustan Admin Projects				
Projects	General User Groups Users Pro	cess Server File Server Archive Server	History	
C +				
			oser co sups	
Last DB		(	C	
Maho Test	Group Name	A.D. Group Active	$\mathcal{I}$	
			Drag a column head	ler here to group by that column
			Group	User

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

🐣 Easy MAM				
File Settings Help				
System Admin Projects				
Projects	General User Groups Hearr	Process Conver Eile Conver Archive	Sanuar History	
C +			navy	
Last DB				
Maho Test	Group Name	A.D. Group Active		
	Cloup Name	A.D. Gloup Acave	Drag a colu	nn header here to group by that column
			Group	User
			$\langle \rangle$	
			Select Group	

Graphic 43: User Groups Tool

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

For String: Hefs	A Fasy MAM				
File Starting Help     System Adexis     Projects     Central     User Comps        Comps  <					
System Admin Perjekts     Projekts     Central     User     Corrupt     Corrupt <th>File Settings Help</th> <th></th> <th></th> <th></th> <th></th>	File Settings Help				
Projects     Ceneral     User Groups     Ceneral     Ce	System Admin Projects				
Inter DB   Inter Set   Maho Ted     Croup Name     A.D. Group Active     Drag a column header here to group by that column     Group Name     A.D. Group Active     Drag a column header here to group by that column     Group Name     A.D. Group Active     Drag a column header here to group by that column     Group Name     A.D. Group Active     Drag a column header here to group by that column     Group Name     A.D. Group Active     Drag a column header here to group by that column     Group Name     A.D. Group Active     Drag a column header here to group by that column     Group User     Setter Group Name     Setter Group Name     Setter Group Name     Setter Group Name	Projects	Conoral User Groups Userry Process S	nuar Ella Sanuar Archiva Sanuar I	History	
Lat DB   Lat DB   Lat Data     Croup Name     AD. Group Active     Drig a column header here to group to that column     Group Name     AD. Group Active     Drig a column header here to group to that column     Group User     Drig a column header here to group to that column     Group User     Drig a column header here to group to that column     Group User     Drig a column header here to group to that column     Group User     Drig a column header here to group to that column     Group User     Drig a column header here to group to that column     Group User     Setter Group Setter to group to that column     Setter Group Setter to group to that column     Setter Group Setter to group to that column	C +	General Osci Groups Users Process a		mistory	
Lee DB Let Tet Maios Tet					
Last Text     Maho Text     Group Name     A.D. Group     A.D. Group     Drag a column header here to group by that column     Group     User     Drag a column header here to group by that column     Group     User     Drag a column header here to group by that column     Group     User     Drag a column header here to group by that column     Group     User     Drag a column header here to group by that column     Group     User     Drag a column header here to group by that column     Group     User     Drag a column header here to group by that column     Group     User     Drag a column header here to group by that column     Group     User     Drag a column header here to group by that column     Group     Drag a column header here to group by that column     Group     Drag a column header here to group by that column     Group     Drag a column header here to group by that column     Group     Drag a column header here to group by that column     Drag a column header here to group by that	Last DB				
Maho Text  AD. Group Name AD. Group Active  Dreg a column header here to group by that column  Group User  Deeg a column header here to group by that column  Group User  Select Group Select User  Select User	Last Test				
Cancel Sefect Group	Maho Test	Group Name A.	D. Group Active	Drag a column header here to group by that column	
Cancel       Save         Select Group       Save					
Cancel Saver Select User +				Group User	
Cancel Save Select Group • Select User • +					
X Cancel Save Select User • +					
X Cancel Save Select User • +					
X Cancel Save Select User • +					
X Cancel Save Select User • +					
X Cancel Save Select Group • Select User • +					
X Cancel Save Select Group • Select User • +					
X Cancel Save Select Group • Select User • +					
× Cancel Save Select Group • Select User • +					
X Cancel Save Select Group • Select User • +					
X Cancel Save Select Group • Select User • +					
× Cancel Save Select Group • Select User • +					
X Cancel Save Select Group Select Ulser • +					
X Cancel Save Select Group • Select User • +					
X Cancel Save Select Group • Select User • +					
X Cancel Save Select Group • Select User • +					
× Cancel Save Select Group +					
X Cancel Save Select Group • Select User • +					
X Cancel Save Select Group • Select User • +					
				Select Group	

Graphic 44: User Groups Tool

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

🐣 Easy MAM							
File Settings Help							
System Admin Projects							
	General User Groups Users	Process Server File Server Archive Serv	ver History				
Last DB							
Last Test							
Mano rest	Group Name	A.D. Group Active	Drag a column header here to group by that column				
			Group	User			
				$\frown$			
				Select User			

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.

📥 Eas	у МАМ									
File	File Settings Help									
Sys	stem Admin Projects									
				1. C						
	General     User Groups     Users     Process Server     File Server     Archive Server     History									
	Last DB	Allow active directory users								
	Last Test	A.D. Domain : Domain								
	Maho Test	+ 🛢 Username								
		Name ► FMS	Lastname Admin	L_mail	Username	Password	A.D. user Adm	in Active	<u></u>	
				into e casynical as ancicor	Comm					



🐣 Easy MAM								
File Settings Help								
System Admin Projects								
Projects								
	General User Groups User	S Process Server Fi	ile Server Archive Serv	er History				
Last DB	Allow active directory u	care						
Last Test	A.D. Jomain : Domain	3013						
Maho Test								
	Name	Lastname	E_mail	Username	Password	A.D. user Admi	n Active	
	► EMS	Admin	info@easymediasuite.cor	admin	•••••		<b>∠</b>	
								Save

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

🐣 Easy MAM								
File Settings Help								
System Admin Projects								
Projects Ger	neral User Groups Users	Process Server Fi	le Server Archive Serv	er History				
C +								
Last DB	Users							
Last Test	Allow active directory us	ers						
Maho Test								
	Name	Lastname	E_mail	Username	Password	A.D. user Admin	Active	
	► EMS	Admin	info@easymediasuite.cor	admin	•••••		~	
							$\sim$	
								we

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*' serverClick the '*Save*' function to save the changes
- 3) Click the 'Cancel' function to close the settings panel without making change

🔶 Ea	asy MAM									
File	Settings Help									
	ystem Admin Projects									
		G	eneral User Groups User	Process Server Fi	ile Server Archive Serv	er History				
	Last DB		Allow active directory u	isers						
	Last Test		A.D. Domain : Domain							
	Maho Test		(+) Username							
			Name ▶ EMS	Lastname	E_mail info@easymediasuite.cor	Username admin	Password	A.D. user Admin	Active	
									1	
										ave

Graphic 49: Users Setting Tool

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

📥 Eas	y MAM								
File	Settings Help								
Sy	stem Admin Projects								
		Comment Ulara Comment	Process Commen	File Carrier Archive Carr	un History				
		General Oser Groups Os	FIOCESS Server	rile Server Archive Serv	ner History				
	Last DB	Allow active directory	y users						
	Last Test	A.D. Domain : Domain							
	Maho lest								
		Name	Lastname	E_mail	Username	Password	A.D. user Admin	Active	
		► EMS	Admin	- info@easymediasuite.cor	admin	•••••			
								1	
									iave

Graphic 50: Users Group Tool

In order to add users to 'Active Directory', click the box in the blue circle on the left top
 Click the 'Save' function to save the changes
 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.

📥 Easy	мам							
File S	ettings Help							
Syst	em Admin Projects							
	Projects							
	C +	General User Groups Us	ers Process Server F	ile Server Archive Serv	ver History			
		- Usars						
	Last DB	Allow active directory	V USERS					
	Last Test	A.D. Domain : Domain	y users					
	Maho Test	+ S Username						
		Name	Lastname	E_mail	Username	Password	A.D. user Admin	Active
		► EMS	Admin	into@easymediasuite.cor	admın	•••••		
								$\sim$
							🔀 Cancel	Save

Graphic 51: Users Group Tool

- 1) In order to delete one or more users to click the box in the blue circle
- Click the 'Save' function to save the changes
   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.

General	User Groups	Users	Process Server	File Server	Archive Se	rver History							
	Project admin	can acce	:55										
	Server Type		Computer	Name		Max Thread Co	Performance	Last Acces	CPU Usage	Job Count		Active	
	Thumbnail Server		Easy_MAN	/_SRV			Medium	21/11/18 14:46		0	0	~	
	Proxy Server		Easy_MAN	A_SRV			High	21/11/18 14:46				<b>V</b>	
	QC Server		Easy_MAN	/_SRV			Medium						
	File Transfer Serve		DOGAN				Medium						
	Thumbnail Server		DOGAN				Medium	27/09/18 11:18					
	Proxy Server		DOGAN				Medium	27/09/18 11:18					
												<b>1</b> 21 3	

Graphic 52: Process Server

🐣 Easy MAM								
File Settings Help								
System Admin Projects								
	General User Groups Users	Process Server File Server A	rchive Server History					
	Process Server							
Last DB	roject admin can access							
Last Test								
Maho Test	C P T 📼 🖻							
	Server Type	Computer Name	Max Thread Co Perform	ance Last Acces	CPU Usage	Job Count	Active	
	Thumbnail Server	Easy_MAM_SRV	5 Medium	23/11/18 10:20		0	0 🔽	ô ^
	Proxy Server	Easy_MAM_SRV	5 High	23/11/18 10:20			0 🔽	
	QC Server	Easy_MAM_SRV	1 Medium	13/07/18 11:44			0	
	File Transfer Server	DOGAN	1 Medium	13/11/18 14:14			0 🔽	
	Thumbnail Server	DOGAN	1 Medium	27/09/18 11:18			0	
	Proxy Server	DOGAN	1 Medium	27/09/18 11:18				
								$\sim$
								Save Activate \

# Graphic 53: Process Server Tool

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

🐣 Easy MAM									
File Settings Help									
System Admin Projects									
	General User Groups Users Pro	ocess Server File Server Are	hive Server History						
Last UB	Project admin can access								
Maho Tart									
mano itsi									
	Server Type	Computer Name	Max Thread Co	Performance	Last Acces	CPU Usage	Job Count	Active	
	▶ Thumbnail Server	Easy_MAM_SRV	5	Medium	23/11/18 10:20		0	0 🔽	â ^
	Proxy Server	Easy_MAM_SRV		High	23/11/18 10:20		0	0 🗸	
	QC Server	Easy_MAM_SRV		Medium	13/07/18 11:44		0	0	
	Thumbhail Server	DOGAN		Medium	27/09/18 11:18			0	
	Proxy Server	DOGAN		Medium	27/09/18 11:18				
									Save
									Activate V

Graphic 54: Process Server Tool

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

Fige Starting: Holp         System Adams       Projects         File Starting: Holp       File Starting: Holp         File Starting												
File:       Setter:       Atabase       Projects         Image: Base of the analysis of th	🐣 Easy MAM											
Testen Atain       Project         I ad Dit       I ad Congutor Name         I ad Test       Make Test         I ad Test       I ad Sever         I ad Test       I ad Acces         I ad Acces       I ad Acces <th>File Settings Help</th> <th></th>	File Settings Help											
System Admin       Projects         I ad Dil       I         I ad Ted       III         Maho Ted       IIII         I ad Dil       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Products											
Projects       General User Grouge User       Fels Server Archive Server History         Lat DB       Lat Test         Maio Test       Projecta damin can access         Server Type       Computer Name         Projecta damin can access       Server Easy,MAM,SRV         Projecta Server       Easy,MAM,SRV         Projecta Server       Easy,MAM,SRV         Projecta Server       Easy,MAM,SRV         Projecta Server       Easy,MAM,SRV         Projecta Server       Easy,MAM,SRV         Projecta Server       DOGAN         Provy Sever       DOGAN         Provy Sever       DOGAN         Neelum       227/07/1811:18         O       O         Provy Sever       DOGAN         Neelum       227/07/1811:18         O       O	System Admin Projects											
Lear DB       Image: Description can access         Image: Description can access       Image: Description can access<			Des sees Comment									
Last Date         Last Test         Main Test         Original Server         Exg.VAMA_SRV         Server Server         Exg.VAMA_SRV         Server         Server         Exg.VAMA_SRV         Server         Server         Exg.VAMA_SRV         Server         Exg.VAMA_SRV         Server         Exg.VAMA_SRV         Server         Exg.VAMA_SRV         Server         DOGAN         Server         DOGAN         Nucliam         ZXXXVI81118         O         O         Server         DOGAN         Server         DOGAN         Server         DOGAN         Server         DOGAN         Server          Server         DOGAN         Server         Server         DOGAN         Server         Server         Server         Server         Server         Server         Server		eneral User Groups Users	Frocess Server File Server	Archive Server History	/							
Last Tori         Mako Tost             CO Server       Eary, MAMA SRV       Nath Tread Co       Performance       Last Acces       CPU Usage       Job Count       Active <td< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>												
Interdet         Malio Test             Server Type       Computer Name       Max Toread Ca.       Performance       Last Access       CPU Usage       Job Count       Active       0 <td< th=""><th>Last DR</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	Last DR											
Lax INA         Maito Teit		✓ Project admin can acces	55									
Maino Let       Computer Name       Max Thread Co.       Performance       2x1/1/18 10:20       0 <th></th>												
Sever Type       Computer Name       Max Thread Co.       Performance       Last Acces       CPU Usage       Job Count       Active         Image Name       Easy_MAM_SRV       5       Medium       22/11/18 10:20       <	Maho Test											
Thumbrail Server       Easy_MAM_SRV       5       Medium       22/11/18 10:20       0       0       V       6         Proxy Server       Easy_MAM_SRV       5       High       22/11/18 10:20       0       0       V       6         QC Server       Easy_MAM_SRV       1       Medium       13/07/18 11:44       0       0       I       6         Pice Taolef Server       DOGAN       1       Medium       27/09/18 11:18       0       0       I       6         Proxy Server       DOGAN       1       Medium       27/09/18 11:18       0       0       I       6       0       I       6       0       I       6       0       I       6       0       I       6       0       I       6       0       I       6       0       I       6       0       I       6       0       I       6       0       I       0       0       I       6       0       I       I       0       0       I       I       0       0       I       I       0       0       I       I       0       0       I       I       I       0       I       I       I       I       <		Server Type	Computer Name	Max Thread Co	Performance	Last Acces	CPU Usage	Job Count	A	ctive		
Proxy Server         Exy, MAM, SRV         5         High         23/11/18 10-20         0         0         V         8           QC Server         Exey, MAM, SRV         1         Medium         13/07/18 11-44         0		Thumbnail Server	Easy_MAM_SRV	5	Medium	23/11/18 10:20	, í	0	0	~		
QC Server       Easy,MAM,SRV       1       Medium       13/07/18 11:44       0		Proxy Server	Easy_MAM_SRV	5	High	23/11/18 10:20				<		
File Tarxfer Server       DOGAN       1       Medium       13/11/18       0       0       2       6         Tuunbrail Server       DOGAN       1       Medium       27/09/18       11:18       0       0       2       6         Proxy Server       DOGAN       1       Medium       27/09/18       11:18       0       0       2       6		QC Server	Easy_MAM_SRV		Medium	13/07/18 11:44						
Trumbnall Server         DOGAN         1         Medium         27/09/18 11:18         0		File Transfer Server	DOGAN	1	Medium	13/11/18 14:14						
Proy Server DOGAN 1 Medium 27/09/18 11:18 0 0 0 6 6		Thumbnail Server	DOGAN	1	Medium	27/09/18 11:18						
		Proxy Server	DOGAN		Medium	27/09/18 11:18						
											)	
X Cancel E Save											CTIV:	ate \

Graphic 55: Process Server Tool

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

🐣 Easy MAM								
File Settings Help								
System Admin Projects								
	General User Groups Users	Process Server File Server A	rchive Server History					
Last DB								
Last Test	Project admin can access							
Maho Test	C P 🕇 🖩 🖻							
	Server Type	Computer Name	Max Thread Co Performance	Last Acces	CPU Usage	Job Count	Active	
	Thumbnail Server	Easy_MAM_SRV	5 Medium	23/11/18 10:20		0	0	ā ^
	Proxy Server	Easy_MAM_SRV	5 High	23/11/18 10:20			0 🔽	
	QC Server	Easy_MAM_SRV	1 Medium	13/07/18 11:44			0	
	File Transfer Server	DOGAN	1 Medium	13/11/18 14:14			0	
	Thumbnail Server	DOGAN	1 Medium	27/09/18 11:18				
	Proxy Server	DOGAN	1 Medium	27/09/18 11:18				
								Save Activate V

Graphic 56: Process Server Tool

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

👃 Easy MAM								
File Settings Help								
System Admin Projects								
Projects	General User Groups Users Pro	cess Server File Server Archive	e Server History					
C +								
Last DB	✓ Project admin can access							
Last Test								
Maho Test	C P T 📼 🖻							
	Server Type	Computer Name	May Thread Co Performance	Last Acces	CPULUsage	Job Count	Active	
	Thumbnail Server	Easy_MAM_SRV	5 Medium	23/11/18 10:20	or o osuge	0	0 🗸	â ^
	Proxy Server	Easy_MAM_SRV	5 High	23/11/18 10:20			0 🔽	
	QC Server	Easy_MAM_SRV	1 Medium	13/07/18 11:44			0	
	File Transfer Server	DOGAN	1 Medium	13/11/18 14:14			0 🔽	
	Thumbnail Server	DOGAN	1 Medium	27/09/18 11:18			0	
	Proxy Server	DOGAN	1 Medium	27/09/18 11:18				
								~
								ave
								Activate

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

▲ Easy MAM File Settings Help System Admin Projects C + Last DB Last Test Maho Test	General User Groups Users Process Server V Project admin can access C P T C	Process Server A	rchive Server History	1						
	Server Type	Computer Name	Max Thread Co	Performance	Last Acces	CPU Usage	Job Count	A	ctive	
	<ul> <li>Thumbnail Server</li> </ul>	Easy_MAM_SRV	5	Medium	23/11/18 10:20		0	0	$\checkmark$	ô ^
	Proxy Server	Easy_MAM_SRV		High	23/11/18 10:20				$\checkmark$	
	QC Server	Easy_MAM_SRV		Medium	13/07/18 11:44					
	File Transfer Server	DOGAN		Medium	13/11/18 14:14					
	Thumbnail Server	DOGAN		Medium	27/09/18 11:18					
	Proxy Server	DOGAN		Medium	27/09/18 11:18					
									$\left( \right)$	etivate

Graphic 58: Process Server Tool

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

🐣 Easy MAM						
File Settings Help						
System Admin Projects						
	General User Groups Users	Process Server File Server F	Archive Server History			
Last DB						
Last Test	Project admin can access	5				
Maho Test	C P T 📼 🖻	2				
	Server Type	Computer Name	Max Thread Co Performance	Last Acces	CPU Usage Job Co	unt Active
	Thumbnail Server	Easy_MAM_SRV	5 Medium	23/11/18 10:20	0	0 🗹 💽
	Proxy Server	Easy_MAM_SRV	5 High	23/11/18 10:20		0 🔽 🛅
	QC Server	Easy_MAM_SRV	1 Medium	13/07/18 11:44		0 0
	File Transfer Server	DOGAN	1 Medium	13/11/18 14:14		0 🗹 🙃
	Thumbnail Server	DOGAN	1 Medium	27/09/18 11:18	0	
	Proxy Server	DOGAN	1 Medium	27/09/18 11:18		
						ancel Save
						Activate V

## 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.

45

🐣 Easy MAM									-
File Settings Help								Logout (Syste	tem A
System Admin Projects									
	General User Group	Users Process Server	File Server Archive	e Server History					
Last Test	• Project adm	n can access							
Maho Test									
	Name	Computer Name Domain	u Username	Password	File Folder	Proxy Folder	Thumbnail Folder	Active	
	► FS 1	Easy_MAM_SRV .	hasan	•••••	\\easy_mam_srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI		
		Thector							
									Π_
							× Cancel	Save	
								IOWS activate Window	

Graphic 60: File Server

🐣 Easy MAM		1							-
File Settings Help								Log	out (System A
System Admin Projects									
	General User Groups	Users Process Server	File Server Archive	e Server History					
	Priect admin	can access							
Last Test									
	Name FS 1	Computer Name Domain	Username	Password	File Folder	Proxy Folder	Thumbnail Folder	Active	ā ^
	FS 2	Fractal			a	a	a		<u>r</u> 5
									<u> </u>
								Save	$\mathcal{I}$
							Activate wind	10 <del>WS</del>	lindows

Graphic 61: File Server Tool

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

👌 Easy MAM									-
File Settings Help									Logout (System A
System Admin Projects									
	General User Groups	Users Proce	ss Server File :	Server Archive	Server History				
Last DB									
Last Test	✓ Project admir	n can access							
Maho Test	(c)+								
	Name	Computer Name	Domain	Username	Password	File Folder	Proxy Folder	Thumbnail Folder	Active
	• FS 1	Easy_MAM_SRV	•	hasan	•••••	\\easy_mam_srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI	
	132	Hoctor							
									-
									$\sim$
								Cancel	Save
									10W3

Graphic 62: File Server Tool

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

👃 Easy MAM									-
File Settings Help								Logo	out (System A
System Admin Projects									
	General User Groups	Users Process Server File	Server Archive	Server History					
	✓ Project admin	n can access							
Last Test Maho Test									
	Name	Computer Name Domain	Username	Password	File Folder	Proxy Folder	Thumbnail Folder	Active	
	► FS 1	Easy_MAM_SRV .	hasan	•••••	\\easy_mam_srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI		
	132	Fractai			a	0	a		
								~	
							× Cancel	Save	
							Activate Wind	activate W	lindows

# Graphic 63: File Server Tool

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

👌 Easy MAM								-
File Settings Help								Logout (System A
System Admin Projects								
	General User Groups	Users Process Server	File Server Archiv	e Server History				
Last DB								
Last Test	✓ Project admi	n can access						
Maho Test								
	Name	Computer Name Domain	Username	Password	File Folder	Proxy Folder	Thumbnail Folder	Active
	► FS 1	Easy_MAM_SRV .	hasan	•••••	\\easy_mam_srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI	
		Fractai			3	8	a	
								,
							Cancel	Save
							Activate Win	

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

🔥 Easy	MAM											
	lettings Help											Logout (Syst
Syst	tem Admin Projects											
		Genera	I User Groups	licers Process	Server File Serve	er Archive Se	TVET History					
		Genero		trocas		<u> </u>						
		Arc	chive Server									
	Last DB		roject admin ca	an access								
	Maho Test		/ a +									
			Network Storage	Arsiv Test	EASY MAM SRV	Username	Password	Archive Path	LIO ServerID	LIO Server	Active	÷ ^
			LTO Tape	<ul> <li>LTO Archive</li> </ul>	192.168.1.208	new user	••••	MAM_Archive\Files	Server2	easy_mam_srv	<b>v</b>	â
											1	~
											- <b>(</b> =	

Graphic 66: Archive Server Tool

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

👌 Easy MAM									
File Settings Help									Logout (Sys
System Admin Projects									
	General User Groups	Users Process	Server File Server A	rchive Server History					
Last DB									
Last Test	✓ Project admin	can access							
Maho Test	(C)+								
	Type	Name	Computer Name Userna	ime Password	Archive Path	LTO ServerID	LTO Server	Active	
	<ul> <li>Network Storage</li> </ul>	<ul> <li>Arşiv Test</li> </ul>	EASY_MAM_SRV Admin	•	\\Easy_MAM_SRV\Easy_MAM_Kadir\Arcl	hive			ô ^
	LTO Tape	<ul> <li>LTO Archive</li> </ul>	192.168.1.208 new us	er ••••	MAM_Archive\Files	Server2	easy_mam_srv		
								(	5



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

🐣 Easy MAM				l .	l .						
File Settings Help											Logout (Syst
System Admin Projects											
Projects G	eneral	User Groups U	Jsers Process S	ierver File Serv	er Archive Ser	ver History					
Last DB Last Test		Project admin car	n access								
maily rest			News	Computer Name		Deserved	Austrian Bast	ITO Securit	170 5	Anting	
		Network Storage *	Arsiv Test	EASY_MAM_SRV	Admin	Passworu	VEasy MAM SRV/Easy MAM Kadir/Archive	LIO Serveno	LIO Server	Active	ā ·
		LTO Tape -	LTO Archive	192.168.1.208	new user	••••	MAM_Archive\Files	Server2	easy_mam_srv		ô
										$\langle$	Save

Graphic 68: Archive Server Tool

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

🔶 Ea	sy MAM										-
	Settings Help										Logout (System
Sj	rstem Admin Projects										
		General User Group	s Users Proces	ss Server File Serv	ver Archive S	erver History					
	Last DB										
	Last Test	✓ Project adm	in can access								
	Maho Test										
		Туре	Name	Computer Name	Username	Password	Archive Path	LTO ServerID	LTO Server	Active	
		Network Stora	ge 🔹 Arşiv Test	EASY_MAM_SRV	Admin	•	\\Easy_MAM_SRV\Easy_MAM_Kadir\Archive				
		LIO lape	* LIO Archive	192.168.1.208	new user	••••	MAM_Archive\Files	Server2	easy_mam_srv		
										1	
											Save

Graphic 69: Archive Server Tool

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

#### 3.2.7 LTO Archive Server

 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.
 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>CIFSClient.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

🐣 Easy MAM					- 8
File Settings Help					Logout (System Adr
System Admin Projects					
	General User Groups Users Process Server	File Server Archive S	ierver History		
	Username	Username	Action	Description	Date
Last DB		▶ mohannad	Metadata Changes	Asset: atv MetadataGroup : News	23/11/18 10:30
Last Test	Action	admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:53
Maho Tart	All ·	admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:47
	Description	admin	create Oser	osemarie : II	23/11/18 09:43
	Date				
	11/23/2018 15 11/24/2018 15				
	Export Q Search				
					Activate Windows
		·			Go to Settings to activate Windows
					ee to settings to detivate mildons.

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

🐣 Easy MAM					- 8
File Settings Help					Logout (System Adm
Sustan Admin Projects					
System Admin Projects					
	General Urar Groupe Urare Process Server	File Server Archive S	enver History		
		The Server Archive S			
	Username	Username	Action	Description	Date
Last DR		▶ mohannad	Metadata Changes	Asset: atv MetadataGroup : News	23/11/18 10:30
Last Db	Action	admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:53
Last Test	· · · ·	admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:47
Maho Test	Description	admin	Create User	Username : ff	23/11/18 09:43
	Dete				
	Date				
	11/23/2018 15 11/24/2018 15				
	Export O Search				
		4		25 💌	
					Go to Settings to activate Windows.

Graphic 73: History Tool

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

🐣 Easy MAM					- 5
File Settings Help					Logout (System Adm
System Admin Projects					
			Illatara		
	General User Groups Users Process Server	File Server Archive S	erver History		
	Username	Username	Action	Description	Date
Last DB	Action	▶ mohannad	Metadata Changes	Asset: atv MetadataGroup : News	23/11/18 10:30 -
Last Test		admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:53
Maho Test	Description	admin	Create User	Username : ff	23/11/18 09:43
	Date				
	11/23/2018 15 11/24/2018 15				
	Export Q Search				
					· ·
		4			Activate Windows
					Go to Settings to activate Windows.

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

🐣 Easy MAM					- 8
File Settings Help					Logout (System Adr
Suntam Admin Projects					
System Admin Mojeco					
	Ganaral Hear Groupe Heare Process Sanuar	File Server Archive S	erver History		
		The Server Archive S			
	Username	Username	Action	Description	Date
Last DB		▶ mohannad	Metadata Changes	Asset: atv MetadataGroup : News	23/11/18 10:30
	Action	admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:53
Last lest	All *	admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:47
Maho Test	Description	admin	Create User	Username : ff	23/11/18 09:43
	$\sim$				
	Date				
	11/23/2013 11/24/2018				
	Export Q Search				
		/			
		°			Go to Sottings to activate Windows
					Go to settings to activate windows.

Graphic 75: History Tool

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

👃 Easy MAM					- 5
File Settings Help					Logout (System Adm
System Admin Projects					
	General User Groups Users Process Server	File Server Archive	ierver History		
	lisername				
		Username	Action	Description	Date
Last DB	Action	mohannad	Metadata Changes	Asset: atv MetadataGroup : News	23/11/18 10:30
Last Test		admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:03
Maho Test	Description	admin	Create User	Username : ff	23/11/18 09:43
	Description				
	Date				
	Export Q Search				
		4			
					Go to Settings to activate Windows.

Graphic 76: History Tool

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

🐣 Easy MAM					- é
File Settings Help					Logout (System Ad
System Admin Projects					
	General User Groups Users Process Server	File Server Archiv	e Server History		
	Username				Dete
		mohannad	Metadata Changes	Asset: atv MetadataGroup : News	23/11/18 10:30
Last DB	Action	admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:53
Last Test	All	admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:47
Maho Test	Description	admin	Create User	Username : ff	23/11/18 09:43
	Date				
	11/23/2018 15 11/24/2018 15				
		<u>4 / </u>		<u> 25 v</u>	
					Go to Settings to activate Windows.

Graphic 77: History Tool

- 1) To decide the result number, choose the number on the right bottom
- 2) Program shows the all result on the left button

### 4.Projects

When Easy MAM main screen, clicking on the project name seen in the Graphic 78, entering a user name and password can access the project window. Users can have access to only authorized for the project.



Graphic 78: Easy MAM Main Window



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 choosen 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 loggin project. It is situated in the admin panel as Graphic 81 for changes.





# 4.2.1 General

🐣 Easy MAM (Last DB)										
File Settings View	Help									
Admin Panel										
	General Mail S	Settings User Groups	Users Authority	orization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List
Media Bin	Server Ip	192.168.1.134								
	Name	Last DB								
	DB Name	EM_Last								
Processes	DB Username	ems								
	DB Password	•••••								
ς ατ										
Transfer Jobs		X Cancel	B Save							
			$\sim$							
History										
$\square$										
Recycle Bin										
🖌 🌧										

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

🙏 Easy MAM (Last DB)											
File Settings View I	Help										
Admin Panel											
	General	Mail Setting	s User Groups	Users	Authorization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List
Media Rin	Server Ip	19	2.168.1.134								
	Name	La	st DB								
	DB Name	EN	1_Last								
Processes	DB Userr	name er	15								
çãç	DB Passv	vord ••	•••••	_							
Transfer Jobs			X Cancel								
				_							
History											
Ð											
Recycle Bin											
Ŵ											

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

🐣 Easy MAM (Last DB)	)								
File Settings View	Help								
Admin Panel									
<b>C</b>	General Mail Se	ettings User Groups Users	Authorization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List
Media Bin	Server Ip	192.168.1.134							
	Name	Last DB							
	DB Name	EM_Last							
Processes	DB Username	ems							
ÇŜ⊋	DB Password	•••••							
Transfer Jobs		X Cancel 🖪 Sa	ve						
History									
-C-									
Recycle Bin									
Ŵ									

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

📥 Easy MAM (Last DB)												
File Settings View I	Help											
Admin Panel												
	General	Mail Sett	ings Us	ser Groups	Users	Authorization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List
Media Bin	Server I		192.168.1	.134								
	Name		Last DB									
	DB Nam	e	EM_Last									
Processes	DB Usen	name	ems									
22	DB Pass	word	•••••	••								
Ç8≁												
Transfer Jobs				Cancel	B Sav							
History												
Recycle Bin												
<b>~~~</b>												

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

📥 Easy MAM (Last DB)										
File Settings View H	lelp									
Admin Panel										
	General Mail S	ettings User Groups	Users Au	uthorization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List
Media Bin	Server Ip	192.168.1.134								
	Name	Last DB								
	DB Name	EM_Last								
Processes	DB Username	ems								
20	DB Password	•••••								
Ģ8≁										
Transfer Jobs		× Cancel	R Save							
By										
History										
+5										
Recycle Bin										

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

Easy MAM (Last DB)											
le Settings View	Heln										
Admin Panel	icip										
	General Mail S	ettings	User Groups	Users	Authorization Setting	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List
4	Server										
edia Bin	Port	smtp.	.gmaii.com								
<b>-</b>	Fmail	587									
ו	Password	dogar	n.devtek@gmail.	.com							
sses	Day Internal	••••	••••								
C	Hour	1									
5	Loct Sent	12:00									
os	Last Sent	11/22/	/2018 12:05 PM								
	Target Mail List										
_	E mail										
гу	►_mail ► dogan@de	vtek.com.	tr		ā ^						
ה											
2											
le Bin											
à I											
∞											
				× Canc	el 🔂 Save						

Graphic 87: Mail Settings

👌 Easy MAM (Last D	B)									
File Settings View	Help									
Admin Panel	General Mail Se	ttings User Groups	Users Authorizati	ion Settings N	Metadata	Process Server	File Server	Archive Server	Target Locations	Ree Liet
	deneral	osci citaps			netudutu		The Server	Archive Server	larger cocations	itos cist
	Server	smtp.gmail.com								
Media Bin	Port	587								
	Email	dogan.devtek@gmail.o	om							
	Password	•••••								
Processes	Day Interval	1								
	Hour	12:00:00								
>0	Last Sent	11/22/2018 12:05 PM								
Transfer Jobs										
	Target Mail List									
	E mail									
History	▶ dogan@dev	tek.com.tr		â ^						
$\square$										
Recycle Bin										
				~						
			🗙 Cancel 🚺 📄	Save						

Graphic 88: Mail Settings Tool

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

📥 Easy MAM (Last Di	3)								
File Settings View	Help								
Admin Panel									
	General Mail S	ettings User Groups	Users Authoriza	tion Settings Me	tadata Process Server	File Server	Archive Server	Target Locations	Rss List
	Server								
Media Bin		smtp.gmail.com							
	For	587							
	Email	dogan.devtek@gmail	com						
Processes	Password	•••••							
0~	Day Interval	1							
<pre>Ca<sup>2</sup></pre>	Hour	12:00:00							
Transfer Jobs	Last Sent	11/22/2018 12:05 PM							
	Target Mail List								
History	E_mail								
History	▶ dogan@de	vtek.com.tr		<u> </u>					
↓ <b>↓</b> ↓									
Recycle Bin									
			X Cancel	Save					

Graphic 89: Mail Settings Tool

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

📥 Easy MAM (Last Di	B)										
File Settings View	Help										
Admin Panel	Ganaral	ail Settings	Hear Groupe	Heare	Authorization Sattings	Matadata	Process Conver	Eilo Sorvor	Archive Server	Target Locations	Perlict
			User Groups	USEIS	Autionzation Settings		Tiocess Server	The Server	AICHIVE SELVER	larger Locations	NSS LIST
	Server	smtp.	gmail.com								
Media Bin	Port	587									
	Email	dogar	ı.devtek@gmail.	com							
<u> </u>	Password		-								
Processes	Day Interval	1									
ا <b>د</b> ی ا	Hour	12:00	:00								
>0	Last Sent	11/22/	2018 12:05 PM								
Transfer Jobs											
	Target Mail	List									
	Email										
History	→ dogan	@devtek.com.	tr		<u></u>						
$\square$											
Recycle Bin											
				× Can	ncel	>					

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

- Easy MAM (Last DB	DB) w Help	
Admin Panel		
<b>G</b>	General Mail Settings User Groups Users Authorization Settings Metadata Proce	sss Server File Server Archive Server Target Locations Rss List
Media Bin	Port 587	
	Email dogan.devtek@gmail.com	
Processes	Day Interval 1	
¢ê^	Hour 12:00:00	
Transfer Jobs	Last Sent 11/22/2018 12:05 PM	
	Target Mail List +	
History	E_mail ▶ dogan@devtek.com.tr	
- C		
Recycle Bin		
Ŵ		
	X Cancel Save	

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

🐣 Easy MAM (Last DB)										
File Settings View	Help									
Admin Panel										
te la companya de la comp	General Mail Se	ettings U	ser Groups Users	Authorization Setting	s Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List
Media Bin	Port	smtp.gm	ail.com							
		387								
	Email	dogan.de	vtek@gmail.com							
Processes	Password Day Interval	•••••	•							
	Hour	12:00:00								
Transfer Jobs	Last Sent	11/22/201	8 12:05 PM							
	Target Mail List									
History	E_mail									
Ð	▶ dogan@dev	rtek.com.tr		<u>ā</u> _^						
Recycle Bin										
<b>`</b>										
			× c	ancel B Save	$\mathbf{>}$					

Graphic 92: Mail Settings Tool

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

🙏 Easy MAM (Last DB)	
File Settings View	Help
Admin Panel	
	General Mail Settings User Groups Users Authorization Settings Metadata Process Server File Server Archive Server Target Locations Rss List
	Server smtp.gmail.com
Media Bin	Port 587
	Email dogan.devtek@gmail.com
Processos	Password
riocesses	Day Interval 1
	Hour 12:00:00
Transfer Jobs	Last Sent 11/22/2018 12:05 PM
	Target Mail List +
History	E-mail
Recycle Bin	
Ô	

Graphic 93: Mail Settings Tool

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

👃 Easy MAM (Last DB)										
File Settings View	Help									
Admin Panel										
	General Mail Se	User Groups	Users	Authorization Settings	Metadata	Process Server	File Server	Archive Server	larget Locations	Rss List
	Server	smtp.gmail.com								
Media Bin	Port	507								
	Email	507								
		dogan.devtek@gma	I.com							
Processes	Password	•••••								
0	Day Interval									
¢8́	Hour	12:00:00								
Transfer Jobs	Last Sent	) 11/22/2018 12:05 PN								
	Target Mail List									
	E_mail									
History	▶ dogan@dev	/tek.com.tr		â ^						
Recycle Bin										
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1										
$\boxtimes$										
			× Canc							
			Canc							

Graphic 94: Mail Settings Tool

Last Sent = Last time of report delivery time is shown

Elle Settings View H	lain								
Admin Panel	icib.								
	General	Mail Setting	User Groups	Users	Users Authorization Settings				
	Server	sm	p.gmail.com						
Media Bin	Port	58	,						
	Email	do	dogan.devtek@gmail.com						
Processes	Passwo	rd 🔹	•••••						
0-	Day Inte	erval 1							
ςΞΥ	Hour	12:	00:00						
Transfer Jobs	Transfer Jobs		11/22/2018 12:05 PM						
	Target I	Mail List							
History	E_	mail							
	→ de	gan@devtek.co	m.tr						
		ample@exampl	e.com		_				
Recycle Bin									
Ŵ									
				X Can		Save	>		

Graphic 95: Mail Settings Tool

- Click the + button to add new mail address
   Enter the '*E\_mail*' address in the space
   Click the 'Save' button to save the changes
   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

📥 Easy MAM (Last Di	3)			
File Settings View	Help			
Admin Panel				
<b>C</b>	General Mail Settings User Groups	Users Authorization Settings Metada	ta Process Server File Server	r Archive Server Target Locations Rss List
Media Bin	Groups			
	Group Name	A.D. Group Active	Drag a column head	der here to group by that column
Processes	→ Gr Test		Group	licer
ç	asda			
Transfer Jobs				
History				
- C				
Recycle Bin				

Graphic 97: User Goups Tool

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

📥 Easy MAM (Last DB										
File Settings View	Help									
Admin Panel										
<b>C</b>	General Mail Settings	User Groups Us	sers Auth	orization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List
Media Bin	C (+)		C	-4		C.				
Processes	Group Name	AL	D. Group A	ctive		Drag	a column header	here to group by that	column	
	asda					Group		User		
¢	new									
Transfer Jobs										
History										
Recycle Bin										
<b>*</b>										
				Care Care						

Graphic 98: User Groups Tool

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

🙏 Easy MAM (Last DB)	)				
File Settings View	Help				
Admin Panel					
<b>C</b>	General Mail Settings User Group	Users Authorization Settings	Metadata Process Server	File Server Archive Server Targe	t Locations Rss List
Media Bin					
Processor	Group Name	A.D. Croup Active	Drag a d	column header here to group by that column	
riocesses	asrda		Group	User	
çãç					
Transfer Jobs					
History					
Pacarda Pia					
		X Cancel Save			

Graphic 99: User Groups Tool

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

📥 Easy MAM (Last DB	0							
File Settings View	Help							
Admin Panel								
<b>C</b>	General Mail Settings	Jser Groups Users /	Authorization Settings	Metadata	Process Server	File Server A	rchive Server Tar	get Locations Rss List
Media Bin								
					G			
	Group Name	A.D. Group	Action		Drag a	a column header here	to group by that colun	าท
Processes	Gr lest				Group	Us	er	
¢ŝŶ	asoa							
Transfer Jobs								
History								
Denvela Ria								
			cel 🕒 Save	s				

Graphic 100: User Groups Tool

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

📥 Easy MAM (Last DB)					
File Settings View	Help				
Admin Panel					
<b>C</b>	General Mail Settings User Groups	Users Authorization Setting	s Metadata Process Ser	rver File Server Archive Server Targe	t Locations Rss List
Media Bin			User Groups		
	Group Name	A.D. Group Active		Drag a column header here to group by that column	
Processes	→ Gr Test	<b></b> ∂			
¢ŝ⊅	asda		Group	User	
Transfer Jobs					
History					
- C					
Recycle Bin					
Ŵ					
		X Cancel Save			

Graphic 101: User Groups Tool

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

📥 Easy MAM (Last DE	3)				
File Settings View	Help				
Admin Panel					
	General Mail Settings User Grou	IPS Users Authorization Settings Me	tadata Process Server File	e Server Archive Server Target Lo	cations Rss List
Media Bin					
	Group Name	A.D. Group Active	Drag a colu	imn header here to group by that column	
Processes	Gr lest		Group	User	
ção	dsQd				
Transfer Jobs					
History					
Ð					
Recycle Bin					
Ŵ					
			Select Group	Select User	

Graphic 102: User Groups Tool

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

🔥 Easy	MAM (Last DB)									
File Se	ttings View	Help								
Adm	in Panel									
		General Mail Settings User	Groups Users Author	ization Settings	Metadata I	Process Server	File Server	Archive Server	Target Locations	Rss List
Me	edia Bin	C +			C	groups				
L	_ \	Group Name	A.D. Group Acti	ve						
Pro	ocesses	I Gr Test		✓ 0 ^	G	Group 🔶	1			
c		asda			Þ	Uter ③ Group: asda				
Tran	sfer Jobs					Testweb ff				
Ę						 Group: Gr T	ĩes			
н	istory						/			
4										
Rec	ycle Bin									
7										
					Gr	Test		Select User	6	
	<									

Graphic 103: User Groups Tool

- Click the + item to add the users to the choosen user group
   Click the 'Save' button to save the changes
   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.

dia Bin										
dia Bin										
<b></b>										
		Allow active direct	ory users							
	A.I	D. Domain : devte	k.com.tr							
cesses										
22		Name	Lastname	E_mail	Username	Password	A.D. user	Admin	Active	
•		Dogan	Ersari	dogan@devtek.com.tr	admin				~	
fer Jobs		Hacan	VEI	hasan1@gmail.com	hacan					
<b>N</b>		Mort	Gokaoz	mast@devtek.com.tr	mert					
		c	c	c	c	•				
tory		- Mohannad	farhoud	- mohannad84hrs@hotma	- mohannad	•••••				
		API EMS	EMS	api@devtek.com.tr	api ems	•••••				
$\mathbf{O}$		API C	EMS		a1db7f50	•••••				
		AA	сс	Email@hotmail.com	BB	•••••		V		
cle Bin		Emrah	Sengun	emrahsengun@devtek.cc	emrah	•••••			~	
<b>x.</b>		Osman	Yel		oyel	•••		~	~	
X I.		Nuray	Şato		nuray				$\checkmark$	
		Kadir	ŞENSOY		kadir				<	
		Ersin			ersin				$\checkmark$	
		Kaan	Çiçek		kaan				$\checkmark$	
		Erdi	Sagir		erdi				$\checkmark$	
		Doğan	ERSARI		dogan				$\checkmark$	
		Testweb	Testweb	Testweb@devtek.com.tr	Testweb	•••••		$\checkmark$	$\checkmark$	

Graphic 104: Users

dia Bin									
	All w active dire	ectory users tek.com.tr							
┛									
esses									
20	Name	Lastname	E_mail	Username	Password	A.D. user	Admin	Active	
5	▶ Doğan	Ersarı	dogan@devtek.com.tr	admin	•••••		$\checkmark$	$\checkmark$	ô ^
ar lobr	Akin	Yaprak	akin@devtek.com.tr	akin	••••			$\checkmark$	
	Hasan	YEL	hasan1@gmail.com	hasan	•••••		$\checkmark$	$\checkmark$	
Ă	Mert	Gokgoz	mert@devtek.com.tr	mert	••••		$\checkmark$	$\checkmark$	
-		c	c	c	•		$\checkmark$	$\checkmark$	
tory	Mohannad	farhoud	mohannad84hrs@hotma	mohannad	•••••		$\checkmark$	$\checkmark$	
<b>~</b>	API_EMS	EMS	api@devtek.com.tr	api_ems	•••••		$\checkmark$	$\checkmark$	
() 📋	API_C	EMS		a1db7f50	•••••			$\checkmark$	
	AA	CC	Email@hotmail.com	BB	•••••		$\checkmark$	$\checkmark$	
le Bin	Emrah	Sengun	emrahsengun@devtek.cc	emrah	•••••			$\checkmark$	
	Osman	Yel		oyel	•••		$\checkmark$	$\checkmark$	
81	Nuray	Şato		nuray				$\checkmark$	
	Kadir	ŞENSOY		kadir				$\checkmark$	
	Ersin			ersin				$\checkmark$	
	Kaan	Çiçek		kaan				$\checkmark$	
	Erdi	Sagir		erdi					
	Doğan	ERSARI		dogan					
	Testweb	Testweb	Testweb@devtek.com.tr	Testweb	•••••			$\checkmark$	
			new email	ff	••				

Graphic 105: Users Tool

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

Bin									
Bin									
	Allow active direction	ectory users							
	A.D. Domain : Jev	/tek.com.tr							
,	+ S User								
es									
	Name	Lastname	E_mail	Username	Password	A.D. user	Admin	Active	
	▶ Doğan	Ersarı	dogan@devtek.com.tr	admin	•••••		~	~	ô '
obr	Akin	Yaprak	akin@devtek.com.tr	akin	••••			$\checkmark$	
<i>i</i> us	Hasan	YEL	hasan1@gmail.com	hasan	••••		$\checkmark$	$\checkmark$	
	Mert	Gokgoz	mert@devtek.com.tr	mert	••••		$\checkmark$	$\checkmark$	
		c	c	c	•		$\checkmark$	$\checkmark$	
	Mohannad	farhoud	mohannad84hrs@hotma	mohannad	•••••		$\checkmark$	$\checkmark$	
	API_EMS	EMS	api@devtek.com.tr	api_ems	•••••		$\checkmark$	$\checkmark$	
)	API_C	EMS		a1db7f50	•••••			$\checkmark$	
	AA	CC	Email@hotmail.com	BB	•••••		$\checkmark$	$\checkmark$	
in	Emrah	Sengun	emrahsengun@devtek.cc	emrah	•••••			$\checkmark$	
	Osman	Yel		oyel	•••		$\checkmark$	$\checkmark$	
	Nuray	Şato		nuray				$\checkmark$	
	Kadir	ŞENSOY		kadir				$\checkmark$	
	Ersin			ersin				$\checkmark$	
	Kaan	Çiçek		kaan				$\checkmark$	
	Erdi	Sagir		erdi				$\checkmark$	
	Doğan	ERSARI		dogan				$\checkmark$	
	Testweb	Testweb	Testweb@devtek.com.tr	Testweb	•••••		$\checkmark$	$\checkmark$	
	Xyz	aws	new_email	ff	••			$\checkmark$	

Graphic 106: Users Tool

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

G.	General Mail Settings	User Groups Users	Authorization Settings N	Aetadata Proc	ess Server File Ser	ver Archive S	Server T	arget Loca	tions	Rss
Media Bin	Users	ory users								
		k.com.u								
Processes										
20	Name	Lastname	E_mail	Username	Password	A.D. user	Admin	Active		
¢8 <sup>τ</sup>	▶ Doğan	Ersarı	dogan@devtek.com.tr	admin	•••••		~	$\checkmark$		
Transfer Jobs	Akin	Yaprak	akin@devtek.com.tr	akin	••••			$\checkmark$		
	Hasan	YEL	hasan1@gmail.com	hasan	••••		$\checkmark$	$\checkmark$		
	Mert	Gokgoz	mert@devtek.com.tr	mert	••••		$\checkmark$	$\checkmark$		
				c	•		$\checkmark$	$\checkmark$		
History	Mohannad	farhoud	mohannad84hrs@hotma	mohannad	•••••		$\checkmark$	$\checkmark$		
$\sim$	API_EMS	EMS	api@devtek.com.tr	api_ems	•••••		$\checkmark$	$\checkmark$		
- <b>↓</b> ∖)	API_C	EMS		a1db7f50	•••••			$\checkmark$		
	AA	СС	Email@hotmail.com	BB	•••••		~	$\checkmark$		
Recycle Bin	Emrah	Sengun	emrahsengun@devtek.co	emrah	•••••			$\checkmark$		
	Osman	Yel		oyel	•••		$\checkmark$	$\checkmark$		
	Nuray	Şato		nuray				$\checkmark$		
	Kadir	ŞENSOY		kadir				$\checkmark$		
	Ersin			ersin						
	Kaan	Çiçek		kaan				$\checkmark$		
	Erdi	Sagir		erdi				$\checkmark$		
	Doğan	ERSARI		dogan				$\checkmark$		
	Testweb	Testweb	Testweb@devtek.com.tr	Testweb	•••••		$\checkmark$	$\checkmark$		
	Xyz	aws	new email	ff	••					

Graphic 107: Users Tool

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

dia Bin					Less Server File Serv	Archives	erver	arget Loca	
	Users								
ו ר	A.D. Domain : deute	k com tr							
ਰਾ ∣ ∣									
cesses									
0~	Name	Lastname	E mail	Username	Password	A.D. user	Admin	Active	
	▶ Doğan	Ersarı	dogan@devtek.com.tr	admin	•••••		~	~	
	Akin	Yaprak	akin@devtek.com.tr	akin	••••				
fer Jobs	Hasan	YEL	hasan1@gmail.com	hasan	••••		$\checkmark$	$\checkmark$	
<u>&gt;</u>	Mert	Gokgoz	mert@devtek.com.tr	mert	••••		$\checkmark$	$\checkmark$	
					•		$\checkmark$	$\checkmark$	
story	Mohannad	farhoud	mohannad84hrs@hotma	mohannad	•••••		~	$\checkmark$	
~	API_EMS	EMS	api@devtek.com.tr	api_ems	•••••		~	$\checkmark$	
<b>\)</b>	API_C	EMS		a1db7f50	•••••			~	
	AA	сс	Email@hotmail.com	BB	•••••		~	$\checkmark$	
cle Bin	Emrah	Sengun	emrahsengun@devtek.cc	emrah	•••••			$\checkmark$	
	Osman	Yel		oyel	•••		$\checkmark$	$\checkmark$	
8	Nuray	Şato		nuray				$\checkmark$	
	Kadir	ŞENSOY		kadir				$\checkmark$	
	Ersin			ersin				$\checkmark$	
	Kaan	Çiçek		kaan				$\checkmark$	
	Erdi	Sagir		erdi				$\checkmark$	
	Doğan	ERSARI		dogan				$\checkmark$	
	Testweb	Testweb	Testweb@devtek.com.tr	Testweb	•••••		$\checkmark$	$\checkmark$	
	Xyz	aws	new_email	ff	••			$\checkmark$	

Graphic 108: Users Tool

- In order to add users to 'Active Directory' click the box in the blue circle
   Click the 'Save' function to save the changes
   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.

📥 Easy MAM (Last DB)										
File Settings View H	elp									
Admin Panel		Authorit								
	General Mail Settings User Groups	Users Authoriz	ation Settings	Metad	ata Proce	ss Server File S	erver Archive	Server T	arget Locations	Rss List
Media Bin	User Group	Read	Write	Edit	Delete	Org. Download	Pr. Download	Archive	Broadcast	
	▶ <mark>asda</mark>	$\checkmark$	~				✓		✓	
Processes										
ŝ										
Transfer Jobs										
History										
$\square$										
									- Add	
Recycle Bin										
w w	User Group	Read	Write	Edit	Delete	Org. Download	Pr. Download	Archive	Broadcast	
	admin									
	BB		<ul><li>✓</li></ul>	<ul> <li>✓</li> </ul>					×	
	emrah		$\checkmark$	~	~	<ul> <li>Image: A start of the start of</li></ul>	~	~		
	hasan		$\checkmark$							
	▶ mert	$\checkmark$	$\checkmark$	~		$\checkmark$	~	$\checkmark$		
	mohannad	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		
									- Add	
								× Can	icel 🗸 O	k

Graphic 109: Authorization Settings

🐣 Easy MAM (Last E	08)									
File Settings View	Help									
Admin Panel										
<b>C</b>	General Mail Settings	User Groups Users Au	thorization Setti	ngs Metad	lata Proce	ess Server File S	erver Archive	Server T	arget Location	s Rss List
Media Bin	User Group	Rea	d Write	Edit	Delete	Org. Download	Pr. Download	Archive	Broadcast	
	▶ asda									
Processes										
çêç										
Transfer Jobs										
History										
- C									- Ad	d
Recycle Bin	User Authorization Settin	gs								
	User Group	Rea	d Write	Edit	Delete	Org Download	Pr. Download	Archive	Broadcast	
	admin	nco								
	akin			· ·					· ·	
	BB								- -	
	emrah		<ul> <li></li> </ul>			~	<ul> <li>Image: A start of the start of</li></ul>			
	hasan		<ul> <li></li> </ul>							
	▶ mert		× ×	$\checkmark$		~	~	$\checkmark$		
	mohannad		<ul> <li></li> </ul>	✓	<ul> <li>Image: A start of the start of</li></ul>	~	$\checkmark$	$\checkmark$		
									- Ad	d

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.

🐣 Easy MAM (Last DB)										
File Settings View H	Help									
Admin Panel										
	General Mail Settings User Group	s Users Authoriz	ation Setting	gs Metad	ata Proce	ss Server File S	erver Archive	Server Ta	arget Locations	Rss List
			_							
Media Bin	User Group	Read	Write	Edit	Delete	Org. Download	Pr. Download	Archive	Broadcast	>
	▶ asda								· ·	
Processes										
¢ <sub>₿</sub> ¢										
Transfer Jobs										
Ð										
History										
Ð									- Add	
Recycle Bin										
	User Group	Read	Write	Edit	Delete	Org. Download	Pr. Download	Archive	Broadcast	
	admin			<ul> <li>✓</li> </ul>	$\checkmark$	$\checkmark$	<ul> <li>Image: A start of the start of</li></ul>			
	akin	$\checkmark$	$\checkmark$						$\checkmark$	
	BB	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
		$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	
	emrah	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		
	hasan	$\checkmark$	$\checkmark$							
	▶ mert	$\checkmark$	$\checkmark$	$\checkmark$		~	~	$\checkmark$		
	mohannad	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		
									• Add	
									NCCT V OK	

Graphic 111: Authorization Settings Tool

- In order to add or remove the rights for the users or user group click the corresponding box to the dedicated authorization
   Click the 'Ok' function to save the changes
   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.

🐣 Easy MAM (Last DB)													
File Settings View H	Help												
Admin Panel													
	General	Mail Settings	User Groups	Users	Authoriza	tion Se	ttings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List
	Metadata	Metadata G	iroups Categ	ories S	upported F	ormats							
Media Bin													
Processes													
282 L		Metadata		Туре									
<b>4</b> 0		▶ Info		_text									
Transfer Jobs		Date		_date									
		City		_list									
⋜		Writer		_string									
History		Title		_string									
$\square$		Category		_list									
<b>*</b> 9		National		_bool									
Recycle Bin		Local		_bool									
		add		_int									
		canlı yayın ka	aydı	_bool									

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.

🐣 Easy MAM (Last DB)											
File Settings View H	Help										
Admin Panel											
	General M	lail Settings User (	iroups Users	Authorization	Settings	Metadat	Process Server	File Server	Archive Server	Target Locations	Rss List
	Metadata	Metadata Groups	Categories Su	upported Form	ats						
Media Bin											
▕▕└▃┘▕▕											
Processes											
		Matadata	T								
¢8≁		Info	tevt								
Transfer Jobs		Date	date								
		City	- list								
		Writer									
History		Title	_string								
		Category	_list								
+ <u> </u>		National	_bool								
Recycle Bin		Local	_bool	1	· 🖻						
		add	_int	Í	· 🖻						
		canlı yayın kaydı	_bool								

Graphic 113: Metadata Tools

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

🐣 Easy MAM (Last DB)										
File Settings View H	lelp									
Admin Panel										
	General Mail Settings	User Groups Users	Authorization Sett	ings 🔥	letadata	Process Server	File Server	Archive Server	Target Locations	Rss List
	Metadata Metadata Gro	oups Categories S	upported Formats							
Media Bin										
	Metadata									
						Metadata				
Processes						Туре				
<b>6</b>										
4 <u>0</u>										
Transfer Jobs										
History										
+ <u></u>										
Recycle Bin										

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 assests for the related assets.

📥 Easy MAM (Last DB)											
File Settings View H	lelp										
Admin Panel											
	General Mail Setting	s User Groups	Users A	uthorization S	iettings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List
	Metadata Metadat	a Groups Categ	ories Sup	ported Format	is						
Media Bin											
	Metadata Group										
Processes											
Cer (	Group Na	me									
	acc.date										
Transfer Jobs	▶ News			িন ই	3						
History											
Recycle Bin											
Ŵ											

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 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.

🙏 Easy MAM (Last DB)																
File Settings View H	Help															
Admin Panel																
	Genera	al Mail Settings	User Groups	Users	Authorization Settings	Metadata	Pr	ocess Server	File Server	Arch	nive Server	Targ	get Locations	R	ss List	
Media Bin																
		CPT	HD 🔼													
											001111					
Processes		Server Type		Comput	er Name M.SRV	Max Thread C	o	Performance	Last Acces		CPU Usage	0	Job Count	0	Active	
		Proxy Server		Easy MA	M SRV		5	High	23/11/18 14:21			0		0	Ň	
		QC Server		Easy_MA	M_SRV			Medium	13/07/18 11:44							
<b>~D</b>		File Transfer Server		DOGAN				Medium	13/11/18 14:14							
Transfer Jobs		Thumbnail Server		DOGAN				Medium	27/09/18 11:18							
▏▐▌ᢪ▖▕		Proxy Server		DOGAN				Medium	27/09/18 11:18							
History																
$\square$																
Recycle Bin																
<b>~~~</b>																

Graphic 118: Process Server

📥 Easy MAM (Last DB)																
File Settings View H	lelp															
Admin Panel						_										
	General	Mail Settings	User Groups	Users	Authorization Settings	Metadata	Pro	ocess Server	File Server	Arc	hive Server	Targ	get Locations	R	is List	
Media Bin	Pro	cess Server														
		C P T [	HO													
		Server Type		Compute	er Name	Max Thread Co.		Performance	Last Acces		CPU Usage		Job Count		Active	
Processes	ŀ	Thumbnail Server		Easy_MA	M_SRV		5	Medium	23/11/18 14:	21		0		0	$\checkmark$	â ^
20		Proxy Server		Easy_MA	M_SRV			High	23/11/18 14:	21					$\checkmark$	
¢8″ ∣		QC Server		Easy_MA	M_SRV			Medium	13/07/18 11>	14						
Transfer Jobs		File Transfer Server		DOGAN				Medium	13/11/18 14:	4					$\checkmark$	
		Thumbnail Server		DOGAN				Medium	27/09/18 11:	8						
비즈		Proxy Server		DOGAN				Medium	27/09/18 11:	8						
History																
+9																
Recycle Bin																
Ŵ																

Graphic 119: Process Server Tool

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

🐣 Easy MAM (Last DB)											
File Settings View Help											
Admin Panel											
G	eneral Mail Settings	User Groups Users	Authorization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss Li	st	
Media Bin	C PT	HD 📐									
	Server Type	Compu	ter Name	Max Thread Co	o Performance	Last Acces	CPU Usage	Job Count	Acti	ve	
Processes	Thumbnail Server	Easy_M	AM_SRV		5 Medium	23/11/18 14:21		0	0	<b>'</b> 🕫	
	Proxy Server	Easy_M	AM_SRV		5 High	23/11/18 14:21			0	1 B	
	QC Server	Easy_M	AM_SRV		1 Medium	13/07/18 11:44					
	File Transfer Server	DOGA			1 Medium	13/11/18 14:14			0	<b>1</b>	
Transfer Jobs	Thumbnail Server	DOGA			1 Medium	27/09/18 11:18					
	Proxy Server	DOGA			1 Medium	27/09/18 11:18					
History											
Recycle Bin											
									6	Save	
									~		/

Graphic 120: Process Server Tool

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

🐣 Easy MAM (Last DB)	)													
File Settings View	Help													
Admin Panel								_						
	General	Mail Settings	User Groups	Users	Authorization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	R	s List		
Media Bin		ss Server												
		PT												
_		Server Type		Compute	er Name	Max Thread C	o Performance	Last Acces	CPU Usage	Job Count	4	Active		
Processes		I humbnail Server		Easy_MA	M_SRV		5 Medium	23/11/18 14:21		0	0	~		
		OC Server		Easy_MA	M_SRV		1 Medium	13/07/18 11:44		0	0	~		
		File Transfer Server		DOGAN			1 Medium	13/11/18 14:14		0	0			
Transfer Jobs		Thumbnail Server		DOGAN			1 Medium	27/09/18 11:18						
		Proxy Server		DOGAN			1 Medium	27/09/18 11:18						
History														
$\sim$														
+5														
Recycle Bin														
												-		
													31/0	
														/

Graphic 121: Process Server Tool

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

🐣 Easy MAM (Last DB)													
File Settings View	Help												
Admin Panel													
	General	Mail Settings	User Groups	Users	Authorization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	R	ss List	
Madia Dia			_										
		C P T											
		Server Type	<b>~</b>	Compute	r Name	Max Thread C	o Performance	Last Acces	CPU Usage	Job Count		Active	
Processes		Thumbnail Server		Easy_MA	M_SRV		5 Medium	23/11/18 14:21		0	0	$\checkmark$	
		Proxy Server		Easy_MA	M_SRV		5 High	23/11/18 14:21				~	
, ¢₿´		QC Server		Easy_MA	M_SRV		1 Medium	13/07/18 11:44					
Transfer labo		File Transfer Server		DOGAN			1 Medium	13/11/18 14:14				$\checkmark$	
Iranster Jobs		Thumbnail Server		DOGAN			1 Medium	27/09/18 11:18					
		Proxy Server		DOGAN			1 Medium	27/09/18 11:18					
History													
$\square$													
+5													
Recycle Bin													
<del>. (20</del>													

Graphic 122: Process Server Tool

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

🐣 Easy MAM (Last DB)											
File Settings View Help											
Admin Panel						_					
Ge	neral Mail Settings	User Groups Users	Authorization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss Li	st	
Media Bin											
	Server Type	Comput	er Name	Max Thread Co	Performance	Last Acces	CPU Usage	Job Count	Activ	/e	
Processes	Thumbnail Server	Easy_MA	M_SRV		5 Medium	23/11/18 14:21		0	0 🗸	<b>B</b>	
	Proxy Server	Easy_MA	M_SRV		5 High	23/11/18 14:21			0		
	QC Server	Easy_MA	M_SRV		1 Medium	13/07/18 11:44					
	File Transfer Server	DOGAN			1 Medium	13/11/18 14:14			0		
Iranster Jobs	Thumbnail Server	DOGAN			1 Medium	27/09/18 11:18					
	Proxy Server	DOGAN			1 Medium	27/09/18 11:18					
History											
+9											
Recycle Bin											
									/		
										-	

Graphic 123: Process Server Tool

- To add '*File Transfer Server*' to the Easy MAM, use the item in the blue circle
   Click the '*Save*' button to save the changes
   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.

🙏 Easy MAM (Last DB)											
File Settings View F	lelp										
Admin Panel											
	Gener	al Mail Settings	User Groups	Users Autho	rization Settings	Metadata Proc	ess Server File Server Arc	hive Server Target Locations	Rss List		
Media Bin											
		Name	Computer Name	Domain	Username	Password	File Folder	Proxy Folder	Thumbnail Folder	Active	
Processes		▶ FS 1	Easy_MAM_SRV		hasan	•••••	\\easy_mam_srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI	~	
_B2		FS 2	Fractal								
40°											
Transfer Jobs											
<b>⊟≥</b>											
History											
$\sim$											
+9											
Recycle Bin											
₩ I											

Graphic 124: File Server



Graphic 125: File Server Tool

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

📥 Easy MAM (Last DB)														
File Settings View H	Help													
Admin Panel														
	General N	lail Settings	User Groups	Users Auth	orization Settings	Metadata	Process Server	File Server A	rchive Server Tar	get Locations	Rss List			
Media Bin		r												
	C	+												
		$\smile$												
Processor	Nam	1e	Computer Name	Domain	Username	Password	File Folde		Proxy Folder	AANA ADCUU	Thumbnail Fo	der	Active	
Co	FS 2		Fractal	•	nasan		. (leasy_ma	Im_srv(WAW_AKCHI.	((easy_mam_srv))	MAM_ARCHI	<pre>\teasy_mam_s</pre>	IV(WAW_ARCHI	×	
ção			Tructur											
Transfer Jobs														
History														
$\square$														
Recycle Bin														
<b>~~~</b>														
													1	<u> </u>
														ive
														Ac
														Go

Graphic 126: File Server Tool

- To add new '*File Server*', click + button
   Enter the information of '*File Server*'
   Click the '*Save*' button to save the changes
   Click the '*Cancel*' button to cancel the progress

📥 Easy MAM (Last DB)												
File Settings View H	Help											
Admin Panel												
	Genera	Mail Settings	User Groups	Users Autho	rization Settings	Metadata	Process Server	File Server	Archive Server	Target Locations	Rss List	
Madia Pia												
												$\sim$
		Name	Computer Name	Domain	Username	Password	File Folder		Proxy Folder		Thumbnail Folder	Active
Processes		▶ FS 1	Easy_MAM_SRV		hasan	•••••	\\easy_man	n_srv\MAM_ARCI	HI \\easy_mam_	srv\MAM_ARCHI	\\easy_mam_srv\MAM_ARCHI.	
-82		FS 2	Fractal									
ς δί												$\smile$
Transfer Jobs												
115-4												
History												
Recycle Bin												
$\otimes$												
												$\sim$
												A Save
												Got

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.

📥 Easy MAM (Last DB)												
File Settings View H	Help											
Admin Panel												
	General Mail Settings	User Groups	Users Authoriza	tion Settings	Metadata Proc	ess Server File Server	Archive Server Tar	get Locations Rss List				
Media Bin												
	Type	Name	Computer Name	Username	Password	Archive Path	AM Kedi Ashios	LTO ServerID	LTO Server	Active	-	
riocesses	ITO Tape	Arşıv test     TO Archive	102 169 1 209	Admin	•	MAM Archive/Filer	Awi_KadiryArchive	Sepuer?	030/ m3m (n/	✓		
ζäγ		- LIO AICHIVE	192.100.1.200	new user		WAM_Archive (rifes		Serverz	casy_mam_srv			
0 2												
Transfer Jobs												
R												
History												
$\overline{\mathbf{G}}$												
+5												
Recycle Bin												
N N N N N N N N N N N N N N N N N N N												

Graphic 128: Archive Server

Easy MAM (Last DB)											
File Settings View	Help										
Admin Panel						Anthon Courses					
	General Mail S	settings User Groups	Users Authorizat	ion Settings	Vietadata Proc	ess Server File Server Archive Server 12	irget Locations Kss Li	at			
Media Bin	Archive Serve										
	(C)+										
	Tune	Name	Computer Name	Username	Password	Archive Path	ITO ServerID	ITO Server	Active		
Processes	In the second secon	Storage • Arsiv Test	EASY_MAM_SRV	Admin	•	\\Easy_MAM_SRV\Easy_MAM_Kadir\Archive	LIG GENERID	Lio berter	V	â	
0-	LTO Tape	E TO Archive	192.168.1.208	new user	••••	MAM_Archive\Files	Server2	easy_mam_srv	~	â	
¢8́											
Transfer Jobs											
E RA											
History											
<b>4</b> 5											
Recycle Bin											
l 🕅 🕅											
											Go to Set

Graphic 129: Archive Server Tool

To refresh the archive server panel, use the button.

👌 Easy MAM (Last DB)												
File Settings View H	lelp											
Admin Panel												
	General Mail Settings	User Groups	Users Authorizat	tion Settings	Metadata Proc	cess Server File Server	Archive Server Targe	t Locations Rss Lis				
Media Bin	Archive Server											
	Туре	Name	Computer Name	Username	Password	Archive Path		LTO ServerID	LTO Server	Active		
Processes	<ul> <li>Network Storage</li> </ul>	Arşiv Test	EASY_MAM_SRV	Admin	•	\\Easy_MAM_SRV\Easy_M	AM_Kadir\Archive			~	ô 🌕	
	LTO Tape	TO Archive	192.168.1.208	new user	••••	MAM_Archive\Files		Server2	easy_mam_srv	~		
Transfer Jobs												
BX												
History												
$\sim$												
+5												
Recycle Bin												
<b>**</b>												
										1		
											Save	
											$\smile$	

Graphic 130: Archive Server Tool

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

📥 Easy MAM (Last DB)					
File Settings View	elp				
Admin Panel					
	General Mail Settings User Groups Users Aut	orization Settings Metadata Pro	cess Server File Server Archive Server Targe	t Locations Rss List	
Media Bin					
				· · · · · · /	
	Type Name Computer	lame Username Password	Archive Path	LTO ServerID LTO Server A	tive
Flucesses	ITO Tape TITO Archive 192 168 1	SKV Admin	(Leasy_MAIM_SKV Leasy_MAIM_Kadir (Archive	Server?	
μ G G G G G G G G G G G G G G G G G G G	LIO Tape · LIO Archive 192.106.1.	o new user	MAM_Archive(riles	serverz easy_mam_siv	
) J					/
Transfer Jobs					
History					
+9					
Recycle Bin					
					Activate Go to Sett

Graphic 131: Archive Server Tool

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

## LTO (Linear Tape Open) Archive Server

📥 Easy MAM (Last DB										
File Settings View	Help									
Admin Panel										
	General Mail Settings	User Groups	Users Authorization Settings	Metadata Pro	cess Server File Server	Archive Server	Target Locations Rss Li	st		
Media Bin										
	Туре	Name	Computer Name Username	Password	Archive Path		LTO ServerID	LTO Server	Active	
Processes	Network Storage	<ul> <li>Arşiv Test</li> </ul>	EASY_MAM_SRV Admin	•	\\Easy_MAM_SRV\Easy_M	AM_Kadir\Archive			✓	â
GS2		<ul> <li>LIO Archive</li> </ul>	192.168.1.208 new user	••••	MAM_Archive\Files		Server2	easy_mam_srv		
<b>&gt;</b> 0										
Transfer Jobs										
History										
Recycle Bin										
<b>***</b>										

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/supportxendata6-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>CIFSClient.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

📥 Easy MAM (Last DB)	)										
File Settings View	Help										
Admin Panel											_
	Gener	al Mail Settings	User Groups Users	Authorization Settings	Metadata	Process S	Server	File Server	Archive Server	Target Locations	Rss List
Media Bin	Ta	rget Locations									
	6	a +									
		Computer Name	Name	Network Path			Local Pat	h			
Processes		easy_mam_srv	Target 1	\\easy_mam_srv\MAM_ARCH	IVE\Target 1		E:\MAM_	ARCHIVE\Targ	et 1		
Transfer Jobs											
History											
$\sim$											
+5											
Recycle Bin											

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.

Easy MAM (Last DB) File Settings View H	telp						
Admin Panel							
C.	General Mail Settings U	ser Groups Users Authorization Setti	ings Metadata Process Serve	er File Server	Archive Server	Target Locations	Rss List
Media Bin							
	Title	Description	Link				
Processes	DHA RSS	DHA Haber	http://192.168.1.193:900(				
0~	DHA RSS 2	DHA Detaylı Haber	http://192.168.1.193:900(				
Car l	AA	AA Haber	http://192.168.1.193:900(				
Transfer John	new rss	new rss					
History							
Recycle Bin							
			× Cancel	Save			

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

🐣 Easy MAM (Last DB)							
File Settings View I	Help						
Admin Panel							l .
	General Mail Settings	User Groups Users Aut	horization Settings Metadata	Process Server File Server	Archive Server Target Location	s Rss List	
					RSS Item List		
Media Bin							
					I News Title		000000000000
					✓ News.Info		
Processes					News.Date		
-22					News.City		
çã					News.Cate	onal	
Transfer Jobs				$\sim$	News.Loca		
E N				$\mathbf{O}$	acc.date.D	ate	
					News.canl	ı yayın kaydı	
History							i
Recycle Bin							
***							
						X Ca	ncel 🚺 🔒 Save 🌖
							Activat

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.

🐣 Easy MAM (Last D	B)					- 8 ×
File Settings View	Help					Logout (c c)
Admin Panel	Arsiv					* ×
	Archive Search					
Madia Bio	Bin	Content - /testt				
		PT	00:02:05	00:41:55		
	🕨 🕘 testt					
Processes		Credo - Barcelona 0320	CUMHURBAŞKANI ERDOGAN	The 100 5.Sezon 10.Bölüm	4K	
ç	<ul> <li>⇒ Upload Test</li> <li>⇒ Series</li> </ul>					
Transfer Jobs	Colony (Persembe)	A	See 2010 Street Sectorseen Street Sectorseen			
	West World	► / V क छे	▶ / V <del>•</del> छ			
	The 100 (Çarşamba)					
History						
Pacyrla Bin						
			250	. I somether forward in the sec		
	Upload History Download History	Export History				
	Asset Filename	Start Time Complate Tim	ne Progress Status			

Graphic 141: Media Bin

🐣 Easy MAM (Last I	DB)			- 5" ×
File Settings View	v Help			Logout (c c)
Admin Panel	Arşiv			* ×
	Archive Search			
14-17-17-	Bin	Content - /testt		
Media Bin		D T 00-02-05	00-41-55	
	▶ ◎ <mark></mark> testt			
Processes	tro Tert	Credo - Barcelona 0320 CUMHURBAŞKANI ERDOGAN	The 100 5.Sezon 10.Bölüm 4K	
-82	⊕ Upload Test			
ça	() Series			
Transfer Jobs	Colony (Perşembe)	A A A A A A A A A A A A A A A A A A A		
	West World			
	The too (çarşanıba)			
History				
Recycle Bin				
- <del>60</del>				
		4 250 ·	• 4 results found in 0 sec.	
	Upload History Download History E	ort History		
	Asset Filename	Start Time Complate Time Progress Status		
				Go to Settings to activate Windows.
٢				

## 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.

📥 Easy MAM (Last D	98)	- & ×
File Settings View	v Hep	Logout (c c)
Admin Panel	Anjiv	ā ×
te l	Archive Search	
Media Bin	Search Text. X • Q	
	Trim point :	
Processes		
ç <sub>i</sub> êç		
Transfer Jobs		
History		
5		
Recycle Bin		
	· · · · · · · · · · · · · · · · · · ·	
	Debut Many Presented Marine Encode Marine	
	Activate Windows Go to Settings to activate Windows	

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.

📥 Easy MAM (Last DI			
File Settings View	Help		Logout (c c)
Admin Panel	Arşiv		# ×
	Archive Search		
	Bin	Content - //isit	
Media Bin			
		рт ос.41:35	
	4K	Credo - Barcelona 0320 CUMHURBAŞKANI ERDOĞAN The 100 5.Sezon 10.Bölüm 4K	
Processes	<ul> <li>ITO Test</li> <li>Upload Test</li> <li>Series</li> <li>Tamirat Tadilat</li> <li>Colony (Perşembe)</li> <li>West World</li> </ul>		
	The 100 (Çarşamba)		
History		-Å Add New Bin Window ×	
Provela Pin		Uin Name	
		4 250 · A metally, formal fur 11 arr.	
	Upload History Download History Ex	kport History	
	Asset Filename	Start Time Complate Time Progress Status	
٢		Activate Windows Go to Settings to activate Wi	ndows.

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.

Easy MAM										
File Settings Help										Logout (Hason Yel)
T. Statements										
Admin Panel	Waiting Processes Fi	inished Processes								
Media Bin			• 09.05.2016 15	16.05.2016 15						
	Server	Туре		Schedule St	art Schedule End	Start Time	Complate Time	Status	Result	
	•	9	uality_Check Ayse Hatun Onal - c	ak Bir Selam (Gurcell Style Mix)_A					Contract of the second s	
Archive	EASY_MAM_SRV	Proxy	Generation IAssISIDSSIDSLSIkfor	asdid, #51 stikdsilkmoggaoofgag		10.05.2016 13:27			Failed!	
	EASY_MAM_SRV	Prox	Genaration IAssISIDSSIDSLSIkfo	asd id, iESI is filkdsillkmogg aoofg ag_E		10.05.2016 13:24:			Failed	
S	EASY_MAM_SRV	Proxy	Generation Goven Stefani - Baby	Don't Lie_06B27D686F3649BA95		10.05.2016 13.24			Failed	
Process										
10 Mar										
Task										

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 choosen 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;

📥 Aging Window	v						- 🗆 ×
Archive Server	Arşiv Test						
Interval		O Day	<b>Week</b>	Month	Vear		
Bin							
③ □ Ser	ries Ioad Test ) Test						
∂ <mark>–</mark> tes	tt						
4							+
						× Cancel	Save

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.

🐣 Bin Property Window	x
File Server	FS 1 -
Backup File Server	
Watch Folder	Select watch folder
Existing File Action	
Aging Rule     Auto T       Apply to sub bins       Archive Server       Ar       Interval       Include proxy cop       Include thumbnail	ransfer Locations Authorized Machines
	X Cancel Save

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.

Example: 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.
- C: Trim in button is used to start trim here if you want to use a certain part of the content.
- **I**: 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.

🗣 Do	wnload	Complated	Rss		
File Info	Collection	Categories	Tags	News	acc.date
❤ Gener ❤ Image	ral e				

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.

👃 Sendto Archive Window	_ 🗆 ×
Content to be archived	
Record 17.08.2018 12.37.16	▲ ^
Archive Path	· ·
× c.	ancel 📄 Send

Graphic 155: Send to Archive Display

📥 Sendto 1	Farget Window		×
Image: Provide the image: Pr	rd 17.08.2018 12.37.16		✓ ^
Source	File		-
Target			-
		× Cancel	Send

Graphic 156: Send to Target Display

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

📥 Download	l Window				×
Content to					
▶ Record	17.08.2018 12.37.16		.mp4	$\checkmark$	
File Path	testt			-	••••
		× Cancel	₽	Downlo	oad

Graphic 157: Get File by Proxy

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

👌 Downloa	d Window				×
Content to					
▶ Record	d 17.08.2018 12.37.16		.ts	$\checkmark$	
File Path	testt			-	•••
		× Cancel	] [↓	Downl	oad

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.

📥 Easy MAM (Last D	98)								
File Settings View	Help								Logout (c c)
Admin Panel									
	Waiting Processes								
	Finished Processes								
Media Bin		<ul> <li>11/16/2018</li> <li>11/23/2018</li> <li>15</li> </ul>							
	Server	File	Sch dule Start	Schedule End	Start Time	Complate Time	Status	Result	
		Quality Check Record 17.08.2018 12.37.16 06600C1802A24900BCA	00:10:00	00:12:10					
Processes		Quality Check WallpaperStudio10-7533_B8E8E0F03F804204A39429							
		Quality Check INNA-feat-Juan-Magan-Un-Momento-2011 HD_388							
<b>2</b> 22		Proxy Genaration WallpaperStudio IU-7533_B8E8E0F03F804204A39429							
		Proxy Genaration WallpaperStudio10-7505_D9F69EF898724BABAD920							
Transfer Jobs		Proxy Genaration WallpaperStudio10-19503_3D25B3BCDD7A456483A6							
		Proxy Genaration WallpaperStudio10-16819_18AC8E8275B64B039CE3F							
		Proxy Genaration WallpaperStudio10-16219_3937ADD470C149C7A011							
R L		Proxy Genaration WallpaperStudio10-15562_898781271090428088266							
History		Proxy Genaration WallpaperStudio10-14898_157BF0674E79439E9DE2D							
		Proxy Genaration WallpaperStudio10-10951_446E0ED4BB074DEF80552							
$\square$		Proxy Genaration WallpaperStudio10-10947_17FC906617A04329830D0							
		Proxy Genaration WallpaperStudio10-7703_902AFB2C035F471C8E8B15							
Recycle Rin		Proxy Genaration WallpaperStudio10-20637_BA759FA69D9C461382A7							
		Proxy Genaration WallpaperStudio10-20531_28EDFA0624024215B4F74							
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Proxy Genaration WallpaperStudio10-20461_AF34B50CD88945098275							
w w		Proxy Genaration WallpaperStudio10-20411_2A4B991E07AC48C89362							
		Proxy Genaration WallpaperStudio10-459/9_86/A/8CE331/4EA594A4							
		Proxy Genaration WallpaperStudio10-42/62_82FD507/54434E568E848							
		Proxy Generation WellpaperStudio IO-2833 I_EDBE40 1468304BC88F06 I							
		Proxy Generation Wellpaperstudio 10-23022_0/BF2073A4FD4060BB274							
		Proxy Generation WallpaperStudio10-22540_9AD922C4TEE640040A0							
		Provy Generation WallpaperStudio10-21042_000000175051403040404							
		Proxy Generation WellpaperStudio10-20076_112C9303040E43A3617E0							
		Proxy Generation Irem Derici - Deămezsin Ağlamaya 74828287F77745							
	26								

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*.

Waiting Processes	Finished Processes							
		Creation Time						
		<ul> <li>11/16/2018 15</li> <li>11/23/2018 15</li> </ul>						
Server	Туре		Schedule Start	Schedule End	Start Time	Complate Time	Status	Result
		Quality Check Record 17.08.2018 12.37.16_06600C1802A24900BCA	00:10:00	00:12:10				
		Quality Check WallpaperStudio10-7533_B8E8E0F03F804204A39429						
		Juality Check INNA-feat-Juan-Magan-Un-Momento-2011 HD_388						
	Prox	y Genaration WallpaperStudio10-7533_88E8E0F03F804204A39429						
	Prox	y Genaration WallpaperStudio10-7505_D9F69EF898724BABAD920						
	Prox	y Genaration WallpaperStudio10-19503_3D25B3BCDD7A456483A						
	Prox	y Genaration WallpaperStudio10-16819_18AC8E8275B64B039CE3						
	Prox	y Genaration WallpaperStudio10-16219_3937ADD470C149C7A01						
	Prox	y Genaration WallpaperStudio10-15562_B9B7B127109042B08B266						
	Prox	y Genaration WallpaperStudio10-14898_1578F0674E79439E9DE2E						
	Prox	y Genaration WallpaperStudio10-10951_446E0ED4BB074DEF8055						
	Prox	y Genaration WallpaperStudio10-10947_17FC906617A04329830D	)					
	Prox	y Genaration WallpaperStudio10-7703_902AFB2C035F471C8E8B1						
	Prox	y Genaration WallpaperStudio10-20637_BA759FA69D9C461382A7						
	Prox	y Genaration WallpaperStudio10-20531_28EDFA062402421584F74						
	Prox	y Genaration WallpaperStudio10-20461_AF34850CD88945098275						
	Prox	y Genaration WallpaperStudio10-20411_2A48991E07AC48C89362						
	Prox	y Genaration WallpaperStudio10-45979_B67A7BCE33174EA594A4						
	Prox	y Genaration WallpaperStudio10-42/62_B2FD507754434E56BE84E						
	Prox	y Genaration WallpaperStudio 10-28331_EDBE40 146B304BCB8P06						
	Prox	y Genaration WallpaperStudio10-25622_078F2073A4FD40608827						
	Prox	y Genaration Wallpaperstudio 10-22340_9AD922C4 TEE8400480A0						
	Prox	Constitution Wallpaperstudio10-21042_DCUCCCF75651465C046						
	Prox	y Genaration Wallpaperstudio 10-20878_TF2C9303D48E43A3B17E	h					
	Prox	v Generation Waiipaperstudio10-20037_23732006C3E1461104049						
	FIOA	y Genaration Them Denter - Degmezsin Agiamaya_1402020111114.						

Graphic 160: Process Tool

📥 Easy MAM (Last DB)											
File Settings View	Help										Logout (c c)
Admin Panel											
	waiting Processes	Finished Processe	5								
	Server	Type	Creation Time								
			- 11/16/2019	11/22/2018							
Media Bin			11/10/2018	15 11/25/2018 15							
	Server	lype	File		Schedule Start	Schedule End	Start Time	Complate Time	Status	Result	
			Quality Check Record	17.08.2018 12.37.16_06600C1802A24900BCA	00:10:00	00:12:10					
Processes			Quality Check Wallpa	perStudio10-7533_B8E8E0F03F804204A39429							
			Quality Check INNA-f	eat-Juan-Magan-Un-Momento-2011 HD_388							
			Proxy Genaration Wallpa	perStudio10-7533_88E8E0F03F804204A39429							
			Proxy Genaration Wallpa	perStudio10-7505_D9F69EF898724BABAD920							
Transfer Jobs			Proxy Genaration Wallpa	perStudio10-19503_3D25B3BCDD7A456483A6							
			Proxy Genaration Wallpa	perStudio10-16819_18AC8E8275B64B039CE3F							
			Proxy Genaration Wallpa	perStudio10-16219_3937ADD470C149C7A011							
			Proxy Genaration Wallpa	perStudio10-15562_898781271090428088266							
History			Proxy Genaration Wallpa	perStudio10-14898_1578F0674E79439E9DE2D							
			Proxy Genaration Wallpa	perStudio10-10951_446E0ED4BB074DEF80552							
$\mathbf{f}$			Proxy Genaration Wallpa	perStudio10-10947_17FC906617A04329830D0							
			Proxy Genaration Wallpa	perStudio10-7703_902AFB2C035F471C8E8B15							
Recycle Bin			Proxy Genaration Wallpa	perStudio10-20637_BA759FA69D9C461382A7							
			Proxy Genaration Wallpa	perStudio10-20531_28EDFA0624024215B4F74							
			Proxy Genaration Wallpa	perStudio10-20461_AF34B50CD88945098275							
			Proxy Genaration Wallpa	perStudio10-20411_2A4B991E07AC48C89362							
			Proxy Genaration Wallpa	perStudio10-45979_B67A7BCE33174EA594A4							
			Proxy Genaration Wallpa	perStudio10-42762_B2FD507754434E56BE84B							
			Proxy Genaration Wallpa	perStudio10-28331_EDBE40146B304BCB8F061							
			Proxy Genaration Wallpa	perStudio10-25622_078F2073A4FD4060BB274							
			Proxy Genaration Wallpa	perStudio10-22340_9AD922C41EE84664B6A6							
			Proxy Genaration Wallpa	perStudio10-21042_DC0CCCF75B314B5CAAE4							
			Proxy Genaration Wallpa	perStudio10-20878_1F2C9503D48E43A3B17E6							
			Proxy Genaration Wallpa	perStudio10-20657_23752B6BC3E14B1184B4A							
			Proxy Genaration Irem D	erici - Değmezsin Ağlamaya_74B282B7F77745							
										Activata Windows	
	26			50 •						Go to Sottings to active to Minu	

Graphic 161: Waiting Processes

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

👌 Easy MAM (Last DB)										
File Settings View H	Help									Logout (c c)
Admin Panel										
Administration	Waiting Processor	labed December								
		lished Processes								
Media Bin			11/16/2018 15 11/23/2018 15							
	Server	Type	File	Schedule Start	Schedule End	Start Time	Complate Time	Status	Result	
			Quality Check Record 17.08.2018 12.37.16 06600C1802A24900BCA	00:10:00	00:12:10					
Processes			Quality Check WallpaperStudio10-7533_B8E8E0F03F804204A39429							
			Quality Check INNA-feat-Juan-Magan-Un-Momento-2011 HD_388							
		Pro	oxy Genaration WallpaperStudio10-7533_B8E8E0F03F804204A39429							
		Pro	oxy Genaration WallpaperStudio10-7505_D9F69EF898724BABAD920							
Transfer Jobs		Pro	oxy Genaration WallpaperStudio10-19503_3D25B3BCDD7A456483A6							
		Pro	oxy Genaration WallpaperStudio10-16819_18AC8E8275B64B039CE3F							
		Pro	oxy Genaration WallpaperStudio10-16219_3937ADD470C149C7A011							
		Pro	oxy Genaration WallpaperStudio10-15562_B9B7B127109042B08B266							
History		Pro	pxy Genaration WallpaperStudio10-14898_157BF0674E79439E9DE2D							
		Pro	oxy Genaration WallpaperStudio10-10951_446E0ED48B074DEF80552							
$\square$		Pro	oxy Genaration WallpaperStudio10-10947_17FC906617A04329830D0							
		Pro	oxy Genaration WallpaperStudio10-7703_902AFB2C035F471C8E8B15							
Recycle Bin		Pro	oxy Genaration WallpaperStudio10-20637_BA759FA69D9C461382A7							
		Pro	oxy Genaration WallpaperStudio10-20531_28EDFA0624024215B4F74							
		Pro	bxy Genaration WallpaperStudio10-20461_AF34B50CD88945098275							
8		Pro	oxy Genaration WallpaperStudio10-20411_2A4B991E07AC48C89362							
		Pro	oxy Genaration WallpaperStudio10-45979_B67A7BCE33174EA594A4							
		Pro	oxy Genaration WallpaperStudio10-42762_B2FD507754434E56BE84B							
		Pro	oxy Genaration WallpaperStudio10-28331_EDBE40146B304BCBBF061							
		Pro	oxy Genaration WallpaperStudio10-25622_078F2073A4FD40608B274							
		Pro	oxy Genaration Wallpaperstudio 10-22340_9AD922C4 TEE84004B0A0							
		Pro	oxy Generation Wallpaperstudio 10-2 1042_DCUCCCF73b51485CAAE4							
		Pro	oxy Generation Wellpaperstudio 10-20678_1F2C9503D48E43A3B17E6.							
		PR	oxy Generation waipaperstudio to 20037_5752606C3E1461164644							
		PR	oxy Genaration Trem Denci - Degmezsin Aglamaya_14626261F11145							
	26		50 -							

Graphic 162: Waiting Processes

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

🐣 Easy MAM (Last DB)									
File Settings View I	Help								
Admin Panel									
	Waiting Processes Finish	hed Processes							
	Sanvar	Tuna Craat	tion Time						
			4/2018 11/21/2018 1						
Media Bin									
	Server	Туре	File	Schedule Start	Schedule End	Start Time	Complate Time	Status	Result
	Easy_MAM_SRV	Thumbnail Generation	atv_AD57DD8B26D4403C9979C4744D0F6E4E.mp4			21/11/18 17:09	21/11/18 17:10		Successed
Processes	Easy_MAM_SRV	Proxy Genaration	atv_AD57DD8B26D4403C9979C4744D0F6E4E.mp4			21/11/18 17:09	21/11/18 17:10		Successed
0~	Easy_MAM_SRV	Thumbnail Generation	Samsung_UHD_Soccer_Barcelona_Atletico_Madrid_64			20/11/18 16:22	20/11/18 16:53		Successed
-a-	Easy_MAM_SRV	Proxy Genaration	Samsung_UHD_Soccer_Barcelona_Atletico_Madrid_64			20/11/18 16:24	20/11/18 16:31		Successed
~o	Easy_MAM_SRV	Proxy Genaration	Samsung_UHD_Soccer_Barcelona_Atletico_Madrid_1			20/11/18 16:07	20/11/18 16:14		Successed
Transfer Jobs	Easy_MAM_SRV	Proxy Genaration	Credo - Barcelona 0320_2989F72746D548319524D23			20/11/18 12:30	20/11/18 12:30		Successed
	Easy_MAM_SRV	Thumbnail Generation	İrem Derici - Değmezsin Ağlamaya_74B282B7F77745			19/11/18 18:11	19/11/18 18:12		Successed
History									
( <b>4 4 5 5 5 5 5 5 5</b> 5									
Recycle Bin									
$\boxtimes$									

# Graphic 163: Finished Process

Finished process displays the finished operation.

🐣 Easy MAM (Last DB)										
File Settings View H	Help									Logout (c c)
Admin Panel	Waiting Processes Fini	shed Processes								
	Server	Type Creati	ion Time							
Media Bin	$\smile$	All - 11/10	5/2018 15 11/23/2018 15							
	Server	Туре		Schedule Start	Schedule End	Start Time	Complate Time	Status	Result	
	Easy_MAM_SRV	Thumbnail Generation	Turgay Saka feat. Banu Parlak - Iki Yuzlu_584E99EA30			23/11/18 15:23	23/11/18 15:25		Successed	
Processes	Easy_MAM_SRV	Proxy Genaration	Turgay Saka feat. Banu Parlak - Iki Yuzlu_584E99EA30			23/11/18 15:23	23/11/18 15:26		Successed	
	Easy_MAM_SRV	Thumbnail Generation	Hande Yener - Beni Sev - (Official Video)_DF75CC9E8			23/11/18 15:23	23/11/18 15:25		Successed	
	Easy_MAM_SRV	Proxy Genaration	Hande Yener - Beni Sev - (Official Video)_DF75CC9E8			23/11/18 15:23	23/11/18 15:26		Successed	
	Easy_MAM_SRV	Thumbnail Generation	EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL_68			23/11/18 15:23	23/11/18 15:24		Successed	
Transfer Jobs	Easy_MAM_SRV	Proxy Genaration	EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL_68			23/11/18 15:23	23/11/18 15:24		Successed	
	Easy_MAM_SRV	Thumbnail Generation	cagla - Saz mi Caz mi_6D75BFD7A9B14CBCA6FB7B1			23/11/18 15:23	23/11/18 15:25		Successed	
j jú l	Easy_MAM_SRV	Proxy Genaration	cagla - Saz mi Caz mi_6D/5BFD/A9B14CBCA6FB/B1			23/11/18 15:23	23/11/18 15:25		Successed	
	Easy_MAM_SRV	Inumbnail Generation	atv_AD57DD8820D4403C9979C4744D0F6E4E.mp4			21/11/18 17:09	21/11/18 17:10		Successed	
History	Edsy_MAM_SRV	Thumboail Constantion	Samoung UUD Saccar Parcelona Atlatica Madrid 64			20/11/18 16:22	21/11/18 17:10		Successed	
	Edsy_MAM_SRV	Dever Generation	Samsung_OHD_Soccer_barcelona_Attenco_Maurid_04			20/11/18 16:24	20/11/18 10:33		Successed	
- <b>∔</b> ∖)	Easy_MAM_SRV	Proxy Generation	Crodo - Rarcelona 0220 2000E72746D549210524D22			20/11/18 10:24	20/11/18 10:51		Successed	
	Edsy_MAM_SRV	Thumboail Generation	Credo - Barcelona 0520_2969F72740D346519524025			10/11/10 12:50	10/11/10 12:50		Successed	
Recycle Bin	Lasy_wown_site	Thumbhair Generation	nen bend - beginezsin Agiamaya_14626267171745			13/11/10 10:11	13/11/10 10:12	-	Juccessed	
i 🕅 🕅										
	14									

Graphic 164: Finished process Tool

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

👆 Easy MAM (Last DB)	i -								- 8 ×
File Settings View	Help								Logout (c c)
Admin Panel									
	Waiting Processes Fini	shed Processes							
	Samar	Tona aution Tima							
Media Bin									
	Server	Type File	Schedule Start Sch	hedule End Sta	art Time	Complate Time	Status	Result	
	▶ Easy_MAM_SRV	Thumbnail Generation Turgay Saka feat. Banu Parlak - Iki Yuzlu_584E99EA30		23	3/11/18 15:23	23/11/18 15:25		Successed	
Processes	Easy_MAM_SRV	Proxy Genaration Turgay Saka feat. Banu Parlak - Iki Yuzlu_584E99EA30		23	3/11/18 15:23	23/11/18 15:26		Successed	
<b>0</b> 7	Easy_MAM_SRV	Thumbnail Generation Hande Yener - Beni Sev - (Official Video)_DF75CC9E8		23	3/11/18 15:23	23/11/18 15:25		Successed	
C24	Easy_MAM_SRV	Proxy Genaration Hande Yener - Beni Sev - (Official Video)_DF75CC9E8		23	3/11/18 15:23	23/11/18 15:26		Successed	
<b>~</b> 0	Easy_MAM_SRV	Thumbnail Generation EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL_68		23	8/11/18 15:23	23/11/18 15:24		Successed	
Transfer Jobs	Easy_MAM_SRV	Proxy Genaration EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL_68		23	3/11/18 15:23	23/11/18 15:24		Successed	
BX	Easy_MAM_SKV	Thumbhail Generation cagla - Saz mi Caz mi_6D/SBFD/A9814CBCA6FB7B1		23	3/11/18 15:23	23/11/18 15:25		Successed	
	Easy_WAM_SRV	Thumbasil Generation and ADS7DD9826D4402C0070C4744D056E45 mp4		23	1/11/10 13:23	23/11/18 13:23		Successed	
	Easy MAM SRV	Proxy Generation atv AD57DD8826D4403C9979C4744D0F6E4Emp4		21	1/11/18 17:09	21/11/18 17:10		Successed	
History	Easy MAM SRV	Thumbnail Generation Samsung UHD Soccer Barcelona Atletico Madrid 64		20	)/11/18 16:22	20/11/18 16:53		Successed	
$\square$	Easy_MAM_SRV	Proxy Genaration Samsung_UHD_Soccer_Barcelona_Atletico_Madrid_64		20	0/11/18 16:24	20/11/18 16:31		Successed	
	Easy_MAM_SRV	Proxy Genaration Credo - Barcelona 0320_2989F72746D548319524D23		20	0/11/18 12:30	20/11/18 12:30		Successed	
	Easy_MAM_SRV	Thumbnail Generation Irem Derici - Değmezsin Ağlamaya_74B282B7F77745		19	9/11/18 18:11	19/11/18 18:12		Successed	
Recycle Bin									
w w									
								Activate Windows	
	L.								

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 choosen one will display

📥 Easy MAM (Last DB)										
File Settings View H	lelp									Logout (c c)
Admin Panel										
	Waiting Processes Fir	nished Processes								
			Creation Time							
Media Bin			11/16/2018 15 11/23/2018 15							
	Server	Туре	File	Schedule Start	Schedule End	Start Time	Complate Time	Status	Result	
	Easy_MAM_SRV	Thumbnail Gene	ation Turgay Saka feat. Banu Parlak - Iki Yuzlu_584E99EA30			23/11/18 15:23	23/11/18 15:25		Successed	
Processes	Easy_MAM_SRV	Proxy Gena	ation Turgay Saka feat. Banu Parlak - Iki Yuzlu_584E99EA30			23/11/18 15:23	23/11/18 15:26		Successed	
	Easy_MAM_SRV	Thumbnail Gene	ration Hande Yener - Beni Sev - (Official Video)_DF75CC9E8			23/11/18 15:23	23/11/18 15:25		Successed	
-22	Easy_MAM_SRV	Proxy Gena	ration Hande Yener - Beni Sev - (Official Video)_DF75CC9E8			23/11/18 15:23	23/11/18 15:26		Successed	
	Easy_MAM_SRV	Thumbnail Gene	ation EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL_68			23/11/18 15:23	23/11/18 15:24		Successed	
Transfer Jobs	Easy_MAM_SRV	Proxy Gena	ation EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL_68			23/11/18 15:23	23/11/18 15:24		Successed	
	Easy_MAM_SRV	Thumbnail Gene	ration cagla - Saz mi Caz mi_6D75BFD7A9B14CBCA6FB7B1			23/11/18 15:23	23/11/18 15:25		Successed	
	Easy_MAM_SRV	Proxy Gena	ration cagla - Saz mi Caz mi_6D75BFD7A9B14CBCA6FB7B1			23/11/18 15:23	23/11/18 15:25		Successed	
	Easy_MAM_SRV	Thumbnail Gene	ation atv_AD57DD8B26D4403C9979C4744D0F6E4E.mp4			21/11/18 17:09	21/11/18 17:10		Successed	
History	Easy_MAM_SRV	Proxy Gena	ation atv_AD57DD8B26D4403C9979C4744D0F6E4E.mp4			21/11/18 17:09	21/11/18 17:10		Successed	
instory	Easy_MAM_SRV	Thumbnail Gene	ration Samsung_UHD_Soccer_Barcelona_Atletico_Madrid_64			20/11/18 16:22	20/11/18 16:53		Successed	
$\square$	Easy_MAM_SRV	Proxy Gena	ration Samsung_UHD_Soccer_Barcelona_Atletico_Madrid_64			20/11/18 16:24	20/11/18 16:31		Successed	
	Easy_MAM_SRV	Proxy Gena	ration Credo - Barcelona 0320_2989F72746D548319524D23			20/11/18 12:30	20/11/18 12:30		Successed	
	Easy_MAM_SRV	Thumbnail Gene	ation İrem Derici - Değmezsin Ağlamaya_74828287F77745			19/11/18 18:11	19/11/18 18:12		Successed	
Ô										
									Activate Windows	
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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.

📥 Easy MAM (Last DB)									
File Settings View	Help								Logout (c c)
Admin Panel									
	Waiting File Transfer	Finished File Transfer							
Media Bin			11/16/2018 15	11/23/2018 15					
	Server	Target Loca	tion	File Archive Server	Filename	Start Time	Complate Time	Progress	Status
Processes									
¢ <sub>€</sub> 2									
Transfer Jobs									
Ð									
History									
Recycle Bin									
<b>**</b>									
<									

Graphic 167: Waiting File Transfer

🙏 Easy MAM (Last DB)								
File Settings View	Help							Logout (c c)
Admin Panel								
	Waiting File Transfer	Finished File Transfer						
		Target Creation Time						
Media Bin		• 11/16/2018	15 11/23/2018 15					
	Sansar	Terret Location	File Archive Sequer	Filename	Start Time	Complete Time	Program Statur	
	Julie	niger cocation		THE HUILD	Sort Time	compare time	autos	
Processes								
~o								
Transfer Jobs								
<u></u>								
History								
$\square$								
-3								
Recycle Bin								
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W								
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Graphic 168: Waiting File Transfer Tool

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

🐣 Easy MAM (Last DB)								- & ×
File Settings View H	lelp							Logout (c c)
Admin Panel								
	Waiting File Transfer Finished F	ile Transfer						
	Server Target	Creation Time						
Media Bin		11/16/2018 15	11/23/2018 15					
	Server	Target Location	File Archive Server	Filename	Start Time	Complate Time	Progress	Status
Processes								
د ۹								
¢8*								
Transfer Jobs								
目之								
History								
Parauda Ria								
l 🕅								
							Activate Wind	
							Go to Settings to a	
<								

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.

📥 Easy MAM (Last D	B)								
File Settings View	Help								Logout (c c)
Admin Panel									
	Waiting File Transfer	Finished File Transfer							
		Target	Creation Time						
Media Bin			- 11/16/2018 15	11/23/2018 15					
	Server	Target	location	File Archive Server	Filename	Start Time	Complate Time	Progress	Status
Processes									
cer l									
Iranster Jobs									
History									
$  \cap$									
Recycle Bin									
1 🔬 🗌									
								Activate Wind	

Graphic 172: Finished File Process Tool

Choose the *target location* to see its transmission.

🐣 Easy MAM (Last DB)	)									- 8 ×
File Settings View	Help									Logout (c c)
Admin Panel										
	Waiting File Transfer	Finished File Transfer								
	Server	Taroet	Creation Time							
Madia Dia			11/16/2018	11/23/2018						
	Server	Target Loc	ation	File Archive Server	Filename	Start Time	Complate Time	Progress	Status	
Processes										
çã										
Transfer Jobs										
BY										
History										
$\sim$										
+ <u>-</u>										
Do conte Dia										
Recycle Bin										
1 🐯 1										
w _										
								Activate Wind		
				<u> </u>						
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## 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*.

	asy MAM (Last Di	8)						
File	Settings View	Help						Logout (c c)
	Admin Panel							
		Username		Username	Action	Description	Date	
				▶ admin	Edit Archive Server	ArchiveServer* :Archive Server id : 2	23/11/18 16:20	-
		Action		admin	Edit Archive Server	ArchiveServer* :Imge ne yapiyosun ya id : 2	23/11/18 16:19	
	Media Bin	All		admin	Delete Asset Permanently	Asset : Samsung_UHD_Soccer_Barcelona_Atletico_Madrid, haberturk_points[{_start_4737000,_duration_359000}]_	23/11/18 15:27	
		Description		admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : News	23/11/18 15:24	
				admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : News	23/11/18 15:24	
				admin	Create Trimpoint	Asset : ÇORUM Trim point : new trim	23/11/18 15:22	
	Processes	Date		admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : acc.date	23/11/18 15:22	
		11/23/2018 15 11/24/2	2018 15	admin	Create Asset	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü id : 40832	23/11/18 15:22	
	~22 I			admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : News	23/11/18 15:22	
				admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : acc.date	23/11/18 15:22	
	Transfer Jobs			admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : News	23/11/18 15:22	
				admin	Metadata Changes	Asset: Hande Yener - Beni Sev - (Official Video) MetadataGroup : acc.date	23/11/18 15:22	
				admin	Create Asset	Asset: Merve Özbey - Vuracak id : 40831	23/11/18 15:22	
	⋜⋤			admin	Metadata Changes	Asset: Hande Yener - Beni Sev - (Official Video) MetadataGroup : News	23/11/18 15:22	
				admin	Create Asset	Asset: Hande Yener - Beni Sev - (Official Video) id : 40830	23/11/18 15:22	
	History			admin	Metadata Changes	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL MetadataGroup : acc.date	23/11/18 15:22	
				admin	Metadata Changes	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL MetadataGroup : News	23/11/18 15:22	
	<b>*</b> 9			admin	Create Asset	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL id : 40829	23/11/18 15:22	
				admin	Metadata Changes	Asset: Çağla - Saz mı Caz mı MetadataGroup : acc.date	23/11/18 15:22	
	Recycle Bin			admin	Metadata Changes	Asset: Çağla - Saz mı Caz mı MetadataGroup : News	23/11/18 15:22	
				admin	Create Asset	Asset: Çağla - Saz mı Caz mı id : 40828	23/11/18 15:22	
					Create Usergroup	Groupname : Gr Test Username emrah	23/11/18 14:35	
					Create Usergroup	Groupname : asda Username ff	23/11/18 14:35	
					Create Usergroup	Groupname : asda Username Testweb	23/11/18 14:34	
				mohannad	Metadata Changes	Asset: atv MetadataGroup : News	23/11/18 10:30	
				admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:53	
				admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:47	
				admin	Create User	Username : ff	23/11/18 09:43	
			_ 2					

Graphic 174: History

📥 Easy MAM (Last Di	8)					- 8 ×
File Settings View						Logout (c c)
Admin Panel	lisemame					
	Oscillante	Username	Action	Description	Date	
	L	▶ admin	Edit Archive Server	ArchiveServer*:Archive Server id : 2	23/11/18 16:20	-
		admin	Edit Archive Server	ArchiveServer* :Imge ne yapiyosun ya id : 2	23/11/18 16:19	
Media Bin	All -	admin	Delete Asset Permanently	Asset : Samsung_UHD_Soccer_Barcelona_Atletico_Madrid, haberturk_points{{_start_4737000,_duration_359000}}	23/11/18 15:27	
	Description	admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : News	23/11/18 15:24	
		admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : News	23/11/18 15:24	
		admin	Create Trimpoint	Asset : ÇORUM Trim point : new trim	23/11/18 15:22	
Processes	Date	admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : acc.date	23/11/18 15:22	
	11/23/2018 15 11/24/2018 15	admin	Create Asset	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü id : 40832	23/11/18 15:22	
		admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : News	23/11/18 15:22	
	Export C Search	admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : acc.date	23/11/18 15:22	
Transfer John		admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : News	23/11/18 15:22	
mailsrea 2003		admin	Metadata Changes	Asset: Hande Yener - Beni Sev - (Official Video) MetadataGroup : acc.date	23/11/18 15:22	
		admin	Create Asset	Asset: Merve Özbey - Vuracak id : 40831	23/11/18 15:22	
		admin	Metadata Changes	Asset: Hande Yener - Beni Sev - (Official Video) MetadataGroup : News	23/11/18 15:22	
		admin	Create Asset	Asset: Hande Yener - Beni Sev - (Official Video) id : 40830	23/11/18 15:22	
History		admin	Metadata Changes	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL MetadataGroup : acc.date	23/11/18 15:22	
		admin	Metadata Changes	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL MetadataGroup : News	23/11/18 15:22	
+9		admin	Create Asset	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL id : 40829	23/11/18 15:22	
		admin	Metadata Changes	Asset: Çağla - Saz mı Caz mı MetadataGroup : acc.date	23/11/18 15:22	
Recycle Bin		admin	Metadata Changes	Asset: Çağla - Saz mı Caz mı MetadataGroup : News	23/11/18 15:22	
		admin	Create Asset	Asset: Çağla - Saz mı Caz mı id : 40828	23/11/18 15:22	
			Create Usergroup	Groupname : Gr Test Username emrah	23/11/18 14:35	
			Create Usergroup	Groupname : asda Username ff	23/11/18 14:35	
			Create Usergroup	Groupname : asda Username Testweb	23/11/18 14:34	
		mohannad	Metadata Changes	Asset: atv MetadataGroup : News	23/11/18 10:30	
		admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:53	
		admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:47	
		admin	Create User	Username : ff	23/11/18 09:43	
					Artivate Windows	
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Graphic 175: History Tool

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

📥 Easy MAM (Last D	)B)					
File Settings View	r Help				La	bgout (c c)
Admin Panel						
	Username	Username	Action	Description	Date	
		> admin	Edit Archive Server	ArchiveServer* :Archive Server id : 2	23/11/18 16:20	
	Action	admin	Edit Archive Server	ArchiveServer* :Imge ne yapiyosun ya id : 2	23/11/18 16:19	
Media Bin	All -	admin	Delete Asset Permanently	Asset : Samsung_UHD_Soccer_Barcelona_Atletico_Madrid, haberturk_points[[_start_4737000,_duration_359000]]	23/11/18 15:27	
	Description	admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : News	23/11/18 15:24	
		admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : News	23/11/18 15:24	
		admin	Create Trimpoint	Asset : ÇORUM Trim point : new trim	23/11/18 15:22	
Processes	Date	admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : acc.date	23/11/18 15:22	
	11/23/2018 15 11/24/2018 15	admin	Create Asset	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü id : 40832	23/11/18 15:22	
282		admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : News	23/11/18 15:22	
	Export Q Search	🥖 admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : acc.date	23/11/18 15:22	
Transfor John		admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : News	23/11/18 15:22	
mansier 5005		admin	Metadata Changes	Asset: Hande Yener - Beni Sev - (Official Video) MetadataGroup : acc.date	23/11/18 15:22	
		admin	Create Asset	Asset: Merve Özbey - Vuracak id : 40831	23/11/18 15:22	
		admin	Metadata Changes	Asset: Hande Yener - Beni Sev - (Official Video) MetadataGroup : News	23/11/18 15:22	
		admin	Create Asset	Asset: Hande Yener - Beni Sev - (Official Video) id : 40830	23/11/18 15:22	
History		admin	Metadata Changes	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL MetadataGroup : acc.date	23/11/18 15:22	
		admin	Metadata Changes	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL MetadataGroup : News	23/11/18 15:22	
<b>4</b> 5		admin	Create Asset	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL id : 40829	23/11/18 15:22	
		admin	Metadata Changes	Asset: Çağla - Saz mı Caz mı MetadataGroup : acc.date	23/11/18 15:22	
Recycle Bin		admin	Metadata Changes	Asset: Çağla - Saz mı Caz mı MetadataGroup : News	23/11/18 15:22	
<u> </u>		admin	Create Asset	Asset: Çağla - Saz mı Caz mı id : 40828	23/11/18 15:22	
I I I I I I I I I I I I I I I I I I I			Create Usergroup	Groupname : Gr Test Username emrah	23/11/18 14:35	
			Create Usergroup	Groupname : asda Username ff	23/11/18 14:35	
			Create Usergroup	Groupname : asda Username Testweb	23/11/18 14:34	
		mohannad	Metadata Changes	Asset: atv MetadataGroup : News	23/11/18 10:30	
		admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:53	
		admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:47	
		admin	Create User	Username : ff	23/11/18 09:43	
					Activate Windows	
		28				
		<u> </u>				

Graphic 176: History Tool

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

📥 Easy MAM (Last D	98)					
File Settings View	Help					Logout (c e
Admin Panel						
	Username	Username	Action	Description	Date	
		▶ admin	Edit Archive Server	ArchiveServer* :Archive Server id : 2	23/11/18 16:20	-
	Action	admin	Edit Archive Server	ArchiveServer* :Imge ne yapiyosun ya id : 2	23/11/18 16:19	
Media Bin	All *	admin	Delete Asset Permanently	Asset : Samsung_UHD_Soccer_Barcelona_Atletico_Madrid, haberturk_points[[_start_4737000,_duration_359000]]_	23/11/18 15:27	
	Description	admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : News	23/11/18 15:24	
	· · · · · · · · · · · · · · · · · · ·	admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : News	23/11/18 15:24	
		admin	Create Trimpoint	Asset : ÇORUM Trim point : new trim	23/11/18 15:22	
Processes		admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : acc.date	23/11/18 15:22	
-	11/23/2018 15 11/24/2010	admin	Create Asset	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü id : 40832	23/11/18 15:22	
232		admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : News	23/11/18 15:22	
46	X Export Q Search	admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : acc.date	23/11/18 15:22	
		admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : News	23/11/18 15:22	
Transfer Jobs		admin	Metadata Changes	Asset: Hande Yener - Beni Sev - (Official Video) MetadataGroup : acc.date	23/11/18 15:22	
		admin	Create Asset	Asset: Merve Özbey - Vuracak id : 40831	23/11/18 15:22	
		admin	Metadata Changes	Asset: Hande Yener - Beni Sev - (Official Video) MetadataGroup : News	23/11/18 15:22	
		admin	Create Asset	Asset: Hande Yener - Beni Sev - (Official Video) id : 40830	23/11/18 15:22	
History		admin	Metadata Changes	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL MetadataGroup : acc.date	23/11/18 15:22	
		admin	Metadata Changes	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL MetadataGroup : News	23/11/18 15:22	
( <del>(</del> )		admin	Create Asset	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL id : 40829	23/11/18 15:22	
		admin	Metadata Changes	Asset: Çağla - Saz mı Caz mı MetadataGroup : acc.date	23/11/18 15:22	
Recycle Bin		admin	Metadata Changes	Asset: Çağla - Saz mı Caz mı MetadataGroup : News	23/11/18 15:22	
		admin	Create Asset	Asset: Çağla - Saz mı Caz mı id : 40828	23/11/18 15:22	
र 🕅 🕅			Create Usergroup	Groupname : Gr Test Username emrah	23/11/18 14:35	
			Create Usergroup	Groupname : asda Username ff	23/11/18 14:35	
			Create Usergroup	Groupname : asda Username Testweb	23/11/18 14:34	
		mohannad	Metadata Changes	Asset: atv MetadataGroup : News	23/11/18 10:30	
		admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:53	
		admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:47	
		admin	Create User	Username : ff	23/11/18 09:43	
		28				

Graphic 177: History Tool

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

- 1 Easy MAM (Last DB)											
File Settings View Help											
Admin Panel											
	Username	Username	Action	Description	Date						
		▶ admin	Edit Archive Server	ArchiveServer* :Archive Server id : 2	23/11/18 16:20						
	Action	admin	Edit Archive Server	ArchiveServer* :Imge ne yapiyosun ya id : 2	23/11/18 16:19						
Media Bin	All	admin	Delete Asset Permanently	Asset : Samsung_UHD_Soccer_Barcelona_Atletico_Madrid, haberturk_points[[_start_4737000,_duration_359000]]_	23/11/18 15:27						
	Description	admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : News	23/11/18 15:24						
		admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : News	23/11/18 15:24						
		admin	Create Trimpoint	Asset : ÇORUM Trim point : new trim	23/11/18 15:22						
Processes	Date	admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : acc.date	23/11/18 15:22						
	11/23/2018 15 11/24/2018 15	admin	Create Asset	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü id : 40832	23/11/18 15:22						
		admin	Metadata Changes	Asset: Turgay Saka feat. Banu Parlak - İki Yüzlü MetadataGroup : News	23/11/18 15:22						
	Export C Search	) admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : acc.date	23/11/18 15:22						
Transfer John		admin	Metadata Changes	Asset: Merve Özbey - Vuracak MetadataGroup : News	23/11/18 15:22						
		admin	Metadata Changes	Asset: Hande Yener - Beni Sev - (Official Video) MetadataGroup : acc.date	23/11/18 15:22						
		admin	Create Asset	Asset: Merve Özbey - Vuracak id : 40831	23/11/18 15:22						
		admin	Metadata Changes	Asset: Hande Yener - Beni Sev - (Official Video) MetadataGroup : News	23/11/18 15:22						
		admin	Create Asset	Asset: Hande Yener - Beni Sev - (Official Video) id : 40830	23/11/18 15:22						
History		admin	Metadata Changes	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL MetadataGroup : acc.date	23/11/18 15:22						
		admin	Metadata Changes	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL MetadataGroup : News	23/11/18 15:22						
<b>4</b> 5		admin	Create Asset	Asset: EMRE AYDIN-AFILLI YALNIZLIK_MPEG2_422P_PAL id : 40829	23/11/18 15:22						
		admin	Metadata Changes	Asset: Çağla - Saz mı Caz mı MetadataGroup : acc.date	23/11/18 15:22						
Recycle Bin		admin	Metadata Changes	Asset: Çağla - Saz mı Caz mı MetadataGroup : News	23/11/18 15:22						
		admin	Create Asset	Asset: Çağla - Saz mı Caz mı id : 40828	23/11/18 15:22						
N N N N N N N N N N N N N N N N N N N			Create Usergroup	Groupname : Gr Test Username emrah	23/11/18 14:35						
			Create Usergroup	Groupname : asda Username ff	23/11/18 14:35						
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		admin	Edit FileServer	File Server : FS 1 id : 1	23/11/18 09:47						
		admin	Create User	Username : ff	23/11/18 09:43						
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Graphic 178: History Tool

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

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Activate Windows Go to Settings to activate Windows.			admin	Create User	Username : ff	23/11/18 09:43					
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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