

ASSETVAULT IMPORTER USER MANUAL



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AssetVault is a digital asset management system specifically targeted for secure, large-scale deployments. It is a web based system that stores multi-terabyte asset collections, provides full text searching of metadata, and allows multi-level, nested category organization. Combined with digital checksums and audit log printing, the system is suitable for evidence collection workflows. It is also a perfect solution for professional photographers looking to provide selected secure access to large collections of digital photographs with on-the-fly end user gallery creation support, on-line and email based claim ticket system, and custom metadata support.

AssetVault Importer

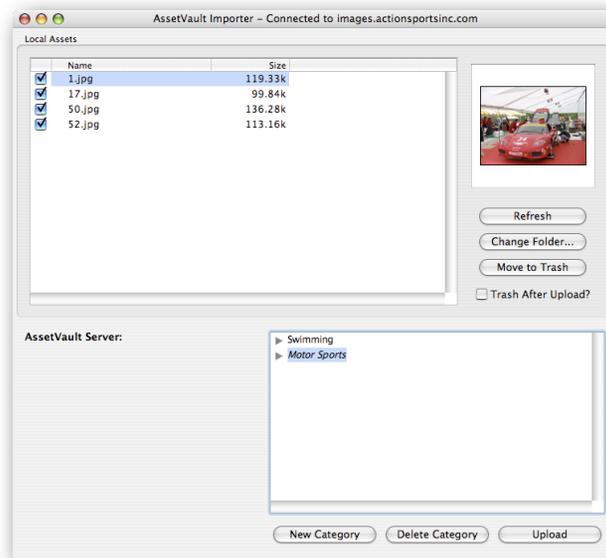
AssetVault Importer is an application that allows end users to add assets to AssetVault installations. With AssetVault Importer, end users can preview and add assets, organize assets into categories, and upload assets in batch. AssetVault Importer employs the same security measures for the transmission and recording of user assets as AssetVault, thereby providing a safe and easy way for end users to add assets to their AssetVault installation.

User Interface Overview

The main window of AssetVault Importer has two sections -- the Local View and the Remote View. The top half of the main window is the

Local Assets list, where assets, or folders of assets, are listed and can be selected for uploading to the AssetVault server. Users can rename, move, and delete assets in the Local Assets list.

The bottom section of the main window is the Remote Category list, where information about the remote AssetVault server is displayed. The left side shows optional metadata fields while the right side shows the existing category structure on the server. With appropriate permissions, additional categories may be created and existing categories may be deleted. Additionally, assets displayed in the Local Assets list may be uploaded to the server.



Using AssetVault Importer

Connecting to a Server

When launching AssetVault Importer, users must enter the server address as well as the authentication credentials required to log into the server. The server address field must be specified in the form:

```
http://<server_name>/cgi-bin/WebObjects/<application_name>.woa
```

Where <server_name> is the hostname of the AssetVault server and <application_name> is the name of the AssetVault application. A common example is:

```
http://www.mydomain.com/cgi-bin/WebObjects/AssetVault.woa
```

Please contact the systems administrator for the exact URL specification. If the Auto-Login checkbox is checked, AssetVault Importer will attempt to connect using the information that was provided during the previous session.

Managing Local Assets

After logging in, a batch of images may be chosen to be uploaded to the server. Individual assets, or entire folders of assets, from the local machine may be selected. AssetVault Importer also supports drag-and-drop, therefore, files from a local machine may be dragged and dropped into the Local Assets list. The Local Assets list will display the name and file size of each included asset.

Clicking on the name of an asset will display a preview of the asset, provided the asset is in JPEG, GIF, TIFF, or PNG format. To change the name of an asset, simply double click on the name of the asset and type in the new name.

To avoid importing a particular asset, uncheck the box next to the asset name. The asset can be removed from the list and the local machine by clicking the Move to Trash button. To remove assets from the local machine into the trash immediately after they are uploaded to the AssetVault server, select the Trash After Upload checkbox.

Managing Categories

Categories have a tree-like layout, allowing for a multi-level category structure. The specific permissions at each level allow the user to add, edit, or delete assets. Categories can either be created through the web interface, or through AssetVault Importer. To create a new category, click the New Category button at the bottom of the window.

In order to place local assets onto the server, a category must first be selected or a new category must be created. If no category is selected, the new category will be placed at the top (root) level of all categories. If a category is selected, the new category will be placed inside that category, as a sub-category of the currently selected category.

To change the name of a category, simply double click on the name of the category and type in the new name. To delete a category, click on the category name and select the Delete Category button. Deleting a category also deletes all of the assets that are in the category.

Uploading Local Assets to a Remote Server

After assets have successfully been added to the Local Assets list, they can easily be transferred to the AssetVault server. This transfer is made using the same encryption technology used in developing AssetVault, hence providing an end to end secure transfer of assets.

The Local Assets list contains the assets to be uploaded to the remote server. The category, on the remote server, in which to place these assets must be specified by selecting the category name in the Remote View. Clicking the Upload button will transfer all checked assets from the Local Assets list onto the AssetVault server.

Using AssetVault Importer, users cannot delete individual assets from the AssetVault server.

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