



# **Guide for Vaults, Categories and Metadata**

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Guide for Vaults, Categories and Metadata in  
ImageVault version 4  
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## 1 Introduction

ImageVault is a Media Asset Management system that facilitates storing, finding and using digital media in a secure way. ImageVault helps the users and administrators to organize and set access rights to the stored content by using three main functions:

**Vaults** – Are used to set who that shall have access to what and on what level (See, contribute and full access)

**Categories** – Are used to describe the content from a defined structure and helps navigating through the content.

**Metadata** – Are used to describe the files in ImageVault and mainly used for searching and locating the files.

The purpose of this document is to explain how these three functions are thought to be used in general but also to give some practical examples.

## 2 Vaults – Access rights

Vaults are primarily used to set access rights for the content in the media hub.

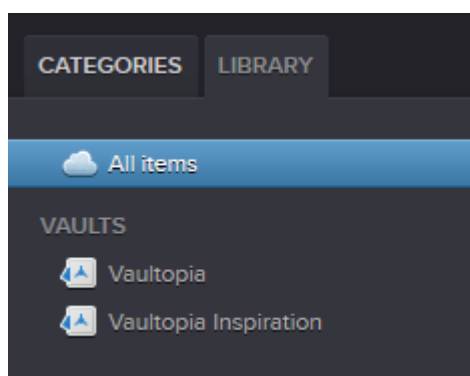
The Vaults have no depth when it comes to structure, so a vault cannot be placed in another vault.

Users for a vault are fetched from one or several directory services. (Usually Microsoft Active Directory or EPiServer). It's possible to use both persons and groups (except from virtual groups).

The Vaults are located on the Library or “Bibliotek” tabs (up on the left) depending on the language setting. (The language can be set by changing the language in EPiServer).

Once signed in to ImageVault you are by default set on ”All items” and the vaults that the signed in user have access to are listed below and included in any search done. It is possible to select a specific vault and thereby search in this vault alone.

Naturally there can be more vaults in the total installation than those listed and viewable for the signed in person depending on the user rights for that specific account.



You are also able to select for a specific vault which metadata fields that are available to use for files stored in that particular vault. You are also able to select if the metadata value should be mandatory for saving files to that specific vault. Please see image in the bottom of the document for an example.

### **Example**

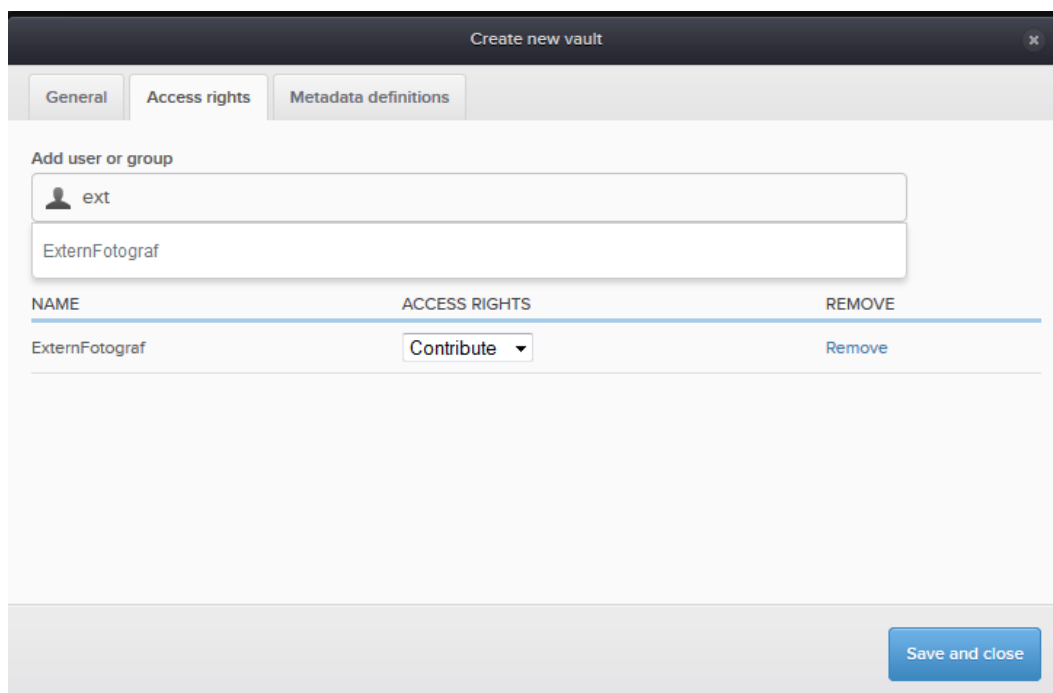
The Organization Vaultopia would like to share a large portion of their digital media with employees within the organization (logotypes, images of employees, buildings etc.) Some files are not yet approved for public usage and thereby needs to be approved before they can be used. Furthermore the organization is working with an external photographer who easy shall be able to upload files directly to the media library. The photographer shall not however have access to the rest of the material in the total media library.

### **Suggestion**

The organization Vaultopia creates a vault for "Common files" This is a vault that all employees are given access to.

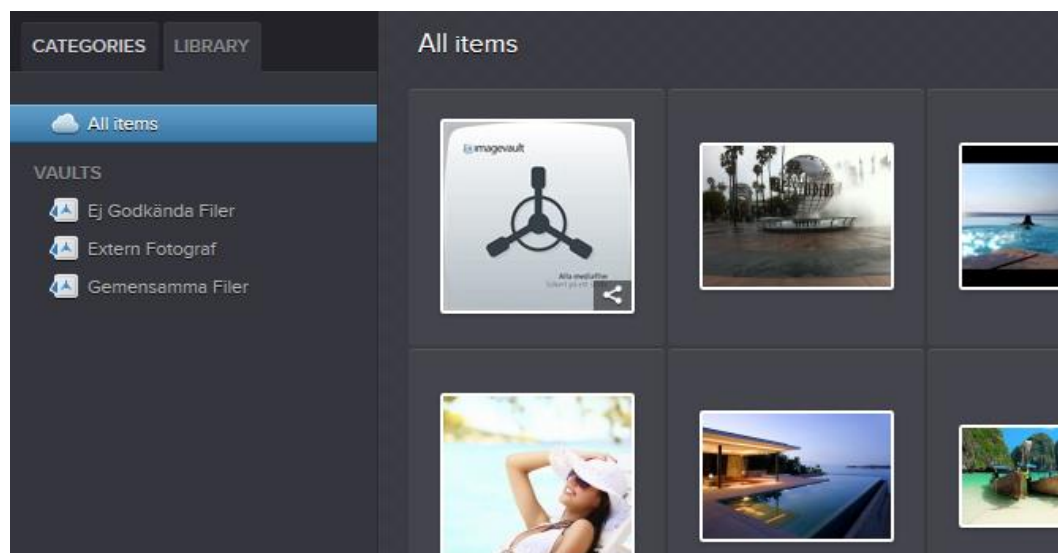
We also create a vault named "Not approved files" that only a limited and selected number of persons have access to.

We also creates a vault for "ExternalPhotographer" where only the photographer have access (ImageVault administrators will also have access since they have access to all vaults automatically).

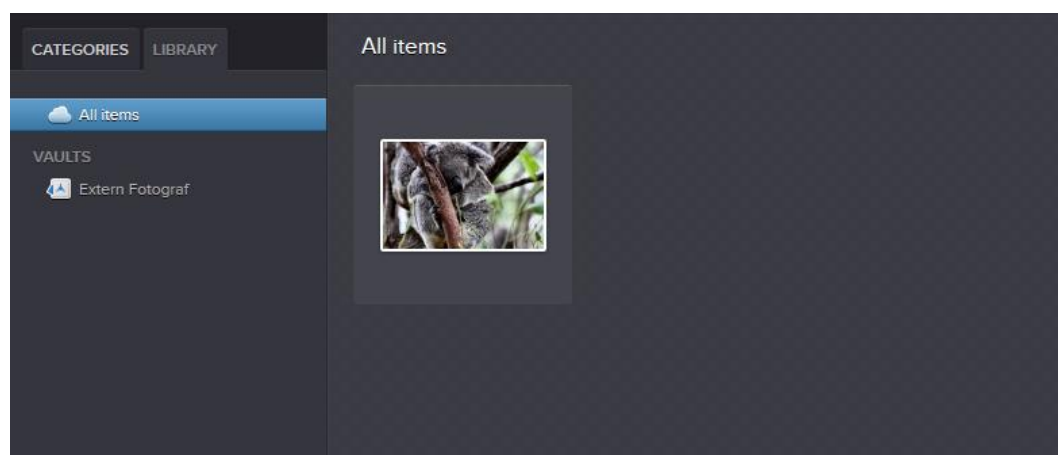


NAME	ACCESS RIGHTS	REMOVE
ExternFotograf	Contribute	Remove

*The administrator(s) adds the user "ExternalPhotographer" to the vault with the access rights contribute.*



*The Administrator sees all vaults and files located in the media library*



*The external photographer only sees the vault(s) that the person or group has been given access to. And naturally only the files located in that vault(s)*

The User "All Employees" sees the vault "Gemensamma Filer"/Common files.

There are three levels of access rights that can be applied to a vault for users or groups.

View – Able to see the content and to download it.

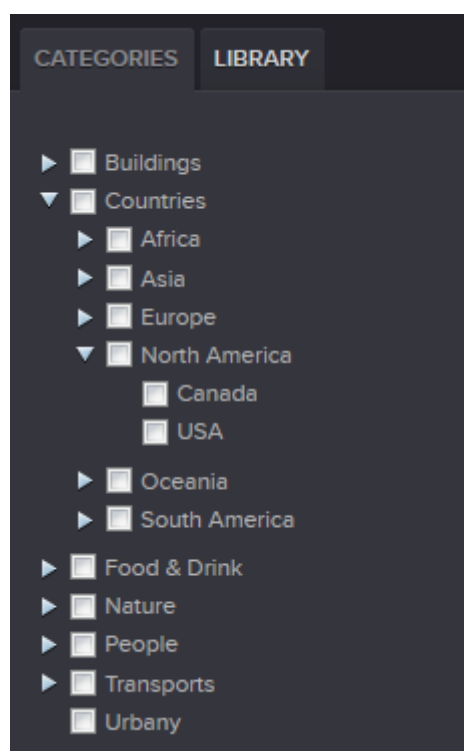
Contribute – As view but also available to upload files and remove files from the vault.

Full Control – As previously mention rights but also available to invite users/remover users from the vault, select metadata and delete the whole vault and its content.

### 3 Categories - Navigate

Categories are mainly used to be able to navigate through the content in the media library.

The Category structure is set by administrators on the system and can be up to three levels in depth. By adding multiple categories the total selection will narrow since all files presented must contain all selected categories. The purpose of the categories are to facilitate the way of navigating to the right file. Categories are global which means that they are shown for all users and has nothing to do with user rights.



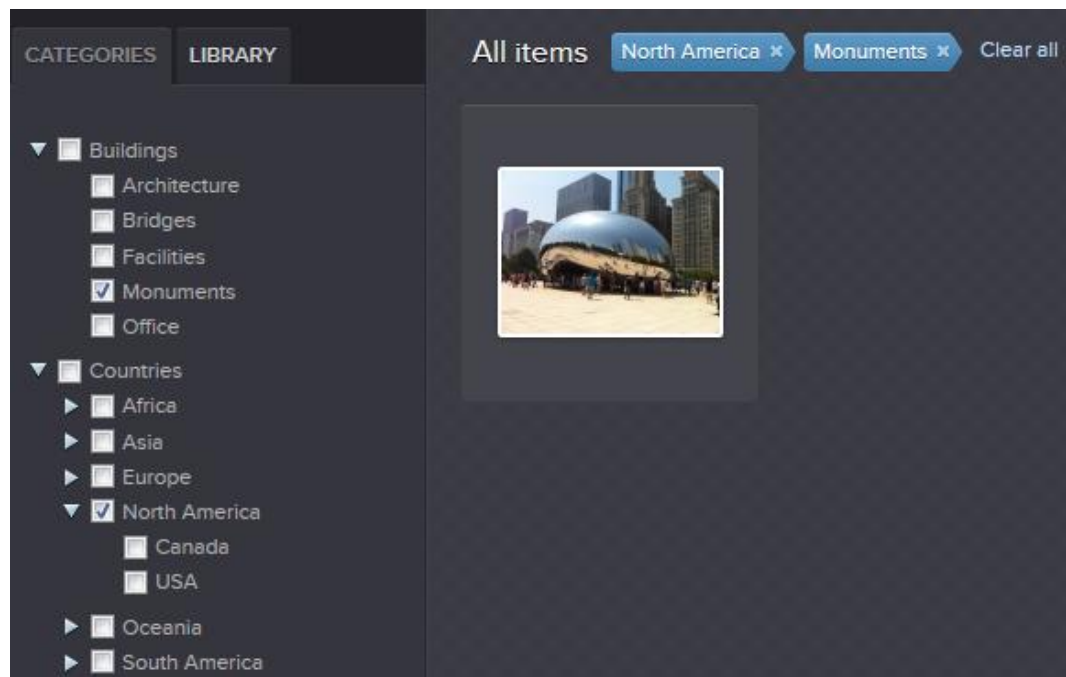
As a rule of thumb categories are normally of a short and general character. Many categories are often specific for each industry depending on what's relevant for that organization.

## Example

The organization Vaultopia works with different types of building in different countries and would therefore like to facilitate that kind of navigation.

## Suggestion

Since categories can reach a maximum depth of three levels the following could be one example. We have built a category based on countries – continents – country name so that we easily can locate files from a specific country. We have also built a category for buildings. As the picture below hints we could build it one level deeper if we would like, as example stone and wooden bridges etc. below if we were interested in filtering on those criteria.



The images shows an category search for monuments (where building are included) and North America which has given us one single hit out of our total media library.

Recommendation is that a specific category should only exist once and not in different category trees.



## 4 Metadata – Search

Metadata is often information that describes the files. Metadata can be embedded in the file as example IPTC or EXIF data. The embedded information can be indexed by ImageVault automatically which means that a user can find the files by free text search for any metadata.

The user defined metadata (That is the metadata that has been manually added to the file during the uploading or organization of files) is commonly longer, more describing and varying then categories.

Some example of popular metadata commonly used are photographer (name), keywords, description, alt text, id number etc.

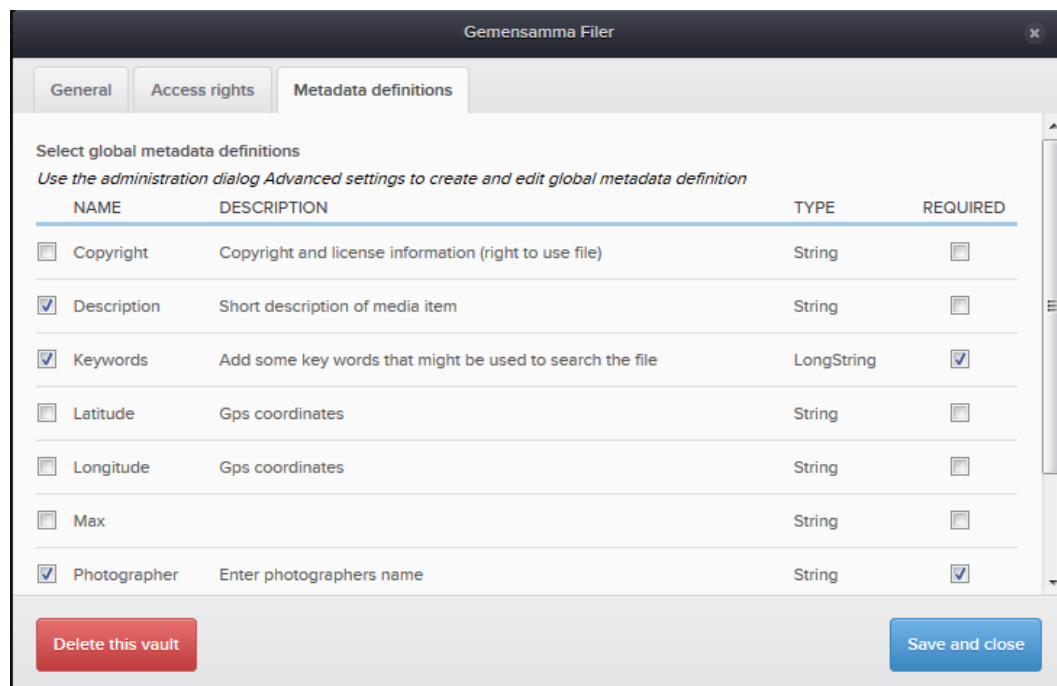
### Example

The organization Vaultopia would like to give their 100+ employees access to upload their own images to the media bank. The employees shall also be able to add relevant keywords (metadata) to the files in order to improve the search for files and reuse later on.

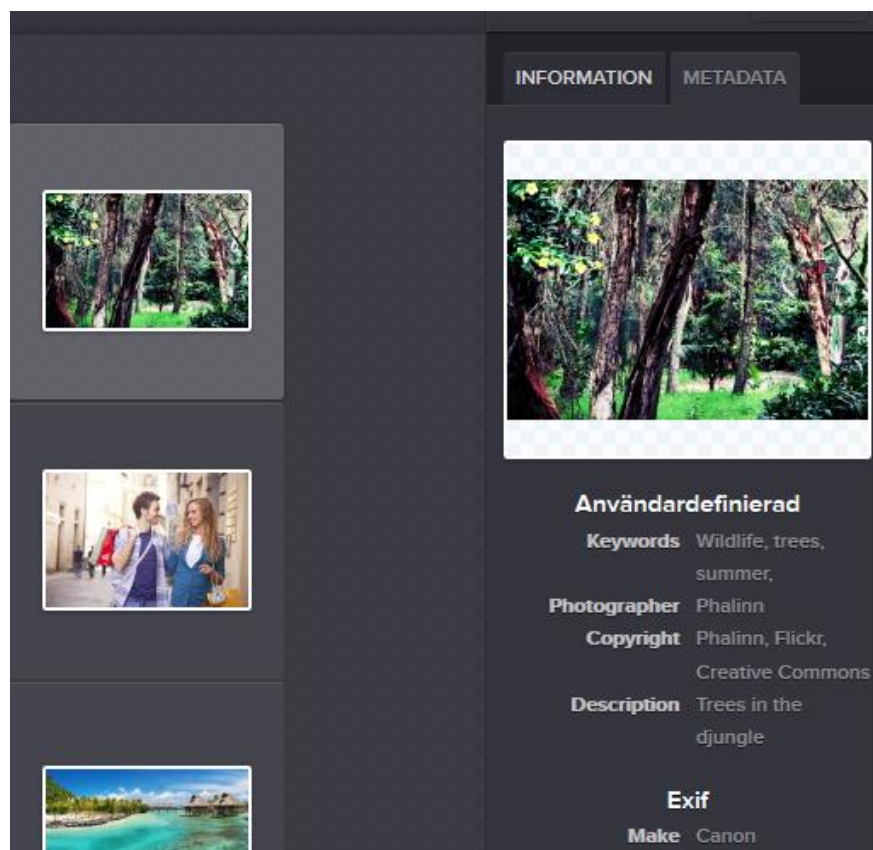
### Suggestion

First of all we can all agree on that "Photographer" as a category would be no good idea, where the category would have to contain 100+ names as sub-categories. Description is another general example that would not be suitable as category since they would be very long and very specific most likely.

A rule of thumb is to use the appropriate number of metadata values that are the number of values that actually fills some function and not just are added to be there. The same goes for the once that shall be mandatory. The risk with too many mandatory metadata filed is that they tend to be carelessly filled in by individuals who don't see the point in adding relevant metadata.



*We select the specific vault where the employees shall have access and selects the metadata definitions that shall be enabled and also required (mandatory) if needed. The metadata definitions that we see above are created at the advanced settings by an ImageVault administrator.*



*The image shows an example of how user defines (användardefinierad) metadata is presented when we have selected a file and chosen the metadata tab. The metadata can naturally be fetched from ImageVault to the CMS automatically when publishing.*