Asset Bank User Guide
October 2021

TABLE OF CONTENTS

Section 1

Section 2

Section 3

ADVANCED SEARCH
- o Search using search builder tool
- o Search by clause
- o Search form
- o Keywords
- o Metadata page
- o Refine results

FILTER
- Filter tool
- By year, format table

BROWSE
- Folder structure
- Search at what is presented in folders
- Browse by keywords
- Browse by Popularity
- Download image
- Crop before download
- Preview

LIGHTBOX
- Setting up a Lightbox
- Place an asset into a lightbox
- Download an asset from a lightbox
- Share an asset to internal staff via lightbox
- Send assets to external staff via email
- Send assets to external staff via URL
- Edit assets before sharing
- Delete
- Manage lightboxes
- Publish lightboxes

APPROVE ITEMS
- Request approval
- Approve

UPDATE ITEMS
- Edit
- Batch
- Bulk update

UPLOAD
- How to upload a file to Asset Bank
- What information do I need to include?

SHORTCUTS

INTRODUCTION

WHAT'S NEW?

Internal settings

- what was the problem, what did I do to fix it, what will happen now that is an improvement

Keywords

- Increased from 399 to 2500, including clauses which are now searchable, 'Farm to Fork'

Metadata paragraphs – adding in contextual information

- Paragraphs for each scenario that can be copied over

Embedded file data

- Automatically grabs the file data so you don't need to input it all
- Strip file option button

Folders

- New folder structure

Filenames

- New filename convention used to populate keywords

Changes for users

New filenames

New contextual data paragraph to add in description box

New folder structure

More keywords to select

ASSET BANK (INTERNAL SETTINGS)

AB has so many internal settings and preferences that can be modified that unless there is a schema in place that aligns all the settings they will not necessarily sync. This is the problem that Compassion had up until now when users entered search queries, with the correct terms. AB found the files but had not been programmed to display the results. Many settings had been partially edited.

These settings have been reset and synchronised as part of a search-display process that is designed to simplify searches. It does this by searching for keywords first. Compassion is a language rich environment, and the images relate heavily to specific terms 'enriched' cages, 'slatted floors' that are specific to larger issues that Compassion responds to. By aligning all of this, I can identify terms, relate them to the keywords list, cross reference them, and then map them to practices and locations. These then map to documents, reports, policy, and legislation. Now, AB can see the entity relationships between the assets, and it has some internal mapping. This conceptually orientates us within AB so that we can identify how it uses its tools.

Diagram 1: Previous Asset Bank Internal mapping. Terms were not related and existed outside of an entity relationship framework
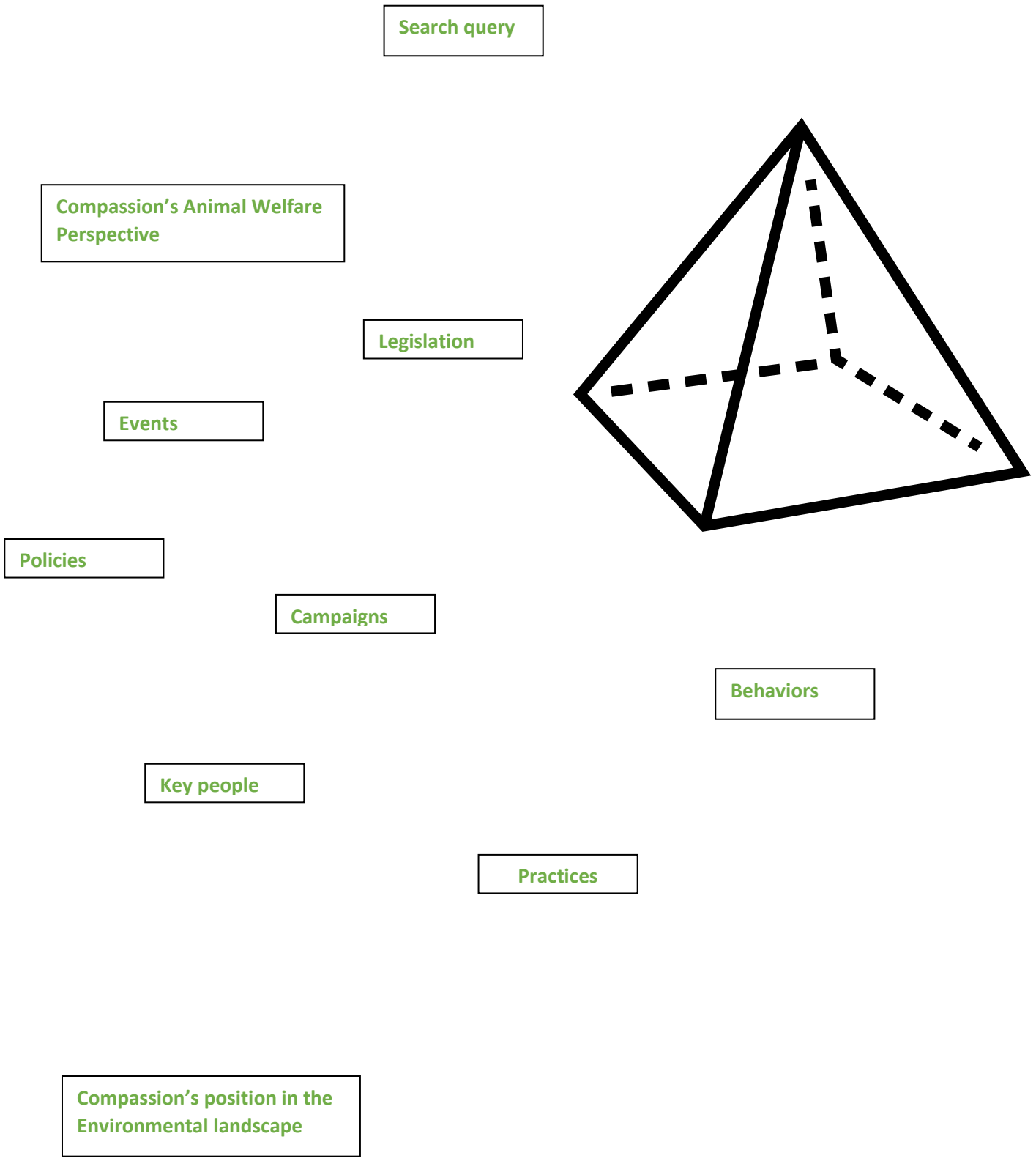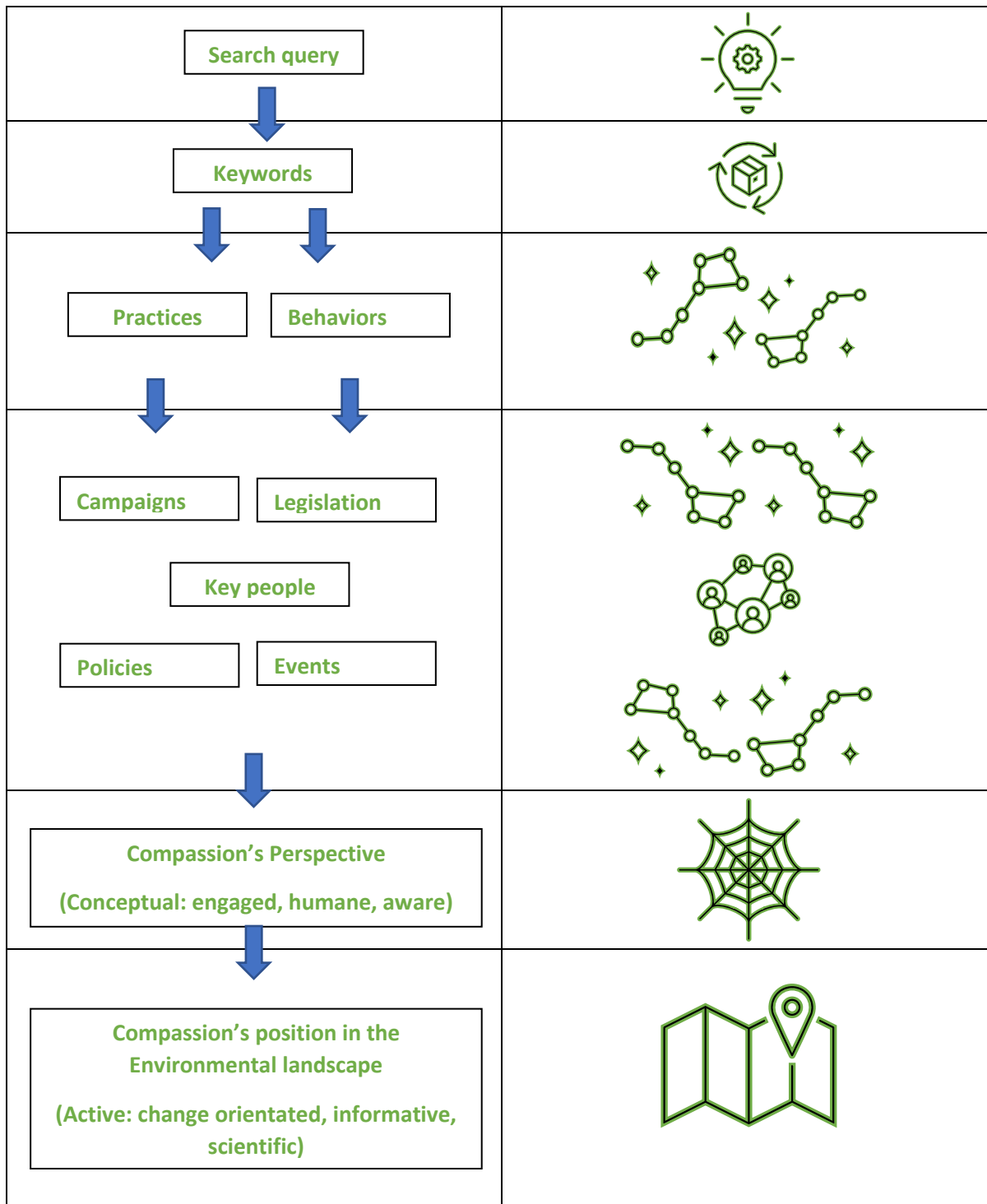
Search query

Compassion's Animal Welfare Perspective

Legislation

Events

Policies

Campaigns

Behaviors

Key people

Practices

Compassion's position in the Environmental landscape

Diagram 2: Terms have been grouped into an entity relationship framework.

Search query	
↓	
Keywords	
↓ ↓	
Practices **Behaviors**	
↓ ↓	
Campaigns **Legislation**	
Key people	
Policies **Events**	
↓	
Compassion's Perspective (Conceptual: engaged, humane, aware)	
↓	
Compassion's position in the Environmental landscape (Active: change orientated, informative, scientific)	

Search order sequence

https://ciwf.assetbank-server.com/assetbank-ciwf/action/viewManageSortAttributes

Search Ordering	Browse Ordering

Sort Attribute	Sort Type	Reverse Sort?	Actions			
Title	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
Keywords	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
Description	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
ID	Numeric	No	Up	Down	✎ Edit	🗑 Delete
Asset Type	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
Resolution	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
Folder	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
Original Filename	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete

Browse Ordering

Search Ordering	Browse Ordering

Sort Attribute	Sort Type	Reverse Sort?	Actions			
Title	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
Keywords	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
Description	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
ID	Numeric	Yes	Up	Down	✎ Edit	🗑 Delete
Resolution	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
Asset Type	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
Format	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete
Original Filename	Alphanumeric or date	No	Up	Down	✎ Edit	🗑 Delete

KEYWORDS

Increased from 399 to 2500, including clauses which are now searchable, 'Farm to Fork'
A full list of the keywords as an exportable file is available in Asset Bank.
It is possible to add keywords to this list https://ciwf.assetbank-server.com/assetbank-ciwf/action/viewKeywordAdmin?categoryTypeId=3&attributeId=701

CONTEXTUAL PARAGRAPHS

200 of the most used/searched for assets were selected and new 'contextual paragraphs' were added in the description boxes.

These paragraphs are available at the end of the user guide. They cover all the practices and legislation Compassion deal with and can be copied and pasted into the attribute page where necessary. They are a template to follow and a guide for when uploading new assets, so the paragraphs need to be modified.
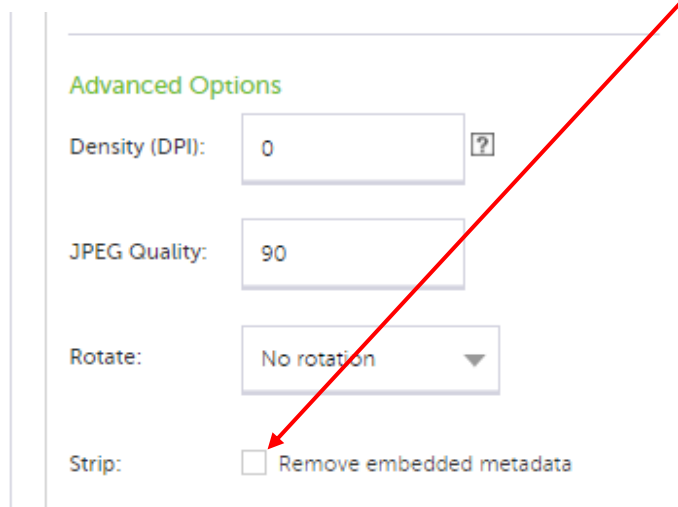
EMBEDDED FILE DATA

AB has an embedded file data option (called Embedded Metadata Mappings)
that was disabled. From now onwards, this embedded file data option will be enabled on all uploads so that AB automatically extracts information from the asset. The kind of information it extracts is size of file, resolution, date, location and any other information the photographer has set. The user does not need to enter this information anymore.

Strip file option button

Activating the embedded file data option means that some files will have time stamps on them. There is a button that 'strips' this data off an image before sharing/sending.

Location: Download – advanced download – convert panel – advanced options

Attribute	Embedded data type / value	Mapping Direction?
Orientation	[Other] / Auto-rotate from camera	Upload
Date Created	EXIF / DateTimeOriginal	Upload
Format	[Other] / Filename Extension	Upload
Resolution	[Other] / MAX(width,height)	Upload
Keywords	[Other] / Filename Extension	Upload
Photographer	[Any] / Keywords	Upload
Country	[Any] / Keywords	Upload

FOLDERS

There is a table at the end of the user guide that shows the old file path and new file path so that you can easily locate a folder that has been moved.

FILENAMES

New filename convention. AB generates its Title from the filename. The filename is the number from the camera plus format so 456.jpg or 0678.jpg. There is no information in this for AB so we need to create filenames that are meaningful in the Title tab.

The sequence for the filenames is Animal_/ practice_/country

Example: pig_tailbiting_UK.jpg

This sequence should be adhered to as much as possible unless the file relates to a piece of legislation in which case, enter the legislation first

Legislation_ / animal_/practice_ /country)

Example: EUAct2017_tailbiting_france.jpg

Filters

https://ciwf.assetbank-server.com/assetbank-ciwf/action/viewManageFilters?type=1

More filters can be added and it is possible to add category filters for example: 'Media' 'Campaigns'. A default filter can be set by admin.

FAQs

Example: I search for an image, use correct terms, and still get loads of text based documents (reports, magazine covers) in my results

Solution: Select Attributes only in the MORE tab

Search Asset Bank...	More ⌄	🔍

Click on MORE

○ Attributes & file content   ○ Attributes only   ○ File content only

Format: [Any   ▼]

Keywords: [   ] ⊞

☐ Include previous versions?

[SEARCH]   Advanced search

○ Attributes & file content   ○ Attributes only   ○ File content only

Format: [Any   ▼]

Keywords: [   ] ⊞

☐ Include previous versions?

What is Asset Bank?

A digital repository that Compassion uses to store images. Image files are dense and large so can take a long time to load and retrieve. AB does this quickly and accurately. It can only find what we ask it to find based on the terms we use to label our images.

Assets, images or files?

Asset Bank considers all files 'assets'. These could be document files- .doc, video files - mp4, audio files – mp3. Most of our files in Asset Bank are image files.

What is an asset?

An asset in Asset Bank is a digital object with unique features or "attributes". These attributes are known as the file metadata and they are measurable qualities such as the size of the file, the date the image was taken or the name of the photographer. Keywords associated with the file are also considered part of the metadata.

What is Metadata?

Metadata is data about data. It is the information that is unique to each file. In Asset Bank, all the metadata is on a file attached to each asset called the attribute page.

What are Keywords?

Keywords are terms that relate to the file in some way. They give users some idea of the file's content.

What are Attributes?

Attributes are the unique elements associated with each file. Asset Bank uses the term attributes to frame the information we need to input for each file.

Why do I need to know any of this when I just want a picture?!

Good question! Other users need to find pictures you may upload and understanding a little bit about how Asset Bank works may help you when you search for a file.

The main tasks with Asset Bank are

SEARCH

There are 3 types of searches available in Asset Bank: simple search, expanded search and advanced search. A simple search uses the minimum of terms to find the asset. Expanded and advanced searches use keywords, clauses, and the file metadata to find the asset.

UPLOAD

Files need to be uploaded into Asset Bank. Each file has an attribute page attached to it with sections to fill in. It is crucial that these sections are filled in as fully as possible as the information entered here helps Asset Bank differentiate amongst the files.
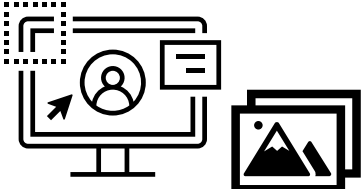
LIGHTBOX

Files can be shared with other people via the lightbox feature.

APPROVAL

Some files require approval before they can be downloaded. A 'REQUEST APPROVAL' box will appear on the asset page. If you click the box, an email is sent to the designated approver who will respond in accordance with the policy attached to that asset.

HOW ASSET BANK SEARCHES FOR ASSETS

ASSET BANK Asset Bank is used to store all of Compassion's images (assets)	
SEARCH To find an image, enter your search term in the search bar	
KEYWORDS Asset Bank has been set to search by **TITLE** first, then **KEYWORDS**	
ASSET It will show you all files that match the terms in your search query with **TITLES** in its database, followed by all matching **KEYWORDS,** then all other matching metadata	
SEARCH If the file you require does not appear in any of the results, you can narrow your search using the asset's **METADATA**	
METADATA Metadata is all the data about the asset that has been entered into Asset Bank. It might be the photographer's name, the country the asset relates to, the size of the file. Each different piece of information is called an **ATTRIBUTE.**	
ATTRIBUTE PAGE All the metadata is filed on to a page called the ATTRIBUTE page. There is an Attribute page attached to each asset. Asset Bank searches through all the attributes on the attribute page to match any information with your search query **ALL** the attributes & the keywords = **METADATA**	

FOLDERS

Old Structure

Photo courtesy photos-public-domain.com

New Structure
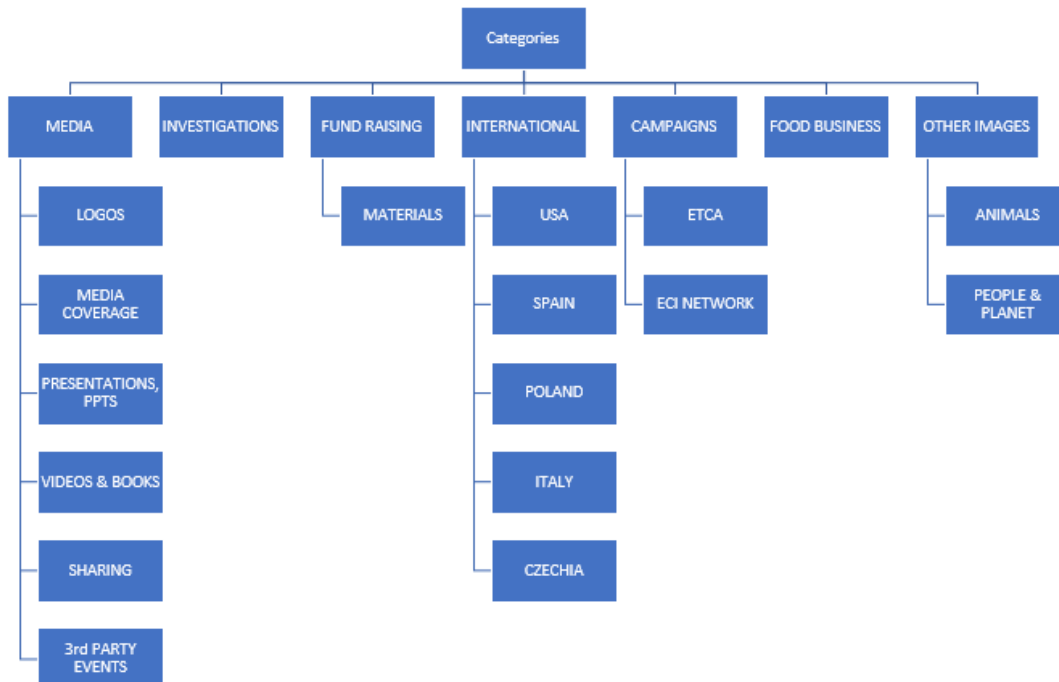
The old folders are still viewable under the new headings

Browse Categories

MEDIA 18240	FUND RAISING 0	ALL INVESTIGATIONS 2890	INTERNATIONAL 184	ALL CAMPAIGNS 5186	IMAGES 25571

FOOD BUSINESS 379

Categories > MEDIA (18240 items)   View as slideshow | Add items | 60

MEDIA

Compassion Logos & Brand 1617
Books 385
Video 303
Media Coverage 69
The Greens | EFA In the European Parliament
Events 13552

3rd Party Sharing 77
Presentations 183
Video Powerpoints 39
Printed Materials 1875

ALL INVESTIGATIONS

Investigations 2890

INTERNATIONAL

Spain 88
USA 96

IMAGES

Animals 17310
People and the Planet 5028
Other Images 2844
Philip's Photographs August 2021 548

Categories > ALL CAMPAIGNS (5186 items)   View as slideshow | Add items | 60

ALL CAMPAIGNS

End Mend Defend – CAMPAIGNS TEAM 1
Campaign Print Materials 272
Campaigns 241
End the Cage Age U... 573
END THE CAGE AGE 1902 ECI NETWORK
Fundraising Materials 1040

ECI – Internal 2037

FOOD BUSINESS

Food Business Print Materials 379

Investigations

The assets in the Investigations folder need approval before downloading

FILENAMES

Filenames in Asset Bank will be updated shortly and will follow the path

Animal/ practice/country

Example: piggestationstalluk.jpg

Exception:

Assets that relate to legislation. These files will follow the path

Legislation / animal /practice /

Example: EUAct2017pigtaildocking.jpg

HOME PAGE

LOGGING IN TO ASSET BANK
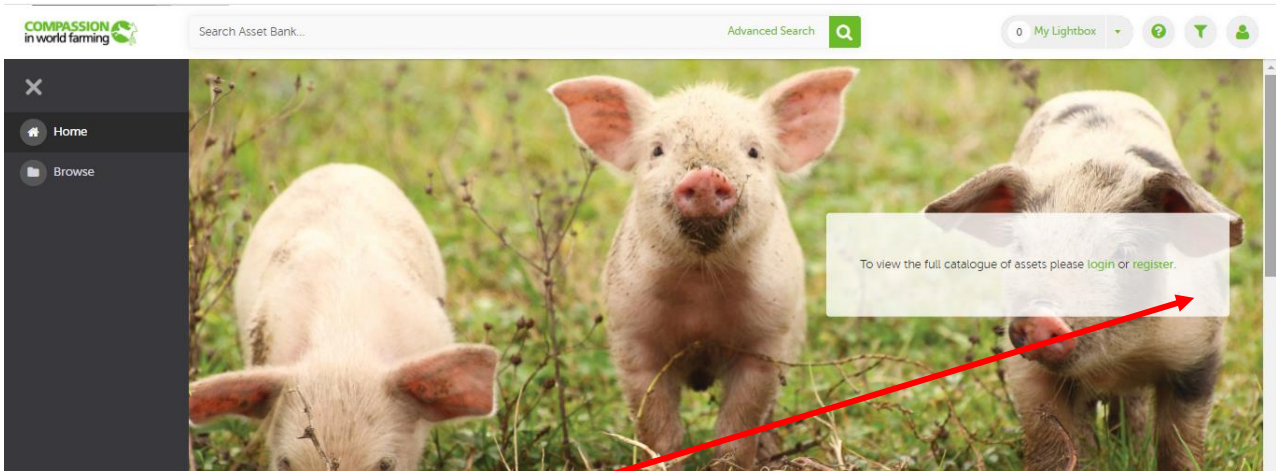
CLICK here to Log in

NAVIGATION PAGE

A	B	C	D
Search Bar	Filter Bar	Options Panel	Browse

SEARCH

SEARCH QUERY
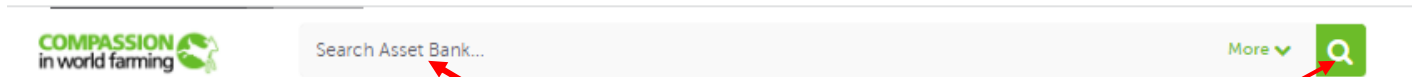
SEARCH BAR

Where it says 'Search Asset Bank…' enter your search query.

It could be 'pigs' or 'organic pigs at Worthy Farm' depending on how much information you have and how specific you want the results to be.

Click on the magnifying glass icon to start the search

Asset Bank will search all its files for any that match your search query.
On the right-hand side of the search bar is the **MORE** option. Click on the green downward arrow next to it to access the expanded search menu
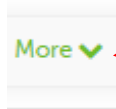
USING EXPANDED SEARCH
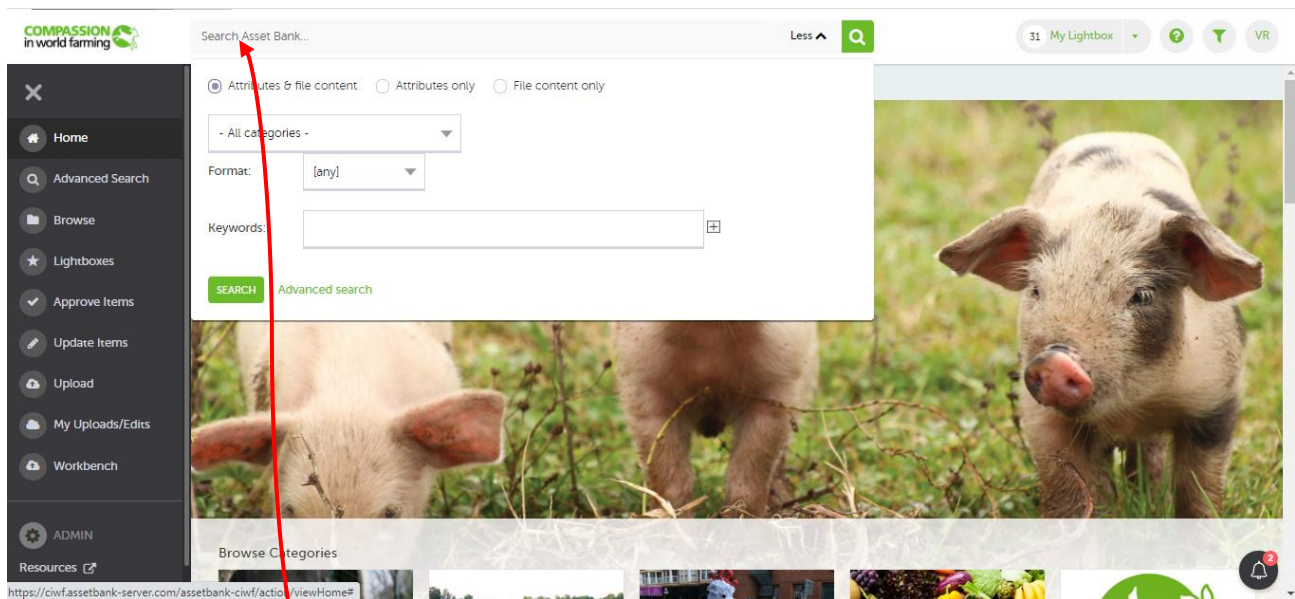
Enter Search query here.

Clicking on the categories & format tabs brings up a dropdown menu of options to select. Clicking on keywords allows you to enter any keywords related to your search query

CLICK Search when ready

CATEGORIES

Select the category you want to search
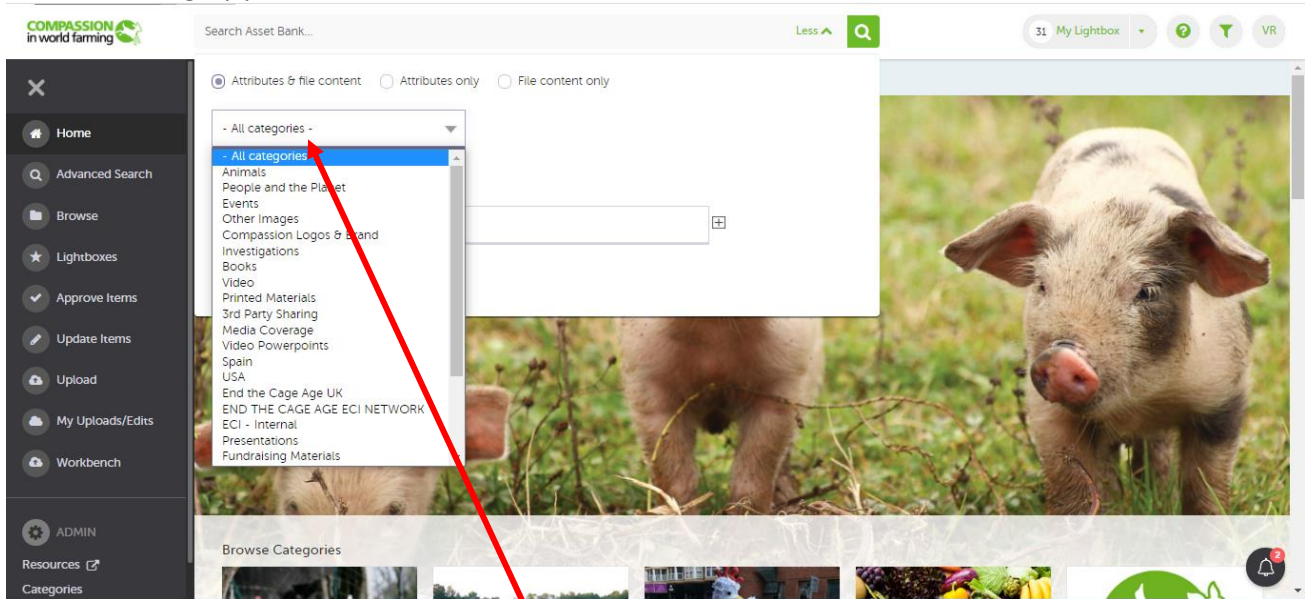
However, you can perform additional tasks to give Asset Bank more information to increase the chance of a more precise result.

There is a sub folder dropdown option for 'categories'. This allows you to search particular folders or sub folders to save time. Once you have entered your search query, click on the category dropdown box and select the category you want to search.

FORMAT

Select the format you want to find (only useful if you know the exact format of the asset) else click any or leave on default
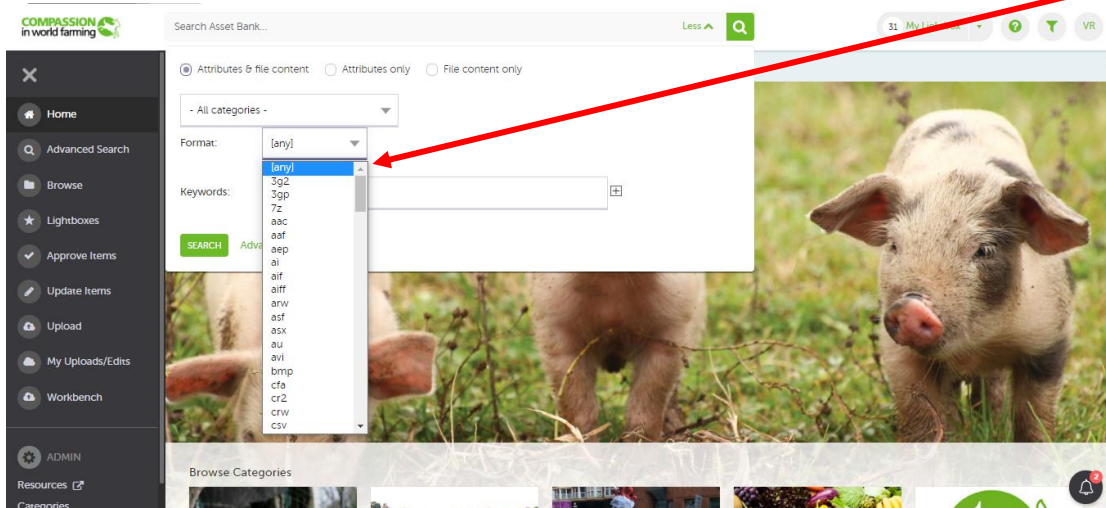
KEYWORD MASTER LIST

Clicking the plus + sign at the end of the Keywords tab brings up the keyword master list (all the keywords in the database). You can select as many terms as possible from here and they will be added to your search.

ATTRIBUTES & FILE CONTENT

The default option is Attributes & file content but if you are looking for a textual document (report, magazine, newspaper article) that has some transcription and you know a phrase that appears in the document or a slogan relating to an asset, then you can click 'File content only'.

For images, always use Attributes & file content or Attributes

ADVANCED SEARCH

USING ADVANCED SEARCH
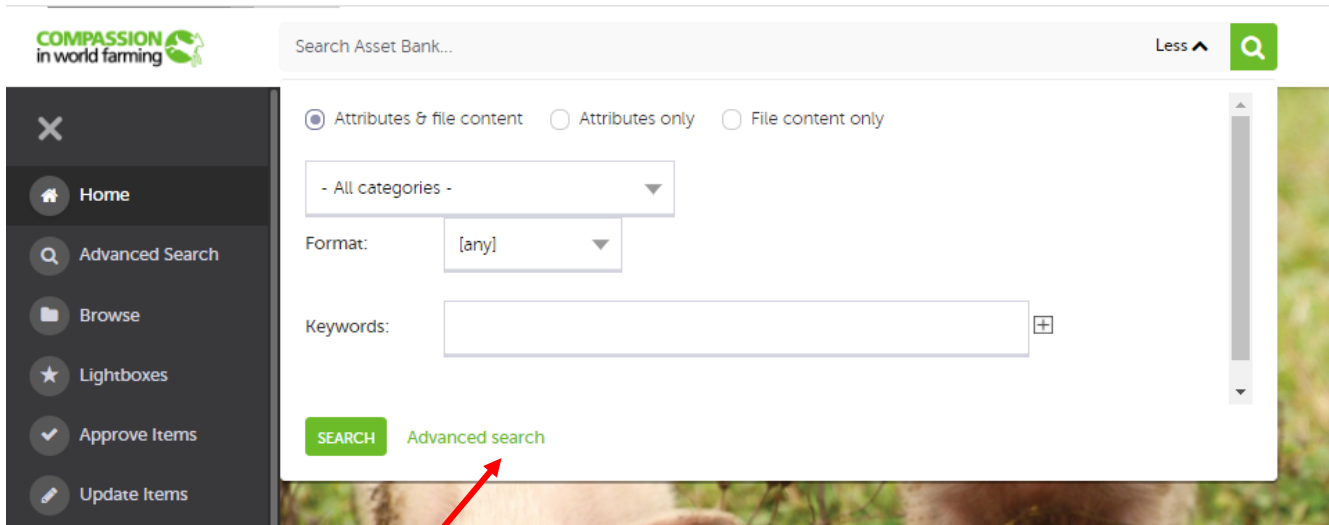
CLICK here to use the Advanced search feature
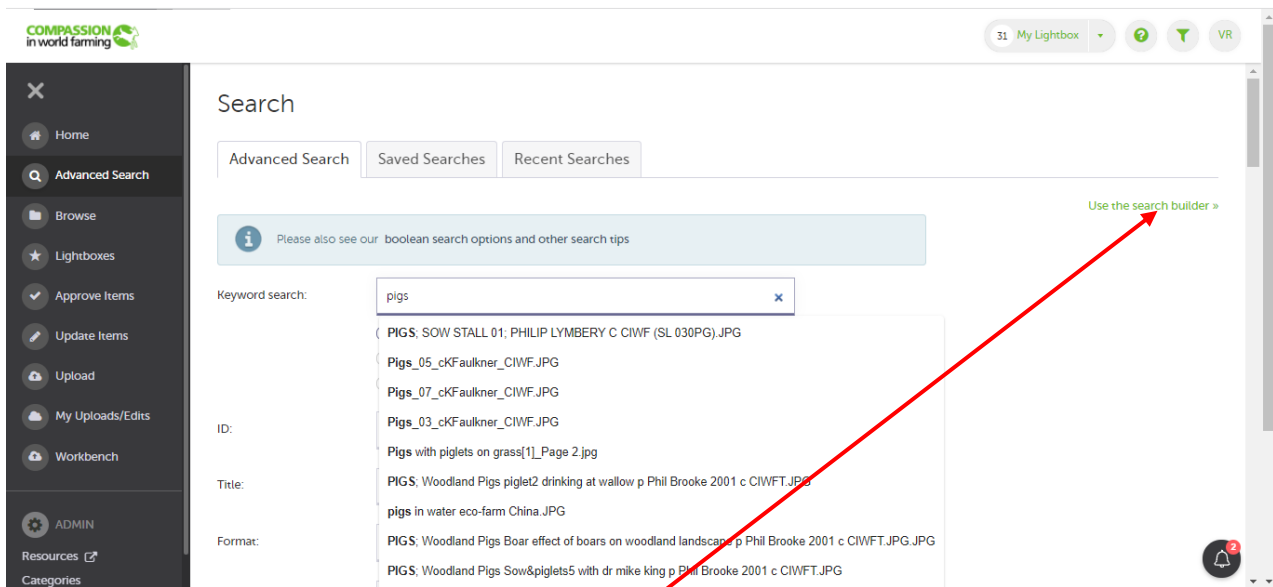
Ignore the blue bar that offers Boolean search options unless you are confident with Boolean logic 😉

You can also use the **search builder** – a tool in Asset bank that gives you the option to add as little or as much as you want to a search (useful when you know a very specific term relating to an asset).

SEARCH BUILDER

Here you have options to enter general keywords and to narrow your search by using more specific terms.
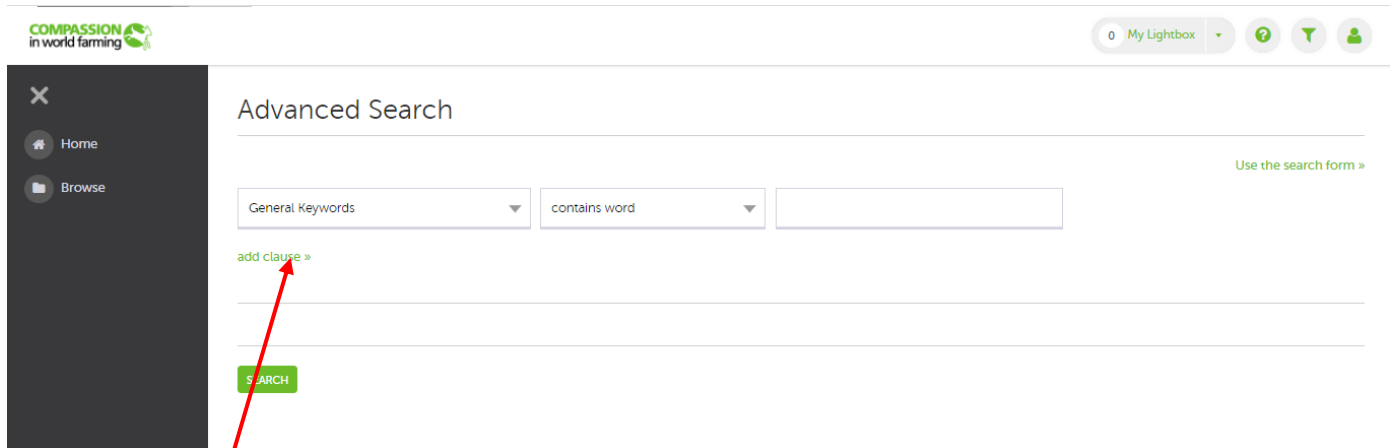
ADDING CLAUSES

There is also an option to add a 'clause' so, if you are looking for a particular asset that has a phrase associated with it, click here.
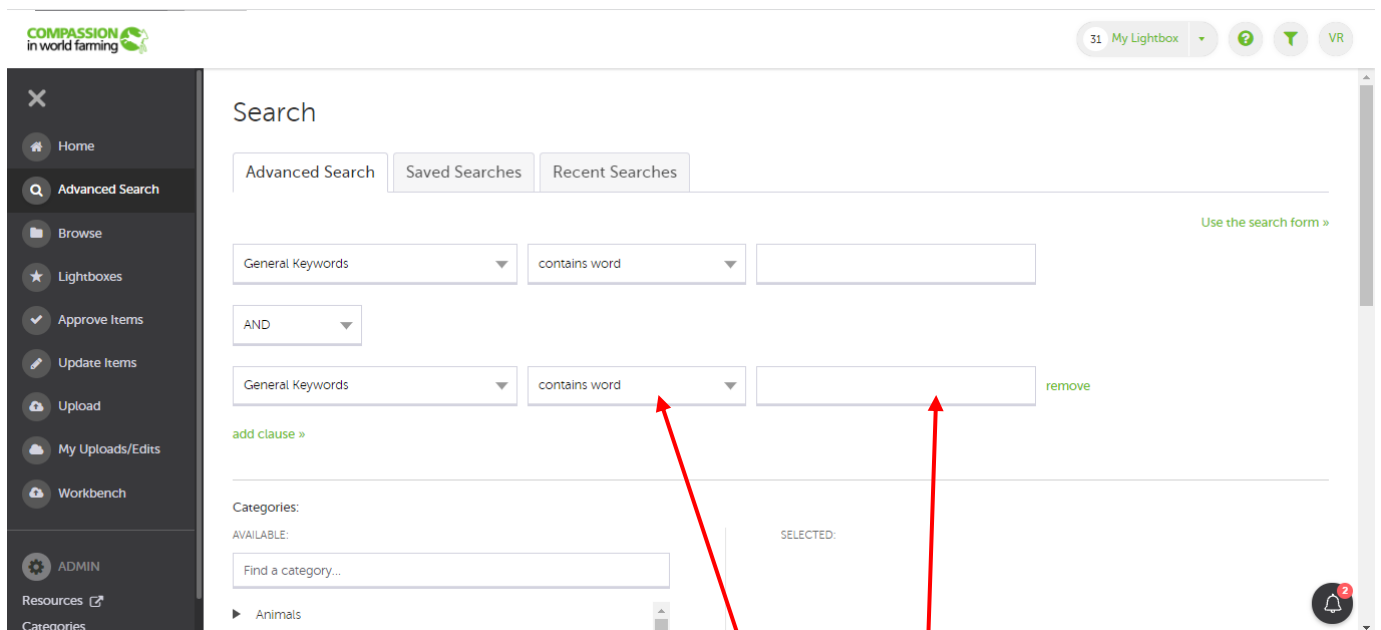
Once you have clicked 'ADD CLAUSE', more options to enter keywords and phrases (clauses) appear.

SEARCH FORM

Using the search form does the same thing – it gives you space to enter any information you have about the asset that can help Asset Bank find it.
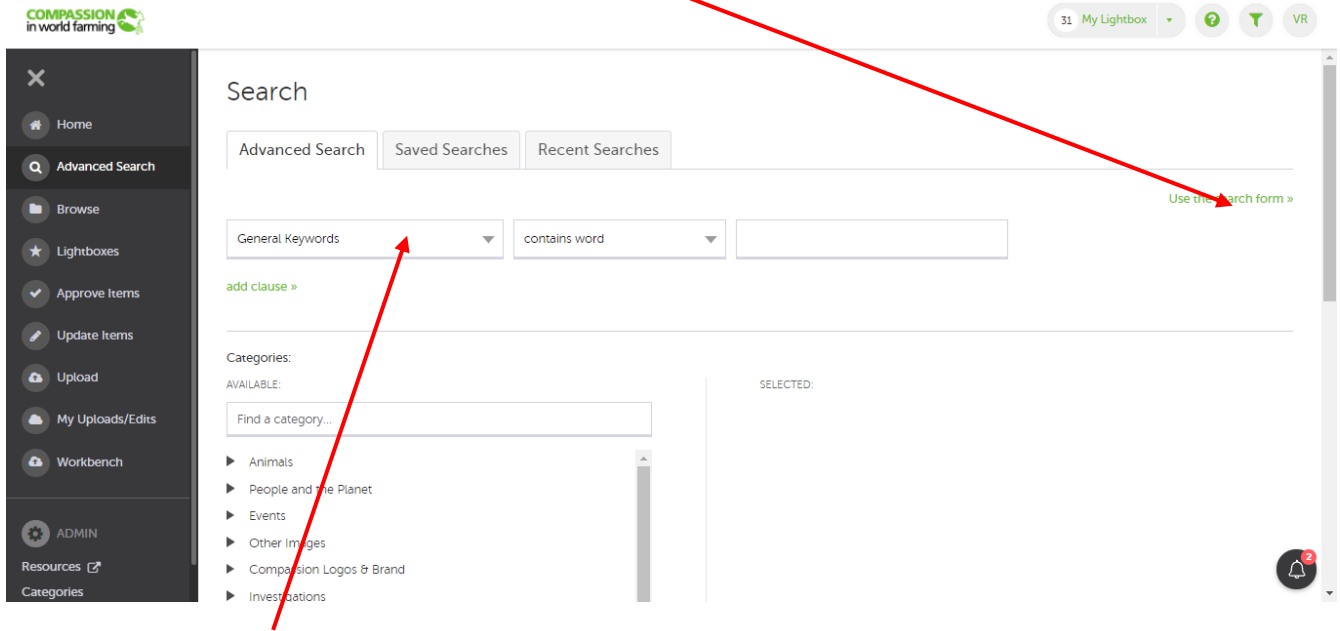
KEYWORD SEARCH
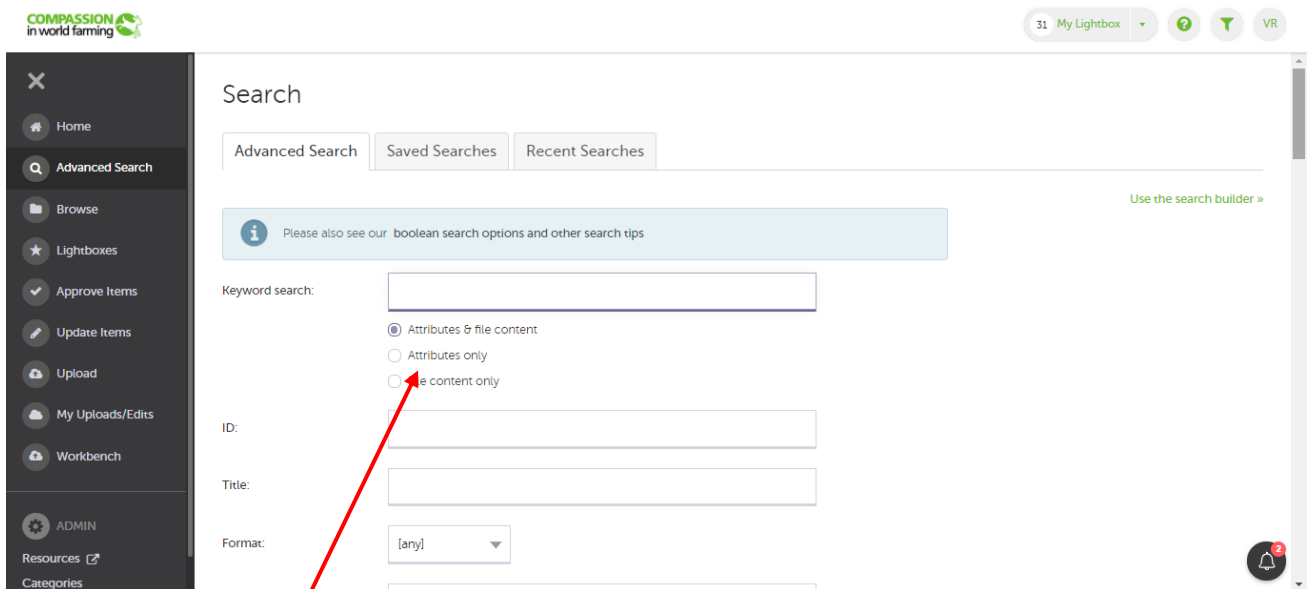
If you are looking for a report, magazine or textual document and know terms that appear in the document then click 'File content only'. If not, always use the default setting of Attributes & file content.

You can search by other information associated with an asset. Details about the photographer, resolution, size, country, description can all be entered in the sections that follow.

METADATA (ATTRIBUTE PAGE)

Enter any information you have here if it is specific – for example, the photographer's name tab has a dropdown menu, and you can select from any of Compassion's photographers.

The description tab is the place to add a description of the image but also the place to include any contextual data. For example: a particular practice that we are campaigning to ban, or a behaviour that relates to an ongoing concern.

COMPASSION
in world farming

AVAILABLE:

SELECTED:

Find a category...

- Animals
- People and the Planet
- Events
- Other Images
- Compassion Logos & Brand
- Investigations
- Books
- Video
- Printed Materials
- 3rd Party Sharing
- Media Coverage
- Video Powerpoints
- Spain
- USA
- End the Cage Age UK

Home
Advanced Search
Browse
Lightboxes
Approve Items
Update Items
Upload
My Uploads/Edits
Workbench

ADMIN

Access Levels:

AVAILABLE:

SELECTED:

Find an access level...

Standard
Archive
Approval - Research
Approval - Administrator
Approval - Campaigns
Public
Approval - Head of Food Business
Approval - Food Business Caroline
Approval - FB Mktg
Approval - Investigations
Approval - Media
Approval - Print
Approval - SET
Approval - USA
External
Education
Approval - Pru Elliott
Approval - FB Nathan
Approval - FB Bronwen
Approval - FB Vicky
Approval - Eilisa Bianco
Media view only
ECI
ECI Network

Show items that are in [any] of the selected categories/access levels

☑ Search subcategories of the selected categories

Show items matching [all] of my attribute criteria

SEARCH

CLICK search

SEARCH RESULTS DISPLAY OPTIONS (RHS)
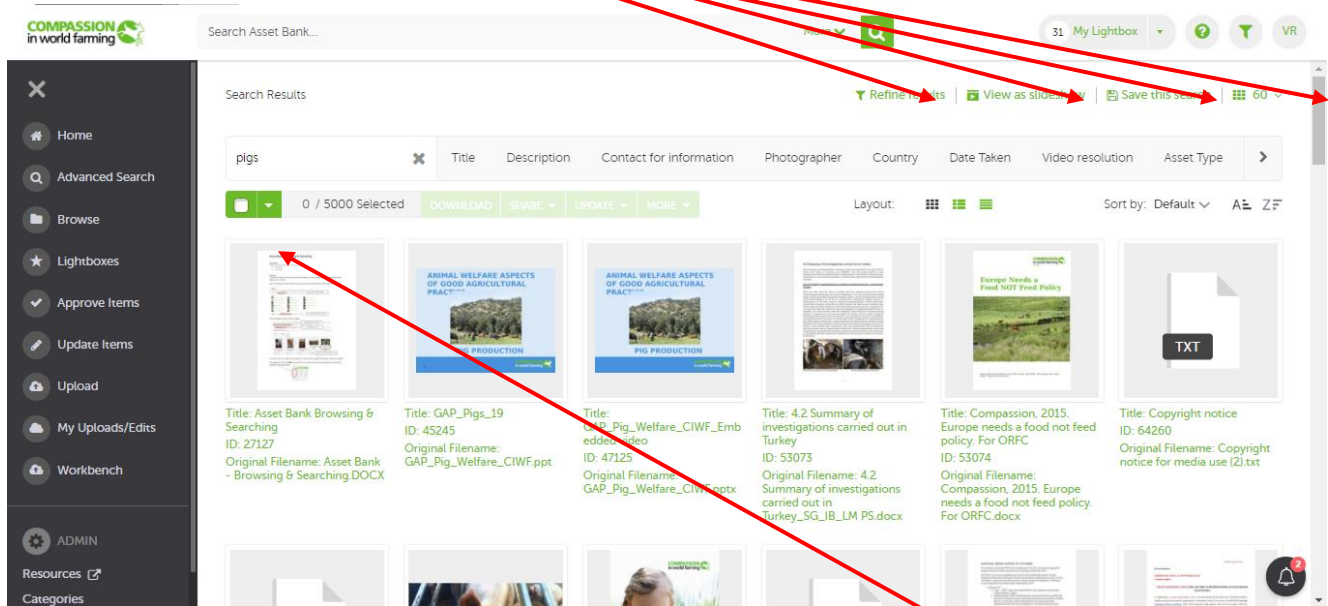
Here, you can refine how the results are displayed by selecting the assets you want to retain. Click on the green box to select all assets or click **on** an asset to select it.

REFINE RESULTS

Clicking 'refine' results   takes you back to the attribute page – the page that has all the information associated with the asset
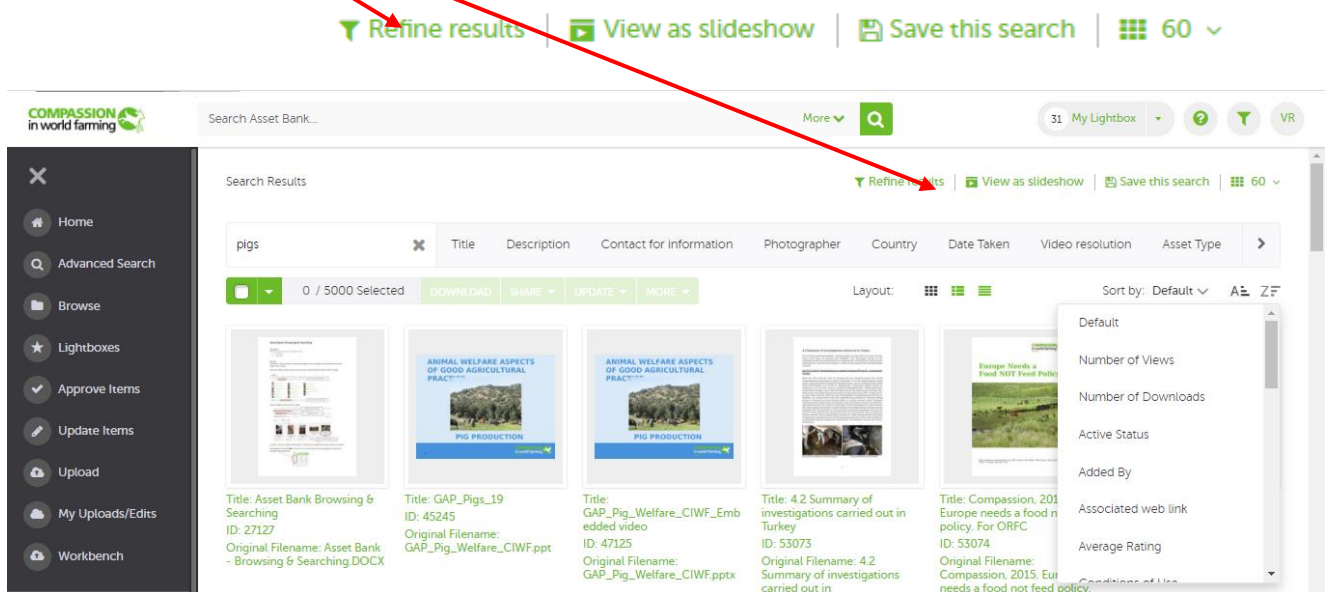
FILTER

FILTER
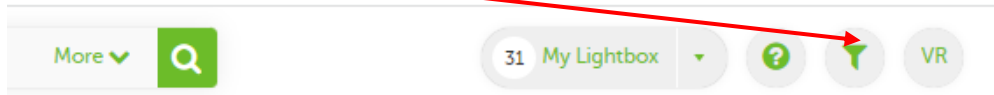
Clicking on this icon changes it from green to black and shows the dropdown menu. Here you can filter your results by country, restrictions, year, copyright, size and type

By country…	By Year…	By copyright…	By size /type…	By restrictions…
Filter: [No filtering]	Filter: [No filtering]	Filter: [No filtering]	Size/Type: [No filtering] [No filtering] Only images Only videos Size less than 1mb Size more than 1mb	Filter: [No filtering]
Country: [No filtering] [No filtering] Belgium China France Italy Netherlands Poland Spain United Kingdom USA [No filtering]	Country: [No filtering]	Country: [No filtering]	Originating Team: [No filtering]	Country: [No filtering]
Originating Team: [No filtering]	Restrictions: [No filtering]	Restrictions: [No filtering]	Copyright: [No filtering]	Restrictions: [No filtering] [No filtering] Administrator approval Campaign approval Food Business approval Investigations approval Media approval NONE (no DR) Research approval
Copyright: [No filtering]	Size/Type: [No filtering]	Size/Type: [No filtering]		Originating Team: [No filtering]
	Year: [No filtering] [No filtering] 2010 2011 2012 2013 2014 2015 2016 Pre-2010	Year: [No filtering] CIWF CIWF/Amit Pasricha CIWF/Juhann Kuus CIWF/Martin Usborne drewphotography/ciwf Getty istockphoto Xiao Shibai [No filtering]		Copyright: [No filtering]

BROWSE

BROWSING FOLDERS

The BROWSE section is designed for users to search by images rather than terms. Compassion's assets have been organized into folders that you can browse directly.

NEW FOLDER STRUCTURE
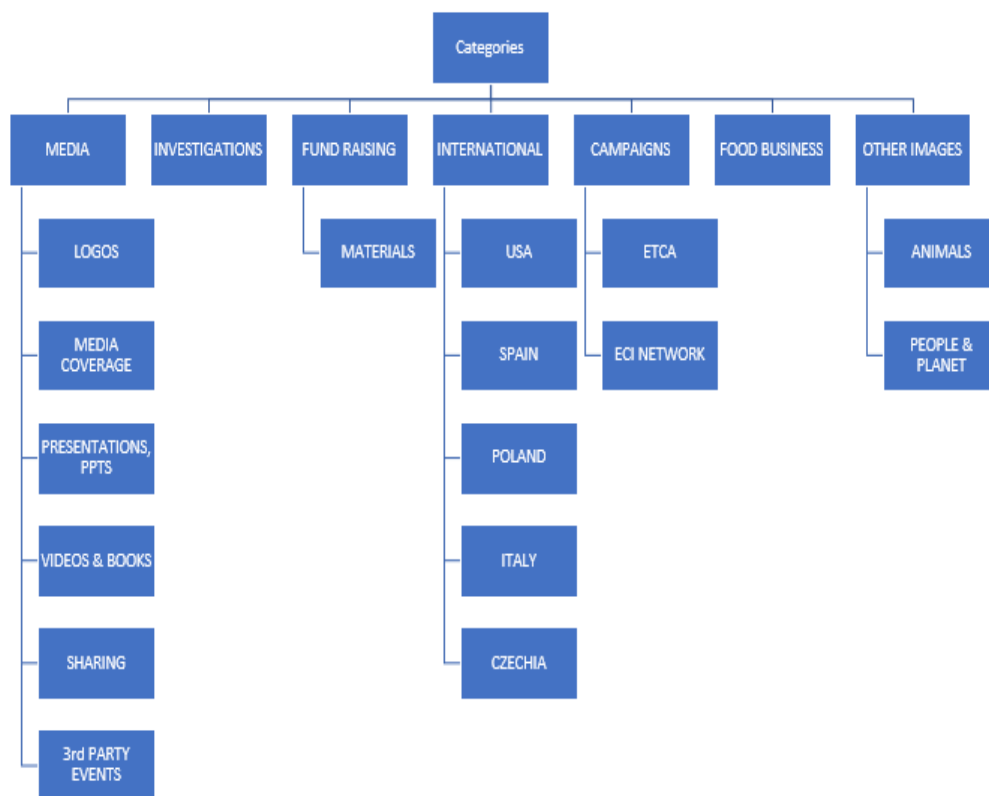
BROWSE OPTIONS
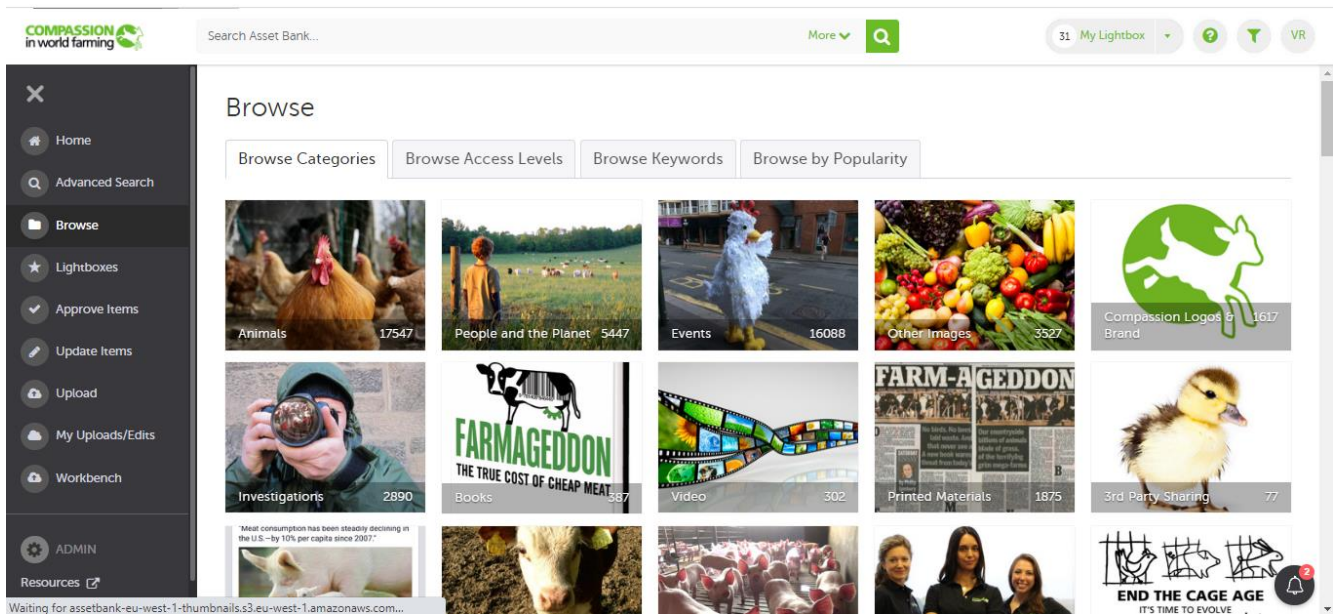
Click into the folder that matches your search query or search by option

Users can browse 4 ways: by categories, access levels, keywords, popularity
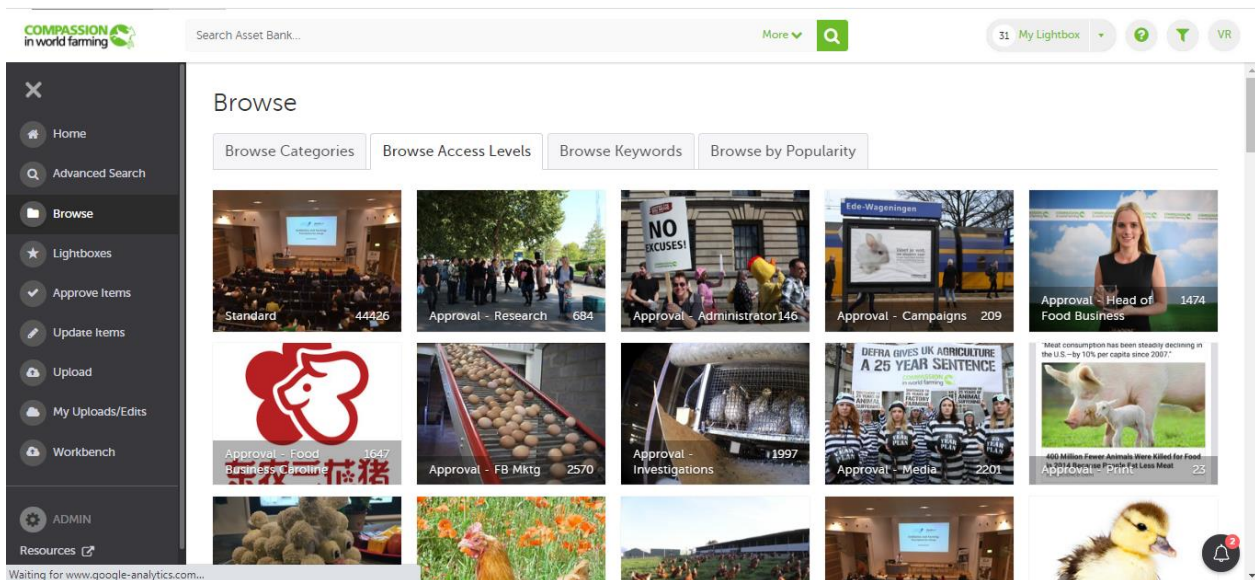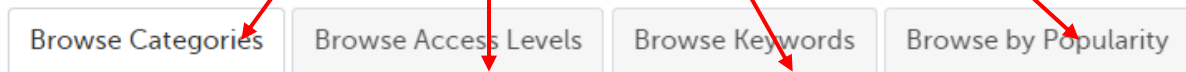
KEYWORD BROWSE

Browsing by Keywords is the preferable option for Compassion users as Asset Bank has been set to search by Keywords first.
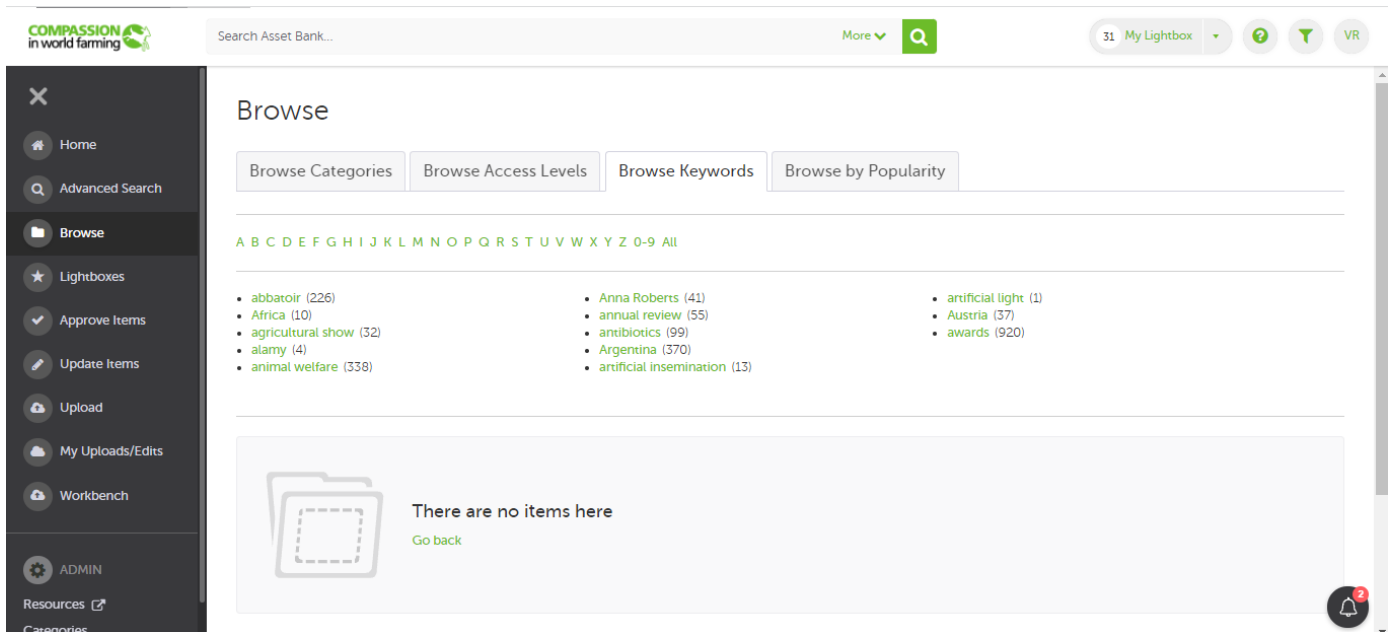
Clicking on the Keywords tab brings up the Keywords master list, in alphabetical order. Users can select as many of these terms as necessary.

Example: I selected the term 'antibiotics' in keywords
Here are the results:
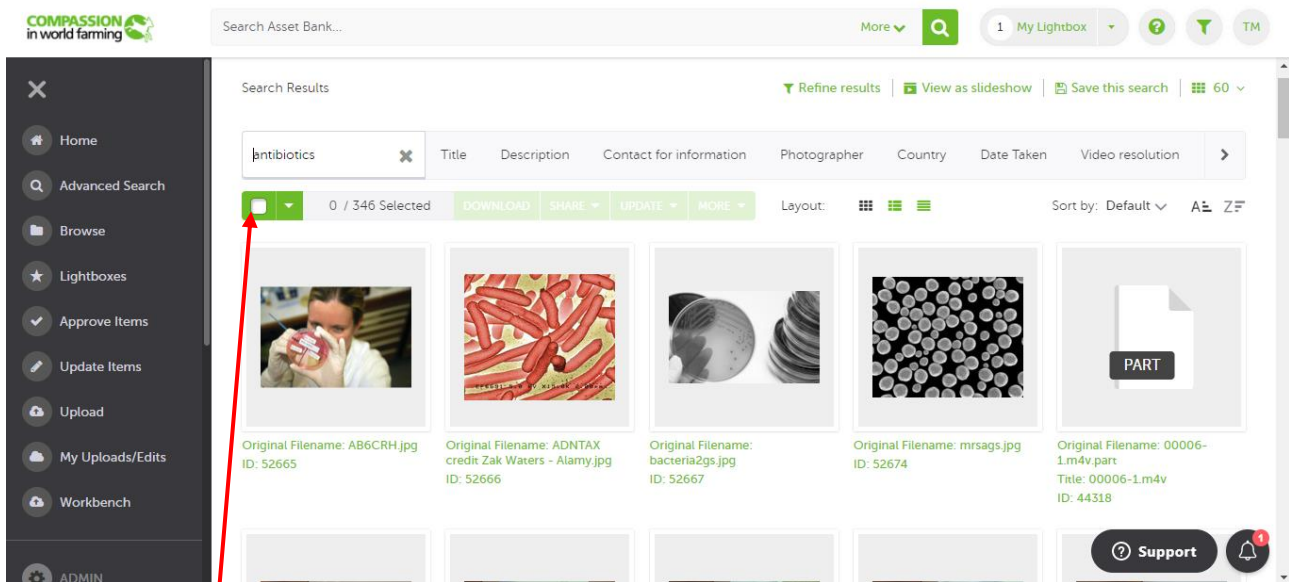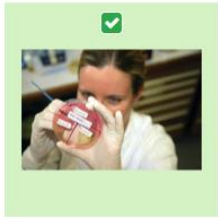
Click in the green box above any of the assets you want to select.
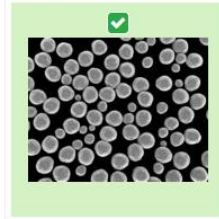
POPULARITY

Select any of the 4 options:

If you select many files, Asset Bank will compress them into a zip file. If you cannot unzip files on your computer, return to the previous page and download each item individually.

DOWNLOAD ASSET
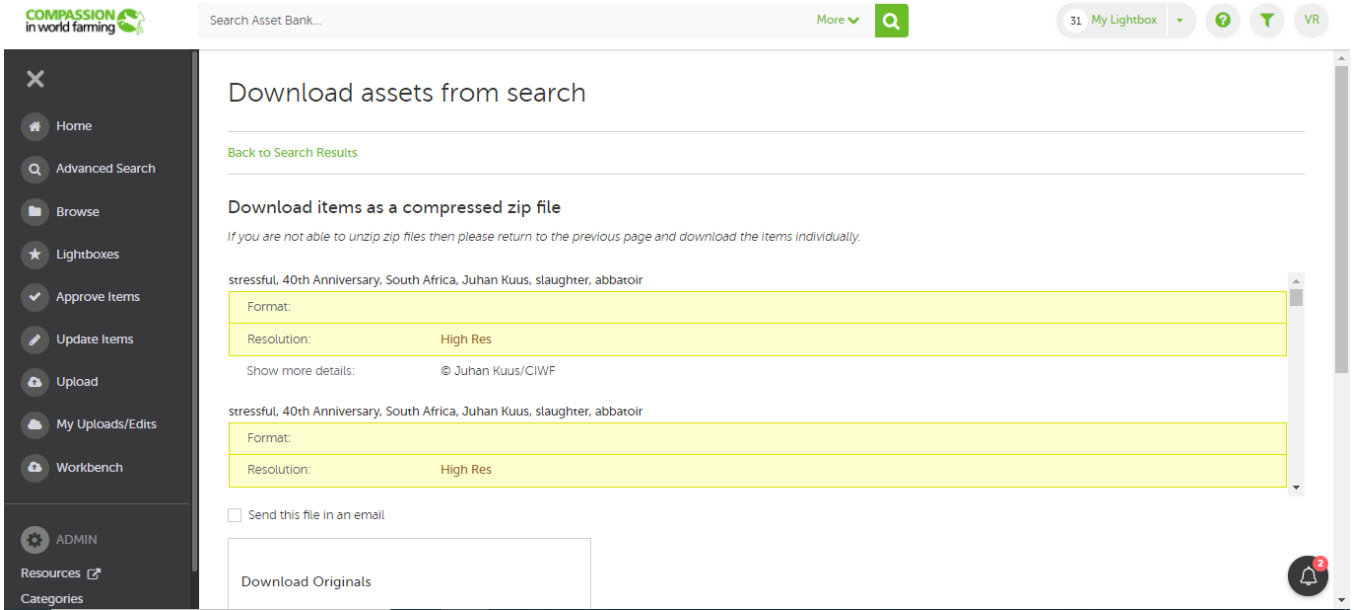
To unzip a file, you need to extract the files to a place on your desktop. Any user with MS Office can unzip files. Right Click on zip folder, click extract, select location on PC, and then open extracted files folder to view files.

Compressing files and sending them via a zip folder does not change the files – it 'compresses' the information in the file so that it is smaller to send, then restores the information once it has been received.
Downloading Images

Users can download directly to their own desktop but can also send the downloaded asset directly in an email
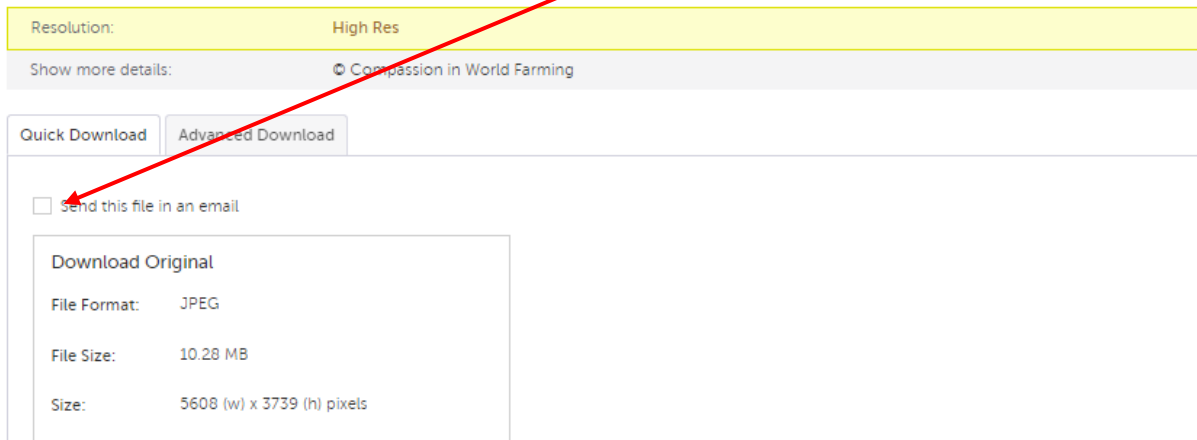
There is a quick download option (download the file as it is to your desktop) and an advanced download option where you can change the size of the asset before you download it or crop the image so that you only download part of the asset.
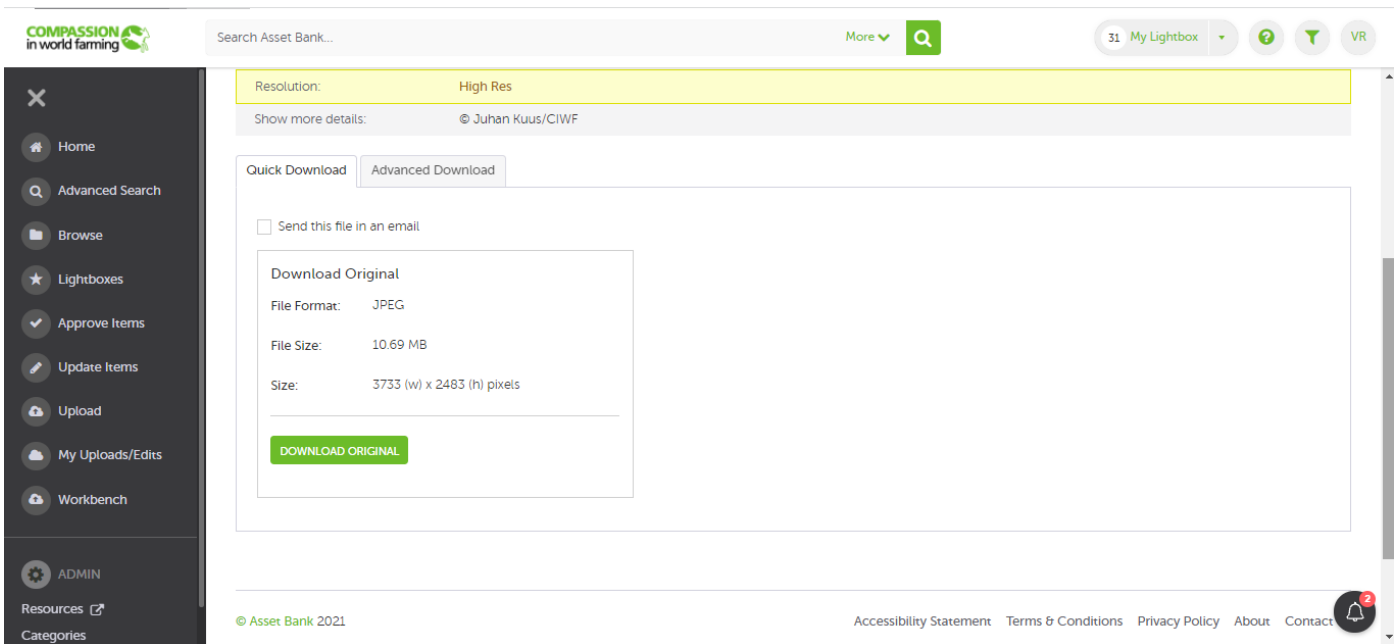
To perform an Advanced download, click on the Advanced download tab
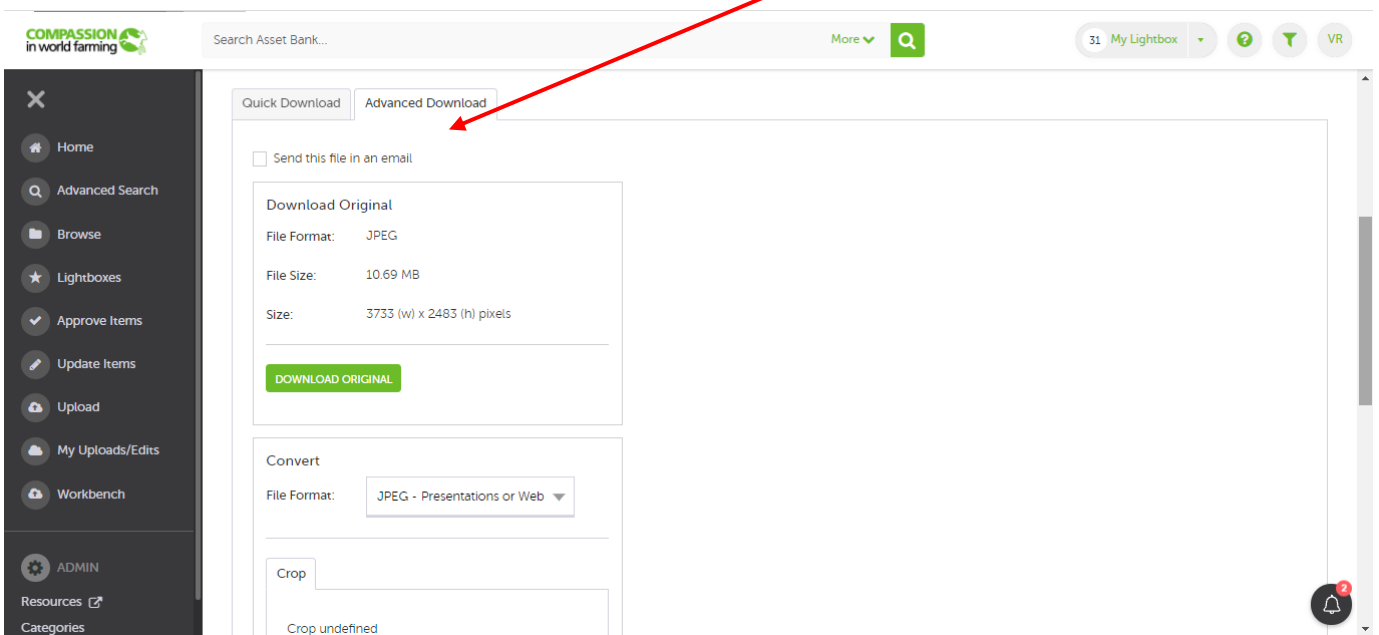
Select a particular format to download JPEG, GIF, PNG, TIFF

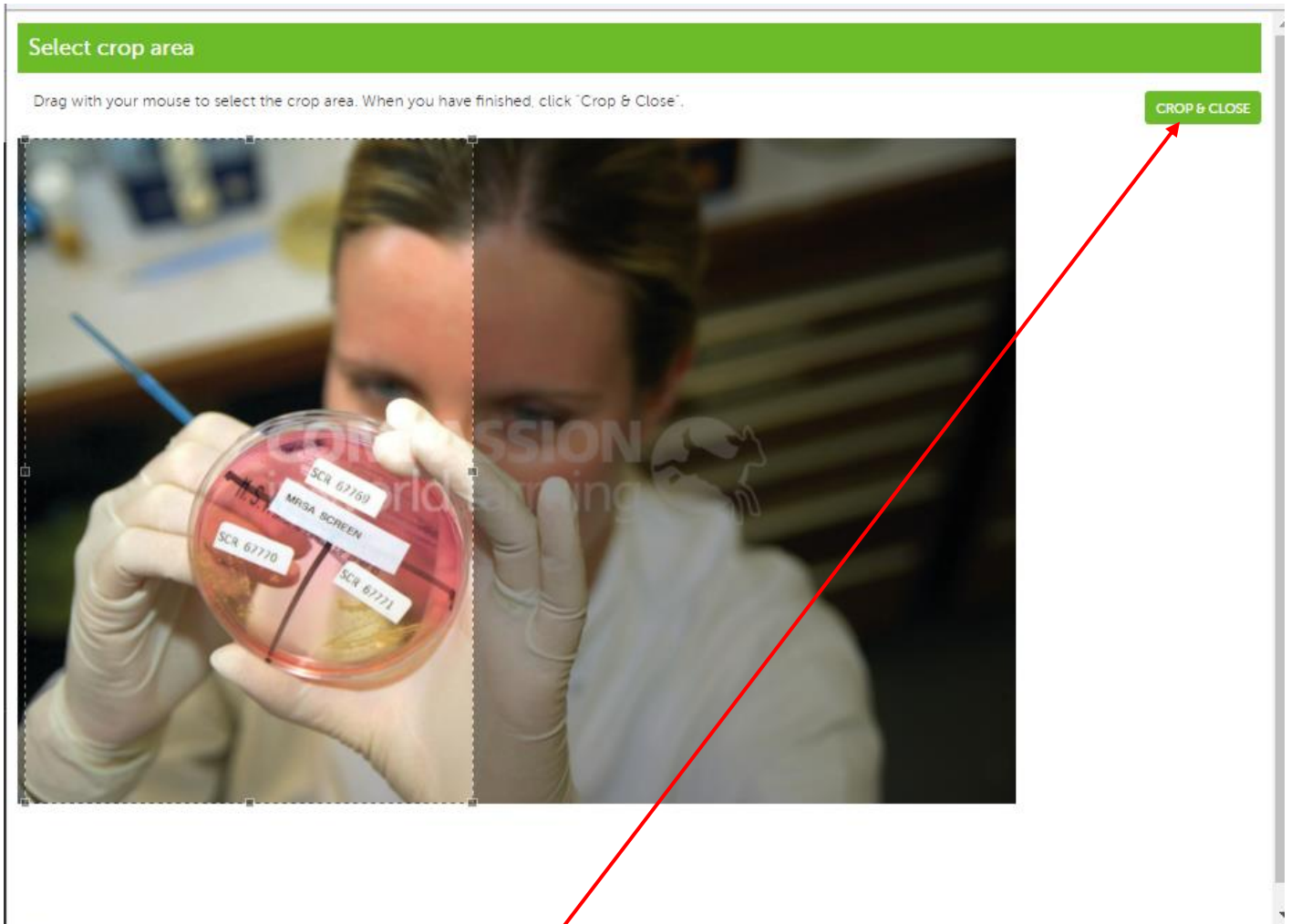Unless there is a particular reason you have for selecting the GIF, PNG or TIFF options, select JPEG. A useful guide to image formats is https://matthews.sites.wfu.edu/misc/graphics/formats/formats.html
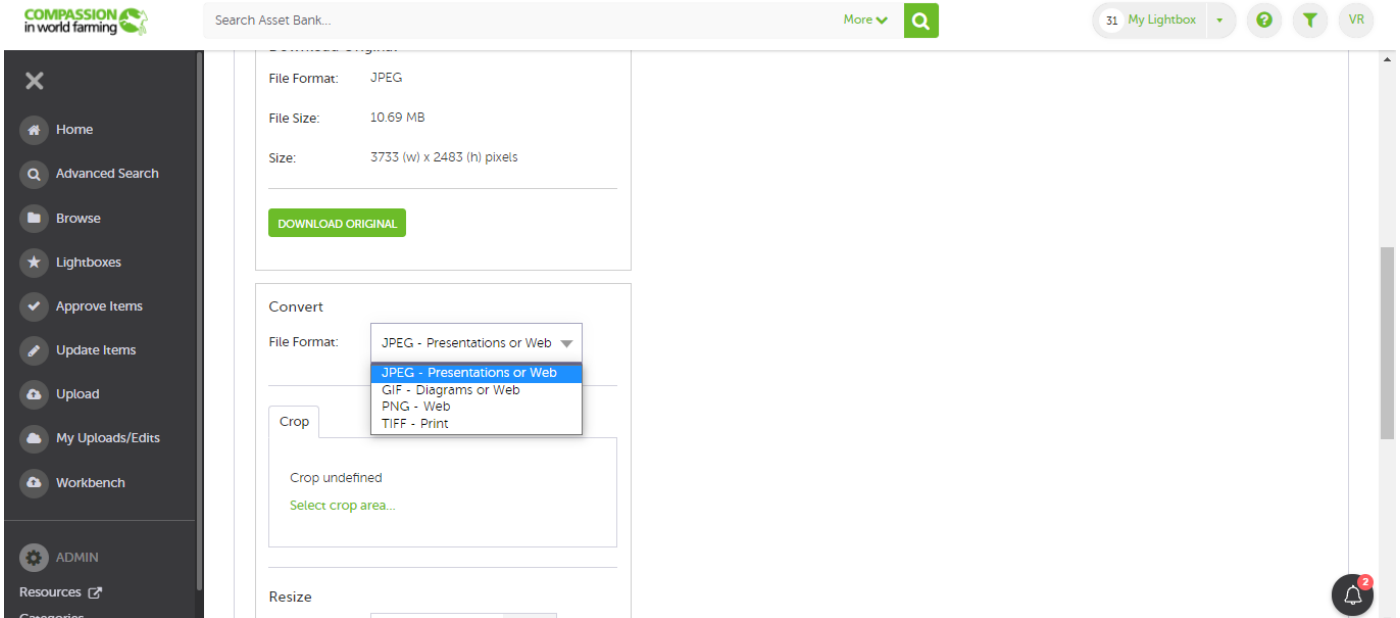
CROPPING ASSETS

Click Select crop area
An image window will open
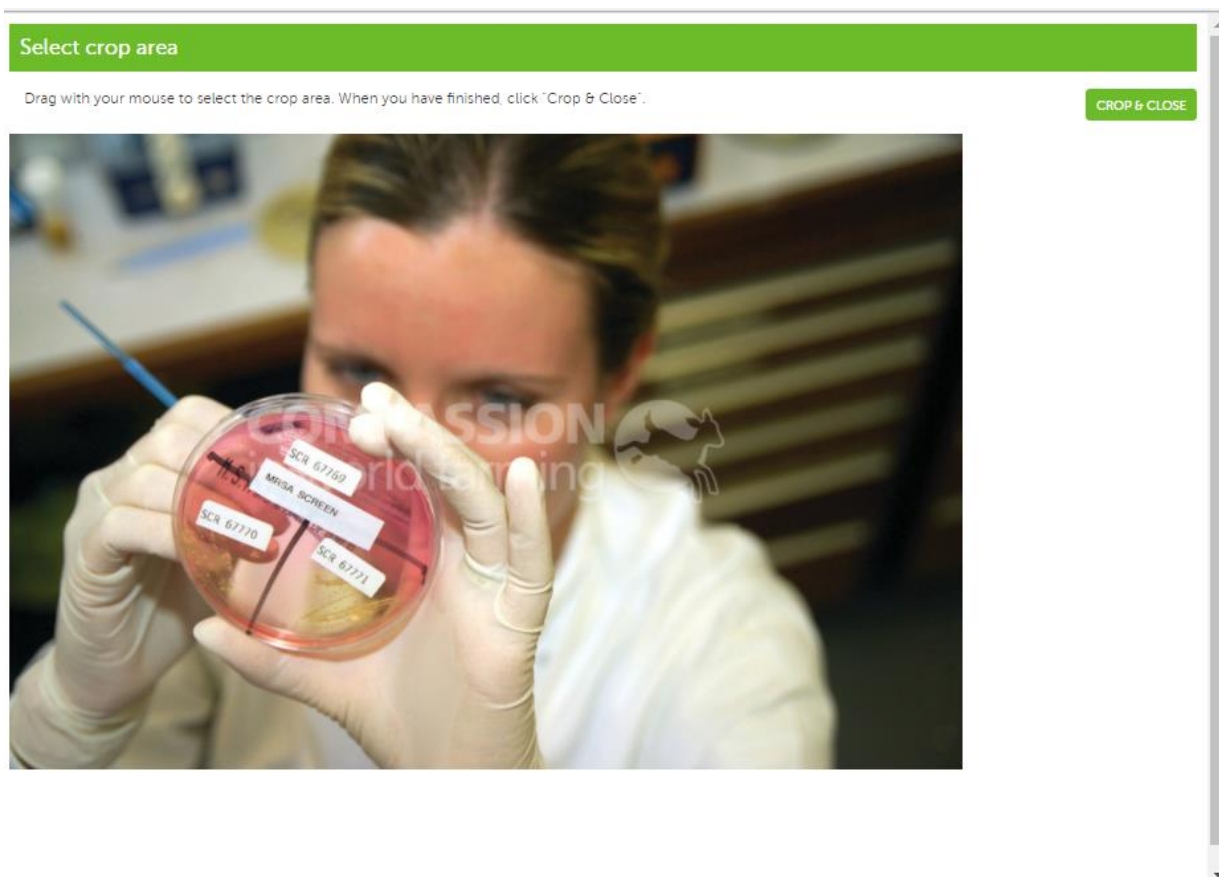
A cross **+** will appear on the image. Position the cross where you want the crop to start and slide the cross over the parts of the image you want to select.

Select crop area

Drag with your mouse to select the crop area. When you have finished, click "Crop & Close".

CROP & CLOSE

Click CROP and CLOSE to confirm selected area

The Resize option is here

COMPASSION in world farming

Search Asset Bank...

- Home
- Advanced Search
- Browse
- Lightboxes
- Approve Items
- Update Items
- Upload
- My Uploads/Edits
- Workbench

ADMIN

Resources

File Format:	JPEG
File Size:	10.69 MB
Size:	3733 (w) x 2483 (h) pixels

DOWNLOAD ORIGINAL

Convert

File Format: JPEG - Presentations or Web

Crop

Crop defined: X: 2095 Y: 8 Width: 995 Height: 2468
Change crop area... | Clear crop area...

Resize

PREVIEW

Click on advanced options only if you need to rotate the image. Leave the JPEG Quality at default and Density at 0. At present, we do not have embedded metadata on our files but will in the future. If an image has a time stamp on it that you want to remove, then tick the 'strip' box to remove the embedded date. For anything else, leave unticked.
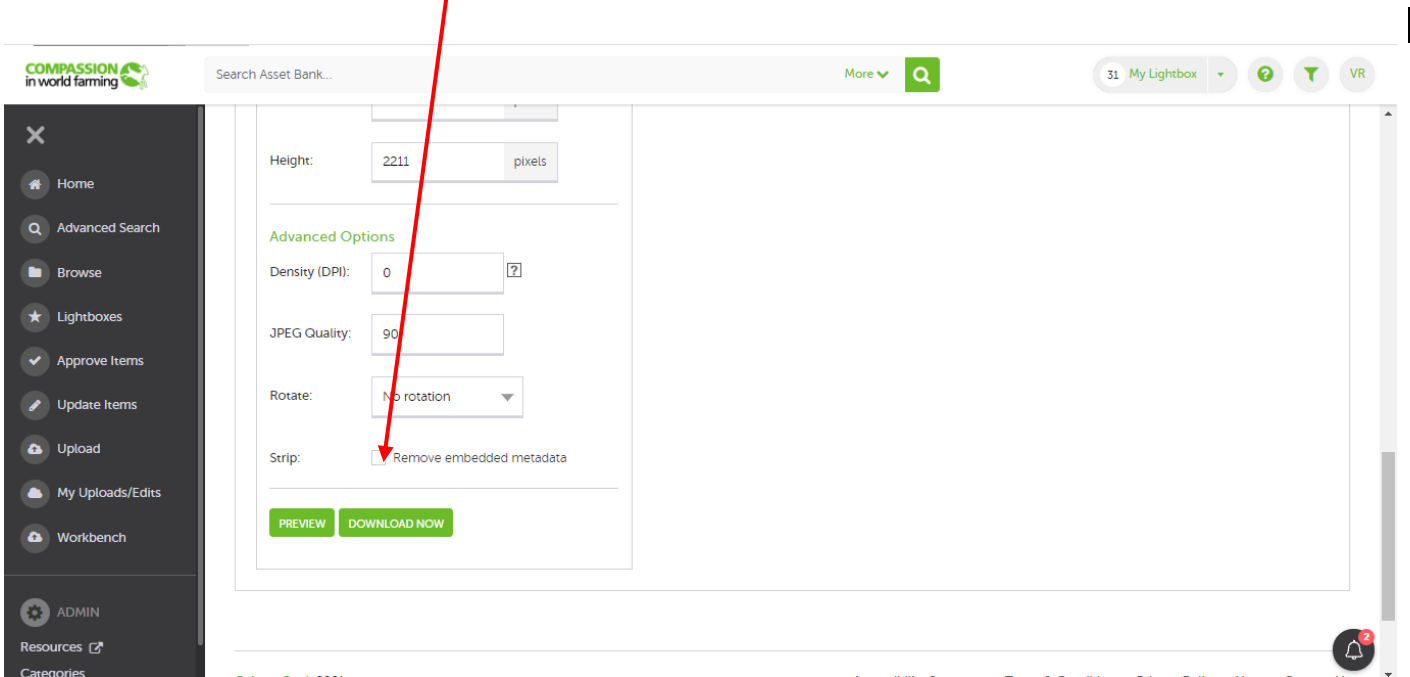
LIGHTBOX

Lightboxes are used to send large files via email or links to internal & external personnel. Users can 'share' a file via a lightbox and the recipient can download the file directly to their computer. Large files, particularly image files, need to be sent this way as they have so much information in them that they cannot be easily compressed without losing some of this information. High resolution images are used for printing, low resolution is adequate for web. Typical values are:

70 dpi = low res = web
300 dpi = high res = print

You can find your Lightboxes on the Options bar and at the top of your screen on the right-hand side
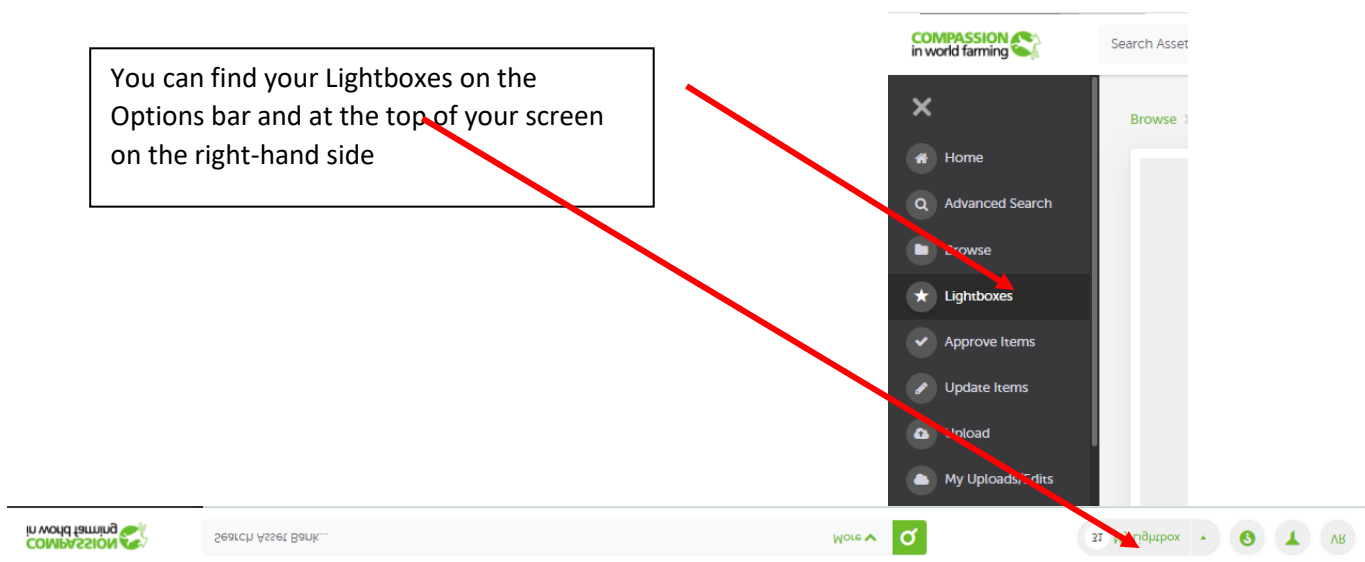
SETTING UP A LIGHTBOX

Click MY LIGHTBOX in filter bar at top of screen on right-hand side

A dropdown menu will appear
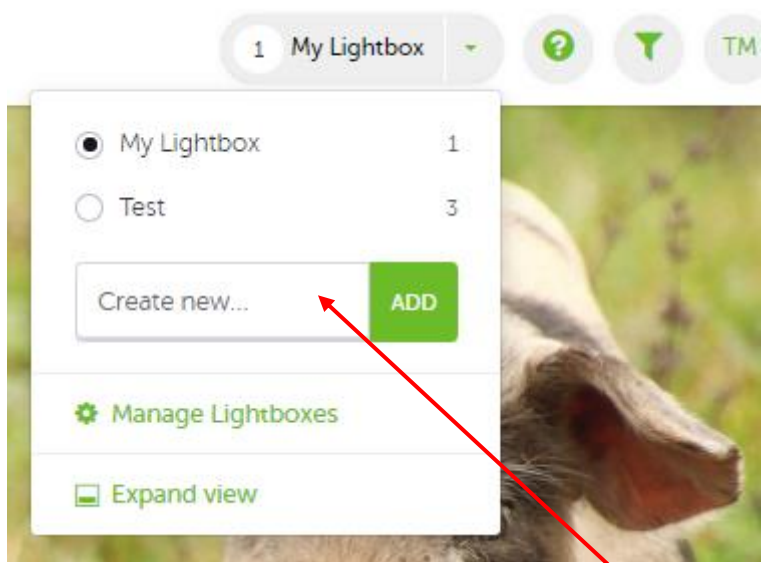
Enter name of new Lightbox in the Create new search bar and Click **ADD**

Your Lightbox has been created and should now appear in the dropdown menu

ADD AN ASSET TO LIGHTBOX

Click the circle to the left of the Lightbox name and a black inner circle should appear.

Any assets you add to a Lightbox will now go to this particular Lightbox. To send assets to another Lightbox, just select the circle to the left of the Lightbox name and click in it.
Adding an asset to a Lightbox

Once you have found the image you want to send via a lightbox, click on Add to lightbox

Can't see it?

On the right-hand side of the screen, you can see 3 green tabs and 4 further options.

Click on Add to lightbox

2 of 291

DOWNLOAD

EDIT

SHARE

Add to lightbox

Delete

Send as e-card

More
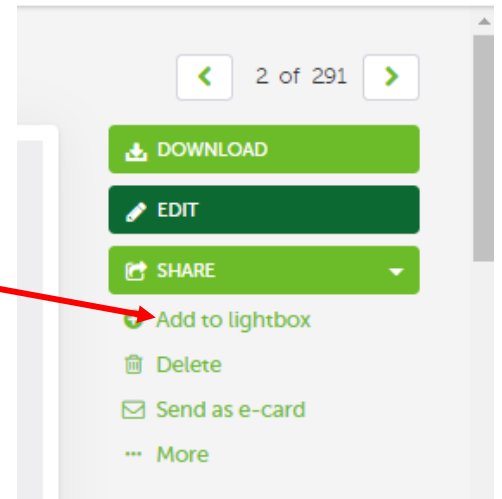
Add to lightbox changes to **X** Remove from lightbox

2 of 291

DOWNLOAD

EDIT

SHARE

Remove from lightbox

Delete

Send as e-card

More
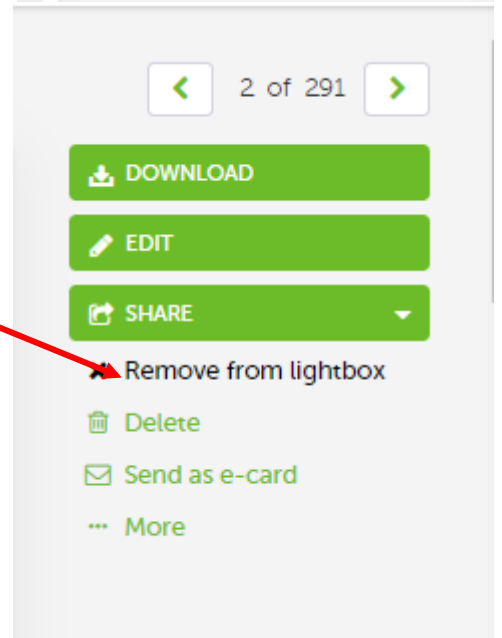
DOWNLOADING AN ASSET

Select the asset in the Lightbox by clicking on the green box above it
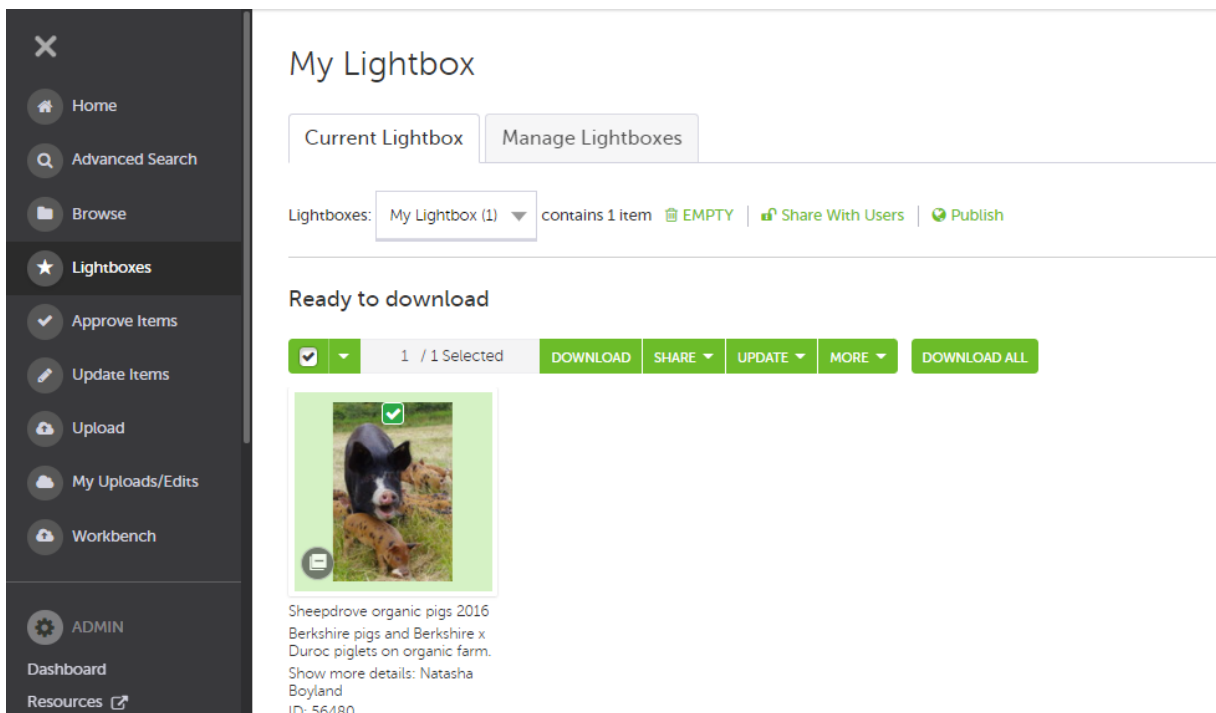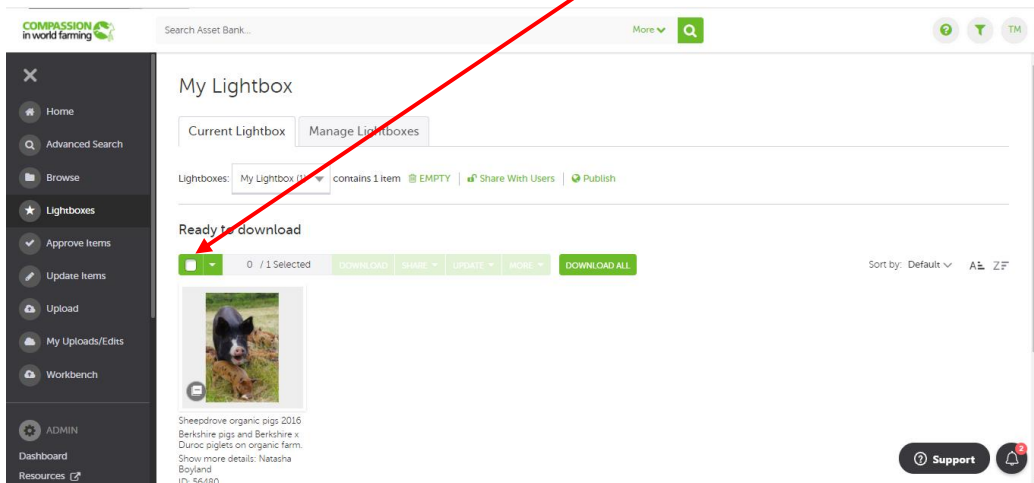
SHARE THE LIGHTBOX

To share the Lightbox with an internal member of Compassion, click Share with Users next to the lock icon. It will turn black once clicked.

SHARE WITH EXTERNAL STAFF

To share the Lightbox with an internal member of Compassion, click Share with Users next to the lock icon. It will turn black once clicked.
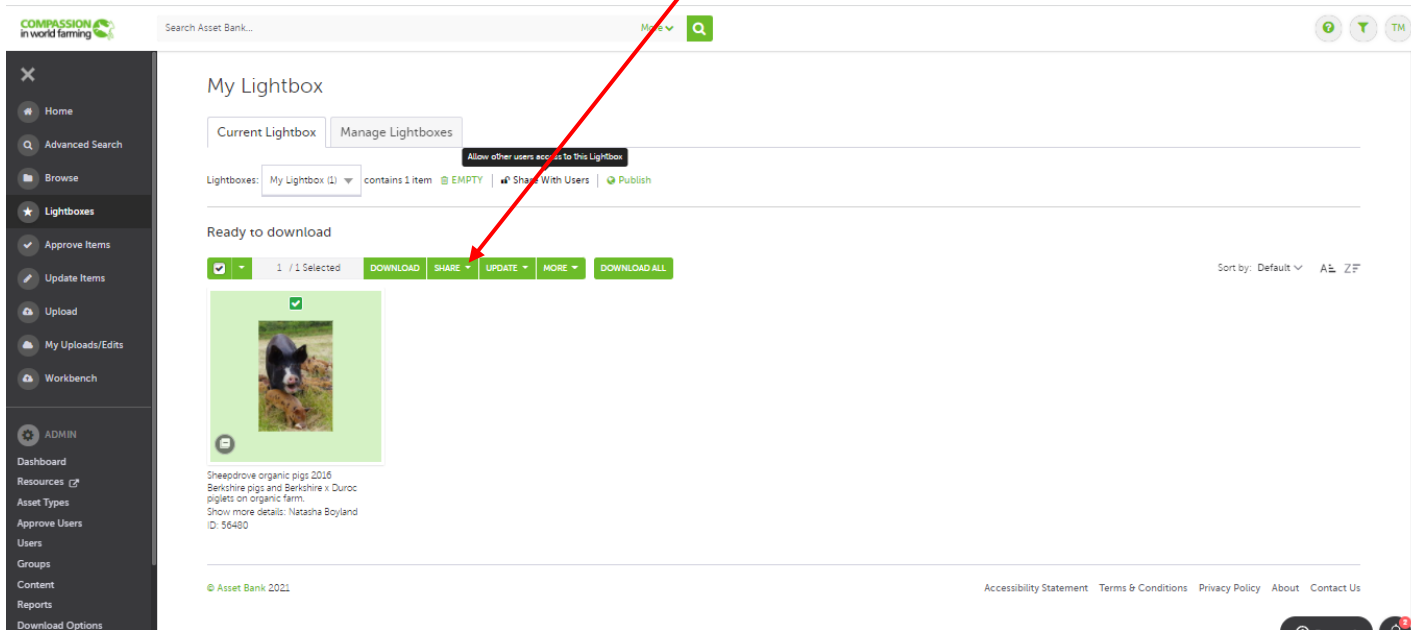
A search tab for users will appear that allows you to search for the person you want to share the Lightbox with. Click on their name
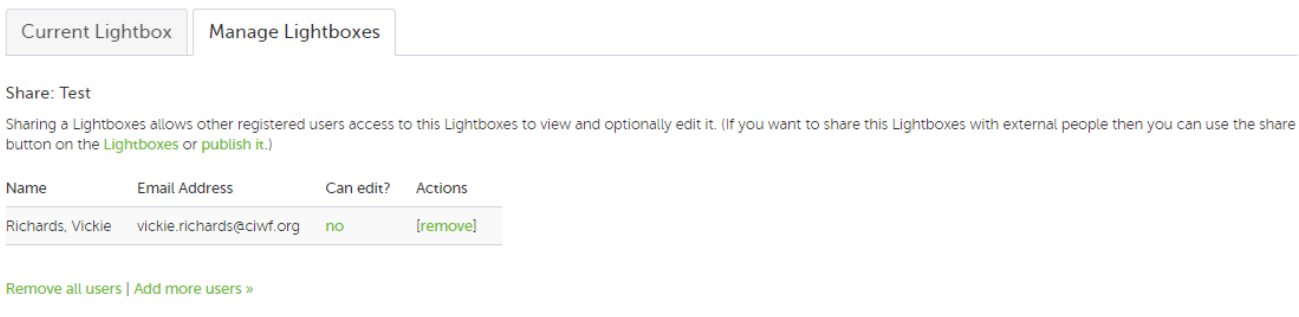
If the person you want to share the Lightbox with is external staff, then you can not use this option. Instead, you need to click on the share button in the green options tab

There are two options for sharing: share by email and share by URL
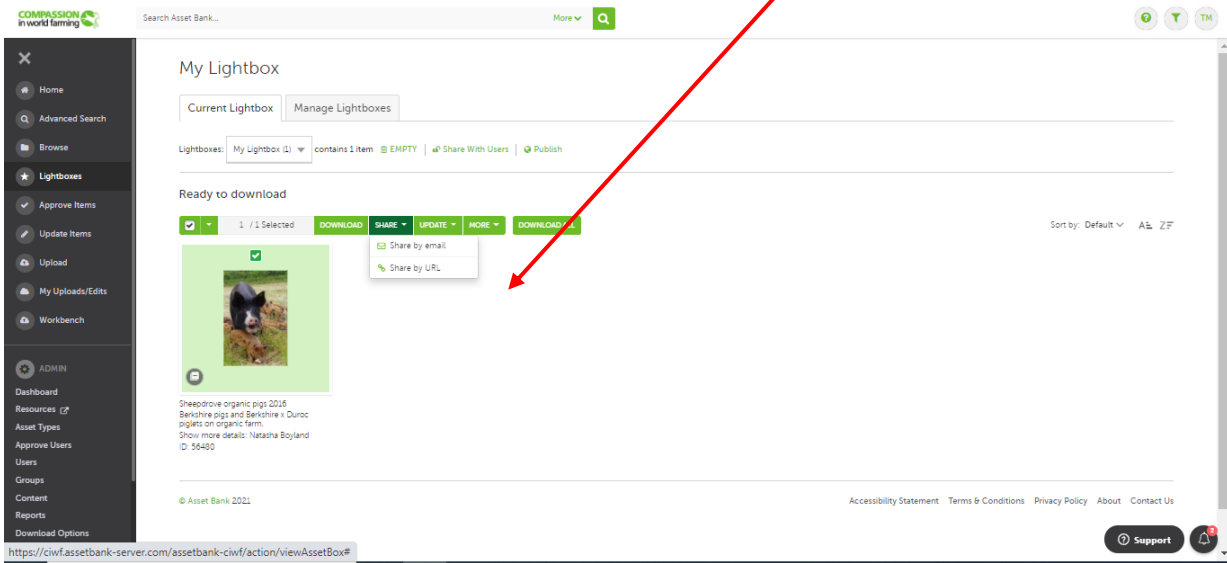
SHARE BY EMAIL

Click on Share by email
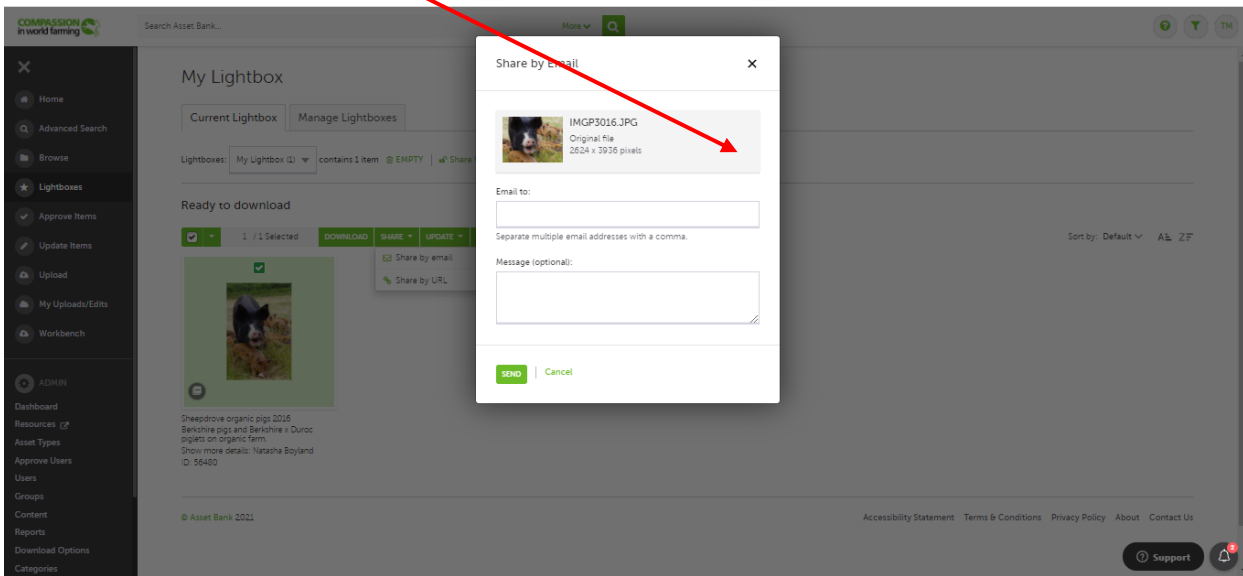
SHARE BY URL
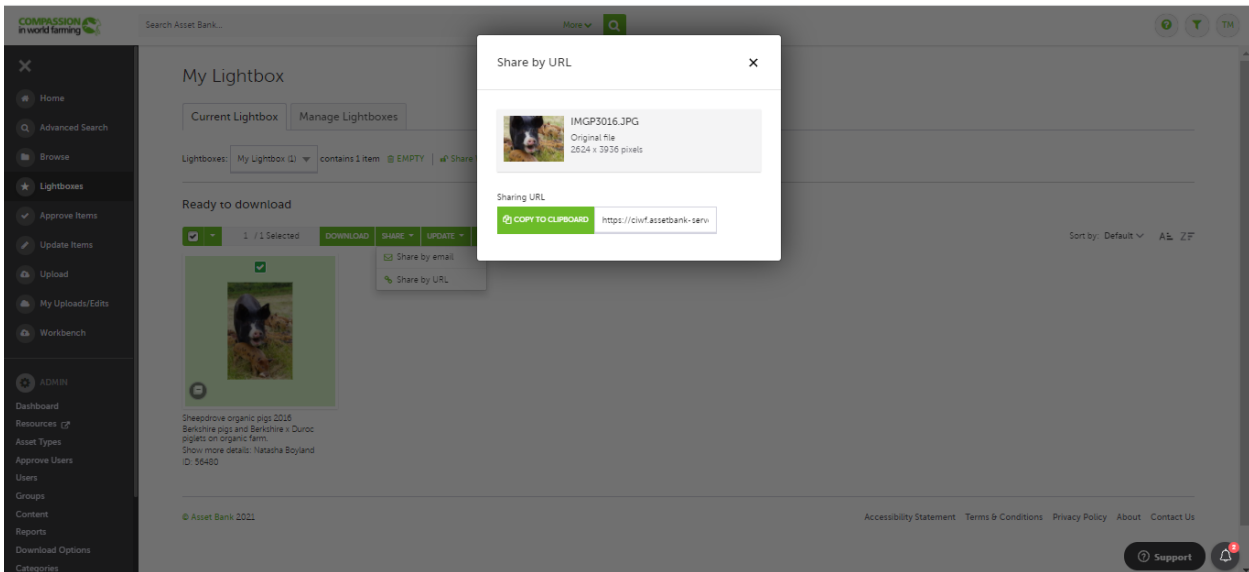
Assets can be updated (in batches) here if there is new information to add to the files. Click on update
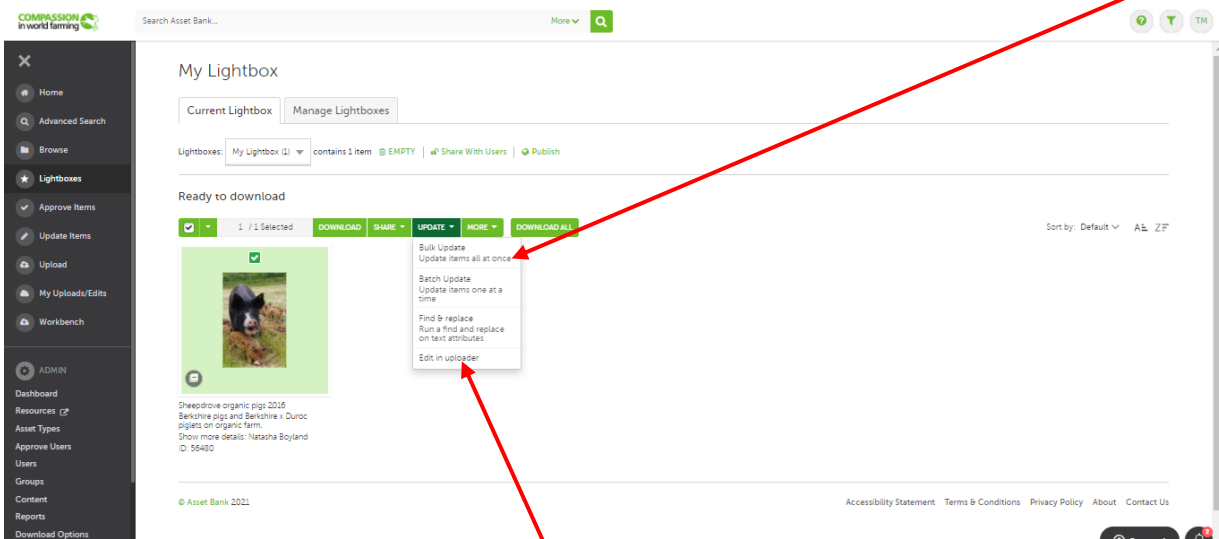
Assets can be updated by batch or by bulk. Batching assets means that they are selected in Asset Bank by some common feature in the metadata (photographer, country) and then each file is changed individually. Bulking updates apply changes to all selected files at once – the same change is made on all the files.

EDIT ASSETS

Assets can also be edited from here. Click on edit in uploader, select asset and a simple metadata page appears
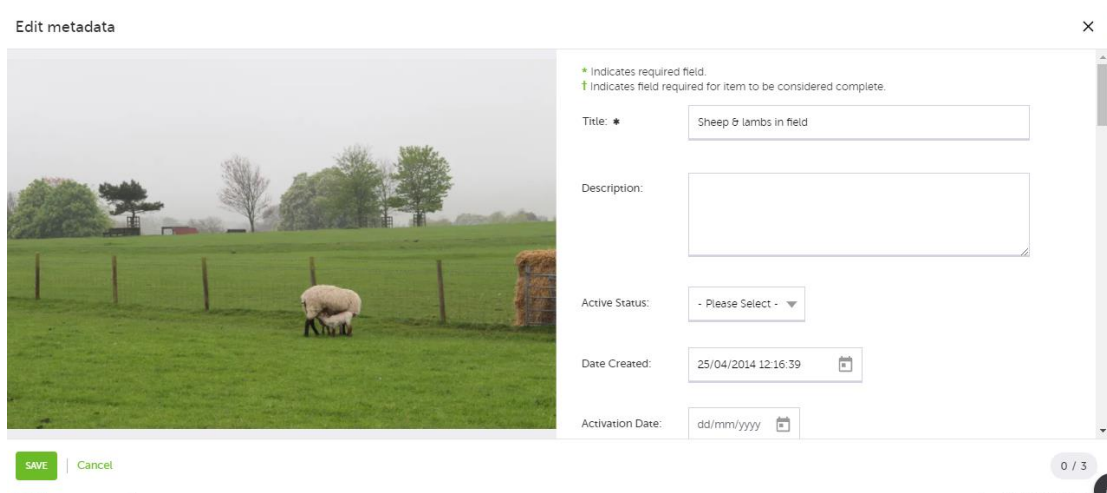
Any edits here apply to the asset in the Lightbox only. The asset in Asset Bank retains the original metadata.

The MORE option
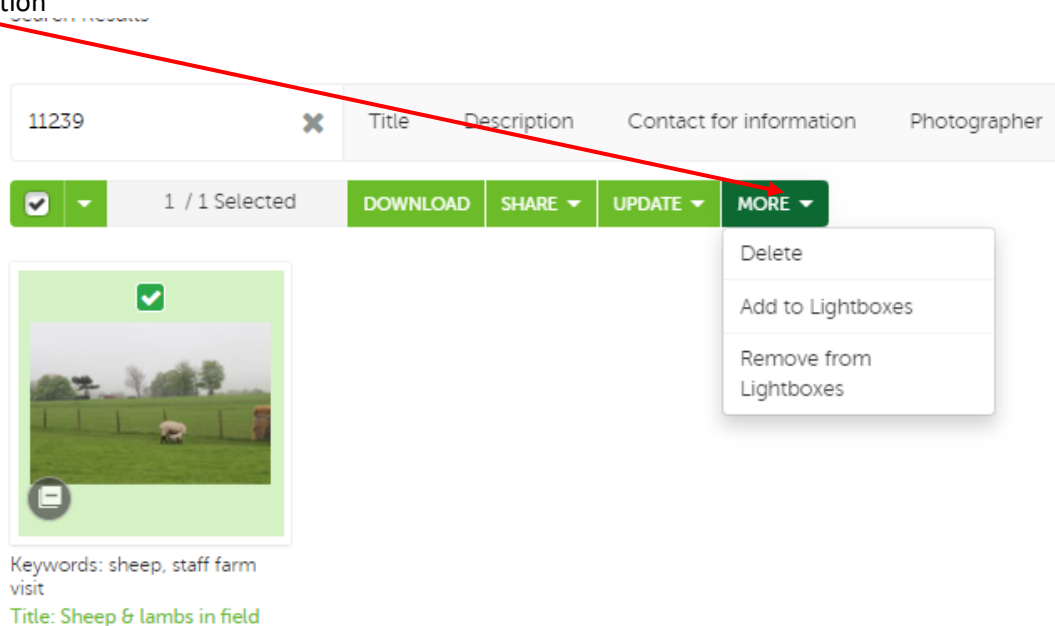
DELETE ASSET

To delete asset *(Are you sure you want to permanently delete an asset? Have you checked with others? Do you just want to remove it from the Lightbox? If so DO NOT DELETE!)*

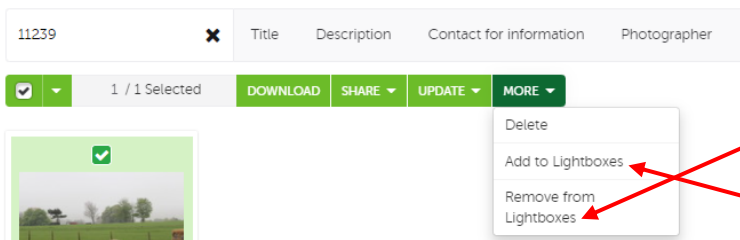- click delete
- Tick box next to statement
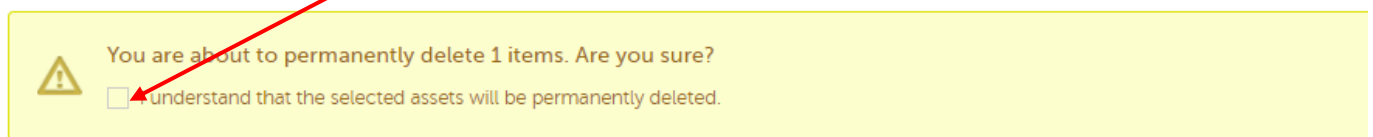
Click DELETE 1 ITEMS

There are other options here that allow you to export and refine the metadata associated with the asset however if this is something you need to do, then it is better to simply remove the asset from your Lightbox and alter the metadata in the master copy. To do this, return to the MORE tab and click REMOVE FROM LIGHTBOX

You can also add this asset to another Lightbox from here by clicking ADD TO LIGHTBOX
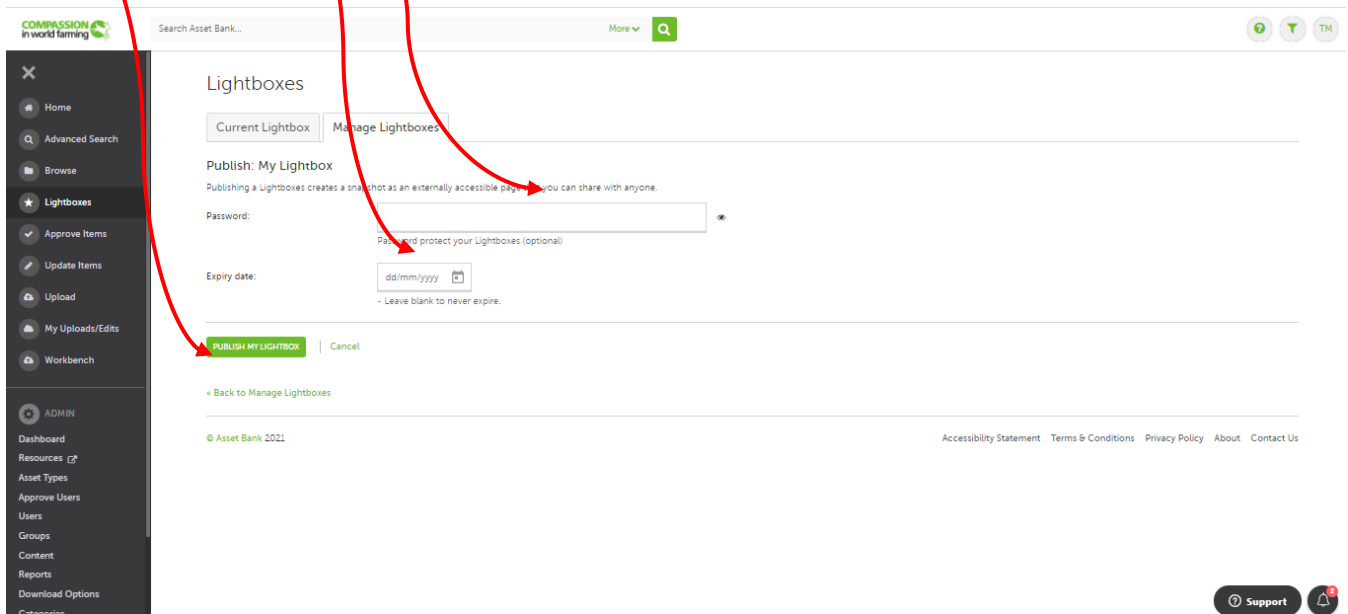
MANAGE LIGHTBOXES

Click on the Manage Lightboxes tab
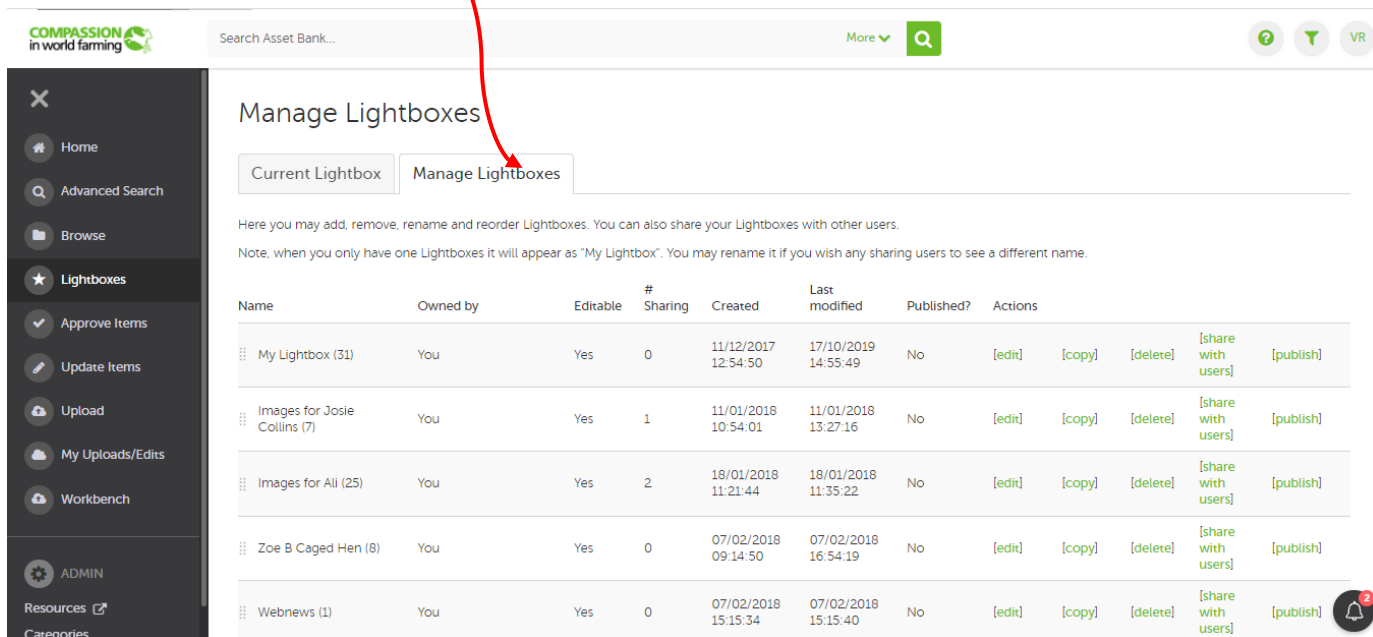
Lightboxes can be edited, deleted, shared and published from here

PUBLISH LIGHTBOX

To publish a lightbox requires a password and expiry date. Click on Publish in the manage Lightboxes tab and this window will appear

Enter the details here
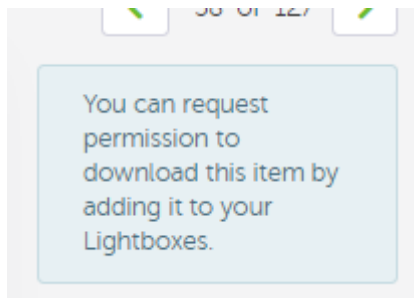
Click PUBLISH MY LIGHTBOX
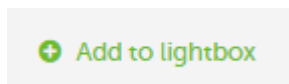
APPROVING ASSETS

REQUESTING APPROVAL

Some files require approval before downloading. Compassion has designated staff for authorizing approvals.

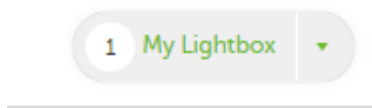If an asset you want to select requires approval, you will see 'approval required' next to the conditions of use

Conditions of Use: Investigations approval required
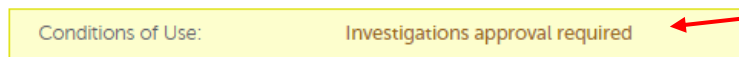
On the right-hand side of your screen, you will see a blue square box

You can request permission to download this item by adding it to your Lightboxes.

Click Add to Lightbox underneath the blue box

⊕ Add to lightbox

Go to My Lightbox at the top of your screen

1   My Lightbox   ▾

Select Lightbox that contains this asset and this page will appear

My Lightbox

My Lightbox   Manage Lightboxes

My Lightbox contains 1 item   🗑 EMPTY | 🔓 Share With Users | 🌐 Publish

Approval required   REQUEST APPROVAL

items requiring approval to download.
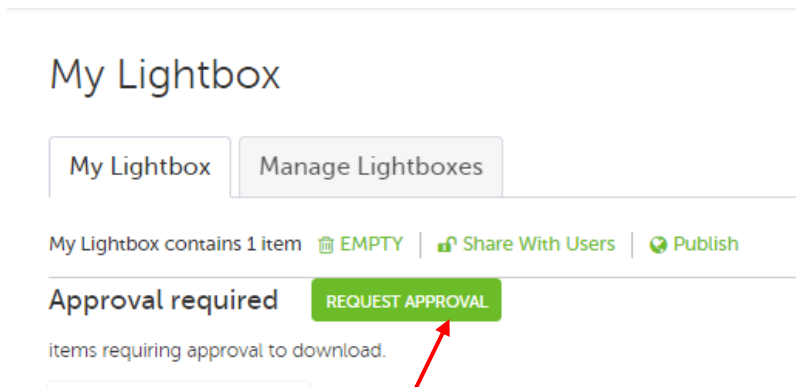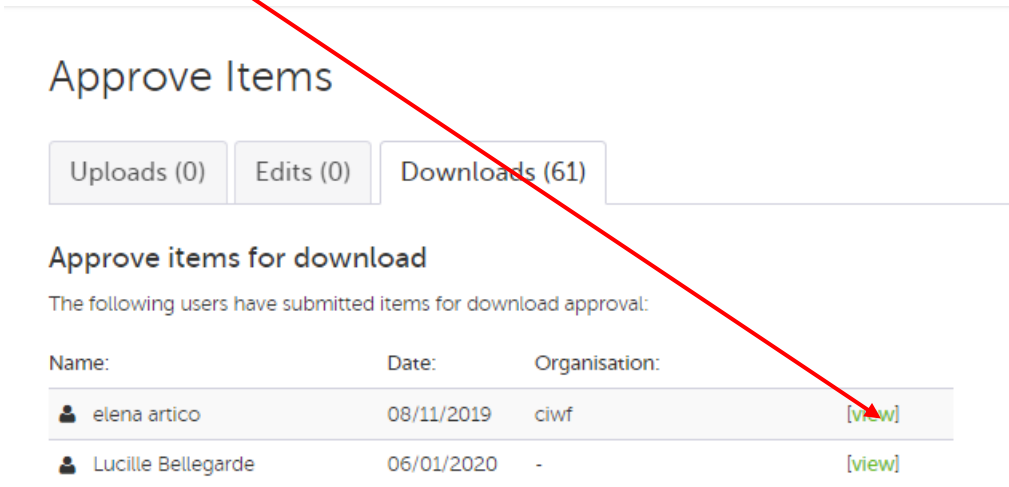
Click REQUEST APPROVAL and the request will be sent
They will either approve or not, depending on the policy relating to that asset.
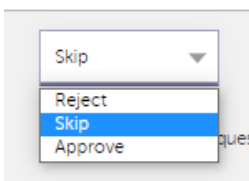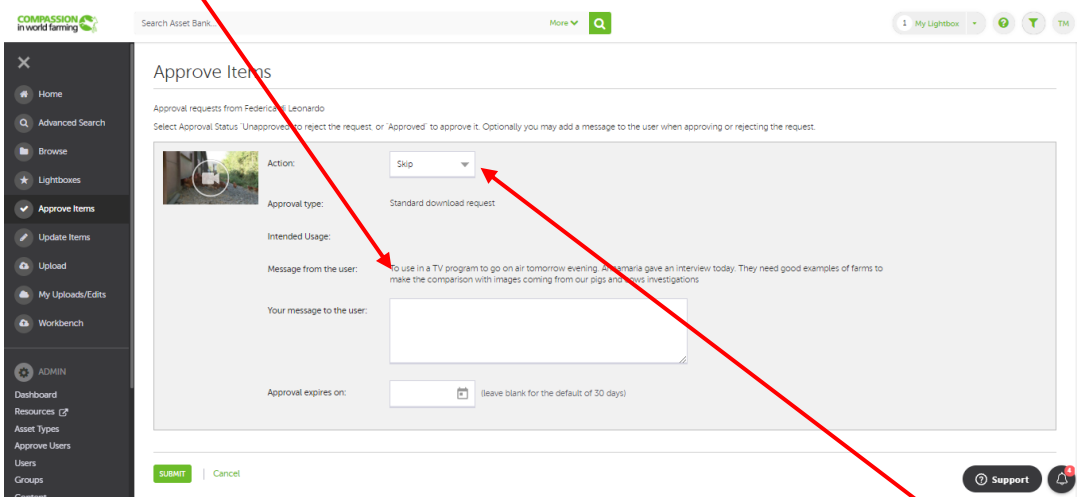
APPROVE ITEMS

To approve an asset, select APPROVE ITEMS from the Options bar on the left-hand side of the screen
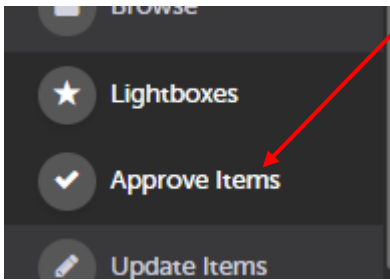
Select VIEW

This will show a screen with the requested asset and any messages from the user who has requested the approval.

 Your screen will show the options to Reject, Skip, or Approve

You can add a message if you wish

Message from the user:	To use in a TV program to go on air tomorrow evening. Annamaria gave an interview today. They need good examples of farms to make the comparison with images coming from our pigs and cows investigations
Your message to the user:	

And set a date for the approval to expire (default is 30 days)

Approval expires on:	[date field] 🗓	(leave blank for the default of 30 days)

Select SUBMIT at the end of the page

SUBMIT | Cancel

UPDATE ASSETS

SIMPLE UPDATE/EDIT

Select asset

Click on EDIT on the right-hand side

This takes you to the attribute page – the page where you enter all the identifying features of the asset. You can change any of the information on this page.

At the bottom of the page is the Workflow option. Select Submit to live if you are authorized to make these changes. Select Submit for approval if the file needs to be authorized by a designated approver.

VERSIONING

If you want this version of the file to overwrite the original, click Save changes. If you want to retain the original file, click Save as a new version.
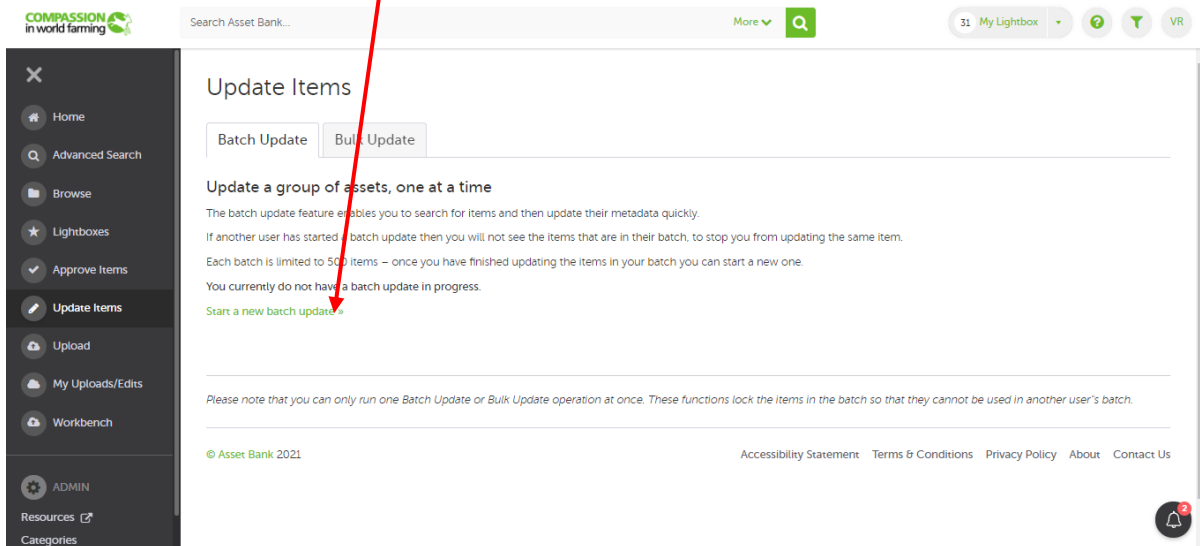
BATCH UPDATE

If there are several files to be updated, we can use either the BATCH or the BULK function.
BATCH update is used when several related files need to be changed individually. **BULK** update is used to make the same changes to several files.

Select Start a new batch update

We are taken to the attribute page where we can enter the specific information that will selects the files we want.
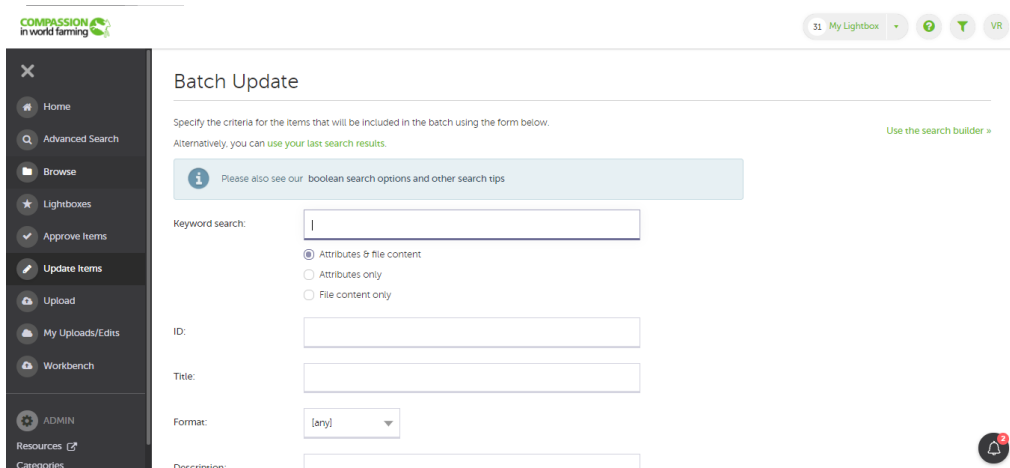
The files that match the information you have entered, will appear individually and you need to check each one before saving and continuing to the next file. You can delete and skip files. This can be a long process!

Once complete, you will see this page

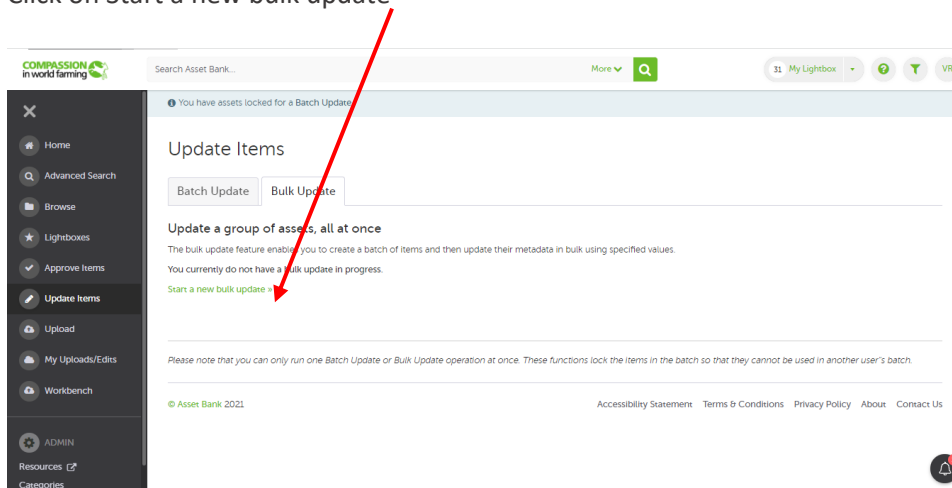Bulk updating allows you to select all the files and apply changes to them all at once.

BULK UPDATE

Click on Start a new bulk update

Enter keyword or any other piece of metadata you have, to identify the assets you want

Select View and Select items in batch for update >>

Select Run an update on the selected items in this batch >>

Enter new information on page

At the bottom of the page, click 'START UPDATE'

Run changes and click FINISH when prompted. It is important to click FINISH as no one else can work on these assets if they are still recorded as part of a batch.

UPLOADING ASSETS

UPLOAD AN ASSET

From the Home page, select 'Upload' on the grey panel on the left-hand side of the screen
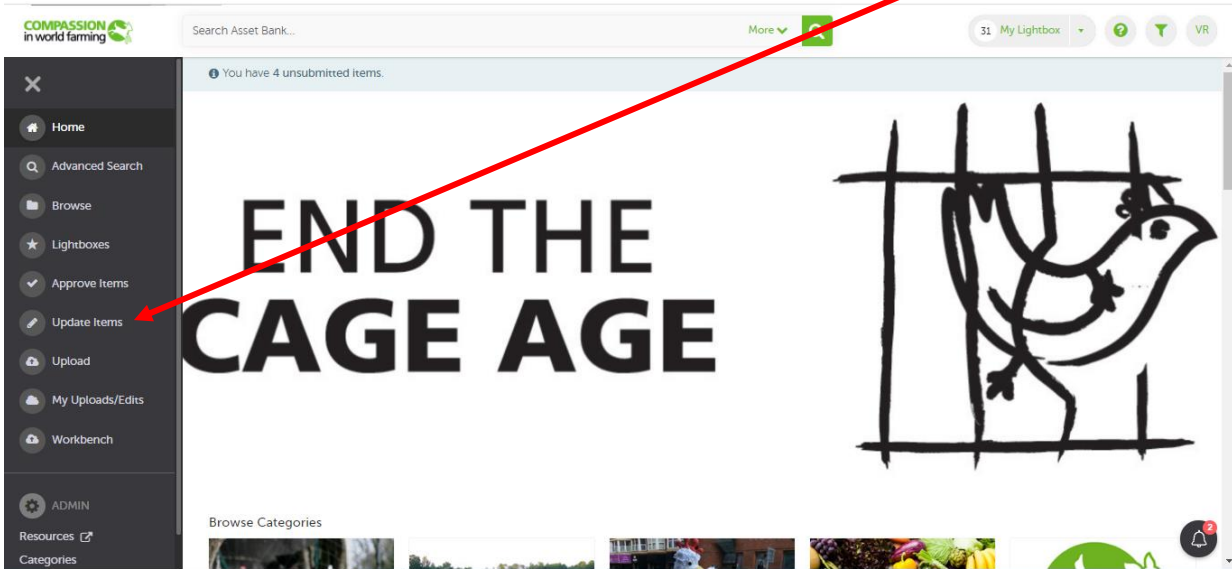
This takes you to the 'Upload' page
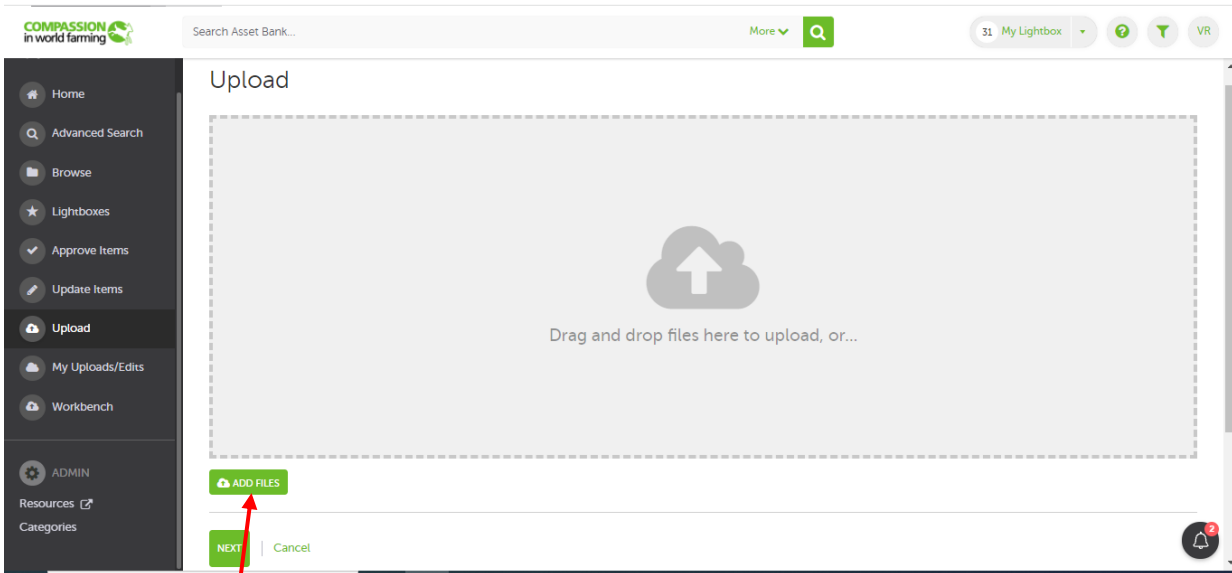
Click on ADD FILES

METADATA PAGE

***Need to fill in every section where there is a red cross ✖

✖	Populate by Keyword
Title	
Description	✖ New born lamb, farm ✖
Date Taken	01/11/21 🗔
Categories	
	✖ Find a category
	Animals ▶ Sheep ▶ People & the Planet ▶ Events
	✖ lamb, Belmont Farm, outdoors, happy, Spring, UK
Keywords	
Country	✖ - Please select-
Conditions of Use	✖ - Please select-
Show more details	✖ - Please select-
Contact for information	✖ - Please select-
Resolution	✖ ✖ asset size
Photographer	✖ - Please select-
Asset Type	- Please select-
Rotate	
Access levels	✖ Find an access level
Standard Archive	
Submit	

If you want to add more assets, click on **'Upload more items'**

Notes:

The drop down options for many sections can help you find terms, particularly the
KEYWORD CHOOSER… **MANAGE MASTER LIST…** buttons alongside the Keywords box.
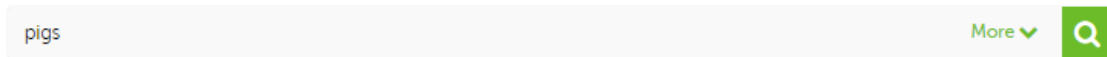
This information can be changed at a later stage.

SHORTCUTS

Search

Finding an asset by type 'pigs', ''organic'

1. Enter search term in search bar

| pigs | More ˅ | 🔍 |

2. Select asset by clicking on it
3. Click **download** on right hand side of page
4. Click **download original**

Finding an asset when I don't know its name but know some information (name of farm, animal type, person) 'Worthy Farm'

1. Enter search term in search bar

| pigs eating cabbage cake | More ˅ | 🔍 |

2. Select asset by clicking on it
3. Click **download** on right hand side of page
4. Click **download original**

Finding an asset when I know the ID '70035'

1. Enter search term in search bar '70035'

| 70035 | More ˅ | 🔍 |

2. Select asset by clicking on it
3. Click **download** on right hand side of page
4. Click **download original**

Downloading assets

Cropping image before downloading

1. Select **download**
2. Select **Advanced download**
3. Select **crop area**

Crop

Crop undefined

Select crop area...
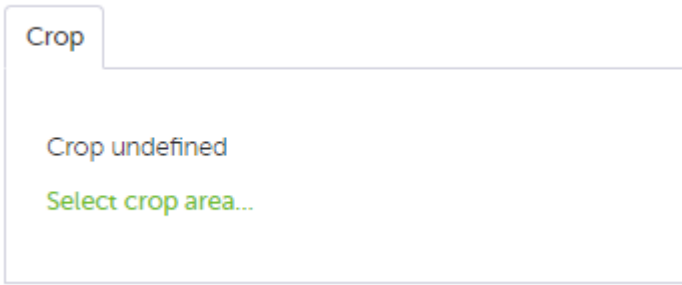
A cross will appear **+**

    4. Position cross at the top left-hand corner of the area you want to crop and slide it over the image, covering all of the parts you want in your image
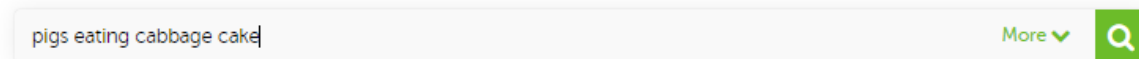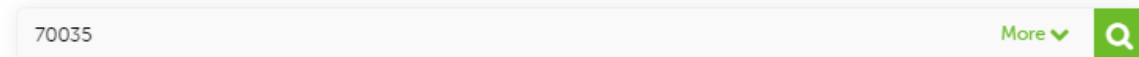
    5. Click on

Setting up a Lightbox

    1. Click MY LIGHTBOX in filter bar at top of screen on right-hand side

    2. Enter name of new Lightbox in the Create new search bar and Click **ADD**

    3. Click on green triangle to the right of MY LIGHTBOX in filter bar at top of screen on right-hand side
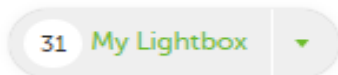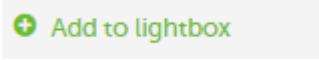
    4. A dropdown menu appears with new Lightbox. Click on circle next to Lightbox.

You should see a black dot in the circle next to the new Lightbox. Any assets you add to Lightbox will now go to this Lightbox. To change the Lightbox you add assets to, just click on the circle next to any of the other Lightboxes here.
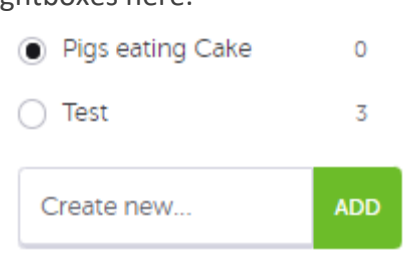
Adding an asset to a Lightbox

5. Select files from search

6. Click ⊕ Add to lightbox

7. Lightbox should appear in MY LIGHTBOX with number of files in it in brackets

1 Pigs eating ... ▾
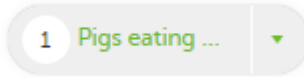
Asset has now been added to Lightbox

To change the Lightbox, just click on the circle next to any of the other Lightboxes.

FAQs

Example: I search for an image, use correct terms, and still get loads of text-based documents (reports, magazine covers) in my results

Solution: Select Attributes only in the MORE tab

Search Asset Bank...   More ⌄   🔍

Click on MORE

Select: Attributes only

⦿ Attributes & file content   ◯ Attributes only   ◯ File content only

Format: Any   ▼

Keywords: [   ] ⊞

☐ Include previous versions?

SEARCH   Advanced search

METADATA TEMPLATES

"PIGLETS IN FARROWING CRATE

Dead or dying piglet in farrowing crate. The crates are designed to reduce the risk of crushing piglets but mortalities can still be high. This may be due to over large litters and weaker piglets. Crated sows commonly eat less and produce less milk so there is a higher risk that piglets may not get enough to eat. Notice severely tail docked piglets in farrowing crate suggesting that it may be likely to be reared in an inadequately enriched environment with a high risk of tail biting."

Terms to use

Broilers

Poor	Improving	Good
farms, selective breed, weak legs, infections, antibiotic use	Less intensive farming, slower growing breeds, good feed, more space – still indoors	Outdoors, areas to move about in, slow growing breeds, no antibiotics, clean air, food to peck,

Egg Laying Hens

Poor	Improving	Good
Squashed, cages, inhibited natural behaviours	Enriched cage, perches, scratching post, nest boxes	Outdoors, areas to find shade, material to nest, space, clean air, food to peck,

Ducks/Quail

Poor	Improving	Good
Gavage		Outdoors

Turkeys

Poor	Improving	Good

Dairy cows

Poor	Improving	Good

Beef cattle

Poor	Improving	Good

Pigs

Poor	Improving	Good

Sheep

Poor	Improving	Good

Fish

Poor	Improving	Good

Octopus

Poor	Improving	Good

Rabbits

Poor	Improving	Good

Turkeys

Poor	Improving	Good

POOR PRACTICE

	gavage
Intensive farming	Fast growing, Antibiotics, indoors
cages	indoors
	indoors
Gestation stalls	Sow stalls, Hard floors
overcrowding	Over farming

BEHAVIOURS

tail biting
bar biting
agitation
aggression

IMPROVING PRACTICE

BEHAVIOURS

OPTIMAL PRACTICE

BEHAVIOURS