

# Asset Bank User Guide October 2021

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- Search by specific terms
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## 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

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New filenames

New contextual data paragraph to add in description box

New folder structure

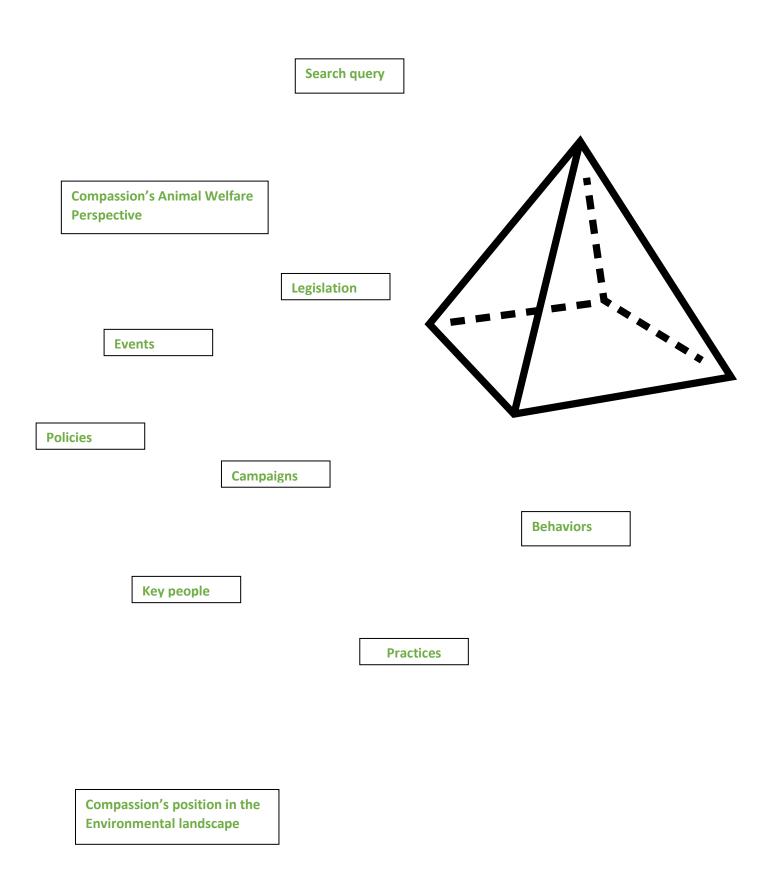
More keywords to select

## **ASSET BANK (INTERNAL SETTINGS)**

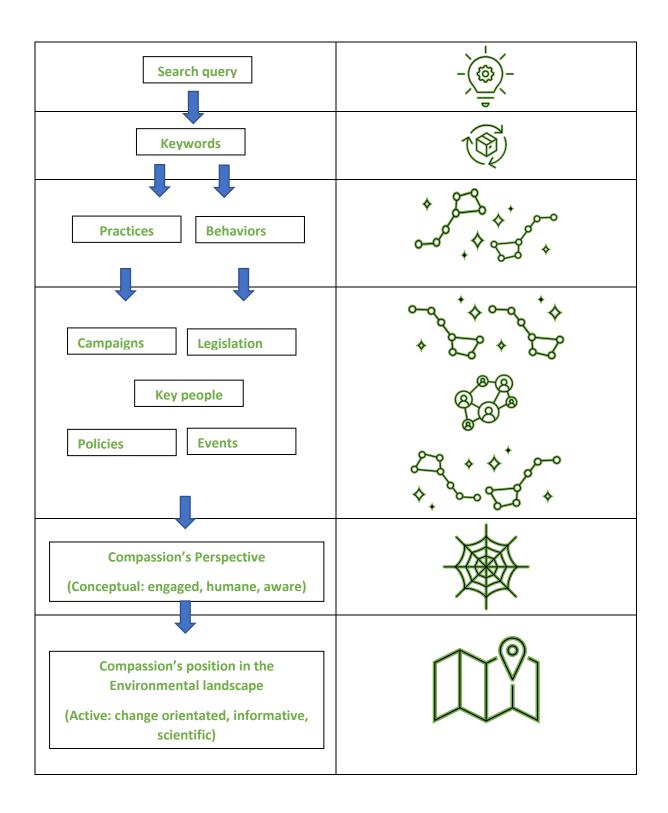
AB has so many internal settings and preferences that can be modified that unless there is a schema in place that aligns all the settings they will not necessarily sync. This is the problem that Compassion had up until now when users entered search queries, with the correct terms. AB found the files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

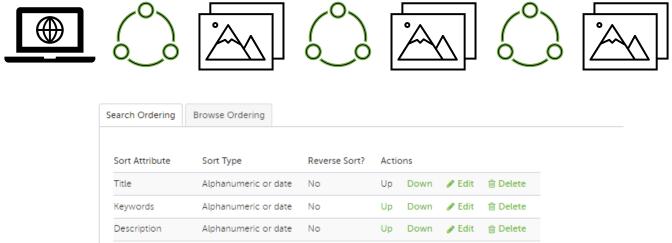


**Diagram 2**: Terms have been grouped into an entity relationship framework.



Search order sequence

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



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	窗 Delete
Original Filename	Alphanumeric or date	No	Up	Down	🥒 Edit	☆ Delete

#### **Browse Ordering**

earch Ordering	Browse Ordering					
Sort Attribute	Sort Type	Reverse Sort?	Actio	ons		
Title	Alphanumeric or da	ite No	Up	Down	🖋 Edit	🗊 Delete
Keywords	Alphanumeric or da	ite No	Up	Down	🖋 Edit	🗊 Delete
Description	Alphanumeric or da	ite No	Up	Down	🥒 Edit	🗊 Delete
ID	Numeric	Yes	Up	Down	🥒 Edit	🗊 Delete
Resolution	Alphanumeric or da	ite No	Up	Down	🥒 Edit	🗊 Delete
Asset Type	Alphanumeric or da	ite No	Up	Down	🖋 Edit	🗊 Delete
Format	Alphanumeric or da	ite No	Up	Down	🥒 Edit	🗊 Delete
Original Filename	Alphanumeric or da	ite 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 <u>https://ciwf.assetbank-server.com/assetbank-ciwf/action/viewKeywordAdmin?categoryTypeId=3&attributeId=701</u>

## **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

Advanced Opt	ions	/
Density (DPI):	0 ?	
JPEG Quality:	90	
Rotate:	No rotation 👻	
Strip:	Remove embedded me	tadata

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...



#### Click on MORE

Attributes & file	content 🔿 At	ttributes only O File content only	
Format:	Any	•	
Keywords:			÷
Include previous	s versions? ced search		

### 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 <b>TITLE</b> first, then <b>KEYWORDS</b>	
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	Q
If the file you require does not appear in any of the results, you can narrow your search using the asset's <b>METADATA</b>	
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 <b>ATTRIBUTE</b> .	
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	
<b>ALL</b> the attributes & the keywords = <b>METADATA</b>	

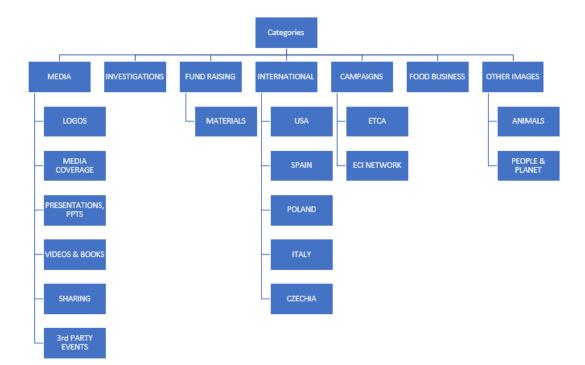
## **FOLDERS**

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)

Twiew as slideshow | 🏠 Add items | 🇱 60



#### ALL INVESTIGATIONS



INTERNATIONAL



#### IMAGES









Categories > ALL CAMPAIGNS (5186 items)

ALL CAMPAIGNS

🖬 View as slideshow | 🕰 Add items | 🏭 6(





#### FOOD BUSINESS



#### Note:

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:

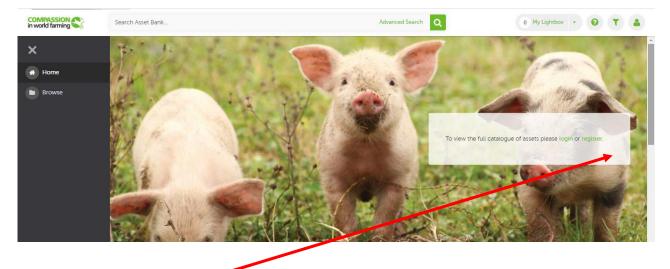
Assets that relate to legislation. These files will follow the path

Legislation / animal /practice /

Example: EUAct2017pigtaildocking.jpg

## **HOME PAGE**

## LOGGING IN TO ASSET BANK



CLICK here to Log in

## **NAVIGATION PAGE**





## **SEARCH QUERY**

in world farming	Search Asset Bank	More 🗸 📿
SEARCH BAR		
Where it says 'Search Ass	set Bank' enter your search query.	
It could be 'pigs' or 'orga you want the results to b		much information you have and how specific

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**

More 🗸 🔶

in world farming	Search Asset Bank	Less 🔨 🔍	31 My Lightbox * 😧 🝸 VR
×	Attributes & file content     Attributes only     File content only		
Home	- All categories -	100 00	
Q Advanced Search	Format: [any]	6 200.00	Section NE
Browse	Keywords:	+	AL MARCON
★ Lightboxes			
Approve Items	SEARCH Advanced search		
Update Items			
(a) Upload	A A A A A A A A A A A A A A A A A A A	1 Same	
My Uploads/Edits	A DEC COLOR		2 A Thomas States
(A) Workbench	A AND	E ROPEN	
Resources C*	Browse Categories		

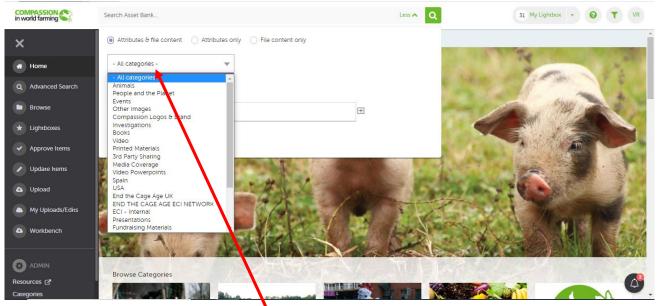
Enter Search query here.

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

COMPASSION Company in world farming	Search Asset Bank	Less 🔨	Q 31 My 164 44 Y (2) Y
×	Attributes & file content     Attributes only	File content only	
Home	- All categories -		
Q Advanced Search	Format: [any] 💌		a state of the state of the state
Browse	Keywords: 3gp 7z	Ŧ	
★ Lightboxes	aac		
Approve Items	SEARCH Adva aep ai		
🕜 Update Items	aif aiff arw		
Upload	asf asx au	The part of	
My Uploads/Edits	avi bmp		The second second
Workbench	cfa cr2 crw csv		
Resources 🗗 Categories	Browse Categories		

## **KEYWORD MASTER LIST**

() Attributes (	The content		tes only	<ul> <li>File conter</li> </ul>	it officy	
- All categori	es -		•			
Format:	[any]	•				
Keywords:						
SEARCH A	lvanced search					

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.

> C	S Keyword Chooser   Compassion in Wo	orld Farming - Google Chrome		- 🗆 X	Q ★	🛛 🔳 🛤 😩 🗄
Apps	ciwf.assetbank-server.com/asse	etbank-ciwf/action/keywordChooser?ca	tegoryTypeld=3&attributeld=7	01&isEditKeyword= Q g and int		» 🖪 Reading list
WPASSION vorld farming	Keyword Choose	r - ALL			31 My Lightbox	• • • vr
	ABCDEFGH	IJKLMNOPQ	RSTUVWX	Y Z O-9 All		
Home	Filter				1	
	Keyword	Synonyms	Uses		and the state	4
Browse	2011	5,	20	[Add]	all and all state	40000
	2014		52	[Add]	CON SMALL	
Lightboxe	40th Anniversary		1938	[Add]		and the second
s S Augusta and	abbatoir		226	[Add]		Carpenter State
Approve	Aberdeen angus		0	[Add]		
	Africa		10	[Add]		
Update It	agricultural show		32	[Add]		
	agriculture		0	[Add]		
Upload	alamy		4	[Add]	State of the second sec	A second second
	animal welfare		338	[Add]	CONTRACTOR OF	
My Uploa	Anna Roberts		41	[Add]	1	
	annual review		55	[Add]		ATTER AND ADD
Workben	antibiotics		99	[Add]	A MARKEN	A STATE AND
	Argentina		370	[Add]	A KELL LANS	any Car
	artificial insemination	insemination	13	[Add]	NAME AND A	ASKID BE SHE
	Browse Categor	ries	Linger	[Add]		

## **ATTRIBUTES & FILE CONTENT**

in world farming	Search Asset Bank	Less 🔨 🔍	31 My Lightbox 🔹 😧 🝸 VR
×	Attributes & file content     Attributes only     File content only		
Home	- All categories -		
Q Advanced Search	Format: [any]	6	Mar March
Browse	Keywords:	Đ	A MARINE
\star Lightboxes			
<ul> <li>Approve Items</li> </ul>	SEARCH Advanced search		
Update Items			
O Upload	A A A A A A A A A A A A A A A A A A A	1 Sanda	
My Uploads/Edits	Contraction of the second		2 1 M
Workbench			
Resources Z https://ciwf.assetbank-server.com/	Browse Categories		

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

COMPASSION (S)	Search Asset Bank			Less 🔨 🔍	
×	Attributes & fi	e content O Attributes only O File content only		î.	
Home	- All categories	-			
Q Advanced Search	Format:	[any]			
Browse	Keywords:		+	- 14	
★ Lightboxes				-	
Approve Items	SEARCH Adva	nced search			2
Update Items	化同学		1-stale	4.5	

CLICK here to use the Advanced search feature

in world farming		31	My Lightbox 🔹 😧 🝸 VR
×	Search		
Home			
Q Advanced Search	Advanced Search	Saved Searches Recent Searches	
Browse			Use the search builder »
	Please also see ou	boolean search options and other search tips	
<ul> <li>Approve Items</li> </ul>	Keyword search:	pigs ×	
Update Items		PIGS; SOW STALL 01; PHILIP LYMBERY C CIWF (SL 030PG) JPG	
1 Upload		Pigs_05_cKFaulkner_CIWF.JPG	
		Pigs_07_cKFaulkner_CIWF.JPG	
My Uploads/Edits	ID:	Pigs_03_cKFaulkner_CIWF.JPG	
Workbench		Pigs with piglets on grass[1]_Page 2.jpg	
<u> </u>	Title:	PIGS; Woodland Pigs piglet2 drinking at wallow p Phil Brooke 2001 c CIWFT.JP	
<b>A</b> 1910		pigs in water eco-farm China.JPG	
	Format:	PIGS; Woodland Pigs Boar effect of boars on woodland landscape p Phil Brooke 2001 c CIWFT.JPG.JPG	
Resources 🗗 Categories		PIGS; Woodland Pigs Sow&piglets5 with dr mike king p Pull Brooke 2001 c CIWFT.JPG	4
Categories			

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.

in world farming				0 My Lightbox - 2 T 🛔
×	Advanced Sear	ch		
Home				Use the search form »
Browse	General Keywords	contains word	-	
	add clause »			
	S ARCH			
	_/			

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.

COMPASSION			31 My Lightbox - 😧 🝸 VR
×	Search		
Home	Advanced Search Saved Searches Recent Sea	rches	
Q Advanced Search Browse			Use the search form »
	General Keywords	▼	
Approve Items	AND 💌		
<ul> <li>Update Items</li> <li>Upload</li> </ul>	General Keywords 💌 contains word	<b>•</b>	remove
My Uploads/Edits	add clause »		
Workbench	Categories:		
	AVAILABLE: Find a category	SELECTED:	
Resources 🗗 Categories	<ul> <li>Animals</li> </ul>	A	C,

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.

COMPASSION C	31 My Lightbox 🔹 😧 🝸 VR
× Search	<b>_</b> Í
Home     Advanced Search     Saved Searches     Recent Searches	
Browse	Use the harch form »
★ Lightboxes     General Keywords     Contains word	
Approve Items add clause »	
Update Items	
Categories: AVAILABLE: SELECTED:	
My Uploads/Edits Find a category	
Workbench     Animals	
ADMIN	
Resources 2*     Comparison Logos & Brand	¢,
Categories  Investigations	•.
KEYWORD SEARCH	
COMPASSION	31 My Lightbox • 😧 🝸 VR
× Search	Î
Home	
Advanced Search         Saved Searches         Recent Searches	
Browse	Use the search builder »
Lightboxes	
Approve terms     Keyword search:	
Update Items  O Attributes & file content  Attributes only	
Upload     Upload     Other content only	
My Uploads/Edits ID:	
Title:	
	ß

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)**

Description:

COMPASSION COMPASSION			31 My Lightbox - 😧 🝸 VR
×	Format:	[any]	•
# Home	Description:		
Q Advanced Search	Conditions of Use:		
Browse	Conditions of Use.	[any]	
	Country:	[any] 👻	
<ul> <li>Approve Items</li> </ul>	Show more details:	[any]	
Update Items			
Upload	Keywords:	±	
My Uploads/Edits	Size:	between KB and KB	
Workbench			
	Contact for information:	[any]	
	Photographer:	[any]	
Resources 🖓 Categories			

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		
×	Photographer:	[any]
Home	Date Added:	between dd/mm/yyyy 💼 and dd/mm/yyyy 💼
Advanced Search     Browse	Date Taken:	between dd/mm/yyyy 💼 and dd/mm/yyyy 💼
★ Lightboxes	Asset Type:	[any]
Approve Items     Update Items	Original Filename:	
Upload	Resolution:	[any]
My Uploads/Edits	Completeness:	[any]
Workbench	Categories:	
	AVAILABLE:	SELECTED:
Resources 🗗	Find a category	

in world farming

31 My Lightbox VR

×	AVAILABLE: SELECTED:
	Find a category
A Home	<ul> <li>Adjustr</li> </ul>
	Animals
Q Advanced Search	People and the Planet     Events
Browse	Other Images
<b>A</b>	Compassion Logos & Brand
	<ul> <li>Investigations</li> </ul>
Approve Items	Books
	<ul> <li>Video</li> </ul>
Update Items	Printed Materials
🚯 Upload	3rd Party Sharing
	▶ Media Coverage
My Uploads/Edits	► Video Powerpoints
Workbench	▶ Spain
	▶ USA
	End the Case Are IIV
	End the Care Are IIV
×	
	Access Levels:
Home	AVAILABLE: SELECTED:
Q Advanced Search	Find an access level
Browse	Standard
★ Lightboxes	Archive
	Approval - Research
Approve Items	Approval - Administrator
Update Items	Approval - Campaigns
	Public
Upload	Approval - Head of Food Business
My Uploads/Edits	Approval - Food Business Caroline
	Approval - FB Mktg
Workbench	Approval - Investigations
	Approval - Media Approval - Print
	Approval - SET
Resources 🗗	Approval - USA
Categories	External
	Education
×	Approval - Pru Elliott
A Home	Approval - FB Nathan
	Approval - FB Bronwen
Q Advanced Search	Approval - FB Vicky
Browse	Approval - Eilisa Blanco
	Media view only
★ Lightboxes	ECI
<ul> <li>Approve Items</li> </ul>	ECI Network
Update Items	Show items that are in any v of the selected categories/access levels
Upload	Show rents that are in any V of the selected categories/access levels
Ally Unionate/Cation	Search subcategories of the selected categories
My Uploads/Edits	
Workbench	Show items matching all v of my attribute criteria
	SEARCH
Resources 🗗	© Asset Bank 2021 Accessibility Statement Terms & Conditions Privacy Policy About Contact b
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CLICK search

## SEARCH RESULTS DISPLAY OPTIONS (RHS)

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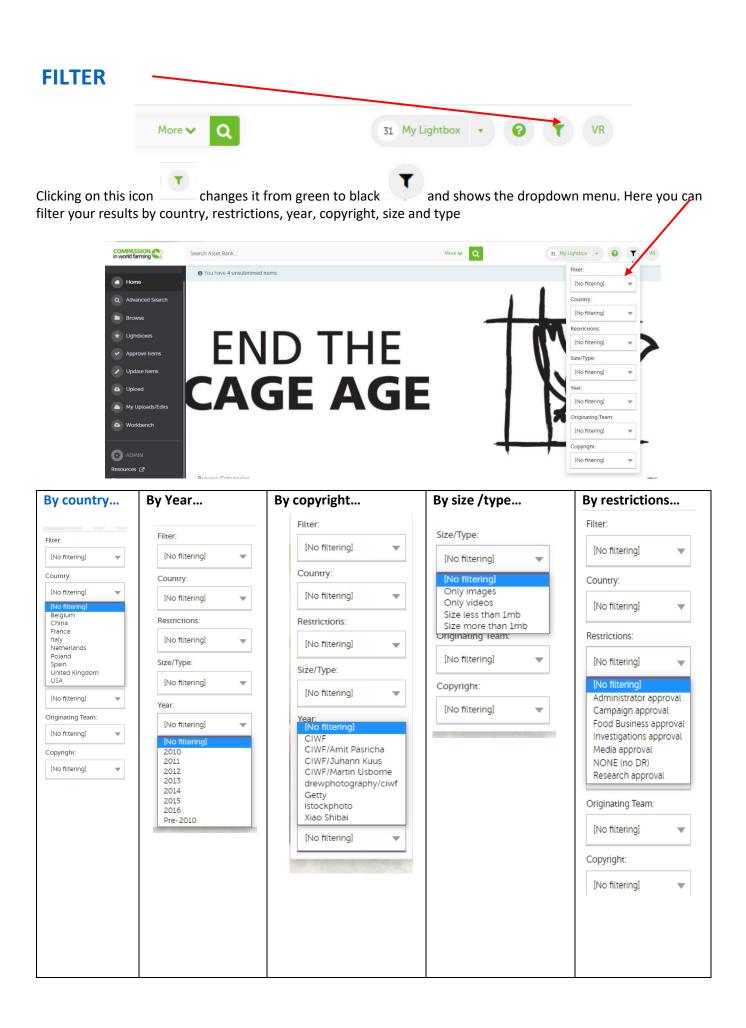
Here, you can refine how the results are displayed by selecting the assets you want to retain. Click on the green box to select all assets or click on an asset to select it.

## **REFINE RESULTS**

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

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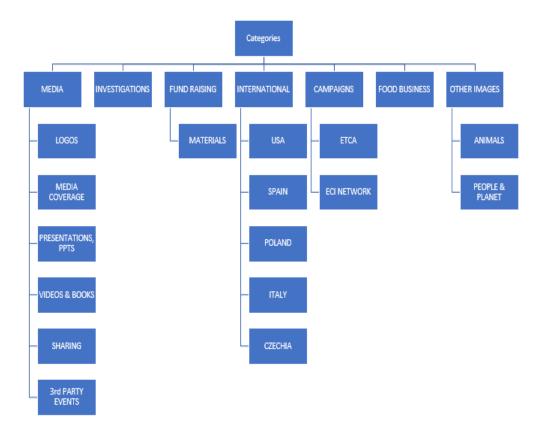


## **BROWSING FOLDERS**

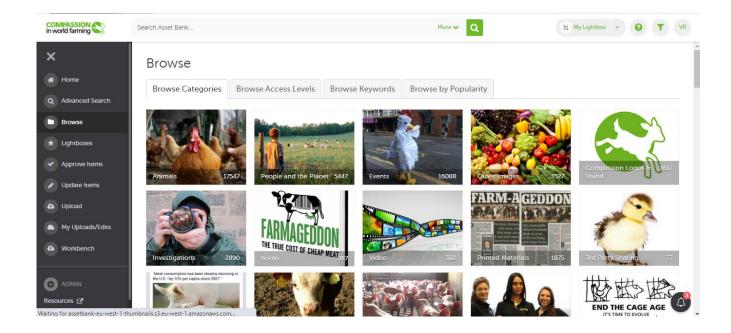


The BROWSE section is designed for users to search by images rather than terms. Compassion's assets have been organized into folders that you can browse directly.

## **NEW FOLDER STRUCTURE**

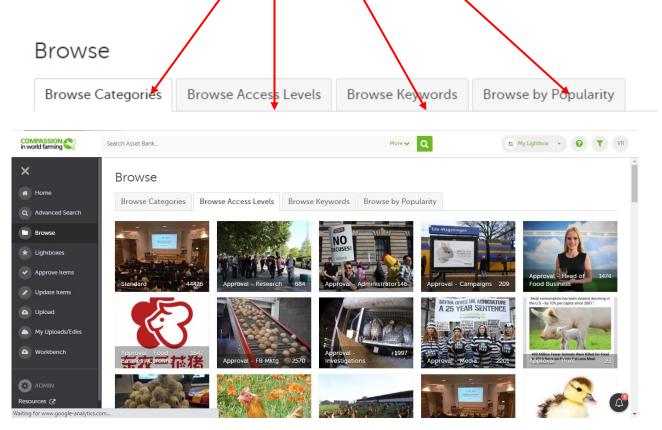


## **BROWSE OPTIONS**



Click into the folder that matches your search query or search by option

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



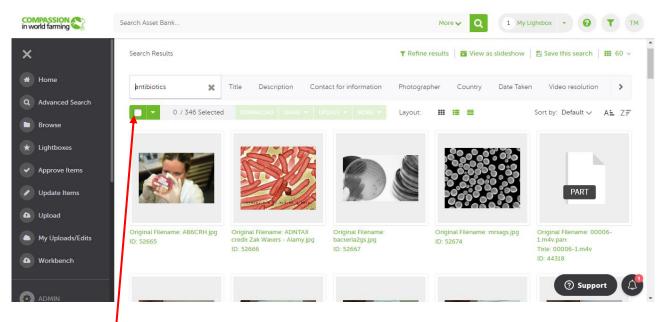
## **KEYWORD BROWSE**

Browsing by Keywords is the preferable option for Compassion users as Asset Bank has been set to search by Keywords first.

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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.

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# POPULARITY

Select any of th	e 4 options:						
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×	Browse						
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Browse  Lightboxes	Most viewed items     Most downloaded items     Least viewed items     Least downloaded items						
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My Uploads/Edits							
Workbench	-						
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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**

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	If you are not able to unzip zip files then please return to the previous p	age and download the items individually.	
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	Send this file in an email		
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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

52665			
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File Format:	JPEG		
File Size:	10.28 MB		
Size:	5608 (w) x 3739 (h) pixels		

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.

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To perform an Advanced download, click on the Advanced download tab

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Home	Send this file in an email		
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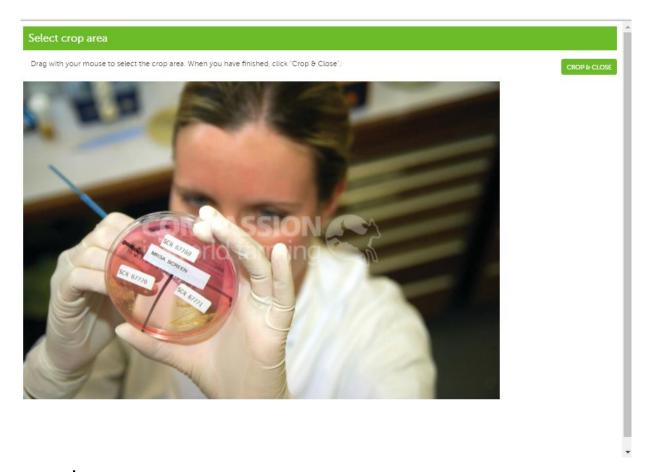
Select a particular format to download JPEG, GIF, PNG, TIFF

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

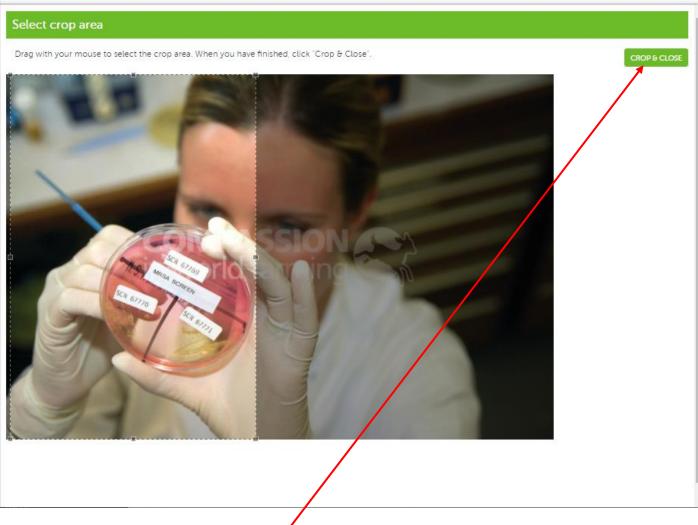
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# **CROPPING ASSETS**

### Click Select crop area An image window will open

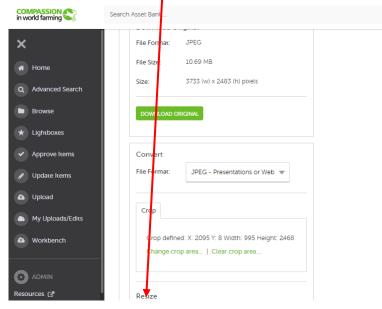


A cross + will appear on the image. Position the cross where you want the crop to start and slide the cross over the parts of the image you want to select.



Click CROP and CLOSE to confirm selected area /

### The Resize option is here



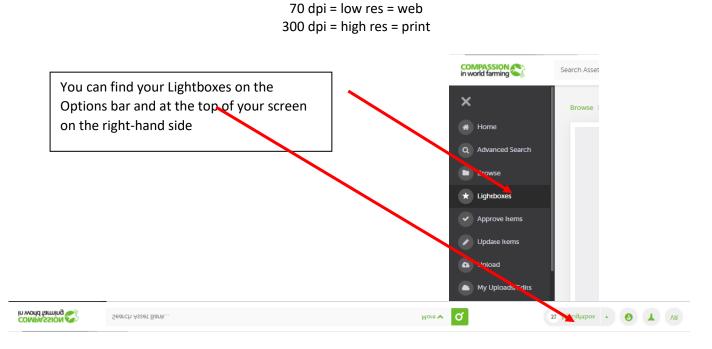
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Click on advanced options only if you need to rotate the image. Leave the JPEG Quality at default and Density at 0. At present, we do not have embedded metadata on our files but will in the future. If an image has a time stamp on it that you want to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

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sources 🗗				

# **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:

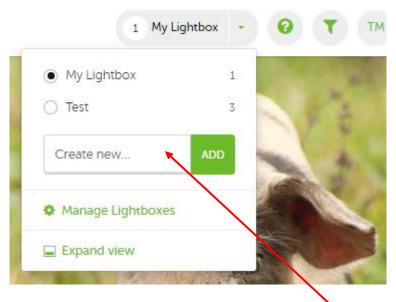


# **SETTING UP A LIGHTBOX**

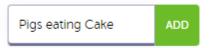
Click MY LIGHTBOX in filter bar at top of screen on right-hand side



### A dropdown menu will appear



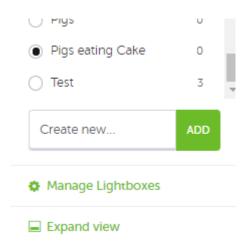
Enter name of new Lightbox in the Create new search bar and Click ADD



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

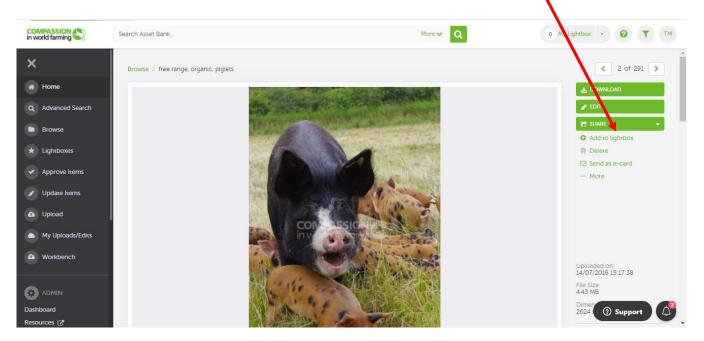
# ADD AN ASSET TO LIGHTBOX

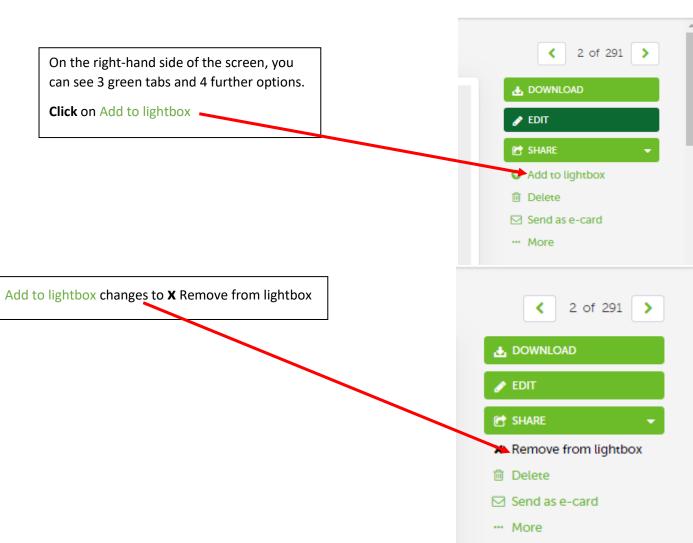
Click the circle to the left of the Lightbox name and a black inner circle should appear.



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,

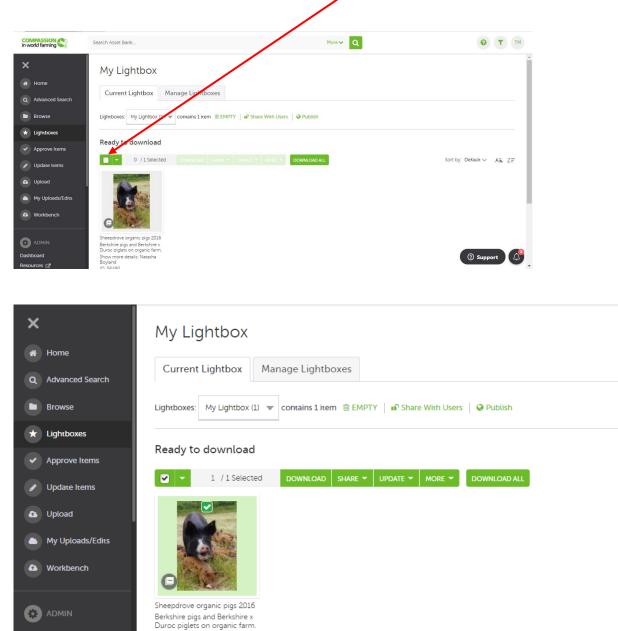




Can't see it?

# **DOWNLOADING AN ASSET**

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



# SHARE THE LIGHTBOX

Show more details: Natasha

Boyland

Dashboard

Resources 🗗

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.

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Asset Types Approve Users	Show more details: Natasha Boyland [D: 56480	
Users	10. JUHOU	
Groups		
Content	© Asset Bank 2021	Accessibility Statement Terms & Conditions Privacy Policy About Contact Us
Reports		
Download Options		

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

Lightbox	kes			
Current Lig	htbox Manage Lig	htboxes		
	xes allows other registered htboxes or publish it.)	users access 1	to this Lightbo	xes to view and optionally edit it. (If you want to share this Lightboxes with external people then you can use the share
Name	Email Address	Can edit?	Actions	
Richards, Vickie	vickie.richards@ciwf.org	no	[remove]	
Remove all users	Add more users »			

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



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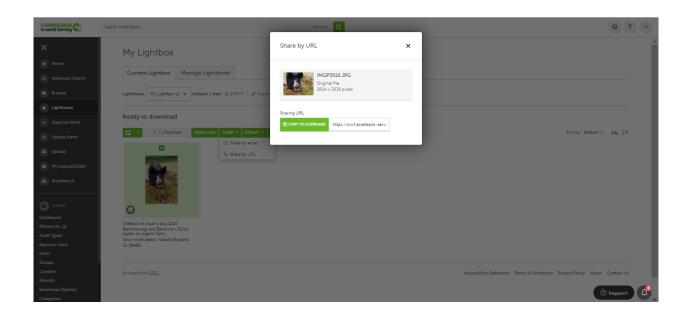
# There are two options for sharing: share by email and share by URL

# **SHARE BY EMAIL**

# Click on Share by email

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Approve Items	Ready to download	Email to:	
Update Items     Upload	1 /1 Selected DOWNLOAD SHARE - UPDATE -      Share by email	Separate multiple email addresses with a comma. Message (optional):	Sort by: Default ∨ Al≞ Z₹
My Uploads/Edits     Workbench	Share by URL		
ADMIN Dashboard	0	SEND Cancel	
Resources 🖉 Asset Types	Sheepdrove organic pigs 2016 Berkshire pig and Berkshire X Duroc piglists on organic fram. Show more details: Natasha Boyland		
Approve Users Users Groups	ID: 56480		
Content Reports	© Asset Bank 2021		Accessibility Statement Terms & Conditions Privacy Policy About Contact Us
Download Options Categories			() Support

## **SHARE BY URL**



Assets can be updated (in batches) here if there is new information to add to the files. Click on update

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Q Advanced Search	Current Lightbox Manage Lightboxes		
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Resources ট্রা Asset Types Approve Users	Sheepdrove organic pigs 2016 Berkshire pigs and Berkshire a Duroc piglets on organic farm. Show more details: Natasha Boyland ID: 55480		
Users Groups Content	© Asset Bank 2021		Accessibility Statement Terms & Conditions Privacy Policy About Contact Us
Reports Download Options	© Asset bank 2021		Accessionity statement terms of Conditions Privacy Policy About Contact Us

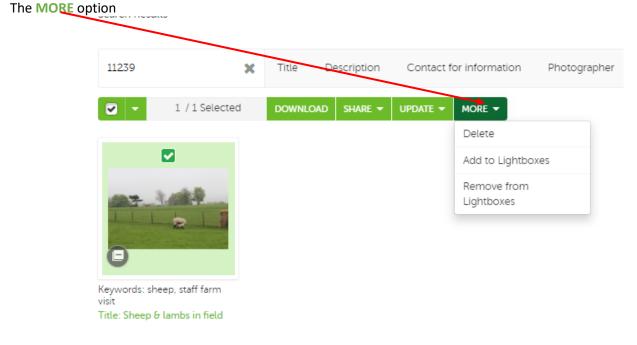
Assets can be updated by batch or by bulk. Batching assets means that they are selected in Asset Bank by some common feature in the metadata (photographen country) and then each file is changed individually. Bulking updates apply changes to all selected files at once – the same change is made on all the files.

# **EDIT ASSETS**

Assets can also be edited from here. Click on edit in uploader, select asset and a simple metadata page appears

Edit metadata			×
	* Indicates required † Indicates field requ	field. uired for item to be considered complete.	*
	Title: *	Sheep & lambs in field	
11 × 1	Description:		
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SWE Cancel			0 / 3

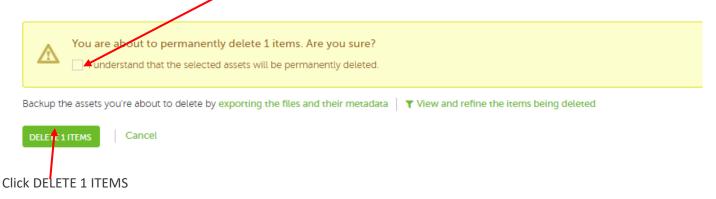
Any edits here apply to the asset in the Lightbox only. The asset in Asset Bank retains the original metadata.



# **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



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

✓     1 / 1 Selected     DOWNLOAD     SHARE ▼     UPDATE ▼     MORE ▼       ✓     ✓     ✓     ✓     Delete       Add to Lightboxes     Remove from	11239	X Title	Description	Contact for in	nformation	Photographer
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Remove from				Ac	dd to Lightbo	xes 💦
Lightboxes						

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

# **MANAGE LIGHTBOXES**

Click on the Manage Lightboxes tab

ming	Search Asset Bank					More 🗸	Q					0 7	
	Manage Ligh	ntboxes											
	Current Lightbox	Manage Lightboxes											
ced Search	Current Eightbox	Manage Lightboxes											
se .	Here you may add, remove	e, rename and reorder Lightbo	oxes. You ca	n also share	your Lightboxe	s with other user	5.						
	Note, when you only have	one Lightboxes it will appear	as "My Light	tbox". You n	nay rename it if y	ou wish any shar	ring users to see	e a different	name.				
oxes		o		#		Last							
e Items	Name	Owned by	Editable	Sharing	Created	modified	Published?	Actions					
ems	II My Lightbox (31)	You	Yes	0	11/12/2017 12:54:50	17/10/2019 14:55:49	No	[edit]	[copy]	[delete]	[share with users]	[publish]	
	Images for Josie	You	Yes		11/01/2018	11/01/2018	No	[edit]	I and	fatata at	[share with	[multiple]	
	Collins (7)	YOU	res	1	10:54:01	13:27:16	NO	[edit]	[copy]	[delete]	users]	[publish]	
lite				_	18/01/2018	18/01/2018	No	[edit]	[copy]	[delete]	[share with	[publish]	
/ Luita										[delete]		(publish)	
	Images for Ali (25)	You	Yes	2	11:21:44	11:35:22	NO				users]		
						07/02/2018				[delevel	[share	[autoliate]	
ads/Edits nch	Images for Ali (25)	You	Yes	0	11:21:44		No	[edit]	[copy]	[delete]		[publish]	
					11:21:44	07/02/2018				[delete]	[share with	(publish)	

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

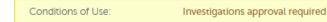
Enter the c	letail	s here						
Click RUBL	ISH N	лү LIGHТВОХ						
COMPASSION	Search A	Asset Bank		More 🗸 📿 🕻	l			0 T m
Home     Home     Advanced Search     Browse     Lightboxes     Jupidate Items     Upidate Items     Upidate     My Upioadul/Edits     Workbench     G ADMIN		Publish: My Lightbox	Part and protect your L dd/mm/yyyy	sible page show can share with anyone. Ightboxes (optional) apire.	*			
Dashboard Resources (2 Asset Types Approve Users Users Content Reports Download Options Categories		© Asset Bank 2021				Accessibility Statement	Terms & Conditions Privacy Pol	icy About Contact Us

# **APPROVING ASSETS**

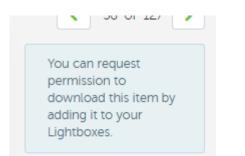
# **REQUESTING APPROVAL**

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



On the right-hand side of your screen, you will see a blue square box



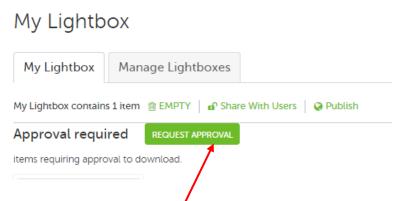
Click Add to Lightbox underneath the blue box

Add to lightbox

Go to My Lightbox at the top of your screen



Select Lightbox that contains this asset and this page will appear



### 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**

Approve

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

browse     Lightboxes     Approve Items     Update Items Select VIEW			
Approve Items			
Uploads (0) Edits (0)	Download	45 (61)	
Approve items for down	load		
The following users have submitted	l items for down	load approval:	
Name:	Date:	Organisation:	
💄 elena artico	08/11/2019	ciwf	[view]
💄 Lucille Bellegarde	06/01/2020	-	[view]

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

COMPASSION	Search Asset Bank	More 🗸 🛛 Q	1 My Lightbox 🔹 😧 🝸 TM
×	Approve Items	-	
Home			
Q Advanced Search	Approval requests from Federica & Leonardo Select Approval Status "Unapproved to reject the reque	st, or "Approved" to approve it. Optionally you may add a message to the user when approving or rejecting the req	juest.
Browse			
* Lightboxes	Action:	Skip 💌 📉	
Approve Items	Approval type:	Standard download request	
Update Items	Intended Usage:	$\sim$	
0 Upload	Message from the user:	to use in a TV program to go on air tomorrow evening. A semaria gave an interview today. They need goo	d examples of farms to
My Uploads/Edits	-	make the comparison with images coming from our pigs and trivis investigations	
Workbench	Your message to the user		
admin Dashboard Resources (2* Asset Types	Approval expires on:	Beave blank for the default of 30 days)	
Approve Users			
Users Groups Content	SUBMIT   Cancel		() Support
Skip	Your sci	reen 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:	i	(leave blank for the default of 30 days)
Select SUBMIT at the end of t	he page	



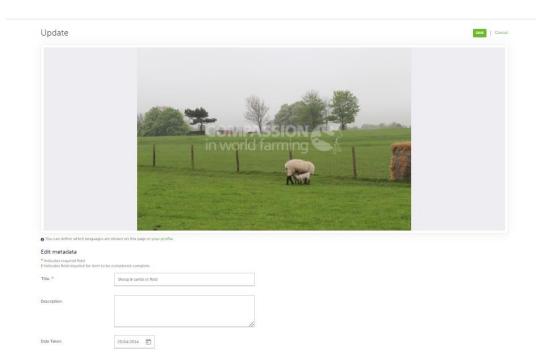
# **UPDATE ASSETS**

# **SIMPLE UPDATE/EDIT**

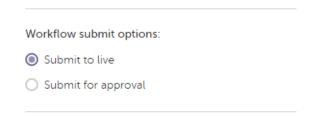
Select asset in world farming More 🗸 🔍 Search Asset Bank... Categories > Animals > Sheep > Place Farm UK 2014 (30 items) Place Farm UK 2014 Home No. # Q Advanced Search Browse 2 min Lightboxes Videos 2 Approve Items Update Items Q Title Description Contact for information Photographer Cour Iter these items... D Upload - 1/30 Selected DOWNLOAD SHARE - UPDATE - MORE -My Uploads/Edits 0 Workbench Dashboard Resources 🖉 Asset Types Approve Users 112 11239 Sheep & lambs in field 11238 11237 Users Sheep & lambs in field Sheep & lambs in field She Key staff farm visit taff farm visit aff farm visit Groups

Click on EDIT on the right-hand side Search Asset Bank... More 🗙 🔍 1 My Lightbox + 😧 🝸 TM in world farming < 1 of 30 > Browse > sheep, staff farm visit Home A DOWNLOAD 📌 EDIT Q Advanced Search SHARE Browse O Add to lightbox \* Delete Send as e-card More Update Items . Upload GION CON AL in world farming 0 Uploaded on: 09/05/2014 13:11:18 Nin File Size: 6.52 MB Dimensions: 5184 x 3456 pixels ± 1 ⑦ Support

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.

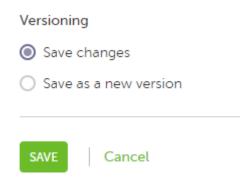


At the bottom of the page is the Workflow option. Select Submit to live if you are authorized to make these changes. Select Submit for approval if the file needs to be authorized by a designated approver.



### 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

COMPASSION (Sin world farming	Search Asset Bank			More 🗸 🛛 🔍		31 My Lightbox	• •	•	VR
<ul> <li>Home</li> <li>Advanced Search</li> <li>Browse</li> <li>Lightboxes</li> <li>Approve Items</li> <li>Update Items</li> <li>Upload</li> </ul>	Update Items Batch Update Built U Update a group of asset The batch update feature enables if another user has started batch Each batch is limited to 500 tems You currently do nor haw a batch Start a new batch update	s, one at a time you to search for items and update then you will not se – once you have finished u	ee the items that are in the	ir batch, to stop you from updating	; the same item.				
My Uploads/Edits My Uploads/Edits Workbench Control ADMIN Resources Control Categories	Please note that you can only run	one Batch Update or Bulk L	Update operation at once.		he batch so that they car tement Terms & Condi				- Js

We are taken to the attribute page where we can enter the specific information that will selects the files we want.

in world farming			31 My Lightbox 🔹 😧 🝸 VR
×	Batch Update	e	
# Home	Specify the criteria for the in	tems that will be included in the batch using the form below.	
Q Advanced Search	Alternatively, you can use y	-	Use the search builder »
Browse	Please also see	our boolean search options and other search tips	
★ Lightboxes			
<ul> <li>Approve Items</li> </ul>	Keyword search:	1	
Update Items		Attributes & file content     Attributes only	
Upload		File content only	
My Uploads/Edits	ID:		
Workbench	Title:		
	Format:	[any] 👻	
Categories	Description:		4

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

# Batch Update Finished

You have finished updating the items in your batch.

Start a new batch update »

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

I four here assets locked for a Banch Updare I four here assets locked for a Banch Updare Update Items Update Items Batch Update Bulk Update Bulk Update Update a group of assets, all at once The bulk update feature enable you to create a batch of items and then update their metadata in bulk using specified values. Vocurrently do not have a luk update in progress. Start a new bulk update in Provide thems Workbench Approve Items A	in world farming	Search Asset Bank	More 🗸 🛛 🔍	31 My Lightbox + 😧 🝸 VR
Advanced Search Borove Update Terms Bulk Update in roopen Update a group of asses, all at once The bulk update feature enable you to create a batch of Items and then update their metadats in bulk using specified values. You currently do not thive a line update in progress. Update terms Update terms Update terms Presse note that you can only run one Batch Update or Bulk Update operation at once. These functions lock the Items in the batch so that they cannot be used in another user's batch. Resse Bank 2021 Accessibility Statements Terms & Conditions Privacy Policy About Consact	×	• You have assets locked for a Batch Update		
Browse   Browse   Lightboxs   Approve herms   Update a group of assests, all at once   The bulk update feature enabler you to create a batch of flams and then update their metadata in bulk using specified values.   Vupdate herms   Update herms   Update   Update   My Uploads/Edits   My Uploads/Edits   Vorkbench   Assest Bank 2021   Accessibility Statemens   Terms b Conditions   Privacy Policy		Update Items		
Lightboxes       Update a group of asses, all at once         Approve items       The bulk update feature endow you to create a batch of items and then update their metadata in bulk using specified values.         Update items       Update items         Update items       Feature and with update in progress.         Update items       Feature endow you to create a batch of items and then update their metadata in bulk using specified values.         Update items       Feature endow you to create a batch of items and then update their metadata in bulk using specified values.         Update items       Feature endow you to create a batch of items and then update item in the batch so that they cannot be used in another user's batch.         Upload       Feature endow you can only run one Batch Update operation at once. These functions lock the items in the batch so that they cannot be used in another user's batch.         Workbench       e Assee Bank 2021       Accessibility Statements. Terms & Conditions.         Active       Conditions       Privacy Policy. About. Consact		Batch Update Bulk Update		
Update trens       Start a new bulk update is start and the update operation at once. These functions lock the items in the batch so that they cannot be used in another user's batch.         My Upload/Edits       Reese note that you can only run one Batch Update operation at once. These functions lock the items in the batch so that they cannot be used in another user's batch.         Workbench       Asset Bank 2021         Accessibility Statement: Terms & Conditions       Privacy Policy: About: Consact	★ Lightboxes		items and then update their metadata in bulk using specified values.	
Update items Update items Update items Update items Update items In the batch so that they cannot be used in another user's batch Rease note that you can only run one Batch Update or Bulk Update operation at once. These functions lock the items in the batch so that they cannot be used in another user's batch Rease note that you can only run one Batch Update or Bulk Update operation at once. These functions lock the items in the batch so that they cannot be used in another user's batch Accessibility Statement. Terms & Conditions. Privacy Policy. About: Connact Accessibility Statement. Terms & Conditions. Privacy Policy. About: Connact Accessibility Statement. Terms & Conditions. Privacy Policy. About: Connact	<ul> <li>Approve Items</li> </ul>			
My Uploads/Edits     My Uploads/Edits     My Uploads/Edits     Morkbench     Asset Bank 2021     Accessibility Statements     Terms & Conditions     Privacy Policy     About     Connact	Update Items	Start a new bulk update »		
Workberch     O Asset Bank 2021     Accessibility Statement Terms & Conditions Privacy Policy About Contact     Accessibility Statement Terms & Conditions Privacy Policy About Contact	D Upload			
ADMIN     ADMIN	My Uploads/Edits	Please note that you can only run one Batch Update or B	Bulk Update operation at once. These functions lock the Items in the batch	so that they cannot be used in another user's batch.
	Workbench	© Asset Bank 2021	Accessibility Statement	Terms & Conditions Privacy Policy About Contact Us
sources //	- ssources 🗗	1		

Optoad session in pre	ogress. Note, any changes will be lost il you log out.
Bulk Updat	e: Create Batch Using Search
Specify the criteria for t	he items that will be included in the batch using the form below.
Please also s	see our boolean search options and other search tips
Keyword search:	1
	Attributes & file content
	Attributes only
	File content only

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 >>

### Enter new information on page

Bulk Update	: Run an Update		
There are 15 items for upd	ate in your batch. Please enter the metad	ata below for the fields that you want to update in bulk.	
Enter Metadata			
For each attribute that you unless the corresponding (		ther replace or append the current value, then fill in the new value in the	e right-hand column. Attributes will not be updated
Please note that if replace	is selected and the attribute has a blank fi	eld value in the right-hand column, then the attribute value will be set t	o empty on all items in the batch.
Title:	- Skip - 💌		
	- No delimiter - 💌		
Date Taken:	- Skip - 💌	dd/mm/yyyy	
Categories		NAN ARIS. I SELECTOR	

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**

in world farming Search Asset Bank. 31 My Lightbox + 😧 🕇 VR You have 4 unsubmitted items × Home Q Advanced Search Browse END THE ★ Lightboxes CAGE AGE 🖉 Update Items D Upload My Uploads/Edits Workbench Browse Categories (A) 

From the Home page, select 'Upload' on the grey panel on the left-hand side of the screep

### This takes you to the 'Upload' page

in world farming	Search Asset Bank		More 🗸 🔍	31 My Lightbox 👻	0 T	VR
Home	Upload					
Q Advanced Search						
Browse						
Approve Items						
Update Items						
Upload		Drag and drop files here	to upload, or			
My Uploads/Edits						
Workbench						
ADMIN Resources 🗗	ADD FILES					
Categories	NEXT Cancel					4
	• <del></del>					-

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
	Iamb, Belmont Farm, outdoors, happy, Spring, UK
Keywords	
Country	× - Please select-
Conditions of Use	Rease 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	

in world farming	Search Asset Bank	More 🗸 🔍	31 My Lightbox • 😧 🝸 VR
×	Upload Success		
<ul><li>Home</li><li>Q Advanced Search</li></ul>	✓ Your file has been added, with an ID of 81970. View this item Upload	more items	
<ul> <li>Browse</li> <li>Lightboxes</li> </ul>	© Asset Bank 2021	Accessibility Statement	Terms & Conditions Privacy Policy About Contact Us
Approve Items			
<ul> <li>Update items</li> <li>Upload</li> </ul>			
My Uploads/Edits			
Resources 🗗 Categories			(Å

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 ∨ Q

 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'

pigs ea	ating cabbage ca	ke				More 🗸	
2		et by clickir	-				
3			ght hand sid	e of page			
4	. Click <b>dow</b>	nload origi	nal				
					 	 -	
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ding a	n asset wher	 n I know the	ID '70035'		 	 -	
ding a 1			<i>ID '70035'</i> search bar ''	70035'	 	 -	
1	. Enter sea			70035'	 	 -	
_	. Enter sea			70035'	 	 More 🗸	
1	. Enter sea		search bar '	70035'		 More 🗸	
1	. Enter sea . Select ass	rch term in et by clickir	search bar '			More 🗸	
1 70035 2	<ul> <li>Enter sea</li> <li>Select ass</li> <li>Click dow</li> </ul>	rch term in et by clickir	search bar " ng on it ght hand sid			More 🗸	

### Downloading assets

Cropping image before downloading

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

Crop		
Crop	o undefined	
Sele	ct 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 CROP & CLOSE

### 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

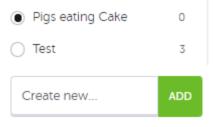


3. Click on green triangle to the right of MY LIGHTBOX in filter bar at top of screen on right-hand side



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 Q
Click on MORE		
Select: Attributes	only	
Attributes & file	content 🔿 Attributes only 🔿 File content only	
Format:	Any 💌	
Keywords:		+
Include previou	is versions?	
SEARCH Advar	iced 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,	Less intensive farming, slower	Outdoors, areas to move about
infections, antibiotic use	growing breeds, good feed, more	in, slow growing breeds, no
	space – still indoors	antibiotics, clean air, food to
		peck,

### Egg Laying Hens

Poor	Improving	Good
Squashed, cages, inhibited	Enriched cage, perches,	Outdoors, areas to find shade,
natural behaviours	scratching post, nest boxes	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

*		eßeneß	indoors															
~		Intensive farming	Fast growing	Antibiotics														
¢Ç		cages	indoors															
		indoors										-						
<b>ا</b> لی ا										M				0				
Į	POOR PRACTICE	Gestation stalls	Sow stalls	Hard floors	overcrowding	tail biting	bar biting	agitation	aggression	PROVING PRA		BEHAVIOUF		OPTIMAL PRACTICE		BEHAVIOURS		
Ş	ĪĊĒ									ACTICE		JRS		CTICE		ŝ		
\$																		
æ																-		
Ţ		Over farming											+					