Administrator guide for King's Image Library

1. Adding a new user

1.1. New user requests can come from a variety of sources but the most frequent will be:

- A request put in via the IT Service Desk
- A request made via digital-archive@kcl.ac.uk (which the Information Management team manage)
- A user's self-registration request via the Image Library itself

1.2. Self-registration is a popular method of requesting access to the Image Library. To view all self-registration requests, click on *'Administration'* and then '*User Registrations'*, which will display all requests and the date access was requested. When a user self-registers (via the *'Register'* link on the Celum landing page) there are some mandatory fields he/she needs to complete:

- Last Name
- Email
- Username
- Password
- Password confirmation

1.3. The administrator will need to create an account for the new user. If any information is missing the administrator can email the user or use the address book in Microsoft Outlook to source the information. The following details are required:

- First Name
- Last Name
- King's ID
- King's email address

1.4. If it is clear the user is from a department that is represented by a user group of the Image Library, the administrator should add the user to their department user group. However, if it is unclear, the user should not be added to any additional groups; a user can always request further access if needed.

1.5. Once the above information has been received, the administrator is able to create an account.

2. Creating a user account

2.1.
- In main interface, select *'Administration'* and then *'Administrate Users'*
- *'User Manager'* box appears; click on *'New User'*

- A new window appears and the first section to complete is the *'User information'*; enter the new users *'First name'*, *'Last name'* and *'E-mail'*
- Click *'Continue'* to *'Login data'* and enter a *'Username'* and *'Password'* and *'Password confirmation'* for the user. Select *'User has to change password on next login'* and de-select *'Privileged'*. Select a user *'Type'* (this will be *'Readonly'* in the majority of cases).

2.2. Click *'Continue'* to *'Usergroups'*. Every user is automatically added to the *'All users group'* which is a default usergroup created by Celum and gives the user the rights to browse the whole Image Library and download images from the *'Image Library'* folder(s).

2.2.1. If a user is part of a department that is represented in the usergroups and will need to download from their department folders, add them to the appropriate usergroup by clicking *'Add to group'* and selecting a group.

2.3. Click *'Continue'* to *'Download Formats'*. Select Original, Custom, Word, PowerPoint and Print formats by clicking on them and turning the small squares green, which grants permission to download in those formats. All other download formats should be denied (these should have a cross against them).*

2.4. Click *'Continue'* to *'Information Fields'* and select which fields the user will be able to see and edit. A read-only user should not be allowed to edit any metadata in the Library. If a read-only user has been put into a usergroup the information fields they are able to see is inherited from the information fields that are attached to the usergroup. In these cases the administrator does not need to set permissions on information fields as the system will do this automatically. However, if a user is only part of the default 'all users' group, the administrator will need to deny the user the right to edit the information fields by ensuring the 'edit' boxes are red-crossed.*

2.5. Click *'Continue'* to *'Permissions'* and select permissions for the user. Each basic user should be able to *'Change Password'*, *'View User and Group Details'*, *'View inactive objects'* and *'Create PIN codes'*.** See *'More Information'* for guidance on permissions

2.6. Click *'Finish'* and the user account is created.

*If a user has been added to any additional usergroups, you will not need to make any changes in the download formats or information field sections, as the user will automatically inherit the user group's permissions. You can tell whether permission has been inherited as the small square will be grey.

**If you are adding a user who will be an editor in the image library, you will also need to allow them the permission to *'Create object collections'*.

2.7. You should then email the user their account information. The following templates should be used when sending an email;

2.8.   Confirmation email template for basic read-only user access to Image Library

Dear XXX

An account has been set up for you to access the King's Image Library (Celum), available at http://digitalassets.kcl.ac.uk.

Username: (King's ID)

Password: For security purposes, please change this password once you have logged onto the system for the first time.

A help manual is available. Once you are logged into the main interface, click on the '?' icon on the top toolbar, select 'help' from the drop down menu and then select 'manual English'.

You have rights to download any images from the Image Library folder in Celum which covers all the copyright free images.

You also have access to view all images within departmental folders. Many images are rights managed, however, so you will not be able to download images from other departments without permission from that department.

We are still working on an audit to move items across to the public Image Library folder

If you are unable to identify ownership of an image, e-mail digital.archive@kcl.ac.uk for assistance.

Kind Regards

2.9.   Confirmation email template for basic read-only + department user access to Image Library

Dear xxx

An account has been set up for you to access the King's Image Library (Celum), available at http://digitalassets.kcl.ac.uk

Username: (King's ID)

Password: For security purposes, please change this password once you have logged onto the system for the first time.

A help manual is available. Once you are logged into the main interface, click on the '?' icon on the top toolbar, select 'help' from the drop down menu and then select 'manual English'

You have rights to download any images from the Image Library folder in Celum which covers all the copyright free images and images from the xxx department folders.

You also have access to view all images within other departmental folders. Many images are rights managed, however, so you will not be able to download images from other departments without permission from that department.

We are still working on an audit to move items across to the public Image Library folder

If you are unable to identify the ownership of the image, e-mail digital.archive@kcl.ac.uk for assistance.

Kind Regards

2.10.   Guidelines for usernames and passwords

The following formats are to be used when adding new users to Celum:

- For all King's employees their King's ID will be their username
- For approved external users (i.e. designers) their username will be their email address
- The default password is surname500, which they will be required to change once logged on for the first time
- The password needs to be at least 4 characters in length

2.11. Forgotten passwords

If a user has forgotten their password, you can generate a new one as follows;

- In main interface, select *'Administration'* and then *'Administrate Users'*
- *'User Manager'* box appears; right click on selected user
- Choose *'Edit'* from menu
- Select *'Login data'* section from window that appears
- Click on password fields and reset password
- The password needs to be at least 4 characters in length
- Click *'Finish'* to save changes
- Email user and notify of new password

3. Creating a new usergroup and changing structure of image library

3.1. Adding a new usergroup (if necessary)
- In main Image Library interface click on *'Administrate Users'*
- Click on *'New usergroup'* button in *'User Manager'* pop-up window
- Give a name to the new usergroup (example: Public Relations)
- Click on *'User groups'*. If new usergroup is top-level usergroup, do not add to another usergroup. If new usergroup is a child of another usergroup, select parent usergroup by clicking on *'Add to group'*
- Click onto next step, *'Download Formats'* and select all formats
- Click onto *'Information Fields'* and deny the following fields;
    - Corporate Name
    - Personal Name
    - Archive Reference
    - Information Type
    - Item Type
    - Title
- Allow the following information fields for the usergroup;
    - Image Rights
    - Original Copyright
- Click onto *'Permissions'* and select the following permissions;
    - Change password
    - View User & group details
    - View inactive objects
    - Create object collections
    - Create pin codes
    - Gallery export
- Do not allow the following permissions;
    - Edit inactive objects

- Click *'Finish'*

3.2. Adding People to the newly created usergroup
- In main Image Library interface click on *'Administrate Users'*
- *'User Manager'* window pops up
- Right click on user
- Select *'Edit'*
- When user window pops up, select *'User groups'* tab
- Click *'Add to group'*
- Select new usergroup for user
- Click *'Finish'* to save changes

3.3. Folder Structure alterations, if necessary (Public Relations example)
- Expand *'Teams and Departments'* in folder structure
- Right click on *'Public Relations'*
- Click *'Edit Folder'*
- Select *'Path'*
- Click on *'Create at root level'* button next to *'Lookup'* bar – this takes Public Relations out of Teams and Departments as a sub-folder and creates it as a top level folder.
- Select *'Permissions'*
- Add *'All users'* usergroup to PR folder and give following rights;
  - View folder content
  - View object details
- Add *'Public Relations'* usergroup to PR folder and give following rights;
  - View folder content
  - Create subfolders
  - Upload objects in folder
  - Edit folder
  - Delete Folder
  - View object details
  - Download object
  - Edit object properties
  - Delete object
  - Launch image editor
- Click *'Save'*

4. Information Fields

As an administrator you are able to add or edit an information field. When in the main interface, click on *'Administration'* and select *'Information Fields'*.

A new window will appear which will display all current information fields in the Image Library, with various icons to the left of the fields;

4.1. Meanings of icons

- The green 'up' and 'down' arrows enable you to order the information fields as required.
- The 'pencil' icon enables you to edit the information field
- The 'trash bin' icon enables you delete the information field

- Next are the icons which determine the format of the information field – the 'box with letters' determines it is a free text field; the 'clock' symbol means it is a date field; the 'box with an arrow' means it is a drop down choice.
- The 'document with eye' icon means the information field is visible in the overview of the object.
- The 'Pin' icon means the information field is visible in pin download
- The 'magnifying glass' icon means the information field is visible as a search parameter
- The 'printer with eye' icon means the information field is visible in print view

4.2.   Creating a new information field

4.2.1. There is a bar across the top of the '*Information Fields*' window that allows you to create information fields. There are five different types of information field to create; '*text*', '*number*', '*date*', '*checkbox*' and '*dropdown*'.

4.2.2. Click on the type of information field you wish to create and another window will open where you can create the new field.

4.2.3. First enter the name of the new information field (this is a required field)

4.2.4. Next customise how and where you want the information field to be displayed; you can select if it's '*Multiline*'; '*Required*'; '*Visible in print overview*'; '*Visible in PIN download*'; '*Visible as a search parameter*'; '*Visible in print view*'.

4.2.5. Next select the permissions to determine whether you would like the information field to be viewable or editable to all users

4.2.6. The '*User information*' and '*Editor information*' fields allow you to explain in more detail about the information field. This information will appear as a blue '?' symbol next to the information field and the additional information will be displayed by hovering on the '?' symbol.

4.2.7. Click '*Save*' and the information field has been created.

5.   Download Formats

As an administrator you are able to add or edit a download format. When in the main interface, click on '*Administration*' and select '*Download Formats*'.

A new window will appear which will display all current download formats in the Image Library, with various icons to the left of the fields.

5.1.   Meanings of icons

- The green 'up' and 'down' arrows enable you to order the information fields as required.
- The 'pencil' icon enables you to edit the information field
- The 'trash bin' icon enables you delete the information field

5.2.   Creating a new download format

There is a bar across the top of the *'Download formats'* window that allows you to create a new download format.

- Click on *'New download format'* and another window will open where you can create the new format.

- First enter the name of the new download format (this is a required field)

- Select an icon to represent the new format

- Choose to disable or enable three different *'Download options'* which are;
  - Available for PIN download by default
  - Use working file for conversion if available
  - Resample image

- Click *'Continue'* at the top of the window or select *'2. Properties'* on the left hand side of the window.

- You are able to leave the top box as it is with the information it already has entered. However, you can alter the *'Quality in %'* and specify *'DPI'* if necessary.

- **Document properties section** – select *'Document as Original'*

- **Video properties section** – select *'Video as Original'*

- **Audio properties section** – select *'Audio as Original'*

- Click *'Continue'* at the top of the window or select *'3. Target Sizes'* on the left hand side of the window.

- Select a target size for your new download format. If the correct target size isn't available you can create a new target size (you will need to create a new target size <u>before</u> you create the new download format if you require a different target size to the ones listed. See below for guidance on how to create a new target size).

- Click *'Finish'* and the new download format has been created.

6. Creating a new target size

6.1. When in the main interface, click on *'Administration'* and select *'Target Size'*.

6.2. A new window will appear which will display all current target sizes. Select *'New'* in the top left hand corner and another window will open where you can create the new target size.

6.3. First enter the name of the new target size (this is a required field)

6.4. Specify the *'unit'* (**cm**, **inch** or **pixel**)

6.5. Specify the *'Width'* and *'Height'* of the new target size

6.6. You have the option of selecting which download format it applies to. However if you are creating a new download format, you don't need to select from the list.

6.7. Click *'Save'* and the new target size has been saved.

7. System Tasks

In main interface, select *'Administration'* and then *'System Tasks'*

- **Import Tasks**: This is another upload to the system
- **Notifications**: This gives details of which folders in the Image Library have subscriptions set on them. Individual users have the ability to set a subscription on a folder to be notified when any changes occur.
- **General Tasks** → check thesaurus state of all documents; this task checks all keywords and enables parent keywords if necessary.
- **Preview Generation**: This section helps you to manage all aspects of previewing images in the Library. The application will only try to preview an image three times.
- **Search index**: Here you are able to manage and optimise searches performed on assets, folders, keywords and object collections individually. The index should always be updated. The '*Recreate search index*' takes roughly two hours to re-generate and with the clean-up, old files are deleted.
- **System**: The '*ACL Repair Task*' runs every five minutes automatically. The '*Delete unused temporary files*' is cleared daily. This is the area where files that are downloaded are stored locally.

8. Admin Utilities

In main interface, select *'Administration'* and then *'Admin Utilities'*

- **Active Sessions**: Allows you to see the number of users who currently have active sessions in the Image Library. Useful for if the TomCat needs to be restarted, so you can try and minimise levels of disruption.
- **File Processing Status**: Allows you to see what is being uploaded to the Image Library, how long it has taken and how long you have to wait for a preview generation
- **Preview Generation Stats**: Records failed object previews (the file will still exist on the system but with no preview).
- **Regenerate thumbs and previews**: You can select a certain asset to regenerate.
- **Conversion cache stats**: Statistics given on how many downloads are in the cache (when a file is downloaded in a certain format, a copy is stored in the cache, meaning if another user comes to download the same image, the application will check the cache first and retrieve it and re-use from there if it can).
- **Reset Graphic User Interface (GUI)**: This controls the layout of the interface seen when logged on. You are able to control an individual user's GUI and simply need their user ID.
- **Send Test Mail**: The Image Library has no mail server configured in Celum, meaning no emails can be generated and sent to users

- **System Checks**:
  - '*Medusa*' is the conversion engine.
  - The '*Ghostscript check*' is used for preview of pdf and esp files.
  - The '*Open Office check*' needs Ghostscript also.
  - The '*Flash Check*' only fails when Flash isn't installed on the server.
  - '*Lucene*' is the search engine which verifys keywords.
  - The '*User Import Check*' can assess whether LDAP is configured.
  - The '*MaxContainersOnSameLevel Check*' assesses the amount of containers on any one level through the application. Only 300 containers are allowed per level, as anymore than 300 creates performance issues for the application.
- **Cache Status**: Concerns how much memory is assigned to the TomCat. Currently it is 6GB with 2.7GB left.
- **Memory Status**: Can manually start a garbage collection if space is running low to clear out temporary files. The garbage collection runs all the time in the background.
- **View Logfile**: IMS log created every day detailing all errors that occurred on the system. If an error occurs, you can download a section and send to the support portal so they can see the exact problem.
- **View errors**: Can view specific errors on a daily basis.
- **Image Library performance test**: Currently running at 3 thread count, which is the number of image conversions started – if application is moved to dedicated server, can move up to a 5 thread count.
- **Find Pin Code**: Function to find lost pin codes.
- **Configuration Editor**: If you alter things in the temporary area, they will be lost once the TomCat is restarted. **To customise things permanently in Celum we need the correct commands to enable us to do so.** From here you can configure password rules for users. The **Mail** section in the configuration editor allows the addition of a mail server address which will enable the system to email users.
- **Velocity Template Editor**: this is where it is possible to manage templates that are sent out from the application, including pin emails. The $ sign is the product name and can be altered to 'King's College London Image Library'. The # sign means any text that comes after the # should not be altered.
- **Resource Bundle Editor**: This allows you to change the title in the browser header (we changed this to King's College London Image Library). It is possible to customise all Celum default resource bundles.

9. Key details of Celum IMAGINE for King's College London (as at 17/08/2011):

Celum is a digital asset management system that stores master copies of the College's corporate images and videos

Version: 4.8.1

Build: 29983 (20110118)
License expiration: 30th September 2020

Administrator user licenses: 6

Editor licenses: 27

Read-only user licenses: unlimited

Maximum storage limit: unlimited

Contact details for Celum:
Support portal for logging faults - http://support.celum.com

Support email address – support@celum.com
http://www.celumimagine.com

This information can be accessed by an administrator by logging onto Celum, clicking on the '?' icon and clicking on '*About*'.

Celum is a windows based system and uses My SQL database and Tomcat.