Object collections and pin codes in the King's Image Library

1. Object collections

Object collections are essentially baskets where you can group images that are housed in different folders across the Image Library but are needed for specific purposes. There are two main ways to use object collections:

- An object collection entitled 'College History' will store images relevant to the history of the College. Images held in this collection could be stored across many folders within Celum, for example, the Archives folders, Marketing folders, PR folders or School folders. The actual physical home for the image hasn't changed, simply that the image exists virtually in the object collection.
- If a set of images are required by an external party, it is possible to group these images into an object collection, attach a pin code to this collection and allow external access to these images via the pin code.

1.1. Creating an object collection

Click on the brown suitcase icon, one of four icons on the left hand side of your screen. All object collections will appear in much the same structure as the folders appear.

Select where you would like your new object collection be located. Please note that only administrators can create 'top-level' object collections (i.e. Archives and Information Management, Public Object Collections), however editors have the permission to create object collections that sit underneath the top-level.
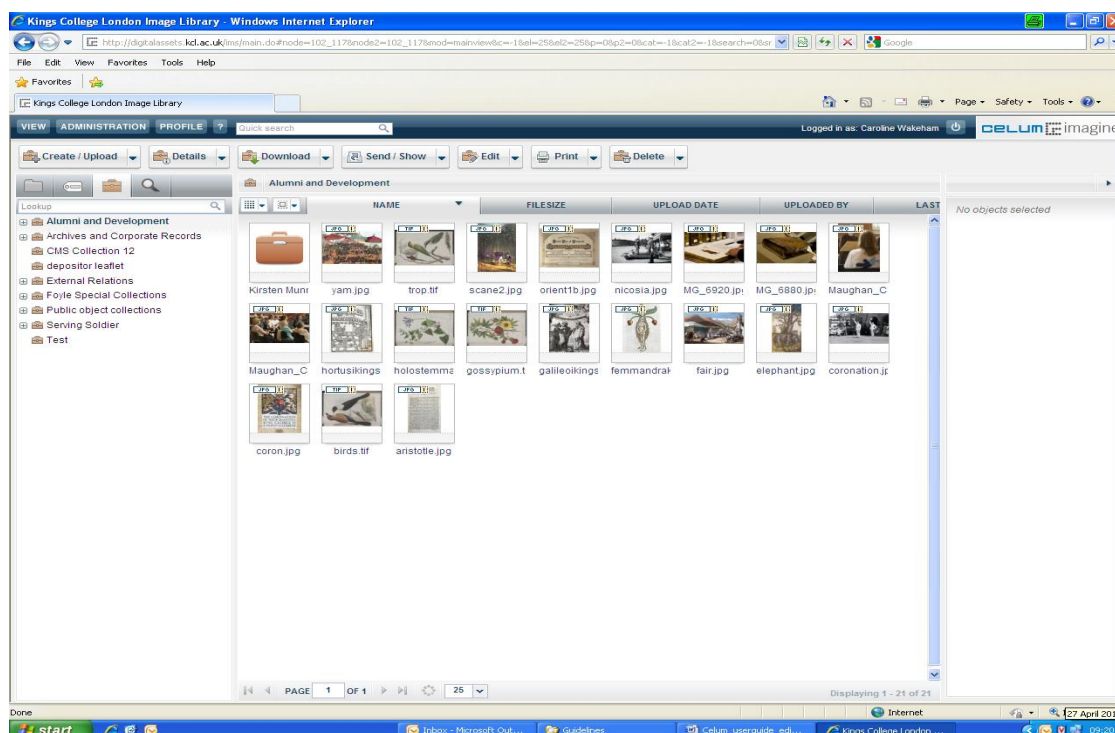
Fig. 1. Object collections in the image library

Right click on either the object collection you would like your new collection to sit under or, if you are creating a top-level collection, anywhere in the left hand menu. Select '*Create object collection*', or click on the main folder to highlight it and then use the '*Active Menu*' to select '*Create/Upload*' → '*Create object collection*'

A box will appear for you to enter the details of your new object collection
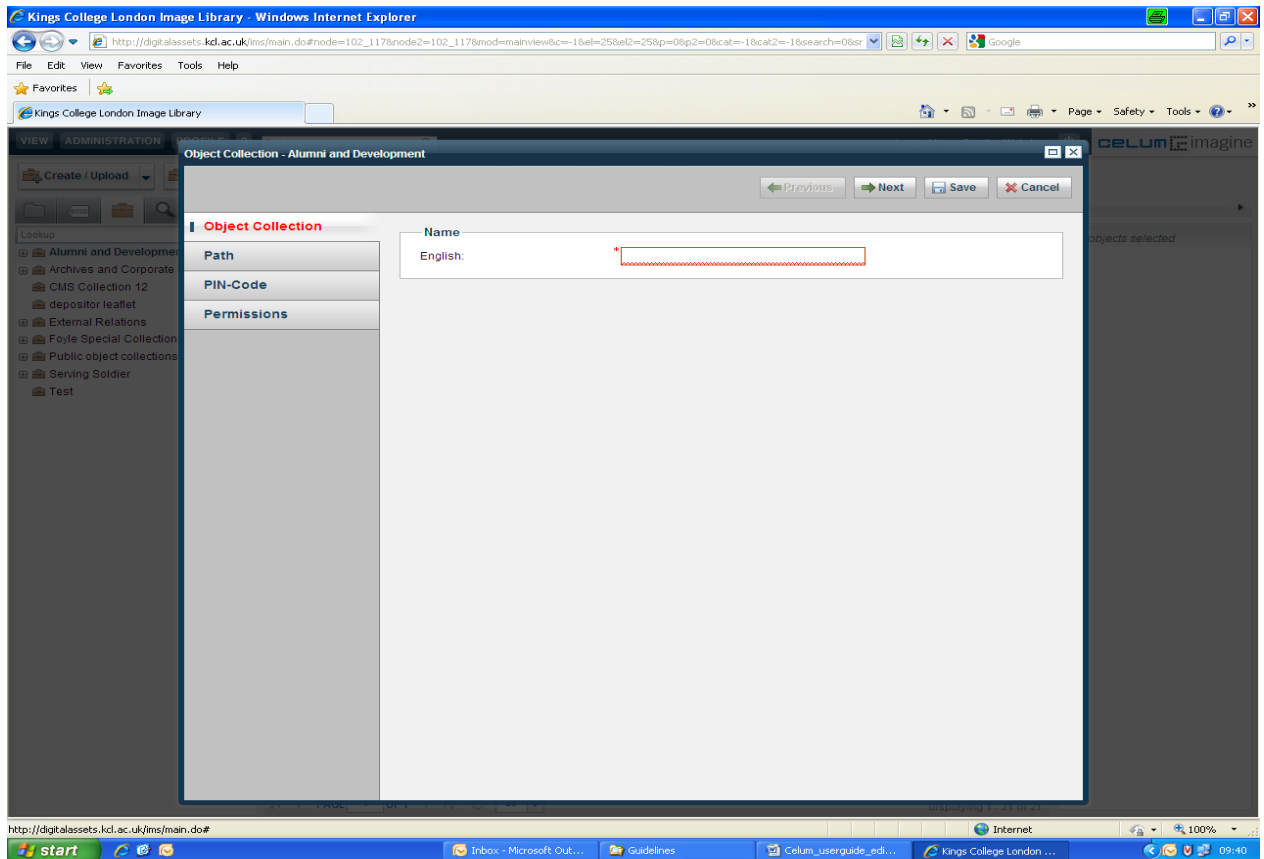

Fig. 2. Box that appears to complete details of new object collection

The first section '*Object Collection*' asks you to fill in the name of the object collection

Click '*Next*' and you will be able to confirm the '*Path*' of your new object collection. The top object collection that is highlighted in **bold** is the target object collection for your new object collection. If you decide your new object collection is to be a top level, then click the '*Create at root level*' icon.

Click '*Next*' and assign a pin code to your object collection. Once a pin code has been attached, a unique 5 character pin is created. This can be shared with other users or you can email a hyperlink for the object collection, allowing other users access to your images.
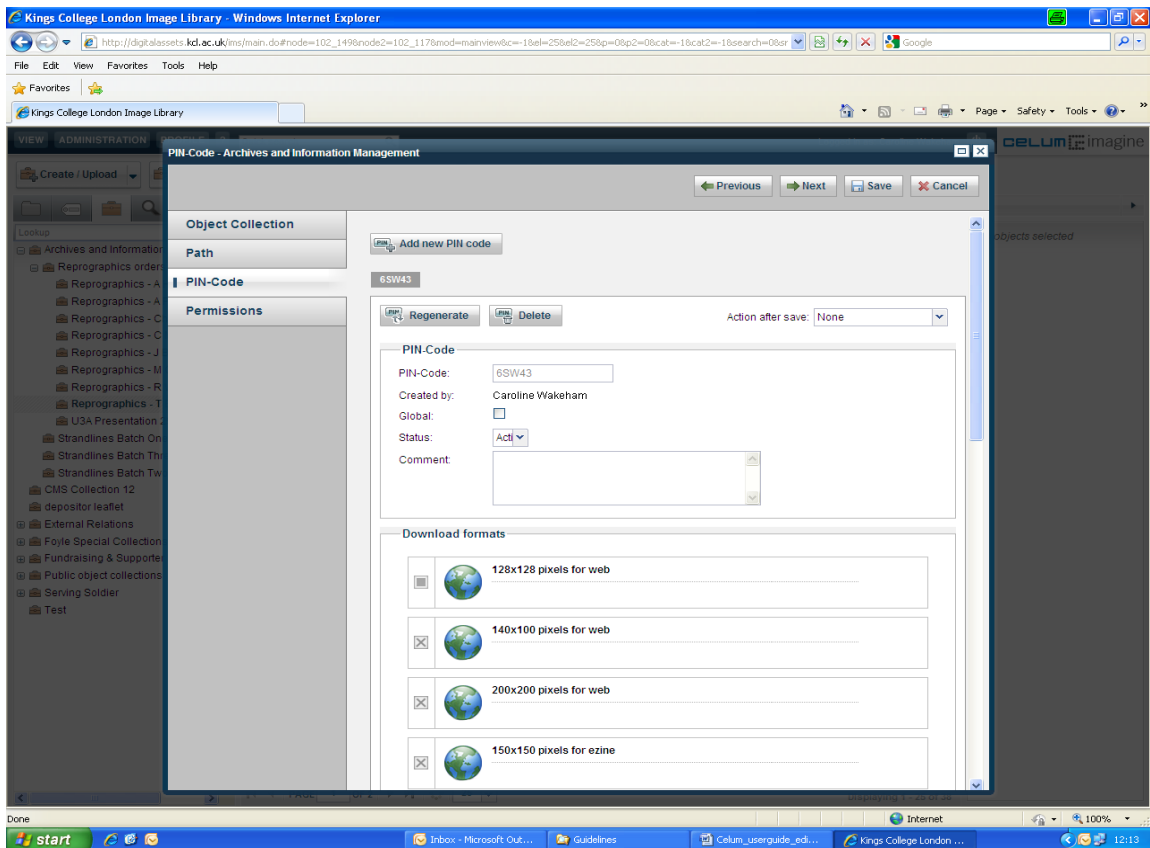
Click on '*Add new PIN code*' button

Fig. 3. Box which appears when '*Add new PIN code*' button is clicked

You will see the pin code that has been generated and also your name as creator.

There is an optional '*Global*' setting which can be enabled or disabled as required. If a pin code is global it means other users can access the pin code you've created. This can be advantageous if there is press material in the object collection that many people may wish to view. If you place restricted material in an object collection, it is not advised to enable the '*Global*' setting.

The default '*Status*' is always '*Active*'. This means the pin code does not have an expiry date. If you wish the material in the object collection to be accessed for a certain period of time, select the '*Valid per...*' and enter a '*Valid From*' and '*Valid To*' date. Please note that anything you write in the '*Comment*' box will be displayed in the email sent to external parties informing them of the pin code.

Finally select which '*Download Formats*' you wish the objects in the object collection to be downloaded in. The permissions legend at the bottom of the page will inform you further.

Click '*Save*' at the top of the box and your new object collection has been created and saved. If it doesn't appear automatically on the main interface, click on F5 to refresh the browser.

All object collections with a 'PIN' icon in the bottom left hand corner of the object collection icon have pin codes attached to them. A 'PIN' icon that has been crossed through means the pin for that object collection is no longer valid.

Object collection icons coloured green are ones created by you. All object collection icons coloured brown have been created by other users.

1.2. Adding objects to an object collection:

To add objects from different folders into an object collection, it is useful to change your view to '*With second tree and second object list*'. You can do this by going to View → Layout → With Second Tree and Second Object List.

The top left hand box will need to display the folder structure and the bottom left hand box will need to display the object collection structure. If you need to alter the views of either of these boxes, you can do so by selecting the appropriate icon. In the bottom left box, you can change the icon by clicking on the icon button which is in the top right corner of the box. A larger box will appear where you can select an alternative icon.

Select the folder which has images you wish to add to the object collection. All the images of that folder will appear in the large middle section of your screen.

Highlight which images you want to transfer and then drag and drop them into the correct object collection.

You can check the objects were added successfully by clicking on the object collection and viewing its contents.
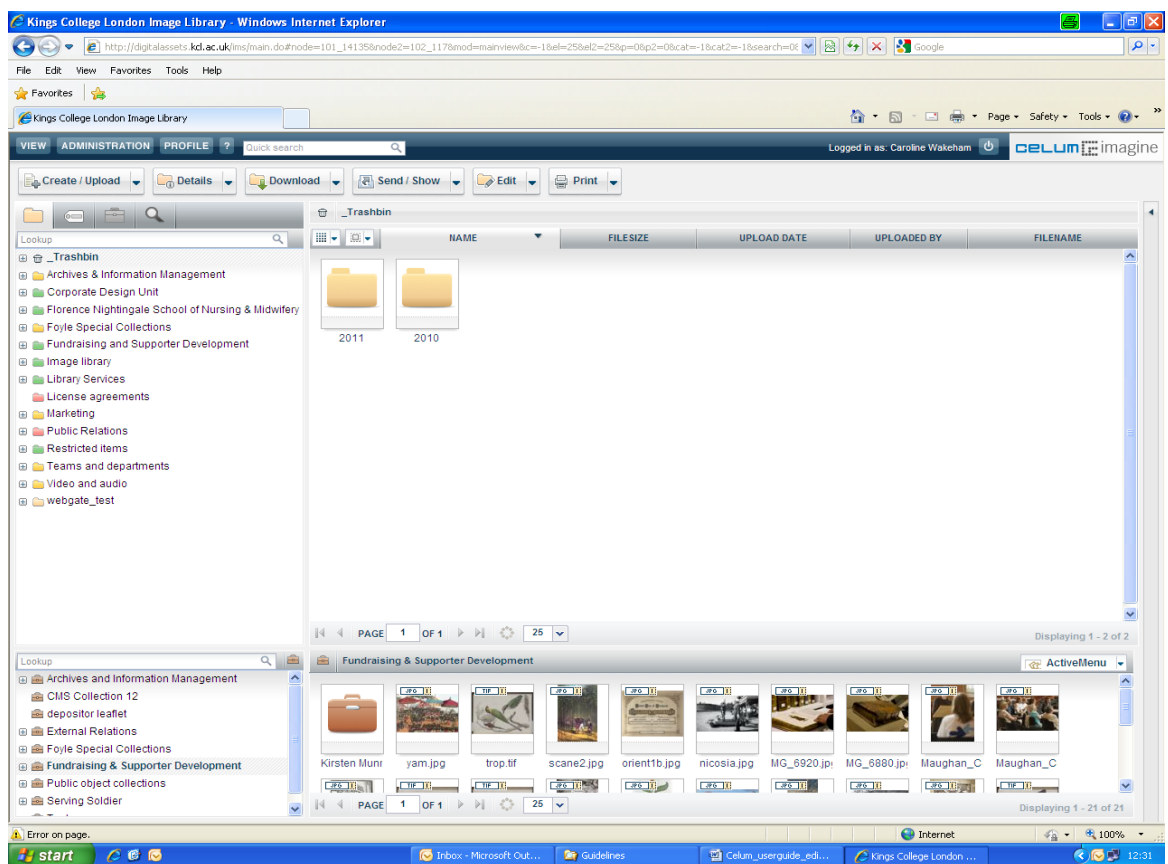

Fig. 4. With Second Tree and Second Object List view

2. Sending a pin code

Right click on object collection and select '*Send/Show*' or click to highlight object collection and then use the '*Active Menu*' and select '*Send/Show*'.

Select whether you wish to send a hyperlink for the pin code or send the pin code via email.

2.1.   Sending a pin code via hyperlink

When you select the '*Send hyperlink for object collection*' button an email will open in Outlook which contains the hyperlink and some generic information, including the name of the object collections and your details as sender. You can add your own message if needed.

2.2.   Sending the unique pin code

When you select the '*Send pin code for object collection*' button an email will open in Outlook with the unique 5 character pin and a hyperlink which will take the email recipient to the object collection.

You can add your own message if needed.

If the hyperlink is lost, but the pin code is retained, you can advise users to visit the Image Library homepage http://digitalassets.kcl.ac.uk and enter the 5 character pin in the '*PIN code*' box below the '*Username*' and '*Password*' section and then click '*PIN Download*'.

You are still able to send a hyperlink to an object collection if the pin code has expired. However, you can generate a new pin code if needed.

You can also send a pin code or hyperlink for inactive objects; the recipient will be able to view these objects but not download them.