

iBase Managed Services

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1 Outline

As well as supplying all of the products needed for image database and internal or external picture library systems - and the storage, organisation and retrieval of all types of media assets - iBase also offers managed services to fulfil on your behalf as much of your operational requirement as you wish.

2 Flexibility

The examples below are illustrative only; iBase managed services packages are designed on a bespoke basis to do exactly what is required. If the service you need isn't covered here, please just get in touch and ask.

3 Examples of managed services

3.1 Hosting and maintenance of a web site

iBase Media Services offer a professional hosting service taking away any worry about site up time, bandwidth, backups, hardware failures, security, hit logging and analysis etc...

See more details at www.ibase.com/hosting

3.2 Storage, backup and retrieval of master files

The iBase Vault service offers fully backed up storage of master files in an environmentally controlled facility.

You can find and retrieve your files using an internet browser interface, or just send us an email letting us know which you need and we'll send them to you, or

anyone else you nominate, by whatever means you would prefer, for example CD / DVD by post; email; or transfer by FTP.

See more details at www.ibase.com/vault

3.3 Creation of a database structure

A database structure is the foundation of an image or other media asset database, and needs to take account of such things as:

- Associated textual data – e.g. what kind, such as text, numeric, data, yes / no, how much can be accommodated by each.
- Word indexing – what information needs to be indexed to ensure that individual items, or groups of items can be easily searched for and found.
- Category / subject structure – for creating, if required, a hierarchical structure of categories and subjects – for an example of a hierarchical structure see <http://www.ibaseimages.com/index.php?a=subjects>
- A requirement to have different item types, each one of which can have its own unique set of data fields. This eliminates having to have what would otherwise, and inevitably, be a compromise if the database has a range of item types with widely differing supporting textual information.

The iBase database schema will accommodate all of these requirements, and administrative users can set them all up. Alternatively you can draw on our many year's of experience for assistance, or if you wish we will create a database schema for you.

3.4 Design and set up data entry forms, import policies etc...

In iBase cataloguing systems, data entry forms can be designed and created. Any required fields can be included, the layout, labels, fonts and background colours can be configured, and pick-lists can be assigned to any desired field. There can be as many data entry forms on the system as are needed to reflect work flow or individual users' requirements or preferences.

Other configurable features include image import and export policies, and the creation of hierarchical structures for subject keywords.

An administrative user can do all of this, or iBase Media Services can assist or do it all for you.

3.5 SQL database setup

iBase can provide assistance, if required, with setting up a SQL Server or MSDE database.

3.6 Adding media assets and metadata

Of course, all iBase systems are designed so that everything that needs to be done can be done entirely by end users.

However, there can be circumstances where an organisation doesn't have the resource available to create and update their database, or perhaps doesn't wish to for some other reason.

If, having agreed detailed requirements, images or other kinds of digital assets – with supporting textual data as required - are sent to iBase on a disc through the post, or by email or FTP for example, then we can do it all for you.

3.7 Order management and fulfilment

iBase systems incorporate features and facilities for image order management and download, authorised either by an administrator or through fully automatic online e-commerce.

However, if you wish iBase Media Services can manage orders and fulfilment on your behalf, in association perhaps with our Vault service for the storage and backup of master files.

4 Further information

For further information about iBase products and services contact Malcolm Secrett or Howard Crawford:

iBase Media Services Ltd

Marsel House, Stephenson's Way, Ilkley, West Yorkshire LS29 8DD

T: +44(0)1943 603636

E: malcolm.secrett@ibase.com or howard.crawford@ibase.com.

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