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iBase Digital Asset Management Details

1. Asset capacity and data storage requirements

iBase Quartet is fully scalable, there is no inherent limit to the number of records that can be created. Any limitation will be with the hardware on which the system is installed, and is most likely to concern the amount of file storage space available. See [calculating storage space](#) requirements.

2. Configurable database structure

You start with a clean sheet, nothing is imposed. Choosing field types for text; number; logical yes/no; date; and memo - you build the metadata structure that you want, with as many fields as you need and pick-lists as required to validate input and ensure data integrity. The field labels (aliases) seen by users are entirely customizable.

- Relational and configurable database structure.
- Field aliases or labels can be whatever you want.
- New fields can be added.
- Fields can be deleted.
- Choose which fields can be seen by each user role.

Note: iBase will do all of this for you if you wish, as part of our implementation and support services.

3. Uploading assets and metadata

Digital assets can be any that has a standard MIME type, including images, video and sound clips, PDF's etc... There is a list of MIME type and file extensions at <http://www.mimetype.org/>



- Upload singly or in bulk.
- Use a custom upload form - any fields can be included and be mandatory as required.
- Transfer files to a hotfolder on the server using FTP (File Transfer Protocol).

When images are added:



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- Additional appended records can be created, or existing images or other digital assets can be overwritten.
- Thumbnail and preview images are automatically created.
- Any number of surrogate images of any size can be created automatically, according to the import policy used.
- According to the import policy in use, master files will either be copied into the system or a reference is recorded about where they are stored, e.g. on a networked drive or portable disc etc...
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- Embedded metadata (EXIF,IPTC,XMP) is imported into the database.
- iBase systems maintain ICC colour profile information throughout all processes, enabling consistency of colour across a variety of output devices.

4. Editing metadata



Users with the necessary permissions can edit metadata. Any data fields can be included or excluded on the data editing form.

A controlled vocabulary or pick list can be created for any suitable field.

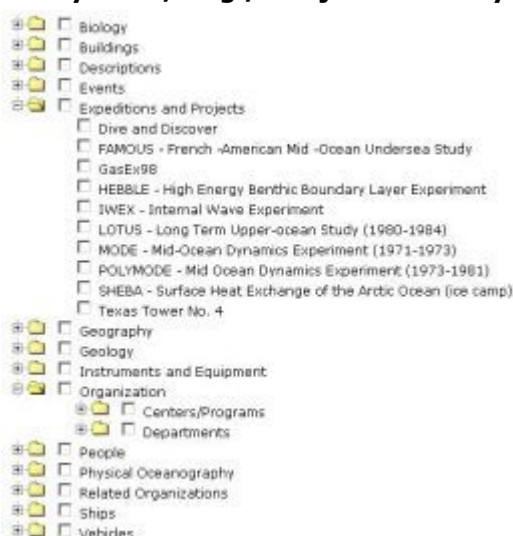


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Batch editing many images at once offers facilities within a single operation for:

- changing the contents of a field.
- not changing the contents of a field (this is the default).
- changing the contents of a field only if it is currently empty.
- change by adding to existing data.
- change by removing from existing data.
- adding to or removing from collections.
- adding to or removing keyword (tag) assignments.

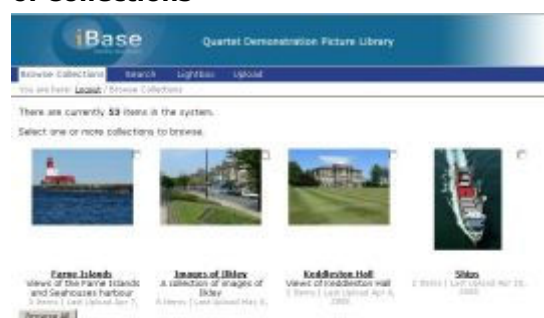
5. Keyword / Tag / Subject hierarchy



Keywords - which might also be called tags, subjects, categories etc... - can be created and nested, with as many nested sub-levels as required.

Here's a section of the subject hierarchy used by the Woods Hole Oceanographic Institute.

6. Collections

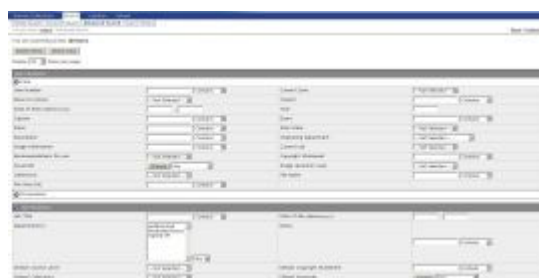


Create collections of records which can be seen with a single click on the website. Each record can belong to as many collections as are required, and there is no limit to the number of collections that can be created.

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Advanced Search searches in any data field selected for use in the advanced search. Boolean operators AND & OR are also available for use with any combination of advanced search terms.



Collections Search enables searching within any single collection or any combination of collections.



Search history returns previous searches with a single click.

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9. Downloading and exporting

Any asset stored in the system can be downloaded by users with appropriate permissions. In the case of non-image files this will usually be the 'master' version, for example Quartet uses Flash format to display videos whatever their original format, but for downloads the original format will probably be required.

In the case of images, Quartet can be configured for as many different sizes as are required for download, for example layout, web, Powerpoint, print etc...

Exporting data and images



Export options include:

- Export data to a delimited text file for single or multiple records
- Print data for single or multiple records to a PDF document.
- Print single or multiple images to a PDF document.
- Print single or multiple images to a PDF document with associated data.

Watermarking

Images downloaded or exported from Quartet record can be watermarked with text or a graphic.

10. Access control

ibase Quartet user accounts can be set up with login and password to control which users can -

- Upload images and data.
- Export images and data.
- Create new items.
- Edit items.
- View only.

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- View / edit import policies.
- Create / edit subjects.
- View / edit print templates.
- Add to picklists.
- Edit data forms.
- View / edit export policies.
- ... and many more options.