

Example Specification of Requirements for an Internal Image & Multimedia Library iBase Professional Digital Asset Management

1 Introduction

It can often be the case when starting out with specifying the requirements for a new system that not only do you not know exactly what you'll need, but you'll probably also not know what you don't know - and hence what questions to ask!

To help with the initial specification phase, this article summarises a typical set of requirements for an internal image and multimedia library or digital asset management system.

2 General requirements

The main requirements from the internal DAMS are:

The system must be compatible with MACs, PCs and mobile devices using any of Internet explorer, Chrome, Firefox, Opera and Safari.

It should be able to support all digital media file types, all variants of Image, audio and video files, and be scalable due to the increase storage without impacting on performance. The system should be accessible 24/7/365 with an availability of no less than 99%, and it must support Active Directory integration.

A straightforward user import facility is essential, and there must be a comprehensive audit trail e.g. the ability to track and record downloads. This should also allow administrative users to trace the download histories of specific assets or users, including the facility to run export reports.

The ability to tag assets with specific key words is a must, and this should include information describing the asset and relating to consent and previous use. There must be a facility to import assets and data using a batch process e.g. bulk uploads.

The system should also have the facility to export assets and data, and allow designated administrators to restrict access to and the functionality of specific users.

The capability to view assets in thumbnail previews is needed, and to also automatically determine who should authorise the release of the asset, based upon the user placing the request.

Previews should be low resolution samples, with download available of high resolution versions where authorised. The system should also be capable of watermarking preview samples so if these are copied it will be evident.

3 Access permissions / rights

The provision of shared areas or workspaces to aid collaborative team working controlled by rights and permissions.

We require three groups created for administration as below;

3.1 System Administrators

Will have full rights over the entire system and their key functionality should include;

- Manage user accounts (add, edit, delete).
- Ability to upload, download and delete assets.
- Add, edit and delete metadata as necessary.
- Access audit information and run usage reports.
- Can perform certain administrative functions such as –
 - Ability to upload and download assets.
 - Ability to approve workflow requests to release assets.
 - Add metadata as necessary.
 - Access audit information and run usage reports.
 - Access all areas.

3.2 Image viewers

Image viewers only have viewing rights. In order to access full version of the asset for use they will have to engage with an asset request workflow process. Workflow will automatically determine which Image Master can authorise the release of the asset.

4 Productivity and ROI

The aims of the system for use internally throughout all departments are to reduce:

- Time searching for images.
- Cost for obtaining an image which someone in another department already has.
- Photographer fees.
- Risk of breaching third party copyright.
- Risk of using images without consent of the individual in the picture.

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