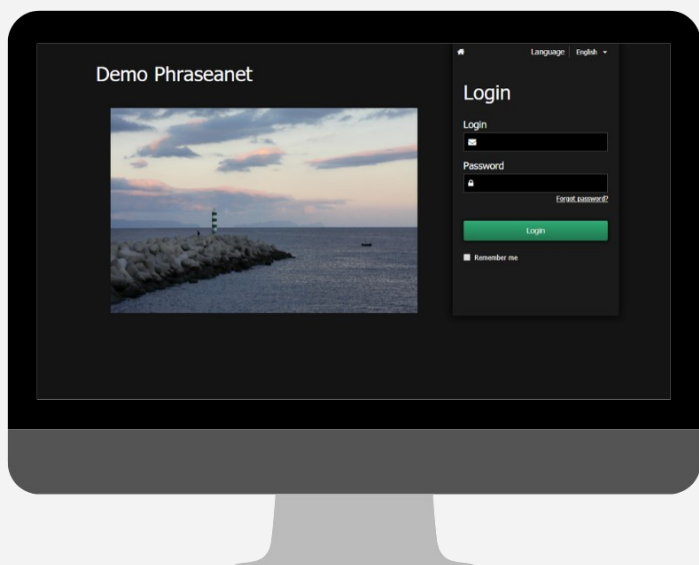




Phraseanet Quickguide

by  LCHMY

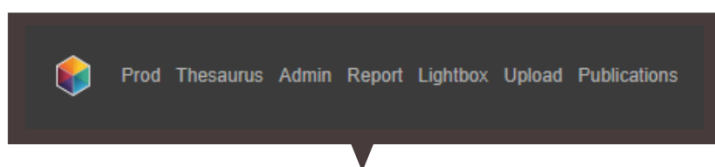
Login



- Open a new page of the browser and enter the address of your Phraseanet website.
- Choose the language in the top right corner of the page.
- Enter the login, password and click on *Login*.

The interfaces

The Phraseanet *menu bar* allows the user to access the interfaces of the application.



- **Thesaurus:** Vocabulary control
- **Administration:** Manage the database, the users, advanced setup...
- **Report:** View the statistics
- **Lightbox:** Send documents, request feed-backs
- **Upload:** Upload documents in the database
- **Publications**

- **Production:** The most important interface in Phraseanet. Manage, search and display media files, edit, create baskets and stories, send and export documents...

Why can't I see some interfaces in the menu bar?

Warning! These interfaces depend on users' rights. If you don't see one or several features, it probably means that you don't have the proper rights.

Upload: Add documents

Upload by batch, easily and quickly,
media files into the database



1 Select documents to add

Click on *Upload* in the menu bar to launch the interface, then on *Select files*. Selected files will appear in the left part of the screen.

2 Choose the collection

Choose the collection from the drop-down list, then apply status or reorder media files if necessary before import.

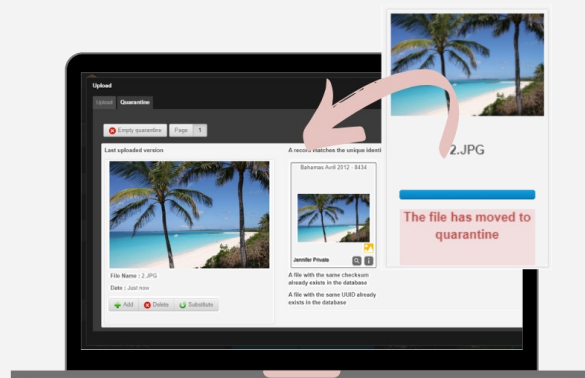
3 Send

Click on *Send*: All media files will be transferred to the selected collection. You can see the progress bar on the right part of the window. A green message below each thumbnail states that the document has been transferred into the database successfully. The message is in red if the document has entered the *Quarantine* instead.

Quarantine

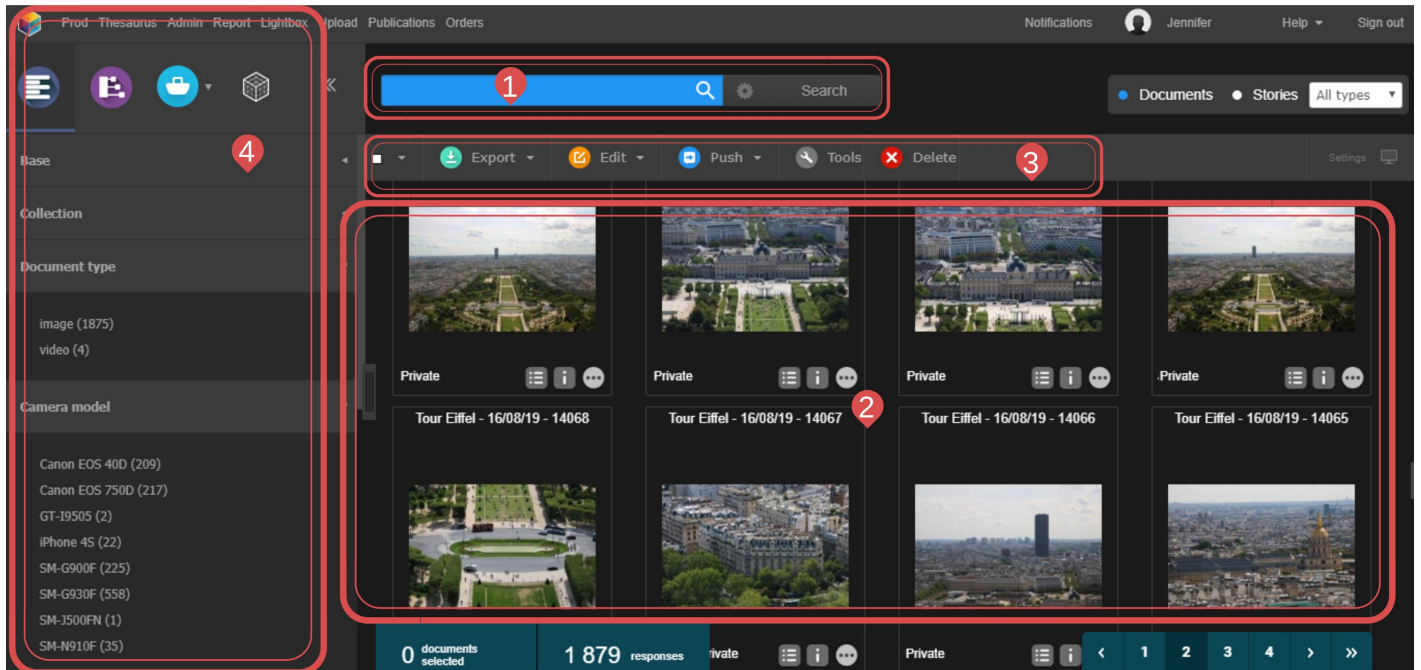
When adding documents, some files may automatically be moved to the *Quarantine*: The *Quarantine* tab is displayed next to the *Upload* one.

By default, for all files whose Universally Unique Identifier (UUID) is already in the database. But other criteria to quarantine files can be set by administrators (ex: file format, color space, dimensions...).



Production: Manage your assets

Search, display, edit, publish, share...
Production is a workspace divided into 4 zones:



1 The search

Enter a keyword to find documents (*simple search*) or use filters to refine the search (*advanced search*). **New in release 4.1: click on the map to search for media files using the map (geolocation)**

2 The results display

This zone displays the results of a search.

3 The action bar

It allows you to perform actions on documents. For example: edit, export, request feedback, delete...

4 The workzone

Several tabs: the facets, the thesaurus, the baskets and stories...



Do you need to learn more about Production or any other feature of Phraseanet?

The Phraseanet official documentation is available online here: <https://docs.phraseanet.com>

Search for documents

Phraseanet uses the powerful open source search engine *Elasticsearch*.

The simple search

Phraseanet features a full text search mode that allows you to retrieve assets depending on the information contained in the documentary fields of their descriptive note.

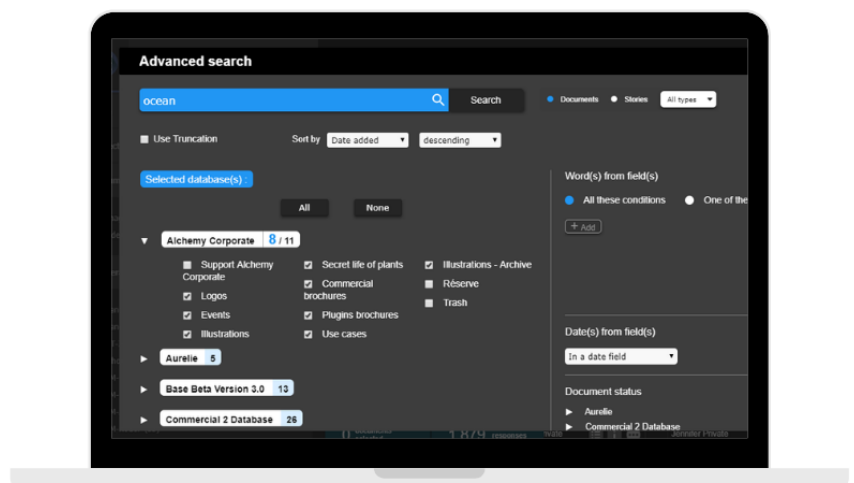
✓ Enter a keyword, then click on "Search". (If the field is blue, it means filters have been activated. Reset in the advanced search, if necessary.)



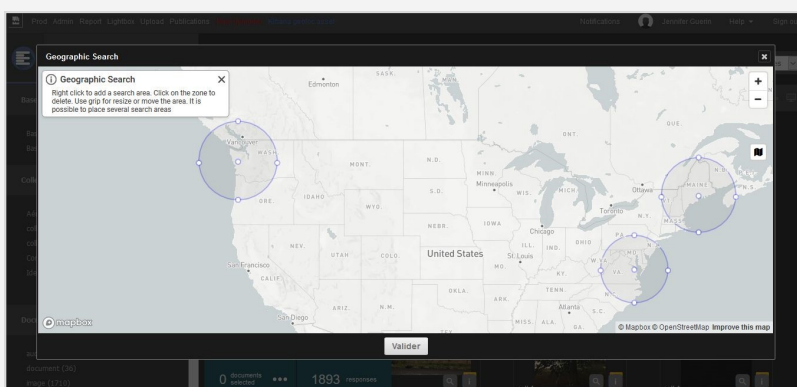
The advanced search

✓ Click on the wheel next to the Search button to display the advanced search window.

Choose databases and collections where to do the search. There are also additional filters.



The search by geolocation

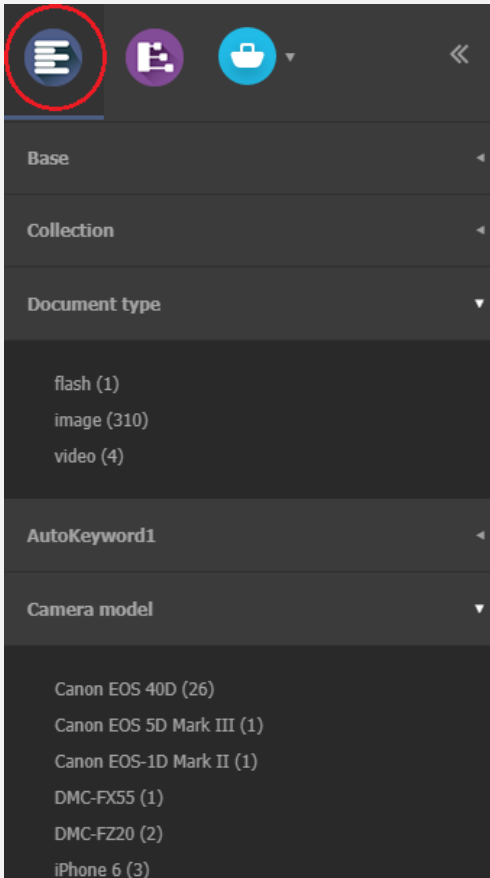


Search for geolocated media files by choosing places on a map.

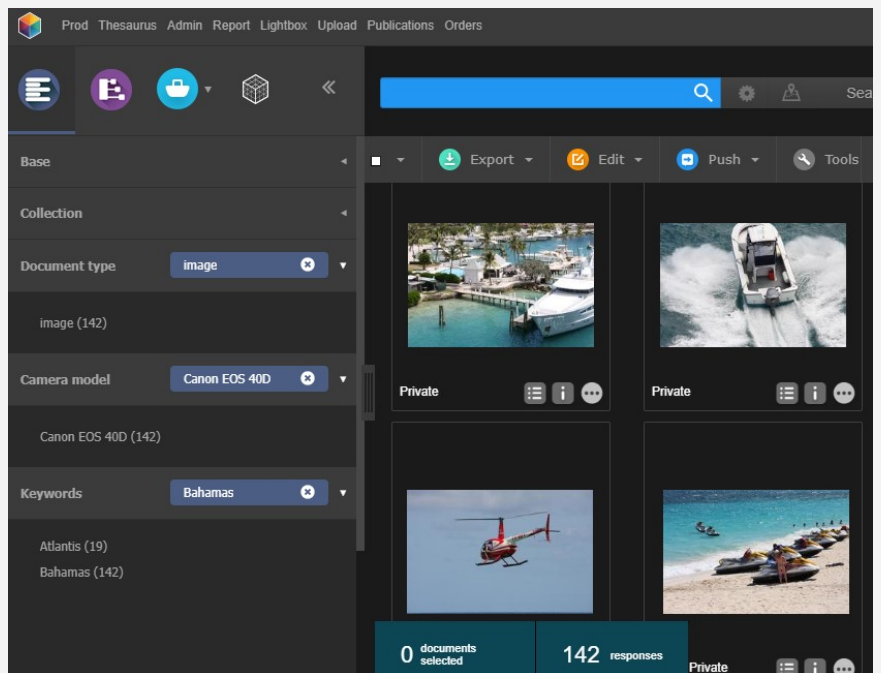
✓ Click on the Map icon to display it, zoom in / zoom out if necessary, then do a right click on one or several zones to select. Left click on the zone to deselect.

The facets: A true mapping of the response

Faceted navigation is another way to search for assets.
It enriches the experience for users who browse in a very intuitive and guided way.



Facets can be found in the workzone, on the left side of Production.



✓ Combine several facets to display the search and filter the results by clicking on the value of chosen facet (a blue label appears).

The user can create associations of filters for a more relevant search.

✓ *alt+click* on the selected value reverses the process (the label becomes red). This excludes some results of the search.



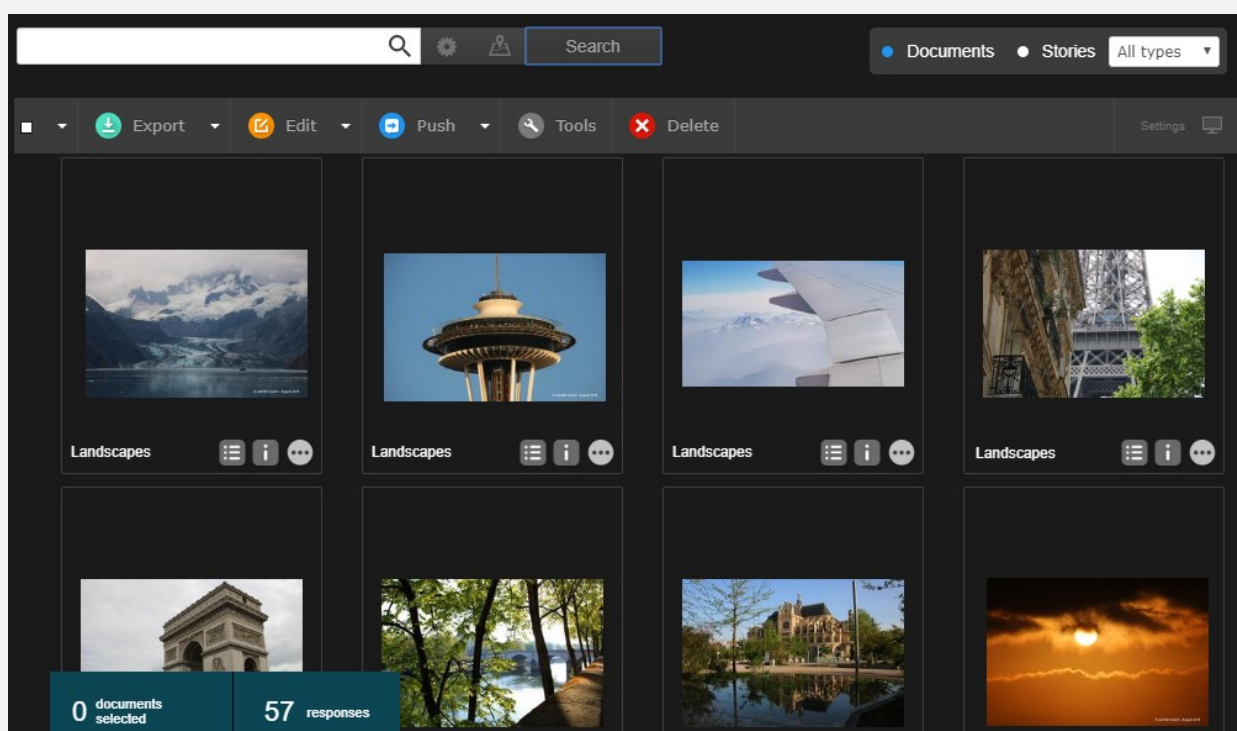
Good to know: How to hide facets? Click on the icon on the left of a facet, which is displayed on rollover. To undo, go to the display preferences (see page 7).

Display the results

Following a search, the documents appear in the display zone of the results, at the center of the page

Display modes

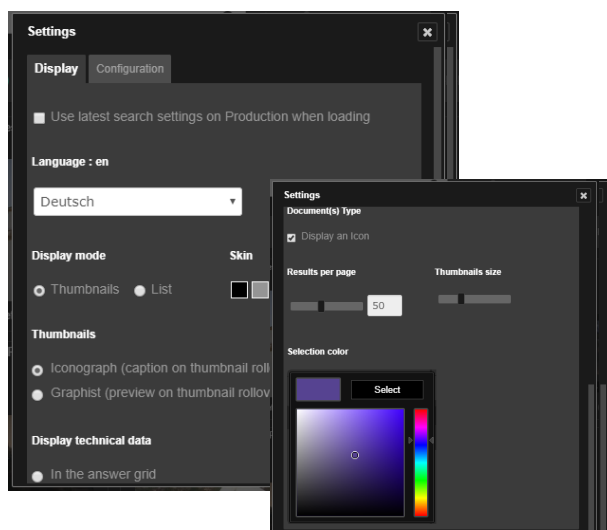
They can be displayed as thumbnails or list.



Chosen display mode: Thumbnails

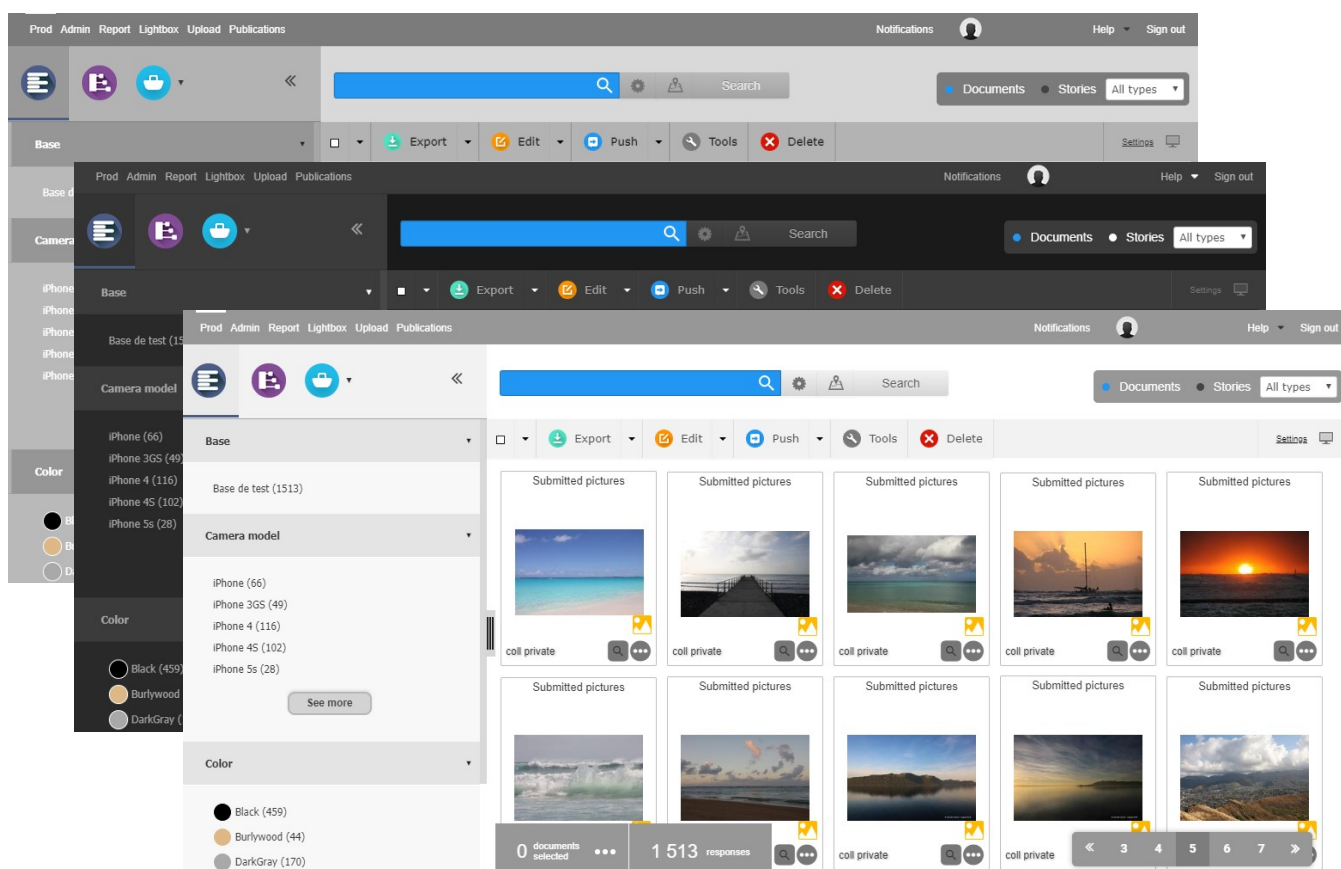
Display Settings

The *Settings* button, on the right of the action bar, allows you to customize your own space: display mode, skin, size and number of results per page, selection color for the documents, etc.



In the display Settings, customize your interface by selecting a color.

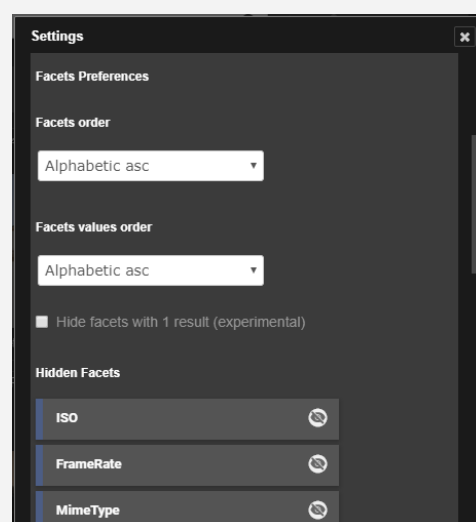
✓ Choose among the following skins: grey, black or white.



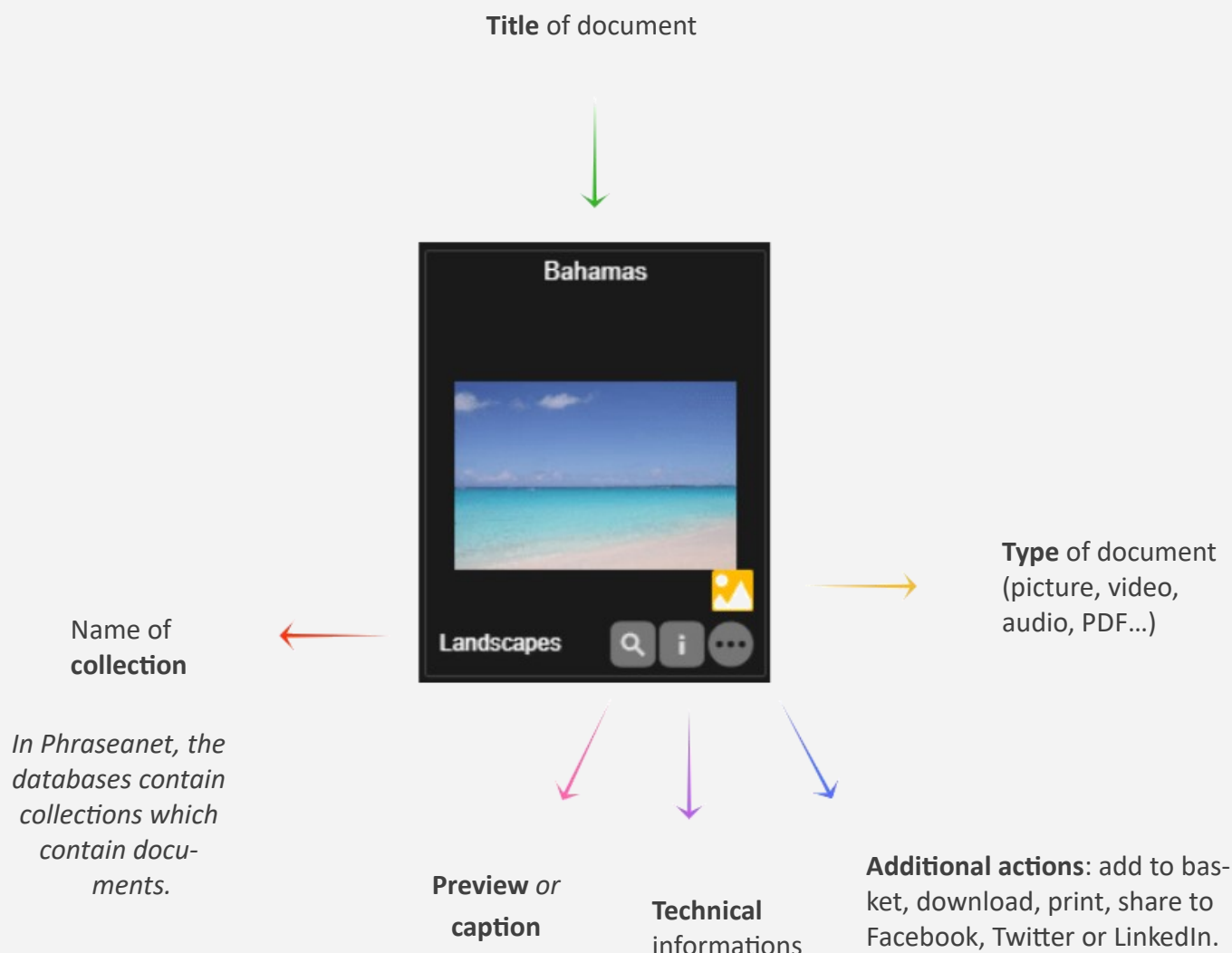
Facets display preferences

Many options here: For example, the facets order can be modified (alphabetical order or by hits).

You can also find the facets which have been hidden. Click on one or several facets to make them visible again in Production.



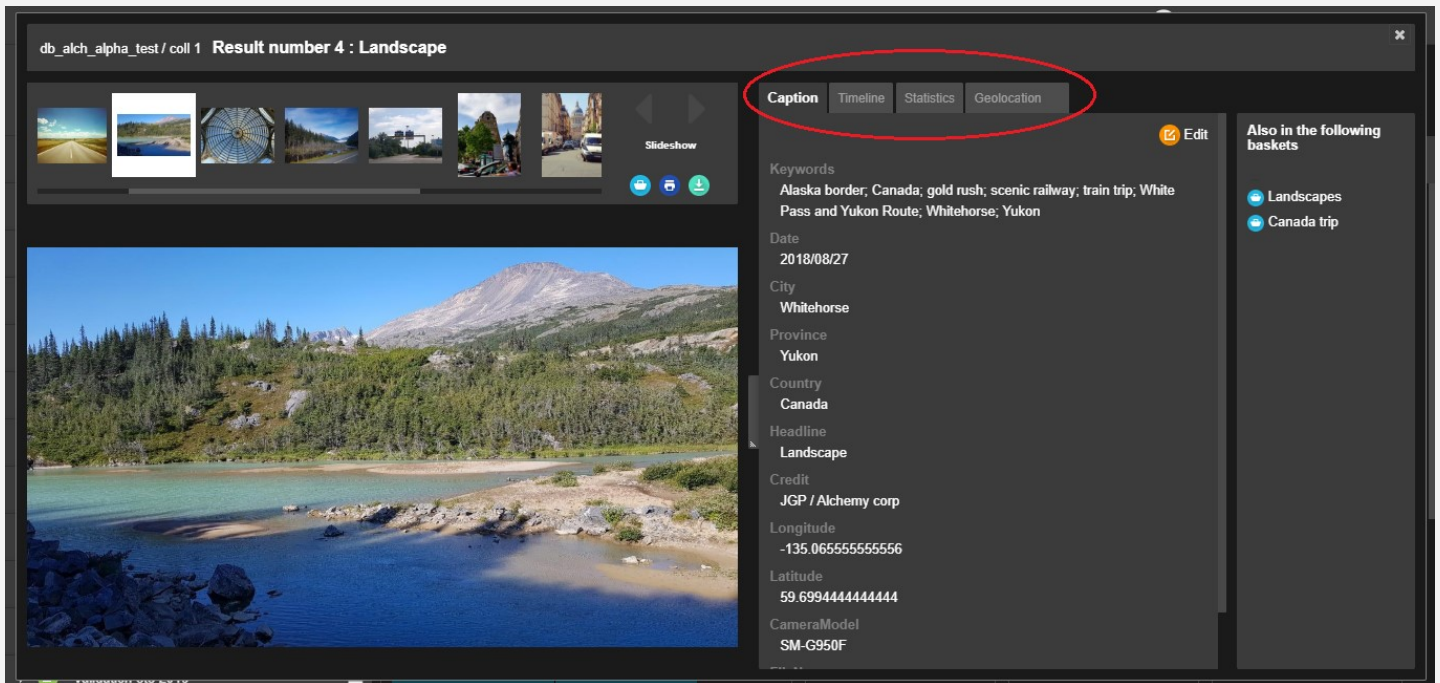
For each thumbnail, the following informations:



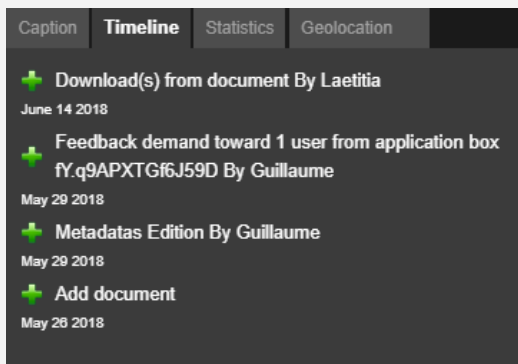
NB: Informations appear on rollover: Depending on the chosen view in the display Settings, the preview (graphist view) or the caption (iconograph view) will be displayed.

The detailed view

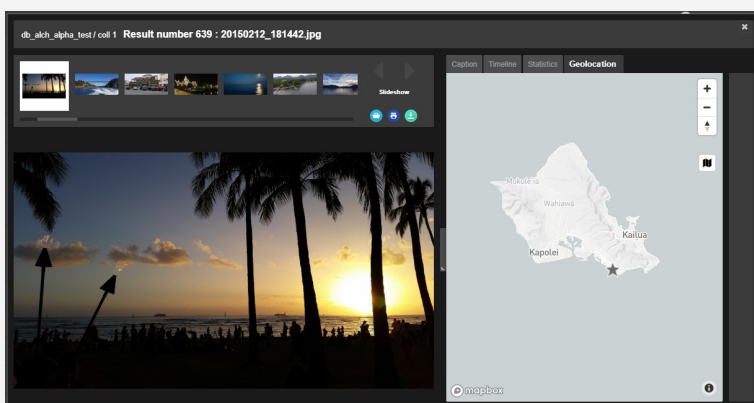
Double click on a thumbnail to display the detailed view. This view contains all informations about the document: preview, caption, timeline, popularity, geolocation, link to baskets or stories...



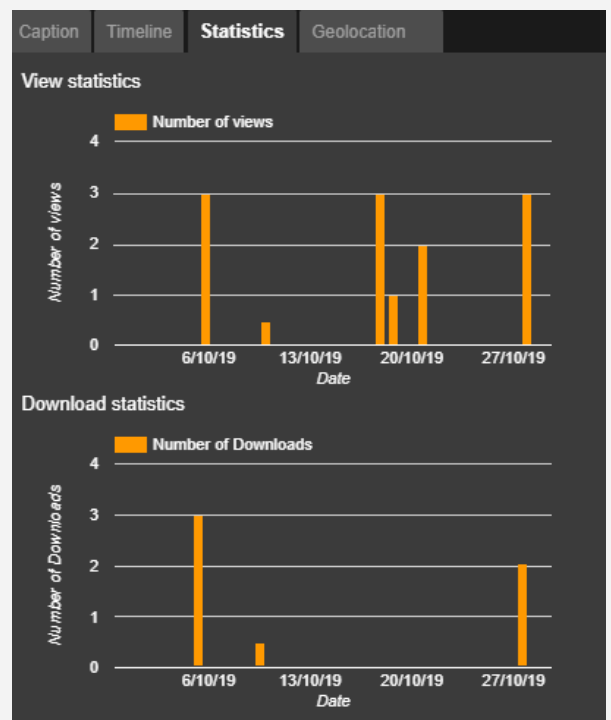
« Caption » Tab



« Timeline » Tab



« Geolocation » Tab

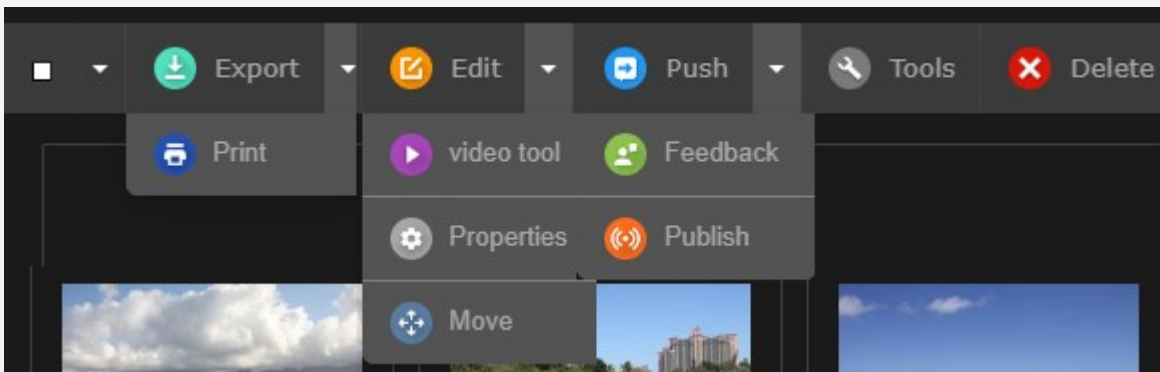


« Popularity » Tab

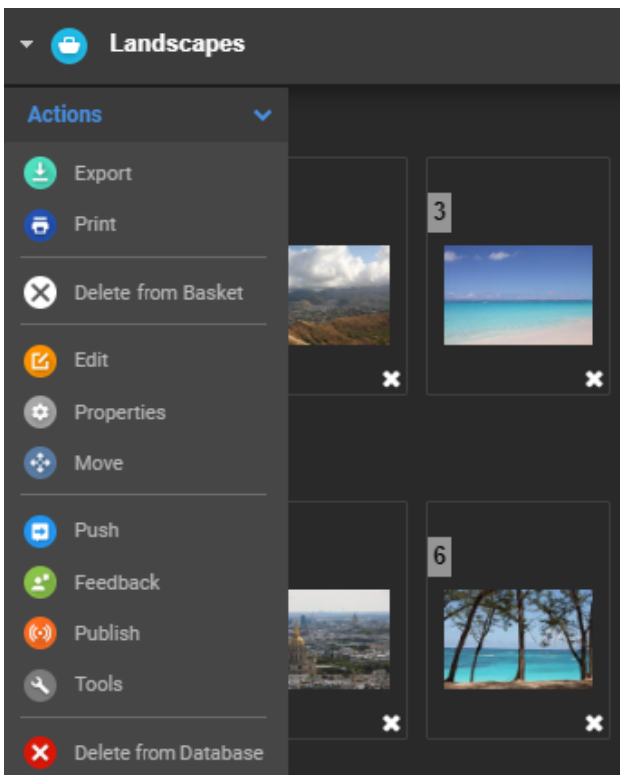
Perform actions on records

The action bar, located above the search results, is intended to perform many actions on the documents.

List of actions available from the action bar:



- Export, Print
- Edit, Video Tools, Properties, (status, type), Move (move to another collection)
- Push, Feedback, Publish
- Tools: regenerate subdefs, rotate, substitute, view metadata, share permalinks
- Delete



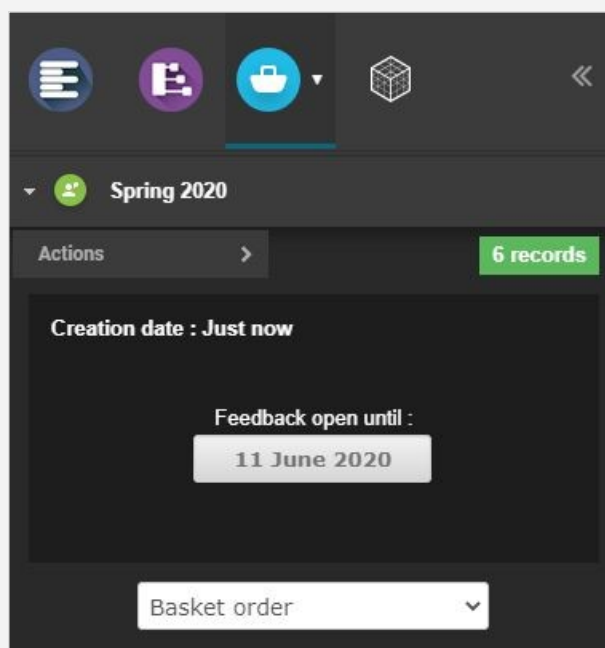
Basket action bar

Each basket gets its action bar.

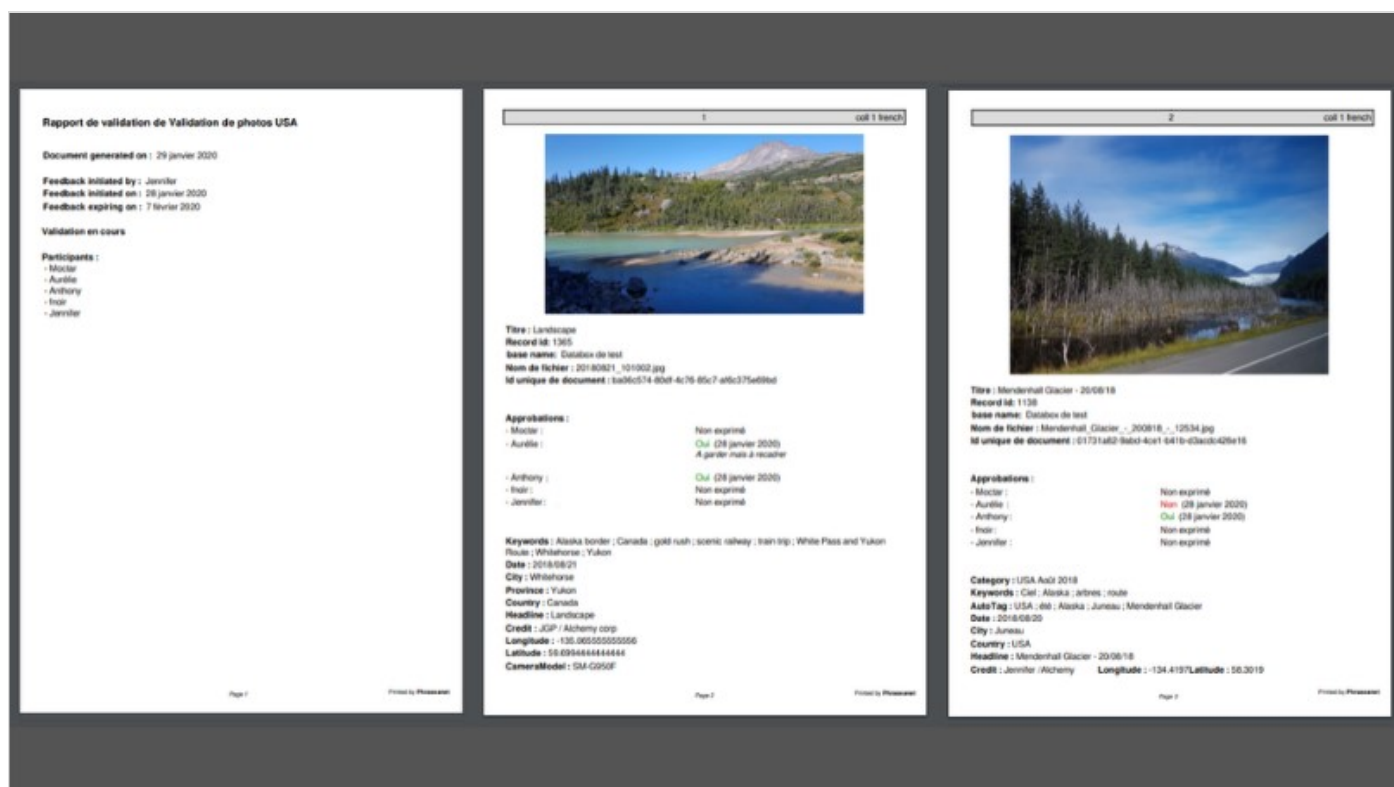
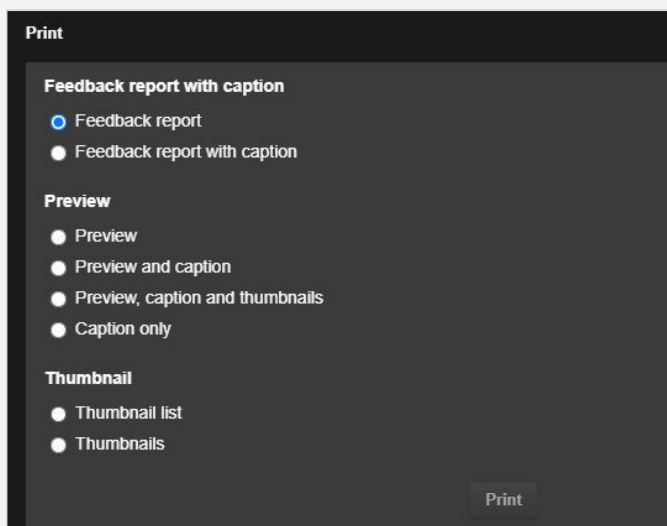
Only the *Delete* buttons differ.

In the baskets, there are two of them: *Delete the document from the basket* (it's deleted from the basket but the document stays in the database), or *Delete from the database* (the document is also erased from the database).

Printing feedback reports



Choose your feedback request, then click on *Print* in the Action bar.



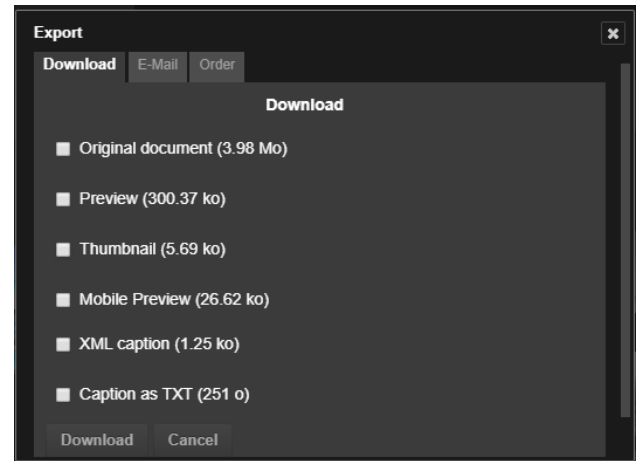
The generated PDF allows you to retrieve all informations about the feedback (name of users, dates, previews...), and if needed, information about the media (notice) and choices made by the users.

Export

✓ Select one or several documents, then click on the *Export* button.

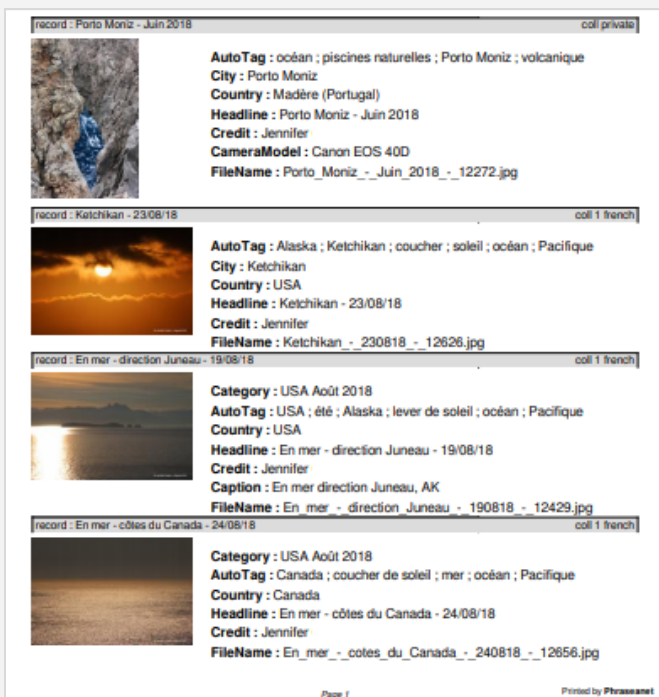
The *Export* feature has three tabs (+ the FTP).

- The first, *Download*, allows the user to download the documents, in the resolution of his choice.
- The second, *Email*, allows the user to send documents to an email address.
- The third, *Order*, is for orders to users who don't have the required rights to download.



Print

Print is a specific type of export. In Phraseanet, you can print captions in a PDF file.



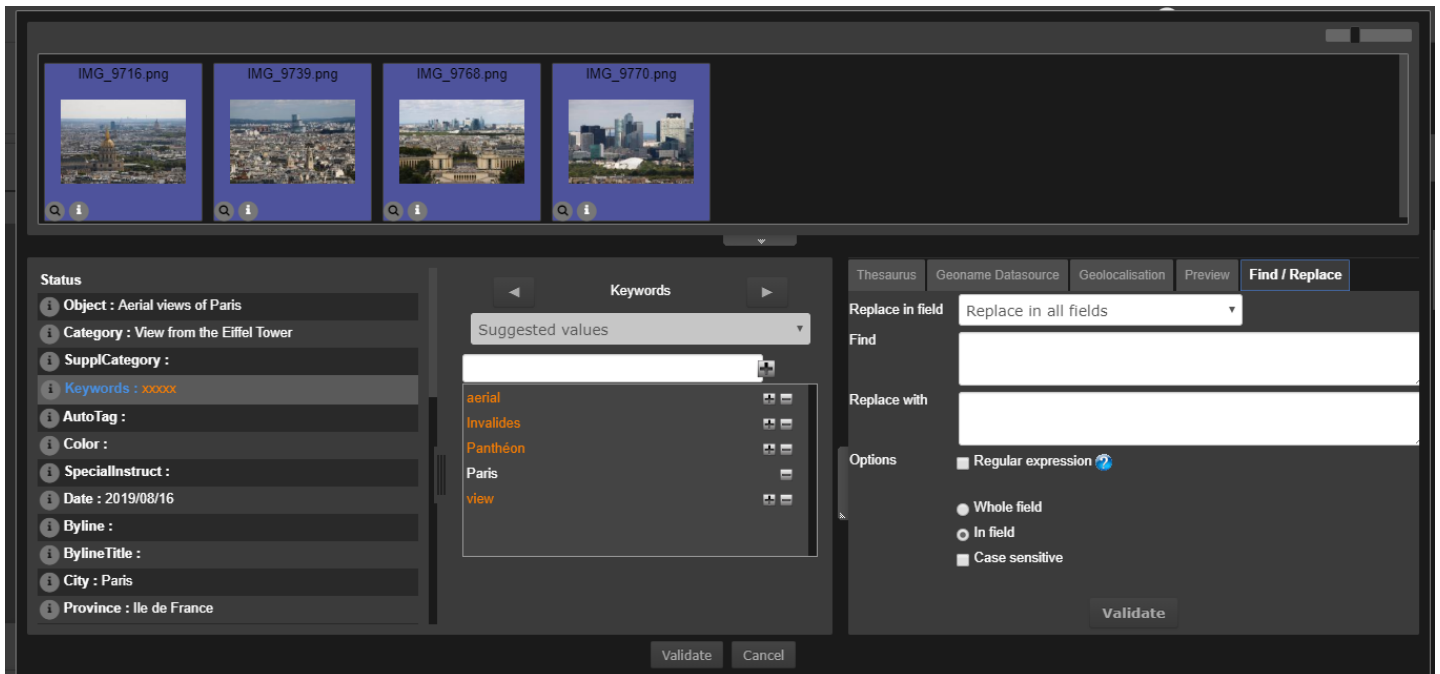
This feature gives you the ability to print the thumbnails, previews, captions of documents, in an auto generated PDF.

✓ Select one or several documents and click on *Print*.

Then, choose among the following: preview, preview and caption, preview, caption and thumbnails, description, thumbnails list...

Edit

Edit captions of the documents and stories of a same database.



✓ To edit one document or by batch: First select documents, then click on *Edit*. The editing window appears:

- Above, the thumbnails of the selected documents
- On the left, the titles of the fields
- At the center, the space to fill in the fields
- On the right, many useful features: thesaurus, preview zone, find/remplace, geolocation, templates.

NB. If several documents are selected and the field doesn't contain the same informations, then the text will be orange and on the left, there will be small crosses. If on the contrary, the fields contain the same informations, the text color will be white.



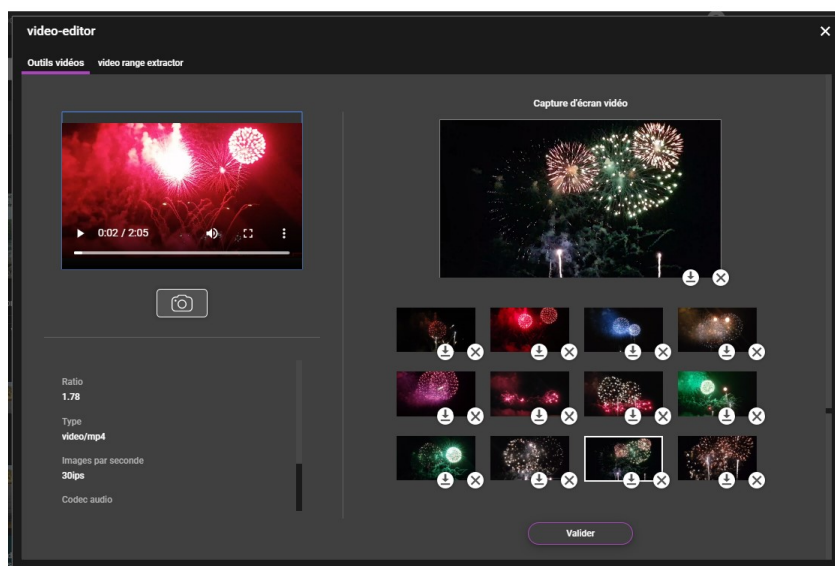
Did you know? It is possible to edit the stories (as the documents), but also to set a thumbnail as cover document. By default, the stories are pictured as a blue folder.

✓ To add a thumbnail as cover document, first search for stories (check the box near the search zone), select one, click on *Edit*, then on the arrow under the chosen thumbnail and click on « *Set as cover document* ».

Video tools

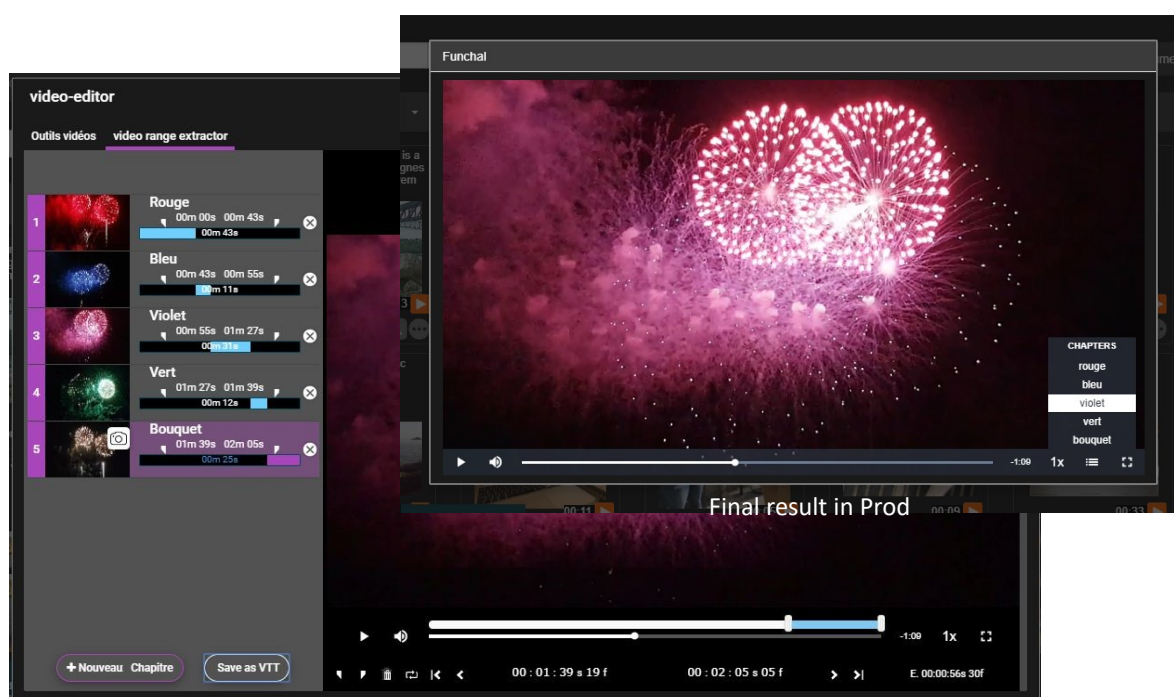
The button *Video Tools* gives access to two major features for the videos:

- The first feature allows you to *change the thumbnail of a video*. Play a video, it will be possible to capture many moments. You can download the screenshots. Finally, choose a thumbnail; It will be displayed in the search results.



Download the thumbnails from the video tool

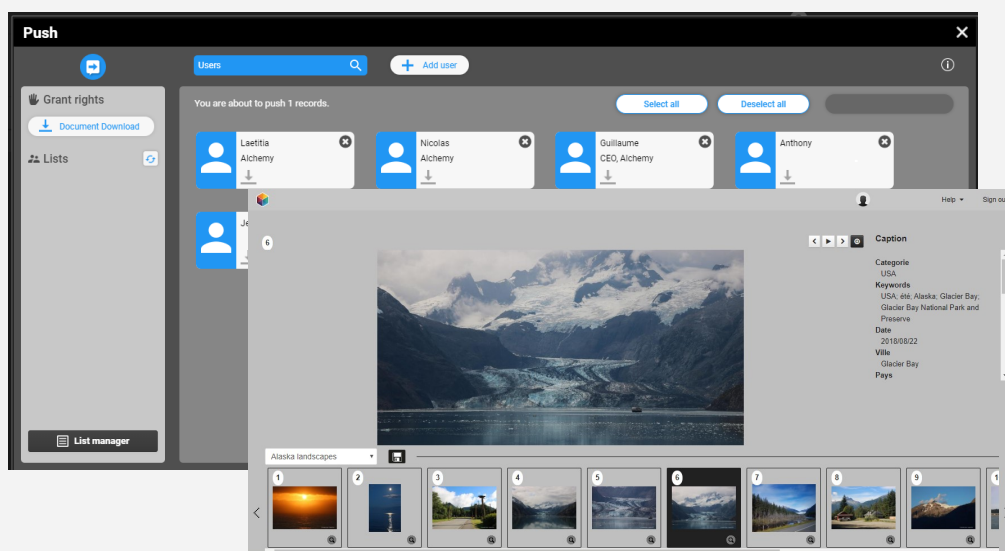
- The second tab displays a major feature of the version 4.1: *the video chaptering*. Select video sequences, enter titles... Then, you will be able to read the videos quickly in Production, thanks to these new chapters.



Creating chapters and titles in the video tool

« Push » and « Feedback »

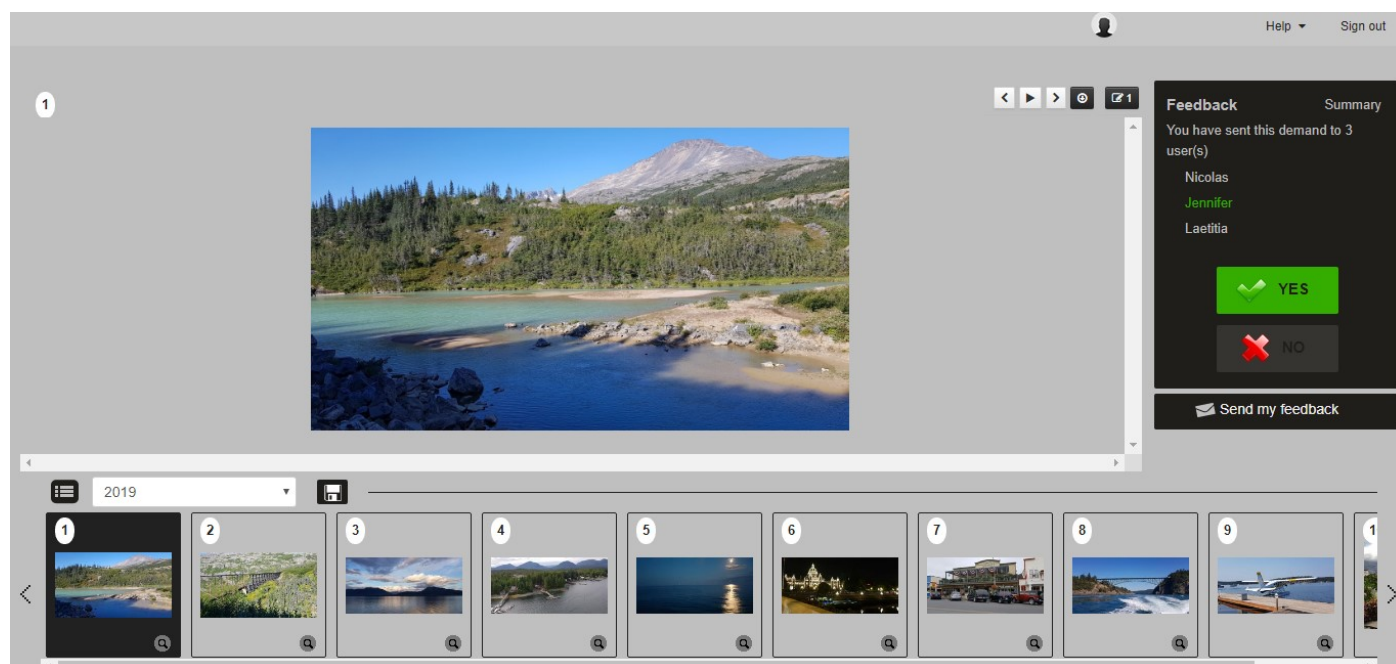
The Push and the Feedback are two actions aimed to transfer documents to users, whether they have a Phraseanet account or not. They can be found in the workzone of *Production* but also in the dedicated interface, *Lightbox*.



- Use *Push* to send documents to users
- Feedback is intended to receive users' ratings on documents

✓ Select documents, click on the *Push* button. Select users, give the right (or not) to download documents, then click on *Send*.

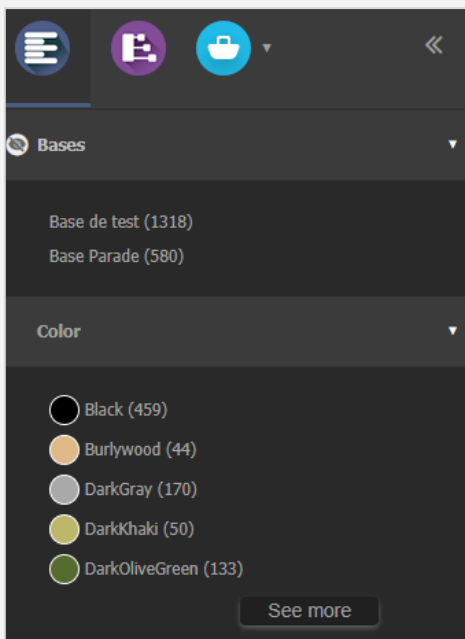
The Feedback process is the same, but has additional options. A user can give more rights: download, but also: contribute, see the others' choices and annotate.



The workzone

It displays 3 main tabs: the facets, the thesaurus, the baskets and stories, as well as other additional plugins, such as the Webgalleries.

It can be hidden by clicking on the arrows, on the right.



The facets

Facets are displayed in the first tab.

They guide the user in his search and allow him to refine the results (as previously seen page 5).

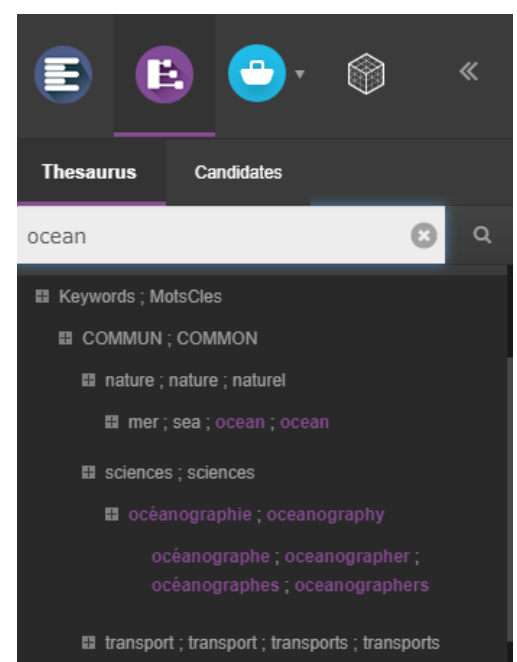
On the left: the icon on the left of the facet's title, displayed on the rollover, shows it can be hidden. Just click on it to make it disappear.

The Thesaurus

Although the Thesaurus has its own interface, it can also be found in Production's workzone.

Users can browse assets, allowing to narrow or expand searches.

For contributors: adding candidates can be done either in Thesaurus or in Production.



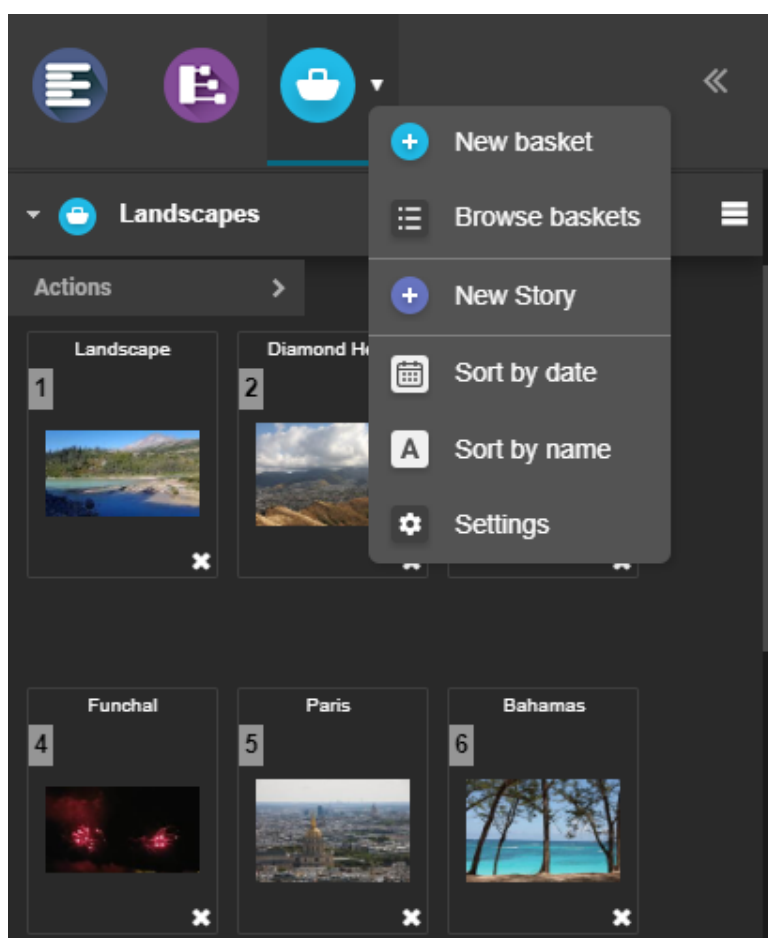
Baskets and Stories

Baskets and Stories allow you to set aside media files in order to retrieve and work on them later.

The basket belongs to the user who created it. It is recognizable by its color: Light blue. The story is navy blue.

The basket can be shared via the *Push* and the *Feedback* to other users.

Contrary to a basket, a story can be searched by any user who can access the collection where the story is.



✓ To create a new basket, click on the arrow next to the basket icon. Choose *+ New basket*. The basket opens. Then, drag and drop documents.

Another option: Select documents, then create a new basket and check the box *Add my current selection*.

Create a story the same way by clicking on *+ New story*.

✓ Click on the title of a basket or a story to display the content.

✓ For actions available on a basket, see page 10.



In the tab displayed above, other actions are also possible.

Ex: Browse the baskets (to view the archived ones), sort the baskets, or view the preferences.

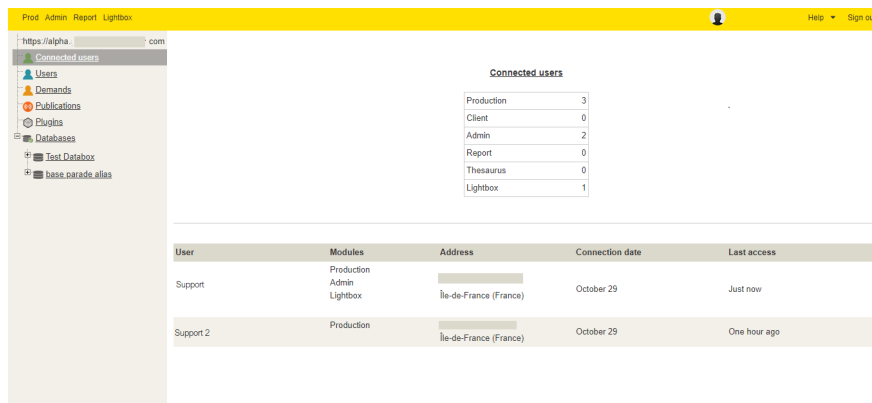


The other interfaces

These interfaces are available
from the Phraseanet menu

Phraseanet **Administration**: To manage the system

- Set up the databases and collections, subdefinitions
- View logged users in real time on the system
- Manage publications
- Manage signup requests, users rights, user templates, create guest access...



The screenshot shows the Phraseanet Administration interface. On the left is a sidebar menu with options: Users, Demands, Publications, Plugins, Databases, Test Database, and base.parade.allas. The main content area has a yellow header bar with 'Prod Admin Report Lightbox' and a user profile icon. Below the header, there's a 'Connected users' table and a larger table showing user activity.

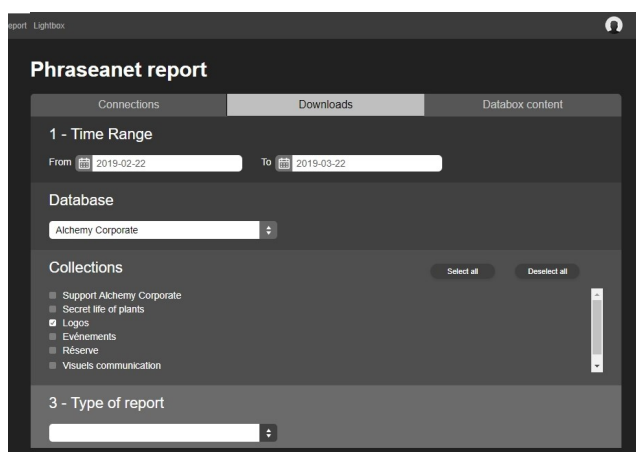
Production	3
Client	0
Admin	2
Report	0
Thesaurus	0
Lightbox	1

User	Modules	Address	Connection date	Last access
Support	Production Admin Lightbox	Île-de-France (France)	October 29	Just now
Support 2	Production	Île-de-France (France)	October 29	One hour ago

Phraseanet **Thesaurus**: To manage the thesaurus

The left side of the window displays the list of candidates, terms and expressions resulting from the indexation and the list of rejected or deleted terms displayed by documentary fields of the database structure. The right side displays the existing Thesaurus, as a browsable tree.

Phraseanet **Report**: To view the statistics



The screenshot shows the Phraseanet Report interface. It has a dark theme and a sidebar with the title 'Phraseanet report'. The main area has three tabs: 'Connections', 'Downloads', and 'Databox content'. The 'Connections' tab is active. It contains a form with the following sections:

- 1 - Time Range**: 'From' and 'To' date pickers set to 2019-02-22 and 2019-03-22.
- Database**: A dropdown menu showing 'Alchemy Corporate'.
- Collections**: A list of collections with checkboxes: 'Support Alchemy Corporate', 'Secret life of plants', 'Logos', 'Exhibitions', 'Réserve', and 'Visuels communication'. There are 'Select all' and 'Deselect all' buttons.
- 3 - Type of report**: A dropdown menu.

Generate statistics reports in .csv.

Three tabs (Connections, Downloads, Contents) give you a detailed reporting. For example:

Number of connections by user, by browser or OS, number of downloads by user, by documents...

✓ Choose a time range, the collection and the type of report to download it.

Learn more

If you wish to learn more about Phraseanet,
take a look at the online official documentation:

<https://docs.phraseanet.com>

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Phraseanet Quickguide

by  ALCHEMY