User's Guide

Maitre D'

Asset Manager

Version 2.0.6.71

MæstroVision

Optimize your Workflow

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Overview

The Maitre D Asset Manager is a web based application that serves as a repository for your shared assets.
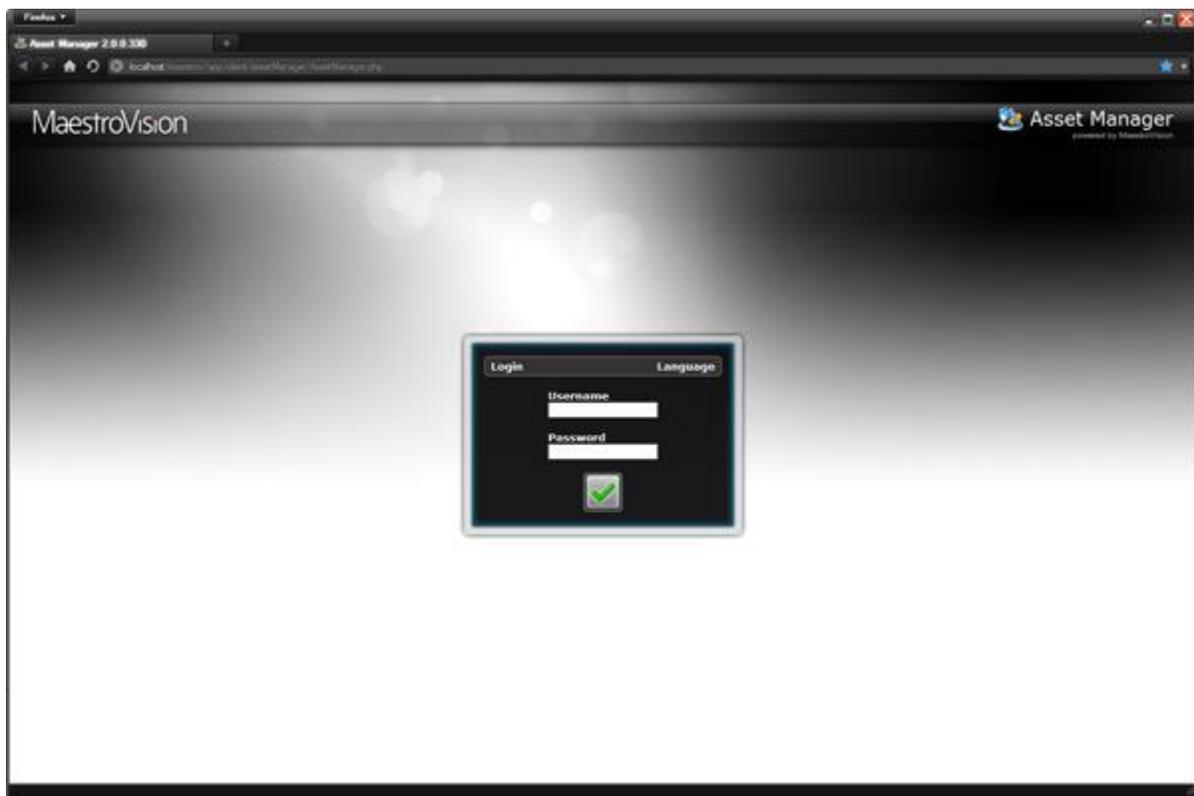
Application Files

The Asset Manager files are installed in the Maitre D folder, usually in x:\MaitreD\maestrov (where x: is the drive where Maitre D is installed).
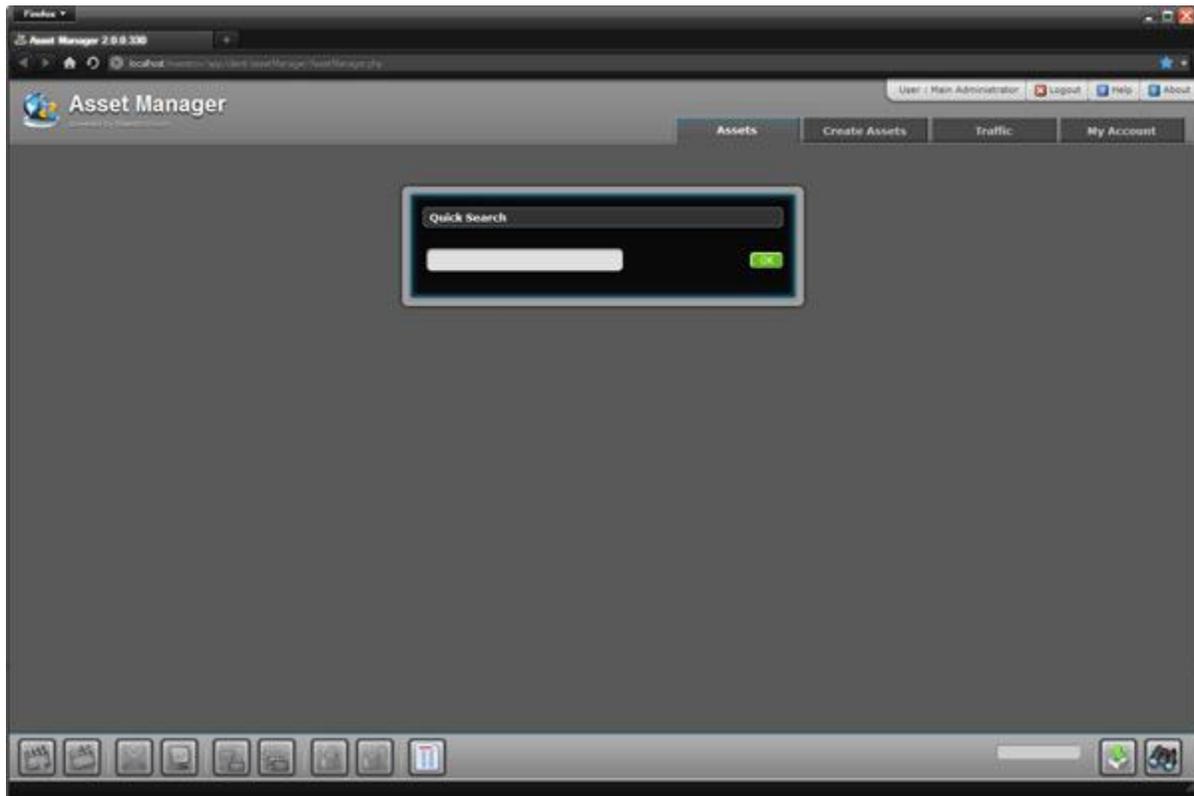
Launch Procedure

The web server hosts all the required application code and assets so it needs to be powered on and connected to the internet (or intranet) to be accessible. Using a web browser, connect to the URL address of the Asset Manager to display the authentication screen.

Example: http://192.168.0.50/maestrov/app/client/assetManager

Layout

The Asset Manager interface is divided into two parts: a) the available tabs that link to available sections and b) the search area.

The quick search field allows searching for all assets, which will have in its metadata, the string of characters entered. To exclude certain assets from the search, you can specify certain strings preceded by a minus (-) sign. Example: race -boat

Quoted strings can also be used to group criteria. Example: "long race" -boat

To display all the assets contained in the system, you can enter the * character and launch the search.
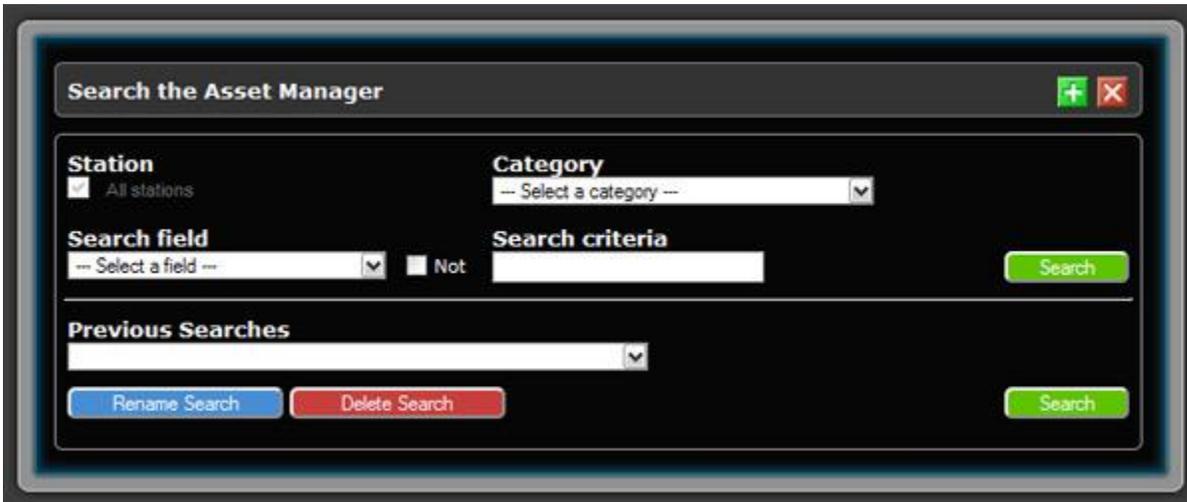
Toolbar

At the bottom of the screen, the toolbar allows performing almost all of the possible operations of the Asset Manager. The toolbar reacts to the context the interface is in; which means that the buttons displayed and their state will depend of the user operation.

Sections

Assets

This section is used to research assets across stations. The top part allows you to specify your search criteria to retrieve the assets that you need. By default, the Asset Manager will search through all the linked stations.

If available, to specify specific stations, click the **+** button to open up the list of stations to select the desired ones. In the stations list, place a check mark in front of the stations to be included in your search. Clicking the ⊡ and ⊡ buttons will respectively select and deselect all stations. When you're done, click the ✅ button. To close the stations list without changing your selection, click the ❌ button.

Once your desired stations have been selected, you must now specify your search criteria. This is done by specifying the category, the search field, and the actual criteria to search for. Depending on the field you select, a special input field might be displayed (such as a drop down list for fields with specific lookup values or a masked input field for date/time data). Once all your parameters have been specified, click the ok button to start the search.

The last searches performed will be saved and easily accessible through the "Previous Searches" drop down list. These searches can be renamed to be easily recognized by using the rename button. To re-execute a previous search, select it from the list and click the ok button. You can also open the "Advanced Search" feature by clicking the **+** button located at the top right of the window.

Advanced Search

The Advanced Search feature allows you to build more complex search patterns. On each row, you can specify specific criteria to match the assets you need to find.

For instance, to find an asset you know part of the name contains the word "computer" and for which the duration is less than 35 minutes, you would build your search as:

Row 1	Category	(Name in which you know the field HouseNumber is included)
	Search Field	House Number
	Search Criteria	computer
	Operation	And

Row 2	Category	(Name in which you know the field Duration is included)
	Search Field	Duration
	Search Criteria	<= 00:35:00

After a search has been made, the assets found will be displayed under the search window. The search results can be displayed in two different views: thumbnail or list. To switch from one view to another, click the view buttons located at the top left of the search results. Once you have selected a view, all your search results will be displayed in that view unless you switch view or go to another section and return to the Assets section; in which case, the results will be displayed in the default view.
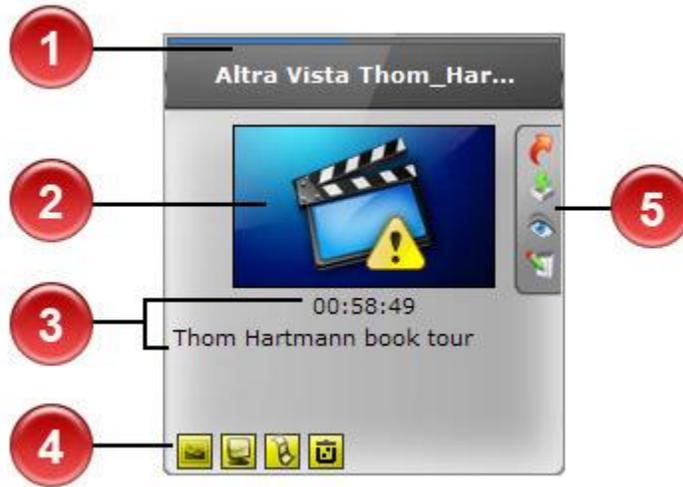
Thumbnail View

If there are more assets to display than can fit on one page, the navigation bar at the top right will allow you to change pages. If you have the right privileges, you will be able to manage the asset: upload / download the asset's files, change the description, edit the information, or delete it.
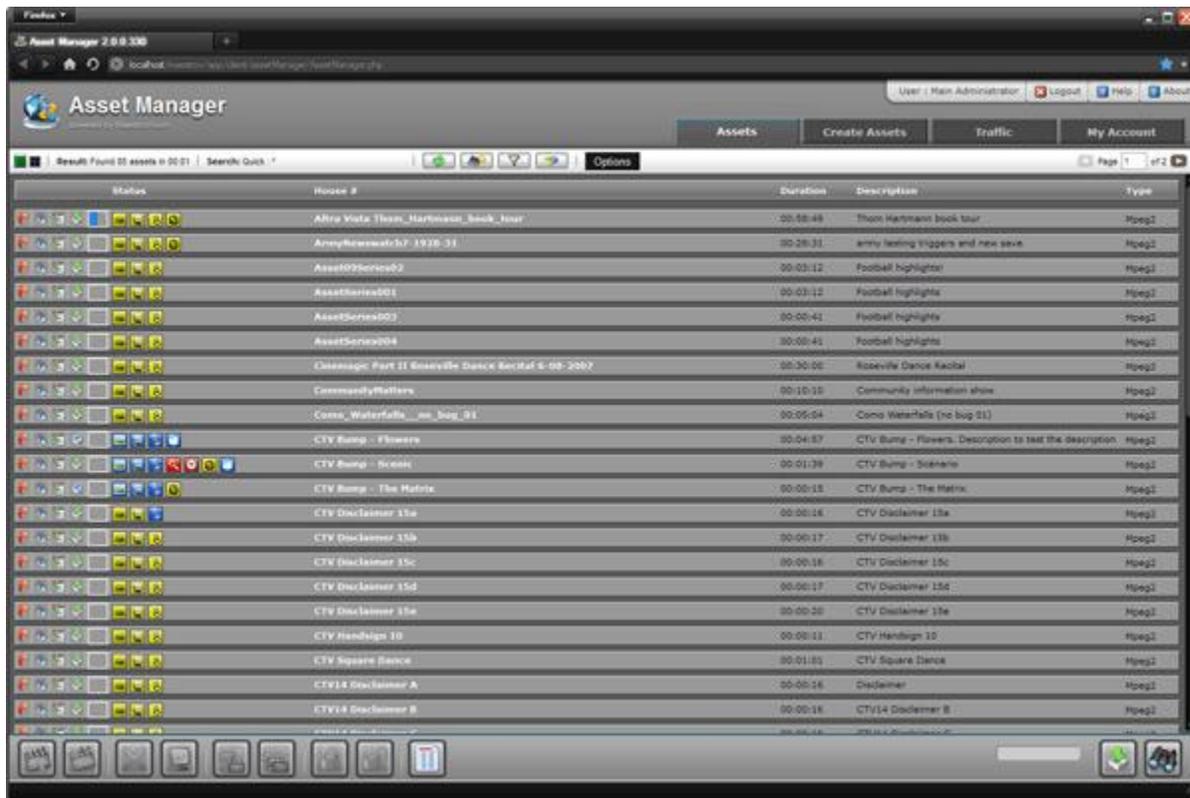
Asset search results can be sorted by multiple fields the Options menu located at the top. An asset's rank is established by how many times your search criteria have been found within the asset's metadata.

Thumbnail Result View

1. **Identifier:** This is the unique asset name and the station name from which the asset comes (if working in "multiple stations" mode) from. Also displayed is the asset's ranking in the search result.
2. **Thumbnail:** Displays an image preview of the asset. If no thumbnail image is available, a generic image will be displayed.
3. **Duration and Description:** Under the thumbnail, the asset's duration and description are displayed.
4. **Flags:** Different flags are displayed according to the asset's status. Mousing over them will display more information.
5. **Buttons:** These buttons allow to remove the asset from the current search result, add the asset to the Bin, show a quick view of the data, or to edit the metadata of the asset.

List View

In this view, more assets will be displayed per page, allowing you to search more quickly through the results. The same options will be available as in the thumbnail view.

Quick View

By clicking on the Quick View button of an asset, you will be able to see the metadata of the asset.

Statistics

Once a search has been performed, clicking the Statistics button will show a chart identifying the proportion of assets by type.

Bin

The Bin allows you to store assets to have quick access to them. Instead of searching for your favorite assets, put them in your Bin and they will be quickly accessible. A user's Bin will keep the assets even between sessions.

Note: The Bin keeps references to the real assets located in a station's database. To be sure the metadata of the assets found in a user's Bin is up to date, click the Update button to re-fetch the information from the source station's database. If the original asset is no longer present in the source station, it will be removed from the Bin.

To open the Bin, click on the "Bin" button in the bottom toolbar, to the right.
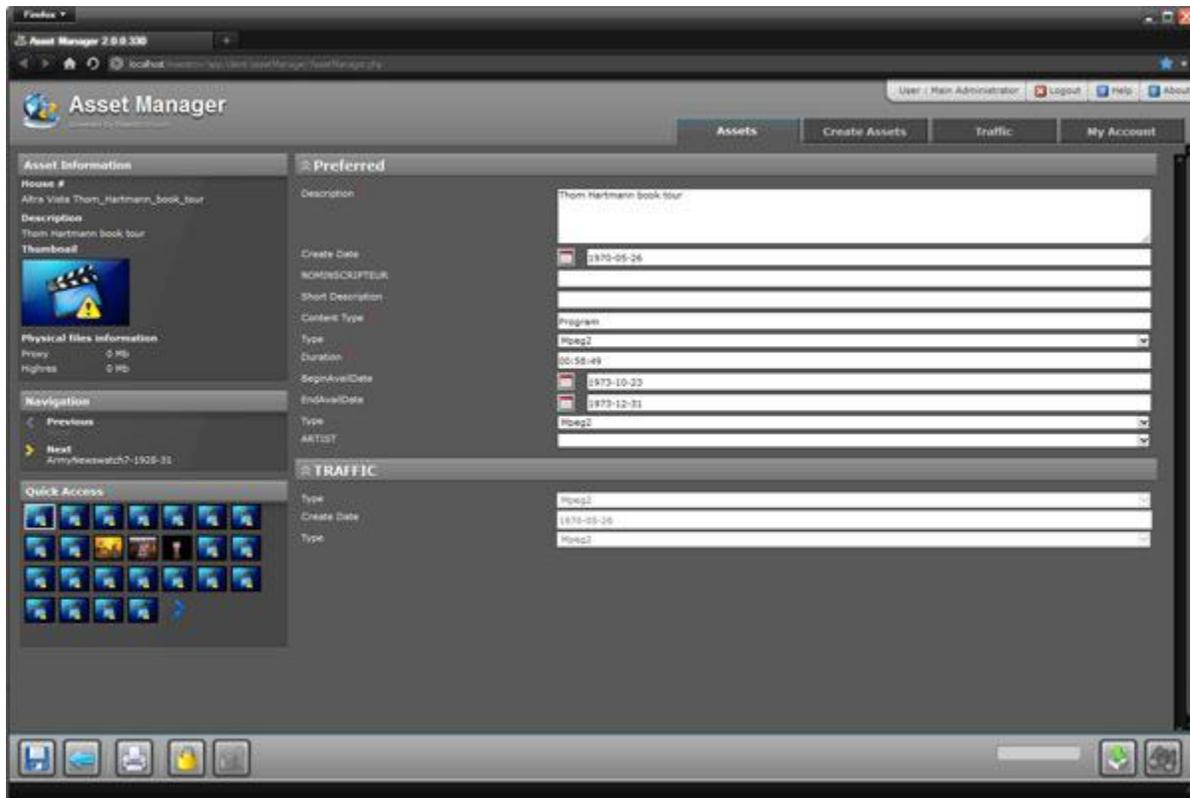

You can remove assets from the Bin in one of three ways:

1. Clicking an asset's remove button.
2. Clicking the checkbox of each asset to remove and clicking the "Remove Selected" button.
3. Clicking the Empty Bin button to remove all the assets contained in the Bin.

Asset Information

To view detailed information of an asset, click on its Edit button. In this view, you will be able to edit/view all the information of the asset.

If your user privileges allow it, you will be able to modify this information.

In the asset details view, you can jump from one asset to the next by using the navigation found at the left of the screen.

Create Assets

This section allows the creation of new assets and their associated metadata. If your user privileges allow it, once the asset is saved, options to upload the associated files will be displayed.

Traffic

Configuration
The file AssetManager.properties contains keys that must be configured:

TRAFFIC_INTERFACE
Must be set to **1** to make the Traffic tab visible in the interface.

TRAFFIC_ARCHIVED_SEASONS_CLOSED
If set to **1**, the archived seasons section will be automatically closed in the season selection screen.

TRAFFIC_MATERIAL_DATABASE_ODBC
TRAFFIC_MATERIAL_DATABASE_USR
TRAFFIC_MATERIAL_DATABASE_PWD
These keys must be set to the ODBC name, User name and Password to connect to the material table that will be used in the interface when a user searches for assets.

TRAFFIC_EXPORT_DB1_NAME
TRAFFIC_EXPORT_DB1_ODBC
TRAFFIC_EXPORT_DB1_USR
TRAFFIC_EXPORT_DB1_PWD
These keys must be set to configure the available "export directly to playlist" destination databases. To configure multiple destinations, the index can be incremented by 1 for each database. Example: TRAFFIC_EXPORT_DB2_NAME, TRAFFIC_EXPORT_DB3_NAME, etc.
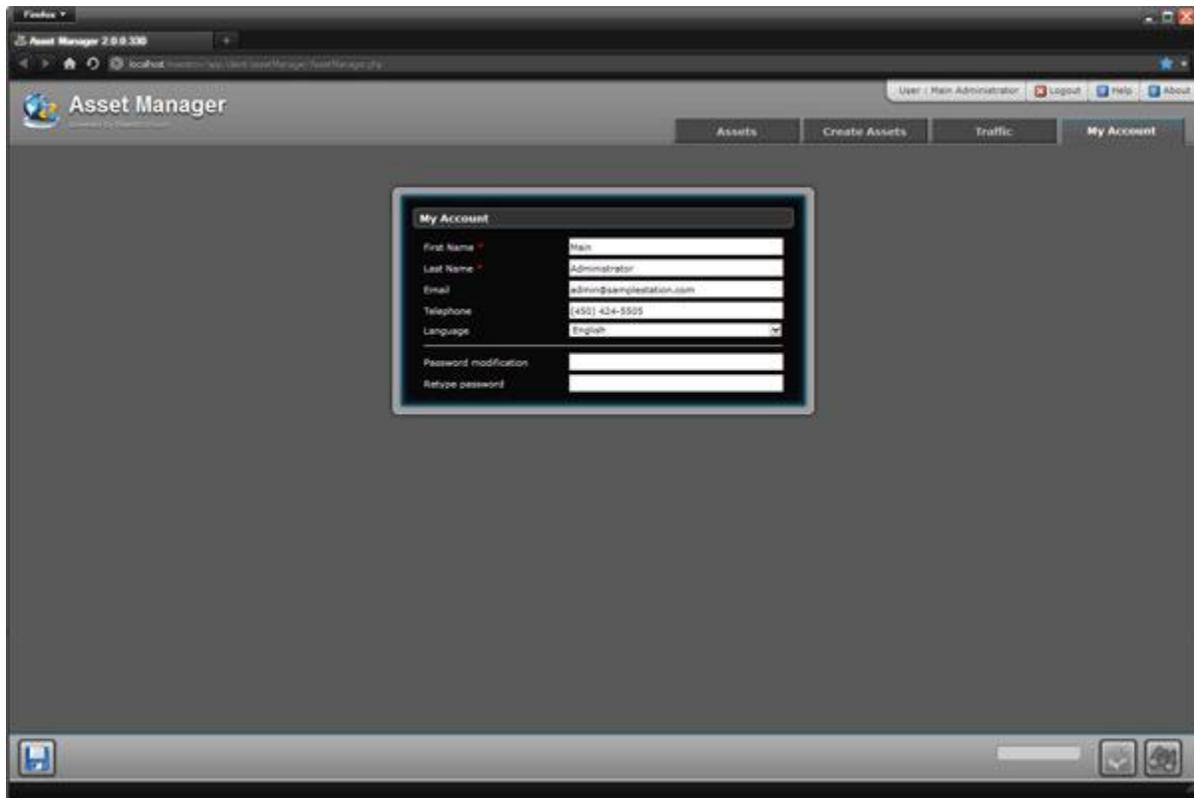
TRAFFIC_SUBBLOCK_TYPES
TRAFFIC_SUBBLOCK_COLORS
These keys contain de type of sub-blocks and their respective color in the interface. Each type and color must be seperated by a comma (example: program,promo,live). The colors are in hexadecimal values (example: 4e7eb9, b94e4e, b98a4e).

My Account

This section displays the account information of the user currently logged in to the Asset Manager. You will be able to update your profile and change your password.

Help

Click this option to display the help file in the currently logged in user's language.

Logout

Click this option to logout of the Asset Manager.

Contact Information

Technical Support

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