



picvario

Overview of Software Functionality

Version 2.6 July 2022

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What is digital asset management?

Digital asset management (DAM) systems are technologies for managing digital multimedia files - images, video, audio, etc. Modern DAM includes the following features:

1. **Loading:** DAM must load resources in multiple ways; work with data individually or in bulk, and write and retrieve metadata.
2. **Preview:** any assets in the DAM are available for preview. Systems must be able to generate preview files.
3. **Security:** a user or group of users can be assigned different levels of data access, restrict, or extend actions in DAM.
4. **Storage:** DAM supports different media formats and their metadata.
5. **Conversion:** DAM includes functions for editing resources: media file processing, transcoding, transformation, etc.
6. **Analytics and asset allocation:** DAM systems should process data on assets and users to create analytical reports. It is preferable to receive notifications within the DAM platform; however, there are options for integrating third-party services.
7. **Links and versions:** convert assets into platform-compatible versions, view them, restore, and manage them.
8. **Processes:** Create workflows where different departments can create, reconcile, discuss, distribute, and analyze asset data.
9. **Search:** DAM allows you to create navigation within the system differently (using metadata filters, narrowing capabilities, or word forms); built-in functions simplify navigation (taxonomy); you can find any resources and metadata using advanced search functions.
10. **Production and publishing:** the ability to create content on the DAM platform using built-in modules or integrated software; publish or embed assets using DAM programs/modules, and share links to an asset or group of assets.

In this file, you will get acquainted with the main functions of Picvatio's DAM platform, which provides all features described below.

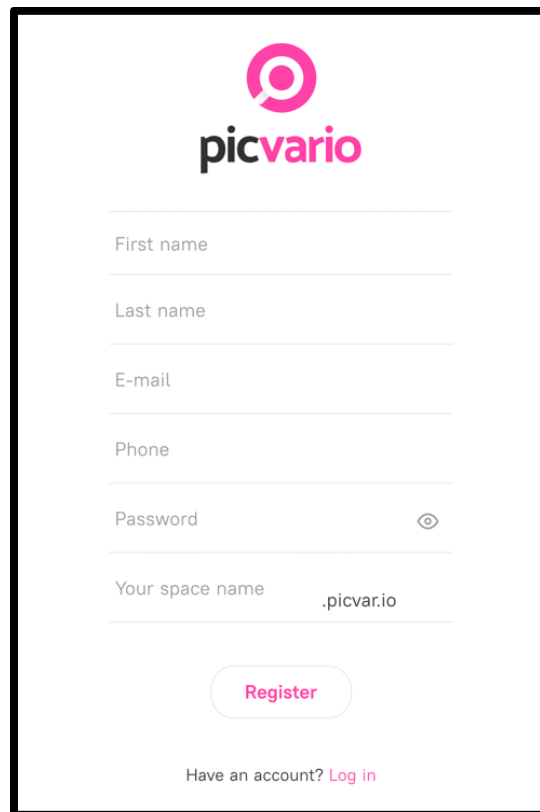
Picvario Functionality

1. Registration and authorization

Picvario is an application whose functionality is available in the browser. We tested different browsers; however, we guarantee the most stable operation of the system in the Google Chrome browser version of the current minus 1.

To create a tenant or workspace in the system, fill out a form at <https://app.picvar.io/sign-up>.

We recommend adding users for collaboration after registration and settings setup. Organizing users using authorization through Microsoft accounts - AD and ADFS, Google G Suite, and Open ID is possible.



The image shows a registration form for Picvario. At the top is the Picvario logo, which consists of a pink circular icon with a stylized 'P' and the word 'picvario' in black and pink text. Below the logo are several input fields: 'First name', 'Last name', 'E-mail', 'Phone', 'Password' (with an eye icon for toggling visibility), and 'Your space name' (with '.picvar.io' as a placeholder). A pink 'Register' button is located below the 'Your space name' field. At the bottom of the form, there is a link that says 'Have an account? Log in'.

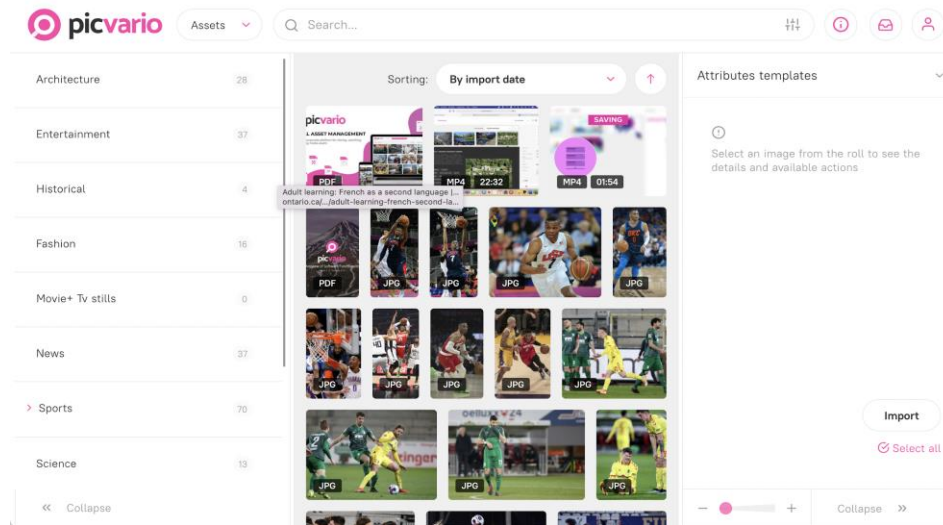
Authorization with Picvario

1.1 Self-registration

Administrators can enable self-registration or create a link to register external users. After registering, new users will have access to default group rights, and all active system administrators will receive an email to verify the user.

2. System Interface

The system has three work pages: assets, collections, and home page. The main elements of the page with assets are listed below; we will discuss the collections and the home page in the corresponding sections.



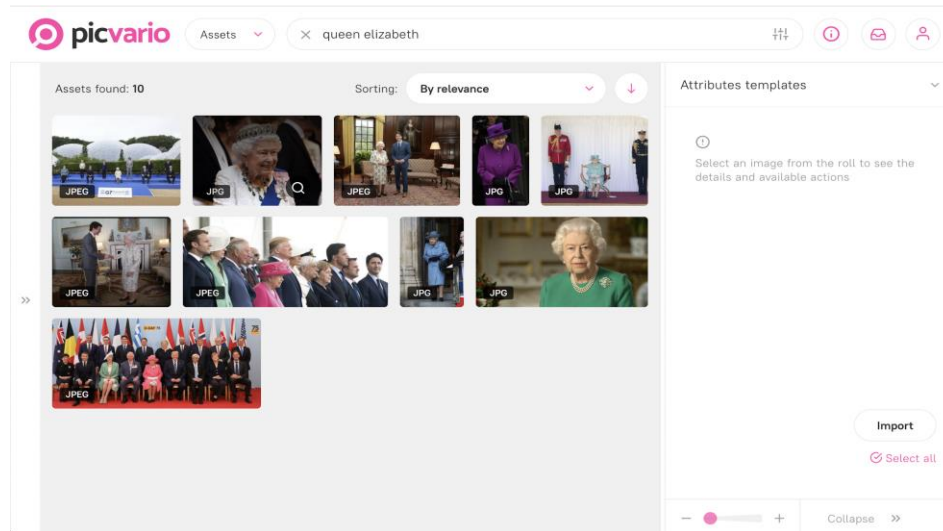
Elements of the interface

1. Taxonomy panel
2. Browse through assets, collections, or saved searches
3. Search Bar
4. Asset Feed
5. Preview of an asset
6. Search filters
7. Information panel
8. Active processes - import, export, workflows
9. Profile settings
10. Export statistics
11. Properties panel

2.1 Search bar and advanced search

Simple search

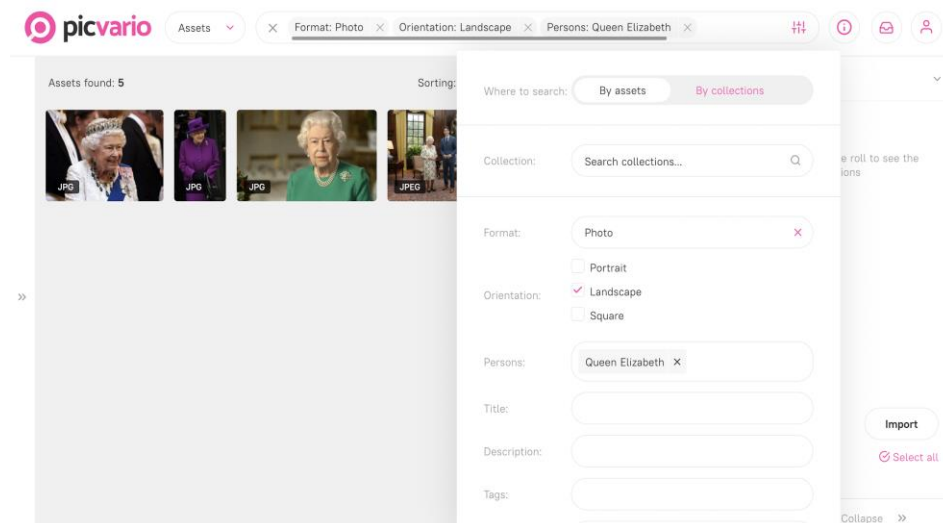
Picvario's powerful search function is based on Elastic Search technology. Enables files to be found by searching through asset metadata, tags, and collections. Search queries consider the relevance and word forms



Simple Search

Advanced search

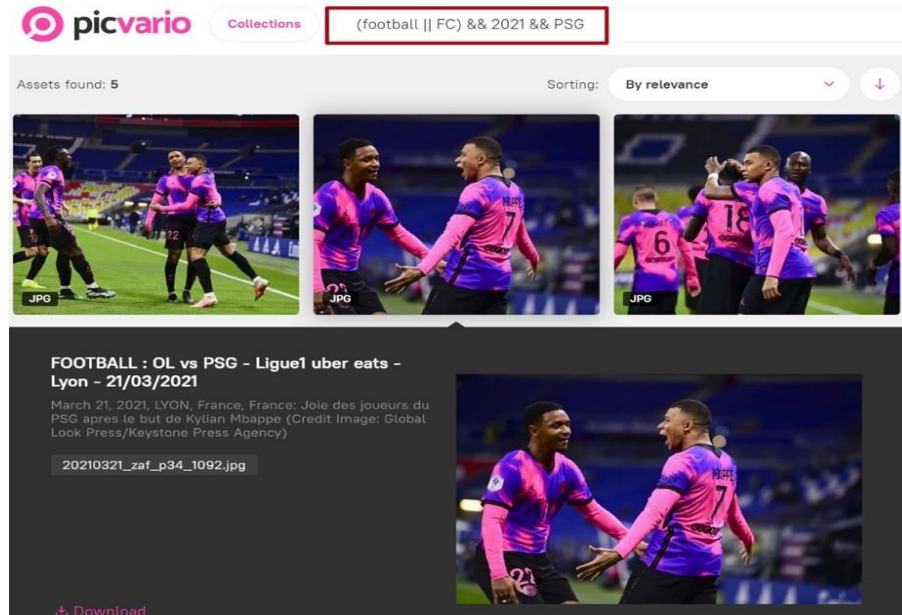
Any search within the system can be narrowed down by using customizable filters. By varying search options - users can quickly find the necessary assets.



Advanced search filters

Boolean and wildcard search

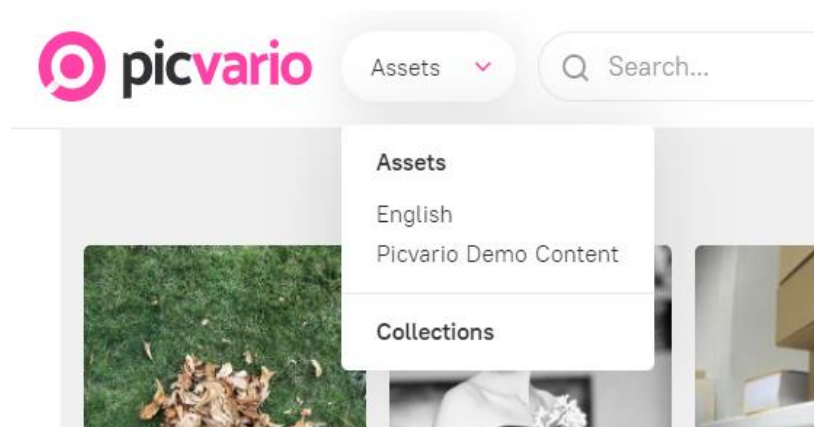
The system can complete complex searches using operators and "wildcard" queries: "AND", "OR", "NOT", "?" - replaces any one character, "*" - replaces any number of characters



Using operators for searches

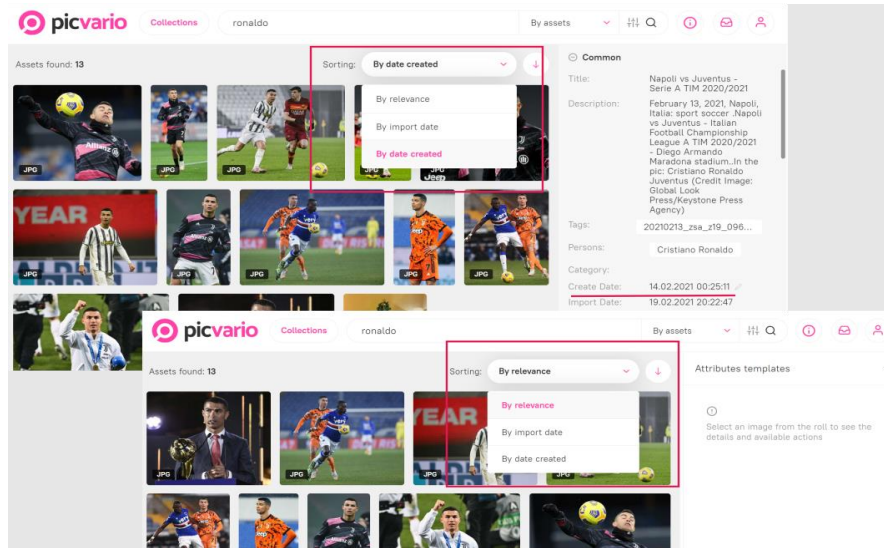
Setting up frequent search queries

Save frequent search queries for quick access to them. This feature is available for configuration in the administrative panel.



Sorting search results

The system allows you to sort search results by relevance, import date, or creation date. Sorting assets - latest to oldest, or vice versa.

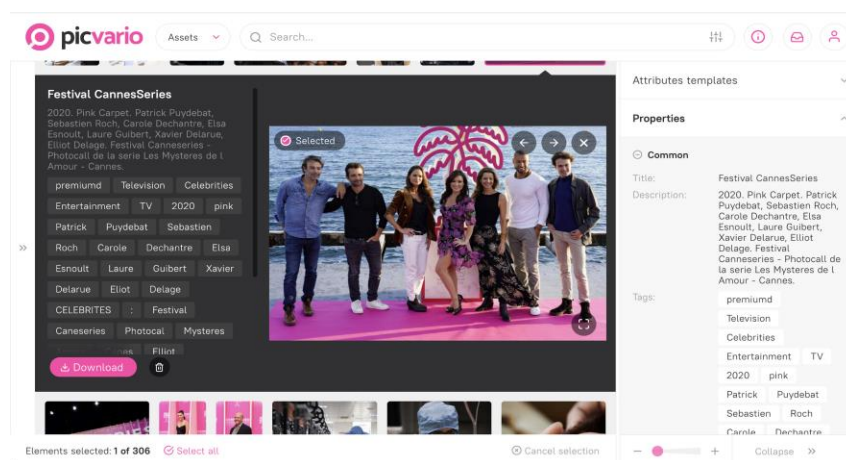


Results vary depending on the selected search filters.

Advanced search settings provide options to search by file format: photo/video/audio. In addition, to file format, the system will provide opportunities to explore by asset orientation – portrait, landscape, and square. The user can find the “Not filled in” section at the end of the advanced search window. By selecting a property from the proposed options, the platform will sort out the asset that has that property empty.

2.2 Right panel

The right panel allows you to work with metadata properties and templates, manage users and workflows, import and export files, create links, delete, and sort by collection. We will talk about each function in more detail. The sidebar can be expanded or collapsed; the settings are saved for each user.



Right side panel

2.2.1 Metadata management

Metadata provides information about data, which accompanies media assets. They allow you to search and manage media libraries. Picvario supports International Metadata Standards Exif, IPTC/XMP, allowing users to customize their

<https://picvario.com>

fields in the administrative panel (pg. 27). Metadata import and export are supported through customizable templates. The system supports different types of fields:

Text

Common

Title:

EN

The Gooderham Building, also known as the Flatiron Building.

Description:

FR

✓

✕

EN

The Gooderham Building, also known as the Flatiron Building, is an historic office building at 49 Wellington Street East in Toronto, Ontario, Canada.

Tags:

FR

City

tourism

Text with multilingual value

Common

Title:

EN

Beautiful view of Calgary downtown with Peace Bridge over Bow river.

FR

Belle vue du centre-ville de Calgary avec le pont Peace sur la rivière Bow.

Description:

EN

Calgary downtown at dusk with Peace Bridge over Bow river, Alberta, Canada, North America

FR

Centre-ville de Calgary au crépuscule avec le Peace Bridge sur la rivière Bow, Alberta, Canada, Amérique du Nord.

Date and Time

UUID:

PCVR-901

Import Date:

Not installed

✓

✕

Create Date:

19.08.2021 18:01:14

Storage:

Public:

Alt Text (Accessibility):

Extended Description (Accessibility):

Exif

Filename:

Filesize:

Width:

Height:

Geodata

State:

Country:

August

2021

Mot	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

18

01

14

Access

Storage:

Picvario

Public:

No

Yes

Alt Text (Accessibility):

Extended Description (Accessibility):

Tags	Numerical (integer, real)
Tags: <div> Canada Art architecture Canadian downtown Alberta urban Square museum Edmonton structure </div>	<div> Exif Filename: Filesize: 721 KiB Width: 3500 Hight: 2195 </div>


Value list or controlled list

This property is specifically designed to apply the values pre-set by the administrator. It eliminates errors when entering metadata and facilitates further searching. It is possible to predefine the structure of the list, thereby determining the order of values.

Category:	<input type="text"/>
Create Date:	Not installed
Import Date:	News
UUID:	
Public:	Entertainment
Exif	Sport
Filename:	Stock
Filesize:	850 KB


Search with pre-set values

Geo-tagging


Assets
paris

Christmas 2021 - Galeries Lafayette - Paris

Selected



Lafayette Paris, France November 22, 2021 - Christmas decorations at the Parisian department stores Les Galeries Lafayette. This year, Galeries Lafayette imagined Christmas, a joyful story telling the adventure of toys in the heart of a cosmic Santa Claus village, illuminated by the northern lights.

joyful illuminated Christmas in Paris Santa Paris

France Christmas Parisian stores Galeries Galleries

Lafayette adventure Claus Lichter lights NOEL

Exif

Width: 5160


Height: 3440

Filesize: 2.3 MiB

Filename: PCVR-917.jpeg

EXIF Geo: 48.8733 2.3322 0

Hide map



Open on openstreetmap.org

Elements selected: 1 of 8

Select all

Cancel selection

Collapse

Exif properties with populated GPS data

View metadata properties

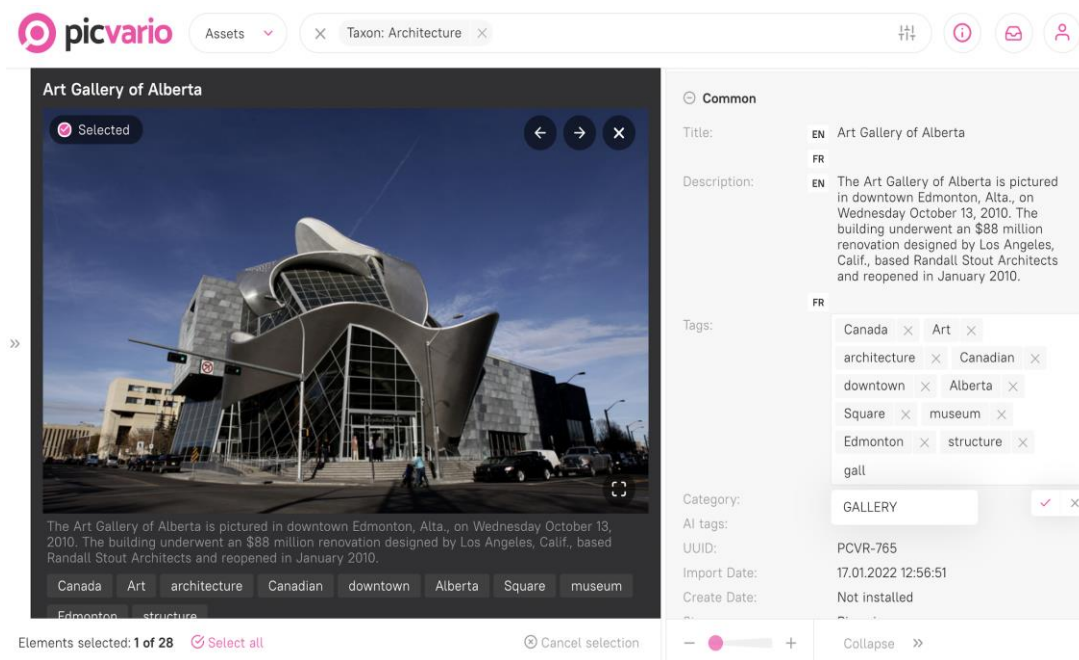
The corresponding metadata is displayed next to the file preview. The list of fields can be customized and regulated by access rights - the user sees only authorized information. An administrator can create new properties, change names, and delete asset properties other than system properties.

Edit metadata

You can edit a file's metadata individually or in bulk (based on search results or collection).

Automatic metadata translation

You can use the translation feature on both import and export metadata templates. This feature allows you to translate the metadata values into a language supported by the translator during metadata processing. The setting is available in the administrative panel.



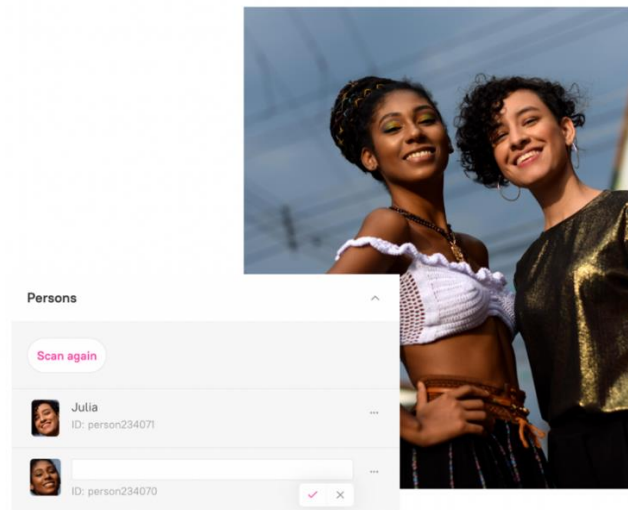
Insert metadata through the system

2.2.2 Artificial Intelligence

Artificial intelligence technologies make it possible to supplement image metadata with various information. Widely used technologies recognize faces, logos, objects, text, diseases, etc. Picvario customers use the function of face recognition, age groups, and emotions in their work. Other artificial intelligence technologies can be connected at the request of the customer. The developed VISION unit allows you to connect the required artificial intelligence systems at the lowest cost.

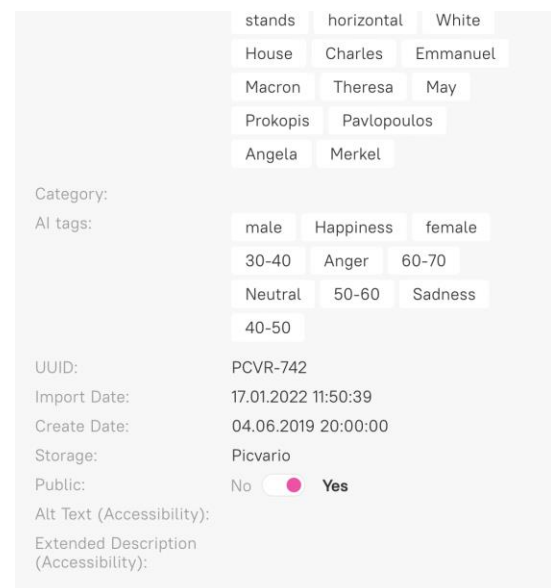
Face Recognition

The face recognition module on images saves time and resources on the organization. The administrator can view the faces detected by the system: give them names, adjust the settings, or delete them. The module can be configured to use a shared database of people, which all Picvario users enrich, and a database in which personal information is securely stored. A shared database of faces is provided for famous people or celebrities.



Example of face recognition

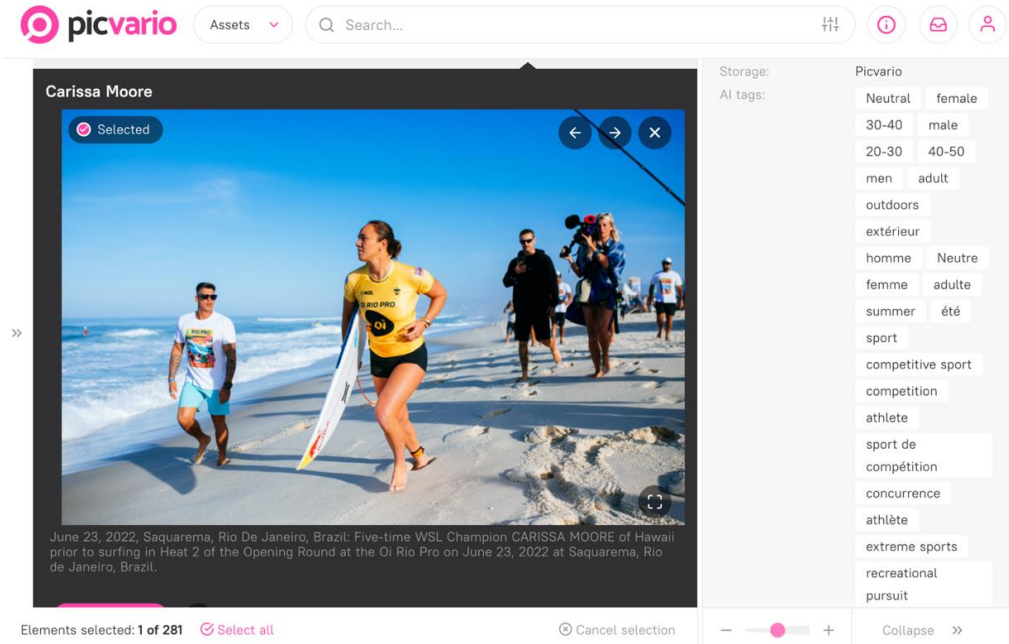
Emotions and age groups are located under the property - AI tags. These tags are automatically prescribed after the face recognition process.



Example of emotion and age recognition by the AI

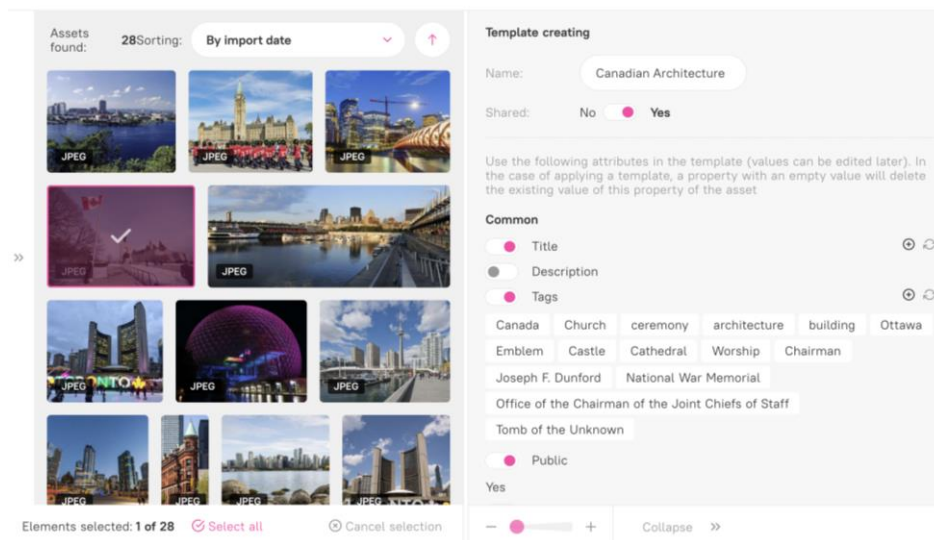
Automatic object tagging

The system implements auto-tagging of objects, emotion and age recognition systems that spell out information in the AI tag field.



2.2.3 Metadata templates

Property templates automatically complete the filling in of asset metadata. These pre-set datasets can be applied to the assets you upload. Users can use templates for an infinite number of assets. For fields "Tags" and "Text," one of two options can be selected: "Supplement" or "Replace" existing data.



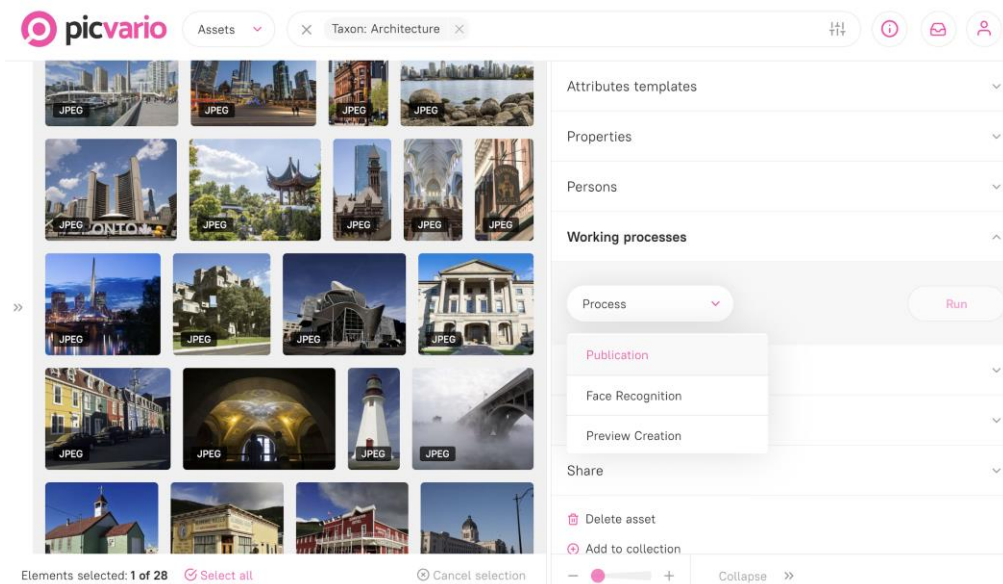
Example of a property template

2.2.4 Workflows

Workflows are customizable macros that allow you to automate routine operations. Processes can be configured for any system triggers – the expiration date or configurator switching.

Workflows include the following features:

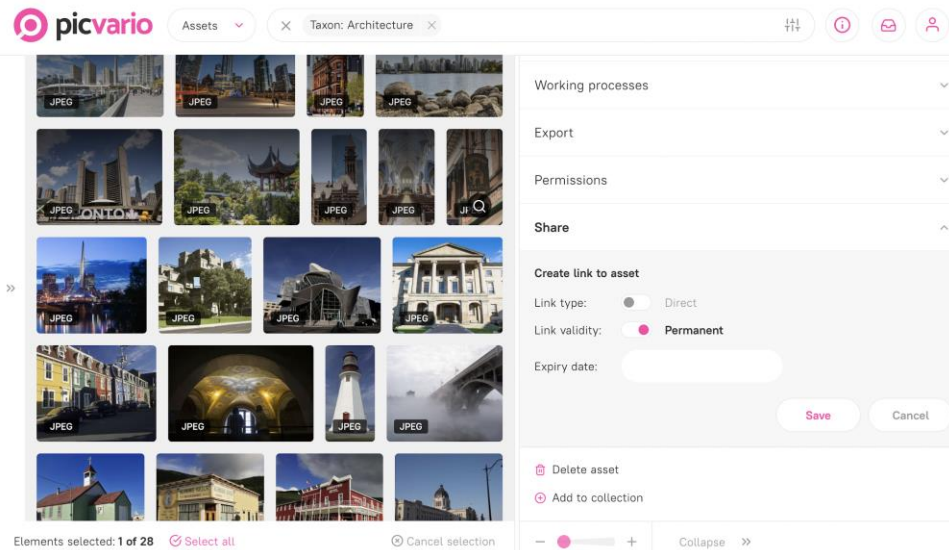
1. Auto-tagging for restarting the process
2. Delete the original file
3. Fill in metadata for re-reading
4. Embedding galleries with HTML code
5. Publication to transfer the asset to the status of "Public" and initiate export to FTP.
6. Recognition to re-run searches for faces in the image
7. Creating a preview to regenerate smaller versions



Workflows

2.2.5 Sharing assets

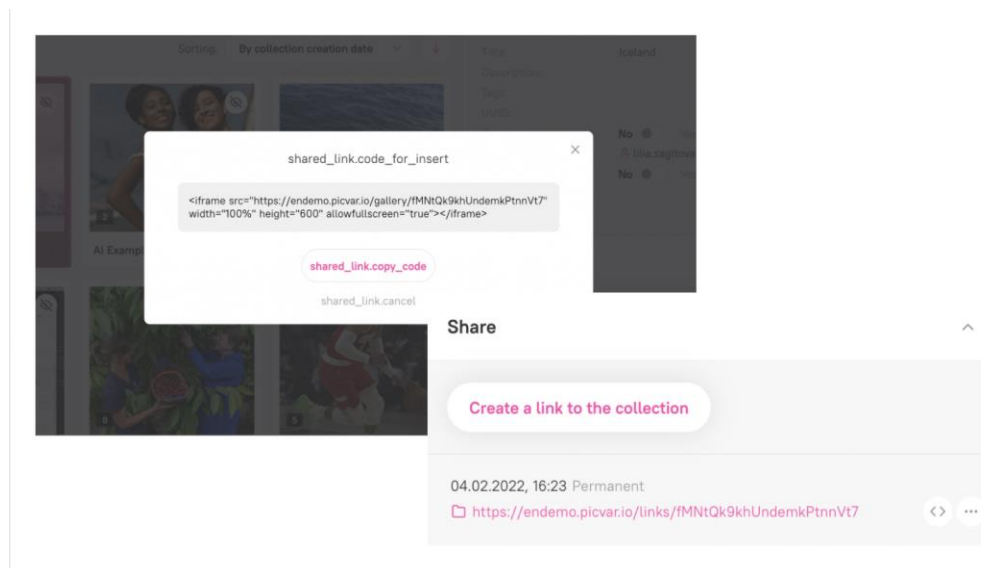
Picvario allows you to share a link to an asset or collection. The link can be temporary (provided for a limited time) or permanent. The system generates markups for Open Graph and Twitter when you create a reference to an asset or collection.

*Creation of links for assets*

Embedding Picvario gallery by generating HTML code

It is possible to embed Picvario galleries in the system using HTML. After creating a link to one asset or a collection in the "Share" section, upload the HTML code by clicking on the < > sign.

The code can be embedded in third-party resources, such as CMS sites.



Generated HTML code used for embedding

2.2.6 Exporting assets

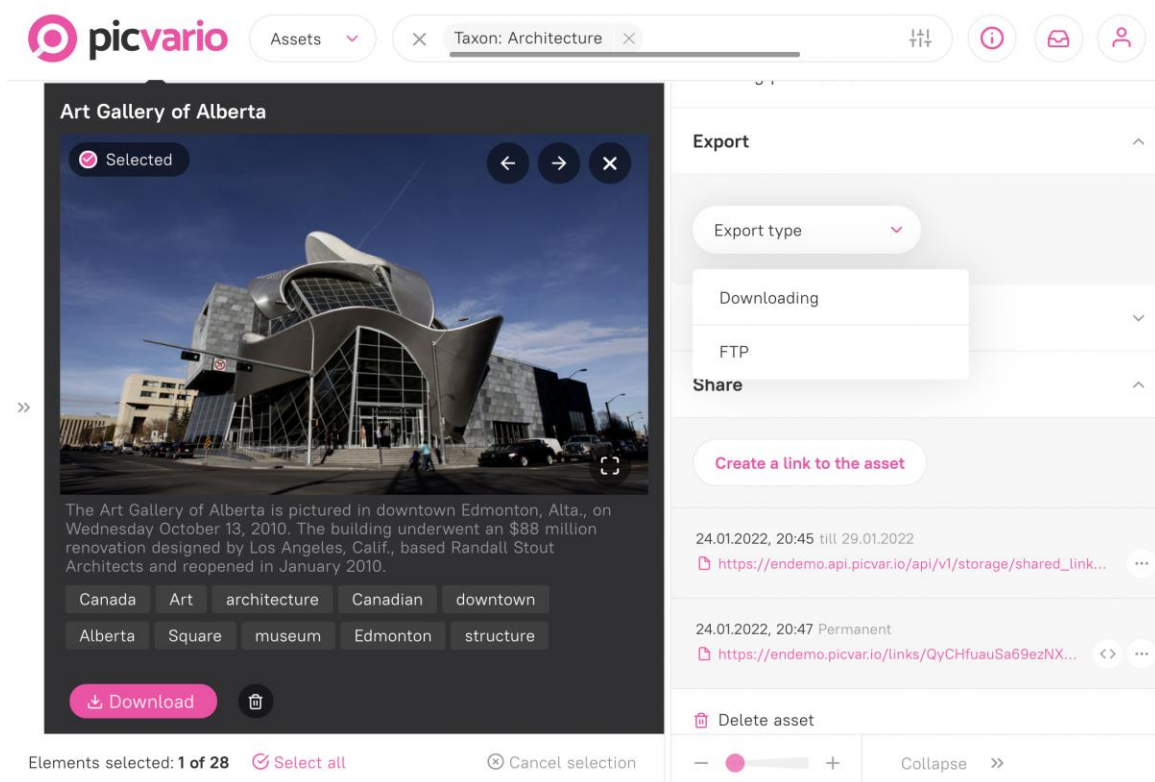
Two export methods are downloading through temporary or permanent links and uploading via FTP. The administrator can customize the metadata record template, specifying the values of asset properties in the metadata of the downloaded file.

Export via file download

The system allows downloading one or more files using the "Download" button. During bulk downloading, a zip archive of files is created.

Export by FTP

Authorized users can export an asset to one or more FTP servers, whose addresses are assigned by the system administrator.



The screenshot shows the picvario web interface. At the top, there's a navigation bar with the picvario logo, a dropdown menu for 'Assets', and a search bar containing 'Taxon: Architecture'. To the right of the search bar are icons for list view, information, mail, and user profile.

The main content area is divided into two panels. The left panel displays a large image of the Art Gallery of Alberta building. Below the image, there's a caption: 'The Art Gallery of Alberta is pictured in downtown Edmonton, Alta., on Wednesday October 13, 2010. The building underwent an \$88 million renovation designed by Los Angeles, Calif., based Randall Stout Architects and reopened in January 2010.' Below the caption are several tags: 'Canada', 'Art', 'architecture', 'Canadian', 'downtown', 'Alberta', 'Square', 'museum', 'Edmonton', and 'structure'. At the bottom of this panel is a pink 'Download' button and a trash icon.

The right panel is titled 'Export' and contains a dropdown menu for 'Export type'. The dropdown is open, showing two options: 'Downloading' and 'FTP'. Below the dropdown is a 'Share' section with a button 'Create a link to the asset'. Underneath, there are two links generated by the system: a temporary link valid from 24.01.2022, 20:45 till 29.01.2022, and a permanent link. At the bottom of the right panel, there is a 'Delete asset' button and a 'Collapse' button.

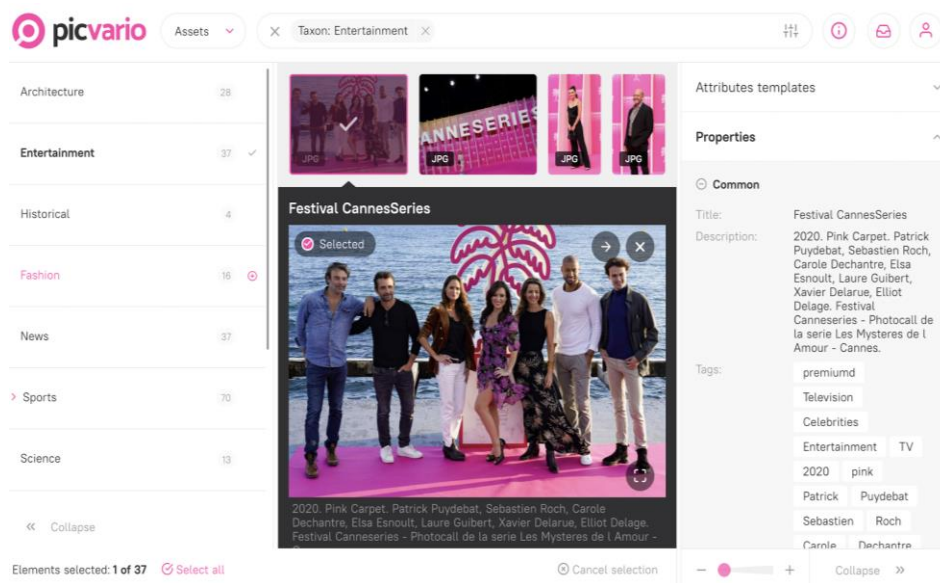
At the very bottom of the interface, a status bar indicates 'Elements selected: 1 of 28', a 'Select all' button, and a 'Cancel selection' button.

Export options - download and FTP

2.3 Left panel

2.3.1 Taxonomies

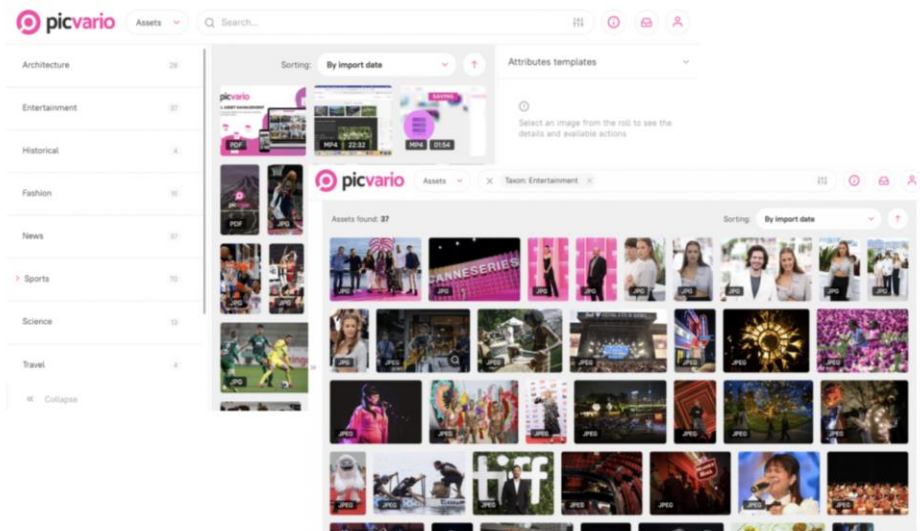
The left panel is a personalized taxonomy or a hierarchical "tree-like" structure of labels for organizing content. The taxonomy can be edited in the administrative interface.



The system allows you to link or unlink an asset to a taxon, search and combine any search options with taxon searches. As well as configure whether an asset belongs to only one or multiple taxons. A taxon can be open to a group of users who can be given different levels of access to any taxon.

2.4 Asset Feed

The central panel displays assets or collections depending on the mode selected. The panel display is customizable: users can hide the sidebars or make them broader/narrower and change the size of the displayed previews.



Picvario's interface can be customized depending on the required tasks

2.4.1 Fullscreen Mode

The system supports a full-screen mode for viewing images and videos.



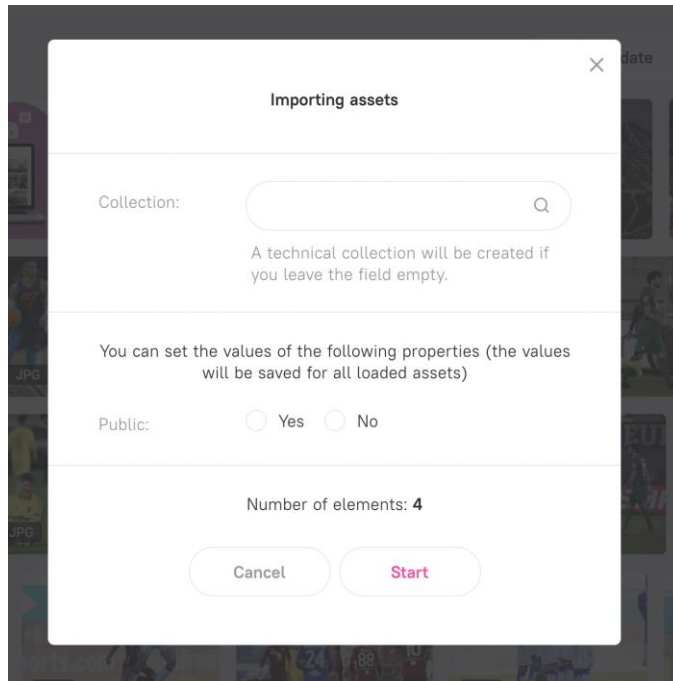
Full-screen image preview

3. Import

To upload media files into the DAM Picvario, the user can choose the option that best suits them. With any alternative, the system reads the stored metadata in the files. In addition, there is the possibility to customize reading templates.

3.1 Drag and Drop

Simply drop files or file folders into the central panel. You can load nested (folder within a folder) files in the Chrome browser. The names of folders will be entered as keywords (tags) into the media files and stored as metadata. Picvario saves the metadata in the assets, and it is possible to specify metadata using the import window with configurable fields.



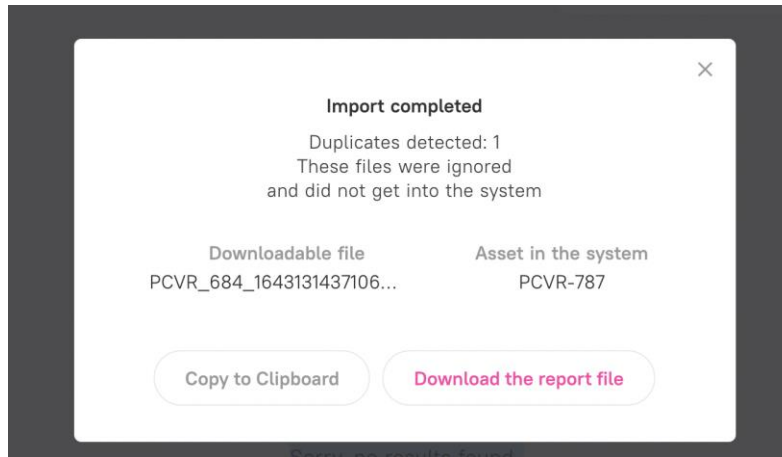
The import window, including the metadata fields, is customized according to your requirements.

3.2 Import via external storage connection

Picvario allows you to connect external storage: S3-compatible storage, Google Drive, and FTP to upload files into the system or permanently store original assets. We talk about external storage in detail (pg. 23). The server versions (on-Premise) have the ability to connect a local folder as external storage.

3.3 Checking imported files for duplicates

If duplicates are detected during the import of files, an informational pop screen will notify the user that duplicates have been detected. The pop-up will allow the user to download a list of duplicates or copy the information to the clipboard. The function can be enabled or disabled in system settings. Once the notification of duplicates appears, you can go to the previously downloaded file.

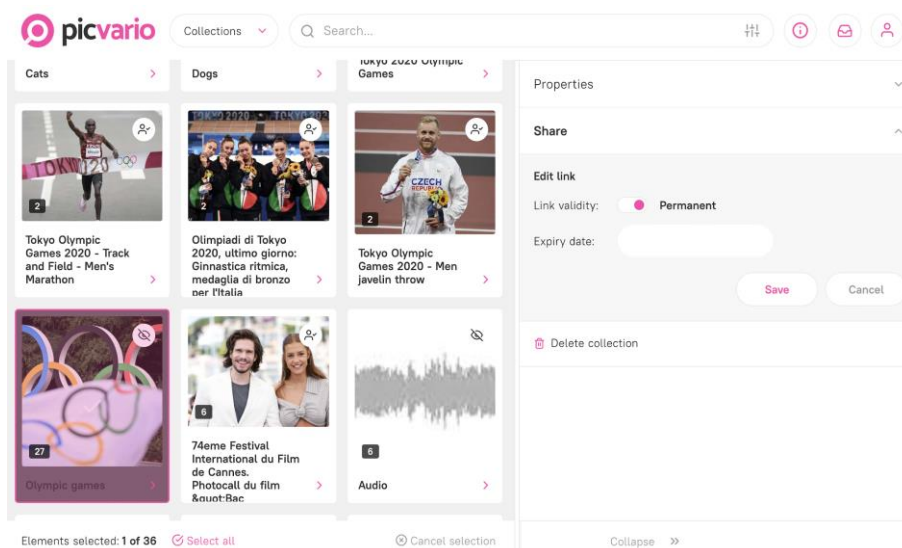


Informational window indicating the detection of duplicates during the import

4. Collections

4.1 Combining assets into collections

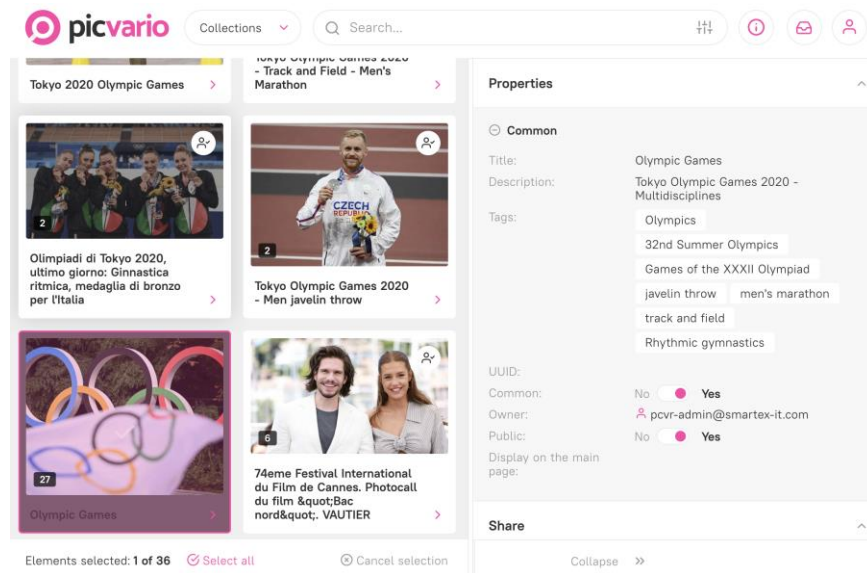
Collections allow you to group media files, regardless of file type, size, or category. When creating a collection, you can select a new or existing collection, and an asset can reside in more than one collection at a time. You can customize your own set of metadata fields in the administrative interface.



Creation of collections

4.2 Editing collection metadata properties

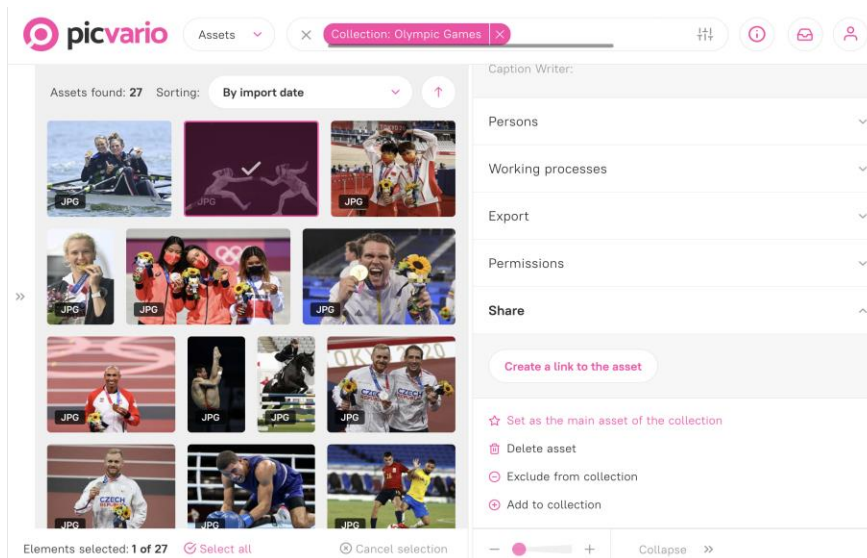
Editing one or several collections is similar to working with assets. You can customize your own set of metadata fields in the administrative interface.



Editing metadata fields in collections

4.3 Selecting a thumbnail for a collection

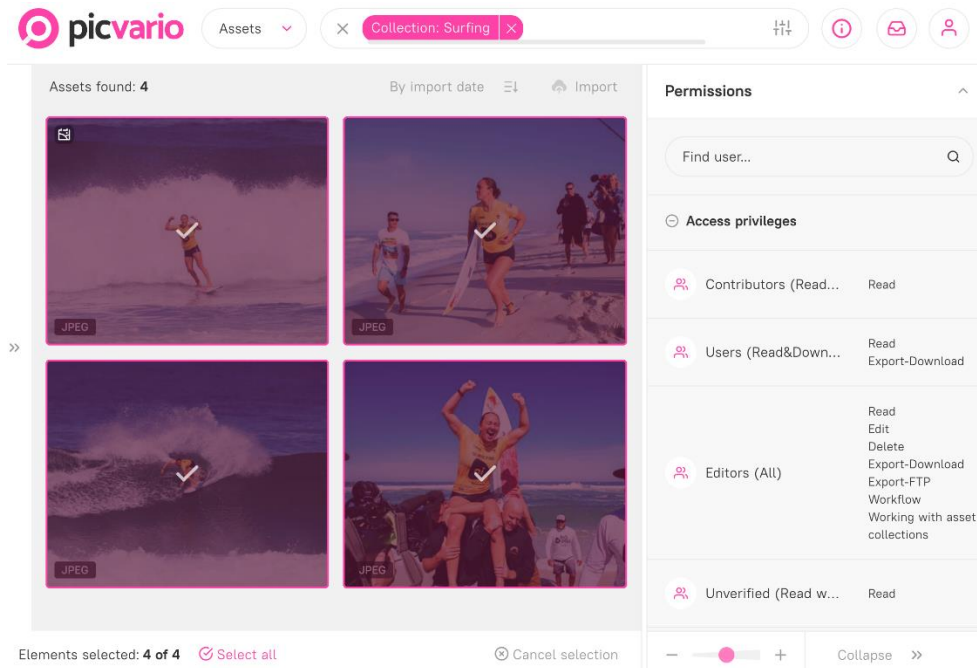
It is possible to select a collection's thumbnail to display on the home page or the collection's feed.



Selecting an asset for display

4.4 Creating permissions in collections

Collections allow you to create temporary or permanent links and share files and grant access rights to view, import/export, delete, or edit.

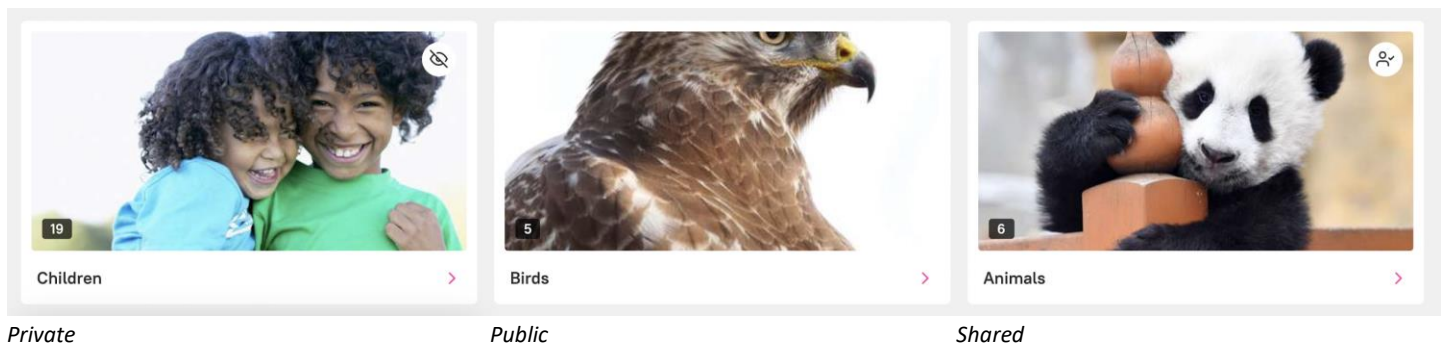


Sharing collections and controlling access rights

The thumbnail of a collection displays the number of assets it contains, and its status - Private, Shared, and Public.

The meaning of the statuses:

- Public collection - a collection that is visible to everyone: both authorized and unauthorized users.
- Private collection - a collection visible only to the creator.
- General collection - a collection seen by all authorized users of the same tenant.



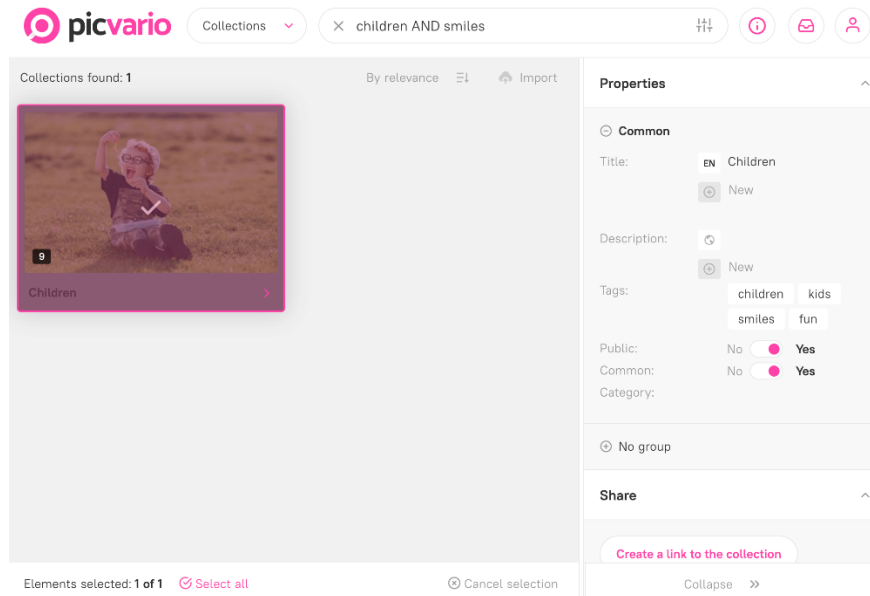
Collections with various restrictions

<https://picvario.com>

Public collections are automatically assigned a general status. When adding an asset to an existing public collection, the system will ask the user if they want to make the asset public.

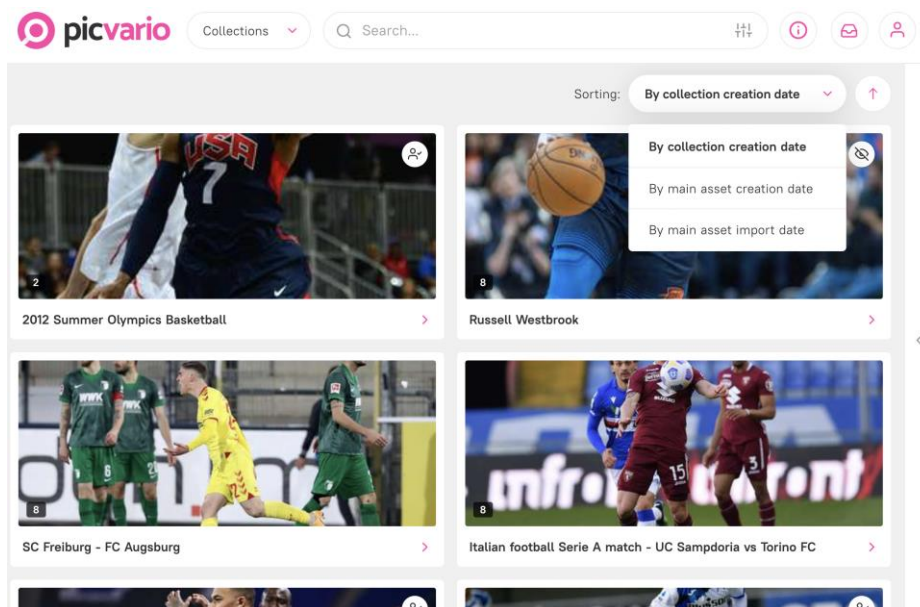
4.5 Search through collections

You can use filters and operators to search through collections, just as you do with assets.



Search operators in collections

Sorting search results regarding operators available: Collection Creation Date, Creation Date, or Main Asset Import. In addition, collections can be sorted based on the date imported and vice versa.



Sort collections

4.6 Managing collections in bulk

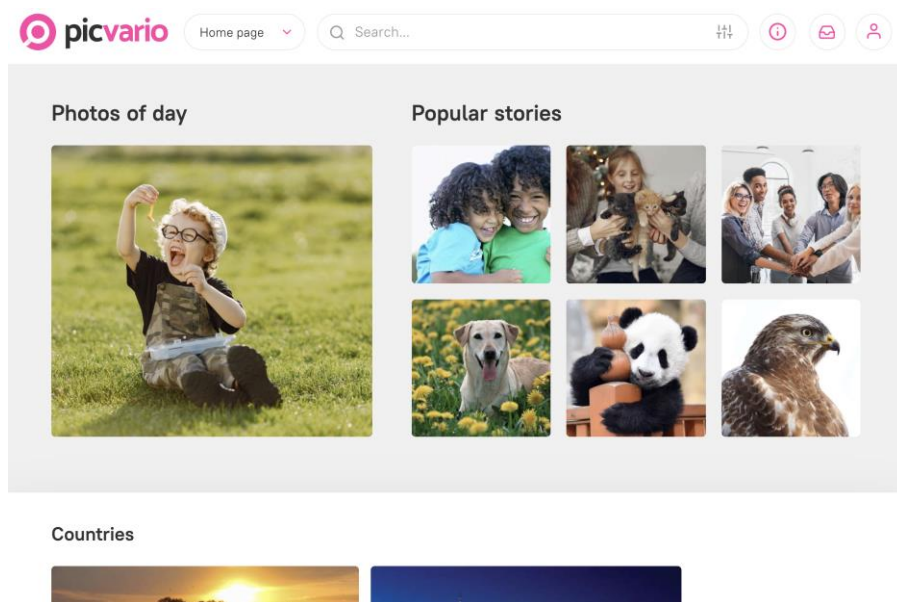
All functions are available for bulk operations with assets: selecting multiple collections, deleting in bulk, and adding metadata to numerous collections simultaneously.

5. Home Page

The home page is a great way to organize and showcase your content. The home page is a set of previews from specific collections, arranged according to a predefined arrangement.

The administrator can activate the home page, displaying the collections that meet the specified search criteria. For example, use tags to control what collections appear on the home page.

1. The home page consists of one block with the title collection, six blocks next to the primary collection, and an unlimited number of feed-type blocks. An unlimited number of feeds can be added.
2. Each block shows the last added collection that satisfies the given search query. Feeds show the final eight collections.
3. Each user's home page is built individually; the assets displayed depend on access rights.



Main page

6. Administrative Settings

This section is available only to system administrators.

Section contains:

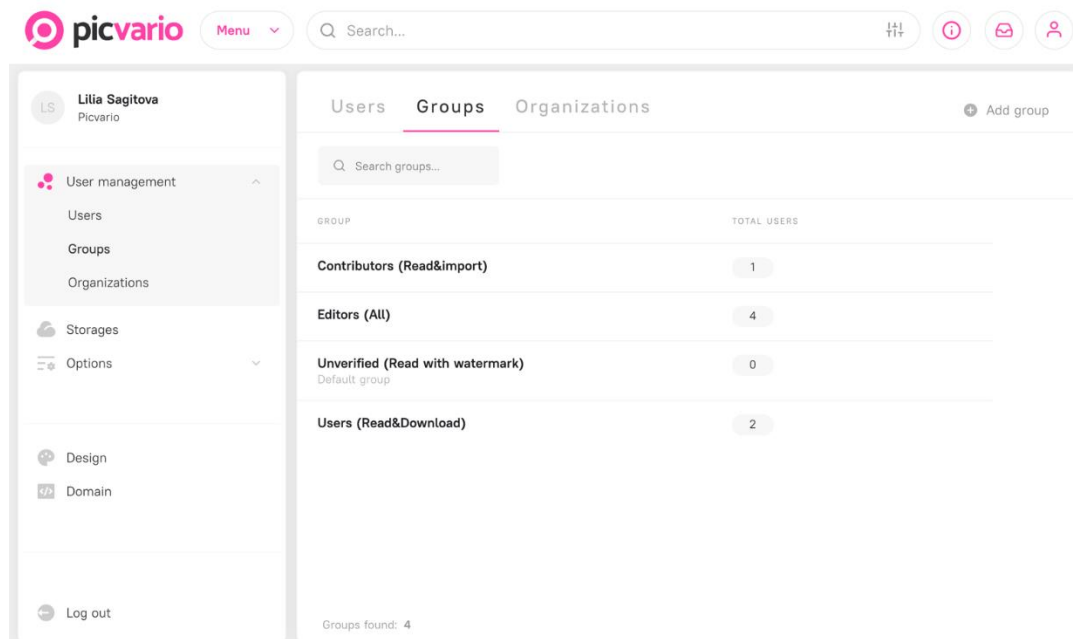
1. Manage: Users, Groups, Organizations
2. Storage
3. Options: Main and Artificial Intelligence
4. Appearance
5. Domain

Let's look at each one individually.

6.1 Managing users, groups and organizations

The administrator can:

1. add/remove a user from a group/organization
2. edit contact information
3. raise or withdraw the rights of users and organizations
4. Search and filter a search request
5. copy the link for self-registration
6. verify unconfirmed users
7. specify a group of rights by default.



Managing users, groups and organizations in system settings

6.2 Supporting S3-storage

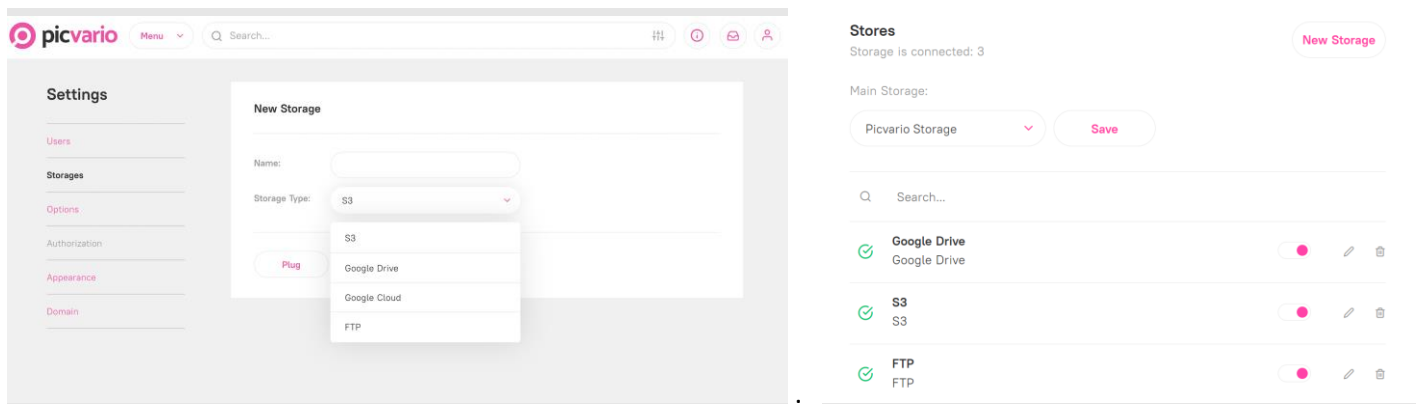
Import via S3 object storage for the SaaS version

Picvario supports S3 object storage classes compatible with Amazon S3 API (Amazon S3, Google Cloud Storage, or Microsoft Azure Storage). It should be noted that:

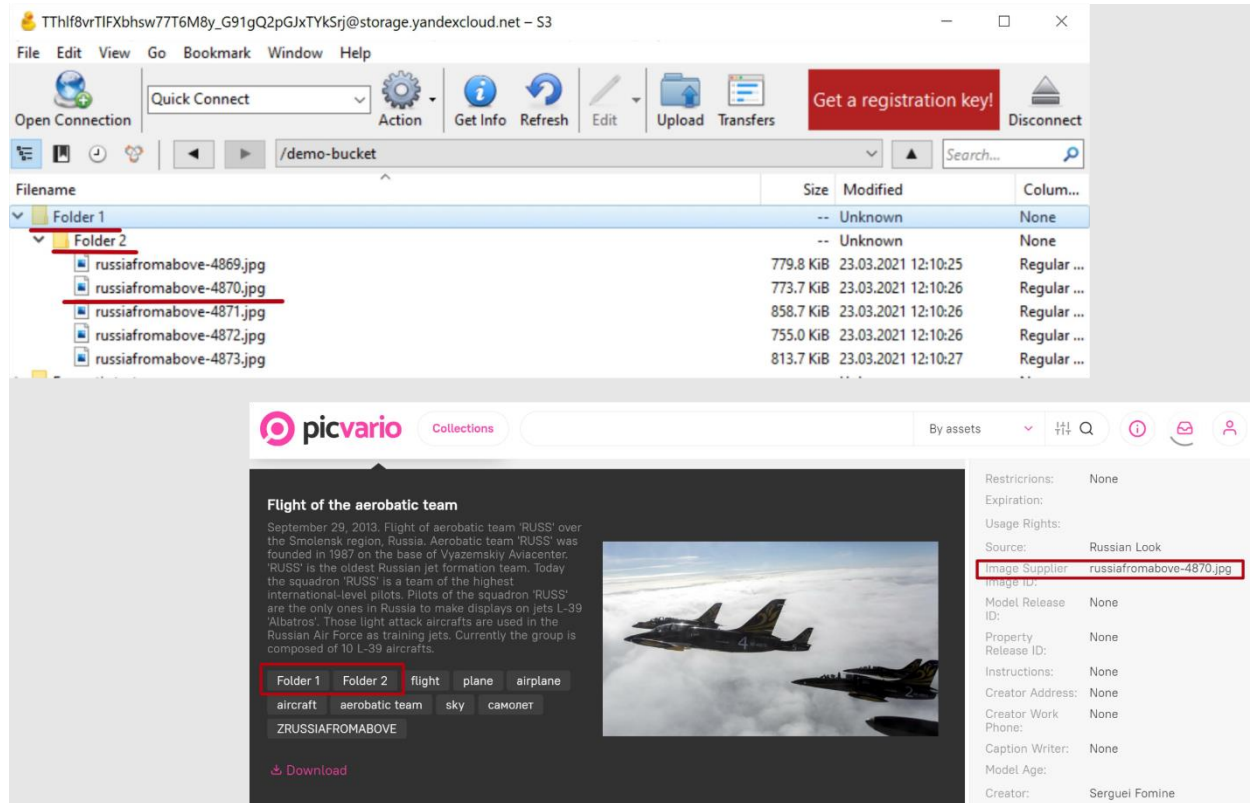
1. File import/export is available via S3 storage and Picvario with the original file stored in S3, while thumbnails and previews are stored in Picvario central storage.
2. When importing, Picvario reads the file metadata in a standard way.
3. When importing via S3, the system assigns folder name tags to files with a nested folder structure,
4. An unlimited number of S3 storage can be connected to the system, although one should be selected as the primary repository for storing the original files.
5. When files in S3 are renamed or moved, the corresponding assets in Picvario are deleted. With the subsequent scanning of the repository, they are detected and recreated in the system as new assets.
6. If a file in the storage is deleted, the entire storage is deleted, or the storage is switched off, the deletion date is set for the corresponding assets in Picvario. If the same file is added to the same storage, no asset will be created in Picvario. If the same file is added to another integrated storage, it will appear in Picvario.

S3-storage platforms supported by Picvario:

1. Amazon S3
2. Google Cloud Storage
3. Microsoft Azure Storage
4. Other S3 object stores can potentially be connected to Picvario if they use an Amazon S3 compatible API. Currently, only the above-specified stores have been tested to work correctly.



Selecting a storage

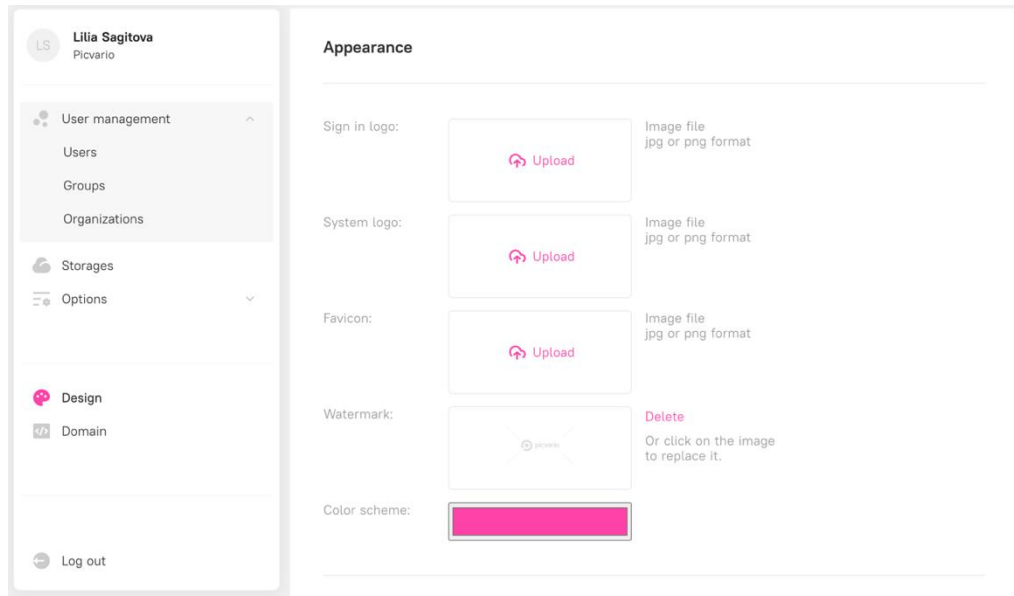


Folder name tags are displayed in the metadata when importing files with an S3-manager

6.3 Appearance and domain

The setup allows you to customize the appearance of your workspace to match your brand look:

1. Use corporate logos and color schemes,
2. Upload watermarks,
3. Bind the space to its domain,
4. Configure the display of meta tags in messengers and social networks.

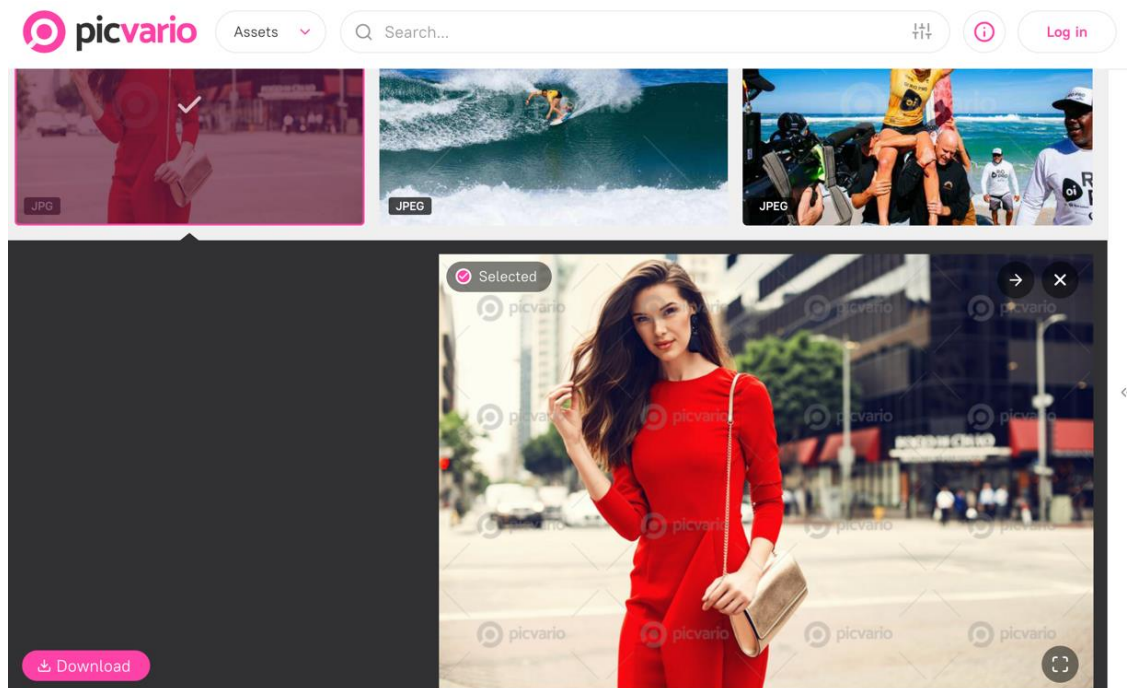


Setting up your space in accordance with the corporate brand book.

6.4 Options

Main

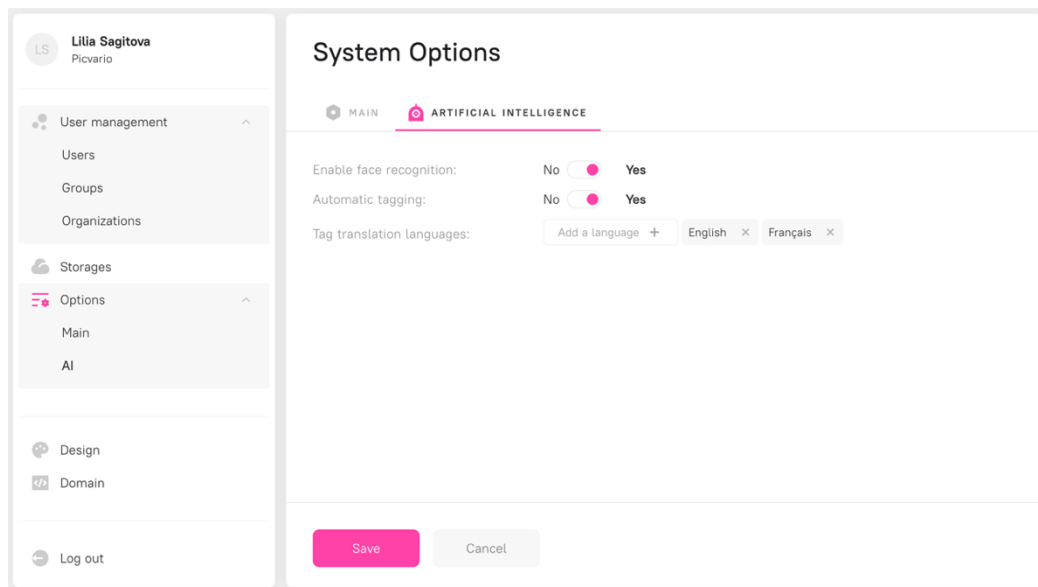
In this section, you can configure the workspace: the limit on the size of the imported file and the number of files available during import, select the interface language, the number of assets for bulk work, duplicate check, allow self-registration and enable the watermark.



Watermarks based on administrative settings

Enabling Artificial Intelligence

This tab enables AI features - face recognition and auto-tagging of objects. Auto-tagging is in English by default. In the Options interface, there is an option to allow automatic translation into any of the 140 languages available.

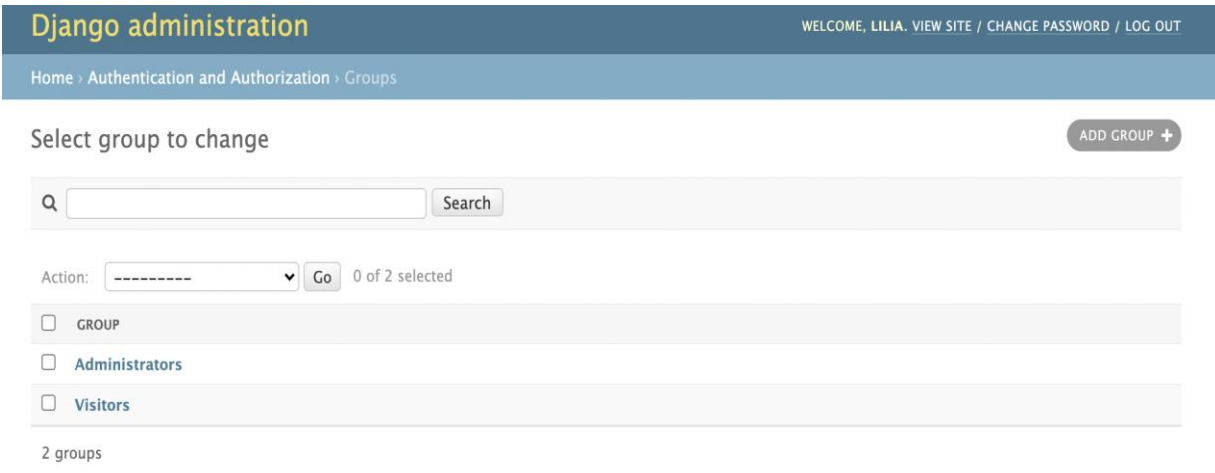


7. Settings in the Administrator Panel

In-depth management of rights and properties is achieved through the administrator interface located outside the system. For more information about the administrative settings, see the Help Portal.

7.1 Managing user rights and user groups

The system administrator can grant permission to users and groups to view with watermarks or previews, edit, delete, import/export, and workflows. When corporate Microsoft and Google accounts are connected, all existing user groups are migrated to Picvario. User rights can be configured for the entire media database and any portion: specific keywords, content authors, etc.



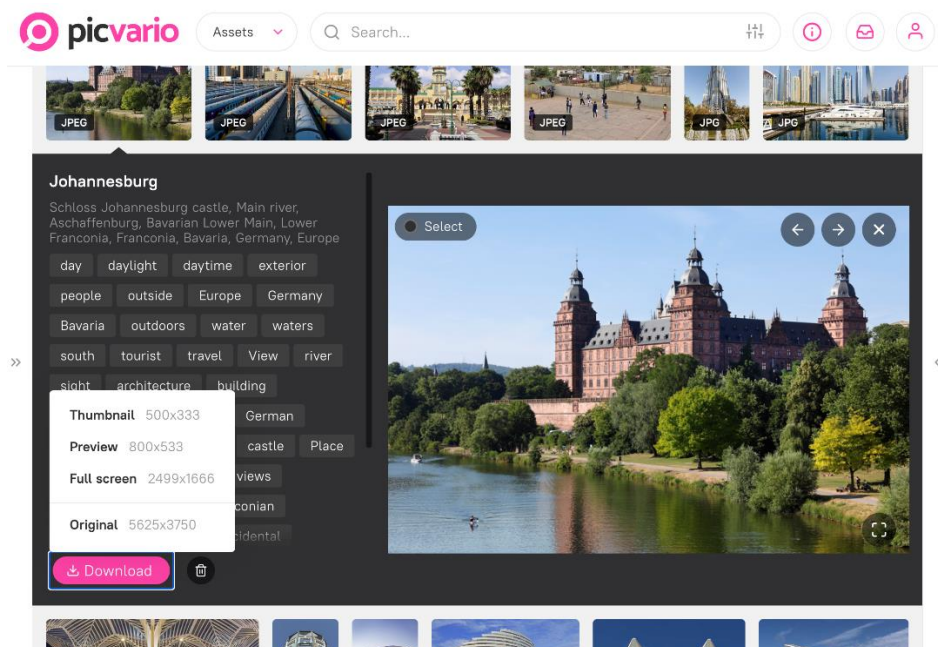
Managing group rights

7.2 Rights properties

Individual user groups can be given permissions to view/edit specific property fields. This tool for fine-tuning permissions allows you to configure assets' approval and approval processes.

7.3 Configuring proxy permissions

Source files are heavy; hence proxy generation is a necessary feature of media management systems. Proxy or lightweight versions of files can be configured in the admin panel. The administration interface can configure up to five image and video formats.



Downloading assets available in multiple formats

7.4 Taxonomy settings

Taxonomy settings in the administrative panel allow you to customize the taxonomy structure and manage:

- The display of the taxonomy for unauthorized users
- Ability to assign an asset to one or more taxa

Creating more than three levels of hierarchy is not recommended. It makes searching and working with content more difficult.

Django administration

WELCOME, LILIA. [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

Home > Taxonomy > Taxons

Select taxon to change

EXPAND TREE
COLLAPSE TREE
ADD TAXON +

Action: 0 of 22 selected

<input type="checkbox"/>	TITLE	SLUG
<input type="checkbox"/>	Food	Food
<input type="checkbox"/>	+ Desserts	Desserts
<input type="checkbox"/>	Cakes	Cakes
<input type="checkbox"/>	+ Nature	Nature
<input type="checkbox"/>	People	People
<input type="checkbox"/>	Science	science
<input type="checkbox"/>	+ Sport	Sport
<input type="checkbox"/>	Hockey	hockey
<input checked="" type="checkbox"/>	+ World	World
<input type="checkbox"/>	Countries	Countries

22 taxons

Creating a taxonomy and taxonomy displayed on the interface



7.5 Configuring metadata property fields




Picvario supports international metadata standards Exif, IPTC/XMP and allows users to customize their fields in the administrative panel. You can create new asset and collection properties and edit or delete existing ones. Values fields of the "Controlled list" type are set via the admin panel.



Django administration WELCOME, LILIA. [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

Home > Content > Props > Add prop

Add prop

Author:  

Editor:   

Modified: Date: Today 
 Time: Now 
Note: You are 4 hours behind server time.

Sort:

Name:

Slug:

☒ Required

☒ Is multi lang

☐ Is hidden

Configuring department approval in administrative settings

7.6 Home Page Settings

The home page consists of different blocks containing previews of various collections. There are three types of blocks:










- Type 1 - Represents a block with a preview of one collection. You can create only one Type 1 block with a preview of one collection.
- Type 2 - Type 2 blocks line up as tiles. There can be no more than six blocks. Technically one block = 1 collection.
- Type 3 – Horizontal feed. You can scroll left and right to preview the collections in the feed. Technically, the whole feed is one block. You can create as many feeds (=tapes) as you want. The number of collections in the feed is also unlimited.

Django administration WELCOME, LILIA. [VIEW SITE](#) / [CHANGE PASSWORD](#) / [LOG OUT](#)

Home > Main_Page > Content blocks

Select content block to change ADD CONTENT BLOCK +

Action: Go 0 of 9 selected

<input type="checkbox"/>	CONTENT BLOCK	TITLE_RU	TITLE_ENG	BLOCK TYPE	QUERY	ACTIVE
<input type="checkbox"/>	block_type_1		Photo of the Day	Type 1	{'prop__tags__and': [1201]}	
<input type="checkbox"/>	block_type_3		Sports	Type 3	{'prop__tags__and': [2614]}	
<input type="checkbox"/>	block_type_3		Travel	Type 3	{'prop__tags__and': [1202]}	
<input type="checkbox"/>	block_type_2_5			Type 2	{'prop__tags__and': [2248]}	
<input type="checkbox"/>	block_type_2_4			Type 2	{'prop__tags__and': [2616]}	
<input type="checkbox"/>	block_type_2_3			Type 2	{'prop__tags__and': [2615]}	
<input type="checkbox"/>	block_type_2_2			Type 2	{'prop__tags__and': [2613]}	
<input type="checkbox"/>	block_type_2_1			Type 2	{'prop__tags__and': [2249]}	
<input type="checkbox"/>	block_type_2			Type 2	{'search': 'main_page_2.6'}	

9 content blocks

FILTER

By block type

All

Type 1

Type 2

Type 3

By active

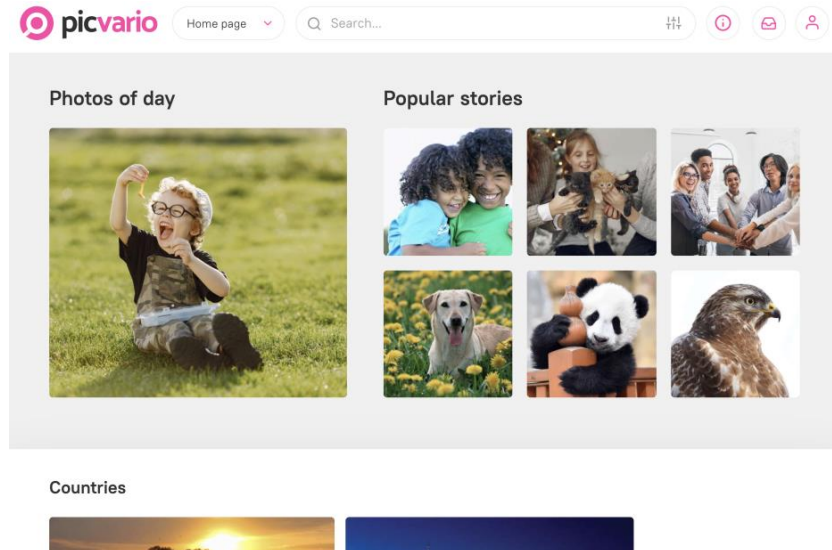
All

Yes

No

On the main page, users see only feeds with collections available to them:

- If you want the home page accessible to unauthorized users, use "Public" collections to customize the home page.
- If you want the home page to be accessible only to authorized users, use "Shared" collections to configure the home page.



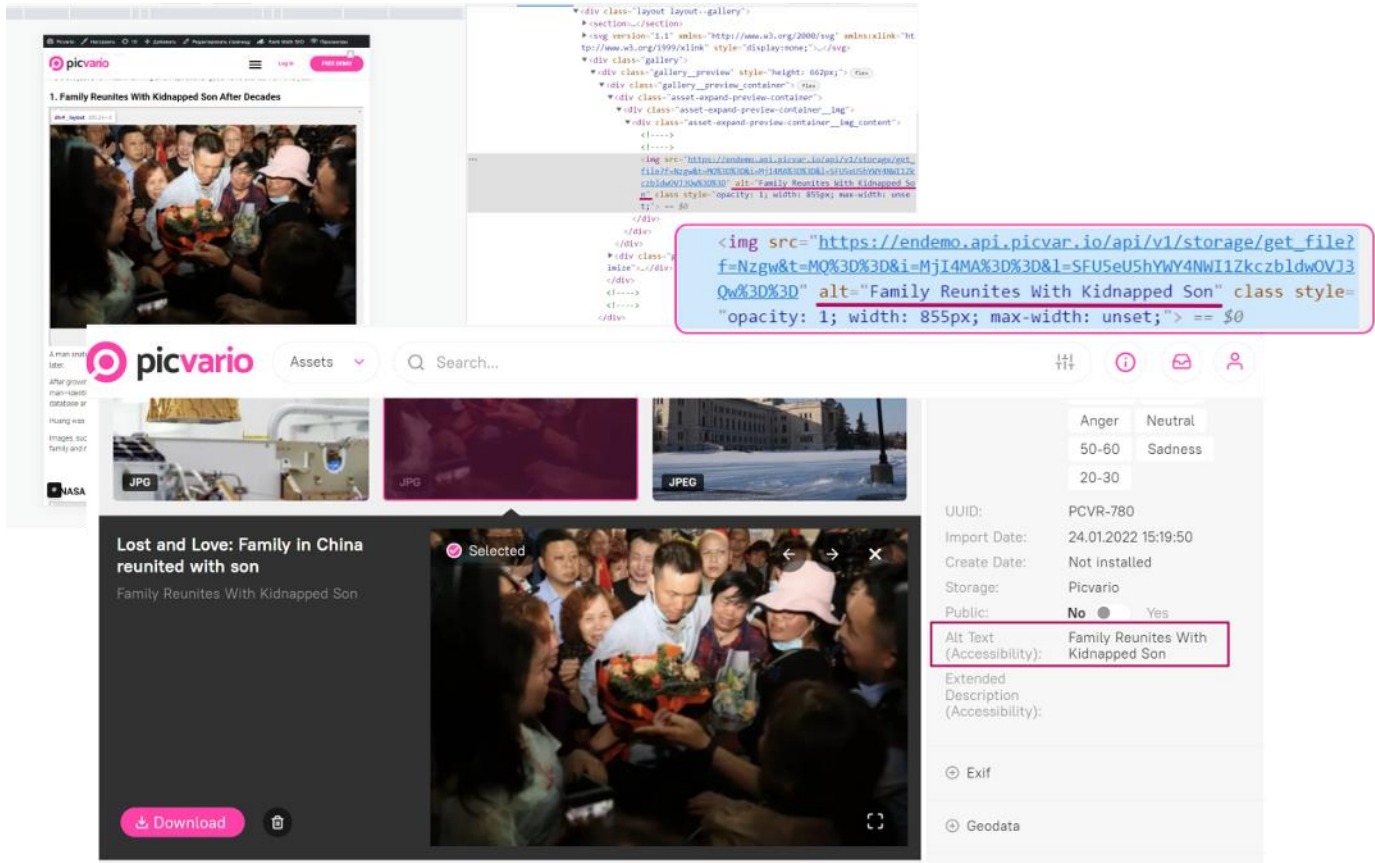
Types of blocks on the home page

8. Picvario accessibility tools

Nearly 15% of global citizens, approximately 1 billion people, live with a disability; making your website accessible to everyone increases the company's appeal, and promotes the expansion of the customer base.

Metadata fields (Alt-text) were introduced to the IPTC/XMP international metadata standards in Fall 2021. Special text narration programs designed for visually impaired users recognize the information within this field. The presence of descriptions in the ALT-text field makes assets "visible" to all users. In addition, the information in these fields increases search results.

The information users enter into the Alt-text fields in Picvario is kept during the export of assets and when generating HTML links to assets and collections, making them available on websites. The Alt tag is pulled from the Alt Text (Accessibility) metadata field when embedding images and galleries.



The screenshot displays the Picvario web application. On the left, a news article titled "1. Family Reunites With Kidnapped Son After Decades" is shown with a photo of a family reunion. The main area shows a gallery of assets, including a photo of a family reunion. The right sidebar contains metadata for the selected asset, including UUID, Import Date, Create Date, Storage, Public status, and Alt Text (Accessibility). The Alt Text is "Family Reunites With Kidnapped Son".

The HTML code for the image is shown in a box, highlighting the alt attribute:









```

```

An asset with alt-text embedded

9. Export of statistics

The administrator can view the statistics of exported assets. The statistics are available for download in Excel format (.xlsx). Any metadata can be added to the table and used to find exports.

Export history						 Download as excel
<input type="text" value="Search history..."/>						 Filter
UUID	EXPORT DATE TIME	USER	ORGANIZATION	EXPORT TYPE	PROXY	
 PCVR-14	04.07.2022, 03:52	Support Team support@picvario.com	Picvario	Downloading	Preview	
 PCVR-24	04.07.2022, 03:51	Support Team support@picvario.com	Picvario	Downloading	Original	
 PCVR-322	30.06.2022, 17:49	Lilia Sagitova lilia.sagitova@picvario...	Picvario	Downloading	Original	
 PCVR-308	30.06.2022, 12:52	Serguei Fomine fomin@picvario.com	Picvario	Downloading	Preview	
 PCVR-320	30.06.2022, 12:43	Serguei Fomine fomin@picvario.com	Picvario	Downloading	Full scre	
 PCVR-311	30.06.2022, 10:31	Lilia Sagitova lilia.sagitova@picvario...	Picvario	Downloading	Original	

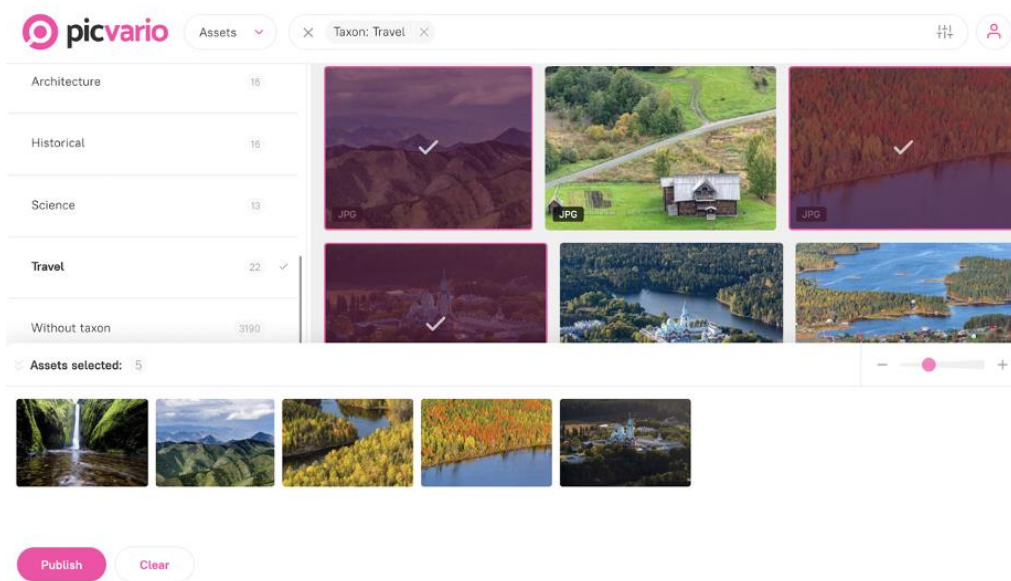
The statistics table has flexible search filters:

1. The administrator can add any metadata properties to the filter panel (beyond those listed in the table)
2. The user can use the text search on the filter page and can be performed on all text properties.

10. Picvario Compact View

Compact View is a component of integration that facilitates the integration and embedding of the media library into third-party IT products. This element allows you to:

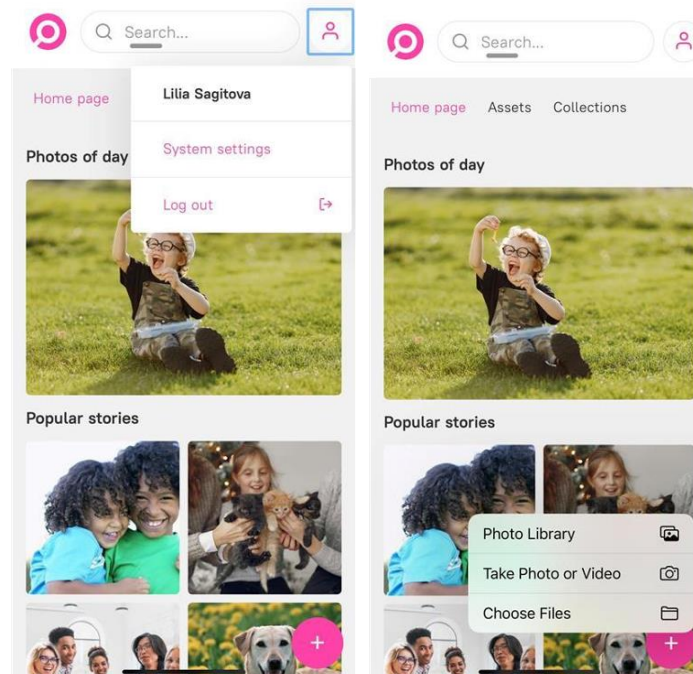
1. Retrieve all selected content related to assets and their metadata,
2. Display content by copying the appearance of your space in Picvario.
3. Search, filter, and select assets in the Compact View.



Selecting assets in the Compact View interface for embedding

11. Basic Mobile Version

The Home page and Asset ribbon views are adapted for mobile devices, and the work for importing files through the web interface and content search is optimized. To work with taxonomy, metadata, workflows, and editing, it is more convenient to use the landscape orientation of Picvario.



Mobile Version

12. Integration

The media management system can be integrated into any IT component. The system's API covers 100% of the functionality.

The following integrations are available out of the box:

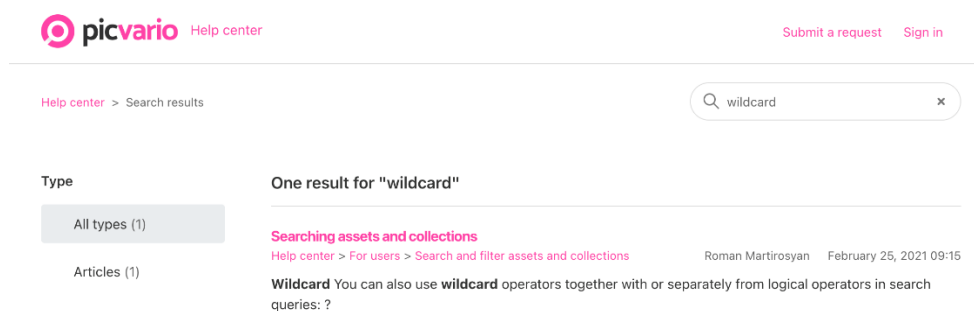
1. Authorization with Active Directory (AD), Active Directory Federation Services (ADFS), Google G Suite, and Open ID.
2. The out-of-the-box configuration of SharePoint.

Integration with CMS has been implemented in projects.

We continue to integrate the system with various products and are ready to accommodate specific customer requirements.

13. Technical Support and Help Centre


Picvario's help center answers frequently asked questions and forms for contacting customer support. The portal contains all the essential information to solve difficulties working with the system. The help portal can be found at <https://support.picvario.com/hc/en-us>. For ease of use, it is divided into two sections - for users and administrators. In addition, you can search by key queries in the search bar.



The screenshot shows the Picvario Help Center interface. At the top, there is a navigation bar with the Picvario logo, 'Help center', and links for 'Submit a request' and 'Sign in'. Below the navigation bar, a breadcrumb trail reads 'Help center > Search results'. A search bar on the right contains the text 'wildcard'. On the left, a 'Type' filter section shows 'All types (1)' selected and 'Articles (1)' listed below. The main content area displays 'One result for "wildcard"'. The result is titled 'Searching assets and collections' and includes a sub-link 'Help center > For users > Search and filter assets and collections'. The author is 'Roman Martirosyan' and the date is 'February 25, 2021 09:15'. The text of the article states: 'Wildcard You can also use **wildcard** operators together with or separately from logical operators in search queries: ?'.

Searches in the Help Centre

If you have looked at the information on the portal but have not found the answer. Contact Picvario's support team through the portal or by e-mail at support@picvario.com

 **Help center**

[Submit a request](#) [Sign in](#)

[Help center](#) > [Submit a request](#)

Submit a request

Your email address

Subject


Description

T B I

☰ ☷

📎 🔗

99

 **Support**

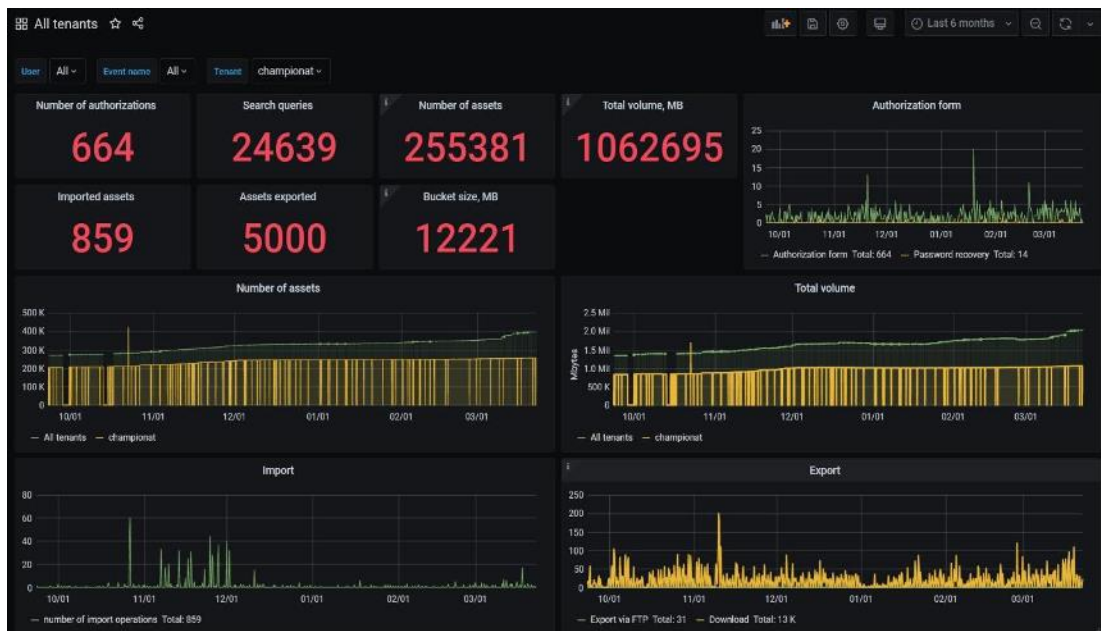
details of your request. A member of our support staff will respond as soon as possible.

Attachments (optional)

Submit requests through the Help Centre

14. Module Analytics

The analytical module found on Grafana collects statistical data about the systems and user activities. Dashboard panels can be customized. This example shows pre-set fields and graphs: number of authorizations in the system, search queries, imported and exported assets, total number of assets, and shopping cart volume.



Analytical dashboard

User	All	Event name	All	Tenant	championat
Events					
Time	Event name	User	e-mail	Tenant	
2021-03-22 21:37:53	Face recognized	Alena	a.sak	stats-championat-2021	
2021-03-22 21:37:53	Face recognized	Alena	a.sak	stats-championat-2021	
2021-03-22 21:37:53	Face recognized	Alena	a.sak	stats-championat-2021	
2021-03-22 21:37:53	Face recognized	Alena	a.sak	stats-championat-2021	
2021-03-22 21:37:53	Face recognized	Alena	a.sak	stats-championat-2021	
2021-03-22 21:37:51	Face recognized	Alena	a.sak	stats-championat-2021	
2021-03-22 21:37:50	Face recognized	Dmitry	d.gol	stats-championat-2021	
2021-03-22 21:37:50	Face recognized	Dmitry	d.gol	stats-championat-2021	
2021-03-22 21:37:48	Face recognized	Dmitry	d.gol	stats-championat-2021	
2021-03-22 21:37:48	Face recognized	Dmitry	d.gol	stats-championat-2021	
2021-03-22 21:37:48	Face recognized	Alena	a.sak	stats-championat-2021	

24-hour user logs

Further development

We are constantly improving our product and developing new features, guided primarily by the needs of our customers. By agreement, additional features can be incorporated into DAM on customer requests. The roadmap for further development of the system functionality is available by request.

Appendix. Supported file formats

	Images	Video	Audio	Other formats		
File format	BMP, EPS, GIF, JPEG, JPG, PNG, PNM, TIFF, SVG, EPS, AI, RAW, and others supported in Libraw	MP3, TXD, WMA, ASF, AVI, FLV, Matroska (including WebM), MPEG transport stream, TXD, and others, processible in FFmpeg	MP1-4, WAV, WMA, QuickTime, ATRAC, FLAC, G.723.1, G.729, RealAudio1-3	PDF	ZIP	Others, including DOCX, PPTX, EXLX, etc.
Asset type in Picvario (can be used to search assets)	Image	Video	Audio	PDF	ZIP	Only by name
Metadata procession of imported files	Metadata EXIF, IPTC, XMP are recorded in the asset properties according to settings	The file name is recorded into the <i>Name</i> property				
Types of thumbnails to display assets	Image thumbnail in JPEG	Still in JPEG	Unique cover for each file	Thumbnail of the first page of the file in JPEG	Standard zip cover	Standard cover specifying a file extension
Preview files	Preview in JPEG	Video converted into a format suitable for streaming in browsers	Audio converted into a format ideal for streaming in browsers	Preview in PDF	Standard zip cover	Standard cover specifying a file extension



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