

# **Vitalware Documentation**

# **Supplementary Media**

**Document Version 1.1** 

Vitalware Version 2.2.02



# Contents

SECTION 3	1 Overview	1
SECTION 2	2 Supplementary tab	3
SECTION 3	3 Supplementary media functionality	7
	Permissions How to add supplementary media How to import supplementary media How to delete supplementary media How to edit supplementary media How to view supplementary media How to save supplementary media How to update supplementary media Single record Selected records	8 9 12 15 16 19 21 23 23 23 24
SECTION 4	4 Importing supplementary media	25
SECTION	5 Reporting with supplementary media	27
SECTION	6 Supplementary media on the Vitalware server	31
SECTION '	7 Index	33

## SECTION 1

# **Overview**

The Vitalware Multimedia repository stores and manages a wide range of document types. These may be:

- In electronic format (e.g. images, Word documents, video, etc.).
- URLs identifying a resource on the World Wide Web.
- An identifier used to locate a particular resource (e.g. the ISBN for a book, or the location of a slide in the slide library).

Each record in the Multimedia repository describes exactly one resource. Data describing the resource may be added to the record, allowing quite detailed information to be associated with it (as a minimum, the full set of Dublin Core fields is available).

An issue arises when there's a need to store resources *associated* with a Multimedia record. For example, let's say a Multimedia resource is an image of a page containing text. Along with the image it may be desirable to have a text document that contains the words in the image so that users may view the image of the text but also have the option of reading the text in the associated document.

Prior to Vitalware 2.2.02, there was only one way to implement such a solution:

- 1. Each associated resource required its own Multimedia record.
- 2. A relationship was then established between the master resource and the associated resources via either a text field in the Multimedia record or via an over-arching record in another module that links the resources.

In some cases the setting up of such structures is overkill. In the example above, the text document containing the words in the image may not be important enough to warrant its own Multimedia record.

Other examples:

• The master resource is an image and a cropped thumbnail is required to display on the web.

The Multimedia repository generates images of various resolutions when an image is added but each of these resolutions is an exact copy of the master. In some instances it may be desirable to have cropped versions of the master, or even a different image completely.

• The master resource is a video. There may also be a separate audio track describing the video and an image of the first frame of the video. Rather than creating separate Multimedia records for the audio and image resources it may be more appropriate to store them with the master video itself.

The purpose of supplementary media is to allow associated resources to be stored with a master resource in the same Multimedia record. Supplementary media does



not replace the use of over-arching records to related multimedia where each resource is important in its own right, rather it provides a mechanism for storing other media with the master resource that may be used along with the master resource.

In order to provide support for supplementary media, a Supplementary tab has been added to the Multimedia module. The tab is similar to the Resolutions tab and allows media to be added, deleted, modified, viewed and saved. The Multimedia drop-down menu available in each module has been extended to allow supplementary media to be viewed and saved. It is also possible:

- To import supplementary media using the Vitalware Import facility.
- To use supplementary media in reports.



## SECTION 2

# Supplementary tab

All management of supplementary media is performed via the Supplementary tab in the Multimedia module. The bottom half of the tab consists of a *Supplementary* table that lists all supplementary media. The set of fields above the table display data about the media currently selected in the *Supplementary* table:

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File Edit Select View Tool	ls Tabs Multimed	lia Window I	telp			
0 🛛 🛇 🖪 🟠 🏠	2l 🍠 💝		🖭 14 4	► >I	G	i 🗈 🥀
Deaths 1880/000998-0010	02 (image/tiff)					16
Supplementary Attributes Identifier: Usage:	act.JPG	3	Supplementary At Width (pixels): MIME Type: MD5 Checksum: File Size (bytes):	tributes 90 image cf02b03ab1144 6206	Height (pixels) MIME Format 656b9c9e12b83	66 peg 17e4b229
Supplementary Documents						
Identifier	Usage MIME	Type MIME F	ormat   Width (pixe	ls) Height (pixel	ls) File Size (byb	es) <sup>4</sup> 8
extractures	mage	peg	30	bb	- b2	05
						F
1						
Characteristics EXIF	IPTC	XMP	Resolutions	Supplementary	Notes	Še ₄ ▶
Display Item 1 of 72				V	w Admin	50003

The following fields are available:



Field Name	Description
Identifier	The file name given to the media on the Vitalware server. This must be provided and must be unique in the <i>Supplementary</i> table for the current record. When adding new media the name of the file being imported is used as the default identifier. An identifier may consist of any characters, including spaces, except for: $\langle / : * ? " < >  $
Width (pixels)	If the supplementary media is an image, the width in pixels is calculated automatically and stored. For other types of media that have a width in pixels (e.g. video) the value may be entered manually.
Height (pixels)	If the supplementary media is an image, the height in pixels is calculated automatically and stored. For other types of media that have a height in pixels (e.g. video) the value may be entered manually.
MIME Type	The type of the supplementary media. Vitalware calculates the MIME Type automatically and adds the value to this field. The MIME Type is a high level term describing the overall category into which the media belongs. Example values are: image, video, audio, application, etc. MIME Types available in Vitalware are defined by RFC 2046.
MIME Format	The format used to store the supplementary media. The value is used to determine how the media should be decoded for viewing, playing, etc. For each MIME Type there is a wide range of available formats. As with the MIME Type, Vitalware calculates the MIME Format automatically and adds the value to this field.
MD5 Checksum	A calculated value used to determine whether the media has been modified. Vitalware calculates the checksum automatically and adds it to this field. The checksum should be used where the authenticity of the supplementary media needs to be verified.
File Size (bytes)	The size of the supplementary file in bytes. Vitalware calculates the size of the media automatically and adds the value to this field. The value may be used to determine download times, storage requirements, etc.
Usage	A list of values outlining what the supplementary media may be used for. The usage field allows supplementary media to be searched for based on its purpose. A Look-up List is provided to allow some vocabulary control over the available values.
Notes	An area where notes about the supplementary media may be stored. The notes may describe what the media contains, or it may be information that is displayed along with the media when displayed on a



# Field Name Description website.

Only the *Usage*, *Notes*, *Width* and *Height* fields may be altered. All other fields are calculated by Vitalware automatically and cannot be modified.



## $S \ \text{E} \ \text{C} \ \text{T} \ \text{I} \ \text{O} \ \text{N} \quad 3$

# Supplementary media functionality

The Supplementary tab provides a rich set of functions allowing media to be:

- Added (page 9)
- Imported (page 12)
- Deleted (page 15)
- Edited (page 16)
- Viewed (page 19)
- Saved (page 21)
- Updated (page 23)



## Permissions

In order to manipulate supplementary data, users require permission to alter the *Supplementary\_tab* column. They also require certain multimedia operations depending on the command to be performed and must be able to modify the Multimedia record with appropriate record level permissions. The table below outlines the permissions required for each of the supplementary functions available:

Function	Column Permissions	Record Permissions	Multimedia Permissions
Add	dvInsert, duInsert, dvEdit, duEdit	Edit	Add
Import	dvInsert, duInsert, dvEdit, duEdit	Edit	Add
Delete	dvEdit, duEdit	Edit	Delete
Edit	dvEdit, duEdit	Edit	Add
View	dvDisplay	Display	
Save	dvDisplay	Display	
Update	dvEdit, duEdit	Edit	Update

Note:

- Column Permissions are controlled via the Column Access Registry entry.
- Record Permissions are based on record level security settings.
- The Security Registry entry may be used to set the default permissions.
- The record level permissions on an individual record may be altered by users with sufficient privileges.
- Multimedia permissions are determined by the Multimedia | Operations Registry entry.



See the Vitalware Help for details.



## How to add supplementary media

One way to add supplementary media to a record is to take a copy of the master resource and modify it in an editor. When the modified image is saved, Vitalware asks whether it should be added as supplementary media. An affirmative response allows an identifier to be specified, after which the media is appended to the *Supplementary* table.



In order to add supplementary media in this way the Multimedia record must have a master resource available in electronic form.

In the Multimedia module:

- 1. Locate the record to which supplementary media is to be added.
- 2. Select the **Supplementary** tab:

🚧 Multimedia (1) - Display	
File Edit Select View Tools Tabs Multimedia Window Help	
D 🖃 🛇 🔁 🏠 🛃 😤 🌮 📾 🏛 🕋 🔤 📧 🕢 🔸 🕨	🖻 🖻 🦎
Deaths 1880/000998-001002 (image/tiff)	16
Supplementary Attributes     Supplementary Attributes       Identifier:	1
Supplementary	- Ra
	•
	B
	Ø
	F
Registration Characteristics EXIF IPTC XMP Resolutions Supplementa	ny N .
Display Item 1 of 75 vw	50004

3. Select Multimedia>Add>Supplementary in the Menu bar -OR-

Select Add Supplementary from the Toolbar beside the Supplementary table -OR-

Use the keyboard shortcut, ALT+M+A+S.

The master resource displays inside the editor associated with the resource type (in this example, the Paint application is associated with jpg images):



10671	_D_1880_C_000998.tif - Paint		
	View Image Colors Help	1	880.
	•	No.	When and Where
	C		2
For Help, d	ick. Help Topics on the Help Menu.		594,1:82

- 4. Modify the resource and save the image.
- 5. Either exit the editor or switch back to Vitalware. The Add Supplementary dialog box displays:

Add Supplementary	×
Idenlifier: 0671 D 1880 C 000998	
Identifier Set the identifier for the supplementary document. The identifier is the file name, without the file extension, under which the document is stored on the server. The name must not be used by any other supplementary document for this record.	t
🗸 OK 🛛 🗶 Dance	:

- 6. Accept or edit the *Identifier* to use for the supplementary resource. The *Identifier* is the file name under which the supplementary media is stored on the Vitalware server.
- 7. Select

The new media is appended to the Supplementary table.



🕺 Multimedia (1) - Display	
File Edit Select View Tools Tabs Multimedia Window Help	
	D N?
Deaths 1880/000998-001002 (image/tiff)	16
Supplementary Attributes       Supplementary Attributes       Identifier:     0671_D_1880_C_000998.JPG     Usage:     1     Web       Width (pixels):     5599     Height (pixels):     4160     #       MIME Type:     image     MIME Format:     jpeg     Notes:       MD5 Checksum:     aa40267097249abd4374266dd5a1c7c7     Height (pixels):     4160	X
Supplementary	Ba
Identifier Usage MIME Type MIME Format Width (pixels) Height (pixels) File Size (bytes)	
1_007_0_1000_0_000 web mage peg 3555 14100 2450241	
	2
	P
Registration Characteristics EXIF IPTC XMP Resolutions Supplementant	Nala
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Display Item For 75 VW Admin 5	0004 ] //

8. Add any Usage and Notes data and save the record:



# How to import supplementary media

If the supplementary media already exists as an electronic file outside of Vitalware, it can be imported into the *Supplementary* table. The process is very similar to adding a master resource to a Multimedia record.

In the Multimedia module:

- 1. Locate the record into which supplementary media is to be imported.
- 2. Select the **Supplementary** tab:

🕬 Multimedia (1) - Display	
File Edit Select View Tools Tabs Multimedia Window Help	
	<b>k?</b>
Deaths 1880/000998-001002 (image/tiff)	16
Supplementary Attributes       Identifier:     0671_D_1880_C_000998.JPG     Usage:     1     Web       Width (pixels):     5599     Height (pixels):     4160     #       MIME Type:     image     MIME Format:     jpeg       MD5 Checksum:     aa40267097249abd4374266dd5a1c7c7     Notes:     Image:	R
Supplementary	Ba
Identifier Usage MIME Type MIME Format Width (pixels) Height (pixels) File Size (bytes) 1 (1671 D 1990 D 000 Web made trees 5599 4150 2459241	
1 001_0_1000_0_000 Web indge peg 00000 4100 2400241	
	6
Registration Characteristics EXIF IPTC XMP Resolutions Supplementary M	4
Display Item 1 of 75 vw Admin 500	)4 🛛

3. Select **Multimedia>Add>File** in the Menu bar

-OR-

Select **Import Supplementary** from the Toolbar beside the *Supplementary* table

-OR-

Use the keyboard shortcut, ALT+M+A+F.

The Open dialog box displays.



Look in:	😂 Barr		999 ×	Preview:
	Name 🔶	Size Type	Date 🔺	
	bee.tif	4,089 KB TIFF image	6/06/:	
My Recent	CS4 metadata Bridge.tif	4,089 KB TIFF image	25/05	
Document:	CS4_metadata_Photoshop.tif	4,098 KB TIFF image	24/05	-
	CS5 test_edited_metadata.tif	3,099 KB TIFF image	4/04/;	Li can
	CS5_test_metadata tif	3,097 KB TIFF image	6/04/	Olyaboth Umstron
Desktop	ET84.172.11#1.jpg	:,835 KB JPEG Image	8/06/;	0
	insect.tif	2,859 KB TIFF image	6/06/:	
	T LicenceBernFront.pcf	69 KB Adobe Acro	bat Doc 9/06/:	
du Funnandar	metadata_tester.tif	4,100 KB TIFF image	3/06/:	
ny bocume ks	mn014073.jpg	42 KB JPEG Image	7/06/:	1
	report4.jpg	55 KB JPEG Image	7/06/:	N
	🔛 signature.gif	3 KB GIF image	23/06	P-1 41
My Computer	🗊 similar ant.tif	4,089 KB TIFF image	3/06/:	
	🗊 small. TIF	433 KB TIFF image	6/06/: 🥪	
<b>(</b> ]	A 100 - 1		>	
My Network	Fie name: signature.git	-	Acd	
Places	Fies of tupe: All Elec (* *)		Carcel	

4. Locate and select the media file to be imported:

5. Click Add

The Add Supplementary dialog box displays.

6. Enter the *Identifier* to use for the resource.

The *Identifier* is the file name under which the supplementary media is stored on the Vitalware server:

Add Supplementary	$\times$
Idenlifier:	
signature	
Identifier Set the identifier for the supplementary document. The identifier is the file name, without the file extension, under which the document is stored on the server. The name mus not be used by any other supplementary document for this record.	st
🗸 OK. 🛛 🗶 Dance	el

7. Select

The file is imported and appended to the Supplementary table:



🚳 Multimedia (1) - Edit						
File Edit Select View To	ols Tabs Multin	iedia Window	Help			
0 🖬 🔘 🖻 🎦	) 🛃 🕑 🚏			► H	6	i 🗈 🥀
Deaths 1880/000998-001	002 (image/tiff)	l				16
Supplementary Attributes			Supplementary A	Vitributes		
Identifier: signature	gif		Usage: 🗶			7
Width (pixels): 522	Height (pixels	): 154				
MIME Type: image	MIME Forma	t gi	Notes:			
MD5 Checksum: 0f1a22e8	75eb8cceb9ebe9	3a8989c/8ef				
File Size (bytes): 2138						
Supplementary						
Identifier	Usage: MIN	IE Type MIME	Format Width (pixe	els) Height (pix	els) File Size (byt	es) 🖷
1 0671_D_1880_C_000	Web ima	ge jpeg	5599	-4160	24/582	41 🗟
2 signature.gif	ima	ge gi	522	154	21	38
						-
Ľ						
Registration Characteristic	x EXIF	IPTC	XMP	Resolutions	Supplementary	N 4 +
Edit Item 1 of 75					vw Admin	50004

8. Add any Usage and Notes data and save the record.



## How to delete supplementary media

Supplementary media may be removed from the *Supplementary* table. When the Multimedia record is saved, any media removed will be deleted from the Vitalware server permanently.

In the Multimedia module:

- 1. Locate the record with the supplementary media to be deleted.
- 2. On the Supplementary tab, click the row in the Supplementary table to be deleted:

🕾 Multimedia (1	I) - Disp	lay							(		
File Edit Select	View To	ols Tabs M	lultimedia V	/indow	Help						
								<b>\?</b>			
Deaths 1880/000	0998-001	002 (image/	/tiff)								16
Supplementary Attr	ributes				Supp	lementary A	ttributes				_
Identifier:	signature.	gif			Usag	e: 🗶					7
Width (pixels):	522	Height (p	ixels); 154								
MIME Type:	image	MIME Fo	ormat: giř		Note:	5.					
MD5 Checksum:	0f1a:22e8	75eb8cceb9e	be93a8989c8	Bef							
File Size (bytes):	2138										
Supplementary										-	Db.
Identifier		Usage	MIME Type	MIME F	ormat	Width (pixe	els) Height (pix	els) Fil	e Size [[byte	is)	비율
1 0671_D_1880	_C_000	Web	image	ipeg		5599	4160		24582	41	•
2 signature.git			image	gř		522	154		21	38	
											er
Registration Cha	aracteristic	s EXIF	IP	TC	)	MP	Resolutions	Suppl	ementary	N	4 1
Display Item 1 of 3	75							VW.	Admin	5000	14 🛛

3. Select **Multimedia>Delete Resource** in the Menu bar -OR-

Select **Delete Supplementary** from the Toolbar beside the *Supplementary* table

-OR-

Use the keyboard shortcut, ALT+M+D.

The selected media is removed from the Supplementary table.

4. Save the record.

The media is removed from the Vitalware server.



## How to edit supplementary media

In the Multimedia module:

- 1. Locate the record with the supplementary media to be edited.
- 2. On the Supplementary tab, click the row in the *Supplementary* table for the media to be edited:

💐 Multimedia (1) - Display								
File Edit Select View Tools Tabs I	Multimedia Window	Help						
Deaths 1880/000998-001002 (image/tiff) 16								
Supplementary Attributes     Supplementary Attributes       Identifier:     0671_D_1880_C_000998.JPG     Usage:     1 Web       Width (pixels):     5599     Height (pixels):     4160       MIME Type:     image     MIME Format:     ipeg       MD5 Checksum:     aa40267097243abd4374266dd5a1c7c7     Notes:								
Supplementary	have the hear	- Alexandra - Alexandra	Inches and	The Charles and	Ba			
1 0671_D_1880_C_000 Web	image jpeg	format   Wildth (prixels) 5599	4160	2458241	•			
2 signature.gif	image gif	522	154	2138	B			
Registration Characteristics EXIP	IPTC	XMP F	Resolutions Sup	oplementary N	4 >			
Display Item 1 of 75			VW	Admin 500	04 🛛 🌆			

3. Select **Multimedia>Edit Resource** in the Menu bar -OR-

Select Edit Supplementary from the Toolbar beside the Supplementary table

-OR-

Use the keyboard shortcut, ALT+M+E.

The selected supplementary resource displays inside the editor associated with the resource type (in this example, the Paint application is associated with jpg images):





- 4. Modify the resource and save the image.
- Close the editor and switch back to Vitalware.
   A dialog box requesting confirmation of the changes displays:



The media details are updated in the Supplementary table:



6.

🖏 Multimedia (1) - Edit						
File Edit Select View To	ols Tabs Multim	edia Window	Help			
D 🖬 🔘 🖻 🏠	21 🕑 🖤		🗎 I4 4	н	•	<b>₿ №</b>
Deaths 1880/000998-001	002 (image/tiff)					16
Supplementary Attributes Identifier: 0671_D_ Width (pixels): 150 MIME Type: image MD5 Checksum: bdcfe5de File Size (bytes): 4908	1890_C_000998.JF Height (pixels) MIME Format a1dec50c9afad32a	PG   100   jpeg   a6c3ce914	Supplementary Usage: 1 Notes:	Attributes		7
Supplementary	Internet There	T. T		and the state of the state	-I-A Cias Ruda	a Ba
1 0671 D 1990 C 000	Web image	E Type MIME I	ormat Width (pt	100 meight (pix	eis) File Size (Dyte	
2 signature.gif	imag	ye gi	522	154	213	38
						P
1						
Registration Characteristic	s EXIF	IPTC	XMP	Resolutions	Supplementary	N 4 >
Edit Item 1 of 75					vw Admin	50004 //

7. Save the record.

The modified media is saved to the Vitalware server.



## How to view supplementary media

Supplementary media can be viewed using external applications.

In the Multimedia module:

- 1. Locate the record with supplementary media to be viewed.
- 2. On the Supplementary tab, click the row in the *Supplementary* table with the media to be viewed:

🕾 Multimedia (1) - Display							
File Edit Select View Tools Tabs	Multimedia Window Help						
Deaths 1880/000998-001002 (image	:/tiff)		16				
Supplementary Attributes     Supplementary Attributes       Identifier:     0671_D_1880_C_000998.JPG     Usage:     1 Web       Width (pixels):     5599     Height (pixels):     4160       MIME Type:     image     MIME Format:     jpeg       MD5 Checksum:     aa40267097249abd4374266dd5a1c7c7     Notes:							
Supplementary							
Identifier Usage	MIME Type MIME Format	Width (pixels) Height (pixels)	File Size (bytes)				
1 0671_D_1880_C_000 Web	image jpeg	5599 -4160	24/58241				
2 signature.gif	image gi	522 154	2138				
Registration Characteristics EXIF	IPTC X	MP Resolutions S	upplementary No 🖌 🕨				
Display Item 1 of 75		VW	Admin 50004 //				

3. Select **View Supplementary** from the Toolbar beside the *Supplementary* table

-OR-

Select **Multimedia>Launch Viewer>Supplementary** in the Menu bar and select the supplementary resource to view:



🖏 Multimedia (1) - Display		
File Edit Select View Tools Tabs Multimedia Window Hel	p	
□       □       □       ▲↓       □       ↓↓	Image: state	
Width (pixels):     5599     Height     Scan Image       MIME Type:     image     MIME       MD5 Checksum:     aa40267097249abd       File Size (bytes):     2458241       Supplementary     Save	▶         0671_D_1880_C_000998.bf (5599 × 4160)           ▶         0671_D_1880_C_000998.thmb.jpg (90 × 67)	
Identifier Usage Print	Supplementary •	0671_D_1880_C_000998.JPG (5599 × 4160)
1     0671_D_1880_C_000     Web     Audio/Video       2     signature.gif     image     gif       Registration     Characteristics     EXIF     IPTC	• 5993         4160         2458241         Image: Comparison of the second s	signature.gif (522 x 154)
Display Item 1 of 75	vw Admin 50004	

The selected supplementary resource displays inside the viewer associated with the resource type:





## How to save supplementary media

Supplementary media in the *Supplementary* table may be saved to an external location.

In the Multimedia module:

- 1. Locate the record with the supplementary media to be saved.
- 2. On the Supplementary tab, click the row in the *Supplementary* table with the media to be saved:

🌃 Multimedia (1) - Display								
File Edit Select View Tools Tabs Multimedia Window Help								
Deaths 1880/000998-001002 (image/tiff)	16							
Supplementary Attributes       Identifier:     0671_D_1880_C_000998.JPG     Usage:     1     Web       Width (pixels):     5599     Height (pixels):     4160     #       MIME Type:     image     MIME Format:     ipeg     Notes:       MD5 Checksum:     aa40267097249abd4374266dd5a1c7c7     Notes:     Image	M							
Supplementary	Ba							
1 0671 D 1880 C 000. Web image ipeg 5599 4160 2458241								
2 signature.giř image giř 522 154 2138								
Registration Characteristics EXIF IPTC XMP Resolutions Supplementary N	4 1							
Display Item 1 of 75 vw Admin 5000	4 //							

3. Select from the Toolbar beside the *Supplementary* table -OR-

Select **Multimedia>Save>Supplementary** in the Menu bar and select the supplementary resource to save:



🐝 Multimedia (1) - Display		
He Edit Select View Tools Tabs Multimedia Window Hel		
Image: State Sta	Image: wide of the second	
Save	0671_D_1880_C_000998.tif (5599 × 4160)	
Identifier Usage Print	<ul> <li>0671_D_1880_C_000998.thumb.jpg (90 × 67)</li> </ul>	
1 0671_D_1880_C_000 Web Audio/Video	Supplementary	0671_D_1880_C_000998.JPG (5599 × 4160)
2 signature.gif image gif	522 154 2138	signature.gf (522 x 154)
Display Item 1 of 75	vw Admin 50004	

The Save Multimedia dialog box displays.

4. Navigate to the location where the file is to be saved:

Save Multimedi	a					2 🛛
Save Multimedi Save in My Recent Documents Desktop	a EMu EMu Help in ant.tif in CS4_metadata_f in CS4_metadata_f in CS5_test_edited iii CS5_test_edited	3ridge.tif Photoshop.tif _metadata.tif	▼ III similar ant.tif III small.TIF III spear-handle.jpg Thumbs.db	← (°	1 1 1	 <b>?</b>
My Documents My Computer	ET84.172.11#1. Insect.tif LicenceBernFron metadata_tester mn014073.jpg report4.jpg signature.gif	aca.or ipg t.pdf t.df				
My Network Places	File name: Save as type:	signature gif Any file (*.*)			•	Save Cancel
Select Select	ave					

5. Select Save

The media is saved to the specified file.



# How to update supplementary media

#### Single record

Many of the attributes (e.g. MIME Type, Checksum, etc.) for supplementary media are calculated automatically. As new media is added, the *Supplementary Attributes* fields on the Supplementary tab are maintained by Vitalware.

While it is possible to batch load supplementary media to the Vitalware server, the calculated values are not computed. The Update command recalculates all computed values for all media in the current record's *Supplementary* table.

In the Multimedia module:

- 1. Locate the record with supplementary media to be updated.
- 2. Select the **Supplementary** tab.
- Select Multimedia>Update Resource>Current Record in the Menu bar -OR-

Use the keyboard shortcut, ALT+M+U+C.

The Updating Multimedia dialog box displays:

Updating Multimedia					
Records Updated:	0				
Status:	Searching for images				
Resource:	signature.jpg				
Percentage Sent:	Completed				
Time Remaining:					
Abort					

4. Save the record once the update is complete.



#### **Selected records**

The computed values for supplementary media may also be updated for a batch of records. This version of the command is useful after a large import of supplementary media has occurred via the Vitalware server (that is, not imported via the Vitalware client).

In the Multimedia module:

- 1. Locate the records with supplementary media to be updated.
- 2. Select View>List in the Menu bar

-OR-

Select View List in the Toolbar

Use the keyboard shortcut, ALT+V+I.

3. Select the records to be updated.

See Selecting Records in the Vitalware help for more details.

4. Select Multimedia>Update Resource>Selected Records in the Menu bar -OR-

Use the keyboard shortcut, ALT+M+U+S.

The Updating Multimedia dialog box displays.

5. Select once the update is complete.

Updating Multimedia					
Records Lpdated: 18					
Status: Completed					
Resource:					
Percentage Sent:					
Time Remaining:					
ОК					



## SECTION 4

# Importing supplementary media

The Vitalware Import tool can be used to import supplementary media files and data into Multimedia records. The mechanism used is the same as for importing multimedia, except that the virtual column *Supplementary\_tab* is used to contain the path of the media to be loaded.

The example import file below adds supplementary media to the *Supplementary* table of existing Multimedia records (identified by their IRN):

IRN	Supplementary_tab(+)				
1324	E:\Media\Image Text.txt				
54765	E:\Media\Cropped Thumbnail.jpg				
945632	E:\Media\Audio for 945632.mp3				

Vitalware calculates all the computed values and loads them into the appropriate fields as the media is loaded. The identifier assigned to the supplementary media is the file name (without the path) of the imported media.



Multimedia and supplementary media may be loaded in the same import file, as the following import file demonstrates:

MulTitle	Multimedia	Supplementary_tab(1)	Supplementary_tab(2)
Close up of signature.	E:\Media\Sig\Smith_Death_cert.tif	E:\Media\Sig\signature_zoom1.tif	E:\Media\Sig\signatur e_zoom2.tif
Commemorative Certificate.	E:\Media\Cert\Commemorative2011.tif	E:\Media\Cert\detail.doc	

It is also possible to import Usage and Notes values along with the media, as the following import file demonstrates:

IRN	Supplementary_tab(+, group='import')	SupUsage_nesttab(+, group='import':1)	SupUsage_nesttab(+, group='import':2)	SupNotes0(+, group='import')
1324	E:\Media\Image Text.txt	Web Text		The text in the document contains an English translation of the audio track in the video.
54765	E:\Media\Cropped Thumbnail.jpg	Web Thumbnail	Cropped	A cropped thumbnail of the master image showing the signature only.
945632	E:\Media\Audio for 945632.mp3	Web Audio		An audio description of the commemorative certificates now available for purchase from our website.

Notice how the group= import feature is used to ensure the media, usage and notes are all added on the same row in the *Supplementary* table.



## $S \ \text{ECTION} \quad 5$

# **Reporting with supplementary media**

Supplementary media can be included in reports by adding the *Supplementary\_tab* column to the list of fields on which to report. The Report Properties dialog below shows a report containing both the Multimedia and Supplementary media fields (*Multimedia* and *Supplementary\_tab* respectively):





When the *Supplementary\_tab* column is added to the list of fields on which to report, the Supplementary tab is added to the Report Properties dialog box. The Supplementary tab provides options that determine which supplementary media is included in the report:

Report Properties 🔀				
Fields Sort Order Options Multimedia Supplementary S. • •				
Supplementary				
Multinedia.				
Use first image only				
O Jse all images				
Se first multimedia only				
🔿 Jse all multimedia				
Suppementary:				
Jse first image only				
C lise all images				
O Use first multimedia only				
O Use all multimedia				
File Delimiter:				
⊙ / Unix				
O W Word Mail Merge				
🗸 OK 🕺 🏅 Cancel 🧳 Help				

The *Multimedia* set of options controls which Multimedia records attached to a record in a report are included in the report. Consider the Births record below:



🔜 Births (1) - Display 📃 🗖 🔀							
File Edit Select View Tools Maintenance Registration Print Process Tabs Multimedia Window Help							
SHUTTERWOOD, ROGER BORN 03/27/1860 (MOTHER ANN SHUTTLEWOOD NEE NOLAN), TI 303200							
Image: Control of the second of the secon							
QA Validation Communications Tasks System Notes User Notes Multimedia Ser 🗸							
Display Record 6 of 8 vw Admin 50004 🥢							

A number of Multimedia records are attached to this Births record. The *Multimedia* options determine which of these will be included in the report:

Option	Description
Use first image only	Only the Multimedia record for the first image is included in the report.
Use all images	The Multimedia records for all images are included in the report.
Use first multimedia only	Only the Multimedia record for the first attached record is included in the report.
Use All multimedia	The Multimedia records for all attached records are included in the report.

For the Multimedia records specified by the *Multimedia* options, the *Supplementary* options then control which media listed in the *Supplementary* table will be included in the report. The options have the same meaning as in the table above, except that they apply to the *Supplementary* table in the Multimedia record.

The *File Delimiter* option determines how the paths to the media included in the report are to be built:



Option	Description	
/ Unix	Use this option if the report is to be placed on a UNIX based computer. This is useful if the output is to be stored on the Vitalware server.	
\ Windows	Use this option if the report is to be stored on a Windows based computer. In most cases this will be the option required as most reports are displayed on the user's computer.	
\\ Word Mail Merge	Only use this option if the media is to be included in a Microsoft Word mail merge document.	
The report below shows a record with one Multimedia image and one associng supplementary image. In order to produce this output the following options selected:		

Multimedia:	Use first image only
Supplementary:	Use all images
File Delimiter:	\ Windows [This option is used as the report is





#### SECTION 6

# Supplementary media on the Vitalware server

The supplementary media for a Multimedia record is stored in a directory called supplementary under the directory in which the master image is stored on the Vitalware server. The location of the master image is determined by the ServerMediaPath Registry entry (or in the absence of this entry, the ServerPath Registry entry). The Registry entry contains a list of paths to consult when locating multimedia on the Vitalware server. The first path in the Registry entry is used to store new multimedia, while all paths are searched to locate multimedia.

There is a special case in which an *exec* entry may be used to interface between Vitalware and a third party imaging system (see Vitalware Help topic - *Integrating 3rd party imaging systems* for more details). In order to support supplementary media while still maintaining the same interface to third party systems, the *filepath* supplied to the get, save, ping and remove calls may now include the supplementary directory. For example, the file path passed to the ping call for a supplementary image called Image.jpg for the Multimedia record with IRN 4254 would be:

4/254/supplementary/Image.jpg

The list call should now return not only all media in the folder passed to it, but all media in the supplementary directory. For example, the call list 4/254 may result in the following response being returned:

Status: success 4/254/master.jpg 4/254/master.thumbnail.jpg 4/254/master.300x300.jpg 4/254/supplementary/video.avi 4/254/supplementary/image.tif



# Index

#### Η

How to add supplementary media • 7, 9 How to delete supplementary media • 7, 15 How to edit supplementary media • 7, 16 How to import supplementary media • 7, 12 How to save supplementary media • 7, 21 How to update supplementary media • 7, 23 How to view supplementary media • 7, 19

#### Ι

Importing supplementary media • 25

#### N

New Topic  $(7) \bullet 1$ 

#### Р

Permissions • 8

#### R

Reporting with supplementary media • 27

#### S

Selected records • 24

Single record • 23

Supplementary media functionality • 7

Supplementary media on the Vitalware server • 31

Supplementary tab • 3