



# Aetopia user guide

## Overview

The Digital Asset Management System (DAMS), is a repository for digital files such as image, video and audio files. These files and the associated metadata are known as assets. Each asset in the system is given a unique ID number. The original file name is also available to view.

This guide is intended for DAMS users and explains the functionality available in the DAMS End User Portal.

For any assistance with the Administration of the DAMS, please contact [comms.brand@lse.ac.uk](mailto:comms.brand@lse.ac.uk) in the first instance.

## Accessing the DAMS using Windows

### (Single Sign On)

1. Using your browser, navigate to the DAMS system [digitalassets.lse.ac.uk](https://digitalassets.lse.ac.uk)
2. Click the button, “*Login with Single Sign-On (SSO)*”.
3. You may be presented with a screen showing the Terms of Service. To continue to the DAMS, click the “*I Agree*” button.
4. The DAMS home page will be displayed.

## Accessing the DAMS

### (without Single Sign On)

1. Using your browser, navigate to your DAMS system.
2. Click the link, “*log in with an Aetopia DAMS account*”
3. Type your username and password into the relevant fields.
4. Click the button, “*Sign in*”.
5. As part of the multi-factor authentication function, the system may require a code to be entered to gain access.
6. If the correct credentials have been entered, the DAMS home page will be displayed.

## Logging out

1. Select your *[initials]* | *Sign Out* from the menu bar.

## Screen Layout

This section lists the screen options available within the DAMS.

- Landing Page / Home screen
- Navigation Bar
  - Logo - click to return to the landing page / home screen
  - Search Assets field
  - Assets (Search) screen
  - Projects screen
  - Lightboxes screen
- User Menu
  - History
  - Change Password
  - Help
  - Dark mode / Light mode - to select the preferred look and feel for the DAMS
  - Connect Foot Pedal
  - Sign Out

## Downloading Images

1. Select the required asset by clicking on the thumbnail.
2. The Asset Details screen will be displayed.
3. The options for download are shown in the “*Download*” drop down box. Tooltips are shown for each available option.
4. Select the required download option. The asset will then be downloaded according to the browser settings.

## Searching, Sorting and Filtering Assets

### Completing a Simple Search

1. Type the search criteria into the “Search” field available on the homepage or on the Navigation Bar.
2. Click the  button or hit Enter on the keyboard.
3. The search results will be displayed in the Search screen.

When performing a simple search, the following table describes additional text that can be used as part of the search criteria.

Text	Description	Example
""	Wraps a number of words to signify a phrase for searching	"brisbane botanic gardens" will find assets containing the specific phrase enclosed in the quotes
*	At the end of a term signifies a prefix query	pap* will find Papaver, Paper etc
+	Signifies AND operation. This is the default for terms separated by space	thomas + baines produces the same results as thomas baines i.e. results containing both "thomas" and "baines" are returned
	Signifies OR operation	thomas   baines will return results which contain either "thomas" or "baines"
-	Negates a term	rose -indian will return everything that contains "rose", but will exclude any items that also contain "indian"
( and )	Signify precedence of terms	kew (sketch   brisbane) will return assets which contain "kew" and one of either "sketch" or "brisbane"
~N	After a word signifies the number of characters within the word which are fuzzy (not certain)	erythrine~1 return assets which contain the word "erythrina"
~N	After a phrase signifies how far apart the terms in the phrase are allowed to be while still considering the asset a match	"john waby"~1 will return assets which contain the phrase "john waby" but also assets containing the phrase "john frederick"

There are a number of rules associated with the search:

- This type of search will only return objects that include ALL the terms entered
- This search will not return exact matches only, it will also return values similar to the root of the criteria entered. For example entering "roses" will return assets tagged with "rosa" "rosaceae" "rose-coloured" etc.
- The search engine will only search on fields that have been specifically 'indexed' by the administrator.



## Lightboxes

Lightboxes provide a convenient way to collate groups of assets. There is a maximum limit of 1000 assets per lightbox. Users can create, edit, delete and share lightboxes (depending on permissions).

### Viewing Lightboxes

1. From the navigation bar, select *Lightboxes*.
2. The Lightbox screen will be displayed with the following options:
  - The *Internal* tab will display the lightboxes that the user has access to.
  - The *Shared Externally* tab will display the lightboxes that the user has shared externally.
  - The *Shared with me* tab will display the lightboxes that have been shared with that user.
  - The *All Lightboxes* tab displays all lightboxes configured by all users.

### Create a Lightbox

A lightbox can be created during the process of adding assets to a new lightbox. To create a lightbox independently, follow the steps below.

1. From the Lightboxes screen, select the “*Create*” button.
2. Add a name for the lightbox and some notes if required.
3. The “*Default Lightbox*” checkbox is checked by default, if this is not required, then deselect it.
4. Click the “*Submit*” button.

### Editing a Lightbox

1. From the Lightboxes screen, select the relevant lightbox by clicking on the thumbnail.
2. Select *Actions* | *Edit Lightbox*.
3. Make the required changes, then click the “*Submit*” button.



## Setting a Lightbox as Default

1. From the Lightboxes screen, select the relevant lightbox by clicking on the thumbnail.
2. Select *Actions* | *Set as Default*. Note that if this option is not available, then the lightbox may already be the default option.

## Empty a Lightbox

1. From the Lightboxes screen, select the relevant lightbox by clicking on the thumbnail.
2. Select *Actions* | *Empty Lightbox*.
3. A dialog will be displayed allowing the user to confirm this action. To continue, click the “*Empty*” button on the dialog.
4. All assets will be removed from the lightbox. A confirmation message that lightbox has been successfully emptied will be displayed in the screen’s top-right corner.

## Creating a Contact Sheet

1. From the Lightboxes screen, select the relevant lightbox by clicking on the thumbnail.
2. Click the “*Contact Sheet*” link.
3. A separate tab will open displaying a print version of the selected lightbox assets.
4. Click the “*Print*” button to print the sheet.

## Delete a Lightbox

1. From the Lightboxes screen, select the relevant lightbox by clicking on the thumbnail.
2. Select *Actions* | *Delete Lightbox*.
3. A confirmation dialog will be displayed, click the “*Delete*” button to confirm the deletion of the lightbox. A confirmation message that lightbox has been successfully deleted will be displayed in the screen’s top-right corner.

## Sharing a Lightbox Internally

1. From the Lightboxes screen, select the relevant lightbox by clicking on the thumbnail.
2. Select *Actions* | *Sharing Configuration*.
3. Ensure the “*Internal Sharing*” tab is selected and click the “*Edit*” button.
4. Type the name of the user into the field. The system will suggest results based on what the user has typed.
5. Once a name has been selected, it will appear in the table.
6. Repeat steps 4 - 5 to add more users.
7. If users should have the ability to add or remove assets from the lightbox, then turn the

8. “Allow users to add/remove items” toggle on.
9. Click the “Save” button once all users have been selected.

### Tips!

- To remove a user from an internal share, click the “*Edit*” button, then click the “*delete*” icon.
- To stop sharing the lightbox, click the “*Stop Sharing*” button and then the “*Reset*” button.

## Sharing a Lightbox Externally with Specific Users

1. From the Lightboxes screen, select the relevant lightbox by clicking on the thumbnail.
2. Select *Actions | Sharing Configuration*.
3. Select the *External Sharing* tab and click the “*Edit*” button.
4. Turn the “*Active*” toggle on.
5. A “*Share Expiry Date*” is calculated by default, but this can be amended as required by clicking into the field and selecting another date (and time).
6. The “*Enable Anonymous access*” toggle should remain off.
7. Type the required email addresses into the “*Share with:*” text field and click the “*Add*” button. The email address will then be displayed in the table below.
8. More email addresses can be added by typing further details into the field and clicking the “*Add*” button.
9. Clicking on the “*Allow Download*” option will enable download resolution options to become available to select. Select the required resolutions from the “*Available Image Download Resolutions*” section.
10. Ensure that the “*Share Metadata*” toggle is on and select the required metadata by choosing the metadata on the “*Available*” left panel and using the > button to display it in the “*Selected*” right panel.
11. Click the “*Save*” button when all options have been selected.
12. To preview the lightbox as the external user would view it, click the  button. The site will open in a new tab.
13. An email will be sent to those with whom the lightbox is shared.
14. Note that if a user is editing the sharing configuration for a lightbox that has already been shared, the “*Notify all on save*” toggle can be turned on to allow all users, new or old, to receive an email notification.



## Sharing a Lightbox Externally Anonymously

1. A lightbox can be shared with anonymous access, to do this turn the “*Enable Anonymous access*” on. Using this feature also includes the option of adding a passcode. To use this option, click the *Passcode Protected* toggle which will reveal a passcode.
2. Select the relevant download and metadata sharing options. This is explained in the previous section.
3. Click the copy to clipboard button within the “*Enable Anonymous access*” section, to copy the external link to the lightbox. If the passcode is also activated, then this will also need to be copied.
4. The link and if relevant, the passcode, will need to be made available to the expected recipients of the lightbox

## Accessing the Lightbox Share as an External User

This explains the process when an email address has been specified during the external sharing configuration.

1. External users will receive a notification email providing details of the lightbox share.
2. When an external user accesses the lightbox share link for the first time, they need to register.
3. Once the registration process is complete, an activation email will be sent to the user with a link that should be clicked to allow access to the lightbox share.

## Notify Users

Please note that this option will only be available to those lightboxes that have been shared internally.

1. From the Lightboxes screen, select the relevant lightbox by clicking on the thumbnail.
2. Select *Actions | Notify Users*.
3. Type the required text into the “*Message*” text area.
4. All shared users are selected to receive the message by default. Uncheck any user that should not receive the notification.
5. Click the “*Send*” button to send the notification to the selected users.
6. The dialog will be dismissed and the lightbox information will be available again.



## Other Lightbox Actions

### Select All / Deselect All

1. From the Lightboxes screen, select the relevant lightbox by clicking on the thumbnail
2. Click the  button to select either “*Select All*” or “*Deselect All*” from the options presented.

### Remove From Lightbox

1. From the Lightboxes screen, select the assets that need to be removed from the lightbox by clicking the checkbox in the top left-hand corner of the asset thumbnail or by using the “*Select All*” option.
2. Click the “*Remove from Lightbox*” button.
3. The selected assets will be removed.
4. A confirmation message that the selected asset(s) have been successfully removed from the lightbox will be displayed in the screen’s top-right corner.

### Download Assets

1. From the Lightboxes screen, select the relevant lightbox by clicking on the thumbnail.
2. Select the assets required for download by clicking the checkbox in the top left-hand corner of the asset thumbnail or by using the “*Select All*” option.
3. The asset original will be downloaded according to the browser settings.

## Report a Problem

This option can be used to inform the administrator of a problem with the asset.

1. Select the required asset. The Asset Details screen will be displayed.
2. Click the “Report a problem” link.
3. A dialog will be displayed. Add as much information as possible to describe the issue.
4. Click the “Submit comment” button when all information has been entered. A message will be displayed to confirm that the feedback has been sent.