

## How to search in the eMAM Director interface?

Search helps save time by allowing users to retrieve digital assets in the system as quickly as possible. Assets in the eMAM system can be easily searched using any of the following methods:

1. Basic Search
2. Advanced Search
3. Search filter


### 1. Basic Search

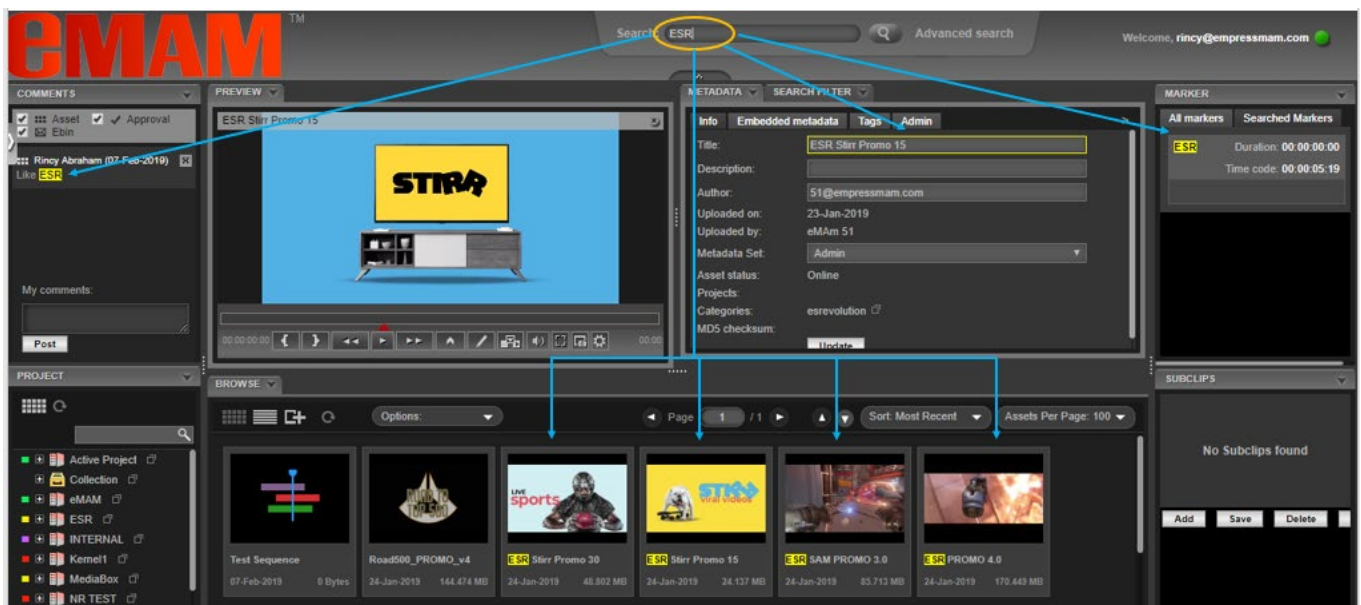
Basic search is one of the quickest method to search for contents in the eMAM Director interface. Basic search is done based on the text entered in the search box (*Full text search and thesaurus (if enabled for basic search)*).



For a given word or phrase, by default search is carried out in the following fields (*other fields can also be added to the search purview by customizing it in the eMAM Director web config*):

- Title
- Description

Just type a search word or a phrase in the basic search bar at the top of the screen and click . The searched word will be highlighted (*in yellow*) in the search results wherever that searched text is found including the widgets like Metadata, Markers, Subclips, Comments, Insights, Transcript etc. For e.g.: if the searched text is ESR, displayed search result will highlight “ESR” word in sections of other widgets where all it is found.

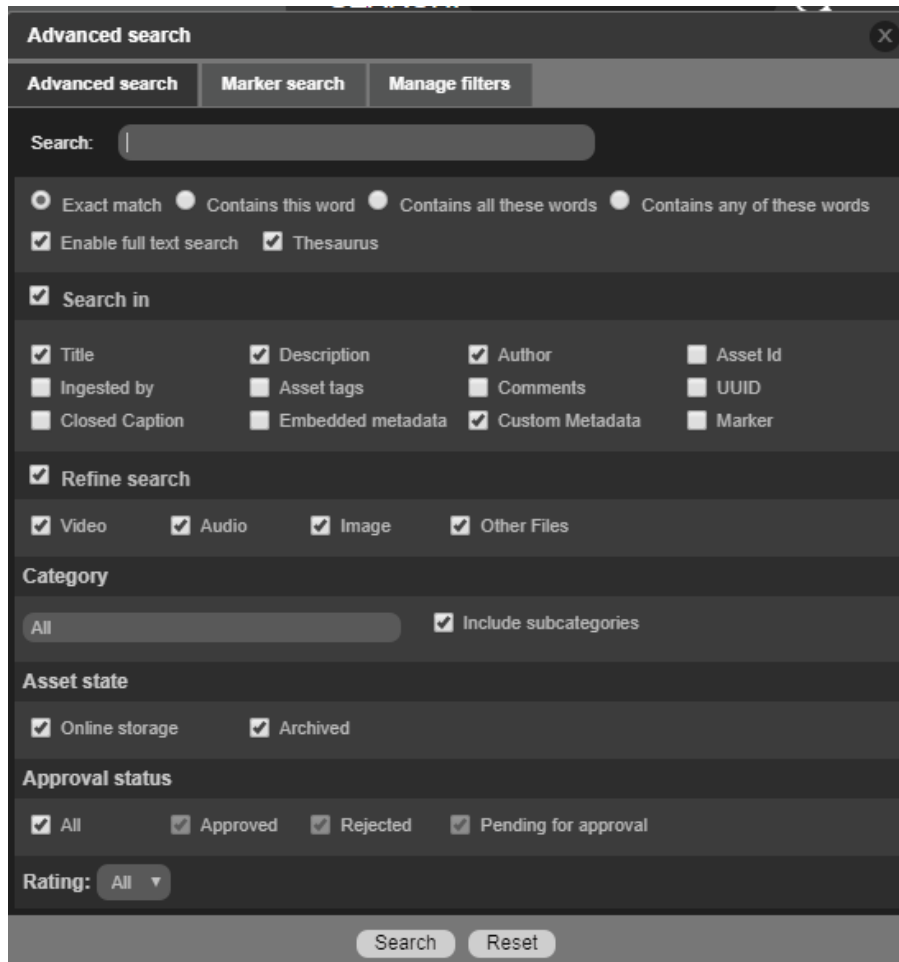


## 2. Advanced Search

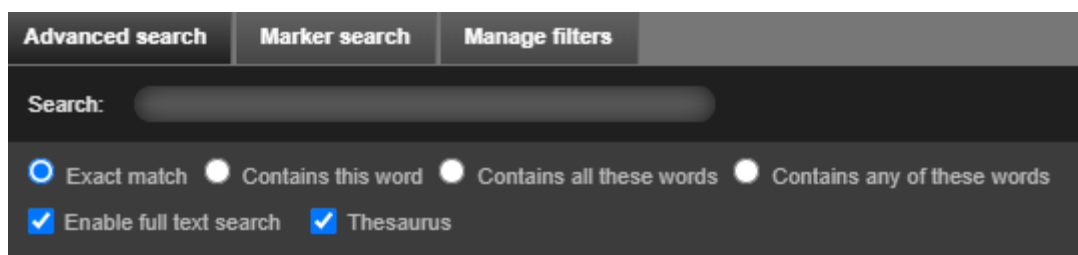
Advanced search option is used to narrow down the searches if there are many relevant assets. If the user knows exactly what and where to search for asset, this feature can quickly narrow results. Click on Advanced Search next to Basic search on top panel.



Advanced Search window opens up with three tabs: Advanced Search, Marker Search and Manage filters.

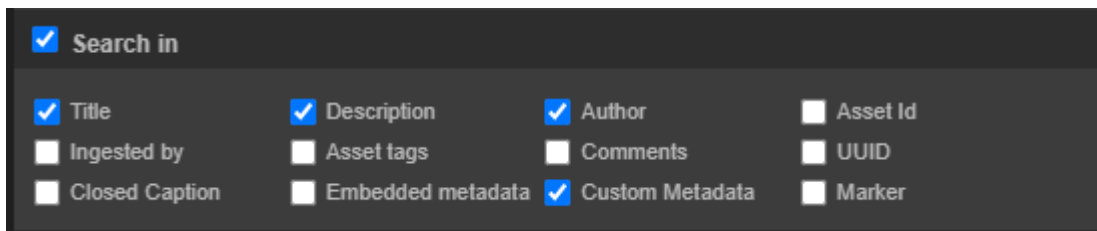


- Advanced search:** Under the Advanced search tab, you can enter a search term or phrase in the search text box. To narrow the search results further, the user can choose from several additional options, and then click the SEARCH button at the bottom to search.

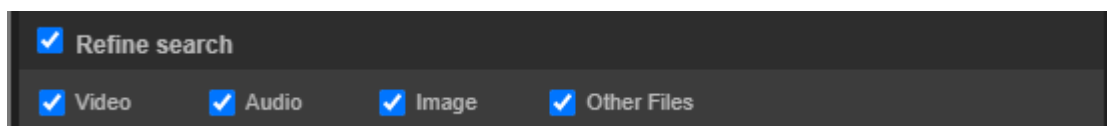


- ✓ You can then choose any one of the four options: **Exact Match**, **Contains this word**, **Contains all these words**, **Contains any of these words**, **Enable Full Text search** and **Thesaurus**.

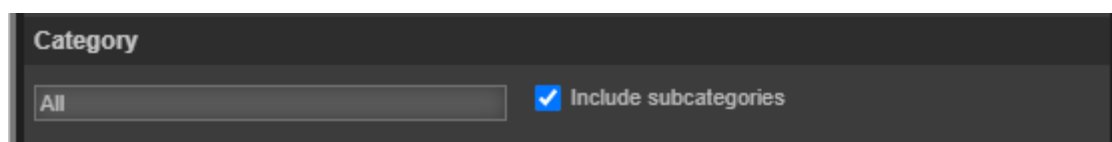
- ✓ **Search In:** The search engine automatically looks in all the fields for the search word or phrase, unless the user specifies particular fields for searching. *Search In* checkbox can be used to select/deselect all options under it at one click. ‘**Search in**’ fields are as follows:



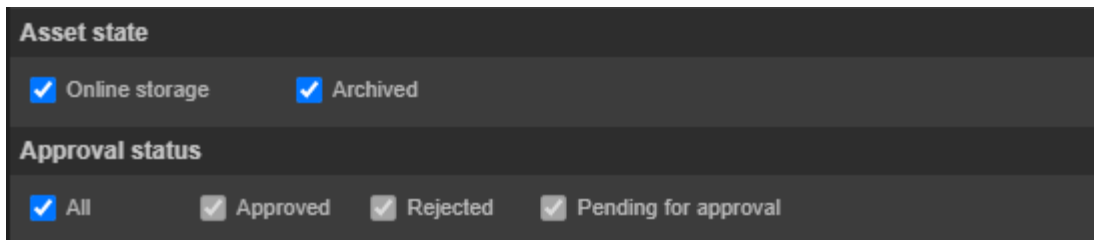
- *Title*- Name of the Asset.
  - *Description*- Description given to the asset while uploading.
  - *Author* –email id of the user who ingested the asset is the default value, but this field can be edited.
  - *Ingested By* – Name of the user who ingested the asset.
  - *Asset tags* – Tags are keywords given to assets by a user. There are public tags as well as private tags.
  - *Comments* – Comments given to asset by different users.
  - *Closed Caption*- Text version of the spoken part of a video file.
  - *Embedded metadata* - Metadata stored and maintained within the asset. It cannot be edited.
  - *Custom metadata*- Metadata defined by users for an asset. It can be edited.
  - *Asset id* – Each Asset ingested into eMAM system is numbered starting from 1.
  - *UUID*- A unique ID associated with asset. It is an alpha numeric string. If an asset has three versions, the UUID for each version will be different.
  - *Markers*: Markers of the assets.
- ✓ **Refine Search:** To refine search criteria, the user can narrow down search criteria based on asset types. In the ‘**Refine Search**’ window, select asset type(s) in which search needs to be performed – video, audio, image, and other types of assets (e.g., pdf documents, PowerPoint slides, etc.). Refine Search checkbox can be used to select/deselect all below options at one click.



- ✓ **Category:** Advanced search can be done for any asset type belonging to any category. Search for an asset can be narrowed down to search in All categories or in specified categories only. This option helps to search for assets in only a particular category, chosen from the drop-down list menu. To search assets in subcategories, the user can select ‘Include subcategories’ option.

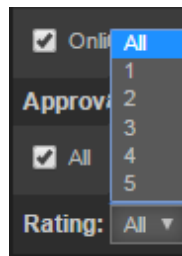


- ✓ **Asset State and Approval Status:** The user can narrow searches based on asset state and approval statuses.

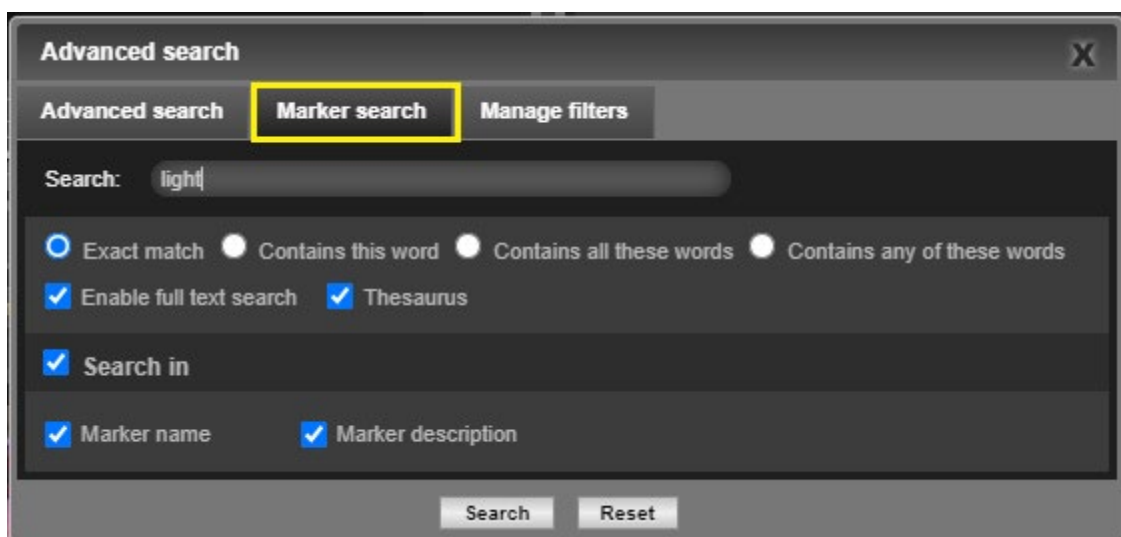


- **Online storage-** Search assets in the current active online storage.
- **Archived -** Assets that have been moved from the online storage to a far storage are considered archived assets. User can perform all the search operations on archived assets.
- **Approved–** Assets approved by internal or external users.
- **Rejected–** Assets rejected by internal or external users.
- **Pending for approval-** Active assets that have been sent for approval to an internal user but have not been approved or rejected yet.
- **All:** search for all assets states.

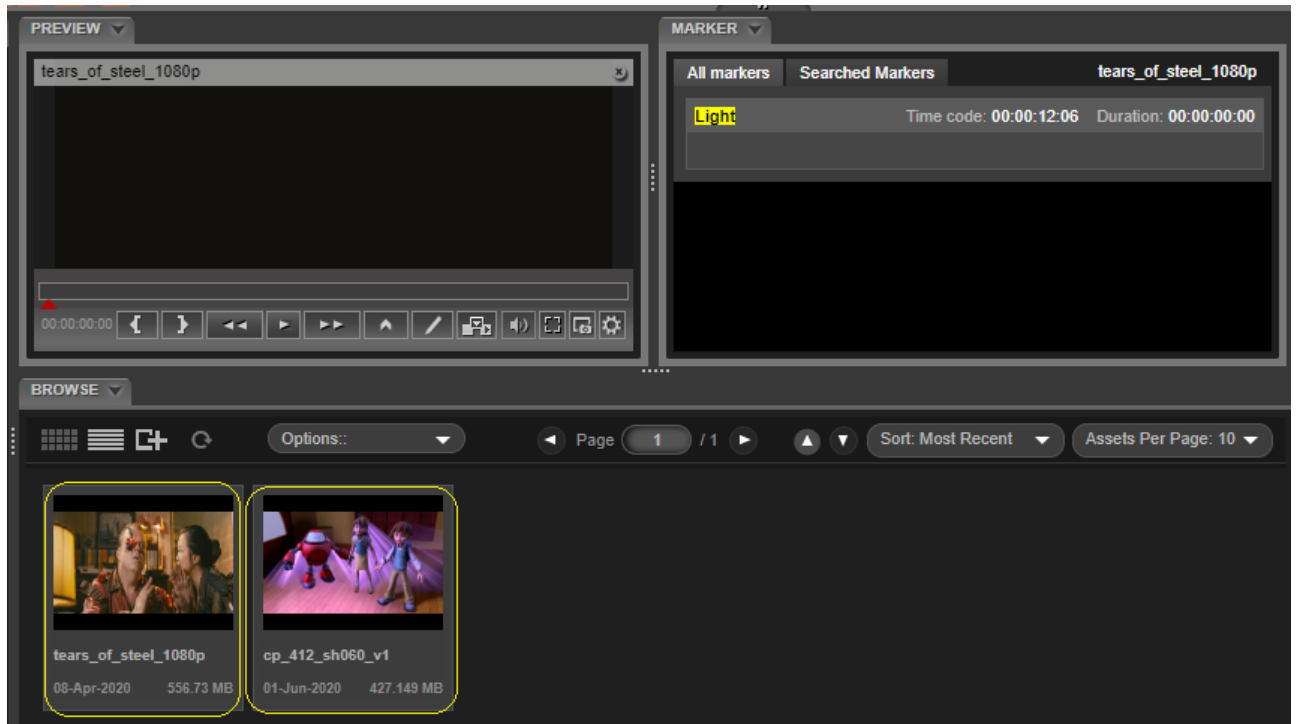
- ✓ **Rating:** Search assets based on the rating (1 to 5) given to the assets.



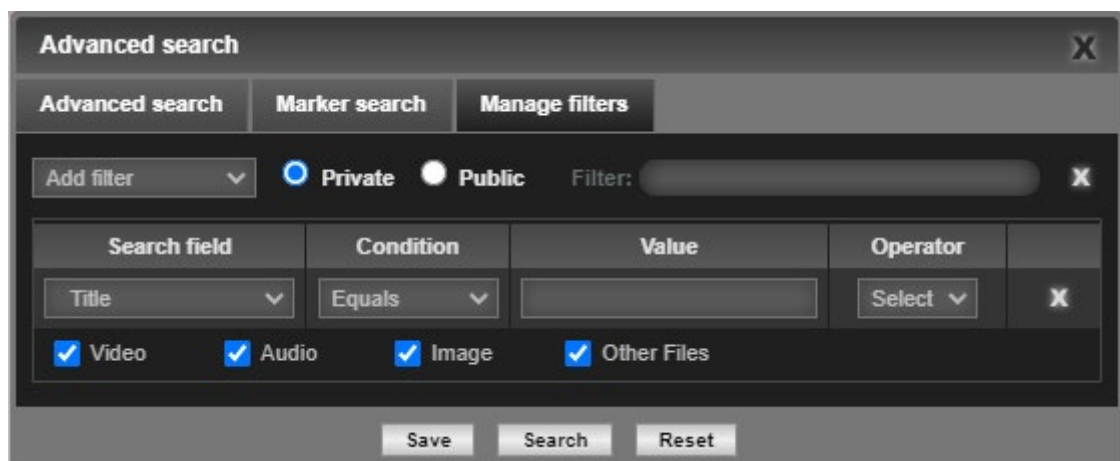
- b. **Marker Search:** The marker search feature allows you to search for a location within a video that matches with the specified search criteria, based on marker name or description.



Enter the marker keyword in the search bar and enter *Search*. Assets with searched marker gets displayed. Markers widget highlights the searched markers. e.g.: If you search for marker 'light' under Marker Search tab, assets with marker named 'light' is displayed in the Browse widget and Marker Description along with Marker name, Duration and time codes are displayed under Searched Markers tab in the Marker widget.



- c. **Manage Filters:** Manage filters can be used to create search filters with specific conditions. By adding a series of filters, you can quickly narrow a search.



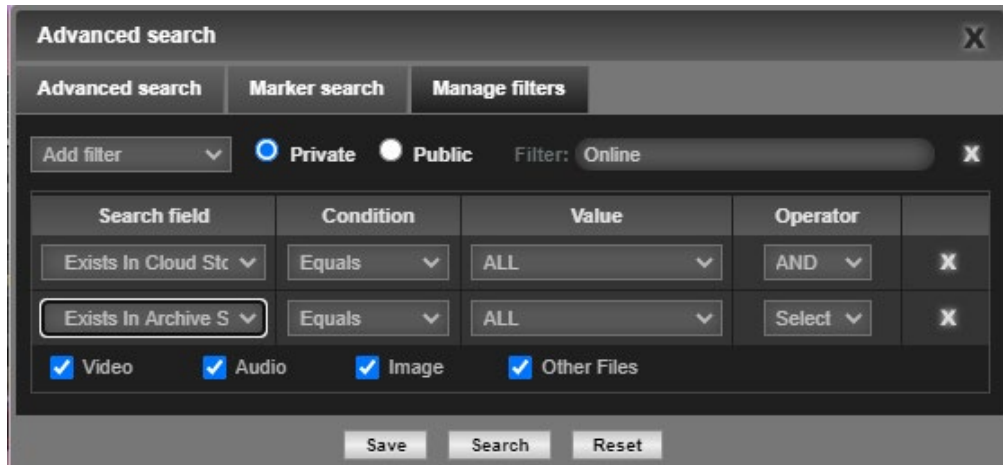
Enter a below details to create a filter:

- ✓ **Field name:** Enter a search filter name.
- ✓ **Search field:** The user can then specify the search field from a pull-down list: File properties (title, author, description, tags, comments, file name, extensions, closed captions, asset id, UUID, exists in storage, exists in cloud storage, exists in archive storage, exists in source storage, tape barcode, ingested on, subclips, marker name, marker description, approval status), project, category, saved filters, custom metadata, embedded metadata etc. A search may have a series of search fields if needed. More fields can be added. They can be removed by the "X" on the right-hand side.
- ✓ **Set Conditions:** You can choose from the pull-down list of available conditions: 'Equals', 'Contains'.

- ✓ **Value:** You can choose from the pulldown list of available conditions: ‘Equals’, ‘Contains’. Depending upon the search field selected, value field may display different variables.
- ✓ **Operator:** To add another condition field, the user chooses a logical operator ‘AND’ or ‘OR’.

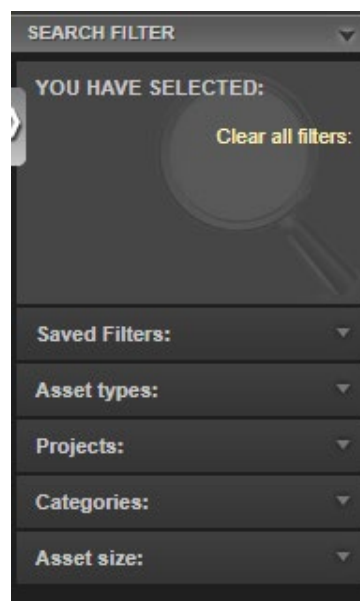
Once the advanced search criteria have been defined, select *Public* or *Private* and click on **Save** button to save your search criteria. These *Saved filters* will be displayed under *Add Filter* drop-down and under *Search Filter* widget (Saved Filters) which can be re-run for future use.

Click on SEARCH to search based on the given criteria. Results gets displayed in the Browse widget. Note: Search results include assets from subcategories as well.



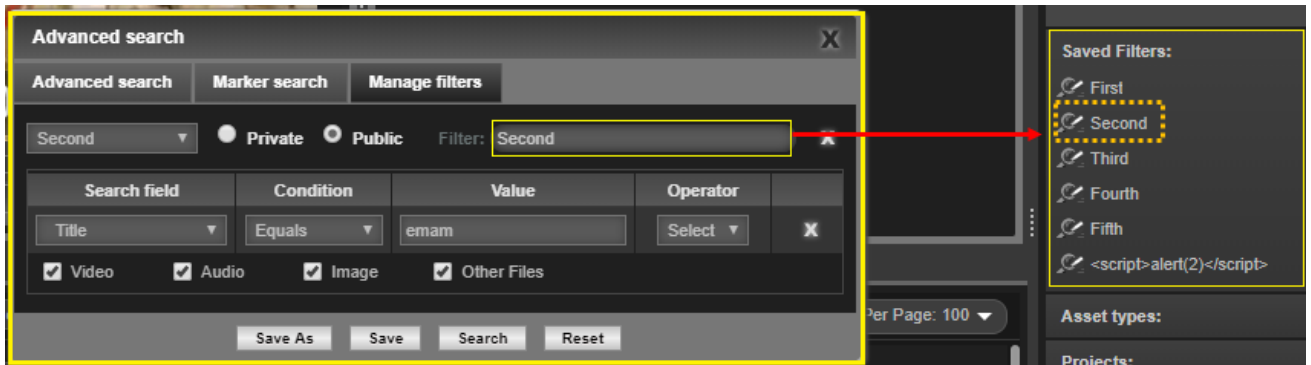
### 3. Search Filter

The Search Filter widget allows the user to perform what is referred to as a “faceted search”. It can be used to search assets based on Projects, Categories, Asset types, Asset Size and more. Click on one or more filters to filter out the assets you are looking for in the Browse widget. This is another quick search method for finding assets by “drilling down” certain search criteria to repeatedly narrow the search. Click on “Clear all filters” to reset the back to original.



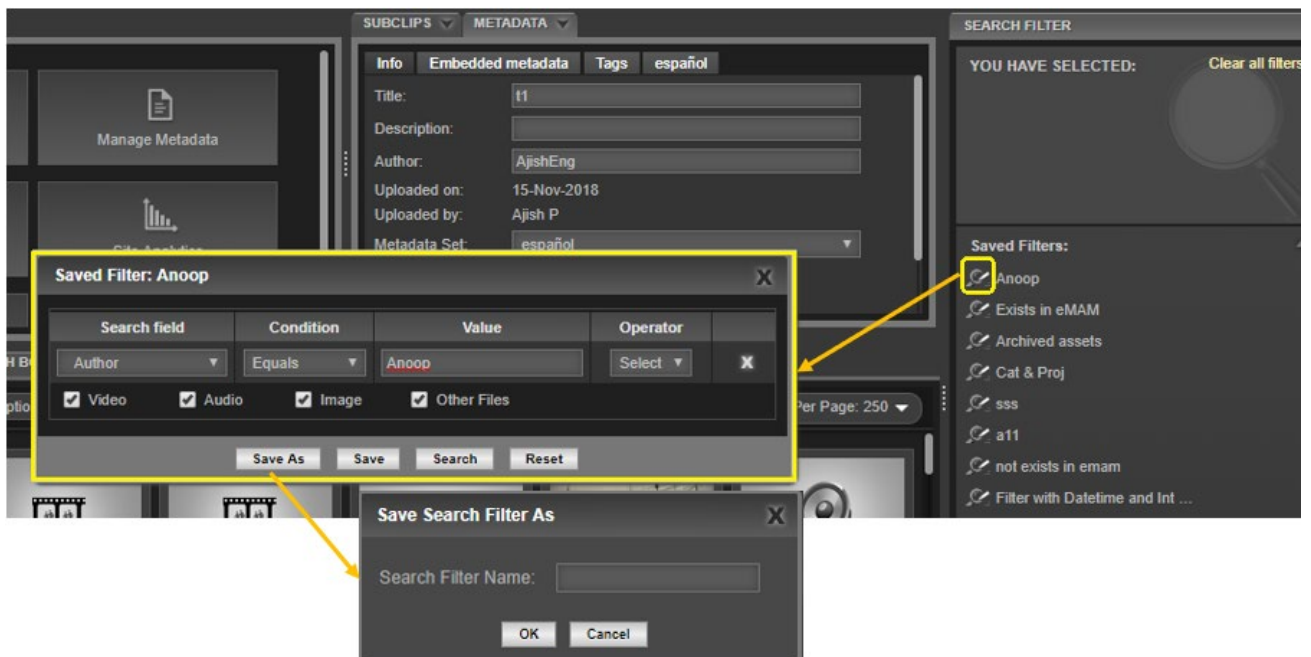
- Saved Filters:** The user can create a customized search filter to narrow down the search criteria in Advanced Search under the “Manage filters” tab. The user will specify the field in which system will search for the asset. The user can also specify custom and embedded metadata as a search field. To manage access, the filter can

be made private or public. The filter is saved under “Saved Filters” in the Search widget. This is useful for frequent searches using the same criteria.

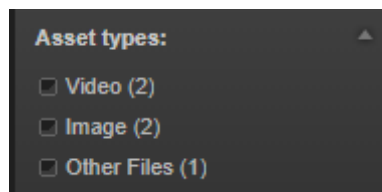


Saved searches later on will perform the same search again with the latest results that match your search query. To re-run the saved search filter, click on the name of the specified filter, the assets matching the search field, value and the conditions are displayed.

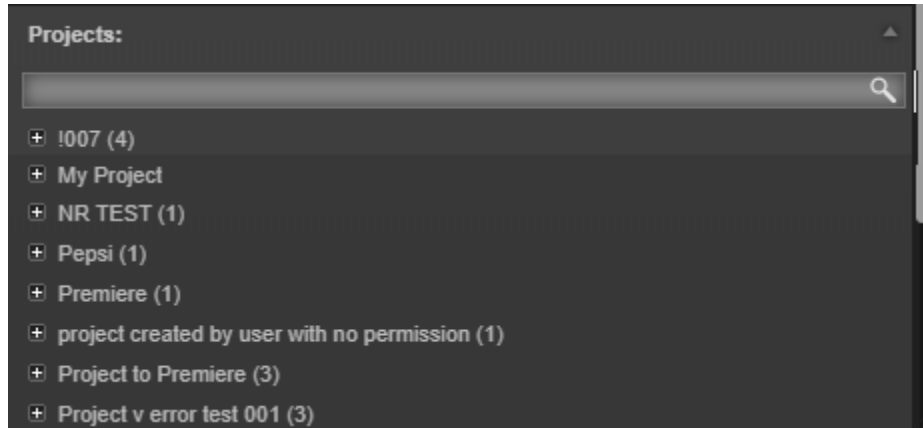
Unit Users have option to modify the search results. Just click on icon corresponding to the saved filter. Search filter window appears to modify the search conditions. Then click on Save As button to save the search with a different name.



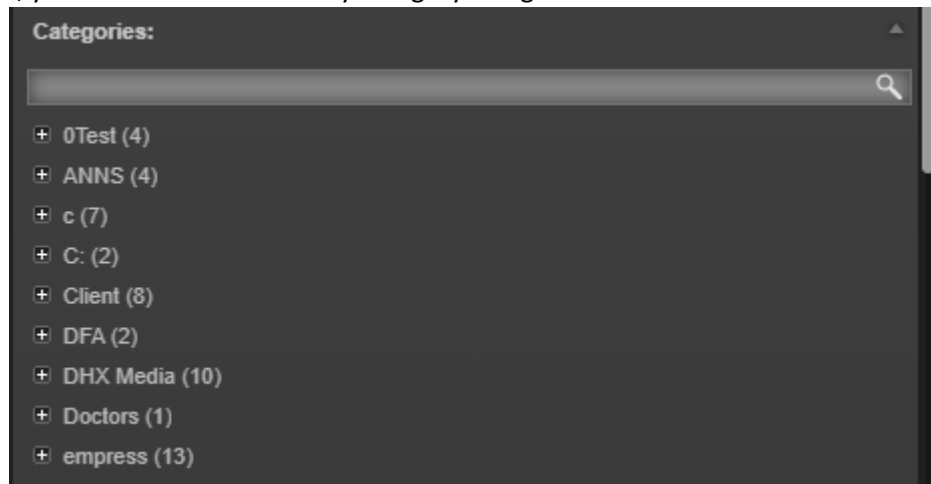
- b. **Asset Types:** Filter assets based on the type of assets- videos, audios, images and other files. For example, by clicking on “Video Assets”, the Search Filter widget will list only those project, categories and files sizes that contain video assets.



- c. **Projects:** Filter asset based on projects by just by clicking on the project name. Assets under this project gets displayed in the Browse widget. You can also search for any particular project using search field.



- d. **Categories:** Filter assets based on categories by just clicking on the particular category from the list. Similar to the Projects tab, you can also search for any category using the search field.



- e. **Asset Size:** Assets can also be filtered based on the asset size.



## Need Help

Please contact eMAM Support at [support@emamcloud.com](mailto:support@emamcloud.com).