

Introduction to the New Geoscience Imagebase and Image Uploading

OR/13/051

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Contents

- 1 Introduction
- 2 Finding the Geoscience Imagebase
- 3 Logging on to the Geoscience Imagebase
- 4 Searching for images
- 5 Browsing categories
- 6 Light boxes
- 7 Sharing images and Managing Lightboxes
- 8 Downloading images
- 9 Uploading images
- 10 Adding metadata
- 11 Users of Sigma Mobile

1 INTRODUCTION

The Geoscience Imagebase offers secure storage for all BGS digital and analogue images and consists of several components, including an Oracle database, a sophisticated data and image entry system, and a search application.

The photographs you take are greatly valued for a wide range of uses in BGS and where appropriate, outside. Often, these uses are way beyond the original reason for taking the picture! Please try and ensure the metadata are completed. Without basic metadata we cannot use the images for other purposes.

The Geoscience Imagebase is managed by BGS Information Management. It is a long term enduring archive for your images well beyond the life of your project. Please take the time to contribute you images and metadata!

This document is a guide to metadata entry for the Geoscience Imagebase by direct entry into the database.

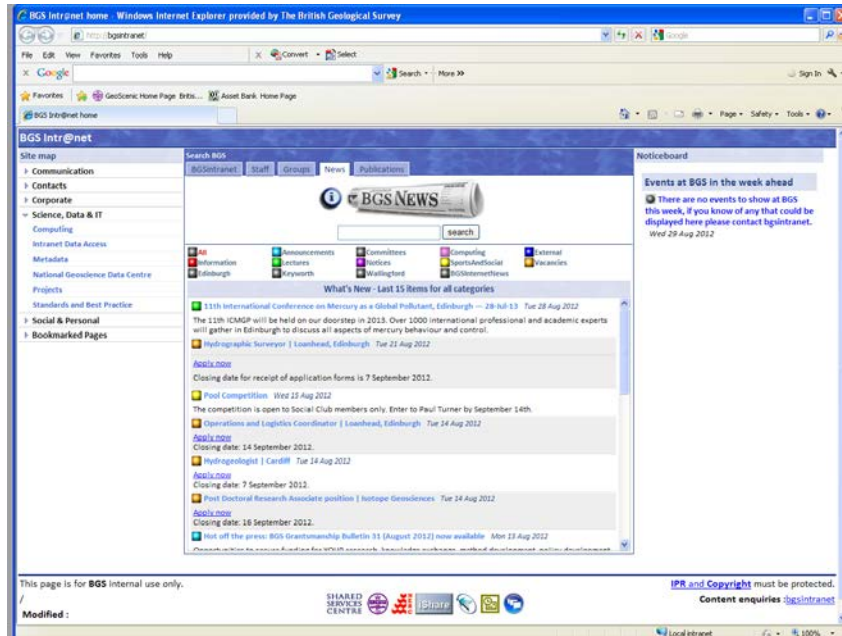
Data Entry

There are two options for Data entry – either by direct entry for each image or by bulk upload using a standardised spreadsheet, available from Geoscience Imagebase administrators. The fields on the spreadsheet match those of the Geoscience Imagebase to allow for a smooth upload.

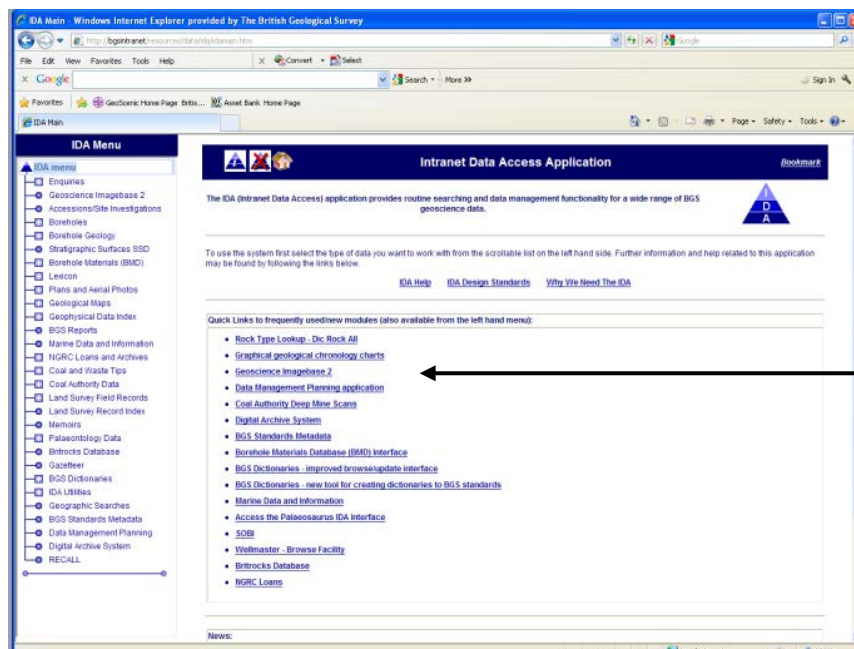
Permissions to write directly to the Geoscience Imagebase can be given either by Brian McIntyre (MH), Caroline Adkin (KW), or Bob McIntosh (MH). If you do not want to load your own images and metadata into the Geoscience Imagebase, we can do it for you - [Project code required](#). You just need to let us know.

2 FINDING THE GEOSCIENCE IMAGEBASE

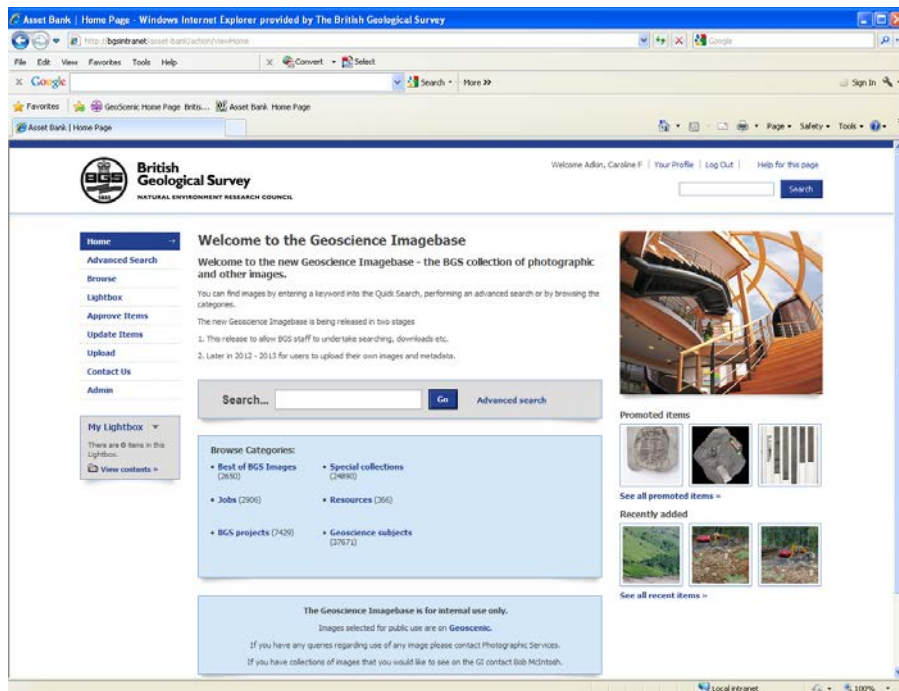
Geoscience Imagebase can be found on the Intranet, as part of the Intranet Data Access (IDA). From the BGS Intranet Home Page, click on Science, Data & IT and open Intranet Data Access (IDA)



Open the Intranet Data Access (IDA)



Click on the Geoscience Imagebase at either of the locations shown above, to display the application in full screen mode.



Full screen mode

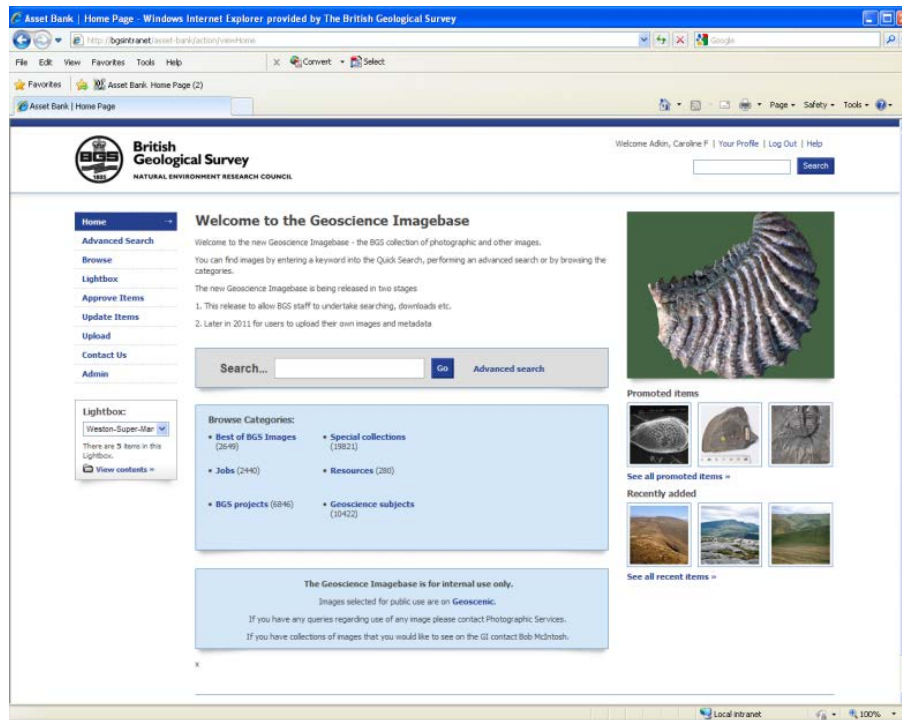
3 LOGGING ON TO THE GEOSCIENCE IMAGEBASE

The home page is the starting point for users of the Geoscience Imagebase. If you are working from your own PC the system will recognise you, otherwise log on using your normal BGS username and password.

4 SEARCHING FOR IMAGES

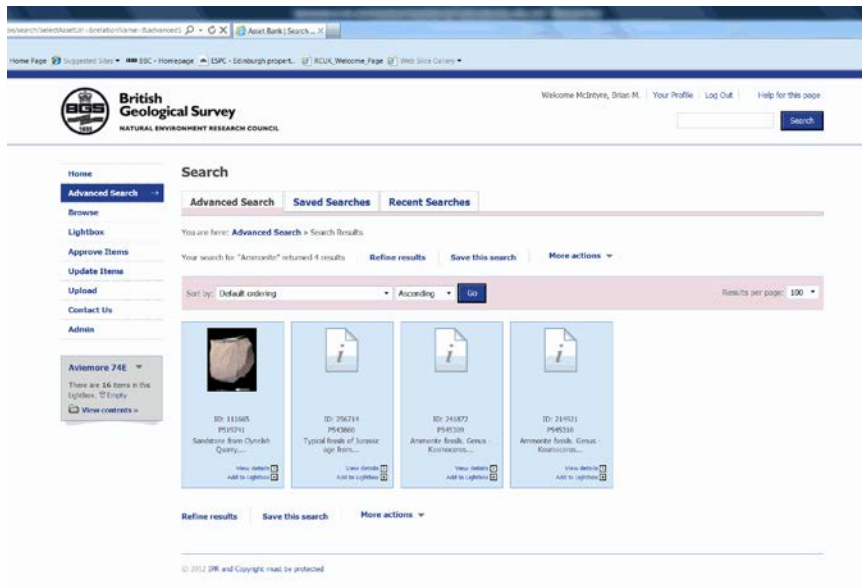
There are several ways of searching for images.

- a) Quick Search - can be performed from the search box, enter one or more words into the central search box and click 'GO' or press the return key. The Imagebase will then search for matches in several fields in the metadata of the items including title, description, author *etc.* Words entered in the search box are not case sensitive. For a more specific search click on the Advanced Search link.

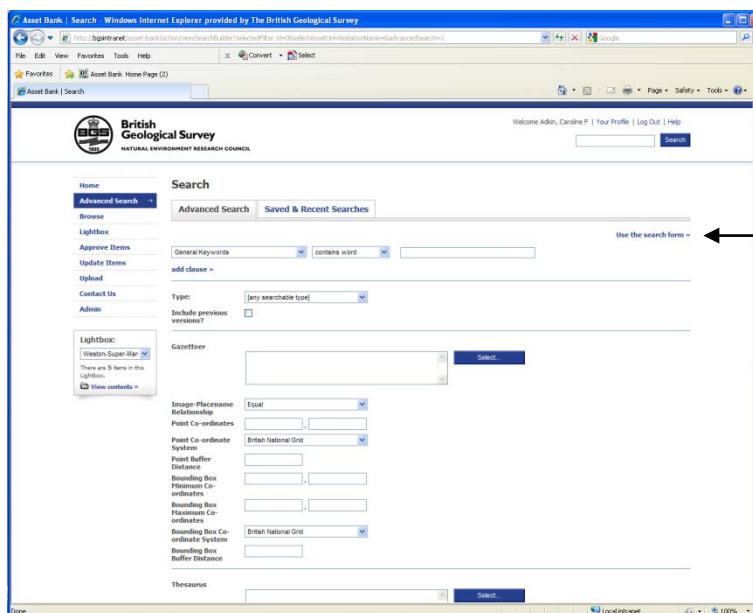


b) Advanced search - This is used for a more specific search. This can be accessed from the Advanced search link in the Quick search area or from the left hand menu on every page. There are two parts to Advanced search - the Advanced search page and the Search builder.

The Advanced search page can be used by entering search criteria into as many fields as required to narrow down any search results, then clicking SEARCH at the bottom of the page. For example, if you enter a value "Ammonite" in the 'KEYWORDS' field and choose "Bain T.S." in the 'Photographer' dropdown list, the search results will show all items that contain the keyword "Ammonite" in the metadata and for which "Bain T.S." was the Photographer.



- c) Search builder - From the top of this page on the right hand side, there is a link to the search builder. This page uses Boolean logic. To increase the power of the search, add as many clauses as maybe required. To return to the search form as above, use the link in top right hand corner.



- d) To perform a more restricted search, enter keywords (extra keywords can be added by using "add clause") then select appropriate categories from the pull-down category list and add them to the category window by clicking "Add". Don't forget to click the "Add" button or the selected category will not be included in the search. If you want to search the entire database, do not select a category. If you add multiple categories then by default the search will return items that are in one or more of the selected categories. This is specified by the dropdown: SHOW ITEMS IN **ANY** OF THE SELECTED CATEGORIES. However, if you change the dropdown to 'all' so that the text

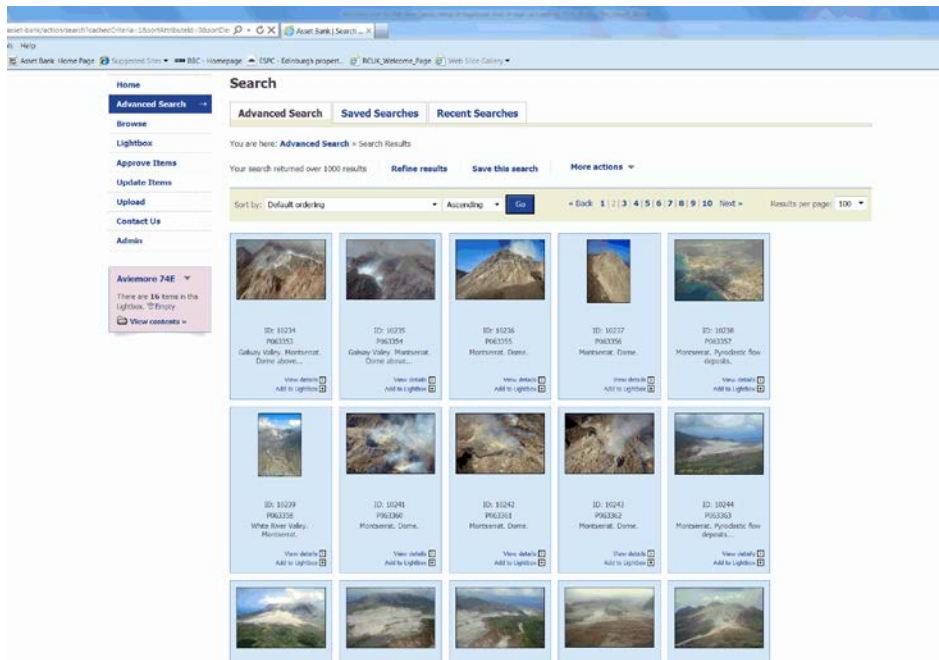
reads: SHOW ITEMS IN **ALL** OF THE SELECTED CATEGORIES then the search will return only items that are in **ALL** of the selected categories.

The screenshot shows the British Geological Survey Asset Bank search interface. The top navigation bar includes links for Home, Advanced Search, and a list of items in the lightbox. The main search area has a search bar with the text 'Montserrat' and a 'Search' button. Below the search bar, there are tabs for Advanced Search, Saved Searches, and Recent Searches. The search criteria section includes a 'General Keywords' dropdown set to 'contains word', a 'Type' dropdown set to 'All types', and a 'Gazetteer' dropdown set to 'Select...'. The 'Include previous versions' section is set to 'None'. The 'Image-Placename Relationship' section is set to 'Equal'. The 'Point Co-ordinate System' section is set to 'British National Grid'. The 'Point Buffer Distance' section is set to 'None'. The 'Bounding Box' section is set to 'None'. The 'Bounding Box Minimum Co-ordinates' section is set to 'None'. The 'Bounding Box Maximum Co-ordinates' section is set to 'None'. The 'Bounding Box Co-ordinate System' section is set to 'British National Grid'. The 'Bounding Box Buffer Distance' section is set to 'None'.

Adding a parent category (*i.e. a category that has sub-categories*) to the search criteria will cause a search for items that are in that parent category or any of its sub-categories. For example, select a category called ‘Geoscience subjects’ that has two sub-categories ‘GeoHazards’ or ‘Volcanoes’. If, however you add just ‘Volcanoes’ to your search criteria then the search will return only items that are in the ‘Volcanoes’ category.

The screenshot shows the 'Categories' section of the British Geological Survey Asset Bank search interface. The 'Available' list shows 'Geoscience subjects' selected. The 'Subcategory 1' list shows 'GeoHazards' selected. The 'Subcategory 2' list shows 'Volcanoes' selected. The 'To be included in your search' section shows 'Geoscience subjects/GeoHazards/Volcanoes' selected. The 'Access Levels' section shows a list of checkboxes for 'Universal', 'To Publish', 'Requires approval', 'Restricted', 'Personal', 'Restricted - geoscience', 'Restricted - people images', 'Awaiting Images', 'Landfill/Text', 'UAG', and 'Pop/Text'. The 'Show items that are in' dropdown is set to 'any'.

Results page



5 BROWSING CATEGORIES

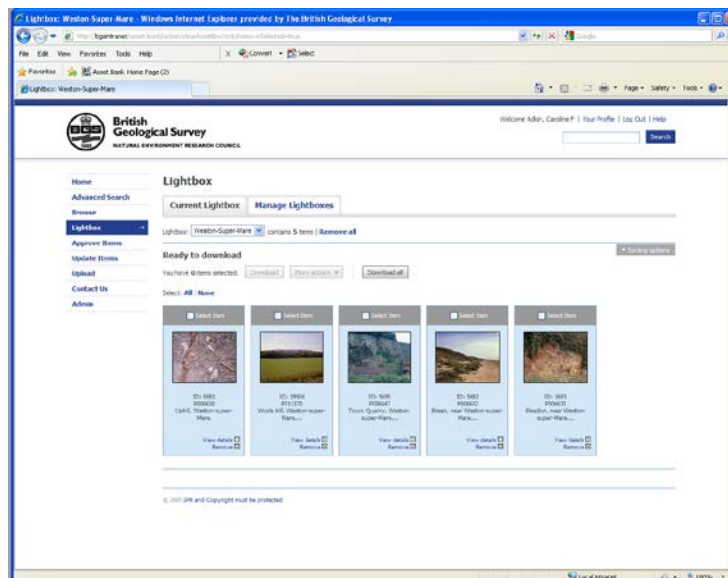
The browse categories' area shows a list of descriptive categories so that you can browse by subject.



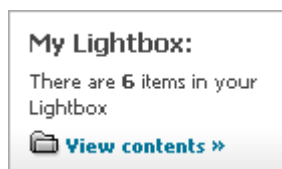
You can also browse through the categories using the 'Browse' button on the left hand menu. Click on one of the categories to see the sub-categories and a list of all items that are in that category. If there are more items than can be shown on one page then you can page through them. Click on a thumbnail to view the item details.

6 LIGHT BOXES

Your Lightbox is similar to a shopping basket. You can add images to it from the Search results. The lightbox enables you to organize the images you are interested in. More than one lightbox can be created and saved for each search. These lightboxes can also be shared with a colleague.

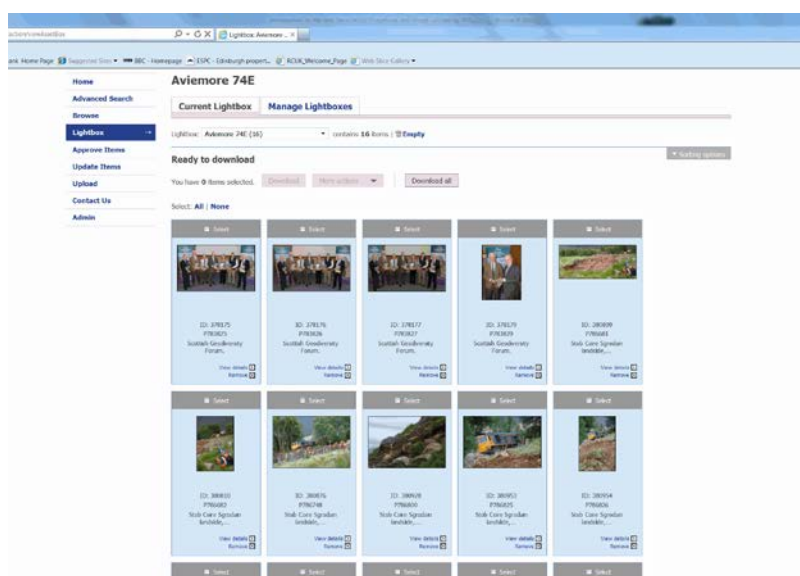


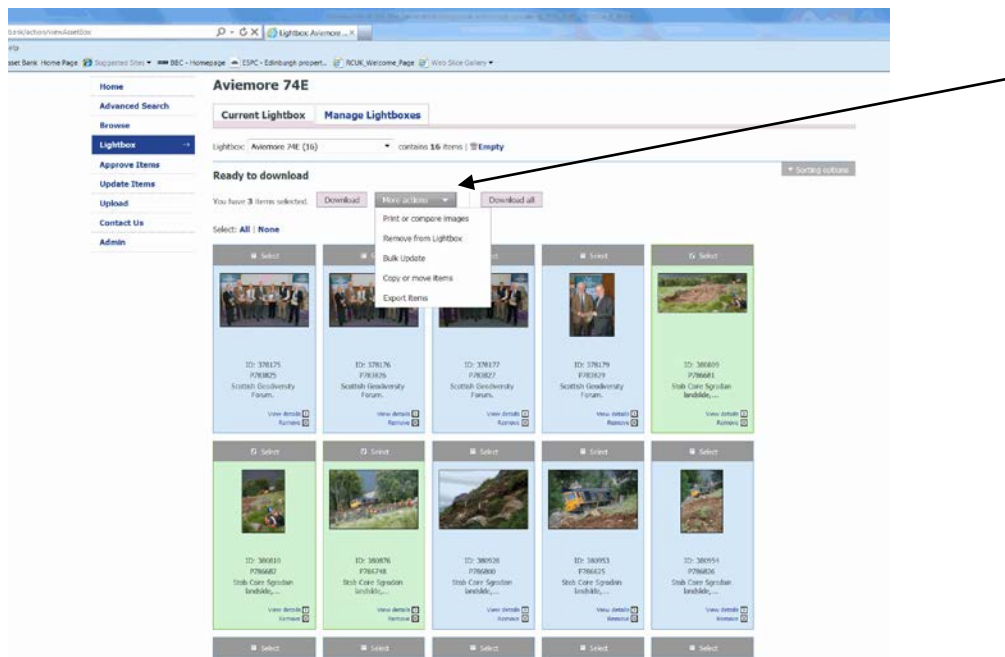
To see the details of your Lightbox, click on the menu item 'My Lightbox' or click 'View Contents' in the 'My Lightbox' area.



For each asset in the list, you can click on a thumbnail or 'View Details' link to view its full details. Click the link 'Remove', shown under each asset, to remove that asset from the lightbox. If you want to remove all the assets, click the link 'Remove all assts' shown above the assets.

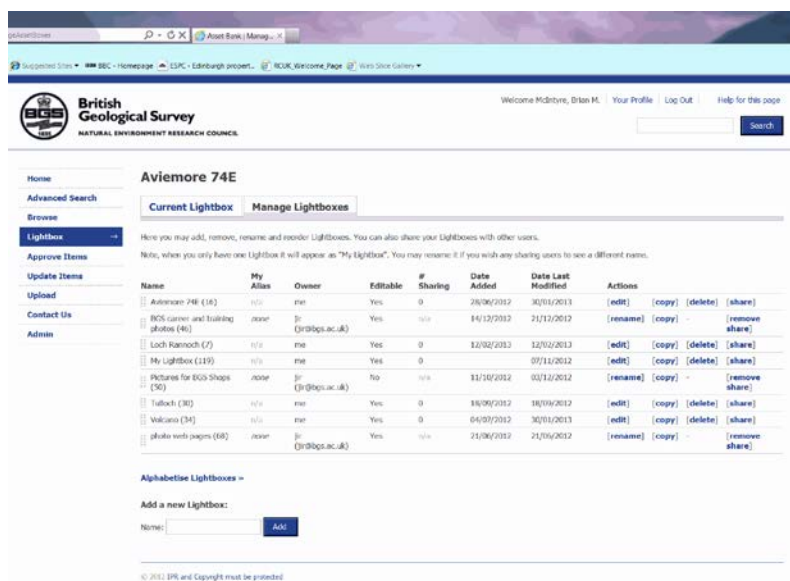
If any of the images are selected with a ✓ in the SELECT ITEM box then more options become available under 'More actions' tab.





It is also possible to make contact sheets from **PRINT OR COMPARE IMAGES**, or remove selected images from the light box.

7 SHARING IMAGES AND MANAGING LIGHTBOXES



This page allows you to manage your lightboxes. Initially you will have a single lightbox called 'My Lightbox', but further lightboxes may be added, in order to further organise your images. This can be done by entering a name for the new lightbox in the appropriate box and clicking the 'Add' button. Names that you give to your new lightboxes must be unique and cannot be longer than 17 characters.

You may also rename any existing lightboxes, but again the name you provide for each must be unique and no longer than 17 characters.

If you have more than one lightbox in your list you may reorder them using the ‘Alphabetise lightboxes’ link – this will change their order in the drop-down list that appears in the lightbox summary on each page.

If you no longer need a lightbox (and providing it is not the last one on the list) you may remove it by clicking on its ‘delete’ link. Note that this operation cannot be reversed.

Shared Lightboxes

You can share your lightboxes with other users and any lightboxes that other users have shared with you will also appear in your list of lightboxes. You may reorder, rename and remove these shared lightboxes in a similar way to your own.

You will see a ‘share’ link alongside your own lightboxes in the list. Click on the ‘share’ link, and click on ‘Add users’.

Lightbox

Current Lightbox

Manage Lightboxes

Share Lightbox **white horse** with other users

Find Users

Forename:

Surname:

Username:

Email Address:

User Group:

rpm

[any]

Find »

« Back

Find users by filling in one of the boxes, and then click on ‘Find’. A selection of matching users comes up; select the user, then ‘Add Selected Users’.

Lightbox

Current Lightbox

Manage Lightboxes

Share Lightbox **white horse** with other users

Find Users

Forename:

Surname:

Username:

Email Address:

User Group:

rpm

[any]

Find »

Matching Users

Name ↑↓

Username ↑↓

Email Address ↑↓

Select

McIntosh, Robert

rpm

rpm@bgs.ac.uk

☒

☐ Added users can edit the Lightbox

Add Selected Users

« Back

8 DOWNLOADING IMAGES

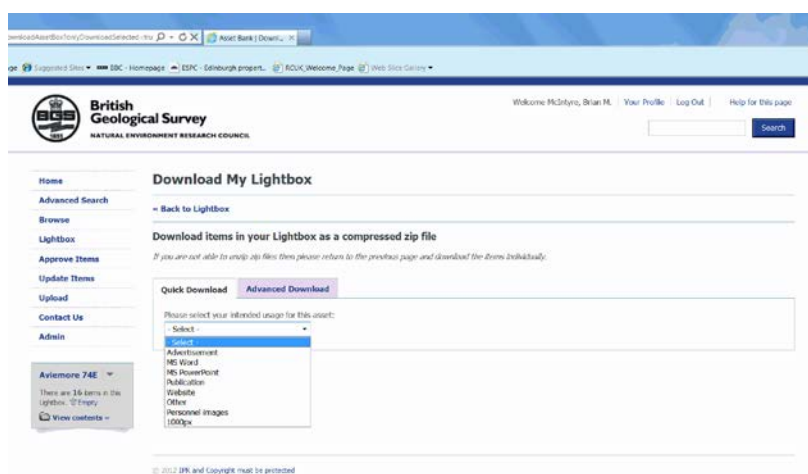
All images can be downloaded if there are permissions on them to do so. Any unapproved images will need approval from an ADMIN user. Images can be downloaded at different

sizes, including full resolution. The images are for internal use only. Images selected for public use are on GeoScenic, the public site.

You can save an image individually by right clicking on an image and selecting 'Save picture as'. There are four sizes of images

- small thumbnails found in search results or when browsing categories
- larger image (250pixel) on the Digital Asset page (click on a thumbnail to view)
- 1000 pixel image that can be visited by clicking the 'View larger size' link on the digital Asset page
- full resolution image – note this maybe very large

The 'Download Lightbox' page enables you to download the downloadable items in your lightbox as a zip file. Before downloading items, you may be asked to select a value in the intended usage drop down list, to indicate how you intend to use the items. If the usage has sub-usage types then you may need to select those too.



Before preview or download, you will need to check a checkbox to confirm that you have read the Terms and Conditions. You may be given the option to send the contents via email rather than downloading them directly. BGS prefers that we do not send images via email because of the effect it may have on email traffic.

For images, the 'Quick download' tab lets you simply select a conversion option from a dropdown. The 'Advanced Download' tab lets you download the originals and specify the exact size and file format. Non-image files are unaffected by conversion settings.

Download My Lightbox

[« Back to Lightbox](#)

Download items in your Lightbox as a compressed zip file

If you are not able to unzip zip files then please return to the previous page and download the items individually.

Quick Download

Advanced Download

Please select your intended usage for this asset:
MS PowerPoint

☒ I have read and accept the [Terms and Conditions](#)
☐ Send this file in an email

Download Originals

File Formats: TIF x 4
Total Size: 164.46Mb (uncompressed)
[Download Originals](#)

Download & Convert Images

File Format: JPEG - Presentations or Web

Max Width: 500 (pixels)
OR Max Height: (pixels)
[Download now](#)

When you click the ‘Download’ button, your browser will display the progress in processing items ready for download. When finished, the lightbox is ready to download.

Preparing Lightbox

Progress...

- Preparing download...
- Processing item for download: P209631
- Processing item for download: P209632
- Processing item for download: P211520
- Processing item for download: P584614
- Creating zip file(s)...
- Finished preparing download.

Your Lightbox is ready to download!

- [white_horse.zip](#)

(Your file should start downloading automatically, if it does not please click on the link above)

[« Back to Lightbox](#)

Click on the zip file. A ‘File download’ dialog box will appear, in which you should click the ‘Save’ button in order to save the zip file to a local disk.

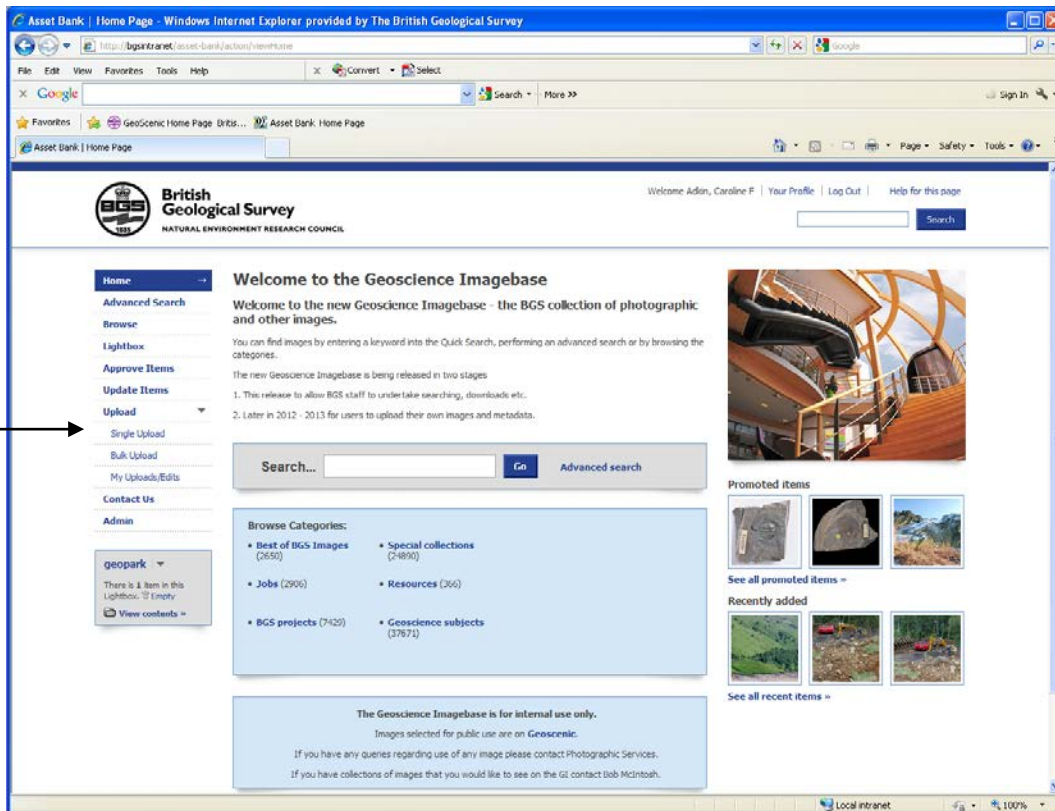
9 UPLOADING IMAGES

Before any images can be uploaded, permissions have to be granted first. You will need to contact Brian McIntyre (MH), Caroline Adkin (KW) or Bob McIntosh (MH). As ADMIN users we can set these permissions for you.

Another consideration is the categories/sub-categories that the Project pictures are to go into. These allow a Project to arrange their images in a hierarchical structure to allow for quick browsing, or easy access to show off key images for the project. Relevant categories should be discussed with Bob McIntosh before any uploading of images can proceed.

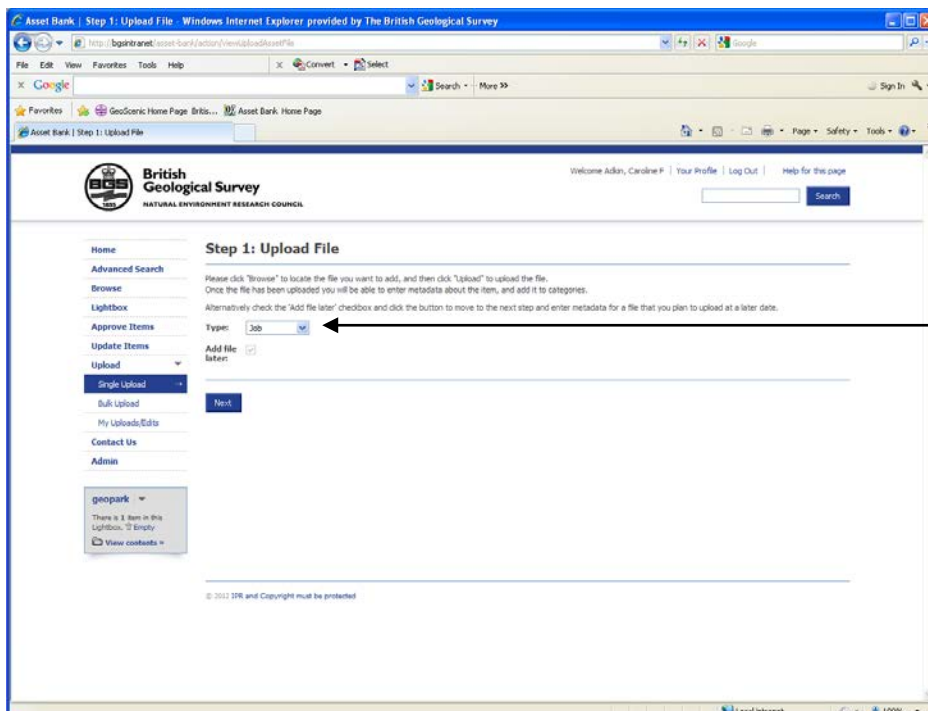
Once all categories *etc.* have been discussed and set in place, images can be uploaded through the following process: - to start with a job has to be created.

a) Create a Job



To create a job, select **UPLOAD** and **SINGLE UPLOAD** from the left hand menu.

From the drop down menu **TYPE** – select **JOB** then **NEXT**



Asset Bank | Upload - Windows Internet Explorer provided by The British Geological Survey

http://bgs.britnet.net:assetbank/action/uploadaddnew.htm

File Edit View Favorites Tools Help X Convert Select

Google Search More » Sign In

Favorites Geoscientific Home Page British Geological Survey Asset Bank Home Page

Asset Bank | Upload

Welcome Admin, Caroline F | Your Profile | Log Out | Help for this page

Search

British Geological Survey

NATURAL ENVIRONMENT RESEARCH COUNCIL

Add Item (Job)

Please complete all fields marked with an asterisk (*). Those fields marked with a dagger (†) are additionally required for the data to be considered complete.

Job number: 5236

Job title:

Job description:

Job owner: *Please Select *

Job creation date: † [calendar icon] (dd/mm/yyyy HH:mm:ss)

USER_UPDATED: [calendar icon] (dd/mm/yyyy HH:mm:ss)

DATE_ENTERED: † [calendar icon] (dd/mm/yyyy HH:mm:ss)

USER_ENTERED: [calendar icon] (dd/mm/yyyy HH:mm:ss)

CUSTOMER_NAME:

DATE_UPDATED: † [calendar icon] (dd/mm/yyyy HH:mm:ss)

Promoted Item? ☐

Categories

Available categories (remember to click Add to add the category):

*Please Select * Add

Categories to be included:

Job Remove

Access Levels *

geopark

There is 1 item in this Lightbox. 1 Empty

View contents

In the JOB DESCRIPTION – expand the details.

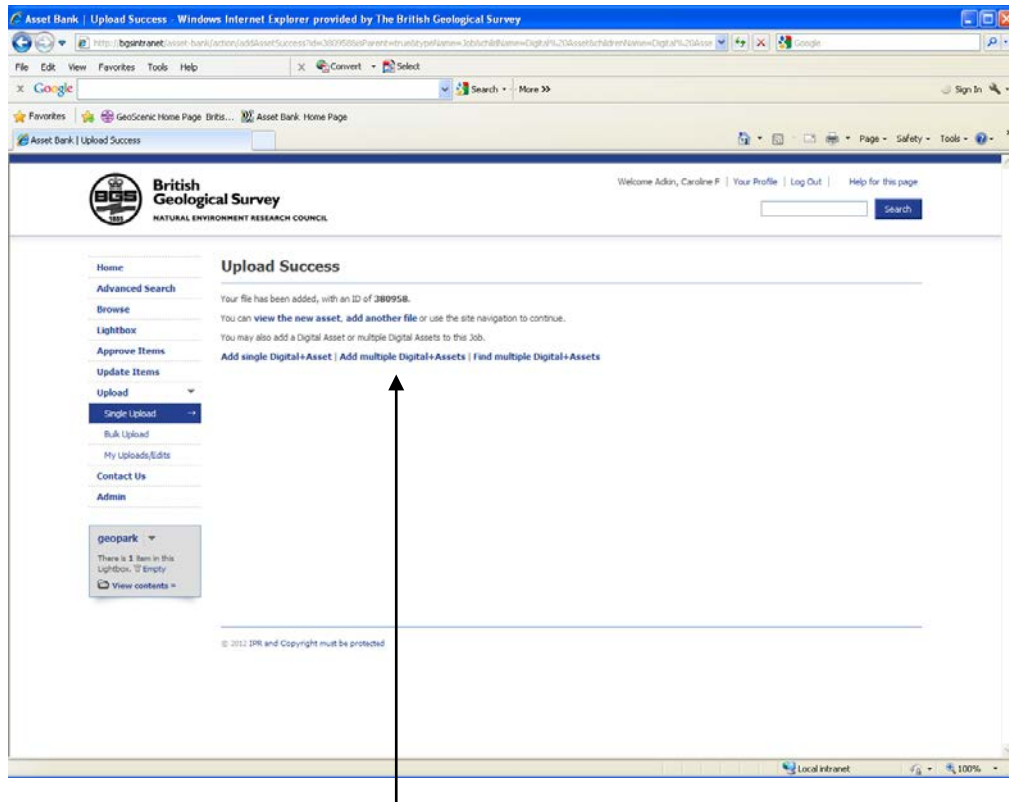
In the JOB CREATION DATE - select today's date.

The screenshot shows a web browser window with the address bar displaying 'http://logon.brs.brs.gov.uk/submit/submitJob.asp'. The page title is 'Add Item (Job)'. The form contains the following fields and options:

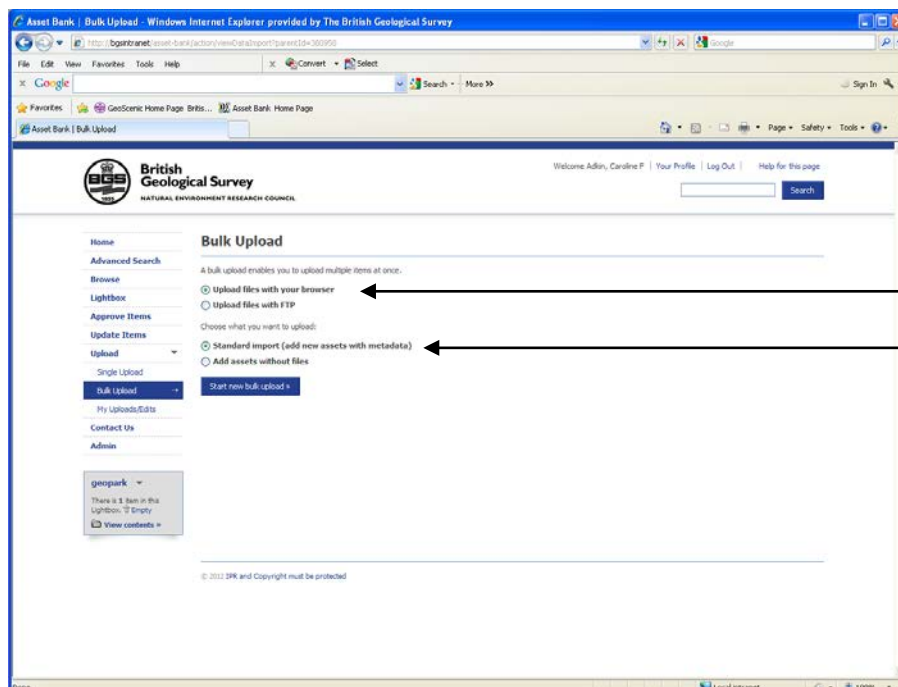
- Job number:** 1263
- Job title:** test
- Job description:** test for group chosen
- Job owner:** [dropdown menu showing 'test']
- Job creation date:** [calendar icon] (dd/mm/yyyy HH:mm:ss)
- Categories:** Available categories (remember to click Add to add the category): - Please Select - [Add]
- Categories to be included:** [dropdown menu showing 'none'] [Remove]
- Submit action:**
 - ☒ Submit to live
 - ☐ Submit for approval

A red arrow points to the 'Submit to live' radio button. The bottom of the page includes a copyright notice: '© 2012 BGS and Copyright must be protected'.

b) Next the actions needed to upload images:



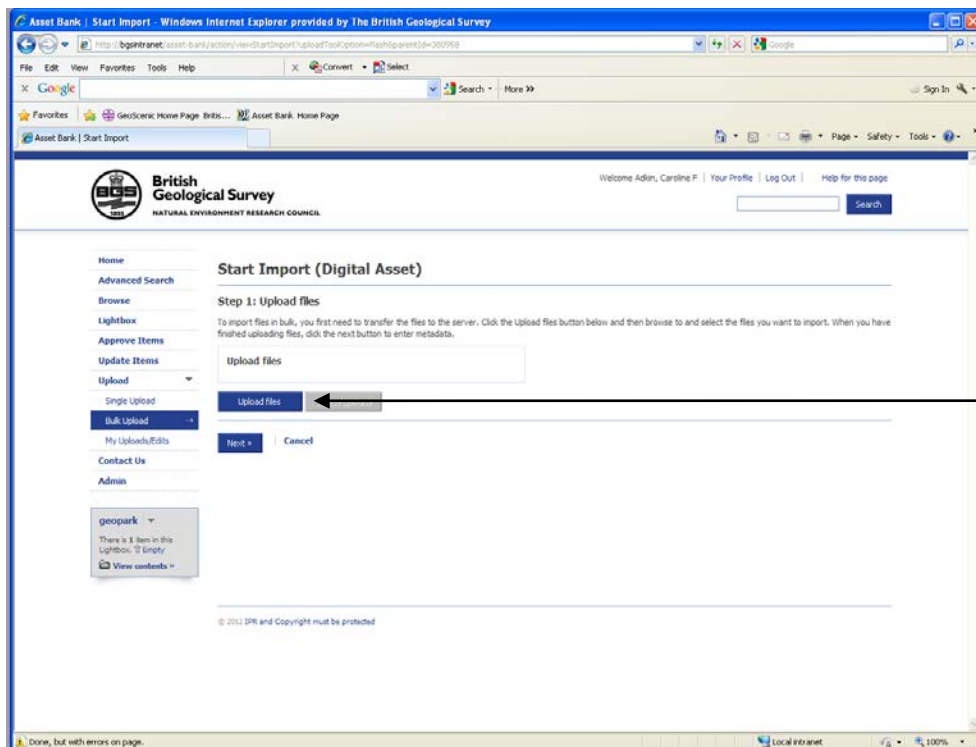
Select ADD MULTIPLE DIGITAL+ASSETS.



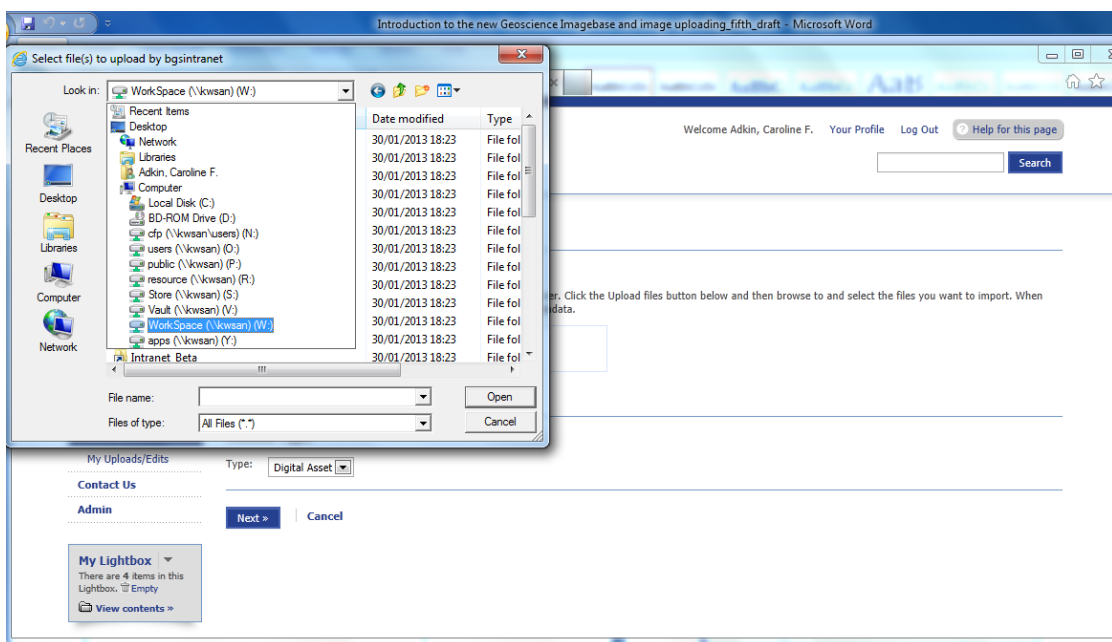
This window appears.

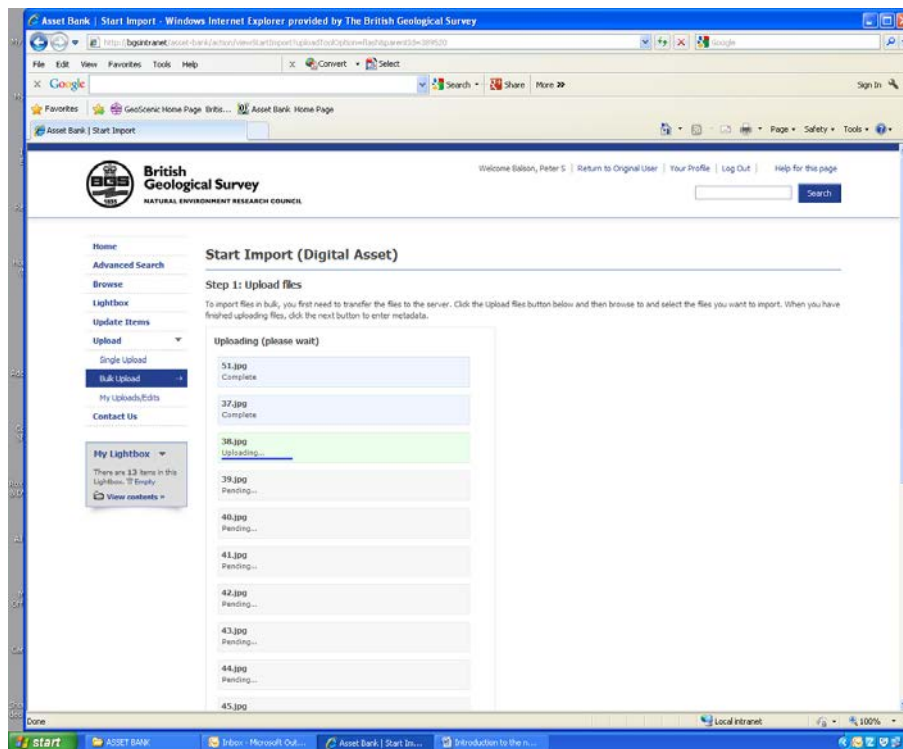
Select UPLOAD FILES WITH YOUR BROWSER and what you want to upload: STANDARD IMPORT (ADD NEW ASSETS WITH METADATA).

Click START NEW BULK UPLOAD.



On the window that appears, select “UPLOAD FILES” and navigate to images to be uploaded.





This window shows the files being added.

c) Add common metadata

At this point, only add metadata that is common to all the images. Metadata that is different for each separate image can be added to individual images later (see section 10 ADDING METADATA)

PHOTOGRAPHER – select (from the dropdown list).

DESCRIPTION AUTHOR - select (from the dropdown list).

COPYRIGHT STATEMENT – select (from the dropdown list), in most cases this will be NERC. (This is MANDATORY).

CONFIDENTIALITY – select “available to all” (unless there is a very good reason why this image should not be viewed by the public). This is MANDATORY.

Asset Bank | Start Import (Digital Asset)

« Upload more files »

Populate name from filenames: ☐

Please fill in attributes to be applied to all items in the batch.

Caption:

Description:

Photographer:

Description author:

Copyright statement:

Copyright note:

Confidentiality:

Acknowledgment:

Date taken:

Date Created:

Keywords:

Coordinates

Coordinates, actual or estimated:

Coordinate, centre or view point:

Coordinate reference system, EPSG code:

DATE TAKEN – Select using the calendar widget

COPYRIGHT NOTE – This is a free text note field allowing any additional information to be entered.

ACKNOWLEDGEMENT – if these images have to be displayed with an Acknowledgement, enter it here: e.g. “This image was scanned using funding from the JISC Digitization Initiative”, or name your external project funder.

Asset Bank | Start Import - Windows Internet Explorer provided by The British Geological Survey

http://bgstintranet/asset-bank/action/viewStartImport?uploaded=1

File Edit View Favorites Tools Help

Google Search Share More >>

Sign In

Favorites GeoScenic Home Page Britis... Asset Bank Home Page

Asset Bank | Start Import

Coordinates

Coordinates, actual or estimated: - Please Select -

Coordinate, centre or view point: - Please Select -

Coordinate reference system, EPSG code: - Please Select -

X longitude/easting:

Y latitude/northing:

Categories

Available categories (remember to click Add to add the category):

Geoscience subjects

Subcategory 1: - Please Select -

Categories to be included:

Unsorted Images

Submit action:

☒ Submit to live

☐ Submit for approval

Defer thumbnail creation? ☐

Checking this means your items will be imported more quickly, but you may not see the thumbnails until later.

Local intranet 100%

CATEGORIES – choose the category from the dropdown list (this goes to “Unsorted images” by default), then a subcategory, and click ADD.

Under SUBMIT ACTION, select Submit to live.

Click START IMPORT

et Bank | Bulk Upload - Windows Internet Explorer provided by The British Geological Survey

http://bgstintranet/asset-bank/action/viewDataImport?parentID=309520

File Edit View Favorites Tools Help

Google Search Share More >>

Sign In

Favorites GeoScenic Home Page Britis... Asset Bank Home Page

et Bank | Bulk Upload

Welcome Billson, Peter S | Return to Original User | Your Profile | Log Out | Help for this page

Search

Home

Advanced Search

Browse

Lightbox

Update Items

Upload

Single Upload

Bulk Upload

My Uploads/Edit

Contact Us

My Lightbox

There are 3.3 items in this lightbox. 3 Empty

View contents

Bulk Upload

The import is in progress... You can navigate away from this page and return later without affecting the import.

Cancel this import (The import will abort after the next item has finished)

Bulk upload log:

Importing files in directory

Adding file 27.jpg

Adding file 28.jpg

Adding file 29.jpg

Adding file 40.jpg

Adding file 41.jpg

Adding file 42.jpg

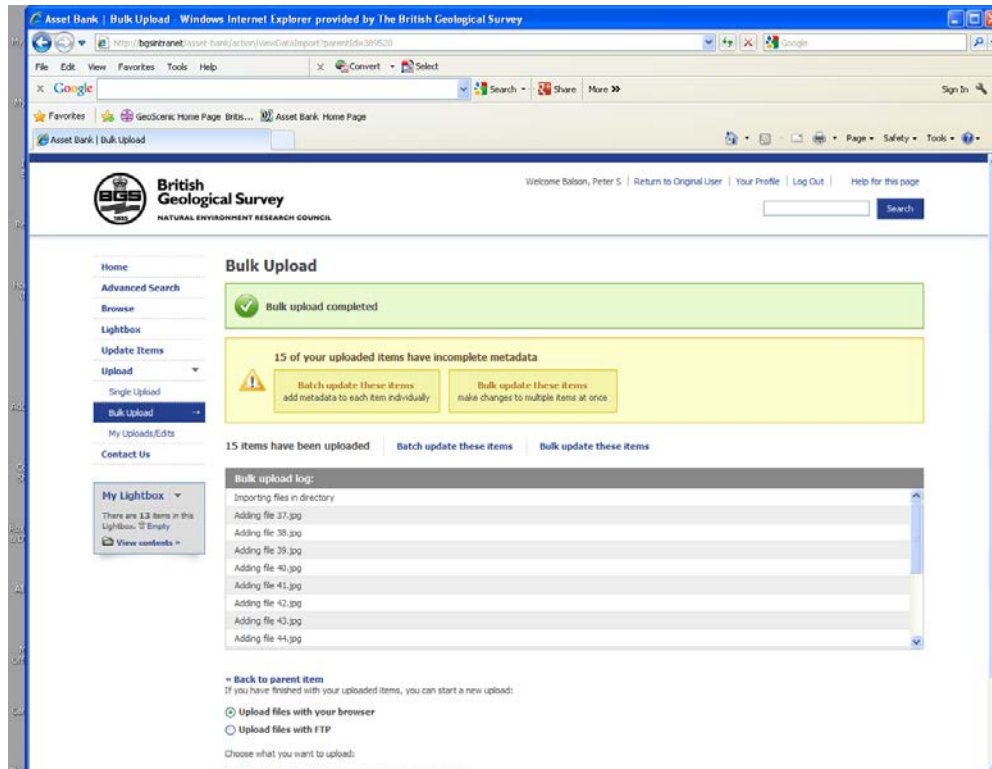
Adding file 43.jpg

Adding file 44.jpg

Back to parent item

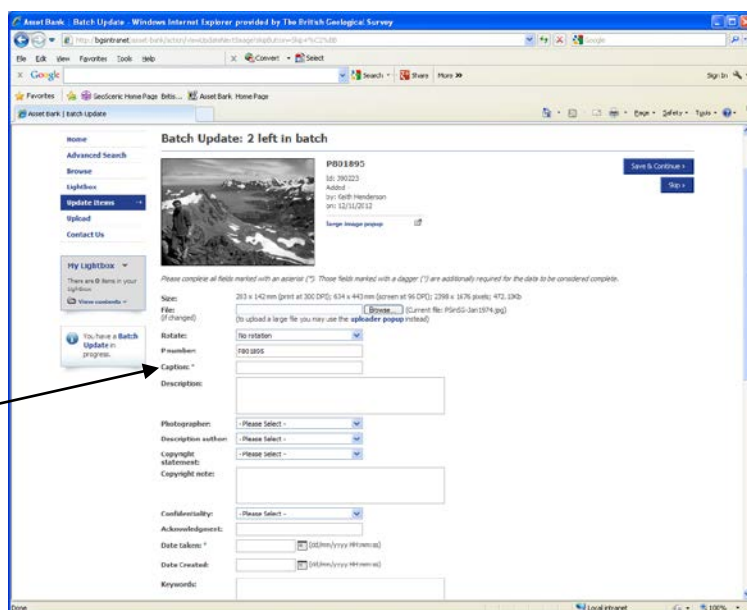
© 2011 BGS and Copyright must be protected

10 ADDING METADATA



Select BATCH UPDATE THESE ITEMS

The batch update feature enables you to search for item(s) and then update their metadata quickly. Each batch is limited to 100 items. Metadata is added to images individually; once you have finished updating the items in your batch you can start a new one.



All fields marked * must be completed when entering metadata.

CAPTION – this is the main descriptive field. It is limited to 255 characters. Just provide a brief description of WHAT it is and WHERE it is. Most search retrieval is based on the words in this field. This field is MANDATORY.

DESCRIPTION – this is an overflow area for longer descriptions. There is no need to repeat what has already been entered for the CAPTION. This field is optional.

Personnel Details

LEAD PHOTGRAPHER & DESCRIPTION AUTHOR – are entered from dropdown lists. If the required name is not in the lists, inform Brian McIntyre (MH), Bob McIntosh (MH) or Caroline Adkin (KW), who will add it to the Dictionary.

The screenshot shows a web browser window titled "Asset Bank | Batch Update - Windows Internet Explorer provided by The British Geological Survey". The address bar shows a URL starting with "http://bgsintranet/asset-bank/action/viewUpdateNextImage?skipButton=Skip+%C2%BB". The browser has several tabs open, including "Asset Bank | Batch Update". The main content area displays a form for updating asset information. The form includes several dropdown menus for "Photographer:", "Description author:", "Copyright statement:", "Confidentiality:", "Coordinates, actual or estimated:", "Coordinate, centre or view point:", and "Coordinate reference system, ESPG code:". There are also text input fields for "Copyright note:", "Acknowledgment:", "Date taken:", "Date Created:", "Keywords:", "X longitude/easting:", and "Y latitude/northing:". A "Categories" section contains a list of available categories with an "Add" button and a "Categories to be included" section with a "Remove" button. The bottom of the browser window shows the "Done" status bar and the "Local intranet" security zone.

Asset Bank | Batch Update

Photographer: Adkin, C.F.

Description author: Adkin, C.F.

Copyright statement: NERC

Copyright note:

Confidentiality: Available to all

Acknowledgment:

Date taken: (dd/mm/yyyy H:mm:ss)

Date Created: (dd/mm/yyyy H:mm:ss)

Keywords:

Coordinates

Coordinates, actual or estimated: - Please Select -

Coordinate, centre or view point: - Please Select -

Coordinate reference system, ESPG code: - Please Select -

X longitude/easting:

Y latitude/northing:

Categories

Available categories (remember to click Add to add the category):

- Please Select - Add

Categories to be included:

Unsorted Images Remove

COPYRIGHT STATEMENT and CONFIDENTIALITY should already have been added at the upload images stage, described earlier.

DATE TAKEN – This is mandatory

Location Details - optional

COORDINATES: select the coordinate reference system as 27700 (OSGB 1936 / British National Grid) from the dropdown list for photographs taken in Great Britain (others are available if required).

COORDINATES ACTUAL OR ESTIMATED – select from dropdown list if known

COORDINATE, CENTRE OR VIEW POINT – select from dropdown list if known

X/EASTING, Y/NORTHING should be entered as six figure numbers e.g. Easting: 538935,
Northing: 177065

The screenshot shows a web browser window titled "Asset Bank | Batch Update - Windows Internet Explorer provided by The British Geological Survey". The address bar shows the URL: <http://bgsintranet/asset-bank/action/viewUpdateNextImage?skipButton=Skip+%C2%BB>. The browser's Favorites bar includes "GeoScenic Home Page" and "Asset Bank Home Page". The main content area is titled "Asset Bank | Batch Update" and contains the following sections:

- Coordinates**
 - Coordinates, actual or estimated:
 - Coordinate, centre or view point:
 - Coordinate reference system, EPSG code:
 - X longitude/easting:
 - Y latitude/northing:
- Categories**
 - Available categories (remember to click Add to add the category):
 - Categories to be included:
- Workflow submit options:**
 - ☒ Submit to live
 - ☐ Submit for approval

At the bottom right, there are three buttons: "Cancel", "Save & Continue >", and "Skip >". The footer of the page states: "© 2012 IPR and Copyright must be protected". The browser's status bar at the bottom shows "Done" and "Local intranet".

Category

CATEGORIES – choose the category from the dropdown list, then a subcategory(s), and click on ADD on subcategory(s) only.

The screenshot shows the 'Asset Bank (Start Import)' form in a web browser. The form includes fields for 'Jpeg2000 link', 'USER_UPDATED', 'DATE_ENTERED', 'USER_ENTERED', and 'DATE_UPDATED', each with a date picker. There are checkboxes for 'Promoted item?' and 'Restricted?'. The 'Categories' section has dropdowns for 'Geoscience subjects', 'Subcategory 1', 'Landforms, wind', 'Subcategory 2', and 'Wind erosion', each with an 'Add' button. Below this is a 'Categories to be included' section with a list of categories and a 'Remove' button. The 'Access Levels' section has checkboxes for 'Universal', 'To Publish', 'Requires approval', 'Restricted', 'Personnel', 'Restricted - geoscience', 'Restricted - people images', 'Awaiting images', 'Landslide/ent', 'UAT', and 'FullPubTest'. The 'Submit action' section has radio buttons for 'Submit to live' (selected) and 'Submit for approval'. There is a checkbox for 'Defer thumbnail creation?' and a note: 'Checking this means your items will be imported more quickly, but you may not see the thumbnail until later.'

Under SUBMIT ACTION, Select Submit to live.

Click on

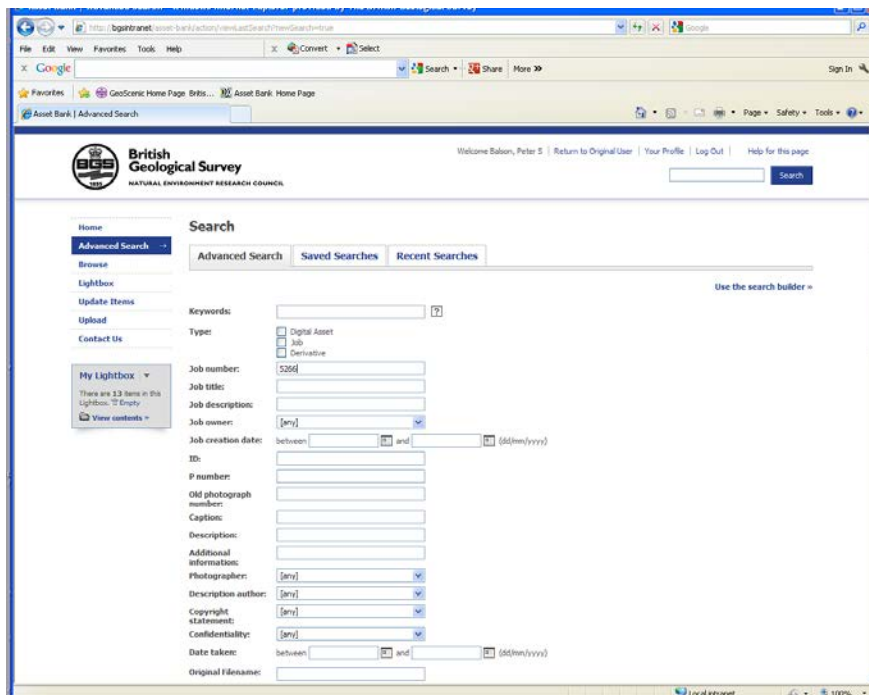
SAVE AND CONTINUE. Repeat for each image until all images have had metadata added.

Once all metadata has been added, the window below will appear.

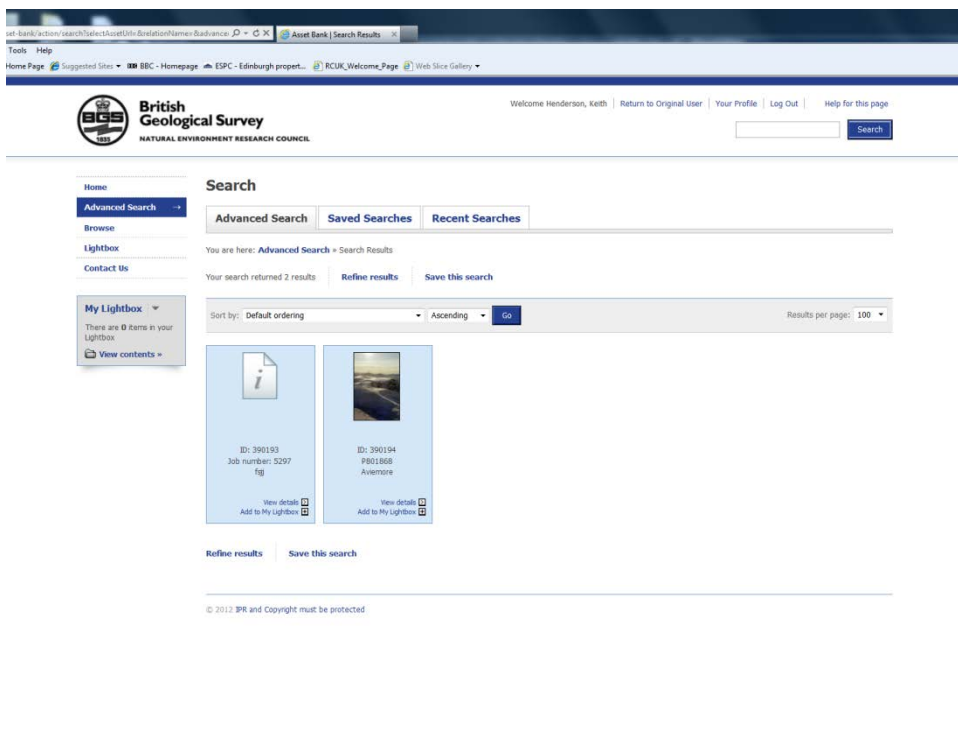
The screenshot shows the 'Bulk Upload' page on the British Geological Survey website. The page has a header with the logo and navigation links. The main content area shows a green box with two checkmarks: 'Bulk upload completed' and 'All your uploaded items have complete metadata'. Below this, it says '15 items have been uploaded' and provides links to 'Batch update these items' and 'Bulk update these items'. A 'Bulk upload log' table lists the following files: 'Importing files in directory', 'Adding file 37.jpg', 'Adding file 38.jpg', 'Adding file 39.jpg', 'Adding file 40.jpg', 'Adding file 41.jpg', 'Adding file 42.jpg', 'Adding file 43.jpg', and 'Adding file 44.jpg'. At the bottom, there is a section for 'Back to parent item' and a list of upload methods: 'Upload files with your browser' (selected), 'Upload files with FTP', and 'Standard import (add new assets with metadata)'.

YOU HAVE SUCCESSFULLY LOADED YOUR JOB AND METADATA

To find the job you have just created – go to ADVANCED SEARCH from the left hand menu, enter the job number here and press return:



The title page of the job appears along with the images that have been added.



set-bank/action/search/SelectAsset/Id/5297/Resolution/Name/Advanced

Tools Help

Home Page Suggested Sites BBC - Homepage ESPC - Edinburgh property RCUK_Welcome_Page Web Slice Gallery

Welcome Henderson, Keith | Return to Original User | Your Profile | Log Out | Help for this page



Search

Advanced Search | Saved Searches | Recent Searches

You are here: Advanced Search » Search Results

Your search returned 2 results | Refine results | Save this search

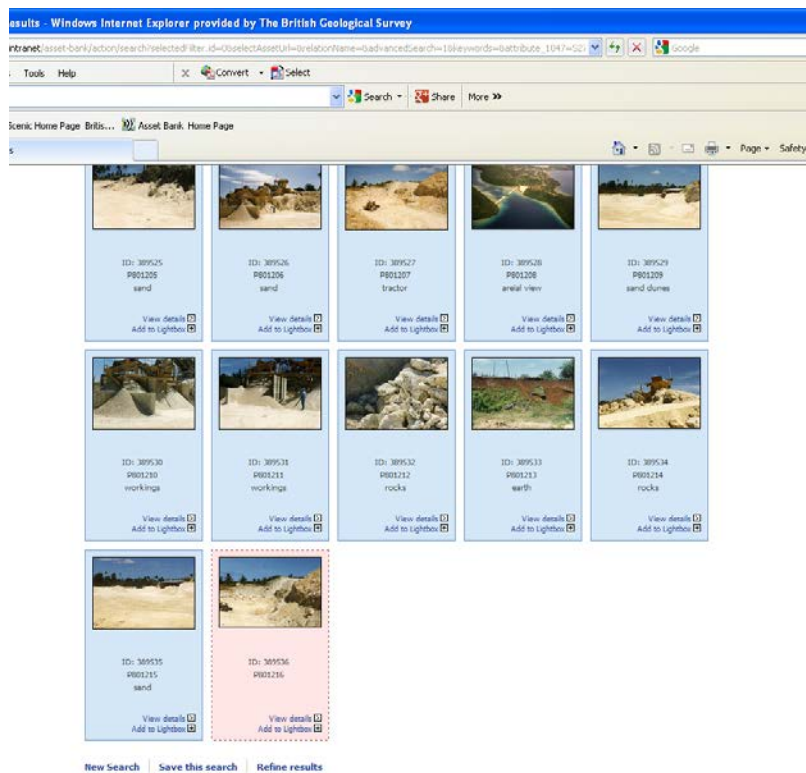
Sort by: Default ordering | Ascending | Go | Results per page: 100

 ID: 390193 Job number: 5297 fig View details Add to My Lightbox	 ID: 390194 P801868 Avenmore View details Add to My Lightbox
--	--

[Refine results](#) | [Save this search](#)

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Any images that have no CAPTION added will remain pink and will not be searchable. All images that have completed metadata turn blue.



11 Users of Sigma Mobile

For those using SIGMA MOBILE, the data associated with photographs taken in the field can also be incorporated into the database, just contact one of the names already mentioned in this document.