

MERLIN X QUICK START



Login



your workflow, your way.



all photos copyright © 2014 David Breslauer

UserID:

Password:

- For more information about MerlinOne's Digital Asset Management solutions, visit www.merlinone.com.
- For a demonstration of MerlinOne's Digital Asset Management Solution [contact us](#).

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- Point any web browser to the your Merlin's web address (check with your local support staff or MerlinOne for this information)
NOTE, some sites using single-sign-on (SAML) may bypass this screen!
- Enter your username and password in the data entry area. (check with your local support staff or MerlinOne if you need help with your user id or password)
- Your login screen may look different. Admin users may set the banner, photos and text that are displayed on the login screen.

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Arrange your window

Admin/Options Tool Bar View Selector Palettes

Search

Workflows

Saved Searches

Metadata

Object Name

City

Country

Keywords

Author(Byline)

Byline Title

EXPIRES

Merlin ID

Copyright Year

FEED

Headline

Page

Image #: 26437420 The Wolf of Wall Street Premiere - London. Amy Willerton arriving at the Wolf of Wall Street Premiere, Odeon Cinema, Leicester Square, London. URN:18638830 PA PHOTOS /LANDOV

Side Bar Controls

Arrange the screen by opening, closing or dragging palettes to arrange them.

- Expand palette options
 - "Twist" to close/open
- Close/Open Sidebars
- Select your view using the "View Selector"
 - Gallery
 - List
 - Single
- Search
- Saved Searches
 - Private
 - Shared
- Metadata
- Collections
 - Private
 - Shared
- Workflows (Server Targets)

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Toolbar



From left to right:

- Home
- Featured Content (appears when Featured Content has been configured)
- Edit Mode (user must have “Edit” privileges. Must be active (red) in order to edit metadata)
 - Turn Edit On (Pencil turns red, allows metadata editing if allowed for that user)
 - Sequential File Rename (Batch rename files including sequential numbering)
 - Reserve ("Reserve" an item to prevent users from downloading temporarily)
 - Find & Replace (update metadata for select items for all or selected fields)
 - Edit Multiple (User may edit multiple items at once)
 - Edit Usage History
 - Add Text Record (for Text enabled systems)
- Version Control (check out and check in version content (where configured))
 - Check Out (prevent non-admin users from accessing record while it is being worked on)
 - Check In (releases the item, also includes option to replace the item with a new version-keeping the old one)
 - Revert
 - Open Versions (If allowed, see all the earlier versions)
- Trax (Where enabled, sends the user to today's requests in Trax—assignment request system)
- Show Linked Records (show items that are linked together)
 - Display Linked
 - Link
 - Unlink
 - Remove All Links
- Compare (Compare selected items side-by-side)
- More Like this (looks at metadata to show similar items, results displayed by relevance)
- Upload (Use to upload content to Merlin)

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- Download (to local computer, options include add a crop, set size, or convert)
- Export (Select one or more items and then “Export”)
 - Email Link to file
 - Email Preview (contact sheet of displayed results)
 - Facebook
 - Twitter
 - YouTube
- Print (Print your search results)
- Select All/None (displays number of items selected, allows all results to be selected)
- Sort order (change the sort order of results-Use admin function to add additional sort criteria)

- Gallery View
- List View
- Single View
- Slide Show View

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Upload Content

Use the Upload button in the toolbar to open an upload dialog

Complete the fields for metadata (mandatory fields are marked with “*”)

Either Drag files to the right side, or use the “+” button below to add files using the file browser

Upload	
Author(Byline)*	
Credit*	
Source*	
Special Instructions	
Category	
Supp Category	
City	
State	
Country	
Caption	
Service ID*	
Trax ID	
Drop files here	
	<div> Fashion_008_008_201302180... 7.43 MB</div>
	<div> Fashion_007_008_201302180... 6.93 MB</div>
	<div> Fashion_006_008_201302180... 7.95 MB</div>
	<div> Fashion_005_008_201302180... 2.49 MB</div>
	<div> Fashion_004_008_201302180... 4.81 MB</div>
+ Start Upload (7 files) +	

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Search Content

A screenshot of the basic search dialog. It has a title bar with a "Search" button and three icons (camera, calendar, document). Below the title bar is a search input field with a magnifying glass icon and a dropdown arrow.

Basic Search dialog (includes buttons for content type)

A screenshot of the expanded search dialog. It shows the search input field with a dropdown arrow, a settings gear icon, and "Try" and "Search" buttons.

Expanded Search Dialog
Use the disclosure triangle to toggle the state (open/closed)

A screenshot of the expanded search dialog with additional fields. It shows a "Category" dropdown, a text input field, and a pick list for "Please choose a field". The pick list is open, showing options: Approved, Archived Date, Archivist, Author(Byline), and a partially visible "C" option. There are also "Try" and "Search" buttons.

Expanded Search Dialog with additional search fields exposed
Add additional fields by clicking the "+" button
Close fields by using the "-" button
Pick the field from the pick list

A screenshot of the expanded search dialog with the "Please choose a field" dropdown open. The dropdown menu is expanded, showing options: "Revert to Default Search Template", "Save Search Template...", "Save Search Template as Default", and "Templates". There are also "Try" and "Search" buttons.

Expanded Search Options
Save Search options as reusable templates

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Download Content

Use the Download tool to download one or more items.

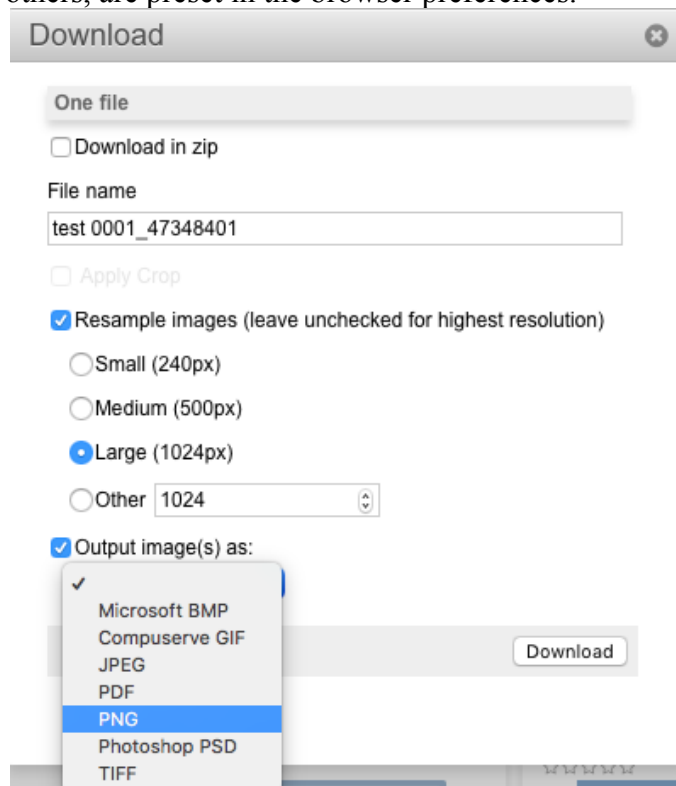
Users will be presented with a dialog that allows for:

- Including a Crop

- JPG files may be resampled

- Files may be convert to other formats

Download location is determined by each browser type. Some browsers permit the selection of download destination at the time of download, others, are preset in the browser preferences.

A screenshot of a "Download" dialog box. The dialog has a title bar with a close button. Inside, there's a section "One file" with a checkbox "Download in zip". Below that is a "File name" field containing "test 0001_47348401". There's an "Apply Crop" checkbox. A "Resample images (leave unchecked for highest resolution)" checkbox is checked, followed by radio buttons for "Small (240px)", "Medium (500px)", "Large (1024px)" (which is selected), and "Other" with a dropdown menu showing "1024". Below that, "Output image(s) as:" is checked, and a dropdown menu is open showing options: Microsoft BMP, Compuserve GIF, JPEG, PDF, PNG (highlighted), Photoshop PSD, and TIFF. A "Download" button is at the bottom right.

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Share Content

Use the Share tool to download one or more items.

Users may be presented with a dialog that allows for (items may be disabled by Admin user):

- Email Link--send a link to an item via email

- Email Previews--send a contact sheet of selected items

- Facebook

- Twitter

- YouTube

Share

Email Link

Email Previews

Facebook

Twitter

YouTube

One file (delivered in zip)

File name
hostedadmin_20170214154529034.zip

To

Reply To

☐ Apply Crop

☐ Resample images (leave unchecked for highest resolution)

☐ Output image(s) as:

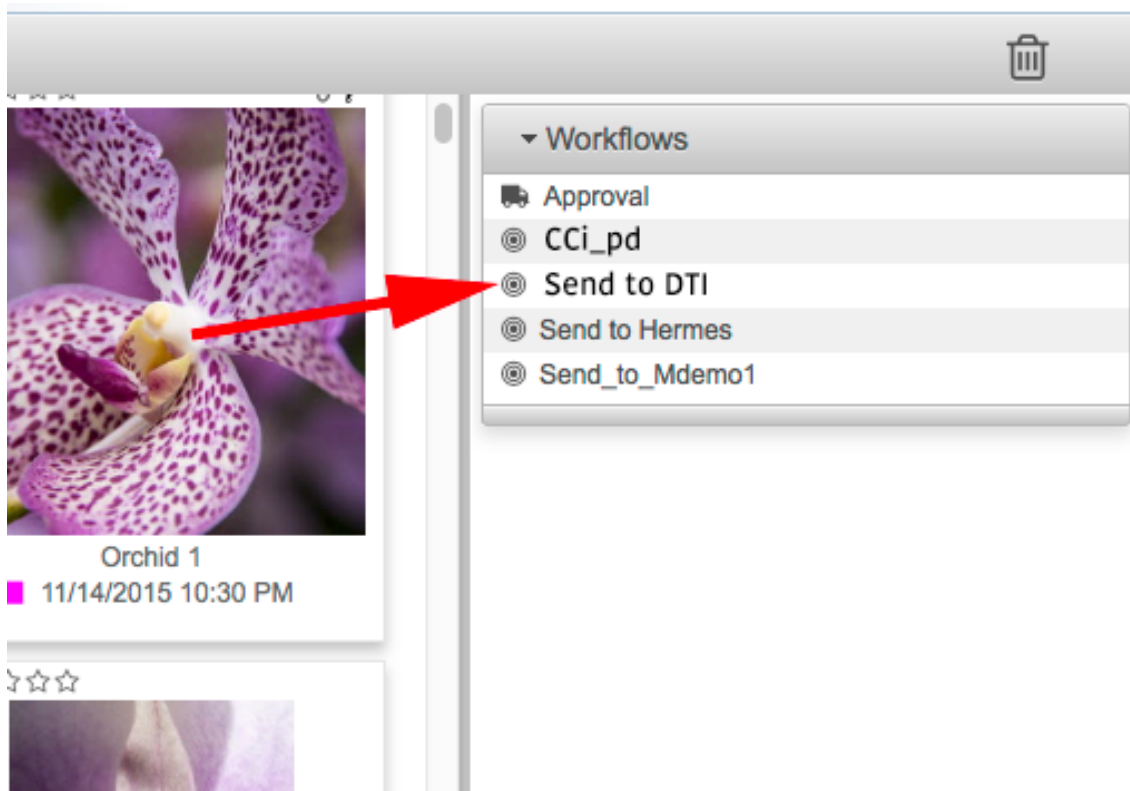
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Export Content (to Production System)

Ensure the "Workflow" palette is viewable

Select one or more items and drag to the appropriate workflow target.



Your Server/Workflow targets may be named differently, and you may not see the same targets as shown here.