

IDEA @ ALM Version 8.0: Innovations and improvements

Introduction

IDEA @ ALM Version 8.0 includes innovations and changes based on requests and comments of IDEA ALM software users, and their various forums.

Alongside the innovations and improvements, bugs reported by our loyal customers have been fixed, for which we thank all our customers.

This document briefly introduces the enhancements and new developments in Version 8.0.

Among the various capabilities and features of the new version is the possibility to expose the catalog on Smartphone devices, including the support of bar - code (QR), the management of self-loaning stands in libraries, the integration of a TIME LINE on the WEB interface, as well as a newly designed interface of the administrative windows interface.

The new capabilities herein are part of the version intended for all customers of IDEA, however, some are not part of the product infrastructure and if needed can be purchased from IDEA.

This document can serve as a User Guide, including explanations and examples of the developments and innovations of the version. It will allow you to use the new version independently and continuously, without turning to IDEA's support services on an ongoing basis.

Innovations and improvements - Version 8.0

I. The WEB interface

	Subject	Description	Notes/How To
1	Library on the Smartphone	A new product of IDEA: for searching library catalogues on the Smartphone	An accompanying product, to be purchased separately
2	Support of QR code	Ability to add the bar-code(QR) to the item's page on the Web interface	For detailed explanation click here
3	Multiple Databases	Display of 25 Databases on the WEB interface	
4	Saved queries on the side menu	Public saved queries can be displayed on the Side menu under relevant titles	<ol style="list-style-type: none"> 1. Save a public query on the WEB interface 2. Administration > Web Interface Menus Definitions > Side menu > Menu Entries > 3. Click Add > Choose the saved query 4. Mark 'Active' (and 'Open to guest)check box
5	Embedded-	Embedded content	Administration > Templates:

	Subject	Description	Notes/How To
	Content Description	description entered in the administrative interface can now be displayed on the Web as well	1. Search Disp. tab> internet column: Mark the 'show' check box next to the EMBD_DESC field. 2. Web tab >Sub-tab Item Disp.: Mark the 'Embd. Cont. Disp. Style' check box
6	Basket	When identified, the basket can be used in the Album Display	In the Template-notebook >Web tab >Sub-tab 'Album list Disp. >parameters: mark the 'Add to basket' check box
7	Album Display	Determine the fields displayed under the photo album display	In the Template-notebook > Web-tab > Sub-tab 'Album list Disp.': Click 'Insert Row'> choose and add the fields. <u>Note:</u> the numbers of fields to be displayed is set in the Administration. > Configuration > Databanks on the Net > Parameter 169: Maximum item-fields in Album list Disp.
8	Multimedia : main image	1. Multimedia description can be displayed under the main image of the item-notebook on the web	Template notebook >'Search Disp.' Tab> 'Internet' Column: Mark the 'MULDESC' field check box
9	Trees – Display of hierarchal structures	1. New mechanism that allows viewing of large trees on the Web interface	Admin. > Configuration > Databanks on the Net: Parameter 185=Y/N
10	*	2. Display of the tree without the fields' titles.	Admin.>Hierarchal structures>choose the structure >unmark the 'Disp. Template description' check box
11	*	3. browsing through the different trees within the hierarchical structure	On the Web interface > 'Hierarchal Browsing' tab: Under 'Hierarchal tree display'
12	TIME LINE	Display of a Time Line of dates or numbers in the list-display screens: Clicking a section on the time line will display the items meeting with this section range. For a detailed explanation click here	To determine that a field is to be displayed as a time line it must be defined as such in its notebook : 'main' tab > time-line check box Note: the field must be of either numeric or date format

	Subject	Description	Notes/How To
13	Display of tables in the web advanced search	Hiding the values' codes when opening a table in the advanced search -subject to the security group definition for the web interface users	<p>a. In the field notebook >Sub-tab 'Stroller' mark the 'Disp. Codes on the web interface' check box = N</p> <p>b. In the Security Group notebook on the 'main' tab mark the 'Allow hiding codes on the web' check box</p>
14	Subjects	Display of the collected fields (pages/volumes, Link date) in an Item display	In the Template notebook >Search Disp. Tab : mark the check box next to the collected fields under the 'Link to Subject' field
15	Linked Items	Display of linked items in the 'main' tab of an item notebook (according to the links' definition), including their images	<p>Template notebook > tab 'Web'>Sub-tab 'Item Display'> parameters:</p> <p>a. Mark the 'Show album display of linked items' check box.</p> <p>b. Choose from the table the relevant 'related to' fields to display</p>
16	Hiding the names of fields	Display of lists or item-notebooks information, without the fields' names next to the text in it	Template notebook > Web tab>list display/item display tab > parameters: Unmark the 'Display fields names' check box'
17	Display of Additional information	<p>1. Display of the Add. Information tab in HTML format</p> <p>2. Use of links to web sites in the Add. Information text</p>	<p>Template notebook > Web tab>Item display sub-tab> Parameters: Additional Info.: 'Display all Add. Info. Formatted'</p>
18	Extension of loans	Highlighting of the message "Unable to extend the loan"	

II. The ADMINISTRATIVE interface

	Subject	Description	Notes/How To
19	Newly designed interface	The administrative interface has been newly designed according to modern styling	Note: Choosing databanks in the "Items" window is now at the bottom left corner, and it includes the workflow items as well. [Click the 'Options ' button]
20	*	Quick exit from the program in case of lost contact with the database	

	Subject	Description	Notes/How To
21	*	Resuming work (copies, queries) even when the station's date format is MM/dd / yyyy	
22	*	Providing an indication of an interrupted search because of the amount of results : It gives the approximate number	
23	Unified Catalog of items and workflows	All items and workflows are managed in one unified catalog: Items belonging to Workflows work according to their defined process. 'Regular items' status will be defined as "No workflow" and will function similar to previous versions.	
24	Follow up of Reminders	When sending e-mail reminders the number of previous reminders and their dates will be noted for each item in the message	
25	Loan Extensions	1.Report of non-extended loans: A table of all the denied extensions and the reason for denial	Circulation > Automatic Loan Extension
26	*	2. Addition of parameters in users' notebooks for loan extensions, including the possibility to make sweeping changes of those parameters	User notebook > Main tab > sub-tab 'authorization'
27	*	3. Parameter in the Template to set maximum number of extensions for each type of item on the web interface	Template > 'main' tab in the middle: 'Maximal loan extensions for item'
28	*	4. Blocking loan extension for a certain user	
29	*	5. Blocking a group of users by activating the toolbox program	Tool Box > 'modify user properties by group'
30	ITEMS – Multimedia	1. New multimedia tabs for managing multi-files linking (with or without an image display) enabling dealing with	

	Subject	Description	Notes/How To
		each file separately.	
31	*	2. line-numbering in the multimedia tab	
32	*	3. URL of over 250 characters in the file name	
33	*	4. There are 3 mandatory fields without which the link cannot be saved. 5. Default in the file-name field cannot be entered	
34	Thumbnail in the main tab	When there are no multimedia links, the icon will be gray. If the link is inappropriate or thumbnail is not created –a caption will be displayed: "Image Unavailable"	
35	Embedded Content	1. The YouTube link was fixed to match the new code for embedded films from You Tube 2. Support of the new format of embedded content for Google Maps	
36	Adding multiple multimedia files from Excel files	New interface for mapping excel files containing the multimedia files and items' number, enabling the linking of many multimedia files into existing items. For detailed explanations click here	
37	Periodicals	Increased number of characters in the note for magazine subscription	Periodical >Subscr./Vol-tab >'Note' box
38	Printing Reports	When printing reports containing images – it can be determined that each item will be printed on a separate page	List for printing containing images>choose the report format(containing images)>mark the check box: 'Item will begin in a new page'
39	'Loan' tab in Item	Addition of displayed fields in the 'LOAN' tab of an item	Search > display of an item > 'Loans'-tab >Column Display:

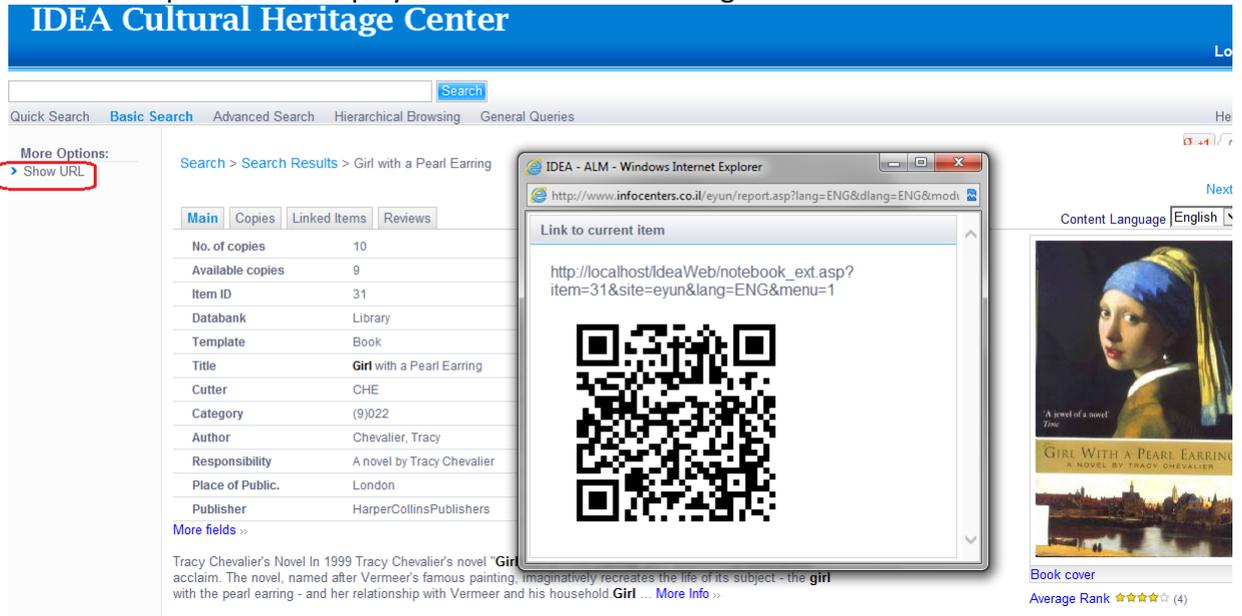
	Subject	Description	Notes/How To
	display	display in the search results	mark the relevant fields
40	Personal links tabs	Addition of several personal links tabs for cataloging and searches. The type of links can be determined for each tab (to be displayed or not) or the type of items (templates) to be displayed or not	Template > 'Tabs'-tab>Insert row >choose one of the User Defined tabs[UserDef1-3]>in the 'tab title for this template' enter the relevant name for this personal tab
41	Copying images from the program	A new option for copying images from the software, using right click on the opened image	Dig. Assets-tab > open image >right click >copy image
42	Sweeping changes of copies definitions	Performing global changes in copies fields: Classification, location, Loan period, main branch and databank	Cataloging > Global actions on copies>choose item/s by using the Adv. Query >Check the fields to modify > enter the new value/s > press the 'Execute' button at the right bottom corner
43	Hierarchal Structures	Fast option for connecting a number of items ['decedents'] to a certain 'ancestor' according to the tree definitions	Items > tools (upper menu)>link items to ancestor >select the ancestor >select the items to link>
44	User's Note	Increased number of characters in the 'Note' field , also displayed in 'Loans'	User notebook>sub-tab 'additional details'>'Note' field
45	User's Image	entering all users' images at once	To be operated in Idea's Toolbox program. For detailed explanation click here
46		Display of user image in the main tab of the user's notebook	User Notebook>Click the  icon
47	Display of Multiple Databanks	Search screens – both in the Administrative and the web interfaces can display up to 25 Databanks	Administration>Databanks/Databanks on the Net >
48	Display of Dewey Table in Searches	Display of the Dewey table in searches in a regular table format (and not only in the hierarchal format as in the previous versions)	Administration > configuration > Dewey >Parameter No. 3: 'Use special Dewey stroller' = N
49	Linguistic	Defining Linguistic functions	Fields table > Field's Notebook

	Subject	Description	Notes/How To
	Functions in the Advanced Search	for each fields in the Advanced Search	>Sub-tab 'Textual Search'>Insert Row>Select the relevant linguistic functions>save
50	Creating thumbnails	When linking many images, the creation of thumbnails can be done by the scheduler, in order to save time when cataloging	Activating the creation of thumbnails in Idea's Tool Box, using the operating system's scheduler
51	Activating Personal Queries	Activating scheduled queries (personal) will pop up a LOG IN window (for clients without LDAP)and will display the client's log in automatically (for clients with LDAP)	
52	Sending items by email using Idea's Scheduler	Sending items by email: when sending more than the amount defined in the configuration for immediate sending, and a scheduler is active, a message is displayed stating that the items will be sent later	
53	Saved queries Scheduler	The timing of sending saved queries can be controlled (by level of permission).	
54	Tree Display	1.Possibility to determine the population that forms the roots of the tree's display - by setting the initial query of the tree's display and joining it to the tree's structure	1. Define a saved query in the administrative interface 2. hierarchal structures>'Main' tab > select the defined query from the list in the 'Base items query' box
55	*	2.Possibility to display in the description of the item in the tree, a different field rather than its title	Hierarchal structures >'Descr. Field'- tab: for each template define the alternative field to be displayed in the tree. If not defined – the item's title will be displayed
56	*	3.Possibility of exposure/hiding the tree on the internet/intranet	Hierarchal structures

New modules and innovations - implementation and sample screens

- **Bar Code [QR] for items link**

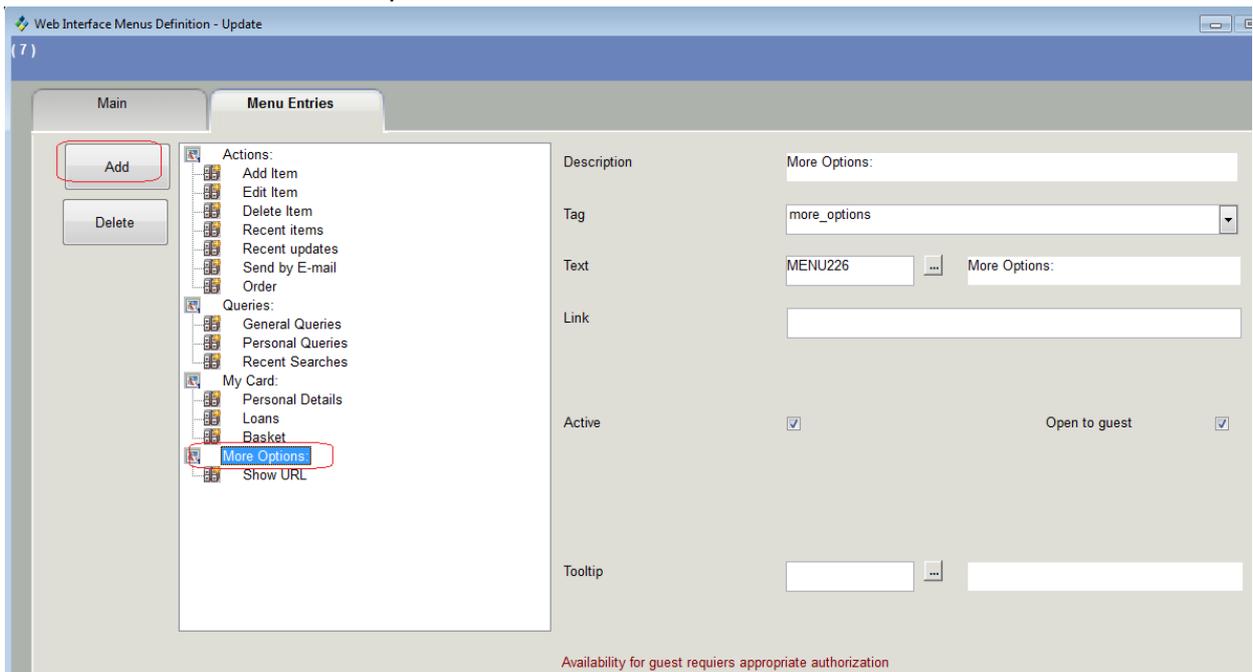
The program Supports items bar-code (QR) for smartphones: A display of the item's QR code is added to its notebook, for use on smartphones on the net. Clicking the 'Show URL' entry under 'More Options' will display the window for scanning the item's link.



The screenshot shows the IDEA Cultural Heritage Center website. A search result for 'Girl with a Pearl Earring' is displayed. On the left, a 'More Options' menu is visible with a red box around the 'Show URL' entry. A pop-up window titled 'IDEA - ALM - Windows Internet Explorer' is open, showing a 'Link to current item' window with a QR code and the URL: `http://localhost/IdeaWeb/notebook_ext.asp?item=31&site=eyun&lang=ENG&menu=1`. The main page also shows a book cover for 'Girl with a Pearl Earring' and an average rank of 4 stars.

In order to view the 'Show URL' entry on the side menu, go to:
Administration > Web Interface Menus Definitions > Side menu***Notebook > 'Menu Entries' tab.

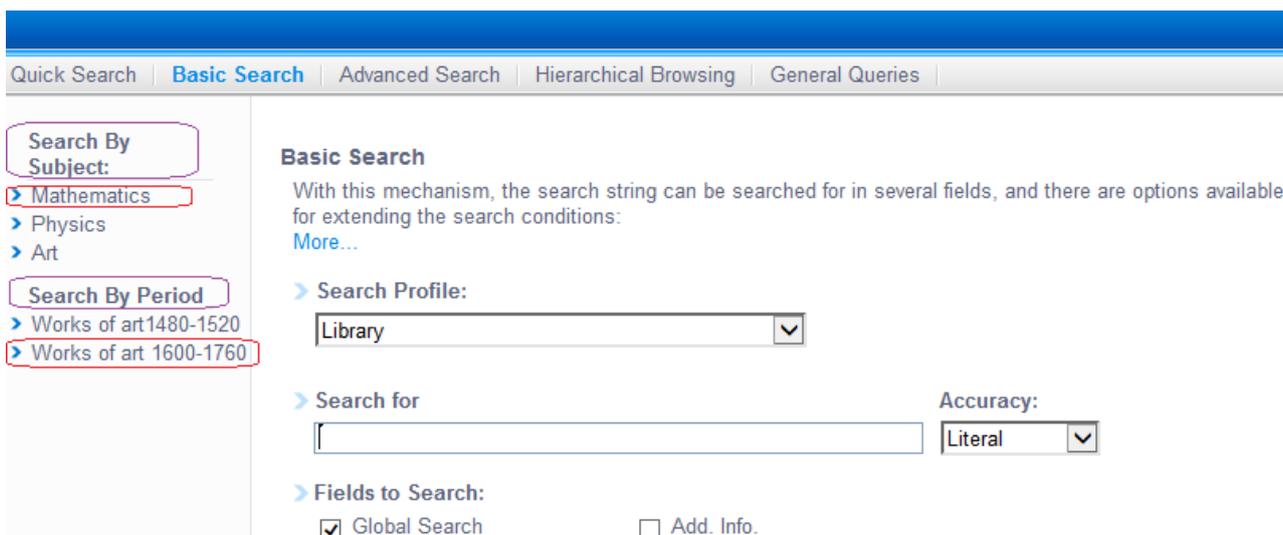
1. Set the cursor on 'More Options' and click the 'Add' button



The screenshot shows the 'Web Interface Menus Definition - Update' window. The 'Menu Entries' tab is active. On the left, there are 'Add' and 'Delete' buttons. A tree view shows various menu entries, with 'More Options' highlighted in a red box. The right side of the window shows the configuration for the selected entry, including fields for 'Description', 'Tag', 'Text', 'Link', 'Active', and 'Open to guest'.

2. In the 'Tag' field choose 'Link item', in the 'Text' choose 'Show URL',
3. Mark the 'Active' check box, and if it should be displayed for the Anonymous user – mark the 'Open to Guest' check box as well.

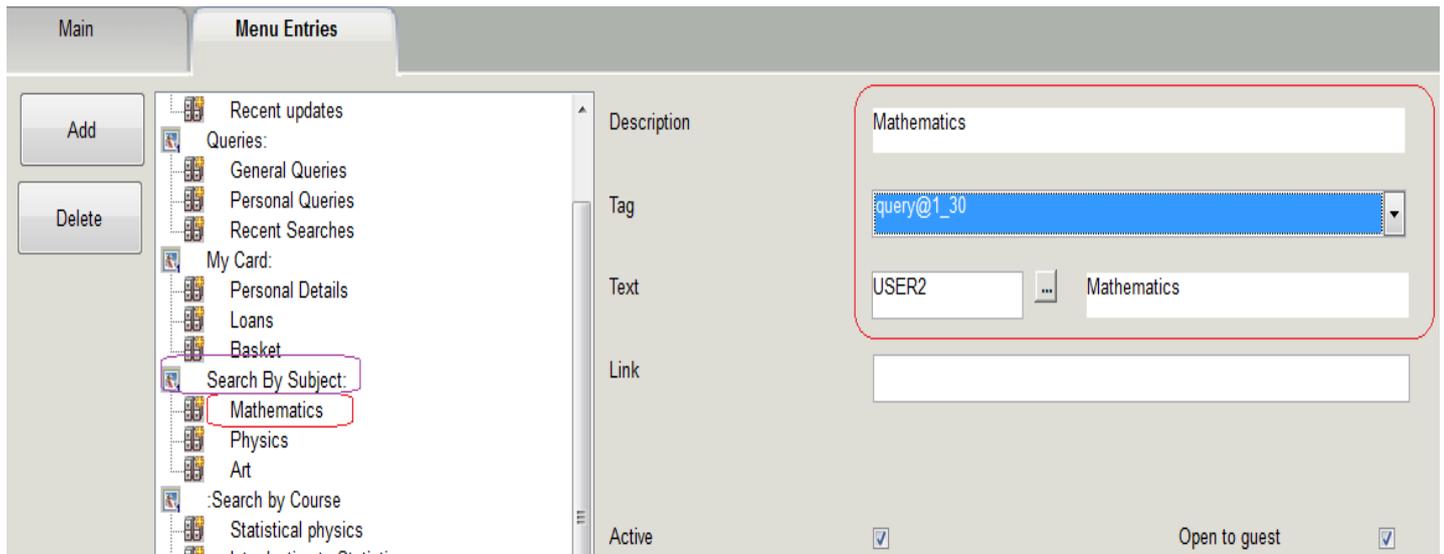
- **Display of Public Saved queries on the side menu of the Web interface**



1. Save a specific search as a public [General] query on the WEB interface
2. In the Administrative [Windows] interface:

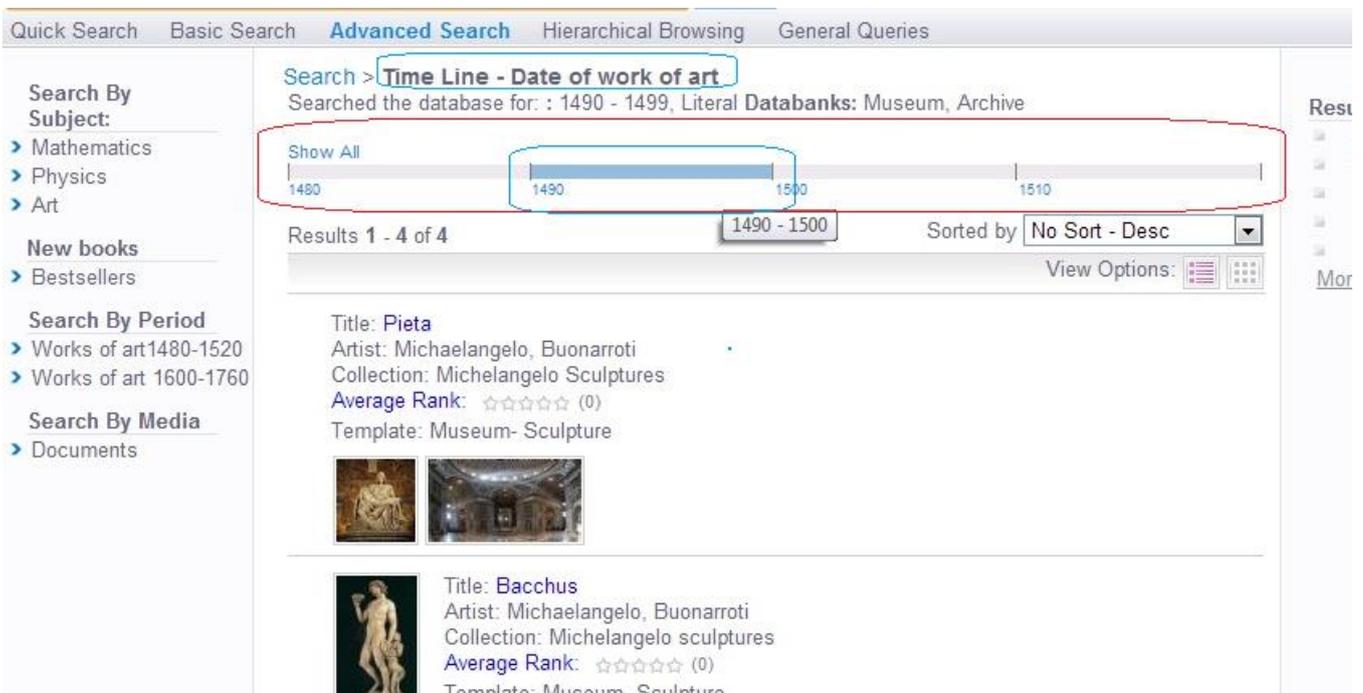
Administration > Web Interface Menu Definition > Side Menu > Menu Entries:

- 1) Set cursor on 'Queries' and click the 'Add' button on the left side
 - a) Open the table next to the 'Text' field and add the new title [i.e. "Search by Subjects" in the above screen] for the saved queries:
 - b) Click the 'Add' button and type the new title in the 'Description' field > press the 'OK' button
 - c) Select the new entry. It will be displayed under the 'Queries' section
- 2) Set the cursor on the new entry and click the 'Add' button:
 - a) In the 'Tag' field open the table and select the saved query (See 1.)
 - b) In the 'Text' field add the name of the query to be displayed on the side menu and select it
 - c) Mark the 'Active' check box and the 'Anonymous' check box for guests



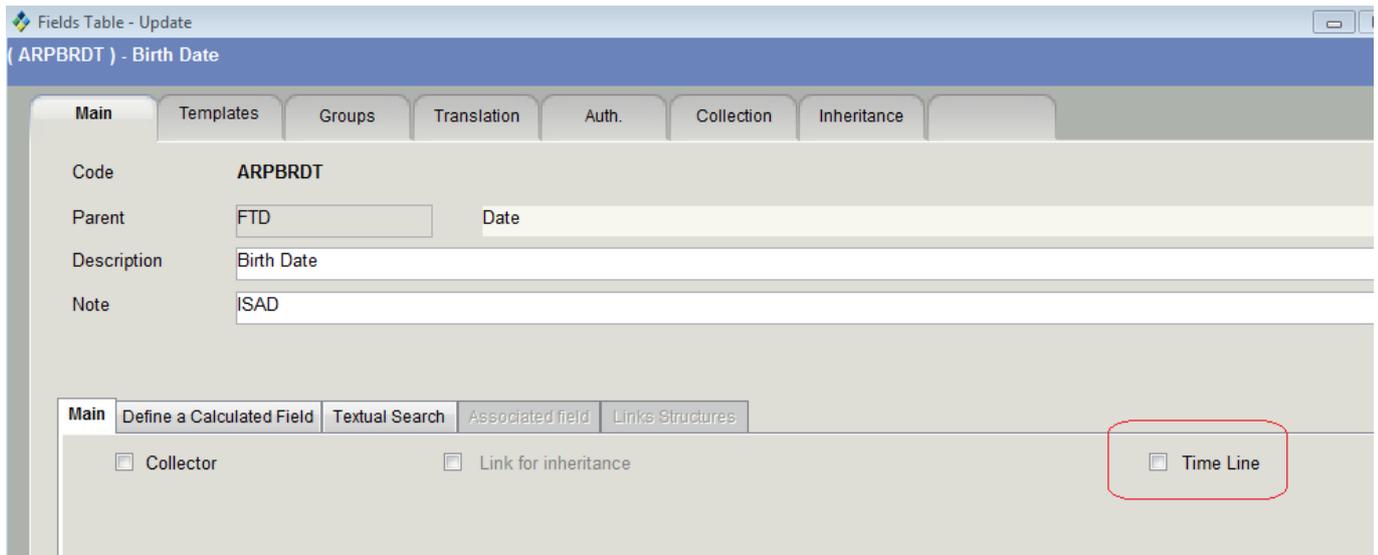
- **Addition of a Time/Number-Line to the results list in the WEB interface**

It is now possible to add Time Lines of dates and numbers within the list-display screens:
Clicking a certain section on the time line will display the items complying with this section.

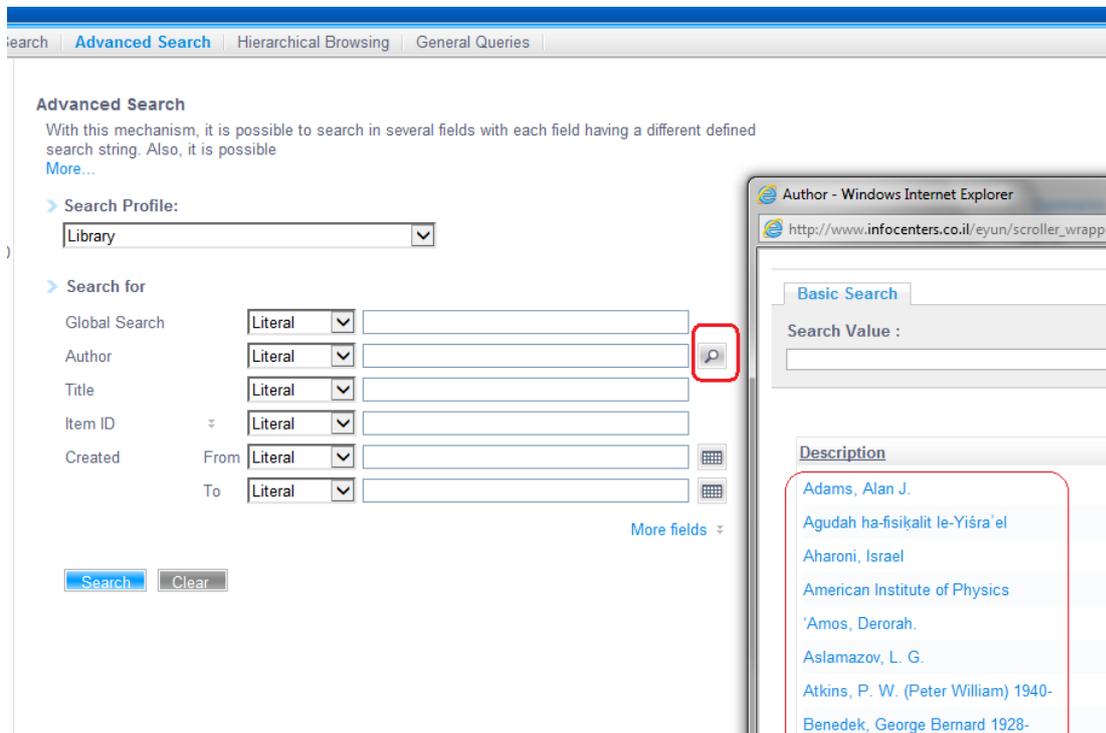


The fields which can be displayed as Time lines must be of either Numeric or Date type [FTN, FTD]

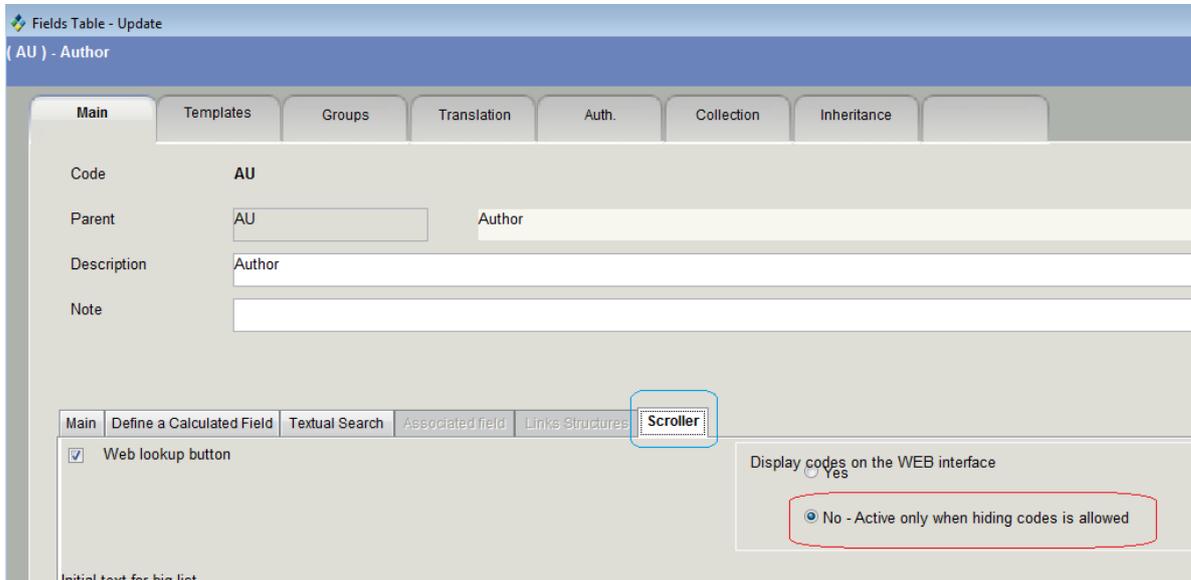
In order to display a numeric date field it has to be defined as such, by checking the 'Time-Line' box on the lower part of main tab of the field:



- **Hiding values codes when opening tables on the Web search**



In the table-field defined to display its values on the WEB search (sub-tab 'Stroller') check the 'No' box.



Fields Table - Update
(AU) - Author

Main | Templates | Groups | Translation | Auth. | Collection | Inheritance

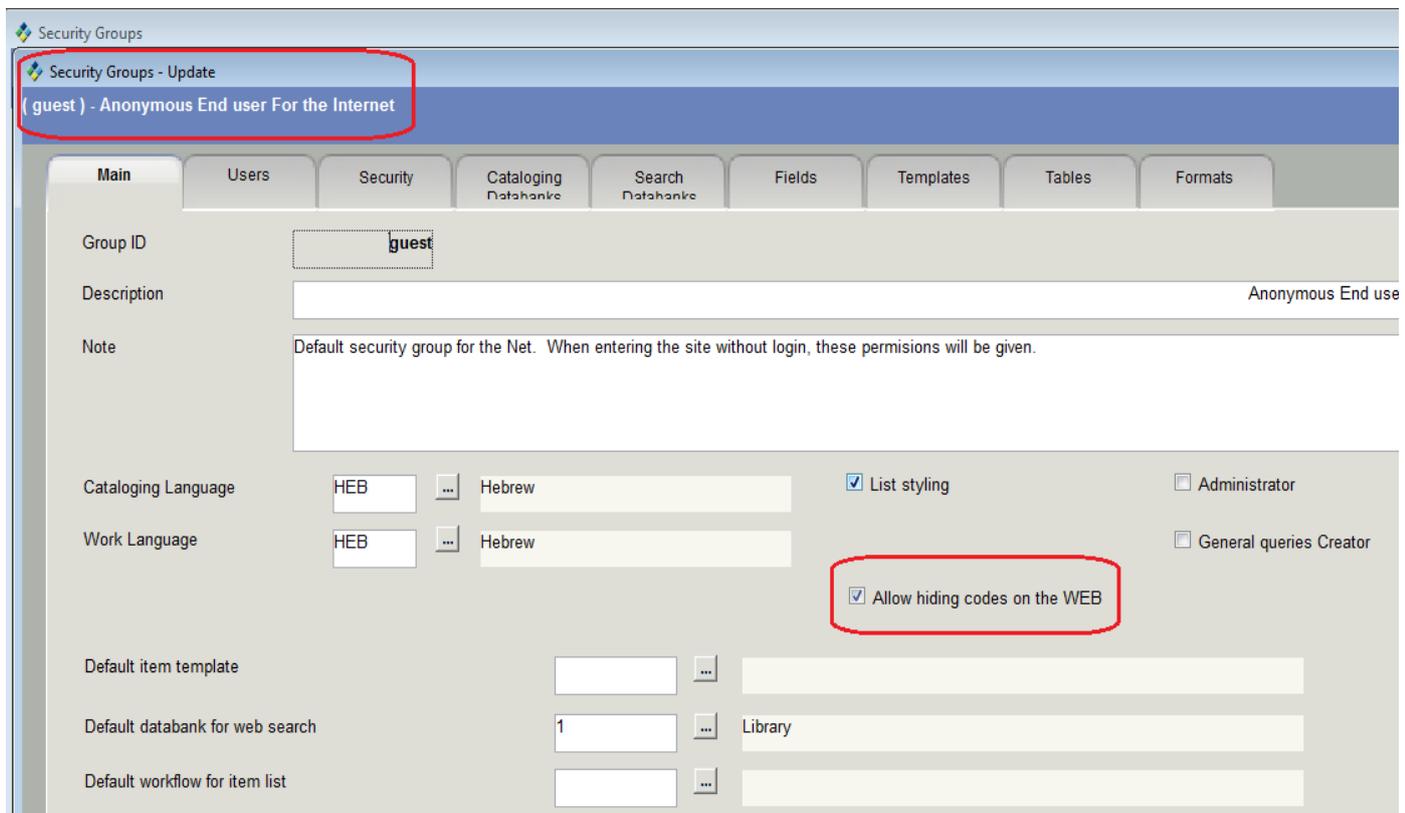
Code: AU
Parent: AU | Author
Description: Author
Note:

Main | Define a Calculated Field | Textual Search | Associated field | Links Structures | **Stroller**

Web lookup button

Display codes on the WEB interface
 Yes
 No - Active only when hiding codes is allowed

Note: It is valid only if the security group (of the 'Guest' for example) is defined as such:



Security Groups
Security Groups - Update
(guest) - Anonymous End user For the Internet

Main | Users | Security | Cataloging Databanks | Search Databanks | Fields | Templates | Tables | Formats

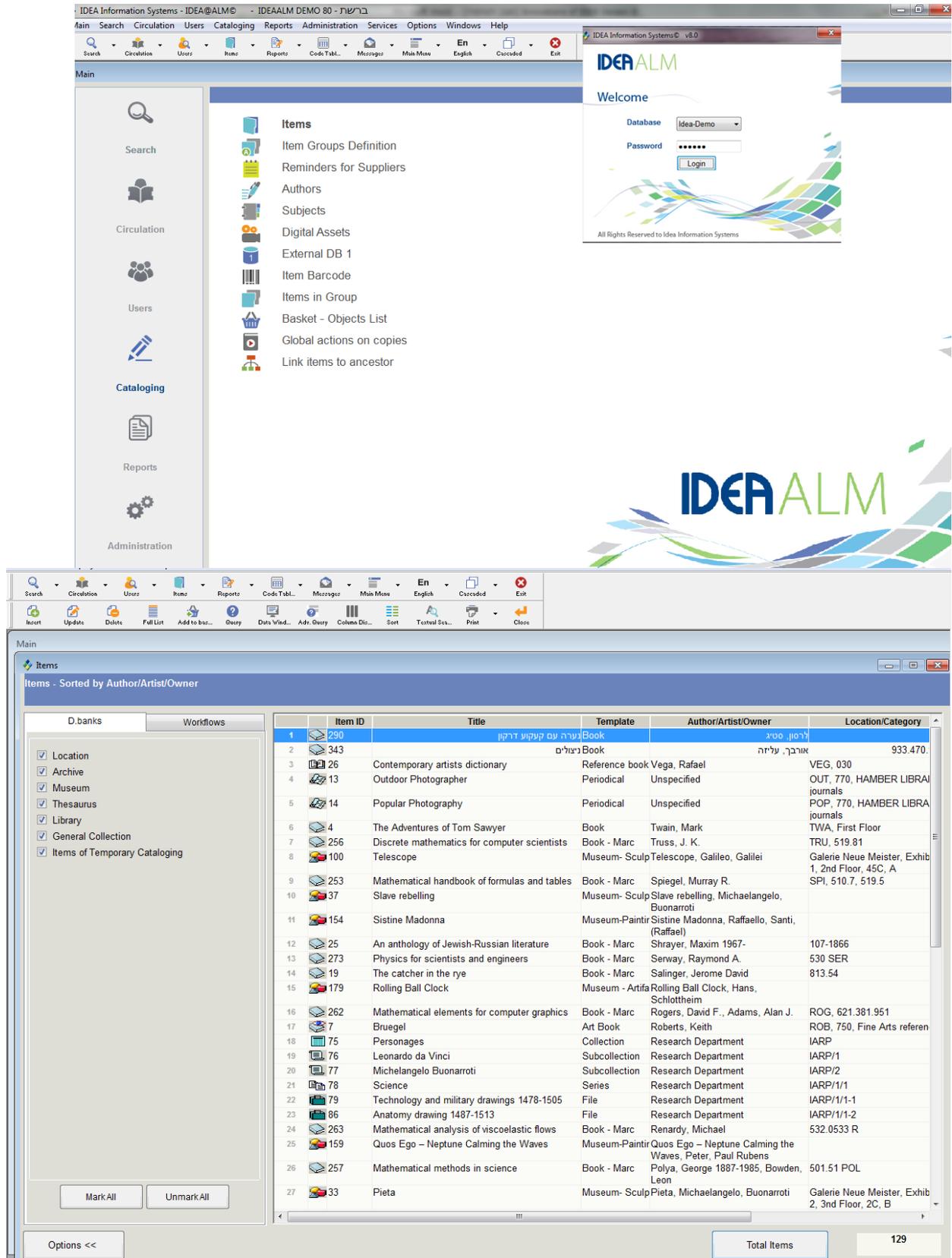
Group ID: guest
Description: Anonymous End use
Note: Default security group for the Net. When entering the site without login, these permissions will be given.

Cataloging Language: HEB | Hebrew
Work Language: HEB | Hebrew

List styling
 Administrator
 General queries Creator
 Allow hiding codes on the WEB

Default item template: |
Default databank for web search: 1 | Library
Default workflow for item list: |

- Newly designed screens in the Administrative windows interface



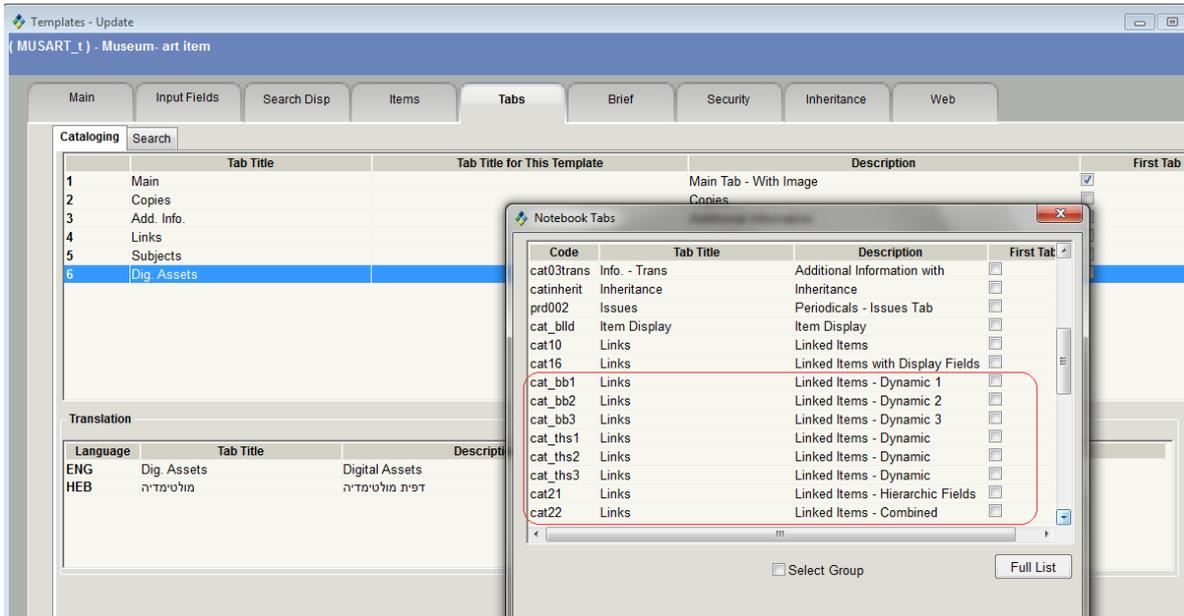
The screenshot displays the IDEA ALM administrative interface. The top window shows the main menu with options like Search, Circulation, Users, Cataloging, Reports, Administration, Services, Options, Windows, and Help. A 'Welcome' dialog box is open, showing a login form with fields for Database (set to 'Idea-Demo') and Password, and a 'Login' button.

The bottom window shows the 'Items' list, sorted by Author/Artist/Owner. The table contains the following data:

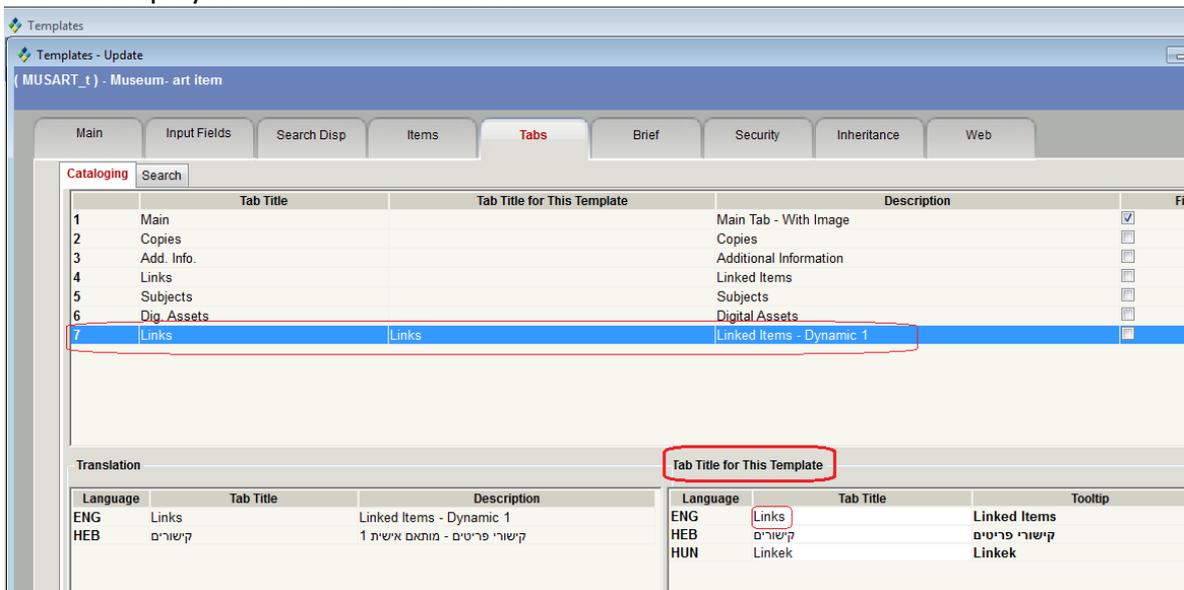
Item ID	Title	Template	Author/Artist/Owner	Location/Category
1	נערה עם קוקו דריון	Book	לרסון, סטיג	
2	343	Book	אורבך, עליזה	933.470.
3	26	Contemporary artists dictionary	Reference book Vega, Rafael	VEG, 030
4	13	Outdoor Photographer	Periodical Unspecified	OUT, 770, HAMBER LIBRAI
5	14	Popular Photography	Periodical Unspecified	POP, 770, HAMBER LIBRAI
6	4	The Adventures of Tom Sawyer	Book Twain, Mark	TWA, First Floor
7	256	Discrete mathematics for computer scientists	Book - Marc Truss, J. K.	TRU, 519.81
8	100	Telescope	Museum- Sculp Telescope, Galileo, Galilei	Galerie Neue Meister, Exhib
9	253	Mathematical handbook of formulas and tables	Book - Marc Spiegel, Murray R.	1, 2nd Floor, 45C, A
10	37	Slave rebelling	Museum- Sculp Slave rebelling, Michaelangelo, Buonarroti	SPI, 510.7, 519.5
11	154	Sistine Madonna	Museum-Paintir Sistine Madonna, Raffaello, Santi, (Raffael)	
12	25	An anthology of Jewish-Russian literature	Book - Marc Shrayar, Maxim 1967-	107-1866
13	273	Physics for scientists and engineers	Book - Marc Serway, Raymond A.	530 SER
14	19	The catcher in the rye	Book - Marc Salinger, Jerome David	813.54
15	179	Rolling Ball Clock	Museum - Artifa Rolling Ball Clock, Hans, Schlottheim	
16	262	Mathematical elements for computer graphics	Book - Marc Rogers, David F., Adams, Alan J.	ROG, 621.381.951
17	7	Bruegel	Art Book Roberts, Keith	ROB, 750, Fine Arts referen
18	75	Personages	Collection Research Department	IARP
19	76	Leonardo da Vinci	Subcollection Research Department	IARP/1
20	77	Michelangelo Buonarroti	Subcollection Research Department	IARP/2
21	78	Science	Series Research Department	IARP/1/1
22	79	Technology and military drawings 1478-1505	File Research Department	IARP/1/1-1
23	86	Anatomy drawing 1487-1513	File Research Department	IARP/1/1-2
24	263	Mathematical analysis of viscoelastic flows	Book - Marc Renardy, Michael	532.0533 R
25	159	Quos Ego - Neptune Calming the Waves	Museum-Paintir Quos Ego - Neptune Calming the Waves, Peter, Paul Rubens	
26	257	Mathematical methods in science	Book - Marc Polya, George 1887-1985, Bowden, Leon	501.51 POL
27	33	Pieta	Museum- Sculp Pieta, Michaelangelo, Buonarroti	Galerie Neue Meister, Exhib
				2, 3rd Floor, 2C, B

- Option to display a number of linking items tabs, personally-customized, with relevant titles

A number of personally designed linking tabs can be set both for cataloging and for search. The types of links or items to be displayed (or not) in each tab can be defined in: Administration > Templates > Insert line > select User Defined linked-items tab/s.



At the lower part you can type the relevant title for each of the dynamic tabs which will then be displayed in the item's notebook.



- **Linking multiple new/additional digital files to items in the catalog**

This capability enables the linking of new/additional multiple ("Digital Assets") files to existing catalog items, using data in Excel format.

The increased need of archives expressed in the Archives' Forum led to the development of a new module in the Administration section.

A. "Formats for Digital Assets Import" Module (In the Administration section)

In the new "Format for Digital Assets Import" module you can define the formats, including the fields' mapping lines of the Excel sheet's columns (containing the data of the digital files for import) and match them to the relevant fields (Of a certain digital object link) in *Idea*.

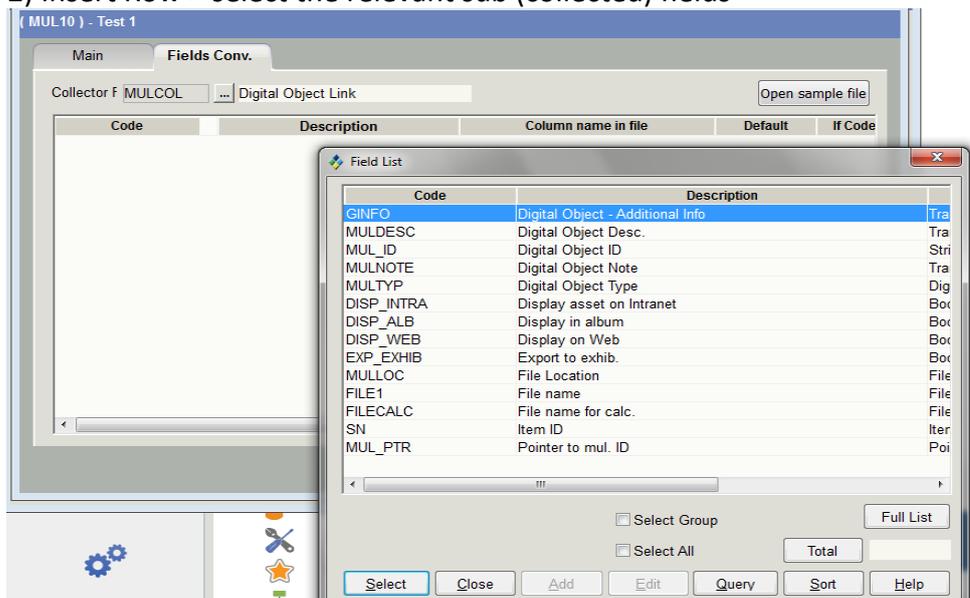
The module enables an easy and simple setting of the mapping lines:

Administration > Formats for Digital Assets Import: A list of the existing formats (if defined) will be displayed.

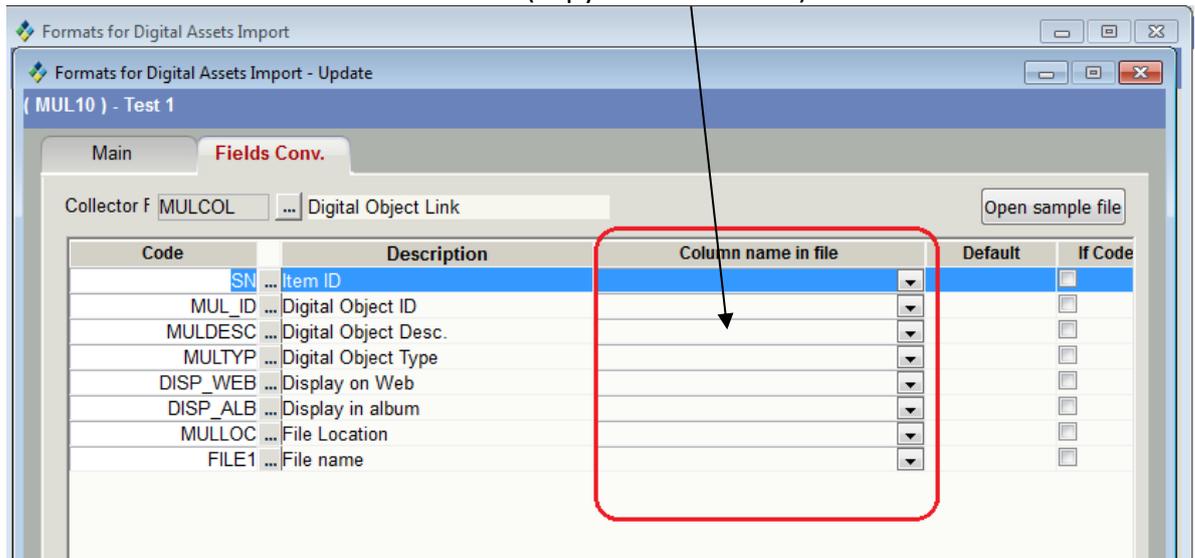
1. For adding a new format click the 'Insert' icon (or 'List' > 'Insert' on the upper menu).
 - a. In the 'Main' tab enter the name of the new format ['Description'] and save.
 - b. In the second tab 'Fields Conversion' define the mapping of the Excel sheet into the 'Digital object link' sub (collected) fields of the collector field MULCOL.
2. There are two ways for constructing the mapping:
 - a. Click the Insert Row icon (or from the upper tool bar) : Insert Row > select the collected fields of *Idea*, and the *Item ID* field.
 - b. [# **Recommended**] Open the excel file and select the sheet – the titles of all the sheet's columns will be added automatically.

In the first (a.) way:

- 1) Select the collector field (it is recommended to use the default MULCOL)
- 2) Insert Row > select the relevant sub (collected) fields

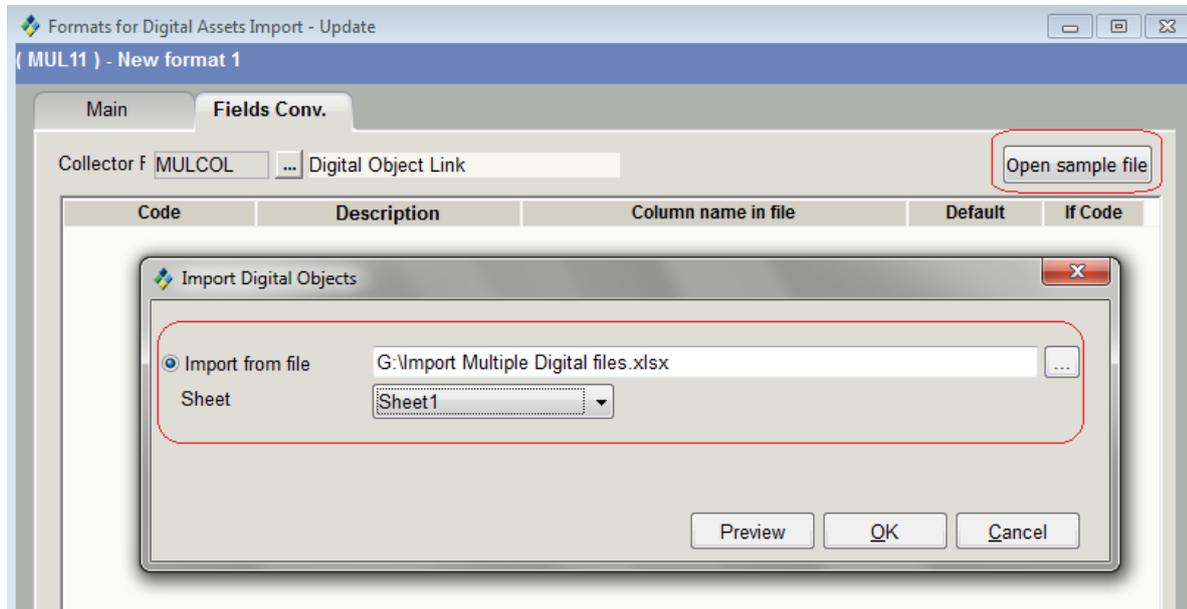


3) Next to each field enter the **matching** title of the column in the Excel sheet. Please be sure to enter the exact name (copy from the sheet)



The second (**b. [#Recommended]**) way for defining the format for importing Digital Assets:

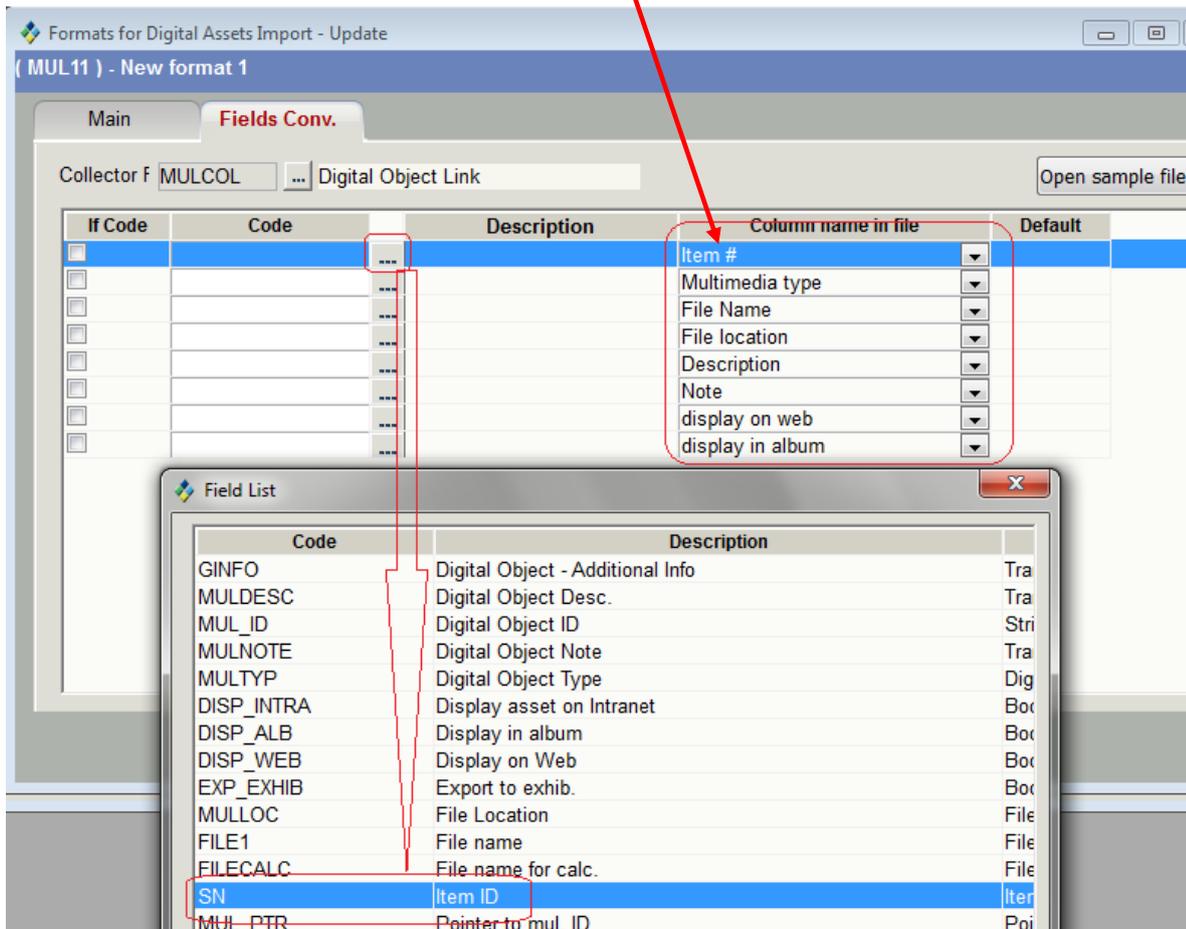
- 1) Click the **Open sample file** button on the upper right side of the 'Field Conv.' Tab
- 2) Select the Excel file and then the relevant sheet > OK



(Sample copy of the Excel file)

1	Item #	Multimedia type	File Name	File location	Description	Note	display on web	display in album
2	301	OCX Images	pic1.bmp	Multimedia Files\Images\import\collection1\	Exhibit 1	note to photo 1	Y	Y
3	301	OCX Images	pic2.bmp	Multimedia Files\Images\import\collection1\	Exhibit 2	note to photo 2	Y	Y
4	301	OCX Images	pic3.bmp	Multimedia Files\Images\import\collection1\	Exhibit 3	note to photo 3	Y	Y
5	301	OCX Images	pic4.bmp	Multimedia Files\Images\import\collection1\	Exhibit 4	note to photo 4	Y	Y
6	301	OCX Images	pic5.bmp	Multimedia Files\Images\import\collection1\	Exhibit 5	note to photo 5	Y	Y
7	301	OCX Images	pic6.bmp	Multimedia Files\Images\import\collection1\	Exhibit 6	note to photo 6	Y	Y
8	301	OCX Images	pic7.bmp	Multimedia Files\Images\import\collection1\	Exhibit 7	note to photo 7	Y	Y
9	301	OCX Images	pic8.bmp	Multimedia Files\Images\import\collection1\	Exhibit 8	note to photo 8	Y	Y
10	301	OCX Images	pic9.bmp	Multimedia Files\Images\import\collection1\	Exhibit 9	note to photo 9	Y	Y
11	301	OCX Images	pic10.bmp	Multimedia Files\Images\import\collection1\	Exhibit 10	note to photo 10	Y	Y
12	301	OCX Images	pic11.bmp	Multimedia Files\Images\import\collection1\	Exhibit 11	note to photo 11	Y	Y
13	301	OCX Images	pic12.bmp	Multimedia Files\Images\import\collection1\	Exhibit 12	note to photo 12	Y	Y
14	301	OCX Images	pic13.bmp	Multimedia Files\Images\import\collection1\	Exhibit 13	note to photo 13	Y	Y
15	301	OCX Images	pic14.bmp	Multimedia Files\Images\import\collection1\	Exhibit 14	note to photo 14	Y	Y
16	301	OCX Images	pic15.bmp	Multimedia Files\Images\import\collection1\	Exhibit 15	note to photo 15	Y	Y
17								
18								
19								

After clicking the OK the list of the Excel columns will be displayed. For each line select the matching field



Formats for Digital Assets Import - Update
(MUL11) - New format 1

Main Fields Conv.

Collector F MULCOL Digital Object Link Open sample file

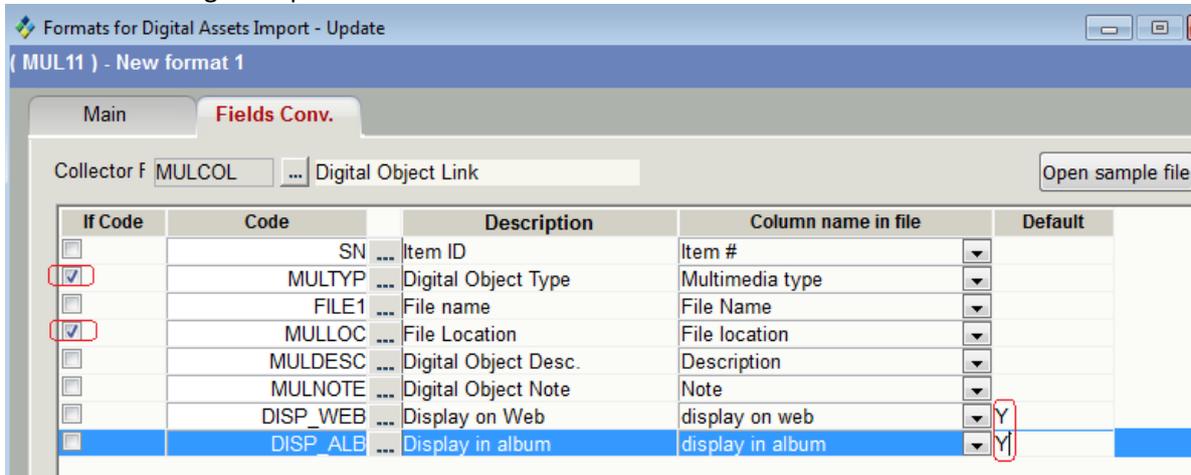
If Code	Code	Description	Column name in file	Default
<input type="checkbox"/>	---		Item #	
<input type="checkbox"/>	---		Multimedia type	
<input type="checkbox"/>	---		File Name	
<input type="checkbox"/>	---		File location	
<input type="checkbox"/>	---		Description	
<input type="checkbox"/>	---		Note	
<input type="checkbox"/>	---		display on web	
<input type="checkbox"/>	---		display in album	

Field List

Code	Description	
GINFO	Digital Object - Additional Info	Tra
MULDESC	Digital Object Desc.	Tra
MUL_ID	Digital Object ID	Stri
MULNOTE	Digital Object Note	Tra
MULTYP	Digital Object Type	Dig
DISP_INTRA	Display asset on Intranet	Box
DISP_ALB	Display in album	Box
DISP_WEB	Display on Web	Box
EXP_EXHIB	Export to exhib.	Box
MULLOC	File Location	File
FILE1	File name	File
FILECALC	File name for calc.	File
SN	Item ID	Item
MUL_PTR	Pointer to mul. ID	Poi

Note:

- For "Code" Fields (tables) such as 'File location' or 'Digital object type' it is recommended to enter the code of the value in the table and then mark it in the 'If Code' column as in the following example:

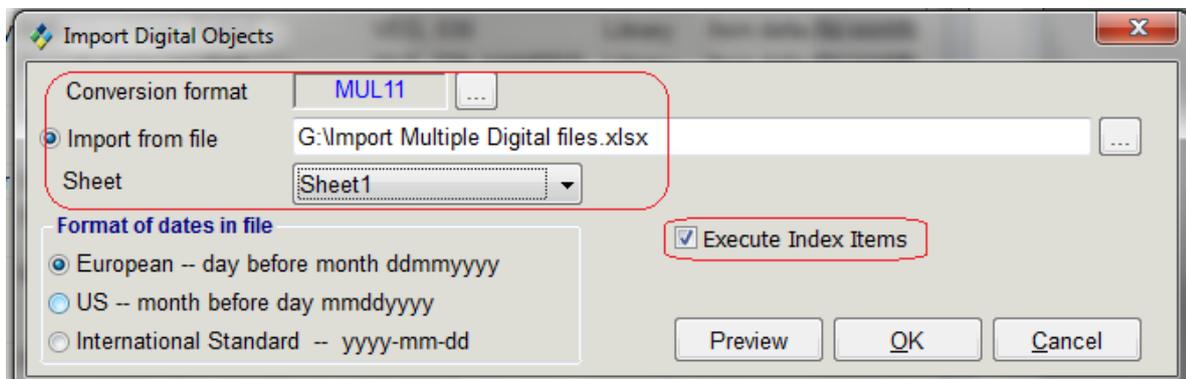


- In the 'Default' column enter the value for the relevant field, if it does not appear on the Excel sheet.
It will be applied even if there is no value in the 'column name in file'
- After defining all the mapping lines, it is recommended to click again the 'Open sample file' and select the file and sheet, then click the 'Preview' and get a picture of how the data will be displayed in the *Idea* catalog.

B. In the "Items" module:

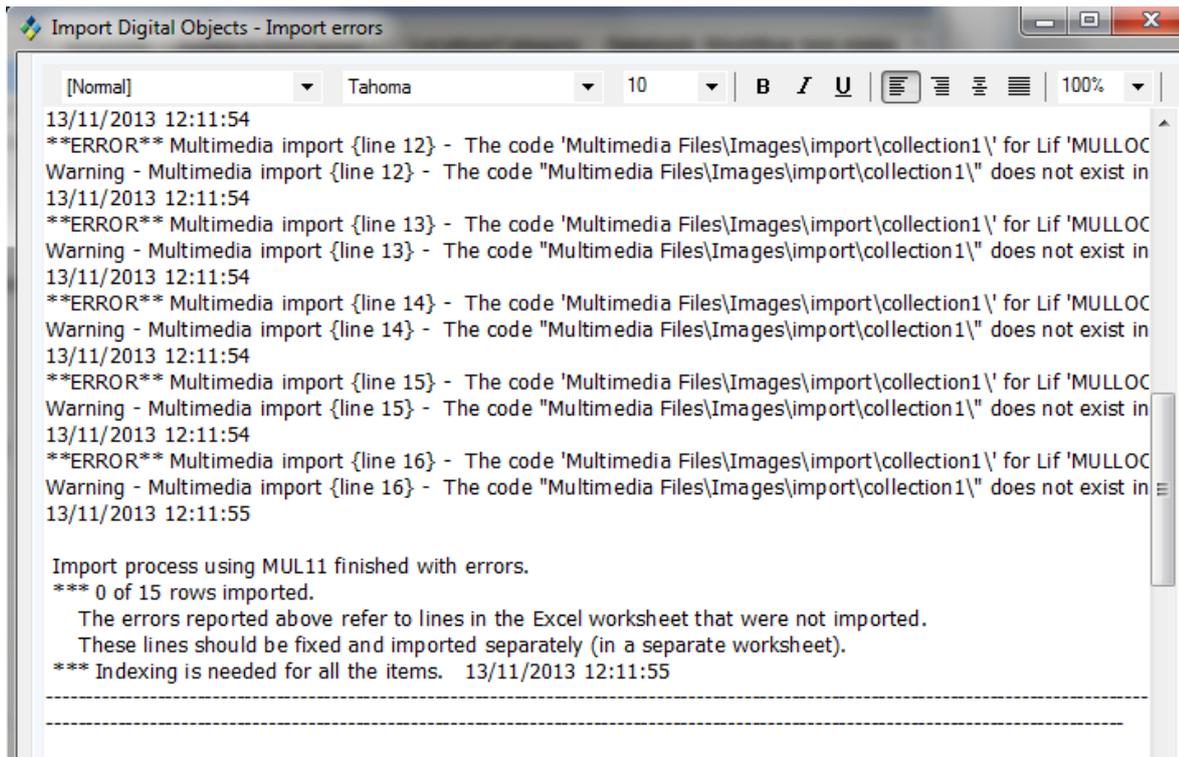
There is a new option for importing digital assets and linking them to items in the catalog:

- Cataloging > Items > List (on the upper tool bar) > Export /import > Import Digital objects
- Select the previously- defined format (See A.) and the Excel file, containing the data in the chosen format.
- Click the 'Preview' button to see that everything is accurately defined before importing the data.
- Click the ' OK' button for execution.



Note:

- You may skip the indexing in order to speed up the process, and do it at a later stage for the searches.
- During the import process, there will be an indication of it (percentage)
- Had there been any errors – a window will pop at the end of the process, displaying the errors occurred during the process, and the nature of the error.
- In addition, reports are recorded cumulatively in log file (specified in the configuration module > 'Format' - Parameter # 3).



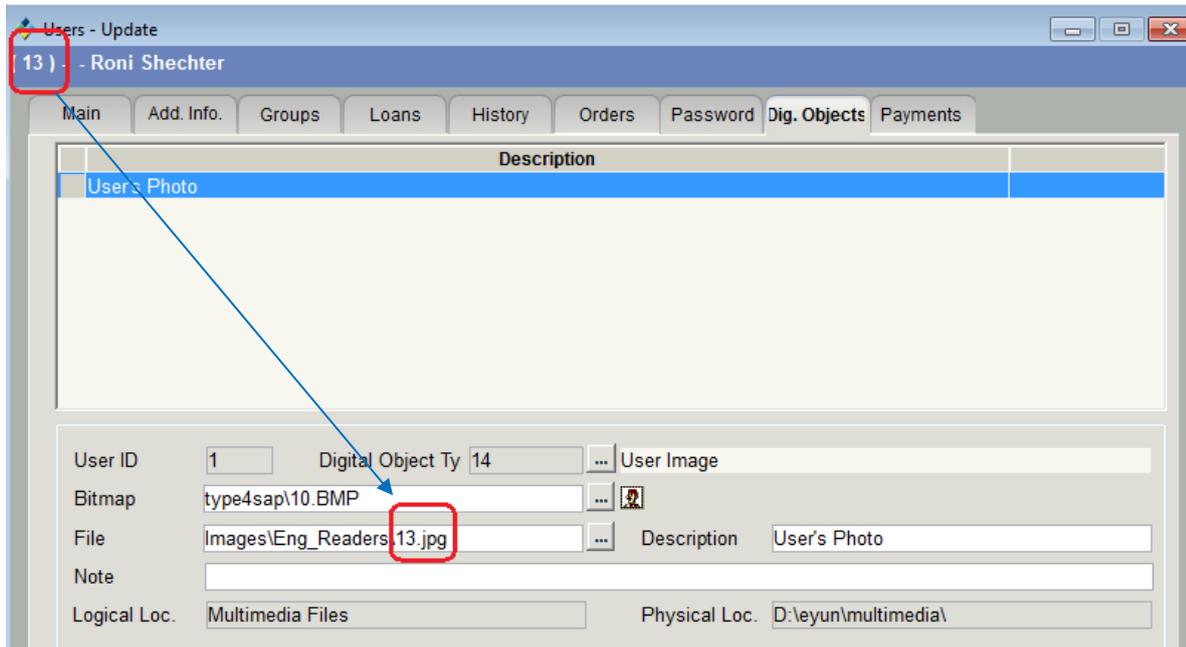
- **Bulk Import of users' Images into the program using Idea's Tool Box**

Prerequisites:

- Digital Assets type selected for import must be the OCX Images.
- There must be a discrepancy between the actual physical location of the image files and the physical location defined for the selected Digital type for import.

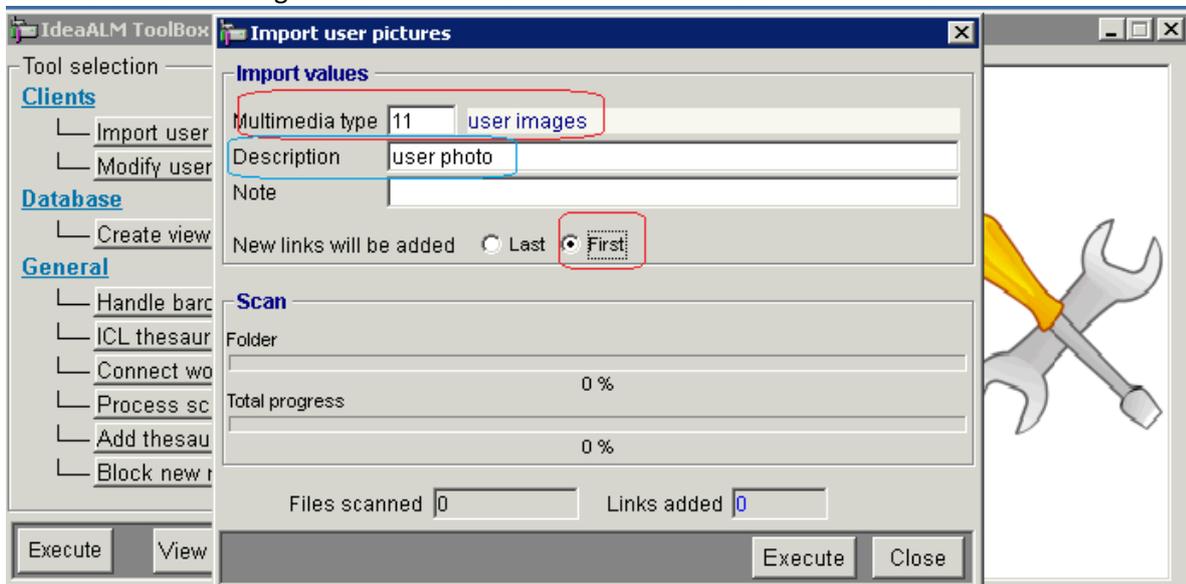
It is recommended to set up a special digital type for this purpose.

- The image file name must be identical to the number of the user in the program.
- The file type must be supported by the software (ie JPG, BMP, etc.)



Example1. File name of the photo is the same as the User's number (13)

1. For Importing Users images open **IdeaALM Tool Box**:
2. Select the first option in the **Clients** section
3. Enter the Digital-Assets-type code and the Description which will be applied to all the links
4. If there are other Digital files links in the users' cards - choose where the new link will be added



The tool will run on the physical location folder, specified in the selected digital type (including subfolders) and examine whether the image file names are compatible with the user's number. If so, it will check whether the file is already linked to the user. If not – the tool will add the relevant link, with the determined values.