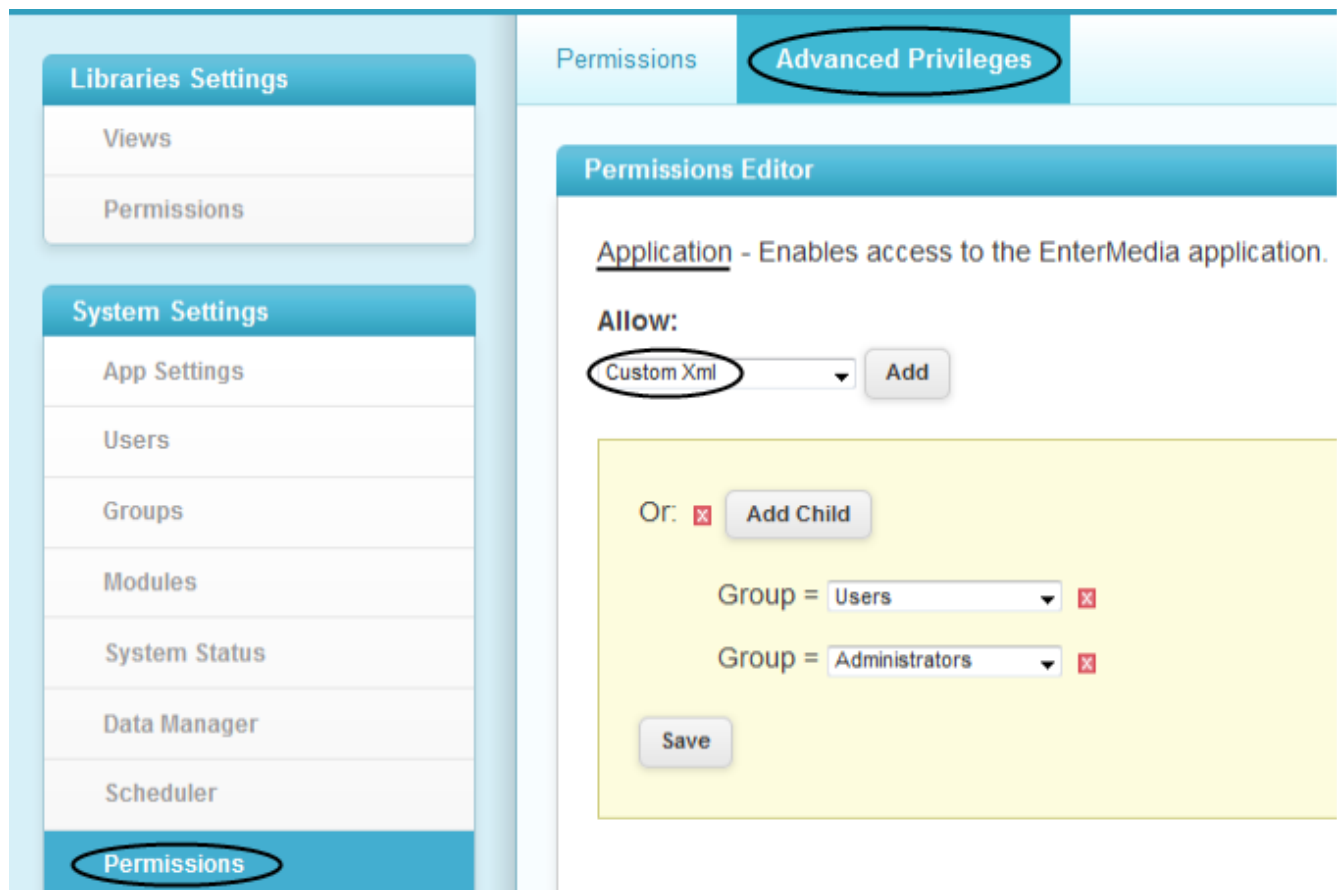# Application Filtering, Asset Libraries & Work Flow Projects

There are many ways to manage asset privacy within EnterMedia. The old model of using standard permissions has been almost entirely phased out since the introduction of the Libraries module. In a modern environment asset approval status, department membership or project assignment are a superior way of establishing relationships between users and content. The Libraries module is an excellent way to manage asset visibility and project work flow.

Before experimenting with the advanced functionality of libraries/ projects, administrators should be comfortable setting up separate applications within a single catalog. Approval status, edit status or any other list based field that will be used to determine visibility and notifications should also be set up ahead of time. User groups may overlap, but administrators should consider distinction between internal departments, partner companies, external clients, contract resources, temporary or recurring projects, and other initiatives. Group membership will largely be used to determine library/ project membership which is the most powerful way to grant users access to bulk content.

Each application can be filtered in a number of ways. To restrict access to certain groups go to Settings | Permissions | Application Privileges | Views (list) and change the application permission to be based on Custom XML Group. Use the And/Or statements to make the application accessible to multiple groups or in or to require multiple memberships for access.


To filter an application by a library or a list based metadata such as Approval Status or Edit Status an administrator will need to add a property to the _site.xconf in the application directory through the File Manager or using SSL. It is important to know both the internal ID of the field being used and the ID of the specific library or field value when setting up the filter. To access the file manager, log in as a full

administrator and click the transparent box in the top right corner of the browser and select File Manager. Click the folder name that corresponds with the application to be filtered. Open the _site.xconf that is specific to the local application and add a specific variation of the following property.

<property name="assetshowonly">libraries:#############;libraries:#############</property> -or-
<property name="assetshowonly">approvalstatus:##</property>
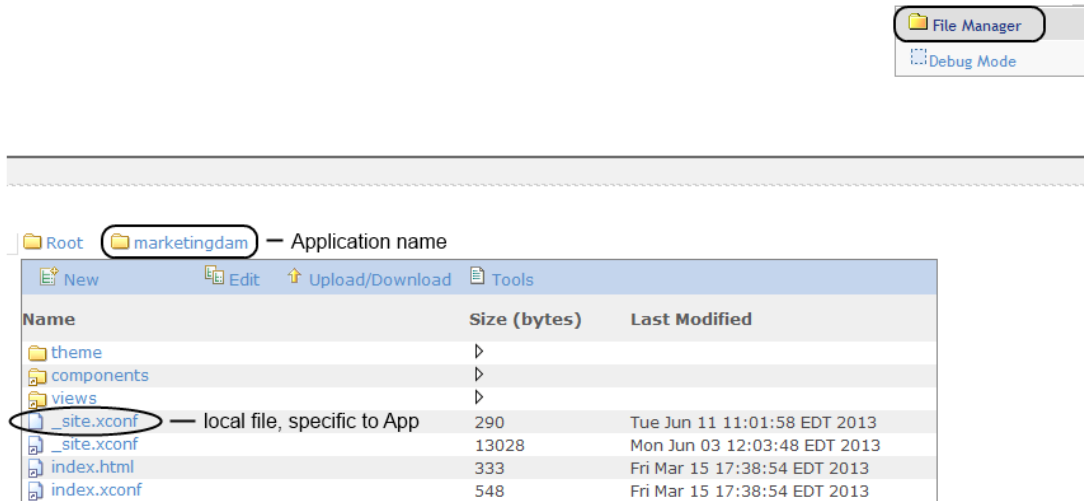
In order for the filters to be relevant it is important to have a private rather than a public view of assets within a catalog. The setting is public by default. It can be changed by navigating to Settings | Data Manager | catalogsettings (table) | catalogassetviewispublic and changing the value to false. Reindex the asset table once any changes to this area have been made. Now that the media is private, only membership to a library, a catalog setting group/ user override, or a direct permission (old model) to assets will allow users to see and interact with data.

Library and project membership is established in the module itself. Click the dropdown list for modules on the front end of the application and select the Libraries module. From this view an administrator can create a new library/ project or select and existing one. Each library/ project belongs to a division and each division can house multiple libraries/ projects. The library/ project itself can have metadata to outline its purpose or provide general information. Setting up the views here is like setting up general views in the asset table.

In addition to the standard metadata views there is also a Tasks view and a Privacy view. The task area is for project managers to pair assets with users for a specific purpose. There are a few generic supporting metadata fields in this area that can be expanded and used to trigger notification events. The 'asset' field allows users to grab assets from outside of the project by the filename. The 'assigned to' field pulls from the user database. The privacy tab will allow an administrator to assign individual users, groups or entire roles to libraries/ projects. Once a user has membership to a library or project, all assets contained therein are visible within any application that does not have a filter in place that would keep the library from being viewed.

Projects and libraries are one and the same for demonstration purposes. Administrators are encouraged to use these examples and create other modules to better serve users in a production environment. Associating users with catered content is an excellent way to manage workflow and control project variables.

Libraries / Agricultural Ideas

Agricultural Ideas contains 3 files

Details

Project Tasks

Privacy

Download Folder

Collapse

Asset   Select an asset by filename

Global Pumpkin.JPG   ▾

Browse…

Assigned To   John ▾   —— Assign to any user within the database

Delivery Date   07/31/2013 📅   —— Provide more information
                                      for users who will be completing
                                      the task.

Task Description   Verify compliance with marketing standards
                    and have the photo added to the fall
                    catalog.

Task Status   Active ▾   —— Use a value change to trigger notifications.

Delete   Cancel   Save Values