Soundminer Web Portal – User Manual 1.0

The Web Portal Installation – For greater clarity, the terms, ‘The Soundminer Web Portal’, ‘Mminer’ and ‘MusicMiner’, ‘Webminer’ represent the same product. By installing the software you are agreeing to all the associated licensing regarding MySQL, PHP and our specific web Portal software.

Macintosh Computer Requirements (for HOST):
• Macintosh computer running 10.4.x operating system with 1 gig RAM min. Intel based hardware preferred. There is no 10.5(Leopard) installer currently.
• MySQL 5.0 and GUI tools – available from mysql.com.
• PHP 5.1 or 5.2 – available from entropy.ch
• Soundminer v4pro software.
• Attached storage for files in aiff and/or broadcast wave(uncompressed) and mp3 (compressed) formats. Your main files will be broadcast wave or aiff, but the system will stream the mp3 copies to the web client for auditioning. You must have an exact mirror set of files. If you prefer not to work with proxies, you can use the original assets but must use the quicktime player for playback.

MySQL 5.0.45
http://www.mysql.org/downloads/mysql/5.0.html#macosx-dmg

PHP 5.2.2
http://www.entropy.ch/software/macosx/php/#install

For latest – see the Musicminer Wiki pages at:
https://soundminer.fogbugz.com/default.asp?W1

Windows Computer Requirements (for HOST): TBA

Minimum Requirements for Client
• Macintosh OSX, Windows XP or Linux computer
• Safari 3.0 or Firefox 2.0 or Internet Explorer 7 web browser.

Macintosh Installation for HOST
Decompress the zip/dmg archive on the host. You should have the following components:

• MySQL installer (version 5.0.45/51 is our preferred installer).
• PHP 5.2 installer for MacOSX
• Musicminer package installer.

***If using Xserve or Apple Server software MySQL 4.1 has already been installed and because of specific issues with Apple’s use of MySQL, please contact techsupport for special instructions.

***If your storage is not directly attached to the host be aware that Musicminer will:

The way the installer works is that whatever user you are logged in as when you run the Musicminer installation (or upgrade) is the user that the web server is going to run under from
now on (as opposed to as the user "www"). What this means is that if you install/upgrade Musicminer when you are logged in as Admin then MusicMiner is going to run as Admin and thus have access to anything Admin has access to - including the remotely mounted drives that Admin connects to. This should be pretty seamless. The only thing to be careful of is that when you reboot the server it is important that you continue to log in as Admin if you want the server to be up and running. It is up to you what user Musicminer runs as. You could either run the upgrade under ADMIN as you have it setup now or you could make a new user (or rename the ADMIN user) to something descriptive like Server or Soundminer so it is obvious that it is the server user.

Make sure you have installed Soundminer v4pro onto your Macintosh Host. See the user manual and READ ME with V4pro for further instructions.

**Simple installation without Soundminer ServerV4 on Apple’s basic (non server OSX 10.4) – Leopard (10.5) requires special installation, please contact techsupport.**

After opening the disk image for MySQL, you will see (version below may not match yours but components are the same):

![Disk Image for MySQL](image)

Install the main package first (in this example, mysql-5.1.17-beta-osx10.4-i686.pkg).

When complete, install the MySQLStartupItem.pkg.
If you wish to use the MySQL prefPane, you need to have or make a folder in your main Library/PreferencePanes and copy the document into it. Then restart or re-launch your operating system:

This preference then appears in your System Preferences/Others:
And allows you to start and stop the MySQL server as well as automatically have it turn on when rebooting.

PLEASE NOTE: The installation assumes you are NOT running Soundminer Server. If you are simply using Musicminer to distribute all access, there is no need for Soundminer server and all users can be programmed from within this single environment. However, if you are using Musicminer in tandem with Soundminer server, please consult the extra MySQL configuration package and SM Daemon needed to be installed in the Server manual.

Install PHP by double clicking the PHP installer and following the prompts. After installation stop and restart the Web server. On a Macintosh, this is accomplished by visiting the system preference pane/sharing and clicking the web server checkbox off and on:
Assuming you have installed Soundminer v4pro on the server itself, launch it and attempt to connect to your MySQL database. Hold option down and click on the Librarian Menu. You will see a hidden menu item appear allowing the librarian to connect directly to MYSQL:

After selecting it, and if you have not modified any of the default access parameters, you will be able to access your main Database account by using the username – ‘root’ and leaving the password blank. You can change this using the MySQL GUI tools that allow you to control the MySQL accounts directly. If you have no experience with MySQL, we recommend you do not alter the default settings until you have had time to learn more about MySQL tables and databases (see appendix or Mysql.com for more information).

Once connected, you can create new server based databases (refer to V4pro manual for full information). Select the Create a new Database option in the Database Menu:
Give your Database a name, select if it should be optimized for Music, Sound Effects or both and make sure you check off the option to make it a ‘Server’ database.

You will see the databases you create in the Database popup in the top toolbar section of the V4pro interface. Server databases will have the OMEGA symbol to the left of the name:

Assuming your files are now accessible from your HOST’s desktop(either connected locally or mounted share), You can drag and drop those files (broadcast waves are preferable) onto the Soundminer V4pro browser to begin scanning and creating your main server database. For the purpose of clarity, Musicminer assumes your original files will be in broadcast wave format and that you also have an exact mirror of these files in lower resolution mp3 (exact filenames and folder hierarchy). Our Soundminer mp3Converter application allows you to convert any broadcast wave or aiff files into mp3 complete with the metadata intact and as an exact mirror. See the v4pro manual or desktop tutorials for more information regarding scanning and database creation. You will only need to scan your broadcast wave master files.

Once complete, bring back all records if they have not already appeared (cmd-J) and assuming all the uncompressed broadcast wave files have proper overviews, upload those overviews to the server:
When complete, you can now move to the MusicMiner.pkg installer knowing that your database is ready.

Run the MusicMiner.dmg installer.

Again, double click the MusicMiner.pkg to install and follow the prompts. By installing the software you are agreeing to all the associated licensing regarding MySQL, PHP and our specific Musicminer software.

When complete, the package installer will create the necessary web application on your host and auto create both an ADMIN and GUEST user account in Musicminer. To test that the system is working, enter in locally (on the machine acting as the HOST) by simply typing 'localhost' in your supported web browser (Firefox or Safari):
Default username/password is admin/admin.

When installing or upgrading the interface will ask you to confirm your master MySQL ‘root’ password. If you change it, make sure you note it or you will lock yourself out of the system.

After logging in, Musicminer will display a HOME page that includes the active libraries and categories in the currently selected Database. On first start, it will probably be blank as no databases have been activated.

To enable any of the MYSQL databases you will need to click on the ADMIN button at the top right.
Click on this button and you will then have access to the administrative pages in Musicminer.

You can make any of the databases you have created in v4pro ‘active’ by checking them off and selecting SAVE CHANGES. Click on the MAIN link at the top right to go back to your home page.
The home page displays the active libraries and categories (if this preference is turned on) in the selected database. The active databases are visible in the top portion of the interface. And you access any of them or search all by using this same menu.

Assuming you have activated the database you just made in Soundminer v4pro, select it from the Database popup menu.

**SETTING UP PLAYBACK and PROXIES** – The Web Portal can be set to play the actual assets scanned or a ‘proxy’ of the asset. A Proxy is an alternate version of the file and is often a lower resolution smaller mp3 version of the uncompressed bwav or aiff asset. Proxies are
easier to stream across limited bandwidth networks and allow faster access to auditioning and downloading. The next setup function you will need to do is to now assign the proxy files to the system, so the interface will stream lower quality mp3s in place of the un-compressed broadcast wave files. Downloads can of course be set to the higher quality broadcast wave files.

Again visit the ADMIN section by clicking on the Admin button located at the top right. Select the Database sub-menu and double-click on the database who proxy files you wish to set. By doing so the page will extend to show you the details of that database:

The above example shows a database whose proxies have been set. Click the NEW button to create a new proxy setting or you can use the asset itself (make sure that if not an mp3 file, you select Quicktime player in the SITES tab):
Give the proxy a name. I know these mirrored mp3 files are mp3 128k files so I named this proxy as such. I also know this asset is in mp3 format so I selected this option from the TYPE popup window. If you know the exact path prefix (that portion of the pathway to the file that is consistent for all files) enter it in manually. If not, click in the example asset text box and drag and example broadcast wave asset from the drive to the text box. Now click in the Example Proxy text box and find the same file in mp3 format and drag it to the Example Proxy text box. This will auto-compute your path prefix for you. The proxy can be on a different drive than the master asset but the file hierarchy must match the original asset. When the proxy is resolved, select it as the audition option for users by clicking the radio button to the left of the proxy’s display name.

Hit SAVE CHANGES and the database will be updated to reflect this proxy.

NOTE: It is preferable for simplicity sake to keep all master assets on one drive and any proxies on a drive or directory that can mirror the folder structure(path) of the original asset. The system can support multiple proxies. In other words, you can have more than one proxy for a file allowing specific users to have access to specific file formats.
**Navigating the Interface**

When you log in you will be brought to your home page. You can immediately go to a library or category (see image on Page 9) and by clicking any of the live links or type keywords into the search string at the top and hit RETURN or click on the SEARCH BUTTON, you will advance to the main search/returns page. Hitting return with no keywords will bring back all records.

After clicking through your HOME page, you may see something like this:

The main returns come back in the large left pane. The bottom pane holds a waveform overview. It should be filled in when you select to play a file (provided you uploaded the waveforms as instructed earlier and you are using the mp3 Flash player otherwise you will have a simple quicktime bar). Hitting RETURN will initiate playback of the currently selected file. The spacebar toggles the Play/Pause command or you can use the simple transport buttons in the waveform interface. The overall volume can be controlled to the right of the waveform and at any time the user can skip along the waveform using their mouse for random access to the file.
The right pane contains either the DETAIL or PROJECT pane. The DETAIL pane shows you specific information regarding the currently selected asset. All of the metadata are live links on this page. For example, clicking on ‘Crunchy Puncny Vol2’ will immediately bring back all records from that CD, just as clicking on ROCK will bring back all titles with that category. The PROJECT window allows the logged in user to create folders of favourites or selections for a project in an organized fashion. Folders can be nested within folders allowing the user a great deal of organizational power. Furthermore, project inside the GROUP folder can be shared with other users within their Group (see Administration pages for how to create a workgroup).

The right pane can be closed entirely by using the ‘P’ button at the top:

![Image showing the 'P' button]

Click on the ‘P’ to toggle the right pane opened/closed. And you can re-size the Detail/Project panes using the pane slider:

![Image showing the pane slider]

click on the Pane Slider to enlarge or shrink the right pane.

The top portion of the interface holds the various view tools, your keyword search entry string, your advance search button, preferences and if the administrator, the ADMIN button. At the further left you will find the HOME and back/forward buttons:

![Image showing the HOME button]

HOME will bring you back to your HOME page no matter where you find yourself. And the back/forward buttons operate like any other browser and allow you to move back or forward from your current page. Right next (right) to these buttons is the COLUMNS button. Clicking on it allows you to toggle on/off any fields available to you. The administrator has control over which fields you can view and your options will be presented in this menu. Obviously the more of these you select the tighter your space will be in your browser.
You can also select the columns from the triangle at the furthest left of your Browser Pane:

Next to the COLUMNS button is the view with Artwork buttons.

Clicking the left button will quickly remove all artwork from the returns thereby allowing you to view more records in one page:
Clicking the right button will quickly toggle on all artwork in the returns pane.

The second group of toolbar buttons can be found at the top left of the returns pane and the first group of buttons include the three split view options:

The first button turns off the list/Artwork split. The second button further splits the Returns Pane to hold both the artwork and the list in the same space:

You would now have two independent frames from which to view and select. In the top pane are all the CDs that are included from your search return while the lower frame contains the list of actual tracks returned in the sort order you had selected. Click on a CD in the top pane will return its tracks in the bottom. And finally the third button allows your o view your returns only as CD artwork.

The last two buttons on that toolbar are the MetaBrowser and Project open/close button:

The ‘P’ button as explained earlier allows you to open/close the Project/Detail pane.
The `MetaBrowser button enables you to live filter your results by any of your field criteria:

In this case, I search for a number of hard rock tracks then engaged the MetaBrowse to live-filter the returns based on `Library`, `Category`, `Composer` and `Time`. You can have as many as four criteria from which to filter (or you can also use less). Clicking on the minus keys in the filter boxes will close options. In this case I was looking for the shortest versions so I live filtered based on those criteria and when ready I hit the UPDATE Button in the toolbar to refresh my results. This is a very powerful way to refine your searches.

The Group button is a specially designed Musicminer interface option that allows you to quickly group track titles that are the same so they take up less space in your returns. For example if you have 7 versions of a song called `MySong.wav` – they were identical except for length or instrumentation but carried the same title, - those files could be grouped and with this button engaged, the collection or group would show up with a right facing triangle on the left. TIP: To make things even faster, GROUPING can be enabled/disabled by using the quick key `G`:
By clicking on the right facing triangle, you can open up all the group's members and see as in this case we have different durations but effectively the same piece of music.

To the right of the main keyword entry box is the SEARCH button. This button starts the search based on what is in the keyword text box. This is also accomplished by hitting RETURN/ENTER depending on your computer. To the right of that is the ADVANCED search button.
This is an alternative to using standard Boolean keyword searching. In this window, a user can create a search query by either using some of the preset query routines or building one using the familiar +/- modifiers and popup selectors.

The star button to the right of the ADVANCED button allows a user to control his/her preferences:

Click this button to access your user preferences:
Once your focus changes to the Returns pane (by selecting a record) the up/down arrows on your keyboard will allow you to scroll through your returns. Holding shift down will allow you to select multiples and holding command-option (MAC) or ALT-CMD (PC) you can discontinuously select multiples. Any selection can be easily dragged into the desired project folder you create on your right. Hitting RETURN on a selection will play the file as will using the interface buttons:

You can determine which columns to view using the COLUMNS button or the left most triangle button:

And you can move the columns around by simply grabbing and dragging the column headers:
You can widen the columns in the non Artwork views by simply positioning the mouse close to a column border and dragging:

The Project Pane

When searching, you may wish to collect your desired tracks and the Project Pane allows you to create Playlists for that purpose. Playlists are a list of desired files. If assigned to a Group, the Project pane will include both your local folder of projects (Playlists) and the Group folder (Shared). Your Project pane will contain a list of available Sources (Databases) to which you have access. The ‘Special’ folder contains quick links to the files you have auditioned as well as those you have already downloaded:
CREATING A NEW PLAYLIST - To create a new project Playlist, use the add New Playlist button at the bottom of the Project Pane:

The minus button allows you to delete any selected Playlist/Folder as does the DELETE key on your keyboard.

Once a Playlist is added, you can rename by double-clicking on the Playlist name (clicking on the Playlist icon will display the contents of that Playlist in the browser):

For more advance organization, you can create Folders into which you can place your Playlists. Use the Create a folder button at the bottom of the Project Pane:

Then move your Playlists into that folder....just drag the Playlists you want into the folder you want:

You can nest folders within folders if you wish or otherwise arrange your project any way you like. Playlists are easily identified with the pink music note icon.
Once created, the Playlist can be moved anywhere – inside your personal project folder or into a Group share folder. You can make any number of nested folders within either location:

Adding files to a Project Folder
There are several fast ways to ‘Tag’ items into a Project Playlist. With a target Playlist selected, the user can click on the ADD SELECTED button in the Returns pane or even easier: Selections made in the Returns Pane can be dragged right into the desired project folder and Playlist:

It is very easy to drag files (even multiples) from the returns page right to the desired project folder as well as to move things around from one folder to another within your Project Pane.

You can also drag one Playlist onto another Playlist to merge the contents (it will copy from one Playlist into the other). You can both move elements from one Playlist to another (just drag them) as well as copy elements (hold OPTION down for MAC/ALT on PC).
And just like our desktop application version of Soundminer, you can use the quick key, ‘T’, to tag an item to the currently selected project folder.

**Batch Downloading**
Once you have all your selections made, you may wish to download copies to your local directory. There are also many ways to download single or batch selections. Single/Batch downloads can happen again right from the Returns pane or the Project Pane. After making a selection, click on the Download button in the Returns Pane:

OR

From the Project Pane, select the folder of files you want copied to your local directory and click on the download button at the bottom of the pane:

OR

Simply make your selection in either pane and hit the ‘D’ key!

It is just that easy!
*The administrator controls what type of file the user has access to. While all users may be using an mp3 proxy of the main file, the librarian can determine which file is used for downloading. There is no conversion engine in a web portal so the batch download is a copy of the source file as determined by the administrator. If you have been given access to more than one type of file format, Musicminer will display the Download Manager:

A user can decide to download files in the preferred format or zip files and or folders as desired. Zipping takes more time but allows a user to compress a large download. This is useful if downloading from the internet on a limited bandwidth connection. ‘Flatten folders’ applies only to zipped archives and gives users the ability to strip folder and nesting from the Project Tree so the archive is made in such a way as to remove all sub directories. Leaving this unchecked will re-recreate all the folder sub directories as designed in the Project Tree in the zipped archive. When downloading batches of files without zipping, the folder structure is always ignored and only the raw files are downloaded to the designated transfer directory.

It is important to note that a Web Application in and of itself cannot modify the original asset, so it is not possible to do conversion or name changes from within Musicminer.
Sharing
As noted earlier, you can share Playlists with group members if the administrator has assigned you to a Group. When you log into your profile, you will see a SHARED portion in your Project’s pane if you have been assigned to a Group by your administrator. Any folders/project selection you create and place inside your Group folder will be automatically shared with other members of your Group. And you can easily drag items from one folder to another by selecting and dragging them to the desired location (remember option/ALT will allow you to copy them as opposed to moving them):

Folder will update by using the REFRESH button in your browser if the users are online at the same time. Users at present can only be members of one group at a time.

Emailing Playlists
The Musicminer system also allows you to email your Playlists or any portions thereof to anyone within or outside of your system. After making a selection, use the Email Playlist button at the bottom of the Project Pane:

The Musicminer system will gather up and encrypt links to those files and embed them into an email. If your administrator has set up the email parameters in the system, you should be able to email anyone directly from the system. This is an ideal way to send possible candidates to a colleague or client. For example, you could pick a couple of files for a client to listen to and send
them directly to that client. That client would receive the email with encrypted secure links. The client would not have download capability if external to your system, but they could audition the files and respond. Click the Emailable Playlist button:

**Creating a Cue sheets from your Project Pane**

Cue sheets are required for the submission of licensing. And from a project, a user can select the files necessary for the creation of a Cuesheet. In this example we have three files from which we wish to generate a cuesheet:
To build a cuesheet, click on the Cuesheet button at the bottom of the Project window:

A cuesheet will be added to your project and you will be able to name it:

Once named you can drag the files you wish to add to this cuesheet directly onto the cuesheet icon:

You can add more files later if you wish or remove files by simply using the DELETE key on your keyboard. You can even drag entire Playlists onto the Cue sheet icon to build a cue sheet from a Playlist.
Let go and those titles will appear:

Once you double-click on the cuesheet icon, a new web page will appear. In this page you can add your project information:

The page is auto-formatted to suit most cue sheet standards. The administrator has optional controls that allow the Cue sheet to be tabular in design or vertical. You can then save your Cuesheet or export the information using the buttons at the bottom of the page:
Searching in MusicMiner

There are many ways to search inside of the Musicminer interface. The simplest and most obvious is the Keyword search, but there are other ways which may be beneficial in certain circumstances. Learning them will be a great advantage to the user.

Keyword Searching - When logging into your Home page the simplest search is using the the keyword search. In that top open text box, type in the search terms – it is a full Boolean search engine. Let’s illustrate with this example:

Using an asterisks (*) after a word allows you to ‘wildcard’ a selection. In other words, the engine will search for ‘orch, orchestra, orchestral’ – anything that stems out from the letters, ‘orch.’ Leaving a space in the keyword search assumes AND. So in this case, the engine will search for ‘(orch OR orchestra OR orchestral) AND drama’. If I had added an asterisk to ‘drama’ then it would search for (orch OR Orchestra OR orchestral) AND (drama OR dramatic OR dramatically). The keyword parser is very powerful and allows you to use any combination of 'AND OR NOT' commands. This type of searching is called Boolean. Leaving spaces between words means and AND search and all of returns must have all search modifiers. Leaving commas between words assumes OR and returns must have one of the terms to be returned and a minus key in front of a word means returns must exclude anything with this term in the searched fields.

Your favourite keywords searches can be saved by clicking the blue magnifying glass button below the keyword text entry field. When you click on that, it will paste the string into your current project folder and allow you to re-search that by double clicking on the saved search string:
Another thing to note is the fact that when using multiple terms to search, Musicminer will bold the places where the terms are found and also show you a ‘relevance’ meter, which auto-sorts the returns so that those matching the most number of terms are at the top:

**Advanced Searching** - To the right of the main Keyword search text entry box is the ADVANCED search button.

This is an alternative to using standard Boolean keyword searching. In this window, a user can create a search query by either using some of the preset query routines or building one using the familiar +/- modifiers and popup selectors.
LOCKED Searches
Locked searching is a technique that can be employed as an option once returns have filled the browser. This can be a powerful way to refine search results. To the left of the Main Search box is the LOCK button.

The LOCK button allows a user to lock down the current results and only search within that group of returns. For example, a user may start with a very general search like ‘ROCK’ then click the lock button to further refine their search. They could then add ‘GUITAR’ and only results from the search of ‘ROCK’ will be sub-searched and displayed. Each additional search term added will further refine the search. The back/forward buttons allow a user to quickly navigate through the history of returns allowing the user to at any point change the search direction.
MetaBrowser

The MetaBrowser is a Soundminer creation that allows the user to live-filter their results by up to four modifiers. The MetaBrowser is toggled on/off via this icon:

When toggled on, it will drop down into your browser with up to four live filter items. You can add or subtract filters using the `+/-` button beside each filter. The options that appear in each filter square are determined by the administrator. Select the first filter, for example, 'Library', and the system will show you all the distinct entries for that field. If you then select a particular library, then click on and select 'Category' in the filter square, and select a category from that library, you can apply a live filter. In other words, when you click a filter box it will then narrow down the next box, when you click in that box it further narrows the next box, and so forth. Hitting return once you have selected your filters will produce just those elements. In this example, I have asked the system to filter just information from the 'Allstar Library' whose category is 'Rock' and whose Composer is 'Alfred A. Lay'. I then hit return apply those three live filters to get my results:

You can have as many as four criteria from which to filter (or you can also use less. Clicking on the minus keys in the filter boxes will close options) I did not use the fourth filter box, but could have further refined my search to perhaps the shortest options. I can always update my 'MetaBrowser' using the UPDATE Button in the toolbar and my results will refresh. This is a very powerful and fast way to refine your searches without ever entering in a keyword.
**Live Linked SEARCHING** – The interface has a number of live links that allow a user at any time to use that link to serve as a search query. For example, the Detail window’s metadata is all ‘live-linked’ to allow a user to quickly search by that criteria:

In this case, clicking on the composer metadata allows me to quickly bring back all tracks composed by this person.

The Returns page also has many live links:

For example - Mousing over the Library name and then clicking will bring me back all tracks form that library. The interface will light up the familiar ‘blue links’ that all web site’s use to visually mark links. In the same way, a user can use those links to go directly to that asset or group of assets.
Searching Projects
Just like databases, projects can be searched as well. And just like selecting a database from the popup at the top of the interface, you can select a project to be searched and as well, you can double click any Project folder and have the system return all elements in that project. The Project then becomes the 'database' if you will and can be searched. You can search your SPECIAL folder as well – those files you have auditioned and/or downloaded using the same methodology.

Select the source (including all playlists) or the specific playlist you want searched or you can simply double-click on the project folder in the right pane and just those elements will return.
ADMINISTRATION

This section is hidden from the user and is where an Administrator would go to create new users, enable databases and proxies and get specialized reporting and customization menus.

Assuming you are the main administrator, you would have access to the Admin area. The link to this ‘back office’ appears in your profile if you have been given administrative rights. The installation should have familiarized you with access to this area (at least with regards to activating and enabling your databases). Now let’s look a bit closer at the different options in this area. The first and most important area is creating users.

CREATE A USER

Clicking on this pane will allow you add, delete and manage users. In order to better organize and simplify the process of managing many users, Musicminer has the ability to create a default or BASE permission set which can be quickly assigned to any new user or pre-defined GROUP. Groups allow teams of people who wish to communicate through the application to do so and pre-defined conditions (Admin, Supervisor, User, etc.). We will visit those in a moment.
To create a simple user, use the NEW button in this pane.

The popup options allow the librarian to quickly assign any of the default settings (ability to copy setting from any existing template or account, assign to a group, assign a pre-defined role).

By using any of the pre-defined Base, Groups and Roles, the Librarian can make easy work of setting up a new member. If the Librarian wishes to further modify the settings, they can use the EDIT user button:
And from this page, one can refine exactly what database this user should have access to and even what columns they will be allowed to see. In this case, this USER can only search and download from the two green databases. The other databases will not appear in his database menu. The Columns pane allows the librarian to shut off certain metadata fields to a user. If you wish to simply things for a very basic user, limiting their fields is a good way to start.
Each user can be assigned permissions right down to the file table:

In the above case, the librarian is controlling access within one Music Library and within one CD and further within a group of files. You can make it as simple or as complex as you wish by understanding the coloured icons:

**Permission ICONs Explained**

The icons act as three or five way toggles depending on the type of permission. All permission types except for Assets are a three-way toggle. The three states are ‘TÉS’, ‘NO’ or ‘DEFAULT’. For example, a GREEN + icon would mean YES to that permission (user has full permission), a RED Minus icon would mean user has no permission to that item and a BLANK icon would mean it is set to the default (which could be RED or GREEN in its background colour). The colour signifies the default state for that item.

**Assets have a five-way toggle.**

BLUE CHECK BOX – item is viewable, searchable but NOT downloadable
GREEN DOWN ARROW – User has full access including download of this item.
RED PLUS – (for existing Databases only) – allows a librarian to further peruse the items within for specific permission controls. The PLUS means there are further controls in nestings below that a user can control.
RED Minus – User does not have access to this item. If a librarian issues a RED MINUS at the top most nest in a Database it means all the levels below inherit this permission.
BLANK(COLOUR) – item is set to DEFAULT. Colour indicates the default state.
BASE PERMISSIONS
With that knowledge in place, the BASE pane becomes quite easy to understand. These global settings are the base of all group and user settings. Any settings not explicitly overridden in a group or user will inherit these settings. In other words, this is the setting that will automatically be created when creating a new user.

The Base permission’s tab also allows administrators to set a secondary sort order preference. This is especially useful if your facility prefers certain libraries over others. The first sort order is always determined by the end user, but once imposed, the system can then order those results by a second sort order and this menu allows the administrator to set that here:

As you can see, I can set which libraries come up first using this tab. I can also establish third, fourth and fifth sorting orders if need be. As it is part of the BASE, it will be inheirited by a new user unless overridden.
**GROUP settings**
Groups settings, where applicable override Base settings and are the settings for it's members. Use groups to collect together users who share a common physical group or company or a team. At present a user can only be part of one group.

To create a group, click the NEW button, name your group and hit SAVE CHANGES. You can describe the group in the Notes field for greater clarity. To add members to a group, check off the user you want assigned to the currently selected group and hit SAVE CHANGES. The PERMISSIONS pane will allow you to further refine the permissions from the BASE setting if necessary. If you delete a Group you will be asked where to assign the members.

By clicking on the Group tab, the administrator can quickly see all users and what groups they belong to:
Roles
Role permissions, when applied to a user, override base and group permissions. Use roles to classify users into different permission categories. In short, you can create category of user like (admin, supervisor, General staff, etc) and pre-define their permission set so that when you add a new user, you can quickly and safely assign the correct permission set by their role (and without having to re-visit the permissions pane each and every time).

To create a ROLE, click the NEW button, name your ROLE and hit SAVE CHANGES. You can describe the ROLE in the Notes field for greater clarity. To add members to a ROLE, check off the user you want assigned to the currently selected ROLE and hit SAVE CHANGES. The PERMISSIONS pane will allow you to further refine the permissions from the BASE setting if necessary. If you delete a ROLE you will be asked if you wish to re-assign the members as you were in the Group delete pane.

Override
These global permission settings override all base, group, role, and user permissions. Use these when you need to unconditionally deny or grant permissions system wide. This pane was set up as a quick way to override everything for diagnostic or security reasons.
Reporting TAB
Available to the administrator of the site, logging and reporting can provide useful user information. If you are an ADMIN user click on the ADMIN button on the main user interface:

Now click on the REPORT tab:

You can log by date, by user, by group and even by action. The page allows the administrator to design their own reports and output them from the system.

Reports can be generated based on any collection of available tables. Complex reports can be generated and saved:
Click the OPEN DESIGN button to see the full gamut of options for reporting:
**Columns and Databases**

The Column Tab is a global function, but Administrators can set different Column setting per Database in the Database tab. This global tab, like its Database equivalent allows you to enable, setup, and activate metadata columns on a global basis. You can also rename the preset fields columns in the database so that a substitute name appears in the interface. This pane allows the Librarian to set which fields are, by default, searched (indexed).

![Columns and Databases](image1)

Each database can be further refined within the Database menu by selecting DETAILS on that database and using the Column tab within:

![Databases](image2)

![MusicSampler](image3)
Cuesheet Tab
The admin user has the ability to pre-select which columns are used for the creation of cue sheets in this tab:

In addition, the admin user can pre-fill out programme information templates and determine how the PDF writer will output the cue sheet.

The page is auto-formatted to suit most cue sheet standards. You can then save your Cuesheet or export the information using the buttons at the bottom of the page. User Cuesheet button and based on the settings you can export a PDF in vertical or tabular format:
A typical vertical pdf output would look something like this:

<table>
<thead>
<tr>
<th>Usage Legend:</th>
<th>T = Theme  MT = Main Title  ET = End Title  VV = Visual Vocal  VI = Visual Instrumental  BI = Background Instrumental  BV = Background Vocal  MV = Music Video  VD = Visual Dance  SRC = Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cue: 1</td>
<td></td>
</tr>
<tr>
<td>TrackTitle:</td>
<td>Hammer:00</td>
</tr>
<tr>
<td>Composer:</td>
<td>Scott Goodman (ASCAP) and Daniel Stein (ASCAP)</td>
</tr>
<tr>
<td>Publisher:</td>
<td>Box of Music (ASCAP) (ASCAP)</td>
</tr>
<tr>
<td>Usage:</td>
<td></td>
</tr>
<tr>
<td>Time:</td>
<td>0:00</td>
</tr>
<tr>
<td>Cue: 2</td>
<td></td>
</tr>
<tr>
<td>TrackTitle:</td>
<td>Country Squire</td>
</tr>
<tr>
<td>Composer:</td>
<td>Darryl Way ASCAP</td>
</tr>
<tr>
<td>Publisher:</td>
<td>De Wolfe ASCAP</td>
</tr>
<tr>
<td>Usage:</td>
<td></td>
</tr>
<tr>
<td>Time:</td>
<td>0:00</td>
</tr>
<tr>
<td>Cue: 3</td>
<td></td>
</tr>
<tr>
<td>TrackTitle:</td>
<td>Overdrive:00</td>
</tr>
<tr>
<td>Composer:</td>
<td>Greg Herzenach (ASCAP) and Alan Wolovitch (ASCAP)</td>
</tr>
<tr>
<td>Publisher:</td>
<td>Box of Music (ASCAP)</td>
</tr>
<tr>
<td>Usage:</td>
<td></td>
</tr>
<tr>
<td>Time:</td>
<td>0:00</td>
</tr>
</tbody>
</table>

Notes:

the same cues in Tabular mode would appear like this:

<table>
<thead>
<tr>
<th>Usage Legend:</th>
<th>T = Theme  MT = Main Title  ET = End Title  VV = Visual Vocal  VI = Visual Instrumental  BI = Background Instrumental  BV = Background Vocal  MV = Music Video  VD = Visual Dance  SRC = Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cue #</td>
<td>TrackTitle</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
</tr>
<tr>
<td>1</td>
<td>Hammer:00</td>
</tr>
<tr>
<td>2</td>
<td>Country Squire</td>
</tr>
<tr>
<td>3</td>
<td>Overdrive:00</td>
</tr>
</tbody>
</table>

Total Time: 0:00

Notes:
Sites TAB
This tab controls the global player and email settings. In the first pane, admin users can set the name of the site, address, the preferred audio player (Flash Player, Quicktime) and some other preferences regarding log-ins:

In the second pane, the admin user has control over their specific email settings. These should be set up to reflect your providers’ and facility’s connection parameters:
The Customize Menus

The three remaining menus are reserved for customization of the site but require knowledge and familiarity with html programming. These menus allow admin users to upload custom images and files and use them in the Site’s HTML and STYLE tabs.

FILES: This is a utility to upload image and CSS files onto the server for style customization purposes. The files upload are put into the directory /Library/WebServer/MusicMiner/app/html/custom. This directory has a web root address of /custom such that an image upload could be accessed via CSS at /custom/image.jpg.

HTML/STYLE: This form allows injection of custom HTML into portions of the web site. In the current version this allows customization of the Login page and some minor customization of the Main and Admin pages header and footer. These features are meant for people who have a good understanding of HTML.

Before attempting changes here, make sure you are familiar with HTML programming or contact musicminer@soundminer.com for advisements.
**FAQs**

**How do I prepare mp3 proxy files?**
Use our mp3Converter($199US) to take any enriched broadcast wave files and make mp3 copies complete with the metadata and artwork intact. NOTE: The Musicminer flash player is optimized for 22.050khz or 44100khz so create mp3s in either of those two sampling rate for best results.

**do I have to use mp3 proxy files?**
No. You can use the original asset and use the quicktime player option in the Site Tab (admin). The quicktime player does not offer waveform representations and you must have the bandwidth to stream full uncompressed audio file.

**How can I get Music files?**
Contact your local production music representative for access to digital files in metadata-enriched formats. The files are supplied directly from the library and not from Soundminer. Most of the largest libraries now deliver digital content using our toolset.

**How can I get support and software upgrades?**
Software maintenance and tech support are a paid fee depending on the size of your install. Contact steve@soundminer.com for pricing.

**What if my main files have no overviews?**
To build all overviews in your V4pro software, select all files that do not have overviews and control-click to bring up the contextual menu:

![Contextual Menu](image)

There is more information in your v4pro software pdf manual.

**How do I modify the Metadata?**
All metadata modification should be handled from within your librarian’s copy of V4pro. There are several Metadata options that allow you to copy, append, find and replace, field build, numeralize and batch file rename within the v4pro product. See the v4pro manual or the user quicktime tutorials for more information. In addition, we have found getting and learning TextWrangler for the Mac to be of infinite value – its free!!! [www.barebones.com](http://www.barebones.com).