

# Widen Collective User Guide

Search | Download | Share | Upload



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# Login



Members of the Penn Community

Login with PennKey

Signin with your  
Penn Key

External Users

Email Address

Password

☐ Remember Me

Sign In

Create Account

[Forgot your password?](#)

Visit our [Support Center](#) if you need assistance.

URL: \https://upenn.widencollective.com

# Dashboard elements

## Dashboard: navigation

### Logo

Clicking either the logo or the “Dashboard” link will return you to the dashboard from any page.

### Keyword search

Search in the search bar will return quick results from your search terms.

### Notifications and preferences

View all asset alerts and notifications, as well as accessing your personal user preferences.



### Collections

Access personal groupings of frequently-accessed assets or Global Collections which have been created for you by administrators.

### Categories

Allow you to search in the organized drop-down menu.

### “More” menu

Access Advanced Search, Search Help, and more.

## Dashboard: System messages, Spotlights

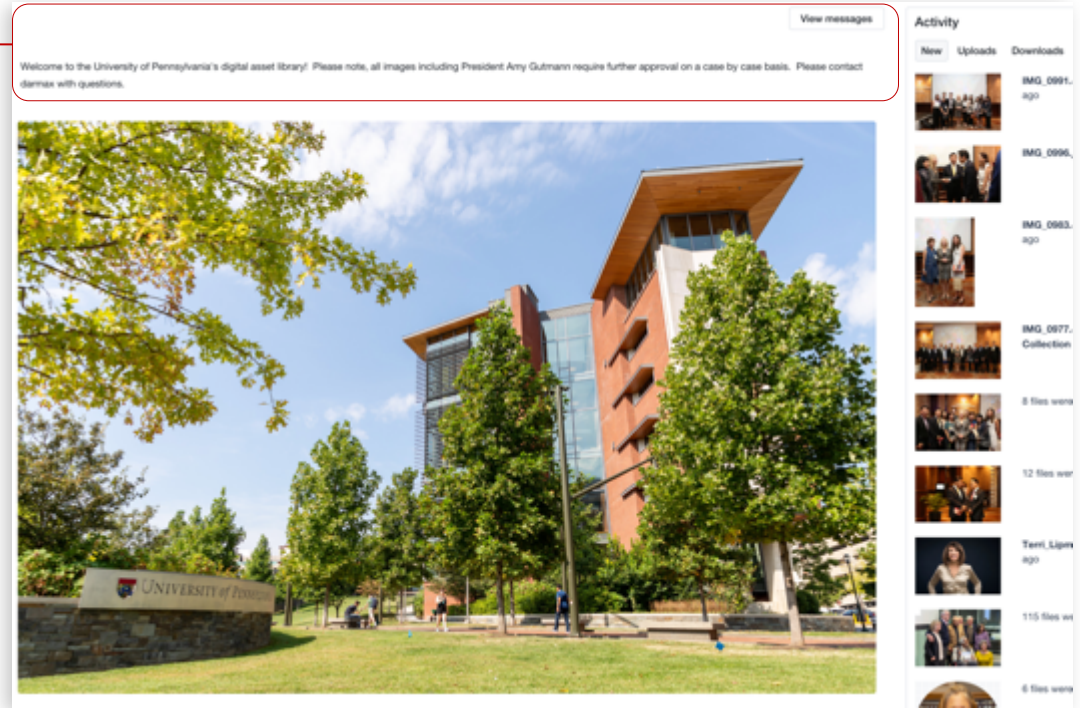
### System message

System messages can include:

Helpful information on how to use the site

Quick access links to assets

Updates on new features



## Dashboard: System messages, Spotlights

### Activity

Shows recent activities including Uploads, Downloads and shres


Activity

New


Uploads

Downloads


Shares




26 files were uploaded by **Alyssa Kaminski** 7 minutes ago




4 files were uploaded by **Alyssa Kaminski** 12 minutes ago




15 files were uploaded by **Alyssa Kaminski** 22 minutes ago




8 files were uploaded by **Alyssa Kaminski** 27 minutes ago




14 files were uploaded by **Alyssa Kaminski** 33 minutes ago




4 files were uploaded by **Alyssa Kaminski** 35 minutes ago



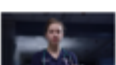
23 files were uploaded by **Alyssa Kaminski** 38 minutes ago



3 files were uploaded by **Alyssa Kaminski** 43 minutes ago



10 Assets were shared by **Johanna Humphrey** an hour ago

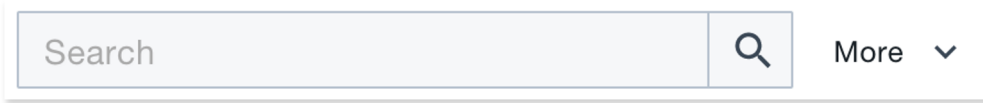


12 files were uploaded by **Alyssa Kaminski** 2 hours ago



# Search for assets

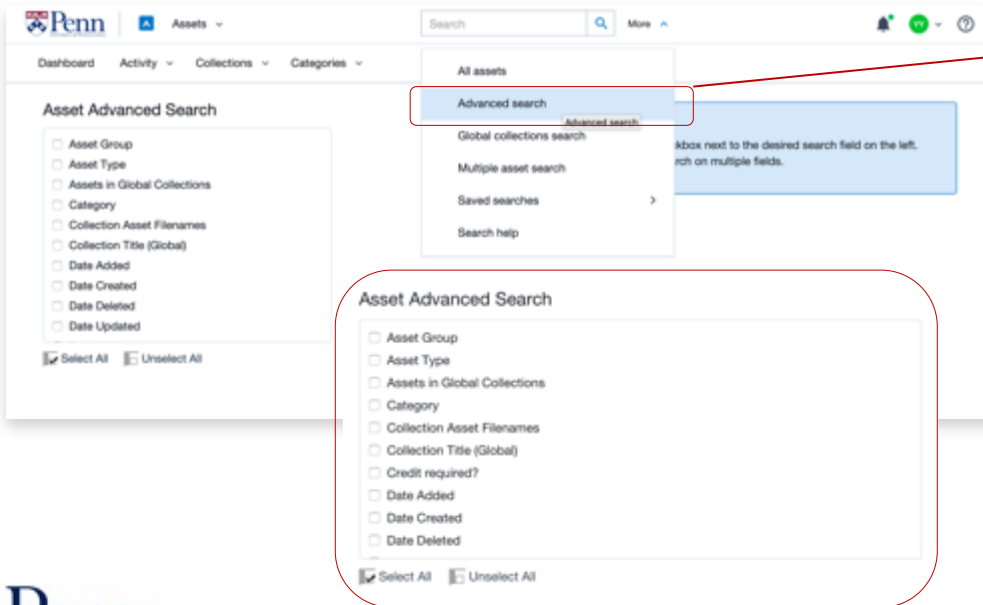
## Search options



A search bar with a text input field containing the word "Search", a magnifying glass icon, and a "More" dropdown menu.

### Quick search

Quick search based on filename, metadata values, category.

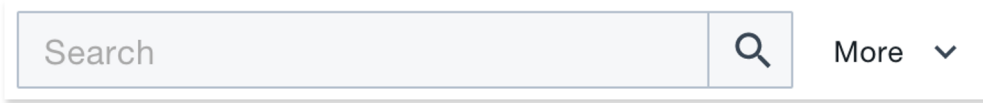


The screenshot shows the "Asset Advanced Search" interface. On the left is a list of search criteria with checkboxes: Asset Group, Asset Type, Assets in Global Collections, Category, Collection Asset Filenames, Collection Title (Global), Date Added, Date Created, Date Deleted, and Date Updated. Below this list are "Select All" and "Unselect All" buttons. On the right is a dropdown menu with options: All assets, Advanced search (highlighted with a red box and a red arrow pointing to the text description), Global collections search, Multiple asset search, Saved searches, and Search help. A blue tooltip box next to "Advanced search" contains the text: "Clickbox next to the desired search field on the left. Search on multiple fields." Below the dropdown menu is another "Asset Advanced Search" panel, which is a larger version of the left panel, also with a red box around it. It includes the same list of search criteria and "Select All" / "Unselect All" buttons.

### Advanced search

An advanced search allows a user to search on a specific metadata field or security setting. Advanced searches can be saved, for quick access to common searches.

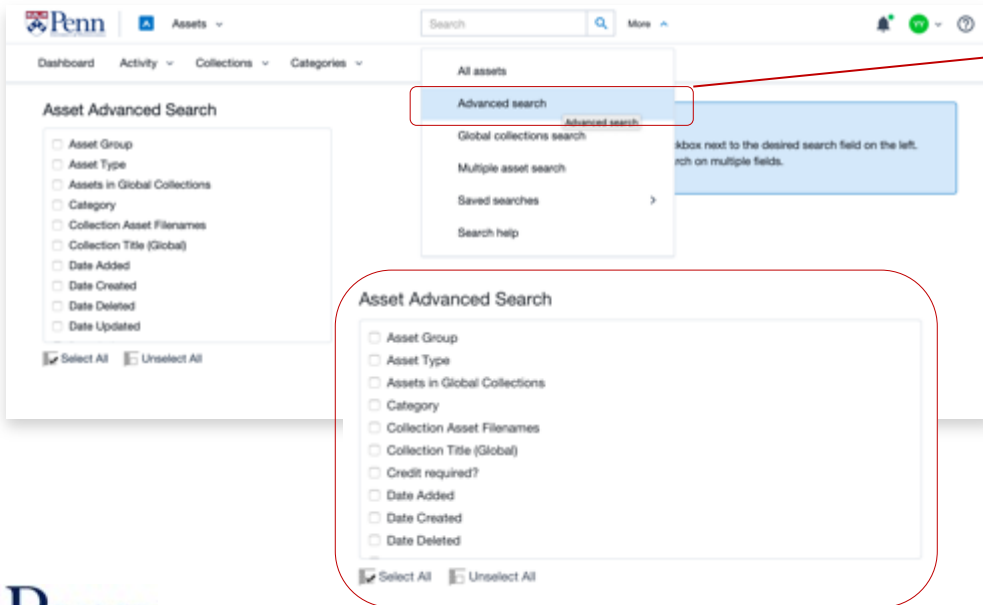
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A search bar with a text input field containing the word "Search", a magnifying glass icon, and a "More" dropdown menu.

### Quick search

Quick search based on filename, metadata values, category.

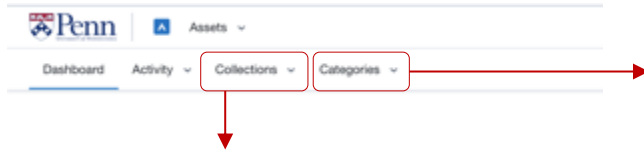


The screenshot shows the "Asset Advanced Search" interface. On the left is a list of search criteria with checkboxes: Asset Group, Asset Type, Assets in Global Collections, Category, Collection Asset Filenames, Collection Title (Global), Date Added, Date Created, Date Deleted, and Date Updated. Below this list are "Select All" and "Unselect All" buttons. On the right is a dropdown menu with options: All assets, Advanced search (highlighted with a red box and a red arrow pointing to the text description), Global collections search, Multiple asset search, Saved searches, and Search help. A blue tooltip box next to "Advanced search" contains the text: "Clickbox next to the desired search field on the left. Search on multiple fields." Below the dropdown is another "Asset Advanced Search" panel, also highlighted with a red box, which contains a more extensive list of search criteria including "Credit required?" and "Date Deleted". It also has "Select All" and "Unselect All" buttons at the bottom.

### Advanced search

An advanced search allows a user to search on a specific metadata field or security setting. Advanced searches can be saved, for quick access to common searches.

## Search options



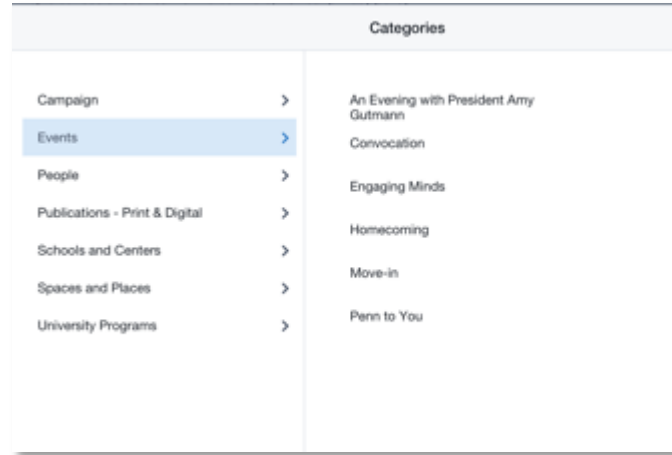
### Collection search

Search from a group of like assets  
User will only be able to search  
Global Collections



### Categories search

Search based on how assets are organized

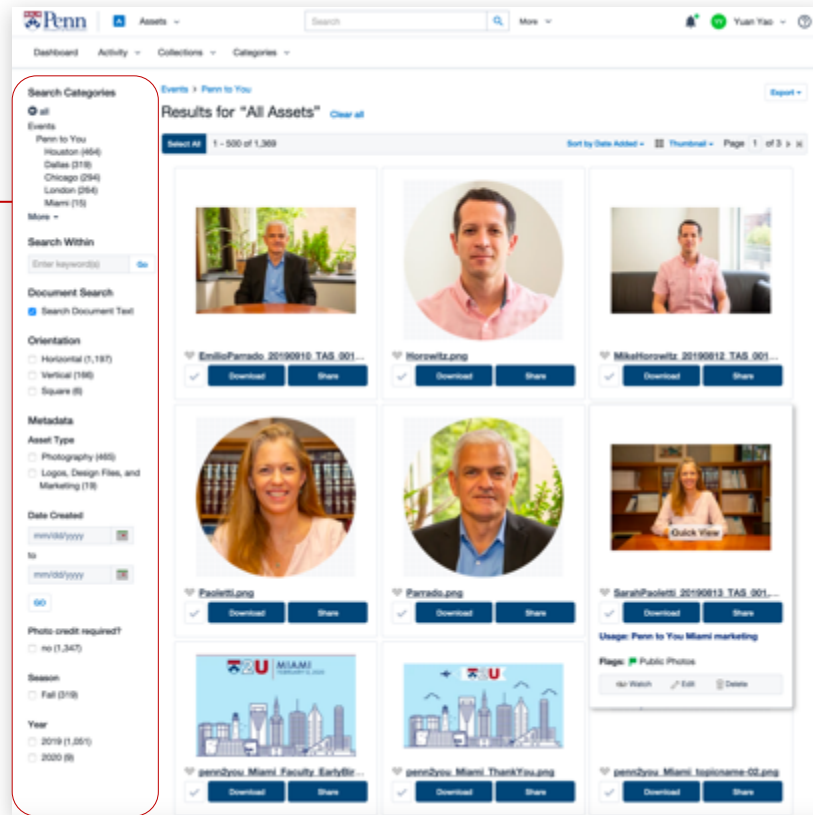


## Search results

### Refine search

Use the filters on the left side of your screen to refine your results based on all of the metadata added for these assets.

Filters appear above results and can be individually cleared at any time to adjust results.



## Results

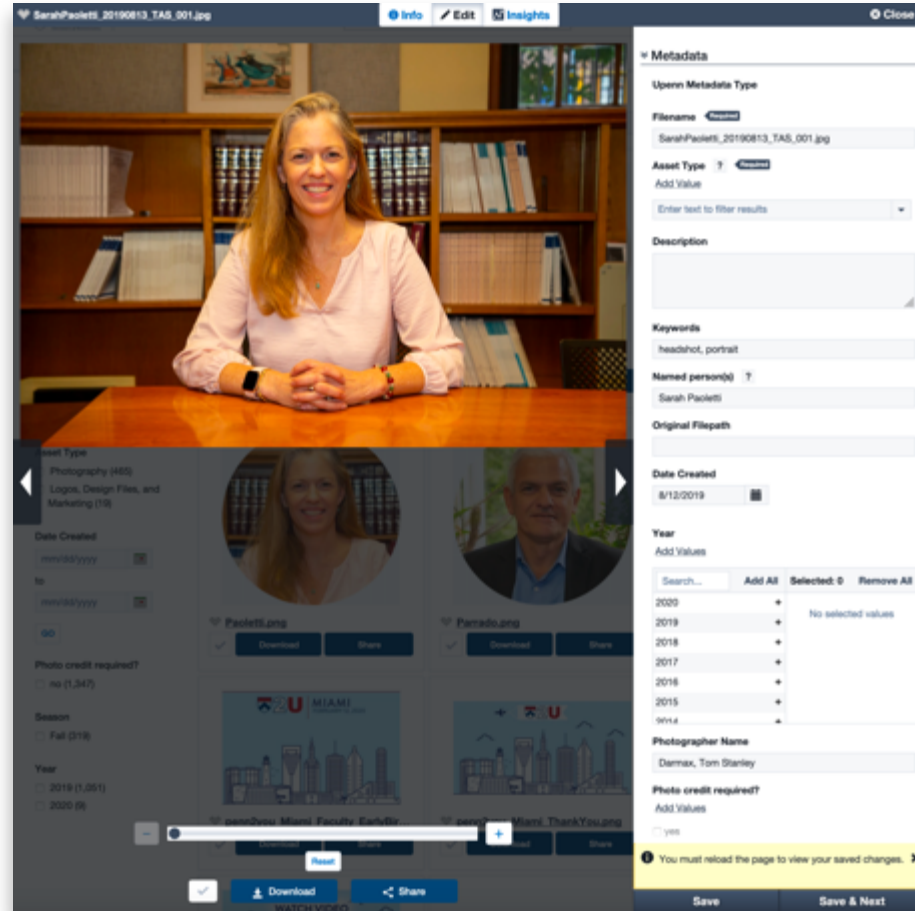
You can review your search results, change preview size, view details, and more on this page.

## Search results: Quick view

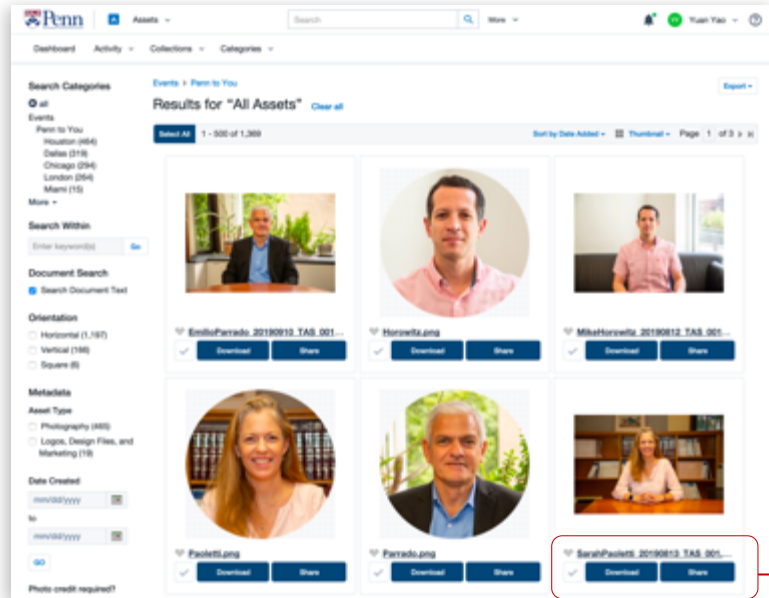
### Quick view

Hovering over an asset's preview will open a full screen, zoomable preview along with options to download, share, quickly see asset metadata and quick insights.

Quick view also allows you to page through documents, like PDF files.



## Review asset details



### View details

Some asset details are available beneath each thumbnail. Access the asset detail screen by clicking on an asset's filename.

### Full asset details

The asset detail screen will allow you to review all related metadata, file information, comments, etc. You can also download or share an asset from this screen.

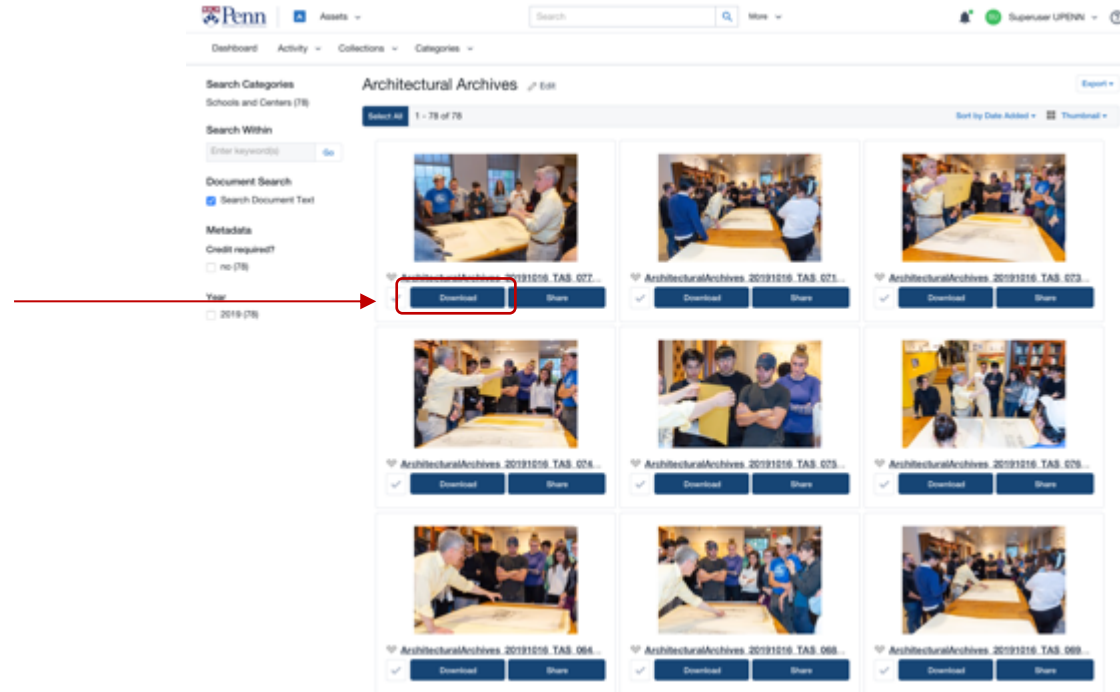
# Downloading assets



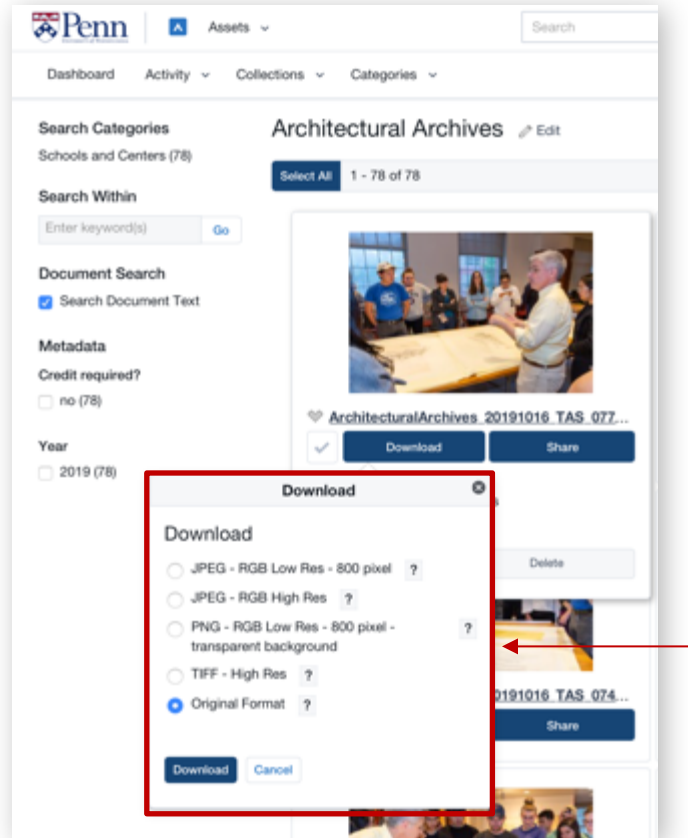
## Downloading: single assets

### Downloading individual assets

Individual assets can be downloaded by clicking the “Download” button below an asset thumbnail/preview.



## Downloading: single assets



## Download conversions

After clicking “Download,” you will be able to choose which file format you would like to download.

## Downloading: multiple assets

The screenshot displays the Penn Digital Library interface. At the top, there's a search bar and navigation tabs. The main area shows search results for "All Assets" with a grid of six asset thumbnails. Each thumbnail has a checkmark in the bottom left corner, indicating it is selected. A red arrow points from the top right of the asset grid to a download icon in a selection panel. This panel, located at the bottom right, shows "5 selected" and includes icons for download, back, forward, add, edit, and a menu. Below this, a "Conversion Selection" dialog is open, prompting the user to "Select the desired formats and click Continue." It lists options under "Image Conversions" (JPEG - RGB Low Res - 800 pixel, JPEG - RGB High Res, PNG - RGB Low Res - 800 pixel - transparent background, TIFF - High Res) and "Original Conversions" (Original Format). A list of "Applicable Selected Items (5)" is shown on the right: Houston\_ev\_PENN\_002.jpg, Houston\_ev\_PENN\_003.jpg, Houston\_ev\_PENN\_004.jpg, Houston\_ev\_PENN\_005.jpg, and Houston\_ev\_PENN\_006.jpg. At the bottom of the dialog are "Continue" and "Cancel" buttons.

### Select multiple assets

Once you have selected multiple assets (click on each asset's check mark, white space around thumbnail, or drag over multiple assets) the selection panel will appear. Click the download button in this panel.

### Download conversions

After clicking the download button in the selections panel, you will be able to choose which file format(s) you would like to download.

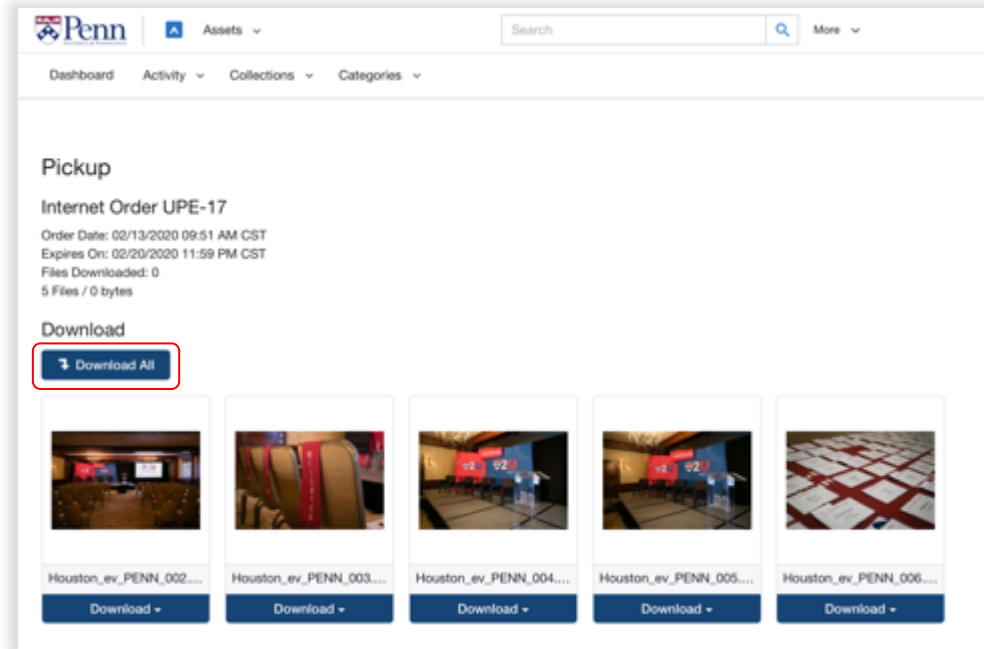
Click **Continue** when ready.

## Downloading: multiple assets (order pickup)

### Pickup Screen

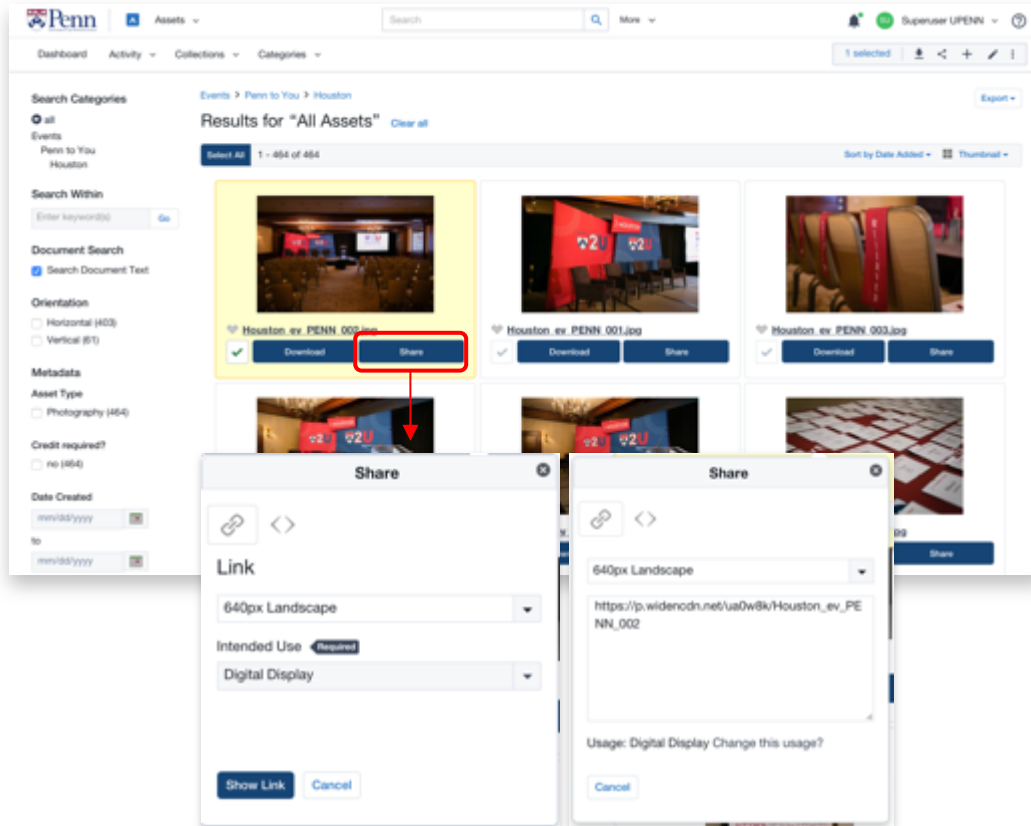
When downloading multiple assets, you will continue to the pickup screen. Here you can download images separately, or begin download by clicking “Download All.”

After clicking “Download All”, assets are zipped and download begins.



# Sharing assets

## Sharing options



### Links

Share Button (below thumbnail):  
Individual assets can be shared by clicking the “Share” button below an asset thumbnail/preview.

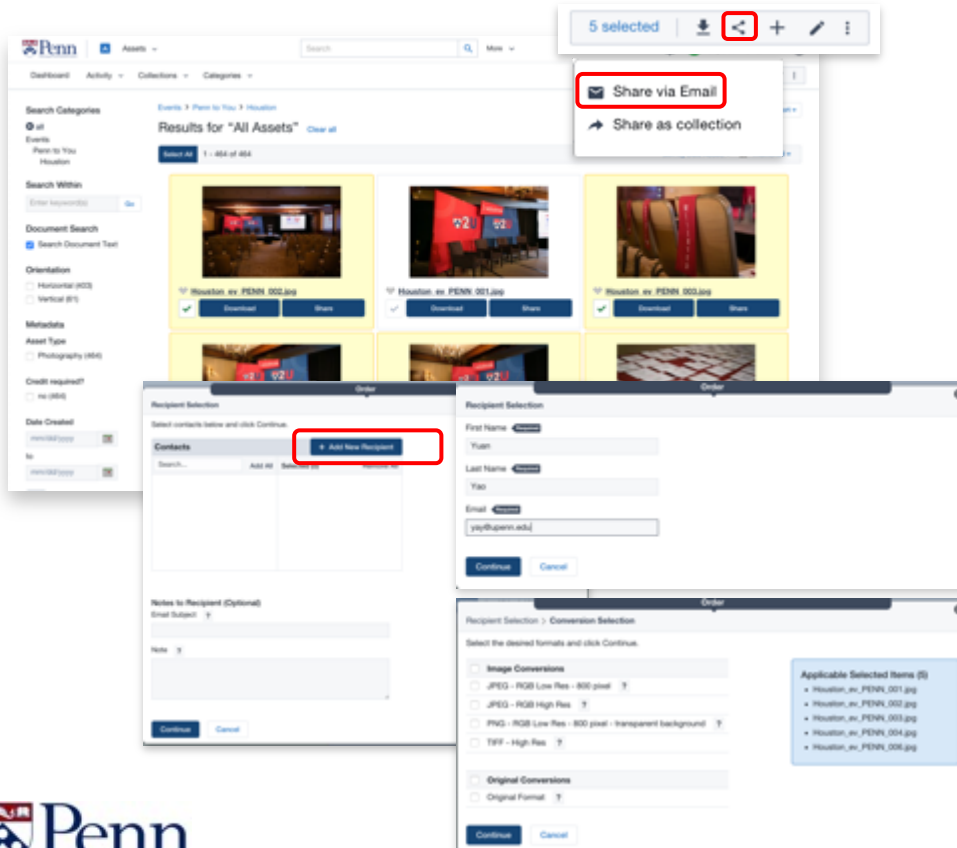
The “Share” button will give you options to copy an asset’s share link and embed code.

**NOTE:** Users do not have to have Collective accounts to access assets shared with share/embed codes.

### Sharing via email

After selecting one or multiple assets, click the share icon in the selections panel. This method gives the option of emailing the asset.

## Sharing: share via email



### Select multiple assets

Once you have selected multiple assets, the selection panel will appear. Click the share button in this panel and choose "Share via email."

### Add recipient information

New contacts will remain available for future sharing. Add new recipient, email subject, and note.

After clicking "Continue", select the file format(s) you would like to share with your email. The recipient will receive an email with a download link.

*Note: recipients do not require a Collective account.*

# Creating collections



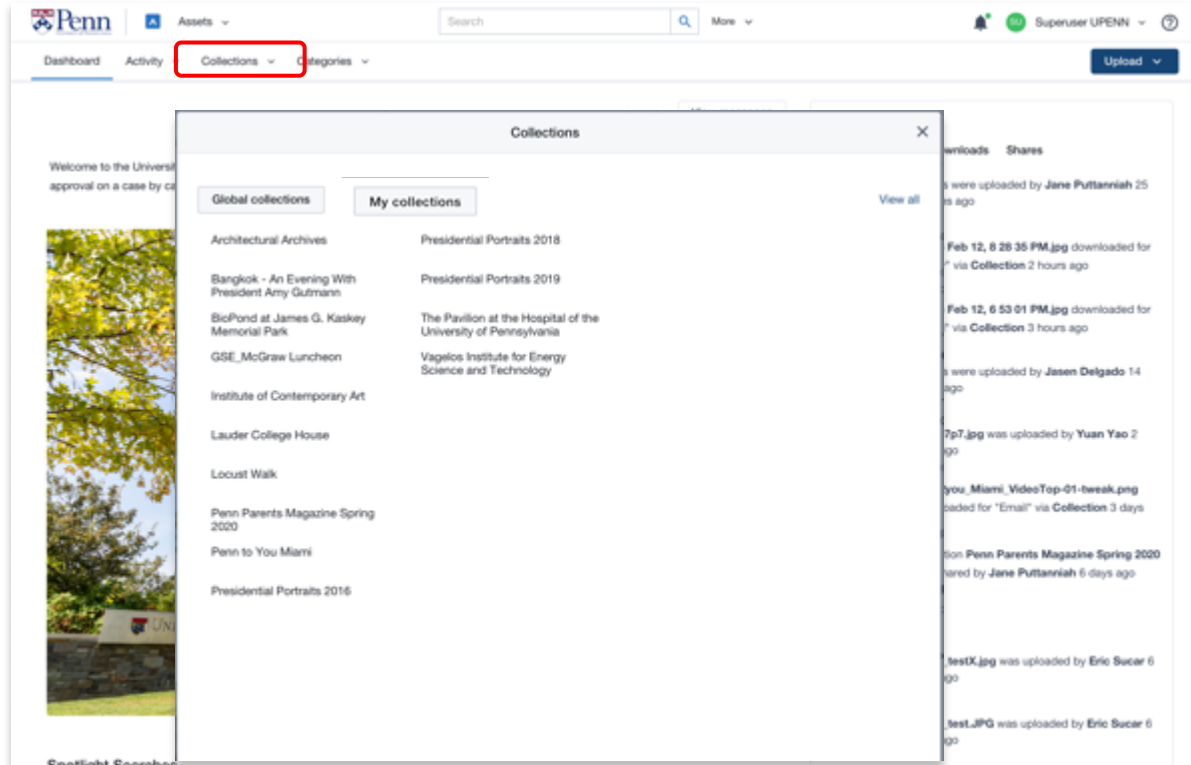
## Collections: menu

### Collections

Users can save groups of assets into a collection, so they can quickly find and share them. Click the Collections menu.

### List

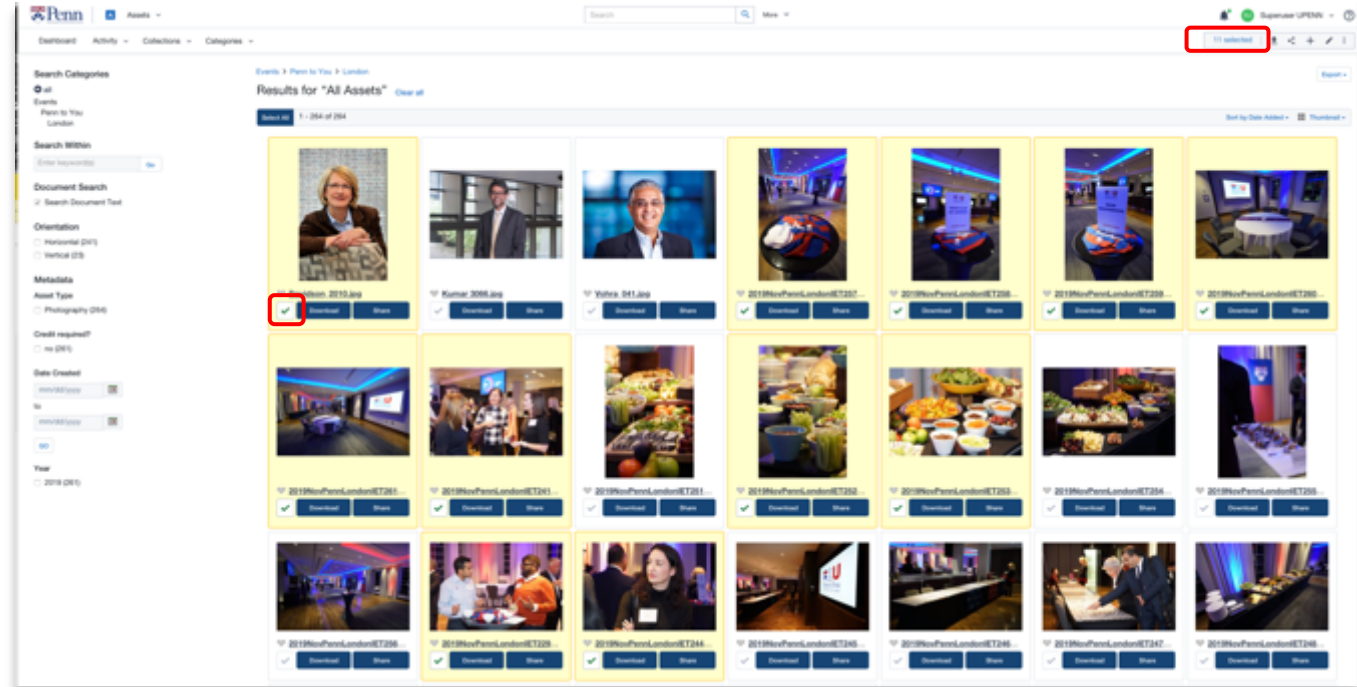
Users have access to “Global collections,” shared by the administrator and “My collections,” which are personal to each user account.



## Collections: create

### Creation

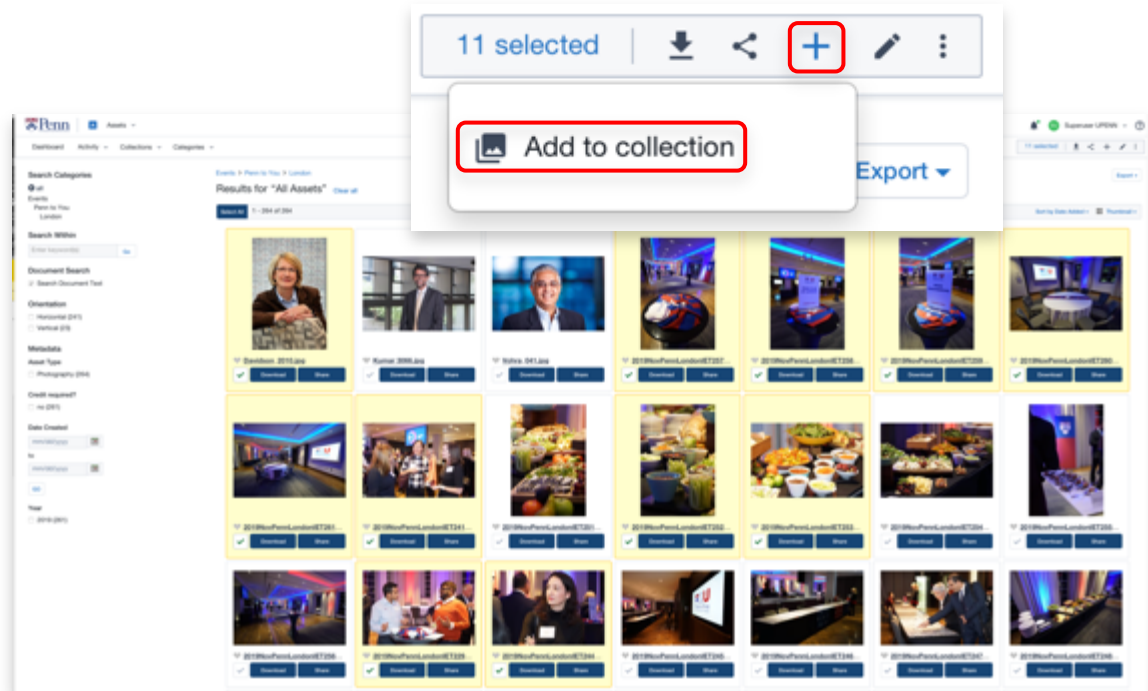
To create a collection, search for the items in the site that you want to save. Use the check mark to add assets to your selection panel.



## Collections: create

### Add assets

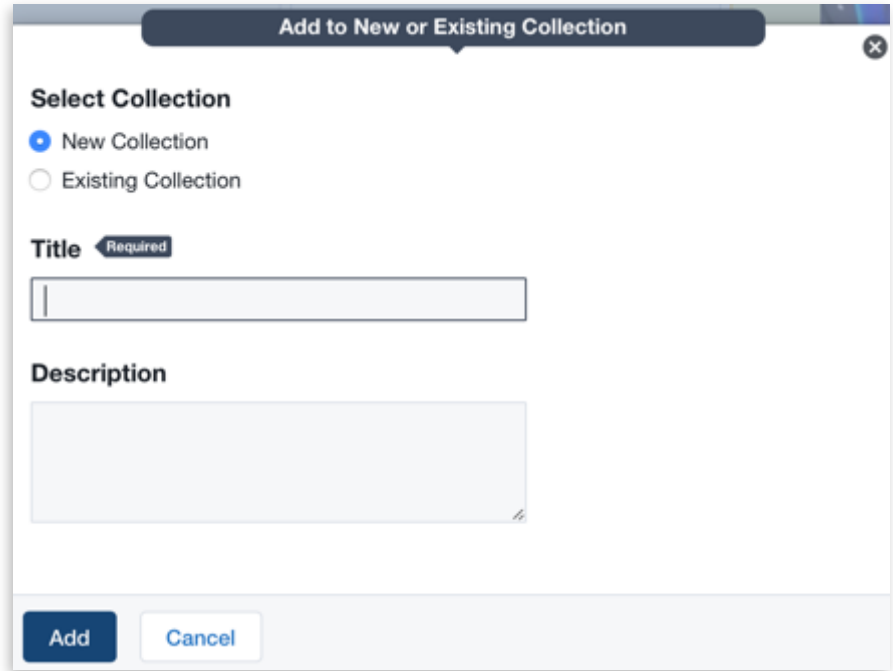
Once all assets are in the selection panel, click the + button in the top right to add it to a collection.



## Collections: create

### Create collection

Add a title and description to your collection. You can also add files to an existing collection, instead of creating a new one.

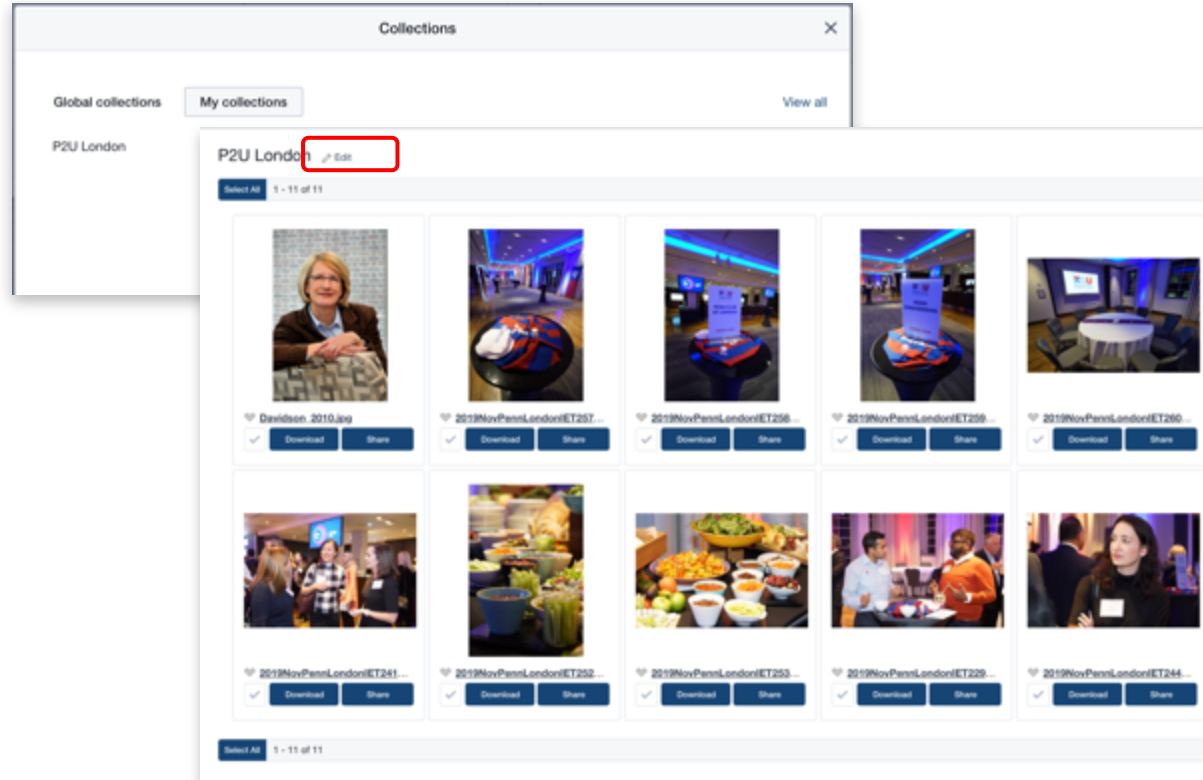


The screenshot shows a dialog box titled "Add to New or Existing Collection" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Select Collection" with two radio button options: "New Collection" (which is selected) and "Existing Collection". Below this is a "Title" field with a "Required" label and a text input box. Underneath the title field is a "Description" section with a larger text input box. At the bottom of the dialog are two buttons: "Add" and "Cancel".

## Collections: edit

### Editing

Using the Collection menu, choose the collection you would like to edit. After the assets load, click the Edit button.



## Collections: edit

### Editing

On this screen you can rename, change the description, remove assets or copy the URL to share the collection with others.

The screenshot shows the 'Edit' interface for a collection named 'PSU London'. The interface is divided into two main sections: a left sidebar for collection details and a right main area for editing metadata and assets.

**Left Sidebar:**

- Collection Info:** Displays 'Date Created: 02/13/2020 10:44 AM CST' and 'Date Modified: 02/13/2020 10:44 AM CST'.
- Assets:** A grid of four thumbnail images representing the collection's assets.
- Buttons:** 'View', 'Share Collection', 'Edit Share Page', and 'Show URL'.

**Right Main Area:**

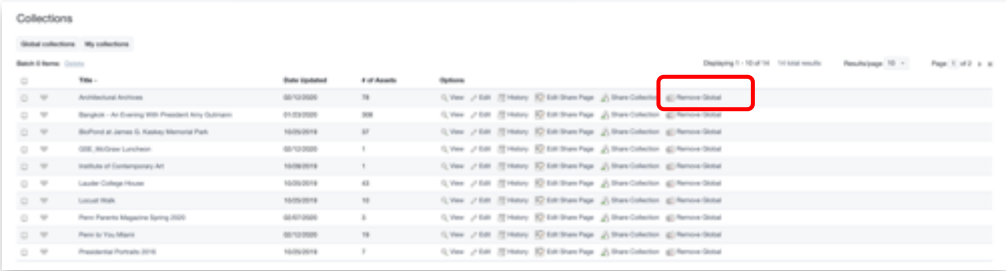
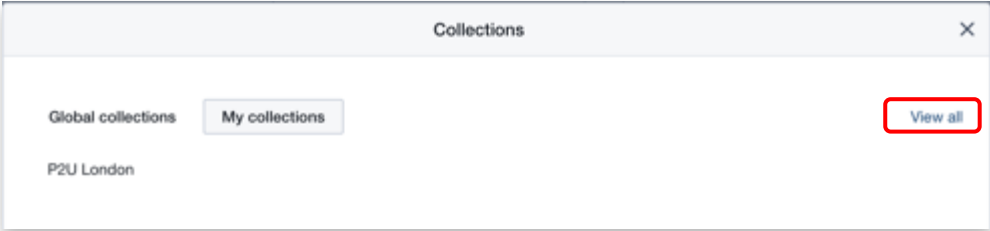
- Tabs:** 'Details', 'Collection History', and 'Share History'.
- Metadata:** Fields for 'Title' (currently 'PSU London') and 'Description' (with a 'click to edit' link).
- Assets in Collection:** A table listing 11 assets with columns for 'Filename', 'Preview?', and 'Options'.

| Batch 0 Items            | Filename                   | Preview?                 | Options   |
|--------------------------|----------------------------|--------------------------|---|
| <input type="checkbox"/> | 2019NovPennLondonET229.jpg | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a> <a href="#">Remove as Preview</a> |
| <input type="checkbox"/> | 2019NovPennLondonET241.jpg | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a>                                   |
| <input type="checkbox"/> | 2019NovPennLondonET244.jpg | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a> <a href="#">Remove as Preview</a> |
| <input type="checkbox"/> | 2019NovPennLondonET252.jpg | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a>                                   |
| <input type="checkbox"/> | 2019NovPennLondonET253.jpg | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a> <a href="#">Remove as Preview</a> |
| <input type="checkbox"/> | 2019NovPennLondonET257.jpg | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a> <a href="#">Remove as Preview</a> |
| <input type="checkbox"/> | 2019NovPennLondonET258.jpg | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a>                                   |
| <input type="checkbox"/> | 2019NovPennLondonET259.jpg | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a>                                   |
| <input type="checkbox"/> | 2019NovPennLondonET260.jpg | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a>                                   |
| <input type="checkbox"/> | 2019NovPennLondonET261.jpg | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a>                                   |
| <input type="checkbox"/> | Davidson_2010.jpg          | <input type="checkbox"/> | <a href="#">View</a> <a href="#">Remove</a>                                   |

Collections: View all collections

View All

This screen allows you to view, edit, share and switch in between Global or My Collection.



# Upload process

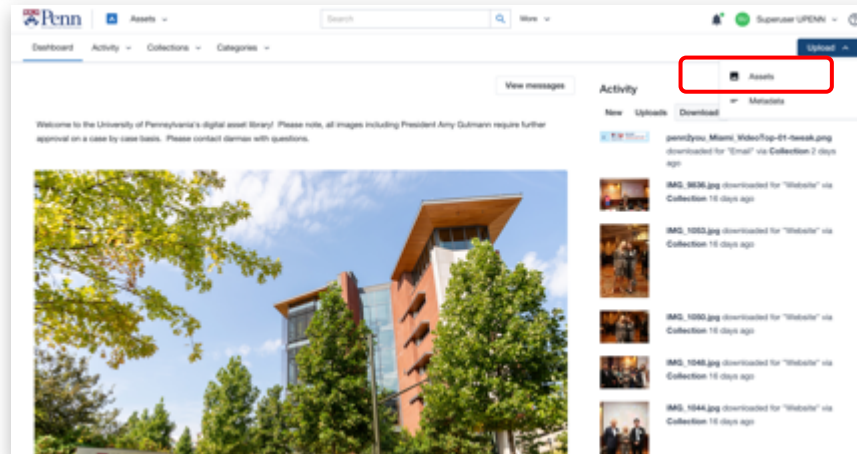
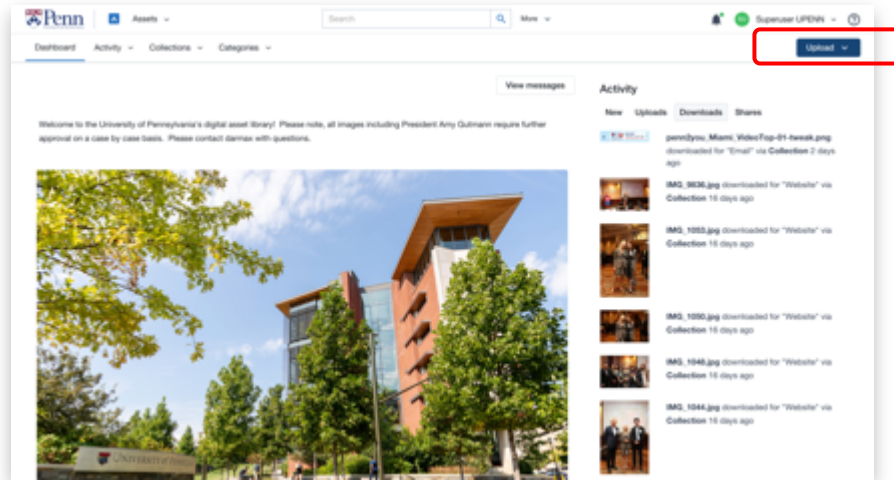


## Dashboard: Upload Wizard

### Upload Wizard

Locate and click the Upload Wizard button on the right side of the dashboard.

Then chose **Assets**



## Upload Wizard: choose upload profile

### Begin Upload Wizard

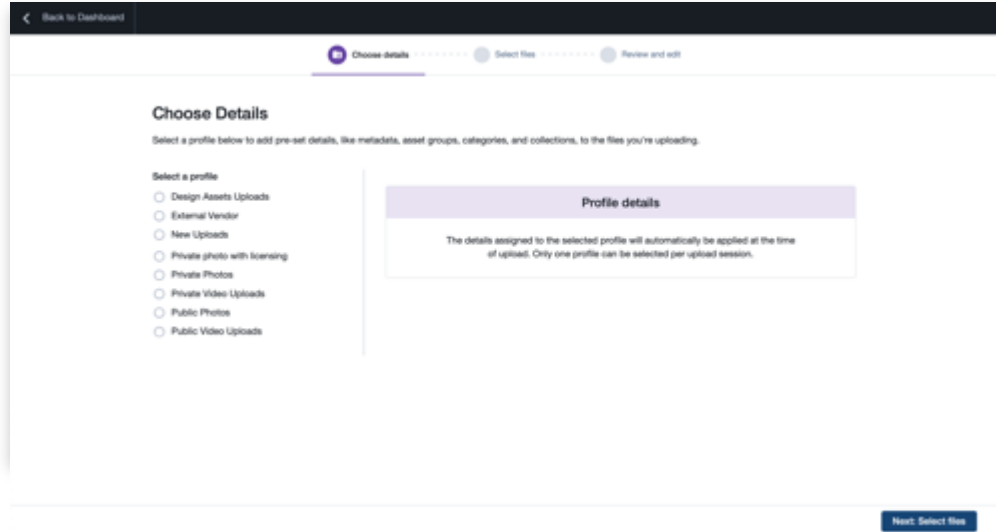
After clicking the button on the dashboard, the Wizard will open a new window.

### Choose Upload Profile

Upload Profiles determine the security settings for your assets and do metadata tagging automatically, if configured.

Design Assets Uploads  
External Vendor  
New Uploads  
Private photo with licensing  
Private Photos  
Private Video Uploads  
Public Photos  
Public Video Uploads

Click the **Next** button to continue.

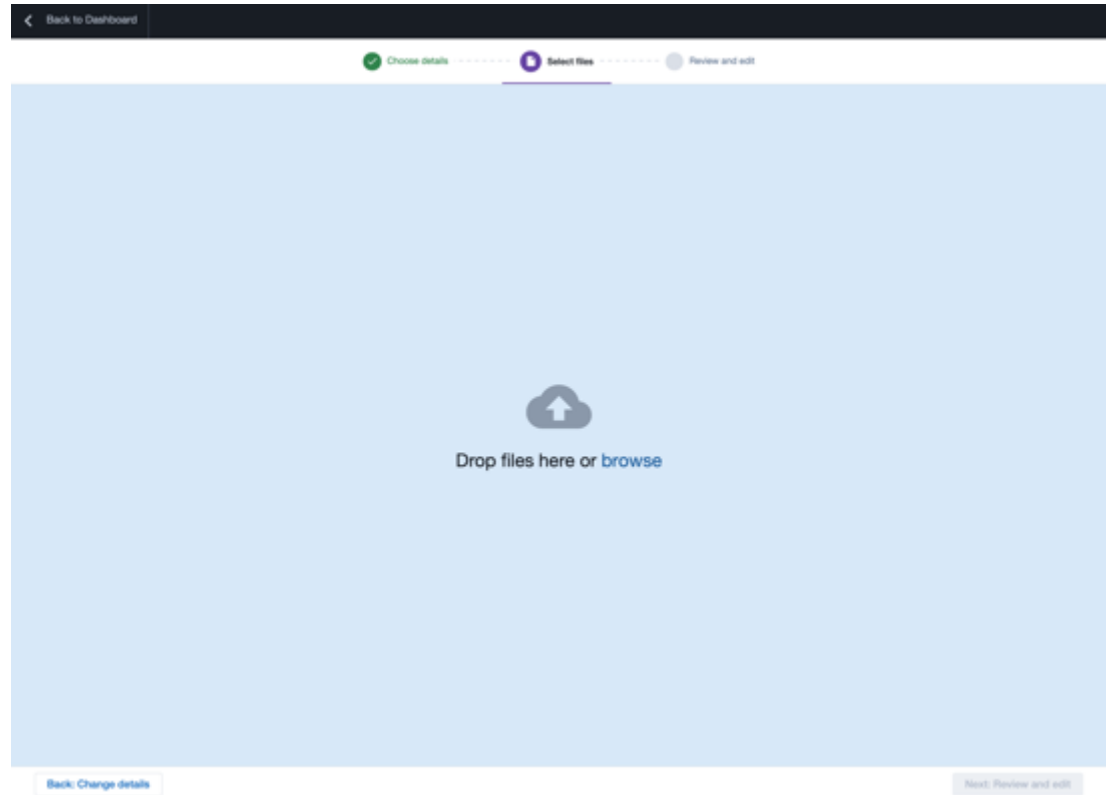


The screenshot shows the 'Choose Details' step of the Upload Wizard. At the top, there is a navigation bar with a 'Back to Dashboard' link and three progress indicators: 'Choose details' (active), 'Select files', and 'Review and edit'. Below the navigation bar, the main heading is 'Choose Details'. A subheading reads: 'Select a profile below to add pre-set details, like metadata, asset groups, categories, and collections, to the files you're uploading.' Under 'Select a profile', there is a list of radio button options: 'Design Assets Uploads', 'External Vendor', 'New Uploads', 'Private photo with licensing', 'Private Photos', 'Private Video Uploads', 'Public Photos', and 'Public Video Uploads'. To the right of this list is a box titled 'Profile details' containing the text: 'The details assigned to the selected profile will automatically be applied at the time of upload. Only one profile can be selected per upload session.' At the bottom right of the form, there is a blue button labeled 'Next: Select files'.

## Upload Wizard: choose upload files

### Choose Upload files

Drop or choose files from your device  
Click the **Next** button to continue.



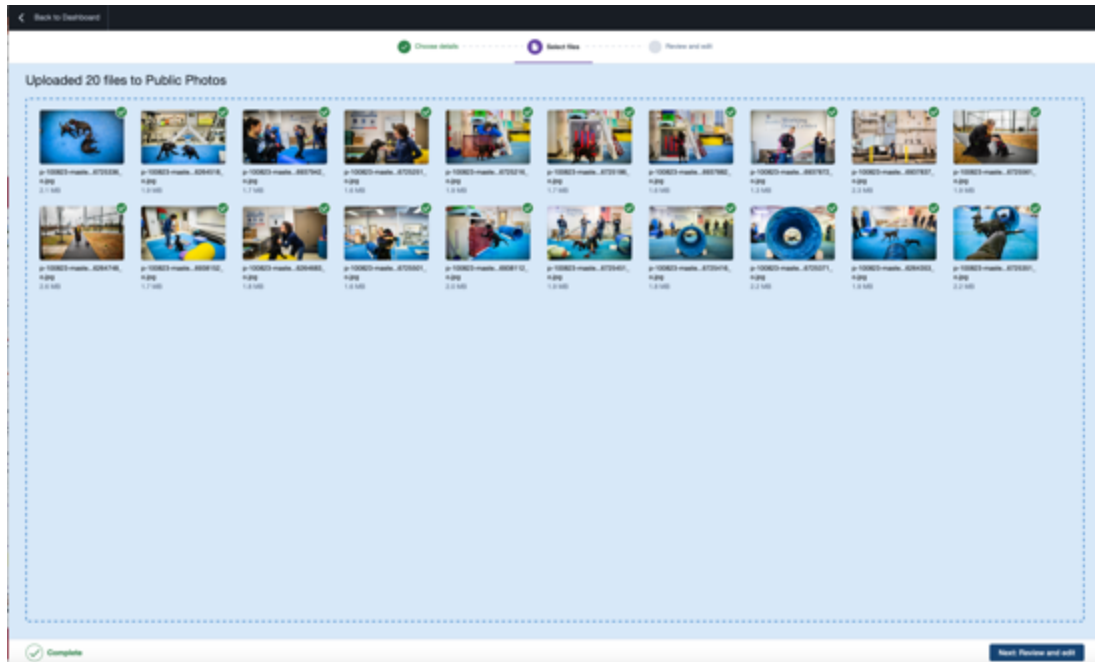
The screenshot shows a web interface for an upload wizard. At the top, there is a dark navigation bar with a back arrow and the text 'Back to Dashboard'. Below this is a progress bar with three steps: 'Choose details' (marked with a green checkmark), 'Select files' (marked with a purple circle and an upward arrow, indicating the current step), and 'Review and edit' (marked with a grey circle). The main area is a large light blue rectangle. In the center of this area is a grey cloud icon with a white upward arrow. Below the icon, the text 'Drop files here or [browse](#)' is displayed. At the bottom of the interface, there are two buttons: 'Back: Change details' on the left and 'Next: Review and edit' on the right.

## Upload Wizard: upload files

### Upload files

Wait for all the files 100% complete

Click the **Review and Edit** button to continue.

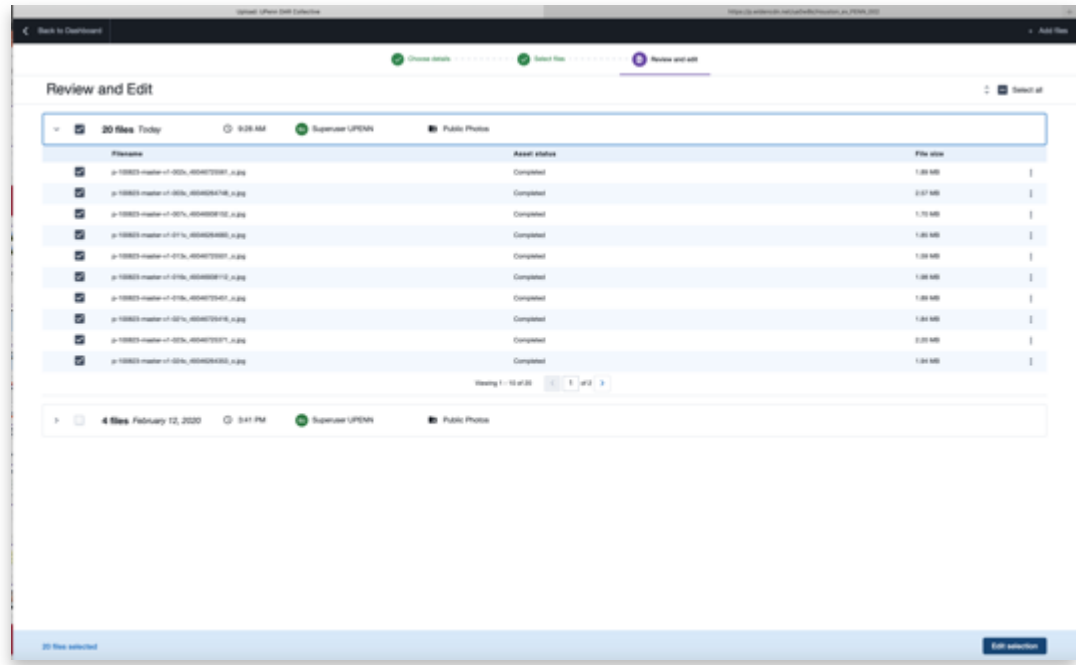


## Upload Wizard: Review and Edit

### Review the upload files

This screen will show if all the files been successfully uploaded.

Click the **Next** button to continue.



## Upload Wizard: Edit Metadata

### Edit Metadata

The Widen Collective site uses information about uploaded assets (metadata) to best organize and provide the optimal search experience for users. It is essential to provide the best information possible at upload.


#### NOTE:

- If a field does not apply, leave it blank.
- Beaware of Replace Mode and Add Mode


Click the **Next** button to continue.


The screenshot shows the 'Batch Edit' interface for metadata. At the top, there is a header bar with a 'Back to summary' link. Below it, a 'Batch Edit' title is followed by a instruction: 'Please select an edit mode to replace, add to, or clear existing values for the selected assets. The mode can be selected for all fields at the top of the page or be set per field.' Below this instruction, there are two buttons: 'Replace Mode' and 'Add Mode'. A red box highlights these buttons, and a red arrow points from the 'Add Mode' button to a tooltip. The tooltip, titled 'Edit Modes', contains the following text: 'Replace: replaces existing values with new values', 'Add: appends new values to existing values', 'Clear: removes all values/text', and a note: 'Note: Add mode is not available for numeric or single select fields, i.e., Autocompleter, Dropdown List, and Date fields.' Below the tooltip, the 'Metadata' section is visible, showing various fields like 'Metadata Type', 'Asset Type', 'Description', 'Keywords', 'Named person(s)', 'Original Filepath', and 'Date Created', each with 'Replace', 'Add', and 'Clear' buttons.

## Upload Wizard: Edit Metadata

Click on the  icon to see if  
If there is existing field value.

Replace Clear


Year 

 Add Value


Search... Add All Selected (0) Remove All


|      |   |
|------|---|
| 2020 | + |
| 2019 | + |
| 2018 | + |
| 2017 | + |
| 2016 | + |
| 2015 | + |
| 2014 | + |
| 2013 | + |

Replace Add Clear

Photographer or Videographer 

Replace Add Clear


Credit required? 

 Add Value



☐ yes

☐ no

Replace Add Clear

Licensing Information 

Replace Add Clear

Usage  

**Existing Field Values**

The table below shows the current value stored in the "Photographer or Videographer" metadata field for all of the assets you have selected to batch edit.































| Filename                                  | Photographer or Videographer |
|---|------------------------------|
| p-100823-master-v1-002x_49346725561_o.jpg | Eric Sucar                   |
| p-100823-master-v1-003x_49346264748_o.jpg | Eric Sucar                   |
| p-100823-master-v1-007x_49346938152_o.jpg | Eric Sucar                   |
| p-100823-master-v1-011x_49346264683_o.jpg | Eric Sucar                   |
| p-100823-master-v1-013x_49346725501_o.jpg | Eric Sucar                   |
| p-100823-master-v1-016x_49346938112_o.jpg | Eric Sucar                   |
| p-100823-master-v1-018x_49346725451_o.jpg | Eric Sucar                   |
| p-100823-master-v1-021x_49346725416_o.jpg | Eric Sucar                   |
| p-100823-master-v1-023x_49346725371_o.jpg | Eric Sucar                   |
| p-100823-master-v1-024x_49346264353_o.jpg | Eric Sucar                   |
| p-100823-master-v1-026x_49346725351_o.jpg | Eric Sucar                   |
| p-100823-master-v1-027x_49346725336_o.jpg | Eric Sucar                   |
| p-100823-master-v1-028x_49346264518_o.jpg | Eric Sucar                   |
| p-100823-master-v1-030x_49346937942_o.jpg | Eric Sucar                   |
| p-100823-master-v1-038x_49346725251_o.jpg | Eric Sucar                   |
| p-100823-master-v1-040x_49346725216_o.jpg | Eric Sucar                   |
| p-100823-master-v1-041x_49346725186_o.jpg | Eric Sucar                   |
| p-100823-master-v1-043x_49346937882_o.jpg | Eric Sucar                   |
| p-100823-master-v1-044x_49346937872_o.jpg | Eric Sucar                   |
| p-100823-master-v1-045x_49346937837_o.jpg | Eric Sucar                   |

## Upload Wizard: Edit Metadata

Make sure you put assets  
under the correct Categories

Click on  to add subfolder



| Categories   |                       |                                  |  |
|---|-----------------------|----------------------------------|--|
|  Create parent category  |                       |                                  |  |
|  Expand All  Collapse All |                       |                                  |  |
| Add   | Remove                | No Change                        |  |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Campaign                                |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Events                                  |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ People                                  |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Publications - Print & Digital          |
| <input checked="" type="radio"/>  | <input type="radio"/> | <input type="radio"/>            | ▶ Schools and Centers                     |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | Annenberg Center for the Performing Arts  |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Annenberg School for Communication      |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Carey Law                               |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Graduate School of Education            |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | Institute of Contemporary Art             |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Morris Arboretum                        |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | Penn Arts & Sciences                      |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | Penn Athletics                            |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Penn Dental Medicine                    |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | Penn Engineering                          |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Penn Libraries                          |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Penn Museum                             |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | Penn Nursing                              |
| <input checked="" type="radio"/>  | <input type="radio"/> | <input type="radio"/>            | ▶ Penn Vet                                |
| <input checked="" type="radio"/>  | <input type="radio"/> | <input type="radio"/>            | Working Dog Center                        |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | Perelman School of Medicine               |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | School of Social Policy & Practice        |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Weitzman School of Design               |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | Wharton                                   |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ Spaces and Places                       |
| <input type="radio"/>   | <input type="radio"/> | <input checked="" type="radio"/> | ▶ University Programs                     |



## Upload Wizard: attached documents

### Attach documents

This screen allows for documents to be attached to selected. An example could be photo releasing form or licensing information.

### Upload document

If the supporting document is not accessible in the palette field below the Upload Document button, this allows for new supporting documents to be added.

### Selection palette field

Single or multiple documents can be attached using the palette field.

**NOTE:** Any attached documents will (1) be attached to all assets being uploaded and (2) be downloadable only from within each asset's detail view. They cannot be downloaded from portals nor collection share pages.

The screenshot displays the Penn State 'Assets' management interface. At the top, a search bar and navigation tabs (Dashboard, Activity, Collections, Categories) are visible. A red box highlights the top right corner, showing a '2 selected' status and icons for download, share, add, edit, and a menu. Below this, a grid of asset thumbnails is shown, with two selected. A red arrow points from the top right box to a menu icon in the bottom left of the asset grid, which is also highlighted with a red box. This menu contains two options: 'Attach documents' (with a document icon) and 'Delete all' (with a trash icon). To the right, a modal window titled 'Attach Documents' is open. It features an 'Upload Document' button, a search bar, and a table with columns: 'Add All', 'Selected (0)', and 'Remove All'. The table contains one entry: 'Supported-File-Types.pdf' with a plus icon in the 'Add All' column. At the bottom of the modal are 'Save' and 'Cancel' buttons.

| Search...                | Add All | Selected (0) | Remove All |
|--------------------------|---------|--------------|------------|
| Supported-File-Types.pdf | +       |              |            |

## Upload Wizard: select files to upload

### Select and upload files

Files can be added using the “Add Files” button or by dragging and dropping onto the screen. Files will be highlighted in green and the Review Uploads button will appear once all have been uploaded.

Click **Edit Selection** if further metadata editing is needed for the uploaded assets.

Click the **Back to dashboard** button to restart the Upload Wizard.

The screenshot displays the 'Review and Edit' step of the Upload Wizard. At the top, a dark bar contains a '+ Add files' button, which is highlighted by a red arrow. Below this, a 'Review and Edit' section shows a table of uploaded files. The table has columns for 'File name', 'Asset status', and 'File size'. The first row shows a file named '1 File Today' with a status of 'Processing' and a size of '256 MB'. Below this, there are several rows of files, each with a checkbox, a file icon, a name, a time, a status, and a source. The bottom of the screen shows a '1 file selected' status and an 'Edit selection' button.

| File name                             | Asset status | File size |
|---------------------------------------|--------------|-----------|
| 1 File Today                          | Processing   | 256 MB    |
| 2-10755-1000-11-0111-1000-10755-1-001 | Processing   | 1.40 MB   |
| 1 File Today                          | Processing   |           |
| 8 Files Today                         | Processing   |           |
| 24 Files Today                        | Processing   |           |
| 18 Files February 16, 2020            | Processing   |           |
| 5 Files February 14, 2020             | Processing   |           |
| 20 Files February 14, 2020            | Processing   |           |
| 4 Files February 12, 2020             | Processing   |           |

## Upload Wizard: review uploads

### Recently uploaded assets

Access recently uploaded assets in order to further edit metadata or delete (if permissioned). Assets can be edited on a one-by-one basis or batched.

Use the Options section to edit individual asset metadata or multi-select assets to batch edit. If multi-selecting, click the Batch Items Edit button to enter the batch metadata editor.

The screenshot displays the 'Recently Uploaded Assets' interface. At the top, there's a dropdown menu for 'Viewing' set to 'All uploads'. Below this is a table of assets with columns: Filename, Status, Release Date, Profile Used, Uploaded By, Upload Date, and Options. The table shows three assets: IMG\_1609.JPG, 1609.jpg, and eudaimonia\_bikes\_mailer Folder.indd. The 'Options' column for each asset contains icons for edit, delete, and other actions. A red box highlights the 'Options' column header and the icons for the first two assets. Below the table, there's a 'Batch 0 Items:' section with links for 'Archive', 'Edit', and 'Delete'. A modal window titled 'Batch 5 Items:' is open, showing a list of assets with checkboxes for selection. The modal has a red box around the 'Archive / Edit / Delete' links. The modal table has columns: Filename, Status, and Release Date. The assets listed are IMG\_1609.JPG, 1609.jpg, eudaimonia\_bikes\_mailer Folder.indd, and eudaimonia\_bikes\_mailer Folder.indd, all with a status of 'Complete' and release dates of 05/15/2017, 08/09/2018, and 08/08/2018 respectively.

| Filename                            | Status   | Release Date |
|-------------------------------------|----------|--------------|
| IMG_1609.JPG                        | Complete | 05/15/2017   |
| 1609.jpg                            | Complete | 08/09/2018   |
| eudaimonia_bikes_mailer Folder.indd | Complete | 08/08/2018   |
| eudaimonia_bikes_mailer Folder.indd | Complete | 08/08/2018   |

## Upload Wizard: batch metadata editor

### Batch Edit

Use this screen to update metadata values for the selected assets.

**Replace Mode** - replaces existing values.  
This is the default.

**Add Mode** - adds new values to existing values

**Metadata Fields** - ignore fields that do not apply.

Click **Submit** button at bottom of screen to make changes.

The screenshot displays the Penn State Digital Library's Batch Edit interface. The top section shows a grid of 12 asset thumbnails, each with a 'Download' and 'Share' button. A red box highlights the 'Edit all' button in the top right corner of the grid. A red arrow points from the text 'Click edit button, then select Edit All' to this button. Below the grid is a 'Batch Edit' section with a tip, mode selection (Replace Mode selected), and a metadata table. A red arrow points from the text 'The Edit All will take you to Batch Edit' to the bottom of the screen.

## Upload Wizard: single editing

### Single Edit

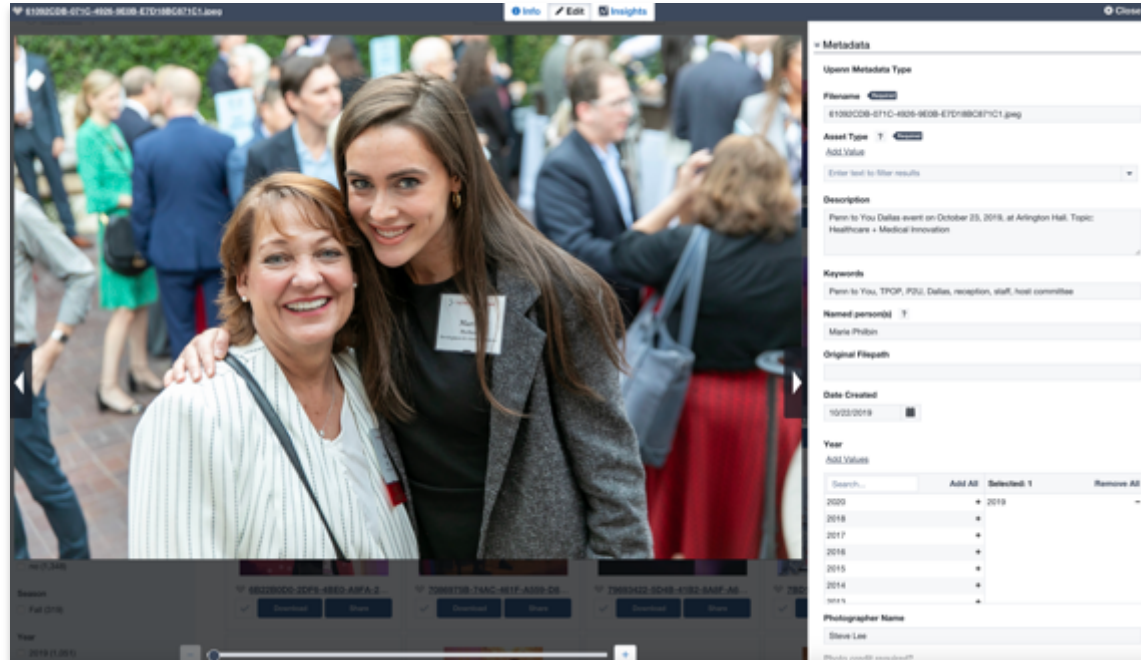
Assets can also be edited from the Quick View screen by clicking Edit at the top. The following can be updated:

**Metadata**

**Asset groups**

**Release date**

**Expiration date**

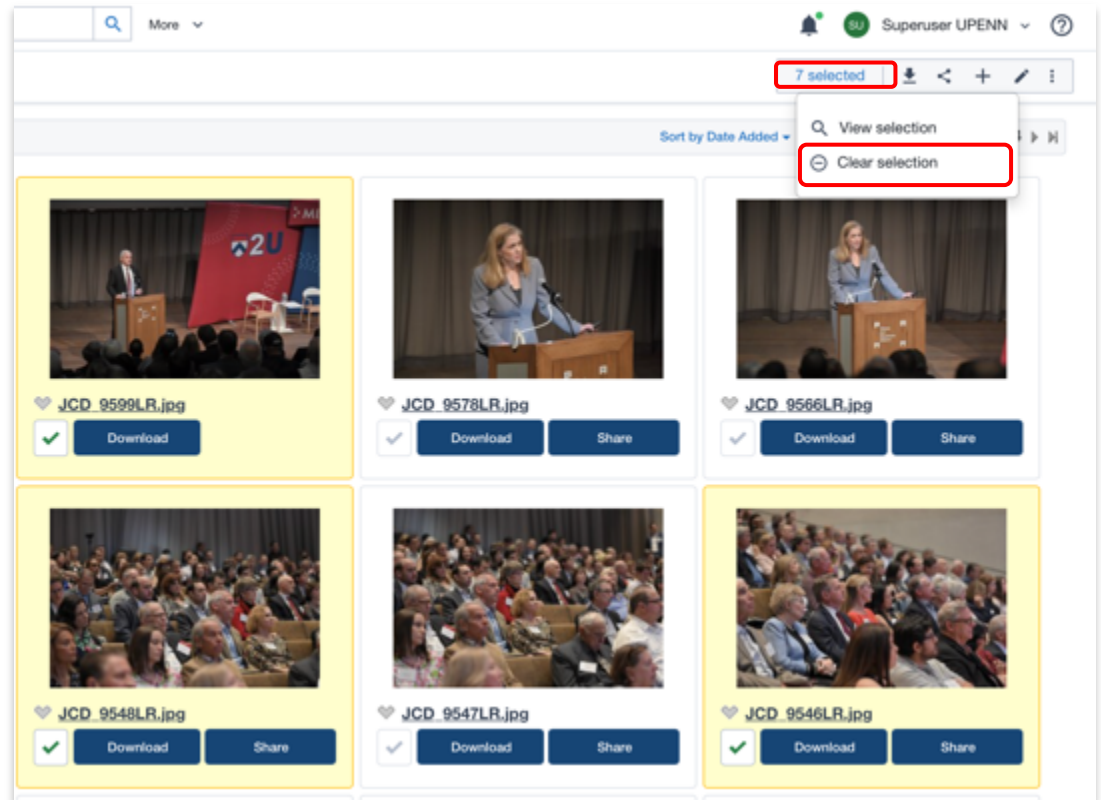


# Important Notes!

## Clear Selection

### Clear Selection, Clear Selection!

Make sure you clear selection every time when you start a new search.





## Release Your Photos

### Do not forget to release photos

When you edit the Metadata after uploading the photos, make sure release your photos by click on “**Release Now**” button

### Asset Groups/Security

**Release Date** 



**Release Now**

**Replace**   **Clear**



**Need help?**

## Need help?

### Widen Support

The question mark icon in the top-right corner of your screen provides quick access to the Widen Support Center where you can search support articles, open a chat session with someone from our support team, or email support with any questions you might have.

