



User's Guide For LabCollector PhotoBank

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1- INTRODUCTION

Thank you for choosing one of AgileBio's solutions. We hope it will help you to better organize and manage your lab.

PhotoBank add-on allows lab staff to store and organize all photos and movies generated by their projects like microscopy, electrophoresis, animals, etc.

Each user of LabCollector's Photobank can easily create unlimited albums into unlimited categories, upload several photos at once, commenting, etc.

Image formats accepted are jpeg, png, gif, tiff (this last format requires ImageMagick php extension on your server).

Movies formats accepted are flv, mp4, mov, m4v, f4v.

2- INSTALLATION

You can get PhotoBank Add-on simply by downloading it from www.LabCollector.com. LabCollector software has to be installed first as it contains the framework. LabCollector support documents for installation are available on our website. PhotoBank Add-on can be installed on any operating system (Windows, MacOS X and Linux).

Unzip and paste **PhotoBank Add-on** folder in the extra modules folder. For Windows it would look like:

C:\Programs\AgileBio\LabCollector\www\lab\extra modules\photobank

You can also use LabCollector Menu *Admin > Setup > Upload/Add Addons*. Upload PhotoBank ZIP folder then update.

Open or return to LabCollector, the **PhotoBank Add-on** module is now activated. Click on the module to finish the installation.

The Add-on will remain in a 30 days free trial mode until you save the final license in *Config > License*. To obtain a valid license, you have to copy and send the activation key to AgileBio.

3- OVERVIEW

The PhotoBank main interface is made of a left slide bar and a content panel. It is organize as follow:



- A menu bar with 2 buttons: Gallery Home and Config.
- A category tree view to easily navigate, add and manage categories and have an overview of the albums present in each category.
- A search tab to perform media searches.

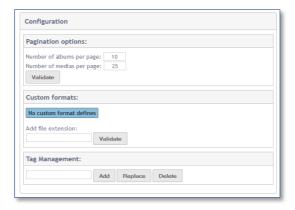
The gallery content zone summarizes PhotoBank content: number of media, albums and comments.

A selection tool allows albums and/or media to be memorized and export to Zip. Albums are organized by thumbnail or by lists. Uncategorized albums appear by default on the home interface.

3-1. Menu bar

The **Gallery home** button allows user to return on PhotoBank main interface at any moment.

In the **Config** section, you can define pagination options like the number of albums and media per page. You can also define file extensions formats or manage tags (see chapter 5-2).

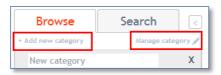


3-2. Category tree navigation

You can hide or display the tree by clicking on next to the search tab. Several tools described below are available to manage information displayed in the tree view.

3-2-1. New category

Click on + Add new category link to create a new category. Give a name and press enter to validate.



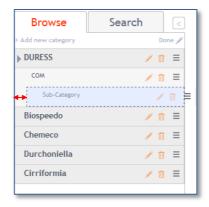
3-2-2. Categories management

By clicking on Manage categories, new tools appear.

Use to rename a category, to delete a category and to move and organize categories. Click on **Done** button to validate changes.

To create a sub-category, move the cursor to the right.

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When a category is deleted, its contents become uncategorized and listed in the home interface.

3-3. Search tab

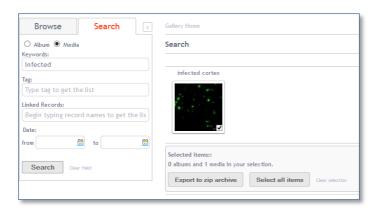
You can perform searches by keywords, based on linked LabCollector records, by date or tags (only for media) to search albums or media files.



Search by keywords: multiple keywords can be used using comma as a separator. The keywords are looked in the media/album names and descriptions.

Search by date:

- If you add a single date in the "from" box: search will be made from this date.
- If you add a single date in the "to" box: search will be made until this date.
- <u>Search by tag:</u> media can be tagged with labels. You can find media by selecting defined tags (autocomplete).
- <u>Search by LabCollector linked records:</u> albums and media can be linked to LabCollector records. If you want to retrieve images from specific LabCollector records (examples: samples, strains...) this field has an autocomplete mode based on the linked record name.



4- ALBUM LEVEL

4-1. Create an album

You can create categorized and uncategorized albums.

To create an uncategorized album, just click on **Add album** on PhotoBank main interface.



To create a categorized album, begin by selecting the category in the tree and then click on **Add album**.



In both cases, a new window appears:



Enter a name, add files (images or movies) and start the upload.

To add files click on **Add files** button or directly drop your files in the dedicated boxes (requires compatible browser).

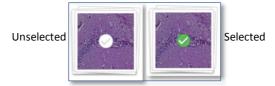
Image formats accepted by default are jpeg, png and gif. For TIFF format, you need ImageMagick extension installed on the server (see chapter 8-). Movies formats accepted by default are fly, mp4, mov, m4v and f4v.

4-2. Album management/edition

Album management process is the same for both categorized and uncategorized albums. Click on **Manage album** button: a new menu bar and a new album selection icon appear.



Select each item you want to manage.



Button description:

- Move Selected items: To change the category of the selected albums.
- Links to...: To link selected albums to LabCollector records. Links can be done with Strains & Cells, Samples, Antibodies, Animals, Documents and custom modules.



- **Owner:** To change the owner of the selected albums.
- **Select all:** To select all the albums in this category.

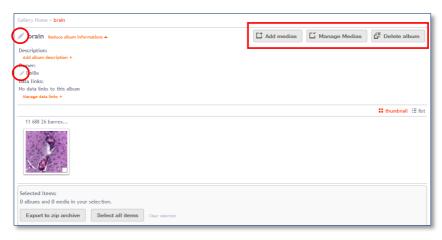
- **Delete:** To delete selected albums and all the images they contain.

When you are finish, click on **Done**.

4-3. Album overview and description

Once album is created, additional information such as description, owner and data links can be added/edited.

Information can be modified here by double clicking on or clicking on Manage data links +

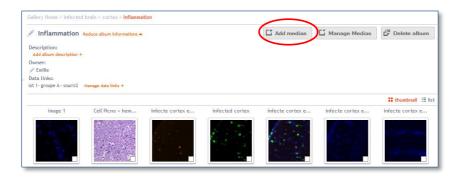


A menu bar is available to add media and edit or delete album from this view (<u>see chapter 5-</u>).

5- MEDIA MANAGEMENT

5-1. Add photo/video

At any time, you can add media to an existing album by clicking on the **add media** icon.



A new window appears.



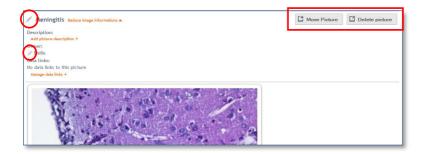
To add files, click on **add files** button or directly drop your files in the dedicated boxes.

5-2. Photo/video management

Once photo or video are uploaded, additional information such as description, owner and data links can be added/edited.

Information can be modified here by double clicking on or clicking on Manage data links +

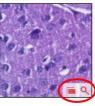




At this level, media can also be moved or deleted using the right menu items. Tags and comments can also be added:



Finally, on the bottom right of the main photo preview you will find 2 icons for additional view modes.



- Zoom tool to see details in bigger resolution.
- Open original photo in a new window.

5-3. Metadata extraction

If metadata are contained in the original image, they will appear in a metadata table near the photo.



5-4. Movies management

PhotoBank also supports several movies formats. Movies formats accepted by default are flv, mp4, mov, m4v and f4v.

The movies upload is made in the same way as photos (see chapter 5-1 and 5-2).



An integrated movie player is available. If the movie is one of the supported formats it will play directly in PhotoBank (flv, mp4, mov, m4v, f4v).

6- EXPORT

On the media or album list views, all thumbnails have a checkbox to select them.



Once your selection is made, click on **Export to zip archive** button. A new window appears:



You can download the resulting zip archive or send it by email.

7- USER LEVELS PERMISSIONS

In PhotoBank access to media files is managed transparently by groups and users permissions according to LabCollector main rules.

Super Administrator:

This level can do everything in PhotoBank.

Administrator:

Just below the super administrator. This level can do everything in PhotoBank.

Staff:

Just below the administrator. This level can:

- See all data*
- Add category
- Manage category
- Create, edit and manage his own album
- Create, edit and manage his own medias

User:

Simple user. This level can:

- See all data*
- Create, edit and manage his own album
- Create, edit and manage his own medias

Visitor:

This level can just see data*.

* Group restriction

Groups:

LabCollector allows group rules. The default one (full access) gives unrestricted access to all modules. The super-administrator can create 1 group of users with specific accesses to individual modules. Users in groups can access, view only or be blocked on specific modules. These rules also apply in PhotoBank. Access to PhotoBank media/albums will depend on group ownership and filtering options.

^{*} Group restriction

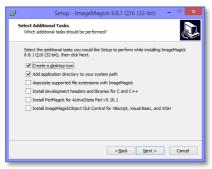
^{*} Group restriction

8- ImageMagick EXTENSION

To enable TIFF image support, you need to install ImageMagick (get it at: http://www.imagemagick.org) and PHP ImageMagick extension: MagickWand or Imagick (for Windows we recommend using MagickWand).

You can also easily download it on www.LabCollector.com.

Run the application file included in the ZIP folder. Make sure the option to add to path is checked.



Then, using LabCollector Server Manager, stop LabCollector server, and edit PHP settings via *Settings > Configure Servers > PHP*. Delete the semicolon before the line extension="\${path}\php\ext\php_imagick.dll".

ImageMagick EXTENSION

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p	C:\Program o_imagick.dll						file	
•		·						

9- UPGRADING AND UPDATING

T o update or upgrade the **PhotoBank Add-on** module, just download it on our website (<u>www.labcollector.com</u>). Then, unzip the folder and paste files in the following folder:

Ex on Windows setup:

 $Program Files \verb|\AgileBio\LabCollector\www\lab\extra_modules \verb|\photobank|| \\$



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