



Exploration Archives 4.5

Media

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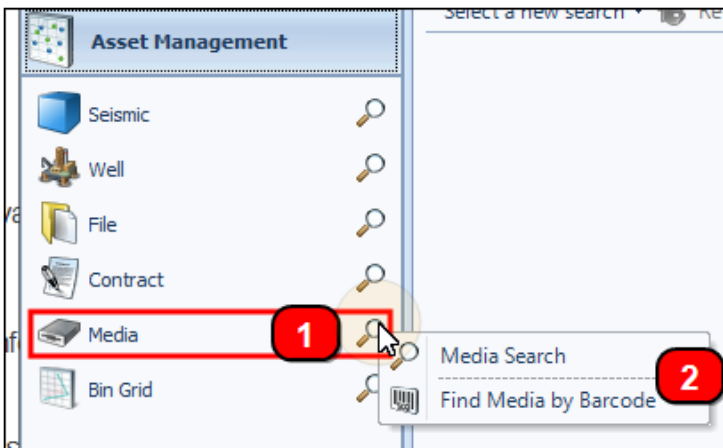
1.0 Media

New in this version:

[Added a tool to create new media.](#)

The **Media** module is available for you to view, edit and move data. The **Media** module offers several features and tools for updating the details of your file records.

To open items in the **Media** module:



1. Click **search** next to **Media** in the Navigation panel.
2. Select the appropriate search type and the search window will open.

» **Media Search:** The search window is divided into 3 areas:.

Search Media Records

Page 1

Media ID

Barcode 80034672

Type

Media Created By

Media Created Date

Current Store

Current Store Location

Current Store Box Number

Changed By

Created By

Current Store Bin

Original Number

Data Request

Clear Fetch 10 Search Cancel

- Enter your search filters in the fields listed.
- Select the number of records to retrieve with the search conditions.
- To display the search results in the Media Properties grid click **Submit**.

» **Find Media by Barcode:** This selection will open a window that lets you enter barcodes to compile a list of media to add to the grid.

Add media by barcode

Enter barcode TAPE-1001 Add

Result	Barcode
✓	80034680
✗	TAPE-1111
✓	80034673
✓	80034672

3 valid barcodes. OK Cancel

Enter the barcode in the field then click **Add**. The barcode will be validated and added to the list.

Click **OK**. The validated media will be added to the Media Properties grid.

The **Media Properties** grid displays the information for each item.

To view the **Related Records** for an item, click on a row in the grid and the associated details display in the **Related Records** tabs.

To view the **Related Records** for multiple items, turn on **Bulk Mode**, select multiple items in the **Media Properties** grid and the associated information for all selected items display in the **Related Records** tabs.

The screenshot shows the 'Media' window with the 'Media Properties' grid and the 'Related Records' tabs. The 'Media Properties' grid has columns: Media ID, Barcode, Type, Label, Description, and Media Created By. It lists two items with Media IDs 133410000 and 133410001, both with Barcode 133380003.1 and Type 3592 (300 GB). The 'Related Records' tabs include Files, Contracts, Seismic, Wells, Data Requests, Catalog Sessions, Circulation, and Audit. The 'Files' tab is active, showing a table with columns: File ID, File Category, File Sub Category, TITLE..., Description, and Processed By. It lists one item with File ID OMV.000900009, File Category FIELD, File Sub Category DATA, TITLE SEGD SEQ 1-51, and Description PLACEHOLDER BAS...

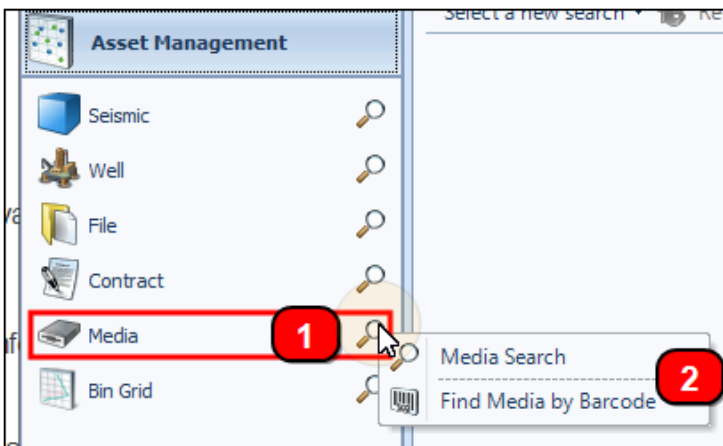
Media ID	Barcode	Type	Label	Description	Media Created By
133410000	133380003.1	3592 (300 GB)			CGG
133410001	133380003.2	3592 (300 GB)			CGG

Count = 100

File ID	File Category	File Sub Category	TITLE...	Description	Processed By
OMV.000900009	FIELD	DATA	SEGD SEQ 1-51	PLACEHOLDER BAS...	

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Result	Barcode
✓	80034680
✗	TAPE-1111
✓	80034673
✓	80034672

3 valid barcodes. OK Cancel

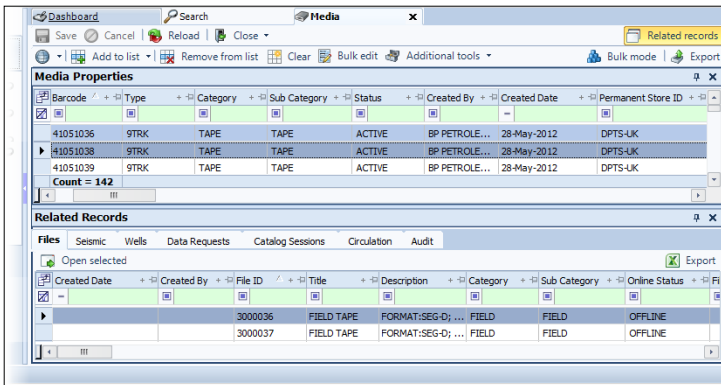
Enter the barcode in the field then click **Add**. The barcode will be validated and added to the list.

Click **OK**. The validated media will be added to the Media Properties grid.

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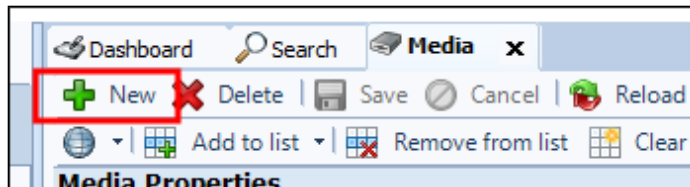


2.0 Create new media

The New Media tool allows you to create new Media records and link them to existing Files.

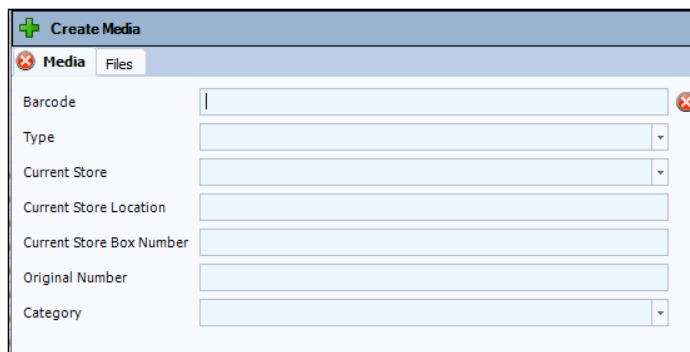
To create new media:

1. From the toolbar, click **New**.



The **Create Media** window opens.

2. The first tab displayed when opening the **New Media** tool allows setting various properties for the new Media.

A screenshot of the 'Create Media' window. The window has a title bar with a green plus icon and the text 'Create Media'. Below the title bar, there are two tabs: 'Media' (selected, with a red X icon) and 'Files'. The 'Media' tab contains several input fields: 'Barcode' (a text field with a red X icon on the right), 'Type' (a dropdown menu), 'Current Store' (a dropdown menu), 'Current Store Location' (a text field), 'Current Store Box Number' (a text field), 'Original Number' (a text field), and 'Category' (a dropdown menu).

Note:

The only required field is **Barcode**, which must be unique per region.

3. The **Files** tab allows the selection of existing File records to link to the Media record being created.

+

Create Media

Media

Files

+

Add existing

Remove

Check all

Uncheck all

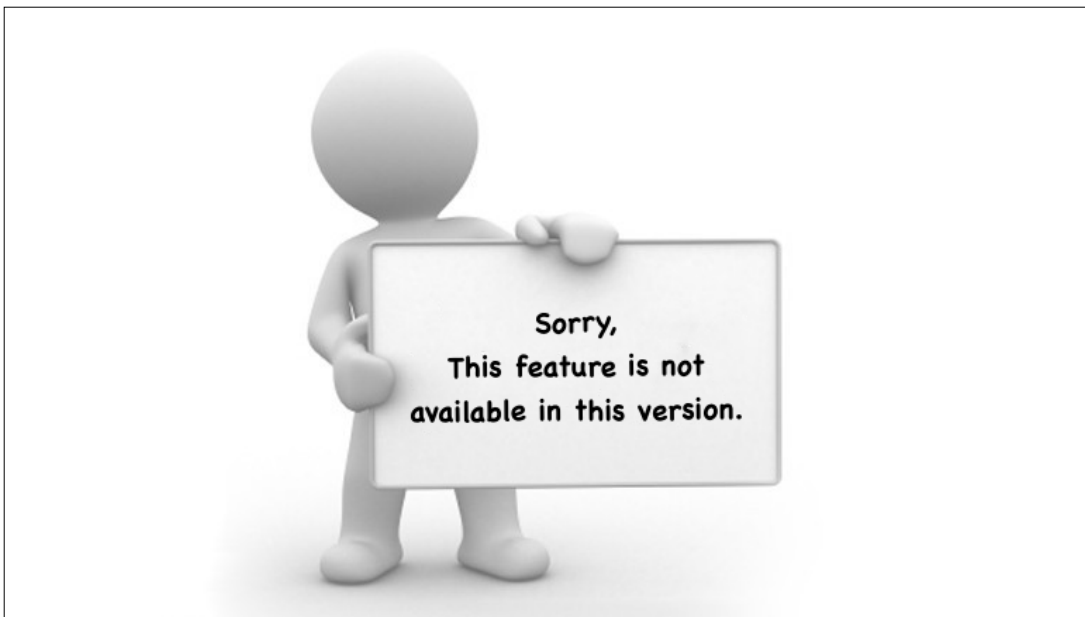
File ID	File Category	File Sub Category	Title	Description



Note:

The File tab can only be viewed if you have the correct security access.

- When you have created the new Media and linked files to it, click **Save**. The window will close and the media will be added to the grid.



3.0 Edit Media from the Properties grid

The **Media Properties** grid displays information for records. If you have been given the appropriate permissions you can edit information in a record.

To edit an individual record:

- » Locate the item in the **Media Properties** grid and click in a cell of the category column.
- » Depending on the data in the cell, you can manually type the information or select a property from drop-down menus.
- » When finished editing a record, click **Save**.

To edit one or more details that are shared across multiple records, you can use **Bulk edit**.

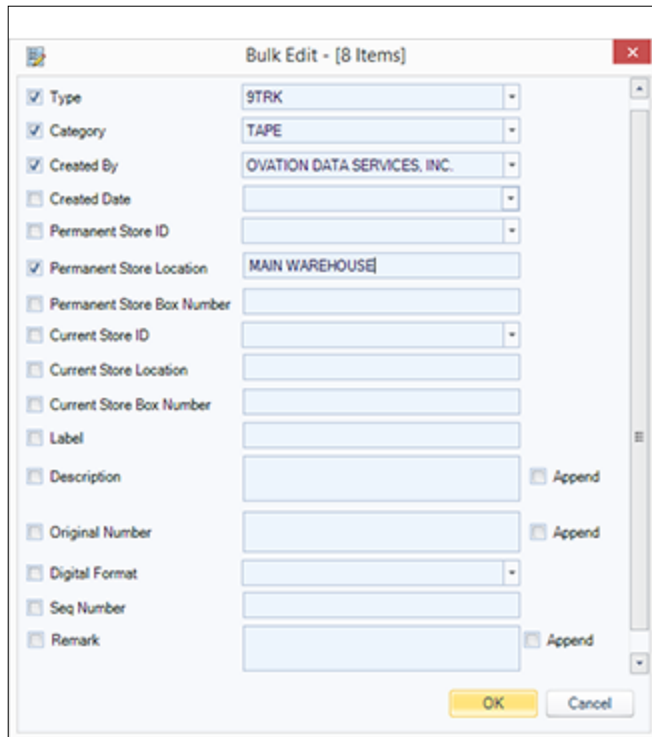
1. Select the records to edit:
 - » To select multiple **consecutive** rows, click and drag in the columns in the grid.
 - » To select multiple **individual** rows, press **Ctrl**+click to select the row.
2. After selecting the rows, click **Bulk edit** in the toolbar.



Tip: You can right-click on the selected row and click **Bulk edit** in the context menu.

The **Bulk edit** window opens.

3. Enter (or select via drop-down menus) the information for each field to be updated for selected rows.



The image shows a 'Bulk Edit - [8 Items]' dialog box. It contains a list of fields on the left, each with a checkbox. The fields and their current values are: Type (9TRK), Category (TAPE), Created By (OVATION DATA SERVICES, INC.), Created Date (empty), Permanent Store ID (empty), Permanent Store Location (MAIN WAREHOUSE), Permanent Store Box Number (empty), Current Store ID (empty), Current Store Location (empty), Current Store Box Number (empty), Label (empty), Description (empty), Original Number (empty), Digital Format (empty), Seq Number (empty), and Remark (empty). To the right of the Description, Original Number, and Remark fields are 'Append' checkboxes. At the bottom are 'OK' and 'Cancel' buttons.

Field	Value	Append
Type	9TRK	
Category	TAPE	
Created By	OVATION DATA SERVICES, INC.	
Created Date		
Permanent Store ID		
Permanent Store Location	MAIN WAREHOUSE	
Permanent Store Box Number		
Current Store ID		
Current Store Location		
Current Store Box Number		
Label		
Description		☐
Original Number		☐
Digital Format		
Seq Number		
Remark		☐

Select the Append checkbox to add details to existing data in a field..

4. Click **OK** to complete the edits and close the window.
5. Click **Save** to apply the edits to the selected records.

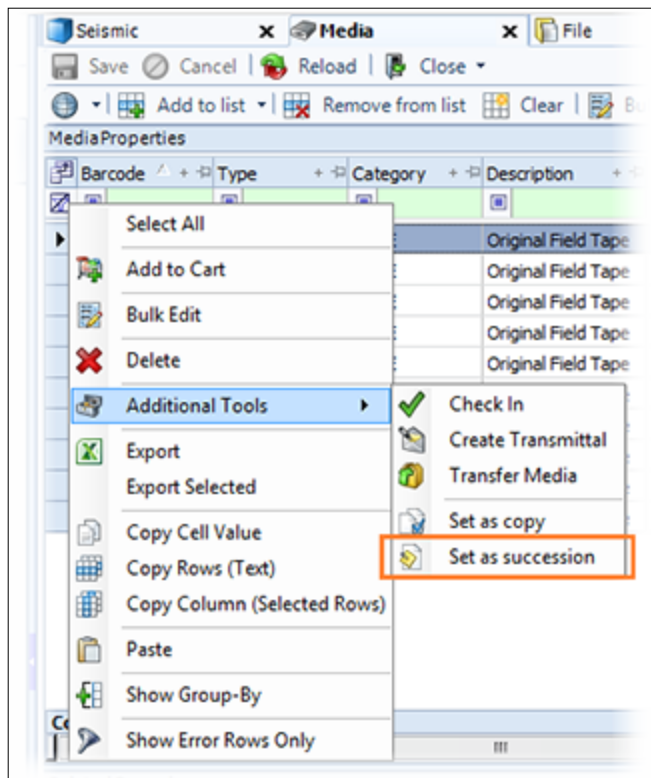
4.0 Set media as a succession

When media is remediated you can set the new media as a **succession** of the old media.

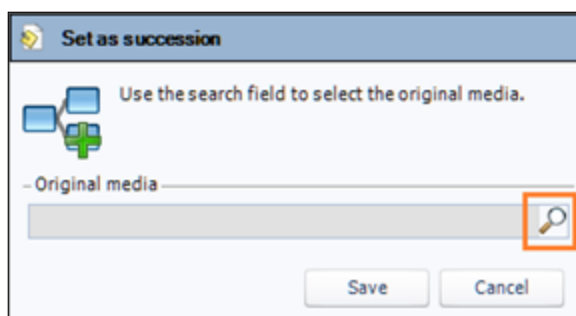
This allows you to track what media got replaced with what media.

To set a media as a succession of another media item:

1. In the **Media Properties** grid, select the item to be set as a succession.
2. Right-click to open the context menu, and select **Additional Tools>Set as succession**.



3. Search for the original media to assign and select.



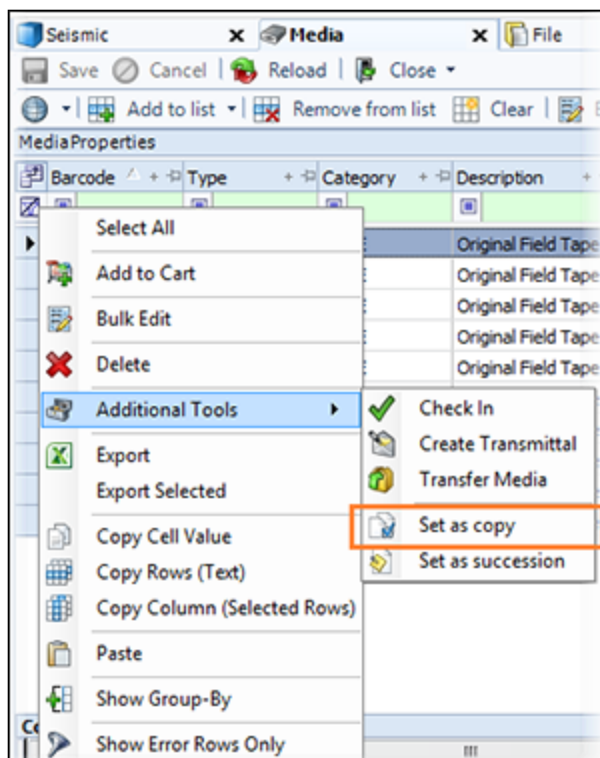
4. Click **Save**.

5.0 Set a media as a copy

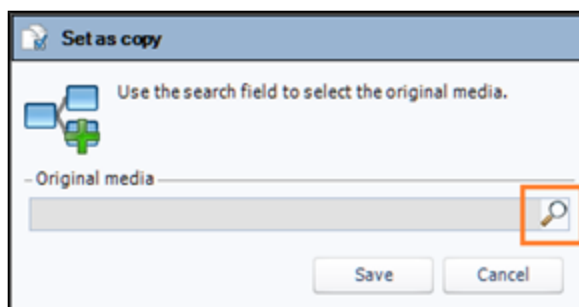
If a media item in the **Media** module is a copy of another media, you can set the media as a copy by linking the original media.

To set a media as a copy of another media item:

1. In the **Media Properties** grid, select the item to be set as a copy.
2. Right-click on the item to open the context menu.
3. Point to **Bulk Tools** and select **Set as copy**.



4. The **Set as copy** window opens.
5. In The **Set as copy** window search for the original media to assign.



6. Click **Save**.