

The Archivist's Workflow

NIS4 provides you with the tools to efficiently and accurately archive newsroom assets with metadata.

- ◆ One central database for all assets
- ◆ Automatic archivist task list generation
- ◆ Metadata entry cards for each newsroom asset.
- ◆ Powerful search tools with media browse
- ◆ Automatic and manual archiving

As an archivist it is your responsibility to store the appropriate information from your news operations with the appropriate additional metadata data to be able to easily search and retrieve it at a later date. Without your input the researchers and journalists in your newsroom would have a far more difficult job and the efficiency of the whole operation would be reduced. This is why NIS4 is so helpful to your role as an archivist, providing you with the tools to configure automatic archiving, manually archive the right content with the additional metadata needed, and to efficiently search and retrieve content...

Archiving all the newsroom assets in one database - Store all the valuable information created during the production process (video, audio and graphics assets is created, such as voice-over texts, and the name of a camera man or editor) a set of NIS4 databases that seamlessly work together to appear to all operators as a single database.

Making life easier with manual archive task lists - Configure NIS4 to automatically generate an Archive Task List for the content items that need additional metadata to be manually added before archiving. Review this list regularly and work through it during the day. Each time an archive task is completed it is automatically removed from the list. .

Integrating with wider MAM systems or all in-house MAM - Configure NIS4 to either manage both the storage of the media and its metadata, or to seamlessly integrate with an external content management system where NIS4 will store the metadata in the NIS4 database and a link to the content location provided by the external system.

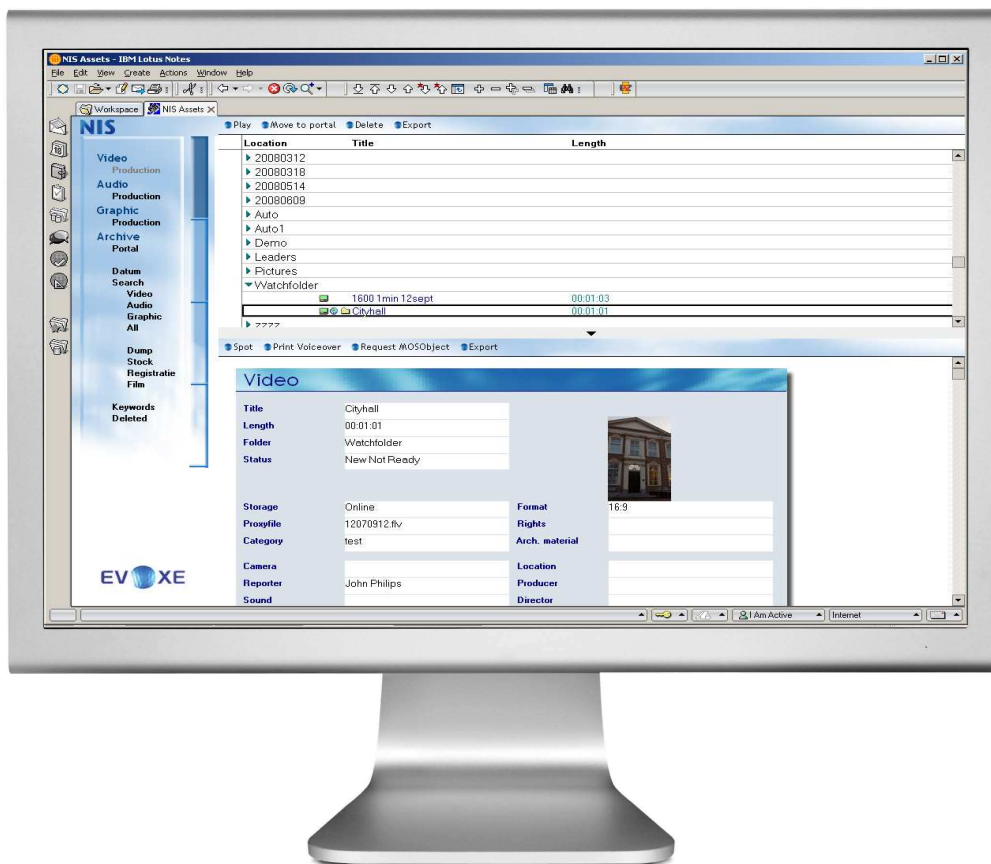
Speeding the process up with automated archiving — Configure NIS4 to automatically archive the information that is needed in the future, but requires no additional metadata to be added. This may include all Event cards, TV Scripts, Rundowns, To do lists and Asset Cards. Unwanted content can be configured to automatically delete.

Adding metadata using NIS4 Asset Cards — Click on a task to open the associated Asset Metadata Card. Each card is a template for entering extra data that makes the media easier to find in the future. Information including presentation text and key words can be easily be added. Once complete, simply click to save the record.

Finding the right information with powerful search tools —Use the powerful NIS4 search-engine, which runs in all NIS modules, to quickly find previously archived subjects or broadcast content using the metadata held in the NIS4 database. View low-resolution archived video from the NIS4 desktop and then retrieve the content.

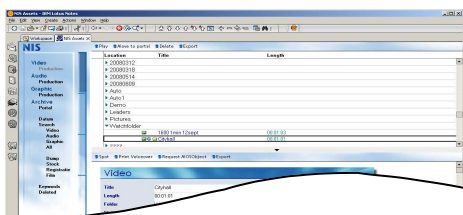
Please note that the role, workflow and tasks described above are indicative only. NIS4 provides a flexible platform in which the way that your newsroom operates can easily be mapped, bringing the NIS4 efficiency, productivity and reliability benefits to your organisation.





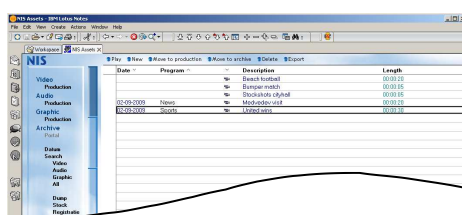
The Archivist's NIS4 desktop

AUTOMATIC ARCHIVE



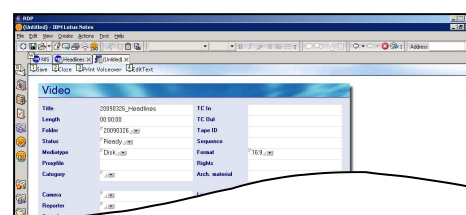
NIS4 can assist you with automatic archiving of information that you configure as needing to be archived without additional metadata. NIS4 could even be configured to archive all data generated within the NIS4 news operation, but this would soon clutter the archive database with information that has no use.

MANUAL ARCHIVE TASK LISTS



Each time you start your archiving shift you can access a list of content that needs to be manually archived. This task list is automatically generated, containing lists of all the content that was not automatically archived as it needs additional metadata to be manually added first.

METADATA CARDS



For each archiving task you open a metadata Card. Examples of the type of additional metadata you may wish to add include a media description, corrected or additional names, and raw material (that has never been in the MOS world). Once saved the archive task is removed from the task list.

Please note that the NIS4 desktops shown and described above are only some of those that could be used by an archivist. Other NIS4 desktops may also be accessed depending on the role definition and workflows you want to implement in your newsroom operation.

