

Tutorial

How to use ELEMENTS „Showroom” for sharing media data

Contact

Data Management

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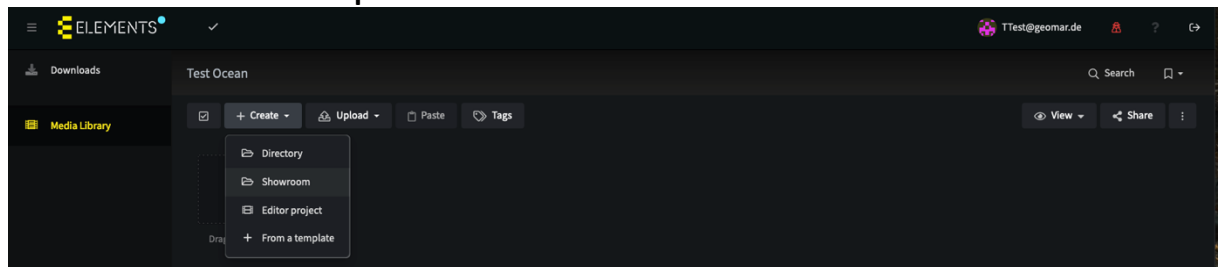
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“A showroom is a virtual folder to which assets can be linked. Being that the assets are linked to the Showroom using a Hard Link and not copied, no additional storage capacity will be consumed.”¹

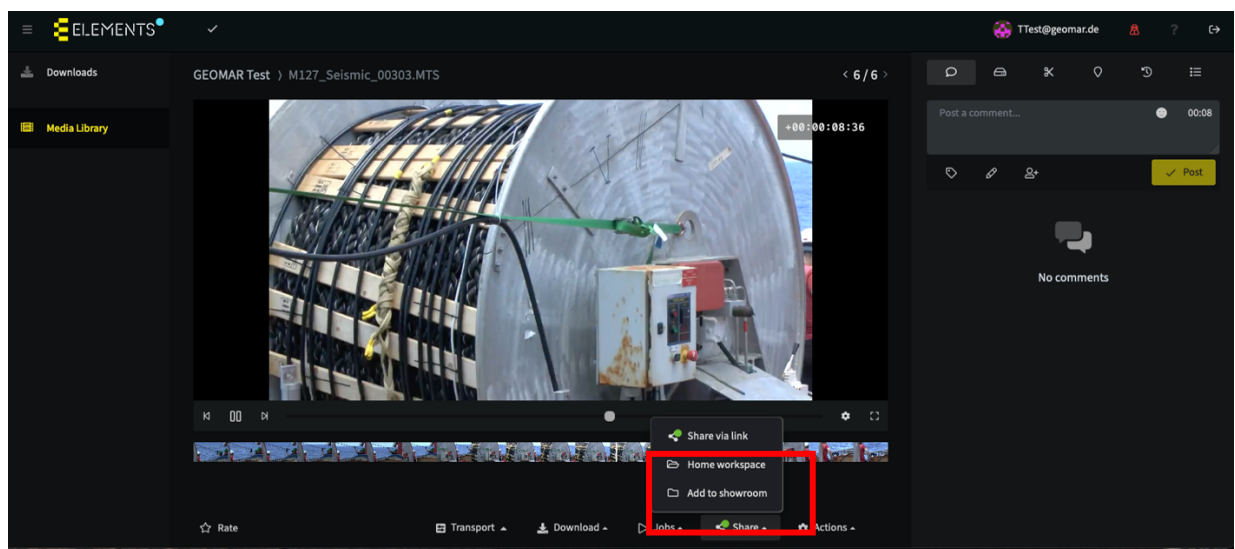
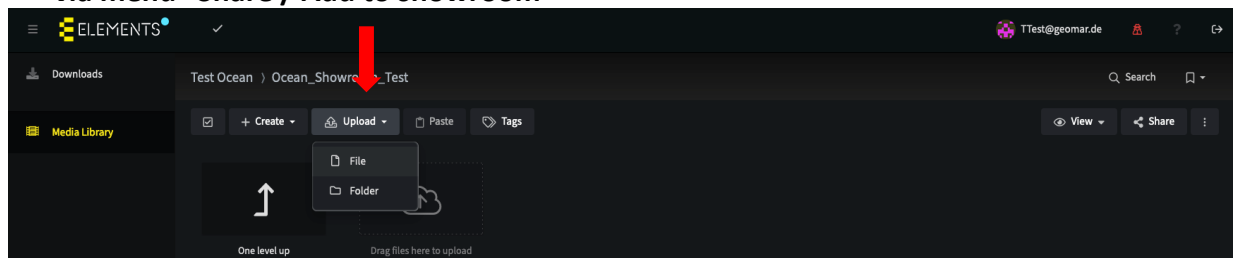
Advantages of a showroom:

- Media data are not duplicated but only linked accordingly - the originals can be located somewhere else and only the ones to be released are collected in the showroom.
- You don't have to create multiple single share links to single videos, but you can create one share link to a folder with multiple media files.

1. Use the "+ Create" dropdown menu in the Media Root to create a new showroom

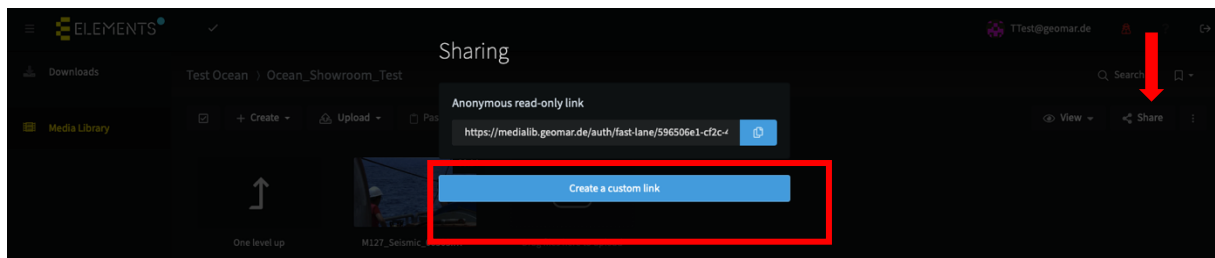


2. Click on your new Showroom (e.g. here Ocean_Showroom_Test) and upload new media files via menu "Upload" or collect media files from different folders in ELEMENTS to which you have access and add them to your new "showroom folder" via menu "Share / Add to showroom"

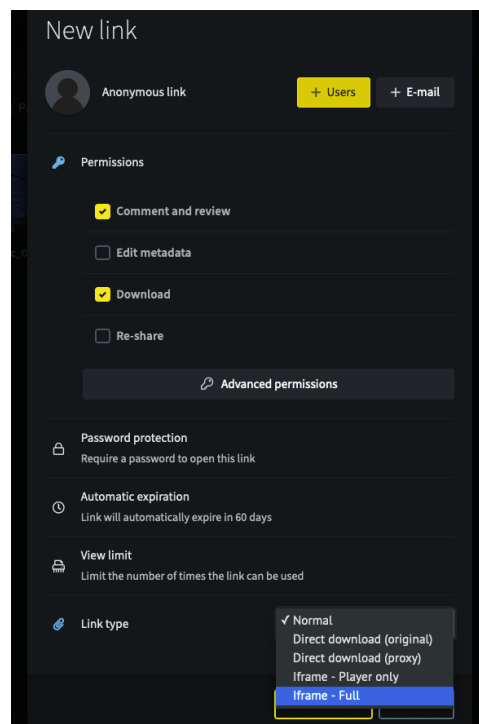


¹ [ELEMENTS Web UI 3.3. User Guide 3.3.x](#), p.117

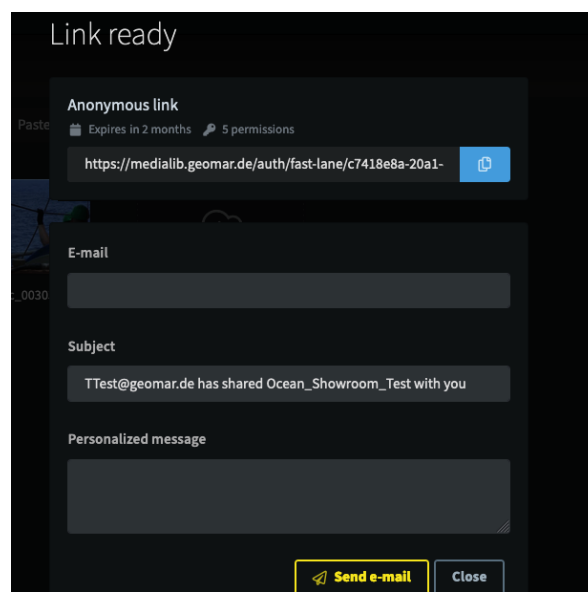
3. Create the “custom link” for your Showroom via menu “Share” to set permissions for your link



Select Permissions for your custom link you need (if you need more specified permissions e.g “upload” permission click on “advanced permissions”) then select Link type “Iframe full” (recommended) then click on “Create Link”.



The next window shows a formular where you can add e-mail addresses to send the new link to the showroom and where you can add a personalized message.



Trouble Shooting:

If you have problems opening medialib.geomar.de in your browser after you have clicked on a shared link, please open a new private window or close and open your browser again.

If you have other questions or comments please contact the data management team:

E-Mail: datamanagement@geomar.de

Location: Eastshore / Building 1/ Entrance 2/ Room 110 - 112

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