

MaxLab Portal User Guide



Introduction	3
System Overview	3
MaxLab Portal	4
Search	5
Asset Finder	5
Subject Finder	6
Collections	8
Jobs	8
New Job	9
Importing Pupil Data	9
Producing Shot Tickets	11
Editing the Data	12
Order	14
Orders	14
Order Creator	15
External Orders	19
Export Jobs	20
Reports	21
Incidents	24
Production	25
Batches	25
Overview	27
Products	27
Rendering	29
Overview	29
Render Nodes	29
Failed renders	30
Performance	30
Administration	31
Applications	31
Audit logs	32
Trace Logs	32
Users & Roles	32
Roles	32
Users	35
Production Services	36
Create New Production Service	37
Error Logs	37
Settings	37
General/Production	37

General/API tab	39
General/Logging	39
General/Misc	40
Backup	40
Storage	40
Managed Image Location	41
Reference Image Locations & Storage Folders	41
Custom Fields	43
EXIF Fields	44
System Data	45
Image Type	45
Field Groups	45
Photogate	48
Web Orders	51
LabServerApi	51
Fotomerchant	51
Legacy Ftp	52
GotPhoto	53
HalsysWebSales	54
External Products	55
External Apps	56
Integrations	57
Face Detect	57
Background Removal	57
Automatic Corrections	57
Database	57
Maintenance	57
Archiving	57
Settings	57
Collections	57
Production	57
Cleanup	57
History	57
Tasks	57
Tasks	58
Scheduled	58
Logs	58
About	58
User Login	58
Profile	58
Preferences	59

Log Out	59
MaxLab Glossary of Terms	59
Document Revisions	67



Please refer to our Layout Designer guide when you see this icon.



Please refer to our MaxLab Client guide when you see this icon.



Please refer to our Production Agent guide when you see this icon.



Please refer to our Web Upload Agent guide when you see this icon.

Introduction

MaxLab offers a comprehensive suite of tools designed to address the diverse needs of digital production workflows, spanning from initial creation to final output, whether it be in digital file formats or direct to a printer.

It incorporates sophisticated software that makes it possible to easily design a unique range of products, from simple layouts to very complex class composites and sports groups.

It has a built-in facility for importing an infinite number of data fields per image into the database using QR Codes, EXIF data or a text file, making it an ideal platform for preparing composites, ID cards and other personalised products. Barcode or QR code information can also be used to automatically find image files stored in the database. Where QR codes can be used to retrieve data or help your customers access their images online.

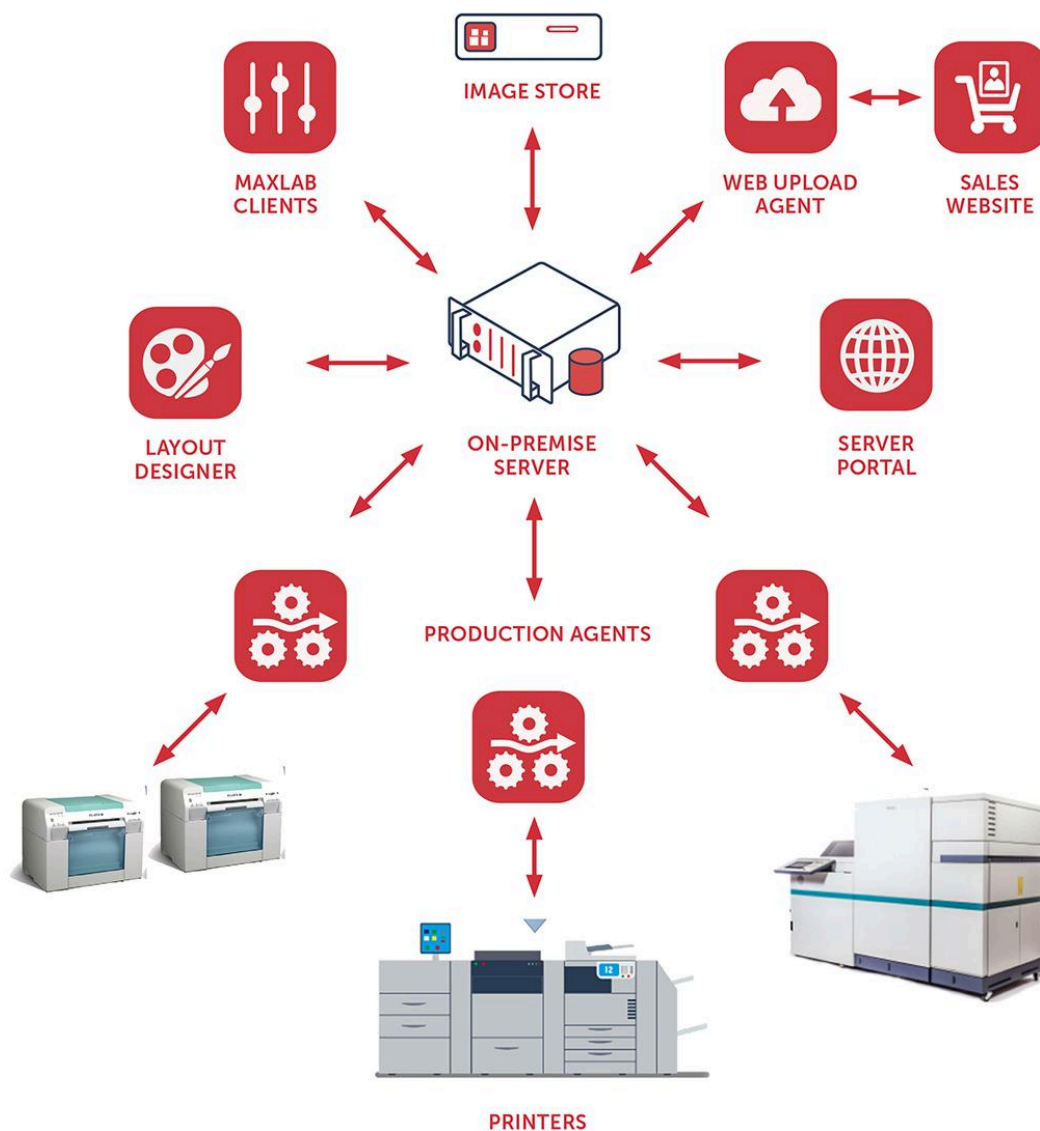
In addition to these features the software has been designed to deal very efficiently with the preparation of orders. Image files for online and offline orders can be automatically accessed from the database so the time consuming order preparation work such as print sizes, multiple product entry, quantity, image crop, rotation and colour balance can be quickly and productively made.

The prepared orders are then resubmitted to the database where it is possible to create and manage print queues to the Production Agent module to automatically pick up and render the files for printing on a wide range of professional digital colour printers and 'Windows' printers.

System Overview

There are 5 main components that make up the MaxLab system.

- Server
- Client
- Production Agent
- Layout Designer
- Web Upload Agent



This diagram shows a typical System layout, but there are many possible configurations. For example Production Agent can be installed on the same workstation as Desktop Client, and smaller systems can even have all components installed on a single workstation.

MaxLab Portal

The MaxLab portal serves as the central hub of MaxLab operations. It is where you can perform a wide range of essential tasks and manage various aspects of the system. Key features include:

- **Setup and Configuration:** Customise and configure settings according to your requirements, ensuring the system operates smoothly and meets your specific needs.
- **Error Identification:** Monitor and identify errors promptly, enabling quick troubleshooting and resolution to maintain system efficiency and reliability.
- **Task Monitoring:** Keep track of ongoing tasks, monitor their progress, and manage task queues to ensure all processes are running as expected.
- **Maintenance Activities:** Perform routine maintenance tasks to keep the system in optimal condition, including updates and system checks.
- **Database Backups:** Send backups of your databases to Halsys for detailed analysis and support, ensuring your data is secure and can be restored if necessary.
- **Job Creation:** Create and manage jobs for linking data to QR codes, facilitating easy and accurate data access and integration.
- **Order Management:** Enable your office and customer service staff to create urgent and small orders for the lab staff to fulfil.
- **Additional Features:** The portal includes many other capabilities designed to enhance productivity and streamline workflows, making it a powerful tool for managing your MaxLab environment.

The MaxLab portal is designed to provide a comprehensive and user-friendly interface for managing all aspects of the MaxLab system, ensuring efficient operations and high-quality service delivery.

Search

Here you can perform a search for an image using either a unique asset number of an image or search for multiple images of a subject via data held in one of the many custom fields, i.e. Last Name, Admin Number etc. The subject search is a useful tool when dealing with GDPR rules and people's rights to be forgotten.

Asset Finder

Every image imported into MaxLab is assigned a unique asset number, ensuring that each image is distinctly identified within its database. This unique asset number allows for precise tracking, management, and retrieval of images within the system.

In the asset search option you can perform a simple search using the asset ID if you know it by inputting it into the search box provided. If you want to do an advanced search using any of the data fields you can do this by clicking the Advanced search builder text. This will give you the ability to add a Search Term.

MaxLab Portal User Guide

Asset Search

Search for Assets by entering related data

Asset Search
Advanced Search Builder

Add Search Term Search

Advanced Search Click Here

Add a search term click here

Asset Search, type the asset number here

Search

If you add a search term you get the following options

- **Data to search on:** The specific metadata field to be searched (e.g., **LastName** in the example below).
- **Search constraints:** The conditions for the search (e.g., "**IS**" in the example below).
 - **Contains:** Finds records that include the search text.
 - **Is:** Matches records that exactly correspond to the search text.
- **Text to search on:** The specific text or value you want to search for (e.g., **Braunlein** in the example).

Asset

Advanced Search Builder

LastName Is Braunlein

Add Search Term Search

New Search

LastName Equals Braunlein **241 hits** in 0ms

Asset ID: 277884 Asset ID: 277885 Asset ID: 278007 Asset ID: 278008 Asset ID: 299983

Subject Finder

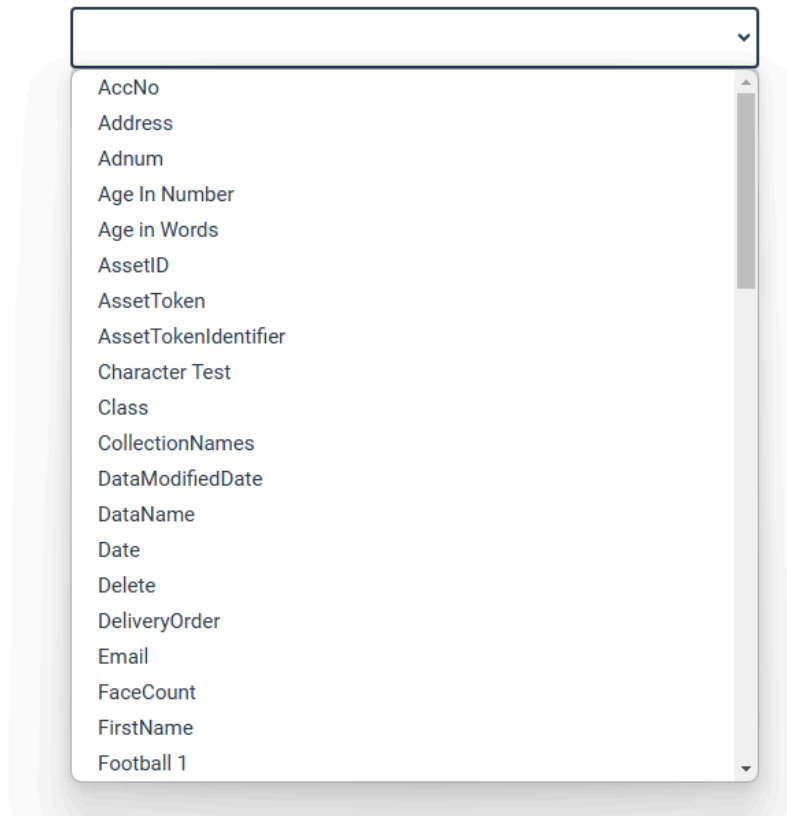
The subject finder offers a valuable solution for identifying and managing images related to specific subjects or individuals, streamlining the process of removing them from the system. By efficiently finding and deleting images that could potentially contain personal data, it helps organisations stay aligned with data privacy regulations like the General Data Protection Regulation (GDPR). This is particularly important, as GDPR mandates that individuals have the right to request the deletion of their personal information, including images, from any database or platform. Therefore, the tool plays a critical role in maintaining legal compliance and ensuring that an organisation responsibly handles personal data. Additionally, it simplifies what could otherwise be a time-consuming and complex task of manually sorting and managing image files, offering an automated and reliable approach to data protection.

Here is how to use the finder feature:

- Click the dropdown and decide what data you are going to search on.

Subject Finder

Find and Manage Subjects



- Having chosen the data, then type the search data into the box below.

A screenshot of the search input field. The dropdown menu is set to 'Adnum'. Below the dropdown, there is a text input field containing the text 'ZZXASD2641'.

Search

- Having clicked search you will get a report on the criteria that you have searched on which you can download as a PDF by clicking download report.
- You can also delete all the assets related to the subject by clicking Delete Subject, care is needed to make sure that the data you have searched on is unique to the subject you wish to delete, i.e. names can be related to multiple subjects.

MaxLab Portal User Guide

- By clicking Delete Subject you will get a confirmation of how many images are going to be deleted.

Confirm Subject Deletion



You are deleting 3 images

This action cannot be undone. Do you wish to continue?

Confirm

Cancel

Collections

Here, you can view all the collections that have been imported into MaxLab. You can also search for specific collections using the search box for quick access. The 'Owned by' drop down is an advanced option that is available for specific use cases, please ask Halsys for more information.

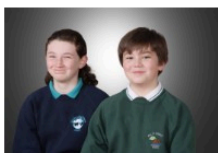
Collection

Demo Dual Groups_7

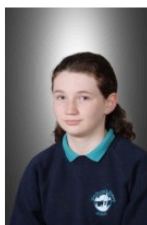
[Collections Search](#) / [Images](#)

Locked by Administrator - Unlock Collection

Owned by: Administrator



453699



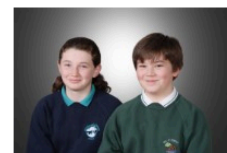
453701



453704



453702



453700

When you click on a collection, it will open to display a preview of the images contained within. From there, you can unlock the collection by selecting the black "Locked By" button, which will change the collection's status to "Unlocked," as shown below.

[Collections Search](#) / [Images](#)

Lock Status: Collection Unlocked

Jobs

Jobs serve as an essential feature for importing preshoot data from schools, events, or other sources, enabling a seamless workflow for managing large volumes of images. This data can be used in conjunction with QR codes and barcodes, making it adaptable to different organisational needs.

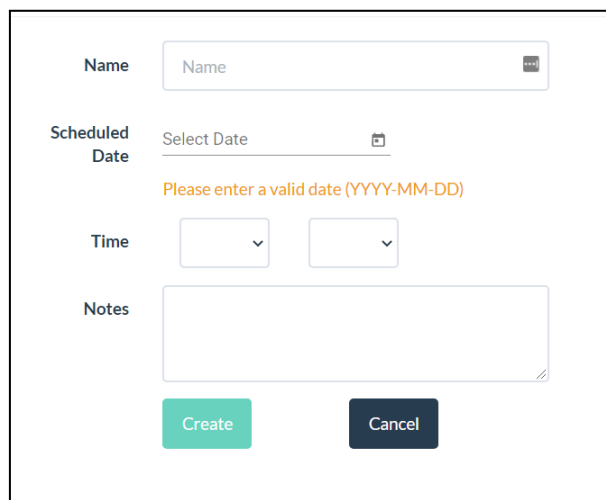
MaxLab Portal User Guide

When using a QR code workflow, each subject or participant can be assigned a unique QR code, allowing for automatic association of their details with the corresponding images during the capture process.

When integrating with our capture software, ID Studio, the entire process becomes more efficient, enabling photographers and administrators to quickly and accurately match data with images. This not only speeds up the workflow but also reduces the likelihood of errors, ensuring that data remains consistent and well-organised throughout the entire imaging process.

New Job

To create a new job click the new Job button and the below will pop up.



The screenshot shows a form for creating a new job. It has the following fields and elements:

- Name:** A text input field with the placeholder text "Name".
- Scheduled Date:** A date selection field with the text "Select Date" and a calendar icon. Below it is an orange error message: "Please enter a valid date (YYYY-MM-DD)".
- Time:** Two dropdown menus for selecting the time.
- Notes:** A large text area for entering notes.
- Buttons:** A green "Create" button and a dark grey "Cancel" button.

- Name, must be unique
- Scheduled Date and time

Click create

Importing Pupil Data

This is when you can add a subject list that the school has sent you (Pupil data) by clicking import and navigating to the spreadsheet from the school, this can also be done later if required. This MUST be a csv file.

Initial Data Import

Do you have a subject list?

Import the list now

Attach the list for processing later

Cancel if you do not have a list. You can always add subjects to your job later

Import
Attach
Cancel

The spreadsheet will now appear and you need to allocate each column with a data set. If the spreadsheet has headers they can be read automatically and assigned. Synonyms can be set up, which we will cover later ([Click Here](#)). If the header title is not found then you can manually assign the data set by using the drop down at the top of each column.

Import Shoot Data

Has Header: Ignore Rows:

FirstName	Surname	Admin No	Year	Class	House Group
Adam	Baker	12476	00N	NUS	Hawk
Benjamin	Barnes	12482	00N	NUS	Hawk
Cerys	Moorby-Colbert	12300	00N	NUS	Hawk
Danielle	Blair	12477	00N	NUS	Hawk
Edward	Taylor	12472	00N	NUS	Hawk
Eleanor	Nicholas	12290	00N	NUS	Hawk
Eleanor	Trahar	12305	00N	NUS	Hawk
Euan	Upchurch	12467	00N	NUS	Eagle

List truncated. Displaying 250 out of 324 [display all data](#)

Import
Cancel

Add a unique token for each student for the QR/Barcode and for the access code for online ordering.

Return to Job

Import
Files
Extras
Tokens
Export
Filter Existing
Clear

You can also add some extra blank cards for students that are not on the school database, this will

MaxLab Portal User Guide

enable you to add the data later when importing the final images and will also give them an access code for online ordering.

- Import - Add a spreadsheet.
- Files - Upload a csv file attached to the job for importing and manipulating at a later stage.
- Extras - Add blank photo tickets for students that are not on the school database.
- Tokens - Add a unique subject token for each student.
- Export - Export the spreadsheet as a csv file with the subject tokens.
- Filter Existing - Filter the list after importing for either students photographed or not photographed.
- Clear - Delete imported data.

Make sure that you save at this point before clicking “Return to Job”.

Producing Shot Tickets

You will find the below dialog box on the right hand side of the Jobs home screen.

Job Data

Attach File Manage Produce Photo Tickets

Data Files:

Shoot Data Records:	324
Blanks:	34
Columns:	6
Produced:	false

Imported Collections:


Has MaxLab Generated Tokens:	false	
------------------------------	-------	---

Photo Tickets

No Photo Tickets being produced

- Attach File - Add a spreadsheet of data for importing at a later stage.
- Manage - Edit the existing data.
- Produce Photo Tickets - Used to produce the photo tickets ready to take to the school on photography day.

To produce photo tickets click on Produce Photo Ticket and you will get the below dialog box. You will need to have designed a Photo Ticket in layout designer.

Produce Photo Tickets

Production Batch Name:
PhotoTickets_Test Document

Select Device or Queue:
PDF Ticket Printer

Select Photo Ticket Layout:
Photo Ticket

Data missing for this product - School
The above data was found on the selected Photo Ticket layout, but it was not found on your job. This data will be empty on your Photo Ticket.

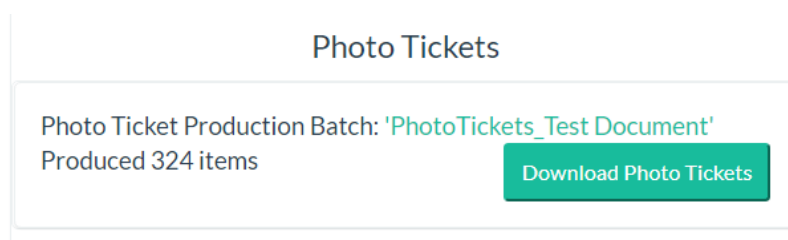
Sort Options

Data column to sort on: Class
Direction: Ascending

Queue for Production

- Production Batch Name - Print job name, this is auto generated but can be manually changed if required.
- Select Device or Queue - The queue that the print job will be sent to in Production Agent.
- Select Photo Ticket Layout - Choose the layout that will be used.
- Data missing for this product - Will tell you if some of the data in the layout will not be populated or if some of the data in the spreadsheet will not be used.
- Sort Options - Can change the sort options for the photo tickets.

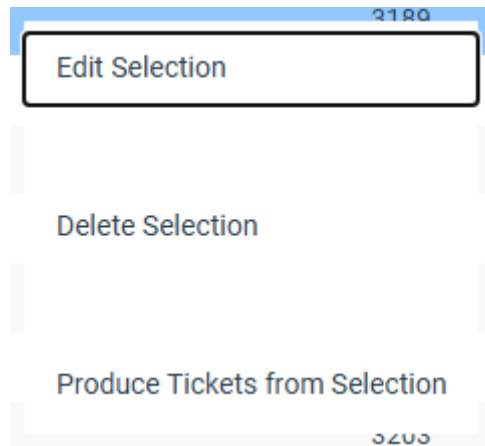
Production Agent will need to be running to render the photo tickets.



After the photo tickets have been rendered there is a download Photo Ticket button which will send the photo tickets to print using your default printer as set up on your PC.

Editing the Data

If you open a spreadsheet by clicking on the job and then going to Manage the spreadsheet will open. Here you can edit the data for a specific data line by right clicking on the line and the below modal will appear.



- Edit selection - Will enable you to edit the data that you have clicked on.

Adnum ↑↓	School ↑↓
3189	<input type="text" value="School Name"/>
3178	School Name
3202	School Name
3183	School Name

- If you have multiple lines selected you can edit them as one.

Adnum ↑↓	School ↑↓
3189	<input type="text" value="School"/>
3178	<input type="text" value="School"/>
3202	<input type="text" value="School"/>
3183	<input type="text" value="School"/>

- Delete Selection - Will do exactly that, delete the selected data lines
- Produce Photo Tickets - This allows you to produce the photo tickets for only the selected data lines.

Order

Under the orders tab you can see all the following order options via the drop down.

Orders

Here you can see all the orders that have been created from any source. You can filter the view via the source and the status.

Orders

View and Manage Orders

Show entries

Status	Name	Created	Source	Shipment	Items
Created	0342- Restore	9 September 2024 15:19:07	HalsysWebSales	Batch Shipping	14
Created	0339-Demo	4 September 2024 14:00:27	HalsysWebSales	Batch Shipping	2
Complete	0332-Restore DB Numbered	4 September 2024 09:25:50	HalsysWebSales	Batch Shipping	8
Complete	0331-Test Restore	3 September 2024 16:52:22	HalsysWebSales	Batch Shipping	25
Created	0329-Demo	2 September 2024 15:47:50	HalsysWebSales	Batch Shipping	8
Created	0327-Upload end to end	27 August 2024 11:15:08	HalsysWebSales	Batch Shipping	25
Complete	JC01010	20 August 2024 17:28:03	Web Portal		1
Complete	0323-Upload end to end 140824	20 August 2024 17:16:50	HalsysWebSales	Batch Shipping	3
Complete	Order 11242 Group Upload	20 August 2024 16:42:26	Order Builder		4
Created	0319-Upload end to end 1408	15 August 2024 15:34:12	HalsysWebSales	Batch Shipping	3

If you click on an order it will open the below information modal. You are able to resend to production from here and also print the tracking sheet.

Order: 0342-Restore

Id: 14785

Number of Items: 14

Status: Created

Source: HalsysWebSales

Created: 2024-09-09T15:19:07.4265799

Asset Products

Product: 10 x 8
Product Type: SinglePrint
Quantity: 2
Sort Order: 1
Assets: 454589

Product: 10 x 8
Product Type: SinglePrint
Quantity: 2
Sort Order: 2
Assets: 454588

Shipment

Type: Batch Shipping
Shipped Date:
Delivery Date:

Shipping Address

School Head
School Lane
School Village
Colchester
CO9 8TY
@halsys.co.uk

Billing Address

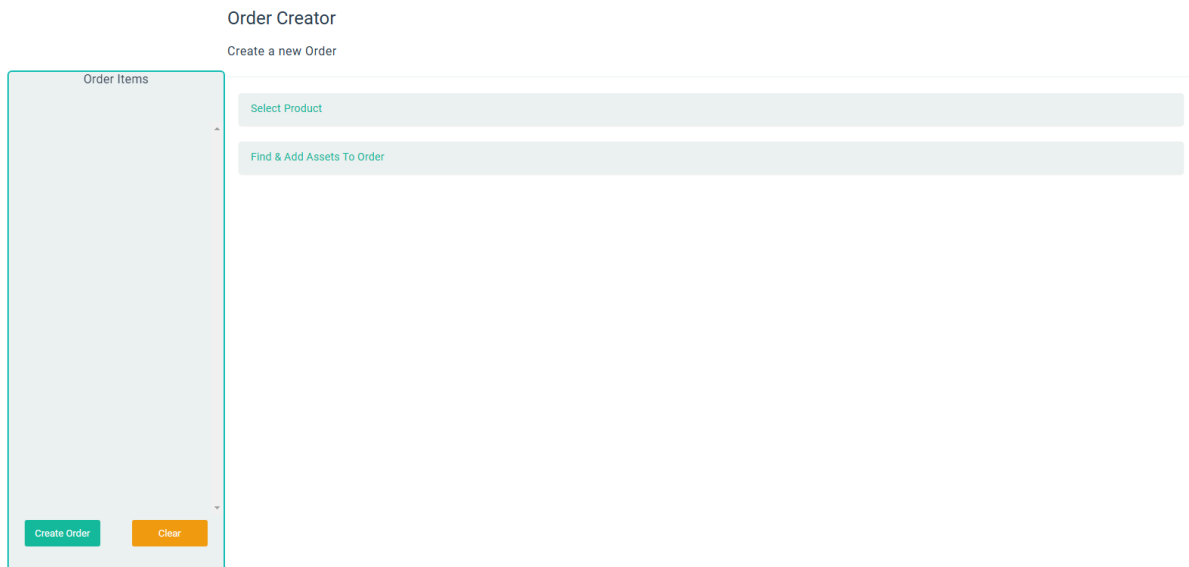
School Head
School Lane
School Village
Colchester
CO9 8TY
@halsys.co.uk

Controls

[Send To Production](#) [Print Tracking Sheets](#)

Order Creator

Here you are able to create orders for fulfilment.



- Select a product - Click on select a product and it will expand to show you all single prints, digital products, layout products and pack products. Click on the product you require.

Select Product

Single Print Products	Digital Products	Layout Products	Image Nodes	Pack Products	Products
10 x 7	20x10 Digital Upload 800pxls	1-3 Image test	1	12x8 PNG Render	9
10 x 8	24x10 Digital Upload 800pxls	10 x 8 Leavers	1	Associated Test Packs	2
11 x 14	30x10 Digital Upload 800pxls	10x5 Year Group Linked image	1	BG 1-3 PNG	3
11 x 8	36x10 Digital Upload 800pxls	10x7 with BG	1	Order test	5
11x6	Digital - High Quality	10x8 Border	1	Pack A	3
12 x 10	Digital - Low Quality	10x8 Dual Green BG	1	Pack A GH	3
12 x 8	Digital - Medium Quality	10x8 Friendship groups	1	Pack A Grp	3
12x8	Digital - Original	10x8 Green Rot Comp	1	Pack A PNG	3
14cm x 9 cm	Digital 20MP 5:4 (5000 x 4000)	10x8 House Banner	1	Pack B	2
15.5x5	Dpi test	10x8 PNG	1	Pack B GH	2
16 x 8	Export Product INDS	10x8 rectangle test	1	Pack B Grp	2
16x10	Group Images	10x8 rectangle test 2	1	Pack B PNG	1
16x8	SIMS	10x8 rectangle test 3	1	Pack C	3
20x8		10x8 test grad	1	Pack C GH	2
3.5x2.5 Blog Feature		12x5	1	Pack C Grp	3
30 x24		12x6 21 iamges (Not Comp)	13	Pack C PNG	3
30x8		12x6 New with linked images	1	Pack D	1
32x8		12x6 Star Box Composie 16	2	Pack D GH	2
42x28		12x6 Star Box Composie 16 Irregular	1	Pack D Grp	1
5 x 4		12x8 9 images BG chnages	9	Pack Del	11
5 x 5		12x8 add background	1	Pack E	1
5x12		12x8 Boxing Cover Not PNG	1	Pack E GH	1
5x3.5		12x8 Boxing Front Cover	1	Pack E Grp	2
6 x 4		12x8 Boxing Front Cover 2	1	Pack F	4
6 x 6		12x8 Comp 22-28	0	Pack F Grp	1
6 x 8		12x8 Comp 22-28 Irregular	0	Pack E GH	1
6x12		12x8 Eco Mag Cover	1	Pack E Grp	2
7 x 5		12x8 Eco Mag Cover with post it	1	Pack F	4
7.5 x 5		12x8 Football Front Cover	3	Pack F Grp	1
8 x 6		12x8 Graf 1st Day at school	1	Pack G Grp	1
8 x 7		12x8 Graf 1st Day at school PNG	1	Pack H Grp	1
8 x 8		12x8 Mag Front Cover	1	Pack J Grp	1
8x9		12x8 Panel Prints	9	Pack K Grp	1

- Now you need to select the image you want to add to the order. If you know the asset ID for the image you can put it in the search box and click search.

MaxLab Portal User Guide

Find & Add Assets To Order

Advanced Search Builder

Add Search Term Search

Search

You are adding product Pack A to 0 images.

Add to Order Clear Selection

Preview

- If you need to add a search term, click add search term and you will get the below options.

Advanced Search Builder

Add Search Term Search

- The first drop down box is the metadata that you want to search on i.e. First Name, Class etc.

Advanced Search Builder

Accept
AccNo
ActualHeight
ActualWidth
Address
Adnum
Age In Number
Age in Words
AssetID
AssetToken
AssetTokenIdentifier
BlogLine1
BlogLine2
Character Test
Class
CollectionNames
CustomGroupId
DataModifiedDate
DataName
Date

- The second drop down is either if it contains or is the text you are searching on.

MaxLab Portal User Guide

Order Creator

Create a new Order

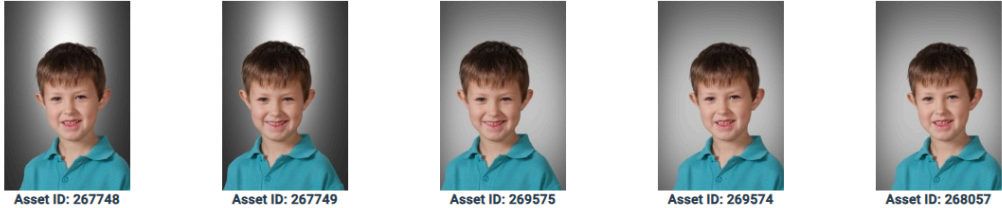
Select Product - **Pack A**

Find & Add Assets To Order

Advanced Search Builder

LastName is

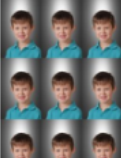
LastName Equals Jones **186 hits** in 1ms



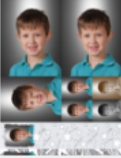
- Now put the text in the search box and click search, you can have multiple search terms by simply adding another search term.
- Select the correct image and click add to order.
 - To perform another search and add more to the order click New Search and start your new search.
 - The order will build on the left, when you are happy that everything you need is in the order click Create Order.

Order Items


1. 12x8 9 images BG chnages



2. 12x8 Panel Prints



3. 2-5x3.5 3 wallets 3 minis



MaxLab Portal User Guide

- You will then see a pop up as below, you can fill in the information the only required field is the Order Name everything else you can leave blank or fill in depending on your requirements.

Create Order ✕

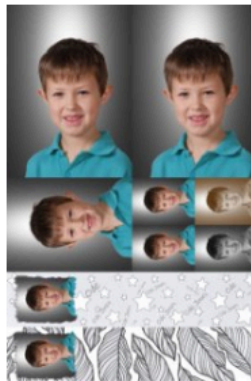
Order Name	Title
Email	First Name
Zip (Post) Code	Last Name
City	Street 1
Company	Street 2
	Country

Create Order

Previews



Product: 12x8 9 images BG changes
with assets:
267748,267749,269575,269574,26977
5,269774



Product: 12x8 Panel Prints with
assets:
267748,267749,269575,269574,26977
5,269774



Product: 2-5x3.5 3 wallets 3 minis with
assets:
267748,267749,269575,269574,26977
5,269774

Close

Order: JC1024001

Id: 15169
Number of items: 3
Status: Created
Source: Web Portal
Created: 2024-10-09T14:39:50.0178272
Asset Products ▼

Shipment

Shipping Address

Billing Address

Controls

Send To Production Print Tracking Sheets

Order Logs

- Having clicked close you will get the below pop up where you can print a tracking sheet or send the order to production. The order will also be available from the order tab in MaxLab client too, so that your lab staff can send the order to production .

External Orders

On this page you can see all the orders that have been created from any external system, i.e. your web orders. You can perform a search here for an order and if you click on the order you will see the below information.

External Order 99161139_Photo_1_of_1



Id: 12989	Starting Processing: 17/09/2024 13:06:45
External id: 99161139_Photo_1_of_1	
Number of items: 2	Completed Processing 17/09/2024 13:06:45
Status: Complete	
External batch: POST TO HOME 17/09/2024 2	
External batch id: POST TO HOME 17/09/2024 2	
Generated Order: 15029	
Created: 17 September 2024 13:05:12	
Order Date: 17 September 2024 13:05:12	
Shipping Address: Sarai MacGyver 12595 Pfannerstill Viaduct Suite 818 O'Konchester United Kingdom WG8 6ZC Sarai41@yahoo.com	

Export Jobs

This is where you will see the orders that you have uploaded to your external system, i.e. your web sales platform. You can see when the order was uploaded and if there was any errors or failures.

Export Job School Name Here 2_2



Id: 2785
Created: 26 September 2024 13:10:51
Priority: Normal
Status: Complete

Items

Logs

13 days ago
Queued
13 days ago
Processing - Starting Processing
13 days ago
Complete

Reports

Here you can see various reports on different criteria for example images imported and collection created. You can choose a date range for each report.

Reports

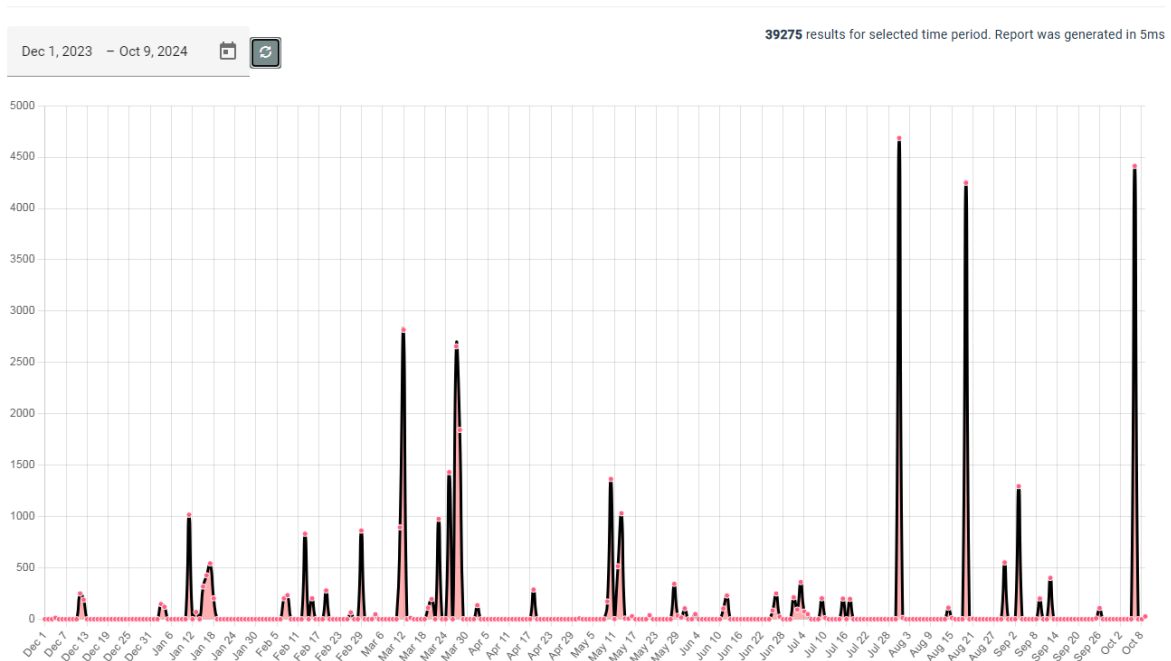
Gather insights about how the system and your team are performing



- Images Imported - How many images have been imported each day for the date range selected.

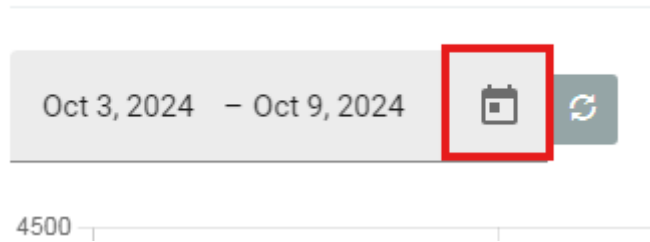
Images Imported Report

View how many images have been imported into the system over a period of time

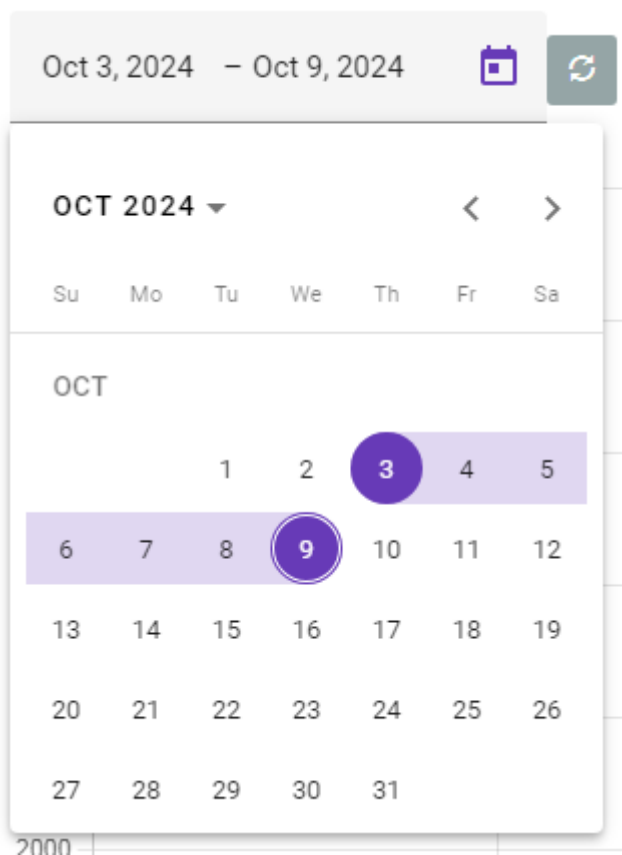


MaxLab Portal User Guide

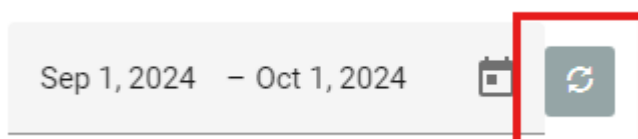
- To change the date range that you are reporting on, click on the calendar icon as below.



- A calendar will appear, find the start date you want to report from and click the date.



- Then navigate to the date you want the report to finish on and then click the refresh button as shown below.



This date range selection is the same for all reports.

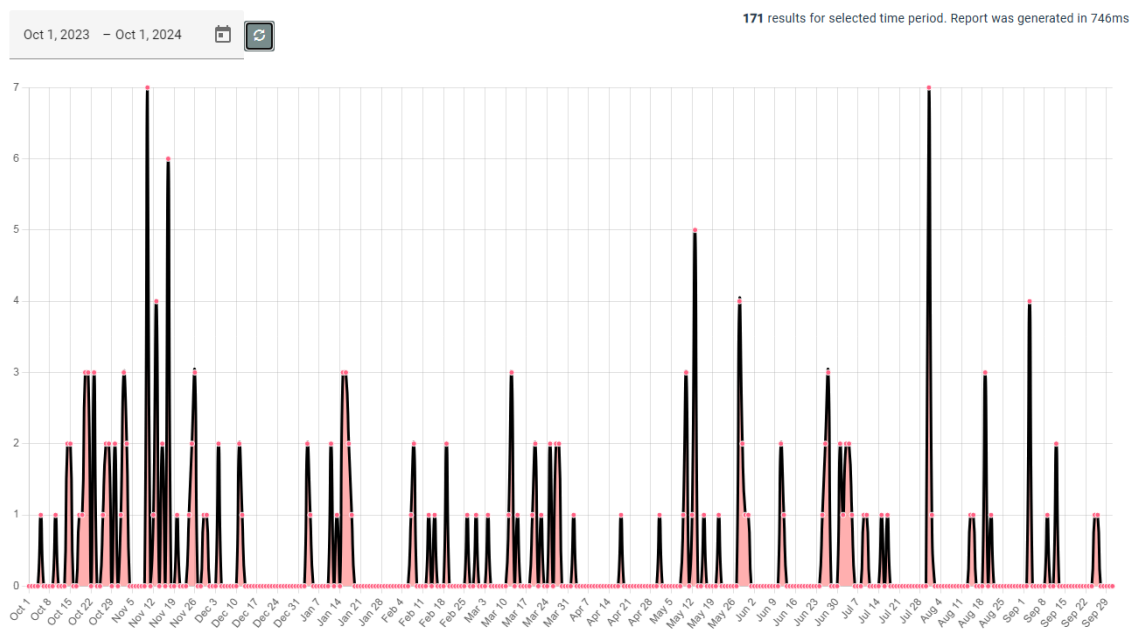
- Revenue From Orders -

MaxLab Portal User Guide

- Collections Created - How many collections created for the chosen date range.

Collections Created Report

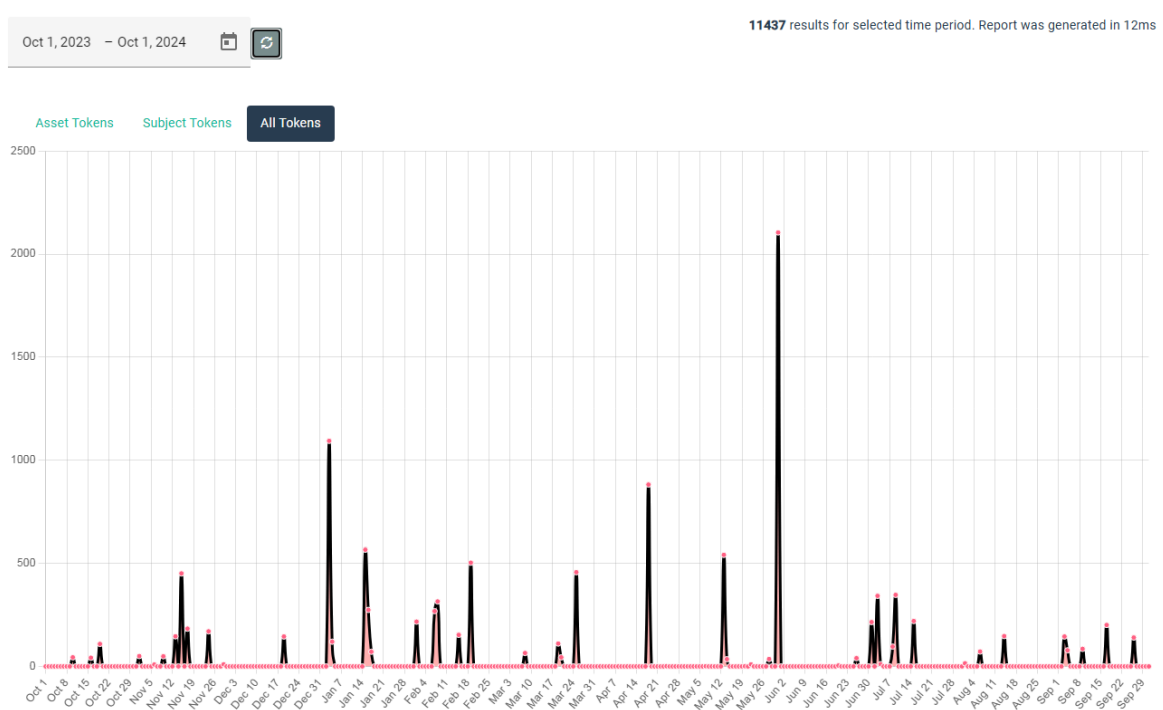
View how many collections have been created over a period of time



- Tokens Created - How many tokens that have been created for the chosen date range.
 - You can choose to run the report on asset tokens, subject tokens or all tokens by clicking the buttons in the top left.

Tokens Created Report

View how many tokens have been created over a period of time

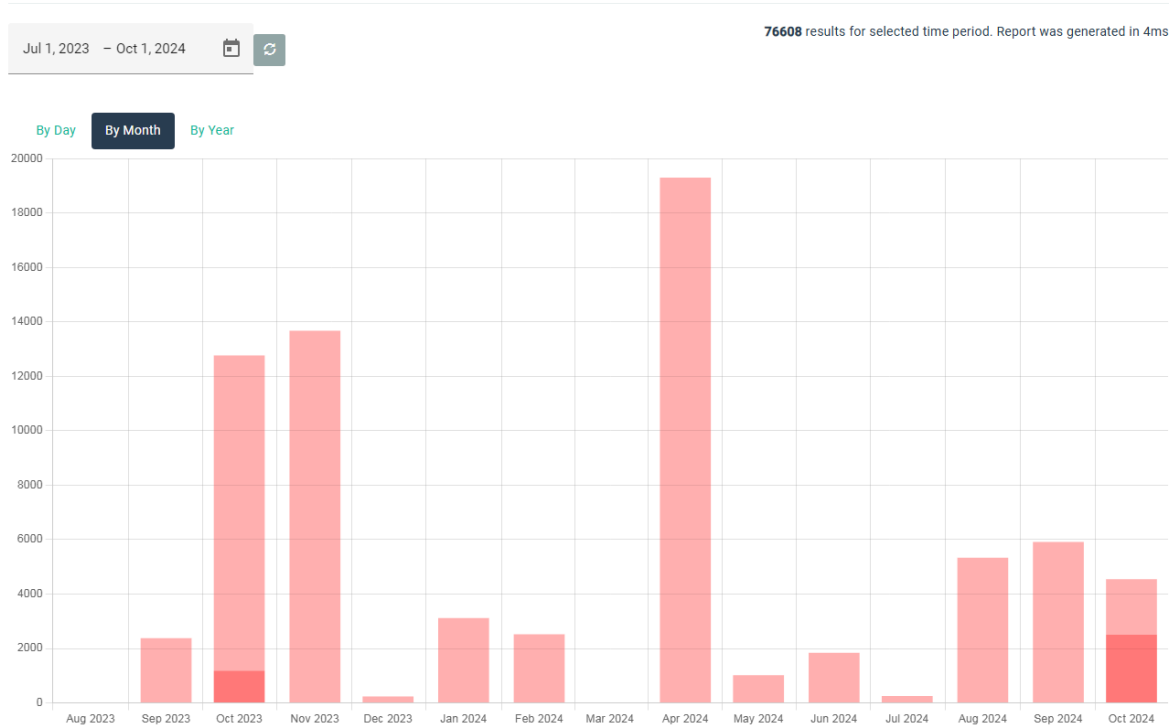


MaxLab Portal User Guide

- **Face Detect Usage** - The number of images sent to face detection from the date range selected. You can also select how you want the data to be grouped, by day, month or year.

Face Detect Usage Report

View how many assets have been sent for face detection



Incidents
















Here you can see any failed incidents that have happened. The image below displays a listing of active system incidents for MaxLab.

Incidents

View active system incidents

Incidents Show Resolved

Resolve All

Incident	Started	Occurrences	Status
External Order '130860888_Photo_1_of_1' has failed.	22 days ago	1	Open 
External Order '212605429_Photo_1_of_1' has failed.	22 days ago	1	Open 
External Order '219783114_Photo_1_of_1' has failed.	22 days ago	1	Open 
Production Batch 'PhotoTickets_Test URL linking_1' Failed.	a month ago	1	Open 
Production Batch 'PhotoTickets_Test URL linking' Failed.	a month ago	1	Open 
External Order '0276-Numbered Images Test Multi' has failed.	2 months ago	1	Open 
External Order '0275-Zig Zag Demo' has failed.	2 months ago	1	Open 
Production Batch 'Zig Zag Demo-1_3' Failed.	3 months ago	1	Open 
Production Batch 'Upload PNGs-1_2' Failed.	3 months ago	1	Open 
Production Batch 'Upload PNGs-1' Failed.	3 months ago	1	Open 
Production Batch 'Numbered images_1_1' Failed.	3 months ago	1	Open 
Export Job 'Numbered images_1' has failed.	3 months ago	1	Open 
Production Batch 'End to End Zig Zag Test - 112' Failed.	3 months ago	1	Open 
Production Batch 'DSP St Phillip Howard ks166_4' Failed.	5 months ago	1	Open 
Production Batch 'Numbered images_9' Failed.	6 months ago	1	Open 

Page 1

MaxLab Portal User Guide

You can click on an individual incident and get more information as shown below. This page is designed to give more granular details about a single incident, allowing the user to review error messages, check when the issue occurred, and take specific actions to manage the incident. It's a useful interface for administrators to diagnose and track the progress of resolving system problems.

Incident Details

External Order '130860888_Photo_1_of_1' has failed.

[Incidents](#) / [External Order '130860888_Photo_1_of_1' has failed.](#)

External order failed with error message Object reference not set to an instance of an object..

[Ignore](#) [Mark as resolved](#)

Occured: 1 time(s)

22 days ago
Incident created

Production

The following section shows the production batches as created in MaxLab Client and the overview of production. You can interact with them as follows.

Batches

In this section you will find all the production batches created in MaxLab Client.

Production

View and Manage Production Batches

Show entries

From

AssetID

Name

Status	Name	Priority	Created Time	Created By	Allocated Device	No. Of Items
Produced	Uplaod end to end 140824 Restore DB Upload end to end 140824 Restore DB-4	Normal	Aug 15, 2024	Administrator	PhotoGate	2
Produced	Uplaod end to end 140824 Restore DB Upload end to end 140824 Restore DB-5	Normal	Aug 15, 2024	Administrator	Render to file	32
Produced	QR Uplaod to .store_2	Normal	Aug 19, 2024	Administrator	Render to file	3
Produced	FD TEsting_2	Normal	Aug 19, 2024	Administrator	Render to file	1
Produced	FD TEsting_2_1	Normal	Aug 19, 2024	Administrator	Render to file	1
Produced	Group Upload Test Dual_1_3	Normal	Aug 20, 2024	Administrator	Render to file	4
Produced	Group Upload Test Dual_1_4	Normal	Aug 20, 2024	Administrator	Render to file	4
Produced	Uplaod end to end 140824 Restore DB Upload end to end 140824 Restore DB_1	Normal	Aug 20, 2024	Administrator	Render to file	3
Produced	Uplaod end to end 140824 Restore DB Upload end to end 140824 Restore DB_1_1	Normal	Aug 20, 2024	Administrator	Render to file	3
Produced	Uplaod end to end 140824 Restore DB Upload end to end 140824 Restore DB_1_2	Normal	Aug 21, 2024	Administrator	Render to file	3
Produced	Uplaod end to end 140824 Restore DB Upload end to end 140824 Restore DB_1_3	Normal	Aug 21, 2024	Administrator	Render to file	3
Produced	Group Upload Test Dual_1_5	Normal	Aug 21, 2024	Administrator	Render to file	1
Produced	Adobe1998	Normal	Aug 21, 2024	Administrator	Render to file	1
Produced	Adobe1998_1	Normal	Aug 21, 2024	Administrator	Render to file	3
Produced	Uplaod end to end 140824 Restore DB Upload end to end 140824 Restore DB-3	Normal	Aug 15, 2024	Administrator	PhotoGate	2

Showing 15 out of 2724 entries

[Previous](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)
[182](#)
[Next](#)

You can view a batch by clicking on it and it will open the below pop up.

Batch: Upload end to end 140824 Restore DB Upload end to end 140824 Restore DB-5



Status: Produced
Batch Type: User_Created
Media Type: Print
Priority: Normal
Created By: Administrator
Current Device:
Asset Products ▾
Target Devices ▾
Target Queues ▾

Re-allocate To Device/Queue:

Allocate to:

Re-allocate

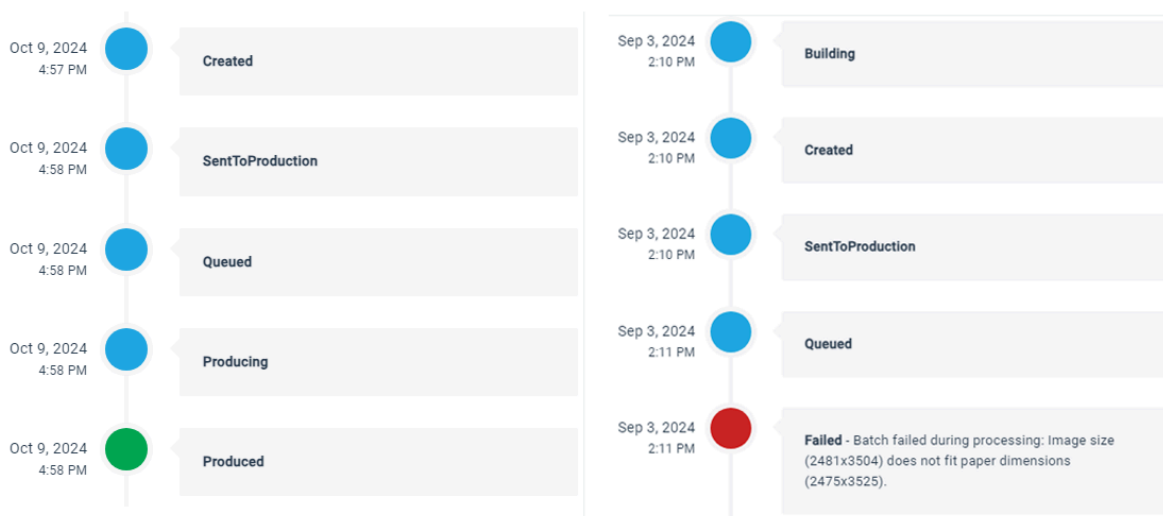
Resend To Production

Resend

[Logs](#)

Close

- Reallocate - With this button you can reallocate the production batch to a different device, this will not reprint just allocate it to a different device.
- Resend - This will resend the production batch to the allocated device
- Asset Products - This will give you a list of all the assets that are in the production batch. You can click on the asset ID to open the asset
- Target Devices - This is the device that the batch is allocated to.
- Logs - Here you can see the breakdown of how the batch was produced, with any errors as shown in the images below, one successful one that failed.



Overview

Displayed here you can see the overview of the production devices and their usage and any limits that are set for your licencing agreement.

Production Overview

Overview of Recent Production Status

Prints This Year ▾	Digital This Year ▾	Device Usage This Year ▾
Active Queues: 13	Active Queues: 2	Photo Ticket Render: 5148 items
Batch Statuses	Batch Statuses	Render 8 Inch: 3419 items
Produced: 262	Produced: 63	Ticket Render No Tiling: 573 items
Created: 1	Failed: 5	PDF Render: 894 items
Queued: 10	Hold: 5	PhotoGate: 99 items
Producing: 2		Fuji Demo: 106 items
Failed: 4		Render to file: 1450 items
Hold: 1		Render 5 Inch: 548 items
		No Device: 45 items
		NHF 8 Inch New: 105 items
		Fuji : 8 items
		DX100: 129 items
		Printer B 5 and 10 Inch: 28 items

Products

The following section shows all products that are available in MaxLab and their product type (Single Print, Layout, Index Print, Digital Product Photo Ticket or Pack). You can search the list by using the search box at the top of the page. You can also sort the list by clicking the headers for the columns and it will sort into alphabetical ascending order by the column clicked.

Products

Products List

Name ▲	Format Type †	Created †	
1-3 Image test	Layout	2 years ago	
10 x 7	SinglePrint	4 years ago	
10 x 8	SinglePrint	4 years ago	
10 x 8 Leavers	Layout	a year ago	
10x5 Year Group Linked image	Layout	2 years ago	
10x7 with BG	Layout	2 years ago	
10x8 Border	Layout	4 years ago	
10x8 Dual Green BG	Layout	a year ago	
10x8 Friendship groups	Layout	2 years ago	
10x8 Green Rot Comp	Layout	a year ago	

MaxLab Portal User Guide

You can view the product details by clicking the green icon for a product which will open the below page. Here you can archive or delete a product, note that packs are only able to be deleted not archived.

Product Details

[Products List](#) / [1-3 Image test](#)

Product Name: 1-3 Image test
Print Type: Print
Format Type: Layout
Description:
Price: 0
SKU:
Archived: false
Created: 2 years ago
Modified: 2 years ago
Orders using this product: 0
Assets using this product: 5
Production Batches using this product: 0

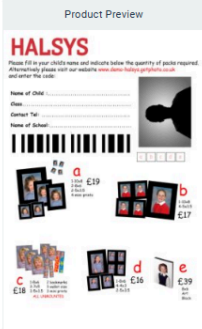
Layout Product Details

No details to display

Product Controls

Archive
Delete

Product Preview



Here you can see a preview of the product, this is not shown for packs and index sheets.

For packs you will get a breakdown of the products in the pack, see image below.

Pack Details

[Products List](#) / [Pack A](#)

Pack Name: Pack A
Crop Aspect Ratio: 1.3333333333333335
Crop 'Width' by 'Height' (mm): 203.2 x 152.39999999999998
Created: 4 years ago

Pack Products

- 10 x 8
- 8 x 6
- 5 x 4

Product Controls

Delete

For index sheets you will get the below information.

Product Details

Products List / [A4 index](#)

Product Name: A4 index
Print Type: Print
Format Type: IndexPrint
Description:
Price:
SKU:
Archived: false
Created: a year ago
Modified: Never
Orders using this product: 0
Assets using this product: 10
Production Batches using this product: 0

Index Product Details

DPI: 300
Footer Data Name:
Images Per Page: 20
Font Size: 3
'Width' by 'Height' (mm): 298.45 x 209.55
Use Cropped Images: true
Use Thumbnail Images: true

Product Controls

Archive
Delete

Product Preview

Product Preview not available for this product type

Rendering

Overview

In this section you will find an overview of the current rendering that is happening, as below.

Render Overview

Overview of MaxLab Current Rendering

Overview		
Processed Last Hour 749 ~ 0.17 assets/sec	Render Nodes 4	Failed Last 7 Days 0
Queued Assets 0 <small>Low: 0 - Normal: 0 - High: 0</small>	Queued Asset Products 0 <small>Low: 0 - Normal: 0 - High: 0</small>	Current Longest Wait (min) 0.0
Idle Items 67178		
Current Workload		
Name	Processing Count	

Render Nodes

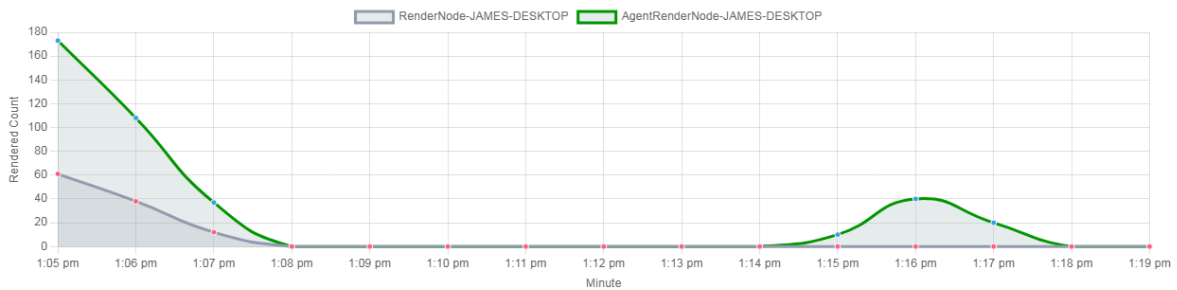
The diagram below refers to the individual production agent activity.

MaxLab Portal User Guide

Render Nodes

View and Manage Render Nodes

RenderNode-JAMES-DESKTOP	Inactive
AgentRenderNode-MISSDEMO-P3420	Inactive
AgentRenderNode-AH-LATITUDE	Inactive
AgentRenderNode-JAMES-DESKTOP	Active



Failed renders

Here you can see any failed renders and see why it failed by clicking the date and time.

Render Errors

View and Investigate Raised Render Errors

Found 4574 logs in 505ms

[7/16/24, 11:53 AM](#)

Host: External

Error Message: No File was found at 'D:\ProgramData\Halsys Ltd\MaxLab\Assets\Original\AssetProduct\21_4_2021\14\AssetProduct_28290.jpg'

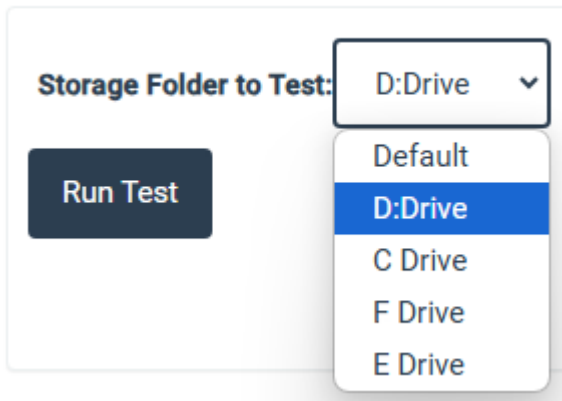
Date: July 16, 2024 at 11:53:21 AM GMT+1

Notes

Errored when Rendering by external renderer
Halsys.MicroLab.Server.Web.Client.Exceptions.MicroLabResourceNotFoundException: No File was found at 'D:\ProgramData\Halsys Ltd\MaxLab\Assets\Original\AssetProduct\21_4_2021\14\AssetProduct_28290.jpg' at Halsys.MicroLab.Server.Web.Client.WebRequests.WebRequestBase`1.SendRequest(HttpClient httpClient, String urlBase, String authToken, String machineName, String clientType, Nullable`1 clientId) in C:\TeamCity\buildAgent\work\60753414d741fc4\Server\Halsys.MicroLab.Server.Web.Client\WebRequests\WebRequestBase.cs:line 149 at Halsys.MicroLab.Server.Web.Client.WebRequests.WebRequestTracker.InnerDispatch(WebRequestBase`1 request, IConnection connection) in

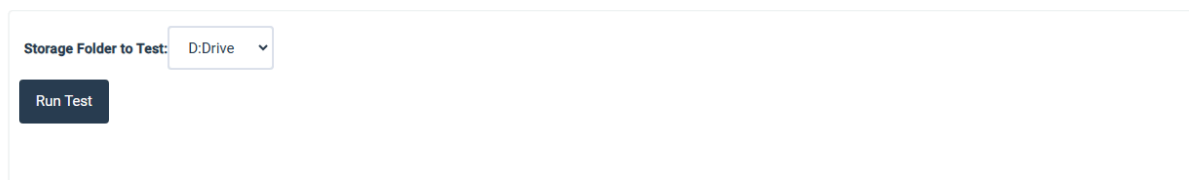
Performance

The following section is where you can check the performance of the storage folders. You can select the folder you want to test by using the dropdown and then click run test.



Performance Test

Test your MaxLab current performance



Previous Results

Query ms	Download ms	Upload ms	Read ms	Write ms	Render ms	Database Query ms	Storage Folder	Time Created
4.5	91.8	792.5	68.3	35.4	924.0	350.5	D:Drive	15 minutes ago
4.6	114.0	920.6	120.3	33.5	1,072.0	711.4	D:Drive	9 months ago
3.1	103.0	764.3	69.6	34.8	1,066.1	309.2	D:Drive	a year ago
2.9	84.8	775.4	9,867.0	63,361.8	837.9	331.6	D:Drive	a year ago
4.1	84.4	766.8	85.9	34.9	1,094.8	305.6	D:Drive	a year ago
3.4	78.5	769.4	96.5	49.0	1,079.8	253.5	D:Drive	2 years ago
2.5	74.6	779.1	82.4	30.8	829.8	254.6	D:Drive	3 years ago
2.5	73.8	692.9	78.4	31.0	805.1	222.0	Default	3 years ago
2.4	72.5	714.9	76.1	1,954.9	894.3	237.1	Image folder	3 years ago
2.8	67.8	697.5	47.4	36.3	317.6	127.8	Default	4 years ago

Administration

Here you will discover the settings exclusively accessible to all administrators.

Applications

Here you can access the various MaxLab applications and view the computers that they are installed on. You can revoke a licence for a computer and for an application and here is where you would authorise an application for a computer.

Applications

Manage your applications

Client (2/2)
Production Agent (1/2)
Layout Designer (1/2)
Web Upload Agent (1/1)

Client Installer

No file chosen

Current Installer Version:

Installer File Name:

Uploaded: **Invalid date**

Machine Name	Last User	Status	Version		
JAMES-DESKTOP	Administrator	Authorised	v2024.1.2 (build 333)	Revoke	Delete
AH-LATITUDE	Administrator	Authorised	v2024.1.0 (build 9999)	Revoke	Delete

Audit logs

Here you will find the audit logs for the MaxLab system. Audit logs provide a chronological record of actions taken within the system, detailing the user that performed the action, the timestamp indicating when it was performed and some additional detail information specific to the action. There is a filter feature that you can use to filter the action type here is a list of the action types:

- Order Deleted
- Booking Created
- Order Created
- Product Deleted
- Client Authorised
- External Order Created
- Job Created
- Product Updated
- Incident Resolved
- Product Created
- Production Batch Created
- Asset Collection Created
- Export Job Status Updated
- Client Revoked

Trace Logs

Here you can access trace logs, invaluable for identifying system issues and tracking errors. Additionally, there's a feature available to send a diagnostic dump to halsys for analysis.

Users & Roles

Here you are able to set up users for the MaxLab system and the roles that they are allowed.

Roles

Roles are a way of locking down the actions a user can perform.

MaxLab Portal User Guide

To create a new role, click the roles tab and then the New Roles button. Then a new modal will appear, as below.

Create New Role x

Name

User Actions Allowed

- Users
- Roles
- Booking
- Client
- Settings
- Asset
- Product
- Pack
- Tasks
- Collection
- Incident
- Image
- Order
- Report
- Data
- Storage
- Tag
- Subject
- System
- Database
- Batch
- Device
- External
- Diagnostic
- Colour
- Production

Simply tick the actions you want a user to be able to perform (By ticking them the choice will expand to give you more options) and then give the role a name and click save.

Each role explained:

- Users - Limit access to view/create/edit a user
 - UsersView
 - UserCreate
 - UsersEdit
- Roles - Limit access to view/create/edit a role
 - RolesCreate
 - RolesView
 - RolesEdit
- Booking (Jobs) - Limit access to view/create/edit jobs
 - BookingView
 - BookingCreate

MaxLab Portal User Guide

- BookingEdit
- Client
 - ClientManage
 - ClientSessionView
- Settings
 - SettingsDataManage
 - SettingsGeneralManage
- Asset - Limit access to view/create/edit assets
 - AssetEdit
 - AssetView
 - AssetManage
- Product - Limit access to view/create/edit a product
 - ProductCreate
 - ProductEdit
 - ProductView
- Pack - Limit access to view/create/edit a pack
 - PackCreate
 - PackEdit
 - PackView
- Tasks - View tasks
 - TasksView
- Collection - Limit access to view/create/edit/manage/delete/ a collection
 - CollectionCreate
 - CollectionView
 - CollectionManage
 - CollectionDelete
 - CollectionStatusCreate
- Incident
 - IncidentView
 - IncidentManage
- Image
 - ImageImportReportView
 - ImageAdd
- Order - Limit access to view/create/edit/manage/ an order or limit access to view an order revenue report
 - OrderRevenueReportView
 - OrderEdit
 - OrderCreate
 - OrderManage
 - OrderView
- Report - Limit access to view/create/edit a user
 - ReportView
- Data - Limit access to view/manage data
 - DataFieldGroupView
 - DataFieldGroupManage
- Storage - Limit access to manage storage folders
 - StorageFolderManage
- Tag - Allow access to tag view

MaxLab Portal User Guide



- TagView
- Subject
 - SubjectGroupManage
 - SubjectGroupView
- System
 - SystemConfigurationEdit
 - SystemConfigurationView
- Database - Allow access to set up and to manage database backups
 - DatabaseBackupExecute
- Batch
 - BatchManage
 - BatchCardTypeManage
- Device
 - DeviceQueueOrderAllocate
- External - Limit access to create/view/edit/manage external processing
 - ExternalJobsOrdersCreate
 - ExternalJobsOrdersView
 - ExternalJobsOrdersEdit
 - ExternalJobsOrdersManage
- Diagnostic - Allow access to diagnostic Logs.
 - DiagnosticLogsView
- Colour - Allow access to colour management setup.
 - ColourProfileManage
- Production - Limit access to create/manage/view data
 - ProductionCreate
 - ProductionManage
 - ProductionView

Users

Users

Manage Users And User Roles

Users

Users	Roles	Username	Email	
		PhotoLab	photolab@photolab	
		Administrator	admin@admin.com	

Buttons: Show Archived, New User

To create a new user simply click the new user button which will take you to the following page.

MaxLab Portal User Guide

New User

Create a new User

Users / Create

Username

First Name

Last Name

Email

Password

Passwords do not match

Confirm Password

Is Administrator

User Roles

Available	Assigned
User	

Production Services

Here is a comprehensive list of all production services (devices) installed across the system's computers and their status. The agent names are useful when a new PC is installed to replace a production agent PC, you can use the agent name when setting up and all the prior information will be automatically populated into the new production agent.

Production Services

Manage Production Services

Create New Production Service

Agent JAMES-DESKTOP

Name	Status	Type	Archived
Render to File 10 inch	Online	RenderToFile	false
HP laser jet 1300	Online	WindowsPrinter	false
PhotoGate	Online	CloudLab	false
Ticket Render No Tiling	Online	PhotoTicketPdf	false
NHF 12 inch	Online	NoritsuHotFolder	false
Printer A 5 and 10 Inch	Online	NoritsuHotFolder	false
Printer B 5 and 10 Inch	Online	NoritsuHotFolder	false
Printer C 8 and 12 Inch	Online	NoritsuHotFolder	false
Printer D 8 and 12 Inch	Online	NoritsuHotFolder	false
NHF 8 Inch New	Online	NoritsuHotFolder	false
Fuji Demo	Online	FujiC8Printer	false

Agent MISSEMO-P3420			
Name	Status	Type	Archived
DX100	Online	WindowsPrinter	false
DE100	Online	WindowsPrinter	false
Render to File By Product	Online	RenderToFile	false

Create New Production Service

You can also create a new production service here if required.

Error Logs

Here you can see any error messages which will help you analyse any issues you may have.

Settings

General/Production

Production
API
Logging
Misc

Production Settings
Save

Cache Rendered Asset Products

Split Asset Token Into Username Password
Token usernames generated are not guaranteed to be unique whilst this is turned off.
 Recommend a minimum token length of at least 10.

Save Asset Versions in Original Folder

Minimum Priority to Render

Assets with a render priority lower than the set minimum level will be queued, but not rendered.

Default Token Length

Minimum Length: 8

Max Ad Hoc Collection Size Limit

Ad Hoc Collection Warn Limit

On the production tab you will find the following

- Cache Rendered Asset Products

This will render and cache any products that you print to file, enabling fast reprinting of products, this is only effective if you haven't made any changes to the image when resending, i.e. haven't changed the crop, data or colour corrections to name a few.

- Save Asset Versions in Original folder

With this ticked on when retouching images in MaxLab it will create a versions folder in the same folder where the original images are being stored. If unticked they will be saved into folders wherever the Image store is set to (You will find this location under Administration/Storage), version will be put in a dated folder in either location.

- Split Asset token into username and password

MaxLab Portal User Guide

This will split an asset token into a username and password and a subject token into a subjectusername and subjectpassword. Make sure you have a minimum token length of 10 when splitting tokens.

- Minimum priority to render

Here, you can set the priority to exclude certain renders. This is useful during migrations when there are many assets to process. By setting the priority to high, any tasks with a low priority will not be rendered. Then, during downtime, you can reset the priority, and the assets will be rendered.

- Default token length

Here you can set the length of tokens that are created in MaxLab. Minimum length is 8 but if you are splitting tokens into usernames and passwords this needs to be 10. The larger the number the more unique tokens will be available.

- Max Ad hoc Collection Size limit

Here you can set the maximum number of images that can be opened or saved as an ad hoc collection.



Please see our MaxLab Client user guide for more information on ad hoc collections, how they work and when they can be used. Below is the warning you will see in the client when you try to create an ad hoc collection larger than the set limit.

Ad Hoc Collection size is too large

Your MaxLab configuration prohibits opening collections larger than 20

Ok

- Ad Hoc Collection Warn limit

Similar to above but this is the point that a warning will show the user that they are opening/creating a large ad hoc collection and there may be a performance impact.

Warning - Large ad hoc collection size

You are about to open a collection of 1665 assets. Performance may be impacted. Do you wish to continue?

Continue

Cancel

General/API tab

Production API Logging Misc

API Settings Save

Error on Invalid Linked Image

- Error on invalid linked images

When this option is selected, production batches or orders that require linked images will generate an error if the linked images are missing. If this option is not selected, the batches or orders will proceed without any error notifications, but be cautious: the final printed or rendered products might be incorrect, and this won't be apparent until the final output is reviewed.

General/Logging

Production API Logging Misc

Logging & Error Settings Save

Help improve MaxLab by sending usage statistics Send full telemetry data

Trace Level Error (Recommended)

- Help improve MaxLab by sending usage statistics

With this ticket usage statistics will be sent when performing a diagnostic dump to Halsys.

- Send full Telemetry data

Send full telemetry data is for sending application insights data to Halsys.

- Trace Levels

This defines the level the trace logs will record while using MaxLab, if set to debug this will create a large log file so this is only recommended to use when instructed to do so by Halsys. The recommendation is to leave it on error.

- Debug
- Operation
- Error (Recommended)
- None (No tracing)

General/Misc

The screenshot shows the 'Misc Settings' page. At the top, there are four tabs: 'Production', 'API', 'Logging', and 'Misc'. The 'Misc' tab is active. Below the tabs is a header bar with 'Misc Settings' on the left and a 'Save' button on the right. The main content area contains three sections: 1. 'Company Name' with a text input field containing 'MaxLab' and a dropdown arrow. 2. 'Upload Tracking sheet footer image.' with a 'Choose file' button, the text 'No file chosen', and a 'Delete' button. 3. 'Upload Logo image.' with a 'Choose file' button, the text 'No file chosen', and a 'Delete' button.

- Company Name

This is the name that will appear in the top left corner of the portal.

- Upload Tracking sheet footer image

Here you can upload an image that will appear as a footer on the tracking sheets for orders, this can be used to sell seasonal products or advertise other services. The image dimension needs to be ????????

- Upload Logo Image

Here you can upload a logo image that will show in the top right corner of the tracking sheet for orders. The dimension needs to be 2/1 ratio, i.e. 100pxls x 50pxls

Backup

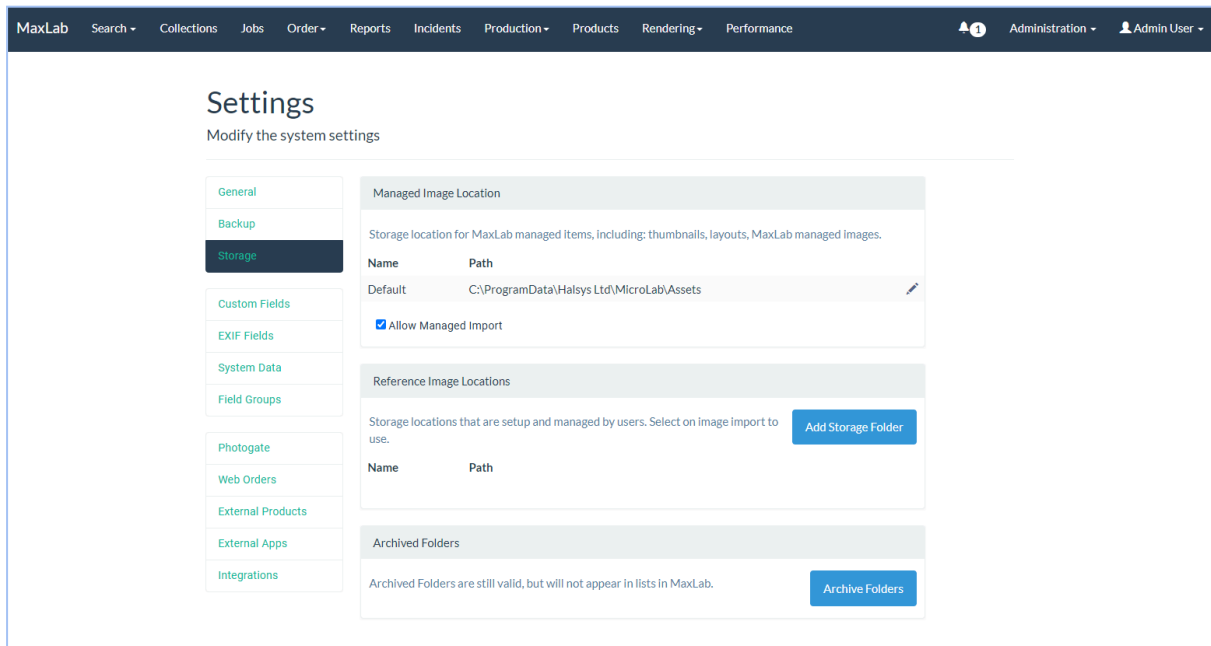
The screenshot shows the 'Backup' settings page. At the top right, there are two buttons: 'Backup Now' (blue) and 'Save' (dark blue). Below them are two input fields: 'Backup Time' with the value '23:01' and 'Backup Location' with the value '\\JAMES-DESKTOP\Drive\MaxLab Backup'. Below the 'Backup Location' field is a note: 'The location to save database backups. This must be a UNC path accessible by the MaxLab Server.'

Here you can set a backup of the Database that MaxLab is using. You can set the time it will do the backup and where the location of the backup. Please make sure the backup location is a UNC network path which is accessible by the MaxLab server. You can also set off a manually backup by clicking the backup now button.

Storage

This image shows where you can setup the MaxLab server's storage in the MaxLab Portal

Go to the portal Administration menu .. Settings .. Storage



Managed Image Location

The 'Managed Image Location' is where MaxLab will store any files created and managed by the server. This will mostly be image thumbnails for displaying in the client, and cached image renders. Files stored here will be frequently accessed by the server, so we recommend a performant HDD or SSD but these could also be somewhere on the NAS / Shared location.

You have the choice to enable "Allow Managed Import," which adds a browsing feature to the import process in MaxLab Client. Enabling this option will automatically copy imported images to the managed location. It's important to exercise caution when using this feature because the images will not be stored in your usual storage structure. It's recommended to leave this option unchecked unless you thoroughly comprehend the implications of using it.

Allow Managed Import

Without any other configuration on the server, the Managed Image Location will slowly grow in size as the MaxLab system is used. The 'Cleanup' functionality in the MaxLab maintenance page can help clear up space. We recommend a minimum of 500GB of space allocated for your Managed Image Location for a small to medium sized operation. For a large scale operation, we recommend at least 1TB of space. The more space you have, the less maintenance you will need to run.

Your Managed Image Location is best set up before MaxLab is used in production, although it is possible to change the Managed Image Location at any time. If you change the Managed Image Location, all the existing files in your Managed Image Location will not be moved, and MaxLab server must still have access to them. We do not recommend doing this unless absolutely necessary. Contact Halsys if you need to move your Managed Image Location.

Reference Image Locations & Storage Folders

Reference Image Locations will be your way of telling MaxLab where your original photographs are stored. Setting these up correctly is a crucial task to effectively use MaxLab. Each 'Storage Folder'

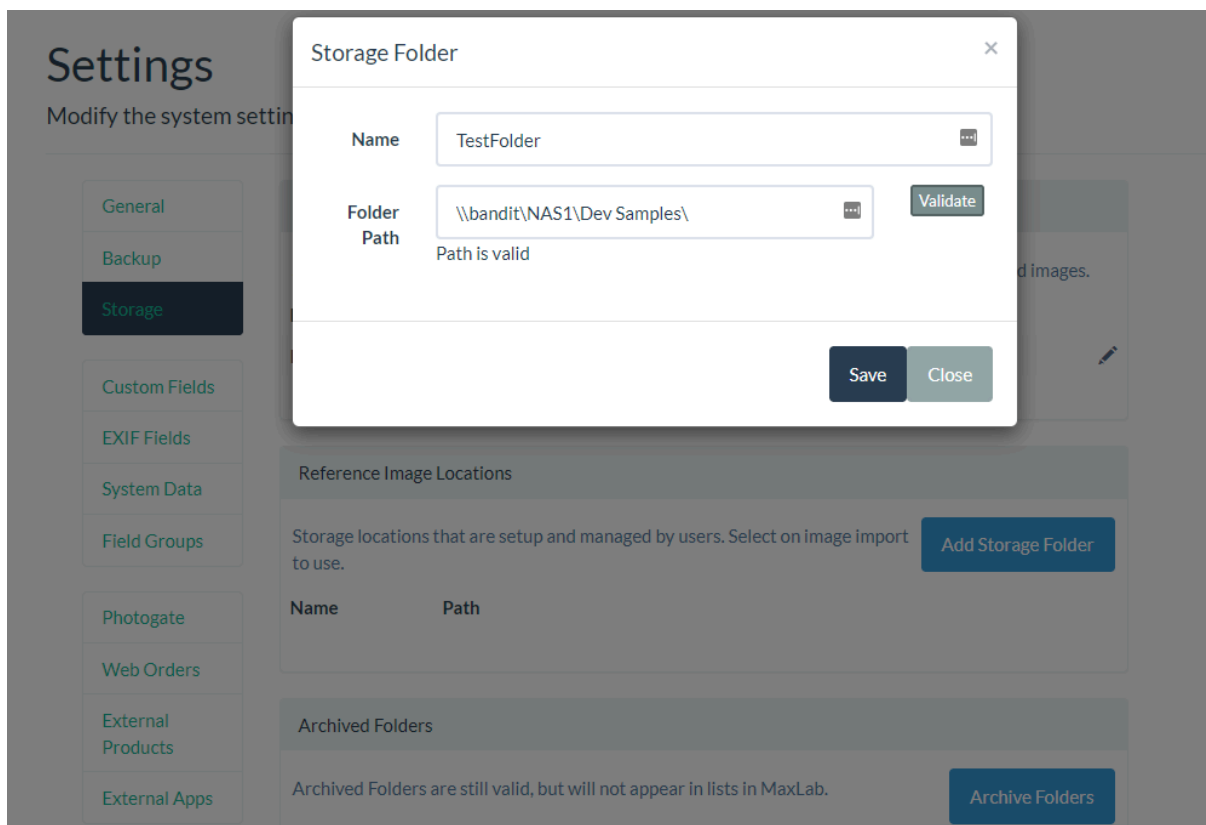
MaxLab Portal User Guide

should be pointed to a folder which contains or will contain some of your original photographs - any number of subdirectories can exist within your storage folder.

How you choose to organise your storage folders in the MaxLab system will usually depend on two things.

Firstly, how you currently store your photographs into folders. If you already have an organisational structure of folders, you may wish to mirror this with Storage Folders in MaxLab.

Secondly, how you may want to manage these storage folders in the future. Setting up storage folders by month, or year for example, will allow you to easily archive these storage folders off to another location when you no longer need them in MaxLab.



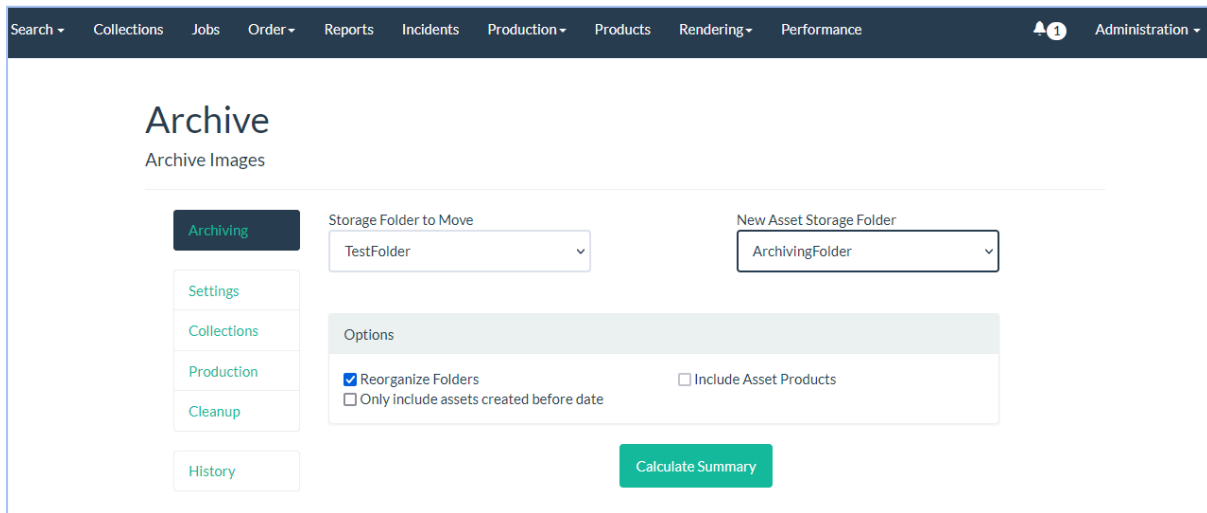
Creating a new reference image location storage folder in MaxLab

A UNC path is the usual way to refer to your storage folder in a medium-large scale environment. Smaller single workstation users may only need a local folder path. ⚠ Using a 'Mapped network drive' setup in Windows is not supported in MaxLab. If your photographs are stored on Network Attached Storage (NAS), use a UNC path as shown in the image above to reference them, rather than setting up a mapped network drive.

Your storage requirements for your original photographs will vary depending on how long you retain images, the size of your operation, the number of images you choose to keep, the format you decide to store them in, and how you backup and maintain your image store. You may already have a photograph storage location which you will not need to change, as long as the MaxLab server has access to it. MaxLab will access these original images to display full size images in the Analyzer view in MaxLab client, to upload original images to any external services you have connected to MaxLab,

or to render and print products. For most other operations, thumbnails or previews will be used to improve performance. This storage does not need to be extremely fast, but if stored on NAS, you should ensure the network connection between the server and the storage device is fast and reliable.

It is easiest to keep storage folders in their allocated path, however sometimes you may need to migrate images to another location. MaxLab has an 'Archive' operation which can physically move your original images from one storage folder to another.



Archiving from the 'Maintenance' page in MaxLab portal

'Archiving' storage folders in the 'Storage' settings page is not to be confused with the Archiving operation shown above. Archiving a storage folder is removing it from active use - this will stop it being selectable during import and other areas of MaxLab, but will not affect the images that have already been imported from the storage folder.

Custom Fields

Here is where you can set up your own custom data fields to be used in MaxLab Client. By clicking the add you will get pop up appear:

- Data Name - This is the name you will see in MaxLab Client
- Display Name - This is.....
- Description - A description of what the text field should be used for to help users understand
- Synonyms - Here you can enter a synonym for the data, which is useful when importing data that might have different names than those used in MaxLab, such as "Forename," "First Name," or "LastName," "Surname." By using a synonym, all these variations will link to a single field in MaxLab.
- Data Type
 - Text - Will be any text
 - Number - Will only be a number
- Data Options
 - **Editable:** If selected, the data will be editable in the MaxLab Client.
 - **Required:** If selected, this field must be populated as it is mandatory.
 - **Indexed:** If selected, the data will be indexed and searchable throughout MaxLab.

MaxLab Portal User Guide

- **Can Sort:** If selected, the data can be sorted.
- **Can Group:** If selected, the data can be grouped.
- **Primary Image Identifier** - ????????

Data Field
✕

Data Name

Display Name ✕

A friendly display name for this piece of data.

Description

Synonyms

Data Type ▼

Data Options

Editable

Required

Indexed

Can Sort

Can Group

Primary Image Identifier

Create
Close

EXIF Fields

These are predetermined in MaxLab and you can't create new ones, but you can enable them for Indexing, Sorting and Grouping by enabling the checkbox for each action. Indexing will make the relevant field available for searching throughout MaxLab.

Name	Description	Indexed	Can Sort	Can Group
Exif aperture	The aperture of the camera	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exif body serial number	The body serial number records the serial number of the body of the camera that was used.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exif camera make	The make of the camera.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exif camera model	The model of the camera.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exif color space	The color space of the camera	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exif Copyright	The Copyright field may contain copyright notices for the photographer and editor.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exif date time	The date and time of image creation. In Exif standard, it is the date and time the file was changed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Exif exposure mode	The exposure mode of the camera	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

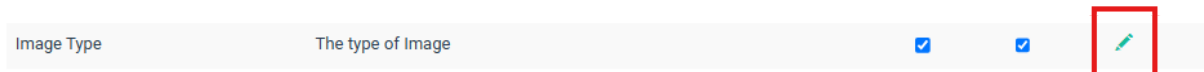
Save

System Data

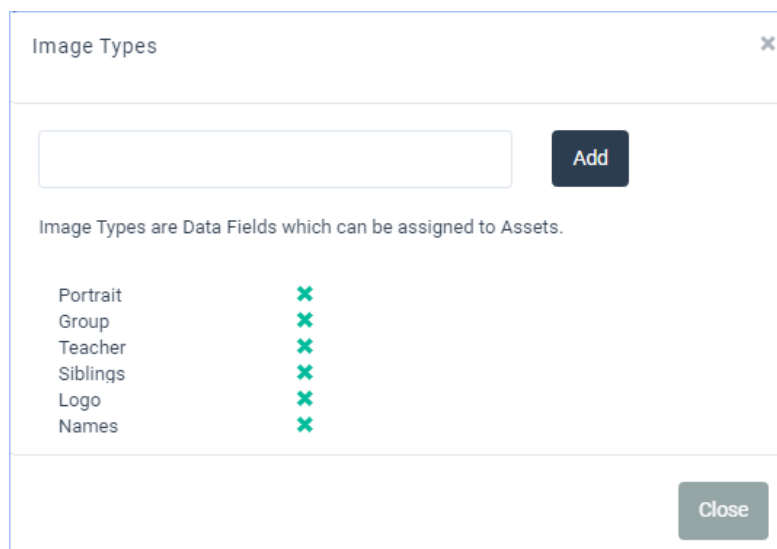
System data is exactly that system data, again these are predetermined in MaxLab and you unable to create new ones and you can't index them, but you can enable them for sorting and grouping. The important data field in system data is image type which is the one you use fr linking images together through a layout.

Image Type

Image type is used when linking images together via a layout. If you click the pencil icon, see image below, you will get a pop up to add a new Image Type and delete existing ones.



To add a new Image simply type the name in the box and click the add button. To delete an Image Type, click the green cross for the one you wish to delete.



It is important that the name here matches exactly to the name you put on your layout, it is case sensitive.



For further information on how the next steps of linking images work please see our MaxLab Client & Layout Designer user guides.

Field Groups

Field groups are a way to group metadata fields together so that you can see just the ones you wish to work on in MaxLab Client. You can have multiple field groups for different workflows as the example below.

MaxLab Portal User Guide

Settings

Modify the system settings

Name		
Blog		
Default		
DemoFieldGrp		
Exif		
First Day at School		
Football Groups		
Foto Merchant		
Group Text		
Lab		
Magazine Cover Metadata		
Schools		
Schools1		
Sort Order		
Staff		
UsernamePasswords		

To create a new field group click the Add button and the below pop up will appear.

New Data Group

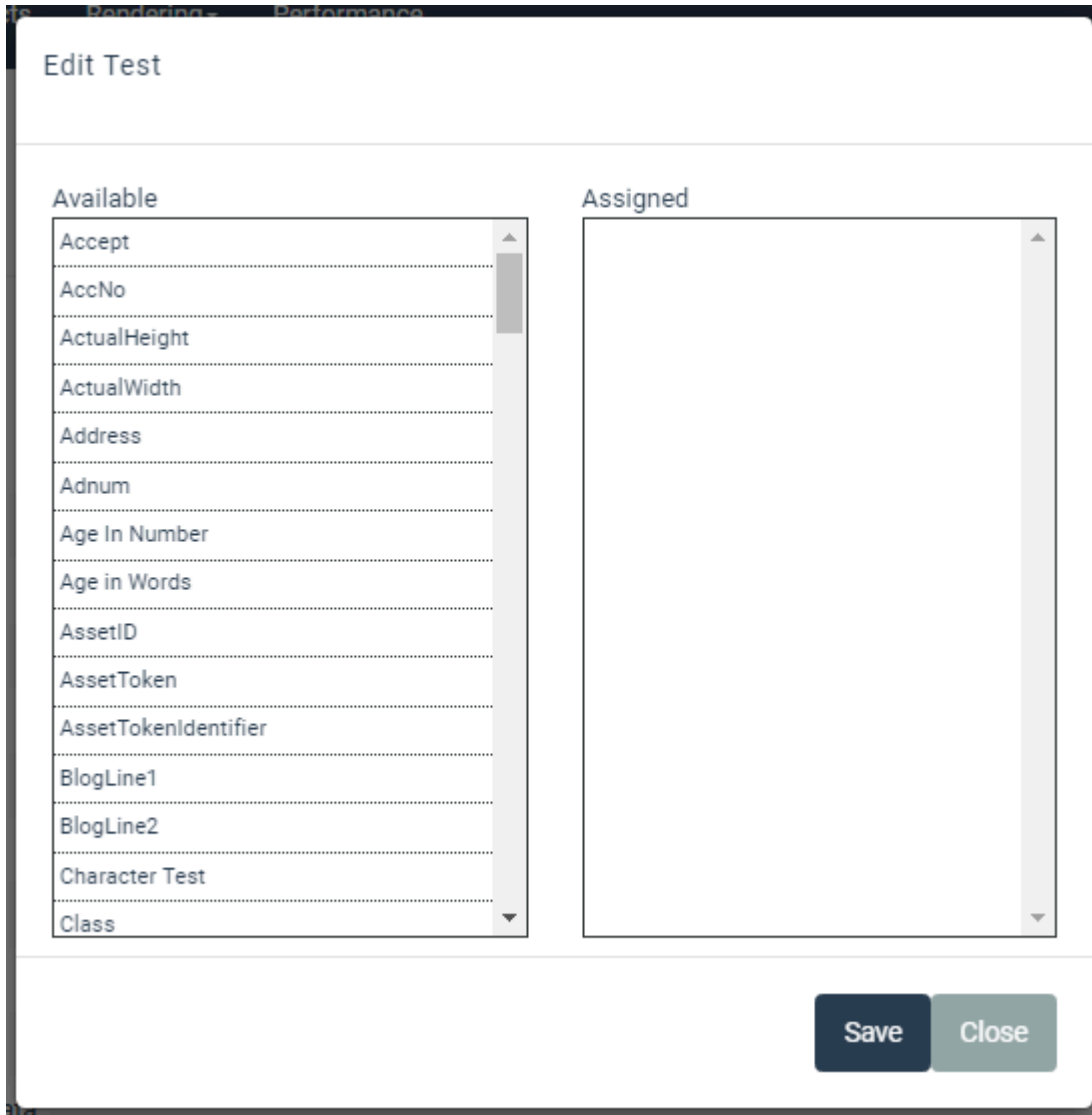
Name

Create Close

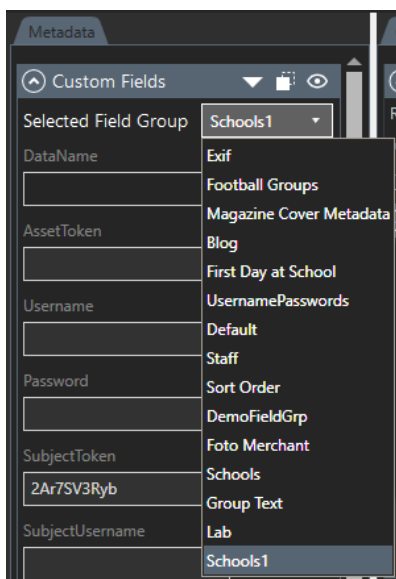
Give your field group a name and click create, this will then create the group and take you back to the original page To add fields to the group you have just created, click the pencil icon for the field group you wish to edit.

Schools		
---------	--	--

This will open the pop up below. To add a field group simply drag it from the left box (Fields that are available) to the right box (Assigned Fields). Having added all the fields you need click save. You can add new fields to an existing group at any time by using the same method.



The field groups will now be available in MaxLab Client in the metadata tab, as below.



Photogate

Photogate is a semi-automatic image download fulfilment system that can be utilised in various ways. It provides customers with a link to download their ordered images via email.

Here is where you can set up email templates and customise the download page with your logo and any information you want the end user to receive. You have the flexibility to design and personalise these elements to match your brand's identity. This includes adding your company logo, selecting appropriate colour schemes, and incorporating any specific details or instructions you want to convey to the user.

On this page you will find the following:

- API Key - You will need an API key to enable Photogate, please contact Halsys for this
- Web Page Header - This is where you can edit the Web page header, it is a simple word style editor with some simple text tools and the ability to add an image.

Web Page Header

File Edit View Insert Format Tools Table Help

Heading 1 B I [List Icons]

Digital
PHOTOGRAPHY

Your Photo Order

Your photos are available for viewing and downloading below. You have the option to download either individual images or all of them at once as a zip file. Please note that the images will be deleted after 21 days.

DIV » TABLE » TBODY » TR » TD » H1 42 WORDS POWERED BY TINY

HTML header for digital delivery page.

- Web page Footer - This is where you can edit the footer for the web page.

Web Page Footer

File Edit View Insert Format Tools Table Help

Div B I [List Icons]

ABC Photography hereby assigns rights for printing and copying to the purchaser of this Copyright protected image

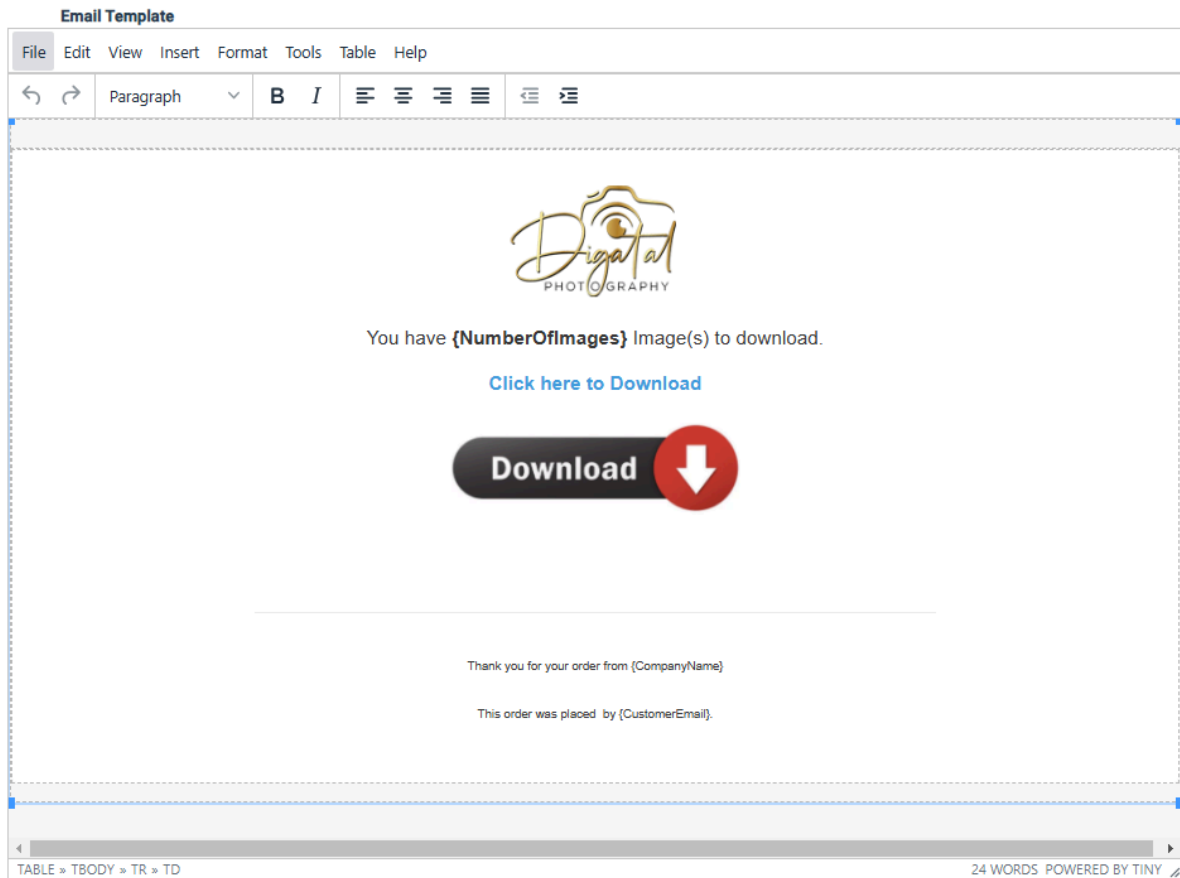
HALSYS
Powered by Halsys Photogate

DIV » TABLE » TBODY » TR » TD » DIV » SPAN 21 WORDS POWERED BY TINY

HTML footer for digital delivery page.

MaxLab Portal User Guide

- Email template - This is where you can edit the email template that is sent out.



Use the following dynamic text fields: {CustomerEmail} {CompanyName} {NumberOfImages} {DownloadLink} {UniqueID}

- Subdomain - Contact Halsys if you require Subdomain capability.
- Email - This is your admin email address for Photogate.

Below is how the looks like using the settings above:

MaxLab Portal User Guide

Your Photo Order Is Ready



order@mail.photogate.io <order@mail.photogate.io>

02/08/2024 12:46

To: jamesc+0108@halsys.co.uk



You have 2 Image(s) to download.

[Click here to Download](#)

Download



Thank you for your order from Halsys Development Team

This order was placed by jamesc+0108@halsys.co.uk

[Click here to download your order.](#)

and this is the download page:



Your Photo Order

Your photos are available for viewing and downloading below. You have the option to download either individual images or all of them at once as a zip file. Please note that the images will be deleted after 21 days.

Download #9202407701462518

This download contains 2 images



Open and download your images above, or you can download them all at once as a 'Zip' file [here](#).

ABC Photography hereby assigns rights for printing and copying to the purchaser of this Copyright protected image

HALSYS

Powered by Halsys Photogate

Web Orders

This is where you will link to your online sales platform, we have several that we work with already, Got Photo, Fotomerchant, MaxLab.store and LabServerApi

LabServerApi

We have a restful Api that you can use to communicate between your website and MaxLab. We have an API document. Please ask Halsys for more information. Here there are the following settings for the API:

- Enabled - Tick to enable the API, please note that only one web order platform can be active at any given time. Activating the API will automatically disable any other web order platform that is currently enabled.
- Test Mode - With this option ticked it will run in test mode, which means that no order statuses will be updated and Test Mode will be appended to any order names created while in Test Mode.
- Automatic order import - With this option ticked MaxLab will automatically download orders when they are available.
- Run Server Export Task - With this option ticked, the server will perform the upload as a background task. If this option is not ticked, you will need to run Web Agent, which will handle the uploads. This feature is particularly useful for large users, as it helps alleviate the workload on the server.

Test Saved Credentials Save

LabServerApi Fotomerchant LegacyFtp GotPhoto HalsysWebSales

Enabled

Test mode

Automatic order import

Run Server Export Task

Fotomerchant

Image Quix to come.

LabServerApi

Fotomerchant

LegacyFtp

GotPhoto

HalsysWebSales

Enabled

Api Uri
URL for the Fotomerchant Api

Api Key
Fotomerchant Api key to authenticate Maxlab communications

Import Every

Data Mapping

firstName <input type="text" value="FirstName"/>	lastName <input type="text" value="LastName"/>	email <input type="text" value="Email"/>
password <input type="text" value="SubjectToken"/>	teacher <input type="text" value="Teacher"/>	grade <input type="text" value="Grade"/>
gender <input type="text" value="Gender"/>	homeRoom <input type="text" value="HomeRoom"/>	subjectId <input type="text" value="Adnum"/>
organization <input type="text" value="School"/>	year <input type="text" value="Year"/>	customData1 <input type="text" value="IGNORED"/>
customData2 <input type="text" value="IGNORED"/>	customData3 <input type="text" value="IGNORED"/>	

Legacy Ftp

The Legacy FTP is for any users that use the web integration in the legacy software. The settings are as follows:

- Enabled - Tick to enable the Legacy FTP, please note that only one web order platform can be active at any given time. Activating the Legacy FTP will automatically disable any other web order platform that is currently enabled.
- Test Mode - With this option ticked it will run in test mode, which means that no order statuses will be updated and Test Mode will be appended to any order names created while in Test Mode.
- Automatic order import - With this option ticked MaxLab will automatically download orders when they are available, you can set the frequency this will download the orders here too.
- Username - The username that has to gain access to the FTP
- Host - Host address of the FTP
- Port - Port to be used for the FTP
- Max Connections - ??
- Max Batch Size - ??
- Export Folder - Folder on the FTP that uploaded images need to go into
- Order Folder - Folder where the orders will be downloaded from
- Holding Folder - A holding folder on your on premises system
- Protocol - Set the FTP protocol that you are using
 - FTP - File Transfer Protocol

MaxLab Portal User Guide

- FTPS - FileTransfer protocol over SSL
- SFTP - SSH File Transfer Protocol

LabServerApi	Fotomerchant	LegacyFlp	GotPhoto	HalsysWebSales
--------------	--------------	------------------	----------	----------------

Enabled
 Test mode
 Automatic order import

Import every

Username

Password

Host

Port

Max Connections
Maximum Number of connections to use when Downloading & Deleting Orders on FTP. Defaults to 1.

Max Batch Size
Maximum Batch size used when downloading and processing Orders. Use -1 for no max batch size.

Export Folder
Folder within the FTP server that exported images should be saved in

Order Folder
Folder within the FTP server that incoming orders are in

Holding Folder
Shared network folder (accessible from the server) to be used as a Holding folder

Protocol

The transfer protocol to use

GotPhoto

Here you can set up access to your Got Photo Account. Here are the settings you will need to set:

- Enabled - Tick to enable Got Photo Web Order, please note that only one web order platform can be active at any given time. Activating Got Photo will automatically disable any other web order platform that is currently enabled.
- Test Mode - With this option ticked it will run in test mode, which means that no order statuses will be updated and Test Mode will be appended to any order names created while in Test Mode.
- Always download GotPhoto Image - This will always download the image from Got Photo.
- Always use Asset ID in file name -
- Run Server Export Task - With this option ticked, the server will perform the upload as a background task. If this option is not ticked, you will need to run Web Agent, which will handle the uploads. This feature is particularly useful for large users, as it helps alleviate the workload on the server.

MaxLab Portal User Guide

- Automatic order import - With this option ticked MaxLab will automatically download orders when they are available, you can set the frequency that this will happen here.
- Lab ID - This is your Got Photo Lab ID which you can find in your Got Photo admin terminal under Production/Lab Details.
- API URL - <https://api4.getphoto.io/v4>
- Authorisation URL - <https://auth.getphoto.io>
- Upload URL - <https://upload.getphoto.io>
- Username - Your email username that you use to access to Photographer terminal of Got Photo
- Password - Password for the above

LabServerApi Fotomerchant LegacyFtp GotPhoto HalsysWebSales

Enabled

Test mode

Always download GotPhoto Image

Always use AssetID in File name

Run Server Export Task

Automatic order import Import every

Lab ID

GotPhoto Fulfilment Lab Identifier

API URL

URL for the GotPhoto API

Authorisation URL

URL for the GotPhoto Authorisation API

Upload URL

URL for the GotPhoto Upload API

Username

Username for authorising with the GotPhoto API

Password

Password for authorising with the GotPhoto API

HalsysWebSales

This is where you can set your access to MaxLab.store Halsys Web Sales solution. Here are the settings you will need to enter:

- Api URL - Provided by Halsys
- Seller ID - 1
- Seller Email - The email you use to log into the website portal

MaxLab Portal User Guide

- Seller Password - Password for the above
- Test Mode - With this option ticked it will run in test mode, which means that no order statuses will be updated and Test Mode will be appended to any order names created while in Test Mode.
- Automatic order import - With this option ticked MaxLab will automatically download orders when they are available, you can set the frequency that this will happen here.

Test Saved Credentials Save

LabServerApi
Fotomerchant
LegacyFtp
GotPhoto
HalsysWebSales

Enabled

Api Uri
URL for the Halsys Web Sales Api

Seller Identifier
Halsys Web Sales Seller Identifier

Seller Email
Halsys Web Sales Seller Email

Seller Password
Halsys Web Sales Seller Password

Test mode

Automatic order import Import every Minutes ▼
Automatically import orders, disable to manually import orders.

External Products

The External Products tab allows you to map external product SKUs to the corresponding products in MaxLab. This feature is especially beneficial if your website is already populated with products and their respective SKUs. Instead of altering your current setup, you can easily link these external SKUs to the appropriate products in MaxLab through this tab.

To map an external SKU simply choose the web platform you are using from the tabs along the top, and click create.

LabServerApi (Id: 2)
Fotomerchant (Id: 33)
LegacyFtp (Id: 65)
GotPhoto (Id: 1)
HalsysWebSales (Id: 97)

External Product Mappings

Create Ignore

MaxLab Product		External SKU	
Pack A	↔	161	✔ ✘
Pack B	↔	162	✔ ✘
Pack C	↔	163	✔ ✘
Pack D	↔	164	✔ ✘
Pack F	↔	899	✔ ✘

This will then give you this pop up.

Create Product Mapping ✕

New HalsysWebSales Mapping

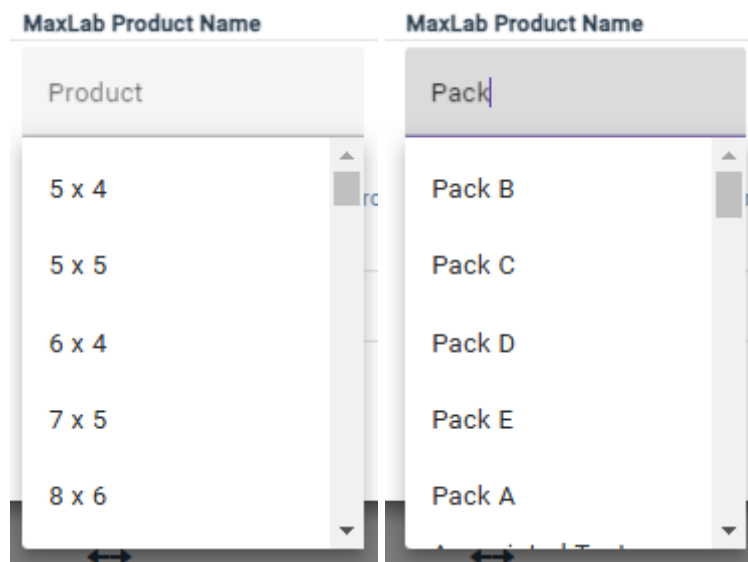
MaxLab Product Name

The exact name of the MaxLab product to map

External SKU

The SKU of the external product

Type the SKU from your website into the External SKU text box. Then, click the Product box to see a list of all the products available in MaxLab. Alternatively, you can type the entire product name or part of it into the Product box, and it will filter and display the matching products from MaxLab.



External Apps

This allows generating an API key for an external application to integrate with MaxLab via the Public API.

Integrations

Here you will find some integrations that are in MaxLab or some that are to come.

Face Detect

There are two face detect integrations, MaxLabAI Face Detect and Azure Face API. The MaxLab is the recommended facedetection to use as it is an offline feature that is all done on premise, where the Azure Face API sends the images to an online server to use their face detect and there is a cost implication on the number of images that you send.

Face Detect	Background Removal	Automatic Corrections
Face Detect Integrations Save		
MaxLab AI Face Detect This is the offline face detect feature within MaxLab using AI.	<input checked="" type="checkbox"/>	
Installed Azure Face API This is an online face detect service hosted by Microsoft.	<input type="checkbox"/>	

Background Removal

Coming soon.....

Automatic Corrections

Coming soon.....

Database

Here you can see the Database name that is being used by MaxLab and the location of that Database. Also there is the ability to send the Database to Halsys for issue analysis and error finding

Maintenance

Need to write this still

Archiving

Settings

Collections

Production

Cleanup

History

Tasks

[Tasks](#)

[Scheduled](#)

[Logs](#)

[About](#)

On the about page you can see the version of MaxLab server that is installed, plus the number of each licensed component that has been installed. Below this you will see the licence key.

There is also information regarding the Face Detection licence limits and usage and the period that it will relate to.

About

This MaxLab installation is licensed to [REDACTED]
Server version 2024.2.14.420 running in Production environment.

Licence will expire on: 31 December 2024 00:00:00
Licensed Agents: 2
Licensed Clients: 2
Licensed Layout Designers: 2
Licensed Web Upload Agents: 1
Licence Key: [REDACTED]

License Feature Info

FaceDetect Current Limit:	1000000
FaceDetect Current Usage:	46366
FaceDetect Quota Period Began:	Sun Dec 31 2023 00:00:00 GMT+0000
FaceDetect Quota Period Ends:	Tue Dec 31 2024 00:00:00 GMT+0000

License Controls

[Deactivate Licence](#) [Refresh Licence](#)

Finally there is a deactivate and refresh licence buttons, these you will be instructed to use by Halsys tech team when required.

User Login

Here is where you can manage the user account profile that is logged into the portal.

Profile

In this section you can edit your name and email address plus update your password. Having made any changes make sure you click the save button.

Profile

Modify your user profile

First Name

Last Name

Email

New Password

Password

Confirm

Preferences

The preference page is where you can set your notifications preferences for various actions in MaxLab, as shown in the image below.

User Preferences

Modify your user preferences

Notifications

Notification	Web Notification <small>All / None</small>	Push Notification <small>All / None</small>
Backup Completed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Client Authorisation Deleted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Client Authorisation Requested	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Client Authorisation Revoked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Database Disk Space Low	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Database Updated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Diagnostic Dump Sent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Incident Raised	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Incident Resolved	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Log Out

Does exactly that logs the user out from the portal.

MaxLab Glossary of Terms

Keyword	Description
----------------	--------------------

A	
Analyser View	The Single image view within the Edit Screen. It is used for fine colour correcting and cropping where more focus is needed on each individual image; checking for blinks and zooming in on faces etc. See also Gallery view .
AD-Hoc Collection	A collection that is created across multiple collection, normally created after a search for assets.
Asset Badge	Edited,Corrected,Rotated,Printed,Ordered ?? Visual indicators of the status of an Asset shown on the thumbnail screen on both Edit and Library screen https://learn.fotoware.com/02_FotoWeb_8.0/Working_with_your_assets/How_asset_markers_work
Asset	An Asset is normally a Digital Image (JPEG or PNG) with an associated set of metadata. There can be many types of Asset depending on their source or purpose: <ul style="list-style-type: none"> ● Reference Asset ● Stock Asset
Asset Type	Disambiguation: this differs from File Type or Image Type - see also Asset Version Asset Types can include <ul style="list-style-type: none"> ● WIP ● WIP
Asset Status	<ul style="list-style-type: none"> ● Rejected ● Accepted
Asset ID	Sequential numbering of the image for identification, either via a barcode or via a keyboard
Asset Token	Token assigned to an asset that can be used external to MaxLab to identify the image (for example on a proof card)
Asset Version	Assets can have several versions <ul style="list-style-type: none"> ● Original Asset ● Working asset See also Derivative Asset
B	
Back-marking	Paper Print functionality whereby information is printed onto the reverse side of the product being fulfilled. Information may include details on the Order, date and time, or any other information that is relevant.
Batch	Indicates a group of records processed as a single unit, usually without input from a user. May also refer to a quantity or consignment of goods produced at one time.
Batch Card	A Batch Card is printed with a consignment of Printed goods to allow for a summary of the items that have been fulfilled with the Order.

Batch Delivery	See Delivery Batch/ Direct
C	
Colour correction destructive	Typically where an automated colour correction, or system external to MaxLab is used, A new file is saved with these corrections embedded. The user cannot undo these correction, only revert to a backup of the file.
Colour Correction -non destructive	A set of colour correction values are stored as data in MaxLab so that the original image can be kept in its original form, and the corrections can be applied each time the image is used.
Colour Management	The controlled conversion between colour representations of various devices such as digital cameras, monitors, printers and other corresponding media with a goal for output to match input across various colour devices. An ICC profile is usually necessary, the profile is a set of data that characterizes a colour input or output device, or a colour space, according to standards promulgated by the International Color Consortium (ICC). Profiles describe the colour attributes of a particular device or viewing requirement by defining a mapping between the device source or target colour space.
Collection	Typically used in reference to a Static Collection. A collection is a group of Assets that will typically but not necessarily have some relation to one another. Collections can be either static or dynamic depending on the method by which they are grouped. A collection often represents a complete photo-shoot for instance. See Ad-Hoc Collections.
Composite	Product. Denotes a Product that combines multiple Assets into a single Product and that typically shows each of the chosen Assets in a grid format.
Crop	Means to cut the edges of a photograph in order to produce a better picture or to fit a given space. Composure of the subject in the photograph is critical to a crop.
D	
Delivery -Batch or Direct (school photography)	For School photography operations <ul style="list-style-type: none"> • Batch delivery - deliver the printed products to the school so they can be handed directly to students, • Direct Delivery - via mail or courier to parents homes.
Delivery Notes	Notes that may accompany an Order to define and describe any special actions that are required during the fulfilment and distribution.
Derivative Asset	Created from the Original Asset but are not identical to it. A derivative may be; colour corrected, cropped or rendered in a product, etc. The primary difference to a Surrogate Asset is that derivatives have undergone an action that changes the content of the Asset from the original.
Digital Asset Store	A computer-system storage mechanism in which Assets, including any Surrogates and Derivatives are catalogued, indexed and stored for later retrieval.
Digital Distribution	Method of Fulfilment and Distribution. Digital distribution denotes the electronic transferral of Assets over a network connected or using machine-readable media. There can be multiple purposes for this distribution.

Dynamic Text	Used in Products. Denotes an area of text on a Product that is linked to a field of metadata and changes to display the defined metadata specific to each Asset.
E	
Edit Screen	Referred to in the UI as Edit View what you get to when you Open a collection from the Library screen
EXIF	Exchangeable Image File Format (EXIF) is a standard that specifies the formats for images, sound and ancillary tags used by digital cameras. The metadata tags defined in the EXIF standard cover a broad spectrum; (i) date and time information recorded by the current date and time set on the capture device, (ii) camera settings including static information such as the camera model and make, and information that varies with each image such as orientation (rotation), aperture, shutter speed, focal length, metering mode, and ISO speed information, (iii) thumbnail for previewing the picture on the camera's LCD screen, in file managers, or in photo manipulation software, (iv) descriptions, (v) copyright information, and (vi) geo-location tags.
F	
Face Detection	Process by which the faces of people are located within a digital image. Differs from face recognition as only the location and not the identity is found.
File Type	File Type or file format could include jpeg, png, mov
Filter	Reduces the results of a search to a sub-selection based on a keyword(s) parameter.
Fulfilment	The performance of a task where a type of goods is produced. Such goods include Assets that have been; Printed, Burnt to CD, placed in Product in Digital File, etc.
G	
Gallery View	A view within the Edit Screen which shows thumbnails and allows multiple selection and grouping operations to be performed See also Analyser View
I	
Image Owner	Holder of the copyright to an Asset. Typically either System Owner or Customer.
Image Type	Disambiguation- see also Asset Type and File Type Image Types can include <ul style="list-style-type: none"> ● Individual ● Group ● Teacher Usages: used in Layout designer for Linked Assets
Import	The act of adding images to the MaxLab system and associating any data with the images. Background operations are also performed such as indexing data and generating thumbnails.
Index Card/Print	A single print depicting all of the images in a particular group - might be a class, school or production batch

<i>IPTC (IIM)</i>	The International Press Telecommunications Council (IPTC) Information Interchange Model (IIM) is a set of metadata attributes that can be applied to images, text and other media. The Adobe Systems standard for the XMP metadata format uses IIM attributes as the core data structure (“IPTC Core”).
<i>J</i>	
<i>Job</i>	Refers to a unit of work that encompasses one or multiple photoshoots occurring at a particular location or booking, such as a school or an event. This concept serves as a pre-shoot phase in the workflow, serving essential functions like the creation of tickets and establishing connections between data and images during the import process.
<i>L</i>	
<i>Layout Designer</i>	Application for creating Artwork for images which can be dynamic or static and applied at the time of rendering
<i>Library Screen</i>	Lists the static collections , and shows thumbnails of the assets in the collection. Collections can be opened in the Edit Screen from here. It also allows searching on metadata and ad-hoc collections to be opened.
<i>M</i>	
<i>Multi-Kit</i>	Variation where there are multiple Photographers at a single Photo-shoot each of which require their Assets to be processed differently.
<i>Multi-Node Album</i>	Product. Similar to a Multi-Node Layout but usually includes an Asset that covers a spread (two adjacent pages) along with multiple other smaller dimensioned Assets.
<i>Multi-Node Layout</i>	Product. Denotes a Product that includes multiple Assets, usually with the same or related Subjects. Will not typically include any breaks (pages, sheets of paper, etc.)
<i>Multi-Node Photobook</i>	Product. Denotes a Product that utilises more than two pages and will typically include a variety of relevant Stock Assets.
<i>O</i>	
<i>Order</i>	Images that make up a customer’s purchase, created automatically through a web sales platform or manually via order builder.
<i>Order Batch</i>	Multi orders processed into one set for speed of production.
<i>Original Asset</i>	Asset in form that is identical to the import state. May then be used for the generation of Surrogate, Derivative, or Working Assets. Might also be flagged as Reference, Stock, or Setup Asset.
<i>P</i>	
<i>Pack/Package</i>	A group of sub-products sold together as a single saleable item with a single SKU
<i>Panel Print</i>	See Multi-Node Layout, usually the same image rendered onto a sheet to make up a pack.

<i>Photo-Shoot</i>	A Photo-shoot may be an occasion, event or location with particular Products. This entity will have identifying metadata and utilise a Workflow that can be customised based on the conditions available for the selected Workflow. A Photo-Shoots forms the basis of a Job that can be imported into the computer-system.
<i>Preferred Products</i>	Indicates Products that may be explicitly or automatically determined as preferred.
<i>Print</i>	Method of Fulfilment. Denotes any type of fulfilment that uses any type of Printer. Print may include any types of goods/media (Paper, Mugs, etc.) that are fulfilled.
<i>Production Agent</i>	Application / service for managing production devices and production batches sent from MaxLab
<i>Product</i>	Encompasses any element or feature applied to an image during the production process. This can include a variety of items such as layouts, multi-node layouts, packs, or digital outputs. Essentially, it refers to any component that contributes to the final composition or presentation of the image.
<i>Product Template</i>	A preset format for a Product that does not have to be recreated each time it is used. Allows for the rapid production of Products in which there may be minor alterations to a product (such as text of logos).
<i>Proof Card</i>	Product. Relates to a single Subject and may include a large preview of a relevant Asset and smaller previews of all the available Products and their pricing from which a selection may be made for an Order. Multi-pose Proof Card , similar to a Proof Card but shows multiple large Asset previews with the same Subject.
<i>R</i>	
<i>Reference Asset</i>	Denotes or relates to a conventional type of Asset that is regularly reused in different Photo-shoots or Workflows. May be used to demonstrate the brand image of the System Owner or as how Assets that are processed by the computer-system should appear.
<i>Render</i>	Process in which an Asset is re-represented or depicted in an alternative form; at a particular DPI for printing, with artwork and or text etc.
<i>Role-based Access Control</i>	Role-based Access Control (RBAC) is an approach to restricting computer-system access to authorised users. Roles are created for various functions. The permissions to perform certain functions are assigned to specific roles. Users are then assigned to particular roles, and through those role assignments are granted the permission to perform the relevant functions. Since a User is not assigned permissions directly but only acquire them through their role (or roles) the management of individuals is a matter of assigning only those roles that are needed. This simplifies common User management operations, such as adding a user or changing their company role.
<i>Rotational/Star Composite</i>	Product. Denotes a Product that is similar to a Composite. Combines multiple Assets into a single Product and that typically shows each of the chosen Assets in a grid format with a single Asset taking dominance (usually by relative size/dimensions) over the other Assets. The Product will rotate through each of the Assets to provide a version where each of the Assets included is provided with dominance. Each variation of the Rotational Composite will typically include dynamic text that is relevant to the dominant Asset.
<i>S</i>	

School CD/Records	Product. A digital compact disc, USB memory stick or image transfer that includes Assets from a Photo-shoot that have been resized to a smaller format and any associated metadata, to be uploaded to a school CRM system.
SKU	Stock Keeping Unit In the field of inventory management , a stock keeping unit (SKU) is a distinct type of item for sale -wikipedia
Sidecar Files	Used to hold any or all data about an Asset. This can include any modifications to the Asset file, EXIF/IPTC data or other types of metadata. The benefit of using a Sidecar File is that the metadata does not need to be contained with the image and can be manipulated separately. The disadvantage is that this does also mean that the metadata contained within them can become lost or divorced from the Asset file. Sidecar file data can also sometimes be stored in a database rather than files to reduce the risk or loss at the expense of some flexibility.
Static Collection	A fixed Collection of Assets that does not change dynamically. The Assets within each Job may automatically be designated as a Static Collection for retrieval and reference but those Assets may then belong to multiple other Static or Dynamic Collections.
Stock Asset	Denotes or relates to a conventional type of Asset that is regularly reused in different Products. May be used to demonstrate the brand image of the System Owner or indicate a piece of Stock Photography that is used for specific purposes such as the satisfying of creative needs like stereotypical or contextual scenes relating to the situation in which Assets are typically captured.
Stemming	Refers to a technique for increasing the quantity of search results by reducing the supplied keyword search term to the base element of the word (the Stem) and then using that element to identify similarly appropriate terms.
Subject	Describes the content of an Asset. -for example a school student would be the subject of an asset taken in a school's photo shoot.
Subject Metadata	Metadata of an Asset relating to the Subject or multiple Subjects.
Subject Token	Token assigned to the subject of an image which can be used externally to MaxLab -for example of a proofcard - to identify multiple images for a single subject and used as an access password.
Supervisor	User Role. A person assigned a Role with elevated permissions to influence the computer-system with a particular aim to manage Operators and the Workflow.
Surrogate Asset	Assets that originate from an Original Asset or a Derivative Asset and are typically used in combination with metadata. They usually provide a preview in the form of a thumbnail or downsized version that can be quickly transferred.
System Administrator	User Role. A person assigned a Role with the majority or all of the permissions needed to influence and direct the operation of the computer-system.
System Integration	Process of exchanging data between two or more computer-systems to leverage further benefits out of the original applications. May mean either the receiving or transmission of Assets and/or their metadata to automate a business process such as providing order and invoicing information to a finance system.

System Owner	Individual or entity that is licensed to operate an instance of their selected services. Different System Owners may operate to different business models.
System Pre-set	Denotes a pre-defined set of instructions or parameters for the operation of various parts of the computer-system. Might include Channels or Workflows.
T	
Tagging Tag	Colloquial term given to the process of adding metadata generally and in particular the adding of keywords to Assets.
Token	Disambiguation: see <ul style="list-style-type: none"> • Asset Token • Subject Token
Tracking Sheet	Is a printable document that provides a detailed overview of the components included in a specific order.
U	
User	See Person. A User is a person who interacts with the computer-system via the associated Applications. There may be many differing types of User depending on their Role. Every User will need to authenticate using their Credentials. A User may be either an employee of the System Owner or a Customer.
User Credentials	The unique combination of input data that can be used to verify and authenticate the identity of a User and determine their Role and thus their Permissions.
User Generated Asset	Indicates an Asset that is uploaded to the computer-system by a User on an ad-hoc basis and outside normal automated procedures.
User Permission	Permissions are assigned to Roles that are then assigned to Users. Particular Permissions may be assignable to Users outside the definition of their Role.
User Profiling	Tracking of interactions by Users with the computer-system and associated applications to determine some of their preferences. Such preferences may then determine default options and setup of screens. Differs from User Statistics.
User Role (Role)	Determined by Role-based Access Control. A User may have one or many Roles that determine their permissions to interact within the computer-system. Roles may include Administrators, Operators, or Basic Users plus any sub-sets and variations.
User Statistics	Refers to statistical information and metrics for a single person or multiple people and their interactions with the computer-system. Used for the reporting of their actions to the employees of the System Owner but may also be used by the manufacturer to determine how the computer-system is utilised.
W	
Watermarking/spoiler	Often used to protect Assets by applying a translucent logo or image over the top of a Surrogate or Derivative to prevent it being copied or reused without authorisation.
Web API	An API (Application Programming Interface) is a set of routines and data structures that is provided by an application library or operating system in order to support the

	building of applications. A Web API is a type of API that is communicated over a HTTP protocol. A Web API is typically a defined set of HTTP request messages along with a definition of the structure of the response messages, typically expressed in either JSON (JavaScript Object Notation) or XML (Extensible Markup Language). Modern Web APIs have typically moved away from SOAP-based services towards REST-style communications. Web APIs allow for the rapid combination of multiple services into new applications known as Mashups.
Web Service	A Web service is a method of communication between two electronic devices over the web (internet). A Web service is a software system designed to support interoperable machine-to-machine interaction over a network. It has an interface described in a machine-processable format - specifically Web Services Description Language, known by the acronym WSDL. Other systems interact with the Web service in a manner prescribed by its description (WSDL) using SOAP messages, typically conveyed using HTTP with an XML serialization.
Working Asset	An Asset that is currently in metamorphosis due to either being in a state of automated processing or an action of rendering or fulfilment.
Workflow	A pre-determined set of stages and actions that a Job will undertake. Actions that are taken within each stage of a Workflow may change dynamically based on either a Workflow Condition or a Workflow Customisation. Workflows may be designed from scratch or using a Workflow Template.
Workflow Condition	Defines a dynamic change in the Workflow action based on a field of the Asset Metadata used in combination with the Controlled Vocabulary. Assuming an Asset meets the parameters of a condition the action that the Workflow takes may alter.
Workflow Customisation	Indicates the customisation of a Condition of a Workflow Stage for a particular instance of its usage. A customisation will typically be made per Photo-shoot or per Photo-shoot Instance. Workflow Stages cannot be added or removed.
Workflow Stage	A single stage of the Workflow. Each stage may have a related computer-system service or Web API with which it interacts to perform the associated actions.
Workflow Template	A set Workflow that can be easily duplicated and reused.
X	
XMP	The Extensible Metadata Platform (XMP) is a metadata data structure standard developed by Adobe Systems Inc. Allows the storage of standardised and proprietary information relating to the contents of a digital file within the file itself. The standard is based on XML and is therefore highly extendable. Standardised sections of XMP are managed by relevant standards organisations, such as the IPTC for both the IPTC Core and IPTC Extension schema components of XMP. The XMP schema allows for multiple other standards and data structures (EXIF, IPTC IIM, etc.) to be stored and permits each of the Applications that interact with a digital Asset to store its own information without affecting information that belongs to other Applications.

Document Revisions

MaxLab Portal User Guide

Rev	Date	By	Notes
1	2024-04-22	JC	Created Doc