

MORU 
Tropical Health Network

Media Library

USER GUIDE 



LightRocket | Enterprise

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Signing Up

Signing Up on the Media Library

Users who wish to upload files will need to register as contributors.

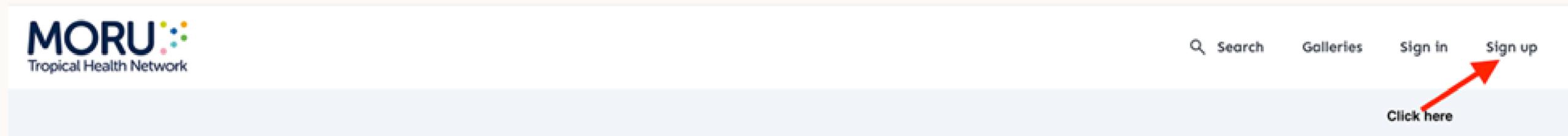
For a quick overview of how to register on the system and upload files, you can view a video tutorial [here](#).



How to Sign Up

01

Click on the 'Sign up' link at the top of the [homepage](#)



How to Sign Up

02

On the sign up page, select the 'Contributor' option and complete all the fields as shown:

Sign up

Sign up as a client to use lightboxes and apply for download rights.
Sign up as a contributor to upload and manage files.

Client **Contributor**  Select the 'Contributor' option

Staff member
 No Yes

Email address Confirm email

First name Last name

Password Confirm password

Company Position

Apply for download rights
 No Yes



How to Sign Up

03

Once you've signed up, a media library administrator will need to approve and activate your account. You'll see a screen like this:

Sign up

 Pending Approval

If your application is approved, an email will be sent to you at *youremail@xxxx.com* confirming your registration details.





Uploading Files

Uploading Files

Once your account has been approved, you will receive an email like this with a link to activate your account.



You have successfully registered on the MORU Tropical Health Network's Media Library.

Please click on the activation link below to confirm your registration details. You'll then be able to sign-in and upload files to the system*.

<https://images.tropmedres.ac/activate?id=134&code=21122e1693c6932e3b016ccacb50e58dc5d1ca59>

Please take note of the following guidelines before submitting files.

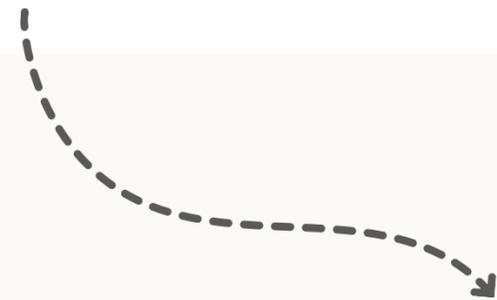
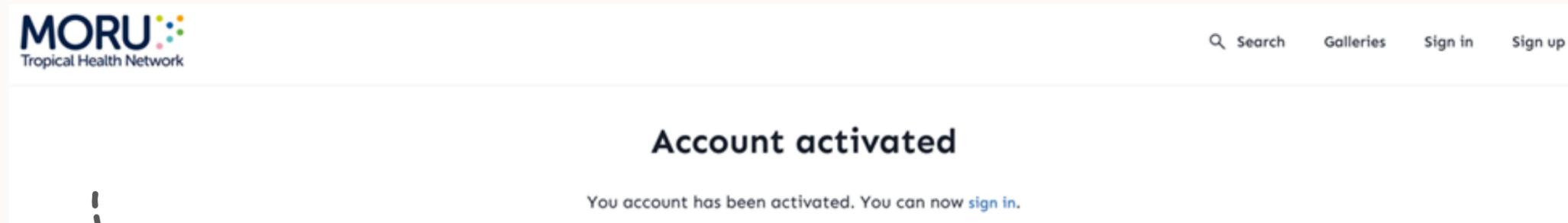
All files uploaded to the media library must be annotated with relevant contextual information, added to the following fields:

- **DESCRIPTION** - Add a short description explaining the who, the what and the why of the image(s) you are submitting.
- **COUNTRY/LOCATION** - Add the country/province/city where the images were created. Country is the minimum requirement.
- **CREDIT** - Add your name or the name of the creator of the image.
- **DATE CREATED** - Check date created info is present. This information should be added automatically.



Uploading Files

Click on the link to activate your account.



And sign in

Sign in ✕

Email address

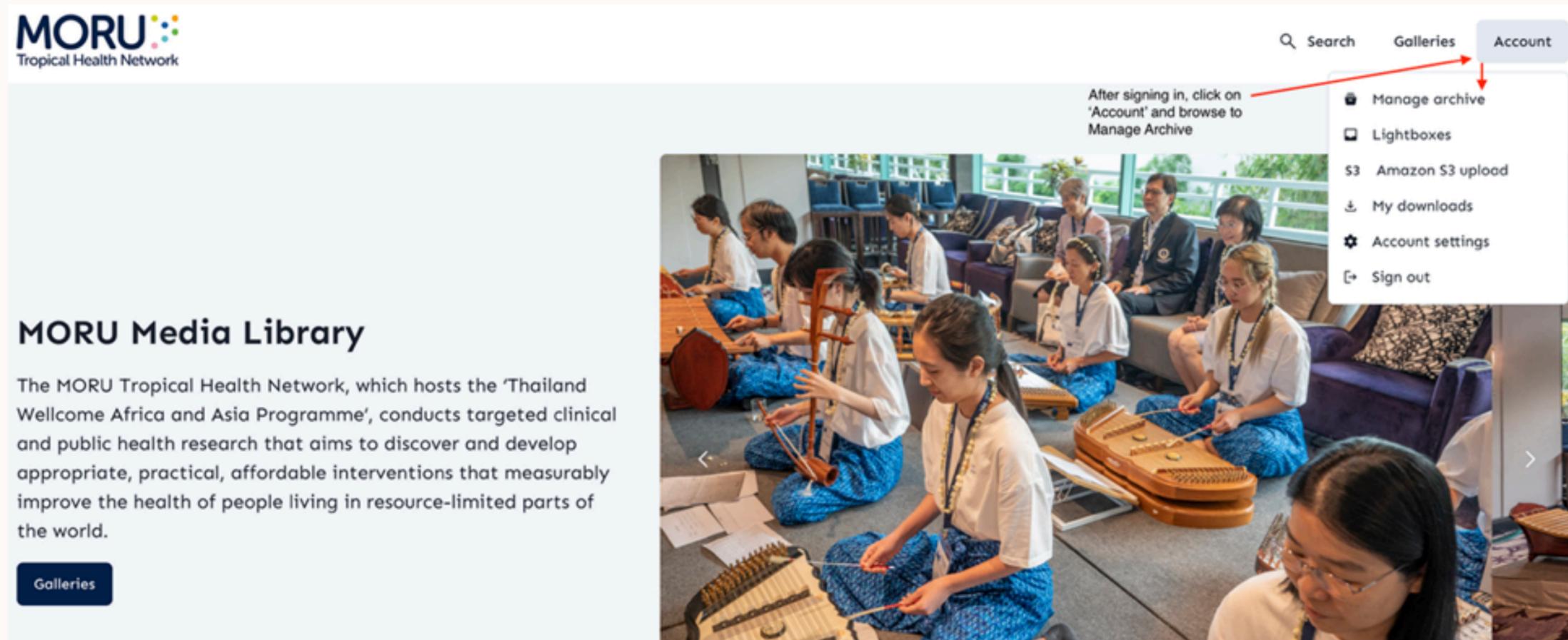
Password

[Forgot your password?](#)



Uploading Files

Once signed in, browse to the Manage Archive page by clicking on 'Account' as shown here:

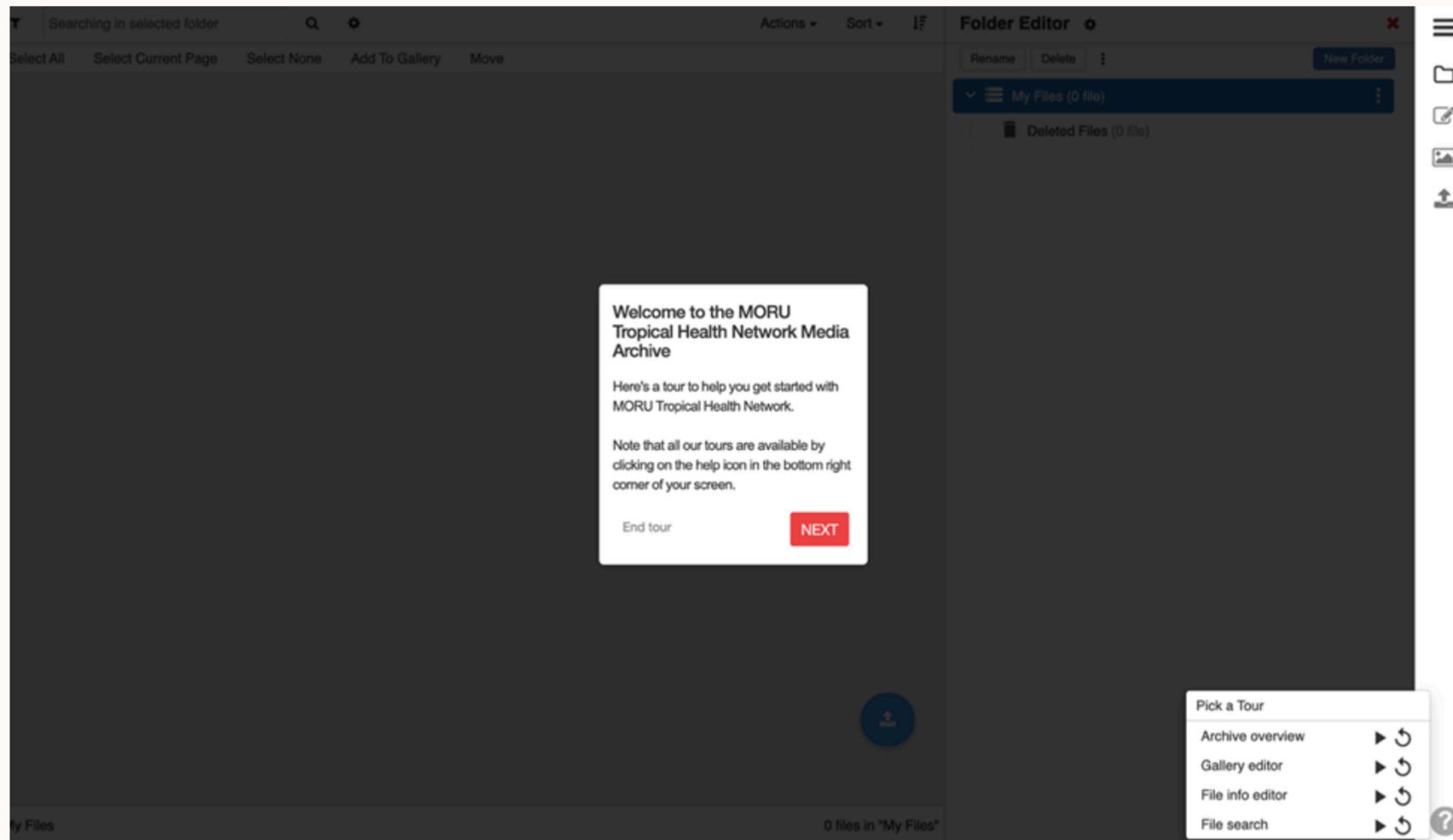


The screenshot shows the MORU Tropical Health Network website. The top navigation bar includes a search icon, 'Search', 'Galleries', and 'Account'. A red arrow points from the 'Account' link to a dropdown menu. The dropdown menu contains the following options: 'Manage archive', 'Lightboxes', 'S3 Amazon S3 upload', 'My downloads', 'Account settings', and 'Sign out'. A text box with an arrow pointing to the 'Account' link says: 'After signing in, click on 'Account' and browse to Manage Archive'. Below the navigation bar is a large image of a group of people playing traditional Thai instruments. To the left of the image is the 'MORU Media Library' section, which includes a description of the network's research and a 'Galleries' button.



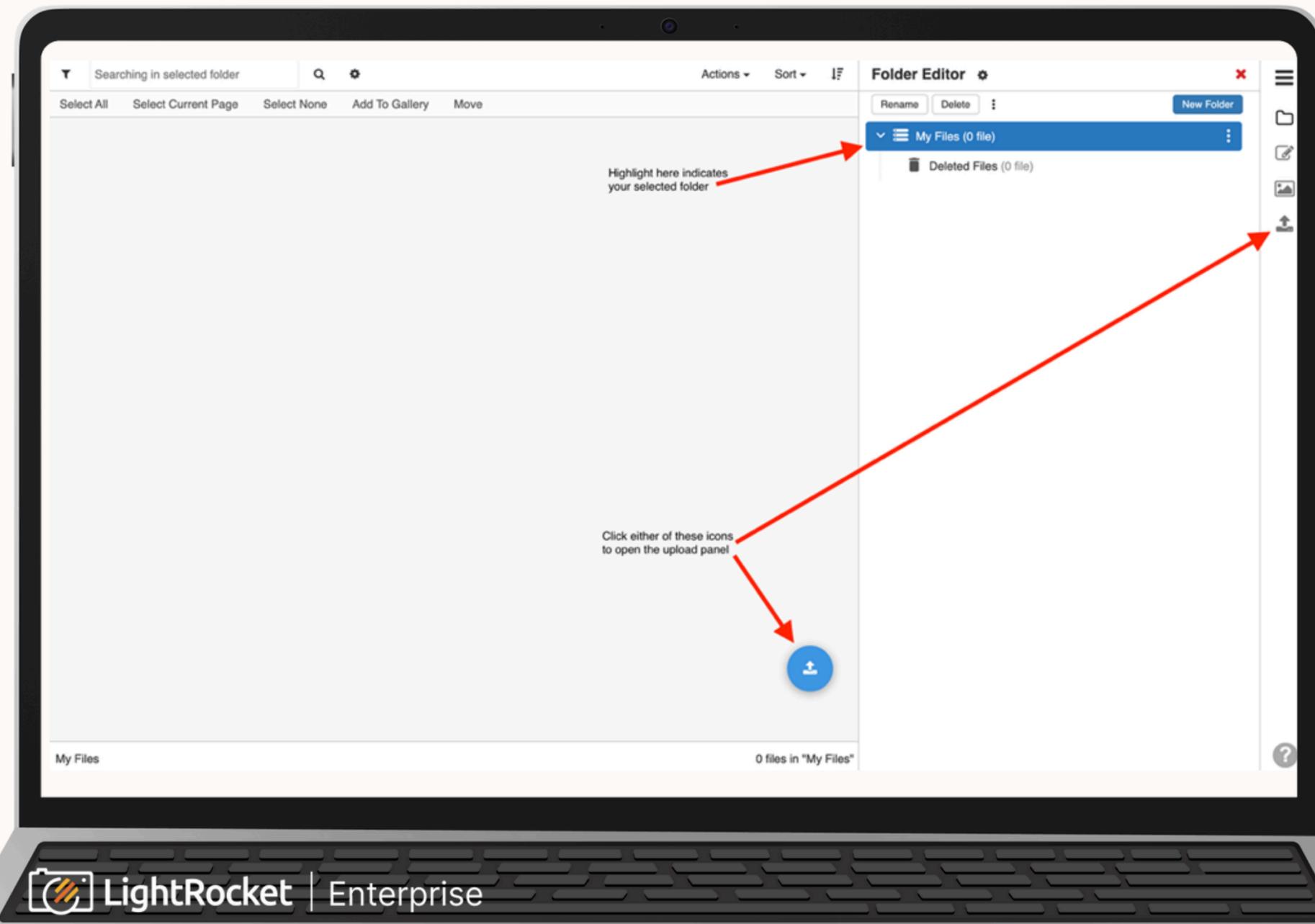
Uploading Files

Follow the new users' tour to get an overview of how to upload and manage files in the media library:



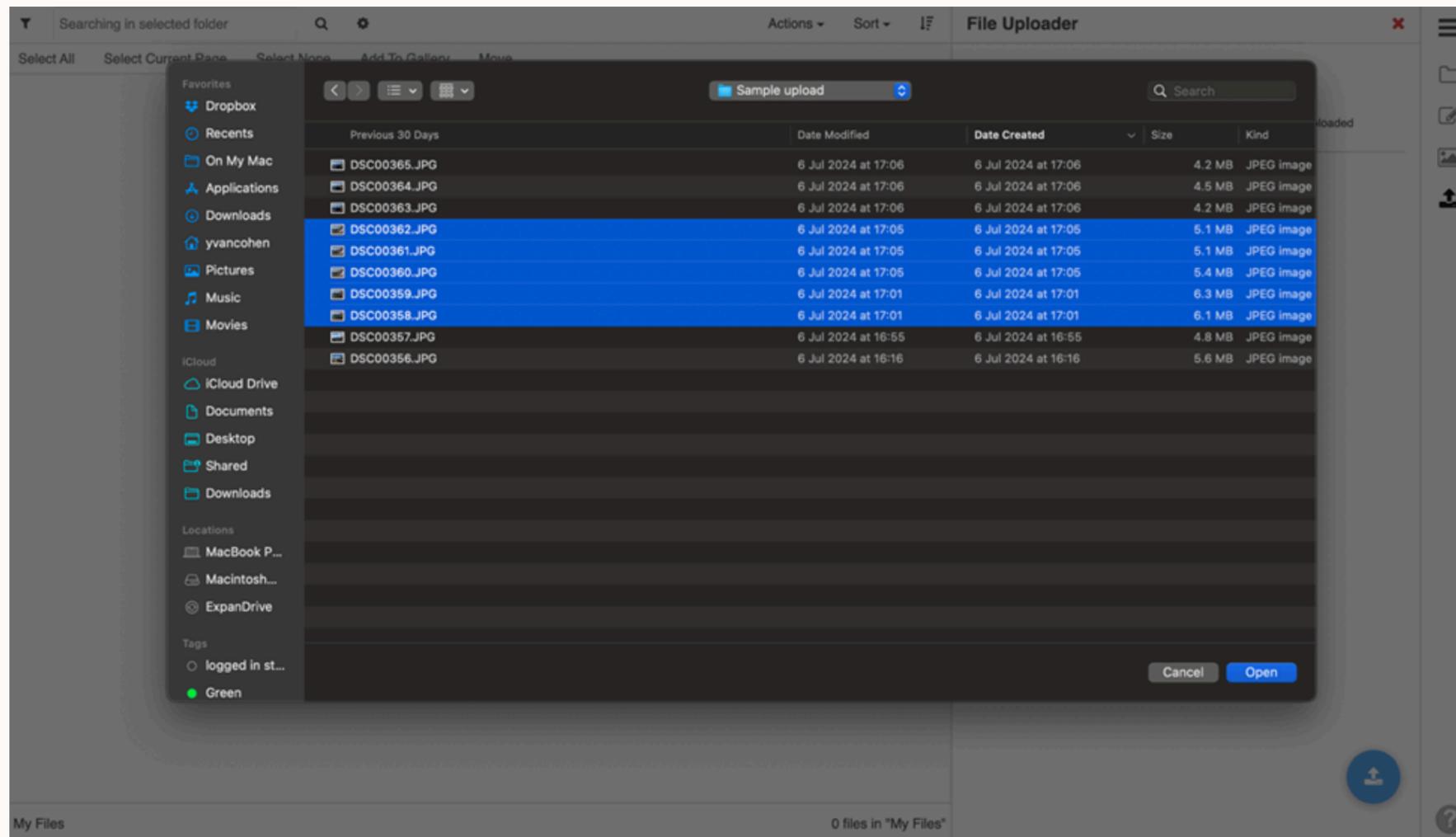
Uploading Files

Or 'End Tour' and click directly on the 'Upload' button as shown below:



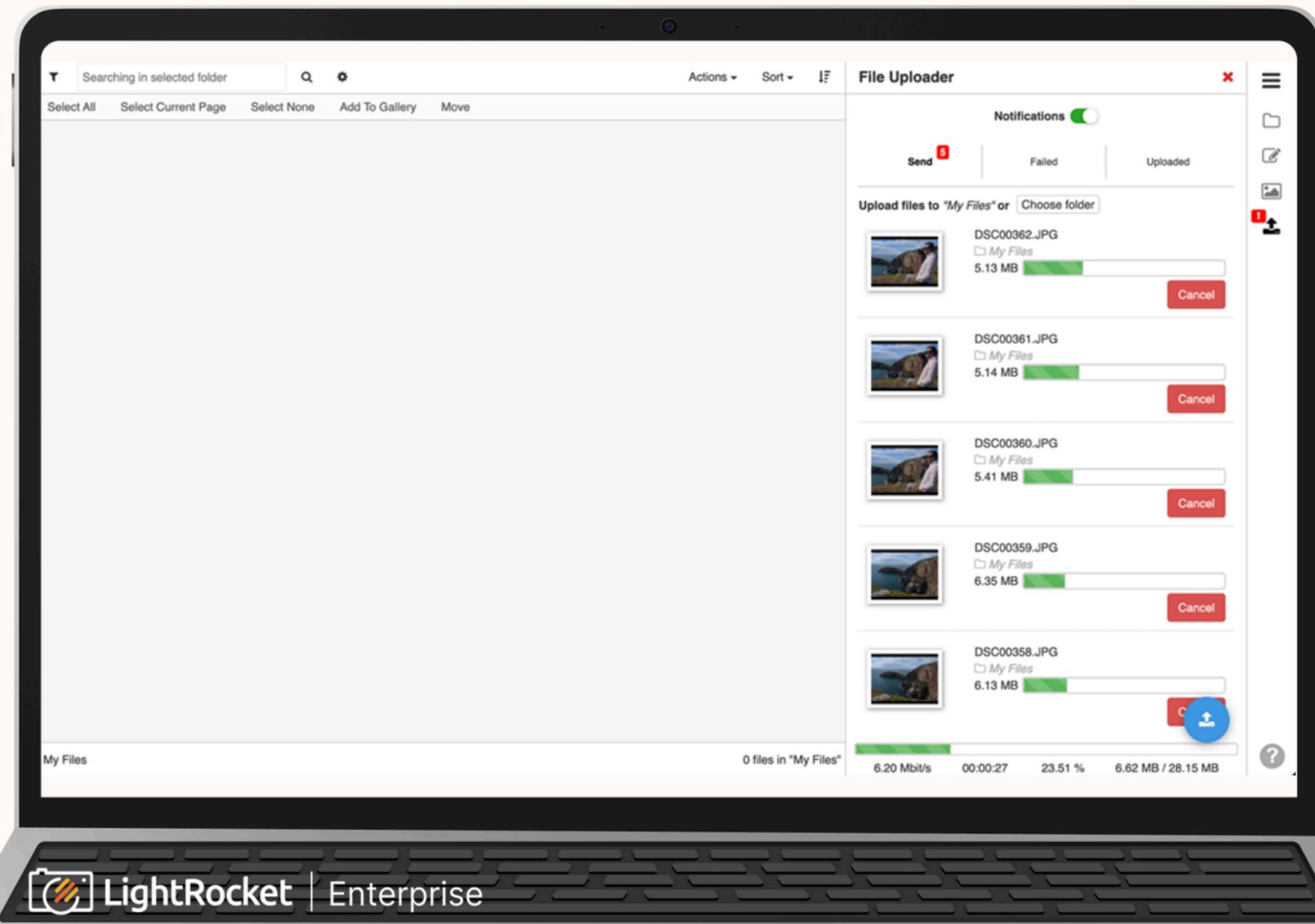
Uploading Files

Browse to and select the files you wish to upload (note you can only select files and not folders).



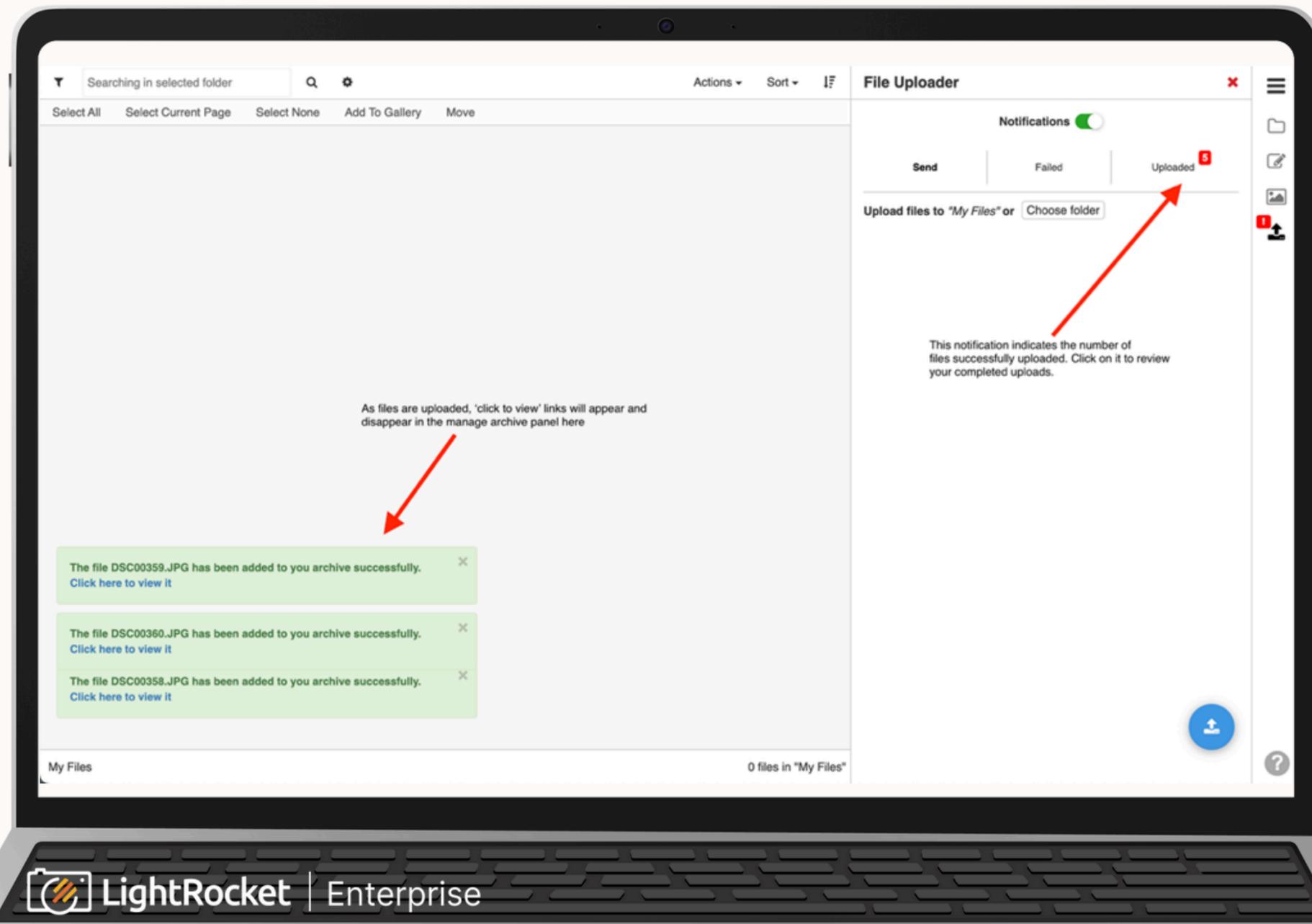
Uploading Files

Click 'Open' and monitor your upload in the upload panel.



Uploading Files

As uploads complete you will see temporary 'click to view' links appear (and disappear) in the left panel.



Uploading Files

Click on the 'Uploaded' panel to see your completed uploads. Click the magnifying glass icon beside each upload to see your newly uploaded files.

The screenshot shows the LightRocket Enterprise file uploader interface. The left pane displays a grid of five image thumbnails, each with a 'New' badge and a set of gray icons representing file info fields. The right pane shows a list of uploaded files, including 'DSC00362.JPG' (5.13 MB), 'DSC00361.JPG' (5.14 MB), 'DSC00358.JPG' (6.13 MB), and 'DSC00360.JPG'. A 'File Uploader' sidebar on the right includes a 'Notifications' toggle, tabs for 'Send', 'Failed', and 'Uploaded' (with a red '5' badge), and a 'Clear' button. A blue circular icon with an upward arrow and a question mark is located at the bottom right of the sidebar.

These gray icons indicate recommended file info fields that have not been completed. When you submit files to the media library, all these fields/ icons should show as completed, namely credit/ copyright, description, tags, location info. Completed fields will show as green ticks. If you used a third party application to complete these fields prior to upload, the data will be displayed here and the icons will be replaced by green ticks. See our 'File Info Tutorial' for more info on recommended file info and how to complete these fields.

Green tick indicates one of the recommended file info fields (in this case 'date created') is complete

This tells you which folder you are viewing. 'My Files' is your root folder

File count for the folder being viewed.

Click on the magnifying glass icon to view newly uploaded files, which are displayed in the left pane

Click on this icon to access our tutorials.

My Files

5 files in "My Files"

LightRocket | Enterprise



Guidelines for Editing Required File Information



Guidelines for Editing Required File Information

When you upload to the media library it's important all your files are accompanied by some basic contextual information.

For most image and video files this means you'll need to add information to the following fields:

-  Description
-  Tags
-  Location (at least a country)
-  Credit and Copyright (e.g. photographer's name / MORU)
-  Date created (this is usually added automatically)



Guidelines for Editing Required File Information

If you add this information in a third party tool like Lightroom, Bridge, or Photoshop the information will be displayed in the corresponding fields in the media library.

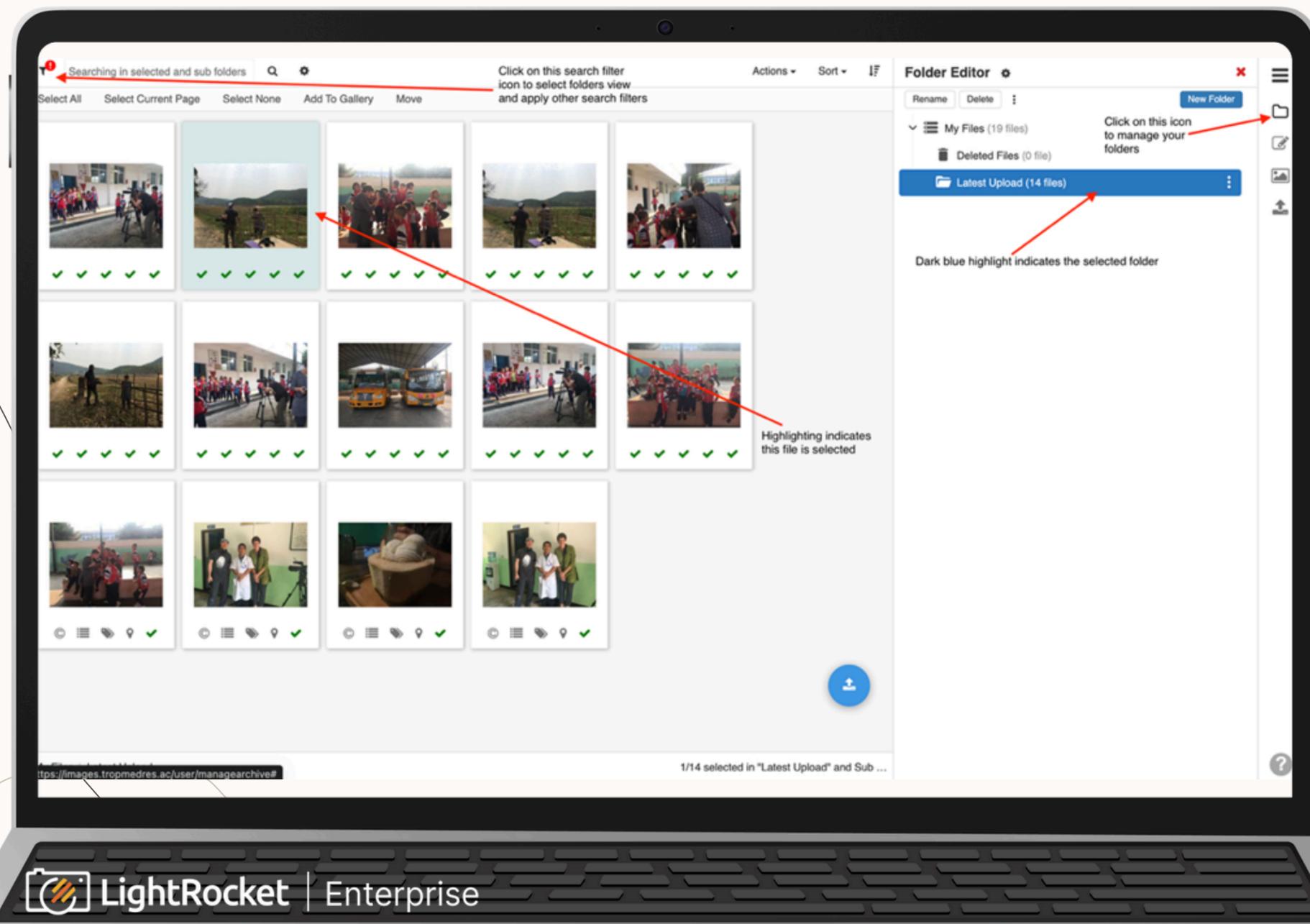
If you haven't already added this information you can do so directly in the media library.

For a detailed explanation of file information management we recommend viewing this short video [tutorial](#).



How to Add and Edit File Information

1. Click the 'folder' icon to browse to the content you wish to edit and select one or more files to edit.



How to Add and Edit File Information

2. Click the 'File Info Editor' icon and complete the recommended fields that correspond to the icons/ticks under the thumbnails.

The screenshot displays the LightRocket Enterprise interface. On the left, a grid of 14 file thumbnails is shown, each with a green checkmark below it. A red arrow points to these checkmarks with the text "Ticks indicate recommended file information is complete". At the bottom of the grid, a blue button with a plus sign is labeled "Files and folders selected" with a red arrow. The right side of the interface is the "File Info Editor" panel, which is titled "1 selected" and has a "View selected" button. The panel contains several sections: "Basic" with a "Click here for a large preview of selected file(s)" link and a "Click here to access file info editor" link; "Visibility Meter" showing an "Excellent" rating; "Rating" with five yellow stars and a prompt to "Enter a specific description - who what, why - for each file."; "Description" with a text area containing "This was on a mission to China to produce a video about malaria control." and a "recommended" status; "Description 2" with a text area containing "A team was sent to China to report on the progress of our malaria program there." and a "recommended" status; and "Tags / keywords" with a text area containing "children, school, videographer, filming, on location" and a "recommended" status. A "Thesaurus" button is visible at the bottom of the panel.



How to Add and Edit File Information

Click the orange 'View Selected' button to see a large preview of the image.

