



harvest media

Meta Data File Format Guide Ingestion Tool

V2.1.0

Version 2.1.0 New Standard Format

Last updated 16th November 2016

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Introduction

The HarvestMedia Ingestion Tool is designed to process the movement of large audio files and related metadata seamlessly from a local network to the HarvestMedia system with handling for connection drop outs and rapid file movement.

Once ingested content is managed within the HarvestMedia Admin System. The core features provided by the Ingestion tool include:

- Content ingestion
- Metadata content validation
- New library requests

Terms and Definitions

Term	Definition
Library	This is the catalogue to which an album belongs i.e. Stereo Royal, Liftmusic or De Wolfe
Album Code	This is the code that each catalogue uses to index an album and will be appended to the filename of tracks used by clients
Ingestion	This is the term of reference for the process we use to validate, index, upload and store content supplied by catalogues. Each album supplied must be completely ingested to be valid.

Setup

You must have internet access to use this application. This application can be installed on any computer that may need to manage the publishing of content updates to your account.

This application has been developed in Java and is usable on Windows XP or later and Mac OS 9.0 or later. Java must be installed and can be acquired from java.com at no cost.

NOTE FOR MAC USERS:

In order for the Ingestion Tool to run, you need to be running the latest JAVA version on your MAC.

Please note that any version of Java prior to 1.6 will not work with the Ingestion Tool, you can update your version at this link: <http://support.apple.com/kb/DL848>

NOTE TO EXISTING USING USERS:

The ingestion tool software is designed to look for updates when you sign in, in a similar manner to software such as Firefox or i-tunes. If your version is out of date you will be prompted to update the software. There is no ability to ignore an upgrade. As such we strongly recommend that you review this document to ensure that you are ready to upload data in our new, and more flexible data format as uploads must meet the metadata requirements of the new ingestion tool.

All care has been taken to ensure that the new version of the ingestion tool causes as little change to processes you may already have in place.

Upgrading

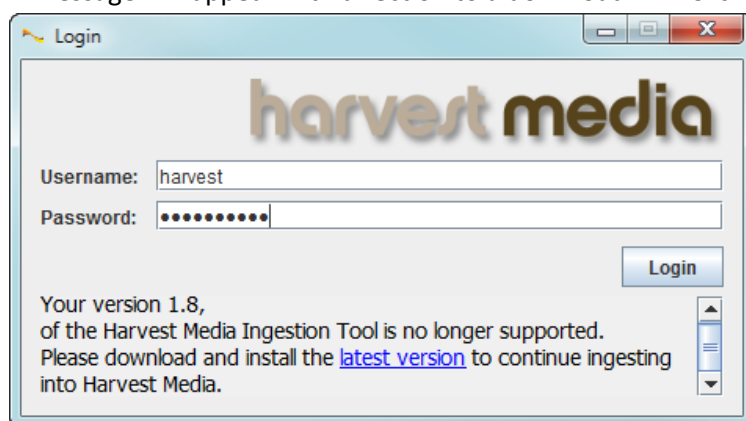
How to update an existing version of the ingestion tool

Ingestion tool and help documents can be downloaded from here:

<http://harvestmedia.net/support/ingestion/>

(Screen shots below may vary on Apple devices.)

1. Open the existing Ingestion Tool on your computer and log in
2. A message will appear with direction to a download link. Click on the link 'latest version'



3. Download the Ingestion Tool, metadata template and help documents
4. Follow steps outlined in *Installation*


Installation

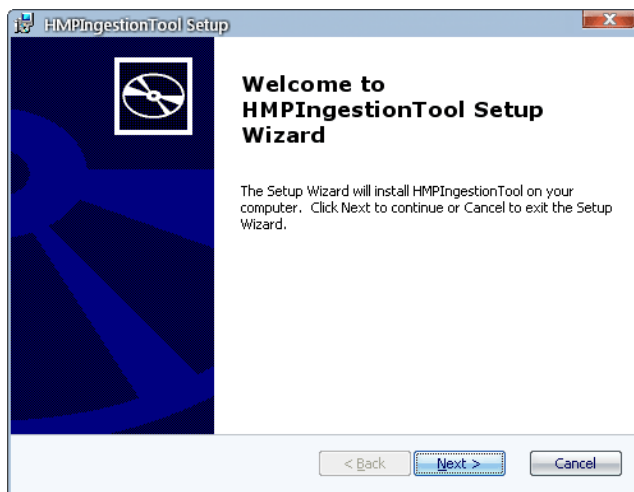
How to install the ingestion tool

Ingestion tool and help documents can be downloaded from here:

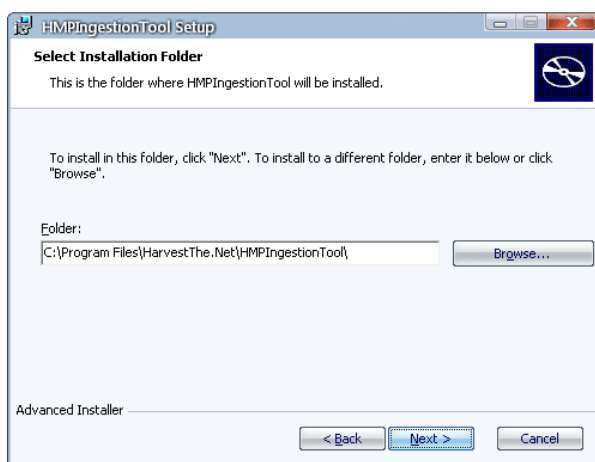
<http://harvestmedia.net/support/ingestion/>

(Screen shots below may vary on Apple devices.)

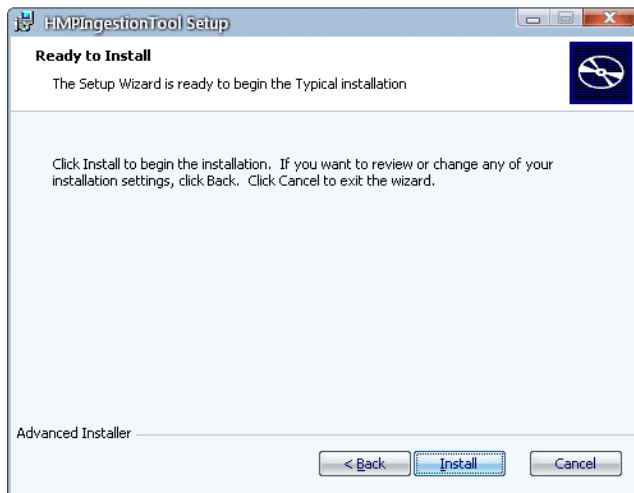
1. Uninstall any previous versions of the ingestion tool.
2. Unzip and open the ingestion installer package.
3. Double left-click on the installer icon  and left-click on "Next".



4. Enter or specify the install location, then left-click on "Next".
The default folder path will suffice *i.e. C:\Program Files\HarvestThe.Net\HMPIngestionTool*



5. Single left-click on the “Install” button to commence installation.



6. Single left-click on the “Finish” button to complete the installation process.

Ingestion – Content

In HarvestMedia speak an “ingestion” refers to the process of validating, indexing, uploading and storing content supplied by clients.

Each album supplied must be completely ingested to be valid. Failed or incomplete uploads will be ignored.

Before starting a new ingestion, you must ensure that each album to be ingested contains:

- A correct metadata file - For more information refer to section 4. *Metadata Validation*
- An artwork image in jpg format
- Tracks / content files in a WAV audio format

For example:

1. FOLDER: Library name
 - a. FOLDER: Album 1
 - i. Track name.wav
 - ii. Track name.wav
 - iii. Track name.wav
 - iv. Metadata.txt (any filename as long as it is a tab delimited and ends in .txt)
 - v. Albumart.jpg (any filename as long as it is ends in .jpg)

We recommend that initial ingestions be done on an album-by-album basis. This will familiarise you with the process and allow you to understand the normal upload speeds for your location. Once you have a good understanding of the process we recommend larger manifests.

Once ingestion is complete, the content will appear in the HarvestMedia admin with a status of inactive. If you have a player or use our API your content must be made 'Active' before it will be publicly available.

NOTE:

Once album ingestion is complete a series of processes occur in the cloud to make the album ready for use and or distribution. These processes include:

1. Creation of sample audio files
2. Creation of a 320k MP3 master file
3. Creation of web ready album art
4. Creation of a default WAV form

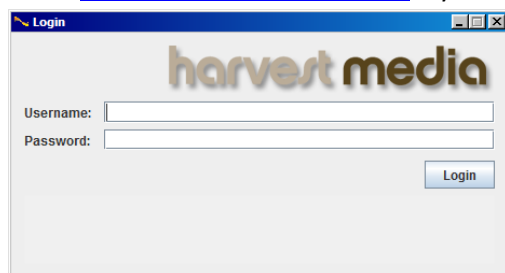
Depending on activity this process can take up to 15 minutes to complete. The album will not appear in the admin until this process is complete.

Ingestion of Content

The albums selected are validated for a correct data file format. Invalid albums will not be added to the manifest. Only albums on the manifest will be included in the ingestion.







How to ingest an album / collection


1. Run the Ingestion Tool application:
Start Menu > All Programs > HMP Ingestion > HarvestMedia Ingestion Tool
2. Enter a username and password for your account. Then left-click on the "Login" button.
Email support@harvestmedia.net if you require a username and password to be set up.



3. Select the folders to be ingested:

- a) Browse to the folder(s) using the directory explorer panel.

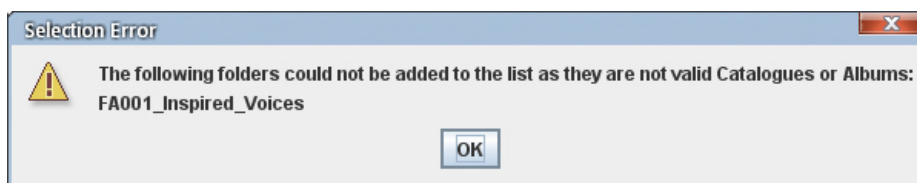
Feature	Functionality
Look In:  assets 	The active directory
	Navigate to the parent directory
	Navigate to the your desktop
	Create a new folder within the active directory
	Hide / Show directory details

- b) Highlight the folders and click on the  icon to add to the manifest.

- A valid album – will be added to the manifest

Manifest				
Folder Name	Albums	Tracks	Size	Path
Lift27	1	54	787169100	\\Nas1\harvestri...
Lift28	1	54	737186640	\\Nas1\harvestri...
Lift29	1	54	785488604	\\Nas1\harvestri...
Lift30	1	48	769164444	\\Nas1\harvestri...

- An invalid album – A selection error message will be displayed (see Validation Issues p12)



- c) Left-click on the “Next” button. A summary of the albums to be ingested should now be visible:

Step 2: Select Library and Enter Album Code

Apply this Library to all albums LIFT MUSIC ▼ Number of Files to upload per batch: 5 ▼

or select the Library for each album.

Library	Album Name	Track	Size	Path	Album Code	Status	Enable Upload
LIFT MUSIC	Lif27	54	787169100	\\Nas1\harvestrights\HMPIL...	LIFT027	Not Started	<input checked="" type="checkbox"/>
LIFT MUSIC	Lif28	54	737186640	\\Nas1\harvestrights\HMPIL...	Enter Album Code	Not Started	<input checked="" type="checkbox"/>
LIFT MUSIC	Lif29	54	785468604	\\Nas1\harvestrights\HMPIL...	Enter Album Code	Not Started	<input checked="" type="checkbox"/>
LIFT MUSIC	Lif30	48	789164444	\\Nas1\harvestrights\HMPIL...	Enter Album Code	Not Started	<input checked="" type="checkbox"/>

- d) Select the Library which the album will be ingested to:

- To assign the same Library to all albums in the ingestion by using the library catalogue drop down

Apply this Library to all albums LIFT MUSIC ▼

- Manually assign each album to a catalogue: using the library catalogue drop down

Apply this Library to all albums LIFT MUSIC ▼
or select the Library for each album.

Library	Album Name	Track
LIFT MUSIC	LIT27	
LIFT MUSIC	LIT28	
LIFT MUSIC	LIT29	
LIFT MUSIC ▼	LIT30	
boom music		
DEEP EAST MUSIC		
DRONE ZONE		
la riot		
LIFT MUSIC		
moodoo		
music beyond		
PLEASURE ZONE		

- e) Enter an album code for each album.

Confirmation of album code: in the event that the album code cannot be identified, it will be flagged in red as required on each album. Ingestion cannot start until an album code is assigned to every album.

- f) Ensure the 'Enable Upload' checkboxes are ticked. Un-ticked boxes mean those albums will be excluded from the ingestion process.

- g) Select the number of tracks to be simultaneously uploaded using the upload per batch drop down:

Number of Files to upload per batch: 5 ▼

The speed at which content can be uploaded is dependent on your internet connection.

Please note: The ingestion tool will consume as much bandwidth as it can so you should consider the time of day and other network usage before running an ingestion with this setting higher than five. If you are on an internet connection of 2Mb or greater consider increasing the number of files to upload per batch setting.

Indicative times are as follows for a typical 550MB album:

Link speed	Estimated duration
256k	~4.8hrs
1.0Mb	~1.5hrs
2.0Mb	~0.9hrs
4.0Mb	~20min

h) Start ingestion.

Left-click on the “Start Ingestion” button. The progress bar and statistics will update as tracks and albums are completed

i) Once the ingestion has been completed and the various files we require are generated you album(s) will become available in the HarvestMedia Admin, with a status of inactive.

If your album does not appear in a reasonable time please email

support@harvestmedia.net

Ingestion – Meta Data

The ingestion tool includes a metadata validator that should be used to check your metadata text file(s) are in a valid format for the ingestion process to function correctly. The validation includes checking that correctly named files exist in the folder and that album art is present.

New Catalogues

New catalogues (label/Library) should be added to the system via the HarvestMedia Admin. You will need to reload the ingestion tool in order to see any new library requests.

Metadata File Format

One of the main causes preventing albums from being ingested is an invalid metadata text file. Each album should only contain one metadata text file. This metadata file will contain the information about every track within the album.

Metadata file criteria and requirements:

- Must be in the HarvestMedia Format*
- Must be a tab delimited text file.
- Must not contain any empty rows: above or below the header column until the last track, as this will be interpreted as a track.
- Must not contain any blank columns to the right of the last header column as this will be interpreted as invalid data.

HarvestMedia Format

Please refer to the Ingestion Metadata Standard document for information on the data format for files being ingested to HarvestMedia.

Note. Refer to file name HarvestMedia_MetaData_2.1.0_New Standard Template.xlsx for metadata template

Metadata Validation

The metadata validator function in the HarvestMedia Player – Content Ingestion Tool will check the state of the file.

If you get an error when trying to add an album to the manifest, it is most likely caused by an invalid metadata file.

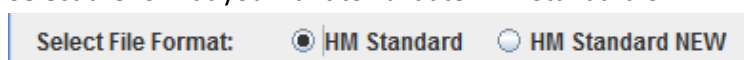
How to validate a file

Once the Ingestion Tool application is running and you have successfully logged in:

1. Click on the “Metadata Validator” tab.



2. Select the format you want to validate: HM Standard or HM New Standard.



3. Select the metadata text file.

Ensure that the text file is within the correct album you wish to ingest, the validator will check that the text file is in a valid format and also check the file/track names specified

in the metadata actually exists inside the folder/album where the metadata resides.

4. Left-click on the “Validate” button. If the metadata file is valid: the message “File is Valid” should appear in the text box. If the metadata is invalid, a message stating why the file is invalid will be displayed.

Validation Issues

This version of the ingestion tool has improved error reporting however common issues still arise.

The ingestion tool now provides information on where errors might exist in your data file using syntax common to Excel i.e. Error: Row: 100, Column: H, Length is not valid.

Most common problems relate to:

- Missing audio files
- Filename incorrectly named
- Incorrect metadata header format
- Blank columns or rows in the data file
- Incorrect formatting of the duration field
- Too many columns or rows
- Soft returns (shift + enter) or special characters existing in your data
- Incorrect sum of shares for Writers and Publishers

Tips for fixing issues:

- (ctrl + H) and search for spaces, delete all that shouldn't be there
- Copy the header row from the HarvestMedia template, to ensure headers are correct
- Select and delete empty rows beneath data