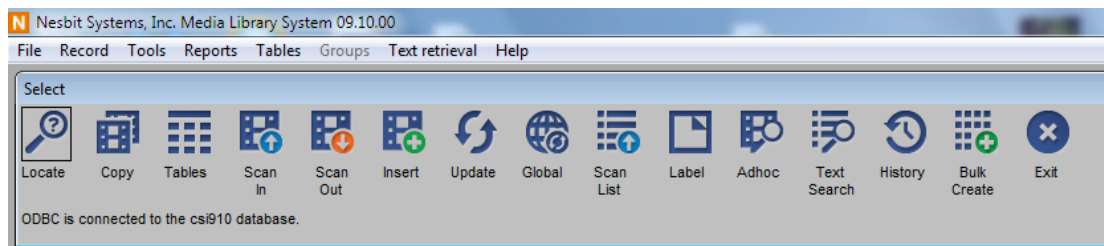


Nesbit MLS Quick Reference

Use this document as a quick reference for using MLS, Media Library System.

Users log into MLS with a User name and password where the user name controls your rights to view and update data for both User Tables and Assets. It also controls which functions you can and cannot use. As a user, you may be able to insert and update all fields for an asset but neither update table data nor delete an asset. You may be able to update all Table data except the Format table or you may only View data. If you need your user configuration changed, contact your Nesbit MLS system administrator.

Logging into MLS will immediately open a search window, as most users begin by searching their assets. If not locating assets, close the Locate window and the Toolbar will display. From the Toolbar, most tasks can be performed by clicking on one of the Icons – Locate, Copy, Tables, etc. Many of these functions can also be selected from the left side of the Summary Window.



Let's summarize the functions and how they can be used –

INSERT AN ASSET/TAPE

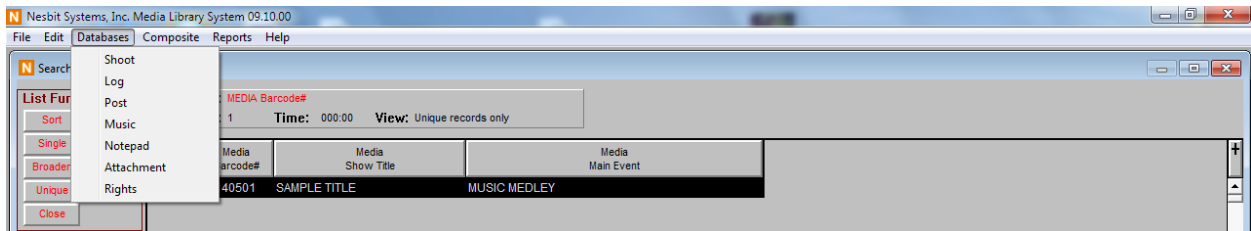
If you want to add a new asset or tape –

- 1) Insert – Add one asset at a time. Each asset must have a unique identifier (field name is usually called Barcode, Asset No or Tape No). Red fields are required; others are not. Each client should have procedures defined as to what fields are to be populated and what the data should be. After the Tape/Media tab is complete, click OK and then either select another tab to enter additional data for this asset or click on the Media/Tape button at the bottom of the list to enter the next asset. By clicking OK all the data on the window is saved.
- 2) Bulk Create – Creates more than one asset where all assets will have that same data except for the asset/tape number. The asset/tape number will be entered as a range such as N400 – N419 or if you have a self-numbering system just enter the number of assets. Use this method if you are creating multiple assets with similar data. For example all assets have the same Title, Format, Location but each has a different Episode. After the Bulk Create, the assets created will be displayed in the Summary window where you can highlight and update each asset one at a time.

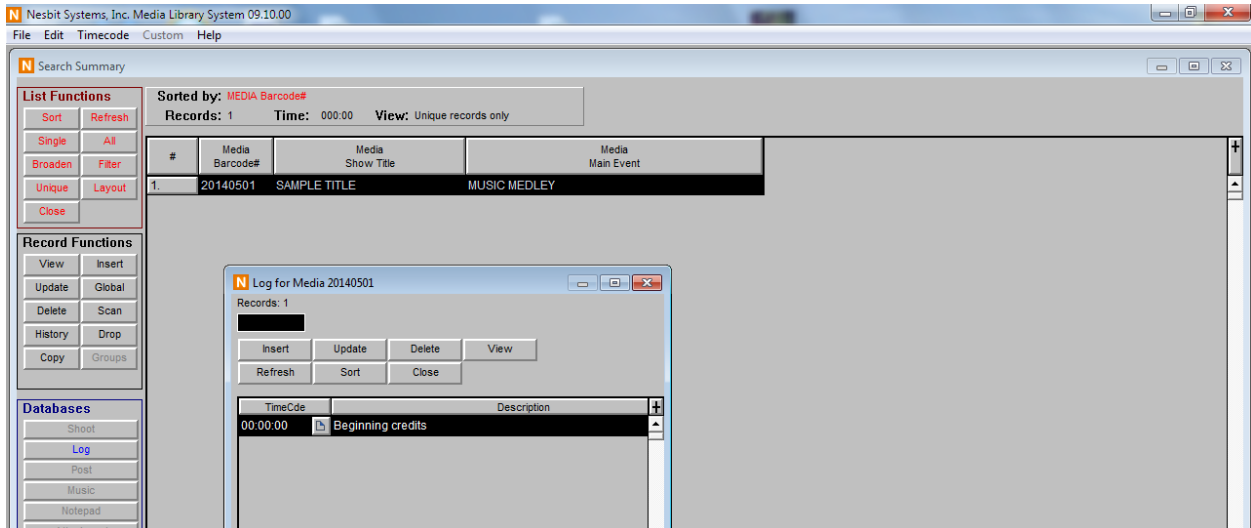
- 3) Copy – Will add a new asset(s) by copying data from another. Use this for a dub or if the new asset(s) has much of the same data as another.
- 4) Scan In – For most clients, if you scan in an asset that does not exist, it will be created with just the asset number and “system” fields if any. Use this to add a non-sequential asset number for self-numbering systems.

If you want to add a new sub-tab (example Notepad or Log) to an existing asset –

- 1) Locate and highlight the asset, then click Databases and click on the desired Tab. From the Tab window, click on Insert.



- 2) If you are adding a new Log, for example, to an asset that has a Log, you can follow the process above or after the asset is highlighted, you can click on the tab name from the Database box at the bottom left. All tabs that have data will appear in blue in the Database box.



UPDATING AN ASSET

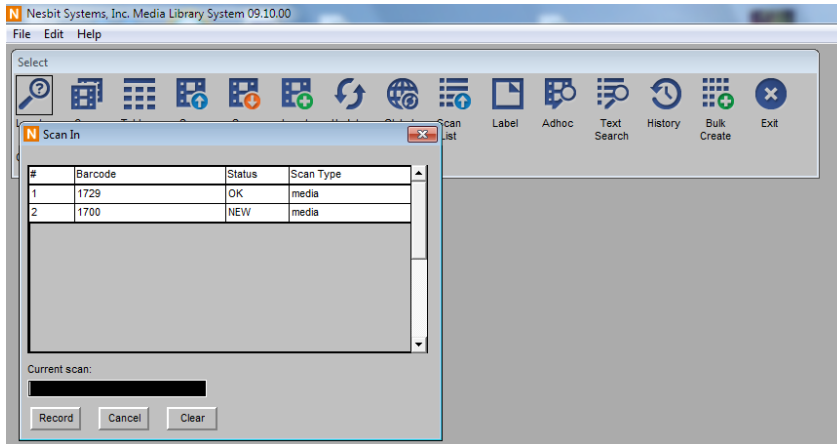
If you want to update an existing asset or tape –

- 1) When updating the Media/Tape tab, Locate the asset to update and then key in the changes to the asset. Clicking OK saves the change.
- 2) To Update several assets one at a time, you may want to locate the assets in the Summary Window and highlight the ones to be updated. Then click on Update (media) and you may Update or Skip one asset at a time. This will be a faster process than selecting each asset individually.
- 3) To Update a sub-tab (Log, Notepad, etc.), locate and highlight the asset, then click on the tab name in the Database box.
- 4) Global Update -To update several assets making the same change to ALL assets, use Global Update. Locate and highlight the assets to be changed, then click Global, enter the fields to be changed and OK. You may update all at once or one at a time. This is a powerful tool – just make sure that you verify that the assets you have highlighted are the ones that you want to change!
- 5) To blank out a field(s) for several assets, use Global Update as described above, placing a - in the fields to blank. Again this is a powerful change, so be sure to double check the list of assets that you are updating.

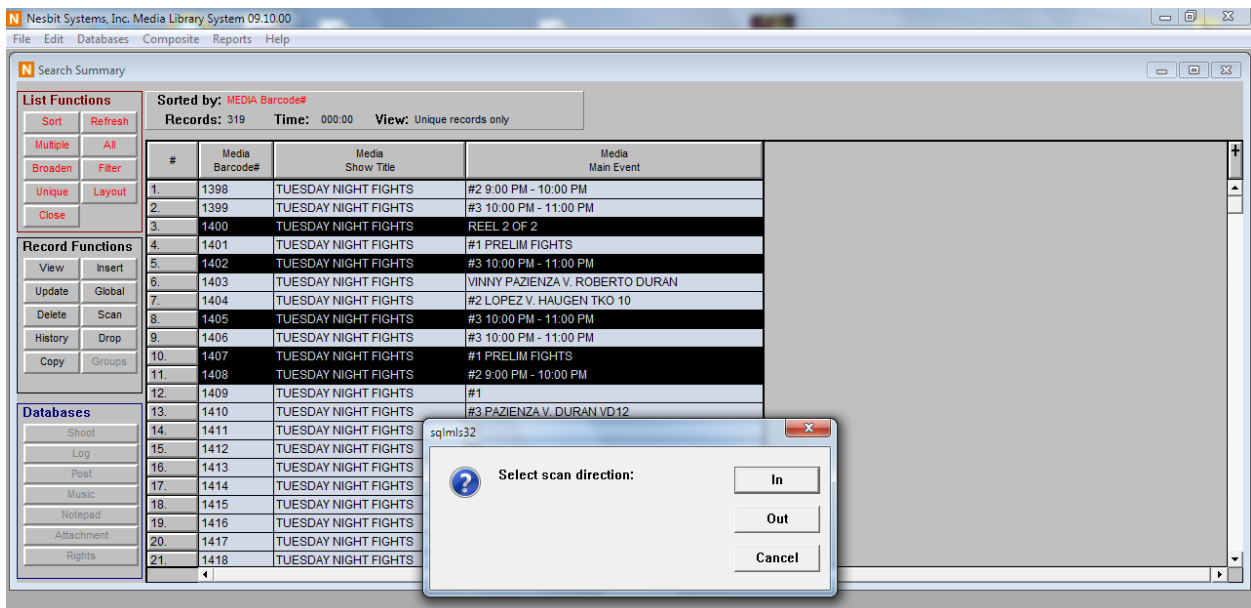
To update an Asset for Location or Borrower, use Scan In or Scan Out. Scan Out is often programmed to update selected fields per your system design and update the DATE OUT to the date of the scan. Scan In usually blanks out Borrower and Date Out and sometimes updates the Location with a default Location which you can override in the Scan In window. Scanning In or Out writes a history record which includes, the asset number, the user name and date of the Scan and the before and after of the selected history fields. If you have questions on the custom programming of your Scan In and Out, please call our office.

- 1) When using a scanner on your barcoded asset/tape, use the Scan In and Out Icons on the Tool bar. Click on the Icon, then enter Borrower, Location, etc. data and scan the asset barcode one at a time. Click Record to update.
- 2) After scanning, you can quickly Locate the assets just scanned by clicking Update > Scans. This will list all scanned assets in a Summary window where you can review, report, update, etc. Update > Scans can be used with any of the scanning methods listed here whether or not using a scanner.

- 3) You can also use the Toolbar Icon and key in the Barcode/Tape number one at a time and then click TAB to enter. Be sure to key in every character including leading zeroes as it must match exactly. The Scan In window will list each asset and its status where OK verifies that the asset exists and NEW indicates that the Asset does not exist and will be created.



- 4) You can also scan assets in or out from the Summary window. Locate and highlight the assets and then click Scan In or Scan Out from the list of Recording Functions on the left.



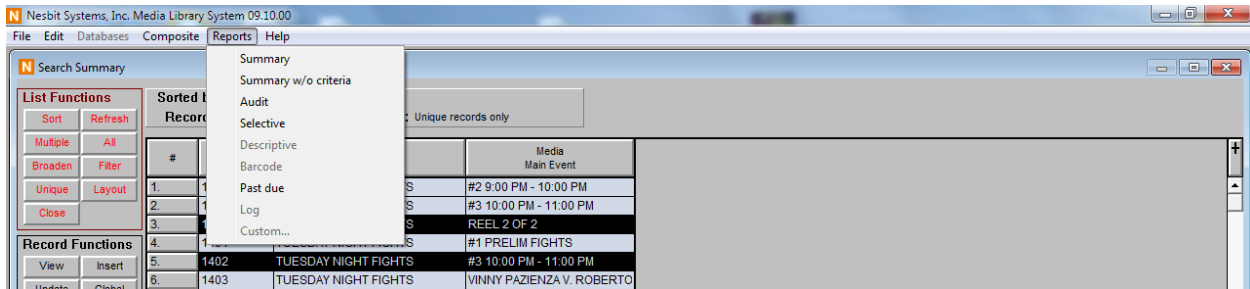
- 5) Scan List is not a method of updating but more a method of locating a list of assets that cannot be found anyway but by individual barcode/tape number. Click on Scan List and enter the assets/tapes to be located using the method from #1 or #2 above and then click Update > Scans to see the items displayed in the Scans Summary List. You may now report, update, etc. these

assets. When using Scan List, there is an option to “sort” the items in the order that they were scanned. This has been used for preparing Play lists.

REPORTING

If you want to create a report, start with locating the assets to the Summary Window. Then add all the data columns to the Reports window and sort and highlight the rows to be included.

- 1) Select Report > Summary to list the data as displayed on your Summary Window, using landscape if you need more space across the page to list the columns. This reporting method will truncate any columns that do not fit on the page. The report will go to Print Preview where you can optionally save this report as a PDF.



- 2) Select Report > Summary without Criteria to produce the same report without listing the search criteria at the top of the page.
- 3) Select Report > Audit to print every tab and every column of data for an asset(s) ignoring the columns that you have selected on the Summary window. The Audit report has a set format and can be very long.
- 4) Select Report > Selective to print the Audit Report for selected tabs. You may use this to print all the Logs for an asset.
- 5) Excel Export. You can export highlighted data to a CSV (comma separated value) file which can be opened in Excel. The column headers will include the tab and the field tag. Also there is no limit to the number of columns that can be exported, unlike the Summary Report display. Follow the directions in #1 to locate, display, sort and highlight your data, then from the upper left corner click on File > Summary Export to name and save (open) your file.
- 6) The Past Due report can be run from the Summary window or the Tool bar. Enter the number of days “overdue” and it will list all the assets where the DATE Out or Date Due in some cases is equal to or more than that many days prior. If today is 06/10/2014 and you enter 1, then all assets that have a Date Out of yesterday or prior will display. If you want a list of all assets that have been “borrowed”, locate assets with a Date Out of non-empty and then use the Summary Report or Excel Export.

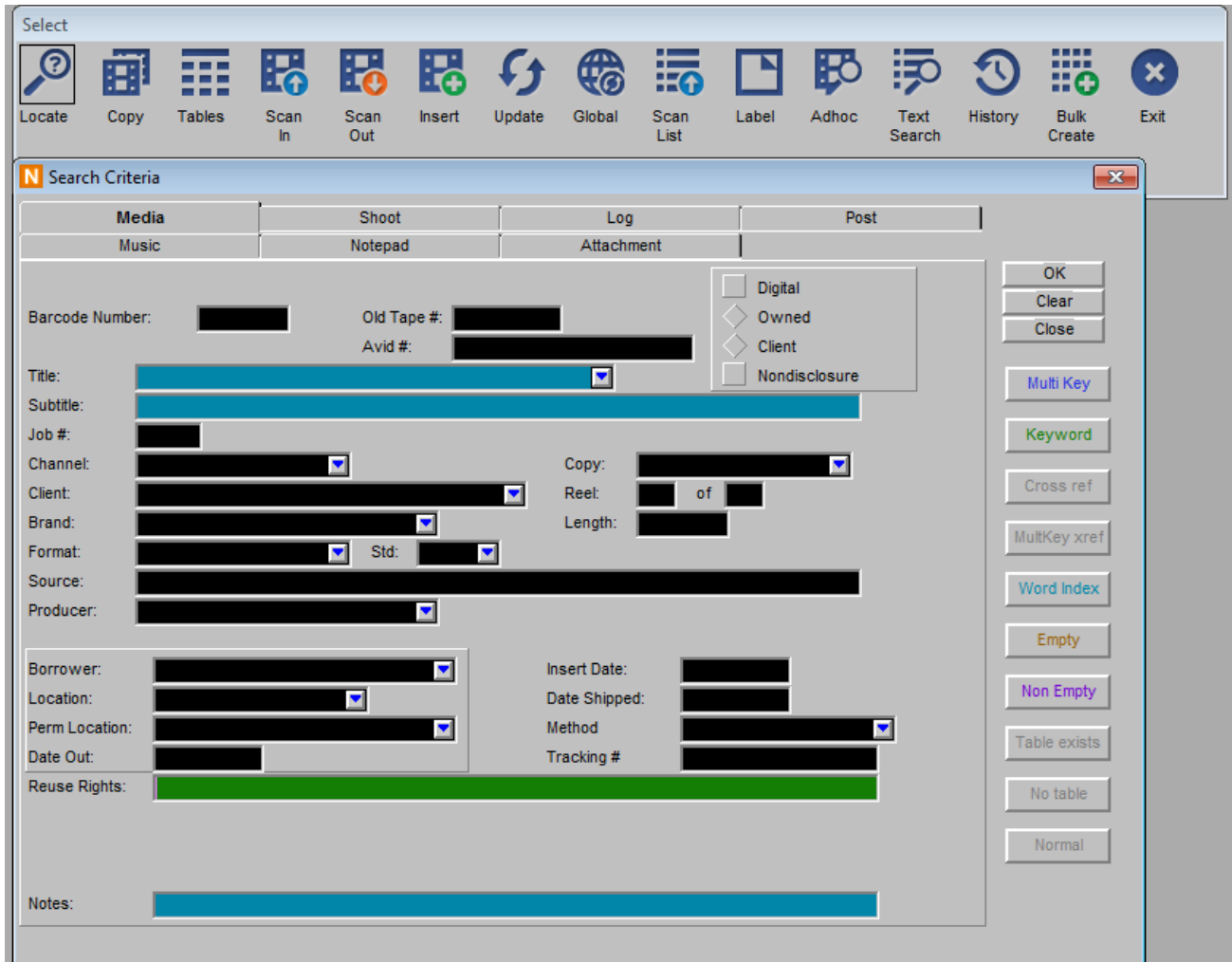
SEARCHING

How to Search

Searching in MLS is initiated by clicking on the Locate icon on the toolbar, selecting a search method and entering your criteria and clicking OK. Every field on every tab is searchable. You do not have to use the same method for all search fields. The simplest search is to list all MLS tapes/assets by just clicking OK without adding any criteria. The results of the search are displayed in the Search Summary window.

Types of Searching Queries

Click on Locate and the search window opens to the Media/Tape tab, where the most efficient search methods will be defaulted for each field. These methods are Normal, Word Index and Keyword searches. You can change the method by placing the cursor in the search field, and clicking on a search method list on the right. The valid search methods for a field are highlighted and the gray fields are not valid. Not all search methods are applicable to every field. After choosing a search method, the color of the field will match the color of the search button. Enter the search criteria in this field and then do the same for other search fields if you have any. You can enter search criteria for multiple fields on multiple tabs and using different search methods but for a tape to be listed in the Summary tab all criteria must be true. I suggest starting with just a few criteria as a test and then add more as you become more familiar with MLS searching and your data.



When you have entered all criteria, click on OK and the results will be listed in the Search Summary. More about the Summary Screen later.

Search Methods

There are 10 search methods listed on the right side of the Search Criteria Window –

- | | |
|--------------------------|--------------|
| Multi-key | Empty |
| Keyword | Non-empty |
| Cross Reference | Table Exists |
| Multikey Cross Reference | No Table |
| Word Index | Normal |

Normal Search (Black) The most direct type of search is the Normal search or exact match. This search method is **best used with fields with a drop down table and exact dates**. Key in the criteria or select an entry from the drop down table and click OK. The criteria must match exactly. For example if you are searching the Title field for TRACK, only tapes with a title of TRACK would be found as a match. TRACK AND FIELD, TRACKS and RACE TRACK would not be found as matches.

A **Wildcard search option** can be used with a Normal search. Enter as many characters as you know starting from the left and complete the criteria with an asterisk (*). In the example above, if you searched on TRACK*, you would find TRACK, TRACK AND FIELD AND TRACK STARS. This search is also used for dates where 2017/01* would find all January 2017 dates and 2010* would find all dates in 2017.

The **Cross Reference (Pink)** search is a **NORMAL** search that will search the field that you choose along with any fields that are associated (Xref) with it. The criteria must be wholly found in any one of the Xref fields to be considered a match. Xref fields are defined as part of the user selection process when MLS is installed. Title, Subtitle and Episode are most often defined as Xref and sometimes Player or Name fields. You can see which fields are xref'd by selecting the Cross Reference search method in a field like Title and then MLS will color all its xref'd fields pink also.

When searching for STAR WARS in a Xref Title field, tapes with a Title or Subtitle of STAR WARS would be found as matches. If the Title was STAR and the Subtitle WARS, it would not be found as a match.

Keyword Search (Green)

Keyword searches look for a word or phrase anywhere within a particular field. Type the search word or phrase into the field and click on the Keyword icon changing the field background to green. *Keyword searches do not have to match the entire word unlike Normal and Index searches.*

To find all of the tapes containing the word TRACK within the title field, key the word TRACK into the Title field, click on the Keyword icon and click OK. WORLD TRACK TRIALS, BEAR TRACKS

and TRACKING TECHNIQUES would be found as matches because all of these tapes contain the word TRACK somewhere within the Title field.

If you use a phrase in conjunction with a Keyword search, the system would list all tapes containing the phrase in the indicated field.

If searching on the phrase TRACK STAR within the Title field, TRACK STARS OF THE 90s and PORTRAIT OF A TRACK STAR would be found as matches because they contain the phrase TRACK STAR. STARS OF TRACK AND FIELD would not be found as a match because it does not contain the phrase TRACK STAR.

Multi-keyword (blue) More than one word or phrase may be entered in a Multiple Keyword search. Type the search words, separated by an ampersand (&), into the appropriate field. The system will accept up to five search words/phrases in one field for a Multiple Keyword search.

To search for tapes in the Team field containing the words BEAR and LION, type BEAR&LION into the Team field. DETROIT LIONS VS CHICAGO BEARS would be found as a match because it contains both the words LION and BEAR. *Remember that Keyword searches do not have to match the entire word unlike Normal and Index searches.*

Multi-key Cross Reference (red) You can Cross Reference search using multiple keywords or phrases by separating them with an ampersand and clicking on the Multiple Cross-reference search button. When you click the OK button you will initiate a search for any tapes having all your keywords in any one of the cross reference fields.

To search for a tape which has the words LION and BEAR in the Title or Subtitle where the two fields are cross-referenced, type LION&BEAR (no spaces) into the Title field and click on the Multiple Cross- reference button changing both the Title and Subtitle fields to red. If both fields do not change to red, then these fields are not cross-referenced and this search method cannot be used. This search would find CHICAGO BEARS VS DETROIT LIONS in the Title or Subtitle would be found as a match because it contains LION and BEAR in the same field. A tape with the Title LIONS AND TIGERS and the Subtitle TIGERS AND BEARS would not be considered a match because both keywords do not appear in the same field.

Word Index (Teal) is an advanced search feature which searches through large volumes of text in a relatively short amount of time. MLS most likely will default all Word Index fields to Teal on the Search Criteria screen, suggesting that Word Index is probably the most efficient search. A tape is found when the criteria matches a word within the search field. Word Index search differs from Keyword in that Word Index criteria must match an entire word, whereas a Keyword search will find a match if the criteria is found in any part of a word. Also Keyword can search phrases where Index searches only for individual words/characters. The index search is limited to installation selected fields such as Title, Subtitle, Comments, Notes and Log Description.

You may use the Word Index search method to search for up to five words separated by a space within a single field. As in the Multiple Keyword search, all words must be found within the same xref field for the tape to be considered as having met the search criteria. The words can be in any order and anywhere within the text.

To find tapes containing the word LATE in the Notepad using Index search, enter LATE into the Notes field, select Index search if it is not already selected and click OK.

The Word Index search will list all tapes containing the word LATE in the Notes where tapes containing the words LATENESS, TEMPLATE or LATER will not be considered as having met the criteria. You can use the Wildcard feature with Word Index. If used in the above example, you would key in LATE* and then tapes containing LATE, LATENESS and LATER would be displayed but not TEMPLATE.

Cross-Reference fields

When using a Word Index search on Cross Referenced fields, the criteria must be entered in the first field. If Title and Subtitle are Xref then the criteria must be entered in the Title and the search will look at both fields. If you only want to search on the Subtitle then place your cursor in the Title field and change the search to Normal which will also change the Subtitle to Normal. You can now click into the Subtitle and select a search method other than Word Index for this field.

Empty Search (yellow) The Empty search method on a field will find all tapes that do not have an entry in that field. For example, you might want to do a search on all records which have an empty Location or Borrower field. Keep in mind that Empty is different from blank.

When using the Empty search on tabs other than the Media/Tape tab (Log, Highlights or Notepad, etc.), only tapes that have a sub-tab entry and also have no data in the indicated field will be returned as matches. If you were doing a search on the Log Description field, using the Empty search method, only tapes having existing Log entries where the Log Description was blank would be returned as matches. To list tapes that do not have Log entries, use No Table Exists search.

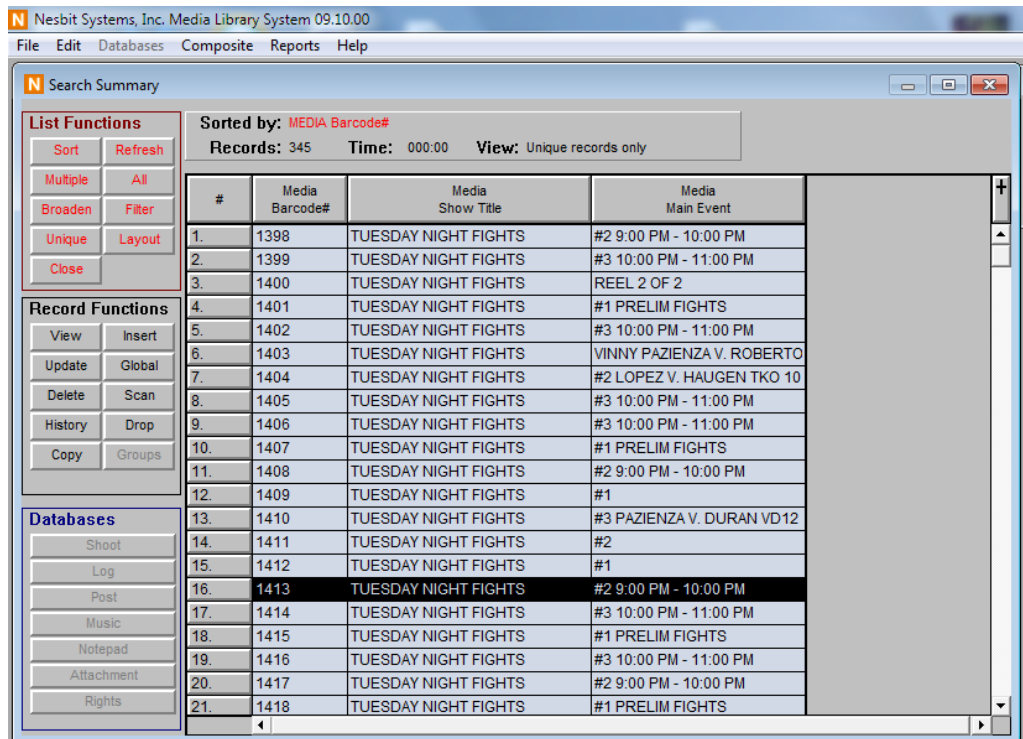
Non Empty Search (purple). The Non Empty search method will display all tapes that have a value in that field. You might want to do a search on all tapes that have a value in the Borrower field. If Non Empty searches are finding tapes that look like the search field is empty, it is probably blank. There is a difference! Call our office and we can help you correct this.

No Table Exists Search (blue) returns all tapes which do not have any data for the indicated tab(s). If you have entered search criteria into a tab, and then you click on No Table Exists, your search criteria in that tab will be cleared. You may combine a No Table Exists search with search criteria in other tabs. Use this search to find all of the media/tapes that do not have Logs.

Table Exists Search (red) returns all tapes which have entries for the selected tab. If you have entered search criteria into a tab, and then you click on Table Exists, your search criteria in that tab will be cleared. You may combine a Table Exists search with search criteria in other tabs. Use this search to find all tapes which have Logs.

Summary Window

The Summary Window is where it all happens in MLS. Your search results are listed in the Summary Window and from here you can select assets to be updated, scanned in or out, reported on and even deleted. Note info about the Summary listed above the column headers including sorted by, number of records listed and view (unique or detail).



List Functions –

- Sort – Select primary, secondary, etc sort fields where primary is 1. Also ascending or descending order by clicking on the column again. You can just click on a data column header to sort on one column only.
- Refresh – will refresh the Summary window by performing all the searches again. This will pick up changes made by other users while you are working on the Summary window.
- Single/Multiple- This toggle button controls whether one or more rows of the Summary window can be selected. Some tasks are easier when Single is selected and others require Multiple.
- All – Selects all rows or clears selected rows. Click once if any asset is selected, then it will clear all that are selected. Click again and all rows are now selected. Clicking ALL will change SINGLE to MULTIPLE.
- Broaden – Adds to the Summary list by performing another search.
- Filter – Reduces results in the Summary window by removing matches to the criteria entered.

- Unique/Detail – This toggle button controls whether only data (Unique) from the Media/Tape tab is displayed or (Detail) data from the Media and all other tabs is included in the display.
- Close – Close the Summary window.
- Layout – Create and select Summary views consisting of data columns and sorting combinations. You may create a Client Layout, Title layout, Scan Out layout – each with different reporting elements.

Record functions –

- View – After selecting the assets to be viewed, click on View to see all the fields on the Media tab for an asset. You can also view one asset by double clicking on a row.
- Insert – Add an asset.
- Update – Change assets that are selected.
- Global – Update selected assets where the same fields are updated with the same data.
- Delete – Permanently remove assets from MLS. Note: There is no undo function.
- Scan- Scan in or Out selected assets.
- History – Must select only one asset at a time. A history report will be displayed for the asset highlighted showing who, when and what was updated for this asset for selected fields.
- Drop – Remove rows from the Summary list. Will not be added back into the list by subsequent Broadens until you end or clear this search. Will be added back if during this search you click on Detail/Unique changing the view which refreshes all searches but does not include drops.

Database section –

- Will display the name of sub-tabs in blue if the asset highlighted has at least one record of this sub-tab.
- This feature ONLY applies if there is only ONE asset (row) selected.

Columns –

- Data fields can be added by clicking on the + to the right of all the data column headers. Just click on the fields you want to add to the display.
- Remember Unique View will only allow you to add data fields from the Media/Tape tab . Click Detail to add columns from other tabs.
- All fields will be added to the left most column of the list.
- You may move columns by grabbing the header and moving. You cannot move any column to the left most position. Instead you must move the left most column to the right.
- You may remove columns by grabbing the header and tossing up.
- You can sort the data by clicking on a column header. This will remove the current sorting. Click once for ascending. Click again for descending. Descending is sometimes useful for dates or asset/tape number if you use a sequential assignment method. Use SORT if more than one sort field is required. You cannot sort on text fields which are longer fields like Comments, Notes, Log description, etc.

Search Summary

Sorted by: MEDIA InsDate
Records: 27 Time: 000:00 View: Unique records only

| # | Media InsDate | Media Media # | Media Title | Media Channel | Media Client |
|-----|---------------|---------------|---|---------------|-----------------|
| 1. | 2013/01/02 | A0010000 | AVOIDING SUN BURNS | HEALTH TODAY | CLEVELAND CLNIC |
| 2. | 2013/01/02 | C09234 | ALL INCLUSIVE RESORTS IN THE CARRIBEAN AN | TRAVEL | |
| 3. | 2013/01/02 | C07000 | AIRLINE BAGAGE FEES | TRAVEL | NESBIT |
| 4. | 2013/01/02 | C07006 | ALL INCLUSIVE RESORTS IN THE CARRIBEAN | TRAVEL | |
| 5. | 2013/02/01 | T0002 | AIRLINE BAGAGE FEES | TRAVEL | NESBIT |
| 6. | 2013/02/01 | T0003 | AIRLINE BAGAGE FEES | TRAVEL | NESBIT |
| 7. | 2013/02/01 | T0001 | AIRLINE BAGAGE FEES | TRAVEL | NESBIT |
| 8. | 2013/02/01 | S0006 | AIRLINE BAGAGE FEES | TRAVEL | NESBIT |
| 9. | 2013/02/01 | S0004 | AIRLINE BAGAGE FEES | TRAVEL | NESBIT |
| 10. | 2013/04/02 | 20120003 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |
| 11. | 2013/04/02 | 20120004 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |
| 12. | 2013/04/02 | 20120005 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |
| 13. | 2013/04/02 | 20120006 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |
| 14. | 2013/04/02 | 20120007 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |
| 15. | 2013/04/02 | 20120008 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |
| 16. | 2013/04/02 | 20120009 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |
| 17. | 2013/04/02 | 20120010 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |
| 18. | 2013/04/02 | 20120011 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |
| 19. | 2013/04/02 | 20120012 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |
| 20. | 2013/04/02 | 20120013 | AVOIDING SUN DAMAGED SKIN | HEALTH TODAY | CVS |

Highlighting the search criteria on the Search Summary for Large Text Fields

For most fields, seeing the search criteria is easy because most fields are 50 characters or less but in large text fields such as Log Description or Notepad fields can exceed 5000 characters it is faster to view the search field with highlights. If I search for SPF in Notepad field on the Notepad tab, the Summary screen may look like the example below where you can only see part of the Notepad.

Nesbit Systems, Inc. Media Library System 09:10:00

File Edit Databases Composite Reports Help

Search Summary

Sorted by: MEDIA Title
Records: 9 Time: 000:00 View: Detail

| # | Notepad Notepad | Media Client | Media Media # |
|----|--|-----------------|---------------|
| 1. | Sun protection factor (SPF) and labeling requirements --Two photographs showing the effect of applying sunscreen in visible light and ir | CLEVELAND CLNIC | A0010000 |
| 2. | Sunblock is a type of sunscreen--A tube of SPF 15 sun block lotion -Sunblock typically refers to opaque sunscreen that is effective at bli | CLEVELAND CLNIC | A0010000 |
| 3. | Application-Excessive exposure to direct sunlight is potentially harmful. Excessive exposure can result in sunburn if a person does not w | CLEVELAND CLNIC | A0010000 |
| 4. | Sun protection factor (SPF) and labeling requirements --Two photographs showing the effect of applying sunscreen in visible light and ir | CVS | 20120021 |
| 5. | Sunblock is a type of sunscreen--A tube of SPF 15 sun block lotion -Sunblock typically refers to opaque sunscreen that is effective at bli | CVS | 20120021 |
| 6. | Application-Excessive exposure to direct sunlight is potentially harmful. Excessive exposure can result in sunburn if a person does not w | CVS | 20120021 |
| 7. | Sun protection factor (SPF) and labeling requirements --Two photographs showing the effect of applying sunscreen in visible light and ir | CVS | 20120020 |
| 8. | Sunblock is a type of sunscreen--A tube of SPF 15 sun block lotion -Sunblock typically refers to opaque sunscreen that is effective at bli | CVS | 20120020 |
| 9. | Application-Excessive exposure to direct sunlight is potentially harmful. Excessive exposure can result in sunburn if a person does not w | CVS | 20120020 |

To see the full Notepad and SPF highlighted, click on the icon on the right end of the Notepad field. You will have to click each row to view the Notepad with highlights.

