



IIIF Cloud Services

(Beta) Portal User Guide

May 2025

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1. Introduction

The latest beta release of the IIIF Cloud Services Portal contains access to the second version of the IIIF Publishing features, together with updated asset creation and management functionality.

Some of the key updates since the v1.0 release include:

- Storage of additional types of IIIF content
- Additional IIIF Manifest editorial support and integration with the platform
- Support for IIIF Collections
- User management features
- Additional IIIF Manifest template support
- Named query management
- And other usability improvements

Development of further IIIF Publishing specific features is ongoing alongside further development of the IIIF Cloud Service APIs, with further features expected to be released throughout in early Q3 2025.

1.1 Known issues

Whilst the current portal version has been extensively tested and a number of issues have been identified, it is possible there are more issues which require resolution. Should you encounter any issues in your usage of the portal, please let us know via your Digrati contact and we will endeavour to resolve it for you.

At present the following are the known issues with the current release:

- IIIF Publishing listing view currently displays 'Invalid Date' for the 'Created Date' value.
- A broken thumbnail image icon appears on the asset listing page(s) for any non-image asset(s).
- The IIIF specification permits the addition of [IIIF Collections](#) to themselves; however, in this version of the portal this is not permitted. You can add valid IIIF content once to a Collection - it is not possible to save the same item twice in the same collection.
- When you add internally hosted resources to a IIIF Collection within the Portal, these items (Manifests or other Collections) don't currently allow you to navigate / link directly to them. This functionality will be available in an upcoming minor release.

- With IIIF Collections managed within the Portal, if an internally hosted (i.e. within your IIIF Publishing area) Manifest or Collection is moved or its "slug" (machine readable name) is changed then it will break the link in the Collection and will need to be removed and re-added.

2. Organising your assets

The IIIF Cloud Service uses the concept of “Spaces” to store and manage digital assets. These “Spaces” enable you to organise your assets logically, like a folder structure. There is no limit to the number of assets you can add to a space; however, the number of assets you can add will be determined by the storage available to your subscription.

From the IIIF CS portal homepage, use the left hand navigation to navigate to the Spaces area. This is where digital assets are stored and managed. Assets can be ingested either manually via the Portal, or more typically for larger volumes of assets, via an automated process - for example from an institution’s collection management system or digital preservation system.

ID	Space name	Images	Created
1	Landscapes	3	31/01/2025
2	Murals	6	31/01/2025
3	Space examples	4	31/01/2025
4	Exhibitions	5	31/01/2025

Fig. 1 Spaces listing view

2.1 Using the portal to upload assets manually

The portal provides two routes if you wish to prepare and deliver your digital assets as IIIF enabled assets manually:

- Uploading your images directly
- Creating a CSV file detailing your digital assets (images, video, audio) and uploading this to the portal for processing of those assets

You can create a new Space or add your assets to an existing space. To create a new space, click to add New space and add an appropriate name for it:

The screenshot shows the IIIF Cloud Services interface. On the left, there's a sidebar with 'Home', 'IIIF Publishing', 'Spaces' (which is selected and highlighted in blue), and 'Queue'. The main area is titled 'Spaces' and contains a sub-header 'All of your IIIF image and media files, organised into spaces.' Below this is a table with four rows, each representing a space: '1 Landscapes' (3 images), '2 Murals' (6 images), '3 Space examples', and '4 Exhibitions'. A red box highlights the '+ New' button in the top right corner of the main area. A modal window titled 'New space' is open, prompting for a 'Name' (with 'Name of new space' and 'Manuscripts' entered). It also has 'Cancel' and 'New space' buttons.

Fig. 2 - Adding a new space

Note each space will be given a numeric identifier automatically and the name is just to help with management in the IIIF CS Portal and isn't visible publicly.

Manually uploading images

In the Space folder, you can use the 'browse files' link to access and select your image(s). Alternatively you can drag and drop your image(s) into the upload region. The maximum number of images that can be manually added using this upload approach is 10 at any one time.

Landscapes

4 Images

Asset Label Created

	PXL_20241114_074252514.jpg	31/01/2025
	PXL_20241214_132908280.jpg	31/01/2025
	PXL_20250101_130905104.jpg	31/01/2025
	PXL_20240605_025929814.jpg	31/01/2025

Showing 1 - 4 of 4 results

25 results per page ▾ < Page 1 of 1 >

Fig. 3 - Selecting to add image(s)

Landscapes

4 Images

Asset Label Created

	PXL_20241114_074252514.jpg	31/01/2025
	PXL_20241214_132908280.jpg	31/01/2025
	PXL_20250101_130905104.jpg	31/01/2025
	PXL_20240605_025929814.jpg	31/01/2025

Showing 1 - 4 of 4 results

25 results per page ▾

File upload

Upload selected files

Fig. 4 - After selecting your image(s), the system will display the selected image(s)

Clicking 'Next' navigates you to a Metadata input screen, which enables the addition of metadata values to the image(s) you are adding. These String and Number values are not mandatory and so can be ignored; unless you have a specific requirement to retrieve your assets from the service via API calls, using your own resource identifiers, for example.. These advanced scenarios can be discussed with your Digrati contact.

Clicking upload should result in the image(s) being added to your selected space.

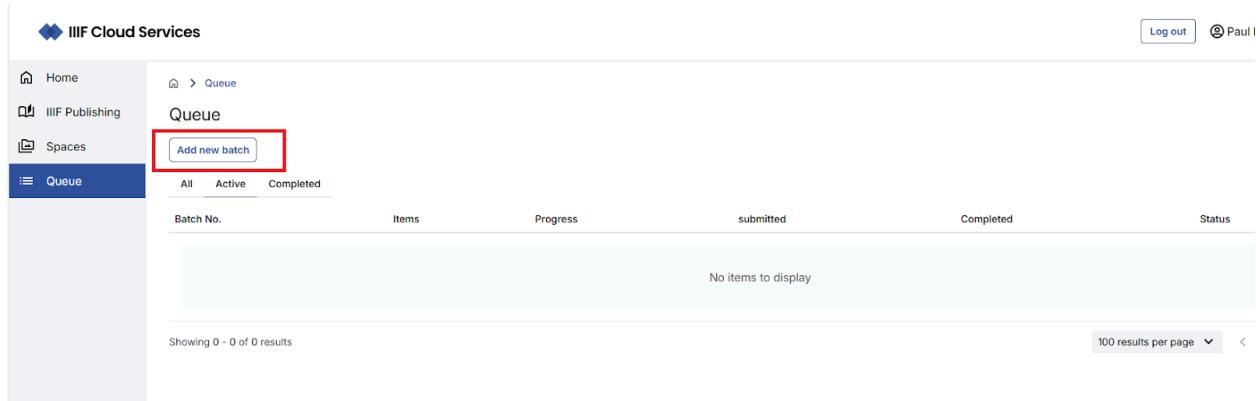
Uploading assets via CSV

The IIIF Cloud Service portal currently also supports the ability to create a CSV file detailing your digital assets using a specific format, which it can then process and complete the ingestion of those assets into the service.

To prepare a suitable file containing details of your assets, you can use the sample CSV file provided and update it appropriately. The sections below detail the necessary steps.

Creating a CSV file

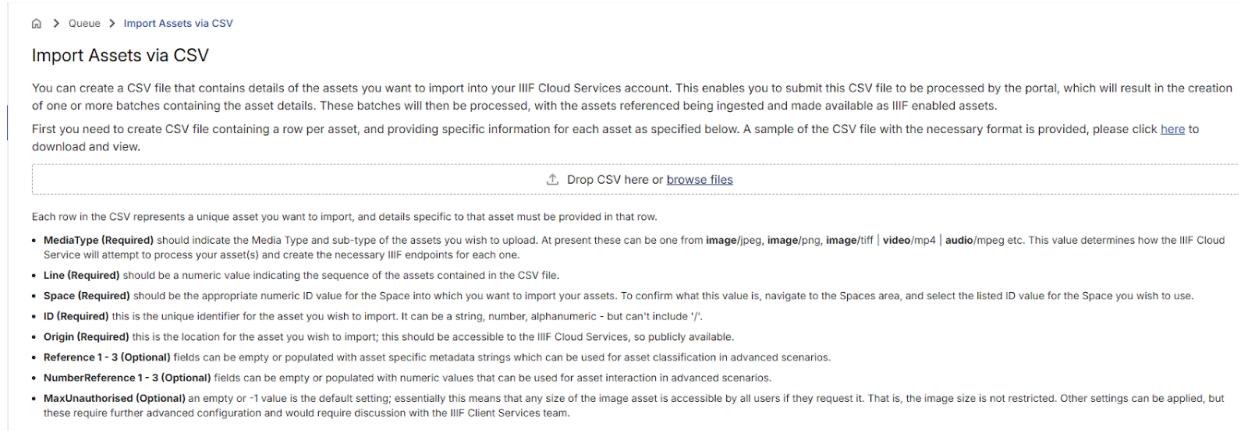
To access the CSV upload feature, navigate to the 'Queue' area of the IIIF Cloud Services portal and select the option to 'Add new batch':



The screenshot shows the IIIF Cloud Services interface. On the left, there's a sidebar with links: Home, IIIF Publishing, Spaces, and Queue (which is selected and highlighted in blue). The main area is titled 'Queue' and shows a table with columns: Batch No., Items, Progress, submitted, Completed, and Status. A message at the top of the table says 'No items to display'. At the bottom, it says 'Showing 0 - 0 of 0 results' and has a dropdown for '100 results per page'. A prominent blue button labeled 'Add new batch' is located in the center of the queue area, with a red box drawn around it to indicate it as the target for the next step.

Fig. 5 - Select 'Add new batch' option from Queue overview page

On the 'Import Assets via CSV' page, details of the CSV format needed to upload assets is provided. To start, you can download the sample csv file and use this as a basis for creating your own CSV file for upload.



The screenshot shows the 'Import Assets via CSV' page. At the top, there's a breadcrumb navigation: Home > Queue > Import Assets via CSV. Below that, the title 'Import Assets via CSV' is displayed. A paragraph explains that you can create a CSV file containing asset details to be processed by the portal. It then provides instructions for creating a CSV file with specific fields: Line, Space, ID, Origin, Reference 1-3, NumberReference 1-3, and MaxUnauthorised. A note states that an empty or -1 value is the default setting. At the bottom, there's a large input field with a placeholder 'Drop CSV here or browse files' and a red box highlighting it. Below the input field, there's explanatory text about the CSV structure and field descriptions.

Fig. 6 - Import Assets view

Each row in the CSV file represents a unique asset you want to import, and for each asset you must provide some mandatory data to allow the asset to be validated and then processed correctly by the IIIF Cloud Service.

The table below details the information that can be provided for each asset, row x row within the CSV file.

Value	Mandatory?	Description
Line	Yes	CSV reference number for each row. Each row should have a unique value to enable validation processes.
ID	Yes	This is the unique identifier for the asset you wish to import. It can be a string, number, alphanumeric - but can't include '/'.
MediaType	Yes	This value indicates the Media Type sub-type of the assets you wish to upload. At present these can be one from image/jpeg, image/png, image/tiff video/mp4 audio/mpeg etc.
Space	Yes	The ID value for the Space into which you want to import your assets. To confirm what this numeric value should be, navigate to the Spaces area, and select the listed ID value for the Space you wish to use.
Origin	Yes	This is the location of the asset you wish to import; this should be accessible to the IIIF Cloud Services, so publicly available
Reference1 - Reference 3	No	Can contain Metadata string value(s) that can be used for asset classification in advanced scenarios.
Number1 - Number3	No	Can contain numeric value(s) that can be used for asset interaction in advanced scenarios.
MaxUnauthorised	No	Empty or -1 value is the default setting; this means that any size of the image asset is accessible by all users if they request it. The image size is not restricted. Other settings can be applied, but these require further advanced configuration

Importing CSV file

Once you have created your CSV file for import, simply upload this file to the portal using the options available on the 'Import Assets via CSV' page:

The screenshot shows the 'Import Assets via CSV' page. At the top, there is a breadcrumb navigation: Home > Queue > Import Assets via CSV. Below this is a section titled 'Import Assets via CSV' with a sub-section header 'Import Assets via CSV'. A note states: 'You can create a CSV file that contains details of the assets you want to import into your IIIF Cloud Services account. This enables you to submit this CSV file to be processed by the portal, which will result in the creation of one or more batches containing the asset details. These batches will then be processed, with the assets referenced being ingested and made available as IIIF enabled assets.' Another note says: 'First you need to create CSV file containing a row per asset, and providing specific information for each asset as specified below. A sample of the CSV file with the necessary format is provided, please click [here](#) to download and view.' Below these notes is a red-bordered input field with a placeholder 'Drop CSV here or [browse files](#)'. A note below the field says: 'Each row in the CSV represents a unique asset you want to import, and details specific to that asset must be provided in that row.' A bulleted list of requirements follows:

- **MediaType (Required)** should indicate the Media Type and sub-type of the assets you wish to upload. At present these can be one from **image/jpeg**, **image/png**, **image/tiff** | **video/mp4** | **audio/mpeg** etc. This value determines how the IIIF Cloud Service will attempt to process your asset(s) and create the necessary IIIF endpoints for each one.
- **Line (Required)** should be a numeric value indicating the sequence of the assets contained in the CSV file.
- **Space (Required)** should be the appropriate numeric ID value for the Space into which you want to import your assets. To confirm what this value is, navigate to the Spaces area, and select the listed ID value for the Space you wish to use.
- **ID (Required)** this is the unique identifier for the asset you wish to import. It can be a string, number, alphanumeric - but can't include '/'.
- **Origin (Required)** this is the location for the asset you wish to import; this should be accessible to the IIIF Cloud Services, so publicly available.
- **Reference 1 - 3 (Optional)** fields can be empty or populated with asset specific metadata strings which can be used for asset classification in advanced scenarios.
- **NumberReference 1 - 3 (Optional)** fields can be empty or populated with numeric values that can be used for asset interaction in advanced scenarios.
- **MaxUnauthorised (Optional)** an empty or -1 value is the default setting; essentially this means that any size of the image asset is accessible by all users if they request it. That is, the image size is not restricted. Other settings can be applied, but these require further advanced configuration and would require discussion with the IIIF Client Services team.

Fig. 7 - Upload your CSV file

If the file is correctly formatted with the appropriate data, the contents of the file will be presented for preview. If there are any errors, these will be presented to help enable you to correct the CSV file.

The screenshot shows the 'Preview of csv-asset-upload-sample-updated.csv' page. At the top, there is a breadcrumb navigation: Home > Queue > Import Assets via CSV. Below this is a section titled 'Import Assets via CSV' with a sub-section header 'Import Assets via CSV'. A note states: 'You can create a CSV file that contains details of the assets you want to import into your IIIF Cloud Services account. This enables you to submit this CSV file to be processed by the portal, which will result in the creation of one or more batches containing the asset details. These batches will then be processed, with the assets referenced being ingested and made available as IIIF enabled assets.' Another note says: 'First you need to create CSV file containing a row per asset, and providing specific information for each asset as specified below. A sample of the CSV file with the necessary format is provided, please click [here](#) to download and view.' Below these notes is a table preview. The table has a green header row with columns: Line, Space, Media Type, ID, Origin, S1, S2, S3, N1, N2, N3, Max Unauthorised. The table contains 5 rows of data. The last column, 'Max Unauthorised', has a value of -1 for all rows. At the bottom right of the table is a 'Cancel' button and a 'Confirm import' button, with the 'Confirm import' button being red. A note at the bottom left says: 'Showing 1 - 5 of 5 results'. A note at the bottom right says: '< Page 1 of 1 >'.

Line	Space	Media Type	ID	Origin	S1	S2	S3	N1	N2	N3	Max Unauthorised
1	3	image/jpeg	AS01321	https://www.nasa.gov/wp-content/uploads/2024/12/afrc2024-01...	nasa		1				-1
2	3	image/jpeg	AS01421	https://www.nasa.gov/wp-content/uploads/2024/12/54184120770...	nasa		2				-1
3	3	image/jpeg	AS01521	https://www.nasa.gov/wp-content/uploads/2024/12/54184120770...	nasa		3				-1
4	3	video/mp4	SA01121	https://images-assets.nasa.gov/video/GSFC_2021025_Saturn_m1...	nasa	Saturn	4				-1
5	3	audio/mpeg	SA01221	https://images-assets.nasa.gov/audio/Launch-Sound-Saturn-V/L...	nasa	Saturn	5				-1

Fig. 8 - Preview of your CSV file

If there are more than 100 assets (rows) in your CSV file, these will be paged into batches of 100 assets and you can preview each batch by paging through the preview listing.

Once you are ready to submit the CSV for processing, select the ‘Confirm import’ option and then select the option to ‘Start Ingest’:

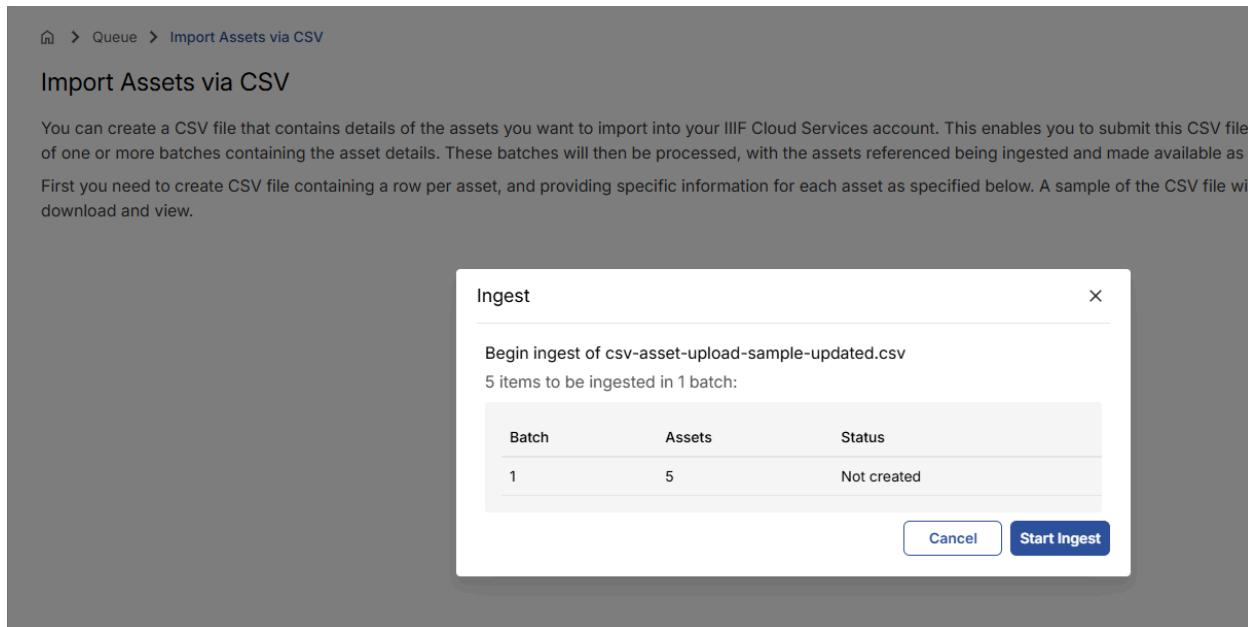


Fig. 9 - Select to start the ingest of your assets

Once you start the ingest, you will then have the option to ‘View queue’ where you can see the progress of the batch(es) being processed, or you can click on the ‘Success: Go to batch’ link to access a specific batch directly:

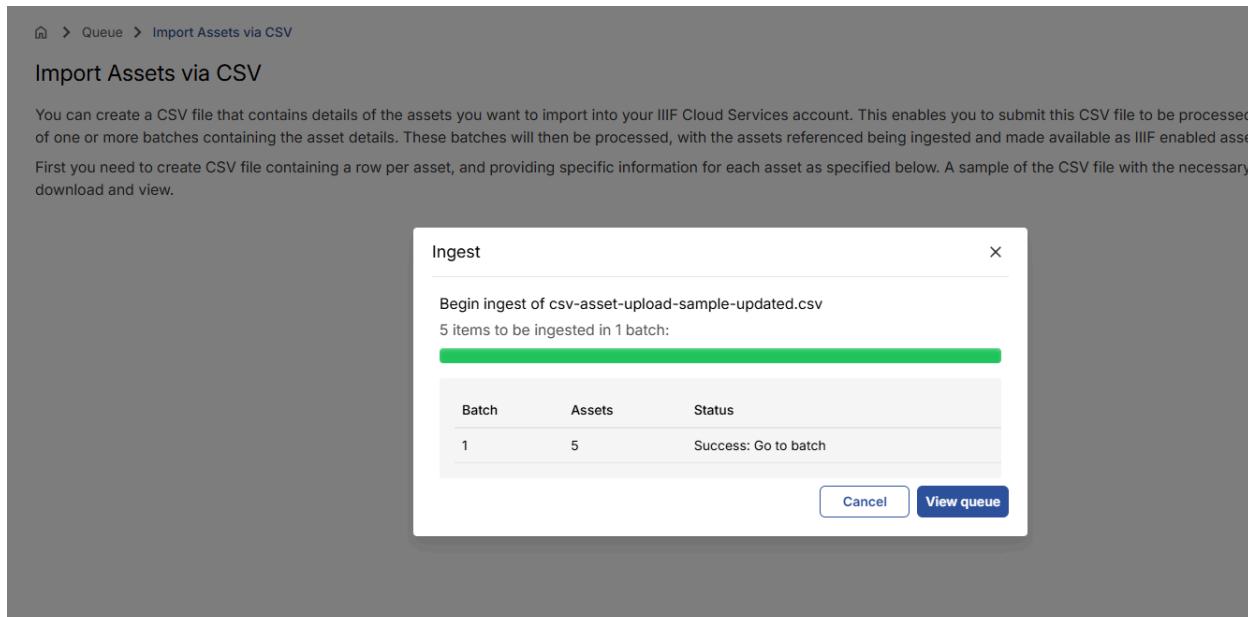
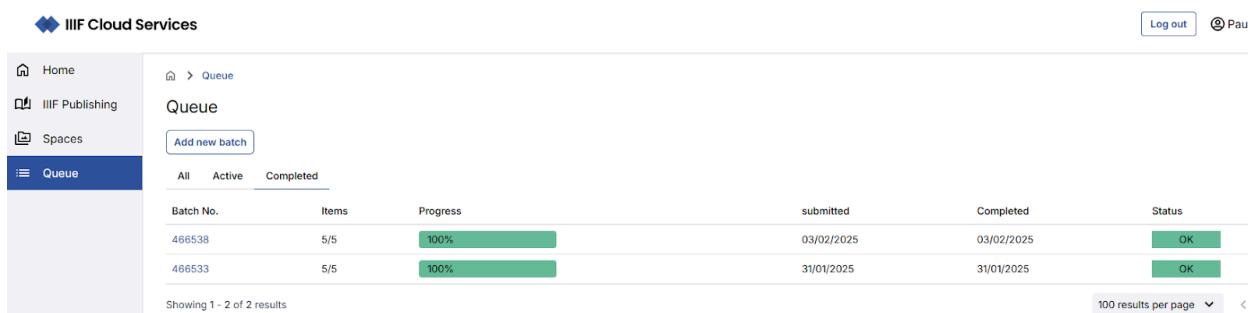


Fig. 10 - View queue to review progress of the import

Viewing progress of CSV import

Navigating to the Queue area via the 'View queue' button provides access to view any Active or Completed batch import processes.



The screenshot shows the IIIF Cloud Services interface with the 'Queue' tab selected. The main content area displays a table of imported batches. The columns are Batch No., Items, Progress, submitted, Completed, and Status. Two rows are shown:

Batch No.	Items	Progress	submitted	Completed	Status
466538	5/5	100% <div style="width: 100%; background-color: #2e7131; height: 10px;"></div>	03/02/2025	03/02/2025	OK <div style="background-color: #2e7131; width: 100px; height: 10px;"></div>
466533	5/5	100% <div style="width: 100%; background-color: #2e7131; height: 10px;"></div>	31/01/2025	31/01/2025	OK <div style="background-color: #2e7131; width: 100px; height: 10px;"></div>

At the bottom left, it says 'Showing 1 - 2 of 2 results'. At the bottom right, there are buttons for '100 results per page' and a back arrow.

Fig. 11 - View progress of Active or Completed batches

Clicking on a batch in the Queue listing will navigate you to a batch view, presenting all of the assets associated with that batch.



The screenshot shows the 'Batch 466538' view. The top navigation bar shows 'Home > Queue > Batch 466538'. Below the title, it says 'Completion 5/5 100%' with a green progress bar. A row of five asset thumbnails is displayed, each with its ID below it: AS01321, AS01421, AS01521, SA01121, and SA01221. At the bottom left, it says 'Showing 1 - 5 of 5 results'. At the bottom right, there is a '100 results per page' dropdown and a back arrow.

Fig. 12 - View of a completed batch

2.2 Using the API to import assets

Assets are typically ingested into the IIIF Cloud Service via automated processes - for example from an institution's collection management system or digital preservation system. Processes can be created which enable you to integrate your systems with the cloud service via the available APIs. These scenarios can be discussed with your Digidrati contact.

2.3 Viewing and editing asset details

You can view and interact with the asset(s) you have imported into the IIIF Cloud Service, by navigating to the Space into which the assets were added and selecting the appropriate asset.

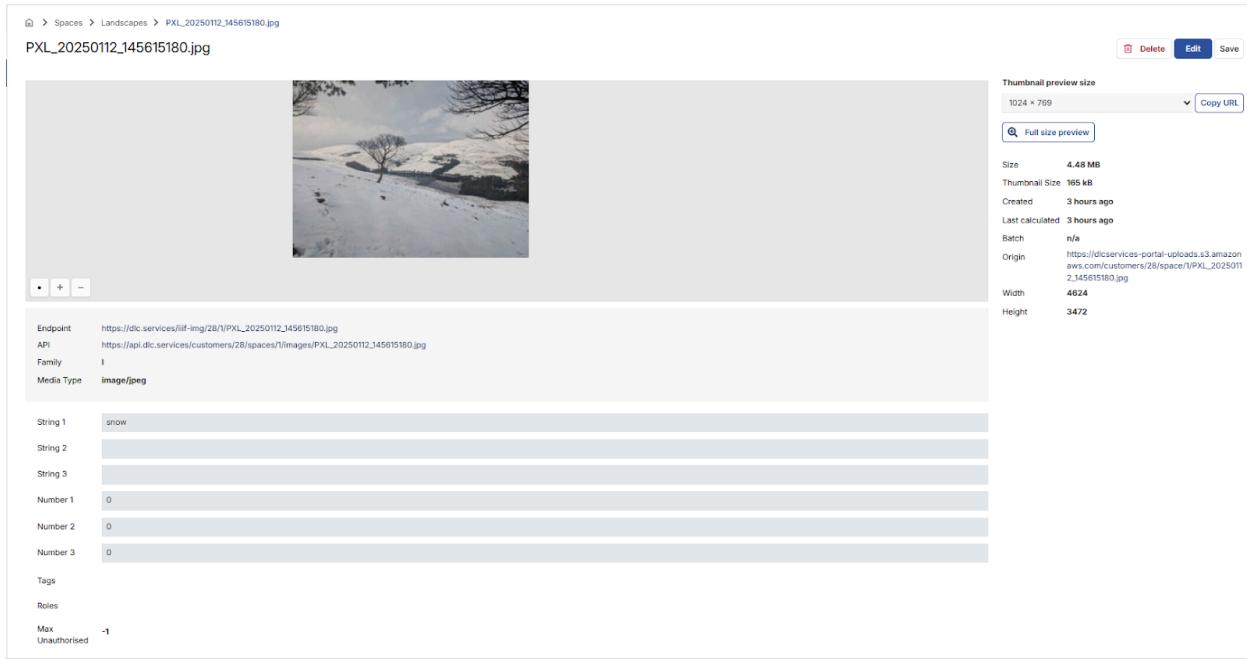


Fig. 13 - Asset details view

The IIIF Cloud Services enables the creation of the necessary IIIF Image API endpoints and derivatives for your images. Given any image (most formats are supported), the service creates an endpoint - a URL that can be used for deep zoom and arbitrary crops and sizes. During the image ingestion process, the service processes and creates the necessary services for your image(s).

Once the asset has been processed a deep zoom version of the asset, with image metadata, IIIF service information and any additional image specific metadata will be available.

Using the image zoom controls you can navigate the image in this asset view.

Additionally, the Thumbnail preview size options, allow you to examine or share the image:

Thumbnail preview size

1024 × 769 ▼ Copy URL

[Full size preview](#)

Size	8.48 MB
Thumbnail Size	269 kB
Created	11/14/2024, 4:37:02 PM
Batch	n/a
Origin	https://iiifcs-portal-uploads.s3.eu-west-1.amazonaws.com/customers/62/space/1/24-PXL_20241010_073505256.MP.jpg
Width	4624
Height	3472

Fig. 14 - Select a thumbnail preview size and copy the URL

Select a specific size, click the 'Copy URL' option, and then open a new browser window and paste the URL to load the selected image using the selected settings.

For non-image assets, appropriate controls will be displayed to enable interaction:

Spaces > Space examples > SA01221
SA01221

-5 11 ► ⏪ ⏩ ⏴

Endpoint	https://dc.services/iiif-img/28/3/SA01221	Size	4.08 MB
API	https://api.dc.services/customers/28/spaces/3/images/SA01221	Thumbnail Size	
Family	T	Created	29 minutes ago
Media Type	audio/mpeg	Last calculated	29 minutes ago
		Batch	Batch 466538
		Origin	https://images-assets.nasa.gov/audio/Launch-Sound_Saturn-V/Launch-Sound_Saturn-V-original.wav
String 1	nasa	Width	0
String 2	Saturn	Height	0
String 3			
Number 1	5		
Number 2	0		
Number 3	0		
Tags			
Roles			
Max	-1		
Unauthorised			

Fig. 15 - Viewing an audio file asset

To edit the metadata for a specific asset, use the 'Edit' option, and you can then Save or Cancel any changes made:

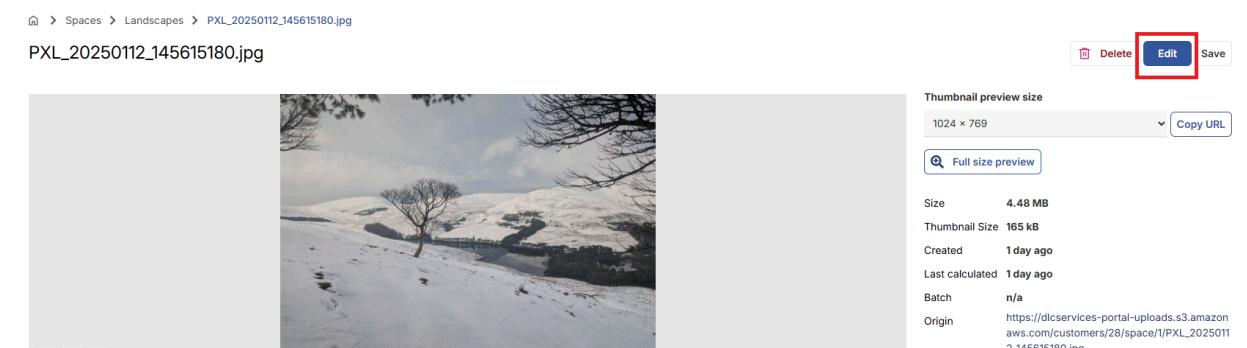


Fig. 16 - Edit asset metadata

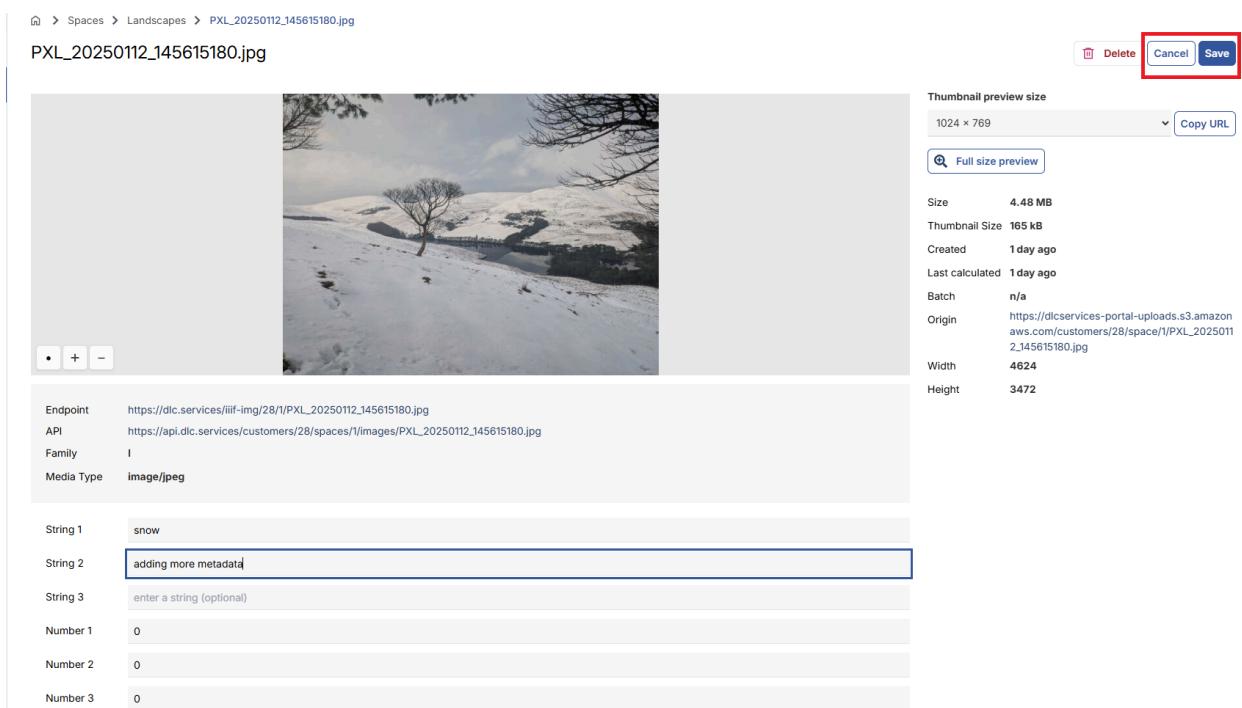


Fig. 17 - Editing metadata, save or cancel options

3. Creating and managing your IIIF content

The IIIF Cloud Services platform provides the ability to create new or import existing IIIF content which can then be managed within the platform in the IIIF Publishing area of the portal. You can create and manage folders to organise your IIIF content (Collections and Manifests).

You can create IIIF Manifests using assets that you have added to your service, but you can also import a copy of an existing manifest and then manage a version of it within the platform. This allows the creation of IIIF Manifests that contain assets that are delivered from the IIIF Cloud Service platform and other IIIF services. Similarly, you can create and manage IIIF Collections; creating new Collections within the platform, or importing existing Collections and then managing a version of these within the platform.

The ability to import external manifests (essentially copying the manifest information, but without altering the source manifest) and collections enables users to import existing IIIF Manifests and Collections and start to manage them from within the platform; but it also allows users to browse published IIIF content and examine those - perhaps to inform how to structure aspects of the metadata, or see how specific IIIF Presentation specification features have been used by other institutions.

Additionally, you may wish to create and edit a standard set of metadata which you then want to apply to all newly created manifests in the platform. The import feature can support this - allowing you to import your "manifest template", and use that for each new manifest. Note new template support is available for IIIF Manifests, please contact the Digidati team for guidance.

3.1 Using folders to manage IIIF content

Navigate to the 'IIIF Publishing' area within your portal.

Create folder(s) to organise your IIIF content

You can create folders to manage your IIIF content, providing a label for that folder:

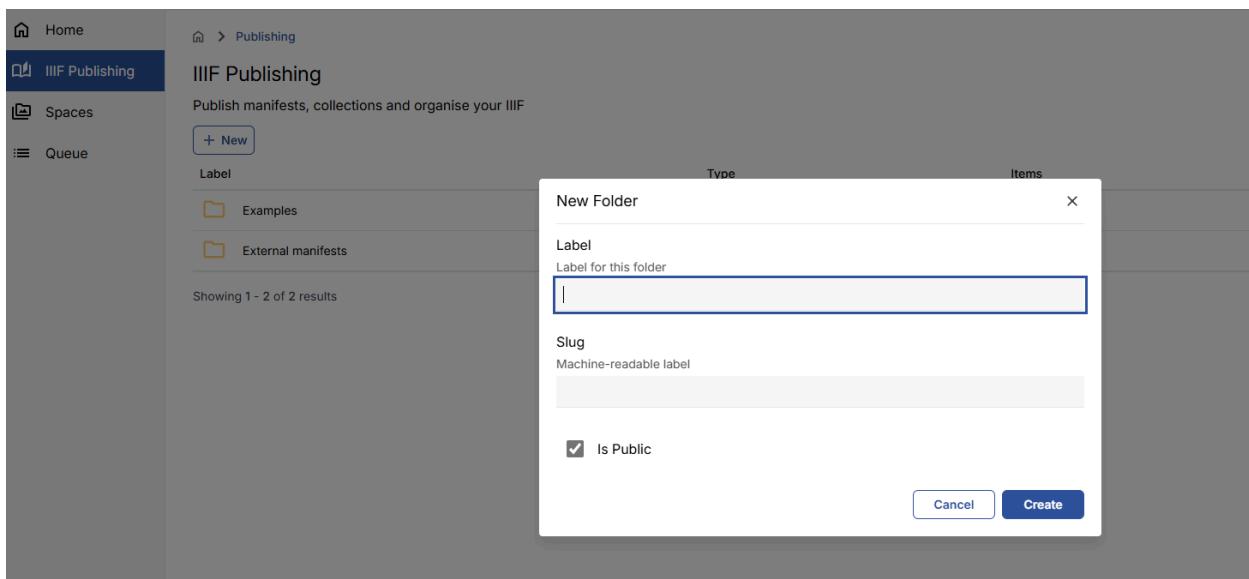


Fig. 18 - Creating a folder to manage IIIF content

3.2 Working with IIIF Manifests

3.2.1 Create new, empty manifest

Using the 'New' option, you can select to create a new Manifest.

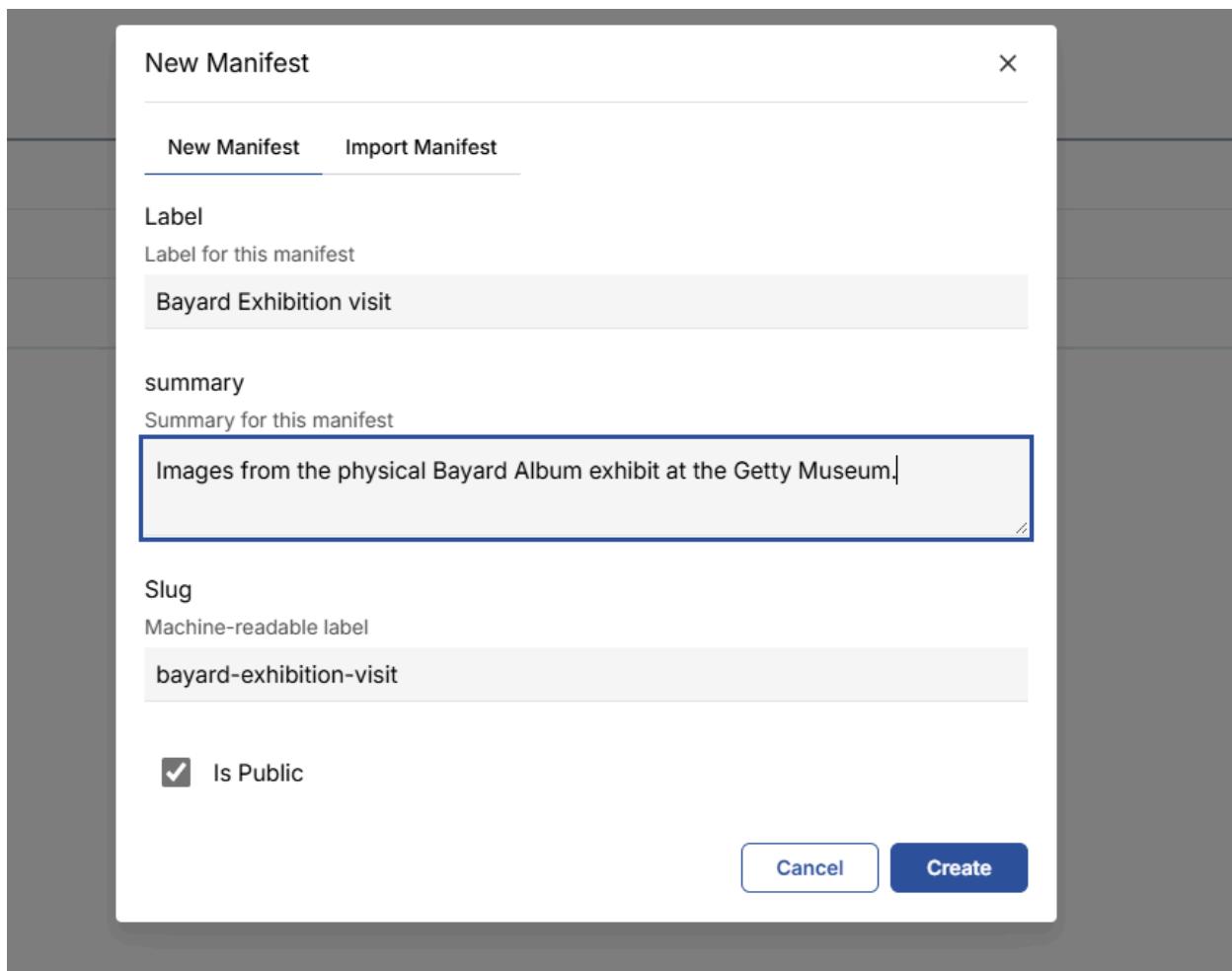


Fig. 19 Creating a new empty manifest

Give your manifest a 'Label' to identify it, and add a brief 'Summary' (optional) to describe the contents of the manifest. The 'Slug' will be automatically populated based on your label, it can be changed if required.

Click 'Create' to generate the new Manifest, you will then be navigated to the Manifest view, where the empty manifest will be displayed.

3.2.2 Editing and viewing your manifest

In the portal Manifest view, you can edit the basic metadata (which you added during the creation of the manifest) and add one or more images from your 'Spaces' to add as a Canvas to your Manifest. Click on the 'Spaces' search button, and browse to find one or more of your images.

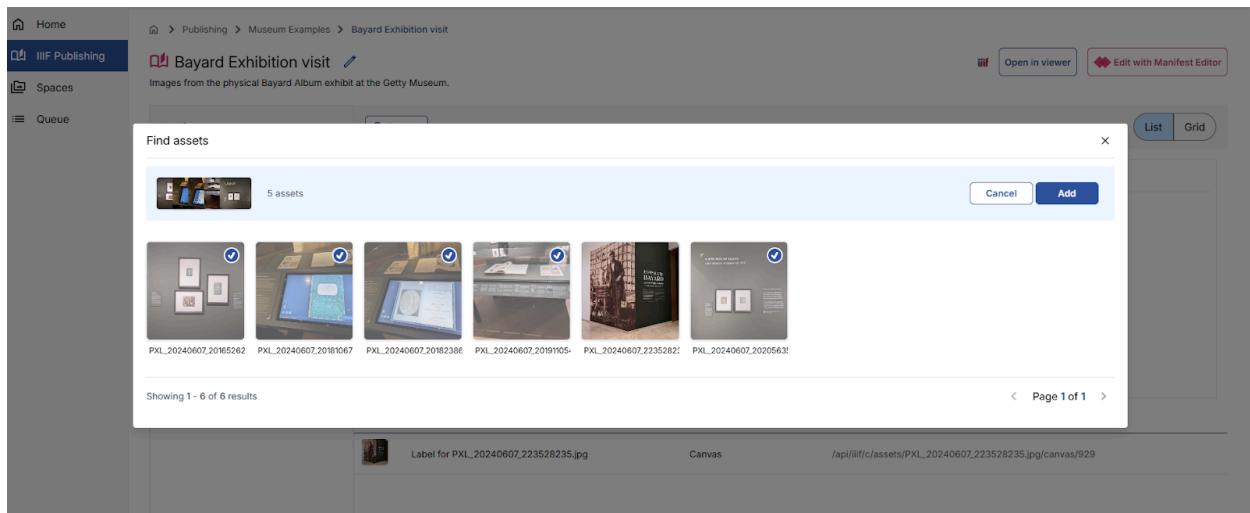


Fig. 20 - Selecting images to add to the manifest

Once selected and added, the images will be listed in order on the Manifest view:

Fig. 21 - Selected images displayed in the Manifest listing view

It is also possible to add images from your Spaces into your manifest(s) from within the Manifest Editor view. (This is detailed in later sections..)

Using the 'Open in Viewer' option, you can select to view your manifest in any of the following IIIF viewers: Theseus, Universal Viewer and Mirador. A link to the IIIF Manifest (via the IIIF icon) is also available to drag and drop into IIIF Viewers.

3.2.3 Edit with the Manifest Editor

Using the 'Edit with Manifest Editor' option, you can edit the manifest using the extensive editorial options available within the Manifest Editor.

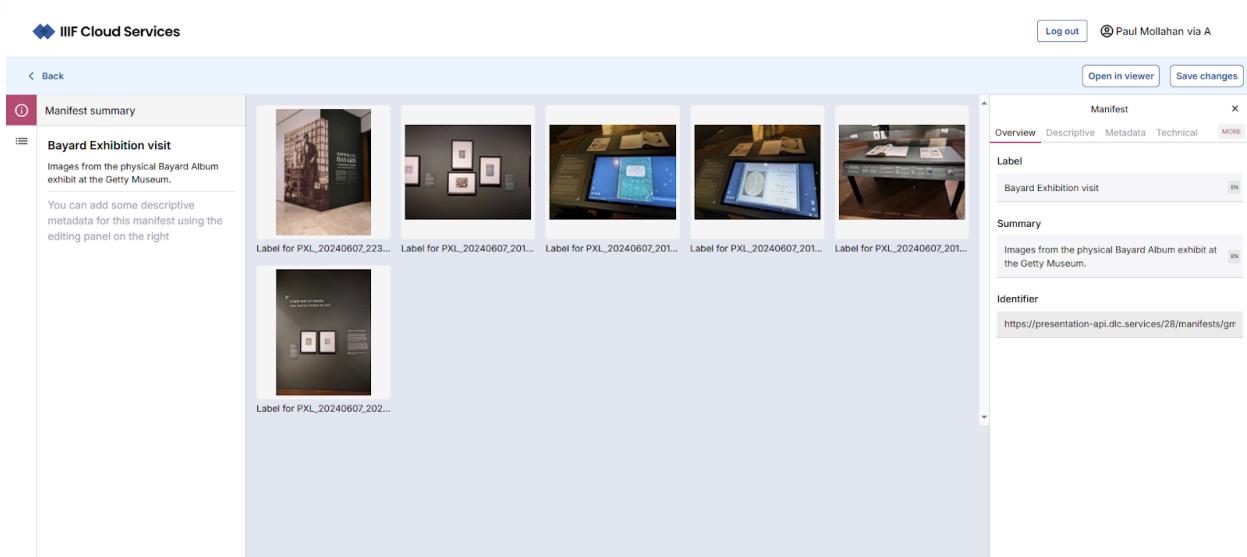


Fig. 22 - Manifest Editor overview

The default overview in the Manifest Editor presents the Manifest summary in the left hand panel, with the detailed metadata information in the right hand panel, together with the canvases that are present in the central grid view.

To add additional metadata to the Manifest for example, you can navigate to the 'Metadata' tab in the right hand panel and add appropriate values.

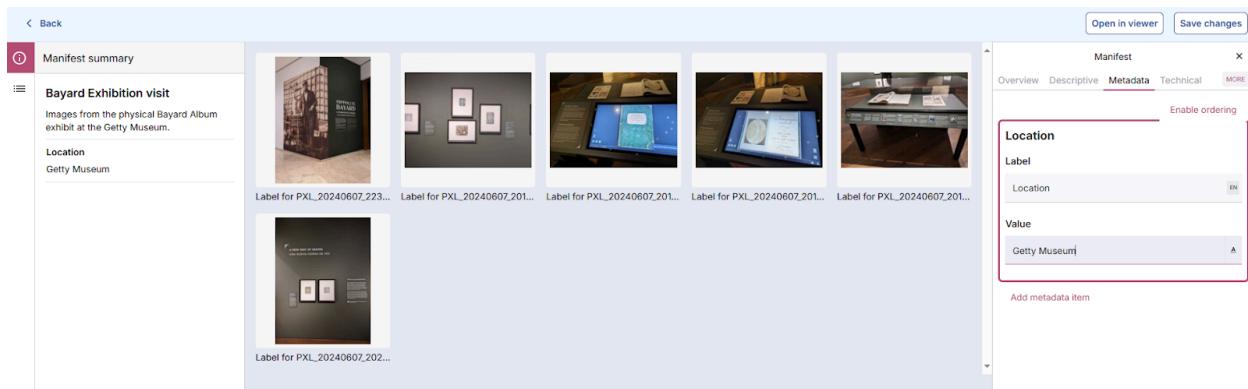


Fig. 23 - Manifest Editor adding metadata values

After making your change(s), use the 'Save changes' option to save your changes. You can then view your updated Manifest using the 'Open in viewer' option.

Clicking on the 'Canvases' icon in the left hand panel, navigates you to the Canvas view, with the right hand panel opening the metadata for the first Canvas:

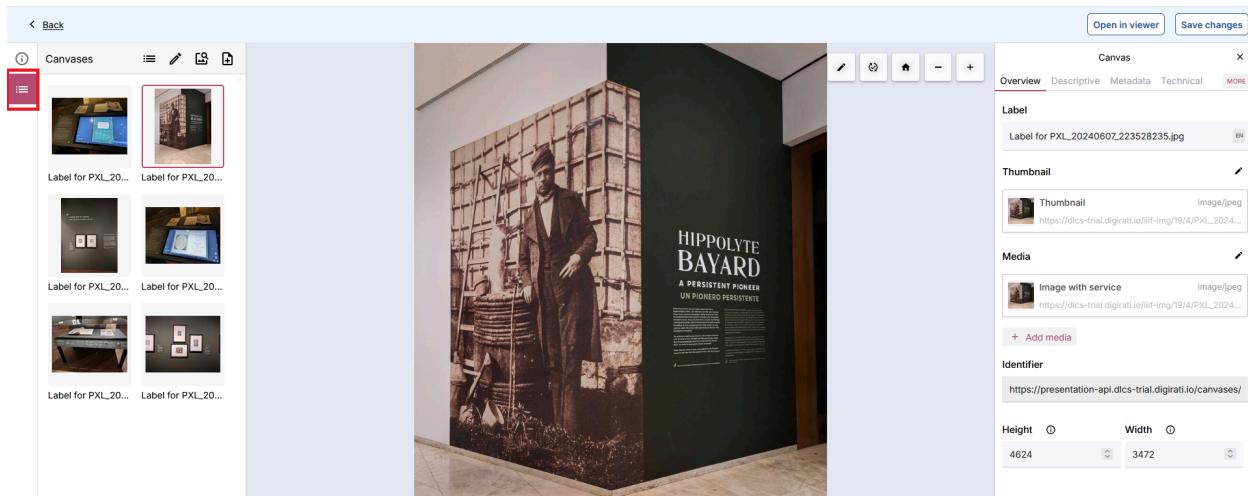


Fig. 24 - Click the Canvas icon to access the Canvas view

In the Canvas view, you can edit the metadata for each canvas using the right hand panel.

To update the order of the Canvases within the Manifest, click on the 'pencil' icon ('Edit Canvases') in the left hand panel top menu. Using the '=' icon, you can drag the canvases into an appropriate order.



Fig. 25 - Reordering Canvases in your Manifest

Additional options including 'Delete' are available from the three dots menu next to each Canvas label:

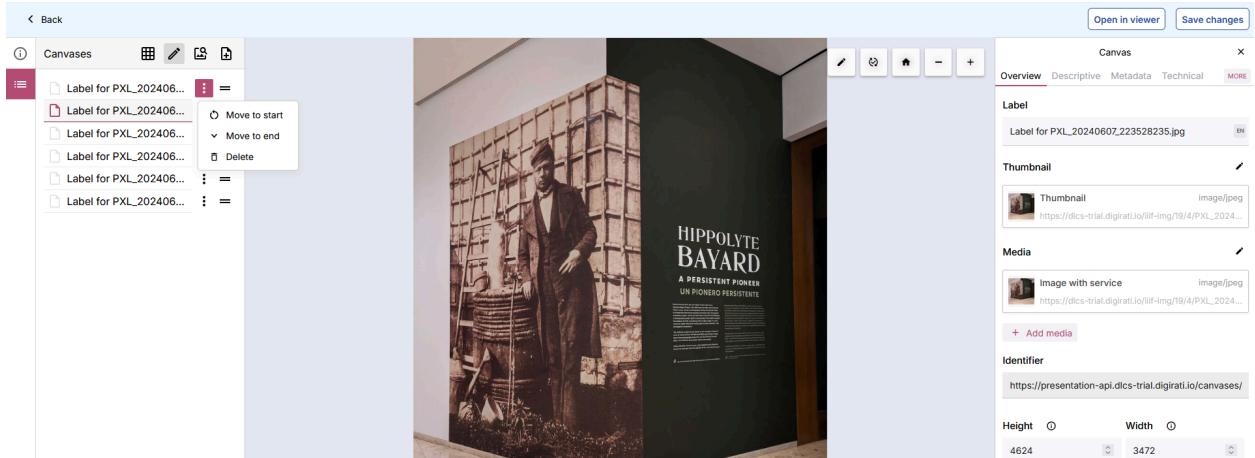


Fig. 26 - Deleting Canvases in your Manifest

Once you have completed your Canvas updates, click on 'Save changes'. You can then take a look at your work or share it using the 'Open in viewer' link.

Note: Use the 'Back' link to return to the portal Manifest view.

3.2.4 Manifest Editor Canvas List or Grid View

When you open a Manifest in the Manifest Editor and access the Canvas view, the List View is displayed by default. You can switch to 'Grid view' as shown here:

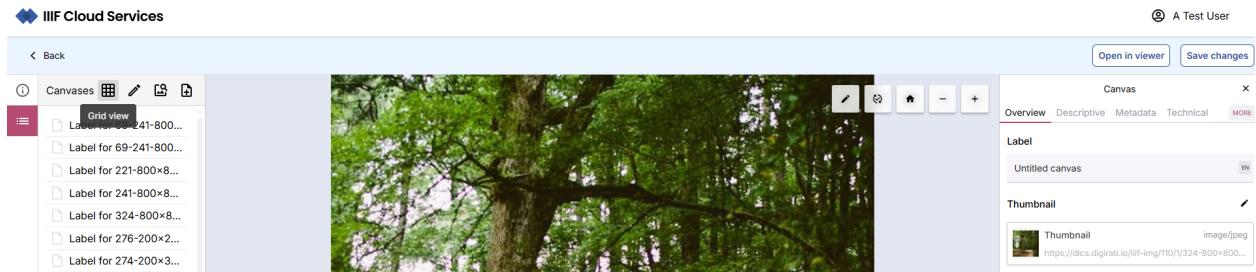


Fig. 27 - Switch to Canvas listing Grid view

This presents the Grid view shown below, which also allows you to edit and update the Canvas content and order. The 'List view' link returns you to the Canvas list view:

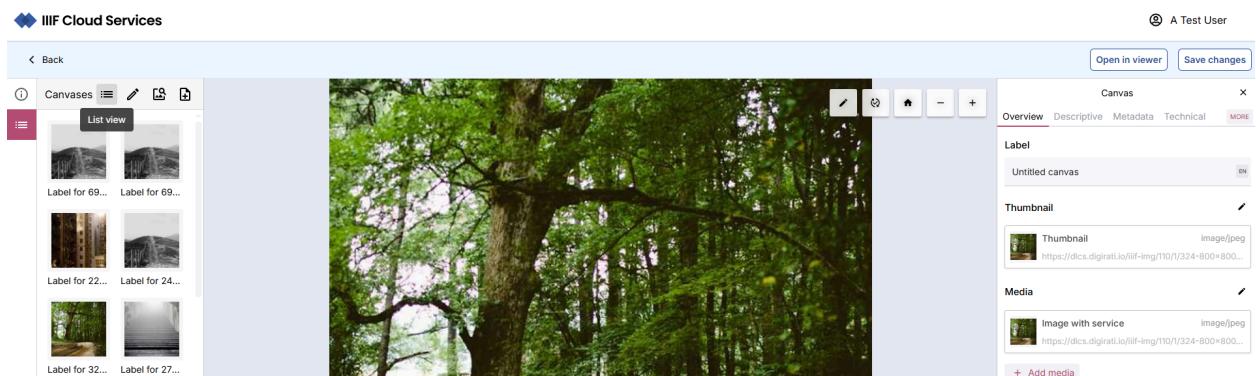


Fig. 28 - Switch to Canvas listing List view

3.2.5 Adding Assets using the Manifest Editor

When you open a Manifest in the Manifest Editor, you can add assets to your manifest using the available options. To start, click on the 'Canvases' icon in the left hand panel.

Click the 'Add new canvas' link:

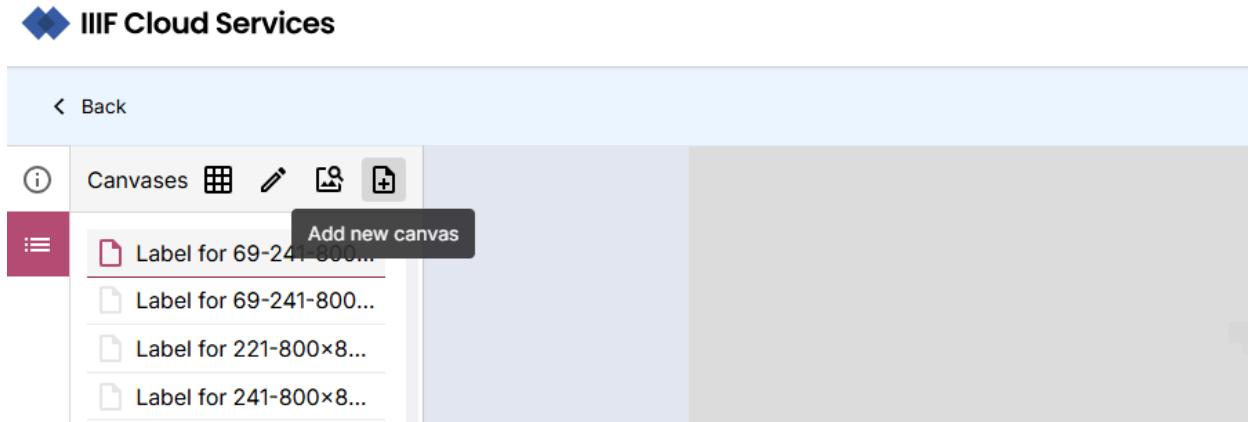


Fig. 29 - 'Add new canvas' button

This opens a modal window with options enabling you to select content to add:

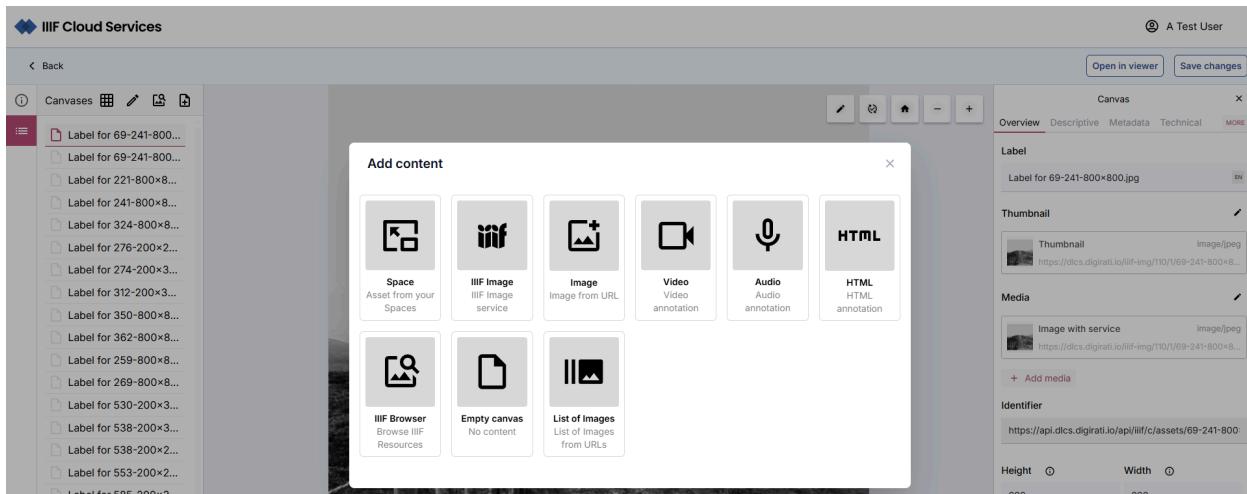


Fig. 30 - Modal with 'Add content' options

Each of the options presented on the “Add content” modal are detailed in the following sections.

Space (Asset from your Spaces)

To select an Asset from a Space, select the first option 'Space (Asset from your spaces)'. You will be presented with the list of your Spaces:

The screenshot shows the IIIF Cloud Services interface. On the left, there's a sidebar with a tree view showing various asset labels. The main area has a modal titled 'Add content' displaying a table of spaces. The table has columns for ID, Space name, Assets, and Created. There are 6 entries:

ID	Space name	Assets	Created
1	Space 1	26	02/12/2024
2	Space 2	No assets	07/01/2025
3	Space 3	No assets	20/03/2025
4	Space 4	No assets	03/04/2025
5	Space 5	1	16/04/2025
6	Space 6	1	16/04/2025

On the right, there's a detailed view of Space 1, showing its label, thumbnail, media, identifier, height, and width.

Fig. 31 - List of Spaces

Click to select a Space, then select an Asset from the Space by clicking the Asset thumbnail:

The screenshot shows the IIIF Cloud Services interface. The left sidebar shows asset labels. The main area has a modal titled 'Add content' displaying a grid of asset thumbnails. One thumbnail for '324-800x800.jpg' is selected, indicated by a blue checkmark. The right side shows a detailed view of the selected asset, including its label, thumbnail, media, identifier, height, and width.

Fig. 32 - Selecting an Asset from a Space

Once you have selected an Asset, click the 'Add' button. This adds an 'Untitled Canvas' to your Manifest, containing the selected Asset. You may change your selection by clicking a different Asset, or click 'Back to spaces', select a different Space, and an Asset from that Space.

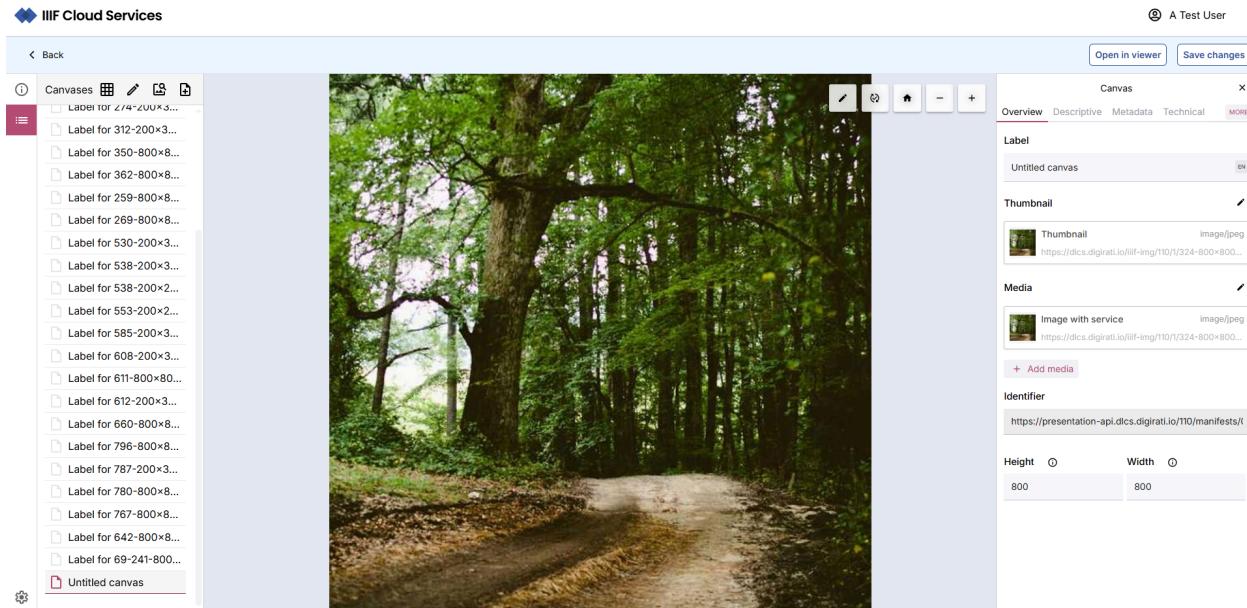


Fig. 33 - Asset is added to Manifest as 'Untitled canvas'

Note that from Manifest Editor you can only select a single Asset at once.

IIIF Image (IIIF Image Service)

Paste in the URL of a IIIF image resource (or a link to the 'info.json') e.g.

<https://ids.lib.harvard.edu/ids/iiif/11927378/full/full/0/default.jpg>. You can preview the resources and then add a Canvas with that image.

Image (Image from URL)

Paste any image URL from the web. Preview the image, then add a Canvas with that image.

Video (Video annotation)

Paste in the URL of a video resource from the web. Preview it, then click 'Add video' to add a Canvas with that video as an annotation.

Audio (Audio annotation)

Paste in the URL of an audio resource from the web, then click 'Add audio' to add a Canvas with that audio as an annotation.

HTML (HTML annotation)

Type or paste in HTML code, then click 'Create' to add a Canvas with the HTML added as text annotation.

Empty Canvas (No content)

Creates an empty canvas onto which you can add content - for example if you wanted to add multiple images to a single canvas.

List of Images (List of Images from URLs)

Paste multiple image full URLs from the web, one per line. Then for each image URL, a Canvas containing the image will be added. Note IIIF-enabled assets are not supported in this bulk import option.

IIIF Browser

The IIIF Browser component enables you to browse any publicly available IIIF Manifest.

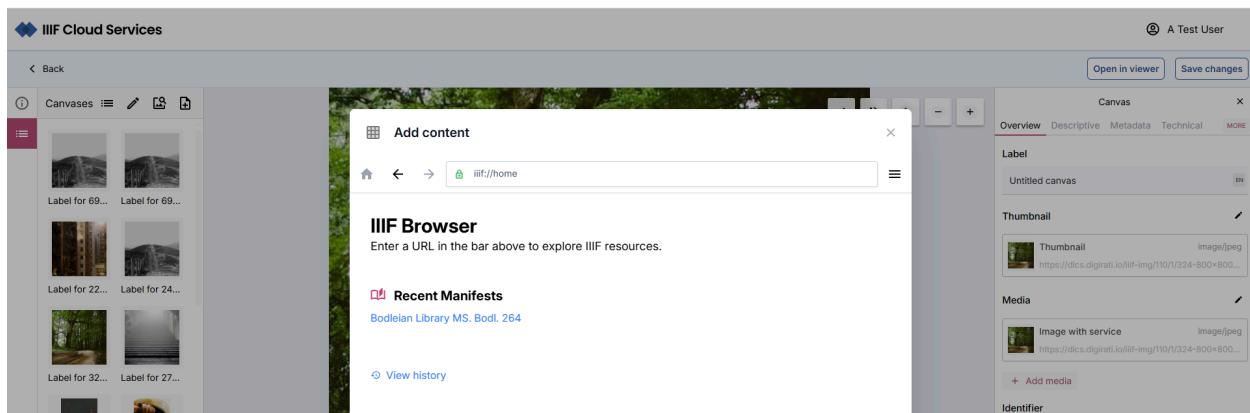


Fig. 34 - IIIF Browser

Paste in the URL of a IIIF Manifest, and it will appear as an option with an 'Open' link:

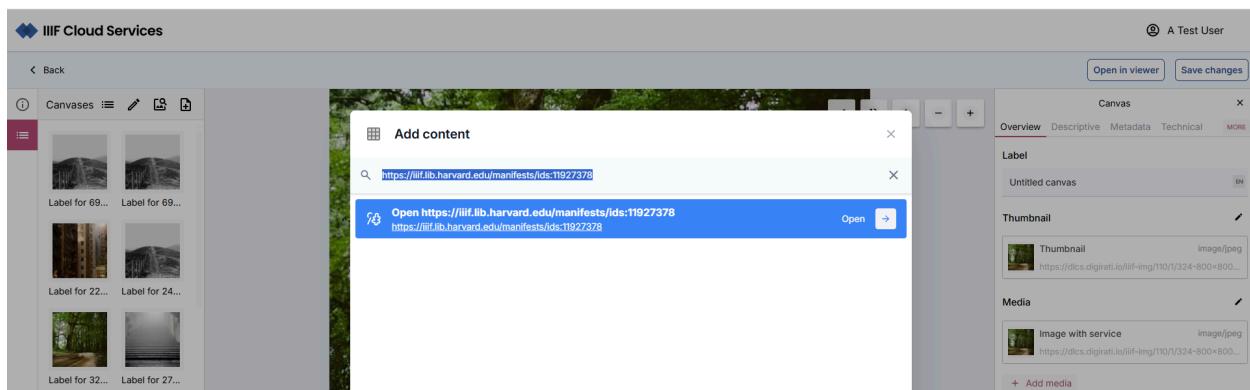


Fig. 35 - Opening an external manifest

On opening the selected Manifest, you can browse its Canvases, and view them by clicking the thumbnail:

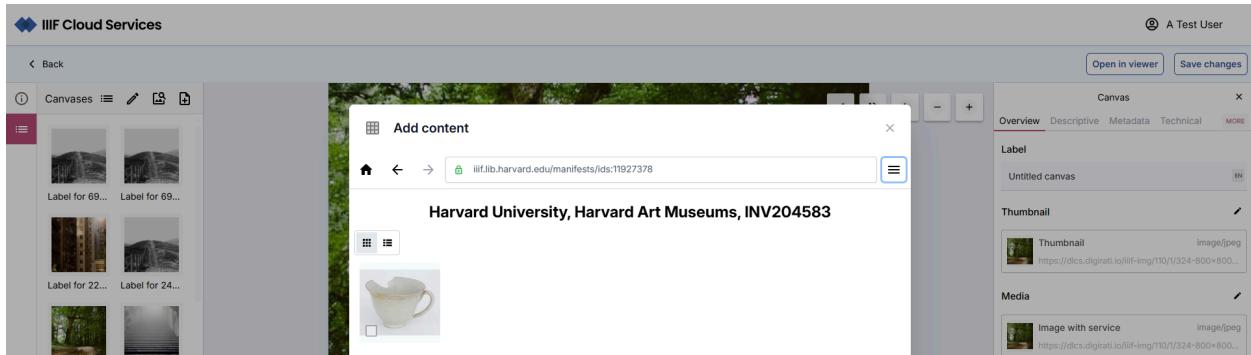


Fig. 36 - Browsing Canvases in an external Manifest

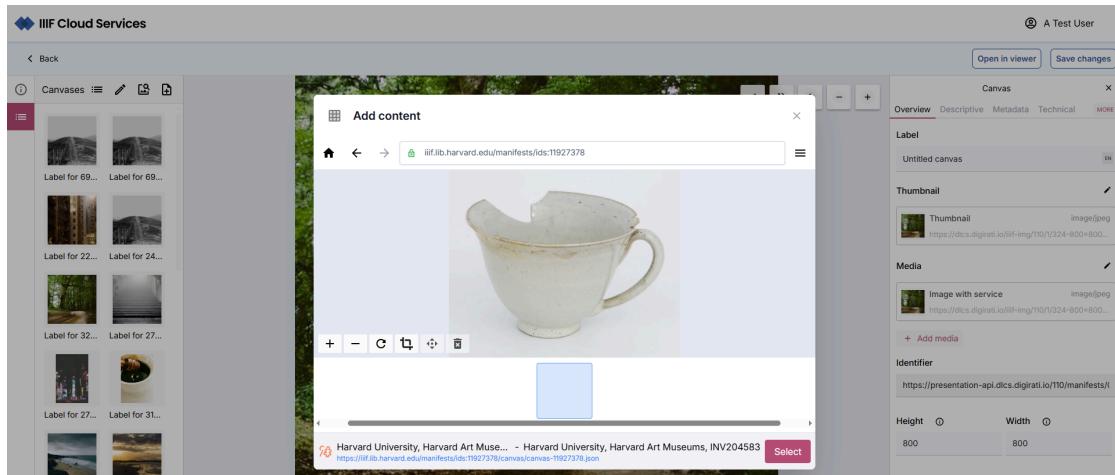


Fig. 37 - Viewing a Canvas in an external Manifest, with option to 'Select'

You can crop images using the image tools available in Fig. 36 above and select only the crop to add to your Manifest. Note viewers support cropping, so you should consider this when using the cropping feature and the eventual way you want to share your IIIF Manifest.

Clicking the 'Select' link will add the current item into your Manifest.

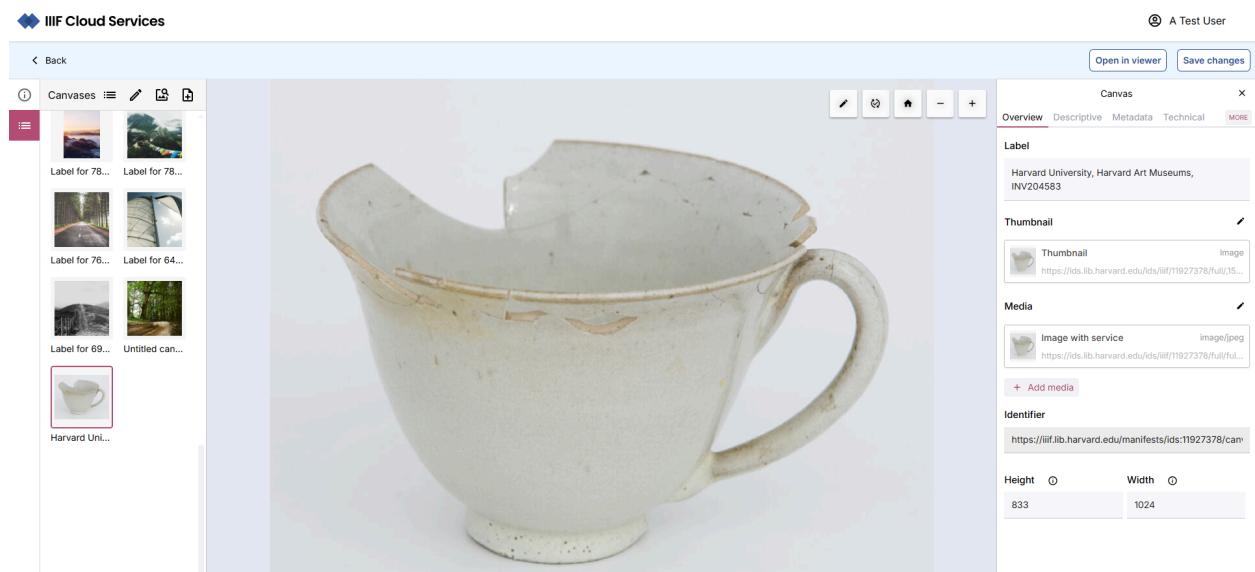
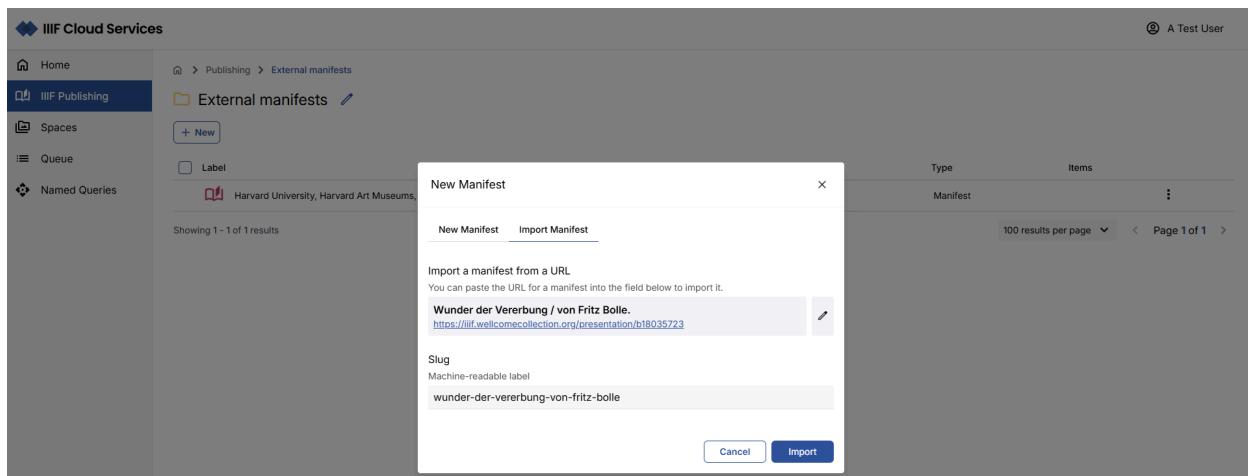


Fig. 38 - Canvas from external Manifest has been added to your Manifest

3.2.6 Importing existing manifests

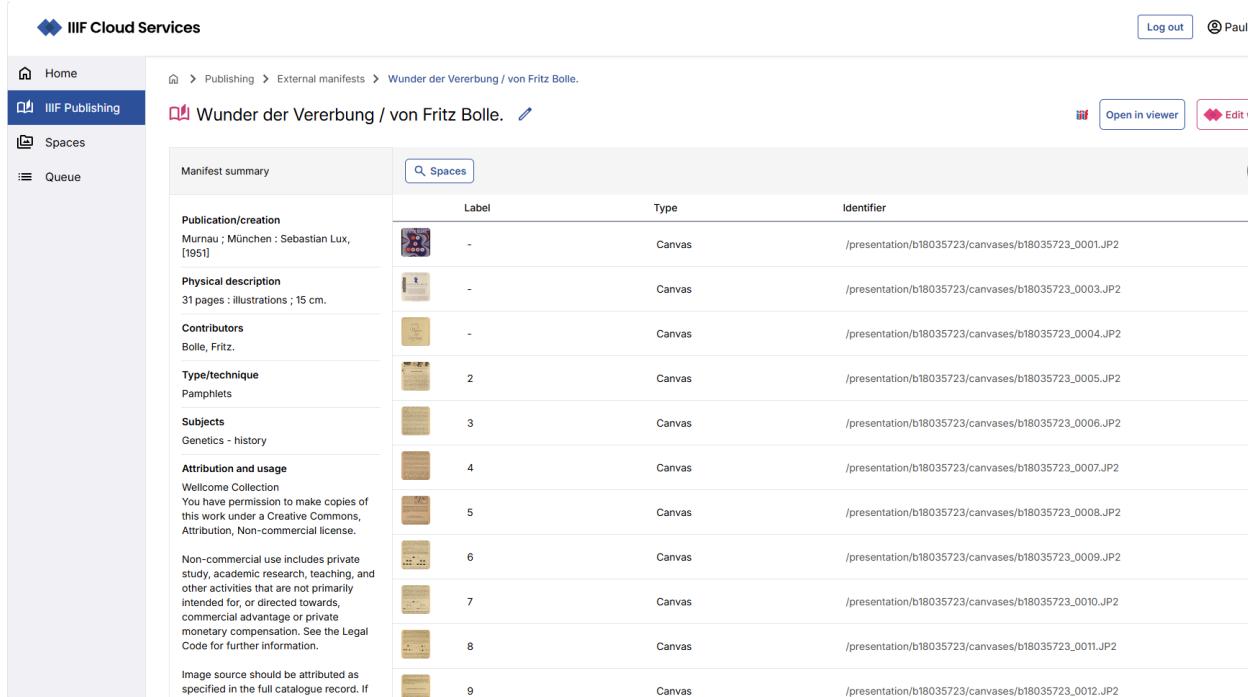
Navigate to the IIIF Publishing area, and select the folder into which you wish to import the manifest.



The screenshot shows the IIIF Cloud Services interface. On the left, there's a sidebar with options: Home, IIIF Publishing (which is selected), Spaces, Queue, and Named Queries. The main area shows a breadcrumb path: Home > Publishing > External manifests. Below this is a list titled 'External manifests' with one item: 'Harvard University, Harvard Art Museums,'. A modal window titled 'New Manifest' is open. It has tabs for 'New Manifest' (selected) and 'Import Manifest'. Under 'Import a manifest from a URL', there's a text input containing 'Wunder der Vererbung / von Fritz Bolle.' and a link 'https://iiif.wellcomecollection.org/presentation/b18035723'. Below it, there's a 'Slug' field with the value 'wunder-der-vererbung-von-fritz-bolle'. At the bottom of the modal are 'Cancel' and 'Import' buttons. The background shows a table with columns 'Type' and 'Items', and a message '100 results per page'.

Fig. 39 - Importing an external manifest

Click 'New', then select the option to Import, which should import the valid IIIF Manifest, displaying the Manifest in the Portal view.



The screenshot shows the IIIF Cloud Services interface after importing the manifest. The sidebar and breadcrumb path are the same as in Fig. 39. The main area now displays the details of the imported manifest: 'Wunder der Vererbung / von Fritz Bolle.' (with a small thumbnail icon). To the right are buttons for 'Open in viewer' and 'Edit w'. The left side of the screen shows a 'Manifest summary' panel with sections: Publication/creation (Murnau ; München : Sebastian Lux, [1951]), Physical description (31 pages : illustrations ; 15 cm.), Contributors (Bolle, Fritz.), Type/technique (Pamphlets), Subjects (Genetics - history), Attribution and usage (Wellcome Collection), and Non-commercial use includes private study, academic research, teaching, and other activities that are not primarily intended for or directed towards, commercial advantage or private monetary compensation. See the Legal Code for further information. At the bottom of this panel is a note about image source attribution. To the right of the summary is a table titled 'Spaces' with columns: Label, Type, and Identifier. The table lists nine items, each with a small thumbnail, a label (e.g., 1, 2, 3, 4, 5, 6, 7, 8, 9), a type (Canvas), and an identifier (e.g., /presentation/b18035723/canvases/b18035723_0001.JP2).

Fig. 40 - Viewing an Imported Manifest

You can view (and edit) the Manifest in detail, by clicking on the 'Edit with Manifest Editor' link, which will allow you to view and update your copy of the manifest.

3.3 Working with IIIF Collections

3.3.1 Create new, empty collection

Within the IIIF Publishing area, you can create a new IIIF Collection by clicking the 'New' option and then clicking 'Collection'.

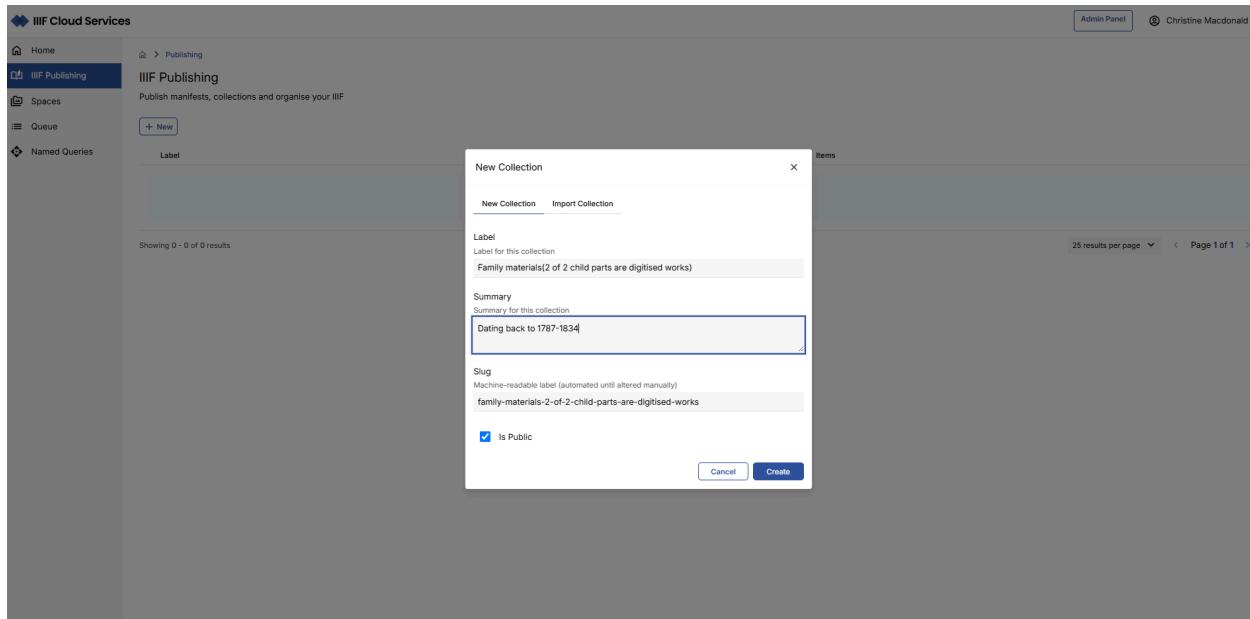


Fig. 41 - Creating a new, empty Collection

Give your collection a 'Label' to identify it, and add a brief 'Summary' (optional) to describe the contents of the collection. The 'Slug' will be automatically populated based on your label, it can be changed if required. This Slug determines the URL that your public Collection will be available at.

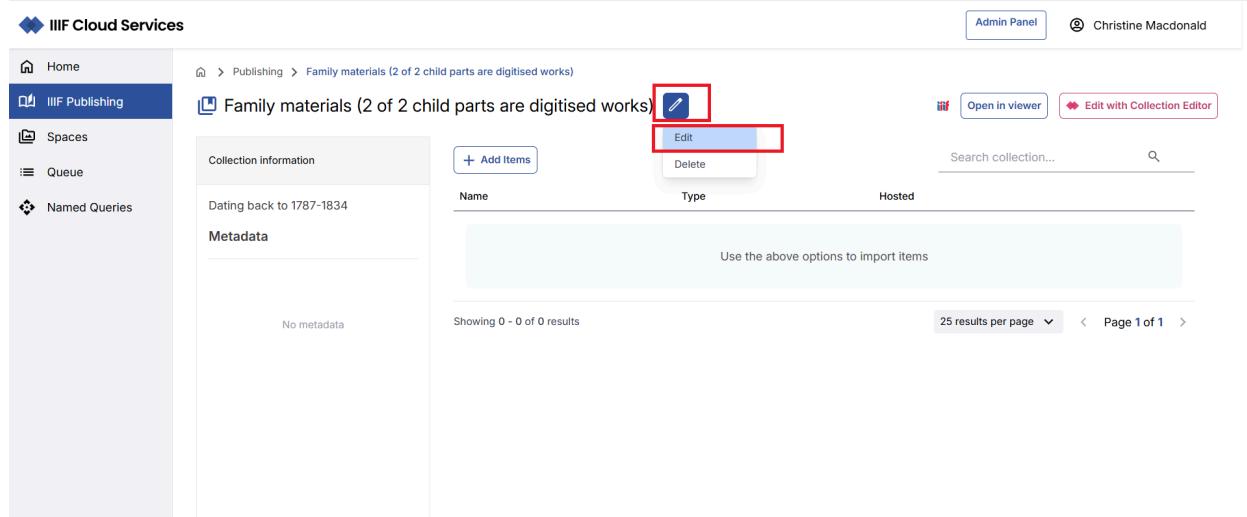
Click 'Create' to generate the new Collection. You will then be navigated to the Collection view, where the empty collection will be displayed.

3.3.2 Editing and viewing your collection

In the portal Collection view, you can edit the basic metadata (which you added during the creation of the collection) and add items (other Collections and Manifests) to your Collection.

3.3.3 Editing Collection metadata

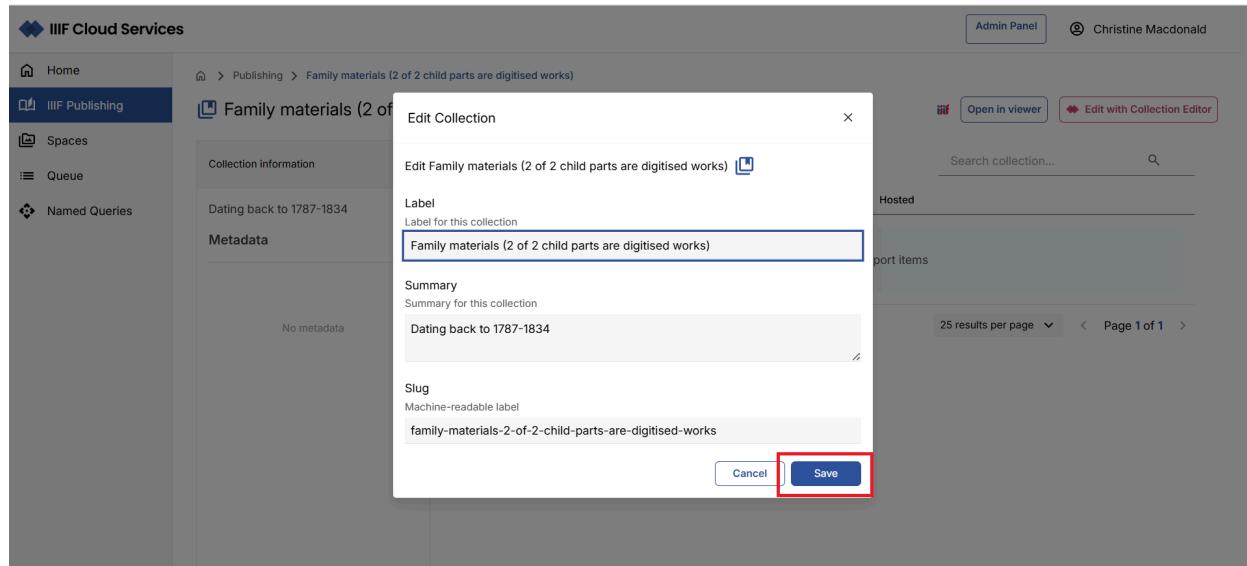
Click the pencil icon, then 'Edit' to edit your basic Collection metadata.



The screenshot shows the IIIF Cloud Services interface. On the left is a sidebar with options: Home, IIIF Publishing (which is selected and highlighted in blue), Spaces, Queue, and Named Queries. The main area shows a collection titled "Family materials (2 of 2 child parts are digitised works)". A modal window is open over the collection details, with its title bar reading "Edit Collection". Inside the modal, there are fields for "Label" (containing "Family materials (2 of 2 child parts are digitised works)"), "Summary" (containing "Dating back to 1787-1834"), and "Slug" (containing "family-materials-2-of-2-child-parts-are-digitised-works"). At the bottom of the modal are two buttons: "Cancel" and "Save", with "Save" being highlighted with a red box. The background of the main interface shows a search bar, a "Collection information" section with a date range "Dating back to 1787-1834", and a "Metadata" section which is currently empty ("No metadata"). There are also buttons for "+ Add Items", "Edit", and "Delete".

Fig.42 - Select Edit to edit the metadata

You can then edit the basic Collection metadata and click 'Save', or click Cancel if you do not wish to proceed with your changes.



This screenshot shows the same interface as Fig.42, but the "Edit Collection" modal is now fully visible. It contains the same fields: Label, Summary, and Slug. The "Label" field is filled with "Family materials (2 of 2 child parts are digitised works)". The "Summary" field contains "Dating back to 1787-1834". The "Slug" field contains "family-materials-2-of-2-child-parts-are-digitised-works". The "Save" button at the bottom right of the modal is highlighted with a red box. The background shows the same collection details and navigation elements as in Fig.42.

Fig.43 - Edit modal

3.3.4 Adding items to your Collection

You can add other Collections and Manifests to your Collection using the ‘Add items’ button. Clicking this link opens the “IIIF Browser”, where you can browse through and select items from your IIIF Publishing area. You can select multiple items to add within the current folder. Click Add to add the selected items.

Note that if you move into another folder without adding the selected item(s), the selection will be reset.

You cannot add the Collection to itself; it will be disabled within the IIIF Browser modal. You can add any other Collection or Manifest, but you can only add it once; you cannot have duplicate items within a Collection.

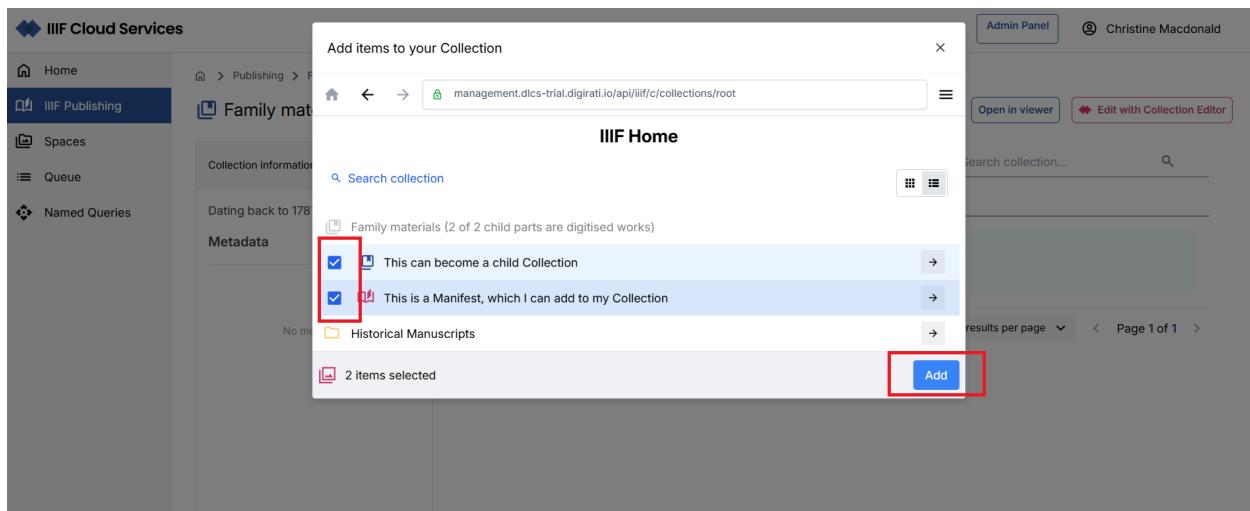


Fig. 44 - Adding items to the Collection

You can also choose to add an external Collection or Manifest directly to your Collection using this ‘Add items’ option. In the “IIIF Browser” paste the URL of an external Collection or Manifest into the address bar and click Add to add this item to your Collection.

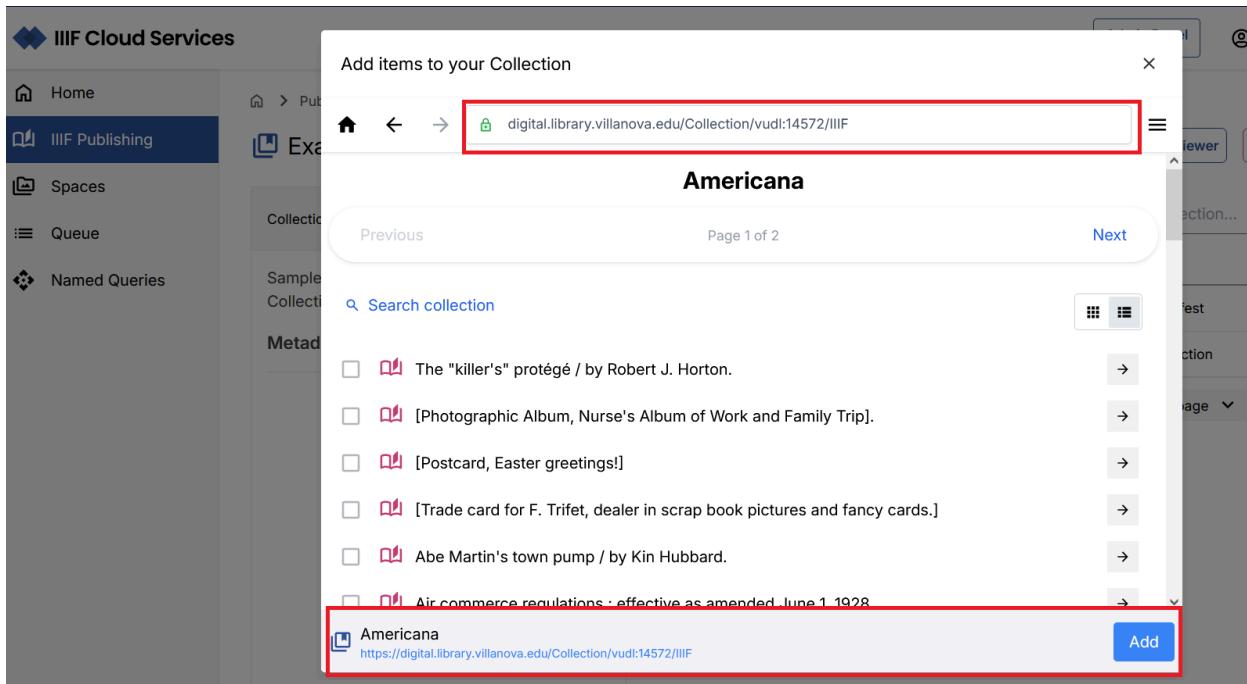


Fig. 45 - Adding an external Collection directly to your Collection

Once added, the items are now listed within the Collection.

The portal Collection view lists the contents of the Collection in the order they were added. If the items in the Collection are managed within your IIIF Publishing area, these have a "Hosted" value of INTERNAL; whilst externally imported items have a "Hosted" value of EXTERNAL.

Externally hosted IIIF content can be viewed by clicking on the available links; at present it is not possible to navigate directly to the internally hosted IIIF content. As noted in section 1.1, this functionality will be available in an upcoming release.

The screenshot shows the IIIF Cloud Services interface. On the left, there's a sidebar with 'Home', 'IIIF Publishing' (which is selected), 'Spaces', 'Queue', and 'Named Queries'. The main content area has a header 'Family materials (2 of 2 child parts are digitised works)'. Below this, there's a 'Collection information' section with 'Dating back to 1787-1834' and a 'Metadata' section with 'No metadata'. To the right, there's a table with three rows:

Name	Type	Hosted	⋮
This can become a child Collection	Collection	INTERNAL	⋮
This is a Manifest, which I can add to my Collection	Manifest	INTERNAL	⋮
Soviet posters	Manifest	EXTERNAL	⋮

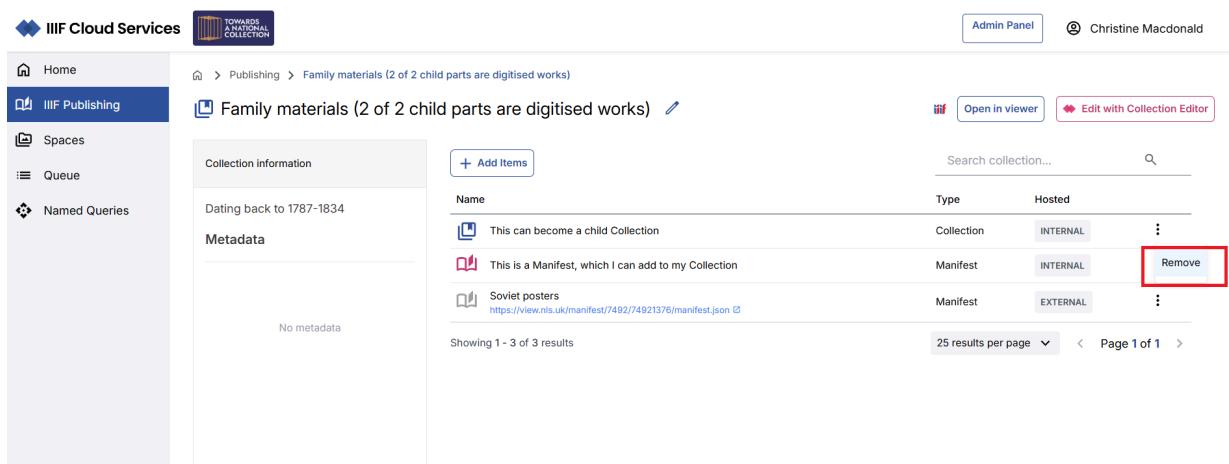
At the bottom, there's a search bar 'Search collection...', a page number '25 results per page < Page 1 of 1 >', and a red box highlighting the URL 'https://view.nls.uk/manifest/7492/74921376/manifest.json'.

Fig. 46 - Viewing the items in the Collection

Note: If an internally hosted (i.e. within your IIIF Publishing area) Manifest or Collection is moved or its "slug" (machine readable name) is changed then it will break the link in the Collection. The Collection can be updated, to remove that item and re-add.

3.3.5 Deleting an item from your Collection

If you need to delete an item from your Collection, you can click the three dots to the right hand side of the item in the table, and click Remove.



The screenshot shows the IIIF Cloud Services interface. On the left is a sidebar with options: Home, IIIF Publishing (selected), Spaces, Queue, and Named Queries. The main area shows a collection titled 'Family materials (2 of 2 child parts are digitised works)'. A table lists two items:

Name	Type	Hosted	Actions
This can become a child Collection	Collection	INTERNAL	⋮ (with a red box)
This is a Manifest, which I can add to my Collection	Manifest	INTERNAL	⋮ (with a red box)
Soviet posters https://view.nls.uk/manifest/7492/74921376/manifest.json	Manifest	EXTERNAL	⋮

At the bottom, there are buttons for 'Open in viewer' and 'Edit with Collection Editor', and a search bar.

Fig. 47 - Removing the items from the Collection

3.3.6 Viewing your Collection

Using the 'Open in Viewer' option, you can select to view your collection in the following IIIF viewers: Theseus and Mirador. A link to the IIIF Collection (via the IIIF icon) is also available to drag and drop into IIIF Viewers which have support for IIIF Collections.

3.3.7 Edit with the Collection Editor

You can view (and edit) the Collection in detail, by clicking on the 'Edit with Collection Editor' link, which will allow you to view and update your copy of the Collection, using the editorial options available within the Collection Editor.

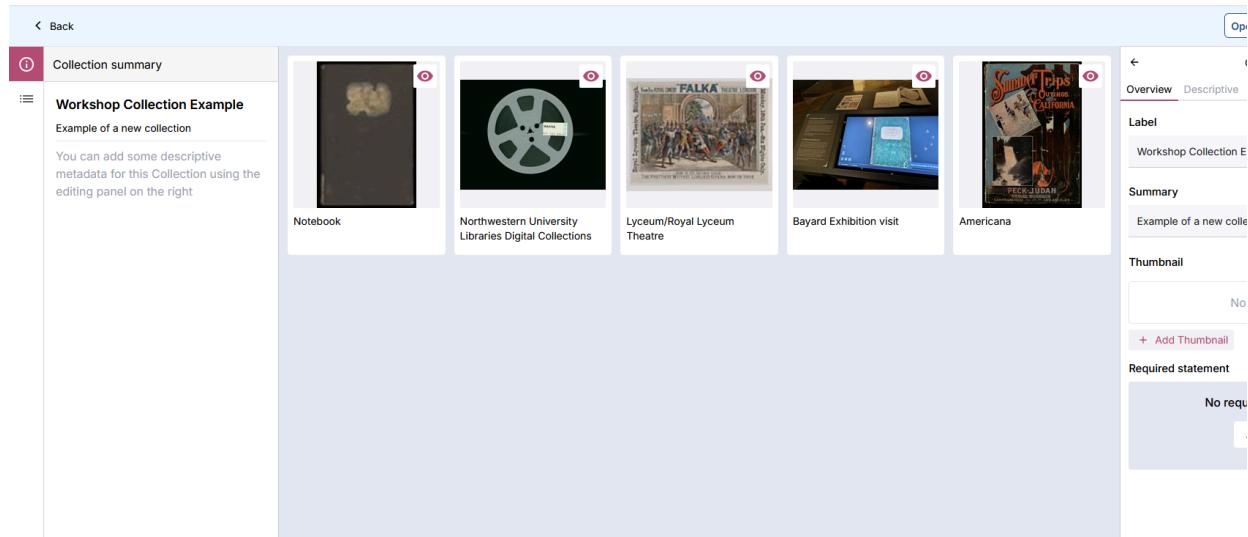


Fig. 48 - Viewing the Collection in the Collection Editor

The default view in the Collection Editor presents the Collection summary in the left hand panel, with the detailed metadata information in the right hand panel, together with the IIIF Content that forms part of the Collection listed in the central grid view.

You can add metadata and other IIIF Collection properties and behaviours to the Collection using the right hand panel. In the example below, a Thumbnail image is added to the Collection. Clicking 'Add Thumbnail' on the right hand side panel:

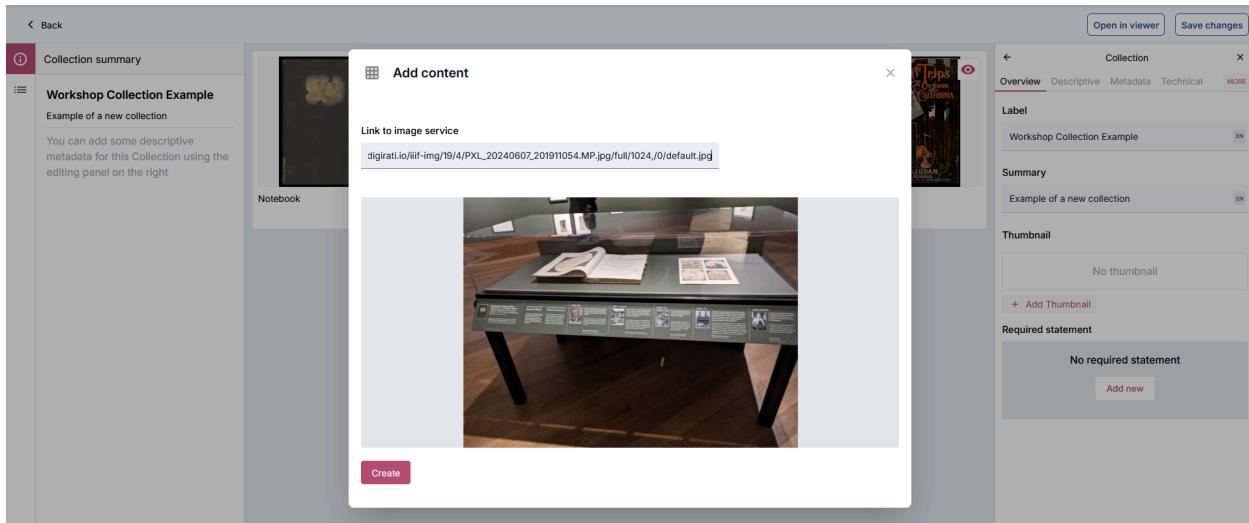


Fig. 49 - Selecting a thumbnail for the example Collection

Note you can also click on the preview icon on a Manifest or Collection, navigate to a specific image and choose that as a thumbnail for the resource.

3.3.8 Updating the contents of the Collection

Clicking on the 'Collection items' icon in the left hand panel, navigates you to the 'Manifests and Collections' view, with the first item in the Collection selected.

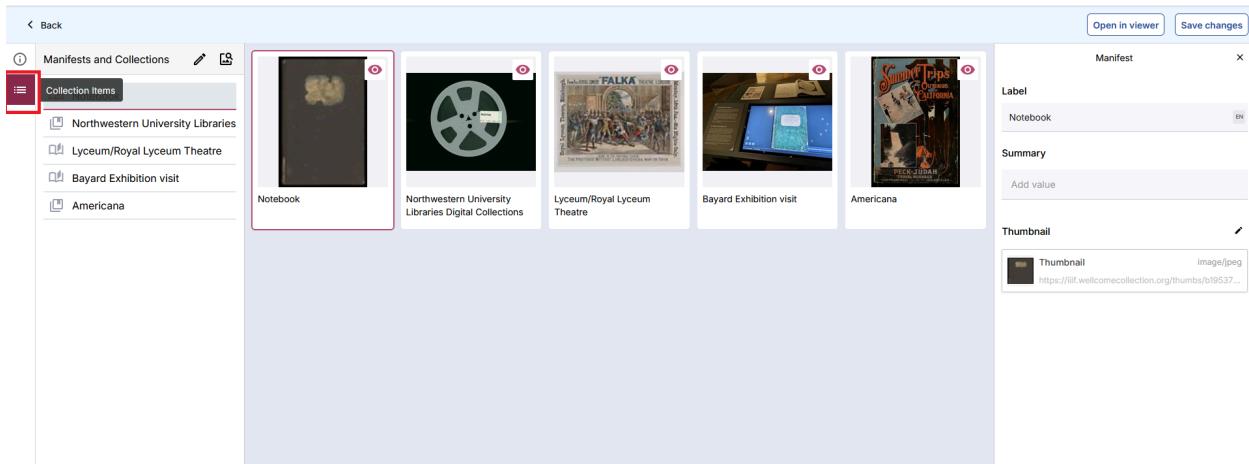


Fig. 50 - Viewing the 'Collection items' icon to access the Collection items view

In this 'Collection items' view, the right hand panel displays summary information for the selected IIIF content. You can edit the basic metadata for the IIIF content within the collection. In the

example below, the Summary metadata for the IIIF Manifest has been updated. Note this change only applies to the IIIF content in the context of that specific Collection; not the underlying IIIF content item.

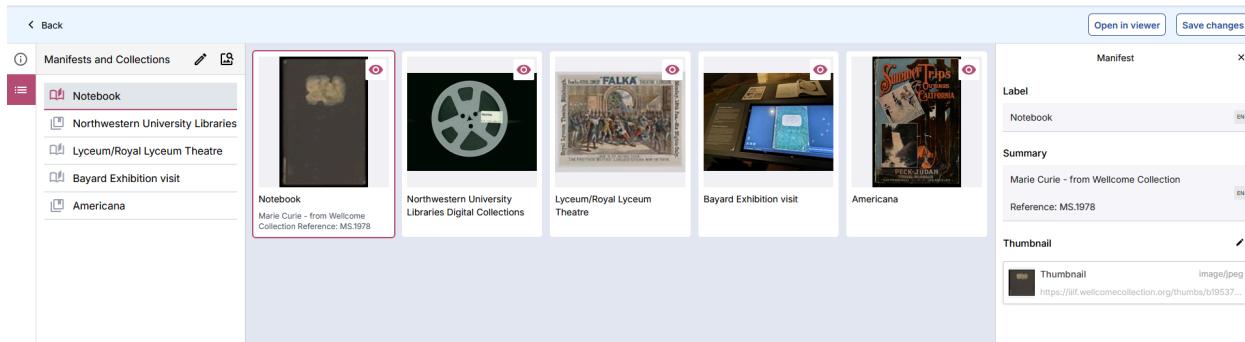


Fig. 51 - Adding summary metadata to a Manifest in the Collection

To update the order of the IIIF content within the Collection, click on the ‘pencil’ icon (‘Edit items’) in the left hand panel top menu. Using the ‘=’ icon, you can drag the canvases into an appropriate order.

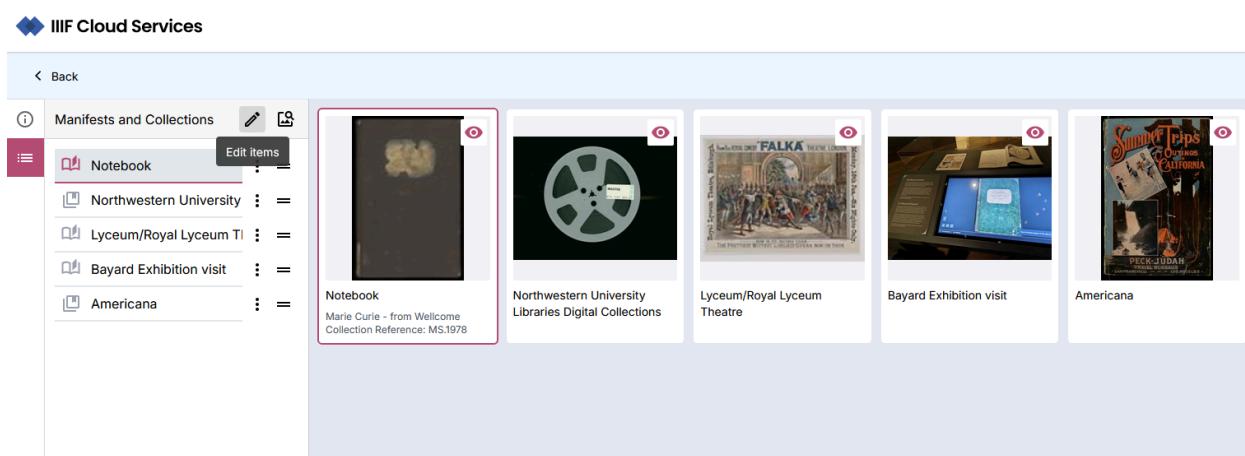


Fig. 52 - Editing items in the Collection

Additional ordering options and the ‘Delete’ option are available from the three dots menu next to each item in the Collection.

To add more content to your Collection, click on the IIIF Browser link to open the IIIF Browser, which will enable you to search for and add other internal (to your IIIF Publishing area) or externally hosted IIIF content.

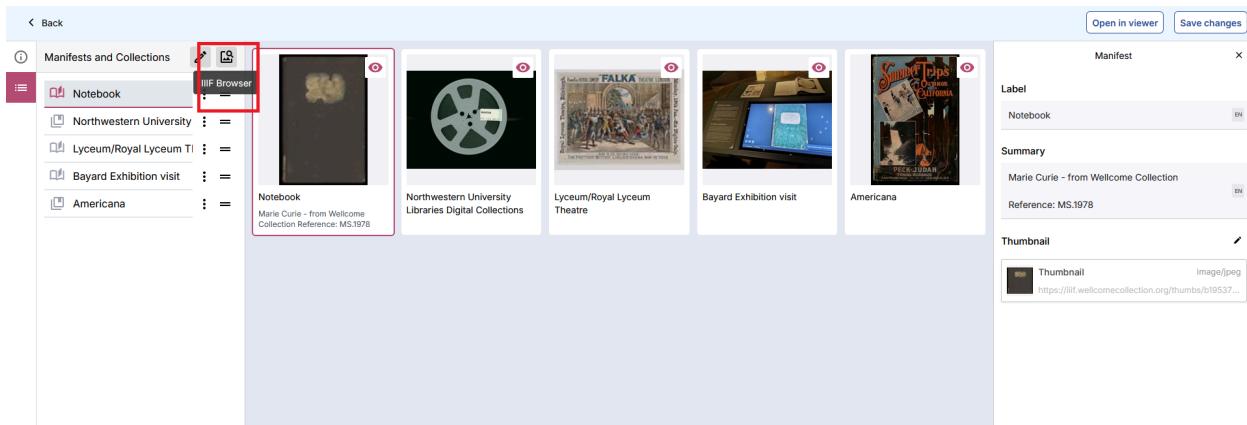


Fig. 53 - Select the IIIF Browser option to add content

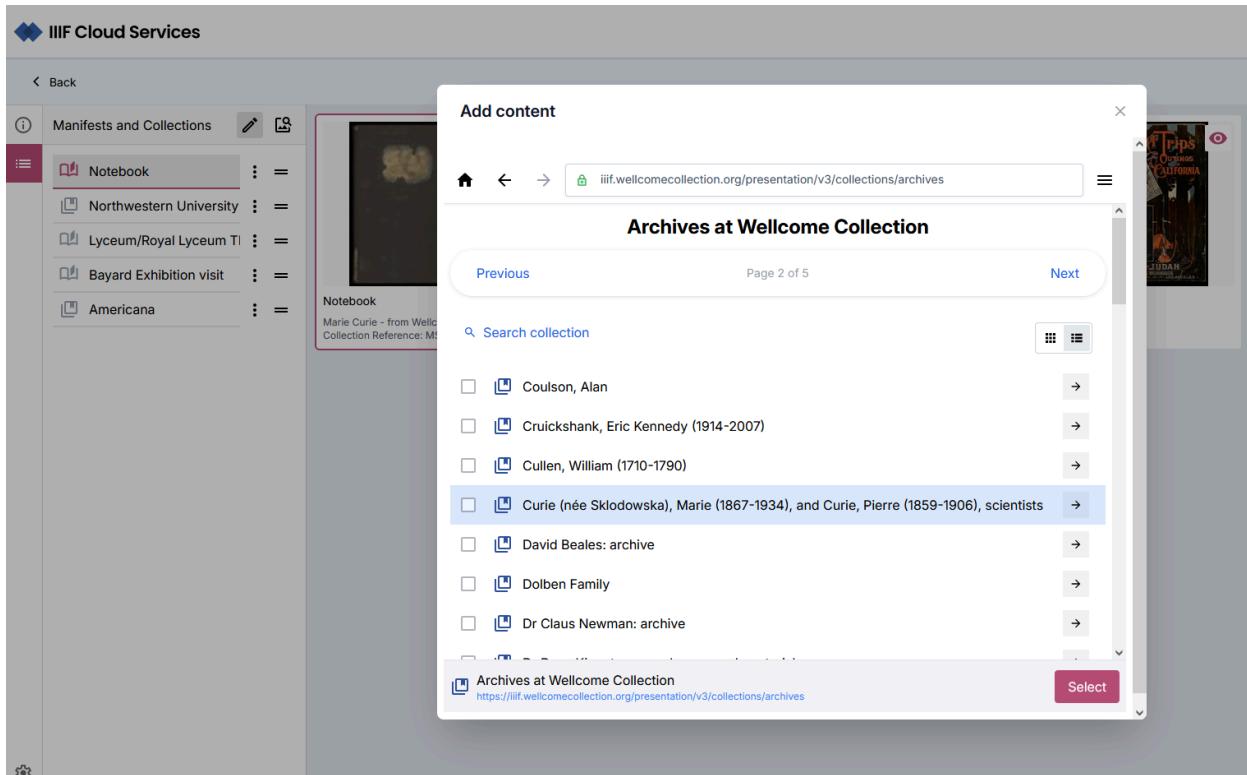


Fig. 54 - Selecting additional IIIF content from an external Collection

Once you have completed your Collection updates, click on 'Save changes'. You can then take a look at your work or share it using the 'Open in viewer' link.

Note: Use the 'Back' link to return to the portal Collection view.

3.3.9 Importing existing collections

Navigate to the IIIF Publishing area, and select the folder into which you wish to import the collection. Click New, click Collection, then select the tab to Import. Enter a valid IIIF Collection endpoint, then click Import. This should import the valid IIIF Collection, displaying the Collection in the Portal view.

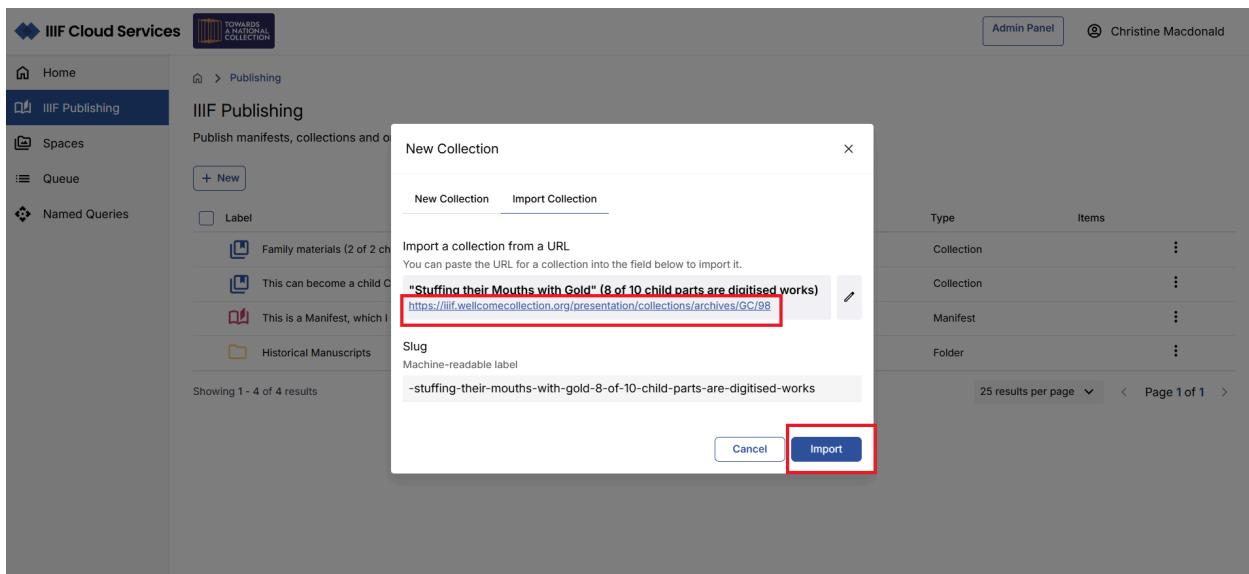


Fig. 55 - Importing a Collection

3.4 Moving and Deleting Items from the IIIF Publishing Area

3.4.1 Moving IIIF content

You can reorganise your IIIF Content using the Move functionality. In the IIIF Publishing listing, if you hover over an item, a checkbox will appear. You can use this to select an individual item. You can use these checkboxes to select any number of individual items on the page. Alternatively, you can select the checkbox under the '+New' button, and this will select all items on the page.

The screenshot shows the IIIF Publishing section of the IIIF Cloud Services interface. A red box highlights the 'Move' button in the top navigation bar, which is active because two items are selected. Below the navigation bar, there is a table listing four items: 'Family materials', 'This can become a child Collection', 'This is a Manifest', and 'Historical Manuscripts'. The first two items have checkboxes checked and are highlighted with a red box. The 'Move' button is also highlighted with a red box.

Fig. 56 - Selecting Content to Move

Once you have selected at least one item, the option to Move will appear on the screen. Pressing it will load the IIIF Browser, where you can navigate your IIIF Content structure, and choose where you would like to move your content to. You can either click the checkbox next to the Folder you wish to move to, or click on the Folder itself to navigate into it, and then click the 'Move to Folder' button. You will not be allowed to move your content if there is already an item at that location with the same slug value as the item you are trying to move. You can also select one or more item and drag it into a folder if it's visible on the same screen

The screenshot shows the IIIF Home interface with a modal window titled 'Move 2 items'. This modal lists the same four items as the previous screenshot: 'Family materials', 'This can become a child Collection', 'This is a Manifest', and 'Historical Manuscripts'. The 'Historical Manuscripts' item is selected, indicated by a checked checkbox and a red box. At the bottom right of the modal, there is a blue 'Move to Folder' button, which is also highlighted with a red box.

Fig. 57 - Choose the destination folder

3.4.2 Deleting IIIF content

As well as deleting items individually from within the item, it is possible to bulk delete them from the IIIF Publishing Area.

Delete an Individual Item

You can navigate into a Folder, Manifest or Collection, and then click on the Pencil button. You will see the option to Delete. Clicking on this will then present a modal to ensure you wish to proceed. Note that if you are trying to delete a Folder which has content, you will not be allowed to delete; you must delete or move the content first.

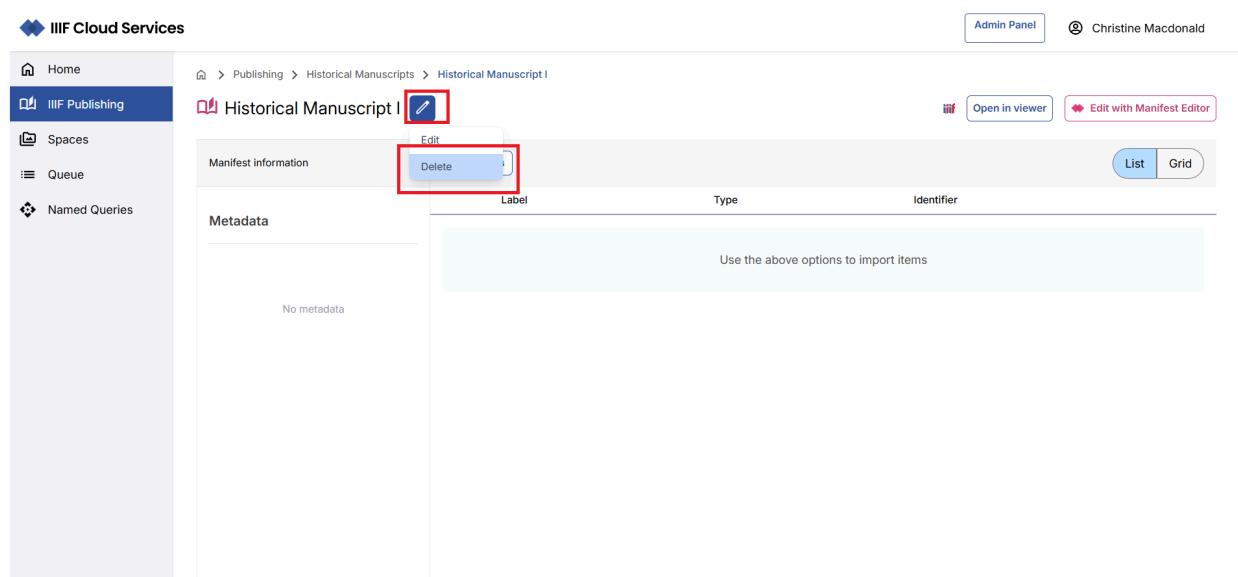


Fig. 58 - Delete an item

Bulk Delete Content

Similar to the Move functionality, you can use the checkboxes to select content, and then a Delete option will appear on the screen. Click Delete, and a modal will present the list of items that will be deleted if you proceed. Any selected folders that cannot be deleted because they have content will be listed separately on the modal. Click Delete to proceed, or Cancel if you do not want to proceed with the delete.

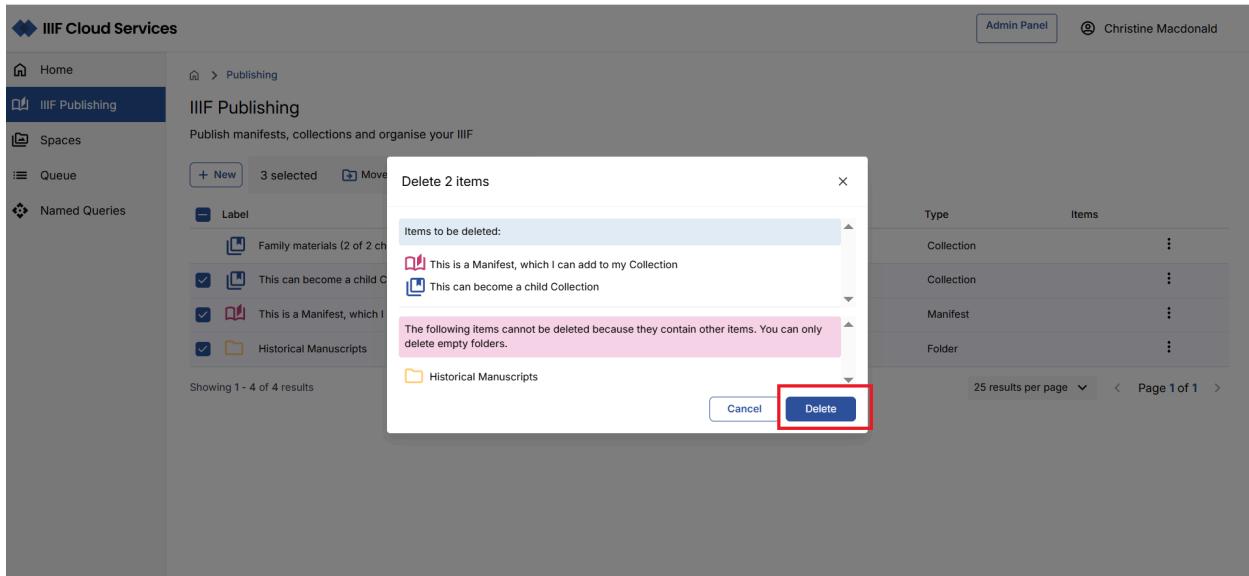


Fig. 59 - Delete multiple items

3.5 Using the API to create and update IIIF content

Manifests may be ingested into the IIIF Cloud Service via automated processes using available APIs - for example from a process that combines data from an institution's collection management system or digital preservation system. These scenarios can be discussed with your Digidati contact.

4. Creating and Managing Users

When you sign up for an account within the Portal, you become the account owner, and your user account is granted 'Account Administrator' permissions. Depending on the type of subscription you have, this gives you the ability to add further users into your customer account. This allows them to share access and contribute to your IIIF enabled media assets and IIIF Content.

4.1 Using the Portal to invite a new User

After logging in, click on your name in the top right hand corner, and select the Users option.

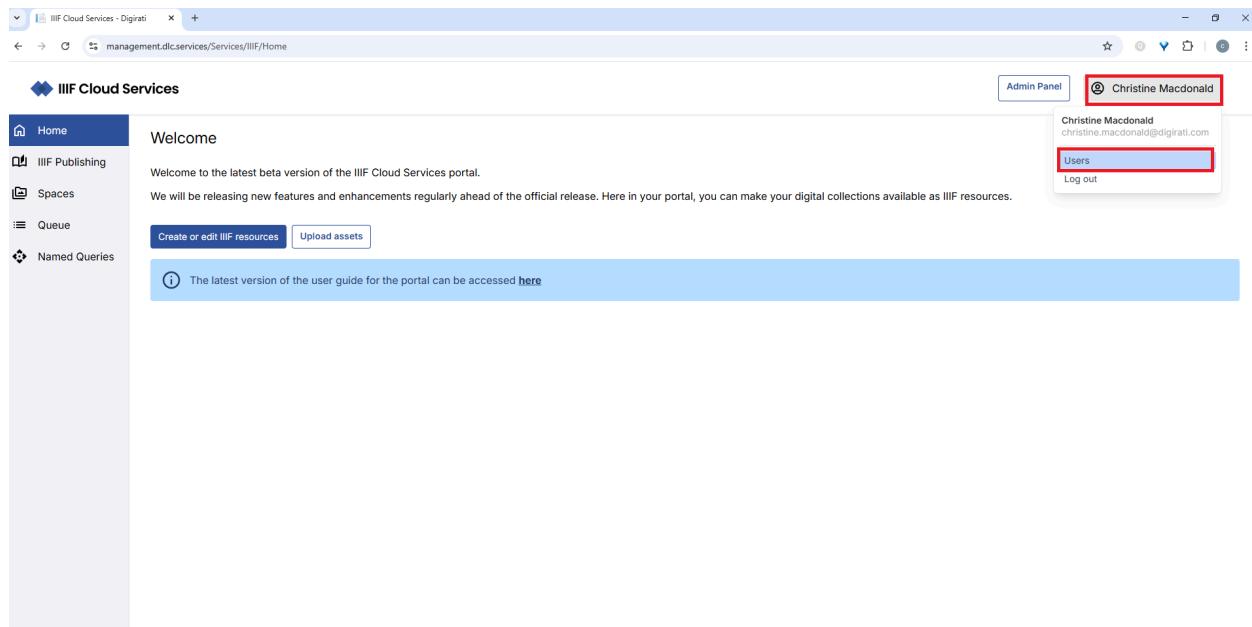
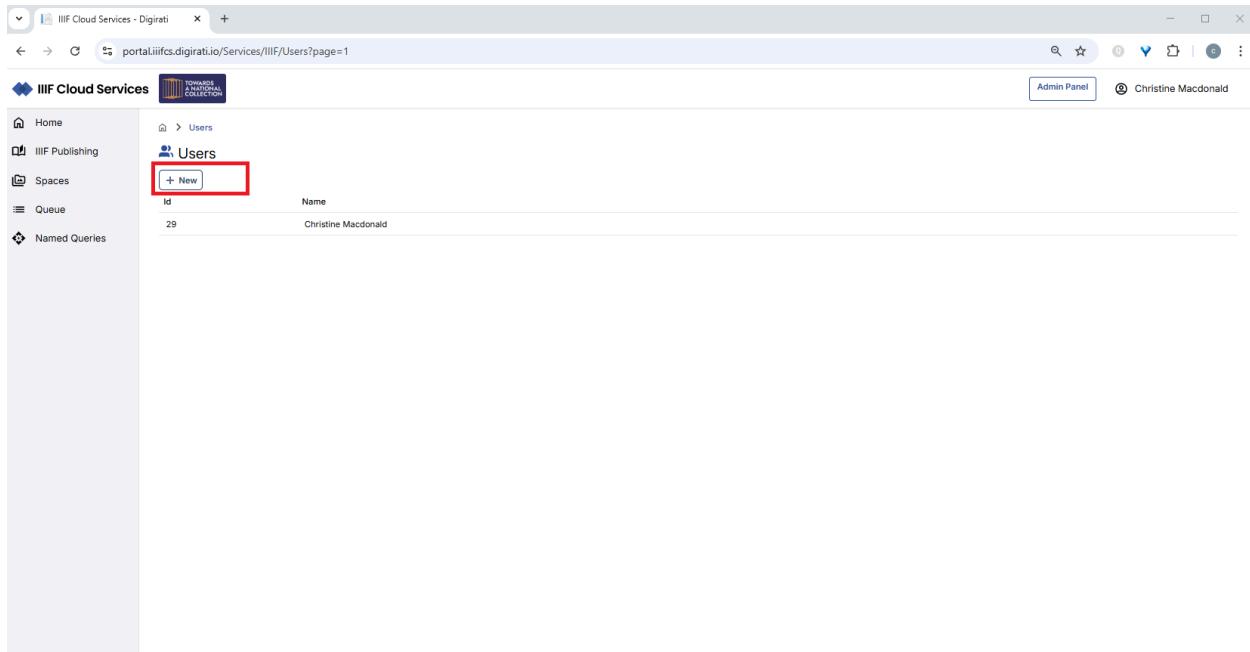


Fig. 60 - Accessing the Users menu

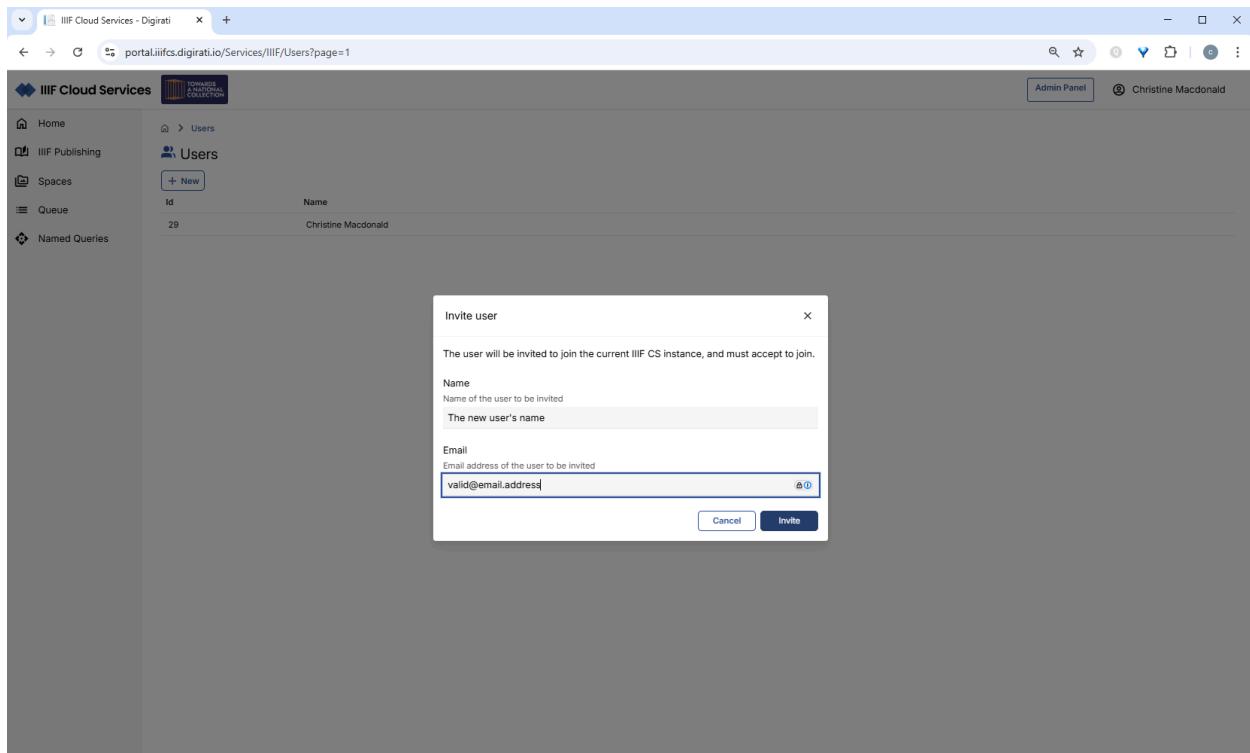
You will see your user listed, and the option to add a new User. Click the '+New' button.



The screenshot shows the 'Users' page of the IIIF Cloud Services portal. On the left, there's a sidebar with links for Home, IIIF Publishing, Spaces, Queue, and Named Queries. The main area shows a table with one row: Id 29 and Name Christine Macdonald. Above the table, there's a '+ New' button, which is highlighted with a red box. At the top right, there are 'Admin Panel' and 'Christine Macdonald' buttons.

Fig. 61 - Click the '+New' button

In the dialog box, enter the new User's name, and their email address. Note that the email address cannot already be in use within any other Customer within the Portal. Click 'Invite'.



The screenshot shows the 'Invite user' dialog box. It has a message at the top: 'The user will be invited to join the current IIIF CS instance, and must accept to join.' Below this are two input fields: 'Name' (containing 'The new user's name') and 'Email' (containing 'valid@email.address'). At the bottom are 'Cancel' and 'Invite' buttons. The background of the main portal is dimmed.

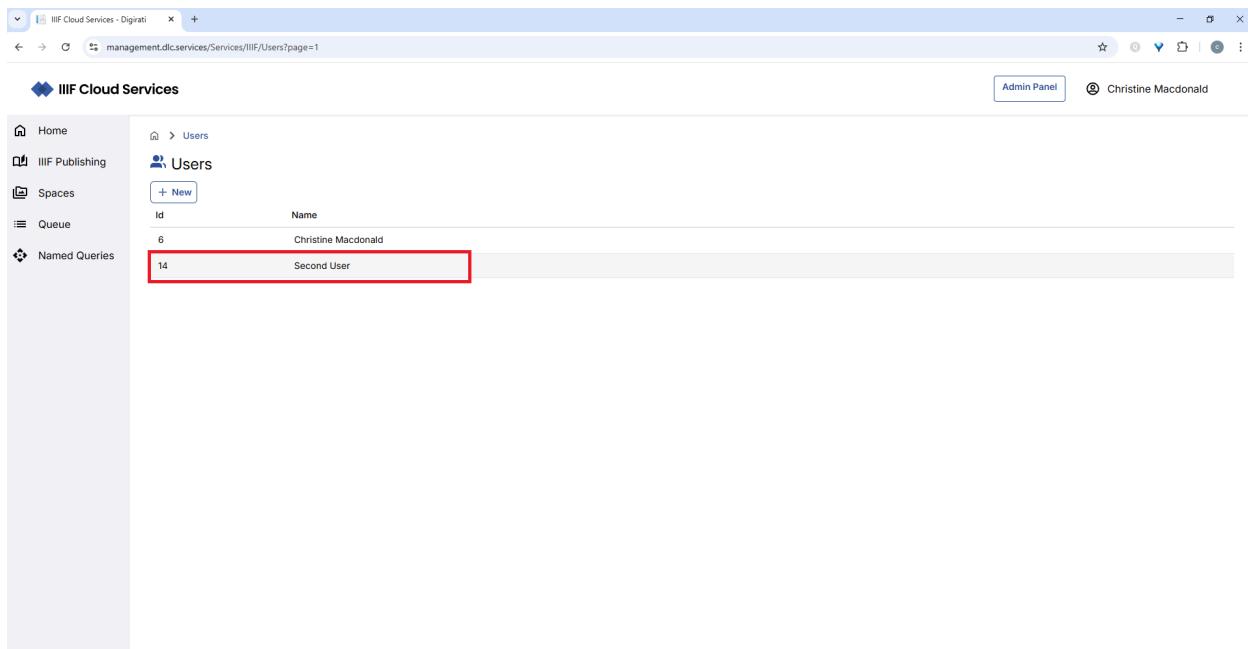
Fig. 62 - Enter the new user's details

At this stage, the new User account is ‘Unverified’. The invited User will receive an email, and should follow the instructions to verify their account. Once they have completed this step, their account will have the status of ‘Verified’, and they will be able to view the content in your customer account, and contribute content of their own.

4.2 Using the Portal to Disable a User

There may be a reason that you need to disable a User account within your Customer. To do so, after logging in, click on your name in the top right hand corner, and select the Users option.

Click on the User that you would wish to Disable.



The screenshot shows the IIIF Cloud Services Admin Panel. The URL in the browser is `management.dlc.services/Services/IIIF/Users?page=1`. The page title is "IIIF Cloud Services". On the left, there's a sidebar with links: Home, IIIF Publishing, Spaces, Queue, and Named Queries. The main content area shows a table titled "Users". The table has columns "Id" and "Name". There are two rows: one for "Christine Macdonald" (Id 6) and one for "Second User" (Id 14). The row for "Second User" is highlighted with a red box.

Id	Name
6	Christine Macdonald
14	Second User

Fig. 63 - Click on the User you want to disable

Click the ‘Disable’ button.

The screenshot shows the 'Second User' profile page. The 'Edit' and 'Disable' buttons are visible at the top right. A red box highlights the 'Disable' button.

Field	Value
Id	14
Name	Second User
Email	christine.macdonald+1@digirati.com
Status	VERIFIED
Enabled	ENABLED
Created	27/05/2025
Updated	27/05/2025
Last login	
Permissions	None selected

Fig. 64 - Click Disable

If you want to proceed, click the second 'Disable' button, otherwise click 'Cancel'.

A confirmation dialog box titled 'Disable user Second User?' is displayed. It contains the message: 'Disabled users will no longer have access to the portal. They can be re-enabled any time.' Two buttons are present: 'Cancel' and 'Disable'. A red box highlights the 'Disable' button.

Fig. 65 - Disable the User

You can re-enable them at any time by following the above steps, and clicking 'Enable'.

Screenshot 66 (Top):

Attribute	Value
ID	14
Name	Second User
Email	christine.macdonald+1@digirati.com
Status	VERIFIED
Enabled	DISABLED
Created	27/05/2025
Updated	27/05/2025
Last login	
Permissions	None selected

Screenshot 67 (Bottom):

Enable user Second User ?

Enabling a user will give them access to the portal.

Fig. 66 & 67 - Re-enable the User