

QuickEdgeMAM

Admin User Manual

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End User License Agreement

FOR QuickEdgeTM Version 2.6 Software Product

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Please refer to the section Appendix A of this document for the information on the 3rd party software used in QUICKEDGE.

Please contact us for the source code of the 3rd party open source libraries used in QUICKEDGE.

CONTACT INFORMATION

If you have any questions about this EULA, or if you want to contact KARTHAVYA for any reason, please send email directly to:

support@karthavya.com

1.Preface

Congratulations on the purchase of QUICKEDGE MAM & Archival System. QUICKEDGE streamlines the media management workflow, along with DataHeart HSM gateway provides you a one stop destination for media management of both online, nearline and offline storage solutions. QuickEdge MAM integrates with the following storage types seamlessly: NAS, SAN, DAS, LTO, ODA and Cloud.

1.1 Who should use this user manual?

This manual is written for librarians, video editors and various technical personnel responsible for using the QUICKEDGE MAM & Archival in a media workflow. Portions of the manual provide installation data for the technicians as well.



TIP

It is strongly recommended that the users have prior experience or classroom knowledge of

- *The Windows and/or Mac operating system and*
- *Usage of Web browser*

2.Introduction

Media Asset Management, broadly defined, refers to the system that manages and monitors the assets in a systematic process. QUICKEDGE is a hybrid integrated Asset management and Archival system. It encompasses the ingestion of files, logging and classification of media, transcoding and verification of media across the work-flow and ensuring data integrity during this process using advanced algorithms. QuickEdge provides both desktop based applications and a web based application.

2.1 Supported Browser

Chrome Browser Version	83 and above
------------------------	--------------

2.2 Supported Screen Resolution

Best user experience of QUICKEDGE MAM can be found on screens with a resolution of 1280 X 720 or higher.

2.3 Supported Fonts

QuickEdge supports all Unicode fonts

3.Bin creation

A bin is a shared directory accessible to other users, a bin can have multiple folders in it. A user can have access to multiple Bins. Bins are used to control user privileges. A user can have write privilege in a Bin but might not have the same in another bin. There are 4 types of bins namely, asset bin, archive bin, target bin, proxy bin.

3.1 To create asset Bin

1. Bins are customizable and can be added as required from settings>Bins
2. Click Settings from home page
3. Select Bins
4. Select type of bin, asset
5. Click 'Create' button for bin details
6. Enter Id, Name & select protocol Type
7. Add Bin Credentials as per protocol type [FILE, SMB, NFS, FTP, CLOUD]
8. E.g. To add SMB type protocol bin, enter bin credentials like (IP, SHARENAME, DOMAIN, USERNAME, PASSWORD)
9. click Advanced tab to enable advanced settings to a bin
10. Click 'Save' to save asset bin details

The screenshot shows the 'BIN Credentials' tab in the QuickEdge interface. The form is set for creating an 'Asset Bin' with the following details:

- ID:** Asset_Bin
- Name:** Asset_Bin
- Protocol Type:** SMB

The 'BIN Credentials' tab is active, showing the following fields:

- IP:** 192.168.1.83
- Sharename:** Asset_Bin
- Domain:** karthavya
- Username:** karthavya
- Password:** (masked with dots)

A red box highlights the 'BIN Credentials' tab label.

3.1.1 Enabling FTP service to Bin

FTP credentials can be set to asset bin so that user can bypass media files moving through mediaworker process.

User can set FTP credentials going to **Settings>Bins>FTP Credentials**.



The screenshot displays a configuration window with a dark theme. At the top, there are input fields for 'ID' (containing 'ASSET_BIN') and 'Name' (containing 'ASSET_BIN'). Below these is a 'Protocol Type' dropdown menu set to 'SMB'. A tabbed interface is present with four tabs: 'Bin Credentials', 'FTP Credentials' (which is selected and highlighted), 'Extract Metadata', and 'Advanced'. Under the 'FTP Credentials' tab, there is a section titled 'Enable FTP Credentials' with a checked checkbox. Below this, there are input fields for 'IP' (192.168.1.83), 'Port' (21), 'Offset Path' (/), 'Username' (karthavya), and 'Password' (masked with dots). A red rectangular box highlights the 'FTP Credentials' tab. A red eye icon is visible next to the password field.

3.1.2 To enable advanced settings for a bin

ID:

Name:

Protocol Type:

Bin Credentials

FTP Credentials

Extract Metadata

Advanced

☒ Polling Required

Polling By: ☒ By Date (Recommended) ☐ By All

Interval in seconds:

Regular Expressions: ☒ Include List ☐ Exclude List ☐ Regexp

☐ Enable Qc

Generate Proxy: ☒ Thumbnail ☒ Audio Wave ☒ Lowres ☐ Storyboard

Upload File Formats:

Proxy Bin:

☒ Set As Home Bin

☒ Media Info Required



TIP

- It is recommended to set one asset bin as home bin. This allows the users to create their own private work area, like folders, sub folders as required.

3.1.3 Configure watcher folder for a bin

Watcher folder watches the incoming media at an interval of preconfigured time before being displayed inside an asset bin in the client. User can enable the watcher folder service by selecting the Polling required option in bins advanced settings. Watcher folder can be set to include or exclude file formats. User must select Include or exclude or regular expressions options from advanced settings.

3.1.4 Enabling Proxy

Proxy is an intermediate bin which User can set up proxy from to generate proxy section in advanced settings. User can generate proxy data like lowres, thumbnail, storyboard for all bin data.

3.1.5 Exclude/Include file formats while upload

User can customize file formats upload by entering file formats in Upload File Format text field from advanced settings

3.1.6 To enable advanced media information

User can enable display of media information like codec, aspect, frame rate, bit rate etc. for video or audio files by selecting the Media Info required option from advance settings.

3.1.7 Deleting archived files

If a user decides to delete archived files, then he can do so by enabling the option 'Move To Archive Trash' from advanced settings.

3.1.8 How to export media files?

Media files are sometimes exported to layouts or selected target bins. Asset bin can also be used as a target bin. If user wish to export media files, then user can set target bin specifying the target relative path from advance settings by enabling the option 'Set As Target Bin'

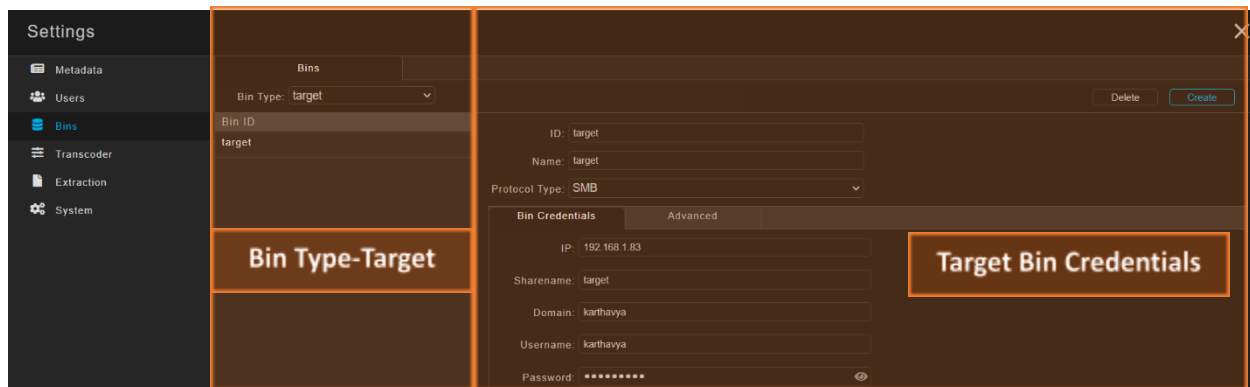
3.2 To Create Archive Bin

All Archived files are saved in archive storage. User can create an archive bin, which acts as archive storage, similarly as described in assets bin steps from settings>Bins. User must select the bin type as an archive from the drop down while creating the bin. User can even set a proxy and enable media information for the archive bin.



3.3 To Create Target Bin

Target bins are used to export media files as required. User can create target bin similarly as described in assets bin steps from **settings>Bins**. User must select the bin type as the target from the drop down while creating bin.



TIP

- *Note: Asset bin can also be used as target bin.*

3.4 To Create Proxy Bin

Proxy bin is another bin where the proxies of all media files are stored. User can create proxy bin with credentials and set as default.

ID:

Name:

Protocol Type:

Bin Credentials | **Advanced**

IP:

Sharename:

Domain:

Username:

Password:

Proxy Bin Credentials

4. User Creation

4.1 How do I create a User?

1. As an administrator, you can create users, assign and set bin privileges **from settings>Users**.
2. Click **Settings** from home page
3. Select **Users** from left menu
4. Click **'Add'** button to view user details
5. Enter user details like Name, password [**must be 8 char with 1Uppercase,1Lowercase,1Numeric, & 1Special character**], verify, email, contact number and Groups
6. Click **Privileges** and enable privileges selecting checkbox
7. Click **Bin Permissions**, click on 'Add', Click empty space under bin to select a folder
8. Click on the folder and select, click 'Save'.
9. Click **Category Permissions**, click on 'Add', Click empty space under category to select Library /categories
10. Set category permissions [Read Only, Read & Write, Full Control, No access]
11. Click on the category and select, click 'Save'
12. Click **Retrieve settings** for the user
13. Select retrieve path [Global retrieve path/Group retrieve path/user can configure path]
14. Click 'Save'



TIP

- *It is recommended to set any asset bin as home bin. This allows the users to create their own personal work area, like folders, sub folders as required.*

Name:	Manoj Kumar		
Password:	M@noj@kumar1	Verify:
Email:	manoj@karthavya.com		
Groups:	video editors X	Contact Num:	9999999999
		Quota:	20 in GB

4.2 Grant Privileges to users

This section tells administrators how they can grant privileges and bin permissions to users. An administrator can edit users and assign required privileges.

To enable, Go to **Settings>Users>Privileges** and choose the privilege type.

4.3 Grant Basic Privileges

User with basic privileges will have access to view contents of Explorer, My Computer, My Workspace, Reports, Storyboard, Chat. But user cannot do actions like copy, upload or archive content.

To enable, Go to **Settings>User>Privileges>Basic Privileges**

Name:	Manoj Kumar		
Password:	M@noj@kumar1	Verify:
Email:	manoj@karthavya.com		
Groups:	video editors X	Contact Num:	9999999999
		Quota:	20 in GB

Privileges	Bin Permissions	Category Permissions	Retrieve Settings
<div>Basic</div> <div> <input checked="" type="checkbox"/> Bins <input checked="" type="checkbox"/> Jobs <input checked="" type="checkbox"/> Reports <input checked="" type="checkbox"/> Chat <input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Edit Image <input checked="" type="checkbox"/> Playlist </div>	MAM	Archival	Transcode

4.3.1 Grant MAM Privileges

Users with MAM privileges can Ingest, Export, Publish, Share and modify media. MAM privileges give the freedom to Create, Edit & Modify data.

To enable, Go to **Settings>User>Privileges>MAM Privileges**

Name: Manoj kumar	Verify:
Password:	Contact Num: 999999999
Email: manoj@karthavya.com	You have entered wrong contact number format
Groups: video editors ✕	Quota: 20 in GB

Privileges	Bin Permissions	Category Permissions	Retrieve Settings
------------	-----------------	----------------------	-------------------

Basic	MAM	Archival	Transcode	Advanced
-------	-----	----------	-----------	----------

▼

☒ Delete

☒ Move To Trash

☒ Restore From Trash

☒ Remove From Trash

▼

☒ Edit

☒ Cut

☒ Copy

☒ Rename

▼

☒ Export

☒ Send To

☒ Download File From Archive

☒ Download File From Bin

☒ Download Proxy File

4.3.2 Grant Archival Privileges

With archival privileges user can do archive based actions on files like Archive, Retrieve, Extract Metadata and many more.

To enable, Go to **Settings>User>Privileges>Archival Privileges**

Name:	Manoj kumar		
Password:	••••••••	Verify:	••••••••
Email:	manoj@karthavya.com		
Contact Num:	999999999		
You have entered wrong contact number format			
Groups:	video editors ✕	Quota:	20 in GB

Privileges	Bin Permissions	Category Permissions	Retrieve Settings
<div>Basic MAM Archival Transcode Advanced</div> <div> <input checked="" type="checkbox"/> Archival <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Archive Folder <input checked="" type="checkbox"/> Archive <input checked="" type="checkbox"/> Group Bins <input checked="" type="checkbox"/> Group Library <input checked="" type="checkbox"/> Archive With Metadata <input checked="" type="checkbox"/> Link </div> <div> <input checked="" type="checkbox"/> Metadata <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Metadata Profiles <input checked="" type="checkbox"/> Tags <input checked="" type="checkbox"/> Custom Metadata <input checked="" type="checkbox"/> Categories <input checked="" type="checkbox"/> Manage Asset Right </div>			

4.3.3 Grant Transcode Privileges

With transcode privileges user can do Full transcode, Partial Transcode and Merge support based on actions archive, retrieve, upload, youtube download and export process.

To enable, Go to **Settings>User>Privileges>Transcode Privileges**

Name: Manoj kumar

Password:

Verify:

Email: manoj@karthavya.com

Contact Num:

Groups: video editors X

Quota: 20 in GB

Privileges	Bin Permissions	Category Permissions	Retrieve Settings
<div>Basic</div> <div>MAM</div> <div>Archival</div> <div>Transcode</div> <div>Advanced</div>			
<div>Archive: </div> <div>Download: </div> <div>Export: </div> <div>Retrieve: </div> <div>Transcode: Full transcode</div> <div>Upload to youtube: <div> None Full transcode Transcode with partial support Transcode with partial and merge support </div> </div>			

4.3.4 Grant Advanced Privileges

Administrators can grant advanced privileges to user to Add Comment, Review, Duplicate assets, Transcribe, Deep index and manage all.

To enable, Go to **Settings>User>Privileges>Advanced Privileges**

Name: Manoj kumar

Password:

Verify:

Email: manoj@karthavya.com

Contact Num:

Groups: video editors X

Quota: 20 in GB

Privileges	Bin Permissions	Category Permissions	Retrieve Settings
<div>Basic</div> <div>MAM</div> <div>Archival</div> <div>Transcode</div> <div>Advanced</div>			
<div> <input checked="" type="checkbox"/> Add Comment <input checked="" type="checkbox"/> Review <input checked="" type="checkbox"/> Duplicate Assets <input checked="" type="checkbox"/> Transcribe <input checked="" type="checkbox"/> Manage All <input checked="" type="checkbox"/> DeepIndex </div>			

5. User Groups Creation

5.1 How do I create user groups?

As an administrator, you can create user groups, assign and set bin privileges to groups from settings>Users & Groups section.

1. As an administrator, you can create user groups, assign and set bin privileges **from settings>Groups**.
2. Click **Settings** from home page
3. Select **Users** from left menu
4. Select **Groups**
5. Click '**Add**' button to view group details
6. Enter group details like group title and select users
7. Click **Privileges** and enable privileges selecting checkbox
8. Click **Bin Permissions**, click on 'Add', Click empty space under bin to select a folder
9. Click on the folder and select, click 'Save'.
10. Click **Category Permissions**, click on 'Add', Click empty space under category to select Library /categories
11. Set category permissions [Read Only, Read & Write, Full Control, No access]
12. Click on the category and select, click 'Save'
13. Click **Retrieve settings** for the user
14. Select retrieve path [Global retrieve path/Group retrieve path/user can configure path]
15. Click 'Save'



TIP

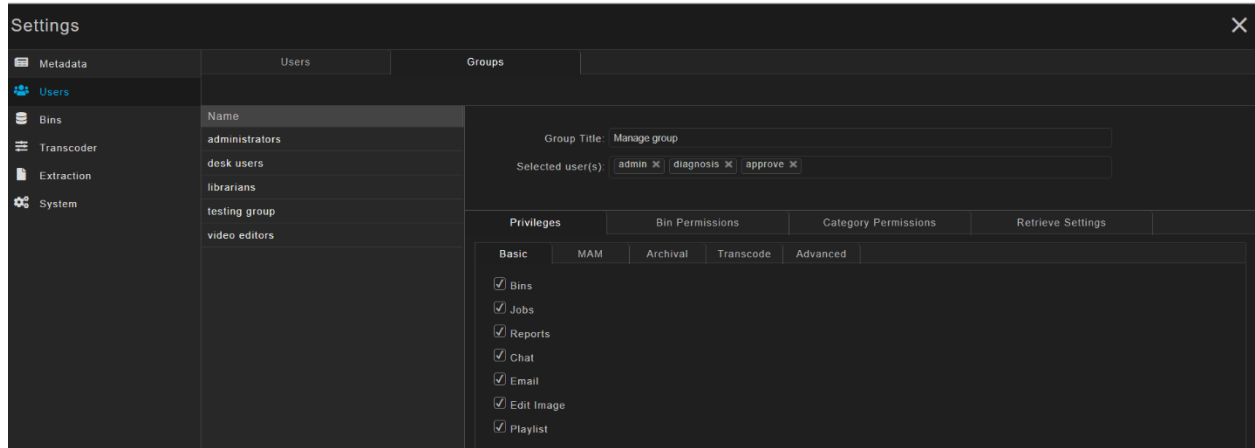
- *List of users need to exist before you create user groups.*

5.2 Grant Privileges to user groups

An administrator assigns privileges to user groups. Administrators can control user groups based on the set privileges.

Follow the Grant privileges section to enable privileges types like Basic, MAM, Archival, Transcode and advanced to user groups.

To enable, Go to **Settings>Users>Groups> Privileges**.



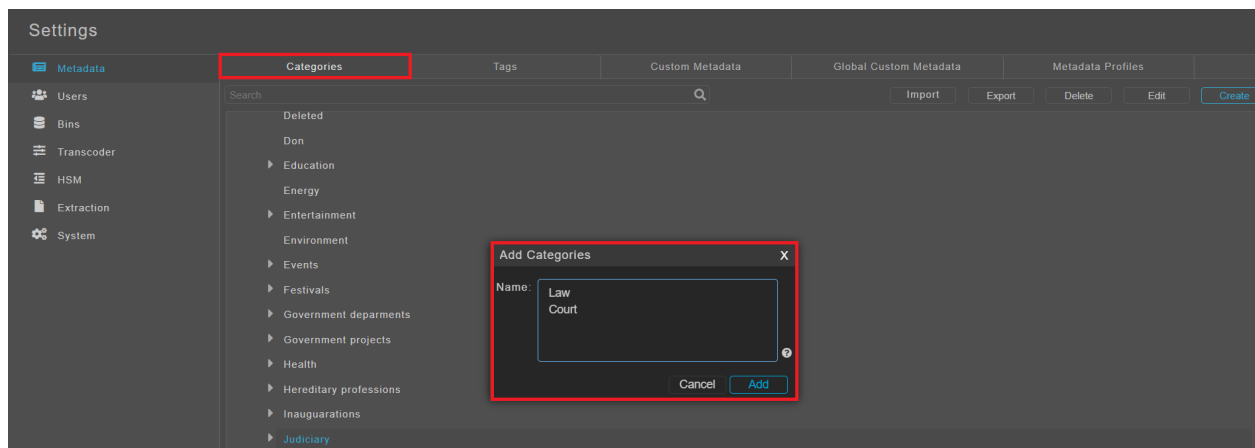
6.Settings

6.1 Metadata Settings

6.1.1 Create Categories

Administrators can manage categories by creating/Editing/Deleting OR Import and Export from Excel sheet. User can add a single or multiple categories or select a parent category and add subcategories as shown in screenshot.

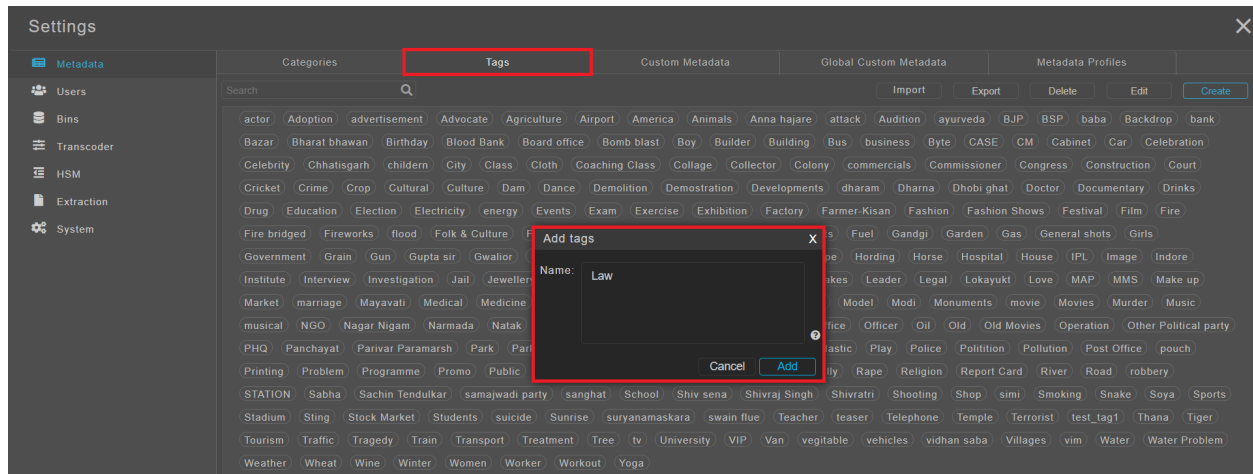
To manage, Go to **Settings>Metadata>Categories**



6.1.2 Create Tags

Administrators can manage tags by creating/Editing/Deleting OR Import and Export from Excel sheet. User can add single or multiple tags as shown in the screenshot below.

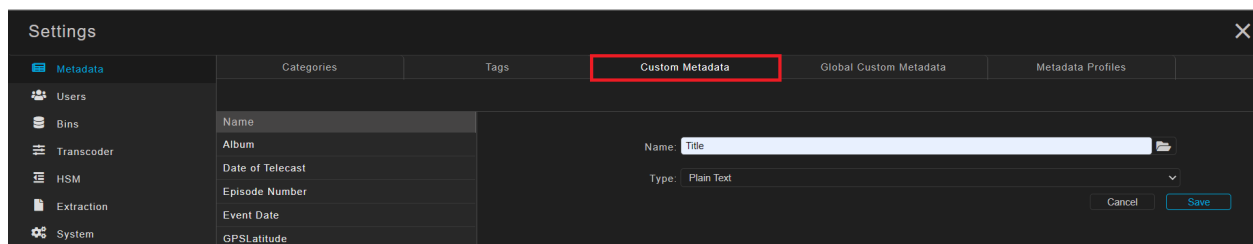
To manage, Go to **Settings>Metadata>Tags**



6.1.3 Add Custom Metadata

Administrators can manage custom metadata by Creating/Editing/Deleting. Administrators can add metadata types like Plain Text, Date, Integer and Picklist. Users can provide a custom metadata name and select type from the drop down list as shown in the screenshot and save changes.

To manage, Go to **Settings>Metadata>Custom Metadata**

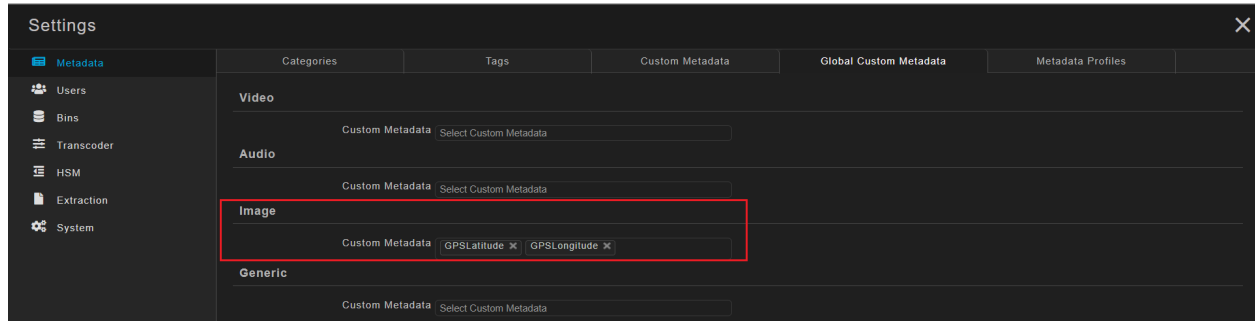


6.1.4 Global Custom Metadata

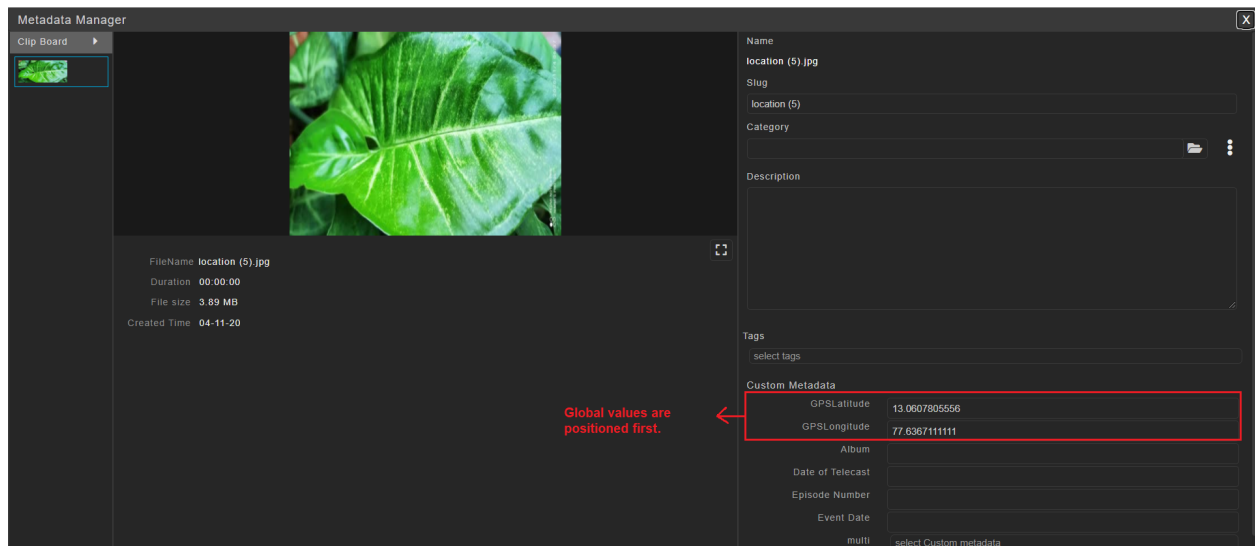
Administrators can set custom metadata fields as global, so that while editing the metadata (either in tag metadata or Doc window), globally set fields will be at the top followed by the rest of the custom metadata fields.

To set, Go to **Settings>Metadata>Global Custom Metadata**

Select the values based on file type, Video/Audio/Image/Generic and save changes. Eg: For Image files, GPSLatitude, GPSLongitude is set as global values.



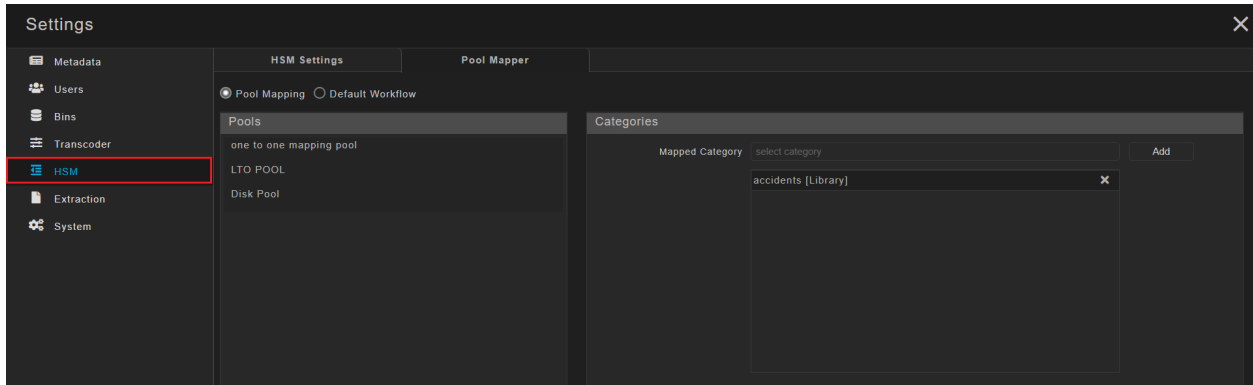
Observe while editing metadata, globally set custom metadata values are displayed in top position.



6.1.5 Metadata Profiles

Administrators can create and set metadata profiles based on the available custom metadata fields. Metadata profiles are mapped to categories, Tags, Custom metadata fields and will be displayed with lower order first in the metadata manager window. Users can fill in details of chosen metadata profile while tagging metadata to any media file. Mapped fields status can be seen as enabled/Disabled. User can create/Edit/Delete metadata profiles.

To set, Go to **Settings>Metadata>Metadata Profiles**



6.4 Extraction Settings

Administrators can add a template with keys to extract the metadata from the migrated files. Users can customize the template by adding / editing and deleting the templates and keys.

Deep Metadata Extraction:

Users can actually define the kind of metadata they wish to extract using regular expressions from the custom metadata. Eg: Extract only Abstract / Keywords/ Reviews from the content.

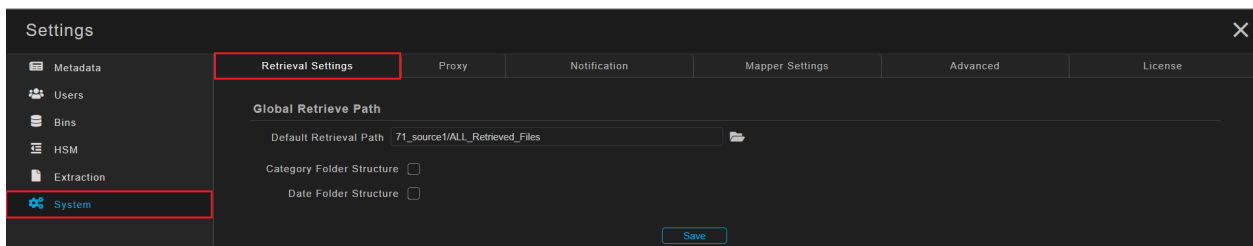
6.5 System Settings

An administrator can control default settings like Retrieval settings, Proxy settings, Notification settings, Mapper settings, advanced settings, and License settings.

To enable, Go to **Settings>System**

6.5.1 Retrieve Settings

Administrators can set a global retrieval path for all the users. On retrieve, retrieved file can be found in the default retrieve path.



- A. Category Folder Structure: On enabling this option, a file will be retrieved with the category folder structure.

E.g. If you retrieve a file from the category Library>Business, the file will be retrieved in the destination retrieval path in the same structure as Library>Business>File_name.

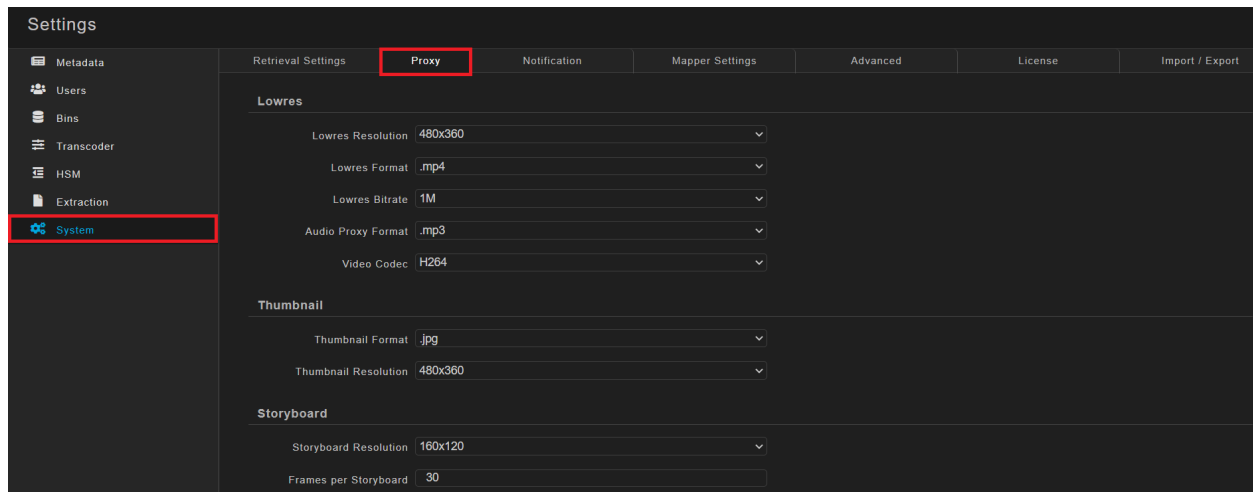
- B. Date Folder Structure: On enabling this option, a file will be retrieved with current date folder structure.

Eg: If you retrieve a file from Library, the file will be retrieved in the destination retrieval path as current Year>Month>Date>File_name.

6.5.2 Proxy Settings

Administrators can customize and set proxy settings for media files to generate lowres, thumbnail and storyboard. All proxies will be generated based on these settings.

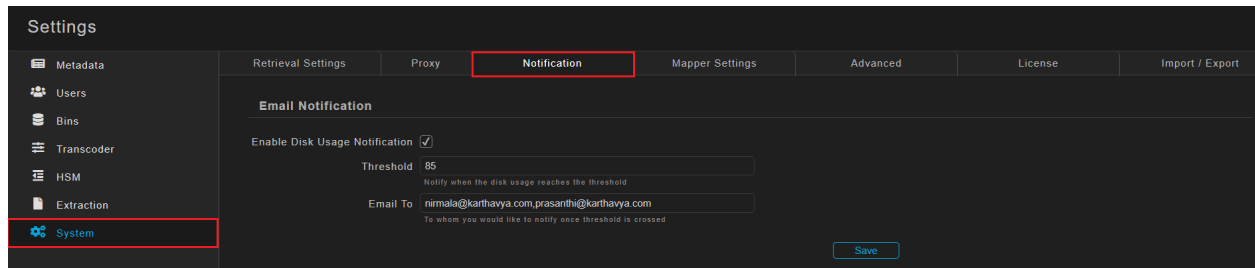
To enable, Go to **Settings>System>Proxy**



6.5.3 Notification Settings

Administrators can set Email notifications to monitor Disk Usage. A threshold for disk usage can be set and once the threshold is crossed an email will be sent notifying disk usage. Administrators can set as many emails as needed using comma after each email id as shown in the screenshot below.

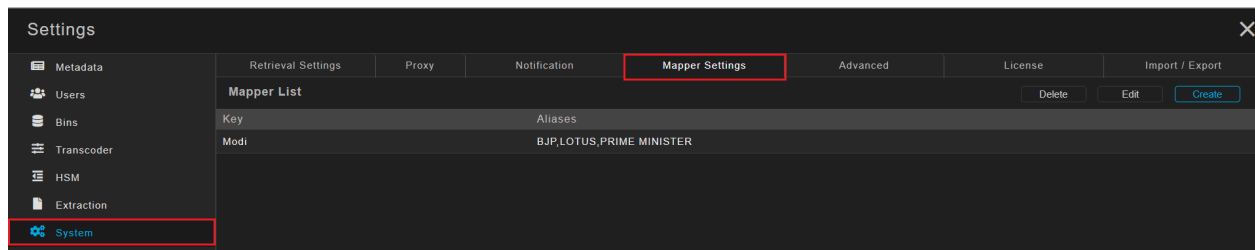
To enable, Go to **Settings>System>Notification**



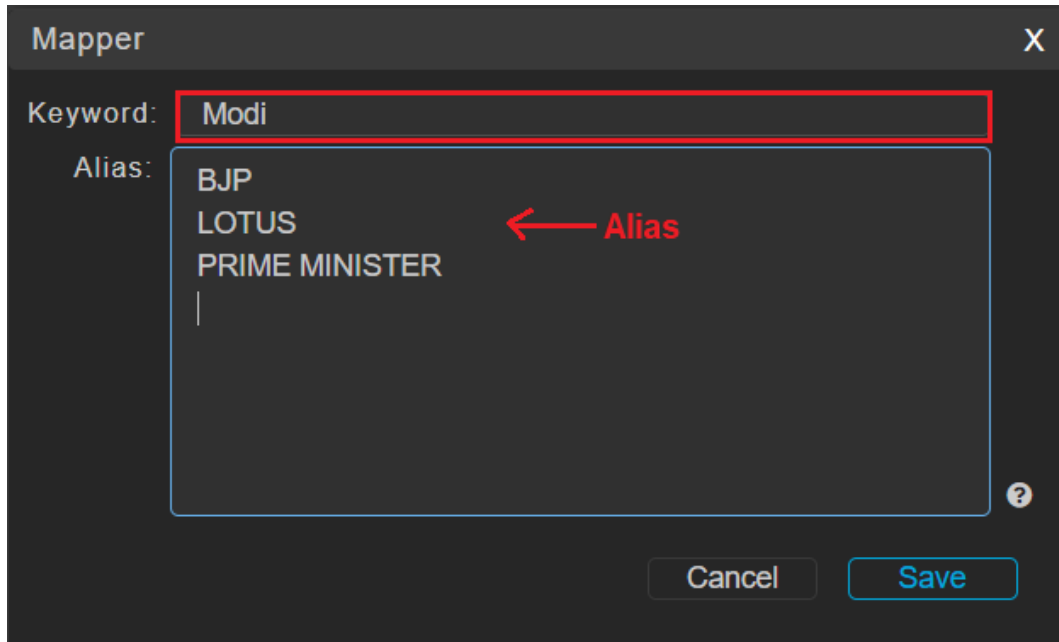
6.5.4 Mapper Settings

Administrators can do mapper settings by adding aliases for the keywords used for search. Eg: For keyword modi, you can add multiple aliases like BJP, Lotus, Prime minister etc. When a user searches using modi keyword, files having words like BJP,Lotus,Prime minister in its content will also displayed in the results.

To enable, Go to **Settings>System>Mapper Settings**



Click Create, Enter keyword and Alias details and save changes. User can edit and delete aliases as required.

A dark-themed dialog box titled "Mapper" with a close button (X) in the top right corner. It contains two input fields: "Keyword:" with the value "Modi" and "Alias:" with a list of values: "BJP", "LOTUS", and "PRIME MINISTER". A red arrow points from the word "Alias" to the list. At the bottom right, there are "Cancel" and "Save" buttons. A small question mark icon is located at the bottom right of the Alias list area.

Mapper

Keyword:

Alias:

← Alias

Cancel Save

6.5.5 Advanced Settings

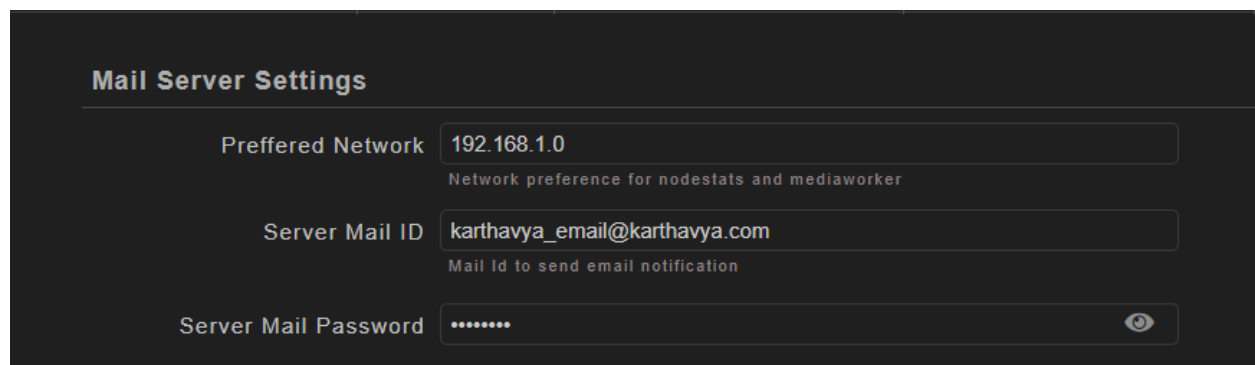
Administrators can do Mail Server Settings, Default Settings, Search Settings, Deep Index Settings, Ingest Settings and Notifier Settings from the advanced settings section.

To enable, Go to **Settings>System>Advanced**

A. Mail Server Settings

Here, Administrators can do Mail Server Settings providing network, server mail id and password.


To enable, Go to **Settings>System>Advanced>Mail Server Settings**

A dark-themed form titled "Mail Server Settings". It contains three input fields: "Preffered Network" with the value "192.168.1.0" and a tooltip "Network preference for nodestats and mediaworker"; "Server Mail ID" with the value "karthavya_email@karthavya.com" and a tooltip "Mail Id to send email notification"; and "Server Mail Password" with a masked password "....." and a toggle icon for visibility. The form is styled with a dark background and light text.

Mail Server Settings

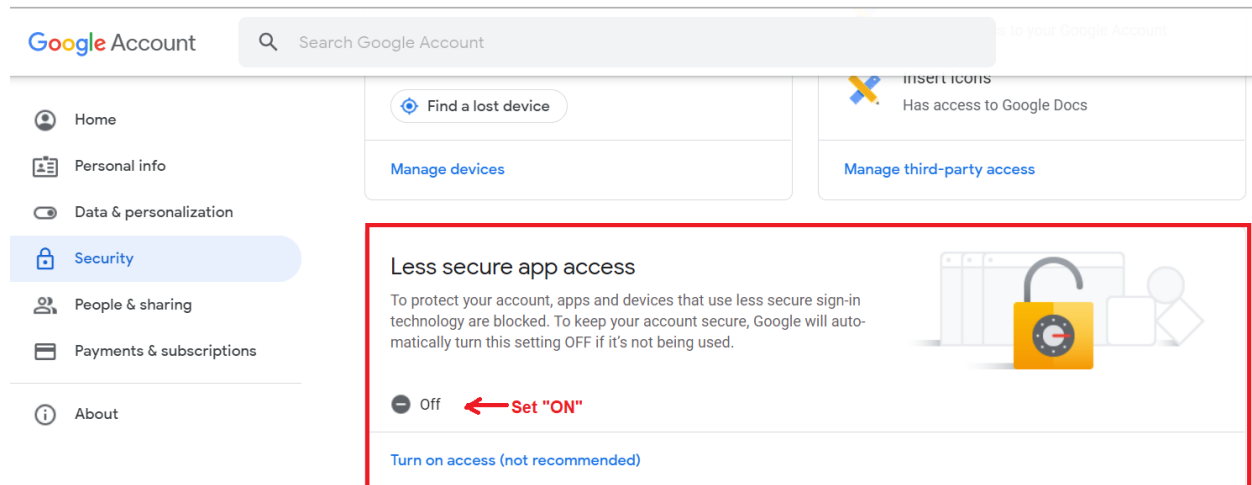
Preffered Network
Network preference for nodestats and mediaworker

Server Mail ID
Mail Id to send email notification

Server Mail Password 

👉 **NOTE:** Set enable email operation=True in mam_config.py file and restart supervisor services.

👉 **NOTE:** Login with server email in google and set less secure apps “ON” under account security as below.



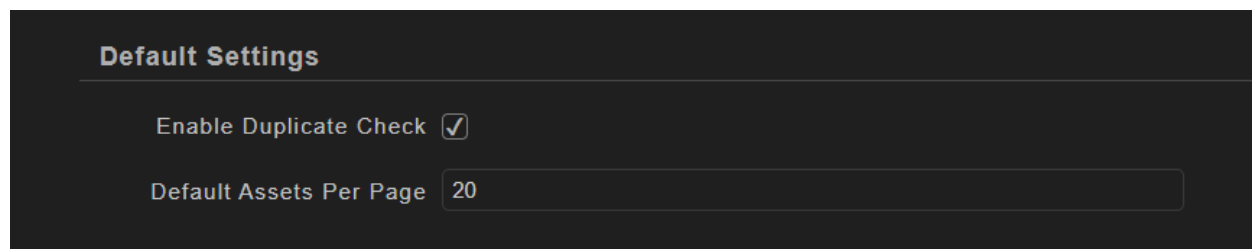
B. Default Settings

From default settings administrator can set a duplicate check option for assets (Both Source and Library assets).

Duplicate Check: Enabling this allows users to view duplicates of the same file which are present in different paths with different names. Duplicates are grouped in colors.

Default assets per page: Administrator can set display of assets per page. Eg: Bins/Library/Reports/Audit trail pages.

To enable, Go to **Settings>System>Advanced>Default Settings**





NOTE: Checksum and Polling should be enabled to the bin.

C. Search Settings

Administrators can set advanced search parameters like separator, auto suggestion while searching assets.

Search Separator: Eg: If you want to search a media file which contains both words like rahul, modi then setting & operator your search results display media files containing words both rahul and modi with highlight.

Min Text Length: Auto suggestion will suggest matched keyword text while searching. Keywords can be from file or content. Users can set the auto suggestion text length. Minimum text length should be at least two characters for auto suggestion to work.

Elasticsearch IP: Elastic search is a search engine for all types of data. Since elastic search will be installed while deployment, this field should be updated with your mediaworker server ip automatically, else provide the ip address manually.

Elastic Index Name: Elastic Index name is pre-defined while deployment. Eg: test_archive as in screenshot.

To enable, Go to **Settings>System>Advanced>Search Settings**



NOTE: Highlight for searched keywords can be seen in Details Page View

Search Settings

Search Separator	<input type="text" value="&"/>
	<small>Separate two keywords using search separator</small>
Min. Text Length	<input type="text" value="2"/>
	<small>Minimum text length for auto suggestion</small>
Elastic Search IP	<input type="text" value="192.168.1.75"/>
Elastic Index Name	<input type="text" value="test_archive"/>

D. Deep Index Settings

Administrators can do deep index search settings for HTML and Doc pages.If a user wants to search a content from Title/Heading/Paragraph/All, then select the option from drop down for HTML/Docs and save changes.

Deep Indexing Settings

HTML	<input type="text" value="title"/>
Docs	<input type="text" value="heading"/>

E. Ingest Settings

Administrators can do Ingest settings by configuring 4 flags given below.

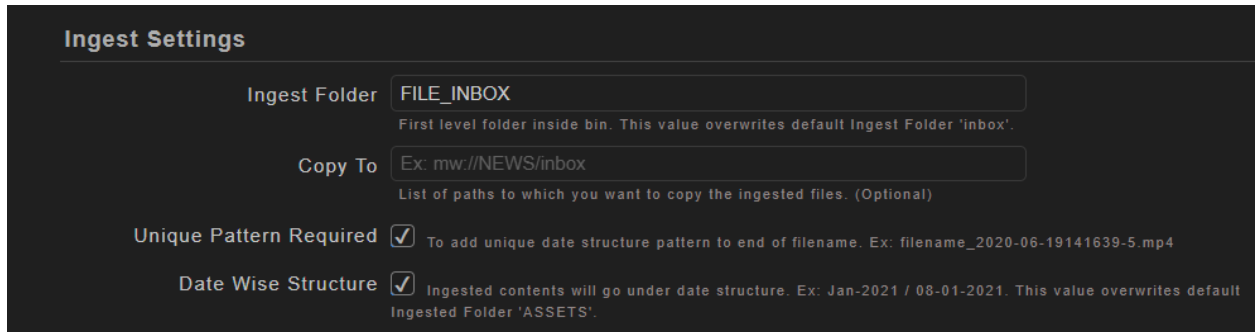
Ingest Folder:First level folder inside bin (FILE_INBOX), ingest happens from this path. By default, the ingested files will go under the folder called 'inbox'.

Copy Path: COPY_PATH is an Optional field. Users can enter the bin level path where they wish to copy the same content.

Unique pattern required: To add unique date structure pattern at the end of ingested file.
Eg:filename_2020-06-19141639.mp4.

Date-Wise Structure:Enable this checkbox to ensure the content goes in a Date wise Structure . ie. Jan 2021 > 29-01-2021.

To enable, Go to **Settings>System>Advanced>Ingest Settings**



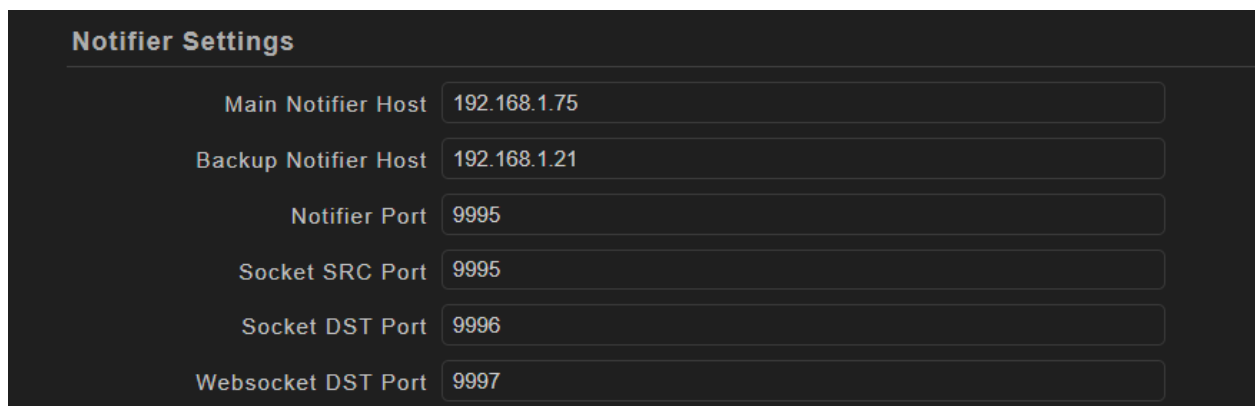
The screenshot shows the 'Ingest Settings' page with the following configuration:

- Ingest Folder:** FILE_INBOX
First level folder inside bin. This value overwrites default Ingest Folder 'inbox'.
- Copy To:** Ex: mw://NEWS/inbox
List of paths to which you want to copy the ingested files. (Optional)
- Unique Pattern Required:** ☒ To add unique date structure pattern to end of filename. Ex: filename_2020-06-19141639-5.mp4
- Date Wise Structure:** ☒ Ingested contents will go under date structure. Ex: Jan-2021 / 08-01-2021. This value overwrites default Ingested Folder 'ASSETS'.

F. Notifier Settings

Administrators can set Main Notifier Host ip and Backup Notifier Host ip as in screenshot.

To enable, Go to **Settings>System>Advanced>Notifier Settings**



The screenshot shows the 'Notifier Settings' page with the following configuration:

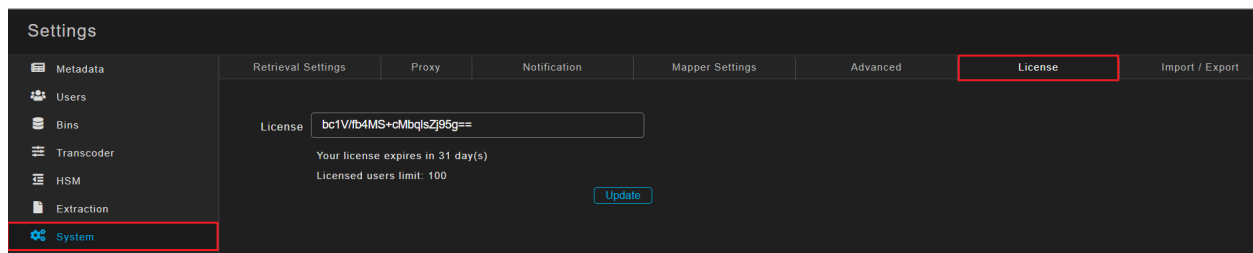
- Main Notifier Host:** 192.168.1.75
- Backup Notifier Host:** 192.168.1.21
- Notifier Port:** 9995
- Socket SRC Port:** 9995
- Socket DST Port:** 9996
- Websocket DST Port:** 9997



NOTE: Ensure to set up correct notifier settings to receive all notifications in the web application.

6.5.6 License Settings

Support / IT team can set up a licence for MAM Web usage providing the license key with validity and number of users for this license. To enable, Go to **Settings>System>Advanced>License**

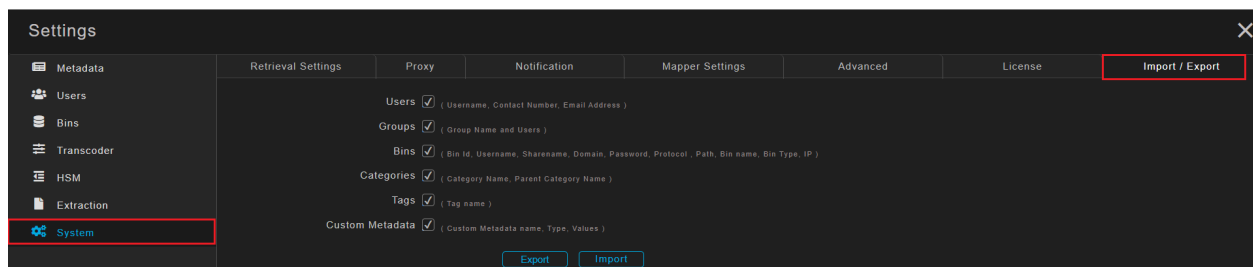


NOTE: Licence key can be generated by authorized personnel after deployment running MAM_License_generator script as per validity and users.


6.5.7 Import / Export Settings

Administrators can set up import and export of collections like Users,Groups,Bins,Categories,Tags, Custom Metadata as xlsx. All collections import file XLSX heading should be the same as described next to collections as in screenshot while importing.Imported files can be found in the user's retrieve location.

To enable, Go to **Settings>System>Advanced>Import /Export**



 **NOTE:** Ensure Retrieve bin settings are done.

 **NOTE:** Only Manage all user can see the Import/Export options.