IN2IT social

User guide v 3.3

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Introduction

IN2IT social is a software designed for journalists and operators, that allows to search, preview, select and process content from social networks and various web sources to their newsroom and production environment.

IN2IT social user interface is intuitive and makes everything easy, from search to ingest. It embeds the porwerful search engine from Nunki.co. IN2IT social also offers a Google Chrome plugin allowing users to start a process direcly from the web page where the content has been published.
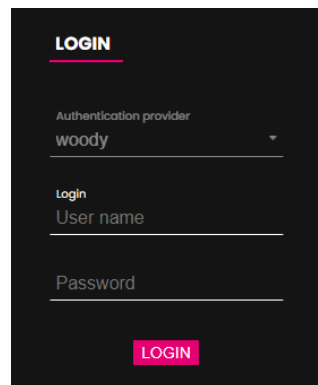
This document describes the user interface, the content search and the ingest procedure.

1. Access IN2IT social user interface

IN2IT social user interface is a web page reachable from any Web Browser (Google Chrome is recommended) that have access to the IN2IT social back-end service.

► You can reach the user interface with the address defined by the administrator, i.e. https://social-eu.woody-technologies.com/ux

You should ask your administrator to know the address of your IN2IT social instance.

LOGIN

Authentication provider
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Login
User name

Password

LOGIN

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General overview of the IN2IT social interface

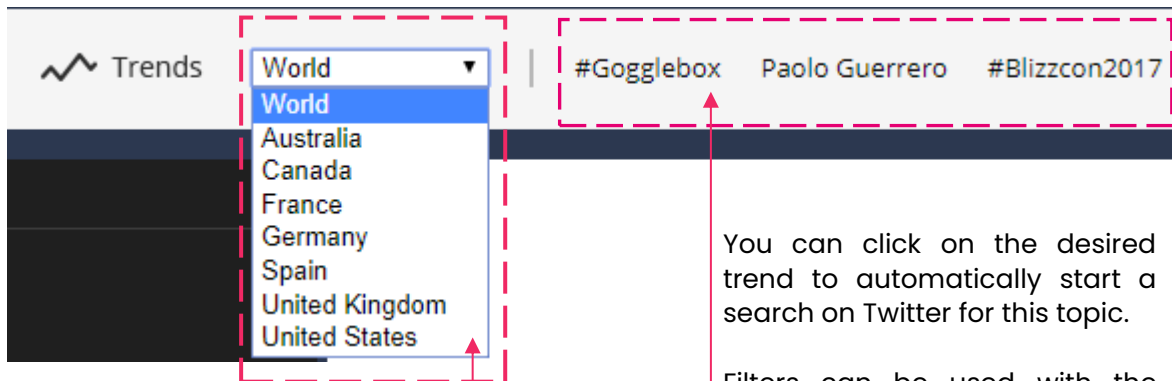Country selection to get trending topics

Selection of search type

Search results area, from where content can be preview or drag and dropped to the selection area.

Selected content, start and monitor ingest tasks

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2. Search

2.1 Trending topics

IN2IT social allows you to display the trending topics on Twitter for the selected region in the drop-down list menu.


Select the desired country to display the related trends.
The countries list is configured by the administrator.

You can click on the desired trend to automatically start a search on Twitter for this topic.

Filters can be used with the advanced search features (cf. §2.5)

2.2 Search by Location

Use search by Location with a searching place or use a diameter of up to 25km (15 miles) to find relevant content posted from a specific area.

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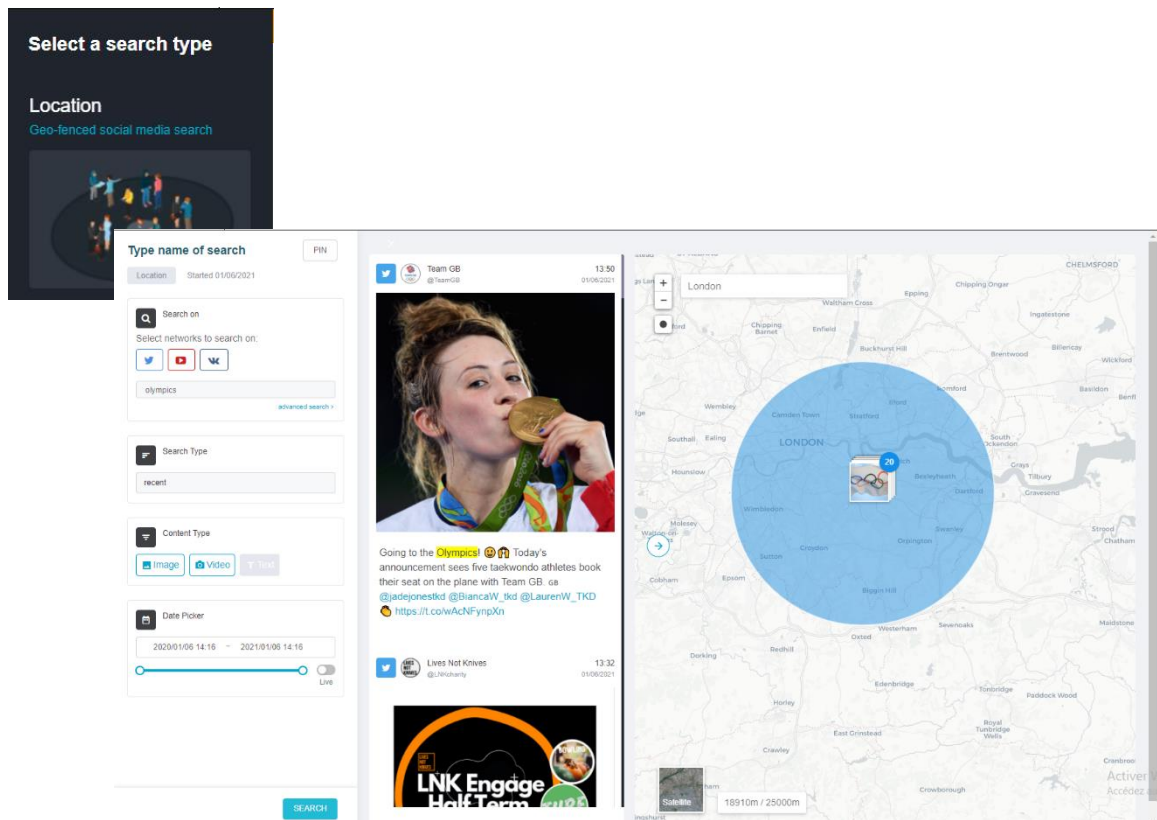
2.3   Search by Keywords

Search by Keywords and find the relative content. Select the networks to search on, choose the content type you are looking for (Image, Video or Text), delect a publishing date range and choose if you prefer finding the most recent, the most relevant or the most popular content.

2.4   Search by lists of Twitter accounts

You can search the trending topics based on Twitter accounts lists that you have previously created in IN2IT social.
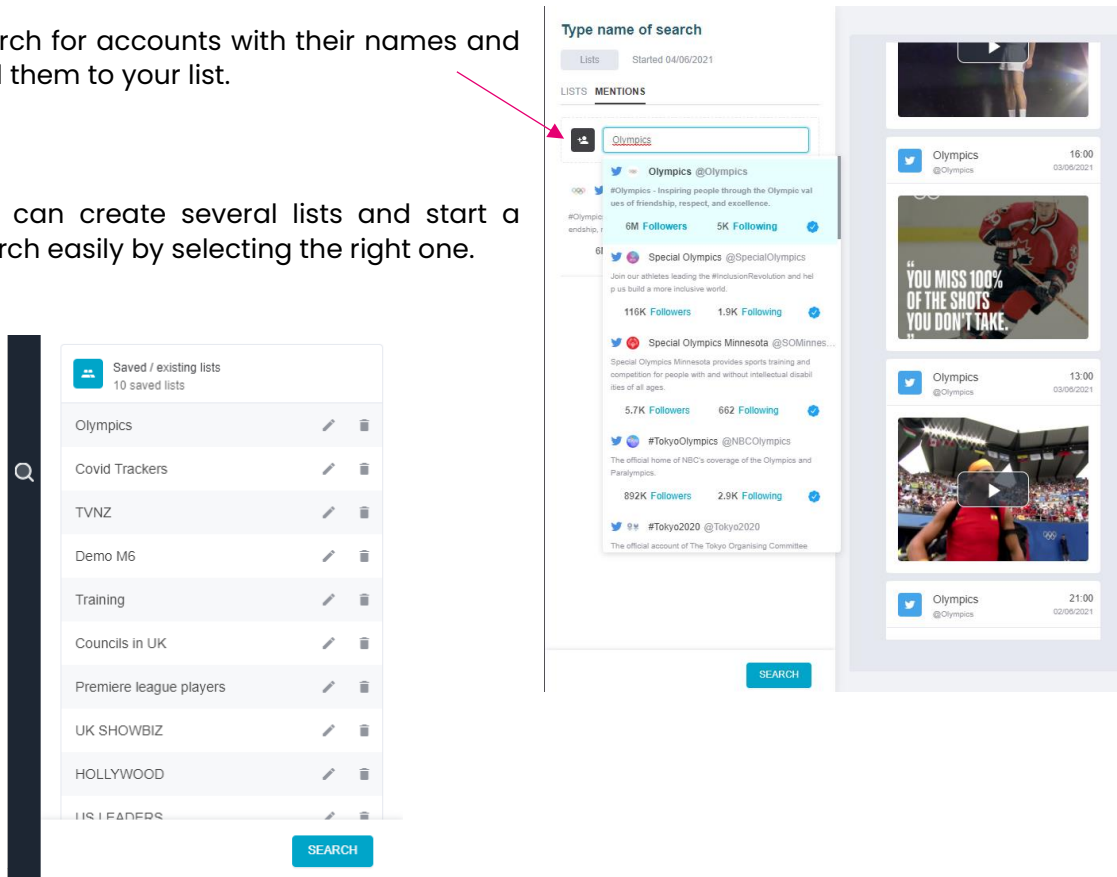
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Create your own lists by adding Twitter accounts you are interested in. You will be able to see the latest posts published by the accounts you have selected.

Create and name your list first.

Search for accounts with their names and add them to your list.

You can create several lists and start a search easily by selecting the right one.

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2.5   Advanced search

You can go deeper on the filtering and use the advanced search settings.

You can combine various advanced criterias to refine your search. You'll be able to select the network to search on, a publishing time window, the search type and more.

Select the social networks you want to search in. Available networks can vary depending on the other criterias or on the type of search.

Exclude or add more terms to your search query.

Filter tweets by language or users.

Various sorting options are available: Recent, Relevant or Popular content.

Select which type of content you will look for.

Define a publishing time range here.
Enable "live" to get automatic updates of your search results.

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2.6   Saved searches

Want to save your search? Name your search and use the PIN button to save it on the homepage of IN2IT social. Results will be automatically updated.

Your search is pinned on the homepage. You can give it a custom name and save as many searches as you like. Saved searches are shared across your organization.

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3. Preview and selection of search results

Videos and photos are available from Twitter, VKontakte, Youtube and Vimeo
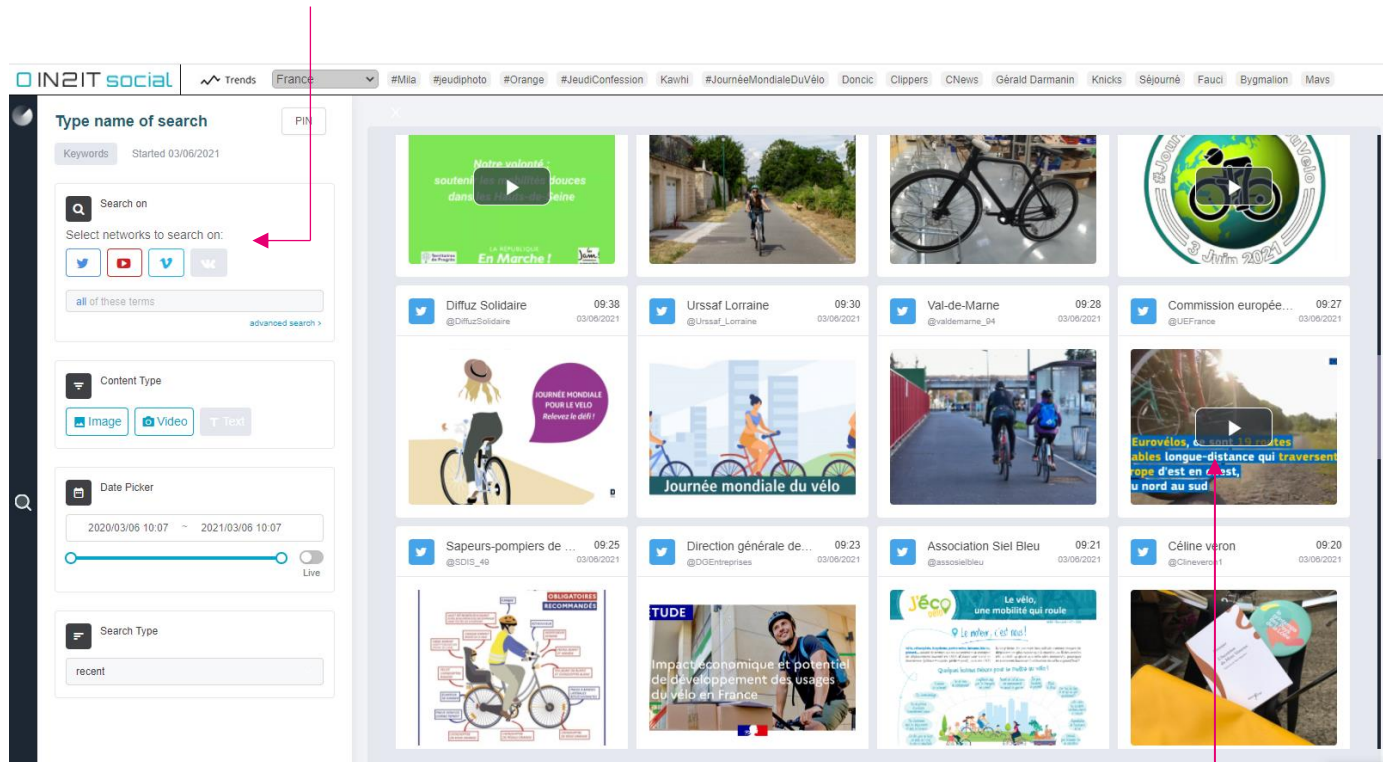
You can preview any video with a click on the thumbnail.

▶ See more about one result by clicking on the "details" button. This helps you knowing more about the account who posted the content (number of followers, previous posts,...) and the post itself (full description).
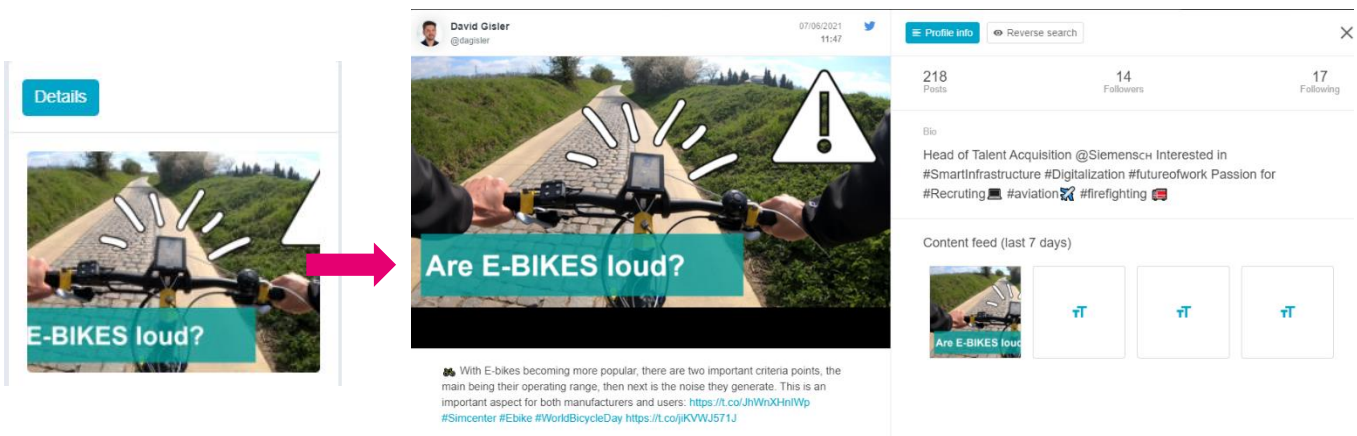
You can also use the reverse search button to check with Google if the picture or video has already been posted on a different webpage before. This is a good tool to check if the content you have found is original. If the content is geo-tagged, you can also you the "map" and "street view" features to visualize the place where the content was posted from.

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▶ Once you have decided which content you want to work with, you simply need to drag & drop it to the selection cart, as shown on the picture bellow.
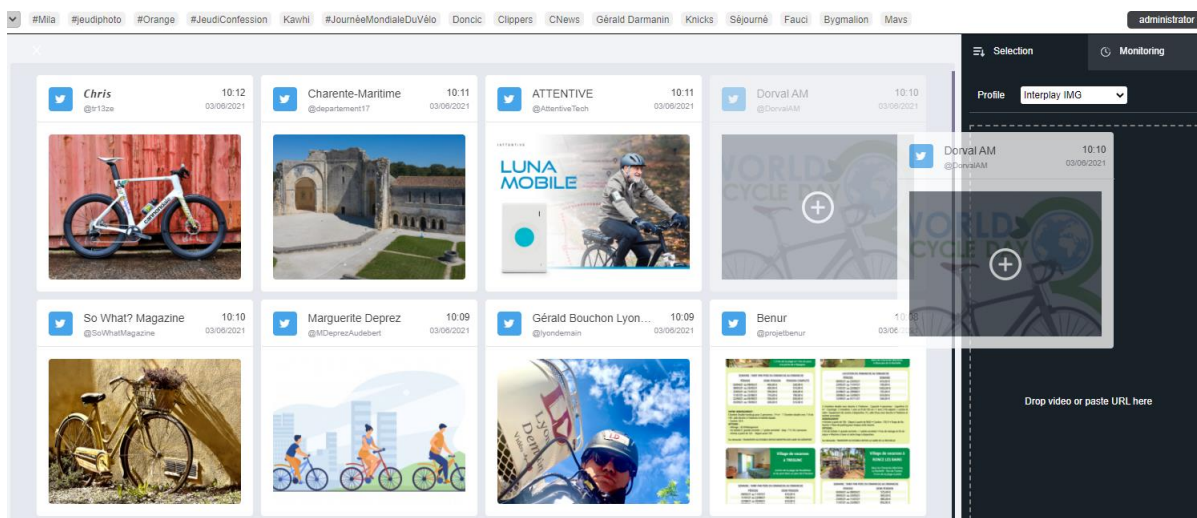
You can add as many content as you want in the selection cart before triggering the ingest.

4. Direct ingest from URL

IN2IT social allows to add content to the selection list from a website URL.

It's as easy as copy & paste to the selection.

▶ Copy the website URL

🔒 instagram.com/p/CPI3I6unKmO/

▶ And simply past in the selection area with a right click   Paste URL

You can also drag & drop a URL directly into the selection area to make it analysed.

The supported websites are listed below. Note that the media has to be available without authentication. Live feeds ingest is not supported at this moment.

Unified search

Plugin and URL ingest


and many more...

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5. Ingest profile selection and metadata filing

5.1 Ingest profile

The ingest profile is configured by the administrator and contains all the ingest settings. Several profiles can be configured to handle different targets.

For each ingest profile, metadata fields can be configured by the administrator. Some fields can be mandatory.

▶ You have to fill them before ingest.
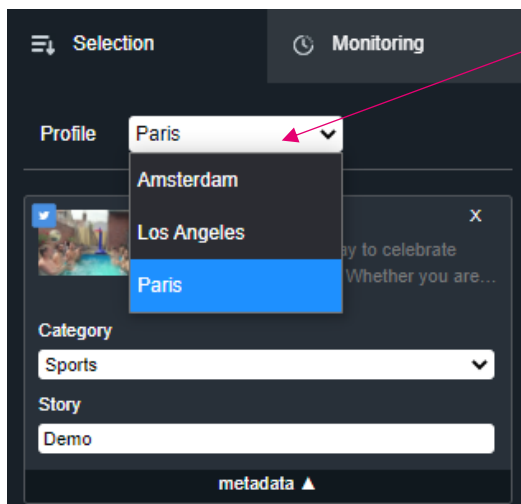
You can select the ingest profile from this dropdown menu.

ⓘ *Ingest profiles are assigned to your login. If you don't see the correct ingest profile, please contact your system administrator to check your*

Metadata fields circled in red are mandatory to complete. Metadata can be free text or dropdown lists.

5.2 Metadata

Why metadata is so important to fill? Based on the metadata you will set, the videos or photos that you want to be ingested will be well named and organized in the target environment.

Indeed, the administrator can configure naming and grouping rules based on the metadata you will fill. Therefore, it will be easier for you to find your contents in the asset management system or on the production storage.
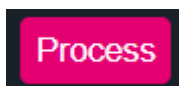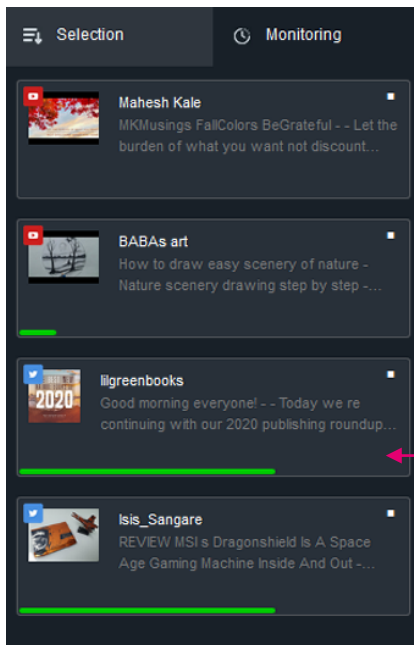

▶ Click on this button to trigger the ingest.

6. Monitoring

You are almost done! You can check in the monitoring tab if your files went through.

On the right-hand side of the page you can see the monitoring. If something went wong, the progress bar will be red. If your content was processed successfully, the progress bar will be in green.
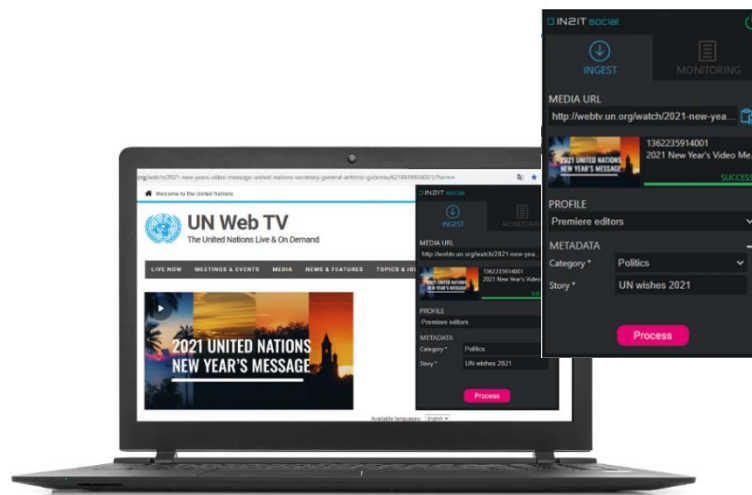
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▶ You can right click on a thumbnail to open the source url in a new tab, or reprocess the content.
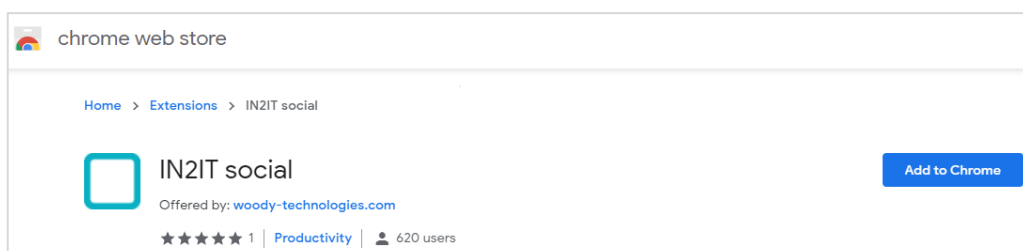
Job progress

7. Google Chrome plugin

IN2IT social plugin for Google Chrome allows you to find out if the website you are navigating on is compatible, and to trigger processing of a photo or video directly from the web page. The extension allows you to choose your ingest profile, add metadata and monitor the process.
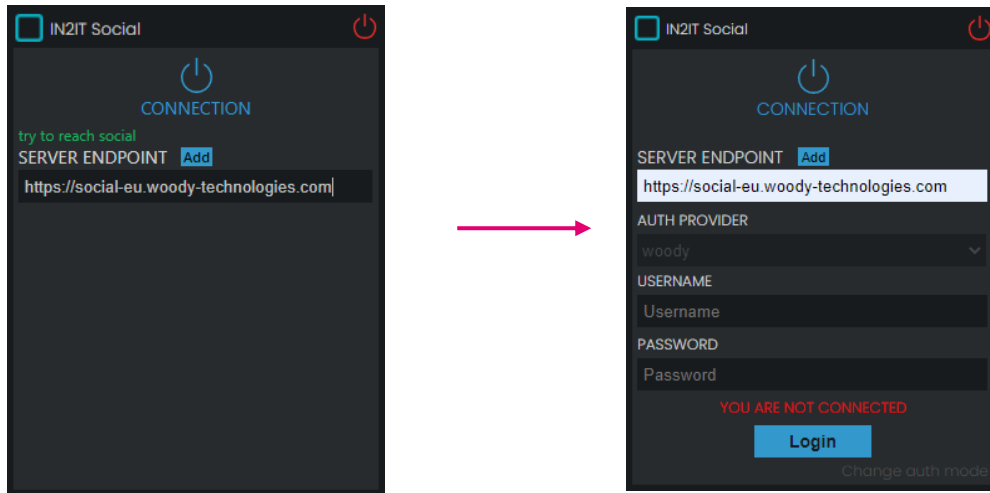

▶ Download the extension on the Chrome Web Store and add it to your browser:

https://chrome.google.com/webstore/detail/in2it-social/kphbkijmjbcddfjffikgdngoibfiafnc?hl=en

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▶ Connect to the server endpoint

You should ask your administrator to know the address and credentials of your IN2IT social instance.
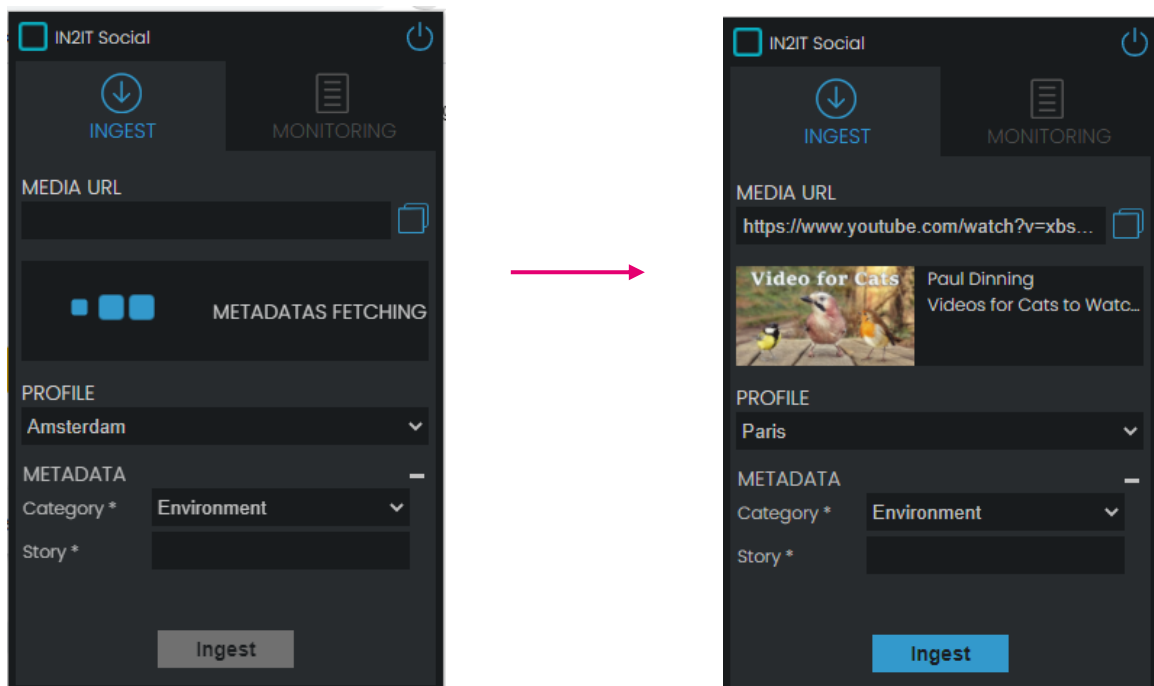

The blue square icon of IN2IT social will appear in your extensions bar.

The plugin starts to analyze the navigation URLs after login (if you are already on the page, you need to reload after login). It turns filled with blue if the website is compatible:

When clicking on the icon, the URL is analyzed and the source metadata is extracted if possible.

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▶ Fill the metadata

▶ Trigger Ingest and monitor the result