

Archive Analysis

Overview

In the Archive Analysis section in Backstage, you can filter your media files by specific criteria and track downloaded and invoiced media.

Module structure

The Archive Analysis module in **Media Management > Statistics > Archive Analysis** is divided into two areas:

- **Archive Analysis (1st tab)**
 - View all analysis runs
 - Create new runs
- **Executed Archive Analysis Runs (2nd tab)**
 - View all completed runs and their settings.
 - View a list of all media files in the current selection for verification and export

Archive Analysis / Overview

Archive Analysis	Executed Archive Analysis Runs							
Edit ▾								
Quick Search Filter Sorting Views ▾ Export								
	ID ↑	Name	Status	Periodic Exe...	Last Run	Next Run	Date Created	Date Last Chang...
☰	3	Nutzungsanalyse_2	Waiting for Executio		00.00.0000 00:00:00	05.05.2025 11:58:46	05.05.2025 11:58:18	05.05.2025 11:58:46
☰	2	Nutzungsanalyse_1	Waiting for Executio		00.00.0000 00:00:00	05.05.2025 11:56:01	05.05.2025 11:50:27	05.05.2025 11:56:01
☰	1	Nutzungsanalyse_Test	Finished with Succes		05.05.2025 11:29:22	00.00.0000 00:00:00	05.05.2025 11:28:56	05.05.2025 11:29:28

Archive Analysis Overview

Set up and run archive analysis

You can create an analysis template with specific criteria and run analyses multiple times, for example to evaluate:

- All media by a specific author that are older than 6 months

- All RM media from the past year
- All videos from the last 3 weeks

To create a template for your Archive Analysis and start the execution, follow these steps:

1. Navigate to **Media Management > Statistics > Archive Analysis**.
2. In the **Archive Analyses** tab, select **Edit > New**. In the **New Archive Analysis** window, configure the following:
 1. In the **Name** field, enter a descriptive name for the template.
 2. In the **Media Selection** panel, define the criteria for the analysis:
 - **Medium Date Filter**: Enable the option to filter media by date, specify the reference date field and the time period or cutoff date for the analysis.
 - **Author Filter**: Enable the option to filter media by author, select the authors, partners, author pools or syndicates for analysis.
 - **Metadata Filter**: Enable to filter media for an archive analysis by metadata. Options include full-text search, searching within a specific metadata field, or filtering by media type.
 3. Click **Apply Filter**, the field will display how many media files meet the selection criteria.
 4. In the **Marking of media in financial documents** panel, choose how to review media files used in financial documents:
 - **Apply to financial documents**: Turn on this option to review all media files linked to finance documents (such as invoices or credit notes).
 - **Documents per date**: Also activate this checkbox to filter the finance documents by date (for example, to include only documents from the past year).
 - When both options are active, the system displays the number of times each media file appears in financial documents and calculates the total net amount for the selected period.
 5. In the **Mark downloaded Media** panel, you can review media downloaded in high resolution, with optional filters by date and access type (for example, only downloads from the Sales area).
 6. Complete the usage analysis by clicking **Save** or **Save and Execute Now**.
 7. To view all completed analyses, go to the **Executed Archive Analyses** tab. There you can review all settings and see a list of all media in the current selection for verification and export.

Important

The analysis considers only high-resolution downloads and excludes all preview downloads.

Further information on the overview

Metadata Filter: ☒

Search Language:

English (USA)

▼

Logic	Search Filtering	Selection	Database Field	Value *
and ▼	Media Type ▼ Full Text Meta Data Media Type	=		Image ▼ + -

Apply filter

Number of media based on selection criteria:

253

Archive Analysis window > Media Selection panel: Metadata Filter

▼ Mark downloaded Media

Media that have already been downloaded can be marked in the Media Overview.

Apply to downloaded Media:

?

☒

Downloads by Date:

☐

Downloads by Access (Sales):

?

☒

Downloads by Access (Purchasing):

?

☐

Downloads by Access (Administration):

?

☐

Archive Analysis window > Mark downloaded Media panel: Analysis setup to review high-res downloads by accesses in the Sales area

Review archive analysis results

In the **Executed Archive Analyses Runs** tab, you can view all completed analyses with their settings.

At the bottom, in the **Media based on selection criteria** table, there is a table overview of

filtered media for review or export. The table displays the following details:

- **Status: Downloaded / Billing-Relevant**
Indicates whether a media item was downloaded or used in billing-related documents. If both apply, the higher status **Billing-Relevant** is shown.
- **Number of downloads**
Shows the count of high-resolution downloads for selected media. Any date or access restrictions are applied (for example, only downloads from the past year by Sales users).
- **Uses in sales relevant documents**
Displays how many times the selected media file appears in billing-related documents (for example, invoices, credit notes). Date restrictions are applied if set (for example, only last fiscal year).
- **Net Sum**
Shows the total net amount generated by the selected media across all documents. Date restrictions apply (for example, only last fiscal year).

Media based on selection criteria							
Quick Search Filter Sorting Views Export							
Media Numb...	Status	Author Code	Filesize (MB)	Number of downloads	Number of usages in sales ...	Net Sum	
00000781	Billing-relevant	UR000037	2,09	3	1	444,00 €	
00000782	Billing-relevant	UR000037	2,71	2	1	333,00 €	
00000784	Billing-relevant	UR000037	0,03	3	1	222,00 €	
00000327	Billing-relevant	UR000034	1,87	1	1	11,00 €	
00000438	Billing-relevant		0,68	1	1	4,00 €	
00000433	Downloaded		3,76	2	0	0,00 €	
00000686	Downloaded	UR000037	5,01	1	0	0,00 €	

Archive Analysis window > Executed Archive Analyses Runs tab: Analysis results based on the selected criteria

Note

The integrated table functions allow you to search, filter, and sort records. For more information on these functions, as well as how to set up custom views and use the export function, see the **Advanced Table View** FAQ.