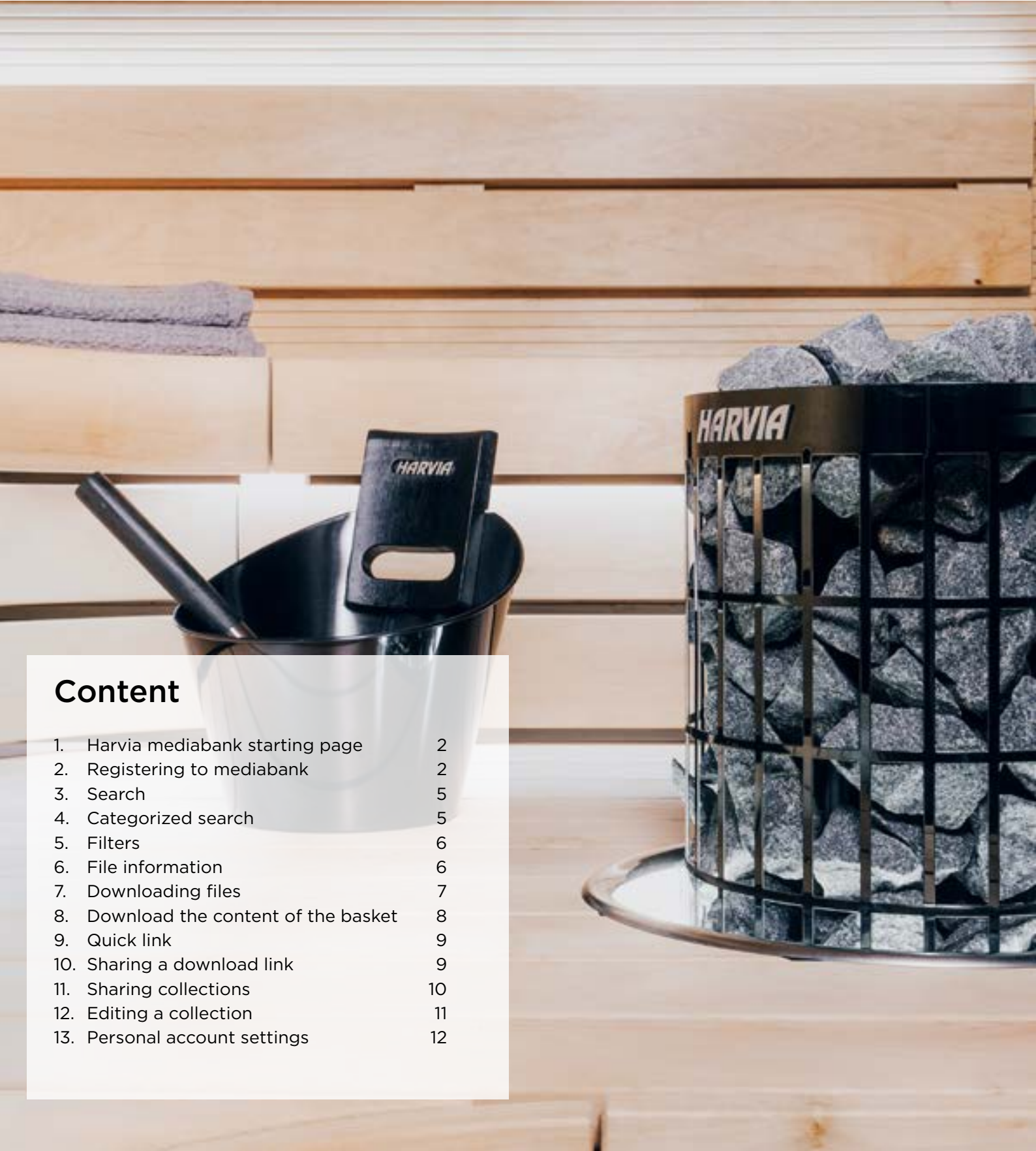




# MEDIABANK

## Instructions



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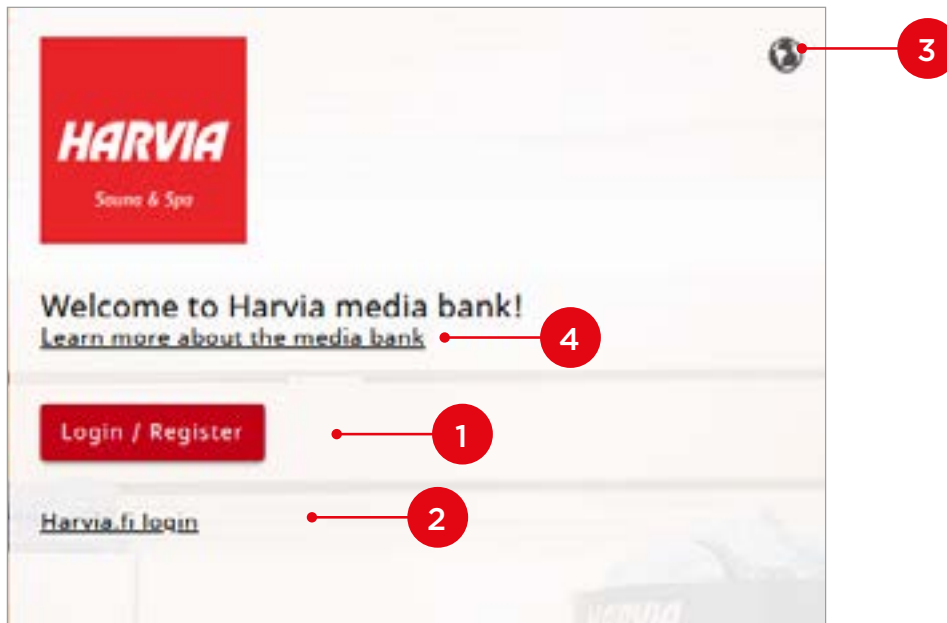
# 1. Harvia mediabank starting page



You can find Harvia's mediabank from the following site:

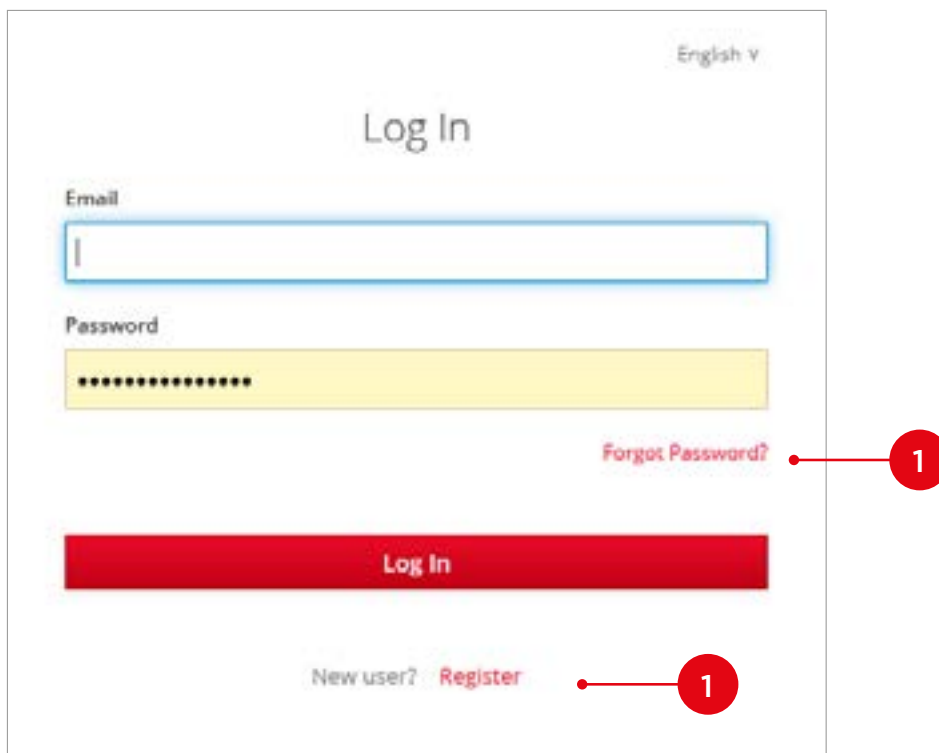
<https://mediabank.harvia.com>

If you have an account or want to register click the Sign In/Register button (1). If you have an @harvia account click Harvia.fi login (2). You can automatically access the mediabank with your Harvia credentials, you do not need to register. You can select your language to be either English or Finnish (3). You can find additional information about the mediabank by clicking the Learn more about the mediabank link (4)



# 2. Registering to mediabank

Click Register (1). If you already have an account, but have forgotten your password, click Forgot Password? (2).



Fill the application form thoroughly. Harvia Group, Retailer, and Partner users get extended user rights to mediabank after our revision.



English v

## Register

Group \*  
Please select...

First name \*

Last name \*

Email \*

Phone number

Company \*

Country \*  
Please select...

Your password must contain

- minimum 8 characters
- uppercase character
- lowercase character
- digit

Password \*

Confirm password \*

I have read the Terms & Conditions and I agree with them.

Register description

[Back to Login](#)

**Register**


Group \*  
Please select...  
Please select...  
Harvia Group  
Jälleenmyyjä / Dealer  
Kumppani / Partner  
Media & lehdistö / Media & Press  
Huoltoliike / Service  
Arkkitehti & rakennusliike / Architect  
Viranomainen / Authoritative

After the registration you will receive a confirmation to your e-mail.  
If you can not see the message, also check your spam. In problem cases contact:  
**marketing@harvia.fi**



English v

## Email verification

 You need to verify your email address to activate your account.


An email with instructions to verify your email address has been sent to you.

Haven't received a verification code in your email? [Click here](#) to re-send the email.

Click the link [Link to email address verification](#) (1).

Thank you for registering to Harvia Media Bank!

Please confirm your email address from the link below.

[Link to email address verification](#) 

If you have chosen to register as a dealer or a partner you will be granted a wider access after our review.

If the register attempt wasn't you, you can ignore this message.

Link will expire within 12 hours.

Finnish v

## Your email address has been verified.

Your email address has been verified.

[← Back to Application](#)

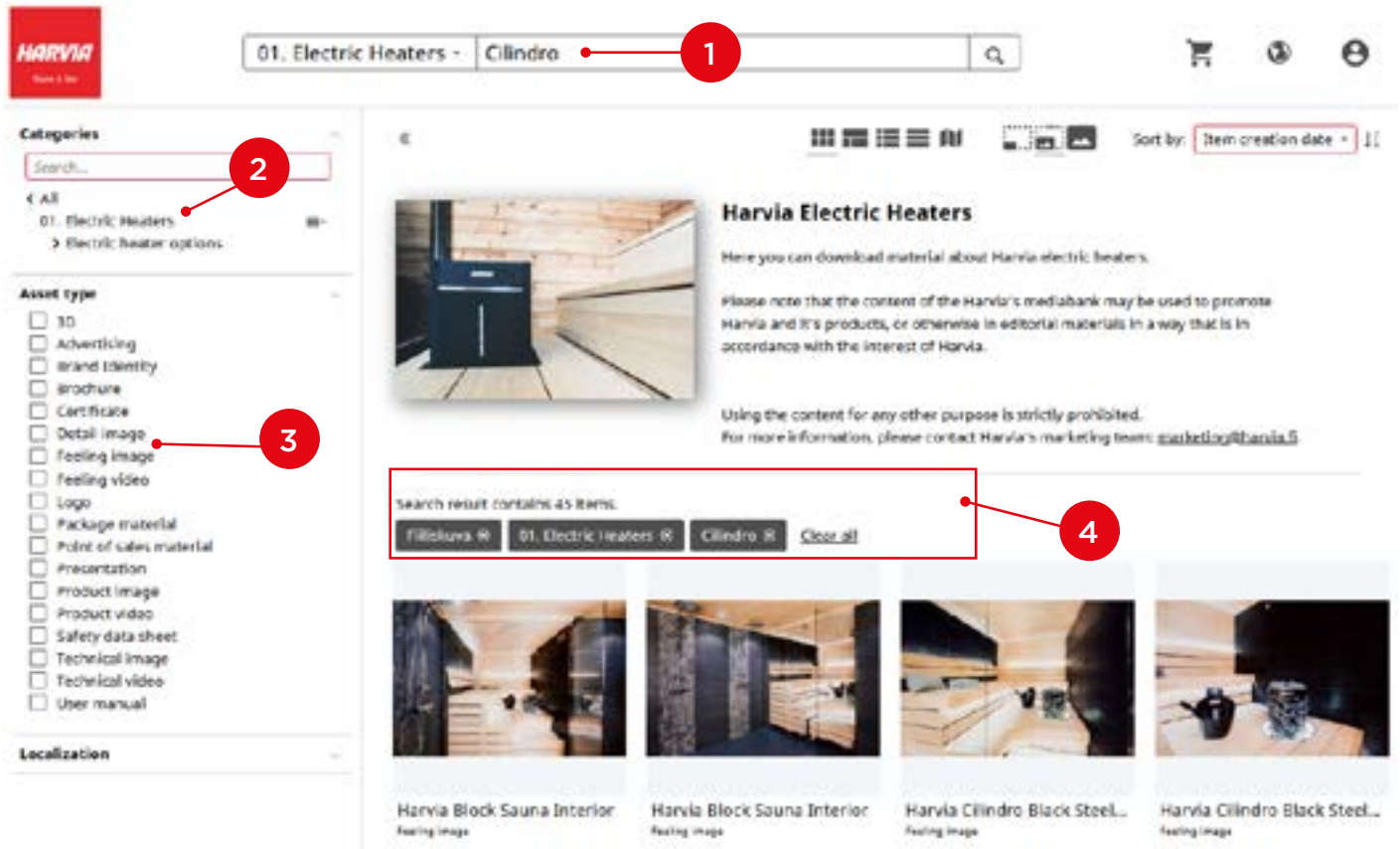
### 3. Search



Files can be searched from Mediabank in three ways:

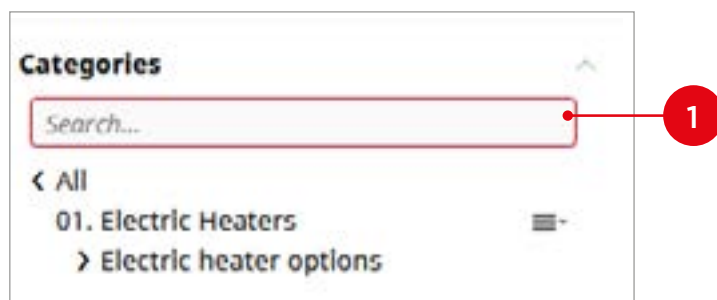
- quick search (1),
- categories (2) and
- filters (3)

The search results can be restricted by all of the methods at the same time. Note, that the active filters quick search (1), categories (2), filters (3) are shown on the search results row (4) from which they can also be turned off.



### 4. Categorized search

The file search can be narrowed down by categories (i.e. *Electric Heaters*). This way the search results show the category in case and its subcategories. Categories also have their own Search option (1) which searches for only categories.

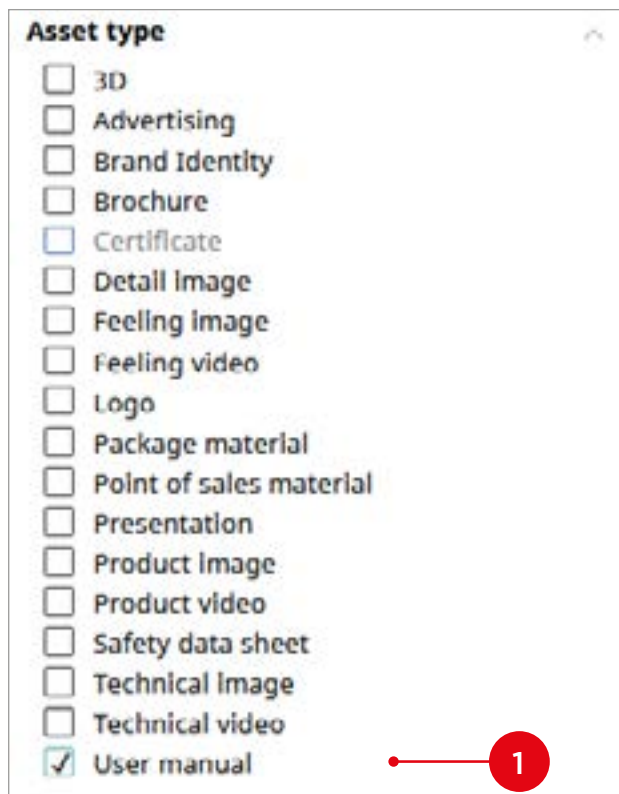





## 5. Filters

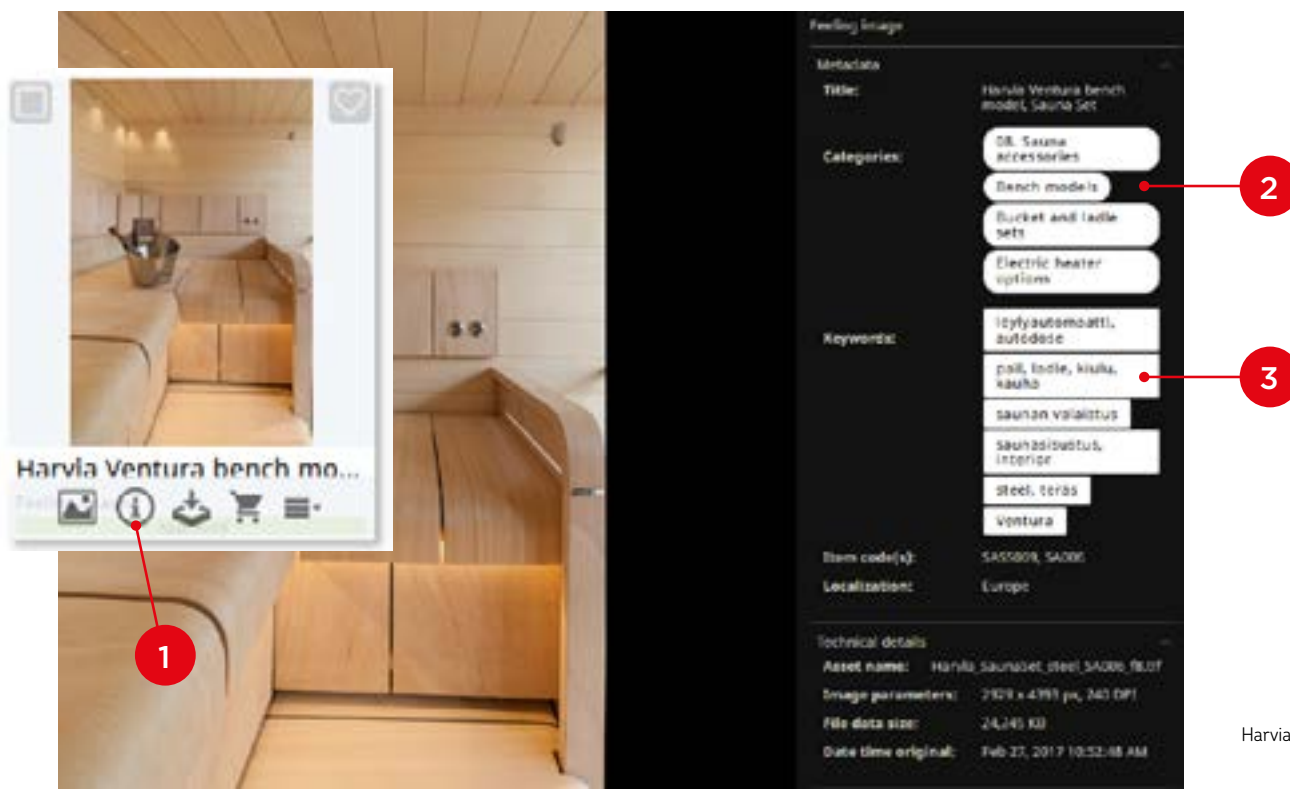


With filters the search results are narrowed by different file types, for example: *User manual* (1).




## 6. File information

By clicking the Information icon  (1) you can see the file information. You can search for similar content by clicking the Categories (2) or the Keywords (3).



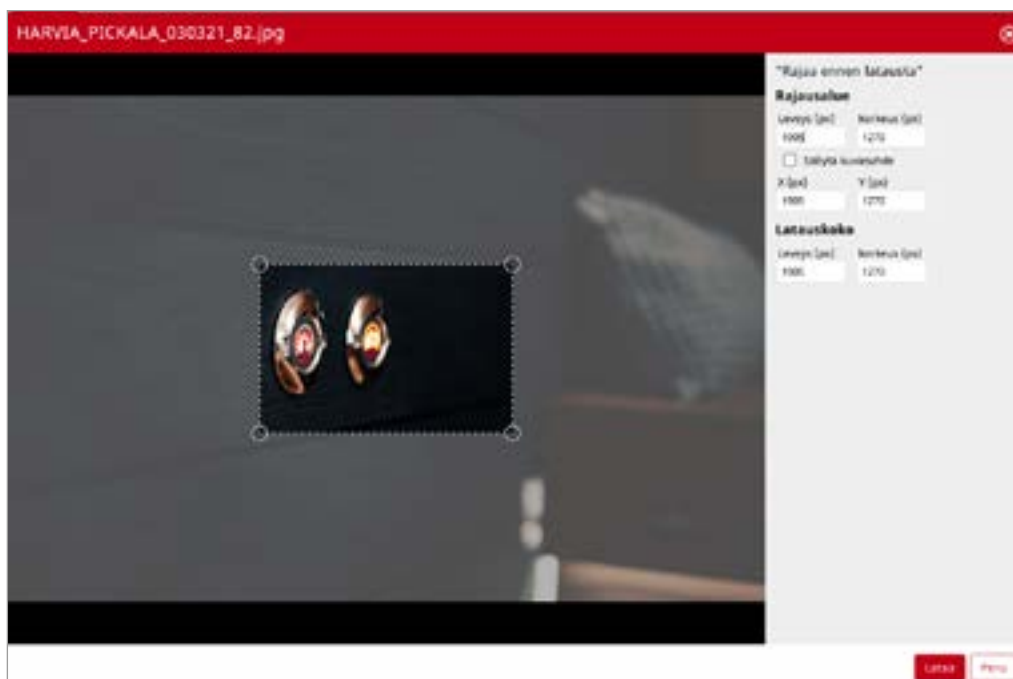
## 7. Downloading files



Download a single file by clicking the Download icon  in search results, information, or preview. Downloading a file opens a window in which you can choose the desired download format. Picture files can be downloaded in automatically defined downscaled sizes or you can crop the picture to your liking. Other file formats are always given the download option "Original".




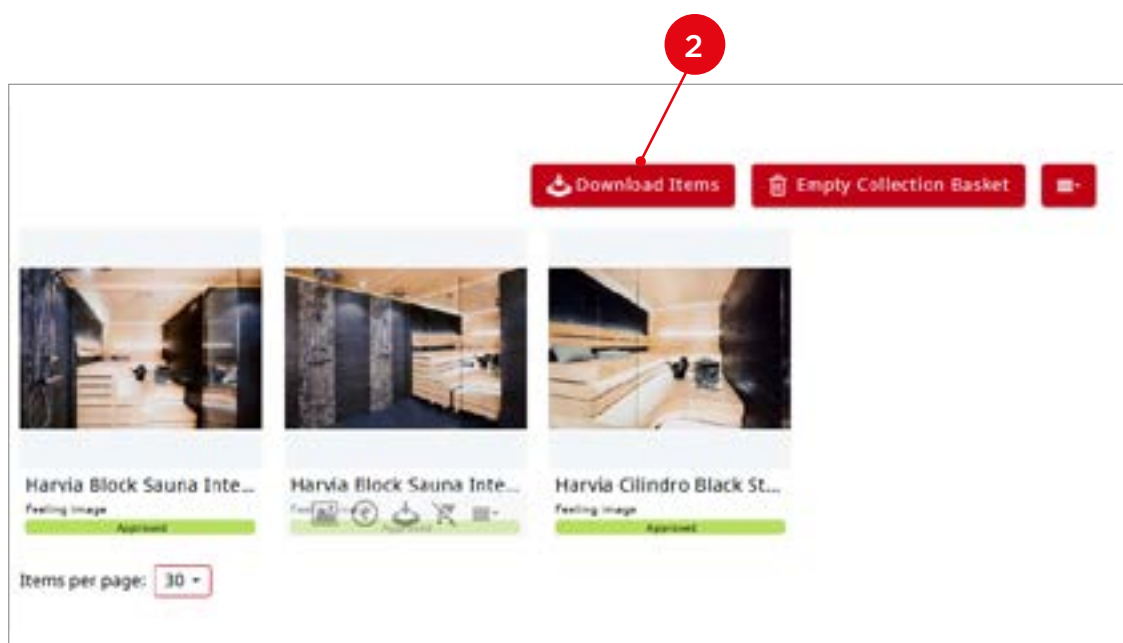
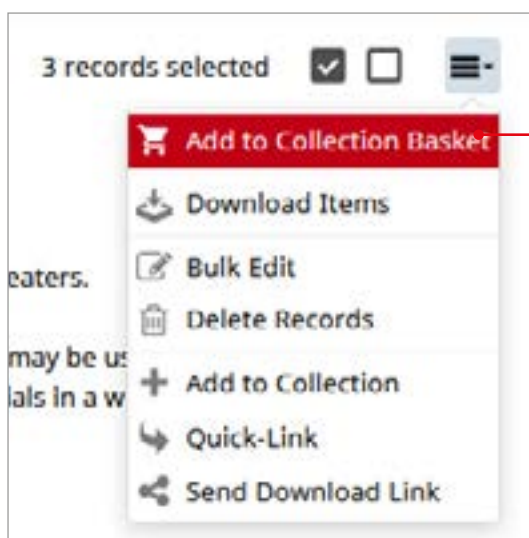
By choosing *Crop before downloading* (1) you can crop the image to the desired size.



## 8. Download the content of the basket



Multiple files can be downloaded by first adding them to your collection basket  (1). Open the collection basket and click Download Items (2).



In case you selected cropping a file, a cropping tool will open for every image. The files will be compressed into a ZIP file.

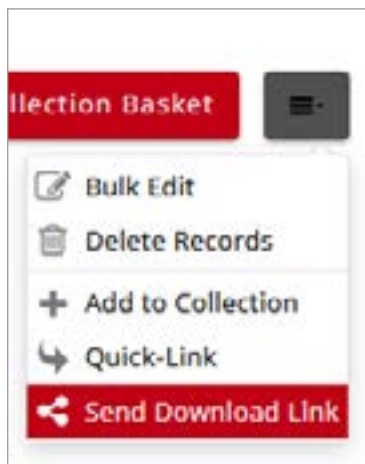




## 9. Quick-Link



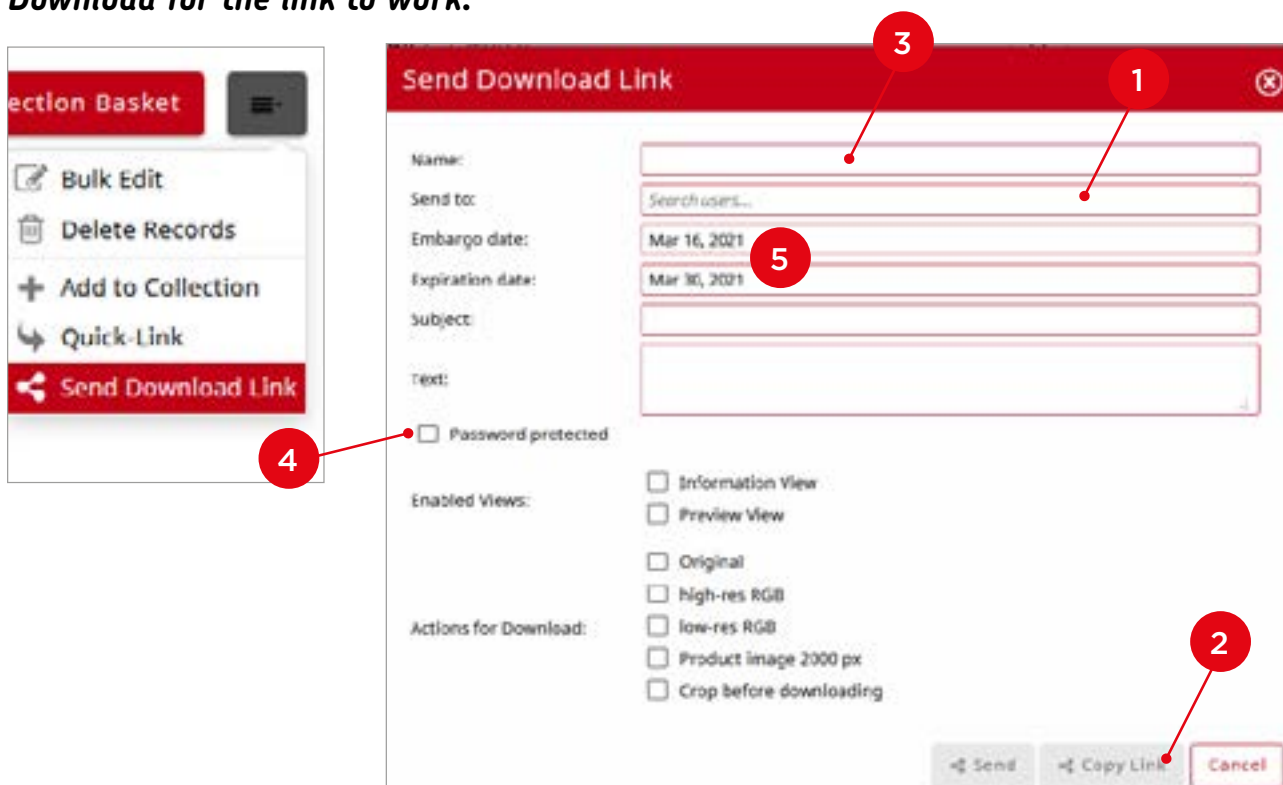
Add the files you wish to share to the basket and select Quick-Link / Shortcut. Copy the link to clipboard and attach it to, for example, e-mail. The Quick-Link is valid for 30 days. The receiver gains rights to the meta information, preview, and all picture sizes.



## 10. Sharing a download link

Add the files you wish to share to the collection basket and click Send Download Link. Your download link can be sent by e-mail (1) or copied to your clipboard (2), in which case the collection has to be given at least a Name (3). If you wish, you can define a password (4) or a time frame for access to the download link (5). The recommendation is to use the Copy Link function, in which case the link can be sent from your own e-mail.

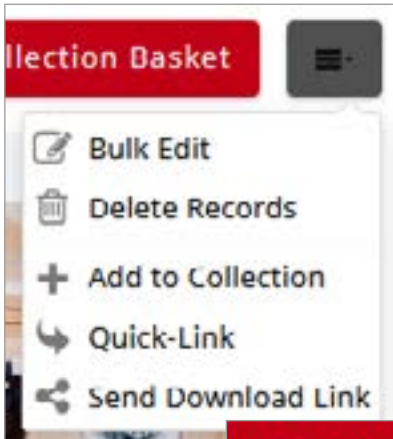
**Note! When sharing a download link you must choose the Enabled Views and Actions for Download for the link to work.**



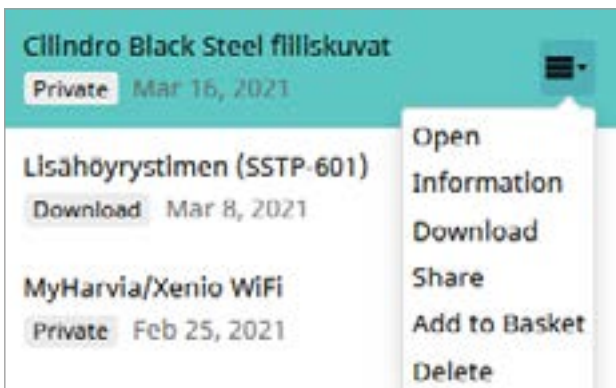
# 11. Sharing collections



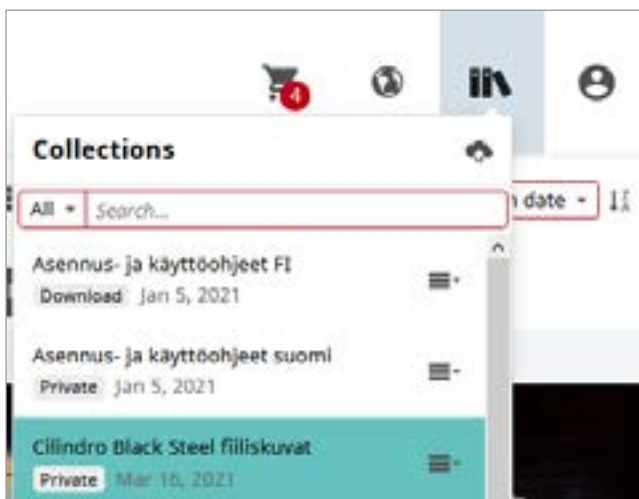
The contents of mediabank are shared from the basket by using collections. To share, you can use either the Quick-Link or the Send Download Link functions.



**Note! Sharing a collection bypasses the publishing level defined for a file.**



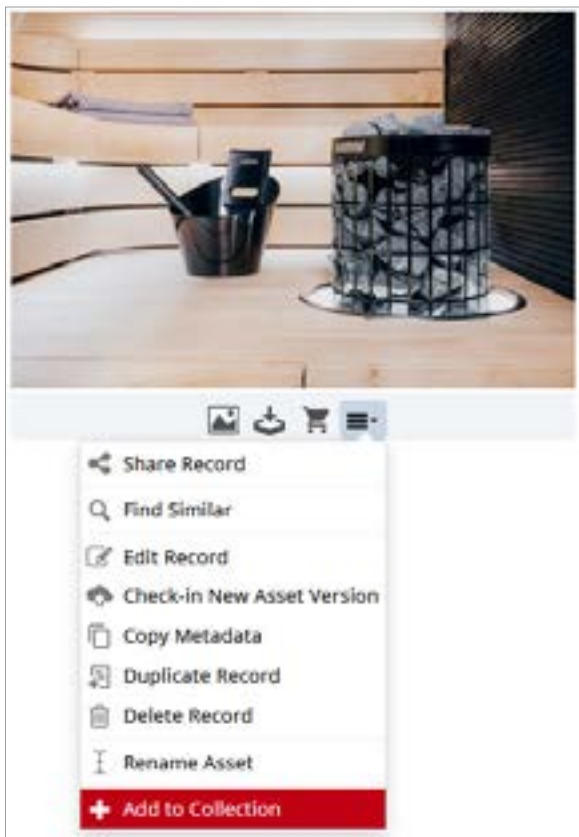
1. Open – create a filter for the collection, which narrows the search results to the content of the collection.
2. Information – view and edit the Information of the collection
3. Share – share the collection again with new settings
4. Add to Collections – add all files from the collection to the basket
5. Delete – deletes the collection. The link will immediately stop working



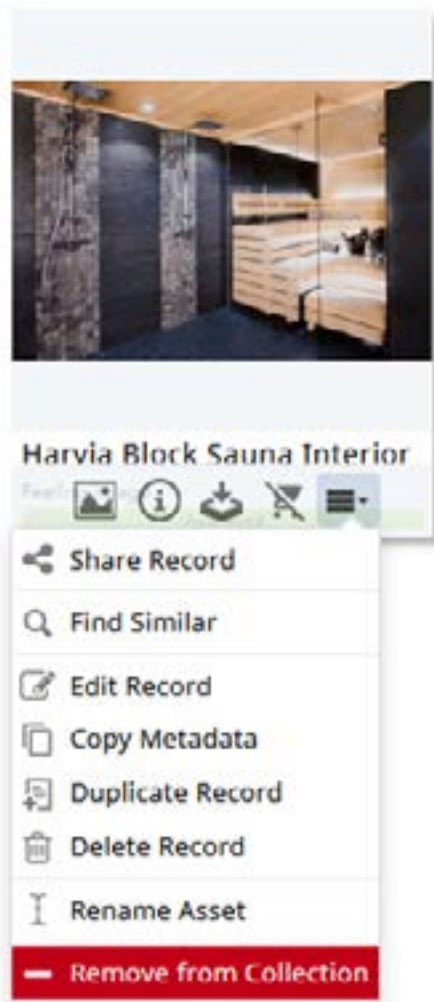
You can find your own collections under the Collections button. You can filter these by choosing the type of the collection from the drop-down menu.

## 12. Editing a collection

You can add a file to the collection by clicking Add to Collection button in the file information.



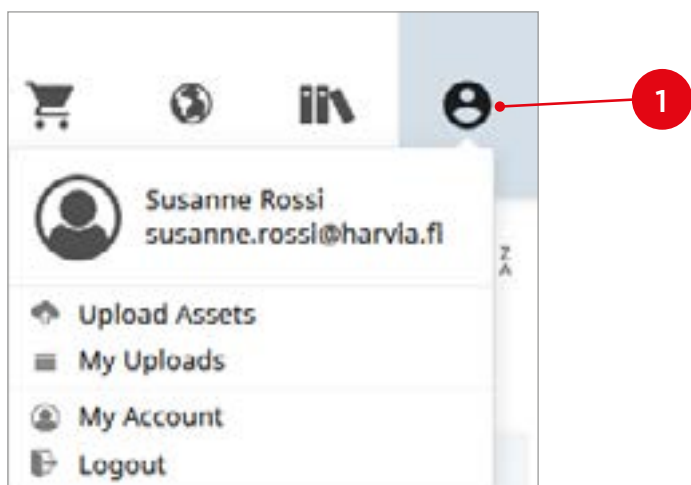
You can delete files from the collection by activating the collection filters.



## 13. Personal account settings



Open the user menu and click the My Account button (1).



Under the My Account you can change first and last name (1, 2) and password (3).

