



Nuxeo Platform 5.5

DAM Module

User Guide

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Digital Asset Management User Guide

The [Digital Asset Management module](#) of the Nuxeo Platform provides organizations with an application to manage their multimedia resources, from capture to delivery.

Like any other module of the Nuxeo Platform, Digital Asset Management (DAM) is a web application, so users don't need to install anything on their computer to access it. They just need a web browser (IE 7 or +, Firefox etc.).

You're new to Digital Asset Management? Take a look at our overview of the DAM features!

Nuxeo

In this user guide you will learn how to use the DAM module, so that you can:

This short screencast gives a short overview, with a product demonstration, of Nuxeo DAM, the open source digital asset management solution.

- [Download](#) or [upload](#) digital files (videos, images, audio)
- Search and consult the assets you need
- Edit the metadata of one or multiple assets
- [Annotate](#) documents
- [Comment](#) assets
- Export assets for delivery

Download



Download this documentation in PDF.

Nuxeo's DAM module User Guide Content

- Digital Asset Management Concepts
- Working with digital assets
 - Importing assets in DAM
 - Browsing and searching assets
 - Consulting and editing assets
 - Commenting assets
 - Annotating assets
 - Exporting assets
 - Supported File Formats
- Managing Nuxeo DAM
 - Users & Groups
 - Managing access rights

Digital Asset Management Concepts

The Digital Asset Management module of the Nuxeo Platform is dedicated to storing, indexing, archiving, and distributing digital assets. Beside the Platform minimal features, you get a new environment specifically designed to ease the management of multimedia assets. Depending on the other modules you may have installed, you can get other additional features that will take place in their own environment.

On this page

- Digital assets
- Available spaces
 - Digital Asset Management interface presentation
 - Document management environment

Digital assets

The digital assets supported by the DAM module are:

- pictures
- videos
- audio files

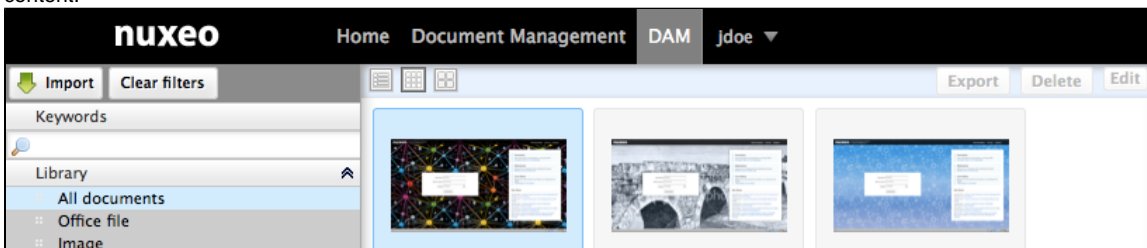
But it also supports Office and PDF documents, that you may need with your digital assets.

The whole list of file formats and the available actions are listed in the [Supported File Formats](#) page.

Available spaces

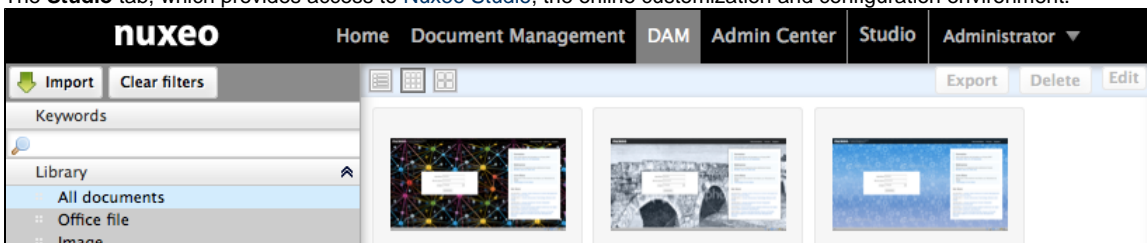
The minimal installation of the DAM module provides main tabs on top the of the page, that give access to different environments.

- The **Home** tab is where the user can find all the information that concern him: his dashboard to get a quick access to documents, and that he can customize with internal and external gadgets, the summary of his notification subscriptions, see his profile, etc.
- The **Document Management** tab from which the user can work on contents other than digital assets and manage the asset folders. This is the tab selected by default when the user logs in.
- The **DAM** tab from which he'll be able to import and browse assets. This tab enables an environment specifically designed for this kind of content.



Administrators have two extra tabs:

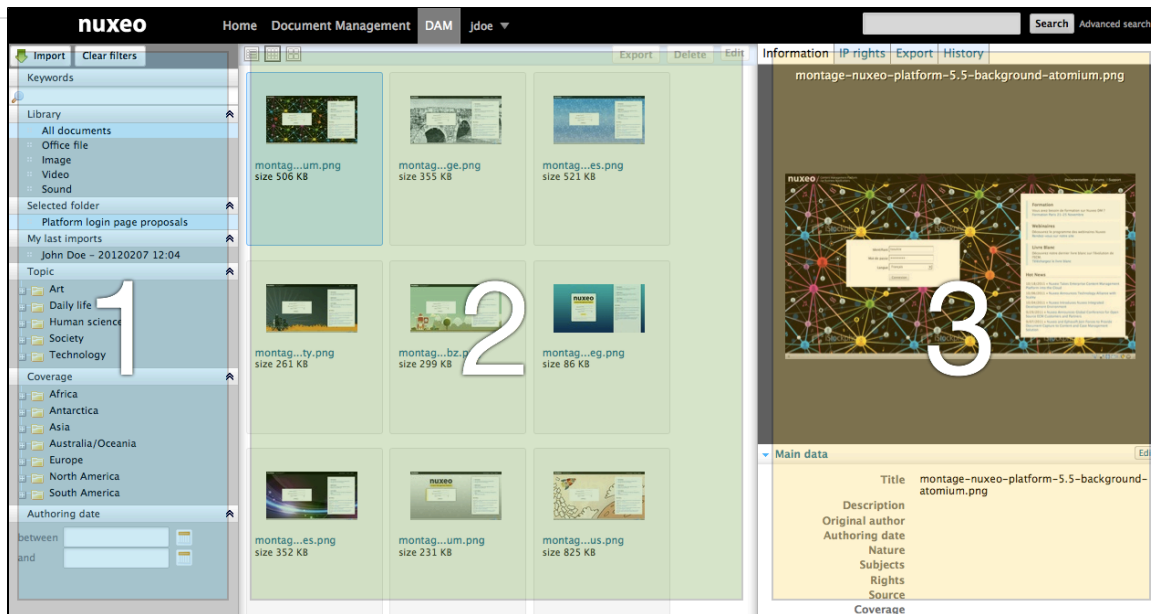
- The **Admin Center** tab, from which they can manage the application.
- The **Studio** tab, which provides access to [Nuxeo Studio](#), the online customization and configuration environment.



Digital Asset Management interface presentation

The Digital Asset Management (DAM) user interface is designed for a search-based navigation in the assets lists. A list of filters is available, that you use to find assets.

The user interface is divided in three parts, as shown below:



1. On the left of the screen are the filtering options that enable you to search assets and narrow the results which are displayed in the center of the page.
2. The central main part of the screen is where the asset thumbnails are displayed so you can easily see the assets available.
3. The right part of the screen is dedicated to displaying the information of the selected asset: its metadata, a preview of the asset, the IP rights, the asset's history and the export options.

Document management environment

As a module of the Nuxeo Platform, DAM benefits from its standards document management features, accessible from the **Document Management** tab.

The Document Management tab gives access to two domains: the Default Domain and the Asset Library.

The Default domain is the Nuxeo Platform default environment, from which users can create documents and publish them.

The Asset Library is where all the assets imported in DAM are stored. It is organized in folders, which contain the different import sets. You can benefit from the document management features on assets from the Asset Library.

Working with digital assets

The DAM module of the Nuxeo Platform enables you to manage digital assets (pictures, video and audio files).

After importing files in DAM, users can either consult them, comment them, annotate them or even edit them. Finally, they can export them or send their reference for delivery.

Here are the pages where you can find information to work with digital assets:

- [Importing assets in DAM](#)
- [Browsing and searching assets](#)
- [Consulting and editing assets](#)
- [Commenting assets](#)
- [Annotating assets](#)
- [Exporting assets](#)
- [Supported File Formats](#)

Importing assets in DAM

Assets are imported in folders. You can import either single digital files or a set of files in a zipped folder. In both cases, an import set that holds the assets is created in the target folder. You can use this import set to find the assets again. Folders can contain several import sets.

You need to have Write permission on at least one folder to be able to import assets in DAM.

To import assets in DAM:

1. In the left pane of the DAM tab, click on the **Import** button on top the filters.
The "Import Set Creation" window is displayed.
2. Select the file (zip or single digital file) to import. When you click on **Select File**, a pop-up allows to browse your drives. For large files, the percent of upload progress is shown.

Import Set Creation

1. Select a file to import

Select File

X Clear All

textures.zip

Done

Clear

2. Select a destination folder

Import folder

New Folder

Folder Title

New Folder

Backgrounds

Graphic Design

Icons

Textures

Visuals

the name of your import set.

3. Add main metadata

Importset name

Nuxeo Textures

Description

Internal for brochures

Author

Nuxeo

Authoring date

12/10/2011

Coverage

North America

United States of America

Language

Subjects

Daily life

Human science

Society

Technology

Electronic

Energy

Industry

IT

Add

Current selection:

Technology/IT

Create

Cancel

3. Select the folder in which the assets are imported.

✓ If you choose new folder, type the name of the new folder.

4. Fill in the main metadata that will be applied to all the assets of the set (see below for information on the import set metadata).
5. Click on the **Create** button.

Once the import is done, you can see the digital files as thumbnails, with the first file selected on the right side of the window.

The screenshot shows the Nuxeo Digital Asset Management (DAM) interface. On the left is a sidebar with navigation options like Library, Keywords, and Topic. The main area displays a grid of 12 image thumbnails, each with a file name and size (e.g., '107325..._o.jpg by Nuxeo size 151 KB'). On the right, a large preview window shows the first selected image, '107325896_cf0bbc9df_o.jpg', along with its main metadata: Title, Description, Original author, Authoring date, Nature, Subjects, Rights, Source, Coverage, and Created at.

Import set metadata

Field	Description
Import set name	Name of the set of assets you are importing. Default import set name is composed of your name and the date and time. For instance: "John Doe - 20100729 11:09". You can change this default name.
Description	A textual description of the import set content.
Author	Name of the person who created the content of this import set (photographer, graphic artist, name of a company or organization, etc.)

Authoring date	Date at which the content was created
Coverage	Geographic or temporal coverage of the resource, the geographic applicability of the resource, or the jurisdiction under which the resource is relevant.
Language	Language used for the assets
Topic	Subject(s) of the assets in the import set

✓ This is the default product metadata set, that can be adapted to your own properties.

Browsing and searching assets

Navigation in DAM is based on search and filters. By default, all the assets of the folders you can access (ie in which you have at least Read rights). The principle is to narrow down the search results and so the assets displayed.

The search available is a full text search. Assets are indexed using their title, description, content (+ attached files), and metadata. You can also use filters. The available filters are:

- Library: the different asset types
- Selected folder: the folder in which assets are imported
- My last imports: your import sets
- Topic: the subjects assigned to the assets
- Coverage
- Authoring date

On this page

- [Finding assets using keywords](#)
- [Finding assets using the library filter](#)
- [Finding assets using metadata filters](#)

Finding assets using keywords

Full text search uses stemming. The Stemming search option will return the assets containing words that have the same stem as the word you entered into the "Keywords" field.

If you enter the word "Reading", you will find the assets containing in their text metadata "Read", "reads" etc. This is not the same thing as a search with a wildcard like "**".

The following example shows all the assets. There are 4 pages of results.

The screenshot shows the Nuxeo DAM interface. On the left, there's a sidebar with various filters. The main content area displays a grid of 12 asset thumbnails. Each thumbnail has a title, description, and size. The right sidebar shows the 'Main data' for the selected asset, including Title, Description, Original author, Authoring date, Nature, Subjects, Rights, Source, Coverage, and Created at.

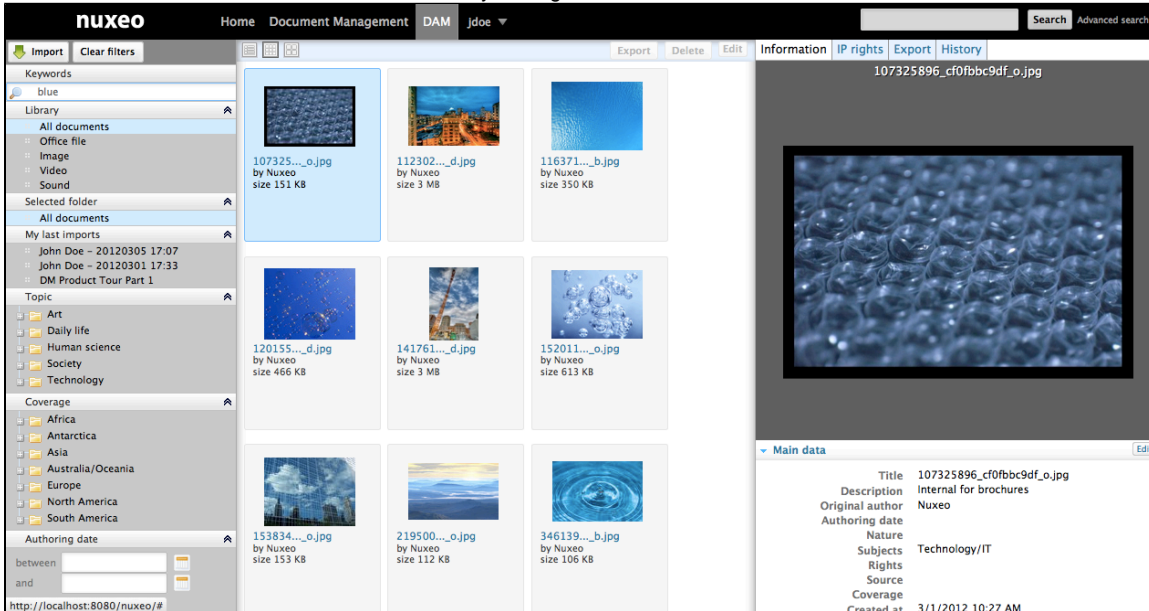
Suppose that you would like to narrow down the results to few assets, and you are looking for an illustration of a blue item.

1. On the search pane, in the "Keywords" text area, enter the search term "blue".

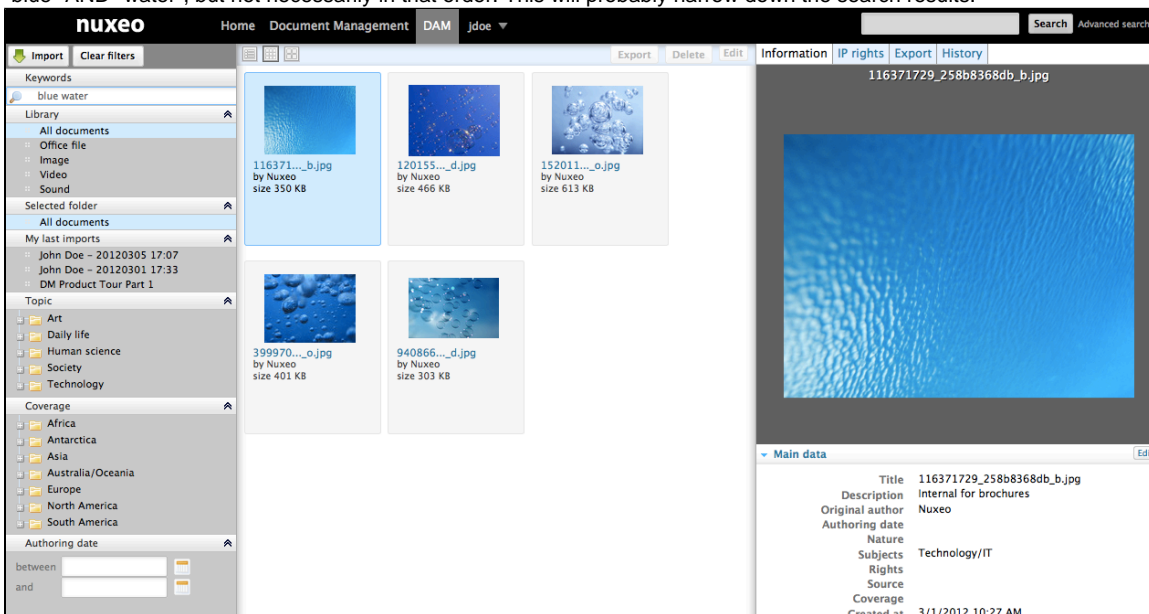
✓ The full text search field will trigger the search 1 second after you wrote the letters in the field.

The results will be the assets containing the word "blue", "BLUE", "BIUe" or any other combination of uppercase and lowercase letters. This search is not case sensitive.

The search results will be filtered and will show only the digital files in which the word "blue" can be found:



2. Add a word in the "Keyword" full text search field, "water" for example. You will find all the assets containing in their text metadata, both "blue" AND "water", but not necessarily in that order. This will probably narrow down the search results.



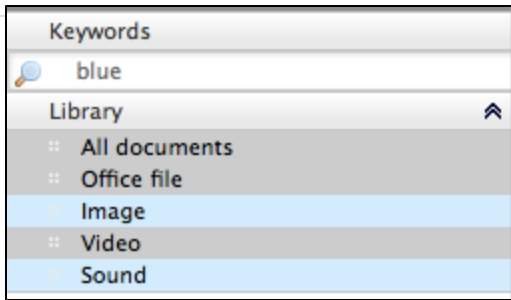
Finding assets using the library filter

This search filter allows to filter and display only one type of asset among:

- Office documents (PDF, MSO or Ooo files)
- Images
- Videos
- Audio

This search criterion can be combined with the other following criteria, to build a search query with the AND operator.

In the following example, results will be images or audio files with the word "blue" in their metadata. There won't be videos or office files:



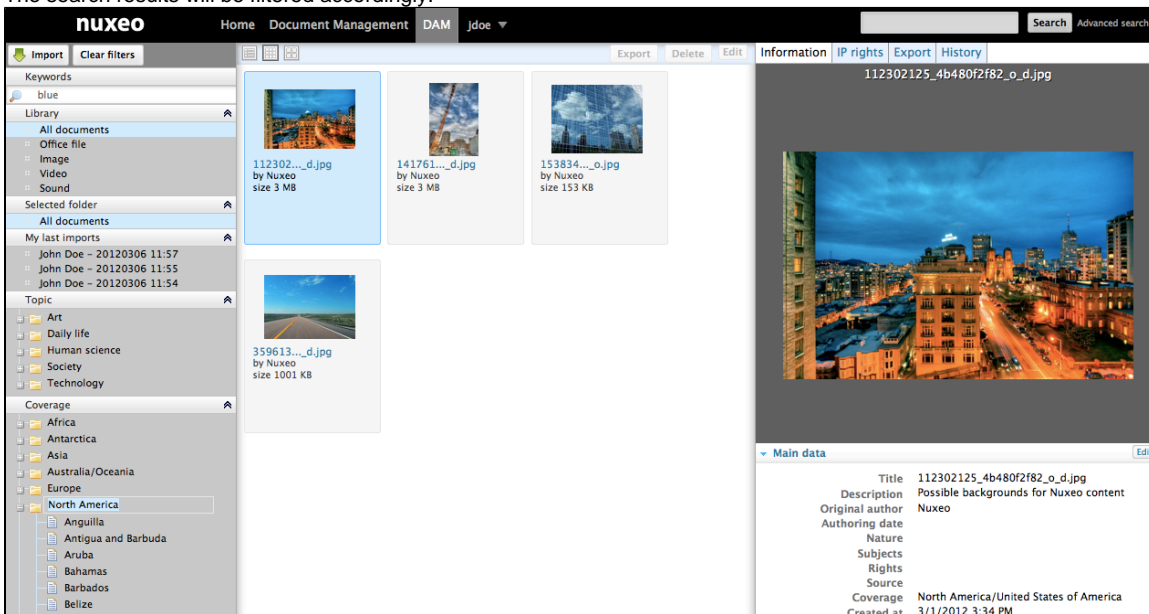
Finding assets using metadata filters

To refine your search, you can use following metadata of the assets: Coverage, Topic, Authoring date. Select one or more of these criteria to narrow down the assets displayed.

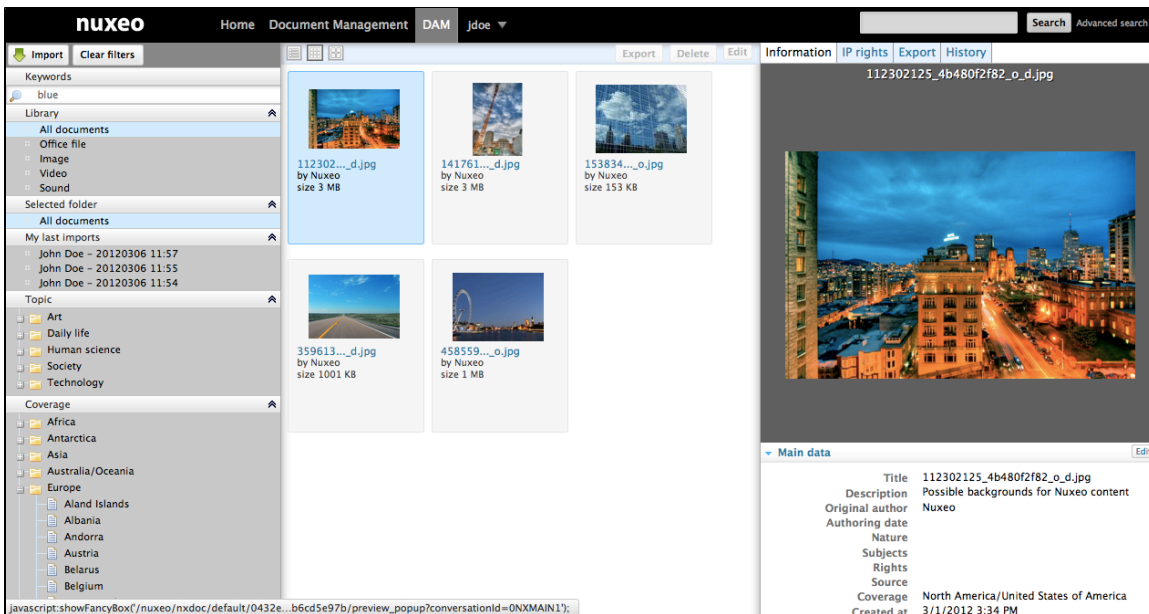
Here is an example using Coverage filter:

1. You want to find the pictures, with "blue", that were taken in the US. In the "Coverage" tree, click on "North America", and then on "United States of America".

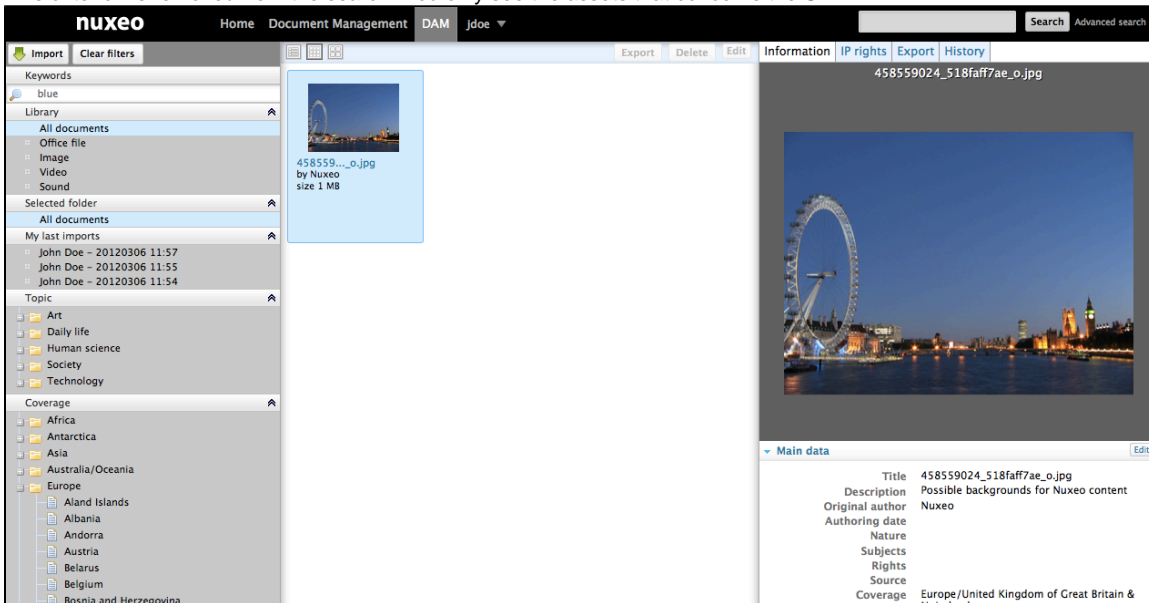
The search results will be filtered accordingly.



2. Now, you hesitate between choosing a picture of New York, or a picture from the UK. Add a new geographical coverage location in the tree by clicking on "Europe" > "United Kingdom of Great Britain and N. Ireland" entry in that tree. The results will show pictures whose coverage is the US OR the UK:



- Click again on the entry "United States of America". This criterion is removed from the search. You only see the assets that concerns the UK:



Consulting and editing assets

This page describes the information available on different assets types, and how to consult and edit them.

On this page

- Consulting assets
 - Consulting a picture and office documents
 - Consulting a video asset
 - Main Metadata
 - IPTC and EXIF metadata
 - IP (Intellectual Property) Rights
 - History
- Editing an asset's metadata

Consulting assets

Users can see assets when they have at least "Read" permission on the folder in which the asset is located.

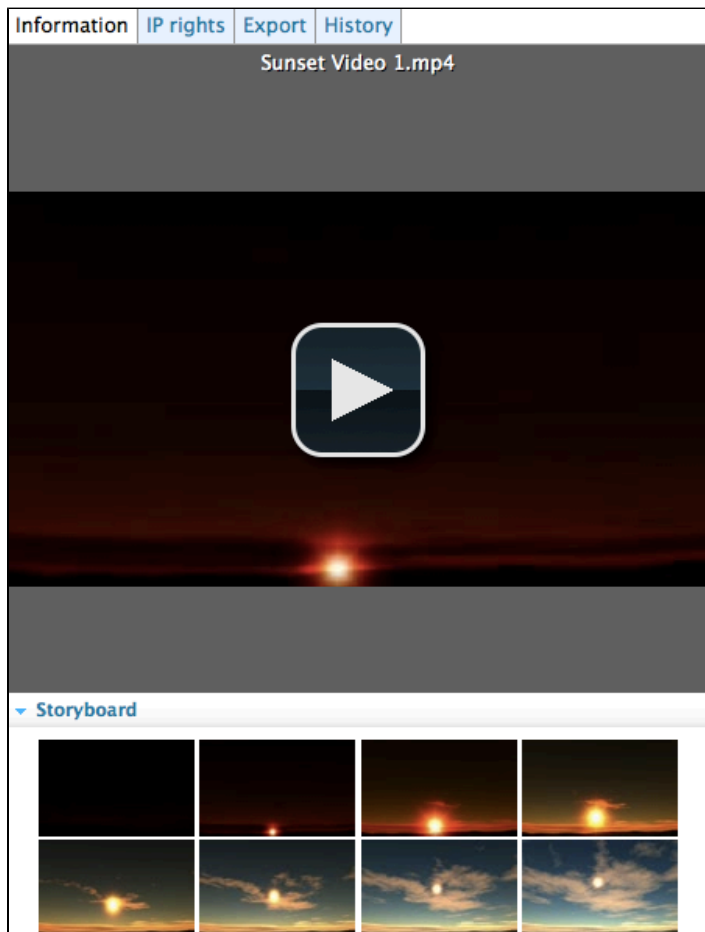
Consulting a picture and office documents

When you browse and search a picture, you just need to click on it to preview it on the right column of the page and consult its metadata. Click on the picture's preview to see the full size version.

Consulting a video asset

When a video is imported, thumbnails that segment the video are automatically created to constitute a storyboard.

You can view the chapter you were looking for by clicking on the corresponding thumbnail. The video will play in the preview, starting at the image you selected.



Main Metadata

The Information pane shows the main metadata, which were partially filled in when you imported the resources. Some of the asset's metadata are automatically filled in by the system.

Information
IP rights
Export
History

107325896_cf0fbbc9df_o.jpg



Main data
Edit

Title

Description

Original author

Authoring date

Nature

Subjects

Rights

Source

Coverage

Created at

Last modified at

Format

Language

Expiration date

Author

Contributors

Last contributor

107325896_cf0fbbc9df_o.jpg
Internal for brochures
Nuxeo

Technology/IT

3/1/2012 10:27 AM
3/1/2012 10:27 AM

John Doe
John Doe and system
system
Size 151 KB
Width 2256 px
Height 1496 px

Title	Description
Title	Name of the asset, displayed under the preview
Description	Description of the asset
Original Author	Person who created the asset, manually indicated when the asset was imported.
Nature	Type of the asset, selected in a list
Subject	Topic(s) of the asset
Rights	Information about the reproduction rights of the document. Detailed rights are available in the IP Rights tab of the asset.
Coverage	Geographic or temporal coverage of the resource, the geographic applicability of the resource, or the jurisdiction under which the resource is relevant

Created at	Date automatically filled in by the system when the asset is imported.
Last modified at	Date automatically filled in by the system when the asset is modified.
Format	Format of the asset, if any is preferred
Language	Language of the asset
Expiration date	End of the asset's validity
Author	User who imported the document. This field is automatically filled in by the system. The author can be different from the original author.
Contributors	Users who modified the asset. This field is automatically filled in by the system.
Last contributor	Last user who modified the asset. This field is automatically filled in and updated by the system.
Size	Size of the asset
Height	Height of the full size asset
Width	Width of the full size asset
Duration	Duration of the video and audio assets. This is only displayed on video and audio assets.

IPTC and EXIF metadata

When assets are imported, the system extracts the metadata embedded in the resource if it exists:

- EXIF (Exchangeable image file format) is a specification for the image file format used by digital cameras.
- IPTC defines a set of metadata attributes that can be applied to text, images and other media types. These metadata are displayed in the Information pane and cannot be edited.

Information
IP rights
Export
History

35961302_c681511cd5_o_d.jpg

Main data
Edit

Comments (0)
Add

EXIF

Date	5/12/2005
Width	1280
Height	898
Orientation	TOP_LEFT
Equipment	Canon Canon PowerShot S30
F-Number	5.6
Exposure time (s)	1/1000
ISO	

IPTC

Filename	WY/NE Sunrise 6
Headline	
Keywords	
Date created	5/13/2005
Country	
Province/State	NE
City	
Caption	Early morning in westernmost Nebraska. Just left I-80 and heading south on Hwy 61.
By line	pfly
By line title	
Copyright	
Credit Line	pfly
Source	
Writer	pfly

IP (Intellectual Property) Rights

Assets also have an **IP Rights** tab, in which you can specify permissions for use of the file.

You can specify geographical restrictions for broadcast, copyright, [Creative Commons](#) Licence, embargo and expiration date.



The embargo and expiration date are only informative fields, there is no automatic process on those dates.

Information IP rights Export History

Intellectual property rights Save Cancel

Media type Print

Geographical broadcast United States of America

Copyright holder

Licence CCBY

Embargo date 3/1/2012

Expiration date 3/31/2012

More details about [Creative Commons licenses](#)

History

The **History** tab shows the actions performed on the asset since its creation.

You can see the kind of action that was done, who performed each action, the date and hour of the action, and the life cycle state of the document during the action.

Information	IP rights	Export	History	
Event log				
Action	Date	Time	Username	State
Modification	3/1/2012	16:03	John Smith	Project
Modification	2/7/2012	12:05	system	Project
Creation	2/7/2012	12:05	system	Project

Editing an asset's metadata

You need to have at least "Write" permission to be able to edit the properties of an asset and enrich it. When you edit an asset, you can modify its main metadata and its IP rights.



The size, height, width and duration information are not editable.

To edit an asset:

1. Click on an asset to preview it and see its metadata.
2. In the Information pane, click on the **Edit** button of the Main data.
3. Edit the information you wish.
4. Click on the **Save** button.
The new values are saved. The asset's history is updated and the fact that you edited the asset is tracked.
5. Click on the **IP Rights** tab if you want to edit them.
6. Click on the **Edit** button.
7. Update the Intellectual properties information.
8. Click on the button **Save**.
The new values are saved. The asset's history is updated and the fact that you edited the asset is tracked.



The Main metadata can also be [edited from the Document Management view](#).

Commenting assets

Comments enable users to discuss the asset and its evolution.

You can view comments that have been added to the digital file, with the date and author of the comments, and add your own comments.


Adding a comment on an asset

To add a comment on an asset:

1. In the information tab, in the **Comments** section, click on the **Add** button.
2. Fill in the text area with your comment.

Information
IP rights
Export
History

342312136_370d55c1c8_o.jpg



Main data
Edit

Comments (1)
Add
Cancel

Yes, we'll review it at the next marketing meeting.

3/12/2012 – John Smith wrote:
I like this texture: we should use it for the next Nuxeo World brochure!

EXIF

IPTC

- Clicking "Add".
Your comment can now be consulted with the asset.

Comments (2)
Add

3/12/2012 – John Smith wrote:
I like this texture: we should use it for the next Nuxeo World brochure!

3/12/2012 – John Doe wrote: (Delete)
Yes, we'll review it at the next marketing meeting.

Deleting a comment

Only the author of the comment and users with **Management** permission can delete the comments of a document.



Deleting a comment is a permanent action. You cannot restore deleted comments.

To delete a comment:

1. Click on **Comments** in the Information pane of the asset.
2. Click on the **Delete** link displayed in the top right corner of the comment.
The comment is immediately erased.

Annotating assets

You can annotate pictures and text in DAM.

You can add annotations on all the assets that you can see (i.e. you have "Read" permission).

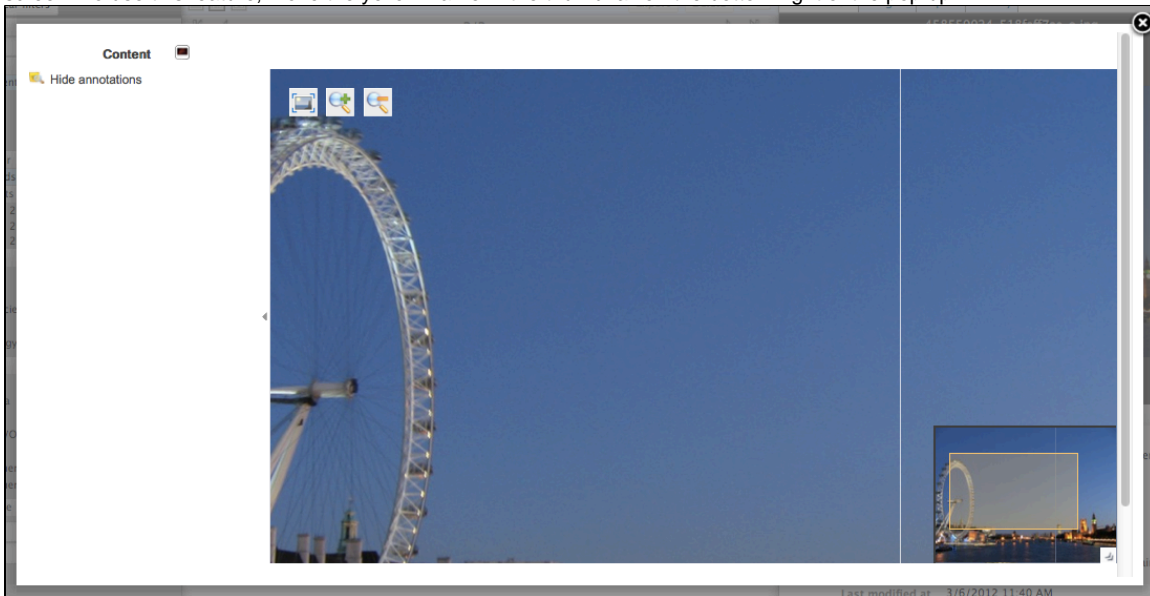
On this page

- [Annotating a picture](#)
- [Annotating a document](#)

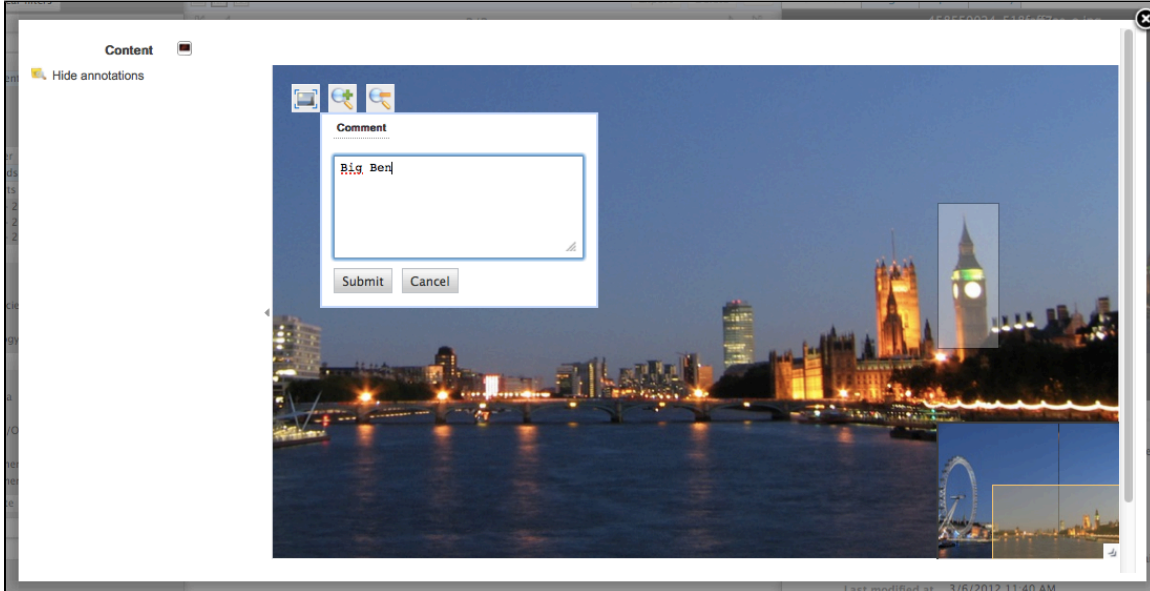
Annotating a picture

To add an annotation on a picture:

1. To access to the image view, just click on the picture's preview, on the right part of the screen.
A pop up opens.
2. You can zoom in, zoom out, and move within the picture thanks to the tiling feature, that enables visualization of very big pictures on your screen. To use this feature, move the yellow frame in the thumbnail on the bottom right of the pop up.

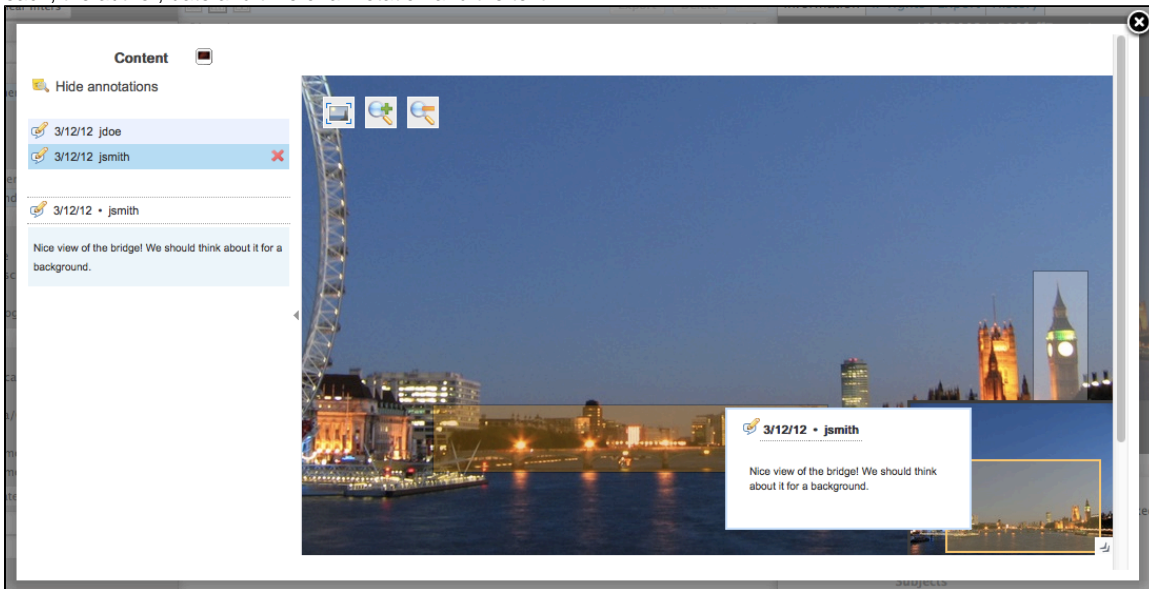


3. When you want to annotate the picture, you just need to draw a frame on the screen, and a input pop up will appear.



4. Once you click on **Submit**, the annotation is saved.

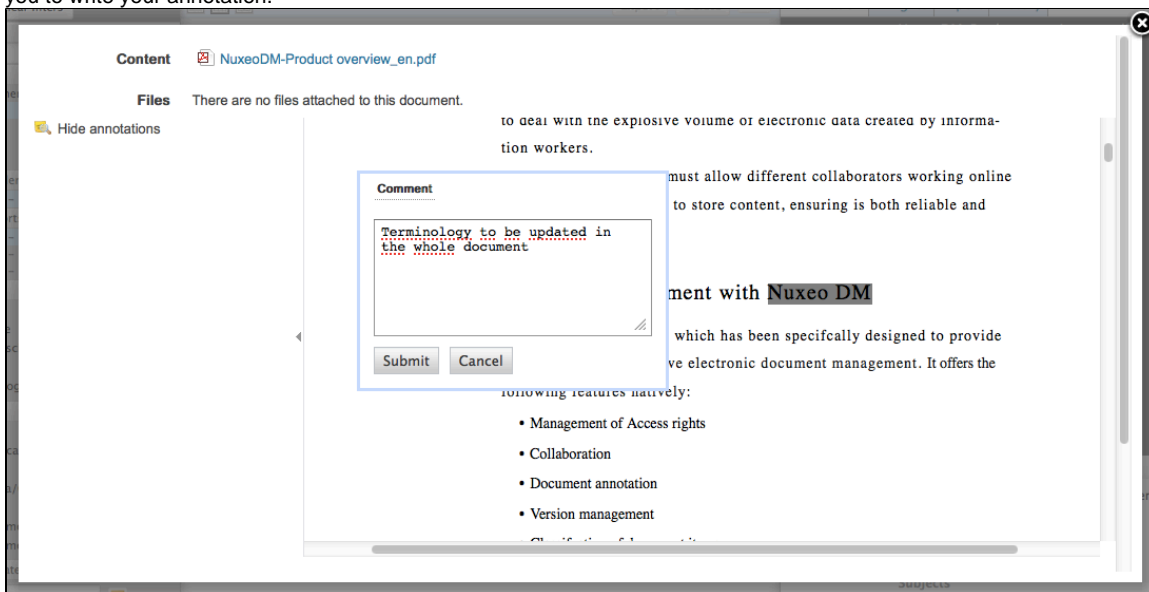
Then, you can see your annotation when the mouse is over the zone you selected, and, in the margin, the list of annotations, and for each, the author, date and time of annotation and the text.



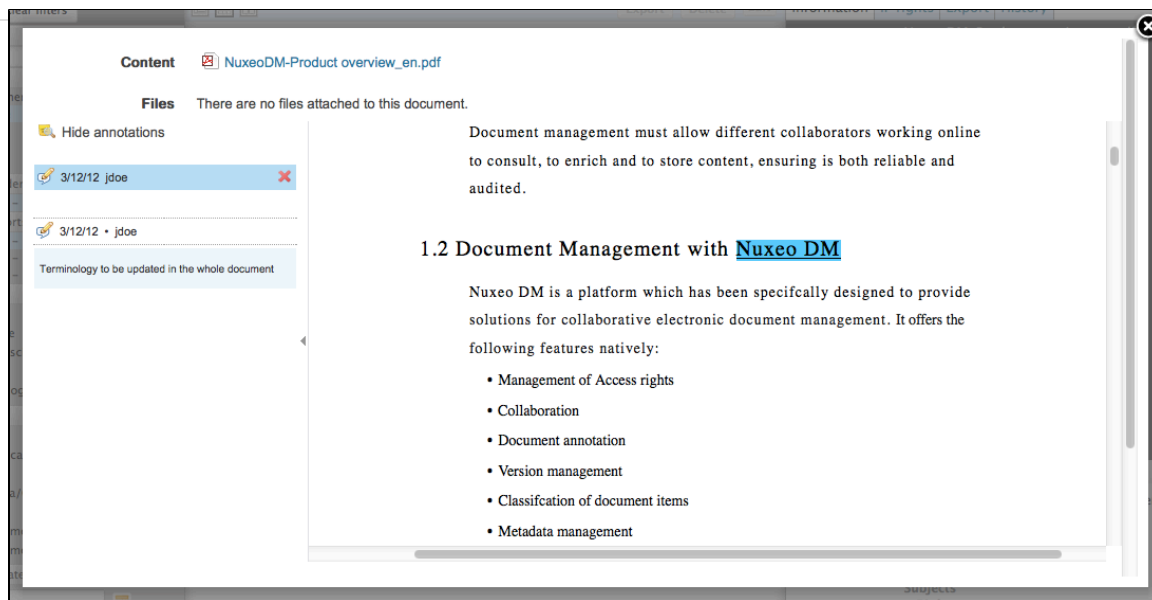
Annotating a document

You can preview an office document, and review all the pages. You can also annotate it.

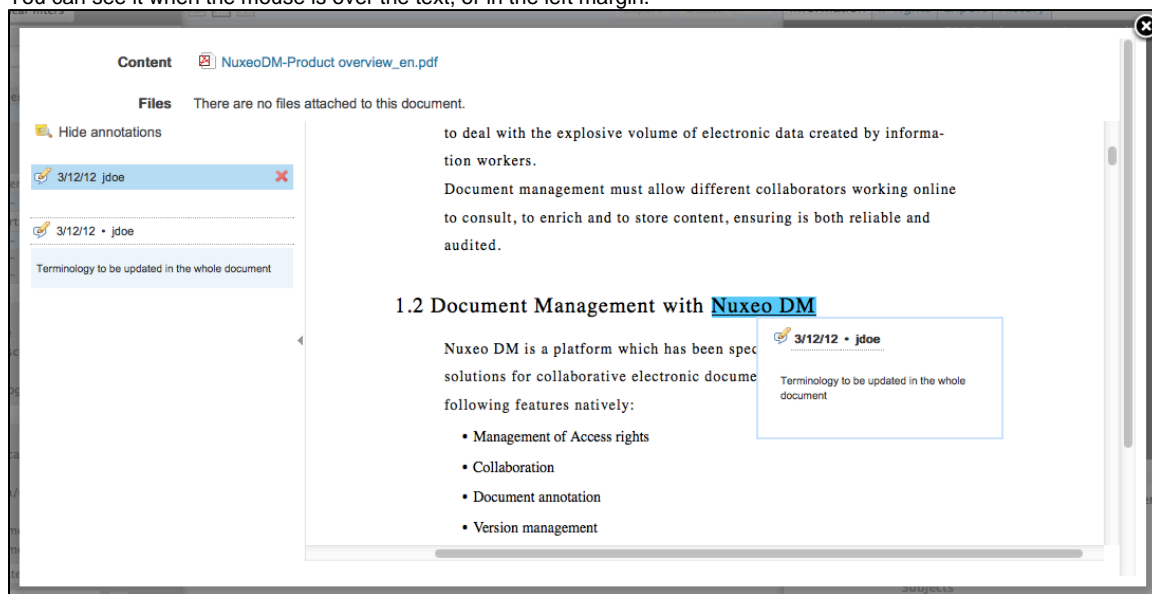
The process is exactly the same as for picture annotation: On the document preview, select text instead of part of a picture. A pop up will allow you to write your annotation.



Once you click on **Submit**, the annotation is saved.



You can see it when the mouse is over the text, or in the left margin.



Exporting assets

There are several ways to export your assets:

- [Exporting assets individually](#)
- [Sending a link to download the asset](#)

Exporting assets individually

Assets have an **Export** tab, from which you can export the asset.

For pictures, you may be able to select the size of the exported file:

- original: size of the imported picture
- medium: 550 px for height or width
- thumbnail: 100px for height or width



The original and medium pictures can be the same size when you download them if the original is smaller or equal to medium size.

To export the asset:

1. Click on the **Export** tab of the asset.
2. For pictures, select the export size from the drop down list.

- Click on the button **Download**.

The system will ask if you want to download those pictures on your desktop.

Sending a link to download the asset

It's possible to send a link to your contact, so that he or she can directly download the asset.

To get the link the person can use to download the asset:

- Click on the **Export** tab of the asset.
- Copy the URL displayed in the tab and send it.

Supported File Formats

The Platform Digital Asset Management module supports a large number of file formats.

Format	Import in DAM	Mimetype recognition	Thumbnail & preview	Metadata Extraction	Transcode, delivery, watermarking
Pictures					
JPG	X	X	X	X	X
PNG	X	X	X	X	X
GIF	X	X	X	X	X
RAW	X	X	X	X	X
JPG2000	X	X	X	X	
TIF	X	X	X	X	X
BMP	X	X	X		X
PSD	X	X	X		X
AI	X				
EPS/PS	X	X			
PCX	X				
PICT	X				
SVG	X				
WMF	X				
EMF	X				
QXD	X				
INDD	X				
Video					
ogg	X	X	X (only preview)		

avi (divx, ...)	X	X	X (only preview)		
mp4	X	X	X (only preview)		
flv/fla	X	X	X (only preview)		
QT/mov	X	X**	X**		
mpeg/mpg/mpe	X	X**	X**		
WMV	X				
swf	X				
Audio					
ogg	X	X	X (only preview)		
mp3	X	X	X (only preview)		
wav	X	X	X (only preview)		
m4a/aac	X	X	X (only preview)		
ac3	X				
aif/aiff/ aifc	X				
au/snd	X				
asf	X				
Office					
pdf	X	X	X (only preview)		X
Microsoft Office (c)	X	X	X (only preview)		X
Open Office	X	X	X* (only preview)		X
RTF	X	X	X (only preview)		X
Microsoft Access (c)	X				
Microsoft publisher (c)	X				

*Client browser must have the associated plugin installed

** with streaming service enabled

Managing Nuxeo DAM

As a module of the Nuxeo Platform, DAM benefits from all its local and global management features, such as access rights management or vocabularies management. Local management features are management of folders, while global management features are administration functionalities that apply to the whole application.

Like on any Nuxeo Platform based application, the management of the application takes place in the Admin Center. The management of DAM folders is available from the Document Management tab, in the Asset Library domain.

Users & Groups

Only administrators can manage users and groups. They can create new users and groups, modify their properties or delete them.

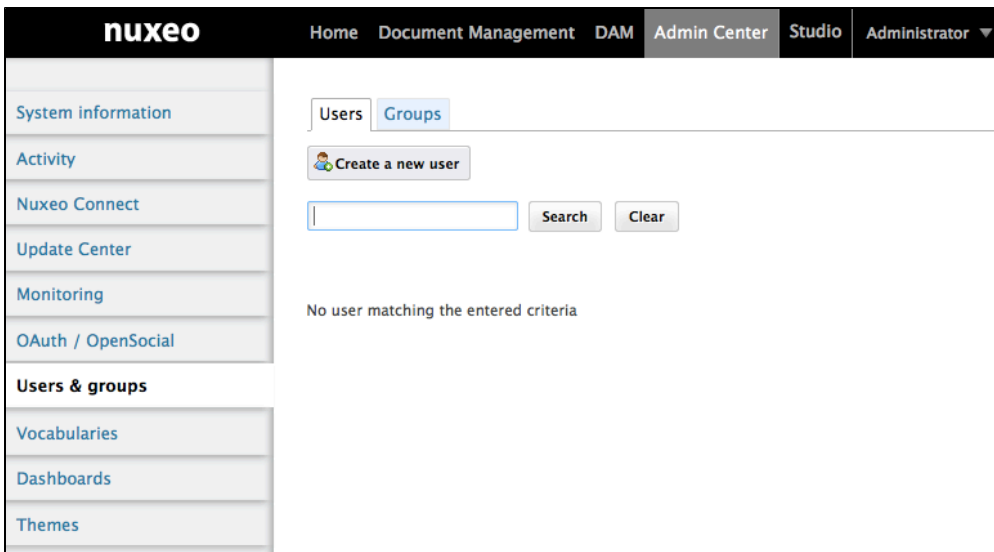
It is also possible to connect the Nuxeo Platform to an external directory (LDAP directory for instance).



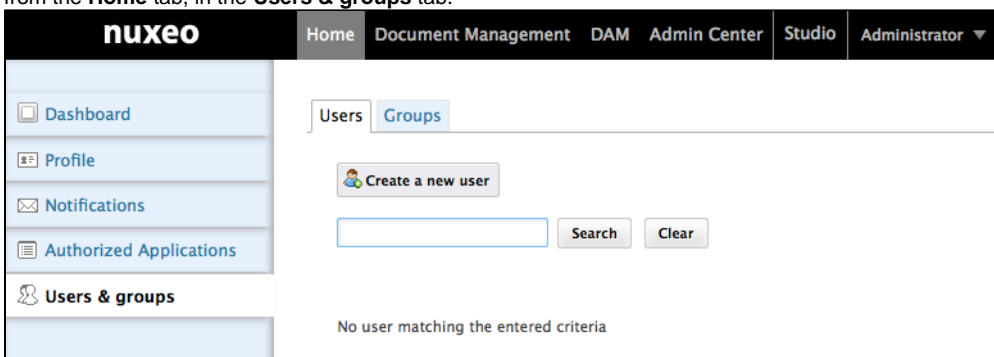
When you use an external directory for users and groups, the actions available on users and groups are limited, even to administrators.

Users and groups management is available:

- from the **Admin Center**, in the **Users & groups** tab,



- from the **Home** tab, in the **Users & groups** tab.



On this page

- Managing users
 - User's parameters
 - Creating a user
 - Editing a user's properties
 - Deleting a user
- Managing groups of users
 - Groups parameters
 - Creating a group
 - Editing a group
 - Delete a group

Managing users

User's parameters


Field	Description
Username	Name the user will use to log in.
First Name	First name of the user
Last Name	Last name of the user
Company	Company or organization of the user
Email	email of the user. This address is used for alerts.
Password	User's password
Password (Verify)	User's password

Groups for this user	Groups of which the user is a member. User must be at least in 'administrators' or 'members' group, or one of their sub-groups.
Virtual groups for this user	
Avatar	Image that represents the user in the application.
Birth date	User's birth date
Phone number	User's phone number
Gender	User's gender. Default value is Male.
Public profile	Visibility of the social collaboration information of the user. By default, profiles are public.

Creating a user

Only administrators can create new users.

By default, the Nuxeo Platform has one user, called Administrator. This user is the administrator. You must use this user to create new users and delegate them access rights.

 Users must be at least in "administrators" or "members" group, or one of their sub-groups to be able to access the application's content.

To create a user:

1. Click on the **Admin Center** main tab, and then on the **Users & groups** tab.
The members management interface opens on the user directory search form.
2. Click on the **Create a new user** button.
3. Fill in the user creation form.
Mandatory fields are indicated by a red asterisk.
4. Click on the **Save** button.
The card of the new user is displayed. You can modify its properties and its password.
The user can immediately connect to the Nuxeo application using his or her username and password.

jdoe
Delete
View Edit Change password

Username

jdoe

First name

John

Last name

Doe


Company

Nuxeo

Email

jdoe@nuxeo.com

Groups for this user

 members

Virtual groups for this user

Editing a user's properties

Only administrators can modify other users' properties. But every user can modify his own properties from the **Profile** tab of his [Home](#).

You cannot edit the username, as it is the ID of the user on the application.

jdoe

Delete

View
Edit
Change password

Username
jdoe

First name

Last name

Company

Email*

Groups for this user

Search for groups

To start the search, please type at least 3 character(s)

members

Virtual groups for this user

Save


When you are using an external directory for users management, the **Edit** tab is not displayed as you cannot edit the users' properties (managed directly from the directory).

To modify a user's properties:

1. Click on the **Admin Center** main tab, and then on the **Users & groups** tab.
The members management interface opens on the user directory search form.
2. Search a user and click on the user's name to open his or her card.
The user's card is displayed.
3. Click on the **Edit** tab.
4. Modify the fields in the modification form.
5. Click on the **Save** button.
The **View** tab is displayed with your modifications.

Deleting a user

Only administrators can delete users.

 Deleting a user is a permanent action.

To delete a user:

1. Click on the **Admin Center** main tab, and then on the **Users & groups** tab.
The members management interface opens on the user directory search form.
2. Search a user and click on the user's name to open his or her card.
The user's card is displayed.
3. Click on the **Delete** button.
A window pops up.
4. Click on the **OK** button.
The user is deleted. He or she cannot log in to the Nuxeo application.

Managing groups of users


Groups of users can be created and their properties modified directly in the Nuxeo Platform. Groups of users are used to manage access rights more easily. Instead of giving (or denying) access rights to single users and repeat the same operations several times, you can give several users the same right in one single manipulation by using a group.

There are two default groups in the Nuxeo Platform:

- *administrators*: the members of this group are administrators of the application. They can manage users, vocabularies and documents.
- *members*: the members of this group by default have reading rights on all the content of the application.

Groups can be composed of users and of sub-groups. Sub-group's members automatically become members of the parent group. Thus, they are

granted all the access rights you give to the group.

 Users must be in one of these 2 default groups to be able to access content.

You can create as many groups as needed.

Groups parameters


Field	Description
Group name	The ID of the group. The ID cannot be modified.
Group label	The name of the group displayed to users.
Group's members	Users that belong to the group.
Sub-groups	Groups that belong to the group.

Creating a group

Only administrators can create groups of users.

To create a group of users:

1. Click on the **Admin Center** main tab, and then on the **Users & groups** tab.
The directory opens on the **Users** tab.
2. Click on the **Groups** tab.
A search form and the list of the existing groups is displayed.
3. Click on the **Create a new Group** button.
4. Fill in the creation form.
5. Click on the **Save** button.
The **View** tab of the group's card is displayed.

 If you need to create several groups, click on the **Save and create** button.
Your group is saved and the group creation form is displayed so you can immediately create another group.

Editing a group

Only administrators can modify groups.

Modifying groups most often consists in adding or removing members of the group. The name of the group cannot be changed.

members

← [Back to the list](#)

Delete

View **Edit**

Group label

Group's members **Search for users**

To start the search, please type at least 3 character(s)

✗ John Doe

✗ John Smith

✗ Marge White

✗ Clark Parker

Sub-groups **Search for groups**

To start the search, please type at least 3 character(s)

✗ Project Managers

✗ Redactors

Save

To edit a group:

1. Click on the **Admin Center** main tab, and then on the **Users & groups** tab.
The directory opens on the **Users** tab.
2. Click on the **Groups** tab.
A search form is displayed.
3. Search a group and click on its name to open its card.
The card displays the members and sub-groups of the group in the **View** tab.
4. Click on the **Edit** tab.
The modification form is displayed.
5. Modify the group's members and click on the **Save** button.
The **View** tab of the group is displayed with the modifications you just made.
The new group members are immediately granted the group's access rights. The users who are no longer members of the group are denied group's access rights. However they still have their individual access rights.

Delete a group

Only administrators can delete groups.

To delete a group:

1. Click on the **Admin Center** main tab, and then on the **Users & groups** tab.
The directory opens on the **Users** tab.
2. Click on the **Groups** tab.
A search form is displayed.
3. Search the group to delete and click on its name to open its card.
The card displays the members and sub-groups of the group in the **View** tab.
4. Click on the **Delete** button.
A window pops up.
5. Click on the **OK** button.
The group search form is displayed. The group is displayed and its members lose the group's access rights.

Managing access rights

Access to documents and the actions allowed are determined by access rights on the DAM folders (import folders, import sets, folders inside import sets). Some users will then be allowed to only read documents, when others will be able to edit documents or to manage folders and documents. The management of the access rights is done from the **Document Management** tab of the application, in the **Asset Library** domain that contains the DAM folders.

Managing access rights means granting or denying access rights in a space. The access rights management screen is available as a sub-tab in the **Manage** tab of the space.

The access rights management sub-tab is accessible composed of three parts:

Content
Edit
Manage

Access rights
Local configuration
Trash

Inherited rights

Type	Username	Granted permissions	Denied permissions
	Administrator	Manage everything	
	Members group	Read	

☐ Block permissions inheritance

Local rights

Type	Username	Granted permissions	Denied permissions
	John Doe	Manage everything Write	

Add a new security rule:

Search for users or groups
To start the search, please type at least 3 character(s)

Action:
Permission:

1. the **Inherited rights** part displays rights that were granted or denied in a parent space;
2. the **Local rights** part displays the rights that were granted or denied in the current space;
3. the form to grant or deny access rights in the current space.

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- [Granting access rights](#)
- [Denying access rights](#)
- [Removing a user from local rights](#)
- [Blocking rights inheritance](#)

The DAM permissions

The DAM access rights are:

Right	Actions in DAM
Read	Consult content Comment documents Annotate documents
Write	Import documents Edit documents + Read actions
Everything	Manage access rights + Write and Read actions
Remove	Delete documents <div> The Remove permission is most intended to be denied, so as to restrict the actions available to users with "Write" permission. </div>

As you can see, some rights include more permissions than others, and sometimes include other rights. That's the case for "Write", that includes "Remove".

Beside the fact that some rights are stronger than others, you should be aware, when you set up rights on a space, that some rights have priority over others:

- local rights have priority over inherited rights,
 - granted rights have priority over denied rights.
- The fact that the rights are given or denied to a single user or a group doesn't have any influence.

Access rights are given on folders and are inherited by all the assets of a folder.

i By default, members are all granted "Read" permission at the application's root by default. As a consequence, they can see all the assets of the application.

Granting access rights

To grant access rights to a folder:

Prerequisite: In the **Document Management** tab, browse the **Asset library** domain to the space (import folder, import set, folder...) you want to grant access to.

1. Click on the **Manage** tab of the space.
The **Access Rights** sub-tab is displayed.
2. In the form, type the username of the user you want to grant rights to.
To give access rights to a group, type the group's name.
The names of the users or groups corresponding to the typed characters are automatically displayed as you type.

3. Click on the user you want to give access rights to.
4. Select the right to grant in the **Permission** drop down list.

5. Click on the **Add permission** button.
The user and its rights are displayed in the **Local Rights** part of the screen.

Type	Username	Granted permissions	Denied permissions
<input type="checkbox"/>	John Doe	Write	

6. Save local rights modification by clicking on the **Save local rights** button.
Local rights are saved and applied.

Denying access rights

If a user has inherited rights that you don't want him to have in the current folder, you can deny him these rights. If you want to deny access rights to a large number of users, block rights inheritance and give access rights only to the users you want to be able to access the workspace or section.

To deny access to a folder:

Prerequisite: In the **Document Management** tab, browse the **Asset library** domain to the space (import folder, import set, folder...) you want to refuse access to.

1. Click on the **Manage** tab of the space.
The **Access Rights** sub-tab is displayed.
2. In the form, type the username of the user you want to grant rights to.
To deny access rights to a group, type the group's name.
The usernames corresponding to the typed characters are automatically displayed.

3. Click on the user you want to deny rights to.
4. Select the right to deny in the **Permission** drop down list.
5. Click on the **Add permission** button.
The user is in the **Local rights** form. The denied rights is displayed in the **Denied permissions** column.

Type	Username	Granted permissions	Denied permissions
<input type="checkbox"/>	John Doe	Write	Remove

Remove permission(s)

Save local rights

6. Save local rights modification by clicking on the **Save local rights** button.
Local rights are saved and applied.

Removing a user from local rights

If you want to refuse rights to a user, and that these rights have been granted in the current space (import folder, import set, folder...), you can remove the user from the space's local rights.

To remove a user from a folder's local rights:

Prerequisite: In the **Document Management** tab, browse the **Asset library** domain to the space (import folder, import set, folder...) you want to change the access to.

1. Click on the **Manage** tab of the space.
The **Access Rights** sub-tab is displayed.
2. In the **Local Rights** part of the screen, check the box corresponding to the user you want to remove.
3. Click on the **Remove permission(s)** button.
The user is removed from the **Local Rights** table.

Local rights

No local rights are defined on the current document

Save local rights

4. Save local rights modification by clicking on the **Save local rights** button.
Local rights are saved and applied.

Blocking rights inheritance

The rights that are granted or denied in a space are applied to the space's content, including its sub-spaces. You thus have the same rights in the

sub-spaces as in the parent space. For instance, the rights applied in an import folder are also applied to all the import sets inside it. This is called rights inheritance.

You can block this inheritance. It enables you to block the access of a sub-folder to the folder's users, for instance, or to deeply modify the access rights in the sub-folder.

To block rights inheritance:

1. Click on the **Manage** tab of the space of which you want to the access rights.
The **Access Rights** sub-tab is displayed.
2. Check the box **Block permissions inheritance** located under the **Inherited Rights** table.
The inherited rights table is not displayed anymore.



You are added in the list of the local rights, like the administrators group.

Local rights			
<input type="checkbox"/>	Type	Username	Granted permissions
<input type="checkbox"/>		Administrators group	Manage everything
<input type="checkbox"/>		John Doe	Manage everything
<button>Remove permission(s)</button>			

In the **Access Rights** tab of the possible sub-spaces, a group Everyone is denied all rights.

Inherited rights			
Type	Username	Granted permissions	Denied permissions
	Administrators group	Manage everything	
	John Doe	Manage everything	
	Everyone		Manage everything
<input type="checkbox"/> Block permissions inheritance			

You can now grant access rights to users.