

nuxeo

Nuxeo DAM 1.x

User Guide

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Nuxeo DAM User Guide

Nuxeo DAM is Nuxeo's digital asset management application, based on our open source ECM platform Nuxeo EP. Nuxeo DAM provides organizations with an application to manage their multimedia resources, from capture to delivery.

Nuxeo 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 Nuxeo DAM? Take a look at our overview of Nuxeo DAM features!

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

- [Import](#) a set of 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

You can discuss Nuxeo DAM with other users on our [discussion forum](#).

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Nuxeo DAM User Guide Content
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Nuxeo DAM Concepts

Nuxeo DAM is an application dedicated to storing, indexing, archiving, and distributing digital assets.

Digital assets

The digital assets supported by Nuxeo DAM are:

- pictures
- videos
- audio files

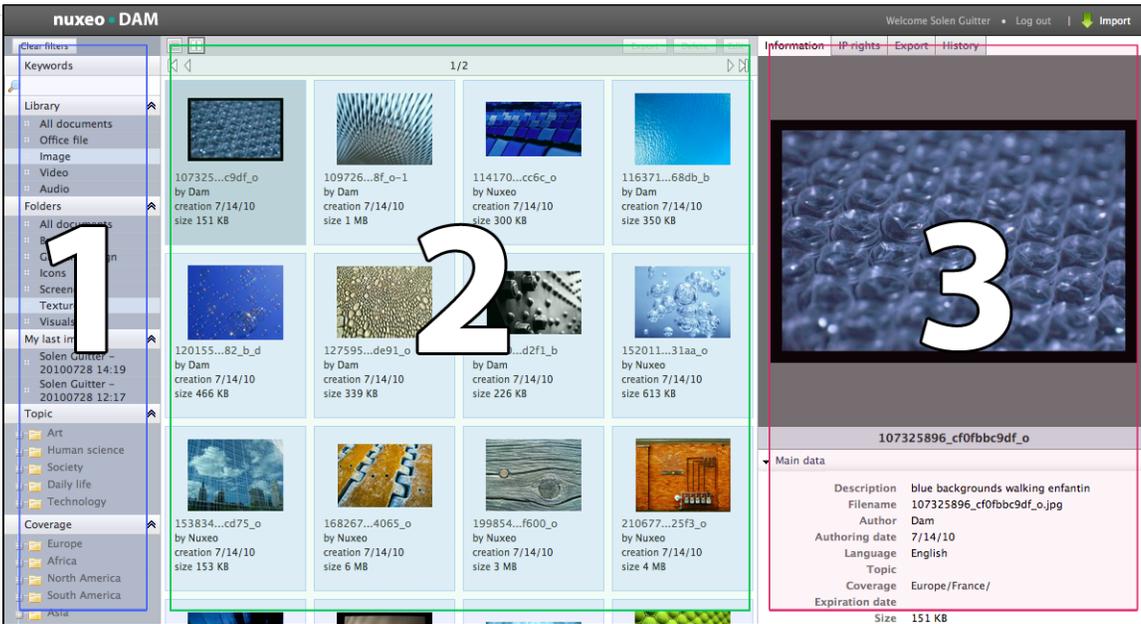
But Nuxeo DAM also supports Office and PDF documents, that you may need with your digital assets.

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

Nuxeo DAM interface presentation

Nuxeo 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 assets 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.

Working with digital assets

Nuxeo DAM enables you to manage digital assets (pictures, video and audio files).

After importing files in Nuxeo 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:

- [Import assets in Nuxeo DAM](#)
- [Browse and search assets](#)
- [Consult and edit assets](#)
- [Comment assets](#)
- [Annotate assets](#)
- [Export assets](#)

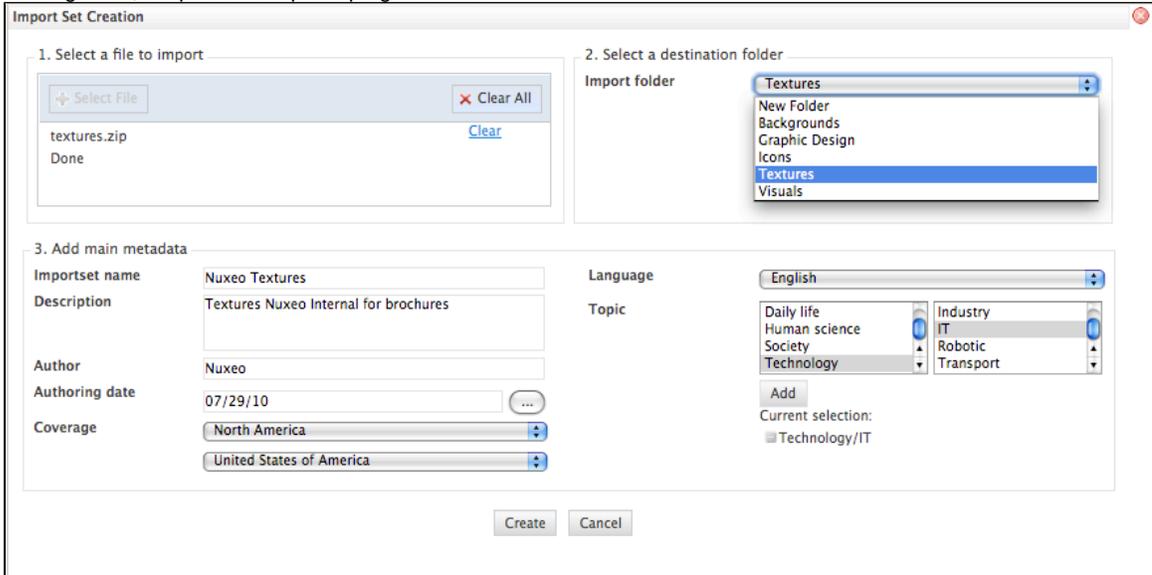
Import assets in Nuxeo DAM

Assets are imported in folders (managed by administrators). You need to have Write permission on at least one folder to be able to import assets in Nuxeo DAM.

You can import either single digital files or a set of files in a zipped folder. In both cases, documents are imported in an import set, that you can use to find the assets again. Folders can contains several import sets.

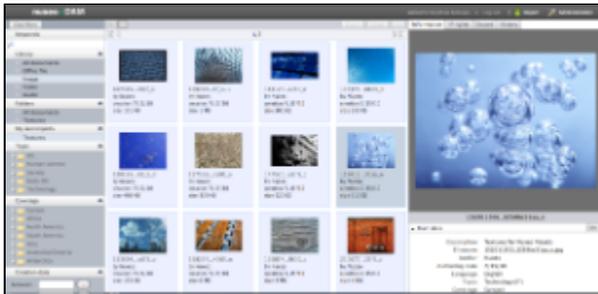
Here are the steps to import assets in Nuxeo DAM:

1. Click on "Import" in the page header.
The Import window is displayed.
2. Select the file (zip or single digital file) to import. When you click on "Select File", a pop up will allow to browse your drives. For large files, the percent of upload progress is shown.



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

✔ If you choose new folder, you will have to choose 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.



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.

Browse and search assets

Navigation in Nuxeo 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
- Folders: the folders in which assets are imported
- My last imports: your import sets
- Topic: the subjects assigned to the assets
- Coverage
- Authoring date

Below are some use cases for finding assets using the different filters available:

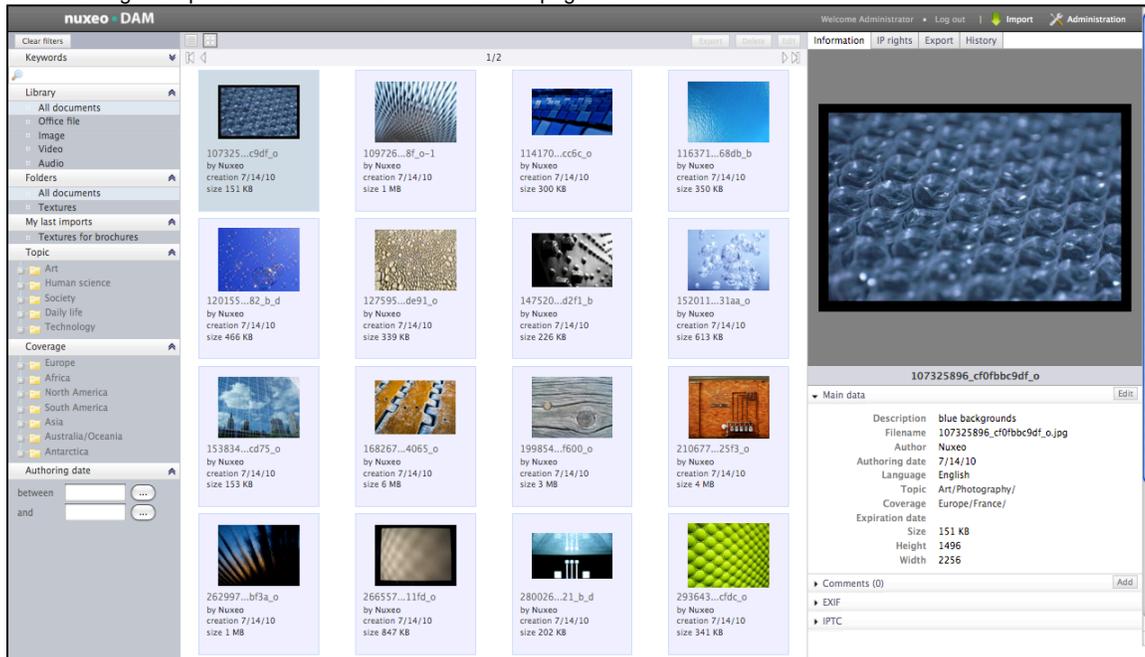
- Find assets using keywords
- Find assets using the library filter
- Find assets using metadata filters

Find 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 2 pages of results.

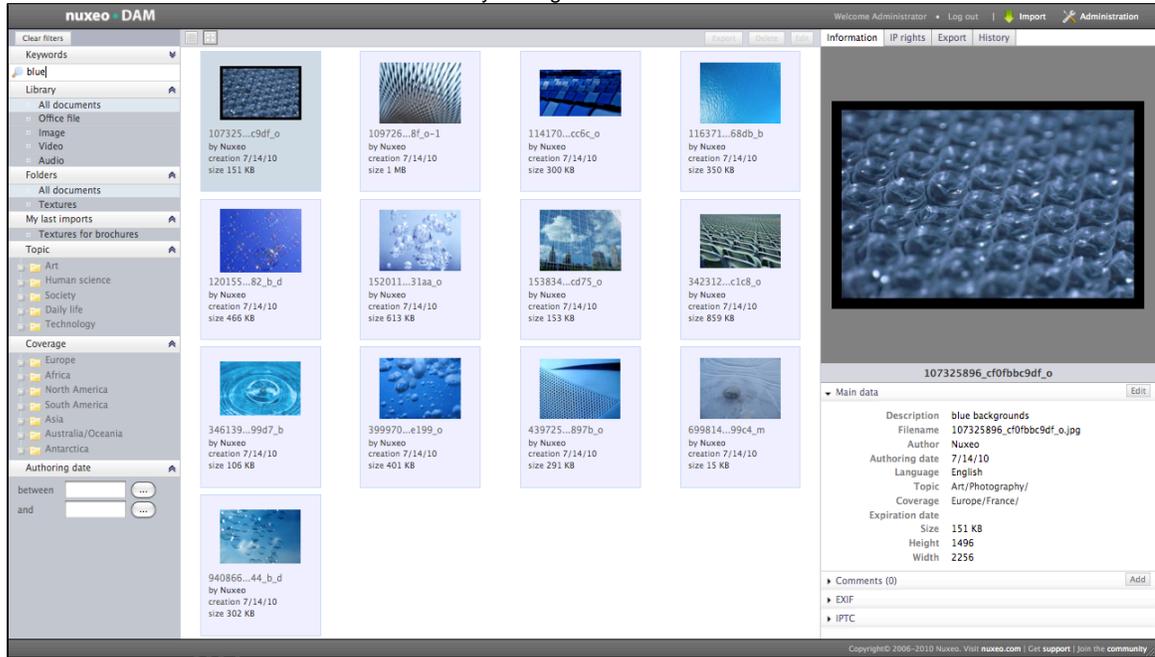


Suppose that you would like to narrow down the results to few assets, and you are looking for an illustration of a blue item.

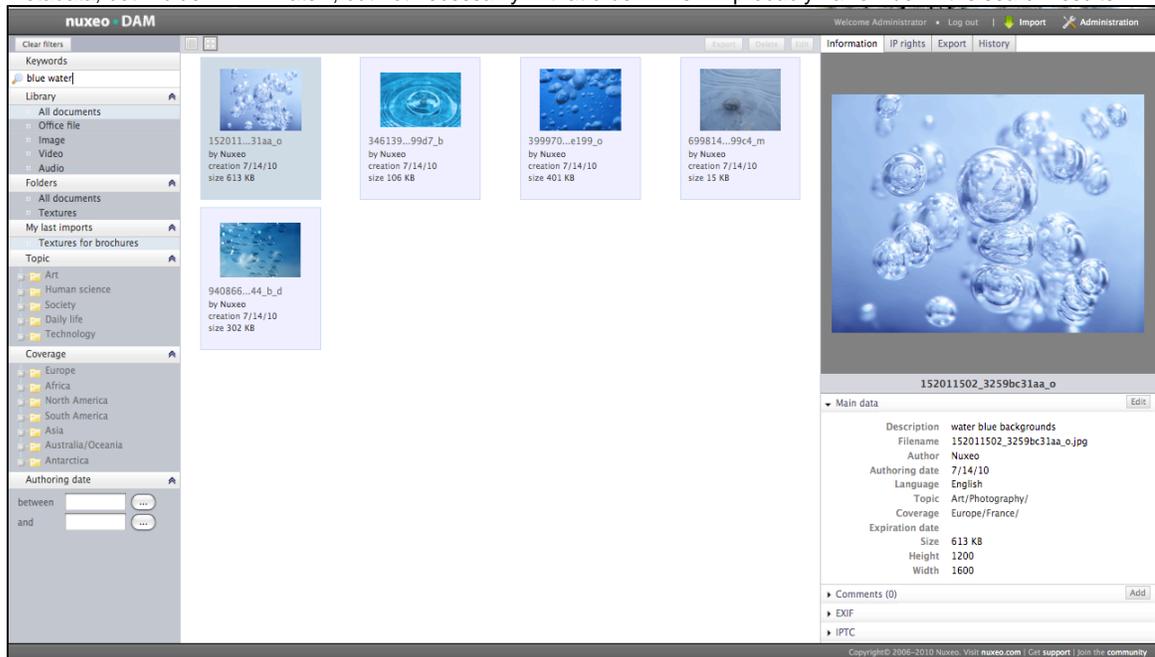
1. On the search pane, in the "Keywords" text area, enter the search term "blue".

 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:



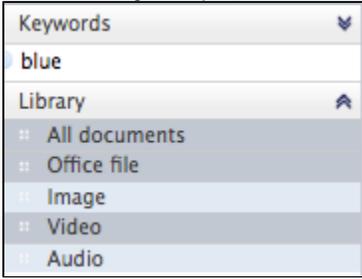
Find assets using the library filter

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:

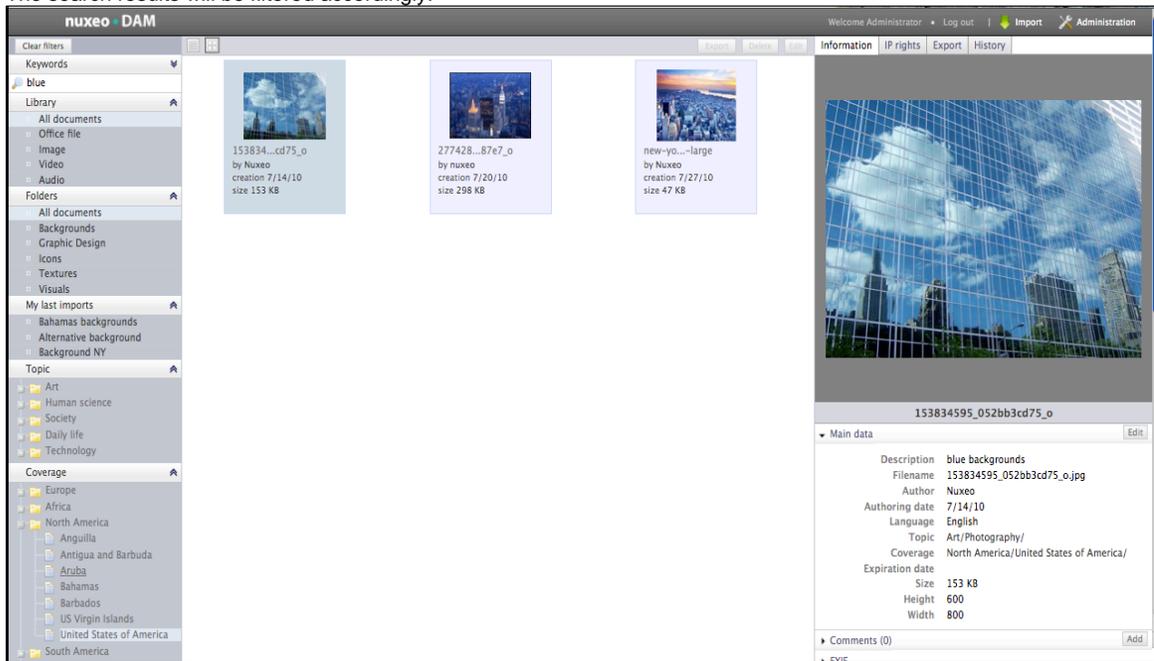


Find assets using metadata filters

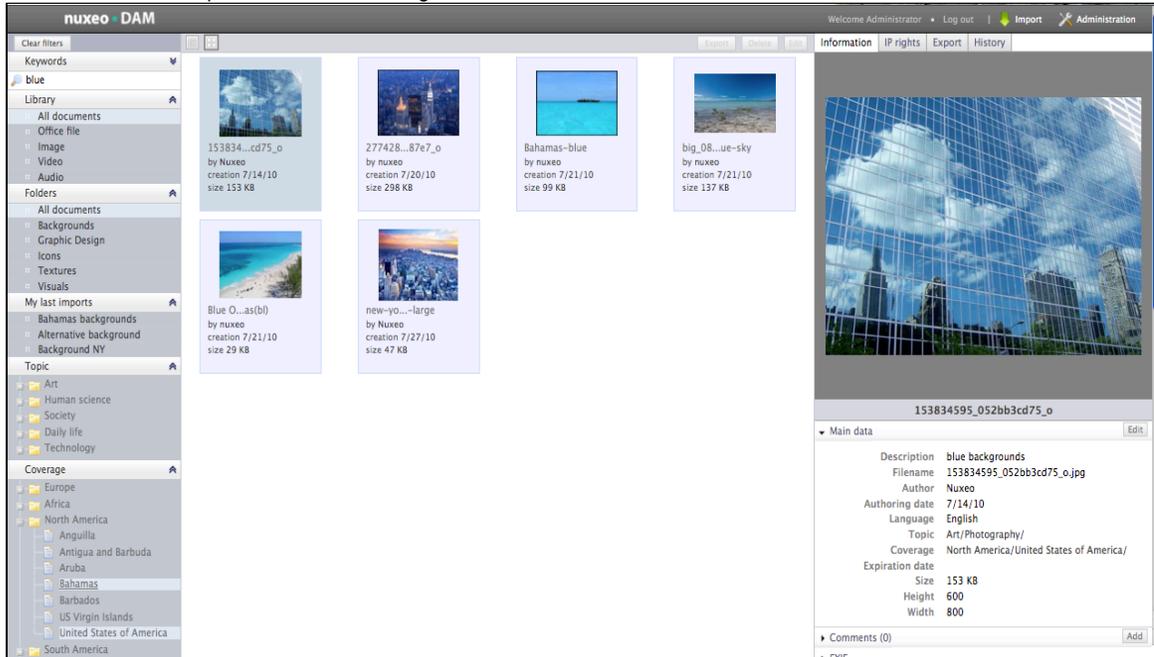
To refine your search, you can use following metadata of the assets: Coverage, Topic, Authoring date. Select one or more of these criteria to narrow down the assets displayed.

Here is an example using Coverage filter:

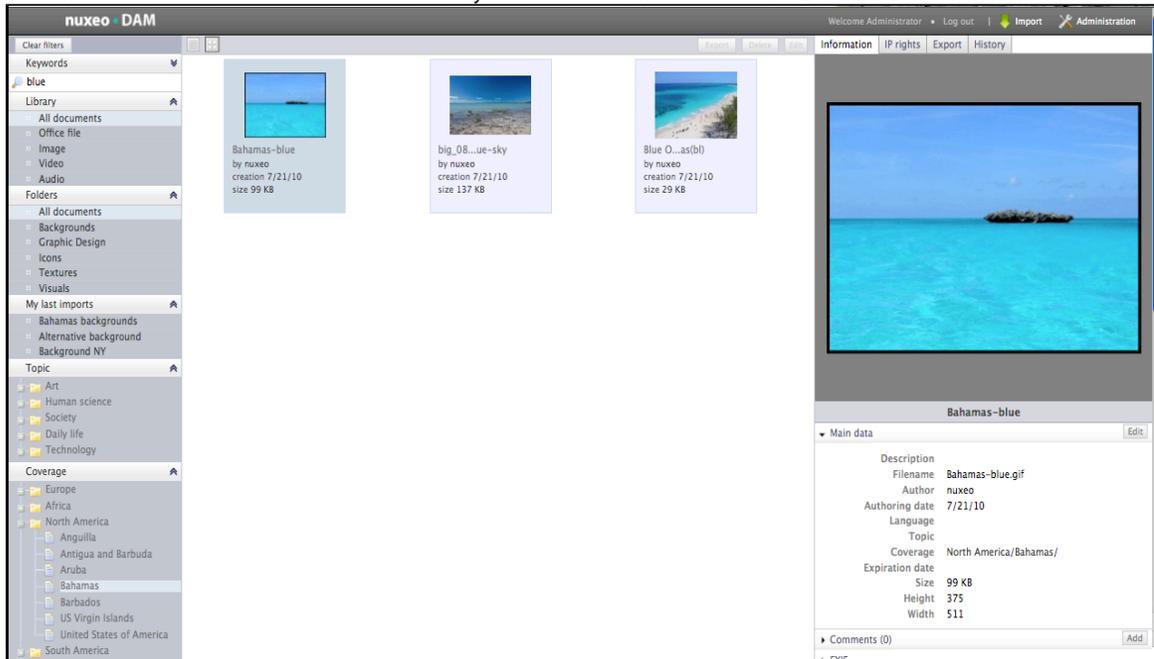
- You want to find the pictures, with "blue", that were taken in the US. In the "Coverage" tree, click on "North America", and then on "United States of America". The search results will be filtered accordingly.



- Now, you hesitate between choosing a picture of New York, or a picture from the Bahamas. Add a new geographical coverage location in the tree by clicking on the "Bahamas" entry in that tree. The results will show pictures whose coverage is the US OR the Bahamas:



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



Consult and edit assets

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

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

Consult assets

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

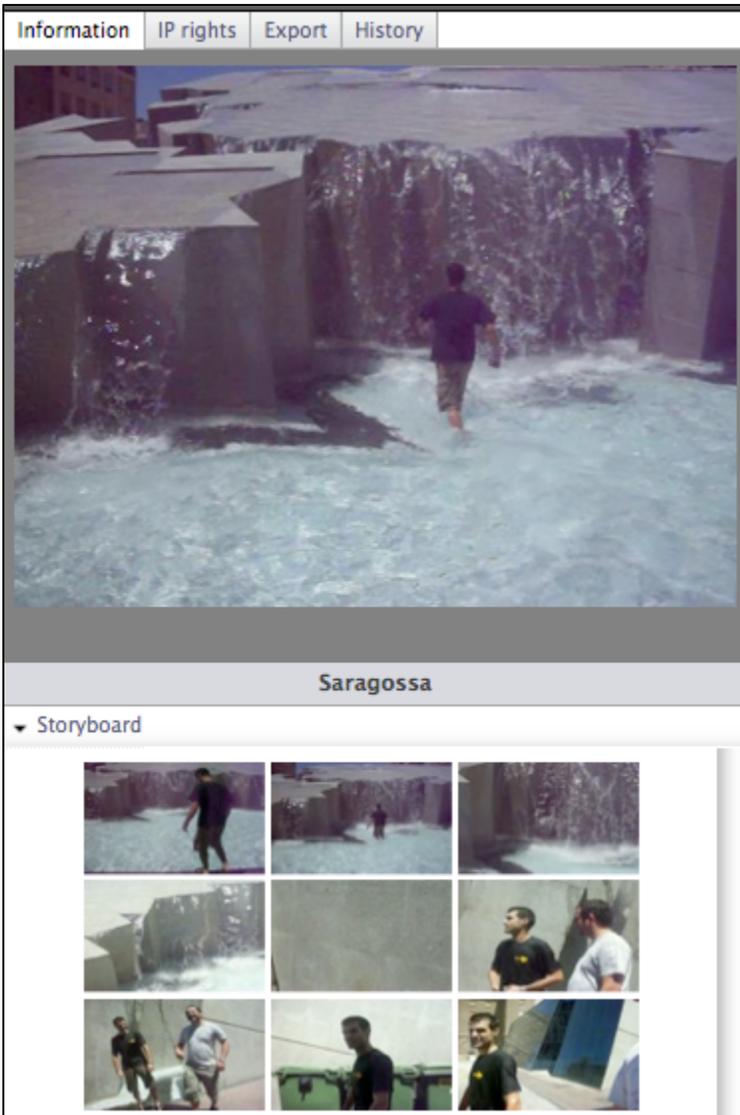
Consult a picture and office documents

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 to see the full size version.

Consult 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.

Information
IP rights
Export
History



94086662_0d47a37344_b_d

▼ Main data
Edit

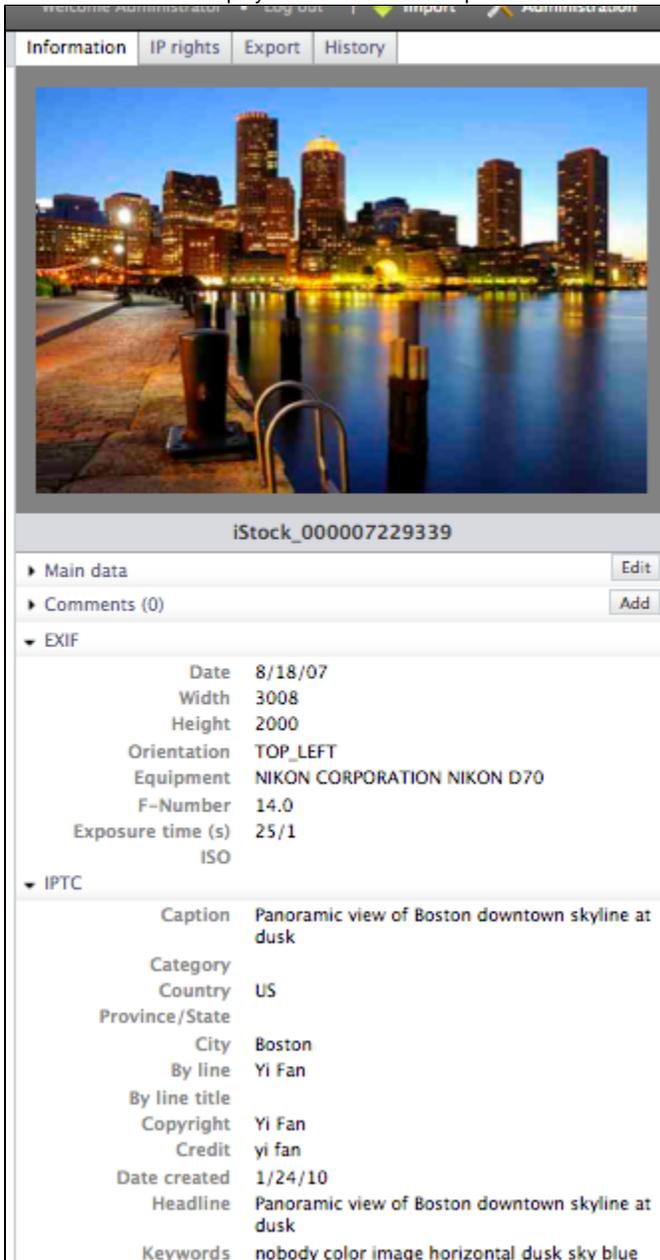
Description	Textures & visuals for Nuxeo brochures
Filename	94086662_0d47a37344_b_d.jpg
Author	Nuxeo
Authoring date	7/5/10
Language	
Topic	Technology/IT/
Coverage	Europe/
Expiration date	
Size	302 KB
Height	683
Width	1024

Title	Description
Title	Name of the asset, displayed under the preview
Description	Description of the asset
Filename	Name of the digital file
Author	Author manually indicated when the asset was imported
Language	Language of the asset
Topic	Subject(s) 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.
Expiration date	End of the asset's validity
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, Nuxeo DAM 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.



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	Europe		
Copyright holder			
Licence	CCBY		
Embargo date	07/1/10	...	
Expiration date	07/30/10	...	

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	7/20/10	15:11	Thomas Roger	Project
Modification	7/20/10	15:09	Delphine Renevey	Project
Modification	7/20/10	15:01	system	Project
Creation	7/20/10	15:01	system	Project

Edit 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 button **Save**.
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.

Comment assets

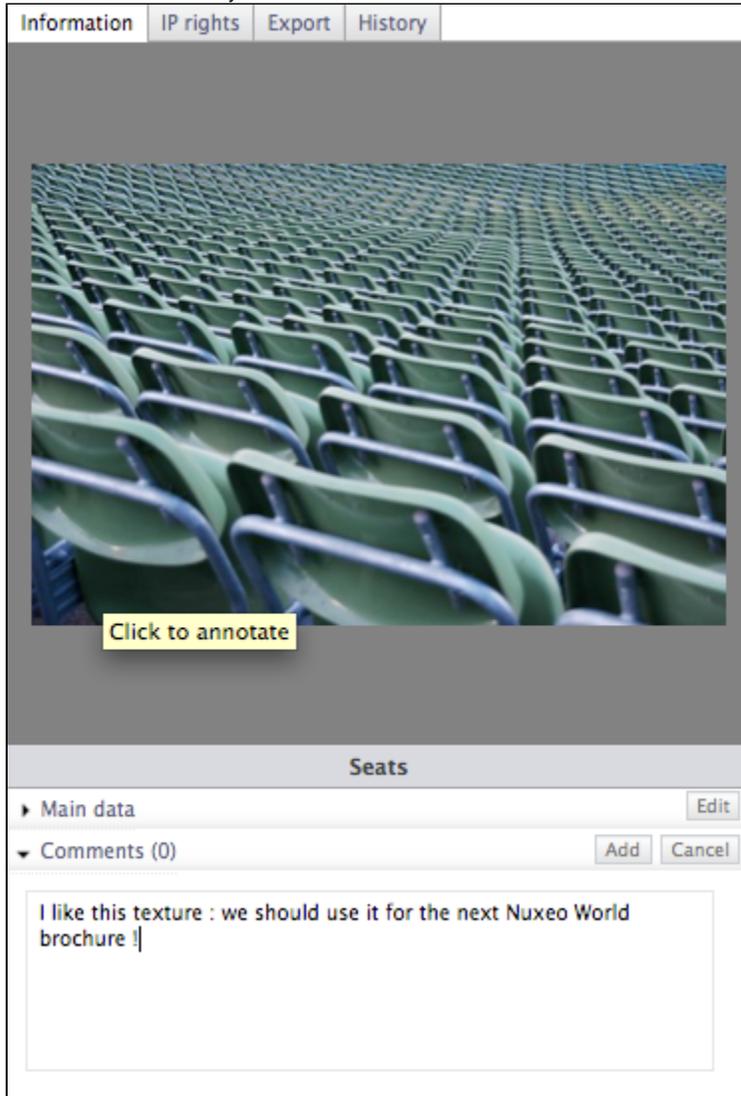
Comments enable users to discuss the asset and its evolution.

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.

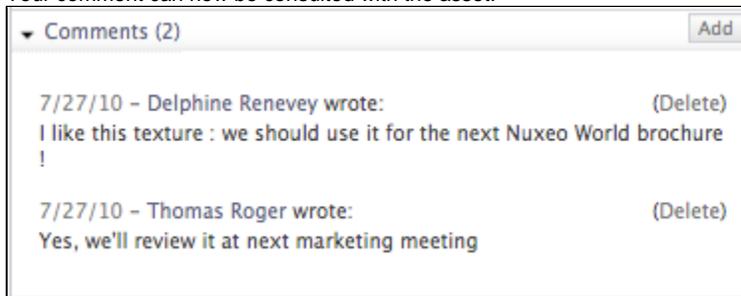
Add a comment on an asset

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.



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



Delete 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.

Annotate assets

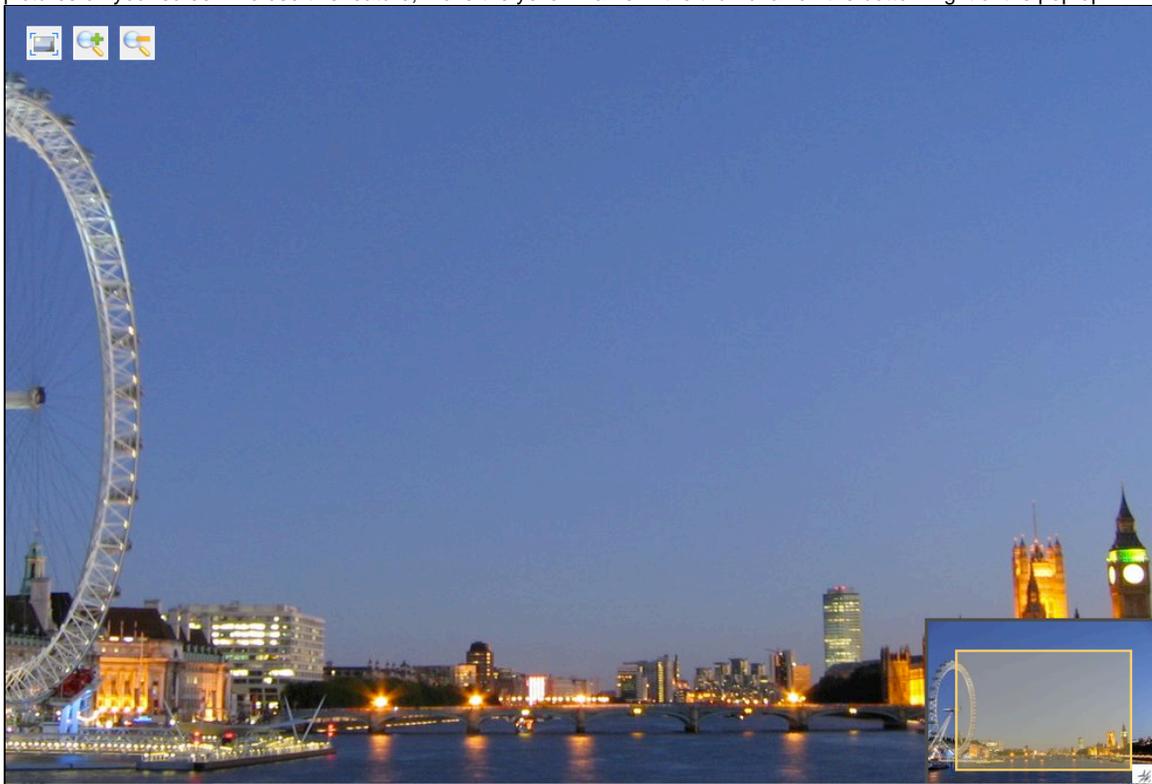
You can annotate pictures and text in Nuxeo DAM.

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

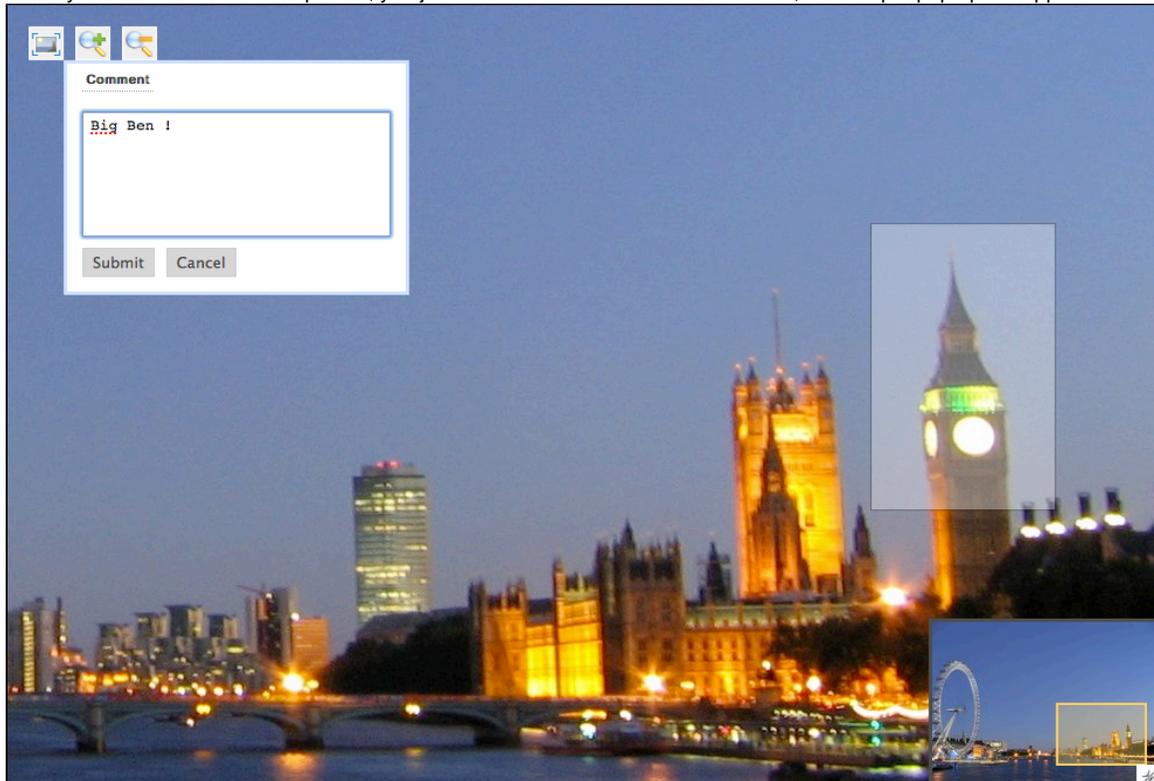
Annotate a picture

To add an annotation on a picture

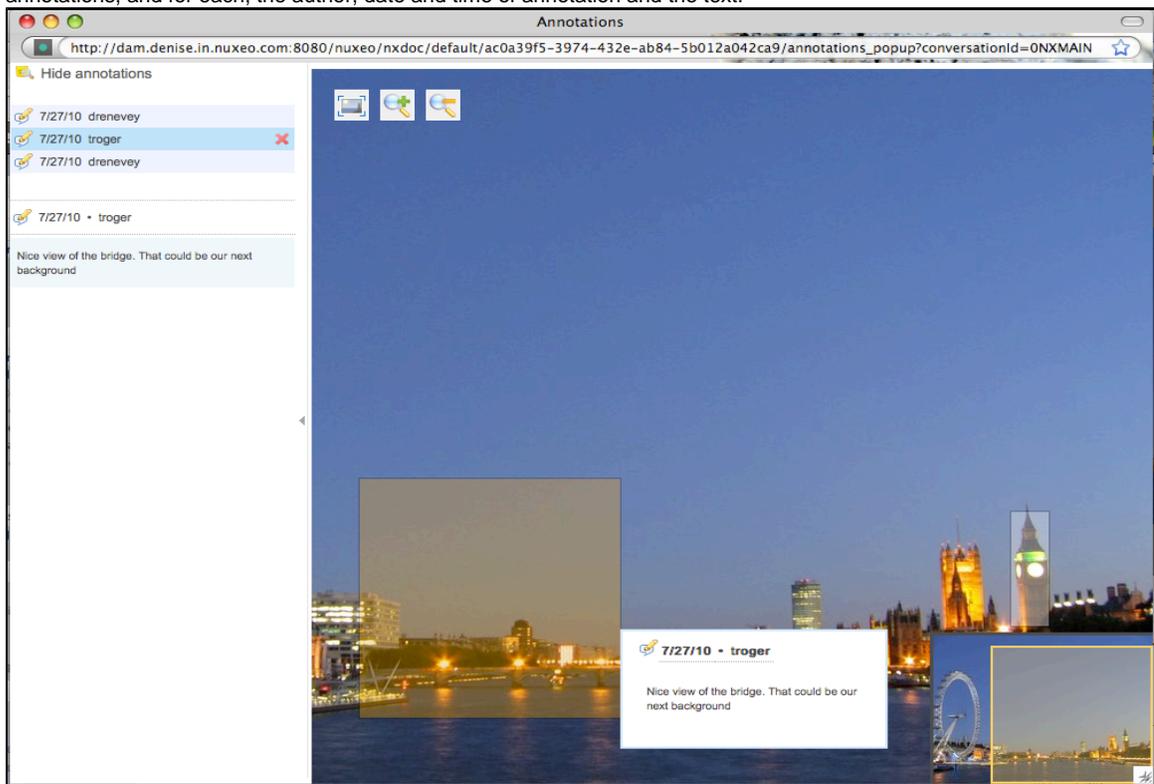
1. To access to the image view, just click on the picture's preview, on the right part of the screen.
A pop up opens.
2. You can zoom in, zoom out, and move within the picture because of the tiling feature, that enables visualization of very big pictures on your screen. To use this feature, move the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



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



- 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.

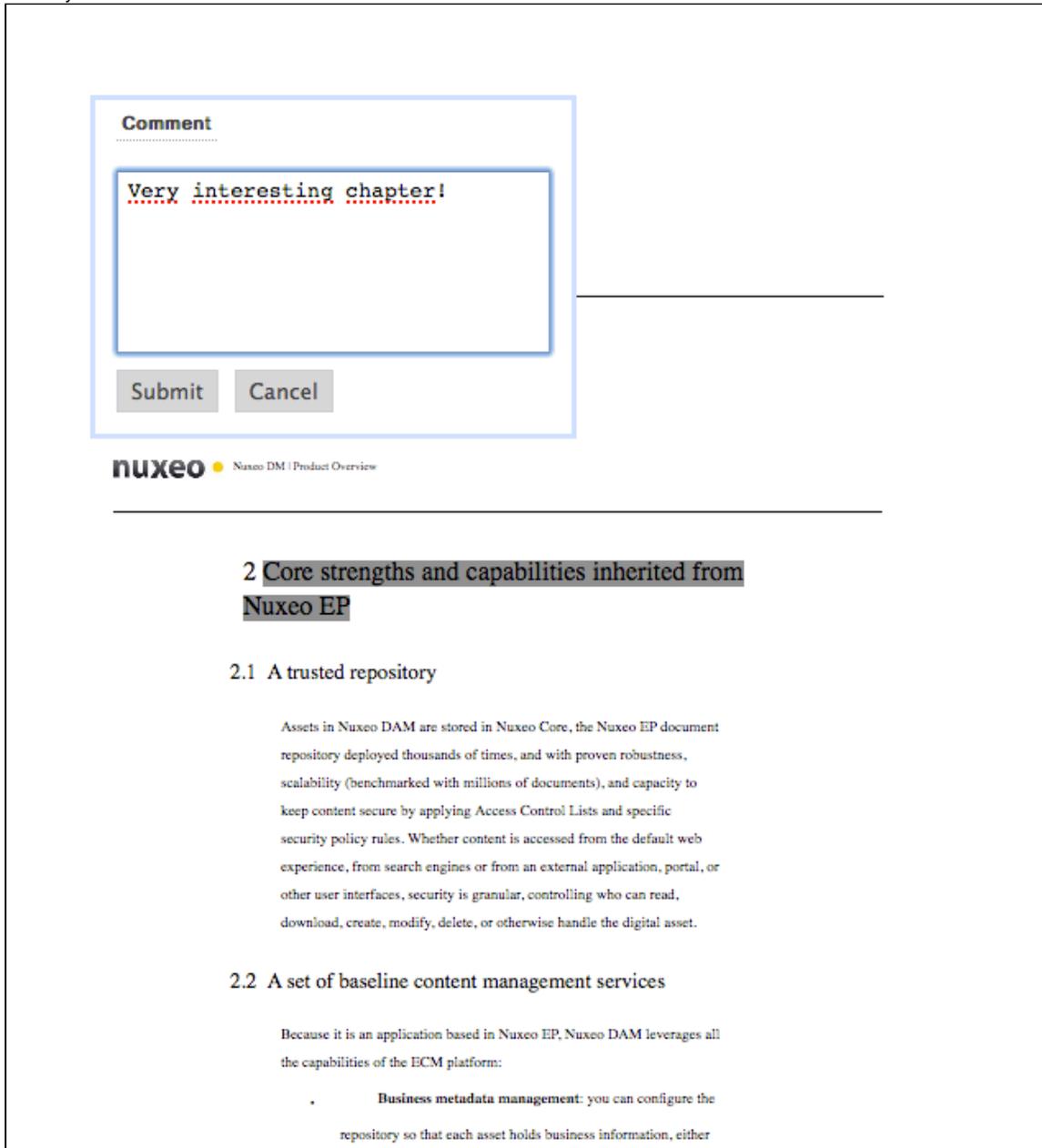


Annotate a document

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.



The screenshot shows a Nuxeo interface. At the top, there is a 'Comment' form with a text area containing 'Very interesting chapter!' and two buttons: 'Submit' and 'Cancel'. Below the form is the Nuxeo logo and the text 'Nuxeo DM | Product Overview'. The main content area below shows a document with the following structure:

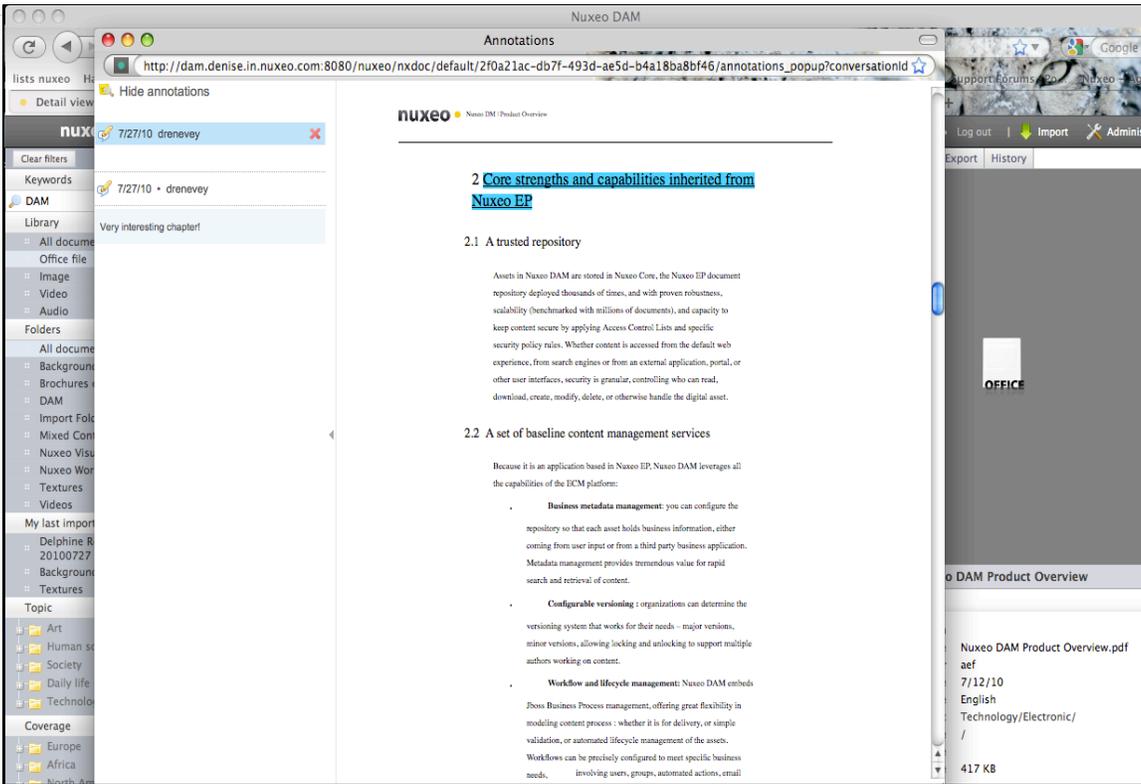
- 2 Core strengths and capabilities inherited from Nuxeo EP**
- 2.1 A trusted repository**

Assets in Nuxeo DAM are stored in Nuxeo Core, the Nuxeo EP document repository deployed thousands of times, and with proven robustness, scalability (benchmarked with millions of documents), and capacity to keep content secure by applying Access Control Lists and specific security policy rules. Whether content is accessed from the default web experience, from search engines or from an external application, portal, or other user interfaces, security is granular, controlling who can read, download, create, modify, delete, or otherwise handle the digital asset.
- 2.2 A set of baseline content management services**

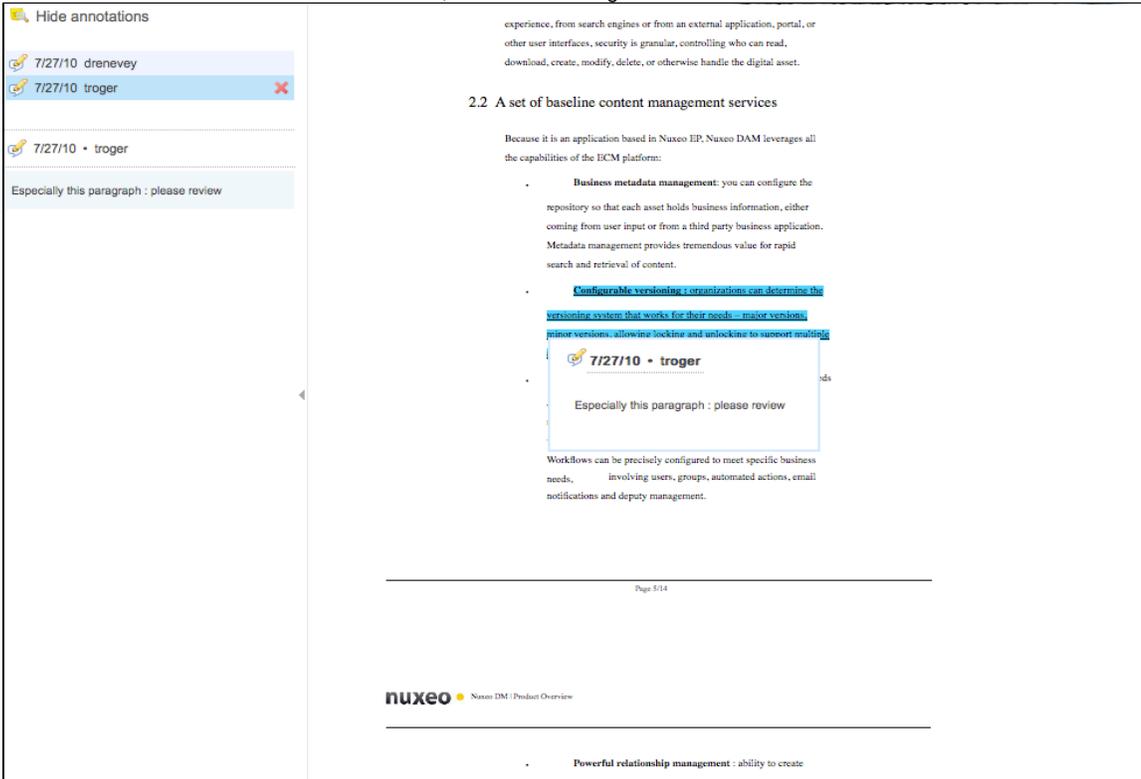
Because it is an application based in Nuxeo EP, Nuxeo DAM leverages all the capabilities of the ECM platform:

 - Business metadata management:** you can configure the repository so that each asset holds business information, either

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.



Export assets

There are several ways to export your assets:

- Export assets individually
- Send a link to download the asset

Export 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.
3. Click on the button **Download**.
The system will ask if you want to download those pictures on your desktop.

Send 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

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

Managing Nuxeo DAM

Nuxeo DAM administrators can manage some elements directly from the Nuxeo DAM user interface. Like other Nuxeo EP-based applications, they can:

- manage users and groups
- manage folders in which the assets are imported
- manage access rights to these folders

Information about the [Admin Center](#) can be found in the Nuxeo DM Documentation Center.

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 Nuxeo DAM to an external directory (LDAP directory for instance). This procedure is explained in the Nuxeo EP Reference Guide.

Administrators can create, edit and delete users and groups.



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

Here is the information you will find on this page:

- [Manage users](#)
 - [User's parameters](#)
 - [Create a user](#)
 - [Edit a user's properties](#)
 - [Delete a user](#)
- [Groups of users](#)
 - [Groups parameters](#)
 - [Create a group](#)
 - [Edit a group](#)
 - [Delete a group](#)

Manage 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 in the "Administrators" or "Members" group, or one of their sub-groups.

Create a user

Only administrators can create new users.

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

 User must be in the "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 **Administration** link in the page header.
The administration interface opens and you have 3 tabs.
2. Click on the **Users** tab.
3. Click on the **Create a new user** link.
4. Fill in the user creation form.
Mandatory fields are indicated by a red asterisk.
5. Click on the **Save** button.
You can modify the properties of a newly created user.
The user can immediately connect to the Nuxeo DAM application using his or her username and password.

Edit a user's properties

Only administrators can modify other users' properties.

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

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

To modify a user's properties:

1. Click on the **Administration** link in the page header.
The administration interface opens and you have 3 tabs.
2. Click on the **Users** tab.
3. Search a user and click on the user's name to open his or her profile.

 Type * to search for all users.

- The user's profile is displayed.
4. Click on the **Edit** tab.
 5. Modify the fields in the modification form.
 6. Click on the **Save** button.

Delete a user

Only administrators can delete users.

 Deleting a user is a permanent action.

To delete a user:

1. Click on the **Administration** link in the page header.
The administration interface opens and you have 3 tabs.
2. Click on the **Users** tab.
3. Search for a user and click on the user's name to open his or her card.

 Type * to search for all users.

The user's card is displayed.

4. Click on the **Delete** button.
A window pops up.
5. Click on the **OK** button.
The user is deleted. He or she cannot log in to the Nuxeo DAM application.

Groups of users

To make access rights management easier, you can create groups of users.

Groups of users can be created and their properties modified directly in Nuxeo DAM. 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 Nuxeo DAM:

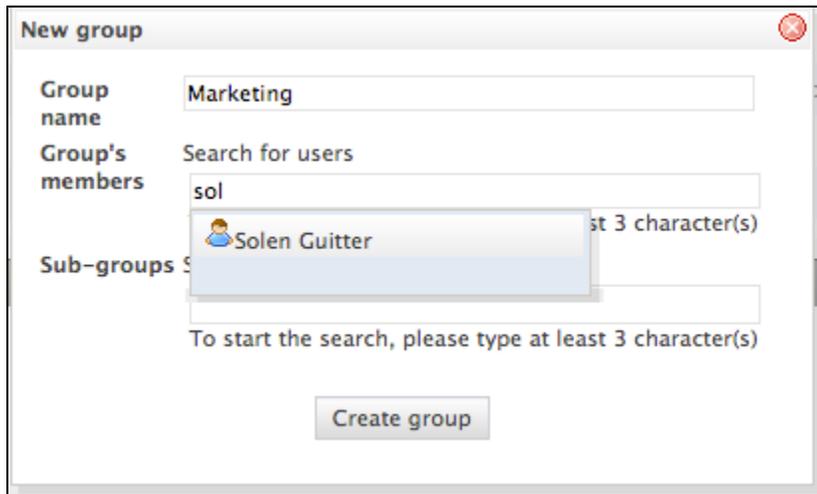
- *administrators*: the members of this group are administrators of the application. They can manage users, groups, access rights.
- *members*: users in this group are the non-administrator users of the application. The members of this group by default have "Read" permission on all the content of the 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 and groups directories are available using the **Users** and **Groups** tab, in the administration interface.

 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 name of the group is its ID.
Group's members	Users that belong to the group.
Sub-groups	Groups that belong to the group.

Create a group

Only administrators can create groups of users.

To create a group of users:

1. Click on the **Groups** tab, in the administration panel.
A search form and the list of the existing groups is displayed.
2. Click on the **Create a New Group** link.
3. Fill in the creation form.
4. Click on the **Save** button.

Edit a group

Only administrators can modify groups.

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

To edit a group:

1. Click on the **Administration** link in the page header.
The administration interface opens and you have 3 tabs.
2. Click on the **Groups** tab.
A search form is displayed.
3. Search a group and click on its name to open its card.

 Type * to search for all groups.

- 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 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 deleted groups

1. Click on the **Groups** tab.
A search form is displayed.
2. Search the group to delete and click on its name to open its card.

 Type * to search for all groups.

- The card displays the members and sub-groups of the group.
3. Click on the **Delete** button.
A window pops up.
 4. Click on the **OK** button.
The group search form is displayed. The group is displayed and its members lose the group's access rights.

Manage access rights

Access to documents and the actions allowed are determined by access rights on Nuxeo DAM folders.

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 available access rights are:

Right	Actions in Nuxeo DAM
Read	Consult content Comment documents Annotate documents
Write	Import documents Edit documents + read actions

Everything	Manage access rights (when Nuxeo DAM shares repository with Nuxeo DM) + write and read actions
Remove	Delete documents

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

i On a standard Nuxeo DAM application, members are all granted "Read" permission at the application's root by default.

- Managing access rights means:
- Grant access rights
 - Remove access rights

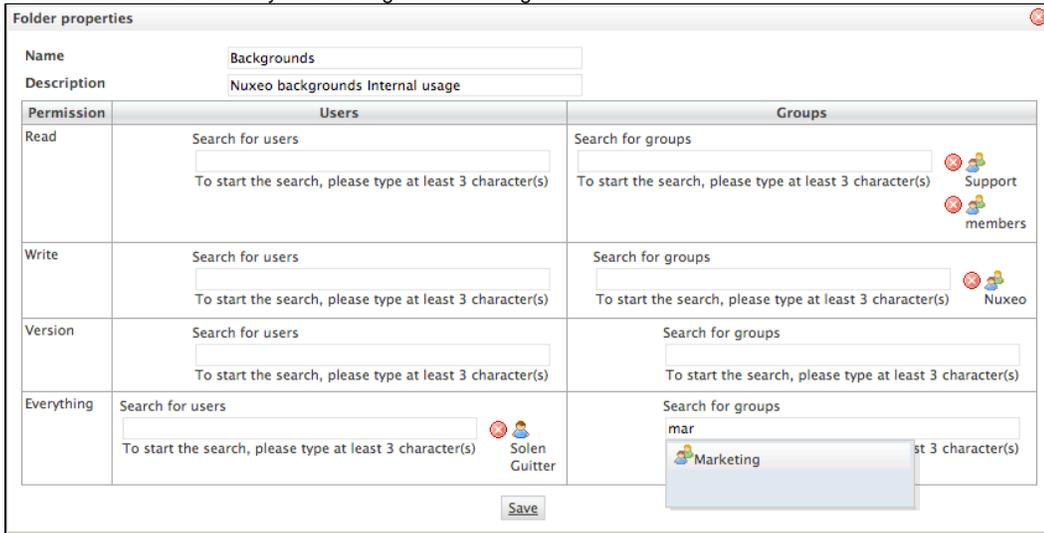
Grant access rights

To grant access rights to a folder

1. Click on Administration in the page header.
2. Click on the **Folders** tab.
The list of all folders available in your application is displayed:



3. Click on the folder name to which you want to grant access rights.



4. Search and select the users or groups you want to give access rights to in the line corresponding to the desired permission.
5. Click on the button **Save**.

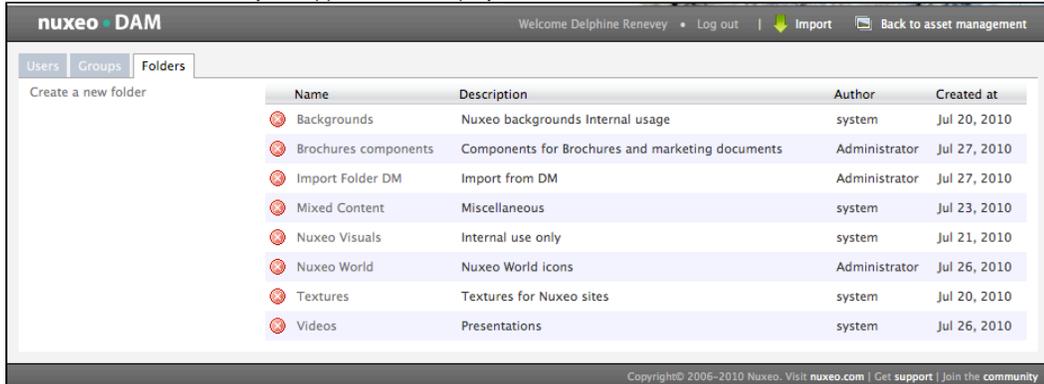
When they log in the application, users will see the folders for which they have the permission:

- If they have "read" permission in a folder, they will only be able to see the assets and comment and annotate them.
- If they have "write" permission on a folder, they will see the "edit" button, (bulk edit and edit), delete option, and they will be able to import assets in this folder.

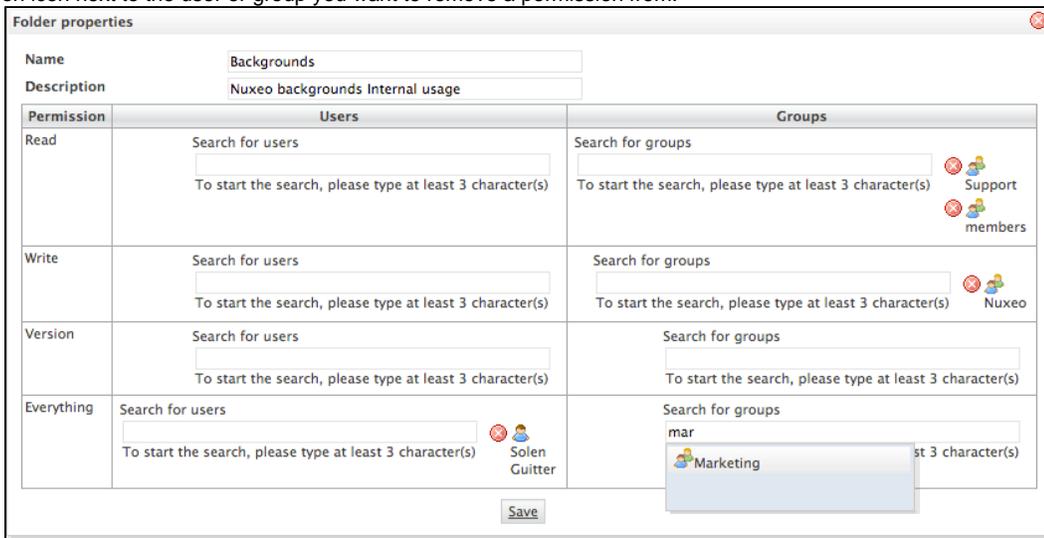
Remove access rights

To remove access rights to a folder

1. Click on Administration in the page header.
2. Click on the **Folders** tab.
The list of all folders available in your application is displayed:



3. Click on icon next to the user or group you want to remove a permission from.



4. Click on the button **Save**.

Nuxeo DAM and DM

You can also install Nuxeo DAM and Nuxeo DM together to access a shared data repository.

Here are the related versions of Nuxeo DAM and Nuxeo DM that work well together:

- Nuxeo DAM 1.1 - Nuxeo DM 5.3.2
- Nuxeo DAM 1.2 - Nuxeo DM 5.4.0.1
- Nuxeo DAM 1.3 - Nuxeo DM 5.4.1

With this set up, you can use Nuxeo DM as a backoffice, and Nuxeo DAM would be the advanced consultation interface.

You can access the multimedia documents stored in the asset library of your Nuxeo Document Management application from the DAM interface without switching applications!

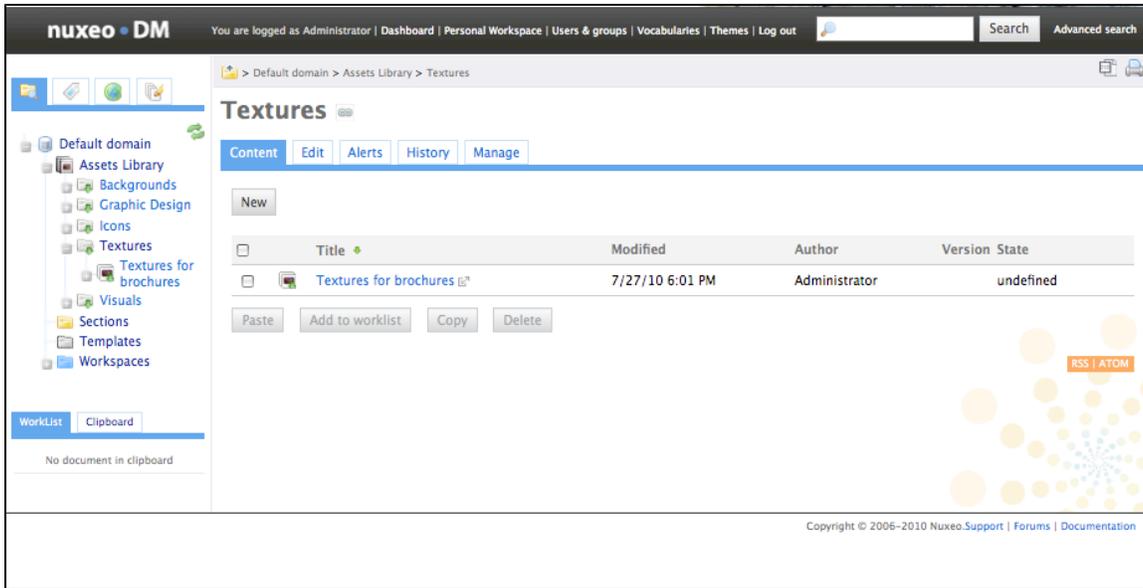
You will be given the ability to perform the following actions through Nuxeo DM:

- Users and groups management
- Access rights management
- Document workflows
- Document versioning
- Annotations and comments
- Relations between documents
- Rotate, etc.
- Manage vocabularies.

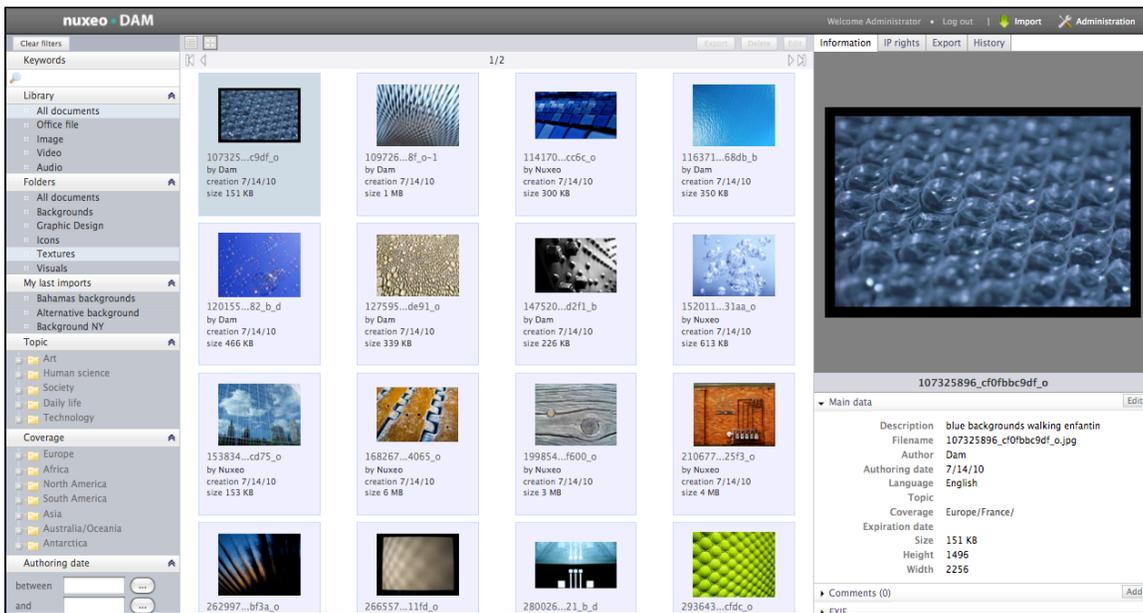
After the process that leads to a final version of the document, you can copy or move it to the Nuxeo DAM asset library. It will then be available in

the Nuxeo DAM interface.

You can see the backoffice interface with Nuxeo DM here, showing the Nuxeo DAM folders, the Asset Library, and, in the folders, the import sets:



Here is the Nuxeo DAM view of those assets, for navigation and search:



You can refer to the Nuxeo DM 5.4 Documentation Center for Nuxeo DM 5.4 Installation and features.