

Nuxeo

Nuxeo is a media asset management tool designed to replace MAM. The main goals for this tool are to:

- Improve findability of assets.
- Provide global accessibility.
- Increase production automation.
- Provide greater asset security and traceability.
- Stop digital hoarding on separate hard drives.

Contents

System Overview 2

 Connections..... 2

 Users 3

 Development Plans..... 3

Asset Overview..... 4

 Digital Asset Lifecycle 4

 Status 4

 Versions 5

 Relations 5

 Security 5

 Working with Vendors 5

 Off-line Storage 5

Basic System Functions..... 6

 Navigation..... 6

 Dashboard 7

 Search 7

 Browse 7

 CHD Search..... 9

 Tasks and Workflows..... 9

 Favorites 10

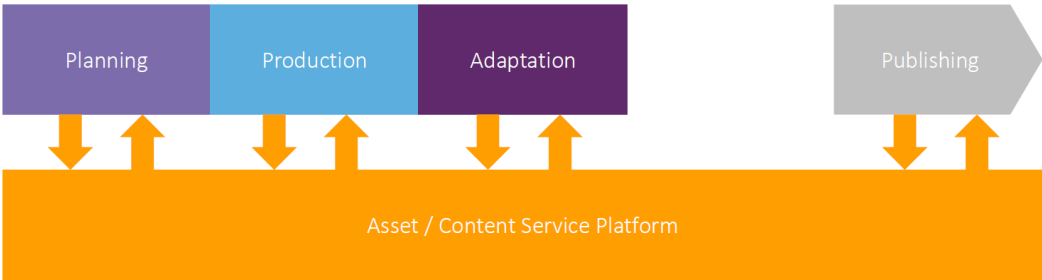
 Collections 10

Introduction

Clipboard	10
Trash	10
Help	10
Administrators	10
User Settings	10
Nuxeo Drive.....	10
Signing In and Out	11
Using a Church Account	11
Using a Nuxeo Administrator Account	11
Viewing Profile Information.....	12

System Overview

Nuxeo is designed to import, track, and provide assets through all stages of production. It is cloud-based and will be available globally.



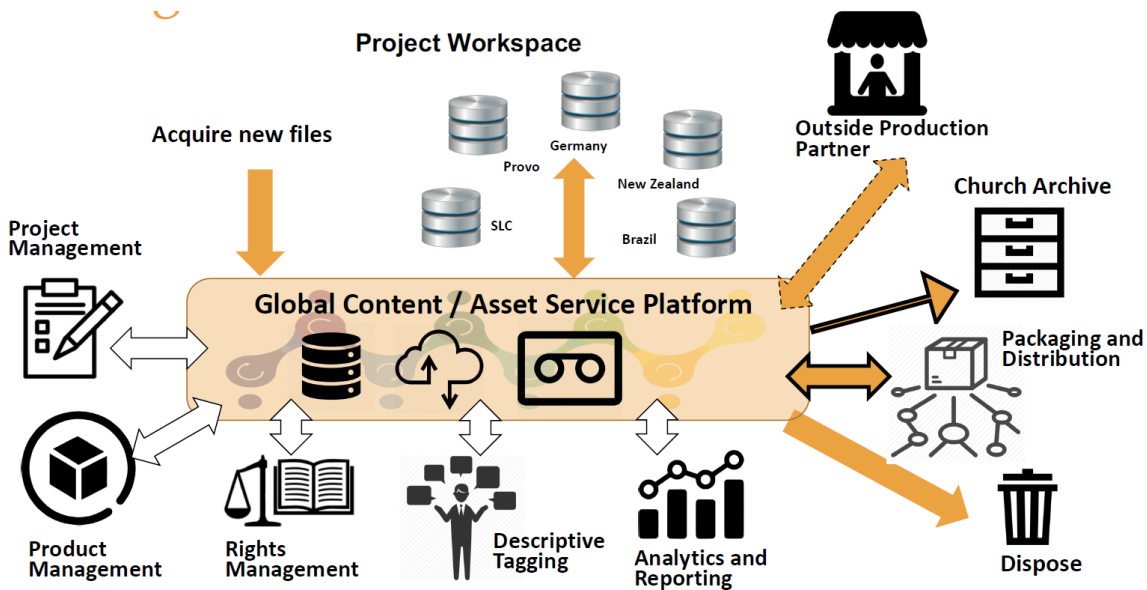
With Nuxeo, we can:

- Ingest and store assets.
- Organize and relate assets.
- Secure and protect assets.
- Manage copyright usage and restrictions, per asset.
- View analytic reports, such as usage of an asset.
- Find and preview assets.
- Gradually enrich asset metadata.
- Manage asset processes.
- Transform and publish assets.
- Manage change and retention.

Connections

Introduction

Nuxeo is able to connect to other tools to speed up production processes. This includes workspace servers wherever they are located around the world, inputting files from stock services (Adobe Stock), project management (Workfront), product management (IBM Case Manager), rights management (RMS), distribution (Brightspace or Brightcove), views (TITAN), and archiving (Church archives).



Users

Through permissions and roles, many users can gain access to the assets or contribute to the system. This system will address the needs for various users:

- Content creators
- Production teams
- Publishing teams
- General workforce
- Global production staff and volunteers
- Vendors

Development Plans

The Nuxeo platform is being customized to fit the Church's publication process. A team, lead by the Asset Management Product Manager (LeGrand Hunsaker), is working with Nuxeo developers to set requirements and customize the experience for PSD employees. The development plan is as follows:

- Develop a minimal viable product by the end of Q3 2019. This Phase One includes.
 - Defining all product deliverables and relationships to approved products, IP contracts, and production projects.
 - Adding and enriching metadata for all global visual style guide (GVL), stock (Adobe Stock) and Book of Mormon (BMVL) assets.

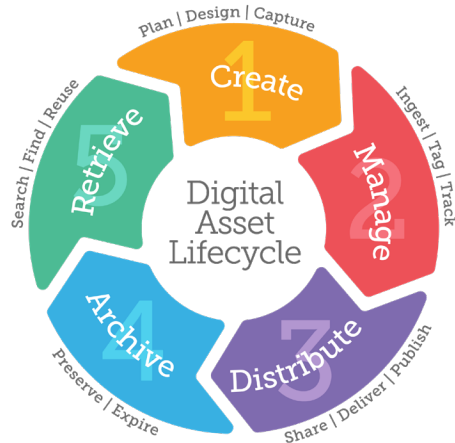
Introduction

- Simplifying bulk ingest and cataloging to facilitate quick findability.
- Setting up Nuxeo registered storage locations.
- Adding the ability to ingest, enrich metadata, and work with project source files and working project bundles.
- Start meeting with various teams to review workflows and make refinements to the system. Core functionality is planned to be complete in 2020. Phase Two includes:
 - Facilitating vendor access, including transfer and delivery.
 - Automating transform and transcode processes.
 - Managing archiving with Church History Archives.
 - Managing active project workspace, nearline storage, and archival storage.
 - Integrate with channel publishing, such as Brightspot.
 - Track and report asset lifecycle and asset status.
- Have teams start using the system and input new assets.
- Start migrating assets from MAM with the goal to replace Interplay MAM.

Asset Overview

Digital Asset Lifecycle

Digital assets have a lifecycle, that when managed by a platform, make it easier to manage the assets appropriately through all the stages.



Status

In Nuxeo, each asset is assigned a status to help track it through its lifecycle.

- **In Progress:** Assets that are added to the platform are placed in a workspace where an individual or team can finish edits or metadata until the asset can be approved and moved into production. No one else sees the asset except those with permissions to the workspace. Production users added to the workspace can start working with the asset before it is approved.
- **Approved:** Approved indicates assets that have received IP, Correlation, and VIO approval. In the future, setting an asset to approved will start a workflow to these various groups to finish the approval process.

Introduction

- **Published:** When you publish an asset, you select where to store it (what section in the approved content), what version to list, and what renditions to include. Published items may be searched and viewed by everyone.
- **Retired:** Retired assets are obsolete and will be retained or deleted according the department's [records management plan](#).

Versions

In Nuxeo, there are two levels of versions. If needed, you can manually set the version.

- **Major:** Major versions are for published items, such as 1.0. If an item is revised and republished, it becomes version 2.0.
- **Minor:** Minor versions accumulate as you edit and replace an item. They increment, such as 0.2, 0.3, and so forth.

Relations

Assets can have relations, such as a thumbnail image for a video or a language version. Below are some of the relations that Nuxeo can track:

- Derivatives or altered versions. There is a process that will copy all the metadata and apply it to a derivative.
- Language versions. There is a process that will copy all the metadata, specify the new language and apply it to a language version.
- Thumbnail images for videos or covers for audio albums.
- Assets that are used as part of another asset.

Security

Security is identified as Public, Internal, Confidential, and Restricted. Security is applied to folders or specific assets to manage who can view, edit, or download. If needed, permissions can be adjusted for a folder or asset to allow specific users access for a specified time.

Working with Vendors

Folders and assets can be shared with vendors so they can download or upload assets. Ideally, vendors would be assigned a Church Account by the Vendor Management group. But until that occurs, you can share an asset or folder via an email link which gives vendors access to the assets.

Off-line Storage

There is an off-line tape storage system (Black Pearl) to store archived assets. After assets are imported into Nuxeo, at some designated point, they will be moved to the off-line tape storage system and listed as "Archived" in Nuxeo. A low-res preview version will still be

Introduction

available in Nuxeo to search and view. Asset Management Partners can retrieve archived assets from the tape storage as needed.

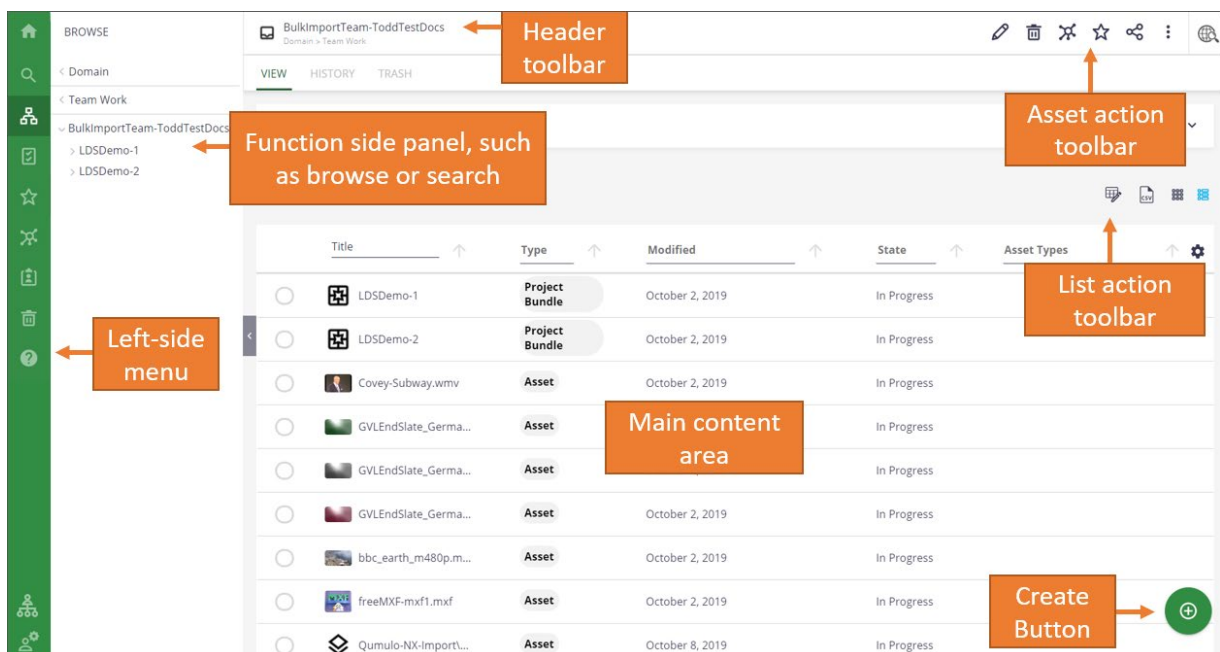
Basic System Functions

Below are the basic system functions and their purpose.

Navigation

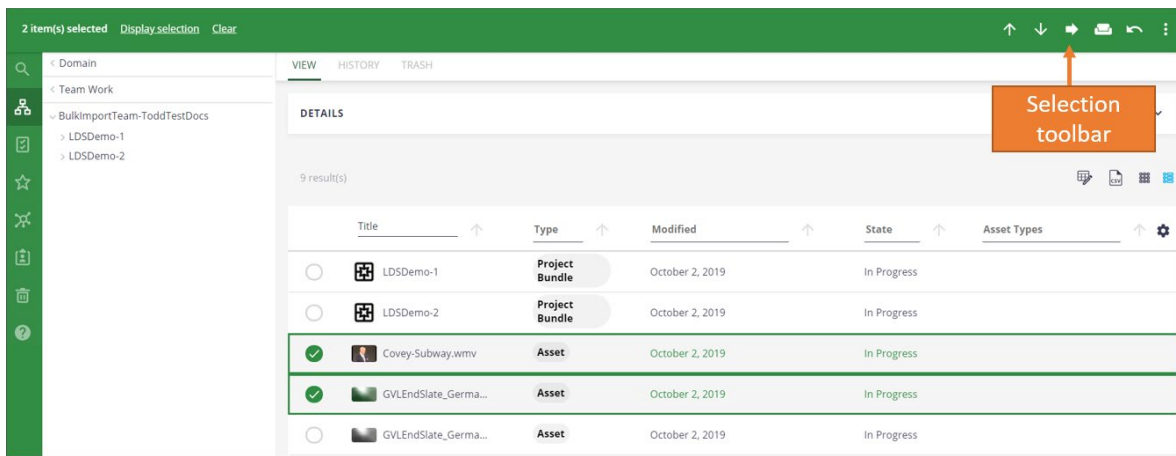
The following are the basic areas on a Nuxeo screen.

- The left-side menu contains the main functions: Home, Search, Help, Browse, Tasks, Favorites, Collections, Clipboard, Trash, Administrators, User Settings.
- Selecting a left-side menu icon opens a side panel, such as the browse or search screen. You can hide the side panel by clicking the left-side menu icon again.
- The Header Toolbar across the top lists the page or asset title, a breadcrumb trail (that you can click to navigate), and a quick search.
- At the top right is the Asset Action toolbar. You will see icons or links to actions such as edit, approve, share, etc.
- Above folder, search results, and collections are list actions.
- The main content area is where folder contents, search results, or asset details are displayed.
- The Create button is used to add folders and import assets.



- If you select several assets from folder content or search results, then a Selection toolbar appears with actions you can take on your selected assets.


Introduction



Dashboard



Every user has a dashboard that appears when they first log on. The dashboard displays:

- **Recently Edited:** This provides a quick link to something you are working on.
- **Recently Viewed:** This provides a quick link to items you searched for and viewed.
- **Tasks:** In this system, you can assign tasks to someone else, such as assigning a cataloger to add metadata to a set of photos a photographer recently added, assigning an editor to upload the language video to the metadata record a cataloger created. Tasks assigned to you show up on your dashboard.
- **Favorite Items:** This can provide a quick link to something you are working on.

You can return to your dashboard by clicking the **Home** () icon in the left side menu or press “D” (for Dashboard) on the keyboard.

Search

There are several types of searches available (see “Searching for and Viewing Assets”).

- **Quick Search:** At the top right of every screen, a quick search () is available. This basically searches everything in the system (metadata, assets, users, groups, etc.).
- **Asset Search:** Click the Search () icon on the left to search for assets in:
 - **Production Assets:** All assets in both the Team Work space or Approved Content.
 - **Scripture Asset Library:** Scripture assets in Approved Content, such as Book of Mormon visual assets.
 - **Stock Library:** Stock assets in Approved Content, such as from Adobe Stock.
 - **Production Templates:** Global visual library assets in Approved Content, such as beginning or ending slates, templates, or official GA portraits.

Browse

Besides searching, you can click the **Browse** () icon to browse for items. These are organized into “Domains.” You can think of a domain as a group of content. Under each

Introduction

domain is a hierarchy of folders and items in a folder. Security and permissions are tied to folders. For example, if you have write permission for a parent folder, you will have write permission for any children folders. You can also set permissions on an individual asset, if needed. So domains are used to provide security and tracking for items. Because of that, you will only see the domains, folders, and items in a folder that you have permission to view or edit. There are three types of domains.

Approved Content

Published content appears in the Approved Content section. Folders are created for the different types of content:

- **Global Visual Library:** Templates (business and production), design elements, and official portraits.
- **Licensed Stock:** such as Adobe Stock. *Note:* For Adobe Stock, as assets are licensed, the system will automatically copy them over to Nuxeo each day.
- **Music Library**
- **Scripture Library:** Book of Mormon and Bible visual library.
- **Product Tree:** All other products.

When an asset is approved and ready to be published, the publisher selects which folder to place it in the Approved Content section.

Master Data

This is the master metadata templates for metadata being copied from other systems, such as RMS and Workfront, and lists that appear when you are adding metadata. For the most part, the Metadata and Technology Data Analyst will add data to this section.

- **Products:** Copies metadata from the product database (IBM Case Manager) based on the PD number added to an asset.
- **Projects:** Copies metadata from Workfront based on the PRJ or Production reference number and any Task reference numbers added to an asset.
- **Contracts:** Copies metadata from the Rights Management System (RMS) based on the contract numbers, RS-statements, or certification numbers added to an asset.
- **Language Book:** Official list of languages.
- **Series:** Lists of series, seasons, or episodes.
- **Events:** Lists of events.
- **People:** List of people.

For most lists, if you do not see the item you want to add, contact the Metadata and Technology Data Analyst. In the Master Data section, list items can either be entered individually or imported from a .csv spreadsheet.

Introduction

PSD Delivery Portal

Select PSD groups can publish content to a folder in this section to send it to other PSD groups for final delivery or publishing.


Team Work

The Team Work space allows teams to add assets and work with them until they are ready to be published. Workspaces are a dynamic environment where you can add, edit, and work with assets. A workspace will be provided for each production team. The team can decide how best to organize their workspace. They can organize it by project, or by groups, or by the type of work being done. No one else can view the team work assets except the team members assigned. The Asset Management Partner (AMP) manages permissions within the team work space. The system will start with the following teams:


- Church Headquarters
 - Broadcast/Events: Will have subfolders for Newsroom, Audio Editing, and Video Editing
 - Executive Communications
 - Photography
 - Film/Video: Will have subfolders for Audio Project, DIT/LAB, Post Finishing, and Video Editing
 - Motion Graphics and Animation
 - Publishing
 - Translation
- Areas: Asia , Asia North, Africa Southeast, Africa West, Brazil, Caribbean, Central America, Europe, Europe East, Idaho/North America Central, Mexico, Middle East/Africa North, North America Northeast, North America Northwest/West, North America Southeast, North America Southwest, Pacific, Philippines, South America Northwest, South America South, Utah.

If needed, assets can be copied or moved to other workspaces while in the “In Process” state.

CHD Search

Those who belong to the Church History (CHD) Review team will see the **CHD Search** () icon. Click the icon to search for possible assets to import into Church History Archives.


Tasks and Workflows

The system allows you to create tasks and assign it to someone. To view tasks assigned to you, click the **Task** () icon on the left-side menu.


Introduction

Workflows allow an asset to travel a path between people and tasks to speed up production. Workflows can either be a single path from one person to the next, or allow parallel paths between several people. For example, there will be a workflow created for approval for an asset from one or more of the appropriate groups (IP, Correlation, VIO).

Favorites

You can add assets to your favorites list so you can quickly return and finish work on them. You can view your favorites on your dashboard or by clicking the **Favorites** () icon on the left-side menu.

Collections

Collections provides a way to view or share a set of images. You can create a collection of assets and then assign someone a task to perform an action on these assets, such as doing some editing work, adding metadata, or providing approval. To view your collections, click the **Collections** () icon on the left-side menu.


Clipboard

The clipboard () is used to copy or move items from one folder to another.


Trash

The trash () stores deleted assets until the trash is emptied by Administrators.


Help

Click the **Help** () icon on the left menu and then click **Help Section** to access the online help. There is a table of contents, or you can search for help. PDF copies are also available.

Administrators

Administrators () have access to add users and groups, assign permissions, and view analytics within the system.

User Settings

You use user settings () to view your groups and permissions, download Nuxeo Drive, and log out. If you need more permissions for a folder or set of assets, see your Asset Management Partner.

Nuxeo Drive

Introduction

This is a separate application, much like OneDrive or Dropbox where you can sync files in the system with your computer. This may make it easier to edit or work with files while they are “In Process.”

Signing In and Out

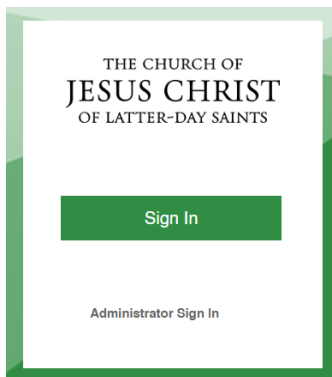
Supported browsers are:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Safari 11+
- Safari Mobile
- Chrome Android

The Web UI uses the browser language to display any language versions of Nuxeo. For now, English is the only language version available. *Note:* You may need to sign in again if the session times-out (with no activity for a period of time).

Using a Church Account

1. Go to: <https://nuxeo.churchofjesuschrist.org>




2. Click the **Sign In** button.
3. Enter your Church Account username and password, and press **Enter**. Nuxeo will open to a Dashboard page.

Using a Nuxeo Administrator Account


1. Go to: <https://nuxeo.churchofjesuschrist.org>
2. Click the Administrator Sign In link.
3. Enter the Nuxeo username and password, and click **Log In**. Nuxeo will open to a Dashboard page.

Signing Out

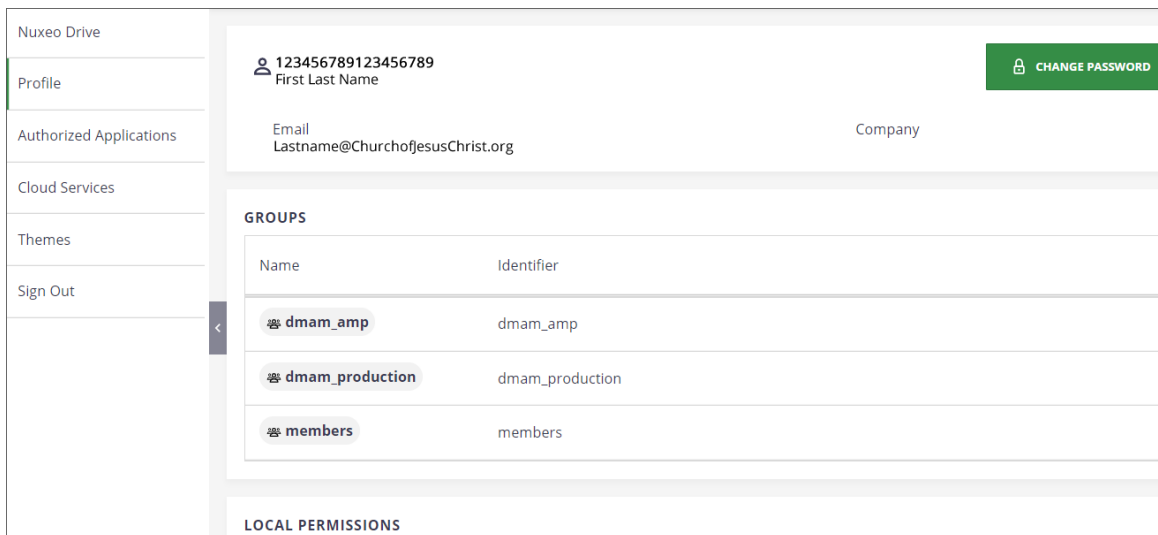
1. On the left-side, click the **User Settings** () icon.
2. Click Sign Out.




Viewing Profile Information

You can view the groups you belong to and the permissions you have in the system. If you need more permissions, contact your Asset Management Partner (AMP). Groups and permissions are detailed in the *Appendix*. Permissions can be permanent or have a time limit.

1. On the left-side, click the **User Settings** () icon.
2. Click **Profile**. The groups you belong to and any permissions you have are listed. You can belong to more than one group.

Note: DO NOT change your password for a Church Account.



GROUPS	
Name	Identifier
 dmam_amp	dmam_amp
 dmam_production	dmam_production
 members	members

LOCAL PERMISSIONS