

## Nuxeo

You can find items using one of these approaches:


- Browse to the item in one of the domains.
- Use a quick search.
- Search for an asset (in either Approved Content or Team Work spaces).

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## Browsing

You can browse for assets in each of the domains: Approved Content, Master Data, and Team Work. However, because access to these domains and items is controlled by permissions, you will only view the domains and items you have permission to see. Permissions are managed by Asset Management Partners (AMPs).

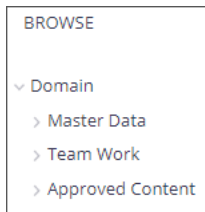
1. On the left-side, click the **Browse** () icon.
2. Click **Domain**.





## Searching for and Viewing Assets

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*Note:* If you were previously viewing collections, it may show your collections vs Team Work and Approved content. In that case, click **Domain** to show the three main folders (Master Data, Team Work, and Approved Content).

3. Click the domain you want to view, such as “Approved Content.”



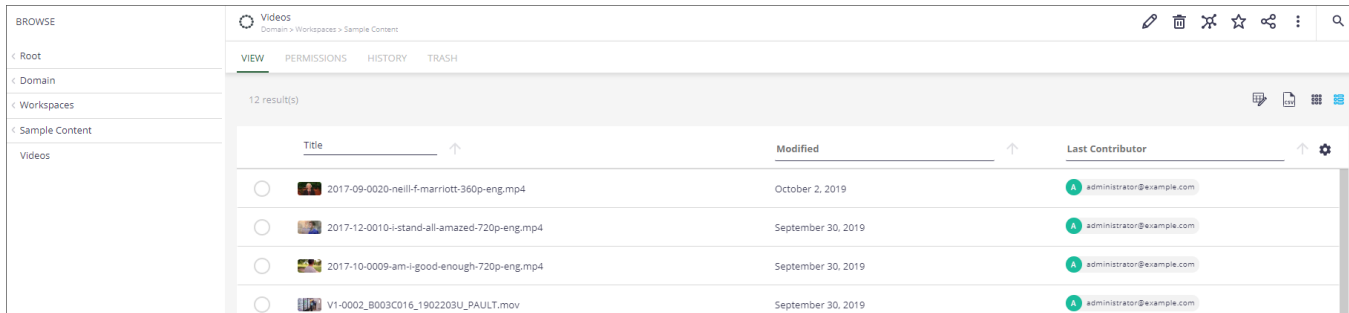
4. Click the folder you want to view, such as “Global Visual Library.”
5. Continue clicking folders to open them. Items within a folder will be displayed in the folder content on the right.
  - If desired, on the right, click the **gear** () icon to change the column headers (or metadata) to view in the folder content. Check or uncheck the items you want to view and click **Close**. *Tip:* To have more space to view full filenames, uncheck some columns to view a longer title.
  - You can click a column arrow () to resort the list in either ascending or descending order.
  - You can filter the list by selecting the **IP Cleared Assets**, **Published Assets**, or **Unpublished Assets** buttons at the top, when available.
  - Click the **Switch to Grid View** () icon to display just the images in the folder content. The images will display in a larger size. You can hover over the image to see the filename.
  - Click the **Switch to Table View** () icon to display the table with thumbnail images and columns of metadata.
  - To adjust the order of assets in the folder, select the assets you want to move, and at the top, click the **Move Up** or **Move Down** arrows.
6. To filter the list, you can also click a column header and enter or select the information to filter by. For example:
  - For Language, enter and select the name of the language, such as “Spanish.” Only assets with “Spanish” in the language metadata will be displayed.
  - For Title, enter part of a title or the file extension, such as “Hinckley” or “.jpg.” Only assets with “Hinckley” or “.jpg” in the title will be displayed.
  - For Character, enter the name of the character, such as “Nephi.” Only assets with “Nephi” in the character metadata will be displayed.

*Note:* Columns with a list of items only displays the items that are in the results. For example, if the assets in the results only include "English," "Spanish," and "French" languages, those are the only three languages that will show up in the Language

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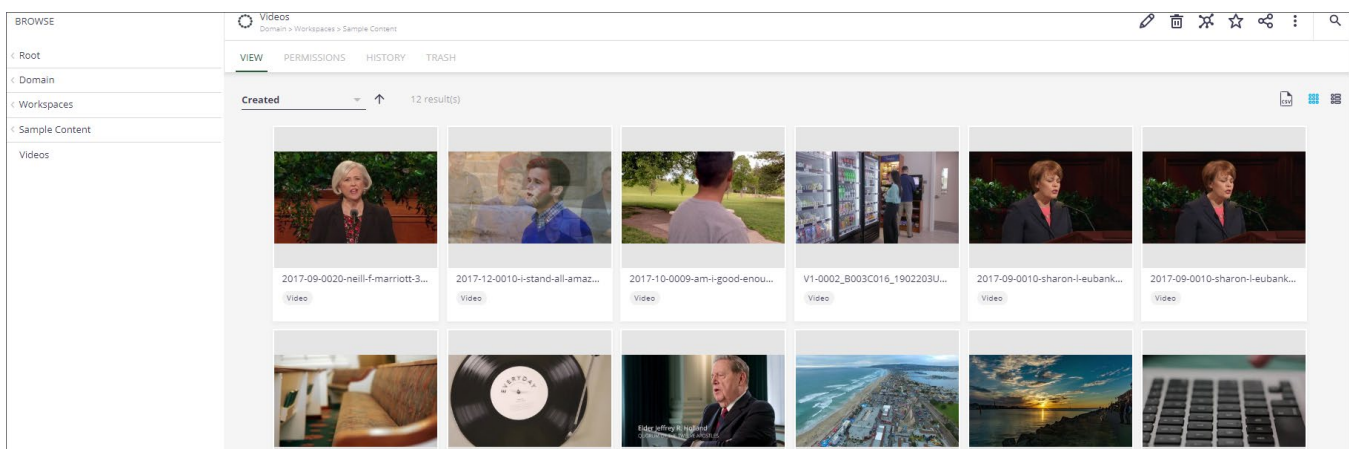
column. Each item will display a number next to it that represents how many times that item shows up in the results.

### 7. Select an asset to view the details.



Title	Modified	Last Contributor
2017-09-0020-neill-f-marriott-360p-eng.mp4	October 2, 2019	administrator@example.com
2017-12-0010-i-stand-all-amazed-720p-eng.mp4	September 30, 2019	administrator@example.com
2017-10-0009-am-i-good-enough-720p-eng.mp4	September 30, 2019	administrator@example.com
V1-0002_B003C016_1902203U_PAULT.mov	September 30, 2019	administrator@example.com

Browse search results in Table View



Browse search results in Grid View

**Note:** To search another folder or domain, click a parent folder above it. For example, after viewing “Approved Content,” to view “Team Work,” click **Domain**.

## Searching

### Search Field

The Search field is a full-text search that searches all the metadata, tags, comments, attachment text, or document text for an asset (including Exif and IPTC data pulled in from images). For example, you could search for the following:

- Sharon Eubank, to find all videos, images, or audio clips where she is the speaker, presenter, or featured person in an image.
- Patrick Gerber, to find all documents where he was the designer or other creator or contributor to an asset.
- Contract number, to find all assets associated with that contract.
- Salt Lake Temple, to find all assets with those words in the title, description, tags, etc.

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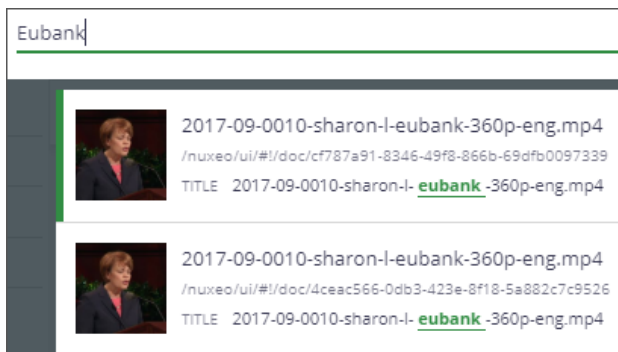
- Date (16 Dec 2018), to find all assets with that created date, modified date, or released date.
- Location (Ghana), to find all assets with that location as the actual shoot location or location shown in the asset.
- Project number or PD number to see all assets associated with a project or product.
- Title of a document or PowerPoint presentation.

Besides the search field, some searches also provide filters so you can narrow your results to find what you are looking for.

### Quick Search

The quick search, available at the top right of all screens, searches across all assets, users, and groups. Multiple words are searched as if an “And” operator was inserted between them, meaning that all the words must be present to show that item as a search result.

1. Click the **Search** () icon at the top right or press “s” (for Search) on the keyboard.
2. Enter your search terms. The search results display below as you type.
3. Select an item to view the details.



### Asset Search

Currently there are four types of asset searches:

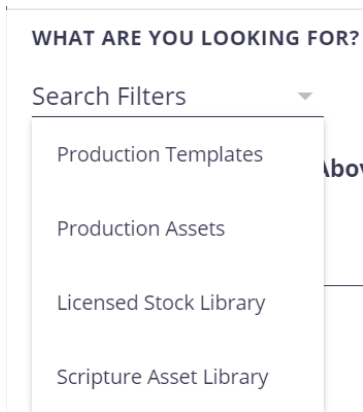
- **Production Templates:** Searches assets found in the Global Visual Library folder, such as beginning or ending slates, templates, or official general authority portraits.
- **Production Assets:** Searches assets in both the Approved Content and Team Work domains.
- **Licensed Stock Library:** Searches assets found in the Licensed Stock folder, such as images from Adobe Stock, Getty, etc.
- **Scripture Asset Library:** Searches assets found in the Scripture Library folder, such as Book of Mormon visual assets.

1. Click the **Search** () icon on the left-side menu.

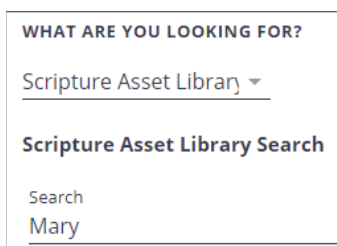
## Searching for and Viewing Assets

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2. In the top Search Filters field, select the type of search to use.



3. In the Search field, enter your search terms.



*Note:* You can search for a PD number and it will retrieve assets with that number in the metadata, but currently the PD number itself will not display in the table columns.

4. You can also enter or select items in the filters below. For example, in the Media Type field, select “video” to include only videos in the results. If Auto Search at the bottom is on, search results will display as you type or enter data. You can turn Auto Search off, and then click the **Search** button to see the results.

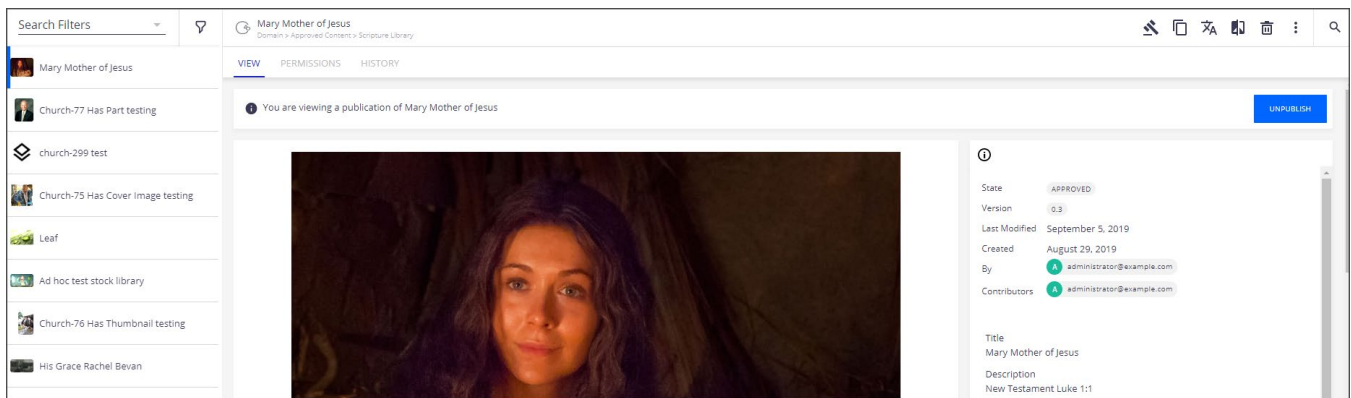
*Note:* The filters available are different depending on the type of search. If a drop-down list is available, it will display when you click in the field. For definitions and examples of the fields, see “Metadata” in the *Appendix*.

*Note:* To clear search criteria, at the bottom, click **Clear**.

5. The search results display on the right-side with a thumbnail image of the asset and selected metadata.
  - If desired, on the right, click the **gear** (⚙️) icon to change the column headers (or metadata) to view in the search results. Check or un-check the items you want to view and click **Close**.
  - You can click a column arrow (↑) to resort the list in either ascending or descending order.
  - Click the **Switch to Grid View** (🖼️) icon to display just the images in the search results. The images will display in a larger size.

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- Click the **Switch to Table View** (📄) icon to display the table with thumbnail images and columns of metadata.
6. Select an item on the right to view the details.
- To view the search results on the left while viewing the details on the right, click the **Switch to Queue View** (📄) icon at the top next to "Saved Search." You can then view the details for several search result items as you click through the list on the left.
  - Clicking the **Switch to Filter View** (🔍) icon will switch back to the search criteria on the left.



*Search Results queue on the left with image details on the right.*

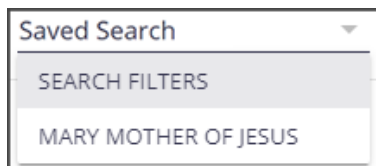
## Saving a Search

You can save a search and share it with others. Only an administrator has permission to share a search with everyone.

- After entering your search criteria, at the top right, select **Save As**. Enter a name for the search and click **Save**.



- Saved searches show under the Saved Search drop-down list at the top left. Select your saved search.

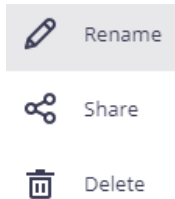


## Sharing a Saved Search

- To share a search, at the top left under Saved Search, select the search from the list.

## Searching for and Viewing Assets

- At the top right, click the **More** (⋮) icon.



- To rename the search, click **Rename**. Enter the name and click **Save**.
- To share the search, click **Share**.
- Under Permissions Defined Locally, on the right, click **New**.

*Note:* To share the search with an external user, under “Permissions Assigned to External Users,” click **New**.

PERMISSIONS DEFINED LOCALLY					NEW
User / Group	Right	Time Frame	Granted by	Actions	
Administrator	Everything	Permanent			

- Search for the individual or group you want to share the search with by entering their name, and then selecting them from the list that appears.

### Add a Permission

User / Group

Search for users and groups

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Right

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Time Frame ☒ Permanent ☐ Date-based

From

To

☒ Send an email to notify user

Notification email

Hi! Could you comment on this document and...

CANCEL

CREATE AND ADD ANOTHER

CREATE

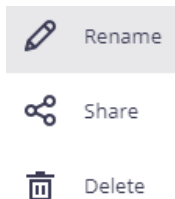
- Under “Right,” select the permissions you want them to have. “Read/Download” allows them to view and use the search. “Edit” allows them to change your search criteria or the name of the saved search.
- Select the Time Frame: either **Permanent**, or **Date-based**. If you selected Date-based, add a beginning and ending date by selecting the **calendar** (📅) icons.

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9. You can check or uncheck the box to send an email to notify the user. If you do send an email, enter a message.
10. Click **Create** or **Create and Add Another**. This adds the individual or group to the permissions list.
11. When finished, at the bottom left, click **Close**.

### Deleting a Saved Search

1. At the top left under Saved Search, select the search from the list.
2. At the top right, click the **More** (⋮) icon, and select **Delete**.



3. On the confirmation message, click **OK**.

## Viewing Asset Details

In the asset details, a larger image of the asset appears on the left and the metadata appears on the right. Below are several sections of information (this may vary depending on the type of asset (video, image, audio, document)):

- **Technical details:** Some technical details for the audio, video, image, or document file are listed. For images, this includes any Exif or IPTC information copied from the camera data or added during image editing (before import). For audio, embedded album covers will display as a thumbnail.
- **Additional Formats or Conversions:** Other renditions are listed below with a download link.
- **Workfront Job Information:** Some basic details from the Workfront project, such as project title, project number, project owner, and project status.
- **Rights Document Information:** Some basic details from the Rights Management System (RMS), such as IP Code, certificate or contract number, and rights status.
- **Usage Terms:** Contracted usage guidelines from RMS.
- **Metadata:** The metadata on the right hides fields with no data (for most users) and displays all the fields (for administrators). To edit the metadata, see "Editing Metadata" in *Working with Assets*. To view more details about a specific metadata item, click the underlined metadata, such as "Polish" as the language or a job project title. This will display the details about this metadata item from the Master Data section.

## Video Controls

The screenshot shows the Nuxeo video player interface. The video player displays a scene from a religious film. The metadata panel on the right includes the following information:

- State: IN PROGRESS
- Version: CREATE VERSION
- Last Modified: October 2, 2019
- Created: October 2, 2019
- By: system
- Contributors: system
- Title: 2017-12-0010-i-stand-all-amazed-720p-eng.mp4
- Description: 2017-12-0010-i-stand-all-amazed-720p-eng.mp4
- Scripture Reference: No results.
- Alt Text: Asset Type
- Background Color: (green circle icon)

- **Play the Video:** Click the **Play** (▶) icon. This plays a proxy version of the video, not the hi-res source. There is a progress bar and time code. If desired, you can click the "I" (i) at the top of the metadata panel to hide/show the panel. This will expand the video space.
- **Adjust Sound:** At the bottom of the video, click the **Sound** (🔊) icon to mute, unmute, or adjust the volume.
- **Playback Rate:** At the bottom of the video, click the **1x** to adjust the playback rate.
- **Picture-in-Picture:** At the bottom of the video, click the **Picture-in-Picture** (🖼️) icon. This displays the video in a small rectangle in the lower right corner of your screen. It will stay there as you search or do other actions. Select it again to exit Picture-in-Picture mode.
- **View Full Screen:** At the bottom of the video, click the **Full Screen** (⬛) icon to watch the video in full screen mode. Press **Esc** to exit full screen.
- **Scene Selection:** Below the video, click a thumbnail image to jump to a specific scene in the video. There is a scroll bar if there are more scenes than fit in the area.

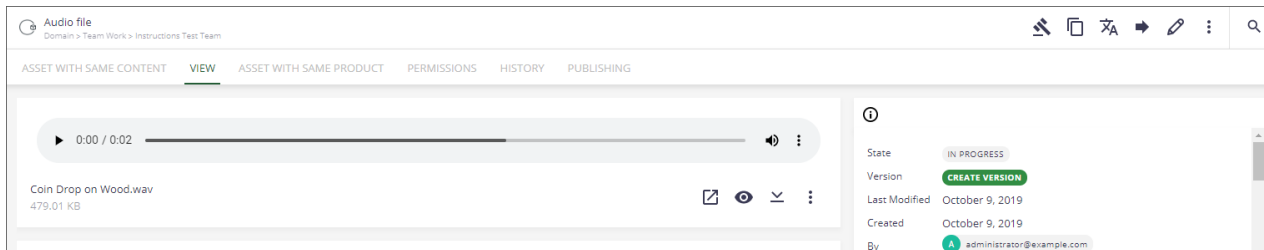


- **Open in Nuxeo Drive:** Below the video, click the **Open in Nuxeo** (🔗) icon.

## Searching for and Viewing Assets

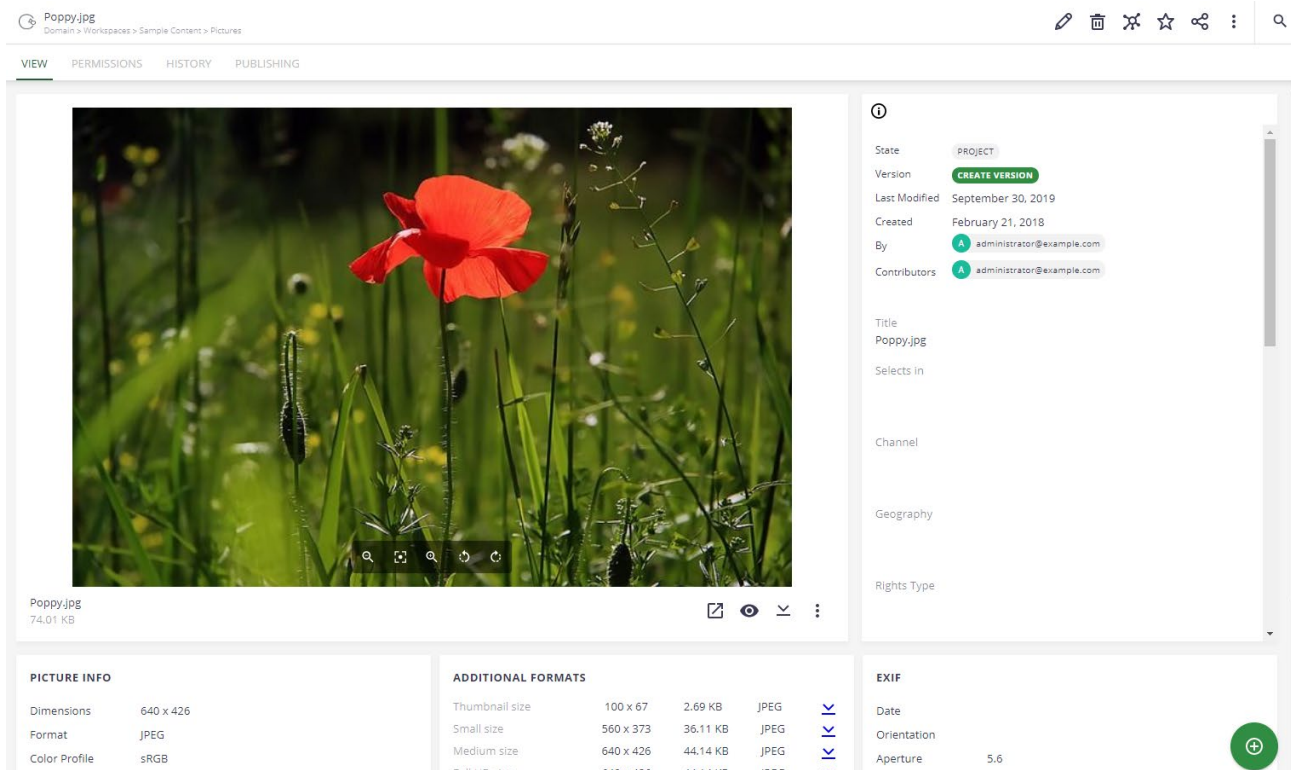
- **Preview:** Below the video, click the **Preview** (👁️) icon. This opens a larger view, with the video controls and scene selection.
- **Download:** Below the video, click the **Download** (⌵) icon.

## Audio Controls



- **Play the Audio:** At the bottom of the audio, click the **Play** (▶️) icon. There is a progress bar and time code. *Note:* Any embedded album covers from import will show as a thumbnail.
- **Adjust Sound:** At the bottom of the audio, click the **Sound** (🔊) icon to mute, unmute, or adjust the volume.
- **Open in Nuxeo Drive:** Below the audio, click the **Open in Nuxeo** (🔗) icon.
- **Preview:** Below the audio, click the **Preview** (👁️) icon. This opens a larger view.
- **Download:** Below the audio, click the **Download** (⌵) icon.

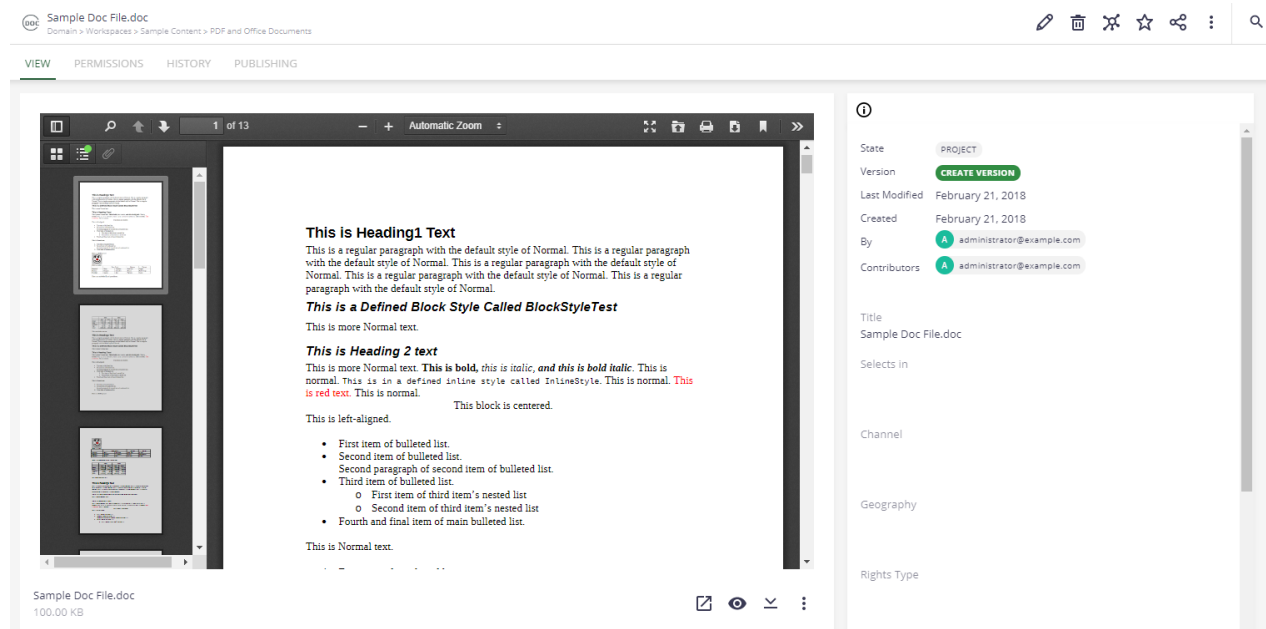
## Image Controls



## Searching for and Viewing Assets









- **Zoom:** At the bottom of the image, click the **Zoom Out** (🔍) or **Zoom In** (🔍) icons.
- **Full Screen:** At the bottom of the image, click the **Full Screen** (⛶) icon to enlarge the image.
- **Rotate:** At the bottom of the image, click the **Rotate Counterclockwise** (↺) or **Rotate Clockwise** (↻) icons to rotate the image.
- **Open in Nuxeo Drive:** Below the image, click the **Open in Nuxeo** (🔗) icon.
- **Preview:** Below the image, click the **Preview** (👁) icon. This opens a larger view.
- **Download:** Below the image, click the **Download** (⌵) icon.

## Document Controls



- **Toggle Sidebar:** At the top of the document, click the **Toggle Sidebar** (☰) icon. This opens a pane on the left-side where you can “Show Thumbnails,” “Show Document Outline,” “Show Attachments,” or just scroll through the document pages.
- **Find in Document:** At the top of the document, click the **Find in Document** (🔍) icon to search for text inside the document.
- **Page Selectors:** At the top of the document, click the **Previous Page** icon, **Next Page** icon, or enter a page number to view another page (⬆ 1 of 13 ⬇).
- **Zoom Controls:** At the top of the document, click the **Zoom Out** icon, **Zoom In** icon, or select an option from the **Automatic Zoom** drop-down list (⬅ + Automatic Zoom ➡).
- **Switch to Presentation Mode:** At the top of the document, click the **Switch to Presentation Mode** (⛶) icon to view the document in a full screen mode. Press **Esc** to exit full screen mode.







## Searching for and Viewing Assets

- **Open File:** At the top of the document, click the **Open File** () icon to open a file on your computer. This could be used to compare documents.
- **Print:** At the top of the document, click the **Print** () icon to open a print preview window to print the document.
- **Current View:** At the top of the document, click the **Current View** () icon to return to the current view.
- **Tools:** At the top of the document, click the **Tools** () icon to open a menu with various view or selection options.
- **Open in Nuxeo Drive:** Below the document, click the **Open in Nuxeo** () icon.
- **Preview:** Below the document, click the **Preview** () icon. This opens a larger view.
- **Download:** At the top of the document, click the **Download** () icon. Or below the document, click the **Download** () icon.

## Tabs

Besides the main view, there are other tabs across the top. Tabs are also controlled by permissions, so you may not see all the tabs.

- **Relationships:** Relationships to other assets will be displayed. Click the **arrow** to expand the accordion section to view the assets within a category. The numbers next to the category name indicate the number of items in that section. To view a related asset, click the title, or right-click and open it in a new browser window. Categories on the Relationship tab are listed below.

VIEW	RELATIONSHIPS	PERMISSIONS	HISTORY	PUBLISHING
ASSET WITH SAME PRODUCT				
Title	Modified	Last Contributor	Included Product	
 derivative-Deriv2 of Mary 3	October 30, 2019	 Administrator	<a href="#">Product Name 2</a>	
 de-Mary 3	October 30, 2019	 Administrator	<a href="#">Product Name 2</a>	
 es-Mary 3	October 30, 2019	 Administrator	<a href="#">Product Name 2</a>	

- **Asset with Same Product:** This shows other assets that are associated with the same product.
- **Asset with Same Content:** This shows other assets that have the exact same content or binary; metadata is not compared). The assets are either duplicates or derivatives and translated versions that have not been updated yet.
- **Related Jobs:** This shows the Workfront project and any related projects for this asset.
- **Is Part of/Has Parts:** If this asset is used in or part of another asset or final deliverable, the asset is listed. Likewise, if this asset is a combination of several others, all the other assets are listed.

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- **Is Cover Image of/Has Cover Image:** If this is a cover image for an audio file, the audio asset is listed. Likewise, if this audio has a cover image, the image is listed.
- **Is Thumbnail Image of/Has Thumbnail Image:** If this is a thumbnail image for a video, the video asset is listed. Likewise, if this video has a thumbnail, the image is listed.
- **Is Translation of/Has Translation:** If this is a translation of another asset, the parent asset is listed. Likewise, if an asset has translations, all the translation assets are listed.
- **Is Derivative of/Has Derivative:** If this is a derivative of another asset, the parent asset is listed. Likewise, if an asset has derivatives, all the derivative assets are listed.
- **Permissions:** This tab shows permissions for this asset. Permissions are either inherited from a parent folder or you can add a local permission for this asset. You can block inherited permissions and set new ones to provide more security, or you can share this asset with an external user.

VIEW RELATIONSHIPS PERMISSIONS HISTORY PUBLISHING			
PERMISSIONS DEFINED LOCALLY			
There are no local permissions.			
NEW			
PERMISSIONS INHERITED FROM UPPER LEVELS			
BLOCK			
If you want to explicitly control the access to this document you can block the permissions inheritance. Any change made on parent document will not affect the access conditions to this document. You and the administrators will be added to local permissions.			
User / Group	Right	Time Frame	Granted by
dmam_production	Download	Permanent	Administrator
dmam_content_admin	Download	Permanent	Administrator
dmam_amp	Download	Permanent	Administrator
dmam_prod_mgmt	Download	Permanent	Administrator
dmam_pub	Download	Permanent	Administrator

- **History:** This tab displays all the actions taken on this asset. You can filter by an “After” or “Before” date.

VIEW RELATIONSHIPS HISTORY PUBLISHING					
After Before					
Performed Action	Date	Username	Category	Comment	State
downloaded the document	November 4, 2019	3 3391871237502051	Document	GC2019April_Soares.mp4	IN PROGRESS

- **Publishing:** This tab displays the publishing history for an asset. Those with permissions can unpublish the asset, if needed.

VIEW RELATIONSHIPS PERMISSIONS HISTORY PUBLISHING					
PUBLICATION DETAILS					
UNPUBLISH ALL					
Title	Version	Rendition	Publisher	Publish Date	
 /default-domain/ApprovedContent/ScriptureLibrary/de-Deriv2 of Mary 3	0.3		 administrator@example.com	November 4, 2019	UNPUBLISH

