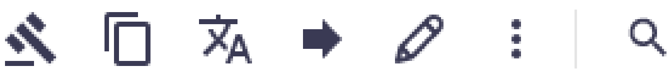
Working with Assets

THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

Nuxeo

There are several actions you can take with assets and metadata. Some actions are accessed using icons, and some are accessed from the **More** (⋮) icon drop-down list.



The actions you can take will vary based on the following:

- Some actions can only be used by certain individuals or groups (permissions are required).
- Some actions can only be done while the asset is in a certain state, such as “In Process,” “Approved,” or “Published.”
- Some actions can only be done on certain types of assets (video, audio, images, documents, project bundles).

Because the actions available may vary, you may need to check both the icons at the top right and the More (⋮) drop-down list. The available actions are grouped into categories in these instructions.

Contents

Editing Metadata

Editing Metadata for an Asset

You can edit the metadata only while the asset is “In Process” and if you have Edit permission. For help with metadata fields, see “Metadata” in the *Appendix*.

1. On the asset details screen, at the top right, click the **Edit Document** ( ) icon or select it from the More ( )drop-down list.
2. Scroll through the metadata fields and add or correct, as needed. Then click **Save**.

In-Line Edit

This edit method allows you to edit within the right-side metadata display and still view the asset on the left.

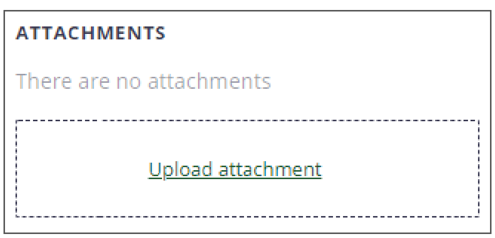
1. On the asset details screen, across from the "Document Metadata" title in the right-side metadata display, click the **Edit** ( )icon.
2. Scroll through the metadata fields and add or correct, as needed. Then click **Save** at the bottom.

Adding Attachments, Tags, and Comments

Anyone who can view asset details in either a workspace or Approved Content section can add attachments, tags (keywords), and comments. Scroll down to the bottom of the metadata area on the right-side to view the Attachments, Tags, and Comments sections.

Attachments

You can attach a document to an asset, such as a QC report, a call sheet, or a time text file.

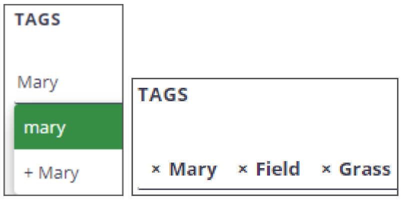


- To add an attachment, drag and drop the file in the Attachment space. Or click **Upload Attachment**, select the file, and click **Open**.
- To delete an attachment, click the "**x**" next to the file name. *Note*: Only users with Edit permission can delete attachments.

Tags

Anyone viewing asset details can add tags to an asset. *Note:* Tags from IPTC metadata of an imported image are automatically added to the tag list. Tags from Adobe Stock assets are also automatically added to the tag list.

- To add a tag, enter a keyword or phrase. As you type, tags others have entered are shown so you can select the same tag and have a consistent tagging of documents. Or select the tag you added. You can add as many tags as you want.



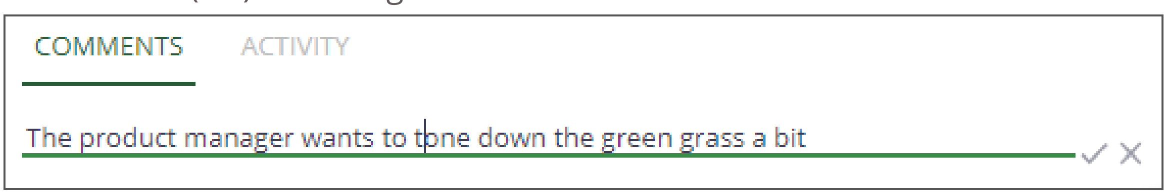
- To delete a tag, click the “**x**” next to the tag. *Note*: Only users with Edit permission can delete tags.

When you save an asset as a new version, the tags applied are saved with that version. That means that the tags can be different from a previous version of an asset. If you restore a previous version, the tags are restored and replace the tags in the current version. The same is true when you publish. The current tags are applied to the published version. However, you can edit the tags on the either the work in progress or published version as needed. When you copy an asset, the tags at that time are copied as well.

Comments

You can create, edit, reply to, and delete comments to better collaborate on a specific asset. This can be helpful when working through edits or approvals.

- To add a comment, click in the Comment section, type your comment, and click the **checkmark** ( ) on the right-side.



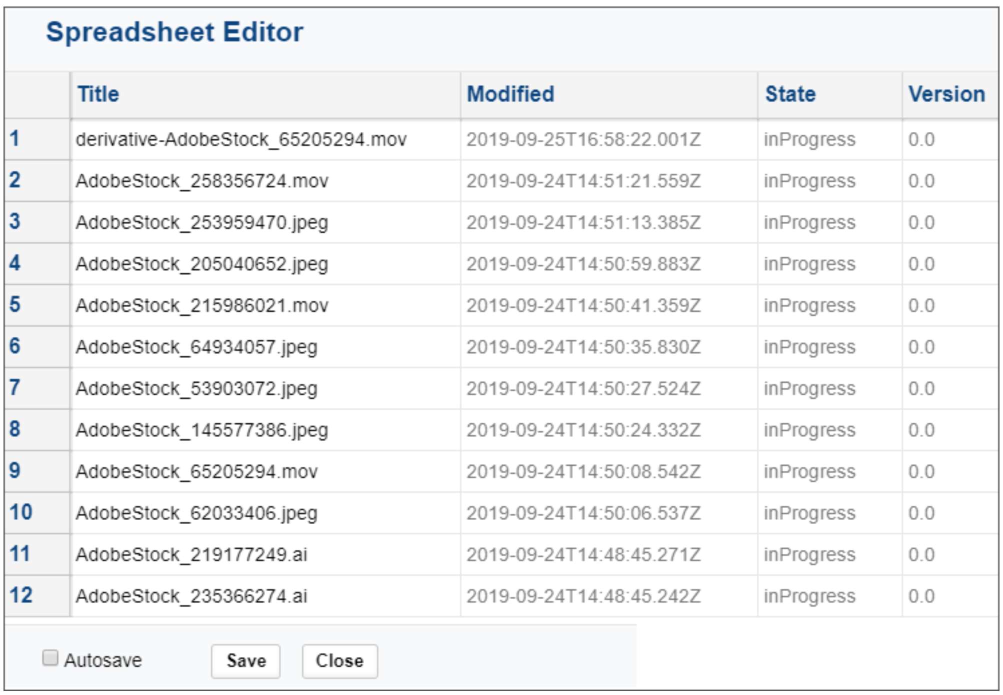
- To reply to a comment, click the **reply** ( ) icon, type your comment, and click the **checkmark** ( ). *Note:* You can reply to your comment or comments from others, but replies cannot be indented further than a two-level thread.
- To edit your comment, click the **More** ( ) drop-down list, and select **Edit**. Modify the comment and click the **checkmark** ( ). *Note:* You can only edit your own comments.
- To delete a comment or reply, click the **More** ( ) drop-down list, and select **Delete**. On the confirmation message, select **Delete**. *Note:* Any associated replies to a comment are also deleted. Deletions are permanent; they cannot be restored.

Editing Metadata for Several Assets at Once

Working with Assets

You can edit the metadata for several assets at one time in a spreadsheet view on the search results or browse content screen if you have Edit permission. For help with metadata fields, see "Metadata" in the *Appendix*.

1. Do a browse or search so the assets show up in one results list. You must be in Table View. If not, click the **Switch to Table View** () icon to display the table with thumbnail images and columns of metadata.
2. On the right, click the **gear** () icon to change the column headers (metadata) to view in the results. Check or un-check the items you want to view and click **Close**. *Note*: You can sort a column to place "null" or no values at the top.
3. On the right, click the **Spreadsheet Editor** () icon.



Spreadsheet Editor

	Title	Modified	State	Version
1	derivative-AdobeStock_65205294.mov	2019-09-25T16:58:22.001Z	inProgress	0.0
2	AdobeStock_258356724.mov	2019-09-24T14:51:21.559Z	inProgress	0.0
3	AdobeStock_253959470.jpeg	2019-09-24T14:51:13.385Z	inProgress	0.0
4	AdobeStock_205040652.jpeg	2019-09-24T14:50:59.883Z	inProgress	0.0
5	AdobeStock_215986021.mov	2019-09-24T14:50:41.359Z	inProgress	0.0
6	AdobeStock_64934057.jpeg	2019-09-24T14:50:35.830Z	inProgress	0.0
7	AdobeStock_53903072.jpeg	2019-09-24T14:50:27.524Z	inProgress	0.0
8	AdobeStock_145577386.jpeg	2019-09-24T14:50:24.332Z	inProgress	0.0
9	AdobeStock_65205294.mov	2019-09-24T14:50:08.542Z	inProgress	0.0
10	AdobeStock_62033406.jpeg	2019-09-24T14:50:06.537Z	inProgress	0.0
11	AdobeStock_219177249.ai	2019-09-24T14:48:45.271Z	inProgress	0.0
12	AdobeStock_235366274.ai	2019-09-24T14:48:45.242Z	inProgress	0.0

Autosave Save Close

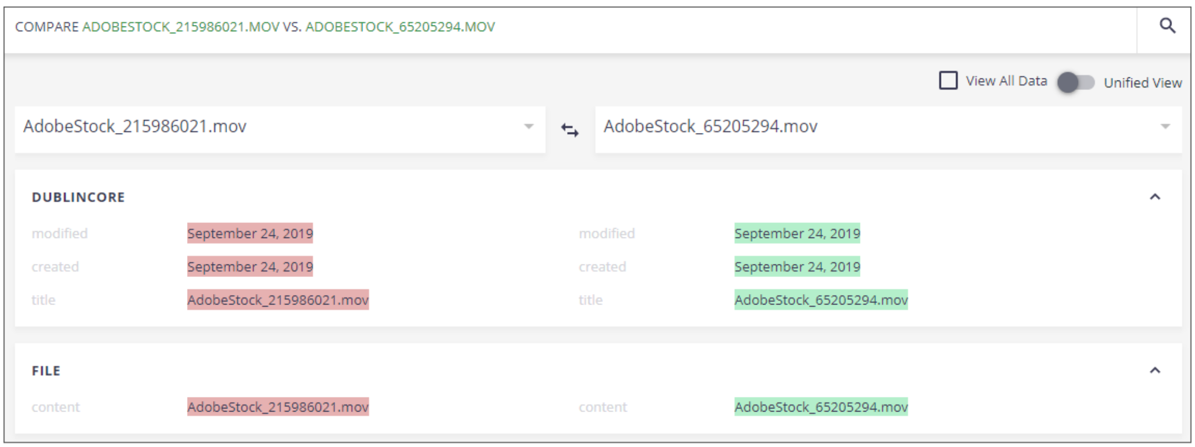
4. Make any additions or changes as needed.
   - You can click an item in a column and drag (copy) the value down over several cells. *Note*: This only applies if the item you want is available in the beginning cell.
   - Items in simple drop-down lists can be selected for each cell or select in one cell and drag (copy) down over several cells.
   - Text entry data can be entered in each cell.
5. At the bottom, click **Save**.

   TIP: Open a second instance of Nuxeo in a different browser window so you can view the images in one window as you edit the metadata in the other.

Comparing Versions

You can compare the metadata between two different versions of an asset or between two different assets.

1. Locate the asset or assets by doing one of the following:
   - Search for an asset and open the asset details. The asset must have more than one version.
   - Search or browse for assets and select two assets.
2. At the top right, click the **Compare Versions** () icon or select it from the **More** () drop-down list.
3. The metadata for the two assets or for the last two versions of one asset are displayed side-by-side and labeled by the file name or version.



4. To view all the metadata, check **View All Data**.

Working with an Asset

Opening an Asset

You can open the asset if you have Nuxeo Drive installed. Any updates or edits will be automatically saved to Nuxeo and the version updated.

1. On the asset details screen, if a version has not been set yet, click **Create Version** and add a minor version, such as 0.1. *Note:* The version must be set in order to automatically update the version when the asset is updated.
2. Below the asset, click the **Open with Nuxeo Drive** () icon to open the asset. It will open in the program associated with that extension type, such as a .jpeg in Photoshop.

3. Make your updates and save them.
4. Close the program. If needed, refresh the Nuxeo browser page to see the updated version in Nuxeo.

Installing Nuxeo Drive

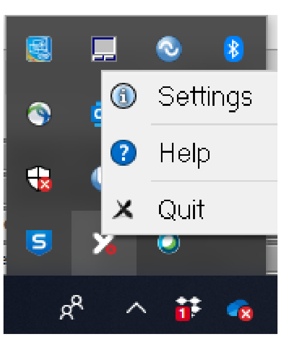
To open assets directly from Nuxeo or to synchronize them with files on your computer, you will need to install Nuxeo Drive.

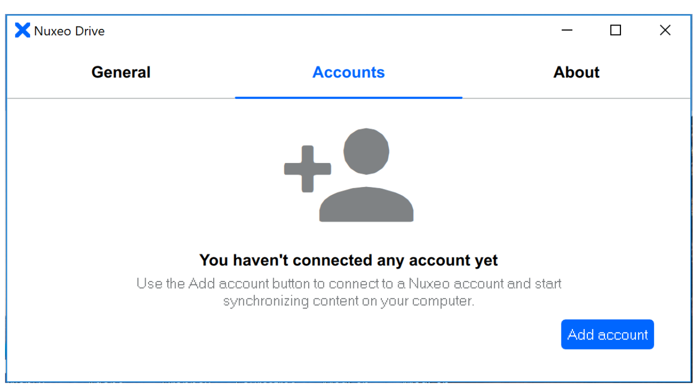
1. On the left-side menu in Nuxeo, click the **User Settings** ( ) icon.
2. Click Nuxeo Drive.
3. Click the appropriate platform: **Windows** or **OSX** (Mac).

PACKAGES

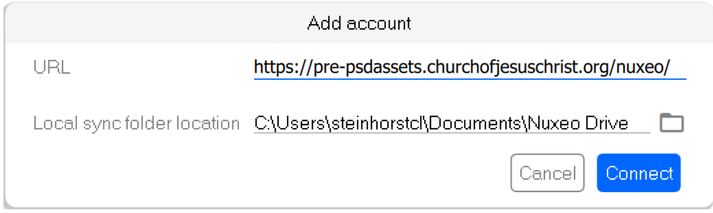
PLATFORM	PACKAGE TO INSTALL
OSX	NUXEO-DRIVE.DMG
WINDOWS	NUXEO-DRIVE.EXE

4. Open the nuxeo-drive.exe.
5. On the Select Setup Language screen, select the language, and click **OK**.
6. On the License Agreement screen, click "**I accept**...," and click **Next**.
7. On the Select Additional Tasks screen, decide whether to create a desktop shortcut, and click **Next**.
8. On the Ready to Install screen, click **Install**.
9. When it is finished installing, click **Finish**.
10. On the Share debug info with developers pop-up window, select the bug reports to share, and click **Apply**.
11. Under Show Hidden Icons, right-click the **Nuxeo Drive** ( ) icon, and select **Settings** (or the screen may automatically appear). On the Accounts tab, it will ask you to connect an account. Click **Add Account**.

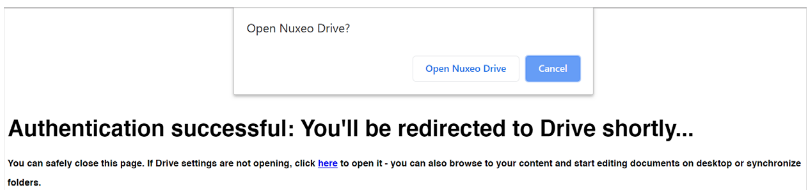




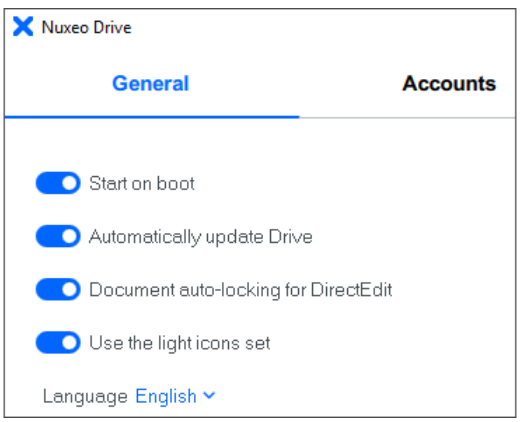
12. Copy the Nuxeo URL (just to .churchofjesuschrist.org/ is fine), and paste it in the URL field.



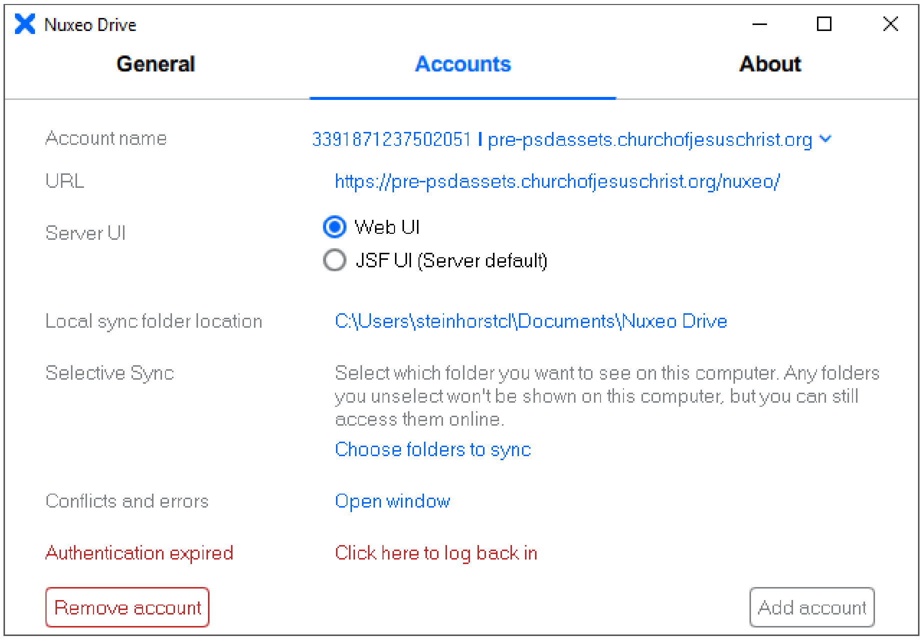
13. For “Local sync folder location,” click the **folder** () icon to select where you want the Nuxeo Drive folder to reside on your computer. Then click **Connect**.
14. On the Authentication successful message and Open Nuxeo Drive? pop-up window, click **Open Nuxeo Drive**.



15. On the General tab, make sure the first four items are turned on.



16. On the Accounts tab, make sure the Web UI is indicated.



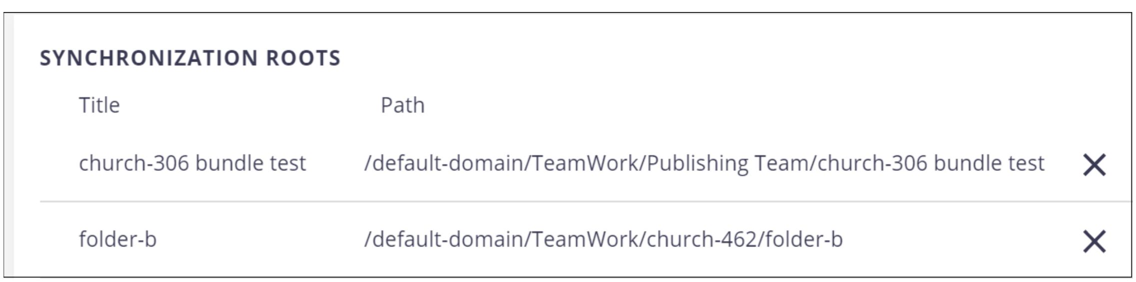
17. If you have not selected a Nuxeo folder to work with, the system will ask you to select a folder. In the Team Work domain in Nuxeo, browse to the folder you want.

    Note: If you select a project bundle folder, any asset sub-folders will be included.

18. At the top right, click the **Synchronize** ( ) icon or select it from the **More** ( ) drop-down list. The assets in this folder(s) will be downloaded and synchronized to your desktop app.

You can also see the folders you have synchronized in your User Profile.

1. On the left-side menu in Nuxeo, click the **User Settings** ( ) icon.
2. Click Nuxeo Drive.
3. Under “Synchronization Roots,” the folders you have synchronized will be listed. You can click the “**X**” on the right to unsynchronize a folder.



Synchronizing Assets

If you have Nuxeo drive installed, you can synchronize the assets that appear on your desktop app with a project bundle or asset sub-folder. When a folder is synchronized, you can:

- Work directly with the files in Nuxeo Drive on your desktop and they will be automatically updated in Nuxeo.
- Add an asset in a Nuxeo Drive folder on your desktop and it will be automatically added to Nuxeo.

1. In the Team Work domain, browse to a folder (project bundle).
2. At the top right, click the **Synchronize** () icon or select it from the **More** () drop-down list. The assets in this folder and any sub-folders will be downloaded and synchronized to your desktop app.

   Note: Click the **Unsynchronize** icon to undo the synchronization.

Reprocessing Renditions

You can reprocess renditions for one asset or multiple assets. On the asset details screen, renditions are listed under "Additional Formats or Conversions". *Note:* Only certain individuals or groups may reprocess renditions.

For One Asset

1. At the top right, click the **Reprocess Renditions** () icon or select it from the **More** () drop-down list. It will automatically redo the renditions.

For Multiple Assets

1. After browsing to a folder, select one or more assets.
2. At the top right, click the **Reprocess Renditions** () icon or select it from the **More** () drop-down list. It will automatically redo the renditions.

Removing an Asset

Removing an asset removes the asset file (the binary or blob, such as the actual video or audio), but keeps the metadata record. This allows you to upload the correct version if the wrong one was attached. This is only available while the asset is "In Process" and you have Edit permission.

On the asset details screen, below the asset, click the **More** () icon, and then select **Remove** (). You can then upload a better or more correct version of the asset.

Replacing a Video Thumbnail

You can replace the thumbnail image for a video. *Note*: Thumbnails are not created for short video clips.

1. On the asset details screen, below the asset, click the **More** (⋮) icon, and then select **Assign Thumbnail** (). The scene selection bar will appear.
2. Select one of the still images from the scene selection bar. This will become the new video thumbnail.

Replacing or Updating an Asset

Use this to replace or update an asset. This is only available while the asset is "In Process" and you have Edit permission.

1. On the asset details screen, below the asset, click the **More** (⋮) icon, and then select **Replace** (). A Replace window will appear.
2. Click **Upload main file** and select a file, or drag and drop a file in the square.
3. On the Versions window, select the minor or major version for this update, and select **Create Version**.

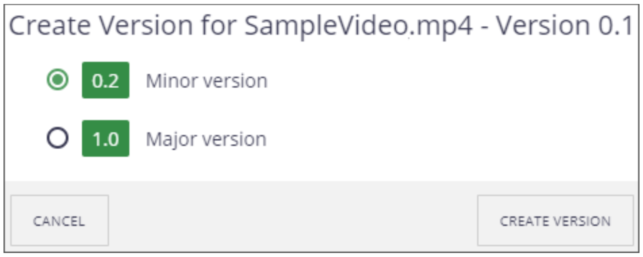
Changing the Version

You can update or change the version of an asset, if needed, if you have Edit permission. You can also revert to a previous version. In Nuxeo, there are two levels of versions.

- **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.

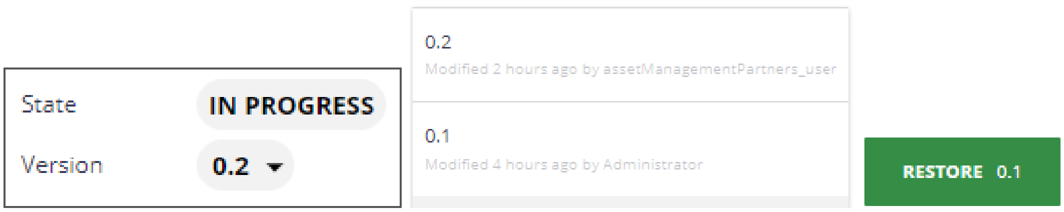
Note: Some actions, such as synchronizing assets with Nuxeo Drive or publishing an asset, automatically update the version. If you made the last synchronized update, it might not automatically update the version. When an automatic update is made, it adds a plus (+) at the end, such as "0.2+" until you manually change the version.

1. On the asset details screen, click **Create Version**.
2. Select minor or major, and then click **Create Version**. The version will be incremented.



Revert to a Previous Version

1. To revert to a previous version, select the **arrow** to display the versions, and select the version.
2. To keep the previous version as the current one, click **Restore**.



Locking an Asset

Locking an asset means that no changes or updates can be made until it is unlocked. This is useful when making edits. Others can see from a tooltip on the Locked icon who locked this asset and when. *Note:* If needed, an Administrator can unlock an asset.

1. On the asset details screen, at the top right, click the More (⋮) icon, and select **Lock** (🔓).
2. Select **Unlock** from the More drop-down list to remove it.

Receiving Notifications

Notifications are emails sent to you when an event occurs. This allows you to follow the activity for an asset or a team workspace. Notifications are sent for the following:

For "In Process" assets in a workspace:

- **Creation:** you get an email when content is created or added to the workspace.
- **Modification:** you receive an email every time a workspace folder or an asset in the workspace folder is edited.
- **Workflow changed:** you receive an email for each action that happens during a review (such as when the asset is approved or rejected).
- **Approval workflow started:** you receive an email every time an approval workflow is started.

- **Comments moderation:** you receive an email when a comment is approved.
- **Share:** you receive an email when an asset has been shared with you.

For Approved Content:

- **Publish:** you receive an email when a document is published in a specified Approve Content section.

1. Locate the asset, assets, or a domain by doing one of the following:
   - Search for an asset and open the asset details.
   - Browse to a Team Work space or Approved Content section.
2. At the top right, click the **Notify Me** ( ) icon or select it from the **More** ( ) drop-down list. You will automatically receive notification emails for actions with the asset or folder.

Starting a Process

Currently, workflow processes are still being developed, so none are available yet.

1. On the asset details screen, at the top right, click the **More** ( ) icon, and select **Start Process** ( ).
2. On the Process window, select the process from the list and click **Start**.

Sharing Assets

Downloading Assets

You can download an asset from the asset details screen or several assets at once from a browse results screen. To download an asset, do one of the following:

Asset Details Screen

- At the bottom of the asset, click the **Download** ( ) icon.
- To download a specific rendition, select the **Download** ( ) icon for the one you want.

Browse Results Screen

1. Browse to the assets in a folder or in a collection.
2. Select the asset or assets you want to download.
3. At the top right, click the **Download** ( ) icon or select **Download All as Zip** ( ) from the More drop-down list. If there is more than 1 selected, they will download as

a .zip file. **Note**: If you click **Download All as Zip** without selecting files, a pop-up will indicate the number of files in the folder and confirm that you want to download all. Click either **Download** or **Do not Download** and select specific files.

Exporting an Asset

There are two ways you can export an asset.

Nuxeo Export

You can export the asset as another type of file on the asset details screen.

1. For a folder, search results, or collection, first select one or more assets.
2. From a folder, search results, collection, or asset details, at the top right, click the **More** (⋮) icon, and select **Export** (⇥).
3. On the Export window, select how you want the assets to export, such as Zip or PDF. It will automatically export the assets.

   Note: XML export includes an .xml file with metadata along with the asset file.

Server Export

This exports one asset or all the assets in a project bundle, folder, or collection to a specific server location.

Note: This export is not browser dependent. Once you start the export, it will continue even if you close Nuxeo.

1. For a folder or collection, select one or more items, or view the details for an asset. *Note*: You can also just open a folder. If nothing is selected, it will export the whole folder.
2. At the top right, click the **More** (⋮) icon, and select **Server Export** (⇥).
3. If you click **Server Export** without selecting files, a pop-up will indicate the number of files in the folder and confirm that you want to export all. Click either **Export Anyway** or **Do not Export** and select specific files.
4. Select the server location where you want the assets downloaded to.
5. Click **Export**. The assets will start downloading. You will get a message in the lower left "Exported to Server" when it is complete. The assets are listed by their file name, which may not be the same as the title.

Adding Assets to Your Favorites

You can use your favorites to save a link to assets you need to finish work on. Favorites are listed on your Dashboard and in a left-side menu.
Note: Favorites are saved for a specific browser. You must use that same browser to see your favorites.

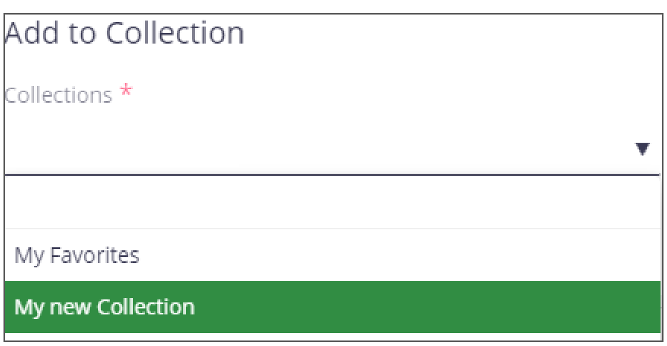
- To add an asset to your favorites, at the top right, click the **Add to Favorites** (☆) icon or select it from the **More** (⋮) drop-down list**.**
- To view your favorites, do one of the following:
  - On the left-side menu, click the **Home** () icon to view your Dashboard. Favorites are listed in the Favorites section.
  - On the left-side menu, click the **Favorites** () icon.
- To view asset details, click the asset in the list.
- To remove a favorite from your list, click the **remove** (**x**) next to it.

Adding Assets to a Collection

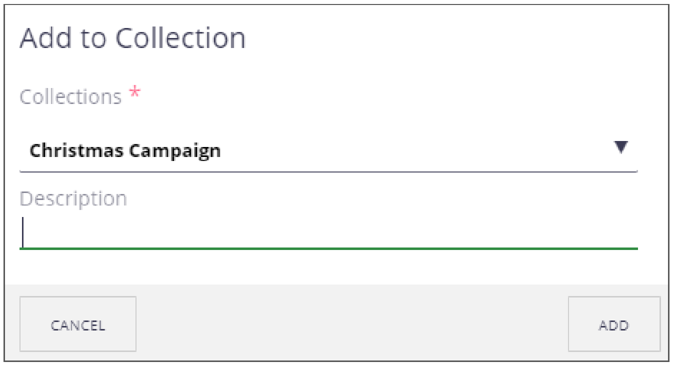
You can create collections to view and share assets. This may be helpful for creating ad-hoc reports, such as an IP report, or when assigning someone a task to perform with a set of assets. *Note:* Assets are not moved or copied into a collection; they are only linked to where they are located in a folder.

To share assets with a vendor or external user, see “Using EasyShare.”

1. Locate the asset or assets by doing one of the following:
   - Search for an asset and open the asset details.
   - Search for assets and select the assets on a search results screen.
   - Browse for assets in a folder and select the assets.
2. At the top right, select **Add to Collection** () or select it from the **More** (⋮) drop-down list.
3. On the Add to Collection window, select a collection or select “My New Collection.”



4. Select the field again, enter a collection name, and select it.



5. Enter a description and click **Add**.

Viewing a Collection

You can view the assets in the collections you create.

1. On the left-side menu, click the Collections () icon.
2. Click a collection title to see the list of assets.
3. Click an asset to view the asset details. The list of assets will move to the side-panel.
4. At the top left, click the **arrow** (←) by the collection name to return to the collection list.

Removing Assets from a Collection

If needed, you can remove assets from a collection.

1. On the left-side menu, click the Collections () icon.
2. Click a collection title to see the list of assets.
3. Select one or more assets to remove.
4. At the top right, click the **Remove from Collection** () icon to remove the items.

Sharing a Collection

You can share you collection with another user.

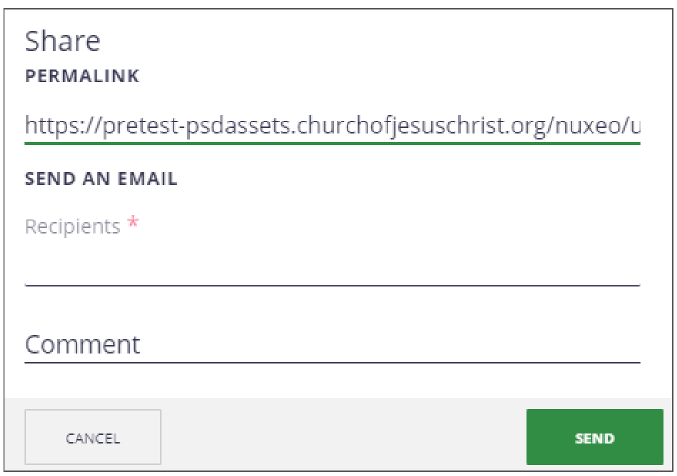
1. On the left-side menu, click the Collections () icon.
2. Click a collection title to see the list of assets.
3. At the top right, click the **Share** () icon or select it from the **More** () drop-down list.

4. On the Share window, enter and select recipients from the drop-down list, add comments, and click **Send**. *Note*: Recipients must be Nuxeo users.
5. If needed, you can set permissions for the collection. Click the **Permissions** tab and add a local permission. See "Adjusting Permissions for an Asset or Folder" for instructions.
   - **Read:** This allows the person to view the collection.
   - **Can Collect:** This allows the person to add or remove items in the collection.
   - **Edit:** This allows the person to edit the title or description of the collection, as well as read and collect.
   - **Manage:** This allows the person to share access with others.

Sharing an Asset

Share allows you to copy the link to an asset and send it to another Nuxeo user. Their ability to view the asset, however, depends upon the permissions for the asset.

1. At the top right, click the **Share** ( ) icon or select it from the **More** ( ) drop-down list.



2. On the Share window, you can enter and select recipients from a drop-down list, add comments, and click **Send**. Or copy the link and include it in an Outlook email.
3. On the window, click **Close**.

Using EasyShare

EasyShare is a special type of collection that can be used to share with vendors or external users. With EasyShare you:

- Create an EasyShare folder in TeamWork or in a Project Bundle. The folder appears in both your TeamWork domain and as a collection.
- Add assets to the folder or collection.
- Share the collection using a public link. Recipients can download the assets from the collection.

Creating an EasyShare Folder

1. On the left-side, click the **Browse** () icon, then click **Domain**, then **Team Work**, and then a parent team folder or project bundle folder.
2. At the bottom right, click the **Add Content** () icon or press "**c**" (for Create) on the keyboard.
3. Select **EasyShare Folder** (). The window will display the location where the folder will be added and the metadata fields.
4. Enter a title (required) and a description.
5. Select a date for when this folder will expire using the **calendar** () icon.
6. Enter your email (active notification should be checked) to receive email notifications when someone downloads assets.
7. Click **Create**. The title will appear as the folder title in the Team Work space and as a collection in your collection list.

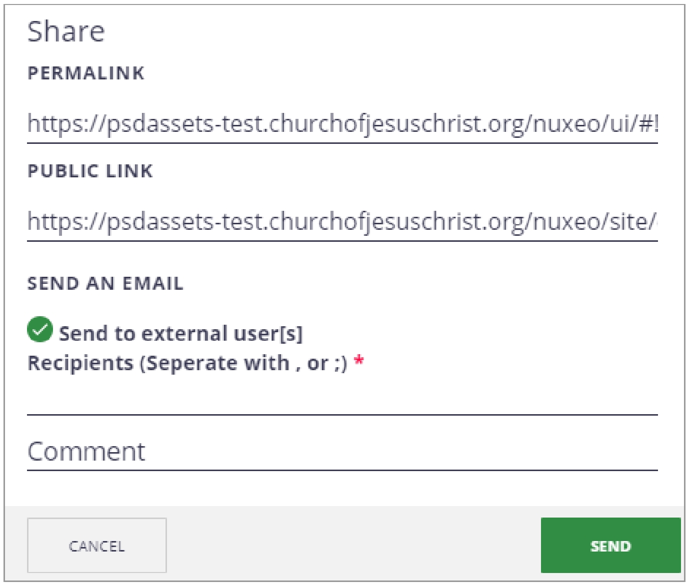
Adding Assets

You can add assets to an EasyShare folder or collection using the methods below:

- Add assets to the collection, see "Adding Assets to a Collection."
- Copy assets to the folder, see "Copying or Moving an Asset (Clipboard)." *Note*: Do not import or move assets into an EasyShare folder. EasyShare has an expiration date when the folder will be removed.

Sharing the EasyShare Folder

1. On the left-side menu, click the **Collections** () icon.
2. Click the EasyShare collection title to see the list of assets.
3. At the top right, click the **Share** () icon or select it from the **More** () drop-down list.
4. Check **Send to external user(s)**.
5. Enter and select or type the email address for each recipient, separated by a comma (,) or semi-colon (;).
6. Add a comment, if desired.
7. Click **Send**.



Note: The system will include the public link. When they click the link, they will see the title and description of the collection, your email address, expiration date, and a list of the assets. They can hover and click the download button to download each asset. You will receive a notification when the asset has been downloaded.

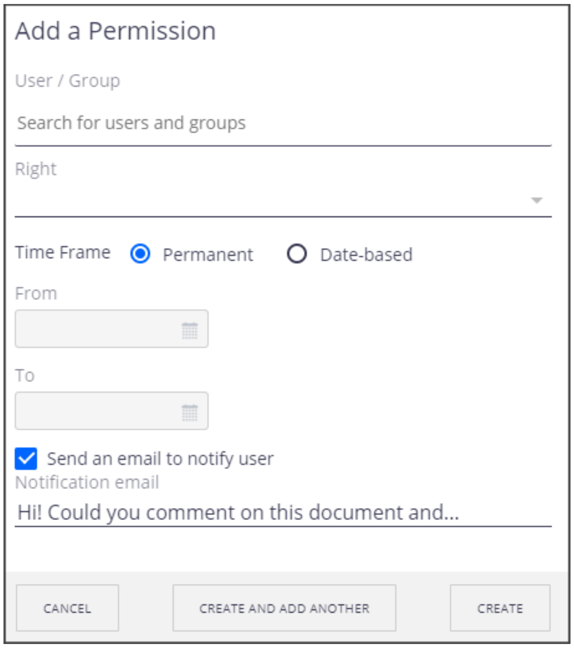
Adjusting Permissions for an Asset or Folder

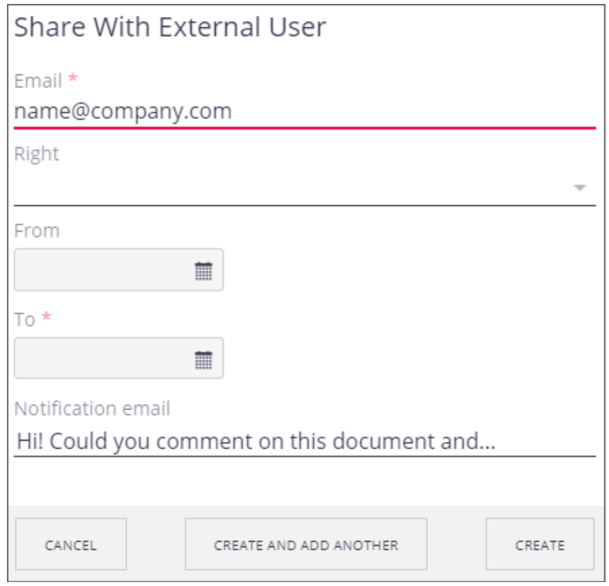
If needed, you can adjust permissions for an asset or for a Team Work folder, including allowing a vendor to edit or update the asset. On the Permissions tab, there are 3 sections:

- **Permissions Defined Locally**: This section lists permissions for local users or groups.
- **Permissions Inherited From Upper Levels**: This section lists permissions inherited from the folder, or a parent folder.
- **Permission Assigned to External Users**: This section lists permissions for external users.

1. On the asset details or for a folder, click the **Permissions** tab.
2. To add a permission locally or to an external user, on the far right of the appropriate section, click **New**.

   Note: For inherited permissions, you can block the permissions, if desired, by clicking **Block**. This blocks all access except those granted locally. To undo this, click **Unblock**.



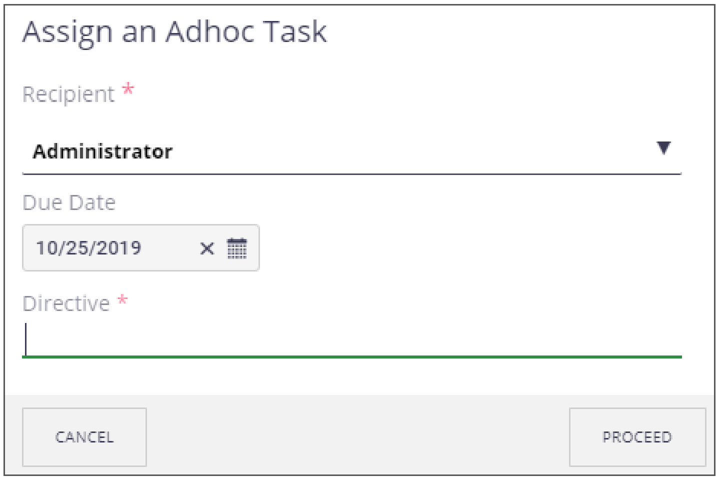


3. For a local permission, search for the individual or group you want to share the asset with by entering their name, and then selecting them from the list that appears. For an external user, enter their email address.
4. Under "Right," select the permissions you want them to have.
   - "Download" allows them to view and download the asset.
   - "Edit" allows them to edit metadata.
   - "Create" allows them to add new assets to this folder.
5. For a local permission, select the Time Frame: either **Permanent**, or **Date-based**.
6. For an external user, or if you selected Date-based for a local permission, add a beginning and ending date by selecting the **calendar** ( ) icons.
7. For a local permission, you can check or uncheck the box to send an email to notify the user.
8. If you send an email, enter a message.
9. Click **Create** or **Create and Add Another**. This adds the individual or group to the permissions list. For an external user, they will receive an email with a link to the asset.

Assigning a Task

You can assign someone a task to perform with an asset.

1. Locate the asset and open the asset details.
2. At the top right, click the **Assign an Ad Hoc Task** ( ) icon or select it from the More drop-down list.



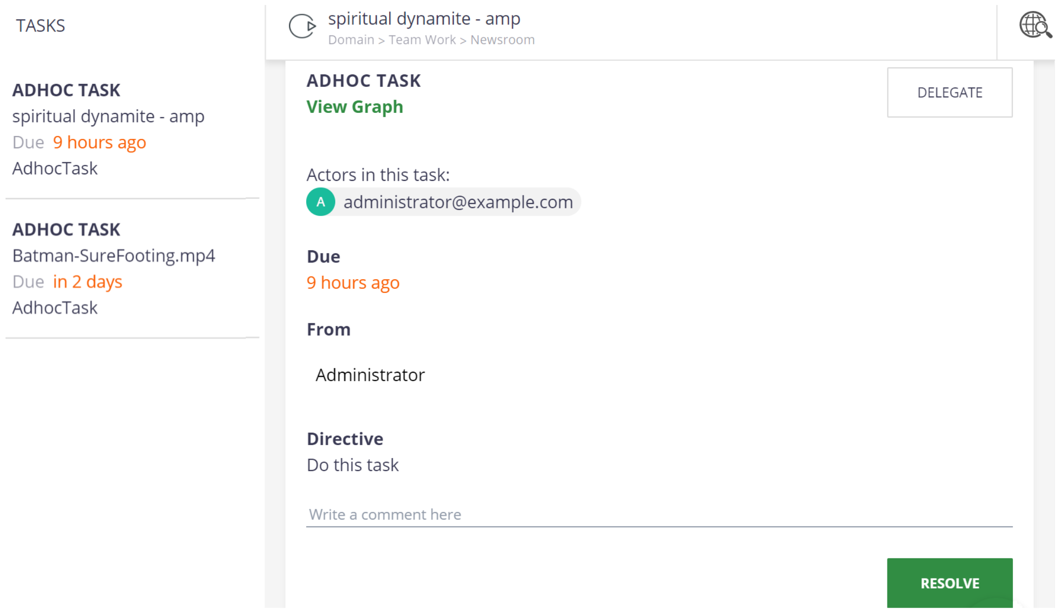
3. On the Assign an Adhoc Task window, enter the name of the person or group and select it from the list.
4. Enter a Due Date by selecting the **calendar** ( ) icon.
5. In the Directive field, enter a message of what you need them to do and click **Proceed**. The task will appear in their Task list on their Dashboard with a link to the asset(s). The asset will also display across the top that there is a task assigned.
    - Click **View Graph** to see a diagram of the workflow.
    - If needed, you can click **Abandon** to end the task.

    Note: It may take a few minutes for a task to appear in the dashboard or on the task list. You may need to refresh the dashboard or task list to view the new task.

Resolve a Task

You can indicate when a task is completed.

1. Click the **Home** ( ) icon in the left-side menu to view your Dashboard. Or, click the Task ( ) icon in the left-side menu.
2. In the Task section on the dashboard or the side panel listing tasks, click the task name. The task details will be displayed.



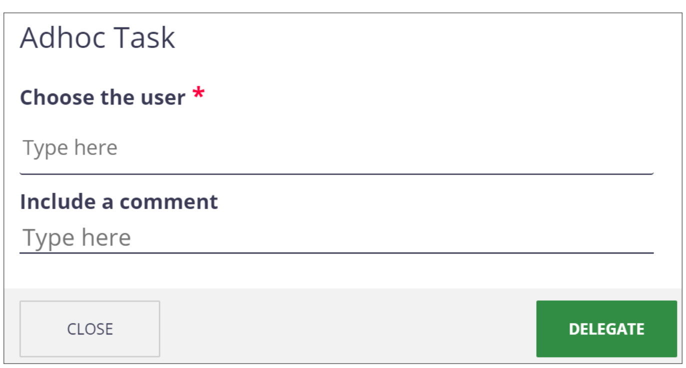
Note: View Graph displays a diagram of the workflow.

3. At the bottom right, click **Resolve**.

Reassign a Task

If needed, you can reassign a task assigned to you.

1. Click the **Home** ( ) icon in the left-side menu to view your Dashboard. Or, click the Task ( ) icon in the left-side menu.
2. In the Task section on the dashboard or the side panel listing tasks, click the task name.
3. At the top right, click **Delegate**.



4. On the Adhoc Task window, enter the name of the person or group and select it from the list.
5. Type a comment, and then click **Delegate**. The task will be moved to the other person's task list.

Changing Asset Status

Approving an Asset

This will indicate that this asset has received IP, Correlation, or VIO approval. In the future, you will click this icon to start the approval workflow process which will send the asset to those groups for approval. This is only available while the asset is "In Process."

At the top right, click the **Approve** ( ) icon or select it from the **More** ( ) drop-down list.

Unapproving an Asset

If an asset is published, this will unpublish the asset, as well as unapprove it.

At the top right, click the **Unapprove** ( ) icon to put the asset back to the "In Process" state.

Publishing an Asset

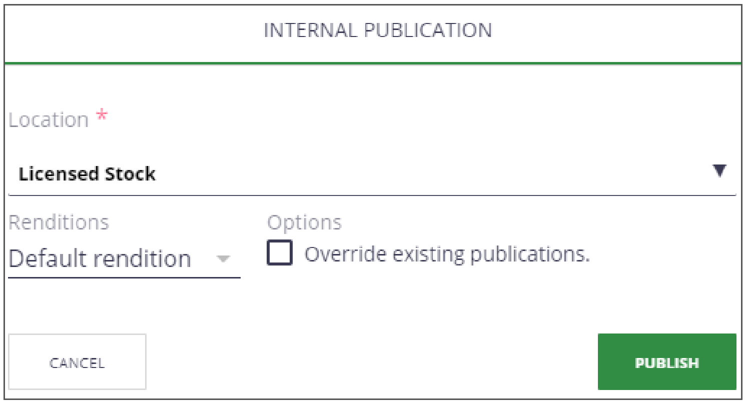
Only select individuals or groups may publish an asset. Publishing an asset moves it to to a folder inside one of these two sections:

- **Approved Content.** Assets in Approved Content may be searched for and viewed by everyone (based on permissions).
- **PSD Delivery Portal:** Assets in this section are viewed by select groups in PSD. You can use this to send published assets to people who may not otherwise have access to it directly. Delivery Portals (folders in the section) must be setup and configured by a content administrator for a specific use, such as Missionary Portraits, Conference Audio, Newsroom, etc. *Note*: To remove assets from a PSD Delivery Portal folder, unpublish them.

The Publish action is only available when the asset is "Approved" (it has an IP Code and any applicable certification numbers). You can publish an asset more than once, creating a different rendition or deciding whether to replace (override) a previous version or not.

Note: Comments are not saved to a published version. Some actions are hidden or disabled for published assets

1. On the asset details screen, at the top right, click the **Publish** ( ) icon or select it from the **More** ( ) drop-down list.



2. In the Internal Publication window, select the Location or section in Approved Content where this asset will appear in.
3. Select the rendition to include.
   - “None” uses the same format as the asset.
   - "Thumbnail" produces a JPG. For a video, it is the image shown on the asset details page.
4. If needed, check “Override existing publications.”
5. Click **Publish**.

Unpublishing an Asset

Only select individuals or groups may unpublish an asset. Unpublishing an asset removes it from the Approved Content section. *Note*: Retiring an asset will also unpublish it.

From Browse Folder

1. Browse to the Team Work folder where the published assets are located.
2. If needed, click the **Published Assets** filter button to display only published assets.

   Note: You can click the **gear** ( ) icon to add "Nuxeo Published" as a column. This will indicate assets that are published.
3. Select one or more assets to unpublish.
4. At the top, click the **More** ( ) icon, and then select **Unpublish All Versions** ( ). The assets will be unpublished.

Archiving Assets

This moves the asset into off-line storage. For images, videos, and documents, a low-res proxy will remain in Nuxeo. For audio, only the metadata is displayed. An automatic process will archive project bundles 90 days after the Workfront project closes. Otherwise, administrative users and asset management partners (AMPs) may archive assets using the process below.

1. Browse to a folder and select the asset you need to archive to view asset details.
2. Under the asset preview, select **Archive** ( ).
3. At the bottom, under Rio Job Information, the archiving process will be displayed. The status will be “Initializing,” “Completed,” or “Error.”

RIO JOB INFORMATION

Rio Job Identifier	df9e1a9e-e1f7-475d-b8f9-280df4532bc4
Creation Date	2020-02-10T22:39:38.601Z[UTC]
Last Updated	2020-02-10T22:39:38.603Z[UTC]
Job Type	ARCHIVE
Status	ACTIVE
Status Message	Initializing
Status Reason	
Number Of Files	1
Files Transferred	0
Total Size In Bytes	15024513
Bytes Transferred	0
Progress	0
Files	

Handling Archiving Errors

If the archiving status is “Error,” do the following.

1. Inform the engineers via a ServiceNow ticket. If it is urgent, you can send an email or use their Slack channel.
2. Provide the information displayed in the Rio Job Information section, and the URL to the Nuxeo asset.

Restoring Assets

Administrative users and asset management partners (AMPs) can restore archived assets, so the high-res versions are back online in Nuxeo.

1. Browse to a folder and select the asset to view asset details.
2. Under the asset preview, select **Restore** ( ).
3. At the bottom, under Rio Job Information, the restore process will be displayed. The status will be “Initializing,” “Completed,” or “Error.” For errors, see “Handling Archiving Errors” under “Archiving Assets.”

RIO JOB INFORMATION

Rio Job Identifier	2b73e01c-e32b-4de9-9943-6f7a7e811213
Creation Date	2020-02-10T23:29:42.232Z[UTC]
Last Updated	2020-02-10T23:29:42.233Z[UTC]
Job Type	RESTORE
Status	ACTIVE
Status Message	Initializing
Status Reason	
Number Of Files	1
Files Transferred	0
Total Size In Bytes	15024513
Bytes Transferred	0
Progress	0
Files	

Retiring Assets

This marks the asset as obsolete. For now, only administrators can retire assets. Assets must be either approved or published in order to retire. If an asset is published, this will unpublish the asset.

1. Browse to a folder and select the asset or assets you need to retire.
2. At the top, click the **Retire** ( ) icon.
3. On the confirmation message, click **Proceed**.

Deleting Assets

This will delete the asset from the system (both the asset and the metadata record). For now, only Administrators can delete assets and folders. Deleted assets are moved into a “Trash” folder. The system will automatically empty the Trash after a specified period of time. Until then, Administrators can retrieve a deleted asset from the Trash.

1. Locate the asset or assets by doing one of the following:
   - Search for an asset and open the asset details.
   - Search for the assets and select the assets to delete in the search results.
   - Browse to a folder and select the assets to delete.
2. At the top right, click the **Delete** ( ) icon or select it from the **More** ( ) drop-down list.
3. On the confirmation message, select **OK**. The asset will be moved into the Trash.

Restoring an Asset From Trash

Administrators can restore an asset from Trash.

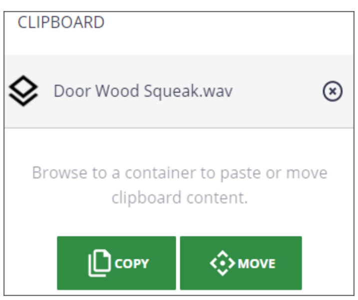
1. On the left-side menu, click the **Trash** () icon or go to a Team Work folder, and click the **Trash** tab. Deleted assets are displayed.
2. Select the asset or assets to restore and click the **Untrash Selected Items** () icon. On the confirmation message, click **OK**. The item will be returned to its original folder location.
3. To permanently delete an asset, click **Empty Trash**.

Working with Related Assets

Copying or Moving an Asset (Clipboard)

You can copy or move an asset using the clipboard on the asset details screen, in search results, or on a browse results screen. You must have Edit permission to copy or move assets.

1. Do one of the following:
   - From browse content or search results, select the assets you want to copy or move. At the top right, select the **Add to Clipboard** () icon or select it from the **More** () drop-down list.
   - On the asset details screen, click the **More** () icon, and select **Add to Clipboard** ().
2. Browse to the folder you want to copy or move the assets to.
3. On the left menu, click the **Clipboard** () icon. The number of items on your clipboard will be listed.



4. Select either **Copy** or **Move**. The item will be copied or moved to the new folder location.

Moving Assets Using Drag and Drop

You can drag and drop assets from one workspace folder to another. In the folder view, select one or more assets to move, click on the selected documents, and drag and drop them on a different folder listed in the Team Work space.

Creating a Derivative or Altered Version

This process will create a copy of the original metadata record, noting the relationship that this is a derivative of the original asset. You can then upload the derivative or altered version. *Note:* In the Relationships tab of the parent asset, you can see a list of all the derivative versions.

1. On the asset details screen, at the top right, click the **Create a Derivative** () icon.

2. On the Create a Derivative window, adjust the name for the derivative file and click **Proceed**. The file name should match the file name for the derivative version. The derivative record will be saved in the same folder as the original.
3. Locate the derivative record and open it to view the asset details.
4. On the View tab, click **Upload main file,** select the asset, and click **Open**. Or drag and drop the asset in that space. The asset will appear in the view area (if not, refresh the browser page).

Creating a Language Version

This process will create a copy of the original metadata record, adding in the language you specify and noting the relationship that this is a language version of the original asset. You can then upload the language version. *Note:* In the Relationships tab of the parent asset, you can see a list of all the language versions.

1. On the asset details screen, at the top right, click the **Create a Translation** () icon.

2. On the Create a Translation window, select the language. You can select more than one.
3. Click **Proceed**. The language record will be saved in the same folder as the original.
4. Locate the language record and open it to view the asset details.
5. On the View tab, click **Upload main file,** select the asset, and click **Open**. Or drag and drop the asset in that space. The asset will appear in the view area (if not, refresh the browser page).

Creating Reports

Creating an Ad-hoc Report

Using a folder, search results, or colletion view, you can download a .csv file to create an ad-hoc report with selected metadata. *Note:* At this time, you cannot search for items missing metadata.

1. Do a browse, search, or open a collection so the assets show up in one results list. You must be in Table view. If not, click the **Switch to Table View** () icon to display the table with thumbnail images and columns of metadata. *Note:* Currently, table view does not include thumbnail images of the assets.
2. On the right, click the **gear** () icon to change the column headers (metadata) to view in the results. Check or un-check the items you want to view and click **Close**.
3. On the right, click the **CSV Export** () icon. This will export the metadata as a .csv file.
4. Open the .csv spreadsheet to edit and print the ad-hoc report.