

# Media Pool

## Administration Manual

Version 8.0

EN

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Uptempo GmbH

An der Raumfabrik, Amalienbadstraße 41a

76227 Karlsruhe, Germany

+49 721 97791-000

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**Start**

**1**

## 1.1 New and Changed Functions

There are several new features and changes that make editing and importing assets easier and faster.

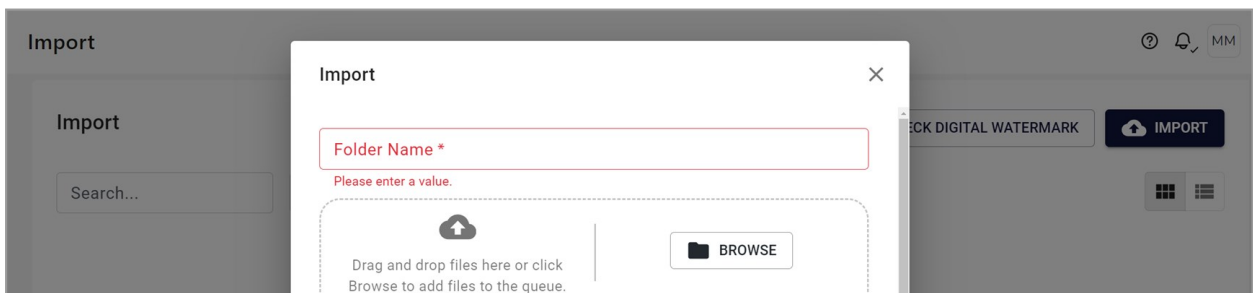
### Asset Editing Limit Removed

This release removes the limit on the number of assets that can be edited in a single session. Previously, editing was limited to a maximum of 200 assets per session. Now you can edit an unlimited number of assets at the same time. This change will make life easier for editors and content creators who need to create and edit a large number of assets. They will be able to work without intermediate steps. It should be noted, however, that editing a large number of assets at once can also mean that saving changes takes longer than usual.

### Import Button inside Import Window

The Import function has been completely redesigned. The update gives users full control over importing files. Instead of creating a new folder each time, the user can now upload files to an existing folder or create a new folder.

An *Import* button has been added to the upper right corner of the Import page. Clicking the *Import* button opens a new window with the Upload component. This allows users to upload additional files to an existing import folder. In previous versions, a new folder was created for each import.



### Custom Import Folder Name

When uploading assets, users can enter a custom name for the import directory or use an existing name. This makes it easier to find uploads later. In previous versions, "Upload, Date, Time" was the default name pattern for the import directory, but no custom directory could be selected for import.

#### Benefits:

- Easier identification of assets after upload, as the folder has been given a meaningful name by the user.
- Better organization and structuring of uploaded assets with the ability to name import folders.
- Differentiate uploads by folder name for faster retrieval and sorting.

#### Rules and Restrictions for the Upload Folder name:

- The name is a mandatory field and must not be empty.
- The name is limited to 255 characters.
- Once the upload has started, the folder name can no longer be changed.

In summary, this means that users must specify a folder name when uploading that is between 1 and 255 characters long and contains only valid alphanumeric characters and spaces. Once the upload has begun, the name cannot be changed. This ensures that the folder name is consistent and can be used to identify assets.

### Drag-And-Drop Upload Directly into the Window

Compared to previous versions, users can now drag and drop local files from their computer into the search results or the open import area to upload them. The previous import option is still available. When a file is dragged into the window, a drag-and-drop area appears where files can be dropped.

When you release the mouse button, the Import dialog lists the files to be uploaded, but you still need to specify the new folder name or an existing folder before importing. If you do not have permission to upload individual media, no drop zone is displayed. In addition, the drop zone is not displayed when a dialog (widget) is open in the search results.

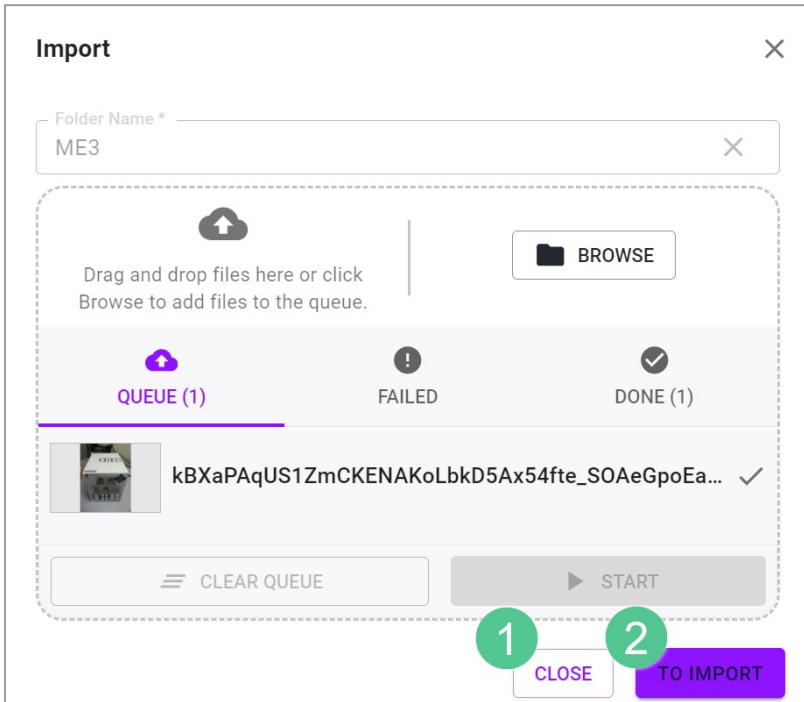
Drag-and-drop uploading provides a more convenient way for users to upload files, improving the user experience.

### Improvements of the Import Dialog

These enhancements make the Import dialog more convenient and efficient for users.

- The new *To Import* button allows users to access the assets in the import folder immediately after importing. This eliminates the need to locate the folder in the import area as in previous versions.

- A new close button has been added to the Import dialog. Users can close the dialog if they want to edit the assets later, or if they decide not to upload anything after all.



The buttons (1 *Close*, 2 *To Import*) allow users to close the Import dialog after uploading or to access the imported assets directly. Clicking *To Import* eliminates the need to search for the import.

## User Based Edit Template

Currently, asset types and their attributes are managed individually for each asset. This means that visibility and edit permissions for attributes are defined at the asset level, which we call the asset-based approach.

We're introducing an additional option for managing asset types, complementing our existing asset-based approach with a new user role-based control system. This enhancement provides enterprise customers with flexibility in choosing how they want to manage attribute visibility and editability. See the [full release notes](#) for further details regarding this functionality.

## Asset Removal Warning

There is a new confirmation dialog that appears when users attempt to remove assets from their own collection. This prevents other users from unintentionally losing access to an asset in a job or review if the original uploader removes it. The dialog informs users that removing the asset may affect other

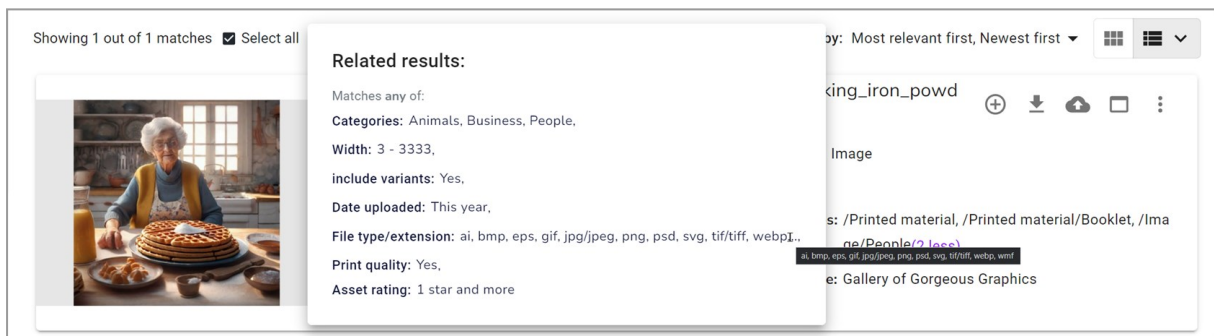
users and that they must explicitly confirm before the asset is actually removed.

## Complex Search Queries

When more than ten items are selected in search fields such as text search, categories, file type/extensions, or tags, the extra items are now truncated to "...".

Previously, only the first ten items were displayed in full, and other items were missing. This was confusing to the user, as the full selection was nowhere to be seen.

The ellipsis ... lets users know that the selection is larger than the ten items displayed. This lets users know that they may need to narrow their search criteria to get better results. At the same time, users can see that all selected search criteria are being considered, not just the visible entries. Hovering over ... displays all items in a tooltip.







This improvement helps to display complex search queries in a more user-friendly way.

## Show File Type in List View

This little feature is useful for those of you who do not use the *Gallery view*, but want to see the search results as *List view*.

Showing 5 out of 5 matches  Select all Show active search criteria [COPY LINK TO SEARCH RESULTS](#) Sort by: Most relevant first, Newest first

	<b>PNG</b> Wombat_in_the_burrow Average rating: ★★★★★ Document size: 1024 x 1024 px File size: 1.634 MB Color model: 24 Bit - sRGB Owner: Sorglos, Susi - Default	File Type: Image Tags: Categories: /Image , ... (2 more) Asset type: Depot of Digital Delights
	<b>PNG</b> Wombat_in_a_Sanctuary Average rating: ★☆☆☆☆ Document size: 1024 x 1024 px File size: 1.509 MB Color model: 24 Bit - sRGB Owner: Sorglos, Susi - Default	File Type: Image Tags: Categories: /Image , ... (2 more) Asset type: Depot of Digital Delights
	<b>PNG</b> Grandma_sitting_at_kitchen_table,_she_[...]fle_baking_iron_powdered_with_sugar. Average rating: ★★★★★ Document size: 1024 x 1024 px File size: 1.397 MB Color model: 24 Bit - sRGB Owner: Emerson, Mollie - Default	File Type: Image Tags: Categories: /Printed material, /Printed material/Booklet, /Image/People (2 less) Asset type: Gallery of Gorgeous Graphics
	<b>PNG</b> Knitting_grandma_on_a_sofa(1)	

In *List view*, the file type is now also indicated by a colored marker before the asset name.

## Miscellaneous Changes

Feature	Description
<p>Switch to CLDR language codes</p>	<p>All data in MP that previously used 2-letter language codes will be migrated to CLDR language codes. This allows the use of modern Unicode standards.</p> <p>The APIs have been updated to use CLDR language codes instead of 2-letter codes. The user interface has been updated to display and use the new CLDR codes.</p> <p>If you are upgrading from a previous version, the existing 2-letter codes are mapped to CLDR codes by default.</p> <p>Benefits:</p> <ul style="list-style-type: none"> <li>• Uses a modern Unicode standard for Language Codes</li> <li>• Multilingual standardization and simplification</li> <li>• Future proof architecture through the use of CLDR</li> <li>• Easier addition of additional languages</li> <li>• Reduced maintenance effort for multilingual functionality in future versions</li> </ul> <p>Changes compared to previous implementations:</p> <p>The former 2-letter language codes are no longer used or displayed. Existing codes that previously used 2-letter codes will be adjusted. This means that before upgrading, you must check the default assignment of language codes and adjust them if necessary</p>
<p>Faster uploads of large files</p>	<p>We've made uploading files faster and easier for you. Here's what's new:</p> <ul style="list-style-type: none"> <li>• Better upload feedback: You'll now see clear status messages throughout the upload process, so you always know what's happening with your files. No more guessing if your upload is complete.</li> <li>• Faster security checks: We've sped up the virus scanning process, helping you get your files uploaded more quickly and reliably.</li> </ul>

## SOAP Discontinuation

Media Pool's SOAP interface has been retired with version 8.0. The REST interface completely replaces the old SOAP interface. If you are still using the SOAP interface, you should switch to the REST API as soon as possible before upgrading.

By standardizing on REST, developers only need to focus on one interface technology. This makes it easier to develop custom solutions for the platform. REST is the more modern and widely used technology for API calls. Focusing on REST instead of SOAP ensures the continued development and long-term support of the interfaces.

### Removed Permission

The old permission *EDIT\_CMS\_CONTENT* has been removed from version 8.0 and is no longer available.

For a complete list of system-wide changes, see the Release Notes 8.0.



## 1.2 Target Group

This manual is intended for users of the Uptempo platform who set up and/or manage the *Media Pool* module for Digital Asset Management (DAM). These readers should be familiar with the use of the module (see the User Manual of Media Pool to be found under [Additional Documentation](#)).



### Note

Note that you require permissions for using the administration to set up and/or manage the *Media Pool* module. The individual permissions you require are not described in this manual. If you have any questions, please contact your system administrator.

## 1.3 Style Conventions



**Notes** appear in a gray box.

**Warnings** appear in a red framed text box.

Paths to follow are written like this: *Click > x and then > y.*

**Assets**

**2**

An asset is a file that is uploaded into the module *Media Pool* where it is given the attributes necessary for management. In addition, the asset previews (images and/or video) are added for visually representing the asset *Media Pool* in the module.

As an administrator, it is your task to develop, implement and maintain a suitable concept for the efficient management of assets that makes sense for your company.

## Relationship Between Attributes and Asset Types

The following list shows the relationship between user-defined attributes, asset types and the editing of assets.



For detailed information, see table [Create Custom Attributes below](#)

Create Custom Attributes	Create Asset Types and Assign Required Attributes	Assign Asset Type When Creating Assets
<p>You as the administrator create the required custom attributes.</p> <p>Basic conditions:</p> <ul style="list-style-type: none"> <li>• Unlimited number of user-defined attributes</li> <li>• The attribute types include up to 15 different formats, e.g. numbers, links, dates and time spans.</li> <li>• The fields have help texts, placeholders and can be limited in their input options.</li> </ul>	<p>You define asset types as required. For each asset type, you determine which attributes are to be available for editing. You define this for default and user-defined attributes.</p> <p>You also define the following properties for each attribute:</p> <ul style="list-style-type: none"> <li>• Mandatory</li> <li>• Visible</li> <li>• Editable</li> <li>• Default value</li> </ul> <p>Optionally, the user can be additionally supported by help texts.</p> <p>Examples of asset types are product fact sheets, manuals or PPT images.</p>	<p>When the user creates or edits assets, this is based on the asset types:</p> <p>The user selects the appropriate asset type for the desired asset. Depending on the configuration of the asset type, the user only sees the required attributes.</p>

## Attributes

The module *Media Pool* contains a comprehensive set of standard attributes for describing assets. In addition, you can map properties that are important for your company in user-defined attributes.

**Note:** Pay attention to the new handling of custom properties when migrating data from versions prior to 6.9.

For more information, see [Attributes on the next page](#).

## Asset Types

With Asset types you define which attributes are edited for an asset. You also define whether attributes are mandatory, visible, hidden or disabled and you have the option of setting a default value. In addition, asset types can be assigned to specific organizational units. In this way, you provide users with templates configured to their needs for efficient editing.

For more information, see [Asset Types in Digital Asset Management on page 41](#).

## Migration

When migrating from an older system prior to version 6.9, there are a few things that should be thought through. Basically, ways of working can be continued seamlessly and existing assets can be edited in the same way as before.

For more information, see [Migration on page 56](#)

## Prerequisites for Editing the Assets

Several conditions must be met for a user to be able to edit the attributes of an asset.

For more information, see [Prerequisites for Editing the Assets on page 59](#)

## Video Transcoding

To save the video file in a different format, it must be transcoded. If it hasn't been transcoded yet, the user needs to request or trigger transcoding.

For more information, see [Video Transcoding on page 67](#).

## 2.1 Attributes

The module *Media Pool* contains a comprehensive set of basic and standard attributes for describing assets. In addition, you can map properties that are important for your company in user-defined attributes. **Note:** Pay attention to the new handling of custom properties when migrating data from versions prior to 6.9.

### Basic and Standard Attributes

The module *Media Pool* provides basic and standard attributes. Basic attributes are mandatory to be filled in for each asset. Standard attributes can be used as needed and assigned to asset types. You will also learn how to set certain standard attributes.

Further information, see [Basic and Standard Attributes on the facing page](#).

### User-Specific Attributes

With user-specific attributes, you maintain the additional data necessary for your company. The user-defined attributes are combined with the attributes provided by Uptempo in the asset types to form "editing templates". You can create an unlimited number of attributes that support different formats.

For more information, see [Custom Attributes on page 24](#).

### Set Standard Attributes

You can influence the functioning of some attributes. This section lists the system settings in which you set the functioning of these attributes.

For more information, see [Setting Standard Attributes on page 39](#).

### Customer-Specific Properties

In older versions up to and including version 6.8, the properties required for your company were mapped in customer-specific properties in free-text fields. These fields have been migrated to *Custom Attributes*.

For more information, see [Customer-Specific Properties on page 40](#).

### 2.1.1 Basic and Standard Attributes

The module *Media Pool* provides basic and standard attributes. Basic attributes are mandatory to be filled in for each asset. Standard attributes can be used as needed and assigned to asset types. You will also learn how to set certain standard attributes.



#### Note

This section lists the attributes that the system comes with in the default and that can be assigned to the asset types for editing. However, this is not a complete list of all possible attributes. Note that automatically filled attributes such as file format, size or asset ID as well as standardized attributes cannot be assigned to an asset type and are therefore not included in the lists below. For a complete list of all standard attributes for assets, see the user manual of the module *Media Pool*.

### Basic Attributes

The basic attributes are always assigned to an asset type and cannot be removed. By default, the basic attributes are displayed in the *Required Attributes* group and highlighted with a separate icon from the rest of the attributes:

- Asset name
- File name
- Categories
- Virtual DB

### Standard Attributes

The following standard attributes are in the module *Media Pool* as default and can be assigned to the asset types as needed:

- Tags
- Keywords
- Print quality
- Language
- Relevant countries
- Remarks

- Validity
- Hide if not valid
- License information
- Suitable for Brand Template Builder
- Brand Template Builder classification
- Item number
- Item description
- Person(s) shown
- Platform
- Program version
- ISIN
- Affiliate ID
- Approval required
- Alternative asset preview
- Customized fields: On this topic, please refer to chapter [Customer-Specific Properties on page 40](#).
- Duration
- Product description
- Target group

## 2.1.2 Custom Attributes

With custom attributes, you maintain the additional data necessary for your company. These attributes, tailored to customer needs, are combined with the attributes provided by Uptempo in the asset types to form "editing templates". You can create an unlimited number of attributes that support different formats.

Users without the permission to manage custom attributes cannot see the entry in the administration area. You need the *Manage Custom Attributes* permission in Administration to manage custom attributes. If the permission is not set, the *Custom Attributes* menu item remains hidden in the *> Administration > Overview > Assets* area.





**Note**

Since only the configured attributes are displayed during editing itself, you do not have to worry that a large number of attributes will overwhelm users when creating custom attributes.

You manage the custom attributes under > *Administration* > *Overview* > *Assets* > *Custom Attributes*.



















## Page Setup

This section explains the structure of the page:

**Custom Attributes**

**Note:** Once you have added a new custom attribute you will need to add it to the search index and re-index the database in order that users can search for the attribute value.

+ ADD CUSTOM ATTRIBUTE

#	Attribute name	Attribute type	Used in			
26	Duration	Date	1			
27	Product Description	Text	1			
29	Target Group	List	0			
76	Web address	Link	0			
77	Color	Color	1			
126	Quantity of the package	Number	0			

Rows per page 25 ▾ 1-6 of 6 |< < > >|

No.	Function	Description
<span style="background-color: #27ae60; color: white; border-radius: 50%; padding: 2px 6px;">1</span>	Search for attribute name	With a larger number of configured attributes, the list quickly becomes confusing. The searcher helps you to quickly find the desired attribute.
<span style="background-color: #27ae60; color: white; border-radius: 50%; padding: 2px 6px;">2</span>	Attribute type	The column displays the type of attribute. The type is assigned when it is created. The display should more easily reflect the purpose of the attribute in addition to the name.

No.	Function	Description
3	Used in	[Number] Asset types; The column shows how many asset types use this attribute. This shows how often the attribute is used. If necessary, a corresponding importance can be deduced from this, among other things with regard to future changes to the attribute.
4	Add custom attribute	Click New to add a new asset type.
5	Edit custom attribute	Click to edit the properties of an attribute that has already been created.
6	Copy custom attribute	Click to copy an existing attribute. Copying an existing attribute can make extensive creation work easier if you duplicate similar attributes. You must enter a unique name for the copied attribute.
7	Delete custom attribute	Click to delete an attribute when it is no longer needed.

### Properties of a Custom Attribute

Depending on the selected format, the creation of a single attribute is more or less extensive. In addition to data to be stored by default, such as the attribute name, further configuration options are available depending on the selected format.

The screenshot shows a form titled "Attribute name" with the following fields and callouts:

- 1**: Attribute name \* (Copyright ©)
- 2**: Short name of the attribute (Copyright)
- 3**: Attribute type (Boolean)
- 4**: Helptext / description (Are there image rights (copyright), yes/no?)
- 5**: Globe icon for translation
- 6**: Label for "true" value \* (Copyrighted) and Label for "false" value \* (Not copyrighted)

Buttons at the bottom: CANCEL, SAVE CHANGES

No.	Function	Description
1	Attribute name	Enter the name of the attribute. For example, you can maintain the names in multiple languages.
2	Short name of the attribute	Define a short name. For example, you can maintain the names in multiple languages. By default, the full attribute name is displayed. The short name is only used in exceptional cases when there is too little space available in the user interface and the display of the full name would be cumbersome.
3	Attribute type	Specify the attribute type. The type influences the display and format of the attribute. Depending on the type, attribute-dependent settings are available.
4	Helptext / description	In addition to the placeholder, you can store a help text or a further description. We recommend keeping the help text simple and concise. The user can call up the text when editing an asset via the icon behind the attribute.
5	Translate	To translate the content into another language, typically German, click on the globe icon next to each field.
6	Type-dependent fields	These fields depend on your choice of attribute type. Refer to the section below.

No.	Function	Description
	Placeholder	Create a text field placeholder to assist users with data editing. The placeholder is displayed in the attribute field as a default and is hidden on the field.

## Search Widget

The system automatically creates a search widget for each attribute. Whether the widget is accessible to the users is decided by you as the administrator under > *Administration* > *Overview* > *Assets* > *Search Configuration* > *Default Views*.

## Associated Tasks

- [Create Custom Attribute on page 35](#)
- [Edit Custom Attribute on page 38](#)
- [Delete Custom Attribute on page 39](#)

### 2.1.2.1 Attribute Types

In this section, we'll go over the different attribute types that are available and the settings that are necessary for each attribute type.



#### Note

Once you have set the type for an attribute, you cannot change it after the first save!

Type	Subformat	Description	Settings / Comments
Text	formatted	The editing user can format entered text. For more information on formatting options, see the section <a href="#">Display of Attribute Types in the Editing Dialog Box on the next page</a> .	<ul style="list-style-type: none"> <li>Minimal length (characters)</li> <li>Maximal length (characters)</li> <li>Number of text lines in the editing dialog box</li> </ul>
	unformatted	The user can edit a normal text field. By selecting a multiple line display, descriptive texts can also be entered more easily.	<ul style="list-style-type: none"> <li>Minimal length (characters)</li> <li>Maximal length (characters)</li> <li>Single line or multiple lines</li> <li>With multiple lines: Number of text lines in the editing dialog</li> </ul>
HTML		The user can enter HTML which is displayed accordingly.	
Link		The user can only enter links in the input field. These are shown as a link in the asset view.	
Date	Single date	The user enters a date.	Date and time are displayed localized in the appropriate format depending on the user's selected region.
	Date and time	The user enters a date as well as a time entry.	
	Time	The user enters a time entry.	
	Date range	The user enters a date range.	
	Time range	The user enters a time range.	

Type	Subformat	Description	Settings / Comments
Number	Integer	With this type, the user enters whole numbers and it is suitable for entering quantities, for example.	<ul style="list-style-type: none"> <li>• Minimum value</li> <li>• Maximal value</li> <li>• Step size: Defines in which steps the user can select numbers.</li> <li>• Visual representation: Stepper or slider</li> </ul>
	Decimal	The user can enter any number.	<ul style="list-style-type: none"> <li>• Minimum value</li> <li>• Maximal value</li> <li>• Number of possible decimal places</li> </ul>
List		<p>With this type, the administrator creates a list of values. The user selects one or more values, depending on the configuration of the list.</p> <p>A list can contain up to 5 levels, a root level and up to 4 subordinate levels.</p> <p>In addition to manual entry, existing lists can also be transferred by copying and pasting. Please note here <a href="#">Create List Attribute on page 35</a>.</p>	<ul style="list-style-type: none"> <li>• <i>Multi select list</i> slider off: The user can select only one value.</li> <li>• <i>Multi select list</i> slider on: The user can select several values.</li> </ul>
Color		The user sets a color by entering a hexadecimal value.	
Boolean		The user chooses between two values, e.g. TRUE and FALSE.	Setting a preset value

### 2.1.2.2 Display of Attribute Types in the Editing Dialog Box

#### Unformatted and Formatted Text

For both unformatted and formatted text, the number of lines determines the height of the input field. When the set number of lines is reached, the user can scroll through the entered text with the scroll bar.

If the limitation of the text length is not observed, an error message appears. The entered text cannot then be saved.



The screenshot shows a text input field with a red border. At the top left, there is a purple toggle switch labeled "Copyright ©". Below it, the text "Vivacious Videos" is displayed. The input field contains the text "The video |" with a cursor. A red error message at the bottom of the field reads: "Please enter at least 10 symbols." A globe icon is visible on the right side of the input field.

The formatted text can provide users with better clarity at appropriate points, for example when describing an asset type:



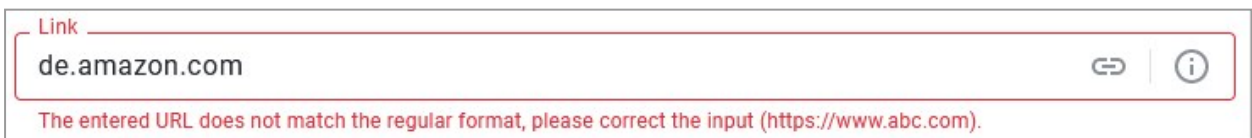
The screenshot shows a text block with a light gray background and a thin border. It contains the following text:

**Beschreibung**  
Dieser Assettyp wird ausschließlich zu Testzwecken ausgewählt, er sollte daher nur temporär Assets zugeordnet sein. Bitte achten Sie darauf, nach entsprechenden Tests dem Asset einen längerfristigen Assettyp zuzuweisen.

**Zuordnung von Assets**  
Beispielhaft werden Assets aufgezählt, welche diesem Typ zugewiesen werden können:  
- Alle Assets, um sich mit den Assettypen vertraut zu machen  
- Zuweisung sollte nur temporär erfolgen

## Link

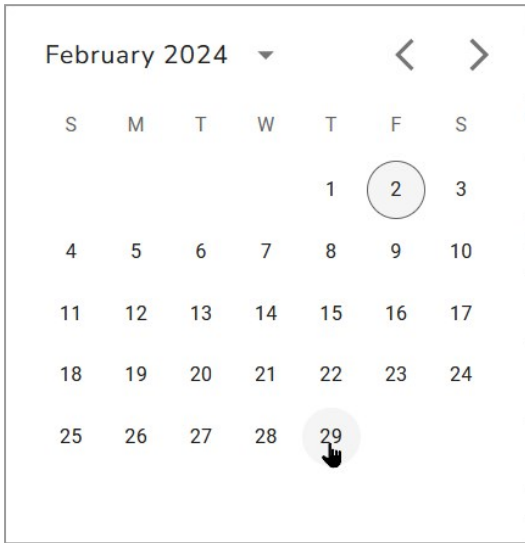
For the *Link* attribute type, the user must enter a complete URL. The input field works with validation to reduce incorrect entries:



The screenshot shows a link input field with a red border. The text "de.amazon.com" is entered. To the right of the input field are two icons: a chain link and an information icon. A red error message at the bottom of the field reads: "The entered URL does not match the regular format, please correct the input (https://www.abc.com)."

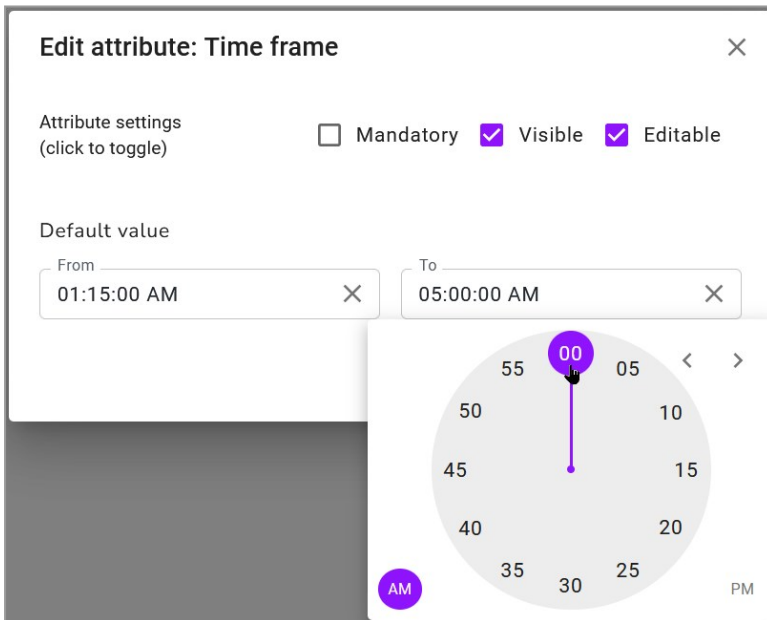
## Date and Time Entries

The input fields of this attribute type are equipped with a day and/or time picker to ensure correct data maintenance.



This ensures that, depending on the selected location of the user, the information is displayed in the correct format.

The different display types such as *Date range*, *Time range* (see the table in [Attribute Types on page 28](#)) ensure that the information can be displayed as concretely as necessary:





## Number

The *Number* attribute type can be provided with limit values as well as be varied in the input option. If the number format Integer is set, either a slider or a stepper is available to the user in the editing dialog box to be able to select the target size in the set quantity limit. Incorrect entries can thus be excluded.

If the user is to be given a free input option via the keyboard, set the number format to decimal. If only whole numbers are to be entered, limit the possible decimal places to the value 0. If limit values are set, the user will also receive a message in the event of an incorrect entry and will not be able to save the data.

**Edit attribute: Stepper** ✕

Attribute settings  
(click to toggle)       Mandatory    Visible    Editable

Default value

▲  
▼

Enter a number. The number is displayed localized according to your region.

CANCEL
SAVE

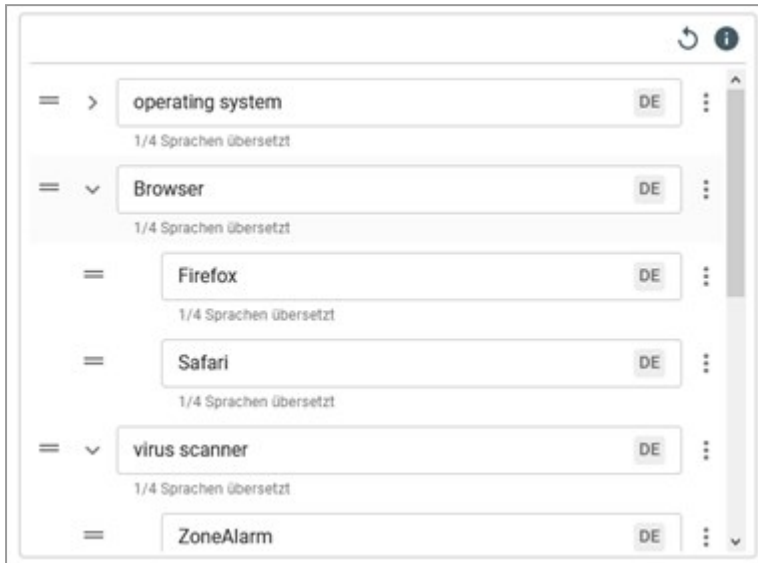


### Note

The slider and the stepper have one restriction: Once selected, values can not be deleted, but only changed. If the subsequent deletion of the value is important, select the *Decimal* number format.

## List

With a *List* attribute, you simply assign multiple attribute values. For example, you can create product palettes and assign the assets accordingly:



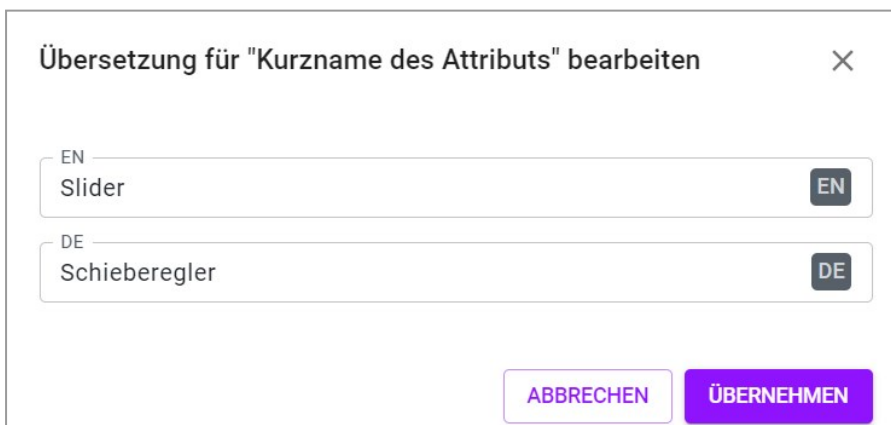
In addition to manually entering the individual list entries, Excel lists that have already been maintained can also be quickly transferred by copying and pasting.

### Attribute Values in Multiple Languages

Depending on the individual configuration of the system, one or more languages can be stored per attribute. If several languages have been created, click on the globe icon when editing an attribute to open the dialog box for editing the other languages:



In this dialog box, all configured languages are listed and already stored values are displayed:



Users always see attribute values in the language they have configured in their user settings, provided the attribute is maintained in the language. If an attribute is not entered in the selected language, the language icon is highlighted to indicate this.



### 2.1.2.3 Create Custom Attribute

1. Navigate to > *Administration* > *Overview* > *Assets* > *Attributes* > *Custom Attributes*.
2. Click *Add custom attribute*.

The *Add custom attribute* dialog box is displayed.

3. Enter a name for the attribute.

As soon as you enter a name, a globe icon is displayed in the input field.

4. Click the globe icon to enter the name in other languages.
5. Enter a short name for the attribute.

As soon as you enter a name, a globe icon is displayed in the input field.

6. Click the globe icon to enter the name in other languages.
7. Specify the attribute type.

**Note:** Once you have set the type for an attribute, you cannot change it after the first save!

8. If necessary, enter a description to help the user.
9. Edit the type-specific settings of the attribute.
10. Click *Add*.

You have created the attribute.

### 2.1.2.4 Create List Attribute

With list attributes, the administrator creates a list of values. The user selects one or more values, depending on the configuration of the list. A list can contain up to five levels, a root level and up to four subordinate levels.

You can create list attributes manually or by copying existing lists.


## Create Manually

1. Click > *Administration* > *Overview* > *Assets* > *Attributes* > *Custom Attributes*.
2. Click *Add custom attribute*.

The *Attribute name* dialog box is displayed.

3. Enter a name for the attribute. As soon as you enter a name, a globe icon is displayed in the input field. Click the globe icon to enter the name in other languages.
4. Enter a short name for the attribute. As soon as you enter a name, a globe icon is displayed in the input field. Click the globe icon to enter the name in other languages.
5. Specify the attribute type *List*.











**Note:** Once you have set the type for an attribute, you cannot change it after the first save!

6. If necessary, enter a description to help the user.
7. In the right-hand section of the dialog, specify whether the user can select one or more values from the list.
8. Enter a list value in the input field below. If you enter a list with several levels, it must be a value on the top level. Click the globe icon to enter the name in other languages.
9. Enter further values and translate the names if necessary. Use the following functions, which you will find in the  menu to the right of an entry. See also the Table of Shortcuts at the end of the section:

- *Add new level:* Add value on the same level
- *Add new sublevel:* Add value one level lower
- *Nest:* The value at which you open the menu is moved down one level.
- *Unnest:* The value at which you open the menu is moved up one level.
- *Shift up:* The value is moved up on the same level. Alternatively, you can move the value by dragging and dropping it on the drag point in the list.
- *Shift down:* The value is moved down on the same level. Alternatively, you can move the value by dragging and dropping it on the drag point in the list.
- *Delete:* The value is deleted.

10. When you have entered all the required values, click *Add*.

You have manually created the list attribute. You can also use the following shortcuts when creating:

Shortcut	Description
	Add new entry on the same level. If this is done on a parent element, the new entry is created after all children.
SHIFT + 	Add new entry on sublevel
	Move the cursor up one list field
	Move cursor one list field down
ALT + 	Move the cursor to the top field
ALT + 	Move cursor to lowest field
SHIFT + 	Move value up in the list (including child elements). Note that this can also mean moving up in the list level if the preceding value is one level higher.
SHIFT + 	Move value up in the list (including child elements). Note that this can also mean moving in the list level if the preceding value is one level lower.
	Move value down one list level. The value can be a maximum of one level lower than the parent value.
SHIFT + 	Move the value up one level in the list. The value can be a maximum of one level lower than the parent value.
STRG + ALT	Expand/collapse child values
SHIFT + DEL	Delete value

## Create by Copying

If you want to create a list by copying, the list values must already have been created in a structured way.

The following prerequisites apply:

- File format: raw TXT (Notepad++, Sublime Text or BBEdit) or XLSX. We recommend using XLSX - if possible - for non-hierarchical lists or, alternatively, transferring the data to a TXT format beforehand.

- Create the tree structure: Note that a maximum of five levels can be created.  
In TXT files, subordinate levels are indented by tab.  
In Excel files, each level is created in a column. Note the special features when copying: You can only copy column by column and thus cannot automatically create the hierarchical assignment of the values. Therefore, the table must always be reworked. Check whether a transfer to TXT format is easier.

1. Click > *Administration* > *Overview* > *Assets* > *Attributes* > *Custom Attributes*.
2. Click *Add custom attribute*.

The *Add custom attribute* dialog box is displayed.

3. Enter a name for the attribute. As soon as you enter a name, a globe icon is displayed in the input field. Click the globe icon to enter the name in other languages.
4. Enter a short name for the attribute. As soon as you enter a name, a globe icon is displayed in the input field. Click the globe icon to enter the name in other languages.
5. Specify the attribute type *List*.

**Note:** Once you have set the type for an attribute, you cannot change it after the first save!

6. If necessary, enter a description to help the user.
7. In the right-hand section of the dialog, specify whether the user can select one or more values from the list.
  - TXT file: Copy the list from the prepared file and paste it into the input field.
  - XLSX file: Copy the column containing the top-level values without empty cells. Create a subordinate value. Copy and paste the data of this level from the XSLX file. Continue until all list values are created.

The list has been created.

8. Click *Add*.

You have created the list attribute by copying.

### 2.1.2.5 Edit Custom Attribute

1. Navigate to > *Administration* > *Overview* > *Assets* > *Attributes* > *Custom Attributes*.
2. Click the pencil icon for the attribute that you want to edit.

The *Edit custom attribute* dialog box is displayed.

3. Edit the properties of the attribute. Please note that you cannot edit the type of attribute.
4. Click *Save changes*.

You have edited the custom attribute.

### 2.1.2.6 Delete Custom Attribute



#### Note

You can delete only those custom attributes that are not used by any asset type. You can see whether a user-defined attribute is used by looking at the *Used in* column under *> Administration > Overview > Assets > Attributes > Custom Attributes*. The column shows the number of asset types that use this attribute.

1. Click *> Administration > Overview > Assets > Attributes > Custom Attributes*.
2. Click the recycle bin icon next to the asset type that you want to delete.  
A confirmation prompt is displayed.
3. Click *Delete*.

You have deleted a user-defined attribute.

### 2.1.3 Setting Standard Attributes

You can change the way some attributes work. This section lists the system settings in which you set the functioning of these attributes.

You edit the system settings under *> Administration > Overview > System Configuration > System Settings*.

System Setting	Description
Attribute Article number validation	Enter a regular expression for validating the item number.
Attribute <i>Print quality</i> minimum resolution	Enter the minimum resolution for tagging attributes with the option <i>Print quality</i> automatically.
Tags drop-down length	Specify the number of tags displayed in the <i>Last tags</i> drop-down list. If you enter the value 0, then all tags are displayed.

System Setting	Description
Keywords drop-down length	Enter the number of keywords that are displayed in the <i>Last keywords</i> drop-down. If you enter the value 0, then all keywords are displayed.
Validity period type	Select whether the user defines the validity period of an asset in quarters or tertials.
Information validity end	<p>The system informs the owner of an asset when the validity of the asset ends. Enter when the owner is informed. Possible values:</p> <ul style="list-style-type: none"> <li>-1 = No notification.</li> <li>0 = The notification is sent immediately.</li> <li>1,2,3.... = Number of days before the validity ends.</li> </ul> <p>Example: Enter the value 7: The owner is informed 7 days before the validity expires.</p>

## 2.1.4 Customer-Specific Properties



### Note

Up to and including version 6.8, the properties required for your company were mapped in customer-specific properties. These are now [Custom Attributes on page 24](#).

When upgrading to a current system, these former free-text fields are moved to custom attributes and can therefore be found under *Administration > Overview > Assets > Attributes > Custom Attributes*. Handling the custom attributes is just as easy as handling the customer-specific properties in the past.

In custom attributes additional information for an asset can be displayed in its detailed view.



## 2.2 Asset Types in Digital Asset Management

Asset types are central elements in Digital Asset Management (DAM) and define the structure and management of digital assets. They determine which attributes are available and editable for an asset and how they are configured. Video assets require a specific asset type that represents the video format, frame rate, bit rate, audio format, and total duration. Image assets, on the other hand, focus on other asset attributes such as creator, camera-specific EXIF metadata, rights holder, and usage rights.

Asset types are a powerful tool for structuring and managing digital assets. When properly configured and assigned, they enable administrators and power users to make asset management more efficient and consistent. The flexibility of attribute definition and configuration enables precise customization to meet the specific needs of any organization.

You manage asset types under > *Administration* > *Overview* > *Assets* > *Asset Types*.

### Key Functions and Features

The flexible configuration of asset types provides a number of benefits. It allows administrators to create customized asset types for different departments or projects. It is possible to specify whether an attribute is mandatory, visible, hidden, or disabled, and to set a default value. In addition, an asset type can be associated with a specific organizational unit. This enables the provision of user-specific templates for efficient processing. Targeted attribute selection and pre-assigned default values improve data entry efficiency. Mandatory fields ensure that critical information is captured, improving data quality. Customized input screens help users enter data correctly.


Function	Description
Attribute definition	Determines which attributes can be edited for an asset.
Attribute configuration	Determines whether attributes are mandatory, visible, hidden or disabled.
Default values	Allows you to set default values for attributes.
Organization-specific allocation	Asset types can be assigned to specific organizational units.

### Attribute Categories

The following attribute categories are available for configuration:

Category	Description
Basic Attributes	Mandatory attributes required by the system, see <a href="#">Basic and Standard Attributes</a> .
Standard Attributes	Attributes available by default, see <a href="#">Basic and Standard Attributes</a> .
Custom Attributes	User-defined attributes, see <a href="#">Custom Attributes</a> .

### Configuration Fields in Asset Type Overview

Field	Description
Name	Identifies the asset type. (Can be multilingual)
Description	Explains purpose and application scenarios
Org. Units	Organizational units
Attributes	Click the  icon to display number and attributes in use

### Assign Organizational Units

By assigning one or more Org. Unit(s), you define who is permitted see and edit the asset type. The table below shows the different aspects of this assignment:

Aspect	Details
Access control	Allows granular control
Assignment options	All, one or multiple organizational units
Editing Rights	Only assigned organizational units can edit assets of this type.

### Attribute Assignment and Configuration

You assign the required attributes to the asset type that the user fills in when creating an asset. You assign attributes when you edit an asset type. For more information, see [Setting Standard Attributes](#) and [Customer-Specific Properties](#). For each assigned attribute, you can specify whether it is a required field for the asset type, whether the attribute is visible or editable, and you can set a default value.

You can define the following attribute settings for each assigned attribute:

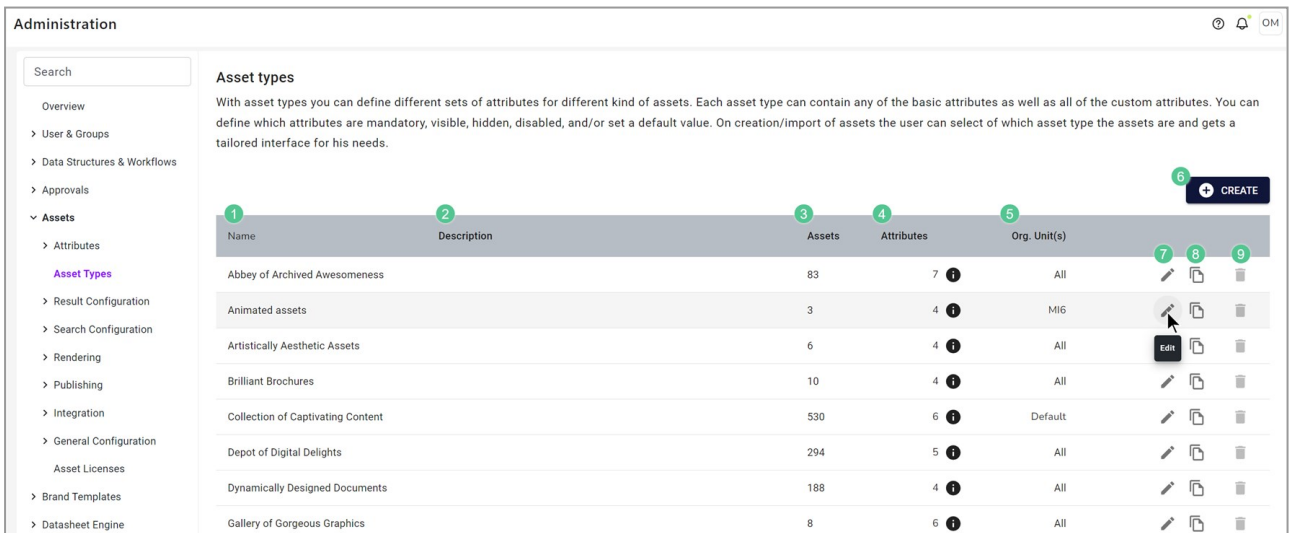
Feature	Description
Mandatory	Determines whether the attribute must be filled in.
Visible	Determines whether the attribute is visible to users.
Editable	Defines whether the attribute can be edited by users.
Default value	Specifies an attribute's default value.

### Technical Specifications

Aspect	Details
Number of custom attributes	Theoretically unlimited
Available attribute types	8 different formats selectable, see <a href="#">Attribute Types</a> .
Attribute additions	Help text and placeholders can be added.
Input restrictions	Configurable for attributes

### Structure of the Page

The page *Asset Types* allows you to create or edit Asset Types. A table lists the Asset Types already configured and shows how often the Asset Types are currently used for assets.



**Administration**

**Asset types**

With asset types you can define different sets of attributes for different kind of assets. Each asset type can contain any of the basic attributes as well as all of the custom attributes. You can define which attributes are mandatory, visible, hidden, disabled, and/or set a default value. On creation/import of assets the user can select of which asset type the assets are and gets a tailored interface for his needs.

Name	Description	Assets	Attributes	Org. Unit(s)	
Abbey of Archived Awesomeness		83	7	All	[Edit] [Copy] [Delete]
Animated assets		3	4	MI6	[Edit] [Copy] [Delete]
Artistically Aesthetic Assets		6	4	All	[Edit] [Copy] [Delete]
Brilliant Brochures		10	4	All	[Edit] [Copy] [Delete]
Collection of Captivating Content		530	6	Default	[Edit] [Copy] [Delete]
Depot of Digital Delights		294	5	All	[Edit] [Copy] [Delete]
Dynamically Designed Documents		188	4	All	[Edit] [Copy] [Delete]
Gallery of Gorgeous Graphics		8	6	All	[Edit] [Copy] [Delete]

Buttons: + CREATE, Edit, Copy, Delete

No.	Function	Description
1	Name	The column shows the name of the asset type; the column can be sorted in ascending and descending order.
2	Description	If maintained, the description of the asset type is displayed here. Click on the ⓘ icon to display the complete description.
3	Assets	The column shows how many assets are assigned to the respective asset type.
4	Attributes	This column shows the number of attributes assigned to the asset type. You can get a detailed view via the ⓘ icon.
5	Org. Unit(s)	The column lists the organizational units that can edit assets of this type.
6	Create	Click New to create a new asset type.
7	Edit	Click the pen icon to edit the asset type.
8	Copy	Click the duplicate icon to create a copy of the asset type.
9	Delete	Click the trash icon to delete the asset type.  <b>Note:</b> An asset type can only be deleted if no assets are assigned to it.

### Basic Attributes

You must enter the following information when you create an asset type:

- *Name*
- Assignment to all, one or more *Org. Unit(s)* (organizational units); see the section below.
- *Description*: The description is displayed both in the Asset Type Overview and when editing an asset. Note that a concise and informative description can greatly assist your users in selecting an appropriate asset type. For example, explain the purpose of the asset type and when the asset type is used.

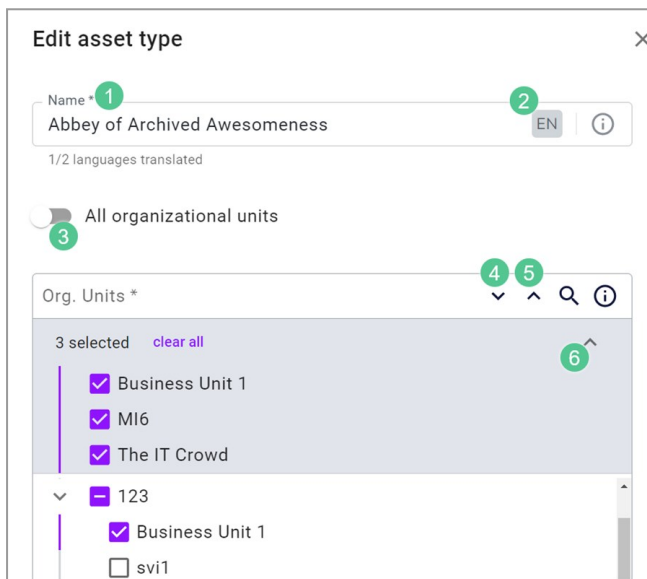
### Assignment to Organizational Units


You can assign one, several or all *Org. Unit(s)* to each asset type. If you assign one or more organizational units to an asset type, only users from those organizational units can edit assets assigned to that type.



### Note

To be able to see all organizational units as an administrator, you need the permission *View All VDB* for administration of *Media Pool* in addition to the permission *Module Access* to the module. If your administrator role does not have *View All VDB*, you may not see all organizational units.



No.	Function	Description
1	Name of asset type	Click in the name field and then on the globe symbol to enter localized variants of the name.
2	Name language	If there are several language variants, the country code of the name field currently being edited is displayed here.
3	All organizational units	If this switch is activated, all existing organizational units are assigned to the asset type. If you deactivate the switch, the selection menu <i>Org. Units</i> opens and you are able to make assignments to individual organizational units.
4	Expand/Reduce	Click $\vee$ to expand all organizational units. Clicking on $\wedge$ reduces the view and, as in the default, only the top level is displayed in the list. By clicking $>$ in front of a list entry you can expand the particular organizational unit to show its elements.
5	Search	Enter at least three characters in the search field to search for specific organizational units in a rather long list. You start the search by pressing the  key.

No.	Function	Description
6	Show/Delete Selected	Click <b>▼</b> to display all selected organizational units. You can remove individual organizational units from the selection by deactivating the checkbox in front of them. By clicking on the tinted text button <i>clear all</i> you can cancel the entire selection.

If you select a parent organizational unit, the asset type is only assigned to the parent organizational unit and is not inherited by the child ones. Only the actually selected organizational units are authorized to edit this asset type.

If you do not select a specific *Org. unit* in the *Create Asset Type* dialog, the asset type is automatically assigned to all organizational units. If further organizational units are created in the system in the future, they will also automatically receive the authorization to edit assets of the corresponding asset type.

### Deleted Organizational Units

The deletion of organizational units is in many respects connected with necessary maintenance measures. If an asset type exists that is exclusively assigned to a deleted organizational unit, assets of the type can no longer be edited by other users.

In order to avoid problems in this context as far as possible or to make them visible, two tools have been implemented:

- When an organizational unit is deleted, the administrator is asked to which new organizational unit assigned asset types should be assigned.
- If no user was assigned to the deleted organizational unit, it can happen that an asset type is not assigned to an organizational unit. This is highlighted under *> Administration > Overview > Assets > Asset Types*.

### Best Practices

The proper configuration and provision of the various asset types is a central task for the administration. Before configuration, talk to the stakeholders, because the customized configuration of the asset types is crucial for the efficiency and usability of the system. Below you will find a list of best practices:

- Analyze the requirements of different user groups in your organization and create specific asset types that are tailored to these needs.

- Find a balance between providing necessary information and ease of use; don't overload standard users with too much detail, but make sure all necessary information is captured.
- Default values are an effective method of simplifying frequent entries and ensuring consistency. This saves time and errors.
- It is recommended to provide regular training for users on how to select and use the correct asset types. Good training ensures that users understand the available options and use them correctly.
- Review and update asset types regularly based on user feedback and changing requirements. This ensures that Media Pool remains up-to-date and usable.

Practice	Description
Precise description	Support users in selecting the correct asset type.
Granular organizational assignment	Enables differentiated access control
Regular review	Ensure asset types remain current and relevant.
User training	Promote an understanding of the importance of asset types and how to use them correctly

## How Asset Types Make Your Work Easier

Asset Types are more than just categories for your digital assets. They offer you:

- Customized entry masks: When creating or importing an asset, you select the appropriate asset type. The system then displays only the fields relevant to that asset type. Other fields are not initially visible and must be expanded via > : > *Edit Properties* > *Show excluded attributes*.
- Flexibility: Different information can be included depending on the asset type. A product photo requires different information than a marketing video.
- Helpful defaults: Some fields can be pre-populated with default values, saving the user time.
- Clear requirements: Mandatory fields indicate which information must be entered.

## Associated Tasks

- [Create Asset Type below](#)
- [Copy Asset Type](#)
- [Edit Asset Type on page 50](#)
- [Delete Asset Type on page 55](#)
- [Attributes](#)
- [Custom Attributes](#)

### 2.2.1 Create Asset Type

1. Navigate to > *Administration* > *Overview* > *Assets* > *Asset types*.
2. Click *Create*.

The *Create asset type* dialog box is displayed.

3. Enter a name for the asset type. As soon as you enter a name, a globe icon is displayed in the input field. Click the globe icon to enter the name in other languages.
4. To assign only certain organizational units to the asset type, deactivate the checkbox in *All organizational units*. Use the Expand and Collapse icons in and above the tree structure to navigate and keep track of complex structures.  
If you do not assign an organizational unit, the asset type can be used and edited by users of all organizational units.
5. If necessary, add a description to help users.
6. Click *Create*.




You have created the asset type. So far, only the basic attributes have been assigned to the asset type. Add further attributes when editing the asset type, see [Edit Asset Type on the next page](#).

**Note**

You must have at least one asset type configured before the initial asset import, as otherwise no one will be able to create assets, assign an asset type, or edit assets. Each asset type can contain an individual combination of basic and customer-specific attributes.

## 2.2.2 Copy Asset Type

If the asset types are only slightly different, you can save time by using the Copy function. This will provide you with a prefilled template instead of creating the asset type from scratch.

1. Click > *Administration* > *Overview* > *Assets* > *Asset Types*.
2. Click the Copy icon  in the row of the asset you want to use as a template and copy.

The *Copy asset type* dialog box opens.

3. Override the default prefix *Copy of* and type a name for the asset type copy.

As soon as you start writing, a globe icon is displayed in the input field.

4. Optional: Click the globe icon to enter the name in additional languages.

The existing organizational units of the copied asset type remain preselected.

5. Specify which organizational units can use the asset type:
  - a. If you wish to set *All organizational units* for the asset type:
    - The switch next to *All organizational units* must be activated to enable the asset type to be used and edited by users of all organizational units.
  - b. If you only want to select certain Org. Unit(s) for the asset type:
    - Use the expand and collapse icons in and above the tree structure to navigate through nested and long organizational views, and to keep track of already selected Org. Units in the area above the list.
6. If necessary, enter a new description to help users or delete the text in the description field.
7. Choose *Copy*.

You have created a copy of an asset type. Configured attributes and groups are transferred from the original to the newly created asset type. You can customize the attributes and groups of the asset type, see [Edit Asset Type below](#).

## 2.2.3 Edit Asset Type

This section explains how to edit an asset type. This includes the assignment of attributes.

## Structure of the *Edit asset type* Page

**Edit asset type: Collection of Captivating Content** ✕

With asset types you can define different sets of attributes for different kind of assets. Each asset type can contain any of the basic attributes as well as all of the custom attributes. You can define which attributes are mandatory, visible, hidden, disabled, and/or set a default value. On creation/import of assets the user can select of which asset type the assets are and gets a tailored interface for his needs.

**All attributes** ^

- ≡ Keywords 1
- ≡ Tags
- ≡ Print quality
- ≡ Language
- ≡ Relevant countries
- ≡ Remarks
- ≡ Validity
- ≡ License
- ≡ Item number
- ≡ Item description
- ≡ Hide if not valid
- ≡ Person(s) shown
- ≡ Platform
- ≡ Program version
- ≡ ISIN

**Required Attributes** ^

- ≡ Asset name 2
- ≡ File name
- ≡ Virtual DB
- ≡ Categories
- ≡ Copyright ©
- ≡ Suitable for Brand Templates
- ≡ Link

3 **EDIT ASSET TYPE SETTINGS**
4 **CREATE GROUP**

5

CANCEL
SAVE

No.	Function	Description
<span style="color: green; font-weight: bold; border-radius: 50%; padding: 2px 5px;">1</span>	All attributes	All attributes that are configured in the system are listed here. This contains: <ul style="list-style-type: none"> <li>Basic attributes</li> <li>Standard attributes</li> <li>User-defined attributes</li> </ul>
<span style="color: green; font-weight: bold; border-radius: 50%; padding: 2px 5px;">2</span>	Required Attributes	The attributes assigned to the type are listed in this section. The attributes are sorted into groups configured for the asset type,
<span style="color: green; font-weight: bold; border-radius: 50%; padding: 2px 5px;">3</span>	Edit asset type settings	Click to open the general settings of the asset type.
<span style="color: green; font-weight: bold; border-radius: 50%; padding: 2px 5px;">4</span>	Create group	Click to create a new attribute group into which you can sort attributes. For more information, see the following section.
<span style="color: green; font-weight: bold; border-radius: 50%; padding: 2px 5px;">5</span>	Edit attribute	To configure an assigned attribute, click on the associated attribute name.

## Organize Attributes in Groups

When editing an existing asset type using the pencil icon, groups automatically open in expanded mode and all existing group attributes are immediately visible.

With the help of attribute groups, you can clearly organize the editing of asset attributes: The groups can be folded in or out in the editing dialog box. The groups and the assigned attributes are displayed in the order in which you configure them for the asset type. Each asset type can contain different groups with different attributes.

By default, the basic attributes are displayed in the *Required Attributes* group and are highlighted from the rest of the attributes with a separate icon. The basic attributes are always assigned to an asset type and cannot be removed.

The *Required Attributes* group cannot be deleted either, as an asset type must always contain at least one group. However, you can rename the *Required Attributes* group and drag and drop the basic attributes into other groups.

## Configure Attributes for Asset Types

You can configure the following attribute properties differently for each asset type:

- **Mandatory:** Setting an attribute as a mandatory field determines whether the user must populate the attribute with a value. The user can only complete editing the asset if all mandatory fields have been edited.
- **Visible:** You can decide if an attribute is visible in the editing dialog box. Hiding an attribute makes sense if you want to allow only one value for the asset type. If you enter the value as a default value, see the corresponding section below for more information. In this case, the value can no longer be changed by the editing user. An example of this would be the automatic assignment of an VDB.
- **Editable:** You can specify whether an attribute is editable for an asset type. If an attribute is visible but not editable, the user can see the attribute value but cannot change it.
- **Default value:** You can enter a default value with which the attribute for the asset type is preset.

Note the following instructions for configuring the attributes for an asset type.

## Access to Attribute Values

Even if an attribute value is assigned automatically, the editing user must have access permissions to the attribute value.

### EXAMPLE

You configure the *Category* attribute as not editable and not visible and set a default category. However, not all users have access to the category.

If a user creates or edits an asset of the type that does not have access to the default category, the asset attributes cannot be saved. In effect, the user cannot create or edit the asset.

Therefore, make sure that either default values are entered without access restriction or the asset type is assigned to users of organizational units that have access to the value.

## Automatic Population of the Default Value

Note when an attribute is populated with the default value:

- If a default value is defined, it will be automatically entered for new assets. Default values can be changed.
- If an existing asset is edited, a default value is only entered if the corresponding field was previously empty.
- Changing the asset type also has no influence on the effectiveness of default values. Only previously empty fields are automatically populated.

## Required Permissions

In order to be able to select all entries available in the module *Media Pool* for the *Category*, *Language* and *Countries* attributes, you, as the administrator, must have *Module Access* permissions for the module *Media Pool*.

## Edit Asset Type

1. Click > *Administration* > *Overview* > *Assets* > *Asset Types*.
2. Click the pencil icon for the asset types that you want to edit.

The *Edit asset type* dialog box is displayed.

3. Optional: Click *Edit asset type settings* to edit the name, assigned organizational units or description.
4. Optional: Assign attributes:
  - a. Optional: Click *Create group*.

The *Create asset type group* dialog box is displayed.

**Note:** You can also assign the attributes to the group of basic attributes. For better clarity, we recommend grouping assigned attributes in meaningful groups.
  - b. Enter a name for the group. As soon as you enter a name, a globe icon is displayed in the input field. Click the globe icon to enter the name in other languages.
  - c. Click *Create group*.

The group is displayed on the right in the list below the already existing groups.
  - d. Drag and drop the attributes you want to assign to the group onto the group name.
5. Repeat step 4 until all necessary attributes are assigned to the asset type.
6. Optional: Remove an attribute from the asset type by dragging and dropping the attribute to the left side of the dialog box.
7. Configure the attributes for the asset type:
  - a. Click the configuration icons for the assigned attributes.

A dialog box opens.
  - b. Configure the attribute for this asset type.
8. Repeat step 7 for each attribute.

Click *Save*.

You have edited the asset type.



#### Note

New assets can no longer be defined as *Standard asset type*. The *Standard asset type* was only used as a fallback and was previously automatically assigned to all existing assets in the the Media Pool when migrating from older systems. For assets created or migrated in a version before 7.4, *Standard asset type* remains visible as selected asset type. Migrated assets that are intended for further use should be assigned to a dedicated asset type. When you edit the properties of such an asset, you can assign a new asset type. After saving, however, there is no way to undo this and return to *Standard asset type*. This limitation also applies to administrators.

## 2.2.4 Delete Asset Type



#### Note

You can only delete asset types that are not being used by an asset. You can see whether an asset type is used by looking at the *Assets* column under *> Administration > Overview > Assets > Asset Types*. The column shows the number of assets that use this type.

1. Click *> Administration > Overview > Assets > Asset Types*.
2. Click the recycle bin icon next to the asset type that you want to delete.  
A confirmation prompt is displayed.
3. Click *Delete*.

You have deleted the asset type.

## 2.3 Migration

When migrating systems to the current version from a version prior to 6.9, there are a few things to keep in mind. Working methods can be continued seamlessly and existing assets can be edited in the same way as before.

### Standard Asset Type

A *Standard asset type* is defined in the system. This default asset type contains all attributes configured in the system and cannot be changed.

When upgrading an existing system that runs a pre-6.9 version, all assets are initially assigned to the *Standard asset type*. This ensures that all attributes can still be maintained for the previous assets.

**Note:** It is not possible to assign the *Standard asset type* manually. To import new assets, you must have defined at least one individual Asset type.


In addition, in the past this default asset type is used in special cases, such as when an authorized user wants to display all fields of an asset for editing (see [Prerequisites for Editing the Assets on page 59](#)).

### Process

The migration steps optimally proceed as follows:

No.	Function	Description
1	Conceptual planning	<p>Asset types and attributes enable a semantic differentiation of different assets independent of the technical file type. Since both the <i>Custom Attributes</i> and the <i>Asset Types</i> are new as of version 6.9, a conceptual plan should be drawn up in advance of the introduction.</p> <p>In doing so, answer the following basic questions:</p> <ul style="list-style-type: none"> <li>• Which different asset types are needed initially? Note <a href="#">Asset Types in Digital Asset Management on page 41</a>.</li> <li>• Which attributes should be used to describe these asset types? Note <a href="#">Custom Attributes on page 24</a>.</li> <li>• Which departments and divisions in the company maintain these different asset types and the assigned assets? Note <a href="#">Edit Asset Type on page 50</a>.</li> </ul>

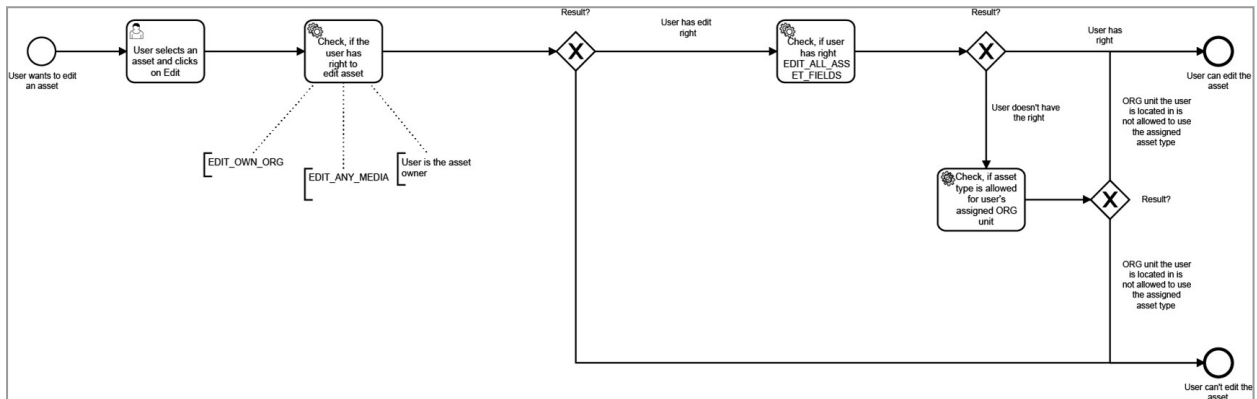


No.	Function	Description
2	Automatic migration of existing assets	Existing assets are automatically assigned to the default asset type (see previous section). The assets can be edited as before by all users who were previously able to do so and all attributes configured in the system are available.
3	Asset type assignment of existing assets	A new asset type assignment of existing assets is not necessarily required, as these are not changed by the migration. We recommend that asset types of existing assets are only changed when they are edited again.
4	Creating a basic asset type (transition phase)	Determine which attributes have been relevant in asset editing so far and should therefore generally continue to be available in future editing. Normally, these are all attributes that were previously configured in the system, on the part of Uptempo or via free text fields. The basic asset type should be assigned to all organizational units and can serve a transitional phase until the various new asset types have been configured.
5	Definition of necessary attributes and asset types	<p>Different attributes are necessary for each individual company to be able to cover the corresponding requirements. Define these attributes and also determine whether and, if so, which different asset types are necessary or desirable for a targeted way of working when editing assets.</p> <div style="border: 1px solid #4a7ebb; border-radius: 10px; padding: 10px; margin-top: 10px;"> <p> <b>Note</b></p> <p>The earlier this definition is completed, the higher the quality of the assets edited by means of asset type assignment. Asset types can be changed subsequently, but the assets assigned to the asset type up to that point are not affected. Only when an asset is edited again will the asset type affect the asset.</p> </div>
6	Minimum recommended asset type assignment	It is recommended to assign at least the initially created basic asset type to an asset when editing it. The automatically assigned default asset type is likely to make more attributes available than before when editing.
7	Optimal asset type assignment	<p>Optimally, post-migration editing of assets is done after defining and configuring what attributes are deemed necessary as well as the different asset types.</p> <p>When editing new or existing assets, the asset type that should also be valid for this asset group in the future is then always assigned to the asset.</p>

No.	Function	Description
8	Subsequent adjustments	Subsequent adjustments of attributes for the individual asset types are of course possible. Note, however, that the subsequent adjustments have no influence on existing assets; only when editing existing assets will these adjustments be taken into account.

## 2.4 Prerequisites for Editing the Assets

Several conditions must be met for a user to be able to edit the attributes of an asset. The following diagram shows in which cases a user can edit an asset. The prerequisite is the permission *Module Access* for the module *Media Pool*.



To edit assets, a user also requires at least one of the following permissions:

- *Edit Own Org*
- *Edit Any Asset*
- Alternatively, the user is the owner of the asset.

If the user has the *Edit All Asset Fields* permission in their role, they can edit the asset even if the asset type of the asset is not assigned to their organizational unit. If the permission is not assigned, users will only be able to edit the asset if their organizational unit is authorized to edit assets of that type.

### View and Edit Excluded Attributes

With asset types, you enable users to edit assets efficiently. The permission *Edit All Asset Fields* was introduced to allow users to access all attributes if needed. Users with this permission can click the button *Show excluded attributes* to access all attributes created in the system for an asset and edit them, including unassigned attributes:

- Attributes that are not assigned to an asset type. The unassigned attributes are still saved in the background for the asset, but they are blank. The permission makes it possible to access and edit these unassigned attributes for an asset.
- Invisible and/or non-editable attributes

In addition, the permission can enable the user to edit assets of a type that are assigned to a third-party organizational unit.

## Change Asset Type

An already saved asset type of an asset can be subsequently changed. It is important here that the saved attribute values of an existing asset are neither changed nor deleted if the attribute values are not available for the new asset type. If attribute values are to be cleared, the attribute values for the asset must first be removed and only then may the asset type be changed. Alternatively, a user with the permission *Edit All Asset Fields* can view and edit all attributes (see [View and Edit Excluded Attributes on the previous page](#)).

For a user to be able to change the assigned asset type, the user's role must be assigned the permission *Modify Asset Type*. Only this permission enables a user to change an existing asset type of an asset. This permission is not required for the initial assignment of the asset type when creating an asset. When creating an asset, all asset types assigned to the user's organizational unit are available.

If the asset type is changed during editing, only the newly entered attributes of the new asset type are saved. Values entered during editing for the previous asset type that have not already been saved are then lost.



### Note

As already shown in this chapter, changing an asset type afterwards can cause undesired results for certain attributes. Default values are only filled if no value has been saved for an attribute before. If an asset type requires that a certain attribute (e.g. the VDB) always has the same value and cannot be changed by the user, this is not automatically guaranteed when the asset type is changed.

## 2.5 AI Tagging

AI Tagging can be applied to image files: The images are analyzed and found elements are stored as tags in the asset's attributes. Users with the permission to edit the asset can manually trigger AI tagging for a single selected asset on the asset in the **:** menu using the *Auto-fill tags* command. This is handy if the image asset was imported when automatic AI Tagging was not yet turned on. The automatic tags can be included in the search, see [Widgets](#).




### Note

AI tagging is deactivated by default. Please contact your Uptempo contact person to have automatic AI tagging activated by 3rd level support.

When tagging is activated, the images are analyzed during the upload. For image files created as assets before activating the feature, you can start tagging under *> Administration > Overview > Assets > Search Configuration > AI Tagging*. The current settings for AI Tagging are also displayed there. If you want to change the settings, please contact Uptempo Support.

To make it easier for users to edit created tags and remove inapplicable ones, the field *AI Tagging* should be permanently displayed after *Edit Properties* is invoked by adding the field AI tagging to the required attributes in the asset type. See [Edit Asset Type on page 50](#).

Currently editing: 'Apfelbaum'



Asset Type  
Basic

SHOW EXCLUDED ATTRIBUTES

Required Attributes

Approval required

Reason for approval

No translation yet

Asset name \*  
Apfelbaum

1/4 languages translated

AI tagging

Language  
EN

Pear Fruit Rose Order Produce Twig Rose Family

Berry Pear Fruit Tree Grass Apple Plant Vegetation

Outdoor Tree Flowering Plant Food Copy to clipboard

Clear all

File name \*  
Apfelbaum png

Virtual DB \*  
Mediaset

Categories \*

## 2.6 Direct Publishing

If several assets are uploaded to the module *Media Pool* the user can edit the attributes of the assets one after the other. In the system settings, you choose whether the assets are automatically available in the *Media Pool* module when the mandatory attributes are filled in.

You edit the system settings under > *Administration* > *Overview* > *System Configuration* > *System Settings*.

System Setting	Description
Direct publishing	Turn the direct publishing on or off. This system setting affects the availability of assets when, after uploading several assets, the attributes are completed with the functions <i>Edit assets one by one</i> , <i>Edit all assets at once</i> or <i>Mass versioning of assets</i> . If direct publishing is active, assets are published directly in the module <i>Media Pool</i> if all mandatory attributes are filled in. If direct publishing is switched off, the user has to save the attributes for each asset again individually. The asset is then available in the module <i>Media Pool</i> .

## 2.7 Preview

Each asset receives several previews. The previews may use a large amount of memory space, particularly in the case of multi-page documents and videos. You can configure how the previews are generated to achieve the optimum balance between the preview quality and memory requirements.

You edit the system settings under > *Administration* > *Overview* > *System Configuration* > *System Settings*.

System Setting	Description
Preview pictures maximum number	Enter the maximum number of preview pictures that are created for a single document. The entered value defines the number of displayed pages in the detailed view of the asset in Media Pool and in the Review Manager. Raising the value has a negative impact on the performance of the preview generation and increases the used storage.
Preview video height	Enter the height of the preview videos. Changing the height will have an effect on the preview generation performance, on the quality of the previews, and on the used amount of storage. The higher the quality, the more space and time is needed.

## 2.8 File Formats

To prevent any kind of file formats from being saved, the upload is restricted to files that you specify to the system. For officially supported file formats, you can also choose whether preview images are generated and metadata is extracted.



### Note

In the past, if you manually created the unofficial WebP standard format for web graphics, files of this type were not imported. This has been fixed in version 7.4.

### Supported File Formats

There are basically two different groups of file formats in the Uptempo *Media Pool*.

- Officially supported file formats: Files with one of these formats can be read and opened. Media Pool can create previews, extract metadata, and convert the files to other formats. The user can search for the formats in an advanced search.
- Other file formats: All other file formats can be imported and uploaded. To do so, you must create the relevant file extension (see [Example on page 66](#)). The Media Pool cannot create previews or extract metadata for these file formats. It is also not possible to convert the files into other formats.

The following file formats are officially supported:

- Pixel graphics:
  - BMP, GIF, JPEG, PNG, TIFF
  - PSD: At least Adobe Photoshop CS3
- Vector graphics: AI, EPS, PS, WMF
- Documents:
  - DOC, DOT, POT, PPS, XLS, XLT: At least Office 97
  - DOCX, DOTX, PPT, PPTX, POTX, PPSX, XLSX, XLTX: At least Office 2010
  - INDD: CS 6, CC, CC 2014 to CC 2019 and the versions from 2020 onwards, which now come without CC in their name.



- IDML: at least CS 5.5 SP1, CS 6, CC, CC 2014 to CC 2019 and the versions from 2020 onwards, which now come without CC in their name.
- PDF
- ZIP
- TXT, XML, HTML: Note that for these formats, a gray box with the file extension is displayed as a preview image. Metadata is not extracted.
- Audio: MP3  
Note that for this formats, a gray box with the file extension is displayed as a preview image. Metadata is not extracted.
- Video: Please refer to the table below.

File Name Extension	Video Codec	Audio Codec
MPG	MPEG-1, MPEG-2	MP2
MP4	MPEG-4, H.264	AAC
WMV	WMV	WMA
WEBM*	VP8, VP9, AV1	Vorbis, Opus

\*The SVG and WEBM formats are not enabled by default. Previews are generated after manual setup for both formats and WEBM video and audio is playing. **Note:** These file formats are not officially supported yet. They cannot be transcoded or exported to another format, but the assets can be used in Review Manager.

#### EXAMPLE

You want to create the SVG file format in order to be able to import vector graphics in this format into the module. Users should then be able to find assets in SVG format using the search function.

#### Prerequisites

You have an administrator role with permission *Manage File Extension* enabled.

#### Creating a File Extension

1. Choose > *Administration* > *Overview* > *Assets* > *General Configuration* > *File Formats*.
2. Enter SVG in the *File extension* input field.
3. Select the entry *Image* from the *Asset Type* drop-down list.
4. Choose *Add New*.

The file extension SVG has been created. The value *false* is displayed in the *Officially Supported* column.

## 2.9 Video Transcoding

For the video file to be saved in a different video format, the file must be transcoded. If the video file has not been transcoded, the user must request or trigger the transcoding .

Navigate to > *Administration* > *Overview* > *System Maintenance* > *Video Transcoding* to manage the video transcodings.

### Prerequisites

Video transcoding has been activated.

### Transcoding Details

Various information about the existing video transcodings is displayed in the table overview.

Name/Icon	Description
Created/Changed	The date on which the transcoding was initially triggered or triggered again
Asset Name	Title of the asset. Click the ID to open the detailed view of the asset.
Transcoding Profile	Profile that was selected for the transcoding
Rendering scheme	Rendering schemes in which the transcoding profile is entered
Size	Size of the video file
Status	Transcoding status <ul style="list-style-type: none"> <li>• Completed</li> <li>• In Progress</li> <li>• Failed</li> <li>• Requested</li> </ul>
Actions	Depending on the transcoding status, the following actions are provided for selection: <ul style="list-style-type: none"> <li>• Restart transcoding</li> <li>• Cancel transcoding</li> <li>• Download successfully transcoded assets</li> <li>• Delete transcoding file</li> </ul>



#### Note

Note that transcoding may sometimes result in large files that are no longer required later. Therefore, you should delete transcodings that are no longer required to ensure that the amount of memory consumed is as low as possible.

**Views**

**3**

The module *Media Pool* includes the following elements whose view you can configure. Note that the elements are configured once throughout the system. They do not have to be configured for each user.

## Detailed View

Each asset has a detailed view. The detailed view displays the attributes of an asset. You define the following:

- Which attributes are used?
- On which tab in the detailed view are the attributes displayed?

For more information, see [Detailed View on the facing page](#).

## List View

The list view is an alternative to the gallery view. It lists the individual assets one below the other. The list view displays additional attributes next to the preview image of the asset. You can choose which attributes are displayed and in which position.

For more information, see [List View on page 73](#).

## 3.1 Detailed View






Each asset has a detailed view. The detailed view displays the attributes of an asset. You define the following:

- Which attributes are used?
- On which tab in the detailed view are the attributes displayed?

### Available Attributes

You will find the attributes with an explanation in the *Media Pool User Manual*, chapter *Asset Attributes*, see [Additional Documentation on page 158](#).

### Preview Image

Each asset attribute is displayed under > *Administration* > *Overview* > *Assets* > *Result Configuration* > *Detail View* with either the icon  or . The icon  means that the attribute allows a large preview image. The icon  indicates that the attribute forces a small preview image. If at least one attribute with the icon  is displayed on a tab, a small preview image is displayed on this tab.


### Set-Up

You set up the detailed view under > *Administration* > *Overview* > *Assets* > *Result Configuration* > *Detail View*.

### Example

You want to create a tab named *History and usage*. On this tab, you want to display the asset attributes *Approval history*, *Usage history*, *Usage in Job Manager*, *Used images*, *Used in templates*, and *Versions*.

1. Click > *Administration* > *Overview* > *Assets* > *Attributes* > *Assets* > *Result Configuration* > *Detail View*.

2. Click  to create a new tab.

This creates the tab *New Tab*.

3. Click  to edit the name of the tab.

This opens a new dialog box.

4. Enter *History and usage* in the corresponding input field. Enter the name in other languages if required.
5. Click Save.
6. Drag and drop the *[Heading]* graphic element from the right-hand section into the left-hand section of the window.

This creates a new graphic element in the window section on the left.

7. Click the created graphic element .

This opens a new dialog box.

8. Enter *History and usage* in the corresponding input field. Enter the name in other languages if required.
9. Click Save.
10. Drag the attributes *Approval history*, *Download history*, *Used in other modules*, *Images used*, *Used in templates*, and *Versions* from the window section on the right to the window section on the left.
11. Optional: Change the order of the attributes in the window section on the left using drag and drop.
12. Click Save.

You have customized the detailed view. The placed attributes are displayed below the *History and usage* tab in the detailed view of an asset.



#### Note


Note that the *Print quality* field is placed using the *HiRes* attribute.




## 3.2 List View

The list view is an alternative to the thumbnail view. It lists the individual assets one below the other. The list view displays additional attributes next to the preview image of the asset. You can choose which attributes are displayed and in which position.

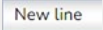
The list view can only be defined as a cross-system setting. The display is the same for each user.

 **Note**

Not all of the asset attributes can be used for the list view. The width of a graphic icon indicates whether an attribute fills the entire column width. Shorter asset attributes can be placed next to each other. The icon  indicates that the asset attribute forces a line break.

### View

The screenshot shows the 'Administration' interface with the 'List Result' configuration panel. The panel is divided into three columns: 'Left Column', 'Right Column', and 'Graphic Elements'. The 'Left Column' contains attributes like 'Average rating', 'Size (W x H)', 'File Size', 'Owner', 'Upload date', 'Asset ID', and 'Asset validity'. The 'Right Column' contains 'File Type', 'Remarks', 'Asset type', and 'Tags and Keywords'. The 'Graphic Elements' column contains a scrollable list of attributes including 'Relevant countries', 'Categories', 'Item number', 'Created by', 'Affiliate ID', 'ISIN', 'HiRes', 'Suitable for Bran...', 'Last change', 'File name', 'Language', 'License information', 'License required', 'Reason for download restriction', 'Page count', 'Number of downl...', and 'Number of added...'. A mouse cursor is pointing at the 'Tags and Keywords' attribute in the Right Column. At the bottom right of the panel, there are buttons for 'Restore Defaults', 'Cancel', and 'Save'.

Examples	Description
	Use the graphic element <i>New line</i> to force a line break.
Size (W × H)	This displays the page size of documents (MS PowerPoint, PDF, or InDesign files, for example).
Color depth and color space	This displays the color mode (CMYK, for example) that was read from the image properties during the import and the color depth (24 Bit, for example).
Asset ID	The unique identification number that is assigned automatically when the asset is imported is displayed. The asset ID cannot be edited.
Virtual DB	This displays the VDB to which the asset is assigned.

## Restoring Defaults

Click *Restore Defaults* to restore the original list view.

## Example

You want to display the asset attributes *Owner Name*, *Creation date*, *Keywords* and *Categories* in the list view. You also want to display the attributes *Creation date* and *Owner* next to each other.

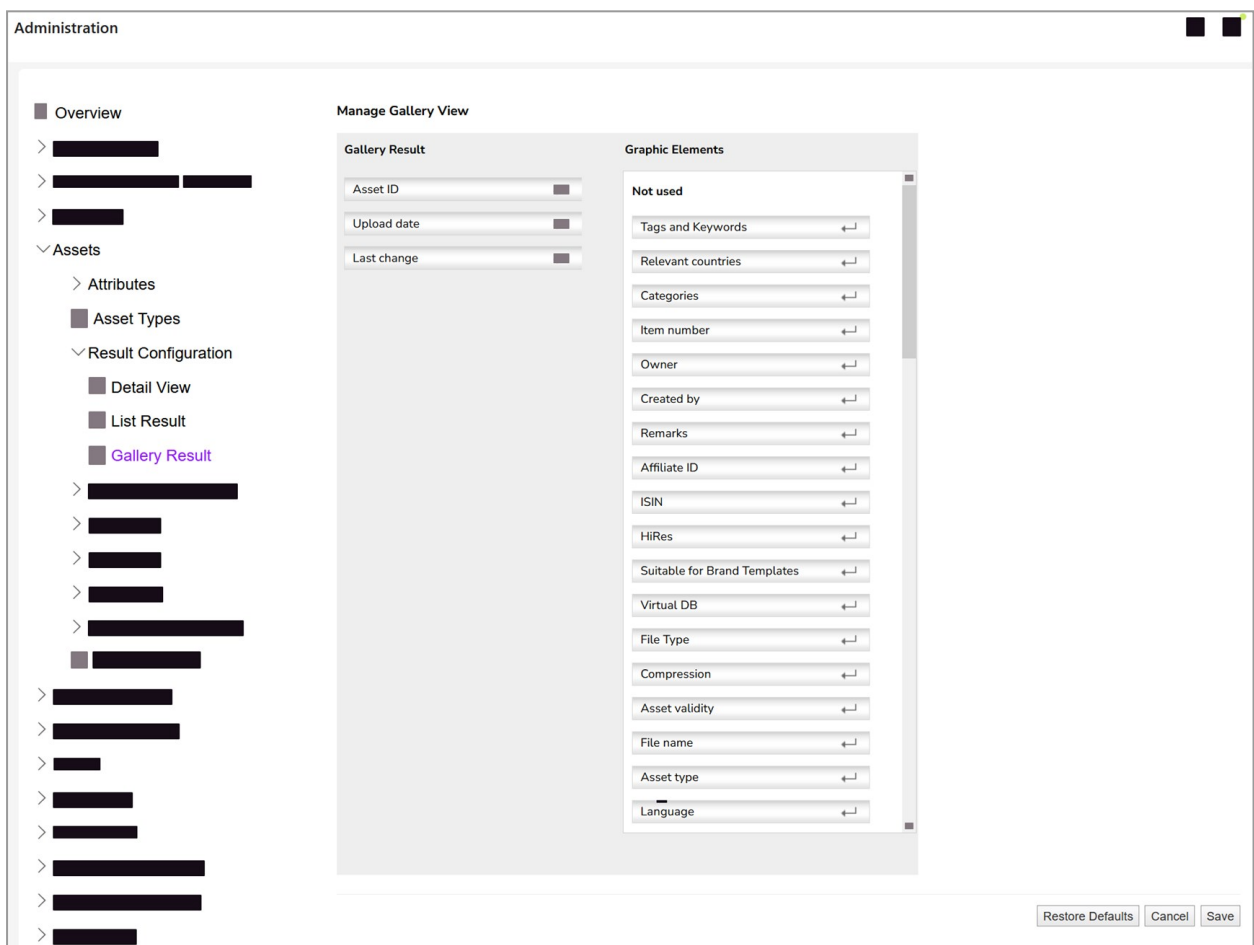
1. Click > *Administration* > *Overview* > *Assets* > *Assets* > *Result Configuration* > *List Result*.
2. Drag the *Owner* graphic element from the section on the right to the left or right-hand column using drag and drop.
3. Drag the *Creation date* graphic element from the section on the right and place it next to the element *Owner* using drag and drop.
4. Drag the *Tags and Keywords* graphic element from the section on the right to the left or right-hand column using drag and drop.
5. Drag the *Categories* graphic element from the section on the right to the left or right-hand column using drag and drop.
6. Optional: Drag the *New line* graphic element from the section on the right to a column in order to force a line break.
7. Click *Save*.

You have customized the list view. The list view displays the placed asset attributes.

### 3.3 Gallery View

The gallery view is a visual display of assets. This term refers to an art gallery-like display mode in which images or files are presented in a visually appealing and organized manner with larger thumbnails and a few additional information about the asset. As an administrator, you can specify up to three attributes to be displayed with the assets in a gallery view under > Administration > Overview > Assets > Assets > Result Configuration > Gallery Result.

The gallery view can only be defined as a system-wide setting. Its appearance is therefore the same for every user.



Drag and drop the attributes to be displayed in the gallery view into the *Gallery Result* column. If you have already entered three attributes, you will need to delete an attribute.

Click *Save* to confirm your changes. Click *Restore Defaults* to restore the original list view.

**This page has been intentionally left blank to ensure new chapters start on right (odd number) pages.**

**Search  
Functions**

**4**

This chapter describes the administration of search functions in the module *Media Pool*.

## Search

To optimize asset search for your company's specific needs, you as the administrator must configure it optimally. That allows the search to provide you with rapid search results and help you quickly find the relevant assets with no need for complex search requests.

For more information, see [Search on the facing page](#).

## Categories

Categories are used in several modules and therefore must be configured globally. As a result, the configuration of the categories is described in the Uptempo Administration Manual. In the module *Media Pool* you can control the display of categories in the asset attributes.

For more information, see [Categories on page 87](#).

## 4.1 Search

To ensure that searching under *> Assets > Search* is perfectly tailored to the specific needs of your company, you as the administrator must configure the search optimally. The search then delivers high-performance results and enables relevant assets to be found quickly without complex search queries.

You configure the search under *> Administration > Overview > Assets > Attributes > Search Configuration* on the pages [Search Index on page 81](#) and [Default Views on page 83](#). Refer also to the system settings described below.



### Note

The initial reading and parsing of data has been adjusted so that minor inconsistencies in a single asset do not affect the entire search interface. Users can use the search despite data inconsistencies.

The following cases are taken into account:

- missing asset name
- missing file name
- missing asset ID
- missing VDB
- missing categories
- deleted file extension (in Media Pool Administration)
- missing file extension
- deleted owner
- current version deleted
- `uploadApprovalData` for asset in a workflow is missing
- `Asset type=NULL`

### Searching Documents

To search through document content, you must first activate the following system setting under *> Administration > Overview > System Configuration > System Settings*.

Name	Description
Content extraction	Turn content extraction from documents on or off . When the extraction is turned on, the document content can be searched.

You can then add the metadata document content in > Administration > Overview > Assets > Search Configuration > Search Index to add the Document Contents metadata.

### Sorting the Search Result

You can define the default setting for sorting the search result in the following system settings. To access the System Preferences, go to > Administration > Overview > System Configuration > System Settings.

#### System Settings

On this page you can access the system settings for the modules Administration, Assets and Brand Templates and their description. Look for settings in the search field above the list and change the value. If you have changed the value, it is immediately active. To confirm the input in a text box, you must press Enter. Note: If you want to reset a system setting to the default value, click the right mouse button on the line of the setting. This opens a context menu where you can activate the reset.

Name
  Value
  Description

Filter by tags All settings

NAME ↑	VALUE	DESCRIPTION
(2 Items)		
Default Sorting (First Criterion)	Relevance desc	Defines the system wide default for the first sorting criterion of Assets's search page.
Default Sorting (Second Criterion)	Upload date desc	Defines the system wide default for the second sorting criterion of Assets's search page.

None

Relevance desc

Relevance asc

✓ Upload date desc

Upload date asc

Last change desc

Last change asc

Title desc

Title asc

File size desc

File size asc

Download popularity desc

Download popularity asc

Average rating desc

Average rating asc

If you change a setting, then it is automatically saved. You save a setting in text format by pressing Enter.



Name	Description
Default Sorting (First Criterion)	Select the first criterion used to sort a keyword search result by default. The user can set other criteria at any time. The following criteria are available, each in ascending and descending order: Relevance, Upload Date, Last Modified Date, Title, File Size, Download Frequency, Average Rating.
Default Sorting (Second Criterion)	Select the second criterion used to sort a keyword search result by default. The user can set other criteria at any time. The following criteria are available, each in ascending and descending order: Relevance, Upload Date, Last Modified Date, Title, File Size, Download Frequency, Average Rating.

You access the system settings under  
 > *Administration* > *Overview* > *System Configuration* > *System Settings*.

## Activating and Deactivating Search Criteria

Name	Description
Asset ID search option	Turn the visibility of the <i>Asset ID</i> field in the search options on or off.
Asset name search option	Turn the visibility of the <i>Asset name</i> field in the search options on or off.
Search option Virtual database	Turn the visibility of the <i>Virtual database</i> selection in the search options on or off.

### 4.1.1 Search Index

You configure the search index under > *Administration* > *Overview* > *Assets* > *Search Configuration* > *Search Index*.

### Search Configuration




On this page you configure the search in the Assets module. You determine in this list which meta data of the assets are searched and with what relevance the results from the different meta data are shown.

Last successful indexing: 2/6/24, 4:41 PM

[↻ UPDATE SEARCH INDEX](#)

**Searched meta data**

[+ ADD META DATA](#)

INDEXED DATA	RELEVANCE	
Affiliate ID	Normal	
Approve state	Normal	
Approved by	Normal	
Asset Dimensions	Normal	
Asset ID	Normal	
Asset name	Normal	
Asset owner	Normal	
Asset rating	Normal	
Autocomplete value	Normal	
Brand Templates classification <span style="color: orange;">⚠</span>	Normal	
Categories	Normal	
Channel publications	Normal	
Color model	Normal	
Content of documents	Normal	
Copyright ©	Normal	
Country	Normal	

- In this list, you define which attributes of the assets are searched and with which relevance hits from different attributes are displayed in the result. **Note:** The widgets only display those attributes that you have included in the search index on this page.
- To add attributes to the search index, click the button *Add meta data*. Attributes which can be removed from the search index are indicated with a recycle bin icon. Click the recycle bin to delete an attribute. All attributes without a recycle bin icon are always searched.
- To change the relevance of an attribute in your search results, click the *Relevance* column for the attribute. This will open a drop-down menu from which you can select the desired relevance. The default setting is *Normal*.
- A warning triangle may appear after the name. This indicates that the attribute has been disabled in the system settings or in the *Custom Attributes* configuration. As a result, the attribute cannot contain any values.
- Click *Save* to save your settings. If you click *Reset*, the settings that were last saved are restored.

- If metadata is added or deleted from the list, re-indexing is required. The system will let you know with a corresponding message. Click *Update Search Index* at the top of the page. During the full re-indexing process, all assets that are created, deleted, or updated are included in the overall index. Edited assets are re-indexed during the final indexing pass. This ensures that changes made during indexing are taken into account.

## 4.1.2 Default Views

It is possible to define default views for users of the system. This is done by specifying the widgets that are displayed and the order in which they are displayed. You can also define search criteria for the default views. These search criteria are executed the first time you open the module Media Pool with the view.



### Note

You can create default views without search criteria. In this case, the module *Media Pool* will be opened with the default view, but the module will not perform a search. Accordingly, no assets are displayed.

Experience has shown that a search without any initial results can be perplexing for users. To avoid confusion for users, we recommend to create a default view with saved search criteria. When you open the module, the search is automatically executed using the saved criteria, and the results are displayed.

Each Uptempo system comes with a default view for all users. You can create a view for each organizational unit. The system uses the default views as follows: If the user creates a personal default view, this is used. If the user does not have a personal default view, the default view of the organizational unit is displayed. If no view has been created for the organizational unit either, the system will use the default view for all users.



### Note


If you use the default setting of the default view for all users, all widgets are displayed for all users. However, we recommend editing the default view and reducing it to a suitable level.

## Associated Tasks

- [Creating a Default View on the next page](#)
- [Editing a Default View on page 85](#)

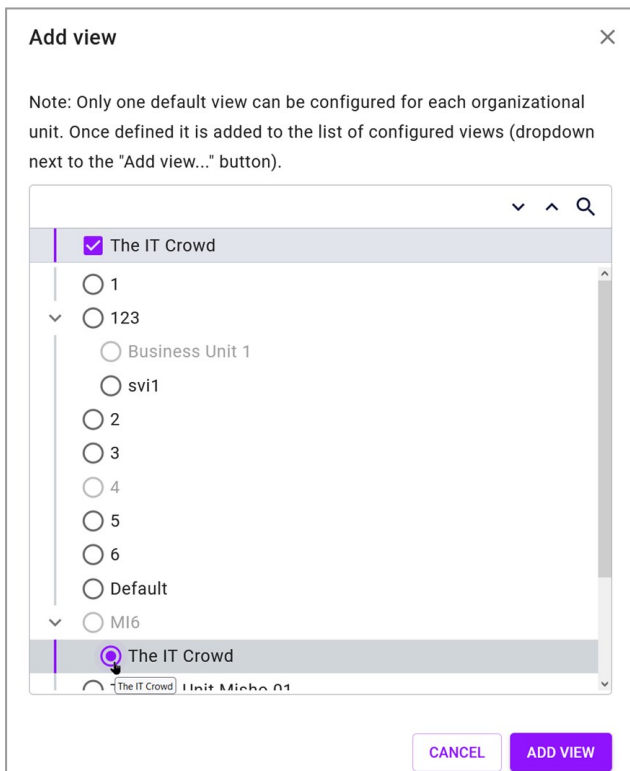
- [Delete Default View on the facing page](#)
- [Create or Edit Search Criteria on page 86](#)
- [Delete Search Criteria on page 86](#)

### 4.1.2.1 Creating a Default View

 **Note**

Please note that the default view is always available for all users and may therefore only be changed. Creating default views is only necessary for the default views of the organizational units.

1. Click > *Administration* > *Overview* > *Assets* > *Search Configuration* > *Default Views*.
2. Click *Add view....*  
The *Add view* dialog box opens.
3. Select an organizational unit from the drop-down list.



4. Click *Add view*.

The dialog box closes.

5. Defines the display of the widgets: To do this, activate or deactivate the widget switches.
6. Defines the display sequence of the widgets: Click in the first column of the widget and drag and drop it to the desired position.
7. Click *Save view*.

You have created a default view.

#### 4.1.2.2 Editing a Default View

1. Click > *Administration > Overview > Assets > Search Configuration > Default Views..*
2. Select the default view for all users or an organizational unit in the drop-down list named *Show configuration for:* .

This will display the current settings for the selected default view.

3. Change the display and order of the widgets: Activate or deactivate the widget switches. Click in the first column of the widget and drag and drop it to the desired position.
4. Click *Save view*.

You have edited the default view.

#### 4.1.2.3 Delete Default View

##### Attention

Deleting a default view cannot be undone.



##### Note

Please note that you can only delete the default view of an organizational unit.

1. Click > *Administration > Overview > Assets > Search Configuration > Default Views.*
  2. Select an organizational unit from the drop-down list *Show configuration for:*.
- This will display the current settings for the selected organizational unit's default view.
3. Click *Delete view*.
- A confirmation prompt is displayed.
4. Click *Yes, delete view*

You have deleted the view.

#### 4.1.2.4 Create or Edit Search Criteria

1. Click > *Administration* > *Overview* > *Assets* > *Search Configuration* > *Default Views*.
2. Select the organizational unit for which you want to create or edit search criteria from the *Show configuration for:* drop-down list.
3. Disable or enable the search criteria widgets using the toggle.  
The default toggle state is *enabled*.
4. Click *Define search criteria*.  
A search with the selected default view is opened.
5. Configure one or more widgets for the search to be performed.
6. Click *Save configuration*.

You have created or edited search criteria for the default view.

#### 4.1.2.5 Delete Search Criteria

1. Click > *Administration* > *Overview* > *Assets* > *Search Configuration* > *Default Views*.
2. In the *Show configuration for:* drop-down list select the organizational unit for which you want to clear the custom search criteria in the default view.
3. Click *Delete search criteria*.  
A security prompt is opened.
4. Click *Delete*.

The search criteria are deleted.

## 4.2 Categories

Categories are used in several modules and therefore must be configured centrally. As a result, the configuration of the categories is described in the Uptempo Administration Manual. In the module *Media Pool* you can control the display of categories in the asset attributes.

You edit the system settings under > *Administration* > *Overview* > *System Configuration* > *System Settings*. You can edit the following system settings:

System Setting	Description
Categories drop-down length	Specify the number of categories to be displayed in the <i>Most recent categories</i> drop-down list. If you select a value of 0, all categories will be displayed.

**This page has been intentionally left blank to ensure new chapters start on right (odd number) pages.**



**Asset  
Management**

**5**

This chapter describes the administration area for the functions for managing assets.

## Subscription

You can activate and deactivate the subscription function in the system settings. If the function is activated, you can set whether subscribers are notified when an asset is downloaded.

For more information, see [Subscription on the facing page](#).

## Rating

You can activate and deactivate the rating function in the system settings.

For more information, see [Rating on page 92](#).

## 5.1 Subscription

You can activate and deactivate the subscription function in the system settings. If the function is activated, you can set whether subscribers are notified when an asset is downloaded.

You edit the system settings under > *Administration* > *Overview* > *System Configuration* > *System Settings*.

System Setting	Description
Subscription	Turn the subscription function on or off.
Subscription system message at download	Turn on or off the system messages that are sent to the subscribers in the case of a download. Note that the subscription function has to be switched on before in <i>System Settings: Filter by tags</i> > <i>All settings</i> , search term <i>Subscription</i> .

## 5.2 Rating

You can activate and deactivate the rating function in the system settings.

You edit the system settings under > *Administration* > *Overview* > *System Configuration* > *System Settings*.

System Setting	Description
Function Rating	Turn the rating function on or off.

**Safeguards**

**6**

This chapter describes how you can administrate the functions for safeguarding assets in the Media Pool module.

## Releases and Approvals

Workflows are required for upload and download approvals. These workflows are created for the various modules in the administration. For more information on this subject, see the Uptempo Administration Manual.

For the *Media Pool* module, you can also choose whether the Four-eye principle has to be applied in the system settings.

For more information, see [Upload and Download Approvals on the facing page](#).

## Licenses

You can regulate the use of assets using licenses. For example, you can define the usage or period of validity for the usage. Assets with a compulsory license can only be downloaded or sent after the license terms have been accepted. The license information is displayed in the detailed view of an asset.

For more information, see [Licenses on page 96](#).

## Watermarks

To control the use of assets outside of Uptempo *Media Pool*, you can set a watermark. The Media Pool can generate a visual and a digital watermark (metadata watermark).

For more information, see [Watermarks on page 98](#).

## Font Whitelist

To ensure that only CI-compliant InDesign documents are imported into the Media Pool, use the check for valid fonts for InDesign documents. This allows you to check whether the fonts used in an InDesign document comply with the CI guidelines of your company when you upload it to your Media Pool.

For more information, see [Font Whitelist on page 102](#).

## 6.1 Upload and Download Approvals

Workflows are required for upload and download approvals. These workflows are created for the various modules in the administration. For more information about this subject, you should therefore refer to the Uptempo Administration Manual. For the Media Pool module, you can also choose whether the dual control principle has to be applied in the system settings.

You edit the system settings under *> Administration > Overview > System Configuration > System Settings*.


System Setting	Description
Workflows 4-eye principle	Activate or deactivate the principle of dual control for workflows. If the principle of dual control is activated, the user cannot choose themselves as the person releasing a workflow step.

## 6.2 Licenses

You can regulate the use of assets using licenses. For example, you can define the usage or period of validity for the usage. Assets with a compulsory license can only be downloaded or sent after the license terms have been accepted. The license information is displayed in the detailed view of an asset.

### Manage Licenses

Navigate to > *Administration* > *Overview* > *Assets* > *Asset Licenses* to edit existing licenses or to create a new license based on the existing license types. You can record various license information.



**Note**

A license that is linked to assets can be deleted only if the assets in question are assigned to a different license. When you delete a linked license, a dialog window opens in which you must select an alternative license that you want to link with the assets.

### Functions

Name	Description
License type	The license types <i>No declaration</i> , <i>Internal</i> , <i>Photographer</i> , <i>Agency</i> , <i>Picture CD</i> , and <i>Other</i> are created by default and can be used as templates for new licenses. Note that you cannot create your own license types.
License (Apply)	Depending on the license type, you can: <ul style="list-style-type: none"> <li>• Create a new license based on the license type.</li> <li>• Select and edit an existing license based on the license type.</li> </ul>
License name	This displays the name of the license.
Usage	When the checkbox is activated, it displays the purpose of use for the license.
License validity	This displays the period in which the license is valid.
Regional license	This records restrictions of the license based on regions.
Personal license	This records restrictions of the license based on groups of people.



Name	Description
Other restrictions	This records other license restrictions.
License icon	Select the image that will be used to mark an asset as requiring a license. The image is displayed in the preview image of the assets.

## Example

You want to create the new license named *Myers Agency*, based on the License type *Agency*. Assets assigned to this license are meant to be used for print and online purposes. You may also want the license to only be valid from 2024-02-12 to 2025-12-31.

1. Navigate to > *Administration* > *Overview* > *Assets* > *Asset Licenses*.
2. From the *License type* drop-down list, select the entry *Agency*.
3. From the *License (Apply)* drop-down list, select the entry *New*.  
This activates edit mode.
4. Enter *Myers Agency* in the *License name* input field.
5. In the *Usage* area, activate the checkboxes *Print* and *Online*.
6. Activate the *License validity* checkbox. Enter *2024-02-12* to *2025-12-31* as the validity period.
7. Click *Save*.

The license *Myers Agency* has been created and can be assigned to assets.

## 6.3 Watermarks

In order to control the use and deployment of assets outside the module, *Media Pool* use watermarks. The module *Media Pool* can generate a visual and a digital watermark (metadata watermark).

### Visual Watermark



#### Note

Please note that you can only provide raster graphics and PDF files that are not password-protected with a visual watermark.

A visual watermark is rendered directly in the pixel image (e.g., JPEG or PNG) or in the PDF file. When multi-page PDF files that are assigned to a suitably configured VDB are downloaded, a visual watermark is rendered on each individual page.

To prevent unwanted access to a PDF file, the PDF file can be protected with a password. A password-protected PDF file can *Media Pool* be imported into the module. However, to create a visual watermark, it must be possible to open the PDF file. Since this is not possible for password-protected PDF files, an info message is issued stating that a visual watermark cannot be created.

The info message is displayed if you:

- Attempt to import a password-protected PDF file to a VDB for which the option *Set visual watermark for downloaded asset* is activated (even via REST interface),
- Edit the attributes of a PDF file (individual and mass editing),
- Want to upload a password-protected PDF file as a new version of an asset,
- Want to edit attributes for an asset for which a password-protected PDF file has been created as a version.

### Digital Watermark

A digital watermark stores various information in the output format. This information is encrypted:

- Name of the user who downloaded the asset
- First and last name of the user (downloader)
- E-mail address of the user who either downloaded the asset using the *Save* function or sent it using the *Send as e-mail* function.

- Organizational unit of the user who either downloaded the asset using the *Save* function or sent it using the *Send as e-mail* function.
- Date of the download
- Download quality information

Additional information is stored for an asset that requires approval:

- Name of the user who approved the download.
- First and last name of the user who approved the download
- E-mail address of the user who approved the download
- Organizational unit of the user who approved the download



#### Note

To check a locally stored asset for a digital watermark, navigate to *>Assets > Import*. In the *Import* window click *Check digital watermark*.

## Set-up

To ensure that an asset is only downloaded or sent by-email with a watermark, you must assign it to a VDB for which the following options are activated:

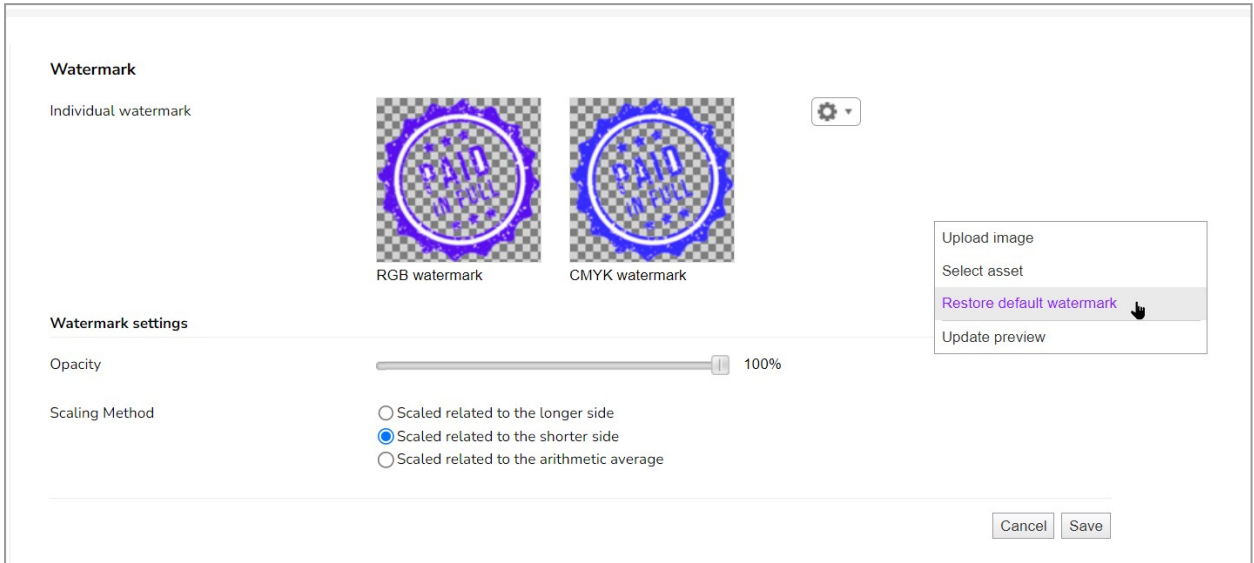
- Set a meta data watermark for downloaded assets (digital watermark)
- Set a visual watermark for downloaded assets

You can reach these options under *> Administration > Overview > Data Structures & Workflows > Virtual Databases*.

Note that the user who has uploaded a file or version always saves the asset without a visual watermark when downloading it or sending it by e-mail. This also applies when the asset has been transferred to a different owner.

### 6.3.1 Using Individual Watermarks

To control the use of assets outside of *Media Pool*, you can set a watermark. The *Media Pool* can generate a visual and a digital watermark (metadata watermark). Navigate to *> Administration > Overview > Assets > Rendering > Watermark*.



**Note**

Only one individual watermark can be used at a time. As soon as you select a different image (either stored locally or from the Media Pool) as the new watermark and save your setting, the watermark that was previously in use is replaced. If a new version of the asset used as the watermark is uploaded, this does not have an effect on the watermark.

### Prerequisites

- The graphics file is available in PNG or TIFF format.
- The locally saved graphics file is not larger than 5 MB.

### Function

Click the gear wheel menu to provide an individual watermark for your assets. You can also configure additional settings for the watermark.

Function	Description
Upload image	This opens a dialog box from which you can upload a locally saved graphics file. The uploaded image is stored in the <i>Own Administration Pictures</i> collection.
Select asset	This opens a Media Pool search with a search filter that has been activated automatically (pixel images in PNG or TIFF format).

Function	Description
Restore default watermark	This resets the settings to the system default. The individual watermark that was set cannot be restored.
Update preview	This creates a new preview for the RGB and CMYK watermark.
Opacity	Move the slider to define the opacity of the watermark.
Scaling Method	<p>This defines how the watermark is magnified, if necessary:</p> <ul style="list-style-type: none"> <li>• Scaled in relation to the longer side</li> <li>• Scaled in relation to the shorter side</li> <li>• Scaled based on the calculated average</li> </ul>

## 6.3.2 Selecting an Asset as Visual Watermark

### Prerequisites

An image asset is available either as a PNG or TIFF file.

### Selecting an Asset as Visual Watermark

1. Navigate to > *Administration* > *Overview* > *Assets* > *Rendering* > *Watermark*.
2. Choose the function *Select asset* from the gear wheel menu.

This opens a Media Pool search in a new dialog box with pixel image search criteria (PNG, TIF/TIFF) preselected.

3. Search for and select the asset that you want to use as the visual watermark.

The selected asset is loaded to the *Individual watermark* area.

4. Configure the settings for the watermark:
  - Opacity: Move the slider to define the opacity of the watermark.
  - Scaling Method: This defines how the watermark is magnified, if necessary.
5. Click *Save*.

The selected asset is used as the visual watermark.

## 6.4 Font Whitelist

To ensure that only CI-compliant InDesign documents are imported to the module *Media Pool*, use the check for valid fonts for InDesign documents. This allows you to check whether the fonts used in an InDesign document comply with the CI guidelines of your company when you upload it to the module *Media Pool*.



### Note

The check for valid fonts is only activated on request and is not available for all systems. If you have any additional questions, contact your Uptempo contact person.

### Prerequisites

- You must be able to invoke > *Administration* > *Overview* > *Assets* > *General Configuration* > *Font Whitelist*.
- The *Manage valid fonts* function is activated in the system settings.
- You must define at least one valid font.
- The InDesign document's paragraph style [*Basic Paragraph*] uses a font that has been set as valid.

### Creating a Font Whitelist

1. Navigate to > *Administration* > *Overview* > *Assets* > *General Configuration* > *Font Whitelist*.
2. Select a font from the drop-down list.  
The font is included in the list of valid fonts.
3. Repeat step 2 until you have selected all of the fonts that you want to define as valid.
4. Choose *Save* to save your selection.

You have defined the selected fonts as valid. InDesign documents that use other fonts can no longer be imported to the module *Media Pool*.

**Note**

Do not define any paragraph and/or character styles (> *Administration* > *Overview* > *System Configuration* > *Rich text editor* > *Styles* > *Paragraph Styles/Character Styles/Table Styles/Cell Styles*) with the name *No Paragraph Style*. This ensures that unformatted content cannot be created when editing a document in the *Brand Template Builder* module.

**Font Whitelist**

Select a font

Valid fonts

Arial	<input type="checkbox"/>
Arial Bold	<input type="checkbox"/>
Arial Bold Italic	<input type="checkbox"/>
Courier New	<input type="checkbox"/>
Arial Italic	<input type="checkbox"/>

Save

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**Asset Usage**

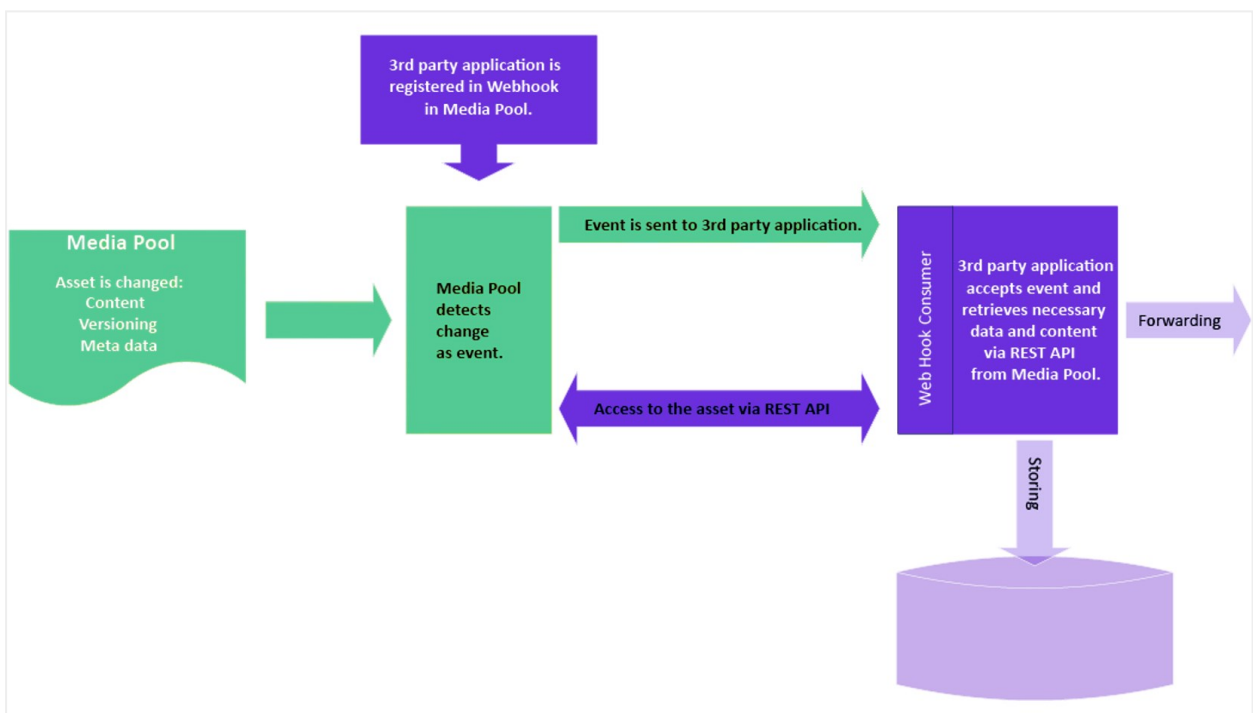
**7**

This chapter describes how to administrate asset management and its corresponding functions.

## Publication via Channels and Webhooks

You can use publication channels and Webhooks to set up the publication of assets through third-party applications. If an asset is provided for publication on a channel, it is monitored by the system. In certain events, the third-party application is informed of this. The application then processes the asset as desired and, for instance, posts the asset on a social media platform.

As the administrator, you define which channels are available. See [Publishing Channels on page 108](#). You also create Webhooks. Webhooks are the connection between the *Media Pool* module and the third-party application. You can use Webhooks to define the events in which the third-party application is informed and the URL to which the notification is sent. For more information, see [Webhooks on page 112](#).



On the third-party application side, a Webhook consumer must also be programmed. The message is sent to the Webhook consumer URL when the event occurs and processed accordingly. For example, the consumer can trigger an asset update or a posting on a social media platform.

As a rule, the Webhook consumer is created by a programmer. With that in mind, the requirements for the Webhook consumer are not explained in this manual, but in a separate document. You can obtain the document from your Uptempo contact person.

**Note**

Note that the publication of assets via channels and Webhooks can be used only if the system setting *Multilingual text input* is activated.

## Link Validity When Sending by E-mail

If an asset is sent by e-mail, the user can choose whether the asset is added as an attachment or link. When adding a link, you can specify the number of days for which the link is valid in the system settings.

For more information, see [Link Validity When Sending by E-Mail on page 120](#).

## Output Formats

To a limited extent, the assets being sent by e-mail can be converted to other file formats for further use.

For more information, see [Output Formats on page 137](#).

## Rendering Schemes

In a rendering scheme, you can combine multiple output formats by use case, for example. That allows you to output various asset formats in low-resolution PDFs to be sent by e-mail, for instance.

For more information, see [Rendering Schemes on page 121](#).

## 7.1 Publishing Channels

Users can publish valid assets on channels from a specific time or within a specific time period. As the administrator, you configure the publishing channels under > *Administration* > *Overview* > *Assets* > *Publishing* > *Channels*.



### Note

Note that the publishing of assets via channels and webhooks can be used only if the system setting *Multilingual text input* is activated.

### Properties of a Channel

You define the following properties for a channel:

- Name: Name of the channel, which is used as the basis for generating the unique ID.
- ID: The unique ID is generated automatically based on the name and cannot be changed. The ID is required to identify the channel in the REST API.
- Description: Provide information for users with a short description of the purpose, task, or special characteristics of the channel.
- Rendering scheme: Choose a default rendering scheme for the channel. Users can choose a different rendering scheme during publishing.

### Associated Tasks

- [Adding a Channel below](#)
- [Editing a Channel on page 110](#)
- [Deleting a Channel on page 111](#)






#### 7.1.1 Adding a Channel

1. Navigate to > *Administration* > *Overview* > *Assets* > *Publishing* > *Channels*
2. The following page opens:

**Publishing channels**

Use this page to configure the channels you want to publish assets to. These can include third-party applications that publish the assets directly to social media.

[+ ADD NEW PUBLISHING CHANNEL](#)

Name	ID	Description	Rendering scheme	Usage	
Create publicly available lin...	PUBLIC_LINKS	Generates a link to the ass...	Standard	4	 
Printjob 9600dpi	ewr	Most detailed outcome	Print	0	 
Share Asset via SEW, MPM ...	SHARE	Gated Content: The asset is...	Standard	0	

Rows per page 25 ▾ 1-3 of 3 |< < > >|

Rows per page 25 ▾ 1-2 of 2 |< < > >|

[Delete publishing channel](#)

3. Click *Add new Publishing channel*.

The *Add publishing channel* dialog box opens:

**Add publishing channel** ✕

Name \*  i  
Please fill out this field.

ID \*

Description  i

Rendering scheme  i

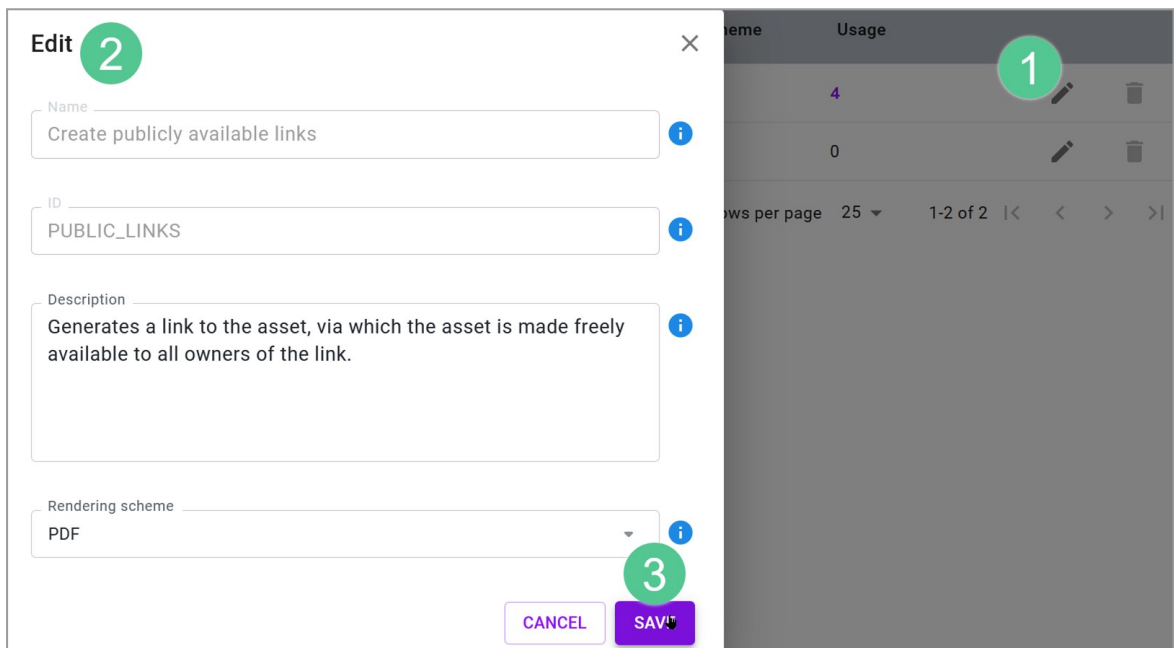
4. Enter the name of the channel.  
An ID is created automatically.
5. Enter a short description of the purpose, task, or special characteristics of the channel.
6. Optional: Select a rendering scheme.
7. Click *Add publishing channel*.

You have added the channel. Users can select the channel immediately.

### 7.1.2 Editing a Channel

1. Navigate to > *Administration* > *Overview* > *Assets* > *Publishing* > *Channels*.


The following page opens:



2. Click the pencil icon for the channel that you want to edit **1** .  
The *Edit* dialog box opens **2** .
3. Optional: Edit the name of the channel.
4. Optional: Edit or add to the description of the channel.
5. Optional: Edit the rendering scheme.
6. Click Save **3** .

You have edited the channel. Users can see the changes immediately.

### 7.1.3 Deleting a Channel

 **Note**

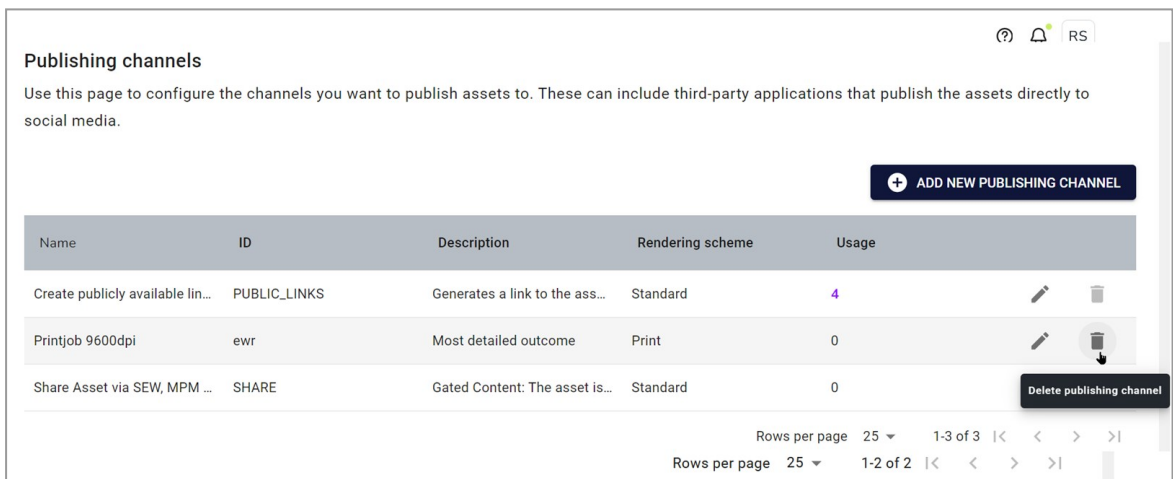
You can only delete channels on which no assets are currently published. In addition, the default channels cannot be deleted.

**Warning!**

Data loss! You cannot undo the deletion of a channel.

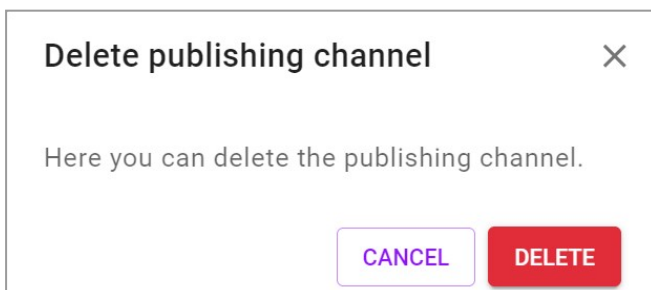
1. Navigate to > *Administration* > *Overview* > *Assets* > *Publishing* > *Channels*.

The following page opens:



2. Click the recycle bin icon next to the channel that you want to delete.

A confirmation prompt is displayed.

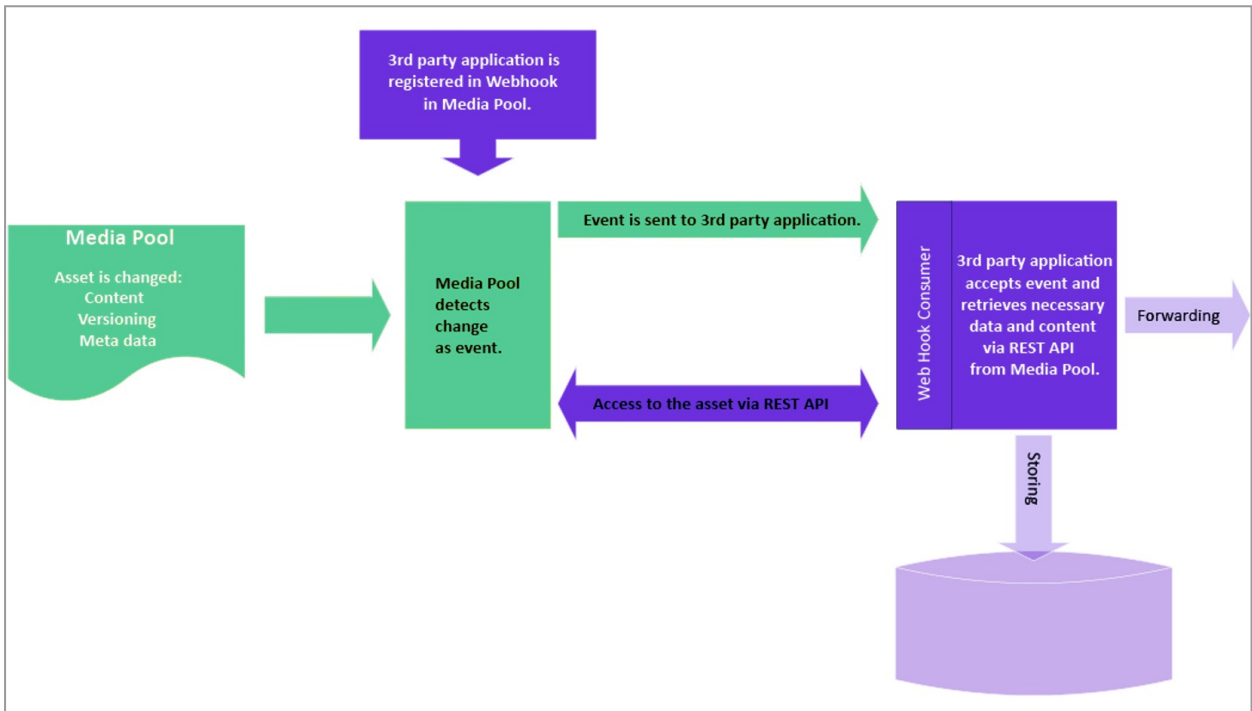


3. Choose *Delete*.

You have deleted the channel. Users can no longer see the channel.

## 7.2 Webhooks

Webhooks are the coupling between the module *Media Pool* and a third-party application that processes published assets and posts them on social media platforms, for example. Among other things, you use Webhooks to specify which events on the asset inform the third-party application and to which URL the message about the event is sent.



On the third-party application side, a Webhook consumer must also be programmed. The message is sent to the Webhook consumer URL when the event occurs and is processed accordingly. For example, the consumer can trigger an asset update or a posting on a social media platform. As a rule, the Webhook consumer is created by a programmer. With that in mind, the requirements for the Webhook consumer are not explained in this manual, but in a separate document. You can obtain the document from your Uptempo contact person.



### Note

Note that the publication of assets via channels and Webhooks can be used only if the system setting *Multilingual text input* is activated.

## Events

A Webhook can respond to the following events:



Event	Description
DEPUBLISHED	The publication of the asset is stopped.
METADATA_CHANGED	The asset metadata has changed.
PUBLISHED	The asset has been newly published.
PUBLISHING_END	The publication of the asset has ended.
PUBLISHING_START	The publication of the asset has begun.
VERSION_ADDED	A new version of the asset has been added.
VERSION_DELETED	A version of the asset has been deleted.
VERSION_OFFICIAL	The version of the asset is now official.
VERSION_UNOFFICIAL	The version of the asset is no longer official.
APPROVAL_REQUESTED	The approval workflow for an asset has been started.
APPROVAL_GRANTED	The approval workflow for an asset has been completed.



#### Note

Event triggers for approval workflows are triggered for the following two types of workflows: version upload and metadata change.

You cannot synchronize an asset while it is in the approval workflow. The changes (new version, change of metadata) are only valid and have to be synchronized after the approval. This however does not apply earlier in an intermediate step of the workflow.

## Asset Selection

A Webhook can either include all published assets or you can filter the assets to be included. VDBs, categories and publication channels can be selected as filters.

## Synchronizing the Database

After you create and activate a Webhook, the Webhook immediately reports each event to the Webhook consumer. However, this does not apply to assets that were already published before creating the Webhook. To ensure that you do not now have to republish all these assets, you can

synchronize the database, see [Synchronizing the Database on page 118](#).



#### Note

Please note that you then send the events for all the assets currently published in the system to the Webhook. A request is generated containing a list of all the affected assets. It may include a very large quantity of data.

## Activating a Webhook

To enable a Webhook to monitor the published assets and check for events, you must both create and activate it. You can activate a Webhook directly while creating it.

The Uptempo system automatically deactivates a Webhook if a timeout occurs: If an event occurs, a message is sent to the Webhook consumer. The Uptempo system expects a positive response. If this does not arrive, the system sends the message again. If no positive response is received within a time specified at the Webhook, the Webhook is deactivated (event timeout).

In this case, check the Internet connection. If the connection is established without any errors, contact the responsible programmer to check the Webhook consumer. Reactivate the Webhook once all the errors are eliminated, see [Activating a Webhook on page 116](#).

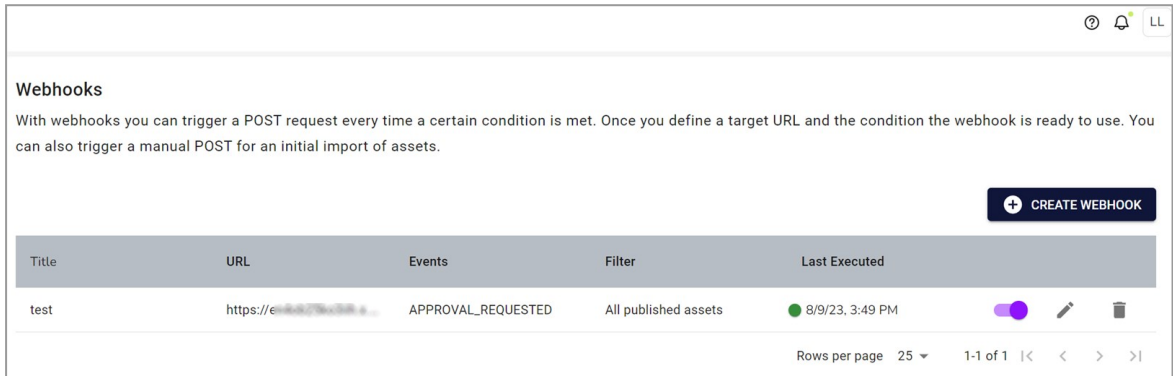
## Associated Tasks

- [Creating a Webhook on the facing page](#)
- [Testing a Webhook on page 117](#)
- [Synchronizing the Database on page 118](#)
- [Editing a Webhook on page 116](#)
- [Activating a Webhook on page 116](#)
- [Deleting a Webhook on page 118](#)

## 7.2.1 Creating a Webhook

1. Navigate to > *Administration* > *Assets* > *Integration* > *Webhooks*.

The following page opens:



2. Choose *Create webhook*.

This opens the *Create webhook* dialog box.

3. Enter the name of the Webhook in the *Title* field.
4. Enter the webhook consumer URL in the field of the same name. You can enter only addresses that are transmitted encrypted as HTTPS connection.
5. Open the list of events and select the events to which you want the Webhook to respond:
  - Click the event to activate the event for the Webhook. The event is displayed in gray.
  - You can click the event again to deactivate the event for the Webhook.

You can activate any number of events for a Webhook. Click a point outside the list to close it.
6. In the *Event Timeout* field, enter the time (in seconds) after which the attempt to contact the Webhook Consumer is terminated.
7. Optional: Under *Filter and events*, you can specify which events to respond to. Filter options include *Filter published assets* or *All published assets*. If you want to filter assets, this can be done by VDBs, categories and publication channels. At the very bottom of the dialog box you still have to decide whether all selected fields or only a subset will be matched. You select this using the two radio buttons: *Match all fields* or *Match any fields*.
8. Optional: If you want to activate the Webhook immediately, toggle the *Webhook active* switch.
9. Choose *Create webhook*.

You have created the Webhook.

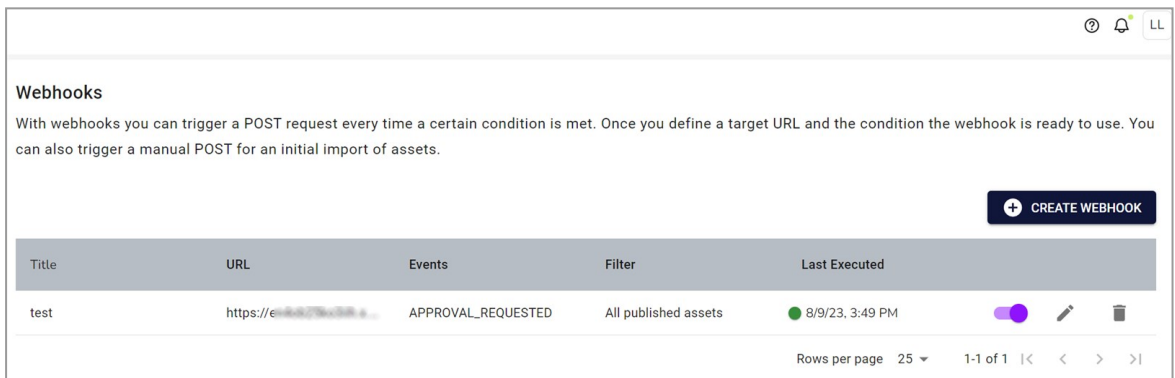
**Note**

The asset that matches at least one of the values is filtered for each individual criterion. Example: VDB 1 and VDB 2 have been selected. Assets based on VDB 1 or on VDB 2 will be included.

### 7.2.2 Editing a Webhook

1. Navigate to > *Administration* > *Overview* > *Assets* > *Integration* > *Webhooks*.

The following page opens:



2. Click the pencil icon next to the webhook that you want to edit.

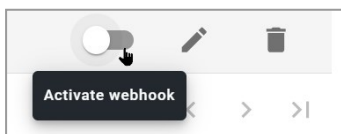
The *Manage webhook: <webhook name>* dialog box opens.

3. Edit the properties of the webhook.
4. Click Save.

You have edited the webhook.

### 7.2.3 Activating a Webhook

1. Navigate to > *Administration* > *Overview* > *Assets* > *Integration* > *Webhooks*.
2. Click the switch icon next to the Webhook that you want to activate.

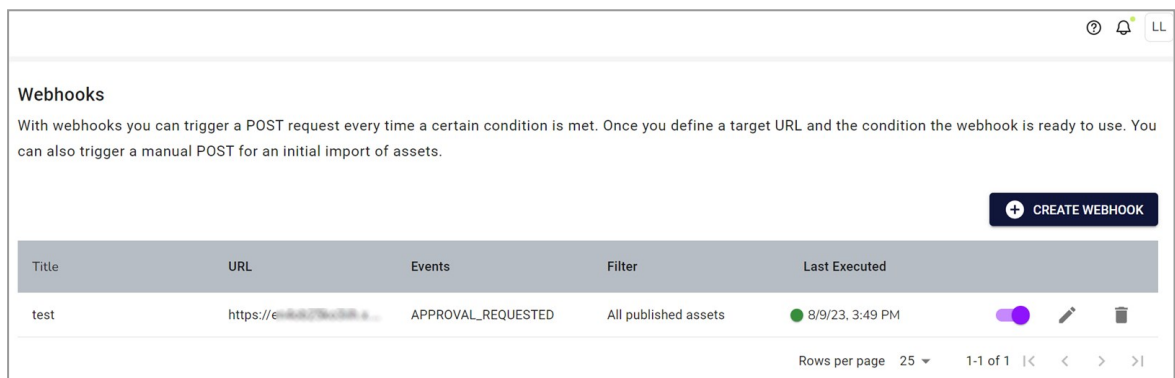


The Webhook is now active.

## 7.2.4 Testing a Webhook

1. Navigate to > *Administration* > *Overview* > *Assets* > *Integration* > *Webhooks*.

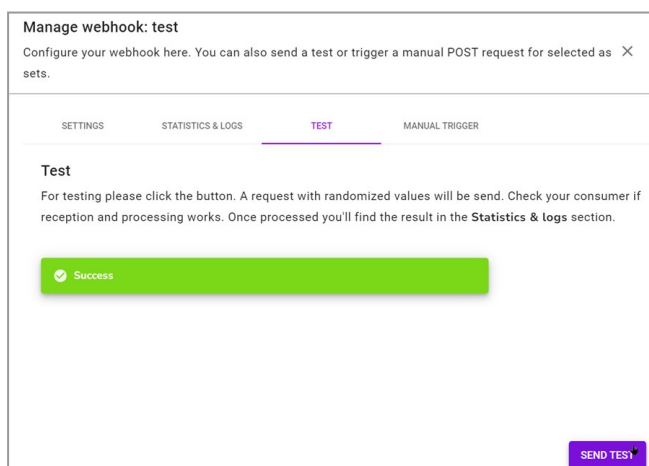
The following page opens:



2. Click the pencil icon next to the webhook that you want to test.

The *Manage webhook: <webhook name>* dialog box opens.

3. Go to the *Test* tab.
4. Choose *Send test*.

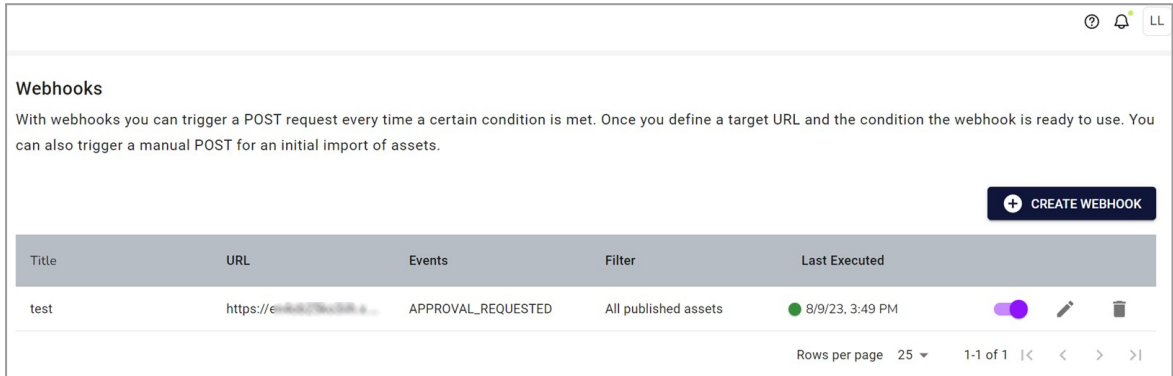


A request with random content is sent. Check whether it is received and processed correctly in your consumer. You can find the response from your consumers on the *Statistics & logs* tab. You can download the log file there.

## 7.2.5 Synchronizing the Database

1. Navigate to > *Administration* > *Overview* > *Assets* > *Integration* > *Webhooks*.

The following page opens:



2. To test the webhook, click on the pencil icon next to it.

The *Manage webhook: <webhook name>* dialog box opens.

3. Go to the *Manual trigger* tab.
4. In the *Events* field, select the entry SYNCHRONIZE.
5. Choose *Trigger manually*.

The database is synchronized.



### Note

After doing this, please note that you then send the events for all the assets currently published in the system to the webhook. A request is generated containing a list of all the affected assets. It may include a very large quantity of data.

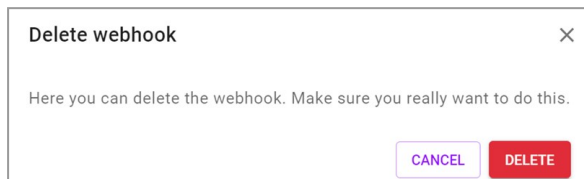
## 7.2.6 Deleting a Webhook

### Warning!

Data loss! You cannot undo the deletion of a Webhook.

1. Navigate to > *Administration* > *Overview* > *Assets* > *Integration* > *Webhooks*.
2. Click the recycle bin icon next to the Webhook that you want to delete.

A confirmation prompt is displayed.



3. Click on *Delete*.

You have deleted the Webhook.

## 7.3 Link Validity When Sending by E-Mail

If an asset is sent by e-mail, the user can choose whether the asset is added as an attachment or link. You can specify the number of days the link is valid in the System Preferences to make sure it stops working when it is no longer needed.

You edit the system settings under > *Administration* > *Overview* > *System Configuration* > *System Settings*.

System Setting	Description
Download link validity	Enter the validity of download links from the Media Pool in days.

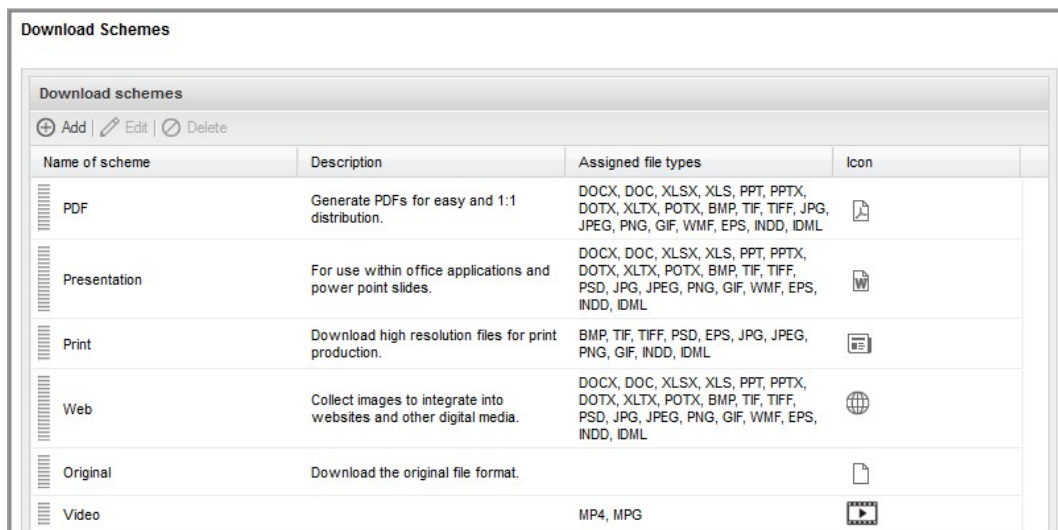








## 7.4 Rendering Schemes

In a rendering scheme, you can combine multiple output formats by use case, for example. That allows you to output various asset formats in low-resolution PDFs to be sent by e-mail, for instance.

Click > *Administration* > *Assets* > *Rendering* > *Schemes*, to edit existing rendering schemes or create new ones. The rendering schemes created are displayed on an overview page:

- *Name of Scheme*: This displays the name of the rendering scheme.
- *Description*: This displays a description that informs the user about the possible uses of the rendering scheme.
- *Assigned File Types*: This displays the file types for which the rendering scheme can be selected.
- *Icon*: This displays the icon assigned to the rendering scheme.



Name of scheme	Description	Assigned file types	Icon
PDF	Generate PDFs for easy and 1:1 distribution.	DOCX, DOC, XLSX, XLS, PPT, PPTX, DOTX, XLTX, POTX, BMP, TIF, TIFF, JPG, JPEG, PNG, GIF, WMF, EPS, INDD, IDML	
Presentation	For use within office applications and power point slides.	DOCX, DOC, XLSX, XLS, PPT, PPTX, DOTX, XLTX, POTX, BMP, TIF, TIFF, PSD, JPG, JPEG, PNG, GIF, WMF, EPS, INDD, IDML	
Print	Download high resolution files for print production.	BMP, TIF, TIFF, PSD, EPS, JPG, JPEG, PNG, GIF, INDD, IDML	
Web	Collect images to integrate into websites and other digital media.	DOCX, DOC, XLSX, XLS, PPT, PPTX, DOTX, XLTX, POTX, BMP, TIF, TIFF, PSD, JPG, JPEG, PNG, GIF, WMF, EPS, INDD, IDML	
Original	Download the original file format.		
Video		MP4, MPG	

You have the following editing options for rendering schemes:

- Select an entry and click *Add* to add a new Rendering scheme
- Select an entry and click *Editing* to edit an existing Rendering scheme
- Select an entry and click *Delete* to remove a user-defined rendering scheme. **Note:** You cannot delete a default Rendering scheme. Deleting is also not possible if the rendering scheme is used in a current or planned publication.



**Note**

To use rendering schemes on publication channels, we recommend creating separate schemes.

### 7.4.1 Settings

When you create or edit a rendering scheme, you must configure various settings. Mandatory fields are marked with \*. You can activate edit mode by clicking the table cell and then click the pen icon (*Edit*).

Setting	Description
Name of Scheme	Name the rendering scheme. Choose <i>Edit all languages</i> to create the name for the system languages.
Description	Enter a description to inform users about the use of or purpose of use of the rendering scheme. Choose <i>Edit all languages</i> to create the description for the system languages.
Icon	Choose <i>Upload new asset</i> to use a locally saved file as the icon for the rendering scheme. Choose <i>Select asset</i> to search for and select an icon.
General Download options	<p>Activate the checkboxes to select the following for all formats:</p> <ul style="list-style-type: none"> <li>• Allow download of original files for all users</li> <li>• Allow download without approval</li> <li>• Allow download of print quality files for all users</li> <li>• Allow original file download for non listed input formats</li> </ul>
Input format	Use the selection menu to specify the source formats (such as JPEG, DOC, or PDF) for which the rendering scheme can be used.
Output format	Use the selection menu to specify which output formats (such as PNG, TIFF, or PDF) are created from the input format.
Color model	Use the selection menu for graphics file formats to select the color space (RGB or CMYK) of the output format.
Resolution	Use the selection menu to define the DPI dot density which is used for the output creation.

Setting	Description
Compression	Specify the compression level using the selection menu when creating lossy graphics file formats such as JPEG.
More settings	<p><i>Maximum size:</i> Specify the maximum size for the output format in pixels.</p> <p><i>Download options:</i> If required, you can use this section to explicitly override the options for the selected output format set in the <i>General Download options</i> section above.</p> <p><i>Edit Image:</i> Specify whether an image is allowed to be edited in an editor before it is downloaded.</p>

Choose *Load default settings* to reset the default settings for a default rendering scheme that has been changed.

## 7.4.2 Creating a Rendering Scheme for Video Files

You want to create a rendering scheme in order to download video files that are in the formats AVI, MPG, MP4, and WMV in the output format *MP4 720p*.

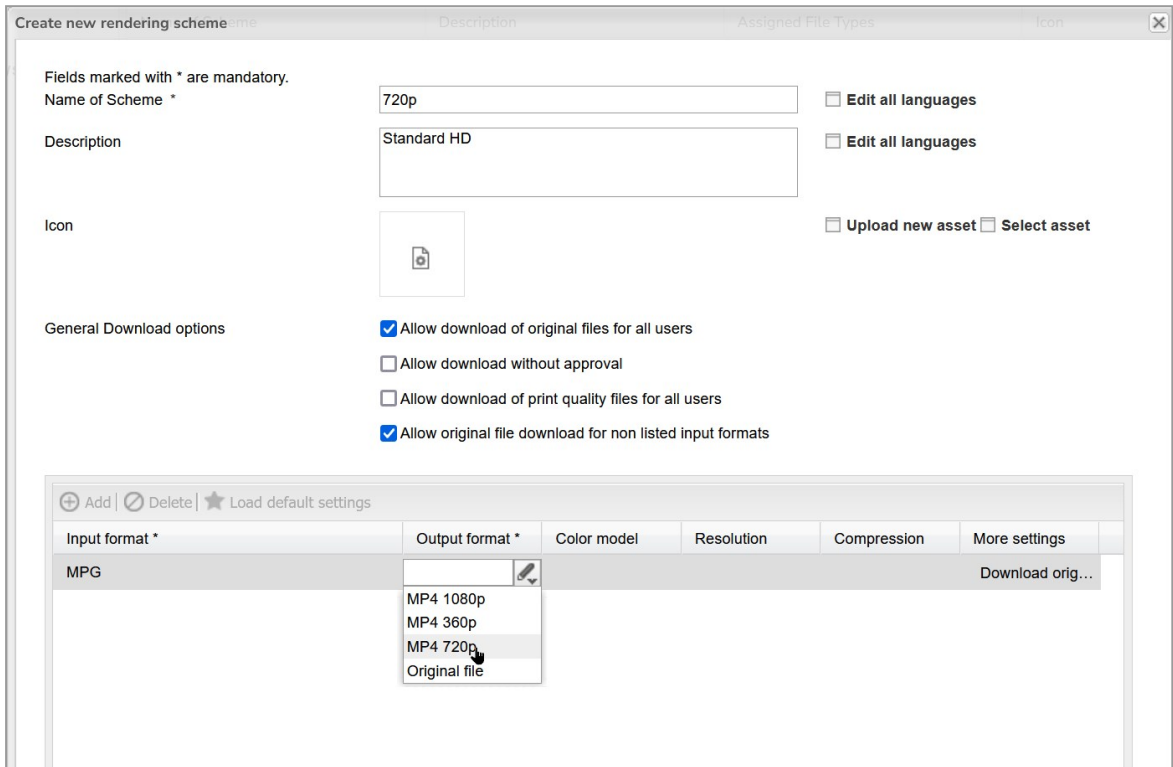
### Prerequisites

- The file name extensions AVI, MPG, MP4, and WMV have been created (> *Administration > Overview > Assets > General Configuration > File Formats*).
- Your administrator role has the permission *Manage Download Schemes*.

### Creating a rendering scheme for video files

1. Navigate to > *Administration > Overview > Assets > Rendering > Schemes*.
2. Choose *Add*.  
This opens a new dialog box.
3. Name the rendering scheme.
4. Optional: Add a description of the scheme.
5. Optional: Link the rendering scheme to an icon (from the Media Pool, for example).
6. Optional: Define the *General Download options*.
7. Choose *Add*. Select a created file extension for video files (MPG, for example) from the drop-down list for the *Input format* column.

8. Double-click the cell in the *Output format* column.
9. Select the output format *MP4 720p* from the drop-down list.



10. Repeat steps 7 to 9 for all input formats that you want the rendering scheme to contain.
11. Click Save.

The rendering scheme has been created and can be selected for supported video files.

### 7.4.3 Editing the Order of a Rendering Scheme

You want to change the order in which the individual rendering schemes are displayed.

1. Navigate to *> Administration > Overview > Assets > Download > Rendering schemes*.  
The rendering scheme overview opens.
2. Change the order of the rendering scheme using drag and drop.

## 7.5 Customize E-Mail Templates

The module *Media Pool* now also sends notifications in HTML format.

1. Click > *Administration* > *Overview* > *Look & Feel* > *E-mail templates*.

Here are all the e-mail templates that you can customize.

2. Select *Assets* from the menu under *Module*. Then you can select the desired template in the right menu under *E-Mail Template to Customize*.
3. In the *Overview*, click *Edit* on the desired language variant to adapt the template to this language.
4. To exit the editor and apply the changes, click *Save*.
5. Repeat the previous steps 2 – 4 for additional languages.

You can also use variables when customizing. Once you save your changes, the customized template is used to send the e-mail.

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**Appendix**

**8**

## 8.1 Permissions

This chapter describes which permissions a user needs to be able to perform certain actions.



### Note

The *Manage Custom Attributes* and *Manage Asset Types* permissions are essential for administrators. These permissions grant access to the administration pages for custom attributes and asset types within the *Administration* section of the Uptempo application. Since these functionalities belong to the *Administration* area, they are not listed separately in this documentation.

- [Permission Renamed](#)
- [Access to the Module](#)
- [Creating Assets](#)
- [Searching for Assets](#)
- [Managing Assets](#)
- [Protecting Assets](#)
- [Using Assets](#)

### 8.1.1 Permission Renamed

In version 7.2 and newer, the permission previously known as *MANAGE\_FREE\_TEXT\_FIELDS* has been replaced by a new permission called *Manage Custom Attributes*.

If you are updating a system prior to 7.1 to version 8.0, please note that users who had the old *MANAGE\_FREE\_TEXT\_FIELDS* permission will automatically be granted the new *Manage Custom Attributes* permission. The reason is, free text fields have been phased out to improve data consistency and integrity. By moving to custom attributes, Uptempo provides a more structured and standardized approach to data management.

This change ensures a smooth transition from free text fields to custom attributes and continuous access to required functionality without manual intervention.



## 8.1.2 Access to the Module

Name	Description
<i>Module Access</i>	The user can access the module.

## 8.1.3 Creating Assets

### Uploading Files

Name	Description
<i>Upload File</i>	The user can import files using <i>Assets &gt; Import</i> by pressing the <i>Import</i> button or by dragging one or more files into the <i>Import</i> window.
<i>Import Into All VDBs</i>	The user can import assets to all existing VDBs, even if the user does not have direct access to these VDBs.  <b>Note:</b> This permission should be reserved for administrators.
<i>Upload Without Approval</i>	The user can import assets to VDBs that require approval without approval.

### Deleting an Import Folder

Name	Description
<i>Delete Any Import</i>	The user can delete each mass import if the following conditions are applicable: <ul style="list-style-type: none"> <li>• The assets for the mass import are not edited.</li> <li>• The user can access mass imports.</li> </ul>
<i>Delete Own Import</i>	The user can delete his or her own mass imports if the assets for the mass import are not edited.

### View the Import Folder of Other Users

Name	Description
<i>See All Imports</i>	The user can display the imports of other users if the user presses the <i>All Imports</i> button on the <i>Assets &gt; Import &gt; Import</i> page.

### Transferring an Import Folder

Name	Description
<i>Change Import Ownership</i>	The user who can access all imports can change the owner of a mass import.

## 8.1.4 Searching for Assets

### Accessing Assets Based on Attributes

Name	Description
<i>Access Inofficial Assets</i>	The user can access assets whose asset type is not flagged as officially supported but that are already available in the module <i>Media Pool</i> .
<i>See All Module Categories</i>	The users can see all of the assets in their organizational unit and affiliate (where applicable) in the VDBs assigned for them, regardless of whether their view is restricted to specific categories. <b>Note:</b> Note: With the permission <i>See Any Assets</i> , the user can also access all of the categories in the module <i>Media Pool</i> .
<i>See Any Assets</i>	The user can access all assets, regardless of which categories are assigned to them or whether an asset is hidden due to its validity. <b>Note:</b> Asset visibility remains restricted based on access permissions for VDBs and organizational units.
<i>See Own ACG All Affiliates</i>	The user can see all assets in his or her organizational units in his or her assigned VDBs and visible categories, regardless of the assignment of the assets to an affiliate. <b>Note:</b> This permission comes into effect if the user also has the permission <i>See Own Org</i> or <i>See Own ACG All Org</i> . In this case only, filtering is carried out based on the affiliate ID.
<i>See Own ACG All Org</i>	The user can see all assets in his or her affiliate in his or her assigned VDBs and visible categories, regardless of the assignment of the assets to organizational units.

Name	Description
<i>See Own Affiliate ID</i>	<p>The user can view assets that are assigned to the same affiliate ID. The user must also have access to the VDB of the asset and the assigned categories.</p> <p><b>Note:</b> This permission also works if the user does not have access to the module <i>Media Pool (Module Access)</i>.</p> <p>Keep in mind that only root categories are taken into account for the visibility based on categories. If users require access to sub-categories, they must have the permission <i>See All Module Categories</i> or <i>See Any Assets</i>.</p>
<i>See Own Org</i>	<p>The user can view assets assigned to the owners of the user's organizational unit. The user must also have access to the VDB of the asset and the assigned categories.</p>
<i>View All VDB</i>	<p>The user can see all assets in his or her organizational units and affiliates in his or her visible categories, regardless of the assignment of the assets to a VDB.</p> <p>Exception: The user does not have access to the recycle bin.</p>
<i>Share Views</i>	<p>The user can publish views.</p>

## 8.1.5 Managing Assets

- [Editing Attributes](#)
- [Versioning on the next page](#)
- [Organizing on page 133](#)
- [Delete on page 134](#)

### 8.1.5.1 Editing Attributes

#### Available Options

Name	Description
<i>Edit Any Asset</i>	<p>The user can edit all assets that he or she can access.</p>
<i>Edit All Asset Fields</i>	<p>The user can edit all attributes created in the system for an accessible asset, regardless of whether the attributes are assigned to the asset type.</p>

Name	Description
<i>Modify Asset Type</i>	The user can change the asset type of an asset that has already been created.
<i>Edit Approval</i>	The user can edit the meta data <i>Approval required</i> and <i>Reason for approval</i> for an asset, even if the user is not the owner.
<i>Edit License</i>	The user can assign a license to an asset.
<i>Edit Own Org</i>	The user can edit assets whose owner is assigned to the same organizational unit.
<i>Change Asset Owner</i>	The user can change the owner of assets whose detailed view he or she can access.
<i>Recreate Previews</i>	The user can access the <i>Re-create preview images</i> function from the menu button in the detailed view of an asset.

### Asset View

Name	Description
<i>View Large Preview</i>	<p>The user can click the preview in the detailed view of an asset and then view a large preview.</p> <p><b>Note:</b> There are no large previews for videos. If you click the preview in the detailed view of a video, the video starts playing.</p>

#### 8.1.5.2 Versioning

Name	Description
<i>Access Versions</i>	<p>The user can access the following information in the detailed view:</p> <ul style="list-style-type: none"> <li>• List of versions</li> <li>• Download history</li> </ul>

Name	Description
<i>Edit Versions</i>	<p>The user can access the following functions and information in the detailed view:</p> <ul style="list-style-type: none"> <li>List of versions</li> <li>Flagging a version as the current version</li> <li>Uploading a new version</li> </ul>
<i>Delete Versions</i>	<p>The user can delete versions of an asset in the detailed view. Deleting versions is only ever possible if the version is not the latest one and has never been published.</p> <p><b>Note:</b> The user also requires access to the list of versions with the permission <i>Access Versions</i>.</p>
<i>See History</i>	<p>The user can view the <i>History</i> in the detailed view.</p>

### 8.1.5.3 Organizing

#### Collections

Name	Description
<i>Edit Shared Collections</i>	<p>The user can edit the meta data of the shared collections of other users.</p> <ul style="list-style-type: none"> <li>Name of the collection</li> <li>Date of validity</li> <li>Visibility</li> </ul> <p><b>Note:</b> The owner of a collection can edit this meta data even without this permission.</p>
<i>Share Own Collections</i>	<p>Users can share their own collections.</p>
<i>Delete Collection Comments</i>	<p>The user can delete comments made by other users for shared collections.</p>

## Rating

Name	Description
<i>Edit Asset Rating</i>	The user can add, edit, and delete his or her own item ratings. <b>Note:</b> This is possible only if <code>mediapool.functionality.rate_media.enabled = true</code> is set in the system settings.
<i>Delete Any Asset Rating</i>	The user can delete the item ratings of other users.

## Subscription

Name	Description
<i>Notify Watchers</i>	The user can access the <i>E-mail to subscribers</i> function in the context menu of an asset.

### 8.1.5.4 Delete

Name	Description
<i>Browse Archive</i>	The user can access the recycle bin in which deleted assets are archived.
<i>Delete Own Assets</i>	The user can move assets to the recycle bin if he or she is their owner.
<i>Delete Any Assets</i>	The user can move all assets that he or she can access to the recycle bin.

### 8.1.6 Protecting Assets

Name	Description
<i>Check Digital Watermark</i>	The user can access <code>&gt; Assets &gt; Import &gt; Check digital watermark</code> and all of the associated functions.
<i>Approve Media</i>	The user can approve assets. Users with this permission can be selected as the approver in a workflow step if they are assigned to a user group that is selected for the workflow step. In addition, the user can mark an asset as subject to approval.

## 8.1.7 Using Assets

### Downloading and Saving Assets and Sending Them by E-Mail

Name	Description
<i>Download Assets</i>	The user can save assets via download.
<i>Download Original</i>	<p>The user can download an asset as an original by downloading it using a rendering scheme.</p> <p>Note that it is also possible to download an original without this permission in the following functions and situations:</p> <ul style="list-style-type: none"> <li>• Publication</li> <li>• Downloading versions</li> <li>• The rendering scheme allows all users to download the original file.</li> </ul>
<i>Download HiRes</i>	<p>The user can download assets for which the <i>Print quality</i> checkbox is activated.</p> <p>Note that it is also possible to download an original without this permission. This can be done when the rendering scheme allows all users to download assets in print quality.</p>

### INDD Documents

Name	Description
<i>Remote Asset Open</i>	For InDesign documents, the user can access the function <i>Open document</i> in the menu button of an asset.
<i>Download Original With Images</i>	The user can download an INDD file with linked images. If the linked images require approval, the user must request this approval.
<i>Download Original With Images Without Approval</i>	The user can download an INDD file with linked images. For images that require approval, the user does not have to request approval.

### Publication

Name	Description
<i>Manage Published Assets</i>	The user can publish assets.

## Job Manager

Name	Description
<i>Create Job For Media</i>	The user can create a job for a selected asset in the Job Manager. Note: The Job Manager module must be activated and the user must have the appropriate authorization.



## 8.2 Output Formats

To a limited extent, the assets can be converted to other file formats for further use.

The following table lists the options available in *Media Pool* for converting various source formats to an output format.

### AI (Adobe Illustrator)

Output format	Color depth (bit)	Quality [%]	DPI	Allow editing before download
JPG	8, 24	30-100	72, 150	Yes
TIFF	8, 24, RGB, CMYK		72, 150, 300	Yes
BMP	8, 24		72, 150	Yes
GIF	8		72	Yes
PNG	8, 24		72, 150	Yes
AI	8, 24		150	Yes
Original				

## EPS

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
JPG	8, 24	30-100		RGB, CMYK	72, 150, 300	Yes
TIFF	8, 24			RGB, CMYK	72, 150, 300	Yes
BMP	24			RGB	72, 150	Yes
GIF	8			RGB	72	Yes
PNG	8, 24			RGB		Yes
EPS	24			RGB	150	
PDF Low-Res						
PDF Med-Res						
PDF High-Res						
Original						

## PS

Output format	Color depth (bit)	Quality [%]	DPI	Allow editing before download
JPG	8, 24	30-100	72, 150	Yes

Output format	Color depth (bit)	Quality [%]	DPI	Allow editing before download
TIFF	8, 24, CMYK		72, 150, 300	Yes
BMP	8, 24		72, 150	Yes
GIF	8		72	Yes
PNG	8, 24		72, 150	Yes
PS	8, 24		150	
PDF LowRes				
PDF MedRes				
PDF HiRes				
Original				

### JPG / JPEG

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
JPG	24	30-100		RGB, CMYK	72, 150, 300	Yes

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
TIFF	8, 24		None	RGB, CMYK	72, 150, 300	Yes
BMP	8, 24			RGB	72, 150	Yes
GIF	8			RGB	72	Yes
PNG	8, 24			RGB	72, 150	Yes
PDF Low-Res						
PDF Med-Res						
PDF High-Res						

## BMP

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
JPG	8, 24	30-100		RGB	72, 150	Yes
TIFF	8, 24		None	RGB	72, 150, 300	Yes
BMP	24			RGB	72, 150	Yes
GIF	8			RGB	72	Yes

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
PNG	8, 24			RGB	72, 150	Yes
PDF Low-Res						
PDF Med-Res						
PDF High-Res						

## TIFF

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
JPG	8, 24	30-100		RGB, CMYK	72, 150, 300	Yes
TIFF	8, 24			RGB, CMYK	72, 150, 300	Yes
BMP	8, 24			RGB	72, 150	Yes
GIF	8			RGB	72	Yes
PNG	8, 24			RGB	72, 150	Yes
PDF Low-Res						

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
PDF Med-Res						
PDF High-Res						

## JPEG

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
JPG	8, 24	30-100		RGB, CMYK	72, 150, 300	
TIFF	8, 24			RGB, CMYK	72, 150, 300	Yes
BMP	8, 24			RGB	72, 150	Yes
GIF	8			RGB	72	Yes
PNG	8, 24			RGB	72, 150	Yes
PDF Low-Res						
PDF Med-Res						
PDF High-Res						

## PNG

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
JPG	8, 24	30-100		RGB	72, 150	Yes
TIFF	8, 24			RGB	72, 150	Yes
BMP	8, 24			RGB	72, 150	Yes
GIF	8			RGB	72	Yes
PNG	8, 24			RGB		Yes
PDF Low-Res						
PDF Med-Res						
PDF High-Res						

## INDD

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
IDML						

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
PDF Low-Res						
PDF Med-Res						
PDF High-Res						
PDF Ultra High-Res						

## IDML

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
INDD						
PDF Low-Res						
PDF Med-Res						
PDF High-Res						
PDF Ultra High-Res						



### Office Files

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
PDF Low-Res						
PDF Med-Res						
PDF High-Res						

### PDF

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
PDF Low-Res						
PDF Med-Res						

### WMF

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
JPG	8, 24	30-100		RGB, CMYK	72, 150, 300	
TIFF	8, 24			RGB, CMYK	72, 150, 300	Yes
BMP	8, 24			RGB	72, 150	Yes
GIF	8			RGB	72	Yes
PNG	8, 24			RGB	72, 15	Yes
PDF Low-Res						
PDF Med-Res						
PDF High-Res						

## PSD

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
JPG	8, 24	30-100		RGB, CMYK	72, 150, 300	

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
TIFF	8, 24			RGB, CMYK	72, 150, 300	Yes
BMP	8, 24			RGB	72, 150	Yes
GIF	8			RGB	72	Yes
PNG	8, 24			RGB	72, 150	Yes

## GIF

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						
JPG	8, 24	30-100		RGB	72, 150	Yes
TIFF	8, 24			RGB, CMYK	72, 150, 300	Yes
BMP	8, 24			RGB	72, 150	Yes
GIF	8			RGB	72	Yes
PNG	8, 24			RGB		Yes

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
PDF Low-Res						
PDF Med-Res						
PDF High-Res						

## Videos

Output format	Color depth (bit)	Quality [%]	Compression	Color space	DPI	Allow editing before download
Original						

## 8.3 Default Rendering Schemes

The following rendering schemes have been created by default. Note that your system administrator may adjust the standard rendering schemes. If you have any questions, please contact your system administrator.

### PDF

This allows you to create and send PDF files quickly and easily.

Input format	Output format	Color space	Compression [%]	Resolution [DPI]	Allow editing	Allow download without approval	Allow download of original file for all users	Allow download of print quality files for all users
DOC, DOCX XLS, XLSX PPT, PPTX DOTX XLTX POTX BMP TIF, TIFF JPEG, JPG PNG GIF WMF EPS	PDF Med-Res	—	—	150	No	No	No	No
INDD, IDML	PDF Med-Res	Dependent on job options			No	No	No	No

## Presentation

This is suitable for use in MS Office applications.

Input format	Output format	Color space	Compression [%]	Resolution [DPI]	Allow editing	Allow download without approval	Allow download of original file for all users	Allow download of print quality files for all users
DOC, DOCX XLS, XLSX PPT, PPTX DOTX XLTX POTX	Original	—	—	—	—	—	Yes	No
BMP TIF, TIFF PSD JPEG, JPG	JPG	RGB 24-bit	100	150	Yes	No	No	No
PNG	PNG	RGB 24-bit	—	72	Yes	No	No	No
GIF	GIF	RGB, 8 bit	—	72	Yes	No	No	No

Input format	Output format	Color space	Compression [%]	Resolution [DPI]	Allow editing	Allow download without approval	Allow download of original file for all users	Allow download of print quality files for all users
WMF	Original	—	—	—	No	No	No	No
EPS AI	PNG	RGB	100	150	Yes	No	No	No
INDD, IDML	PDF Med-Res	Dependent on job options			No	No	No	No



## Print

You can download high resolution files for production printing.

Input format	Output format	Color space	Compression [%]	Resolution [DPI]	Allow editing	Allow download without approval	Allow download of original file for all users	Allow download of print quality files for all users
BMP	TIF	RGB 24-bit	—	300	Yes	No	No	Yes
TIF, TIFF PSD EPS AI	TIF	CMYK	—	300	Yes	No	No	Yes
JPEG, JPG	JPG	CMYK	100	300	Yes	No	No	Yes
PNG GIF	Original	—	—	—	Yes	No	No	Yes
INDD, IDML	PDF High-Res	Dependent on job options			No	No	No	Yes

## Web

You can save images in formats that are suitable for websites or digital media.

Input format	Output format	Color space	Compression [%]	Resolution [DPI]	Allow editing	Allow download without approval	Allow download of original file for all users	Allow download of print quality files for all users
DOC, DOCX XLS, XLSX PPT, PPTX DOTX XLTX POTX	PDF Low-Res	—	—	72	—	No	No	No
BMP TIF, TIFF PSD JPEG, JPG	JPG	—	70	72	Yes	No	No	No
PNG GIF	Original	—	—	—	Yes	No	No	No
WMF EPS AI	PNG	RGB 24-bit	—	72	Yes	No	No	No

Input format	Output format	Color space	Compression [%]	Resolution [DPI]	Allow editing	Allow download without approval	Allow download of original file for all users	Allow download of print quality files for all users
INDD, IDML	PDF Low-Res	Dependent on job options			—	No	No	No

## Original

This saves the original file of the asset.

Input format	Output format	Color space	Compression [%]	Resolution [DPI]	Allow editing	Allow download without approval	Allow download of original file for all users	Allow download of print quality files for all users
All formats	Original file	—	—	—	—	No	Yes	No

## 8.4 Tips and Tricks

Title	Description	Chapter reference
Description of the asset type	The description of the asset type can significantly support proper and quick assignment during editing. A well-defined asset type allows editors to instantly understand the purpose and characteristics of an asset, facilitating efficient assignment. Detailed descriptions eliminate confusion and ensure that assets are used appropriately.	<a href="#">Create Asset Type on page 48</a>
Deleting organizational units	If asset types exist that are assigned to a specific and now deleted organizational unit, assigned assets can no longer be edited by other users. Therefore, when an organizational unit is deleted, the asset type will continue to be transferred to the selected new organizational unit.	<a href="#">Asset Types in Digital Asset Management on page 41</a>
Assignment of default values	When editing, attributes are preassigned with default values. <b>Attention:</b> This only works if the attribute was previously empty! It should also be ensured that the user has access to the selected default value, especially if it has been configured as not editable or not visible.	<a href="#">Edit Asset Type on page 50</a>
Required administrator permissions	In order to be able to administer the asset types in <i>Media Pool</i> correctly, at least the <i>Module Access</i> permission (in the module <i>Media Pool</i> ) and <i>Manage Asset Types</i> permission (in Administration) are required.	<a href="#">Asset Types in Digital Asset Management on page 41</a>
Separation of viewing and editing permissions	Previously, you could use VDB, organizational unit assignment and editing permissions to control whether a user was only allowed to view or also edit assets. The introduction of asset types has simplified editing across organizational units. This clearly defines which organizational units can edit the assigned assets.	<a href="#">Prerequisites for Editing the Assets on page 59</a>

Title	Description	Chapter reference
Editing process	<p>Through differently configured asset types per organizational unit, processes can be represented that differentiates between who can maintain which attributes on an asset dependent on the user.</p> <p>With the <i>Modify Asset Type</i> permission and access to the current asset type, this can be changed.</p>	
Admin Fallback	<p>With the additional permission <i>Edit All Asset Fields</i>, all available attributes can also be edited in the future, regardless of the assignment of the asset types to organizational units.</p>	<a href="#">Prerequisites for Editing the Assets on page 59</a>

### 8.4.1 Permission Renamed

In version 7.2 and newer, the permission previously known as *MANAGE\_FREE\_TEXT\_FIELDS* has been replaced by a new permission called *Manage Custom Attributes*.

If you are updating a system prior to 7.1 to version 8.0, please note that users who had the old *MANAGE\_FREE\_TEXT\_FIELDS* permission will automatically be granted the new *Manage Custom Attributes* permission. The reason is, free text fields have been phased out to improve data consistency and integrity. By moving to custom attributes, Uptempo provides a more structured and standardized approach to data management.

This change ensures a smooth transition from free text fields to custom attributes and continuous access to required functionality without manual intervention.

## 8.5 Additional Documentation

This page provides links to the documentation of other modules:

- [Media Pool User Help 8.0](#)
- [Work Management](#)

The Work Management modules can interact with *Media Pool*.

# GLOSSARY

## A

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### **Asset**

In the field of Digital Asset Management (DAM), an asset refers to digital files or content such as images, video, audio, documents, or other digital resources, including metadata and rendering information in the Media Pool module.

### **Asset Type**

Asset types are central elements in digital asset management (DAM) that define the structure and management of digital assets. They determine which attributes

are available for an asset and how they are configured.

## C

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### **Collection**

A summary of assets created by a user.

## D

---

### **Digital watermark**

Encrypted information in a downloaded file, with the aim of controlling the use of the file.

## F

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### **Favorites**

You can access assets that you mark as favorites quickly by choosing > Media Pool > Collections > My Favorites.

## K

---

### **Keyword**

Keyword created by a user.

## L

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### **Licenses**

Legally valid approval, granting the right to use an asset under defined conditions.

### **List View**

In the list view, additional properties are displayed next to the preview image of the asset. An administrator can specify which properties are to be displayed in the list view.

## M

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### **Metadata**

Metadata in Digital Asset Management (DAM) is structured information that provides descriptive details about an asset. It includes descriptive information such as title, description, and keywords; technical information such as file format and resolution; rights and licensing information; and temporal and relationship data. Metadata helps identify, organize, and search for assets within the Media Pool module.

## O

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### **Owner**

The owner is the person responsible for an asset. The owner also processes requests for download approval.

## R

---

### **Related Assets**

You can flag assets that belong together as related to each other. You can also define the type of relationship in the properties.



## Rendering

Rendering is the process of creating an image or animation using computer software. Rendering information is important. It ensures that assets are displayed or rendered correctly.

## Rendering Schemes

In rendering schemas, the options for downloading / storing assets are grouped into different categories or uses. For example, the rendering scheme Presentations determines in which output formats various input formats (such as DOC, PNG, or JPEG) are automatically provided for use in MS PowerPoint.

## S

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### Structured Keyword

Keyword that is centrally created, edited and managed by an administrator.

## T

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### Theme

Aspect of an asset, like target group or product. Themes are created and displayed hierarchically in a tree structure. Several themes can be assigned to an asset.

## Thumbnail View

The thumbnail view is a purely visual display of assets - no additional information about the asset (such as media title, dimensions, or owner, for example) is displayed.

## V

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### Variant

To group together assets that are identical in terms of content (for example, images in a series, in different languages, or in different colors), you can create the assets as variants of a master asset. Structure media objects and mark them as belonging together. Only the master asset is displayed in search results. Access all the variants quickly and easily using the detailed view of the master media object.

### Virtual Database (VDB)

Storage area for managing assets. The VDB decides whether the security mechanisms Upload Approval and Watermark are available.

## W

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### Watermark

Control mechanism of a VDB that irrevocably changes an asset prior

to downloading to understand its  
use outside the Media Pool.

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