



DeskLink App

User Guide

eMAM Version 5.3

Notice

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Revision History

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	Dec 2017			Added Upload and Dashboard tab details
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Introduction

eMAM is an all-in-one, web-based Media Asset Management (MAM) software system designed to organize, share, and collaborate digitized information such as audios, videos, images, and documents. We have taken a ground-breaking approach to create a flexible, feature-rich, and modular digital asset management platform to meet asset management requirements of individuals, as well as major enterprises. The DeskLink app has been introduced for improved and easy media download and management. It can act as a download manager and a desktop asset browser. Using this mini eMAM app, you can download assets from a project or category, view various asset options, apply search filters, and customize your browse with pages and view choice (thumbnail or list).

Overview

This document will help you get started with DeskLink and will provide you details on how to install, launch and use DeskLink for download and as a desktop asset browser.

What is DeskLink

DeskLink is a cross platform desktop application with download and browse options. This new DeskLink app is built on Node.js technology and loads inside the nw.js runtime environment (<https://nwjs.io/>) which gets automatically downloaded and installed in your computer.

DeskLink paves a new way to interact with eMAM which helps users to browse projects/categories and assets without any browser support and can also act as a download manager. Using this mini eMAM app, you can bulk download of assets from Project/Category/eBIN, apply search filters, apply paging, view assets in a thumbnail or list view etc. DeskLink can be used for dynamic downloads with dashboard option where you can see the progress and status of all downloads made by you.

Installation

You can easily download and install **DeskLink** application using any of the below two options from the eMAM Director interface:

1. Download DeskLink using Download option under *Projects/Categories/eBIN* widget
2. Download DeskLink from *My Account* page.
3. Download DeskLink from App Manager.

1. Download DeskLink from Projects/Categories/eBIN widget

You can download and install **DeskLink** using *Download* option under Project/Category/eBIN widget in the eMAM Director interface. (One-time process). For all the subsequent download of assets from the Projects, Categories and eBIN, DeskLink download page automatically opens or you can also directly launch *DeskLink* app from your desktop for download purpose. Follow below instructions to install DeskLink app on your machine:

1. In the eMAM Director Interface, click on *Download* option from any of the below widgets:
 - a. **Projects:** Click on a project under Projects widget and select *Download* from project menu options as shown below:

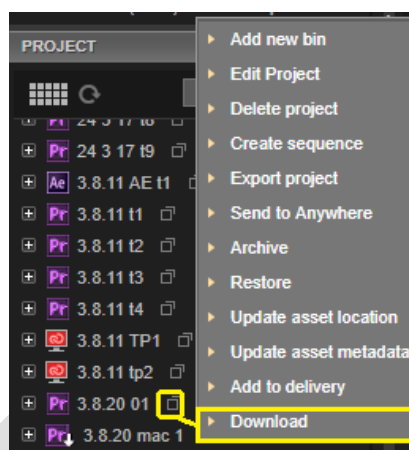


Figure 1- Select Download from Project menu options.

- b. **Categories:** Click on a category under Category widget and select *Download* from category menu options as shown below:

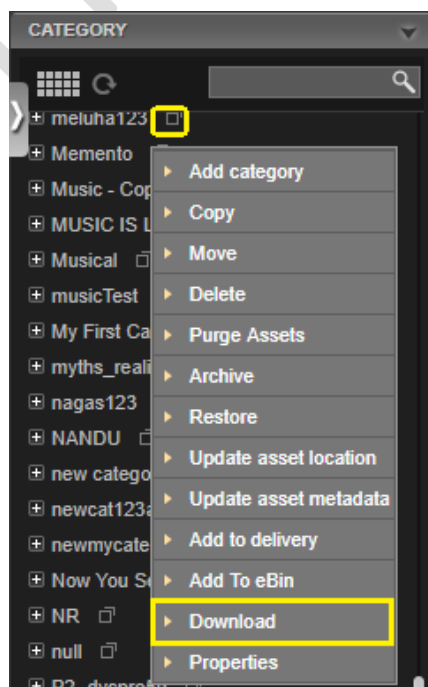


Figure 2- Select Download from Category menu options

- c. **eBIN**: Select *Download* option from eBIN widget pull down menu.

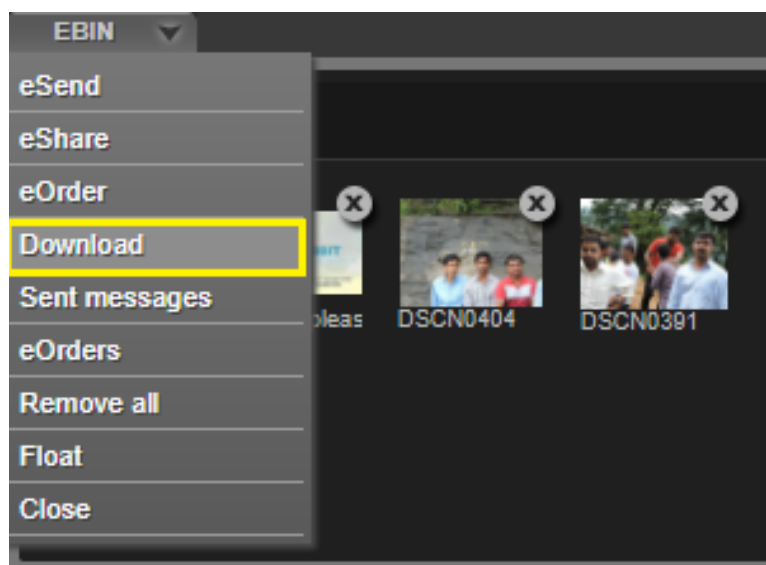


Figure 3- Select Download from eBIN widget menu

2. DeskLink app download window opens up (*it will close automatically after 20 secs*). Based on your machine type, download **DeskLink** by clicking on the **Mac** or **Windows** button.

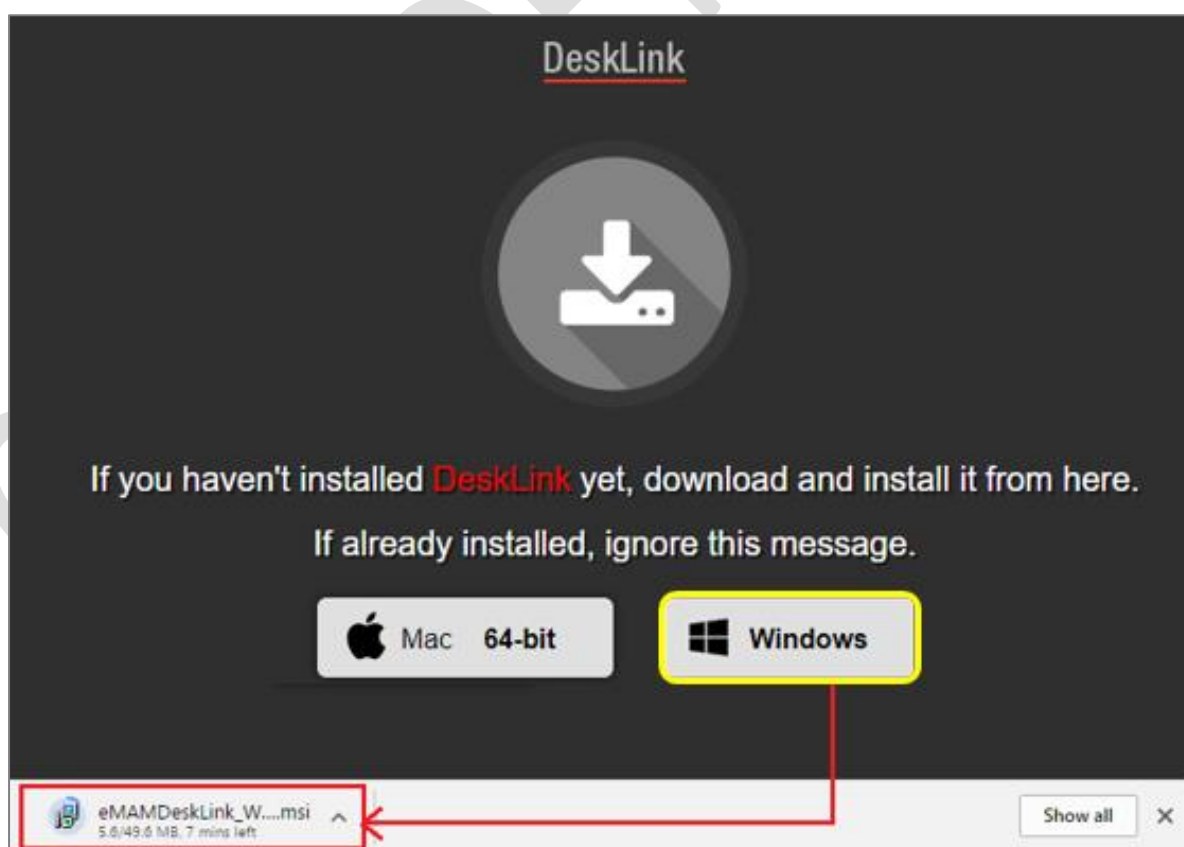


Figure 4- Download DeskLink: Windows 64 bit

- Run the downloaded file and open the *DeskLink Setup wizard*. Click *Next* and follow the installer instructions to install **DeskLink** app on your machine. After installation is complete, click *Close* to exit. *This is a onetime process.*

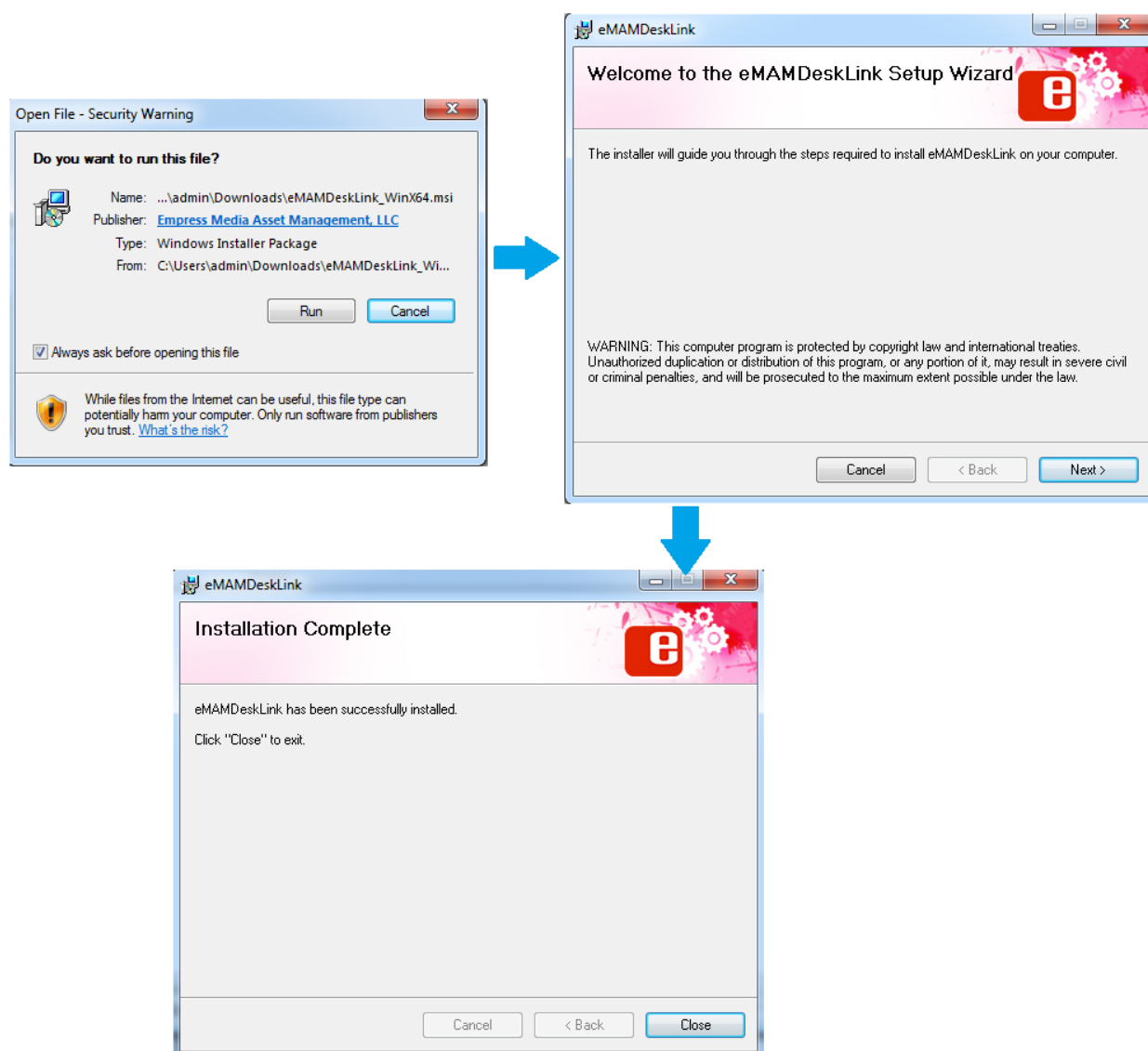


Figure 5- Run the downloaded file to install DeskLink

- After successful download, you can either reinitiate the download process from the eMAM Director interface to proceed with download of the assets under Project/Category/eBIN widget or launch *DeskLink app* from your desktop to proceed with download.

2. Download DeskLink from *My Account* page

You can also download and install DeskLink from *eMAM Director* > *My Account* page following the steps below:

- a. Login to eMAM Director interface. Click on *Settings* green radial button and then click on *My Account*.

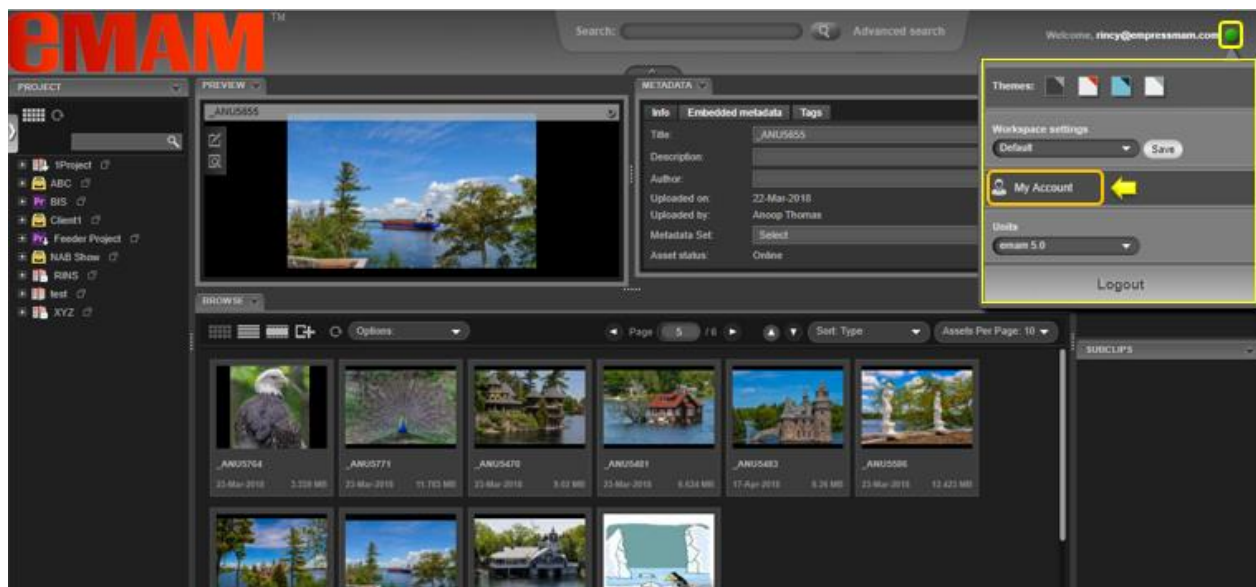


Figure 6- Settings window to open My Account

- b. A new window opens up for *My Account*. On the left-hand side panel, click on *Apps*.

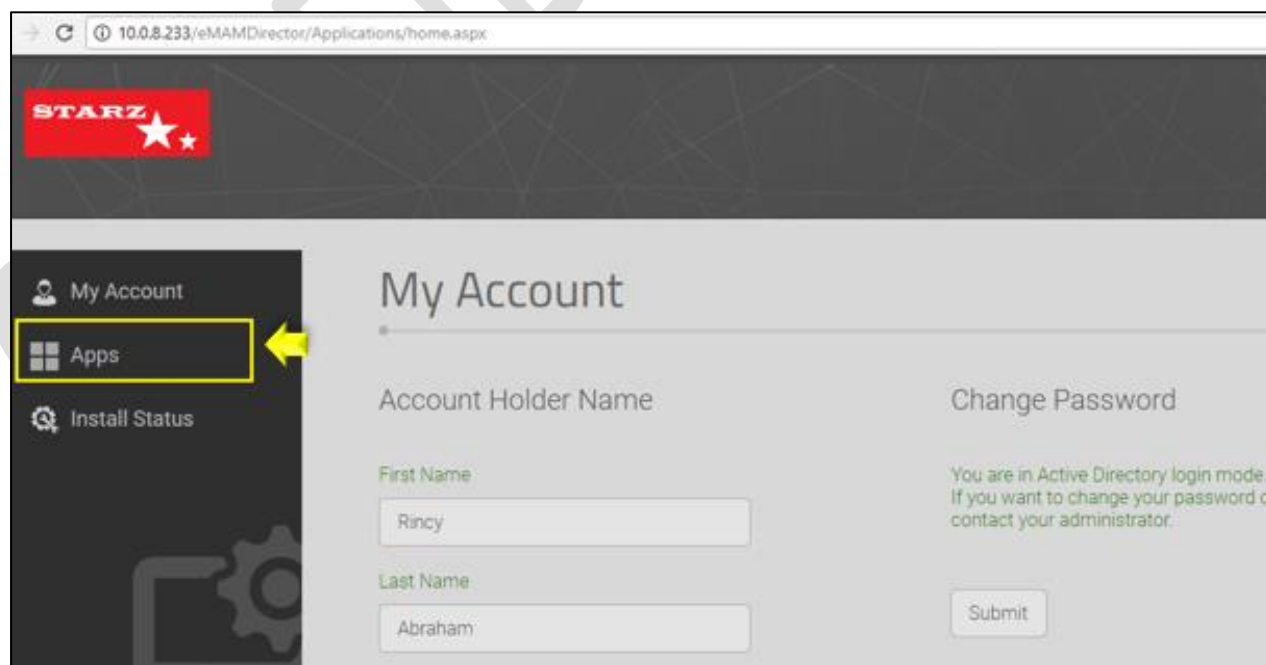


Figure 7- Click on Apps

- c. Now click on **DeskLink** icon box as shown below.

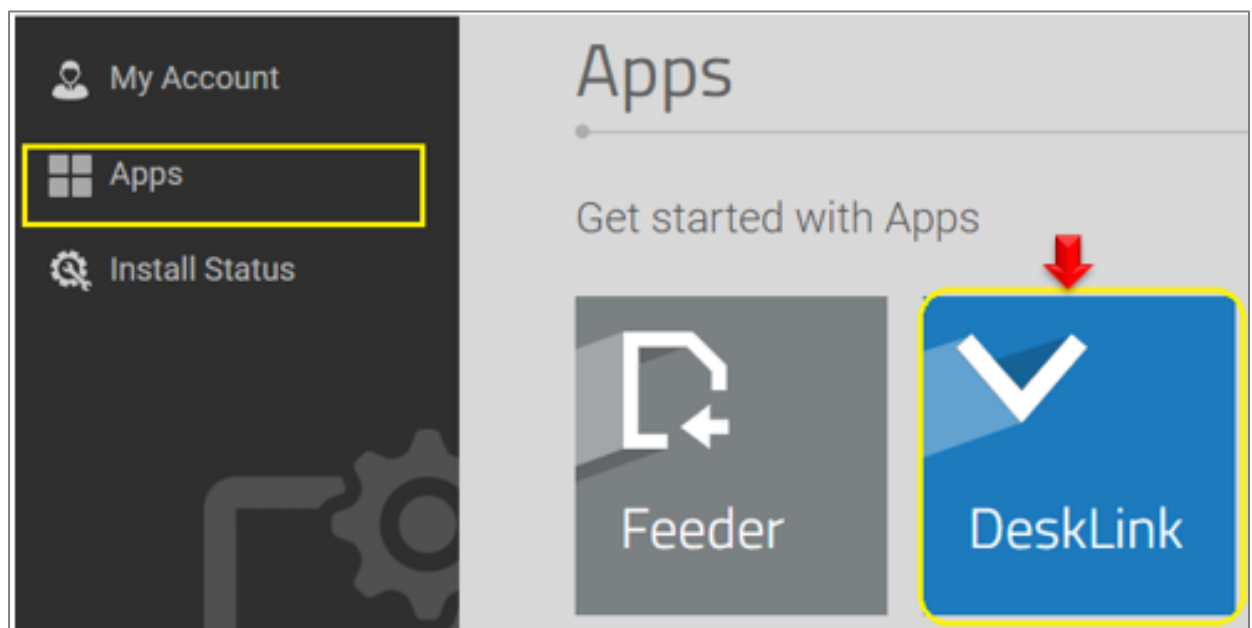


Figure 8-Click on DeskLink icon

- d. Based on the type of your machine, click on the **MAC** or **Windows** button to download the installer package.

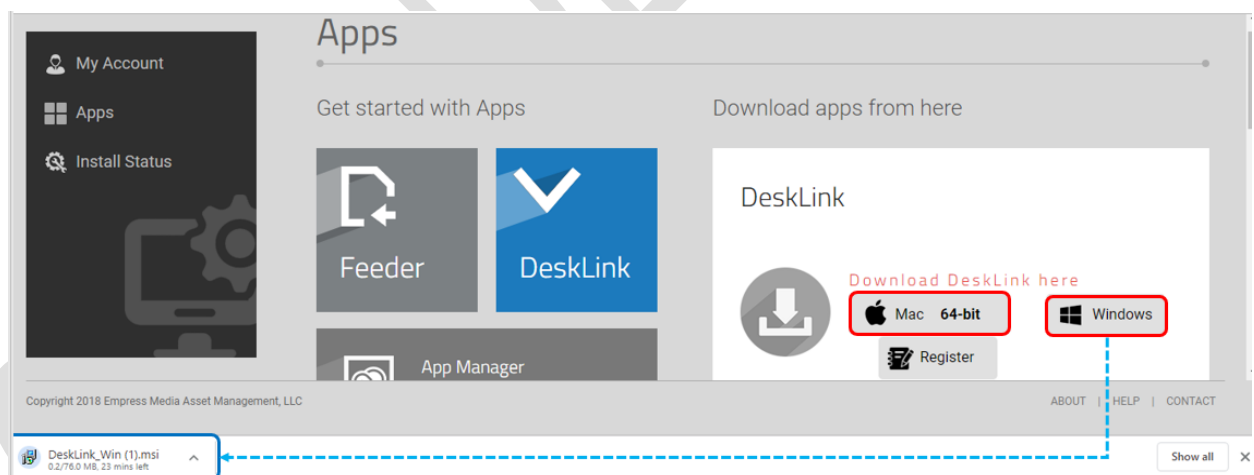


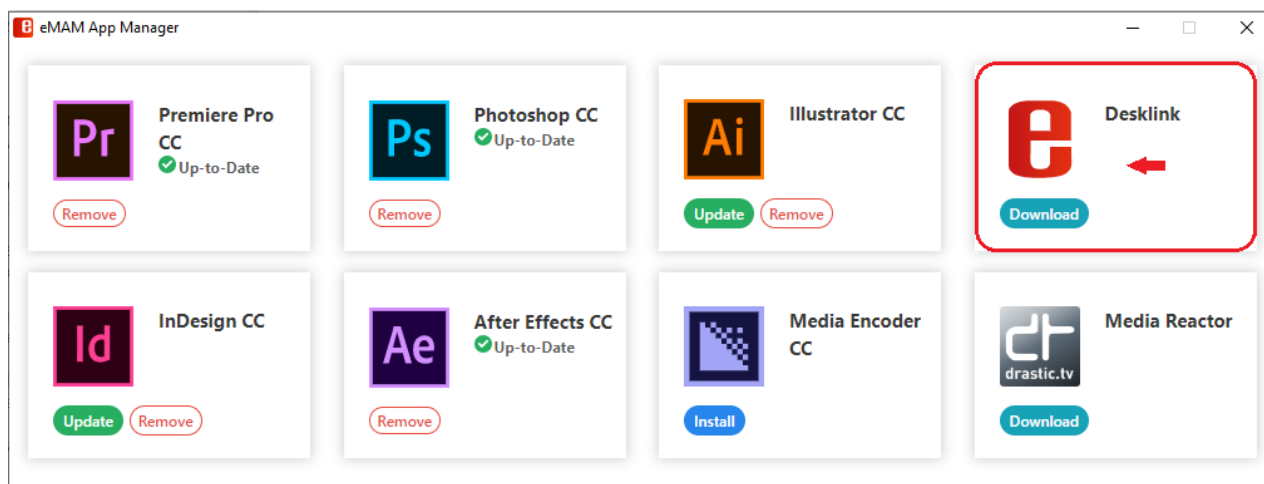
Figure 9- Click on the MAC or Windows button

- e. Run the downloaded file and open the *DeskLink Setup wizard*. Click *Next* and follow the installer instructions to install DeskLink app on your machine. After installation is complete, click *Close* to exit. This is a onetime process.

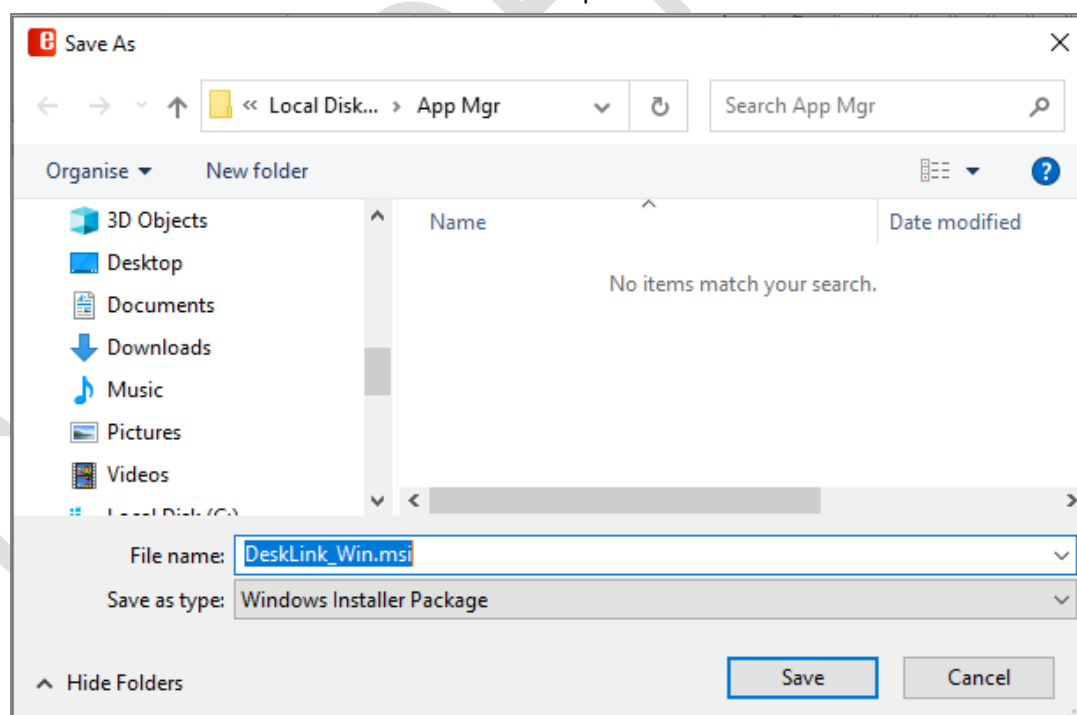
3. Download DeskLink from App Manager

You can also download and install DeskLink from the *App Manager* application.

- Launch the App Manager application and enter the server URL.
- Click on *Download* button for DeskLink.



- Choose the download location for the DeskLink setup file.



- Run the Installer package. Run the downloaded file and open the DeskLink Setup wizard. Click Next and follow the installer instructions to install DeskLink app on your machine. After installation is complete, click *Close* to exit.

Launch DeskLink

1. After successful installation, click on the **DeskLink** icon from your desktop to launch it.



Figure 10- Launch DeskLink

2. DeskLink needs to be registered for each server. Below message is displayed to register it from eMAM Director >My Account page..

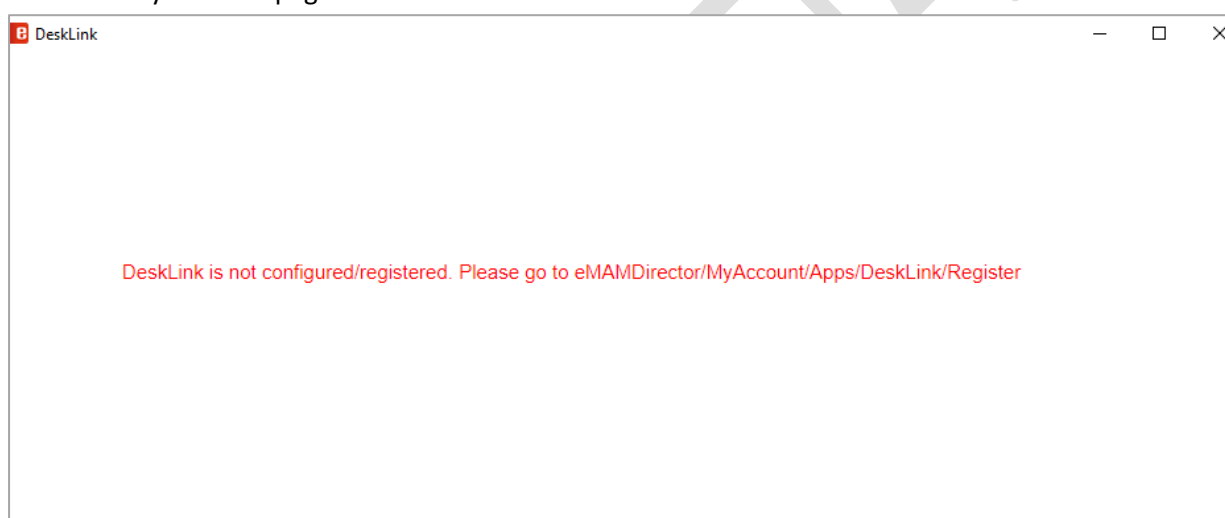


Figure 11- DeskLink: Message to register the DeskLink

3. Login to eMAM Director interface and go to *My Account* page> *Apps* Tab.

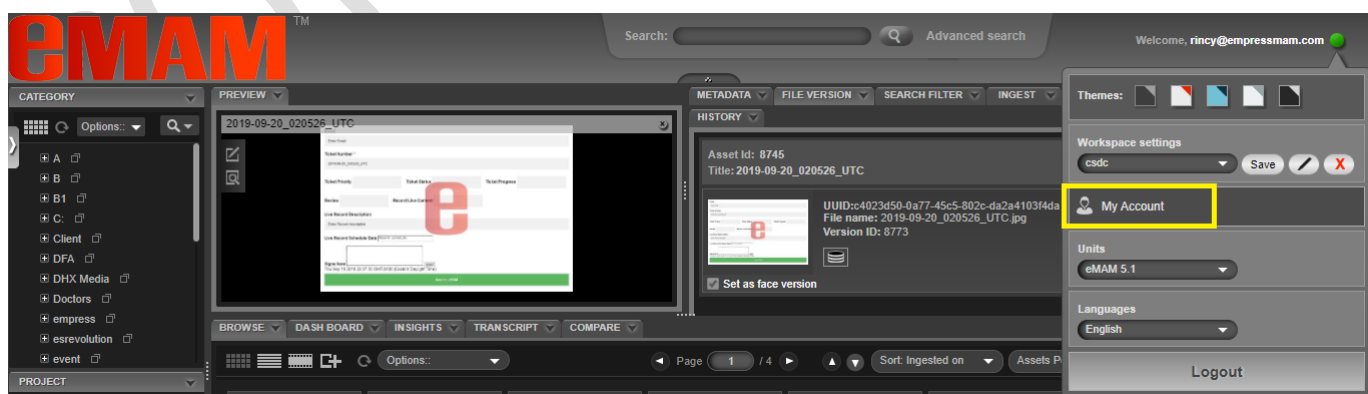


Figure 12- eMAM Director >My Account page

4. Choose *DeskLink* icon and click on *Register* button to register the DeskLink to this server so that you can directly choose the path for download and avoid re-entering the Director & Gateway URL's for each download operation.

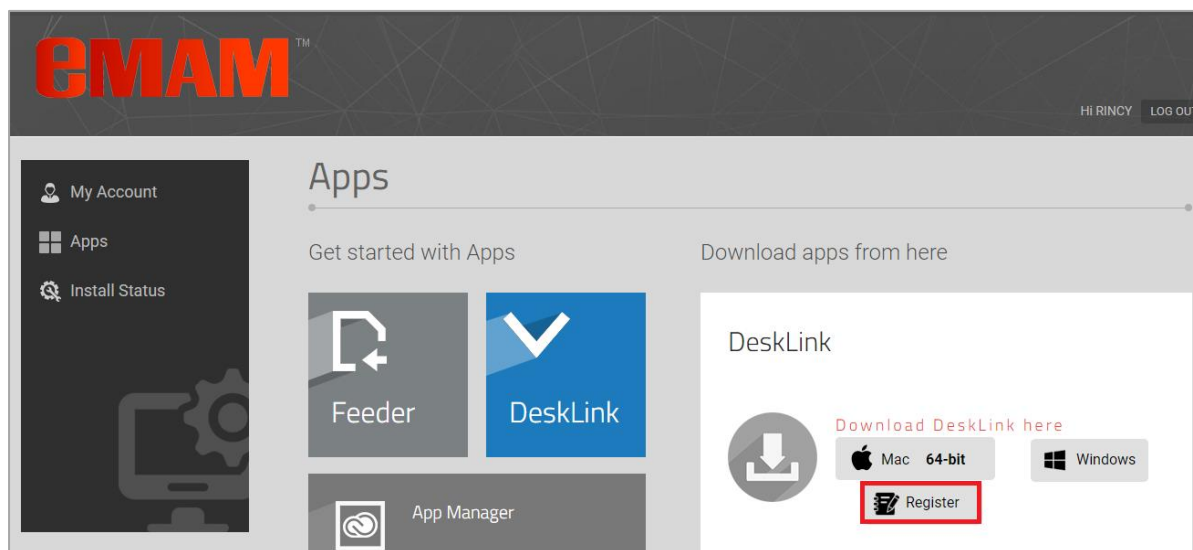


Figure 13-Register DeskLink

Note: You need to register (one-time activity) DeskLink for each server and each unit.

5. DeskLink app download page appears to download it in *Windows* or *Mac* machine.

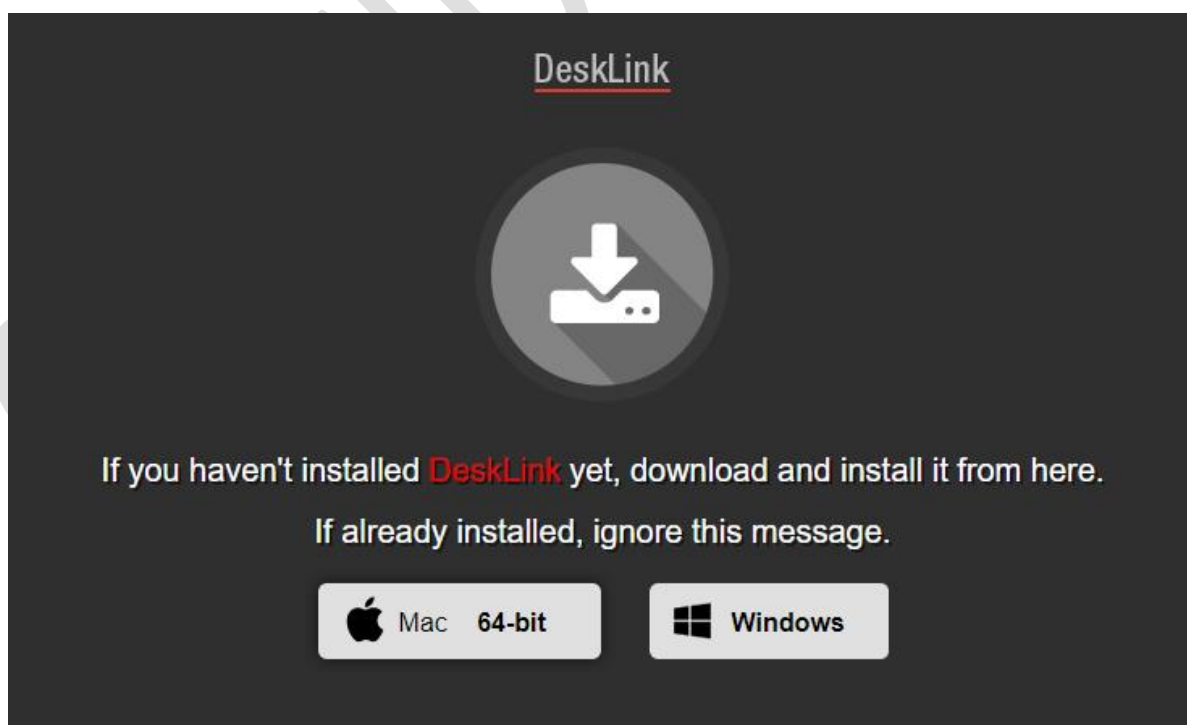
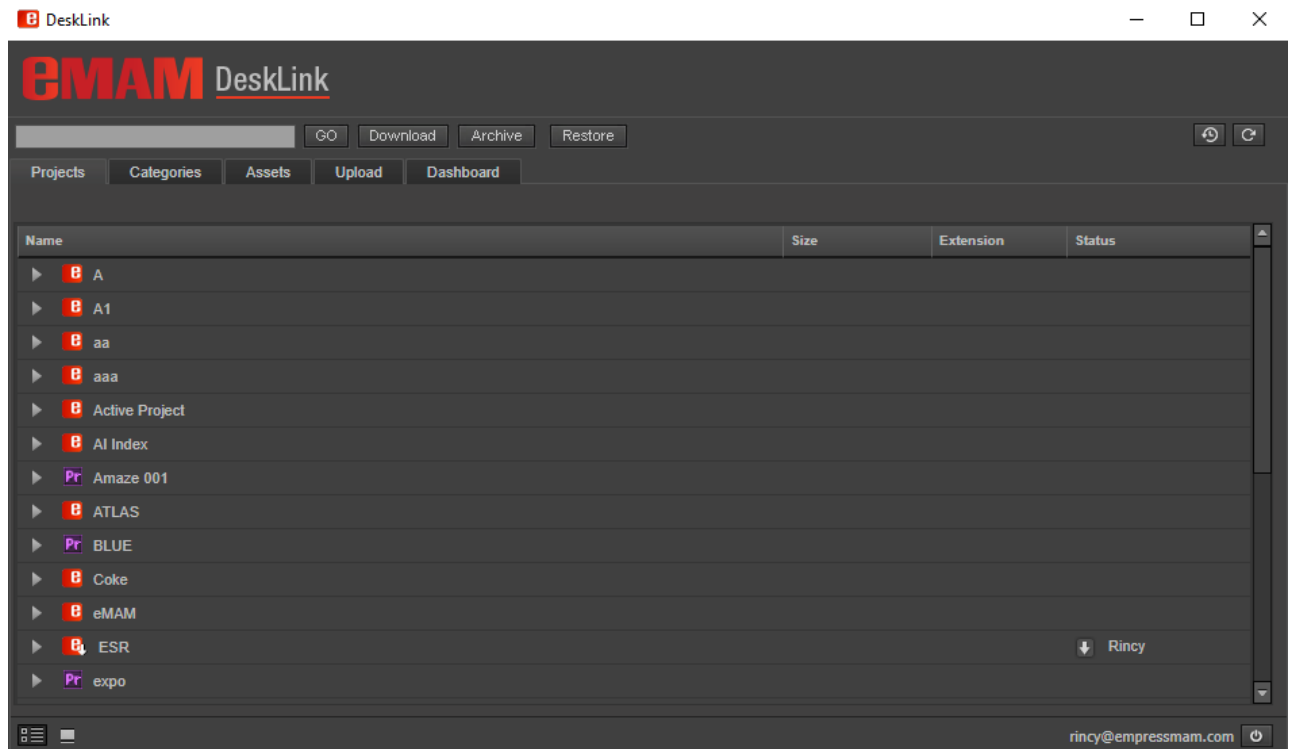
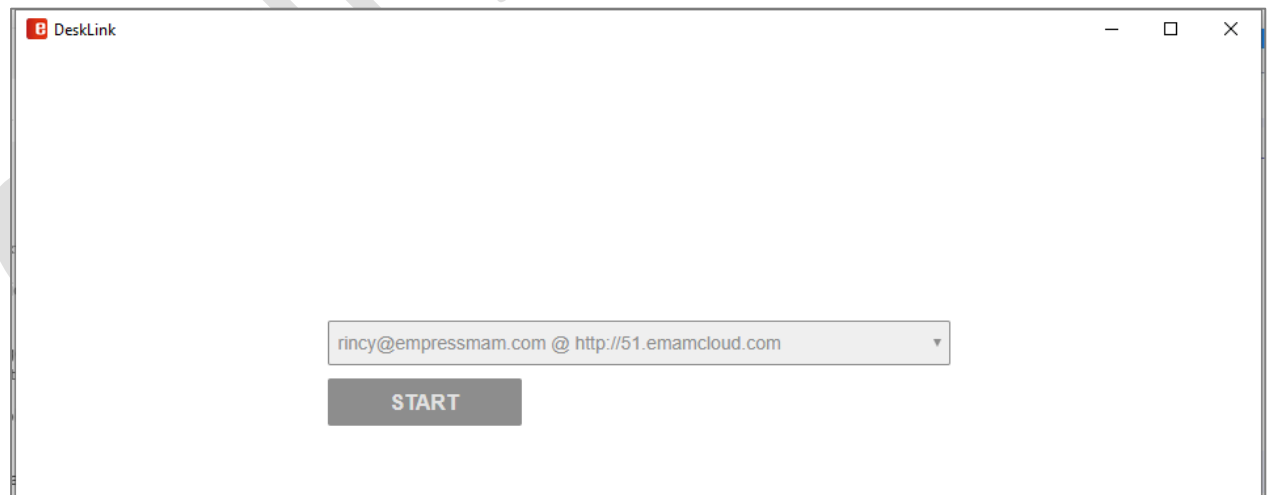


Figure 14-DeskLink home page

6. Since the DeskLink app is already downloaded, soon another window opens and DeskLink home page is displayed.



7. After successful registration, on subsequent logins, you will be asked to choose the server you wish to login. Your username and server URL will be displayed by default.



Overview of DeskLink

DeskLink home page looks quite similar to eMAM Premiere panel home page except for few additional functions.

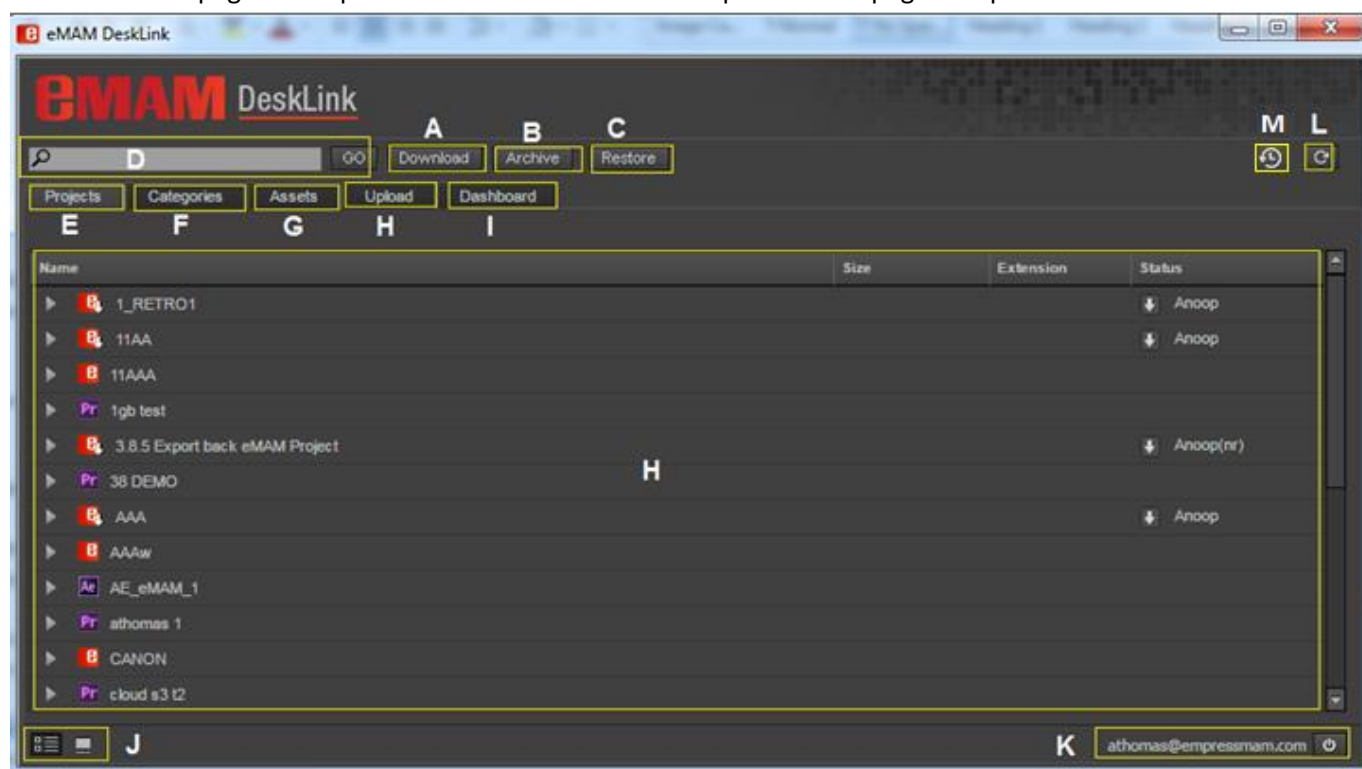


Figure 15- DeskLink home page overview

The *DeskLink* home page with various buttons and functions which are explained in detail below:

- A. **Download:** One of the major functions of the DeskLink app is download, which is performed using this *Download* button. Download action can be performed for the assets under Projects/Categories and Assets Tab. Refer section [Download Manager](#).
- B. **Archive:** This archives the assets to the pre-set archive profile. Refer section [Archive/Restore](#).

ARCHIVE-RESTORE STATUS			
Id	File Name	Status	Description
256	129_10152518172933689_8166314553546125654_n.jpg	Success	Asset queued for archive
255	090_511263325630524_2120842353_n.jpg	Success	Asset queued for archive
254	59_443603592434362_425228991_n.jpg	Failed	Asset already archived
253	9bf05b84bc704dfcb1eee5e413cc9d6f.jpg	Failed	Asset already archived
Note: Please monitor the dash board for more information			
Ok			

Figure 16- Archive-Restore status window for Archive

- C. **Restore:** This restores the archived assets. Refer section [Archive/Restore](#).

ARCHIVE-RESTORE STATUS			
Id	File Name	Status	Description
503	ANU_4242-002.JPG	Success	Asset queued for restore
504	ANU_4242-0011.JPG	Success	Asset queued for restore
505	ANU_42421.JPG	Success	Asset queued for restore
142	_ANU5587.jpg	Success	Asset queued for restore

Note: Please monitor the dash board for more information

Ok

Figure 17- Archive-Restore status window for Restore

- D. **Search:** Search for assets under Project/Categories/Assets tab. Refer section [Search](#).

GO

Figure 18-Search bar

- E. **Projects:** The *Projects* tab displays list of projects in the eMAM system. Refer section [Projects tab](#).


DeskLink

GO
Download
Archive
Restore
↺
↻

Projects
Categories
Assets
Upload
Dashboard

Name	Size	Extension	Status
▶  1Project			↓ Rincy
▶  25JUL18			
▶  AI project			
▶  BIS			

Figure 19- Projects Tab

- F. **Categories:** The *Categories* tab displays list of categories created in the eMAM system. Refer section [Categories tab](#).



The screenshot shows the eMAM DeskLink web interface. At the top, the 'eMAM DeskLink' logo is visible. Below the logo is a search bar with a magnifying glass icon and a 'GO' button. To the right of the search bar are buttons for 'Download', 'Archive', and 'Restore'. Below these buttons is a navigation bar with tabs for 'Projects', 'Categories' (which is highlighted with a yellow border), 'Assets', 'Upload', and 'Dashboard'. Below the navigation bar is a table with three columns: 'Name', 'Size', and 'Extension'. The table contains four rows of data:

Name	Size	Extension
▶ A Hard Day's Night_de__REUP__374__AID__2.mp4		
▶ ABC		
▶ Deliver		
▶ eMAM		

Figure 20- Categories Tab

- G. **Assets:** The Assets tab displays list of all assets in the eMAM system. Refer section [Assets tab](#).

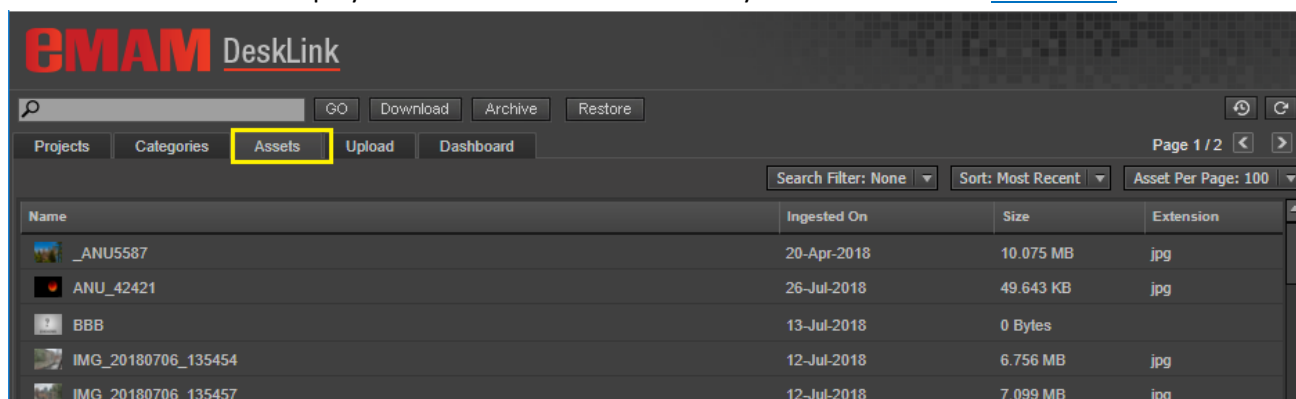


Figure 21- Assets Tab

- H. **Upload:** The *upload* feature has been moved to the eFeeder application. Please go to *My Account* section in eMAM Director, download eFeeder under the *Apps* option and *Register!*
- I. **Dashboard:** The *Dashboard* tab can be used to monitor list of assets and their statuses on various actions performed like Ingest, delivery, archive, cloud and purge. Refer section [Dashboard](#).
- J. **Thumbnail & List view:** Option to view Projects/Categories and Assets tab in thumbnail or list view. Refer section [Folder/List View](#).
- K. **User and Logout:** Name of the logged in user and option to logout from DeskLink. Refer section [Logout](#).
- L. **Refresh:** The *Refresh* button to refresh and see the latest changes in the eMAM system. Refer section [Refresh](#).
- M. **Download History:** Click on this icon to view the history of all downloads made by you in a new window. Refer section [History tab](#).

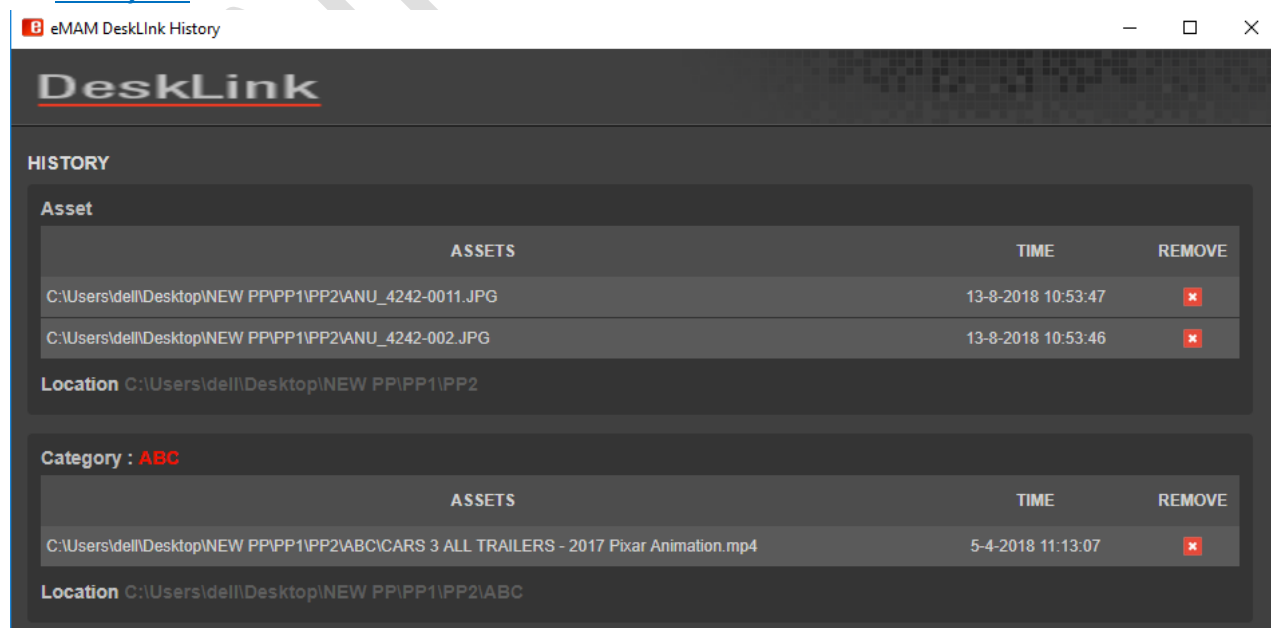


Figure 22- DeskLink download history window

Major Functions and Features

DeskLink is a feature rich app with various functions and capabilities. Three main functions and other features relating to it are listed below. It can act as:

1. Download Manager
2. Desktop Asset Browser

1. Download Manager

The *DeskLink* app can act as *Download manager* which will help you to download the assets under Projects/Categories/eBIN to a specified location from eMAM Director interface. If multiple assets need to be downloaded, add all of them to eBIN and download it from there. You can not only monitor the download progress but also can view the list of all downloads made by you under the *History* tab of DeskLink.

Follow the steps below for download of assets:

1. In the eMAM Director interface, select the Project/Category/eBIN for download and click on **Download** option from its menu list.

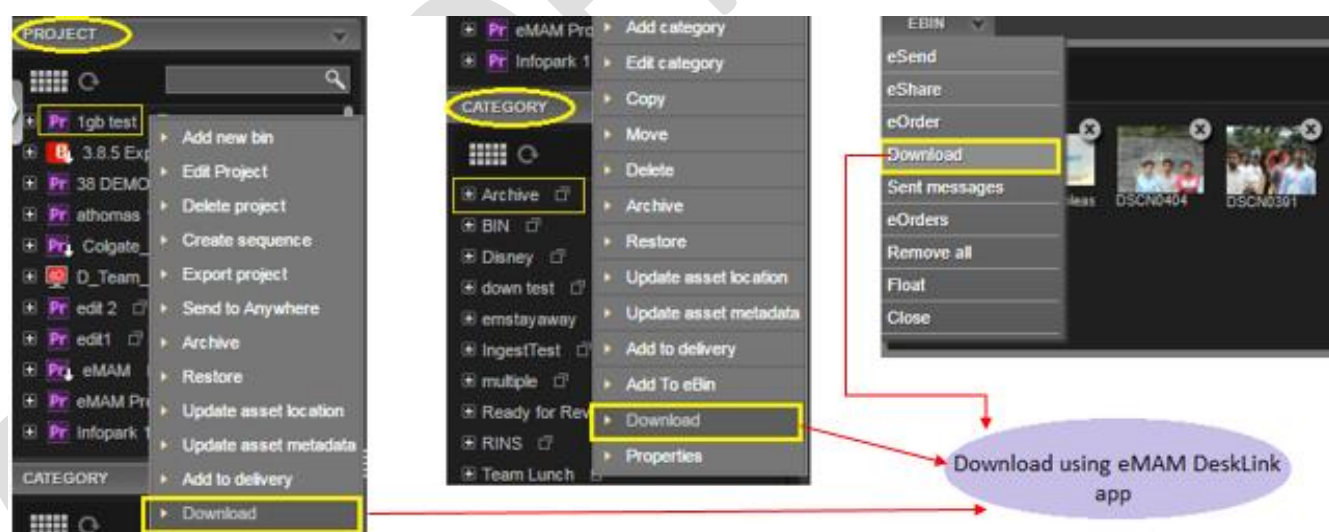


Figure 23- Download from Project, Category and eBIN widget

2. The *DeskLink* app download page opens up. If *DeskLink* app is not installed yet on your desktop, install it from this page. If already installed, after a while *DeskLink* page opens up automatically and download page automatically closes in 20 seconds. (skip step 3 & 4 and continue from step 5.)

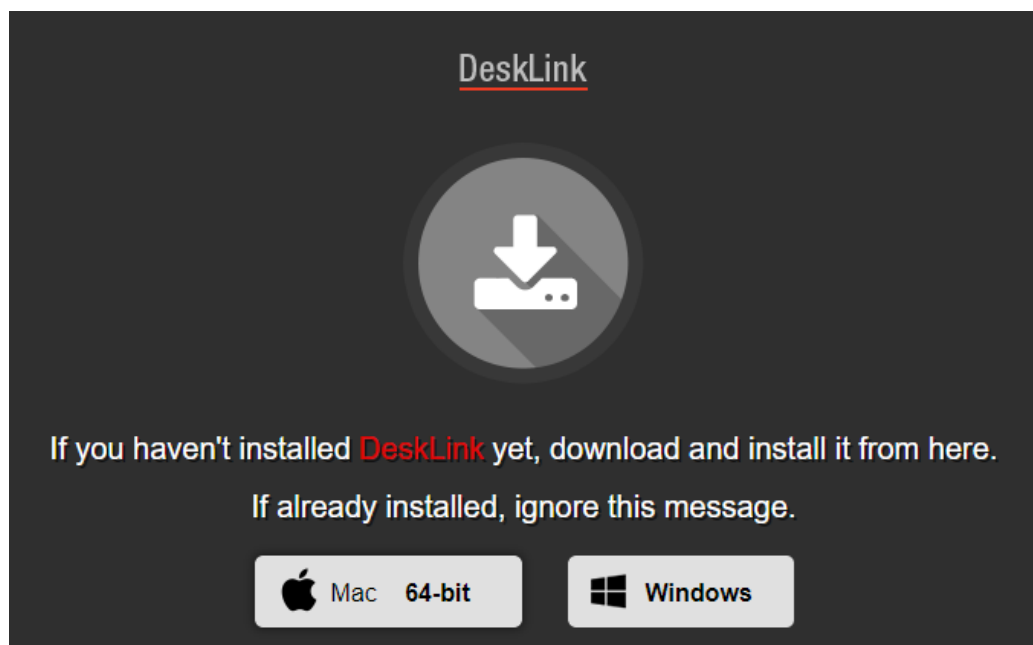


Figure 24- DeskLink app download page (automatically closes after 20 secs)

3. **OR**, directly launch the *DeskLink* app from your desktop (if already installed).



4. Select the assets for download under the Projects/Categories/Assets tab and click on **Download** button.

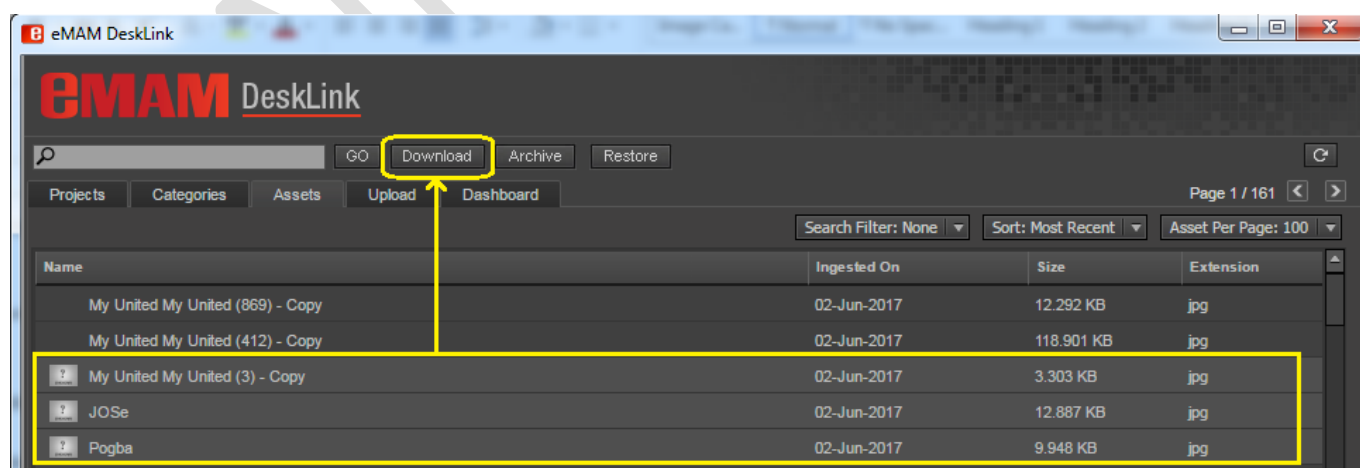


Figure 25- Use Download button for download of assets under Projects, Categories and Assets tab.

5. The *DeskLink* download window opens up to choose the download location.

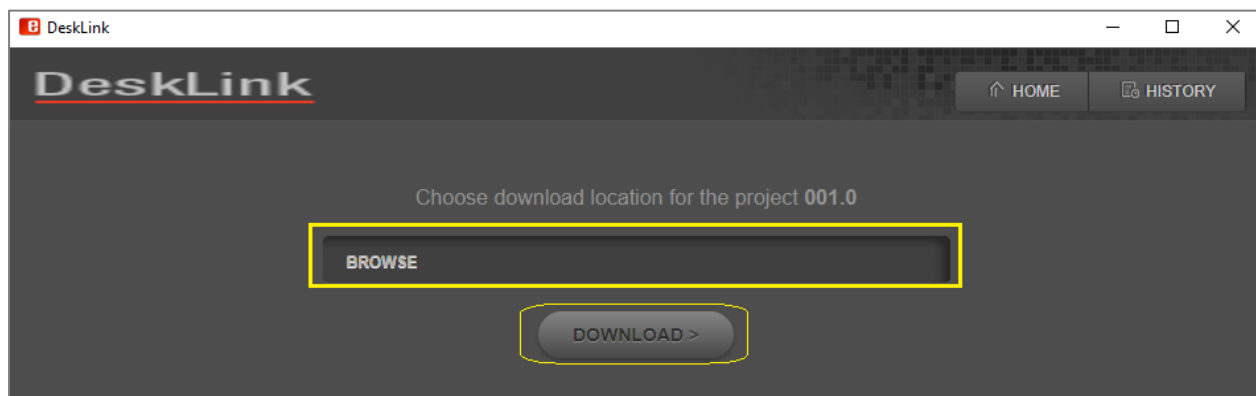


Figure 26- DeskLink download page to choose download location

6. Under the **Home** tab, click on the **Browse** button and choose the destination location for download of assets. Then click on the **Download** button.

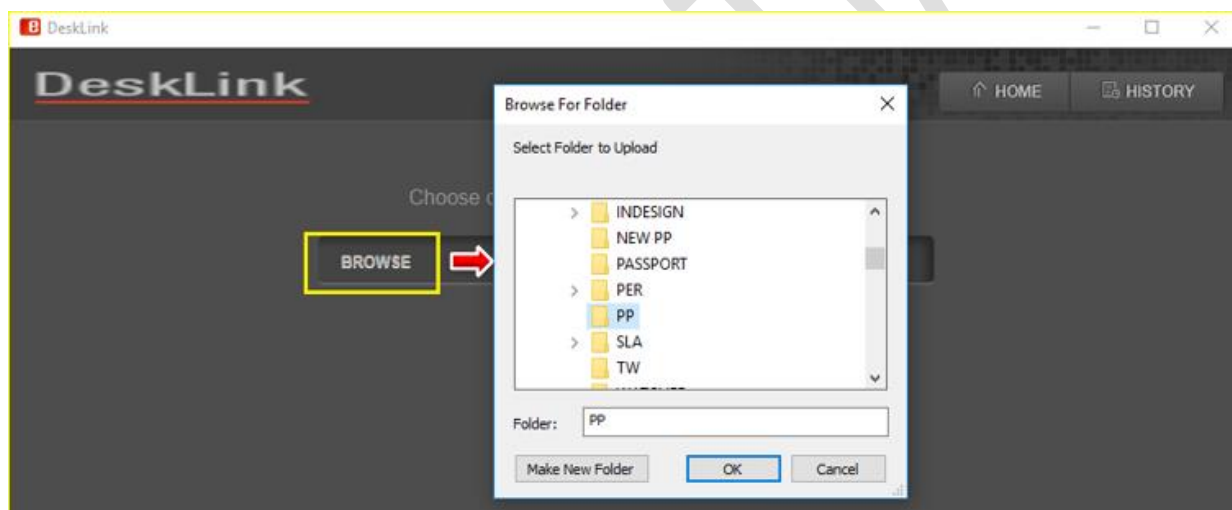


Figure 27- Browse and choose destination for download

7. Download process gets initiated and all the assets under the chosen Project/Category/eBIN starts to get downloaded one by one to the specified location. User can see the details of assets getting downloaded like asset name, asset size, and the download progress bar in percentage.

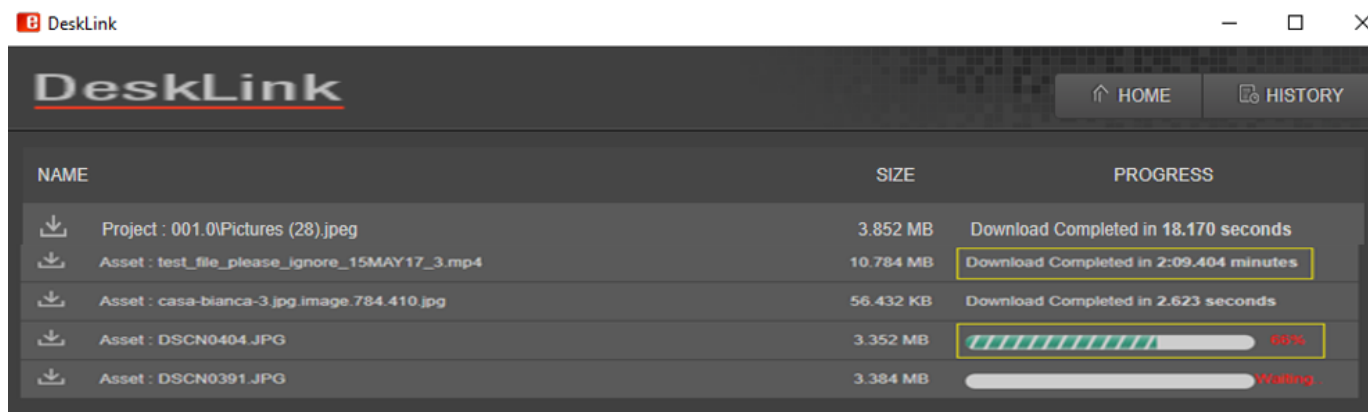


Figure 28- DeskLink: Download in Progress

8. Once the download is complete, a download complete message is displayed for each asset along with the time taken to download the asset.

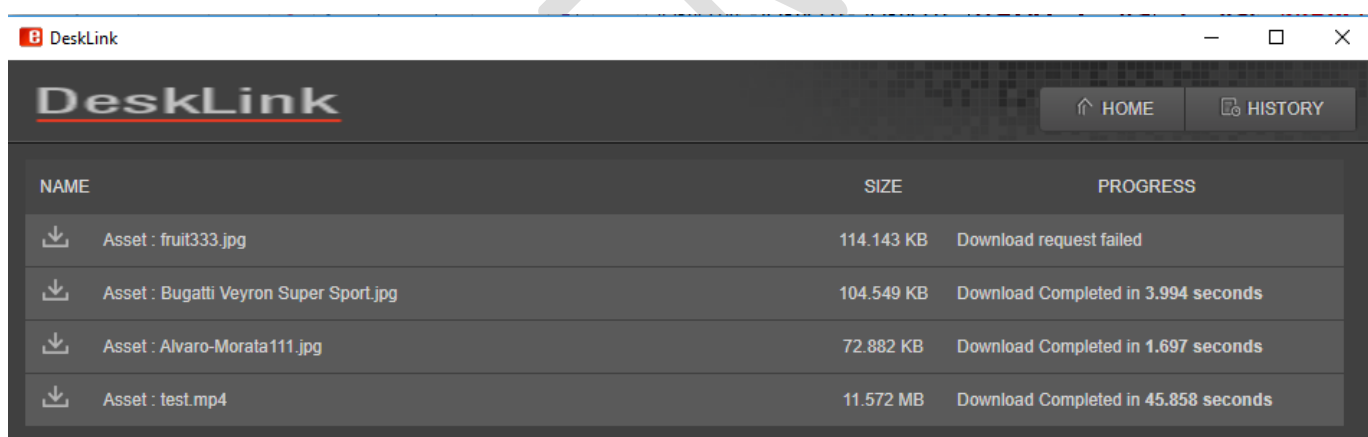


Figure 29: eMAM Download Manager- Download complete message

If download process fails for some reason, it throws up error messages as shown below:



Figure 30- error message when asset download fails

9. **History tab:** Click on the *History* tab to display the details of all the assets downloaded by you from the Project, Category and eBIN widget. Details include asset download location, date and time of download and option to remove from the list using X icon. The download history of all the downloaded assets (*including multiple instances of download*) will also be available under the History widget of the eMAM Director Interface.

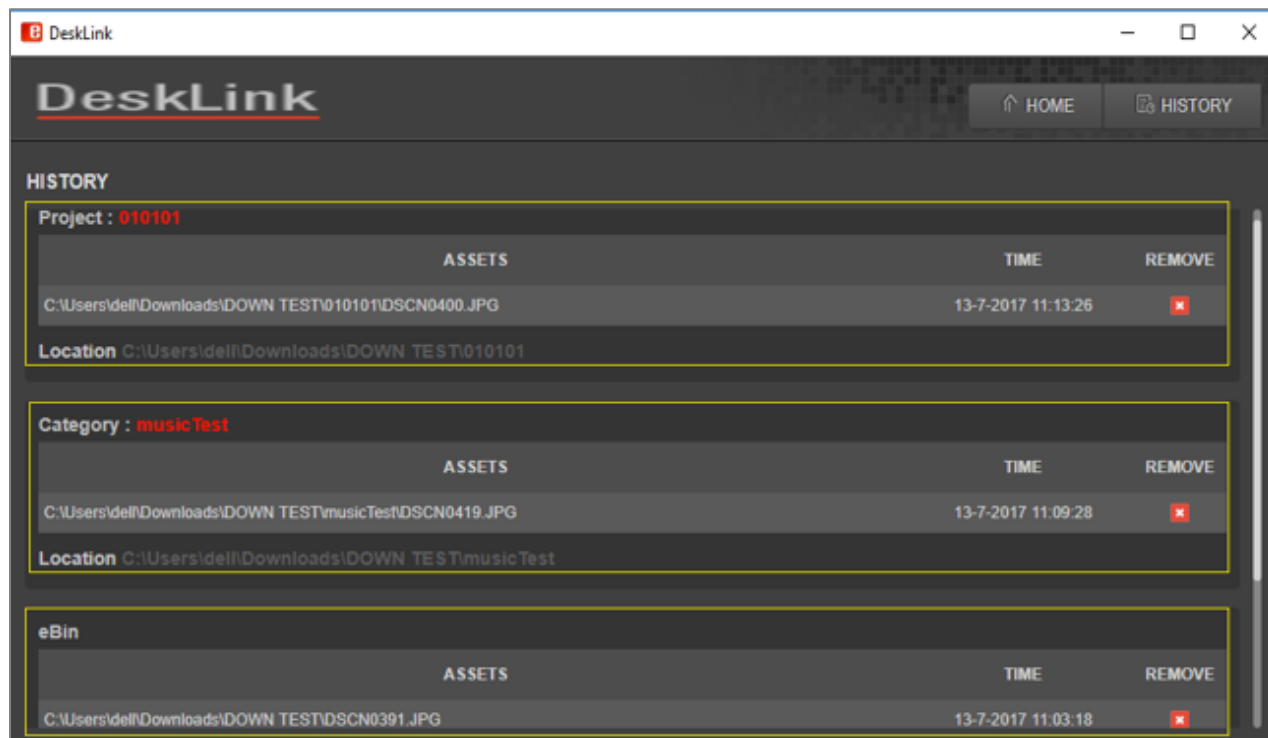


Figure 31- DeskLink: History tab

Click on Remove  icon to remove any asset details from the download history. Before deletion, you will be prompted with a confirmation message box. Click OK to continue.

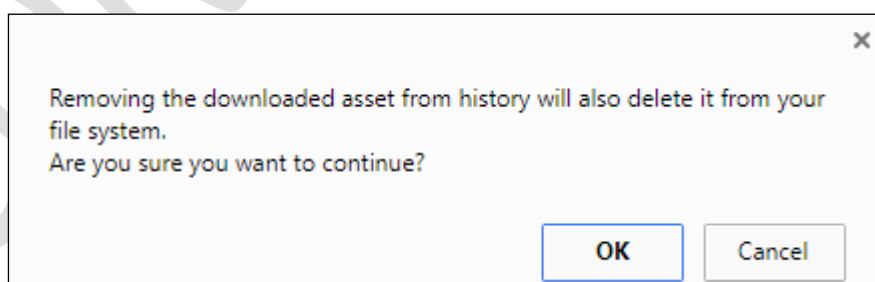


Figure 32- Confirmation box before deletion

If all the assets are deleted from a particular location, below message appears.

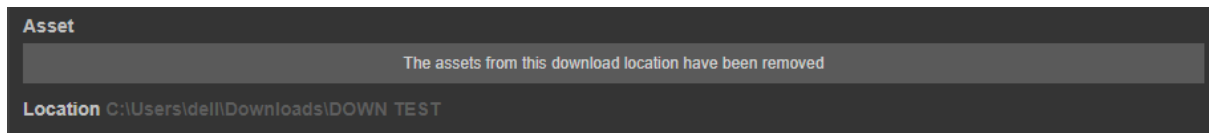


Figure 33- Message displayed when all the assets are deleted from a location.

Click on  icon on top right-hand side of the page to go back to DeskLink home page.

Note:

- DeskLink can handle multiple instances of download from project/category/eBIN in different windows.

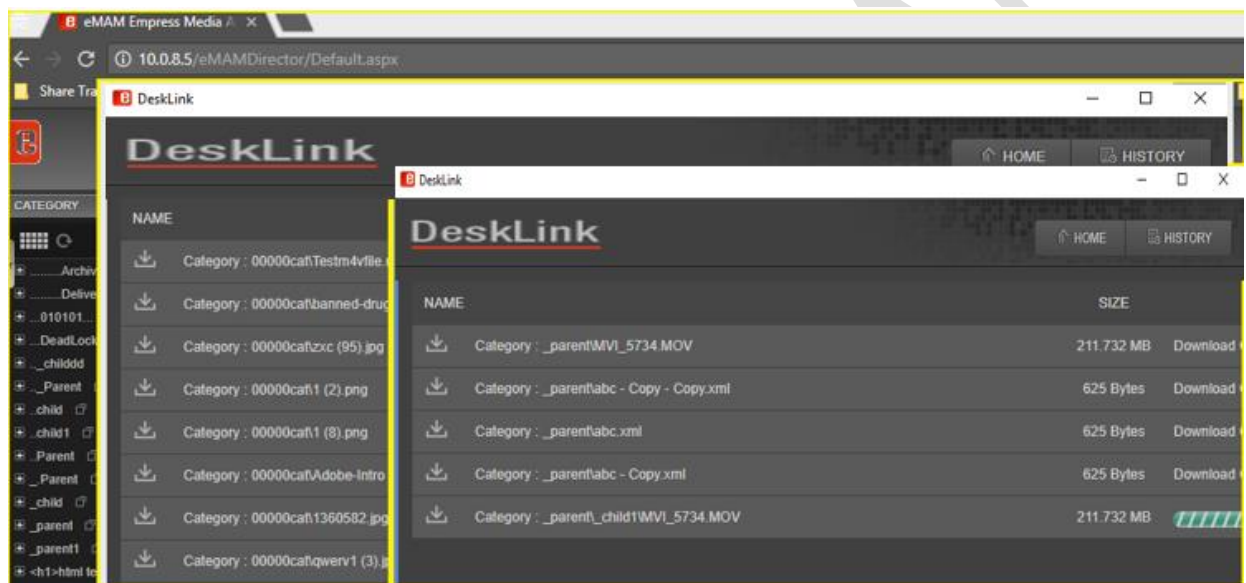


Figure 34- Multiple download windows

- Un-installation of DeskLink app may lose all the details from the DeskLink history tab locally but all details will be available in the History widget of eMAM Director Interface.

2. Desktop Asset Browser

The *DeskLink* can also be used as a browsing desktop app to browse projects, categories, assets in the eMAM system. Launch DeskLink app that is already installed on your machine. DeskLink window opens up displaying list of assets under Projects, Categories and Assets tab (*as shown below*).

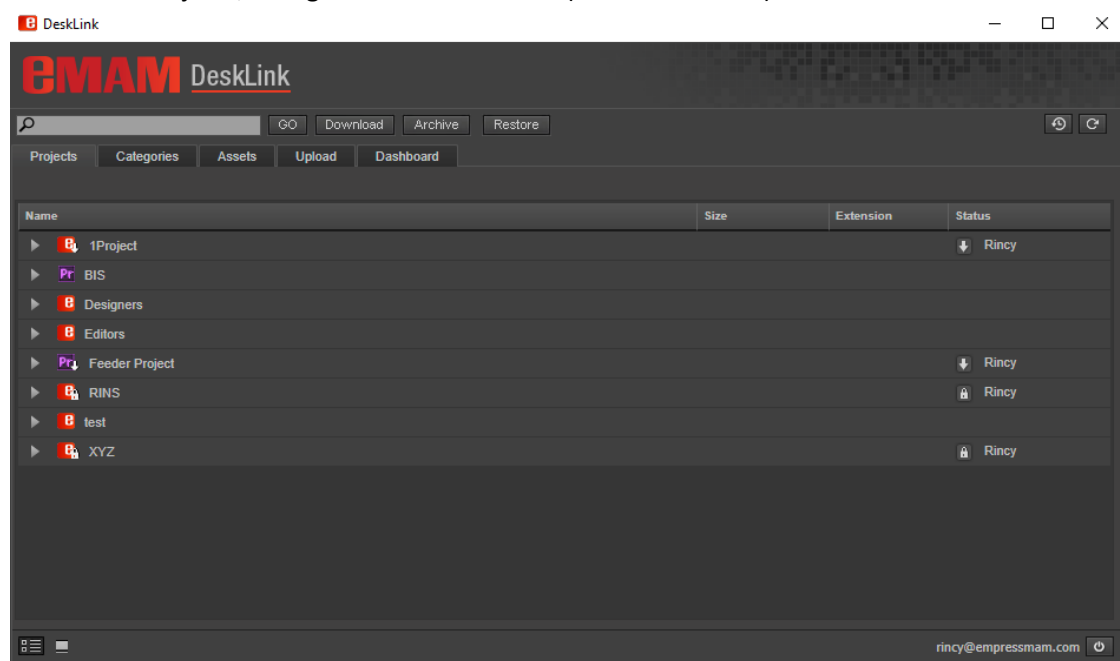


Figure 35- DeskLink: Home page

In this page, you can perform various functions like search, download, archive and restore, dashboard etc. Use search box to search for assets under projects/categories/assets tab. You can choose to display the items in list or folder view using list view or folder view icon at the bottom of the window. Double click on any asset to view asset details under assets options window.

Mentioned below are few functions and features that can be performed from DeskLink home page:

2.1 Archive/Restore

Using the **Archive** option, assets under projects, categories and assets tab can be archived to pre-defined archive locations. Click on a project/bin, a category or assets and click on the *Archive or Restore* button (*based on their status*).

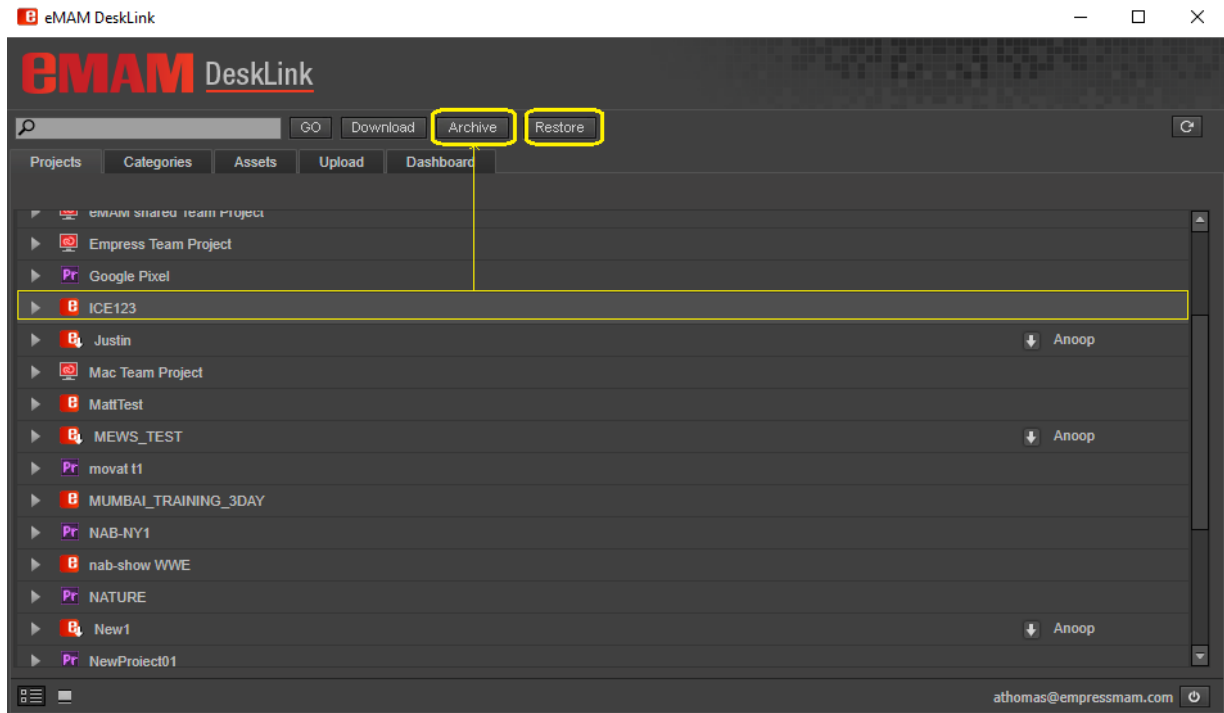


Figure 36- Archive/Restore selected project

Click on **Archive** button, will archive the selected project/category/asset based on default archive profile settings.

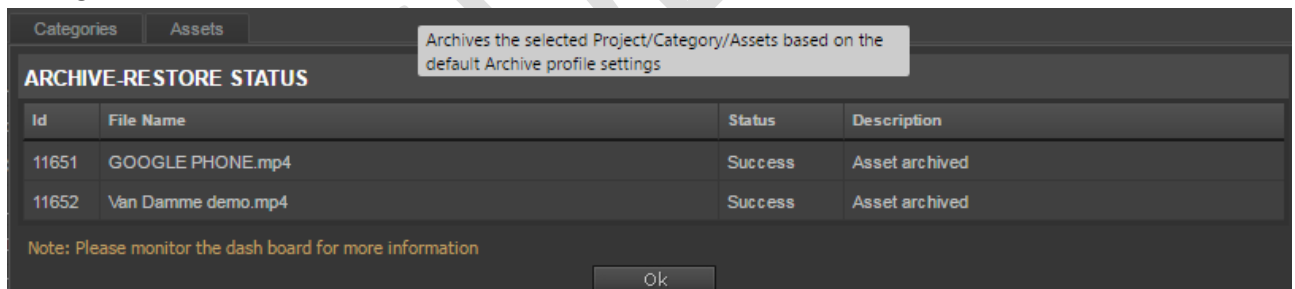


Figure 37- Archive status

Click on **Restore** button, will restore the select archived assets under project/category/asset tab based on the default archive settings. The Archive-Restore status window pops up, displaying the file name and its status.

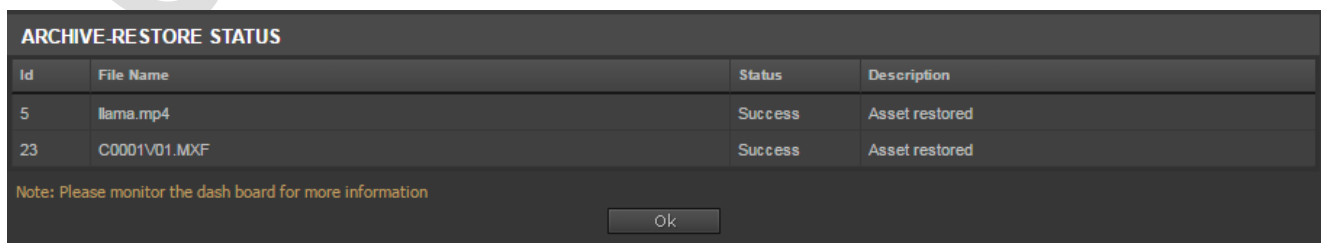


Figure 38- Restore status

In case if archive or restore of assets fail for some reason, below error message gets displayed:

ARCHIVE-RESTORE STATUS			
Id	File Name	Status	Description
3770	IPTC_TEST.JPG	Failed	Asset does not exist in eMAM or source storage
202	ANU_0420.JPG	Failed	Asset already archived
Note: Please monitor the dash board for more information			
Ok			

Figure 39- Archive Restore status

2.2 Dashboard

The *Dashboard* tab displays status of various actions performed on the assets such as *ingest*, *delivery*, *archive*, *cloud* and *purge* operations. DeskLink dashboard is a replica of eMAM Director Dashboard. Similar to the eMAM Director Dashboard, you can easily monitor the various queue (Ingest, Delivery, Archive, Cloud, Purge) for job statuses with an option to select the jobs in the queue and resubmit or delete them.

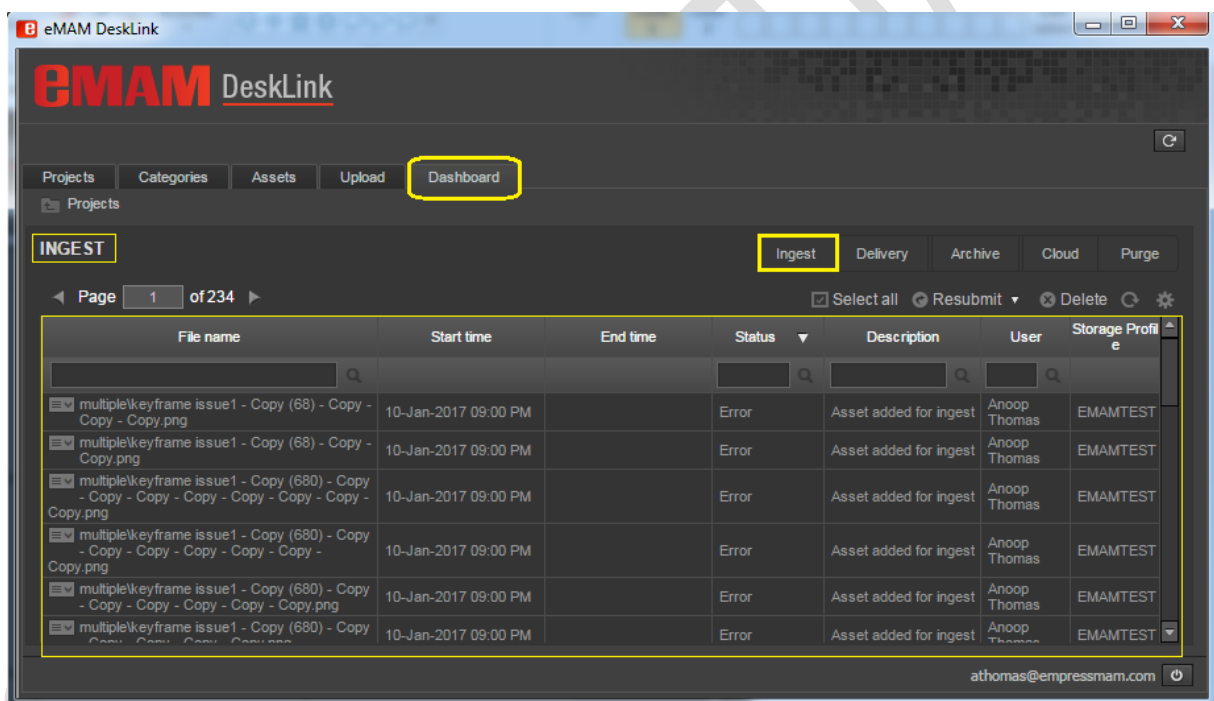
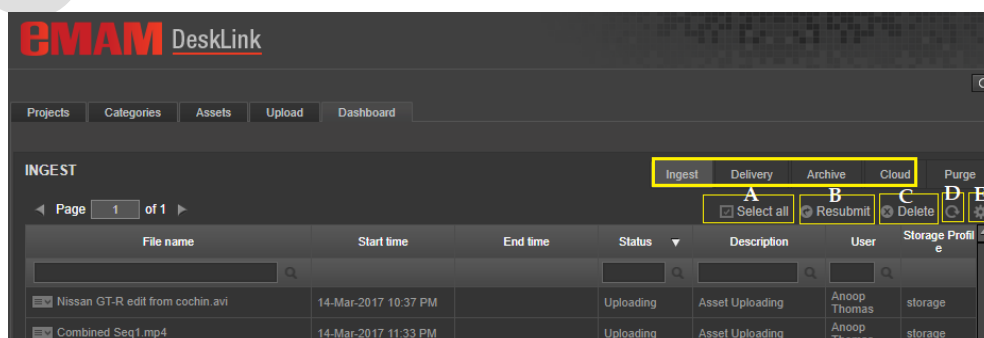
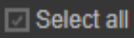
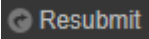
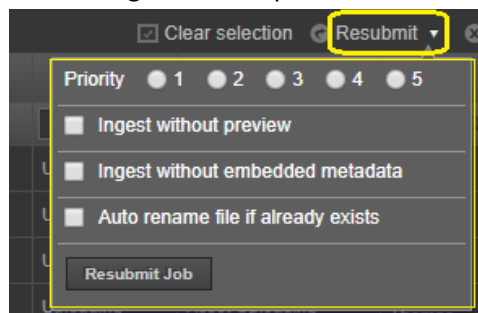


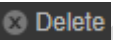
Figure 40- DeskLink Dashboard tab

Ingest, Delivery, Archive & Cloud tabs will have below options:



- A. **Select All** : Use this option to select all the jobs listed under the tab at one click for bulk operations. Use *Remove Selection* to deselect all. Use *Clear Selection* to deselect individual selections.
- B. **Resubmit** : Use this *Resubmit* option to resubmit selected jobs back for processing. Select the failed assets and click on *Resubmit* button; choose any of the following options along with priority (1-5) before resubmitting it back to queue:



- **Ingest without preview**: Failed assets will be re-ingested without preview copy.
 - **Ingest without embedded metadata**: Assets will be ingested without embedded metadata. *(This option can be used for files which fail ingest at ImageMagick level as metadata cannot be extracted. Here the Ingest manager will skip the ImageMagick embedded metadata extraction and will fetch only the basic metadata properties such as filename, author etc. as part of embedded metadata.)*
 - **Auto rename file if already exists**: Duplicate files which fail during ingest will be auto renamed and resubmitted for ingest.
- C. **Delete** : Use *Delete* option to delete selected jobs from the queue.
- D. **Refresh** : Use *Refresh* icon to refresh the page and update the queue with latest changes.
- E. **Settings** : Use *Settings* icon to set the set below:
- Refresh Interval: (10 sec, 30 sec, 1 min, 5 min, 10 min)
 - Asset Per Page: (10,25,50,100, All)

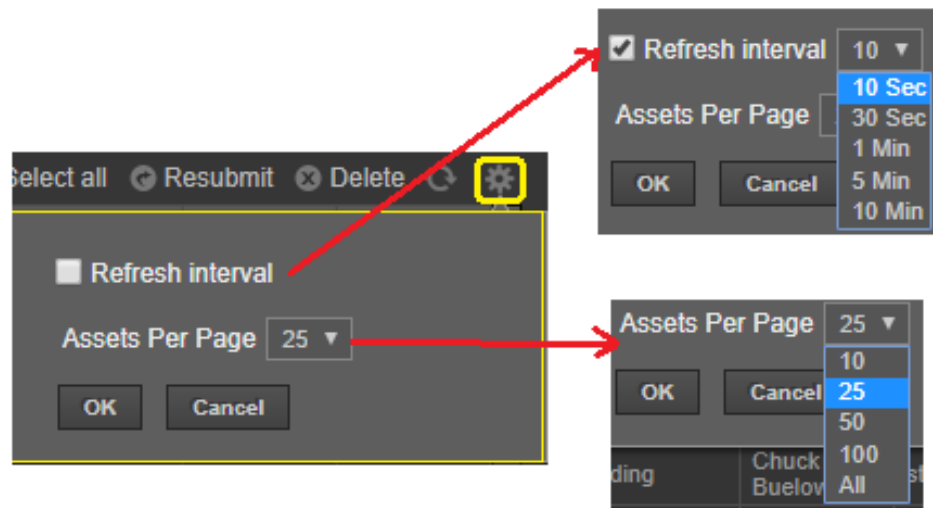


Figure 41- Settings icon

As shown below, the *Purge* tab will not have above options (*Select All*, *Resubmit*, *Delete*) except *Refresh* and *Settings* icon.

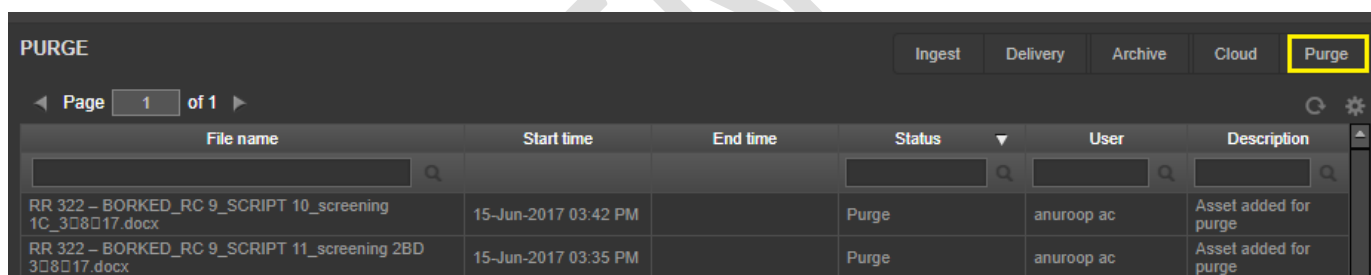


Figure 42- Purge tab

2.3 Projects tab

This tab displays list of all the projects in the eMAM system. This includes projects created in eMAM interfaces, Premiere projects and Team projects. Click on ► icon to expand and view the list of assets, bins, sequences etc. under each project.

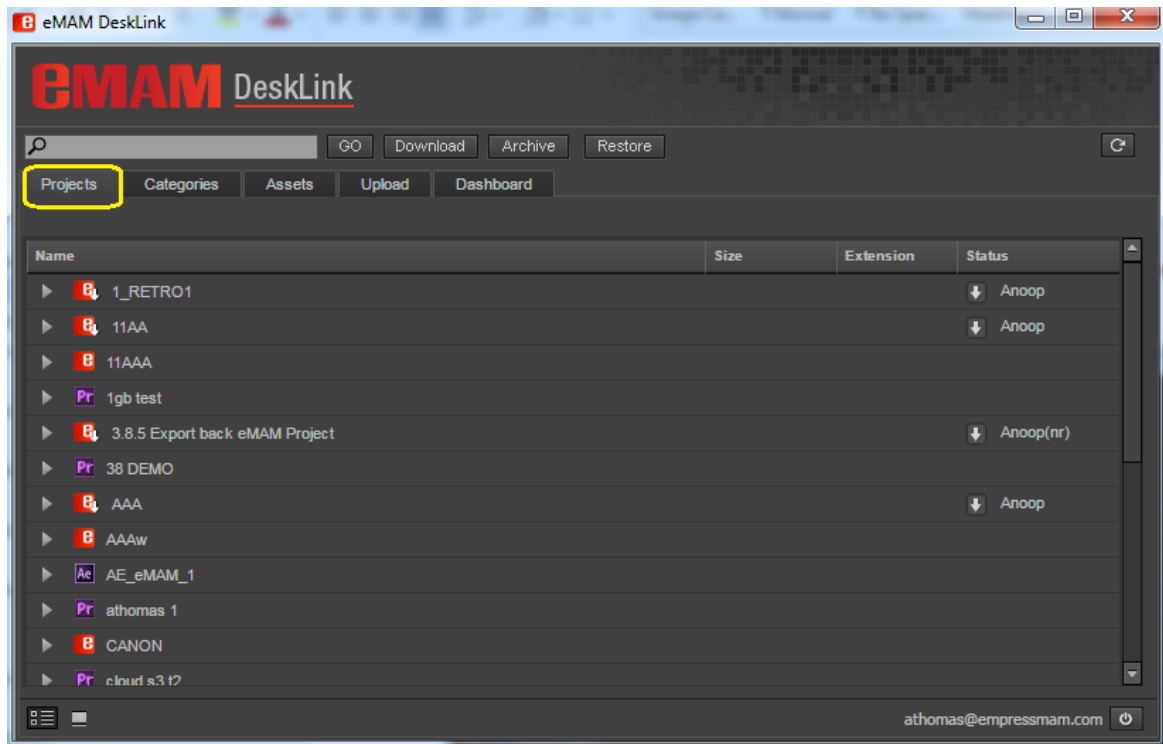


Figure 43- DeskLink Projects tab

2.4 Categories tab

This tab displays all the categories created in the eMAM system. Click on ► icon to expand and view the list of subcategories, assets under that category.

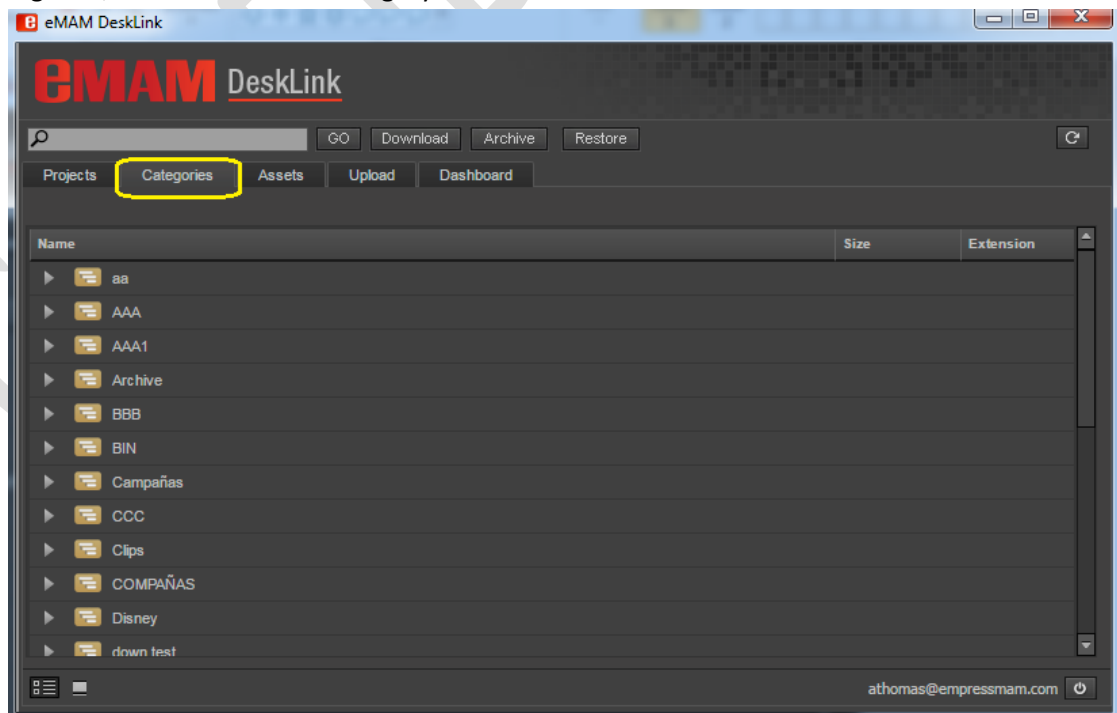


Figure 44- DeskLink Categories tab

2.5 Assets tab

This tab displays all assets in the eMAM system.

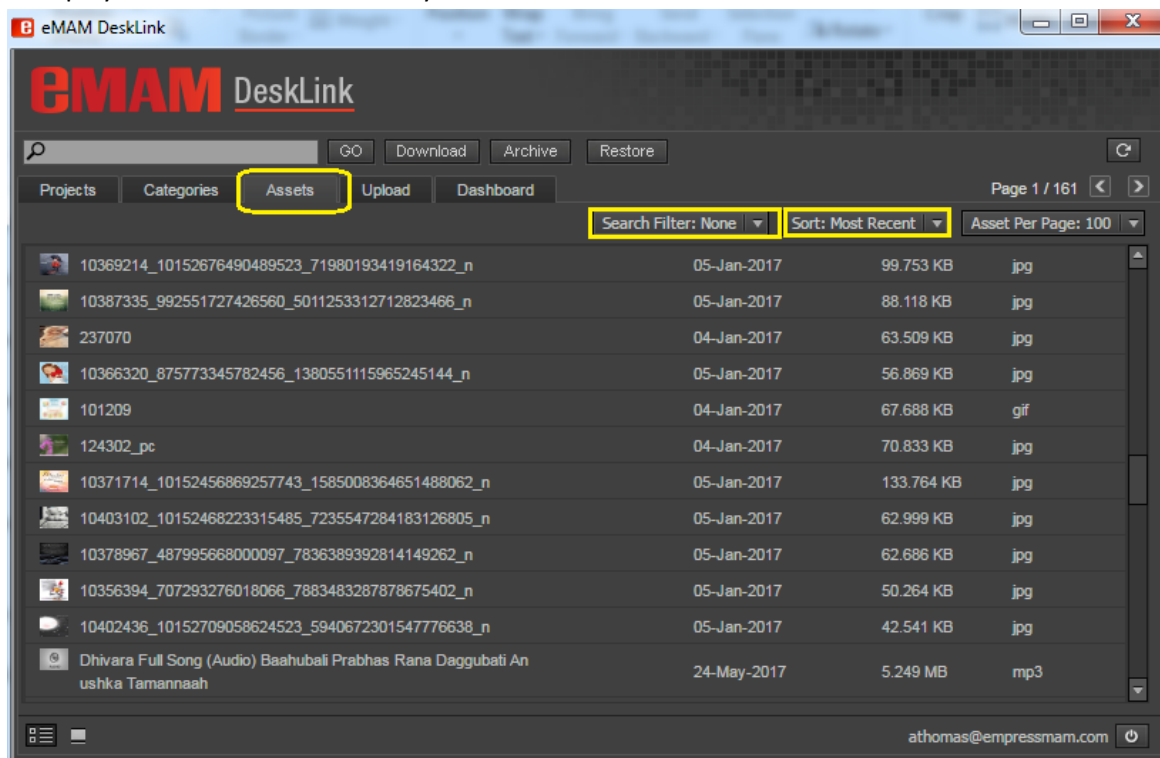
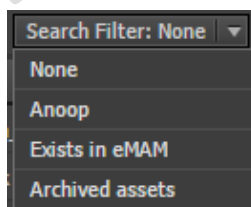


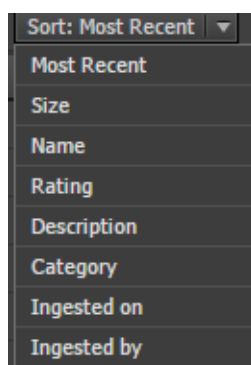
Figure 45- DeskLink Assets tab

Different options available under Assets tabs are:

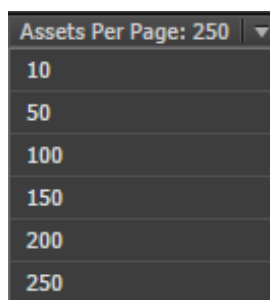
- Search filter: Search filter displays list of all Saved filters from eMAM Director interface which can be used to search for assets in InDesign panel too.



- Sort options: You can sort assets displayed based on various criteria's like most recent, size, name, rating, description, category, ingested on and ingested by.



- **Asset per page:** You can use this option to change the no. of assets (10, 50, 100, 150, 200, 250) displayed per page.



- **Page navigation** Page 1 / 1 < >: This displays the current page no. and the next/previous buttons to navigate from one page to another.

2.6 Search

The *DeskLink* app can be used to search for projects/categories/assets using search box on the top panel. Depending on the tab chosen, you can use this function to search for projects, categories, or assets with the given name. Type in the Search box on the top panel. As you start typing, a list of matching suggestions gets auto displayed. This will make it easier for you to choose from. Click GO to execute the search function and the results gets displayed under respective tab.

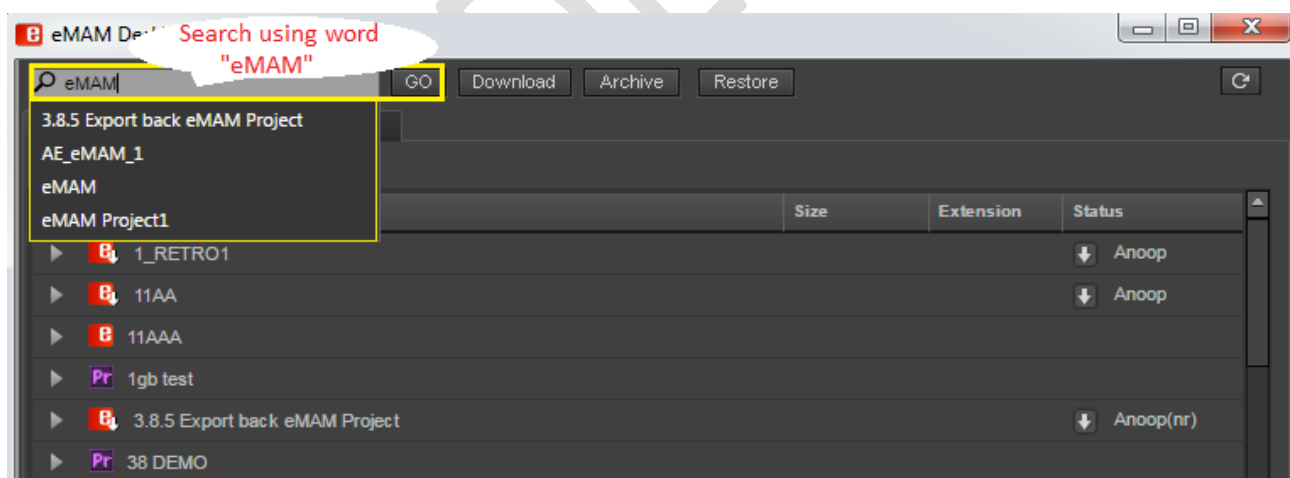


Figure 46- Search with auto populate option

Click on icon next to the search phrase to clear the displayed search results and go back to home page.

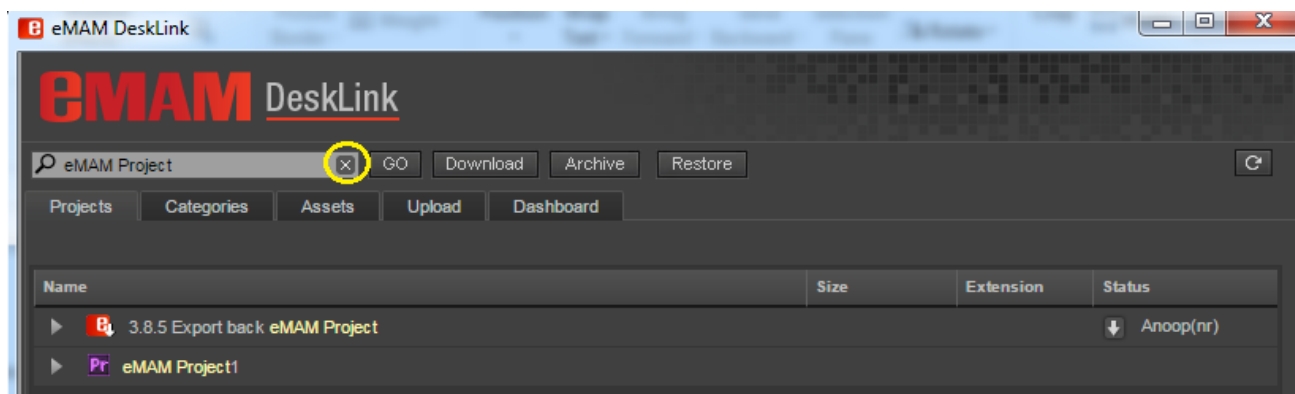


Figure 47- Search option to clear search results

2.7 Folder/List View

By default, projects/categories and assets tab are displayed in list view. You can also view Projects/Categories/Assets in folder/thumbnail view by clicking on  symbol. To switch back to list view, click on  symbol.

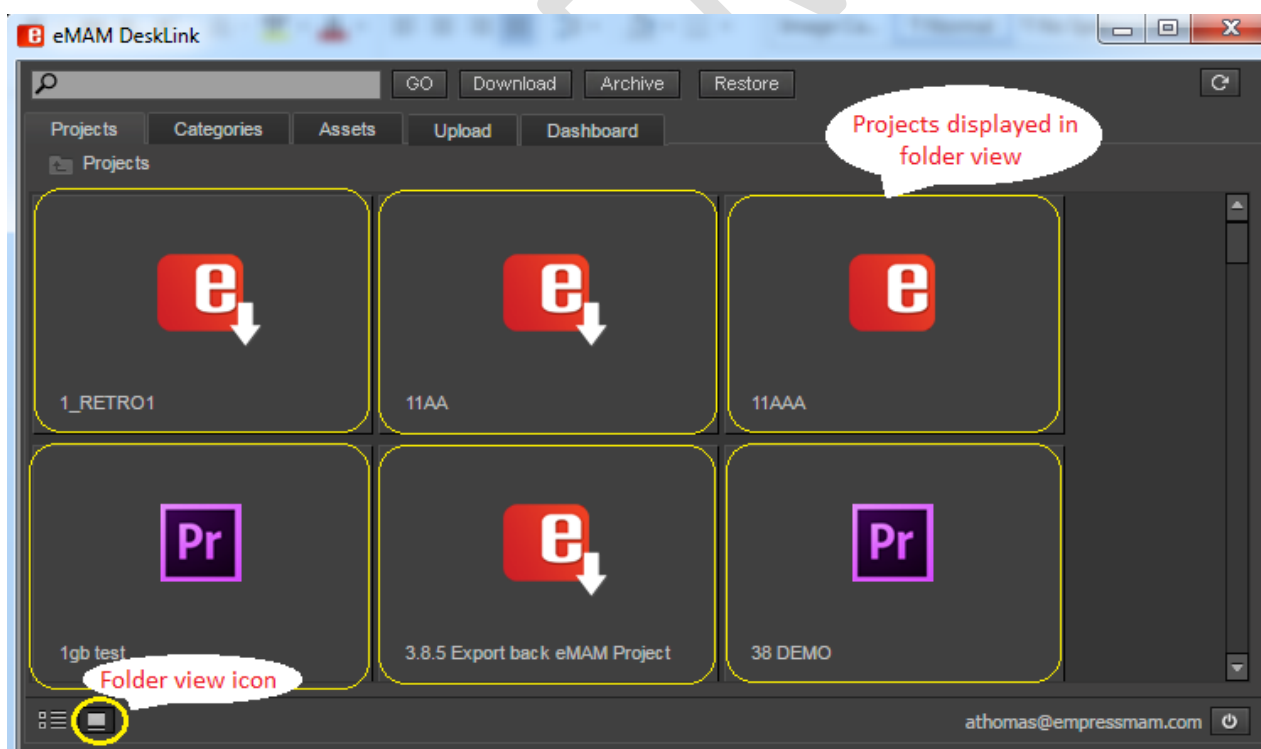


Figure 48- Folder view of projects

2.8 Refresh

Using this  icon displayed at the top right of the page, you can refresh the page to see the latest changes made in the eMAM Director interface.

2.9 Logout

Username and logout symbol is displayed at the bottom right of the page. Click on this  icon to logout from DeskLink.

2.10 Asset options window

When you double click on any asset under Projects/Categories/Assets tab, asset options window pops up. Various asset options tabs like Preview, Metadata, History, Comments, Approval, File versions are available depending upon the type of asset chosen.

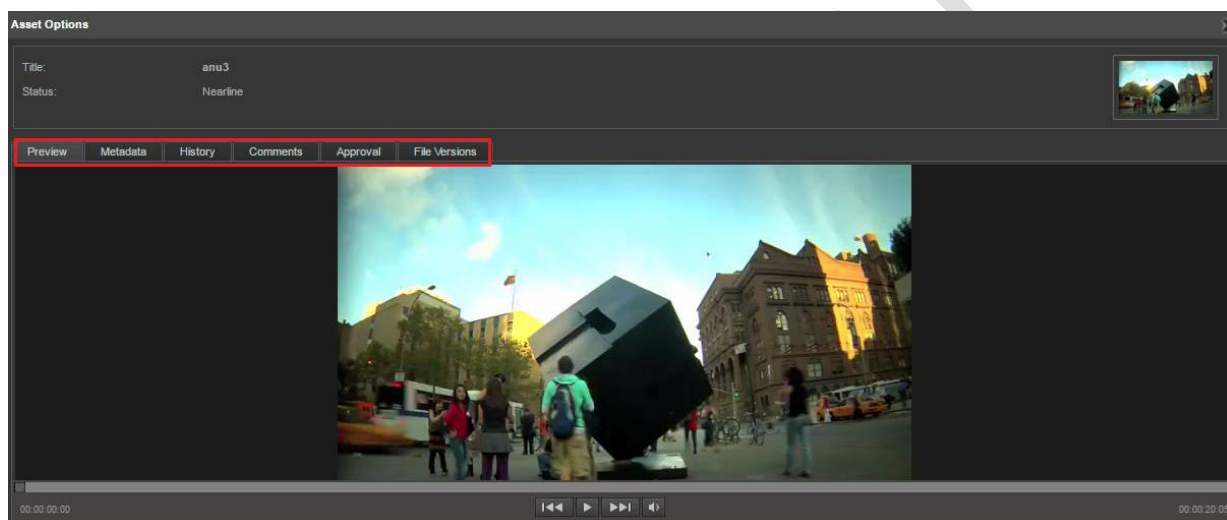


Figure 49- DeskLink Asset options window

2.10.1 Preview tab: Under *Preview* tab, you can preview any asset individually and view its properties like name, status etc.

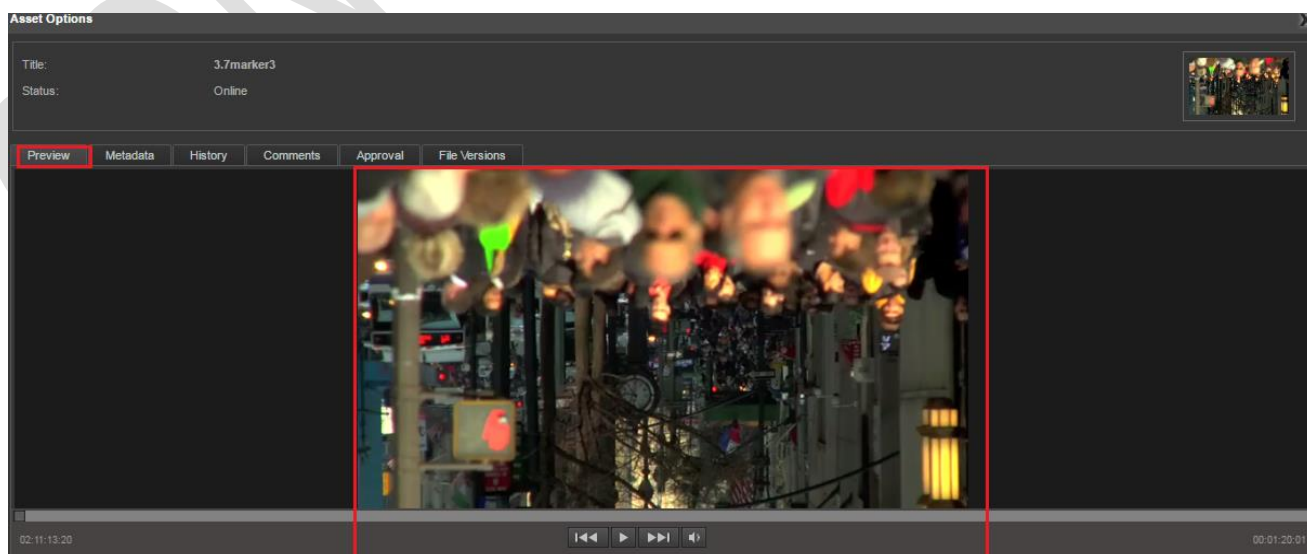


Figure 50- Asset options window: Preview tab

- 2.10.2 Metadata tab:** Under *Metadata* tab, you can see all the metadata details of an asset like Info, Embedded metadata, Custom metadata, and tags under different fields. They also have the option to edit metadata details of an asset.

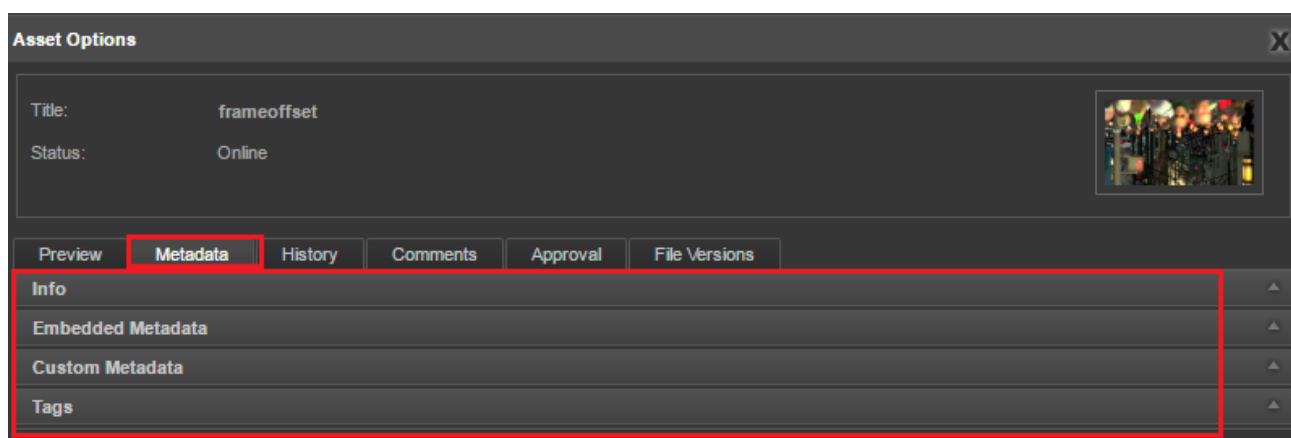


Figure 51- Asset Options window: Metadata tab

- 2.10.3 History tab:** The *History* tab displays the asset details and the entire history of various actions performed on any asset. You can see the details like Action Performed, Date of Action, UserName and id of the user who performed the action.

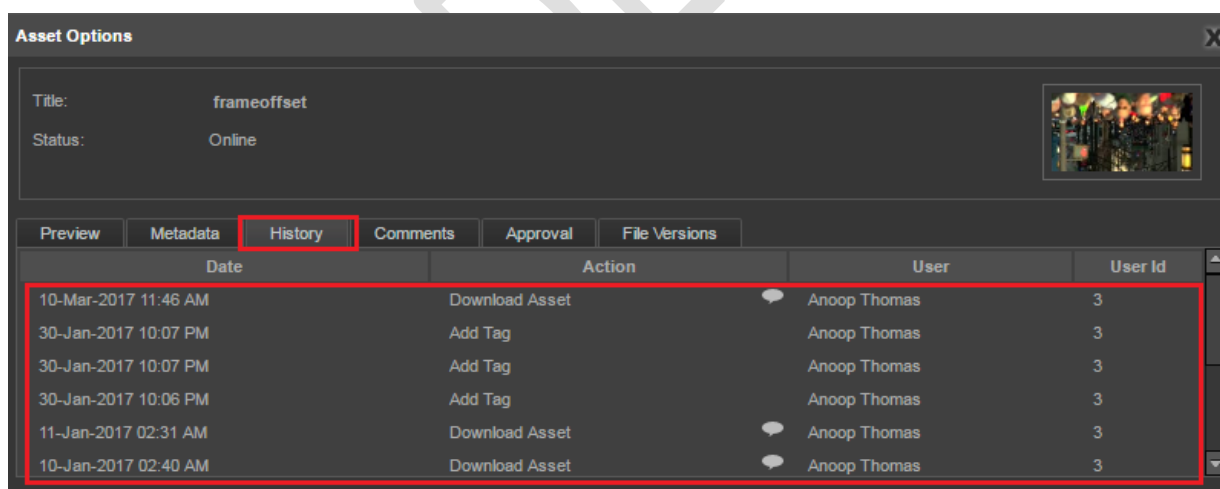


Figure 52- Asset Options window: History tab

- 2.10.4 Comments tab:** This tab displays the username, comment written by the user and the date when the comment was written. You can view all the comments written on different eMAM interfaces.

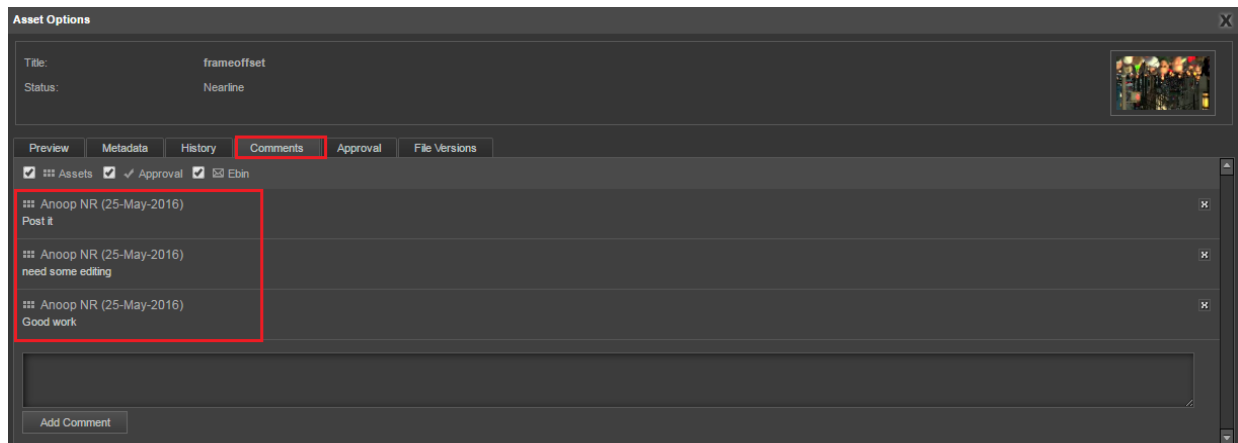


Figure 53- Asset Options window: Comments tab

- 2.10.5 Approval Tab:** Users may require assets to be approved by another person, internal or external to the organization. Under the *Approval* tab, you can send the assets for approval to another eMAM user (*internal approval*) or externally as a link to someone who has no access to eMAM (*external approval*).

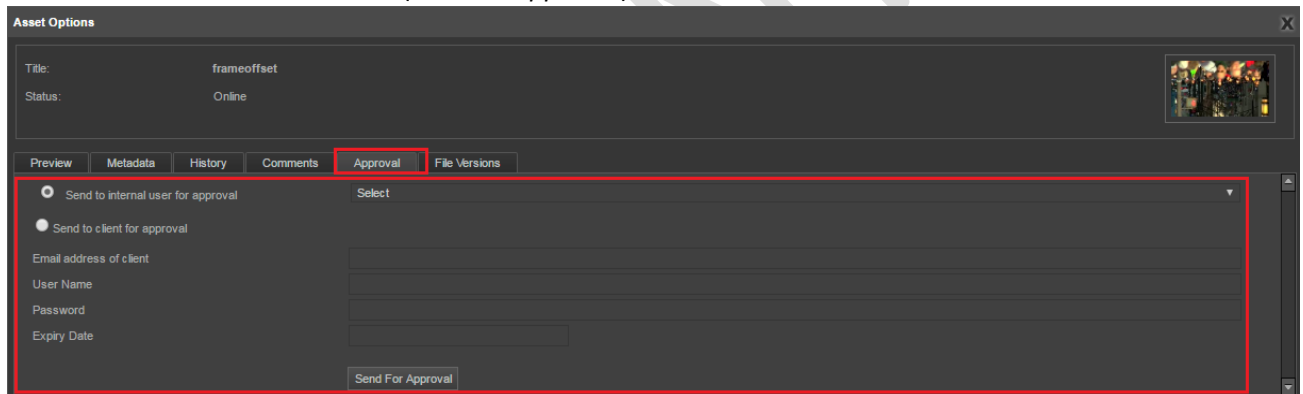


Figure 54- Asset Options window: Approval tab

- 2.10.6 File versions:** The *File versions* tab displays all the different versions created for the same asset. Therefore, you have option to select any version you want.

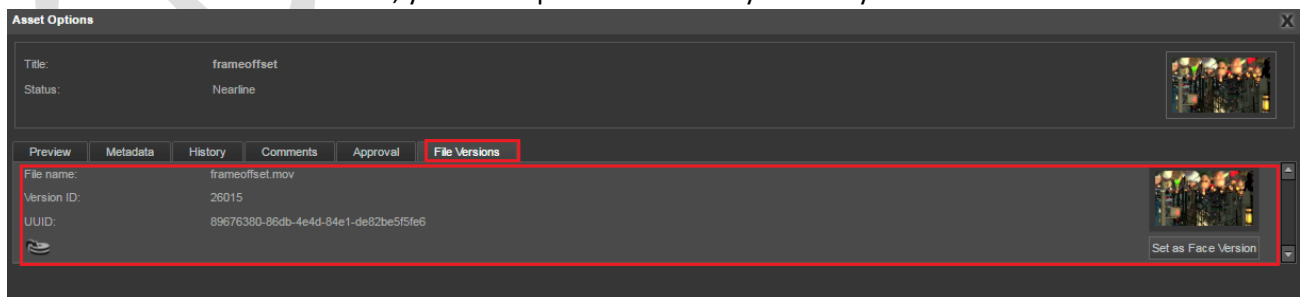


Figure 55- Asset Options window: File versions tab

Get Help

For any more information or assistance, please contact support@emamonline.com

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