



# eMAM Panel for Adobe Photoshop CC

## User Guide

eMAM Version 5.3  
Oct 2021

### Notice

The content in this document represents the current view of EMAM, Inc. as of the date of publication. As EMAM responds continually to the changing market conditions, this document should not be interpreted as a commitment on the part of EMAM. EMAM, Inc. cannot guarantee the accuracy of any information presented after the date of publication.

EMAM is a US registered trademark of Empress Media Asset Management and is used by permission. eMAM logos are US registered trademarks of EMAM, Inc.

Information in this document is subject to change without notice.



## Document History

eMAM Version	Date	Author	Reviewed By	Description
5.1	Nov 2018	Rincy Abraham		Released with eMAM 5.1
5.1.0.7	July 2019	Rincy Abraham		Added <i>Save</i> and <i>Save As</i> options under Dashboard tab
5.1.0.8	Aug 2019	Rincy Abraham		Added Import as a layer, Import as a File, Asset Options window etc.
5.1.0.10	Sept 2019	Rincy Abraham		Added: On import, AWS SDK used for downloading of assets from cloud storages
5.2	Sept 2020	Rincy Abraham		Released eMAM version 5.2
5.2.6	Nov 2020	Rincy Abraham		Added the changes made to display the real time import progress identical for both <i>import as new layer</i> and <i>import as new file</i> .
5.3	Oct 2021	Rincy Abraham		Released eMAM Version 5.3

## Contents

<b>CHAPTER 1: INTRODUCTION .....</b>	<b>4</b>
PURPOSE AND SCOPE .....	4
SYSTEM REQUIREMENTS.....	4
INSTALLATION.....	4
PANEL CONFIGURATION FILES AND FOLDERS.....	5
<b>CHAPTER 2: GETTING STARTED.....</b>	<b>7</b>
OPEN THE eMAM PANEL IN ADOBE PHOTOSHOP.....	7
<b>CHAPTER 3: OVERVIEW OF eMAM PANEL FOR PHOTOSHOP .....</b>	<b>10</b>
THE eMAM PANEL FOR PHOTOSHOP.....	10
1. Assets .....	11
2. Categories .....	13
3. Photoshop Document tab.....	13
a. Save .....	14
b. Save As.....	14
4. Dashboard .....	15
5. Search.....	15
6. Import.....	16
a. Import as new layer.....	16
b. Import as new file.....	18
7. Archive.....	19
8. Restore .....	19
9. Refresh.....	19
10. Settings .....	20
11. List view.....	21
12. Thumbnail view .....	21
13. Username .....	22
14. Logout .....	22
15. Asset Options window.....	22
a. Preview tab.....	23
b. Metadata tab.....	23
c. History .....	25
d. Comments .....	26
e. Approval .....	26
f. File Versions.....	27
<b>CHAPTER 4: IMPORT AND EXPORT WORKFLOW .....</b>	<b>28</b>
IMPORT .....	28
EXPORT .....	32
<b>CHAPTER 5: ARCHIVE/RESTORE WORKFLOW.....</b>	<b>37</b>
ARCHIVE.....	37
RESTORE.....	39
<b>CHAPTER 6: GET HELP .....</b>	<b>41</b>
<b>CHAPTER 7: TABLE OF FIGURES.....</b>	<b>41</b>

## Chapter 1: Introduction

eMAM is now integrated with **Adobe Photoshop CC**, a raster-based software application that lets you create and edit images and then save them in one of many formats. Photoshop has a number of tools which can be used to manipulate and edit—duplicate images with other tools like cropping, slicing, magic wand, lasso, eraser and marquee etc. Using eMAM Panel for Adobe Photoshop, designers and editors can search for and find graphic elements managed by eMAM and import them to the current working Photoshop document. The Export option allows you to synchronize the elements back to eMAM for project management, central asset management and archive. The eMAM panel can track graphics elements used in the Photoshop documents and stores them in one or more storage locations managed by eMAM. The Export option in the panel makes the review, approval and final delivery processes seamless by automatically making PSD copies. Completed projects can be safely archived without affecting other documents.

### Purpose and Scope

The purpose of this document is to describe the installation of the eMAM Panel for Adobe Photoshop and explain the overview of its functions, features and the supported import and export workflows in the eMAM system.

### System requirements

Adobe recommends standard hardware and software requirements for Adobe Photoshop CC. The only additional requirement for eMAM use would be internet access to the eMAM library. The eMAM Panel is HTML5 based, so it is only supported in CC versions of Adobe Photoshop.

### Installation

You can install eMAM Panel for Adobe Photoshop from eMAM Director>My Account page or download.htm page using any of the two methods mentioned below using:

- **Command Line Tool, Or**
- **App Manager.**

*Refer eMAM Panel for Adobe Photoshop Installation Guide doc for installation steps.*

**Note:** The latest version of Adobe tools including Adobe Photoshop uses Common Extensibility Platform (CEP) version 11. eMAM system must be upgraded to 5.2.18 to extend the support for CEP 11.

For more details, refer: <http://emamonline.smartertrack.com/kb/a362/adobe-common-extensibility-platform-cep-11-upgrade.aspx>

## Panel Configuration Files and Folders

The Adobe panel configuration files are automatically created once the eMAM panel is opened in each Adobe applications. However, these config files do not get created or removed during Panel installation or removal respectively. Old panel settings are preserved during the new eMAM patch update. But you can also manually remove the old configurations from the below-mentioned locations.

**Folder:** Photoshop panel config files are created inside **eMAMPHXS\_CONFIG** folder:

**Windows:** C:\Users\Public\eMAMPHXS\_CONFIG

**MAC:** /Users/shared/eMAMPHXS\_CONFIG

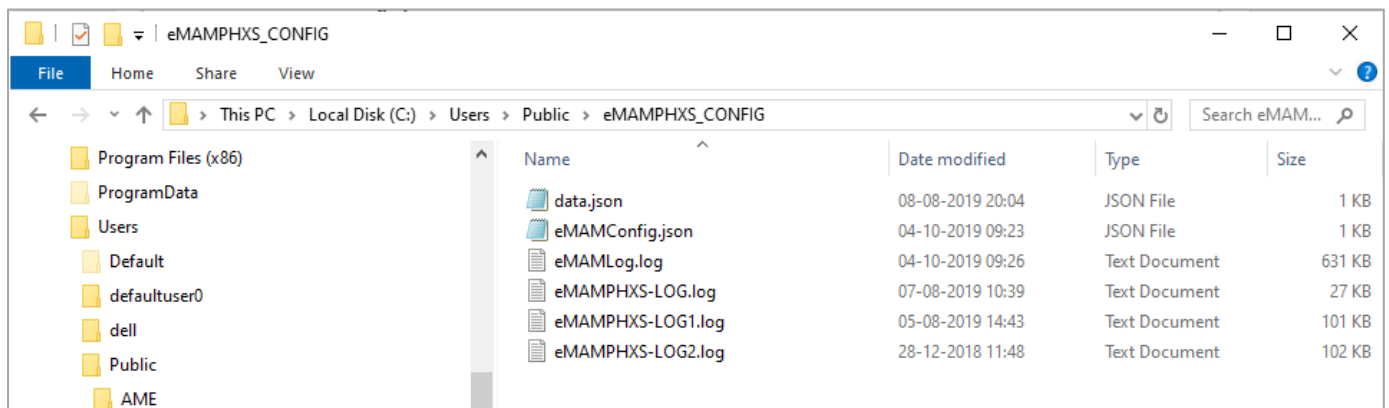


Figure 1- Photoshop panel configuration folder

**Files:** Listed below are the panel configuration files that are stored in each panel config folder.

- **eMAMConfig.json:** All the important configuration details to run the eMAM Panel like eMAM server info, username, password, default folders for storing the projects/media/etc. are found in the eMAMConfig.json file. Users can overwrite the existing settings by manually editing this JSON file.

```
{
  "eMAMServer": "http://51.emamcloud.com/",
  "userName": "VTVMTHZaUkpGTW1SOwVZekxaN3BLNDAzTVcxWfc3dC8=",
  "password": "lWJVB2tCSnE1Wfk9",
  "unit": "Mg==",
  "sessionToken": "dw5kZWZpbmVh",
  "sequenceFormat": "None",
  "sequencePreset": null,
  "saveAsLocation": "C:\\Users\\dell\\Documents",
  "localPathForProject": "C:\\Users\\dell\\Documents",
  "localPathForAssets": "C:\\Users\\dell\\Documents",
  "localPathForExport": "C:\\Users\\dell\\Documents",
  "localizationThread": 5,
  "presetPath": [
    {
      "path": "C:/Program Files/Adobe/Adobe Media Encoder CC 2019 /MediaIO/systempresets"
    }
  ],
  "selectAllFiles": false,
  "selectAllSequence": true,
  "exportFilePathAsCategory": false,
  "assetTranscodingType": "media_Encoder",
  "ingestProfile": "1002",
  "s3PartSize": "5",
  "s3QueueSize": "5",
  "sdkversion": "5.1.0.12"
}
```

Figure 2- eMAMconfig json file with config details

- **data.json:** This file will have details of the exporting .psd document and its ingest progress details. These are temporary details which gets deleted after successful export of the file.

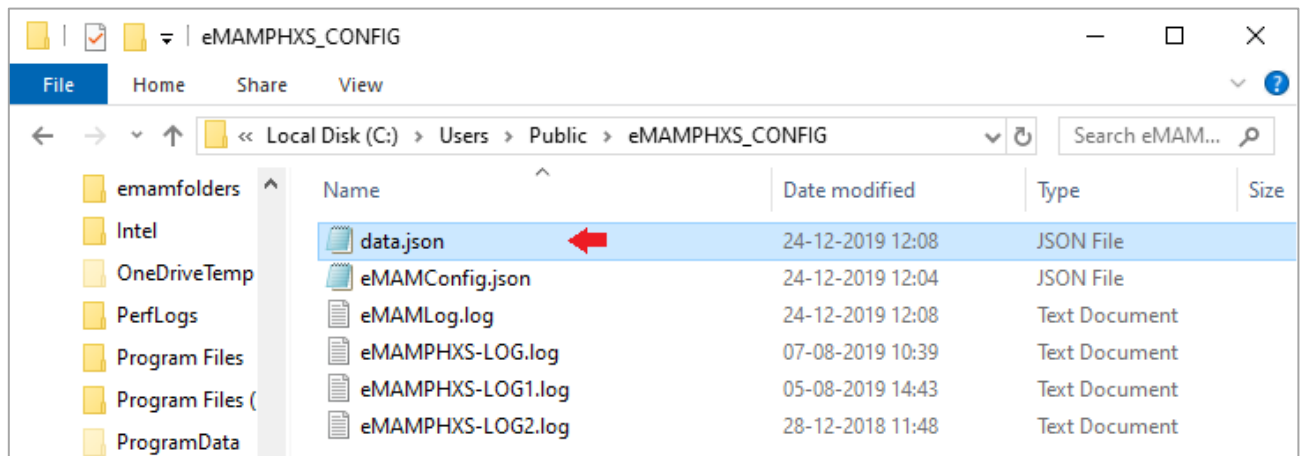


Figure 3-data.json file with export details.

- **Log files:** eMAMLog.log, eMAMLog1.log, eMAMLog2.log etc.- It consists of three levels of logs- information related, error related, and exception related. These log files are required by the eMAM support team to troubleshoot issues (if any).

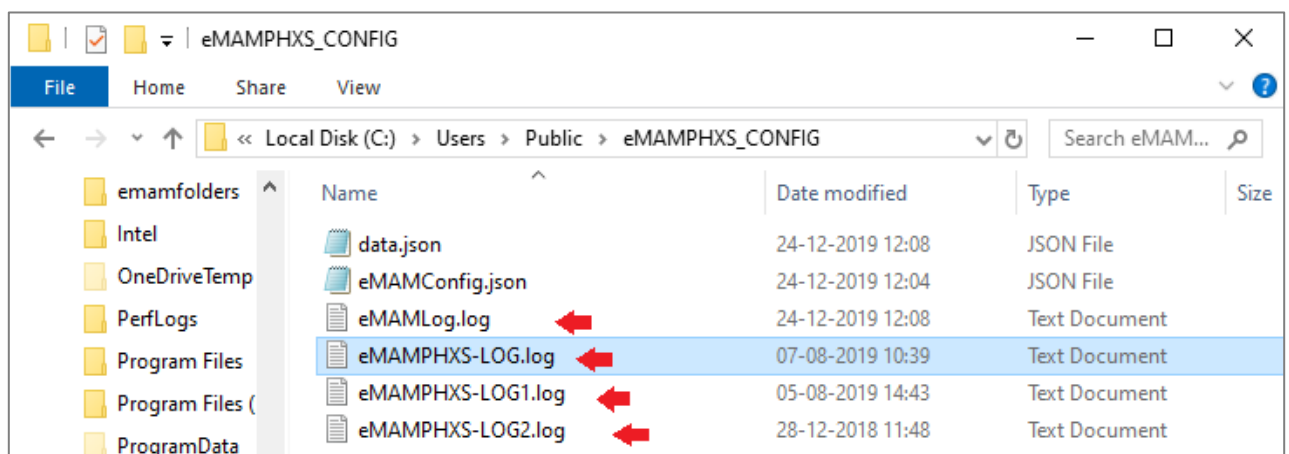


Figure 4- eMAM pane log files.

## Chapter 2: Getting Started

This chapter explains how to launch Adobe Photoshop and open eMAM Panel in the Adobe Photoshop.

### Open the eMAM Panel in Adobe Photoshop

Follow the steps below to open eMAM Panel in the Adobe Photoshop CC:

1. Launch and open the *Adobe Photoshop CC* installed on your machine.



Figure 5: Launch Adobe Photoshop by running as administrator

2. Open a new or an existing Photoshop document.

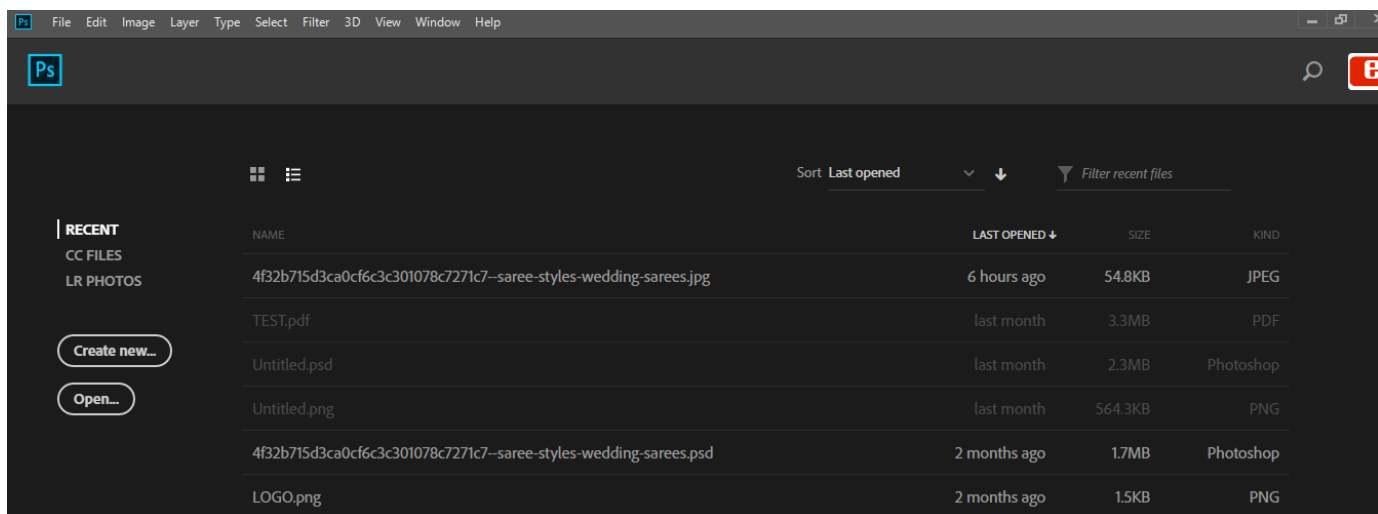


Figure 6-Open New or existing Photoshop document

3. From the Adobe Photoshop top menu panel, go to **Windows>>Extensions>>eMAM** to open eMAM Panel.

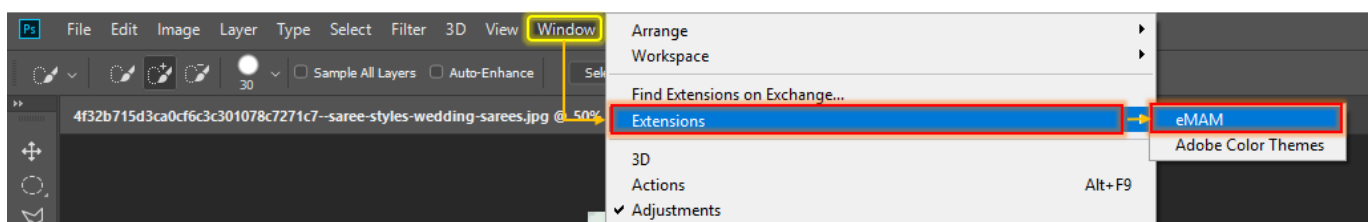


Figure 7: Open Photoshop Panel

- After a while eMAM Panel opens up and asks you to enter your eMAM server URL details. Replace the default server URL details with your eMAM server name and click on *OK*. For e.g.: <http://servername/>

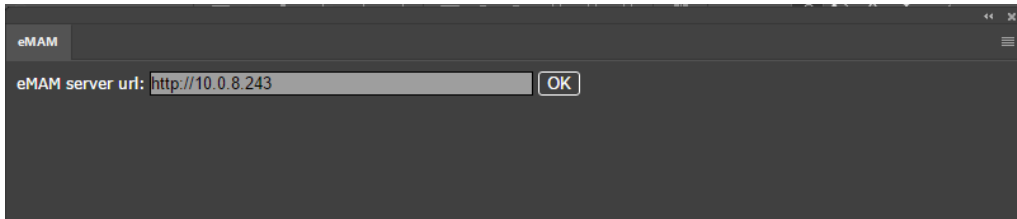


Figure 8: eMAM server URL

- Now login to the eMAM Panel, using eMAM login credentials provided by your eMAM unit administrator and click on *GO*. Use *Change Server* to change the server details.

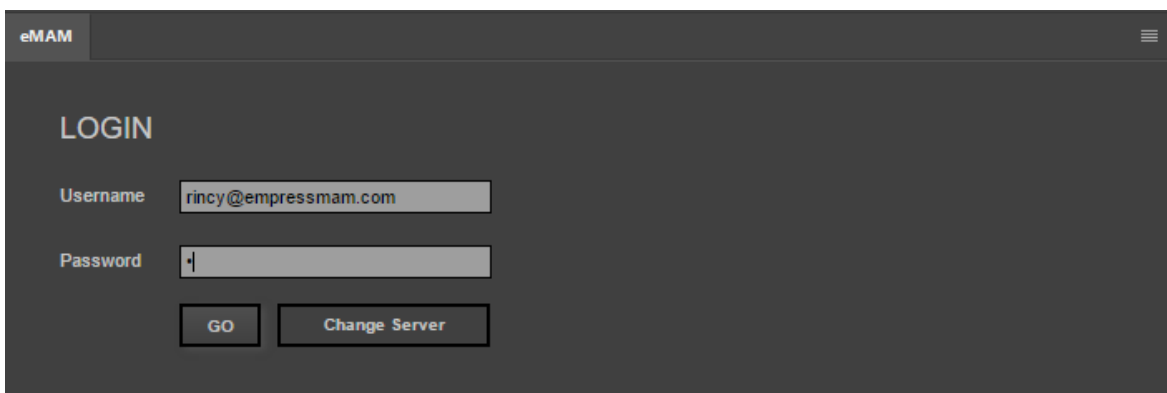


Figure 9: eMAM Photoshop Panel login

- Now choose the unit you wish to login. (Only in cases where user account is associated with many units)

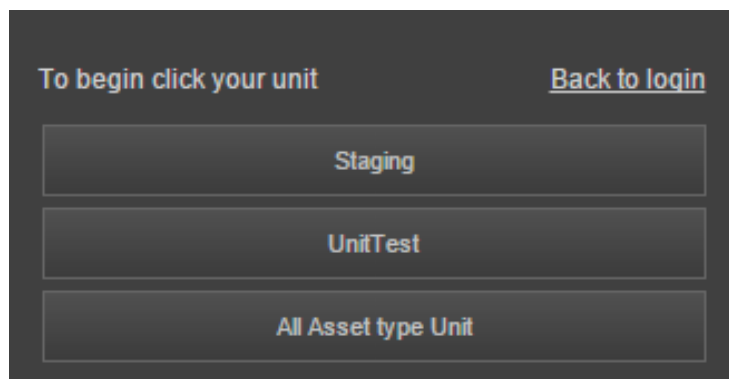


Figure 10: Choose Unit at login



7. The eMAM Panel opens up in the Adobe Photoshop as shown below. By default, Assets tab is displayed.

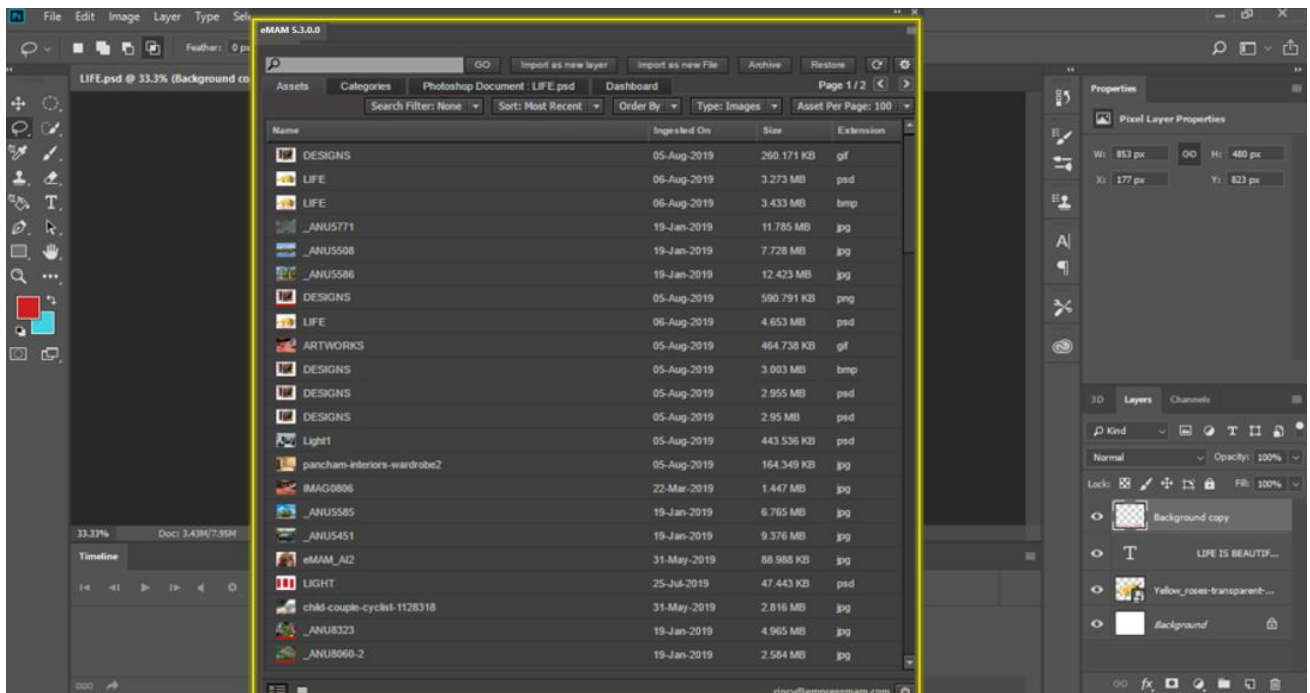


Figure 11: eMAM Panel window open in Adobe Photoshop

## Chapter 3: Overview of eMAM Panel for Photoshop

This chapter describes the overview of the eMAM Panel for Photoshop including its various buttons, tabs, functions and features.

### The eMAM Panel for Photoshop

Shown below is a snapshot of the eMAM Panel for Photoshop. Various tabs, functions and buttons are explained in detail below.

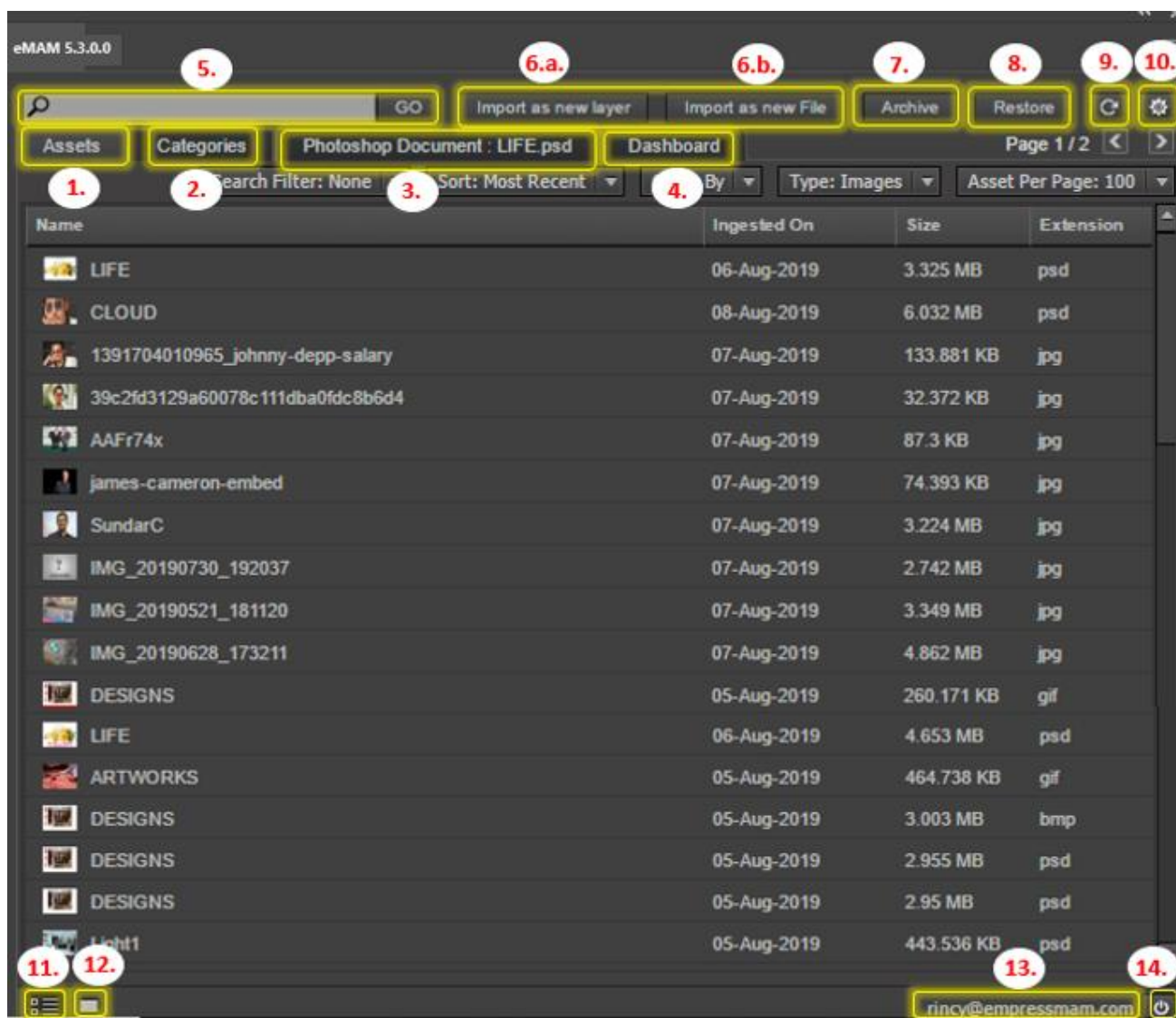


Figure 12: eMAM Panel for Photoshop overview

## 1. Assets tab

The Assets tab displays all the image assets managed by eMAM which can be imported to Adobe Photoshop. All the assets are displayed with details like asset name, ingested-on date, size and extension of assets. Archived assets (*which exist only in the archived location*) are displayed with a red line underneath.

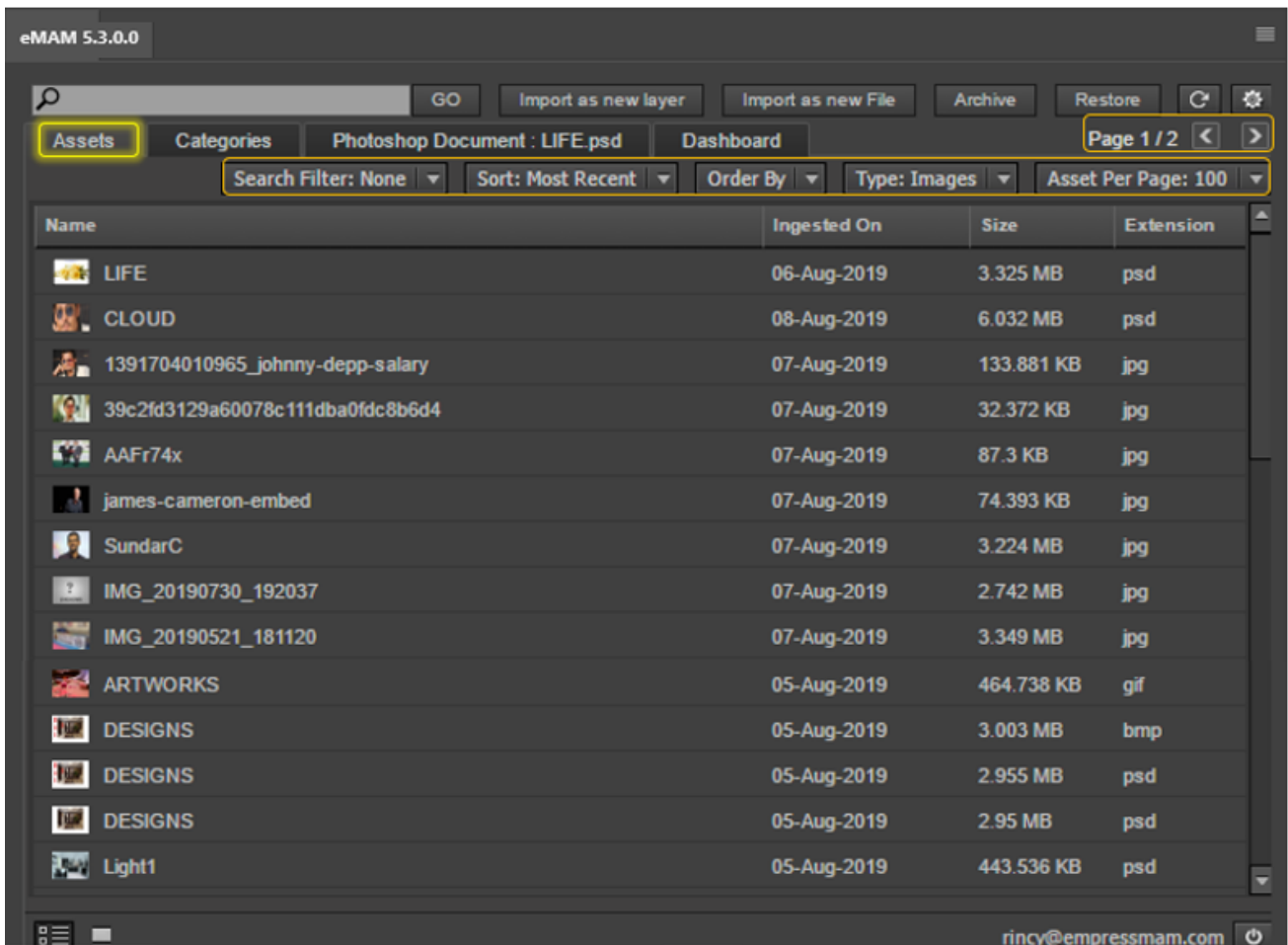
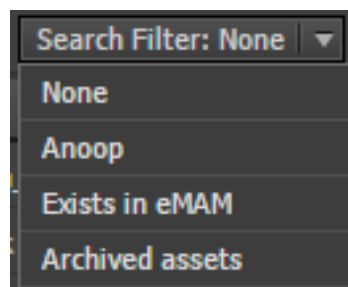


Figure 13: Assets tab

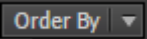
Options available under the Assets tab are:

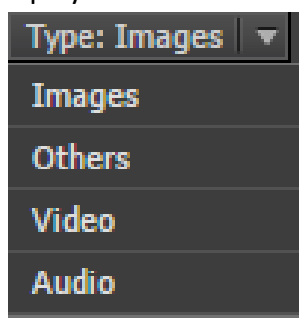
- **Search filter:** Search filter displays list of all *Saved filters* from eMAM Director interface which can be used to search for assets in eMAM Photoshop Panel.



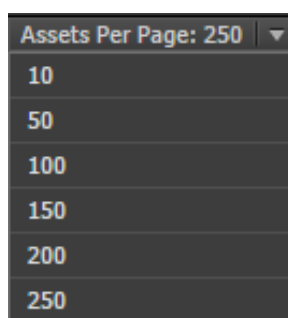
- **Sort options:** You can sort the assets displayed based on various criteria like most recent, size, name, rating, description, category, ingested on and ingested by.

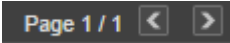


- **Order by** : Click on *Order by* to sort the assets in ascending and descending order.
- **Type:** Filter the assets based on asset type (*images, videos, audios and other files*). By default, all image files are displayed in the eMAM Photoshop Panel.



- **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** : This displays the current page no. and the *next/previous* buttons to navigate between the pages.

## 2. Categories tab

The *Categories* tab in the eMAM panel displays all the categories created in the eMAM system that you can import to the eMAM Photoshop Panel.

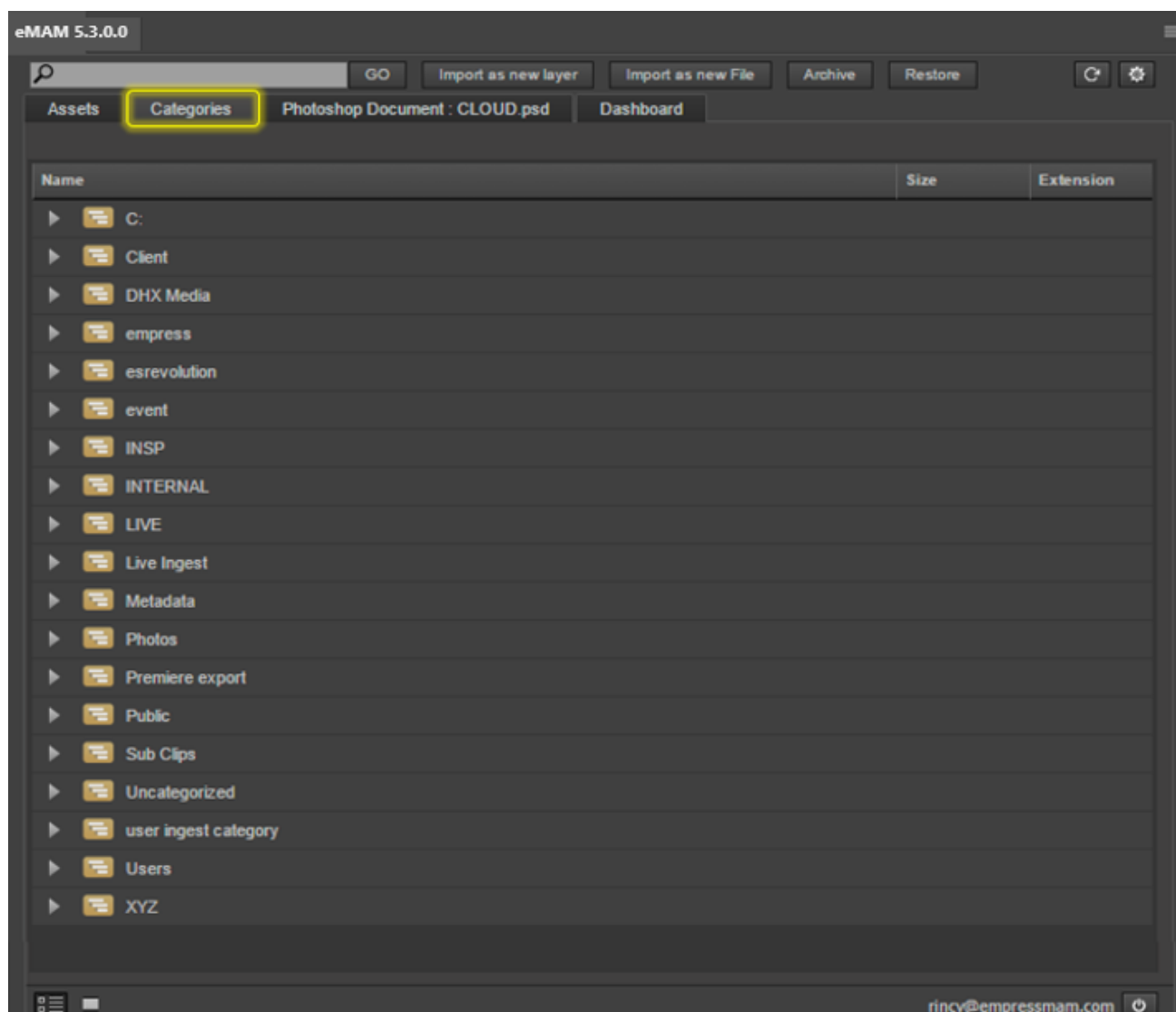


Figure 14: Categories tab

## 3. Photoshop Document tab

This tab shows the name of the currently open Photoshop document. You can use the *Save* and *Save As* buttons to save and export the final Photoshop document(.psd)/new version of file back to the eMAM system. When there are multiple documents in the Photoshop, panel will be showing the name of the active document in the document tab.

If the document is not saved there will be a \* symbol at the end. Note: The *unsaved files* show a \* at the end of the document name. Save the photoshop doc before exporting it back to eMAM.

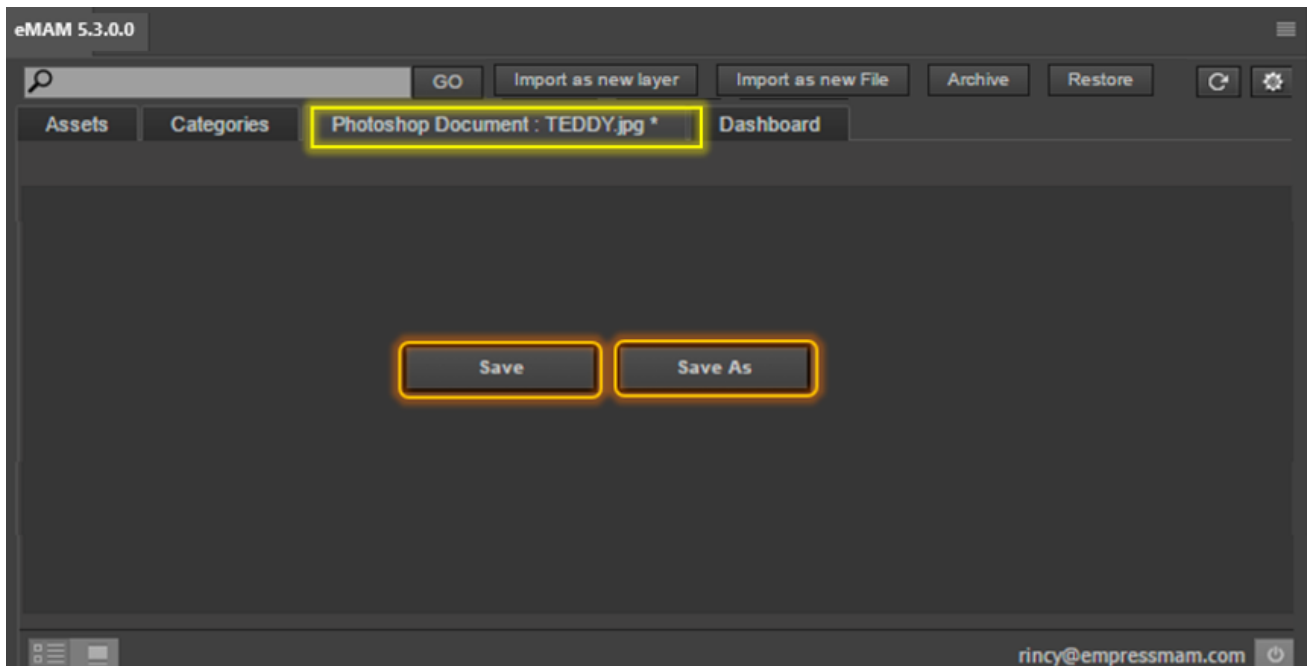


Figure 17: Photoshop document tab

- a. **Save**: Save button is used to add new Photoshop document to eMAM. If the document already exists in eMAM, it will create a new version of the same on export of the Photoshop doc
- b. **Save As**: Save As button is used to export an already existing eMAM Photoshop document/ a new Photoshop document to **any other format** back to the eMAM system. During export, you can choose from the different export formats listed for *Save As Type* under *Save as Options*. You can find the *Save As type* pre-set config details in a priest Jason file in the eMAM Gateway server:  
<C:\Program Files\Empress Media\eMAM Gateway\PanelExportPresets\Photoshop>

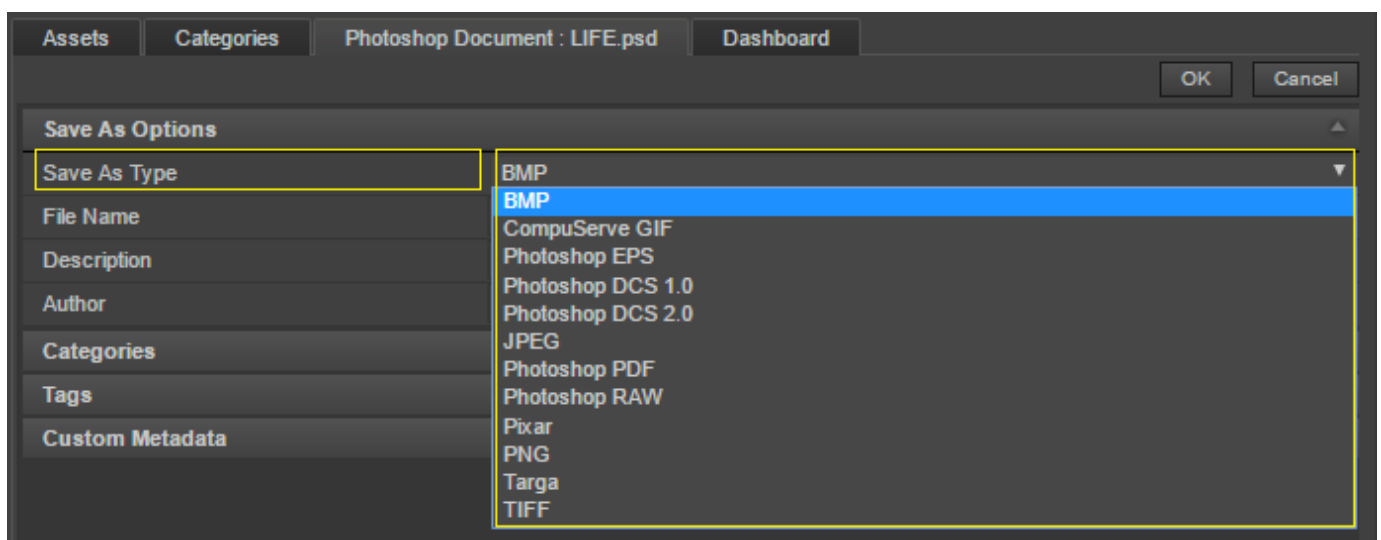


Figure 15: Save As Type export formats

*Note: Before exporting any file, ensure all the storage configurations are correct in the Settings window.*

## 4. Dashboard

Dashboard tab displays all the errors that occurred during an export workflow. These errors can be either resubmitted or deleted from the dashboard using Retry & Delete buttons.

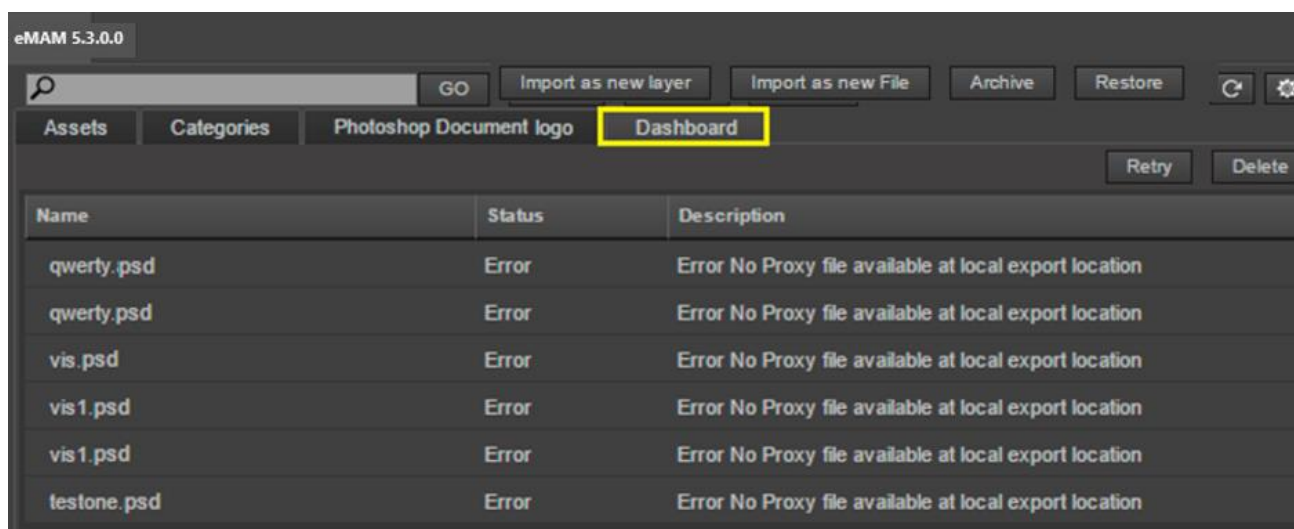



Figure 16: Dashboard tab displays errors occurred during export workflow.

- ✓ The Photoshop Panel dashboard only displays the errors occurred during an export workflow. For all other workflows including Archive/Restore, please monitor eMAM Director dashboard.
- ✓ To refer the log file, configuration. json with server name encrypted username, password details, go to C:\Users\Public\eMAMPHXS\_CONFIG

## 5. Search

Search bar can be used to search for categories and assets under respective tabs. Just key in your search word or phrase, click on the Go button and results are displayed. Based on the words entered in the search bar, eMAM will auto populate and display the matching items for you to choose from. Click on  icon next to the search phrase to clear the search results.

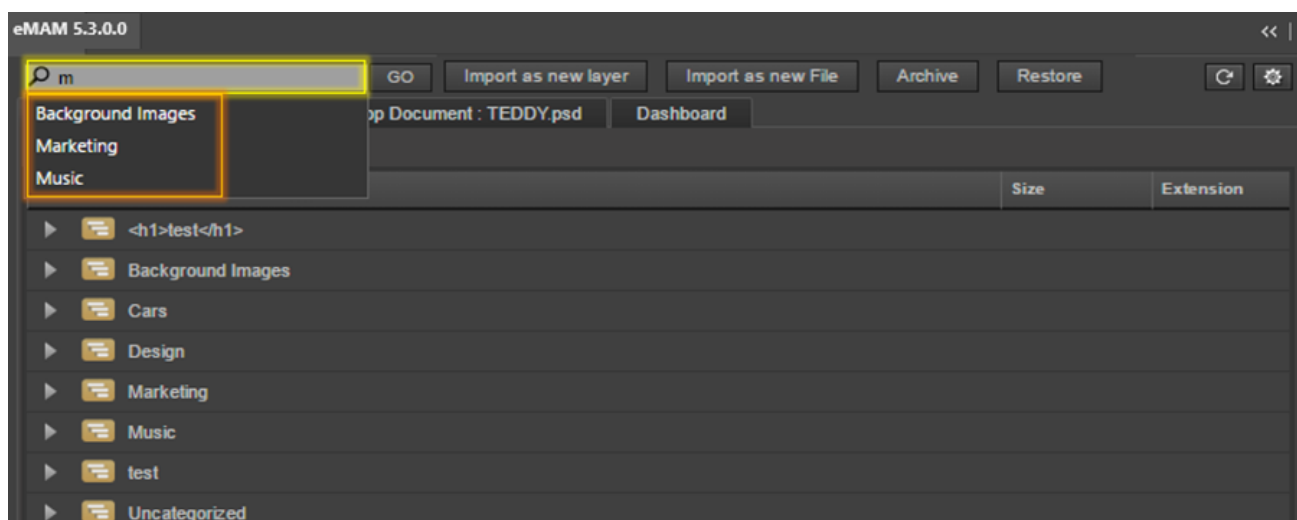


Figure 17: Search field- suggestions auto populated



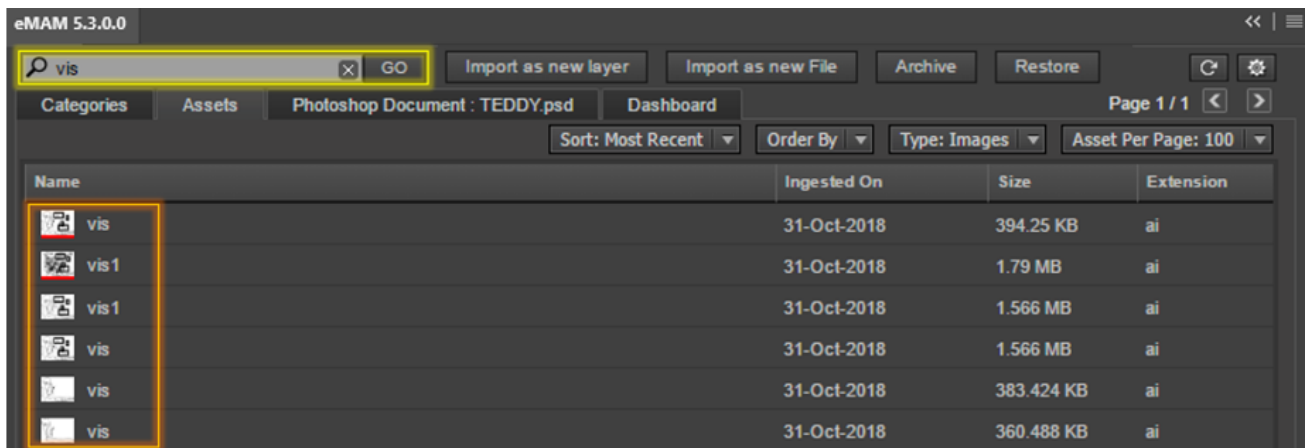


Figure 18: Search box

## 6. Import

You can import the assets and files under Categories and Assets tab from the eMAM system to the eMAM Photoshop Panel. You can find the panel export pre-set config details in a pre-set Jason file in the eMAM Gateway server:

C:\Program Files\Empress Media\eMAM Gateway\PanelExportPresets\Photoshop

List of formats that can be imported from eMAM to Photoshop panel are:

"psd", "jpg", "jpeg", "exif", "png", "tiff", "tif", "wmf", "icon", "bmp", "dpx", "gif", "eps", "pdf", "raw", "pxr", "tga"

You have 2 options for import, either you can:

- Import as new layer:** Single file/multiple files and Categories/sub categories can be imported to Photoshop panel as new layers.

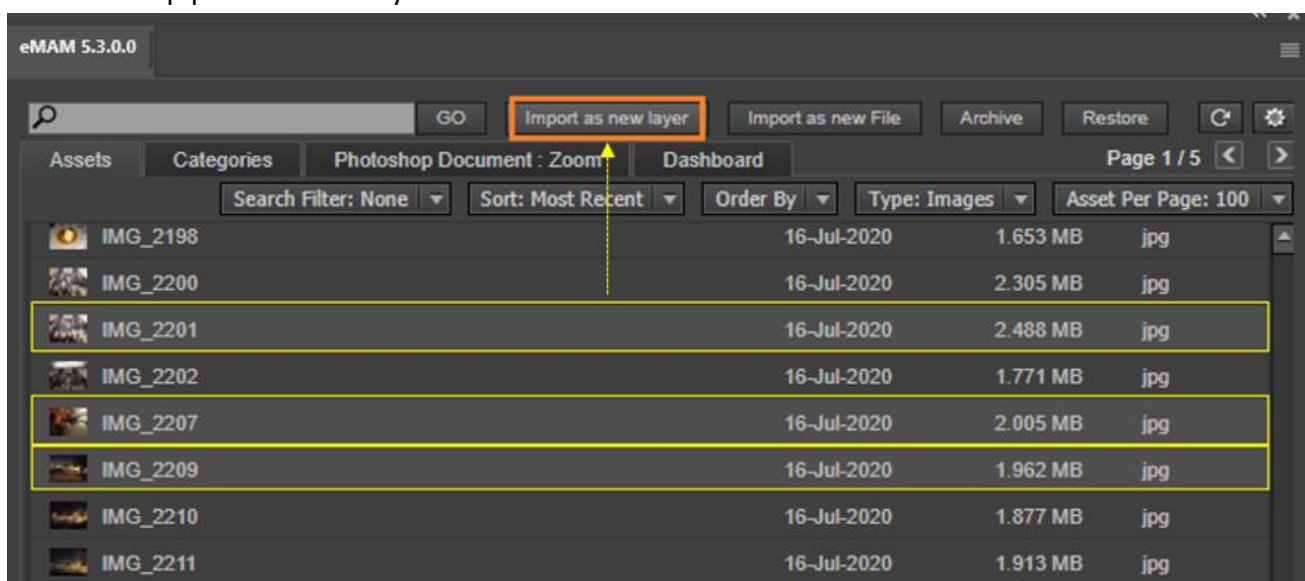


Figure 19: Import of assets as layers



**Note:**

- .psd files cannot be imported as a layer. Any such attempt will display below error message.

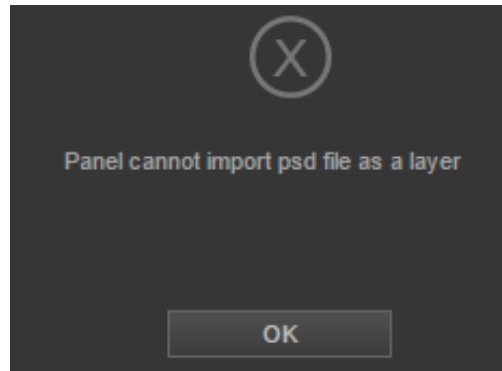


Figure 20: Message- Panel cannot import .psd file as a layer.

- Archived assets cannot be imported without restoring it. Any such attempt will display below error message.

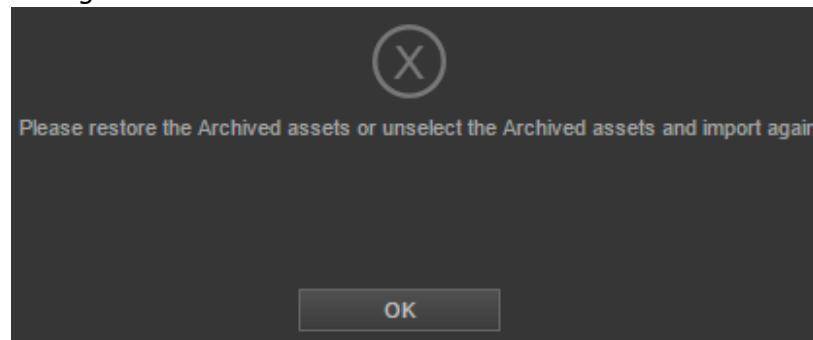


Figure 21: Message to restore archived asset or unselect it before import

- Category and Subcategory import will not create any tree structure in the Photoshop Panel.

Once files are imported as new layer, localization of assets begin. You can view the real-time progress of each asset.

eMAM 5.3.0.0	
IMG_0085	96% completed
IMG_2062	Download completed in 4.522 seconds
IMG_2090	Download completed in 4.604 seconds
IMG_2156	Download completed in 4.764 seconds
IMG_2158	Download completed in 5.276 seconds
IMG_2201	Download completed in 5.651 seconds
IMG_2207	Download completed in 4.423 seconds
IMG_2209	82% completed

- b. **Import as new file:** A single file (.psd or image) can be imported to Photoshop Panel as a new file.

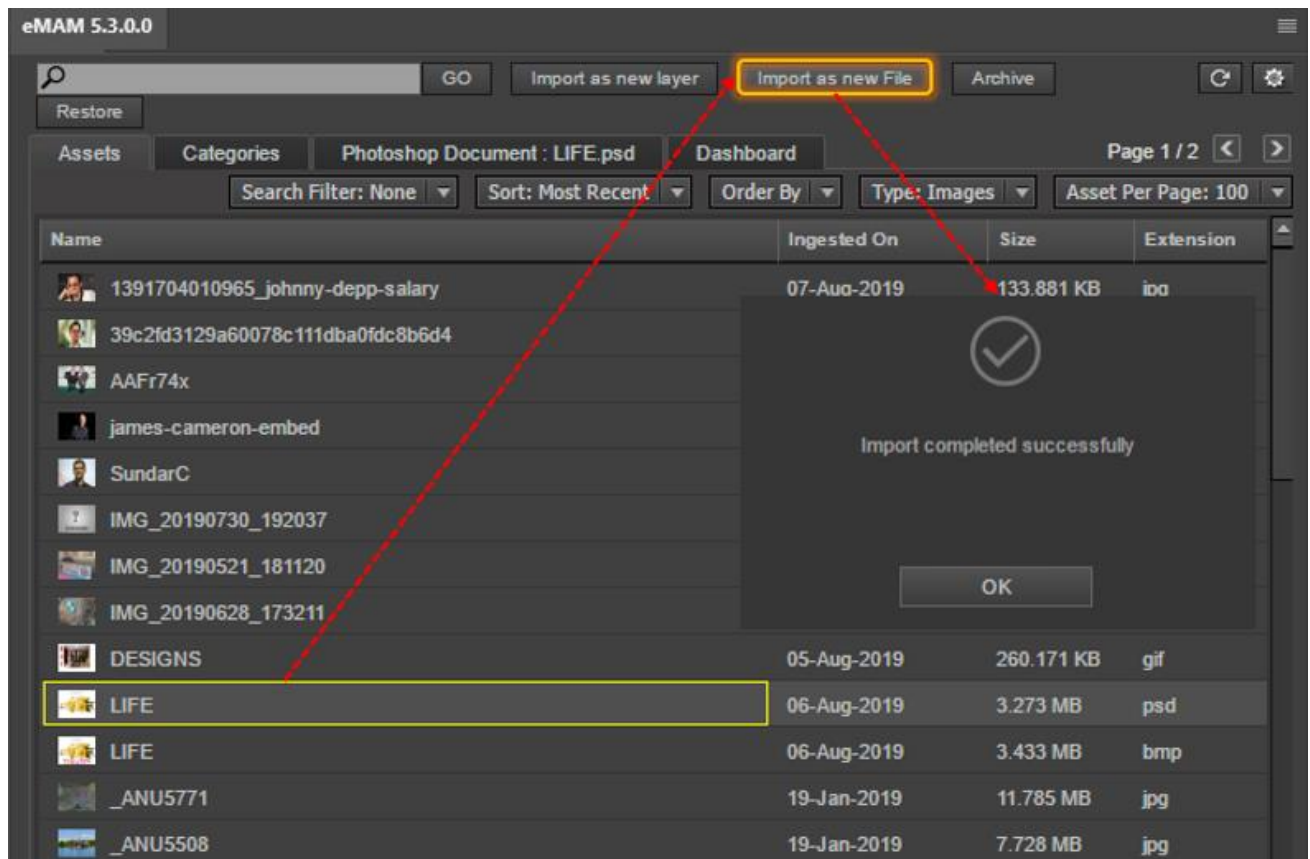


Figure 22: Import of .psd file as a new file

**Note:**

- Multiples files cannot be imported as a new file. Any such attempt will display below error message.

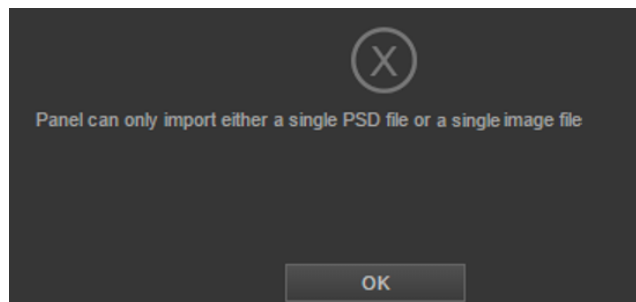


Figure 23: Message - panel can import only single .psd file or a single image file

- Categories/Subcategories and multiple image files cannot be imported as a new file. Any such attempt will display below error message.

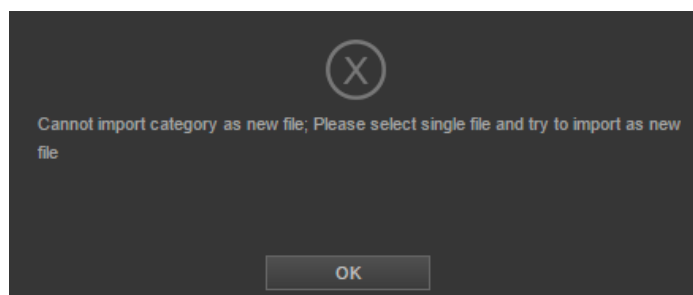


Figure 24: Message - Cannot import Category as a new file

## 7. Archive

Click on the *Archive* button to archive the selected assets under *Categories* or *Assets* tab to the pre-set archive profiles. *Archive-Restore Status* window displays the status of archived assets. You can monitor the *eMAM Director>Archive dashboard* to see the status of archive of each asset. Note: *archived files cannot be imported. They need to be restored before import.*

ARCHIVE-RESTORE STATUS			
Id	File Name	Status	Description
3069	TEDDY.psd	Success	Asset queued for archive
3068	4f32b715d3ca0cf6c3c301078c7271c7--saree-styles-wedding-sarees-1.psd	Success	Asset queued for archive
3067	IMG_1846.pdf	Success	Asset queued for archive
1051	5.1.0.psd	Failed	Asset already archived
1050	leadership.JPG	Failed	Asset already archived
Note: Please monitor the dashboard for more information			
OK			

Figure 25: Archive status window

## 8. Restore

Likewise, click on the *Restore* button to restore the archived assets. *Archive-Restore Status* window displays the status of restored assets. You can monitor the *eMAM Director>Archive dashboard* to see the status of archive of each asset.

ARCHIVE-RESTORE STATUS			
Id	File Name	Status	Description
3067	IMG_1846.pdf	Failed	Asset is not in archived state
1049	images (1).jpg	Success	Asset queued for restore
1058	qwerty.ai	Success	Asset queued for restore
1062	vis1.ai	Success	Asset queued for restore
Note: Please monitor the dashboard for more information			
OK			

Figure 26: Restore status window

## 9. Refresh

In a multi-user environment, users can work simultaneously on the same project. The *Refresh* button updates the extension Panel with the latest information in the eMAM.

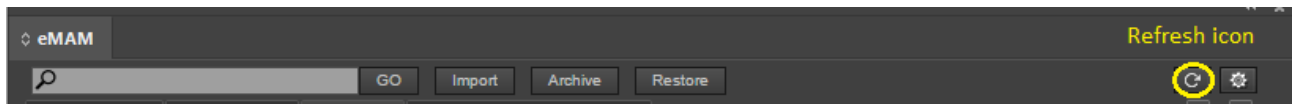


Figure 27: Refresh icon

## 10. Settings

Using this *Settings* button, you can define where the Photoshop document needs to be stored when it is exported back to eMAM. You can select from any of the storage profiles in the dropdown list configured in the Super Admin Console.

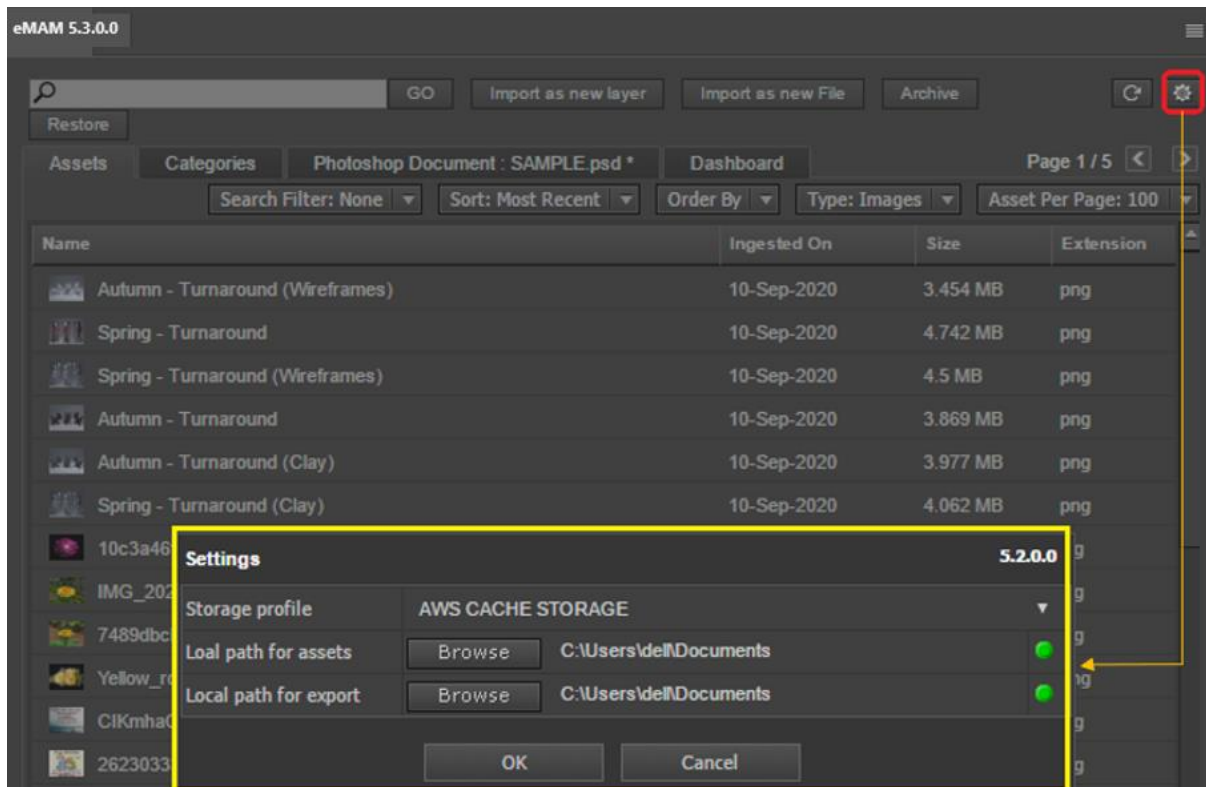


Figure 28: Settings window

- Storage profile:** Select from the listed the Storage profiles to store the Photoshop doc. On the export of a PSD file, eMAM panel will move the original PSD file to the corresponding high-res folder with UUID name, and a flattened 172\*132 thumbnail image, 640\*360 proxy image to the corresponding low-res folder with UUID\_1.jpg and UUID\_2.jpg respectively.
- Local path for assets:** Browse and select the local path for assets which is used to store the localized image files and PSD files.
- Local path for export:** Browse and select the local path for export which is used to store the flattened thumbnail and proxy files for uploading them into eMAM storage. These files will be temporarily stored in this folder and will be deleted after they are uploaded into eMAM storage.



: Red icon indicates no connection to the mentioned UNC path.



: Green icon indicates connection established with the mentioned UNC path.

## 11. List view

Click on  icon to view items under Assets and Categories tab in list view.

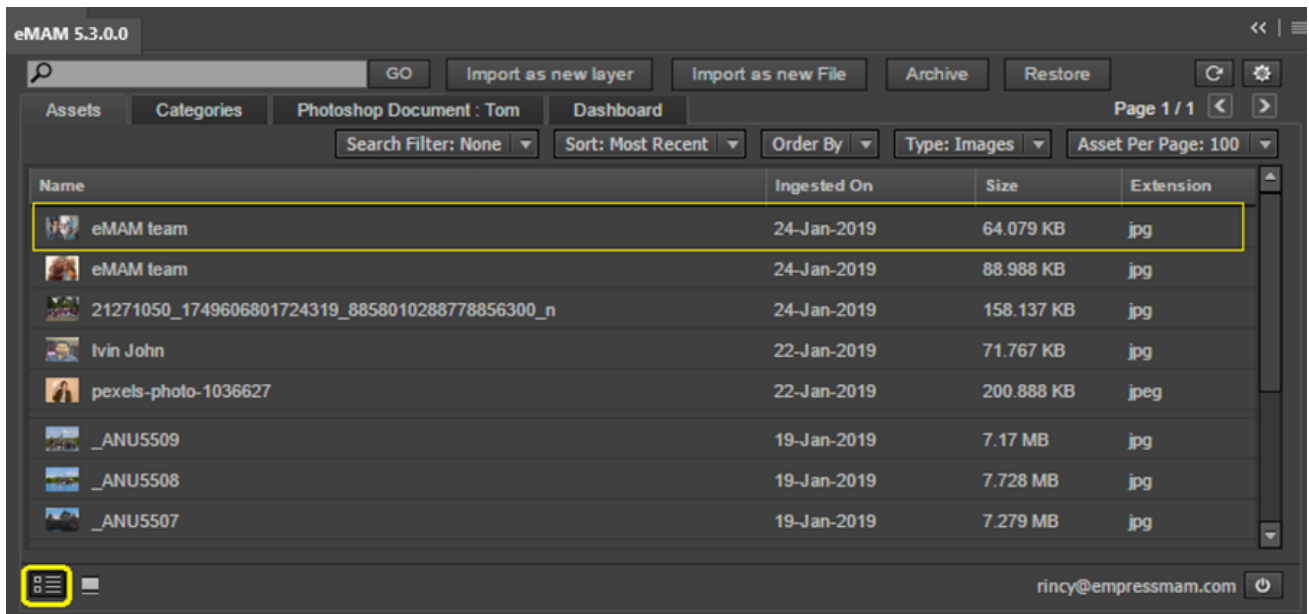


Figure 29- Assets tab in List view

## 12. Thumbnail view

Click on  icon to view items under Assets and Categories tab in list view.

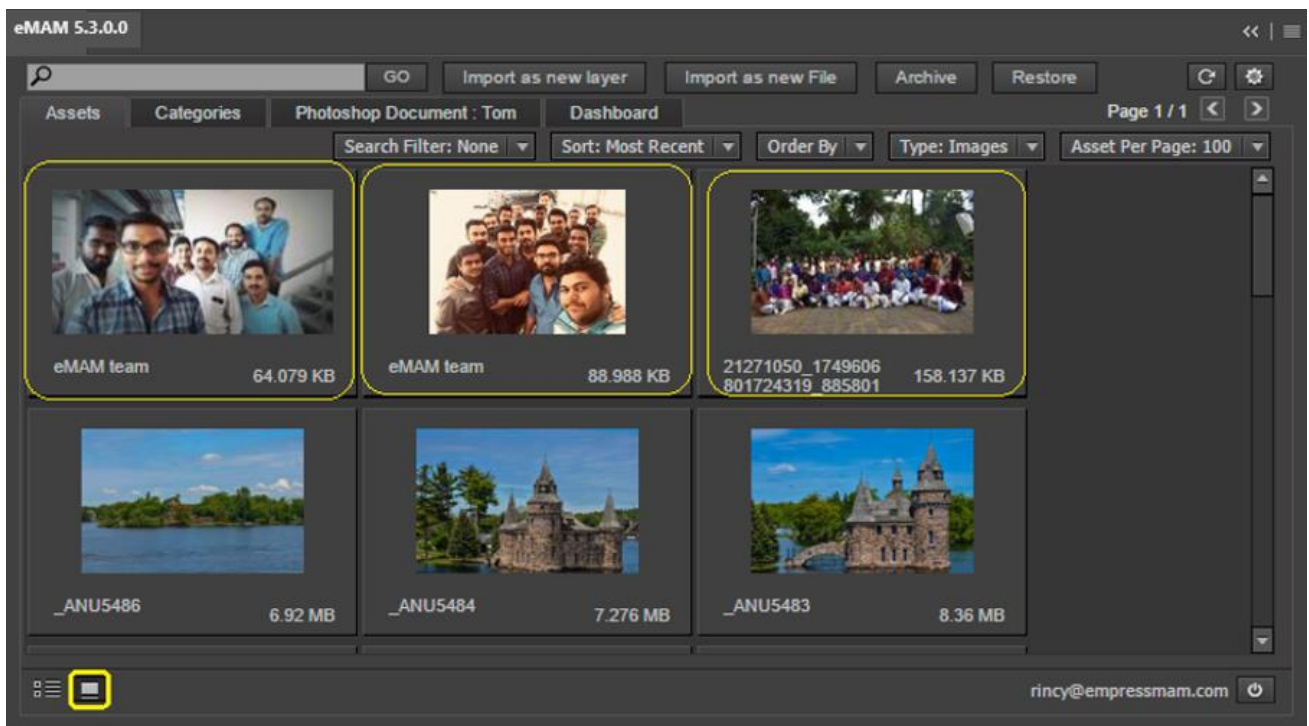



Figure 30- Assets tab in Thumbnail view

### 13. Username

Logged in username

### 14. Logout

Click on  icon to logout from your account.

### 15. Asset Options window

Double click on any asset under the *Assets* tab or *Categories* tab to open *Asset Options window*. Asset Options window displays details of the asset such as the Title, its location status (online/nearline), thumbnail and various tabs to update metadata, review the history of the asset, review comments added to an asset, send approval requests, and File versions.

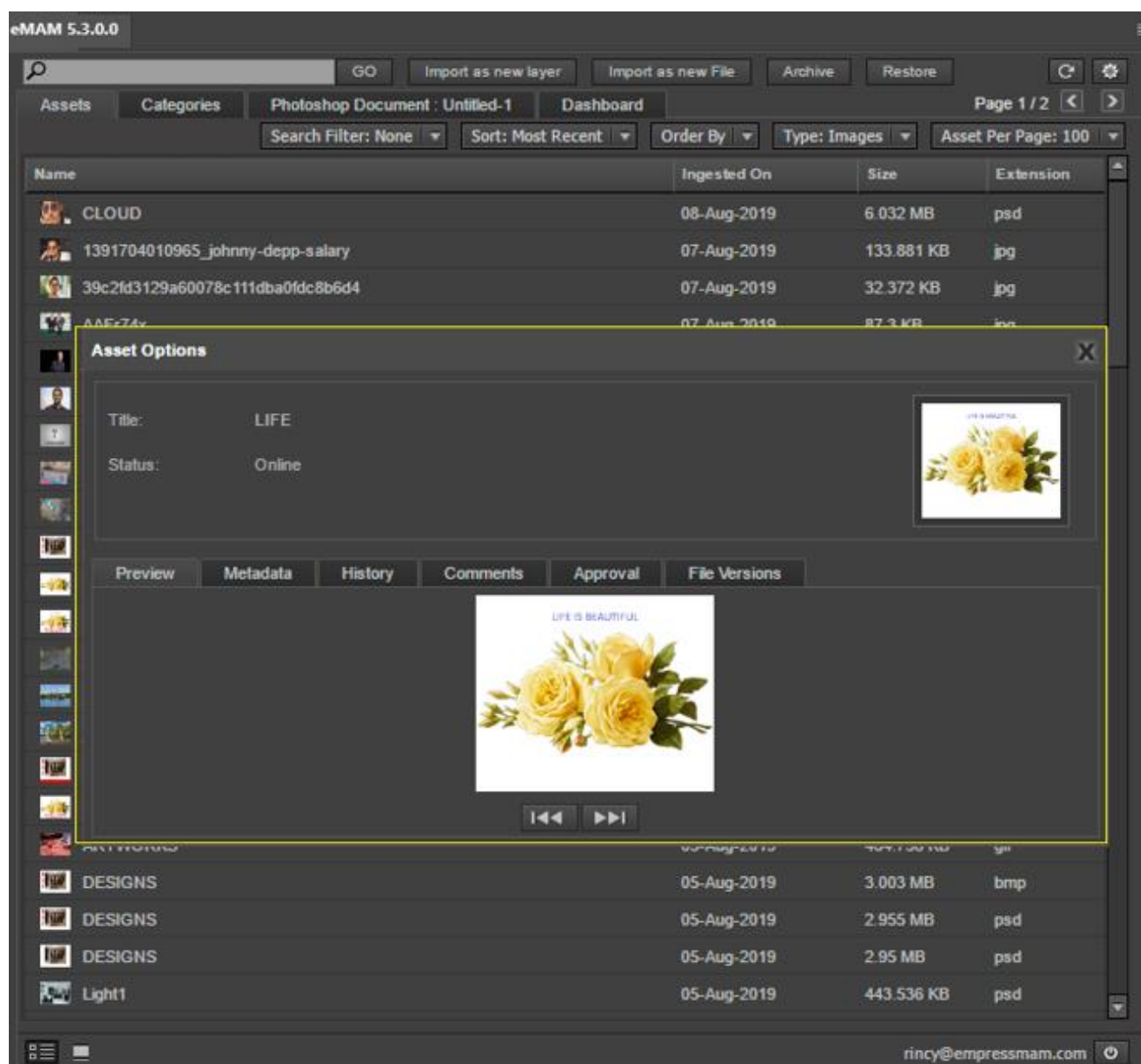


Figure 31: Asset Options window



- a. **Preview tab:** By default, Preview tab appears. You can preview any asset individually and view its properties like name, status etc.

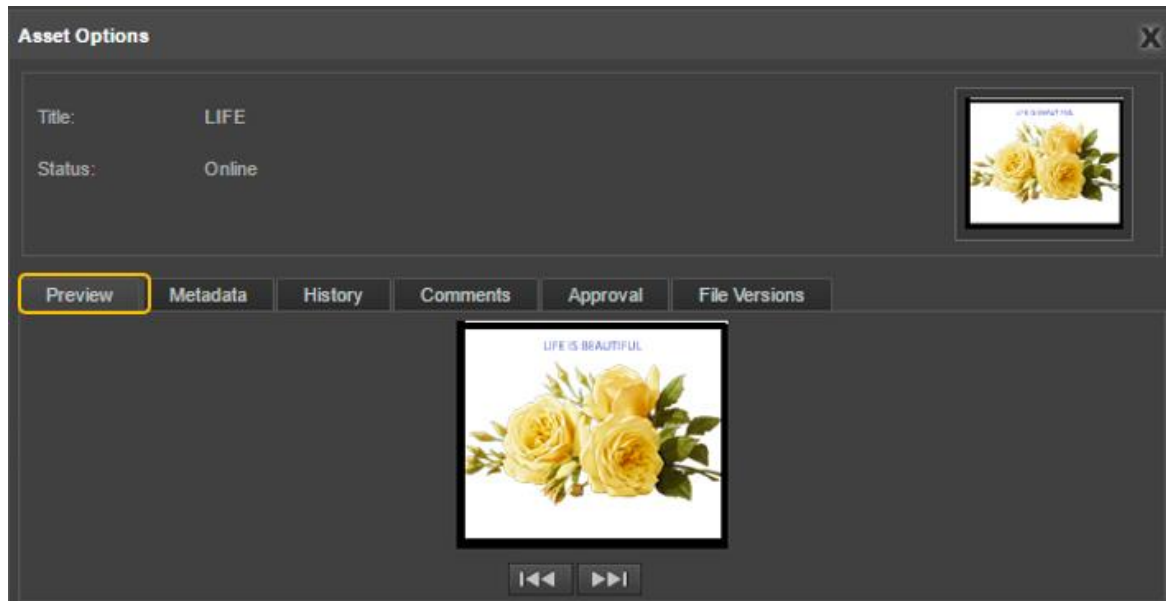


Figure 32: Asset Options window- Preview tab

- b. **Metadata tab:** You can see all the metadata details of the asset like Info, Embedded metadata, Custom metadata, and tags under different fields. You also have the option to edit and update metadata details of the asset as needed. Under Custom metadata, metadata values can be multi selected.

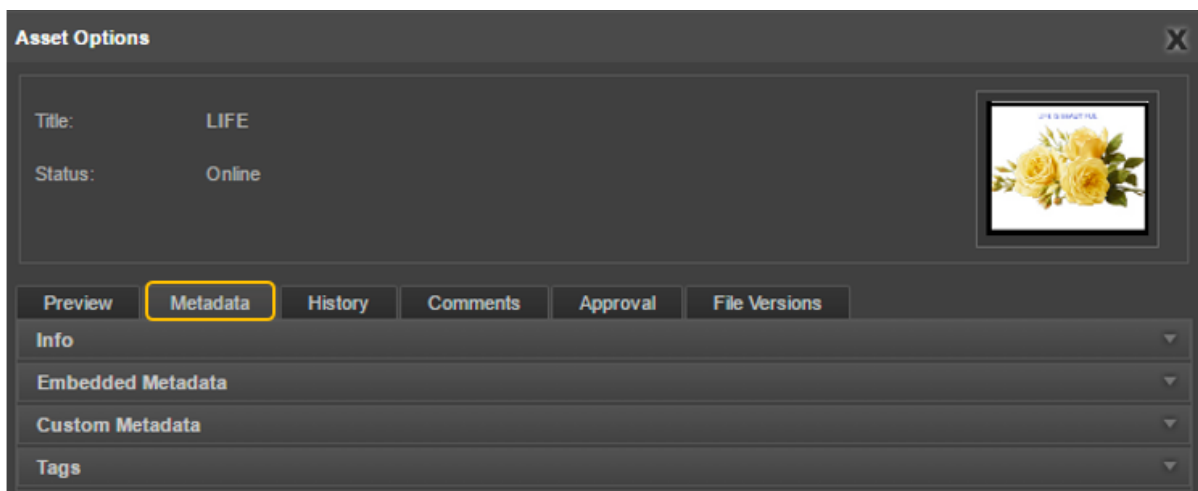


Figure 33: Asset Options window- Metadata tab

- **Info:** Displays details of the asset title (*editable field*), description (*editable field*), author (*editable field*), uploaded on, uploaded by, Metadata set (*editable field*), projects, categories. Editable fields can be updated using Update button.

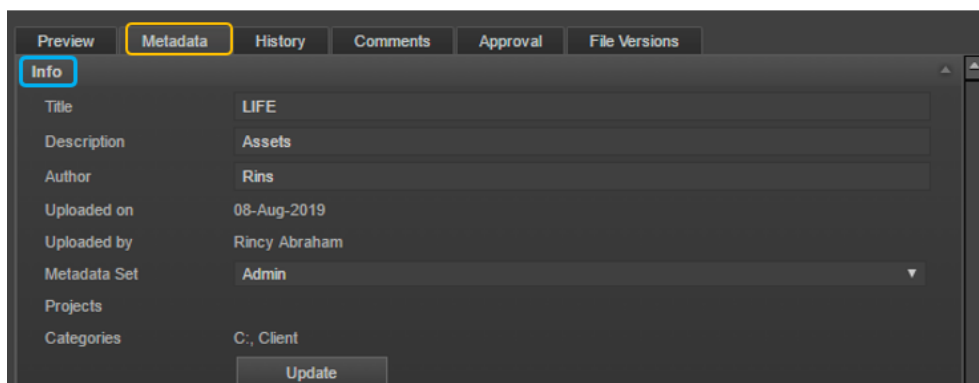


Figure 34: Asset Options window- Metadata tab>Info tab

- **Embedded Metadata:** Embedded metadata is extracted by the system at ingest and is non-editable. These are technical and camera information about an asset, including file name, format, and size, bit rate, format information etc.

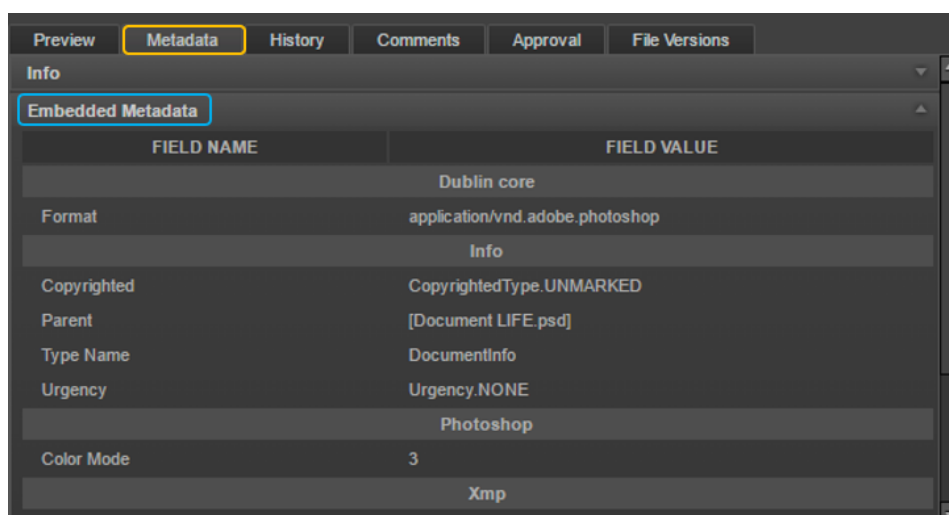


Figure 35: Asset Options window- Metadata tab>Embedded Metadata tab

- **Custom Metadata:** Custom metadata fields are the custom metadata fields created by the users. You can make changes and update the changes using Update button.

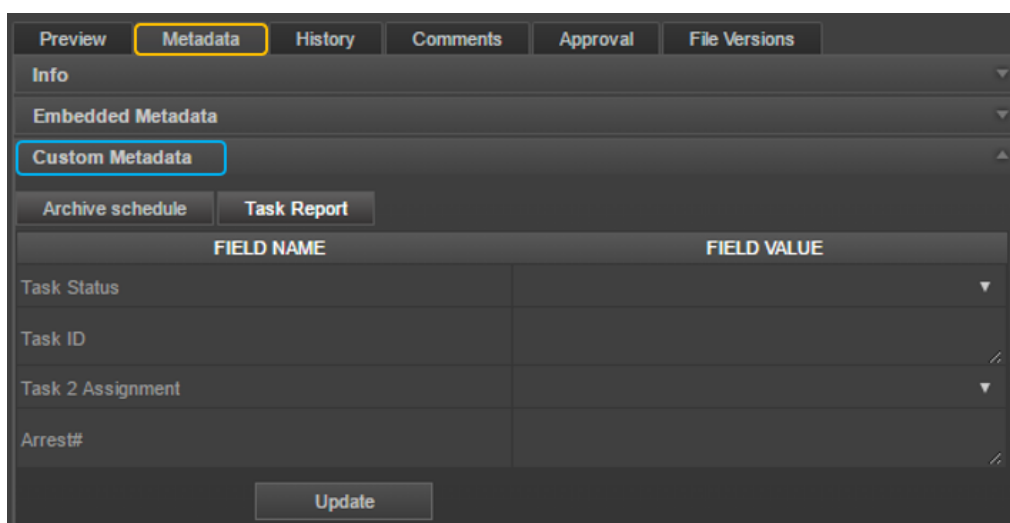


Figure 36: Asset Options window- Metadata tab>Custom Metadata tab



- **Tags:** This tab displays keywords attached to the asset which can be used for searching the asset.

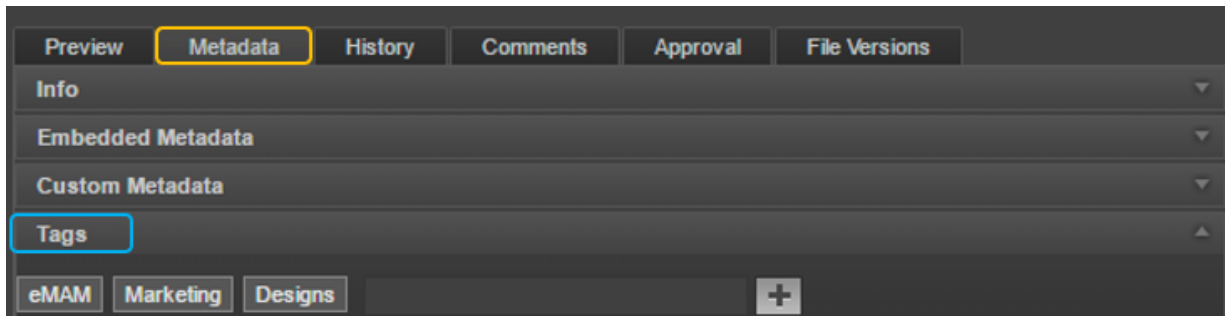


Figure 37: Asset Options window- Metadata tab>Tags

- c. **History tab:** History tab displays asset details and entire history of functions performed on the asset. It displays *Date of Actions*, *Action Performed*, *Username* and *id of the user* who performed the action.

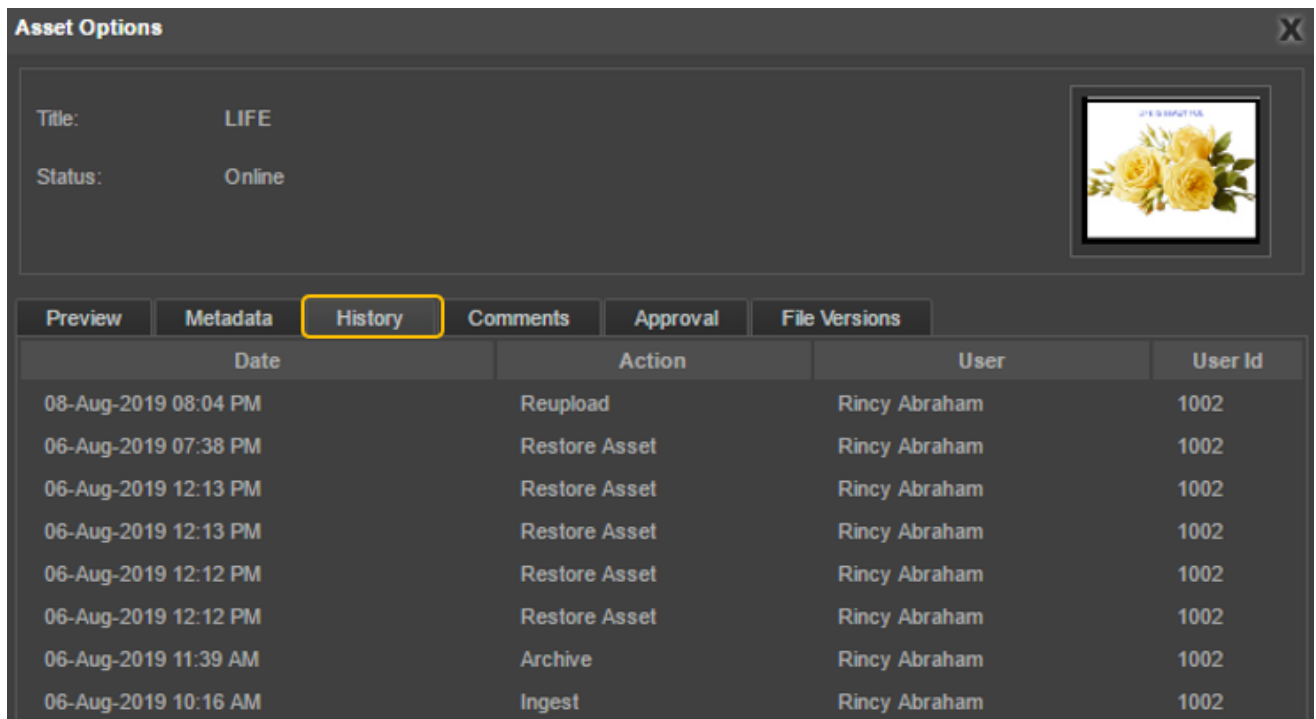


Figure 38: Asset Options window- History tab

- d. **Comments tab:** Comments tab allows you to view and add comments. Displays username, comment written by the user and date when the comment was written. Comments written on different interfaces (*assets*, *approval*, *eBIN*) are displayed here. You can also add comments by entering comments and clicking on the *Add Comment* button.

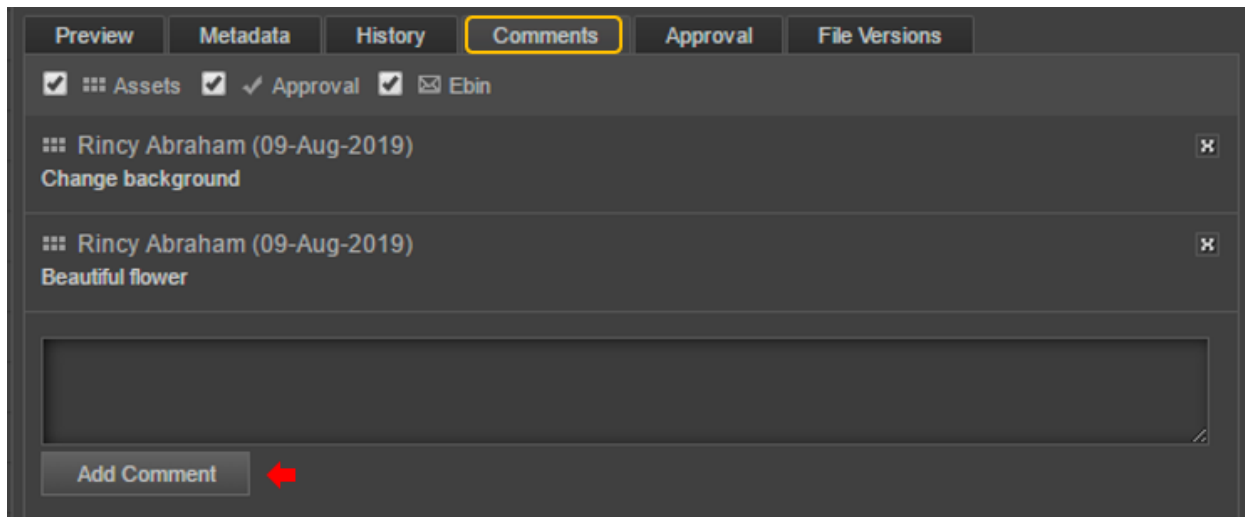


Figure 39: Asset Options window- Comments tab

- e. **Approval:** Users may be required to send the asset for approval to another person, internal or external to the organization. An asset can be sent for approval to another eMAM user (internal approval) or externally as a link to someone who has no access to eMAM (external approval).
- **Send to internal user:** Choose the name of the internal user from the drop-down list and click on Send for Approval button.

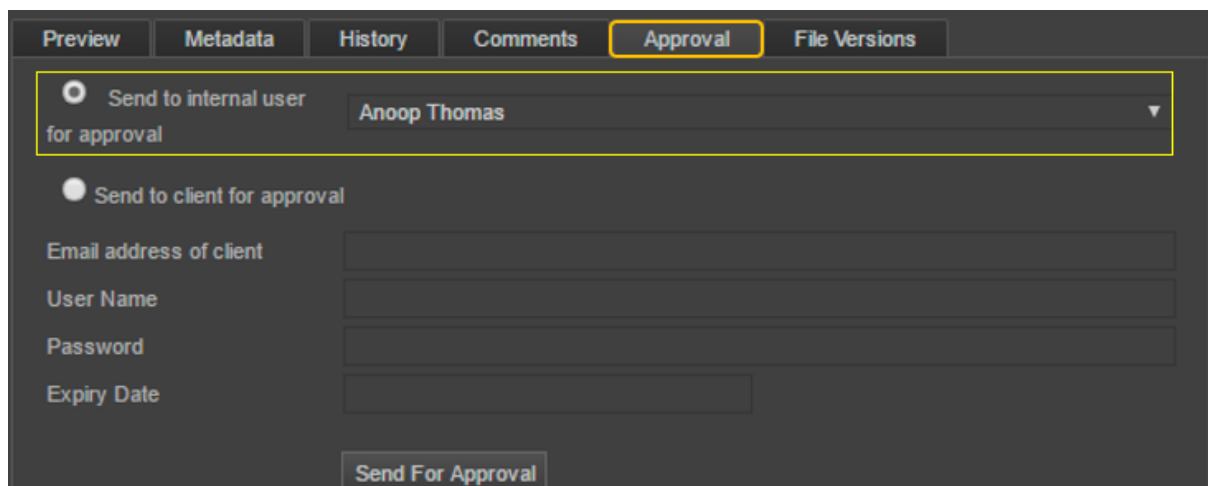


Figure 40: Asset Options window- Approval tab>Internal approval

- **Send to client for approval:** To send to the external client for approval, enter email address of the client, username, password and choose the expiry date for the link.

The screenshot shows the 'Approval' tab of the Asset Options window. The 'Send to client for approval' section is highlighted with a yellow box. It contains the following fields:

- Email address of client:** rincy@empressmam.com
- User Name:** Rincy
- Password:** r
- Expiry Date:** 21-Aug-2019

A 'Send For Approval' button is located at the bottom of the highlighted section.

Figure 41: Asset Options window- Approval tab>External approval

- f. **File Versions:** File Versions displays the list of all the different versions created and available for the same asset. To import a particular version of an asset, set it as Face version before import.

The screenshot shows the 'File Versions' tab of the Asset Options window. It displays a list of two versions of the file 'LIFE.psd':

File name	Version ID	UUID	Thumbnail	Action
LIFE.psd	8597	a5197312-cec2-4e39-8bf2-f3147dffb85	[Thumbnail of yellow roses]	Set as Face Version
LIFE.psd	8610	aa95fc17-c81b-4d7d-a305-16984adae74c	[Thumbnail of yellow roses]	Set as Face Version

Figure 42: Asset Options window- File Versions tab

## Chapter 4: Import and Export Workflow

To import assets from the eMAM system to the Adobe Photoshop CC using eMAM Photoshop Panel, follow the steps below:

### Import

- Launch Adobe Photoshop CC on your machine and create a new Photoshop document. Enter Doc name and click on *Create* button.

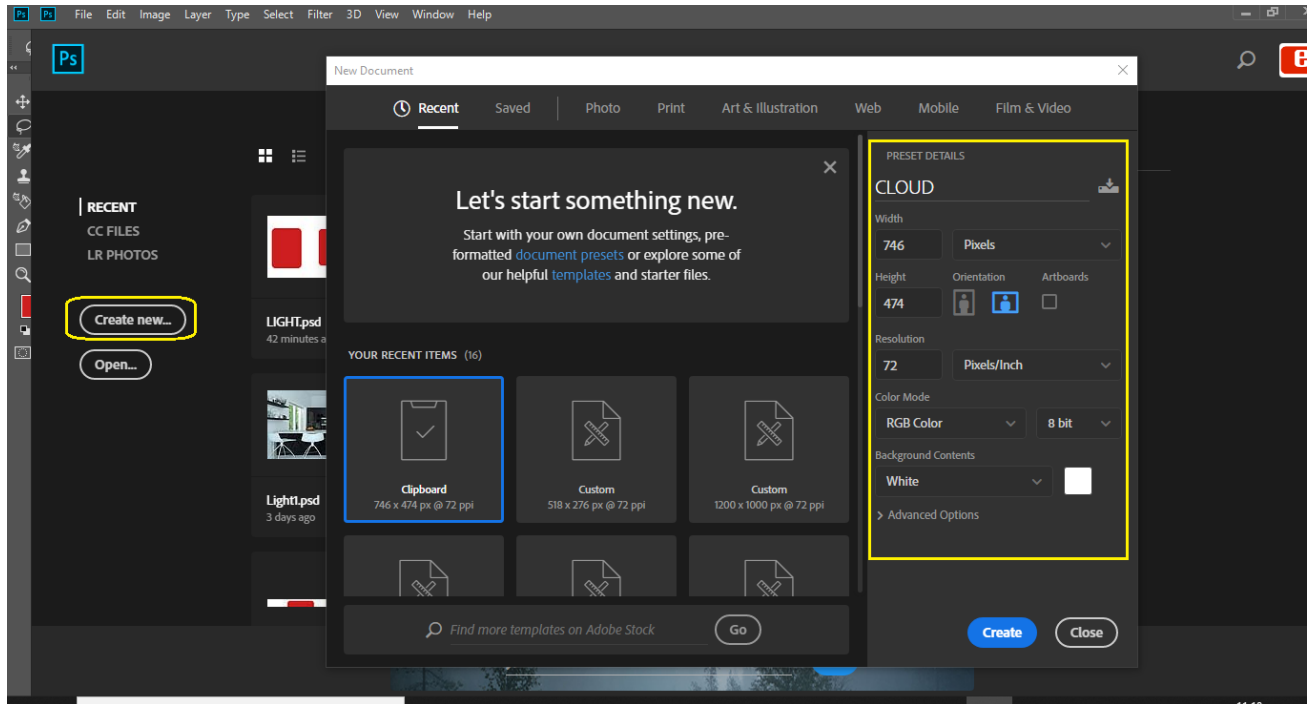


Figure 43: Create a new Photoshop doc

- When you right click on the newly created .psd name, you will see the 'Reveal in Explorer' disabled, which means .psd is not yet saved.

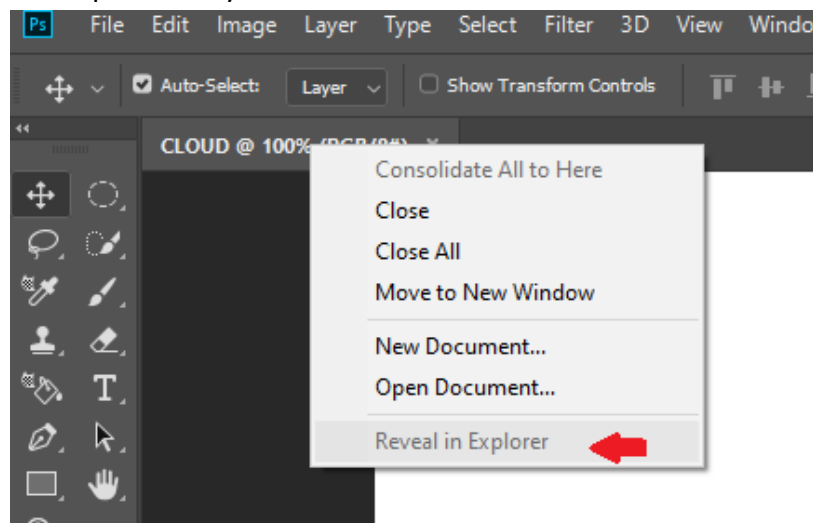


Figure 44: Reveal in Explorer disabled

- c. Go to *File* and click on 'Save As' and save it as a .psd file after which "Reveal in Explorer" gets enabled.

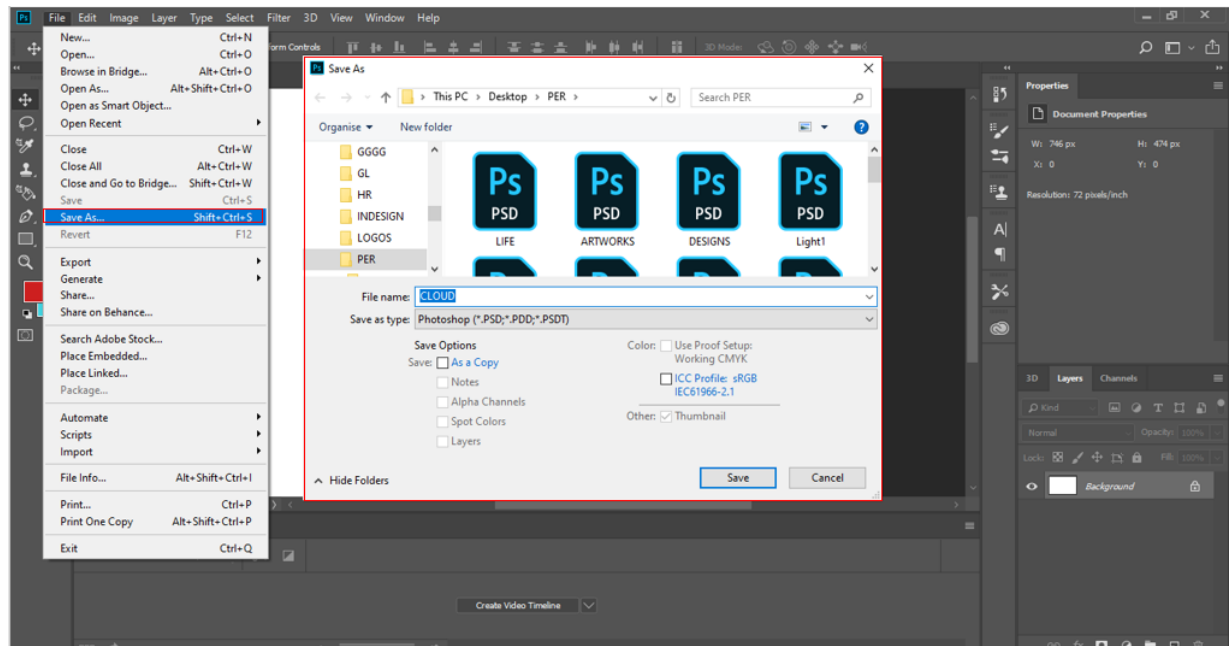


Figure 45: Save the Photoshop doc

- d. Open eMAM Panel (*Window>Extensions>eMAM*).

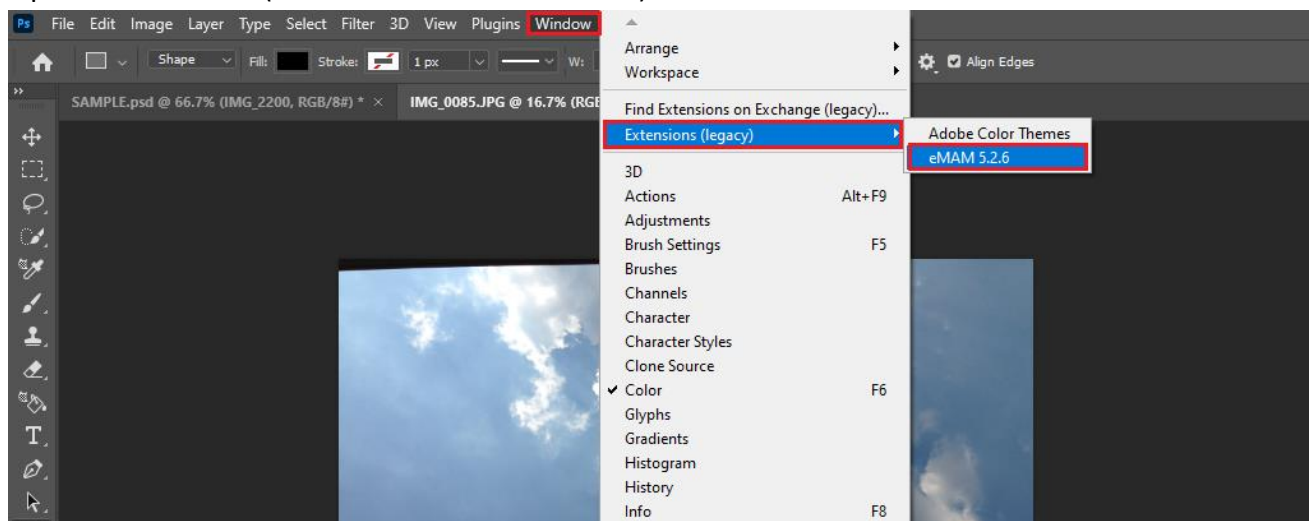


Figure 46: Open eMAM Panel (*Window>Extensions>eMAM*)

- e. Now configure (one-time activity) the eMAM panel by clicking on the *Settings* button at the top right corner.

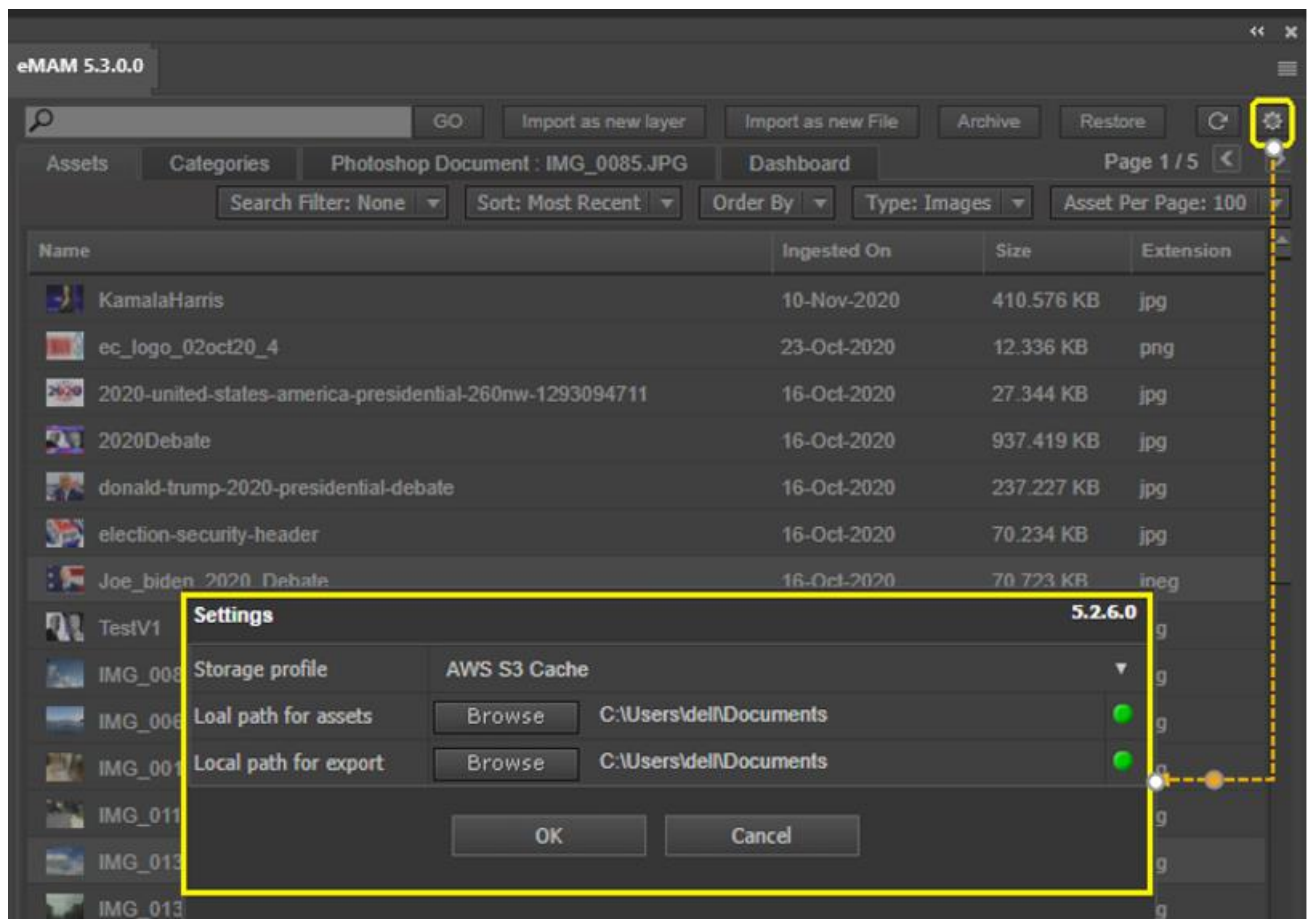


Figure 47: Settings- Configure the storage profile and asset paths

- f. Now select single/multiple image assets under Assets tab and click on *Import as new layer*. After a while when all assets are imported successfully, the message below appears.

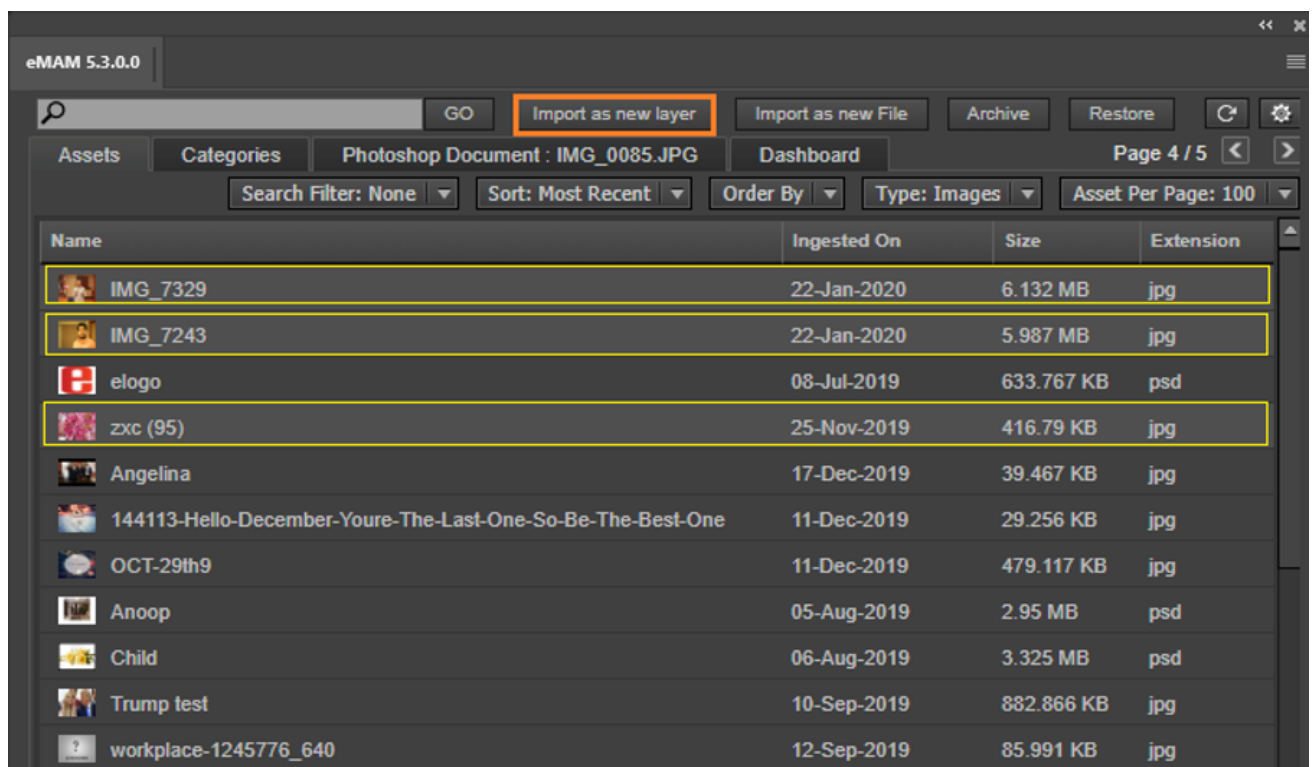


Figure 48: Select assets under the Assets tab

Note: The *unsaved files* show a \* at the end of the document name so if you missed to save the Photoshop doc, please save it from *File>Save As*.

- g. Localization of files start which can be viewed in real-time.

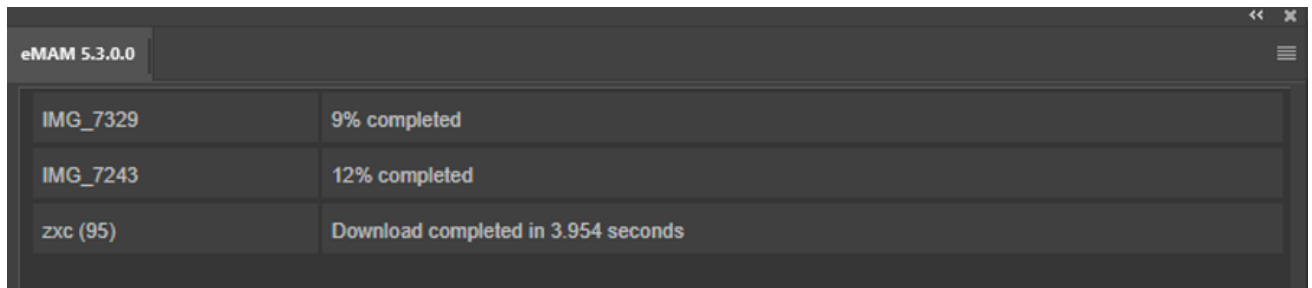


Figure 49-Progress of assets getting localized

- h. After a while import successfully completed message appears.

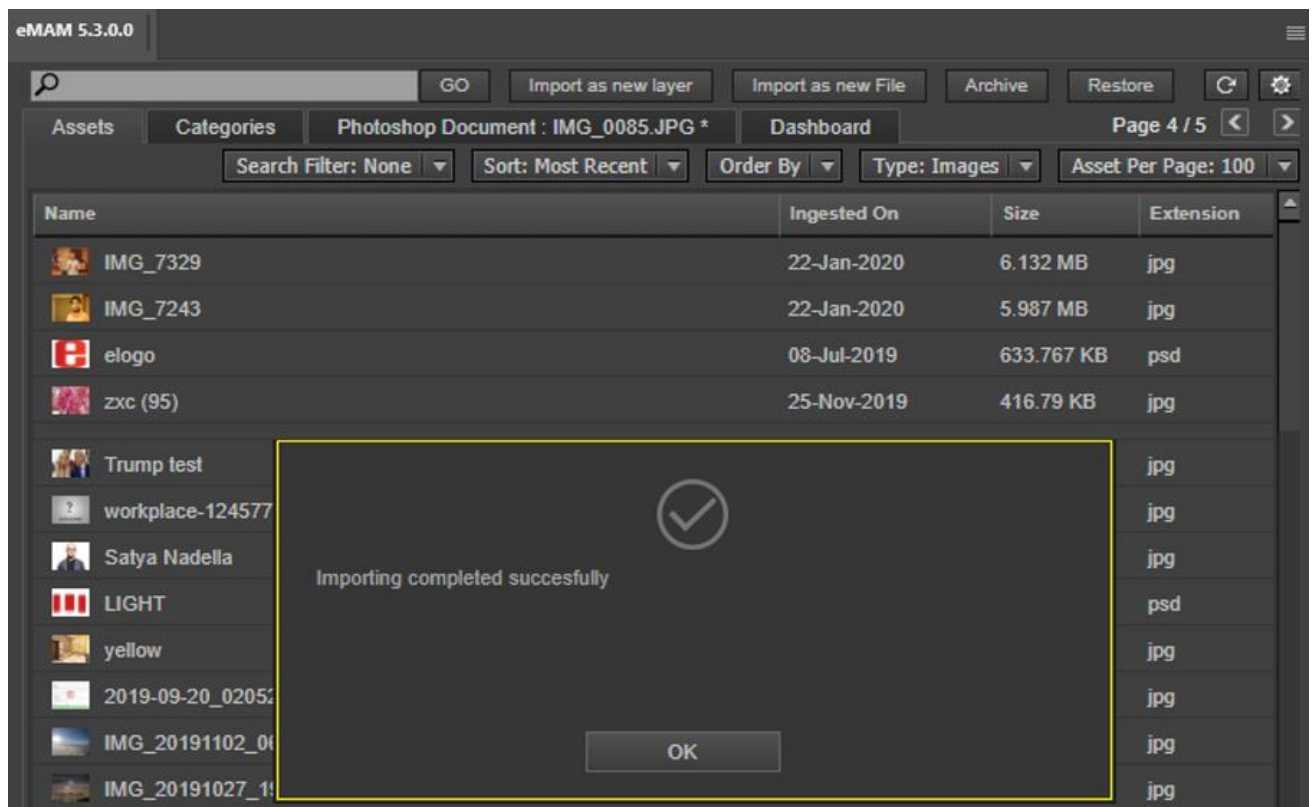


Figure 50- Import successfully completed message

- i. Imported files get displayed as layers in the Photoshop doc.



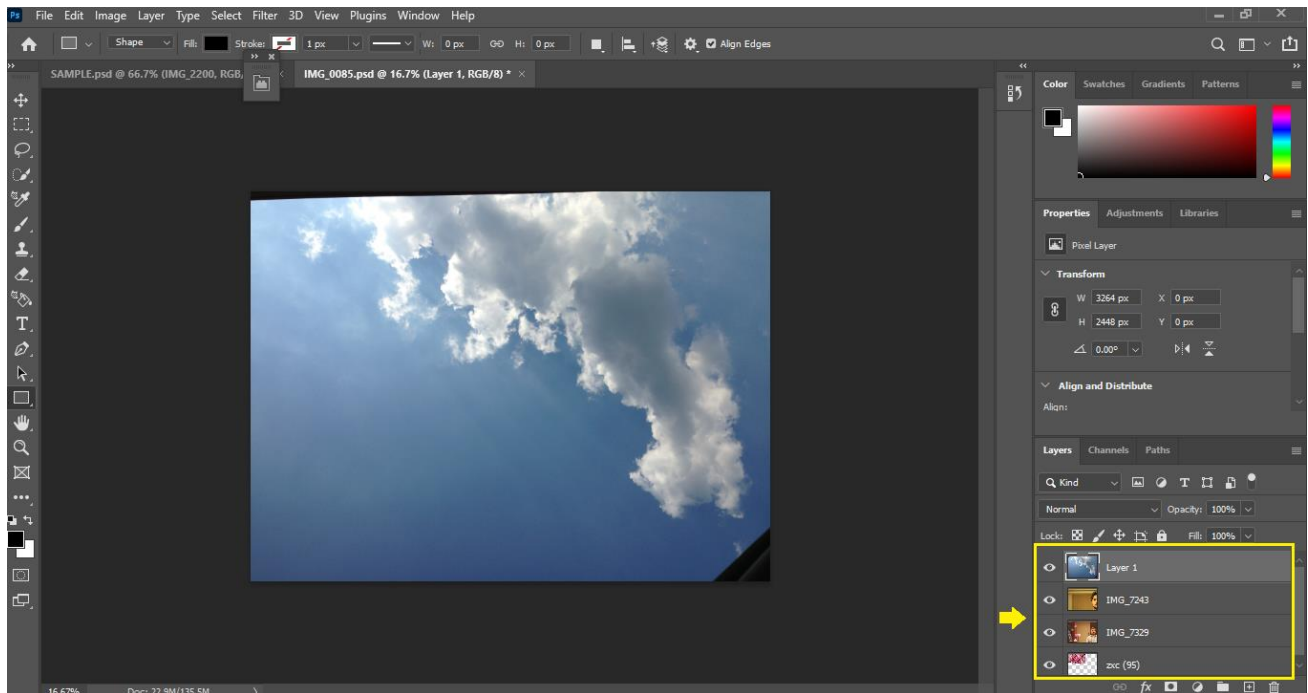


Figure 51: Layers listed under Layers tab in the Adobe Photoshop

Note: On import, now AWS SDK is used to download assets from cloud storages.

## Export

- j. Now make the desired edits in Adobe Photoshop document and save your changes. When your final output is ready, in the eMAM Photoshop Panel, click on *Save* button to save and export the .psd file back to eMAM.



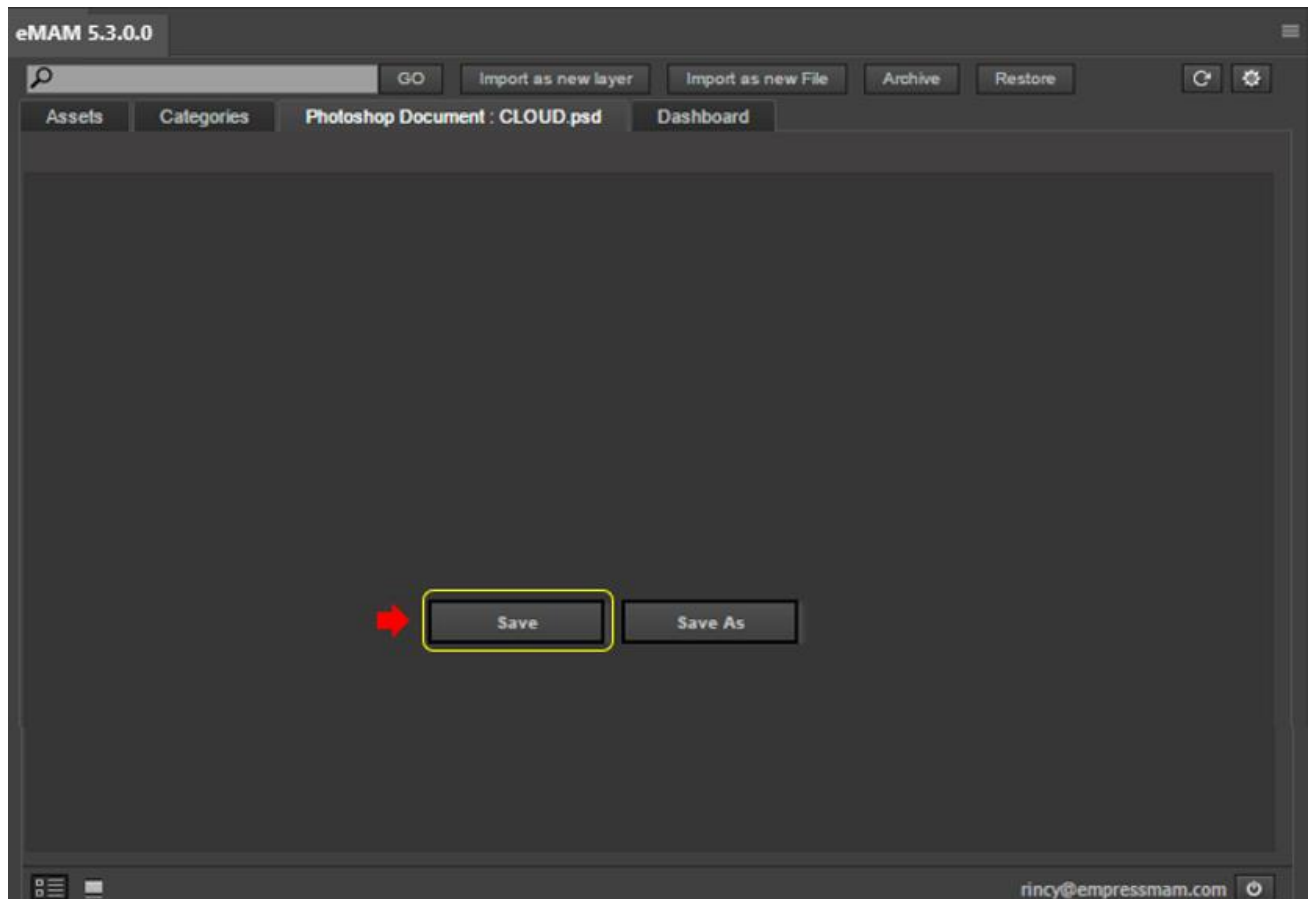


Figure 52: Click on Save under Photoshop doc tab.

\*If a .psd file is imported from eMAM and is exported back to eMAM, you will be asked to export as a new version of the file with below message.

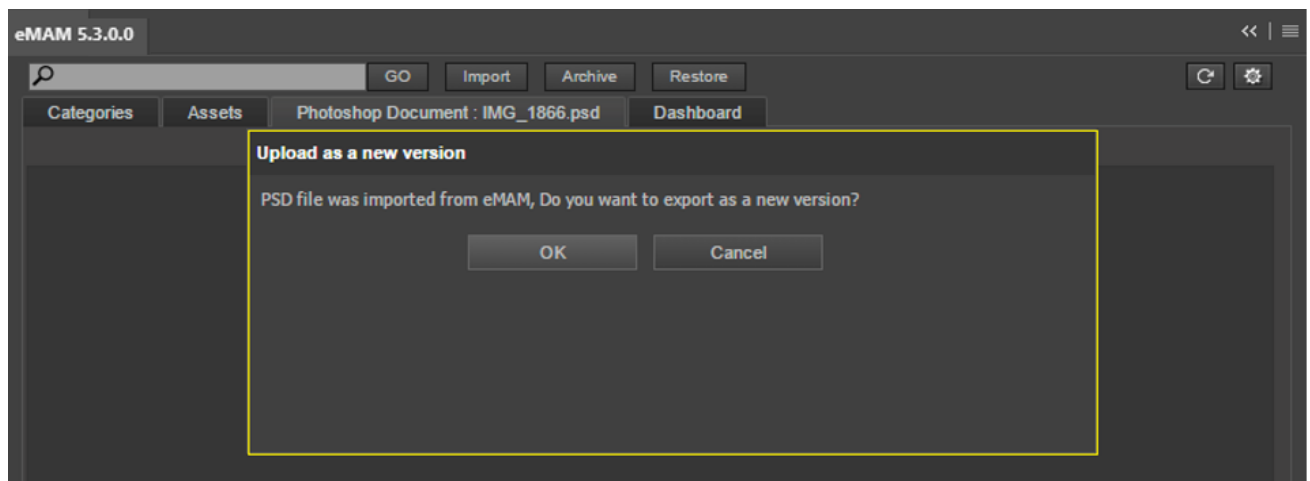


Figure 53: Warning message to export as new version.

k. Fill in the details under each tab before export:

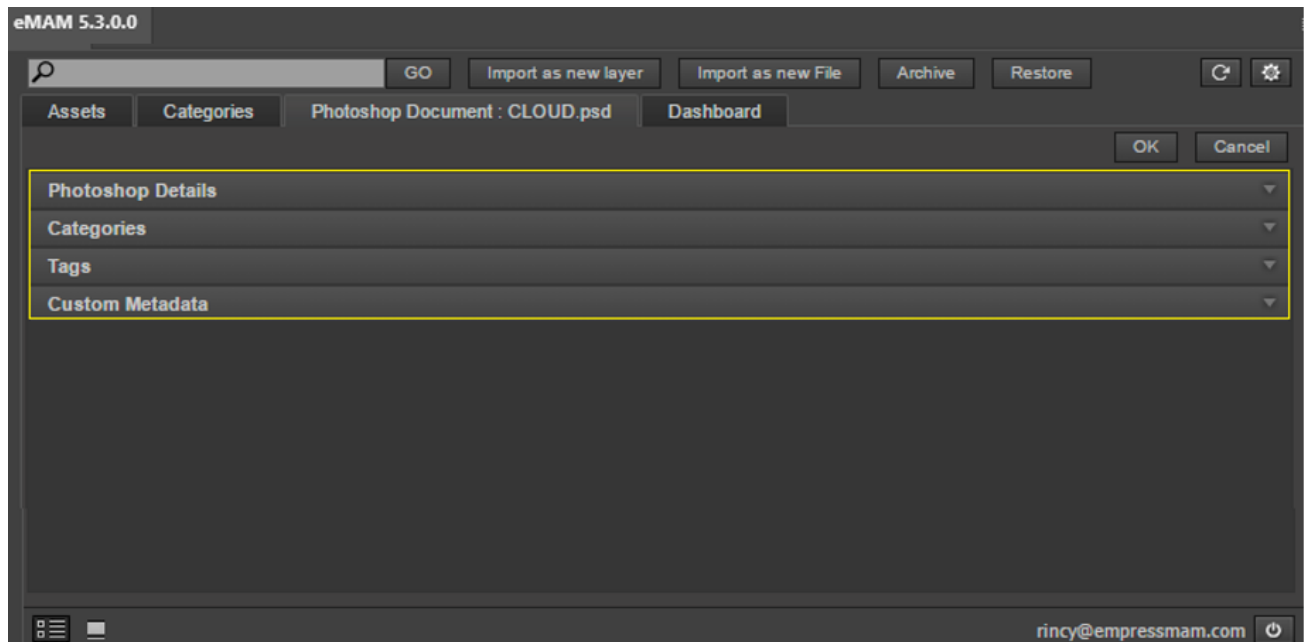


Figure 54: Fill in details before export

- **Photoshop Details** (on clicking Save button): Fill in the *Description* and *Author* field.

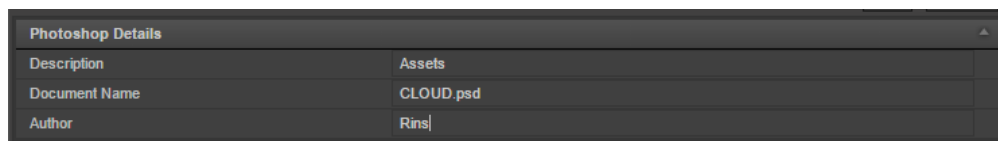


Figure 55: Photoshop details tab

- **Save as Options** (on clicking Save As button): When a .psd file needs to be exported as a new version of the already existing file in eMAM, select the file save as type from the drop-down list. Enter *Description* and *Author* name. Note: *Save As option is only available for saved .psd files.*

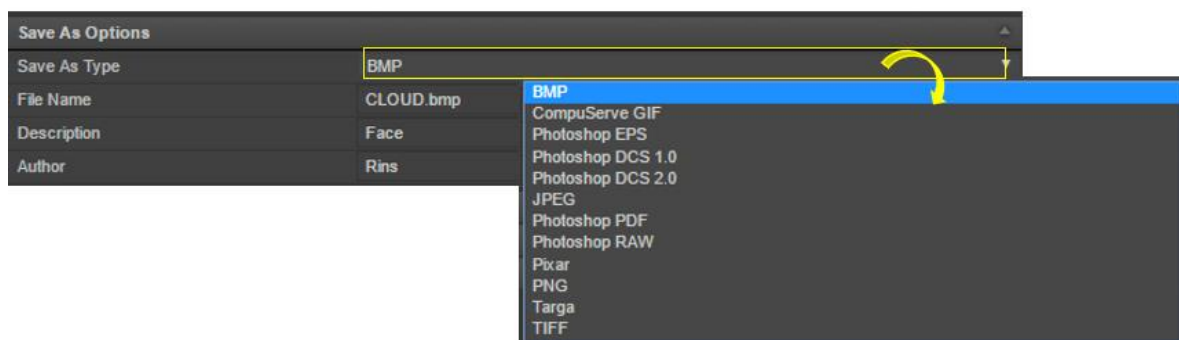



Figure 56: Photoshop doc export Save As options

- **Categories:** Under *Categories* tab, enable the desired Category checkboxes you wish to assign this photoshop doc to.



Figure 57: Export- Categories tab

- **Tags:** Under *Tags* tab, click and choose from the listed tags or add new tags and click on  button.

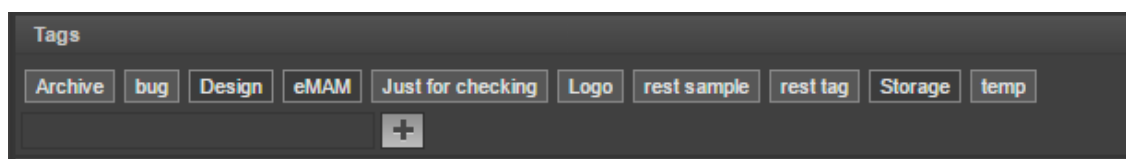


Figure 58: Export- Tags tab

- **Custom Metadata:** Under this tab, select the Metadata Set from the dropdown list and fill in the Metadata fields.

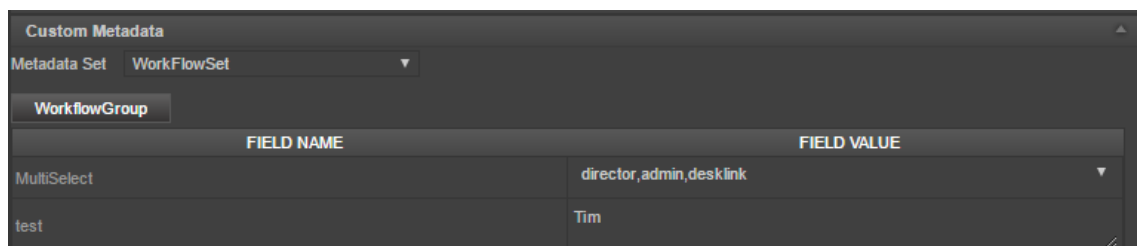


Figure 59: Export- Custom Metadata tab

- Once all the details are filled, click on OK on the top right-hand side of the page. Click *Cancel* to discard the changes.

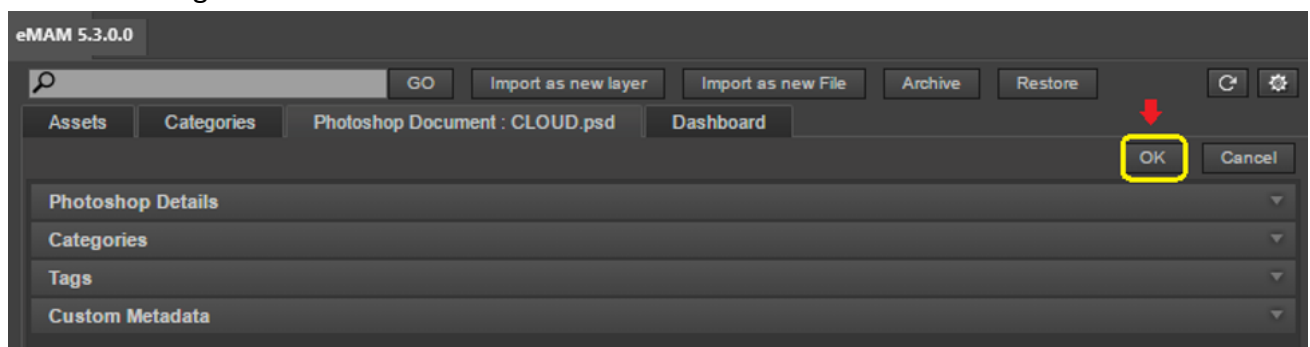


Figure 60: Click OK to start the export

- After a while, once the export is successfully completed, below message appears.

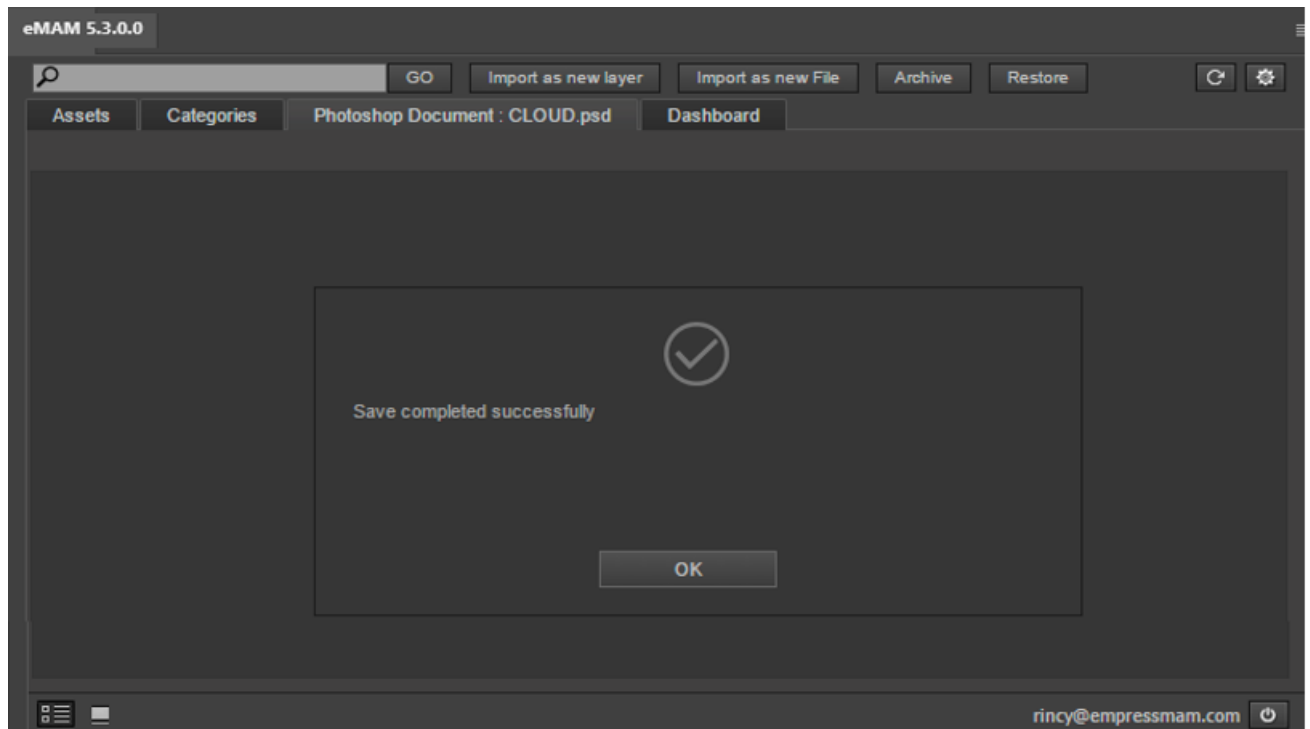


Figure 61: Export completed message

- n. You can now find the final exported Photoshop doc listed as a .psd file under the Assets tab.

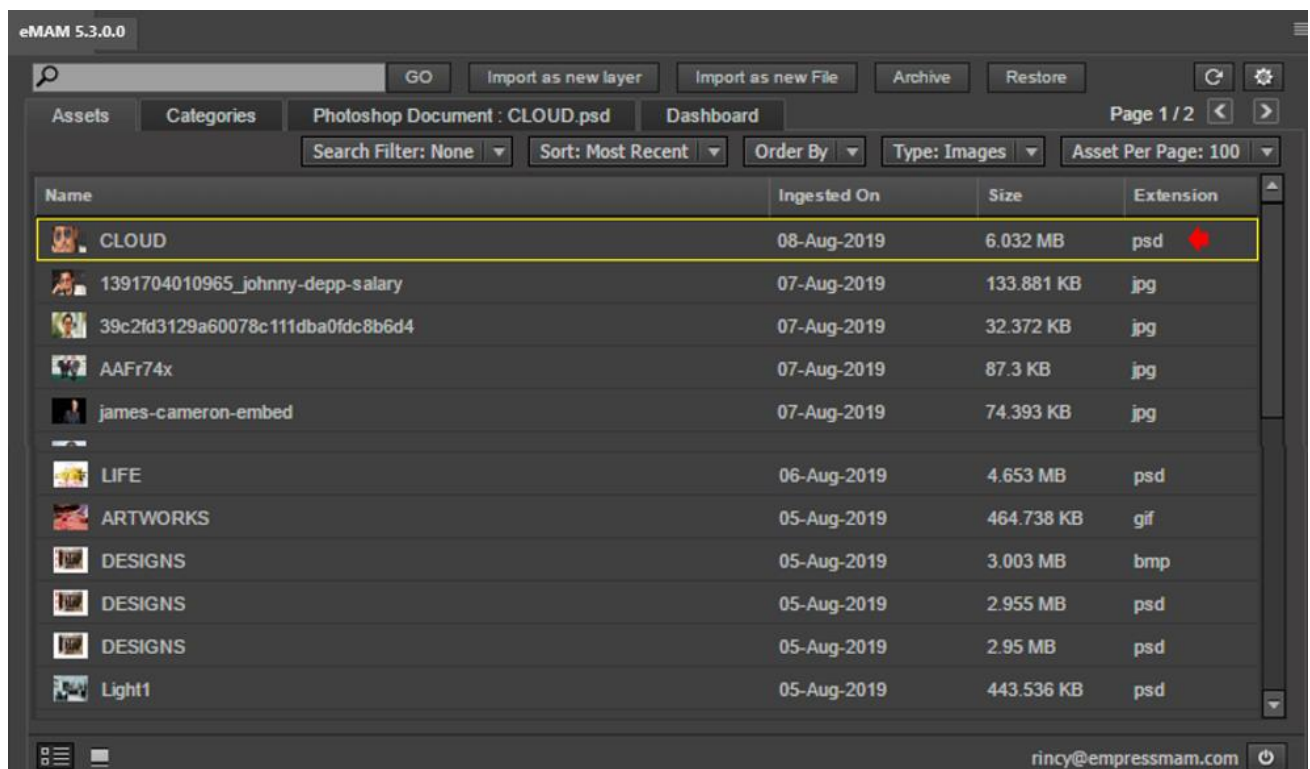


Figure 62: Photoshop doc added as a psd file under Assets tab.

## Chapter 5: Archive/Restore workflow

### Archive

To archive assets under the Assets tab or the Categories tab to the pre-defined Archive location, follow the steps mentioned below:

1. In the eMAM Photoshop Panel, under the Assets tab, select the assets for archive and click on *Archive* button on the top panel.

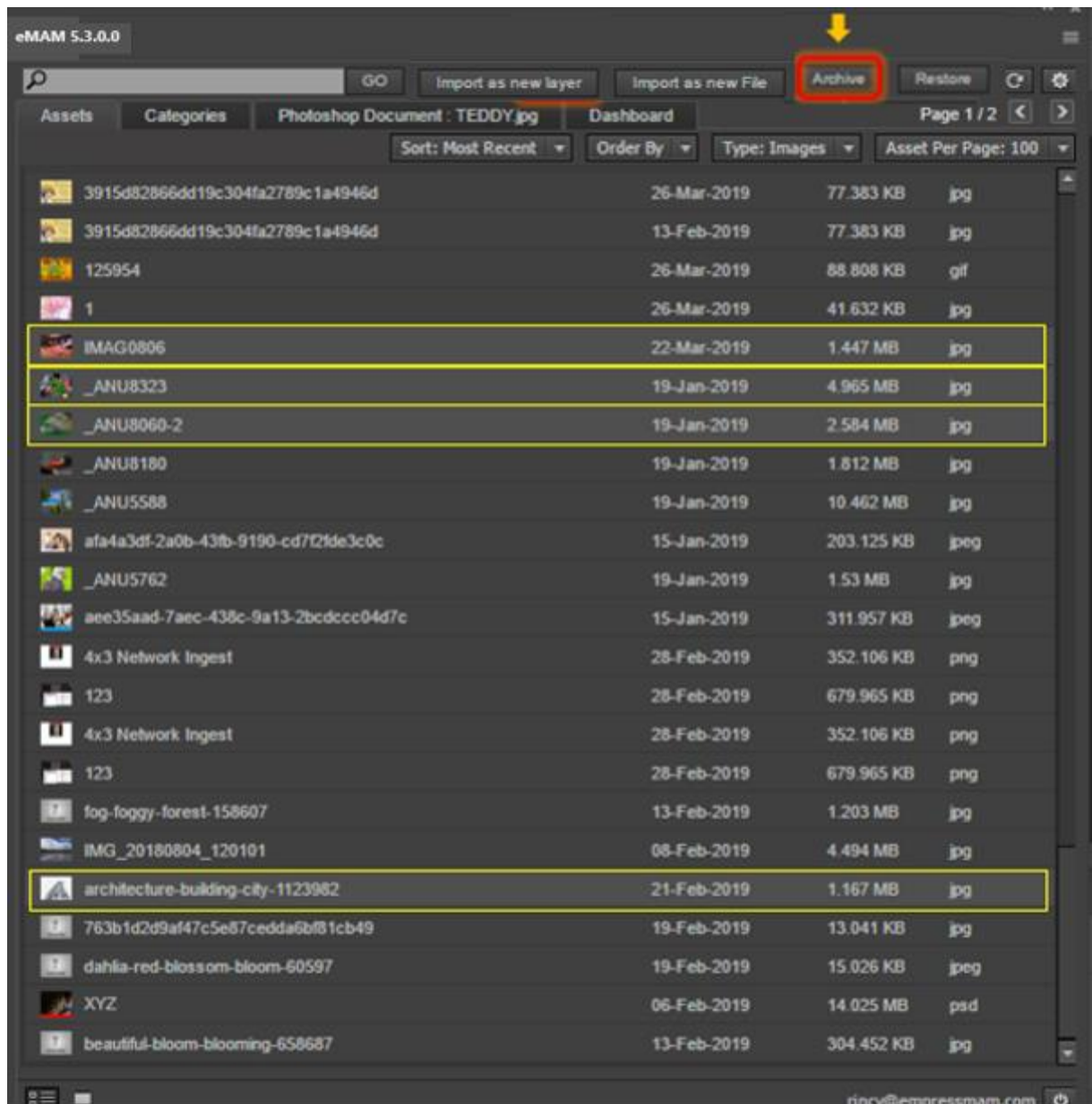


Figure 63: Select assets and click on Archive

2. Asset -Restore Status window appears and displays the status of each archived asset. On successful queuing of the asset to the archive queue, it will display below message.

ARCHIVE-RESTORE STATUS			
Id	File Name	Status	Description
1231	IMAG0806.jpg	Success	Asset queued for archive
1014	_ANU8323.jpg	Success	Asset queued for archive
1019	_ANU8060-2.jpg	Success	Asset queued for archive
1130	architecture-building-city-1123982.jpg	Success	Asset queued for archive
Note: Please monitor the dashboard for more information			
OK			

Figure 64: Archive-Restore Status window displays status of archive

Archive operations can fail for many reasons. Various failed scenarios with the corresponding messages displayed during archive process are mentioned below:

ARCHIVE-RESTORE STATUS			
Id	File Name	Status	Description
8557	birthdaycake24.com_15d41508933676.jpg	Failed	No archive profile configured for this asset
8548	LIGHT.psd	Failed	Asset is in queued or running status
8534	elogo.psd	Failed	Asset is in queued or running status
8537	woman traveller.jpg	Failed	Asset is in queued or running status
8536	woman traveller.jpg	Failed	Asset is in queued or running status
6477	noel-wallace.jpg	Failed	Asset is in queued or running status
1134	_ANU8704.NEF	Failed	Asset already archived
6478	jennifer-daniels.jpg	Success	Asset queued for archive
Note: Please monitor the dashboard for more information			
OK			

Figure 65: Archive-Restore Status window with failed messages

- a. **No archive profile configured for the asset:** This means the storage profile where this asset is stored does not have an archive profile configured, hence the archive process fails. You can go to the asset storage profile in the Super Admin console and configure an archive profile for the same.
  - b. **Asset is in queued or running status:** This means, the archive process for this asset has already begun and is in either queued or running state.
  - c. **Asset already archived:** This message is displayed when the selected asset is already in archived state.
3. Immediately check the *eMAM Director>Archive dashboard* to monitor the progress of the archive operations. After a while, all the archived assets get successfully archived to the pre-configured archive locations. You can confirm it by retrying the archive operation on the same asset, and if it displays *Asset already archived* message, it means the asset is already archived. Also, in the *eMAM Director>File Version widget*, it will display *Exist in archive* as the asset location.

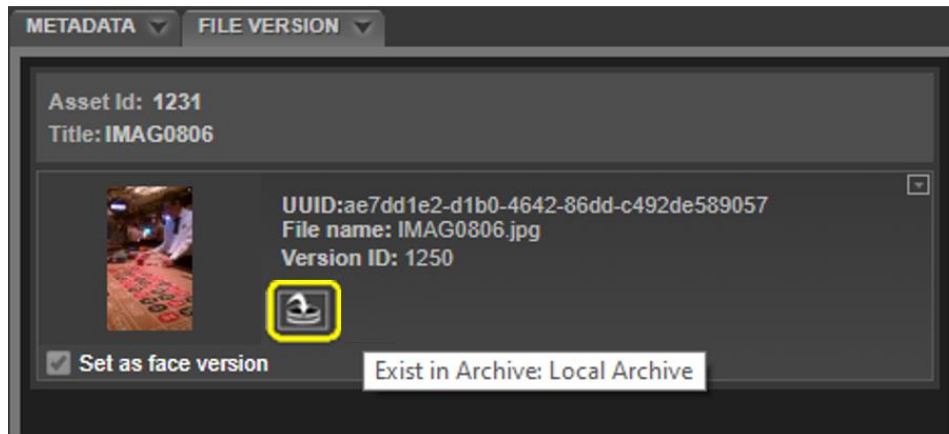


Figure 66: File Versions widget displays location of asset as archive

## Restore

Similarly, you can restore the archived asset by following the steps below:

1. Select the archived assets, you wish to restore under the Assets tab and click on the *Restore* button on the top panel.

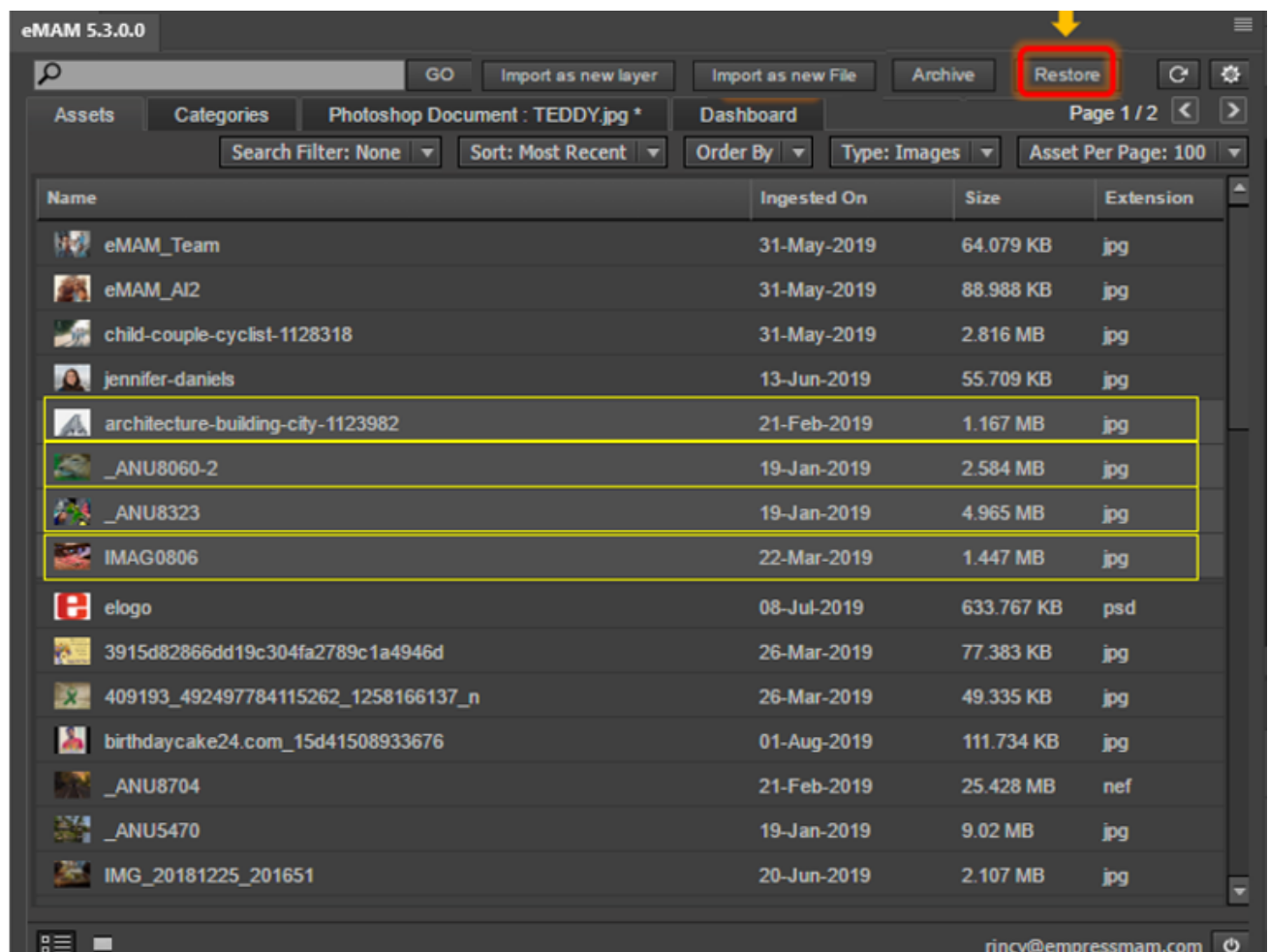


Figure 67: Select the archived assets and click on Restore



2. *Archive-Restore Status* window displays the status of the restore operations.

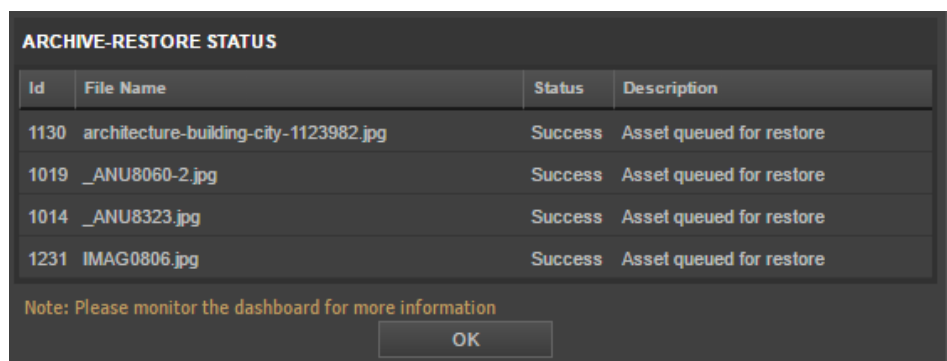


Figure 68: Archive-Restore Status window displays status of restore operations

If you try to restore a non-archived asset, you will receive below message:

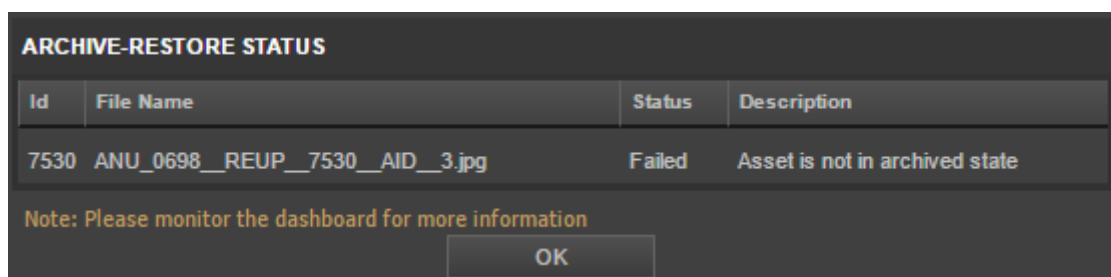


Figure 69: Message displayed when trying to restore a non-archived asset

3. Immediately, check the *eMAM Director>Archive Dashboard* queue, to monitor the status of restore operations for each asset.

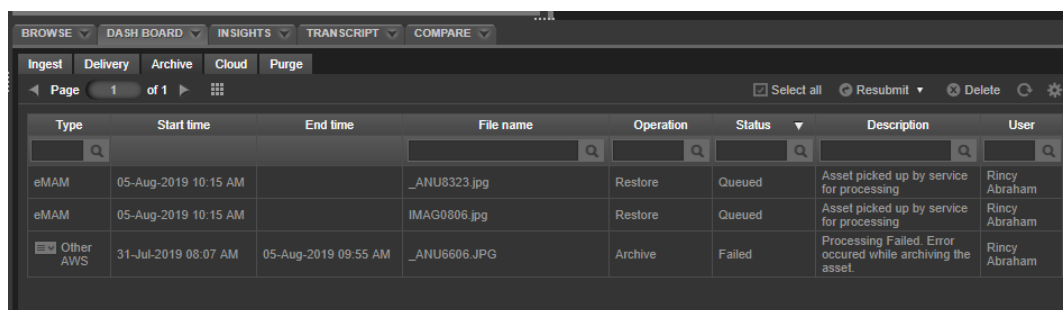


Figure 70: eMAM Director>Archive Dashboard

4. Files are successfully restored from the archive locations which can be confirmed looking at the eMAM Director File Versions widget.



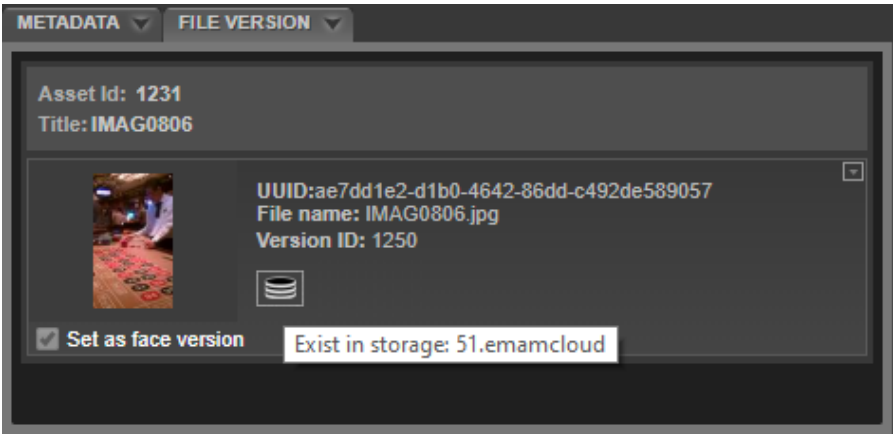


Figure 71:File Versions widget displays storage location of asset

## Chapter 6: Get Help

For any more information, please contact eMAM support at [support@emamonline.com](mailto:support@emamonline.com)

## Chapter 7: Table of Figures

FIGURE 1- PHOTOSHOP PANEL CONFIGURATION FOLDER.....	5
FIGURE 2- EMAMCONFIG.JSON FILE WITH CONFIG DETAILS.....	5
FIGURE 3-DATA.JSON FILE WITH EXPORT DETAILS.....	6
FIGURE 4- EMAM PANE LOG FILES.....	6
FIGURE 5: LAUNCH ADOBE PHOTOSHOP BY RUNNING AS ADMINISTRATOR .....	7
FIGURE 6-OPEN NEW OR EXISTING PHOTOSHOP DOCUMENT.....	7
FIGURE 7: OPEN PHOTOSHOP PANEL.....	7
FIGURE 8: EMAM SERVER URL .....	8
FIGURE 9: EMAM PHOTOSHOP PANEL LOGIN .....	8
FIGURE 10: CHOOSE UNIT AT LOGIN.....	8
FIGURE 11: EMAM PANEL WINDOW OPEN IN ADOBE PHOTOSHOP.....	9
FIGURE 12: EMAM PANEL FOR PHOTOSHOP OVERVIEW .....	10
FIGURE 13: ASSETS TAB .....	11
FIGURE 14: CATEGORIES TAB .....	13
FIGURE 15: SAVE AS TYPE EXPORT FORMATS .....	14
FIGURE 16: DASHBOARD TAB DISPLAYS ERRORS OCCURRED DURING EXPORT WORKFLOW. ....	15
FIGURE 17: SEARCH FIELD- SUGGESTIONS AUTO POPULATED .....	15
FIGURE 18: SEARCH BOX.....	16
FIGURE 19: IMPORT OF ASSETS AS LAYERS.....	16
FIGURE 20: MESSAGE- PANEL CANNOT IMPORT .PSD FILE AS A LAYER. ....	17
FIGURE 21: MESSAGE TO RESTORE ARCHIVED ASSET OR UNSELECT IT BEFORE IMPORT .....	17
FIGURE 22: IMPORT OF .PSD FILE AS A NEW FILE .....	18
FIGURE 23: MESSAGE - PANEL CAN IMPORT ONLY SINGLE .PSD FILE OR A SINGLE IMAGE FILE .....	18
FIGURE 24:MESSAGE - CANNOT IMPORT CATEGORY AS A NEW FILE.....	19
FIGURE 25: ARCHIVE STATUS WINDOW .....	19
FIGURE 26: RESTORE STATUS WINDOW.....	19
FIGURE 27: REFRESH ICON .....	20
FIGURE 28: SETTINGS WINDOW.....	20
FIGURE 29- ASSETS TAB IN LIST VIEW.....	21

FIGURE 30- ASSETS TAB IN THUMBNAIL VIEW.....	21
FIGURE 31: ASSET OPTIONS WINDOW .....	22
FIGURE 32: ASSET OPTIONS WINDOW- PREVIEW TAB .....	23
FIGURE 33: ASSET OPTIONS WINDOW- METADATA TAB.....	23
FIGURE 34: ASSET OPTIONS WINDOW- METADATA TAB>INFO TAB .....	24
FIGURE 35:ASSET OPTIONS WINDOW- METADATA TAB>EMBEDDED METADATA TAB .....	24
FIGURE 36: ASSET OPTIONS WINDOW- METADATA TAB>CUSTOM METADATA TAB .....	24
FIGURE 37: ASSET OPTIONS WINDOW- METADATA TAB>TAGS.....	25
FIGURE 38: ASSET OPTIONS WINDOW- HISTORY TAB.....	25
FIGURE 39: ASSET OPTIONS WINDOW- COMMENTS TAB .....	26
FIGURE 40: ASSET OPTIONS WINDOW- APPROVAL TAB>INTERNAL APPROVAL .....	26
FIGURE 41: ASSET OPTIONS WINDOW- APPROVAL TAB>EXTERNAL APPROVAL.....	27
FIGURE 42: ASSET OPTIONS WINDOW- FILE VERSIONS TAB.....	27
FIGURE 43: CREATE A NEW PHOTOSHOP DOC.....	28
FIGURE 44: REVEAL IN EXPLORER DISABLED .....	28
FIGURE 45: SAVE THE PHOTOSHOP DOC.....	29
FIGURE 46: OPEN eMAM PANEL (WINDOW>EXTENSIONS>eMAM) .....	29
FIGURE 47: SETTINGS- CONFIGURE THE STORAGE PROFILE AND ASSET PATHS.....	30
FIGURE 48: SELECT ASSETS UNDER THE ASSETS TAB .....	31
FIGURE 49-PROGRESS OF ASSETS GETTING LOCALIZED .....	31
FIGURE 50- IMPORT SUCCESSFULLY COMPLETED MESSAGE .....	31
FIGURE 51: LAYERS LISTED UNDER LAYERS TAB IN THE ADOBE PHOTOSHOP.....	32
FIGURE 52: CLICK ON SAVE UNDER PHOTOSHOP DOC TAB. ....	33
FIGURE 53: WARNING MESSAGE TO EXPORT AS NEW VERSION.....	33
FIGURE 54: FILL IN DETAILS BEFORE EXPORT .....	34
FIGURE 55: PHOTOSHOP DETAILS TAB.....	34
FIGURE 56: PHOTOSHOP DOC EXPORT SAVE AS OPTIONS.....	34
FIGURE 57: EXPORT- CATEGORIES TAB.....	35
FIGURE 58: EXPORT- TAGS TAB .....	35
FIGURE 59: EXPORT- CUSTOM METADATA TAB .....	35
FIGURE 60: CLICK OK TO START THE EXPORT .....	35
FIGURE 61: EXPORT COMPLETED MESSAGE .....	36
FIGURE 62: PHOTOSHOP DOC ADDED AS A PSD FILE UNDER ASSETS TAB.....	36
FIGURE 63: SELECT ASSETS AND CLICK ON ARCHIVE .....	37
FIGURE 64: ARCHIVE-RESTORE STATUS WINDOW DISPLAYS STATUS OF ARCHIVE.....	38
FIGURE 65: ARCHIVE-RESTORE STATUS WINDOW WITH FAILED MESSAGES .....	38
FIGURE 66: FILE VERSIONS WIDGET DISPLAYS LOCATION OF ASSET AS ARCHIVE.....	39
FIGURE 67: SELECT THE ARCHIVED ASSETS AND CLICK ON RESTORE .....	39
FIGURE 68: ARCHIVE-RESTORE STATUS WINDOW DISPLAYS STATUS OF RESTORE OPERATIONS.....	40
FIGURE 69:MESSAGE DISPLAYED WHEN TRYING TO RESTORE A NON-ARCHIVED ASSET .....	40
FIGURE 70:eMAM DIRECTOR>ARCHIVE DASHBOARD.....	40
FIGURE 71:FILE VERSIONS WIDGET DISPLAYS STORAGE LOCATION OF ASSET.....	41

## Chapter 8: Index

**A**

**Adobe Photoshop CC** ..... 5, 8, 29  
 approval ..... 5, 23, 27, 28  
*Archive* ..... 20, 37, 38, 39, 40  
 Asset Options ..... 2, 23, 24, 25, 26, 27, 28  
 Assets ..... 10, 12, 17, 20, 22, 23, 31, 36, 37, 39

**C**

*Categories* ..... 14, 17, 19, 20, 22, 23, 35, 37  
 Comments ..... 27  
 Custom metadata ..... 24, 25

**D**

Dashboard ..... 2, 15, 16, 40

**E**

eMAM Panel ..... 1, 5, 8, 9, 10, 11, 30  
 Embedded metadata ..... 24, 25  
 Export ..... 5, 29, 33, 35, 36

**F**

File Versions ..... 28, 39, 40

**H**

History ..... 2, 26

**I**

import ..... 5, 14, 17, 18, 19, 20, 29  
 Import ..... 2, 17, 19, 29, 31  
**Import as new file** ..... 19  
**Import as new layer** ..... 17, 31

**L**

List view ..... 22  
 logout ..... 23

**P**

Photoshop document ..... 5, 8, 14, 15, 21, 29, 33

**R**

*Restore* ..... 20, 37, 38, 39, 40

**S**

**Save as Options** ..... 34  
 Search ..... 12, 16, 17  
*Settings* ..... 21, 30, 31  
**Storage profile** ..... 21

**T**

**Tags** ..... 26, 35  
 Thumbnail view ..... 22