



VERSION 1.1 – 1.8

TESSA

MANUAL

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1 Introduction

1.1 About this manual

With this manual we want to help you to understand and get to know Tessa™ better. On the one hand, it is important to us to use a fresh personal writing style in the "you" form, on the other hand we want Tessa™ to be understood not just as a "tool", but as an integral part and personal assistant in today's media jungle.

In a first step we describe the basic ideas and concepts behind Tessa™ as well as its features and functions.

Following this, we will explain how to work with Tessa™, from uploading an asset, to managing and refining it, to the final export, or making it available to other people.

We hope you find the following instructions helpful. If you have any wishes or suggestions for improvement for Tessa™ or the user manual, please do not hesitate to send them to us. We will gladly consider them in our considerations for future releases.

1.2 What is Tessa™?

Tessa™ is a DAM system.

With Tessa™, your digital asset manager, you can store and manage any digital content in a central solution. You can use Tessa™ to manage and control the organization of all common file formats and the access to this data from inside or outside your company.

Numerous features and functions simplify your daily work with your data.

These include, for example:

- the integrated full-text search to search the contents of your data and find the desired information quickly
- Workflows to control the work with your files and improve data quality
- Functions to simplify and accelerate data exchange with employees, customers, service providers and suppliers

Tessa™ is web-based and thus enables you to work with your entire team independent of time and place.

We offer Tessa™ in 2 versions, Tessa™ SB (Small Business) and Tessa™ EE (Enterprise).

Tessa™ SB (Small Business) has only a limited range of functions.

Tessa™ EE (Enterprise) comes with an extensive toolbox and offers some interesting special functions beyond Tessa™ SB, such as individualization and workflow support.

1.3 What are assets?

Tessa™ understands by an asset all kinds of media, pictures, videos, and documents, which are stored digitally.

An asset can also be assigned a specific workflow, which for example maps a release process. By linking searchable and filterable additional information and a media file, this "stupid" file becomes an intelligent asset.

1.4 Features

Tessa™ offers you various functions to make your daily work easier. These are briefly described below.

The '**Intuitive and modern user interface**'.

- is oriented to current design and usability guidelines
- allows you to work with familiar surface elements
- offers Drag & Drop function for data upload and keywording
- uses data set-related context menus to facilitate processing
- integrates the possibility to organize assets via tree and folder structures

Batch **processing of assets and metadata** enables the processing of multiple files for the following functions:

- insert, edit, delete
- Download and share
- Categorizing and archiving

Automated '**data conversion**' makes it easy to transfer files into the various formats required:

- automatic conversion into almost all common file formats
- new file formats and conversion settings can be extended via plugin
- Consideration of reference data during conversion (e.g., file naming according to target customer)
- Creation of PowerPoint, Excel, and PDF documents

Another feature is '**automation**':

- fully automatic data exchange with third party systems
- Execution of recurring tasks (e.g., data import from third-party systems such as ERP or PIM, provision of data for third-party systems such as online shop or website)

Tessa™ offers the possibility of mapping a comprehensive '**users and roles**' model. Here, rights settings are possible down to field level. In the Tessa™ EE there is also the possibility of LDAP connection and integration of Single-Sign-On (SSO) solutions.

With the help of '**reference data**', Tessa™ offers extensive design options for linking data, files or attributes with each other, such as

- Reference data management for article or customer data
- Linking reference data with asset data
- Use of reference data for searching, data conversion or making assets available through collections

- Customer-specific reference data for further data types, such as color, designer, or address data
- Reference data can be linked to each other (1:n or n:n relationships) and to asset data

With the **'Search, Retrieve and Display'** functions of Tessa™ you have the possibility to perform a structured and extensive search in the Tessa™ database. The following tools support you in this:

- Integrated full text search
- Search via referenced data (e.g., article numbers, customer data, etc.)
- Preview for all common office, image, and video formats directly in the browser
- Reference to exemption paths and alpha channels
- Storable search parameters and dynamic result lists

The feature **'Teamwork'** offers the possibility to work together via shared upload folders. The public keywording of assets also facilitates collaboration, as collections can be created together using the same syntax.

The **'data upload'** is considerably simplified via drag & drop, especially for mass uploads. It is also possible to transfer files into the system via FTP. The Enterprise Version Tessa™ EE also offers the possibility of file upload via a REST interface.

With various **'share and publish'** options, there are many distribution channels for publishing individual assets and entire collections. Among other things, this enables:

- Management of any number of simultaneous collections
- Sharing by mail, link, FTP, or direct download
- Enrichment with reference data during publication (e.g., addition of an article number during download)
- Distribution of assets with defined conversion settings
- Share as editable PowerPoint or Excel files or template-based PDF document
- Share via web portal or JSON object

In order to be able to check at any time which files go where and when, there are various possibilities of **'analysis and evaluation'** within Tessa™. You have the possibility to view the logged searches as well as the download logs for shared collections and assets. Within Tessa™ EE there is also the possibility to integrate PIWIK or Google Analytics.

Due to its various **'interfaces and integration possibilities'** Tessa™ can be easily integrated into existing IT landscapes and systems. Tessa™ enables data exchange with PIM, CMS, eShop, ERP and other systems through the data formats XML and CSV. In addition, this is further enhanced by JSON and the integrated REST interface.

With its continuous **'versioning'**, Tessa™ offers the possibility to trace all changes to an asset and, if necessary, to return to an earlier version, but also to keep different versions in parallel.

Furthermore, there are the following extensions for this feature:

- Optional notification when a new version is available,
- Notification to existing collections about changed version

With its integrated '**file and asset management**', Tessa™ allows you to create categories. Relationships can be established between assets and the connected reference data. Freely configurable metadata fields provide further flexibility in use.

The following features are exclusively included in the Tessa™ EE.

'Scaling via three-server architecture', in this case Tessa™ is installed on three servers. One server act as an application server, another as a data storage and the third as a conversion server. All three components can be operated and scaled independently of each other. Thus, this environment grows with your requirements and offers you the highest possible independence and performance. Optionally, a dedicated search server is even possible.

Tessa™ EE also offers the possibility to map '**workflows**' by defining different actions and follow-up reactions. Automated notifications can also be sent by the system.

2 Requirements and setup

2.1 System requirements

Browser

Tessa™ is accessed via the Internet browser and can therefore be used independently of the installed operating system. For working with Tessa™ we recommend one of the following browsers in the latest version:

- Mozilla Firefox
- Google Chrome
- Microsoft Edge
- Apple Safari

Cookies

The Tessa™ DAM stores user information in session cookies when pages are viewed. These are deleted after the end of the session by logging out or closing the Internet browser.

Deactivate pop-up blocker

When working with Tessa™ it is imperative that pop-up windows are not suppressed, otherwise various functionalities will not be available. Depending on the browser used, there are various ways of allowing the use of pop-ups. If your browser supports this, please generally allow the use of pop-ups for Tessa™. You can find more information on this in the help function of the browser you are using.

JavaScript

Many functions of Tessa™ use JavaScript. If your internet browser does not support JavaScript or you have disabled JavaScript, these functions will not be available to you.

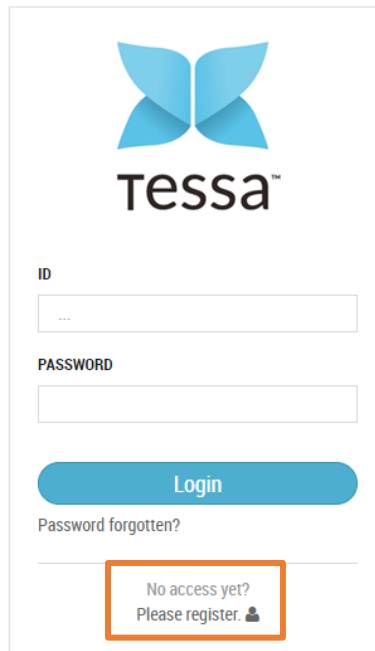
Working with Tessa™ is not possible in this case.

Firewalls

Firewalls are often used to prevent unwanted external access to your own network. So-called personal firewalls can also be installed to protect an individual computer. Please check that the configuration of your firewall allows access to Tessa™ according to your system requirements. If necessary, please contact your system administrator.

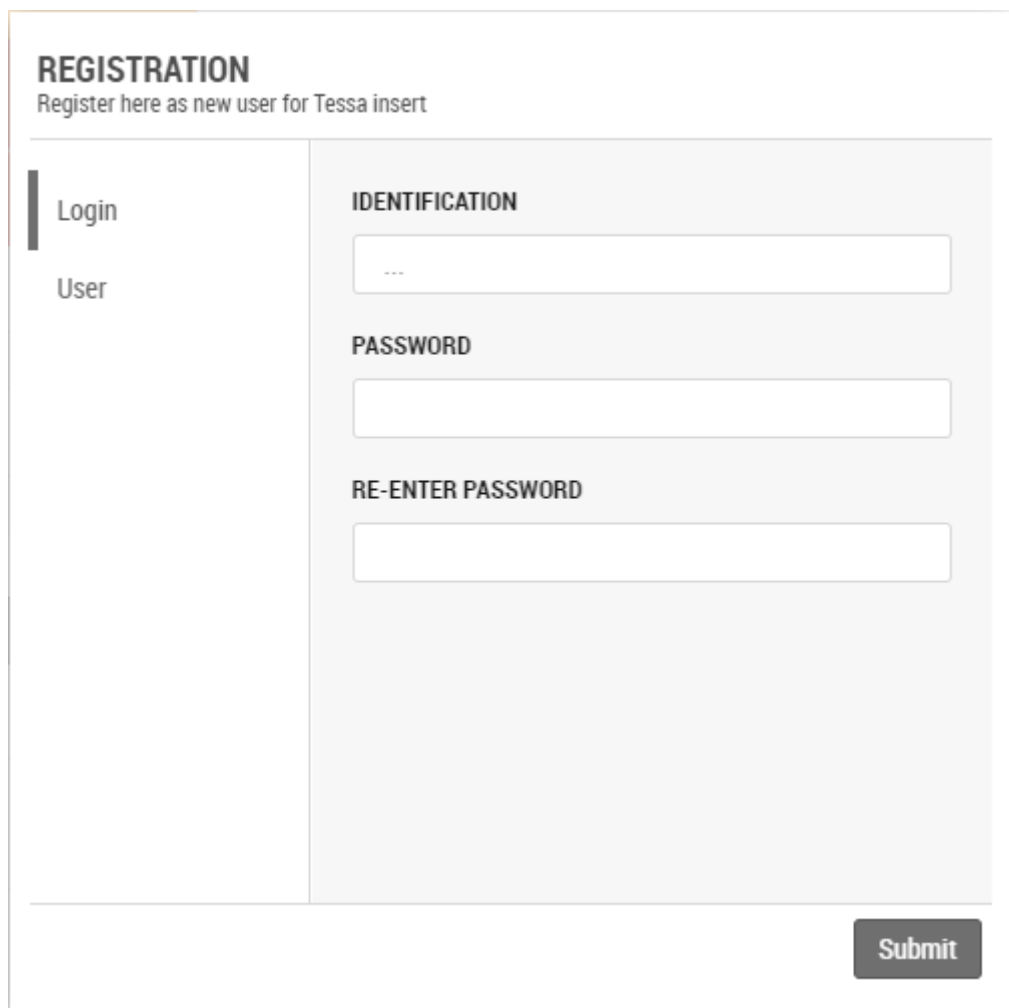
2.1.1 Registration

Registration as a user who wants to work with Tessa™ is done via the registration dialog of Tessa™. You can reach it via the link '**Please register here**'.



The image shows a login and registration form for Tessa. At the top is the Tessa logo, which consists of a blue stylized butterfly icon above the word "Tessa" in a black sans-serif font. Below the logo are two input fields: one labeled "ID" and another labeled "PASSWORD". Both fields contain three dots as placeholders. Below these fields is a blue rounded rectangular button with the text "Login" in white. Underneath the button is a link that says "Password forgotten?". At the bottom of the form, there is a link that says "No access yet? Please register." followed by a small user icon. This link is highlighted with an orange rectangular border.

After opening the form, two tabs will ask for the information necessary for registration.



The image shows a registration form titled "REGISTRATION" with the subtitle "Register here as new user for Tessa insert". On the left side, there are two tabs: "Login" and "User". The "User" tab is currently selected, indicated by a vertical bar to its left. The main content area of the form is divided into three sections: "IDENTIFICATION" with an input field containing three dots, "PASSWORD" with an input field, and "RE-ENTER PASSWORD" with an input field. At the bottom right of the form is a dark gray button with the text "Submit" in white.

Identification

Enter a unique identifier in the '**Identification**' field with which you wish to log in to Tessa™ in the future. We recommend your e-mail address, as it is definitely unique, and you can remember it easily.

Password

In the field '**Password**' you set your future password with which you log on to Tessa™. The password must be at least eight characters long and comply with the following rules:

- at least one letter
- at least one number
- at least one special character
- upper- and lower-case letters

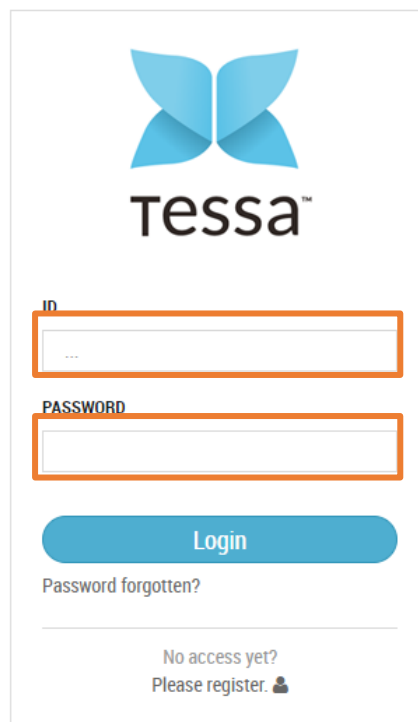
User data

In the tab '**Users**' you must enter your first name, last name, e-mail. The entries for company and address are optional.

By clicking on the "Send" button the registration is completed. You will then receive an e-mail with an activation link, which you can use to fully activate your user account.

2.1.2 Log in

In order to work with Tessa™, you must first register. To log in, enter your username and password in the fields provided and confirm your entry by clicking on the '**Login**' button.



The image shows a login form for Tessa. At the top is the Tessa logo, which consists of a blue stylized butterfly icon above the word "Tessa™". Below the logo are two input fields. The first field is labeled "ID" and contains a placeholder "...". The second field is labeled "PASSWORD". Below these fields is a blue rounded button labeled "Login". Under the button is a link that says "Password forgotten?". At the bottom of the form, there is a link that says "No access yet? Please register." followed by a small person icon.

C

2.1.3 Log out



To leave the system, log out from the main navigation in the 'Users' menu by clicking the 'Logout' button.

NOTE:

You will be automatically logged out when you close your browser. This is also the case if you delete the cookies in the browser settings.

2.1.4 Forgot your password?

A screenshot of the Tessa login page. At the top, there is the Tessa logo, which consists of a blue stylized butterfly icon above the word 'Tessa™'. Below the logo, there are two input fields: 'ID' and 'PASSWORD'. Below the 'PASSWORD' field, there is a blue 'Login' button. Below the 'Login' button, there is a link that says 'Password forgotten?' which is highlighted with an orange rectangular box. At the bottom of the page, there is a link that says 'No access yet? Please register.' with a person icon.

If you have forgotten your password to log in at Tessa™, you can retrieve it by clicking on the link **'Forgot your password?' (1)** in the login dialogue to reset your password.

To do this, fill in the necessary fields '**ID**' and '**E-Mail**' in the dialog '**Forgot password**' and confirm your entries by clicking on the button 'Send'.

After successfully submitting your data, Tessa™ will send you an automatically generated password to the e-mail address you entered. You should change this password again after your next login to Tessa™.

3 Main navigation

The main navigation is the superior function line. This is divided into different tabs.



By selecting each of these tabs with the respective sub-items, it is possible to switch to another area. This also changes the respective header and the work area.

3.1 Upload

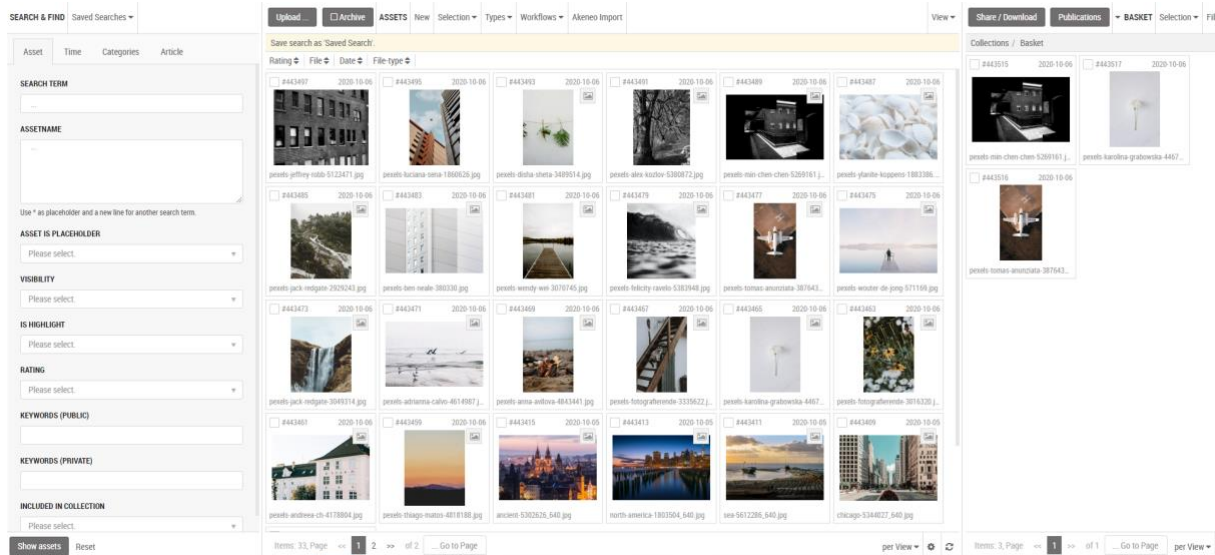
In this area you have the possibility to upload files to Tessa™ in different ways. This can be done easily by a manual upload or you can upload the files otherwise (e.g., via FTP etc.) into an import directory on the server and then import them in one go.

If it is desired that the data is imported from other sources into Tessa™, this can also be realized on a customer-specific basis. In chapter C.1 Upload (page 26) the upload is explained in more detail.

3.2 Media

In the 'Media' section you will find the assets managed by Tessa™.

The content area is divided into a search area in the left column, the actual content area with the assets in the middle, and a collections/basket area in the right column.



Using the search function, you can search in the existing assets according to various criteria and save this search for later use.

In the content area, you can view details and metadata on the assets, download assets, set up workflows and much more.

Chapter C.2 Media (page 28) describes this area in more detail.

3.3 Akeneo (optional)

The tab **'Akeneo'** is only available if **Tessa™** is connected to an Akeneo system via Tessa to Akeneo Connector. By clicking on the entry, it is possible to jump directly to the connected Akeneo system and make changes to the product data if necessary.

3.4 Modules

In the right area of the main navigation the next entry is the menu item **'Modules'** with several subitems.

Publications

Under Publications all publications are listed and can be managed or restarted there. You can find more about this topic in chapter 6 **Parts / Publications**.

Keywords

In the sub-item Keywords, keywords (tags) can be maintained, which are available for the later keywording of assets.

Categories

In this section, category structures are set up to classify the assets for better classification.

Article

Via the articles you have the possibility to assign the assets to products to import them to the correct place in connected shops or product information management systems.

3.5 System

The next link is the menu item System, which is also divided into several sub-sections.

Dashboard

The dashboard provides a variety of statistics and information about your **Tessa™**, such as the number of assets or collections, queue status, etc.

User

In the user area, users for **Tessa™** can be created and maintained. In chapter 8.2 **Users** we will go into this topic in more detail.

Roles

In this area, extensive authorizations can be assigned to the various roles in the system. The role concept is explained in detail in chapter 8.3 **Roles**.

3.6 Notifications

The bell symbol in the main navigation bar displays any messages that may be available. In the case of new, unread messages, the symbol also shows the number of new messages.

3.7 User

The User section contains the function for logging out of this machine.

You can also edit your own account there, for example to change your password or user data.

3.8 Language selection

With the help of the language selection, the interface language in **Tessa™** can be changed at any time. The following languages are currently available:

- German
- English
- French
- Italian
- Spanish
- Chinese

Other languages can be added at any time.

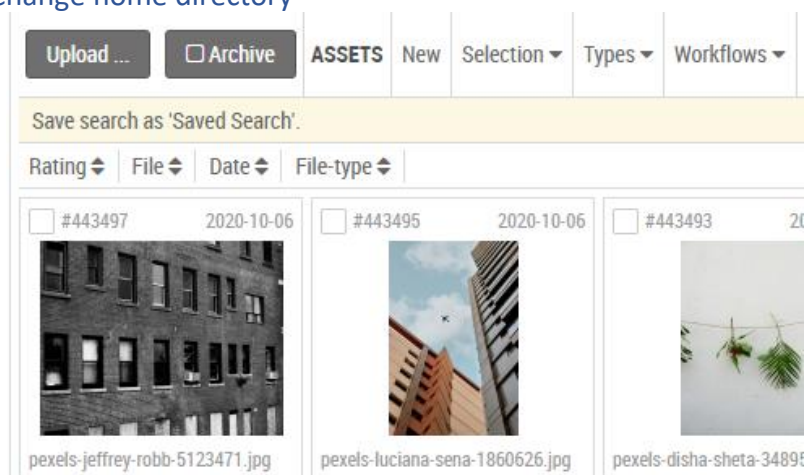
4 Upload

In this area you have the possibility to upload files to Tessa™ in different ways.

4.1 Home directory

When you enter the area, you will automatically be taken to your home directory, where all your uploaded pictures will be saved before you decide to convert them into assets and make them available to the public.

4.1.1 Change home directory



Depending on your permissions you can also change to the root directory and from there to the home directories of other users by clicking on the word "root" in the breadcrumb menu. This is especially helpful if commissioned agencies or photographers are allowed to upload images to Tessa and you would like to check them before converting them into assets and sort them out if necessary.

4.1.2 Creating new folders

The 'New' function allows you to create new folders or folder structures to further subdivide your home directory or to create temporary folders for a specific project, for example.

To create the new folder, simply enter a name in the pop-up and click on 'Insert'. Depending on the permissions, you can choose a suitable rule from the existing rules. One rule can be, for example, that only images of type .PNG with a resolution of 300 DPI may be stored in the folder.

Folders that are no longer used can simply be deleted via the context menu of the folder.

HOME:
Folder insert

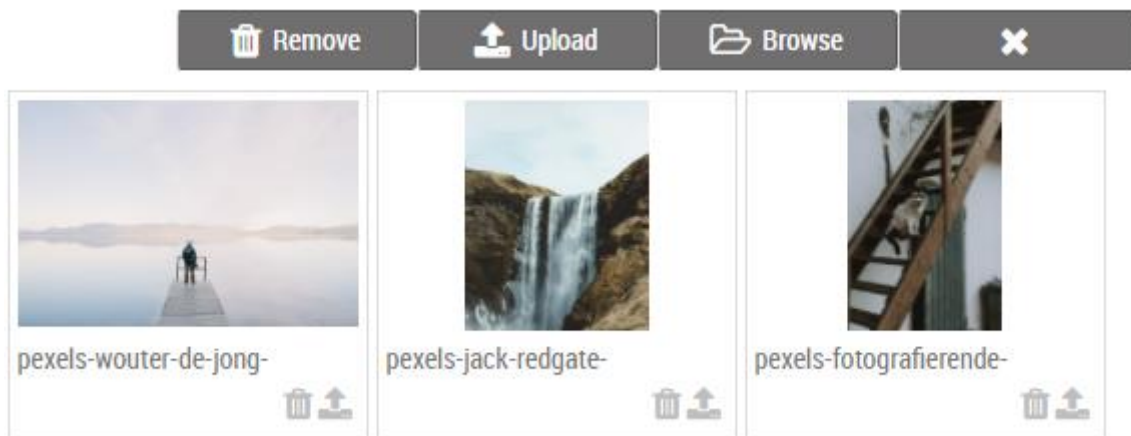
NAME

RULES

Please select. ▾

Insert

4.2 Uploading files



By clicking on the upload button in the home directory a new window opens, where you can collect the pictures for uploading to [Tessa™](#).

There are several ways to do this, you can drag and drop as many files as you like onto the window or you click on the **'Select'** button and select the appropriate images in the File Picker. In the same way you can add more files to the list afterwards.

Once you have selected the appropriate files, they will be displayed in the upload window with a small preview, the file name, and the file size.

With the help of the button **'Remove file'** below each file you can now remove all files from the list that you do not want to upload. If you only want to upload single files from the list, you can do this with the function **'Upload file'**.

As soon as the list contains only images you want to upload to [Tessa™](#), you only need to press the **'Upload'** button and all images will be uploaded. To estimate the duration of the upload, you will see

a progress bar per image and in total. After uploading you can close the window with the 'X' button and return to your root directory.

4.3 Checking files

Once the files have been checked in the background, they will be displayed in your home directory. You now have several options to check the files before converting them to assets.

With the search function you can filter the displayed images at any time. Depending on your permissions, you can also search through all home directories to get a global overview. To do this, click on the '**search local**' field in the search and then select '**search global**' from the drop-down menu.

By clicking on the function '**Detail**' you will open another window in which further details about the image are displayed, including the name, path, hash, or type of file.

The function '**Edit**' offers you the possibility to change the name of the file afterwards.

With the function '**Move**' you can move files into the root or subdirectory of another user if you have the necessary rights.

To delete a file, you only have to call the function '**Delete**' in the context menu of a file.

By clicking on the file or the function '**Preview**' in the context menu of a file, you can see a large preview if possible or, in case of a video, you can play it in the browser. In the picture preview you can also move a magnifying glass with the mouse pointer to view every part of the picture in detail.

The function '**Insert as Asset**' inserts the file as an asset in Tessa and allows you to enrich it with various additional information such as keywords. We will go into this in more detail in the next section.

If you want to modify a file before uploading it as an asset in [Tessa™](#), you can use the '**Download**' function to download it to your computer. This is especially useful if you notice that you need to do some rework when checking files uploaded by other people.

The context menu items '**Comparison left**' and '**Comparison right**' offer you the possibility to compare two images, which are then opened together in a preview. This is especially useful if you only want to create one of the images in [Tessa™](#) as an asset.

Hint:

By clicking on the checkbox at each file or by using the entry 'Select all visible' you can select them and then execute the functions 'Insert as Assets', 'Move Files' and 'Delete' on all selected files.

4.4 Creating assets

NEW DATA SET
Asset insert

Asset Categories Article Relationships Workflow

NAME

...

ASSET- AND MEDIA-TYPE

Image / BMP

TAGS (PUBLIC)

Click here to suggest tags.

TAGS (PRIVATE)

Click here to suggest tags.

Insert

As soon as you have selected the function '**Insert as Asset**', a dialog opens, which allows you to classify the asset and to enrich it with information.

4.4.1 Asset

In the tab Asset you can define the name of the asset, which is by default prefilled with the name of the file you are converting into an asset.

You can let Tessa™ determine the asset and media type itself or you can specify this if you are sure, e.g., image / JPG.

It is possible to add as many keywords to the asset as you like to make it easier to find later or to clearly define its use. Tessa™ distinguishes between public and private keywords at this point. The difference is that private keywords can only be seen and used by you, so you can make certain images very easy to find without other users of the system being influenced or disturbed by the keywords used. Public keywords can be used by all users of the system and should therefore be used with care.

If the Google Vision API is linked to your Tessa™, you can also have keywords suggested automatically using the '**Click here to suggest keywords**' function. In this case the file will be sent to the Google Vision API and you will receive a list of keywords that Google has automatically recognized from the file. By clicking on the delete icon you can delete keywords that you no longer want.

Finally, you will find the settings in this tab to determine whether the asset is available to external users or only to internal users. This is relevant if images of new product models are already to be stored in Tessa™, but these may only be used publicly in a month's time.

With the setting '**Is Highlight**' you can highlight particularly relevant images, e.g., the main image of a new product.

4.4.2 Categories

In the Categories tab, you can assign the new asset to any number of categories to control how it can be found and used later. Depending on your permissions, the tab shows you all categories available in Tessa™ in a tree structure.

In addition, it is possible to create a new category from the path of the image in addition to the existing ones with the option **'Apply path as category'**. With the help of the search function, you can easily and quickly find the categories to which you want to assign the asset.

4.4.3 Article

In the Articles tab it is possible to link the new asset directly to one or more products. To do this, simply select the appropriate article in the search and click on it.

We will talk about articles in more detail later, see chapter 5.1.4 **Articles**.

4.4.4 Relationships

In Tessa™ you have the possibility to link assets with each other, for example if they all belong to one product. To link assets with each other you only must enter the name of the asset in the search field and click on it.

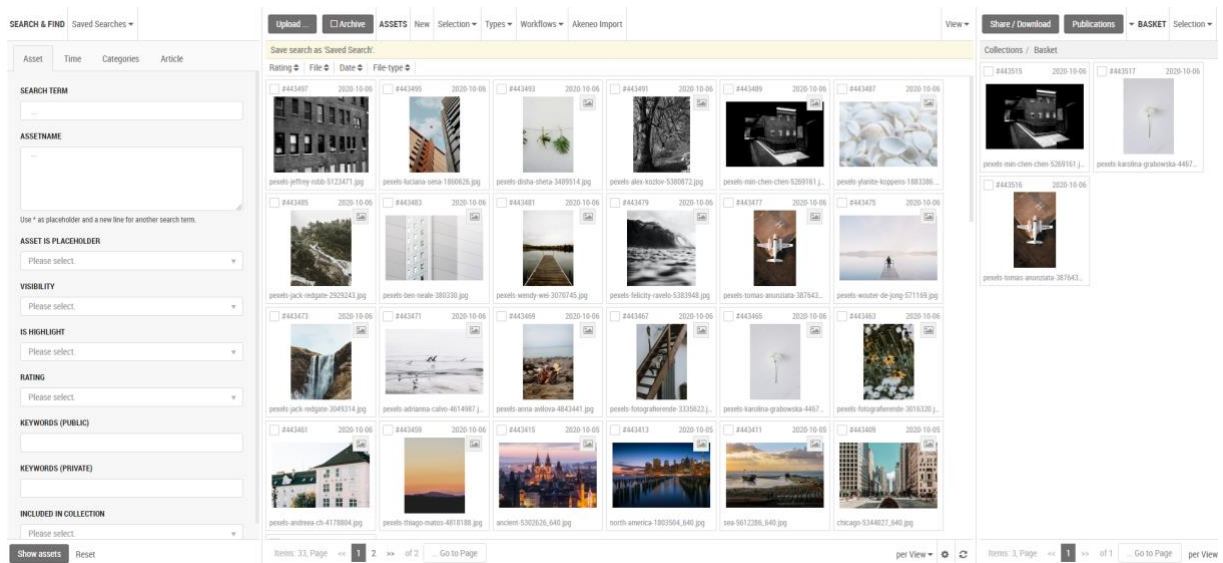
4.4.5 Workflow

In this tab you can assign assets to a workflow, which can then trigger automatic actions based on the workflow transitions. Which workflows are available in your Tessa™ and which actions are triggered depends on the configuration of your system and can therefore not be covered in this manual.

Once you have selected all the settings you only need to click on **'Insert'** and your file will be added to Tessa™ as an asset.

You can also convert several files into assets at the same time, in which case the following changes will be made in the dialog. You cannot change the name of the assets anymore; it is automatically derived from the file names and an article and relationship assignment is not possible. However, you can always do this later for the new assets. You will get a progress overview at the end of the dialogue, so you know when the new assets are available in Tessa™.

5 Media



The media section is the most comprehensive in the entire Tessa™. There you have the possibility to search for assets in many different ways, to display them, to change them and to publish them via collections and shopping baskets. In this chapter we will take a closer look at all functions to give you a good overview.

5.1 Search and Find

With the help of the search function, you can easily find all assets in the system. In addition, you can save your configured searches and call them up again at any time, for example to find and edit all assets uploaded in the last 10 days.

The area is divided into several tabs to increase the clarity of the search options.

No matter in which tab you are, to start a search you only must click on the button '**Show Assets**'. To reset your search filters, simply click on '**Reset search**'.

SEARCH & FIND Saved Searches ▼

Asset Time Categories Article

SEARCH TERM

ASSETNAME

Use * as placeholder and a new line for another search term.

ASSET IS PLACEHOLDER

Please select. ▼

VISIBILITY

Please select. ▼

IS HIGHLIGHT

Please select. ▼

RATING

Please select. ▼

KEYWORDS (PUBLIC)

KEYWORDS (PRIVATE)

INCLUDED IN COLLECTION

Please select. ▼

Show assets Reset

5.1.1 Asset

In the Asset tab, you search mainly via properties of the assets.

The field '**Search term**' searches both by the name of assets and their contents. This means that if an asset of type PDF contains a word in its text that you are looking for, you will be shown that word, even if the name is completely different. This is very useful for finding certain documents quickly. The search term will automatically be replaced by a wildcard before and after it, so it is sufficient to enter only part of a word as a search term.

In the field '**asset name**' you can search by the names of the assets, unlike '**search term**', the search is not carried out in content. Furthermore, it is an exact search, i.e., with the search term 'eiko' you will not find an asset named Eikona.jpg. You can, however, enter * as a wildcard in front of or behind the term and thus also allow a less precise search. In addition, you have the possibility to enter one search term per line in the field, the search will then give you all results which are suitable for at least one search term.

The option '**Asset is wildcard**' ensures that only wildcard assets are displayed as search results. You can find more information about placeholders in chapter 9.1 [Placeholders](#).

The option '**Visibility**' controls whether you want to find only internally or externally visible assets or both. More about visibility can be found in chapter 9.2 [Visibility](#).

Is Highlight determines whether only assets that are marked as highlights are displayed in the search results. More details can be found in chapter 9.3 **Is Highlight**.

Using the **'Rating'** search filter, you can specify that only assets with a certain rating are displayed in the search hits. For more information, please refer to chapter 9.4 **Rating**.

In the **'Keywords (Public)'** and **'Keywords (Private)'** tabs, you can find assets by keyword. The assignment of keywords is explained in more detail in chapter 7.2 **Keywords**.

Finally, in this tab you can use the filter 'Contained in Collection' to search for hits that are contained in at least one or a specific collection. Collections are discussed in detail in chapter 5.4 **Collection/Shopping cart**.

5.1.2 Period

The filters in the time period allow you to find assets by different date properties.

Creation Date (From)' and 'Creation Date (To)' ensure that only assets created within this time frame are found. You can also leave one of the fields empty, in which case all assets created from a specific date or until a specific date in Tessa™ will be found.

The search filters **'Edited Date (from)'** and **'Edited Date (to)'** work in the same way as the filters explained above, except that instead of the creation date, the date of the last editing of the asset is used.

In Tessa™ it is possible to enter the expiry date of the license for files that are subject to a license, so that you always have an overview of which assets you can use for how long. Using the search filters **'License expiration date (from)'** and **'License expiration date (to)'** it is possible to search for this date, for example to find all assets whose license expires by 31.12.

In addition to the static search parameters, it is also possible to use dynamic parameters which recalculate the search results based on the current date. This is especially relevant for saved searches, as they will display the appropriate results each time they are called up. The following search fields can be used for this purpose.

'Created in the past x days' shows all assets whose creation date is within the past x days of the value you selected. **Processed in the past x days'** does the same for the date of the last time the asset was processed. **End of License Reached in Next x Days'** checks which assets have an image license that will expire in the next x number of days you select. This is a very useful parameter, for example, to check weekly which image licenses will expire in the next 30 days so that you can react in time.

5.1.3 Categories

This tab shows you all categories available in the system and you can easily search for all assets that are assigned to one or more categories. If another user has adjusted the categories since opening the search, you can reload the categories by clicking on **'Refresh view'** and thus always have the status available.

In addition to the normal category search there is also an advanced mode where you can choose whether the assets referenced in the categories you have selected should be included or excluded from the search. If you choose included, only assets that are referenced in the selected categories

will be found. If you choose to exclude, all assets will be found except those referenced in the categories you selected.

The Categories tab is not only used to search for images in the individual categories, the 'Insert new main category' function allows you to expand the categories directly in the search if a category is missing and then assign the appropriate assets accordingly. The creation of categories will be discussed in more detail in chapter 7.3 Categories.

5.1.4 Article

In the Articles tab you can find assets based on their referenced articles, this is especially relevant if Tessa™ is linked to a PIM system like Akeneo and you want to find all images for a specific product. More about the maintenance of articles can be found in chapter 7.4 Articles.


In the search field '**number**' you can enter as many article numbers as you want. It is an exact search, so the number 123 will not find any articles that are linked to an article with SKU 12345. To change this, you can put a * as wildcard in front of and behind each article number.

With the search field '**Linked items available**' you can choose whether only assets which are linked to an item are found or only assets which are not linked to an asset, for example, to be able to maintain links which do not yet exist.

5.2 Saved searches

To make the search for assets as fast and comfortable as possible for you, Tessa™ offers the possibility to save your searches and recall them quickly.

You can easily save your current search by clicking on '**Save search as 'Saved search**' above the asset display in the content area. In the following dialogue you can give your search a name that is as descriptive as possible to make it easy to find. You can also choose whether the search should be visible only to you or to all users of Tessa™, for example if you have created a particularly useful search and want to share it with your colleagues. Finally, you can choose to create a collection directly for the results of your search. Collections are explained in more detail in chapter 5.4 Collection/Shopping cart.

To access your saved searches, simply click on the tab '**Saved searches**' and then on '**Manage**'. A new window opens and lists all saved searches, no matter if they were created by you or another user. Shared searches are identified by the fact that they have an  icon in front of them and the name of the creator and the date of creation are displayed as hover text when you hover over the icon.

Using the context menu of a saved search you can perform various actions on it, the '**Detail**' you can view the details of the search again, including any existing publications based on this search. You can read more about the publications in chapter 6 Parts / Publications.

By clicking on the function '**Edit**' you can change the properties of the search, this ranges from the name to the individual search filters, which are displayed here again in separate tabs similar to the search.

Deleting single saved searches is possible with the function '**Delete**'.

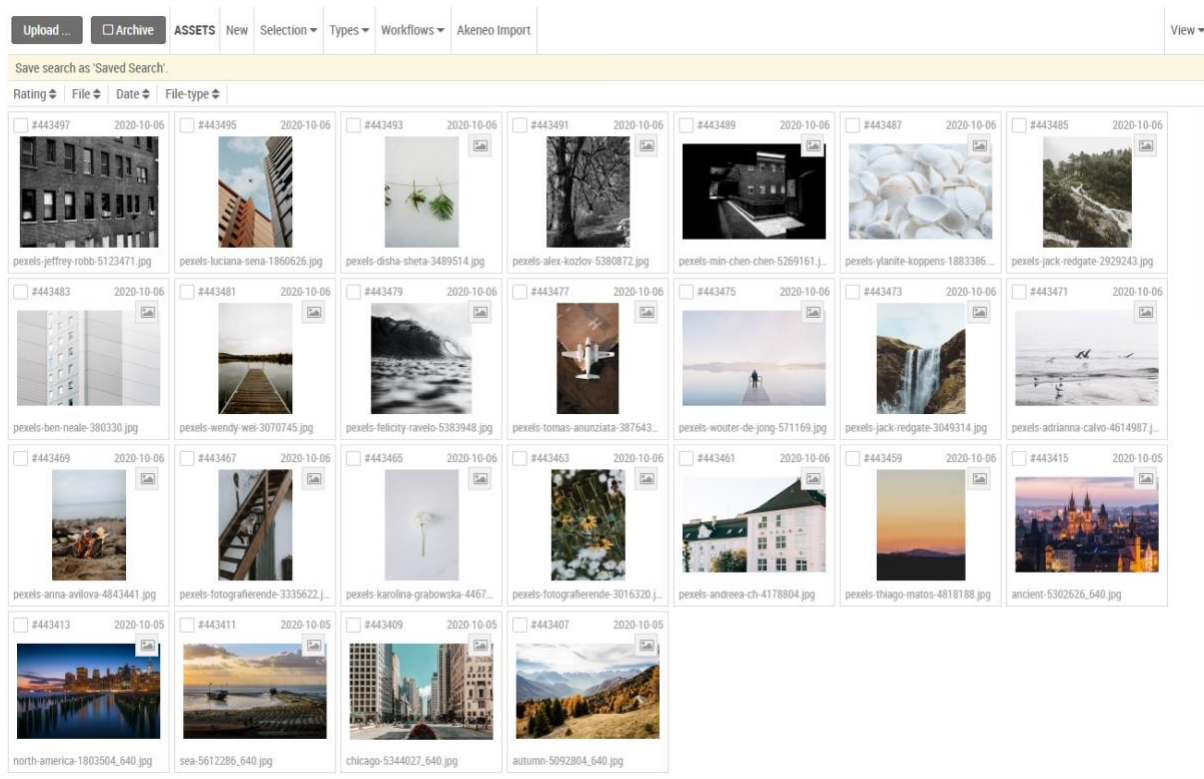
There are two ways to execute a saved search, you can choose the function '**Execute**' in the context menu of a search or you return to the search form, there you will find a list of all your saved searches or searches shared by all users under the tab '**Saved searches**'.

The function '**Share / Publish**' allows you to publish the result of the saved search, e.g., as a download link or in a portal. The publications are discussed in more detail in chapter 6 **Sharing / Publishing**.

Finally, you can use the '**Publications**' function to check exactly where and how the search results have already been published, for example, to better understand the paths taken by assets and to check who needs to be notified when some assets are updated.

5.3 Content area

The content area is the central area of **Tessa™**. It is also divided into a header, work, and footer area.



5.3.1 Upload

With the button '**Upload**' you can enter the upload area and add more files to **Tessa™**. More about uploading files can be found in chapter [4 Upload](#).

5.3.2 Archive

By clicking on the '**Archive**' button you can switch from the normal asset list to the archive and only see assets that are in it. The archive in **Tessa™** is similar to the trashcan in Windows. For assets that are no longer to be used, but it is still unclear whether they can be finally deleted, it is a good idea to put them into the archive.

If you do need an asset again, you can simply retrieve it from the archive and put it back into the normal Asset Storage and use it as usual. Once it is clear that you definitely do not need the asset, you can delete it from the archive.

Alternatively, you can set the archive to be emptied automatically at regular intervals to avoid "data rubbish".

5.3.3 New

By clicking on the function '**New**' you open the dialog for creating a new asset. Which setting options you have here you can read in chapter [4.4 Creating assets](#).

Sometimes it is useful to create an asset at this point, e.g., if the data of a new product is already defined but the photographer will create an image of the product soon. In this way you can already assign the asset to the photographer and ask him to add the appropriate product image as soon as it is available but at the same time you can already assign an asset to the product.

With the search it is possible to find these so-called placeholder assets.

5.3.4 Selection

The '**Selection**' tab is used to select a certain amount of assets from the content area and then perform various functions on them.

5.3.5 Types

The '**Types**' tab shows you a dynamic list of asset and file types that have already been maintained in your Tessa. The list only contains entries if assets are available for them. So, you can quickly and easily limit your search to images or documents.

Which assets and file types are available depends on the configuration of your Tessa.

5.3.6 Workflows

In the tab '**Workflows**' you can filter assets by their workflow or workflow status. If you check a checkbox, you will only see assets that are currently in this workflow state.

The workflows and statuses that are offered here depend on the configuration of your Tessa.

5.3.7 View

With the help of 'View' you can display content areas in a way that is optimized for you. There are three different views, which have advantages for certain applications.

- **list:** The list view shows you only a small thumbnail, but you can see more details of an asset, such as the file type, size, or creation date, and sort the assets by that. This view is especially useful when the metadata of an asset is more important than the image it contains.
- **Icons:** The icon view is a compromise between the list view and the gallery view. In addition to the actual image, you get information like the asset name or the asset ID, but you have a much larger preview image than in the list view. This view is especially useful if both the name and the image itself are relevant to the application.
- **Gallery:** If the actual image is the most important criterion for you, you can switch to the gallery view and see only the thumbnails without any disturbing information.

5.3.8 Jump to

If your search result fills more than one page of the content view, you can use the text box '**... Jump to**' to jump to any page and view the assets there. This is mainly useful if you have a lot of assets as search results.

5.3.9 Per page

The 'per page' setting allows you to select how many assets you want to display on a page in the Content View. The setting you choose here is mainly based on your personal taste. As a rule of thumb, the more assets you display in total, the higher the per-page setting will make sense.

5.3.10 Settings

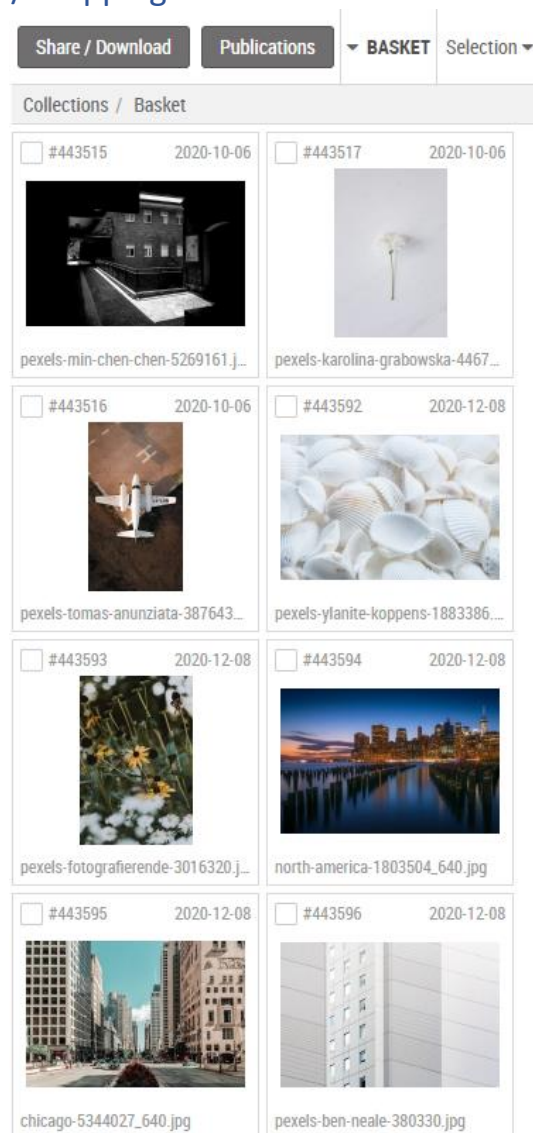
In the settings you can choose whether you want to check duplicate assets against an identical asset name or an identical image. If you select '**Check Duplicates with Similar Names**', a background check of all asset names will take place and you will be notified that there are other assets with the same or very similar names and which ones they are.

If you select '**Check Duplicates with Same Content**', all images will be checked in the background and you will receive a message for each affected asset stating that there are more identical images found and which ones these are.

You can also activate both at the same time, in which case you may receive multiple notifications for assets with similar names and identical images.

This function is very useful for quickly finding out if there are duplicates in your Tessa™ and then removing them.

5.4 Collection/Shopping cart



The last but no less important area in the media is the **collections / shopping** basket. Collections are used to combine assets temporarily or permanently, e.g., for a specific product or campaign and to share or publish them together.

5.4.1 Shopping cart

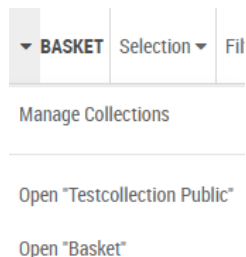
By default, the **shopping cart** is open in this area, in simple terms it is a permanent collection. You can add or remove assets from the **cart** at any time using drag and drop, but you cannot delete or rename the cart.



You can see that you are in the **shopping cart** by the fact that the header line of the shopping cart is in the drop-down menu or that **Collections / Shopping Cart** is selected in the breadcrumb menu.

Like a self-created collection, you can also **share** and **publish** the shopping cart, but we will come to this later.

5.4.2 Create a collection



You can create a collection in several ways, the easiest way is to drag and drop all the assets you want into the shopping cart. Then click on the small arrow next to the word 'basket' and select **'Manage collections'**.

This will bring up a complete overview of all your collections and all you need to do is open the context menu of the basket and select the **'Copy'** option. In the following dialog you have to choose a name for your new collection, and it will be created with all assets of the shopping cart.

 A screenshot of a 'NEW DATA SET' dialog box. The title bar says 'NEW DATA SET' and the subtitle is 'Collection insert'. The form contains four fields: 'NAME' with a text input field, 'CODE' with a text input field, 'VISIBLE TO ALL' with a dropdown menu currently set to 'no', and 'SEARCH' with a dropdown menu currently set to 'Please select.'. At the bottom left of the form is an 'Insert' button.

Of course, you can also create collections manually. Just click on **'New'** in the collection overview and a new dialog will open. There you can select the **name** of the collection, the **abbreviation** (optional), the **visibility** and a saved **search** (optional) on which the collection should be based.

The new collection will then be displayed in the collection overview and you can simply click on it to place new assets in it. Alternatively, you can drag and drop assets directly onto the collection in the collection overview and place them in it.

5.4.3 Manage Collections

The context menu of a collection offers you a variety of editing options.

Via **'Details'** you can view all properties that were set during the creation of a new collection. In addition, you can also view the previous releases of this collection. Via **'Edit'** you can also adapt them afterwards. You can delete collections, similar to the already known shopping cart **'copy'** or simply **'open'** them. Also **'emptying'**, starting, or analyzing publications of a collection is only one click away.

With the help of the filter in the collection overview you can choose if you want to see only **private**, **public** or both types of collections.

6 Sharing / Publications

By now you have learned how to upload images to your Tessa™, convert them into assets, edit them, manage them, and combine them into collections. Now it is time to teach you how to publish them and make them known to the world.

Share / Download

Publications

You can either publish assets directly or assign them to a collection and then publish the entire collection. Collections can be published using the '**Share / Publish**' function.

To publish a single asset, simply open the context menu and select the '**Share**' option.

As soon as you click on the button or select the function a new dialog will open where you must enter the details of the publication.

NEW DATA SET
Publication insert

NAME

DESCRIPTION

MEDIA

CONVERSION SETTINGS

VALID FROM

DATE OF EXPIRY

Publish

First of all, you have to give your publication a **name**, by default this is already prefilled with the name of the collection and the numbering of the publication.

You can add a **description** to describe the purpose of the publication.

Then you can choose the medium of the publication, what you can choose here depends on the configuration of your Tessa™, normally you have the following options:

- **e-mail:** You send a download link in an e-mail
- **Download:** You directly generate a download, which combines all assets of the collection into one .ZIP file

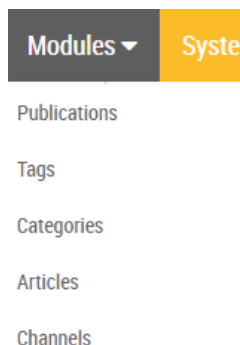
- **link:** You generate a link which allows the user to download all images of a collection as .ZIP file
- **Portal:** You make the images available for download on a specially generated web portal
- **JSON:** The entire content of the collection is converted into a JSON format
- **FTP:** The content of the collection is transferred directly to a selected FTP server
- **Export:** The content of the collection will be transferred to an export directory of your choice and is available for download
- **Archive:** The content of the collection is transferred to a form label archive directory

Depending on the medium you choose, you can select additional information for publication, for example, in the case of **e-mail** you must enter the recipients, subject and content of the e-mail. For publication via **FTP**, the host/IP, ID, port, and password must be entered.

In addition, you can choose between different conversion settings, for example whether the images should be output in the original format or as CMYK. The options you have here depend on the configuration of your [Tessa™](#).

Finally, you can choose from and until when your publication should be valid. This is especially important if you want to publish images of a new product on a certain date or if a download link should only be valid for one week.

7 Modules



If we move the main navigation further to the right, we come across the tab Modules.

Here we can find the items publications, keywords, categories, and articles via the drop-down menu. We want to dedicate ourselves to these at this point.

7.1 Publications

Progress	Status	Name	Collection	Number of assets	Number of assets (converted)	Type
100%	finished	.Warenkorb - #1	statisch / Warenkorb	8	8	email
100%	finished	.Warenkorb - #2	statisch / Warenkorb	8	8	email

In the '**Publications**' section you will find an overview of all previous asset publications, for example collective downloads or the creation of a new portal with the help of a collection.

You can view and compare the details of each individual publication, such as the progress, status, name, number of assets or type. In addition, the context menu, which you can open by right-clicking on a publication, offers further options.

Based on your rights, you can '**Delete**' a publication, open the '**Details**' to analyze the execution or log file, '**Restart**' a publication and view the current '**Progress**'.

For more details on the process and publishing options, see chapter 6 [Sharing / Publishing](#).

7.2 Keywords

Use the tab Keywords to switch to a new area.

TAGS	New	Selection ▼
	Tag ▼	Type ⬆
<input type="checkbox"/>	Dach	oeffentlich
<input type="checkbox"/>	Decke	oeffentlich
<input type="checkbox"/>	Stichwort 1	oeffentlich

Here you have the possibility to create important keywords for you and your work. This is done via '**New**' in the header. Thereupon a popup opens, where you can name your keyword. There is the possibility to assign keywords to the type's public or private.

More about the use of existing keywords can be found in chapter 8.5 [Keywords](#).

7.3 Categories

The '**Categories**' section allows you to create and manage as many categories of trees as you like. With the help of the categories, you can store and retrieve your assets exactly as you want them.

CATEGORIES	New ▼	Selection ▼	
Root			
	Name	Description	Status
<input type="checkbox"/>	Stockphotos		active
<input type="checkbox"/>	Bekleidung		active
<input type="checkbox"/>	Schlagworte		active
<input type="checkbox"/>	Kategorien		active
<input type="checkbox"/>	Akeneo		active

As soon as you open the category module you will land directly in the root folder, i.e., you will get an overview of all existing category trees, see their description, if they are registered and also if a category tree is set active or inactive.

To navigate through a category tree, you only have to click on it and the nodes below it will be displayed. In addition, the breadcrumb navigation expands accordingly if you go one level deeper into the tree, so that you can jump back again at any time.

Using the context menu, you can view the details of a category node, edit, or delete it or jump to its subcategory.

In the '**Details**' you will find information about the name and description of the node in the different languages, the abbreviation which is relevant for an automated assignment and its status. Also, the icon of a node, if set, and its internal sorting.

In the '**Edit**' section you can edit all the above-mentioned properties of a node and also define which roles have read and write access to a certain category of node. This is very useful for making certain assets accessible only to a certain group of users, especially in larger companies, and prevents assets from being placed in the wrong categories.

You can create a new category node at any level by simply clicking on '**New**', then you have the choice of creating the node manually by clicking on '**New**' or importing it by selecting '**Import**'.

If you create the node manually, you must select the information you already know such as **name**, **description**, **abbreviation**, **status**, icon, and sorting.

To **import** the categories, you need either a connected Akeneo (import via API) or the export of the categories from Akeneo in .CSV format.

7.4 Article

ITEMS

New ▾

Selection ▾

Akeneo Import

Q


	SKU ↕	Name ↕	Description ↕	Datasource ↕
<input type="checkbox"/>	Test			akeneo

If you open the '**Articles**' section, you will find an overview of all the articles stored in your Tessa™. These can be created manually or imported directly from the linked Akeneo via Rest API.

In the article overview you get the most important data like SKU, name, description, or data source of the articles.



Via context menu you can show the '**details**' for each item, for example it is possible to show the attributes and their values for items imported from Akeneo.

TEST
Item show

Data	Akeneo	Categories	Assets
<p>ID</p> <p>1 </p> <p>IDENTIFIER</p> <p>Test</p> <p>ENABLED</p> <p>1</p> <p>FAMILY</p> <p>Test</p> <p>CATEGORIES</p> <p>Array</p> <p>GROUPS</p> <p>Array</p> <p>PARENT</p> <p></p> <p>CREATED</p> <p>2020-09-16T07:08:31+00:00</p>			

In this way it is possible to view product data without having to switch to the linked PIM system.

TEST
Item show

Data	Akeneo	Categories	Assets
<p>CATEGORIES</p> <p>▼  Akeneo</p> <p>▼  Marken</p> <p><input checked="" type="checkbox"/> CUBE</p>			

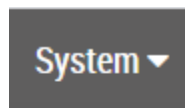
If the categories are imported from Akeneo you can even see in your Tessa™ in which Akeneo categories, the product is classified.

The biggest advantage is that you can see to which articles the assets are linked and with a single click you can jump directly to the respective article in Akeneo. You can easily open the overview with which articles an asset is linked by clicking on 'Details' in the context menu of an asset and switching to the 'Articles' tab.

PEXELS-JEFFREY-ROBB-5123471.JPG
Asset (Bild) show

Asset	Categories	Article	Relationships	Workflow	Usage	Properties	GPS	RAW-data	Content	Metadata
LINKED ARTICLES There are no direct links.										

8 System



Notifications

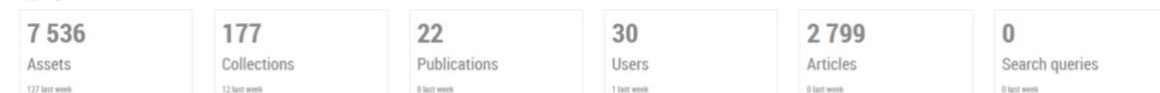
Users

Roles

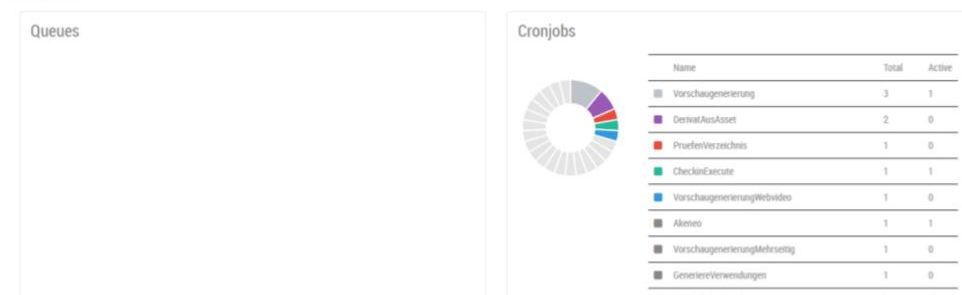
Workflows

8.1 Dashboard

Key figures



Livedata



The dashboard offers you a quick overview of the most important key figures of your Tessa™. Among other things you will find the total number of all assets, collections, users, running cron jobs and much more. This helps you to always keep a good overview of the whole system.

8.2 User

Under the tab User, you can access the user administration. You can see at a glance which users are created with which ID and which role. With the appropriate rights you have the possibility to create users or assign roles.

USER	New ▼	Selection ▼				
	Last name ↕	Name ↕	E-mail ↕	Company ↕	Identification	Roles
<input type="checkbox"/>	Mustermann	Max	mustermann@tessa-dam.com		Benutzer	Tessa Benutzer
<input type="checkbox"/>	Beispiel	Betina	Beispiel@tessa-dam.com		user	Tessa Demo
<input type="checkbox"/>	Verwalter	Valentin	Verwalter@tessa-dam.com		Verwalter	Tessa Verwalter
<input type="checkbox"/>	Admin	Adam	admin@tessa-dam.com		Admin	Tessa Admin
<input type="checkbox"/>	Akeneo	Ann-Katrin	akeneo@tessa-dam.com		Akeneo	Tessa Akeneo Connector, Administratoren
<input type="checkbox"/>	Webportal	Werner	webportal@tessa-dam.com		Webportal	Tessa Webportale
<input type="checkbox"/>	Torsten	Herbert	t.herbert@eikona-media.de		t.herbert@eikona-media.de	Administratoren
<input type="checkbox"/>	Salvatore	Accaputo	s.accaputo@eikona-media.de		s.accaputo@eikona-media.de	Administratoren

8.2.1 Display of user properties

MUSTERMANN, MAX (MUSTERMANN@TESSA-DAM.COM) ≡ ✕

User show

Login
User
Roles
Settings

IDENTIFICATION

Benutzer

API KEY

353:\$2y\$10\$I/trXmZ6c/l2QXGLbzxokeYxC7f9julNu7bem7zYutch4UikoAflG

LOGIN LINK

Tessa Login Bundle not activated. Please activate the Tessa-Login Bundle first.

By double-clicking on a user, you can get further information.

Under **'Login'** you can see the user's ID and the API Key. The API Key is always created, even if the user has no role in which he/she has been assigned the use of the API. In the **'Users'** tab you will find more information such as surname, first name and e-mail address, company, address, and opt-in date. The **'Roles'** tab shows an overview of the individual roles the user is assigned to. In the **'Settings'** tab you will find an overview of the UI language the user has selected, whether the user is working with the light or dark skin in Tessa™ and information about the arrangement of the tabs and the selected module at application startup.

8.2.1 Creating and maintaining users

As administrator you can create users manually via **'New'**, alternatively your Tessa™ can be configured to automatically create a new user when someone creates himself via **'Register'**. In the latter case there will be a confirmation mail after the registration, which must be clicked before the account is activated.

After clicking on the function **'New'** a dialog opens where you can enter the necessary information for creating a new user.

NEW DATA SET
User insert

Login User Settings

IDENTIFICATION

...

PASSWORD

RE-ENTER PASSWORD

Insert

To create a new user, you have to fill in at least the following information before you can complete the creation by clicking on **'Insert'**. Unique **identification**, two matching **passwords**, **last name**, **first name** and valid **e-mail address**.

Afterwards you can right-click the user in the user overview and select **'Edit'**. Now you must set an optin date in the past and have the possibility to assign the user his roles.

It is important that the user must be created before a role can be assigned to him. A user can also combine several roles.

Assigning roles only works this way and ATTENTION: Only roles which are already created can be assigned. Under the **'Directories'** tab, you can assign the user access rights to group folders or home folders of other users.

8.3 Roles

ROLES		New	
	Id	Name	Description
<input type="checkbox"/>	298	Tessa Akeneo Connector	Tessa Akeneo Connector
<input type="checkbox"/>	299	Tessa Webportale	Tessa Webportale
<input type="checkbox"/>	300	Tessa Benutzer	Tessa Benutzer
<input type="checkbox"/>	301	Tessa Verwalter	Tessa Verwalter
<input type="checkbox"/>	302	Tessa Admin	Tessa Admin
<input type="checkbox"/>	303	Tessa Demo	Tessa Demo

The role overview shows you which roles / authorization levels exist in Tessa™ and which rights are hidden behind them.

You can adapt roles yourself or create new ones, if you have the appropriate permissions.

NEW DATA SET
Role insert

Data Permissions

NAME
...

DESCRIPTION
...

API ACCESS
active ▼

Insert

If you want to create a new role, go to '**New**' as usual.

Now you must assign a name to the role, you can also describe it further and in the first step you can define if the API access should be active for this role or not. Under the tab '**Permissions**' you can set permissions for almost all actions in your [Tessa™](#).

The listing and explanation of all permissions would go beyond the scope of this manual. If you have detailed questions, please contact your project manager, or contact our support.

9 Further functions

After you have arrived at this point in the manual, you have already received a very comprehensive overall impression of your Tessa™ and the general processes have been explained to you. Nevertheless, there are still some functions that we mentioned in advance at various points but have not yet explained in detail. For this we would like to use the chapter "Further functions".

9.1 Placeholder

Tessa offers the possibility to create placeholder assets that already exist without uploading the actual image to Tessa™. The use case is that e.g., in Akeneo a product has already been created, which you would like to link to an asset, but the photographer does not photograph the product images yet.

To create a placeholder just click on **'New'** in the content area. The normal dialog for creating an asset will open and you can also enter metadata such as **name, asset and media type** or **keywords**, i.e., prepare the asset completely so that you only must add a file to it later.

To make it easy to find these placeholders once the file has been completed and uploaded, Tessa™ offers you its own search filter called **'Asset is placeholder'**. If this is set to Yes, you will only find placeholder assets in Tessa™. Of course, placeholder assets do not have a preview image.

9.2 Visibility

When editing the metadata of an asset, you will find the entry **'Is External'**. There you can choose whether an image is only visible internally or also externally. If the setting is set to internal, the asset is only visible to a certain group of users. This is especially useful for assets that are not yet to be published, such as images of new products that will be officially introduced soon. The visibility can be changed at any time in the metadata of an asset.

To find internal images quickly, the search has its own filter called **'visibility'**. Depending on the selected value, only internal, external or both types of assets are found.

9.3 Is highlight

The **'Actual Highlight'** metadata can be used to identify specific assets, such as the main image of a product. Each asset has this metadata, and the value can be set to **Yes** or **No**.

These assets also have their own search filter so that they can be found quickly. If you set the **'Is Highlight'** filter to **Yes**, only these special assets will be found and vice versa.

9.4 Rating

To be able to evaluate the quality of assets, Tessa™ has an integrated evaluation system of 1 - 4 stars. This is useful if you want to check several product images for a product first and then select the appropriate ones. You can rate an image in several ways. There is a special **'Rating'** metadata for this, which like other metadata under **'Edit'** can be customized for one or more assets by selecting the appropriate rating from a drop-down menu.

More elegant, however, is the ability to click on an asset to open the preview. In the **preview**, you can simply use the keys 1-4 to assign the appropriate rating and jump directly to the next asset.

With the help of the search filter **'Rating'** you can filter for assets with a certain rating, for example 4 stars.

9.5 Keywords

Tagging assets with the right keywords is one of the most important ways to make them quickly findable for you and others or to provide relevant information, for example for later use in search engines.

This is of course also possible in Tessa™. We even go one step further and distinguish between **public** and **private** keywords. Public keywords are searchable for all users of Tessa™, private keywords are only for you personally, so that you can quickly find your most important assets without getting in the way of other users with your keywords.

There are several ways to set keywords, you can select one or more assets and click on **'Edit'** to access the metadata. There you can enter new keywords or delete existing ones in the text boxes **'Keywords (Public)'** & **'Keywords (Private)'**. Depending on the configuration of your Tessa™, keywords can even be assigned to individual languages.

If you use the Tessa™ EE, you have the additional possibility to let the Google Vision API determine and set keywords automatically. For this purpose, you only need to click on **'Click here to suggest keywords'** below the respective text box. The API information for the asset will then be requested and added. You can then easily remove any keywords that may not be appropriate. Within the scope of an individualization, it is also possible to connect other tools for the automated assignment of keywords via API.

9.6 Versioning

Your Tessa™ has a comprehensive yet very easy to use asset versioning system that ensures that the latest versions are always used, but that no old version is lost.

The screenshot shows a modal dialog titled "NEW DATA SET" with the subtitle "Version insert". Inside the dialog, there is a section labeled "FILE" which contains a text input field for a file path and two icons: a trash can and a folder. Below the "FILE" section is a section labeled "IS CURRENT VERSION" which contains a dropdown menu with the value "no" selected. At the bottom of the dialog is a button labeled "Insert".

To create a new version of an asset, simply drag and drop a new file over an existing asset and click on the **'Upload'** button in the window that appears. Alternatively, you can open the context menu of an asset and click on **'Insert'** under Versions. In the following dialog you select the file you want to upload and if the new file should automatically become the current **version** of the asset. By clicking on the **'Insert'** button you complete the action and have created a new version of your asset.

To view all versions of an asset, simply open the context menu of an asset and select **'Show Version'**. A new view will open and show you all versions including the creator and the creation and editing date.



By checking the checkbox next to the image, you can immediately see which is the current version of your asset. You can also turn an old version back into the current version at any time by opening the context menu of the version and selecting '**Current Version**'.

With the help of the function '**Edit**' in the context menu of an asset or version you can enter the **license expiry** and **the person responsible** for this version. This is especially important if an image has a limited license. For example, you can enter the license expiry date for the current version and upload the new, future version of the asset, but not yet make it the current version. This makes the handling of your different image licenses much easier.

9.7 Workflows

If you use the Tessa™ EE, you will be able to use workflows to better collaborate with your teammates and manage the asset lifecycle.

In simple terms, a workflow represents your workflow from the creation, review, and approval of an asset, including any intermediate steps. Which workflows are available to you depends on your individual configuration of your Tessa™, so we cannot go into detail here.

Nevertheless, we would like to give you a few tips on the workflows and how to use them correctly. In the table of contents, you will find a drop-down menu '**Workflows**', if you click on it you will see all statuses of all configured workflows and can set or remove any of them as a filter for the asset list. This way you can quickly see if assets are ready for review.

To change the workflow status of an asset, simply open the context menu under **Status 'Edit'**. There you can see the current status and all possible status transitions. You can also add a comment to give your colleagues relevant information.

PEXELS-MIN-CHEN-CHEN-5269161.JPG
Asset (Bild) edit

Info

Workflow
Diagram

STATUS

delivery

COMMENT

Edit annotations

A simple example is to check a newly created asset. You can see that it does not have the necessary quality. So, you move it back to the workflow status Creation and add as a comment: "The quality of the lighting is not good."

9.8 Messenger

Besides the workflows your Tessa™ has a built-in messenger for each asset. This shows the messages of the individual user actions such as a metadata change or creation of a new version as well as manual messages.



pexels-alex-kozlov-5380872.jpg

#443491 / 2020-10-06 08:49:30

Asset has been edited

The asset "pexels-alex-kozlov-5380872.jpg (#443491)" has been edited by "Dietz Johanna".

2020-12-08 14:47:12



Asset has been edited

The asset "pexels-alex-kozlov-5380872.jpg (#443491)" has been edited by "Dietz Johanna".

2020-12-08 14:47:05



You open the Messenger by simply clicking on 'Messenger' for an asset. Then you can enter, edit, or delete messages, which are then available to any other viewer.

9.9 Annotations

Sometimes it is necessary to make comments on certain parts of an image, for example because certain details are not correct, and you would like to tell the photographer about it. For this purpose, your Tessa™ has the possibility to set **annotations**. To use this function, you only need to select the context menu of an asset and click on '**Annotations**'.

Now you will get a quick preview of the asset and can select a new comment including the image area via '**Add Note**'.

Closing words

First, we would like to thank you for using our Tessa™, we hope it will bring you a lot of joy and make your daily work easier. For this purpose, we are constantly working on new useful functions and further developments. Like our Tessa™, this manual is also constantly evolving and describes the latest features.

However, we have also learnt that it is often the users of a software that have the best ideas for new features or simply recognize when a function is not described in sufficient detail in the manual. Therefore, we are always happy to receive feedback for our work.

So, if you do not find what you are looking for or are still unclear after reading the manual, don't hesitate to contact us so we can improve it in the future.

Your Tessa™ team from EIKONA Media



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DIGITAL-ASSET-MANAGEMENT

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