

digital asset management

The flexible, scalable and secure way to save, share and approve documents and files of all types

## Teambase Online

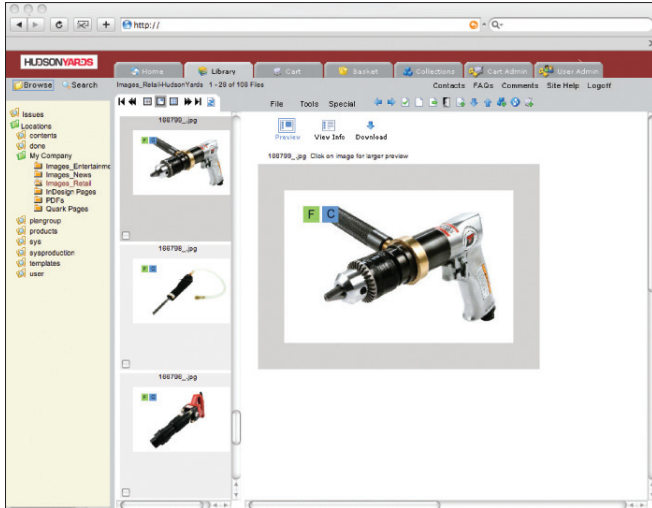
If you're responsible for hundreds, thousands or even millions of digital files—images, graphics, logos, fonts, video, audio, PDFs, or most any file format - you know how difficult it is to ensure that only the most current files are available to all the people who need them, whether they are across the hall or around the world.

Agile's Teambase Online employs the Internet to provide a means to collect digital files in a central repository and make them available to users anywhere. Agile will assist in all phases of implementation to ensure that assets are imported to the repository efficiently, and that usage requests are automated whenever possible.

Within the rapidly growing industry devoted to media asset management, Teambase Online ranks among those products offering the widest array of features and functionality, available in whatever configurations best suited to an individual customer's needs. Teambase Online is a fully scalable solution for media asset management, appropriate for use among small, mid-sized and large enterprises alike.

## Don't be fooled by the deceptively simple interface for Teambase Online. In the background are powerful tools at work to simplify digital asset management.

Simple, and efficient, Teambase Online keeps the tools you need at your fingertips.



### Unprecedented advantages for publishing, production and agency environments

Teambase is the digital asset management solution of Agile Enterprise, a division of HudsonYards. It's designed for workgroups that need secure access to images and documents over the web.

Teambase Online is used by groups with straight forward requirements and organizations with complex business rules.

Because it's so flexible, Teambase Online can present users only the options they need, It's a DAM solution that's streamlined for productivity.

### Intuitive tab and button interface

Log in to the URL for your company's central repository, and you'll appreciate how easy it is to locate and view the file or files you need when you need them. You can browse or search for digital assets, and find them quickly using our intuitive site navigation.

### File Formats

Ingest all industry standard file types, creating previews and extracting searchable data. File types include:

**Standard graphics** such as JPEG, TIFF, BMP, GIF, EPS, and RAW.

**Proprietary formats** such as Adobe Photoshop, Illustrator and OPI place holders.

**Microsoft Office** including Microsoft Word, Excel, PowerPoint, Visio.

**Document layouts** including QuarkXPress, Adobe InDesign and PDF.

**Plain text** of all types, with special options for Rich Text Format.

**XML**, transformed as required.

### Teambase Highlights

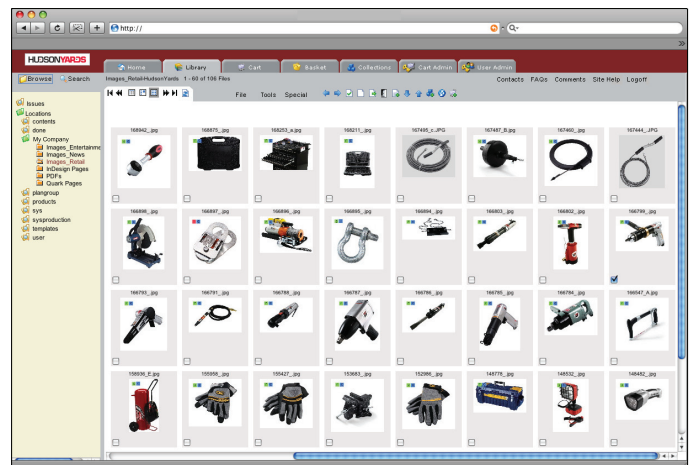
- Store and index documents of all types.
- Access documents securely from a standard web browser.
- Have assets immediately available or store them near or off-line.
- Browse documents by live previews and metadata.
- Search documents by indexed metadata and text.
- Share assets and create discussions.
- Incorporate Adobe Acrobat simultaneous reviews.
- Create repeatable workflow processes and triggers.
- Retain earlier document versions.
- Set user permissions and access levels.
- Retrieve images in low or high-resolution formats.
- Ingest automatic data updates and schedule automatic data downloads.
- View reports on user access and activity.
- Order assets for immediate download or request later fulfillment.
- Choose where your site should be hosted.
- Add capabilities where and when you require.

### Viewing Assets

**Preview:** View a mid-resolution representation of specific assets, click on an image for a larger view.

**List:** See your Browse or Search results displayed in a list, with file name, SKU, photographer or other pertinent information fields available.

**Thumbnail:** See your results displayed as thumbnail images in a contact-sheet



### Branding Options

We'll configure the site to conform to your brand identity.

Add your company logo.

Set color schemes for assets, trees, thumbnails and backgrounds.

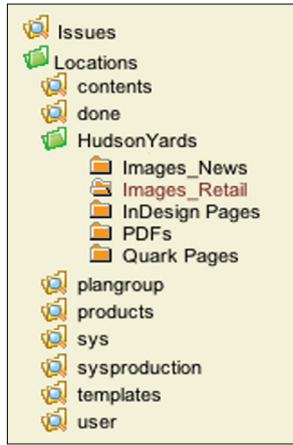
Add browse icons that identify your individual brands.

Modify various html pages to present custom information specific to your organization.

## Locating Assets

Browse assets by selecting the appropriate categories in the Browse hierarchy. Move to the last branch of the hierarchical tree, and you'll instantly see the assets that correspond to the category.

Search for assets based on a variety of criteria. With a simple search, type in keywords or text to match the assets you need. Or build and save advanced query strings to define your search.



## Asset Retrieval

Users can download and interact with assets in many ways, depending on user permissions chosen by the system administrator.

**Browse:** Quickly scan through previews that match search criteria.

**Download:** Export copies of assets from the database to the desktop.

**Preview:** Acquire downsampled image previews when the full resolution version is not required.

**Check Out:** Acquire the file for editing and subsequent return.

**Cart Fulfillment:** Specify specific options for different assets, including DVD purchases for next-day shipment.

**Edit Info:** Update metadata for all to see and search.

**Create Collections:** Group similar assets to share, compare and comment.

**Route:** Advance files along an approval work plan.

**Custom:** The Teambase scripting language provides custom one-click actions to execute your specific business rules.

## Modifying Documents

After documents are uploaded, Teambase Online provides ways to make changes and updates:

**Edit Info:** Annotate document metadata individually or in batches.

**Multi-Rec Annotations:** Save just one copy of an asset, and use metadata to capture its usage history.

**Discussions:** Add comments to groups of assets and invite others to do the same.

**Review Cycles:** Comment on PDFs simultaneously with other users.

**Change Access:** Allow different user groups to see a document by changing its location.

<input checked="" type="checkbox"/> Comp Number	252
<input checked="" type="checkbox"/> Issue	Future
<input checked="" type="checkbox"/> Edition	Spring
<input checked="" type="checkbox"/> Advertiser	Acme Tools
<input checked="" type="checkbox"/> Page Size	10 x 12
<input type="checkbox"/> Color	
<input type="checkbox"/> New Pick Up	
<input checked="" type="checkbox"/> Page Number	12
<input checked="" type="checkbox"/> Publication Name	Acme Work Bench
<input checked="" type="checkbox"/> Status	To Be Approved
<input checked="" type="checkbox"/> Approver Name	Dave Smith
<input type="checkbox"/> Approval Date	
<input checked="" type="checkbox"/> Agency Ad Number	1653
<input type="checkbox"/> Partial Ad	
<input checked="" type="checkbox"/> Caption	1/4" Hammer Drill
<input checked="" type="checkbox"/> Archived	No

Current Orders Previous Orders

**CART** View Order Order Form Confirm Order Order Receipt




To remove an item from the cart, click on the 'X' in the upper right-hand corner.

**ITEM & ORDER OPTIONS**

Select a fulfillment option for all items currently in your shopping cart. [X]

**OR**

You may make changes to individual items by selecting other options.

 168785_.jpg	<input checked="" type="checkbox"/> Download High Res <input type="checkbox"/> Download Low Res <input type="checkbox"/> Pick-up Ad	[X]
 168799_.jpg	<input checked="" type="checkbox"/> Download High Res <input type="checkbox"/> Download Low Res <input type="checkbox"/> Pick-up Ad	[X]
 167197_.jpg	<input type="checkbox"/> Download High Res <input checked="" type="checkbox"/> Download Low Res <input checked="" type="checkbox"/> Pick-up Ad	[X]

If you are ready to complete your order, click here to [Checkout](#)

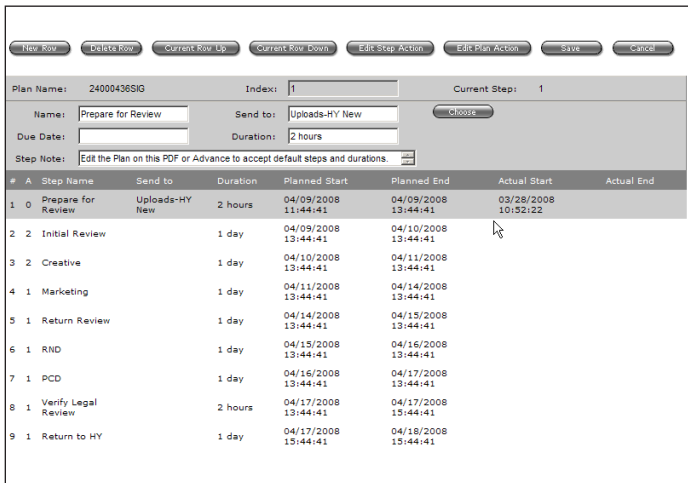
## Permissions

Structure the way users can handle assets in the same configuration that already exists using the various user roles, security modes and groups accommodated in Teambase Online. Organize teams into discrete groups, with specific security assignments that correspond with the way they already perform their jobs. The user admin tools provide enough flexibility to accommodate any scenario.

Assign permissions to individuals or groups, and control the activities each can perform. For example, the ability to change asset annotations can be granted or denied to users on an individual or group basis.

## Document Review and Approvals

Incorporate approval steps and processes with Teambase Online work plans. Custom template work plans can be simple or complex and include any number of steps.



The screenshot shows a work plan interface with a table of steps. The table has columns for Step Name, Send to, Duration, Planned Start, Planned End, and Actual Start. The steps are as follows:

#	A	Step Name	Send to	Duration	Planned Start	Planned End	Actual Start
1	0	Prepare for Review	Uploads-HY New	2 hours	04/09/2008 11:44:41	04/09/2008 13:44:41	03/28/2008 10:52:22
2	1	Initial Review		1 day	04/10/2008 13:44:41	04/10/2008 13:44:41	
3	2	Creative		1 day	04/10/2008 13:44:41	04/11/2008 13:44:41	
4	1	Marketing		1 day	04/11/2008 13:44:41	04/14/2008 13:44:41	
5	1	Return Review		1 day	04/14/2008 13:44:41	04/15/2008 13:44:41	
6	1	RND		1 day	04/15/2008 13:44:41	04/16/2008 13:44:41	
7	1	PCD		1 day	04/16/2008 13:44:41	04/17/2008 13:44:41	
8	1	Verify Legal Review		2 hours	04/17/2008 13:44:41	04/17/2008 15:44:41	
9	1	Return to HY		1 day	04/17/2008 15:44:41	04/18/2008 15:44:41	

- Assign different templates based on asset types and brands.
- Move assets along predefined steps with a single mouse click.
- Modify individual asset work plans, adding steps and changing durations as required.
- Update data and send notifications on each step entry or exit.
- Trigger actions when files are modified.
- Calculate due dates based on planned step durations.
- Determine next steps based on metadata or other attributes.
- Bring an asset to a user's attention at the right time.
- Log the time spent in each approval step.
- Identify process bottlenecks by reviewing work plan history and comments.
- Create steps that include repeatable workflow processes and triggers.

## Document Handling

With Teambase Online, uploading and exporting documents can be as automated or hands-on as you require.

- Fulfillment by HudsonYards:** Take advantage of HudsonYards' fulfillment center to process complex orders of large off-line assets on DVD.
- Fulfillment by FTP:** Use Teambase Online to automate the delivery of large assets to an FTP location.
- Single File Uploads:** Give users permission to upload files from a web browser. Trigger an approval work plan automatically when a file arrives.
- Batch Upload:** Give users permission to upload many files at once, or provide FTP access to a hot folder monitored by Teambase Online.
- Automated Upload:** Capture metadata from document properties and embedded IPTC headers, or supply data in spreadsheets to be applied on import.
- Wire Capture:** Ingest data streams from wire services and syndication partners.
- XML updates:** Schedule updates of dynamic data, such as price changes, that are generated from other systems.
- Data transformations:** Export data in XML format, and export images with custom IPTC data mappings.

## Document Management

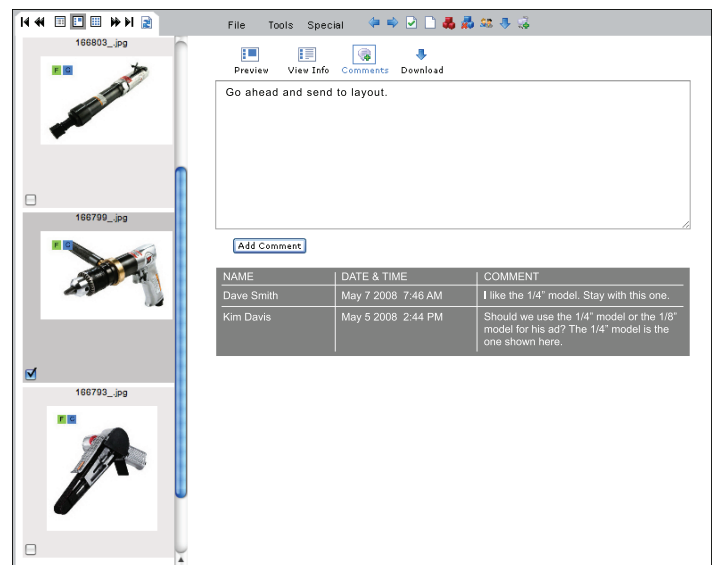
Teambase Online secures your documents and provides protection against mistakes.

- Retain and retrieve earlier document versions.
- View previous metadata states and document revisors.
- Users can mark assets for later removal, but can not delete assets permanently or immediately.
- Chose to notify users when documents previously downloaded are modified by other users.
- Back up production and archival data on different schedules.

## Collections

The Teambase Online Collections option gives users the ability to build asset groupings and share them with other users.

- Collections reference original documents, with no need to make duplicates.
- Choose to let users see assets shared in a collection that they would not otherwise have permission to view.
- Discuss elements in a collection through collection discussions.
- Browse to collections you've created and separately to collections others created and shared to you.
- Send e-mail alerts when your collections are modified.



## Reports

Keep track of user activity through Teambase reports. Custom reports include:

- Who logged in and when.
- What files were downloaded.
- What files were uploaded.
- Which files were previewed.
- View reports on user access and activity.
- Database space usage.
- Fulfillment requests and completed orders.
- Custom reports on any Teambase event you identify.

## Teambase Scripting

Teambase Online uses a powerful scripting language that ensures assets comply with your organization's business rules without user intervention.

- Flag assets with missing data.
- Update assets based on status and other metadata.
- Hide assets from users until approval is complete.
- Create versions on user events, so document changes can be tracked and previous versions can be restored.
- Collect user comments.
- Updated metadata automatically when documents are added to Packages and Collections.
- Trigger processes that drive third party applications, such as automatic PDF creation.
- Create single scripts that perform multiple actions, based on user permissions and affiliations.

## Browser and Platform Requirements

Teambase Online gives organizations the flexibility to let users choose the browser application they're most comfortable with. Teambase Online is equally accessible from Mac and Windows computers.

**Mac browsers:** Safari, Firefox

**PC Browsers:** Microsoft Internet Explorer, Firefox.

## Technical Specifications

The relational database behind Teambase Online relies on standard enterprise applications.

- Microsoft SQL Server
- Microsoft Internet Information Services.
- No practical limits on number of assets or amount of storage.
- Cluster-compatible for increased availability.

## Hosting Options

Choose where your site is hosted.

- HudsonYards:** offering a cost-effective hosting solution with competitive uptime and quick response time.
- One of our third-party hosting partners:** for meeting your SLA demands and possible regulatory requirements.
- At your organization:** for restricted access and under your exclusive control.

## Teambase Solutions

The Teambase software platform is designed to provide you with a complete end-to-end publishing and digital asset management solution. Teambase is a modular solution that can grow with your business needs.

**Teambase Approval:** Utilizing the simplicity of the Teambase Online interface combined with our powerful scripting language and work plans to respond to your unique business processes, Teambase Approval integrates Adobe Acrobat 8 to deliver a highly configurable review, commenting, and approval solution.

**Teambase Photo:** Desktop photo editing using our desktop client and our Adobe Photoshop Plug-in. Quickly review and annotate thousands of images, compare side-by-side and present groups of images in a Slide Show.

**Teambase Publish:** Our highly configurable workgroup publishing system is a cross-platform desktop solution tightly integrated with industry standard page design & layout solutions such as QuarkXPress, Microsoft Word, Adobe InDesign and InCopy. Teambase custom dialogs and scripting, along with our extensive industry experience, delivers a solution that addresses your unique production and business needs.

**For more information** about Teambase Online or any other Agile Enterprise software application, please contact us at (866) 912-2546 x200. Or, send e-mail to [info@agileenterprise.com](mailto:info@agileenterprise.com).

## The Agile Enterprise family of software solutions for media-intensive enterprises

Agile Enterprise, a division of HudsonYards headquartered in Manhattan, markets a full range of digital-based products for publication and production environments and business-to-business applications. Leading publications and corporations use Teambase, our workflow production platform. Customers in the entertainment industry, publishing and retail environments use Teambase Online to handle their digital asset management objectives.

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