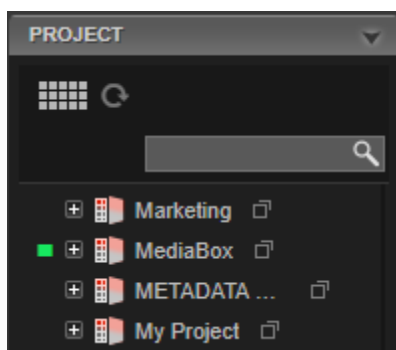
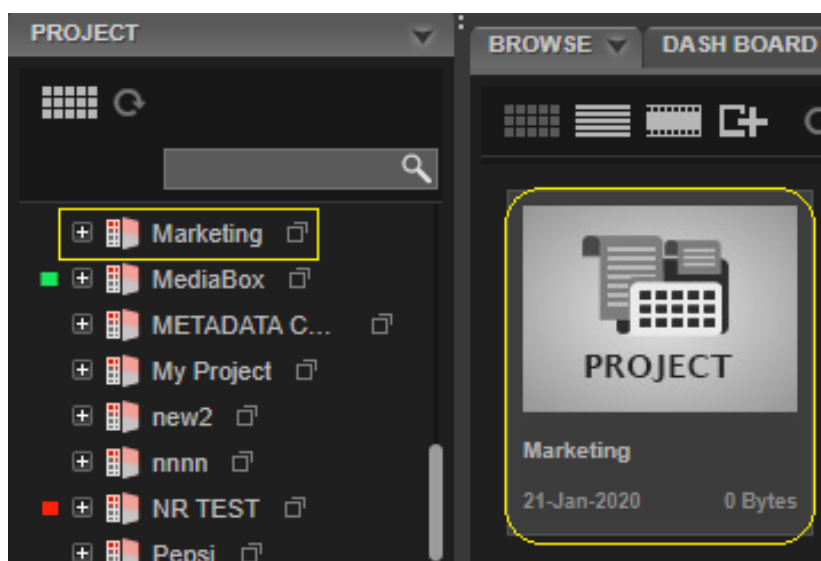


## How to Add Projects in the eMAM Director interface?

**Projects** are created in order to group and organize assets for specific uses. In the eMAM system, you can add projects, bins and create sequences. The projects widget lists all the available projects and collections to which the user has been assigned or has permission to view. Adjacent to each project is the project status with different color codes (*managed in Admin Tools page*).

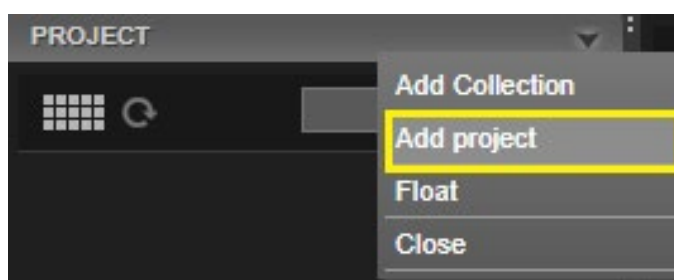


A project created in eMAM (*associated with a storage profile*) is treated as an eMAM asset which is created as a placeholder. These placeholders are linked to the project file associated with the project. “Project Asset” has no link to the assets or sequences of the actual project. It only represents the project and not its components. eMAM can also manage Projects and versions of Projects using the Project Version widget. Projects associated with storage profile and categories are displayed as a project asset under Browse widget. The system can have any number of projects.

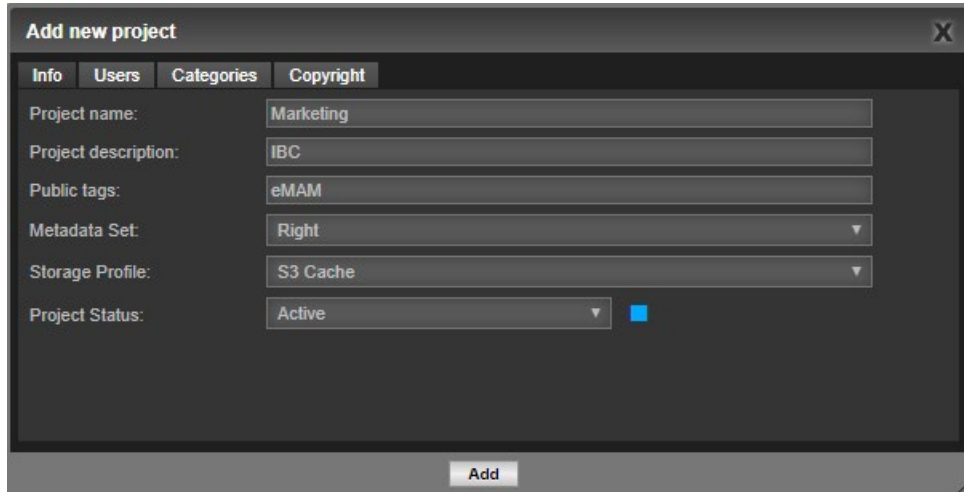


**Add Project:** To add a project, follow the instructions below:

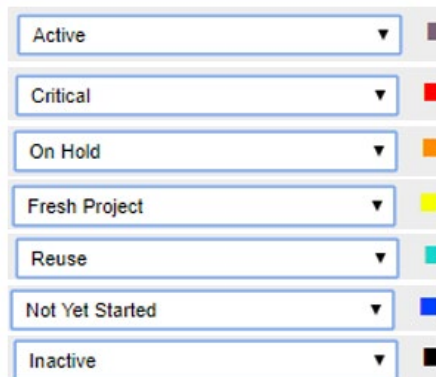
1. In the *Project* widget, click on *Add project* from the project widget pull down menu.



2. In the *Add new project* window, fill in the details under each tab and click on *Add* button.

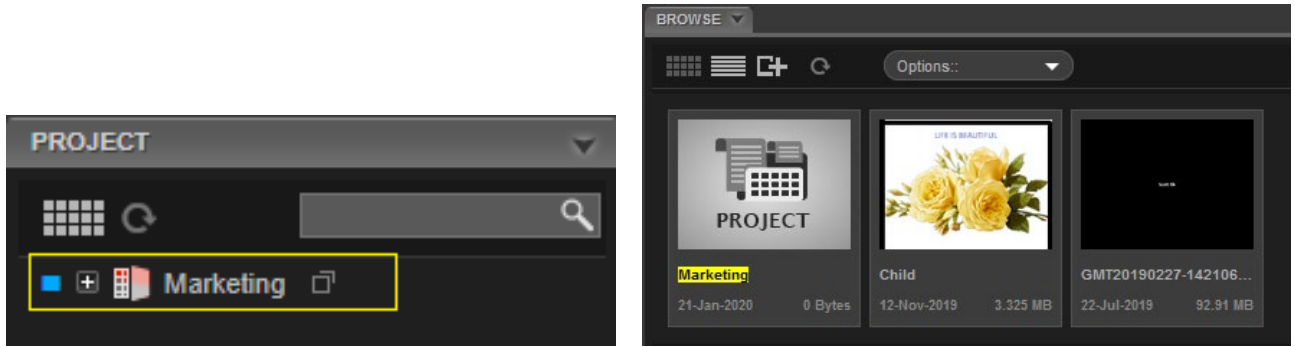


- *Info tab*: Enter below fields
  - ✓ Project name: Enter a project name.
  - ✓ Project description: Enter a project description.
  - ✓ Public tags: Enter a public tag.
  - ✓ Metadata Set: Select from the listed *Metadata Set*.
  - ✓ Storage Profile: Select *S3 cache*.
  - ✓ Project Status: Select a project status from the drop-down list.



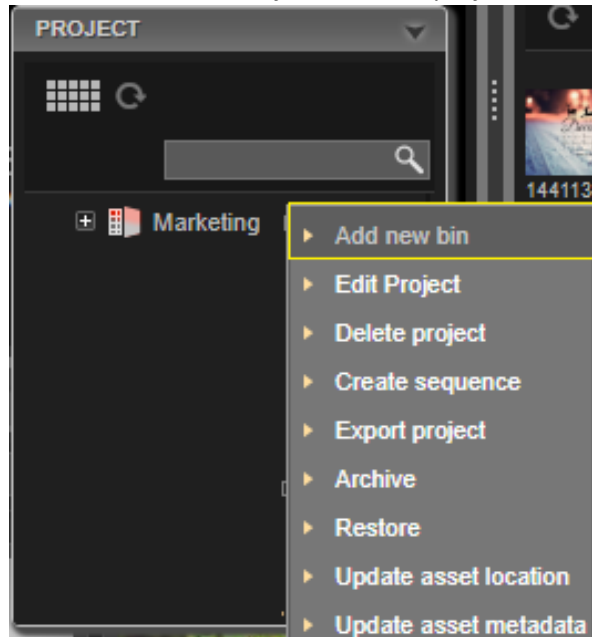
- *Users tab*: Choose from the list of users created in the eMAM system. To create users, please refer [eMAM Director Add Users doc](#).
- *Categories*: Choose from the list of categories created. To create categories, please refer [eMAM Director Add Categories doc](#).
- *Custom metadata*: Enter the metadata field details. To create custom metadata, please refer [eMAM Director Add Metadata doc](#).

3. Newly added project gets added under the Project widget and a project asset is also displayed under the Browse widget (*only for projects created with storage profile*). You can drag and drop assets from the Browse widget to this project. Similarly, you can create any no. of projects in the eMAM system.

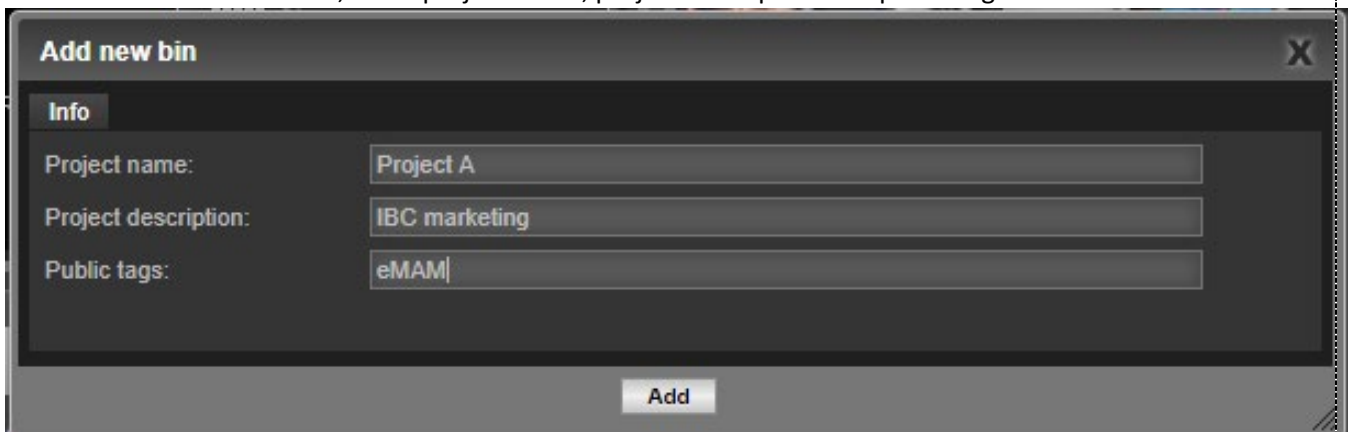


**Add New Bin:** You can also create bins/sub projects under each project.

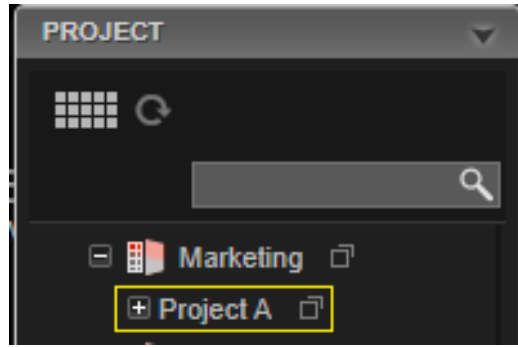
1. To create a bin, click on the small menu icon adjacent to the project name and select *Add new bin*.



2. In the *Add new bin* window, enter project name, project description and public tags.

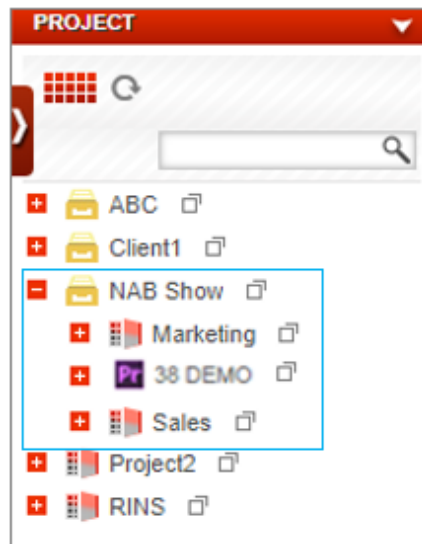


3. Newly added bin/sub project gets added under the project. Similarly, any no. of projects can be added under a project.

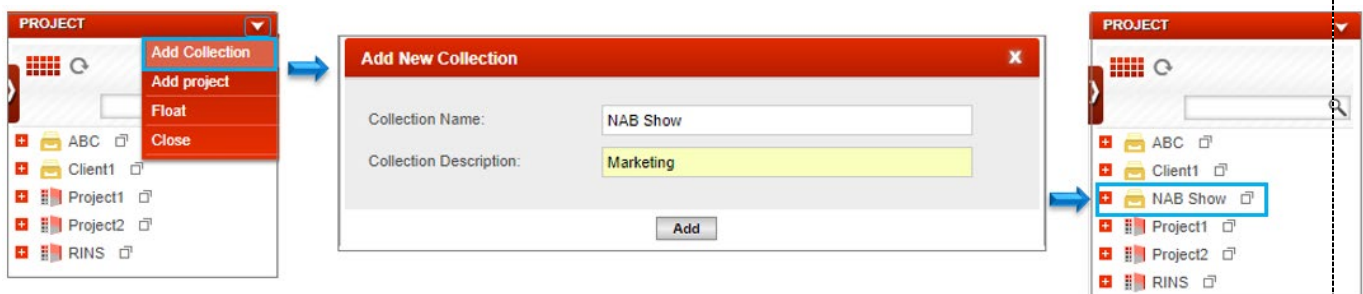


## Add Collection

A *Collection* is a group of inter related projects (*eMAM project, Premiere project, InDesign project, After Effects project*). Editors can club all the inter related projects and put it under a Collection for easy access of contents in the project. Collections created in the eMAM Director interface are also visible under the eMAM Premiere Panel.



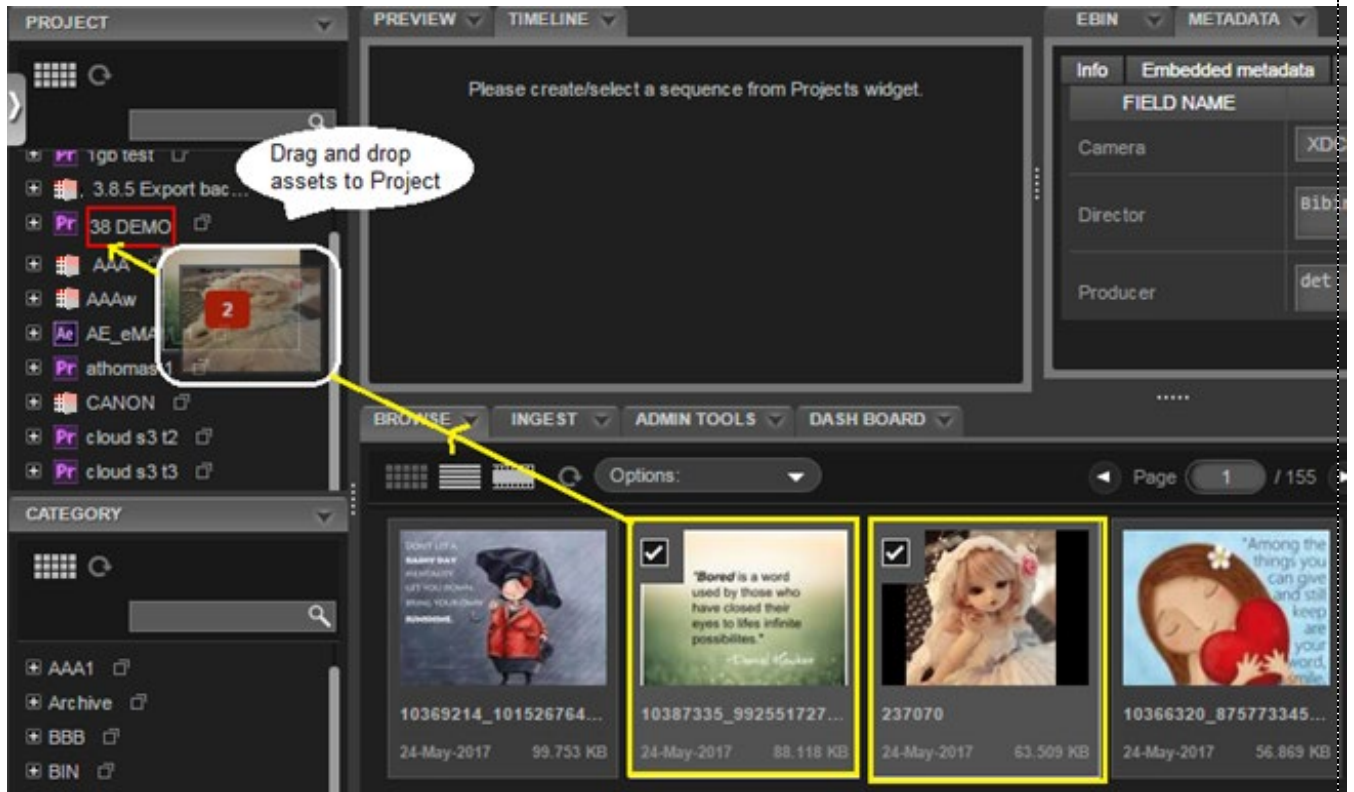
To create a Collection, click on the Project widget dropdown menu and select **Add Collection**. Enter a *Collection name, description* and click on **Add** button.




Collections can be edited, deleted and new projects can be added under a Collection. You can simply drag and drop assets to the projects under a Collection.

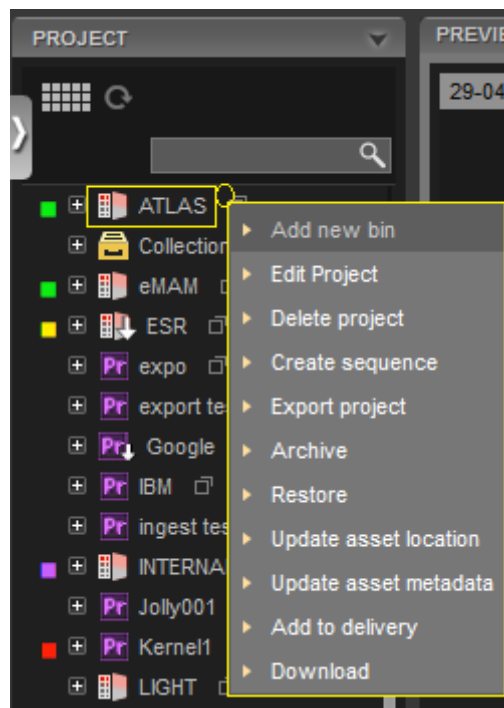
## Add assets to a Project

You can easily drag and drop asset(s) to a project as shown below. Just select the assets and drag and drop to desired project

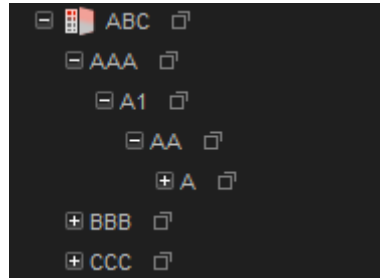


## Project Menu

Click on the menu  icon adjacent to each project, to view all the sub menus functions available under that Project.



- ✓ **Add new Bin:** This option can be used to create a bin or a sub project. Any no. of bins can be created and can have any number of levels (a bin can have a bin inside) too. The hierarchy is displayed as tree view structure when list view is selected.



- ✓ **Edit Project:** Choose *Edit Project* from the Project menu to edit projects or subprojects (bins). For Projects under Info tab, editable fields include Project name, Project description, Public tags, Metadata Set, and Project Status.
- ✓ **Delete Project:** This option will delete a selected project. Assets in that project do not get deleted, only the project.
- ✓ **Create Sequence:** This options allows you to create sequences which can be used for editing processes. It works in conjunction with the Timeline widget and saved sequences can be previewed in the Timeline Preview widget . Any number of sequences can be created within a given project or bin (subproject).
- ✓ **Export Project:** This option exports the selected project as XML files for import into other applications such as FCP or Premiere Pro.
- ✓ **Archive:** One-click archive adds all of the assets under a project into the Archive queue. Assets are archived to the pre-defined archive locations and can be monitored within the Dashboard widget.
- ✓ **Restore:** One-click restore option restores all the archived assets under the project from the appropriate archive system(s) to the storage.
- ✓ **Update Asset Metadata:** This option can be used to update metadata for bulk assets under a project.
- ✓ **Update Asset Location:** This option can update the asset file location of all the archived assets under a project.
- ✓ **Add to Delivery:** All the assets under a project can be directly added to the delivery queue by selecting a desired delivery profile.
- ✓ **Download:** This option helps to download all the assets under a Project using *DeskLink* app which is a cross platform desktop application with browse, upload and download options.

## Need Help

Please contact eMAM Support at [support@emamcloud.com](mailto:support@emamcloud.com).