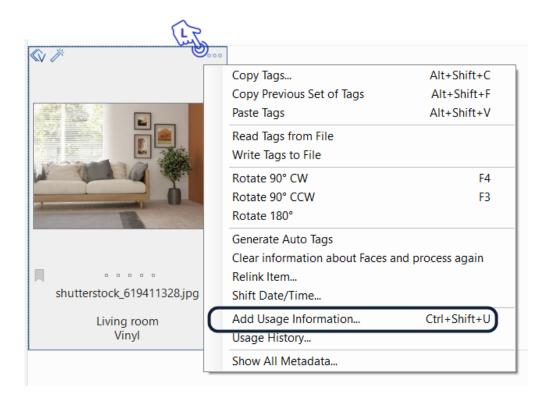
Adding and Viewing the Usage History of Assets

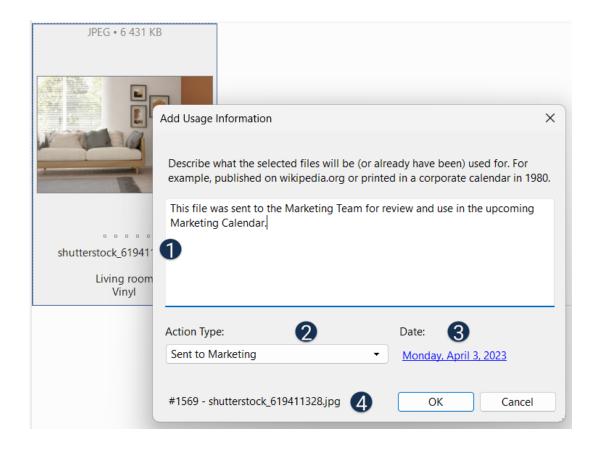
Daminion automatically generates usage information for certain actions and saves it along with the respective assets. For example, you can see when an asset was printed or sent via email and by whom. In addition to the usage actions stored by default, you can create custom actions and add comments to them. The Comment function is useful for conveying important information about certain items to other users.

Adding Usage Information

To add usage information to an asset, right-click the three dots icon in the top right corner of the thumbnail and click Add Usage Information. Alternatively, use the shortcut using the shortcut Ctrl+Shift+U.



In the window that opens you can perform the following actions:



• Add a comment about this action.

2 Select one of the default action types or add a new action type here.

Set the date of the action. The current date and time is added automatically, but you can change them manually by left-clicking the date link to set the desired date.

4 Shows the file name and its catalog ID

To create a new custom action, chose Add Action Type from the drop-down list.

Add Usage Information			×
Describe what the selected files will be (or already have been) used for. I example, published on wikipedia.org or printed in a corporate calendar			
Action Type:		Date:	
Action Type: Sent to Marketing	•	Date: Monday, April 3	.2023
<u>(</u> (<u></u>))		 -	. 2023
Sent to Marketing		Monday, April 3	
Sent to Marketing	- 28.jpg	 -	<u>. 2023</u> Cancel
Sent to Marketing Sent to Marketing Exported to Folder	- 28.jpg	Monday, April 3	
Sent to Marketing Sent to Marketing Exported to Folder Emailed	- 28.jpg	Monday, April 3	
Sent to Marketing Sent to Marketing Exported to Folder Emailed Published	28.jpg	Monday, April 3	

Add a name for the new action type in the following window or edit the existing name with Edit Action Type.

Add Action Type			×
Action Name:			
Archived			
	ОК	Cancel	

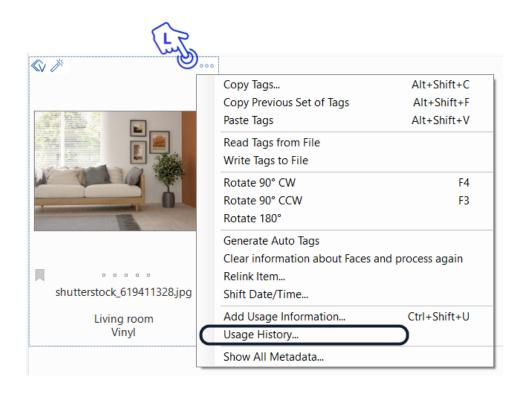
The action types highlighted in blue are set by default and applied automatically. They cannot be changed.

Action Type:		Date:	
Sent to Marketing	-	Monday, April 3,	2023
Sent to Marketing Archived Exported to Folder Emailed Published Printed	8.jpg	OK	Cancel
Add Action Type Edit Action Type			

Note: When sending emails you can also add your comments directly to the email message.

Viewing Usage History

To view the usage history of a particular asset, click the three dots icon in the top right corner of the thumbnail and click Usage History.



In the window that options, the following actions will be available:

JPEG • 6 431 F	KB Usage History ① ② ☆ Add & Edit	3 Delete		×
	User Name	Action Type	Date	Description
	admin	Sent to Marketing	4/3/2023	This file was sent to t
shutterstock_61941 Living roor Vinyl	Description: This file was sent to	o the Marketing Team for review	w and use in the upcomi	ng Marketing Calendar.
				OK Cancel

• Add a new Usage History action.

2 Edit one or all of the existing actions.

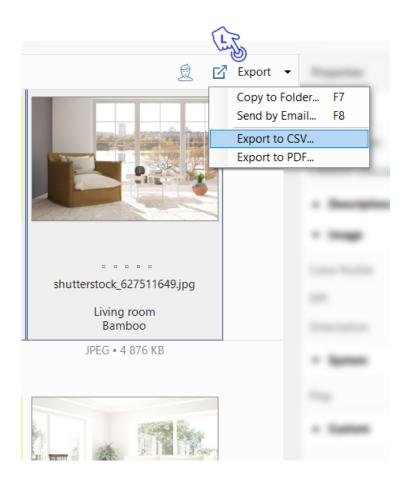
3 Delete one or all of the existing actions.

A Here you can see all actions performed on this file. Selecting an action will display its full description in the Description area.

Export of Usage History

Daminion allows exporting Usage History to CSV file, which can later be opened in Excel.

To export the Usage History of one or more files, select the files in the browser window, click the Export button and select Export to CSV.



In the Explorer window that opens, browse for a folder where to store the CSV file and set its name. Once this is done, you will see the following dialog box in Daminion.

Export to CSV	X
 Export selected items only (5) Export all found items (464) 	
Choose tags to export: <u>All None</u>	
Checked Out To Import Date Import Session ID Imported by	
Custom Designer Room type	
 Type of flooring Style License Information 	
Website Other Usage History	
Open Explorer After OK Cancel	

You can choose to export only the Usage History or include additional metadata fields. Once the CSV file is created, you can open it in Notepad or Excel.