

## Quick Guide to VivaCloud and VivaDesigner

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To demonstrate the application possibilities of the VivaDesigner Web version, VIVA has developed an Asset Management as a Web application called “VivaCloud”. “VivaCloud” enables users to save, share and manage any documents, pictures, videos and last not least VivaDesigner documents in the Internet.

## Introduction

VivaCloud is a Web-based “Media Asset Management System” (MAM) for saving, sharing and managing any documents, images and videos in the Internet.

The special feature of VivaCloud is the possibility of creating print-ready documents, either form-based or edit them in a professional Web-based typesetting and layout program, without making too many demands on the user.

VivaCloud has an extensive management of groups and access rights that can be configured individually. Thanks to this rights management, access rights for editing a document may be applied dynamically. In this way a graphic designer receives different access rights from those of a user who only wants to edit text in the document.

For this reason, VivaCloud is a unique and at the same time ideal platform for agencies, printers, media service providers and companies who want to provide their customers, suppliers or employees with a simple program for Web-based managing and editing documents and files and the co-ordinating of tasks.

VivaCloud is therefore not competing with the professional publishing, shop, MAM, CMS or PIM programs of our partners who integrate the VIVA technology.

This guide is intended for service providers and end users who want to work with VivaCloud. It makes no claims of completeness and will be improved regularly.

## Signing on to VivaCloud

You can register yourself or alternatively you will receive an invitation from a member of the VivaCloud community. If you register yourself, an administrator must assign you to a group in order to provide you with the necessary user rights you will have in VivaCloud. As long as this has not occurred, you will not be able to work in VivaCloud.

You should therefore request an invitation from a member of the VivaCloud community. You will receive the invitation by email. Confirm your invitation by clicking the link in the e-mail. A window where you can sign on will then open in your browser. The passwords are encrypted and we have no access to them. If you forget your password, the program creates a new password and sends this to you by email. Follow the instructions given by the program. You can change the settings for your profile with your name, password and email address at any time. After registration you are automatically a member of the group, which is displayed in the header on the right hand side.

## VivaCloud



### What is the VivaCloud?

The VivaCloud is a Media Asset Management (MAM), with which files of any type can be saved, shared and managed in the Internet. The VivaCloud is particularly suitable for agencies, printers, media service providers and companies who want to provide their customers, suppliers or employees with a simple platform for the management of files and for the editing of layout documents.

### Why VivaCloud?

The special benefit of the VivaCloud is the possibility of editing open layout documents with VivaDesigner directly in the Web browser. Here the user has ALL the functions of the professional typesetting and layout program at his fingertips. Furthermore, the editing possibilities can be limited individually. Even working simultaneously on ONE document in a team is possible.

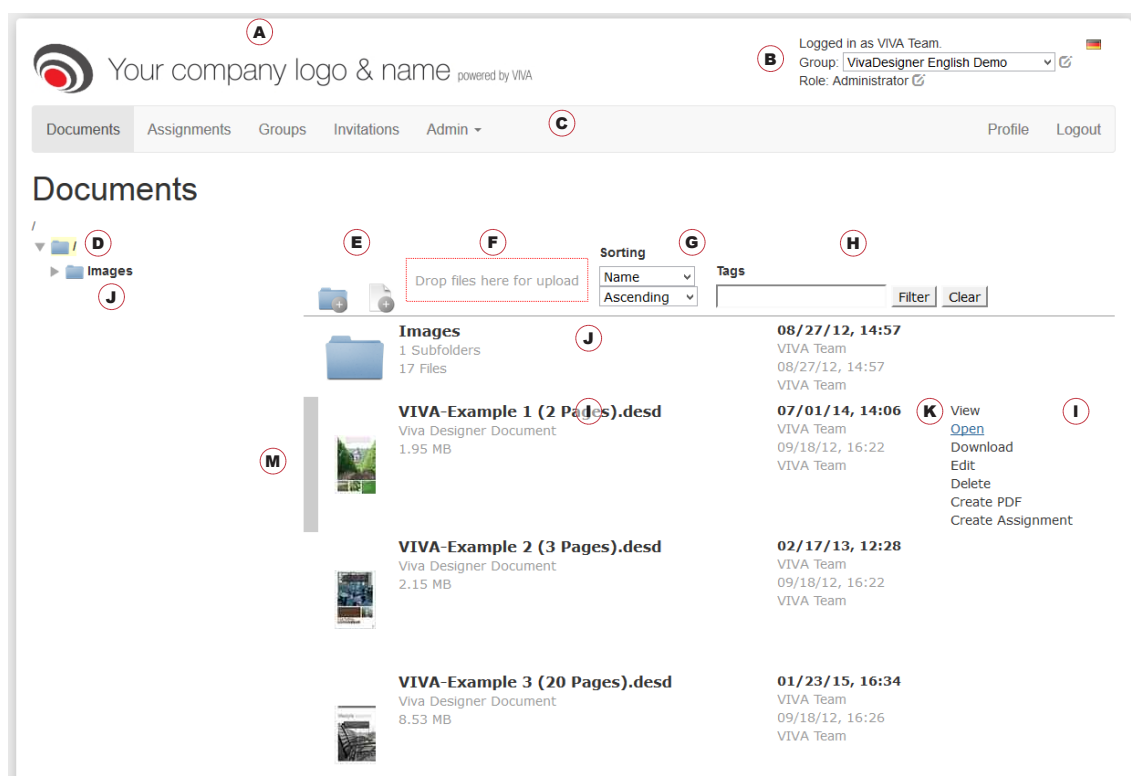
### How can I start?

To use the VivaCloud, you need an invitation. You will receive this invitation directly from VIVA or an existing member of the VivaCloud who will invite you to his group. To be invited by VIVA please send a mail to "sales (at) viva.us".

**Note:** You can change the language in VivaCloud at any time just by clicking on the flag symbol in the top right hand corner.

## VivaCloud workspace

The workspace of VivaCloud consists of a personalised logo (A), user roles and group information (B), the menu (C) and the area for displaying and managing documents. This consists of the folder tree (D), the options to create new folders and documents (E), the area for uploading documents by Drag & Drop (F), the options for sorting the list (G), options for searching for files with tags (H), the display of the folders in the list and in the opened folder tree (I), the display of documents with type and file size (J), the display of the creation date and change date with the user name (K), the folder or document specific menu (L) as well as the gripper edge for interactive positioning of folders and documents (M).



## Working with documents

You can upload new documents and files into VivaCloud and download, display, delete, edit or move existing files, create PDFs or define tasks for the document. Files with the suffixes “.desd” or “.nwpd” can also be opened directly in VivaDesigner. Each option is only available to you if it has been assigned to your role/user group.

### Upload a new document by Drag & Drop:

Use the Drag & Drop to drag a file from your operating system to the area for uploading documents (red frame) and release the mouse button. You will see a progress bar in the red frame that indicates the upload status.

### **Upload a new document with the selection dialog:**

1. Click the icon to create a new file.
2. As an option, enter a name for the document in the entry field **Name**. If you do not enter a name, the document name will be used automatically (recommended).
3. In the entry field **Tags**, you have the option of entering tags, which must be separated from each other by a comma. At a later point you may search for these tags.
4. Click **Browse** and choose the file required.
5. Click **Create Document** to confirm your entries or **Back to Overview** to cancel.

**Note:** In both cases, please wait until the process is complete. If you run other options (e.g. open a folder or a document) in the meantime, the process will be cancelled.

### **Move a document to another folder:**

1. Place the mouse pointer in the line in which the document is shown on the gripper edge (gray surface on the left) and hold down the left (primary) mouse button.
2. Move the document to an existing folder or to any folder icon or to a folder name in the tree structure.
3. Release the mouse button when the target folder is displayed with a green background.

### **Delete document:**

1. Place the mouse pointer in the line in which the document is shown.
2. In the context menu on the right, choose the option **Delete** and confirm. This option is only available to you if it has been assigned to your role/user group.

### **Download document:**

1. Place the mouse pointer in the line in which the document is shown.
2. In the context menu on the right, choose the option **Download**. This option is only available to you if it has been assigned to your role/user group.

### **Display document:**

1. Place the mouse pointer in the line in which the document is shown.
2. In the context menu on the right, choose the option **Show** to see the file information. With VivaDesigner documents a document preview will also be displayed. This option is only available to you if it has been assigned to your role/user group.

### **Edit document:**

1. Place the mouse pointer in the line in which the document is shown.
2. In the context menu on the right, choose the option **Edit** to edit the names and tags. This option is only available to you if it has been assigned to your role/user group.

### **Create PDF from the document:**

1. Place the mouse pointer in the line in which the document is shown.

2. In the context menu on the right, choose the option **Create PDF**. This option is only available to you if a VivaNWP Server has been loaded in the admin area and if the option has been assigned to your role/user group.

#### **Create a task for a document:**

1. Place the mouse pointer in the line in which the document is shown.
2. In the context menu on the right, choose the option **Create Task**. Please check the options in the section **Working with Tasks**. This option is only available to you if it has been assigned to your role/user group.

## Working with folders

In so far as you have the appropriate user rights, you can create, open, delete, edit or move folders.

#### **Create a new folder:**

1. Click the folder icon with the **Plus** sign.
2. Enter the name of the folder.
3. Choose from the list which groups (roles) are allowed to see the folder. Use the **Shift** key to select consecutive entries or the **Ctrl** key to select non-consecutive entries. Tip: Always choose the **Administrator**, as otherwise this user can not offer you any support!
4. Click **Create Folder** to confirm your entry or **Back to Overview** to cancel the process.

#### **Delete folder:**

1. Place the mouse pointer in the line with the folder icon.
2. In the context menu on the right, choose the option **Delete**.

#### **Open folder:**

Choose one of the following options:

- Double-click the folder icon.
- Double-click the folder icon or the folder name in the tree structure.
- Place the mouse pointer in the line with the folder icon and choose the option **Open**.

#### **Move folder:**

1. Place the mouse pointer in the line with the folder icon on the gripper edge (gray surface on the left) and hold down the left (primary) mouse button.
2. Move the folder to another existing folder or to any folder icon or a folder name in the tree structure.
3. Release the mouse button when the target folder is displayed with a green background.

**Edit folder:**

1. Place the mouse pointer in the line with the folder icon and choose the option **Edit**.
2. Make your changes as described in the section **Create Folder**.

## Open VivaDesigner document

You can edit VivaDesigner and VivaNWP Designer documents with the respective suffixes “.desd” and “.nwpd” directly in your browser. “.nwpd” documents also have the additional option **Fill**.

**Open Viva document:**

1. Place the mouse pointer in the line with the document icon.
2. Choose the option **open**.

VivaDesigner will now open in the browser with the selected document.



Note: It is possible that for safety reasons you do not have the right to delete documents, save changes to documents, save changes to documents under another name or save new documents in VivaCloud. You can edit VivaDesigner documents by clicking the **Open** link. If a document is already opened by another user, instead of the **Open** link the status **Locked** will be displayed. In this case, choose another document or try again later.



## Working with VivaDesigner in the browser

You can work with VivaDesigner in the Web in exactly the same way as in the desktop version. There are no differences except for those listed below. Which functionality you give to or allow which user is up to you.



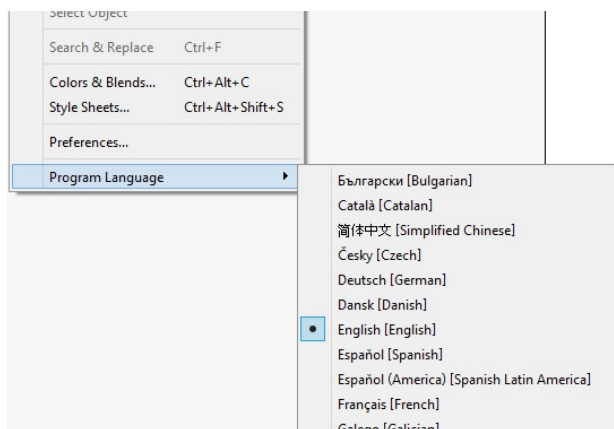
**Note:** If you have questions regarding VivaDesigner and its configuration options, please give us a call or send an e-mail to [sales@viva.us](mailto:sales@viva.us). We will be pleased to help you and are thankful for any ideas, suggestions or criticisms you may have.



When using VivaDesigner, please take note of the following:

## Program Language

With the option **Program Language** in the **Edit** menu, you can select the program language for VivaDesigner. If the program opens in a language you do not know, select the last option in the second menu from the left.



**Note:** This option is not (yet) available in the **Neutral Interface Design**.

## Importing images

Insofar as you have the appropriate rights, you can import images in VivaDesigner that you have PREVIOUSLY saved in VivaCloud.

### Import image:

1. Click in a picture object.
2. Choose the menu command **File > Import** or alternatively the command **Import** in the Context menu.
3. In the entry fields **User** and **Password**, enter your user name/email address and your password respectively. Note: on Mac OS you must enter the “@” sign in the same way as Windows, namely with the shortcut keys **Ctrl + Alt + Q**.
4. Choose the image file from the appropriate folder and confirm your entry with **OK**.

**NOTE:** The VivaDesigner Web Edition can be so configured that images from the user’s computer may also be placed in a picture object using the Drag & Drop method. If you need this feature, please contact us.

## Number of available sessions

VivaCloud contains a limited number of VivaDesigner licenses/sessions. If you can’t open a document, you will see a warning in the Website at the top left in red “All VivaDesigner sessions are currently in use”. Please try again at a later time.

## Incorrect errors

Some browsers (e.g. Firefox) show a “Connection Error” warning when VivaDesigner is closed, although the connection was terminated correctly with the appropriate command. In this specific case you can ignore the warning.

## Document locked

When you close a document, it may be that for this document the status **Locked** is displayed even though no other user has opened the document. In this case please wait a few seconds and then reload the page. If the document is permanently locked although it can be proved that no-one is using the document, choose the option **Unlock**. If this function is not available to you, please contact our Support.

## Administration in VivaCloud

As an administrator you can invite new members to join, define roles, set a status and much more. **If you don't want to administer the group yourself or can not do this due to access rights, we can offer you this service within the framework of our resources.**

### General Group Settings

1. Click the **Edit** symbol after the group name or in the top right of the window.
2. Enter the group name in the **Name** field.
3. Choose the option **Private** if users from other groups should not see your group.
4. Choose the option **Commercial** if the group has commercial content.
5. Choose a logo for the group (option).
6. In the field **VivaDesigner Base URL**, enter the address of the VivaDesigner server.
7. In the field **VivaNWP Server URL**, enter the address of the VivaNWP server.
8. Use the option **Root folder associated group roles** to define which roles are allowed to see the root directory. Administrators should always see the root directory.

### Invite a user to join VivaCloud

A user only receives access to your group when you invite him to join via VivaCloud:

1. Click the **Edit** symbol after the group name or in the top right of the window.
2. In the **Members** tab, click **Invite New Member**.
3. Enter the first name and family name (surname) of the new member in the field **Name**.
4. Enter the email address to which the invitation should be sent in the **E-Mail** field.
5. Choose the role that the user should receive. With customers, this might for example be the role **Member**. Please see the section **Working with Roles**.

6. Optionally choose a logo that the user should see when he logs on. This option is helpful if for example you invite your customers and want to ensure that each customer sees his own logo in VivaCloud. In this way you will achieve a higher rate of acceptance from users right at the beginning. If you choose the option, the group logo will be displayed for these users.

7. Click **Invite User** to send the invitation to the user.

The user now receives a message from the system that you have invited him to join a group. The user accepts the invitation by clicking the link in the email and by logging on to VivaCloud with his email address and a password of his choice.