

USER GUIDE

Reach Engine Panel Extension Guide

VERSION 0.1.0



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Introduction

Levels Beyond introduced a Reach Engine Panel Extension for several Adobe Creative Cloud® software applications to assist with the production process, allowing users to access the Levels Beyond repository to work with assets. As of May 2018, the following software can have the Levels Beyond extension installed:

- Adobe Photoshop®
- Adobe Illustrator®
- Adobe InDesign®
- Adobe AfterEffects®

Benefits

The benefit of having the Panel Extension allows access to all your production within the Levels Beyond repository. All assets become integrated into the move-to-production process.

For additional information: <https://www.reachengine.com/>

Installing Reach Engine Panel Extension

Please contact your Reach Engine representative for installation of the BETA Panel Extension.

Using Reach Engine Panel Extension

The Reach Engine Panel Extension from Levels Beyond lets you access assets that previously were not as easily accessible for Adobe products other than Adobe Premiere and Adobe Prelude. Having an extension that can be loaded into other Adobe applications makes it easier to use and modify assets during the workflow process.

Accessing the Levels Beyond Extension Panel

After the extension has been installed on for your Adobe products, the extension panel can be accessed similarly regardless of which software product you are using. To access the extension panel:

1. In your application, navigate to **Window > Extensions > Reach Engine Panel Extensions**.
2. Click the the selection to display the **Preferences** screen.



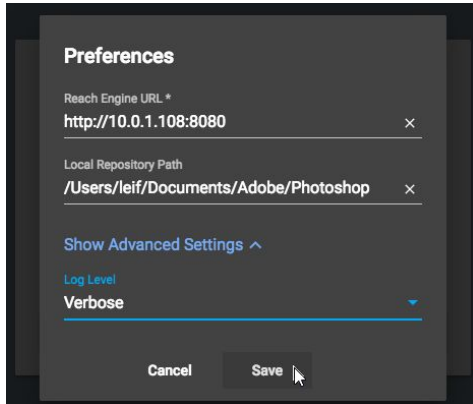
Setting initial Preferences

The **Preferences** dialog box displays the first time accessing the Reach Engine Panel extension. To set up the preferences for accessing your assets:


1. Enter the Reach Engine URL. This address can be an http or https URL.
2. (Optional) Enter the **Local Repository** path where you want your assets to download to.
 - (Required) if Reach Engine is configured with cloud storage.
 - (Not Required) if Reach Engine is configured with local storage
3. Click **Show Advanced Settings** to set additional preferences for the level of detail required for error logs:

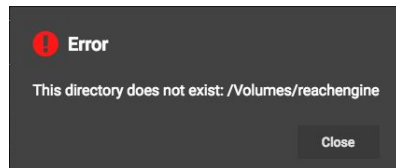


- Error
 - Warning
 - Info
 - Verbose
 - Debug
4. Click **Save**.



Notes:

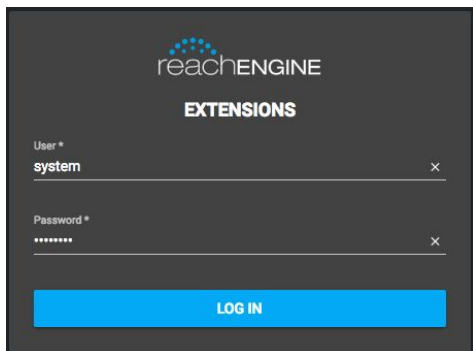
- Preferences can be changed by clicking the **Settings** icon .
- When there is no access to storage, the following error message displays:



Logging in to Reach Engine Panel Extensions

The Login dialog panel displays after setting your initial preferences, and every time afterwards when accessing the extension. Your username and password are assigned to you via Reach Engine To login:

1. Enter your user name in the **User** field.
2. Enter your associated password in the **Password** field.
3. Click **LOG IN**.



Notes:

- The login screen varies based on your individual setup, including logo and other branding information.



- Reach Engine will automatically log you out, and display a Keep Alive warning to continue your session.
 - The time before the “Keep Alive” warning displays is dependent on the Reach Engine server logout settings.
 - The Server logout setting is customizable by the client

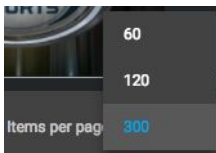
Working with assets

The Extension Panel is divided into two tabs: Dashboard and Status. When the panel is opened, all assets within your repository are accessible to work with in the desired application. You can use the panel to search for an asset, sort assets, open the asset within the application, or view the status of an asset.

Viewing assets (Dashboard tab)

To view assets on the Dashboard:

1. Select 60, 120, or 300 from the **Items per page** list menu to select the number of asset thumbnails to view per page.



2. Scroll through the assets using the scroll bar on the side, or sort the assets using the panel’s sorting functions.

Sort assets

Assets can be sorted by several options, and listed according to preferences in the Sort By selection switch. To sort the assets on the Dashboard,

1. Select **Date Created**, **Date Updated**, **Name**, or **Relevance** from the sort menu:
 - **Date Created** and **Date Updated**:
 - **Sort By** [↓] sorts the dates by newest to oldest
 - **Sort By** [↑] sorts the dates by oldest to newest
 - **Name**:
 - **Sort By** [A-Z] sorts the names from A-Z
 - **Sort By** [Z-A] sorts the names from Z-A
 - **Relevance**:
 - **Sort By** [↓] sorts the title from most to least relevant
 - **Sort By** [↑] sorts the title from least to most relevant
2. Review the assets by using the scroll bar on the right side of the panel.











The table indicates the asset type by icon:

Review by Asset Type

You can review the asset grid by asset type:

Asset Type	Displayed
Timelines	



Videos	
Audio	
Images	
Documents	
Other File Types	
Collection	
Projects	
Markers	
Timeline Clips	
Video Clips	

Searching for assets

To search for one or more assets with your Reach Engine repository:

1. Enter the characters (alphanumeric, or special character). The asset list updates based on the characters entered.
2. (Optional) click **Advanced Search**.
3. Select one or more asset types:
 - Audio
 - Documents
 - Images
 - Collections
 - Markers
 - Others
 - Projects
 - Timelines
 - Timeline Clips
 - Videos
 - Video Clips
4. (Optional) Select one or more categories from the metadata **Categories** drop-down list in which to search.
5. (Optional) Enter the dates between which the asset was made or added in the **Created** calendars.
6. (Optional) Enter the dates between which the asset was modified in the **Updated** calendars.
7. Click **Search**. The results display in the panel, and can be sorted as needed.
8. Click **Reset**. The search results are reset.




Selecting assets for use

One or more assets can be selected for use. To select one or more assets:

1. Click an asset in the panel. A check mark displays to indicate it's been selected.
2. Continue to select as many assets as needed.



3. Click the download button  to store the asset in your local folder if configured with cloud storage. The asset will be imported to application and remain in the Reach Engine repository if configured with local storage.

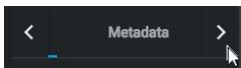
Reviewing Asset Metadata

Each asset has metadata that can be reviewed. When the asset is selected, the Extensions panel applies any configuration from the local file, similar to Premiere and Prelude. To see the asset metadata detail:

1. Double-click the asset. The asset detail screen displays.



2. Click the < or > arrows to review additional metadata information for the selected asset.



Reviewing asset status (Status tab)


To review the status of an asset, click the **Status** tab. The current status of the selected asset displays.

Note: This feature has yet to be implemented.



Logging out of Reach Engine Panel Extension

To log out of the Reach Engine Panel Extension

1. Select the **Settings** icon .
2. Choose **Logout**.

