2.11 Spartan Access User Guide

INTRODUCTION

Reach Engine has been redesigned for quicker access tasks and workflows. This redesign is being built over multiple releases. The user guide is updated with each release to include added features. The user guide is updated with each release to include new functionality.

RELEASE NOTES

2.11 Release

- When viewing a Workflow's Context Data, you can view the data as JSON by selecting the JSON slider in the right curtain. Whichever view you use for Context Data, you have the ability to copy the content by selecting the **Copy** icon in the upper right of the panel.
- Users can log into Reach Engine using SAML providers.

2.10 Release

- When a workflow is selected, in-depth information about the workflow displays in the right curtain's Details, Children, and Context Data tabs.
- Double-click a workflow row to open it in Single Workflow View, where you can dive into child workflow details.
- The Workflow SDK version displays in the About screen.
- All unnecessary workflow_context_data_value table reads have been removed from workflow execution start. Workflows with large numbers of subflows should see significant improvement.

2.9 Release (June 2020)

- When you select **Confirm** in the Collection modal and when resetting your password, the button displays the text *Working on it*, so that you know that an action is occurring. This feedback helps prevent duplicate submissions.
- A **Feedback** (   ) icon lets you provide feedback, request features, vote on feature requests, see what is in progress, and see which features were recently released. The Feedback icon is configured per installation. If you do not see the Feedback icon, your company elected to hide the Feedback icon. By providing user feedback, you can help us prioritize the features that will bring you the most value.
- You can display thumbnails in asset List view by adjusting the View Settings. Thumbnails are hidden by default in List view.

2.8 Release (March 2020)

- View and search for workflow status. You can also download content directly from a workflow status for batch download.
- When tile view selected in Assets, move slider to set tile size.
- Make changes to multiple assets using Batch Update.
- Export video assets.
- Move assets from one collection to another in a single action.
- Use Advanced Search to search on categories.
- Drag and drop assets into a collection on the Collection Palette.

2.7 Release (August 2019)

- Videos, video clips, and images can be exported.

- Search results can be downloaded as a CSV file.
- Videos and audio can be played directly from the Inspector panel (right panel).
- The Inspector panel's Usage tab lists where a particular asset is used. For example, if an asset is part of multiple collections, those collections to which you have permissions display. Select a collection link to open that collection.
- You can export all images in a collection.
- The Collection Palette is available on the left panel while in Unified Collection View and Single Asset View.
- If a project is locked by another user, a padlock icon displays in the upper left corner of the project tile (in tile view) or in unified/single asset view.
- You can request assets from an external user. If the user isn't a Collaborate user, you can enter the user's email address in the request asset form.
- The workflow SDK version number displays in the Spartan Access About modal.

SYSTEM REQUIREMENTS

The following browsers and operating systems are supported for Access and Access Desktop.

Supported Browsers

Chrome

- 70.0.3538

Firefox

- 63.0
- **63.0.1**

Safari

- 12.0.1

Note: Internet Explorer and Edge are not currently supported.

Supported Operating Systems

Mac OS

- 10.12 - Sierra
- 10.13 - High Sierra
- 10.14 - Mojave

Windows

- Windows 7
- Windows 8
- Windows 10

Note: Access Desktop drag and drop out of app is not supported in any Windows version.

LOGIN

To log into Access, open a browser and enter the IP address or DNS name assigned to your copy of Reach Engine. The login screen displays.

- When SAML is enabled, select the **Log In** button then enter the necessary credentials for your account.
- If SAML is not enabled, enter your username and password and select enter your username and password, then select the **Log In** button.
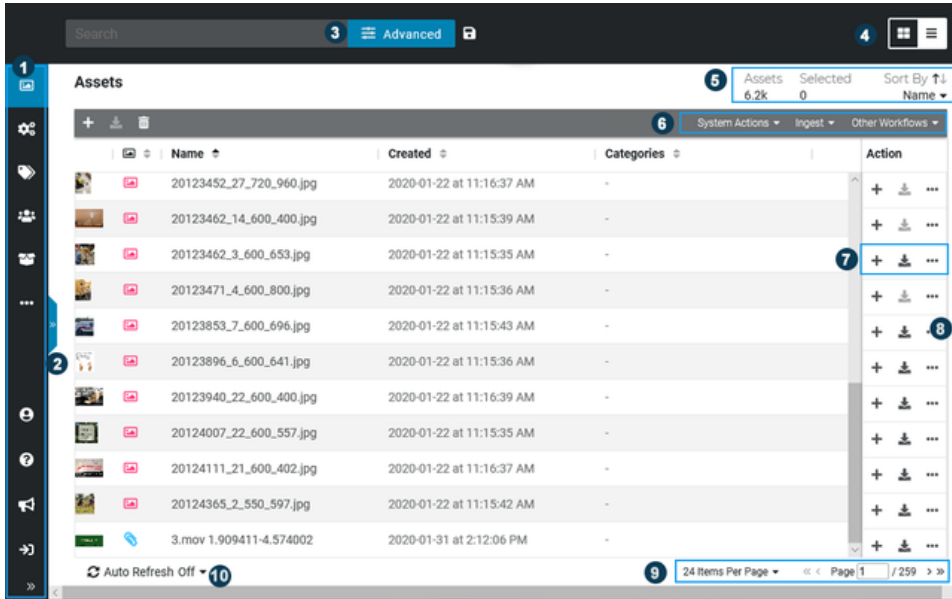
Note: The default username and password for a base installation of Reach Engine are:

> **username:** system

> **password:** (ask Levels Beyond support team)

ASSET DASHBOARD VIEW

Once you log in, the Asset Dashboard displays.

1. The left panel displays icons that expand to menus when selected.

Icon	Menu
	Asset provides access to assets.
	Workflow provides access to workflows, workflow status, and workflow groups.
	Metadata (Admin function)
	Users (Admin function)
	Storage provides access to file systems, directories, libraries, and path mappings.
	More provides access to exec servers, live servers and feeds, linked accounts, and media profiles.
	Displays the username and provides access to settings and password reset.
	The About modal displays the Platform version and Workflow SDK version information, as well as links to user guides, product information, and Levels Beyond information. The Keyboard Shortcuts link opens the left panel to display shortcuts.
	The Feedback ( ) icon lets you provide feedback, request features, vote on feature requests, see what is in progress, and see which features were recently released. The Feedback icon is configured per installation. Your company's installation may have the Feedback icon turned off.

⏎	Log Out
»	View Menu Text

2. Select the double arrow on the left to open a panel where you choose to view keyboard shortcuts, advanced search options, view settings or the Collections Palette. Select the down arrow at the top of the panel to choose between panel viewing options.
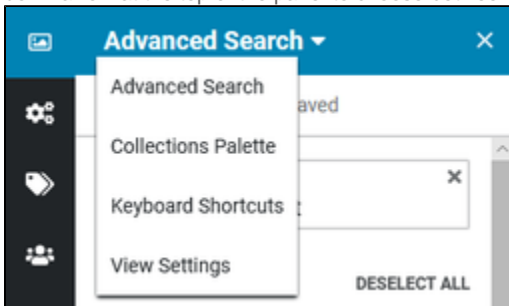
- **Advanced Search** gives you an easy way to filter on specific asset types and search on facet picklist metadata fields.
- **Collection Palette** provides quick access to Collections. Collections allow you to group one or more assets together and are also used to perform automated actions on collection contents as a whole. Assets can belong to multiple Collections and Collections can be private or accessible to all users based on their roles and permissions. Collections can show up in search results. Think of Collections like putting an app on your computer dock or toolbar. You can also drag and drop multiple assets directly into a collection on the Collection Palette.
- **Keyboard Shortcuts** displays a list of keyboard shortcuts that can be used to quickly interact with Access.
- **View Settings** gives you an easy way to configure visible metadata fields in list or tile view per user. You can also choose to display thumbnails in List view.

3. **Search** lets you filter assets based on a keyword. Once you execute your search, the facets also update to only display those facets that match your search. Advanced Search options are available by selecting the **Advanced Search** button or left panel arrow and then selecting **Advanced Search** from the drop down menu if the Advanced Search panel was not the last option viewed. Save searches for quick access to the information you need regularly.

4. Choose to display assets in Tile view (⊞) or List view (☰).
   - When in List view, select a column heading (for example, **Name ⬍**) to sort on that column value; select the column heading again to reverse the sort order. By default, thumbnails are hidden in List view. Enable thumbnails in List view by adjusting the Vi ew Settings.
   - When in Tile view, use the slider to resize tiles; your tile size preference is saved on logout.

5. This section displays the total assets available and the number of assets selected. You can also choose to sort files by type, name, status, or date created. Select the **Sort By** arrow to reverse the sort order.

6. This section provides quick access to menu options that were previously in the Actions menu. The menu options change depending on the type of asset selected.

7. When viewing assets in List view, the icons in the right column display options specific to the selected asset. When viewing assets in Thumbnail view, hover over the thumbnail to display these icons.

Icon	Menu
✛	Add to Collection, Create Collection
⬇	Download Source, Mezzanine, or Proxy
▪▪▪	Provides access to other workflows

8. Select the double right arrow to open the right panel. When an asset is selected, this panel displays asset information, such as ID, associated categories, created and last updated date

and time, status, metadata groups, and metadata fields. The Usage tab lists where the asset is used. For example, if an asset is used in multiple collections, the collections to which you have access are listed. You can then select a collection name to open the collection view.

9. The bottom right of the page lets you choose how many assets to display per page and lets you move through asset results.

10. To automatically refresh the asset view from Reach Engine, turn on **Auto Refresh** and select how often the asset list should be refreshed.

ASSETS

Reach Engine Access contains asset types, each with unique properties. Asset actions and workflows are dependent on the asset type selected.
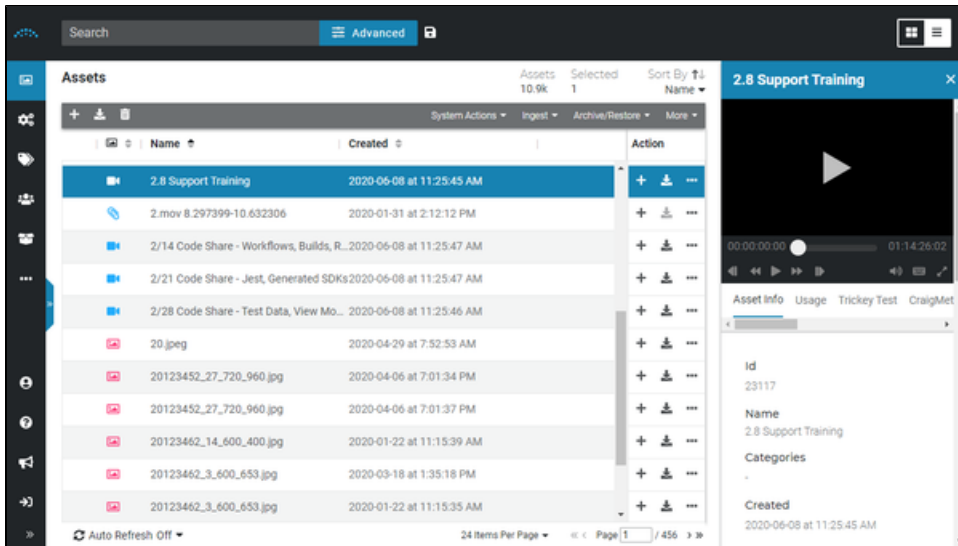
Asset-specific Information

- When an *Image* asset is opened, image details, the proxy version of the image, and source content display. Proxies are created for all images ingested into Reach Engine to enable quick viewing of high resolution image files.

- Through default and custom workflows, *Documents* assets can be ingested into Reach Engine. For example, marketing collateral, schematic diagrams, and project reports can be added to collections.

- Imported assets are recognized as Documents if their MIME type has an *application* or *text* prefix, i.e., "application/pdf" or "text/plain". A thumbnail and proxy image of the first page of the document will be created as long as the local ImageMagick installation supports conversion of the source document types (depends on installation).

- Assets ingested as Documents are included in search results when selecting the Document types as a search type.

- Other is used to manage, organize, and automate all types of files (.pdf, .log, and others). Files ingested as *Other* assets can be added to collections and used with workflows.

View Assets

The Asset Dashboard view displays all asset types (video, video clips, audio, images, timelines, timeline clips, projects, markers, documents, other, and collections).
You can view assets as tiles or in a list. To change the asset view, select the appropriate icon in the upper right of the page.

- To view assets as thumbnails, select the **Thumbnail** icon ( ).

- To view assets in a list, select the **List** icon ( ). You can order by name or asset type using the Sort By option at the top right or by selecting column headings (for example).

Select the double right arrows to open the right panel, which displays asset and metadata information. For video, video clips, and audio, you can play these assets directly from the Inspector panel (right panel).

Select the **Edit** button at the bottom of the right panel to modify metadata information for the selected asset.

When viewing assets in List view, the icons in the right column display options specific to the selected asset. When viewing assets in Thumbnail view, hover over the thumbnail to access these icons.

Icon	Menu
+	Add to Collection, Add to Collection Palette
⬇	Download Source, Mezzanine, or Proxy
•••	Provides access to other workflows based on the asset type

To view an asset in Single Asset View, double select the asset.

Search for or Filter Assets

When viewing the Asset Dashboard, you can filter assets by search term, asset type, or collection.

To filter assets by search term, enter the term(s) in the *Search* bar at the top of the page and press **Enter**.

Search results are returned in order of relevance, with asset names that match the search term returning first followed by assets with metadata keywords matching the search term. If no search term or advanced fields are selected, assets are sorted in descending order by date updated.

Facet Search

Use **Advanced Search Facets** to filter the assets by content type and facet pick-list metadata matches. As you make selections in the Advanced Search panel, the Asset Dashboard is updated to display your results.

1. Select the **Advanced Search** button near the Search input field to open the Advanced Search panel. You can also select the left arrow icon (») to view the left panel and select **Advanced Search** from the drop down menu.
2. To return results within a particular group, select a Group.
3. Choose which asset types you want returned in results.

4. If you have the option to filter on picklists or categories, select picklist values or categories to filter on. If a picklist or category has more than five options, select **More** to see all values. The number of assets in each category displays after the category name.
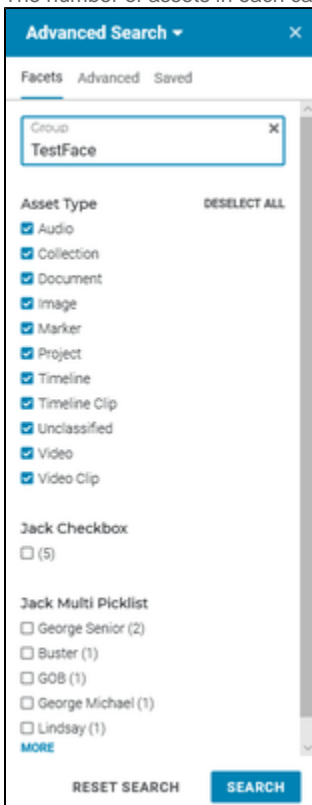
To remove all search selections, select **Reset Search**.

Search on Metadata

Use the Advanced option to search on metadata criteria.

1. Select the **Advanced Search** button near the Search input field to open the Advanced Search panel. You can also select the left arrow icon (») to view the left panel and select **Advanced Search** from the drop down menu.

2. Select the **Advanced** tab.

3. Select the field on which to search.
4. Select the operator. To search by an empty value, select *Is Blank*.
5. Enter the value or select the value (if it is a picklist).
6. To add a condition, select the **+ CONDITION** link.
7. Enter the second condition's criteria.
8. When more than one condition is being searched, select whether to search on *All* or *Any* condition.
9. Select **Search**.

Save a Search

If you have a search that you use often, implement the search then save your search so that you can quickly access it in the future. Admins can save searches and distribute them to users.

1. Implement a search.
2. Select the **Save Search ( )** icon next to the Advanced Search button.
3. If this search is a new search, *Save as new* should be selected. To replace an existing search, turn *Save as new* off.
4. Enter the Search name. If you are replacing an existing search, enter that search name.
5. If you are an admin, enter the Roles to which this search will be assigned.
6. Select **Confirm**.

Download Search Results as CSV

1. Once a search is run, ensure no assets are selected.
2. From the **System Actions** menu in the upper right, select **Download Search Results as CSV**.
3. A message displays indicating that large results may take time to download. Select **OK** to begin the download.

Saved Searches

1. Select the **Advanced Search** button near the Search input field to open the Advanced Search panel. You can also select the left arrow icon ( ) to view the left panel and select **Advanced Search** from the drop down menu.
2. Select the **Saved** tab to view saved searches.

3. Your saved searches display in the My Saved Searches area. Admins can create searches and share with users. Admin searches display in the Shared Admin Searches area.
   - To display search results, select a search.
   - To delete a saved search, select the **Delete** (🗑) icon.
   - To edit a saved search, select the **Edit** (✏) icon. Modify as needed, then select **Confirm**.

Collection Palette

Use the Collection Palette to filter assets by a particular collection.
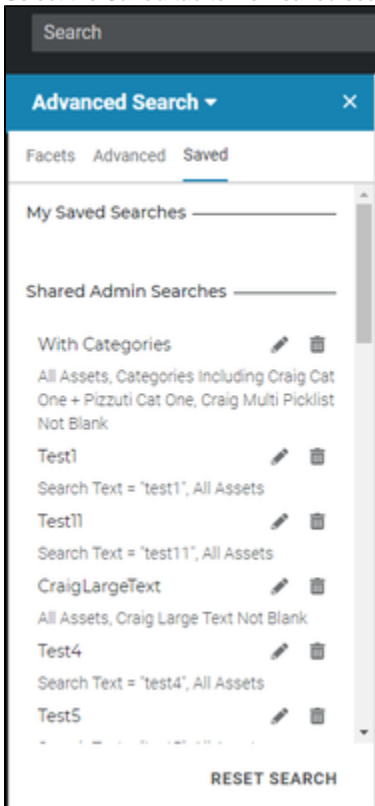
1. If the left panel is not open, select the left arrow ( ) icon to open it. The panel opens with the view you had when you closed it.
2. If the Collection Palette is not displayed, select the drop-down menu at the top of the left panel and choose **Collections Palette**. The number of assets in each collection displays after the collection name.
3. Select the collection name to open the collection in Single Asset View.

To remove a collection from the palette, select the **X** to the right of the collection name.

Add Assets by Dragging and Dropping

When the Collection Palette is open, you can drag and drop one or more assets directly into a collection listed in the Collection Palette. Select the assets you want to add to the collection, then click and drag onto the collection in the Collection Palette.

Select Assets

To select assets:

- Select on an asset to select it.
- Press **Shift** to select a range of assets.
- Press **Cmd** (Mac) or **Ctrl** (Windows) to select multiple assets that are not in a range.
- Press **Alt** and **-** to deselect assets.

Asset Workflows

The menu options in the Asset view include **System Actions** and **More**. Other menus and options within each menu may change depending on the asset type selected.
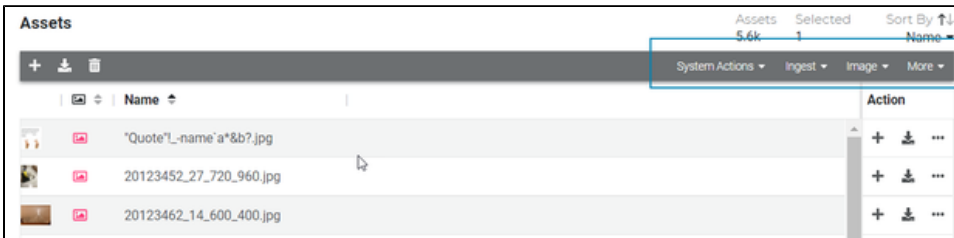
Batch Update

Batch Update lets you make changes to multiple assets at once. You must have appropriate permissions to access this feature.

1. Select one or more assets.
2. From the **System Actions** menu, select **Batch Update**. The right curtain displays.

3. Select whether you want to make changes to the selected asset(s) or all assets.
4. Select which field you want to update.
5. Depending on the field you are updating, you may need to choose what happens to the existing value (replace, append, prepend, remove).
6. Enter the new value.
7. Select the **Batch Update** button.

Add Assets to Reach Engine

You can add assets to Reach Engine using the **More** menu on the Asset Dashboard.

1. Select the **More** menu.
2. Select a type of ingest:
   - **Any Asset Ingest** lets you ingest one or multiple assets from your computer or from a shared storage location.
   - **Any Directory Ingest** lets you ingest an entire directory from a shared storage location.
3. Select the location of the asset(s): **My Computer** or **Shared Storage**.
4. Navigate to and select the asset(s).
5. Select **Select** or **Open** to choose the selected asset(s).
6. Choose a metadata form, if you want metadata applied to the asset(s). Complete the required fields.
7. Select **Run Workflow**.

Share Assets with External Users

This action works in conjunction with the Collaborate application and allows you to share assets with a user outside of your organization. The external user receives these assets in Collaborate.

1. Select the assets you want to share.
2. From the **System Actions** menu, select **Share Assets with External User**.
3. Enter the email addresses of the external users to whom you are sending the asset.
4. Select whether to send the assets via Collaborate or email.
   - To send via Collaborate, select Collaborate users from the list.
   - To send via email, select the slider bar and enter email addresses in the Email Addresses field.
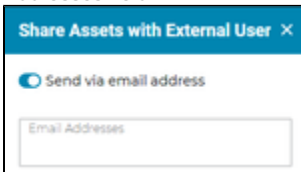
5. Enter a task description.
6. Select an expiration date. If the asset is not downloaded through Collaborate by this date, the task is removed from the user's Collaborate task list and the external user can no longer access the shared asset.
7. Optionally, select a metadata form. When the external user views this asset in Collaborate, they will also be able to view the metadata information associated with that asset.
8. Select **Confirm**.

Request Assets from External Users

If you are working with another company or group who does not use Reach Engine but whom you are relying upon to provide assets, you can request these assets directly from Access.

1. From the **System Actions** menu, select **Request Assets from External User**.
2. If the other company or group uses Collaborate to supply assets, select the Collaborate Users from the list. If the company or group does not use Collaborate, select the *Send via email address* option and enter the user's email address.
   Note: If you share assets with a user via the email address option, the user receives an email to join Collaborate; however, this user is not added to the Reach Engine database. The user has Collaborate access but does not display in the list of Collaborate users (that is, those users added by an Admin).
3. Enter a task description.
4. Select an expiration date.

5. You can also select a metadata form, which will require certain information be submitted.
6. If the requested asset should be added to a new collection, select *Ingest to a new Collection.* Then, provide a name for the new collection and select the appropriate categories.
7. If the requested asset should be added to an existing collection, select the collection.
8. Select **Confirm**.

Export Assets

If you have the appropriate permission, you can export videos, video clips, and images.

1. Select one or more images or one or more videos or video clips. Export options are not available if you select a mixture of images and videos.
    - If videos are selected, select the **System Actions** menu then **Export Video**.
    - If images are selected, select the **Image** menu then **Export Image**.
2. Select the export destination.
3. For a video or video clip, select an export template.
4. For an image, you can enter the export width and/or height in pixels. If you enter only one value, the other value remains the original image size. If no width or height value is entered, the image is exported at its original size.
5. Select **Confirm**.

Download an Asset

If you have the appropriate permission, you can download assets. In order to download, you must have a user role that allows downloading of high res source, proxy, or both.

1. Select the asset or assets that you want to download.
2. Select the **Download** icon (⬇) on the right then choose whether to download Source, Mezzanine, or Proxy.
3. Select **Confirm**.

Download from Workflow Status

When you download assets, a download asset workflow begins. You can download assets that are part of a batch download directly from the Workflow Status page.

1. Select the **Workflow** menu then **Workflow Status**.
2. Find a batch download entry in the workflow list.
3. Select the **Download** icon (⬇).

SINGLE ASSET VIEW

When you double-click an asset from the Dashboard, it opens in the Single Asset View. You can preview your content and metadata. Other options are available, depending on the asset type.

- For videos, images, documents, audio, you can preview your content. You cannot preview source files of type PSD, AI, or EPS.
    - To change the size of the preview window, drag the bottom tab (highlighted by the blue box below) up or down.
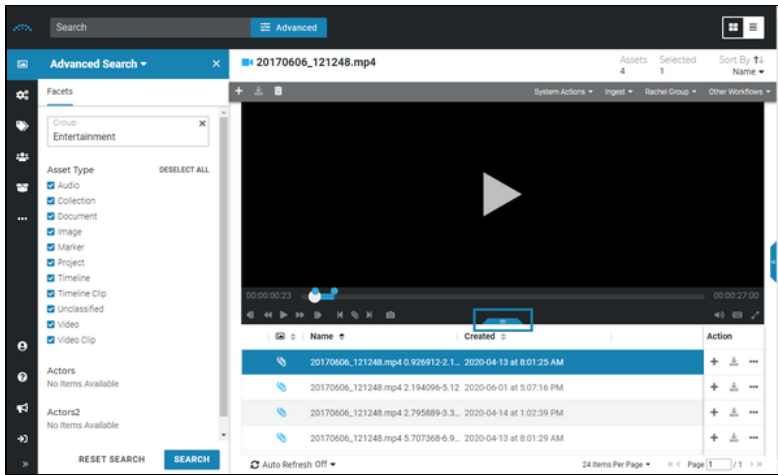
- Expand the left panel to filter the assets using facets.

- Use the video icons to step backward by frame (), rewind (), play/pause (/), fast forward (), step forward by frame (), mark in point (), create a clip (), mark out point (), and set a thumbnail () for a video. Refer to the Keyboard Shortcuts option in the left panel for keyboard video options.

- To view a video or video clip full screen, select the full screen () icon on the far right of the video icon bar. Press **Esc** key to exit the full screen view.

- Video clips indicate the clip start and end point in relation to the entire video.
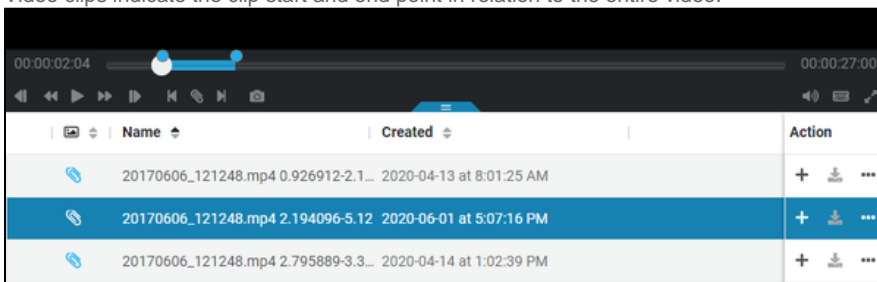
- Audio assets allow you to play the audio file.
- A collection displays its individual assets. The actions available are dependent on the asset selected.
    - Expand the right panel to view asset details.
    - Expand the left panel to filter the assets using facets.
    - Drag the bottom tab down or up to increase or decrease the preview area.
    - You can also modify the preview size by selecting a percentage from the drop down menu on the right (e.g., *Fit to Screen*).
    - Users can switch image assets to view proxy or source file.
    - To view the preview full screen, select the **Full Screen** ( ) icon in the lower right of the preview area. Press **Esc** key to exit the full screen view.

Within Single Asset View,

- Select the double arrows to open the right panel to display asset and metadata information.
- Select the **+** icon to the right of the asset creation date to display actions available to that asset.
- Select the **Download** icon ( ) located to the right of the **+** icon or in the upper left to download the asset.
- Menu options specific to the asset display in the upper right.

COLLECTIONS

Collections let you organize and group assets together. Assets can belong to multiple collections. Collections can be private or accessible to all users based on their roles and permissions. Collections can show up in search results. Think of collections like putting an app on your computer dock or toolbar.

Collections can be used to perform automated actions on all assets within the collection. You can Press **Esc** key to exit the full screen view. a collection to see the assets that are part of that collection.

View a Collection

Collections are identified by the **Collection** ( ) icon in the Asset Dashboard. You can search for collection by name or you can filter the Asset Dashboard to display only collections using Advanced Search.

If a collection has been added to the Collection Palette, you can display the collection by Press **Esc** key to exit the full screen view.ing the collection name in the Collection Palette.

To view all assets associated with a collection, double click a collection name to open it in single asset view.

- From within a collection view, you can export all images within the collection by selecting the **Image** menu then **Export Collection Images**.
- From within a collection view, you can modify the privacy settings of a collection by selecting **Edit** in the Inspector panel (right panel) and changing the *Private Collection* setting.
- From within a collection view, you can move assets to another collection. To move multiple assets, select assets, select the **+** icon above the preview window, then select **Move to Another Collection**. To move a single asset, click the **+** icon for that asset.

Note: Collections that are marked as *Private* do not display in Search results. You can only mark collections that *you* create as Private.

Choose Collection Thumbnail

You can select which image asset you want to use as the collection thumbnail.

1. View the collection in single asset view.
2. Select the image or video asset from within the collection that you want to use as the collection's thumbnail.
3. From the **System Actions** menu, select **Set as Collection Thumbnail**.
4. Refresh your browser to see the new collection thumbnail. The image or video displays as the thumbnail in tile view on the Assets page and as the thumbnail on the single asset view / unified view preview for a collection.

Collection Permissions

Two types of permissions apply to collections:

- Create collections.
- Modify collection contents.

If a user has only the Create Collections permission, the user:

- Can create new collections (public and private).
- Cannot add assets to public collections.
- Can add assets to private collections.

If a user has only the Modify Collection Contents permissions, the user:

- Cannot create public collections.
- Can create private collections.
- Can add assets to both public and private collections.

If a user has both permissions, the user:

- Can create public and private collections.
- Can add assets to public and private collections.

If a user has neither permission, the user:

- Cannot create public collections.
- Can create private collections.
- Cannot add assets to public collections.
- Can add assets to private collections.

Create an Empty Collection

When you create a collection with no assets selected, an empty collection is created.

1. In the Asset Dashboard, select the **+** icon in the upper left.
2. Select **Create Collection**.
3. Enter a collection name.
4. Select categories, if needed.
5. Select whether the collection is public or private.
6. Select **Confirm**. The button text changes to *Working on it*, so that you know the collection is being created.
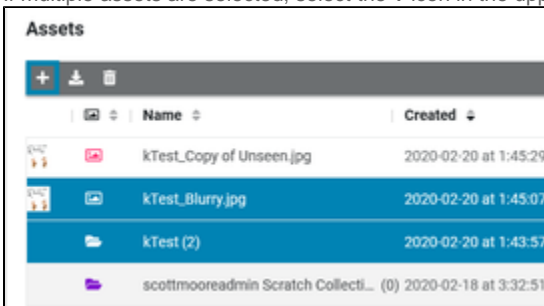
Add Assets to an Existing or a New Collection

All asset types except collections can be added to a collection.

1. From the Asset Dashboard, select one or more assets.
2. Select **Add to Collection** from one of the following locations.
   - If one asset is selected and you are in List view, select the **+** icon to the right of the asset name.

   - If multiple assets are selected, select the **+** icon in the upper left of the asset list.

3. Select whether to add the selected asset or all assets to the collection.
   - To add the asset to an existing collection, select in the Collections box and select the collection(s) to which the asset will be added.
   - To add the asset to a new collection:
     a. Select **New Collection**.
     b. Enter a collection name.
     c. Select any associated categories.
     d. To create a collection that only you can see, select **Private Collection**.
     e. To add the newly created collection to the Collection Palette, select **Add to Palette**.
4. Select **Confirm**. The button text changes to *Working on it*, so that you know the action is happening.

The date is updated for a collection when assets are added to or removed from the collection.

Add an Existing Collection to the Palette

Add an existing collection to the Collection Palette:

1. If the left panel is not open, select the left arrow ( ) icon to open it. The panel opens with the view you had when you closed it.
2. Select the drop down menu at the top of the left panel and choose **Collections Palette**.
3. Select **+ Collection** in the upper right of the panel.
4. Select which collection you want to add.
5. Select **Confirm**.

The **Status** screen displays workflow information, including status. The workflow list is updated automatically.

Workflow Status

From the Workflow Status page, you can view workflow status, search workflows, pause or resume workflows, and download content from workflows.

Filter and Search Workflows

1. Select the **Workflows** ( ) menu then **Workflow Status**.
2. Select the arrow to expand the right curtain.
    - Enter a search term to narrow the results.
    - Filter the list of statuses by selecting which statuses to display.
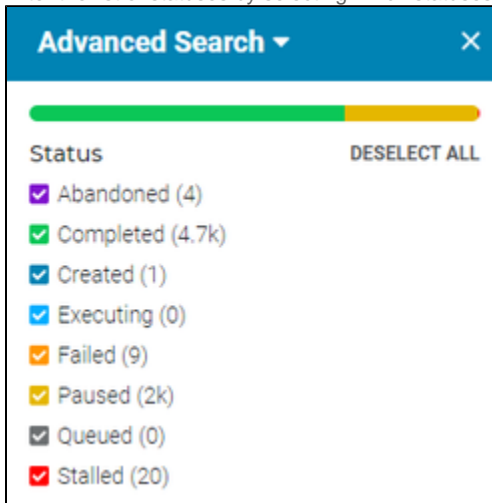
    - To return only those workflows that contain downloads, select *Downloads* in the Tags section.

3. Administrators have additional search options listed below the *Status* checkboxes.

Types   SELECT ALL
☐ Dev Step
☐ Dev Workflow

Tags
☐ Downloads

Started By   ▾

Started After ─────────

Date
mm/dd/yyyy

Time
hh:mm --

Started Before ─────────

Date
mm/dd/yyyy

Time
hh:mm --

- To return workflows that contain Dev Step and/or Dev Workflow, select the appropriate *Types*.
- To return workflows started by a particular person, in the *Started By* field, choose one or more names from the list or begin typing the name to filter results.
- To return workflows started before or after a date and time, enter your search criteria in *Started After* and/or *Started Before*. If only the time value is entered, the current date is used. If only a date is entered, 12:00am is used as the time.

4. Select **Search** once you have defined your search criteria.

Resume / Abandon a Workflow

If a workflow stalled, failed, or paused/abandoned, you can choose to abandon or resume the

workflow. Select the failed workflow, then choose either **Abandon** (🚫) or **Resume** (▶) icon in the Action list to the right of the workflow name. Workflows can be resumed if the workflow was stalled or paused/abandoned.

To abandon or resume multiple workflows, press and hold the Shift key while selecting workflows then select the **Abandon/Resume** icon at the top right of the workflow status list. When multiple workflows are chosen and resumed, if some workflows cannot be resumed, they are skipped but all others are resumed.
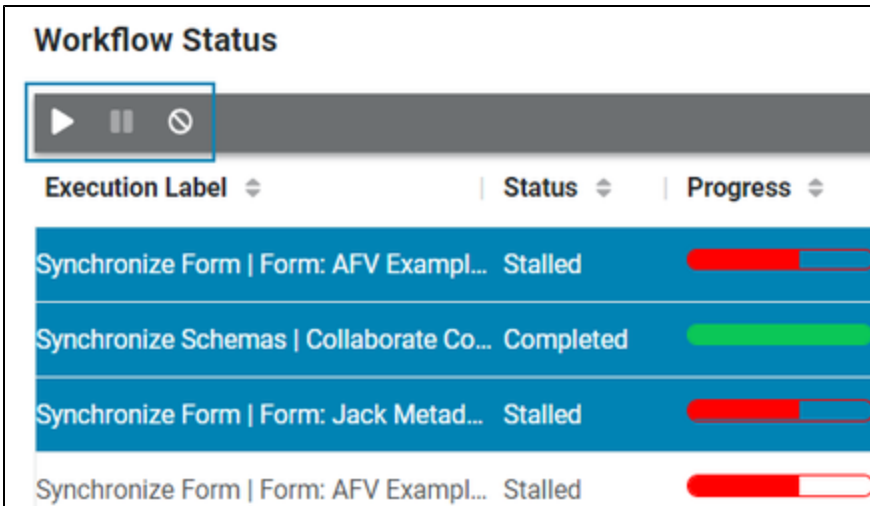
By choosing to abandon paused, stalled, or failed workflows that you don't need to track, your workflow dashboard stays clean.

Workflow Status

The right curtain on the Workflow page allows admin and workflow authors to view in-depth information about workflows. To view these details, select a workflow row by clicking somewhere in the row other than the Name. When you select the Name, it opens the Single Workflow View.
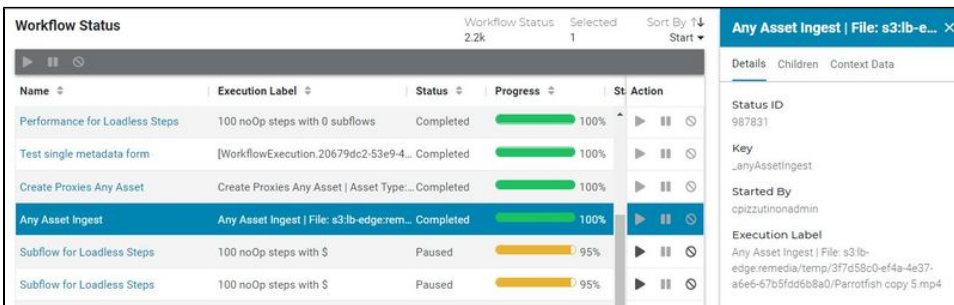
- The **Details** tab includes status ID, type, key, started by, and a link to download files (if applicable).
- The **Children** tab includes status ID, parent status ID, type, name, started by, download files (if applicable), and class.
- The **Context Data** tab displays information produced by the workflow or subflow selected. You can view this data as Key Value pairs (default), or select the JSON slider to display as JSON. In either view, select the **Copy** (⧉) icon to copy the Content Data to the clipboard.

Single Workflow View

Click the workflow **Name** link or double-click a workflow row to open it in Single Workflow View. From this view, child workflows are listed. Select a row to display the child's information in the right curtain. To dive further into a child's details, click the **Name** or **Children** link or double-click a row.

Use the buttons in the upper left to resume, pause, or abandon a step or subflow.

Download Content

Some workflows produce downloadable content. From the Workflow Status page, any workflow with downloadable content displays a download icon, which allows you to download the content directly from the Workflow Status page. Click the download icon on any row that contains downloadable content.

User Settings

The User ( ) icon provides access to view settings and password reset.

View Settings

1. Select the **User** ( ) icon then **View Settings**.
2. To view thumbnails in List view, turn on the *Display thumbnails in List View* option.
3. To select different settings for Tile view, turn off the *Use same metadata* slider. When off, you have an area for List and Tile Metadata.
4. Select in the Available Metadata field to find metadata that you want displayed.
5. Select and drag the **Reorder** ( ) icon to move metadata placement.
6. Select **Save** to save your settings and modify your asset display.

Reset Password

1. Select the **User** ( ) icon then **Reset Password**.
2. Enter your current password.
3. Enter your new password twice.
4. Select **Confirm**. The button text changes to *Working on it*, so that you know the action is happening.

Provide Feedback

A **Feedback** ( ) icon lets you provide feedback, request features, vote on feature requests, see what is in progress, and see which features were recently released. The Feedback icon is configured per installation by your administrator using the Dynamic Property of *feedbackEnabled* (refer to the Admin User Guide for more information). If you do not see the Feedback icon, your company elected to hide the Feedback icon.

1. Select the **Feedback** ( ) icon.

2. Select an option:
   - Select **Give Feedback** to complete a feedback questionnaire.
   - Select **Request a Feature** to submit an idea, view and vote on existing ideas, view and vote on candidates, view in progress features, and view features recently launched.

Request a Feature

- Select the **New Ideas** tab to explore new ideas submitted by other users.
- Select **Candidates** to explore ideas that are in the pipeline for development.
- Select **In Progress** to view features under development.
- Select **Launched** to view features that were recently launched.

For any features on one of the tabs, select the feature card to view the full description. You can also vote by indicating how important the feature is to you and why.