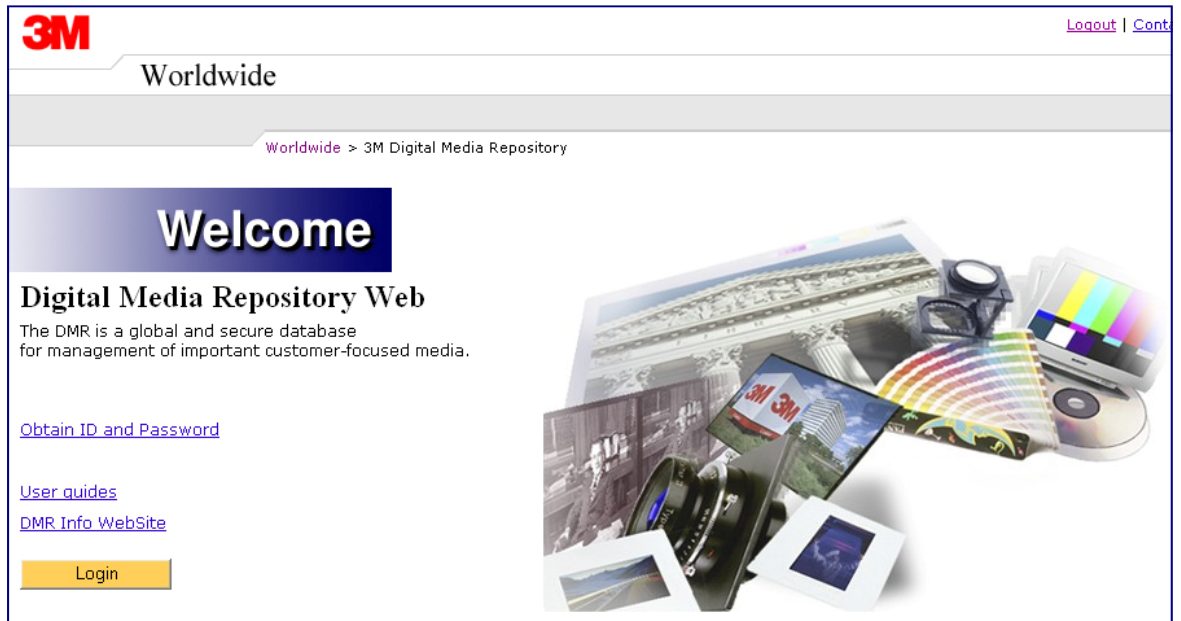


Enterprise Digitization and Content Services



DMR Web Interface User Manual

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Introduction

The DMR web interface is the public version of DMR, DMR web allows the user to browse for DMR elements within the Job Jacket structure, or to search for elements that have particular criteria. Once the user located the digital element for which the user is looking, the user can download or open the element, or place a copy of the element onto the user's personal Favorites. Each user has a personal Favorites page in DMR web. Placing the elements onto the user's Favorites does not remove them from the DMR. From the search result, inside job jacket or user's Favorites, the user can make choices to download the elements, open the element, create a web album, add to an album or add or delete them from Favorites.

Login to DMR Web

DMR Web login requires user's 3M PIN and ENL password (In US this is the user's USAC password, in Europe it is referred to as EURO password, and most other locations it is LAPA password). If you don't know your ENL password, in US please call 651 733-1000 to have your ENL password reset. In other locations, please call your local IT Helps.

Steps to access DMR Web:

1. Open IE Explorer and type in <http://www3.3m.com/dmrweb> to access DMR Web Welcome page



2. *Single-click* on Login, the window "Enterprise Network Login" displays:
 - Type in 3M PIN in "User Name" box
 - Type in user's ENL password in "Password" box
 - *Click* on "Login"

Enterprise Network Login

You have accessed a 3M proprietary network/computing system that is for the exclusive use of authorized users. Access to this system is generally monitored for compliance. Proceeding past this point is an acknowledgement that you understand and agree to these terms. Copyright 3M 2009

User Name:

(User Name and Password are case-sensitive)

Password:

Navigating in DMR Web

Worldwide

Worldwide > 3M Digital Media Repository

1 Home 2 Advanced Search 3 Job Jackets 4 Favorites 5 Albums 6 Preferences

Digital Media Repository Web

User Preferences Edit		Preferred Albums Manage
Favorites Sort:	Marketplace Name	2 Executive portraits
Search Result Sort:	File Name	3 Executive portraits
Album Sort:	File Name	3Mer at automobile factory
Grid Rows:	5	Album test lang
Grid Columns:	5	brazil language
Graphics Mode:	ICON	D Harman
Thumbnail Size:	SMALL	DMR test 2

Advanced search: Look for images, documents and other elements within the DMR.

Browse Job Jackets: Browse the DMR folder structure to locate elements.

Favorites: Gather your most frequently used elements for easy access.

Preferences: View, update user preferences.

Tab Name	Description
1) Home	The Home tab displays the User Preferences and Preferred Albums.
2) Advanced Search	Use the Advanced Search function to build queries to search assets.
3) Job Jacket	<i>Click</i> on this tab to open the multiple job jacket tree window. Browse the DMR folder structure to locate elements.
4) Favorites (Shopping Cart)	Allow users to place a copy of frequently accessed elements into the personal favorites for quick access. The elements placed in personnel favorites will not remove the element from DMR.
5) Album	Album allow users to collect digital elements for viewing by the others.
6) Preferences	Allow users to preset or change the user preferences on display when login.

Advanced Search

Advanced Search

1 Create your query using the drop-down boxes below:

[] [] [] + Add Row

Media is []

Content Type is []

Optimization is []

2 Select at least one database and click 'Search':

Select All Deselect All Search

aaa_Test Dental_Asia Integra

Abrasive_Systems_Europe Dental_Europe IT_Con

Abrasives Dental_Latin_Am IT_Eur

- Business Unit*
- Country*
- Description*
- Element ID
- File Name
- Language*
- Limitations
- Literature Number
- Marketplace Name*
- Owner PIN*
- Resolution
- Security*
- VSRM Security Group

Metadata fields available for search

Advanced Search lets user build more detailed search query using single or multiple metadata fields. Multiple conditions can be concatenated by either 'And' or 'Or' operator by clicking on the '+Add Row'. The 'And' operator narrows the search by requiring all conditions to be true. The 'Or' operator expands the search by requiring only one condition to be true.

Create search query exmple:

Step 1

1 Create your query using the drop-down boxes below:

Description* contains Tegaderm + Add Row

Media is Photography

Content Type is Product/Single Image

Optimization is []

Single metadata field

Description* contains Tegaderm Or

Marketplace Name* contains Tegaderm And Or Row

Media is []

Multiple metadata fields

Step 2

Select single database or multiple databases to search in. If you don't know the targeted database, you can select all. It may take longer to produce the search results if select all databases.

2 Select at least one database and click 'Search':

Select All Deselect All Search

<input checked="" type="checkbox"/> aaa_Test	<input checked="" type="checkbox"/> Dental_Asia	<input checked="" type="checkbox"/> Integrated_Solutions	<input checked="" type="checkbox"/> Philippines
<input checked="" type="checkbox"/> Abrasive_Systems_Europe	<input checked="" type="checkbox"/> Dental_Europe	<input checked="" type="checkbox"/> IT_Communications	<input checked="" type="checkbox"/> Press_Relations
<input checked="" type="checkbox"/> Abrasives	<input checked="" type="checkbox"/> Dental_Latin_Am	<input checked="" type="checkbox"/> IT_Europe	<input checked="" type="checkbox"/> Pressnet
<input checked="" type="checkbox"/> Abzil	<input checked="" type="checkbox"/> Dental_North_Am	<input checked="" type="checkbox"/> ITS	<input checked="" type="checkbox"/> Print_On_Demand
<input checked="" type="checkbox"/> Aerospace	<input checked="" type="checkbox"/> Drug_Delivery_Systems	<input checked="" type="checkbox"/> ITSD	<input checked="" type="checkbox"/> Print_Ready
<input checked="" type="checkbox"/> Animal_Care	<input checked="" type="checkbox"/> Dyneon	<input checked="" type="checkbox"/> ITSD_Europe	<input checked="" type="checkbox"/> Projection_Systems
<input checked="" type="checkbox"/> Argentina	<input checked="" type="checkbox"/> ebusiness	<input checked="" type="checkbox"/> Korea	<input checked="" type="checkbox"/> Protective_Materials

Step 3

Single-click on Search when ready

Search result

The following search result based on the following search query setting:

- 1) “Description” “Contains” “Tegaderm” “Or” “Marketplace Name” “Contains” “Tegaderm” “Media” is “Photography”
- 2) Database “ebusiness”

1 Create your query using the drop-down boxes below:

Description*	contains	Tegaderm	Or	
Marketplace Name*	contains	Tegaderm	+ Add Row	- Clear Row
<input checked="" type="checkbox"/> Media	is	Photography		
<input type="checkbox"/> Content Type	is			
<input type="checkbox"/> Optimization	is			

[Reset All](#)

The search result was 23 matches

[Return](#)
View: [Thumbnail](#) | [List](#)
Matches: 23
Displayed: 1-23

Result Page : 1

Right click thumbnail to choose action -or-

1 Select items

Total selected:











[Select All](#)

[Deselect All](#)

2 Choose action:

- [High Res Download](#)
- [Low Res Download](#)
- [Place Order](#)
- [Create A New Album](#)
- [Add to an Album](#)
- [Add to Favorites](#)

[Search Within Results](#)

 Hero_Absorbent.gif <small>Lmt</small> Modify	 Hero_AG Mesh Dressing.gif <small>Lmt</small> Modify	 Hero_Alginate_Dressing.gif <small>Lmt</small> Modify	 Hero_Cavilon No Sting.gif <small>Lmt</small> Modify	 Hero_Coban wrap.gif <small>Lmt</small> Modify
 Hero_Contact_Material.gif <small>Lmt</small> Modify	 Hero_Film Roll.gif <small>Lmt</small> Modify	 Hero_Form Adhesive.gif <small>Lmt</small> Modify	 Hero_Form Dressing.gif <small>Lmt</small> Modify	 Hero_Hydrogel.gif <small>Lmt</small> Modify

In search result, Job Jacket, Favorites, or Album, these are the tasks the user can perform:

- *Left-click* on the element thumbnail to open the element metadata
- *Right-click* on the element thumbnail to see these options: HighRes Down, LowRes Download, Open, Properties and View Preview
- Add element(s) from search results to Favorites
- Create DMR web album or add to existing album from search result

Lmt - Some elements have limitations on usage. If you see the red ‘Lmt’ under the element thumbnail, please *left-click* on **Lmt** to see the information on the element use limitation.

File Name:Hero_Absorbent.gif
Element-id:368473
Limitations:For Plug_N_Play Smart Form user only



Job Jackets

Job jackets are folders arranged in a hierarchical fashion that contain elements (files) grouped in a logical manner.

Viewing job jackets

1. To open the job jacket, *left-click* on the Job Jackets tab. The job jackets window appears. (Figure 1)
2. Job jacket contents can be viewed by opening the job jackets and “drilling” down the hierarchical job jacket tree using the “+”. *Double-click* on the sub job jacket you wish to open. (Figure 2)
3. Contents in the sub job jacket displayed. (Figure 3)



Figure 1



Figure 2

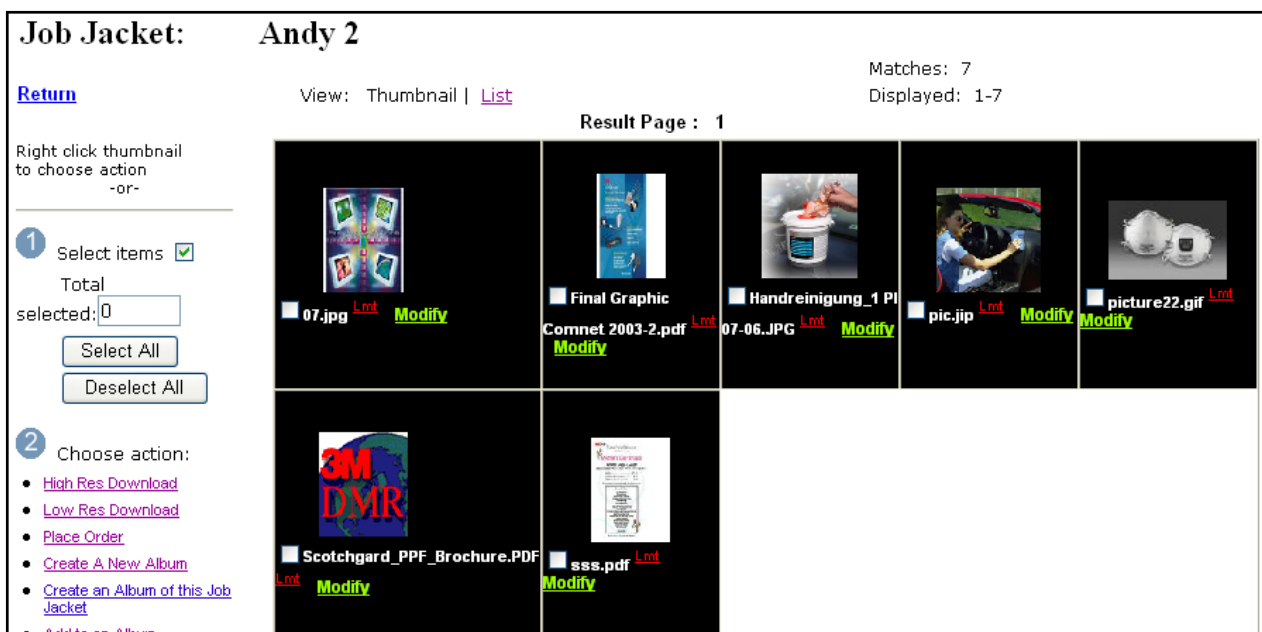


Figure 3

Favorites

Allow users to place a copy of the frequently accessed elements in the personal favorites for quick access. The elements placed in personnel favorites will not remove the element from DMR.

Left-click on the Favorites tab to open the page.

Albums

DMR 'Albums' feature allows the user to collect digital elements for viewing by others or order the digital elements. This overview provides you with instructions for creating and managing albums and tips for most efficient usage of albums.

Preparing and building a new album

1. Login to DMR Web with your PIN and ENL password at: <http://www3.3m.com/dmrweb/>
2. In Favorites, Advanced Search or Browse Job Jackets for the element(s) you wish to add to an album.
3. Select the element(s) by check the check-box under the element thumbnail
4. Single-click on Create a New Album in '2 Choose action:' (Figure 4)

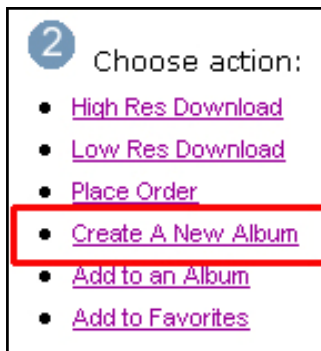


Figure 4

5. Actions to complete the album creation:
 - Enter the name and password for your album in next screen (Figure 5).

Note: You cannot use the same album name already used in an existing album collection.

 - Check the Never Expire or set the expire year and month.
 - Choose album user options. Select whether you will allow viewers of your album to download high resolution or low-resolution or both. You may enable Search within an Album as well.
 - Single-click 'Proceed'. The Album creation confirmation page displays your album.

Note: Album password can be changed if you no longer want the current album user(s) to have access.

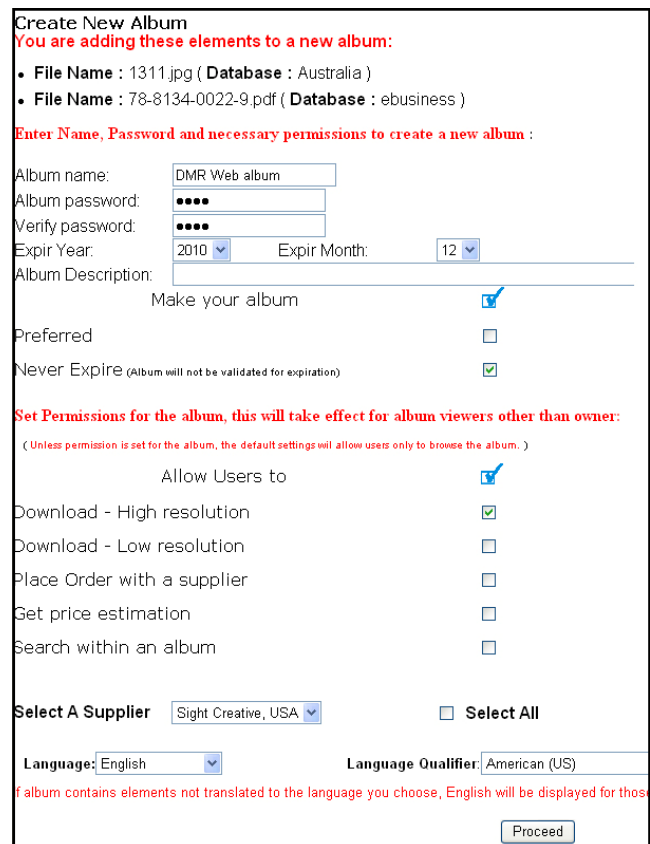
A screenshot of the 'Create New Album' form. The form title is 'Create New Album' and it says 'You are adding these elements to a new album:'. It lists two file names: '1311.jpg (Database : Australia)' and '78-8134-0022-9.pdf (Database : ebusiness)'. Below this, it says 'Enter Name, Password and necessary permissions to create a new album :'. The form fields include: Album name (DMR Web album), Album password (masked with dots), Verify password (masked with dots), Expir Year (2010), Expir Month (12), and Album Description. There are checkboxes for 'Make your album' (checked), 'Preferred' (unchecked), and 'Never Expire (Album will not be validated for expiration)' (checked). Below this, it says 'Set Permissions for the album, this will take effect for album viewers other than owner:'. There is a note: '(Unless permission is set for the album, the default settings will allow users only to browse the album.)'. The permissions section includes: 'Allow Users to' (checked), 'Download - High resolution' (checked), 'Download - Low resolution' (unchecked), 'Place Order with a supplier' (unchecked), 'Get price estimation' (unchecked), and 'Search within an album' (unchecked). At the bottom, there is a 'Select A Supplier' dropdown (Sight Creative, USA) and a 'Select All' checkbox (unchecked). There are also 'Language' (English) and 'Language Qualifier' (American (US)) dropdowns. A 'Proceed' button is at the bottom right.

Figure 5

Album displays

Album Name: **dmr album test2**

Matches: 2
Displayed: 1-2

[Return](#) View: Thumbnail | [List](#) Result Page : 1

Right click thumbnail to choose action -or-

1 Select items

Total selected: 0

Select All
Deselect All

2 Choose action:

- [High Res Download](#)
- [Low Res Download](#)
- [Place Order](#)
- [Remove Element From Album](#)
- [Add to Favorites](#)

Album URL

Result Page : 1

To View the Album, copy the URL and paste in an email to send to a customer:

View the Album

From the Album creation confirmation page, you can distribute the album for viewing from outside the DMR, view element details, select elements, download elements, order elements, remove element from album and add elements to your personal favorite.

Distributing the Album for viewing from outside the DMR

You or your customer can view the album from outside of the DMR. Each album has a URL (name and password), which can be distributed to viewers. Viewers are not required to have a DMR account to view the album, and can access the album by click on the album URL in the e-mail message or album URL link in website. Steps to distributing the album in e-mail:

1. Access the Album View page for your album from the Album Control page.
2. Scroll to the URL (path) beneath the thumbnails. The URL begins with the text:
<http://www3.3m.com/dmrweb/servlet/Album?>
3. At the beginning of the line of text, *single-click* and hold down the mouse button, and scroll across the entire line of text to highlight the URL (path). This is the sample of the album URL:
<http://www3.3m.com/dmrweb/servlet/Album?albumName=3M+Company+logo&albumPassword=logo>
4. *Right-click* on the highlighted text. A pop-up window appears. Scroll to and *single-click* on Copy. You can then go to your email, create your message, and paste (Ctrl + V) the URL into your email message.
5. Add instructions to the email recipient such as: *single-click* on the URL to view the album or select the full album URL, paste onto 'Address' in Internet Explorer.

Taking action on the Album

Each element you select on the Album View has up to 5 action choices depending upon the type of element and permissions granted by the album creator. Select the elements first for any action you wish to take.

Album action choices:

1. Low Res Download
2. High Res Download
3. Place Order
4. Remove Element From Album
5. Add to Favorites.

Album Maintenance

Single-click Album tab, in Album Maintenance you can select album, view album contents, update an album's expiration date, update the actions allowed for viewers of an album, transfer ownership of the album or delete the unwanted album.

Album Maintenance

1 Filter the below album results by:

Album Name:

2

All None	Album Name / Description	Expiration (Month/Year)	Current Owner ID	Transfer To Owner ID
<input type="checkbox"/>	Global Training and TestingUS and CA\Andy	2/2008	us058941	<input type="text"/>

3

Tips on naming and creating albums

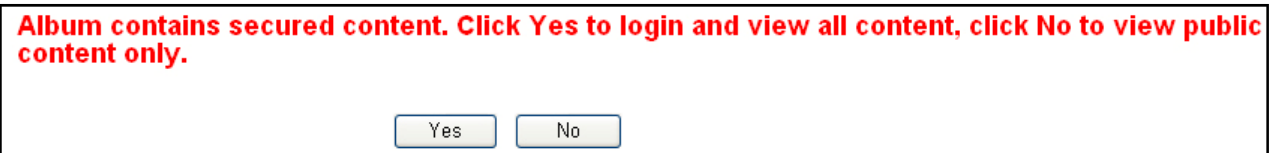
- Choose album names carefully. Choose a name that provides the album users with some insight to the contents, for example, include descriptive text, such as the customer name or the type of products, and the date the album was created.
- All albums have an expiration date, which you can update if needed.
- The following error indicated that the album name you are using already used. You have to *click* on 'Return' and return to 'Create New Album' page and provide the new album name.



Album contains non-public elements

User who receive the album contains non-public (3M confidential, Internal or Team) element(s) will challenge with login PIN and ENL password. Album receiver must in the VSRM Security group assigned to the non-public element enable to open the album and view the non-public elements in the album.

Below is the message when a user attempted to open the album contains secured element(s). User has option to choose 'Yes' and provide the user PIN and ENL password to view all elements in the album or select 'No' to just view the non-secured elements.



Preferences

User Information			
User Name:	us101084		
Supervisor Access:	YES		
Page Layout Icon View			
Current Settings:	Rows: 5	Column: 5	
Change Settings:	Set New Row: 5	Set New Column: 5	
Order Page			
Dimension:	<input checked="" type="radio"/> Inches(in)	<input type="radio"/> Centimeters(cm)	
Manage Icon Information			
View Icons:	<input checked="" type="radio"/> On	<input type="radio"/> Off	
Size:	<input checked="" type="radio"/> Small	<input type="radio"/> Medium	<input type="radio"/> Large
Favorites Display:	<input type="radio"/> File Name	<input type="radio"/> Element ID	<input checked="" type="radio"/> Marketplace Name
Search Job Jkt Display:	<input checked="" type="radio"/> File Name	<input type="radio"/> Element ID	<input type="radio"/> Marketplace Name
Album Display:	<input checked="" type="radio"/> File Name	<input type="radio"/> Element ID	<input type="radio"/> Marketplace Name
Save Options			
	<input type="radio"/> Save changes permanently		
	<input checked="" type="radio"/> Save change only for this DMR session		
			<input type="button" value="Save Preferences"/>

Preferences control how the elements display for your session. You can change these options. You can choose to save your preferences permanently or just for the current session. Available choices are:

1. Page Layout/Icon View - Select number of the rows and columns that you want the thumbnail display. User can select up to 7 rows and 7 columns, total to 49 element thumbnails display.
2. Dimension - You can choose the measurement in inches or centimeters.
3. Manage Icon Information (View Icons 'On' for thumbnails, or View Icons 'Off' for simple text view).
 - For 'View Icons' is 'On', specify the thumbnail size: Small, Medium or Large.
 - On 'Favorites Display', 'Search/Job JKT Display' and 'Album Display', users have element metadata display option. Here are the choices: File Name, Element ID or Marketplace Name.
4. Save Options allows user to save the settings permanently or temporarily (only for this DMR web session). Usually user will save the preferred settings permanently.

Element Marketplace Name and Description translation in DMR Web

This feature allows the user to store the translation on Marketplace Name and Description to other language or languages.

1. Login to DMR Web and locate the element you wanted to do the translation from English (default) to other language or languages
2. *Left-click* on "Modify" under element thumbnail (Figure 6)
3. This window will open and language translation from English to other language is available for the user (Figure 7)



Figure 6

3M Worldwide [Log](#)

Worldwide > 3M Digital Media Repository

Home Advanced Search Job Jackets Favorites Albums Preferences Reports

From Language Language Qualifier

To Language Language Qualifier

From Marketplace Name

To Marketplace Name

From Description

To Description

Figure 7

4. Choose the Language and Language Qualifier from the dropdown choice and provide the translation on "To Marketplace Name" and "To Description". *Left-click* on Save Translation to complete the process.

From Language Language Qualifier

To Language Language Qualifier

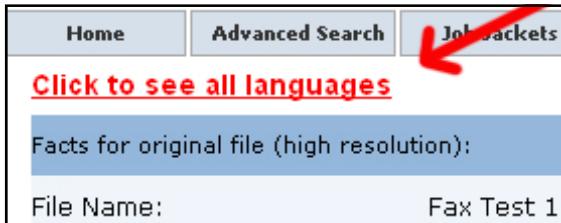
From Marketplace Name

To Marketplace Name

From Description

To Description

5. To view the translation(s) available in the element, *single-click* on the element thumbnail. Then *Single-click* on “[Click to see all languages](#)” to view the translations available.



Note: The “[Click to see all languages](#)” will not show if there is no other language available in the element.

6. Following is the display on all translations available on the element

Home	Advanced Search	Job Jackets	Favorites	Albums	Preferences	Reports
Language : Portuguese Language Qualifier: Brazilian (Brazil) MarketPlaceName: Teste 1 do Fax Description: Este pdf é ajustado acima para a finalidade do teste de CLIF. O usuário pode verificar para fora e substituí-lo com o nome diferente do pdf do "o teste 1 Fax". Verificar então dentro o elemento.						
Language : Chinese Language Qualifier: Simplified (China) MarketPlaceName: 电传测试1 Description: 这PDF为CLIF测试目的被设定。用户能检查和用另外PDF名字替换它“电传测试1”。然后登记元素。						
Language : English Language Qualifier: American (US) MarketPlaceName: Fax test 1 Description: This PDF is set up for CLIF test purpose. The user can check out and replace with the different PDF name it "Fax test 1". Then check in the element.						
Return						

DMR contact for help

Andy Kwong

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John DeMarco

Phone: 651 733-0410

E-mail address: jademarco1@mmm.com