

IMPLEMENTING **TMS MEDIA STUDIO**

Taking your digital asset
management to the next level



TMS MEDIA STUDIO

Welcome to your step-by-step guide on implementing **TMS Media Studio**, the digital asset management system (DAMS) from Gallery Systems.

Discover the stages and best practices for adding TMS Media Studio to your **TMS Suite** software stack, unlocking streamlined care of your institution's digital assets.

Complete a successful DAMS implementation through guidance from the **Gallery Systems experts**. We offer our user training, software configuration, and support at every stage of this process.



WHY CHOOSE TMS MEDIA STUDIO?

TMS Media Studio is a web-based **digital asset management system** (DAMS) designed especially for collections.

Interested in a demo?

See TMS Media Studio in action for yourself. Reach out to Gallery Systems via [our contact form](#). We'll connect with you soon regarding your DAMS and digital asset needs.

Powerful but user-friendly, **TMS Media Studio** enhances DAM workflows across your entire institution. Streamline media management and operations between the many departments interacting daily with digital assets—from collections care to your marketing, education, and events teams.

Leverage the DAMS to perform such activities as:

- Manage digital assets of all media types
- Organize assets into packages and save queries
- Preview and download media in customizable sizes
- Run visually driven reports for object records
- Enforce copyright and use restrictions
- Batch import files using the Media Importer tool
- Link media to any TMS module record





Build your software suite, skip the DAMS integration

TMS Media Studio isn't a 3rd-party DAMS. Instead, it shares a database with the **TMS Suite** products by Gallery Systems. No other DAMS can offer this seamless management between digital assets and collections data.

Go live months earlier and save time, money, and IT resources. You'll never have to pay to maintain an integration between your DAMS and CMS—or worry that an upgrade will break the entire system.



STEP 1:

Review prerequisites

To install TMS Media Studio, you must first ensure that your institution can meet the IT prerequisites. These requirements depend on several factors, including:

- **Your number of object and media assets**
- **How much server space you require**
- **If you plan to self-host the DAMS or use [Gallery Systems Managed Hosting](#)**

Have questions? [Reach out](#) to our account team to discuss your institution's IT prerequisites.

Succeed with project management

Throughout your implementation, Gallery Systems provides project management services and support. Our experienced team oversees every step of scheduling, installing, and configuring TMS Media Studio.



STEP 2: Audit media assets

Taking stock of your digital assets and their documentation helps determine what files should be added to TMS Media Studio.

Conduct a thorough audit of your current assets across all departments, including which personnel should be responsible for transferring them and will require DAMS access.

Be sure to also verify copyright status and usage rights for your digital assets. Performing this due diligence will help to enforce the authorized use of media and documentation, once accessible in your DAMS.

To perform this audit, here is a checklist you can reference:

- ✔ What types of media assets should be added to TMS Media Studio? Audit by department.
- ✔ What relation do the media assets have to your institution?
- ✔ Who will be adding these assets to TMS Media Studio?
- ✔ For each type of media assets, which departments and/or roles should be able to view these assets?
- ✔ For each type of media assets, which departments and/or roles should be able to download derivative copies or the original files?
- ✔ Are there media assets that should only be viewable by the contributing department?

After auditing your digital assets, your institution should decide whether assets need relocation and determine their destination.



STEP 3:

Define user permissions

Assigning DAMS user permissions helps to maintain the security and quality control of your digital assets. Once in place, these permissions give users the autonomy to control their department's media, including the ability to limit viewing and downloads.

During the media audit, you created an inventory of your digital assets, with guidelines on the departments and roles requiring DAMS logins.

Consult your audit data to determine which users should receive permission to:

1. Access your DAMS, view its assets and metadata, and perform downloads, searches, and sharing
2. Upload digital assets, input and edit metadata, and attach documentation
3. Control administrative and back-end functionality, including ability to create new users, define permissions, and oversee DAMS security

Defining user permissions can be a granular process. Make time to spare for completing this stage ahead of your software installation.



STEP 4:

Test installation, discovery, and configuration

Prior to installing TMS Media Studio for live use, a test installation is required* to support staff training and to test workflow-specific configurations.

TMS Media Studio will be configured to support your own digital asset management (DAM) activities.

In the discovery phase of your project, Gallery Systems will lead you through these configurations. Since configurations can be altered and updated as your needs evolve, they can be applied and modified at any time.

During these initial sessions with Gallery Systems, you do not need to define all the areas that require configuration.

*Gallery Systems Managed Hosting implementations include a test installation.



Boost your TMS Suite skills

Further team learning with [TMS training courses](#). Available online and in-person at our New York office, these industry-focused sessions are curated to enrich users' TMS skillsets. Enroll in courses covering such varied areas as software configuration, data structure, Crystal Reports, SQL for TMS, and report design with SSRS.

STEP 5: User training

During this instructor-led training—tailored by Gallery Systems to your institution—you will learn how to support your DAM activities with TMS Media Studio. These use parameters were defined in the discovery phase.

TMS Media Studio's functionality, navigation, and configurability will be fully explored, allowing trainees to achieve proficiency with the DAM features.

During your training sessions, you may wish to include scenario-based instruction for different activity roles. For instance, some users could be trained in system administration, while others focus on the end user experience.



STEP 6: Installation

Begin the final installation process by scheduling when you will stop data entry in your legacy system, otherwise known as “freezing” your data. This step ensures that your data remains consistent during the final migration to TMS Media Studio.

During the final installation, we will help you import custom input screens and views created during the test installation and training phase, and then finish modifying TMS Media Studio to meet your needs.

After this step, you can make future configurations independently of Gallery Systems.

Congratulations! You are now ready to use TMS Media Studio for managing your digital assets.

Need post-implementation support?

Consider [siging up](#) for SupportPlus. Through 40 hours of combined services, SupportPlus delivers pick-and-choose flexibility to meet your institution's exact needs. It covers many [TMS Suite services](#)—including custom reporting, data conversion, remote training, and software upgrades.



Get started with **TMS MEDIA STUDIO**

Implementing TMS Media Studio is the starting point in advancing your institution's digital asset management.

Contact our team at Gallery Systems to learn more about TMS Media Studio and the implementation process. We look forward to discussing your DAM needs.



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