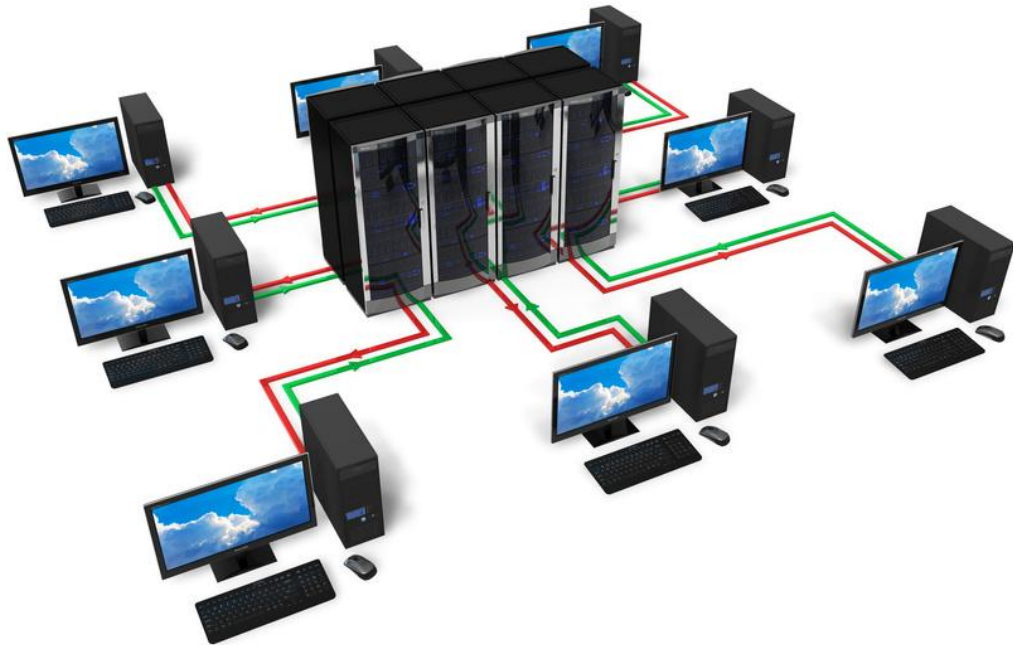


SELECTING THE RIGHT FILE STORAGE SCHEME FOR DAMINION SERVER



Before you start using Daminion Server, it's vitally important that you select the right file storage scheme for your centralized media archive library. The 3 components of your centralized image archive are:

- **Documents (photos, videos, vector and CAD drawings, audio, documents)**
- **Daminion Server**
- **Daminion Client**

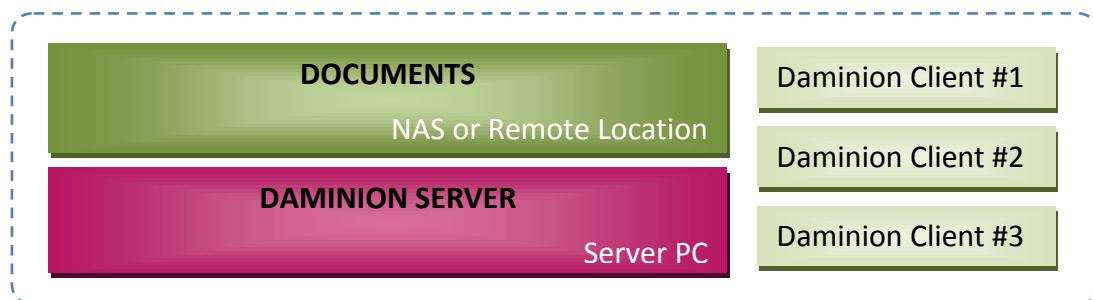
Although these 3 components don't have to be located on the same computer, it's important to bear in mind that their location will affect:

- **Performance**
- **Security**
- **Features**
- **Deployment time**
- **Workflow**

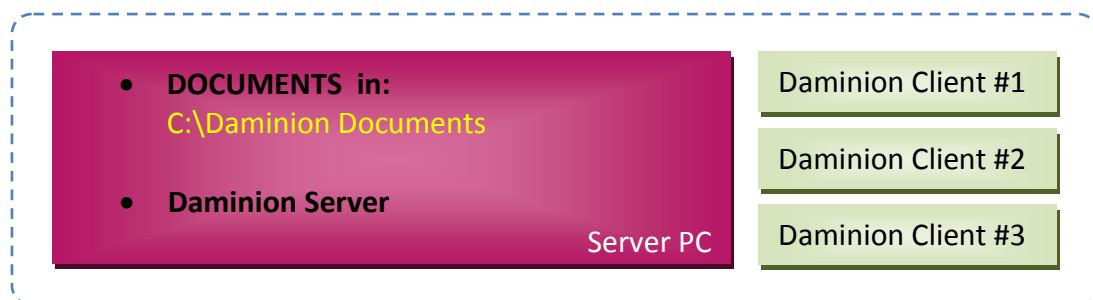
You can experiment with the schemes listed below on a small collection of test images to check which one works best for you.

**Scheme A.**

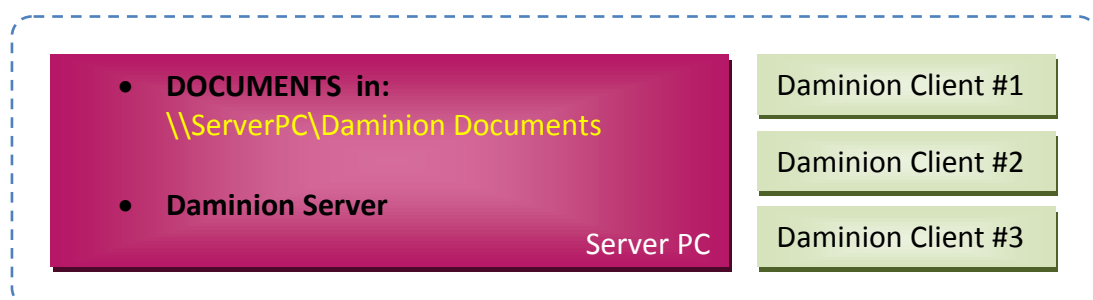
Documents are stored on a NAS or remote location. Daminion Server is installed on a Server PC

**Scheme B.**

Documents and Daminion Server are located on the same computer

**Scheme C.**

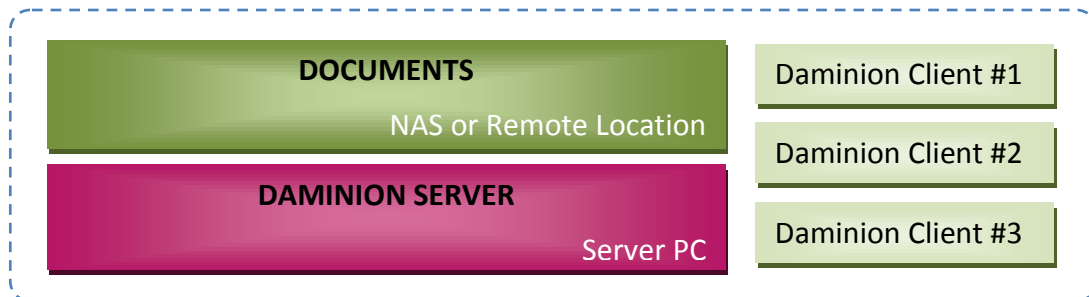
Documents and Daminion Server are located on the same computer, but Documents are stored in a Local Shared Folder.

**Scheme D.**

If your organization has **multiple offices** in different cities joined by a **VPN** connection with separate Server computers in each office: Daminion Server can be installed on a server computer in each city.

Scheme A.

Documents stored on a NAS device or remote location. Daminion Server installed on a Server PC.



This is the most common setup, but not necessarily the best.

PROS:

- **Quick Start:** you can start using Daminion quickly, without breaking your existing workflow. You simply need to specify where you'd like your image library to be located on Daminion Server, and then press the "Add" button.
- MacOS or Linux-based computers may have access to shared files on remote network

CONS:

- **Slow.** The speed at which you can import files, update metadata, and preview images is highly dependent on the network bandwidth between the Server PC and the computer on which the Documents are located.
- **Insecure.** There is a risk that files accessible from outside the Daminion Server Control Panel could be "screwed-up" when using Windows Explorer or any other file explorer.

- **No Version Control.** The Version Control feature is disabled for all shared files. This is to prevent them from being accessed from outside the Daminion Server control, and to avoid damaging the Version Control mechanism.

RECOMMENDATIONS:

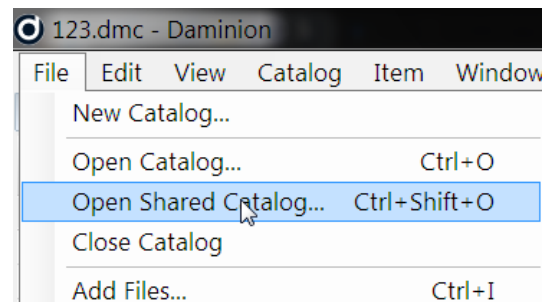
If you decided stick with this approach please make sure that you:

- Use a 1 GBit network environment
- Install Daminion Server on a computer with a minimum of 4 GB RAM, an Intel Core Duo processor or higher, a separate hard disk with plenty of free space.
- Add Daminion Server database to your existing backup schedule. [Learn more](#) about how to backup your Daminion Server database or add it to your existing backup tool's scheduler.
- Wherever possible, please consider using **Scheme B**

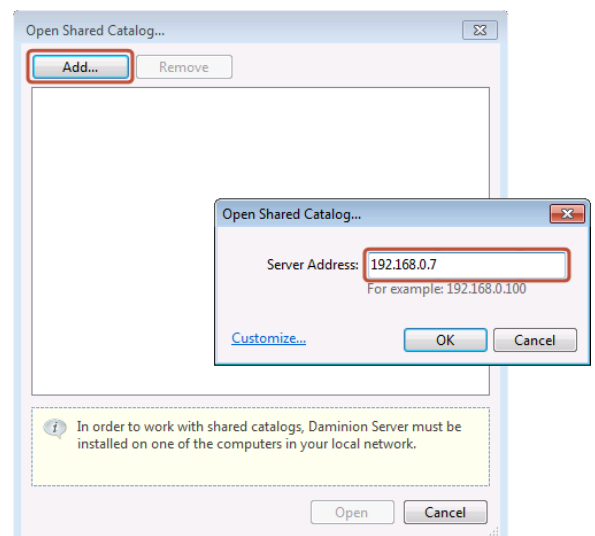
SCHEME A. HOW TO ADD AN EXISTING MEDIA ARCHIVE TO DAMINION SERVER

If your photos and other media documents are already located on a NAS or a shared network location please follow the steps below:

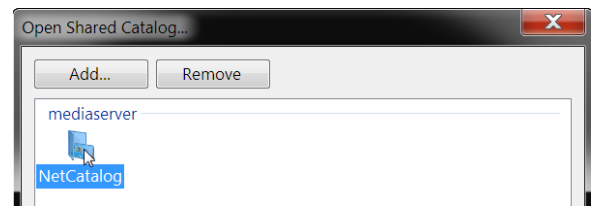
- Install Daminion Server on a server computer. This can be any computer on your local network that acts as a server.
- Install Daminion Client on a client computer somewhere on your local network and launch it
- Go to the File menu and navigate to the “Open Shared Catalog...” option



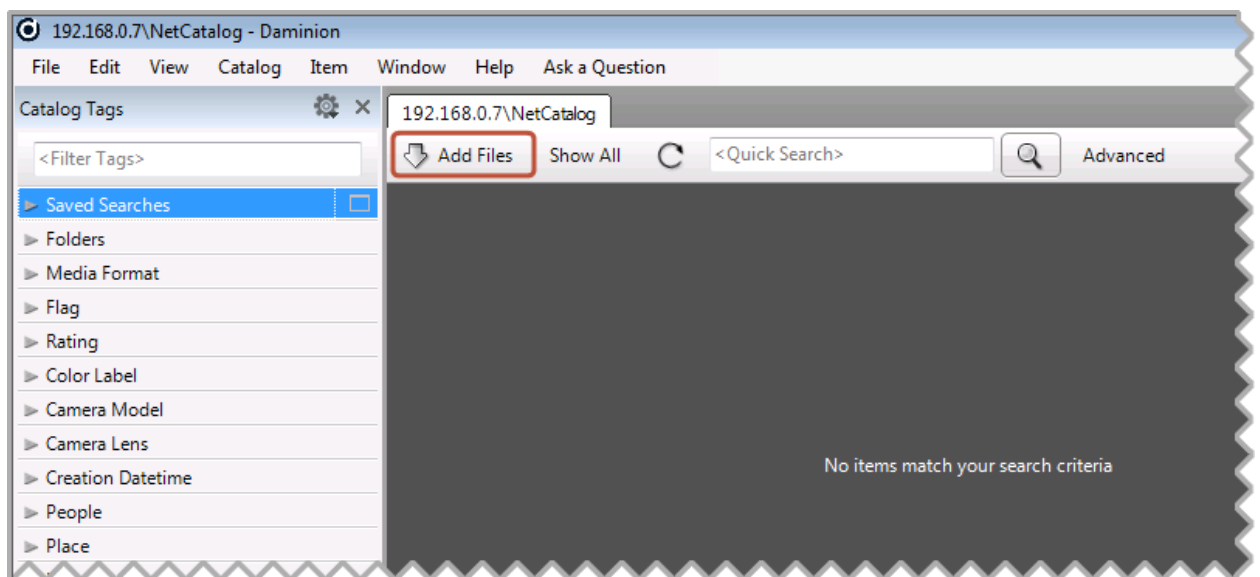
Press the “Add” button and enter your server PC’s name or IP address. You can get this info from the Dashboard on the Daminion Server Administration Panel on your server PC.



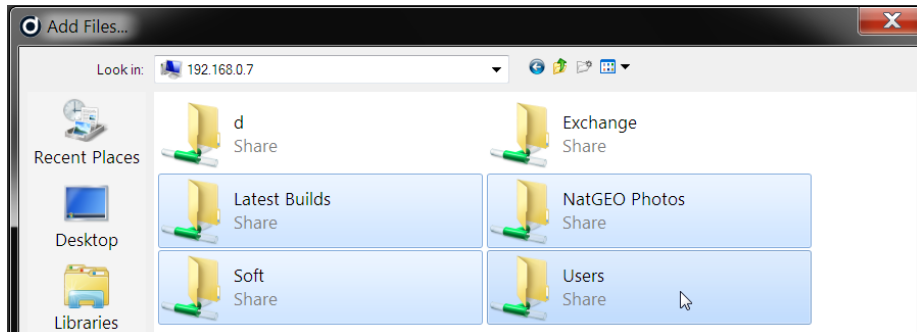
Double click on the catalog icon that appears



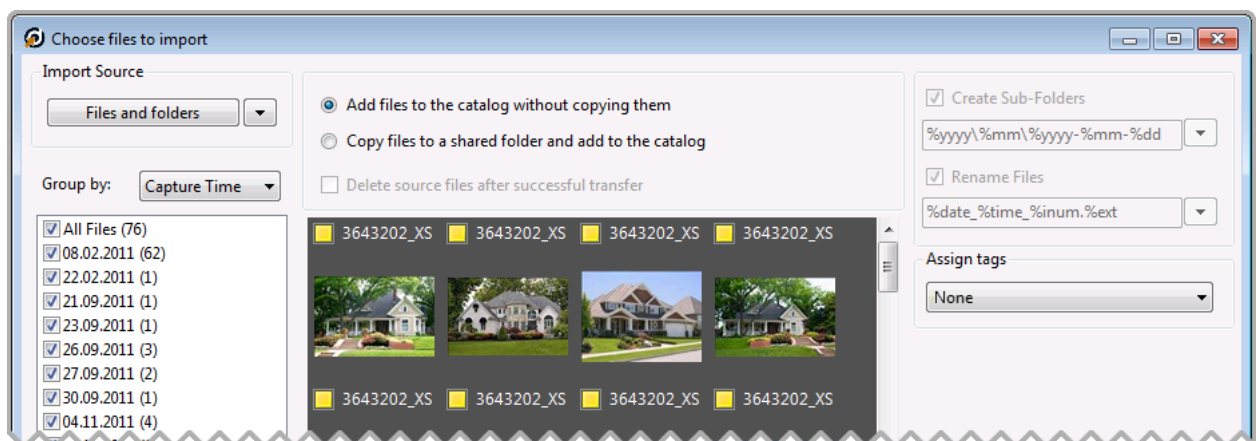
If everything's OK, you'll see an empty workspace will open with the name of your server or your IP address as the title in the tab at the top of the page. Click on the "Add Files" button and select the files to import into your Daminion Server



Now locate and select the remote shared folders that contain the documents you want to import (you can select multiple folders) and click the “Add” button.



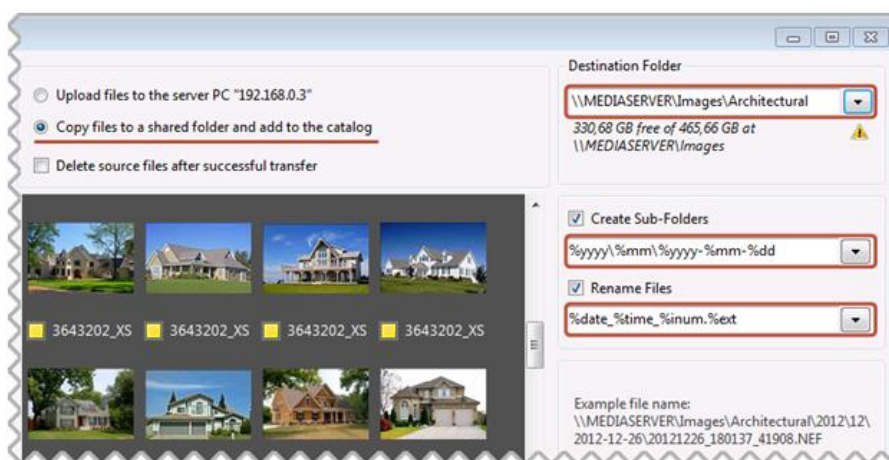
Daminion’s Import window will appear. Select the “Add Files to the catalog without copying” option and press the Import button. Only links to the selected documents will be added to the Daminion Server, **without copying the actual files to the server PC.**



The import process will take some time, but it works in the background so you can start working with Daminion Client immediately. Once the import is complete your documents and their descriptions will be visible to other Daminion Clients connected to the Daminion Server.

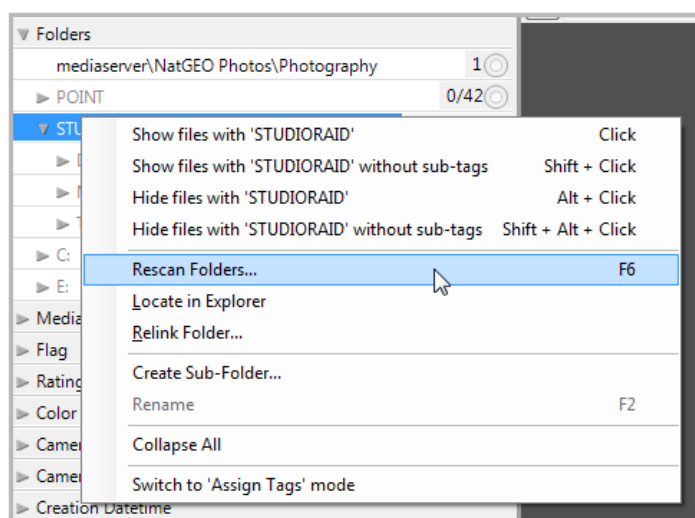
SCHEME A. HOW TO ADD NEW FILES TO DAMINION SERVER**METHOD #1**

- Launch Daminion Client and open your shared catalog
- Click on the “Add Files” button and select files you want to import to the opened catalog.
- Check the “Copy files to a shared folder...” option.
- In the panel on the right, specify a storage destination for the imported files. You can also specify file/sub-folder naming rules.
- Click the Import button

**METHOD #2**

- Launch Daminion Client and open your shared catalog.
- Use Windows Explorer or any other file manager to copy new files to the shared network folder where all your documents are stored.
- Import the copied files using the “Add Files...” button
- You can also import newly added files to already imported folders with the “Rescan Folders...” option. To do this, right click on the root

folder and navigate to the “Rescan Folders...” option on the context menu.



Scheme B.

Documents and Daminion Server are located on the **same** computer



PROS:

- Performs well when importing files, viewing images and updating metadata
- Uses *User Roles* to prevent unauthorized access to documents from outside Daminion
- Version Control feature

CONS:

- If documents are located on a NAS it can take some time to copy files from the NAS to the server computer. This may also mean that you'll have to tell your team that documents will no longer be available via the file explorer
- Large documents (like video files) that are stored in local folders on a server computer, and only accessible via Daminion, are downloaded to the local

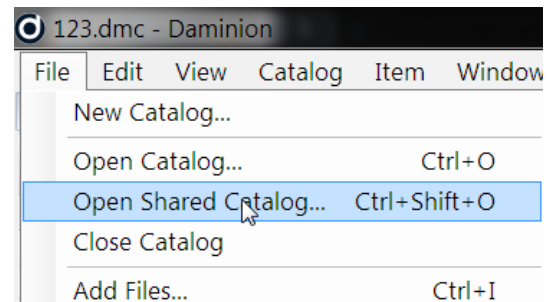
computer before viewing. To avoid this, we recommend that you **share** folders that contain large documents such as videos, and importing them using network paths like [\\ServerPC\Documents\Video](#) via the "Add Files without copying to server" option

RECOMMENDATIONS:

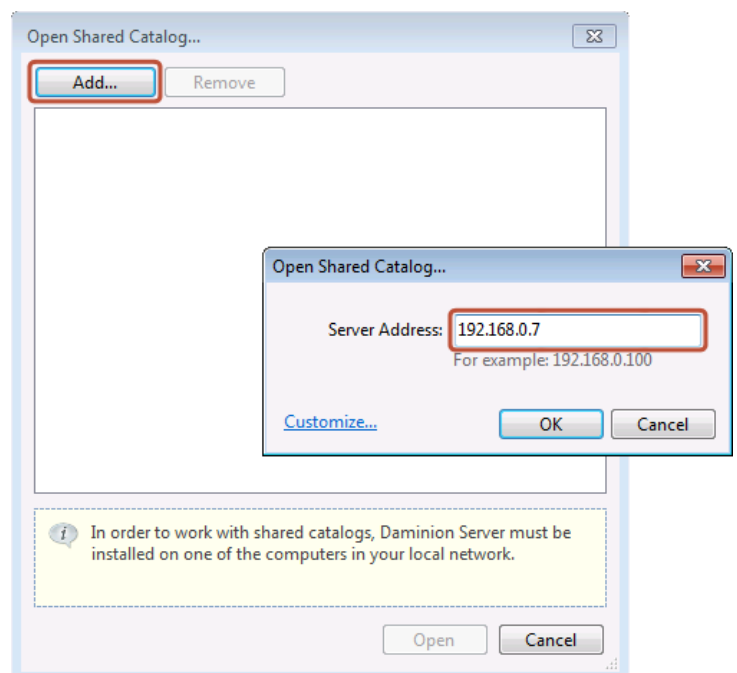
- Share folders that contain large video files and then import them using network paths, for example: ["\\mediaserver\videos\..."](#) and the "Add Files without copying to server" option. This allows you to watch videos without having to download them to a client computer.
- To achieve the best performance, we recommend that you install Daminion Server on a computer with a minimum of 4 GB RAM, an Intel Core Duo processor or higher, and a separate hard disk with plenty of free space.

SCHEME B. HOW TO ADD AN EXISTING MEDIA ARCHIVE TO DAMINION SERVER

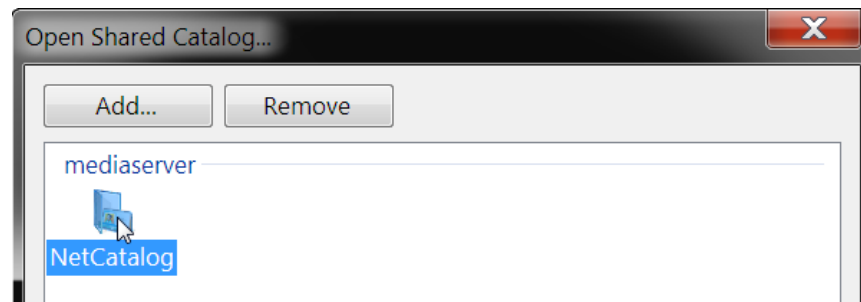
- Install Daminion Server on the same computer as your shared documents.
- If files are located on a NAS device you can copy your documents to a server computer that has Daminion Server installed.
- Install Daminion Client on the same server computer and launch it
- Go to the File menu and navigate to the “Open Shared Catalog...” option



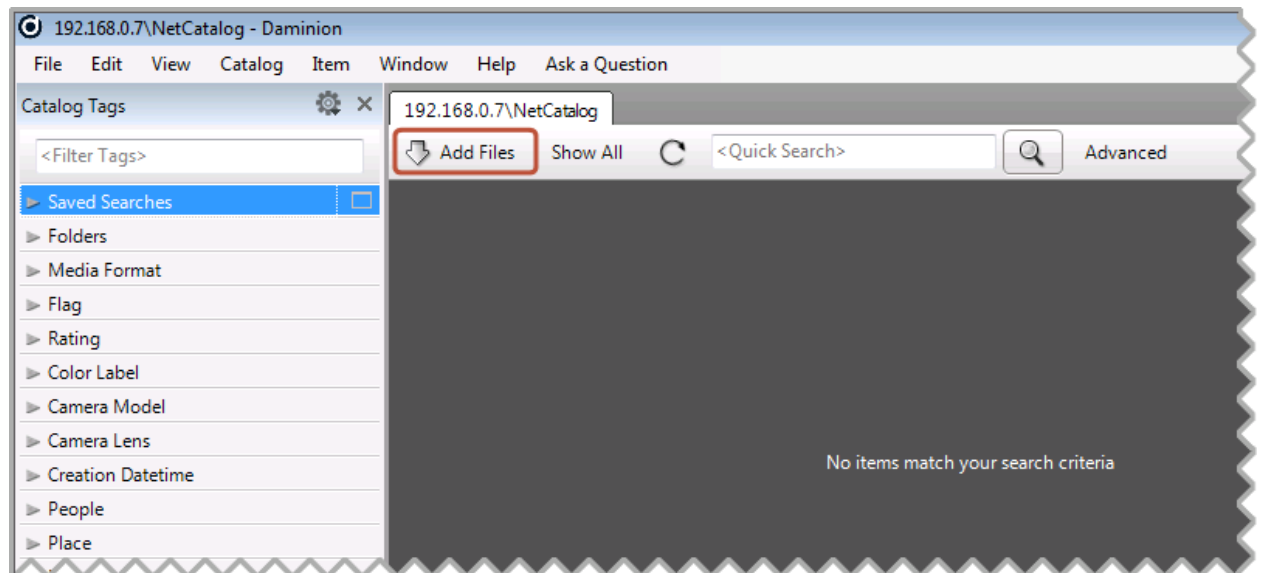
- Press the “Add” button and enter your server PC name or IP address, or simply type in “localhost” (without quotes).
- You can get the server IP address from the Daminion Server Administration dashboard.



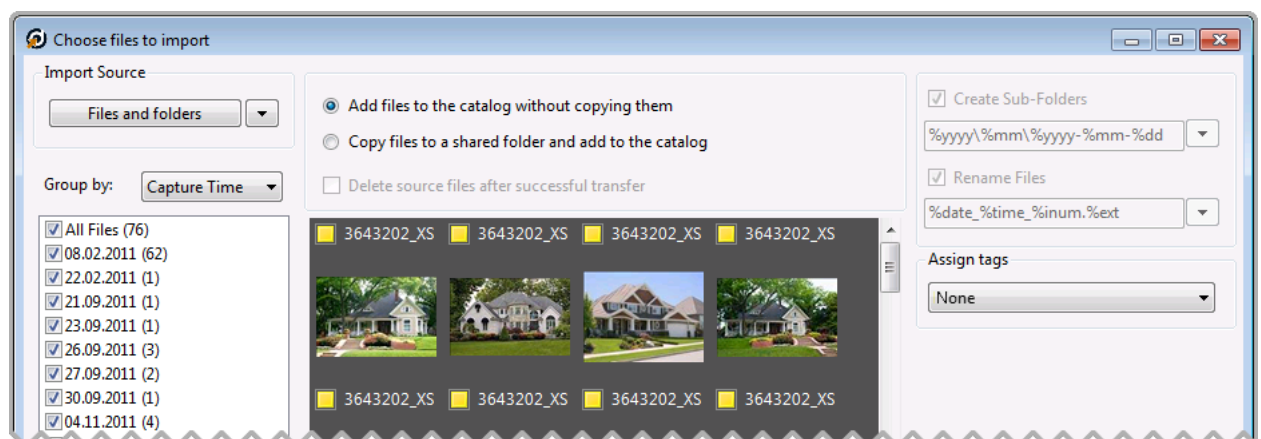
- Double click on the catalog icon that appears



- If everything is OK, an empty workspace will open with your server name or IP address as the title on the tab at the top of the page. Click on the “Add Files” button.



- The Daminion Import window will appear. Select the “Add Files to catalog without copying” option to import files from this computer.



- Click on the “Import” button to add the selected files to Daminion Server. This takes some time, but because the importing process runs in the background, you can start working with Daminion Client while the files are being imported.
- When the import is complete all your documents, with their descriptions, will be visible to other Daminion Clients connected to the Daminion Server.



SCHEME B. HOW TO ADD NEW FILES TO DAMINION SERVER

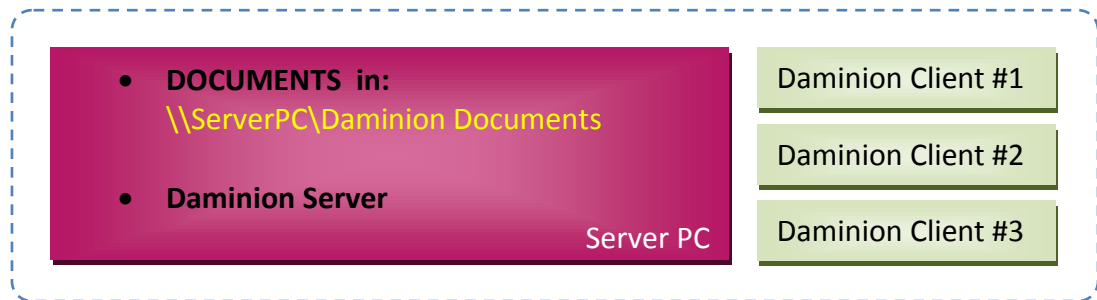
Any Daminion Client connected to your local network can add new files to the Daminion Server.

- Launch Daminion Client and click on the “Add Files” button.
- Select the files you want to import. These can be files from a flash card or a local folder.
- Check the “Copy files to a shared folder...” option
- In the right hand panel, specify a storage destination for the imported files.
- Specify file/sub-folder naming rules
- Click on the “Import” button

All the chosen files from the local computer **will be uploaded** to the Daminion Server. In the Daminion Server Administration Panel, you can specify which server-based folder the uploaded files will be stored in.

Scheme C.

Documents and Daminion Server are located on the same computer, but Documents are stored in a Local Shared Folder



This scheme is an enhanced version of **Scheme A**, but performance is better because the Documents are stored on the same computer as the Daminion Server

PROS:

- Performs well when importing files, viewing images and updating metadata.
- It's possible for MacOS or Linux-based computers to have access to shared files on remote network locations.

CONS:

- If documents are located on a NAS it can take some time to copy files from the NAS to the server computer.
- **Insecure.** There is a risk that files accessible from outside the Daminion Server Control Panel could be "screwed-up" when using Windows Explorer or any other file explorer.

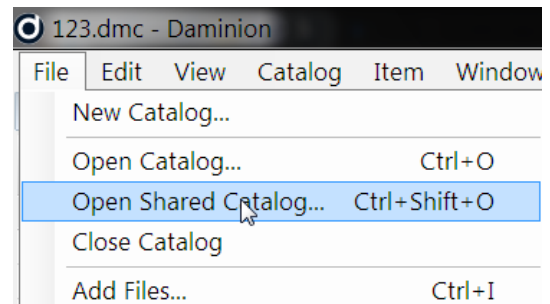
- The Version Control feature is disabled for all shared files.

RECOMMENDATIONS:

- Share folders that contain videos, then import them using network paths, for example: "[\\mediaserver\videos\...](#)" using the "Add Files without copying to server" option. This allows you to watch videos without having to download them to a client computer.
- For optimum performance, we recommend you install Daminion Server on a computer with a minimum of 4 GB RAM, an Intel Core Duo processor or higher, and a separate hard disk with plenty of free space

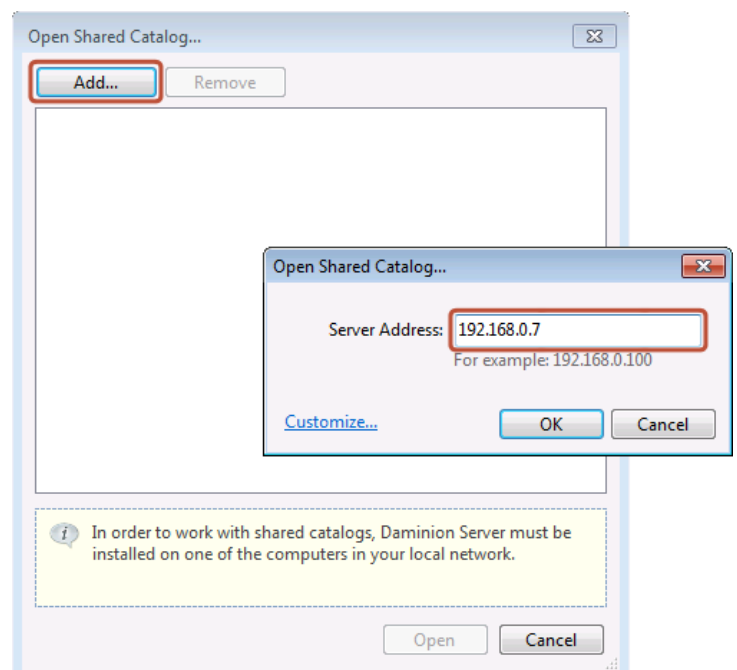
SCHEME C. HOW TO ADD AN EXISTING MEDIA ARCHIVE TO DAMINION SERVER

- Install Daminion Server on the same computer as your shared documents.
- If files are located on a NAS device you can copy your documents to a server computer that has Daminion Server installed.
- Install Daminion Client on the **same server computer** and launch it
- Go to the File menu and navigate to the “Open Shared Catalog...” option

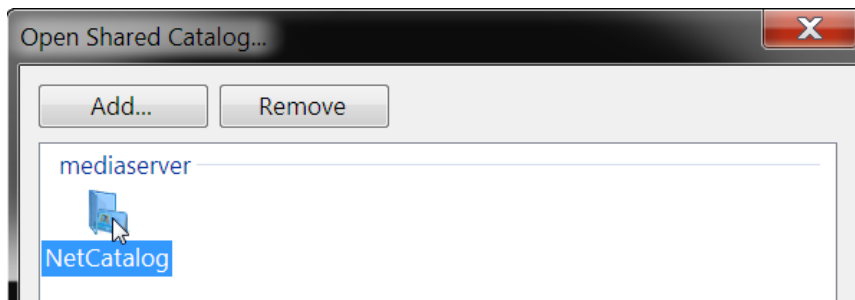


- Press the “Add” button and enter your server PC name or IP address, or simply type in the word “localhost” (without the quotes).

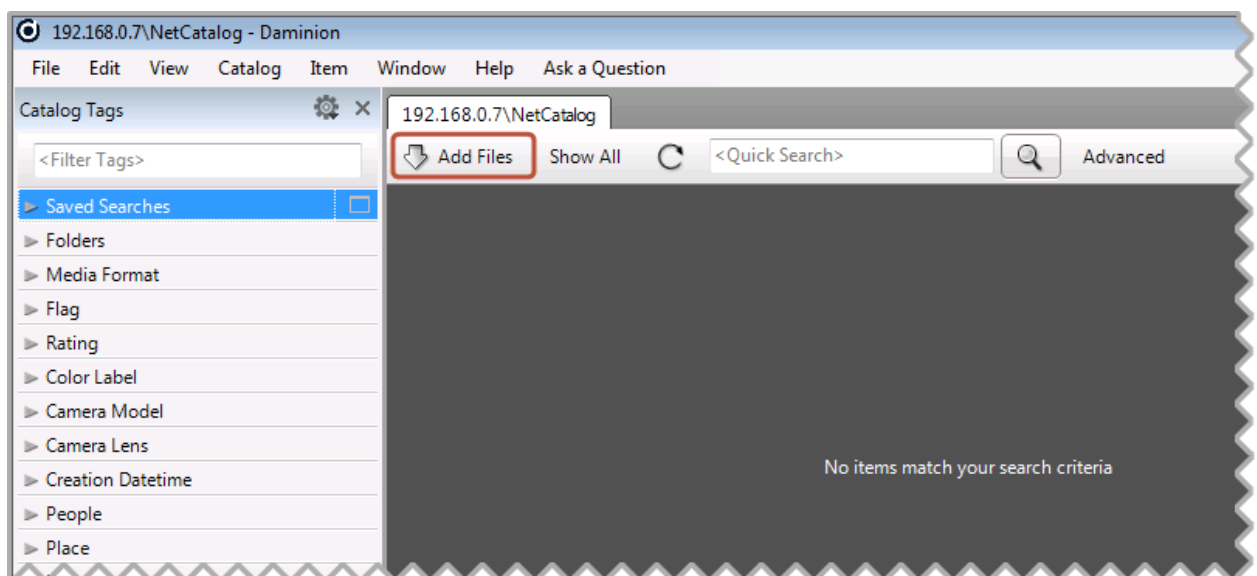
You can get the server IP address from the Daminion Server Administration dashboard.



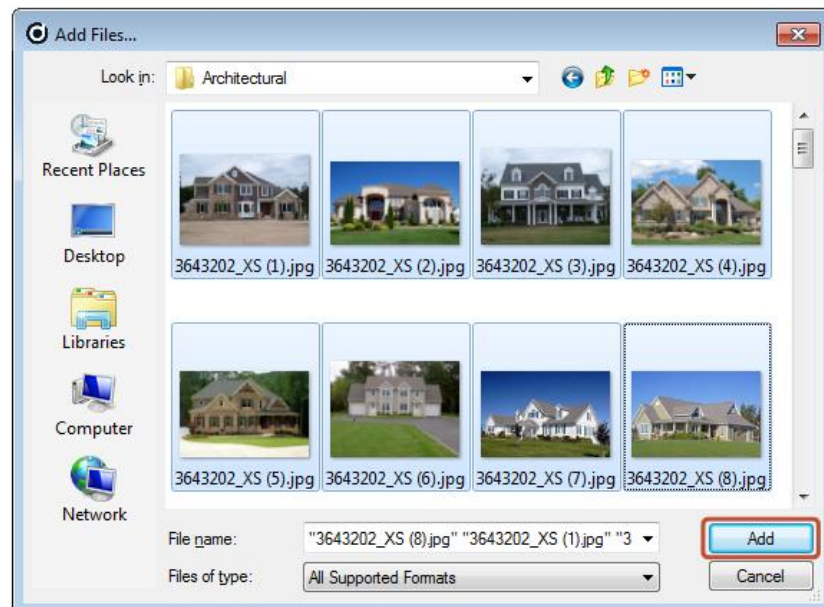
Double click on the catalog icon that appears



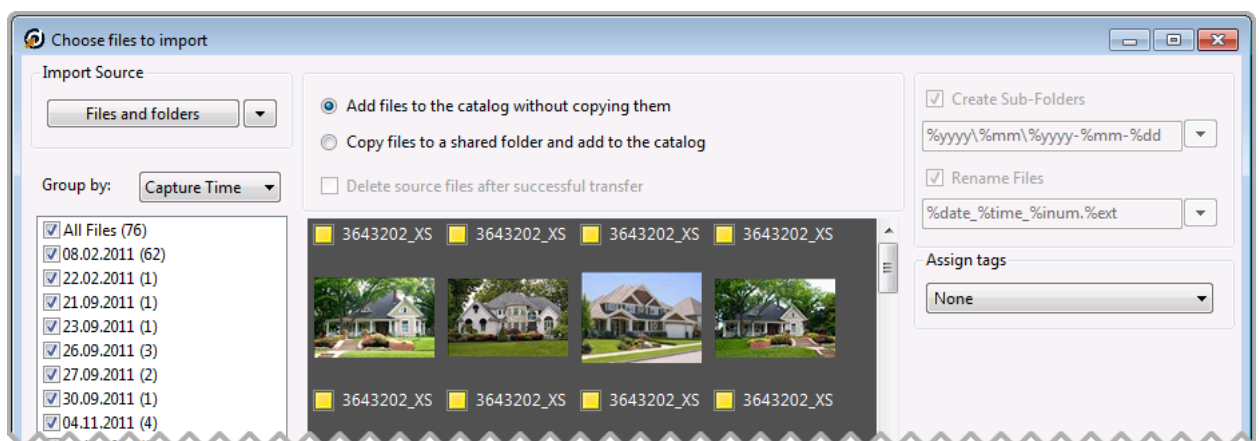
If everything is OK, you'll see an empty workspace with the name of your server or IP address as the title in the top left hand corner of the page. Click on the "Add Files" button.



Select the local folders that contain the documents on the Server PC (you can select multiple folders) and press the “Add” button.



The Daminion Import window will appear. Select the “Add Files to catalog without copying” option to import files from this computer.

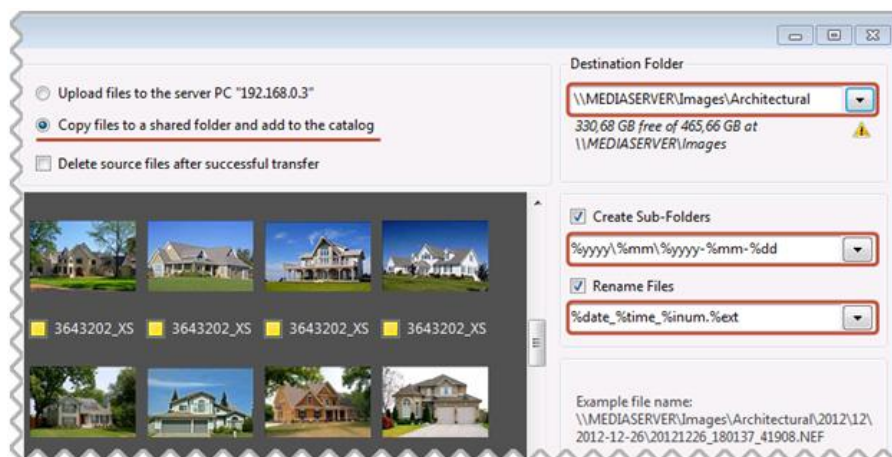


- Click on the “Import” button to add the selected files to Daminion Server. This takes some time, but you can start working with Daminion Client while the files are being imported because the import process runs in the background.
- When the import is complete all your documents, with their descriptions, will be visible to other Daminion Clients connected to the Daminion Server.

SCHEME C. HOW TO ADD NEW FILES

Any Daminion Client connected to your local network can add new files to the Daminion Server.

- Launch a Daminion Client, open a shared catalog and click on the “Add Files” button.
- Select the files you want to import. These files can be from a flash card or a local folder.
- Check the “Copy files to a shared folder...” option.
- Specify your network destination folder in the panel on the right.



- Specify file/sub-folder naming rules
- Click on the “Import” button

Now all files from the local computer **will be copied to shared folders on** the server computer and added to Daminion Server. In the Daminion Server Administration Panel, you can specify a server-based folder where the uploaded files will be stored.