yemma

yem

User guide

What is Yemma?

Yemma is a cloud service for companies and communities that offers a platform to store, share and work your digital content. With Yemma´s help, you can store all your content in a clear environment as well as share it securely with recipients outside the service.

Yemma is divided roughly in three parts: Workspaces, Projects and Storage.
Workspace is your client space. In Workspace you can create projects and folders.
Projects allows you to work in a group environment and debate with each other in real time effectively.
In Storage you can store and share your digital assets.

Welcome to Yemma!

Sign up for Yemma

To use Yemma you need to sign up first.
Go to the sign up page https://app.theyemma.com/app/signup and fill the form.
Read the terms of service and privacy statements, check all checkboxes and then
click the register button.

After this you´ll be directed to the activation code page. Yemma will send the
activation code to your email. Be sure to check out your junk mail, if you don't get
the code within an hour. Enter the activation code and proceed.

Now you are ready to use Yemma! Log in at https://app.theyemma.com/app/login
using your email address and the password you entered. If you forgot your password,
click the forgot-your-password link.
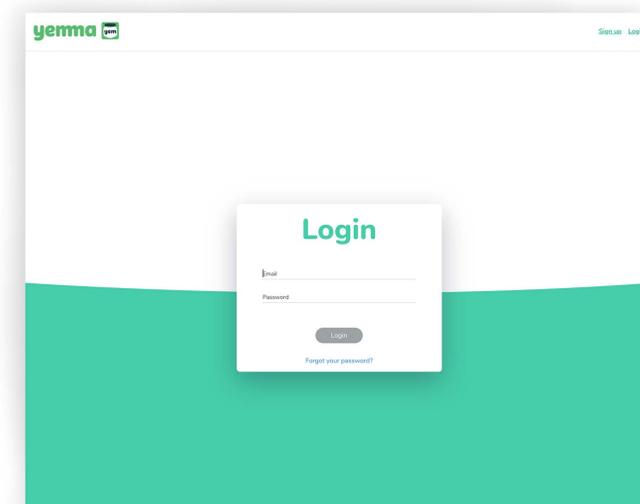
You can try Yemma free for 14 days. After that you will need to purchase a plan.
Don't worry, all your files and projects will be safe for 30 days from the registration
after the trial has ended. After 30 days all files and projects will be deleted.

Setting up the Yemma
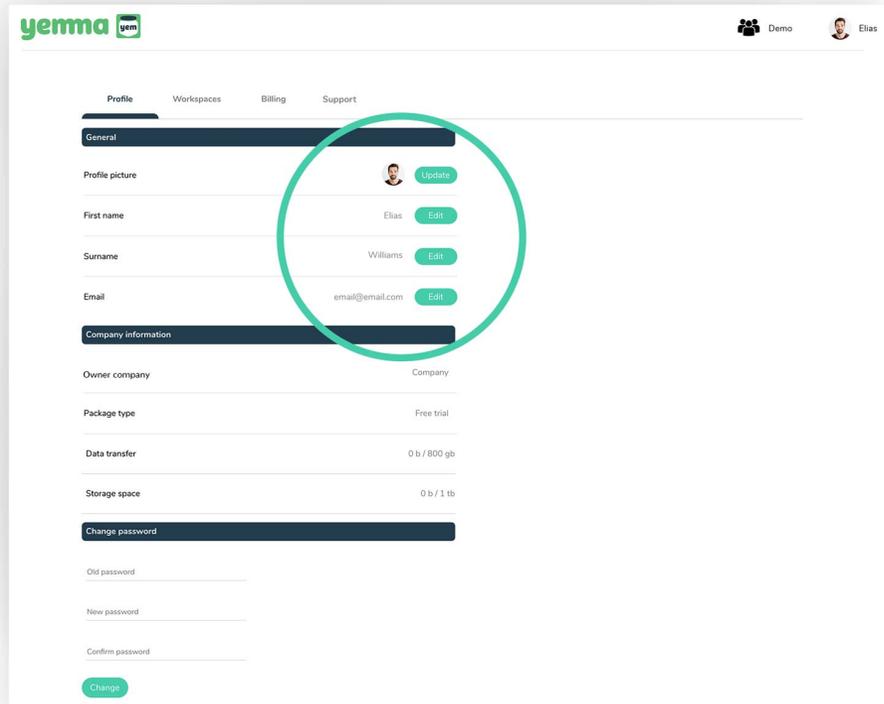
Start using Yemma

- When you are logged in at the first time, you´ll be logged in as a root admin. The root admin can manage billing, create new admins and workspaces.
- Check your profile info. You can edit data by clicking Edit/Update button
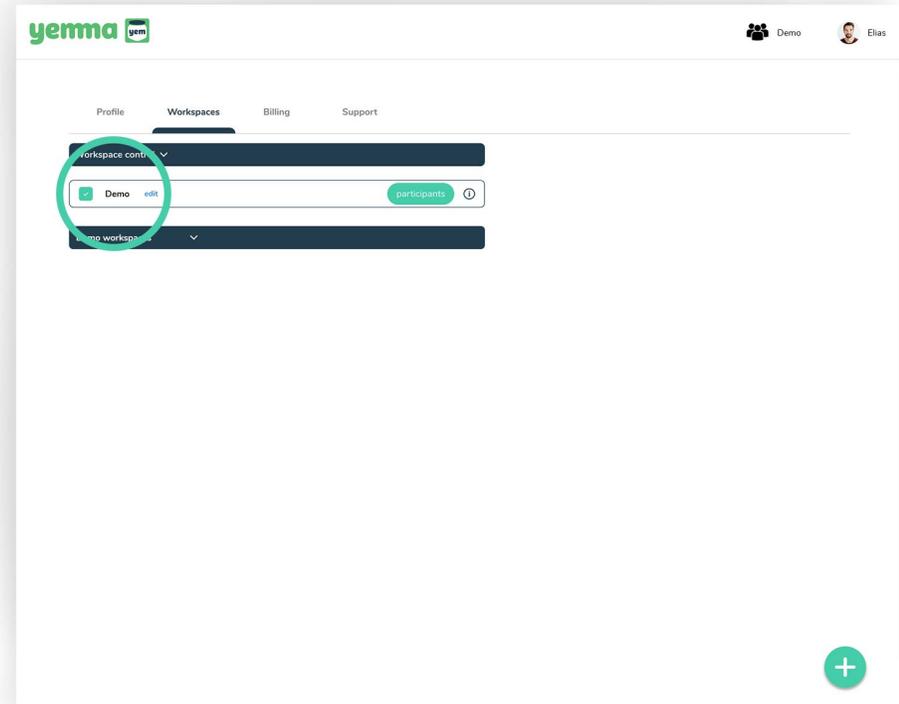
Workspace control

- In here root admin and admin users can control the workspace.
- By clicking edit button you can rename the workspace control.
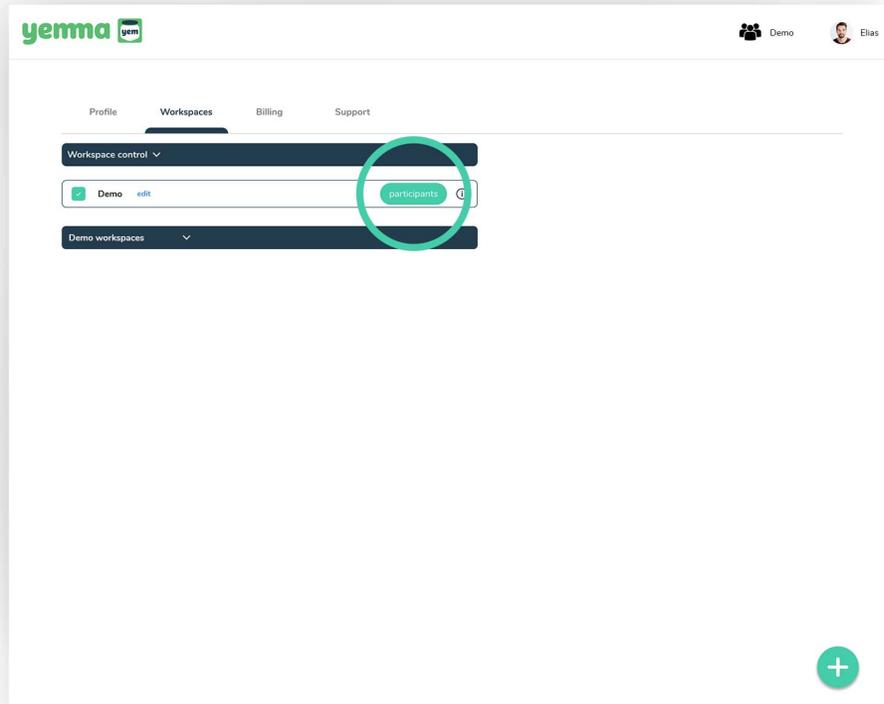
Workspace control, participants

- By clicking participants button you can manage admin users.
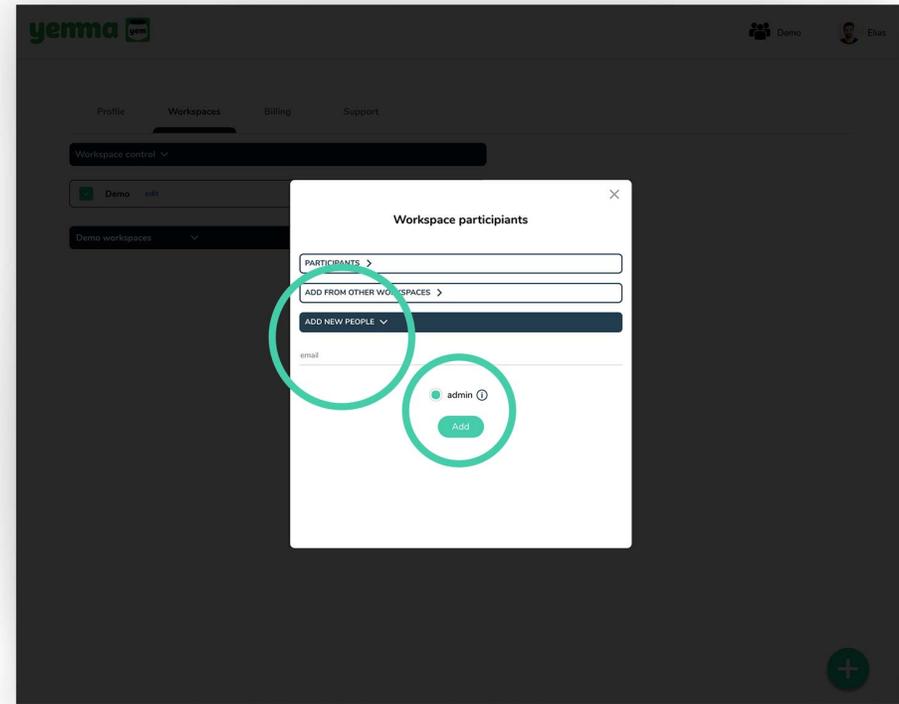
Workspace control

- Add new admin by entering the e-mail and then clicking the Add button. The person you added will get an invitation e-mail.
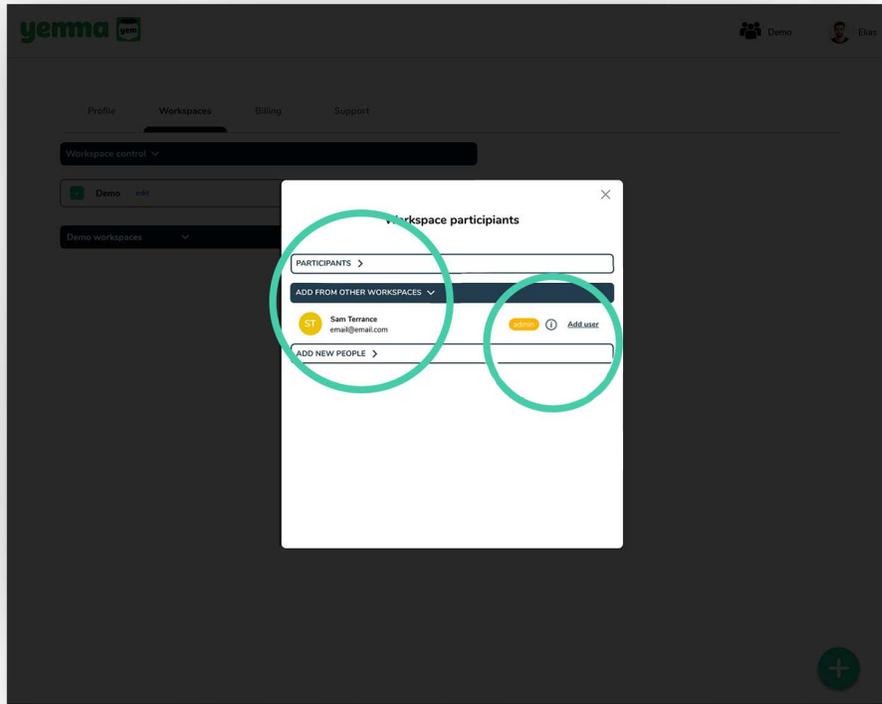
Workspace control, participants
- If user is already registered in the Yemma, admin can add them as an admin user using add from other workspaces tab.
- Click add user button and the uset will be added as admin.

Workspace control, partisipants
- On the participants you can see all the active admins under your Yemma account.
- Delete admin by pressing the X -button.
- Depending of the subscription you can have 2 or 5 admins.
- You can see the owner text next to root admin.
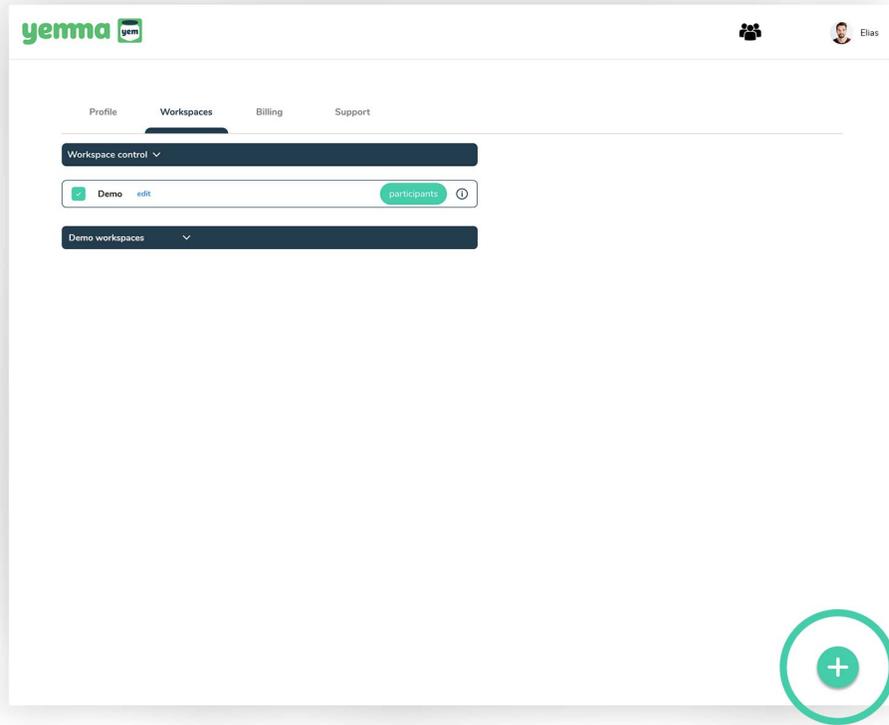
Workspace control, create new workspace
- You can create new workspace by clicking the plus button.
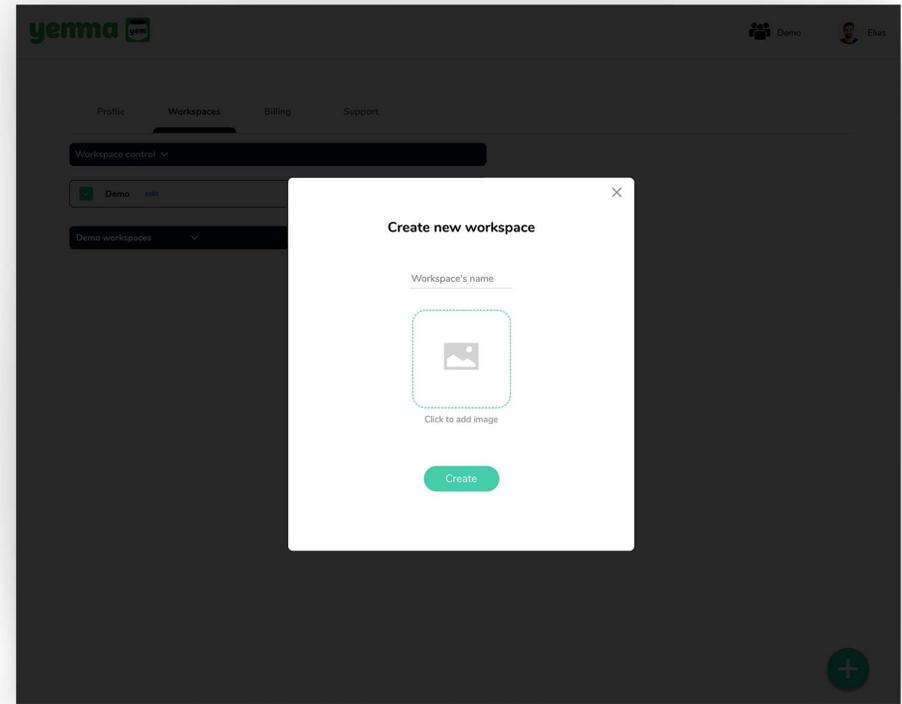
Workspace control, create new workspace
- Give a name to the new workspace.
- You can choose a image for the workspace. This is also possible later on.
- Click create button to create the workspace.
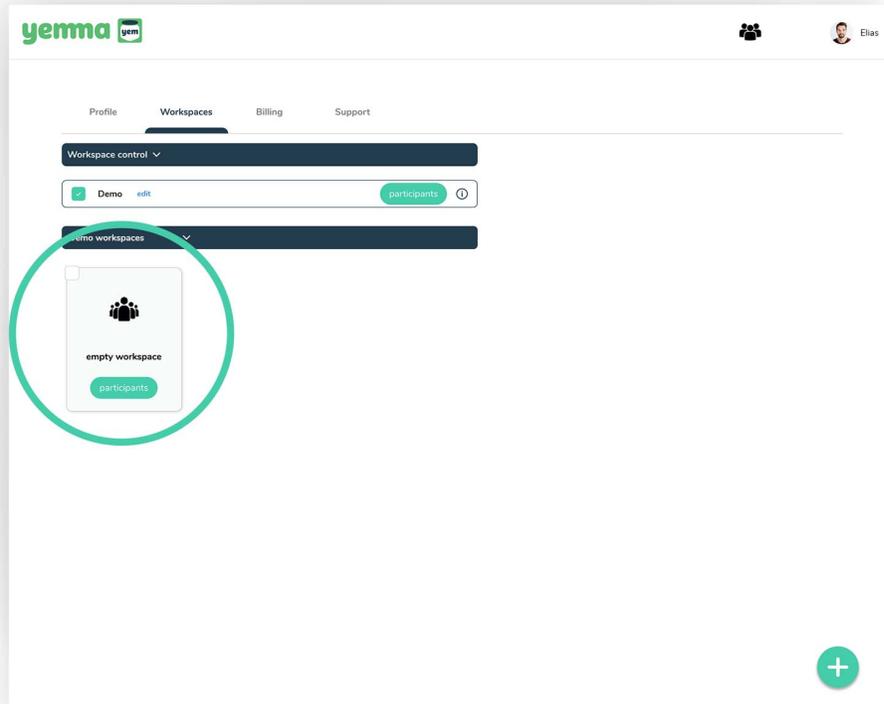
Workspace control, create new workspace
-    New workspace will appear here.
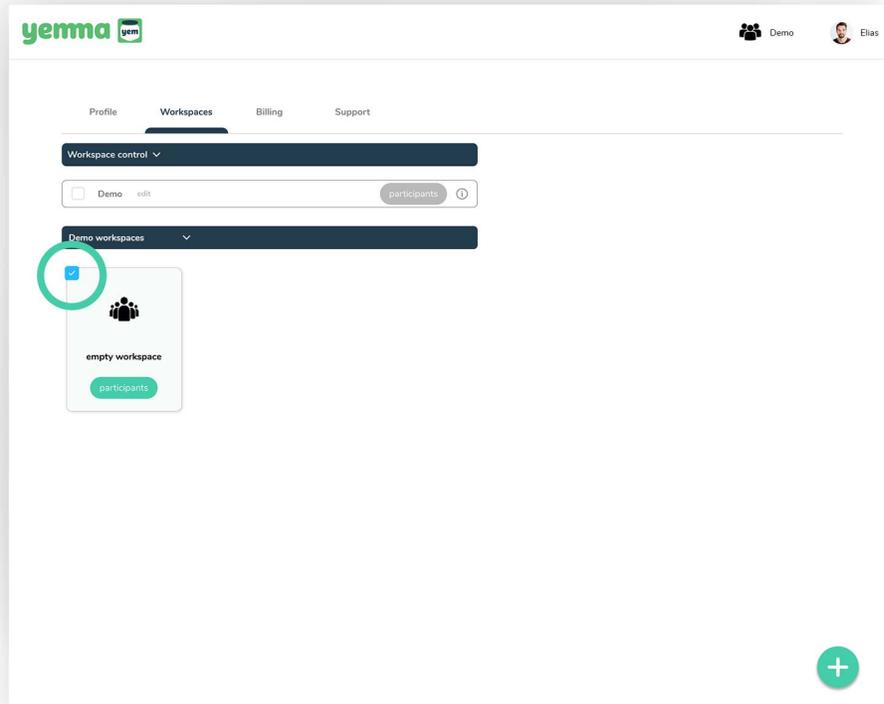
Activate the workspace

- To edit workspace participants or details you need to activate it. Do it by clicking the check box on the top left corner of the workspace card.
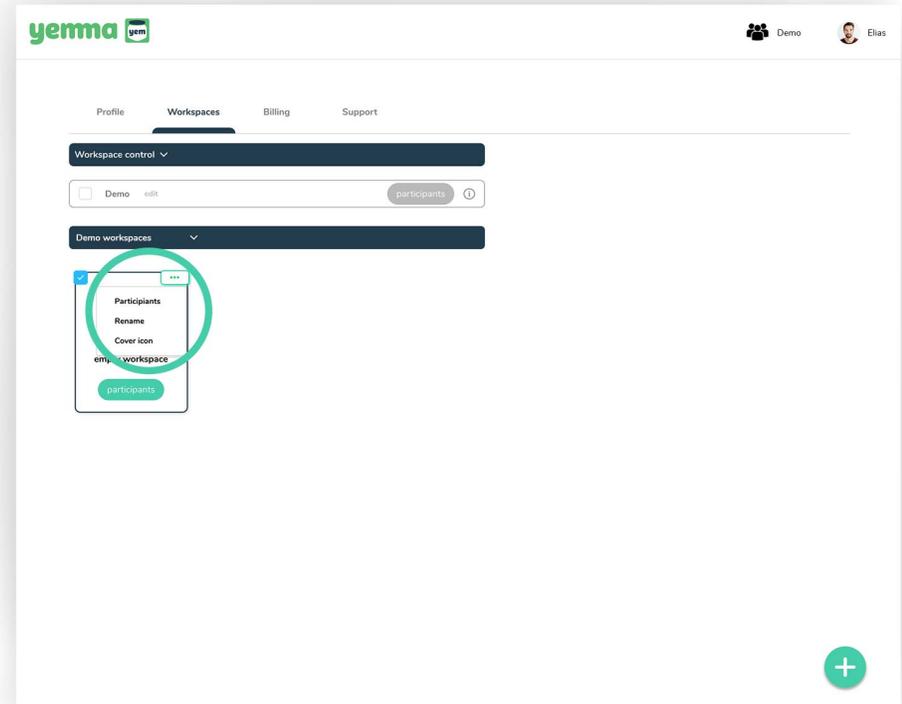
Edit the workspace

- By clicking the threee dots button on the workspace cards top right corner, you´ll get a drop down menu to edit workspace name and cover icon. Participants leads to the same than the participants button.
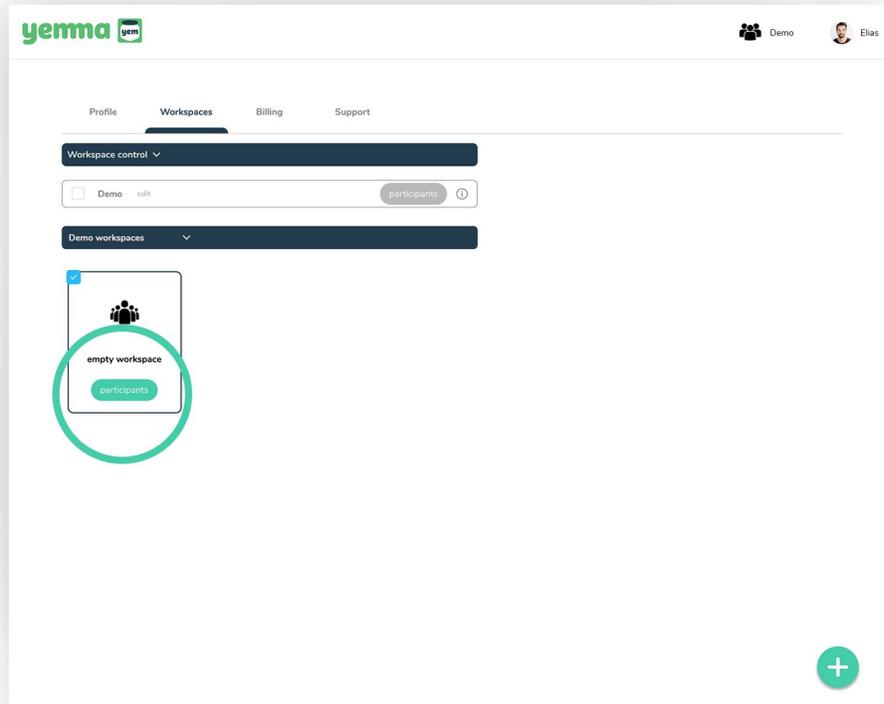
Workspace participants

- To edit workspace participants click the participants button.
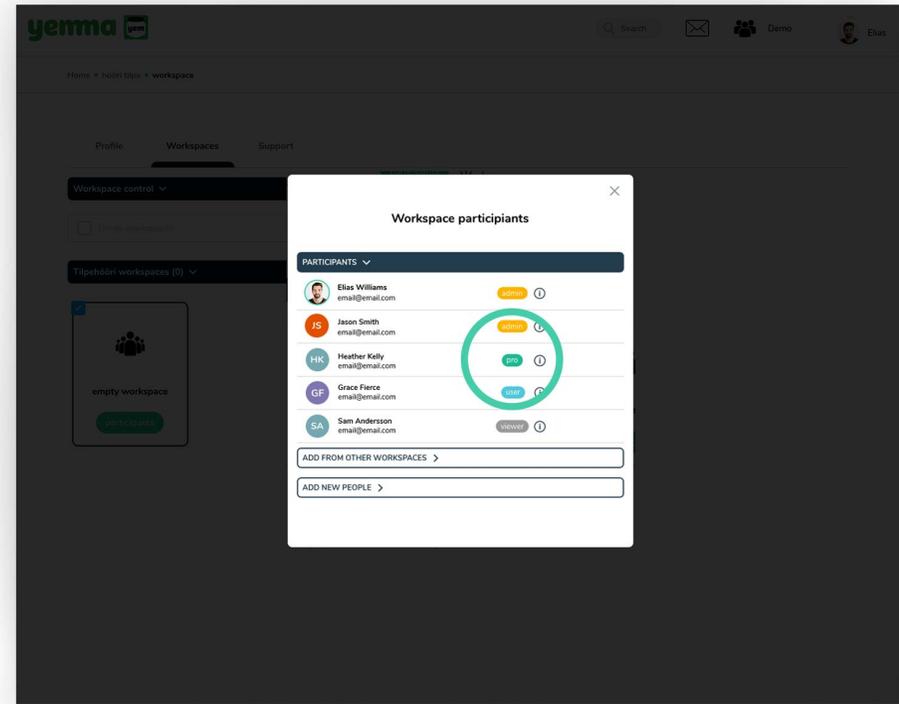
Workspace participants

- On the participants tab you see all the particiapants of the current workspace.
- Admins and pro users can change the other users status by clicking the user status icon. You can cycle trough all the options by clicking and when done click the Change role button which appears next to staus icon.
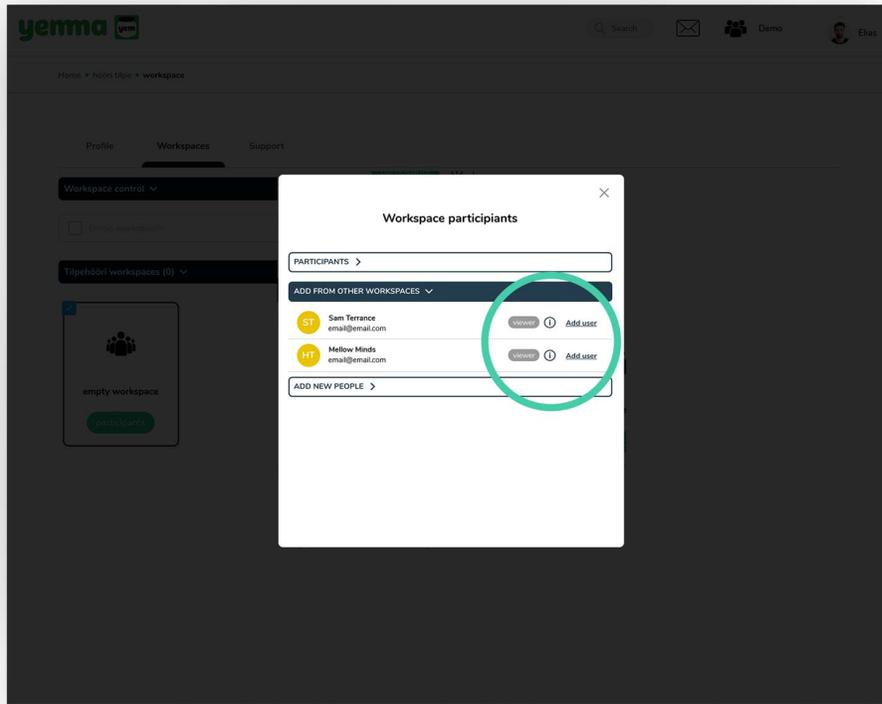
Workspace participants, add form other workspaces
- To add users to workspace from the other workspaces go to add from other workspaces tab.
- Admins and pro users can set the user status for the user.
- Click add user button and the user will be added to current workspace and will be found under the participants tab.
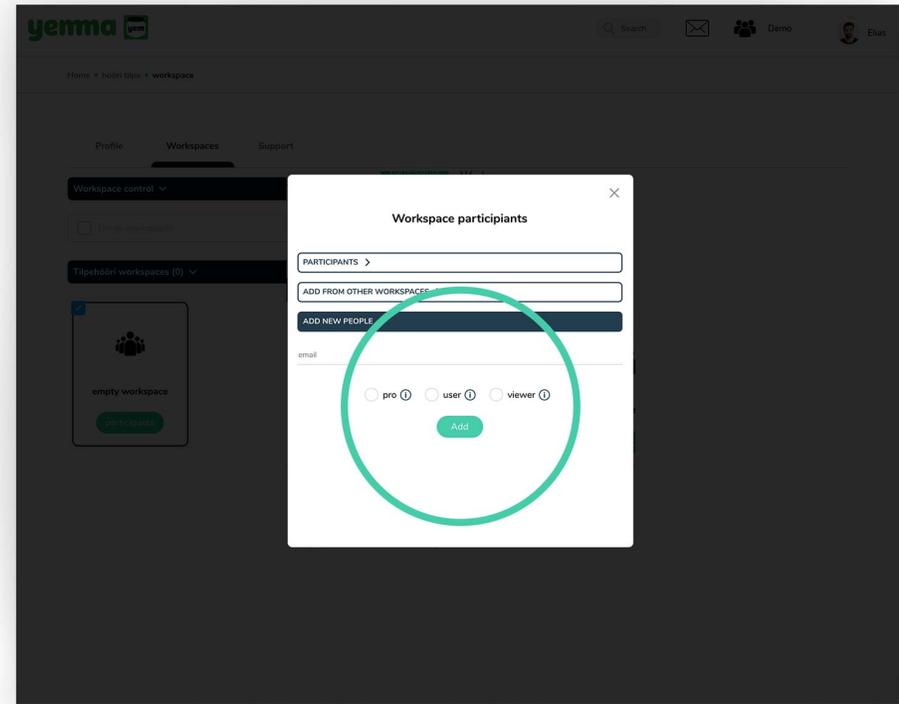
Workspace participants, a new user
- When you want to add a new user to workspace use add new people tab.
- Type the e-mail of the new user and select wanted user status.
- Click add button. The new user will recieve e-mail invitation to sign up and use Yemma.

User status

There are five different user status in Yemma. Root admin, admin, pro user, user and viewer.

Root admin: Root admin is the one who makes the first account in Yemma. Root admin also is only one who has access to billing and subscription updates. Root admin sees the amount of data transfer and storage space. With these additions root admin has same rights than admin user.

Admin: Admin user can create workspaces, add other users (admin, pro user, user and viewer) to workspaces and create folders and projects. Admin user can also invite users from other workspaces. Admin user is automatically added to every project. Admin users can also manage files in folders and projects. Admin sees the amount of data transfer and storage space, but can´t update subscriptions.

Pro user: Pro user has the similar rights to admin users with some exceptions. Pro user can´t see data transfer amount or storage space amount. Pro users can´t create workspaces.

User: User can participate to projects and have access to project files.

Viewer: Viewer has access only for the files that have been shared with the viewer. Login isn´t necessary for viewer.

Yemma tools

There is three main tools in Yemma. Workspace, Folder and Project.

Workspace: Workspace is a place for storing files, folders and projects. You can create as many workspaces that you need. You can invite users to participate in workspaces. Same users can participate in multiple projects. Only root admin and admin users can create a new workspace.

Folder: You can store any files in the folder. You can also create a folder inside the folder.

Project: Project tool brings the co-working to the next level. Admins and pro users can create a project. Then you can invite other users to participate the project. You have a message and task tool in your use and you can store the files that you need in the current project.

Home
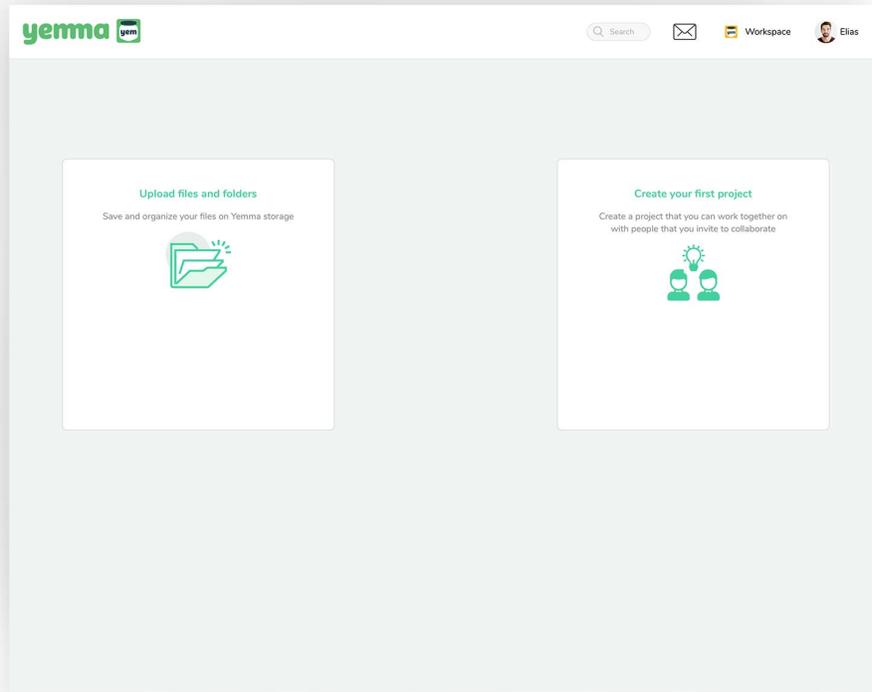
First login

- You see two options when you have created your first workspace in Yemma.
- You can start by creating a new folder or a new project. (After you have created a folder or a project you will not see this again.)
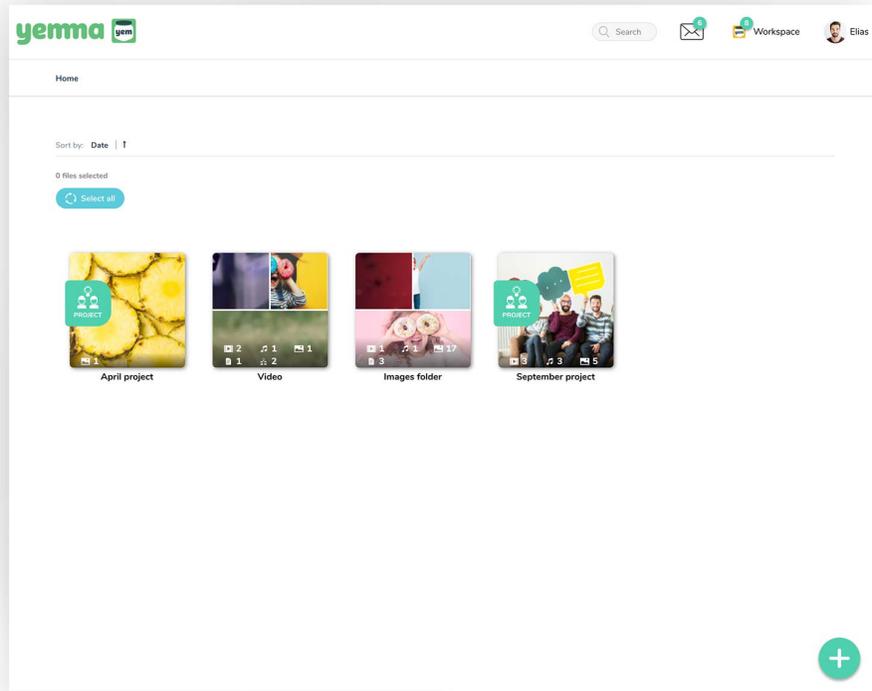
Yemma front page

- Here is an example of how Yemma looks when filled with content.
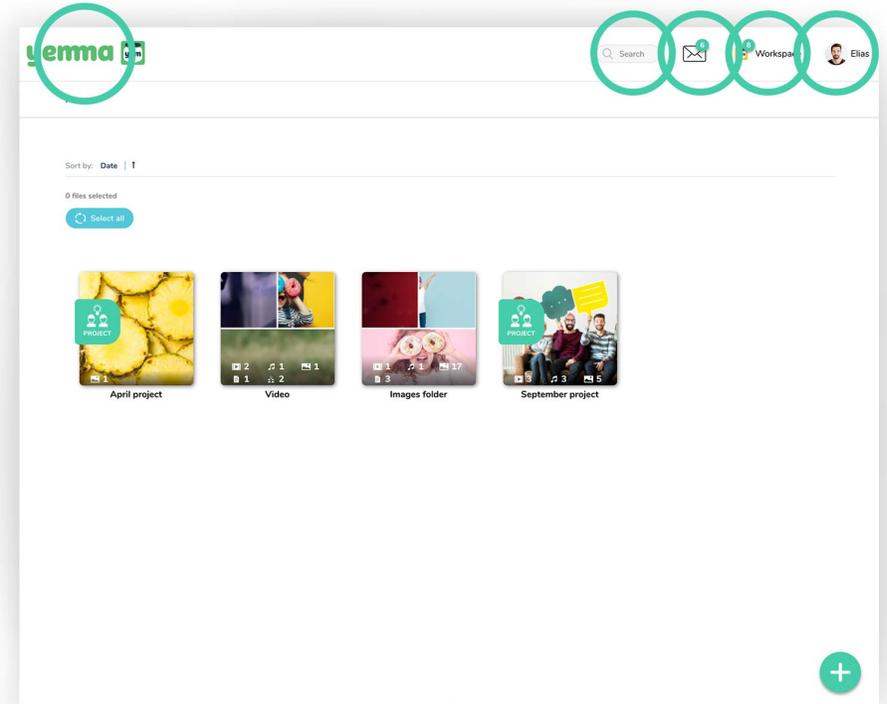
Toolbar

- By clicking Yemma´s logo on the top left corner you´ll be
- led to the front page.
- Using search you can look for files, projects and folders in Yemma. You need to type three marks to start search.
- The number icon reveals over the letter icon if you have received any new messages or tasks.
- In the workspace menu you can easily change workspaces.
- On the profile menu you can edit your personal info and, most importantly, manage workspaces.
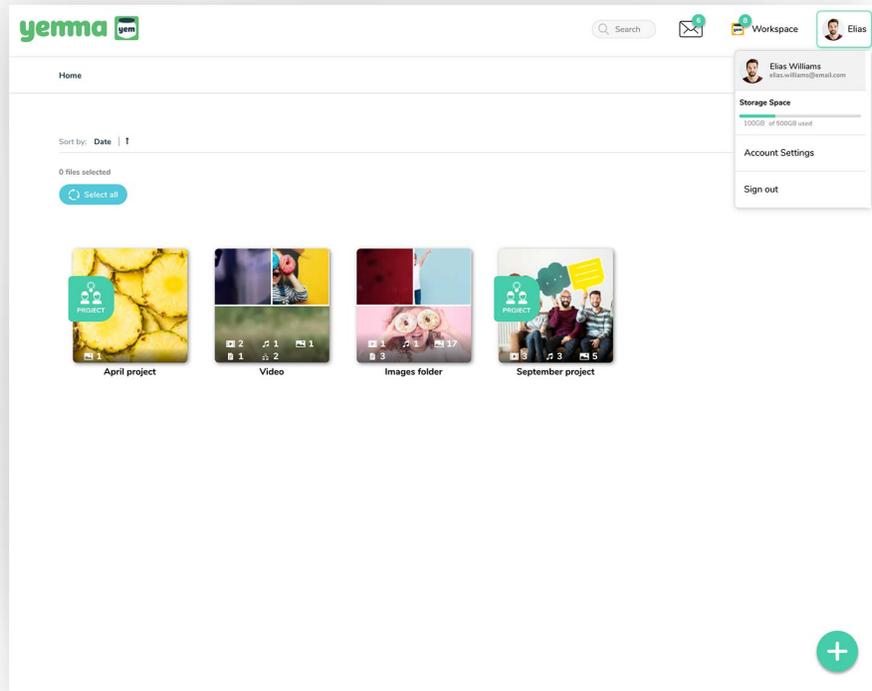
Profile settings

- Click your profile name and you´ll find the account settings and sign out.
- Click account settings to manage profile info.
- Click account settings to manage workspaces.
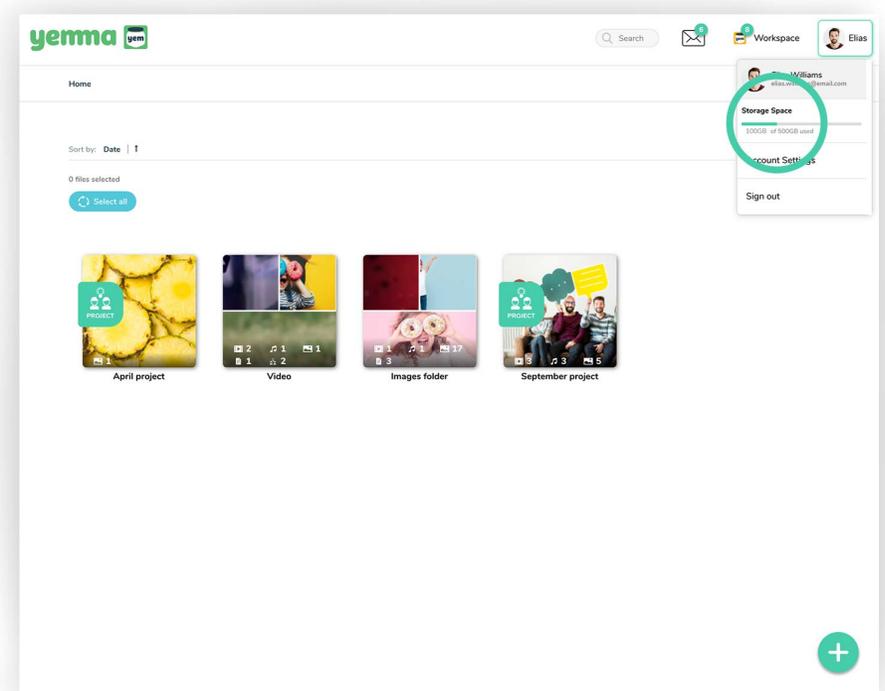
Profile settings

- Admins can check how much free storage space is left in Yemma.
- Admins will also see the data transfer amount.
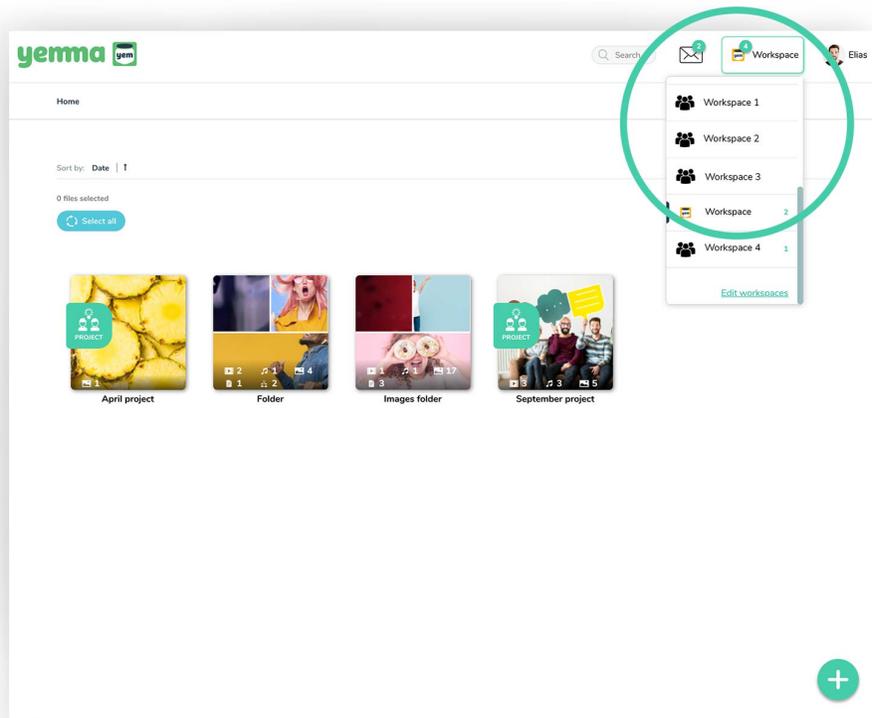
Workspace menu

- Click on the workspace name or icon to change to your current workspace.
- You will see an alert on the icon if there are new messages or tasks in the workspace.
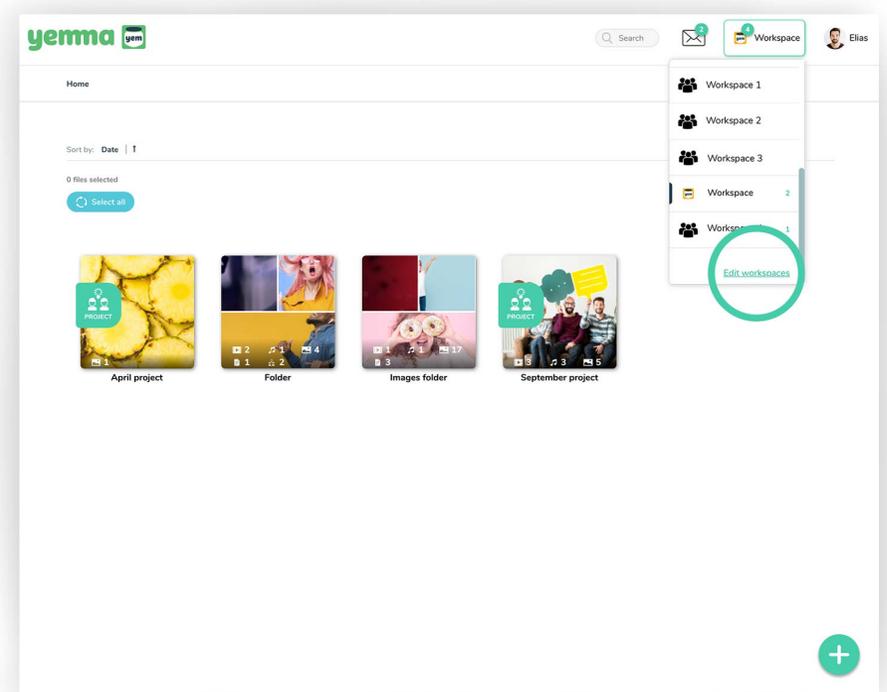
Workspace menu

- You can edit workspaces by clicking edit workspaces button or go to account settings on the profile menu.
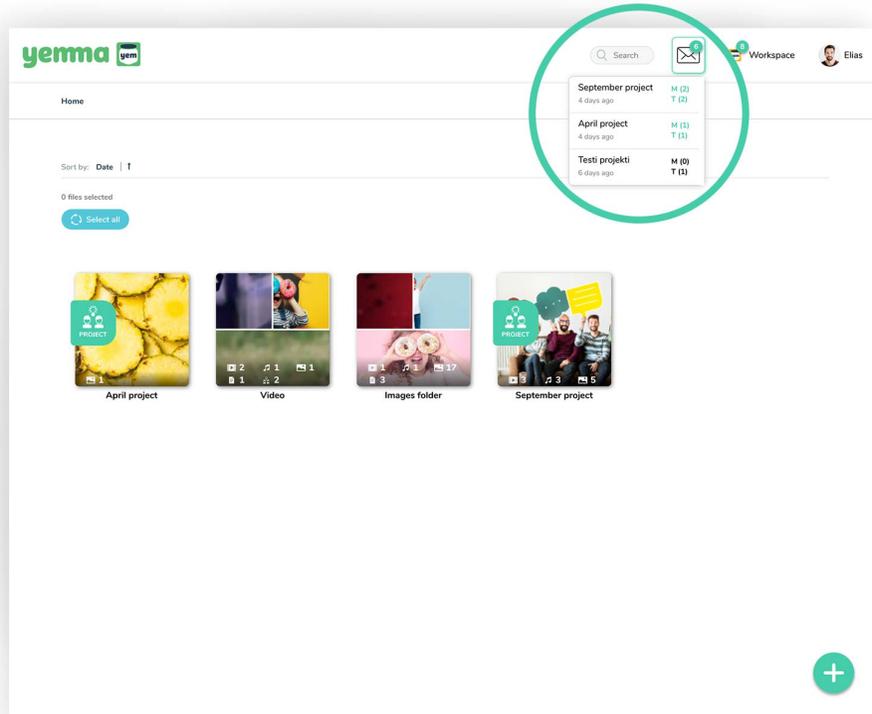
Yemma messages and tasks on toolbar

- You will see an alert on the top of the letter icon when you receive new messages and/or tasks.
- By clicking the letter icon you´ll see where the messages/ tasks are located. Coloured ones are unred.
- By clicking message/task it will take you to the selected location.
- Messages and tasks are visible for 14 days in mailbox. After that you can locate them from the projects messages and tasks panel.
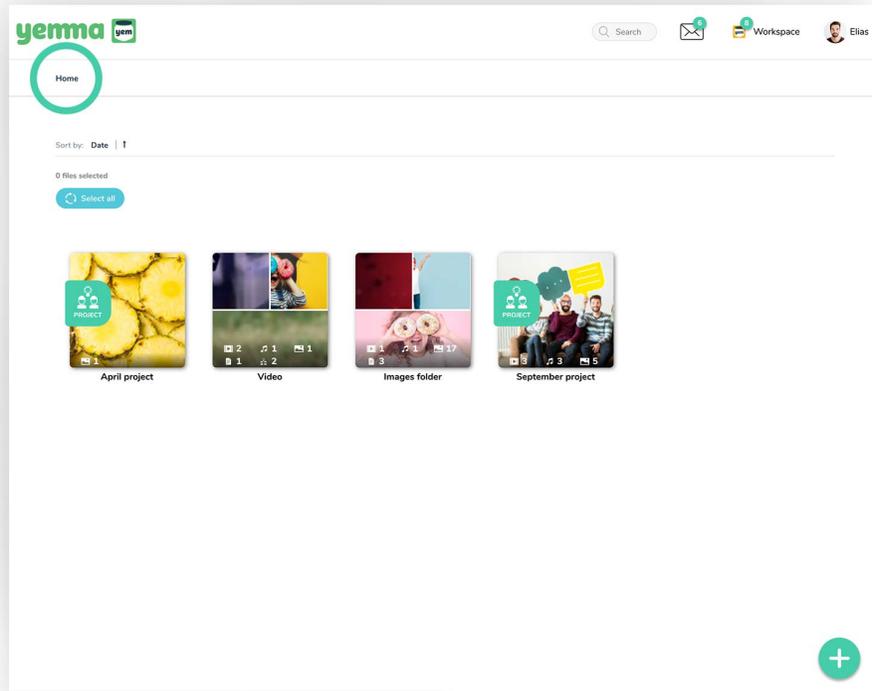
Address bar
- Here you can see your current location in Yemma. By clicking the folder/project name you can go back to the home page. Or just click home or the Yemma logo to go straight back to the home page.
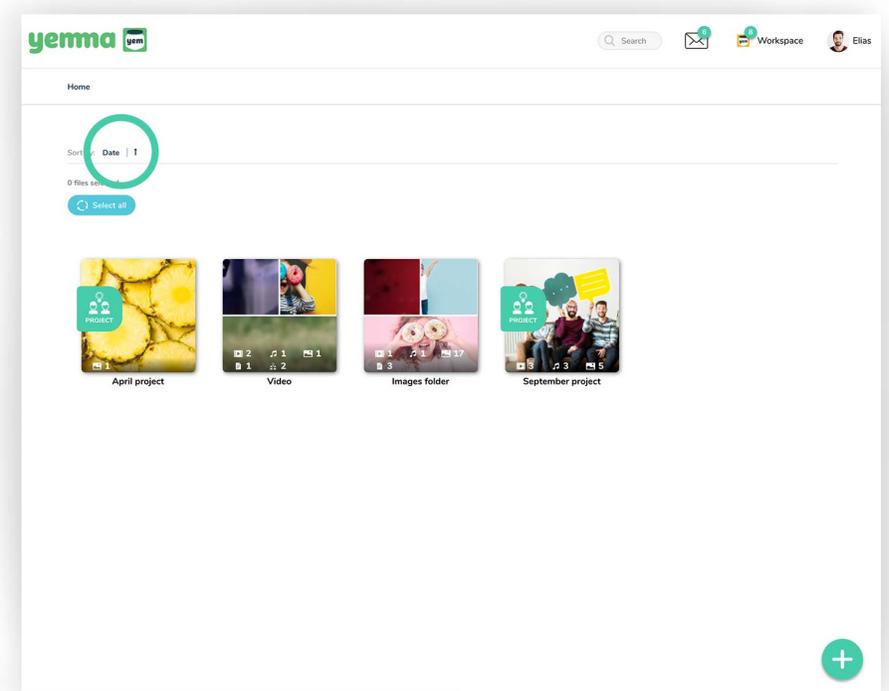
Sort projects and folders
- You can sort your projects and folders by date, name and type. The default sorting is by date. By clicking the arrow icon you can see the results increasing or ascening.
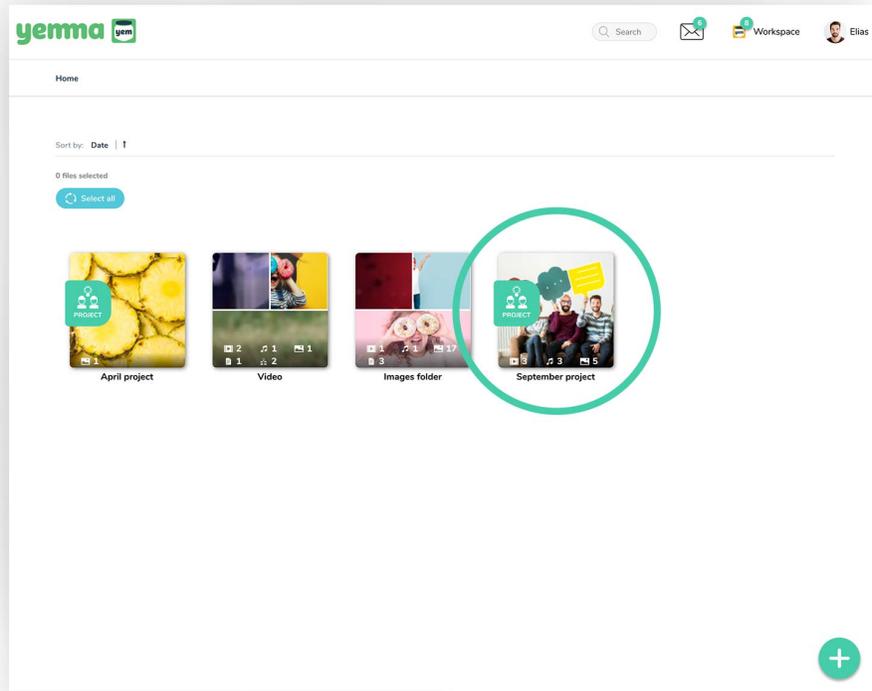
Project
- Project is the perfect tool for managing your media projects. You can collaborate with other users on the same page. You can send messages and add tasks for images and videos.
- You'll find projects easily because they are all marked with the project tag (if the cover image is set).
- The small icons show how many different file types are inside the project (Video, audio, image, other files, folder and project).
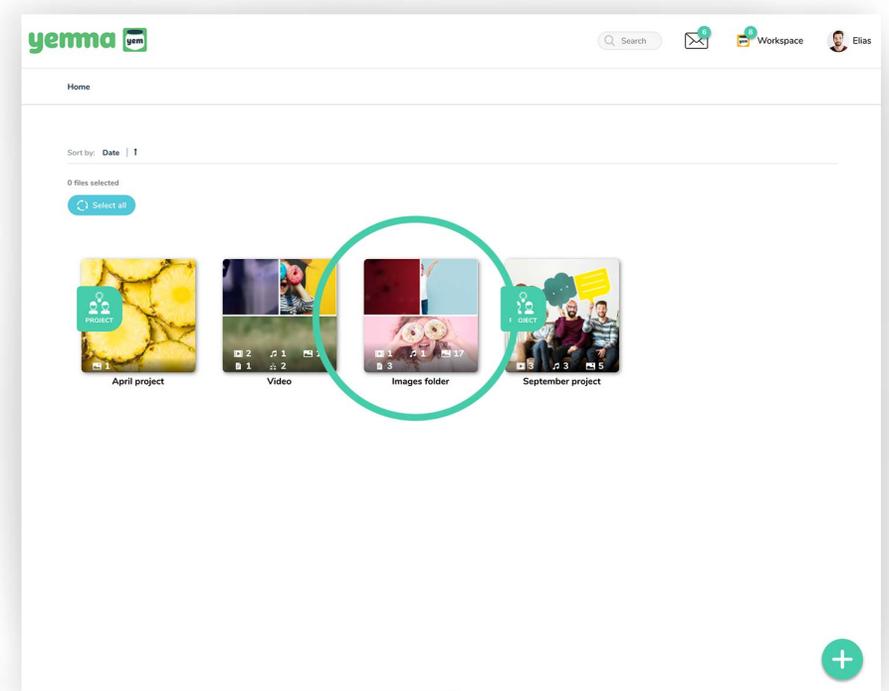
Folder
- You can add all supported file types in folders.
- You can create folders and projects inside the folder.
- The small icons show how many different file types are inside the project. (Video, audio, image, other files, folder and project).
- A folder generates automatically a preview image using the image content. You can also set your own cover image.
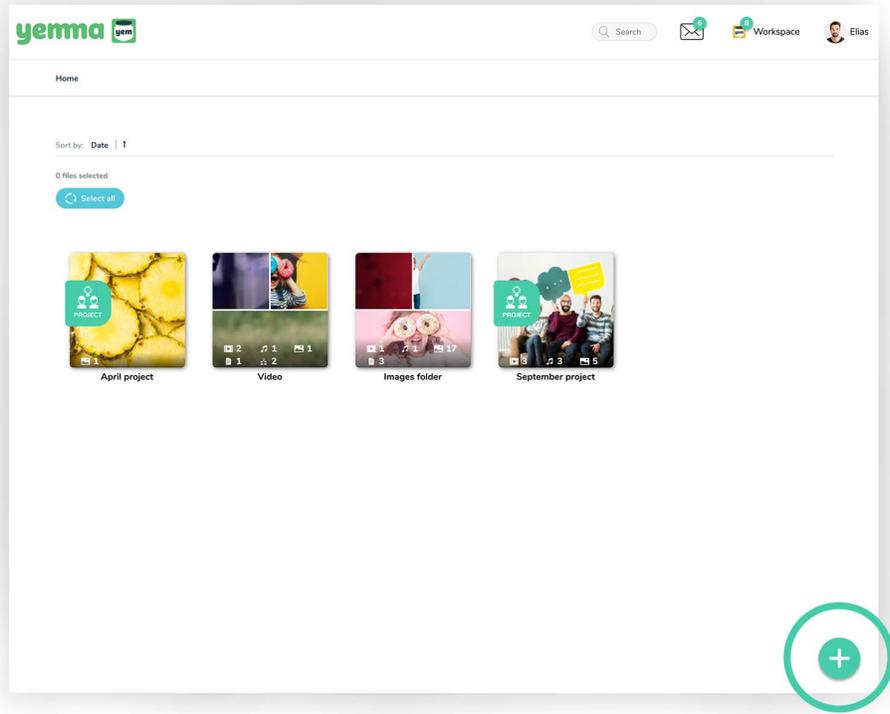
Create new folder or project
- Click the plus icon on the bottom right corner.
- If the icon is hidden, folders or projects can´t be created.
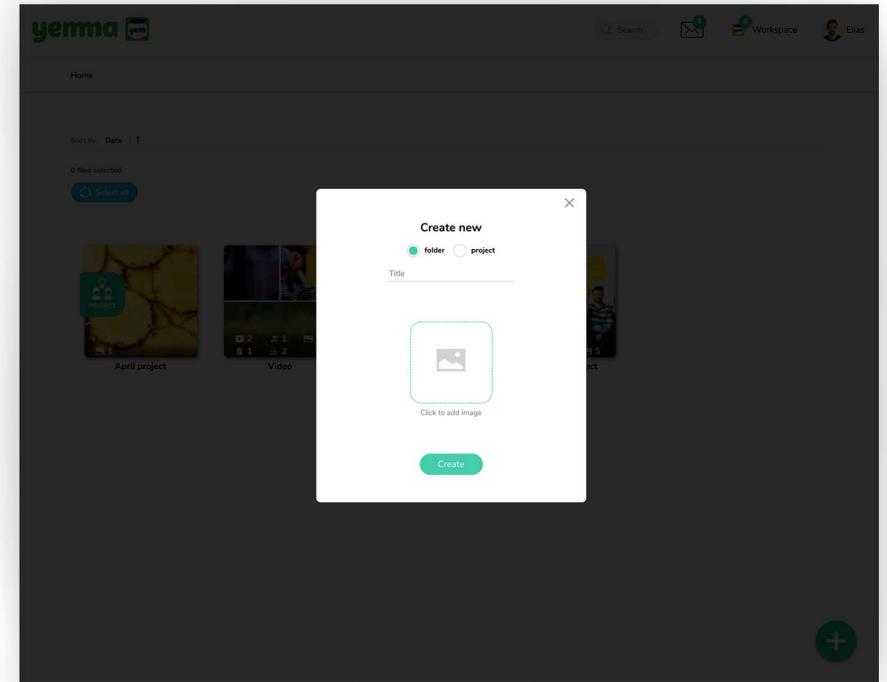
Create new folder or project
1. Choose to create a new folder or a new project.
2. Set the title for your folder/project.
3. Set the cover image for your folder/project (optional).
4. Click create.

Folder
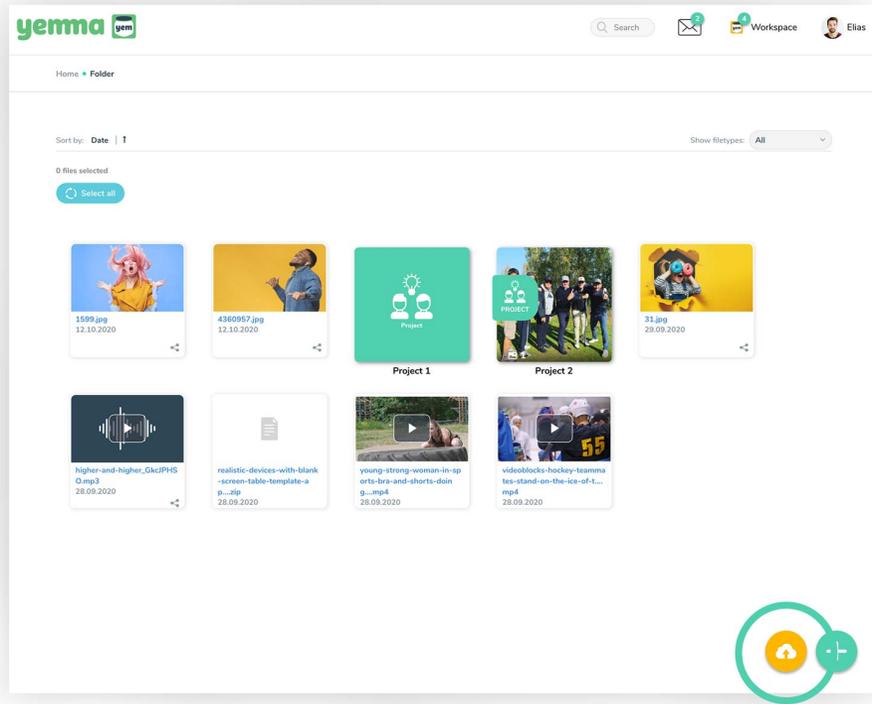
Upload files
- Click the cloud icon on the bottom right corner.
- Files can´t be added if the icon is hidden.
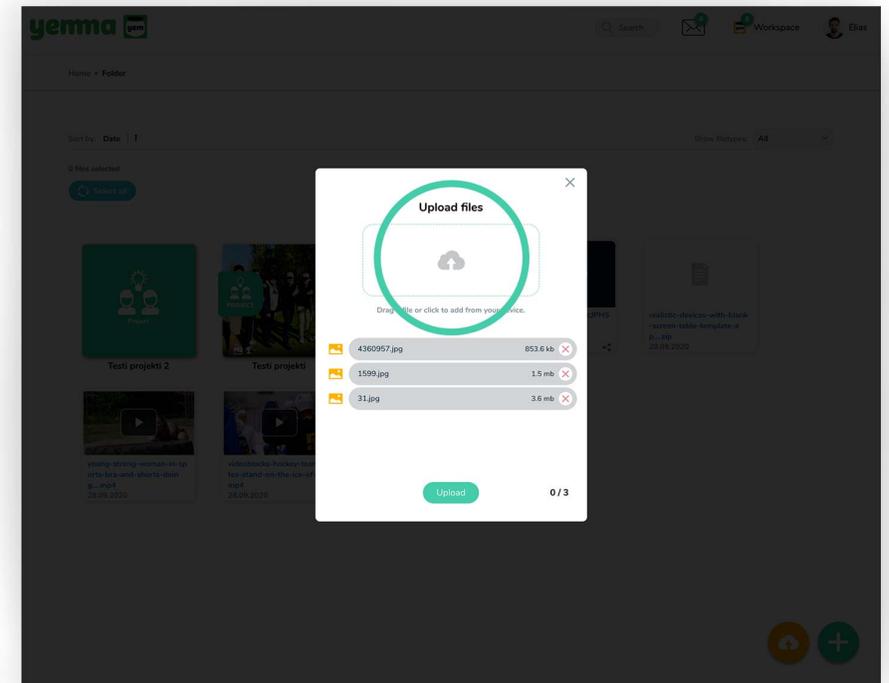
Create new folder or project
1. Drag the file/files to the drag area or click the area choose the files you want to upload.
2. Click the Upload button.
3. Upload bar will show you the progress of upload.
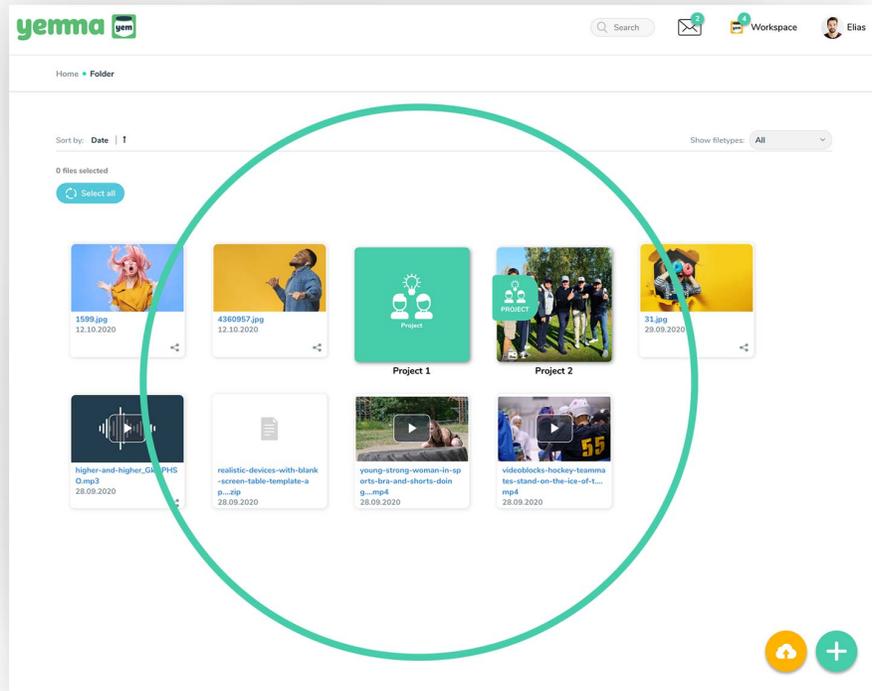
Content

- After uploading you´ll see the files inside the current folder. Yemma will create a thumbnail image (supported file types).
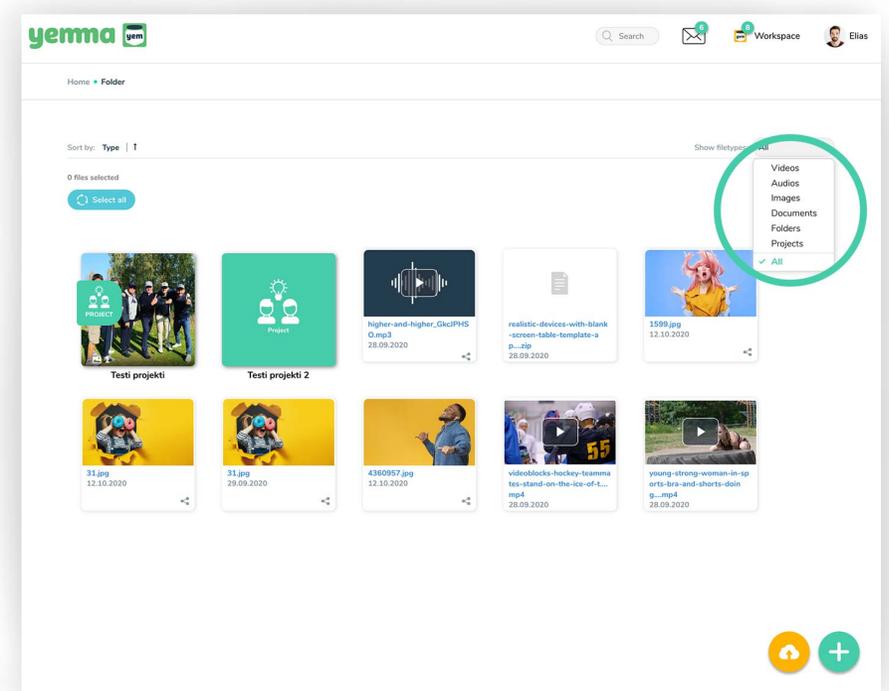
Show filetypes

- From the Show filietypes drop down menu you can filter folder contents by selecting file type(s).
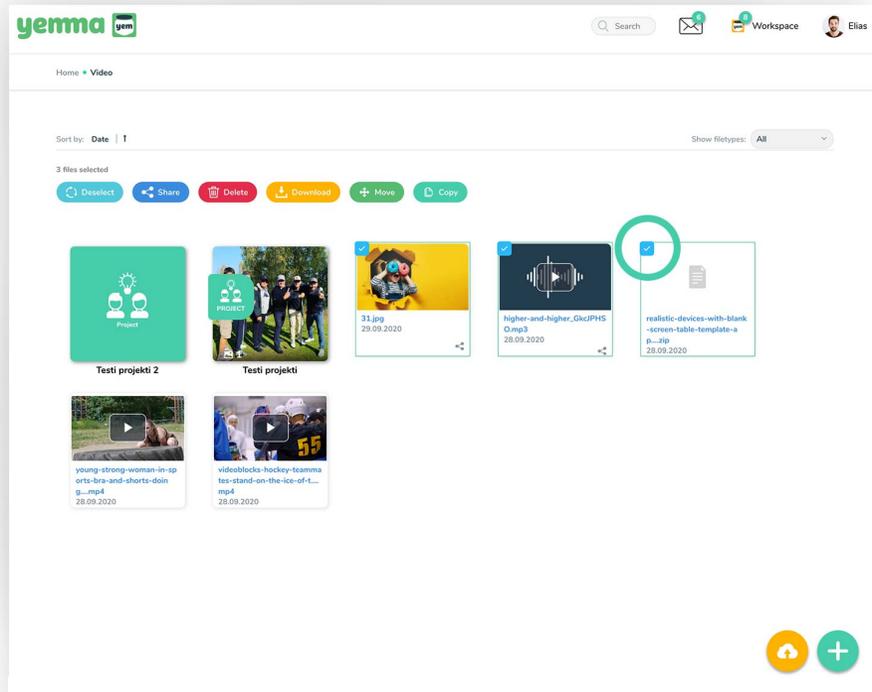
Select file(s)

- Click the checkbox on the file top left corner.
- You can also click the select all button (when no files selected) to select all the files in the folder.
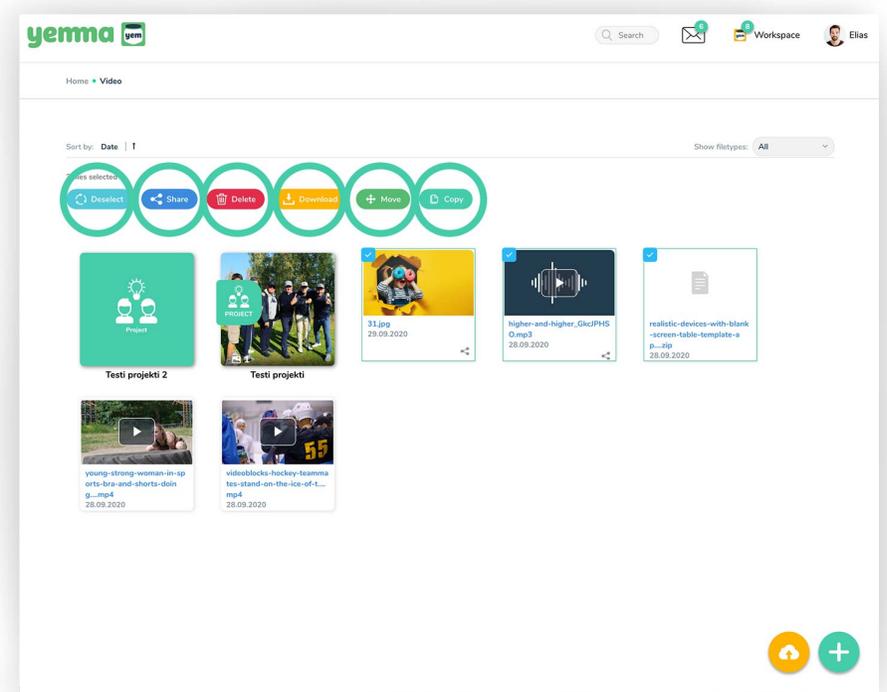
Selected file(s) actions

- When a file(s) is selected you can use the action buttons.
  - Deselect: Deselect all files
  - Share: Share files via link, email etc.
  - Delete: Delete files (once deleted files are gone)
  - Download: Download file(s)
  - Move: Move files to another location
  - Copy: Copy files to another location
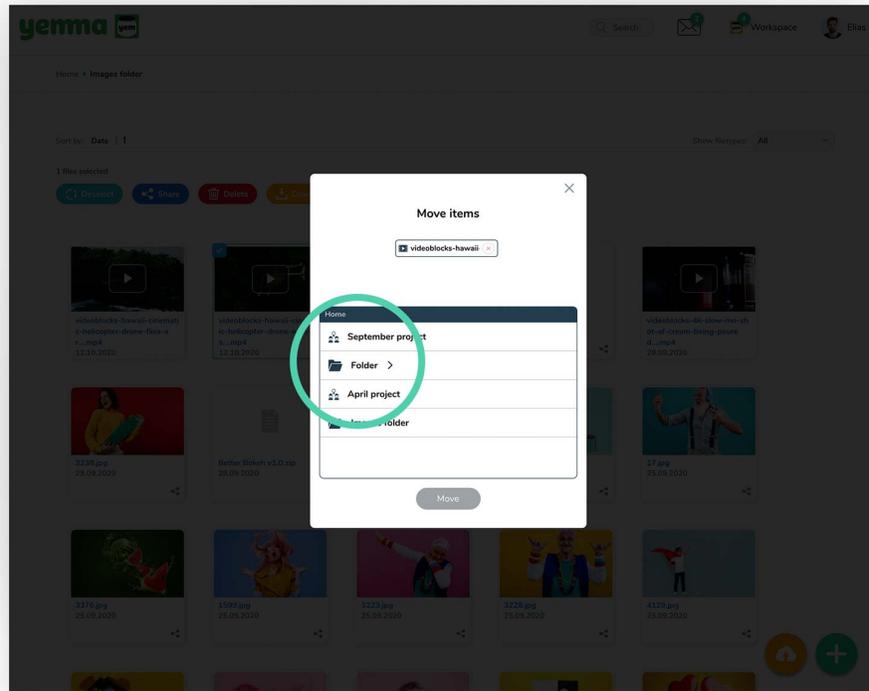
Move/copy files

1. Choose the location to move/copy
2. Click the Move/Copy button
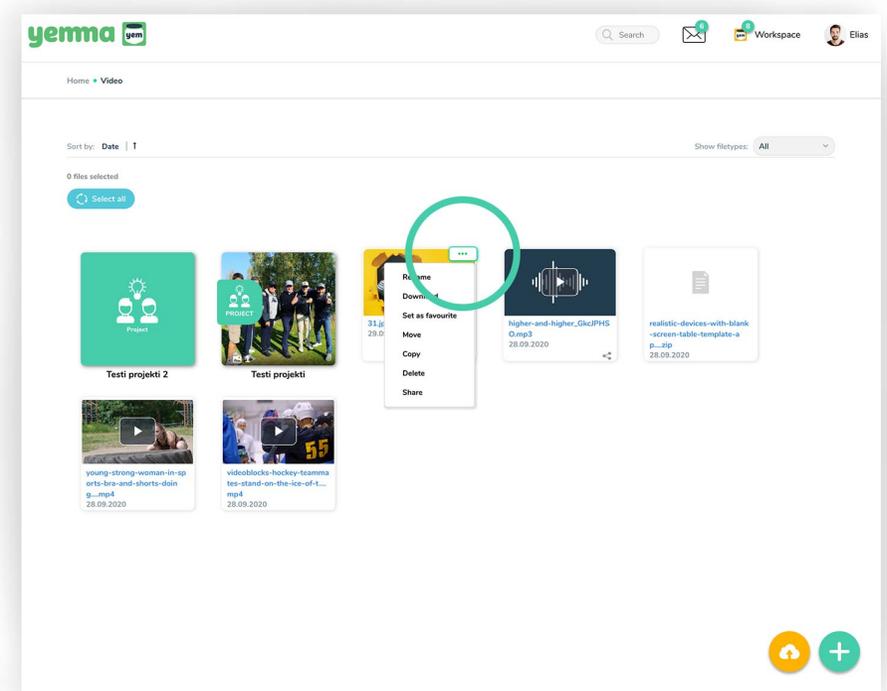
File actions

- Click ... (three dots button) on the files top right corner to see the available actions.

   Rename: Rename the file

   Download: Download the file

   Set as favourite: Marks the file with a star icon

   Move: Move file to another location

   Copy: Copy file to another location

   Delete: Deletes the file (permanently)

   Share: Share file via link, email etc.
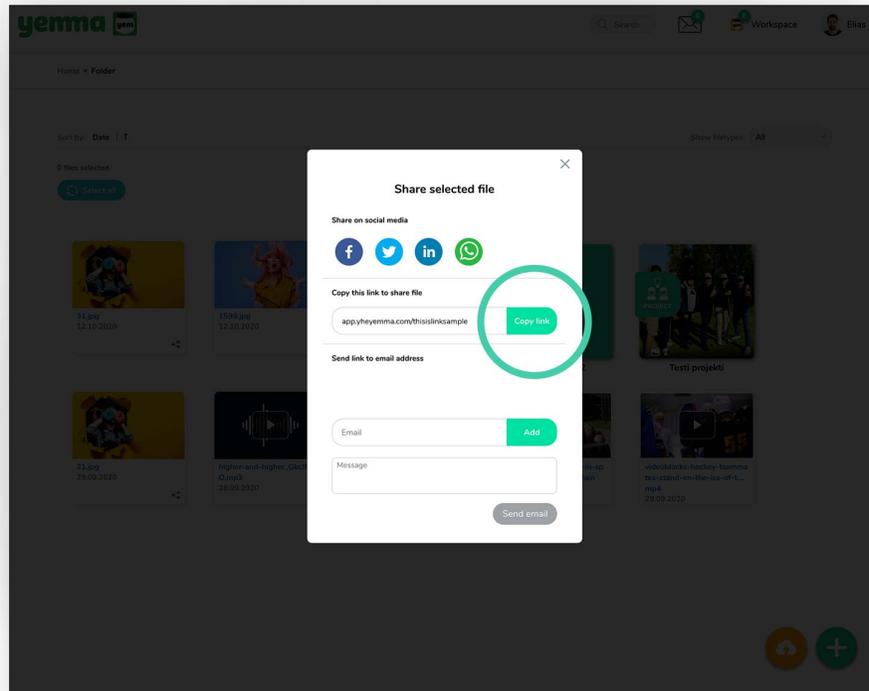
Share file(s)

- Click Copy link button to copy the link to the clipboard.
- Click the social media icon to share the file.
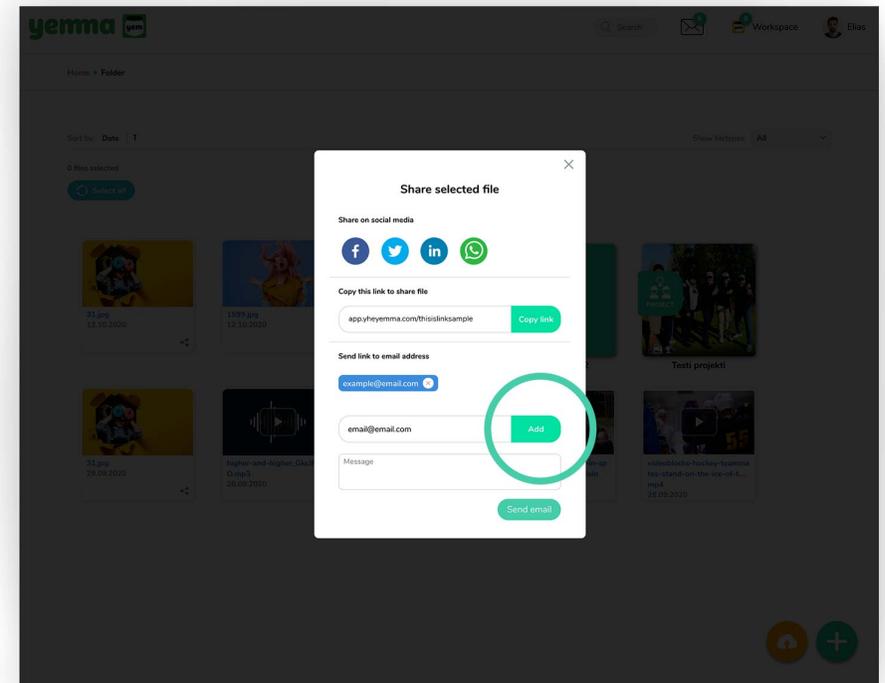
Share file(s)

- Type the e-mail and click Add button to send the file via e-mail. You can add multiple addresses. You can also add a message.
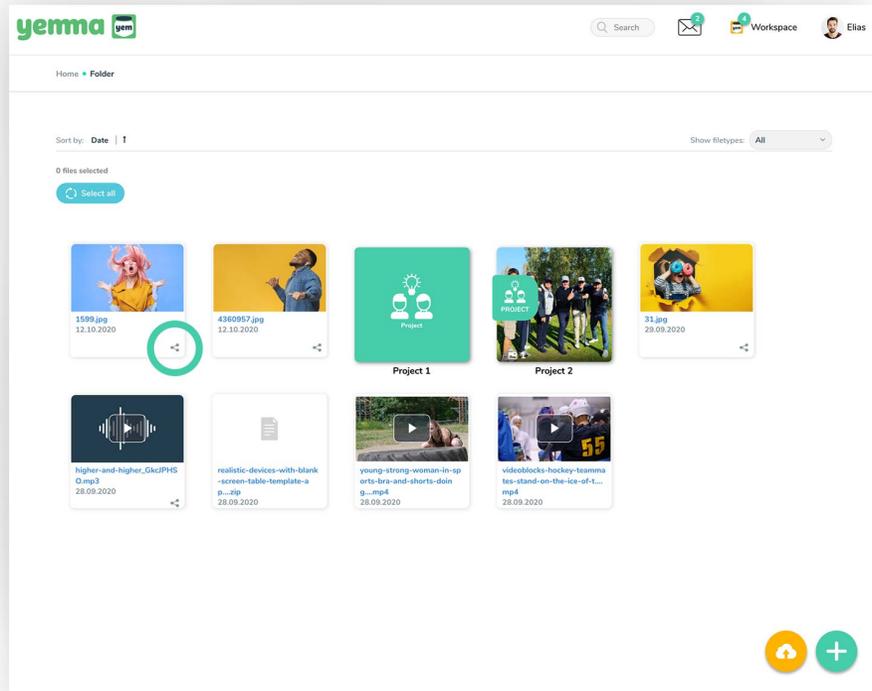
Quick Share file

- Click the icon on the bottom right corner to quick share the file.
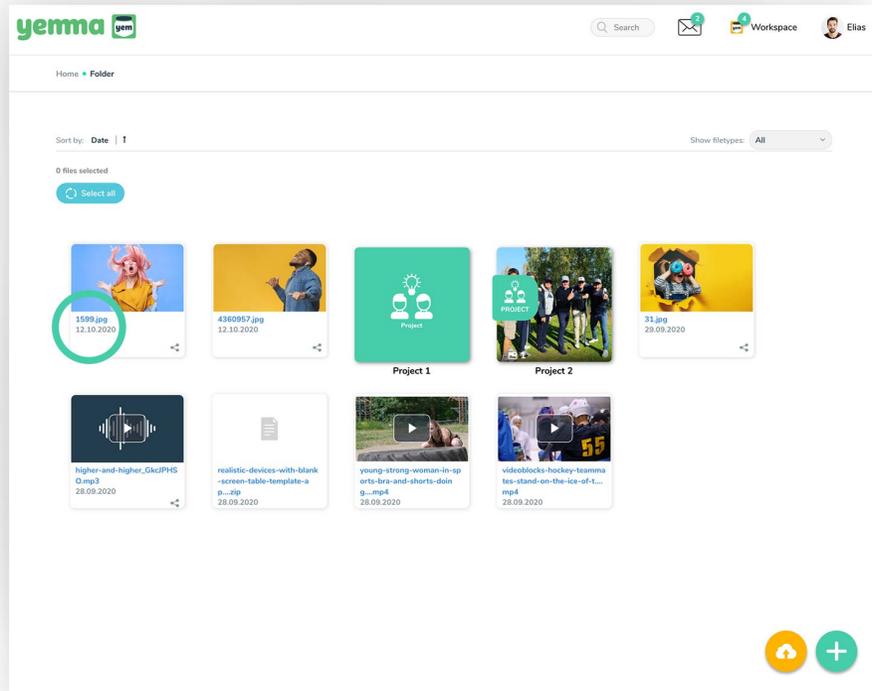
Open files

- Click the file name to open it.
- Below the name you´ll find the date when file was added.
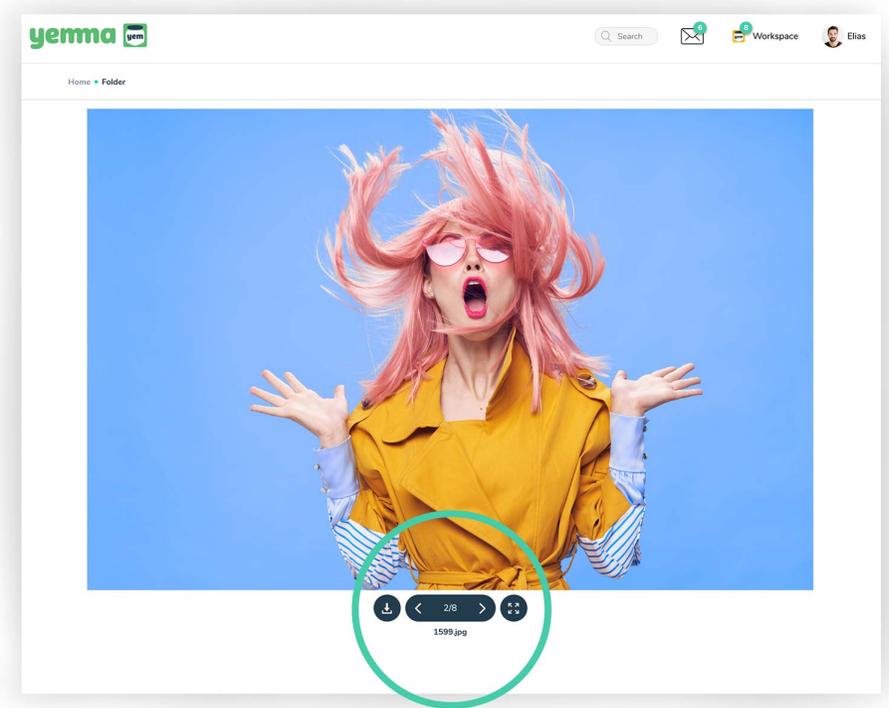
File preview

- From right to left: the download button, the file scroll button and the fullscreen button.
- The file name is below controls.
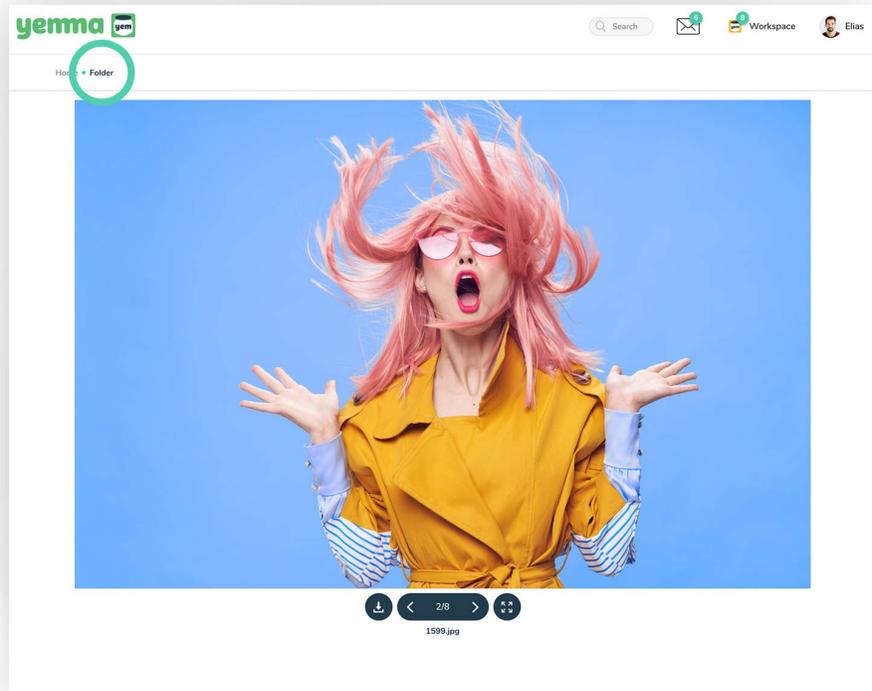
Close preview

- Close/go back to folder/project by clicking the name of the folder/project
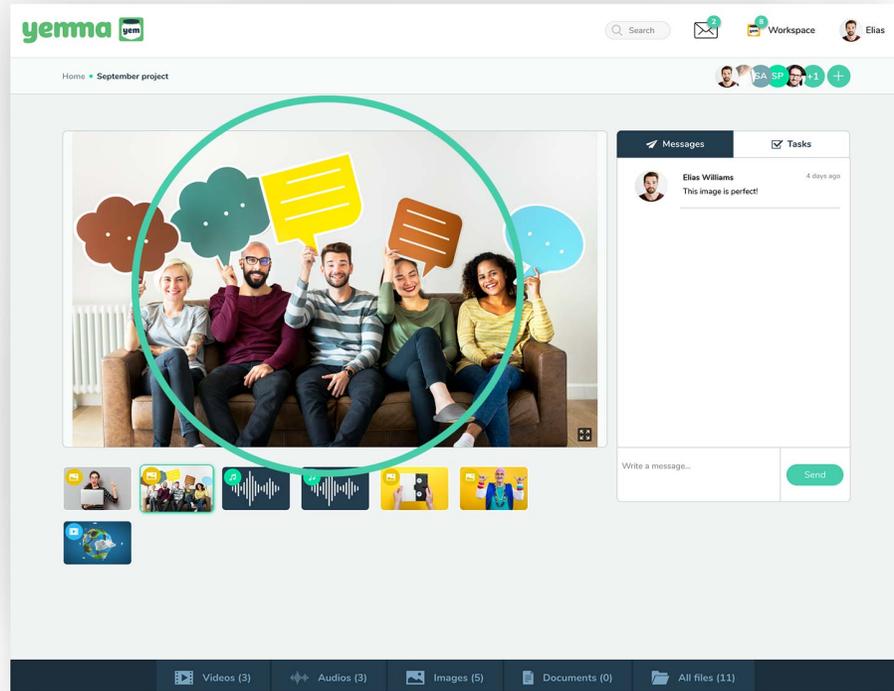
Project

Project page
- This is the area for your media.
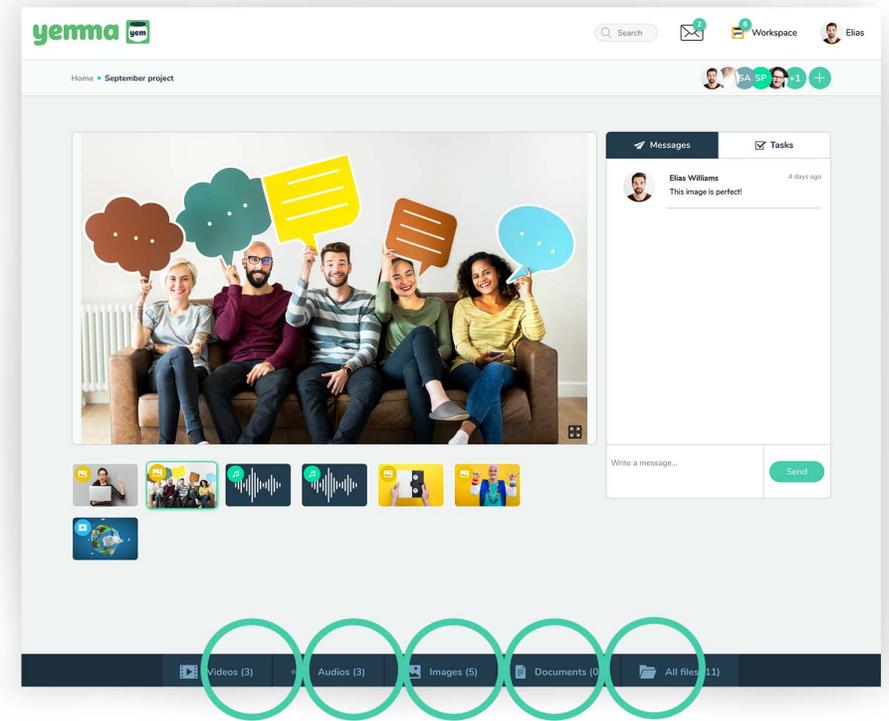
Project page
- Add media to the projects media library by clicking the media type on the bottom of the page.
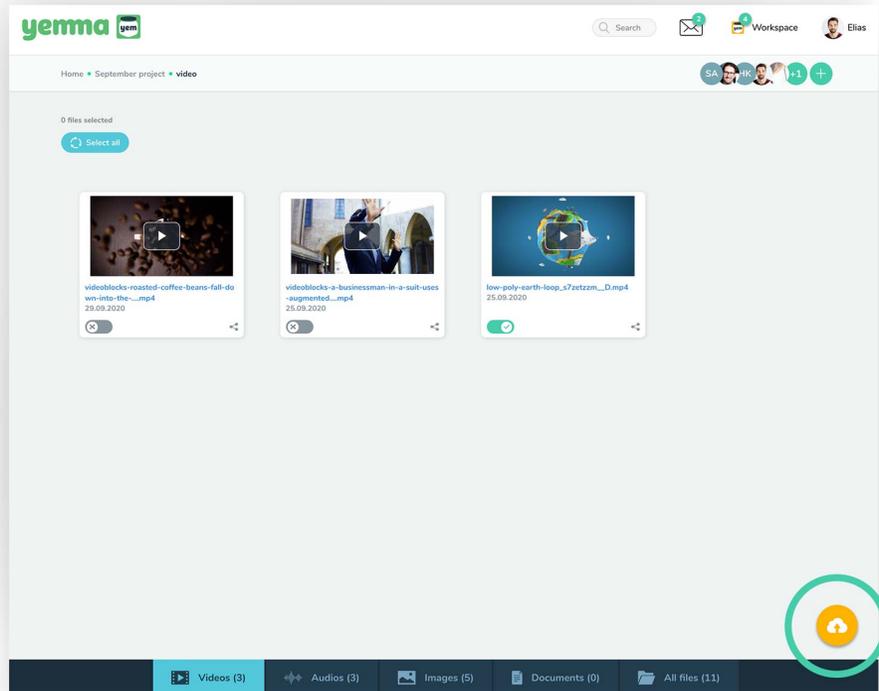
Add files to project library

- Add files by clicking the cloud icon (page 11).
- Dont worry, Yemma will re-arrange your files by file types automatically.
- Go back to the project page using address bar.
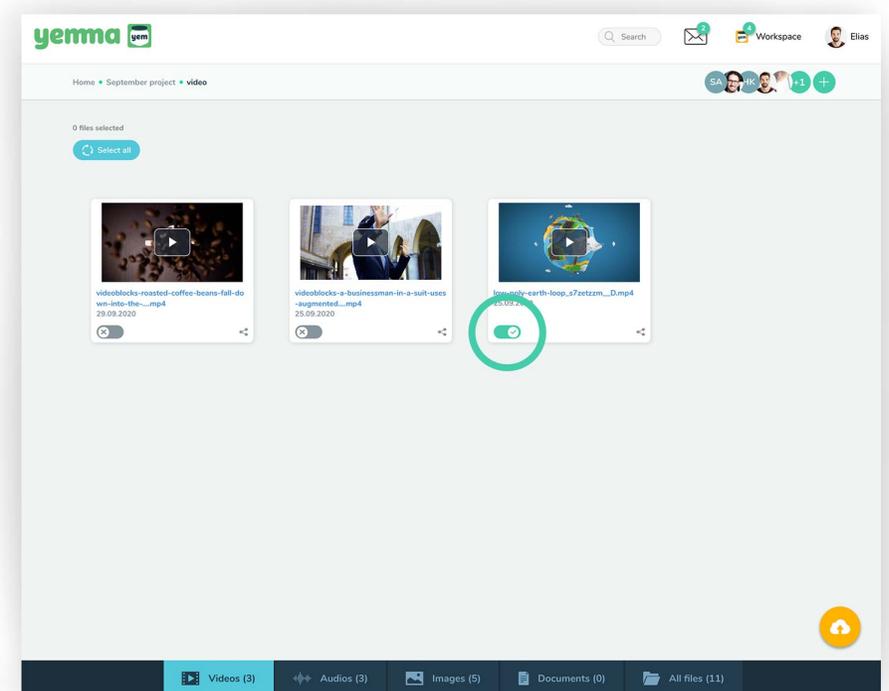
Project file library

- Click the enable preview button to activate media on the project front page.
- All the file properties are in use (page 14).
- Go back to the project page using the address bar.
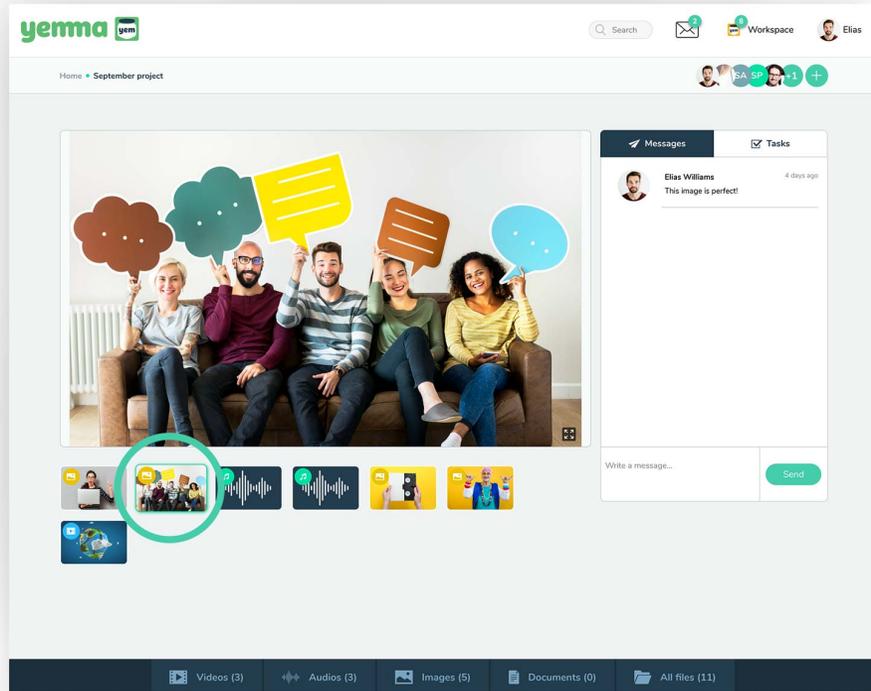
Media thumbnails
- Select media to preview area by clicking thumbnails.
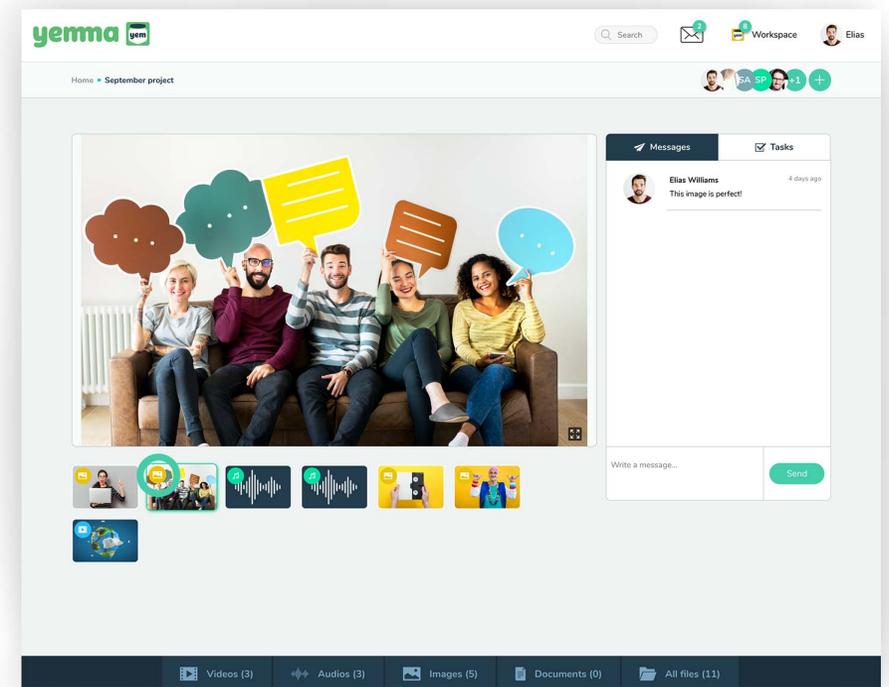
Media thumbnails
- You´ll see the file type icon on the thumbnail.
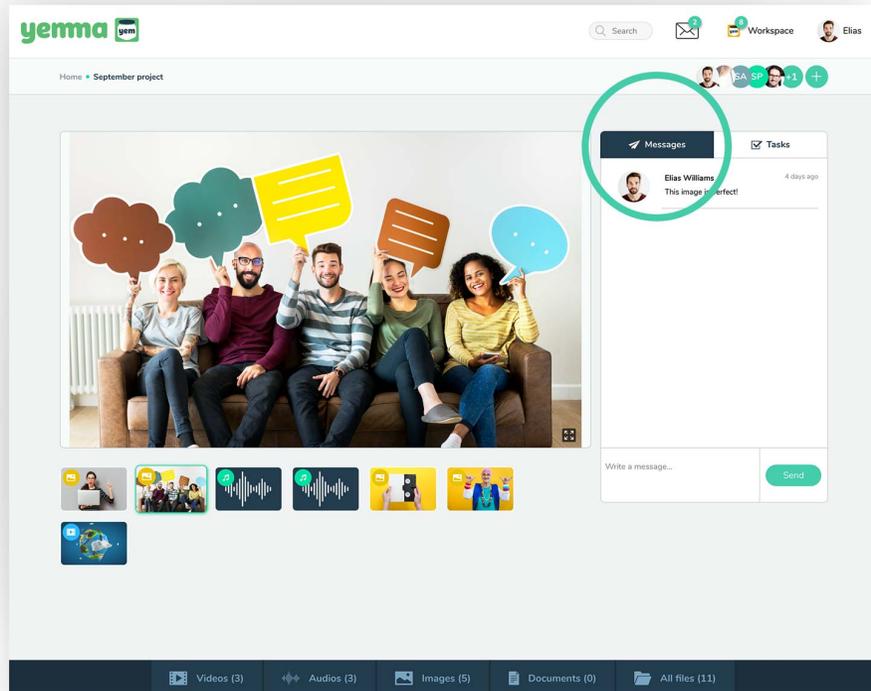
Messages tab

- Click the messages tab to activate it.
- Write and receive messages from the project members.
- You can delete your own messages by clicking the trash icon.
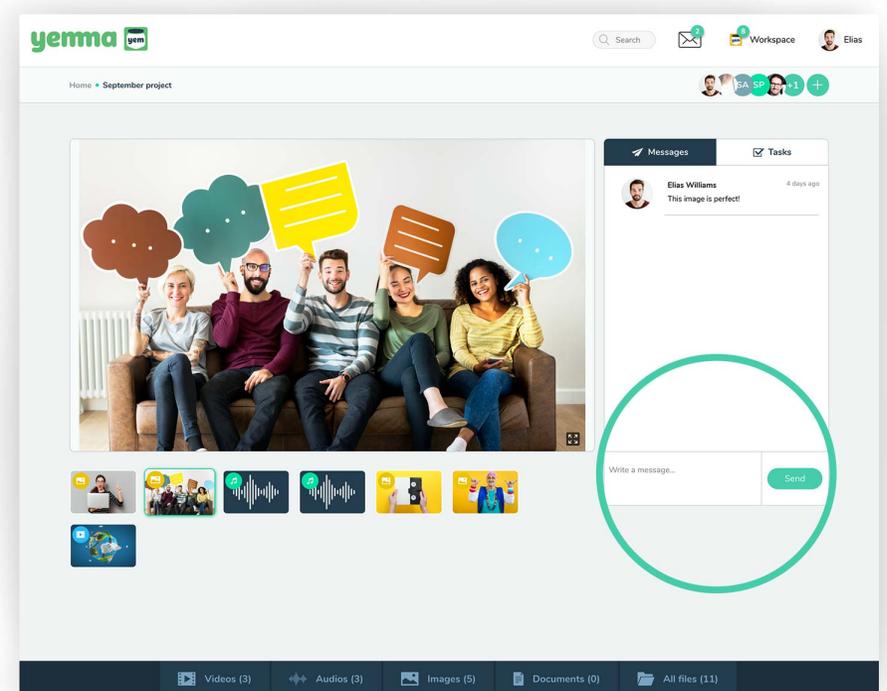
Messages tab, send messages

- Write the message here, click Send to send.
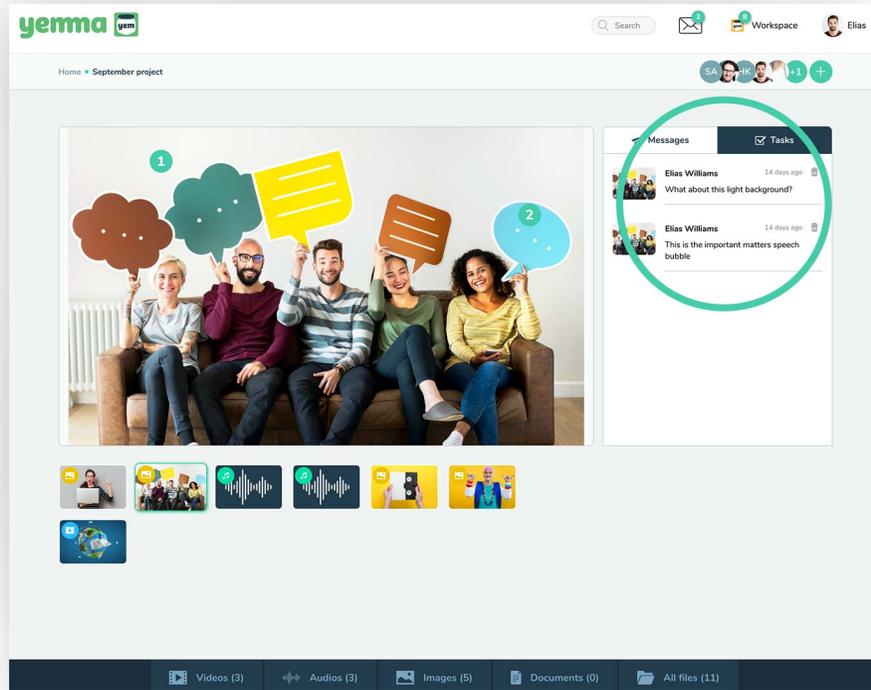
Tasks tab

- Click the Tasks tab to activate it.
- Write and receive messages from your project members. The Task thumbnail tells you which the type of media.
- You can delete your own tasks by clicking trash icon (permanent).
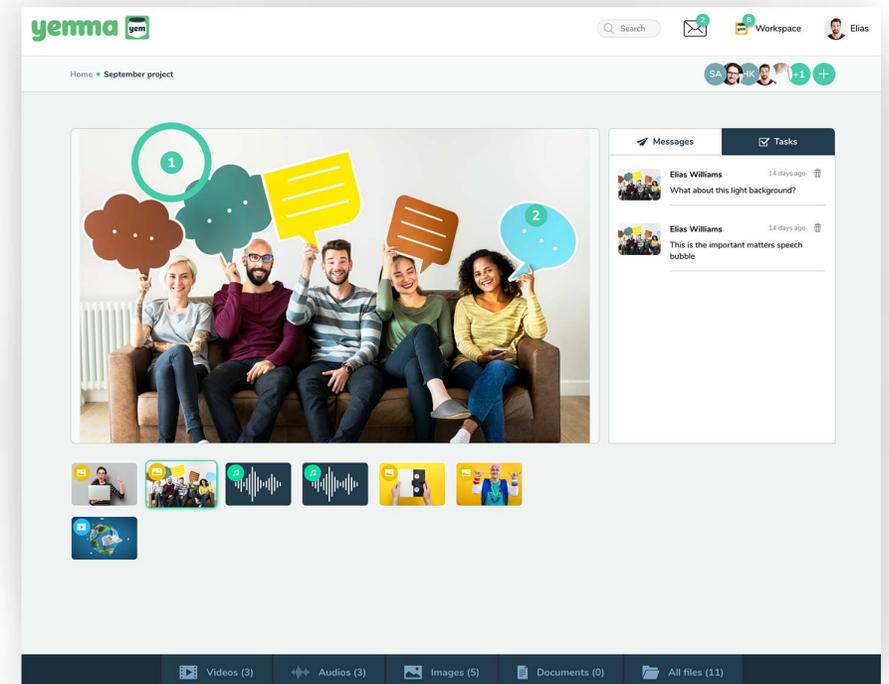
Tasks tab, chack tasks

- See tasks on the media preview area.
- Click the task number to open the task.
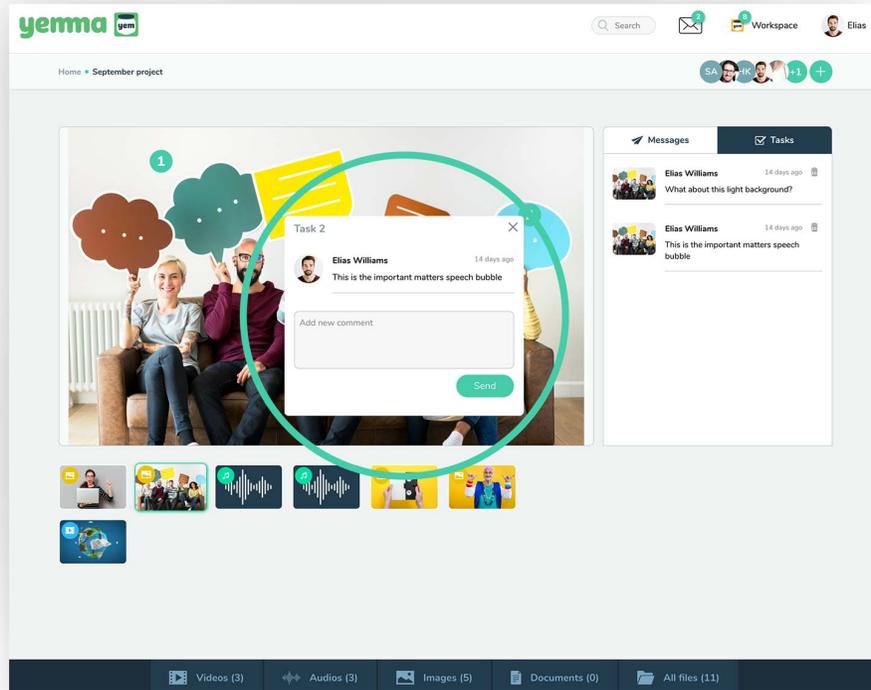
Tasks tab, open task
- You can start a chat about the task.
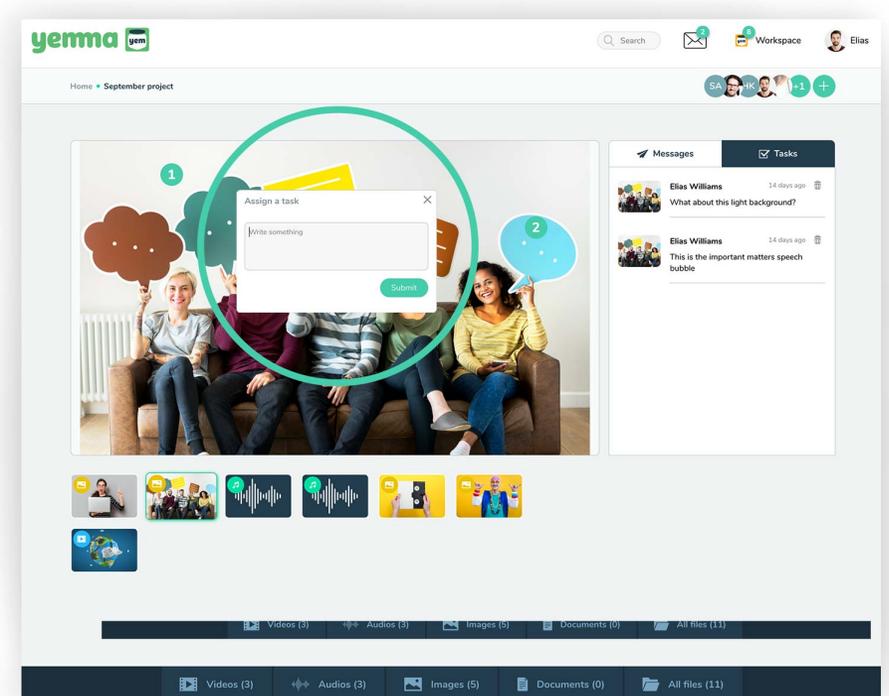
Tasks tab, assing a task (image)
- Click anywhere on the image to assign the task on the place you want.
- Write a message.
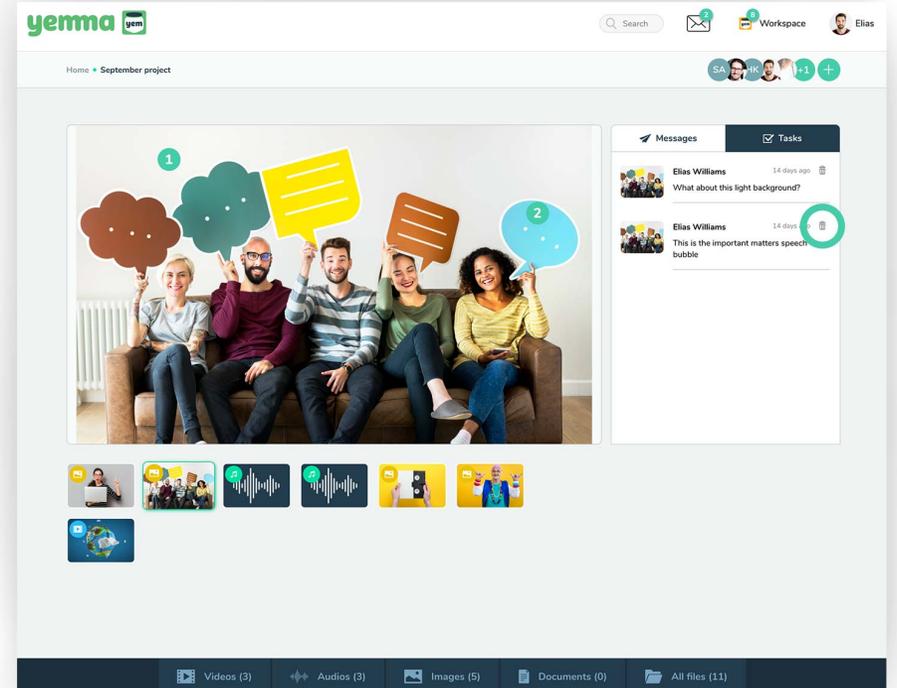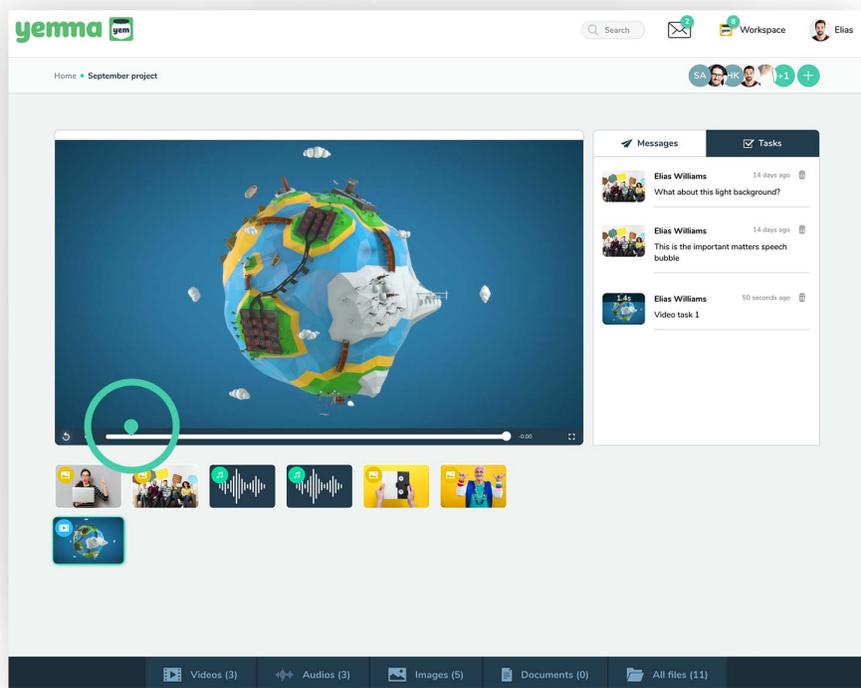
Tasks tab, assing a task (video)
- Click anywhere on the video to assign a task.
  The task will appear on the video timeline.
- See tasks by clicking the task icon on the timeline.

Tasks tab, delete task
- You can delete tasks by clicking the trash icon (permanent).
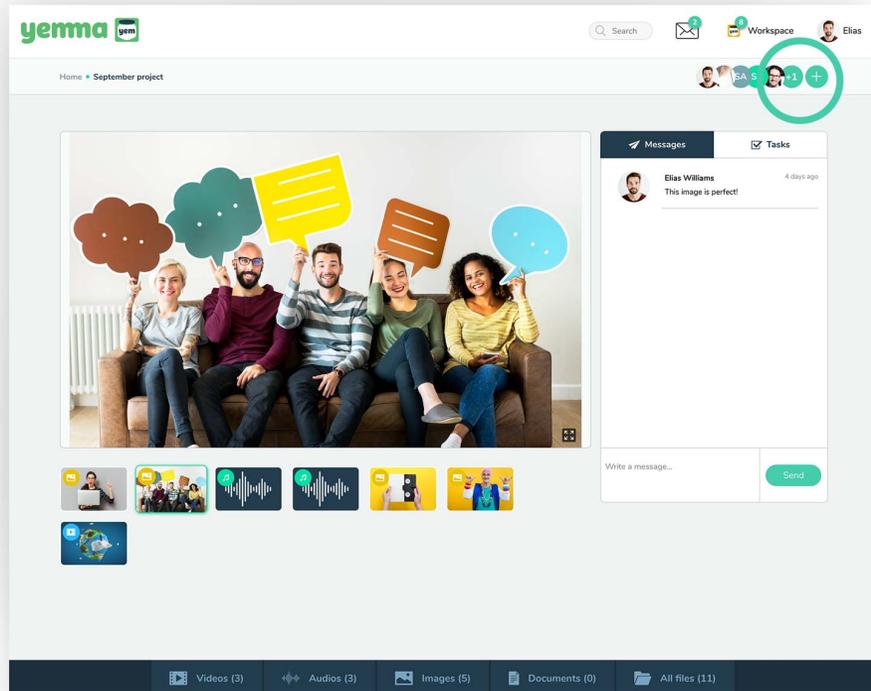
Project partisipants

- Project member icons give you a quick look to the project members.
- By clicking any icon you can manage project members.
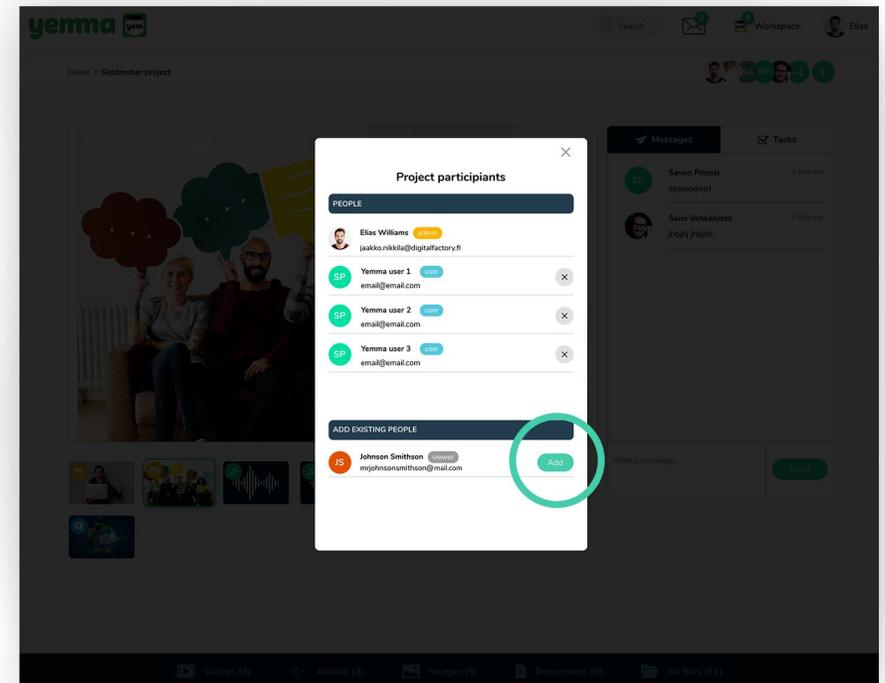
Project partisipants, add users

- Under the people tab you can see the projects members and their user status.
- Under the add existing people you can add new people to the project using the current workspaces users.
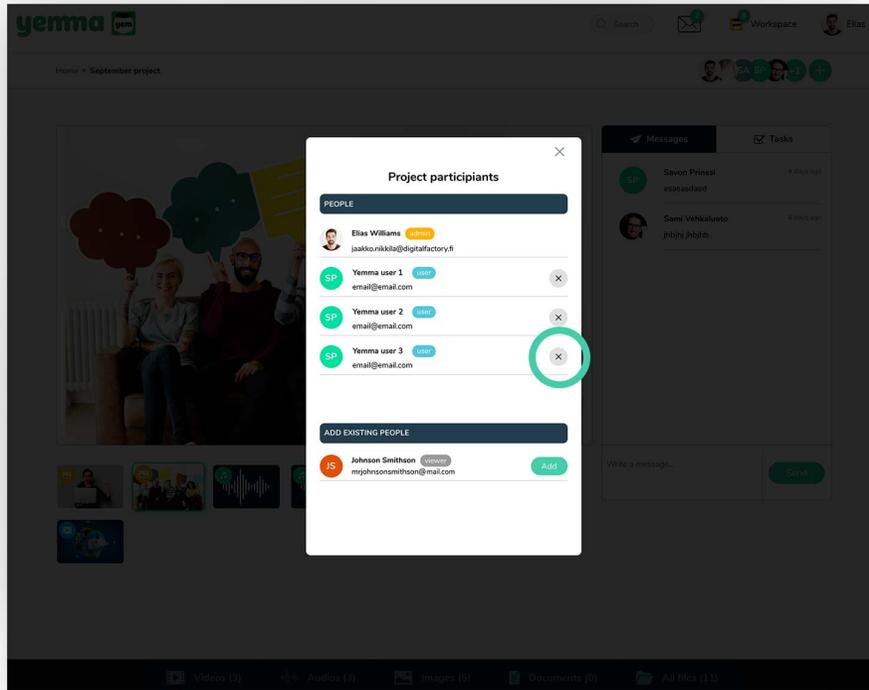
Project partisipants, remove users

- You can remove people from the project by clicking the remove icon.