

yemma



User guide

What is Yemma?

Yemma is a cloud service for companies and communities that offers a platform to store, share and work with your digital content. Use Yemma to gather people on to a single project, where they can communicate directly to each other. 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. For example, you can separate your company's clients on different workspaces. That helps you to keep your and your clients materials and projects in order and in one place.

Projects allows you to work in a group environment and send messages and tasks with each other in real time effectively. Tasks help you to mark the parts that need fixing, for example on images.

In Storage you can store, share and manage your digital assets.

Welcome to Yemma!

Sign up for Yemma

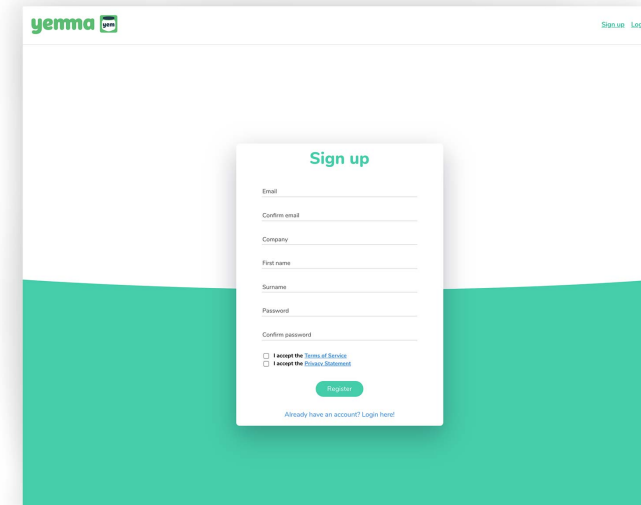
To use Yemma you need to sign up first.

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.

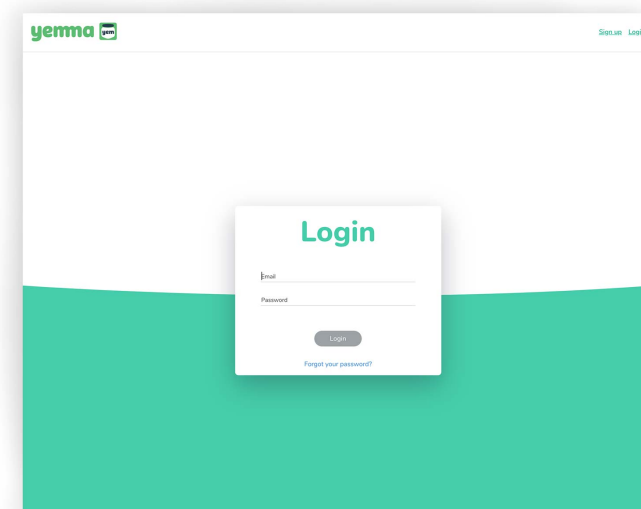
After this you'll be directed to the activation code page. Yemma will send the activation code to your email. Be sure to check out your junk mail, if you don't get the code within an hour. Enter the activation code and proceed.

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.

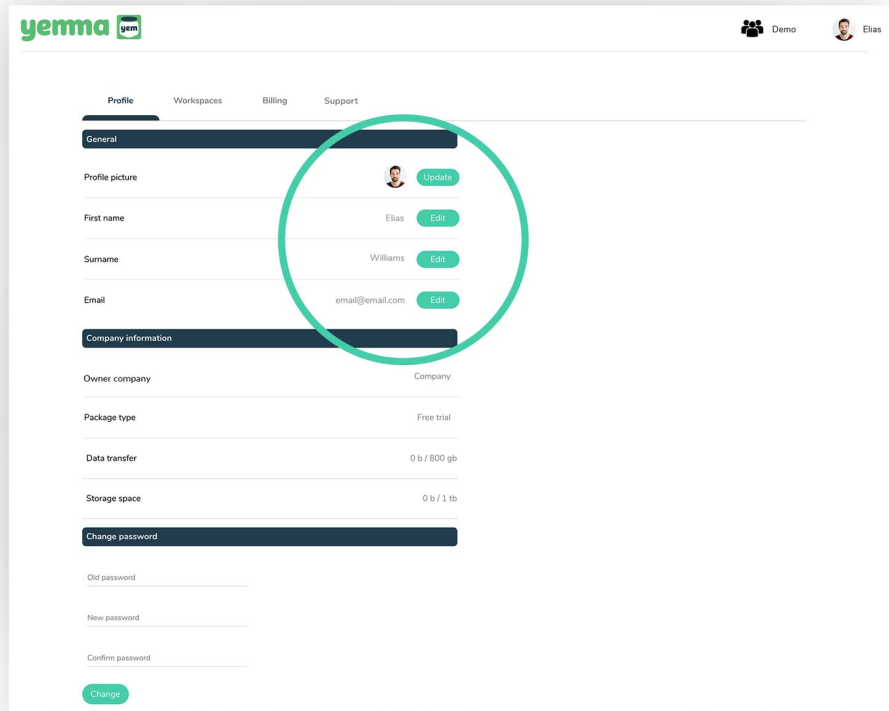


The screenshot shows the Yemma sign-up page. At the top left is the Yemma logo, and at the top right are links for 'Sign up' and 'Login'. The main content is a white form titled 'Sign up' with the following fields: Email, Confirm email, Company, First name, Surname, Password, and Confirm password. Below the password fields are two checkboxes: 'I accept the Terms of Service' and 'I accept the Privacy Statement'. A green 'Register' button is at the bottom of the form. Below the button is a link: 'Already have an account? Login here!'.



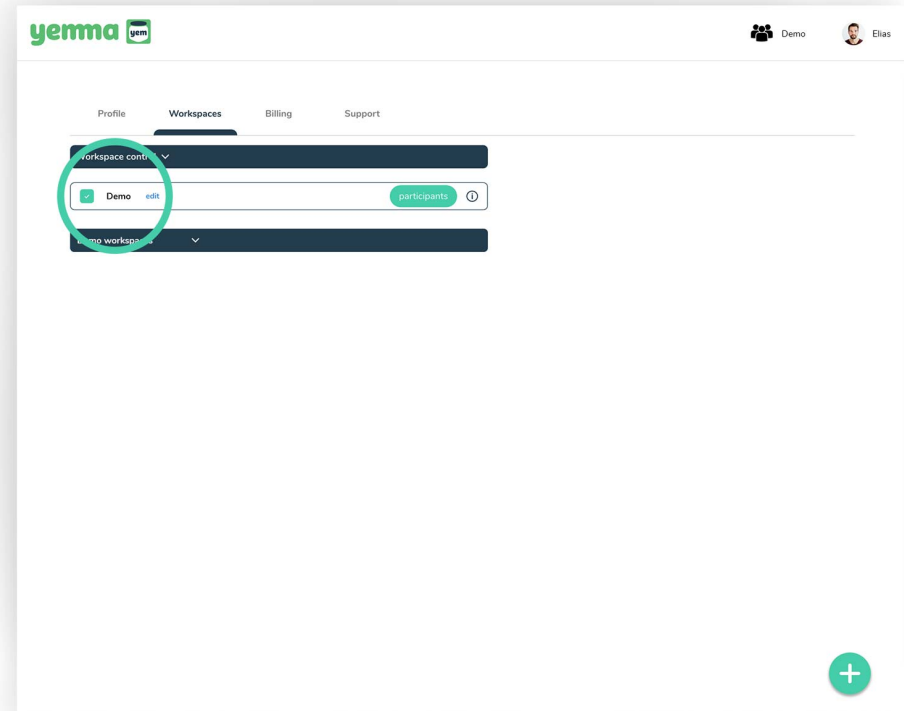
The screenshot shows the Yemma login page. At the top left is the Yemma logo, and at the top right are links for 'Sign up' and 'Login'. The main content is a white form titled 'Login' with the following fields: Email and Password. A green 'Login' button is at the bottom of the form. Below the button is a link: 'Forgot your password?'.

Setting up the Yemma



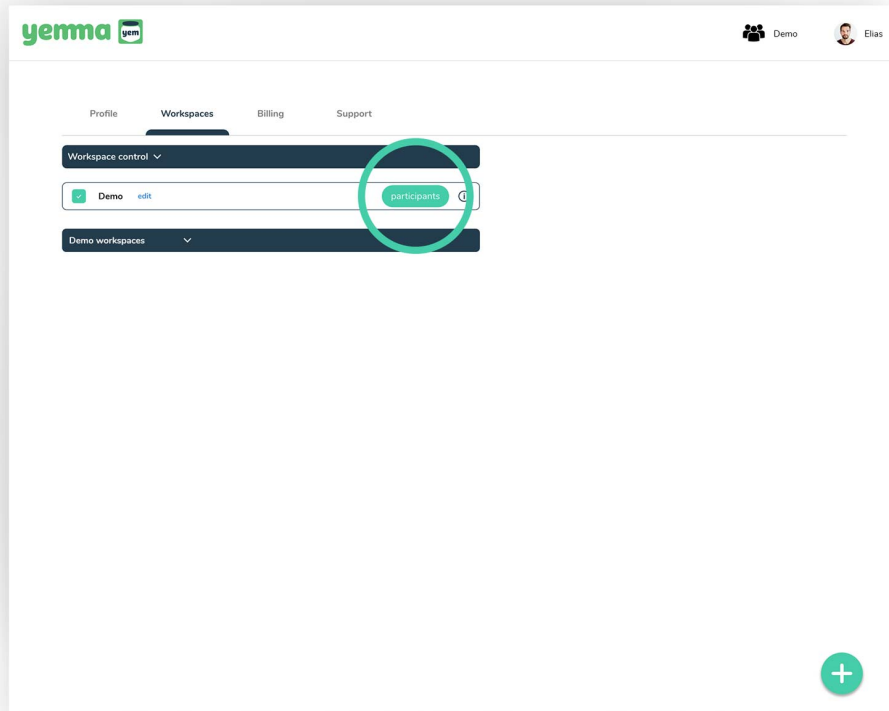
Start using Yemma

- 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



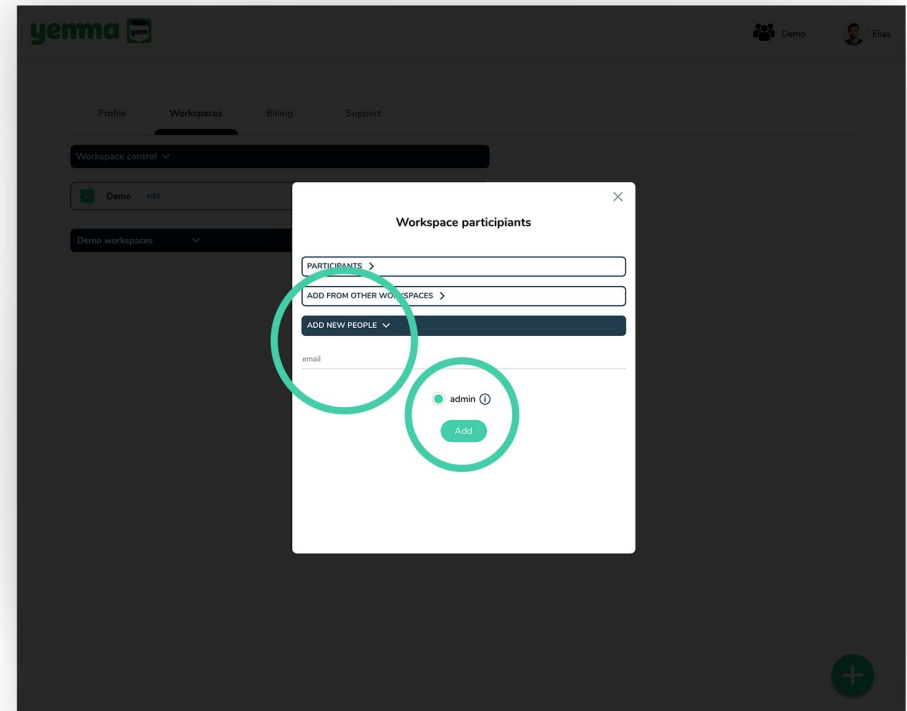
Workspace control

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



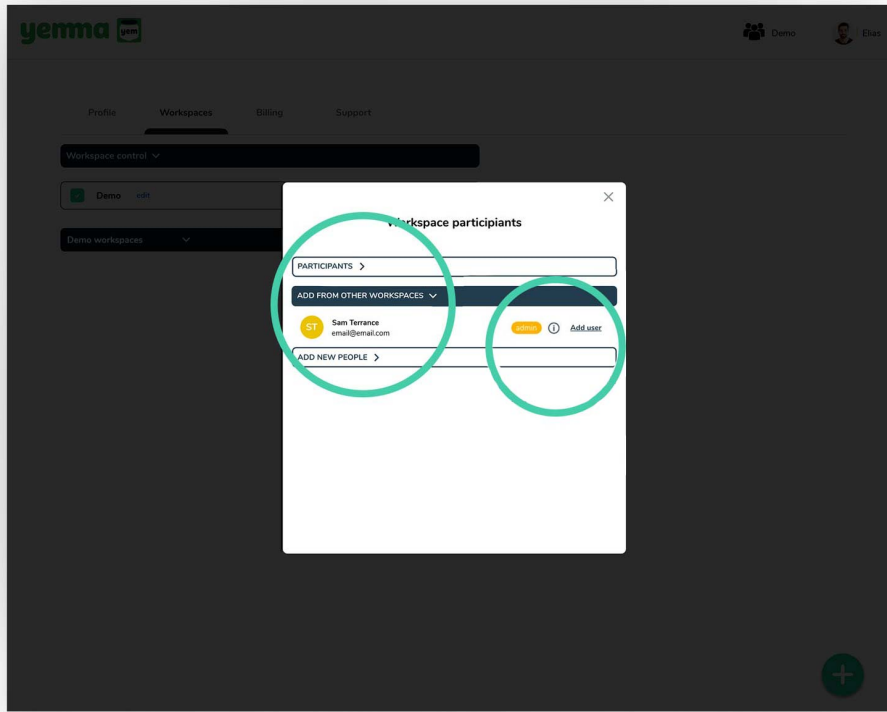
Workspace control, participants

- By clicking **participants** button you can manage admin users.



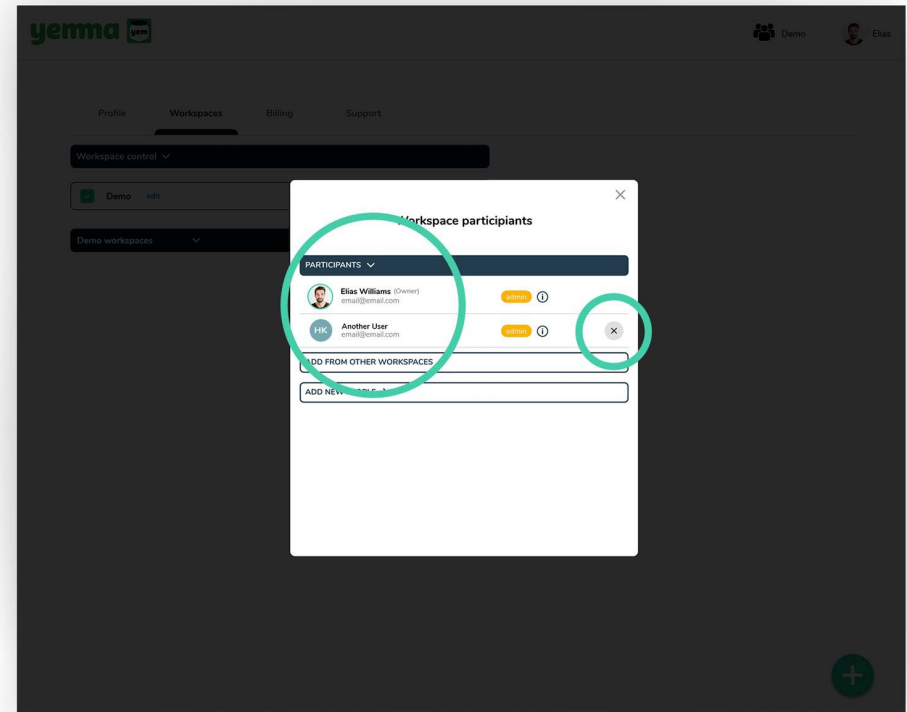
Workspace control

- Add new admin by entering the e-mail and then clicking the **Add** button. The person you added will get an invitation e-mail.



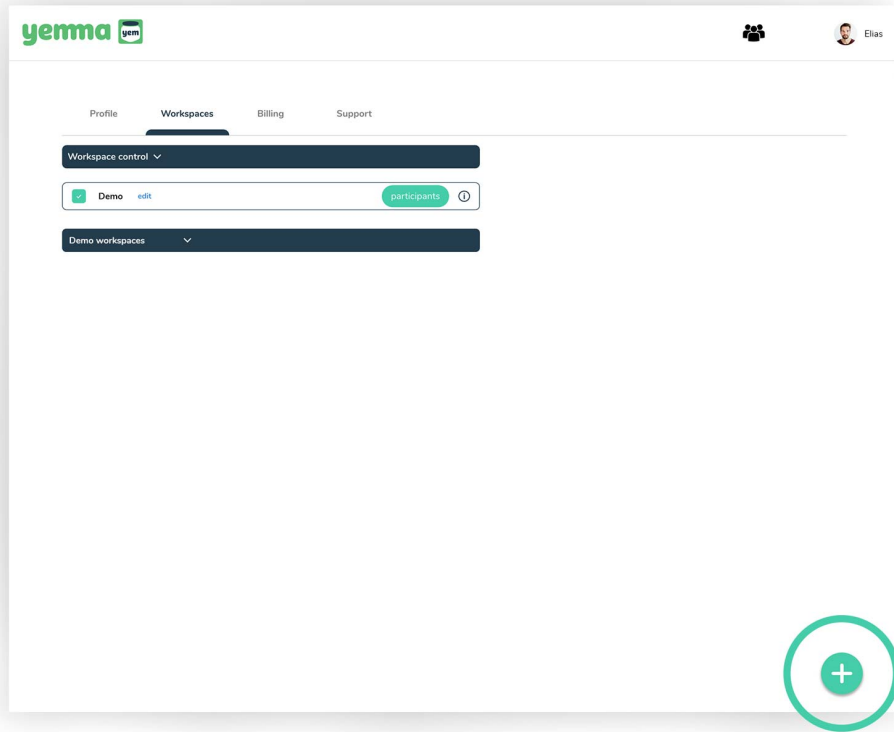
Workspace control, participants

- 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 user will be added as admin.



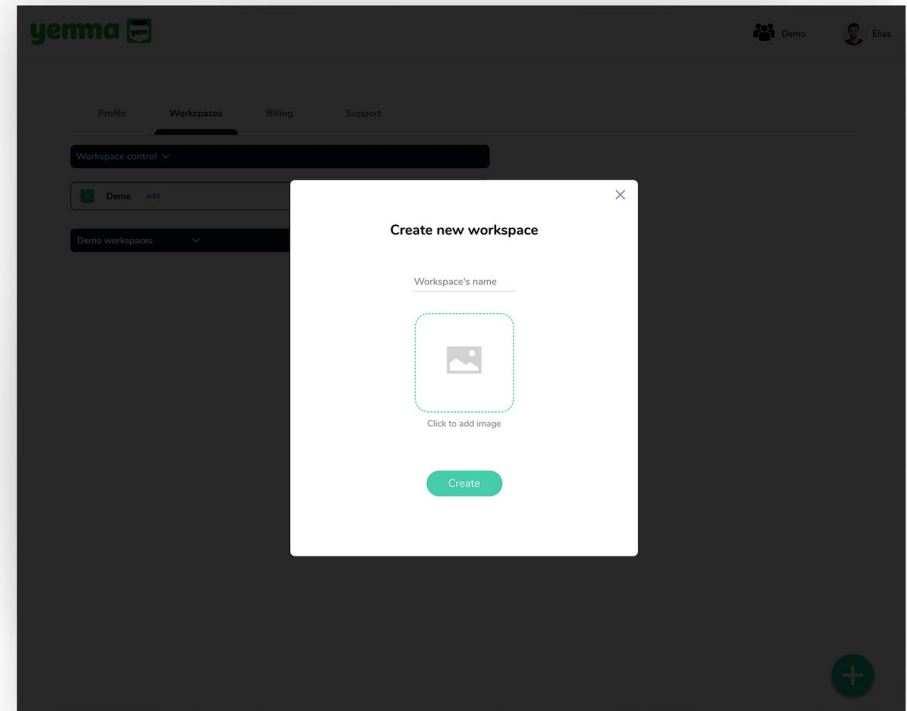
Workspace control, participants

- 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.



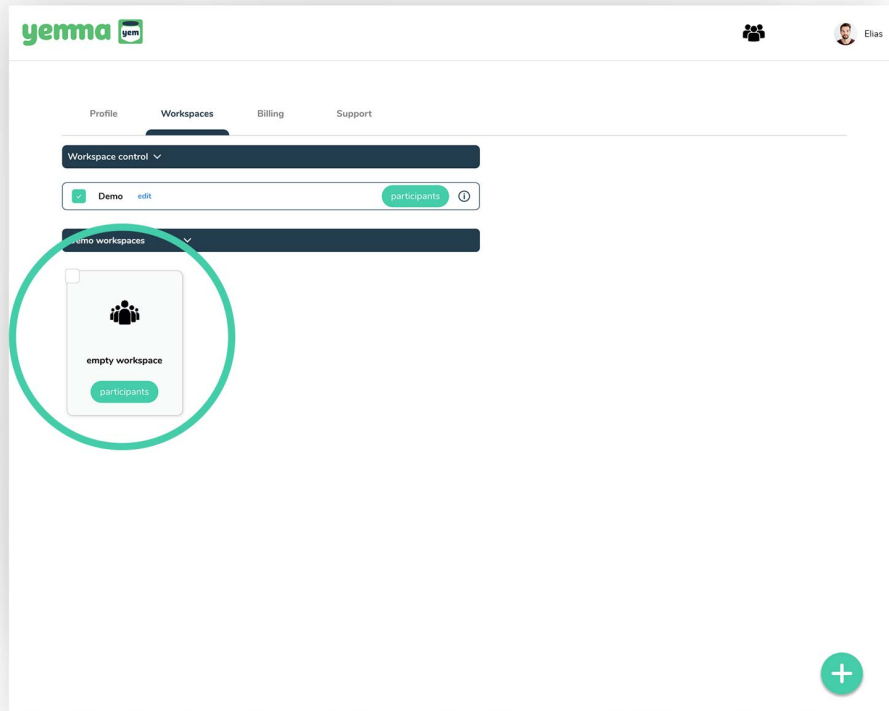
Workspace control, create new workspace

- You can create new workspace by clicking the **plus** button.



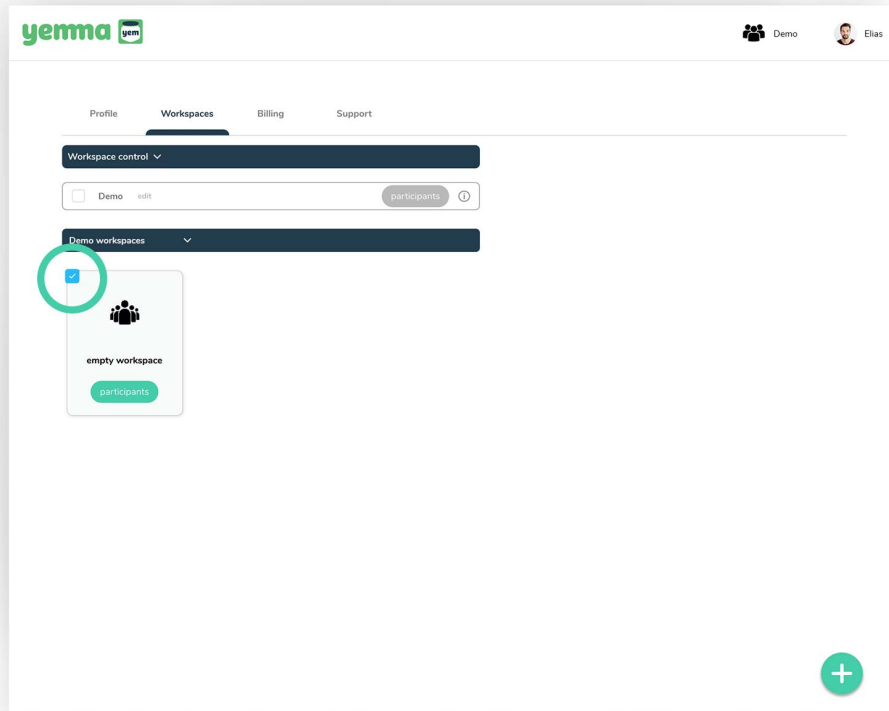
Workspace control, create new workspace

- 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.



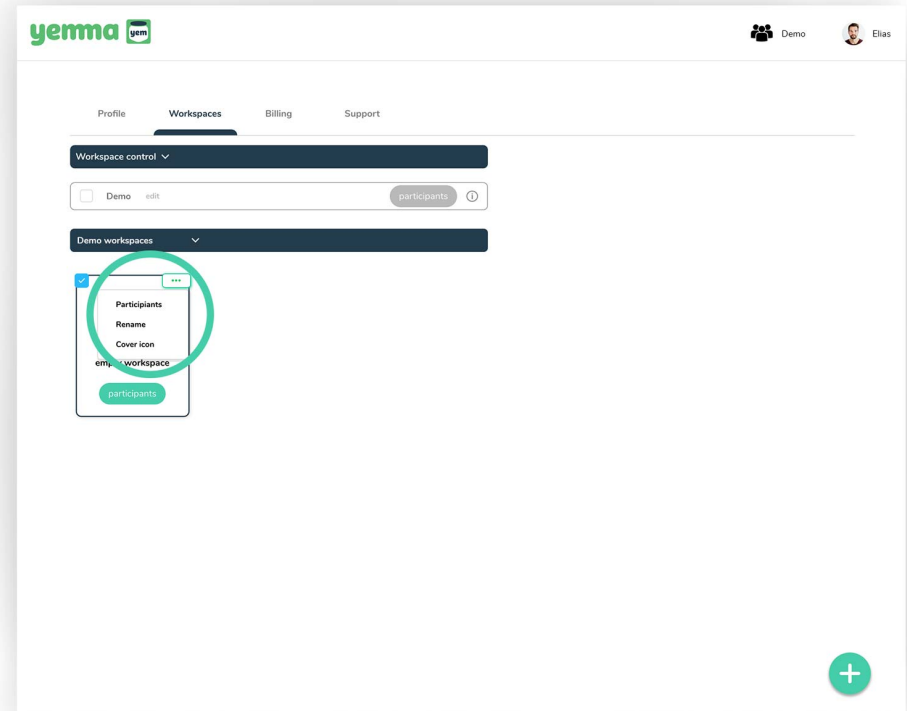
Workspace control, create new workspace

- New workspace will appear here.



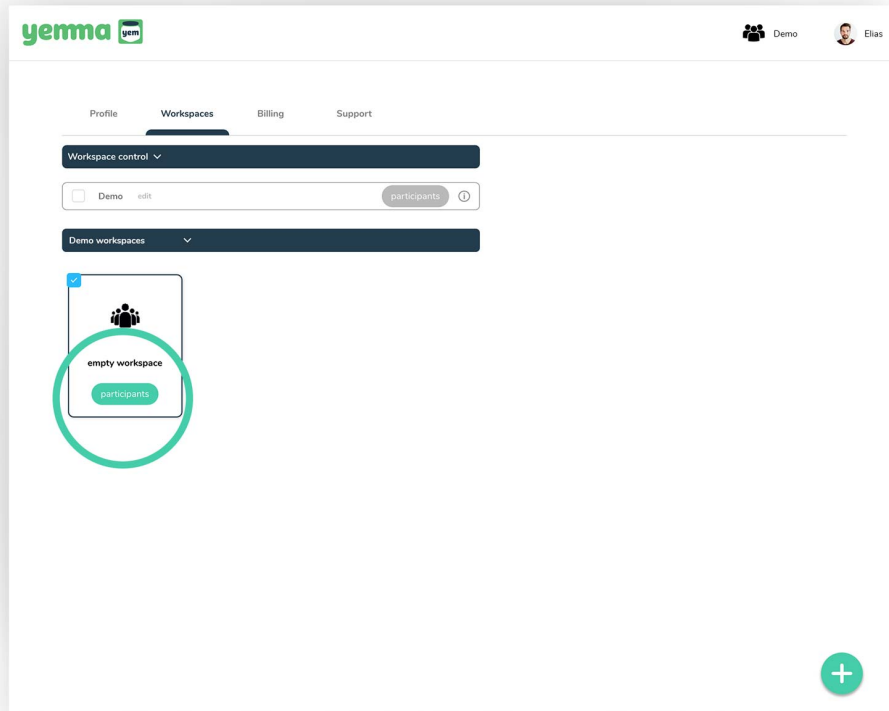
Activate the workspace

- 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.



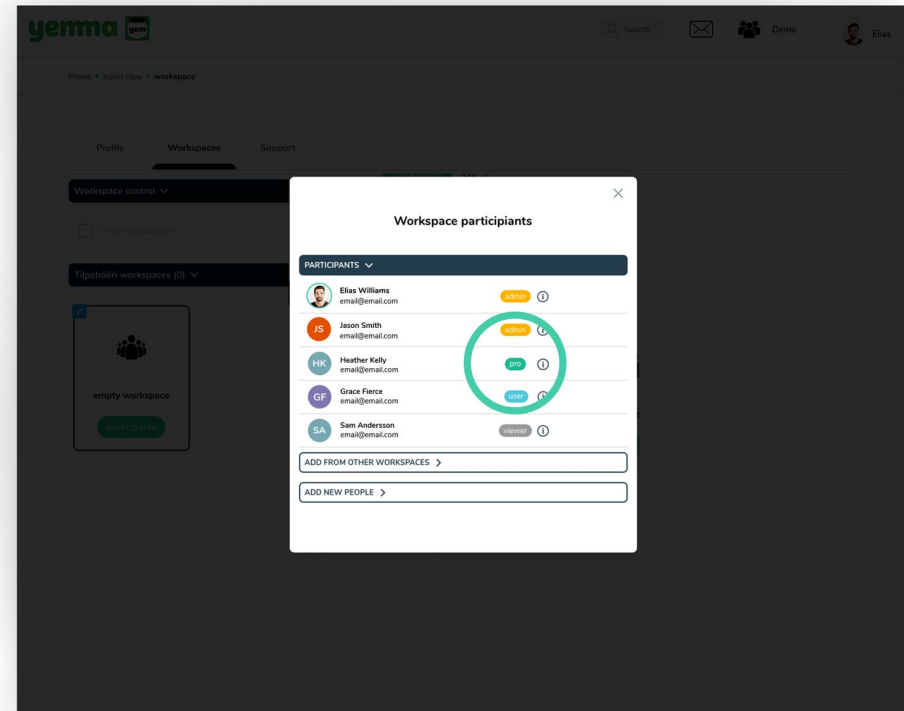
Edit the workspace

- By clicking the three 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.



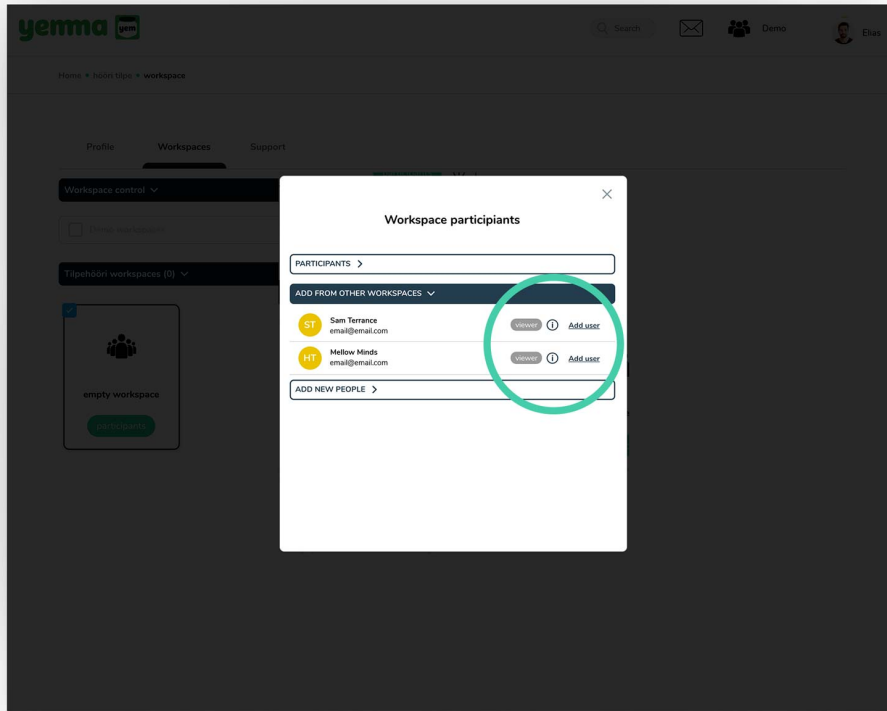
Workspace participants

- To edit workspace participants click the [participants](#) button.



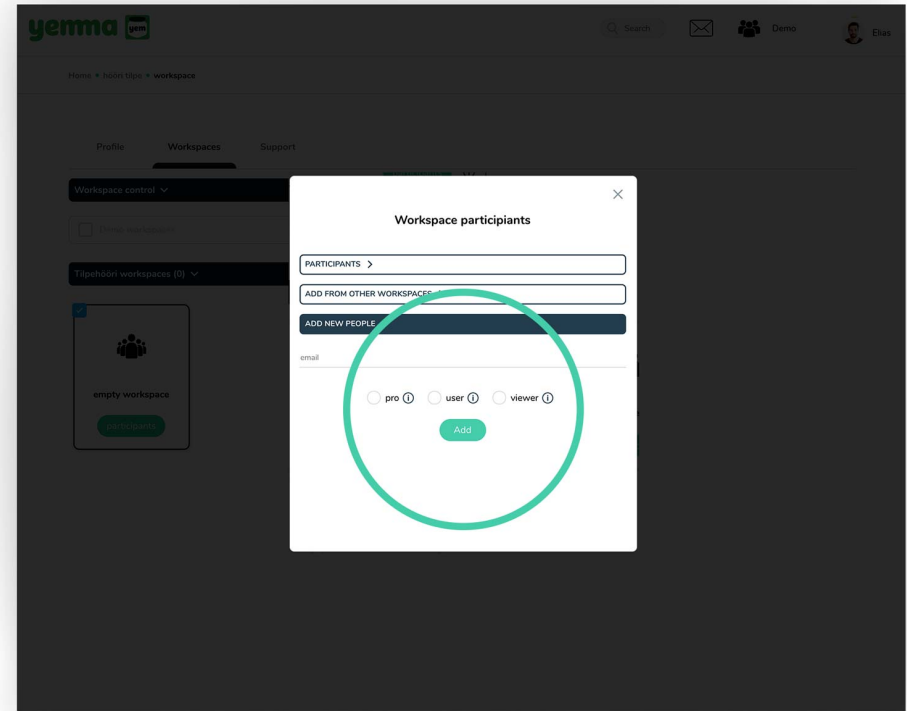
Workspace participants

- On the participants tab you see all the participants of the current workspace.
- Admins and pro users can change the other users status by clicking the user status icon. You can cycle through all the options by clicking and when done click the Change role button which appears next to status icon.



Workspace participants, add from 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 receive 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

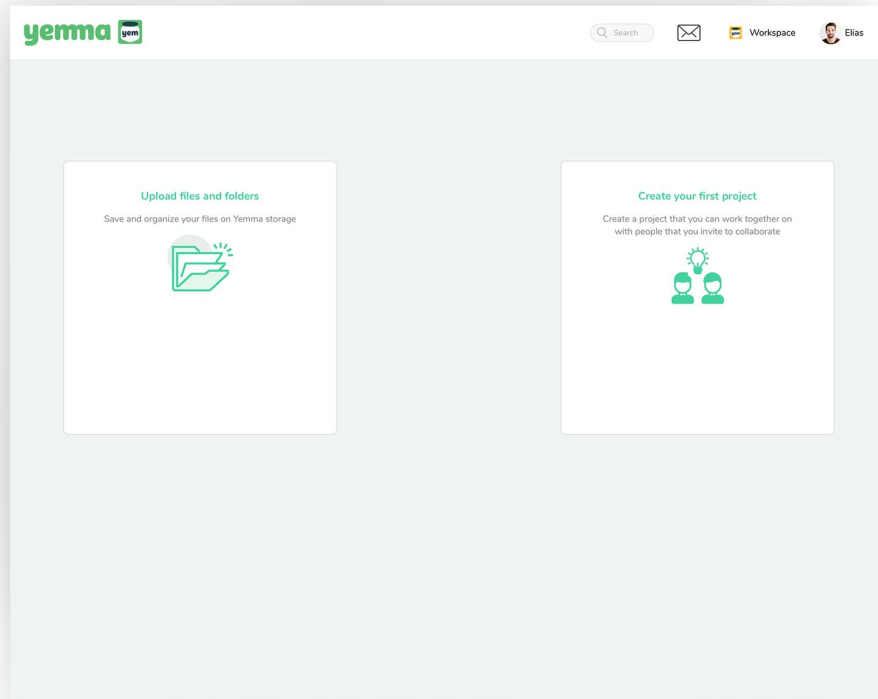
There are three main tools in Yemma. Workspace, Folder and Project.

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. Some 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.

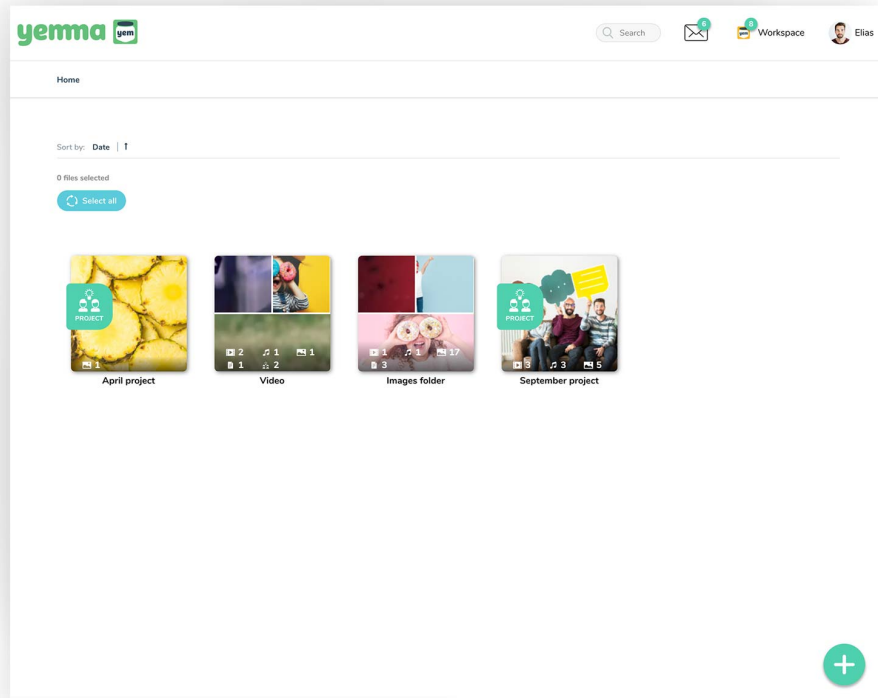
Project: Project tool brings the co-working to the next level. Admins and pro users can create a project. Then you can invite other users to participate in the project. You have a message and task tool in your use and you can store the files that you need in the current project.

Home



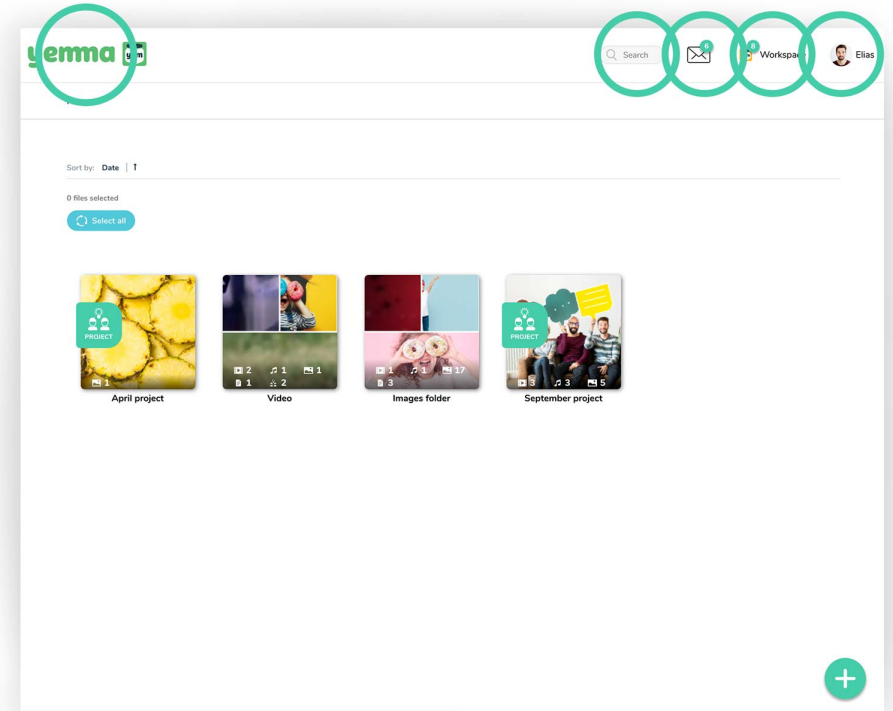
First login

- 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.)



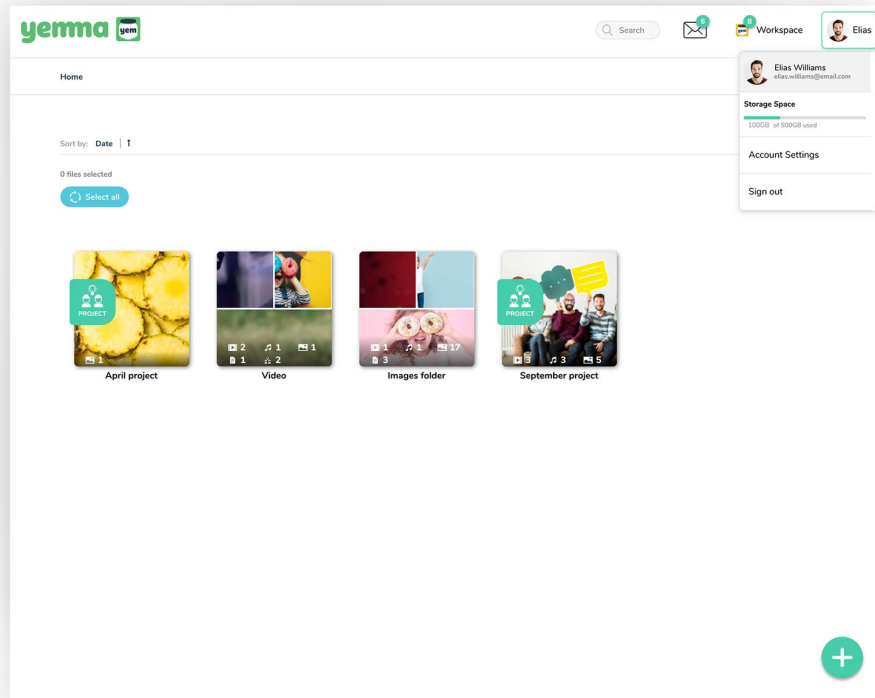
Yemma front page

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



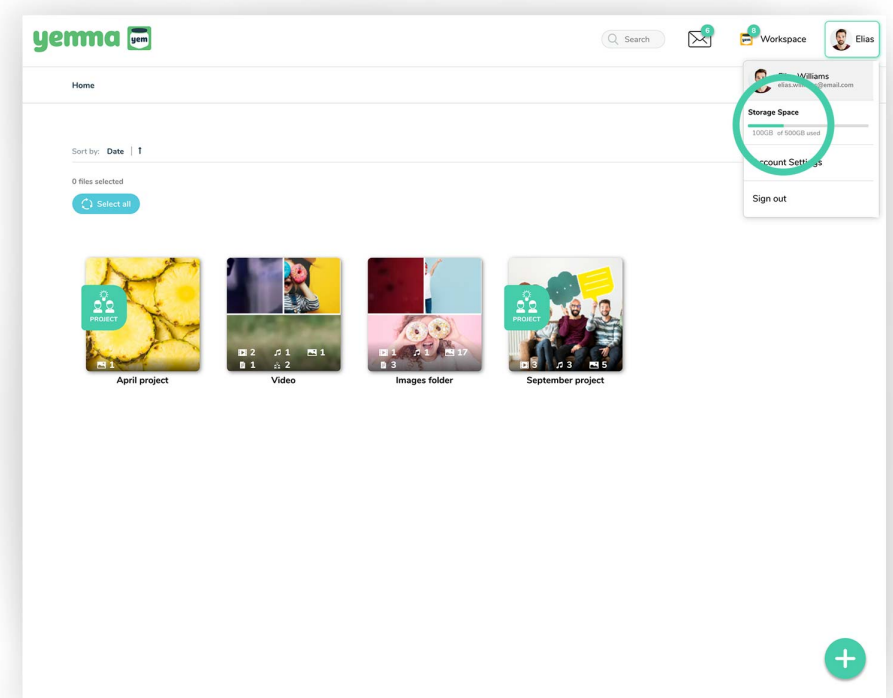
Toolbar

- 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.



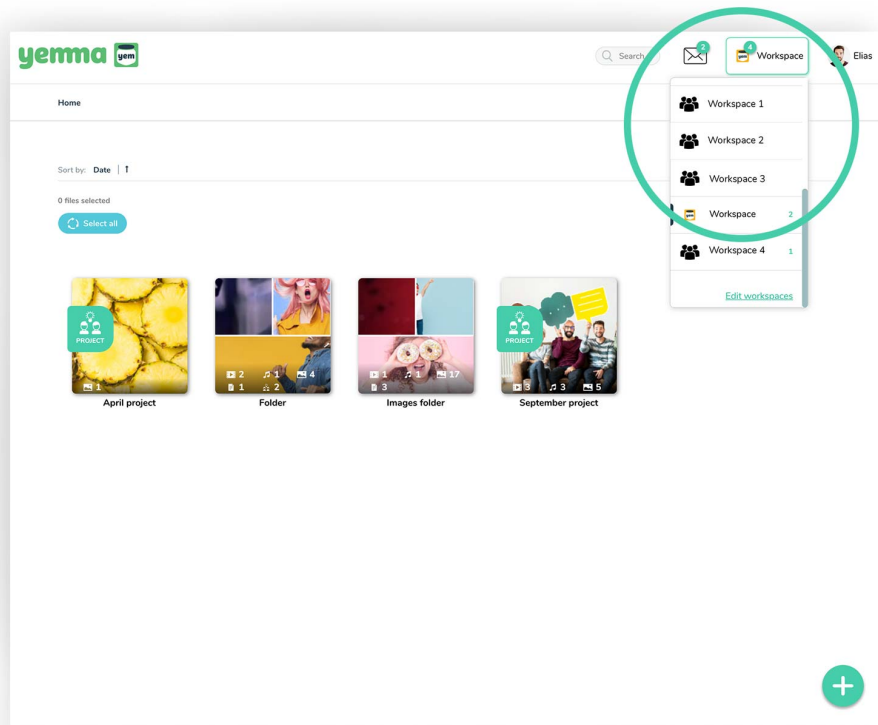
Profile settings

- 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.



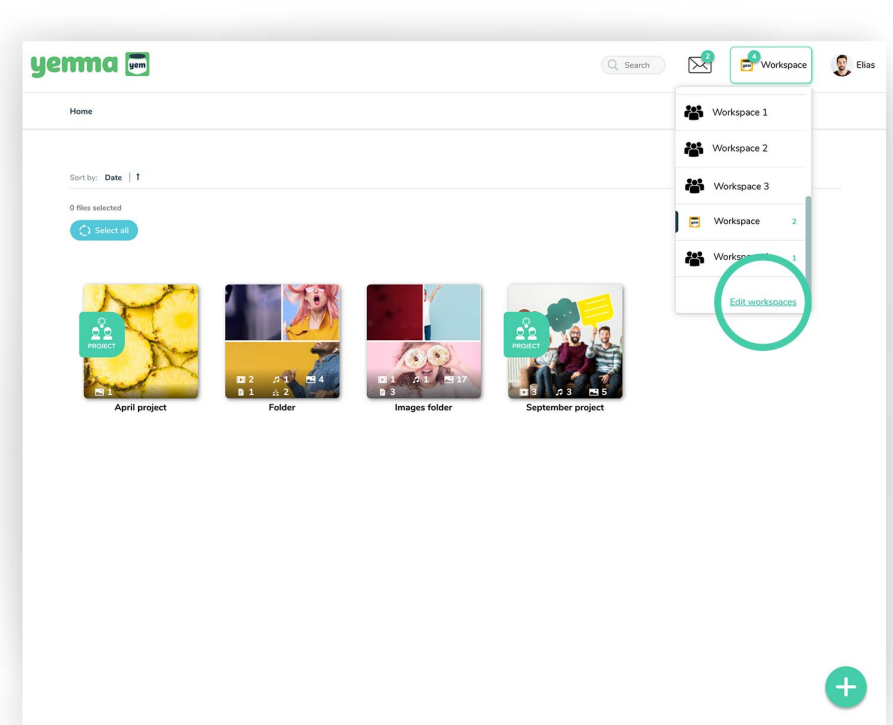
Profile settings

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



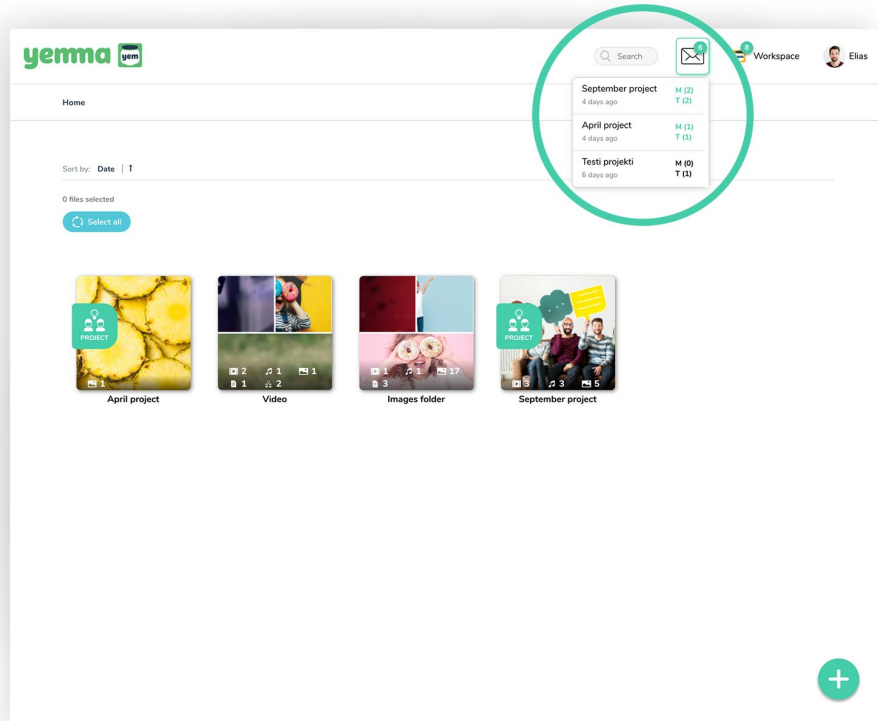
Workspace menu

- 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.



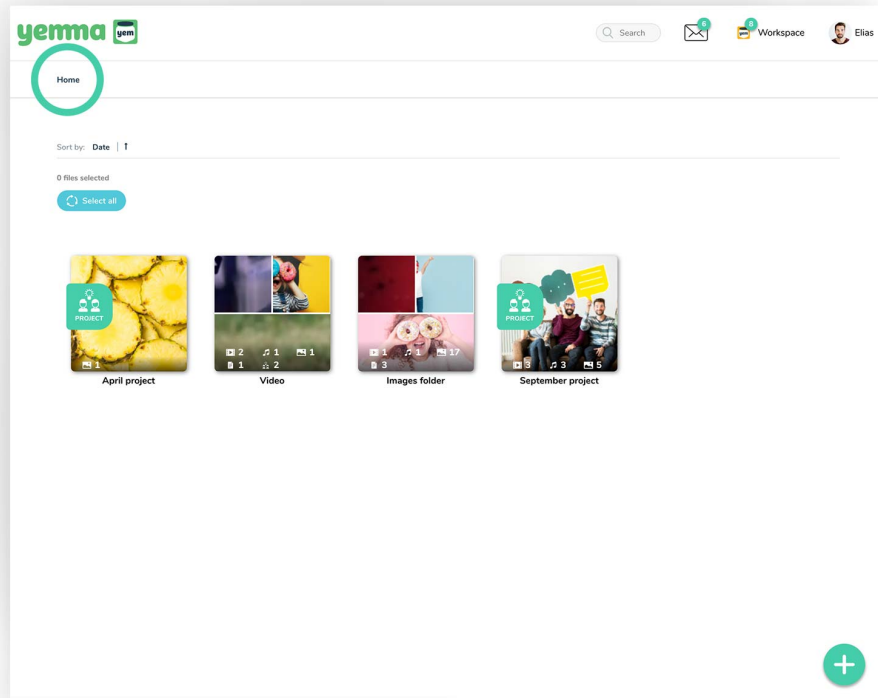
Workspace menu

- You can edit workspaces by clicking [edit workspaces](#) button or go to [account settings](#) on the profile menu.



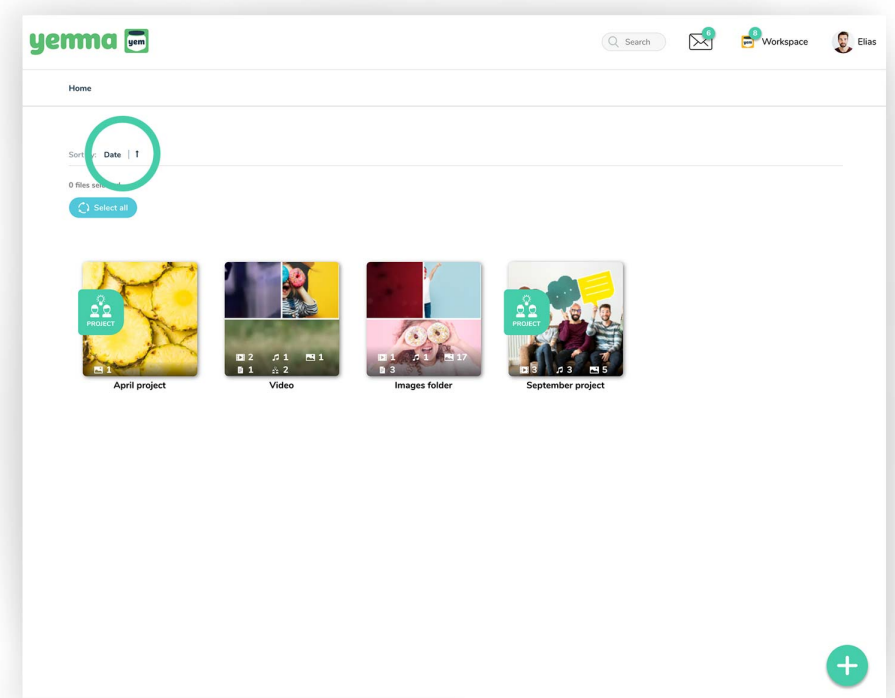
Yemma messages and tasks on toolbar

- 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 unread.
- 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.



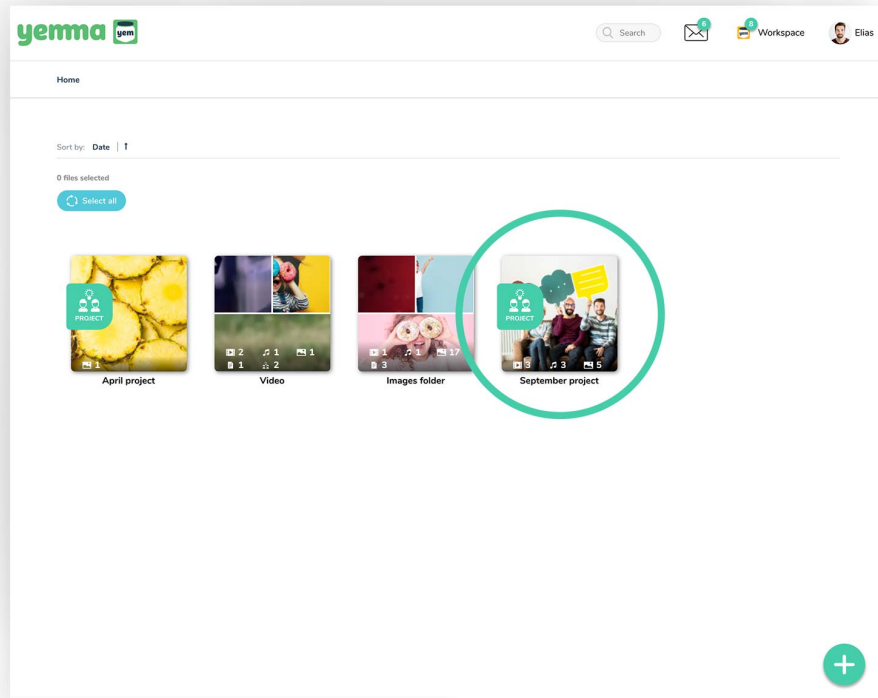
Address bar

- 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.



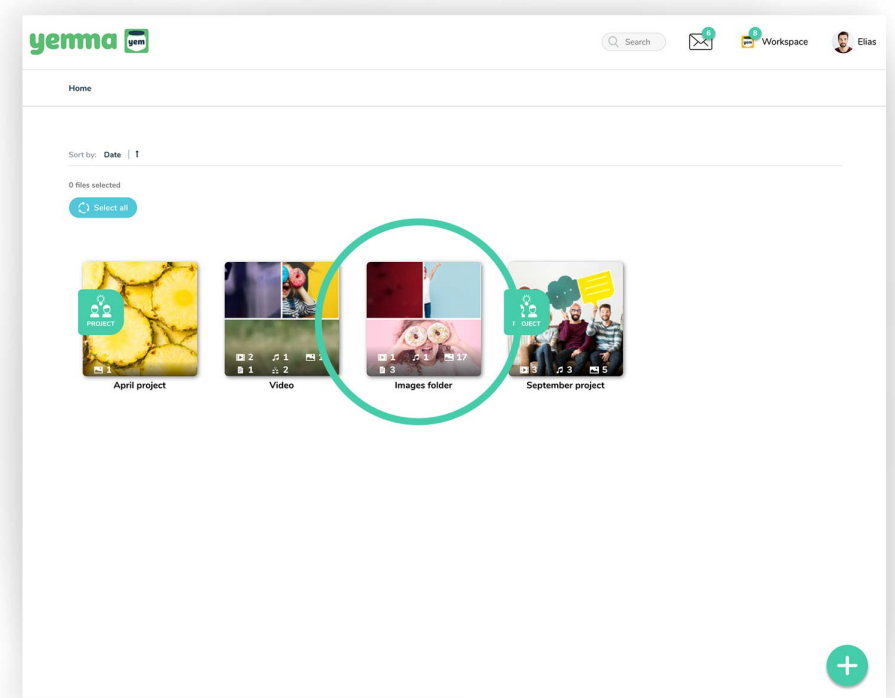
Sort projects and folders

- 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 ascending or descending.



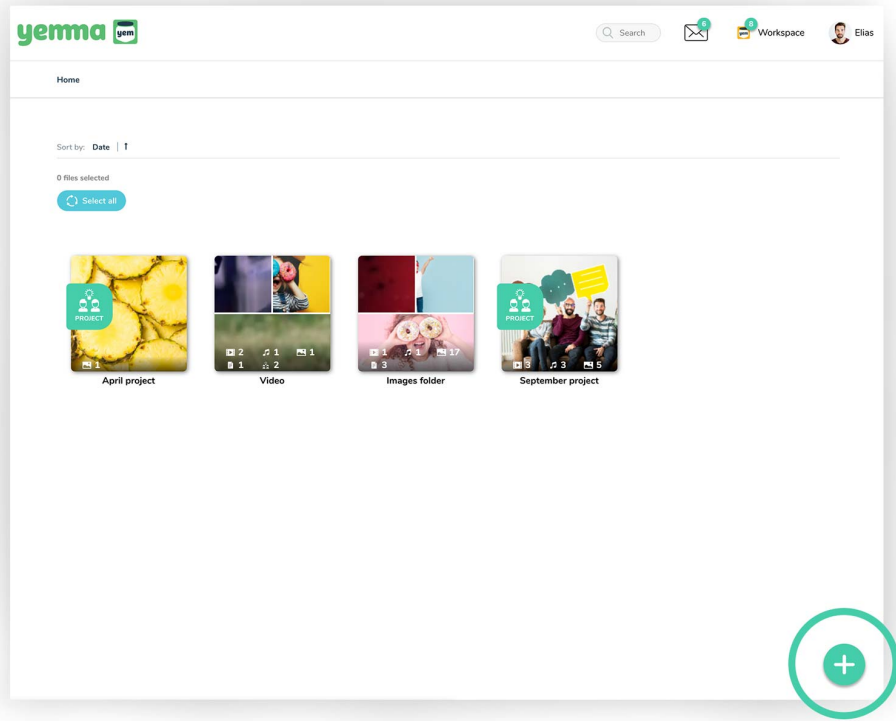
Project

- 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).



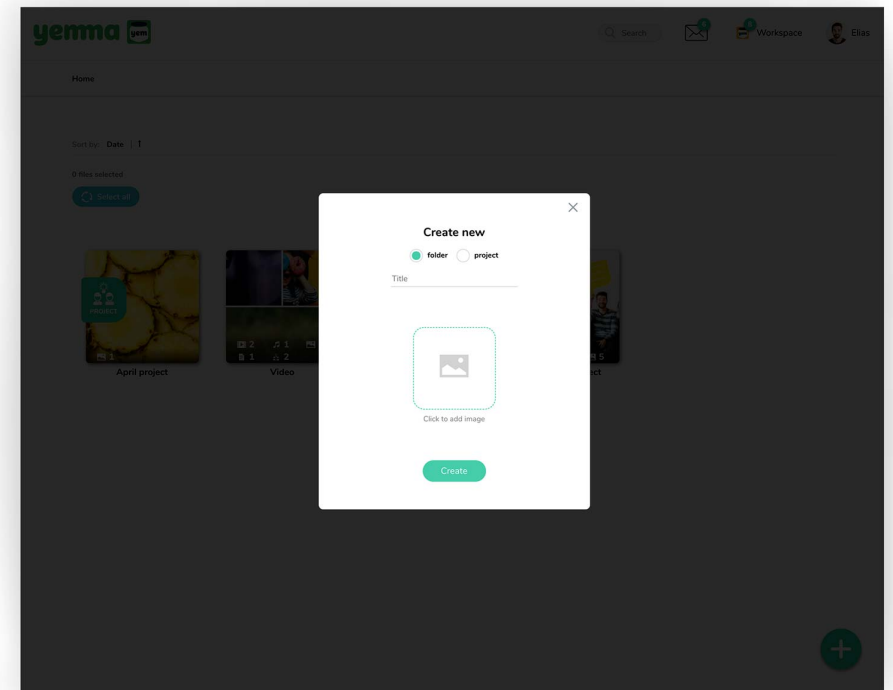
Folder

- 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

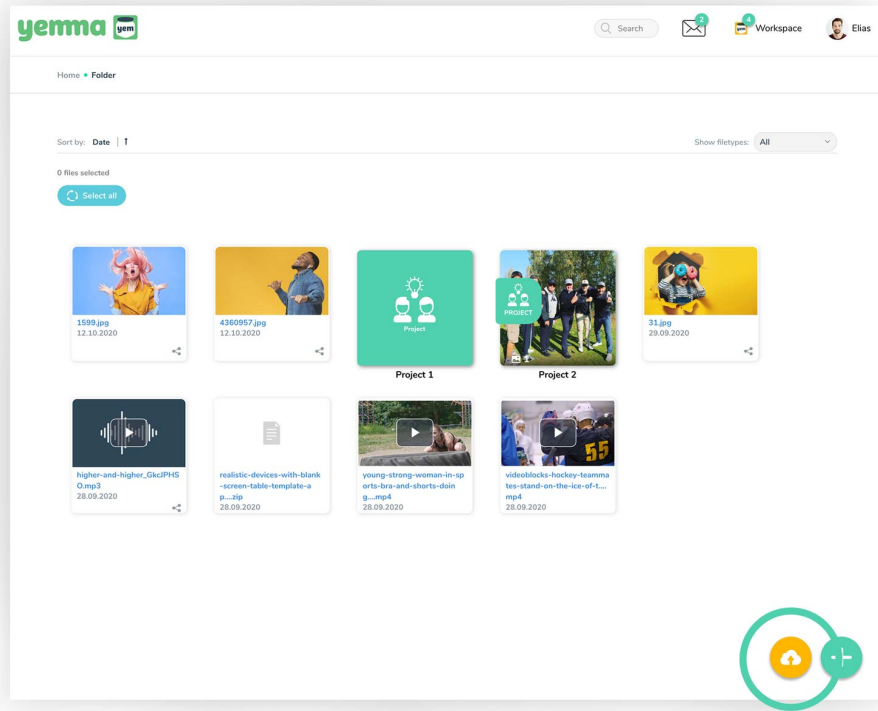
- Click the plus icon on the bottom right corner.
- If the icon is hidden, folders or projects can't be created.



Create new folder or project

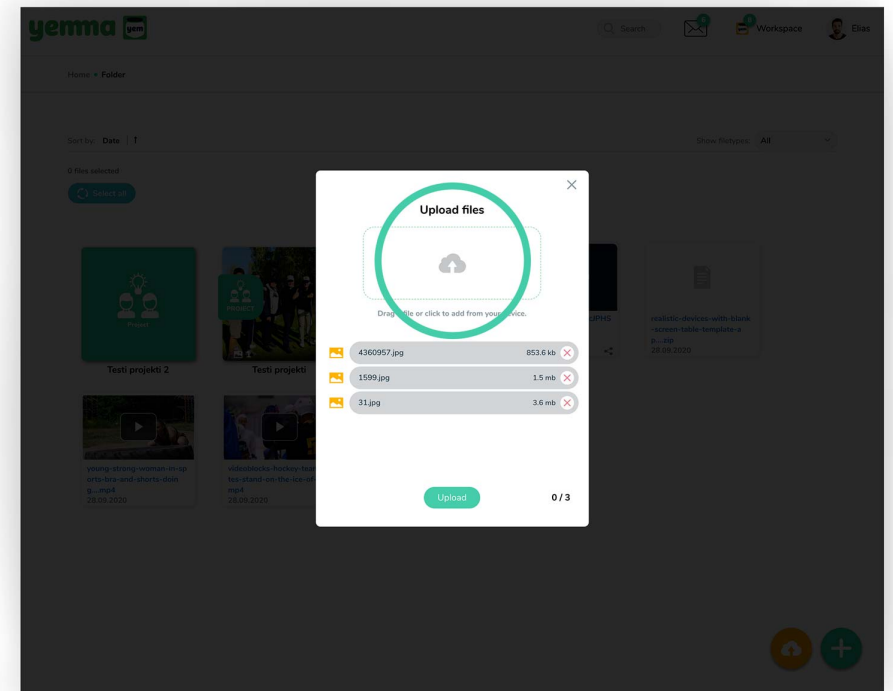
1. Choose to create a new folder or a new project.
2. Set the title for your folder/project.
3. Set the cover image for your folder/project (optional).
4. Click create.

Folder



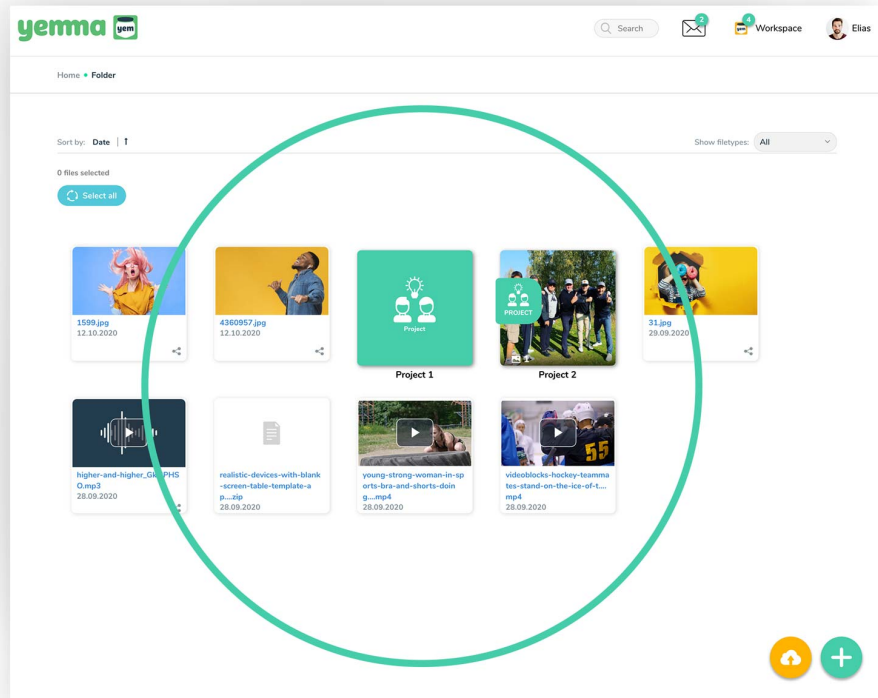
Upload files

- Click the cloud icon on the bottom right corner.
- Files can't be added if the icon is hidden.



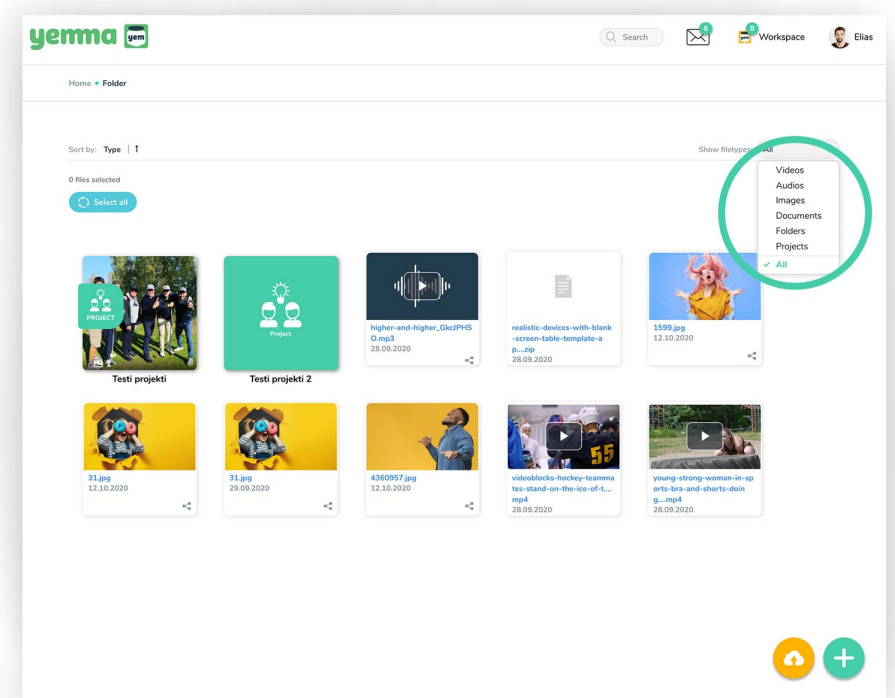
Upload files

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.



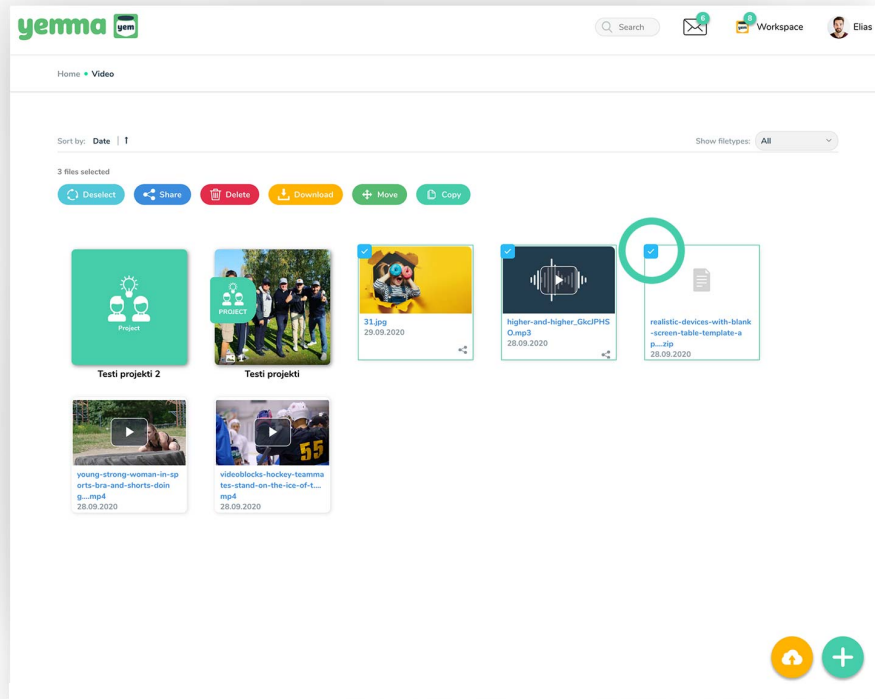
Content

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



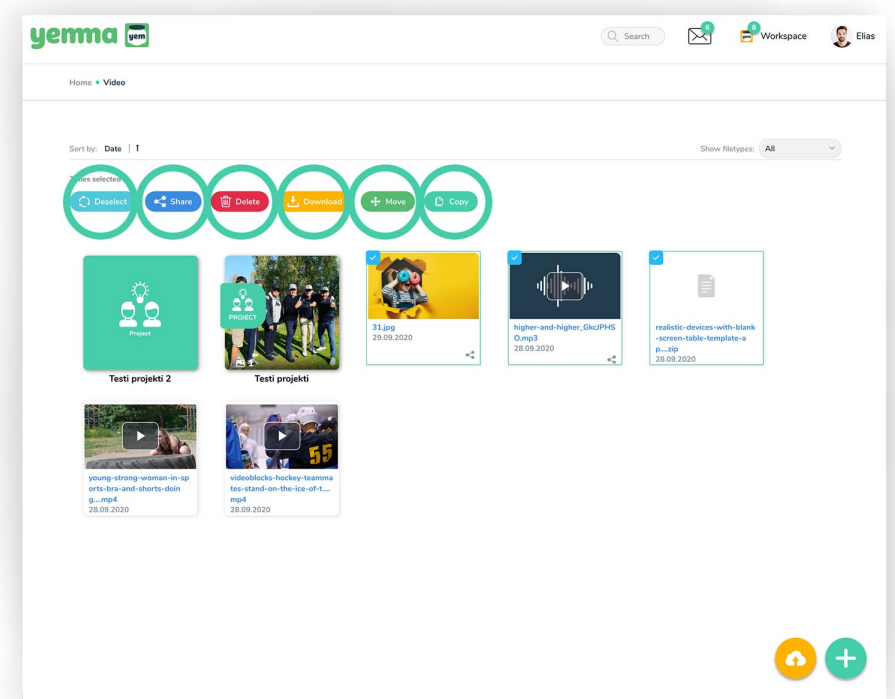
Show filetypes

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



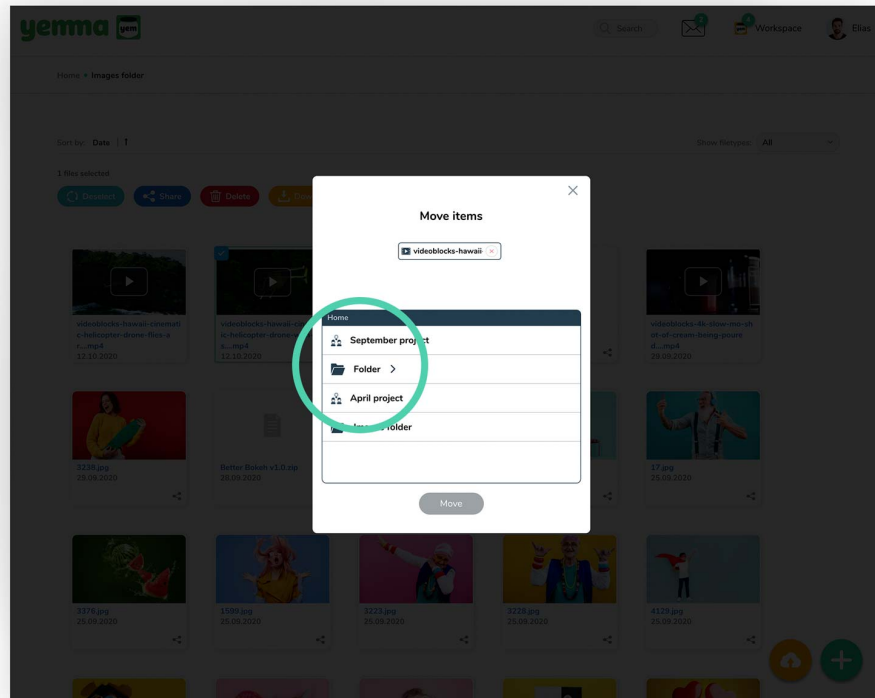
Select file(s)

- 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.



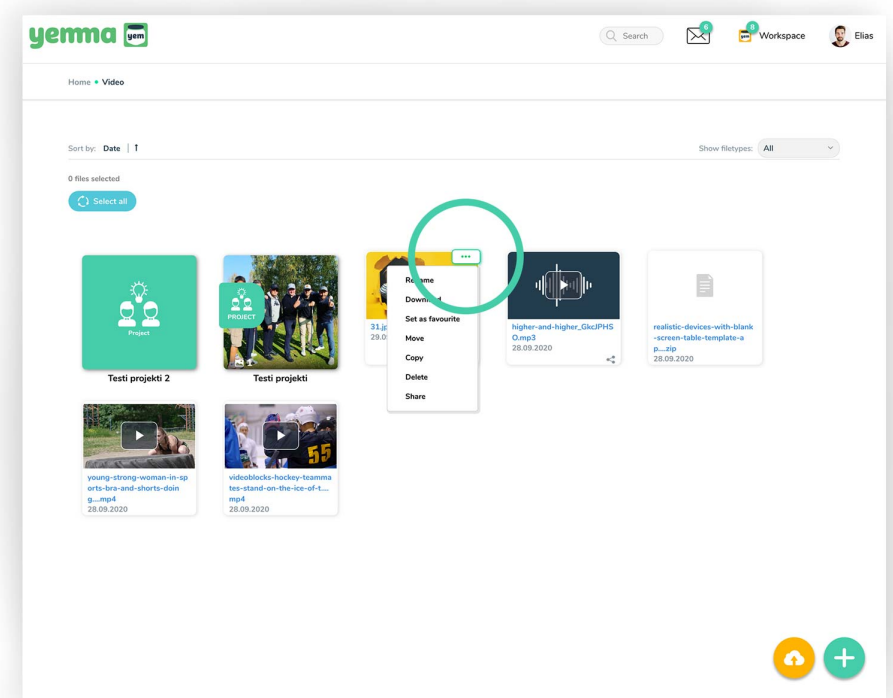
Selected file(s) actions

- 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 (parmanently)
 - [Download](#): Download file(s)
 - [Move](#): Move files to another location
 - [Copy](#): Copy files to another location



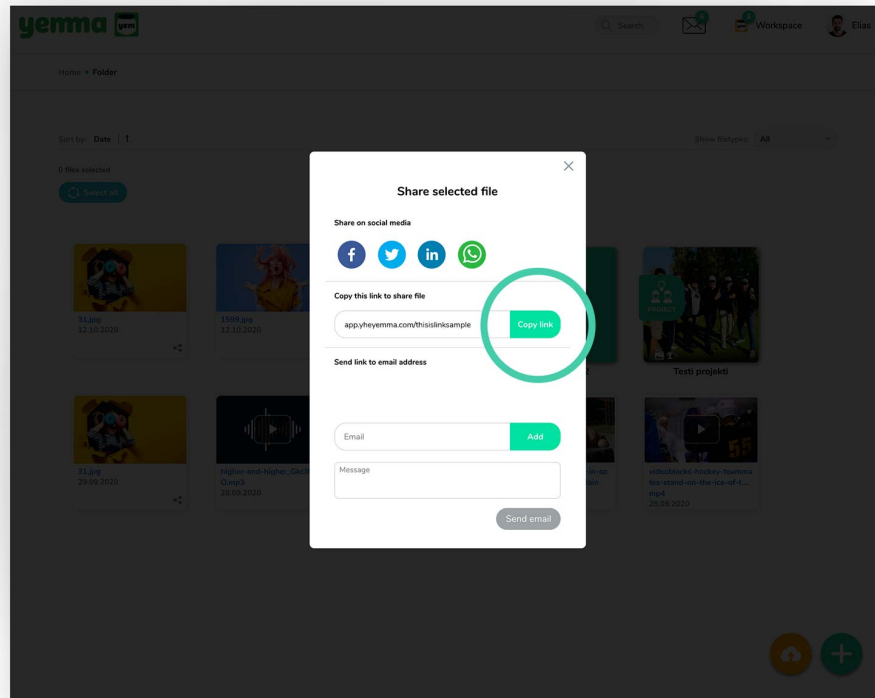
Move/copy files

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



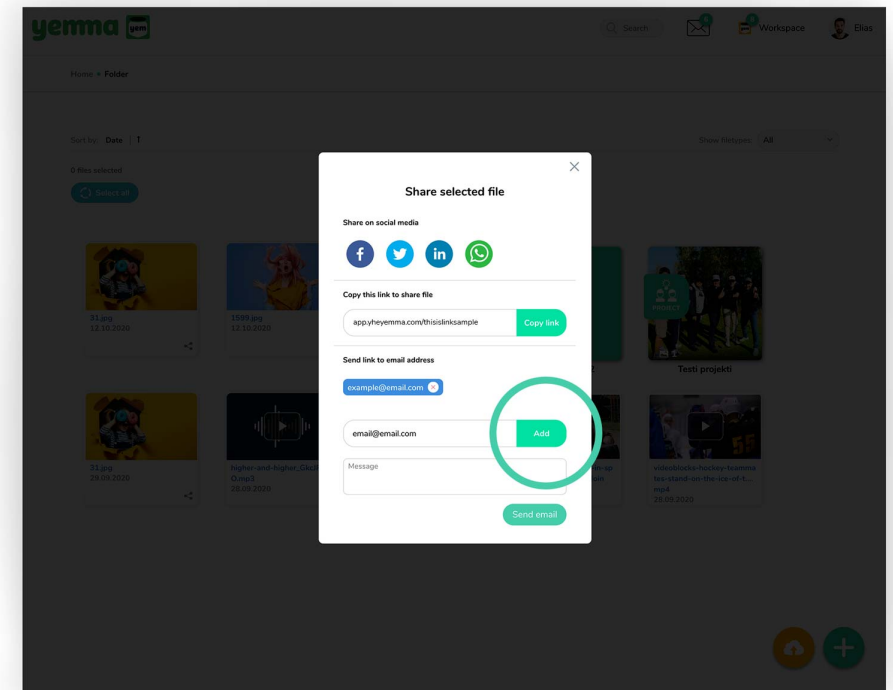
File actions

- 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.



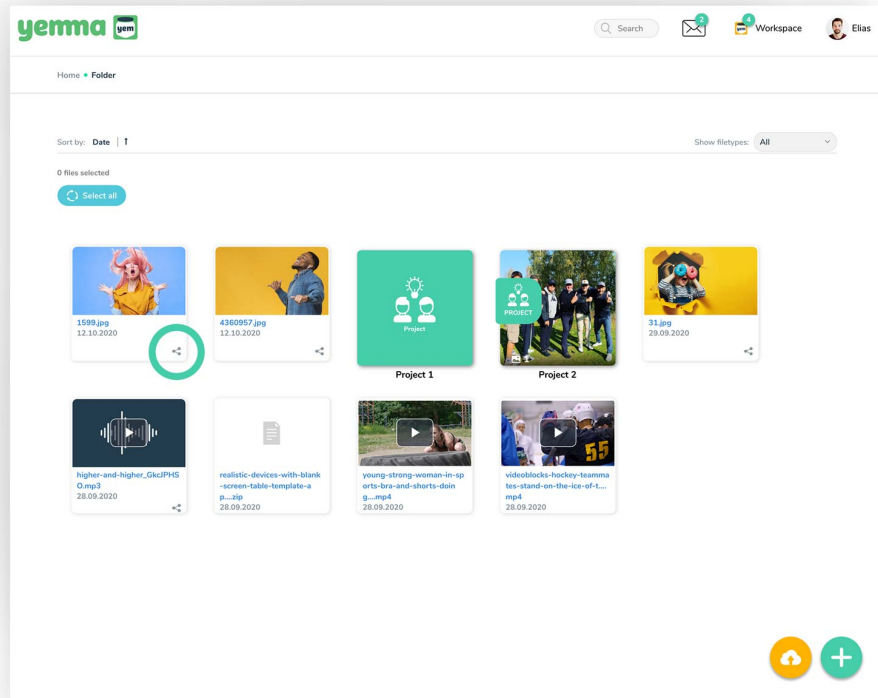
Share file(s)

- Click **Copy link** button to copy the link to the clipboard.
- Click the social media icon to share the file.



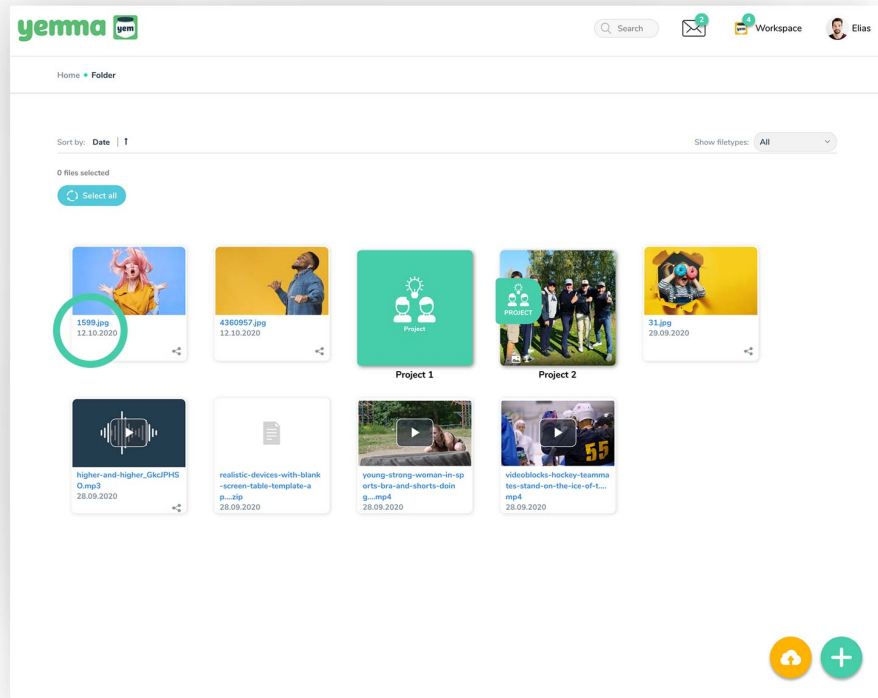
Share file(s)

- 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.



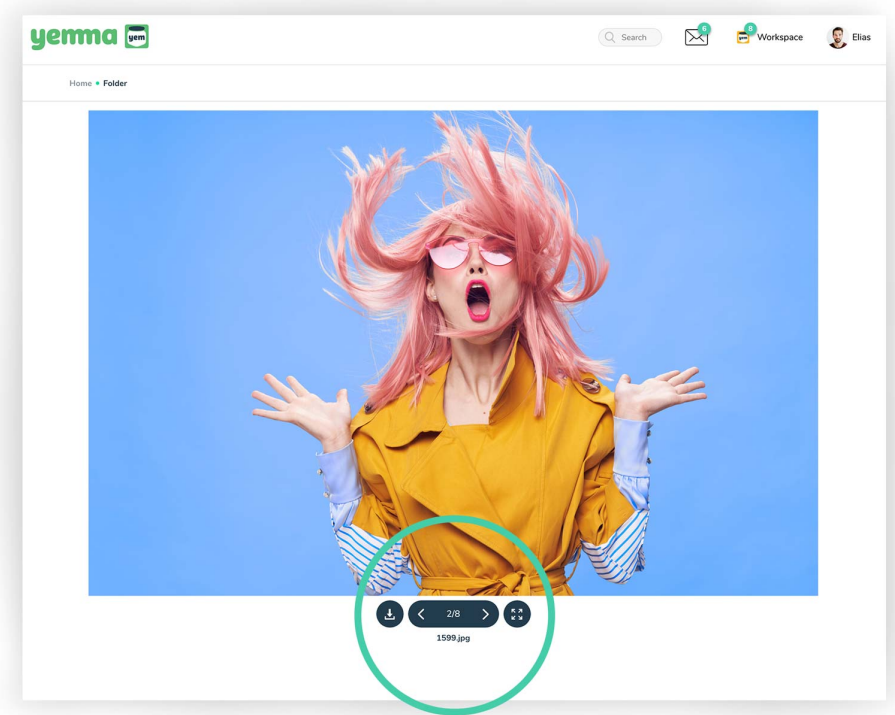
Quick Share file

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



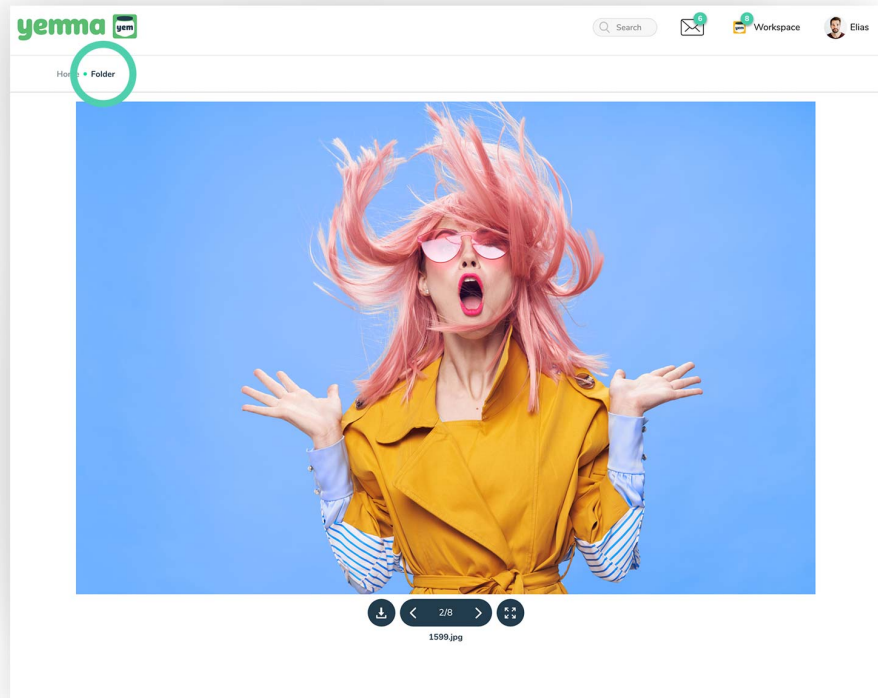
Open files

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



File preview

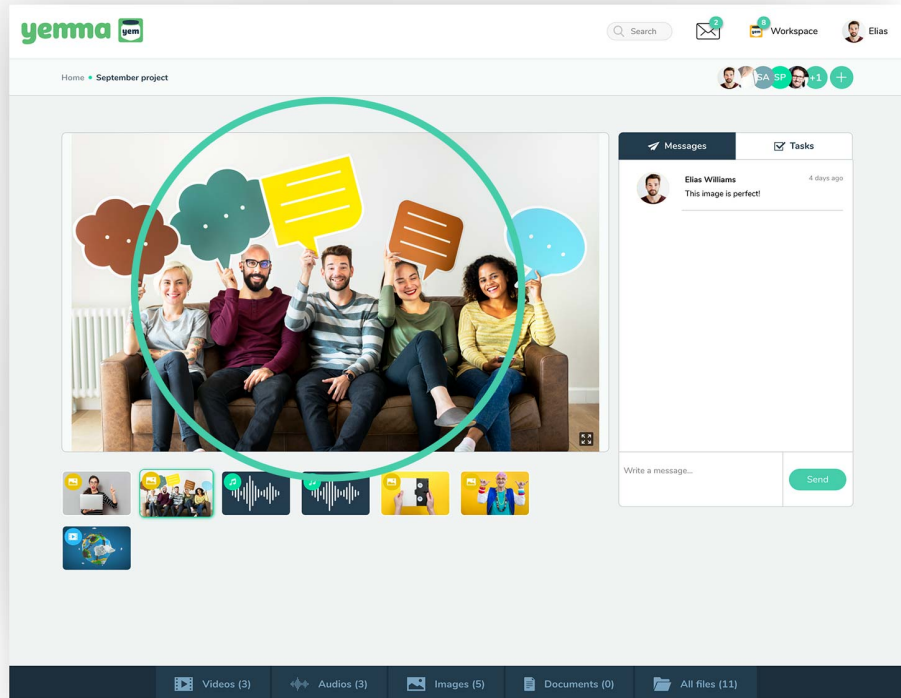
- From right to left: the download button, the file scroll button and the fullscreen button.
- The file name is below controls.



Close preview

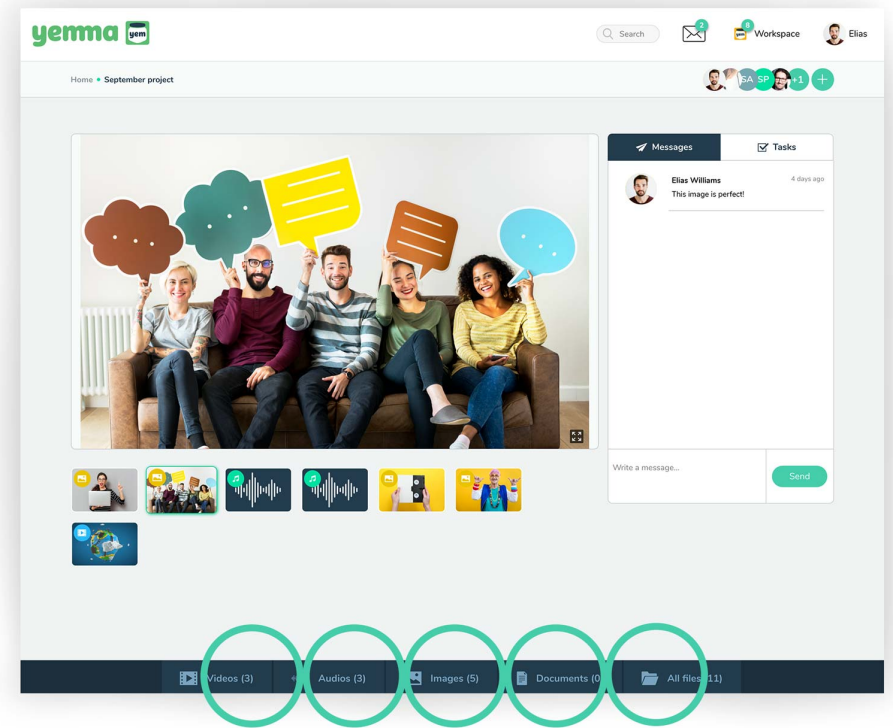
- Close/go back to folder/project by clicking the name of the folder/project

Project



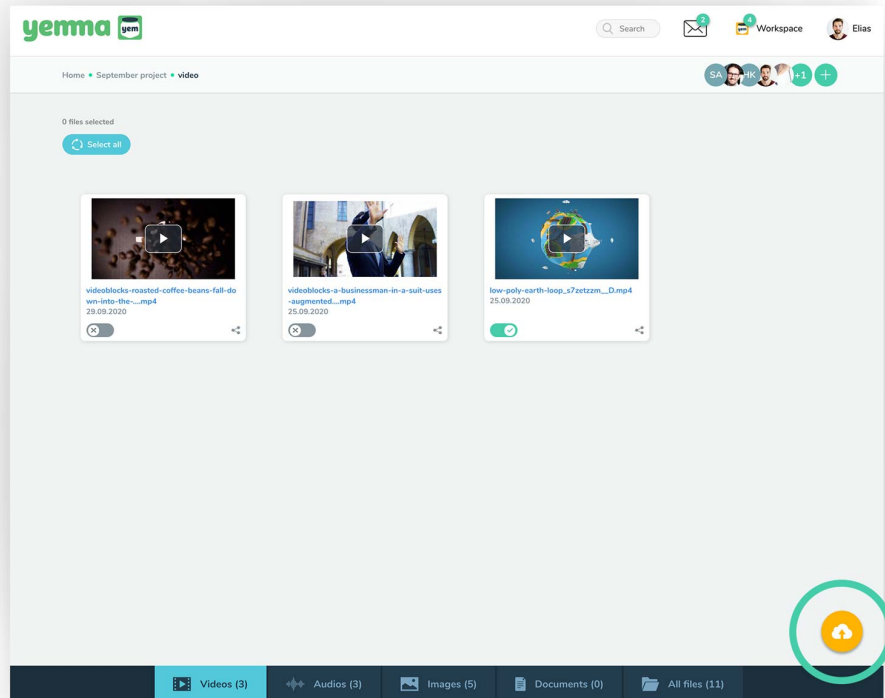
Project page

- This is the area for your media.



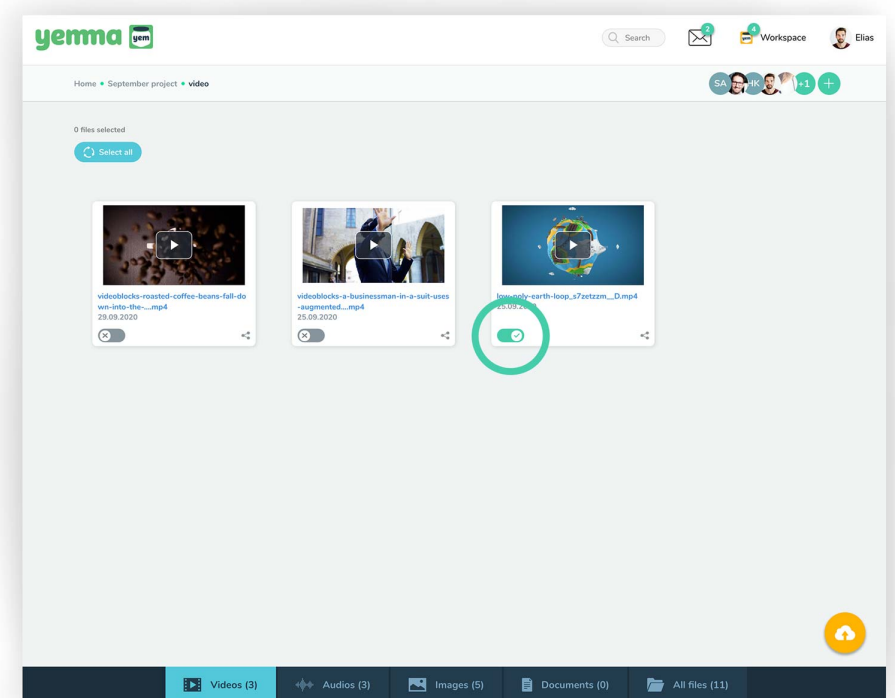
Project page

- Add media to the projects media library by clicking the media type on the bottom of the page.



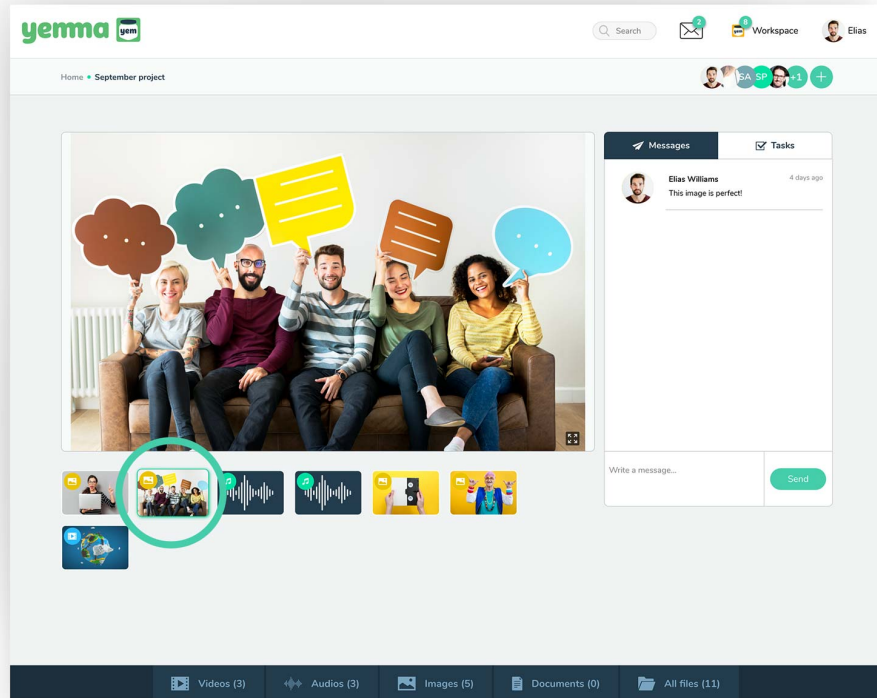
Add files to project library

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



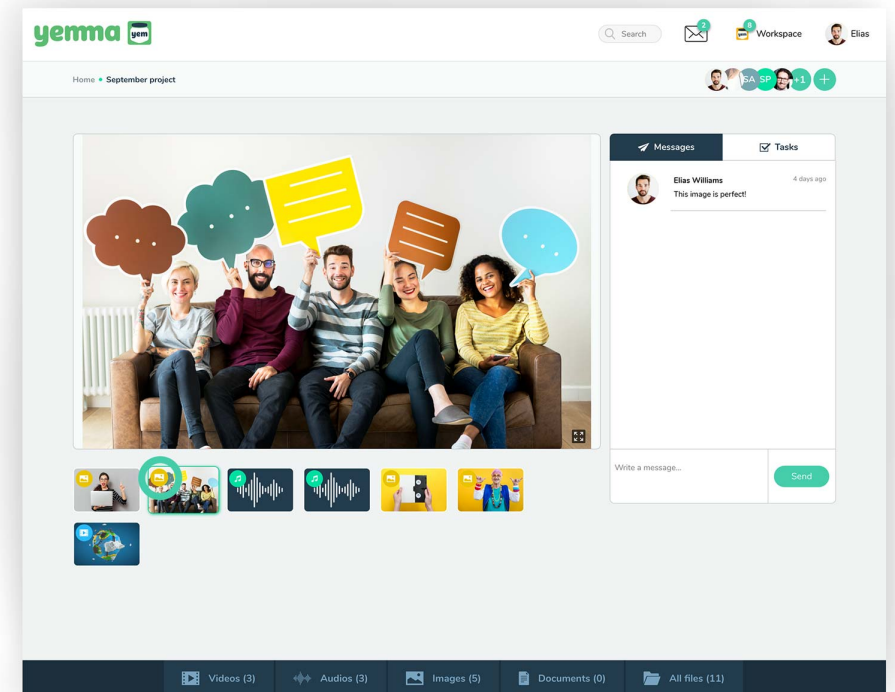
Project file library

- Click the enable preview button to activate media on the project front page.
- All the file properties are in use.
- Go back to the project page using the address bar.



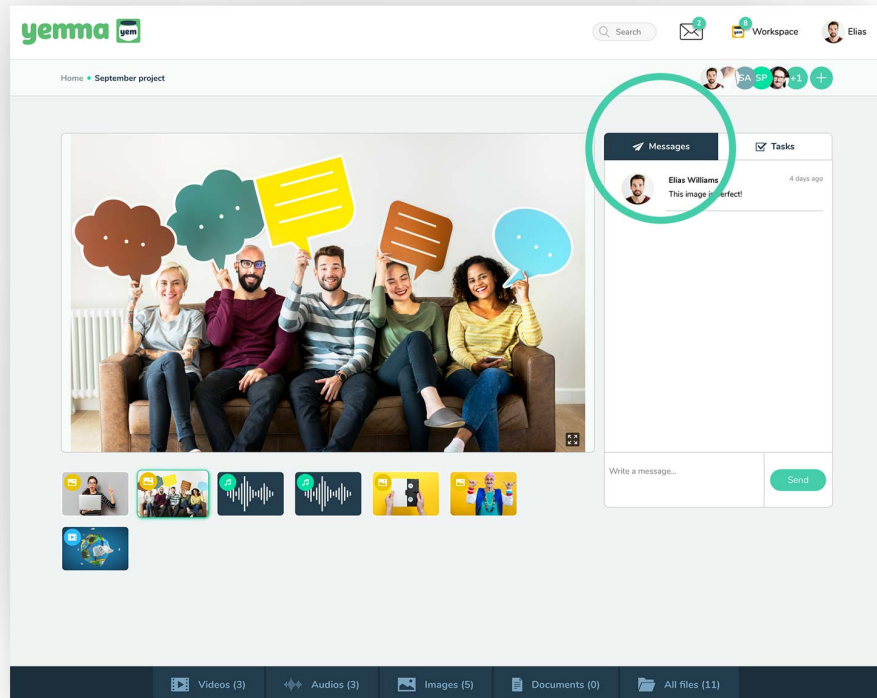
Media thumbnails

- Select media to preview area by clicking thumbnails.



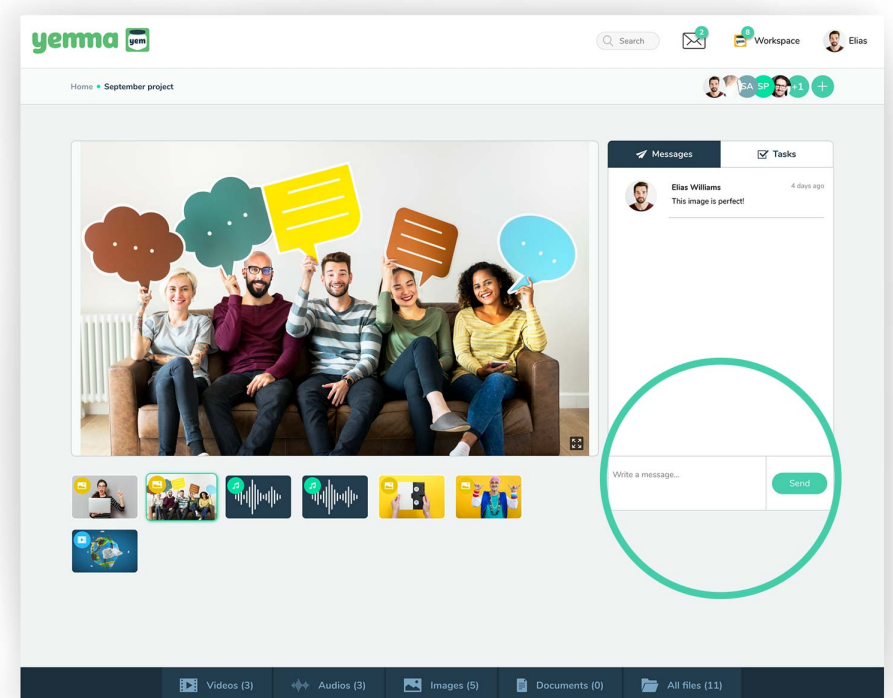
Media thumbnails

- You'll see the file type icon on the thumbnail.



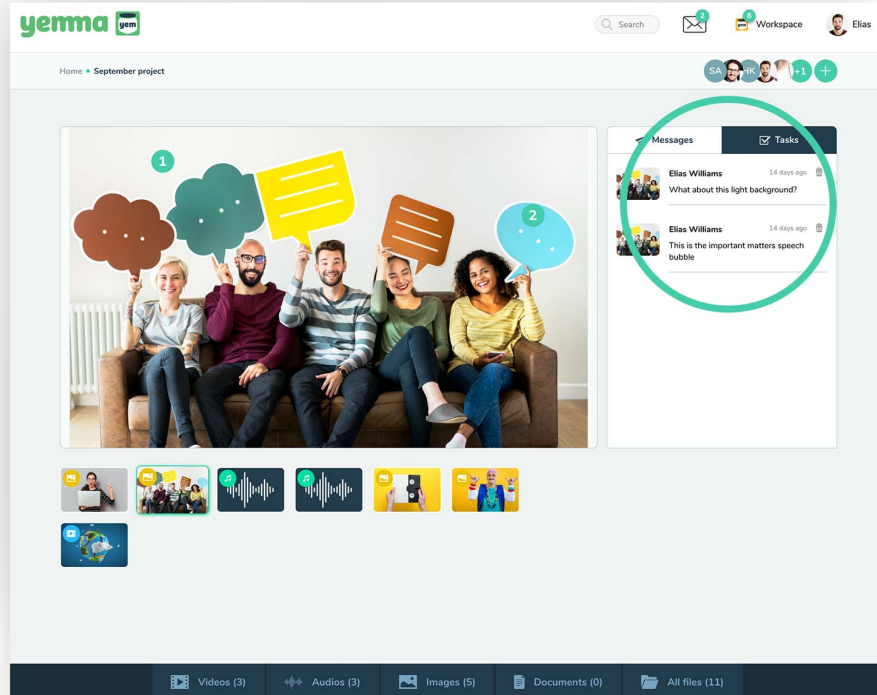
Messages tab

- 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.



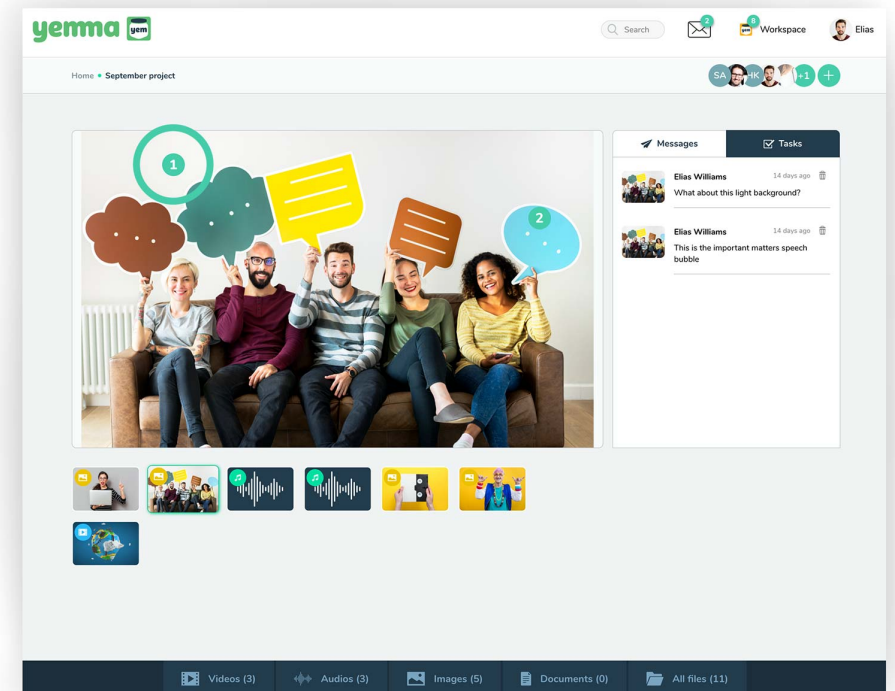
Messages tab, send messages

- Write the message here, click **Send** to send.



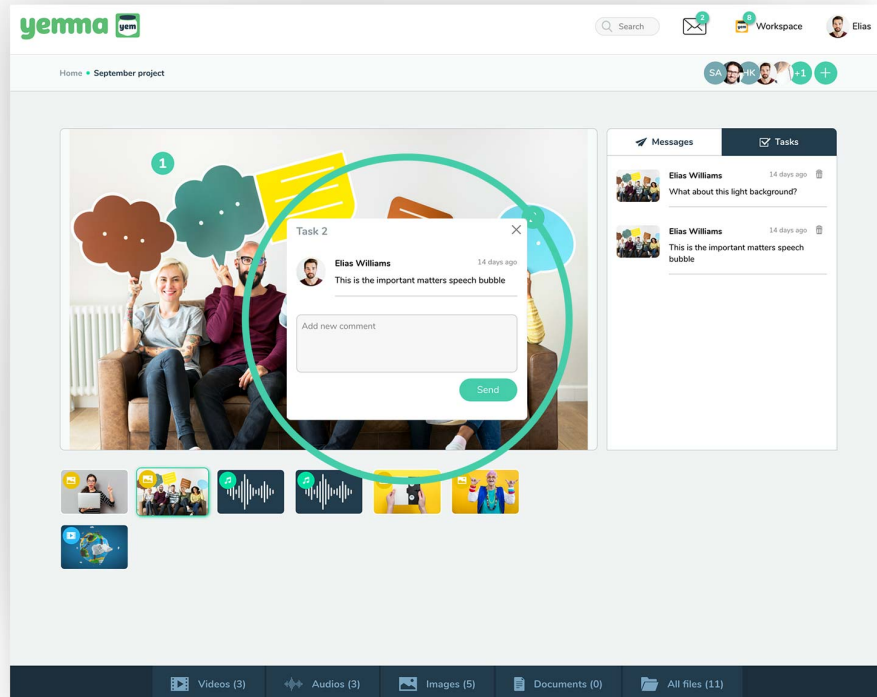
Tasks tab

- Click the Tasks tab to activate it.
- Write and receive tasks 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).



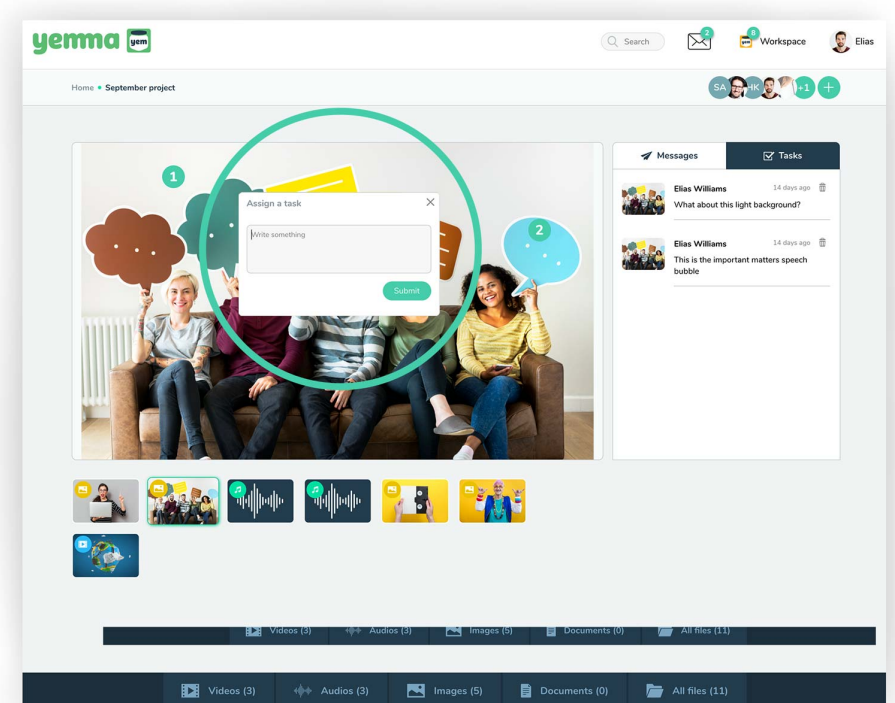
Tasks tab, check tasks

- See tasks on the media preview area.
- Click the task number to open the task.



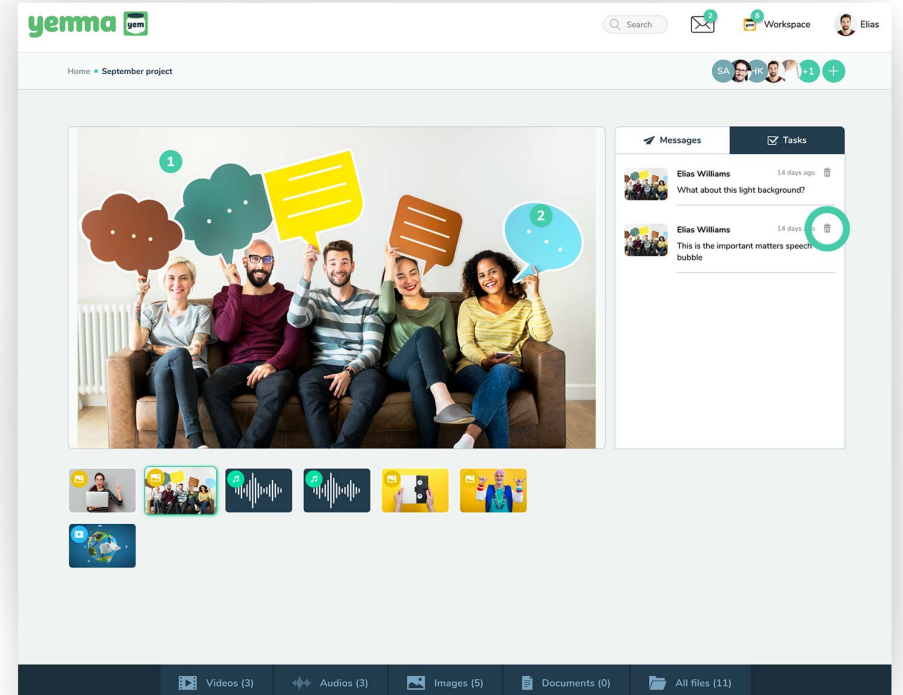
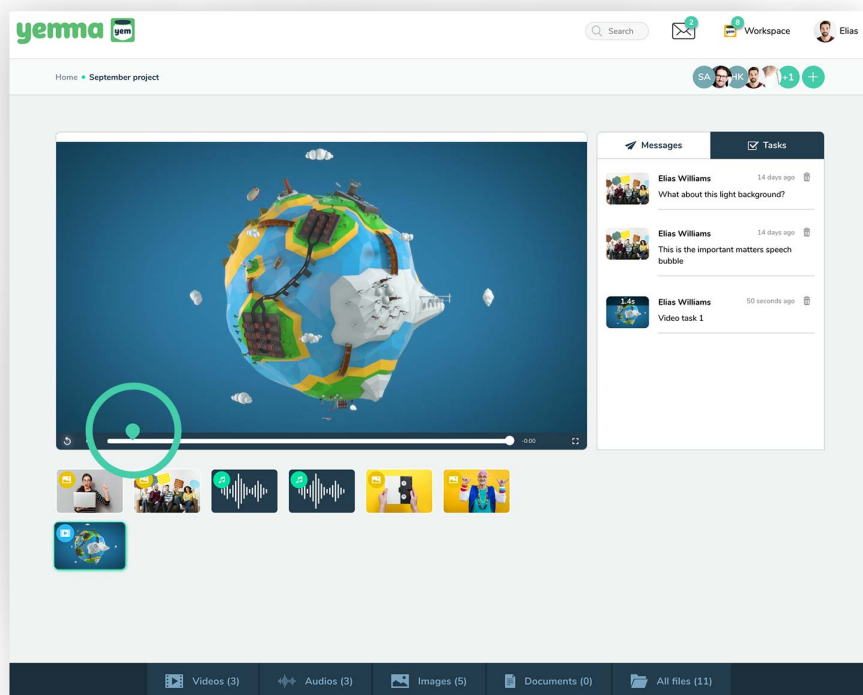
Tasks tab, open task

- 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.

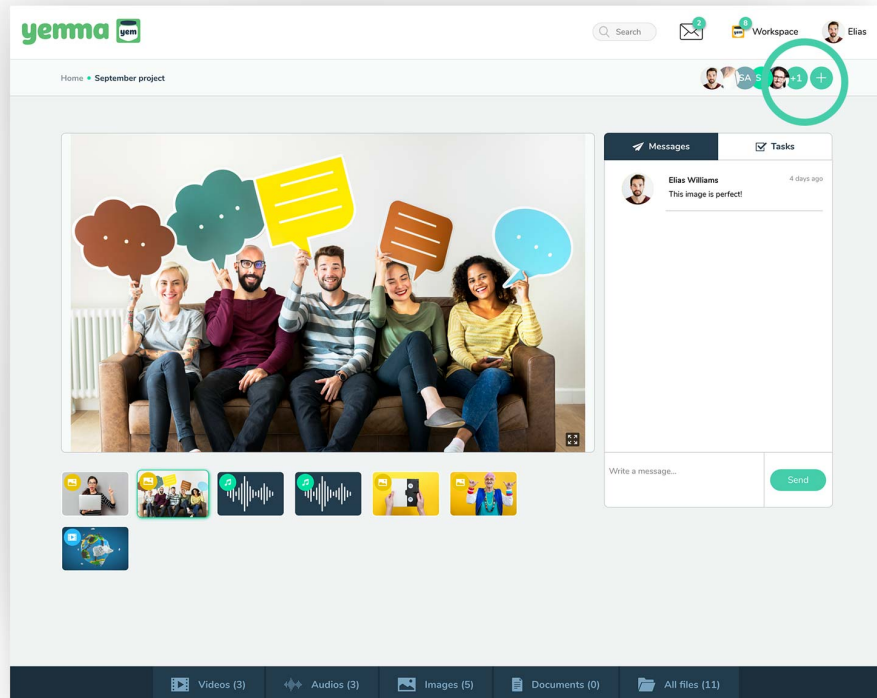


Tasks tab, assing a task (video)

- 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.

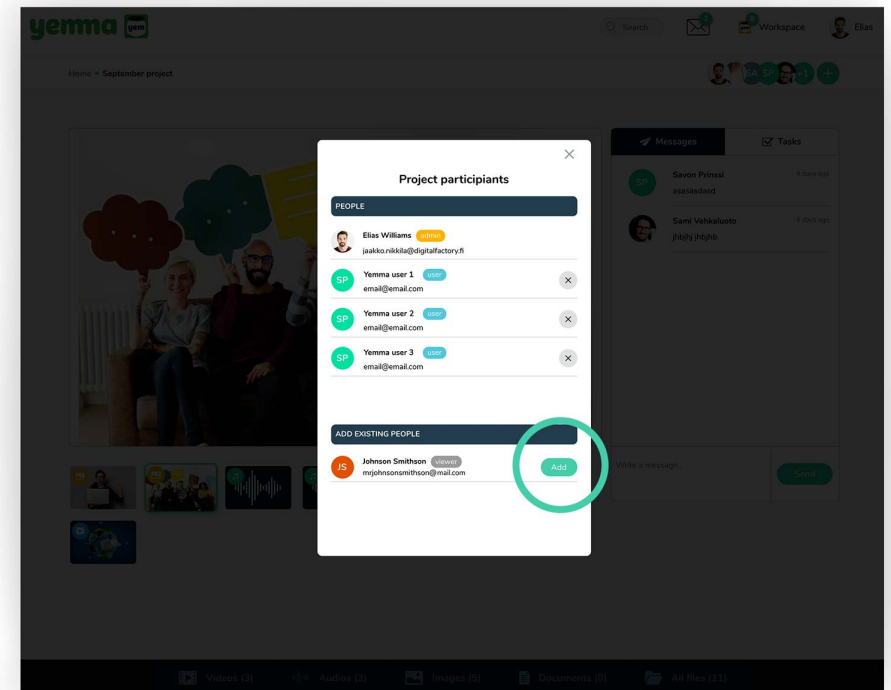
Tasks tab, delete task

- You can delete tasks by clicking the trash icon (permanent).



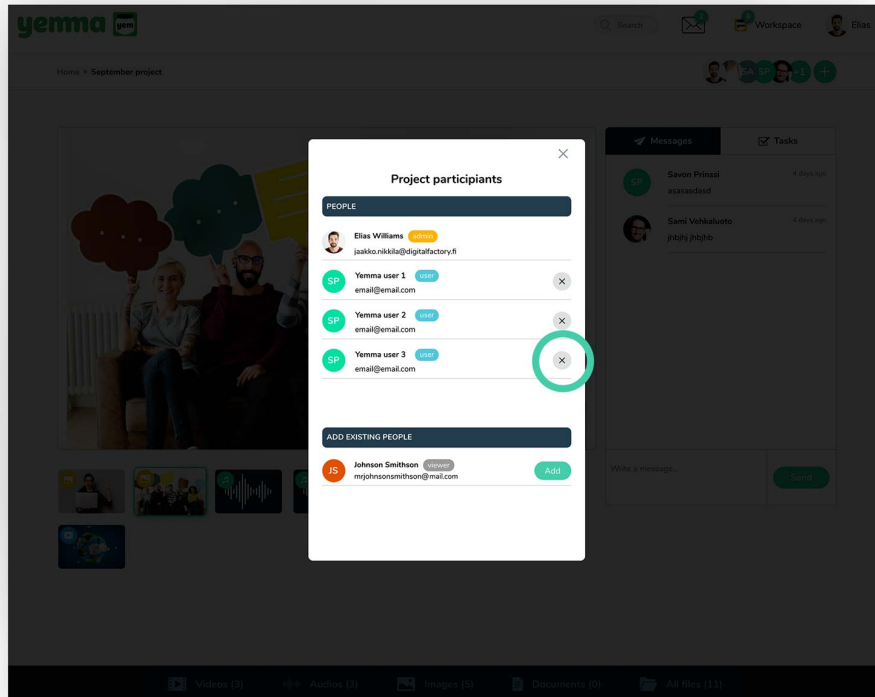
Project participants

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



Project participants, 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 participants, remove users

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