Cumulus® "Extended Categories" Module

- Overview
- System Requirements
- Installation and Activation
- Product Documentation

Overview

The Canto® Cumulus **Extended Categories** module includes:

- Search Category Metadata
- Reduce Category Tree to "found" Categories Only
- Create Custom Master Categories

Categories can be turned into project management asset containers thanks to searchable metadata. A category can be created for each magazine edition that includes information specific to the issue, such as release dates, manager info, budgets, etc. Searching for category names reduces the Category Tree to the found categories only, which can instantly reduce a massive category tree of thousands of categories to a manageable list that includes only those categories of interest to the user.

Custom category tabs enable users to create tabs that make sense for their workflows.

When coupling this module with the Extended Permissions module, users can create custom category tabs and limit the categories beneath them to certain users only. Add the "Roles" module to limit category access based on roles too.

For details on all Canto's Digital Asset Management products and services go to: www.canto.com

System Requirements

This module requires Cumulus Workgroup 8.0 (or later.)

Installation and Activation

This add-on module must not be installed but activated. Activating is simply a matter of registering the software module with Canto and then entering the license information text block you receive for your entire configuration (including the Activation Key.)

For activating new modules, we recommend you to register via Web with Canto and then use the possibility provided there to edit your license information.

1. In Remote Admin, click **Register via WWW**. The Cumulus Registration page opens.
2. Under **Your Configuration**, click on the **here** link. A dialog for entering serial numbers opens.
3. Add the serial number you received from Canto or from your distributor and click **Register**.
4. Fill in or check the required fields of the registration page and click **Submit**.
5. You will receive your updated license information from Canto. Copy this information as you need to enter this information to activate your updated Cumulus system.
6. In Remote Admin, click **Edit License**. The Edit License window opens.

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7. Replace the text in this window with the current license information text block for your new configuration you received from Canto via e-mail. Be sure to paste in the entire text block (first line "### Begin of Serial Numbers ..." until last line "### End of Serial Numbers...").
8. Click **Submit** to confirm. The Edit License window closes.
9. Stop your Cumulus Server and start it again.

The license information you receive from Canto is valid for your entire Cumulus system. It enables all of the components you registered to work together. Every time you purchase and register a new component, you receive license information that applies to your existing system plus the new component(s).

WARNING:
If you use the Edit License window of Remote Admin for adding new serial numbers for Cumulus components instead of the **here** link under **Your Configuration** on the Cumulus Registration Web page, be aware of the following:
The status of your entire configuration will default to demo version as soon as you have added the serial numbers. It will remain in demo version until you have entered the current license information text block for your new configuration. In demo mode, your version will be limited to 5 Clients and 2 catalogs with 100 records each until the license info is entered. Afterwards your configuration will be back to normal without limitations. It is therefore very important that you consider the best time to add a new component so that your workflow is not disrupted. When adding components this way no clients should be connected.

Product Documentation

Find the module functions described in the Cumulus Client User Guide that can be downloaded from the Canto website:

- **Search Category Metadata** & **Reduce Category Tree to "found" Categories Only**
  see chapter "Find", section "Searching for Categories"
- **Create Custom Master Categories**
  see chapter "Explore", section "Individual Category Tabs"

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