

WHITEPAPER

LAGO ASSET ORDERING

Direct orders and asset management

LAGO Asset Ordering is a comprehensive feature set used to order and manage product photography request directly in the system. When orders are created, LAGO generates a placeholder asset that can be placed by graphic artist on the InDesign page, while the asset order is queued up for processing. Once the asset order is completed, upon import of the completed asset in the system, LAGO will automatically swap the placeholder asset used on the InDesign page with the finished photographed asset so that the graphic artist does not need to hunt and find the asset. This process will also flag the asset order as being “completed” within the Asset Order UI.

The LAGO Asset Ordering feature also includes a digital Rolodex for managing “Photo Studio” and “Supplier” information plus capabilities to send “photo order” notifications with detailed photo and supplier briefing information via an email to responsible photo studios and suppliers configured in the system. Additionally, users, such as a photo studio staff, can view a queue or list of asset orders directly in the system for easy maintenance of daily activity and requests via the Asset Order UI.

Key Features

Asset orders can be managed and created in LAGO Explorer or LAGO Web.

Orders can be made from an article context, element context, or have no context.

Orders made from article or element context will auto assign themselves to the data entity (asset assignment).

Creating an asset order generates a placeholder asset to be used on InDesign page while the asset order is queued for processing

Up to 10 customizable user fields for asset orders

Up to 2000 character limit for populating “Photo Studio Briefing” and “Supplier Briefing” information when generating an asset order

Asset orders are integrated with asset types, asset workplans, and timeplans configured in the system.

Admin have the capability to limit the available asset types for specific asset orders.

Asset order list is sortable by column/row (By project, "orderer", status, user field, etc.)

Asset order list included filters, such as, "all", "my asset orders", "asset orders of this document", "asset orders of this project", "asset order of selected assets".

Asset order list can be exportable out of system

Integrated digital Rolodex library for managing Supplier and Photo Studio information.

Ability to "Favorite" a supplier for quick access

Configurable email notification templates for notifying Photo Studios & Suppliers of asset orders

Supports email confirmation upon completion of asset order to user or workgroups

Benefits

One stop shop for asset ordering, eliminating the need of multiple spreadsheets and manual email write-ups for photo requests

All data for asset orders are reportable and exportable from database

Creating an asset order creates a placeholder asset that can be used for design/layout. Eliminating the need to hunt and gather completed assets since we replace the placeholder asset upon completion of the order.

Automatically associate assets to article or elements when generating an asset order