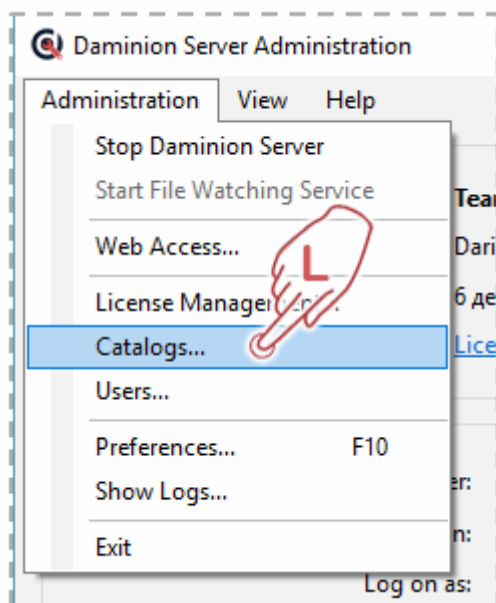


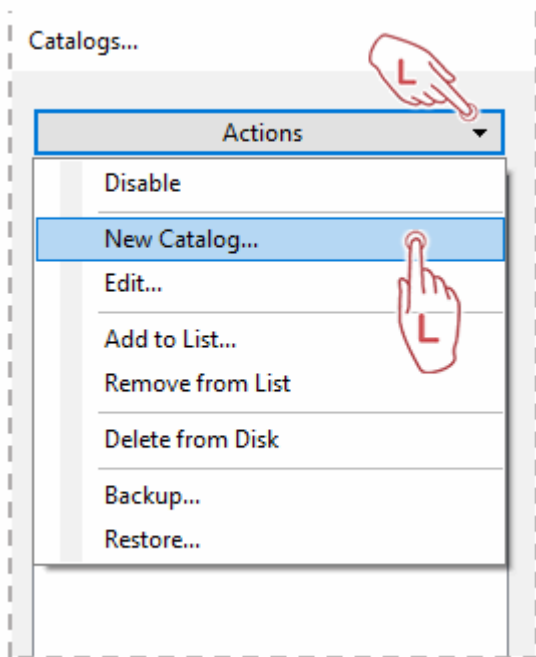
# Creating a new shared Catalog

To create a new shared catalog, launch the Daminion Server Administration Panel.

Click the **Administration** tab and select **Catalogs**. This launches the Catalogs dialog box as shown in the screen-shot below.



In the **Catalogs** dialog box click the **Actions** button and from the dropdown list select **New Catalog**.



This opens the **Create New Catalog** dialog box with four tabs as shown in the screen-shot below.

## General Tab:

Create New Catalog...

General PostgreSQL API Users

Catalog Name:  
Stock Photos

Catalog Description:  
Licensed Stock Photos

Ports:  
Port #1: 8100 Please ensure that these ports are opened on your firewall  
Port #2: 8101

Folder(s) to store uploaded files:  
\\192.168.0.7\Exchange\Daminion Uploaded Files

Folder to store thumbnails:  
\\192.168.0.7\Exchange\Daminion Thumbs

Auto Import folder:  
\\192.168.0.7\Exchange\Auto Import Folder

OK Cancel

### **Catalog name and description**

Enter a name for the new catalog and add a description (e.g. use purpose).

### **Ports**

If necessary, change the port used by this catalog. Remember to open the changed ports on your firewall!

### **Folder(s) to store uploaded files**

Specify a folder to upload files to during the import process. This folder can be either local or on a network. Please note, however, that files copied to a local folder cannot be accessed by other users on the network!

**Note:** We recommend you use a hard drive that is physically different from your OS installation drive. This not only

*speeds up the file access process, but also makes it easier to backup the uploaded files. And finally, if you are running out of disc space, you can easily replace this hard drive with a larger one, without affecting your windows installation!*

### **Folder to store thumbnails**

Specify where Daminion should store the imported file thumbnails. You can either confirm the suggested folder path or change it to another of your own choice.

### **Auto Import Folder**

Files copied or moved to this folder will be automatically imported to the catalog and moved to the folder selected to store uploaded files. This enables you to import to the catalog via FTP or DropBox without using Daminion Desktop or Web Client.

The Auto Import folder can also be used as a quick way to import files via Smartphone when DropBox folder is set as the Auto Import folder on your Server PC. In this case, upload the files to Dropbox in your Smartphone. Once these files are synced with a Dropbox folder on your Server PC, they will be imported to the shared catalog on Daminion Server.

***Note:** please make sure that Daminion file watching service logon user has full access rights to the Auto Import folder and Folder to store uploaded files.*

**Once the Auto Import folder is set up, please restart Daminion File Watching Service. Otherwise the changes will not be applied!**

## **PostgreSQL Tab:**

The image shows a dialog box titled "Create New Catalog..." with a close button (X) in the top right corner. The dialog has four tabs: "General", "PostgreSQL", "API", and "Users". The "PostgreSQL" tab is selected. Inside the dialog, there is a section labeled "PostgreSQL settings:" containing the following fields and controls:

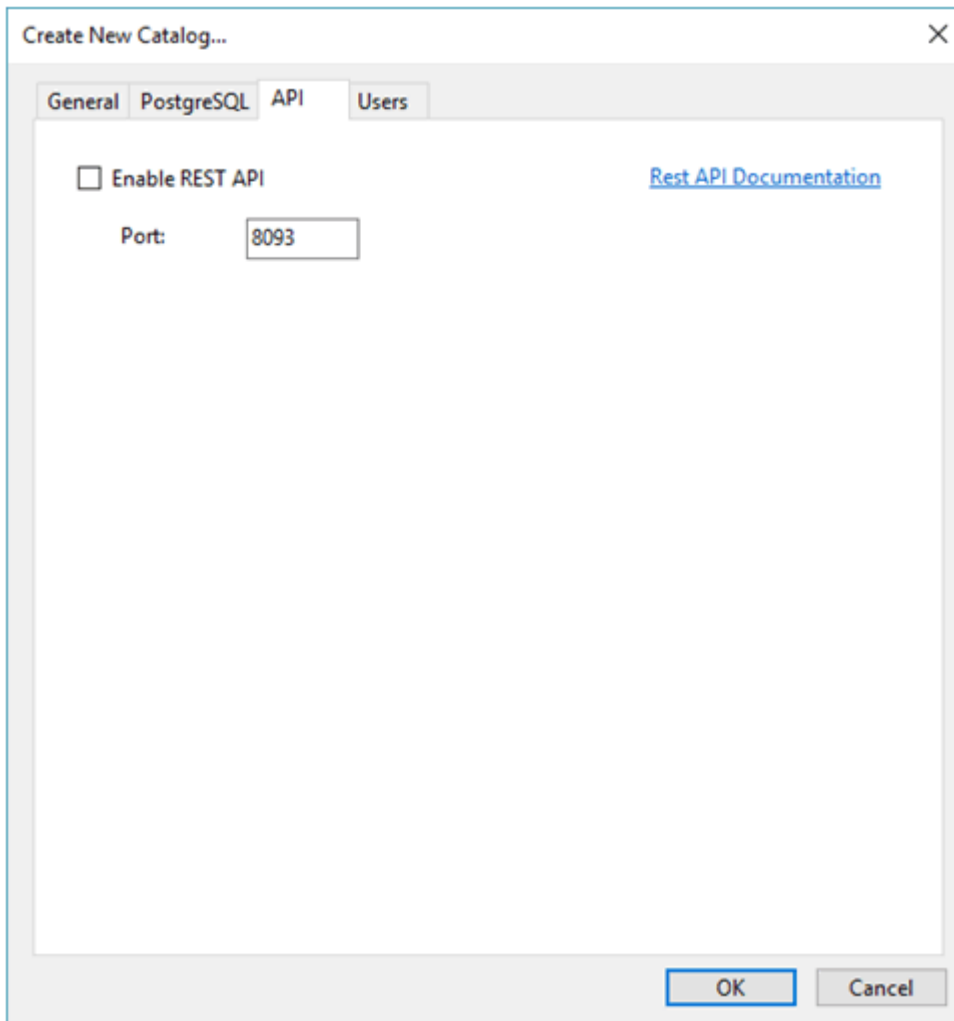
- Port:** A text input field containing "5432" and a dropdown menu showing "PostgreSQL Server 9.3 (Port: 5432)".
- Database Name:** A text input field containing "NetCatalog3".
- User Name:** A text input field containing "postgres".
- Password:** A text input field containing "\*\*\*\*\*".
- Confirm Password:** A text input field containing "\*\*\*\*\*".
- Test Connection:** A button located below the password fields.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

This is where you select the PostgreSQL Server that will manage your catalog.

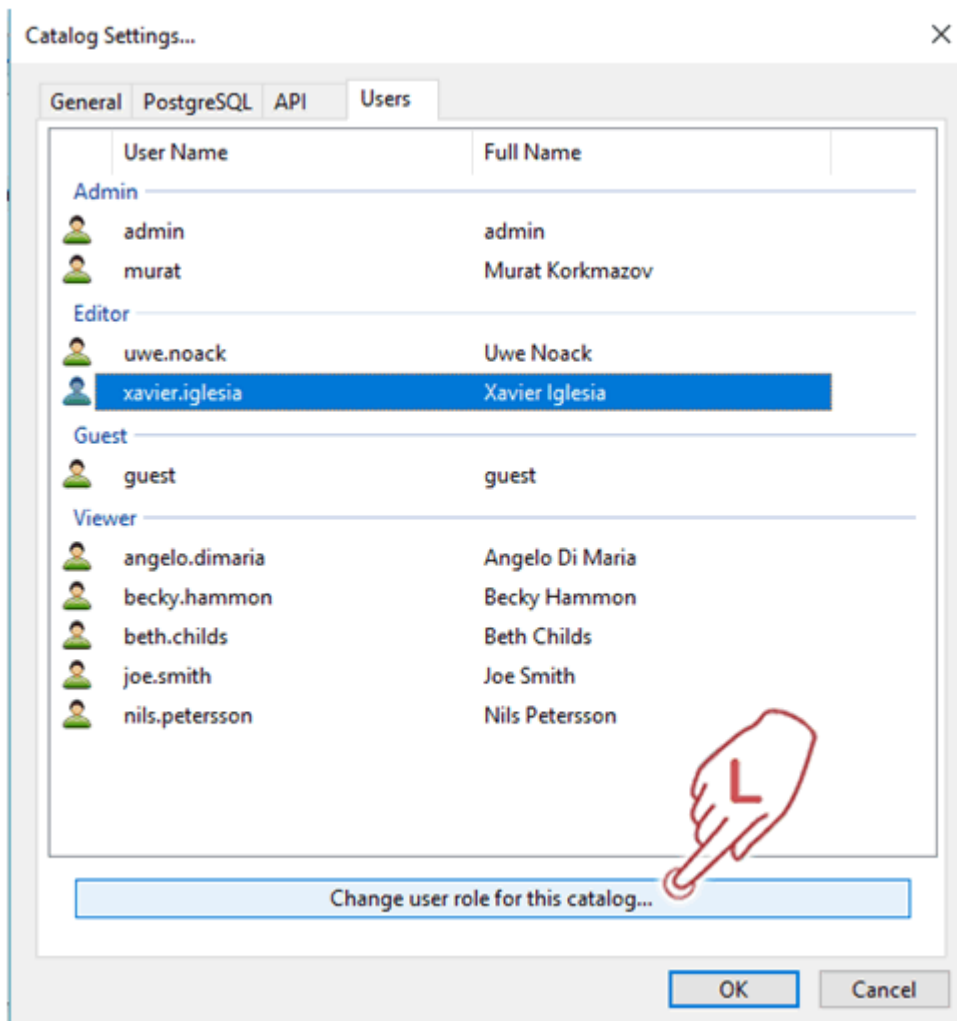
Define the database name and its password and click **Test Connection** to check that the new settings work.

## API Tab:



The REST API allows you to integrate external applications with Daminion Server using simple HTTP methods. However, it is not required for creating a new catalog. To learn more about the API Interface, read the article [Rest API](#)

## Users Tab:



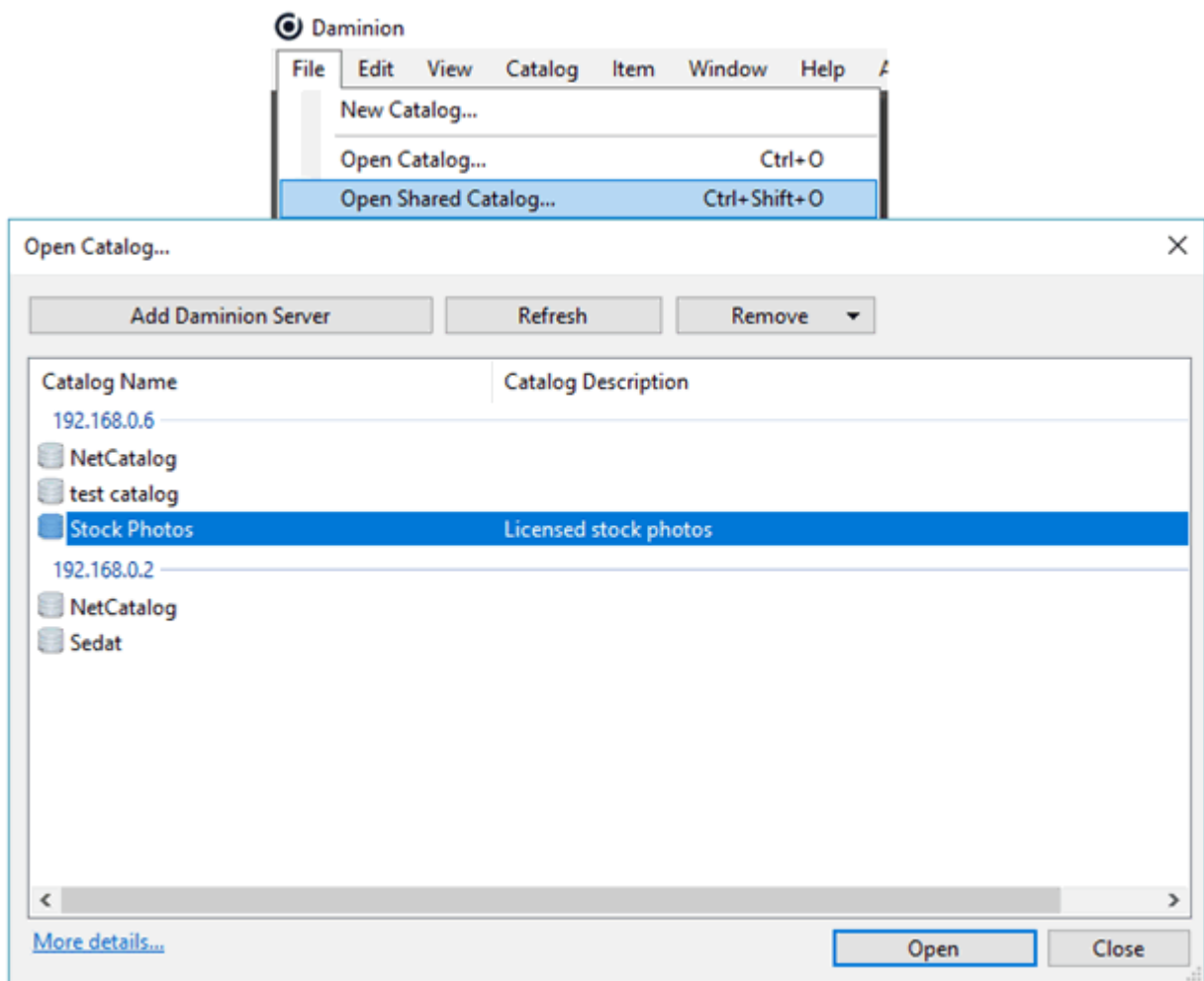
Once users have been created, you can set the rights for each user to access a particular catalog. To do this, select a user and click **Change user role for this catalog**. In the example below, we can extend or narrow Xavier Iglesia's access rights for this catalog by assigning him an Admin, Guest or Viewer role. For other catalogs this user will have a server default Editor role, unless it is changed for the remaining shared catalogs.

To find out more about how to create users, read the article [User Management](#).

Once you close the dialog, Daminion automatically restarts to bring the changes into effect.

# Opening a new shared catalog

Launch Daminion Desktop client. In the file menu go to “**File**” -> “**Open shared catalog**”, click **Add Daminion Server** and specify the server name or IP. Then select a newly created catalog from the list of available catalogs and click **OK**.



To learn how to start importing files to the catalog, refer to [Importing](#).