

Usage History

Adding and viewing the usage history of assets

Daminion automatically creates usage information for certain actions and saves it together with the respective assets.

For example, you can see when an asset was printed or sent via email and by whom.





In addition to the usage actions stored by default, you can create custom actions and comment on them. The Comment function is useful for passing on important information about certain items to other users, for example.

You can launch usage history either via the actions menu or by pressing the shortcut **Ctrl+Shift+U**

Adding usage information

To add usage information to an asset, right click the little arrow symbol in the top right corner of the thumbnail and click **Add usage information**.



In the window that opens you can add a comment  or choose one of the default action types from the drop-down list  below, or do both. The current date and time  is added automatically, but you can change it manually by left-clicking the date link to set the desired date.  Asset file name.



To create a new custom action, chose **Add Action Type** from the drop-down list.



Add a file name for the new action type in the following window or edit the existing name with **Edit Action Type**.



The action types in the red frame are set by default and applied automatically. They cannot be changed.


Notice: When sending emails you can also add your comments directly to the email message.




Viewing usage history



To view the usage history of a particular asset, click the little arrow symbol in the top right corner of the thumbnail and click **Usage History**.



All action types that have been applied are listed and sorted by date .

In the upper menu bar, new custom action types can be added , edited  or deleted .

Export of Usage History

Daminion allows to export Usage History to CSV file, which can be later opened in Excel.

To export Usage History of one or more files, select the files in the browser window, click the Export button and select **Export to CSV**.



In the Explorer window that opens, browse for a folder where to store the CSV file and set its name. Once this is done, you will see the following dialog box in Daminion:



In our example we have selected to export Keywords along with the Usage History for three selected items.

Once the CSV file is created, you can open it in Notepad or Excel.



Click to enlarge