

Terms to Know

Digital Asset Management Asset	The management, organization and distribution of digital assets from a central repository. A photograph, document, video file, audio file, animation or graphic (such as a logo) that has re-use value.
Metadata	The informational and descriptive data one adds to a digital asset.
Ingest	The process of adding an asset to TeleScope for the first time.
Cataloging	The process of adding metadata to specific files in TeleScope.
Collection	A group of digital assets belonging to an individual client.
Catalog	A folder organizing digital assets within a <i>collection</i> .