



Evergreen Archive

otes digital asset management system



What is the Evergreen Archive?

- Web based digital asset management system
- Allows anyone with a web browser to view digitally stored material or assets
- Accepts any type of digital file
- Allows efficient retrieval of digital assets



Why implement?

- Reduce search time for existing material and assets
- Centralized location for all digital material –
 - Taken from all sources (internal and external)
- Integrity of brand
 - Ensure correct image is portrayed
 - Images that are QHSE compliant
- Latest version of printable files
 - Both marketing and training
- Make it easier to manage digital assets



The Evergreen Archive provides:

- Multi-level digital asset management
 - Users can only access material matched to their user name and password
- QC board
 - Allows multiple team members to approve material from anywhere and assign keywords and categories
 - Reduce the burden on one person to tag assets

Accessing assets

- Retrieval of material is possible via two methods
 - Categories and keywords
 - Categories are specific e.g Drilling and Measurements
 - Keywords are more descriptive e.g carbonates
 - Assets can be assigned both categories and keywords
 - Image browsing
 - Image/Asset browsing allows a user to review stored information
- Assets are available in low, medium and high resolution versions
 - High resolution files are downloadable zip files