

- Edition and configuration of all storage volumes for indexing, as well as all other parameters (ex: storage cost per GB), automated tasks, login accounts, etc.
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Data Manager receives details of new project for space and cost analysis.

- Analysis of available space to onboard new project and need assessment for curation (cleanup, archive, etc.) of existing data via reporting and tags to make space for new project
- Cost analysis of storage space for project, as well as planning for service level agreement after delivery, etc.
- 5 Ability to properly quote and invoice for storage space.
- Client sends files for the project as directed.

Operations Manager receives details of project and searches/finds associated files to create work order.

- Work order creation is automated and enhanced by the Media Pulse plugin, increasing production and reducing human.
- Artists receive work order and are able to search/find files as needed and complete the project.

10 Project is delivered to the client and files are either kept, archived or deleted as per the service level agreement, allowing for prompt invoicing and methodical data curation.  System Administrator can accurately and efficiently curate data through tags report and/or scheduled automated tasks.

Tagging can happen at any point of the process and is a crucial part of workflows and curation (clean, keep, delete, archive, fix naming convention issues, etc.)

## AJA Diskover Media Edition: Tools and Workflow Overview

