# RIT

# TigerStock
## User Guide

# Logging In

After receiving access to TigerStock, log in with your RIT credentials:
https://tigerstock.rit.edu

**RIT** | Rochester Institute of Technology
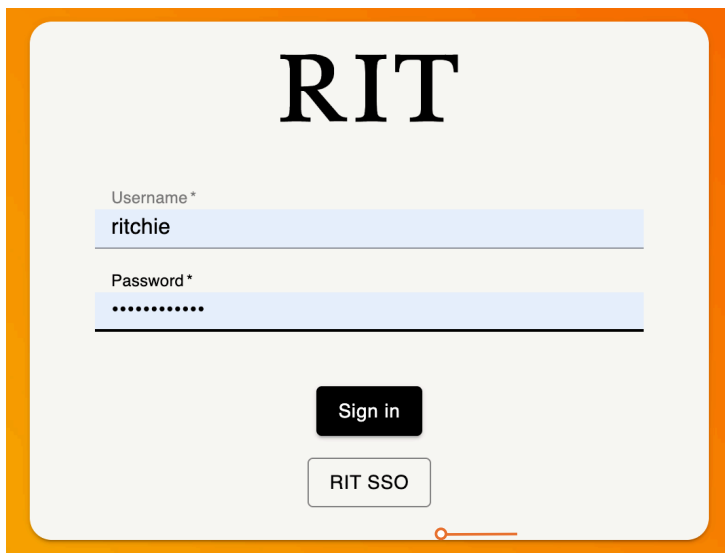
## RIT Login

tigerstock.rit.edu

👤 RIT Username, ex: xyz1234

🔒 Password

**Log In**

☑ Stay logged in

Logging into TigerStock is done via shibboleth single sign on.

Log in with your RIT credentials.

# RIT

Username *
ritchie

Password *
●●●●●●●●●●●

**Sign in**

RIT SSO

If you log out of TigerStock, you will be directed to this log in screen. To log back in, enter your RIT credentials, and press **RIT SSO.**
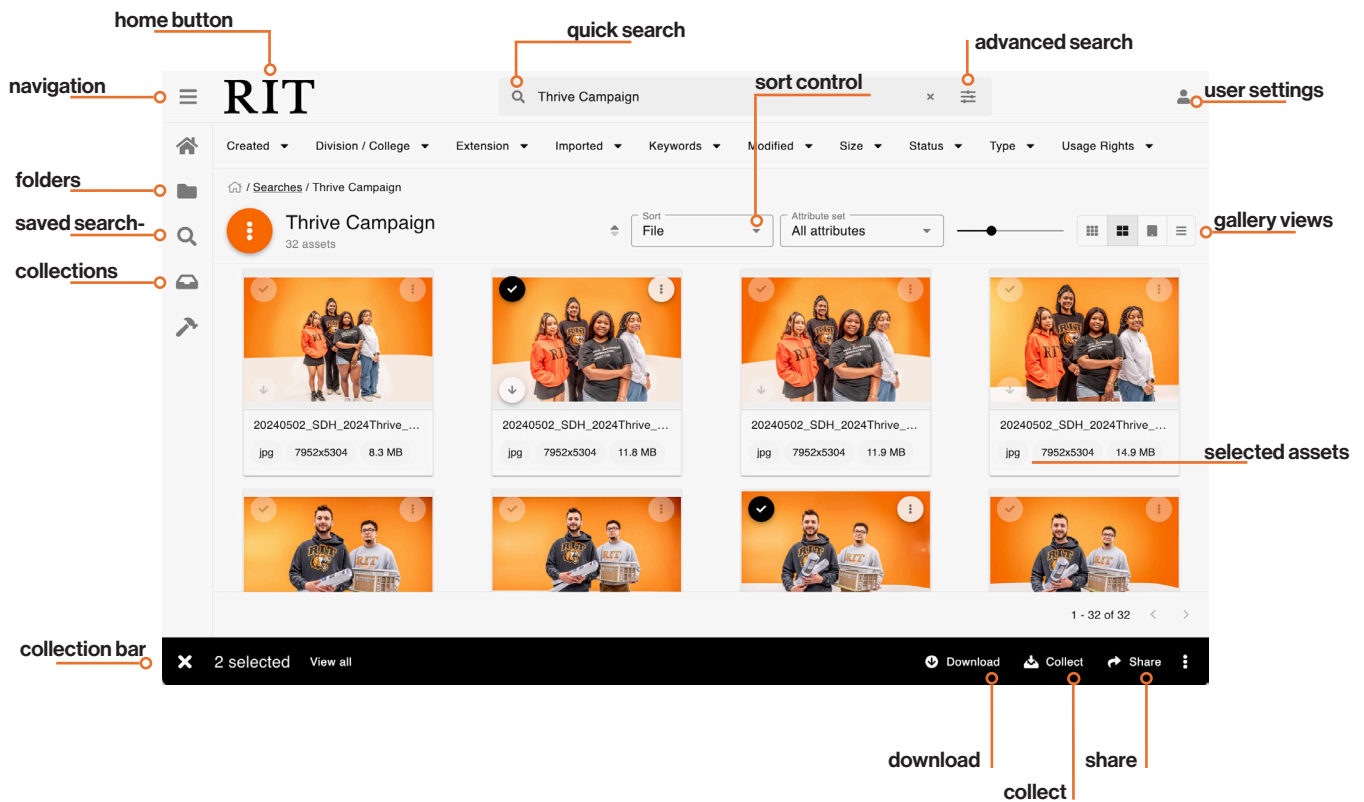
**Pressing enter or "Sign in" will give you an "Incorrect login. Please try again" error.**

Provide your RIT credentials again to sign into SSO shibboleth.

## Supported Browsers:

Chrome (best user experience and compatibility)
Mozilla Firefox
Microsoft Edge
Safari (not preferred)

# Overview



home button

quick search

advanced search

navigation

sort control

user settings

folders

saved search

gallery views

collections

selected assets

collection bar

download

collect

share

# Custom User Settings

Clicking the ⚬ user icon > settings on the top right of your dashboard will allow you to change your language preference, theme, and email notifications.
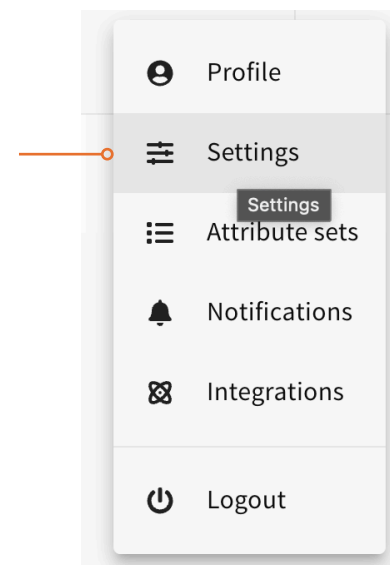
# Dashboard

The dashboard is the welcome screen for all users after logging into TigerStock. It displays configurable blocks of content known as pods. Pods contain shortcuts to assets or information and can be configured according to each user's preference. Return to the dashboard at any time by clicking the "RIT" Home button.
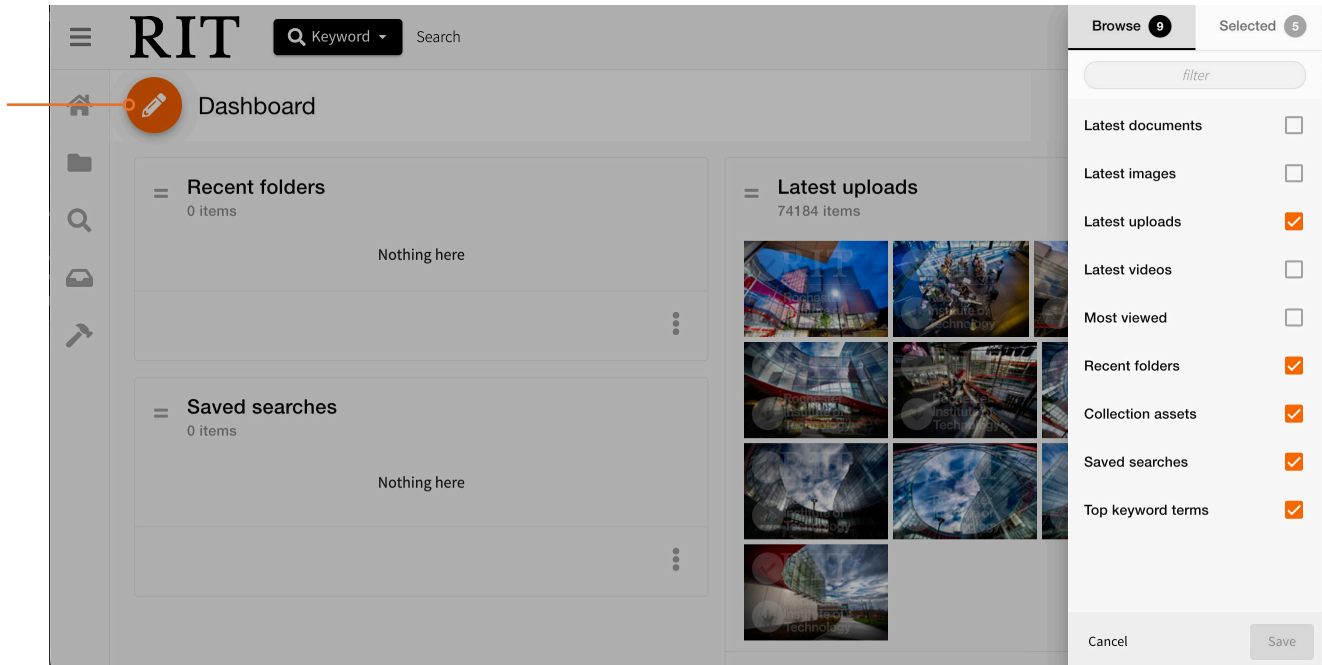


**Customizing the dashboard**

To customize the dashboard, click the pencil button in the upper-left corner of the window.
In the side pane that appears, check the boxes to add or remove the pods which will be shown on your dashboard. Once you have customized your pods, hit **save**. The ≡ icon in each pod's header allows you to reorder the pod by dragging.
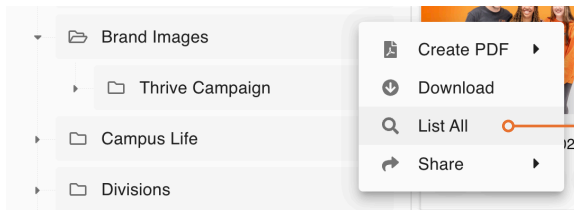
# Folders
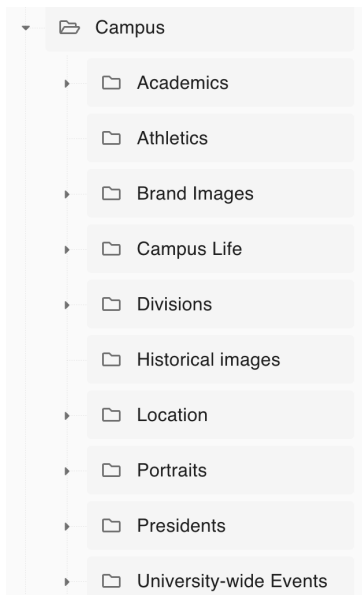


The **Campus** folder holds subfolders for different colleges, divisions, and other areas.

The parent folder will **not hold** images contained in the subfolders, so you need to navigate to the specific folder you are looking for.
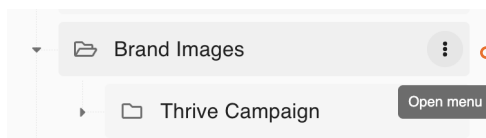


**List all:** Displays a gallery containing every asset in the chosen folder in addition to its subfolders into one gallery view.

To access, click on the triple dots of the parent folder > **List All**



**While we do our best to file photos into appropriate folders, you may find better results searching for keywords or phrases using the quick search bar/advanced search. See **Searching for Images**.
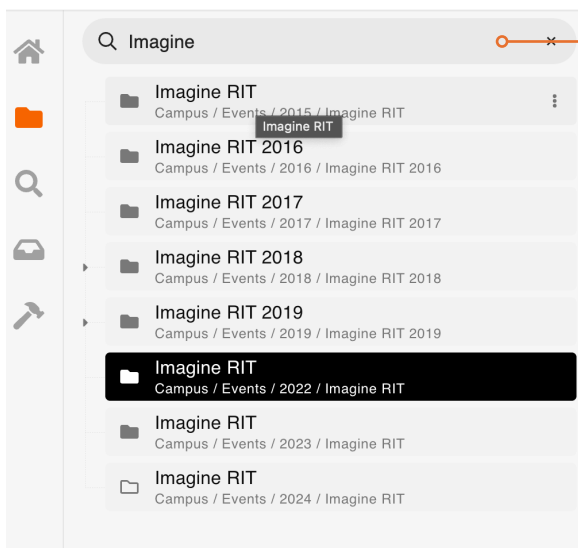


If you are looking for a specific folder, you can search using the filter dialog box.

*Note this will only search the **folders**, not images. If you are searching for images, you need to use the quick search bar, or advanced search. See **Searching for Images**.

# Searching for Images

Perform a **quick search** using the search bar at the top of the application window.

Quick search takes a keyword or phrase as its input and will search the system for matches based on any attribute values, including folder names and file formats.  The search results will be sorted by creation date. You can change this in the sort dropdown.

Once you begin typing into the search bar, a dropdown of suggested search terms may appear. Selecting a search suggestion will automatically perform an exact search for that term.

**Note: there are no video clips stored in TigerStock**.
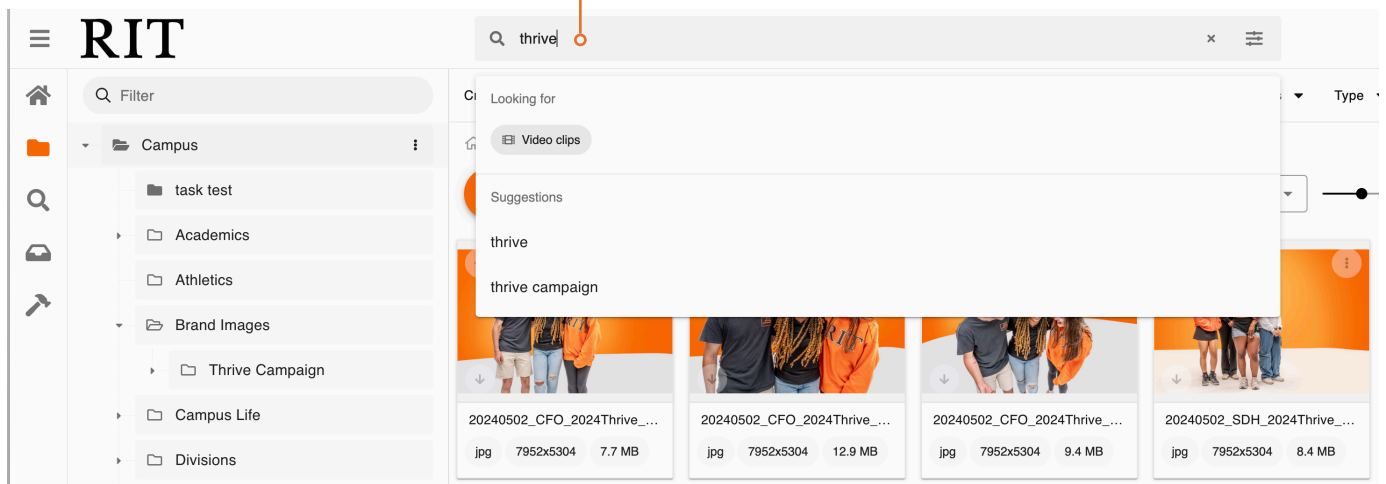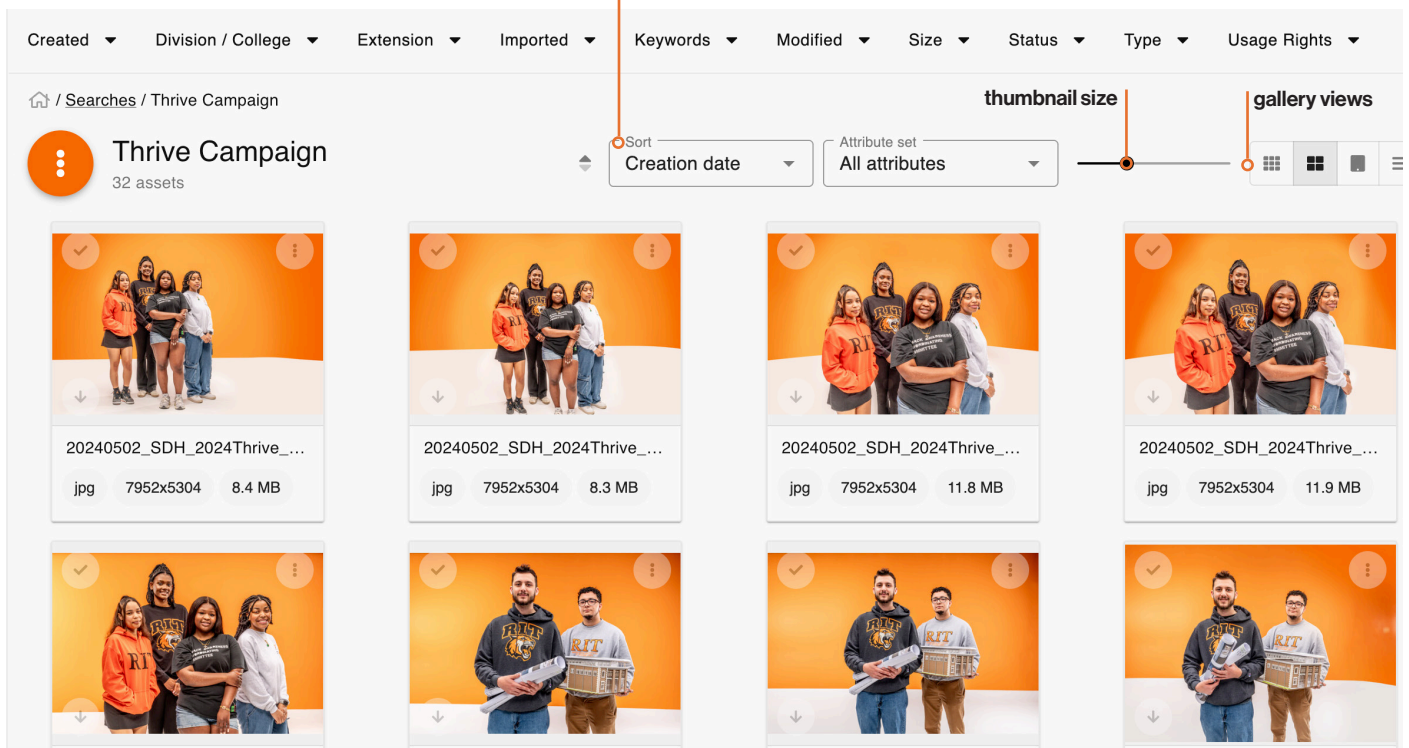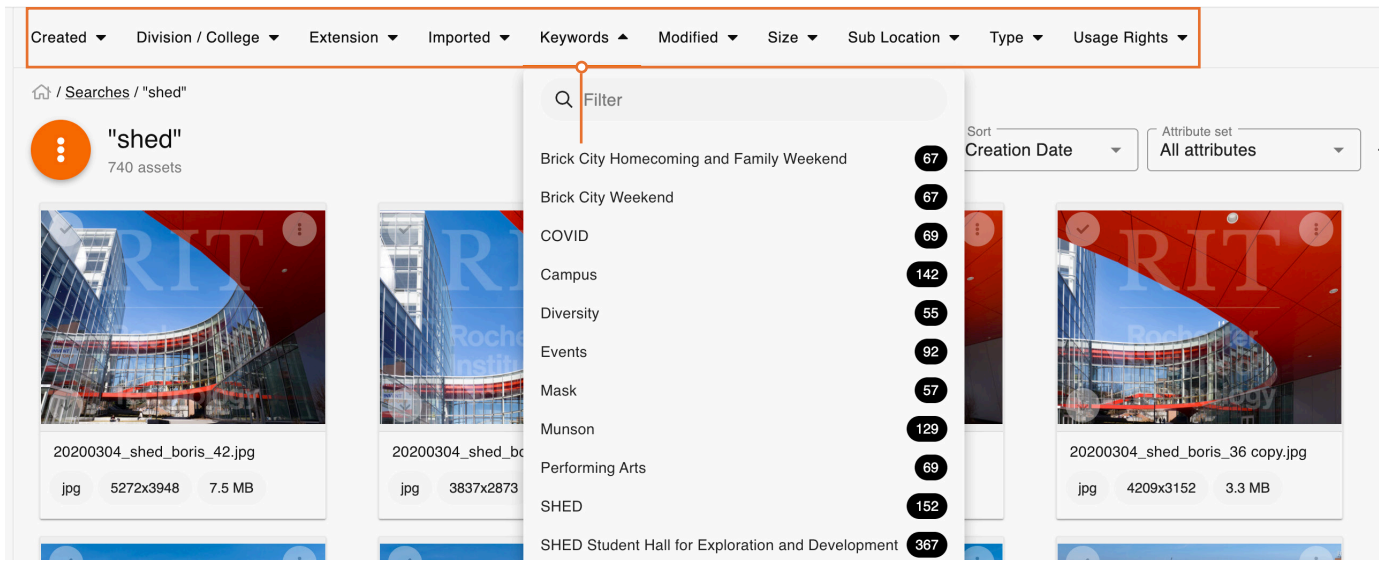
# Search Facets



Search facets allow you to filter assets shown in the gallery using existing file metadata and attributes. Facets are visible anytime you are viewing assets in the gallery, whether they be from browsing a folder, saved searches, collections, or performing a search.

Here, you are seeing **keywords** that are available to filter by.

**Keep in mind, old assets may not have the most up to date metadata, as we've recently updated out procedure for embedding metadata into images.

# Searching within a folder, collection or saved search
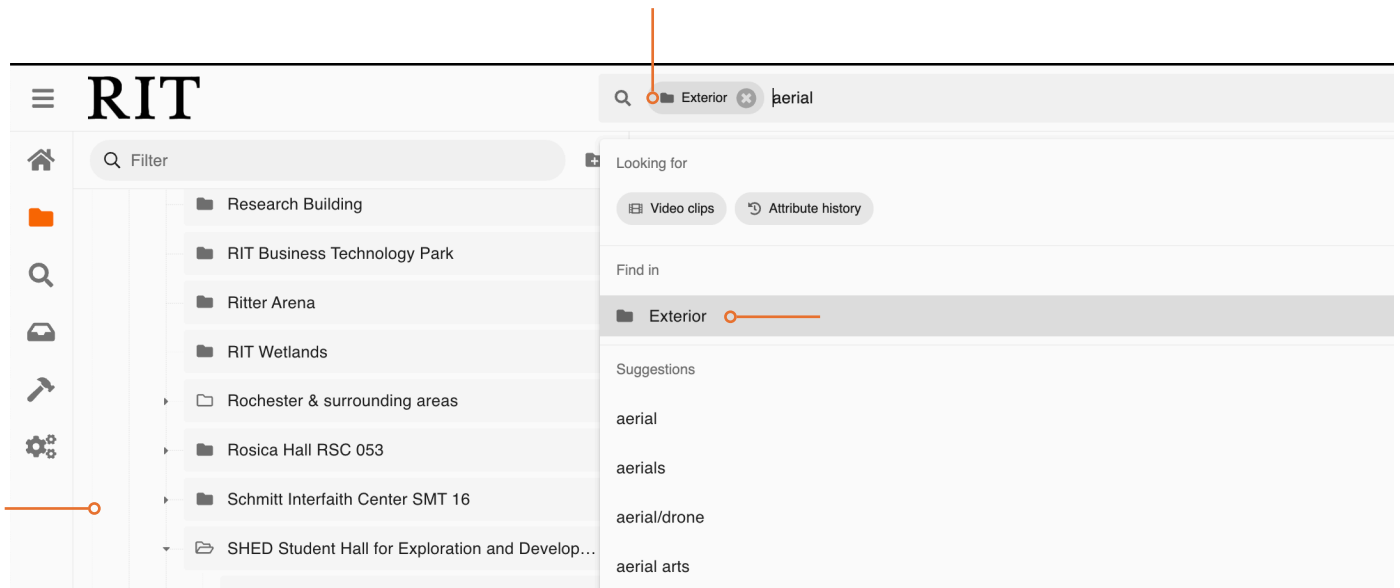


Create a quick search. Here we are searching "aerial"

Open the **folder, collection, or saved search** that you want to search within. Here we are in Location>SHED Student Hall for Exploration and Development>Exterior

Click back into the search field, under **Find in**, click the name of what you opened.

A chip will appear in the search bar, indicating that keyword searches are limited to your selection.
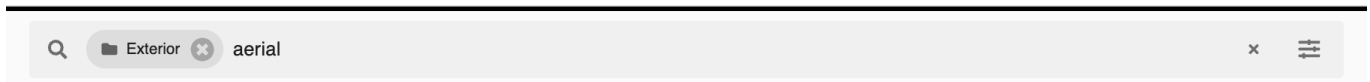


*Note that you must be searching a folder with contents, 📁 or the search won't yield results. Parent folders are empty. 📂

**You can use this search for collections, saved searches or folders**

# Metadata and Image Attributes

Click on the thumbnail of the image you are interested in using. In this view you can see a description for the image, usage rights, creator's name, and other metadata embedded in the image. **Use of this database and the photos contained therein are subject to the use limits identified in each photo's Usage Rights section.**
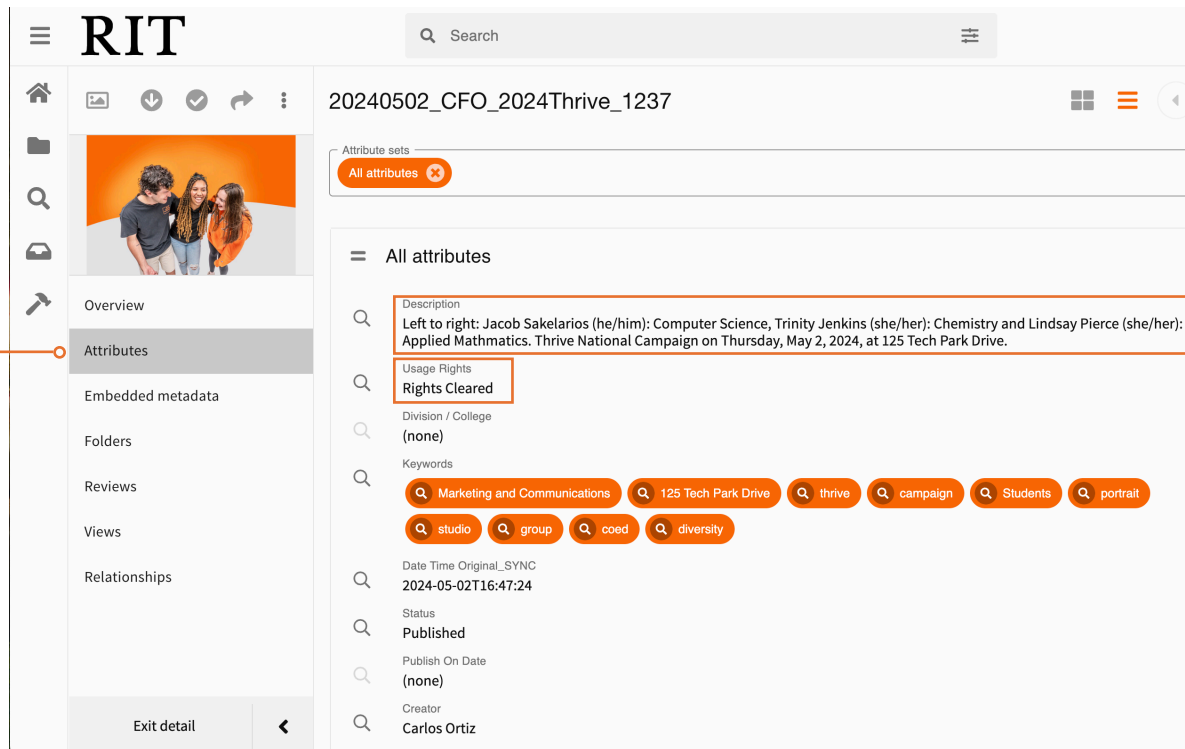Please refer to the definitions to understand use of the photos in your work.



To exit back out of the detail view, press **Exit detail**

**scroll through images in preview mode**
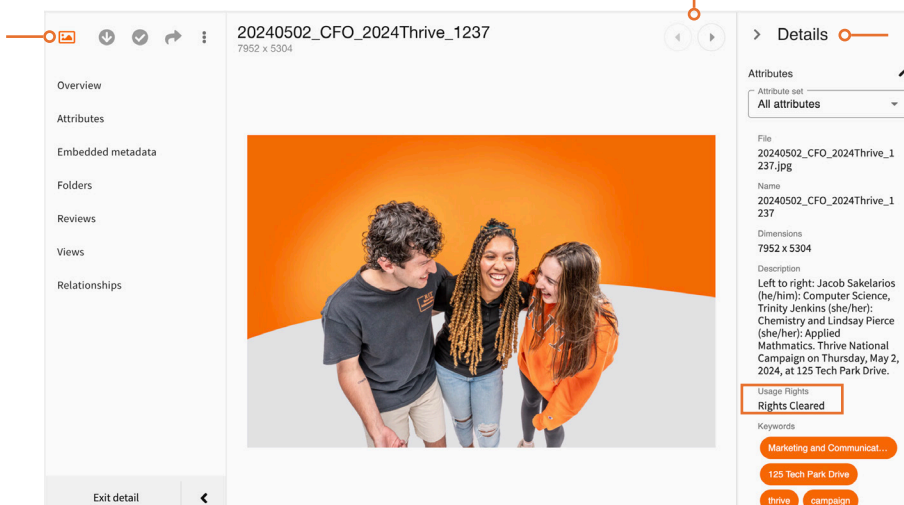


You can view assets in a preview mode by toggling the Toggle preview button in the top left corner.

If you are using this view, make sure you have the details tab expanded. This will insure you are paying attention to the **Usage Rights** of the image.

Expand the detail pane by clicking the arrow < at in the top right hand corner of the page.

RIT TigerStock UserGuide updated 10/09/2025

# Usage Rights

https://www.rit.edu/brandportal/tigerstock-usage-rights

**These photos may not be distributed to individuals or entities outside of RIT without the prior written permission of the Division of Marketing and Communications. Requests for permission must be submitted to photo@rit.edu**

**Use of this database and the photos contained therein are subject to the use limits identified in each photo's "Usage Rights" section. Please refer to the usage terms below to understand use of each photo in your work.**

**Rights Cleared** – these photos may be used in any RIT marketing and communications efforts. This photo (i) has a signed release or (ii) was taken in a public-access space or at public events where there is no reasonable expectation of privacy, including but not limited to: sporting events, events within the Gordon Field House, Imagine RIT, Commencement, FreezeFest, SpringFest, and concerts. These types of photographs include general campus scene photos, photos taken at University Arena venues where the standard RIT ticket containing photo release language has been purchased, or taken at an event where RIT's photography/recording notice was on display, and/or in event postings, emails, and webpages.
**Could be listed as Rights Cleared or Rights Cleared: Posted Notice or Public Area**

**Rights Not Cleared** – These photos may be used for (i) news purposes by RIT's Division of Marketing and Communications or (ii) as otherwise authorized by the division (requests must be made to photo@rit.edu).

**Rights Unknown** – these photos do not have a signed release readily available and may only be used for (i) RIT news purposes by RIT's Division of Marketing and Communications or (ii) as otherwise authorized by the division (requests must be made to photo@rit.edu). Use of these photos for marketing purposes may be possible but requires written confirmation of a signed release prior to such use.

**Internal Use Only** – these photos may be used only in RIT internal and closed audience materials that are not published or otherwise made available to the RIT community or public (e.g., internal presentations or training materials, RIT Board of Trustees presentations, etc.).

If usage rights for a photo are not defined, they are **Rights Unknown.**

# Advanced Search



To do an advanced search, click the sliders button in the search bar.



Search types can be combined to find assets that meet specific, customized criteria. Up to ten modifiers can be used while performing a single search.
**For Example: The above search would yield photos of the SHED, but not exterior.**

# Search Types

**Date**
Creation date: The date the original file was created before being uploaded to TigerStock. This is an embedded field from the original device, such as a camera.

**Last modified:** The last time the asset was edited or viewed in TigerStock.

**Import date:** The date the asset was imported to TigerStock, not to be confused with the original file's creation date.

**Custom dates:** Select a custom date attribute.

**Folder**: Search assets that are located in specific folders. The following criteria further specify the folder match conditions:

**Only (recursive):** Search for assets stored in the named folder, and any subfolders it may have.
**Exclude (recursive):** Exclude assets stored in the named folder, and any subfolders it may have.
**Only:** Search for assets stored in the named folder and only that named folder.
**Exclude**: Exclude assets stored in the named folder and only that named folder.

**Keyword:** Search for general keywords, identical to the basic keyword search available in the main search bar.

# Search Criteria

While doing an **advanced search**, you can select search criteria from a drop-down menu.  Search criteria include the following conditions, depending on the search type selected:

**[ AND* ] Match all wildcards:** Find assets that contain your entire search value, even stems that have been applied to attributes or file metadata, e.g. a search for invent will search for matches with values that contain that word such as inventor or invented. These results are not necessarily in the order the values have been entered in your search.

**[ OR* ] Match any wildcards:**  Find assets that contain any of your search terms, even stems that have been applied to attributes or file metadata. These results are not necessarily in the order the values have been entered in your search.

**[ = ] Match exactly:** Find assets that match your search terms exactly, exactly in the order the values have been entered.

**[ NOT ] Exclude:** Exclude assets that don't contain your search terms.

**[ AND ] Match all whole words:** Search for assets that contain all of your search terms but does not return partial words or matches.

**[ OR ] Match any whole words:** Search for assets that contain any of your search terms but does not return partial words or matches.

**[ RANGE ]: Match any range:** Search for assets that contain an attribute value that lies between two bounds, inclusive. RANGE is only supported with number and date attributes.

**[ NOVALUE ] No value:** Search for assets where the chosen attribute has no value.

**[ ANYVALUE ] Any value:** Search for assets where the chosen attribute has any value.

# Saving Searches

Searches that are frequently performed can be saved for quick recall and shared to other users.
Unlike **collections**, saved searches are not static and are updated as files are uploaded or changed to match the search terms.

1. Perform an advanced or quick search.
2. When results are shown, use the gallery action menu and select **save search**.
3. Give your search a title.
4. Click Save when finished.
5. To share the search with other TigerStock users, , click the 🔍 search icon > click the triple dots next to the search you want to share> "Manage Team Access".
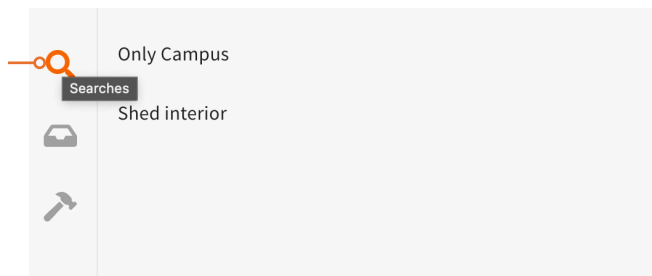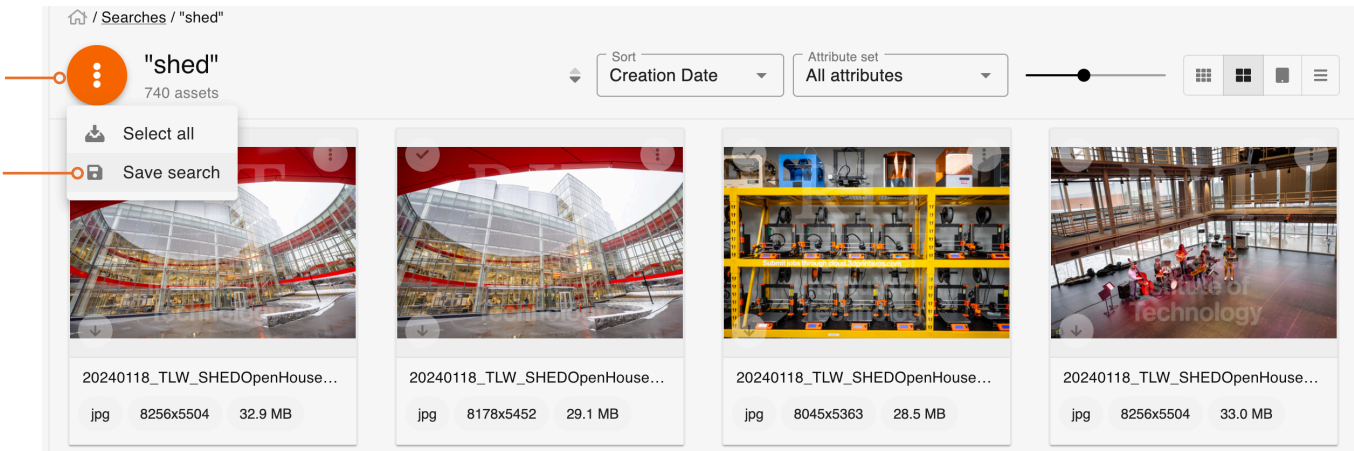




**Saved searches will appear in the left menu for future quick access.**
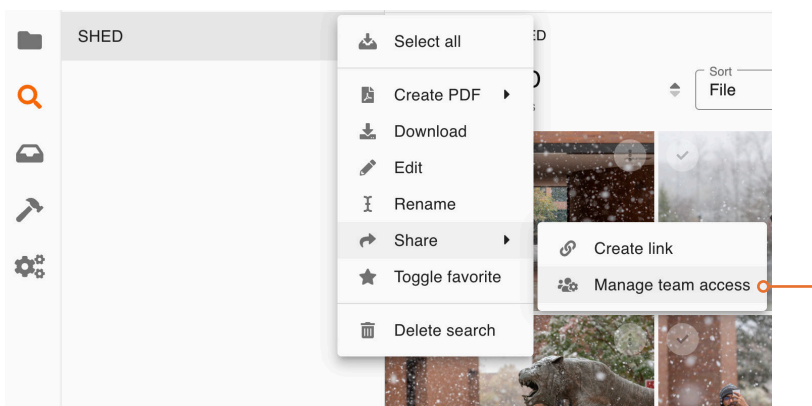
# Making Collections

Collections are groupings of asset files that can be gathered by any user. Those collections can then be shared with other users, or externally with a link.

Collections can be created or added to by using the **collect** action on a selection of assets, or via the right-click context menu on a single asset's thumbnail. Once the collect action has been selected, a panel will appear where you can name and save your new collection, or use the Selected tab to add your asset(s) to existing collections. You can create or add your assets to an existing collection in the same action. Once your collection has been created, you can share it with other internal TigerStock users.

Select the images you would like to add to a collection by clicking the check mark in the upper left hand corner.
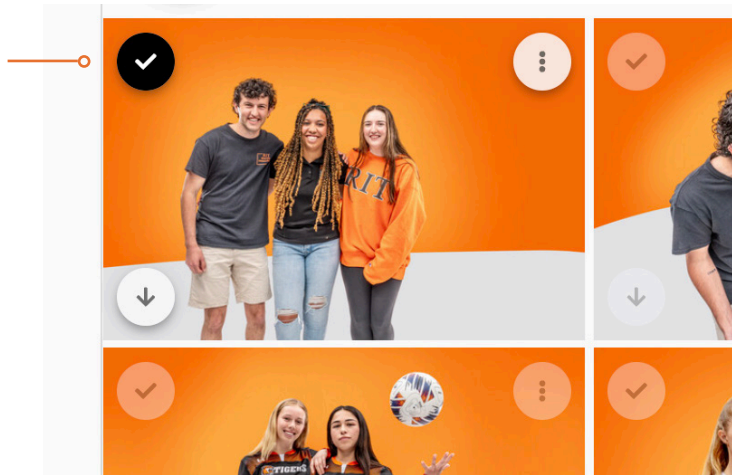
**Adding to a collection**
Select assets, then click Collect when the selection bar appears.

On the Collections pane, there are two tabs: Browse and Selected. Check the collections you want to add your selection to. You may remove a collection by un-checking its option from the Browse tab or the "x" icon in the Selected tab.

Once you have chosen all relevant collections, hit **save**.
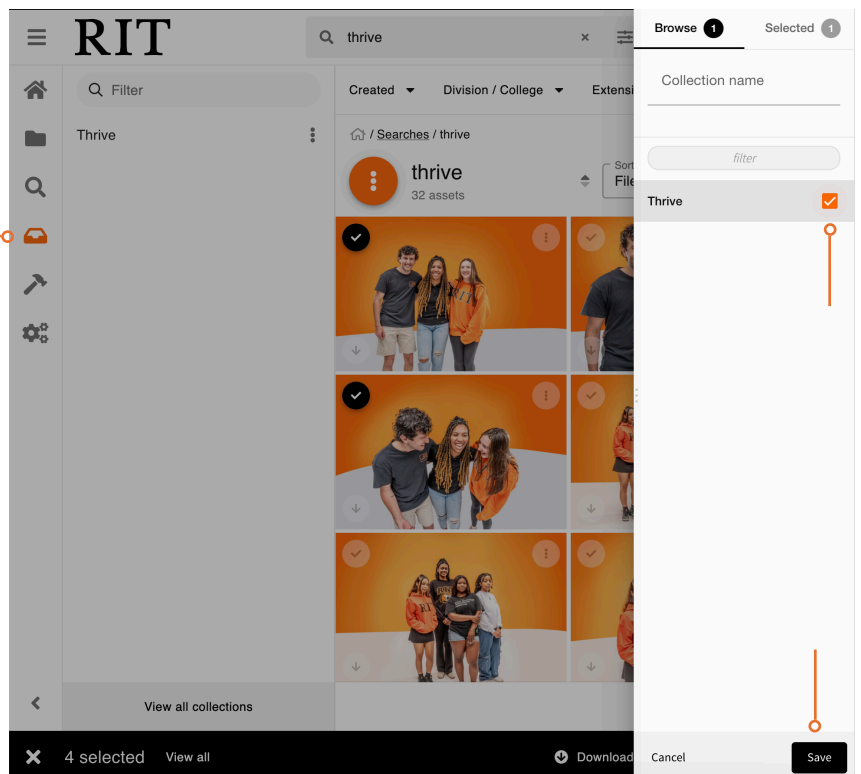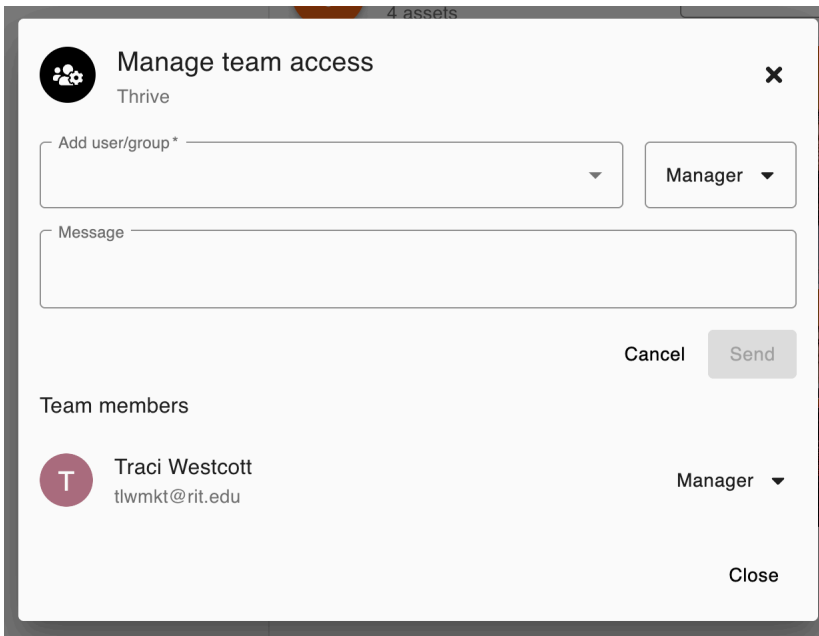
# Sharing Collections

Collections may be shared with other TigerStock users via custom roles that allow you to control which actions may be performed by these users. Assets may be shared within RIT to those without TigerStock accounts, via **share links**.
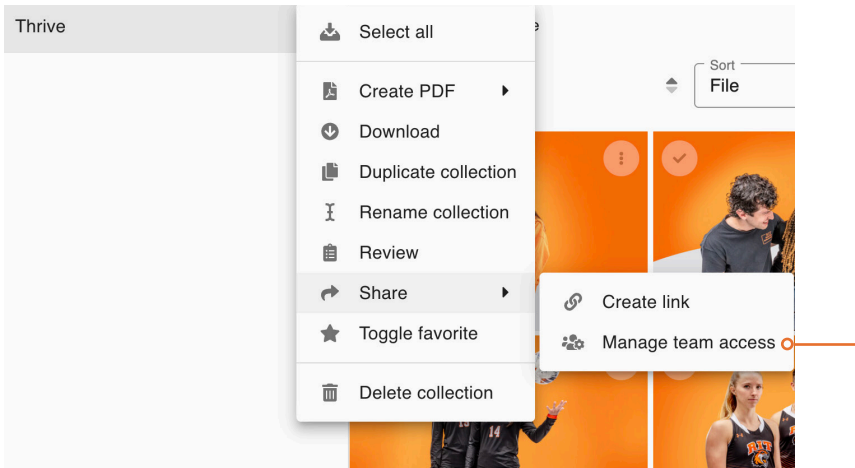


**To share with team:**

Within the **Collections** tab, click on triple dots next to the collection you would like to share.
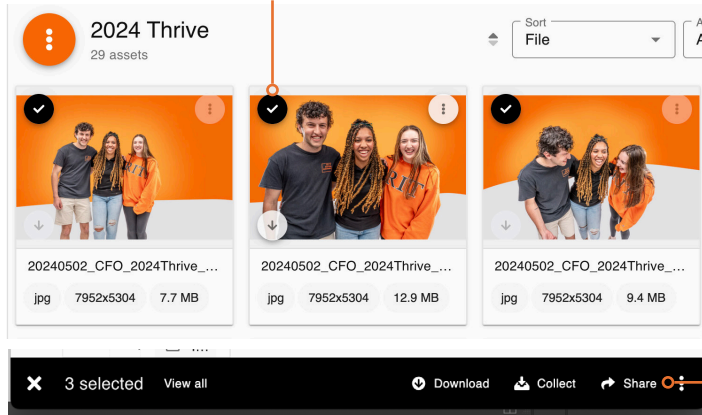
**Manage team access**



You can select a permission level and who you would like to share the collection with. **The user must have a TigerStock account.**

If you would like to send a message to users you are sharing the collection with, add text to the message box.
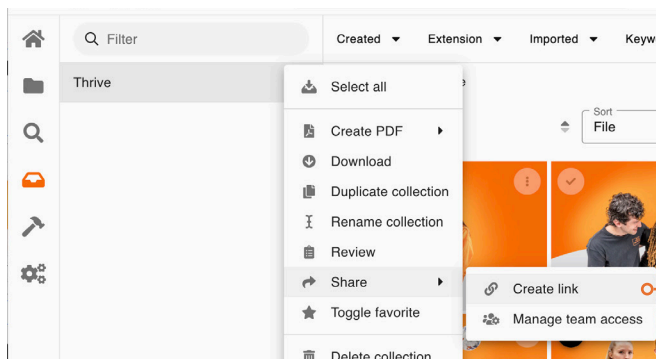
# Share Links

**Sharing a single asset**
Click the share action from the asset detail page.
In the gallery, right-click the asset's thumbnail and click Share.

**Sharing a selection of assets**
Select the assets you'd like to share. (Click check mark in the upper left corner of the thumbnail) or select a collection you'd like to share.

Use the Share button in the selection bar.



**To share an entire collection with a link**
In the **Collections** tab click on the triple dots next to the collection you'd like to share an external link to. Select **create link.**
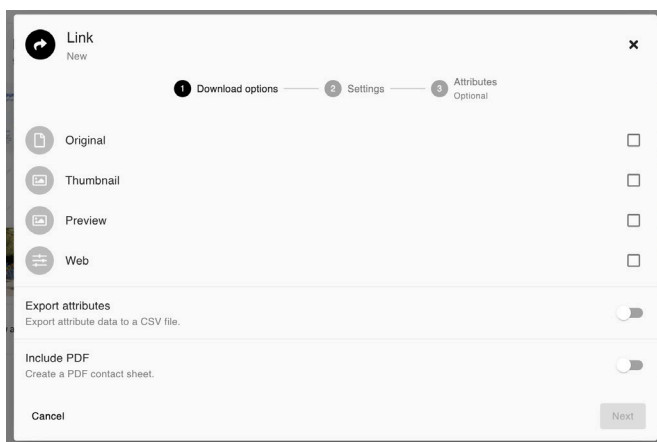


When creating a link, you'll first be prompted to select **download options** for the assets you want to share. These options may change depending on the type of assets you are downloading.

**Original**: shares the source asset in its native form. This option is always available, regardless of selection or attribute type.

**Thumbnails and Previews:** derivative "proxy" files that are created upon upload for specific assets. If available for all shared assets, both proxy options will be displayed; thumbnails at around 150 pixels and previews at 500 pixels on the longest side, based on orientation.

**Web:** Reduces image size for use in social, web pages.

**Include subfolders**: When sharing a folder, this option includes all subfolders and their assets in the downloaded zip file.

**Export attributes**: choose this option to export a CSV file of attribute data about your shared assets.

**Include PDF**: this option will add a PDF contact sheet of your shared assets to the share link.

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**Chose your settings:**

**Enable link:** If toggled on, access to the link is active. If this toggle is off, users will be presented with an error when trying to access the link.

**Title (required):** A descriptive name for the share link. This title will be displayed at the top of the share link page.

**Expiration date:** Set an expiration date for the link by either typing the date (YYYY-MM-DD) or using the calendar button. When the expiration date is reached, the link will automatically disable. Expired links can be re-enabled by modifying the existing expiration date or toggling Enable link on, which will automatically clear the expiration date.

**Password:** optionally set a password that must be entered before a user can access the share link page.

**Allow download:** If the Allow download option is enabled, users can download assets from the share link. If it is disabled, the assets will be view-only. When Allow download is turned off, Views, Repurpose Presets, Attribute Exports, and PDF contact sheets will not be shown on the share landing page. Additionally, link recipients will receive an error message if the selected download options do not include Original, Thumbnail, or Preview when Allow download is disabled.



**Attributes** (Optional)

Choose which attributes display on the share link's list view landing page (see example below). If no attributes are selected here, only asset names will be shown.
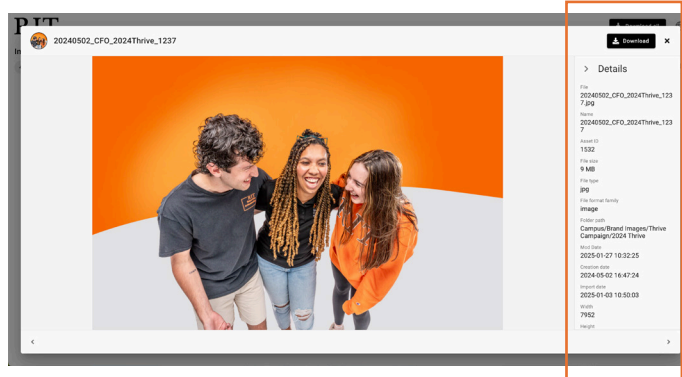


Click **Publish** when ready to create the link.

**Share**
Once a share link is created, copy the URL to your clipboard or email it directly to one (or more) recipients with a custom message. Click the Share button when you are ready to send your email.

# Managing Share Links



**Managing share links**

Share links can be managed by the user who created the link, or an administrator. Use the Tools menu to navigate to the Links section. From this tab, you can manage any existing share links or create new ones.



Each link record displays a **title, asset count, creation date, creator, expiration date, last downloaded date, status and action menu.**

Click on column headers to sort links by column data.

Filter links by status. **Enabled** shows only currently enabled links, **disabled** shows inactive links, and **any** shows all links regardless of status.

Additional actions are available from a link's action menu: Copy link, Share, Edit, and Delete.

**Sharing links**
Select **copy** link or **share** from a link's action menu to copy the link URL or email the URL directly to recipients.

**Editing links**
You can edit a link's download options, settings and attributes by clicking on the triple dots to the right of the link you want to edit. You cannot change a link's creator. When a link's creator has been deleted the existing URL will no longer work and you will need to create a new link.

**Deleting links**
Delete deletes the link permanently. This cannot be undone.

**Accessing share links**
Use a browser to open a share link and preview and/or download shared assets and data.
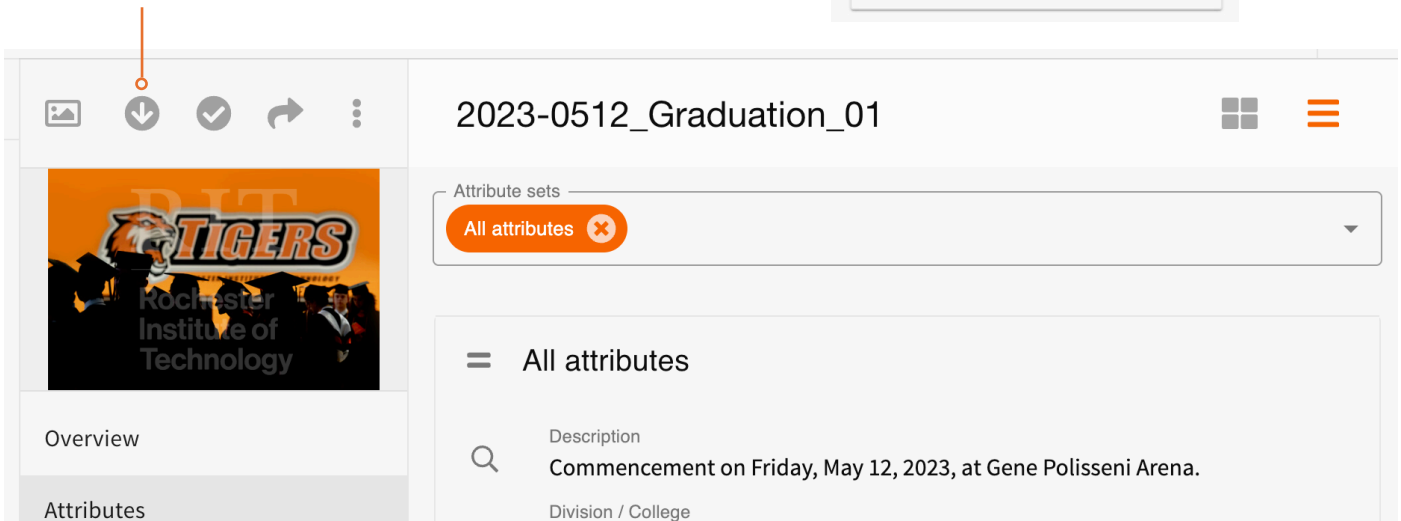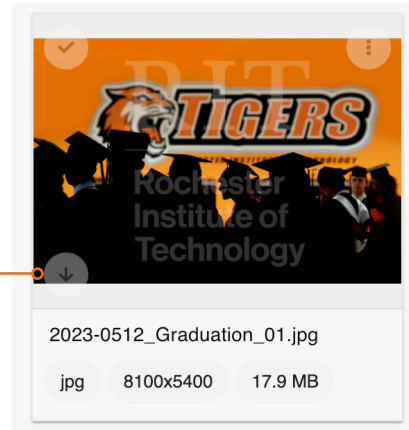
# Downloading Images

There are multiple ways to download images.

*If you have a **student user account**, you will not be able to download images. See the **Collections** section to see how to make and share a collection with another user, or your supervisor, that has download permissions.

**Single asset**
There are 3 ways to initiate a download for an individual asset:

-Click the download button that accompanies an asset in all gallery views.
-Click the download button on an asset's detail page .
-Right-click an asset while viewing a gallery and select download from its context menu.



2023-0512_Graduation_01.jpg

jpg     8100x5400     17.9 MB



2023-0512_Graduation_01

Attribute sets

All attributes ⊗

= All attributes

Description
Commencement on Friday, May 12, 2023, at Gene Polisseni Arena.

Division / College

Overview
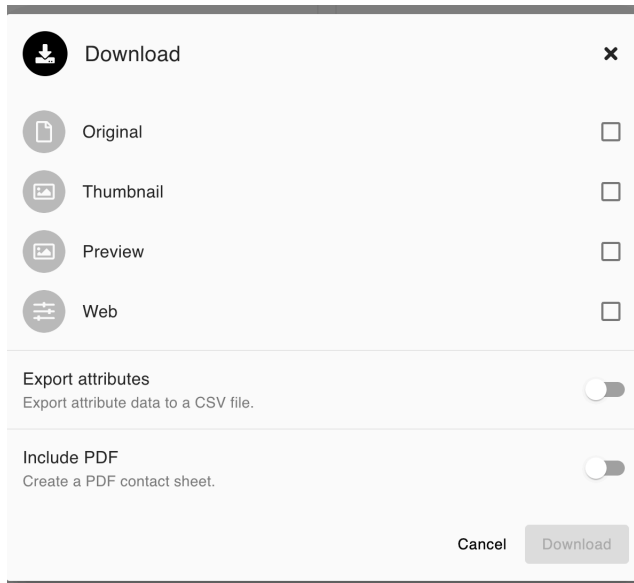
Attributes

**Multiple assets: Downloading a selection**

To download multiple assets, make a selection and initiate the download action in one of two ways:

-Click the download button in the selection bar.
-Right-click any asset thumbnails in your selection and choose download from the context menu.



✕  2 Selected    View all                    ⊙ Download    📥 Collect    ➤ Share    ⋮

# Download Options

Download options allow you to decide what kind of files and data are included in the download. You can select as many options as you like, but these options may be limited or change depending on the type of assets you are downloading.
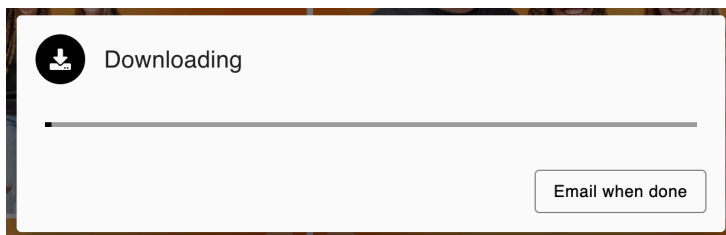


**Original**: shares the source asset in its native form. This option is always available, regardless of selection or attribute type.

**Thumbnails and Previews:** derivative "proxy" files that are created upon upload for specific assets. If available for all shared assets, both proxy options will be displayed; thumbnails at around 150 pixels and previews at 500 pixels on the longest side, based on orientation.

**Web:** Reduces image size for use in social, web pages. Maintains the aspect ratio of the original, but resizes the image to longest side of 2500 pixels

**Include subfolders**: When downloading a folder, this option includes all subfolders and their assets in the downloaded zip file.
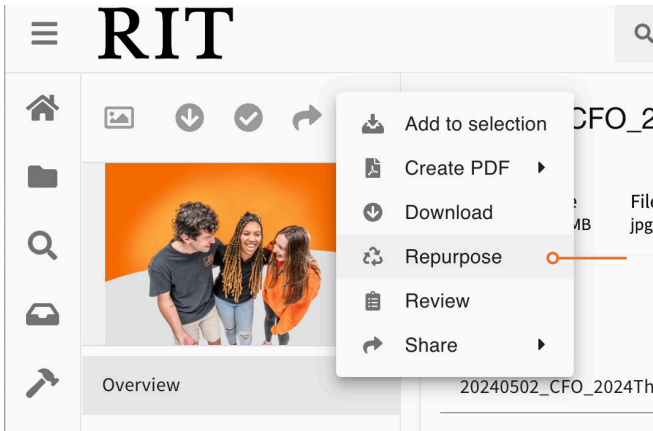
**Export attributes**: choose this option to export a CSV file of attribute data about your shared assets.



If downloading multiple files, it may take a while. You can select the "Email when done option" to continue using TigerStock.

# Crop Options



You can access the Repurpose action for an individual image asset via the action menu on an asset's detail view or by right-clicking over the asset from a gallery. Select either the Crop or Adjustments action to open the repurpose editor.
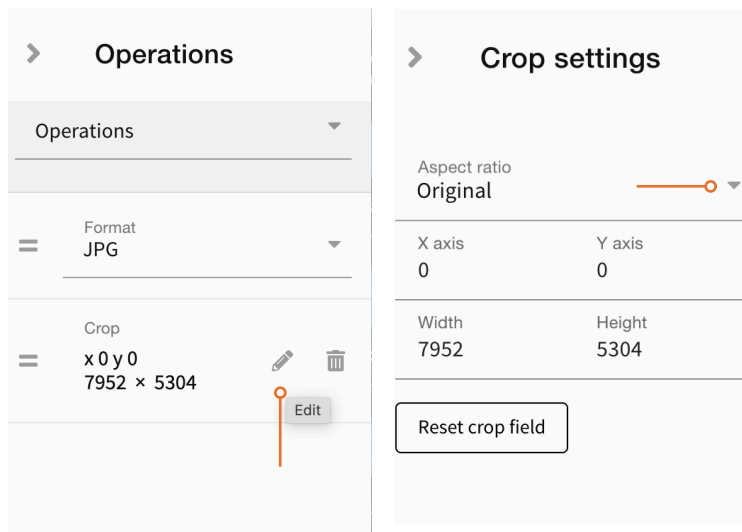


To edit the crop, click the pencil button in the crop section.

**Aspect ratio:** If you need a specific aspect ratio for the image, these dropdown options will automatically resize the crop area according to your selection and enforce that ratio as you shrink or expand the crop area. Selecting Free will allow you to drag the selected area wherever you wish.

**Coordinates**: Automatically relocates the crop area according to the x (horizontal) and y (vertical) coordinates inputted. This number will update as you drag the crop area around the image.

**Dimensions:** Assign a specific pixel size for the crop area. Note that changing one value will update the other according to your chosen aspect ratio unless the ratio is set to Free. Dimension units are in pixels.

**Reset crop field:** Expands the crop area to the full size of the original image.

**Cancel & Apply:** Use the Cancel button to navigate away from the crop window back to the adjustments screen; Apply will crop the current image and take you to the crop operations window.

You can move the crop however is needed. From there press **Apply**, and a download dialog box with appear to **download** the cropped image.
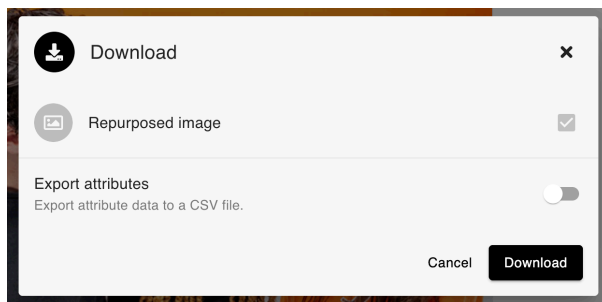
TigerStock is supported by NetX. For more information, you can access the NetX user guide. As you move through the guide, there may be some features and actions you won't be able to use, depending on your user level.