

TigerStock

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Logging In

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

RIT

Login to tigerstock.rit.edu

Username
RIT Username

Password
Password

Login

Forgot Username? | Forgot Password?
Change Password

Need assistance? Please contact the RIT Service Center at 585-475-5000 or visit help.rit.edu

Logging into TigerStock is done via shibboleth single sign on.

Log in with your RIT credentials.

RIT

Username*

Password*

Sign in

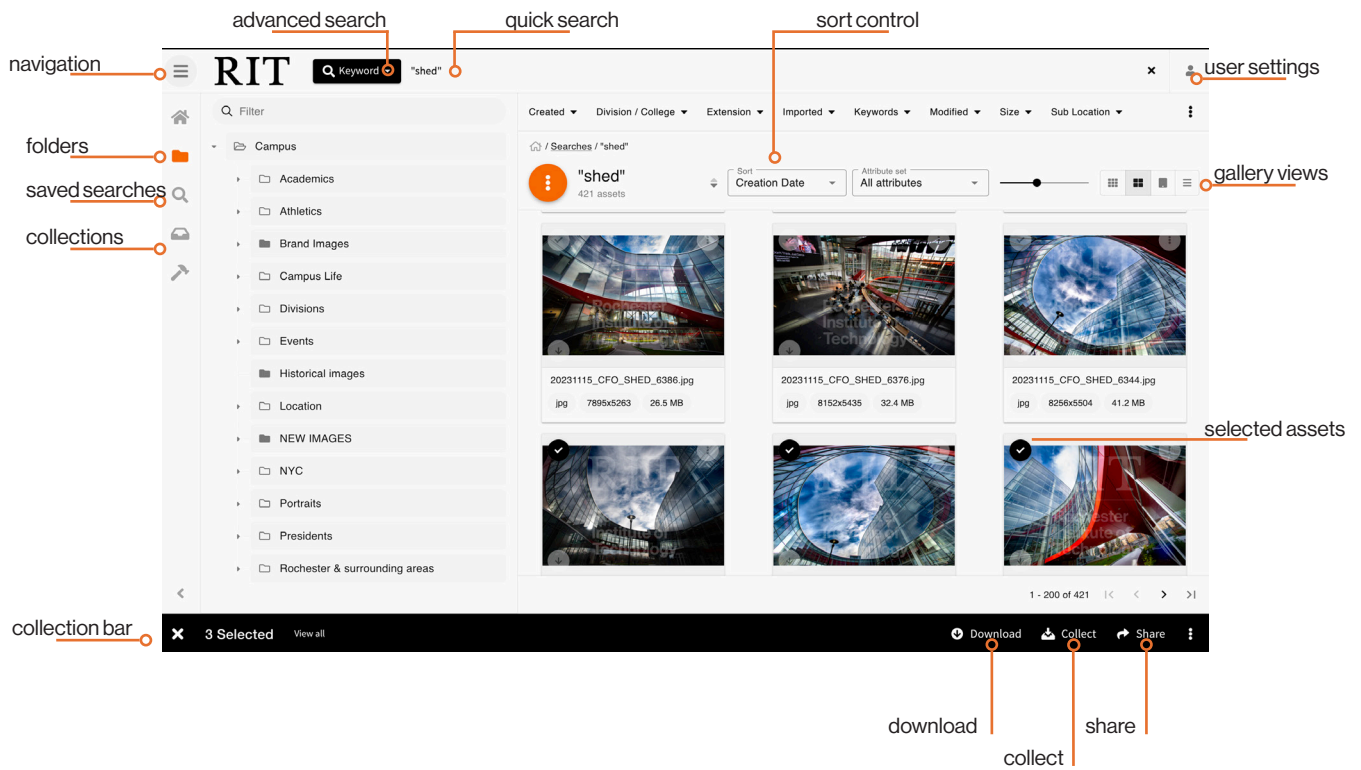
RIT SSO

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 a “Incorrect login. Please try again error”

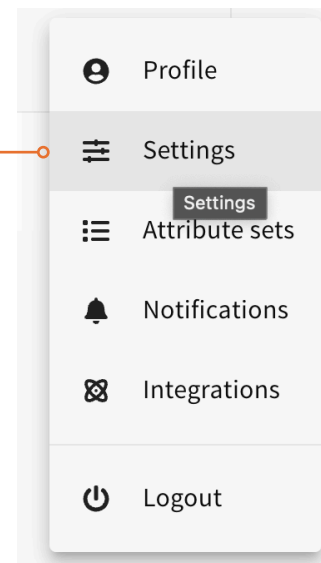
You will then need to provide your RIT credentials again to login to SSO shibboleth

Overview



Custom User Settings

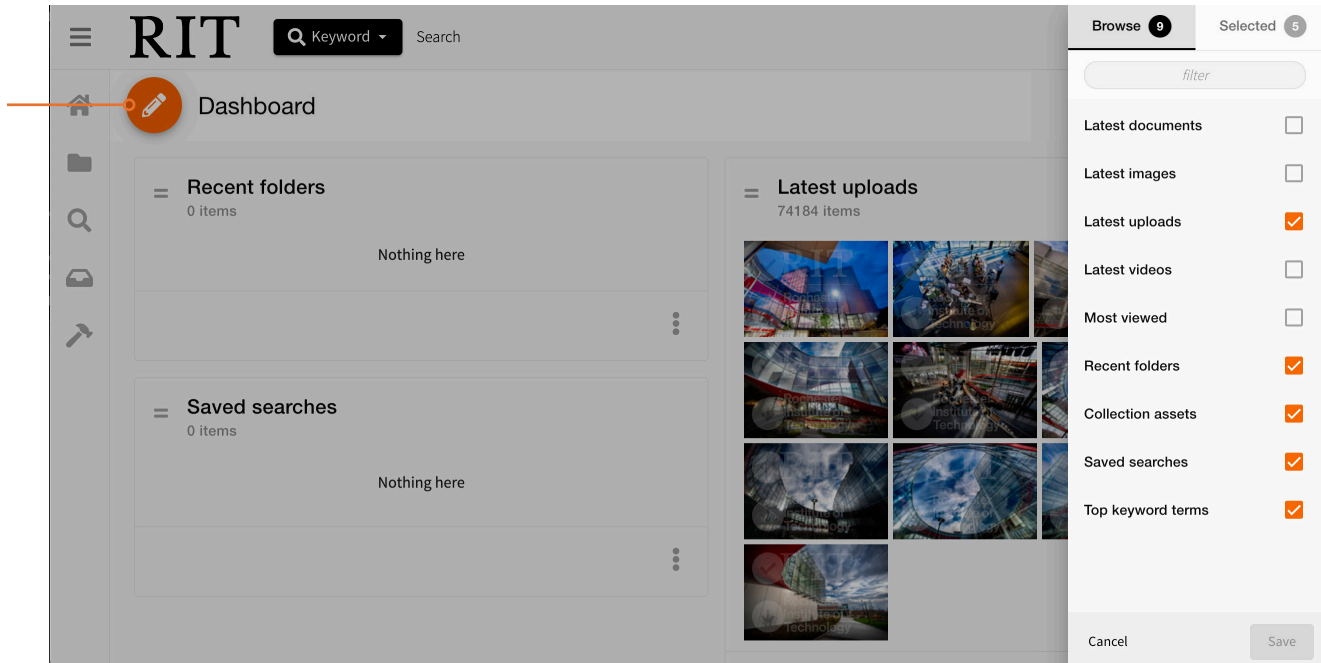
Clicking the  user icon > settings on the top right of your dashboard will allow you to change your language preference, theme, and email notifications.



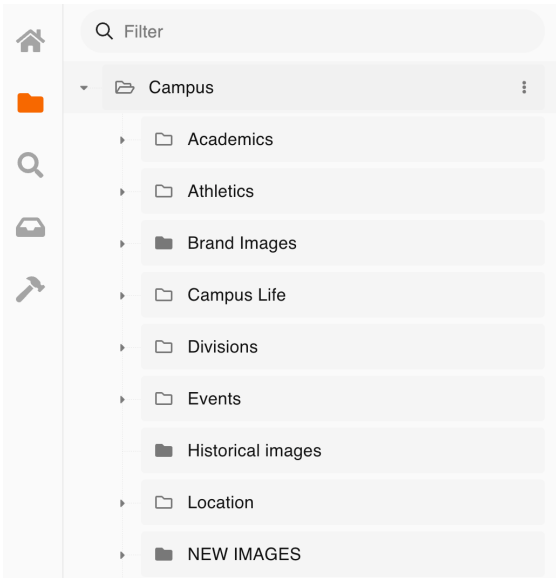
Dashboard

The dashboard is the landing page that greets all users and provides quick access to the latest uploads or commonly used folders/search terms.

This page is individually customizable with the pencil button found to the left of the dashboard header. Click the checkboxes you wish to see on your dashboard, then click save.



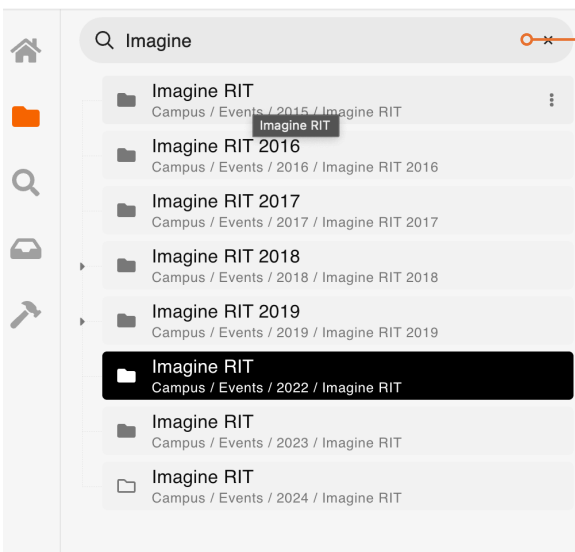
Folders



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.

**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.

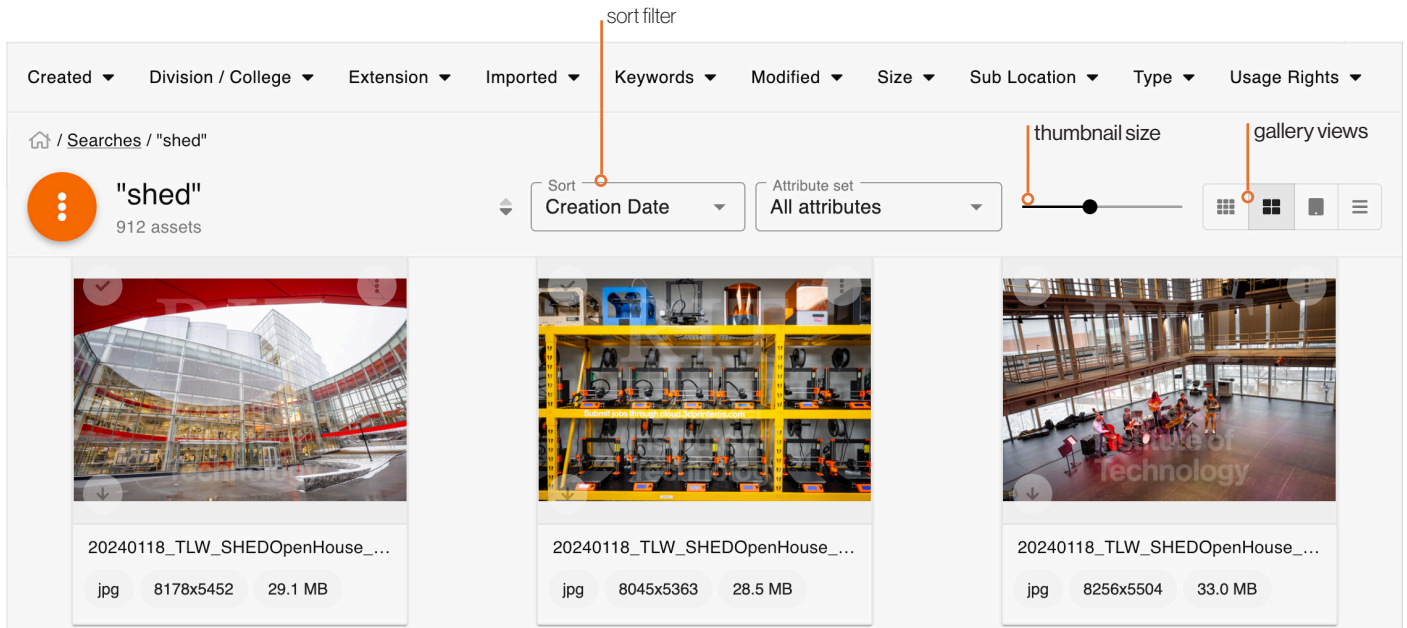
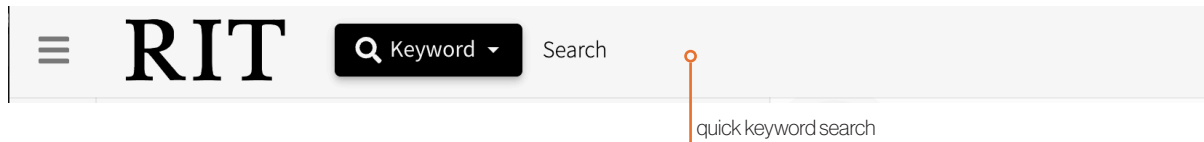
*Note this will only search the FOLDERS, not images. If you are searching for images, you need to use the quick search bar, or advanced search. See [“Searching for Images”](#).

Searching for Images

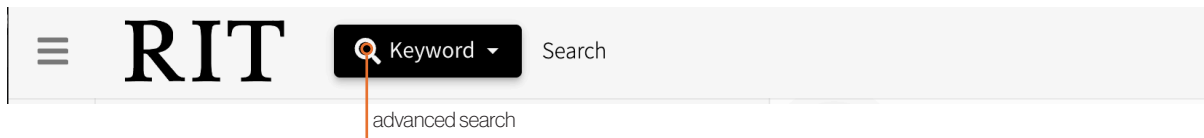
Perform a **quick keyword search** using the search bar at the top of the application window.

Keyword search takes a word or phrase as its input, and the system 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.

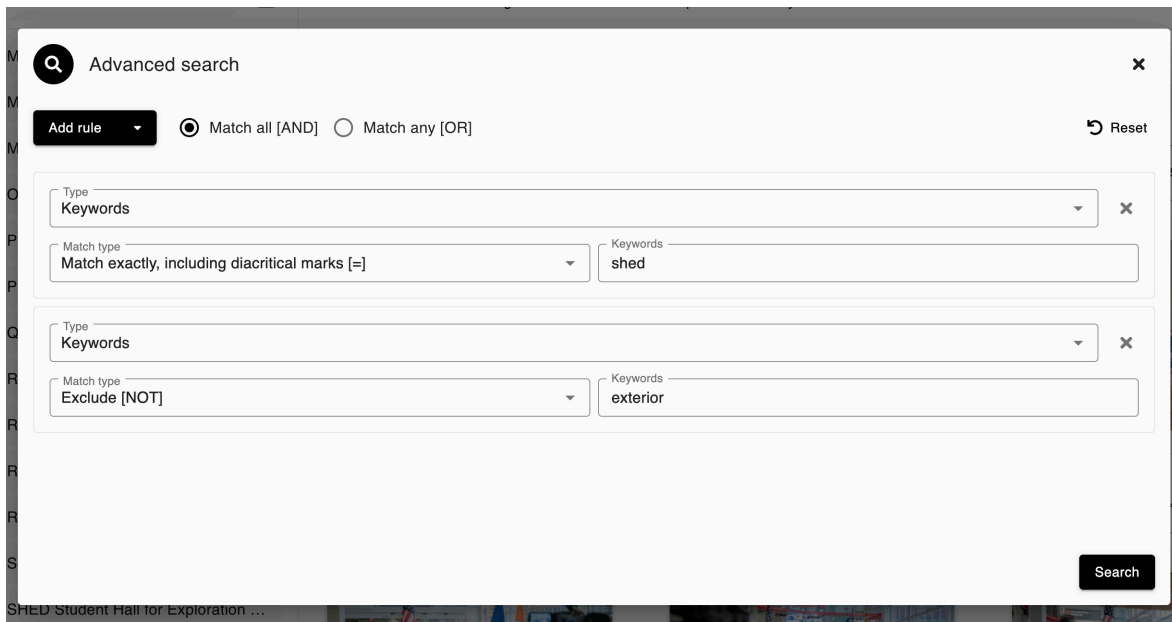
Once you begin typing into the search bar, a dropdown of suggested search terms may appear. Selecting a search suggestion will automatically perform an exact search for that term.



Advanced Search



To do an advanced search, click the “Keyword” dropdown > “Advanced”



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.

The above search would yield photos of the SHED, but nothing exterior.

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 the application.

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

The following search types have unique conditional search criteria:

Keyword
Content
Attribute

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.

Wildcard searches

To perform a single character wildcard search use the "?" symbol. To perform a multiple character wildcard search use the "*" symbol. The single character wildcard search looks for terms that match the word with the single character replaced. For example, to search for "text" or "test" you can use the search: **te?t**

Multiple character wildcard searches looks for 0 or more characters. For example, to search for test, tests or tester, you can use the search:

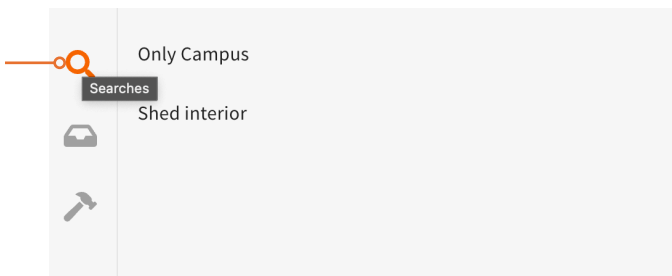
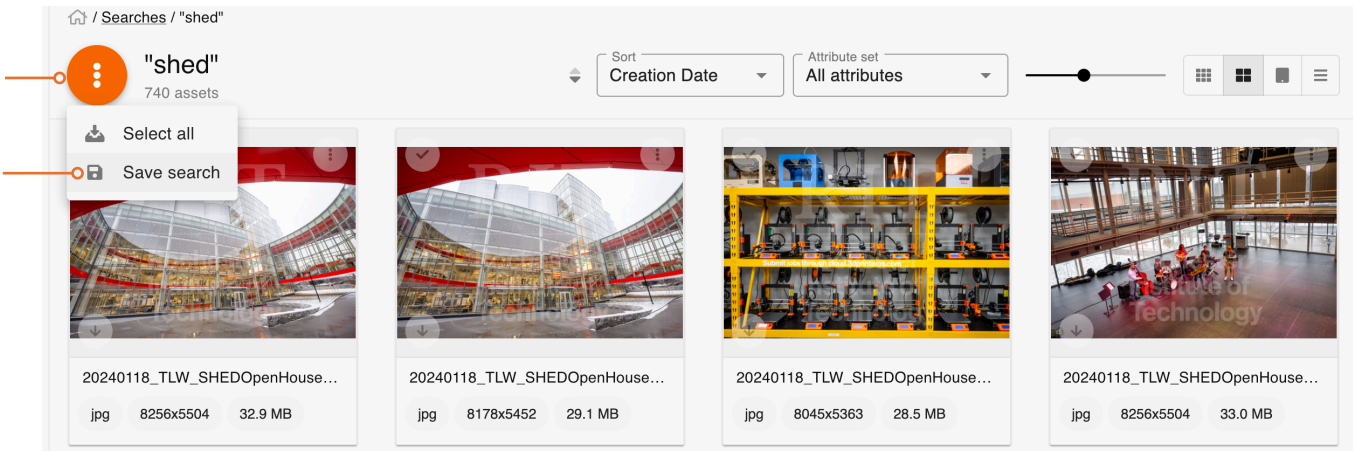
You can also use the wildcard searches in the middle of a term: **test***

Note: You cannot use a * or ? symbol as the first character of a search.

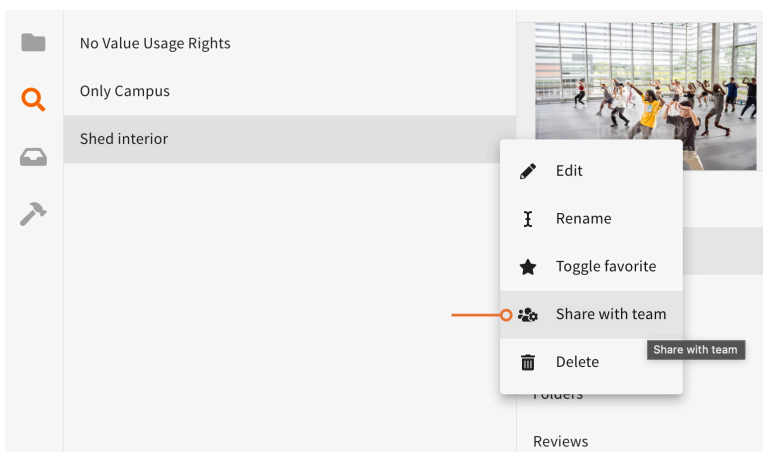
Saving Searches

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 keyword search.
2. When results are shown, use the gallery action menu and select Save Search.
3. Give your search a name.
4. Click Save when finished.
5. To share the search with team members, click the 🔍 search icon, then click the triple dots next to the search you want to share > "Share with Team".



Saved searches will appear in the left menu for future quick access.



Searches can be shared with other TigerStock users.

Click on the ⋮ triple dots next to the saved search you would like to share.

You can define the user permissions and select which TigerStock users you would like to add.

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.](#)

20230913_TLW_SHED_HipHop_08415_2

Attribute sets
All attributes

All attributes

Description
Howard Kong, a first-year software engineering student, right, dances during a Hip-Hop class at The SHED on Sept. 13, 2023.

Usage Rights *
Rights Cleared

Division / College
School of Performing Arts

Keywords
School of Performing Arts SHED Student Hall for Exploration and Development hip hop dance Performing Arts

Date Time Original
2023:09:13 16:18:09

Notes

Creator
Traci Westcott

Creator's Job Title
University Photographer

Save

Exit detail

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

20230913_TLW_SHED_HipHop_08415_2
5858 x 3905

Toggle preview

Attributes
Attribute set
All attributes

File
20230913_TLW_SHED_HipHop_08415_2.JPG

Name
20230913_TLW_SHED_HipHop_08415_2

Dimensions
5858 x 3905

Description
Howard Kong, a first-year software engineering student, right, dances during a Hip-Hop class at The SHED on Sept. 13, 2023.

Usage Rights
Rights Cleared

Division / College
School of Performing Arts

Keywords
School of Performing Arts SHED Student Hall for Exploration and Development hip hop dance Performing Arts

Date Time Original
2023:09:13 16:18:09

Save

Exit detail

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.

You can use the < > arrows on either side of the image to scroll through other images.

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 is further subject to other RIT policies including, but not limited to, RIT's Copyright Policy (C3.2), Privacy Policy (C7.0), Information Security Policy (8.1), Code of Conduct for Computer Use Policy (8.2), and Education Records Policy (D15.0).

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:

Rights Cleared – these photos may be used in any RIT marketing and communications efforts. This photo has (i) a signed release, (ii) was taken at Imagine RIT, or (iii) was taken at University Arena venues where the standard RIT ticket containing photo release language has been purchased.

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).

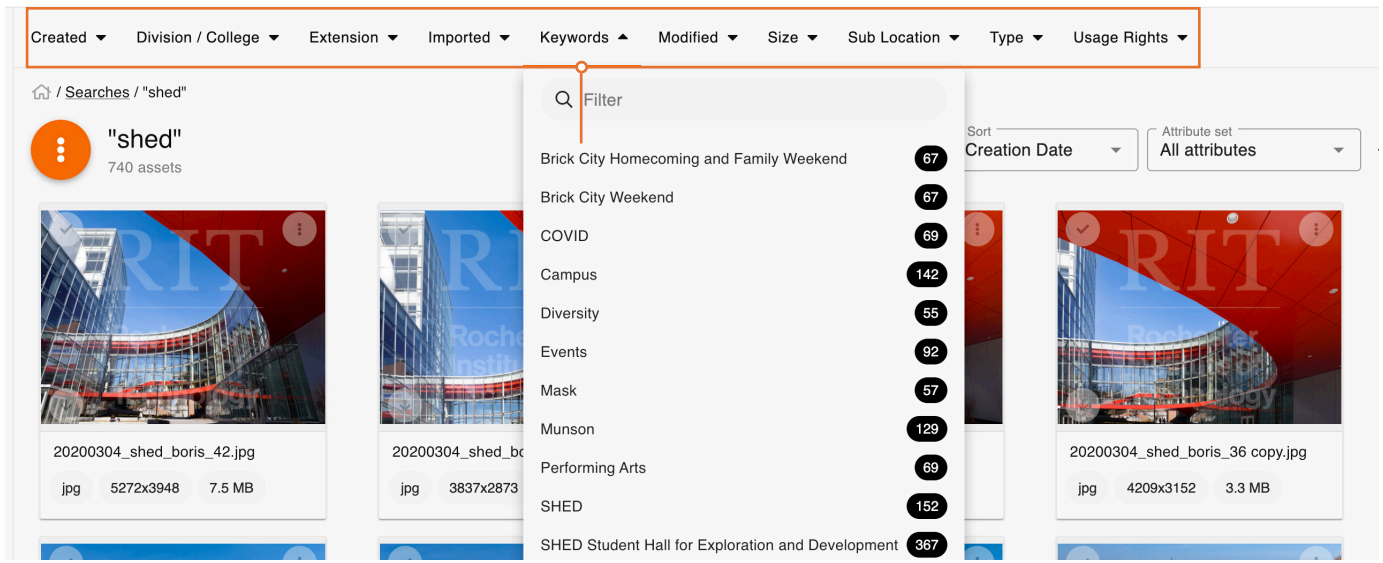
Rights Unknown – these photos do not have a signed release readily available and may only be used for (i) RIT news purposes by RIT's Division of Marketing and Communications or (ii) as otherwise authorized by the division (requests must be made to photo@rit.edu). Use of these photos for marketing purposes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

Some assets that were migrated over from Cumulus may have "To be used in RIT publications and related material" in the Usage Rights field. **Please consider these assets "Rights Not Cleared"

IF USAGE RIGHTS FOR A PHOTO ARE NOT DEFINED, ASSUME THEY ARE RIGHTS UNKNOWN.

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.

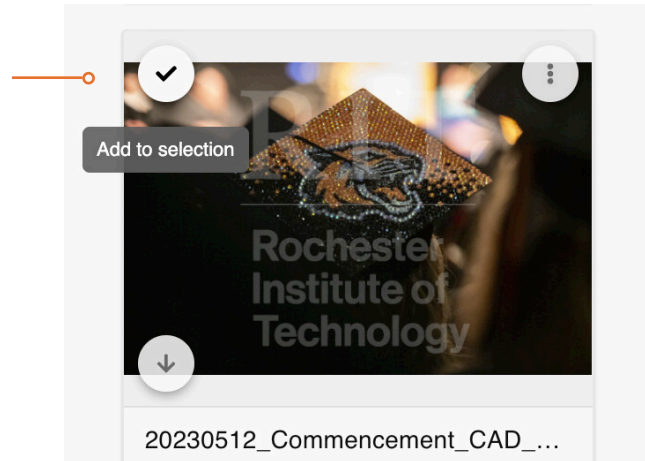
**Keep in mind, old assets may not have the most up to date metadata, as we've recently updated our procedure for embedding metadata into images.

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.

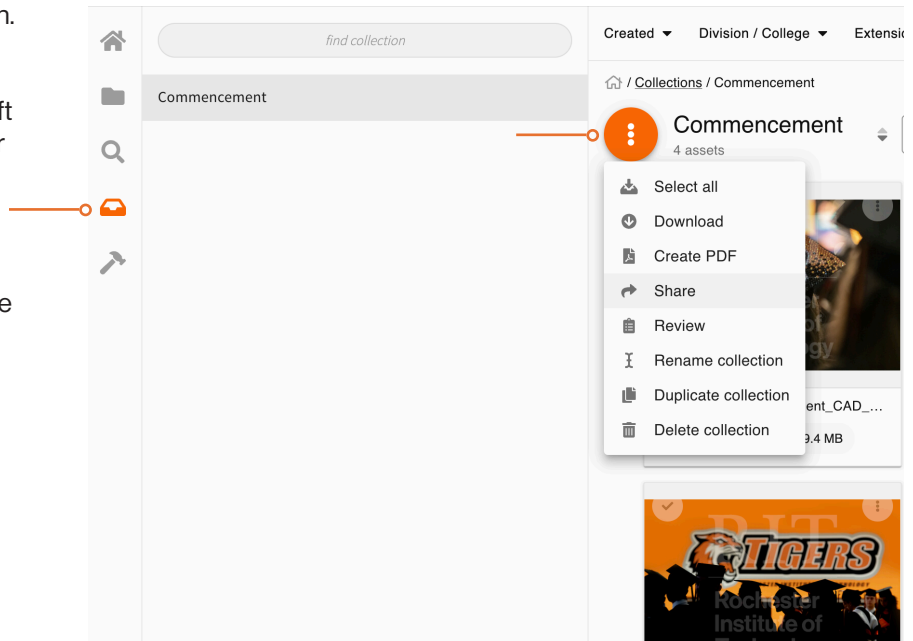
Select the images you would like to add to a collection by clicking the check mark in the upper left hand corner.



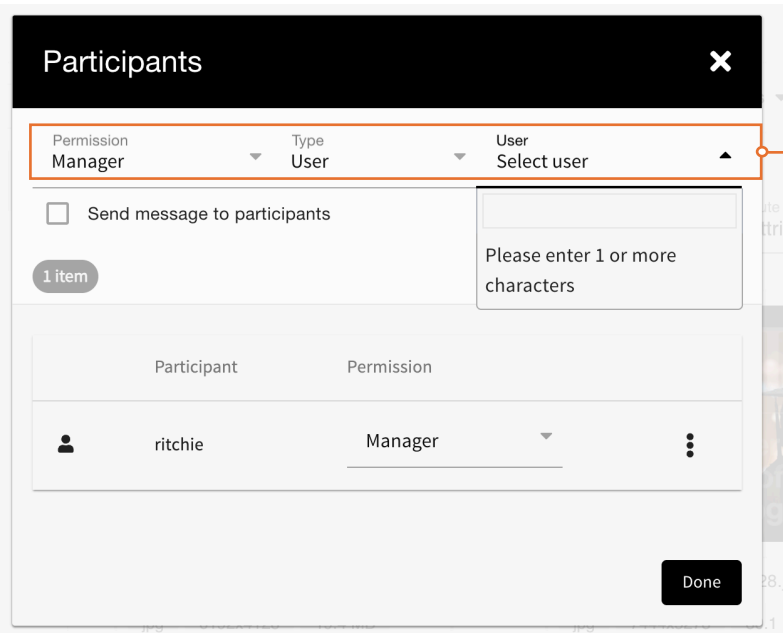
After you press "collect" name the collection.

From there, if you want to share the collection, click the collection icon on the left side of your screen. You will see a list of your collections.

Press the orange triple dot. You can share with other users that have a TigerStock account (Share With Team), or you can choose to share a link externally.

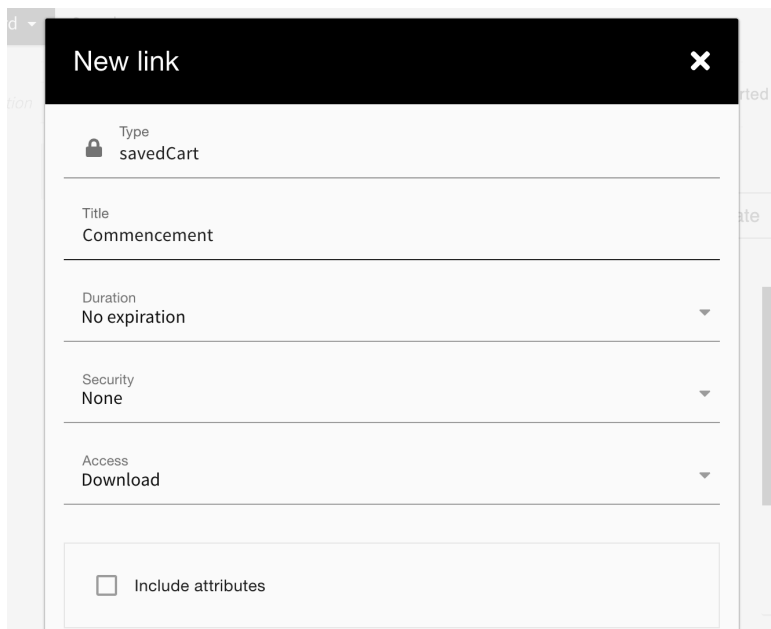


Sharing Collections



To share with team:
You can select a permission level and who you would like to share the collection with.

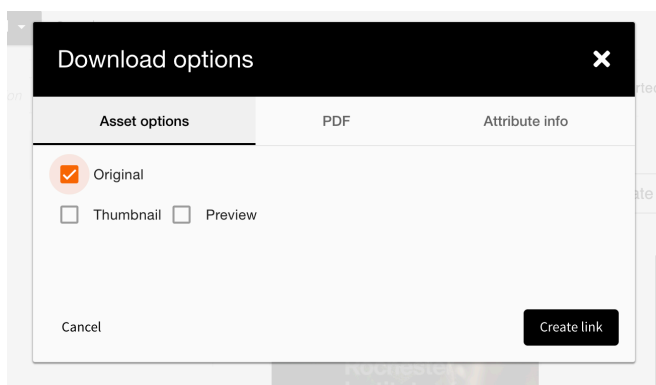
If you would like to send a message to users you are sharing the collection with, select "Send message to participants"



To share a link:

You can set an expiration date, password, and determine if you want the end user to have download or view-only access.

Press "Choose Options" to continue



Select what download options you might need.

"Create Link"

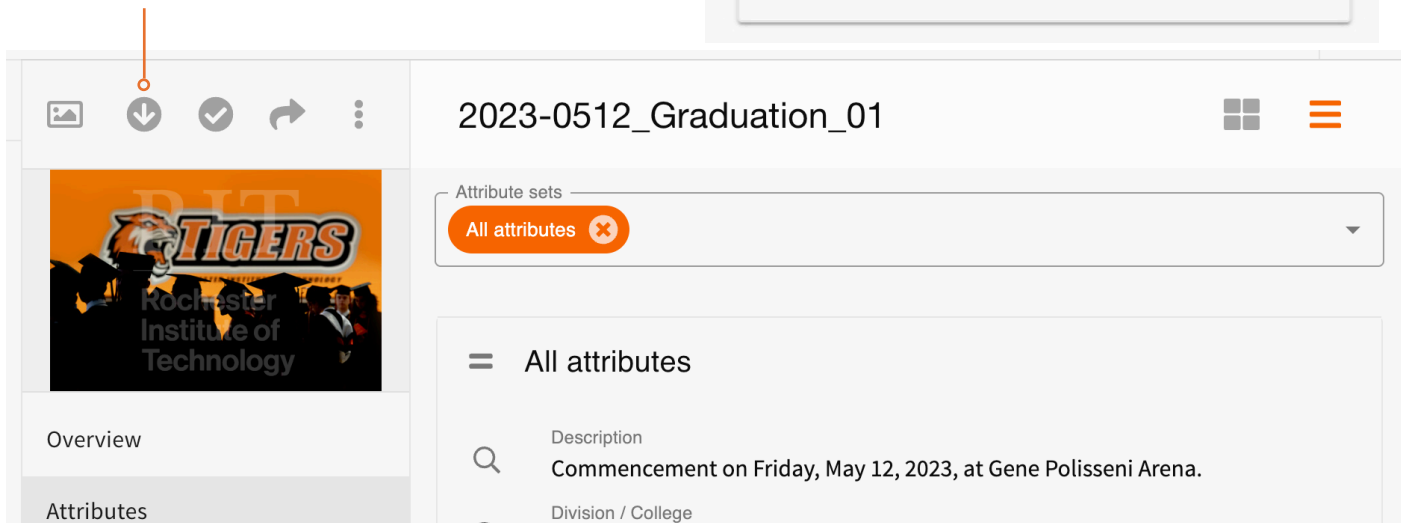
You may then copy the link, or email directly from TigerStock.

Downloading Images

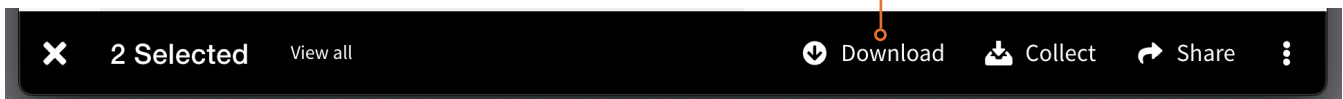
There are multiple ways to download images.

Assets can be downloaded using the Download button on the selection bar. You can also download assets individually via the button on an asset's thumbnail, or as an action on an asset's detail page. In addition to downloading the original file.

*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.



If you want to download multiple images at once, select the images (using the check mark in the upper right corner of the thumbnails) and press download on the selection bar at the bottom of the screen.



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.