Accessing Tandem Vault

Login to utdallas.tandemvault.com/login. Click STAFF LOGIN and use your netID and password.
Start a Search

Enter keywords to find pictures of the person or things you’re looking for in either of the two search bars.
Search Tips

From the search bar on the top left, a drop-down menu may appear as you’re typing your selection and provides useful categories of photographs that have been “tagged” with the same words you are entering. Or you can just hit enter to see the results of your search.
Search Tips
From there, you can narrow your search by using the categories listed in the left column. If you’re looking for a specific photo or subject, using **METADATA** can be more helpful than searching through **COLLECTIONS**.

For example, in **METADATA** you can search for words that may be included in captions. You can also select groups of photos that have been assigned **TAGS**, which are keywords that may be relevant to your search.
Search Tips

SORT your current search results by (date) captured, (date) uploaded or filename (alphabetical). TandemVault can filter by horizontal (landscape) or vertical (portrait) pictures under ORIENTATION. You can also search for those UPLOADED during a certain time period.
Search Tips

The TAXONOMY filter provides another way to search. This tool can group photos under broader terms such as "faculty" or "students," or allows you to sort photos associated with any of our eight schools.
Viewing and Downloading Pictures

Once you’ve narrowed your search to a gallery of pictures, you can use the **LEFT AND RIGHT KEYBOARD ARROW KEYS** to navigate to the previous or next photos within the gallery, rather than opening each picture individually to view them.

Once you select a picture, you can download a high-resolution version by clicking the **CLOUD AND ARROW ICON**. You will have the option to download original, large, medium or small versions of any image.

You also have the option of emailing low resolution proofs to someone else for review by **COPYING THE URL** that appears when you open an image and pasting it into an email.
Collections Organization

It is recommended that you use SEARCH to find photos, but some pictures are organized into COLLECTIONS. All photos and images that were uploaded to WebDam through 2014 are located in the collection 1969-2014. The collection organization within that group replicates the way folders were organized in WEBDAM, so you can find photos in the same place you found them previously.
Collections Organization

The marketing department has created a MARKETING collection for images that are commonly used in brochures or publications. Latest photographs of students, landscapes, campus buildings or faculty and staff can be found there.

Help and More Information

For help learning more about Tandem Vault, click on the HELP button at the top right section of your screen. Or you can go to this link: utdallas.tandemvault.com/help. Video tutorials are available.

You can also contact webdeveloper@utdallas.edu for assistance.