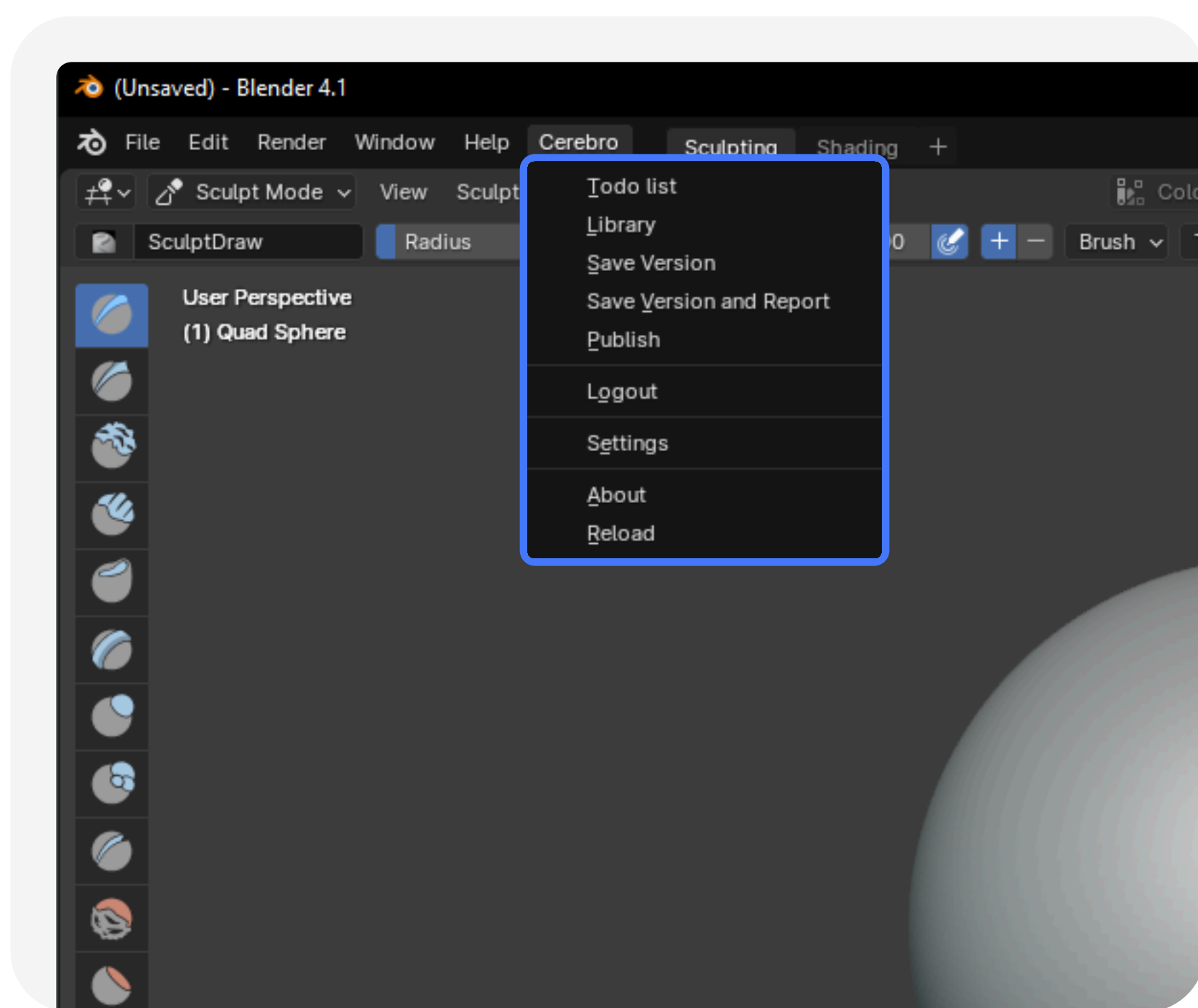


How to Work with Tentaculo

1 After Setup

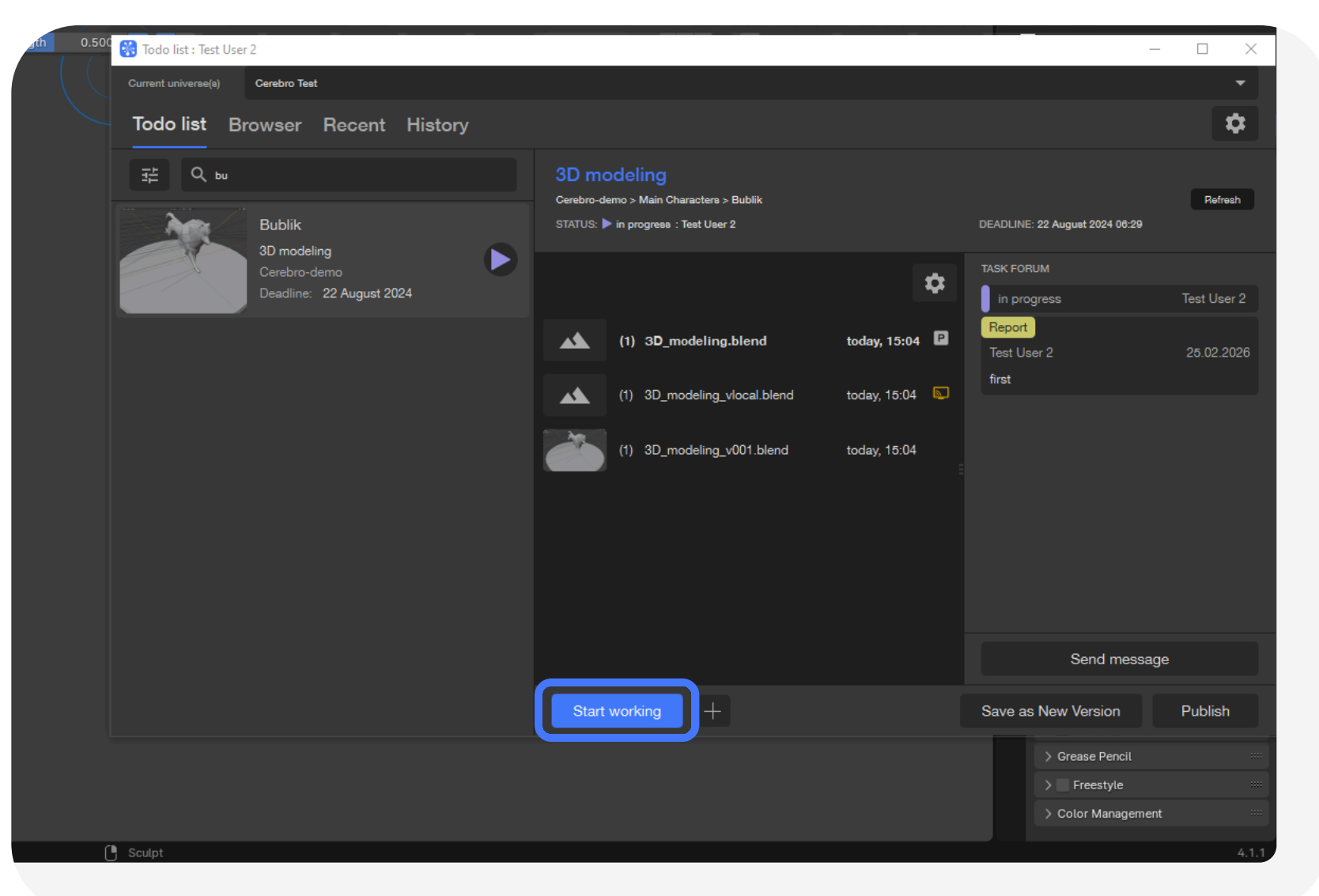


The Cerebro menu is available in your host application. It provides quick access to:

- Todo list**
view your assigned tasks and access the project browser
- Library**
import previously published files into your current scene
- Save Version**
save a new file version locally without publishing
- Save Version and Report**
save a version and submit a report simultaneously
- Publish**
save the file as the primary version and submit a report
- Logout**
sign out of your account and return to the login screen
- Settings**
configure Tentaculo
- About**
Tentaculo version information
- Reload**
refresh modules without restarting the application (for developers)

Use this menu to manage tasks and submit results directly from your creative software.

2 Main Tool



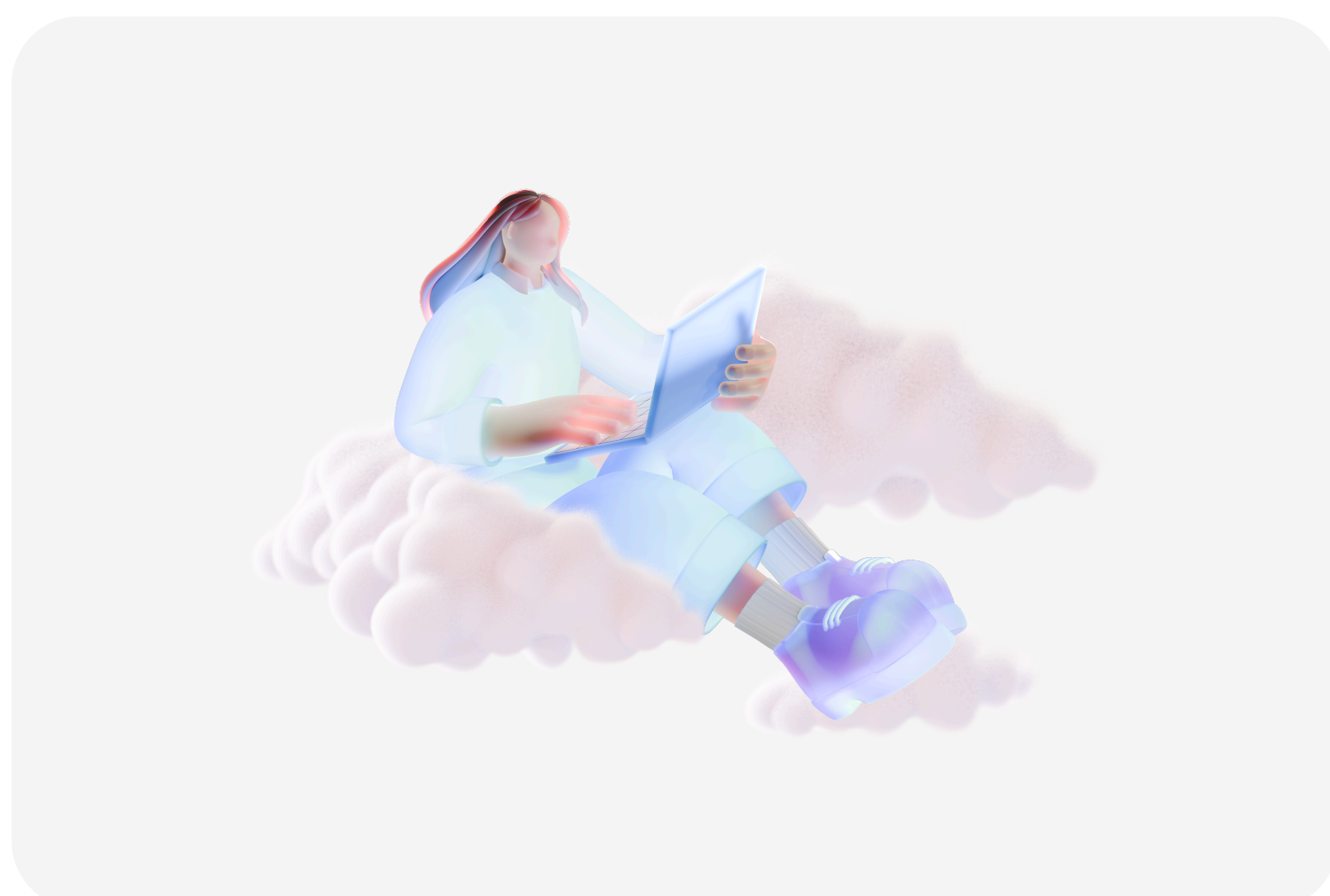
The Todo list is your primary workspace. It displays all tasks assigned to you.

To start a task:

1. Select the task from the list.
2. Click *Start Working*.

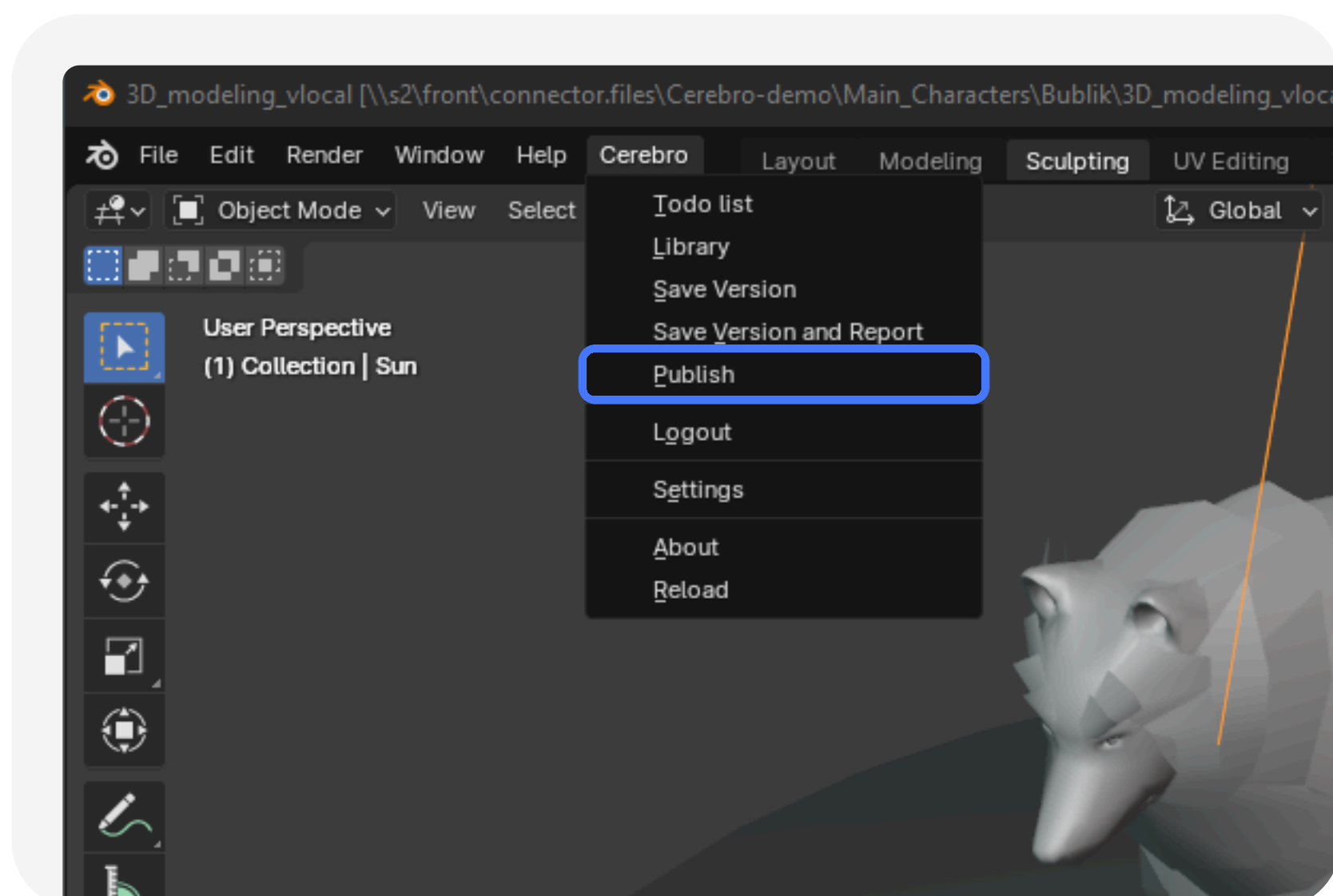
If a task is not in your list, use the *Browser* tab to find it and start working on it.

3 Working on a Task



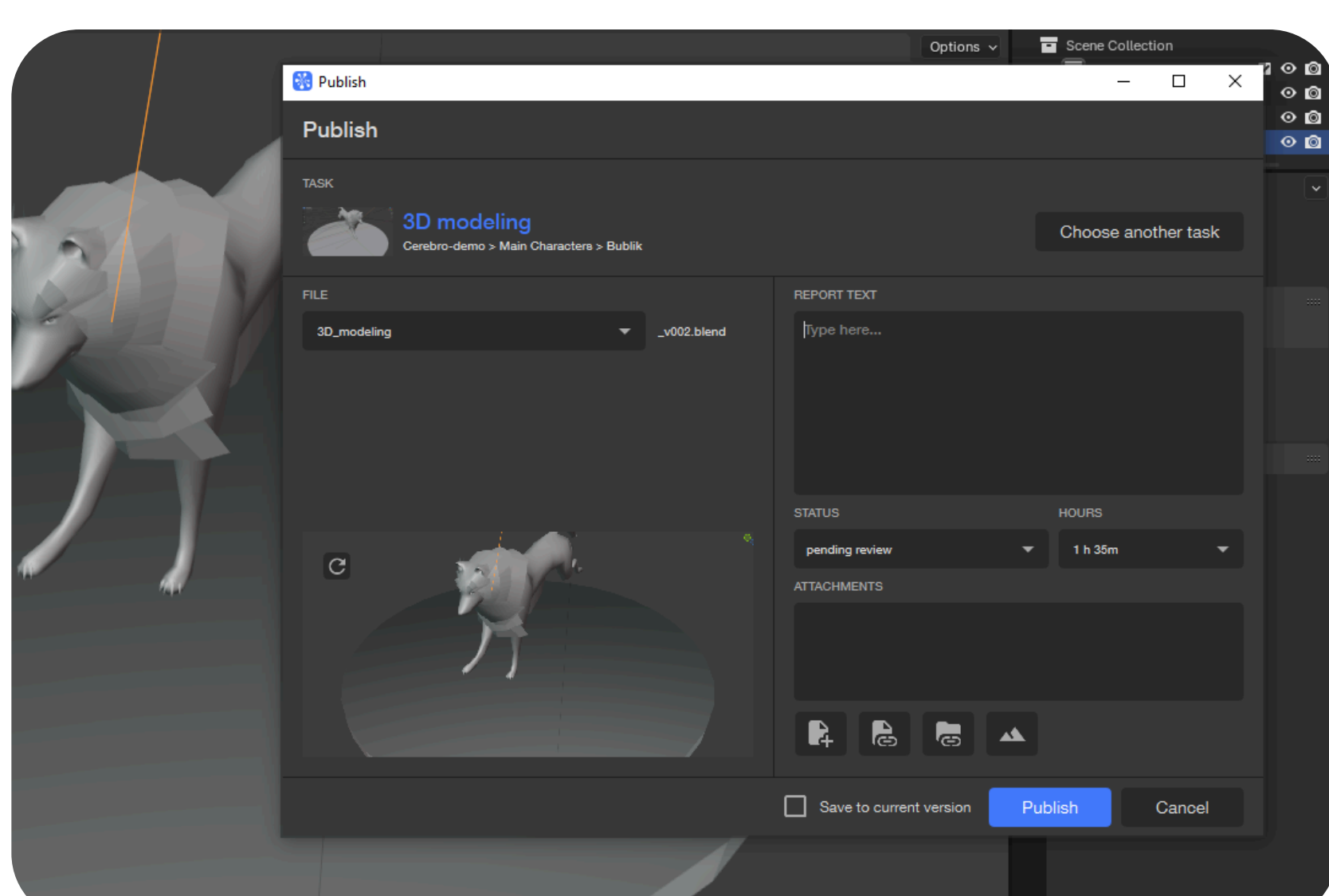
Work on the task as usual in your software (DCC or graphic editor).

4 After Completion



When ready,

> click *Publish*



In the dialog window, review:

- ◆ Linked task
- ◆ File name
- ◆ Report comment
- ◆ Task status

You can attach additional files if needed. Tentaculo automatically tracks your time.

> Click *Publish* to submit your work.