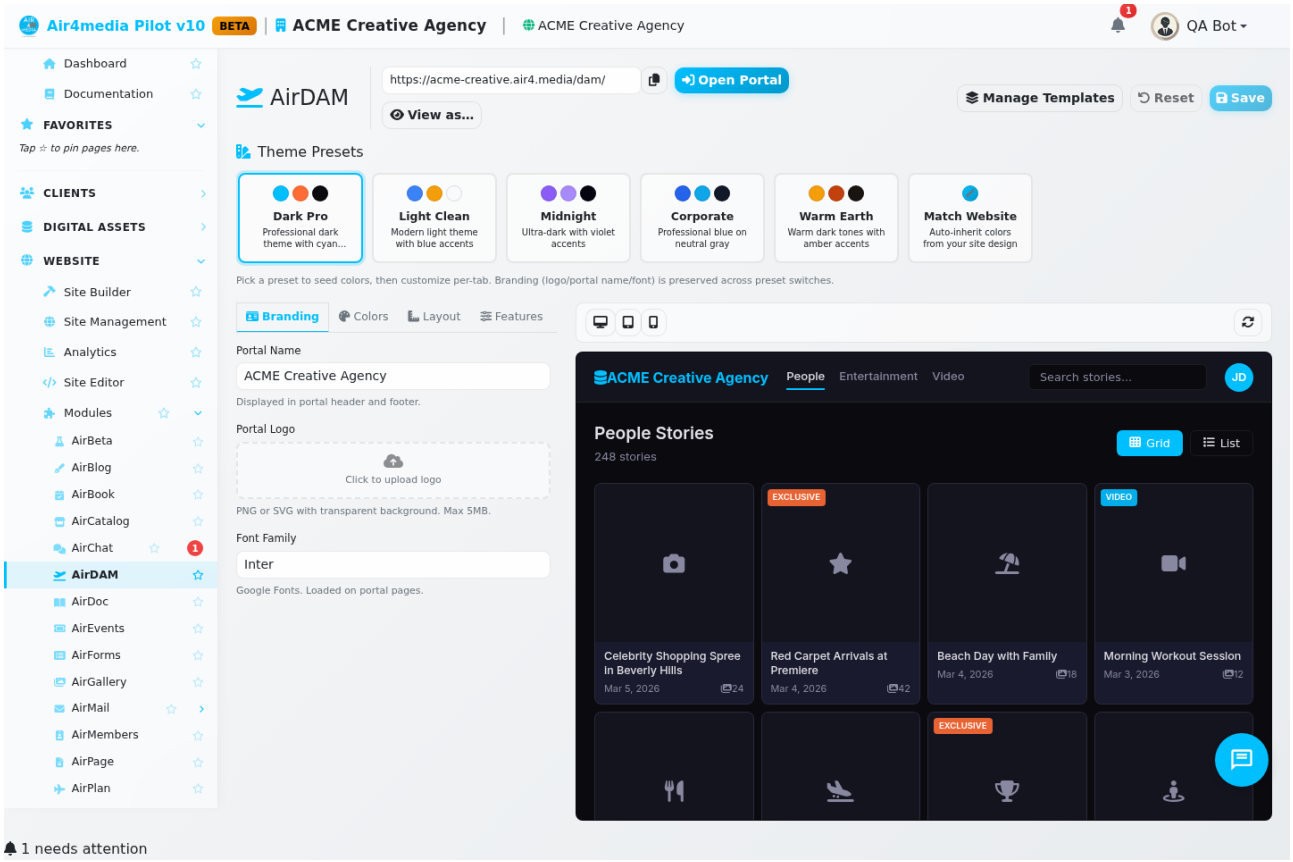

AirDAM

AirDAM connects your Air4 account to your DAM portal — letting you manage all site content (stories, assets, accounts, workflows, delivery logs) and fully customize your portal's public appearance.

Key Features

- **Portal Design Editor**: Opens by default — customize your DAM portal's look with theme presets, colors, branding, layout controls, and custom CSS. Changes are live-previewed before saving.
- **Theme Presets**: One-click presets (Dark Pro is the default) give you a polished starting point. The **Match Site** preset automatically inherits your main site's color palette for a unified look.
- **Branding**: Set a portal name, choose a font family, upload a logo (PNG/SVG/WebP), and add a watermark applied to client downloads.
- **Color Controls**: Fine-tune 11 individual colors — primary, accent, background, surface, card, text, and status colors — all with live preview.
- **Layout Controls**: Adjust card corner radius, grid spacing, and border opacity using sliders.

- **Custom CSS**: Add your own CSS rules for advanced styling beyond the built-in controls.
- **Device Preview**: Toggle between desktop, tablet, and mobile views to verify your portal before publishing.
- **Site Selector**: Switch between DAM sites from the topbar — all content and design settings update instantly.
- **Dashboard**: After selecting a site, a card grid summarizes all sections (Stories, Assets, Accounts, etc.) with live record counts.
- **Stats Bar**: Quick-glance totals for Stories, Assets, S3 uploads, Accounts, and Downloads.
- **Stories**: Browse photo and video stories with thumbnails, dates, catalogs, credits, tags, and exclusive flags.
- **Assets**: View media files with full metadata — headline, keywords, location, file size, and cloud vs. local storage status.
- **Accounts**: See everyone who has registered and what access they hold; approve pending accounts with one click.
- **Collections, Catalogs & Groups**: Browse asset collections, photo/video catalogs, and user permission groups.
- **Workflow**: Monitor FTP in/out queues, distribution lists, processing rules, web uploads, and the delivery queue.
- **Downloads, Safeboxes & Lightboxes**: Review download history, secure delivery packages, and user lightbox collections.
- **Newsletter**: View newsletter content items and distribution lists.
- **Stats**: Monitor delivery destinations — see pending file counts and errors; activate stalled tasks or clear error queues.
- **Logs**: Review distribution history by destination with date range filtering.
- **CSV Export**: Export any list with current filters applied for use in spreadsheets.

How to Use

1. Select a DAM site from the site selector in the top navigation bar
2. The **Portal Design** editor opens automatically — choose a preset, adjust branding, colors, and layout, then click **Save**
3. Use **Reset** to revert unsaved changes back to the last saved state
4. To browse site content, use the AirDAM section links in the sidebar (Stories, Assets, Accounts, etc.)
5. Click any row to open a detail panel with full information
6. In **Accounts**, click **Approve** on a pending account and choose the access it should have
7. In **Workflow**, use sub-tabs to monitor FTP jobs, processing rules, and the delivery queue

8. In **Stats**, click a destination row to see its queued files; use **Activate** or **Delete** to manage stuck tasks
9. In **Logs**, set a date range and browse delivery history; click a destination to see individual log entries

Tips

- Upload your logo as a **PNG or SVG with a transparent background** for best results on any theme
- Use the **Match Site** preset to pull your main site's color palette into the DAM portal automatically
- The **watermark** is applied to assets when clients download them — use a semi-transparent PNG for best results
- Use the **device toggle** (desktop, tablet, mobile) to verify your portal looks right on all screen sizes before saving
- The **Exclusive** badge on stories flags premium content — use it to quickly spot restricted material
- The **S3** badge on assets means the file is in cloud storage; **Local** means it is on the server
- Each person you approve is given a level of access that controls what they can see and download — review what someone needs before approving them
- A red error badge on a Stats destination means delivery has failed — use **Activate** to retry
- If no site is selected, a prompt appears — pick a site from the topbar to activate the module