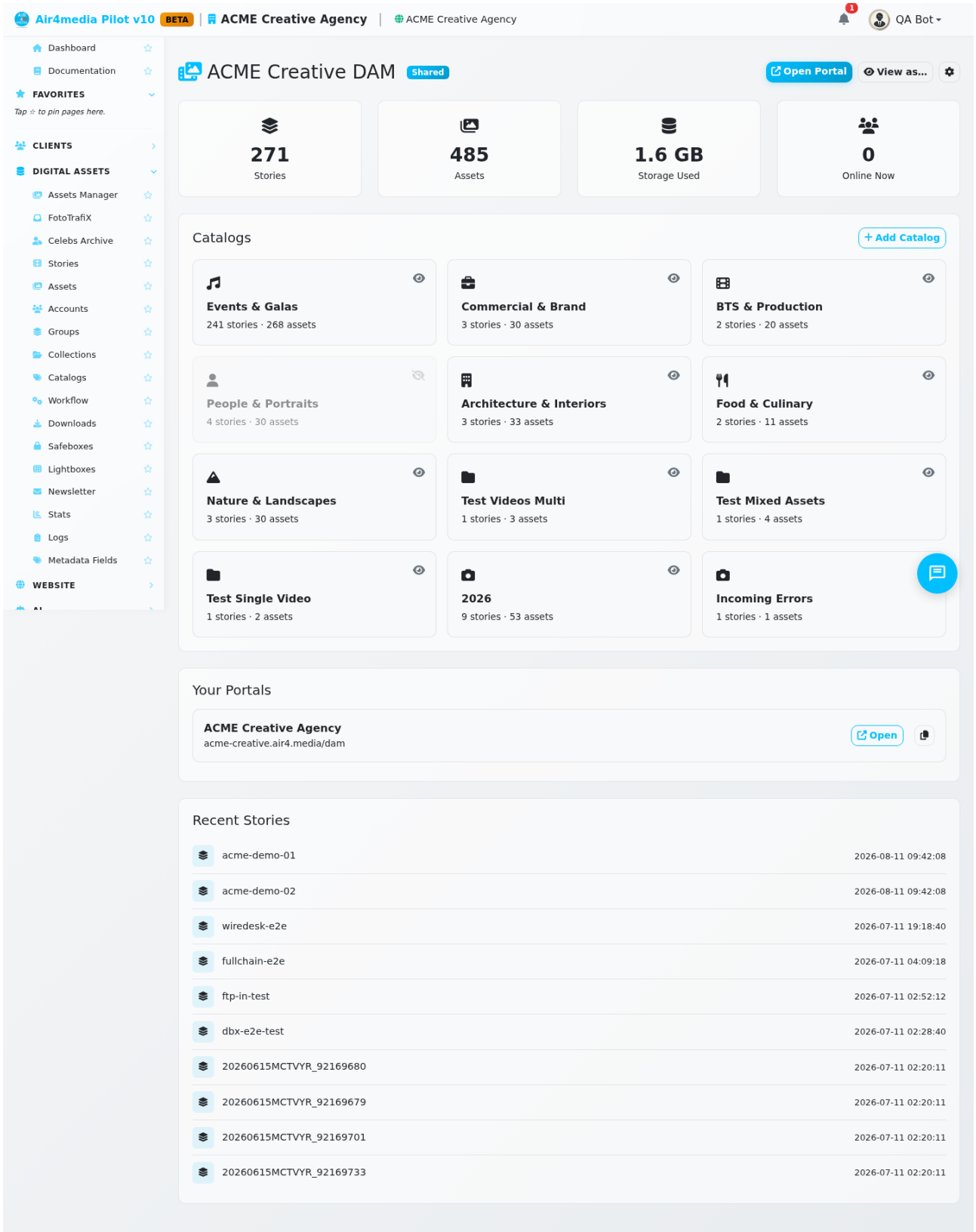

Digital Assets

The Digital Assets page is your central hub for your Digital Asset Management (DAM) system — including a fast first-time setup wizard and your day-to-day media library dashboard.

Key Features

- **Express Setup**: A 2-screen wizard to launch your DAM in about 60 seconds
- **Auto-Generated Catalogs**: Starter catalogs are created automatically based on your content type
- **Dashboard**: A live overview of your library — stories, assets, storage, and active users
- **Catalog Visibility**: Show or hide catalogs from your public portal with one click
- **Client Portal**: A branded web address where your team and clients browse and download media
- **Client Lightboxes**: Share curated sets of images with clients — no account needed to view or download
- **FotoTrafiX Integration**: Upload photos with IPTC metadata directly from the FotoTrafiX desktop app

How to Use

First-Time Setup

If your DAM isn't set up yet, the express wizard launches automatically.

Screen 1 — Tell us about your content:

1. **Choose your content type** — Select Photography, Video, Mixed Media, Events, Entertainment, or Custom. Matching catalogs are pre-created for you. ACME Creative Agency selected Photography and had Editorial, Commercial, and Archive catalogs ready immediately.
2. **Name your portal** — Enter a name (e.g. "ACME Media"). Your portal address previews live below as you type.

Click **Next** when both fields are filled in.

Screen 2 — Confirm and launch:

Review what will be created: your catalog list, portal address, and 3 user groups (Admin, Editor, Viewer). Your account is set as Admin. Click **Launch My DAM** to provision everything.

A **Getting Started Sheet** then appears with your portal URL, login details, catalog list, and 3 quick steps: create a story, upload assets, and share with clients.

Using the Dashboard

Once your DAM is active, four stat cards appear at the top:

- **Stories** — Total story sets in your library
- **Assets** — Total individual files uploaded
- **Storage Used** — Space consumed by your media
- **Active Users** — Team members with access

Click **Open Portal** in the top right to visit your live portal.

Managing Catalogs

Each catalog card shows how many stories and assets it contains. Click the **eye icon** to show or hide a catalog from your portal — hidden catalogs stay in your library but won't appear to clients. Click **Add Catalog** to create a new one.

Your Portals

The Portals section lists your active portal addresses. Click **Open** to visit, or the copy icon to grab the link and share it.

Recent Stories

The bottom of the dashboard shows your 10 most recently added stories, with title, location, and date at a glance.

Tips

- Your portal address is generated from your portal name — choose it carefully, as it cannot be changed after launch
- Admins have full access; Editors can upload and edit; Viewers can only browse
- Hidden catalogs are visible to Admins only — keep work-in-progress content private before publishing to clients
- Use **client lightboxes** to share a curated selection — clients can view and download without needing an account
- Use **FotoTrafiX** to tag, caption, and batch-upload photos directly into your DAM catalogs from your desktop