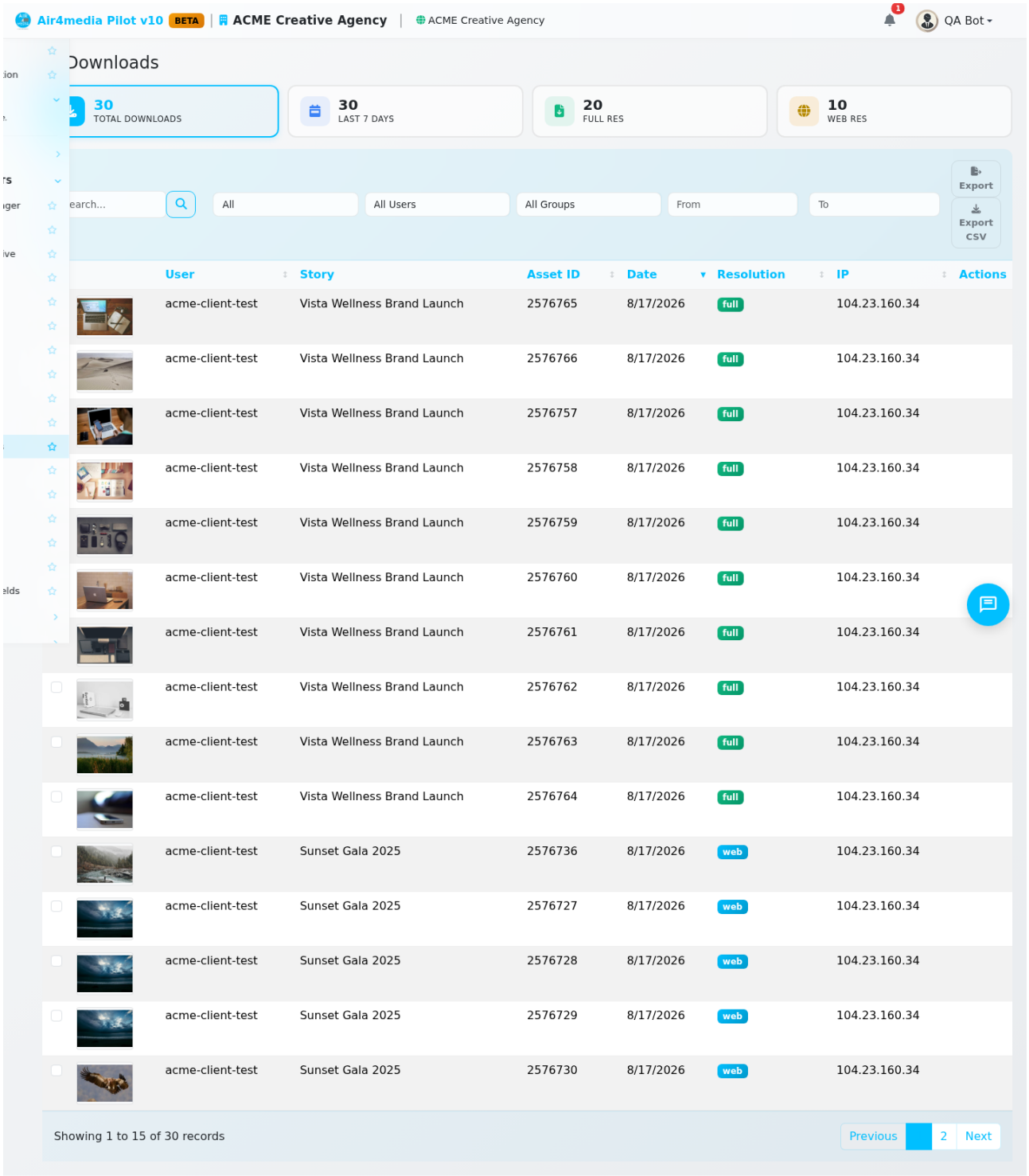

Downloads

Track every file downloaded from your DAM site — who downloaded it, when, at what resolution, and which story it came from. For ACME Creative Agency, this gives you a full audit trail of everything clients and team members have pulled from acme-creative.air4.media.

Key Features

- **Download Log**: A full chronological record of all asset downloads, newest first. Read-only — this is your audit trail, not an editable list.
- **Asset Thumbnail**: Each row shows a small preview of the downloaded file so you can identify assets at a glance.
- **User & IP Tracking**: See exactly which user account triggered each download and the IP address it came from.
- **Resolution Badges**: Color-coded by quality tier — Full (green), Web (blue), View (light blue), High (amber) — so you can instantly see how assets are being consumed.
- **User & Group Filters**: Narrow the list to a specific user account or an entire user group.
- **Date Range Filter**: Set a From and To date to focus on a specific time period.
- **Story Reference**: Each row shows the story the asset belongs to, giving context without extra navigation.
- **Search**: Quickly find downloads by username, IP address, or zip file name.
- **Sortable Columns**: Sort by date, user, asset ID, resolution, or IP to spot patterns in usage.
- **Export to CSV**: Download your filtered results as a dated CSV file for reporting or analysis (up to 10,000 rows).

How to Use

1. Select your DAM site from the site selector in the top bar.
2. Navigate to **Downloads** from the sidebar.
3. The list loads automatically, showing the most recent downloads first.
4. Use the **search bar** to look up a specific user, IP address, or zip file name.
5. Use the **Resolution** dropdown to narrow results to a specific quality tier (Full, Web, View, or High).
6. Use the **User** dropdown to filter by a specific account, or the **Group** dropdown to filter by user group.
7. Set a **From** and **To** date to limit results to a specific time window.
8. Click any column header to re-sort the list.
9. Click **Export CSV** to download the current filtered view as a dated spreadsheet.

Tips

- The list sorts newest-first by default — ideal for a quick review of recent activity.
- The color-coded resolution badges make it easy to see whether users are pulling full-quality

files or just web previews.

- Combine the **User** and **IP** columns to spot unusual access patterns or shared credentials.
- Use the **Group** filter to audit download activity for an entire class of users at once — useful for client access reviews.
- Apply date range filters before exporting to keep your CSV reports focused and manageable.
- If you manage multiple DAM sites, switch between them using the top bar — the downloads list updates automatically.