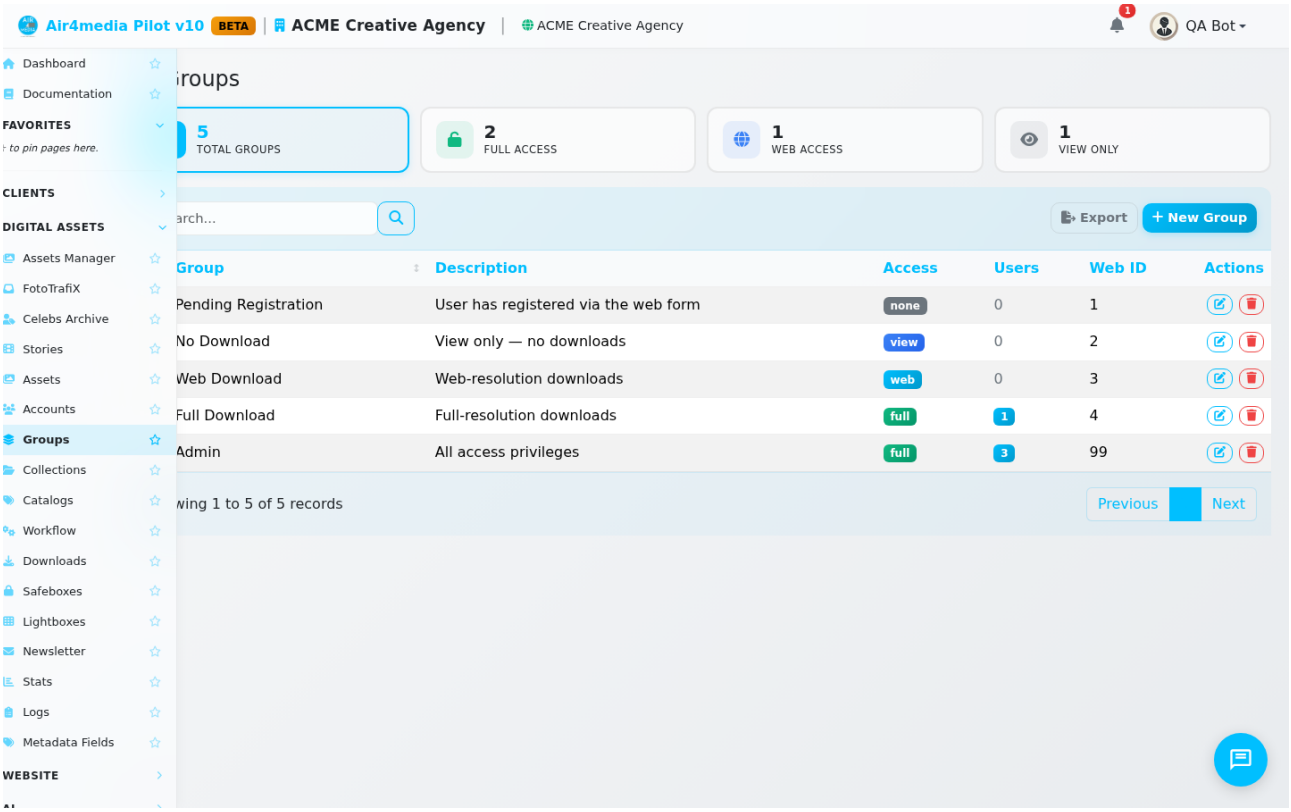

Groups

Groups define the access tiers in your DAM (Digital Asset Management) system, controlling what each type of user can see and download. Each group maps a named permission level to a set of accounts on your DAM site — for example, ACME Creative Agency might have groups like "Clients", "Partners", and "Internal Team", each with different download rights.

Key Features

- **Group list**: View all groups configured for your DAM site, with their name and description at a glance.
- **Access level badges**: Each group displays its permission tier as a color-coded badge — None, View, Web, or Full — so you can see at a glance who can do what.
- **User count**: See how many accounts belong to each group, making it easy to understand how your user base is spread across permission tiers.
- **Web ID reference**: Each group shows its internal identifier, useful for traceability when managing DAM accounts.
- **Edit action**: Click **Edit** on any row to open a modal where you can update the group's name, description, and default access level.
- **Catalog access control**: Inside the edit modal, set per-catalog access levels — None, View,

Web, or Full — to control exactly which catalogs each group can browse or download from.

How to Use

1. Select a DAM site from the topbar site selector. The Groups list loads automatically.
2. Browse the list to see all groups for that site, along with their access level badge and user count.
3. Click **Edit** on any row to open the edit modal.
4. Update the group's name, description, or default access level as needed.
5. Scroll down in the modal to the **Catalog Access** section — use the dropdowns to set each catalog's permission level for this group.
6. Save your changes when done.

Access Levels

Badge	Meaning
None	No access to assets
View	Can browse assets but cannot download
Web	Can download web-resolution files
Full	Can download full-resolution files

Tips

- Groups are defined at the DAM site level — switching sites in the topbar will show that site's groups.
- The **Users** count reflects live data, so you can see at a glance how many accounts hold each permission tier.
- Use **Catalog Access** inside the edit modal to fine-tune which catalogs are visible to each group and at what resolution — especially useful when some catalogs contain sensitive or premium content.
- To move an individual account to a different group, manage that account from the **Accounts** page.