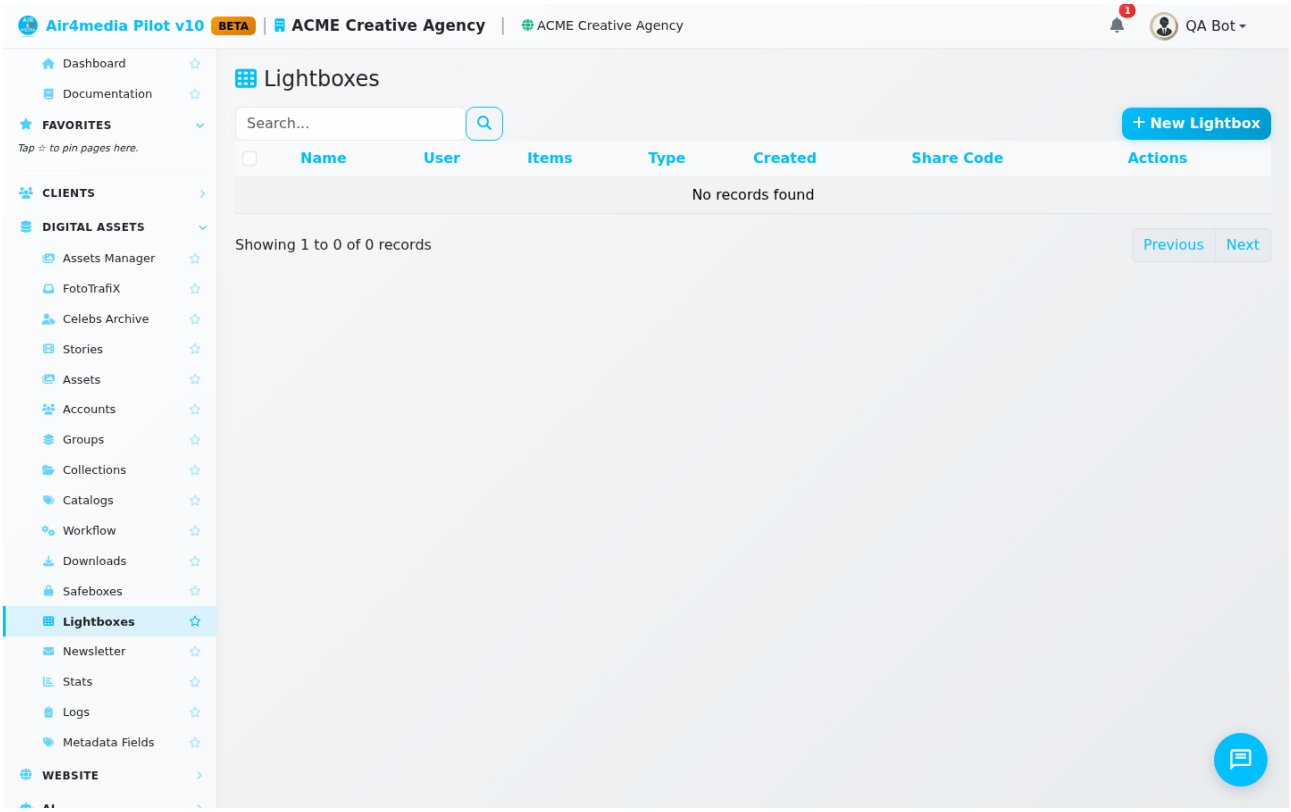

Lightboxes

Lightboxes are curated collections of assets that your DAM users create to save and share selected media. This page gives you a company-wide view of every lightbox created across all your DAM sites — useful for monitoring what your team has saved and which collections have been shared with clients.

Key Features

- **Lightbox List**: See every lightbox at a glance, with the name, creator, item count, type, creation date, and share code displayed in a clean table
- **Items Badge**: Each row shows a badge with the number of assets saved — a blue badge means the lightbox is populated; a grey "0" means it was created but left empty
- **Type**: Distinguishes between different lightbox categories as defined in your DAM configuration (e.g. personal collections vs. client presentations)
- **Share Code**: Shows the unique token for any lightbox that has been shared externally — blank means it has not been shared yet
- **Search**: Filter the list instantly by lightbox name or the username of the creator
- **Sorting**: Click any column header (Name, User, Type, Created) to sort the list; click again to reverse the direction

- **Pagination**: Lightboxes are displayed 15 per page with navigation controls at the bottom

How to Use

1. Open the **Lightboxes** section from the AirDAM navigation — the list loads automatically, sorted by most recently created first
2. Use the **search bar** to filter by lightbox name or team member username (e.g. search a colleague's name to find their collections)
3. Click any sortable column header to reorder the list; click again to reverse direction
4. Check the **Items** badge to quickly spot which lightboxes are actively used and which are empty
5. Check the **Share Code** column to see which collections have been sent externally to clients
6. Use the **pagination controls** at the bottom to move through the full list

Tips

- The **Items** badge is the fastest way to gauge activity — a lightbox showing 0 was created but never used
- The **Share Code** column only shows a value when a user has explicitly shared that lightbox with an outside recipient — useful for tracking client-facing collections at ACME Creative Agency
- This is a **read-only overview** for administrators; lightboxes are created and managed by users on your DAM front end
- The list shows lightboxes from **all your DAM sites** in one place — use the **User** column to identify which team member owns each one