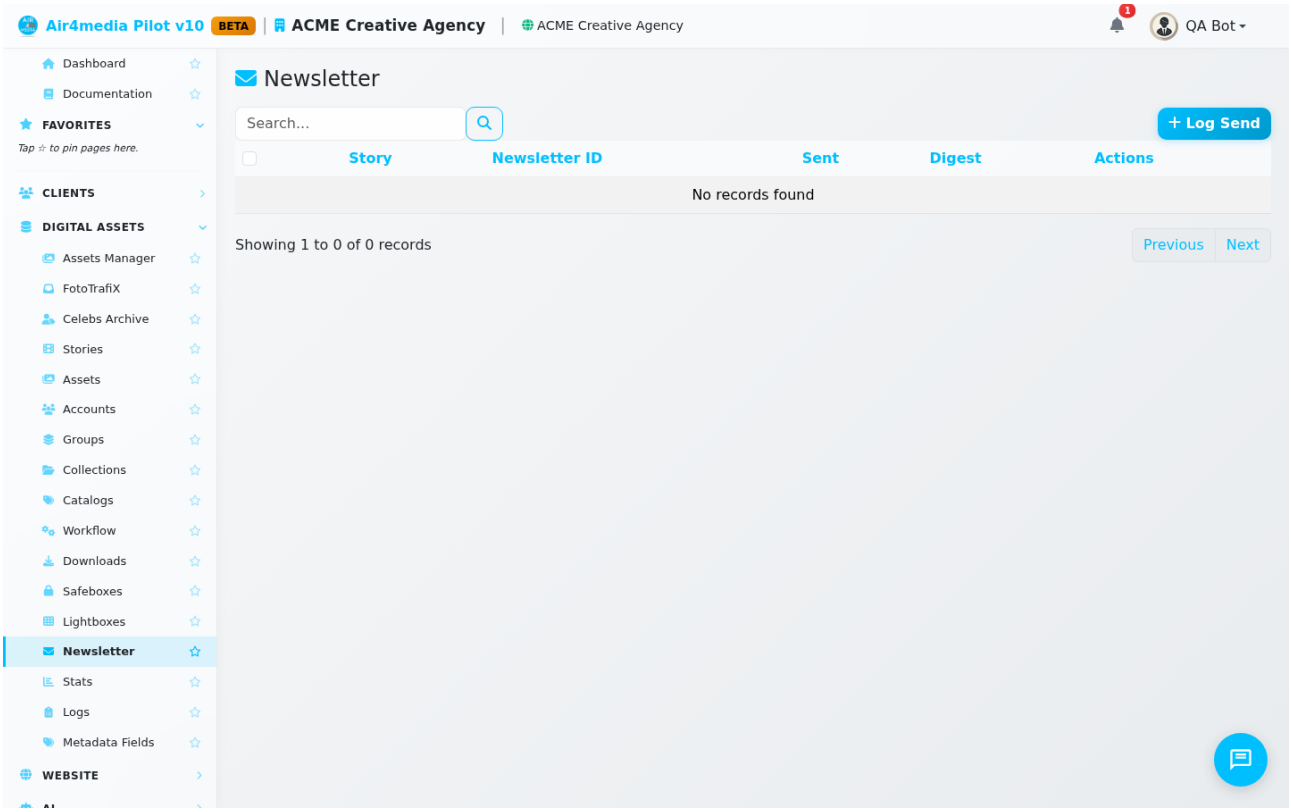

Newsletter

The Newsletter section in AirDAM gives you a complete dispatch history of every story sent through a newsletter. For ACME Creative Agency, this means you can see exactly which stories went out, which newsletter edition they appeared in, and when — all in one place.

Key Features

- **Story Thumbnails**: Each row shows the story's cover image for instant visual recognition.
- **Story Title**: The title of the story included in that send.
- **Newsletter ID**: The unique identifier of the newsletter edition the story was dispatched in.
- **Digest**: The digest content associated with each send — useful when you publish multiple editions or content streams.
- **Sent Date**: The exact date the newsletter was dispatched. Most recent sends appear first by default.
- **Search**: Filter the list instantly by Newsletter ID or digest text to locate a specific send.
- **Sortable Columns**: Click the **Newsletter ID** or **Sent** column headers to re-sort ascending or descending.

How to Use

1. Select a DAM site from the site selector in the top bar — the newsletter list will not load until a site is chosen.
2. The dispatch log loads automatically, showing your most recent sends first.
3. Use the search bar to filter by Newsletter ID or digest text. For example, type a newsletter ID to see all stories sent in that edition.
4. Click **Newsletter ID** or **Sent** column headers to change the sort order.
5. Use the pagination controls at the bottom to browse older records — the list shows 15 entries per page by default.

Tips

- If the list is empty, no newsletter dispatches have been recorded for the selected site yet.
- The default view always shows the most recent sends first — handy for a quick check of what went out last.
- This section is a read-only log. To manage campaigns, subscribers, and send new newsletters, use the Airmail module.
- The **Digest** column helps distinguish between content streams if your site publishes multiple newsletter types or editions.