

DAM - Edit media object

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AT A GLANCE:

- 01.** Select edit media
 - 02.** Add/edit media information
 - 03.** Add/edit media credits
 - 04.** Add/edit media licences
 - 05.** Save changes
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01. Select edit media

Find and view the required media. At the top right of the screen select the actions drop down, then select Edit. The media maintain screen will be displayed.

Note: to edit media, you must have product management privileges.

02. Add/Edit media information

In the general area you can add/edit the file name, high-res access, status, shoot date, general tags and description.

For the shoot date, select the field and nominate the date from the calendar selection tool.

The description and tag fields are free forming text fields, type the required changes.

The default status of media is active, this enables the media to be searched and used in a distribution. Changing the status to inactive or archived will disable this ability.

Select save at the base of the screen to ensure all changes are retained.

03. Add/Edit media credits

In the credits area all previously entered credits will be listed.

To add a new credit, select create new credit, enter the required details to the appropriate fields. Available fields for credits are; name, title, company and description.

Select save at the base of the screen.

04. Add/Edit media licences

In the licences area all previously entered licencing details for the media will be listed.

To add a licence, either select an existing licence from the drop down or select create new licence, enter the required details to the appropriate fields. Available fields for licences are; name, type, channels, regions, start and end date or duration, notification and notes.

Select save at the base of the screen to ensure all changes are retained.

Note: for media that is royalty free in perpetuity no licence information is required.

05. Save changes

Select save at the base of the screen to return to media.

SEE ATTACHMENT BELOW

Attachments

- [02_WL008_C_A_Media_Edit_ORG_1.0.pdf \(28.45 KB\)](#)