DAM - Job creation and file uploads

KL Support - 2017-03-14 - Digital Asset Management (DAM)

AT A GLANCE:

UPLOAD FILES

01. Select the required Campaign

02. Select make-up files

03. Upload files

JOB CREATION

01. Select required file set

02. Set selected items as finals

03. Select Job type

04. Select Job (if required)

05. Enter job name

06. Confirm

SET THE JOB PREVIEW

01. Locate the job

02. Edit the job

03. Set Job preview file

04. Upload thumbnail (if required)

UPLOAD FILES

01. SELECT THE REQUIRED CAMPAIGN

Select Promotions, then locate the required Campaign.

02. SELECT MAKE UP FILES

Within the campaign select the make-up files tab.

03. UPLOAD FILES

A separate zip file should be created for each Job.

Within the make-up files tab select the ‘add files’ located to the left of the screen.

Drag one zip at a time into the designated area on the upload window. Once you uploading is complete the name of your zip will appear in the label field. Check the name of your zip file, rename if required and select save.

Your files will be processed and each zip will appear in a file set found to the left of the window. From within each file set files can be promoted into jobs.

Note: Zip files can be combined into one file set by selecting multiple zips and dragging simultaneously into the upload window.

TIPS FOR FILE UPLOAD

- Ensure each job should be uploaded as a separate zip to ensure that when files are downloaded only the required job will download.

- Ensure each job contains a file that can be promoted to create a job preview. Job previews can be TIF, JPG, PNG, PDF or GIF.

JOB CREATION

01. SELECT REQUIRED FILE SET

File sets are located on the left hand side of the make-up files area. Select the required file set.

02. SET SELECTED ITEMS AS FINALS

Locate the required preview file from within your file set. Tick the box along side the required file.

From the file set tools (displayed above) select the star icon ‘set selected items as finals’

The “Promote file set items” (job creation) window will appear.

Note: when promoting final files for web, an entire zip must be promoted.

Note: for web, video and audio jobs a static job preview (PNG thumbnail) must be uploaded in the job edit screen.

03. SELECT JOB TYPE

Select the job type from the drop down list.

04. SELECT JOB

This should default to ‘new job’. If you are adding files to an existing job, select from the drop down list.

05. ENTER JOB NAME

Enter the job name. Name of promoted file will appear as a default, you can change this if required.

A job naming convention is recommended.

06. CONFIRM

Select confirm.

Your job will now be created and you can edit the job via the job type tab and enter additional job information.

Note: this process can be repeated to create individual jobs the from all the make-up files uploaded.

SET THE JOB PREVIEW

1. LOCATE THE JOB

From within a campaign, select the required job type and locate the required job. Select job to view.

2. EDIT THE JOB

From within the job screen, select tasks located at the top right and select edit.

3. SET A JOB PREVIEW FILE (STATIC ITEMS)

Once files have been uploaded a master preview file for the job will need to be set.

Select the make-up file button, from within the uploaded file set the check box next to your PDF file and select the star icon to mark it as the final file.

Ensure the job details are correct and select Confirm. The file will now be the preview image against the job.

4. UPLOAD THUMBNAIL (VIDEO, AUDIO & WEB)

Jobs such as video, audio and web will need a static preview uploaded. This can be done from within each job.

Select the upload button from along side the thumbnail field. Select choose file and locate the preview file.

Select save on the upload window.

The new preview will upload and you will be returned to the job screen.

Note: for best results your preview file should be a PNG file.

SEE ATTACHMENT BELOW:

- Tags
- Job

Attachments

- GEN_Promotions_Job_CreateByPromote.pdf (40.25 KB)