DAM - View and download media

Kylie Sirett - 2016-06-28 - Digital Asset Management (DAM)

AT A GLANCE:

01. View basic media information

02. View media owners

03. View media licences

04. View media credits

05. View media logs

06. View media tools

07. Download media

01.View basic media Information

When media is selected the media information is displayed to the right of the screen.

02.View media owners

In the media information panel the numbers of owners will be listed. The number of 'owners' represents how many stories, jobs, campaigns and/or product the media item has be linked to.

Note: if media has not been linked to a product, range story or offer, the owner status will be zero. The media is then only accessible via the media search function.

Select the numerical value to see a list of the owners for the media. To return to the media view screen, close the 'owners' window.

03.View media licences

The number of licences associated with the media will be displayed in the information panel. Select the numerical value next to the licence line listing to reveal all licences.

Licence details will be listed and may include details such as the start date, end date, source, and type of licence. To return to the media view screen, close the 'licences' window.

04.View media credits

The number of credits associated to the media will be displayed in the information panel. Select the numerical value next to the credits line listing to show all credits.

Credit details will be listed and includes name, title and company. To return to the media view screen, close the 'credits' window.

05.View media logs

Activities for the media, such as editing media information, and download actions will be listed in the logs area. To return to the media view screen, close the 'logs' window.

06.View media tools

Select the actions drop down at the top right of the page to view the media actions. Some menu items may not be available, as they are privilege-based options.

Action options include:

Edit: allows you to edit media details. This is only available to users with product management privileges. Refer to the edit media training material.

Download: allows you to download the original file to your computer.

Add to shares: allows images to be added to a batch share for download. When you select add to shares the image/s are added to your personal share area found under your name in the top right of the screen 'Hello Your Name'. The shares area will display the number of images added to shares in brackets.

When selected Shares will display a preview of the image/s added to this area and some basic media information.

Remove any images not required by selecting remove along side the image.

Check box along side the required send option/s; Send to me, Send to Canopy users or Send to these email addresses. Add a message (why you are sharing these items). Check the remove from shares option if you don't want the images to remain in the shares area after sending. Select send.

The user will receive an email from Canopy with a link to the images. **View now** will take the user to the share screen to download and view. **Download zip now** will download a zip to the users computer.

Quick share media: this option appears in the image action area. This allows users to send a single image.

Add a message (why you are sharing these items).Check box along side the required send option/s; Send to me, Send to Canopy users or Send to these email addresses. Select send.

The user will receive an email from Canopy with a link to the images. **View now** will take the user to the share screen to download and view. **Download zip now** will download a zip

to the users computer.

07.Download media

For all media items you can download the original size or full size of the file by selecting the word download next to the required line listing in the media details panel.

You can also download media from the actions menu. Select actions, select download. The original uploaded image will be downloaded to your download folder on your computer.

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Attachments

- 03_WL008_C_A_Media_ViewDownload_QRG_1.0.pdf (33.21 KB)