

Working with Assets in Bulk

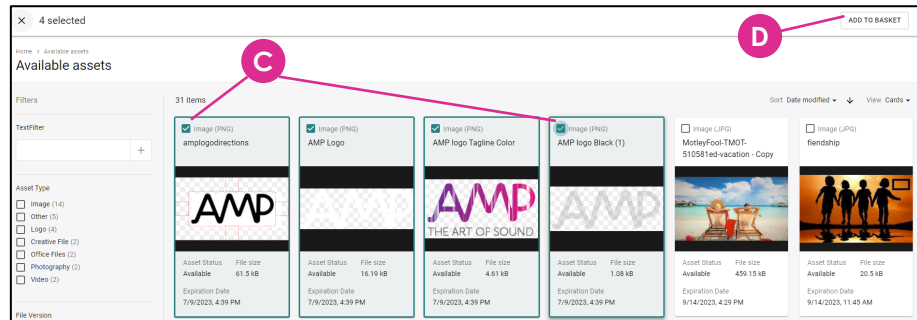
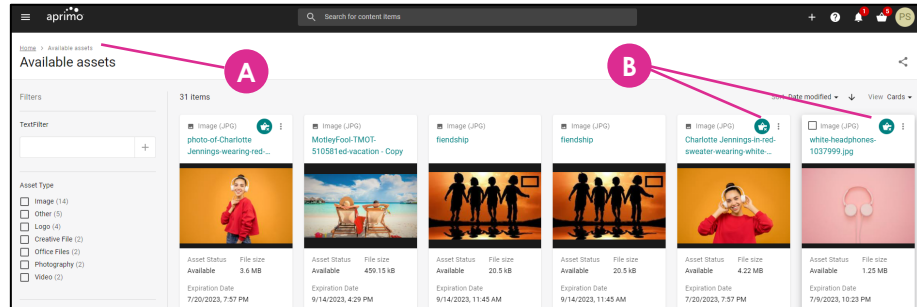
Instead of working with individual assets, users in DAM have an opportunity to select multiple assets, add them to Basket, and execute bulk action over all assets in the Basket.



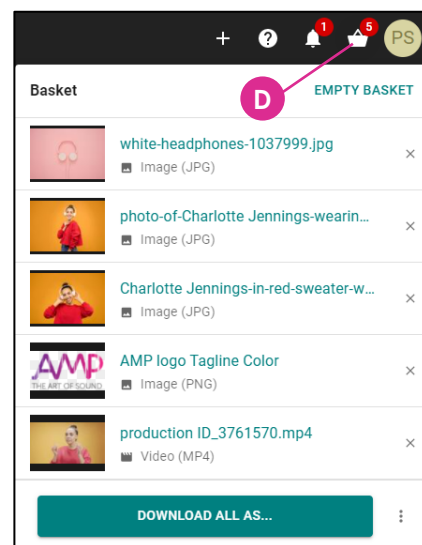
Step 1 Add Items to Basket

On the Search Results screen, the thumbnails will allow users to mass select assets to be placed in the Basket.

- A. Conduct a search or click on a space to access the search results screen
- B. Click on the basket icon for the assets you want to take bulk actions on.
- C. Alternatively, you can click in the check box on the first asset in the row, hold down Shift on the keyboard to mass-select assets and click within checkbox on the last desired asset.
- D. Then click on the “ADD TO BASKET” button to add all to the basket.



- E. Click on the basket icon on the top right corner to view all the assets in the basket

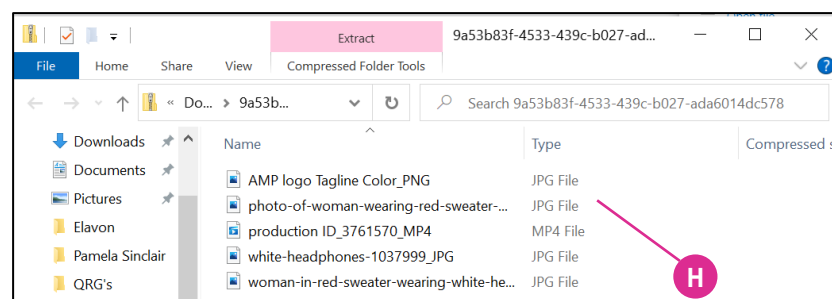
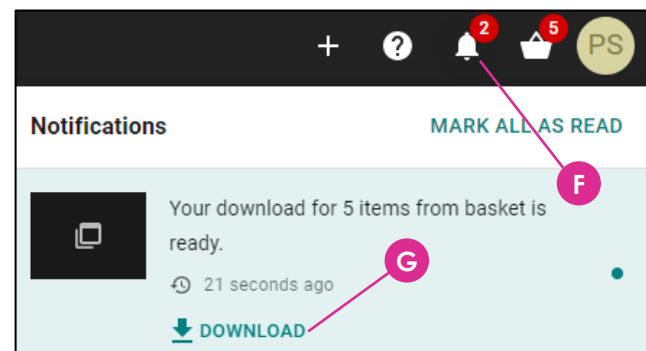
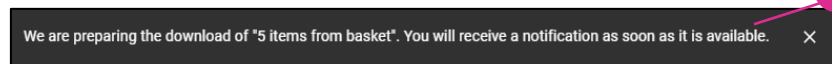
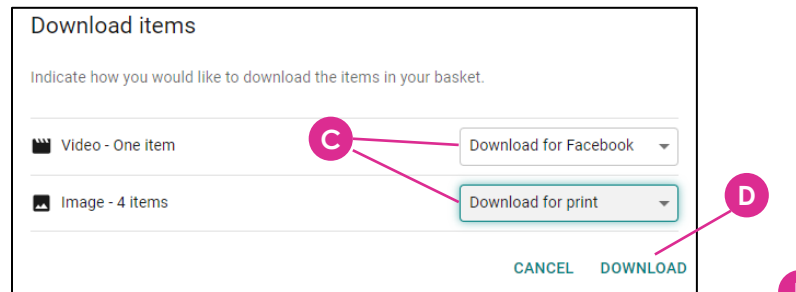
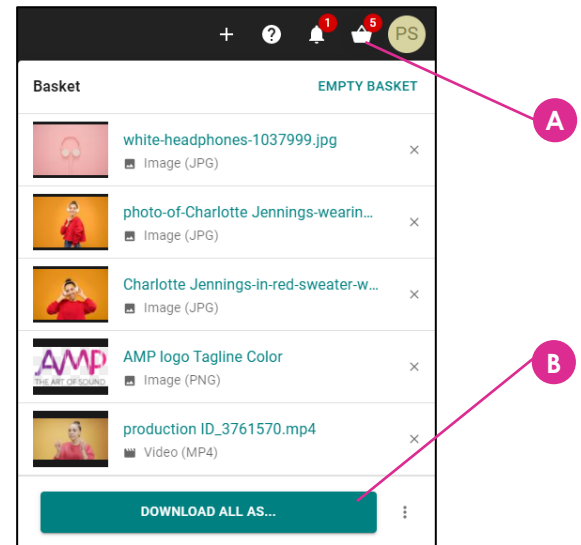


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Step 2 Download all Assets

Once assets are selected and, in the basket, many bulk actions can be taken.

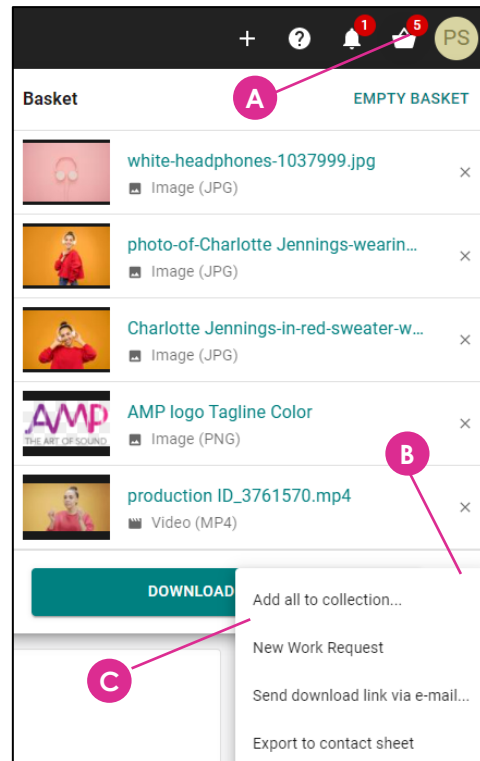
- A. From pretty much any Aprimo screen, click on the basket icon on the top right to view all the assets in the basket
- B. Click Download All As...
- C. Use the drop-down options to select the appropriate download format for each content type.
- D. Click Download
- E. Once you click Download, you will get a notification that your request to download is being processed. Aprimo will process the download request in the background.
- F. Once the request has been processed, you will get anew notification. Click on the bell to view the notification
- G. Click on Download to initiate download to your local machine.
- H. You will get a zip archive with all requested files.



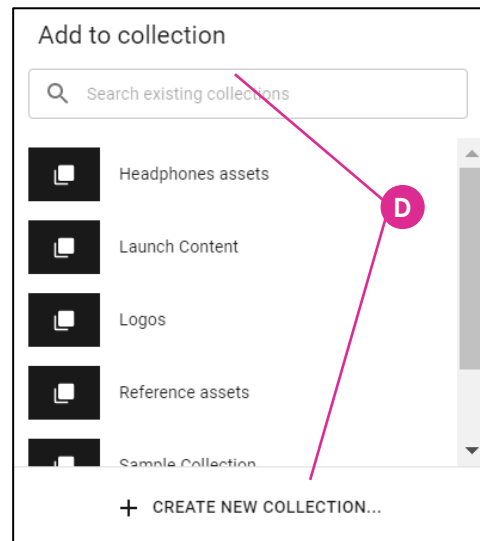
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Step 3 Add all Assets to a Collection

- From any Aprimo screen, click on the basket icon on the top right to view all the assets in the basket
- Click on the three dot "More menu"
- Select "Add all to collection..."



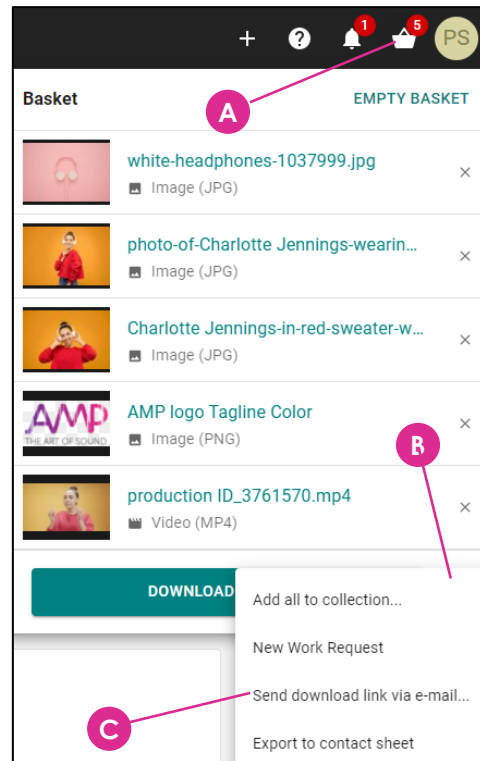
- Add to an existing collection or create a new collection



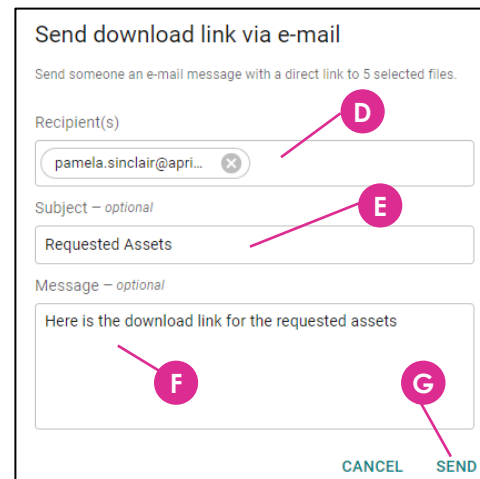
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Step 4 Send Download Link to All Assets

- A. From any Aprimo screen, click on the basket icon on the top right to view all the assets in the basket
- B. Click on the three dot "More menu"
- C. Select "Send download link via e-mail"



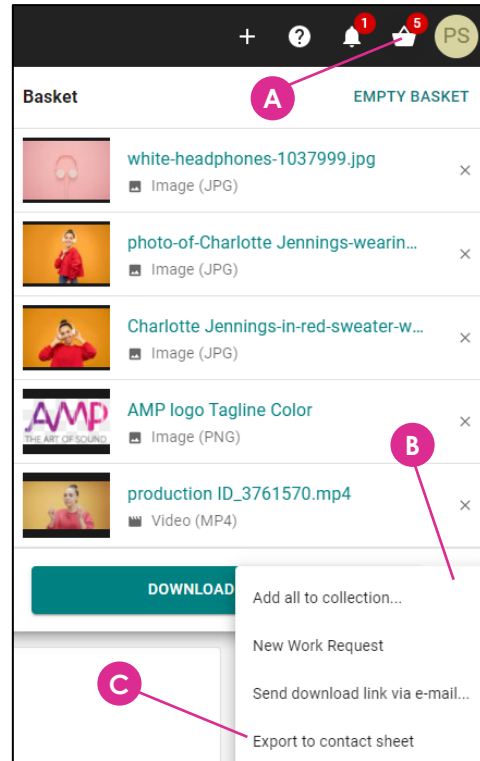
- D. In the popup that appears, enter the Recipient(s) email(s) (emails can be semicolon separated)
- E. Provide the email Subject
- F. Complete a Message for the body of the email
- G. Click Send. DAM will prepare zip with all assets from the basket and it will send it with defined message to defined list of recipients.



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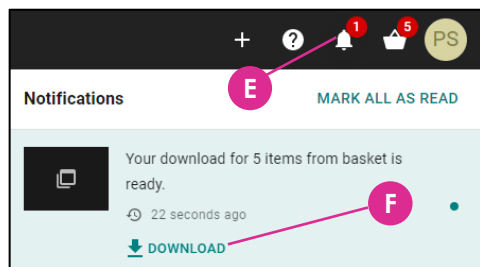
Step 5 Export Contact Sheet

- A. From any Aprimo screen, click on the basket icon on the top right to view all the assets in the basket
- B. Click on the three dot "More menu"
- C. Select "Export to contact sheet" to generate Contact Sheet

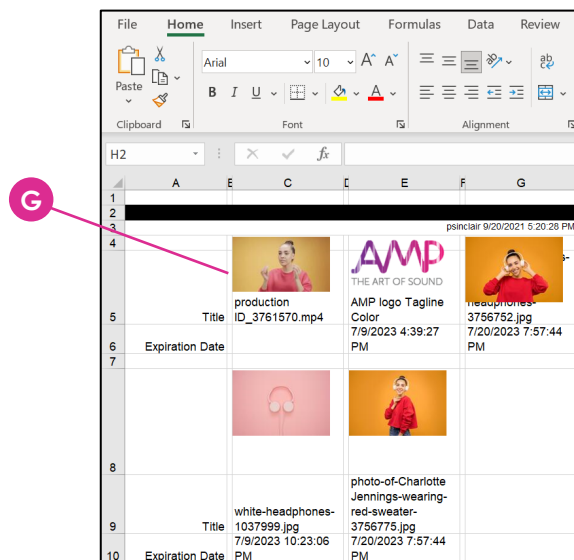


- D. Once you select menu option, you will get a notification that your request is being processed.
- E. Click on the Notification bell
- F. Click Download to obtain your Contact Sheet.

We are preparing the contact sheet of "5 items from basket". You will receive a notification as soon as it is available. ✕



- G. Generated Contact Sheet will display a thumbnail of each asset and subset of metadata (metadata added to Contact Sheet should be preconfigured)



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Step 6 Empty Basket

Assets will remain in the basket until removed by the user. This allows the user to make multiple searches, log out and back into DAM and visit other modules without disruption to the assets in the basket. Therefore, user needs to take action to remove assets from the basket when ready.

- A. From any Aprimo screen, click on the basket icon on the top right to view all the assets in the basket
- B. Select the individual "x" next to the asset to remove individual assets only from the Basket
- C. Click Empty basket to remove all assets from the Basket

