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Accounts

Manage the users who have access to your DAM site — view their profiles, control their download permissions, and approve pending registrations.

Key Features

- **User List:** See all registered users for the selected DAM site, including their name, company, email, country, and last active date.
- **Access Levels:** Each user is assigned one of six access levels that control what they can do on the DAM site — from Guest (no access) to Admin (full control).
- **Filter by Level:** Instantly filter the list to see only Pending approvals, users with Web Download, Full Download, or any other level.
- **Search:** Find users by username, first name, last name, company, email, city, or country.
- **Approve Pending Users:** Users who register on your DAM site start as Pending. Approve them with one click to grant Web Download access.
- **Account Detail:** Click any user to view their full profile — name, contact info, company, access level, and account type.

Access Levels

Level	What the user can do
Guest	No access
Pending	Registered but not yet approved
No Download	Can browse but not download
Web Download	Can download web-resolution files
Full Download	Can download full-resolution files
Admin	Full access to the DAM site

How to Use

Select a DAM Site

Accounts are scoped to a specific DAM site. Select your site from the topbar before the list will appear.

Approve a Pending User

1. Use the **Access Level** filter and select **Pending** to see users waiting for approval.
2. Click the **Approve** button on their row.
3. They are automatically granted Web Download access.

View a User's Profile

1. Click the **View** button (eye icon) on any row.
2. A panel shows their username, full name, company, email, phone, city, country, access level, and account type.

Search and Filter

- Type in the search bar to find users by name, company, email, city, or country.
- Use the **Access Level** dropdown to filter by a specific permission level.
- Click any sortable column header (Username, Name, Company, Country) to reorder the list.

Tips

- Check the **Pending** filter regularly to approve new registrations promptly.
- The **Last Active** column shows when a user last logged into the DAM site — useful for identifying inactive accounts.
- **Web Download** is the recommended starting level for most external users — it gives access to screen-resolution files without exposing high-resolution originals.