

# 404

## Page Not Found

The requested page could not be found.

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## AirDAM

AirDAM is your Digital Asset Management browser — a read-only window into your DAM site's content, letting you explore stories, assets, accounts, workflows, delivery stats, and logs all in one place.

### Key Features

- **Site Selector:** Switch between DAM sites using the topbar selector — all content updates instantly
- **Stats Bar:** At-a-glance counts for Stories, Assets, Assets on S3, Accounts, and Downloads
- **Stories:** Browse photo/video stories with thumbnails, dates, catalogs, credits, tags, and exclusive flags
- **Assets:** View individual media files with full metadata — subject, headline, keywords, location, file size, and S3 vs. local storage status
- **Accounts:** See all registered users with their access levels; approve pending accounts with one click
- **Groups:** Browse user groups assigned to the DAM site
- **Catalogs:** View photo and video catalogs
- **Workflow:** Monitor FTP in/out queues, distribution lists, process rules, web uploads, and

departure tasks

- **Downloads:** Review download history across the site
- **Safeboxes:** Check secure download packages and their Active/Expired status
- **Lightboxes:** Browse user-created lightbox collections
- **Newsletter:** View newsletter content items
- **Stats:** Monitor delivery destinations (FTP Out and Web In) — see pending file counts, status, and errors; drill into individual queued files, activate stalled tasks, or clear error queues
- **Logs:** Review distribution history by destination with date range filtering; drill into individual delivery records per client

## How to Use

1. Select a DAM site from the site selector in the top navigation bar
2. The stats bar updates to show totals for that site
3. Click any tab — Stories, Assets, Accounts, etc. — to browse that section
4. Click a row to open a detail panel with full information
5. In the **Accounts** tab, click **Approve** on a pending account to grant Web Download access
6. In the **Workflow** tab, use sub-tabs to monitor FTP jobs, process rules, and departure task statuses
7. In the **Stats** tab, click a destination row to see its queued files, or use the **Activate / Delete** actions to manage stuck tasks
8. In the **Logs** tab, set a date range and browse delivery history; click a destination to see its individual log entries

## Tips

- The **Exclusive** badge (star) on stories flags content marked as exclusive — use this to quickly identify premium material
- The **S3** badge on assets means the file is stored in cloud storage; **Local** means it is on the server
- Access levels on accounts range from Guest and Pending up to Full Download and Admin — check these before approving new users
- Departure task statuses (Pending, Processing, Done, Error) help you track delivery jobs in real time
- In the Stats tab, a red badge on the error count means a delivery destination has failed tasks — use **Activate** to retry them
- If no site is selected, a prompt appears — pick a site from the topbar to activate the module