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Assets

Browse and inspect the media files stored in your Digital Asset Management (DAM) site — images, videos, and other files organized by story.

Key Features

- **Asset Library:** View all media files for your selected DAM site in a searchable, paginated list
- **Thumbnail Previews:** Each asset displays a preview image so you can visually identify files at a glance
- **Asset Detail:** Click any asset to open a full detail panel showing filename, subject, headline, credit, keywords, location, file size, and storage location
- **S3 vs Local Indicator:** Each asset shows whether it is stored in cloud (S3) or locally, so you always know where your files live
- **Site Selector:** Use the topbar site selector to switch between DAM sites — the asset list updates automatically
- **Stats Bar:** A summary bar at the top shows total counts for Stories, Assets, cloud-hosted files, Accounts, and Downloads across the selected site
- **Search & Sort:** Filter assets by keyword and sort by any column to quickly find what you need

How to Use

1. Select a DAM site from the topbar site selector — the asset list will load automatically
2. Browse the list to see all assets with their thumbnails and key details
3. Click on any asset row to open the detail view with the full file information
4. Use the search box to filter by filename, subject, keywords, or other metadata
5. Click any column header to sort the list by that field
6. Use the pagination controls at the bottom to move through large libraries

Tips

- If no assets appear, make sure a DAM site is selected in the topbar
- The cloud icon (S3) means the file is stored on Amazon S3; "Local" means it is stored on the server
- Asset counts in the stats bar update whenever you switch sites, giving you a quick overview before diving in
- Click through to a Story from the Assets list to see all the other files that belong to the same editorial package