

404

Page Not Found

The requested page could not be found.

[Return Home](#)

Groups

Groups define the access tiers in your DAM (Digital Asset Management) system, controlling what each type of user can see and download. Each group maps a named permission level to a set of accounts on your DAM site.

Key Features

- **Group list:** View all groups defined in your DAM site, including their name and description.
- **Access level badges:** Each group displays its access tier at a glance — Guest, Pending, No Download, Web Download, Full Download, or Admin — shown as a color-coded badge.
- **User count:** See how many accounts on the DAM site belong to each group, helping you understand the distribution of your user base.
- **Web ID reference:** Each group is linked to an internal DAM permission level identifier for traceability.
- **View & Edit actions:** Open a group to inspect its details or make changes directly from the list.

How to Use

1. Select a DAM site from the topbar site selector. The Groups list will load automatically.
2. Browse the list to see all groups configured for that site.
3. Use the **Access** column to quickly identify the permission level granted to each group.
4. Check the **Users** column to see how many accounts are assigned to each group.
5. Click **View** on any row to see full group details.
6. Click **Edit** to modify a group's settings.

Access Levels

Badge	Meaning
Guest	Read-only, limited visibility
Pending	Account awaiting approval
No Download	Can view assets but not download
Web Download	Can download web-resolution files
Full Download	Can download full-resolution files
Admin	Full administrative access

Tips

- Groups are defined at the DAM site level — switching to a different site in the topbar will show that site's groups.
- The user count reflects live data from the DAM, so you can see at a glance how many accounts hold each access level.
- To change which group an individual account belongs to, manage that account from the Accounts page.