

404

Page Not Found

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[Return Home](#)

Lightboxes

Lightboxes are curated collections of assets that DAM users create to save and share selected media items. This page gives you a company-wide view of all lightboxes created across your DAM site.

Key Features

- **Lightbox List:** See all lightboxes created by DAM users, with the name, owner, item count, and creation date at a glance
- **Item Count:** Each row shows exactly how many assets are saved in that lightbox
- **Type:** Lightboxes can be of different types, letting you distinguish personal collections from other uses
- **Share Code:** Each lightbox has a unique sharing code that allows it to be shared externally
- **Search:** Filter lightboxes by name or user to find the one you need quickly
- **Sorting:** Click any column header to sort by name, user, type, or date created

How to Use

1. Select a DAM site from the topbar — the list will load automatically for that site

2. Browse the list of lightboxes, sorted by most recently created by default
3. Use the search bar to filter by lightbox name or the username of the creator
4. Click **View** on any row to inspect the details of that lightbox
5. Switch between DAM sites using the topbar to see lightboxes for a different site

Tips

- The **Items** column shows how many assets have been saved into each lightbox — a count of 0 means the lightbox is empty
- The **Share Code** column contains the token used to share a lightbox with external users; if a code is present, that lightbox has been shared
- Lightboxes are created and managed by DAM front-end users — this page is a read-only overview for administrators
- Use the **Type** column to identify whether a lightbox is a personal selection or another category defined by your DAM configuration