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Workflow

Manage the complete file delivery pipeline for your DAM site — from incoming uploads through processing rules to outbound distribution.

Key Features

- **FTP In**: Manage the FTP user accounts that receive incoming files from photographers, agencies, or automated feeds.
- **FTP Out**: Configure remote servers where processed files are sent after they pass through your pipeline.
- **Distribution Lists**: Define rules that link incoming sources to outgoing destinations, with optional delays and content-type filtering.
- **Processing Rules**: Set up automatic actions applied to incoming files — renaming, rotation, folder organization, and asset classification.
- **Web In**: Connect web upload portals to specific catalogs, so files submitted via the web are routed correctly.
- **Queue**: Monitor all outbound delivery tasks in real time, with status tracking for pending, processing, completed, and failed transfers.

How to Use

1. Select your DAM site from the topbar to load your workflow configuration.
2. Use the sub-tabs at the top of the page to navigate between sections.
3. In **FTP In**, click **New FTP User** to add an incoming feed. Use the Action filter to view users by routing type.
4. In **FTP Out**, click **New Destination** to add a remote server. Use the toggle icon on any row to enable or disable a destination without deleting it.
5. In **Distribution Lists**, click **New List** to map a source FTP user to a departure destination. Set a delay (in days) and choose whether the list handles photos, videos, or both.
6. In **Processing Rules**, assign automatic rename templates, rotation settings, and folder handling for each incoming FTP source.
7. In **Web In**, connect a web upload source to a catalog. Monitor the error count column to catch failed ingestions.
8. In **Queue**, use the status filter to focus on errors or pending transfers and track delivery progress.

Tips

- A delivery pipeline typically follows this order: FTP In → Processing Rules → Distribution List → FTP Out.
- Disabling an FTP Out destination (rather than deleting it) lets you pause delivery without losing the configuration.
- Check the **Queue** regularly — items stuck in "Error" status indicate a connection or permission issue on the destination server.
- Distribution Lists support a delay, useful when you need to embargo content before it reaches its destination.