

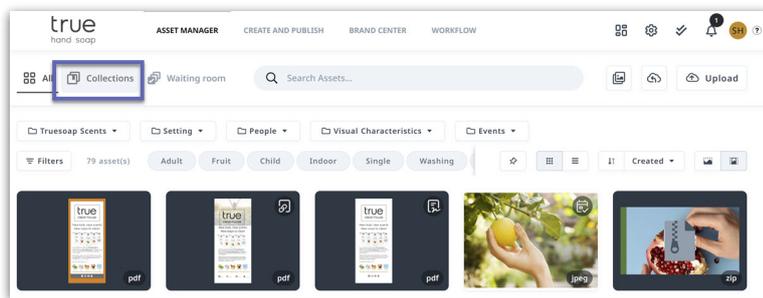
Collections

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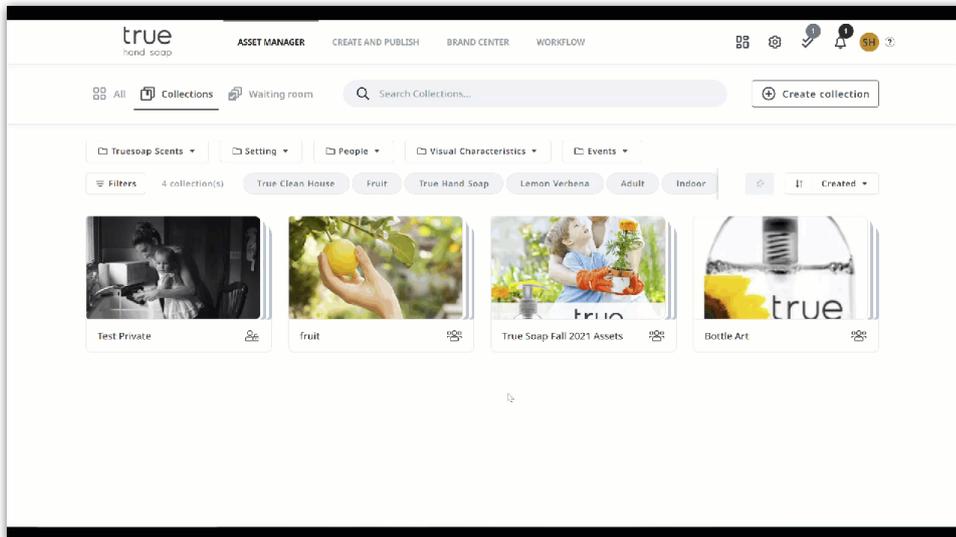
Provide users with a curated selection of assets in a **Collection**. Collections can be private just to you or publicly accessed by your users. You can send a shared link to someone outside of the platform! Some use cases include a collection of assets specific to a product line, holiday or seasonal images, assets to be shared with third-party vendors, department-wide resources, event planning materials, and internal onboarding and training resources.

View Collections

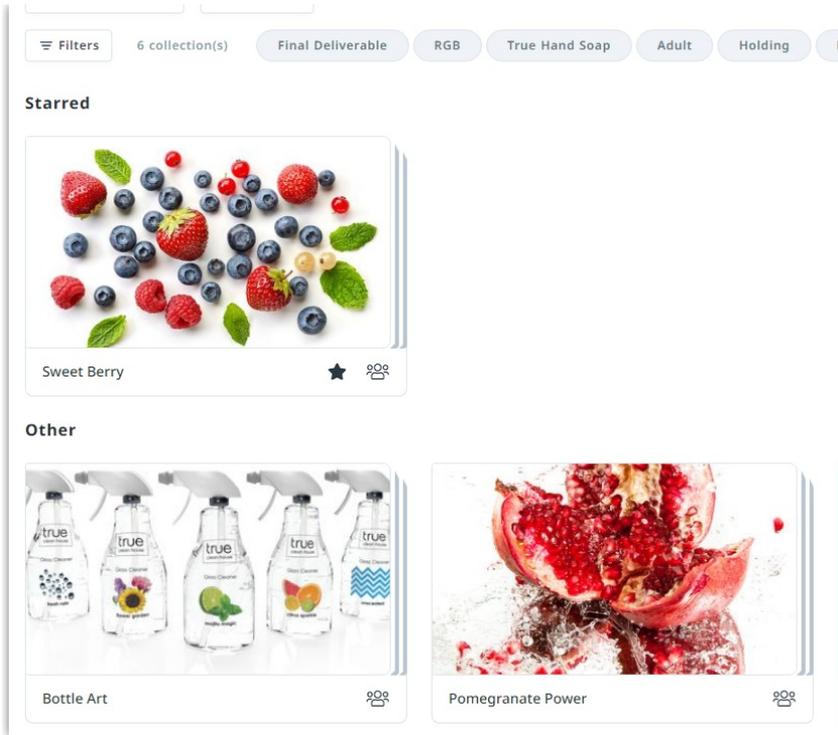
From the **Asset Manager**, click on **Collections** to see all collections that are available to you. Based on your user role and assigned rules you might not be able to see all collections.



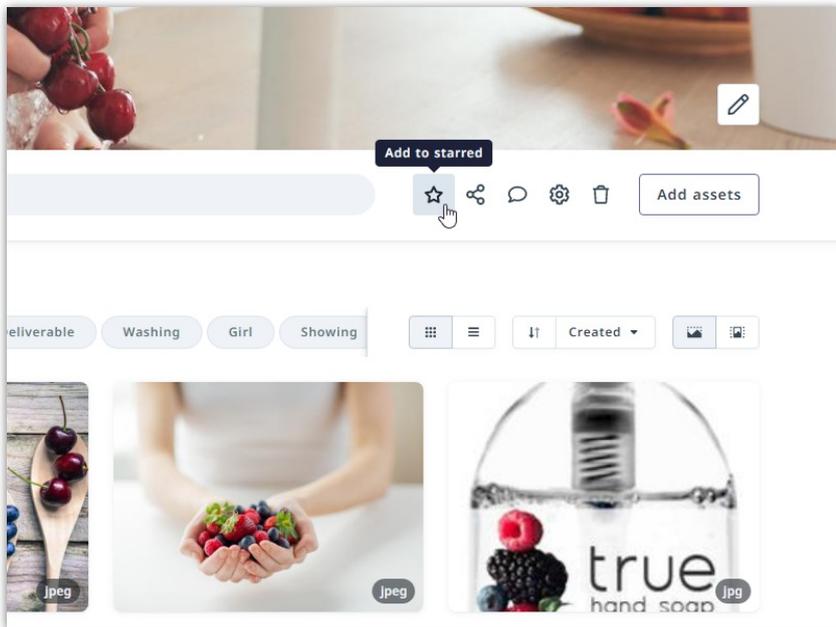
Use the collections search bar to search by title. Your collections take on the tags of the assets within them. Because of this, you can also filter by tags and tag menus.



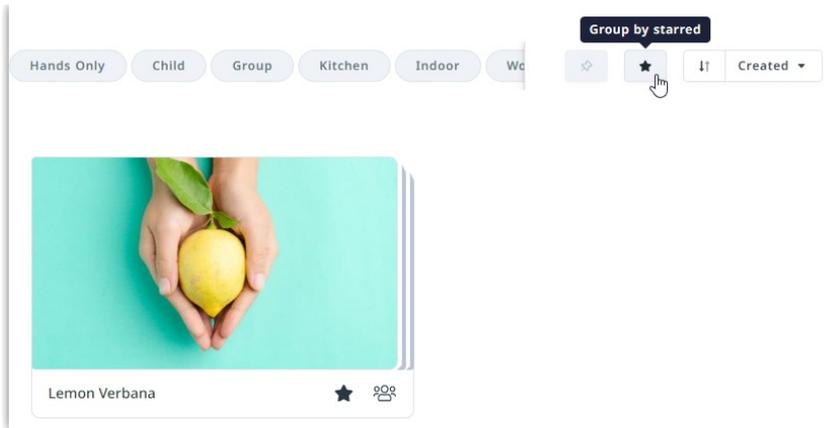
By default, your collections will be sorted by creation date with the newest being first, but this can be updated by starring your collections. Starring your collections allows you to specify which collections are most important by listing the starred items above the rest. This will be visible to all users within the account.



From the **Collections** page, within the **Asset Manager**, navigate into the the collection you'd like to star. Once in your collection, select the **Add to starred** button to the right of the search bar.



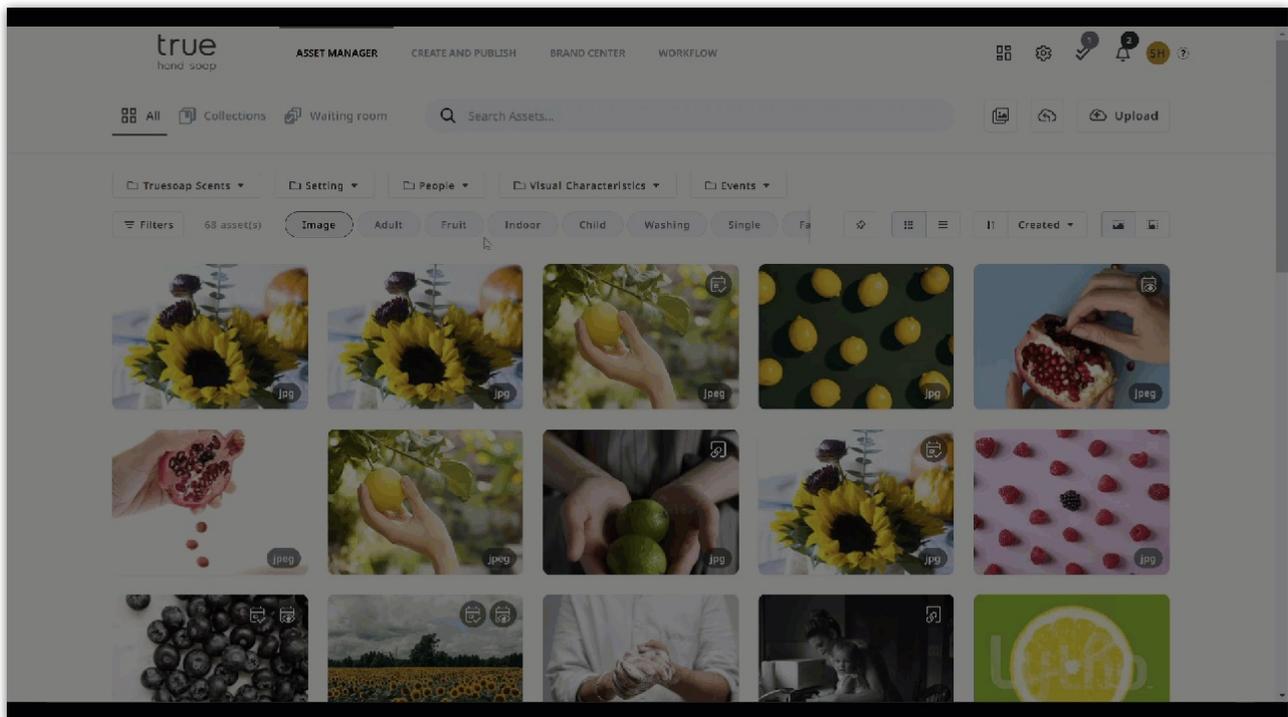
While on the **Collections** screen, you can remove the separation of starred vs unstarred by clicking on the **Group by starred** icon above the collections list.



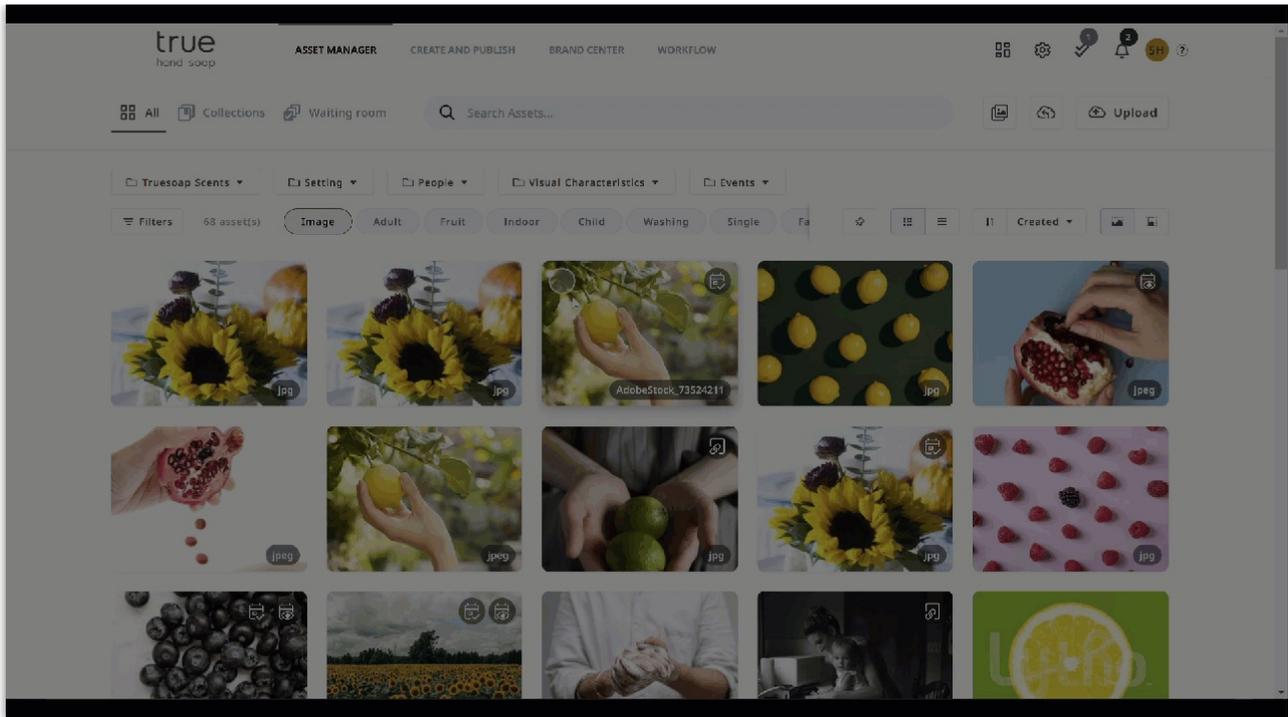
Create and Edit Collections

There are several ways to create a collection.

Select an asset (or multiple assets) and create a new collection from the action bar.

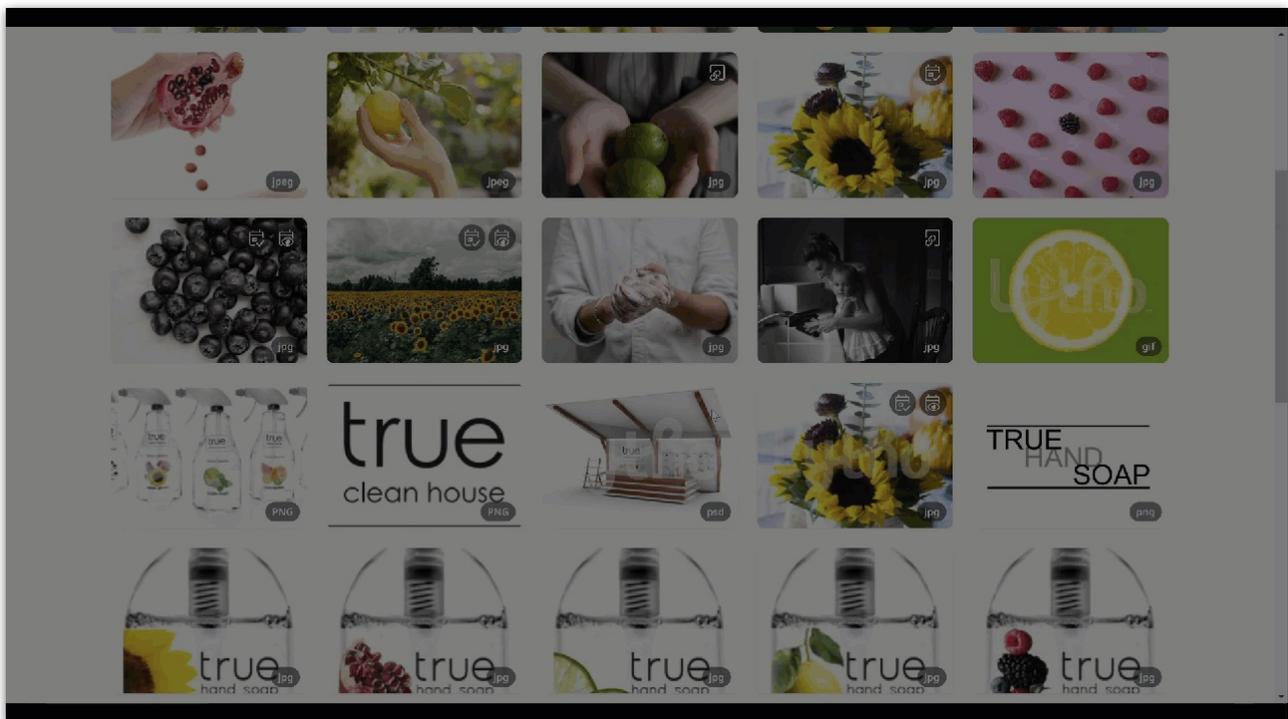


Within **Collections** select **Create collection**. You have the ability to select whether the collection is private just to you or public to all users. Give your collection a name, a description, and a thumbnail (chosen from the images in your DAM). Like other components of the DAM, you can add permissions to lock down your collection to particular sets of users.



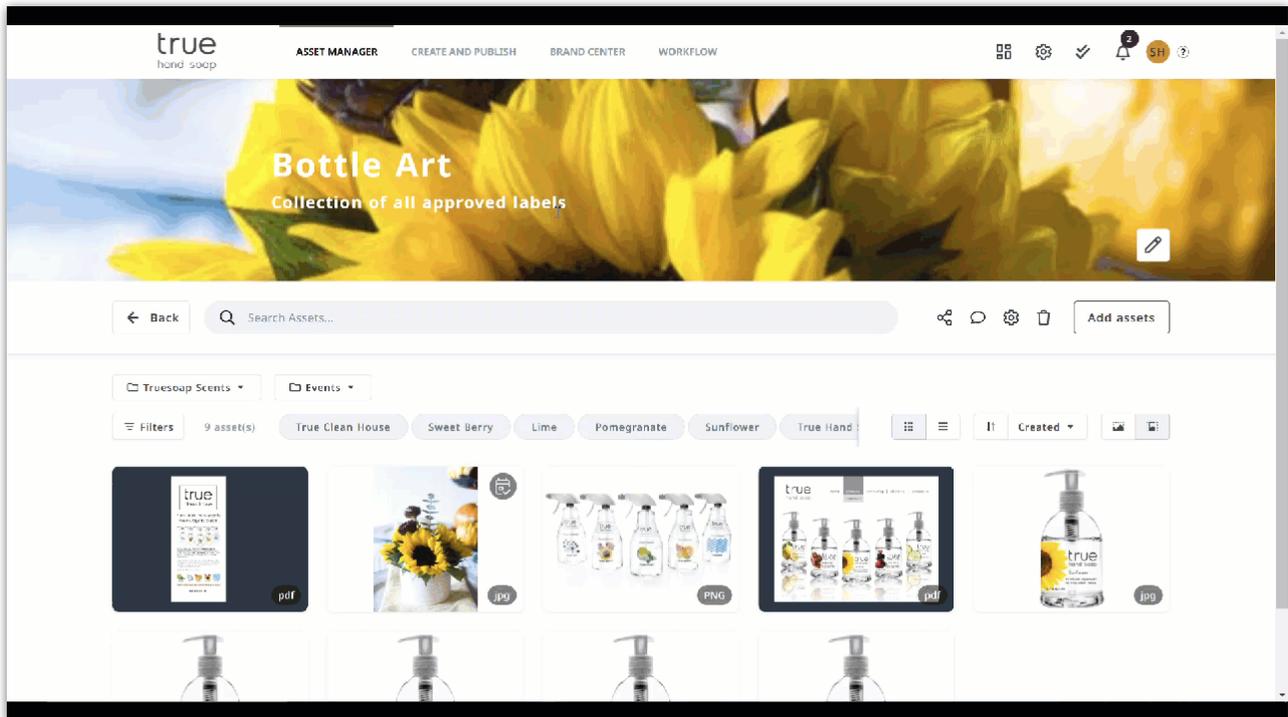
Usage

Track your asset's usage in collections within the asset's **All Details** panel, and click on the **Usage** tab. This will display the collections that contain this asset and high level details about that collection.



Share Collections

Want to share your collection with internal and external viewers? Sharing a collection is a great way to make particular sets of assets more self-service for users or to share assets with third-party vendors.



You can decide whether or not downloading is allowed when you share a link. If there are images (as opposed to videos, pdfs, or other file types) in your collection, you also have the power to define the format (using your system-wide download presets) for images that are downloaded. Set validity dates or set your link to never expire. You have the option to share via an email generated from the system or by creating a link.



Public users who don't have access to your DAM (for example, third-party vendors) do not have asset filtering or search options that your viewers and core members do.

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