

Air4media Pilot v10

BETA

ACME Creative Agency

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☐	 ACME_0185_production_36.jpg	3/19/2026	Post-Production Sessions		ACME Creative / Unsplash	Los Angeles	2.4 MB		
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☐	 ACME_0177_production_23.jpg	3/19/2026	Post-Production Sessions		ACME Creative / Unsplash	Los Angeles	2.4 MB		
☐	 ACME_0176_production_21.jpg	3/19/2026	Post-Production Sessions		ACME Creative / Unsplash	Los Angeles	2.4 MB		
☐	 ACME_0175_production_14.jpg	3/19/2026	BTS Commercial Shoot		ACME Creative / Unsplash	Los Angeles	2.4 MB		
☐	 ACME_0174_production_9.jpg	3/19/2026	BTS Commercial Shoot		ACME Creative / Unsplash	Los Angeles	2.4 MB		
☐	 ACME_0173_production_8.jpg	3/19/2026	BTS Commercial Shoot		ACME Creative / Unsplash	Los Angeles	2.4 MB		
☐	 ACME_0172_production_7.jpg	3/19/2026	BTS Commercial Shoot		ACME Creative / Unsplash	Los Angeles	2.4 MB		
☐	 ACME_0171_production_6.jpg	3/19/2026	BTS Commercial Shoot		ACME Creative / Unsplash	Los Angeles	2.4 MB		

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Assets

Browse and inspect every media file stored in your Digital Asset Management (DAM) site — images, videos, and documents, all organized by story. ACME Creative Agency's asset library shows all the photos and files tied to their editorial and campaign stories in one searchable place.

Key Features

- **Asset Library:** A paginated, searchable list of every file in your selected DAM site, with thumbnail previews so you can identify files at a glance
- **Asset Detail:** Click any asset to open a full detail panel showing the filename, subject, headline, credit line, keywords, location, file size, and storage location — and edit metadata directly from the same panel

- **S3 / Local Badge:** Each asset row shows a cloud (S3) or Local badge so you always know where the file physically lives
- **Stats Bar:** A summary strip at the top shows total counts for Stories, Assets, cloud-hosted files, Accounts, and Downloads across the selected site — a quick health check at a glance
- **Table & Card Views:** Toggle between a detailed table view and a visual card grid to browse in the layout that suits you best
- **Search & Sort:** Filter the list by filename, subject, keywords, or other metadata, and click any column header to re-sort instantly
- **Export:** Download the current filtered asset list as a CSV file for reporting or offline reference
- **Site Selector:** Use the topbar site selector to switch between DAM sites — the asset list and stats bar refresh automatically

How to Use

1. Select a DAM site from the topbar site selector — the asset list loads automatically
2. Browse using thumbnail previews and key metadata columns to find what you need
3. Click any asset row to open the detail panel with full file information
4. Edit asset metadata directly in the detail panel and save your changes
5. Use the search box to filter by filename, subject, keywords, or other metadata
6. Click a column header to sort by that field; click again to reverse the order
7. Toggle between table and card view using the view switcher at the top of the list
8. Use the pagination controls at the bottom to move through large libraries
9. To remove assets in bulk, check the boxes next to the files you want and use the batch delete action
10. Click **Export** to download the current list as a CSV file

Tips

- If no assets appear, make sure a DAM site is selected in the topbar
- The S3 badge (cloud icon) means the file is on cloud object storage; "Local" means it lives on the server — useful for auditing storage costs
- The stats bar updates each time you switch sites, giving you instant counts before you start browsing
- From the asset detail panel, you can navigate directly to the parent Story to see all other files in the same editorial package