

# DAM Integration - Google Drive

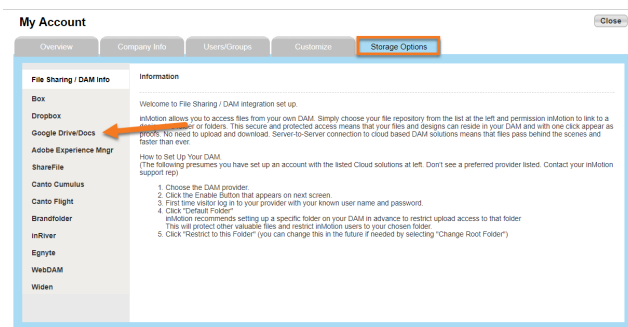
Published on 09/18/2017

## What is a DAM?

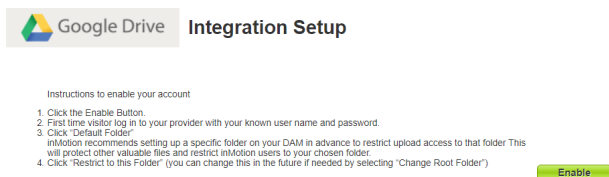
A Digital Asset Management (DAM) product is a business solution for organizing, storing and retrieving rich media and managing digital rights and permissions. Media assets include photos, music, videos, animations, podcasts and other multimedia content. Digital Asset Management solutions provide a useful way to maintain a centralized repository for your project's files, allowing shared access to all up-to-date records and data.

## Setting up your Google Drive/Docs Integration

To integrate your team's DAM with inMotion, sign into your inMotion account and navigate to **Account > Account Settings > Storage Options > Google Drive/Docs**.



Once a you select Google Drive/Docs, you will be prompted by a series of instructions (as pictured below) to assist you with the integration. Click the **Enable** button to continue.



We strongly recommend that admins set up their account's DAM integration(s) with a service account instead of a personal account. This will restrict access to the files that you would like made available to other users.

Once you click **Enable**, you will be prompted to enter your Google Drive/Docs email and click **NEXT**.



Sign in

to continue to [inMotion](#)

Email or phone


[Forgot email?](#)

NEXT

Then, enter your password and click **NEXT**.



Hi Zach

 zachinmo@gmail.com

To continue, first verify it's you

Enter your password


[Forgot password?](#)

NEXT

Upon signing in, you will be prompted to allow inMotion to access your Google Drive/Docs account by clicking **ALLOW**.



Hi Zach

 zachinmo@gmail.com

inMotion wants to



View and manage the files in your Google Drive



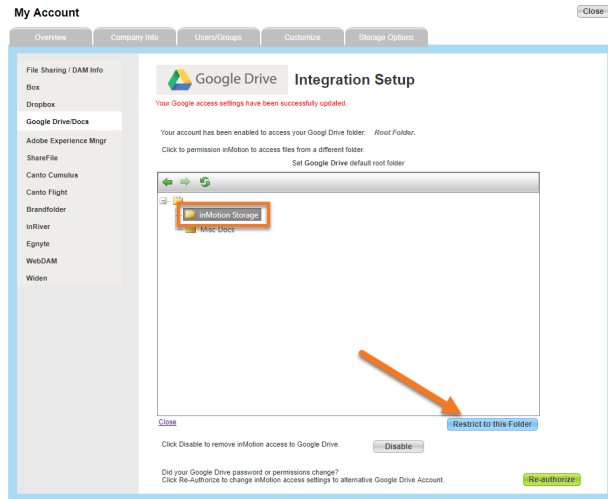
Allow inMotion to do this?

You may review this app's [privacy policies](#). You can remove this or any other app connected to your account in [My Account](#)

CANCEL

ALLOW

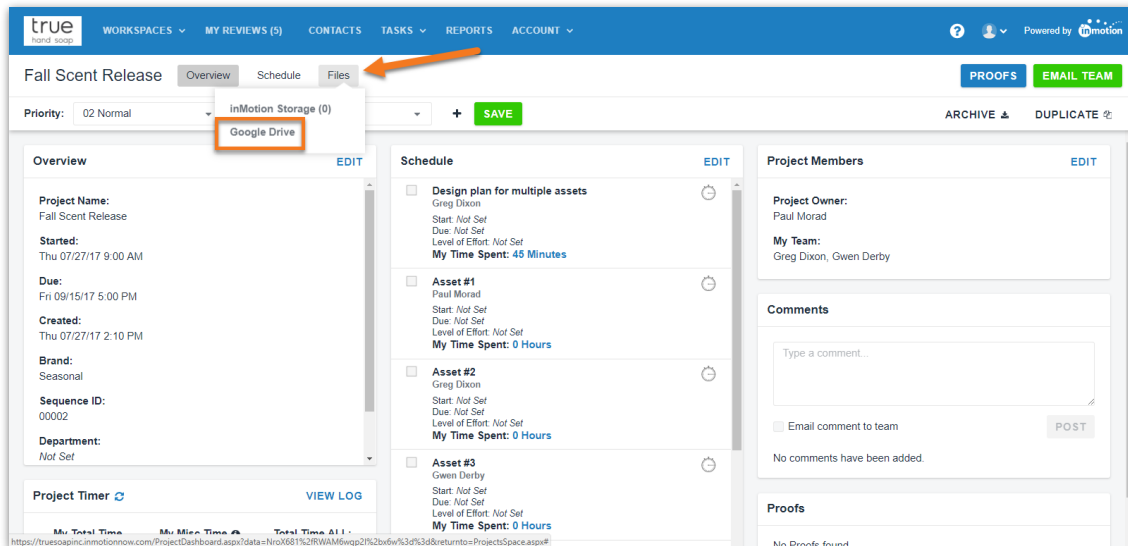
Now that you have granted inMotion access to your Google Drive/Docs account, you will need to select a 'Root Folder,' which is where all your files from inMotion will be stored. Simply click on the folder you would like to select then click the **Restrict to this Folder** button.



The next page will indicate that your “Root Folder has been saved,” which confirms that your DAM is now setup. You can close out of settings and use your new integration.

## Uploading Project Files

With your Google Drive/Docs integration, you can upload shared working project files from inMotion. To upload a file, go to the Project Dashboard and click **Files** near the top of the page.



If you are in a new project, inMotion will prompt you to name a new project folder in Google Drive/Docs. This will associate the new folder with your project.

Create a new project folder in **Google Drive**

Google Drive folder name:

Fall Scent Release

CANCEL

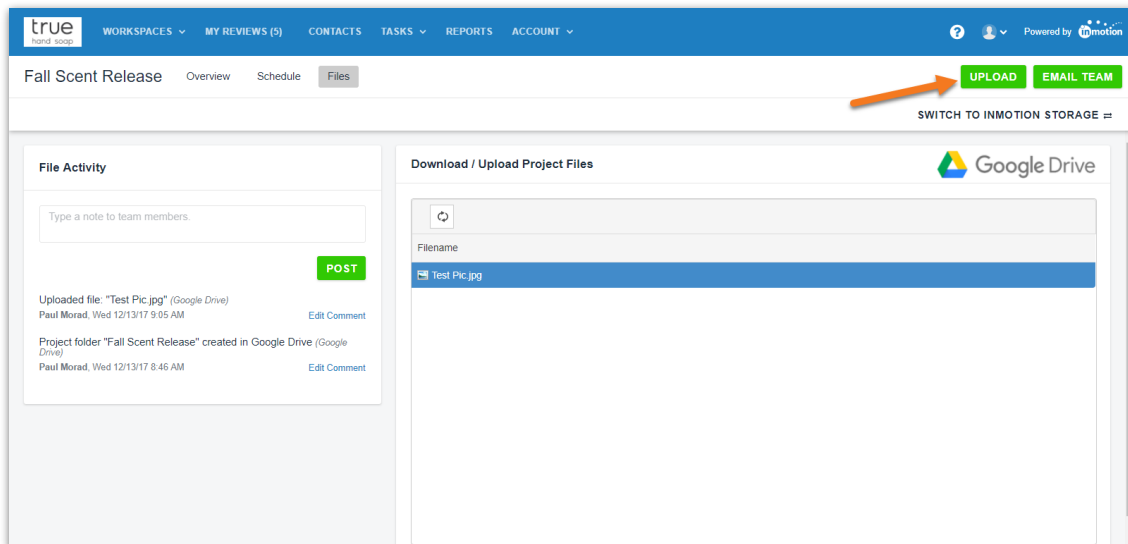
CREATE FOLDER



If you have any project files created prior to the newly created project folder in inMotion, you will want sign into Drive and move them to the project folder.

Once in the Google Drive/Docs storage page, click the **UPLOAD** button. Either drag & drop or click **CHOOSE FILE** to select the file(s) you'd like to upload. To download or delete files in the project folder, right click on the file name and click **Download** or **Delete**.

You can navigate back to the Project Dashboard using the **Overview** button at the top-left of the page. Now, all team members can access the project files in one centralized location.



## Adding Google Documents During Proof Upload



Docs, Sheets, Slides, and Draw files can be directly uploaded as a proof asset from the Google Drive DAM integration. You can select google documents for review without having to convert the files beforehand. These Google documents can also be downloaded from **Project Files** as PDF and/or image files (Draw only).

From the Add Content screen, simply select the Google Drive logo and choose the applicable doc, sheet, slide, or draw file as necessary. This will upload the file for review.



Docs, Sheets and Slides are automatically converted by the system to a PDF file for review. Draw files are converted to static images in .png format.

Add Content CANCEL

**Add Assets**

Google Drive Brandfolder inMotion

1 Drag files, upload, or browse

View Supported File Types

**Capture**

FROM URL FROM EMAIL

**Choose a Template**

2

**Name Your Proof**

Required (Name displayed to Reviewer)

**Assign to a Project**

Place Proof on Hold

**Attach Reference Files**

No assets loaded.

inMotion DAM File Picker

Secure | https://truesoapdemo.inmotionnow.com/DAM/DAMFilePicker.aspx?DAMType=google

Google Drive

Filename	Size
True Soap Winter Line Announcements	0 KB
Logo Mockup	0 KB
True Soap Scent Release Schedule	0 KB
True Soap Branding Book	0 KB

Cancel Upload

Send Proof: CONTACTS WORKFLOW ROUTING MANAGER