

DAM Integration - Sharefile

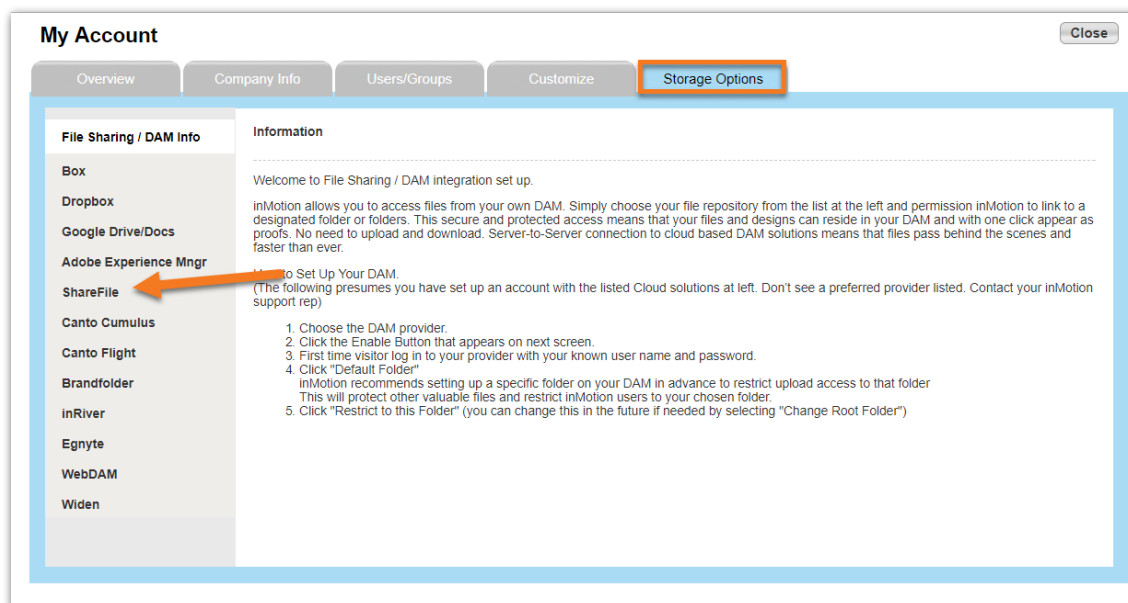
Published on 01/13/2019

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 ShareFile Integration

To integrate your team's DAM with inMotion, go to **Account > Account Settings > Storage Options > ShareFile**.



Once a you select '**ShareFile**', you will be prompted by a series of instructions (as pictured below) to assist you in enabling your account.

ShareFile Integration Setup

Instructions to enable your account

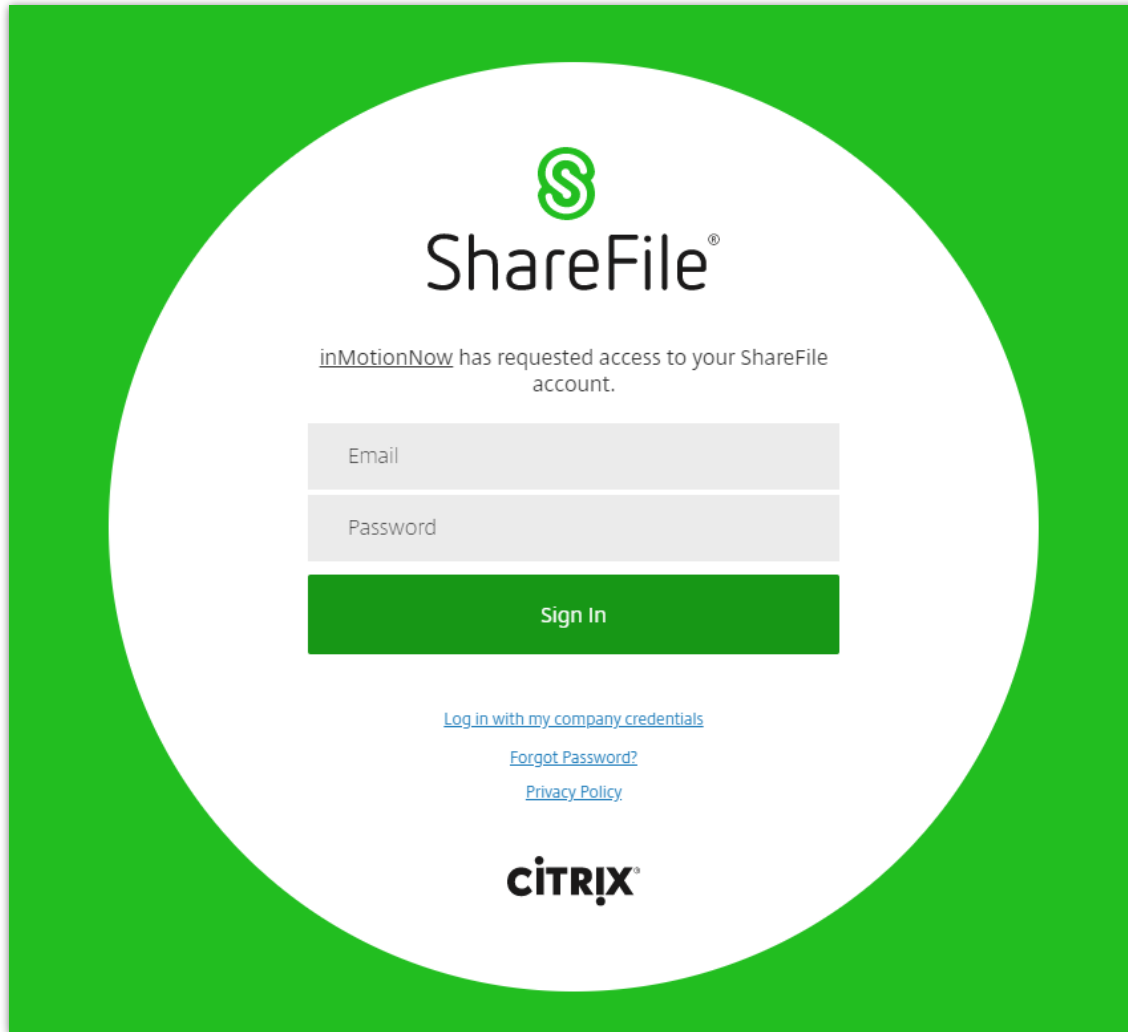
1. Click the Enable Button.
2. First time visitor log in to your provider with your known user name and password.
3. Click "Default Folder"
inMotion recommends setting up a specific folder on your DAM in advance to restrict upload access to that folder. This will protect other valuable files and restrict inMotion users to your chosen folder.
4. Click "Restrict to this Folder" (you can change this in the future if needed by selecting "Change Root Folder")

Enable



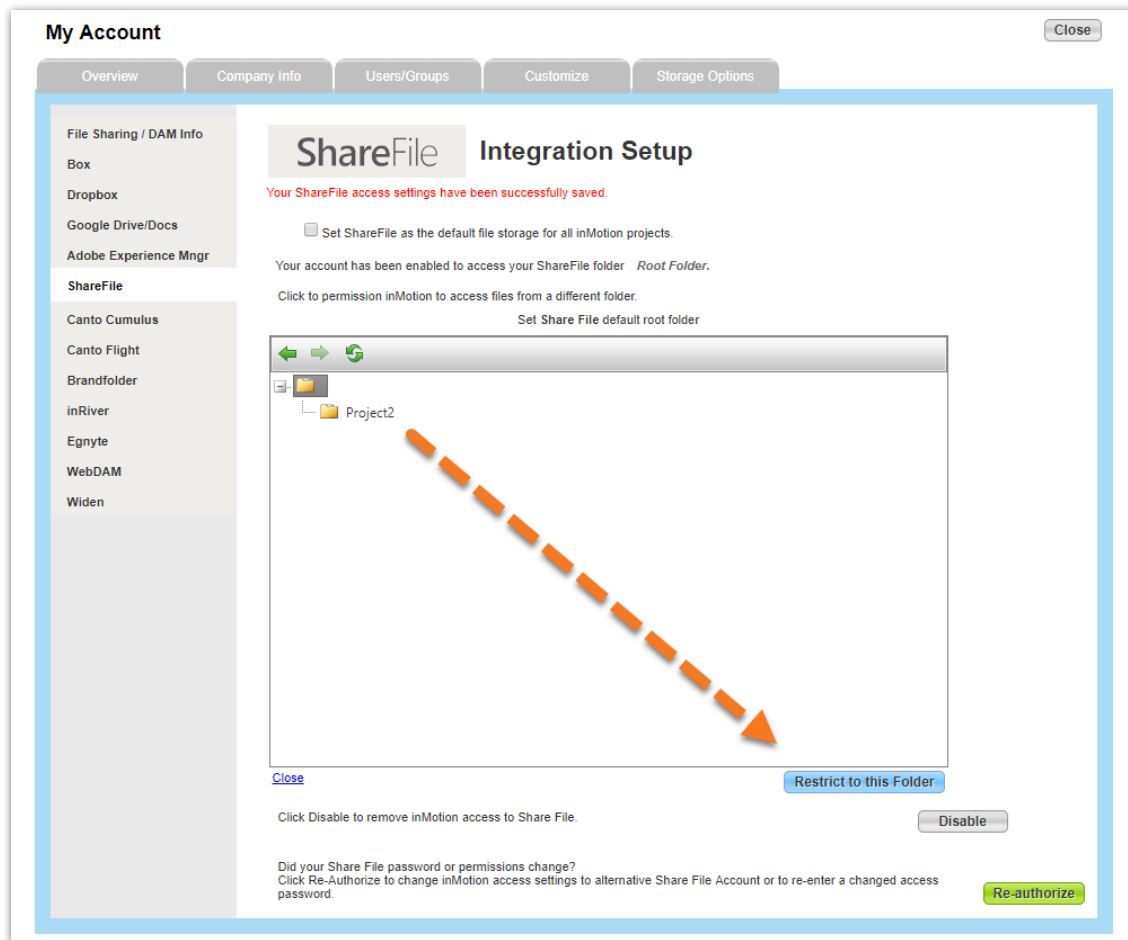
We strongly recommend that admins set up their account's DAM integration(s) with a service account instead of a personal account. This will only allow the files that you want your users to access to be made available.

Once you click **Enable**, enter your ShareFile account '**Email**' and '**Password**,' then click **Sign In**.



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

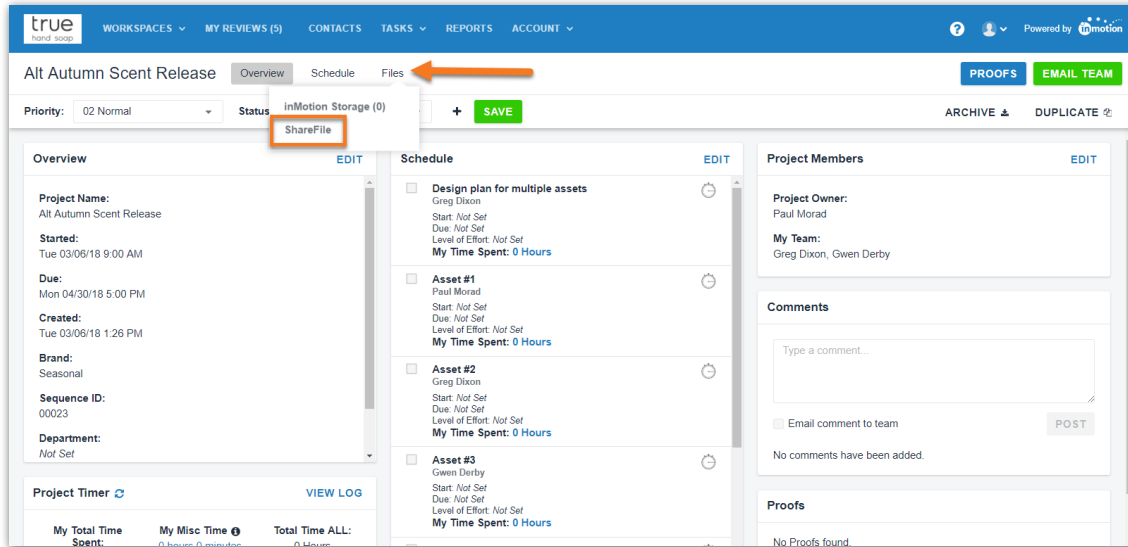
From this page, you can also enable/disable ShareFile as your default storage for all inMotion projects.



Your DAM is now setup. You can close out of settings and use your new integration.

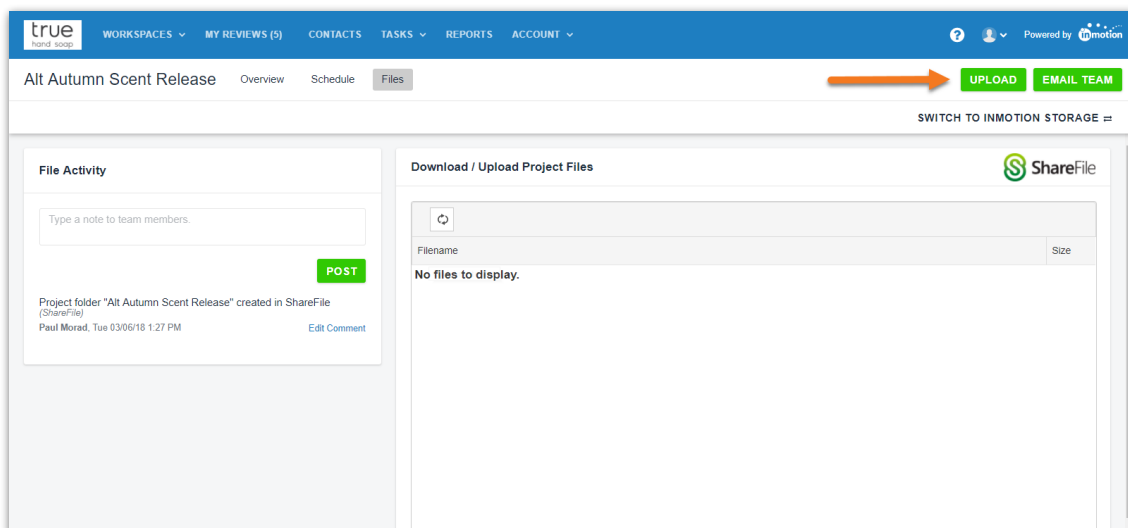
Uploading Project Files

With your ShareFile 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 ShareFile. This will associate the new project folder with your project.



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

Once in the ShareFile 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.

Uploading Proof Assets from ShareFile

Project files stored in ShareFile are also available on the Proof Upload screen when you select the **'ShareFile'** logo in Step 1.

The screenshot shows the 'Add Content' interface. At the top, there is a blue header bar with the text 'Add Content' on the left and 'SWITCH TO STREAMLINE UPLOAD' and 'CANCEL' on the right. Below the header, the interface is divided into two main sections. The left section is titled 'Add Assets' and contains two logos: 'ShareFile' and 'inmotion'. Below the logos is a dashed box with the text 'Drag files to upload, or browse'. A red arrow points to the 'ShareFile' logo. Below the dashed box is a link that says 'View Supported File Types'. Below this is a section titled 'Capture' with two buttons: 'FROM URL' and 'FROM EMAIL'. Below the 'Capture' section is a section titled 'Choose a Template' with a dropdown menu. Below the 'Choose a Template' section is a section titled 'Name Your Proof' with a text input field and a label 'Required (Name displayed to Reviewer)'. Below the 'Name Your Proof' section is a section titled 'Assign to a Project' with a dropdown menu. The right section is titled 'No assets loaded.' and is empty. At the bottom of the interface, there is a dark blue footer bar with the text 'Send Proof.' and three buttons: 'CONTACTS', 'WORKFLOW', and 'ROUTING MANAGER'.