DAM Integration - Sharefile

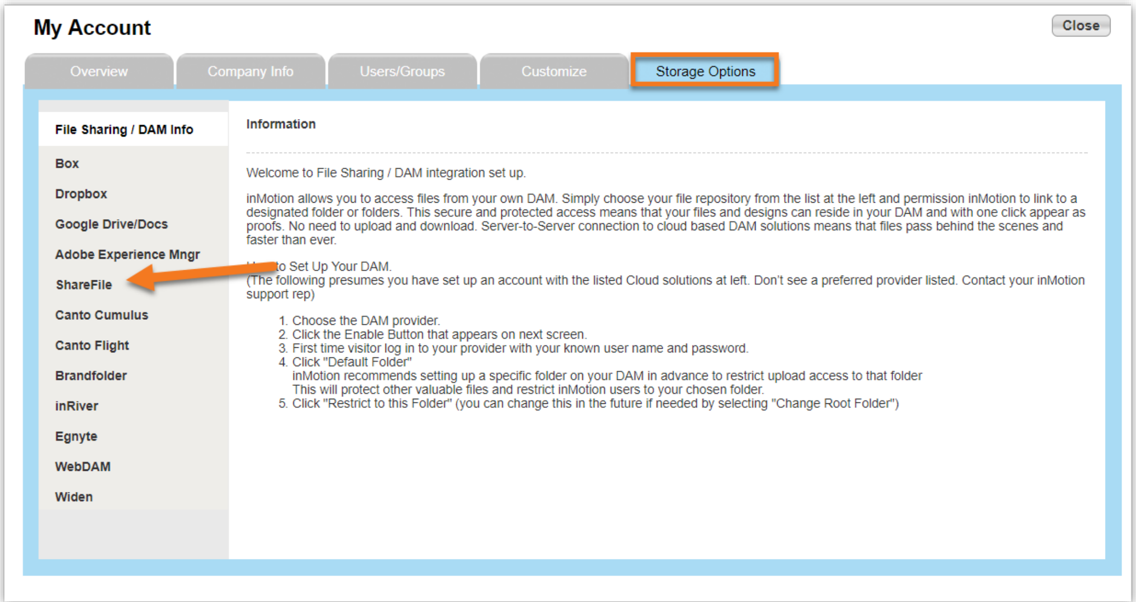
Published on 01/13/2019

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.

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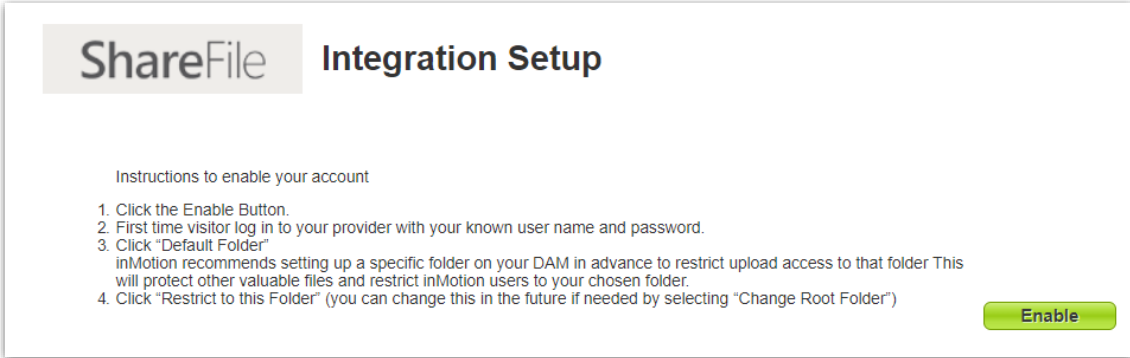

We strongly recommend that admins set up their account's DAM integration(s) with a service account instead of a personal account. This will only allow the files that you want your users to access to be made available.

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

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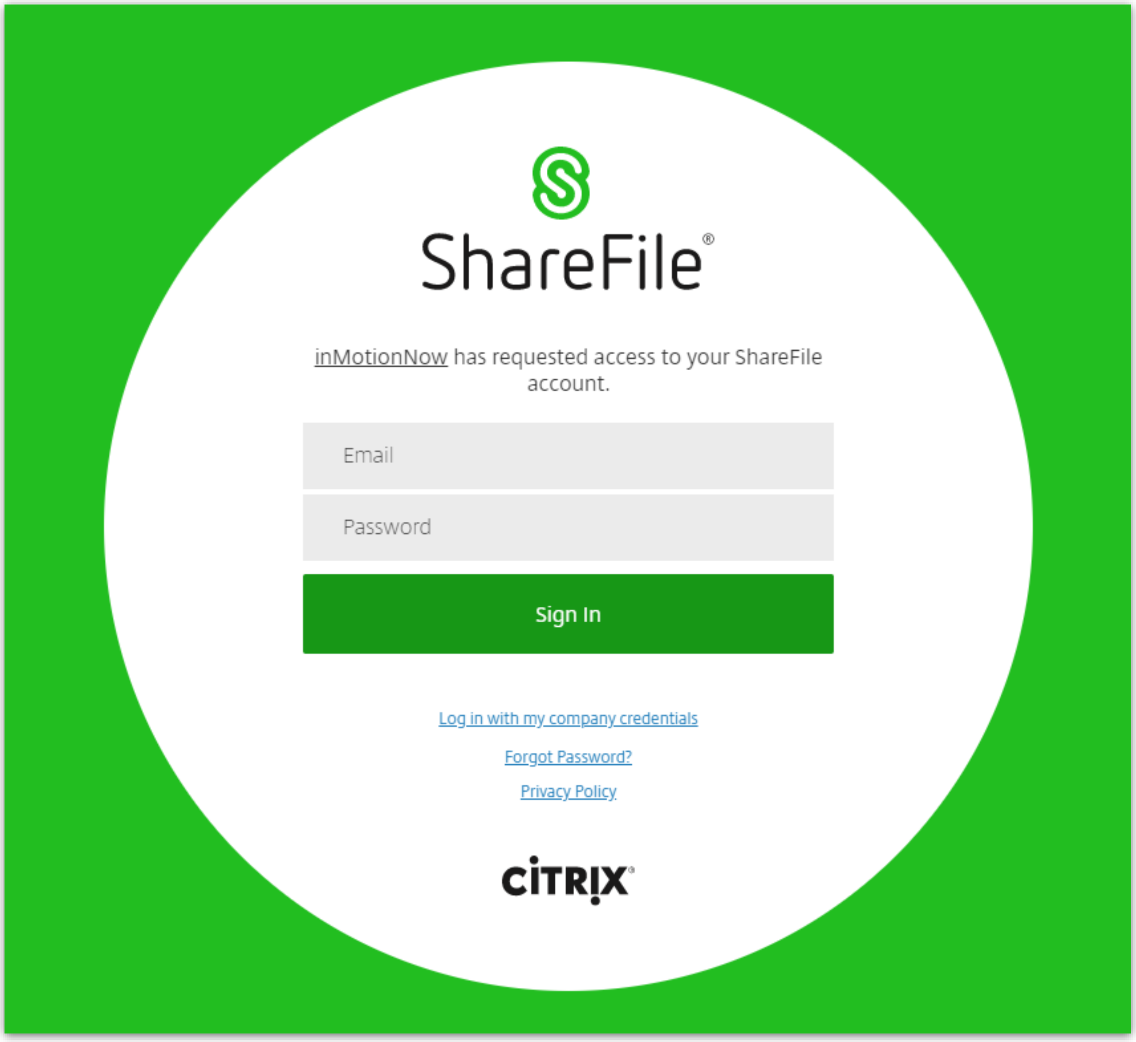

Now that you have granted inMotion access to your ShareFile account, you will need to select a **'Root Folder,'** which is where all your files from inMotion will be stored. Simply click on which folder you would like to select, then click the **Restrict to this Folder** button.

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

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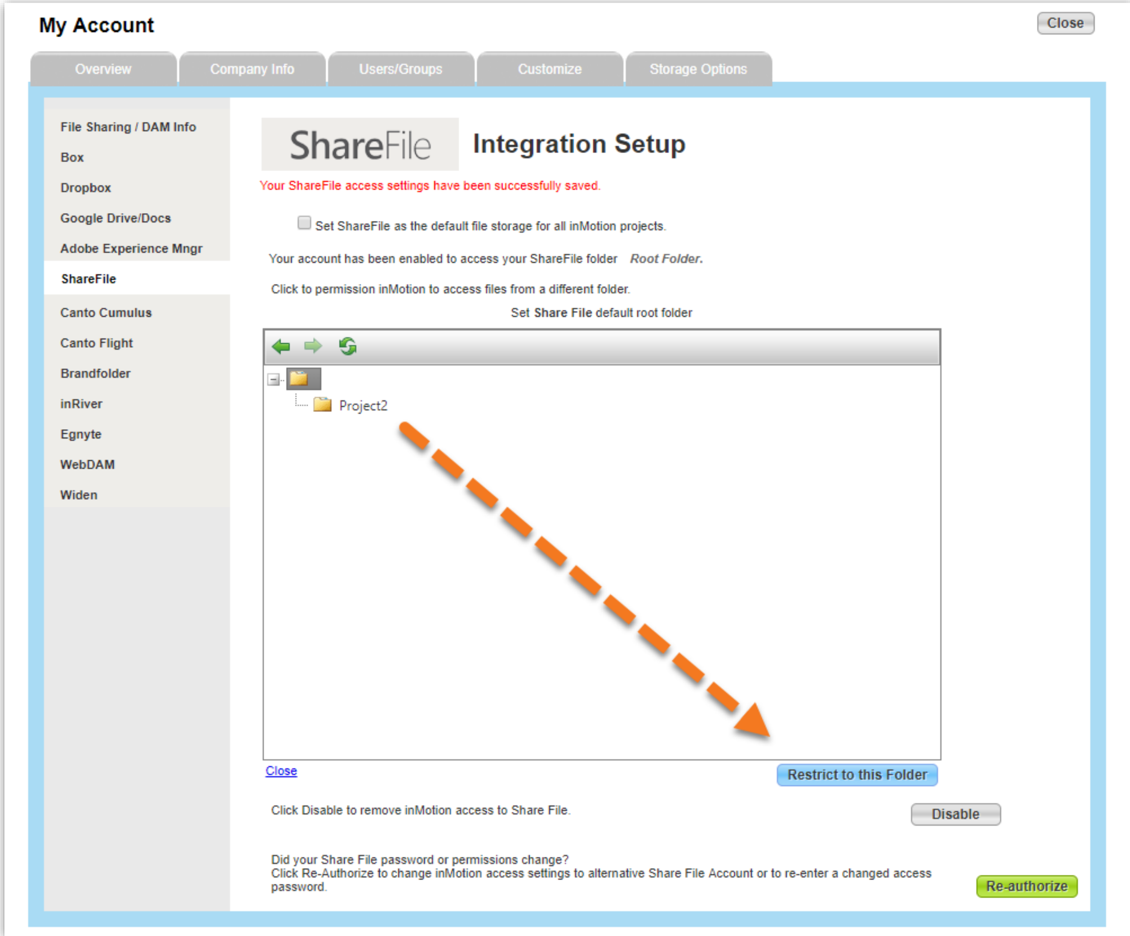

Your DAM is now setup. You can close out of settings and use your new integration.

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.

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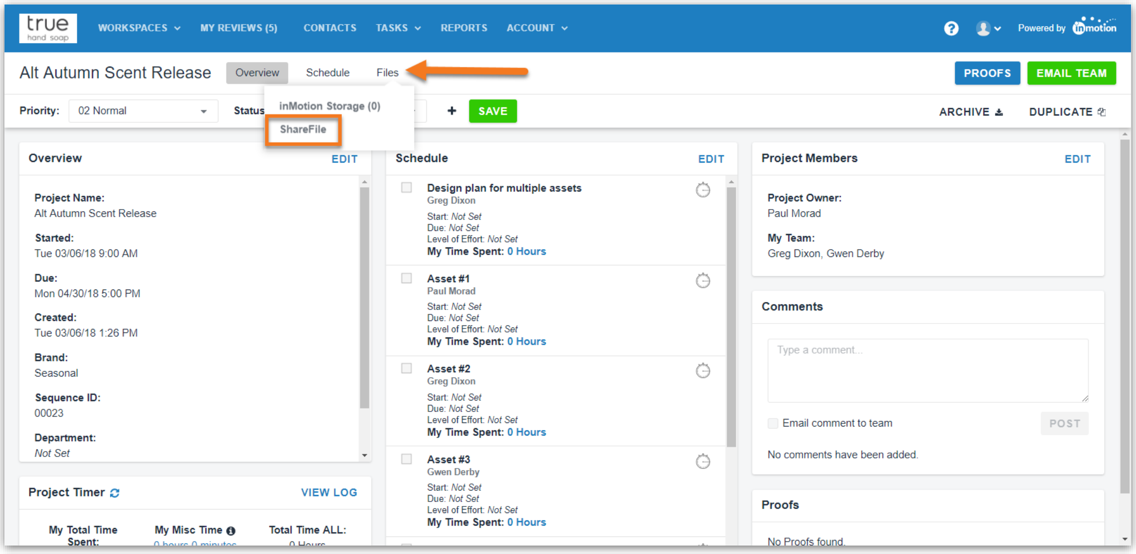
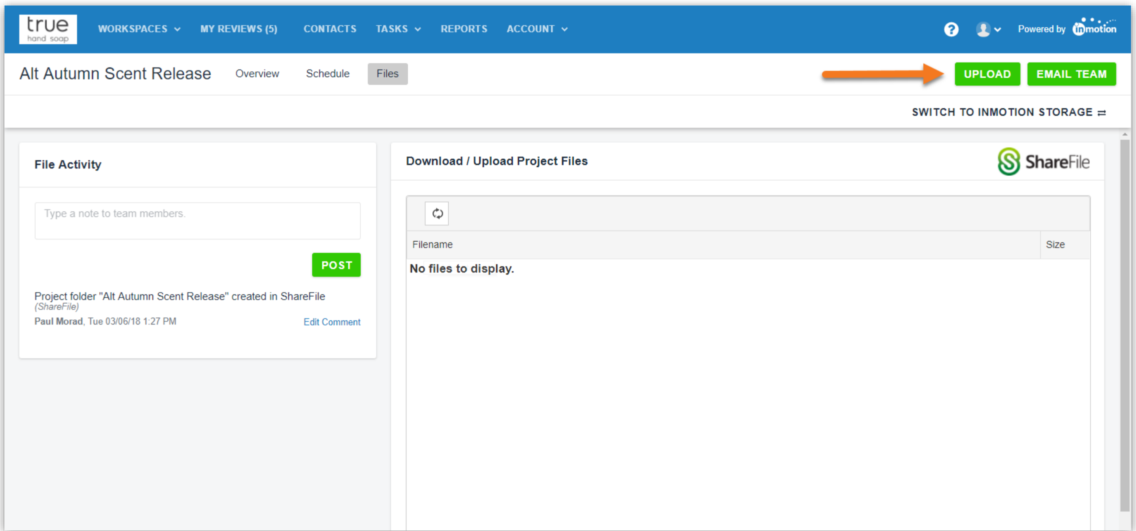


> If you have any project files created prior to the newly created project folder in inMotion, you will want sign into ShareFile and move them to the project folder.

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**.



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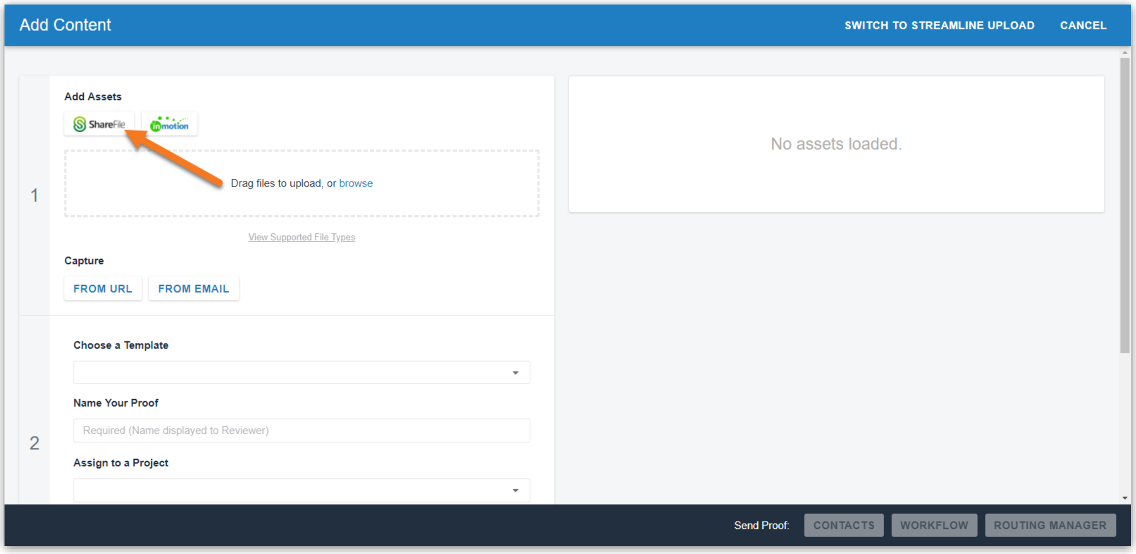
You can navigate back to the Project Dashboard using the **Overview** button at the top-left of the page. Now, all team members can access the project files in one centralized location.

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.



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