

DAM Integration - Dropbox

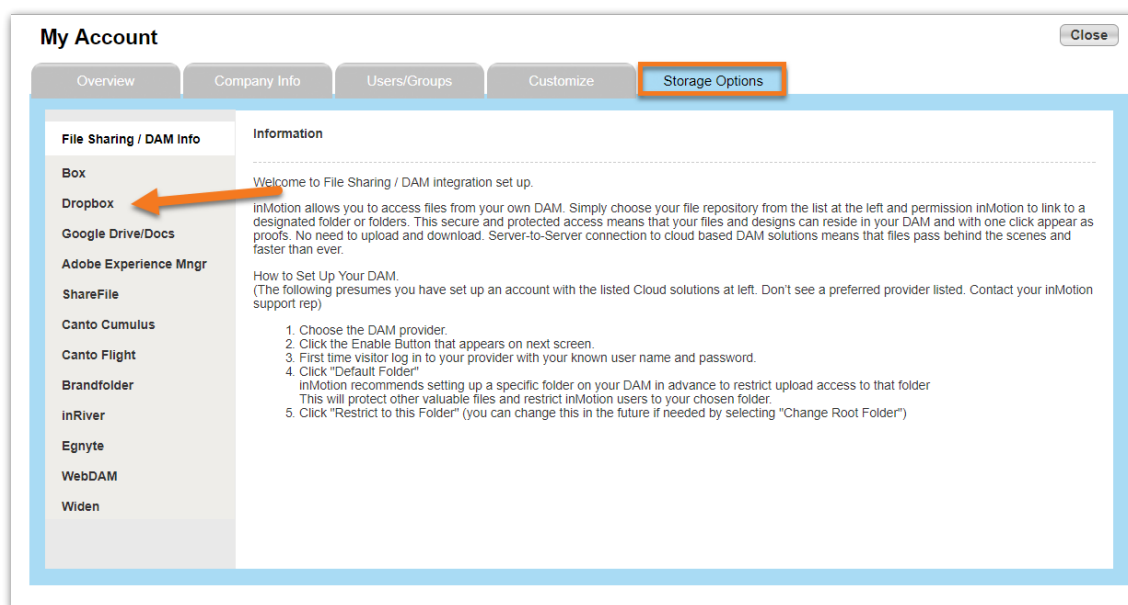
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What is a DAM?


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 DropDropbox Integration

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



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

 **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

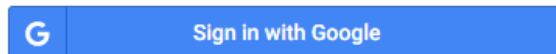


We strongly recommend that admins set up their account's DAM integration(s) with a service account instead of a personal account. This will only allow the files that you want your users to access to be made available.

Once you click **Enable**, enter your Dropbox account '**Email Address**' and '**Password**,' then click **Sign in**.



Sign in to Dropbox to link with inMotionNow



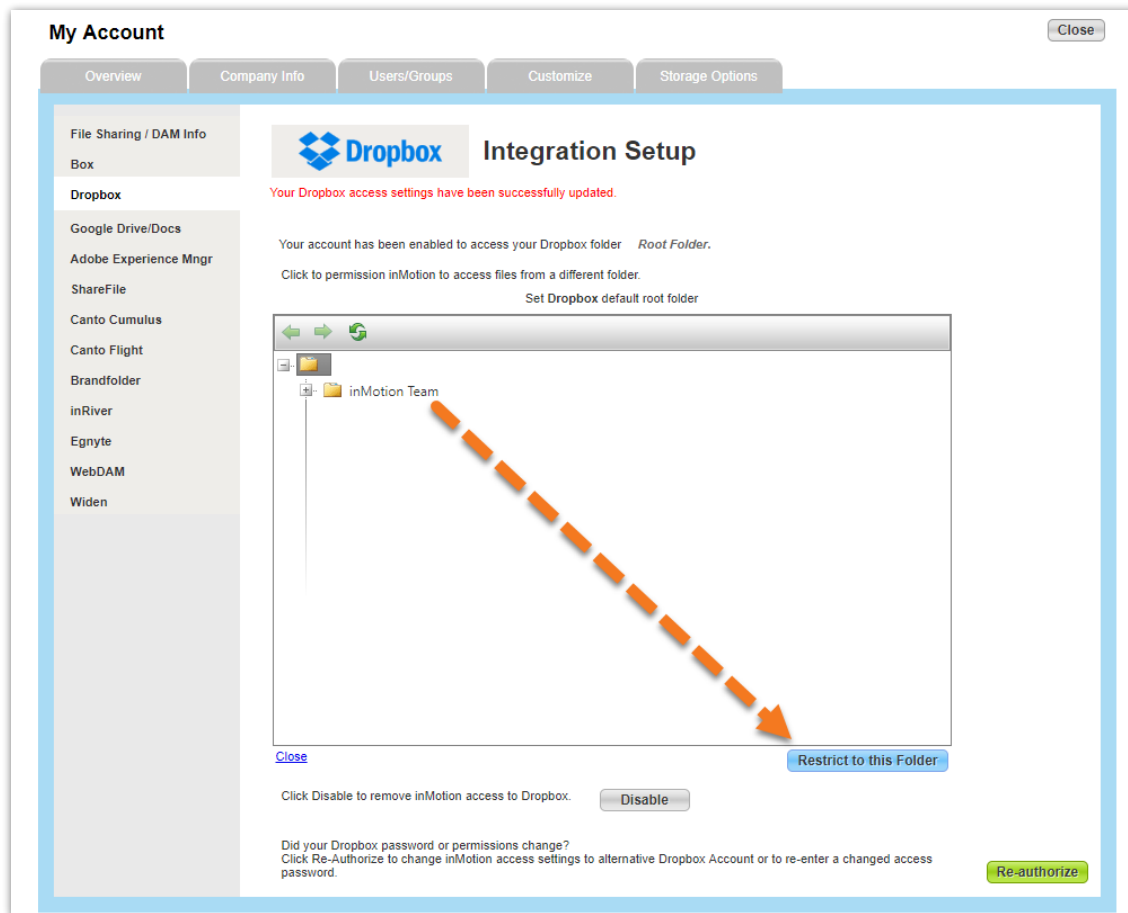
or

[Forgot your password?](#)

[Sign in](#)

[New to Dropbox? Create an account](#)

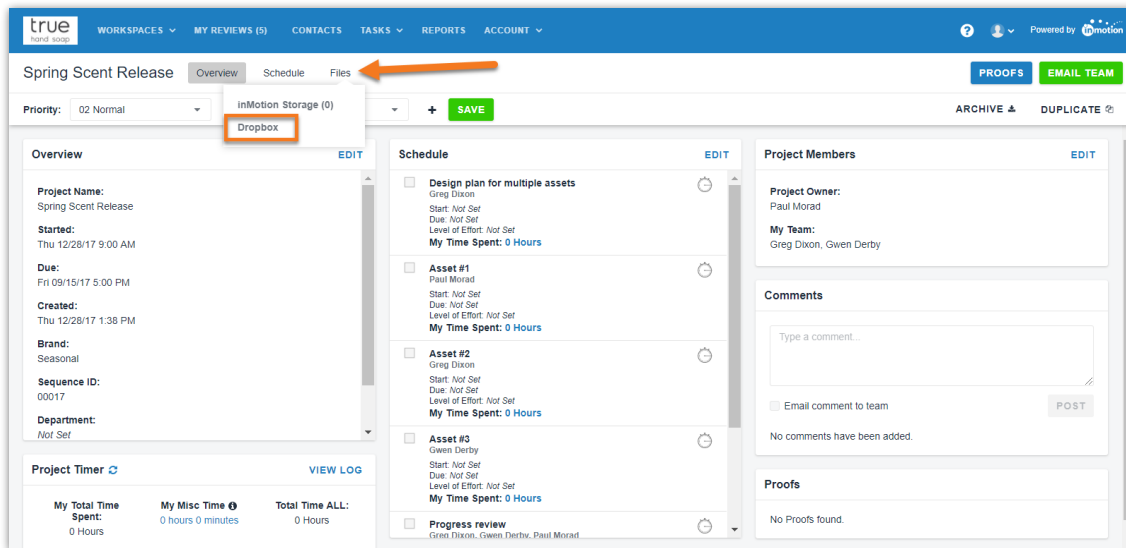
Now that you have granted inMotion access to your Dropbox account, you will need to select a **'Root Folder,'** which is where all your files from inMotion will be stored. Simply click on which folder you would like to select, then click the **Restrict to this Folder** button.



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

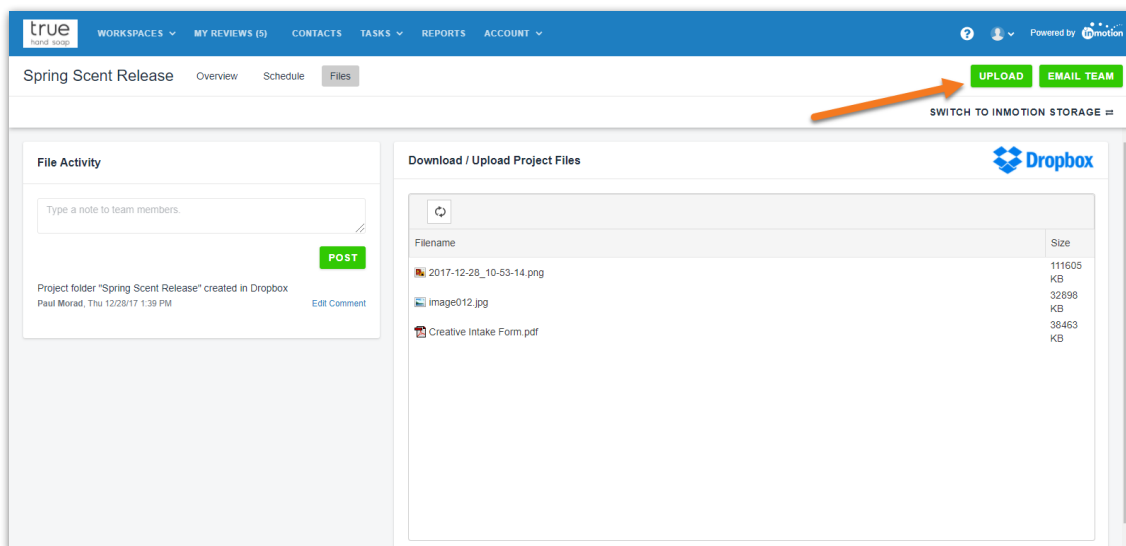
Uploading Project Files

With your Dropbox 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 Dropbox. 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 Dropbox and move them to the project folder.

Once in the Dropbox 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 Dropbox

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

The screenshot shows the 'Add Content' interface. At the top is a blue header bar with the text 'Add Content' on the left and 'CANCEL' on the right. Below the header, the interface is divided into two main columns. The left column contains a '1' in a small box, followed by the 'Add Assets' section. This section has two buttons: 'Dropbox' (with a blue cloud icon) and 'inmotion' (with a green dot icon). An orange arrow points to the 'Dropbox' button. Below these buttons is a dashed rectangular box with the text 'Drag files to upload, or browse' and a link 'View Supported File Types'. Below this is the 'Capture' section with two buttons: 'FROM URL' and 'FROM EMAIL'. The right column contains a large white box with the text 'No assets loaded.' Below the 'Add Assets' section, there is a '2' in a small box, followed by the 'Name Your Proof' section. This section has a text input field with the placeholder 'Required (Name displayed to Reviewer)'. Below this is the 'Assign to a Project' section with a dropdown menu. At the bottom of the left column, there is a checkbox labeled 'Place Proof on Hold'. At the bottom of the interface is a dark blue footer bar with the text 'Send Proof.' on the left and three buttons: 'CONTACTS', 'WORKFLOW', and 'ROUTING MANAGER'.