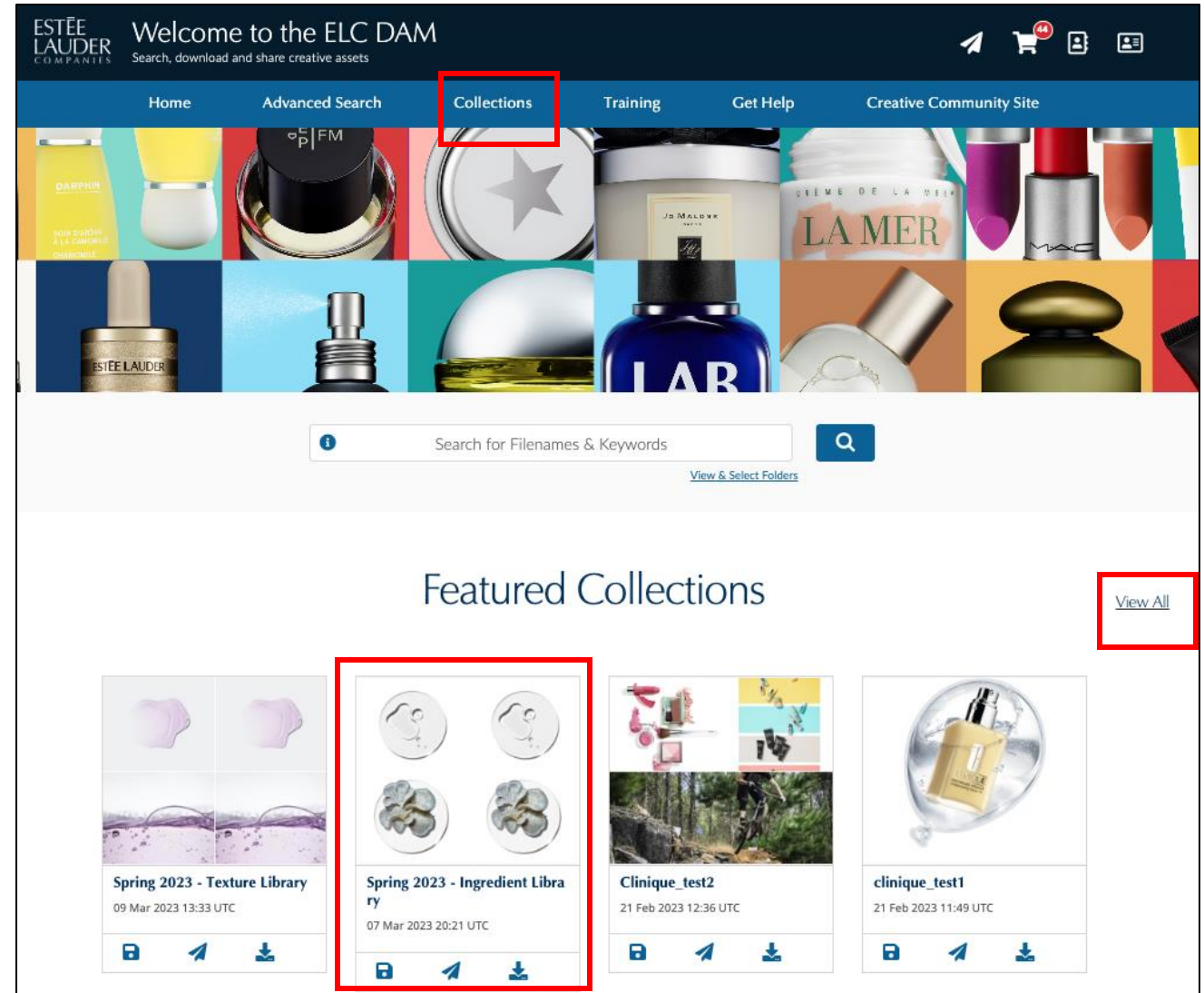


# CLINIQUE

**Featured Collections  
DAM User Guide**

## How to access Collections on Asset Share Commons:

- Asset Share Commons (ASC) is the front end of the DAM.
- A Featured Collection is a curated collection of assets created by the Global team.
- When a user logs onto Asset Share Commons they will see the Feature Collections on the homepage.
- Once a user indefinitely's the collection they need for example the "Spring 2023 – Ingredients Library" collection, click on the Collection to see all the assets within the collection.
- As more collections are created over time, these may lose their placement on the homepage. A user can always access Feature Collections by clicking on View All tab (highlighted to the right).
- Or a user can access the Featured Collections by clicking on the Collections tab from the top navigation bar (as highlighted).



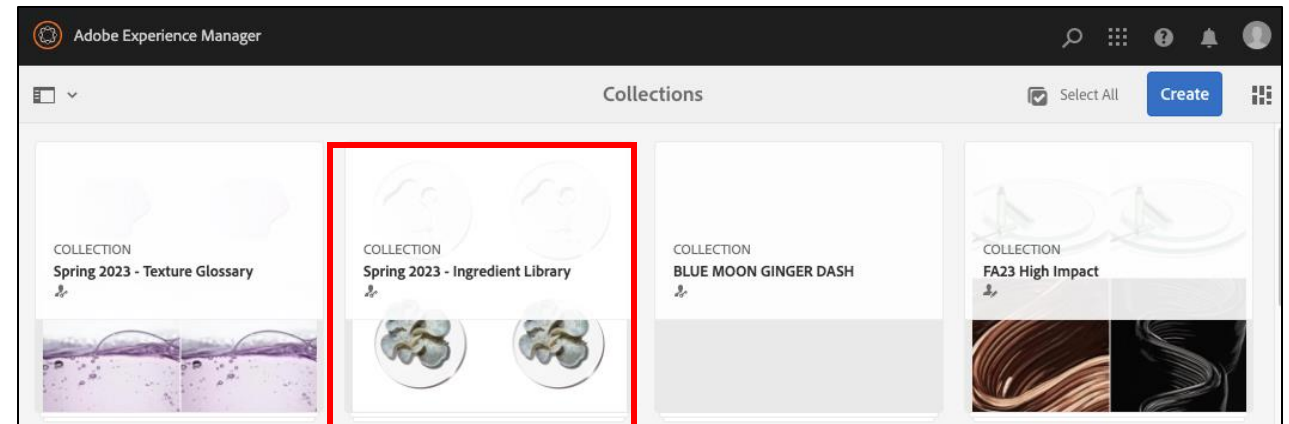
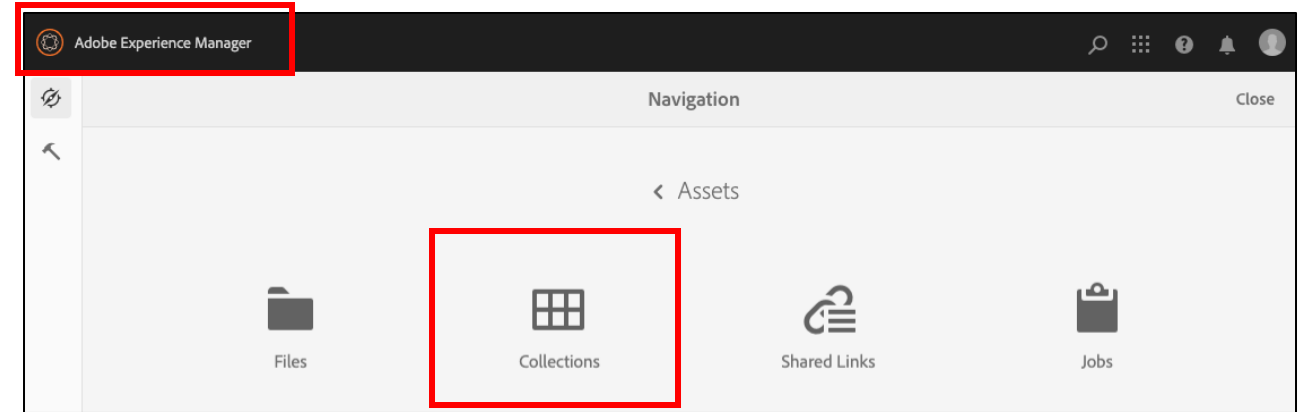
- Once a user clicks on the collection, they will see all the assets within the collection.
- A user then has access to share and download the assets with individually or in bulk.
- A user can view the metadata (descriptive information) by clicking on the asset. Then the user is taken to the Assets Details page. The metadata is information about the asset, product and usage.
- A user also has access to search for assets within the collection.

The screenshot displays the 'Spring 2023 - Ingredient Library' interface. On the left, there is a sidebar with various filters: 'ASSETS ADDED' (Start Date, End Date), 'FILE TYPE' (Select option), 'BRAND' (Select option), 'REGION OF ASSET CREATION' (Select option), 'ASSET FAMILY' (Select option), 'PRODUCT PROGRAM STORY NAME' (Enter Search Term(S)), 'SKU' (Enter Number Here), 'FISCAL YEAR AND QUARTER' (Select option), 'CALENDAR SEASON YEAR' (Select option), 'MAJOR CATEGORY AND APPLICATION' (Select option), and 'ASSET TYPE'. The main area shows a grid of asset cards. Each card includes an image, a title, and metadata (Size, Type, Res.). Below the grid, there are buttons for 'Select all', 'Clear All', '0 / 100', 'Save to My Collections', 'Add to Cart', 'Share', and 'Download'. The grid is sorted by 'Last Modified' and 'Descending'.

Asset Title	Size	Type	Res.
S19_MU_EB_Refresh_Resvera trol_GL_RGB.tif	27 MB	IMAGE	4000 x 3001
S20_TT_SD_INGREDIENT_K ALE_GL_RGB.tif	86.4 MB	IMAGE	5206 x 6508
S20_TT_SD_ALL_INGREDIEN TS_TESTTUBE_GL_CMYK.tif	183.9 MB	IMAGE	7313 x 7314
S20_TT_SD_INGREDIENT_B UEBERRY_2_GL_RGB.tif	82.8 MB	IMAGE	5206 x 6508
S20_Ingredients_Squalane_G L_CMYK.tif			
F22_EBC1_CL302.jpg			
F22_Fragrance_Ingredients_ Grapefruit_GL_RGB.psd			
FA23_Ingredients_Barley_GL _CMYK.psd			

## How to access Collections on Adobe Experience Manager:

- If you are a legacy DAM user or in Global Creative, you may have access to the back end of the DAM, Adobe Experience Manager. AEM is where DAM admins upload and manage content, that is published to the front end of the DAM, ASC.
- A Collection is a curated collection of assets created by the Global team.
- When you log onto AEM you can easily navigate to the Collections page. Click on Adobe Experience Manager on the top left of the screen (as highlighted).
- Then Click on the Collections icon.
- From the Collections page, navigate to your collection. Then click on the collection to access all the assets in the collection.



- Once you click on the collection, you will see all the assets within the collection.
- A user then has access to share and download the assets with individually or in bulk.
- A user can view the metadata (descriptive information) by clicking on the asset and then selecting Properties from the top navigation bar.
- Then the user is taken to the Assets Details page. The metadata is information about the asset, product and usage.

