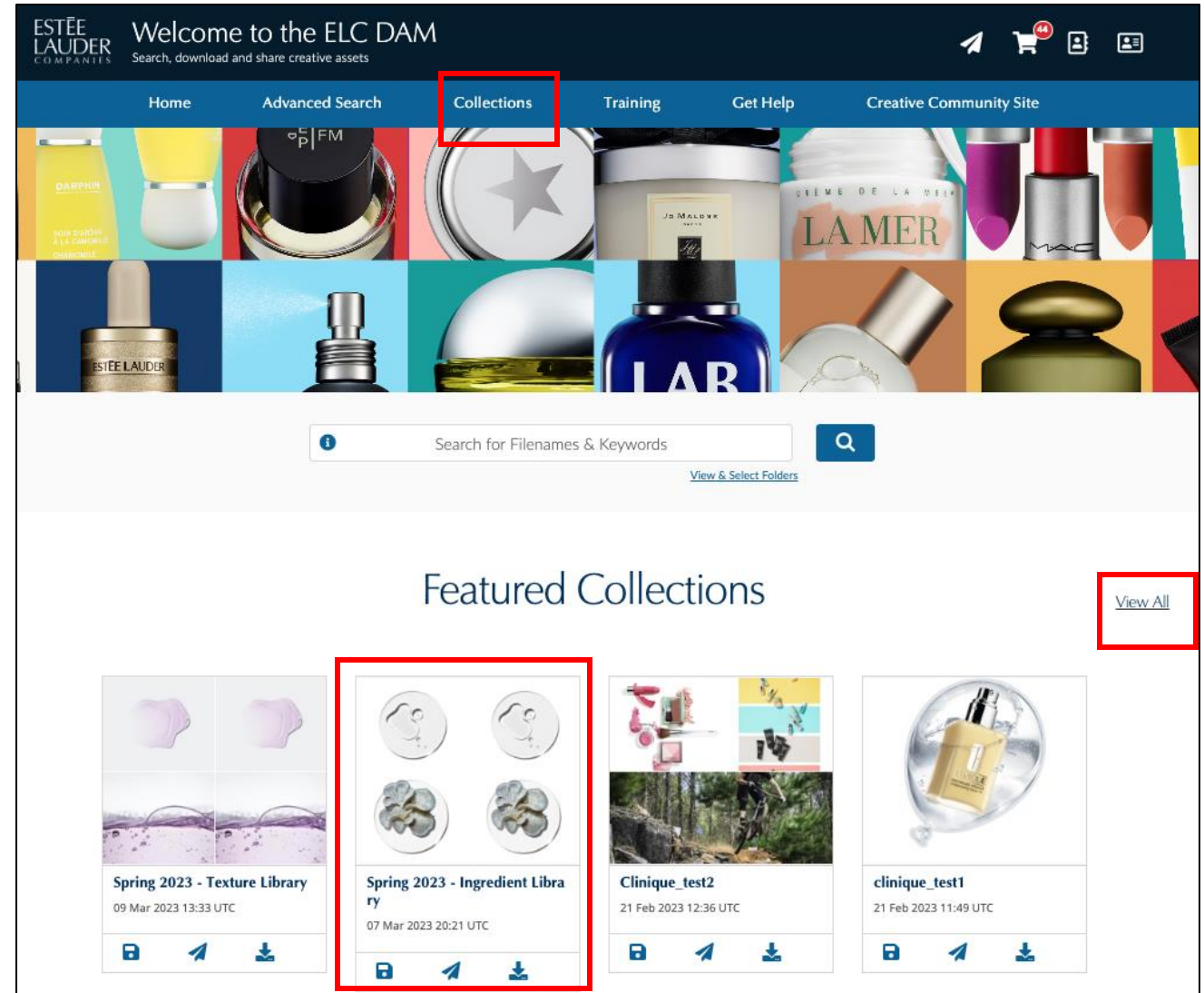# CLINIQUE

Featured Collections
DAM User Guide

CLINIQUE

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 indefinity'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).

COLLECTIONS – ASSET SHARE COMMONS (ASC)
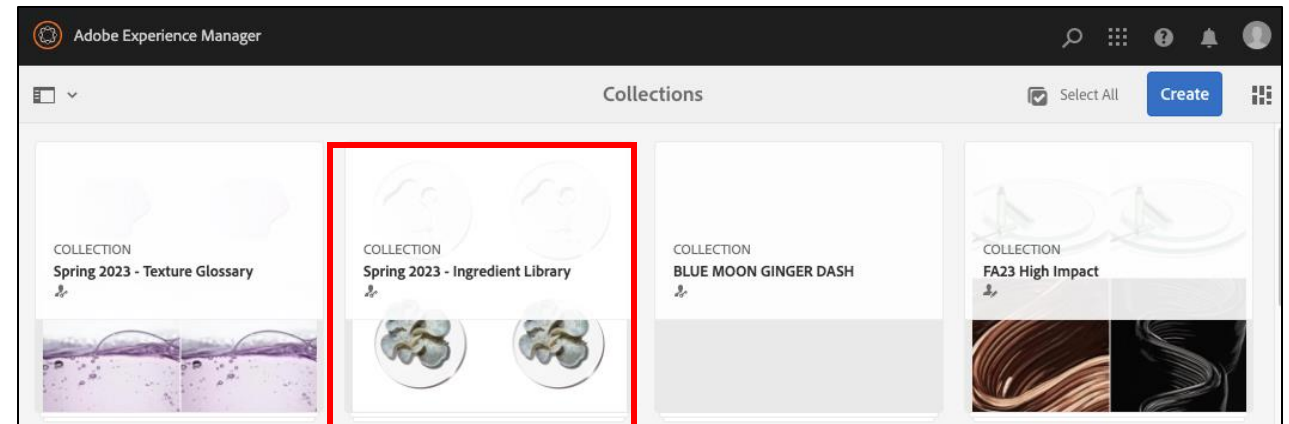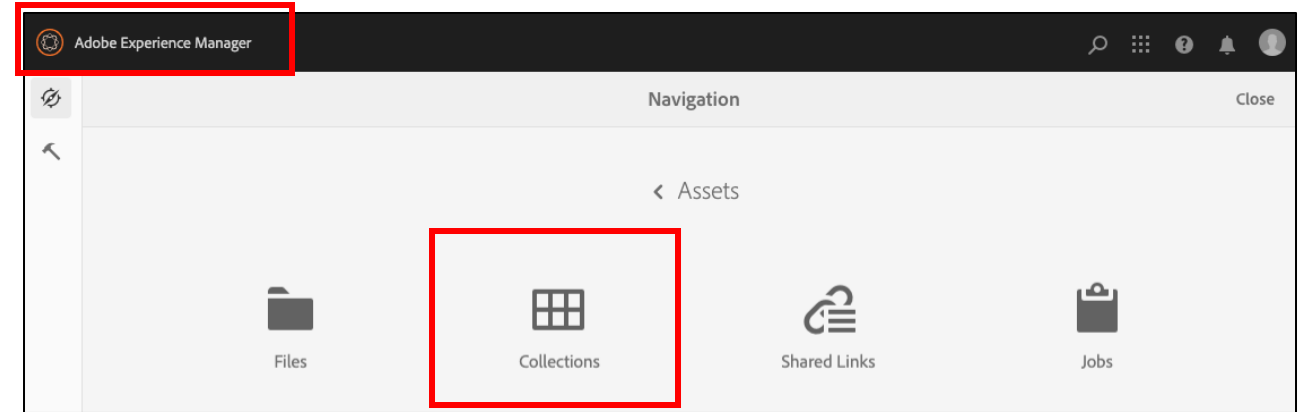
CLINIQUE

- 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.

CLINIQUE

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.

COLLECTIONS – ADOBE EXPERIENCE MANAGER (AEM)

CLINIQUE

- 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.