Sandbox practice: Review assets

Now that you have learned how to review assets, navigate to your training sandbox and complete the practice exercises below.

Practice 1: Use review tools

Navigate to the Review page and find the assets you submitted from the first practice. Select one to practice reviewing and navigate to its annotation page. Add at least 3 annotations, each of a different type (freehand, text, shape, comment, time-based). You will have to decide which type is appropriate based on the file type that you selected. When you are finished, manually advance your asset through the review process to approval.

Practice 2: Use DAM versioning features

Navigate to the Assets page and locate your saved Fruitful assets (either from a saved selection or search). Select one and create a new version. You can choose to edit it for the Flavorful campaign. When ready, move the asset through the draft review process until it is approved.

References

Guide: Approve or reject assets

Step 1: On the homepage, click **Review** in the ribbon menu.

Step 2: Select the asset that you want to either approve or reject.

Step 3: Click the three-dot menu in the top-right corner.

Step 4: Select either **Approve** or **Reject**. If approving, confirm by clicking **OK**. If rejecting, enter a reason and click **OK**.

Note: Images can be previewed, approved, or rejected right from the Review page by using the buttons under each asset.

Guide: Add an annotation

Step 1: On the homepage, click Review in the ribbon menu.

Step 2: Select the asset to which you want to add an annotation.

Step 3: Click the speech icon in the top-right corner.

Step 4: On the Annotations page, select a tool in the top-right corner.

Step 5: Select an area on the asset where you want to add an annotation.

Step 6: Enter your text in the pop-up window, then click **Save**.

Guide: Add a time-based annotation to a video

Step 1: On the homepage, click **Review** in the ribbon menu.

Step 2: Select the asset to which you want to add a time-based annotation.

Step 3: Pause your audio or video file at the desired time.

Step 4: Click the **New annotation** button in the top-right corner.

Step 5: Drag on the media file to create a rectangle shape. You can also click the **Comment** button to mark the asset with a text bubble. In either case, a yellow flag appears at the corresponding time stamp, indicating the existence of an annotation.

Step 6: Upon releasing your mouse, a window pops up prompting you to write a comment. Confirm your annotation by clicking **Create**.

Note: Clicking on the **flag** at any time brings the user to the exact moment of the annotation in the video/audio file.

Guide: Download annotations

Step 1: On the homepage, click Review in the ribbon menu.

Step 2: Select the asset to which you want to download annotations.

Step 3: Click **Download PDF** in the top-right corner.

Step 4: Click your **user profile button** in the top-right corner and select **Downloads** from the drop-down menu.

Step 5: Click the **download arrow** icon next to your package to download it to your local desktop.

Guide: Use the @mention

Step 1: On the homepage, click **Review** in the ribbon menu.

Step 2: Select the asset to which you want to add an @mention.

Step 3: In the right-side panel, click the **reply icon** for an annotation. If there are no annotations, then you must first create one.

Step 4: Enter an @ followed by a user's email address. When finished, click **Save**.

Guide: Update an asset

Step 1: From the Asset page, click on the asset that you wish to update. Navigate to its detail page.

Step 2: In the top-right corner, click the **up arrow icon**.

Step 3: Select **Upload file** in the drop-down menu.

Step 4: Upload your desired file and click **Open** when ready. You can also drag your file into the pop-up window.

Guide: Change an asset's thumbnail

Step 1: Navigate to the asset detail page.

Step 2: In the top-right corner, click the **up arrow icon**.

Step 3: Select **Upload alternative thumbnail** from the drop-down menu.

Step 4: Select the file you want to upload, or drag it into the flyout window.

Guide: Find duplicate assets

Step 1: Navigate to the asset detail page.

Step 2: In the All files panel, click the **three-dot menu** next to the master asset.

Step 3: Select **Find duplicate files** in the drop-down menu.

Guide: Use the compare to master feature

Step 1: Navigate to the asset detail page.

Step 2: In the All files panel, click the **three-dot menu** next to an asset.

Step 3: Select **Compare to master** in the drop-down menu.

Step 4: Use the slider in the middle of the image to view the two images.