MEDIA LANDING

Using the Asset Dashboard

TUTORIAL

1. After login, you'll automatically be routed to the Asset Dashboard. The Placeholders assigned to you appear on this screen.

Fig. 1 – Media Landing – Asset Dashboard

2. The user interface consists of Navigation Tabs at the top left of the screen, a Filter Drawer below the navigation tabs, and a Results pane to the right of the Filter Drawer.
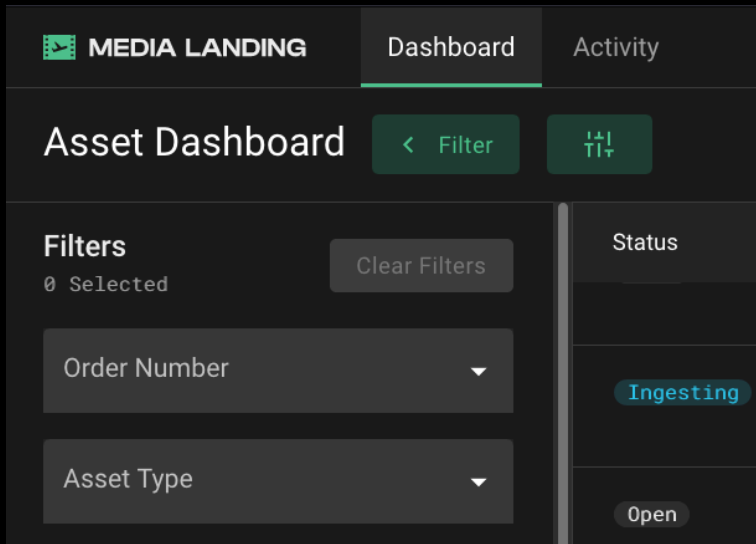

Fig. 2 Asset Dashboard – Navigation tabs and filter drawer

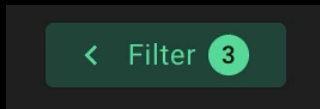The Filter Drawer can be collapsed by clicking the Display button.

Fig. 3 Asset Dashboard – Display button for filter drawer

3. By clicking on a Filter and selecting a value, you can constrain the Placeholders displayed in the Results pane. In this example the results are constrained to the asset type IMF. They are then further constrained using the Language filter and then selecting German.

Filters interact with each other in a hierarchical manner. The first filter chosen will limit the Placeholders displayed in the results pane. Each filter thereafter progressively constrains the results.
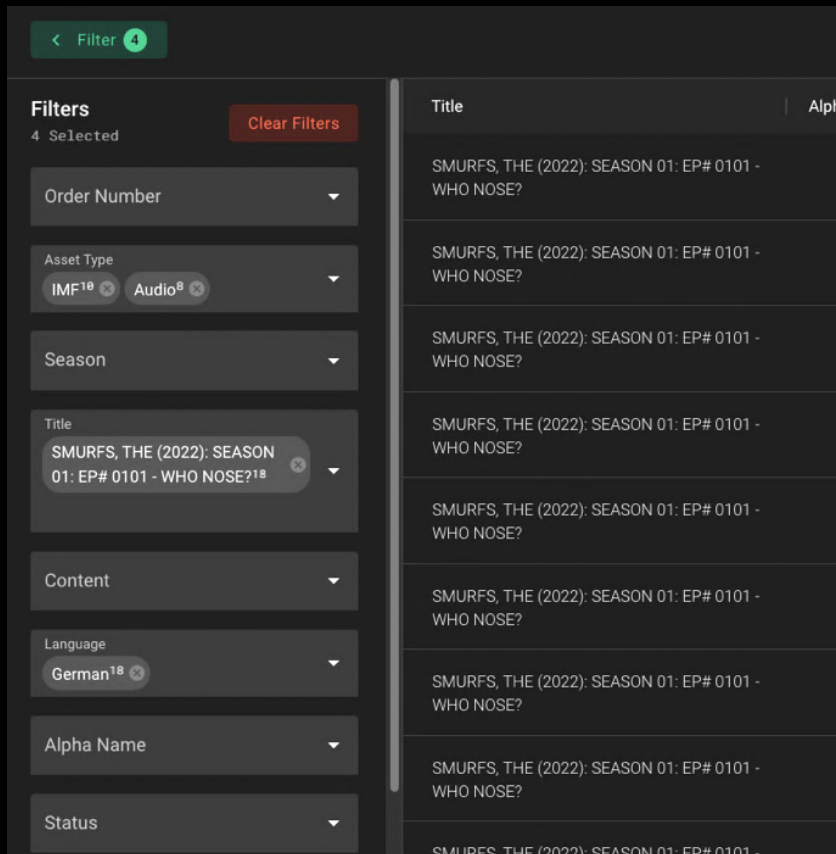

Fig. 3 – Asset Dashboard – Filter drawer with values selected on various filters.

4. When a Filter Value is selected, it appears on the face of the Filter button. You can select multiple values per filter. Click the "X" button on the value to clear it from the filter. Click the Clear Filters button to reset all values in the Filter Drawer.
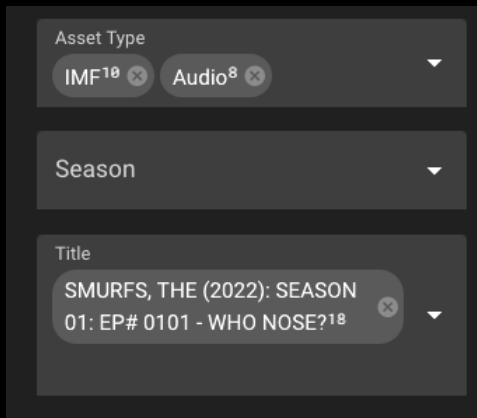

Fig. 4 – Asset Dashboard – Multiple values on the face of filters.

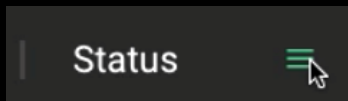5. You can also filter in the Results pane by hovering over the column label which reveals a hamburger icon.

Fig. 5 – Asset Dashboard – Hamburger icon which opens dialog box for in column sorting.

6. Click the icon and a filter dialogue appears where you can select the values to filter the column by.
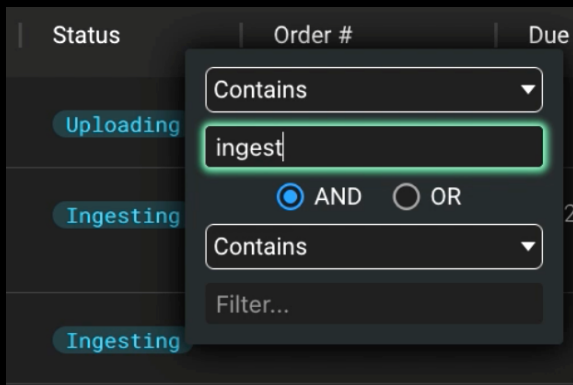

Fig. 5 – Asset Dashboard – Filtering within a column in the results pane.

If a column has filters applied a filter icon will appear next to the column label.
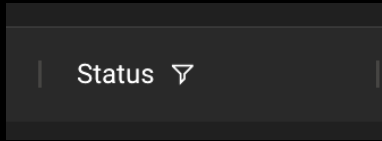

Fig. 6 – Asset Dashboard – Filter icon next to column label.

7. To change the sorting of a column, click to the right of the label to toggle between ascending order, descending order or to turn off the sorting for the column.

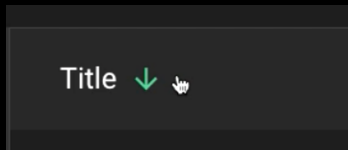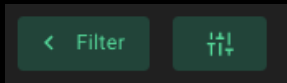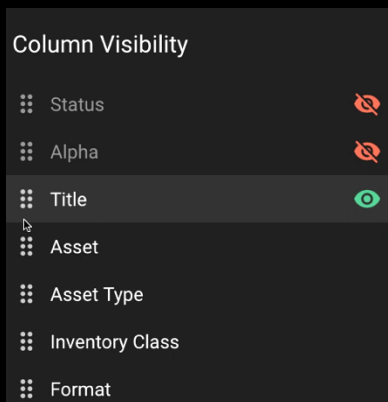You can also click and drag a column label to reorder where it appears in the Results pane.

Fig. 6 – Asset Dashboard – Arrow icon indicating whether column is in ascending or descending order.

8. To hide a column, click the Column Visibility button.

Hover to the right of the column name and click the green eye icon for columns you would like to hide. You can also re-order columns by dragging the control on the left of the column label.

9. To search for a previously completed placeholder, click the Show Completed slider at the bottom of the filter drawer and then use the Status filter to further narrow your results.
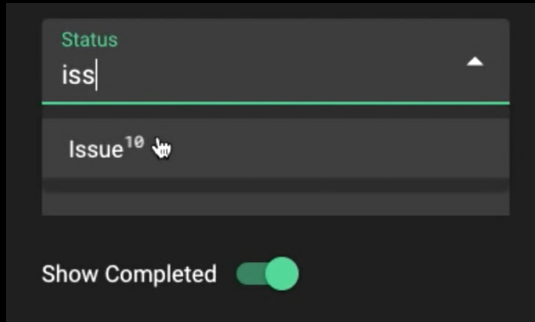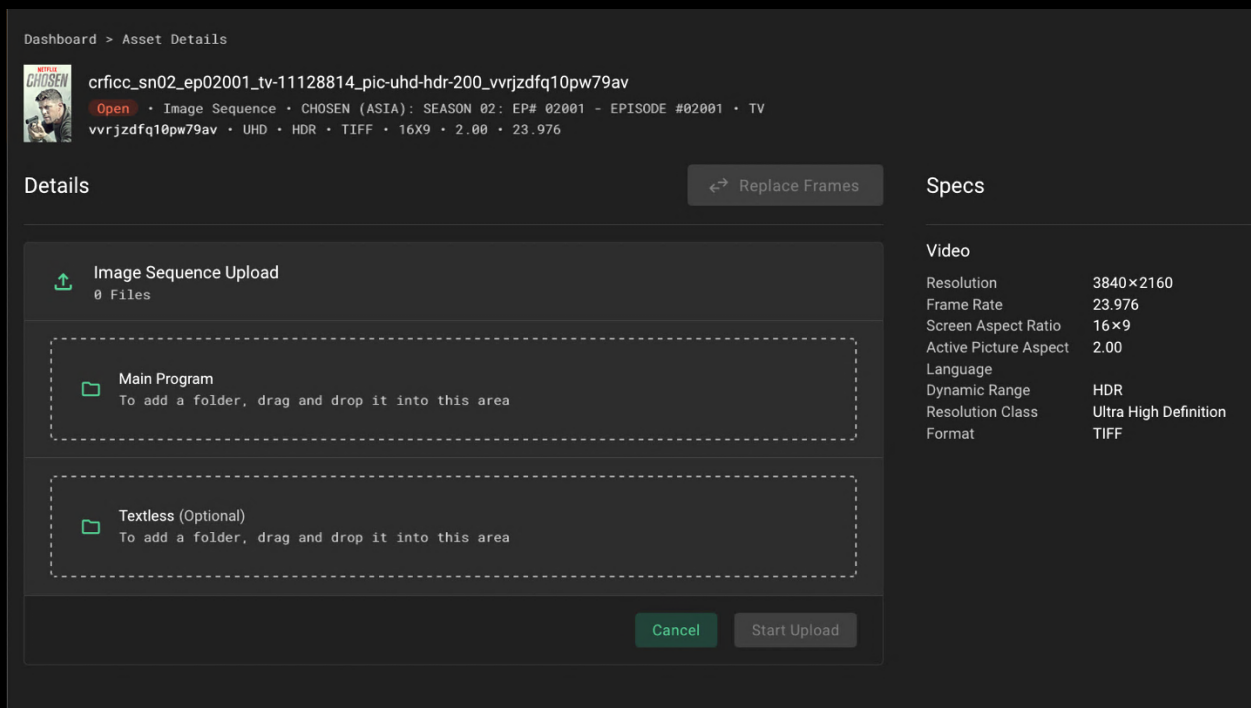

Fig. 6 – Asset Dashboard – Show Completed slider activated under filter drawer.

10. Clicking a Placeholder in the Results pane opens it. You can now upload files against that Placeholder.

MEDIA LANDING

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