
New instructions: Activating content placed in the DAM

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This important update is part of the changes in the software underlying the new Website (CMS). It applies to anything that you have recently added to the DAM.

Activating DAM content



When you upload pictures or documents to the DAM, you must put them into the workflow just as you do CMS pages.

What happens if you don't?

When you create a CMS page, you can use your image from the DAM or create a link to your document in the DAM. When you activate the page, it will show up in the public web site. However, if you have not also activated the DAM content, your images will not show up, and your document link will be broken.

To activate DAM content:

1. First open the DAM by clicking its camera icon immediately after logging in or from Site Admin view (the view that appears when you click the Globe icon).
2. Then navigate to your images or documents in the DAM. One by one, highlight each one and repeat the steps described in the **Activating** handout for activating a page:
3. With the DAM item highlighted, click Workflow.
4. Click the pulldown arrow and choose Request Activation.
5. In the Comments field, enter the name of the person who approves your content.
6. When finished, send them an email reminding them to check the Workflow queue.