



## RELATING ASSETS ON THE DAM

1. Go to the detailed information page of the Content Release Form and click on the 'related assets' tab located on the right. (highlighted in blue).

The screenshot shows a web browser window with the MediaValet interface. The URL is <https://brandusa.mediavalet.com/browse/categories/4bf39a03-80b1-4936-ba3a-98d47d89f10c/b9cd8531-da7c-484e-81fa-fa9b91b6ba5c/basic-information?cc>. The interface includes a navigation bar with 'BROWSE', 'UPLOAD', 'APPROVE', and 'DOWNLOADS' tabs. Below this, there is a 'Back' button and a thumbnail of a document titled 'In-Wild Content Contribution Form'. The main content area displays the following details for the asset 'MISSISSIPPI - TUPELO - RELEASE':

- Status: Approved (indicated by a green dot)
- Format: PDF
- File Size: 60.66KB
- Uploaded: May 26, 2017
- Uploaded By: lizzy@sparkloftmedia.com
- Categories: Tupelo (with a link to 'Edit Categories')
- Keywords: (None) (with a link to 'Edit Keywords')
- My Rating: ★★★★★
- Average Rating: ★★★★★

Below the details are buttons for 'Share', 'Download', 'Add To Lightbox', and 'More'. At the bottom, there is a navigation bar with tabs: 'ATTRIBUTES', 'CATEGORIES', 'KEYWORDS', 'VERSIONS', 'HISTORY', 'COMMENTS', and 'RELATED ASSETS'. The 'RELATED ASSETS' tab is highlighted in blue. Underneath, there are sections for 'Required Attributes', 'File Information', and 'EMBEDDED METADATA'. The 'File Information' section shows:

Title	Mississippi - Tupelo - Release
File Name	Mississippi - Tupelo - Release.pdf



2. Type in the name of the file you wish to relate in the search tab under 'add related assets'

The screenshot shows the Brand USA asset management interface. At the top, there is a navigation bar with 'BROWSE', 'UPLOAD', 'APPROVE', and 'DOWNLOADS' tabs. Below this is a 'Back' button. The main content area displays a document titled 'MISSISSIPPI - TUPELO - RELEASE'. The document is a PDF, 60.66KB, uploaded on May 26, 2017, by lizzy@sparkioftmedia.com. It has a status of 'Approved' and is categorized under 'Tupelo'. The document's content is a 'Finalized Content Contribution Form' for the Brand USA Digital Asset Management System. Below the document, there are buttons for 'Share', 'Download', 'Add To Lightbox', and 'More'. A navigation bar at the bottom includes 'ATTRIBUTES', 'CATEGORIES', 'KEYWORDS', 'VERSIONS', 'HISTORY', 'COMMENTS', and 'RELATED ASSETS'. Under the 'RELATED ASSETS' section, there is a search bar with the text 'Search...'.

No Related Assets

3. A box will pop up. Select the correct file and click 'add'. Repeat for as many assets as you wish to relate.

The screenshot shows a modal window titled 'ADD RELATED ASSETS'. The window contains the following text: 'These are the search results for "MISSISSIPPI - TUPELO - DOWNTOWN SHOPPING". To add these as related assets, select the assets you wish to add by checking them off and then click the "Add" button. You will be able to see your newly added assets under the "Related Assets" section.' Below the text, there is a list of search results. The first result is 'Mississippi - Tupelo ...' with a green star icon and a checkmark. Below the text is a thumbnail image of a street scene in Tupelo, Mississippi. At the bottom of the modal, there are two buttons: 'Cancel' and 'Add'.