



SPOTLIGHT DAM **ASSET UPLOAD** **PORTAL** **USER GUIDE**

- QUICK INTRO OF SPOTLIGHT DAM
- ASSET UPLOAD PORTAL

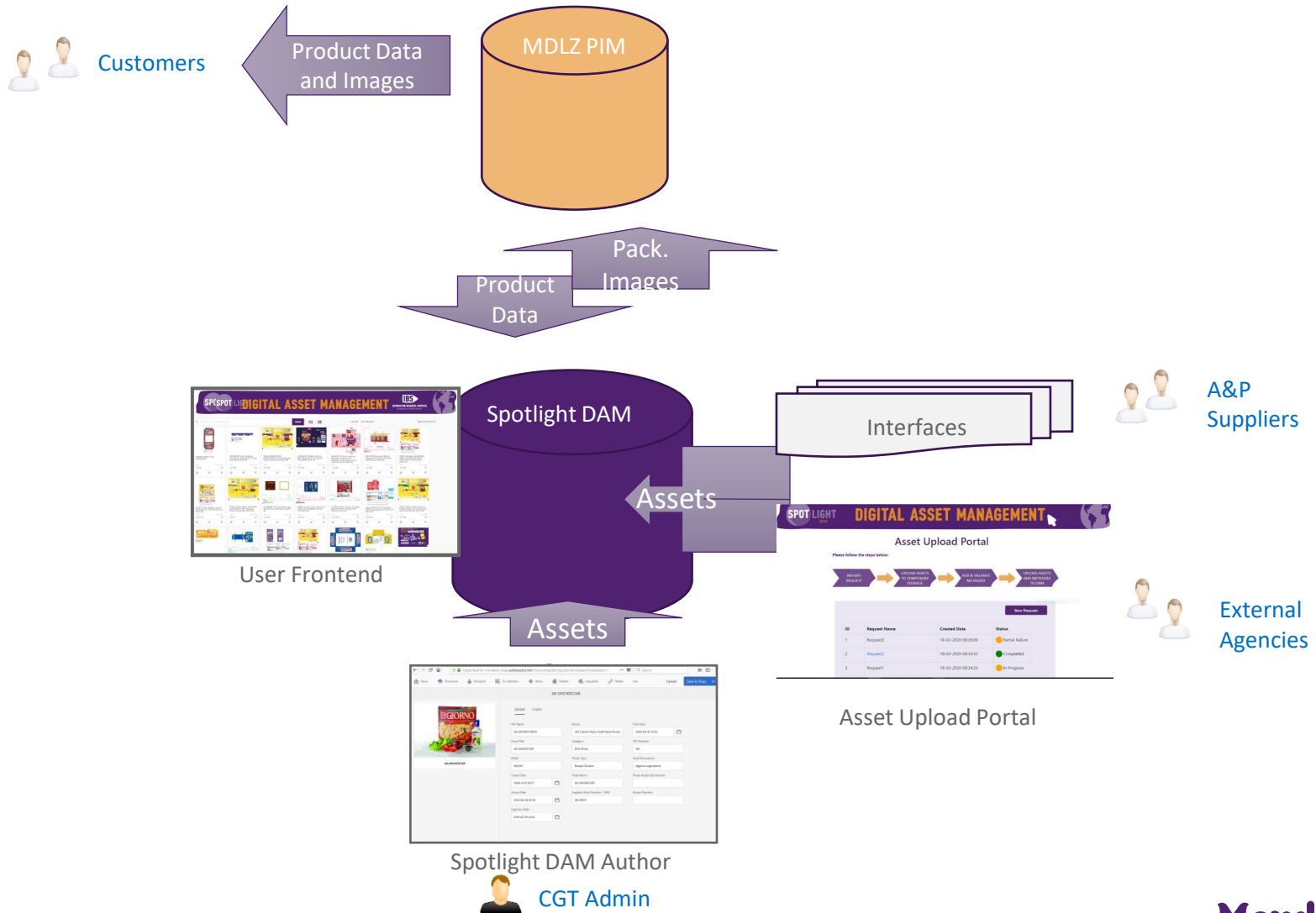
Mondelēz
International
SNACKING MADE RIGHT

QUICK INTRO INTO SPOTLIGHT DAM (DIGITAL ASSET MANAGEMENT)

- DAM Frontends Overview
- Navigation Path
- Access Links
- Login Page
- Brand Overview Page
- Homepage
- Asset Detail Page
- Archive



SPOTLIGHT DAM FRONTENDS OVERVIEW



NAVIGATION PATH

Spotlight DAM Info Page

(available to internal and external users)

Or by clicking <https://library.spotlightdam.com>

LOGIN PAGE

SPOTLIGHT
MONDELÉZ DIGITAL ASSET SERVICE

External Users, please enter User Name and Password and click the "Login" button. Internal Users please click the "WILL LOGIN" button.

User Name
Password

LOGIN WILL LOGIN

Sign up for an account Forgot my password

For access related queries please contact hsd@spotlightdam.com

BRAND OVERVIEW PAGE



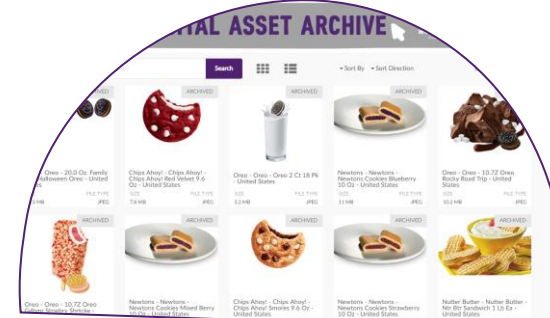
SPOTLIGHT DAM



SPOTLIGHT DAM INFO PAGE



DIGITAL ASSET ARCHIVE



SPOTLIGHT DAM LOGIN PAGE

DIGITAL ASSET MANAGEMENT

EXTERNAL USERS:
Enter the user name
and password
provided by the
Content Governance
Team and hit 'Login'

SPOTLIGHT
DAM

External Users, please enter User Name and Password and click the "Login" button.
Mondelez Users, please click the "MDLZ users" button.

User Name

Password

LOGIN MDLZ USERS

Sign up for an account Spotlight info page

For access related queries please contact FrontOfficeCGT@mdlz.com

MDLZ USERS:
Access the
Spotlight DAM
by pressing the
'MDLZ users' button

**SPOTLIGHT DAM INFO
PAGE:** includes all
relevant Spotlight DAM
links and materials

**New User Registration
Form for External User**

SPOTLIGHT DAM

First Name

Last Name

Email Address

Your Company

Your Country

MDLZ Contact

MDLZ Contact Email

What is your reason to access Spotlight Digital Asset Library?

CAPTCHA

Sign Up

SPOTLIGHT DAM

WELCOME TO SPOTLIGHT!
One-stop shop for all Mondelez International digital assets

Spotlight is an invaluable resource where all our digital assets can live and be shared between our marketing and sales colleagues as well as with our agencies across the globe. To access all digital assets such as packaging images, advertising content and more...

CLICK HERE

New User Registration Training Sessions User Guide FAQ's

Agency Information Find a Product Digital Key (PKI) Product Information Library

Privacy Notice Terms of Use



BRAND OVERVIEW PAGE

- Allows you to search by brands in order to narrow the search.
- Quick Links:
 - [Spotlight DAM](#)
 - [Digital Asset Archive](#)
 - [Spotlight DAM Info Page](#)



Click [here](#) for details of the latest DAM enhancements



DIGITAL SHELF ASSETS















SPOTLIGHT DAM HOMEPAGE

Allows you to search, apply filters, navigate to an asset's detail page, as well as download and share assets.

Search Add * for additional search matches

Search

 <p>MILKA Milka Tender Cow 140g - 16CA Tray - BG ROBEPL PTAT DEHU FR C Full Flat DE 2023-12</p> <p>SIZE: 5.2 MB FILE TYPE: ZIP</p>	 <p>MILKA Milka Sharing Pralines 16CA - 95g SRP - CZ SK HU PL PT CH MT IS Full Flat PL 2023-12</p> <p>SIZE: 2.2 MB FILE TYPE: ZIP</p>	 <p>MIKADO MIKADO 75G WHITE 24CA. Full Flat DE 2023-12</p> <p>SIZE: 527.7 KB FILE TYPE: JPEG</p>	 <p>MIKADO MIKADO 7 WHITE 24CA. Full Fl 2023-12</p> <p>SIZE: 8.2 MB</p>		
 <p>3BIT PAVLIDES 65G 3BIT COUNTLINE 8X20CA foil Full Flat GR 2023-12</p>	 <p>3BIT PAVLIDES 65G 3BIT COUNTLINE 8X20CA foil Full Flat GR 2023-12</p>	 <p>MIKADO MIKADO FAMILIAL LAIT 300 g France virgin board Full Flat FR 2023-12</p>	 <p>MIKADO MIKADO FAMILIAL LAIT 300 g France virgin board Full Flat FR 2023-12</p>	 <p>CADBURY TOFFEE TRTSZ WRAPPER 942041 Full Flat CA 2023-12</p>	 <p>OREO CARTON / OREO ORIG 4PK SC CLB / 2KG / 066721025531 / Graphic Update / MIC Full Flat CA 2023-12</p>



SPOTLIGHT DAM ASSET DETAIL PAGE

- Clicking on a particular asset on the homepage will take you to the details page of that asset
- The details page shows additional information about the asset, for example related assets and asset metadata.

INGREDIENTS: UNBLEACHED ENRICHED FLOUR (WHEAT FLOUR, NIACIN, REDUCED IRON, THIAMINE MONONITRATE (VITAMIN B1), RIBOFLAVIN (VITAMIN B2), FOLIC ACID), SUGAR, PALM OIL, COCOA POWDER (COCOA PROCESS WITH ALKALI), HIGH FRUCTOSE CORN SYRUP, LEAVENING (BAKING SODA, AMMONIUM DIPHOSPHATE, CORNSTARCH), SA-2, SODIUM LACTATE, VANILLIN - AN ARTIFICIAL FLAVOR, CHOCOLATE.

CONTAINS: WHEAT, SOY.

INGREDIENTES: HARINA ENRIQUECIDA SIN BLANQUEAR (HARINA DE TRIGO, NIACINA, HIERRO REDUCIDO, MONONITRATO DE TIAMINA (VITAMINA B1), RIBOFLAVINA (VITAMINA B2), ACIDO FOLICO, AZUCAR, ACEITE DE PALMA Y/O DE CACAO, CACAO PROCESADO CON ALCALI, SIROPE DE MAIZ ALTO EN FRUCTOSA, LEUDORINA (BICARBONATO DE SODIO Y/O PÓVEDO DE CALCIO), ALMIDON DE MAIZ (MAIZENA), SAL, LECTINA DE SOJA, VANILINA - UN SABORIZANTE ARTIFICIAL, CHOCOLATE.

CONTIENE: TRIGO, SOJA.



Oreo - Oreo - Oreo Family Size 19.1 Oz Ea - Ingredients - 3D Render - United States



Oreo - Oreo - Oreo Family Size 19.1 Oz Ea - Bottom No Plunge (plano) - 3D Photo - United States



OREO_OREO_19.1Z FAMILY SIZE CHOC OREO 12_Full Flat_3D Photo_UNITED STATES

Nutrition Facts	
Per 19.1 Ounce (540g) Family Size	
Total Fat	100g
Sodium	100g
Total Sugar	100g
Total Crap	100g

Oreo - Oreo - Oreo Family Size 19.1 Oz Ea - Nutrition Label - 3D Render - United States

Nutrition Facts	
Per 19.1 Ounce (540g) Family Size	
Total Fat	100g
Sodium	100g
Total Sugar	100g
Total Crap	100g

Oreo - Oreo - Oreo Family Size 19.1 Oz Ea - Nutrition Label - 3D Photo - United States

Data Not Available

Agency / Supplier
SGS

Agency office and
No Value Provided

Supplier Asset Nu
Data Not Available










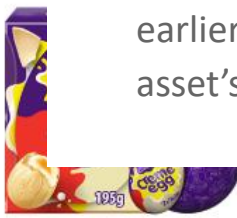


Q Add * for additional search matches

Search



DIGITAL ASSET ARCHIVE

- Allows you to search, apply filters, and navigate to an archived asset's detail page. Once the asset is archived, it cannot be downloaded or shared but the asset can be requested by clicking on **“Request Asset”** on the asset's detail page.
- In case, you would like to archive an asset earlier click on **“Request Archiving”** on the asset's detail page.

<p>ARCHIVED</p>  <p>BELIN 421703_MI000638 Visuels optimises Q4_Front Center_FR_2023-12</p> <p>SIZE: 2.5 MB FILE TYPE: PNG</p>	<p>ARCHIVED</p>  <p>BELIN 421703_MI000638 Visuels optimises Q4_Front Center_FR_2023-12</p> <p>SIZE: 2.2 MB FILE TYPE: JPEG</p>	<p>ARCHIVED</p>  <p>CADBURY CAD 198G TWIRL ORANGE VEL 6CA CARTON N/A GB 2023-11</p> <p>SIZE: 34.3 MB FILE TYPE: PHOTOSHOP</p>	<p>ARCHIVED</p>  <p>CADBE ORAN N/A C</p> <p>SIZE: 5.5 ME</p>		
<p>ARCHIVED</p>  <p>CARTON / CRUNCHIE KING SIZE / 66G 6X24 / 612000118800 / Domicile- SnackMind. Update / CAN_W7 Ingredients CA 2023-11</p> <p>SIZE: 16.5 MB FILE TYPE: PNG</p>	<p>ARCHIVED</p>  <p>CADBURY CAD 195G WHITE CRM EGG TRAD EGG 6CA - CARTON Hero Mobile GB 2023-11</p> <p>SIZE: 40.2 MB FILE TYPE: PHOTOSHOP</p>	<p>ARCHIVED</p>  <p>CADBURY CAD 195G WHITE CRM EGG TRAD EGG 6CA - CARTON Hero Mobile GB 2023-11</p> <p>SIZE: 12.3 MB FILE TYPE: JPEG</p>	<p>ARCHIVED</p>  <p>CADBURY CAD 195G WHITE CRM EGG TRAD EGG 6CA - CARTON Hero Mobile GB 2023-11</p> <p>SIZE: 15.8 MB FILE TYPE: PNG</p>	<p>ARCHIVED</p>  <p>CARTON / CADBURY CHOC VAR CP 16PK / 816G 14 /061200010268/ Domicile- SnackMind. Update / CAN / Menas Mobile Hero Unit CA 2023-11</p> <p>SIZE: 1.5 MB FILE TYPE: JPEG</p>	<p>ARCHIVED</p>  <p>CARTON / CADBURY CHOC VAR CP 16PK / 816G 14 /061200010268/ Domicile- SnackMind. Update / CAN / Menas Mobile Hero Open Case CA 2023-11</p> <p>SIZE: 1.7 MB FILE TYPE: JPEG</p>

ASSET UPLOAD PORTAL



TYPES OF ASSETS TO BE UPLOADED

Adobe Asset types	Description
Advertising - Digital & Social Display	Media assets created to be used in Digital or Social media campaigns
Advertising - Digital & Social Video	Video assets created to be used in Digital or Social media campaigns
Advertising - Email	Ecom Email templates
Advertising - Outdoor	Outdoor media assets created to be used on Billboards or Road side advertising
Advertising - Press	Press media assets created to be used in Printed Press
Advertising - Radio	Radio Broadcast Media assets created to be used on Radio
Advertising - TV & Cinema	TV & Cinema Broadcast Media assets created to be used on TV or Cinema
Catalogue	Collections of multiple images
Corporate Image	Corporate Imagery, e.g. images from factories, people, events
Guidelines	Brand & Advertising Guidelines (.pdf)
Lifestyle Image	Images which evoke a certain mood or feeling
Logos & Icons	Logos & icon imagery
Packaging Artwork	Packing repro artwork from SGS, Flexicon & Shawk
Packaging Image	Imagery of single & multiple wrapped products, shelf ready packaging or outers
POS & Trade Material	Imagery created for POS and Trade Material i.e. Posters, leaflets, flyers, wobblers, stickers, shelf material
Product Certificate Seals or Claims	Certificates related to our products, e.g. Kosher certificates
Product Image Unwrapped	Imagery of unwrapped products
Recipe Image	Images of our products used in recipes
Recipe Video	Videos of our products used in recipes
Videos (Non Advertising)	Any non-advertising videos
Web-Design Template	Brand Store Design Templates and PDP Design Templates

A photograph of a man and a young child sitting at a table. The man is on the left, wearing a blue and white checkered shirt, looking up at the child with a smile. The child is on the right, wearing a grey sweater and blue jeans, holding a small orange snack in their mouth. The background is a blurred indoor setting, possibly a cafe or restaurant.

GENERAL GUIDELINES FOR THE UPLOAD

- Only final assets that have been approved by MDLZ can be uploaded into the DAM;
- Do not load customer specific assets or any other assets that may be considered confidential;
- Bundle assets which belong together into zip files;
- The general guidance on which content should be uploaded is if an asset can either be re-used or trigger new ideas. So instead of 150 variations of one file please just upload one representation with editable master files.

ASSETS FORMATS TO BE UPLOADED

Advertising - Print, - Press & - Outdoor; POS & Trade material

Zip file (Adkit) containing:

all assets / linked files

a low resolution preview jpg or png in the root folder of the zip.

Note: From 'InDesign' undertake a 'package' collection and zip the files (please do not supply the fonts)

Advertising - TV Master&Adapt preview files – (do not require production files)

H264 & MP4

Imagery (Packaging, Product, Lifestyle, Recipe, Corporate)

Require the high resolution image, the system automatically generated low resolutions

If flat images – Preferred Format is high res jpg or tiff

Layered files - Preferred Format is high res Photoshop .eps or tiff

Don't send any of the above product/packaging related images in zip format.

Others – system supports all file formats, so you can supply .png's etc.

Logos & Icons

Preferred format is Illustrator .eps (with fonts outlined) or high res .jpg, you can also supply high res .png

Guidance for ZIP Files:

All ZIP files need to have a low resolution preview/thumbnail image (jpg, png or **single layer pdf**) in the root folder of the zip.

ASSETS FORMATS TO BE UPLOADED CONTINUES

Digital Banners – Advertising Digital & Social Display

- Zip File containing
 - JS/HTML source code
 - Backup image
 - A low resolution preview jpg or png in the root folder of the zip.
- Static Images
 - JEG file format (under 100kb)
- Layered Files
 - PSD with builds in layers for banner animation
 - AI/EPS for smart objects, vector images

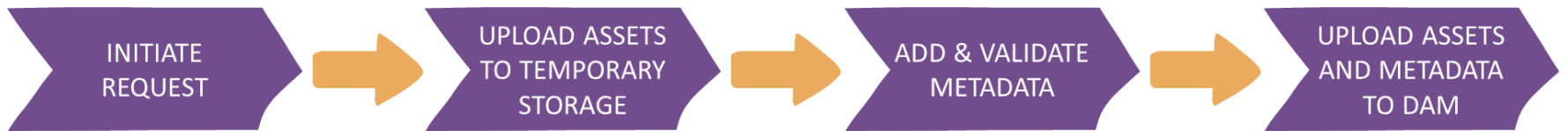
Social

- Zip File containing
 - Premiere/After Effect Files (.prproj, .aep), InDesign, Illustrator & Photoshop (.indd, .ai, .psd)
 - All assets/linked files (any .jpegs, .png, .mp4, .mp3 etc)
 - Final exports in .H264 for all applicable ratios (4:5, 1:1, 9:16, 16:9), (.mp4, web ready .jpg, .png, .gif)
 - A low resolution preview jpg or png in the root folder of the zip.

Guidance for ZIP Files:

All ZIP files need to have a low resolution preview/thumbnail image (jpg, png or **single** layer pdf) in the root folder of the zip.

ASSET UPLOAD PROCESS



Step 1

Login to Spotlight DAM and click on “Asset Upload Portal” from Useful Links to get to main page. Click on “New Request”

Step 2

Select the assets using “Drag n Drop” or Browse Asset feature and click on “Upload to Temporary Storage”

Step 3

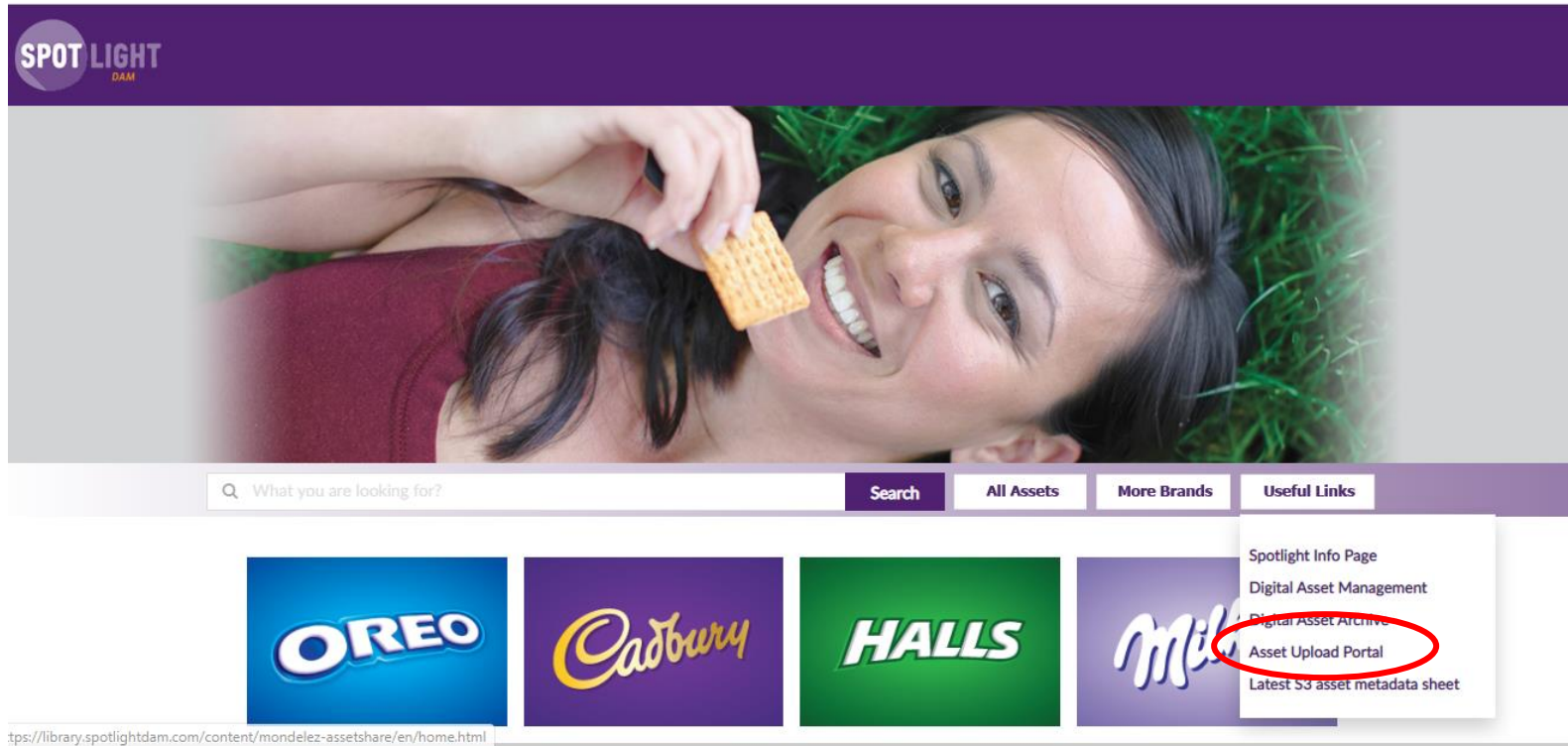
Add Metadata for each asset depending on the asset type and validate the metadata

Step 4

“Upload to DAM” once metadata validation is successful

STEP 1 – INITIATE A REQUEST

Log into Spotlight DAM, click on Useful Links and select “Asset Upload Portal” from the list of options.



The screenshot displays the Spotlight DAM interface. At the top left is the 'SPOT LIGHT DAM' logo. Below it is a large banner image of a woman smiling and holding a cracker. A navigation bar contains a search input field with the placeholder text 'What you are looking for?' and buttons for 'Search', 'All Assets', 'More Brands', and 'Useful Links'. The 'Useful Links' dropdown menu is open, listing the following options: 'Spotlight Info Page', 'Digital Asset Management', 'Digital Asset Archive', 'Asset Upload Portal' (which is circled in red), and 'Latest S3 asset metadata sheet'. Below the navigation bar are four brand logos: OREO, Cadbury, HALLS, and milk. The URL 'https://library.spotlightdam.com/content/mondelez-assetshare/en/home.html' is visible at the bottom left of the interface.

Please note – you need to have specific permissions be able to upload to Spotlight DAM and see this link.

STEP 1 – INITIATE A REQUEST

You land on the Asset Upload Portal Main Page.

Here you can view your previous asset upload requests along with their respective status. Latest requests are on the top

Also, you can trigger a new asset upload request by clicking the “New Request” button.



Asset Upload Portal

Please follow the steps below:



If the status of the current request is not complete, you can click on the Request name, this will navigate you to the last saved point.

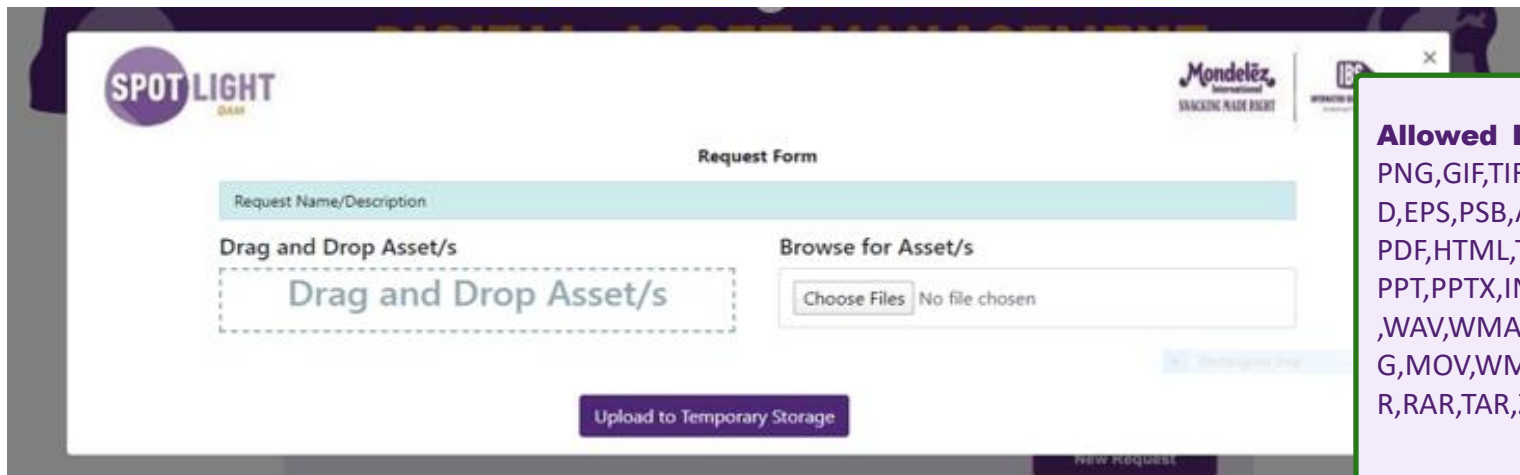
ID	Request Name	Created Date	Status
1	Request3	18-02-2020 08:38:00	Partial Failure
2	Request2	18-02-2020 08:34:53	Completed
3	Request1	18-02-2020 08:34:25	In Progress

=> Initiate a “New Request” on the Asset Portal Main Page.

STEP 2 – UPLOAD ASSETS TO TEMPORARY STORAGE

When a new request is initiated, after inserting a request name you need to select your assets:

On the next panel select your assets using ‘Drag and Drop’ or ‘Browse for Assets’ and then click on “Upload to Temporary Storage” button to prepare your assets for upload.



The screenshot shows the 'Request Form' interface for SPOTLIGHT DAM. At the top left is the SPOTLIGHT DAM logo, and at the top right is the Mondelez International logo with the tagline 'SNACKING MADE RIGHT'. Below the logos is a text input field for 'Request Name/Description'. Underneath this field are two options for selecting assets: 'Drag and Drop Asset/s' with a dashed box containing the text 'Drag and Drop Asset/s', and 'Browse for Asset/s' with a 'Choose Files' button and the text 'No file chosen'. At the bottom center of the form is a purple button labeled 'Upload to Temporary Storage'. A 'New Request' button is partially visible at the bottom right.

Allowed File Formats:
PNG,GIF,TIFF,JPEG,BMP,PS
D,EPS,PSB,AI,DOC,DOCX,
PDF,HTML,TXT,XLS,XLSX,,
PPT,PPTX,INDD,MP3,MPG
,WAV,WMA,FLV,MP4,MPE
G,MOV,WMV,SWF,TGZ,JA
R,RAR,TAR,ZIP,CSS,XML

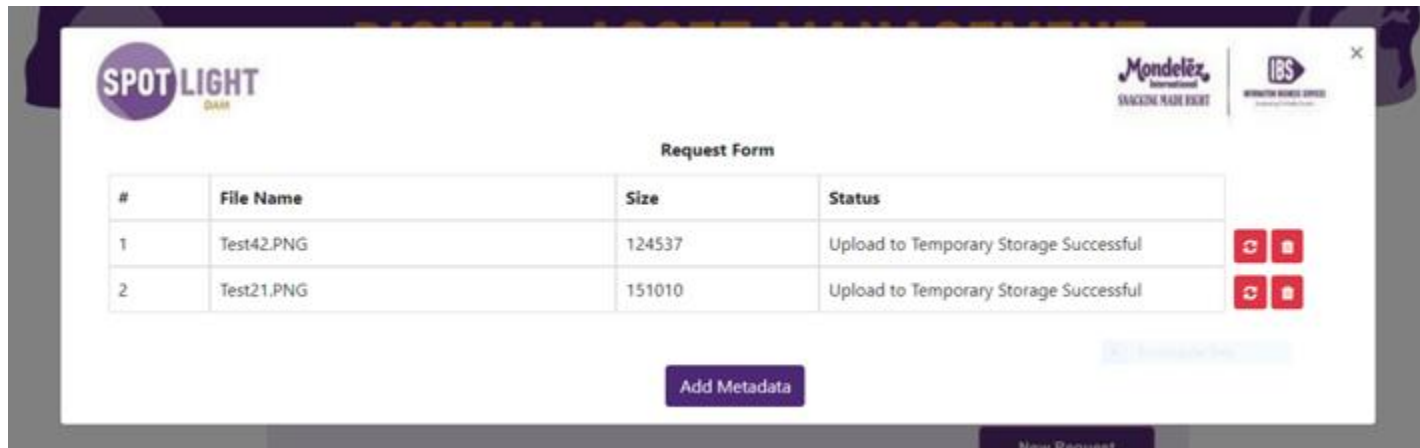
Naming convention:

For the images that will be published. The file name must comply with GS1 standards.





Link: [GS1 Product Image Specification Standard](#)

STEP 2 – UPLOAD ASSETS TO TEMPORARY STORAGE

Clicking on “Upload to Temporary Storage” button takes you back to your Request Form where you can check the status of these uploads:



The screenshot shows a web interface for a 'Request Form'. At the top left is the 'SPOT LIGHT' logo. At the top right are logos for 'Mondelēz International' and 'IBS'. The main content is a table with the following data:

#	File Name	Size	Status	
1	Test42.PNG	124537	Upload to Temporary Storage Successful	 
2	Test21.PNG	151010	Upload to Temporary Storage Successful	 

Below the table is a purple button labeled 'Add Metadata'. At the bottom right, there is a 'New Request' button.

In case of any issues with one or more of the selected files you can retry or remove the files again from this list using the buttons to the right.

If the Uploads to Temporary Storage were successful, click on ‘Add Metadata’.

STEP 3 – ADD AND VALIDATE METADATA

There are 4 tabs, please enter the metadata information for all selected assets in the fields in each tab.

Please select the Asset type first. Mandatory fields related to that asset type will be highlighted in red, fields which don't apply to that asset type will be greyed out.

On hovering over the info icon, you can view more information about the specific metadata field.

Metadata Form

General Product/Supplier Information Asset type specific Usage Rights

Validation Successful

#	File Name	Asset Type ⓘ	Asset Title ⓘ	Asset Description ⓘ	External Usage Start Date ⓘ	External Usage End
1	Test42.PNG	Packaging Im: ▼	Test42	Test 42 Description	mm/dd/yyyy	mm/dd/yyyy
2	Test21.PNG	Packaging Im: ▼	Test21	test 21 description	mm/dd/yyyy	mm/dd/yyyy

Validate Metadata Upload to DAM

The Asset title displays on the main page and should summarize the asset content:
<Brand><Descriptor><File specifics><Country Code><YYYY-MM>

STEP 3 – ADD AND VALIDATE METADATA

GTIN Auto-population: You can enter the GTIN, and on tab out all product related fields will be auto populated. However, you can still override the values by entering/selecting the data manually.

You can use the “Copy” functionality to copy entire metadata values from the previous asset to your current asset. It will automatically populate all the fields across the tabs.

#	File Name	Product Name ⓘ	Promo ⓘ	Barcode / EAN / GTIN / UPC ⓘ	Product Number /
1	Barny.PNG	<input type="text" value="Product Name"/>	<input type="text" value="Select"/>	<input type="text" value="GTIN"/>	<input type="text" value="SKU Code"/>

For a Packaging Image, please make sure to provide the Barcode/EAN/GTIN, the Product Number/SKU Code and the Packshot Orientation view for the asset to be found by users and to flow to PIM and be used for syndication to retailers.

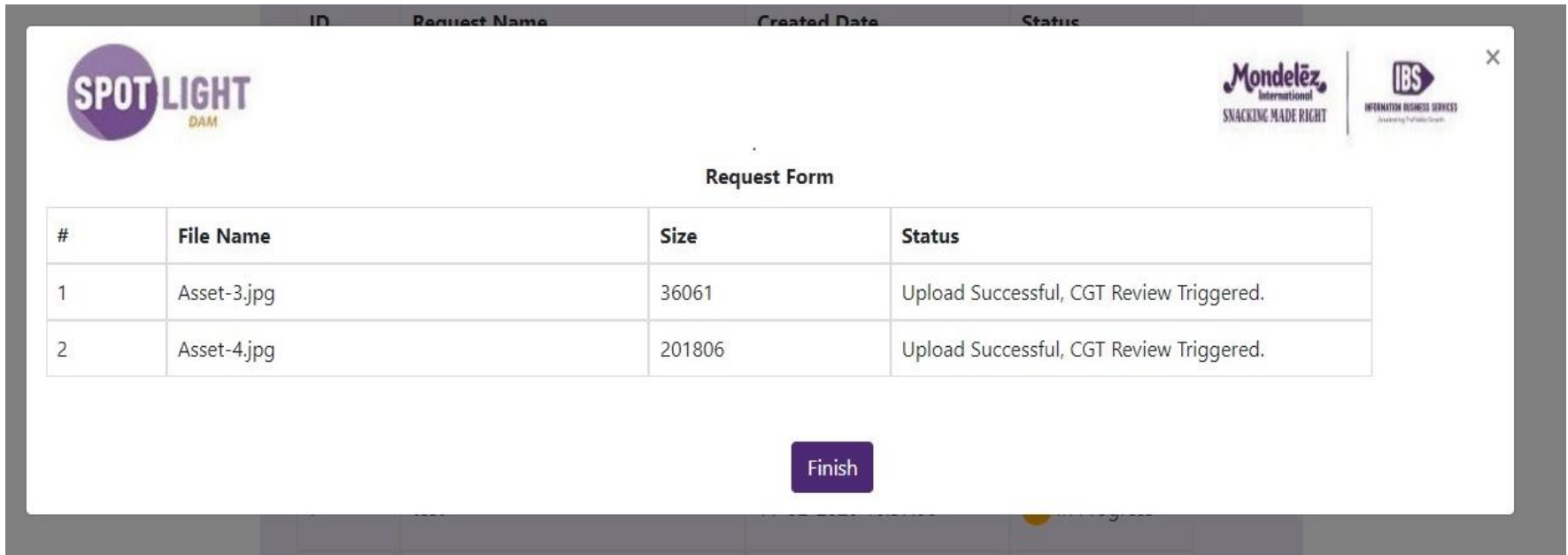
Once you have entered all metadata information, click on “**Validate Metadata**”. This will trigger additional validation rules with respect to different asset types and display any potential error messages.

Correct the metadata until the validation is successful and you can click “**Upload to DAM**”.

STEP 4 - UPLOAD ASSETS AND METADATA TO DAM

Clicking the “**Upload to DAM**” button leads you back to your request where you can view the current status of your asset uploads to DAM.

This page will get auto refresh after every 10 secs:



The screenshot displays a web interface for the SPOTLIGHT DAM system. At the top left is the SPOTLIGHT DAM logo. On the right, there are logos for Mondelez International (SNACKING MADE RIGHT) and IBS (INFORMATION BUSINESS SERVICES). The main heading is "Request Form". Below it is a table with the following data:

#	File Name	Size	Status
1	Asset-3.jpg	36061	Upload Successful, CGT Review Triggered.
2	Asset-4.jpg	201806	Upload Successful, CGT Review Triggered.

At the bottom center of the interface is a purple button labeled "Finish".

If the status of any asset in the request changes to “Asset Upload Failed”, you can click on the hyperlink to view the reason for the failure.

VIEW OR RE-PROCESS YOUR REQUESTS ON THE PORTAL MAIN PAGE

On click of “Finish” button on the request you will be navigated to Asset Upload Portal Landing page where you can see .

Clicking on request name to see the details.

5	upload	2020-04-27 09:42	● Request completed for now, all assets uploaded to DAM, CGT review triggered
6	SPOT-1454 Upload	2020-04-24 09:50	● Request fully completed, all assets approved by CGT and available in Spotlight DAM
7	SPOT-1454 Test	2020-04-24 09:47	● Request in progress, upload to temporary storage pending
8	Upload Test	2020-04-24 07:09	● Request fully completed, all assets approved by CGT and available in Spotlight DAM
9	Duplicate 4	2020-04-24 07:00	● Request pending, some or all assets rejected by CGT
10	Duplicate 3	2020-04-24 06:56	● Request fully completed, all assets approved by CGT and available in Spotlight DAM

Showing 1 to 10 of 51 entries

Previous **1** 2 3 4 5 6 Next

If some of your assets got rejected by the CGT, you can replace the file or change the metadata and re-upload the assets of your request again.

UPDATE AND RE-UPLOAD REJECTED ASSETS

On click of request name on main page for the request, you will be navigated to status form where you can see status of assets

Request Form

Uplod request

#	File Name	Size	Status
1	00000004415909_na_front_left_1.png	336842	Upload to DAM successful, but the asset has been rejected post CGT Review
2	00000004415909_na_front_right_1.jpg	1465328	Upload to DAM Successful, CGT Review Triggered.
3	00012546001359_na_nutrition_label.jpg	1003623	Upload to DAM Successful, CGT Review Triggered.

[Update Rejected Assets](#) [Finish](#)

On click of “Update Rejected Assets”, you will be navigated to temporary storage upload form which will only process the rejected assets: re-upload them or continue with ‘Add Metadata’.

Request Form

Uplod request

#	File Name	Size	Status
1	00000004415909_na_front_left_1.png	336842	The asset has been rejected post CGT review. If you need to replace the file itself, please re-upload it using the "Retry" option. Otherwise proceed with "Add metadata"
2	00000004415909_na_front_right_1.jpg	1465328	Upload to DAM Successful, CGT Review Triggered.
3	00012546001359_na_nutrition_label.jpg	1003623	Upload to DAM Successful, CGT Review Triggered.

[Add Metadata](#)



To Re-Upload the asset use this **Retry** button. Your asset needs to have the **same filename**.

UPDATE AND RE-UPLOAD REJECTED ASSETS

On click of “Add Metadata”, you will be navigated to the metadata form. Here you can update the metadata for rejected assets.

Metadata Form

Uplod request

General Product/Supplier Information Asset type specific Usage Rights

Validation Successful

#	File Name	Asset Type ⓘ	Asset Title ⓘ	Asset Description ⓘ	Asset Created Date ⓘ	Extern
1	00000004415909_na_f...	Adv-Outdoor ▼	title	description	mm/dd/yyyy	mm/
2	00000004415909_na_f...	Adv-Outdoor ▼	title	description	mm/dd/yyyy	mm/
3	00012546001359_na_n...	Adv-Outdoor ▼	title	description	mm/dd/yyyy	mm/

Note: The grey rows are inactive and just for your information. Those assets will not be re-uploaded this time.

Save Metadata Validate Metadata Upload to DAM

Once you have updated all metadata information for the rejected asset, click on “**Validate Metadata**”. This will trigger additional validation rules and display any potential error messages. Correct the metadata until the validation is successful and you can click “**Upload to DAM**”.

Please note – only the rejected assets will be processed.

UPDATE AND RE-UPLOAD REJECTED ASSETS

Clicking the “**Upload to DAM**” button leads you back to your request where you can view the current status of your asset uploads to DAM.

This page will get auto refresh after every 10 secs:

Request Form



Uplod request

#	File Name	Size	Status
1	00000004415909_na_front_left_1.png	336842	Upload to DAM Successful, CGT Review Triggered.
2	00000004415909_na_front_right_1.jpg	1465328	Upload to DAM Successful, CGT Review Triggered.
3	00012546001359_na_nutrition_label.jpg	1003623	Upload to DAM Successful, CGT Review Triggered.

Finish

If the status of any asset in the request changes to “Asset Upload Failed”, you can click on the hyperlink to view the reason for the failure.

FAQs

Q	A
What do I need to get started and where to get it from:	- Access to Spotlight DAM to check your assets once they are approved and published (please register on Login- or Info Page).
Should assets be uploaded as zips or as single assets?	Combine assets which belong together into zips (+thumbnail in root). Only videos upload as single assets to let them play in the frontend.
Can multiple users log in and upload at the same time?	Yes, multiple users from a single agency can upload their assets simultaneously.
Do you have a file size limit?	Based on Adobe recommendation, assets up to 2 GB can be uploaded into DAM Author but as such there is no limit on file size. Users should avoid uploading large assets >5GB simultaneously.
Can other users see my asset upload requests from other users?	No, a user can only view requests initiated by his userid only.



Useful Contact:
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