HCL Digital Experience

HDX-BU-100
Digital Asset Management Lab

HCLSoftware U

Creating a new generation of experts

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Introduction

This hands-on lab gets you started on the HCL Digital Experience (DX) platform and its Digital Asset Management (DAM) capabilities. You will experience how quick and easy it is to work with digital assets in DX today.

In this DX back-office user lab, you play the role of a Marketing Rep, Sara, with the fictitious Woodburn Studio company.

Sara Botello, Marketing Rep, based in Madrid (Spain)

You will need to promote HCL Digital Experience with several digital assets in a central place, available to use anywhere in your company. Therefore, you will use the HCL Digital Experience Digital Asset Management to create a new asset collection, manage its access, upload several assets, update them and learn to find yours for the future reuse.

Prerequisites

1. Completion of [HDX-INTRO](#) course, including the optional labs
2. Have a running DX instance, ideally on CF213 or newer. You may use the DX Solution Modules in HCL SoFy (https://hclsofy.com/catalog/dx-solution-modules).
3. Access to download the Lab Resources:
   In the same place where you have found this lab, you will find corresponding resources which you may download and unzip in your Desktop. This helps you to run the lab more easily, and you may later replace them by your own ones.

You will be using the following user IDs and passwords:

Purpose	User	Password
SoFy Login	Your official email id	Your password
SoFy Solution Console Login	sol-admin	<from SoFy solution>
DX Login	sbotello	HCL-Dem0
DX Login	wpsadmin	wpsadmin

Lab Overview

In this lab, you will explore the Digital Asset Management for different use cases of the Woodburn Studio site, such as uploading an asset collection and manage assets to promoting the Digital Experience platform. These assets may be used for DX managed experiences and also in any other application in your company. There are two parts in this lab, shortly introduced now.
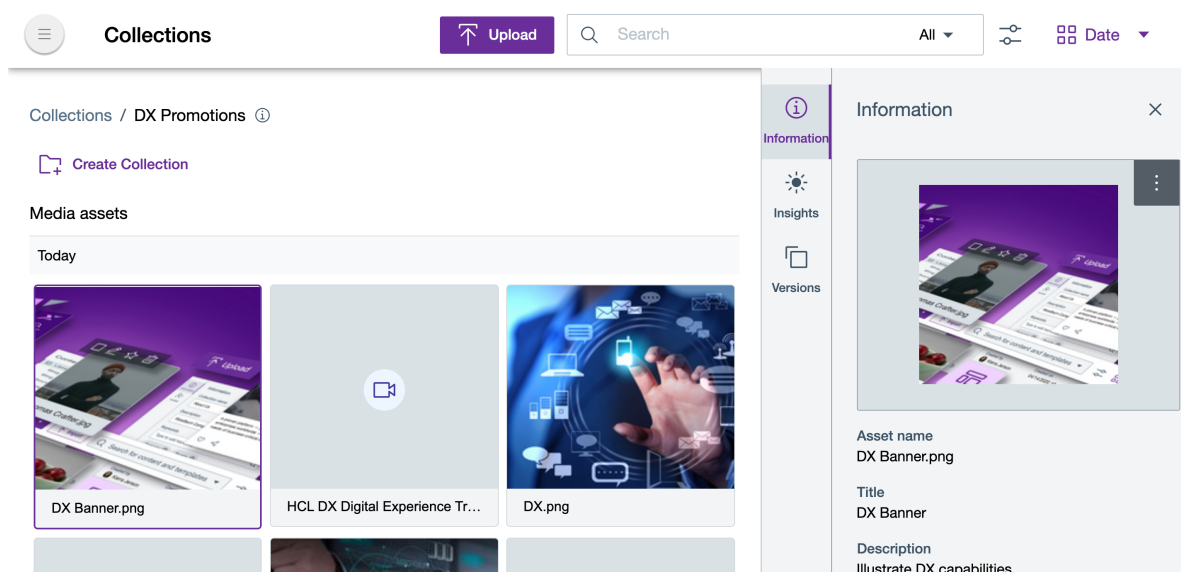
Part 1: Create a new DAM Collection and restrict access

You will first create a new Digital Asset Management collection for the digital assets that you will use to promote DX. You will manage its access to allow anyone to have access to it and only authenticated users to edit.
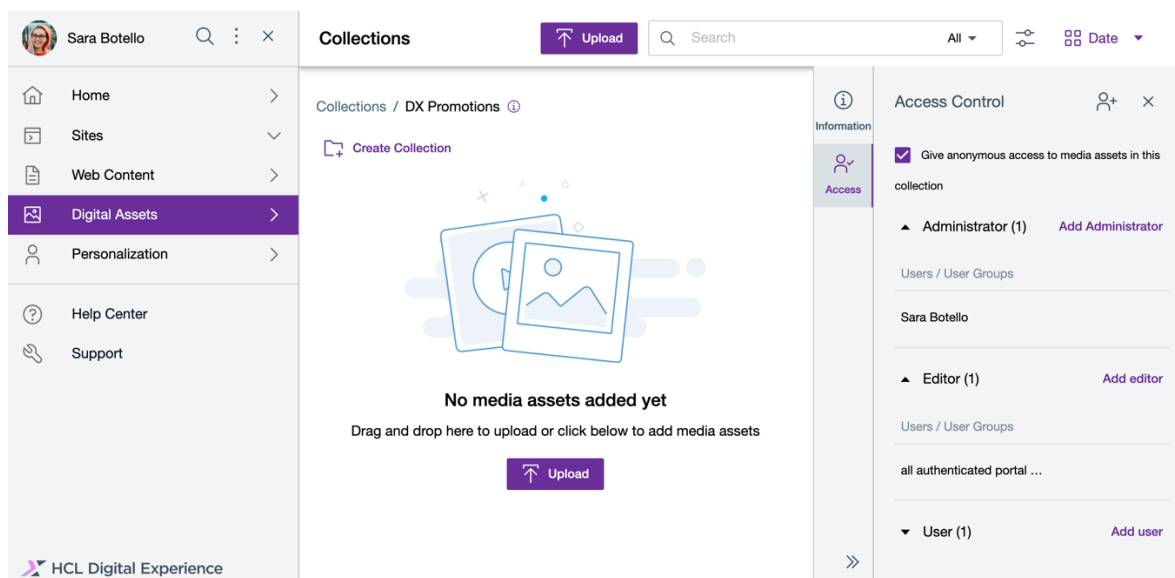
**Part 2: Upload, update, use and search Digital Assets**

Then you upload a few digital assets, learn how to update, use and search them easily.

Part 1: Create a new DAM Collection and restrict access

You will first create a new Digital Asset Management collection for the digital assets that you will use to promote DX. You will manage its access to allow anyone to have access to it and only authenticated users to edit.

1. Access the Home Page of your HCL DX deployment in the Solution Console the DX Demo Pack or HCL Digital Experience tab, using **Open Link**:
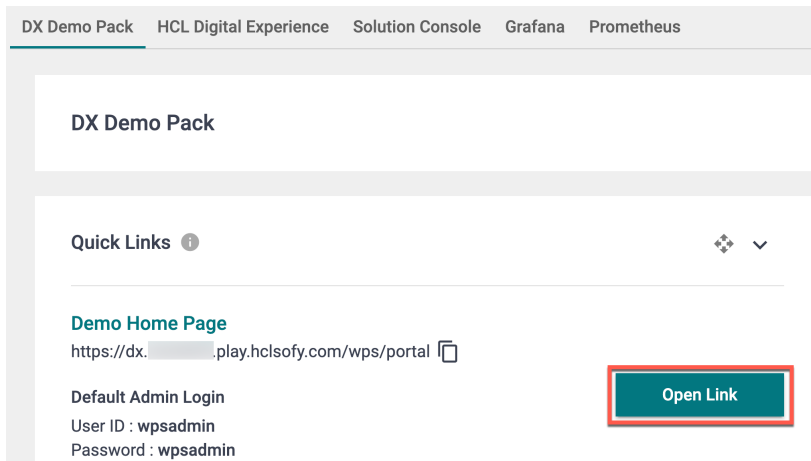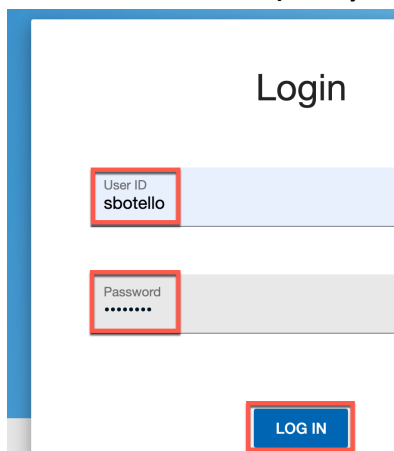

2. This brings you to the Demo Home Page where you can access the Woodburn Studio site:
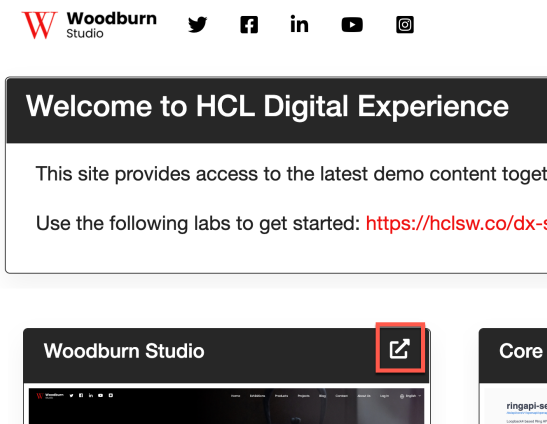
3. If you have a different deployment, use the Home Page of that directly. With the DX Demo Pack, you may use Sara (Marketing Rep) again to work on the digital assets. Click on **Log in** on the top right:
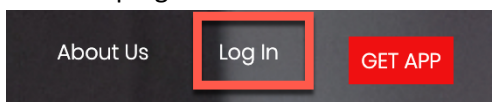
4. Use the below credentials of Sara Botello and click on **Login:**
User ID: sbotello (or your admin account, e.g. wpsadmin)
Password: HCL-Dem0 (or of your admin account, e.g. wpsadmin)
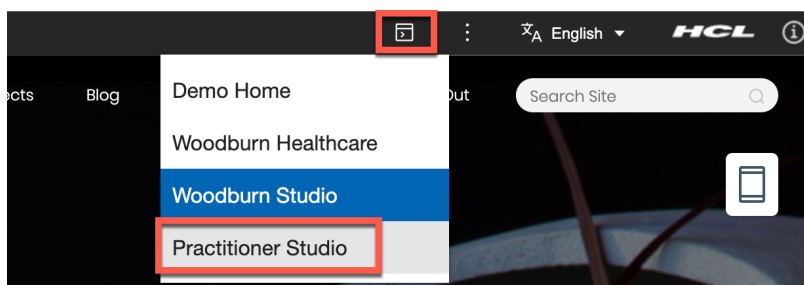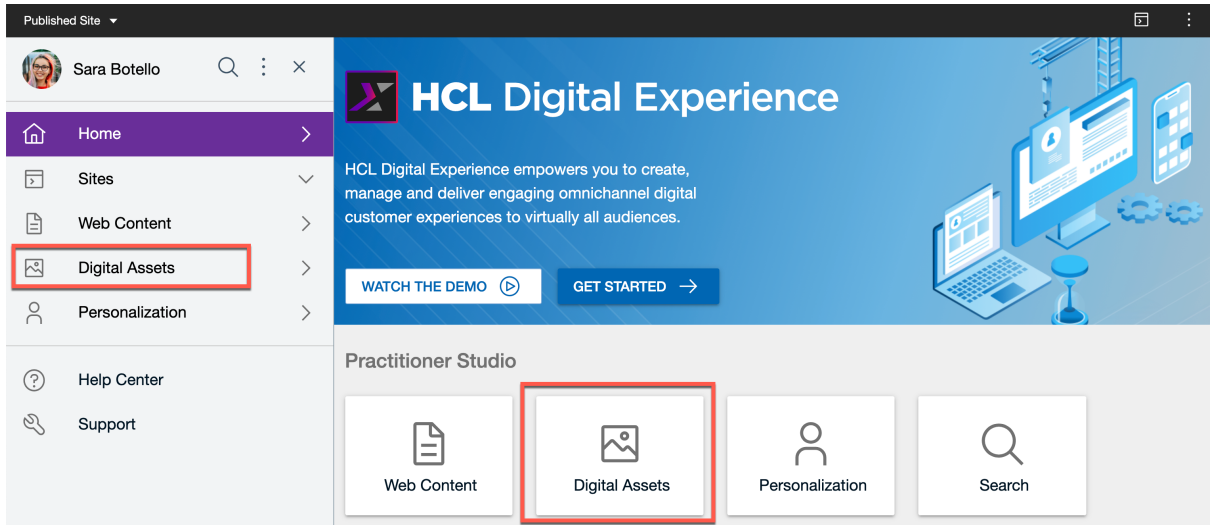
5. After login you will land on the Woodburn Studio home page as shown below. All screenshots are created for Sara. Click on the **Site Menu** icon and then **Practitioner Studio**:

6. Sara has access to some of the Practitioner Studio tools. Now access the Digital Assets. You have multiple ways of doing that, as shown.

7. Now you will create a collection to store your digital assets. Click **Create Collection**.
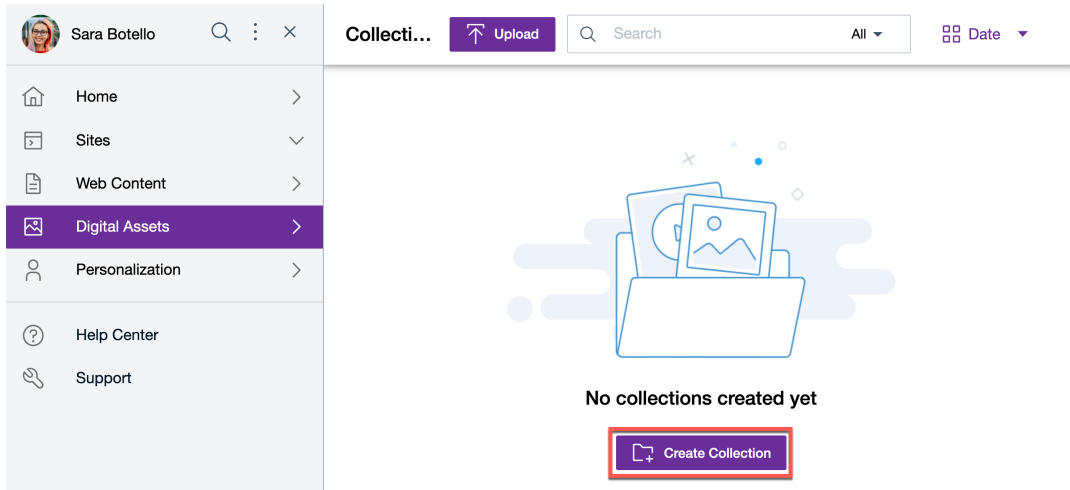
8. Enter the Collection Name **DX Promotions** and optionally enter the Description, e.g. **A collection to store content for promoting DX solutions**. Then click **Create Collection**.
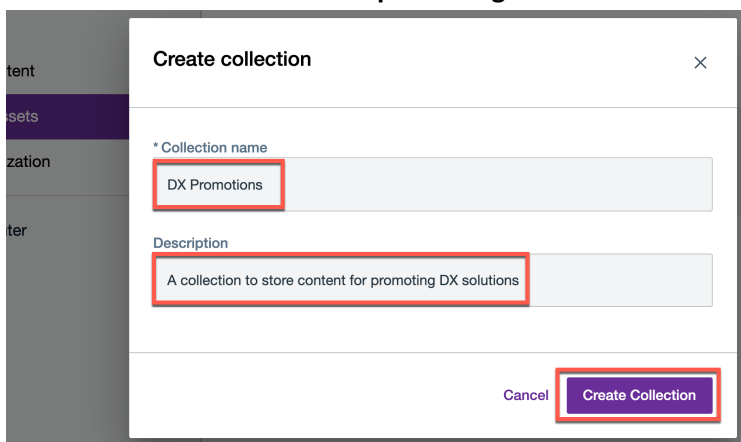
9. Check the success message at the left bottom, which you may close then. You may also close the sidebar to have more space to manage the assets. Then click on **Access**.
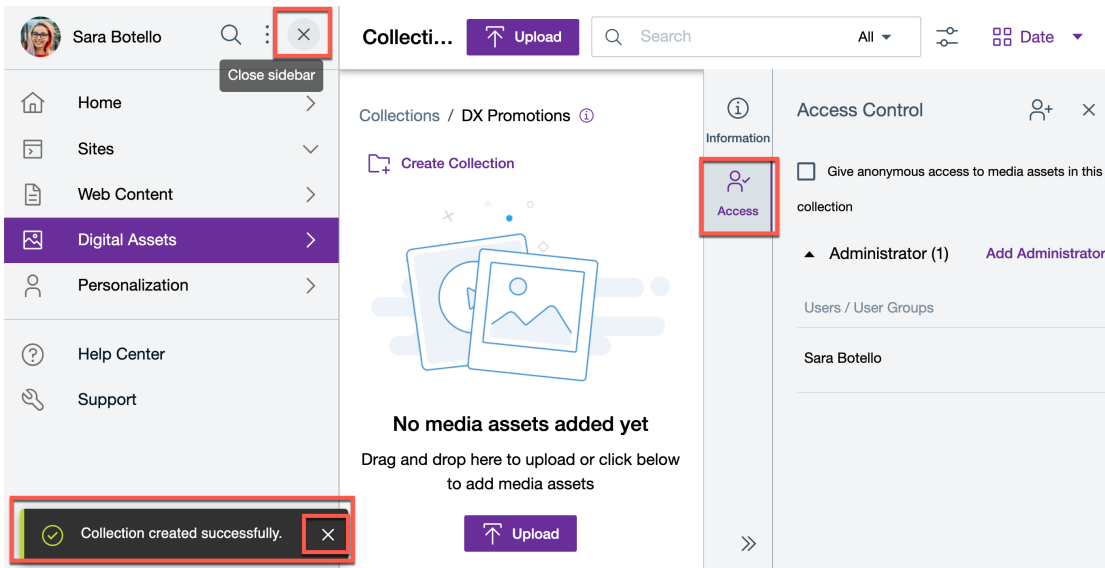

10. First you want to give anonymous users access to all the assets you will add here. Check the box **Give anonymous access to media assets in this collection**. You will get a notification that the permission is set, as shown.
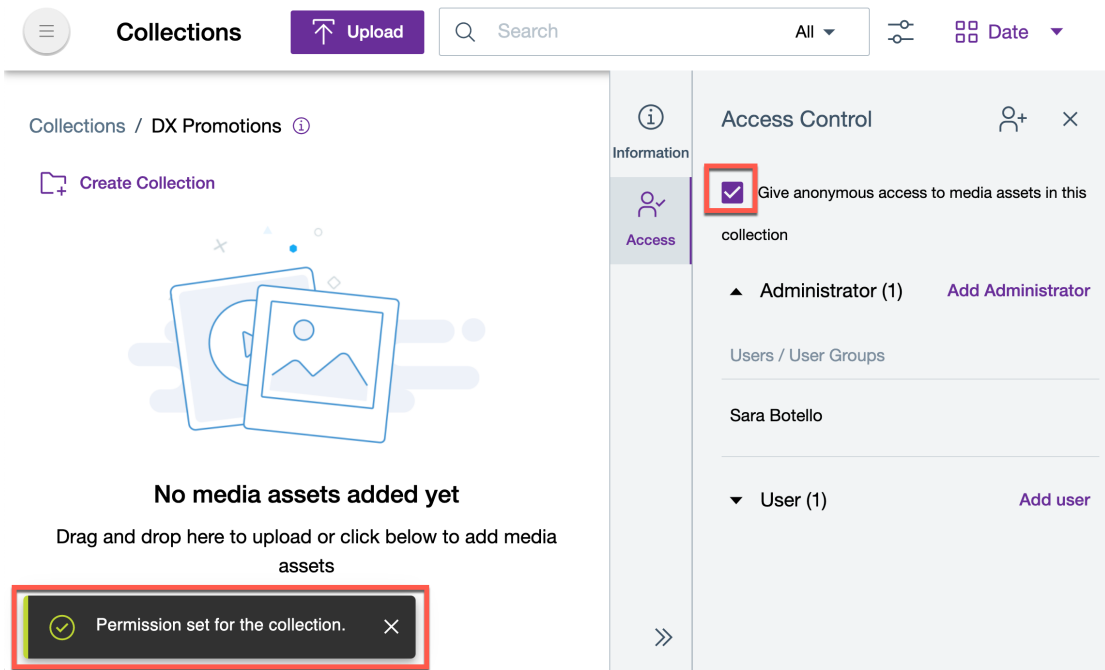
11. Notice you can also manage access for additional administrators and users. Now give access to all authenticated users to edit the collection. Click on the **Add Access** icon in the right corner:
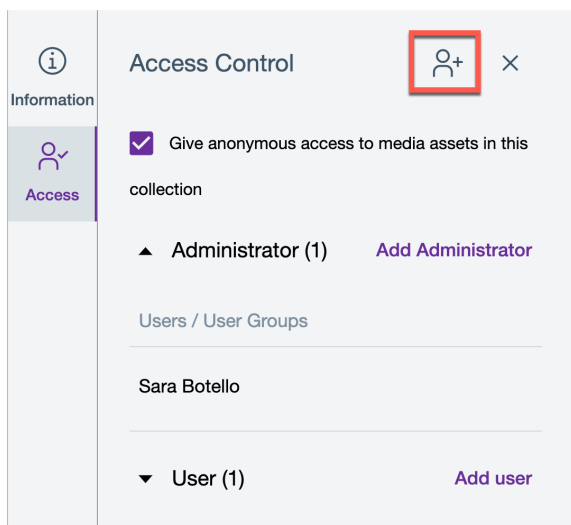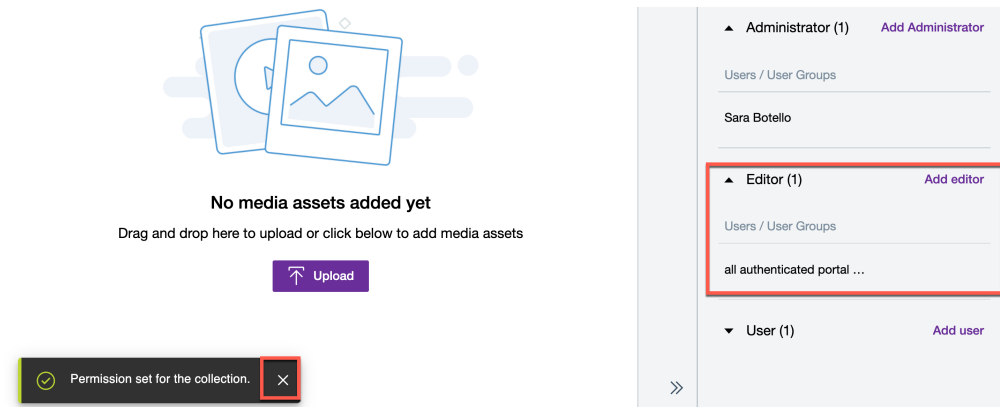

12. Then select **Editors**.
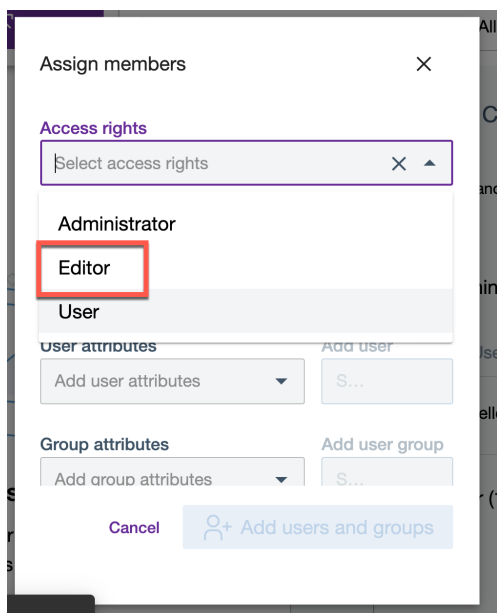
13. Then select **All authenticated DX Users** and click on **Add users and groups**. Notice you can also select individual users and groups, e.g. for an external digital agency to contribute.
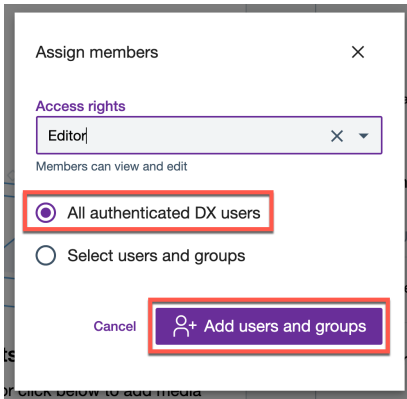
14. Check and remove the success message at the bottom and expand the **Editor (1)** option to view the access added.


You have now successfully created a new collections in the Digital Asset Management and provided view access to anonymous users and editor access to all authenticated users !

Part 2: Upload, update, use and search Digital Assets

Now you have created your access-controlled collection, you will add a few digital assets, learn how to update, use and search them easily.
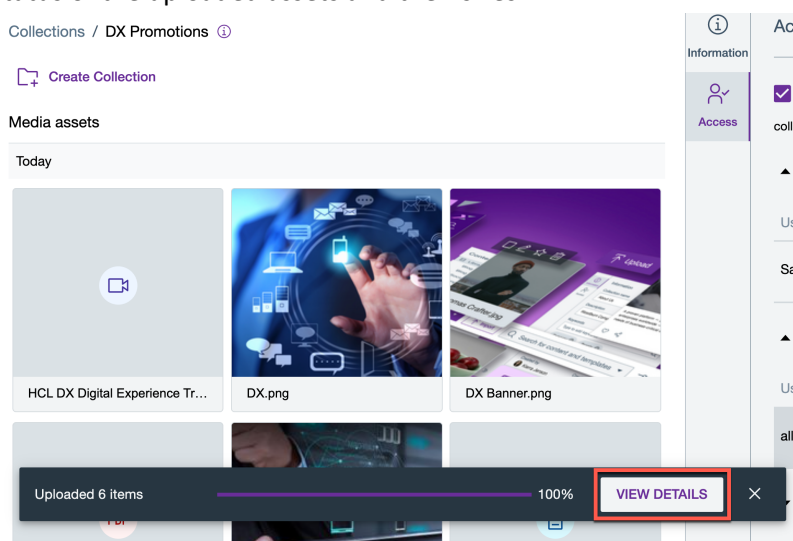
1. You can drag & drop your files directly here or click on **Upload.**
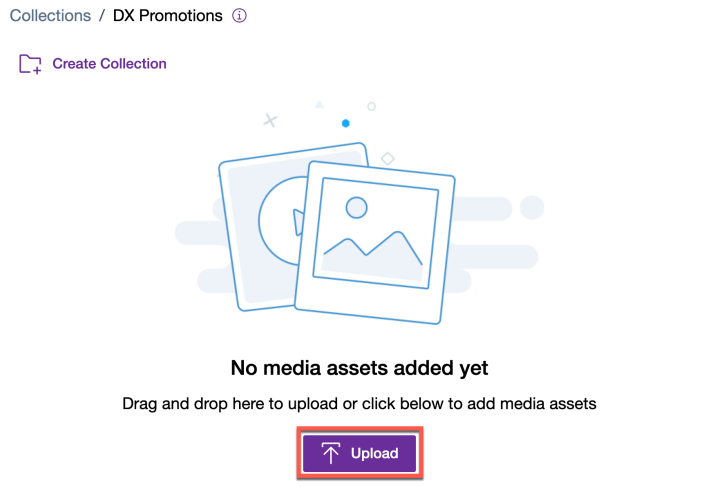

2. Browse to the Lab Resources folder on your Desktop, to the path **HDX-BU-100 Digital Asset Management Resources** and select all the files in that folder. Then click **Open**.
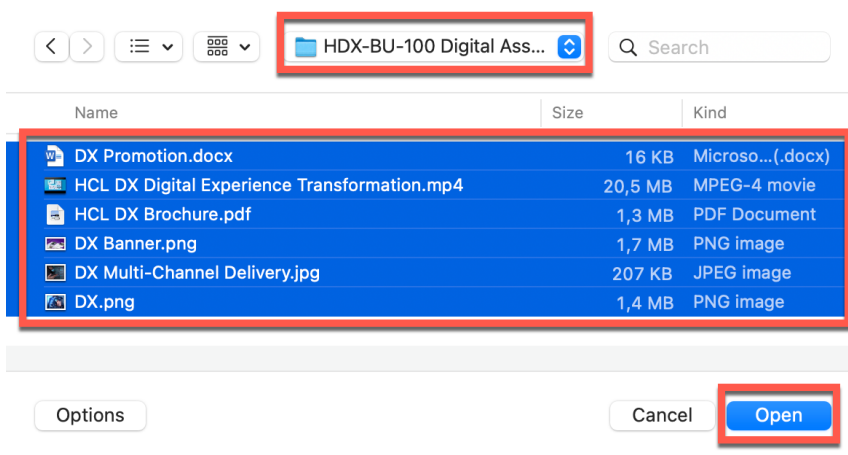
3. Click on **View Details** on the uploaded items status bar to get the information about the status of the uploaded assets and their sizes.

4. Your assets are successfully uploaded to your DAM collection. You can view the details of the resources uploaded and click **X** to close these details.
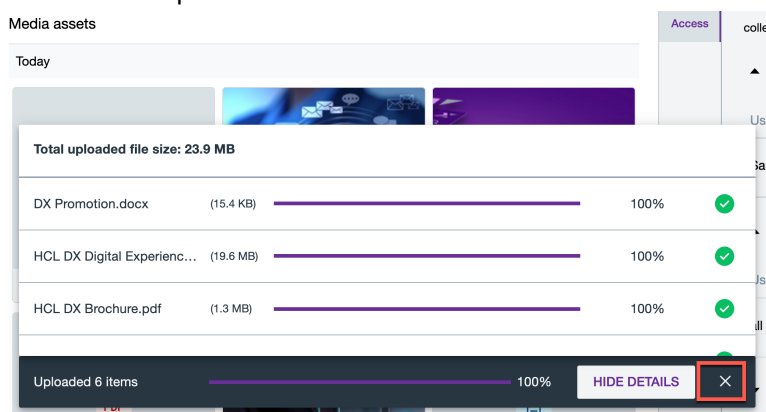
5. Now you will update the DX Banner image. Hover on the **DX Banner.png** file and click on the **Edit** button.
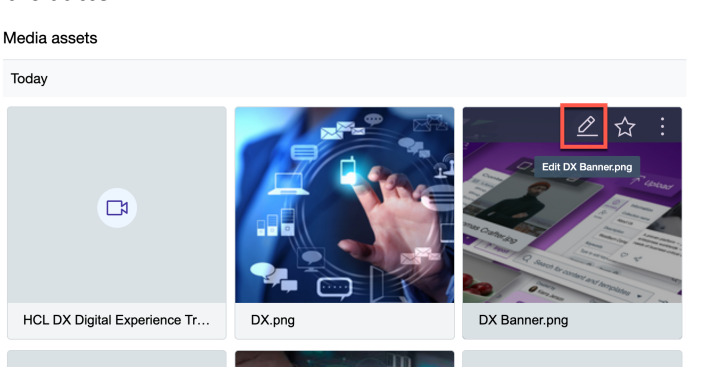
6. Ensure the **Information** box is open to enter additional meta-data to more easily find and reuse it later on. Add a title, description, custom URL **dxbanner.png** (giving you something like https://dx.sbx0000.play.hclsofy.com/dx/api/dam/custom/dxbanner.png) and keywords, e.g. as shown and see the original size of the image. On the left you can see the different renditions for Desktop, Smartphone and Tablet that are generated automatically. Now you will have a look at the Smartphone edition that you will modify. Click **Smartphone**.
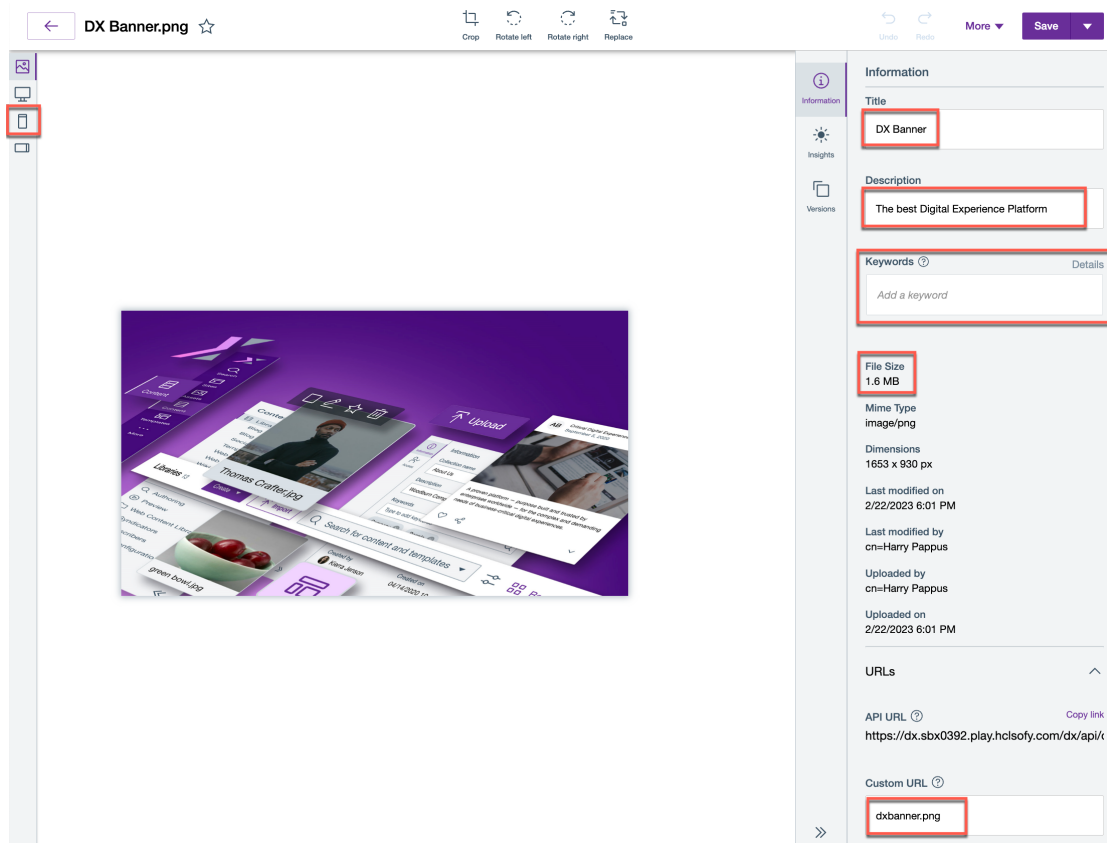

7. Here you see the image size is reduced. It is now 123,6KB (instead of the 1,6MB of the original). Notice you have several ways to edit. You can crop, rotate and replace it with a different image. Click **Crop**.
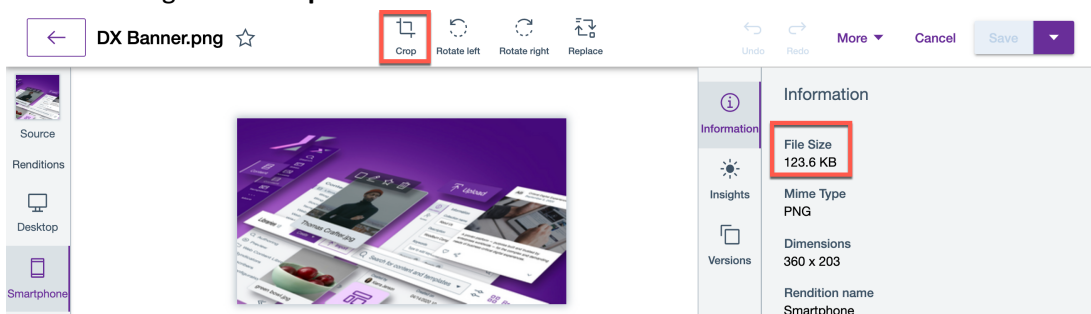
8. Notice you can select the aspect ratio, width and height manually. Now drag & drop the selection to a specific zone, e.g. as shown. Then click **Apply**.
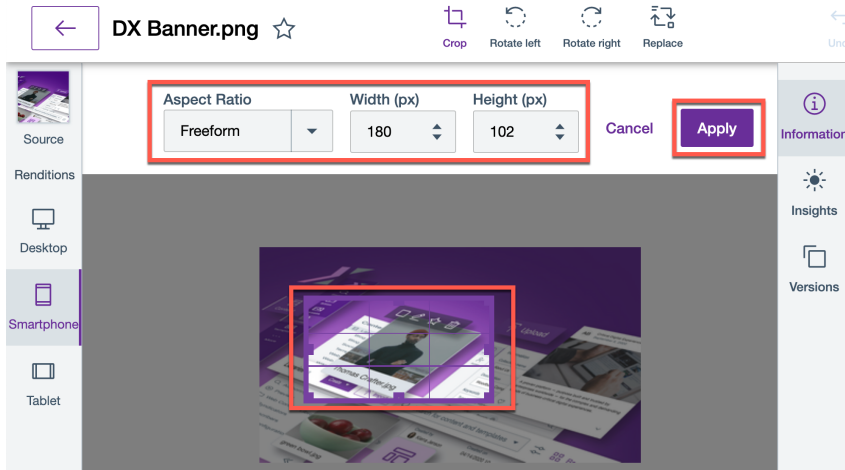
9. Your Smartphone rendition is updated. Now save it. Click **Save**.
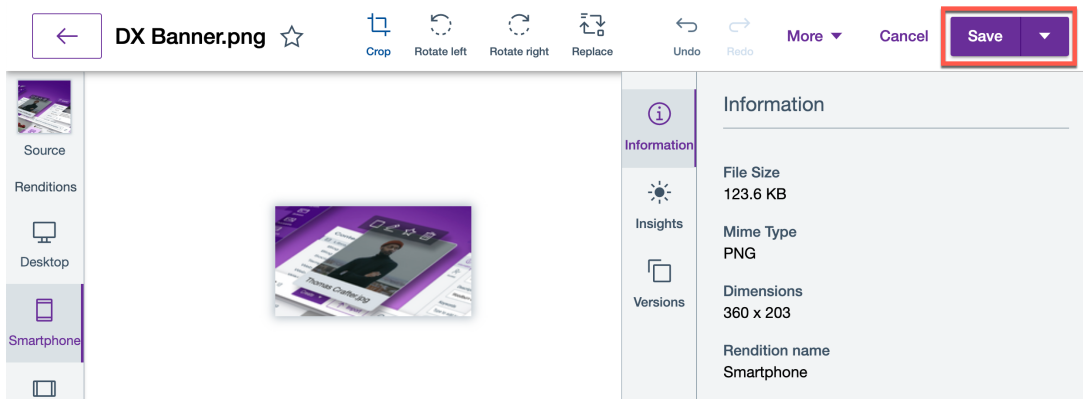
10. Notice the updated rendition has a a different file size now. Close the notifications and then have a look at the automatically generated versions. Click **Versions**.
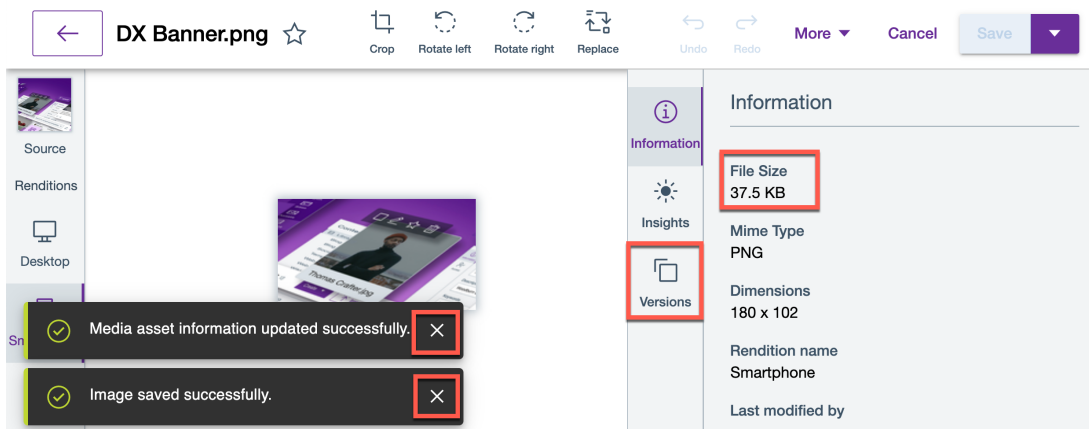
11. Open the details of each version. You see that action information is added automatically indicating who did what and when. You can also view the older versions.
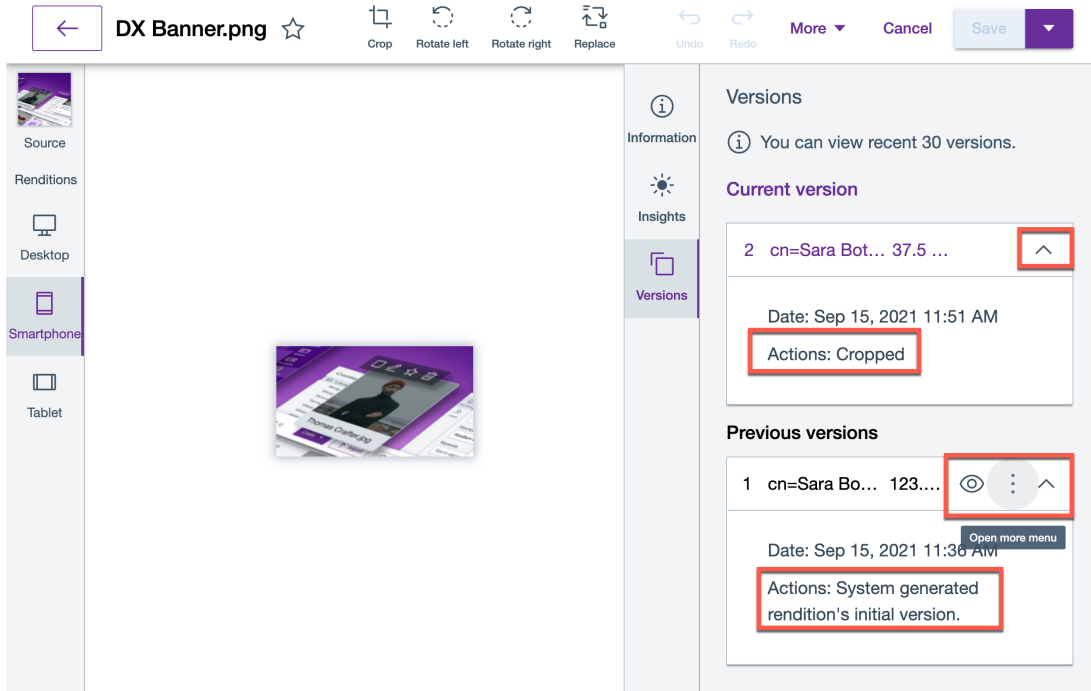
12. Now open the **Open more menu** and select **Compare with current version**.

13. Notice you can download each version and make an older version current. Now close it.
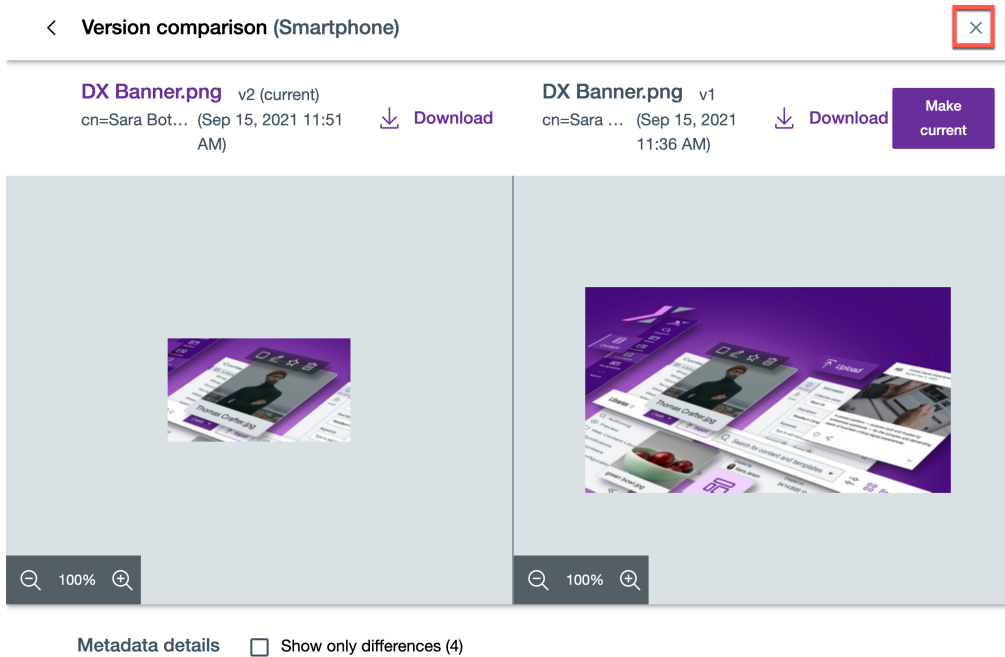
14. Now make this digital asset a favourite asset, again helping you to find it back more easily. Click on ☆ and then go back.
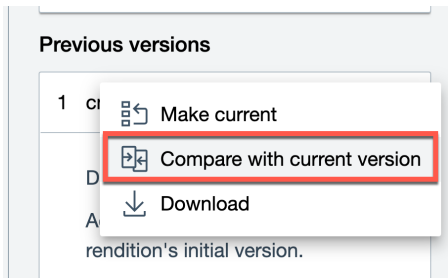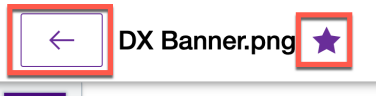

15. Now have a look at all the different ways to find your digital assets easily. First do a search on "dx", as shown. Enter "dx" and then hit enter.
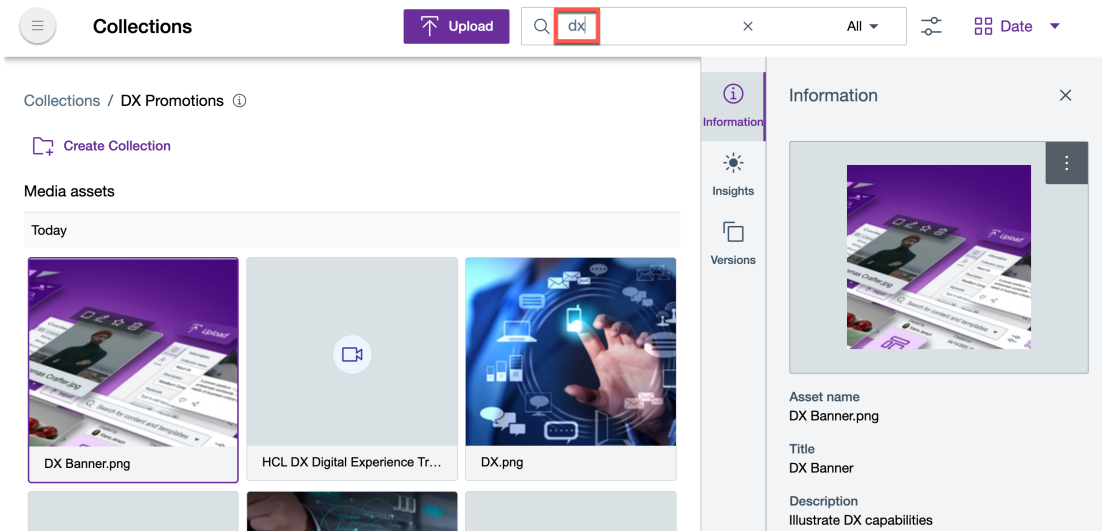
16. This shows you all collections and media assets with dx anywhere. You can use the filter to refine this. Click on **All**.
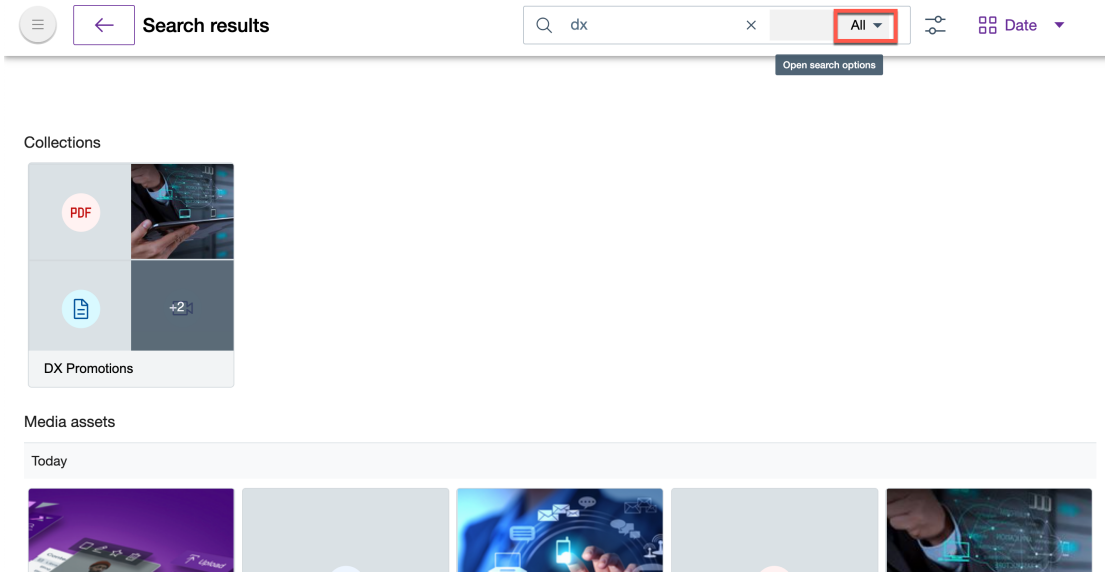
17. Here you see the search filter options.
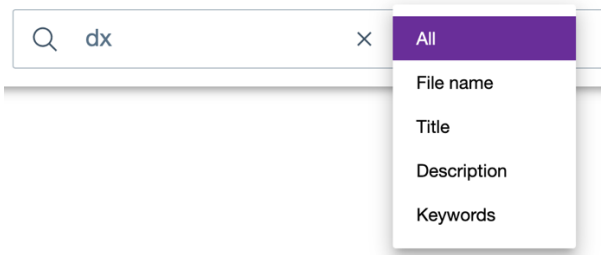
18. Now open the filter. Notice you can filter your favourite assets, an any asset type and size.
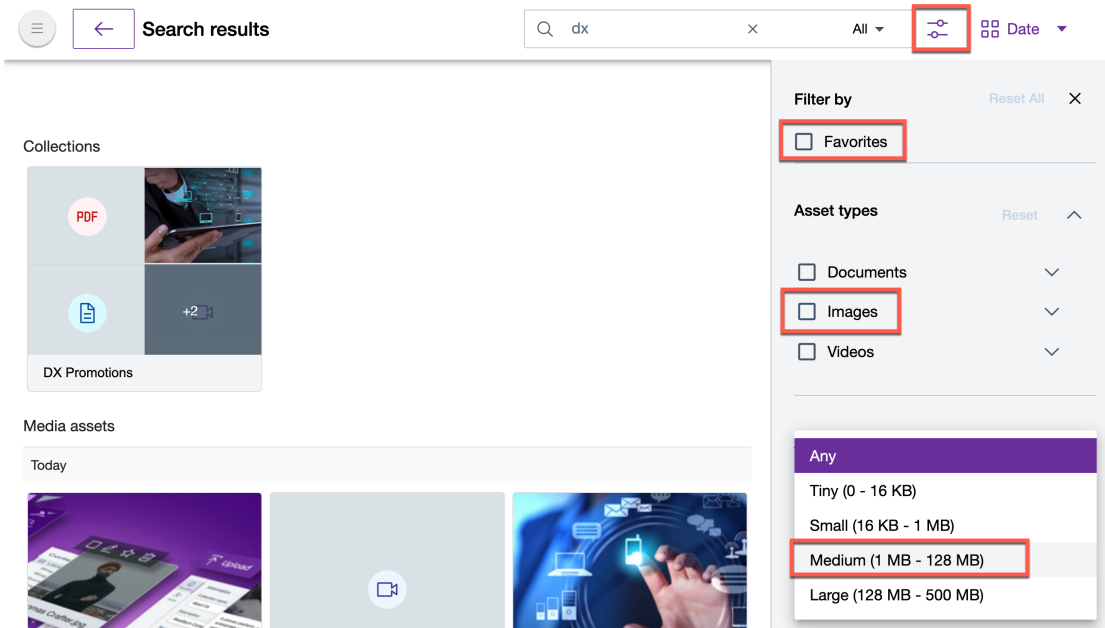
19. And finally, have a look at the view options. You can show the default grid or change it to list and apply different sorting options.
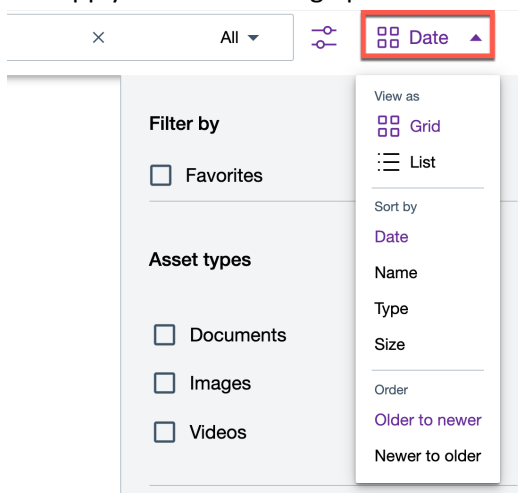
Congratulations! You have now learnt how to upload and update assets in a DAM collection.

Conclusion

Using this lab tutorial, you created a new DAM Collection, restricted user access on the collection, uploaded and updated assets to it. You have learned it is easy for business users to contribute, control and update any assets. With all the meta-data, search and filter options, it is easy to find the right asset back later on, even with many thousands of assets.

You may use the Help Center with common tasks on the Digital Asset Management to discover more capabilities: https://help.hcltechsw.com/digital-experience/9.5/content_composer/Content_Comp_common_tasks.html.

Resources

Refer to the following resources to learn more:

HCL Digital Experience Home - https://hclsw.co/dx

HCL Digital Experience on HCL SoFy - https://hclsofy.com/

HCL Software - https://hclsw.co/software

HCL Product Support - https://hclsw.co/product-support

HCL DX Product Documentation - https://hclsw.co/dx-product-documentation

HCL DX Support Q&A Forum - https://hclsw.co/dx-support-forum

HCL DX Video Playlist on YouTube - https://hclsw.co/dx-video-playlist

HCL DX Product Ideas - https://hclsw.co/dx-ideas

HCL DX Product Demos - https://hclsw.co/dx-product-demo

HCL DX Did You Know? Videos - https://hclsw.co/dx-dyk-videos

HCL DX GitHub - https://hclsw.co/dx-github

HCL DX Web Developer Toolkit - https://github.com/HCL-TECH-SOFTWARE/WebDevToolkitForDx

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