

# **Request For Upload**

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The **Request for upload** feature in Lytho DAM is an easy way to ask for assets from users both inside and outside of your organization. This user does not need a Lytho account to send assets to your admin's waiting room for approval.

There are many reasons why you might ask someone to send assets to you. Let's take a look at a few scenarios. We'll also see what your users' experience looks like when they receive the **Request for upload** invitation.

# Scenario 1

You just had a great event, and your attendees took photos during their experience. Whether the assets are selfies, team photos, action shots, speaker presentations or the entertainment, you would love to be able to use those files to promote your next event.

### Scenario 2

You hired a photographer to take photos for a new product launch or promotional materials for a new ad campaign. You need to get those photos from your photographer and upload them to your Asset Manager so your team can use them to create the collateral for the project.

Users with the assigned rule to add and approve assets to the Asset Manager can create and send a request for upload link. The recipients of the link do not have to have DAM access to use the link.

To create the upload request you will need to have the Create upload requestsRule (https://guide.lytho.com/help/roles#rules) applied to your Role (https://guide.lytho.com/help/roles) under settings.



Edit role	
Name	
Admin	
SETTINGS DAM BRAND GUIDES PUBLISHING TRANSLATIONS	
View assets & collections	
Add assets	
Edit assets	
Delete assets	
Download & share assets	
Approve assets	
Create & edit public collections	
Edit visibility of assets	
Edit copyright settings of assets	
Crop images	
View assets that have been set invisible	
Manage embedded links	
Create upload requests	
Cancel Save	

### Creating a Request for Upload Link

Select the upload button sin the top right corner in the Asset Manager or the Waiting Room to begin creating your request.



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In the **GENERAL** tab select the date the link will be valid through, a name for your link, and a message for your end users. The name is only displayed internally within your shared links for easy management.

ASSET MANAGER	CDEATE AND DIDITCU DDAND CENTED	88
	Request for upload	
🔊 Waiting room	GENERAL TAGS PERMISSIONS	
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	06/26/2022 .	
Adult	Name 0	≡ ↓† Creat
(	Sales Headshot Request	
	Message	
AaBk	Please upload your professional neadshot. ensure you are wearing Truesoap branded attire.	ipeg
	Create link	(Jeeg)
	Add one or multiple email addresses	e e
	Add one or multiple email addresses 🕂	
	Cancel Send email	Pq



You have the ability to add Tags (https://guide.lytho.com/help/organizing-tags) and Permissions

(https://guide.lytho.com/help/permissions-user-groups) within the additional tabs. This ensures that the assets coming in will have the appropriate tags or permissions applied so that you do not have to apply to each individual asset in the waiting room.

Select **Create link** to create a link that can be copied and shared with your end users. You also have the option to send an email directly from Lytho DAM. Enter the email address(es) in the email field and click **Send email** to send.

Adult Fru	11
Message	
Please upload your professional neadshot. ensure you are wearing <u>Truesoap</u> branded attire.	
AaBk Copy link https://link.us-1.lytho.us/u/165	
Add one or multiple email addresses	jpe
emily@truesoap.co  ① ①	Ē
You can separate email addresses with a ;	
Cancel Send email	qL

When entering more than one email address into the email address box, use a semicolon (;) separator between email addresses with no space.

Example: email1@truesoap.co;email2@truesoap.com

#### **Uploading Assets**

If you add user email addresses, they will receive an invitation to upload assets.



ι	.ytho
Shannon Chapman asked	<b>I you to upload assets.</b>
	View page
Kind regards, The Lytho team!	
This is	s an automated message; please do not reply.

Clicking on the **View Page** button will send the recipient to a web page where they can start uploading assets. Upload assets by either by dragging and dropping files into the designated space or selecting **Upload from computer**.

← → × ↑ 🖡 « Downloads > Training Ass	ets v U Search Training Assets	م
Organize * New folder		· ·
<ul> <li>Booleader(23958 ∧</li> <li>DAMO nboordin</li> <li>Downloads</li> <li>Training Assets</li> <li>Creative Cloud Fik</li> <li>New folder</li> <li>E Oropbox (lytho)</li> <li>Anonebrive</li> <li>This PC</li> <li>Doblects</li> <li>Desktop</li> </ul>	pexels redion-fu logist-1287124 TAGGING example 2-SA	
File name:	All files     Open     Can	<ul> <li>cei</li> </ul>

Your users can continue to upload more assets by clicking on the **Upload more assets** button.



true	
	Upload more assets 🛆

When uploading a large number of assets at a time there may be a wait time before all assets are finalized. Do not refresh the page during this time as this can disrupt the asset upload process.

The final step is for your user is to enter their email before they click on**Send uploaded assets.** 

Your email address	
shannon.chapman@lytho.con	n
	Send uploaded assets 🚀

If you set an expiration date for the link, it will appear at the top under the Request for Upload information.

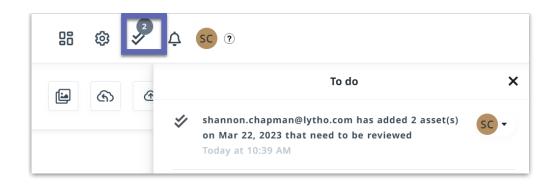
Request for upload	
Requested by	Uploaded assets
Shannon Chapman	2
Expiration date of this request	
Apr 2, 2023	
Message	

The user can continue to upload assets until the link expires. If an expiration date was not set when the Request for upload was created, the default expiration date is 30 days from when the link was sent.

#### Approving Assets from the Request for Upload Link

When an asset is uploaded via this link, the "To Do" emblem will light up. A notification will read that an asset has been uploaded via the link. Clicking on the notification will take you into the Waiting Room for your approval.





If you have the ability to approve assets in the Waiting Room (https://guide.lytho.com/help/uploading-assets#waiting-room), you will see them in the **Approval Requested** waiting room.

	음 All ① Collections 💋 Waiting room
F Filters	shannon.chapman@lytho.com 2 asset(s) Uploaded Mar 3, 2023 UTC
Personal Uploaded Approval Approval Requested	
	\$ \$ \$

To have the ability to approve assets to the Asset Manager you will need the Approve assets rule applied to your role under settings.



Edit role
Name
Admin
SETTINGS DAM BRAND GUIDES PUBLISHING TRANSLATIONS
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Z Edit copyright settings of assets
Crop images
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You can click the **Thumbs Up** to add them to the Asset Manager or select **Thumbs Down** to decline the asset. If you choose to decline the asset you will get a prompt asking you to confirm that you want to decline the asset.



	Si All (1) Collections <b>2</b> waiting room	ø	6	🕀 Upload
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If you are declining multiple assets at one time, you have the opportunity to add a reason for declining.

eqi (pg)
Declining 4 asset(s)
Reason for declining We have multiple of these photos.
Cancel Decline

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