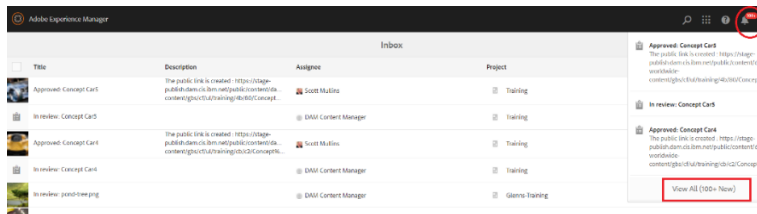


Content Manager Steps- PDF

The Bell icon in the top right of the navigation panel will show you how many assets are in the queue to approve.

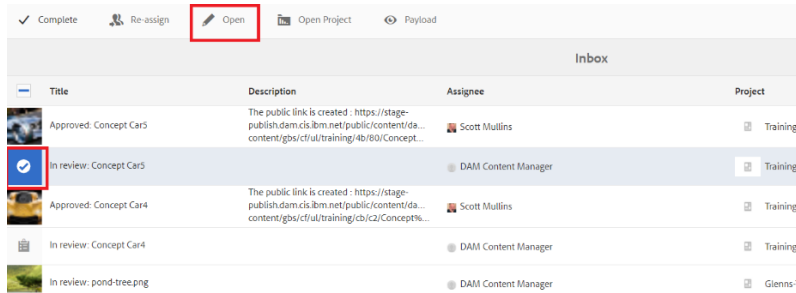
Approving workflow

1. Click on the bell icon – and then select “Review All”

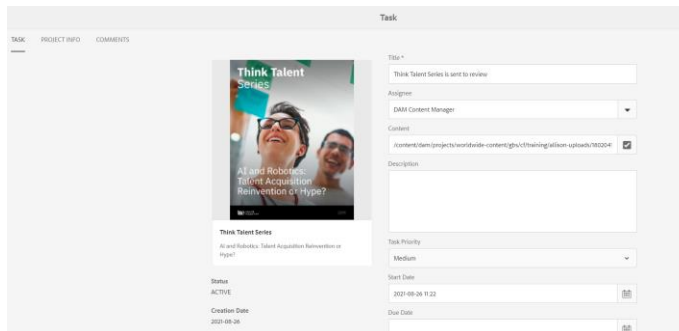


2. From the Review All Inbox:

- a. Click on the thumbnail to select the asset you want to approve
- b. Click on “Open”



- c. You should see a screen like this -



- d. Check the Content URL to see if this is an asset you can approve -
 - If this is Cloud and Data Platform (cdp) assign to Nicole Kessler
 - If this is a Security (sct), or AI Apps (aia) assign to Ronit Fisher
 - If IBV – reassign to Talita

- e. If you can continue with the review go to the “assignee” field and reassign to yourself (Type in your name, select your name) & hit “Save” and this will return you to **BU Folder Inbox** screen.
- f. Notice it now has your name assigned to it.
- g. Reselect the asset you are working and select “Open”.
- h. Click on “Review Metadata”.

- i. From the metadata screen
 - Copy the title into the Word file in your “title” field
 - Copy the UUCID information into the Word file in your “UUCID” field

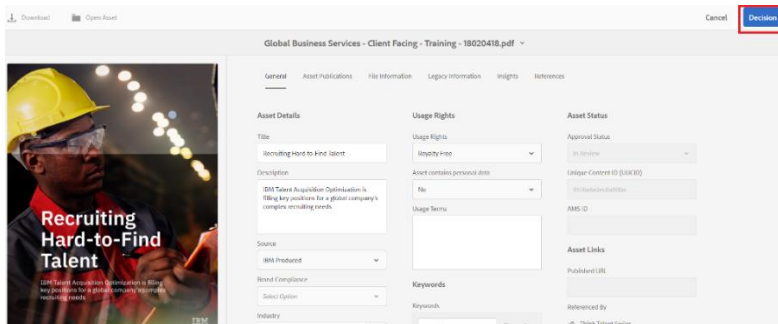
- j. Please check the following:
 - Title matches PDF
 - i. Title does not have asset type in the title
 - ii. Title does not have language in the title
 - Description is a summary of the asset – not the title repeated
 - Content type is correct – should be document or presentation depending on what type of asset you are approving.

If this is a PDF asset you are approving, and “image” appears go to <https://w3.ibm.com/w3publisher/adobe/work-streams/digital-asset-management/pdf-configuration-for-the-dam> to see how to correct your PDF into a “document” content

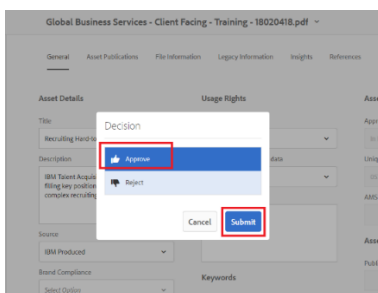
- i. IF it is a video – Do Not approve
 1. Notify requestor the video must be loaded to Media Center

2. Notify Allison to remove video asset

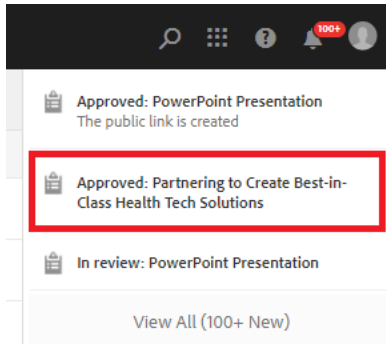
- Content Type is correct
 - i. Make sure it is not totally off base
 - ii. Look at the PDF – if you see it is a paper not created by IBM – Forrester, IDC, etc. make sure Usage Rights are “rights managed” not “royalty free”
 - Industry
 - i. This is an optional field but if you see it is industry-related, please tag accordingly
 - Language
 - i. If language other than English – your title, description and keywords should all be in that language.
 - UT code – confirm it is select to level 20.
 - i. If not, slack Initiator to obtain the appropriate UT code(s).
 - Usage Rights
 - i. Royalty Free- not further action required
 - ii. Rights Managed – must provide expiration date
 - Personal data – confirm it is answered
 - Usage Terms – if the paper is Rights Managed, the Usage rights must have an email address for a contact provided. You may see an email provided on non-Rights Managed assets also.
 - Keywords - must be one per line and language specific.
- k. If the metadata is all correct – click on the “Decision” button on the top right.



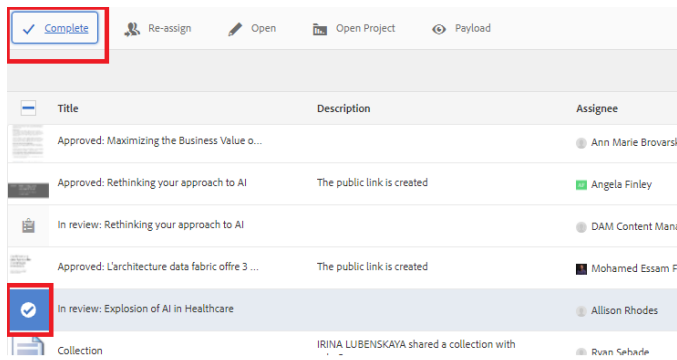
l. Select Approve and hit Submit.



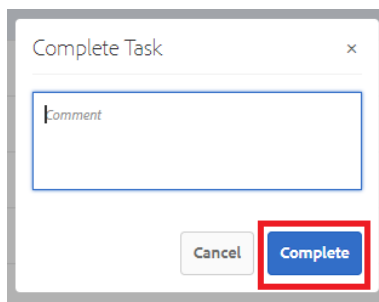
- m. The Content Contributor who requested the approval will now get a notification that the content was approved.



3. Once approved go back to the Inbox and select the “In Review” icon for the piece you just approved and then select the “Complete” on the top menu bar.



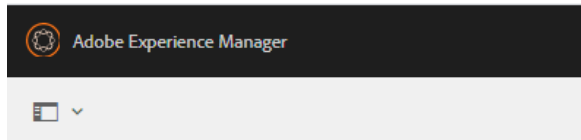
4. Hit “Complete” again and this asset will be removed from your inbox.



Note:

The new Workflow will **not** show the URL to the Content Contributor in the “description” field for a PDF asset on day 1. So we will need to continue to go in and find the URL and Slack the user.

1. Click on the Adobe Experience Manager icon in the top left corner



2. Click on Assets
3. Click on files
4. Click on Worldwide
5. Click on the magnifying glass and search using the UUCID to find the asset you just published.
6. Open your asset using the “i” to get into the properties.
7. Copy the Published URL and paste in your Word file in the Published URL field.
8. Refer **to your Word file to find the user** in the initiator field and find them on Slack.
9. Copy this section from your word file and let them know their asset has been published.

Title: IBM Digital Health Pass for universities

UUCID: 0523e4ce013d2f51

Published URL: <https://www.ibm.com/downloads/cas/E6PNRP2Z>

Example of what your word file will look like

1.

BI_case_study_final_July28_2021.pdf

Boehringer Ingelheim case study

/content/dam/projects/worldwide-content/hlt/ct/g/l-eischen-uploads

eischen@us.ibm.com

T09:en_US

Title: Boehringer Ingelheim case study - Real-world data is king (or queen)

UUCID: 0523e4ce01bd2fc6

Published URL: <https://www.ibm.com/downloads/cas/R5A7MPM2>

AMS id: R5A7MPM2

Note: I put the check mark in when it is completed so I know quickly when I scroll through it what still needs to be worked.

Example of one I'm waiting to still complete

12.

54036354.pdf

4 keys to improving your talent acquisition process

/content/dam/projects/worldwide-content/gbs/cf/g/versions/54036354.pdf

cherajas@in.ibm.com

T09:en_US

need UT to level 20

Title: 4 keys to improving your talent acquisition process

UUCID: 016369a50e877075

Published URL:

AMS id:

Please notice after you complete your inbox approval the DAM leaves you in a BU workflow inbox instead of the main workflow inbox. Please make sure you refresh your inbox by relicking on the bell icon and selecting "Review All".