

Frequently asked questions

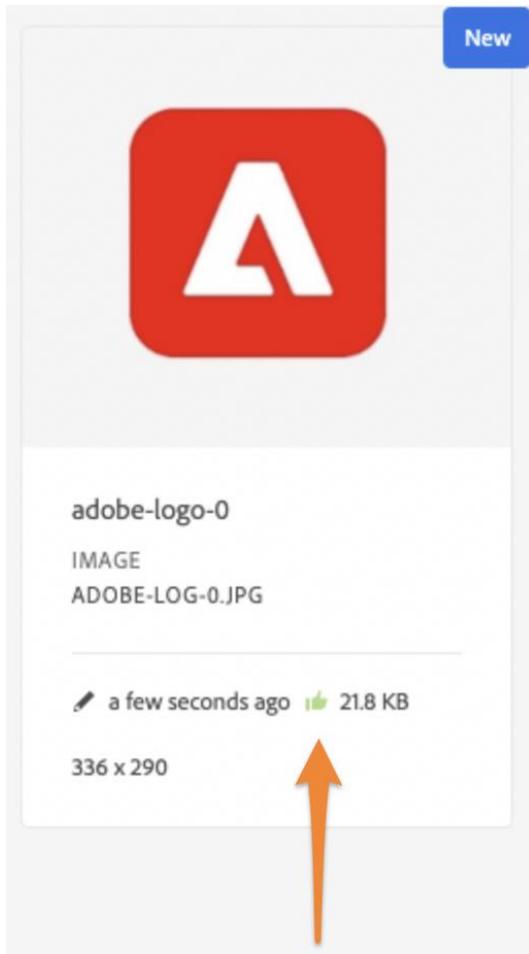
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How can any new assets added to the folder be marked approved?

The status of an asset in AEM (Adobe Experience Manager), is governed by a property “jcr:content/metadata/dam:status” on itself. The values of this property can be

- approved
- rejected
- changes requested

Assets which have their metadata property “jcr:content/metadata/dam:status” set to “approved” are considered as approved assets. The AEM Touch UI (User Interface) exposes this information with a “thumbs up” icon as you can see in the picture below.



To automate having all assets as approved on addition to a folder, it will require automating the setting of the property “jcr:content/metadata/dam:status” with value “approved”. This can be achieved via Metadata Profiles.

Following would be the steps to create a metadata profile, apply them on a folder, to achieve automatic approval of assets uploaded to the folder.

As reference, the official documentation of using metadata profile can be found here - <https://experienceleague.adobe.com/docs/experience-manager-cloud-service/content/assets/manage/metadata-profiles.html?lang=en> ([0])

1. **Create a metadata profile:**
 - a. Navigate to **Tools > Assets > Metadata Profiles**, and then click **Create**.
 - b. Enter a title for the Metadata Profile, for example **Automatic Asset Approval**
2. Edit the created metadata profile and add a **“Single line text field”**
3. Bind the single line text field with property **“./jcr:content/metadata/dam:status”** (please note the **“./”** in the beginning)
4. Set the **default value** of the single line text field as **“approved”**. (please keep the string as is, in the case, as mentioned here)

5. The metadata profile is created and ready to be applied to any folder in Assets.
6. You may select the metadata profile and select the folder to apply the profile.

After the metadata profile is applied on a folder,

- Newly uploaded assets will automatically be approved.
- Existing assets will need to be re-processed.
- Un-approved assets when copied/moved from some other folder, will have to be re-processed again.

All other available functionality related to Metadata Profiles can be viewed in <https://experienceleague.adobe.com/docs/experience-manager-cloud-service/content/assets/manage/metadata-profiles.html?lang=en> ([0])

How can you get Adobe IMS (Adobe Identity Management Services) user/group id, to be used to set the roles on assets in AEM Touch UI, for securing their delivery and search?

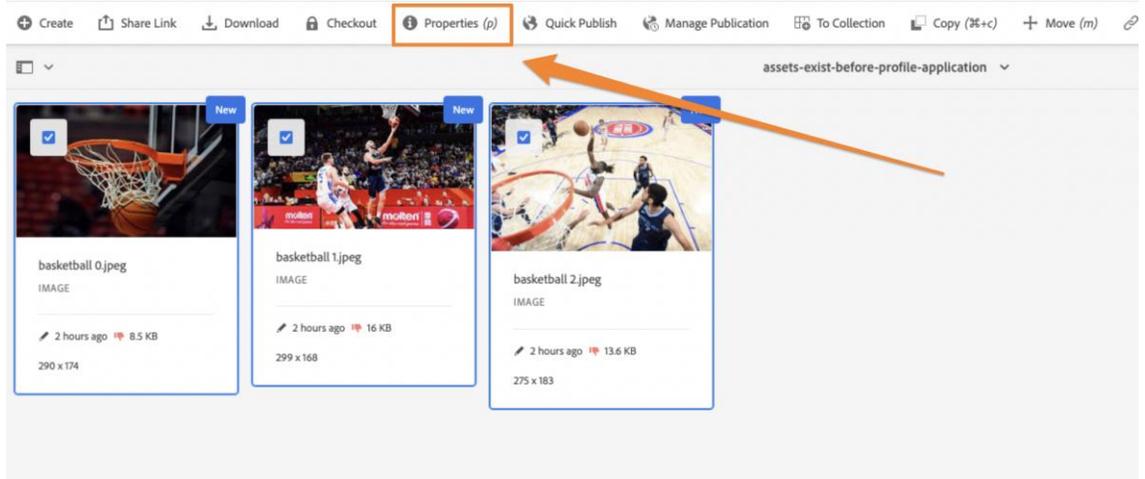
Users requiring access to AEM Author service are managed as Adobe IMS users in Adobe's Admin Console. You can learn about what Adobe IMS users are, and how they are accessed and managed in Admin Console, here - <https://experienceleague.adobe.com/docs/experience-manager-learn/cloud-service/accessing/adobe-ims-users.html?lang=en>, [1]

How can you do bulk action (approval or setting dam:roles) on existing assets in the folder?

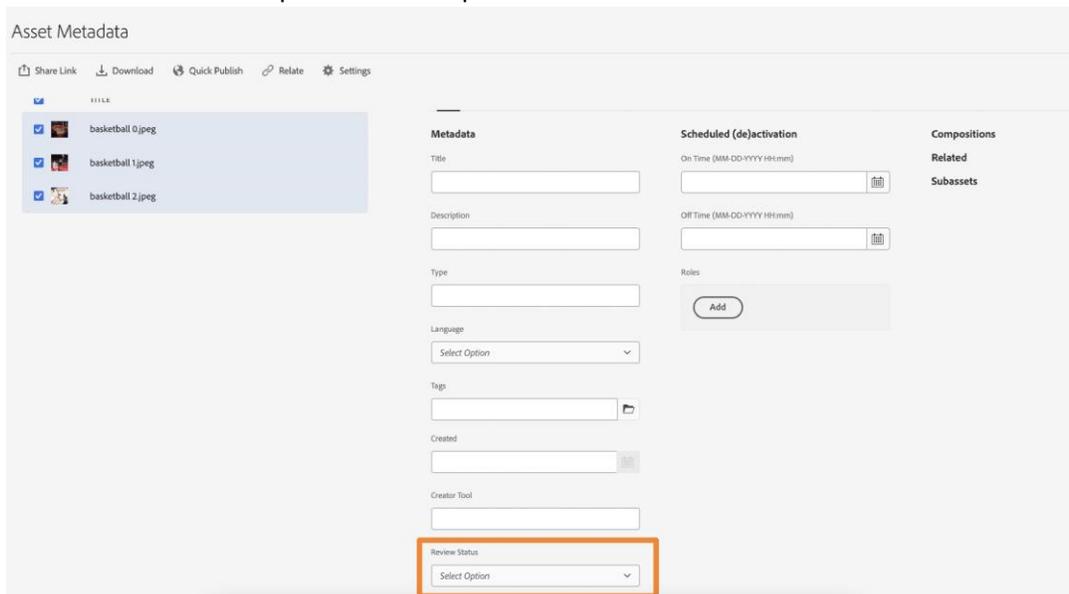
Asset Approval

Asset approval is governed by their property “jcr:content/metadata/dam:status” with the value “approved”. To perform bulk approval of assets in a folder, please follow the following steps

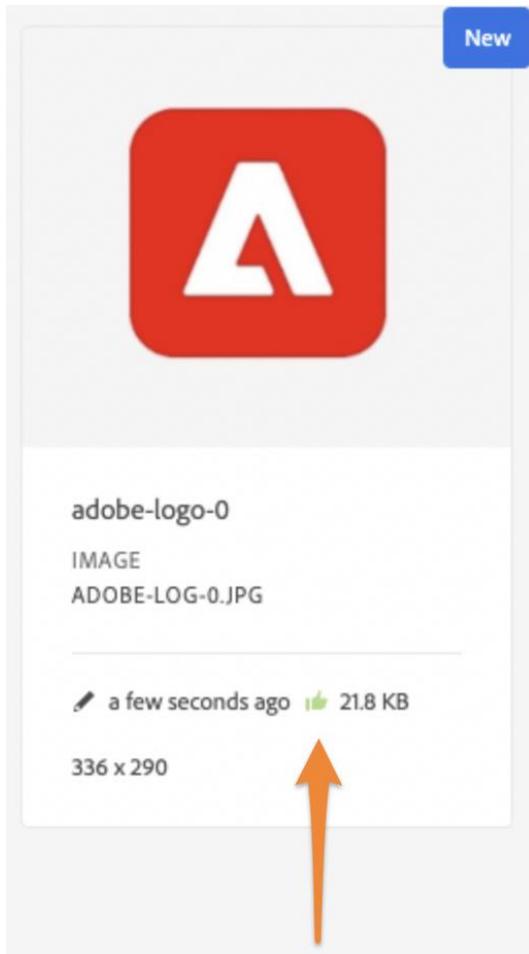
1. Select all the assets to be approved within a folder.
2. Select the “Properties (p)” option from the top.



- a.
3. Locate the “Review Status” drop down the Properties view.



- a.
4. Choose the option “Approved”.
5. Select “Save” option on top-right.
 - a. You may be presented with a dialog confirming the append mode. You may click “Submit”
6. You should now see the assets are approved, which can be asserted by the thumb's up icon on the asset, for e.g., as shown below



Securing Asset Delivery & Search via Dynamic Media with OpenAPI

Kindly refer to the section "Restricted Delivery of Approved Assets" in the documentation published on <https://adobe.ly/ngdm> ([2]).

This documentation talks about the property `./jcr:content/metadata/dam:roles`. This property will have to be set via Bulk Metadata editor, just like we can do as described in the bulk approval steps, described in the previous section.

For quick reference, with multiple assets selected, the roles would look like the below, which can be set accordingly.

Asset Metadata

[Share Link](#) [Download](#) [Quick Publish](#) [Relate](#) [Settings](#)

-  basketball 0.jpeg
-  basketball 1.jpeg
-  basketball 2.jpeg

Metadata

Title

Description

Type

Language

Tags

Created

Creator Tool

Review Status

Scheduled (de)activation

On Time (MM-DD-YYYY HH:mm)

Off Time (MM-DD-YYYY HH:mm)

Roles

Compositions

Related

Subassets

How to change approval status on assets in AEM Touch UI?

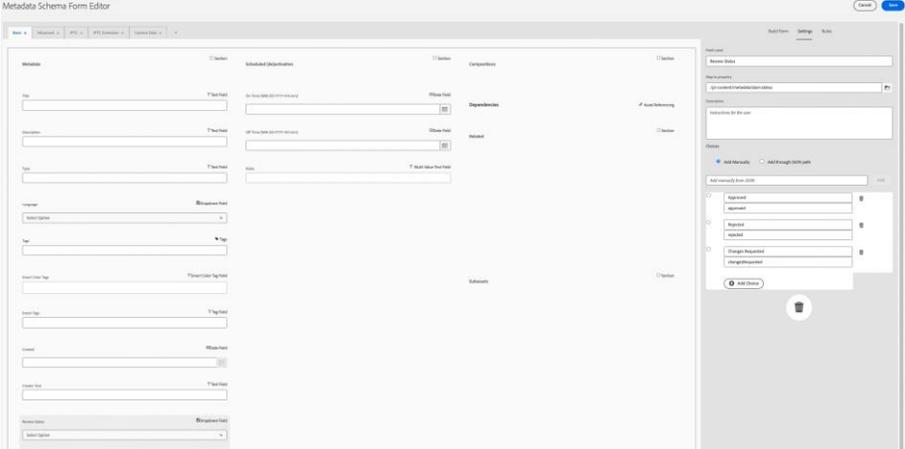
The approval status of assets in AEM is governed by their property “jcr:content/metadata/dam:status”. The approval of asset is bound with the value “approved” for this property, rejection with the value “rejected” and pending can be bound with “pending”.

Only approved assets are available for delivery and search via the **Dynamic Media with OpenAPI**.

In out of the box, AEM as a Cloud Service, Author instance the Touch UI, has the “default” metadata schema applied on assets. DAM-Admin persona will have to modify/configure the metadata schema definition as applicable for assets. Please note, that while only a single metadata schema is applicable on an asset, the AEM instance can have multiple metadata schemas, with assets being mapped to any metadata schema.

Updating metadata schema to enable editing the approval status of the asset

1. DAM-Admin will have to edit the “default” metadata schema, to enable editing of the “Review Status”.
2. Go to Tools > Assets > Metadata Schemas. Select the applicable metadata schema.
 - a. If the applicable metadata schema is “default”.
 - i. In “Basic” tab, locate the “Review Status” field, and click it, to be able to view/modify its settings.



- ii.
- iii. In the settings, switch to the “Rules” tab, and uncheck the “Disable Edit”

Build Form Settings Rules

Field

Disable edit **← Leave this unchecked.**

Multivalue Field

Show Empty Field In Read Only

Show list ordered

Requirement

Not Required

Required

Required, based on new rule

+ Add Rule

Visibility

Visible

Visible, based on new rule

+ Add Rule

Choices

Based on field settings

Based on new rule

+ Add Rule

iv.

v. Save the metadata schema.

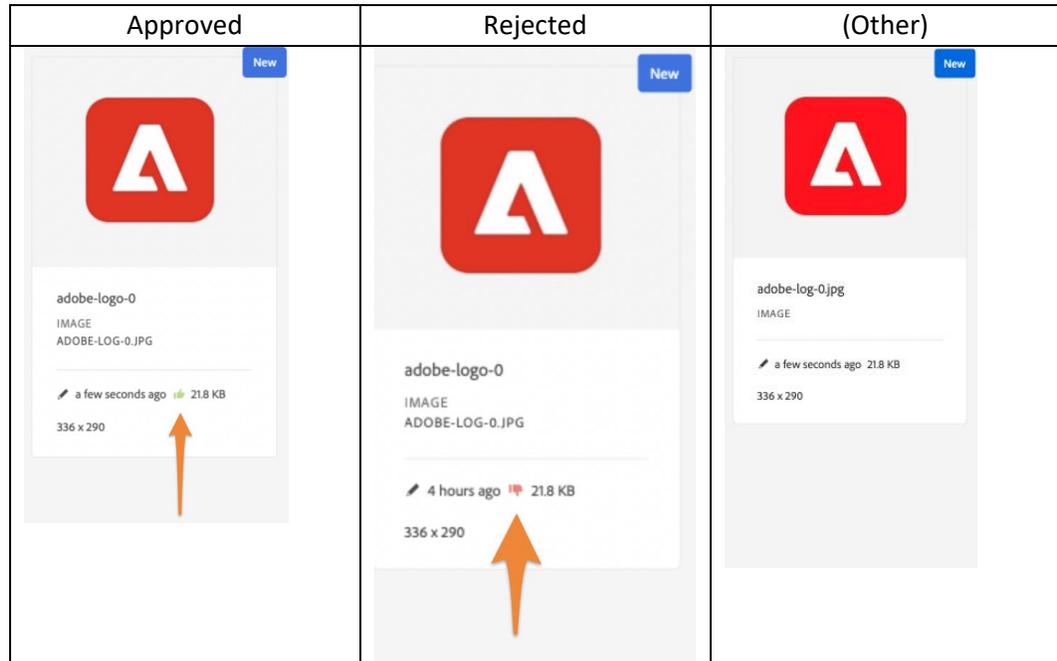
- b. If the applicable metadata schema is other than “default”, accordingly incorporate a “Dropdown” or a “Single line text” field and bind it with the property “./jcr:content/metadata/dam:status”.

- i. In the settings, switch to the “Rules” tab, and uncheck the “Disable Edit”

The screenshot shows a settings interface with three tabs: 'Build Form', 'Settings', and 'Rules'. The 'Rules' tab is selected. Under the 'Field' section, there are four checkboxes: 'Disable edit', 'Multivalue Field', 'Show Empty Field In Read Only', and 'Show list ordered'. The 'Disable edit' checkbox is unchecked, and a blue arrow points to it with the text 'Leave this unchecked.' in blue. Below the 'Field' section is the 'Requirement' section with three radio buttons: 'Not Required' (selected), 'Required', and 'Required, based on new rule'. There is an 'Add Rule' button below the 'Requirement' section. Below that is the 'Visibility' section with two radio buttons: 'Visible' (selected) and 'Visible, based on new rule'. There is another 'Add Rule' button below the 'Visibility' section. At the bottom is the 'Choices' section with two radio buttons: 'Based on field settings' (selected) and 'Based on new rule'. There is a final 'Add Rule' button at the bottom.

- ii.
iii. Save the metadata schema.

3. The DAM-author or the Brand Manager should not be able to view the property in the respective asset's property view and edit its status accordingly. Assets based on their approval status would look like the below, in the Touch UI.



References

[0] Using metadata profiles in AEM: <https://experienceleague.adobe.com/docs/experience-manager-cloud-service/content/assets/manage/metadata-profiles.html?lang=en>

[1] Adobe IMS Users: <https://experienceleague.adobe.com/docs/experience-manager-learn/cloud-service/accessing/adobe-ims-users.html?lang=en>

[2] Dynamic Media with OpenAPI documentation: <https://adobe-aem-assets-delivery-experimental.redoc.ly/>