

<b>Operation/Task:</b>	Digital Asset Management			<b>Equipment:</b>	NA
<b>Owner:</b>	Vice President of Technology	<b>Date Prepared:</b>	5/11/15	<b>Department Responsibilities:</b>	All IT Staff
		<b>Revision History:</b>	See last page		

ALERTS (see below): Critical Step ◆ Quality Check ☑ Tip 😊 Team Safety +

**Purpose:** This SOP/work instruction documents procedures for digital asset management.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	<span style="color: red;">◆</span>	<b>Objective:</b> Digital Asset Management A simple and easy way to manage digital media including photography, illustrations, graphics, design files, word processing, and multimedia files. It can be used for any digital media that needs to be organized and always available using an internet portal.		
2	<span style="color: red;">◆</span>	<b>Standard Operating Procedure:</b> <b>System Administration</b> <ul style="list-style-type: none"> <li>The system is administered by the IT Workflow and Technology Manager. Any updates tested on a small group of test users; the website is then tested for accessibility, functionality and system notifications.</li> </ul> <b>Website Setup and User Maintenance</b> <ul style="list-style-type: none"> <li>Each customer portal is unique to the client. The design implementation is covered by an initial consult and deployed as an iterative process, which is covered (ideally) by a statement of work. Users are added and removed per customer requests submitted through the sales representative.</li> </ul>	The IT Workflow and Technology Manager works in the SaaS interface to configure users, groups, rights access and permissions to folders and content. Where needed the manager utilizes the SaaS vendor for support with configuration changes not accessible to us.	

Notes:

**Definitions:**

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Mike Starrett	5/11/15
Rev 2	Added Revision History table	Mike Starrett	8/1/16
Rev 3	Removed references to retired Wiki site and replace with path to documentation library Replaced Owner Mike Starrett with IT Systems Manager Removed Table of Contents section Removed reference to GLS Revised header to be consistent with other SOPs	Mike Starrett	12/30/20
Rev 4	Changed owner to Director of Business and Custom Applications	Mike Starrett	5/26/23
Rev 5	Replaced owner with Vice President of Technology. Updated SOP to reflect move from Xinet WebNative to MediaValet SaaS.	Mike Starrett	11/4/2024