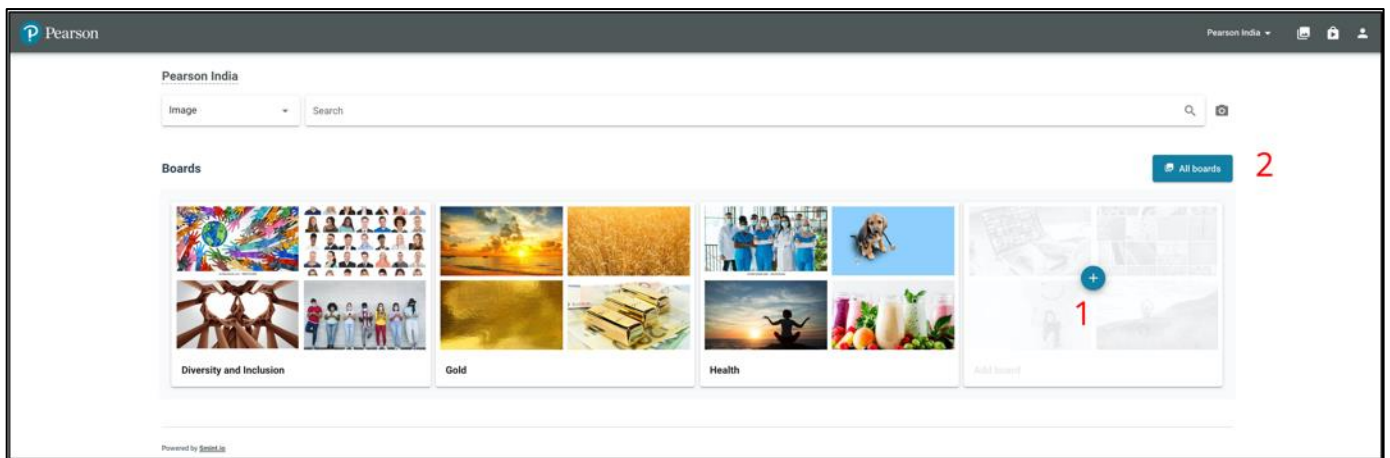# Asset Licensing Portal (ALP)

Boards

ALP end users can store their chosen assets in digital folders called *Boards*.


Like the *Collections* feature in Asset Library, end users are responsible for the management of their private boards, including creating, sharing, and deleting.

Creating a Board

To create a new *Board*:

1. Click on the *Add* button of a greyed-out *Add board* tile (see 1 in the screenshot above) or click the *All boards* button (2), followed by the *Add new board* button (see 3 in the screenshot below)
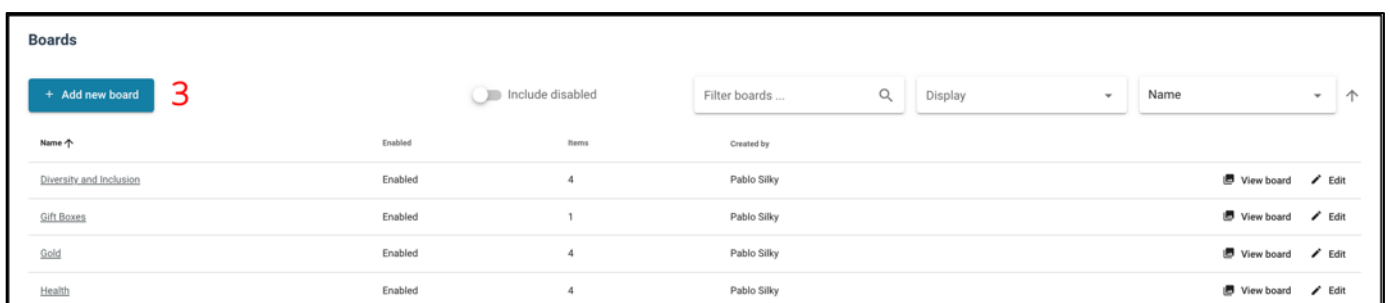
2. An *Add new board* page opens

Add new board

Board details

Name

* Required   0 / 50

Description

⦿ This is a private board

◯ This board can be accessed by all project members

Enabled
Enabled ▾

Add new board   Cancel

3. Add a *Name* for the board (note: the name can't be more than 50 characters in length)

4. Add a *Description* (optional)

5. Choose the board access level (keeping the board private is recommended)

   Note: all boards default to 'This is a private board' (only the creator of the board can view). End users do have the option to select 'This board can be accessed by all project members'.

   However, 'project' is the Smint.io definition, meaning all end users in that group will be able to view the board. For example, if the user is part of the Pearson India user group/project, users within Pearson India Higher Education and Pearson India Schools will all see the shared board. This functionality is under review with the potential option for end users to select specific colleagues to view the board, not all project members.

6. The board defaults to an *Enabled* status. This means the board will be visible in the end user's list of boards. Changing the status to *Disabled* will archive the board (hiding the board from list view)

Note: to view a full list of boards (enabled and disabled), move the Include disabled slider to the On position. ⬤— Include disabled

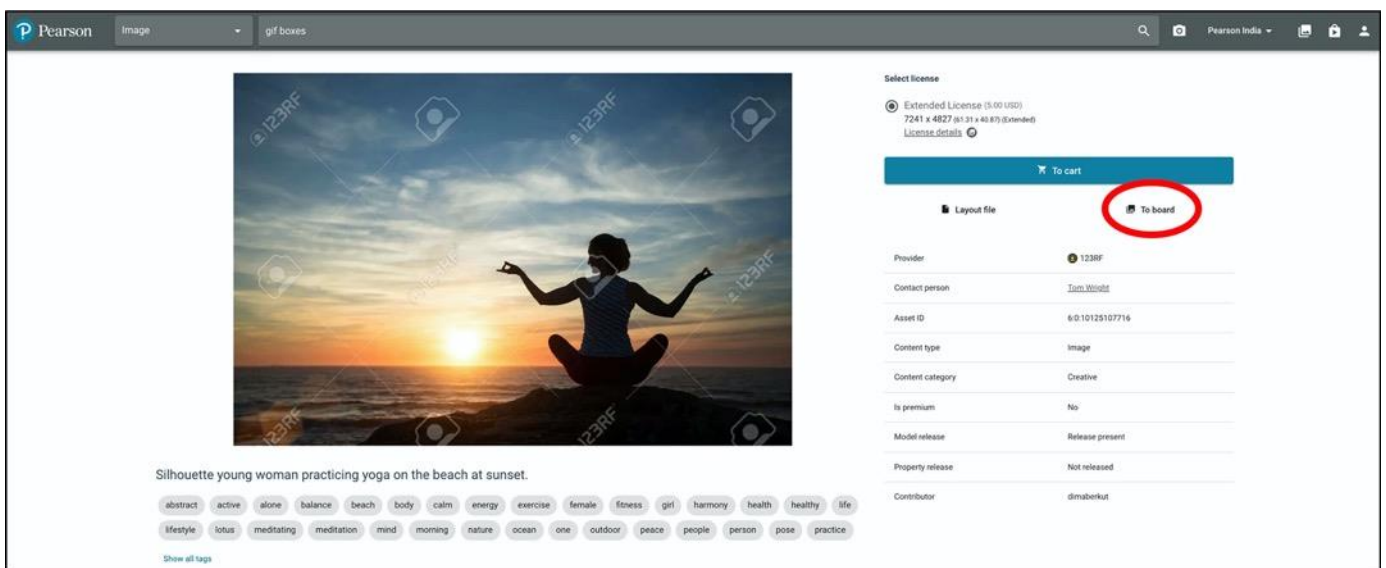7. Click the *Add new board* button to create the board   **Add new board**

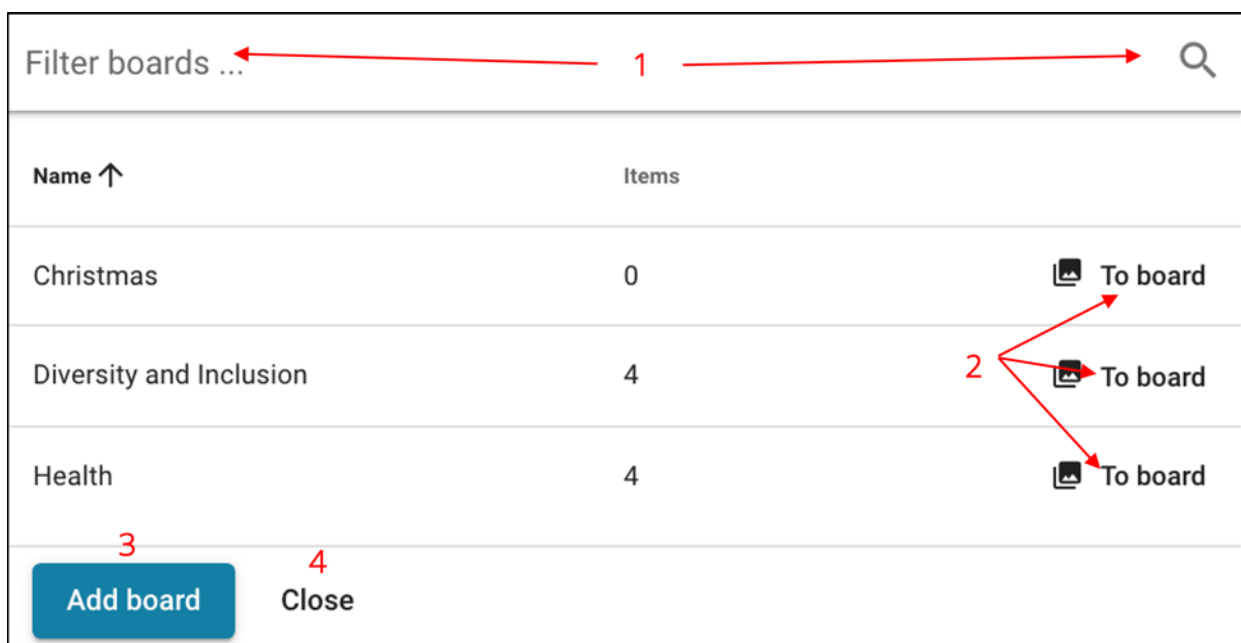8. Refresh the screen to view the new board in the list of boards

Adding Assets to a Board

To add an asset to a board:

1. Open the asset to be added to a board by clicking on the thumbnail to reveal the *Asset Detail* preview, then click *To board* (circled red)

2. A dialogue box opens listing all existing boards

Here, the end user can:

    a. Type the name of a specific board in *Filter boards...* and click the *magnifying glass icon* to return a specific board (1 in the screenshot above)
    b. Select a specific board from the list displayed by clicking *To board* (2)
    c. Create a new board by clicking the *Add board* button (3)
    d. Close to restart the process (4)

Note: if the asset has already been added to the selected board, a message will appear notifying the board creator.

3. Select one of the options from step 2 to add the asset to a board. A notification message appears at the bottom of the screen confirming *Asset added to board*

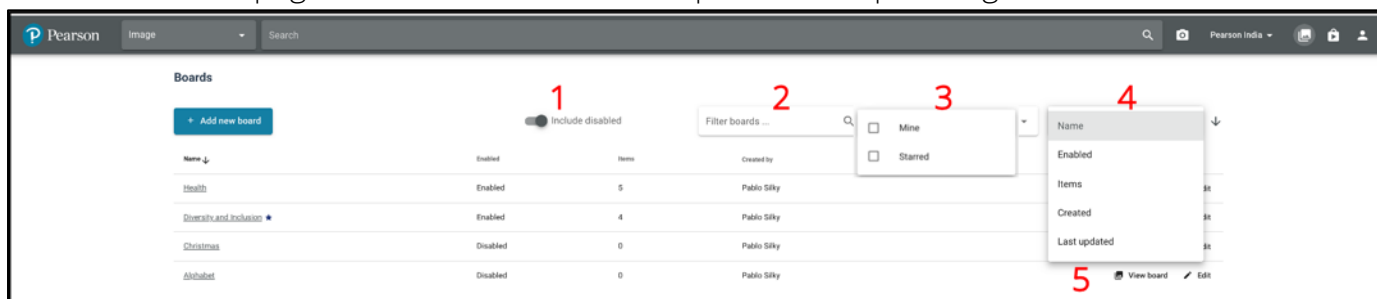4. Click *Show* to go to the board, or click the *Boards* icon in the menu bar
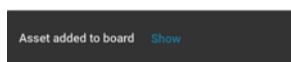
Managing Boards

End users can manage *Boards* on *ALP* by clicking the *All boards* button from the *ALP* homepage, or by clicking on the *Boards* icon in the menu bar (both options are circled red below).
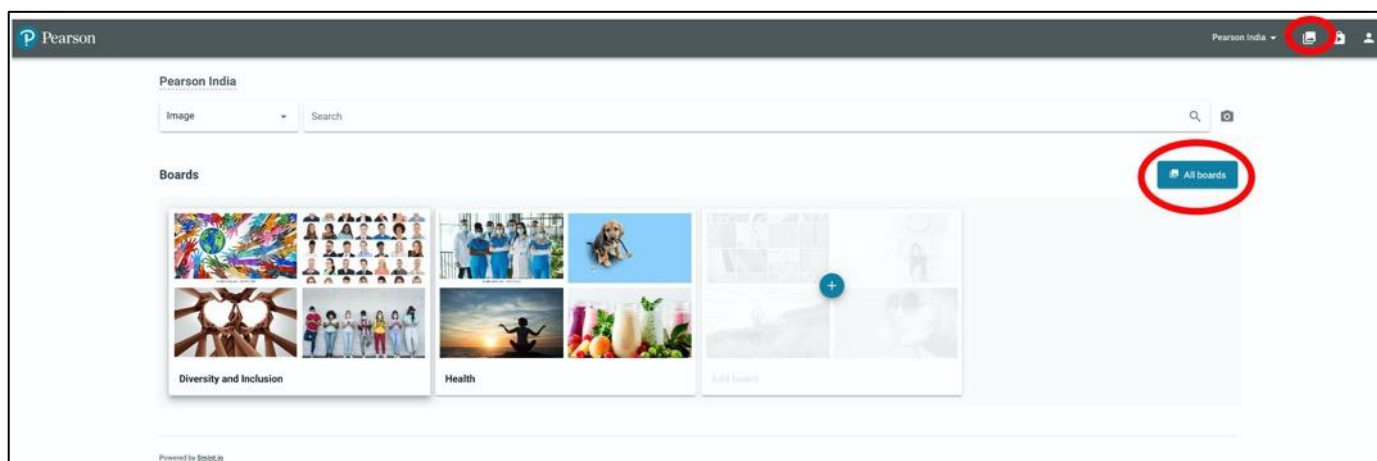

From the *Boards* page, end users have several options to help manage their boards:

- Display *enabled* (live) and hide *disabled* (archived) boards (1 in the screenshot above)
- *Filter boards* by searching for the name (2)
- Choose to only view *Starred* boards (3)
- Change the *sort order* of the list of boards by *Name, Enabled, Items* (number of assets in a board), *Created* or *Last updated,* using the arrow icon for ascending and descending (4)
- View/edit specific boards by clicking the links associated with each board (5)

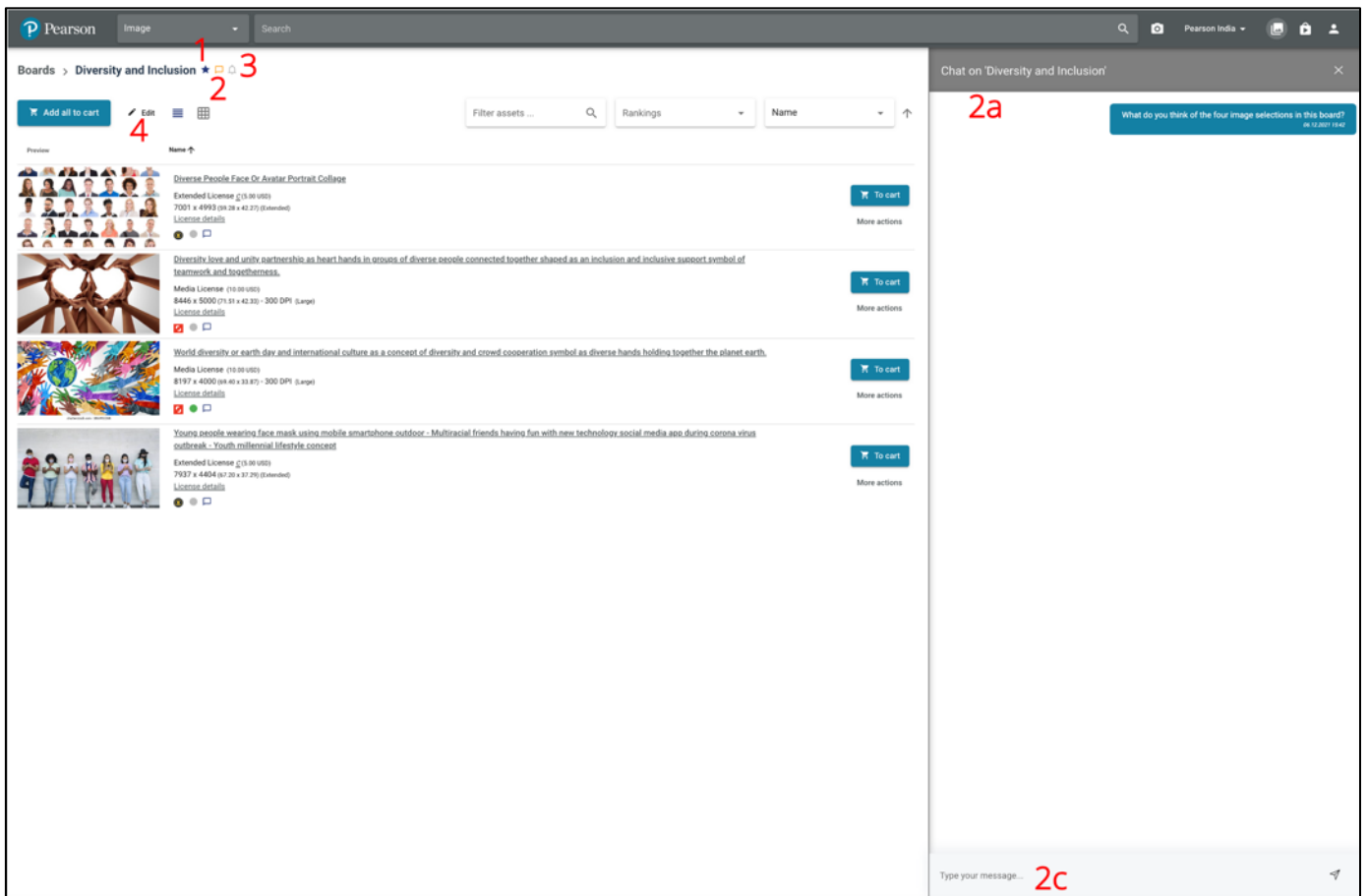Within a specific board, end users can additionally:

- *Add all to cart* or individually per asset (1/1a in the screenshot below)
- Edit and delete boards (2 in the screenshot below)
- Change the display view to gallery from list, and vice versa (3)
- *Filter assets…* within the board by entering a keyword/ID in the free text box (4)
- Filter by *Rankings,* e.g., only view assets tagged 'Green' (5)
- Change the sort order of assets by Name, Added, Ranking, Number of messages (6)
- Comment, move, copy, or delete assets from boards via *More actions* (7)
- Rank assets within a board using color tags and icons to assist workflow, or add a comment (8)
- View asset *License details* by clicking on the link (9)
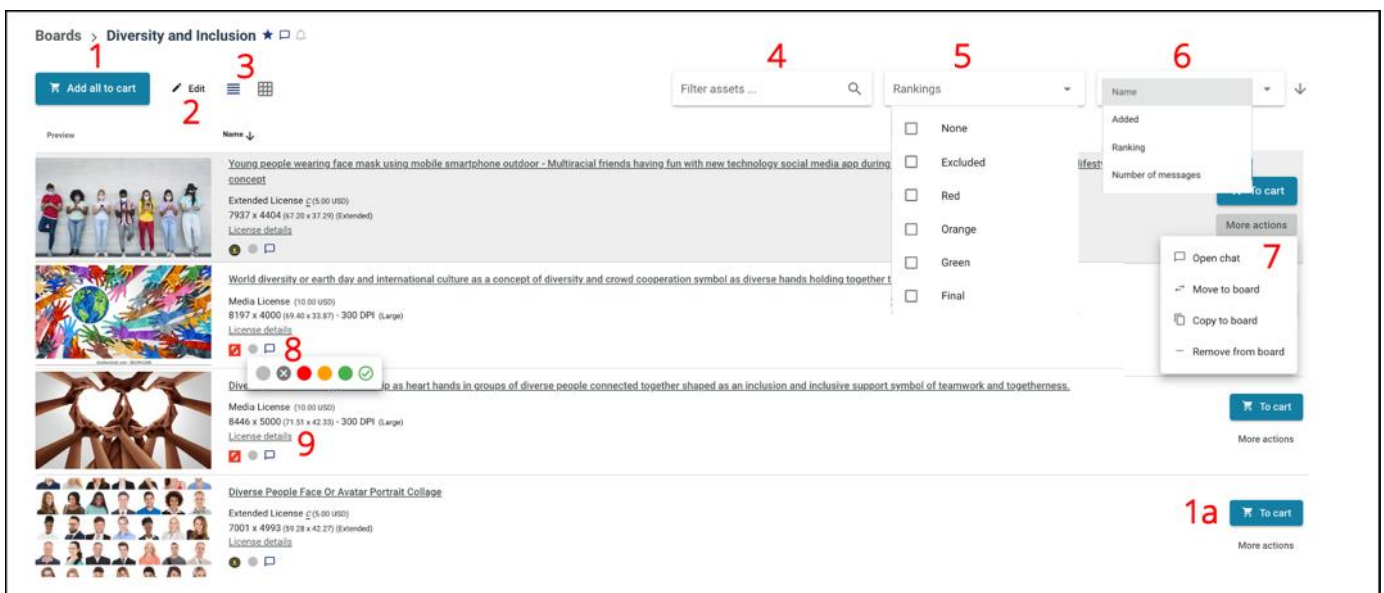
Starred, Open Chat and Notification Functionality

Within a specific board, end users can also mark a board as *Starred (*see 1 in the screenshot below), add comments to a board by clicking *Open chat* (2, 2a, 2b, 2c), or view *Notifications* (3).

Note: boards can be filtered by starred boards (see bottom of page 4). For notifications, end users can choose to 'Always receive chat message notifications for this board' by selecting 🔔 or 'Ignore chat message notifications for this board' by selecting 🔕 or 'The system decides when to send chat message notifications to you for this board' by selecting the empty bell icon. 🔔

Editing a Specific Board

End users can edit/update the board they are in by clicking the *Edit icon (*4 in the screenshot above).

This opens the *Edit board/Board* details window (see the screenshot on *page 7*) where the end user can make changes to:

- Name (1)
- Description (2)
- Board privacy (3)
- Tag the board as enabled (live) or disabled (archived) (4)
- Update board (5)
- Cancel the changes (6)
- Delete board (7)

Edit board

Board details

Name
Diversity and Inclusion 1

* Required   23 / 50

Description
2

⦿ This is a private board
○ This board can be accessed by all project members 3

Enabled
Enabled 4

[Update board]   Cancel   🗑 Delete board
                     6   7
5

For further questions about boards, please contact assetlibrarysupport@pearson.com, or view the FAQ PDF at https://assetmanagement.pearson.com/dam.html.