

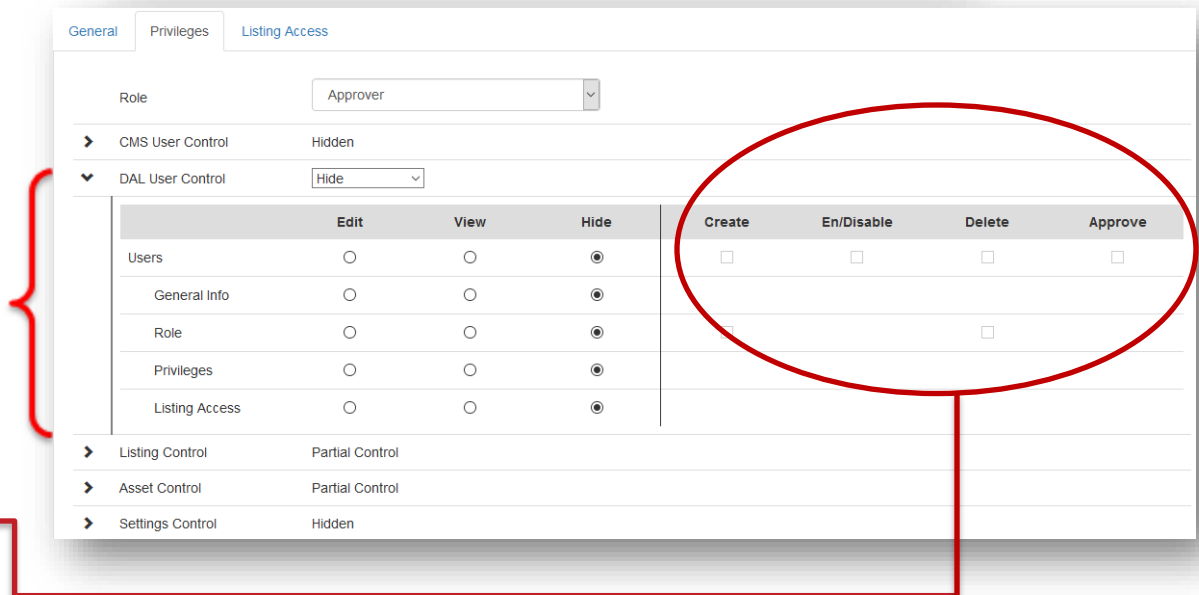
NOTE: → Some functions may not be available to all users depending on permissions granted.

→ Some of the colors and background may be different, subject to the client preferences.

You are able to control each DAL user by clicking on the User tab and then select the user that you wish to manage.



Once you select the user you can control
If the user can **view**, **Edit** or even **not see** the option in the DAL by clicking the radio button next to the option.

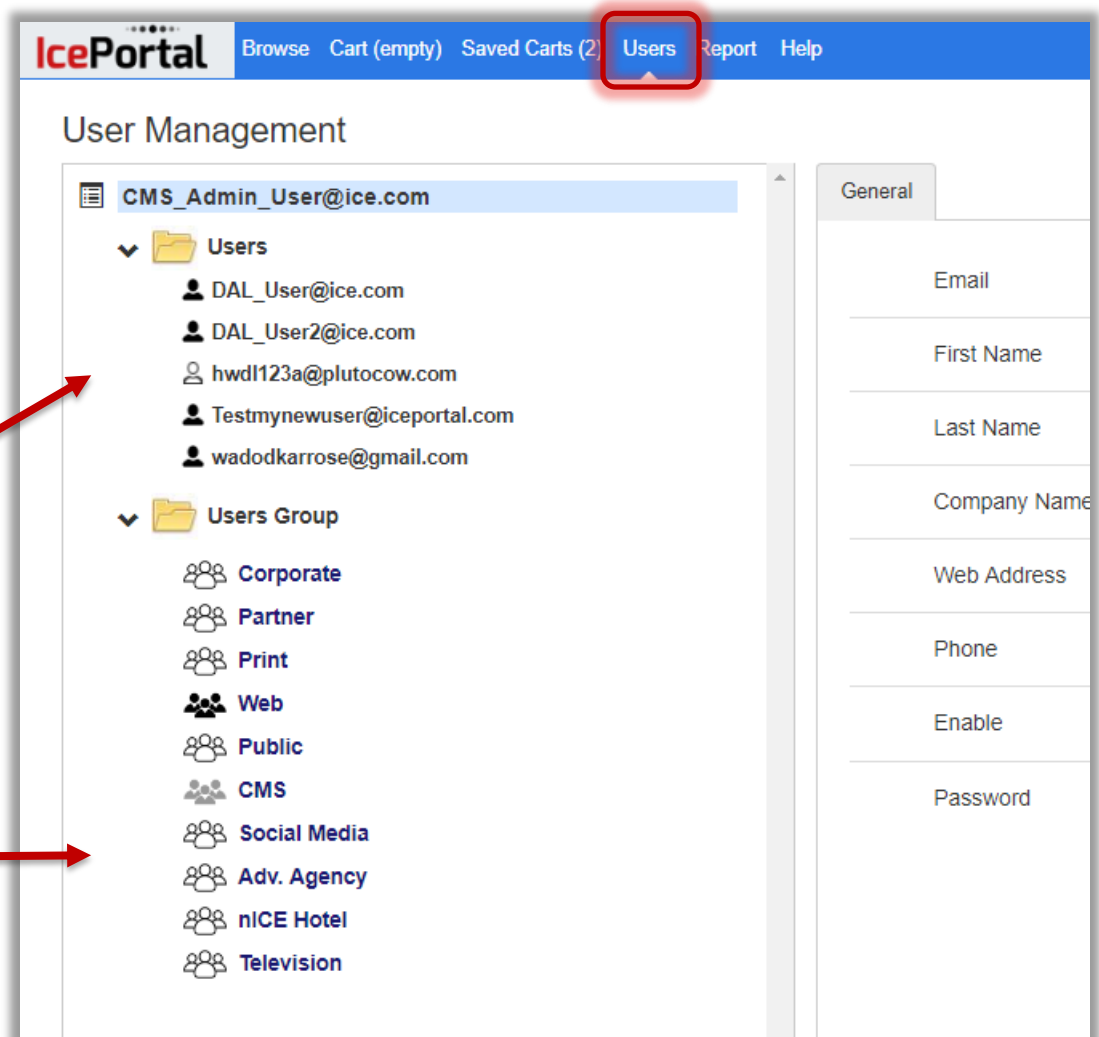


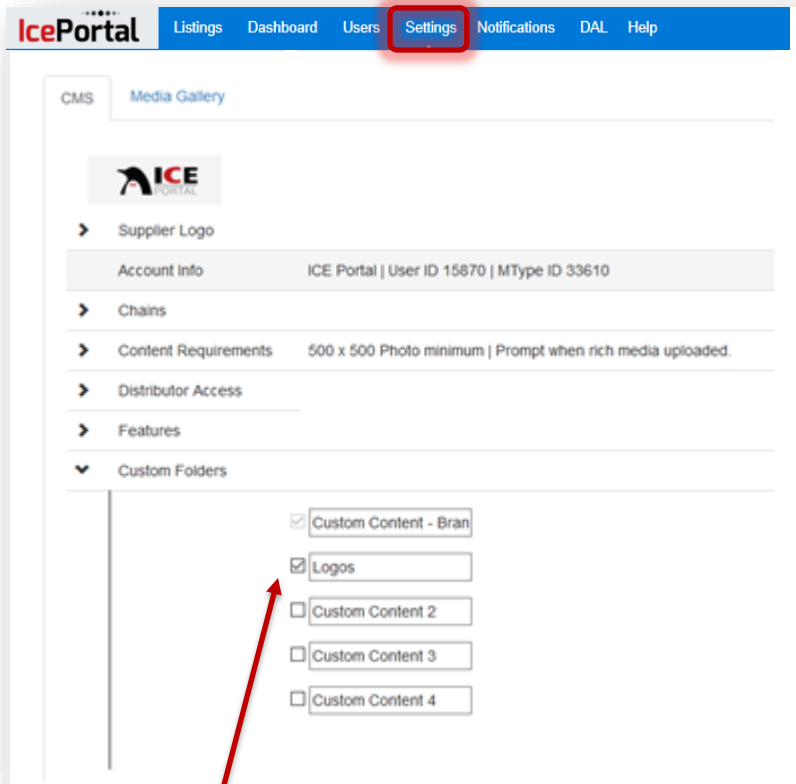
You can also select if the user can create, EN/Disable, Delete, or Approve in the DAL.

For DAL – Administer(Admin) Users can assign and control other DAL users in the **Users** tab located in the top toolbar once you login to the DAL.

Just select a user and make your adjustments and/or selection on the right of the screen. The changes are saved automatically.

Admin Users can create and assign users to specific **User Groups** in the Users tab in the DAL





Once you check the box next to one of the five folders, they become live and then can be named.

- Setup up to Five custom folders
- Store (menus, media files, print ads)
- Share folder only with specific group





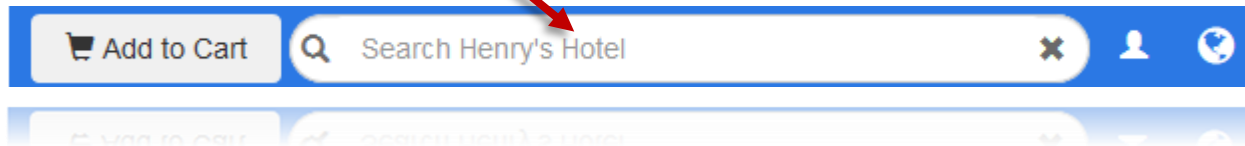
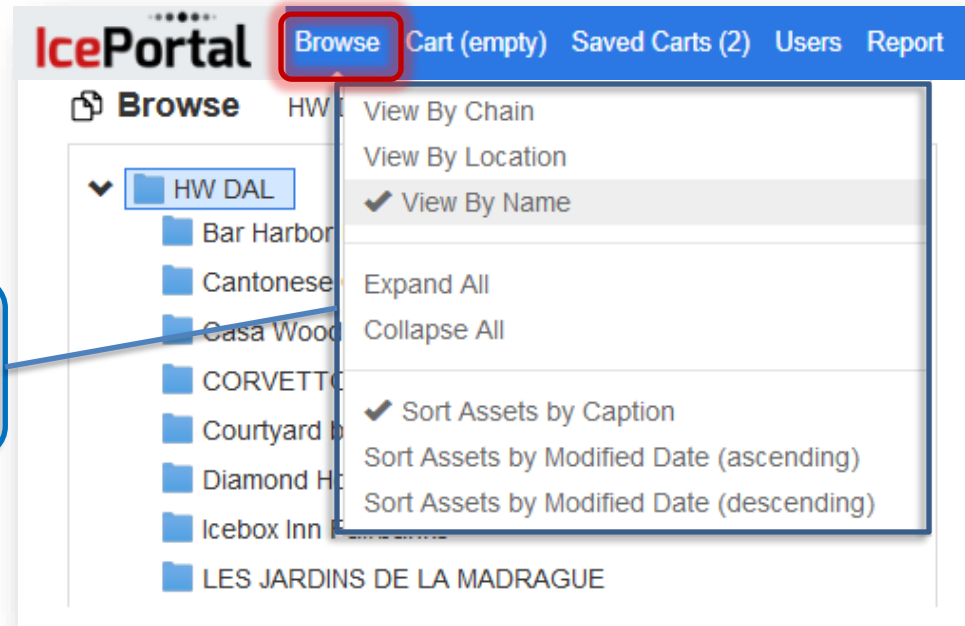
When you click on the DAL tab it will take the user to the login screen. This login screen can be customized with an image that can be uploaded from the **Settings** tab in the main screen

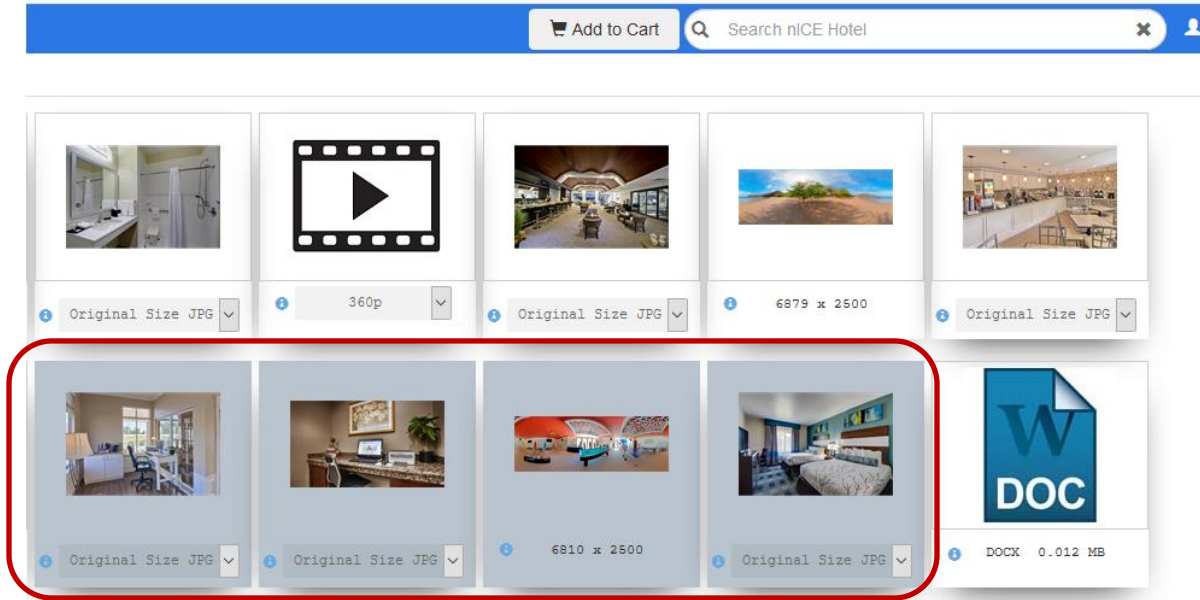
To access the DAL, you will need to enter your username & password. You can always reach out to your approver or to our [@support](#) for help with your username & password.

DAL user have the option to browse their content and this is done by clicking the **Browse** tab located on the top of screen from the DAL main screen.

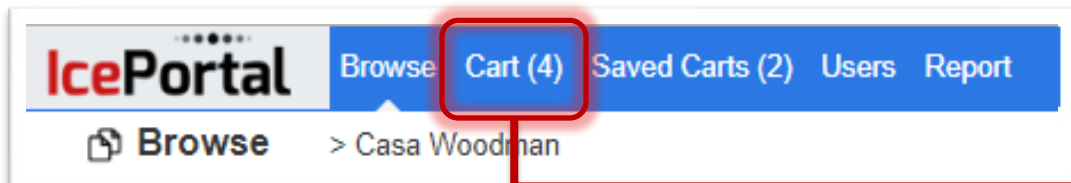
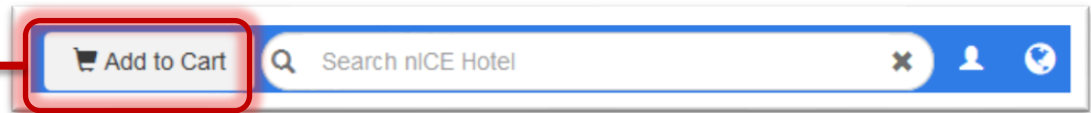
This will display the option the user has to view their content

DAL also provide you the option to search for an image if you know the name of the file. This option is found on the top right of your screen

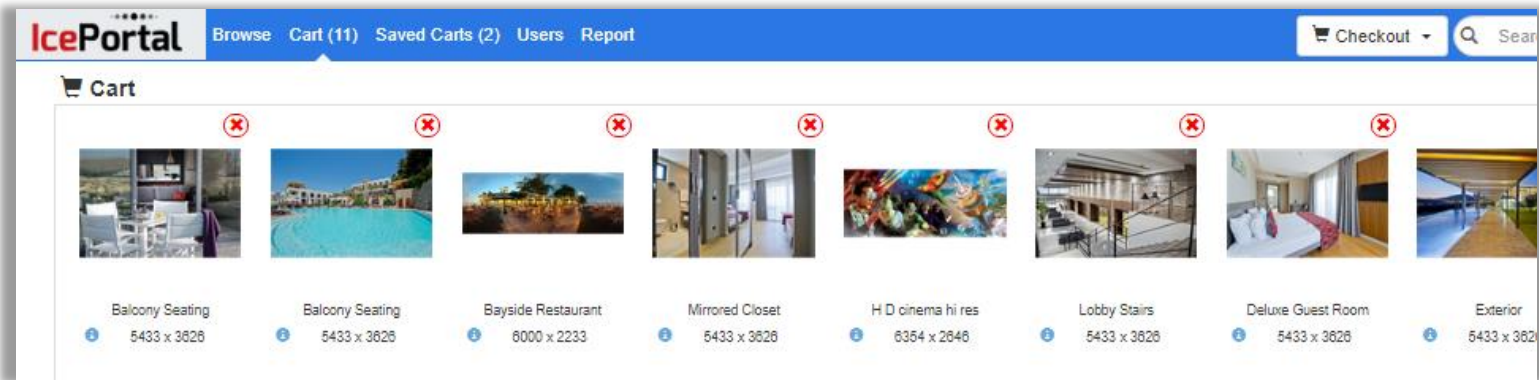




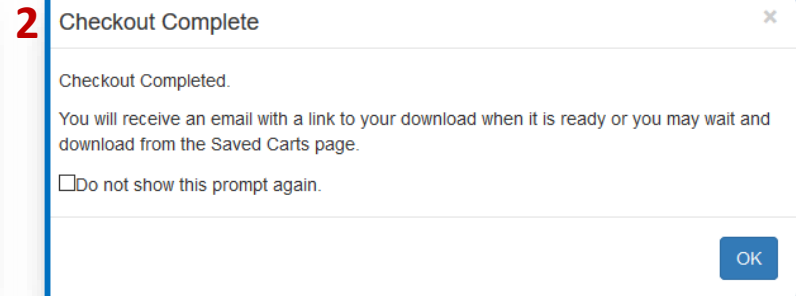
Once you selected you click the Add to cart button located on the top right of your screen.



The added content will then be appear in your cart. Your cart total will be displayed in your tool bar.

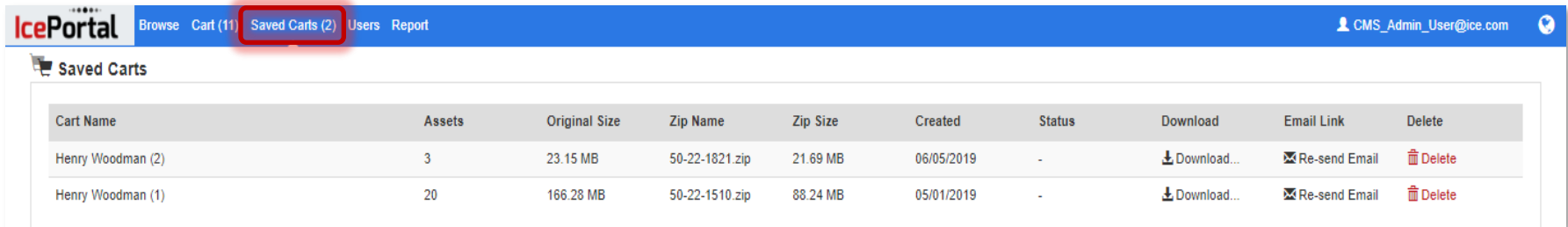


Once you click, review and are ready to check out, you will click the Checkout button located top right of your screen. Two pop ups will appear, one with summary of items in your cart (1), which you can rename and the other pop up with confirmation that the checkout was completed (2).



DAL users have the control of resend content carts, doing a direct download of the content or deleting past carts.

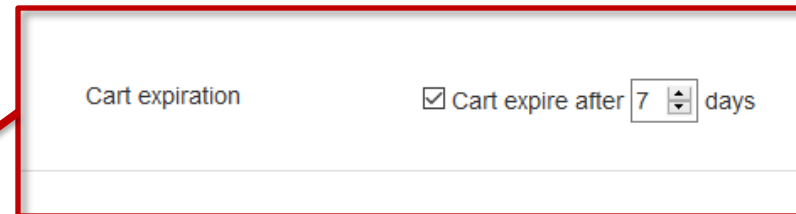
All you have to do to view past Content carts is to click on the Saved Carts located in the top of the DAL screen.



Cart Name	Assets	Original Size	Zip Name	Zip Size	Created	Status	Download	Email Link	Delete
Henry Woodman (2)	3	23.15 MB	50-22-1821.zip	21.69 MB	06/05/2019	-	Download...	Re-send Email	Delete
Henry Woodman (1)	20	166.28 MB	50-22-1510.zip	88.24 MB	05/01/2019	-	Download...	Re-send Email	Delete

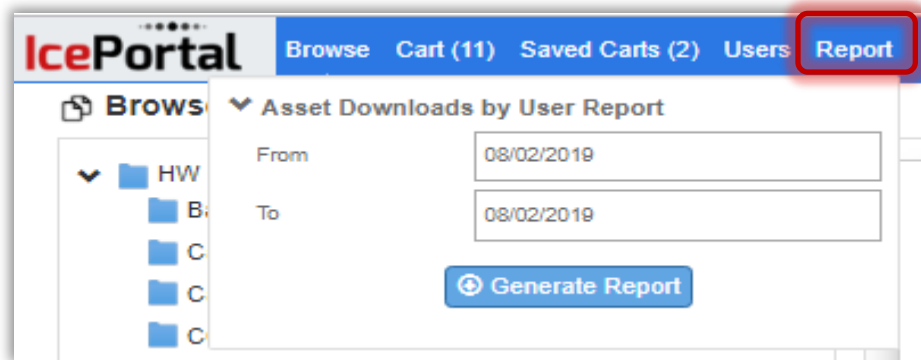
All of your past cart will be saved until the expiration date that is set.

You do have the option to change how long the past carts are saved by going into the DAL Setting tab.

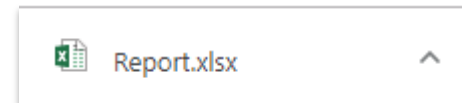


Cart expiration Cart expire after 7 days

DAL users can also download reports. These reports show which user downloaded which assets. It allows for great inventory tracking and you can choose the date range as well dating back to the day you first accessed the DAL.



Once downloaded a pop up similar to this one will pop up on the bottom of the screen.





P: +1(954)893-6778



F: +1(954)893-6779



W: <http://web.ICEportal.com/Support>



E: Support@ICEportal.com



A: 3595 Sheridan St.,
Suite # 200
Hollywood, FL 33021