



HCL Digital Experience

HDX-BU-100

Digital Asset Management Lab

HCLSoftware U

Creating a new generation of experts

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Introduction

This hands-on lab gets you started on the HCL Digital Experience (DX) platform and its Digital Asset Management (DAM) capabilities. You will experience how quick and easy it is to work with digital assets in DX today.

In this DX back-office user lab, you play the role of a Marketing Rep, Sara, with the fictitious Woodburn Studio company.



Sara Botello, Marketing Rep, based in Madrid (Spain)

You will need to promote HCL Digital Experience with several digital assets in a central place, available to use anywhere in your company. Therefore, you will use the HCL Digital Experience Digital Asset Management to create a new asset collection, manage its access, upload several assets, update them and learn to find yours for the future reuse.

Prerequisites

1. Completion of [HDX-INTRO](#) course, including the optional labs
2. Have a running DX instance, ideally on CF229 or newer. You may use the DX Solution Modules in HCL SoFy (<https://hclsofy.com/catalog/dx-solution-modules>).
3. Access to download the Lab Resources:
In the same place where you have found this lab, you will find corresponding resources which you may download and unzip in your Desktop. This helps you to run the lab more easily, and you may later replace them by your own ones.

You will be using the following user IDs and passwords:

Purpose	User	Password
SoFy Login	Your official email id	Your password
DX Login	sbotello	HCL-Dem0
DX Login	wpsadmin	wpsadmin

Lab Overview

In this lab, you will explore the Digital Asset Management for different use cases of the Woodburn Studio site, such as uploading an asset collection and manage assets to promoting the Digital Experience platform. These assets may be used for DX managed experiences and also in any other application in your company. There are two parts in this lab, shortly introduced now.

Part 1: Create a new DAM Collection and restrict access

As, Sara, a Marketing Rep, you need to promote DX and will first create a new Digital Asset Management collection for the digital assets to use for that promotion. You will manage its access to allow anyone to have access to it and only authenticated users to edit.

The screenshot shows the 'Digital assets' collection page. The main area displays a folder icon with a red 'X' and the text 'No assets uploaded'. A red box highlights the 'Upload' button. The right sidebar shows the 'Access control' panel with the following settings:

- Enable anonymous access to this collection:** ☒
- Administrator:** Sara Botello
- Editor:** all authenticated portal users
- User:** anonymous portal user

Part 2: Upload, update, use and search Digital Assets

Then you upload a few digital assets, learn how to update, use, search and view them easily.

The screenshot shows a list of digital assets. The table below represents the data shown in the interface:

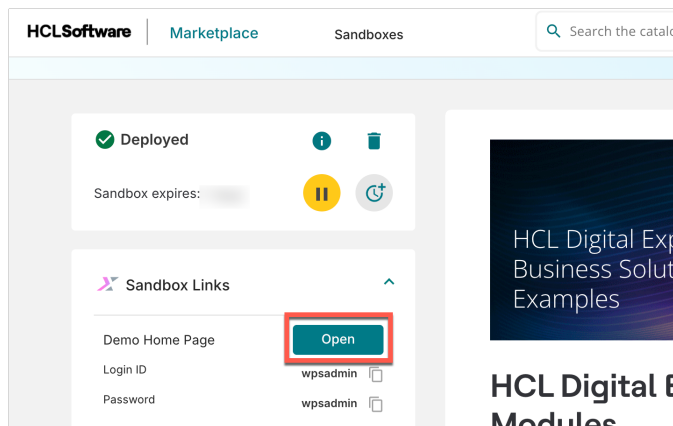
Name	C...	Description	File ...	Type	Last modifie...	Created by
DX Promotions 6 Assets	6	A collection to store content for promoti...		Coll...	9/1/2025 2:49 PM	cn=Sara Botello
DX Banner.png			1.6 ...	ima...	9/1/2025 3:55 PM	cn=Sara Botello
HCL DX Digital Experience Transf			19.6...	vide...	9/1/2025 3:37 PM	cn=Sara Botello
HCL DX Brochure.pdf			1.3 ...	appli...	9/1/2025 3:37 PM	cn=Sara Botello
DX.png			1.3 ...	ima...	9/1/2025 3:37 PM	cn=Sara Botello
DX Multi-Channel Delivery.jpg			202 ...	ima...	9/1/2025 3:37 PM	cn=Sara Botello
DX Promotion.docx			15.4...	appli...	9/1/2025 3:37 PM	cn=Sara Botello

At the bottom, it shows 'Show rows: 30' and '1-7 of 7'.

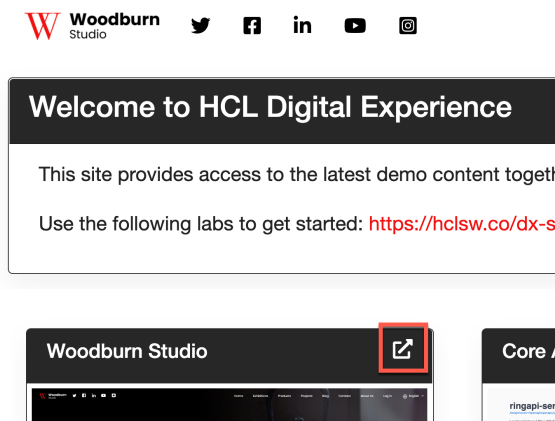
Part 1: Create a new DAM Collection and restrict access

You will first create a new Digital Asset Management collection for the digital assets that you will use to promote DX. You will manage its access to allow anyone to have access to it and only authenticated users to edit.

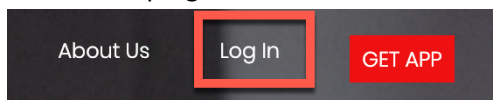
1. Access the **Demo Home Page** link of your HCL DX deployment in the Solution Console the DX Solution Demo or HCL Digital Experience tab, using **Open Link**:



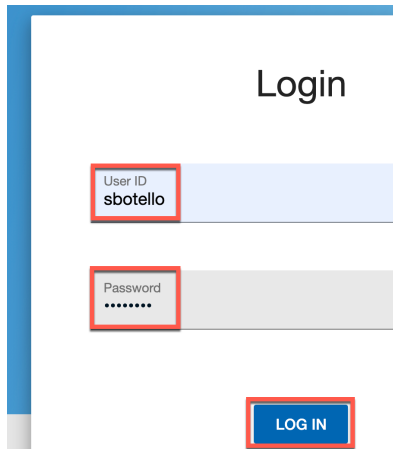
2. This brings you to the Demo Home Page where you can access the Woodburn Studio site:



3. If you have a different deployment, use the Home Page of that directly. With the DX Solution Modules, you may use Sara (Marketing Rep) again to work on the digital assets. Click on **Log in** on the top right:

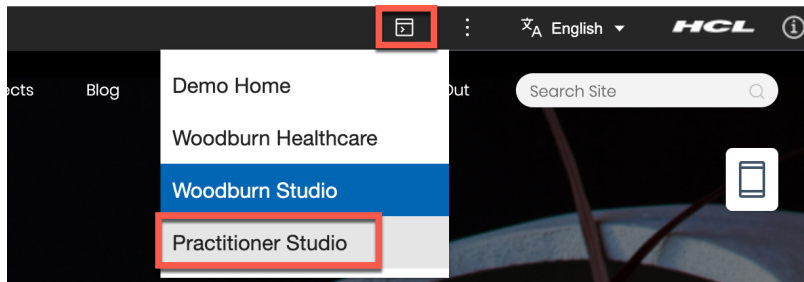


4. Use the below credentials of Sara Botello and click on **Login**:
User ID: sbotello (or your admin account, e.g. wpsadmin)
Password: HCL-Dem0 (or of your admin account, e.g. wpsadmin)

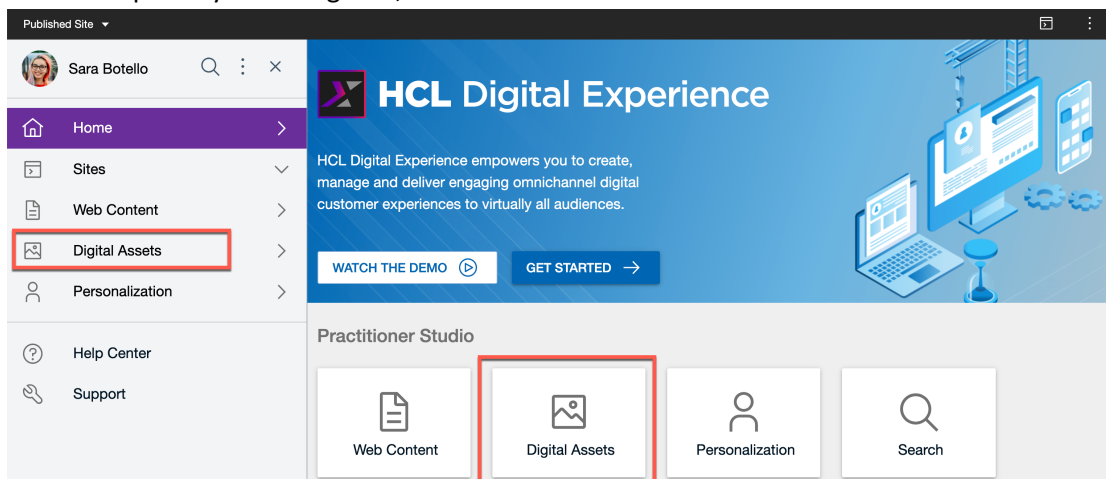


A screenshot of the login page. The title "Login" is centered at the top. Below it, there are two input fields: "User ID" with the text "sbotello" and "Password" with masked characters "*****". Both fields are highlighted with red boxes. Below the password field is a blue button labeled "LOG IN", also highlighted with a red box.

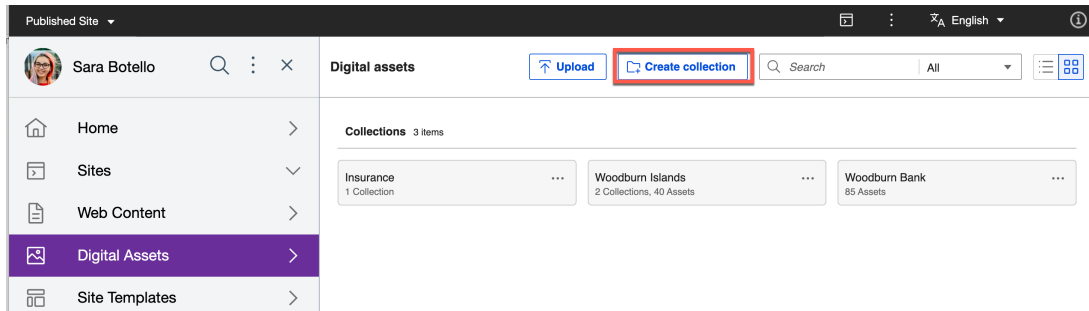
5. After login you will land on the Woodburn Studio home page as shown below. All screenshots are created for Sara. Click on the **Site Menu** icon and then **Practitioner Studio**:



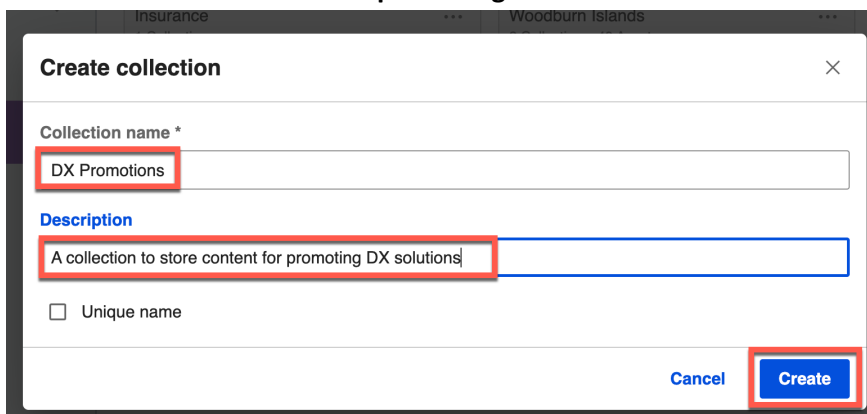
6. Sara has access to some of the Practitioner Studio tools. Now access the Digital Assets. You have multiple ways of doing that, as shown.



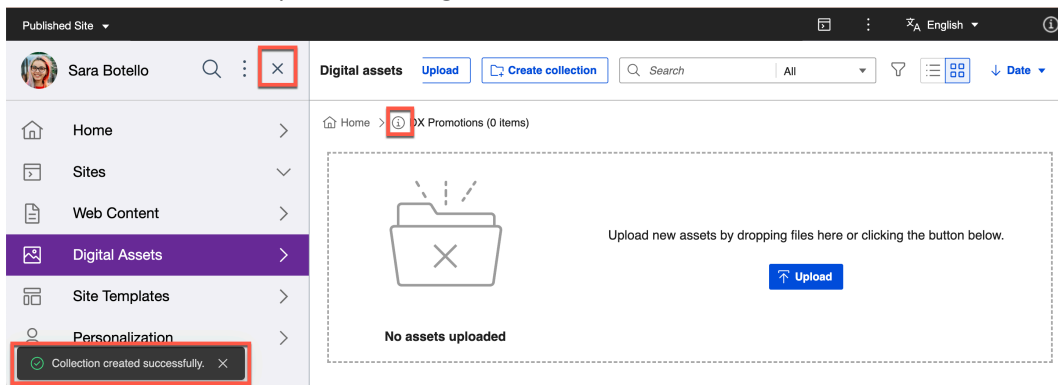
7. Now you will create a collection to store your digital assets. Click **Create Collection**.



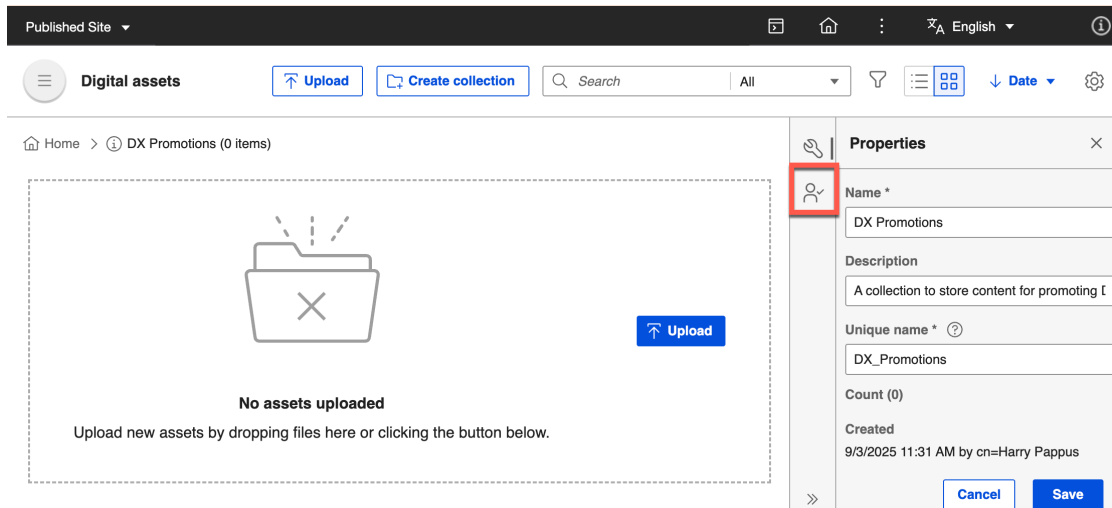
8. Enter the Collection Name **DX Promotions** and optionally enter the Description, e.g. **A collection to store content for promoting DX solutions**. Then click **Create Collection**.



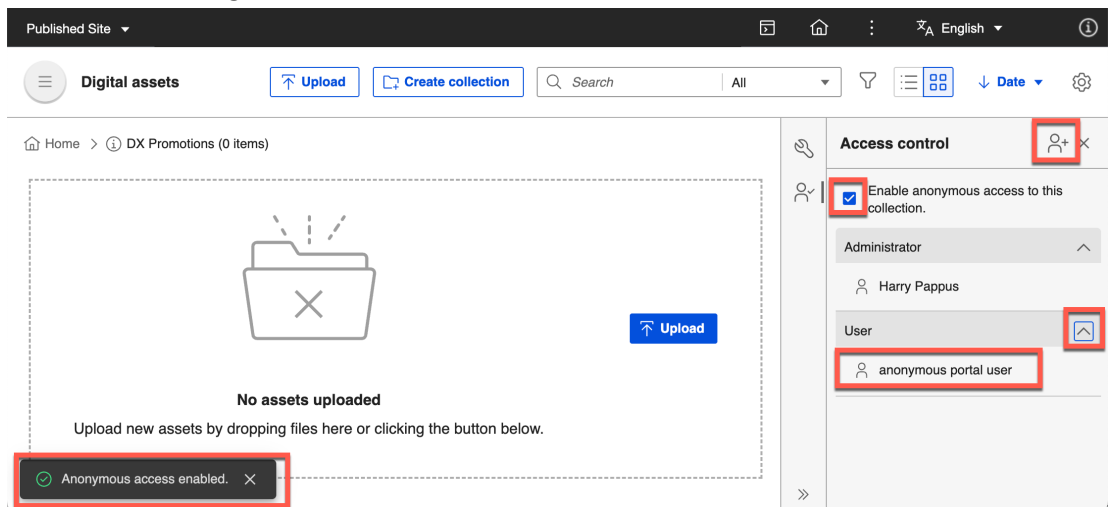
9. Check the success message at the left bottom, which you may close then. Then set the access. For this, go to its properties. Click the **View properties** icon. You may also close the sidebar to have more space to manage the assets.



10. And click the **Access Control** icon.



11. First you want to give anonymous users access to all the assets you will add here. Check the box **Enable anonymous access to this collection**. You will get a notification that the permission is set, as shown. Open the User section and notice the anonymous portal user has been added. You can also manage access for additional administrators and users. Now give access to all authenticated users to edit the collection. Click on the **Grant access to users** icon in the right corner:



12. Under **Access rights**, select **Editor**.

The 'Grant access' dialog box is shown. Under the 'Access rights' section, the 'Editor' option is selected in the dropdown menu. Below this, there are radio buttons for 'All authenticated DX users' and 'Select users and groups'. The 'Select users and groups' option is currently selected. There are also sections for 'User attributes' and 'Group attributes', each with a dropdown menu and a search field. At the bottom, there are 'Cancel' and 'Grant access' buttons.

13. Then select **All authenticated DX Users** and click on **Add users and groups**. Notice you can also select individual users and groups, e.g. for an external digital agency to contribute.

The 'Grant access' dialog box is shown again. This time, the 'All authenticated DX users' radio button is selected. The 'Grant access' button at the bottom right is highlighted with a red box.

14. You briefly get a success message at the bottom. Then expand the **Editor (1)** option to view the editor access added for all authenticated portal users.

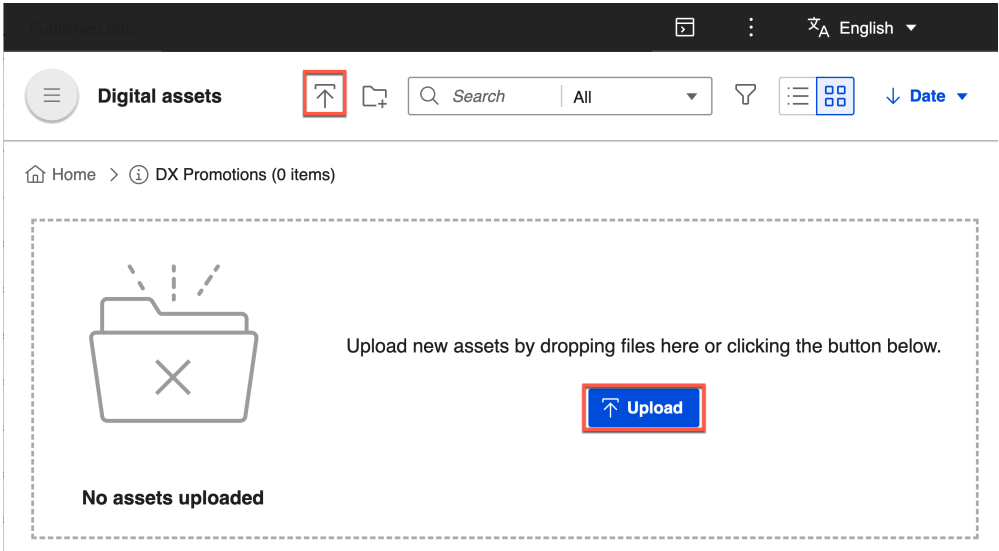
The screenshot shows the Digital Asset Management interface. At the top, there's a 'Published Site' dropdown and navigation icons. Below that, a 'Digital assets' section with 'Upload' and 'Create collection' buttons. A search bar and filter options are also present. The main area shows a collection named 'DX Promotions (0 items)' with a 'No assets uploaded' message and an 'Upload' button. A success message at the bottom states 'Permission set for the collection.' On the right, the 'Access control' panel is expanded, showing a list of users. The 'Editor' role is selected, and the 'all authenticated portal users' group is highlighted with a red box.

You have now successfully created a new collections in the Digital Asset Management and provided view access to anonymous users and editor access to all authenticated users !

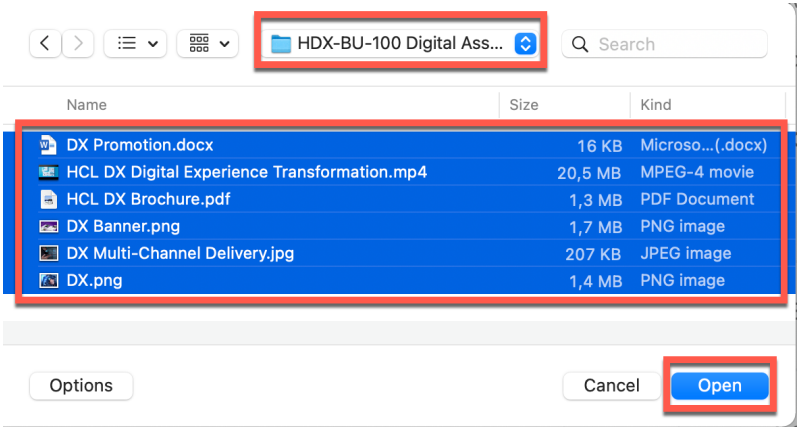
Part 2: Upload, update, use and search Digital Assets

Now you have created your access-controlled collection, you will add a few digital assets, learn how to update, use and search them easily.

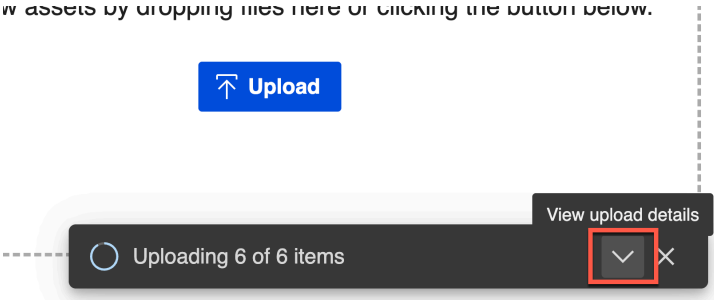
1. There are several ways to add assets. You can drag & drop your files directly here or click on any of the **Upload** options.



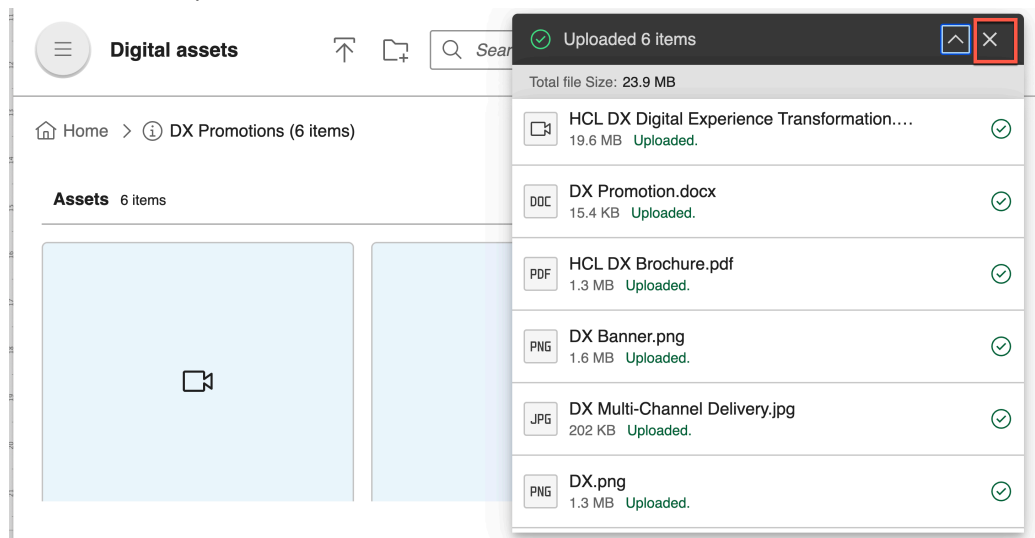
2. Browse to the Lab Resources folder on your Desktop, to the path **HDX-BU-100 Digital Asset Management Resources** and select all the files in that folder. Then click **Open**.



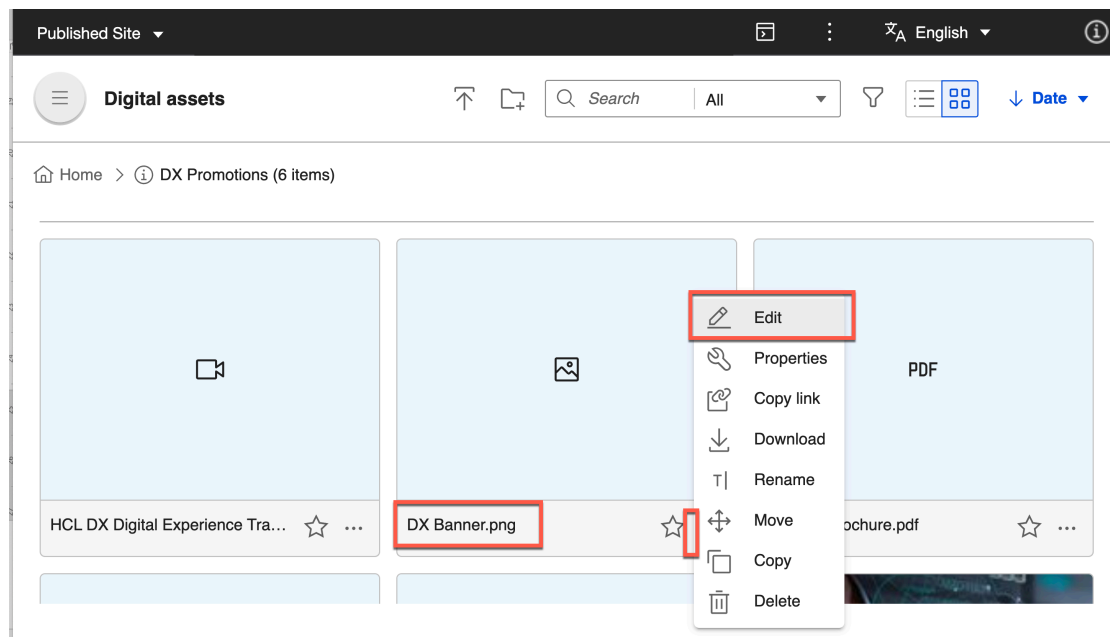
3. Click on **View upload details** icon on the uploaded items status bar to get the information about the status of the uploaded assets and their sizes.



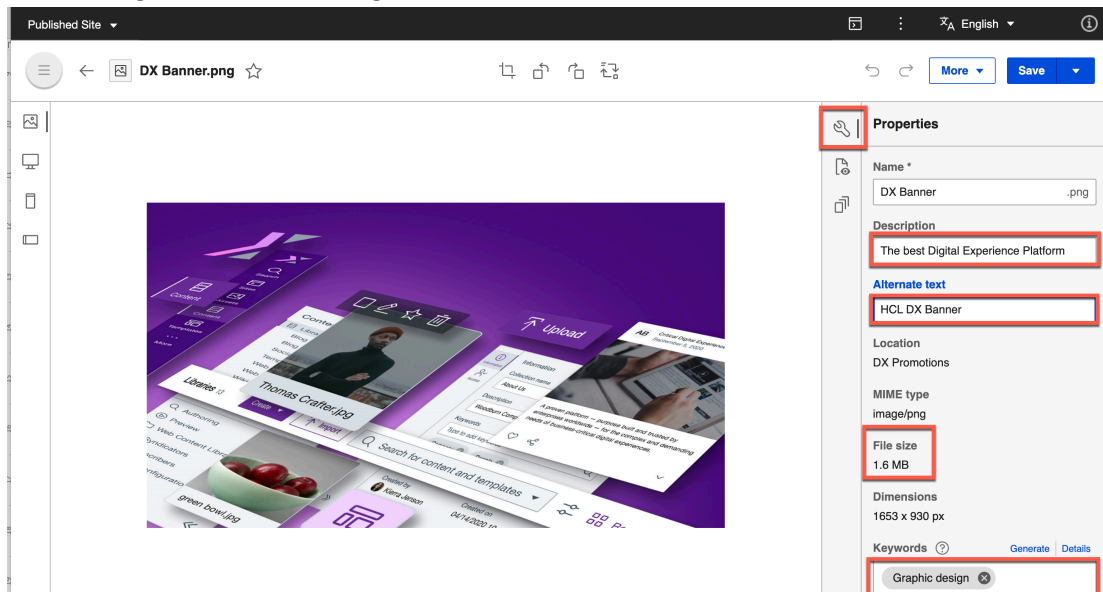
4. Your assets are successfully uploaded to your DAM collection. You can view the details of the resources uploaded and click **X** to close these details.



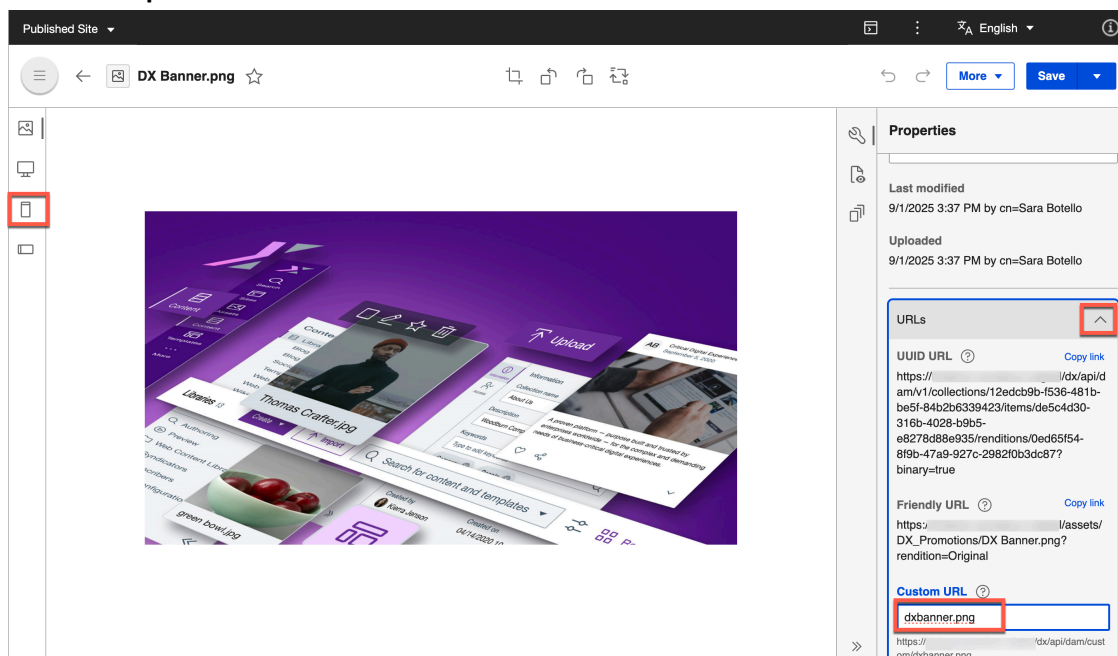
5. Now you will update the DX Banner image. Find the **DX Banner.png** file, open its menu and click **Edit**.



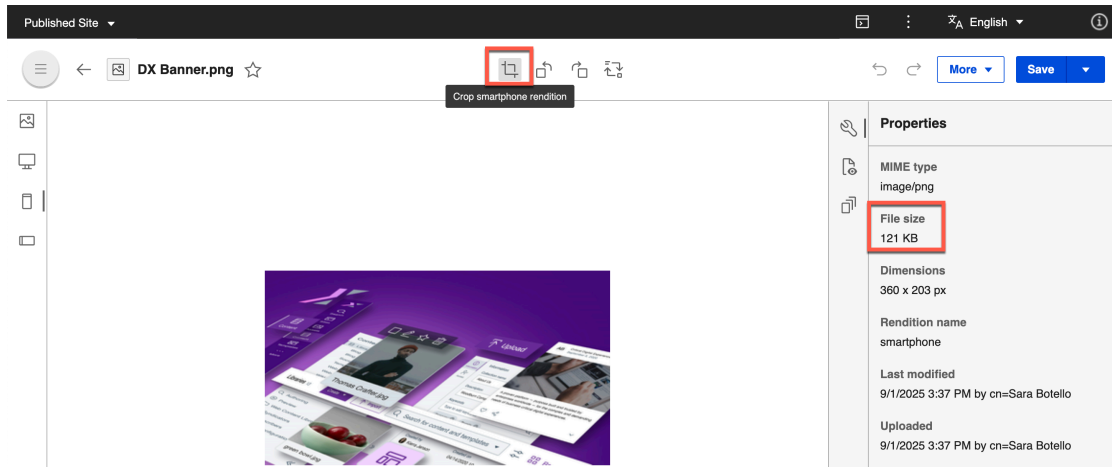
6. Click the **Properties** icon and enter additional meta-data to more easily find and reuse it later on. Add a title, description, and alternate text, and optionally add some keywords keyword (and review automatically generated ones, if this is configured), e.g. as shown and see the original size of the image.



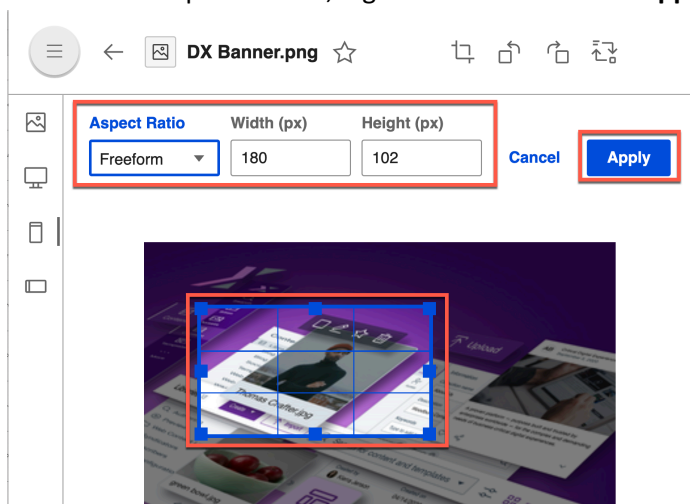
7. Then expand the URL, notice the UUID and friendly URLs and add a custom URL **dxbanner.png** (giving you something like <https://dx.sbx0000.play.hclsofy.com/dx/api/dam/custom/dxbanner.png>). On the left you can see the different renditions for Desktop, Smartphone and Tablet that are generated automatically. Now you will have a look at the Smartphone edition that you will modify. Click **View smartphone rendition**.



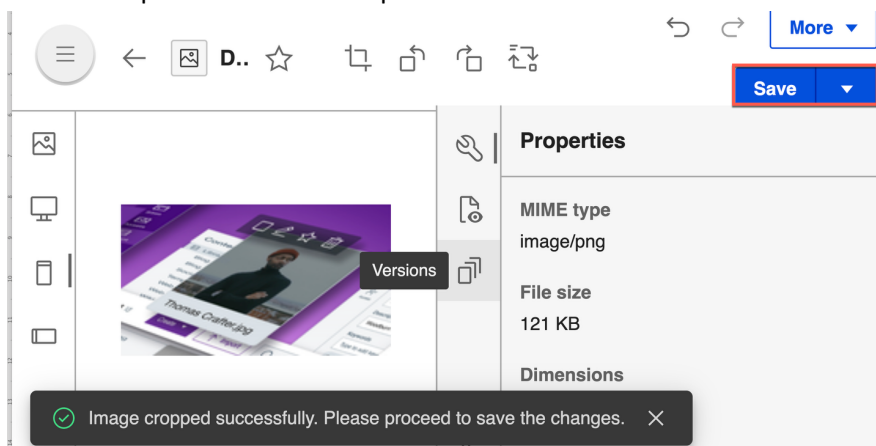
8. Here you see the image size is reduced. It is now 121KB (instead of the 1,6MB of the original). Notice you have several ways to edit. You can crop, rotate and replace it with a different image. Click the **Crop smartphone rendition** icon.



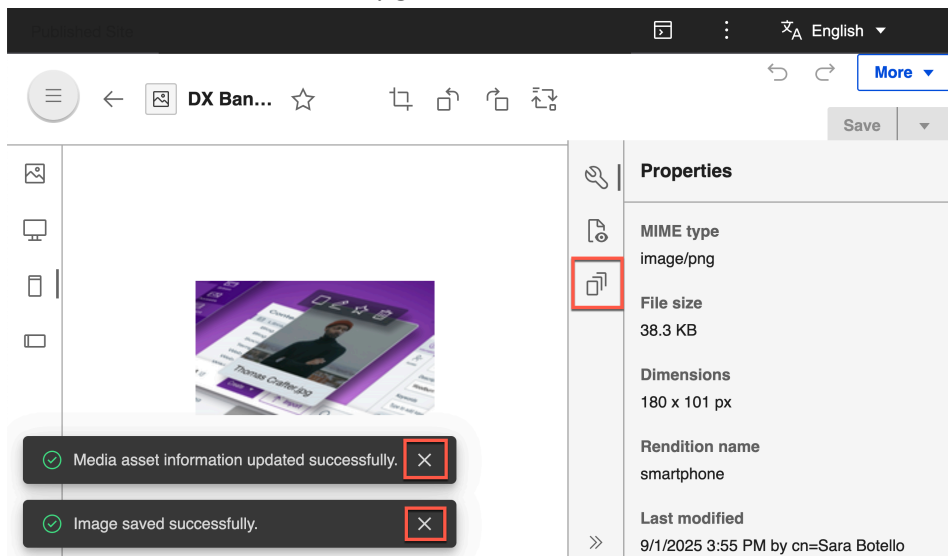
9. Notice you can select the aspect ratio, width and height manually. Now drag & drop the selection to a specific zone, e.g. as shown. Then click **Apply**.



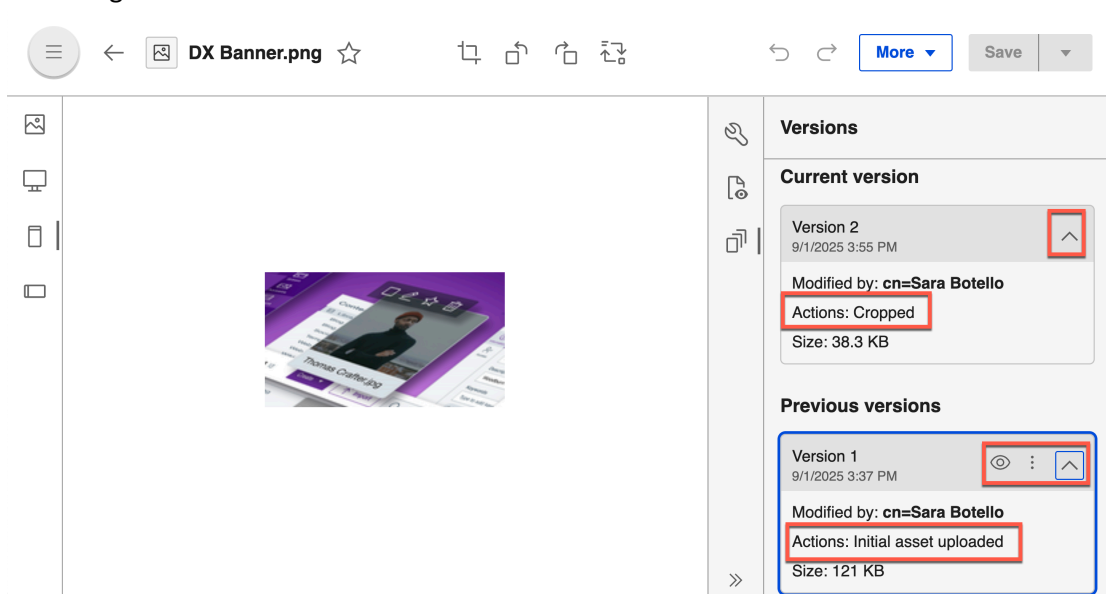
10. Your Smartphone rendition is updated. Now save it. Click **Save**.



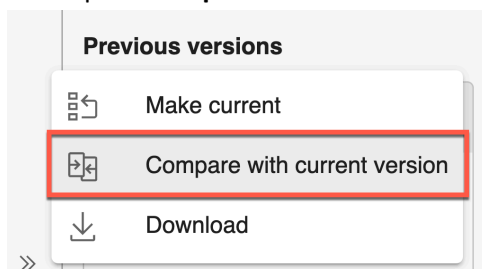
11. Notice the updated rendition has a different file size now. Close the notifications and then have a look at the automatically generated versions. Click the **Versions** icon



12. Open the details of each version. You see that action information is added automatically indicating who did what and when. You can also view the older versions.



13. Now open the **Open more menu** and select **Compare with current version**.




14. Notice you can download each version and make an older version current. Now close it.

Version comparison (Source)



DX Banner.png v2(current)
cn=Sara Botello(9/1/2025 3:55 PM)

[Download](#)




100%

Meta details

Resolution	180 * 101 px
Size	38.3 KB
Actions	Cropped

Modified by

DX Banner.png v1
cn: [Download](#) 53 [Set as current](#)



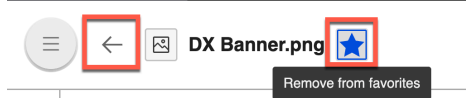
100%

Meta details

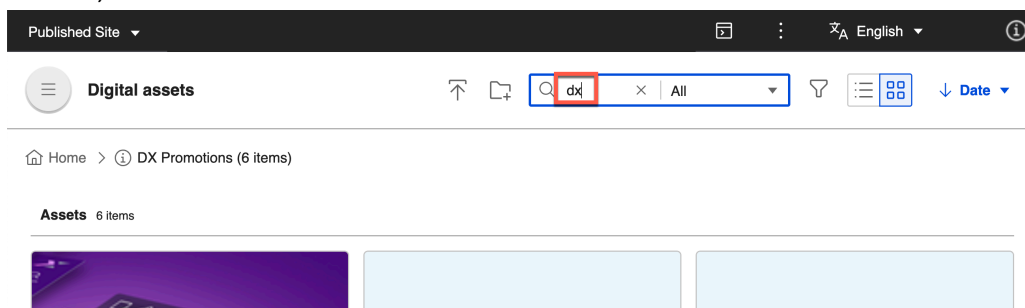
Resolution	360 * 203 px
Size	121 KB
Actions	Initial asset uploaded

Modified by

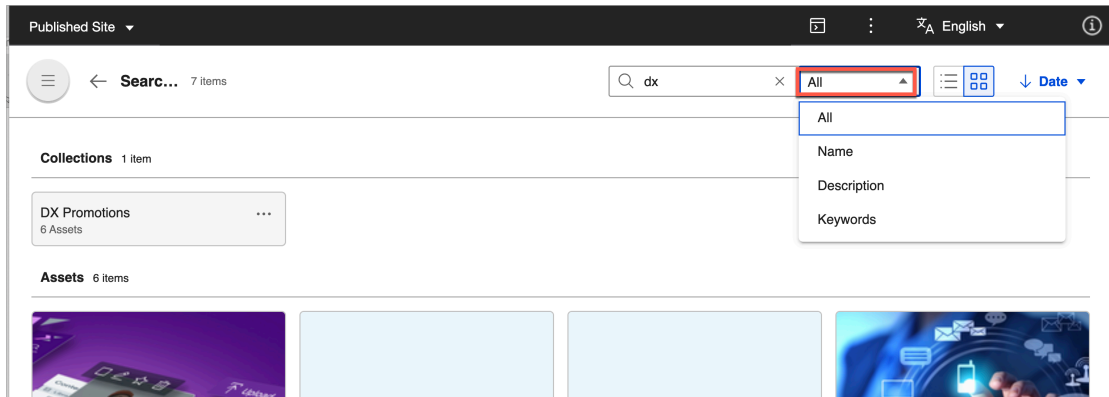
15. Now make this digital asset a favourite asset, again helping you to find it back more easily. Click on ☆ and then go back.



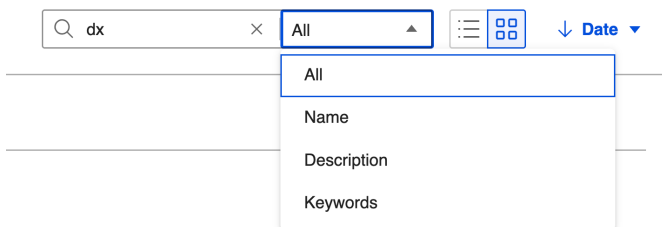
16. Now have a look at all the different ways to find your digital assets easily. First do a search on "dx", as shown. Enter "dx" and then hit enter.



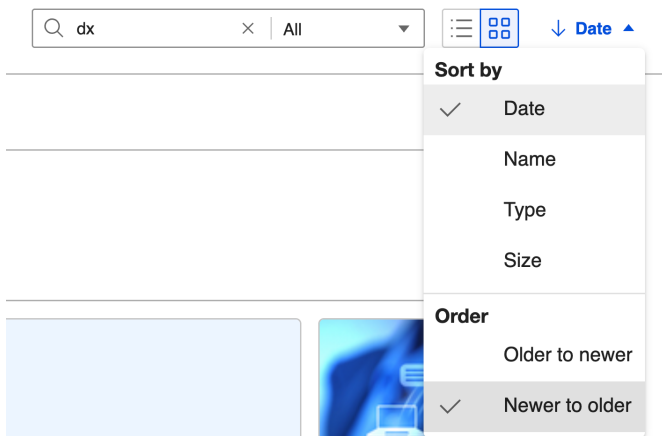
17. This shows you all collections and media assets with dx anywhere. You can use the filter to refine this. Click on **All**.



18. Here you see the search filter options.



19. Now have a look at the view options. You can show the default grid or change it to list and apply different sorting options.



20. And change the view to the list view. Click the **List view** icon.

Published Site

🔍 dx








All

📄

📁

📅

↓ Date

Name	C...	Description	File ...	Type	Last modifie...	Created by
 DX Promotions 6 Assets	6	A collection to store content for promoti...		Coll...	9/1/2025 2:49 PM	cn=Sara Botello
 DX Banner.png			1.6 ...	ima...	9/1/2025 3:55 PM	cn=Sara Botello
 HCL DX Digital Experience Transf...			19.6...	vide...	9/1/2025 3:37 PM	cn=Sara Botello
 HCL DX Brochure.pdf			1.3 ...	appli...	9/1/2025 3:37 PM	cn=Sara Botello
 DX.png			1.3 ...	ima...	9/1/2025 3:37 PM	cn=Sara Botello
 DX Multi-Channel Delivery.jpg			202 ...	ima...	9/1/2025 3:37 PM	cn=Sara Botello
 DX Promotion.docx			15.4...	appli...	9/1/2025 3:37 PM	cn=Sara Botello

Show rows: 30

1-7 of 7

Page: 0 of 1

Congratulations! You have now learnt how to upload and update assets in a DAM collection.

Conclusion

Using this lab tutorial, you created a new DAM Collection, restricted user access on the collection, uploaded and updated assets to it. You have learned it is easy for business users to contribute, control and update any assets. With all the meta-data, search and filter options, it is easy to find the right asset back later on, even with many thousands of assets.

You may use the Help Center with common tasks on the Digital Asset Management to discover more capabilities: https://help.hcl-software.com/digital-experience/9.5/latest/manage_content/digital_assets/usage/.

Resources

Refer to the following resources to learn more:

HCL Digital Experience Home - <https://hclsw.co/dx>

HCL Digital Experience on HCL SoFy - <https://hclsofy.com/>

HCL Digital Experience Marketplace on HCL SoFy - <https://hclsofy.com/dx>

HCL Software - <https://hclsw.co/software>

HCL Product Support - <https://hclsw.co/product-support>

HCL DX Product Documentation - <https://hclsw.co/dx-product-documentation>

HCL DX Support Q&A Forum - <https://hclsw.co/dx-support-forum>

HCL DX Video Playlist on YouTube - <https://hclsw.co/dx-video-playlist>

HCL DX Product Ideas - <https://hclsw.co/dx-ideas>

HCL DX Did You Know? Videos - <https://hclsw.co/dx-dyk-videos>

HCL DX GitHub - <https://hclsw.co/dx-github>

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