Brandfolder
by smartsheet

Manage Content & Assess Workflow

Resources and Documents
Click the icon to explore more

Knowledge Base

Helpful articles on Brandfolder features and capabilities that are searchable by topic. This is available in the Support dropdown of your Brandfolder.

Implementation Toolkit

A portal with resources to assist in building and launching your Brandfolder. Here you'll find everything from guided trainings to launch resources!

Structure Discovery Worksheet

A document outlining best practices and examples of how to use the organizational elements in Brandfolder. Intended for team use to assist in outlining your Brandfolder build.

Important Terminology

Advanced Filters

Enable point-and-click discovery of assets, all based on your unique taxonomy.

Approvals

A feature that allows Admins to have final say on all content uploads by requiring approval for assets uploaded by collaborators or guests.

Automations

Allow users to define simple taxonomy templates that are applied to assets based on some criteria. Users can define a trigger that will result in a series of custom actions

Availability

- The ability to set a publish and/or expiration date for assets.

Bulk Management

- Allows admins to easily manage tags, custom fields, labels, and share links in one place.

Important Terminology (cont.)

[Comments & Annotations](#)	A feature available to Admin & Collaborators. Allows them to create and review comments within an asset to collaborate with other editable users.
[CSV Metasheets](#)	Metasheets allow for an editable user to make changes to a selected group of assets in bulk by updating and adding tags, custom fields, asset names, and descriptions.
[Duplicate Detection](#)	Pixel by pixel comparison of all assets in Brandfolder that will only pick up true duplicates (those with identical resolution, file type & file size).
[Merge](#)	Combine 2 or more files into one asset container.
[Sharing Assets](#)	Create a share link to share one or multiple assets with public or private settings.
[Versioning](#)	Versioning workflow enables your users to check out assets when they are being worked on, update those attachments, and track an asset's different versions. This feature helps maintain consistency of assets.

Have additional questions or need help?
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