

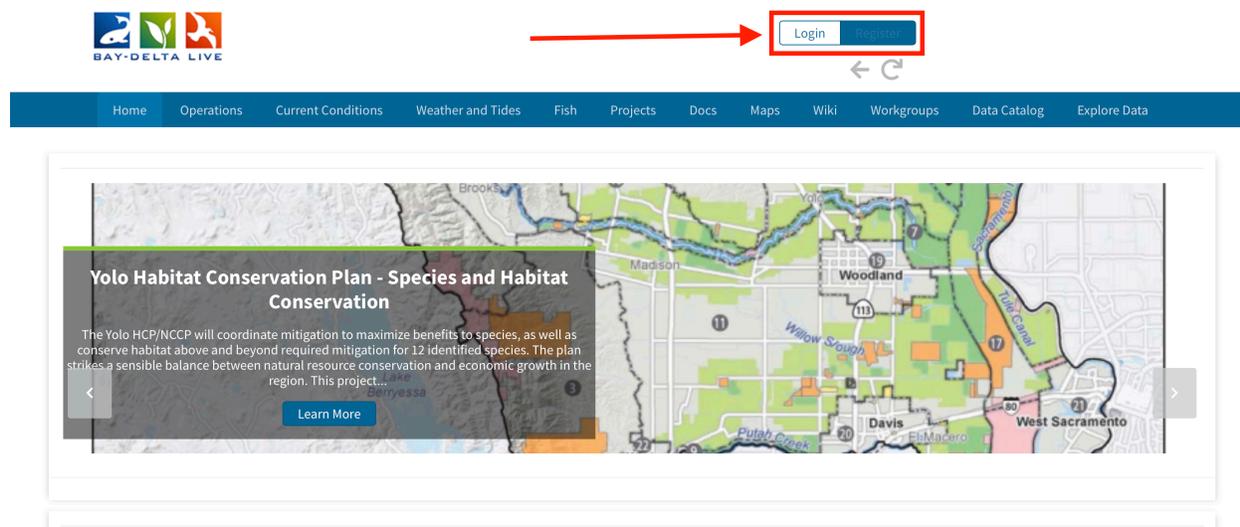


How to Manage Assets Publicly & Privately

Welcome to the How to Manage Assets Publicly and Privately tutorial.

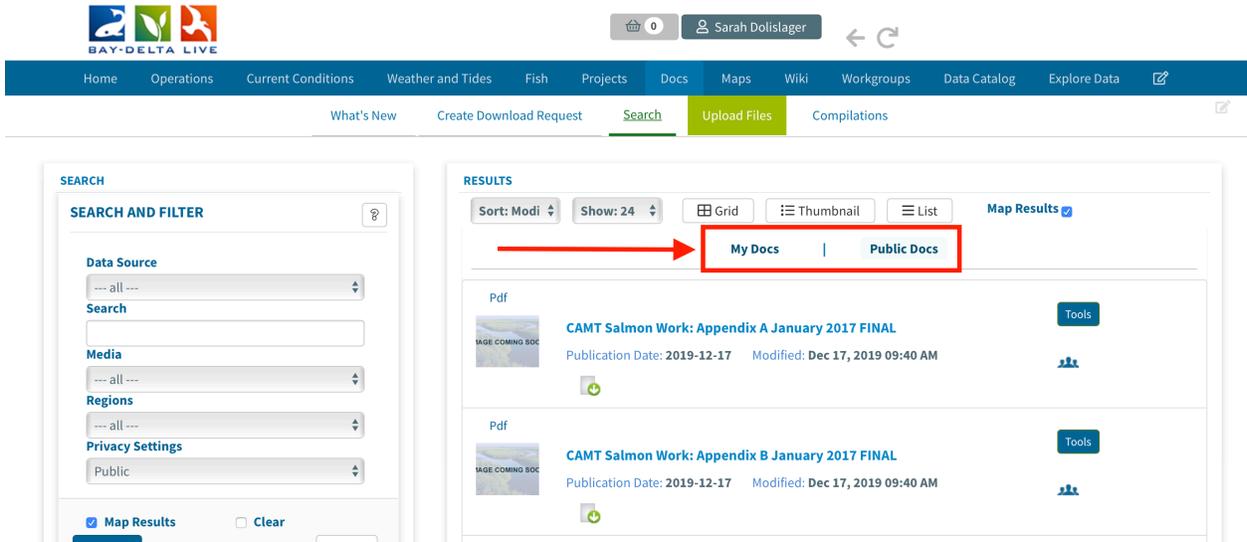
In this tutorial, you will learn how to manage the privacy settings of assets on Bay-Delta Live and collaborate with colleagues.

First, log in to your Bay-Delta Live account by using the “Login” button at the top of the screen.

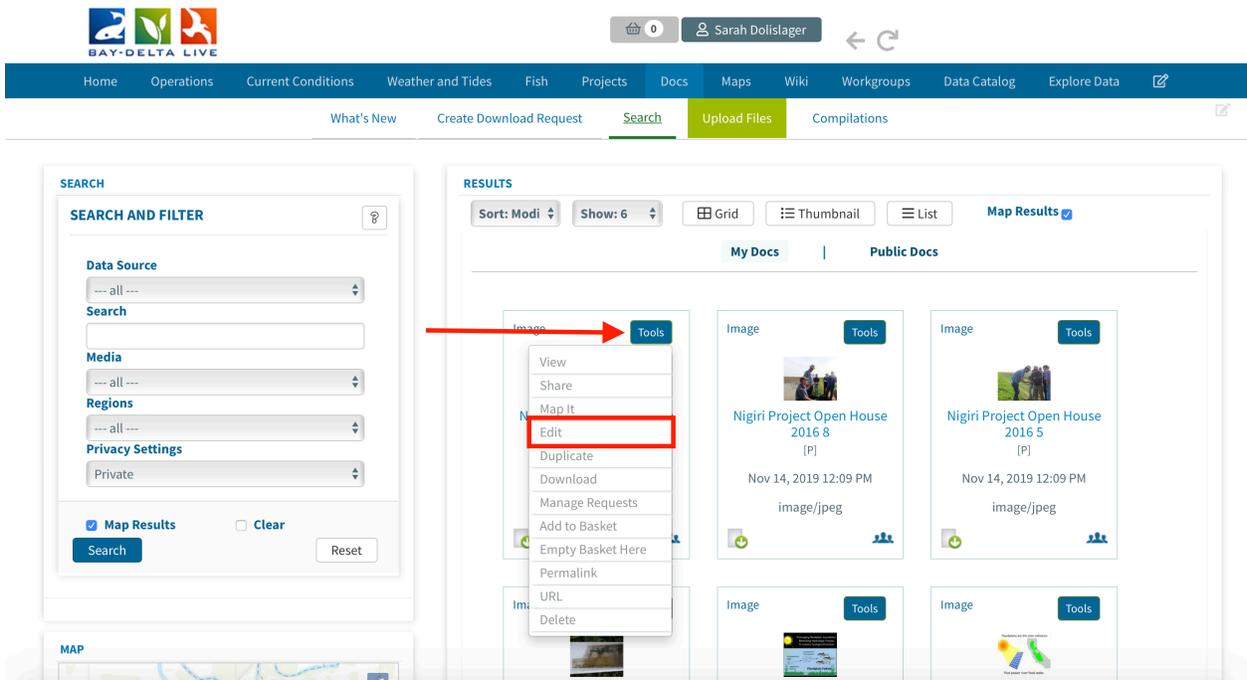


Examples of assets include documents, photos, data sets, maps, and videos. Editing and sharing assets on BDL is easy. You can follow the same steps for every asset type.

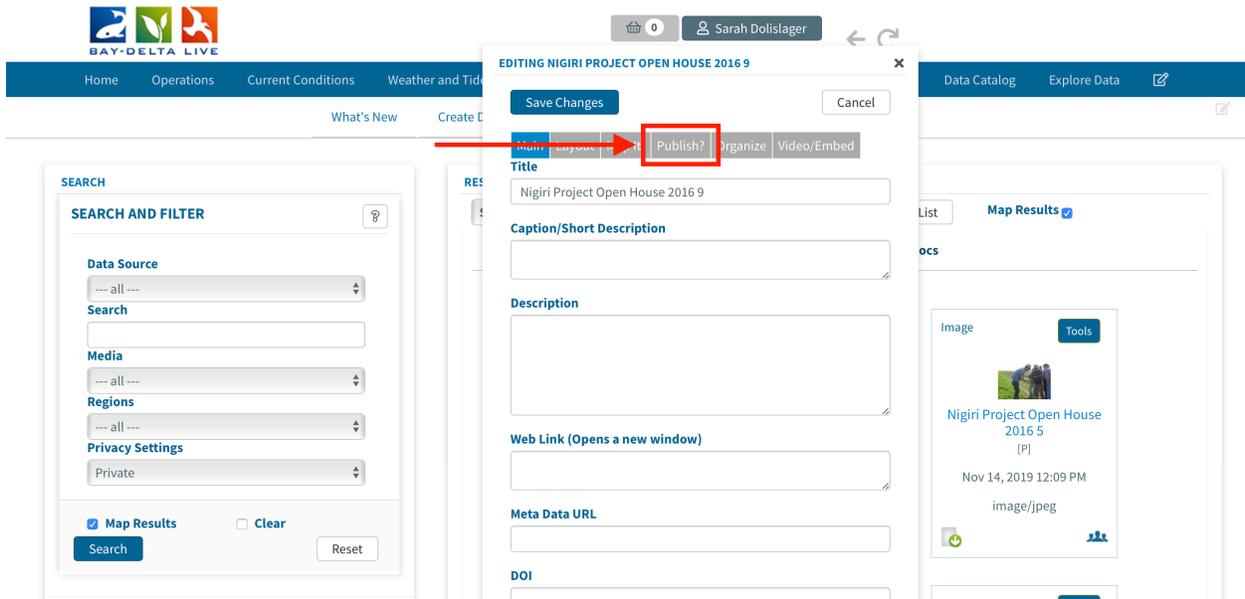
In every asset library, the files are organized into two categories: “My Docs” and “Public Docs”



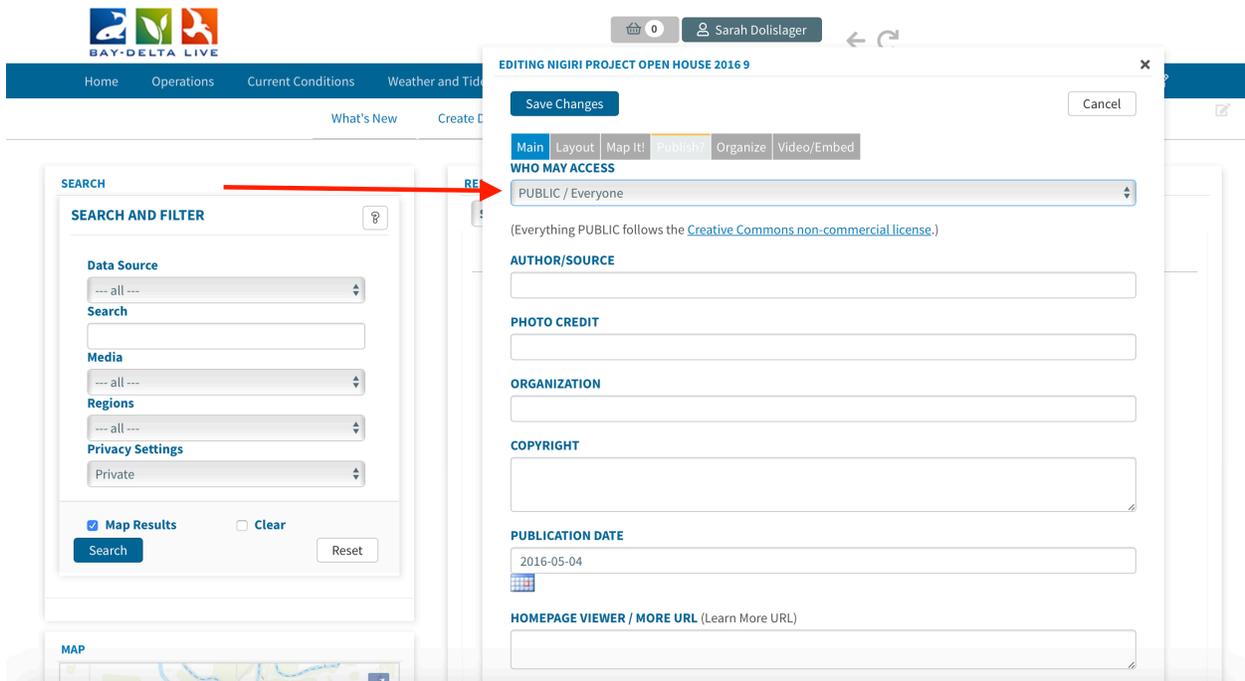
To edit the privacy setting of an asset, simply hover over the “Tools” menu and choose “Edit.”



The metadata editor form pops up. Click on the “Publish” tab.

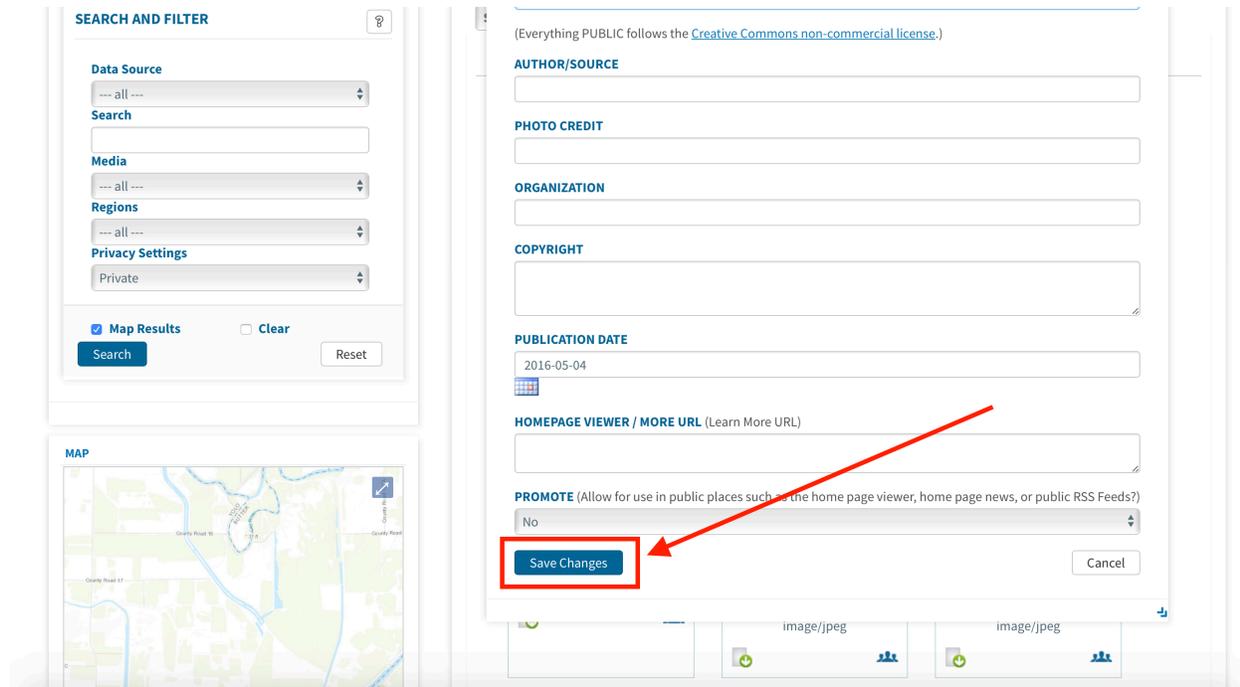


There are two options under the “Who May Access” drop-down menu: “Me” and “Public/Everyone.”

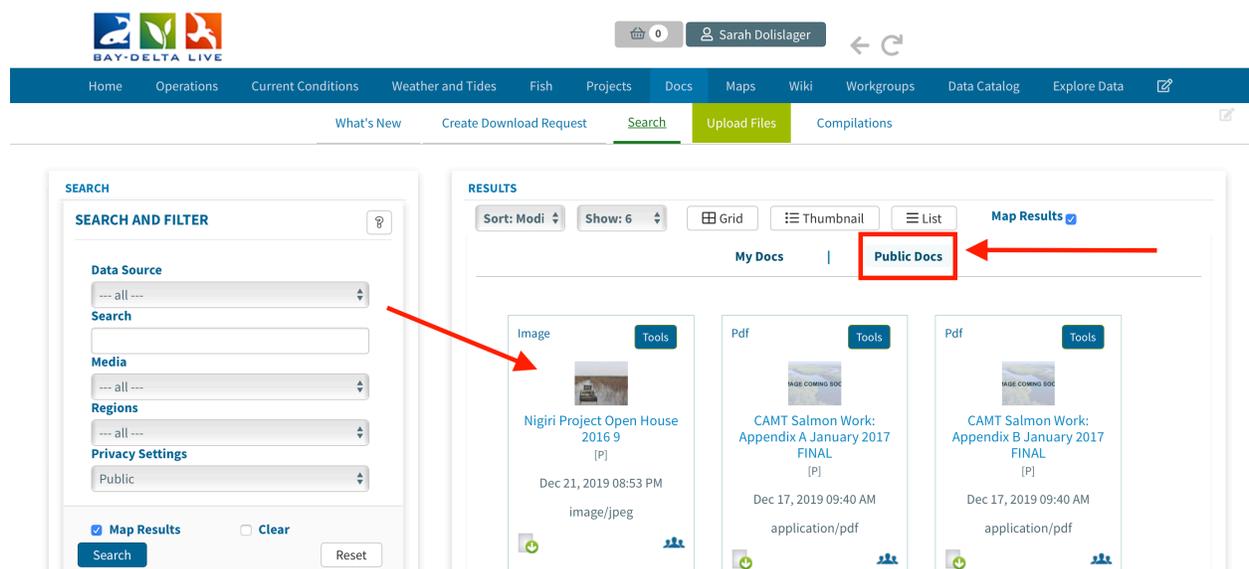


Select “Me” if you want to keep the asset private and “Public/Everyone” if you want it to be public.

Then click “Save Changes.”

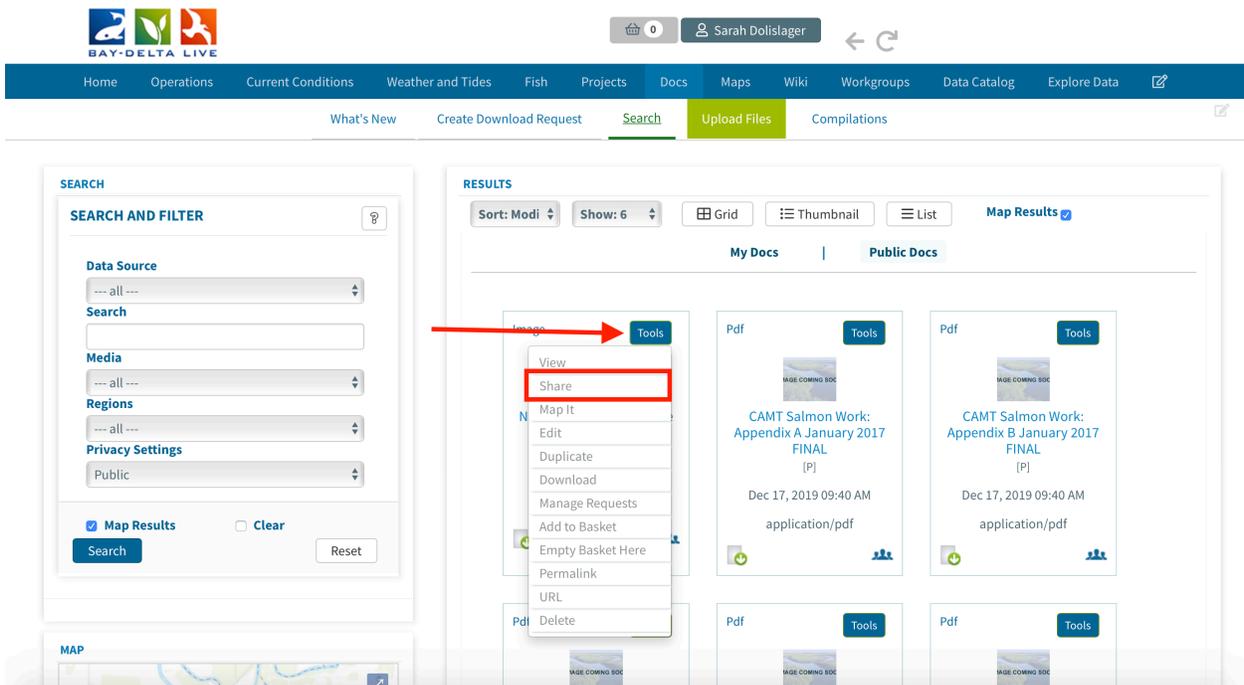


Your asset will appear under “My Docs” automatically but it will also show under “Public Docs” if you chose, “Public/Everyone.”

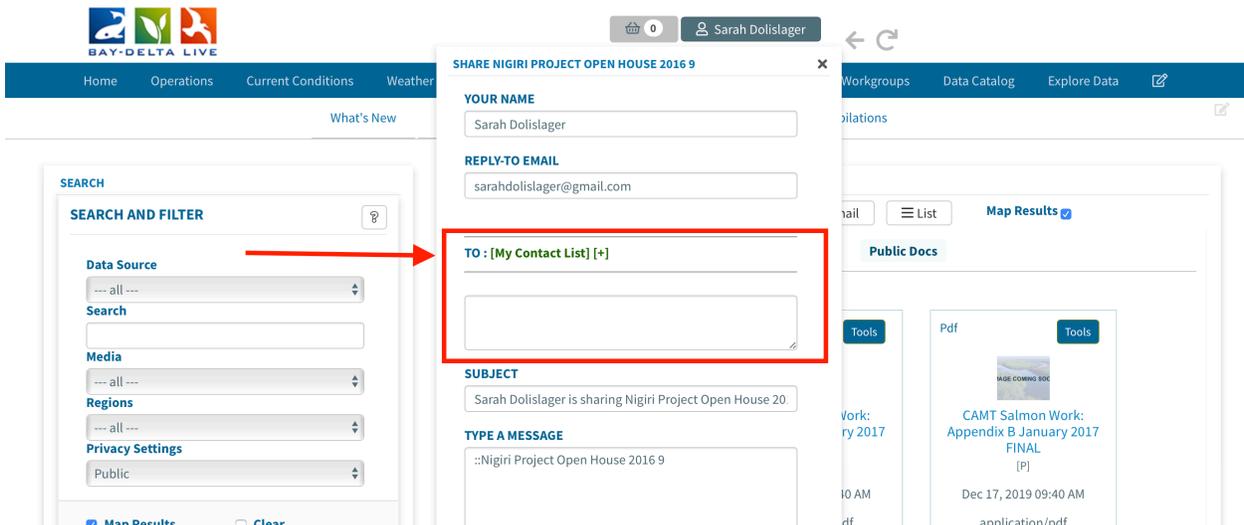


Share Assets with Colleagues

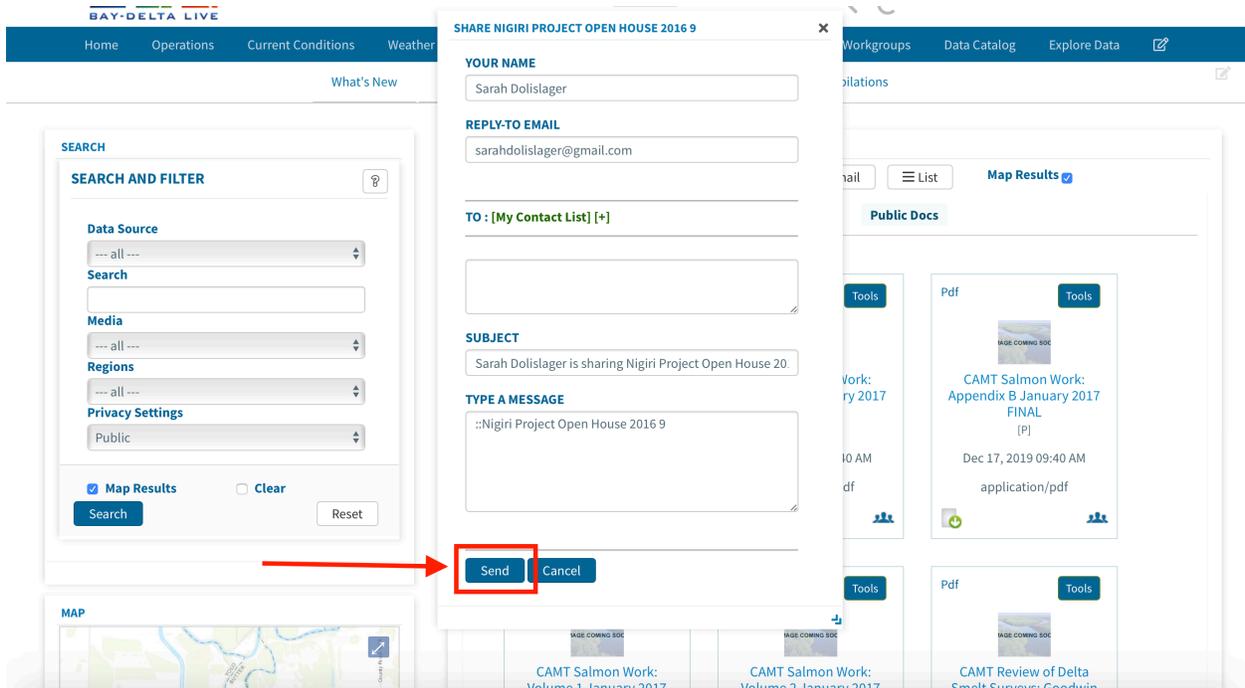
You can keep an asset private and still share it with colleagues. Simply hover over the Tools menu and choose “Share.”



Type in the email addresses or select the users from the BDL list.



Then click “Send.”



This gives your colleagues access to the asset while keeping it private.