PHOTO MANAGEMENT SOFTWARE FEATURES - DAM FOR BUSINESS USE

☐	**Price**	Every organization has a budget, but a good DAM solution is scalable to expand as your company grows. Check both direct and indirect cost of implementation.
☐	**Free Trial**	A good way to track ease of use and functionality before you make an investment.
☐	**Hosting**	Online, on-premises, or hybrid customization to fit your needs.
☐	**Access and Approval Process Control**	A user can select a file for editing and the file is marked to indicate whether it is currently in use so that no other user can edit it to prevent simultaneous editing. Once a user finishes editing the file, they can add it back to an asset library and unmark it so another user can make additional edits. This does not prevent users from viewing the file though.
☐	**Asset Sharing**	You can set access to files to eliminate time-wasting file searches and the need to recreate assets. Expedited review, approval, and delivery of final files.
☐	**Brand Control**	Change the interface to include your company's logo, color scheme, font, and more to reflect your brand. This promotes your company to your employees and clients, if they have access to your assets.
☐	**Cataloging/Categorization**	Allows any grouping or subgrouping of categories to organize assets.
☐	**Collaboration**	You can proof, edit, and approve assets within the software. This can eliminate the need for a third-party task management system.
☐	**Image Editing**	You can manipulate digital images within the program
☐	**Metadata Management**	Add keywords or other information about the data you have and organize it into categories, which makes it easier for you and other users to access specific files or groups of files quickly. The metadata can describe a document so a user knows what the file is without having to download and open it first.
☐	**Online Proofing**	Providing individuals the ability to proof images online and through collaboration can speed-up processes.
☐	**Search Within Document**	Advanced search gives you the ability to locate specific images or other digital assets and where they were used.
☐	**User Tracking and Analytics**	Understand which assets are working best on the web and in other marketing efforts.
☐	**Version Control**	Revert back to old versions of a file after it has been edited or modified.
☐	**Video Management**	Being able to manage both photo and video from one source saves time.