helium

ASSET MANAGER
USER

799536
Lego

793397
650052

787111
16

787108

787106
6500163

785222
6500523_50

785217
6500522_50

785197
6500166_00

785192
6500165_00

785169
6500151_50

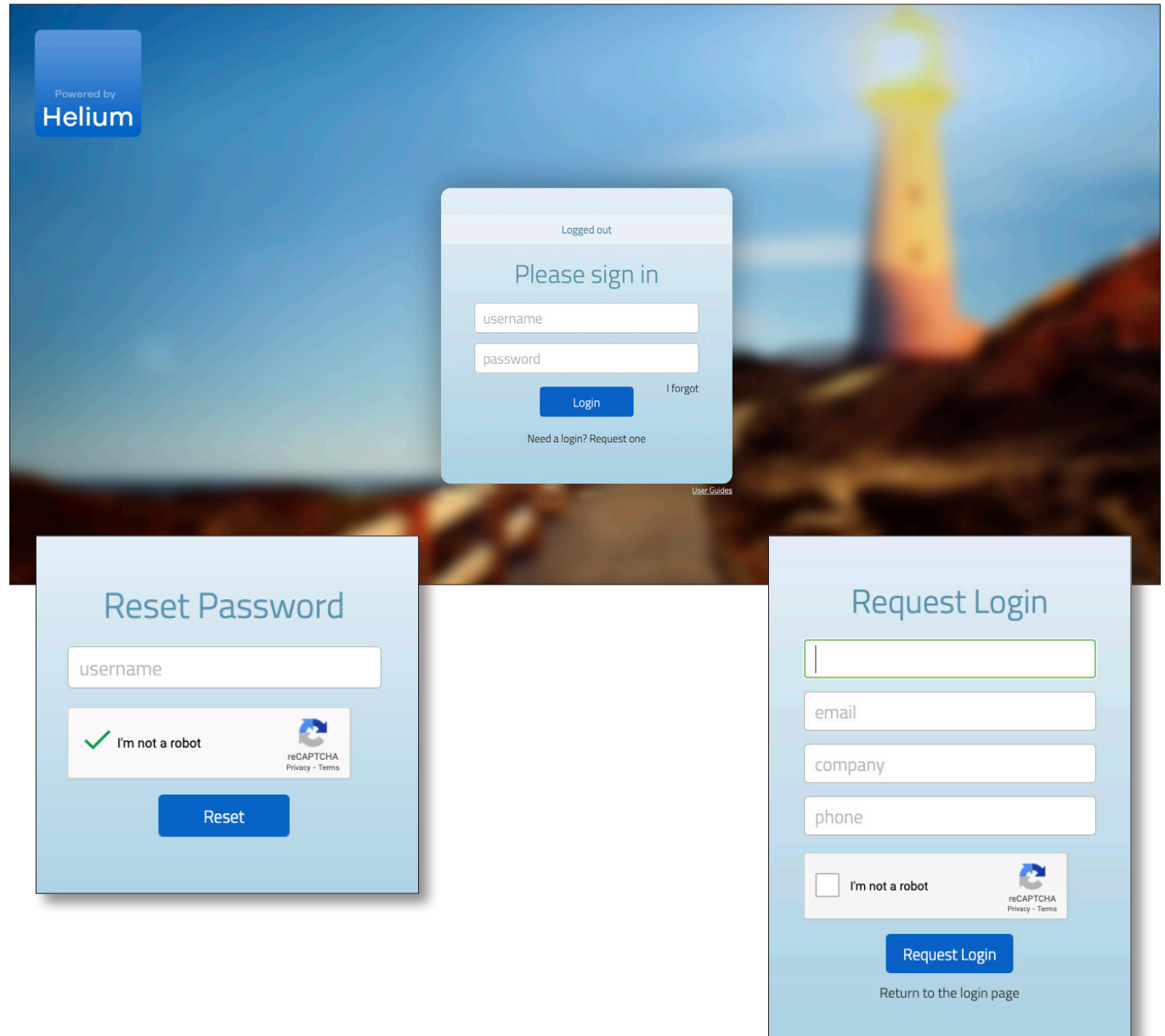digital arena.

Contents

Asset Manager

PURPOSE: The first screen you see when typing in your
Helium URL, is the login page.
This may be themed with your own brand with a custom
logo and background, or generic like the one shown.

• Enter your username and password to login to Helium

• If you have forgotten your password, click on 'I forgot'
(See insert). Enter your username and click 'Reset'.
This will email you a new password that you can use to login.
You will immediately be taken to your account window, where
you can reset your password before continuing.

• If you do not have a login, clicking on the 'Need a login?'
link will open a window where you can enter your details.
Click 'Request Login' and it will be emailed to the Helium
administrator of the site (See insert).

Powered by
Helium

Logged out

Please sign in

username

password

Login   I forgot

Need a login? Request one

User Guides

Reset Password

username

✓ I'm not a robot
reCAPTCHA
Privacy - Terms

Reset

Request Login

email

company

phone

I'm not a robot
reCAPTCHA
Privacy - Terms

Request Login

Return to the login page

Asset Manager

PURPOSE: Asset manager curates the assets and allows them to be managed and cataloged.
This window shows a search results page.
You can search by asset title, keyword and description.
The assets are shown with thumbnail images and core data information.

• Clicking on a thumbnail will take you to the asset details or click on the info tool ⓘ
• To add the asset to 'my collection' - select the collection tool ⊕
• To download the asset - select the download tool ☁
• For a larger preview image of the asset - select the magnify tool 🔍 It will open a new window with an enlarged preview of the asset.
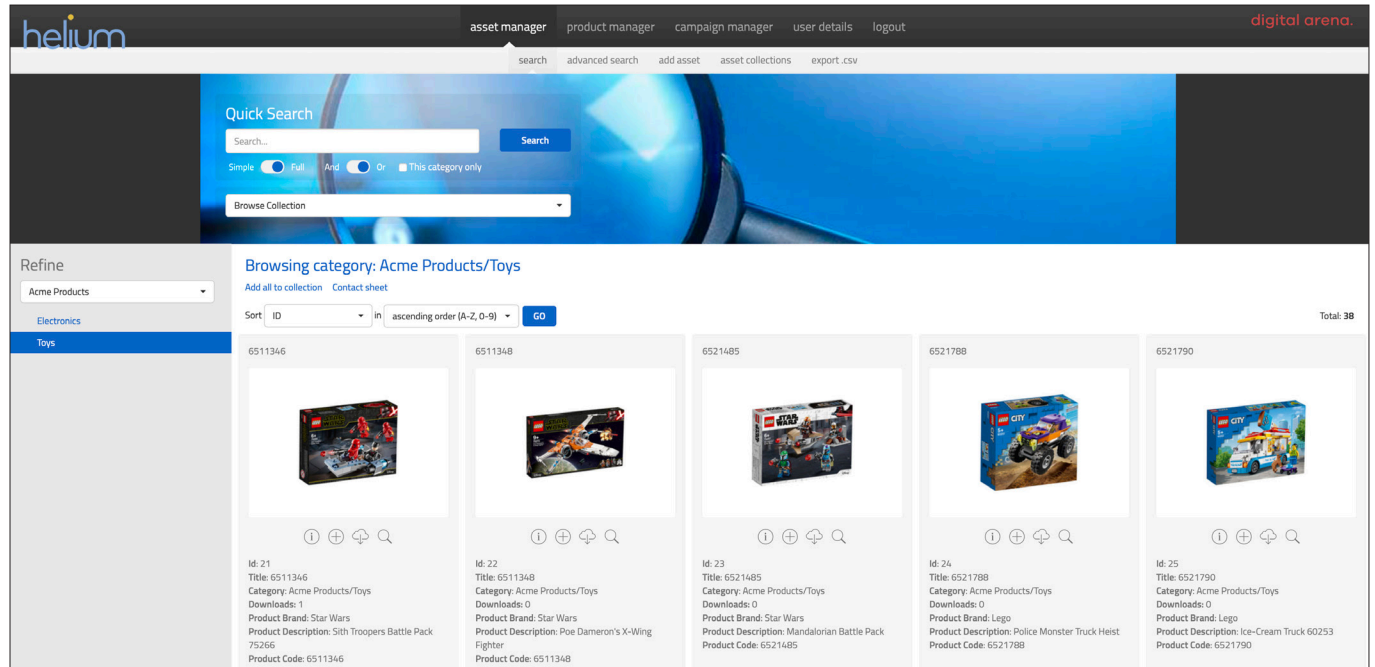
Downloading a single asset

1. From asset manager choose **search**
2. Enter search criteria, to find the asset you want.
3. Once your search results are displayed - click on the download tool ☁ to download it. This will download the original high res version of the image.
4. For multiple images, it is easier to create a collection, for download, than individually. [see asset collections]

To search

1. From asset manager choose **search**
2. Enter a search criteria in the quick search window - such as a title, keyword, brand or similar
3. To narrow your search, navigate to a category. Check the 'This category only' checkbox. Enter your quick search criteria. Click **Search**

TIP: The toggle for Full includes custom fields.
The toggle for 'And' looks at all words in the search where as 'Or ' treats them as separate entries

PURPOSE: Asset details displays a preview of the asset.
It provides fields to add information such as title, description, keywords and assign the asset to a category.
Additional custom fields can be added by an administrator.

• To add the asset to 'my collection' - select the collection tool ⊕
• To download the asset - select the download tool ☁
• For a larger preview image of the asset - select the magnify tool 🔍 It will open a new window with an enlarged preview of the asset.

• **Cancel** will revert any changes made in asset details

• **Delete** removes the asset from asset manager

• **Save** saves any changes made in asset details

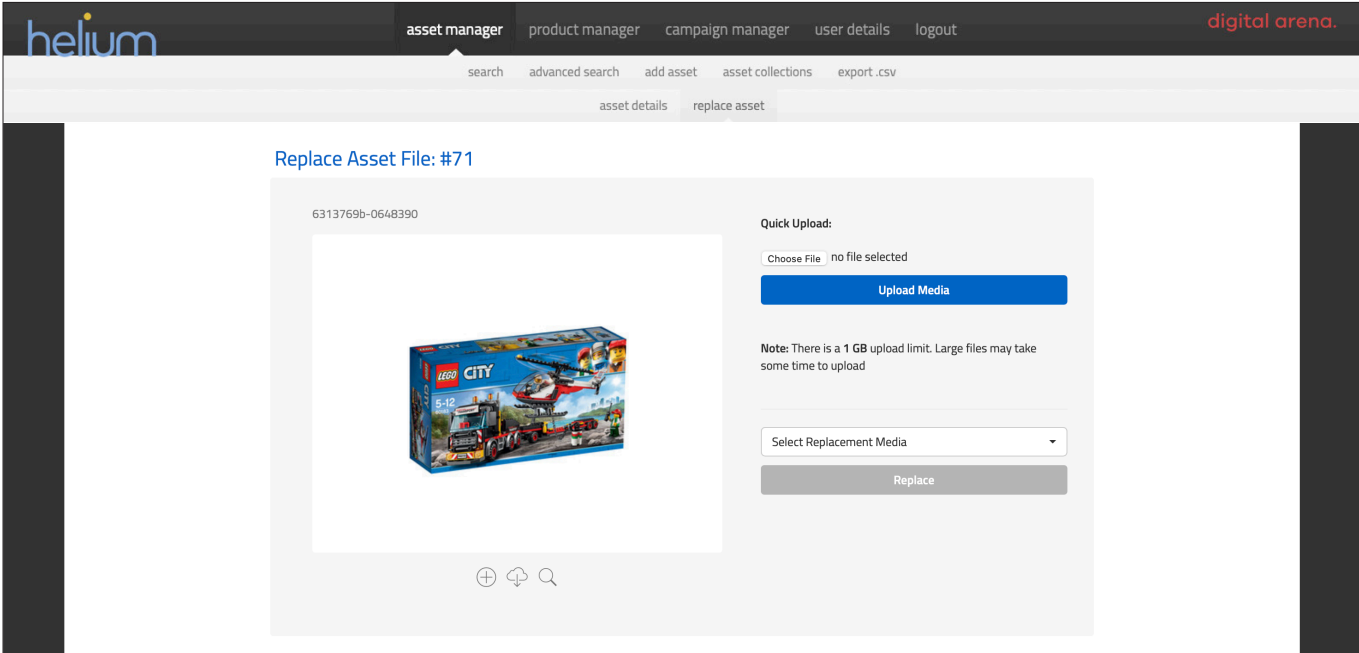Moving an asset into a different category

1. From asset manager choose **search** and search for the asset you want to edit.
2. Either click on the information tool ⓘ or click on the image thumbnail itself. This will open the Media Preview window, where all the fields relating to the asset are displayed
3. Change any details required.
4. To change the category, choose a category from the category dropdown menu.
When complete, click **Save**..

CAUTION: In the Media Preview window, there is a **Delete** option. This will remove the asset from the database. A dialog will appear checking that you wish to delete the asset.
The default selection is **Yes** [Use with caution]

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asset details   replace asset

Asset Preview

6313769a-0648389

Asset #70

[Cancel]   [Delete]   [Save]

Title   6313769a-0648389

Description

Keywords
Truck, Helicopter

Category   Toys ▾

Expiry

⊕ ☁ 🔍

Product Brand   Lego ▾

Date Added	Administration @ 16:42:41 on 03/04/2020
Date Modified	Administration @ 11:10:54 on 27/04/2021
Downloads	4

Product Description
City Transport   Lego

Product Code

More...

[Cancel]   [Delete]   [Save]

Asset Manager

PURPOSE: Replace asset allows for the asset to be replaced with another file. It leaves all the existing metadata intact - only changing the image.

To replace an asset file

1. Navigate to the image you want to replace.
2. Choose **replace Asset** from the Asset details window.
3. Click 'Choose file' to select the file to be uploaded.
4. Click **Upload Media**. to upload the file.
5. From the 'Select Replacement Media' dropdown menu - select the file you have just uploaded, from the list. Click **Replace**

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Replace Asset File: #71

6313769b-0648390

Quick Upload:

Choose File   no file selected

Upload Media

Note: There is a **1 GB** upload limit. Large files may take some time to upload

Select Replacement Media ▾

Replace

ℹ️ 🔺 **Advanced Search**

Asset Manager

PURPOSE: A more refined search option, allowing for multiple conditions, including custom fields in a specific group

To run an advanced search

1. From asset manager choose **advanced search**
2. Choose your Group and Category from the dropdown menus - as this will determine the field choices.
3. Enter your search criteria. You can choose for all the conditions to be met; or any of them
4. When finished, click **Search**

• **Find Duplicates** searches all the categories to find assets with the same Title.

• The Assets Expired checkbox will find all assets expired up to the current date.
• Asset Expiry Date can be searched for a specific date. or a date range.x
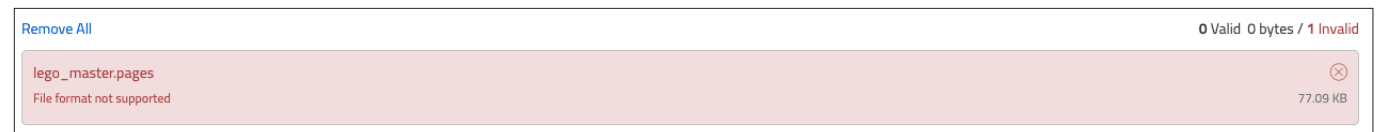
To add assets

1. From the Add Asset menu choose **Add Asset**
2. The dotted rectangle area on the left, is where file(s) can be dragged & dropped - ready to be uploaded. Alternatively, you can choose the 'Add files' link and navigate to where your files are stored.
3. Once you are ready to proceed, select **Add**
4. A progress bar will show the upload progress and then a new window will show the success or otherwise of the selection. These can be exported as CSV files, by selecting Export Added Files or Export Discarded
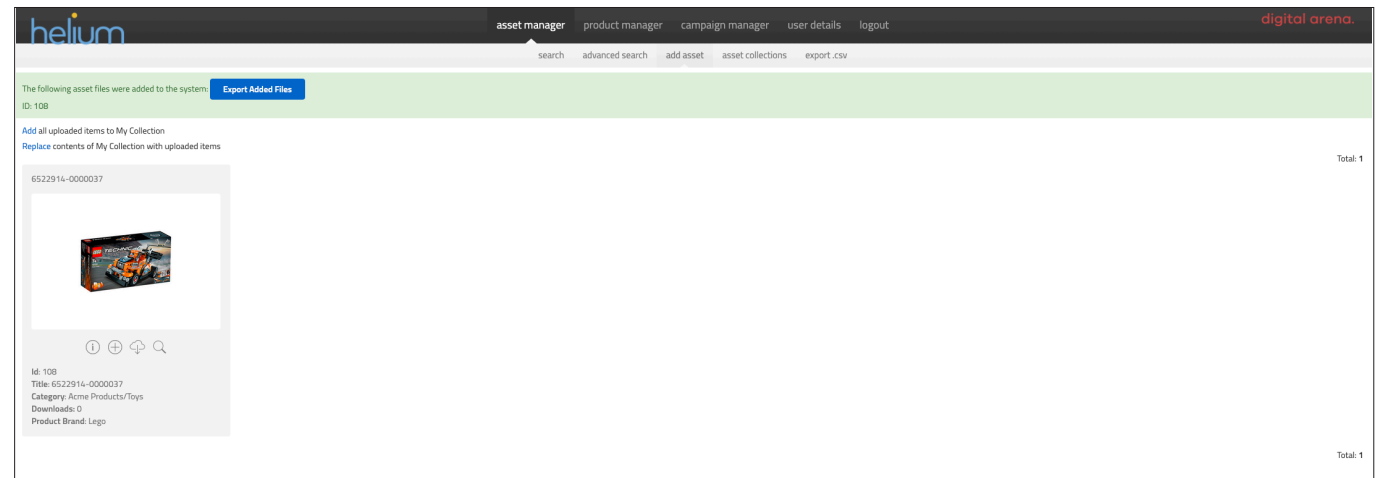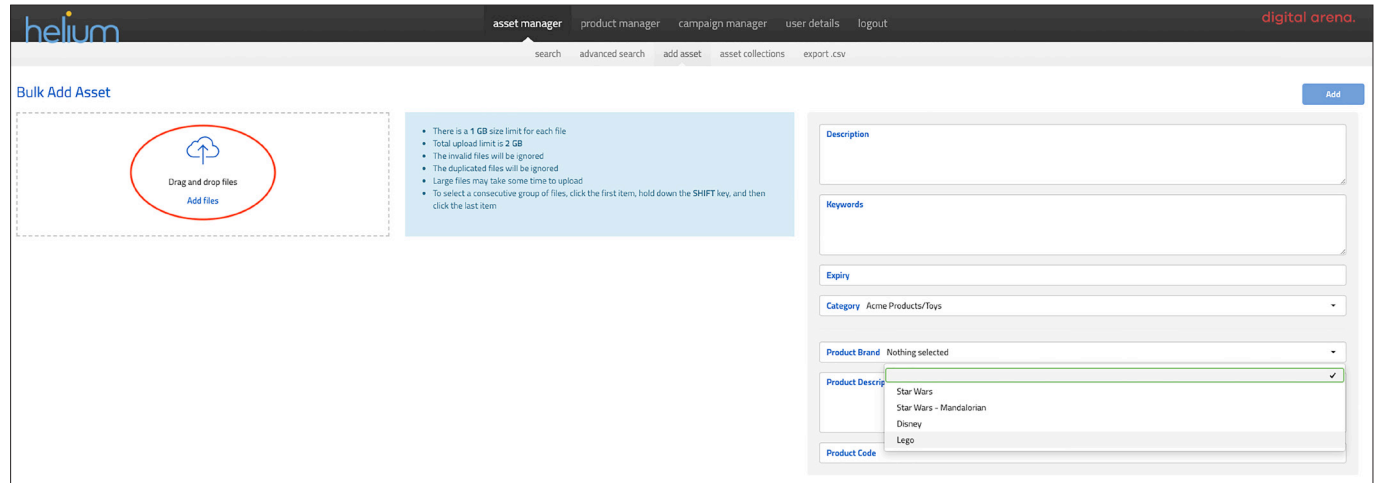
- If a file format is not supported. It will appear in red, and will need to be deleted by choosing 'Remove All' or by selecting the red X

| **NOTE:**	Large files will take longer to load. There is a 1GB limit per file. 2GB limit for the upload.

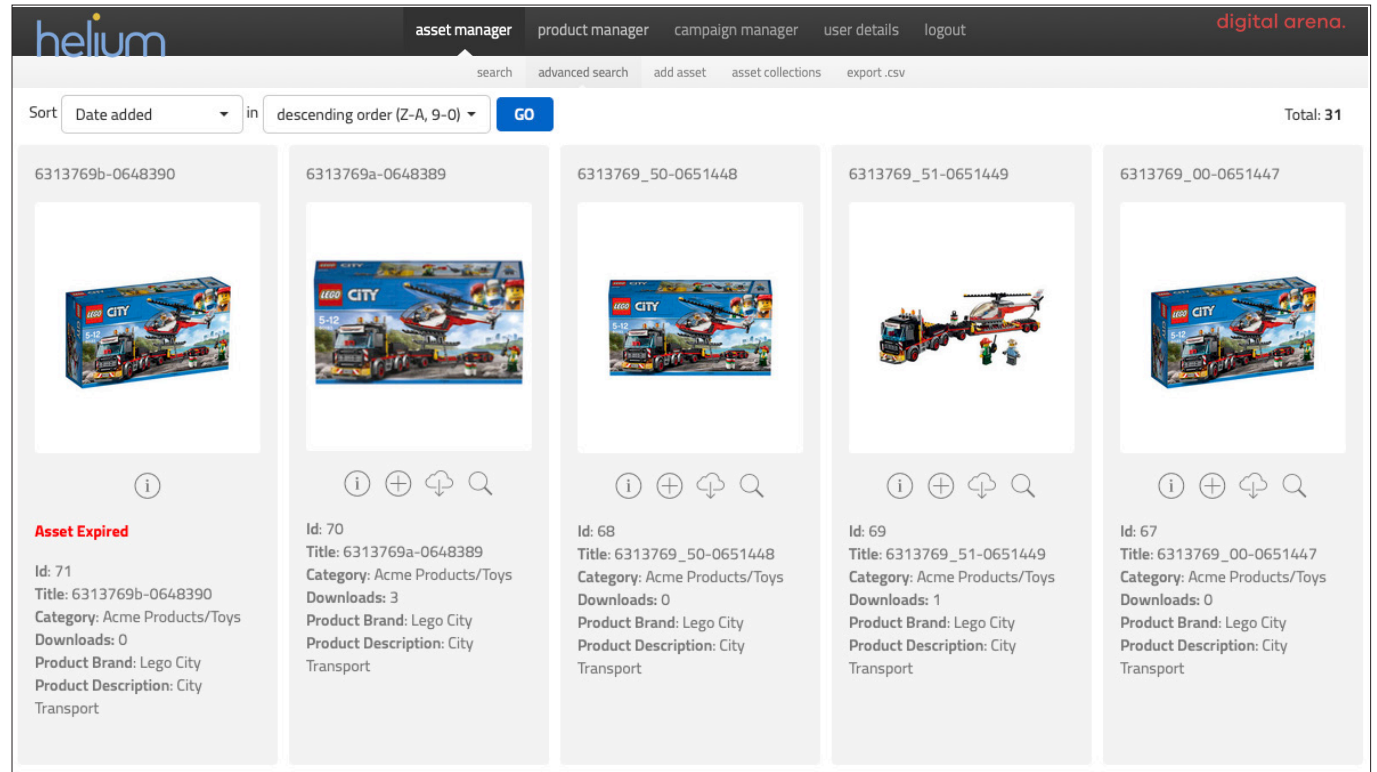| **CAUTION:**	If the media preview shows a 'no preview available' graphic, check with the studio first - or select the trash can icon beside the filename to delete it.

PURPOSE: A collection are assets gathered together, in order to download or manage together.

Adding assets to a collection

1. From asset manager choose **search**
2. Search for the assets you want to collect together.
3. To add each asset to the collection, click on the collection tool. ⊕ Once selected, the tool symbol will change to a ⊖
4. Click it again, will revert the symbol to a plus and remove the asset from the collection.

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Sort [Date added ▼] in [descending order (Z-A, 9-0) ▼] [GO]

Total: **31**

6313769b-0648390

Asset Expired

Id: 71
Title: 6313769b-0648390
Category: Acme Products/Toys
Downloads: 0
Product Brand: Lego City
Product Description: City Transport

6313769a-0648389

ⓘ ⊕ ☁ 🔍

Id: 70
Title: 6313769a-0648389
Category: Acme Products/Toys
Downloads: 3
Product Brand: Lego City
Product Description: City Transport

6313769_50-0651448

ⓘ ⊕ ☁ 🔍

Id: 68
Title: 6313769_50-0651448
Category: Acme Products/Toys
Downloads: 0
Product Brand: Lego City
Product Description: City Transport

6313769_51-0651449

ⓘ ⊕ ☁ 🔍

Id: 69
Title: 6313769_51-0651449
Category: Acme Products/Toys
Downloads: 1
Product Brand: Lego City
Product Description: City Transport

6313769_00-0651447

ⓘ ⊕ ☁ 🔍

Id: 67
Title: 6313769_00-0651447
Category: Acme Products/Toys
Downloads: 0
Product Brand: Lego City
Product Description: City Transport

Viewing a collection

1. From asset manager choose **asset collections**
2. The assets chosen previously will be displayed at the bottom of the page.
3. The 'Download as' dropdown menu at the top of the page, will change all the images to the format selected.
4. There are options to download or email the collection.
5. Use the checkboxes to: 'send links', 'include asset', 'copy' and 'empty the collection'.
6. Once the options have been selected click **Download/Email Collection**
7. The system will start to prepare your collection.
   Once completed - a dialog will appear "your files are ready." Click **Download Now**
8. When you click **Close**, the asset collection will show 'no items' if the 'empty checkbox' was selected.
   Otherwise it will take you back to the asset collection window, with the current collection.
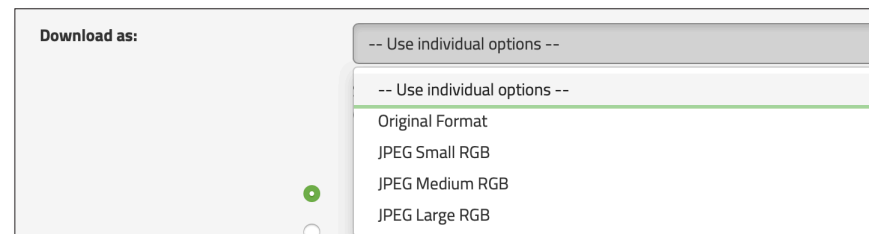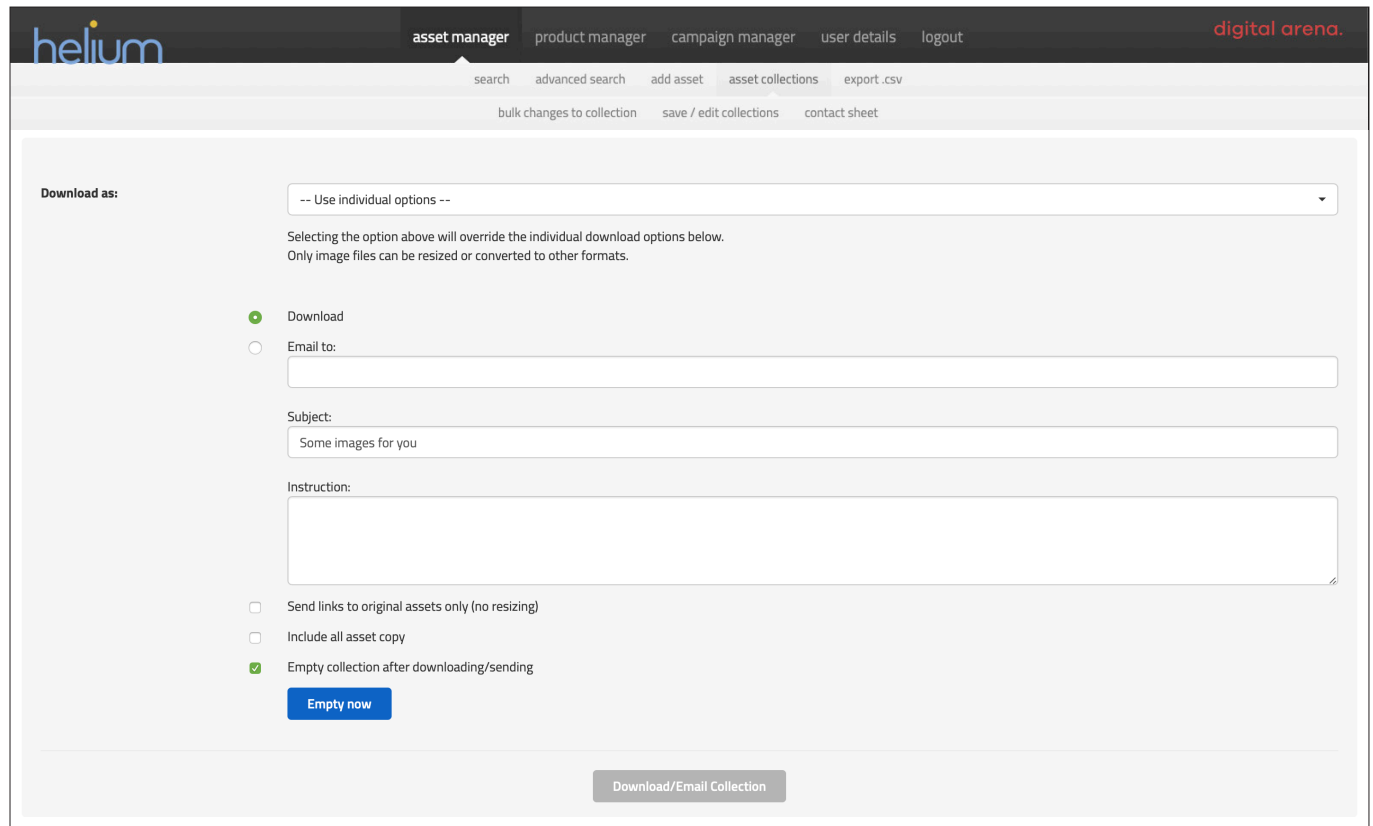
PURPOSE: Bulk changes to collection, allows for information to be added or move assets to another category.

Making bulk changes to a collection

1. From the **asset collections** menu choose **bulk changes to collection**
2. Tick the checkboxes for the fields, you want to change. Enter the information.
3. Under Keywords, there is an additional checkbox for Append - which allows keywords to be added, rather than replacing existing keywords.
4. Click **Apply**

TIP: To see the correct fields ensure you have selected the correct group from the category dropdown list. Make sure you do not select the Category checkbox.
If your collection contains assets from different groups, then run the update process twice.

CAUTION: Remember, if you select Category - you are moving all the images in your collection - to that category.

PURPOSE: Save / Edit collections - enables a collection to be named and saved, to be selected again.

Save / Edit collections
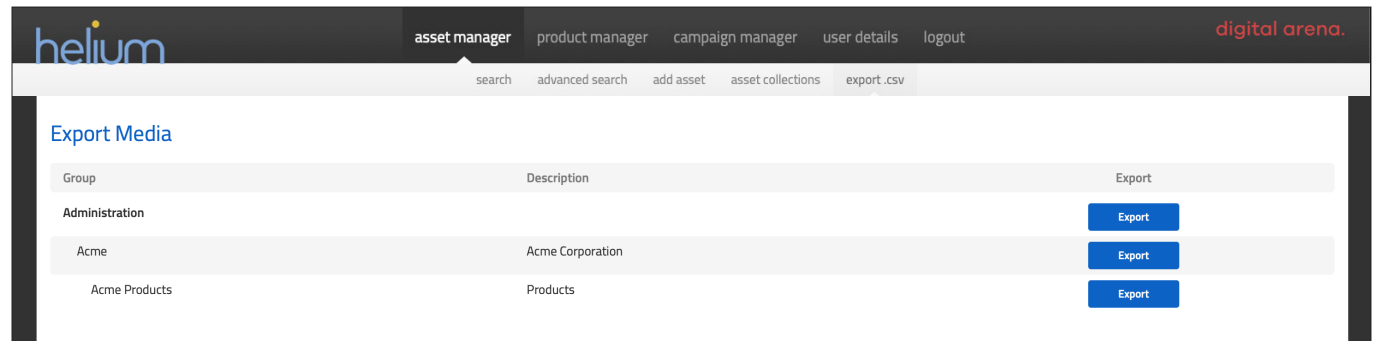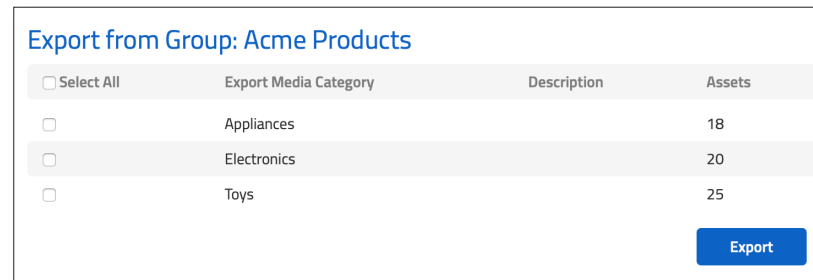
1. From the **asset collections** menu choose **save / edit collections**
2. The current selection - is known as 'my collection' and is the default selection.
    Under collection details - enter a collection name and click **Save**. This will rename the collection, and show as the current collection, in the dropdown menu.
3. The collection details, enable the collection to be shared with a group.
    When 'my collection' is selected, Empty 'My Collection' is available to clear the collection
4. Below this, is an option to combine 'My Collection' with the contents of a saved collection. Choose the saved collection from the dropdown menu and click **Add**
5. If another collection is selected, the Empty 'My Collection' will change to **Update** or **Delete** options [see inset]
6. Underneath there is an **add** option, to add the selected collection to 'My Collection'
    There is also an **replace** option which will replace the contents of 'My Collection' with the contents of the selected collection [see inset]

PURPOSE: Ability to export asset categories to a csv file

To export existing asset information

1. From asset manager choose **export.csv**
2. From the appropriate group, select the category you wish to export, and click **Export**
3. Either tick the Select All checkbox, or tick those categories, you want to export.
4. Click **Export** to create the csv file.

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search   advanced search   add asset   asset collections   export .csv

Export Media

Group	Description	Export
Administration		
Acme	Acme Corporation	Export
Acme Products	Products	Export

Export from Group: Acme Products

Select All	Export Media Category	Description	Assets
☐	Appliances		18
☐	Electronics		20
☐	Toys		25

Export

id	Title	Description	Keywords	Category Name	File Size	Resolution	Format	Date Added	Date Modified	Downloads	Asset Expiry Date	Product Brand
71	6313769b-0648390			Toys	1.07 Mb	72	JPEG	2020-04-28 16:24:33	2020-09-14 08:52:35	0	2020-09-04	Lego
70	6313769a-0648389			Toys	60.36 Mb	300	Adobe Photoshop	2020-04-03 16:42:41	2020-09-14 08:52:22	4		Lego
69	6313769_51-0651449			Toys	622.22 Kb	72	JPEG	2020-04-03 16:42:37	2020-09-07 13:28:52	1		Star Wars
68	6313769_50-0651448			Toys	1.01 Mb	72	JPEG	2020-04-03 16:42:37	2020-09-07 13:28:52	0		Lego
67	6313769_00-0651447			Toys	1.07 Mb	72	JPEG	2020-04-03 16:42:36	2020-09-07 13:28:52	1		Lego
66	6313769-0648388			Toys	63.80 Mb	300	Adobe Photoshop	2020-04-03 16:42:35	2020-09-07 13:28:52	0		Lego
45	6356808	April_Toy_Cat	ACME3380	Toys	75.69 Mb	300	Adobe Photoshop	2020-03-31 15:52:01	2020-09-07 13:28:52	0		
44	6461522	April_Toy_Cat	ACME3380	Toys	60.15 Mb	300	Adobe Photoshop	2020-03-31 15:51:59	2020-09-07 13:28:52	0		
43	6529224			Toys	7.57 Mb	300	Adobe Photoshop	2020-03-31 15:51:56	2020-09-07 13:28:52	0	2021-02-12	Pixar
42	6526674			Toys	4.35 Mb	300	Adobe Photoshop	2020-03-31 15:51:56	2020-09-07 13:28:52	1		DC
41	6526673			Toys	4.33 Mb	300	Adobe Photoshop	2020-03-31 15:51:55	2020-09-07 13:28:52	0		DC
40	6522961			Toys	2.53 Mb	300	Adobe Photoshop	2020-03-31 15:51:55	2020-09-07 13:28:52	0		DC Super Friends
39	6522922			Toys	4.47 Mb	300	Adobe Photoshop	2020-03-31 15:51:54	2020-09-07 13:28:52	0		Lego
38	6522915			Toys	4.17 Mb	300	Adobe Photoshop	2020-03-31 15:51:53	2020-09-07 13:28:52	0		Lego
37	6522914			Toys	4.26 Mb	300	Adobe Photoshop	2020-03-31 15:51:53	2020-09-07 13:28:52	1	2020-08-24	Lego
36	6522912			Toys	4.88 Mb	300	Adobe Photoshop	2020-03-31 15:51:52	2020-09-07 13:28:52	0		Lego
35	6522911			Toys	6.56 Mb	300	Adobe Photoshop	2020-03-31 15:51:51	2020-09-07 13:28:52	0		Lego
34	6522590			Toys	4.84 Mb	300	Adobe Photoshop	2020-03-31 15:51:51	2020-09-07 13:28:52	0		Lego
33	6522579			Toys	4.20 Mb	300	Adobe Photoshop	2020-03-31 15:51:50	2020-09-07 13:28:52	0		Lego

TIP: Export the categories in manageable chunks

PURPOSE: Enables the quick creation of a contact sheet, based on the current contents of 'my collection' with description and keywords able to be included. Or, creates a contact sheet based on your search results.

To create a Contact Sheet from a collection

1.   Create or choose a collection.
2.   From asset collections choose **contact sheet**
3.   Name the contact sheet and choose whether description & keywords are to be included.
4.   Select the size for the contact sheet (A4, A3 or horizontal orientation)
5.   Click **Create**

To create a Contact Sheet from a search result

1.   From the results of a search or advaned search, choose **contact sheet**
2.   Name the contact sheet and choose whether description & keywords are to be included.
3.   Select the size for the contact sheet (A4, A3 or horizontal orientation)
4.   Click **Create**

NOTE: There needs to be images in 'my collection' for anything to display in the contact sheet, otherwise it will be empty.

Asset Manager