

helium



799536

Lego



793397

6500523



787111

6500166



787108

6500165



787106

6500163

HELIUM SUITE ADMINISTRATION



785222

6500523_50



785217

6500522_50



785197

6500166_00



785192

6500165_00



785169

6500151_50

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PURPOSE: As administrator, you will be able to create groups. Groups are used to control user access. Privileges are assigned to a Group.

To create new group

1. From the administration top menu choose **groups**
2. In the New Group section - complete the fields:
Name: ==> Name of the group
Description: ==> typically same as group name
Under group: ==> Which group the new group will appear under
3. Click **Add**

Allocating permissions to the Group

1. Click the checkboxes on/off
Image Read: ==> Assets can be seen
Image Write: ==> Assets can be uploaded and meta-data can be edited
Image Download: ==> Assets can be downloaded
Watermark On: ==> Assets will be seen with a watermark

TIP: If in doubt, use the 'disable' function rather than 'delete'.

CAUTION: Deleting a Group, deletes attached categories and assets within those categories.

The screenshot shows the Helium Asset Manager Administration interface. The top navigation bar includes 'administration', 'asset manager', 'product manager', 'campaign manager', 'user details', and 'logout'. The 'administration' menu is expanded, showing 'groups', 'users', 'system reports', 'asset categories', 'custom asset fields', 'system preferences', and 'purge deleted asset'. The 'groups list' sub-menu is selected, leading to the 'New Group' form.

The 'New Group' form has three input fields: 'Name', 'Description', and 'Under group' (a dropdown menu with 'Acme' selected). An 'Add' button is located to the right of the 'Under group' field.

Below the form is a table titled 'Groups' with the following columns: Group, Description, Image Read, Image Write, Image Download, Watermark On, Theme, and Actions.

Group	Description	Image Read	Image Write	Image Download	Watermark On	Theme	Actions
Administration		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Helium	edit
Acme	Acme Corporation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Helium	edit disable delete
Acme Products	Products	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Helium	edit disable delete
Marketing		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Helium	edit disable delete
Photography		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Helium	edit disable delete
Studio		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Helium	edit disable delete

Edit group

1. From the administration top menu choose **groups**
 2. Click 'edit' from the Actions column for the Group you want to edit.
 3. The Group name, description and theme can all be changed. When complete, choose **Update** to save.
- In addition, you can select another group from the 'Add group' dropdown menu, and click **Add** - which will effectively make that group a sub-group of the selected group.
 - 'Add to group User' is an easy place to add a user to the Group, rather than adding them from the User menu. Select the User from the dropdown menu and click **Add**

The screenshot displays the 'Group details' form in the Helium Asset Manager Administration interface. The form includes the following elements:

- Name:** A text input field containing 'Acme Products'.
- Description:** A text input field containing 'Products'.
- Theme:** A dropdown menu currently set to 'westminster'.
- Update:** A blue button to save changes.
- Group path:** A breadcrumb trail showing 'Administration -> Acme -> Acme Products'.
- Add group:** A dropdown menu with a blue 'Add' button.
- Add to group User:** A dropdown menu with a blue 'Add' button.
- Bulk Import:** A grey button.
- Bulk Export:** A grey button.

PURPOSE: Bulk Import allows you to upload a suitably prepared CSV file and create or update information for assets, in bulk.

Bulk Import

- Prepare the CSV file. Ideally it will have an ID or Title column. The easiest way is to export a category and use that as the basis for your columns.

1. From the administration top menu choose **groups**
2. Click 'edit' from the Actions column for the Group you want to edit.
Choose the **Bulk Import** button
3. Click 'Choose File' and select your prepared CSV file.
4. Click **Upload**
5. The first few rows and columns will appear below. Using the dropdown menus for each column, map the corresponding field you want to link to.
6. Only 1 column can have 'Match column heading' selected. This is the field it will match the asset with. ie: By its ID or Title entries.
7. Scroll to the right until all the columns you want to map are done. If the column is set to [nothing] it is ignored.
8. Click **Preview** when done.
Matched records are displayed in green. Only these entries will be imported and replace the information selected.
9. Click **Confirm** to proceed with the import or **Cancel** to stop the process.

CAUTION: Choosing the 'Replace all mapped fields' checkbox will replace all the information for the Group's assets with the contents of this CSV file.

Bulk Import

File

No file chosen

Bulk Import

File

No file chosen

Selected file: toys_bulkimport.csv

id	Title	Description	Keywords	Category Name	Collection
71	6313769b-0648390			Toys	Lego City
70	6313769a-0648389			Toys	Lego City
69	6313769_51-0651449			Toys	Lego City

Map to:	Map to:	Map to:	Map to:	Map to:	Map to:
ID	✓ [nothing]	[nothing]	[nothing]	[nothing]	[nothing]
<input checked="" type="radio"/> Match column heading	<input type="radio"/> Match column heading	<input type="radio"/> Match column heading	<input type="radio"/> Match column heading	<input type="radio"/> Match column heading	<input type="radio"/> Match column heading

Replace all mapped fields

PURPOSE: Bulk Export allows you to Export all the Category information for a Group - either individually or collectively.

Bulk Export

1. From the administration top menu choose **groups**
2. Click 'edit' from the Actions column for the Group you want to edit.
Choose the **Bulk Export** button
3. Select the Categories you want to export by selecting their checkbox, or use the 'Select All' checkbox
4. Click **Export**
5. You will be prompted to name and choose the destination for the CSV file. When ready, choose Save

Export from Group: Acme Products

<input type="checkbox"/> Select All	Export Media Category	Description	Assets
<input type="checkbox"/>	Electronics		20
<input checked="" type="checkbox"/>	Toys		31

Export

id	Title	Description	Keywords	Category Name	Collection Name	File Size	Resolution	Format	Uploaded	Updated	Asset Expiry Date
71	6313769b-0648390			Toys	Lego City	1.07 Mb	72	JPEG	2020-04-28 16:24:33	2020-09-14 08:52:35	2020-09-04
70	6313769a-0648389			Toys	Lego City	60.36 Mb	300	Adobe Photoshop	2020-04-03 16:42:41	2020-09-14 08:52:22	
69	6313769_51-0651449			Toys	Lego City	622.22 Kb	72	JPEG	2020-04-03 16:42:37	2020-09-07 13:28:52	
68	6313769_50-0651448			Toys	Lego City	1.01 Mb	72	JPEG	2020-04-03 16:42:37	2020-09-07 13:28:52	
67	6313769_00-0651447			Toys	Lego City	1.07 Mb	72	JPEG	2020-04-03 16:42:36	2020-09-07 13:28:52	
66	6313769-0648388			Toys	Lego City	63.80 Mb	300	Adobe Photoshop	2020-04-03 16:42:35	2020-09-07 13:28:52	
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	
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	
43	6529224			Toys		7.57 Mb	300	Adobe Photoshop	2020-03-31 15:51:56	2020-09-07 13:28:52	2021-02-12

PURPOSE: As administrator, you will be able to add new users, and assign to which groups they will belong to.

To create new users

- From the administration top menu choose **users**
- In the new user section - complete the fields:
 User Login: ==> login name for user [no spaces]
 Name: ==> full name of user
 Password: ==> suitable password
 Confirm: ==> re-enter password
 Email: ==> Email address for receiving info.
 Default Group: ==> For user to belong to.
- There are options to allow:
 User login expires : ==> Never or specified date
 Product Access : ==> Y/N
 Campaign Access ==> Y/N
 Campaign Management ==> Y/N
 Product/Campaign admin: ==> Y/N
 System Preferences admin: ==> Y/N
- When complete, click **Add**

Assigning Groups

- An initial group membership needs to be assigned when the user account is created. Additional group access can be added at any stage.

- From the **administration** menu choose **users**
- Select the user from the Users list and select **edit**
- From the Assigned Groups panel you can add an additional group(s) by selecting the appropriate group from the 'Add user to group' dropdown menu. Make your selection and click **Add**
- Alternatively, you can move a user from their main or primary group to another group. Select the new group from the 'Move user to group' dropdown menu. Click **Move**

NOTE: To edit details of a user, in the Users section, click edit next to the users detail line.. You can also disable the user, or delete them.

TIP: Don't use unusual characters in the usernames..

- Depending on your configuration of Helium, there may be additional options to select.
- These options enable access to Product Manager and Campaign Manager and administration access within them - if required.

Additional Options

- Product Access: ==> Access to Product Manager
- Campaign Access: ==> Access to Campaign Manager
- Campaign Management ==> See inset on right for details
- Product/Campaign Module Admin: ==> Admin rights to both
- System Preferences Admin: ==> Admin rights to System prefs

Product Access

- Enabling the Product access reveals a 'Manage category access' function
 - Clicking on this, opens a floating window which enables permission sets to be allocated to each category. [See **Permission Lists** AM | A 13 for more details]
1. Click 'Manage category access'
 2. From the dropdown menus, select the permission set you wish to use or select from the first category and 'Apply to subcategories' to replicate your choice to all subcategories below.
 3. Click **Apply** when finished.

Users Section

- edit: ==> edit user details including access rights
 - disable: ==> disable a users access.
 - delete: ==> deletes a user [refer show deleted users]
- Displays Groups that user belongs to.
 - Shows whether user has access to Product or Campaign

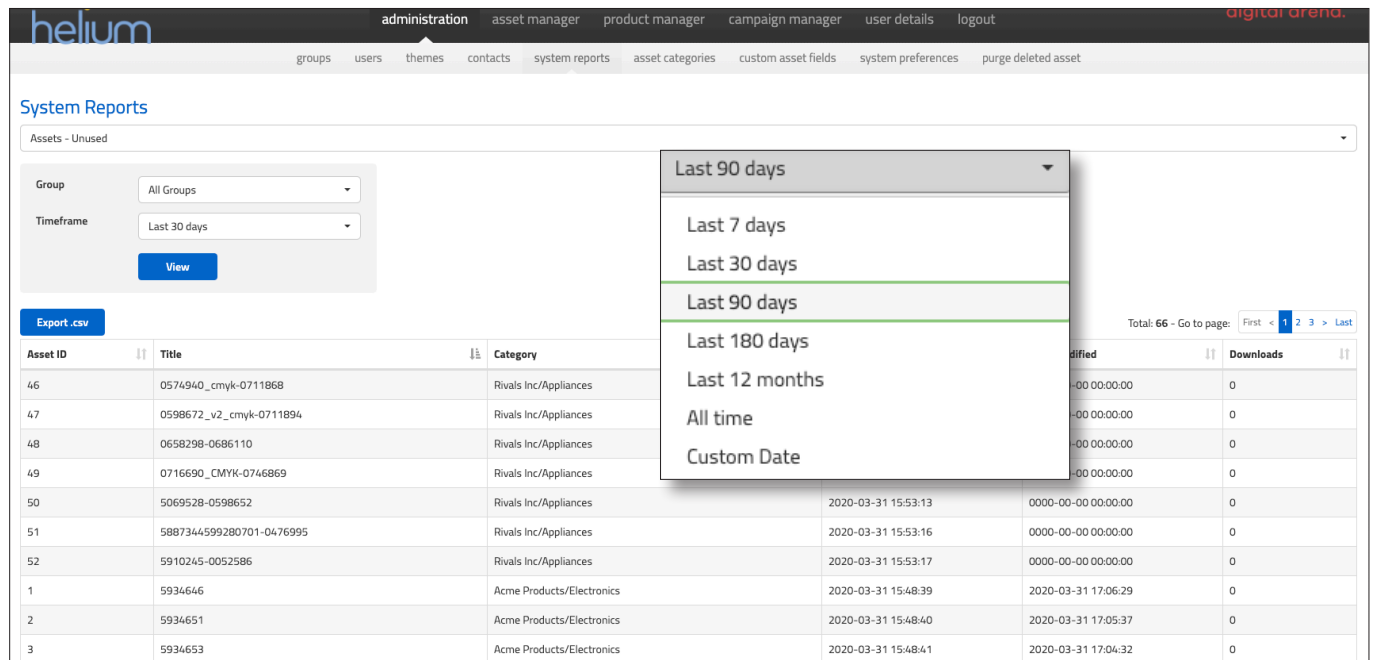
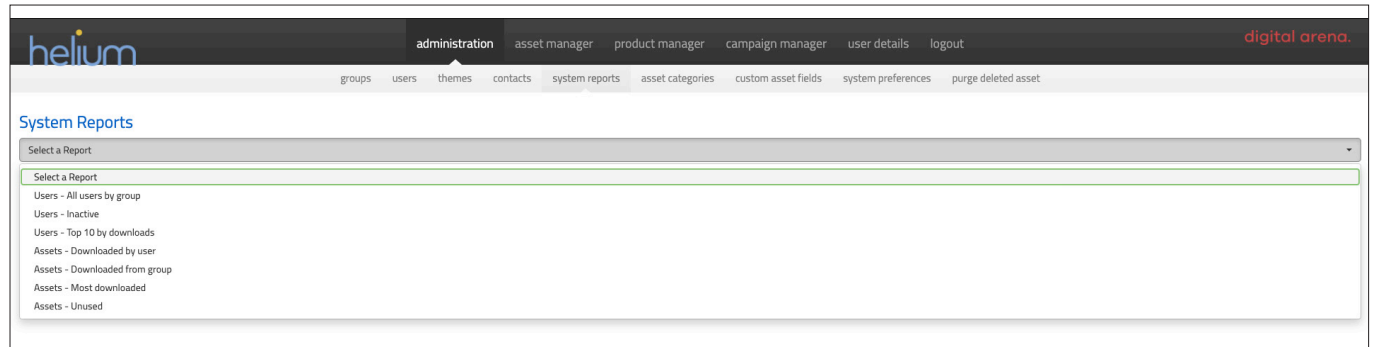
Users Enabled: 4, Disabled: 0

User Login	Name	Email	Groups	Contact	PIM	CM	Status	Action
bob	bob	bib@acme.com	Marketing		●	●	●	edit disable delete
chris	chris	chris@acme.com	Photography		●(a)	●(a)	●	edit disable delete
diane	diane	diane@acme.com	Studio		●	●	●	edit disable delete
iain	iain	iain@acme.com	Acme		●	●	●	edit disable delete

PURPOSE: The system reports are a way of tracking the activity in Helium over time. Organised by groups.

Viewing system reports

- From the **administration** menu choose **system reports**
- From the dropdown menu, choose the report you want.
 - Users: All Users by Group
Inactive
Top 10 by downloads
 - ASSETS: Downloaded by User
Downloaded from Group
Most Downloaded
Unused
- Depending on the report, you can further filter your choice, by either Group or Timeframe. (see insert)
- The timeframe options are:
 - Last 7 days
 - Last 30 days
 - Last 90 days (3 months)
 - Last 180 days (6 months)
 - Last 12 months (1 year)
 - All time
 - Custom date range (you specify the dates)
- The results can be viewed on screen and sorted using the column sorting arrows or alternatively downloaded as a CSV file by clicking **Export.csv**



PURPOSE: Asset categories are used to organise assets. They enable more refined searches and make management of assets easier.

To create a new asset category

1. From the administration top menu choose **asset categories**
2. In the New Asset Category section - complete the fields
Name: ==> Name of the asset category
Description: ==> typically same as category name
3. From the Add Under section - select the user group from the dropdown menu
4. From the add under section - select a category from the dropdown menu
5. Click **Add**

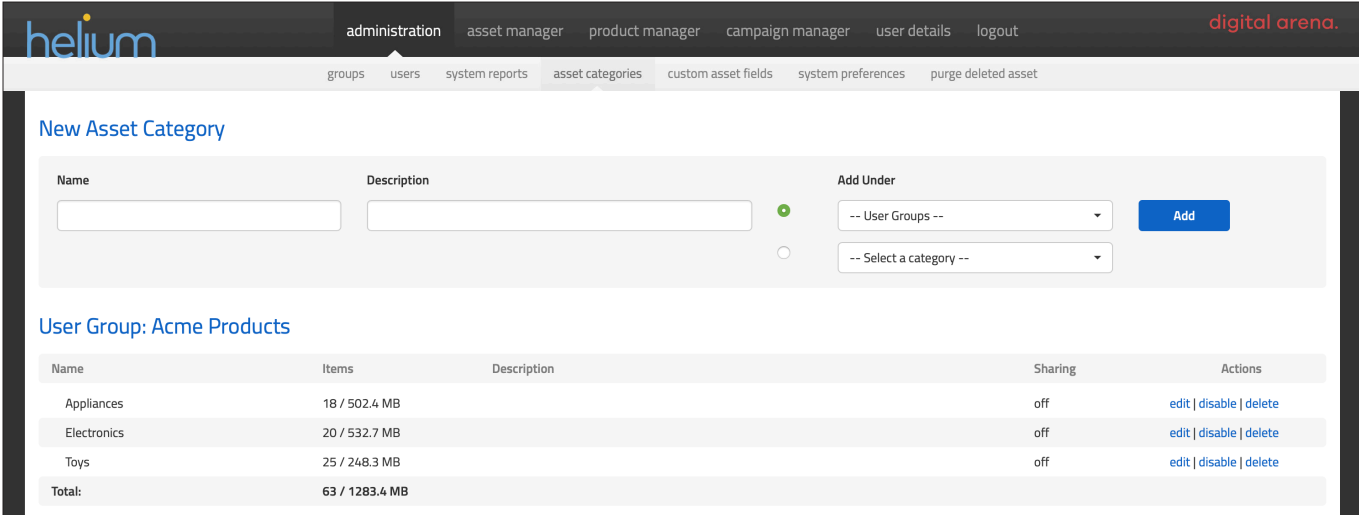
Editing an existing asset category

1. From the **administration** menu choose **asset categories**
2. Select your asset category from the appropriate User Group. Click **Edit**
3. You can change where the category sits in the category tree - using the dropdown menus. Click the select button to choose between User Group and Category. Click **Move**
4. Changes can be made to the name and/or description of the category. Click **Update**

NOTE: When adding a New Asset Category - you can EITHER add under User Groups or a Category.

TIP: Use brief but unique category names that reflect the purpose and content of the assets.

CAUTION: If you delete a category you delete all assets in that category



The screenshot shows the Helium Asset Manager Administration interface. The top navigation bar includes 'administration', 'asset manager', 'product manager', 'campaign manager', 'user details', and 'logout'. The 'asset categories' menu item is selected. Below the navigation bar, the 'New Asset Category' form is displayed. It has two input fields for 'Name' and 'Description', and an 'Add Under' section with two dropdown menus: '-- User Groups --' and '-- Select a category --'. A blue 'Add' button is located to the right of the dropdowns. Below the form, a table titled 'User Group: Acme Products' is shown. The table has columns for 'Name', 'Items', 'Description', 'Sharing', and 'Actions'.

Name	Items	Description	Sharing	Actions
Appliances	18 / 502.4 MB		off	edit disable delete
Electronics	20 / 532.7 MB		off	edit disable delete
Toys	25 / 248.3 MB		off	edit disable delete
Total:	63 / 1283.4 MB			

PURPOSE: Custom asset fields enables the creation of custom fields, specified for a particular group. There are various types of fields, depending on the kind of information, you want to display

Creating custom asset fields

1. From the **custom asset fields** submenu choose **add**
2. Enter a name for your asset field.
3. Select a type of field from the dropdown menu.
4. Depending on the type, enter appropriate values or options
5. You can enter a numeric value for the fields order
6. When complete, click **Add**

The screenshot shows the 'Custom Asset Field' form in the Helium Admin interface. The form includes fields for Name, Type (with a dropdown menu open showing options like Text, Large text, Static menu, Multiple select box, Dynamic menu, Dynamic sql menu, Date, Checkbox, and Static HTML Header), Default value, Value list, Position, Group (set to Administration), and checkboxes for 'Show in search results' and 'Include in simple search'. There is also a 'Permissions' section with an 'add' link and a table for 'Administration' with columns for Read (R), Write (W), and other permissions. An 'Add' button is at the bottom.

Viewing/editing custom asset fields

1. From the **custom asset fields** submenu choose **list**
2. Click **Edit** on the custom asset field you wish to view/edit
3. Make any changes required, such as changing the group, or checking 'show in search results'
4. Click **Update**

Group: Acme Products

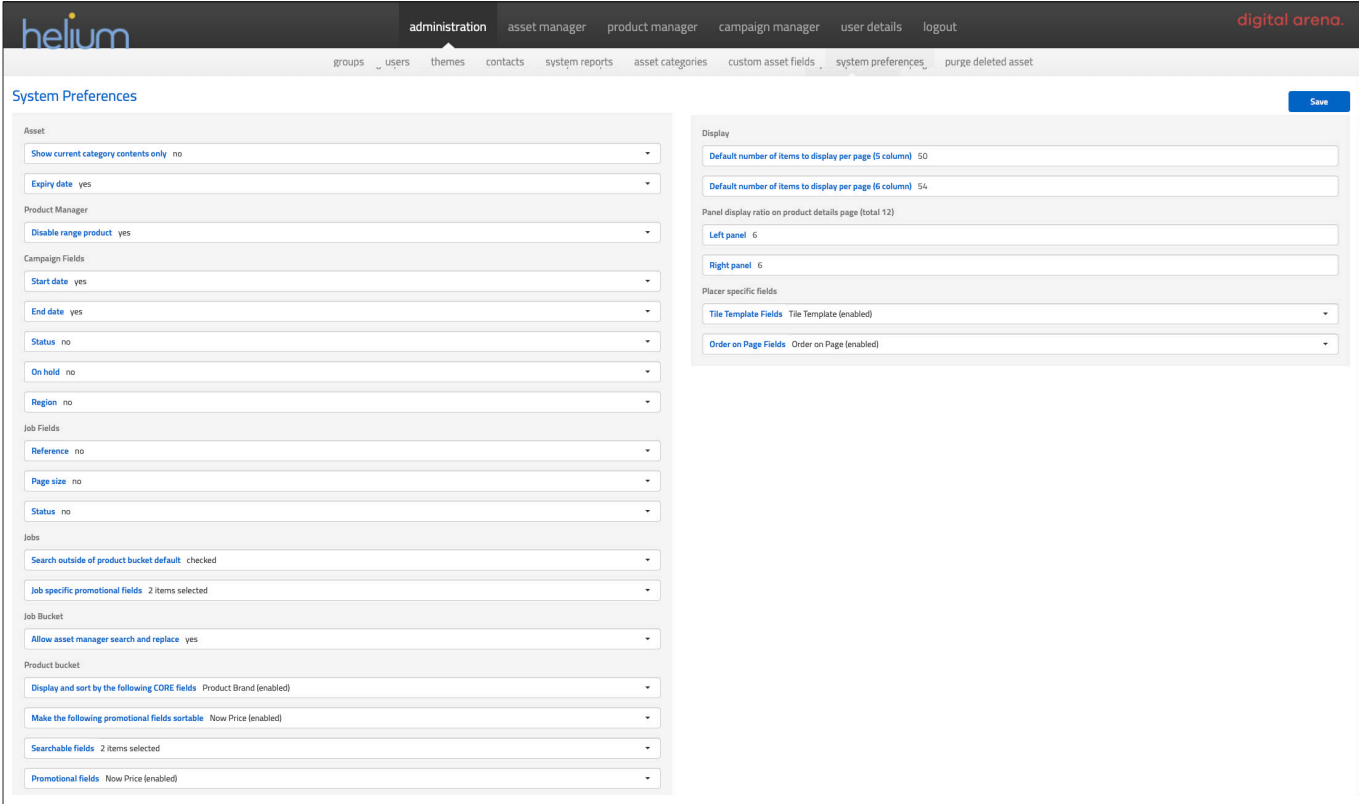
Custom Asset Fields

Name	Type	Default value	Value list	Position	Show in search results	Include in simple search	
Product Brand	text			0	Yes	No	edit
Product Description	large_text			0	Yes	No	edit
Product Code	text			0	Yes	No	edit
							Total: 3

PURPOSE: System preferences allows for settings to be applied globally.

System Preferences

1. From the administration top menu choose **system preferences**
2. Select appropriate options from the various dropdown menus
3. When done. Click **Save**



The screenshot shows the 'System Preferences' interface in the Helium system. The top navigation bar includes 'administration', 'asset manager', 'product manager', 'campaign manager', 'user details', and 'logout'. Below the navigation, there are links for 'groups', 'users', 'themes', 'contacts', 'system reports', 'asset categories', 'custom asset fields', 'system preferences', and 'purge deleted asset'. The main content area is titled 'System Preferences' and contains a 'Save' button. The settings are organized into several sections:

- Asset:** 'Show current category contents only' (no), 'Expiry date' (yes).
- Product Manager:** 'Disable range product' (yes).
- Campaign Fields:** 'Start date' (yes), 'End date' (yes), 'Status' (no), 'On hold' (no), 'Region' (no).
- Job Fields:** 'Reference' (no), 'Page size' (no), 'Status' (no).
- Jobs:** 'Search outside of product bucket default' (checked), 'Job specific promotional fields' (2 items selected).
- Job Bucket:** 'Allow asset manager search and replace' (yes).
- Product bucket:** 'Display and sort by the following CORE fields' (Product Brand (enabled)), 'Make the following promotional fields sortable' (Now Price (enabled)), 'Searchable fields' (2 items selected), 'Promotional fields' (Now Price (enabled)).
- Display:** 'Default number of items to display per page (5 column)' (50), 'Default number of items to display per page (6 column)' (54), 'Panel display ratio on product details page (total 12)', 'Left panel' (6), 'Right panel' (6).
- Placer specific fields:** 'Tile Template Fields' (Tile Template (enabled)), 'Order on Page Fields' (Order on Page (enabled)).

NOTE: Whether you can access System Preferences and the selection of options within it, are determined by your user permissions

PURPOSE: A permission list is a preset combination of permissions for either Product Manager or Campaign Manager - that can be assigned to a user.

- The permission sets are displayed under PIM or Campaign. They can be 'edited' or 'disabled'.
- 'Users' shows the users assigned to the set.

The screenshot shows the Helium Asset Manager Administration interface. The top navigation bar includes 'administration', 'asset manager', 'product manager', 'campaign manager', 'user details', and 'logout'. The breadcrumb trail is 'groups > users > system reports > asset categories > custom asset fields > system preferences > purge deleted asset > users list > show deleted users > permission list'. The main content area is titled 'New Permission Set' and contains a form with 'Name' and 'Description' fields, an 'Add' button, and a dropdown menu with 'PIM' and 'Campaign' options. Below the form are two tables: 'PIM Permission Set' and 'Campaign Permission Set'. The 'PIM Permission Set' table has one row with 'Name: standard', 'Status: active', and 'Action: edit | disable | users'. The 'Campaign Permission Set' table has one row with 'Name: marketing', 'Status: active', and 'Action: edit | disable | users'.

- This screenshot shows the permission set called standard.
- Each function is turned on or off - depending on the desired access.
- Contact your Helium representative for assistance or for further information regarding this facility.

Update

Name	Description
standard	

Product Access

view products	<input type="radio"/> Off <input checked="" type="radio"/> On
add/edit products	<input type="radio"/> Off <input checked="" type="radio"/> On
delete/restore products	<input type="radio"/> Off <input checked="" type="radio"/> On

Product Admin

add/edit/delete core fields	<input type="radio"/> Off <input checked="" type="radio"/> On
add/edit/delete promotional fields	<input type="radio"/> Off <input checked="" type="radio"/> On
add/edit/delete categories	<input type="radio"/> Off <input checked="" type="radio"/> On

Campaign Collection Access

add a new collection	<input type="radio"/> Off <input checked="" type="radio"/> On
edit promo data in a collection	<input type="radio"/> Off <input checked="" type="radio"/> On

Campaign Access

edit promo data in a campaign	<input type="radio"/> Off <input checked="" type="radio"/> On
change job specific images in a campaign	<input type="radio"/> Off <input checked="" type="radio"/> On
add product into a campaign product bucket	<input type="radio"/> Off <input checked="" type="radio"/> On
delete products from a campaign	<input type="radio"/> Off <input checked="" type="radio"/> On

Campaign Admin

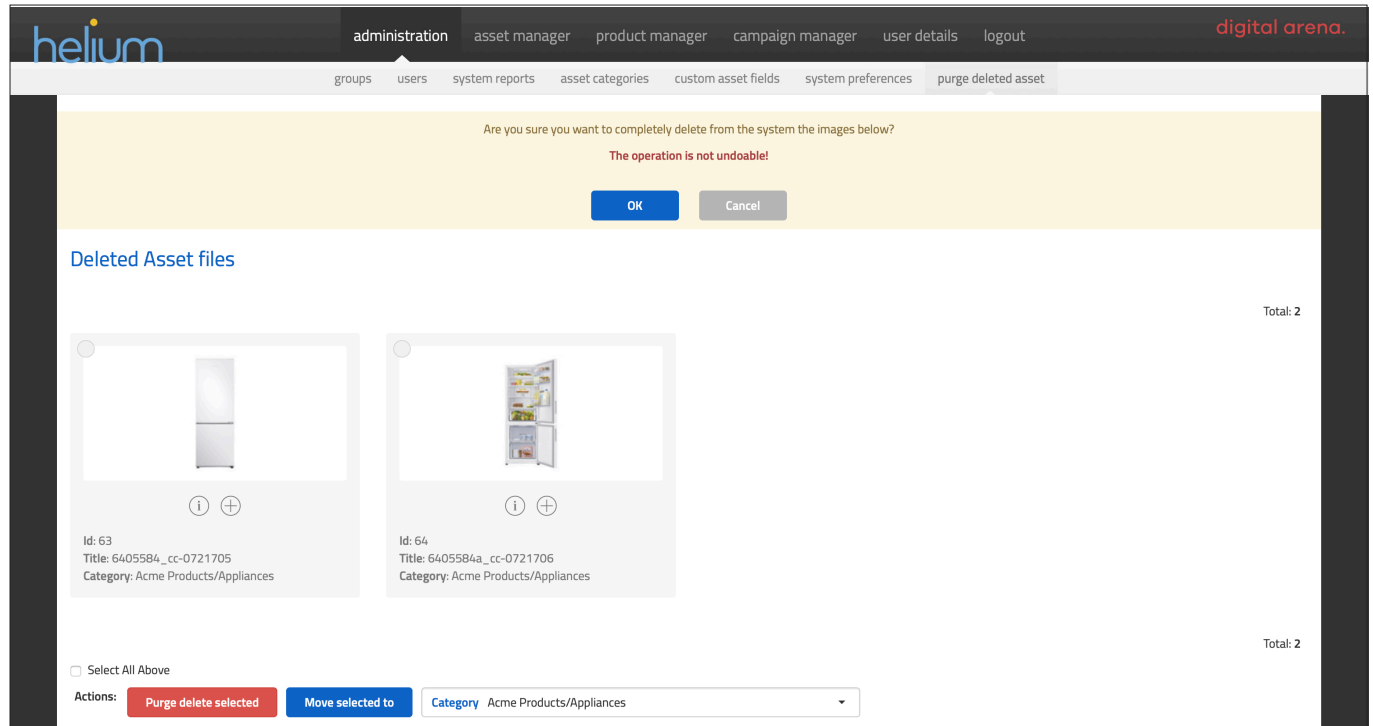
assign categories to a campaign	<input type="radio"/> Off <input checked="" type="radio"/> On
---------------------------------	---------------------------------------------------------------

PURPOSE: Purge deleted asset allows previously deleted assets to be permanently removed from the database. Deleted assets when deleted, are flagged as deleted, but not actually removed from the database - until removed via this function.

Purge deleted asset

1. From the administration top menu choose **Purge deleted asset**
2. Any previously deleted assets will show in this window
3. Select the 'Select All Above' checkbox to choose all the assets currently displayed.
4. Otherwise, select the checkbox on the top left of the preview for each asset you wish to remove. Click **Purge delete selected**
5. A dialog will appear to confirm you want to delete. Click **OK** or **cancel**
6. Another alternative, is to move the selected assets, to a different category such as an Archive. Select the category from the dropdown menu. Click **Move selected to**
7. Click **OK**

CAUTION: The actual asset data is also removed. There is no ability to retrieve it. Use with extreme caution.



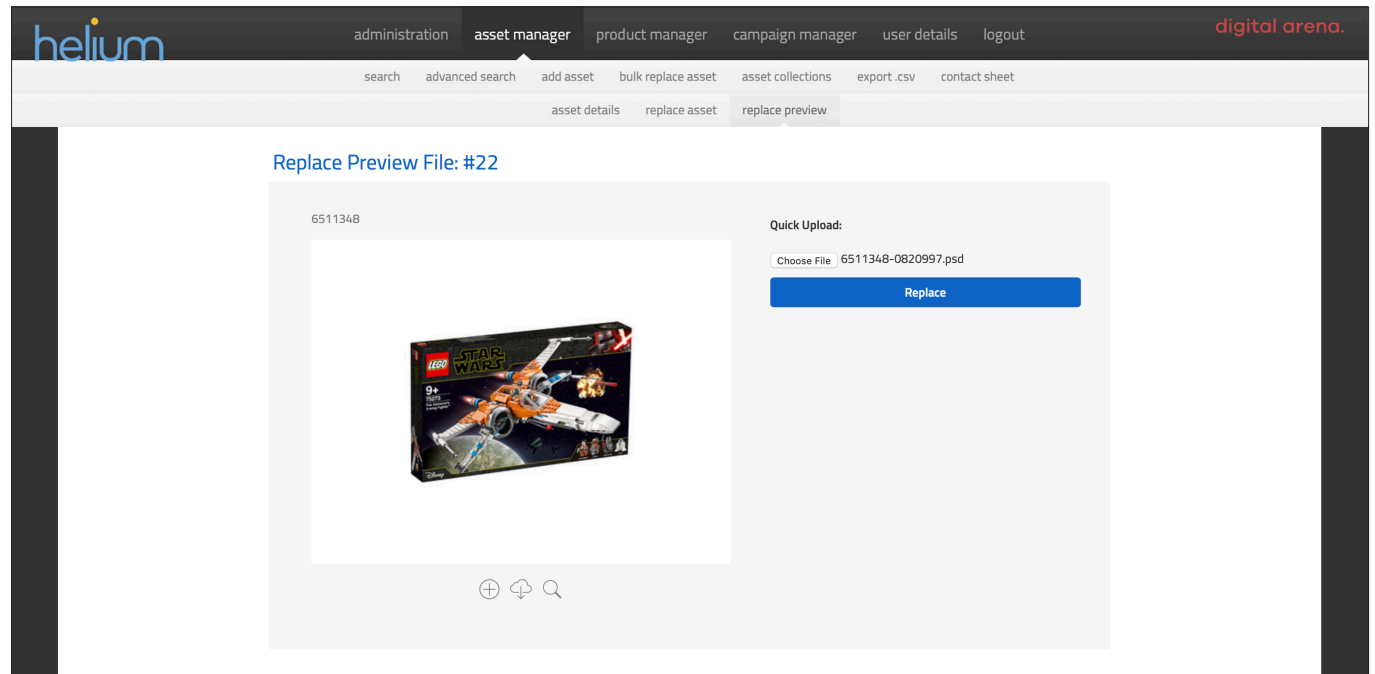
The screenshot shows the Helium Asset Manager Administration interface. At the top, there is a navigation bar with the Helium logo and several menu items: administration, asset manager, product manager, campaign manager, user details, and logout. Below this is a sub-navigation bar with options: groups, users, system reports, asset categories, custom asset fields, system preferences, and purge deleted asset. The main content area displays a confirmation dialog: "Are you sure you want to completely delete from the system the images below?" with a red warning "The operation is not undoable!" and buttons for "OK" and "Cancel". Below the dialog, there is a section titled "Deleted Asset files" showing two asset previews. Each preview includes a thumbnail image, an information icon, and a plus sign. The first asset has Id: 63, Title: 6405584_cc-0721705, and Category: Acme Products/Appliances. The second asset has Id: 64, Title: 6405584a_cc-0721706, and Category: Acme Products/Appliances. At the bottom, there is a "Select All Above" checkbox, an "Actions:" section with "Purge delete selected" and "Move selected to" buttons, and a dropdown menu for "Category" set to "Acme Products/Appliances".

PURPOSE: Replace preview allows for the preview thumbnail of an asset to be changed. It leaves all the existing metadata intact -only changing the preview.

To replace an asset preview

1. Navigate to the image you want to replace.
2. Choose **replace preview** from the Asset details window.
3. Click 'Choose file' to select the image location for the preview to be uploaded..
4. Click **Replace**

NOTE: The high res version of the image is untouched - only the preview thumbnail is changed.



PURPOSE: Bulk replace asset allows for the bulk replacement of assets based on either Title or ID. Any assets with matching titles or ID will be replaced from this bulk upload.

1. Ensure new asset's filenames have the same ID or title as the assets you want to replace. The files revalidate, depending on your match selection. The files will turn red if they are invalid.
2. Select either Title or ID for the criteria you want to use for matching from the dropdown menu.
3. Either drag the files into the drag n drop window, or select 'add files' to navigate to your folder location.
4. Click **Replace**

1. A green dialog will be displayed listing the files successfully replaced.
You can export a CSV file of those replaced and those that failed.

id	file
108	6522914-0000037.psd

Contents

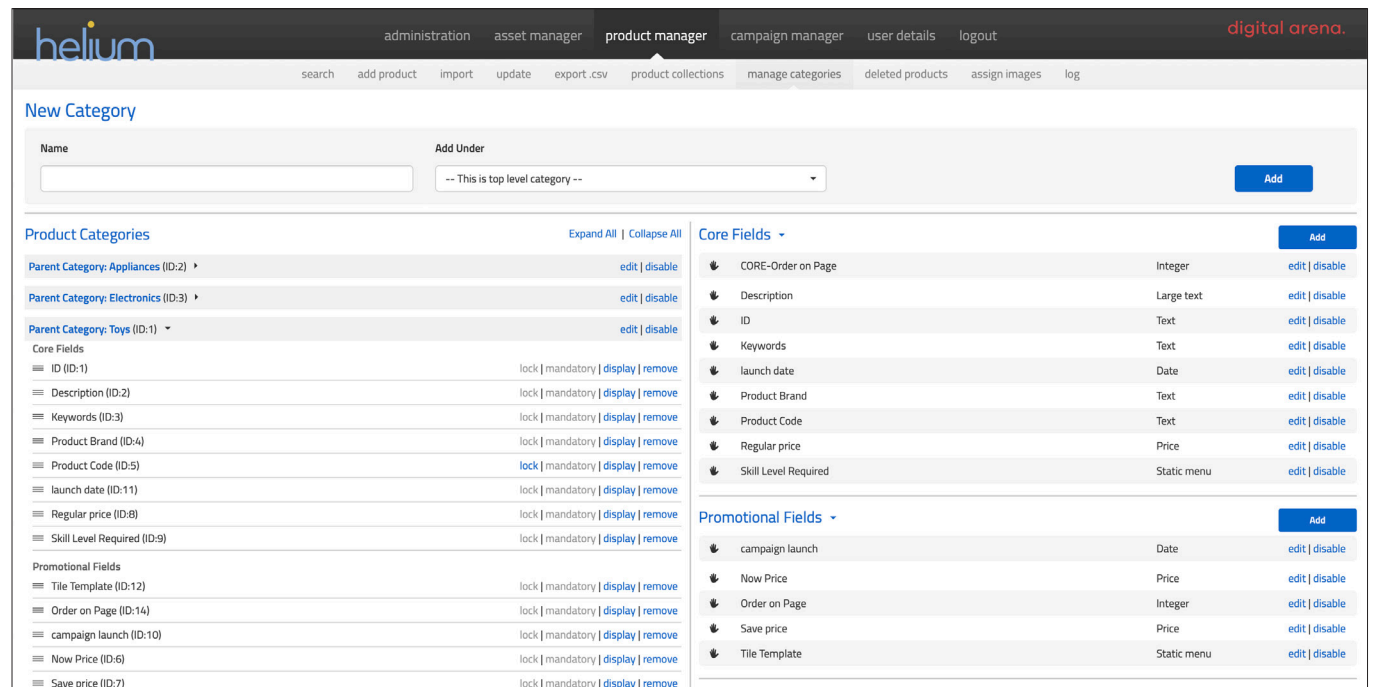
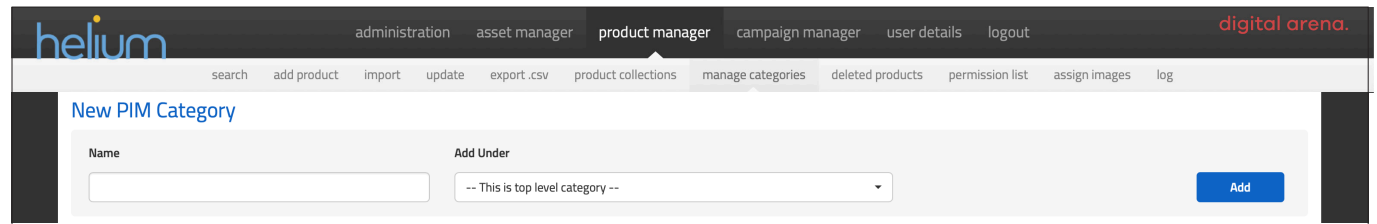
20	manage categories
21	manage categories (con't)
22	deleted products
23	Assigning images
24	Assigning images (con't)
25	transaction log
26	transaction log (con't)
27	preferences

PURPOSE: Manage categories is the location where you build your category structure. You also create core and promo custom fields. The fields can be of various types and allow for a variety of options and information types.

The fields are then assigned to the product categories and can be re-ordered and adjusted in various ways.

Creating Categories

1. From the product manager top menu choose **manage categories**
2. At the top of the window select 'Name' in the 'New PIM Category' section
3. Enter a name for the new category
4. Select whether the category is a top level or sub-category from the dropdown menu.
5. Click **Add**. The new category will appear in the left hand column.



Creating Fields

1. From the product manager top menu choose **manage categories**
2. Select **Add** from the appropriate Core or Promotional Fields panels
3. Enter a Name for the field and select the type of field from the dropdown menu.
4. Enter the appropriate value(s)
5. Click **Create** to create the field.

Field Types

- Text ==> Single line of text
- Large text ==> A block of text
- Static menu ==> A dropdown with fixed choices
- Extended Static ==> A static menu with additional standard information for each entry
- Multiple Select ==> A dropdown list with multiple choices
- Date ==> date format
- Float Number ==> a number with no decimal limit
- Integer ==> a whole number
- Price ==> a number to 2 decimal places
- Checkbox ==> A fixed entry that is selected or not
- Static HTML ==> A web header format

Assigning fields to categories

1. Choose **manage categories** from the product manager top menu
2. Select the field you wish to add to a category
3. Click and hold on the hand icon on the left of the field and drag to the left, just under your category.

Field options with the Categories

- lock ==> locks the field so it can't be altered
- mandatory ==> must be entered, has red *
- display ==> whether field is displayed in search results
- remove ==> removes the field from that category

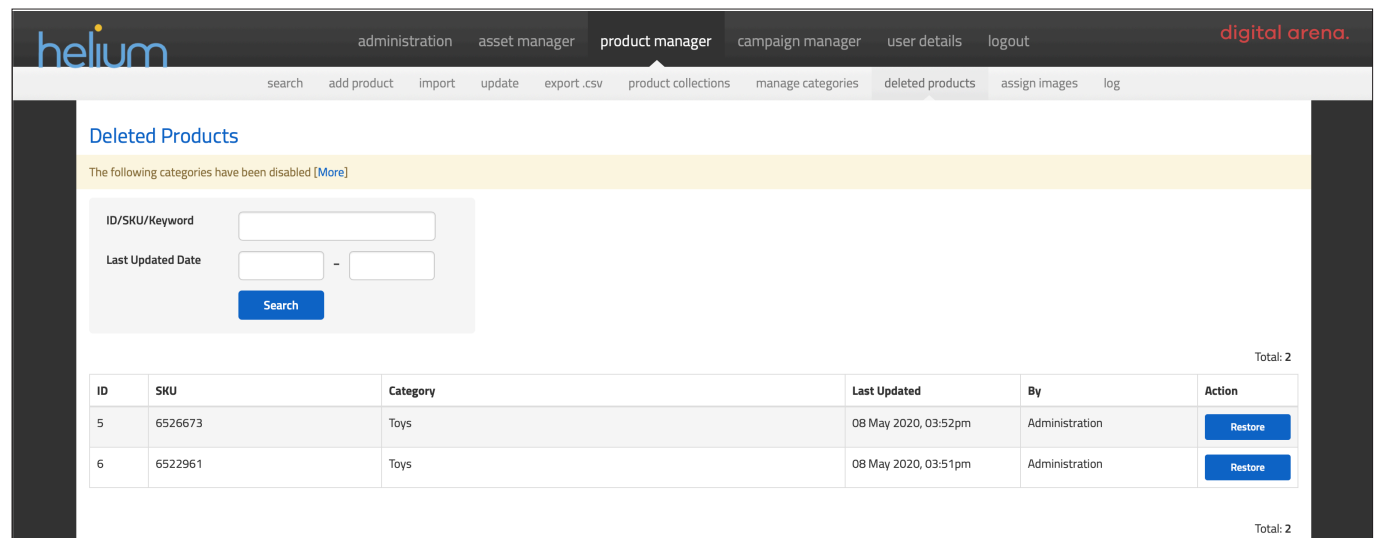
NOTE: You can't add a core field to the promotional area of the category and vice versa.

- Text
- Large text
- Static menu
- Extended static menu
- Multiple select menu
- Date
- Float number (123.99999 - unlimited decimal places)
- Integer (123 - no decimal places)
- Price (123.99 - 2 decimal places)
- Checkbox
- Static HTML Header

PIM Categories		Core Fields	
Parent Category: Appliances (ID:2) edit disable		Add	
Core Fields			
ID (ID:1)	lock mandatory display remove	Description	Text edit disable
Description (ID:2)	lock mandatory display remove	ID	Text edit disable
Keywords (ID:3)	lock mandatory display remove	Keywords	Text edit disable
Product Brand (ID:4)	lock mandatory display remove	Product Brand	Text edit disable
Product Code (ID:5)	lock mandatory display remove	Product Code	Text edit disable
Promotional Fields		Add	
		Price	Price edit disable

To restore deleted products

1. From the product manager top menu choose **deleted products**
2. Enter the ID or SKU details for the product you are looking for. Or a date range - if known
3. Click on **Search**. The Search Results will be displayed as shown
4. Find the product you are looking for and select **Restore**



The following categories have been disabled [\[More\]](#)

Search form fields: ID/SKU/Keyword, Last Updated Date, Search button.

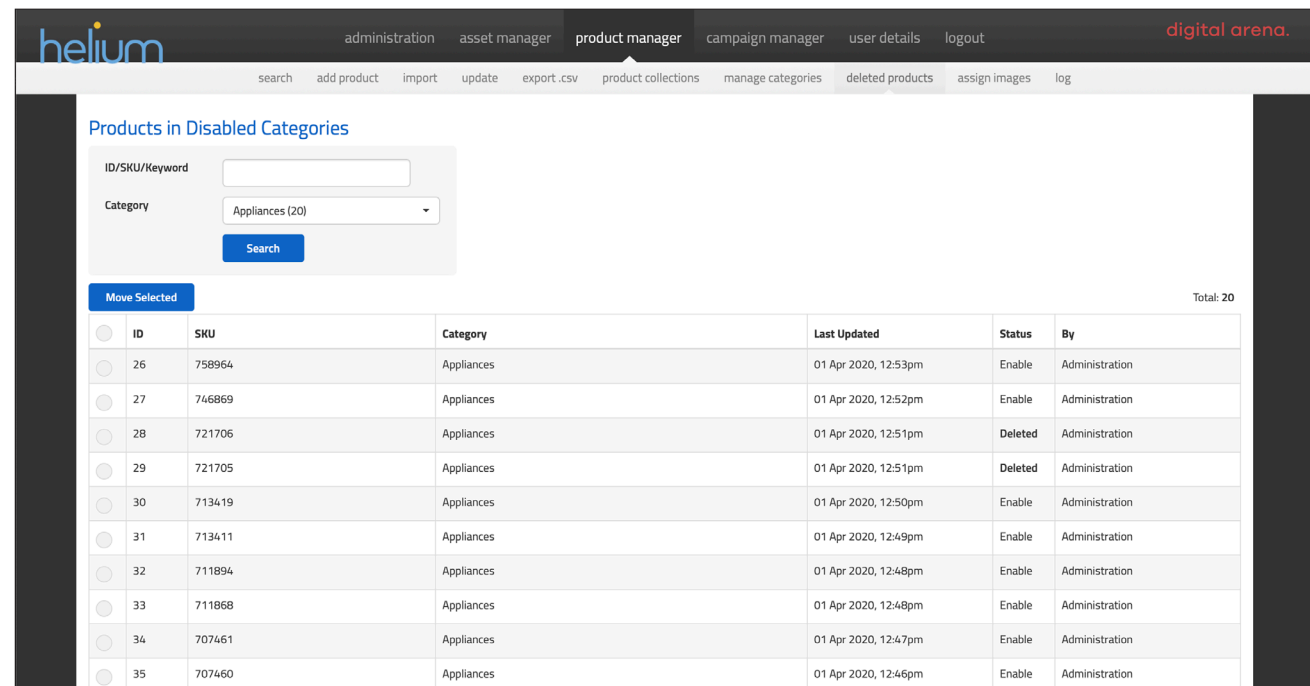
ID	SKU	Category	Last Updated	By	Action
5	6526673	Toys	08 May 2020, 03:52pm	Administration	Restore
6	6522961	Toys	08 May 2020, 03:51pm	Administration	Restore

Total: 2

- If the deleted product you are searching for does not show, it may be in the disabled category and you will need to do a search in the disabled category page.

To restore deleted products from a disabled Category

1. From the product manager top menu choose **deleted products**
2. Select 'More' from the notification, to see the list of categories that have been disabled.
3. Click on **Manage Products**. Enter the ID or SKU details.
4. Click on **Search**. The search result will be displayed.
5. Select the checkbox for the product(s) you want and then select **Move Selected** to choose which category you wish to move the Product(s) into.



Search form fields: ID/SKU/Keyword, Category (Appliances (20)), Search button.

Move Selected button

ID	SKU	Category	Last Updated	Status	By
26	758964	Appliances	01 Apr 2020, 12:53pm	Enable	Administration
27	746869	Appliances	01 Apr 2020, 12:52pm	Enable	Administration
28	721706	Appliances	01 Apr 2020, 12:51pm	Deleted	Administration
29	721705	Appliances	01 Apr 2020, 12:51pm	Deleted	Administration
30	713419	Appliances	01 Apr 2020, 12:50pm	Enable	Administration
31	713411	Appliances	01 Apr 2020, 12:49pm	Enable	Administration
32	711894	Appliances	01 Apr 2020, 12:48pm	Enable	Administration
33	711868	Appliances	01 Apr 2020, 12:48pm	Enable	Administration
34	707461	Appliances	01 Apr 2020, 12:47pm	Enable	Administration
35	707460	Appliances	01 Apr 2020, 12:46pm	Enable	Administration

Total: 20

PURPOSE: Assign images is a specific method of automatically assigning assets to product - based on a set of customised rules. If a product exists which matches the asset title, the asset will be assigned to that product and moved to an asset category determined by the rule.

Step 1: Setting up the rules

- Assigning images works in two parts. The first part is matching asset names to existing SKU named products. To do this, the preferences need to define the SKU structure.
- The grey panel sets the SKU delimiter (recommended to be _) So anything before the delimiter is the SKU.
- Set image as will force the assets to be assigned to either primary image or secondary image.
- Primary image exception will allow a certain suffix (after the delimiter) to be assigned as primary. If a match is found the asset will be assigned to the primary.
- The SKU length accounts for a range of characters for the SKU.

- The second part of assigning images, is creating rules. A rule is simply an instruction to look for assets in a specified asset category, and then allocate them to a particular asset category. There can be multiple rules with different sources and destinations.
- In the rule displayed in the screenshot. The assets uploaded to the 'Toys' category - are the source (or target) of the rule. The Holding Media Category - is where those assets are moved to, if the assignment rule for them fails. In this case to the 'Toys' category.
- If successful, the rule will assign the assets to the Toys category.

Preferences

SKU delimiter

Match first SKU up to delimiter e.g '1234567_100x200' will match '1234567' only

set image as

SKU setup for primary image

SKU suffix

Single Delimiter Rule - If the media file name contains a single delimiter, and text after the delimiter falls outside the SKU length range, this text will be ignored. E.g. if '7 - 10' is set as the SKU length range below, and a media file is '1234567_890.jpg', the text '890' will be ignored

SKU length range -

Rules

[Expand](#) | [Collapse](#) mapped categories

Rule ID	Source Media Category	Holding Media Category	Mapped Categories
1	Acme Products/Toys	Acme Products/Toys	Product: Toys Media: Acme Products/Toys

Rule Setup

Source Media Category * Toys

Holding Media Category * Toys

Category Mapping [Expand All](#) | [Collapse All](#) Destination Media Category

Appliances

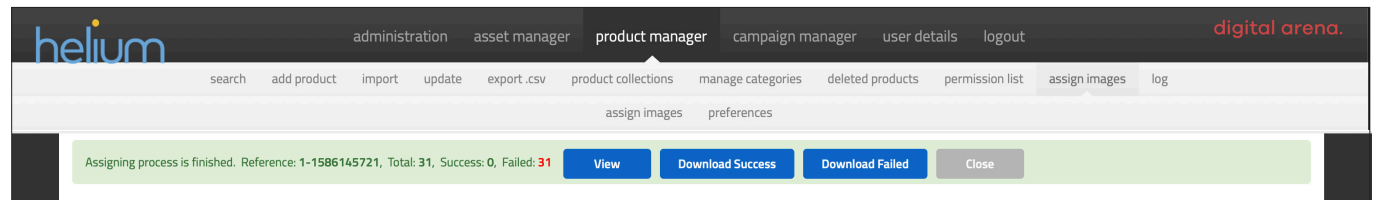
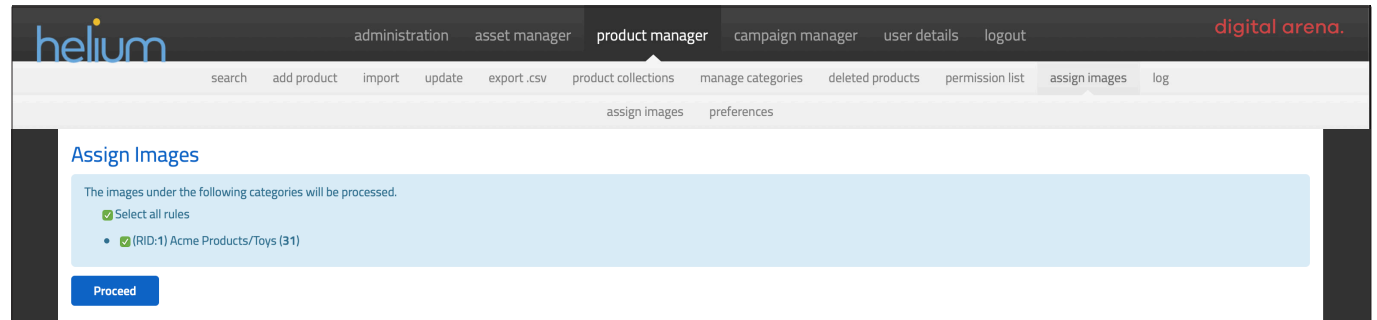
Electronics

Toys

Created: Administration @ 12:08:41 on 01/04/2020
 Last Updated: Administration @ 12:18:35 on 01/04/2020

Step 2: Executing the rules

- Once a rule or all rules have been selected, and there are assets in the source categories - the **Proceed** button will be visible. Otherwise, it will display 'No images'
- Click **Proceed**. The selected rules will execute - and the results will be summarised when completed. The number of assets successfully reassigned will be displayed as will any that have failed.



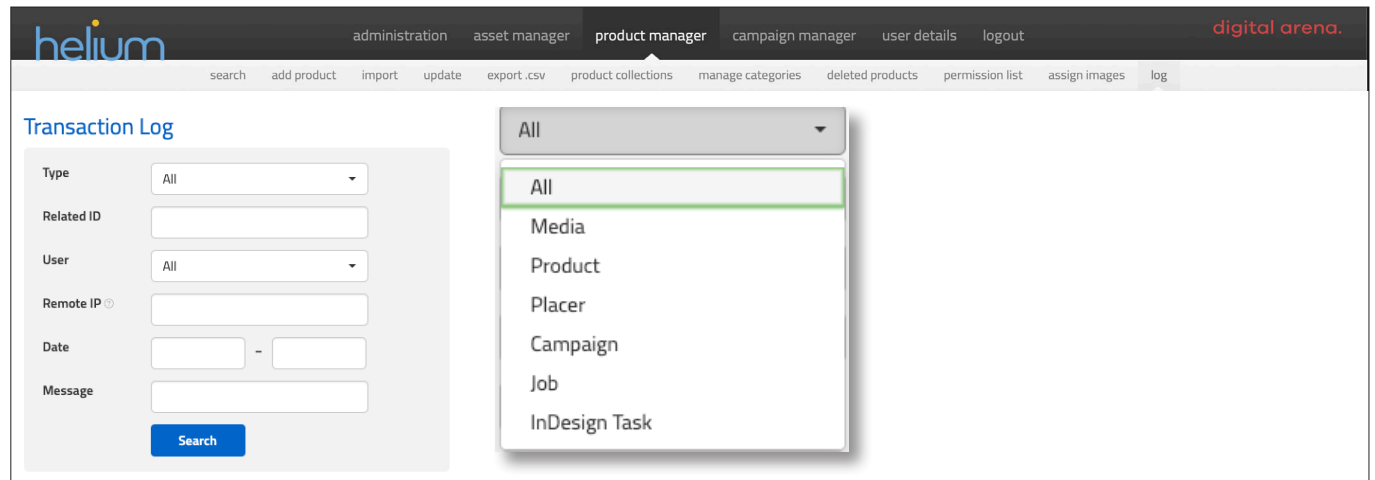
Step 3: The results

- Clicking on **View** will display a summarised table on screen. Otherwise
- Click **Download Success** to download a CSV file or alternatively the **Download Failure** for those assets that did not get assigned.

reference	Title	media ID	media source category	move to	result	message
1-1586145721		6511346	21 Toys	Toys	failed	[Title] 6511346 (Media ID:21) [SKU NOT FOUND] [IMAGE TYPE] primary [ASSIGN RESULT] [MAPPING NOT FOUND] move to holding from: Toys to: Toys [PROCESS ID] 4 [REFERENCE] 1-1586145721
1-1586145721		6511348	22 Toys	Toys	failed	[Title] 6511348 (Media ID:22) [SKU NOT FOUND] [IMAGE TYPE] primary [ASSIGN RESULT] [MAPPING NOT FOUND] move to holding from: Toys to: Toys [PROCESS ID] 4 [REFERENCE] 1-1586145721

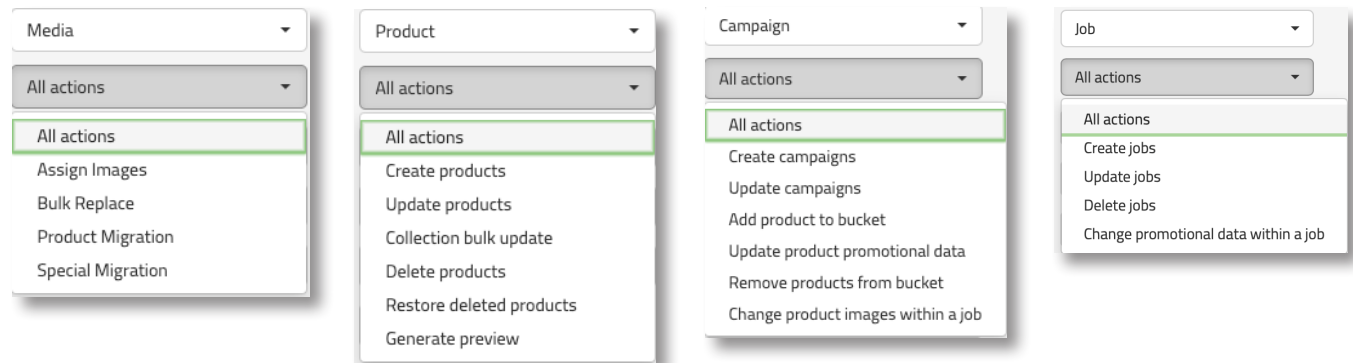
PURPOSE: Logs can be used to trace changes or actions to media and product. It can be searched by date range, for specific users or for a specific product or image.

The Log is accessible in both Product Manager and Campaign Manger from the Log sub-menu.



Using the Transaction Log

1. Choose **log** from either the Product Manager or Campaign Manager sub-menu
2. From the Type dropdown menu, choose what kind of log you are looking for. The choices are All, Media, product, Placer, Campaign, Job and InDesign Task.
3. Each type has its own sublist of actions, to refine the search even further (See the individual screenshots for details)
4. When selection is complete, click **Search**



Log Search Results

1. The search results are presented as a table. Depending on the results, it may be very large and have a number of pages. It can be viewed online or downloaded.
2. To capture the results - click **Download**

Total: 45 - Go to page: 1 2 >

Time	User	Remote IP	Type	Action	Related ID	Message
03 Apr 2020, 01:48pm	Administration	bulk replace page	media	bulk replace	Reference: Process ID: 2	[PROCESS ID] 2 [REFERENCE] 1-1585874902 [SUCCESS] [FAILED] electronics.csv
01 Apr 2020, 12:18pm	Administration	assign page	media	assign	Reference: 1-1585696732 Process ID: 2	[Title] 6511346 (Media ID:21) [SKU NOT FOUND] [IMAGE TYPE] primary [ASSIGN RESULT] [MAPPING NOT FOUND] m.. [More]
01 Apr 2020, 12:18pm	Administration	assign page	media	assign	Reference: 1-1585696732 Process ID: 2	[Title] 6511348 (Media ID:22) [SKU NOT FOUND] [IMAGE TYPE] primary [ASSIGN RESULT] [MAPPING NOT FOUND] m.. [More]
01 Apr 2020, 12:18pm	Administration	assign page	media	assign	Reference: 1-1585696732 Process ID: 2	[Title] 6521485 (Media ID:23) [SKU NOT FOUND] [IMAGE TYPE] primary [ASSIGN RESULT] [MAPPING NOT FOUND] m.. [More]

PURPOSE: Preferences allow for the customisation of your Helium. Depending on access permissions, changes can be made to various fields. (See screenshot)

System Preferences Save

Asset

- Show current category contents only: no
- Expiry date: yes

Product Manager

- Disable range product: yes

Campaign Fields

- Start date: yes
- End date: yes
- Status: no
- On hold: no
- Region: no

Job Fields

- Reference: no
- Page size: no
- Status: no

Jobs

- Search outside of product bucket default: checked
- Job specific promotional fields: 2 items selected

Job Bucket

- Allow asset manager search and replace: yes

Product bucket

- Display and sort by the following CORE fields: Product Brand (enabled)
- Make the following promotional fields sortable: Now Price (enabled)
- Searchable fields: 2 items selected
- Promotional fields: Now Price (enabled)

Display

- Default number of items to display per page (5 column): 50
- Default number of items to display per page (6 column): 54

Panel display ratio on product details page (total 12)

- Left panel: 6
- Right panel: 6

Placer specific fields

- Title Template Fields: Title Template (enabled)
- Order on Page Fields: Order on Page (enabled)

Contents

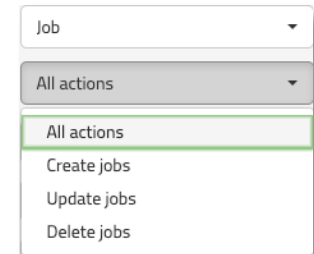
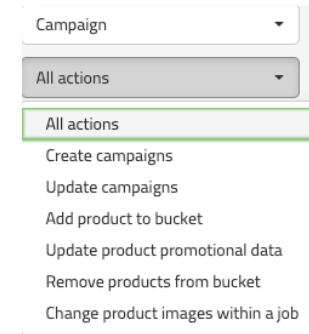
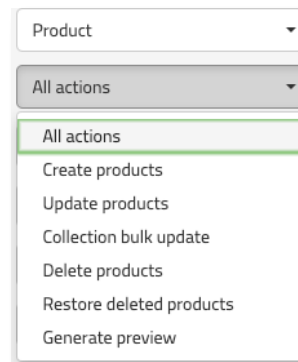
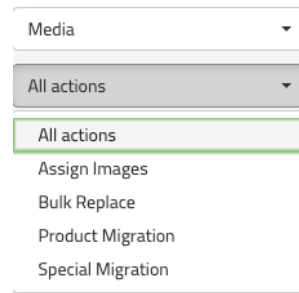
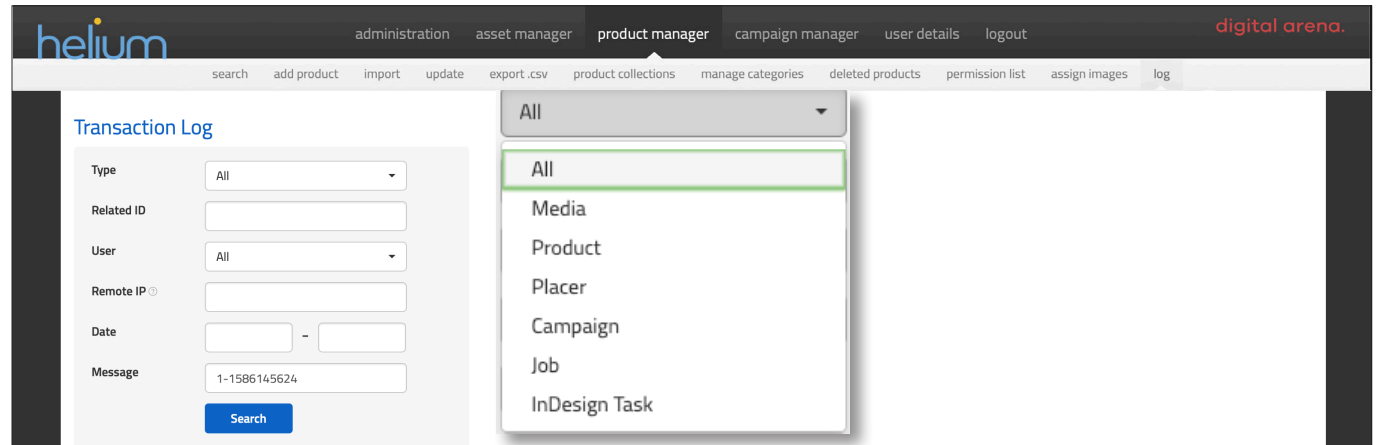
29	Transaction Log
30	Transaction Log (con't)
31	preferences

PURPOSE: Logs can be used to trace changes or actions to media and product. It can be searched by date range, for specific users or for a specific product or image.

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[Download](#) [Expand](#) | [Collapse](#) messages

Time	User	Remote IP	Type	Action	Related ID	Message
03 Oct 2019, 11:08am	Administration	assign page	media	assign	Reference: 1-1570054097 Process ID: 1	[Title] 6275554 (Media ID:791303) [MATCHED SKU] 6275554 (PID:65) category: Toys [IMAGE TYPE] primary [ASSIG.. [More]
03 Oct 2019, 11:08am	Administration	assign page	media	assign	Reference: 1-1570054097 Process ID: 1	[Title] 6275554a (Media ID:791304) [SKU NOT FOUND] 6275554a [IMAGE TYPE] primary [ASSIGN RESULT] [MAPPING.. [More]
03 Oct 2019, 11:08am	Administration	assign page	media	assign	Reference: 1-1570054097 Process ID: 1	[Title] 6395181a (Media ID:791305) [SKU NOT FOUND] 6395181a [IMAGE TYPE] primary [ASSIGN RESULT] [MAPPING.. [More]

PURPOSE: Preferences allow for the customisation of your Helium. Depending on access permissions, changes can be made to various fields. (See screenshot)

[campaigns](#) | [preferences](#) | [log](#)

Region

Name	Code	Display Order
Base	base	0
<input type="text" value="New Name"/>	<input type="text" value="New Code"/>	<input type="text" value="Display Order"/>

Campaign Status

Name	Value	Display Order
In Progress	InProgress	0
Complete	Complete	1
<input type="text" value="New Name"/>	<input type="text" value="New Value"/>	<input type="text" value="Display Order"/>

Job Status

Name	Value	Display Order
In Progress	InProgress	0
Complete	Complete	1
<input type="text" value="New Name"/>	<input type="text" value="New Value"/>	<input type="text" value="Display Order"/>

Page Size

Name	Value	Display Order
A4	A4	0
A5	A5	1
A3	A3	2
<input type="text" value="New Name"/>	<input type="text" value="New Value"/>	<input type="text" value="Display Order"/>