HP Asset Hub Communication

To: HP Asset Hub users

How to keep your assets secure?

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Mark your assets *pre-released*
When uploading an asset, on the metadata form, you can manually set up restrictions by entering a *Release date **in the future***, which will mark your asset pre-released. Marked as such, it will only be accessible for users with dedicated pre-released permissions.

At the release date, HP Asset Hub will automatically move the asset from pre-released to released status, making it available for all HP Asset Hub users.

Mark your asset *private*
Private assets are restricted from access by any HP Asset Hub user. When uploading an asset, on the metadata from, you have the option to mark the asset private by selecting *true* in the *Mark asset private* field. Assets marked private must be uploaded into Private Folders, and can be shared by sharing the folder. You can change the asset's status to public and release it to the Asset Hub Library by modifying the *Mark asset private* field in the metadata form.

HP Asset Hub does not allow to convert public assets into private assets. In this case, you needed to delete the public asset and re-upload it to Asset Hub as private.

For maximum security, mark your pre-released assets private.

Note: PPS product images uploads to Asset Hub are managed by the Image Team and should not be uploaded by individual users outside the Image Team. For further information about the image upload process, contact ImageSupport@hp.com**.**