



New Asset Hub Release

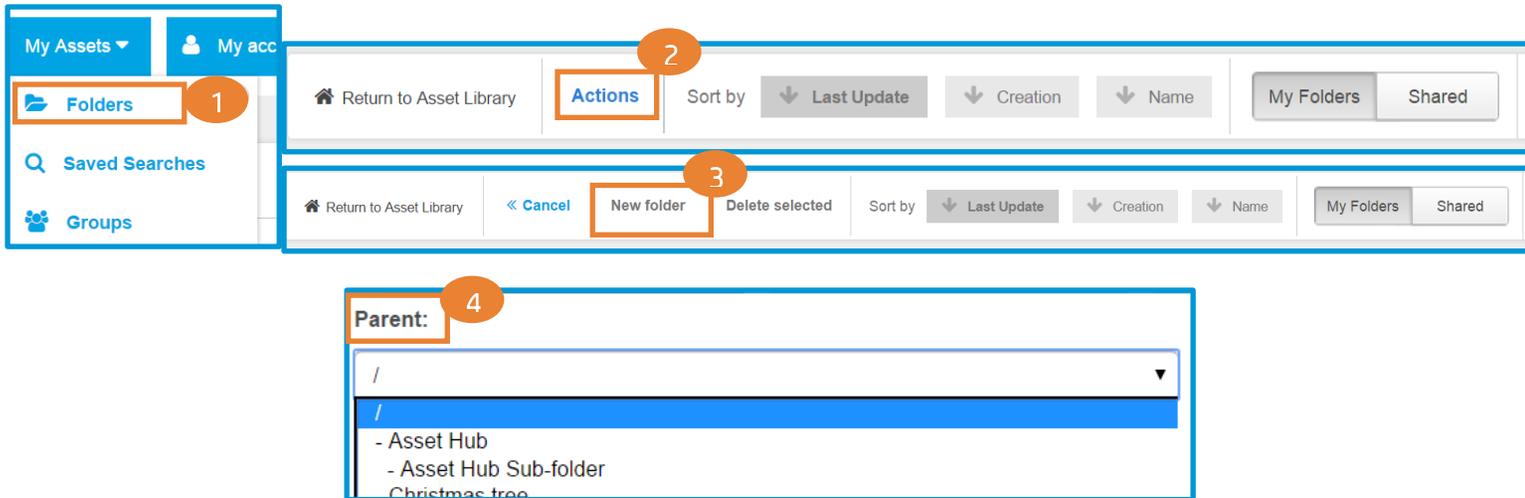
March 6, 2017

The Asset Hub 4.9 has been deployed to give you a better experience! Start learning about the new features and improvements now!

1. New folder capabilities enable faster access to the assets you need when you need them

- a. Create **sub-folders** to get better organized, for faster accessibility and easier sharing.

To **create** a sub-folder, go to Actions, select New folder and then select “Parent” from the new option. All your existing folders/sub-folders will be listed in the drop-down.



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To **view** a sub-folder, go to My Assets -> Folders, select a folder that has sub-folders and click the Sub-folders button! Sub-folders will be listed based on type (the same as the folders).



To **share** a sub-folder:

- > if you add a new owner/shared person ONLY to the sub-folder; the owner will need to search for the folder name in their folder area, otherwise they will not see it.
- > if you add an owner to BOTH root folder & sub-folder, the new owner will see the root folder + the sub-folder normally under My Folders.

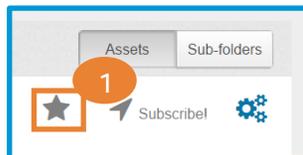
- b. Mark your **favorite folders** and make them appear first within their folder category. You have two ways of doing that. You can either simply click on the star below the folder name.



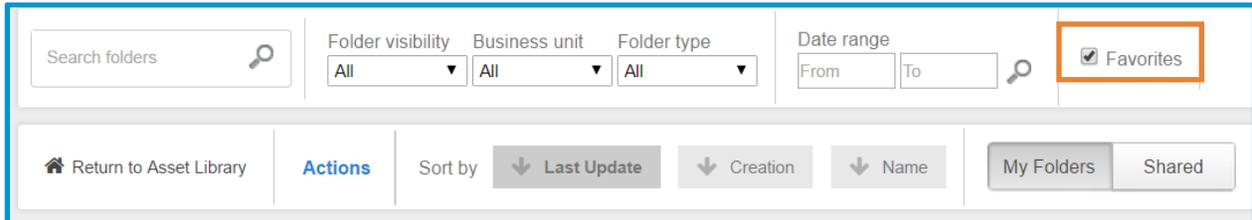
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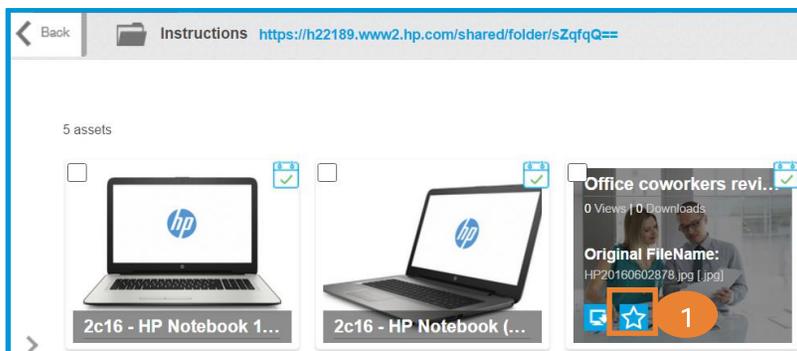
Or you can click on the star next to the Subscribe button.

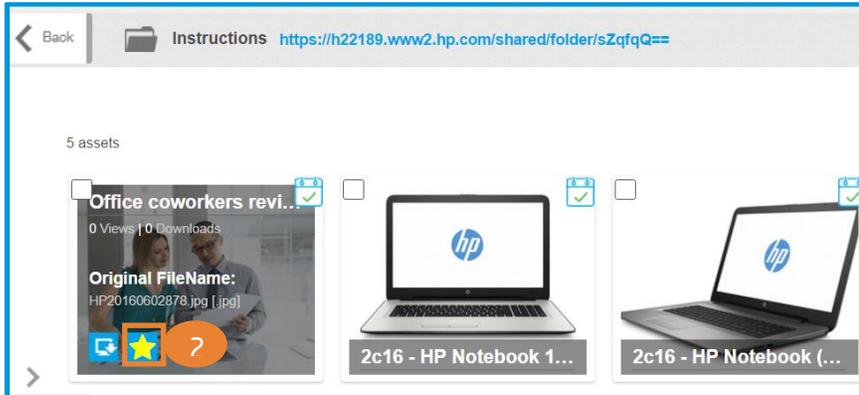


To **view** only Favorite folders, check the “Favorites” box.

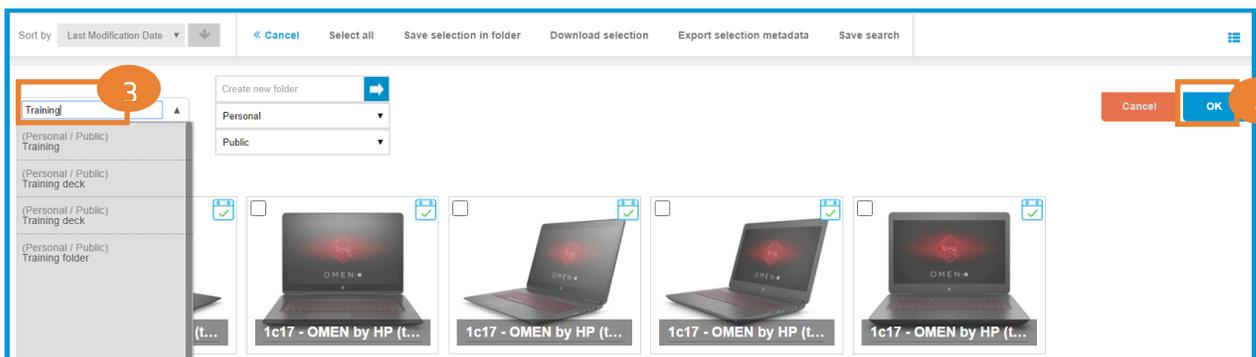
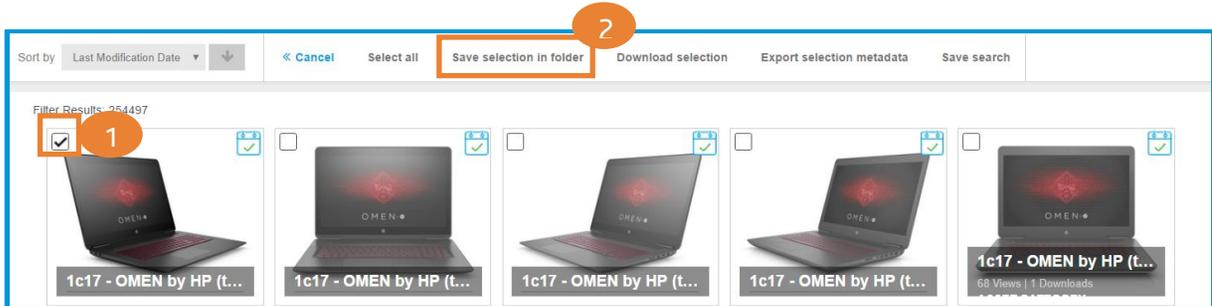


- c. **Pin the most important assets** to the top of the folder for faster accessibility. Just hover the mouse over the asset and click on the star. If multiple assets are pinned, they will be ordered chronologically.





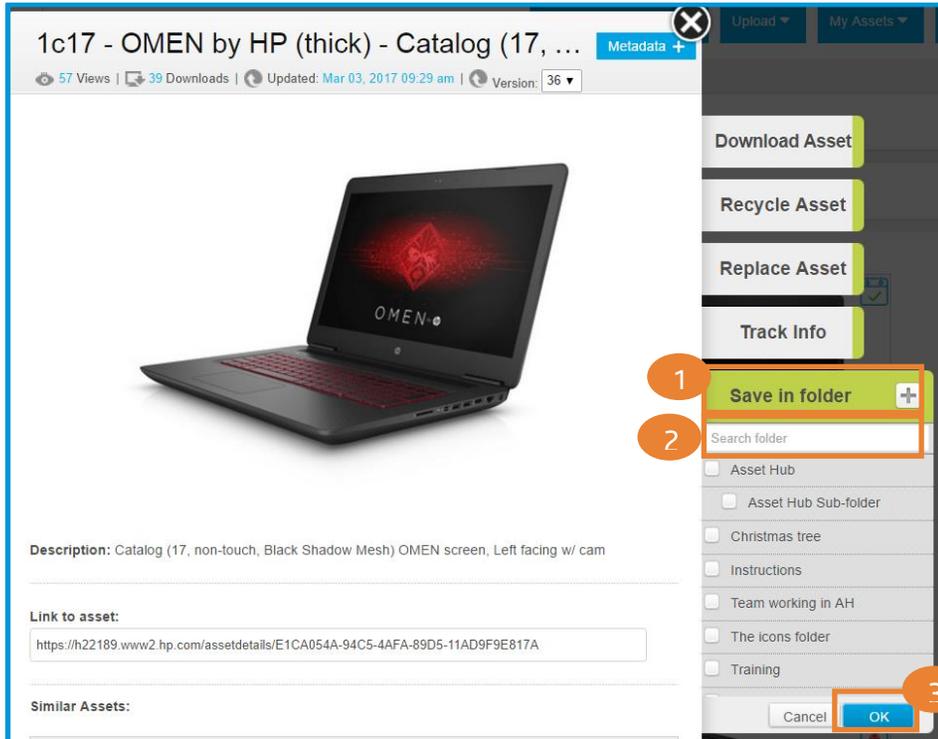
- d. **Adding assets to folders** is now easier. Just **search through your folders** to quickly find the right one. You have two ways of doing that. Either by checking the box in the top left corner of an asset, then click on Save selection in folder, search the folder you need and then click ok.



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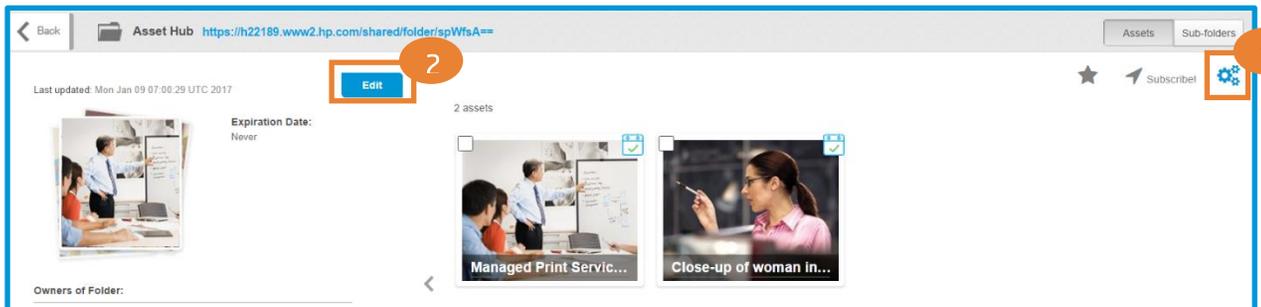


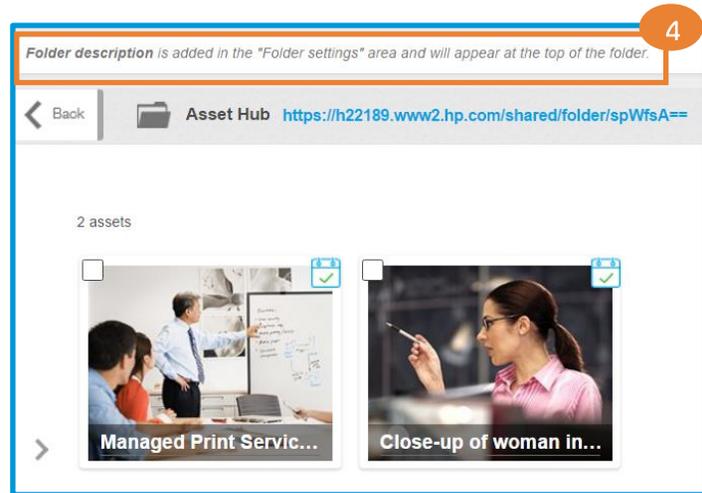
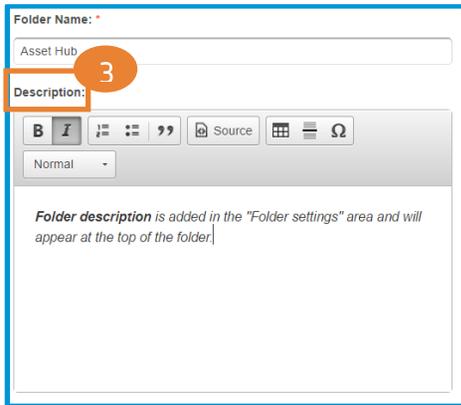
Or, after clicking on an asset, you have the Save in folder option, where you can search through your folders, choose one, and then click ok.



- e. **Customize your folder description** from the folder settings pane and take advantage of additional customization options.

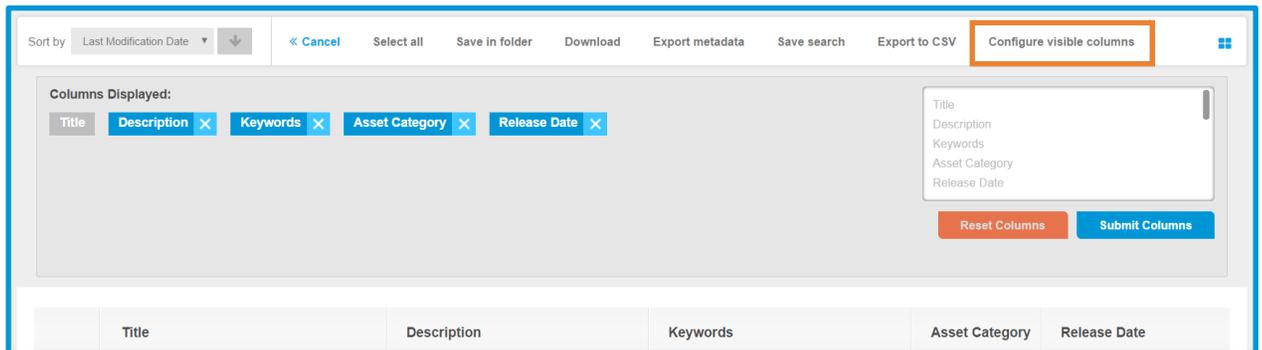
If you want to edit the description of the folder, first you need to click on the wheels on the right. Then, click Edit, write your description, and Save it. Your description will appear at the top of the folder.





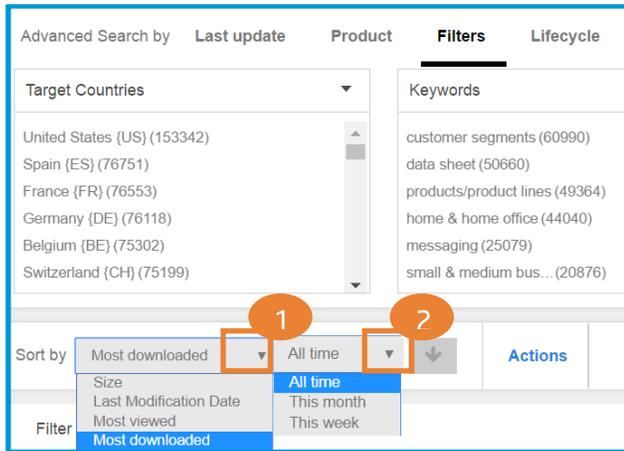
2. New customization options enhance your experience

- The last view you used, either thumbnail or List view, will be automatically saved and, next time you login to Asset Hub, you can continue where you left off. Also, the options you used in “Configure visible columns”, available only in the List view, will be saved from one session to another.



- You can now sort the most viewed and most downloaded assets

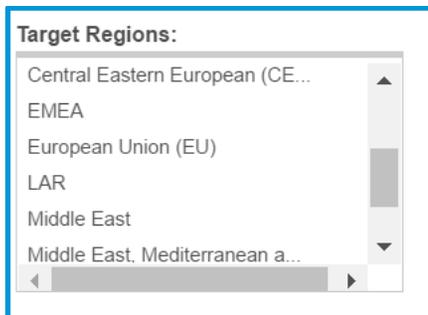




- c. The EMEA sub-regions have been updated. The Autofill Target Countries functionality will list countries according to these regions.

These are the new values:

- European Union (EU) - to replace European Union (Plus)
- Central Eastern European (CEE) – new
- Middle East, Mediterranean and Africa (MEMA) - new
- Middle East - new
- Africa - new



3. Simplified download and asset selection process make you more effective

- a. One click less to download! By downloading an asset you automatically acknowledge and agree to abide by the Usage Rights and Restrictions – but please remember to always verify the Usage Rights and Usage restrictions.





Download DRM Assets

DRM Usage Rights and Restrictions

By downloading this asset you acknowledge and agree to abide by the Usage Rights and Restrictions below.

The drop down menu provides options to download the primary file. Supporting files can be downloaded by clicking the button on the thumbnail below. Users who require a .png file with transparent background for PPS products should download the attached file when available.

Usage Rights:
All rights/no restrictions

Usage Restrictions:

Rendition:
Original Source File

[Download](#) [Cancel](#)

Sort by Last Modification Date

[<< Cancel](#) [Select all](#) [Save selection in folder](#) [Download selection](#) [Export selection metadata](#) [Save search](#)

Rendition **DRM Usage Rights and Restrictions** [Download](#)

Original Source File By downloading these assets you acknowledge and agree to abide by the usage rights and restrictions associated with each asset individually.

- b. Selecting assets in the tile view has become easier. Just click on the new checkbox on the top left corner of an asset and proceed with the action relevant for you.

1

2c16 - HP Pavilion x360
1c17 -HP 15.6 Classic...
3C16 Typhon HP Ome...

[<< Cancel](#) [Select all](#) [Save selection in folder](#) [Download selection](#) [Export selection metadata](#) [Save search](#)



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Support

Asset Hub has taken support to the next level! The new [Marketing Application Support Interface](#) has been launched. Its highly intuitive interface enables quick and easy access to the helpdesk and self-help resources from a large range of devices including smartphones and tablets.

Try it now! Login to the [Marketing Application Support Interface](#), with your email-address and password to browse self-help resources or contact the helpdesk.

Content and design by Marketing Application Support & Services (MASS)
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