

How to Organize Your SalesHub™

Asset Library

QUICK REFERENCE GUIDE



Overview

Seamlessly organize the assets in your library by assigning them to a category. Categories serve as folders where assets are stored and displayed in the menu within **Presentation Mode**, enhancing the user experience.

Things to Know

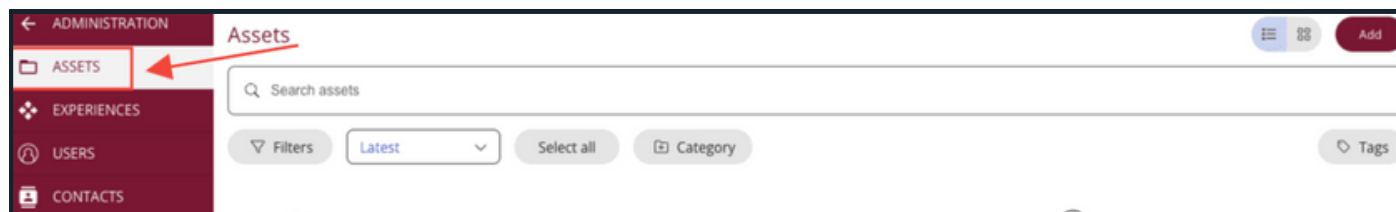


REAL TIME UPDATES

Any edits you make in the asset library will automatically reflect in **Presentation Mode** for all users. Be aware of this when organizing your assets. If you have assets not included of category folders, these will default to **Other**.

Accessing Your Asset Library

Go to your Dashboard and navigate to the **Asset Library**.



1. Create Categories

- Create Categories:** Click **+Category** in the top menu to create folders for organizing assets. A **New Category #** line item will appear.
- Rename Categories:** Double-click the line to rename it to a desired title, such as "Public Spaces" or "Accommodations."

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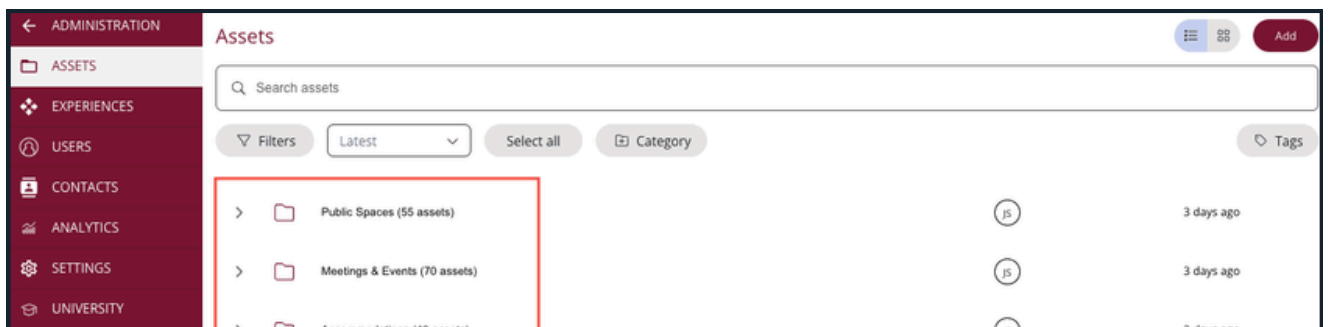
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2. Organize by Categories

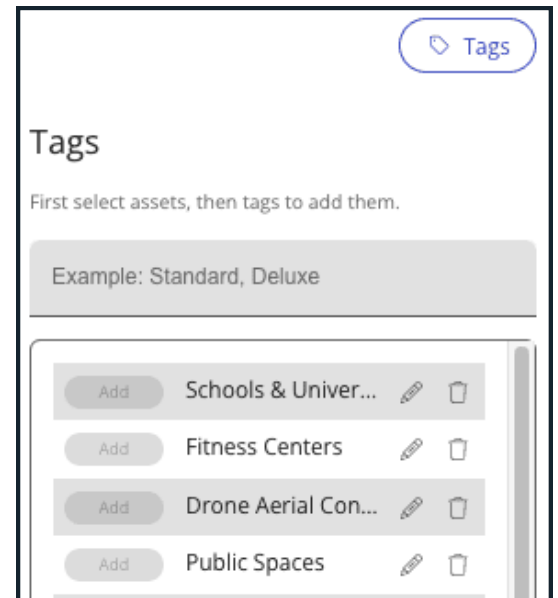
- Use the search bar to find specific assets by title, asset type, or tag.
- Tick the box to the left of each asset title to organize multiple assets at once, or click **Select All**.
- Click **Move** after selecting assets. Then select the target category from the drop-down, and click **Move**.
- Repeat steps 1-3 until all assets are organized.

 **Note:** Any assets not organized into a category folder will appear under **Other** in **Presentation Mode**.



3. Tag Assets for Enhanced Search Criteria

- Click the **Tags** icon to expand the tagging menu.
- Select assets to tag, click **Add/Remove**, and assign tags that reflect themes (e.g., "Weddings," "Social Catering").
- Enter a tag name in the search bar and press Enter on your keyboard.



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4. Edit Asset Details

- a. Double-click any asset to see its details.
- b. In the popup, you can:
 - i. Rename the asset
 - ii. Replace or remove tags
 - iii. Modify the URL link
 - iv. Access distribution links
- c. Click **Save** after making updates.

5. Delete Assets As Needed

- a. Click **Delete** to remove any selected asset.

The screenshot displays the 'Assets' management interface. At the top, there is a search bar and an 'Add' button. Below the search bar, there are filter options including 'Filters', 'Latest', and 'Select all'. The main content area is titled 'Public Spaces' and contains a table with the following columns: NAME, TYPE, TAGS, ADDED BY, ASSIGNED SALESPERSONS, and DATE. The table lists four assets, all of which are 'Photos' and have the tag 'TC Stills - Lobby'. The first asset, 'Lobby-8', is selected, indicated by a red checkmark in a box. A red arrow points from this checkmark to the 'Delete' button in the bottom toolbar. The toolbar also includes buttons for '1 Item', 'Manage Users', 'Download', 'Move', and 'Delete'. The 'Delete' button is highlighted with a red box.

NAME	TYPE	TAGS	ADDED BY	ASSIGNED SALESPERSONS	DATE
<input checked="" type="checkbox"/> Lobby-8	Photos	TC Stills - Lobby X	RS	JS	2 mo
<input type="checkbox"/> Lobby-21	Photos	TC Stills - Lobby X	RS	JS	2 mo
<input type="checkbox"/> Lobby-4	Photos	TC Stills - Lobby X	RS	JS	2 mo
<input type="checkbox"/> Lobby-7	Photos	TC Stills - Lobby X	RS	JS	2 mo