



husseyseatingTM

YOUR PARTNER FOR SEATING SOLUTIONS

ASSET MANAGEMENT TOOL USER GUIDE

Updated January 20, 2021

INTRODUCTION

Welcome to Hussey Seating Company's digital asset management tool!

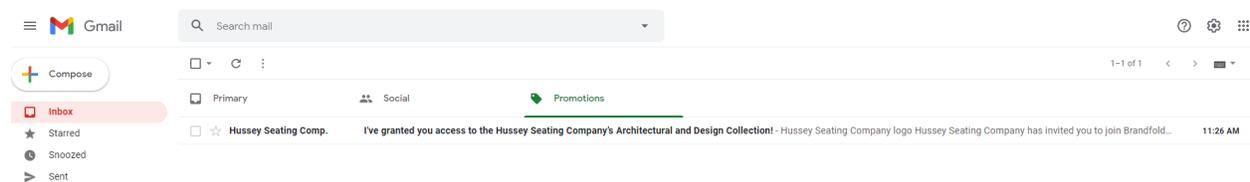
Using this tool will save you time and provide you with a fully indexed asset manager – making it easy to find the exact asset you need.

With any questions, please reach out to us directly at marketing@husseyseating.com

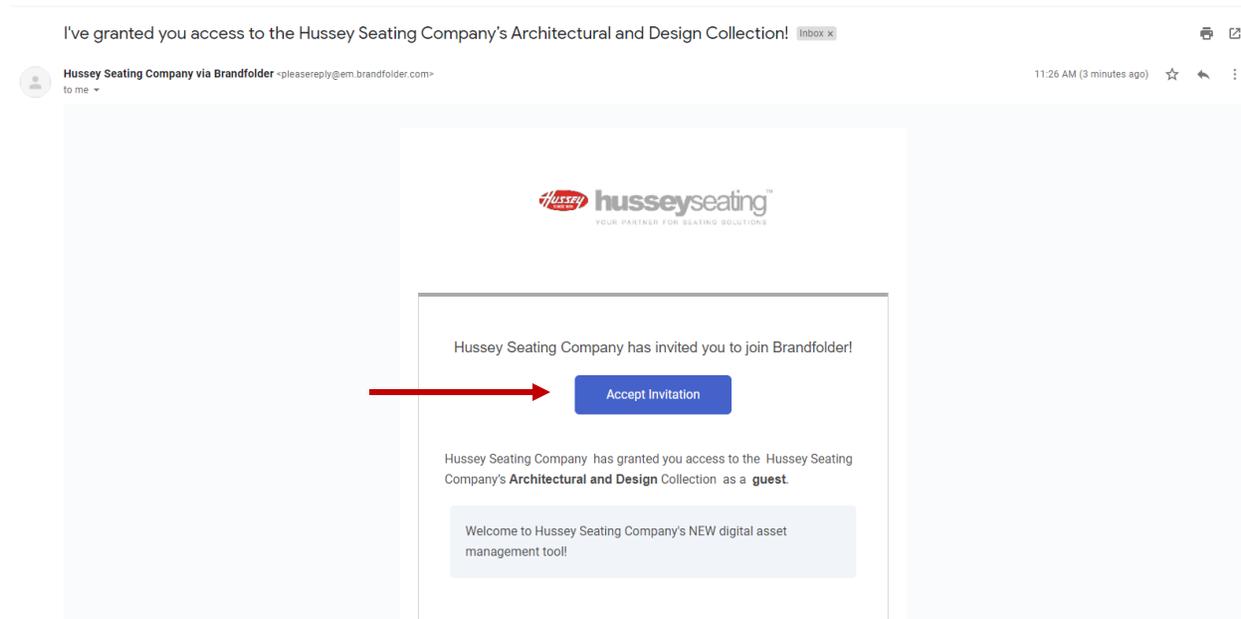
LOGGING IN

Check your email.

You should have received an invitation from Hussey Seating to join the platform (Brandfolder) for you to gain access to the assets available to you. From that email – follow the instructions to activate your account.



The email will come from "Hussey Seating Company via Brandfolder <pleasereply@em.brandfolder.com>" – once opened, click "Accept Invitation."



NOTE: If you have not received the email – please reach out to marketing@husseyseating.com and we'll resend the invitation or send you a direct link to your invitation.

You will then be prompted to create your login information from there. Once that is completed go to the next steps.

[Next steps >>>](#)

LOGGING IN

After your account has been created you can login directly at the login screen:

LOGIN

NOTE: [Follow these steps if you forget your password.](#)

FORGOT PASSWORD

If you cannot remember your password, click "Forgot password?" and follow the instructions from there.



[I want to sign in](#)

[I want to request access](#)

Sign in to Hussey Seating Company's private
Brandfolder

Email

Password

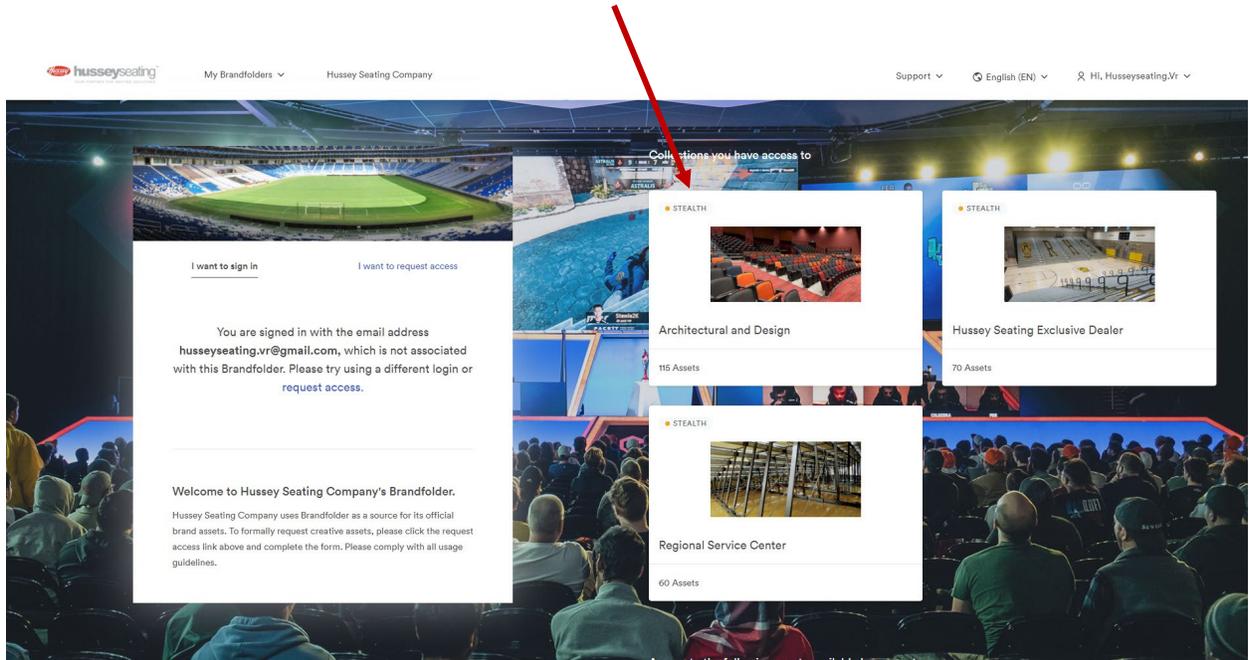
[Forgot password?](#)

Sign In

By proceeding, you agree to our [Privacy Policy](#) (including use of cookies and other technologies) and [Terms of Service](#)

ONCE LOGGED IN

Once you are logged in, you will find yourself on the main landing page for the sign-in screen. On the right of the screen, you will see which Collections you have access to.



Click on the Collection you want to search. From there you are on your way to gaining access to the assets and resources available to you.

[Understanding the User Interface >>>](#)

[Start searching >>>](#)

USER INTERFACE QUICK GUIDE

After clicking on the Collection you want to access on the login screen here is the user interface you'll experience:

The screenshot displays the user interface for a Hussey Seating Exclusive Dealer. At the top, there is a navigation bar with the Hussey Seating logo (1), a dropdown menu for 'My Brandfolders' (2), the user's name 'Hussey Seating Company' and 'Hussey Seating Exclusive...' (3), a language selector set to 'English (EN)' (4), and a user profile icon (5). Below the navigation bar is a large image of an auditorium with orange and grey seats. The main content area is titled 'Hussey Seating Exclusive Dealer' (6) and includes a '4 Collections' dropdown (7) and '1,280 Assets' (8). A chat button (9) is located below the title. A row of social media icons (10) is visible. A 'Sections:' filter bar (11) contains buttons for 'All', 'Business Tools', 'Sales Tools', 'Owner's Manuals', 'Literature', 'Photos', 'Videos', and 'AIA CEU Provider Materials'. Below this is a row of product category filters (12) including 'MAXAM', 'MAXAM+', 'Clarín', 'Quattro', 'Fixed Seating', 'Telescopic', 'Portable Seating', and 'Stadium Seating'. A 'LABELS' sidebar (13) lists 'Hussey Seating Exclusive Dealer' with sub-labels for 'Telescopic', 'Fixed Seating', 'Stadium Seating', and 'Portable Seating'. The main content area features a search bar (14) with a search icon and a search input field. Below the search bar are filters (15) for 'Any of these terms' and a search icon. A 'Sort by' dropdown (16) is set to 'Upload date (oldest)', and a 'View Options' button (17) is present. The 'Business Tools' section (18) is selected, showing two assets: '2020 Parts Guide and Price Lists' (40 views) and 'Clarín Portable Price List' (PDF). The 'Sales Tools' section is also visible below, showing two assets: 'Quattro Product Line Outline' and 'MAXAM AND HUSSEY SEATING TUNNELS'.

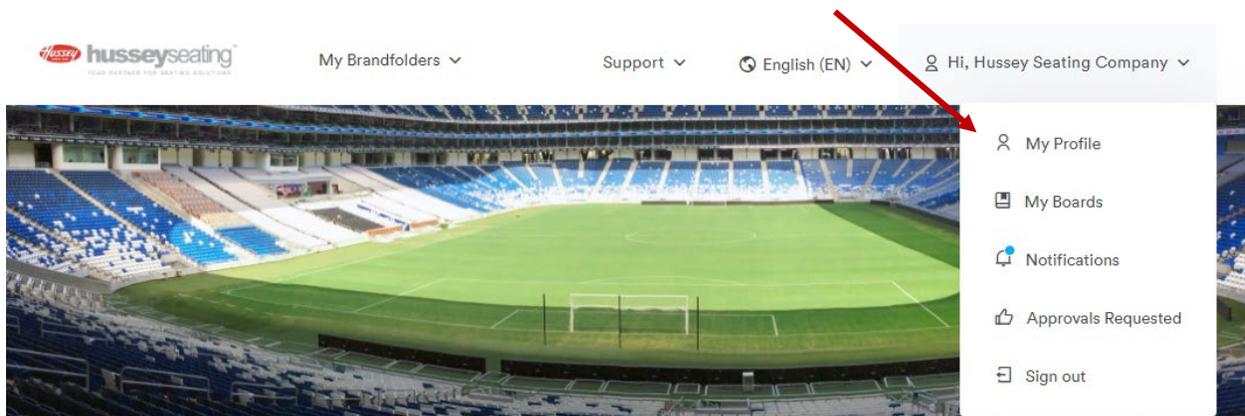
1. **Homepage link:** Click here to go to husseyseating.com
2. View all Collections you have access to here and #7
 - Clicking on #2 will allow you to access a **bulk search function** for all collections you have access to, see here.
3. Change the software language here. **Note:** Not all language will translate.
4. My Account, My Boards, Notifications and Sign Out.
5. Collection introduction text and support information.

6. **Quick links to outside resources:** HusseyConnects, Hussey Gear, Surface Material Selector, HSC Literature Archive, and 3D Configurator Tool.
7. **Collection Quick Access:** Click dropdown and select the collection.
8. A count of the number of assets you have access to.
9. **Sections:** Sections act as folders for the assets. Click to filter to specific asset types.
10. **Pinned Searches:** Click to perform quick searches. Same functionality as #13.
11. **Labels:** Labels allow you to filter assets/content based on product lines.
12. **Filters:** Filter your search by file extension type, keywords, and more.
13. **Pinned Searches:** Click to perform quick searches. Same functionality as #10.
14. **Search:** Click to perform quick searches. Same functionality as #13.
15. **Organize by Section:** Allows you to see the assets broken into their sections. Turning this off you will see all assets without the sectional breakdown.
16. **Sort by:** Select from the dropdown which way you want to sort the assets.
17. **View Options:** View by list or image/icon
18. **Sections:** These are your sections. Clicking on the box next to the section name will select all the assets displayed to you in that section.

ACCOUNT SETTINGS

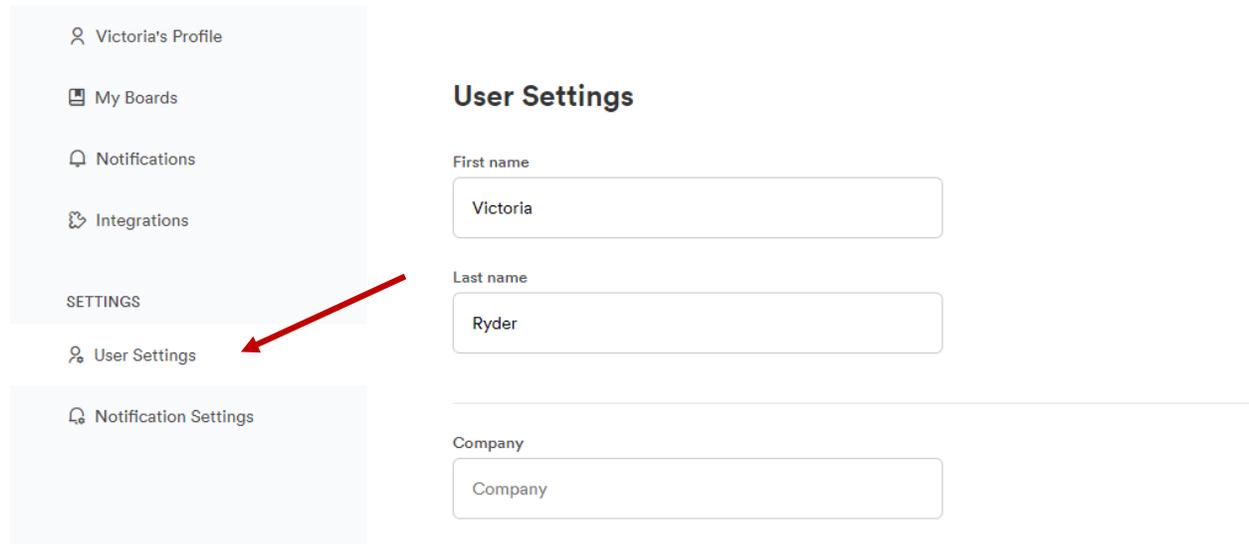
My Profile provides an overview of your activities, including favorite assets, Notification Center, and easy access to account settings.

NAVIGATING TO MY PROFILE



"My Profile" appears in the far upper right-hand corner. Use My Profile to update your personal information, see notifications, review any assets that you have favorited (Boards), and more!

ACCOUNT SETTINGS



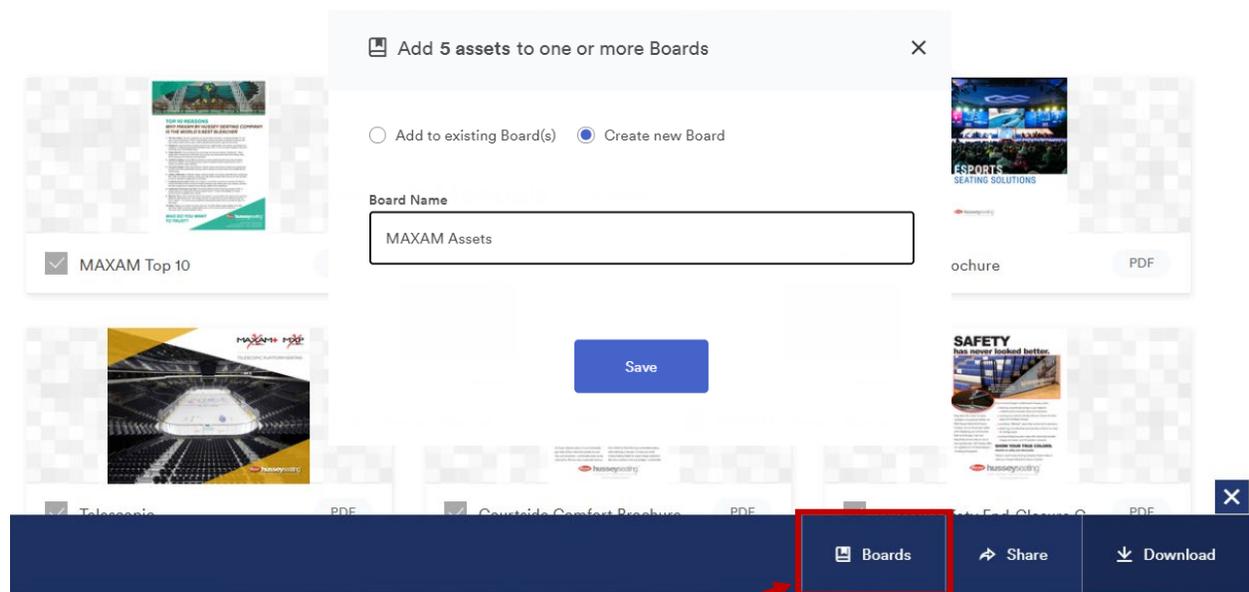
The screenshot shows the 'ACCOUNT SETTINGS' page. On the left is a navigation menu with items: 'Victoria's Profile', 'My Boards', 'Notifications', 'Integrations', 'SETTINGS', 'User Settings', and 'Notification Settings'. A red arrow points from 'User Settings' in the menu to the 'User Settings' form on the right. The form has three input fields: 'First name' (containing 'Victoria'), 'Last name' (containing 'Ryder'), and 'Company' (containing 'Company').

Update your email and password quickly and easily by going to your User Settings.

MY BOARDS

Boards can be used to create a cultivated view of user-specific assets.

To add an asset to a board, start by selecting the asset(s) by ticking the check box on the left of the asset and clicking **Boards** in the actions bar below. A window will then pop up with the ability for you to **Create new Board** or **Add to existing Board(s)**.



The screenshot shows a dialog box titled 'Add 5 assets to one or more Boards'. It has two radio buttons: 'Add to existing Board(s)' and 'Create new Board' (which is selected). Below the radio buttons is a 'Board Name' input field containing 'MAXAM Assets'. A blue 'Save' button is centered below the input field. The background shows a grid of asset cards, including 'MAXAM Top 10', 'Sports Seating Solutions', and 'Safety'. At the bottom, a dark blue action bar contains icons for 'Boards', 'Share', and 'Download'. A red box highlights the 'Boards' icon, with a red arrow pointing to it from the text below.

Select **Add to Board**. From there, you will have the option to add the asset(s) to a new Board or a pre-existing Board.

To access your created Boards, return to [My Profile](#) and click on **My Boards**.

The screenshot shows a user profile menu on the left with options: Victoria's Profile, My Boards (highlighted with a red arrow), Notifications, Integrations, SETTINGS, User Settings, and Notification Settings. The main content area is titled 'Your Boards' and shows '15 assets | 1 board'. Below this is a board card for 'MAXAM Assets' with '15 assets' and a thumbnail image of a building with a large bird logo.

NOTIFICATION SETTINGS

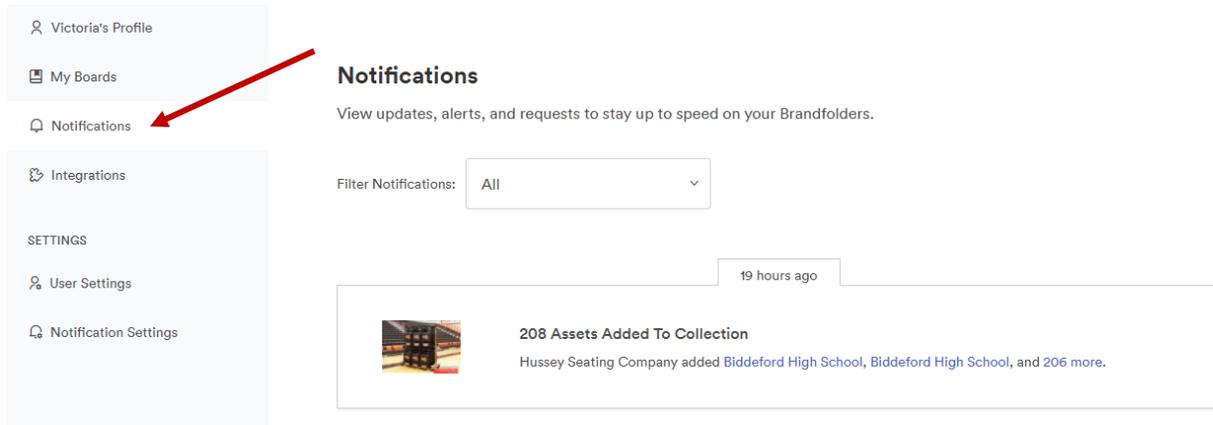
The screenshot shows the 'Notification Settings' page. The left sidebar has 'Notification Settings' highlighted with a red arrow. The main content area is titled 'Notification Settings' and includes the text: 'The following are Brandfolders and Collections you can elect to receive notifications from.' Below this is a section for 'Hussey Seating Company' with a red box around the 'In app' and 'Emails' toggle buttons. The 'Emails' button is checked. A table below lists collections for 'Hussey Seating Company' with checkboxes for 'In app' and 'Emails' notifications.

Collections For "Hussey Seating Company"	In app	Emails
<input checked="" type="checkbox"/> Regional Service Center	✓	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Hussey Seating Exclusive Dealer	✓	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Clarin Non Exclusive Dealer	✓	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Architectural and Design	✓	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Installer	✓	<input checked="" type="checkbox"/>

In the Notification Settings you can indicate if you want Email notifications in addition to your In App notifications. Email notifications are sent out weekly with a synopsis of the week's activity. **You'll need to opt-in to receive any notifications regarding new assets we load into the tool or additional updates from this system.**

NOTIFICATIONS

Notification Center allows you to monitor asset activity by viewing updates, alerts, and requests. You will receive a real-time notification when updates are made to your Brandfolder.



To view your notifications, when select Notifications. Here you can view specific uploads and downloads in Notification Center.

SEARCHING ASSETS

IMPORTANT NOTE: Each search needs to be reset BEFORE you begin looking for other assets. Either refresh your browser **OR** clear out each individual selection and search terms you have entered or selected.

Hussey Seating Company's digital asset management tool is fully indexed, making it easy to find the exact asset you need. Each asset's name, description, metadata, and many other details are instantly full-text searchable.

Use the Search Bar, Pinned Tags, or looking by Section to find assets and put them at your fingertips.

Here is what you will see (depending on Collection) once you have access:

Hussey Seating Exclusive Dealer

4 Collections ▾ 70 Assets

Have suggestions or need help? Contact marketing@husseyseating.com
[Chat with us!](#)



Sections: **All** Business Tools Sales Tools Literature AIA CEU Provider Materials

✦ MAXAM ✦ MAXAM+ ✦ Clarin ✦ Quattro ✦ Fixed Seating ✦ Telescopic ✦ Portable Seating ✦ Stadium Seating

LABELS >> Filters ✦ 8 Any of these terms ▾ Q Search here! [Share] [Close] Search

Organize by section View Options

On this screen you will see, Collections, Sections, Tags, Search, and Labels.

Additionally, you'll see quick links to resources available outside of our asset management tool.

SEARCH BAR

Sections: **All** Business Tools Sales Tools Literature AIA CEU Provider Materials

✦ MAXAM ✦ MAXAM+ ✦ Clarin ✦ Quattro ✦ Fixed Seating ✦ Telescopic

✦ Portable Seating ✦ Stadium Seating

LABELS >> Filters ✦ 8 Any of these terms ▾ Q Search here! Search

Find assets based on their name, tags, metadata, or description.

Type your search term into the search box and any matching results will display. Here are some general search terms you can search for:

- **Venue Type** (Gymnasium, Performing Arts Theatre, Arena, etc.)

- **Application** (Wall Attached, Recessed, Fixed, Telescopic, Seat Count, etc.)
- **Product Family** (MAXAM, Clarin, MAXAM+, Quattro, etc.)
- **Colors** (Red, Blue, Green, etc.)
- **Accessories** (Stanchion Type, Seat Type, Back Type, Arm Type, Spacers, Logos/Graphics, Cup Holders, etc.)
- **Mascot** (Eagle, Shark, Ravens, etc.)
- **Seat Count** (1-250, 251-500, 501-750, 751-1000, 1000-1500, 1500-2000, 2000-2500, and >2500)

If you want to search on phrases or terms with multiple words, wrap the phrase in quotation marks. For example, search will consider "blue fox jumps" as a single search term whereas blue fox jumps will count as three separate search terms and result in searching for blue OR fox OR jumps.

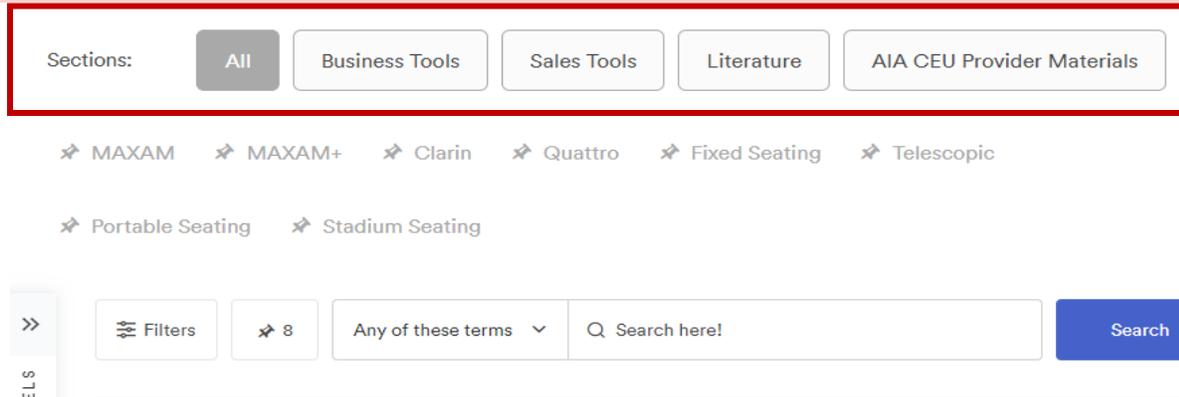
PINNED TAGS

The screenshot shows a search interface with the following elements:

- Sections:** A row of buttons for filtering results: All (selected), Business Tools, Sales Tools, Literature, and AIA CEU Provider Materials.
- Pinned Tags:** A red-bordered box highlights a set of tags: MAXAM, MAXAM+, Clarin, Quattro, Fixed Seating, Telescopic, Portable Seating, and Stadium Seating. Each tag has a small icon to its left.
- Search Bar:** Located below the tags, it includes a "Filters" button, a count of "8" items, a dropdown menu set to "Any of these terms", a search input field with the placeholder "Search here!", and a blue "Search" button.

Pinned Tags appear right above the Search Bar. These are saved searches created by the Hussey Seating Company marketing team to help you find groups of assets across different Sections quickly.

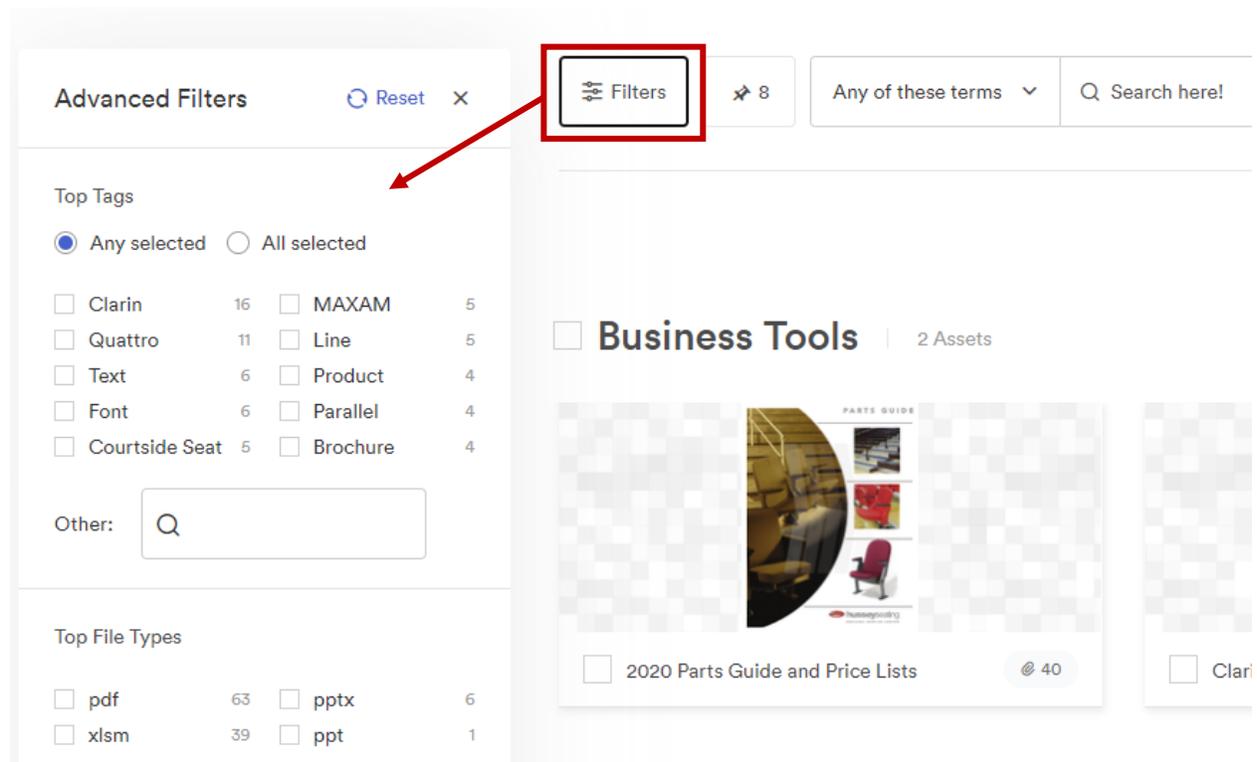
SECTIONS



Sections appear across the top of your Collection. These are essentially folders you'll find assets in and are the broadest way of organizing assets.

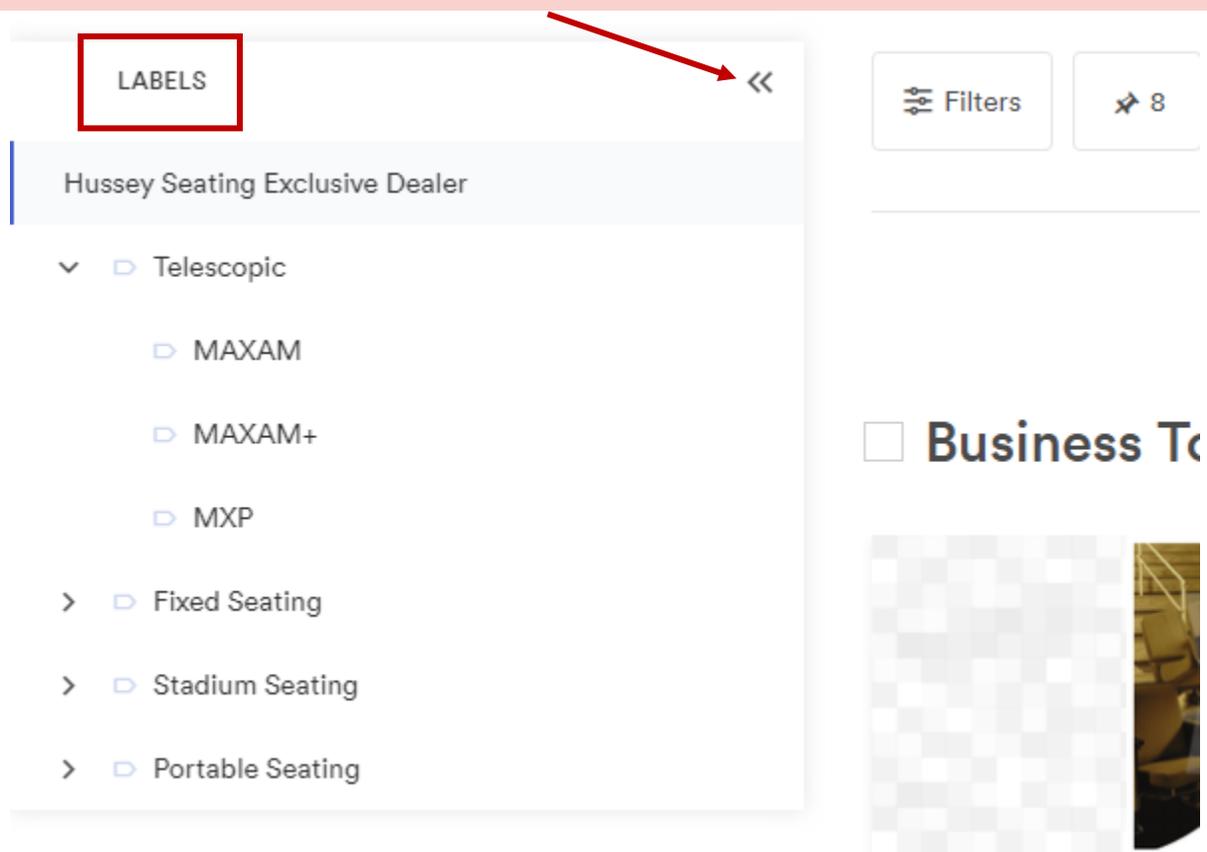
Clicking on a Section's name will filter the results anything contained within that Section.

ADVANCED FILTERS



Use the Advanced Filters to search by Exact Terms, Asset Status, Top Tags, File Types, Custom Fields, Orientation, Comments, or Upload Date. You can also combine any of these filters to further narrow your search results.

LABELS



Labels will appear on the left-hand side of your screen. You can open up the labels drawer by clicking the two-arrow icon as shown in the picture above. Labels are another mechanism for navigation to find the asset you are searching for.

You can click through the labels to browse the content associated with each. Additionally, you can use Pinned Tags in tandem with Labels. For example, if you first click a pinned tag and then browse labels, you will notice more refined results.

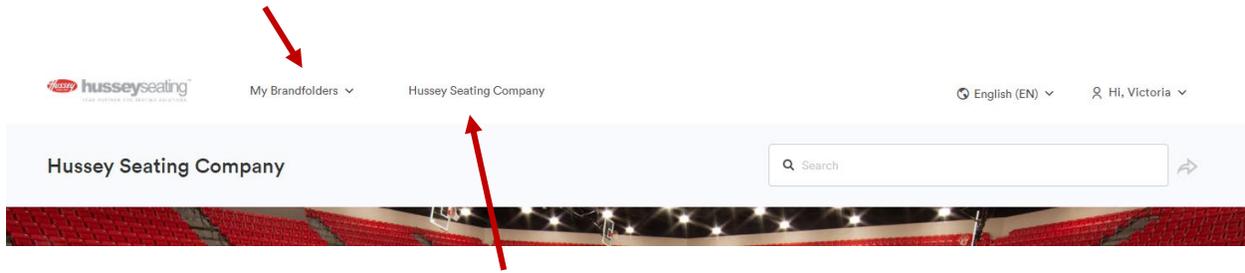
VIEW OPTIONS

The screenshot displays the 'VIEW OPTIONS' interface. At the top, there is a navigation bar with a toggle for 'Organize by section', a dropdown for 'Sort by Relevancy', and a 'View Options' button. Below this, a thumbnail of a 'Portable Seating Price List' is shown with a 'PDF' button. To the right, a 'View Options' panel is open, showing settings for 'Layout' (grid/list), 'Assets per section' (32), and 'Show custom fields' (toggle). A 'Reset' button is at the bottom of the panel.

To the right of the search bar, you will see a button that says, "View Options". When you click this button, you will be able to change your layout, sort options, assets per section and show custom fields!

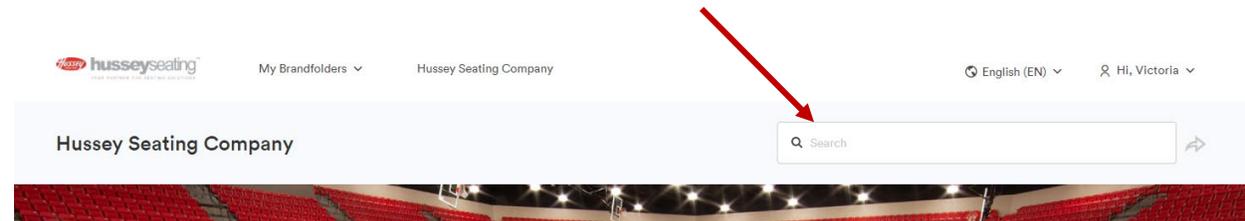
19. **Layout** - you can choose between a thumbnail view or a list view.
20. **Sort by** - this will allow you to sort assets based on **Position** (the order the Admin has placed assets in), **Name** (alphabetical), **Most Popular** (views and downloads), **Least Popular** (views and downloads), **Updated** (changes were made to the asset), or **Created** (most recently uploaded assets).
21. **Assets per section** - you can choose how many assets will show per page
22. **Show custom fields** - turn this on to see any prioritized custom fields as you browse through asset thumbnails

BULK SEARCHING



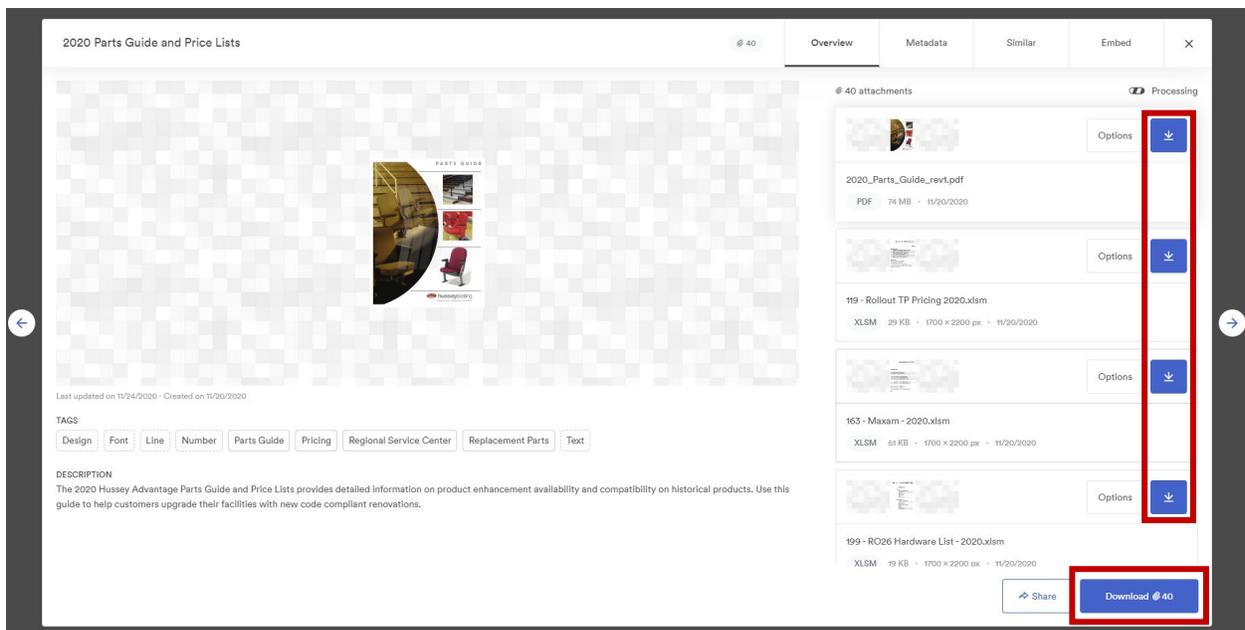
Once you are logged in, click on either of these sections in the header of the page. This will bring you to a page that displays all your collections.

To the right you'll see a search bar. Enter your search term there, and you'll be able to search all of your collections in relation to what you're looking for.



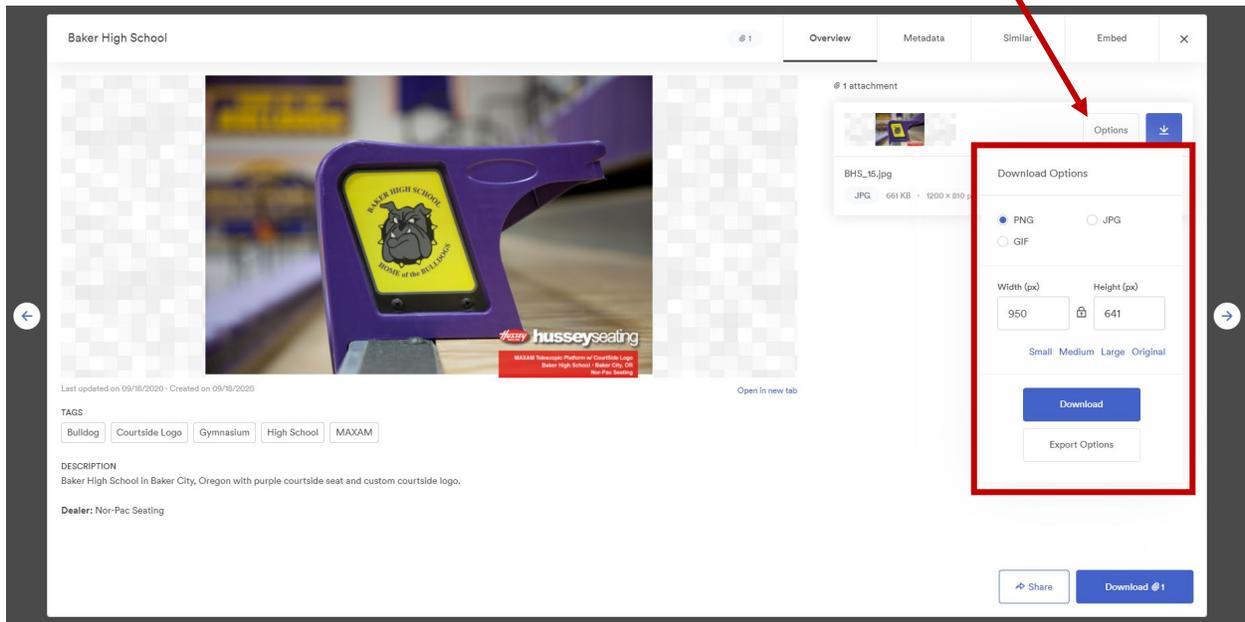
DOWNLOADING ASSETS

DOWNLOAD A SINGLE ASSET



To download all files an asset, select the "Download X Attachment(s)" in the bottom right hand corner. To download a single file, select the download icon next to the file.

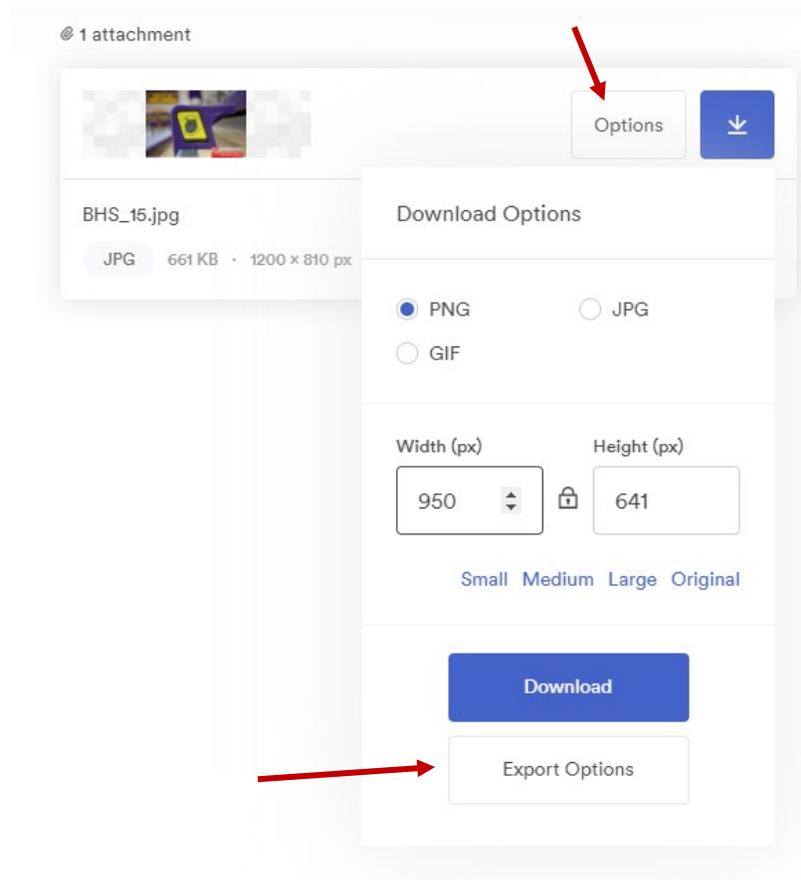
FORMATTING AND RESIZING



The screenshot displays a digital asset management interface for a file named "Baker High School". The main image shows a purple court-side seat with a yellow logo that reads "BAKER HIGH SCHOOL HOME OF THE BULL DOGS". A red arrow points to the "Options" button in the top right corner of the asset's preview area. A red-bordered box highlights the "Download Options" menu that appears when the "Options" button is clicked. This menu includes radio buttons for selecting the file format (PNG, JPG, or GIF), input fields for "Width (px)" (950) and "Height (px)" (641), and buttons for "Download" and "Export Options". Below the main image, there are tags for "Bulldog", "Courtside Logo", "Gymnasium", "High School", and "MAXAM", along with a description: "Baker High School in Baker City, Oregon with purple courtside seat and custom courtside logo. Dealer: Nor-Pac Seating".

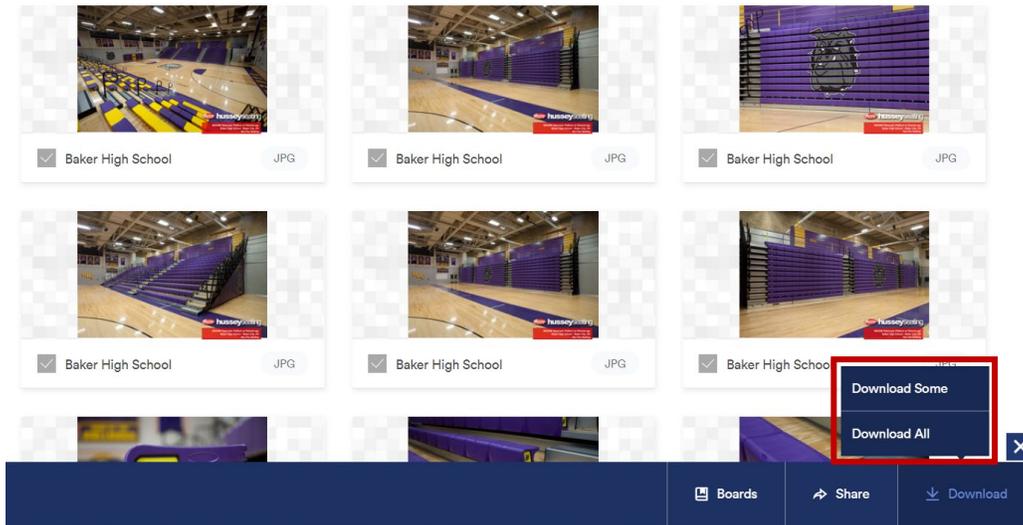
To change the format or size of an image click on "Options" to the right of the asset name. This will open a menu (shown above) to select your format and size options. Note that the file will always respect the original aspect ratio. When entering a width or height, the other will update automatically.

ADVANCED EXPORT OPTIONS



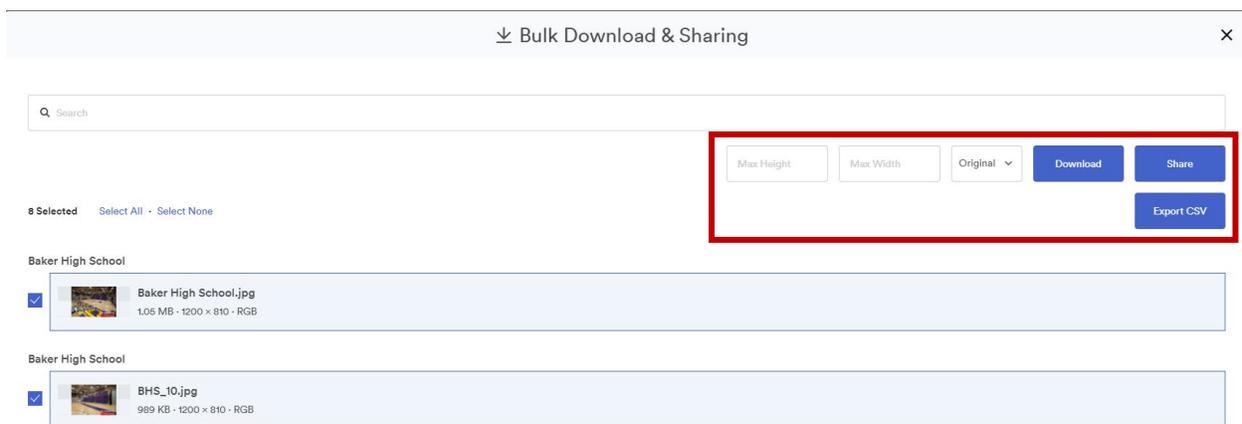
By clicking 'Options' next to the download icon within an asset, you can download the file you need in a different format and size. Additionally, if the settings allow on the asset you are working in, you can choose from custom cropping presets by clicking 'Export Options'. These presets will include social media presets, freeform crops, or custom presets that your Admin has configured for you.

DOWNLOAD IN BULK



Select assets individually by selecting the checkbox in the bottom left OR select entire sections by checking the box next to the Section name. After assets are selected the Bulk Actions Bar will appear in the bottom left where you can choose "Download" to create a .zip, or "Download Some" for more options.

DOWNLOAD SOME



Selecting "Download Some" will allow you to create a .zip file or share link to a .zip file with a subset of assets by deselecting any merged files from the window that appears. Download Some also allows you to resize and reformat in bulk by using the "Max Height" "Max Width", and the format dropdown.

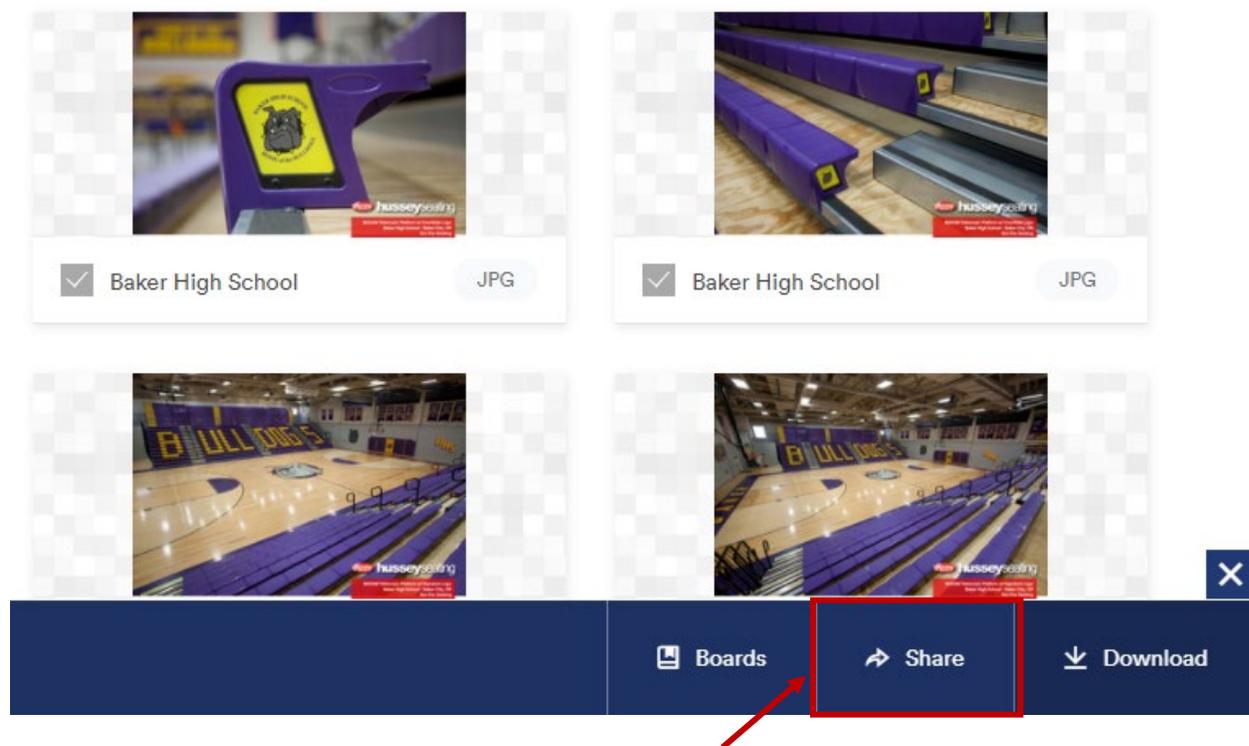
Once your final selection is complete, you can choose "Download" or "Share" from the upper right hand corner.

SHARING CONTENT

IMPORTANT NOTE: ALL SHARE LINKS ARE SET TO "PRIVATE" – these links are restricted to our users within the tool, to share with outside resources you must download the file and share it how you normally would via email, fax, etc.

You can share assets via a share link with people internally who already have existing access to the Hussey Seating Company digital asset management tool. You can share individual assets or in bulk.

CREATE A SHARE LINK



The screenshot displays a grid of four asset thumbnails, each with a checkbox in the bottom left corner. The first two thumbnails are selected, with their checkboxes checked. Below the thumbnails is a dark blue bulk actions bar containing three options: "Boards" (with a document icon), "Share" (with a share icon), and "Download" (with a download icon). A red box highlights the "Share" button, and a red arrow points to it from below. A close button (X) is visible in the top right corner of the asset grid area.

Select assets individually by selecting the checkbox in the bottom left OR select entire sections by checking the box next to the Section name. After the assets are selected the Bulk Actions bar will appear in the bottom left where you can choose "Share". This will open a window with your share link(see below), which you can then copy/paste/send.

You are also able to enable "Set Link Expiration" which will deactivate the link on a specified date.